



WESTCHESTER COUNTY POLL PAD TRAINING

Electronic Poll Roster Book





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IDENTIFYING YOUR POLL PAD CASE

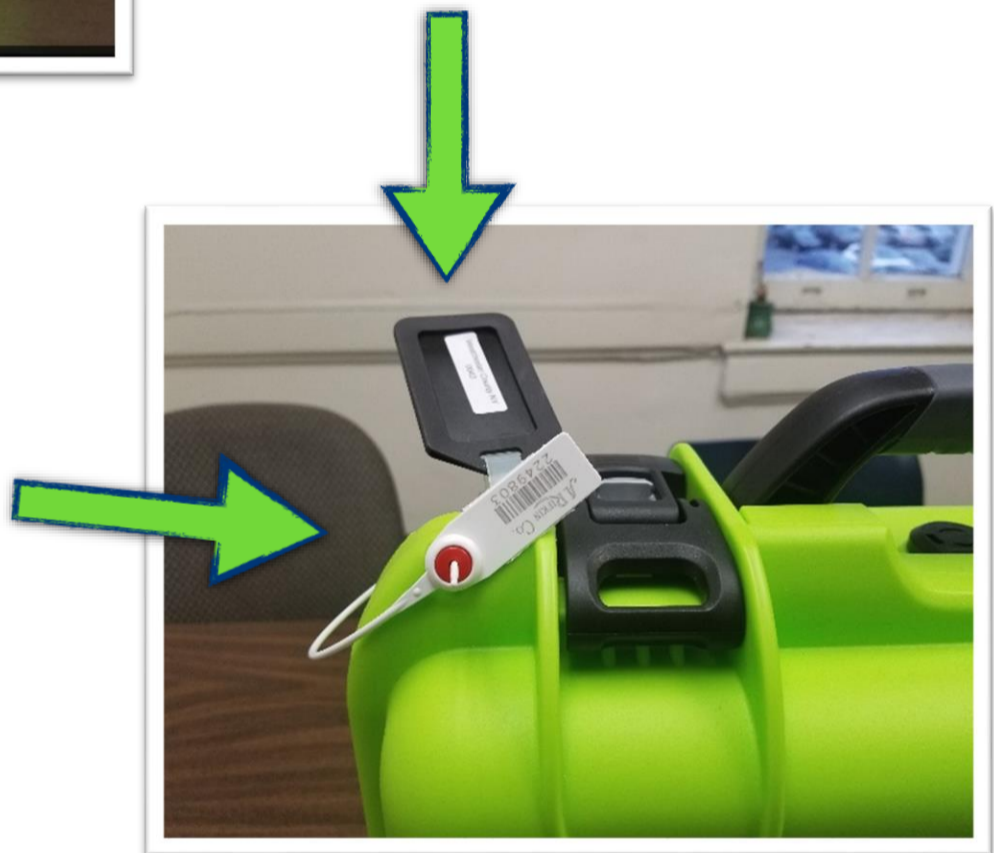


Each poll pad case will be numbered with the election district in which it is assigned.

* Poll Pads are only programmed for that specific election district*

Your poll pad will be sealed with a plastic tag, which will have a serial number on it.

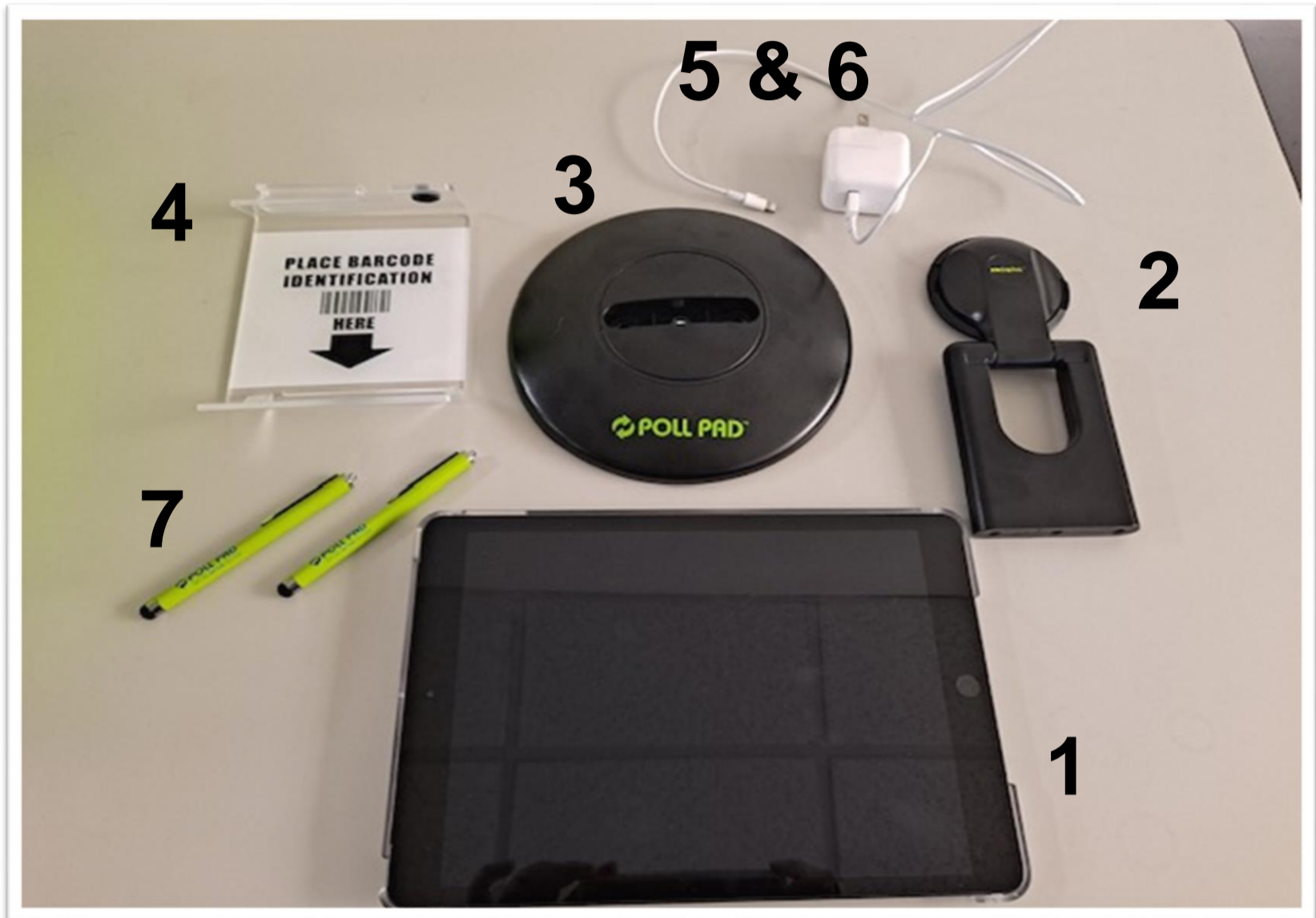
Record that serial number on the seal recording sheet found inside your blue bag.



Inside the case there will be two Poll Pads that are assigned to that election district.

You will only use one Poll Pad to sign voters in for your district, unless otherwise told by the Board of Elections

CONTENTS OF THE POLL PAD CASE



1. Poll Pad
2. Arm Stand
3. Base
4. ID Tray
5. Charging Cable
6. Charging Block
7. Stylus (2)

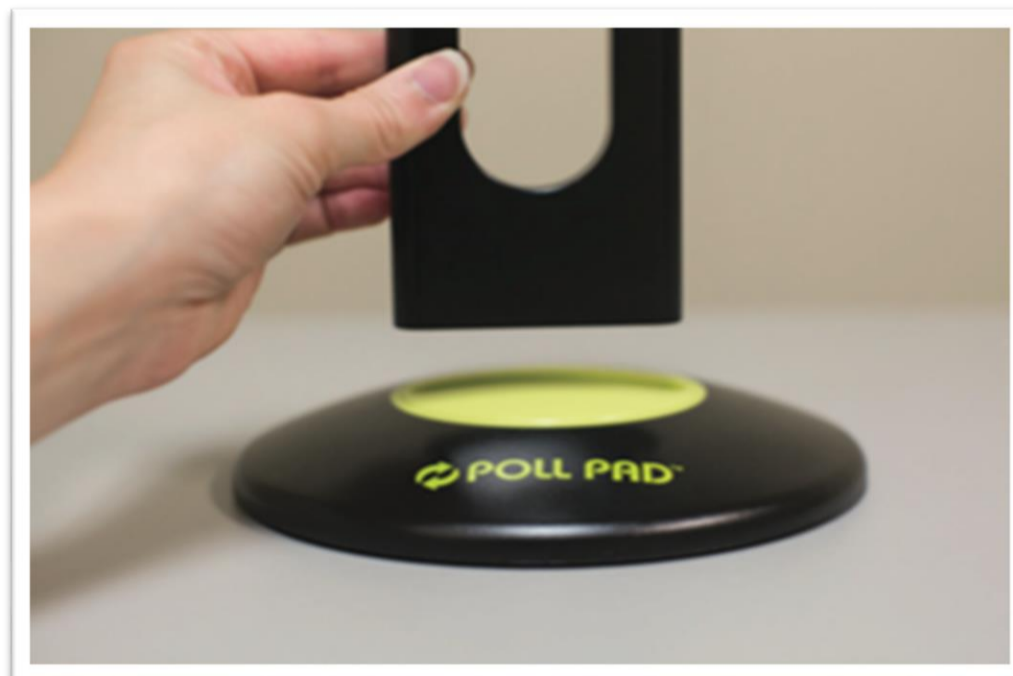
POLL PAD SETUP



To attach the arm to the Poll Pad shell, press the buttons on the side of the arm and place it in the circular opening found in the back of the poll pad.

Release buttons and rotate the arm until you hear a click.

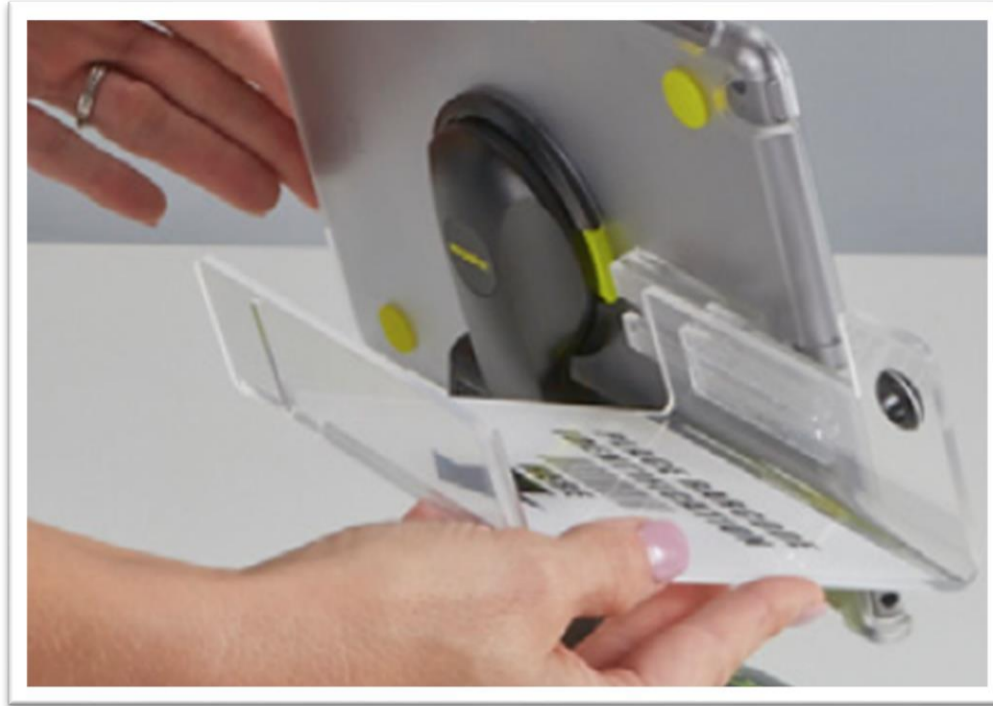
Note: Make sure the Westchester County Poll Pad number sticker appears at the top



Take arm stand and place into Poll Pad base.

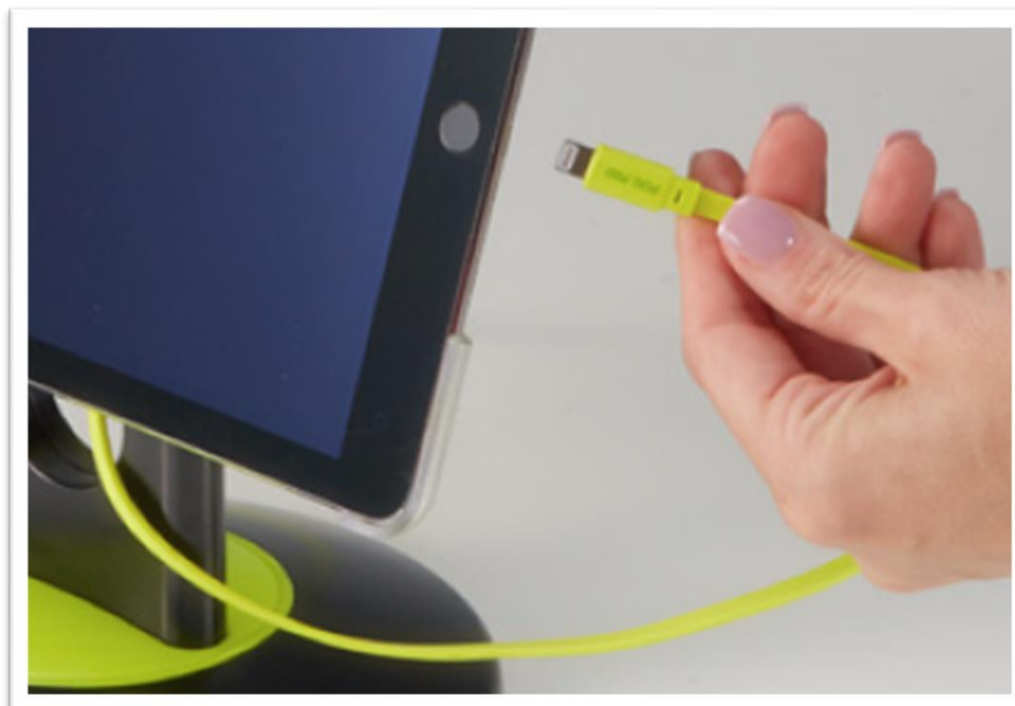
Once attached, rotate the Poll Pad making sure the camera is on TOP, oriented in a landscape position.

POLL PAD SETUP



ATTACHING THE PHOTO ID TRAY

Attach the ID tray to the Poll Pad using the mounting clip.
Once attached, insert stylus into the holding slot.
Adjust the Poll Pad to a suitable angle.



CONNECT THE POLL PAD TO A POWER SOURCE

Plug the charging cable into the charging block and then into the Poll Pad.
Plug the charging block into a power source.

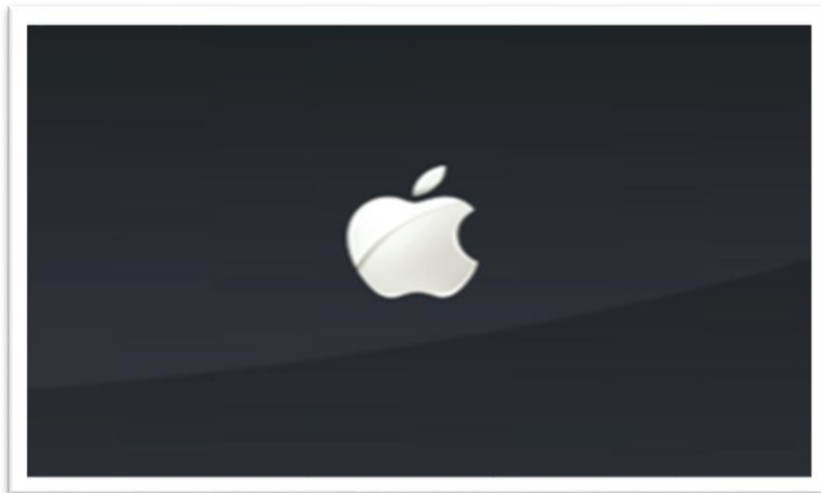
* Please keep your Poll Pad charging (plugged in) all day*

POWERING ON THE POLL PAD



POWER ON THE POLL PAD

Press the power button on the top left edge of the unit until you see the Apple icon, then release.



The Poll Pad will power on, and the Poll Pad application will launch automatically.

NOTE: The Poll Pad will power on automatically if connected to a power source.



Once the program has loaded, tap the poll pad icon on the main screen.

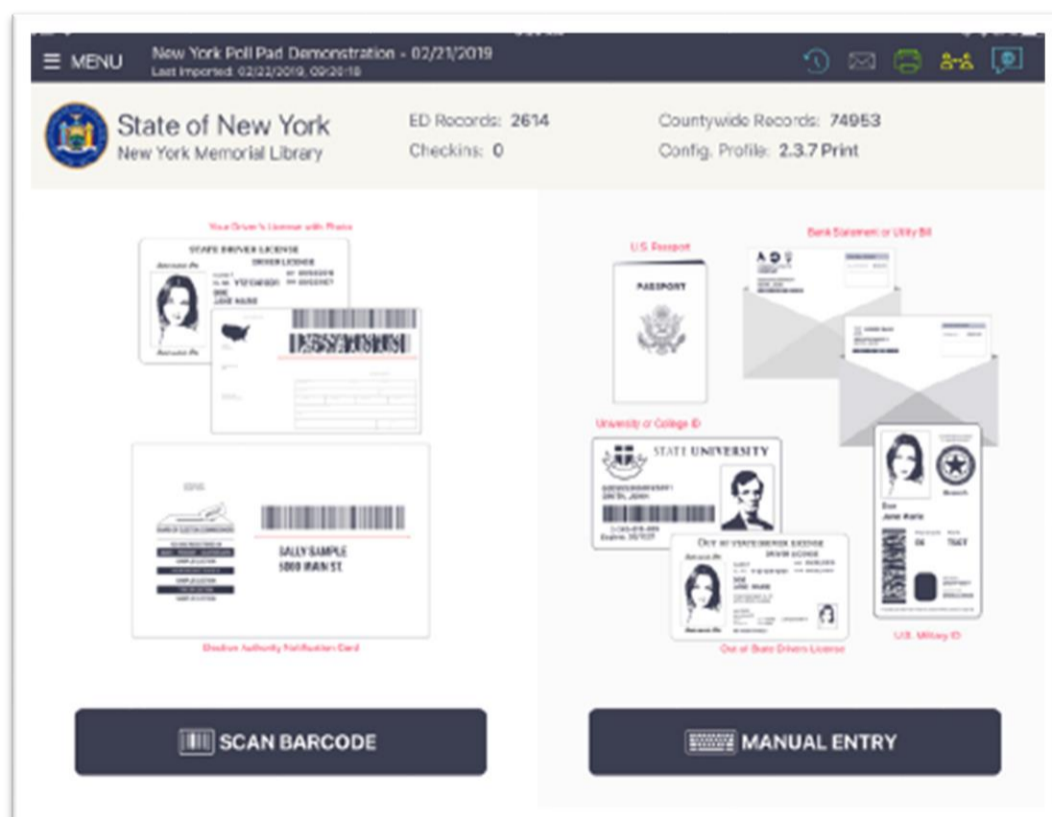
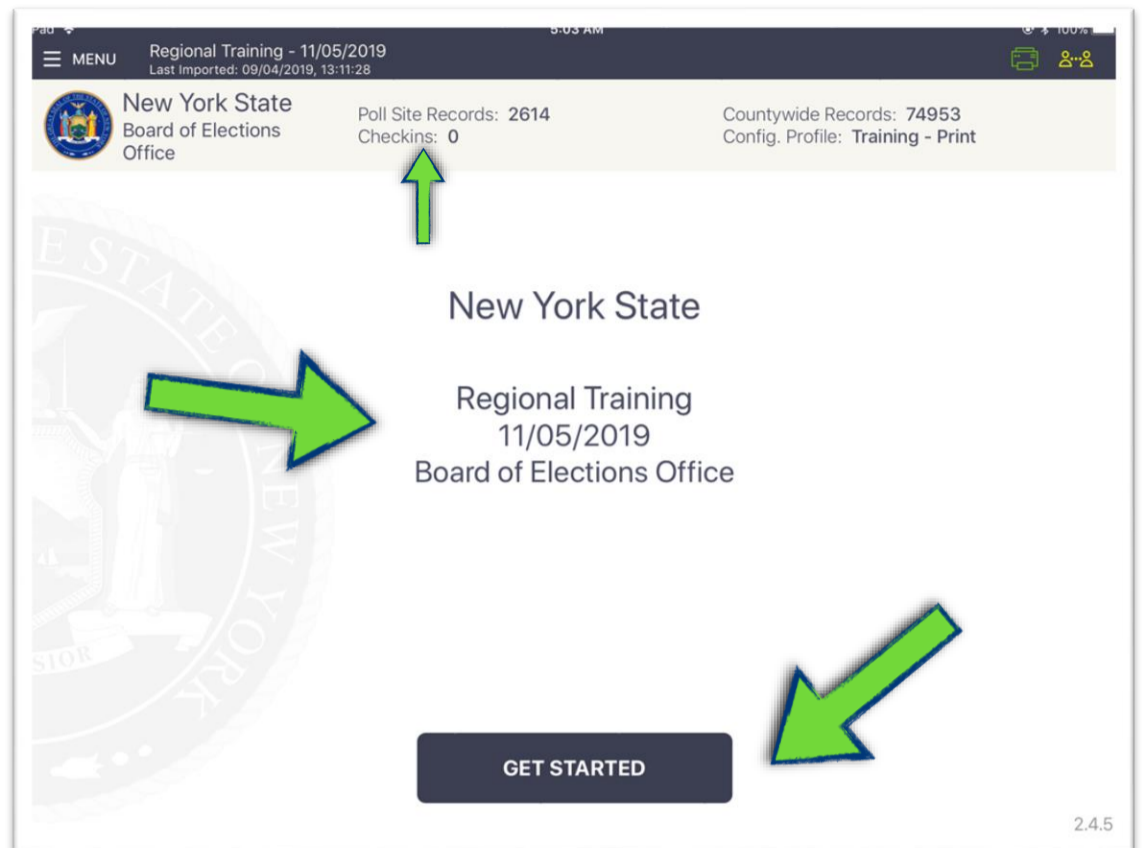
* Please use your stylus when working on the Poll Pad.

NAVIGATING THE VOTER SYSTEM

Confirm all the information on the home screen is correct

**Westchester County
Election Name and Date
Polling Site Location
Check-In Count = 0**

After confirming all the information is correct, tap **“GET STARTED”**

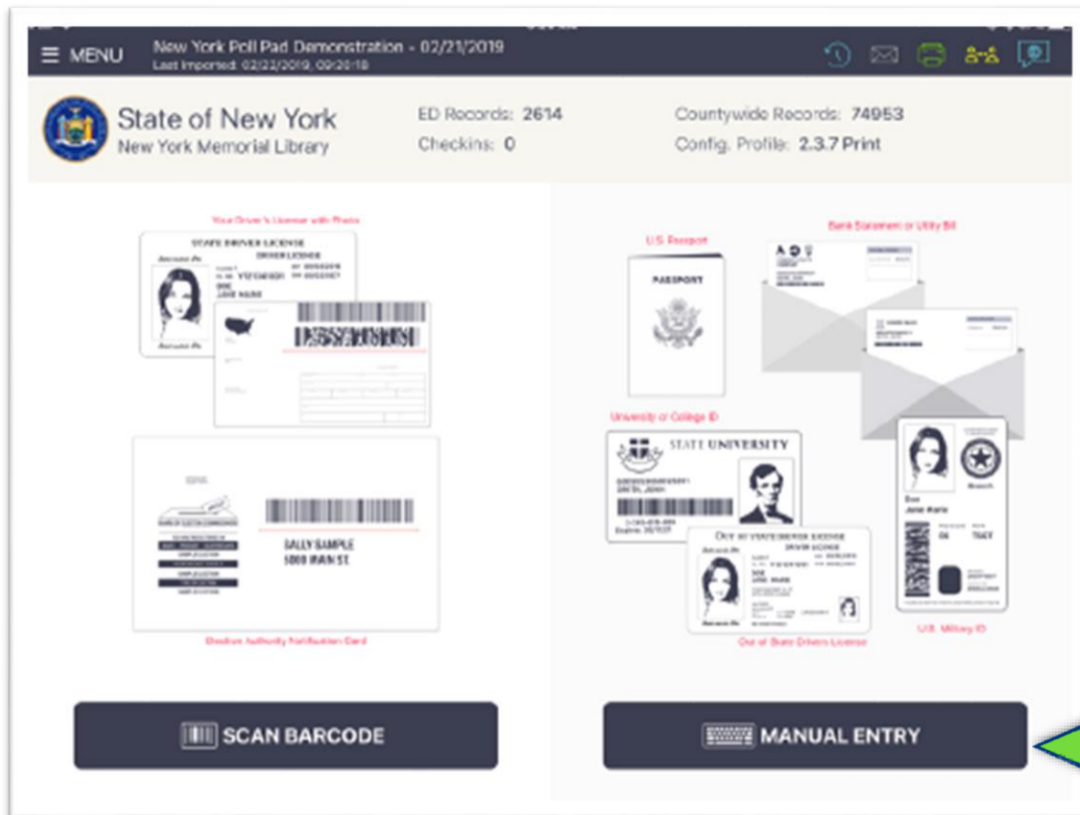


The poll pad offers two ways in which we can locate registered voters

You can :

- Scan the barcode on their voter registration card
- Manually type in the voter's information to search the database

MANUAL ENTRY LOOKUP



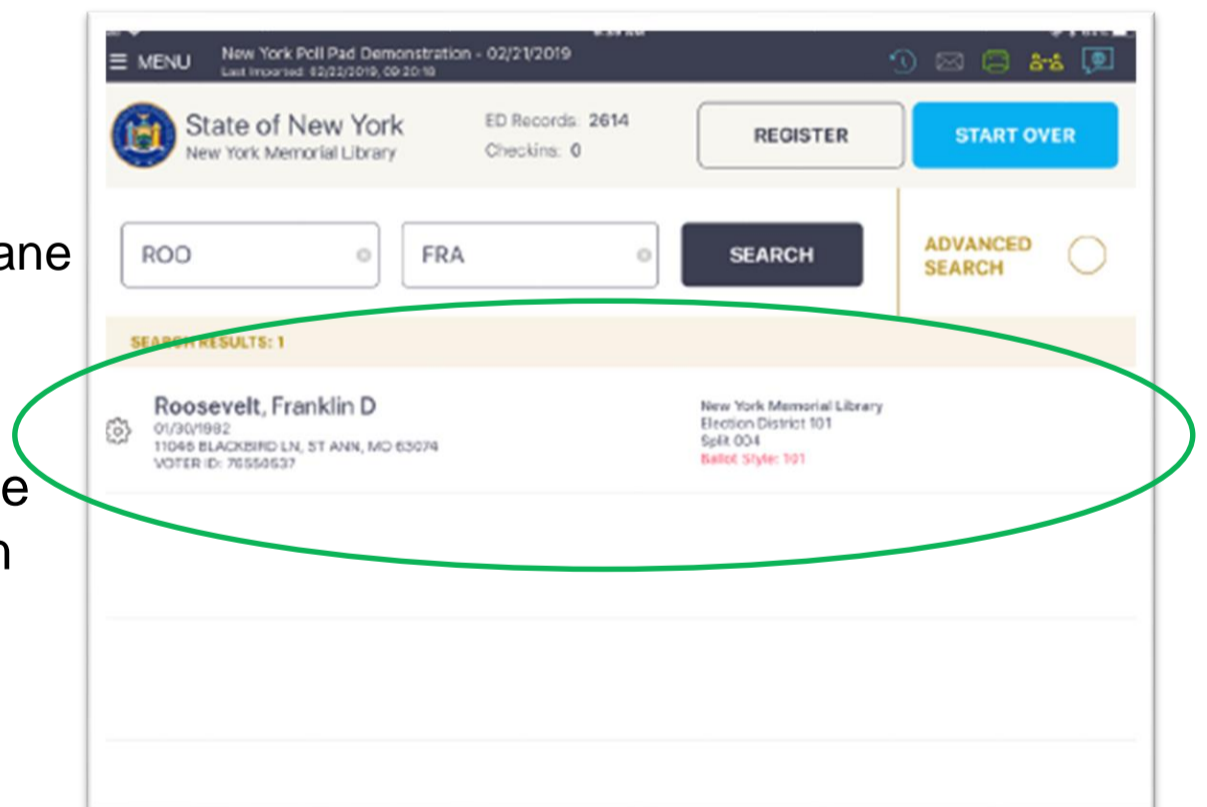
Tap **“MANUAL ENTRY”** to locate a voter by typing in their name.

Example:

Last Name: Roosevelt
First Name: Franklin
Address: 11046 Blackbird Lane
DOB: 01/30/1982

Enter the first 3 letters of the voters last and first name in the provided fields.

Tap **“SEARCH”**



A list of registered voters will appear on the screen that matches the entered data.

Once the correct voter is located, tap on their name to bring up their voter record

PROCESSING VOTERS

State of New York
New York Memorial Library

VOTER CONFIRMATION

GO BACK ACCEPT

Verify voter information and tap accept to continue

Franklin D Roosevelt
DOB: 01/30/1982
11046 BLACKBIRD LN, ST ANN, MO 63074

Voter ID: 76550537 Status: Active Election District: 101 Split: 004

Ask the voter to confirm all the information on the screen, to make sure the correct voter was selected

Once confirmed, tap **“ACCEPT”**

State of New York
New York Memorial Library

SIGNATURE CONFIRMATION

GO BACK DONE SIGNING

Franklin D Roosevelt
11046 BLACKBIRD LN, ST ANN, MO 63074
ED: 101

CLEAR SIGNATURE

Franklin D Roosevelt

Hand the voter the stylus and ask them to sign their name. Tap **“DONE SIGNING”**

State of New York
New York Memorial Library

POLL WORKER CONFIRMATION

START OVER SUBMIT

CONFIRM THE ELECTOR'S INFORMATION

Franklin D Roosevelt
11046 BLACKBIRD LN, ST ANN, MO 63074
Election District 101 DOB: 01/30/1982
Split 004 Voter ID: 76550537
Status: Active

Signature on File
Franklin D Roosevelt

Signature on Election Day
Franklin D Roosevelt

Ballot Style: 101

Challenge Voter Assistance Required

CRL *LR*

Initial Initial

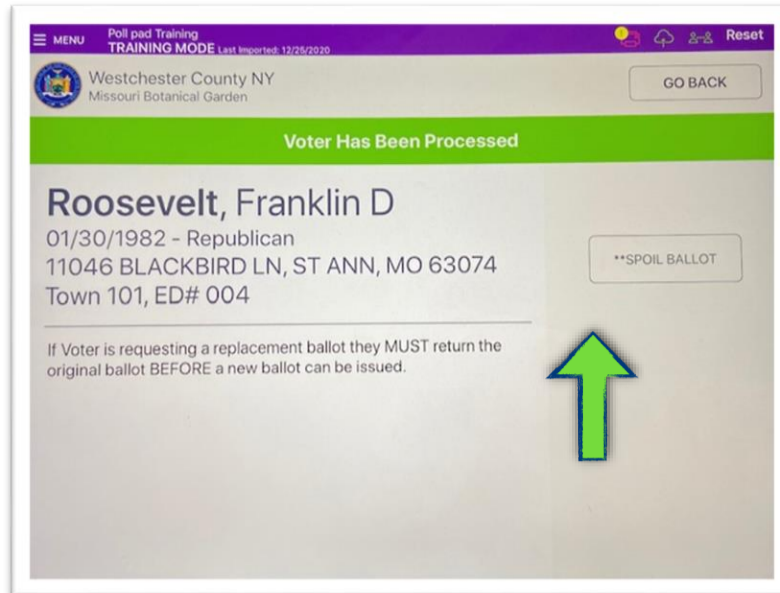
Two inspectors (a Democrat and a Republican) will verify that the voter's signature matches what the Board of Elections has on file.

If the signature matches, both inspectors will initial a box and tap **“SUBMIT”**.

SPOILING BALLOTS

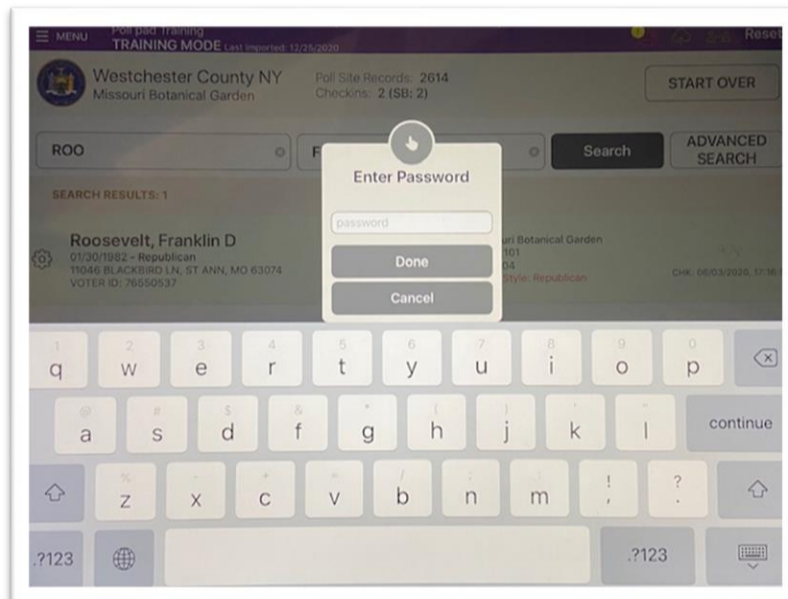
Follow the previous steps on how to look up a voter.

This time when you tap on their voter file you will notice a green banner across the top that reads "voter has been processed"



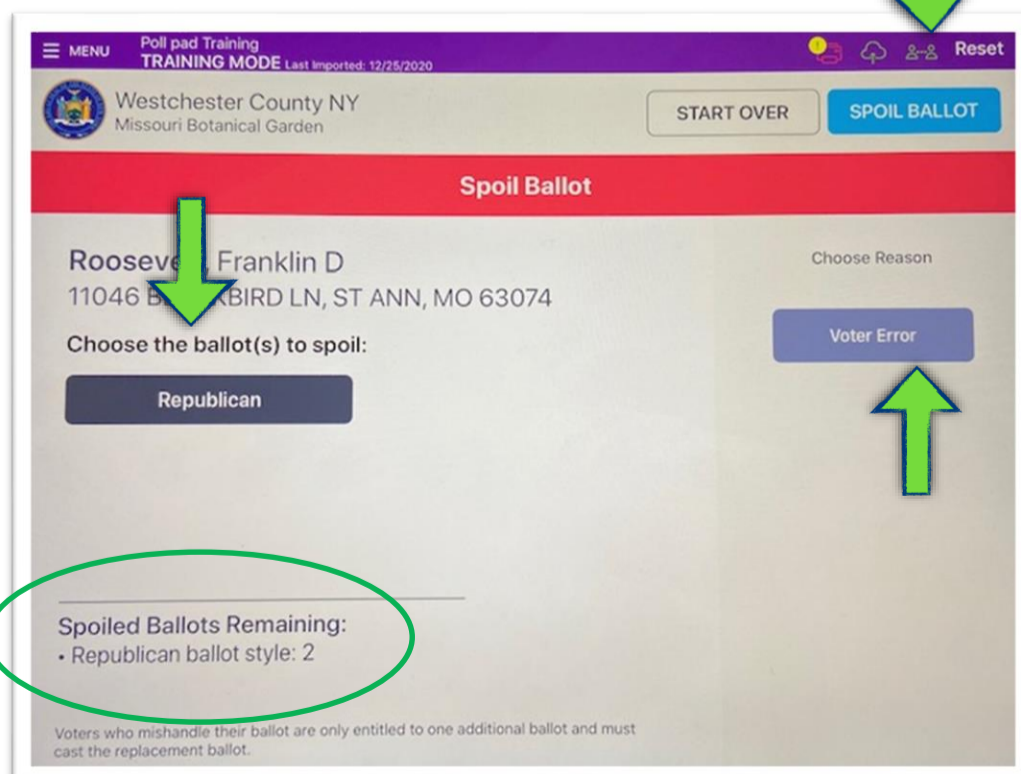
Tap "SPOIL BALLOT"

Enter Password: 1234



1. Tap the type of ballot to spoil

The Poll Pad will keep track of how many replacement ballots the voter has remaining

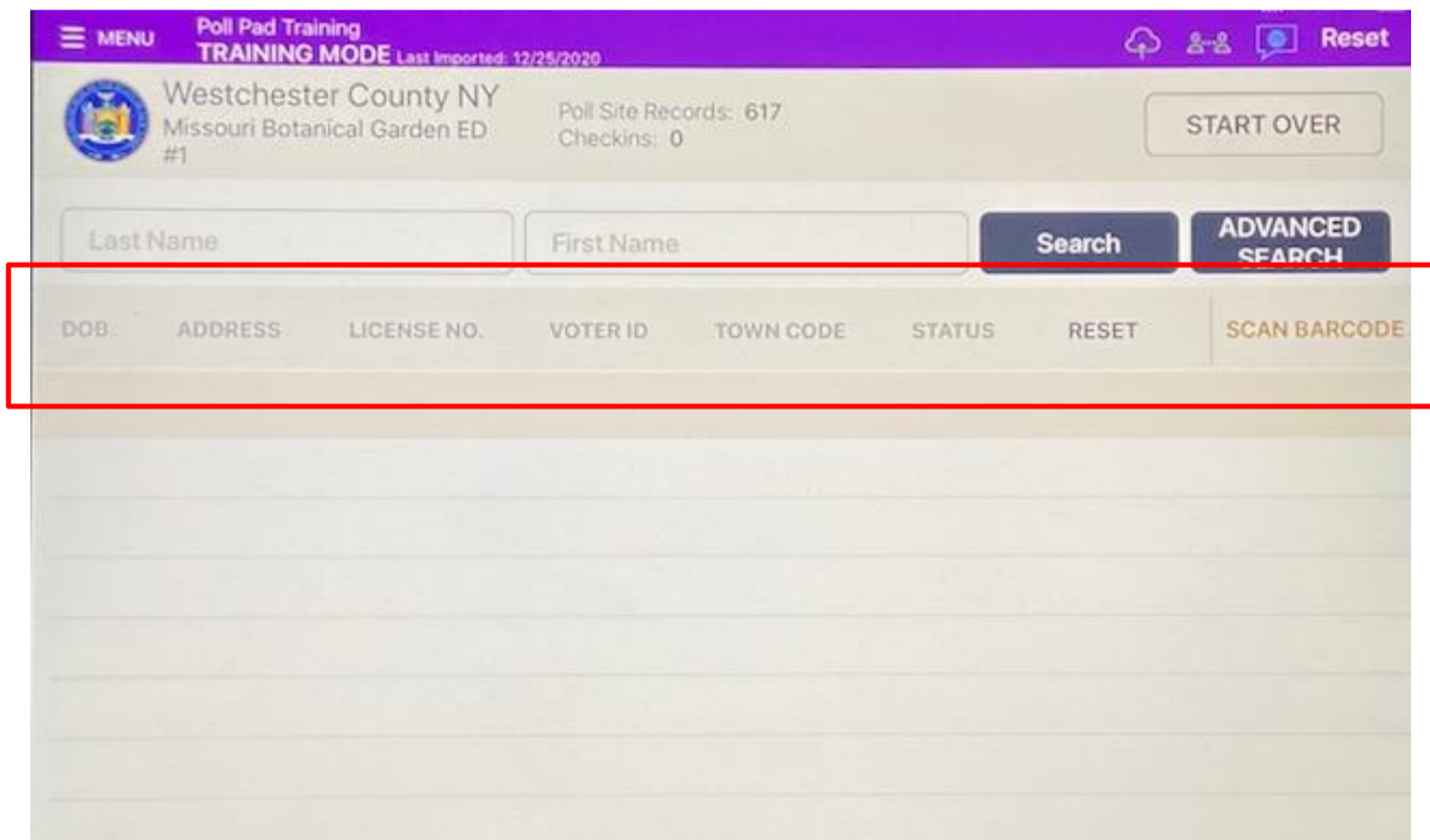
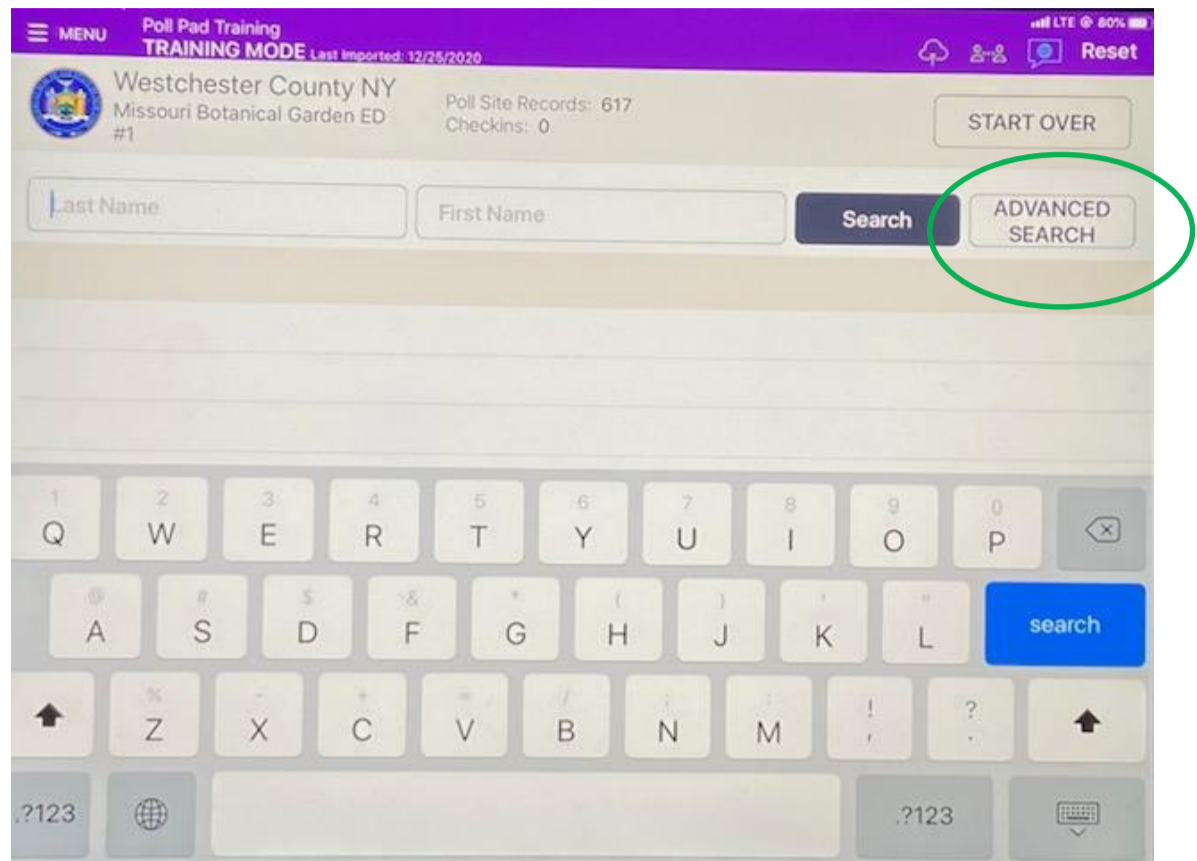


3. Tap "SPOIL BALLOT"

2. Tap "VOTER ERROR"

ADVANCED SEARCH

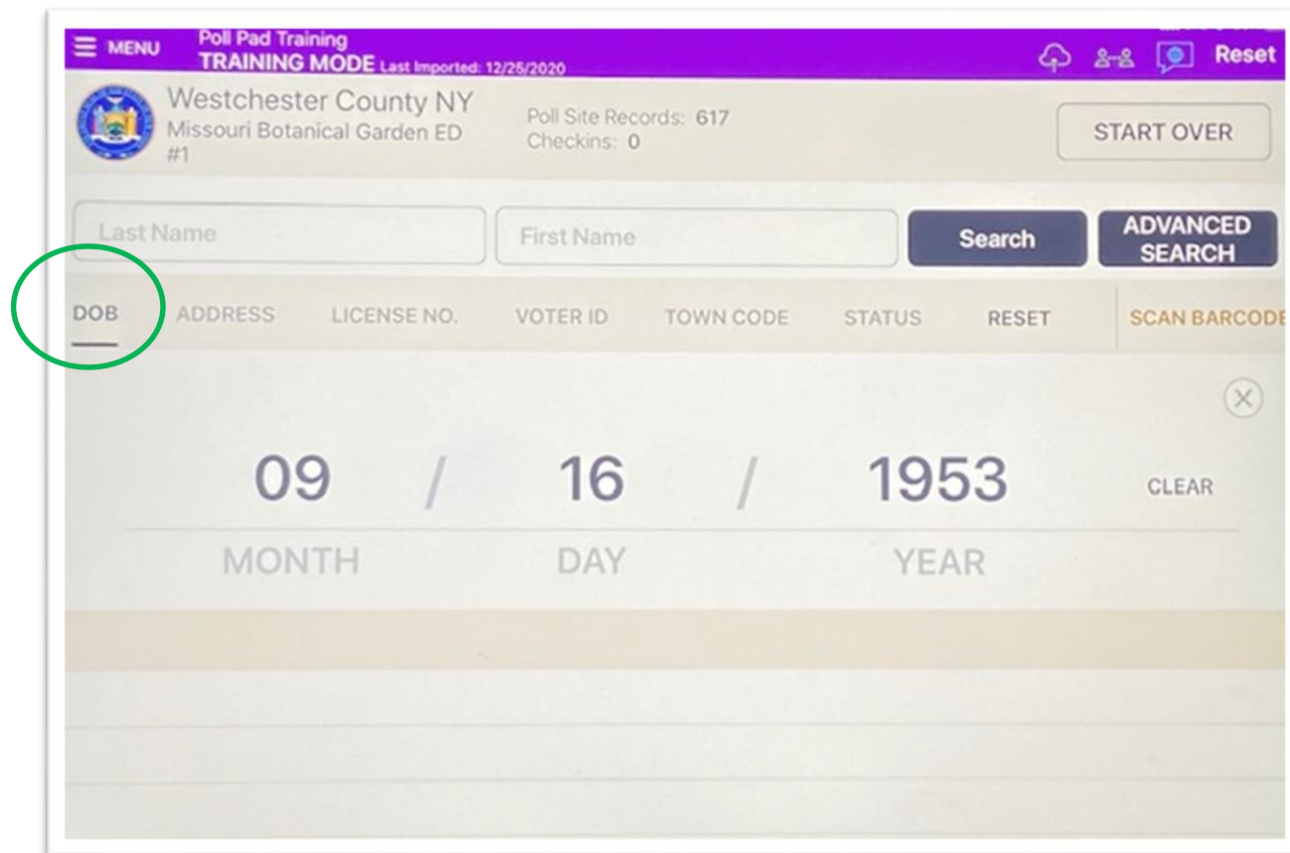
If you cannot find a voter by typing in their name, use the **ADVANCED SEARCH** option



By tapping “**ADVANCED SEARCH**”, it brings up a new tool bar which enables you to search by using different criterion

ADVANCED SEARCH

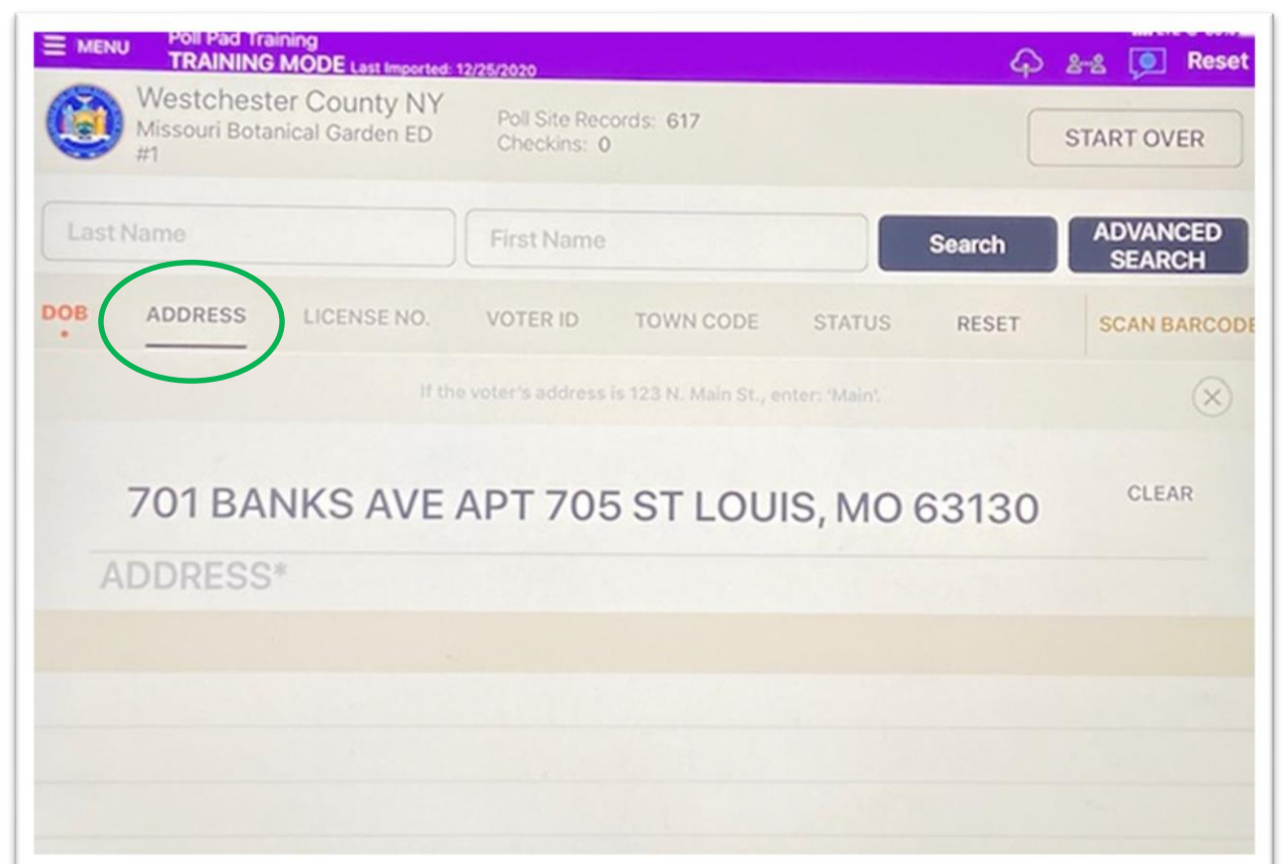
By tapping “DOB” you are able to type in a voter’s date of birth. This will search the entire voter file and bring up all the registered voters with that birthdate.



The screenshot shows the 'Poll Pad Training' app interface. At the top, it says 'Westchester County NY Missouri Botanical Garden ED #1' and 'Poll Site Records: 617 Checkins: 0'. Below this are input fields for 'Last Name' and 'First Name', and buttons for 'Search' and 'ADVANCED SEARCH'. A horizontal menu below these fields includes 'DOB', 'ADDRESS', 'LICENSE NO.', 'VOTER ID', 'TOWN CODE', 'STATUS', 'RESET', and 'SCAN BARCODE'. The 'DOB' option is circled in green. Below the menu, a date selection interface shows '09 / 16 / 1953' with labels 'MONTH', 'DAY', and 'YEAR' underneath. A 'CLEAR' button is visible on the right.

By tapping “ADDRESS” you are able to locate registered voters based on their living address

NOTE: Once you begin typing in the street name, a drop down menu will appear to help you finish it. Tap on the address and it will prefill the rest of the boxes for you.



The screenshot shows the 'Poll Pad Training' app interface. At the top, it says 'Westchester County NY Missouri Botanical Garden ED #1' and 'Poll Site Records: 617 Checkins: 0'. Below this are input fields for 'Last Name' and 'First Name', and buttons for 'Search' and 'ADVANCED SEARCH'. A horizontal menu below these fields includes 'DOB', 'ADDRESS', 'LICENSE NO.', 'VOTER ID', 'TOWN CODE', 'STATUS', 'RESET', and 'SCAN BARCODE'. The 'ADDRESS' option is circled in green. Below the menu, a text input field contains the address '701 BANKS AVE APT 705 ST LOUIS, MO 63130'. Below this, the label 'ADDRESS*' is visible. A 'CLEAR' button is visible on the right.

NAME CHANGE

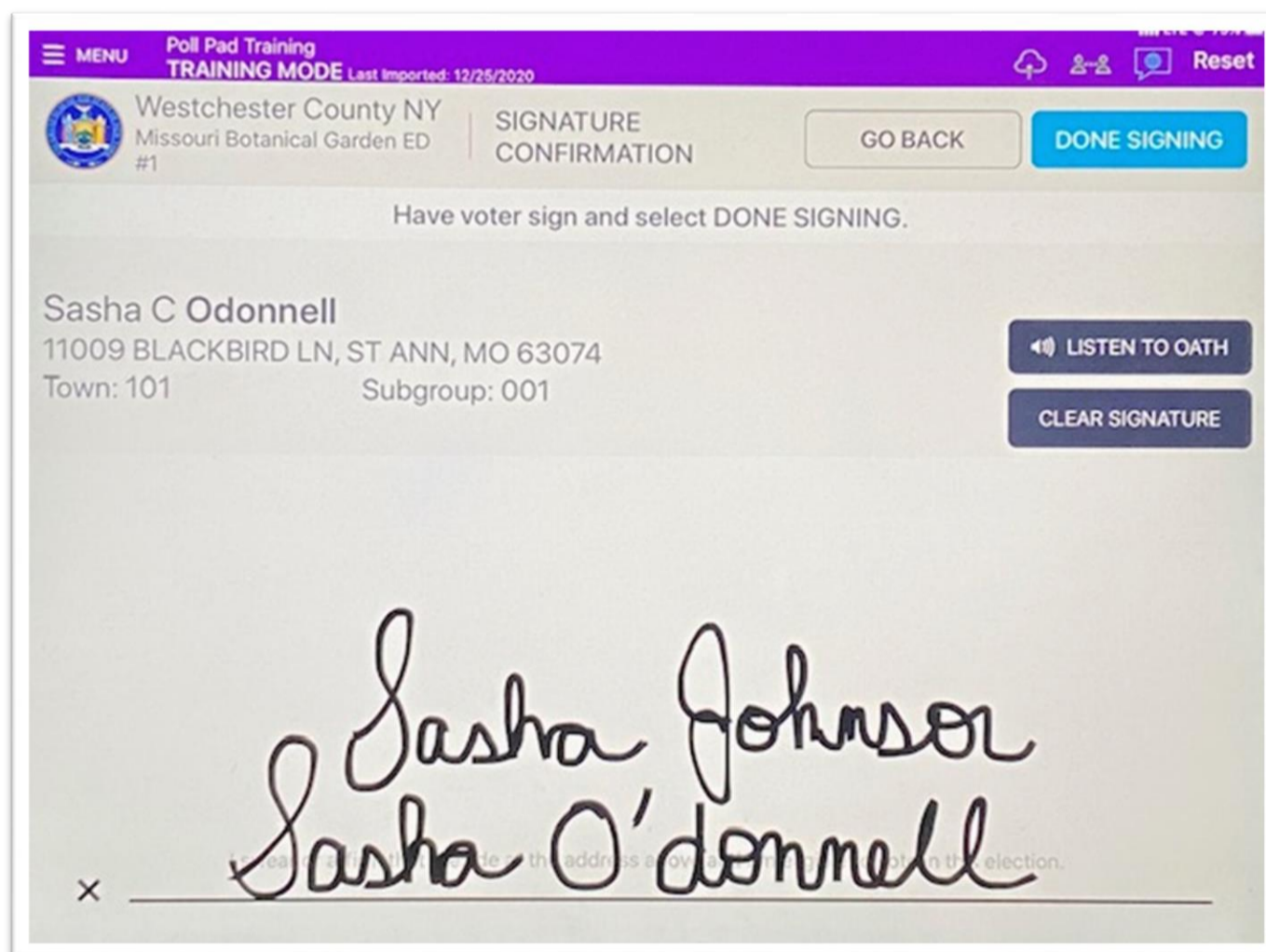
Voters who have changed their name for any reason (ex. marriage, divorce) do not need to show proof of name change before being allowed to vote.

Step 1: Confirm their address is the same as what we have on file. When confirmed proceed to step 2. (If the address is different, follow the procedures for address changes on page 18).

Step 2: Begin following normal procedure for processing a voter (page 10)

Step 3: Inform the voter to sign their new name on top and their old name below it, on the signature line of the Poll Pad

Step 4: Record the name change in the first section of your challenge report (located inside your blue bag).

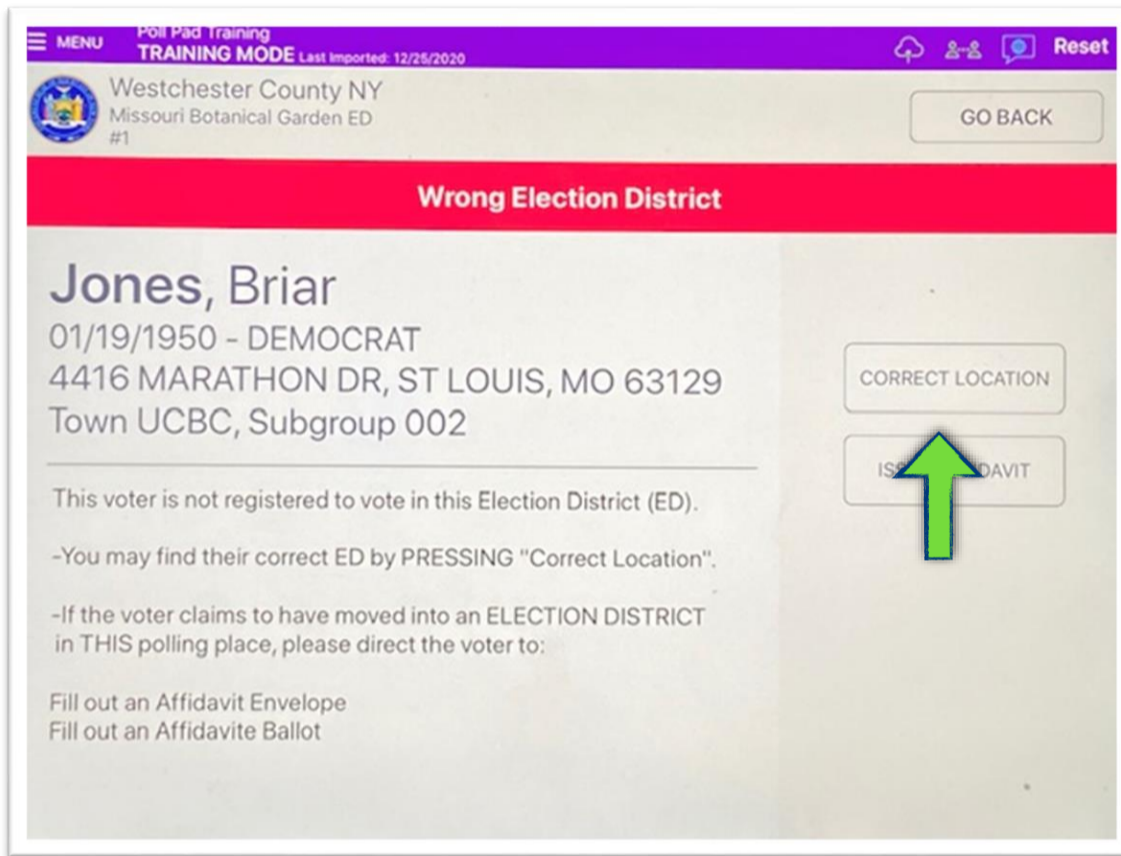


WRONG LOCATION

Last Name: Jones
First Name: Briar
Address: 4416 Marathon Ave

Example: DOB: 01/19/1950

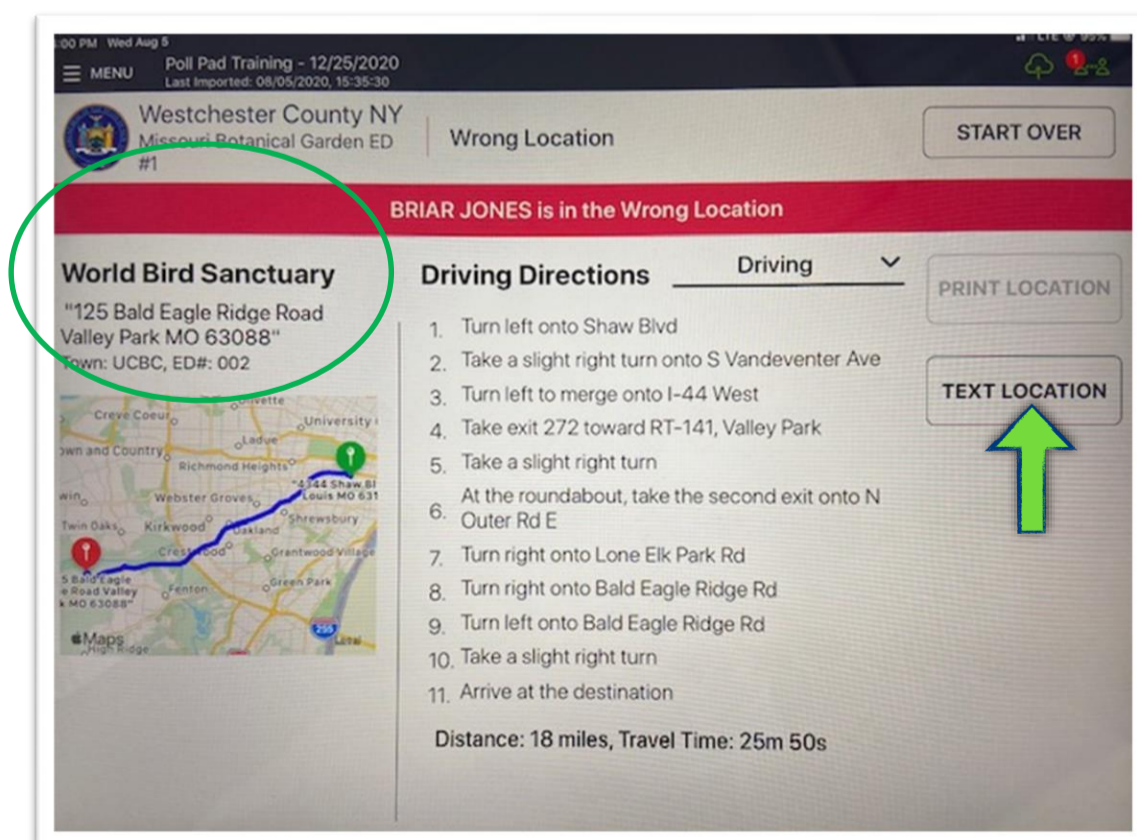
When the voter is searched, the banner will show “wrong election district” in red.



Tap
“CORRECT LOCATION”

*** NOTE: If the voter is in the incorrect polling location, it is still going to say “wrong election district” in the banner screen.**

The correct polling place and election district information is located at the top left corner above the map.

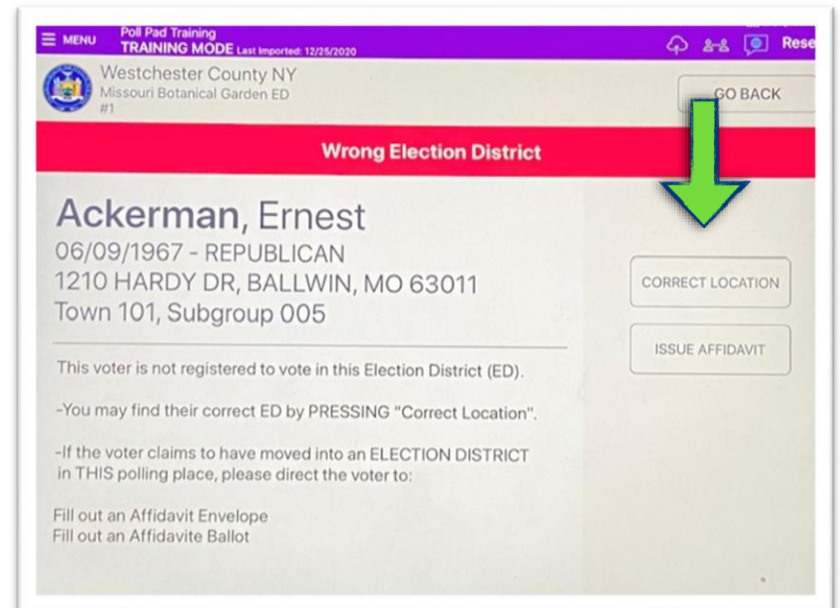
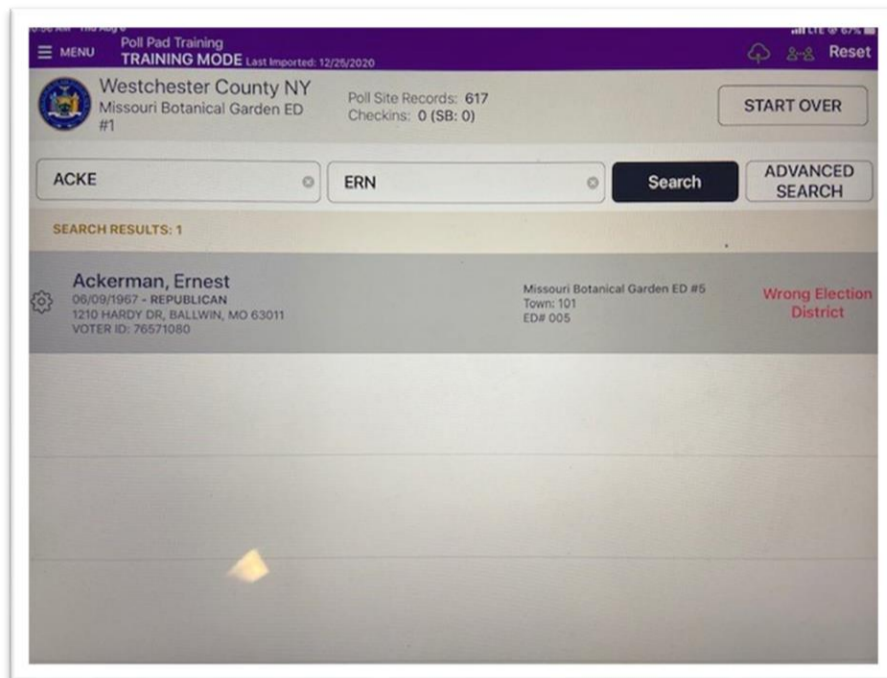


It will give the voter driving or walking directions to their correct polling location.

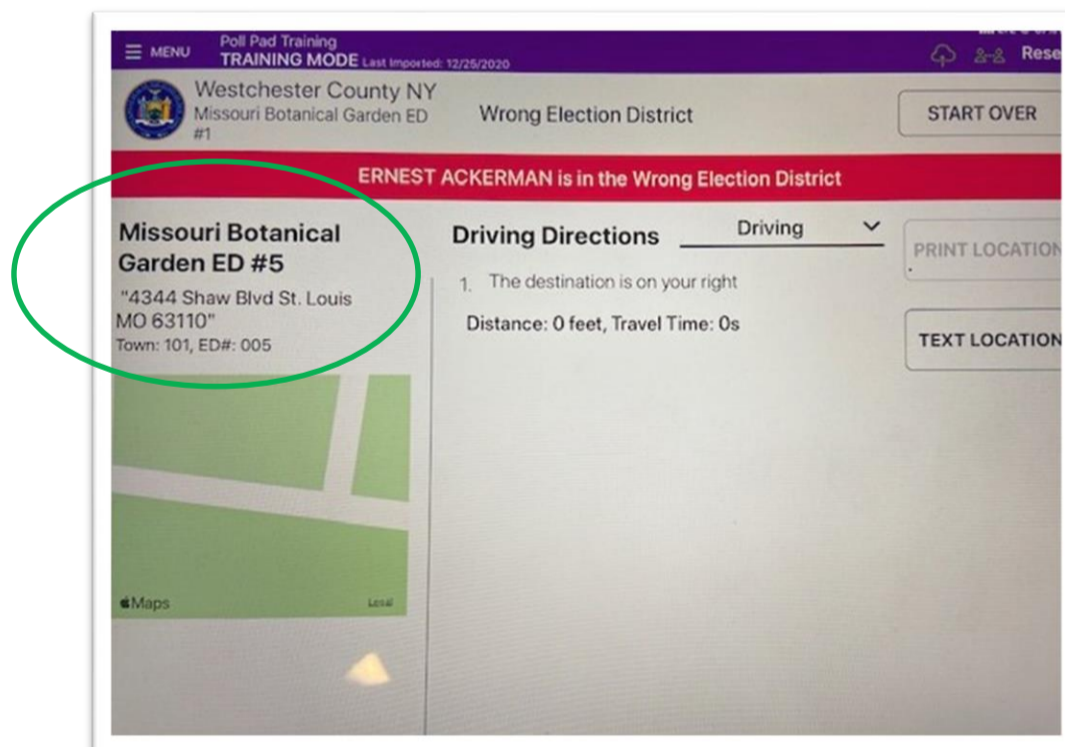
There is also an option to send a text message directly to the voter, with the polling place and election district information.

CORRECT POLLING LOCATION WRONG ELECTION DISTRICT

Example: Last Name: Ackerman
First Name: Ernest
Address: 1210 Hardy Drive
DOB: 6/9/1967



(This voter is at the correct polling place but went to the wrong election district to vote)

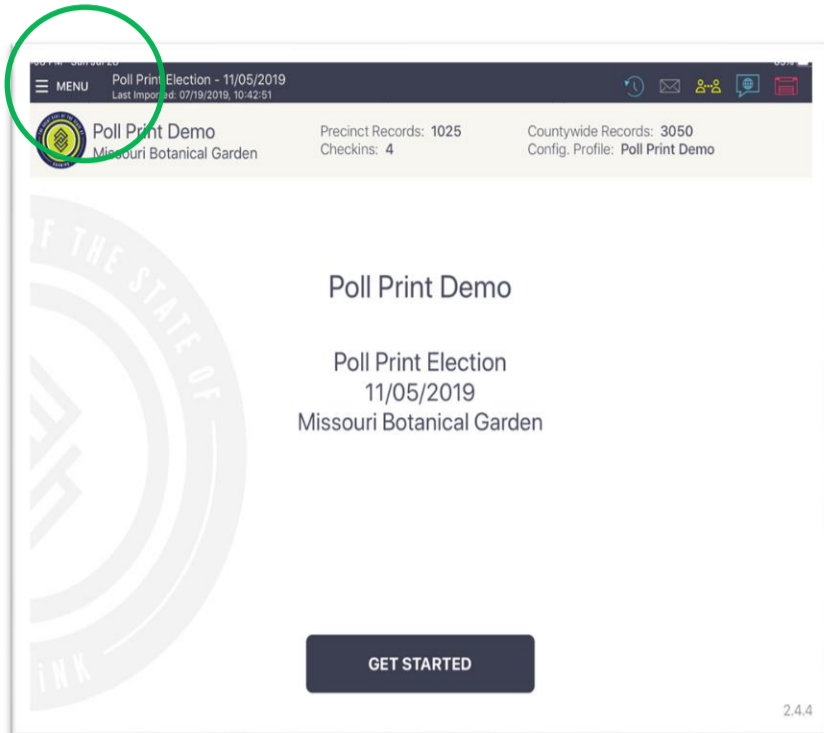


For someone that is in the correct polling place but wrong election district, tap **"CORRECT LOCATION"** to show the correct election district table.

(The election district information is located at the top left corner, above the small map)

ELECTION DISTRICT FINDER

Tap “MENU” on the home screen. It is located at the top right corner of the screen



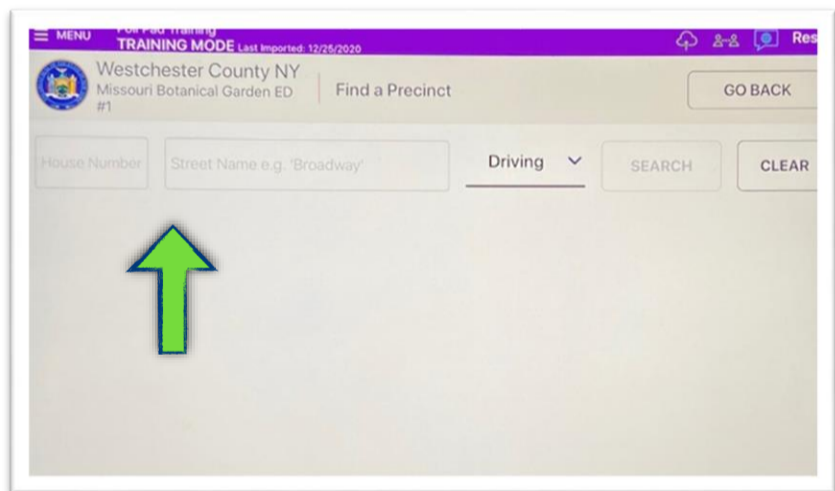
Tap “ELECTION DISTRICT FINDER”



Example Address: 705 Turtle Avenue

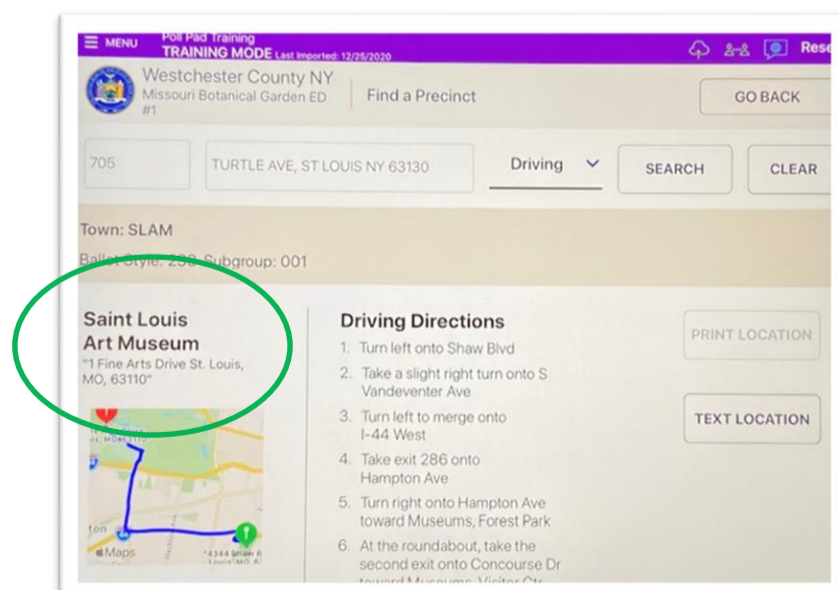
Enter the street address of the voter in the appropriate fields

NOTE: Once you begin typing in the street name, a drop down menu will appear to help you finish it. Tap on the address and it will prefill the rest of the boxes for you.



Tap “SEARCH”

It will then give the polling place information for that address.



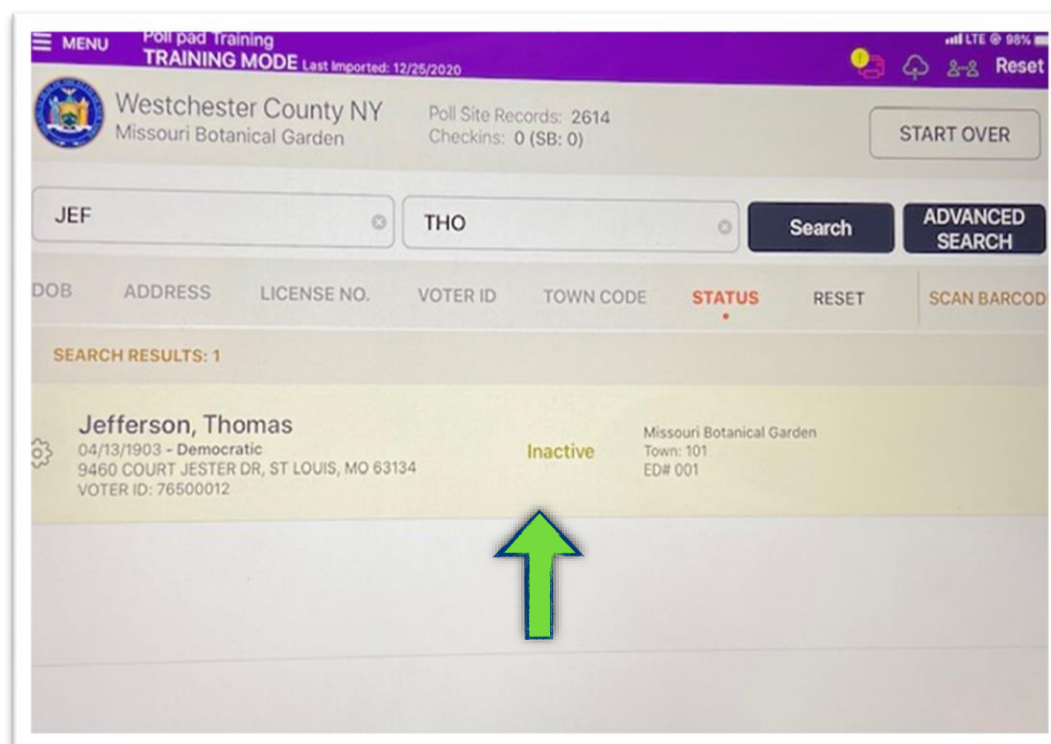
ADDRESS CHANGE

Example: Last Name: Chester
First Name: Arthur
Old Address: 9411 Vespucci Circus Drive
New Address: 56 Bedrock Court
DOB: 10/05/1929

- Use the election district finder to locate the polling place and election district for the voter's current address.
(see previous page for election district finder instructions)
- **If the address is in the same election district and polling place:**
process the voter through the poll pad normally.
*Note the new address in section 2 of the challenge report.
- **If the address is not in the same election district or polling place:**
send the voter to the correct location based on their new address.

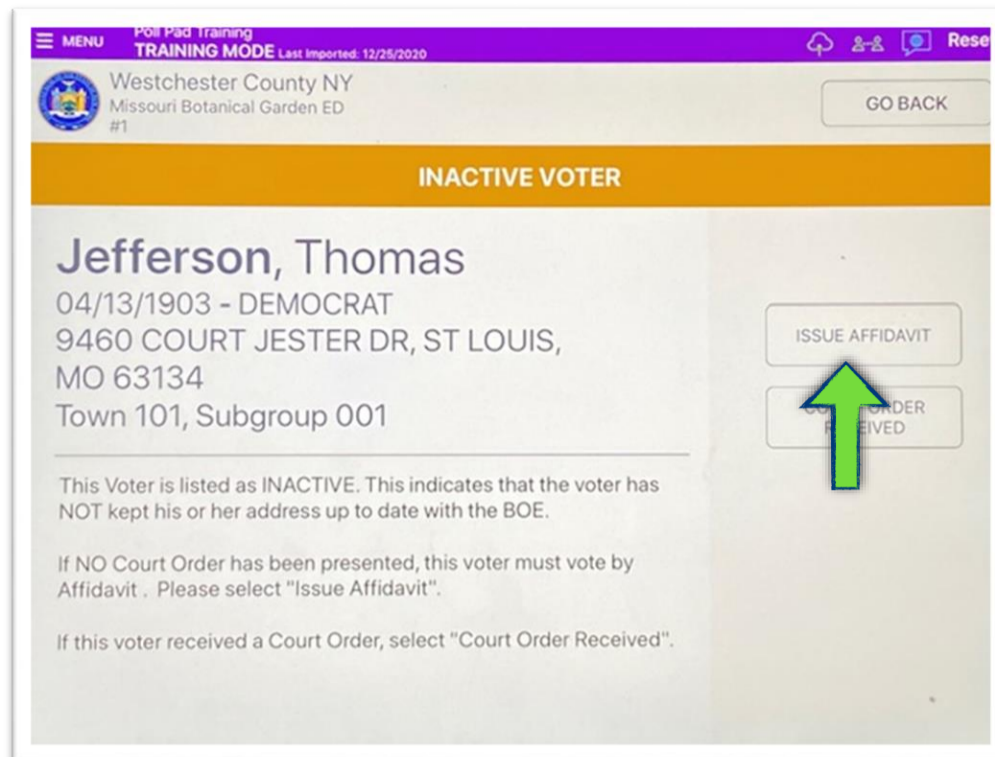
INACTIVE VOTERS

Example: Last Name: Jefferson
First Name: Thomas
Address: 9460 Court Jester Drive
D.O.B: 04/13/1903



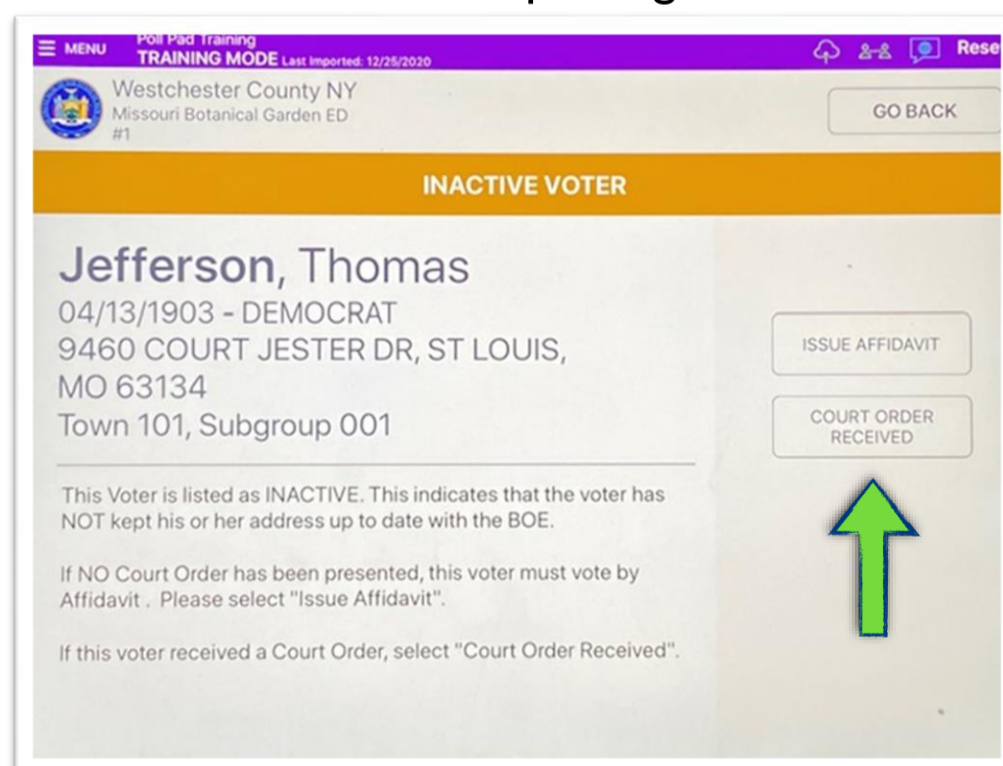
A voter whose status is inactive in our registration system, will appear shaded in yellow when you search for them. It will also read "Inactive" next to their name.

INACTIVE VOTERS



If the voter's current address falls within your election district, they may vote by an affidavit ballot. Tap **"ISSUE AFFIDAVIT"** and follow the prompts on the screen.

If the inactive voter's current address is not in your election district, you must use the election district finder to locate the correct election district and send the voter to their correct polling location.



If the voter has obtained a court order from a judge, that states the voter may vote on the machine, tap **"COURT ORDER RECEIVED"** then follow the prompts on the screen to process the voter (as described on page 10)

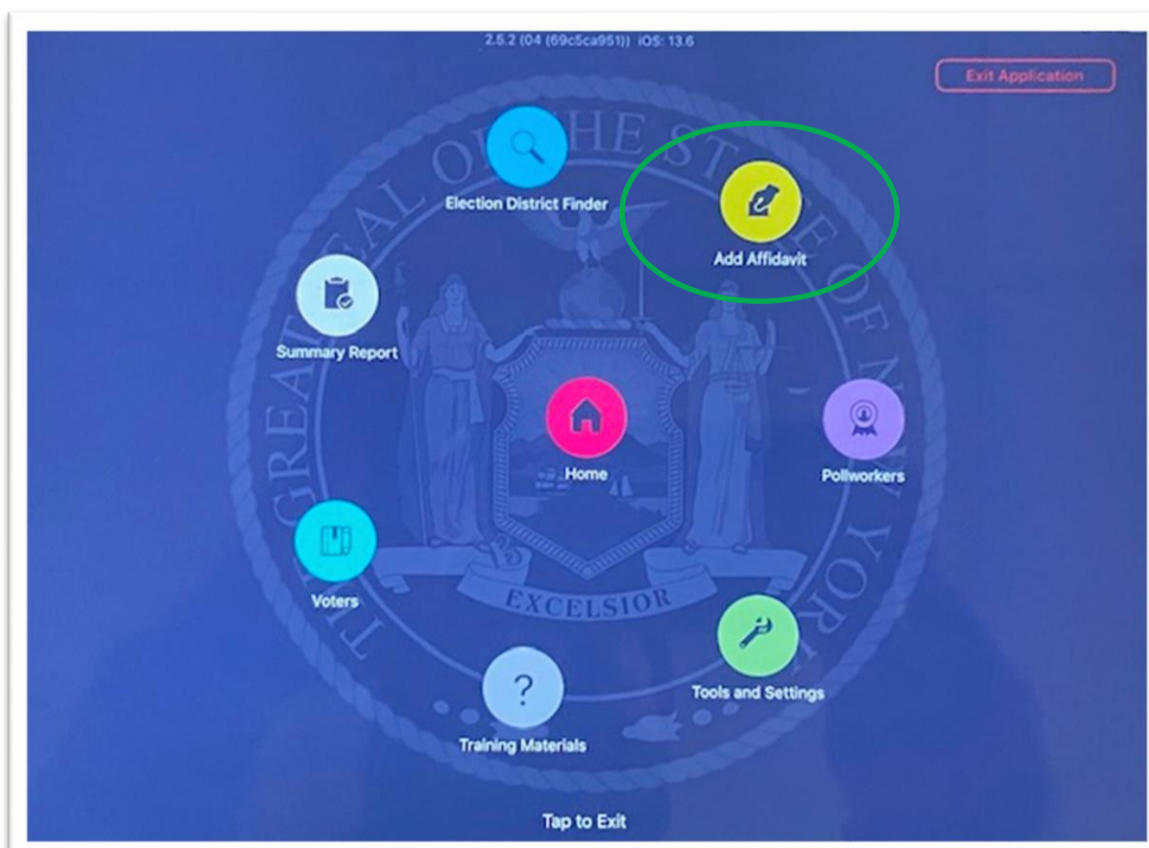
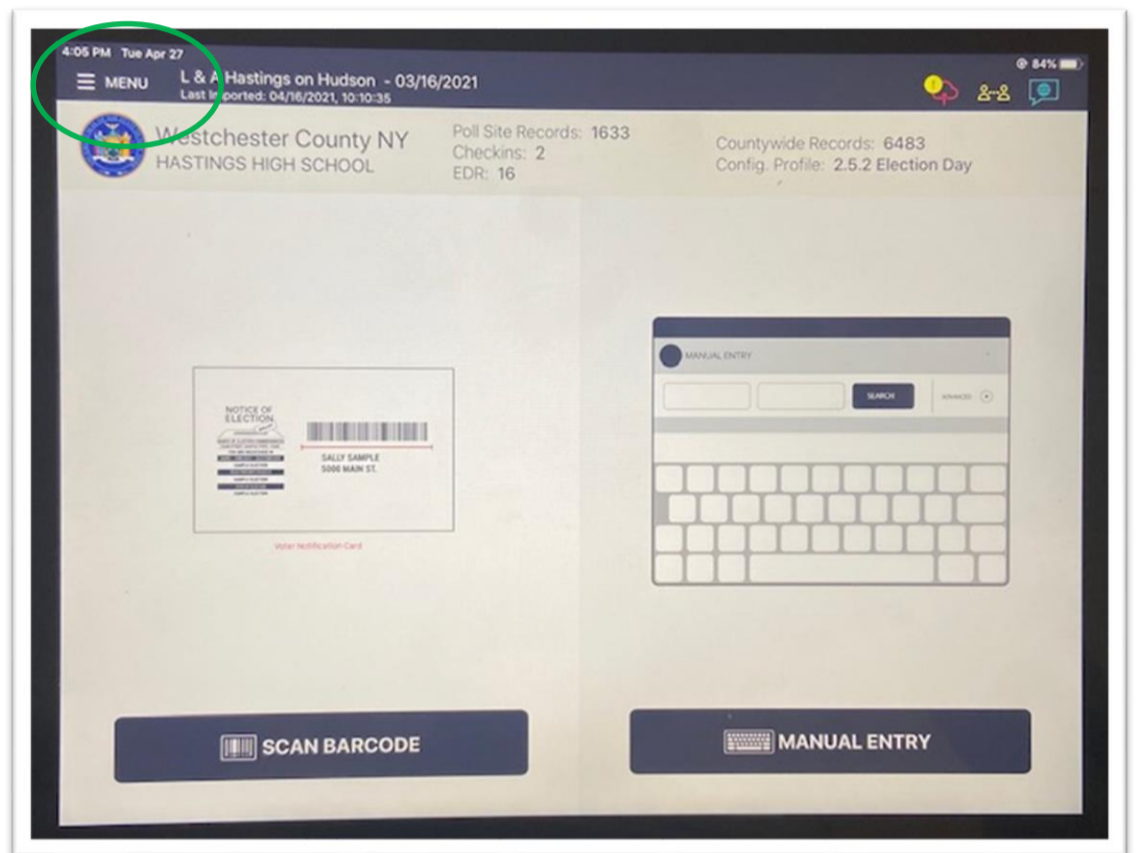
If the court order says "vote by affidavit", process in poll pad and follow procedure for issuing an affidavit from your procedure training.

ENTERING AFFIDAVIT INFORMATION IN THE POLL PAD

It is required that whenever you issue an affidavit ballot, you must input the name, address and date of birth of the voter into the poll pad by using the **“ADD AFFIDAVIT”** function.

Tap **“MENU”** at the top left hand corner of the poll pad screen

This will bring up the main menu screen where you will then tap **“ADD AFFIDAVIT”**



ENTERING AFFIDAVIT INFORMATION IN THE POLL PAD

Previous Step Affidavit Not on List Voter

Scan 1 2 3 Next

Enter Voter Information

First Name * Last Name *

Dob *

* Indicates a required field

1

Enter in the voter's first name, last name and date of birth.

Then tap "NEXT"

Previous Step Affidavit Not on List Voter

Scan 1 2 3 Next

Enter Voter Information

BARBARA SMITH

First Name * Last Name *

03/15/1984

Dob *

* Indicates a required field

2

Enter the voter's address and then tap "NEXT"

Previous Step Voter Address

Address Type 1 2 3 Next

House # * Street Name * Street Type

City State Zip

CLEAR FORM Same Mailing Address YES NO

* Indicates a required field

3

NOTE: Once you begin typing in the street name, a drop down menu will appear to help you finish it. Tap on the address and it will prefill the rest of the boxes for you.

Previous Step Voter Address

Address Type 1 2 3 Next

12 M

House # * Street Name * Street Type

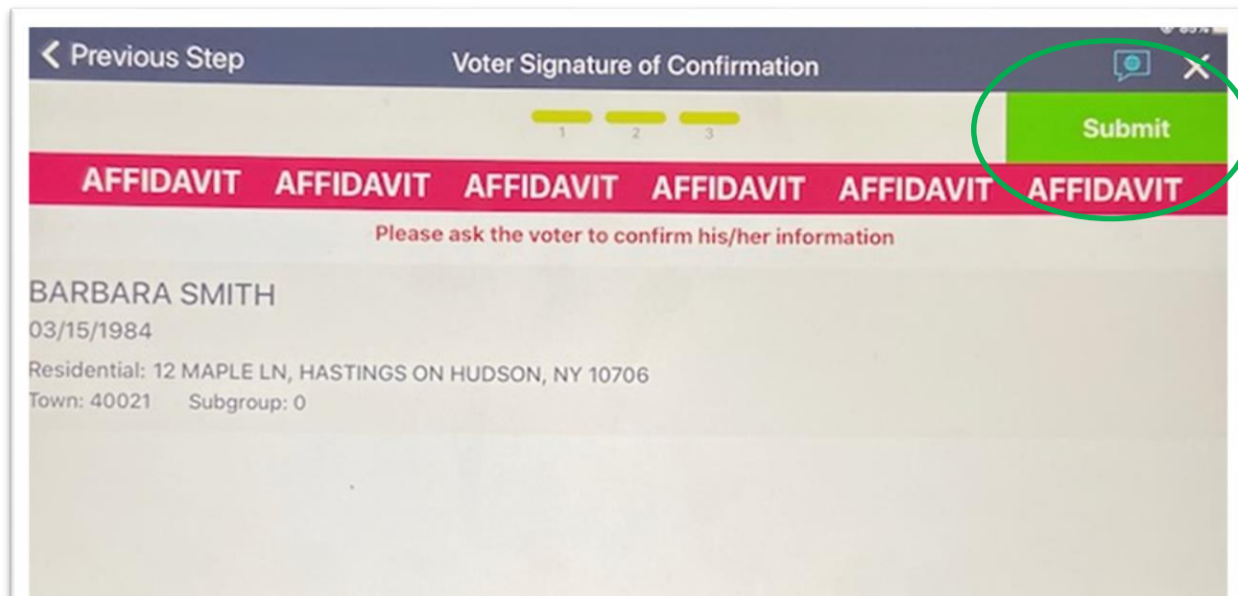
City

CLEAR FORM Same Mailing Address YES NO

* Indicates a required field

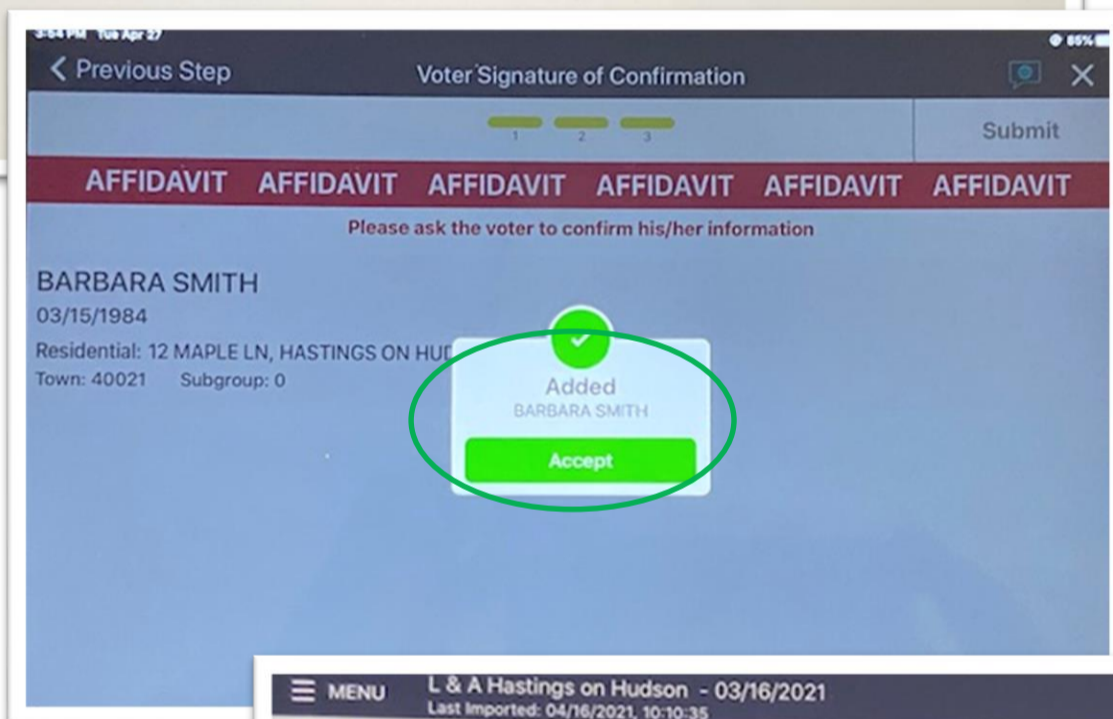
4

ENTERING AFFIDAVIT INFORMATION IN THE POLL PAD



It will then ask you to confirm all the information you entered is correct.

Confirm and tap **“SUBMIT”**



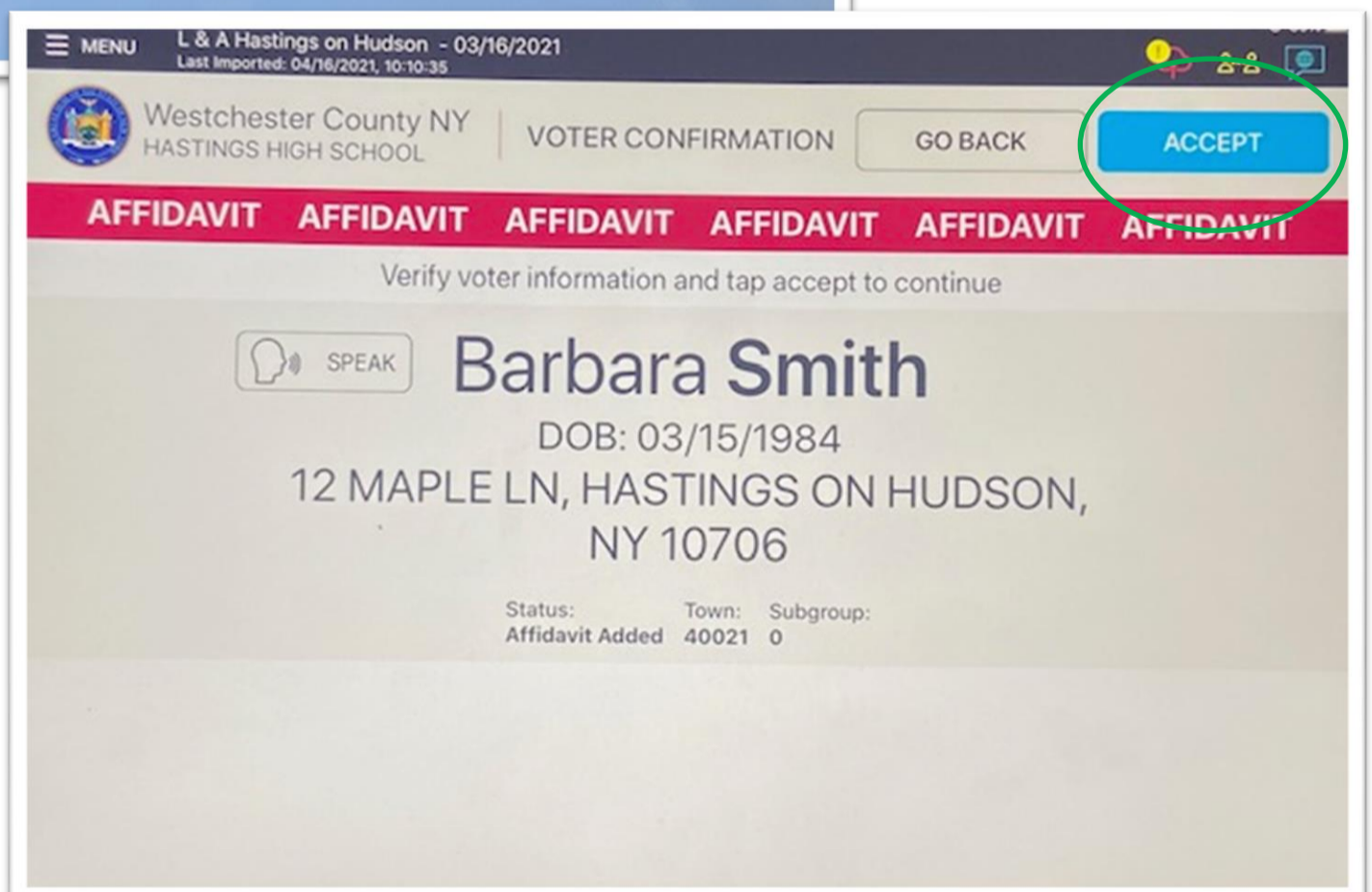
A pop up will appear on the screen confirming that the voter was added into the poll pad.

Tap **“ACCEPT”**

Confirm again that all the information is correct

Tap **“ACCEPT”**

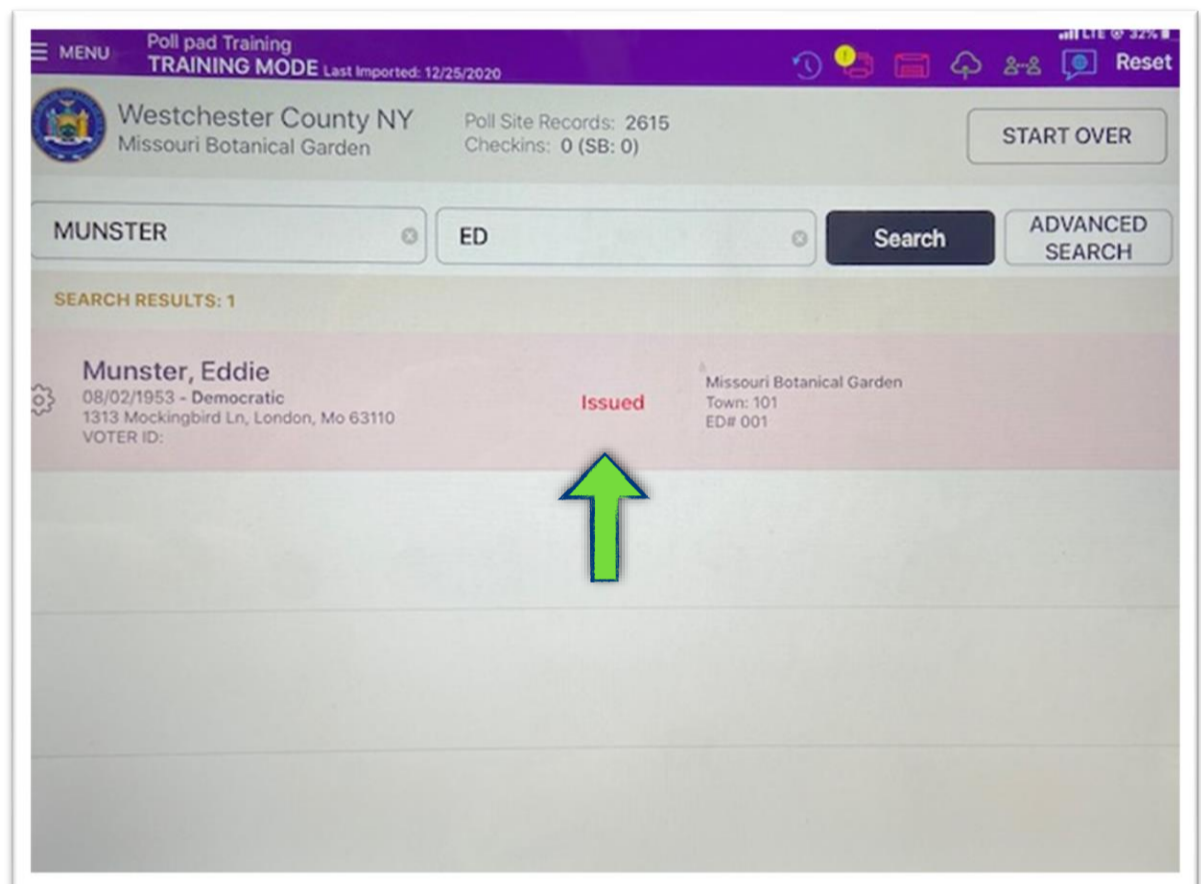
Follow the instructions on how to finish processing the voter on page 10



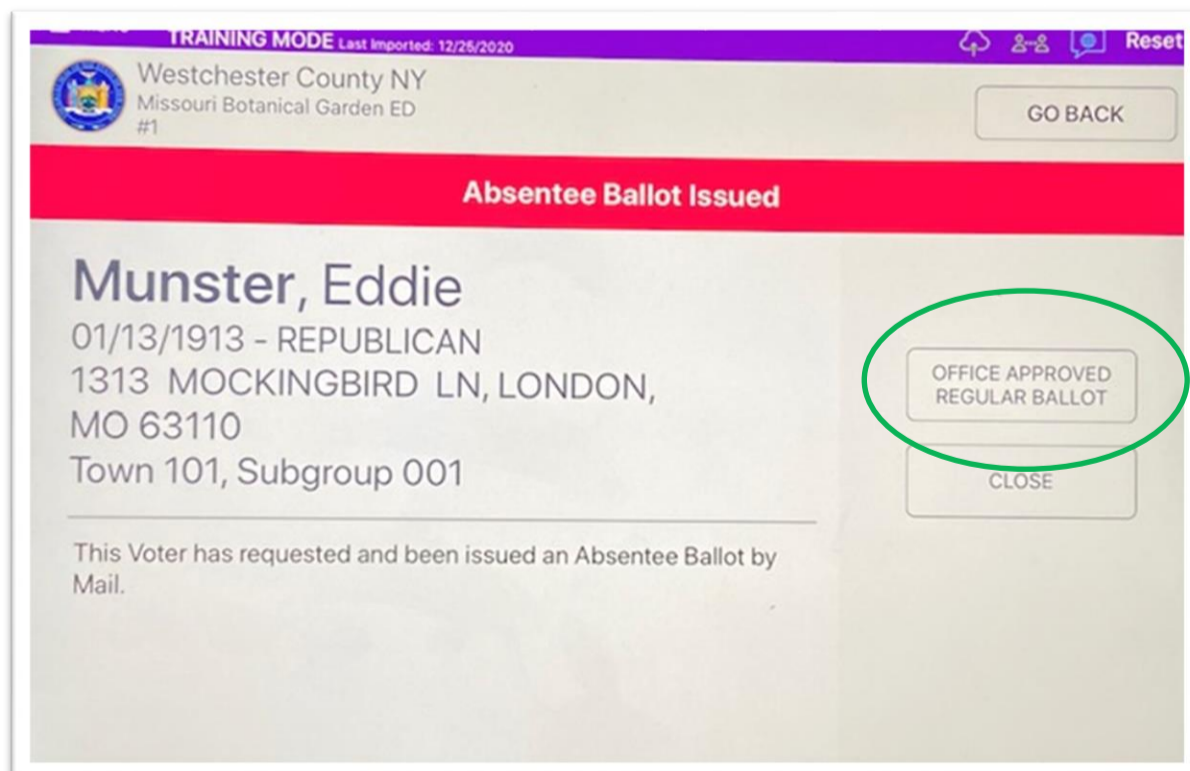
ABSENTEE VOTERS

Example: Last Name: Munster
First Name: Eddie
Address: 1313 Mockingbird Lane
DOB : 01/13/1913

A voter who has requested an absentee ballot for the current election will be highlighted in red and have the word “issued” next to their name when searched.



Tap on the voter’s name to bring up their record.



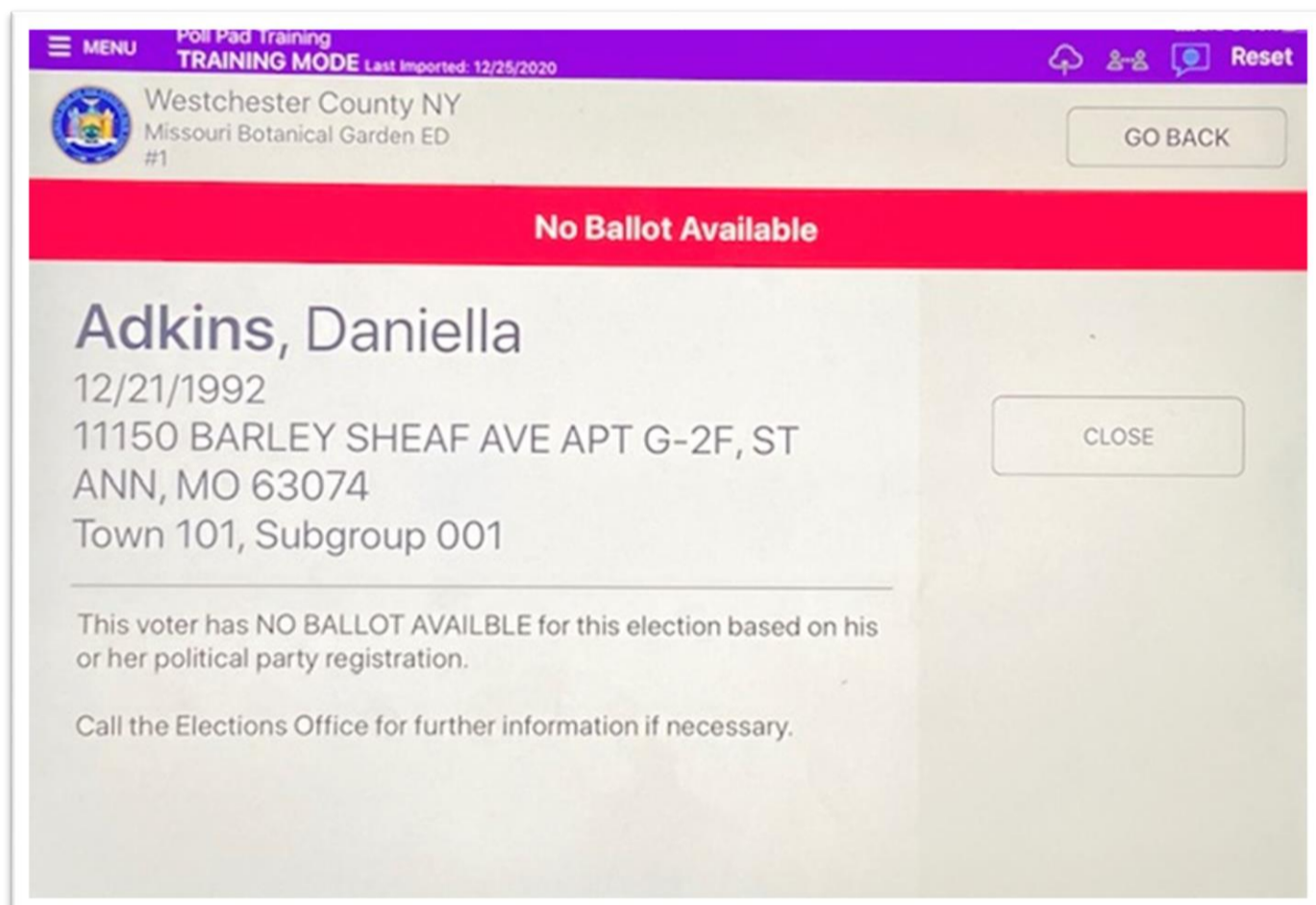
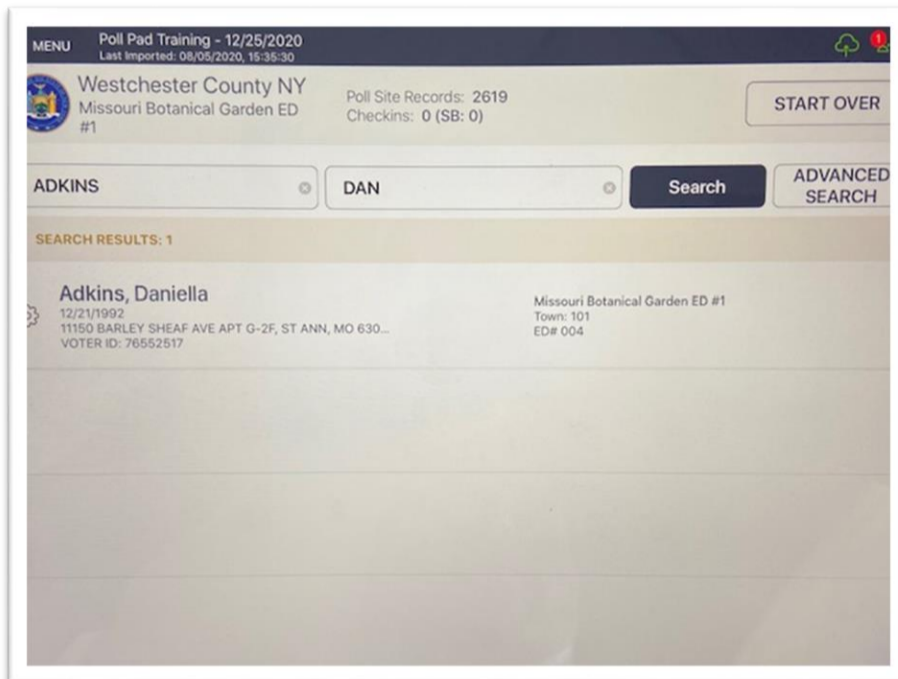
Tap “ OFFICE APPROVED REGULAR BALLOT”

(process the voter as described on page 10)

INELIGIBLE – Primary Election Only

NOT ENROLLED IN PARTY HAVING A PRIMARY

Example: Last Name: Adkins
First Name: Daniella
Address: 11150 Barley Sheaf Ave
D.O.B: 12/21/1992



This voter is not qualified to vote in this particular election because she is not enrolled in the party that is having a primary.

VOTER ASSISTANCE

Example: Last Name: Washington
First Name: George
Address: 9748 Chells Drive
DOB: 12/31/1969

Westchester County NY | Missouri Botanical Garden | POLL WORKER CONFIRMATION

CONFIRM THE VOTER'S INFORMATION

George Washington
9748 CHELLS DR, ST LOUIS, MO 63134
Town: 101 DOB: 12/31/1969
ED#: 001 Voter ID: 76500008
Status: Active

Declared Party: Democratic
Ballot Style: DEM

Challenge Voter Assistance Required

If the voter requires assistance, tap the **“ASSISTANCE PROVIDED”** box after the voter signs their name (before initialing inspector boxes)

A. Fill in the assister's name and address by tapping the appropriate boxes.

B. Choose a reason for assisting, from the drop down menu

C. Have the assister sign

D. Tap **“CONTINUE”**

Assistance Required

Assister Name

Assister Address

Instruct the assistant to sign in the box below.

CHOOSE REASON

LISTEN TO OATH

CLEAR SIGNATURE

You do swear (or affirm) that you will not in any manner request, or seek to persuade or induce the voter to vote any particular ticket or for any particular candidate, and that he will not keep any memorandum or entry of anything occurring within the booth, and that he will not, directly or indirectly, reveal to any person that name of any candidate voted for by the voter, or which ticket he had voted, or pursuant to law to give testimony as such to matters in a judicial proceeding.

Initial

Process voter as discussed on page 10

VOTER CHALLENGE

Example: Last Name: Washington
First Name: George
Address: 9748 Chells Drive
DOB: 12/31/1969

The screenshot shows the 'POLL WORKER CONFIRMATION' screen for George Washington. The voter's information is displayed: George Washington, 9748 CHELLS DR, ST LOUIS, MO 63134, Town: 101, Subgroup: 001, Status: Active, DOB: 12/31/1969, Voter ID: 76500008. There are two signature boxes: 'Signature on File' (with a REFRESH button) and 'Signature on Election Day'. At the bottom, there are two 'Initial' boxes. A green arrow points to the 'Challenge Voter' checkbox, which is currently unchecked. Other options include 'Assistance Required' (unchecked) and 'Ballot Style: 101'. Buttons for 'START OVER' and 'SUBMIT' are visible at the top right.

If the voter is being challenged, tap the **“CHALLENGE VOTER”** box after the voter signs their name (before the inspectors initial the verification boxes)

A. Choose a reason for the challenge from the drop down menu

Follow procedures for challenges found in your procedure training

B. A Democrat and a Republican Inspector will sign on the “X”

C. Tap **“CONITNUE”**

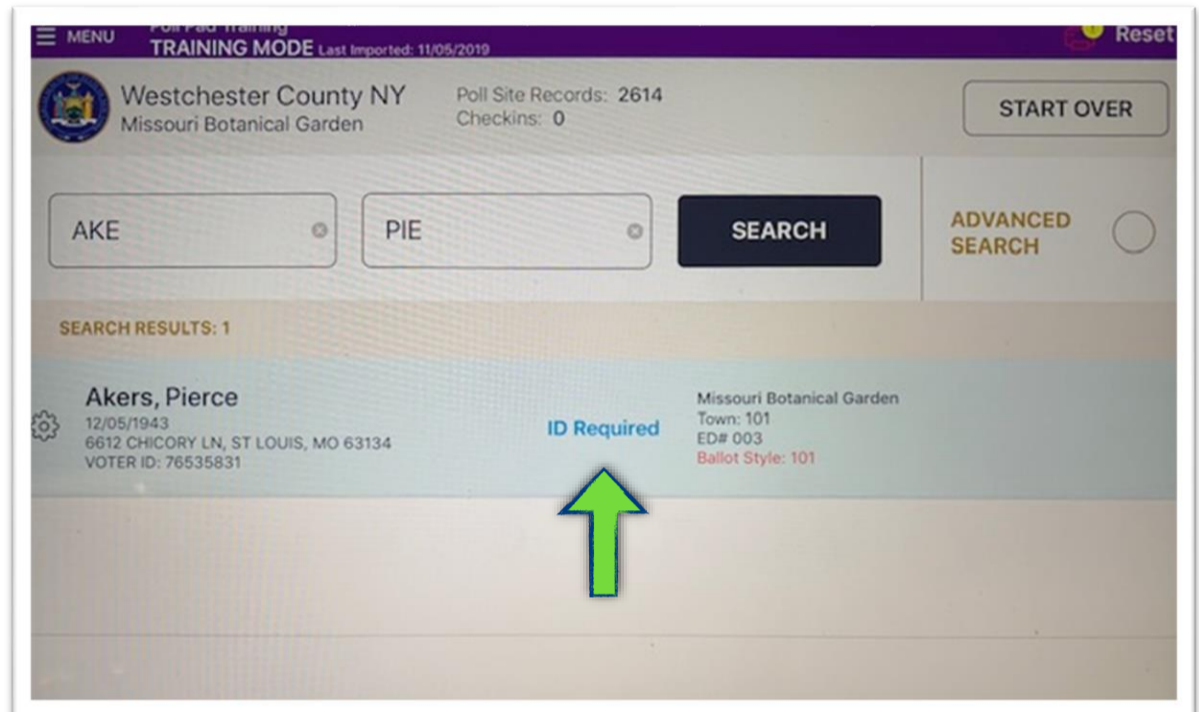
The screenshot shows the 'Challenge Report' dialog box overlaid on the voter information screen. The dialog box contains the voter's name and address: George Washington, 12/31/1969 | 76500008, 9748 CHELLS DR, ST LOUIS, MO 63134. A dropdown menu labeled 'CHALLENGE REASON' is open, showing options: Name Change, Signature Does Not Match, Same Name as Someone Already Voted, Believed Not To Reside at Address, and Believed to be Registered in Another County or State. A red 'A.' points to this dropdown menu. Below the dropdown is a signature line with an 'X' on the left and a red 'B.' above it. A 'CONTINUE' button is at the top right of the dialog box. The background screen shows the voter information and the 'Challenge Voter' checkbox, which is now checked.

ID REQUIRED

Example: Last Name: Akers
First Name: Pierce
Address: 6612 Chicory Lane
DOB: 12/05/1943

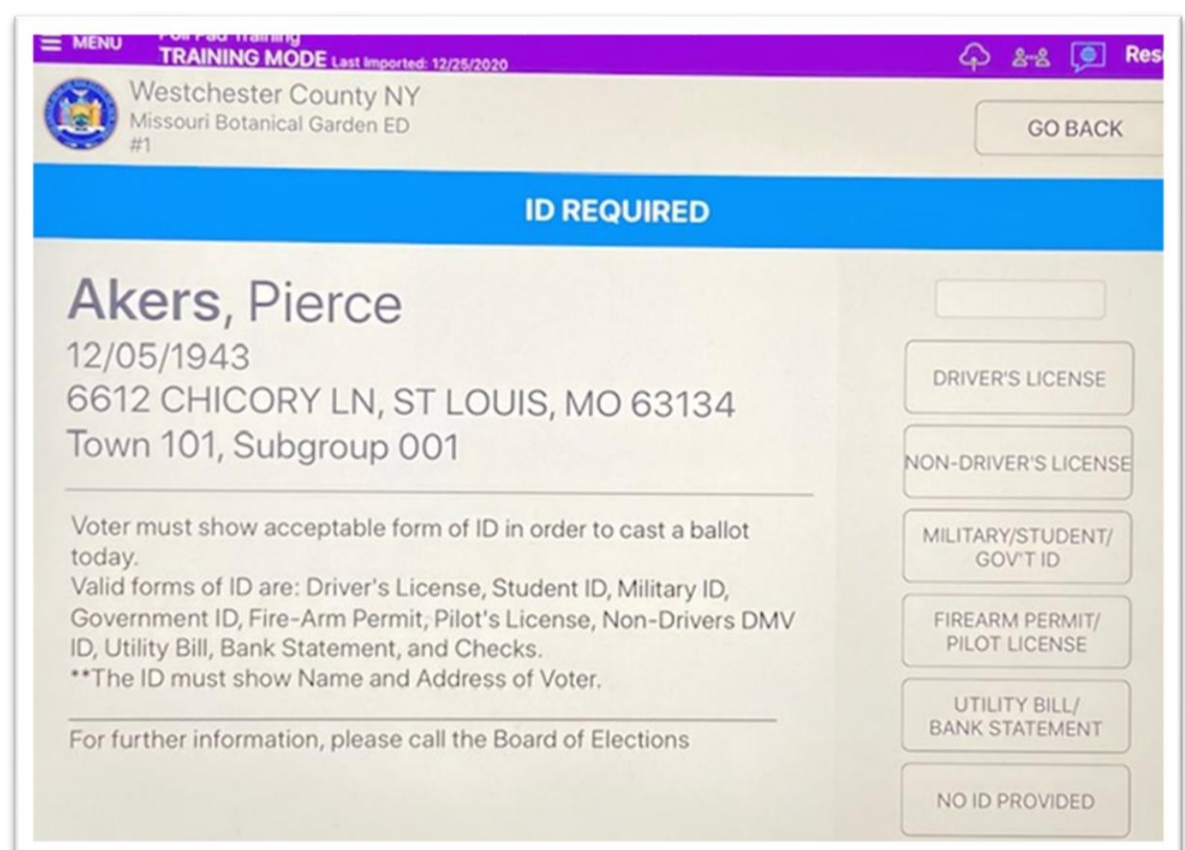
Voters that are required to show ID before voting will be highlighted in blue.

After their name, you will see a message that says "ID Required"



After you tap the voter's name, it then prompts you to ask the voter for identification.

Below the voter's information and also along the right side of the screen, you will see all the acceptable forms of identification



ID REQUIRED

If the voter shows you an acceptable form of ID, tap the corresponding box based on the ID they show you.

(Process the voter as described on page 10)

Poll Pad Training
TRAINING MODE Last Imported: 12/25/2020

Westchester County NY
Missouri Botanical Garden ED
#1

GO BACK

ID REQUIRED

Akers, Pierce
12/05/1943
6612 CHICORY LN, ST LOUIS, MO 63134
Town 101, Subgroup 001

Voter must show acceptable form of ID in order to cast a ballot today.
Valid forms of ID are: Driver's License, Student ID, Military ID, Government ID, Fire-Arm Permit, Pilot's License, Non-Drivers DMV ID, Utility Bill, Bank Statement, and Checks.
**The ID must show Name and Address of Voter.

For further information, please call the Board of Elections

DRIVER'S LICENSE
NON-DRIVER'S LICENSE
MILITARY/STUDENT/GOV'T ID
FIREARM PERMIT/PILOT LICENSE
UTILITY BILL/BANK STATEMENT
NO ID PROVIDED

If the voter does not show you one of the acceptable forms of ID, tap **“NO ID PROVIDED”**.

The screen will then notify you that the voter is to be issued an affidavit ballot. Follow the prompts on the screen and issue the voter an affidavit ballot and an affidavit envelope.

Poll Pad Training
TRAINING MODE Last Imported: 11/05/2019

Westchester County NY
Missouri Botanical Garden

VOTER CONFIRMATION

GO BACK ACCEPT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

Verify voter information and tap accept to continue

SPEAK

Pierce Akers
DOB: 12/05/1943
6612 CHICORY LN, ST LOUIS, MO 63134

Voter ID: 76535831 Status: ID Required Town: 101 ED#: 003

Tap **“ACCEPT”**

Poll Pad Training
TRAINING MODE Last Imported: 12/25/2020

Westchester County NY
Missouri Botanical Garden ED
#1

POLL WORKER CONFIRMATION

START OVER SUBMIT

AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT AFFIDAVIT

CONFIRM THE VOTER'S INFORMATION

Pierce Akers
6612 CHICORY LN, ST LOUIS, MO 63134
Town: 101 DOB: 12/05/1943
Subgroup: 001 Voter ID: 76535831
Status: ID REQUIRED

Signature on File

Signature on Election Day

Ballot Style: 101

Challenge Voter Assistance Required

Initial Initial

Two Election Inspectors will initial the boxes at the bottom right and tap **“SUBMIT”**



PROCESSING VOTERS Using The Barcode Scanner

NEW YORK BOARD OF ELECTIONS

POLLING LOCATION BOARD OF ELECTIONS OFFICE
2111 OLIVE ST

CITY/TOWN ANYTOWN TOWN 101 DISTRICT 001

WE CERTIFY:

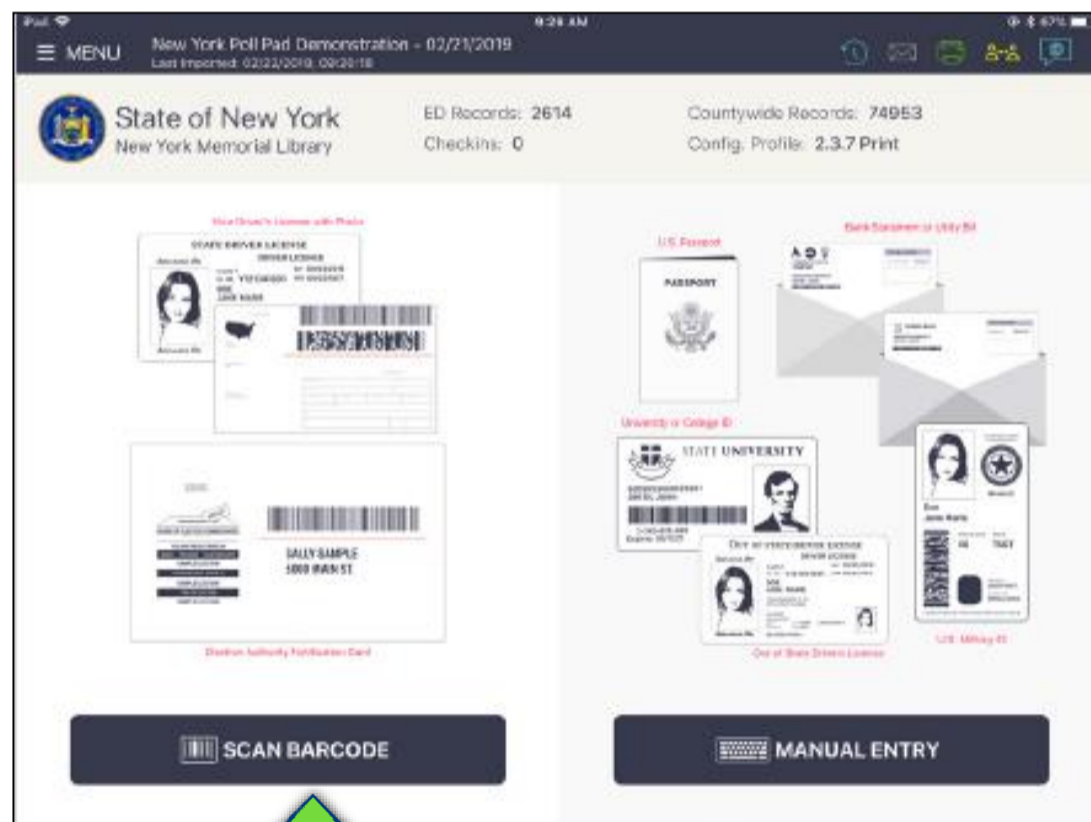
DATE OF REG
01/04/1976

ENROLLMENT
BLANK

SERIAL NO
B1234567

THEODORE ROOSEVELT
9674 CHELLS DR
ST. LOUIS, MO 63134

76535065

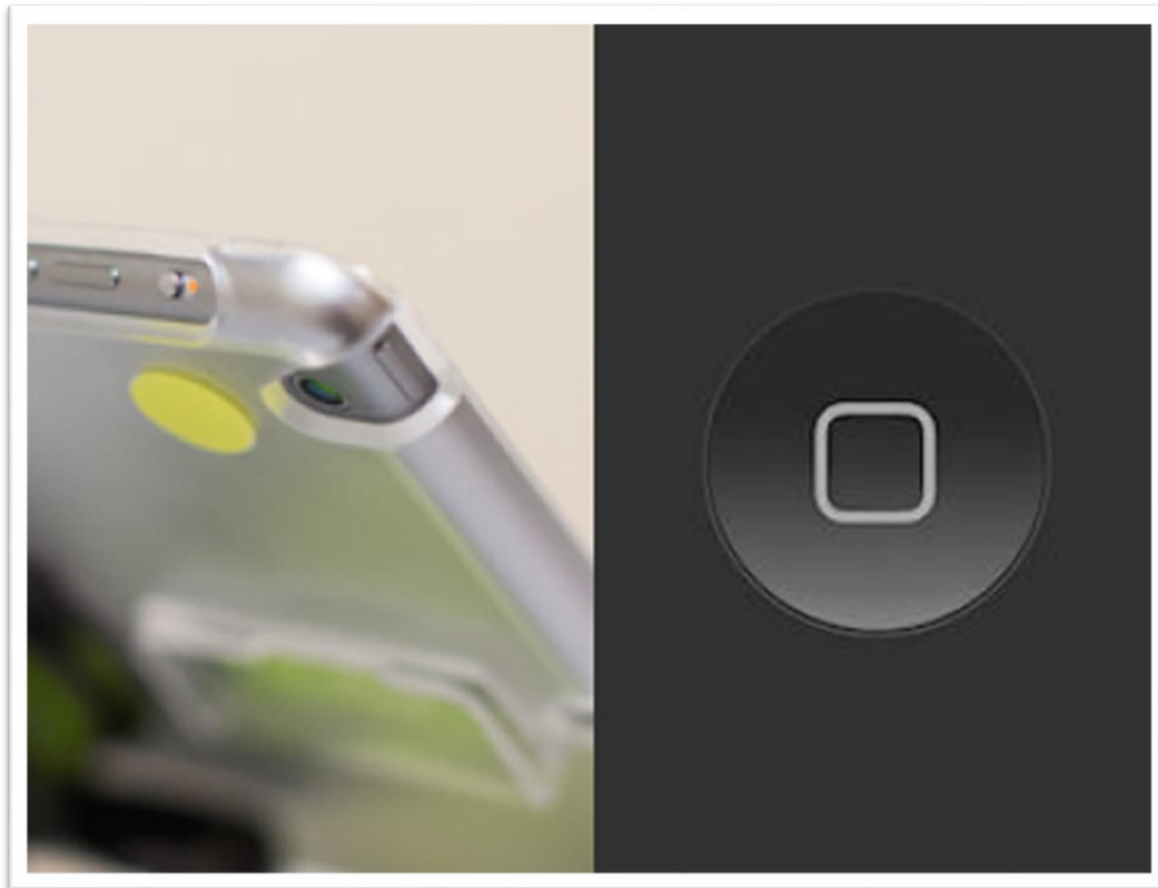


Place the voter card in the card holder to scan.

From the main screen, Tap “**SCAN BARCODE**”

After voter’s name appears on the screen, follow procedures for processing a voter. (page 10)

PACKING UP



POWERING OFF THE POLL PAD

Turn off Poll Pad by holding the power button until prompted to swipe right. The poll pad screen will go dark after the swipe.



- Place all poll pad equipment in its corresponding green case.
- Close and lock the case.
- Attach a new seal and record the number onto your seal recording sheet.
- Return the poll pad case to its designated location.

CLASS EXAMPLE LIST

Voter (page 9)

Last Name: Roosevelt
First Name: Franklin
Address: 11046 Blackbird Lane
DOB: 01/30/1982

Voter (page 9)

Last Name: Fillmore
First Name: Millard
Address: 9876 Crabapple Ave
DOB: 01/07/1910

Spoiled Ballot (page 11)

Last Name: Roosevelt
First Name: Franklin
Address: 11046 Blackbird Lane
DOB: 01/30/1982

Advanced Search (page 12) (search by D.O.B.)

Last Name: Johnson
First Name: Sasha
Address: 11009 Blackbird Lane
DOB : 09/16/1953
(under odonnell in poll pad)

Wrong Polling Place (page 15)

Last Name: Jones
First Name: Briar
Address: 4416 Marathon Ave
DOB: 01/19/1950

Right Polling Place – Wrong E.D. (page 16)

Last Name: Ackerman
First Name: Ernest
Address: 1210 Hardy Drive
DOB: 06/9/1967

Election District Finder (page 17)

705 Turtle Avenue

Address Change (page 18)

Last Name: Chester
First Name: Arthur
Old Address: 9411 Vespucci Circus Drive
New Address: 56 Bedrock Court
DOB: 10/05/1929

Inactive (page 18)

Last Name: Jefferson
First Name: Thomas
Address: 9460 Court Jester Drive
DOB : 4/13/1903

Adding Affidavits into the Poll Pad (page 20)

Last Name: White
First Name: Alice
Address: 9790 Chells Drive
DOB : 4/13/1997

Absentee (page 23)

Last Name: Munster
First Name: Eddie
Address: 1313 Mockingbird Lane
DOB : 01/13/1913

Ineligible Voter (page 24)

Last Name: Adkins
First Name: Daniella
Address: 11150 Barley Sheaf Ave
DOB : 12/21/1992

Assistance and Challenge (page 25 & 26)

Last Name: Washington
First Name: George
Address: 9748 Chells Drive
DOB: 12/31/1969

ID Required (page 27)

Last Name: Akers
First Name: Pierce
Address: 6612 Chicory Lane
DOB: 12/05/1943