

Monmouth County
Board of Elections



Poll Worker Manual

Board of Elections	732-431-7802 x7150
Poll Worker Hotline*	732-431-7040
Voting Machine/Equipment Warehouse	732-431-7291
Voter Registration	732-431-7780 x7775 , 7788, 7777

THANK YOU FOR BEING A POLL WORKER

The commissioners and staff of the Monmouth County Board of Elections would like to recognize the hard work and diligence that our Poll Workers put toward upholding the sanctity of our election process.

Efficient and secure elections are the cornerstones of our democracy and without the concentrated efforts of our Poll Workers, we would not be able to hold our elections to the high standards that all members of our county expect and deserve.

Thank you for your contributions to a pivotal role in our election process.

-Monmouth County Board of Elections Staff

SCOPE OF THIS GUIDE

This guide will cover the rules and requirements to uphold at the poll place in addition to the procedural steps that should be taken to successfully operate the polls.

For instructions detailing the step-by-step opening and closing of the equipment at the polls, please see the equipment guide from the webpage below.

PDF & VIDEO INSTRUCTIONS

For PDF copies of the Poll Worker Manual use the link below



<https://www.co.monmouth.nj.us/page.aspx?ID=3704>

For video instructions on how to open the equipment at the polls, please use the link below



<https://www.co.monmouth.nj.us/page.aspx?ID=3759>

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POLL WORKER RESPONSIBILITIES

Responsibilities before the opening of polls:

- Familiarize yourself with the procedures in this handbook before you arrive at your designated poll place.
- **Arrive at 5AM** to begin setup at your location.
 - Follow each step in the "Opening Checklist" on page 8.
 - Polls must be open to voters at **6AM**.
 - Hang all signs and posters located inside the supply kits.
 - Ensure there are no obstructions for voters inside and around the poll place.
 - Ensure pathways for handicapped voters are accessible.

For an additional \$30, a designated Poll Worker must pick up the district Blue Canvas Bag at the local Municipal Clerk's office. They will be responsible for delivering this bag to the poll location the morning of election day, and for returning it at the end of the day. Designated workers will receive advanced notification from the local Municipal Clerk.

Responsibilities during the polling period:

Voter processing & documenting incidents

Poll Workers should maintain order at the polls and process voters in an accurate and timely fashion.

Workers are provided an "Incident Report" within the blue envelope in case of any issues, mistakes, or problems experienced during the day. Please clearly document any troubles that are experienced throughout the day. When in doubt, make note of any situations on the Incident Report (see page 68).

Monitoring of the Polls

Monitor the poll place for electioneering. **No electioneering is permitted** within one hundred feet of the polling place entrance.

Electioneering applies to any circulars or printed matter, including clothing, in support of any candidate/party/public question that is on the ballot within the polling place or within 100 feet of the entrance to the polling place.

There should not be any discussions concerning political preferences or opinions at the polling place. Social or fundraising activity of any group or organization is not permitted within 100 feet of the entrance to any polling place on Election Day.

If officials will be present to conduct "**Exit Polling**," the Board of Elections will notify your district. You will also be notified if representatives from the media will be present on Election Day. Media with credentials from the Board of Elections are the only people who are allowed to take photos or video in a polling location.

Posting the Voter Turnout Sheet

Poll Workers are responsible for updating the Voter Turnout Sheet every 2 hours following the opening of polls. Follow the instructions on page 69 for more details.

POLL WORKER RESPONSIBILITIES

Responsibilities after the closing of polls:

Marking the line at the closing of polls

- At the closing of polls, voters already in line must be permitted to vote. A Poll Worker should stand at the end of the line at 8 PM to prevent latecomers from entering the line.
- After the last voter finishes voting, observers may view the closing procedures. Official challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Shutting down all equipment

- Follow each step in the "Closing Polls" checklist on page 48.
 - Follow along with the separate "Equipment Guide" booklet for detailed instructions and pictures on the steps that should be taken to close all equipment. You may scan the QR code on page 1 for a copy.
- After the "Close Polls" button has been pressed on the Voting Machine, the results will be saved to a flash drive inside the top compartment of the Voting Machine. After powering off, remove this drive and place it inside the results flash drive case within the clear envelope.

Final Results Report

- Each machine will print 4 copies of the Final Results Report and 1 copy of a Write-In Report.
- Ensure all copies of the Final Results Reports are signed by each Poll Worker in the district.
- One copy of the Final Results Report from each machine is to remain at the polling place for viewing by the public.
- Remaining copies of the results reports are to be returned in the clear envelope provided in the blue bag.
- The single copy of the Write-In Report (per machine) should be placed inside the clear envelope provided in the Blue Canvas Bag.

ELECTIONS OFFICES

County Elections Offices:

Monmouth County has three distinct election offices that are responsible for different roles in the election process. These offices are the:

- Board of Elections
- Superintendent of Elections/Commissioner of Registration
- Clerk of Elections

These three offices are independent of each other, but work in partnership to facilitate the election process within Monmouth County.

What duties are each office responsible for?

Board of Elections:

- Polling Locations
- Poll Workers
- Master Poll Workers
- Challengers
- Tabulation of vote by mail ballots
- Redistricting

Superintendent of Elections:

- Voter Registration
- Party Affiliation
- Voting Machines
- Pollbooks

Clerk of Elections:

- Sample ballots
- Vote by mail applications
- Candidate petitions
- Collection of election results
- Certification of Results

Main office number:

732-431-7802 ext. 7150

Direct Poll Worker Hotline*:

732-431-7040

*Election Day only

Phone numbers:

Voter Registration:
732-431-7802 ext. 7775

Voting Machine/Equipment Warehouse:
732-431-7291

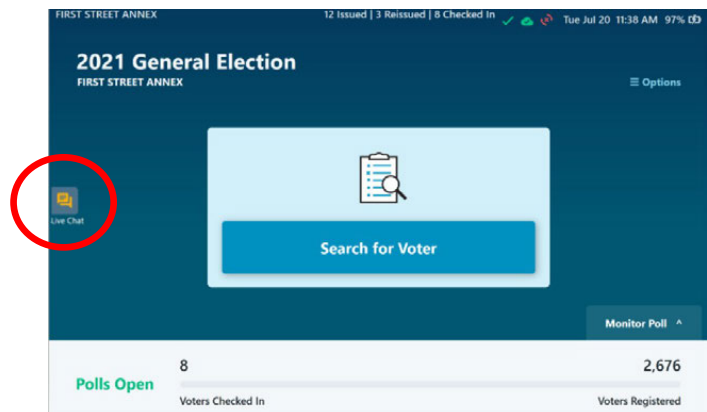
Phone number:

732-431-7790

Live Chat Feature

In addition to dialing the numbers listed above, Poll Workers may utilize the pollbook's "Live Chat" feature to contact the county election offices.

After tapping "Live Chat," the pollbook will ask which department to send the message to. **The pollbook will send the message to all three election offices no matter what option is selected.**



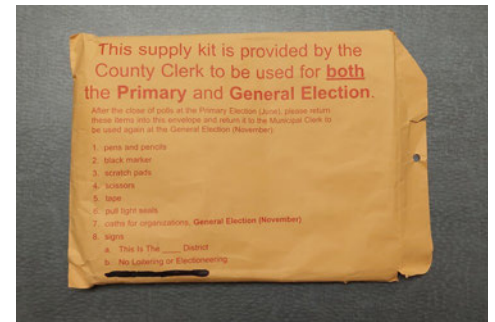
POLL WORKER SUPPLIES

Supply Kit Contents:

Manila envelope:

from Clerk of Elections

- Oath of Office
- Sample Ballot (to be posted)
- Voting District Signs
- American Flag Poster (to be posted)
- Pens, tape, scissors and supplies
- Zip ties to string Voting Authorities



Blue envelope:

from Board of Elections

- **Password sheets**
- Poll Worker Badges (please return)
- NJ Voter's Bill of Rights poster (to be posted)
- Voting by Mail In Ballot poster (to be posted)
- Poll Worker Manual
- Equipment Guide
- Incident Report (to document all issues)
- Map (to be posted)
- Voting Machine Instructions (double sided, held for voters at machines)
- Voter Turnout Form (to be posted by door)
- Code of Conduct (to be signed)
- Handicap Accessibility Signs (if necessary)
- No Pets—Service Animals Only sign (to be posted)



Red envelope:

from Superintendent of Elections

- Voter Information Update Form (Address/Name Change/Signature update/Deceased)
- Challenge forms (C2/C4 and C3 forms)
- Voter complaint form
- Assistor form
- Unable to Sign form



Clear Envelope for returning:

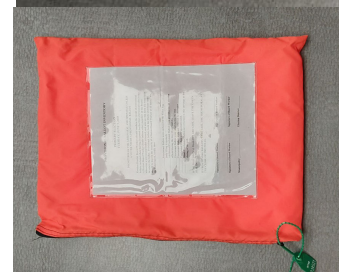
for Clerk of Elections

- Results USB sticks
- All copies of Zero Proof Reports
- 3 copies of Final Results Reports (from each machine)
- 1 copy of Write-In Report (from each machine)
- Emergency Ballot Tally Sheet (if used)



Orange Provisional Ballot Bag: *from Superintendent of Elections*

- Provisional Affirmation Statements
 - Completed provisional ballots are returned in this bag.
- Additional documentation needed letter



OPENING CHECKLIST

Complete the steps on this checklist upon arrival to your designated poll location at 5AM. Voters may not be checked in until the polls open at 6AM.

Consult the Equipment Guide for specific instructions on the steps to open the pollbooks, Voting Machines, and Wi-Fi devices.

- Locate the pollbooks and Voting Machines corresponding to the voting district you are assigned to.
- Remove Voting Machine keys from supply bag.
- Open rear compartments of all Voting Machines. Remove surge protectors, extension cords, activation cards, and ADA equipment.
- One Wi-Fi device will be provided to your voting location within the rear compartment a Voting Machine. If your district has a device, remove it and ensure it is plugged in and turned on immediately.
- Locate the password sheet inside the blue envelope within the supply bag.
- Set up appropriate pollbooks for your district and ensure the green checkmark is displayed across the top of the screen.
- Set up appropriate Voting Machines for your district. Sign all Zero Proof Reports and file them inside the clear envelope in the supply bag.
- Set up seating for voters to fill out Provisional Ballot Affirmation Statements and other forms. Ensure privacy screens are set up.
- Set up seating for challengers.
- Display the following signage located inside the supply bag:
 - Blue Envelope
 - Voters Bill of Rights poster
 - District map
 - Handicap accessibility signs
 - Voter Turnout Form (2 hour count sheet) (post on/near door)
 - "Voting by Mail In Ballot" poster
 - No pets — service animals only sign (post on entry door of location)
 - Manila Envelope
 - Sample ballot
 - American Flag poster (post on entry door of location)
 - Voting district sign (on or behind pollbook table)
 - No electioneering sign
- Have all Poll Workers clock in on the pollbook.
- Have all workers sign the Code of Conduct acknowledgment during clock-in on the pollbooks.
- Have all workers sign the Oath of Office form within the Manilla Envelope.

STARTING THE WI-FI DEVICE



STARTING THE WI-FI DEVICE

Please note: Your Voting Machines may not contain a Wi-Fi device.

Wi-Fi devices are distributed per voting *location*, not per voting *district*. If you do not have a Wi-Fi device in the rear compartment of either Voting Machine in your district, **you may skip this section**. In some instances a stronger Wi-Fi device may be allocated to your district. This device will come with a separate instruction sheet.

This device creates a secure network connection for the pollbooks at your voting location to utilize.

If your district has one, it will be located in the rear compartment of one of the Voting Machines.

Remove the device from the back of the Voting Machine.

This device should be turned on **immediately** in the morning prior to the opening of the pollbooks.

Place the Wi-Fi device in central location near the pollbooks. If pollbook performance is slow during the day, move the Wi-Fi device to a nearby window, if possible.

In locations where there are more than one district, your Voting Machines may not have a Wi-Fi device. Verify with other districts that it is plugged in and ready to use.



STARTING THE WI-FI DEVICE

Plug the power cable into an outlet.

Turn the device over and look into the vent slots.

Four LEDs will turn on after a few minutes.

Place the device near a wall or windows for the best reception. If possible, centrally locate among the location's pollbooks.

On the pollbook, you can check for a successful connection by checking for these three green icons across the top of the screen.

In addition to the network connection icons, there will be a printer icon indicating the status of the printer.



Printer Connected



Printer Not Connected

Pollbook Opening Procedure



Video Instructions

POLLBOOK OPENING PROCEDURE

Obtain the power strips and extension cords from the back of the Voting Machine, if they have not already been retrieved.

Place the blue case flat on the table and rotate it so the orange buckles are facing you and the ES&S logo on top is visible.

Break the seal on the handle and unfasten the orange buckles to open the box.



Take the device labeled ExpressVote Printer out of the box and place it on the table, facing the poll worker.

Remove the pollbook screen from the box. Place it so the "Scan Here" icon is facing the voter side of the table.

Remove the remaining power cables and the white square power block from the case.

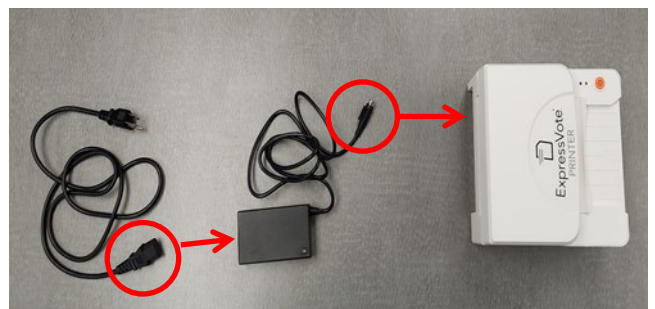


To connect the printer to power, grab:

- the cord with a power outlet prong
- the cord with the black power brick

Plug the power prong into an outlet and the other end into the black power brick.

Plug the circular plug attached to the power brick into the printer.



POLLBOOK OPENING PROCEDURE

Take the remaining black cable and plug the rectangular USB end into either plug on the side of the pollbook's base.

Take the other end of the cable and plug it into the remaining plug on the back of the printer.



Plug the orange cable attached to the pollbook into the white power block.

Plug the white power block into an outlet.

Note: If the power prongs on the block are not lowered, use your finger to pull them down.



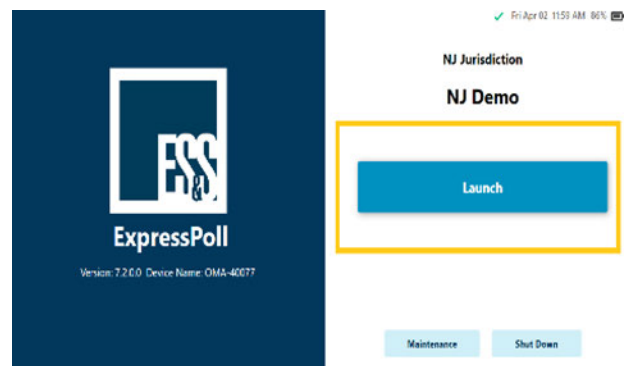
Briefly press the orange power buttons on both the printer and pollbook.

The printer will beep and its button will light up to indicate it is on.



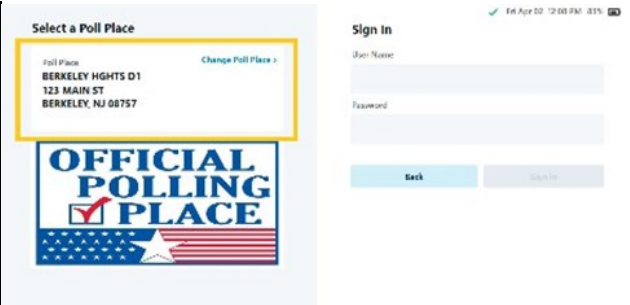
After the pollbook has powered on, touch the **Launch** button on-screen.

When prompted, enter the **PQC Code**. This code can be found on the passwords sheet located in your district's blue envelope.



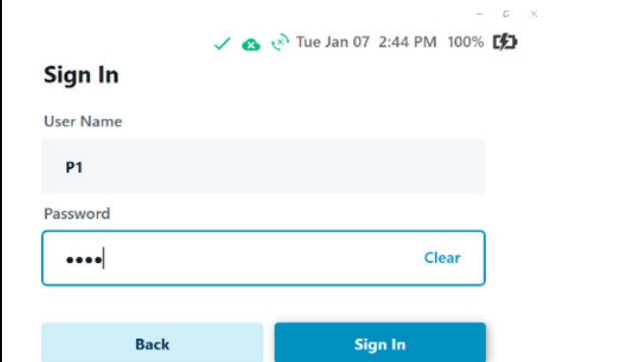
POLLBOOK OPENING PROCEDURE

Verify that the poll place location and district number information in the top left corner of the screen matches your assigned area.



Enter the user name, and password found on your passwords list in the Blue Canvas Bag, then touch "Sign In."

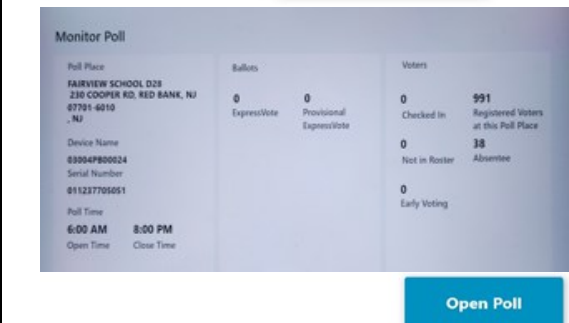
Note: If the boxes turn red indicating that the incorrect information was entered, touch "Clear" and carefully retype the user name and password.



The pollbook will display the following screen.

Touch "Open Poll" immediately after the pollbook has been set up.

Do not process any voters until the polling start time.



Check for the following green icons across the top of the screen. If these icons are red, ensure that the Wi-Fi device for your polling location has been turned on. If the printer logo is red, ensure the printer is properly plugged in. Reconnect the cables if necessary.



If the Wi-Fi device is on, but you still see yellow icons, this indicates that the pollbook is updating. Pollbook connectivity is monitored remotely for the duration of the day.



(Not every **district** has a Wi-Fi device, but every **location** will have one.)

Note: Ensure the green checkmark is displayed. Intermittent connectivity for the cloud icon is okay.

Poll Worker Clock-In Process

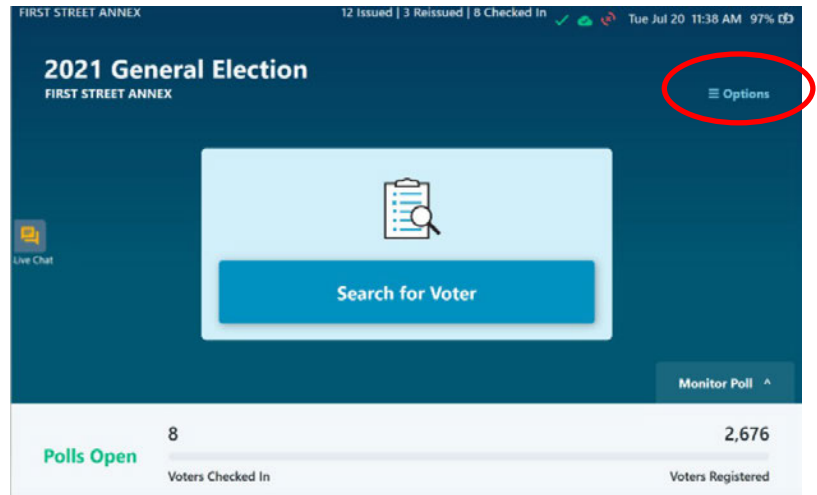


POLL WORKER CLOCK-IN PROCESS

Standard Clock In

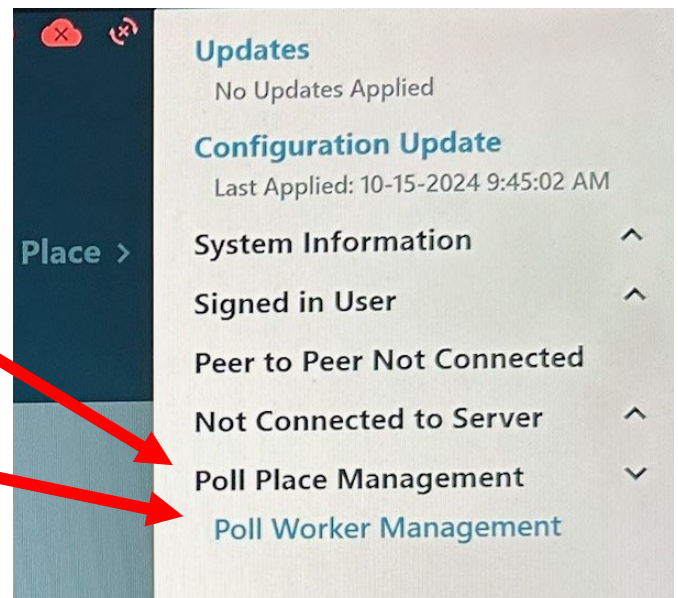
All Poll Workers are required to clock in on the pollbook.

From the main pollbook screen, touch the **Options** button in the top right corner of the pollbook.

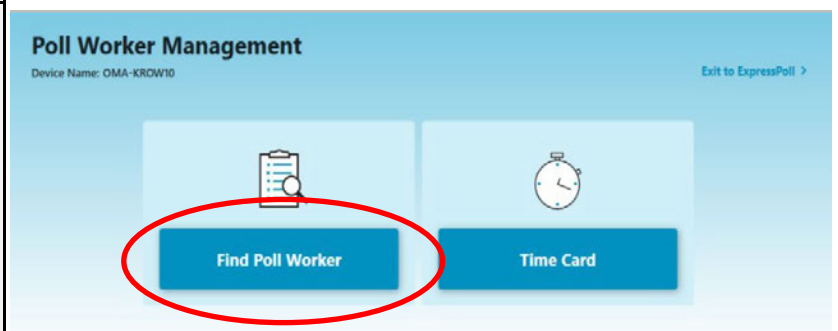


Tap the **Poll Place Management** black text to show the **Poll Worker Management** blue button.

Tap the blue **Poll Worker Management** button.



Touch **Find Poll Worker**.



POLL WORKER CLOCK-IN PROCESS

Standard Clock In (continued)

The **Find Poll Worker** screen is prefilled with a list of Poll Workers assigned to your polling location.

Select your name from the list or narrow the search by entering your name and date of birth in the search bar.

If your name is still not found, go to the **Wrong Poll Location** section on page 20 for further directions.

EATONTOWN PUBLIC LIBRARY D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 12:06 PM 100% E3

Last Name First Name Date of Birth

By District
By County

Clear all

Matching Results 3 Results

Job Title	First Name	Date of Birth	Location	Status
POLLWORKER	JANE	08-26-1920	EATONTOWN PUBLIC LIBRARY D07	CLOCKED OUT
POLLWORKER	JOHN	07-04-1776	EATONTOWN PUBLIC LIBRARY D07	CLOCKED OUT
VOTEHERE	SALLY	03-07-1683	EATONTOWN PUBLIC LIBRARY D07	CLOCKED OUT

If you didn't find the poll worker that you were looking for:

1 Check search criteria for accuracy

2 Add Poll Worker

Once you have selected your name, you will see a screen prompting you to confirm your job title and poll place.

Touch **Next** to continue.

EATONTOWN COMMUNITY CTR MAIN BLDG D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 11:48 AM 100% E3

Please confirm Job Title and Poll Place.

Job Title
Poll Worker

Poll Place
EATONTOWN COMMUNITY CTR MAIN BLDG D

Back Next

Using a stylus, sign the Code of Conduct affirmation on the screen.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.

EATONTOWN PUBLIC LIBRARY D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 11:48 AM 100% E3

Please sign the oath to proceed.

I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs

John Pollworker

Clear Signature

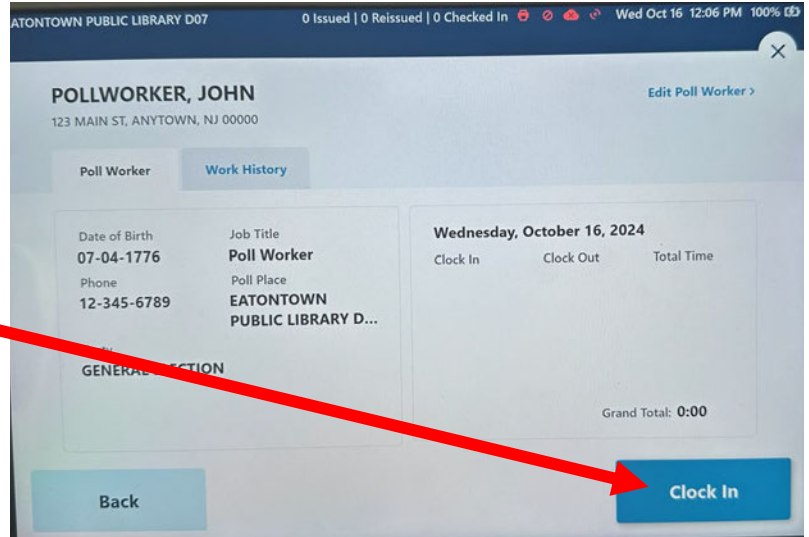
Back OK

POLL WORKER CLOCK-IN PROCESS

Standard Clock In (continued)

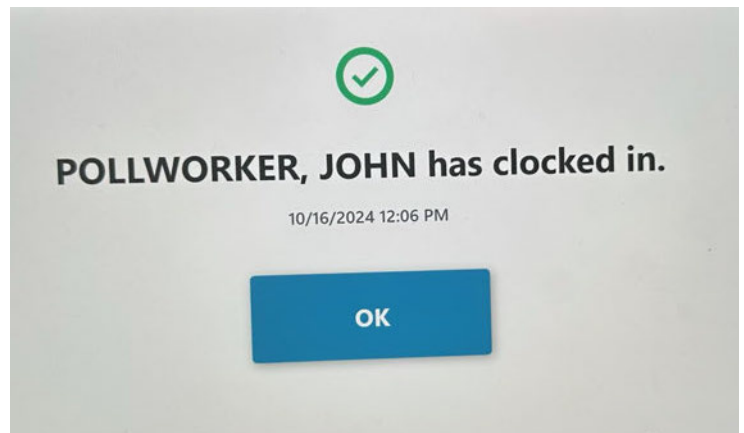
You will now see your Poll Worker record.

Press **Clock In** at the bottom right.



Press **OK**.

You are now clocked in. At the end of the polling period, you will have to clock out.



POLL WORKER CLOCK-IN PROCESS

Wrong Poll Location Clock In

If you cannot find your record, you can expand the search. This may happen if your assignment was recently changed.

To do so, type the first few letters of your first and last name into the search fields and tap the "By County" button.

This is similar to when searching for a voter at the Wrong Poll Place.

If your record appears, tap on your name.

If it does not appear, go to **Poll Worker Not Found** directions on page 22.

On the right side of the screen, tap the **Edit Poll Worker** button.

Tap on the **dropdown menu** for the location and **select the district that you are at** (it will prepopulate with the pollbook's district).

Tap **Save**.

A screenshot of a search interface. At the top, there are three search fields: 'Last Name' with 'ELECTIONS', 'First Name' with 'JAMES', and 'Date of Birth' with 'MM-DD-YYYY'. To the right, there are two radio buttons: 'By District' (selected) and 'By County'. Below the search fields is a 'Clear all' button. The main area shows 'Matching Results: No Results'. A yellow banner contains a warning icon and the text: 'If you didn't find the poll worker that you were looking for:'. Below this are two numbered steps: '1 Check search criteria for accuracy' and '2 Add Poll Worker' (a blue button).

A screenshot of the search interface. The 'By County' radio button is now selected. The search results show one entry: 'ELECTIONS JAMES 12-18-1787 EATONTOWN COMMUNITY CTR MAIN BLDG D01'. To the right of this entry is a yellow warning icon and the text 'WRONG POLL'. Below the search fields is a 'Clear all' button. The main area shows 'Matching Results: 1 Result'. A yellow banner contains a warning icon and the text: 'If you didn't find the poll worker that you were looking for:'. Below this are two numbered steps: '1 Check search criteria for accuracy' and '2 Add Poll Worker' (a blue button).

A screenshot of a worker's profile page. The header shows 'ELECTIONS, JAMES' and '1 SUNNY AVENUE, ANYTOWN, NJ 00000'. There are two tabs: 'Poll Worker' (selected) and 'Work History'. Below the tabs, there are fields for 'Date of Birth' (12-18-1787), 'Job Title' (Poll Worker), 'Phone' (907-654-3210), and 'Poll Place' (EATONTOWN). On the right, there is a date 'Wednesday, October 16, 2024' and a table with columns 'Clock In', 'Clock Out', and 'Total Time'. A blue button labeled 'Edit Poll Worker' is circled in red in the top right corner.

A screenshot of the 'Edit Poll Worker' form. The form has tabs for 'Poll Worker', 'Address', and 'Contact'. The 'Poll Worker' tab is active. Fields include 'First Name' (JAMES), 'Middle Name' (Tap here to...), 'Last Name' (ELECTIONS), 'Suffix' (Tap here...), and 'Date of Birth' (12-18-1787). There is also a 'Job Title' field (Poll Worker) and a 'Party' field (GENERAL ELECTION). A dropdown menu for 'Poll Place' is open, showing three options: 'EATONTOWN COMMUNITY CTR MAIN BLDG D0' (selected), 'EATONTOWN COMMUNITY CTR MAIN BLDG D01', and 'EATONTOWN PUBLIC LIBRARY D07'. A red arrow points from the text in the previous block to this dropdown menu. The 'Save' button is in the top right corner.

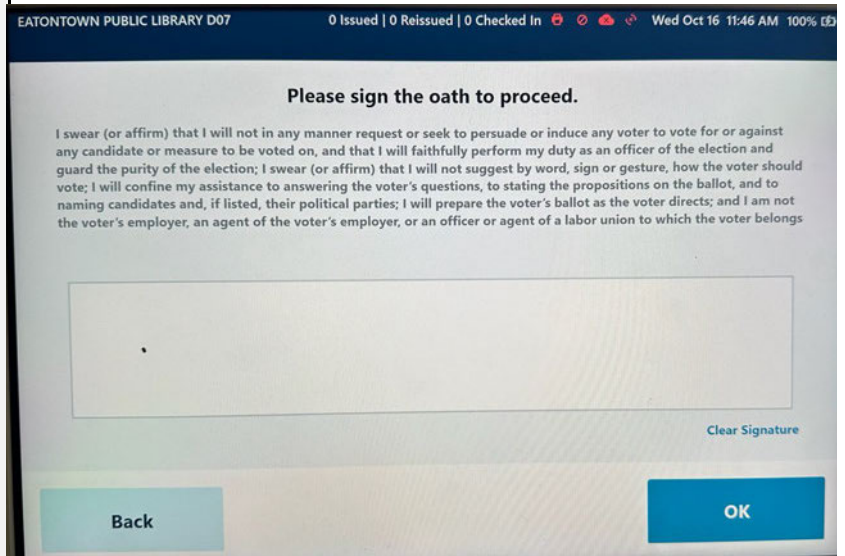
POLL WORKER CLOCK-IN PROCESS

Wrong Poll Location Clock In (continued)

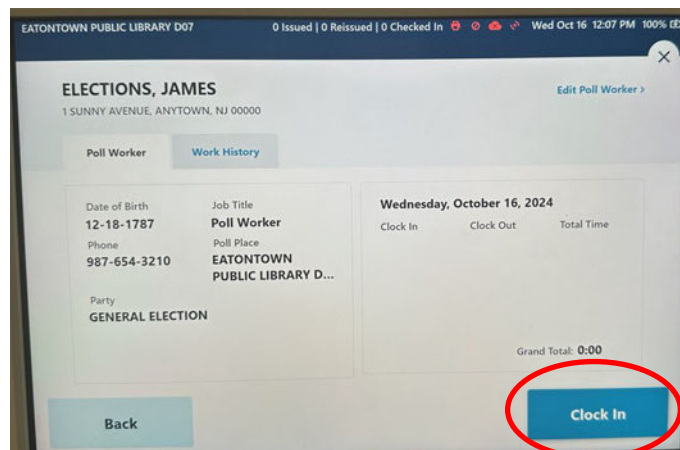
Using a stylus, sign the Code of Conduct affirmation screen.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.

Tap **OK**.

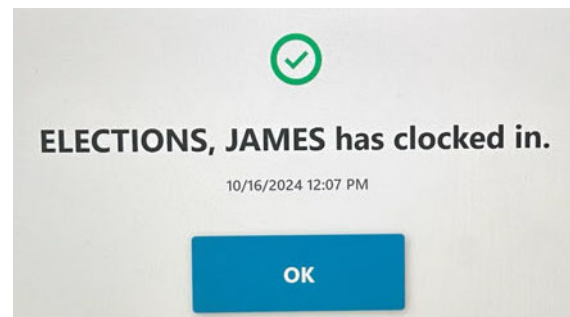


When your name and record appear, tap **Clock In** on the bottom right of the screen.



Tap **OK**.

You are now clocked in. At the end of the polling period, you will have to clock out.



POLL WORKER CLOCK-IN PROCESS

Poll Worker Not Found

If you are not able to find your record prepopulated or **By County**, you will need to add yourself in.

Search criteria: Last Name: ELECTIONS, First Name: JAMES, Date of Birth: MM-DD-YYYY. Search by: By District (selected), By County. Clear all. Matching Results: No Results. 1. Check search criteria for accuracy. 2. Add Poll Worker.

Under the **Poll Worker** tab, fill in your:

- First Name
- Middle Name (if applicable)
- Last Name
- Suffix (if applicable)
- Date of Birth (MM-DD-YYYY format)
- Job Title (Poll Worker)
- Party (General Election/ Primary Election)

The Poll Place field will display the district that you are working in.

EATONTOWN PUBLIC LIBRARY D07 | 0 Issued | 0 Reissued | 0 Checked In | Wed Oct 16 11:53 AM 100% E. Add Poll Worker. Cancel Save. Poll Worker Address Contact. First Name: SALLY, Middle Name: JO, Last Name: VOTEHERE, Suffix: Tap here..., Date of Birth: 03-07-1683. Job Title: Poll Worker, Poll Place: EATONTOWN PUBLIC LIBRARY D07, Party: GENERAL ELECTION. Please navigate to the next tab to continue.

Tap the tab for **Address** at the top.

Type your:

- Address
- City
- State
- Zip Code

EATONTOWN PUBLIC LIBRARY D07 | 0 Issued | 0 Reissued | 0 Checked In | Wed Oct 16 11:54 AM 100% E. Add Poll Worker. Cancel Save. Poll Worker Address Contact. Address: 1234 BROADWAY. City: ANYTOWN, State: NJ, Zip Code: 00000. Please navigate to the next tab to continue.

POLL WORKER CLOCK-IN PROCESS

Poll Worker Not Found (continued)

Tap the tab for **Contact** and enter at least one contact field (home phone, cell phone, or email).

Once all pieces of information have been filled, you will be able to press the **Save** button.

EATONTOWN PUBLIC LIBRARY D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 11:54 AM 100%

Add Poll Worker Cancel Save

Poll Worker Address **Contact**

Home Phone 5555555555 Cell Phone Tap here to type...

Email Tap here to type...

Using a stylus, sign the oath of office presented on the screen.

Press **OK**, then press **OK** again.

NOTE: You must still sign the paper Oath of Office provided in the Manilla envelope.

EATONTOWN PUBLIC LIBRARY D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 11:55 AM 100%

Please sign the oath to proceed.

I swear (or affirm) that I will not in any manner request or seek to persuade or induce any voter to vote for or against any candidate or measure to be voted on, and that I will faithfully perform my duty as an officer of the election and guard the purity of the election; I swear (or affirm) that I will not suggest by word, sign or gesture, how the voter should vote; I will confine my assistance to answering the voter's questions, to stating the propositions on the ballot, and to naming candidates and, if listed, their political parties; I will prepare the voter's ballot as the voter directs; and I am not the voter's employer, an agent of the voter's employer, or an officer or agent of a labor union to which the voter belongs.

Sally Jo Votehere Clear Signature

Back OK

✓

SALLY VOTEHERE has been added!

Please provide the Social security number and the below ID on the Poll worker payroll form... ID Number: QX1B

OK

The screen now displays your Poll Worker record. Tap **Clock In** on the bottom right of the screen.

EATONTOWN PUBLIC LIBRARY D07 0 Issued | 0 Reissued | 0 Checked In Wed Oct 16 11:55 AM 100%

VOTEHERE, SALLY JO 1234 BROADWAY, ANYTOWN, NJ 00000 Edit Poll Worker >

Poll Worker Work History

Date of Birth 03-07-1683 Job Title Poll Worker

Phone 555-555-5555 Poll Place EATONTOWN PUBLIC LIBRARY D...

Party GENERAL ELECTION

Wednesday, October 16, 2024

Clock In	Clock Out	Total Time

Grand Total: 0:00

Back Clock In

Press **OK**.

You are now clocked in. At the end of the polling period, you will have to clock out.

✓

ELECTIONS, JAMES has clocked in.

10/16/2024 12:07 PM

OK

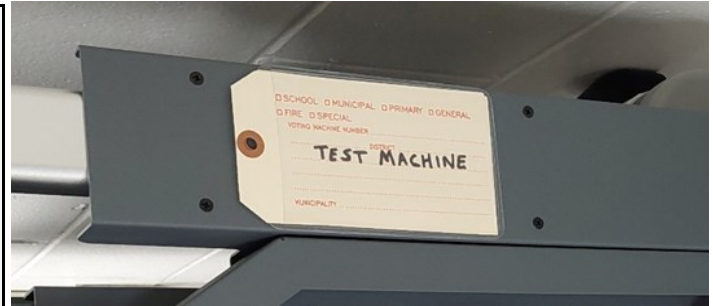
Voting Machine Opening Procedure



Video Instructions

VOTING MACHINE OPENING PROCEDURE

Ensure the label on the side of the Voting Machine matches the municipality and district you are working in.



Obtain the Voting Machine keys from the red pouch located inside the Blue Canvas Bag for your district.



Use the **Silver Hand Bars (not curtain arms)** to position the machine near an outlet.



Using your foot, press the wheel locks down to lock the machine into place.

Remove the two red seals from the back of the machine.

The first seal is located towards the top of the machine.

The second seal is located on the rear access bin.

(In some instances a tiny piece of the seal may break off and remain behind. Check that the seal is completely removed)



VOTING MACHINE OPENING PROCEDURE

Use the Voting Machine keys to **open the rear access door** on all Voting Machines. Remove the surge protectors, extension cords, activation cards, audio headset, and the ADA controller inside.

If inside, remove the **Wi-Fi device** (as pictured on the right) from the machine. **Only one Wi-Fi device will be given to each voting location. Not all districts will have this device.** Refer to the Wi-Fi device opening procedure if this device was inside your district's machine.



Close the rear access door while carefully threading the controller cable **through the cable slot** on the upper left corner of the door.

Place the controller on the body of the machine.



Unwind the power cord on the side of the machine and plug it into an outlet.

Ensure the large **Green Light** on the side of the machine illuminates.



VOTING MACHINE OPENING PROCEDURE

Raise the gray screen cover and adjust the angle of the screen by gently tilting it from the base.



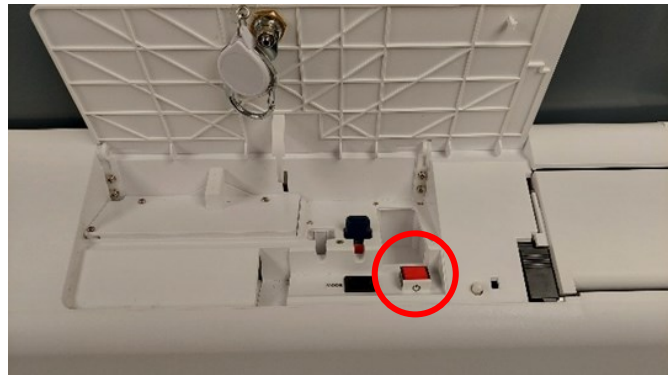
Using the Voting Machine key, unlock and open the media access door on top of the machine.



Press the **Red Button** inside the media access door to power the machine on.

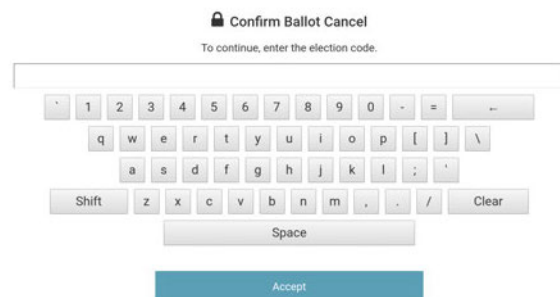
Once the screen begins to power on, close and lock the compartment.

Note: If left open, a warning will display. To continue, close and lock the media access door.



Enter the **Election Code** (found inside the blue envelope on the passwords sheet) Press shift to capitalize any capital letters within the code.

Touch Accept when finished.



VOTING MACHINE OPENING PROCEDURE

Touch "Open Poll." A Zero Proof Report will print.

Verify the results of the report indicate that 0 votes have been placed.

After verification, have all workers sign the Zero Proof Report and place it inside the clear plastic envelope (as pictured).

Unfasten the white clamps on both sides of the machine to raise the curtain arms.

Refasten the clamps when the arms are fully extended upwards.

Poll and Device Status

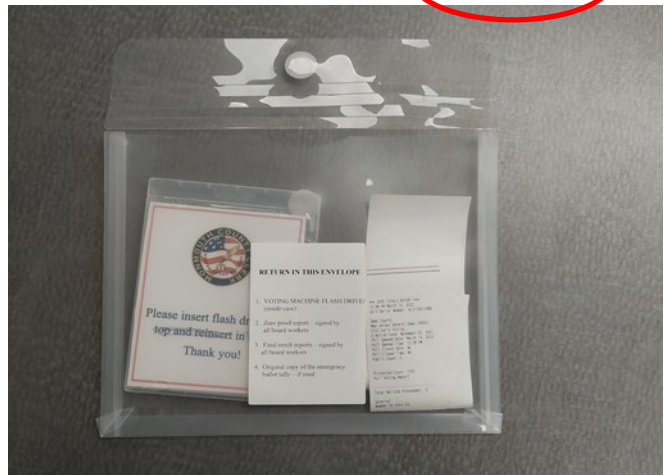


Election Loaded

Device Ready for Voting

To begin voting, touch Open Poll.

Open Poll



VOTING MACHINE OPENING PROCEDURE

Remove the smaller cap and take the curtain out from tube on the back of the machine. Unroll and insert the curtain poles into the curtain arms.

Please do not cut velcro.

The Voting Machine has now been successfully set up.

Repeat these steps on the second Voting Machine.

Do not process voters until the opening of polls.



VOTING PROCESS OVERVIEW

1. The Pollbook is an electronic device that stores voter information. A Poll Worker uses this device to search for voters during check-in. It is automatically updated throughout the day of the election, maintaining voting status of each voter as they check in.

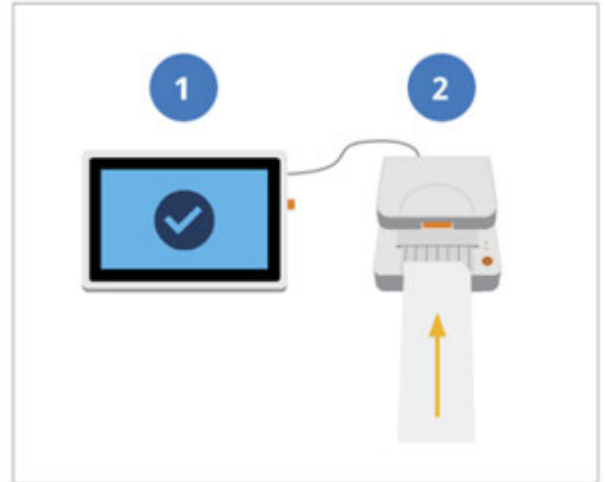
2. An activation card is fed into the Printer. The voter's district information is printed on a barcode on top of the card.

No personal information of the voter is printed on the Activation Card.

3. The Voter walks to a machine and inserts the Activation Card into the Voting Machine.

4. The voting machine reads the barcode to determine the proper ballot style to display for the voter.

The voter's ballot style is automatically displayed on the screen



VOTING PROCESS OVERVIEW

5. The voter makes their selections on-screen and selects 'print'.

The voting machine will print the voter's selections onto the card, and display it in the window to the right of the screen.

The voter reviews the printed ballot, and ensures all their selections are correct.

After review, the voter can 'cast' their vote by touching the green 'cast your ballot' button in the lower right corner of the screen.



6. The Ballot Card is moved to a secure storage bin in the back of the Voting Machine.

The "I Voted" display indicates that the ballot has been casted successfully and ending the voting process for the current voter.



Voter Status	Instructions
Eligible	Click the "Issue Standard" button.
Affirm Address	<p>1. Ask the voter for their Name, Address, DOB. If the voter's address does not match the pollbook, provide the voter a provisional ballot (See instructions page 37).</p> <p>2. If the voter's address matches the pollbook, complete a Voter Information Update form located in the red envelope. (See instructions on page 68) .</p> <p>When the voter returns, review the form. After ensuring the voter has certified an address matching the pollbook's address, issue a "Standard" activation card.</p>
Need ID	<p>1. Request a form of ID from the voter. Valid ID includes, but is not limited to:</p> <ul style="list-style-type: none"> • Photo ID (Ex: Drivers license, Work ID, Student ID) • Car registration • Rent receipt • Utility Bill • Public assistance card • Paycheck stub • Government Check <p>2. If the voter cannot provide a valid form of identification issue a provisional ballot (See page 37).</p> <p>3. If the voter provides valid ID which matches the pollbook data, complete a Voter Information Update form located in the red envelope (See instructions on page 68).</p>
Mail-in	<p>Voters with this flag were issued a mail-in ballot. If the voter wishes to vote on the machine, they may be issued a provisional ballot by clicking the "Issue Provisional" button.</p> <p>If their Vote by Mail ballot is not received by the County Board of Elections, their provisional ballot will be counted.</p>
Ballot Issued	<p>Voters with this flag have already been issued a ballot.</p> <p>If the voter cancelled their vote and returns with a cancelled ballot, you may spoil the ballot (page 44) and reissue a ballot of the same type.</p> <p>If a voter insists they have not voted despite a red "ballot issued" status, provide the voter a provisional ballot and document all relevant information on an incident report.</p>

SEARCHING FOR A VOTER

Tap the “**Search for Voter**” button to begin a search.

If a voter wishes to scan the barcode on their drivers license or sample ballot, they may hold the barcode to the scanner near the base of the machine.

Poll Workers are **not** permitted to request ID to search for a voter or take their ID if offered. A voter is to scan their own ID or sample ballot if they choose to do so.

Begin to type the voter’s information into the search boxes across the top of the screen. As you type, check the results that appear on-screen.

If the voter appears in the search, verbally ask the voter what their address and DOB are to verify that you have the correct voter record, then select the record by tapping anywhere on their entry. **You must verify address and date of birth of ALL voters.**

NOTE: In some cases, more than one voter with the same name may appear. Ensure you are selecting the correct voter.

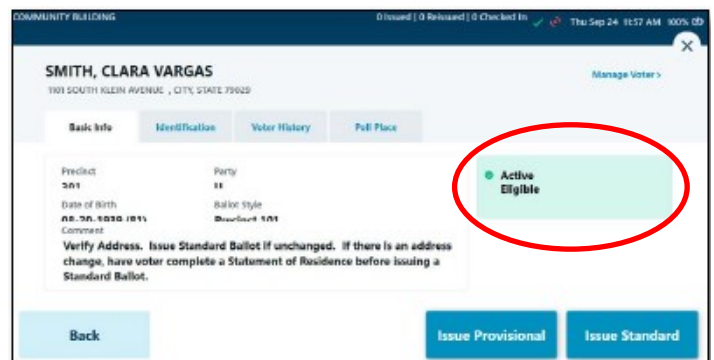
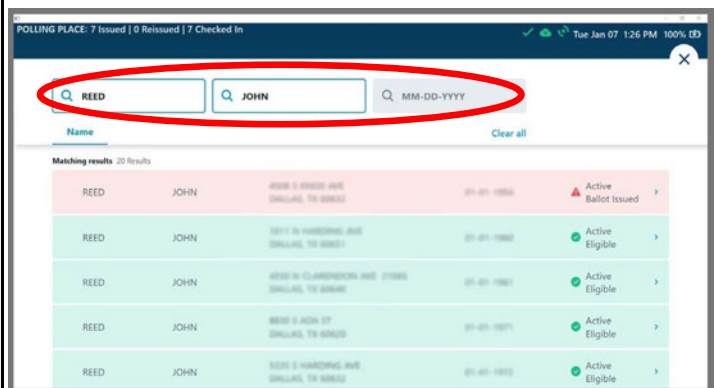
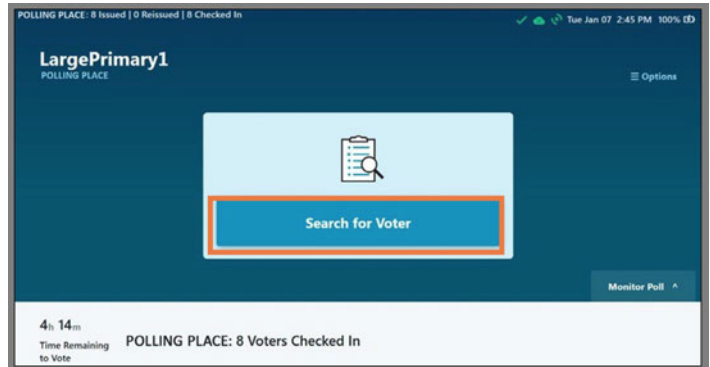
Observe the voter status on the right side of the voters profile, then follow the guide on the next page to determine how to proceed.

Note the color coding system:

Green — Standard ballot voter

Yellow — An action is needed to determine if the voter should be issued a standard or provisional

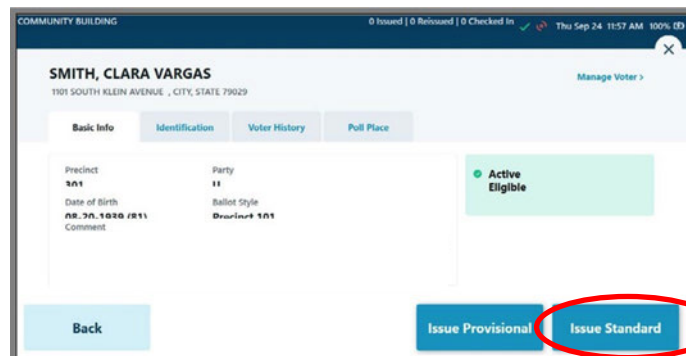
Red — This voter may not vote a standard ballot (unless they are being reissued a ballot after spoiling their original)



Issuing a Standard Ballot

(If you are working a Primary Election, make note of the voter's party on this screen. UNA or "Unaffiliated voters" must declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections.)

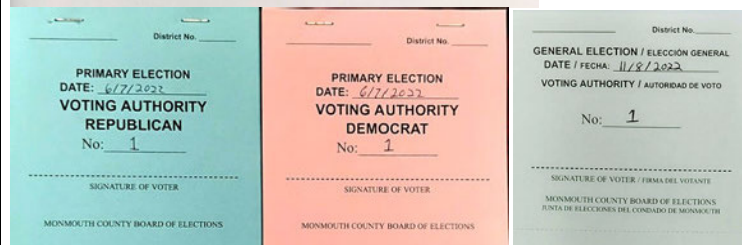
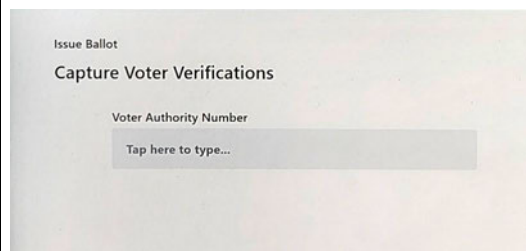
Click the "Issue Standard" button located in the bottom right corner of the screen.



The pollbook will prompt you for a Voting Authority number.

Input the number of the next available Voting Authority.

(Make note that there are separate Voting Authority tickets for each party in Primary Elections. **Republican tickets are blue and Democrat tickets are pink.** For a General Election all Voting Authorities will be white.)

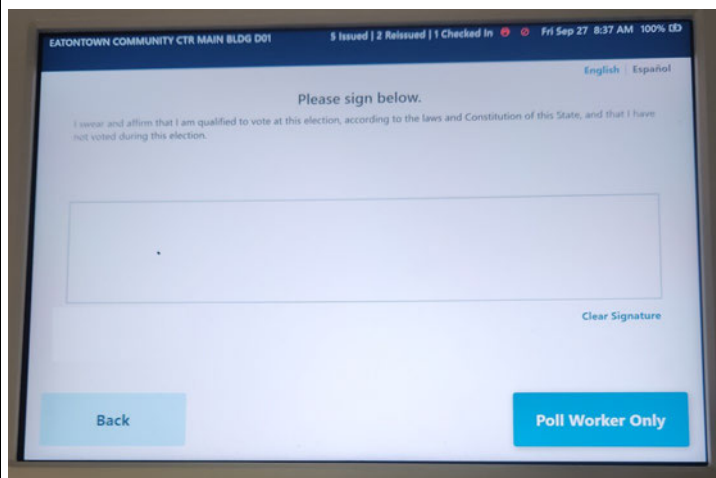


Swivel the pollbook toward the voter and have them sign the screen with a stylus.

After the voter is finished, swivel the pollbook back to you and compare the signature on file with the signature the voter performed.

Note: Please ensure the voters do not accept their own signature. If they do, you must print a ballot and immediately spoil it.

After spoiling, search the voter again to reissue a ballot of the same type you were originally issuing. Ensure their signature is verified prior to printing.



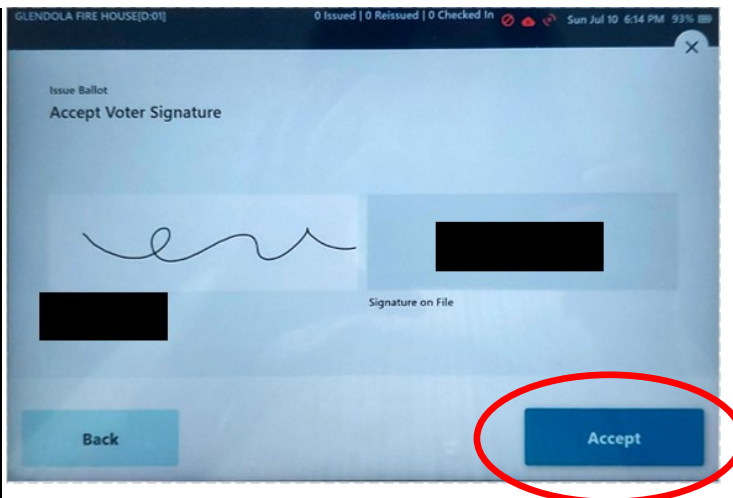
Issuing a Standard Ballot

Determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select "Accept."

If the signature does not match, begin the challenge process outlined on page 63. (Leave the signature on screen for review.)

If no signature exists for the voter, "X" out and issue the voter a provisional ballot.



PRIMARY ONLY

(Skip this step for all other elections)

Select the voter's party from the dropdown menu. If the voter is already affiliated with a party, the pollbook may auto-populate this field.

Unaffiliated voters are allowed to vote in a primary if they declare the party they wish to vote. Their party affiliation will be changed to the selected party for future elections. Select the declared party from the dropdown menu.



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab the card. Remove the card after it is finished printing.

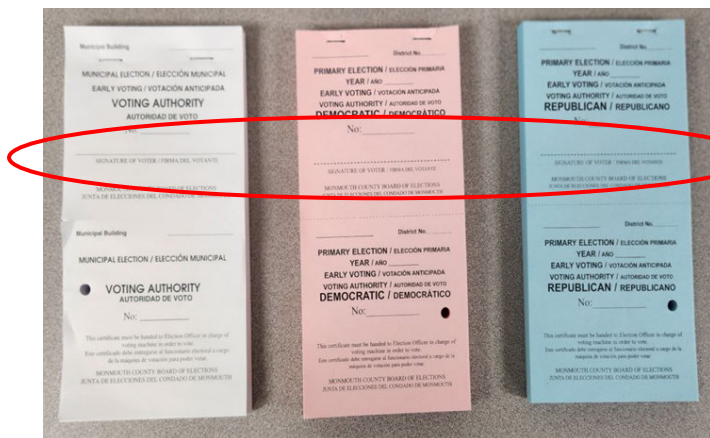
Note: Please do not pre-load activation cards into the printer prior to this screen as this may cause printer malfunctions.



Issuing a Standard Ballot

Have the voter sign the top half of the authority ticket, then tear the bottom at the perforation.

Hand the voter both the activation card, and the Voting Authority ticket. The voter may now proceed to vote on the machine.



Tips and FAQ's

- Be careful that voters do not accidentally “accept” their own signature when the pollbook is facing them. It is best practice to instruct voters to perform their signature, and not press any buttons.
 - If a voter accepts their own signature:
 - Print a ballot, then immediately spoil it.
 - Search for the voter again, and issue them a new ballot and ensure that the signature is verified.
- **Never** allow a voter to search for themselves in the pollbook.
- Voters do not need to provide ID to vote unless the pollbook specifically flags the voter as “**NEED ID.**”
- If a voter wishes to scan their sample ballot, ensure that the sample ballot they brought does not belong to a friend/family member.
 - Even when a voter uses a driver’s license or sample ballot, you **must** ask the voter to verbally verify their name, address, and date of birth that appears on the pollbook is correct. It is **not** acceptable to ask a voter “is this you?”

Issuing a Provisional Ballot

Only open the provisional ballot bag if you need to issue a provisional ballot. Otherwise, please leave the bag sealed.

Count the Provisional Affirmation Statements in the bag when the seal is broken. Record the quantity on the label displayed on the front of the bag.

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

Direct the voter to a table with a privacy screen. Privacy screens are provided in the blue supply bag. Instruct the voter to return to you after completing the form.

After the voter returns to you with the Provisional Affirmation Statement, **check it for completion.** (If the form isn't completed entirely, this may reduce the likelihood that their ballot can be counted.)

Search for the voter again, and select "Issue Provisional."

Note: Do not issue a Voting Authority ticket to provisional voters.

Select a reason for issuing a provisional. If your exact reason is not listed, select the one that most closely applies.

If necessary, use the "see Incident Report" reason. If this reason is utilized, it **MUST** be document on the Incident Report.

New Jersey Provisional Ballot Affirmation Statement

1 Reason for Provisional Ballot (Check one)
 Moved within the county after registering without notifying election office
 Registration information missing from poll book
 Did not show required ID
 Poll book indicates you are a Mail-in Ballot voter, but did not apply for, make, or return such ballot

2 I am a US citizen Yes No 3 I am 18 or older Yes No

4 Current Name
 Last First MI. Suffix
 If your name was changed after registering to vote, provide your former name
 Former Name
 Signature of Former Name

5 Current Home Address
 Municipality County Zip Code
 Mailing Address, if different from above:

6 Please Fill Out Only if You Moved within the County after Registering Without Notifying Election Office
 Previous Home Address
 Municipality County Zip Code

7 Date of Birth Month Day Year 8 Gender Female Male

9 NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number
 Telephone Number (Optional)
 If No DL# or ID#, last four digits of your Social Security Number (SS#)

10 I affirm that I do not have a DL#/ID# or SS#

11 Political Party
 Required for primary election; Optional for all other elections

12 Voter Declaration — I swear or affirm that I am a U.S. citizen, live at the address above, am at least 18 years of age at the time of the election, have been a resident of the State and county at least 30 days before the election, am not on parole, probation or serving a sentence due to the conviction for an indictable offense under any federal or State laws. I UNDERSTAND THAT ANY FALSE OR FRAUDULENT REGISTRATION MAY SUBJECT ME TO A FINE OF UP TO \$15,000, IMPRISONMENT UP TO FIVE YEARS, OR BOTH PURSUANT TO R.S. 19-34-1.

X Signature of Voter Date
 Name of person providing assistance

SMIROS, RONALD JAMES
 12 ROBIN LN, City of Brave, NJ 08831

Basic Info Identification Voter History

Precinct BRAVE-01-01 Party UNA
 Date of Birth 04-13-1966 (55) Ballot Style BRAVE 01-01

Comment
 Issue Provisional ballot only.

Active MAIL BALLOT VOTER
 Mail ballot has been issued.

Back Issue Provisional Issue Standard

Issue Provisional Ballot
 Provisional Reason and Provisional ID

Select Provisional Reason

Voter is not in the Pollbook Voter is in the wrong Poll Place
 Voter did not provide identification Voter is required to provide additional documentation
 Voter is not a US citizen Voter is not 18 by General Election
 Voter signature does not match Other

Provisional ID
 OWA-38567482285

Back Next

Issuing a Provisional Ballot

Have the voter sign the pollbook.

After comparing the signature, determine if the signature has enough matching characteristics to be accepted.

If the signature is a match, select Accept.

If the signature does not match, begin the challenge process outlined on page 65.



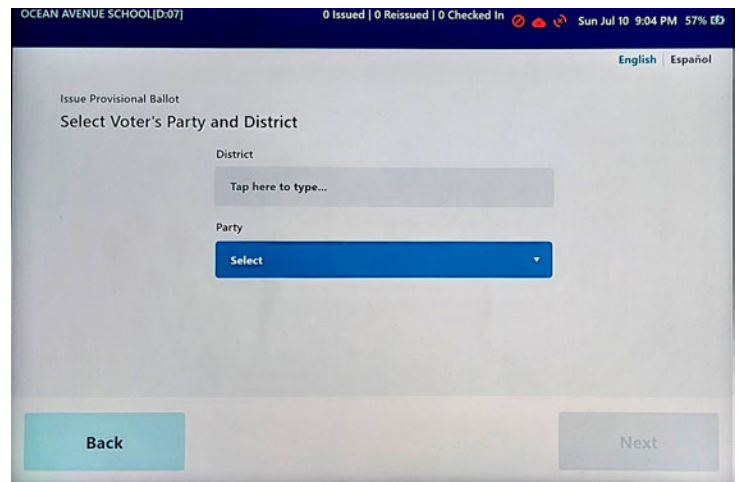
The pollbook will provide a district selection screen. The voter's district information will automatically be entered into this field.

In primary elections, a party selection box will appear.

If you need to modify the information in either of these fields, select the box and enter the appropriate information.

District information is formatted as a two digit code. For example:

01 Middletown Township
or
15 Middletown Township



The pollbook will prompt you to print an activation card.

Align the activation card so that the angled corner is in the upper-right position.

Gently place the activation card into the printer. You will feel the printer grab it. Remove the card after it is finished printing.



Issuing a Provisional Ballot

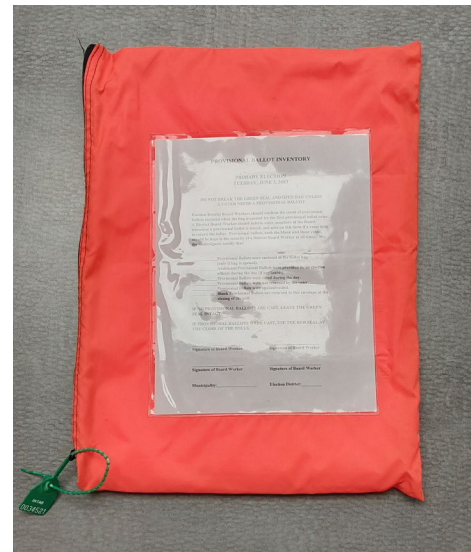
After the card is finished printing, hand the voter their Provisional Affirmation Statement, along with their ballot.

Direct them to their designated Voting Machines.

Inform the voter that their ballot will be ejected from the machine after it is marked.

Instruct the voter to fold the ballot in half, and seal it inside the envelope attached to the Provisional Affirmation Statement.

After the voter has returned with their marked and sealed ballot, place it inside the Orange Provisional Bag.



Tips and FAQ's

- **Do not provide Voting Authority tickets for provisional ballots.**
- Ensure provisional ballots envelopes remain attached to the Provisional Affirmation Statement when placing them inside the Orange Provisional Bag.
- If you are uncertain what to enter on the district selection screen, you may check your password sheet to locate the district code. Do not forget to include any leading zeroes in the number.

ADA CONTROLLER

Each Voting Machine is equipped with an ADA Accessibility controller for voters who wish to use accessible voting. This device is plugged into the machine through a USB in the rear compartment. It will be delivered to your location already plugged in.

This controller contains braille markings and contains a headphone jack (lower right corner) which will allow a voter to use the Voting Machine's audio ballot feature. To initiate an accessible voting session, press any button on the controller.

When in an accessible voting session, the voter use the following controls to navigate the ballot.

1. Up - move the selection up
2. Down - move the selection down
3. Green button - to select/deselect the current selection
4. Next (right) - to proceed to the next screen
5. Back (left) - to return to the previous screen
6. Tempo - adjusts the speed of the audio
7. Volume - increase or decrease the volume of the audio ballot
8. Repeat - repeat the current selection on the audio ballot
9. Pause - pause or resume the audio ballot
10. Info - view/listen to instructions on how to use the ADA controller
11. Home - one press returns to the top of a contest or option, two presses returns to the first contest on the ballot

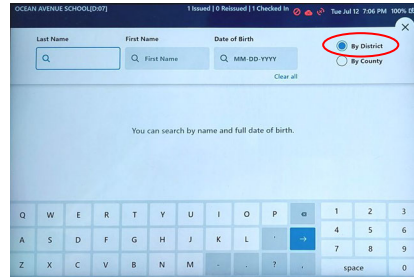


REDIRECTING A VOTER TO THEIR PROPER POLL LOCATION

Some voters may not know which district they belong to or if they are at the proper polling location. You can search for a voter using the steps below and redirect them to the correct location if necessary.

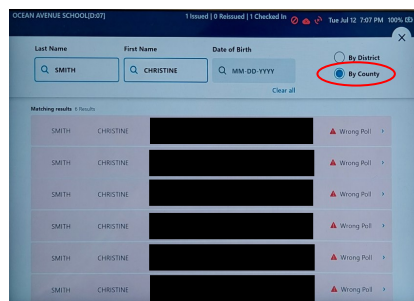
Begin by searching for the voter in your pollbook.

The pollbook will search the list of voters assigned to your district by default. This is indicated by the "By District" selection in the upper right corner of the screen.



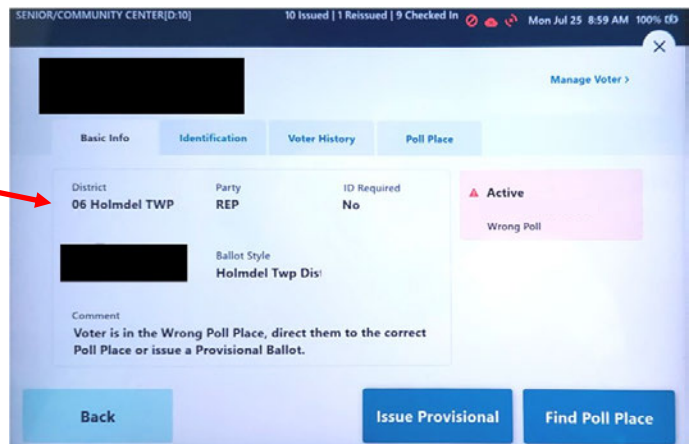
If the voter appears in the search (and is not a Mail-In ballot voter), they are in the correct location to vote.

If the voter does not appear in the search, expand the search to "By County" by clicking the toggle switch in the upper right corner of the screen.



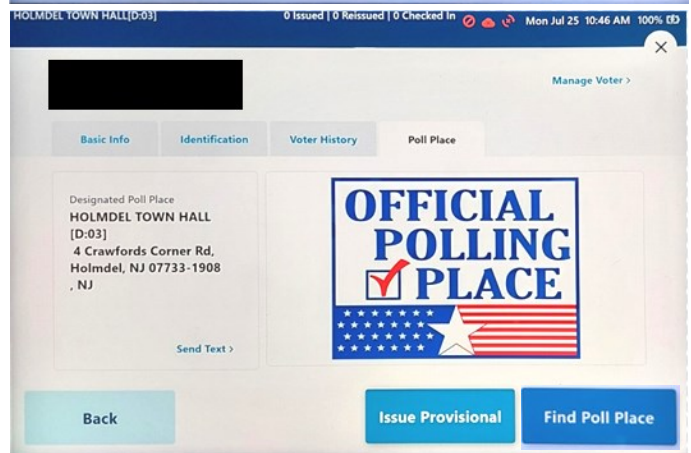
When their entry appears, it will indicate "Wrong Poll." Select the voter's name from the list.

After selecting the voter, their district will be displayed in the upper left corner of the "Basic Info" page.



The "Find Poll Place" button will appear in the lower right corner of the screen. Click this button to view the district & poll location for the voter.

The voter's poll place will display in the window on the left.

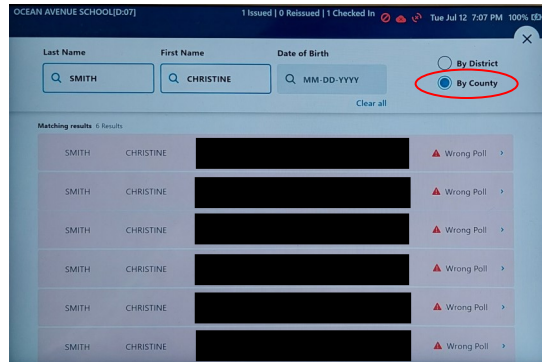


If the voter would like this information sent to their cell phone, you may use the "Send Text" feature on this screen.

VOTER NOT FOUND

By default the pollbook will only search for voters located inside the district you are working in.

If a voter does not appear in the search, expand the search to "By County" and re-check if they appear. If they appear in the "By County" search, redirect the voter to the appropriate voting location (see page 41).



Before adding the voter to the pollbook please try the following steps to ensure that the voter's information is truly not within the pollbook:

1. As the voter's name is typed in, check for results as each new character is added.
2. For names with hyphens, spaces or any prefixes (Ex: O'Reilly) omit the portion of the name including and after the hyphen, space, apostrophe or prefix. For example:
Search for "Jake O'Reilly" as "Jake O"
3. Enter only the voter's date of birth in MM DD YYYY format, and check if they appear on the list. If too many results appear, add characters from their first and last name to narrow down the results.

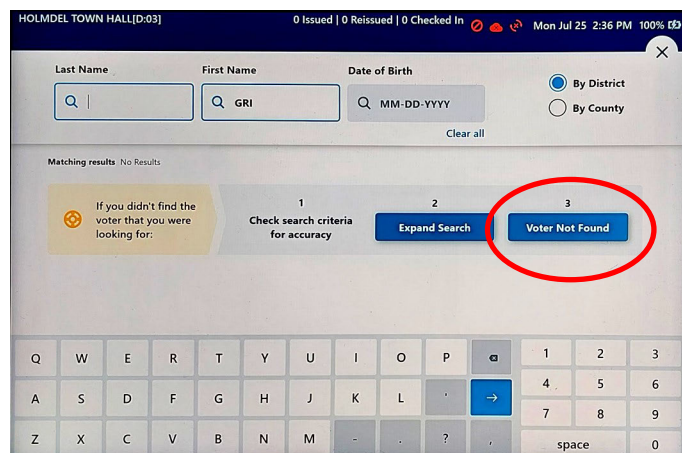
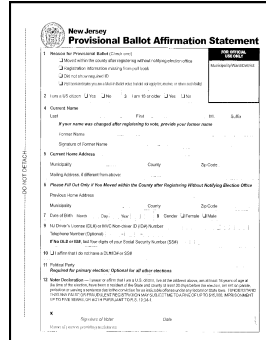
After exhausting all search options, if the voter cannot be found in the pollbook the voter will be issued a provisional ballot.

Have the voter complete a Provisional Affirmation Statement located inside the Orange Provisional Bag.

When the voter returns with the completed form, check it for completion, then return to the pollbook.

When no results are found in the pollbook, it will prompt you with a "Voter Not Found" button.

When the button appears, click it.



VOTER NOT FOUND

Using the information provided on the Provisional Affirmation Statement, enter the voter's details on the following screen.

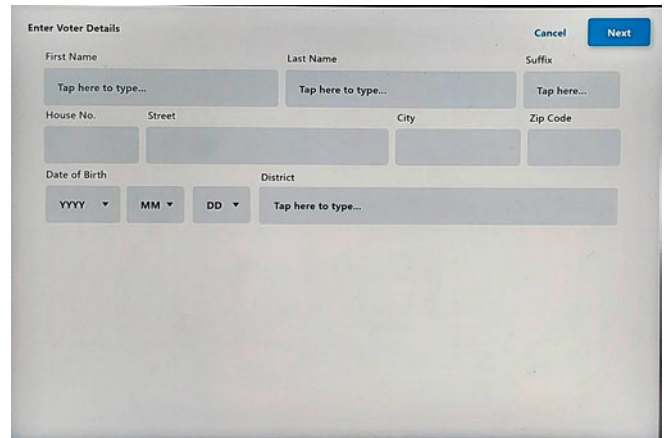
The pollbook will ask for a district. Type the district code that is on your passwords sheet.

This district code will contain the number of the district you are working in followed by the town name.

For example:
01 Aberdeen Twp

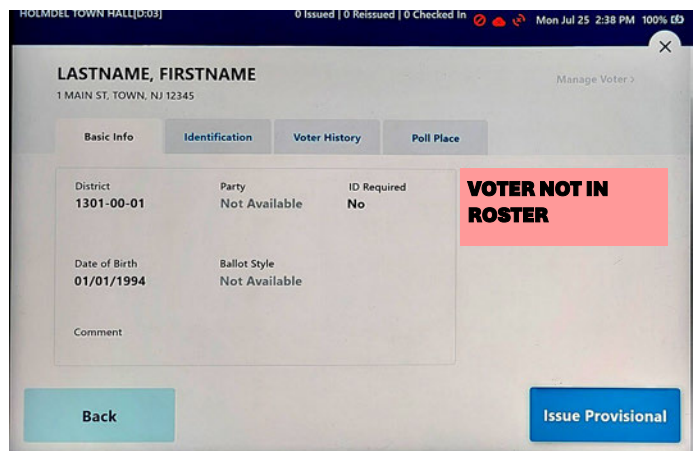
Make note of any leading zeros in the district number.

Click Next in the upper right corner of the screen to continue.



On the next screen you will be able to select **"Issue Provisional."**

Print the provisional activation card and have the voter complete the rest of the process as normal. See page 37 for further instructions on issuing a provisional ballot, if necessary.



Basic Info	Identification	Voter History	Poll Place
District 1301-00-01	Party Not Available	ID Required No	
Date of Birth 01/01/1994	Ballot Style Not Available		
Comment			

REISSUING A BALLOT

After the voter finishes marking their ballot on the machine, they can review their choices on the printed ballot.

If the voter made a mistake with their selections after the ballot has been printed, they have the option of cancelling it in order to be issued a new one.

The voter may select QUIT from the upper right corner of the screen to cancel the ballot in order to reissue a new one. The machine will notify them that this action will require Poll Worker assistance.

The machine will beep to notify the Poll Workers that the voter has canceled their voting session.

Press the red circle indicated in the photo to silence the warning and eject the ballot. The machine will ask for the "election code" this is the same password used during setup of the machines. After the ballot is ejected, you must mark the ballot as spoiled.

Spoiling a ballot instructions:

Take the ejected ballot and write "spoiled" across the ballot. Place the ballot inside the clear bag labelled "Spoiled Ballots."

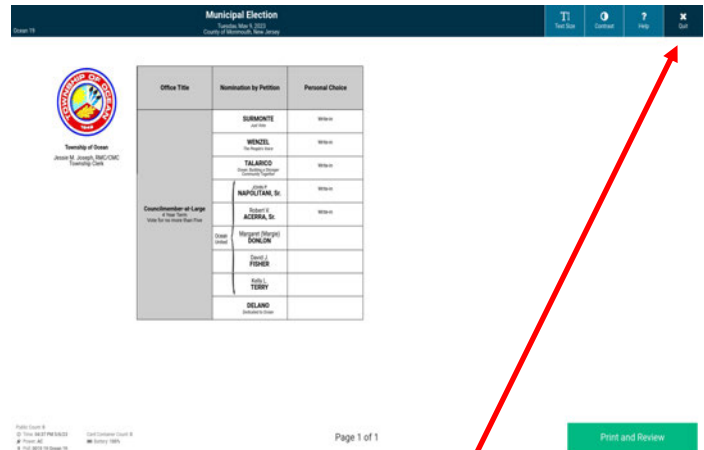
If the ballot is a provisional ballot, place the spoiled ballot in the Provisional Affirmation Statement Envelope and spoil the Affirmation. Place spoiled Affirmation Statement in Orange Provisional Bag.

Return to the pollbook and search for the voter again. Their entry will appear red and indicate a ballot was already issued.

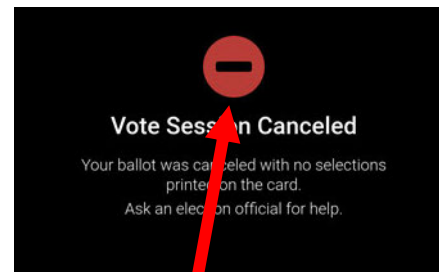
Make note of the type of ballot you are reissuing. If the box above the "P" in the upper right corner of the ballot is filled in, it is a provisional ballot. If the box is hollow, it is a standard ballot. Reissue the same type of ballot to the voter.

Do not reissue a new Voting Authority for reissued standard ballots. Enter the number of the original Voting Authority ticket or the number 0 if you cannot determine the proper number.

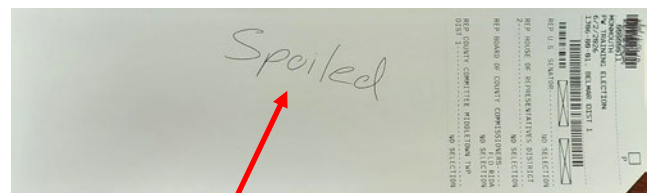
NOTE: The voter is allowed to cancel their ballot up to 3 times. Subsequent reissues will have to be provisional.



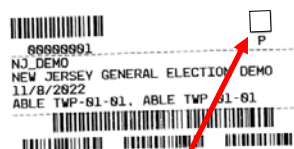
Quit Button



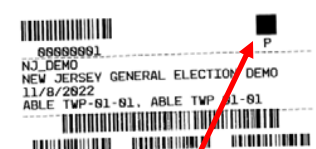
Click the red circle icon to silence the warning



"Spoiled" written across ballot.



Box not filled in.
This is a **standard** ballot



Box is filled in.
This is a **provisional** ballot

CHALLENGER INFORMATION

What are Challengers?

A Challenger is a person who is appointed by a candidate, political party chair, or a proponent or opponent of a public referendum. A Challenger is permitted by law to observe the voting process in a polling place and can “challenge” a voter’s right to vote if they know, suspect, or reasonably believe that a voter is not qualified to vote.

Only one Challenger per candidate can be present at the polls at a time. A challenger badge (pictured right) will identify the candidate and district in which the Challenger is serving. This badge must be worn by the Challenger at all times. If a candidate is serving as a Challenger for themselves, they will not be issued and are not required to wear a challenger badge. You may ask for identification if necessary.



When can Challengers exercise their right to challenge a voter?

Challengers can challenge a voter if the Challenger believes the voter is *not qualified to vote*. In order to vote a person must be:

- a United States citizen
- 18 years of age or older
- a resident of the County for at least 30 days before the election

A Challenger must sign an affidavit stating the reason for the challenge.

What are Challengers not allowed to do?

1. Challengers cannot challenge a voter for any of the following reasons:
 - a. they think they know how the voter is going to vote
 - b. the race or ethnic origin of the voter
 - c. the voter resides in a particular section of the municipality or county

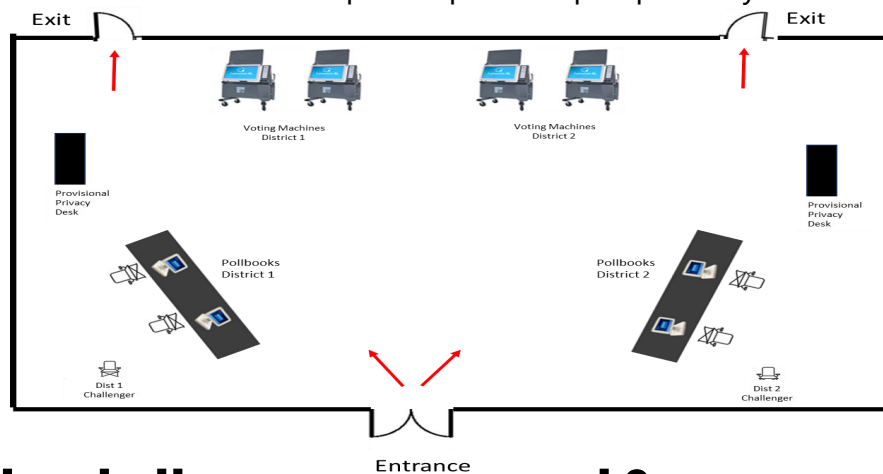
It is a criminal offense for a Challenger to challenge a voter for any of the above 3 reasons.
2. Sit with the District Board Workers or touch the election materials.
3. Sit or stand near the Voting Machine during the voting hours.
4. Challenge the voter directly. Only the Poll Workers can ask the voter questions.
5. Wear any campaign buttons, signs, or any campaign clothing.
6. Harass or intimidate any voters; or cause disturbances in the polling place.
7. Challenge a voter because the district board asks the voter to affirm his or her residence or asks a first-time registrant by mail to show identification.

CHALLENGER INFORMATION

What accommodations are made for challengers?

Challengers should be seated at a table that is separate from the Poll Workers. Each voter's name should be announced in order to allow the Challenger to hear and make a determination on if they need to challenge a voter. For Primary Elections, the voter's name and political party should be announced.

Challengers should be located within reasonable proximity to the Poll Workers, but away from the Voting Machines. Under no circumstances are challengers allowed to use the pollbook. Please reference the diagrams below as two examples of possible poll place layouts.



How does the challenge process work?

1. Challenge is Initiated

- If a Challenger wishes to exercise their right to challenge a voter, they must notify the Poll Worker. All questions and remarks they make must be directed to the Poll Worker and not the voter.

2. Paperwork—Affidavit Form

- The information sheet (Labeled C3 form within the red envelope) must be read to the voter. This document will explain the voter's rights and ability to appeal the challenge under NJ law.
- A **Challenger Affidavit Form** (Labeled C2 C4 form located in the red envelope) must be completed by the individual issuing the challenge and the voter.
- The Challenger must complete the top portion of the form, where they specify a valid reason for challenging the voter.
- The challenged voter should then complete the lower section of the Challenger Affidavit Form and provide one of the specified forms of ID, if possible.

3. Poll Worker vote

- After reviewing both the form and the requested identifying document, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote. (**Note:** If a Poll Worker is initiating a challenge, the challenging Poll Worker will abstain from the vote.)
- Record the outcome of the vote on the Challenger Affidavit Form.

4. Outcome

- If the majority of the board members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.
- If a majority of the board members vote to uphold the challenge, the voter is not permitted to vote. (The voter is not permitted to vote provisionally either.)
 - If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge by appearing at 300 Halls Mill Road in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

CLOSING OF POLLS

The polls close at 8:00 PM. **Voters already in the Polling Place must be permitted to vote before the machines are closed.** An Election Official should stand at the end of the line at 8 PM to prevent latecomers from entering the line. After the last voter finishes voting, observers may view the closing procedures. Official Challengers, members of the press, and the general public can be present. They have the legal right to observe but cannot interfere with procedures.

Pollbooks

Prior to pollbook shutdown:

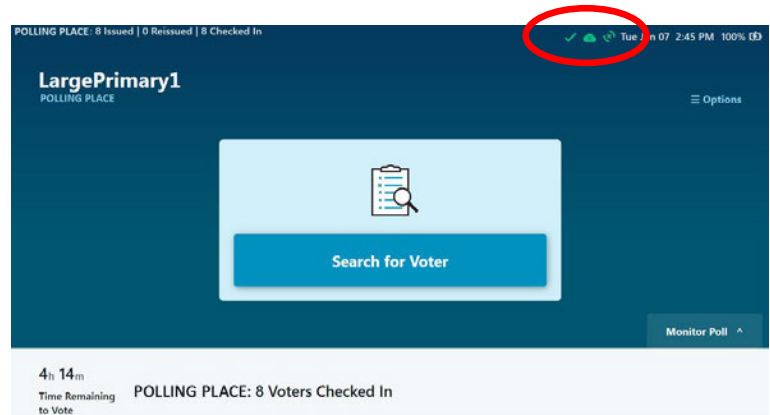
Ensure the pollbook is connected to the Wi-Fi device.

If you do not see a green checkmark displayed across the top of the screen:

- Ensure the Wi-Fi device for your location is still turned on and near the vicinity of the pollbooks.

After verifying the pollbook is still connected, **click the Monitor Polls button, then press "Close Polls."**

Shut down the pollbook, then package all pollbooks inside their respective cases.



Voting Machines

Results Reports

- The Voting Machine is programmed to print out four copies of the "Voting Results Reports" and one copy of the write in report, at the close of polls.
- Each Poll Worker must sign the bottom of **ALL** Results Reports.
- One results report copy, from each machine, is to remain at the polling place for viewing by the public.
- The remaining results report copies and the write-in results report are to be returned to the Municipal Clerk in the clear envelope provided inside the supply bag.

Results Flash Drive

- The Voting Machine will indicate that it has saved results to a flash drive within the top compartment of the machine.
- Retrieve this flash drive after shutting down the machine, then place it inside the clear envelope, along with the copies of the results reports and the Zero Proof Reports from each machine.

```
*** VOTING RESULTS REPORT ***
05:57 PM August 23, 2021
Unit Serial Number: XL0119100294

Demo County
New Jersey General Demo (PROV)
EVID: Early Voting
Election Date: November 02, 2021
Poll Opened Date: August 23, 2021
Poll Closed Time: 05:30 PM
Poll Closed Date: August 23, 2021
Poll Closed Time: 05:57 PM
Public Count: 1

Protected Count: 12
Poll Voting Report

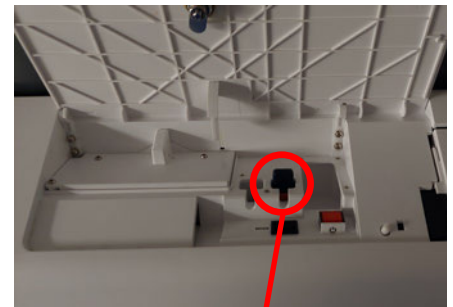
-----
Total Ballots Processed: 1

Governor
Number to Vote For: 1
DEM Sierra MIST 1
REP Polly WARE 0
C Dee LISBAG 0
D Bob KATT 0
E Ruby SLIPPERS 0
F Sue PIERREUR 0
Write-In 0
Under Votes 0

State Senate
Number to Vote For: 1
DEM Miles AHEAD 0
REP Peg ASUS 1
Write-In 0
Under Votes 0

General Assembly
Number to Vote For: 2
DEM Carrie OKIE 0
DEM Sarah MOANIE 1
REP Mike RABONE 0
REP Dan D. LISK 0
C Myra MARKS 0
C Patty MELT 1
Write-In 0
Under Votes 0

State Committee
Number to Vote For: 1
DEM Millie METER 0
REP Sara MALE 0
Write-In 1
Under Votes 0
```



CLOSING CHECKLIST

Voting Machines and pollbooks may not be shut down prior to the close of polls at 8PM.

Please complete the steps in this checklist after all eligible voters remaining in the poll place have finished voting.

- Have all Poll Workers clock out on the pollbook.
- Ensure the **"Close Polls"** button on all pollbooks has been pressed. Follow the closing procedure for the pollbook and neatly pack all components within the case.
- Ensure the **"Close Polls"** button on all Voting Machines has been pressed. Follow the closing procedure for the Voting Machines and be sure results drives are removed from the top compartment of the machine.
- Sign Final Results Reports.
 - Post 1 copy of the signed Final Results Report from each machine at the poll location.
 - Place the remaining 3 copies of final results tapes from each machine inside the clear envelope.
 - Place the Write-In Report from each machine into the clear envelope.
- Place the results flash drive inside the storage box within the clear plastic envelope.
- After all pollbooks in the polling place have been powered off, turn off the Wi-Fi device, and pack it back in the Voting Machine it came from.
- Place surge protectors and extension cords in the rear compartment of the machines.
- Place all used and unused Voting Authorities inside the Blue Canvas Bag.
- Place pens, tape, scissors, etc. inside the manila envelope.
- Collect all posters and signage and return inside the blue canvas supply bag:
 - Blue Envelope
 - Voters Bill of Rights poster
 - District map
 - Handicap accessibility sign
 - Voter Turnout Form (2 hour count sheet) (post on/near door)
 - "Voting by Mail In Ballot" poster
 - No pets — service animals only sign (post on entry door of location)
 - Manila Envelope
 - Sample ballot
 - American Flag poster (post on entry door of location)
 - Voting district sign (on or behind pollbook table)
 - No electioneering sign

Poll Worker Clock Out Process

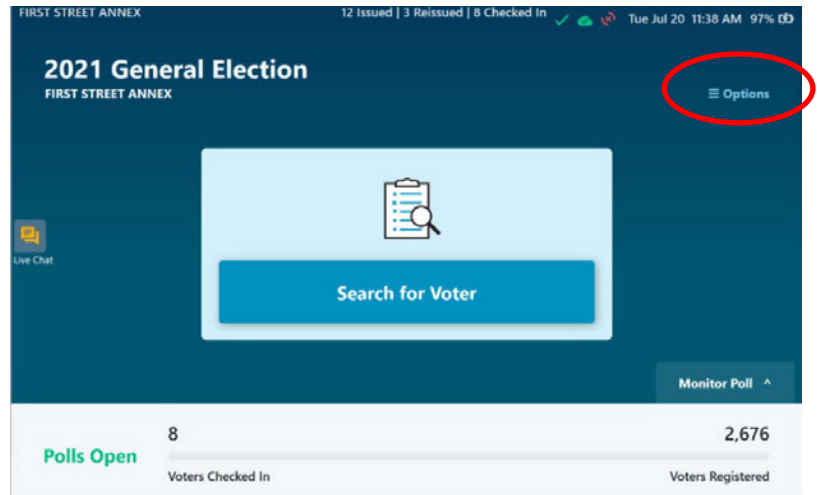


POLL WORKER CLOCK-OUT PROCESS

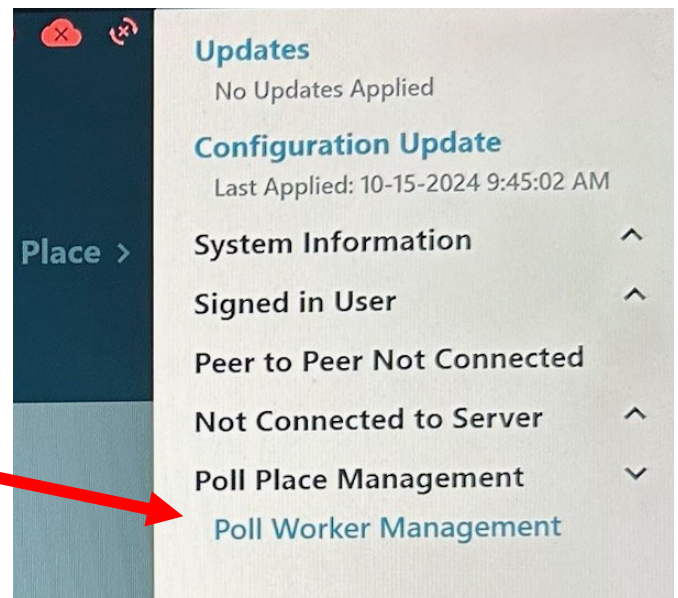
Clock Out

All Poll Workers are required to clock out on the pollbook.

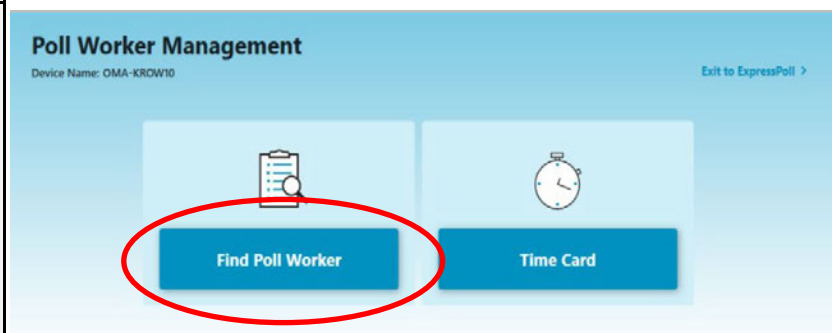
From the main pollbook screen, touch the **Options** button in the top right corner of the pollbook.



Tap the blue **Poll Worker Management** button.



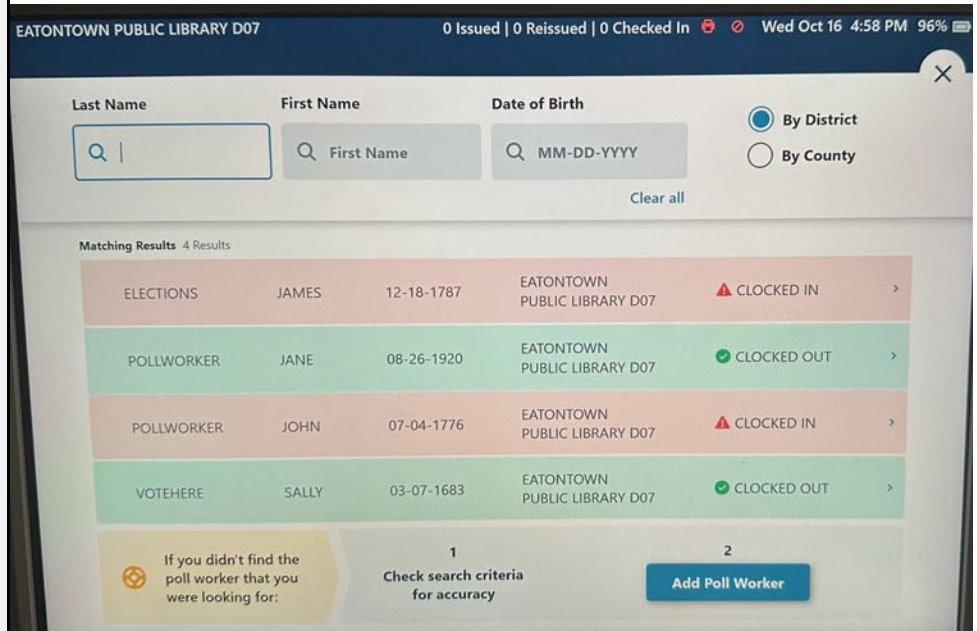
Touch **Find Poll Worker**.



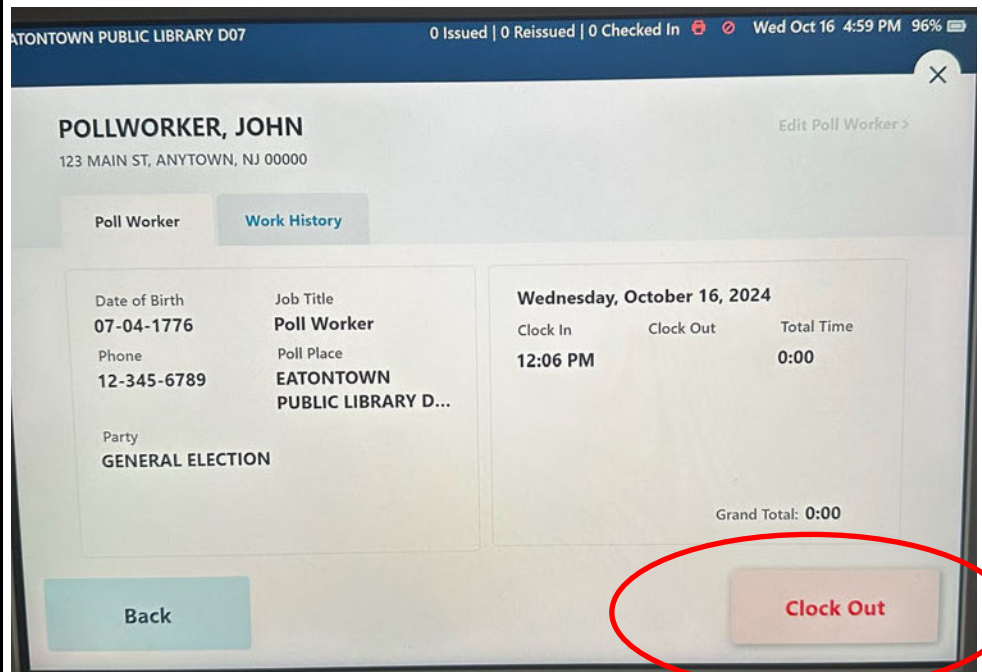
POLL WORKER CLOCK-OUT PROCESS

Clock Out (continued)

Select your name from the list of prepopulated Poll Workers.



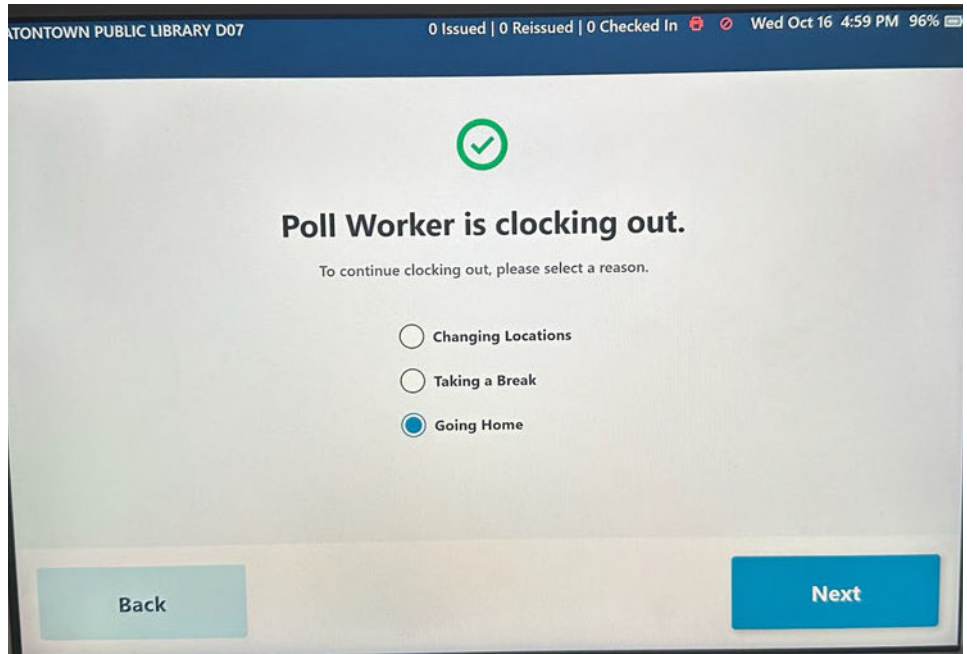
Tap the **Clock Out** button in the bottom right.



POLL WORKER CLOCK-OUT PROCESS

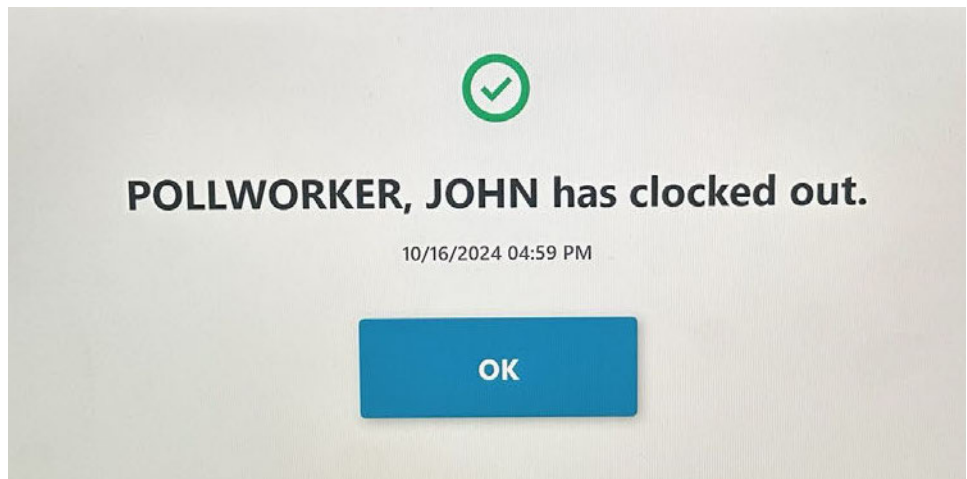
Clock Out (continued)

Select **Going Home** as the reason and then touch **Next**.



Tap **OK**. You are now clocked out.

Once all Poll Workers clock out, you can proceed with the **Pollbook Closing Procedure**.



Pollbook Closing Procedure

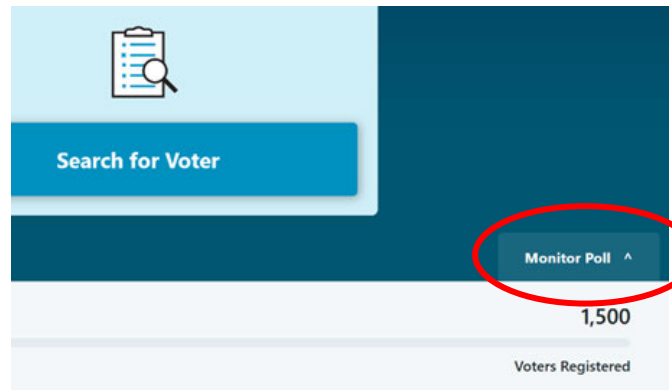


Video Instructions

POLL BOOK CLOSING PROCEDURE

Before closing the pollbook, ensure the Wi-Fi device for your location is still powered on.

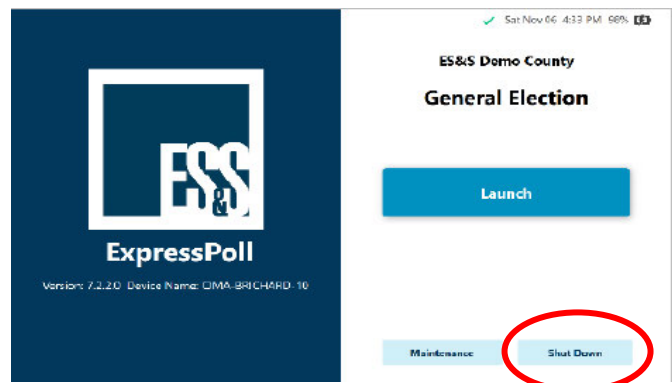
Touch the "Monitor Poll" button on the main screen of the pollbook.



Touch the red "Close Poll" button in the bottom right corner of the screen.



Touch "Shut Down" then click "Yes" to confirm you would like to shut down the device.



Unplug the cables connecting the pollbook to the printer and the cables connecting both devices to power outlets.

Disconnect the white power block from the orange cable connecting to the pollbook.

Note: The orange cable does not disconnect from the pollbook.



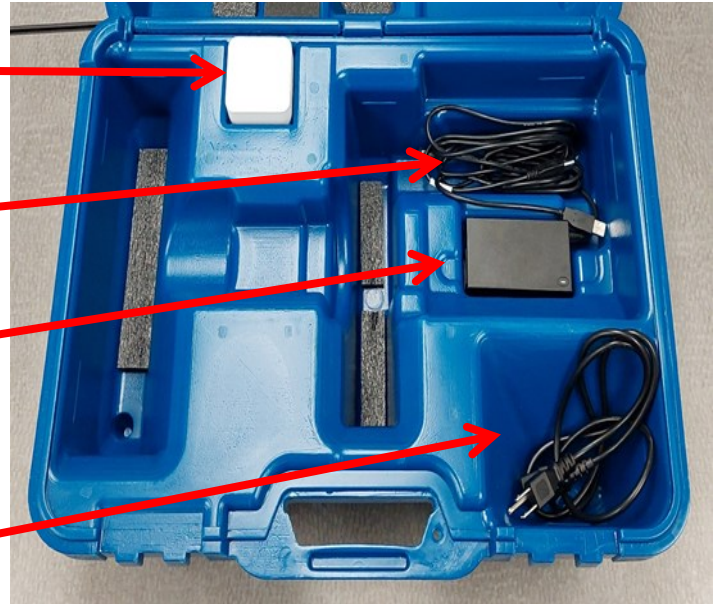
POLL BOOK CLOSING PROCEDURE

Close the outlet prongs on the white power brick and place it in the following location.

Coil the USB cable and place it in the cable slot.

Place the rectangular black power cord in the rectangular slot and coil its cable in the slot above with the USB cable.

Place the cord with the power outlet prongs in the slot in the corner of the case.



Coil the orange power cable connected to the pollbook.

Rotate the screen so it is facing the "Scan Here" side.

Gently tilt the screen upwards, then place the pollbook inside the case with the **power cable facing down**. The base of the pollbook should be in the center of the case as pictured.

Lay the orange cable inside the cable slot.



POLL BOOK CLOSING PROCEDURE

Place the printer on top of the coiled cables in the upper right corner of the case. The words on the printer should be facing you.



Close the top of the case and snap the orange buckles shut.

Note: If the case does not close easily, **do not force it shut**. Re-open the case and make sure all items are properly stored.



Voting Machine Closing Process



Video Instructions

VOTING MACHINE CLOSING PROCESS

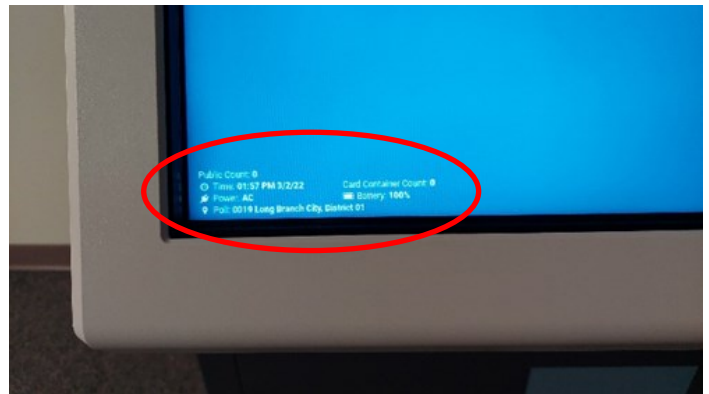
Remove the privacy curtain from its arms and roll up the curtain.

Place the curtain inside its tube located on the back of machine. Refasten the Velcro straps to secure the tube.



Touch the text in the bottom left corner of the Voting Machine screen.

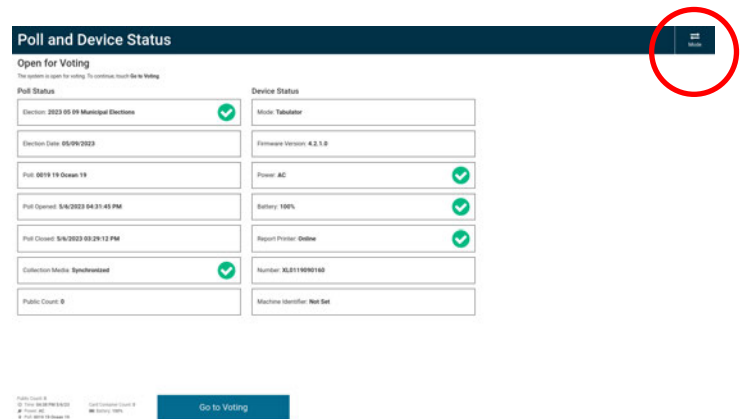
The screen will swap to a **“Poll and Device Status”** dashboard.



In the upper right corner of the screen, touch the button labeled **“Mode.”**

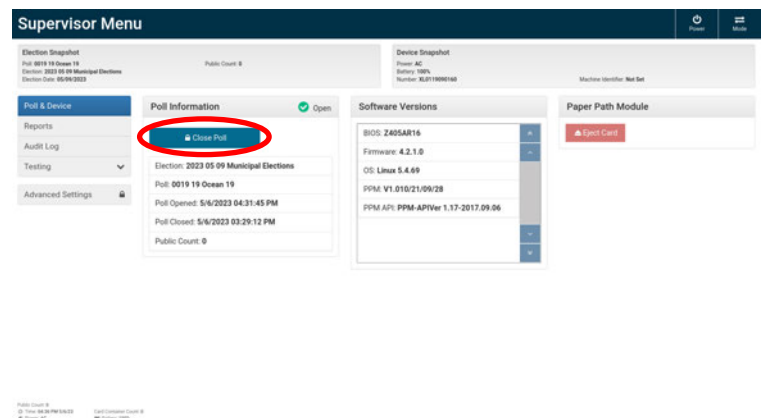
You will be prompted to enter the **Election Code.**

Note: this is the same code/password used to open the polls.



Touch the **“Close Poll”** button located under the “Poll Information” section.

If prompted for the Election Code, enter it again.



VOTING MACHINE CLOSING PROCESS

A prompt will notify you that the results are being saved to a flash drive within the machine.

4 Results Tapes and 1 Write-in report will print from the machine.

Collect the tapes and have all poll workers from the district sign on the indicated lines at the end each report.

Leave 1 signed Results Tape for public display at the polling location.

Place the Write-in Report and the remaining Results Tapes inside the clear plastic envelope along with the Zero Proof Reports from this morning.

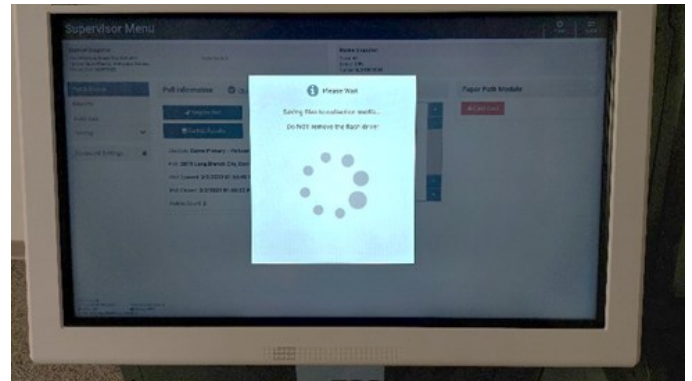
The following screen will display indicating that the results have been properly saved.

Note: Do not click the "Print Report" button unless fewer than 4 copies of the results were printed.

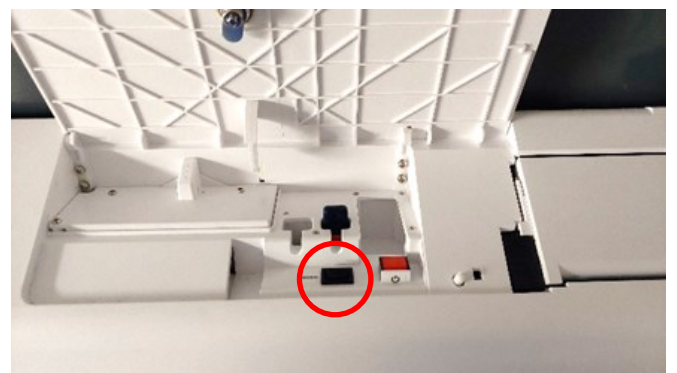
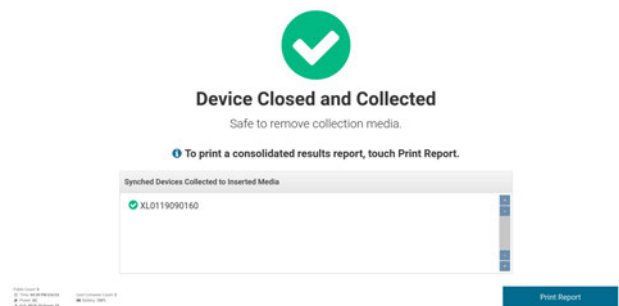
Open the media access door located on the top of the machine using the machine keys.

Briefly press the black switch labeled "Mode."
(Do not hold this switch down.)

The screen should switch to a menu labeled "Supervisor Menu" in the upper left corner.

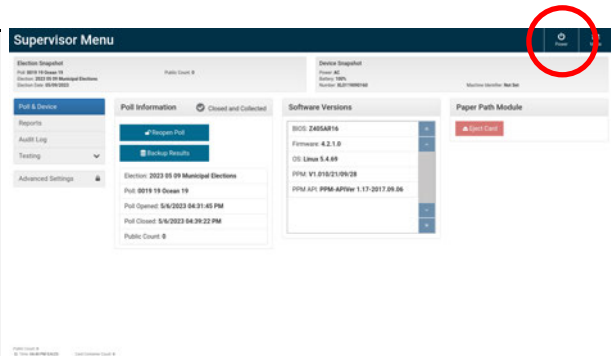


Poll and Device Status



VOTING MACHINE CLOSING PROCESS

In the upper right corner of the screen, press the "power" button, then press "Shut Down."



Wait for the machine to power off fully.

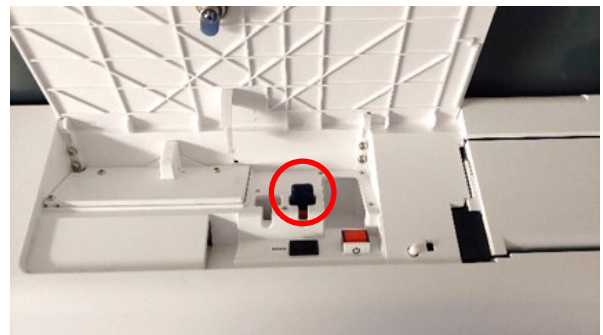
The center power icon in the upper left corner of the screen will turn off.



Once the machine has been shut down, peel back the **red seal** covering the flash drive inside the media access door.

Gently remove the blue flash drive by pulling it straight upwards.

NOTE: do not fully remove the seal, simply peel it back and leave it behind in the machine.



Immediately place the flash drive inside the plastic case located inside the clear binder with the results tapes.



Unplug the machine and re-coil the power cord on the side of the machine. Place remaining extension cords and surge protectors inside the back of the machine.

Repeat this procedure until all machines are shut down.



Wi-Fi Device Closing Procedure (Cradlepoint)

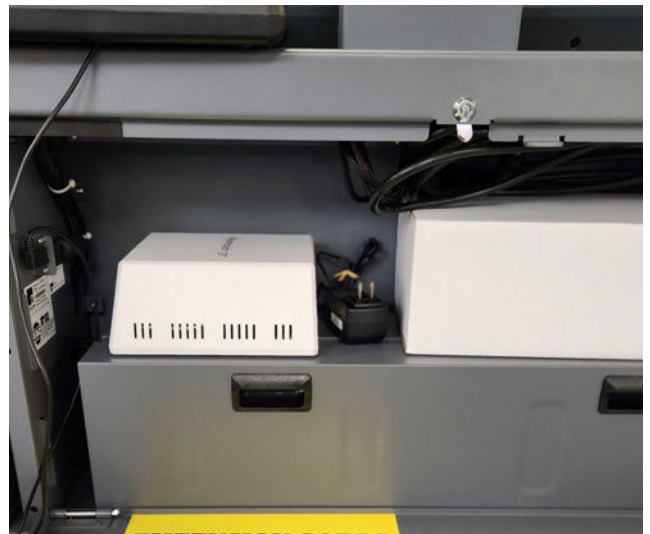
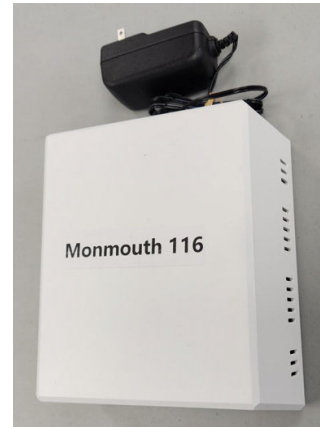


WI-FI DEVICE CLOSING PROCEDURE

Please ensure that polls have been closed on ALL pollbooks in your location before turning off the Wi-Fi device.

Unplug the Wi-Fi device from the wall outlet.

Place the Wi-Fi device into the back of the Voting Machine it came from.



FORMS INDEX

CHALLENGE FORMS (C-3 and C-2/C-4)

Purpose:

After reading the C-3 Information for Challenged Voters sheet, the C-2/C-4 form is to be filled out when a challenge is initiated by a certified Challenger, Poll Worker, or any Monmouth County Voter if they can provide a valid reason they believe a voter is ineligible to vote.

The Poll Worker must complete the topmost section of the form indicating the voter's name, municipality, and district.

Next, the individual initiating the challenge needs to fill out the second section of the form, indicating the reason for the challenge.

The voter will complete the next portion of the form indicating their name, and if they can provide a form of identification.

After reviewing both the form and the requested ID, the Poll Workers shall take a vote on whether or not the voter should be permitted to vote.

If the majority of the Board Members vote against the challenge, or if the vote is a tie, the voter is permitted to vote.

If a majority of the Board Members vote to uphold the challenge, the voter is not permitted to vote standard or provisionally.

If the challenge is upheld, the voter must be informed of their right to appeal to a Superior Court Judge at the Monmouth County Courthouse in Freehold on Election Day. The voter is permitted to seek a court order to restore his or her right to vote on the machine.

Location: Red envelope

How to return:

If a challenge is initiated, retain the white copy of the form and return it in the red envelope. The canary yellow copy must be provided to the challenged voter and the pink copy must be provided to the Challenger.

Note: The C-3 Information for Challenged Voter sheet should be read aloud to the voter as they read along to inform them of their opportunity to establish their right to vote.

SAMPLE CHALLENGED VOTER AFFIDAVIT FORM C-2/C-4

Completed by
Board Worker

Completed by
Challenger
(why)

Completed by
Voter
(response)

Completed by
Board Worker
(votes)

INFORMATION (C-3) SHEET FOR CHALLENGED VOTER

INFORMATION FOR CHALLENGED VOTER

Copy for Boardworker to read aloud

Copy for Challenged Voter to read along

IF YOUR RIGHT TO VOTE IS CHALLENGED.

- A. You may seek to establish your right to vote by:
- (a) Swearing out and signing the Challenge & Voter Affidavit.
 - (b) Providing a suitable identifying document for inspection, which may be, but is not limited to the following:
 1. A valid current New Jersey Driver's License.
 2. A current sample ballot with your name and address.
 3. An official Federal, State, County or Municipal current document. (Not voter ID).
 4. A currently dated utility telephone bill, tax or rent receipt.
 5. A piece of mail postmarked on or after the 60th day before the date of this Election.
 6. Other current Identification _____

FORMS INDEX

CODE OF CONDUCT

Monmouth County Poll Worker CODE OF CONDUCT

Improper conduct may result in your removal as a Monmouth County Poll Worker

1. An unauthorized absence from assigned poll site, late arrival, or early exit before all election duties are complete
2. Failure to appear for a poll worker class according to the statutorily mandated schedule (currently once every two years)
3. Use of inappropriate and/or profane language at a training session, meeting, or at the polls
4. Exhibiting disrespectful or erratic behavior toward the voters, fellow Poll Workers, Master Poll Workers, or any other Election Officials
5. Appearing for training, any meeting, or at the polls dressed inappropriately (i.e. - no derogatory or partisan attire)
6. Discussion of personal political opinions at an election site
7. Any questioning of or failure to protect the integrity of the election process and/or equipment
8. Failure to follow established election procedures and/or poll site etiquette, including as indicated below:
 - a. No photography or videography inside a polling location
 - b. No outside work being performed while working at the polls
 - c. No large-size electronics such as laptops are allowed while working
 - d. No books or reading materials that are political in nature
 - e. No drinking or eating in front of voters
9. The carrying of any weapons (such as guns, knives, etc.) into the polling site
10. Unwilling or unable to sufficiently perform required tasks and/or duties as stipulated in New Jersey Statutes Annotated - Title 19 – Elections

Purpose:

Code of Conduct must be reviewed by all Poll Workers assigned to the district. Poll Workers must sign the Code of Conduct and return it in the blue envelope.

Location:

Blue envelope

FORMS INDEX

DISABILITY CERTIFICATES FOR ASSISTANCE

Purpose:

This form should be completed any time a voter requires another person (over the age of 18) to assist them in casting their vote within the machine. The voter may have the assistance of a Poll Worker or anyone they select **EXCEPT** for the following:

- A candidate on the ballot
- The voter's employer
- A union official

How to complete:

The Poll Worker should complete the form on behalf of the voter.

Indicate the voter's:

- Name
- Registration Number
 - Located on the identification tab of the voter record
- Address

Write the word "Disability" for the physical disability field. Do not request information regarding the voter's reason for needing assistance.

Location: Red envelope

How to return: Place completed forms back in the **red envelope** within the Blue Canvas Bag.

Example if voter has family/friend/aide assisting:

DISABILITY CERTIFICATES FOR ASSISTANCE

1 To John Smith Reg # A1234567890
(name of voter)

Do you solemnly swear [or affirm] that you are

Disability

(physical disability – state nature of)

(*Blindness)

and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Jane Smith

*Name of voter assisting blind voter
123 Main Street, Middletown NJ

Address of voter assisting blind voter

PRIMARY
GENERAL 20 23
SPECIAL

Example if pollworker is assisting:

DISABILITY CERTIFICATES FOR ASSISTANCE

1 To John Smith Reg # A1234567890
(name of voter)

Do you solemnly swear [or affirm] that you are

Disability

(physical disability – state nature of)

(*Blindness)

and that by reason thereof, you are unable to enter and remain in a booth, or prepare your ballot therein for voting at this election, without assistance; so help me God. [R.S. 19:31 A-8]

Jane Po wo ke

Name of member of Board of Registry and Election taking oath

Must be signed by 2 members of board of Registry and Election of opposite political party assisting voter.

Joe Po wo ke

Joann Po wo ke

*Name of voter assisting blind voter
123 Main Street, Middletown NJ

Address of voter assisting blind voter

PRIMARY
GENERAL 20 23
SPECIAL

FORMS INDEX

INCIDENT REPORT

Incident Report

General Election 2024 – November 5, 2024
Municipality: **Sample Township**
District: **01**

Instructions: Document any incident that interrupt the normal flow of voting. Please use as much detail as possible. Common incidents include: spoiled/reissued ballots, machine jams, fleeing voters, check in errors, etc.

Time	Category	Voter ID / Name	Description & Action Taken	Initials
	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			
	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			
	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			
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	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			

Time	Category	Voter ID / Name	Description & Action Taken	Initials
	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			
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	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			
	<input type="checkbox"/> Spoiled ballot <input type="checkbox"/> Machine Jam <input type="checkbox"/> Fleeing voter <input type="checkbox"/> Check-in error <input type="checkbox"/> Other			



Please use back side if necessary →

Purpose:

This form is provided in order to document issues, mistakes, problems, or anything out of the ordinary experienced on Election Day. Please make note of any troubles that are experienced throughout the day which interrupt the normal operation of the poll place. Be sure to write clearly and provide as much detail as possible. **Note: ALL spoiled ballots MUST be documented on here.**

Location:

Blue envelope

How to return:

Retain the Incident Report sheet and return it in the blue envelope within the Blue Canvas Bag.

FORMS INDEX

PROVISIONAL AFFIRMATION STATEMENT

What are provisional ballots?

Provisional ballots are used in the polling place for persons whose eligibility to vote is in question and must be resolved by the county election officials, not the District Board Workers at the polling place. N.J.S.A. 19:53C-1 et.seq.

What happens to a ballot that is voted provisionally?

Provisional ballots are brought back to the county election officials for verification and counting by the Board of Elections. This process occurs in the days following Election Day. Every provisional ballot is investigated. If the provisional investigation determines the person is an eligible voter for the election, the provisional ballot is counted. If the findings determine that the voter is not eligible, the vote will be rejected and the voter will be notified by mail the reason for rejection.

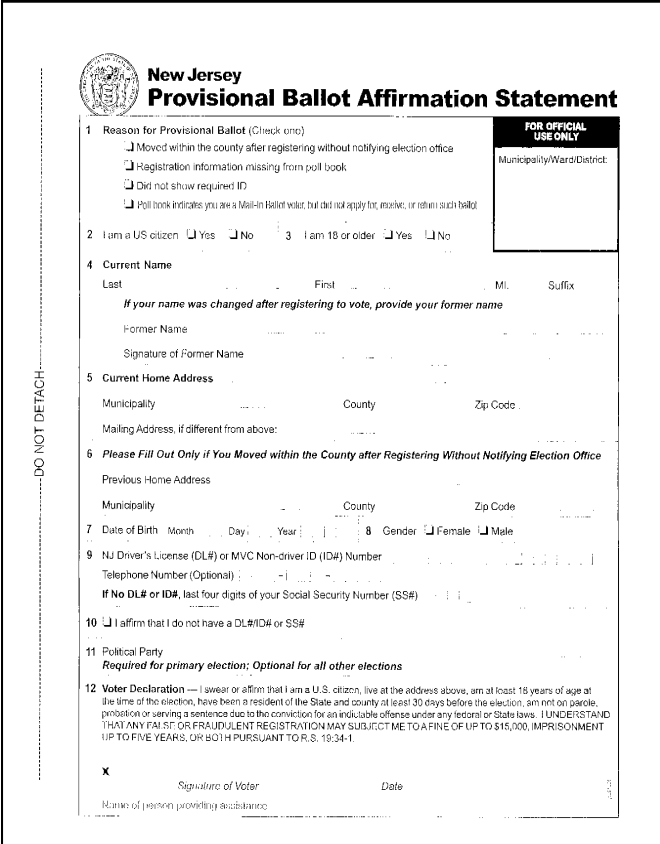
How do I process a provisional ballot?

Once you have established that the voter needs to be issued a provisional ballot, have the voter complete a **Provisional Affirmation Statement** at a privacy booth. Provisional Affirmation Statements can be found inside the bright orange "Provisional Bag." Each affirmation statement will have an empty envelope attached to the back of it.

After the voter completes the statement, issue them a provisional ballot through the pollbook.

The voter will mark the ballot on the Voting Machine. The Voting Machine will automatically eject a provisional ballot so it may be sealed inside the envelope attached to the affirmation statement.

Ensure the affirmation statement remains attached to the ballot envelope and place all completed provisional ballots inside the orange Provisional Ballot Bag.



The image shows a sample of the New Jersey Provisional Ballot Affirmation Statement form. The form is titled "New Jersey Provisional Ballot Affirmation Statement" and includes a "FOR OFFICIAL USE ONLY" section for recording the Municipality/Ward/District. The form contains 12 numbered questions and a signature line. Question 1 asks for the reason for a provisional ballot, with options like "Moved within the county after registering without notifying election office" and "Registration information missing from poll book." Question 2 asks if the voter is a U.S. citizen, and Question 3 asks if they are 18 or older. Question 4 asks for current name and former name. Question 5 asks for current home address, and Question 6 asks for previous home address if the voter moved without notifying the election office. Question 7 asks for date of birth and gender. Question 8 asks for NJ Driver's License (DL#) or MVC Non-driver ID (ID#) Number. Question 9 asks for telephone number and Social Security Number (SS#). Question 10 is an affirmation that the voter does not have a DL# or SS#. Question 11 asks for political party. Question 12 is a voter declaration. The form ends with a signature line and a date field.

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Voter Information Update Form

Purpose:

- This form is to be completed for:
 - Yellow Affirm Address voters who indicate that their current address matches the pollbook
 - Yellow Need ID voters who are able to provide a valid form of ID
 - Any voter who indicates that they have updated information that should be relayed to voter registration. For example:
 - Name Change
 - Signature Update
 - Notice of Deceased voter (to be filled out by a family member)
 - Notice of moving out of County or State

Example of a voter who requires the affirmation of residency form. Note the yellow “Affirm Address” warning.

For Affirm Address Voters:

- Check off the Affirm Address box
- Have the voter complete the remaining Voter Information and Updated Information sections of the form. Have the voter indicate their current address in the Voter Residence Address section and “No Change of Address” in the Updated Information section.

For Need ID voters:

- Check the “Other Box” and write Need ID on the line
- Complete the Date Municipality and Voting District section of the form
- Have the voter fill out Voter Information section. For the Updated Information section, the voter should indicate the type of ID supplied.
 - Drivers License
 - (Include drivers license number if supplied)
 - Car Registration
 - Rent Receipt
 - Utility Bill
 - Etc.

Two Board workers and the voter must sign at the bottom of the form.

Location:

Red envelope

How to return:

Retain all of the “Voter Information Update” forms and return them in the red envelope within the Blue Canvas Bag.

FORMS INDEX

VOTER TURNOUT FORM

Purpose:

Poll Workers are required to report the number of voters who have voted at each district **every two hours**.

The Voter Turnout Form is enclosed in the [blue envelope](#). This form should be posted publicly in the poll location near or on the door into the polling room.

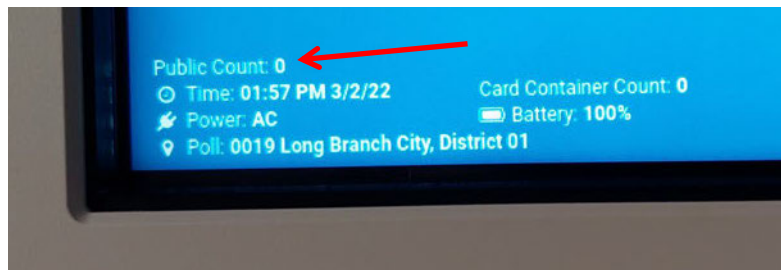
At the end of the day, return the Voter Turnout Form inside the [blue envelope](#) Blue Canvas Bag.

How to complete:

Voting Machine Counts

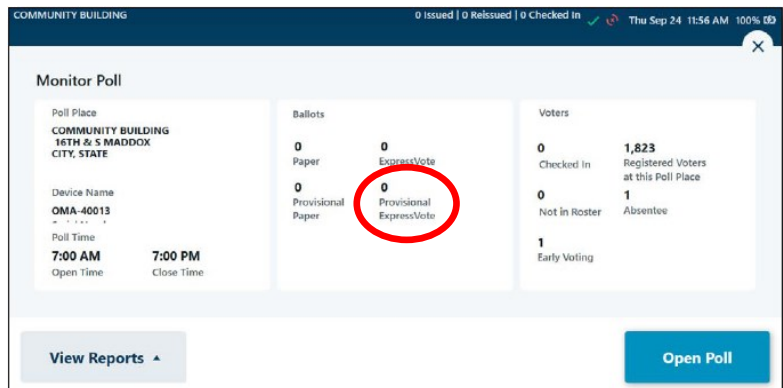
Add the "Public Count" totals from both Voting Machines.

The public count is located in the lower left corner of the Voting Machine screen.



Provisional Ballot Counts

Select **Monitor Poll** from lower right corner of the main screen on the pollbook. Find the **Provisional ExpressVote** field on screen and write the number on the turnout form. (Both pollbooks in the district should be synchronized and should display the same number.)



Note: If any Provisional Ballots have been reissued, subtract the number of spoiled Provisional Ballots from this total.

Write the new cumulative total of votes for each hour in the chart.

If an hour is accidentally skipped, write the total as soon as you remember.

Location:

[Blue envelope](#)

How to return:

Return the form in the [blue envelope](#) at the end of the day.

Voter Turnout - General Election 2018

Municipality	Freehold Township	District 1
	Machine Count	Provisional Ballots Cast
8 a.m.	107	1
	Machine Count	Provisional Ballots Cast
10 a.m.	253	2

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VOTER UNABLE TO SIGN STATEMENT

INSTRUCTIONS TO THE DISTRICT BOARD OF REGISTRY ELECTION

Procedure if Voter is unable to sign his or her name [Title C. 19:31A-8]

The identification statement below must be filled out by the member of the district board asking questions of the voter who is unable to sign the signature comparison record. If a voter is unable to write his or her name due to loss of sight, or accident to hand with which he or she writes, or other disability, he shall establish his identify as follows: one of the members of the district board shall read the same list of questions to the voter as were required upon registration. The member of the district board shall write the answers to the questions upon the IDENTIFICATION STATEMENT, then sign his or her name as the person recording the answers. Any person who shall permit or attempt to furnish the answers on behalf of the voter shall be guilty of a misdemeanor.

IDENTIFICATION STATEMENT FOR				ELECTION DAY,		20	
Affidavit No.	Name of Voter	What is, or was your father's full name?	What is, or was your mother's full name?	Are you married or single?	Where did you actually reside prior to taking up your present residence? State floor and character premises.	I certify that I have read to the Elector each of the foregoing questions and that I have truly recorded his answer to each of the said questions.	
1A							Signature of Member of Board
2A							Signature of Member of Board
3A							Signature of Member of Board
4A							Signature of Member of Board
5A							Signature of Member of Board
6A							Signature of Member of Board
7A							Signature of Member of Board
8A							Signature of Member of Board
9A							Signature of Member of Board
10A							Signature of Member of Board
11A							Signature of Member of Board
12A							Signature of Member of Board

Purpose:

In the uncommon situation where a voter cannot sign or make a mark in anyway, a Poll Worker can utilize this form to allow the voter to vote.

Location:

Red envelope

How to Return:

Return completed form in the red envelope within the Blue Canvas Bag.

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VOTER'S COMPLAINT FORM (C-5)

TODAY'S
DATE _____

VOTER'S COMPLAINT

Statement of complaint of voter or person attempting to vote regarding problems or conduct of the Elections, at the polling place where they voted or attempted to vote.

Municipality Ward District

Address of Polling Place

STATEMENT OF COMPLAINT - Please give all details including name(s), time(s), and date(s) of complaint:

You do not }
have to fill }
in this in- }
formation for }
this complaint }

PRINT Name

Signature

Address, Apt. #, Municipality, Zip

Phone Number

ORIGINAL - Mail in the enclosed envelope to:

Superintendent of Elections
300 Halls Mill Road
Freehold, NJ 07728

DUPLICATE - Complainant, please keep for your file

Superintendent of Elections
Commissioner of Registration
County of Monmouth

C-5

Purpose:

In the event that a voter wishes to file a formal complaint, please provide them the Voter's Complaint form located inside the **red envelope** in the Blue Canvas Bag.

Location:

Red envelope

How to return:

Place completed forms in the **red envelope** within the Blue Canvas Bag.

Alternatively, the voter may return via mail.

EMERGENCY PAPER BALLOTS

Emergency Ballots are only to be used with specific authorization from the Superintendent of Elections.

An AUTHORIZATION NUMBER must be obtained from the Superintendent of Elections (732-431-7780 x1) prior to use.

Emergency Ballots are provided as a backup in the event that there are mechanical issues with the Voting Machines.

Emergency Ballots are in a gray canvas pouch and are in the back of one of your voting machines. They must remain in the back of the machine unless authorized to use.

TO USE EMERGENCY PAPER BALLOTS:

- Break the green numbered seal and empty the Emergency Ballot Bag containing the following items:
 - 30 Emergency Paper Ballots and 30 plain white envelopes
 - Envelope containing instructions for the use of 1 white and 1 red seal
 - Emergency Ballot tally sheet
 - Statement for Emergency Paper Ballots Voted
 - Privacy Screen (for voters), pencils
- Close the Emergency Ballot Bag and secure it with a white numbered seal.
- Place the green numbered seal inside the machine key pouch.
- Complete the *"Statement for Emergency Ballots"* (Form E) when the Voting Machine becomes inoperable.
- Place the Emergency Ballots and plain white envelopes on a table near the Voting Machine. Do not leave ballots unattended.
- Process the voter as usual. The voter signs the pollbook and is issued a Voting Authority to sign and take to the Poll Worker who is stringing the Voting Authorities. *(This Poll Worker is now in charge of the Emergency Ballot Box and the Emergency Ballots.)*
- After the Poll Worker strings the Voting Authority, they will give the voter an Emergency Ballot and a plain white envelope.
- Direct the voter to the polling booth or the area where a privacy screen has been set up. If a voter spoils a ballot, upon return of the spoiled ballot in the white envelope, the voter shall receive a second ballot. The Poll Worker marks "spoiled" on the plain white envelope, signs and dates the envelope, and places it in the Emergency Ballot Bag.
- **Emergency Ballots may only be placed in the ballot bag by Poll Workers.**

EMERGENCY PAPER BALLOTS

IMPORTANT: Secure **unvoted** paper ballots and plain white envelopes with your election supplies until (or if) needed again.

Once the Voting Machine has been replaced or repaired, resume voting on the machine.

The Emergency Ballot Bag, secured with the numbered white seal, must remain in full view of the Poll Workers at all times.

On the "Statement for Emergency Paper Ballots Voted," you must record the Voting Authority number of the last voter to use an Emergency Paper Ballot.

If a Voting Machine fails to operate on multiple occasions during any election or it becomes necessary to use Emergency Ballots (with authorization from the Superintendent of Elections office), a "Statement for Emergency Paper Ballots" **must** be completed **each time**.

To Count Emergency Paper Ballots

After the polls close and the Final Results Reports have been printed, count the Emergency Ballots in the following manner:

- A. Remove WHITE seal and open ballot box in full view of the public.
- B. The Judge of the District Board removes the ballots one at a time. While holding the ballot, the Judge will read the vote cast therein, in view of the Inspector, who will examine the ballot to make sure it is read correctly.
- C. The Poll Workers shall record all votes cast by Emergency Ballot onto the tally sheet provided. (If an envelope marked "Void/Spoiled" is removed, it should be temporarily set aside as is.) Before taking the next ballot from the ballot box, the District Board Judge must return the ballot he/she just read to its plain white envelope, number it in sequential order (example: 1, 2, 3, etc.), and hand it to the Inspector.
- D. The Tally Sheet must be signed by all four Poll Workers. One copy of the tally sheet is to be placed in the Emergency Ballot Bag and one returned to the Municipal Clerk along with the Zero Proof, Final Results Reports and Voting Machine USB sticks in the clear plastic envelope provided.

After all voted paper ballots are counted and tallied, place all voted ballots in numerical order. Place all plain white envelopes marked "spoiled" at the end of the same batch. Place all Emergency paper ballots, VOTED, UNVOTED, AND SPOILED, as well as unused white envelopes in the ballot bag and immediately secure the bag with the RED numbered seal.

Emergency Protocols

In the event of an emergency threatening the safety of any individual in or around a polling location, please contact the appropriate entities below.

1. Call **911** for all safety emergencies.
2. Call the **Board of Elections** at 732-431-7040 or 732-431-7802 x7150.

Contact the local Municipal Clerks Office & the Board of Elections in cases pertaining to poll site openings/closures or any electrical outages.

Municipality	Office	Municipality	Office
Aberdeen Township	732-583-4200 x119	Long Branch City	732-571-5686
Allenhurst Borough	732-531-2757 press 2	Manalapan Township	732-446-8314 / 8315
Allentown Borough	609-259-3151 x112	Manasquan Borough	732-223-0544 x233
Asbury Park City	732-502-2100 x5720	Marlboro Township	732-536-0200 x1234 or 5
Atlantic Highlands	732-291-1444 x3103	Matawan Borough	732-566-3898 x602
Avon Borough	732-502-4510 press 5	Middletown Township	732-615-2014
Belmar Borough	732-681-3700 x225	Millstone Township	732-446-4249 x1702
Bradley Beach Borough	732-776-2999 x1026	Monmouth Beach	732-229-2204 x1002
Brielle Borough	732-528-6600 x5100	Neptune City Borough	732-776-7224 x41 / 45
Colts Neck Township	732-462-5470 x121	Neptune Township	732-988-5200 x235
Deal Borough	732-531-1454 x100	Ocean Township	732-531-5000 x3321
Eatontown Borough	732-389-7601	Oceanport Borough	732-222-8221 press 4
Englishtown Borough	732-446-9235 x215	Red Bank Borough	732-530-2777 x0257
Fair Haven Borough	732-747-0241 x221	Roosevelt Borough	609-448-0539 press 3
Farmingdale Borough	732-938-4077	Rumson Borough	732-842-3300
Freehold Borough	732-462-1259	Sea Bright Borough	732-842-0099 x118
Freehold Township	732-294-2000	Sea Girt Borough	732-449-9433 x111
Hazlet Township	732-264-1700	Shrewsbury Borough	732-741-4200 x108
Highlands Borough	732-872-1224 x201	Shrewsbury Township	732-542-0572 press 3
Holmdel Township	732-946-2820 x1212	Spring Lake Borough	732-449-0800 x620
Howell Township	732-938-4500 x2125	Spring Lake Heights	732-449-3500
Interlaken Borough	732-531-7405	Tinton Falls Borough	732-542-3400 x260
Keansburg Borough	732-787-0215 x111	Union Beach Borough	732-264-2277
Keyport Borough	732-739-5121	Upper Freehold	609-758-7738 x210
Lake Como Borough	732-681-3232 x203	Wall Township	732-449-8444 x2200
Little Silver Borough	732-842-2400 x114	West Long Branch	732-229-1756
Loch Arbour Village	732-531-4740 press 3		

Troubleshooting Guide

Pollbook

- If the printer will not turn on and the pollbook is not receiving a charge, ensure all surge protectors are switched on.
- If the pollbook cannot establish a connection with the printer, ensure the printer has power, and the USB cable running between the pollbook and printer is pushed in fully. Restart the pollbook if still experiencing issues.
- If green icons are not displayed across the top of the home screen prior to the opening of polls, ensure the Wi-Fi device for your location has been turned on.

Voting Machine

- Passwords on the Voting Machine are case sensitive.
- If the machine displays a warning that the media access door is open, ensure the front right corner of the media access door has been completely shut by gently pressing on it.
 - To suppress this warning, click the red circle on screen, and enter the election code.
- If the top access compartment or the rear compartment will not close, ensure the key has been turned to the unlocked position when closing the door. If the key is in the locked position, the lock inside will prevent the door from closing.
- The upper left corner of the machine has 3 icons. These icons can help indicate the status of the machine.



- A green plug icon (left) indicates a machine is receiving power from an outlet.
 - A green power icon (center) indicates the machine is turned on. (In this picture, the machine is not turned on since the icon is not green.)
 - A green battery icon (right) indicates the remaining battery charge.
- If the Voting Machine displays a warning that the machine is not receiving power check the following:
 - Power cord on right side of machine is plugged in.
 - If utilizing a surge protector, ensure it is switched on.
 - Ensure the power plug beneath the green light on the right side of the machine is plugged into the base of the machine. The socket is labelled "15A MAX."



**MONMOUTH COUNTY
BOARD OF ELECTIONS
300 HALLS MILL ROAD
FREEHOLD, NJ 07728
732-431-7802 EXT 7150**

www.MonmouthCountyVotes.com
WWW.VISITMONMOUTH.COM

