

Drive-Thru Voting Training

Nov. 3, 2020, General Election



Today's Training

- Technical problems may arise.
- We promise to address any technical issues as quickly as possible.
- Thank you for your patience.

Today's Training

- Webinar – Participants can see instructors but not each other
- Several Q&A Breaks
- HarrisVotes.com/Training
- For Early Voting Judges

Drive-Thru Voting Training

Nov. 3, 2020, General Election



Today's Training

- Webinar – Participants can see instructors but not each other
- Several Q&A Breaks
 - Q&A feature
 - Raise Hands

ZOOM POLL!



Judge Test

- Must pass with 80%
- Can use manuals and handouts
- Paid for 30 min. once you pass
- Have 24 hours to complete test

Today's Training

- Today's Class: 5 hours
- Early Voting Judges
- Pay – Normal rate (\$20/hr for PJs, \$17/hr for Ajs) for 5 hours

• *The mission of the Harris County Clerk Elections Division is to conduct free and fair elections, uniformly execute elections according to statutes, and provide accurate and timely election results.*

• *We firmly believe it is our duty to treat every voter with respect and dignity. We create polling locations that provide a "safe haven" for voters so they may exercise their right to vote in a non-intimidating, supportive environment.*

Elections
Division
Mission
Statement

• We believe in making all polling places fully accessible and seek community input to assure that accessibility.

• Most importantly, we believe that all voters have the right to cast their ballot independently and in secret. To meet this mission, we pledge our continuing efforts and resources.

Elections Division Mission Statement

Early Voting: Oct. 13 – Oct. 30

Oct. 13 – Oct. 17: 7:00 a.m. – 7:00 p.m.

Oct. 18 – 12:00 noon – 7:00 p.m.

Oct. 19 – Oct. 24 – 7:00 a.m. – 7:00 p.m.

Oct. 25 – 12:00 noon – 7:00 p.m.

Oct. 26 – 7:00 a.m. – 7:00 p.m.

Oct. 27 – Oct. 29 – 7:00 a.m. – 10:00 p.m.

Oct. 30 – 7:00 a.m. – 7:00 p.m.

Drive-Thru Voting DTV

Video

Presiding Judge
➤ Responsible for everything that happens in the Early Voting location.

Presiding Judge

- Manages the voting location.
- Assigns roles to workers.
- Ensures that everyone is performing their duties and rotates tasks as needed.

Presiding Judge

- Maintains awareness of everything that is happening in the voting center.
- Ensures that during Early Voting, all voting equipment is secured inside the voting location at the end of each day.

Presiding Judge

Ensures that voting center is ready and open for voters by 7:00 am each morning

Presiding Judge

- Have ready at all times:
 - Charged county-issued cell phone
 - Judges' line: 713-755-1617
 - Tech line: 713-368-4001
 - All contact numbers for location
 - Contact numbers for all election workers
 - Full physical address of your voting center

Alternate Judge
➤ Serves as a back-up to the Presiding Judge

Presiding & Alternate Judges

- Ensure that state and federal laws are being followed.
- Handle provisional ballots, RIDs, and Ballot By Mail issues.
- Ensure Polling Location is running smoothly
- Ensure that PPE is being used properly by election workers and voters

Presiding & Alternate Judges

- Judges are required to work full days of Early Voting
- Make certain that all voting equipment is secured inside the voting center at the end of each day.

Presiding & Alternate Judges

- Maintain awareness of everything happening at the voting center.
- Is any improper activity taking place outside your voting center?
- [HarrisVotes.com/WaitTimes](https://www.harrisvotes.com/waittimes)

Presiding & Alternate Judges

- Ensure that laws are being followed and that eligible voters are able to exercise their right to cast a confidential ballot
- Set the standard for how voters and election workers are treated.

#1 Priority

Serving Voters and protecting their right to vote safely and conveniently



**KEEP
CALM
AND
BE KIND**

Customer Service

Any interaction with a voter
leaves an impression.

MAKE IT A POSITIVE ONE!

Customer Service

- Never assume the voter is violating the law on purpose.
- The laws are meant to ensure that ***all voters have a safe space to exercise their right to cast a confidential and independent vote.***

Other Election Workers

Early Voting Clerks

Early Voting Clerks

- May work in shifts.
- Regardless of shift, all workers must arrive on time.
- Assist with opening and/or closing the location.

Greeters

Greeters are the first election worker that voters will encounter.

- Welcome voters as they approach.
- Offer optional hand sanitizer, wipe, and mask
- Let voters know they cannot utilize an electronic device once inside the 100 foot marker.

Greeters

- Tell the voters exactly this:
 - “Voters possessing a photo ID should have it ready, and voters not possessing a photo ID and not reasonably able to obtain one should have a supporting document ready to execute a Reasonable Impediment Declaration.”

Greeters

Direct the voter to an open parking spot, referring to the number on the side of the tent.

Qualifying Clerks

- Process voters in an accurate and efficient manner
- Provide a non-intimidating, supportive environment for all voters.
- Instruct voter to turn off the car engine

All Election Workers

- Ensure the safety of the voting equipment
- Are required to attend training prior to the election
- Must work as a team.

All Election Workers

The experience of a voter includes every aspect of voting, from arrival to departure. ALL election workers share the responsibility of maintaining a safe and positive environment for themselves and the voter

Other Workers Assigned

Deputy Clerk Specialist
Electronics Support Specialist (High School Tech)

Deputy Clerk Specialists

- Harris County Staff assigned to your location for all of Early Voting.
- Trained in election law and procedures, ADA compliance, safety protocols related to the coronavirus, and voter service.
- Can assist with difficult situations

Deputy Clerk Specialists

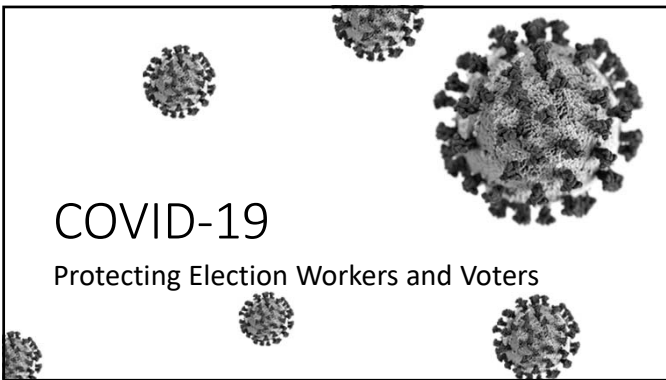
- Your greatest resource in successfully conducting a safe and fair election.

Electronics Support Specialists

- Part of the voting center team.
- Will wear green badge that says "Election Technician"
- Record their time on both the ePollBook and

Electronics Support Specialists

- Primary responsibility: Update Wait Times
- Part of the voting center team.
- Will wear green badge that says "Election Technician"
- Record their time on both the ePollBook and



Protecting Worker & Voters

- Providing and requiring face masks for all election workers.
- Providing face shields for workers
- Conducting temperature checks for workers

Protecting Worker & Voters

- Providing hand sanitizer for both voters and workers.
- Offering face masks to voters.
- Providing sanitizer for ePollBooks and eSlates.
- Providing paper towels and extra trash bags for disposal

Protecting Worker & Voters

- Have you tested positive (or awaiting test results) for COVID-19?
- Have you had direct exposure to anyone that has tested positive for COVID-19 in the past 14 days?
- Do you currently have a fever greater than 100.4 degrees Fahrenheit, a cough, shortness of breath, trouble breathing, or any respiratory symptoms?
- Have you have any of the above symptoms within the last 14 days?
- Have you traveled outside the United States within the last 14 days?

Protecting Worker & Voters

- If an election worker answers “yes” to any of these questions, they must be sent home immediately.
- Judge calls Crystal Contreras at 713-755-1617

Protecting Worker & Voters

- Worker who has COVID-19 or symptoms of COVID-19 will be asked to return home and call the Public Health COVID-19 information line for further direction.
- Worker who is sent home will not be allowed to return to work at a voting center until they provide a negative COVID-19 test and are no longer exhibiting symptoms.

Protecting Worker & Voters

- If you are experiencing symptoms prior to coming to work at the voting center, **DO NOT COME IN.**

Protecting Worker & Voters

- All election worker will be provided with face masks, which must be worn at all times in the voting center.
- KN95 masks can be worn 3-5 days before being replaced.
- Wash hands often.



Protecting Worker & Voters

- All election worker will be provided with a face shield
- Gloves will not be provided
- Wash and sanitize your hands frequently
- Practice social distancing

Questions

Equipment

ePollBook
JBC
eSlate

DAU
MiFi

ePollBook

An iPad loaded with an application developed by the Harris County Clerk's office to streamline the voter qualification process at the voting centers.



JBC – Judge's Booth Controller

Generates an access code which is used to pull up the voter's ballot style (based on the voter's registration address) on the eSlate.

The JBC scanner is used to scan the barcode displayed on the ePollBook.



eSlate



Electronic ballot system which contains all eligible ballot styles and allows a voter to cast their vote. More commonly referred to as the voting booths.

eSlate/DAU

A special eSlate designed for voters with disabilities, the DAU includes headphones and tactile input switches (paddles) to assist in navigating the ballot.



The DAU is being used for Drive-Thru Voting.

DAU



➤ For the November election, the DAU will be delivered in a cardboard box rather than a booth.

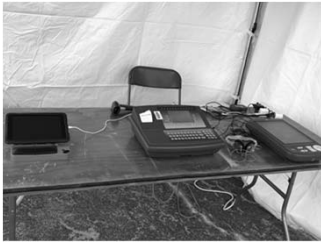
MiFi

Electronic devices that ensures WiFi capability in the voting location. Also called a "hotspot."

Voting Station



Voting Station



Using Checklists on ePollBook

- For each checklist:
 - Choose "Help Documents & Videos."
 - In the window that opens, you'll see a morning or evening checklist. All aspects, including PPE, equipment, and other tasks are combined into one opening and one closing checklist.
 - Choose the appropriate list.
 - Complete the questions, and click "Submit."

Supplies

- Early Voting locations have a supply cabinet.
- Election Day PJ will pick up supplies prior to Election Day.
- Sign up with your judge coordinator

Pop-up Totem

The totem includes the following notices:

- Voter's Rights
- Notice to Voters with Disabilities
- Voter's Complaint Information
- Notice of Prohibited Devices
- Notice of Voting Order Priority
- ID Required for Texas Voters



Post Additional Items

- Sample Ballot (may be wall sized!)
- eSlate Instruction (post 1 English/Spanish and 1 Vietnamese/Chinese)
- Write-In Candidates List

Post Additional Items

- Early Voting locations must also post the Early Voting poster, which includes a list of EV locations and hours.
- Post directional arrows as needed.
- Post distance markers 100 feet from each entrance. Electioneering is prohibited within this distance.

Electioneering is the display of the name, photo, or slogan of any candidate or proposition on the ballot.

Opening Voting Center

Opening Voting Center

**Most Important:
Be open and ready to process
voters by 7:00 am**

Daily COVID Screening of Workers

- Have you tested positive (or awaiting test results) for COVID-19?
- Have you had direct exposure to anyone that has tested positive for COVID-19 in the past 14 days?
- Do you currently have a fever greater than 100.4 degrees Fahrenheit, a cough, shortness of breath, trouble breathing, or any respiratory symptoms?
- Have you have any of the above symptoms within the last 14 days?
- Have you traveled outside the United States within the last 14 days?

Daily COVID Screening of Workers

- If an election worker answers “yes” to any of these questions, they must be sent home immediately.
- Judge calls Crystal Contreras at 713-755-1617

Morning Set-up

- Polls open at 7:00 am so arrive **by 6:00 am.**
- Prioritizing is KEY.
- If not related to opening, it can wait until after location is open and ready to accept voters.

Morning Set-up

- If you can't get into the building or the room, or have electrical problems, etc.,

**CALL THE EARLY VOTING LINE
IMMEDIATELY at
713-755-1617**

Morning Set-up

- Polls open at 7:00 am so arrive **by 6:00 am.**
- Immediately start setting up the poll
 - Cut the seals on the eSlates.
 - Cut the seals and take the JBCs out of the boxes.
 - Make sure the iPads are set up and charging.
 - Give oath to election workers

Morning Set-up

- Powering the JBCs
 - Connect the AC Power Cord. Turn on the surge protector.
 - Make sure the JBC display and eSlates all light up. Once the displays are lit up, connect the JBC battery key.

Assigning Booths

- On the DAU, Press the ENTER button.
- A yellow box will appear behind the booth number.
- Check JBC to confirm that the light under #1 is RED.
- Press the ENTER button.
- On the JBC, Press the arrow next to Done.
- Press the arrow next to Next.
- The JBC prints a "Network Configuration" report.
- Leave the report on the JBC.

Assigning Booths

- Enter the six-character POLLS OPEN Password
(Appears as asterisks.)
- Press the arrow next to Accept.
-

Opening Voting Center

- Each morning/on Election Day, by 6:45, complete the following items and send a message through the iPad:
 - The judges are inside the polling location
 - The ePollbooks are online and charging
 - All JBCs are set up, on, and operational
 - All eSlates are open and ready to accept voters

Early Voting Daily Opening

- Send a message through the iPad



Early Voting Daily Opening

Call the Early Voting line at

713-755-1617

by 7:00 am to let the Elections office
know you are up and running.

Questions

Processing Voters

ACCURACY!
✓ Double check EVERYTHING!

Ballot Style

Ballot Style refers to what a voter can vote on based on where they are registered.

Ballot Style

It is imperative that every voter receives the correct ballot style.

Ballot Style

- A barcode containing their ballot style is produced. Below the barcode is the number code for the Precinct and Ballot Style.
- It is the policy of the County Clerk's office that except for provisional voters, you must scan the barcode with the JBC scanner.

Seven Acceptable Forms of Identification

Acceptable Forms of Identification

List A

- 1. Texas Driver License issued by the Department of Public Safety
- 2. Texas Election Identification Certificate issued by DPS
- 3. Texas Personal Identification Card issued by DPS
- 4. Texas Handgun License issued by DPS
- 5. U.S. Military Identification Card containing the person's photograph
- 6. U.S. Citizenship Certificate containing the person's photograph
- 7. U.S. Passport (book or card).

Please Note:

Do not specifically ask for a Texas driver's license of Texas ID. While these are the only two types of ID that can scanned on the ePollBook, they are not the only IDs accepted to vote.

Acceptable Forms of Identification

If a voter has one of the IDs from list A, proceed to process the voter.

Acceptable Forms of Identification

List B

- A government document that shows the voter’s name and an address, including the voter’s voter registration certificate
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) A certified domestic (from a US state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter’s identity (which may include a foreign birth document)

Acceptable Forms of Identification

None of the items from List A or List B can be on online or digital version.

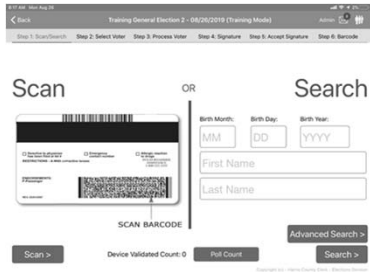
A voter cannot use their phone in the voting center, including to display any form of ID

Steps for Processing Voter

Voter provides an ID from List A.

- ✓STEP 1: Scan the TDL or TID card or Search manually
- ✓STEP 2: Select Voter from the list
- ✓STEP 3: Process Voter by answering the questions
- ✓STEP 4: Voter provides Signature
- ✓STEP 5: Select Accept Signature button
- ✓STEP 6: Scan the Barcode using the JBC scanner

STEP 1: Scan/Search



STEP 1: Scan/Search

- The voter provides an ID from List A.
- If it's a TDL or Texas Identification Card, place on the ID rest.
- Photo facing AWAY from you.



PLEASE NOTE

The CDC definition of contact that could lead to exposure of COVID is: over 15 minutes, without mask, at less than 6 feet. If a voter is reluctant to remove their mask, please tell them this statement.

STEP 1: Scan/Search

Manual Search

Transgender Voters

- A transgender person's gender identity is different than the gender that was recorded on their birth certificate.

Transgender Voters

As long as name on the list of registered voters is similar to the name on one of the acceptable forms of ID, the voter has the right to vote.

STEP 2: Select Voter

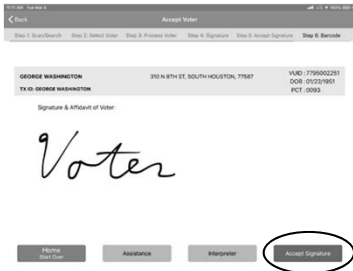
STEP 3: Process Voter

STEP 3: Process Voter

STEP 4: Signature



STEP 5: Accept Signature



STEP 6: Barcode



Scanning

- Once the barcode is scanned, the JBC will beep and produce the access code ticket.
- Tear off the access code ticket and double check that the Precinct and Ballot Style code on the ticket matches the ePollbook.

Scanning Tips

- Hold your hand steady about 5-6" from the screen at a slight downward angle and hold the trigger.
- You don't need to use oversized movements.
- A tad bit of patience will pay off.



Scanning Tips

- In the rare case that the scanner doesn't seem to be working, first test it on your hand.
- Can you see the red light?
- If there is no red light, check the power.



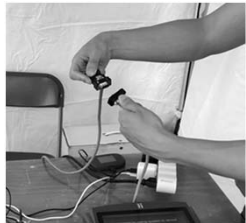
DAU

- Judge will enter the access code on the DAU and lock screen by pressing "HELP" button twice



DAU

- Disconnect the long cable from the short cable.



Drive-Thru Voting

- Instruct voter to press "ENTER" to unlock screen
- Can compare precinct number to top of ballot screen

Drive-Thru Voting

- Curbside voter can request assistance with reading or marking ballot.
- Unless assisting, stand away from the car while the voter casts their ballot.

Drive-Thru Voting

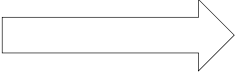
- Gently reconnect the short cable on the DAU to the long cable of the previous eSlate.
- Forcing the connection will bend the pins.

Questions

When to Call the Judge


To Send to Judge

- If the voter cannot reasonably acquire an ID from List A, they can use an ID from List B and complete a RID
- If a voter needs a language interpreter and a bilingual clerk isn't available, the judge can utilize the new translation service.

 **JUDGE**

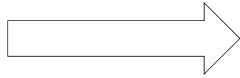
To Send to Judge

- If the voter just doesn't have an ID from List A with them, they can vote provisionally, but must "cure" their ballot within six days.
- If the voter doesn't have an ID from either List A or List B, the voter must vote provisionally

 **JUDGE**

To Send to Judge

- If a voter is trying to cancel their mail-in ballot, drop off a ballot by mail, or if the voter's status in the ePollBook reflects that a ballot has been sent or received



JUDGE

Provisional Ballot

Provisional Ballots

- If you cannot find a registered voter on the ePollbook, the voter will have to vote a provisional ballot.
- To process a provisional ballot, the judge will use a manual process on the JBC.

Provisional Ballots

Call Judge's Help Line
713-755-1617

for registration status and to get the Precinct
 Number and Ballot Style code

Provisional Ballots

The image shows a screenshot of the 'Affidavit of Provisional Voter' form. The form is divided into sections for the Election Judge and the County Voter Registrar. Below the form are two screens: 'Polls Open' and 'Add Voter'. The 'Add Voter' screen shows a grid of precinct codes, with '0002-12' circled in red. A red arrow points from the '0002-12' code on the 'Add Voter' screen to the 'Precinct' field on the 'TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR' section of the affidavit form.

Provisional - NEW

- Harris County is now collecting phone numbers from Provisional Voters in case follow up is needed. Please direct the voter that in the Mail Address field to include their phone number.

Provisional Ballots



Provisional Ballots

Affidavit of Provisional Voter

TO BE COMPLETED BY THE ELECTION JUDGE

TO BE COMPLETED BY THE COUNTY VOTER REGISTRAR FOR STATUS:

Polis Open 06:58:00
(Election Name)
Codes Active: 00000

Other
Add Voter
Check Code

Add Voter
Enter Precinct I.D.

| | |
|---------|----------|
| 0001-1 | 0002-133 |
| 0001-9 | 0003-21 |
| 0002-12 | 0003-201 |

PVT: 000742 PUB: 000000

Provisional Ballots

Add Voter

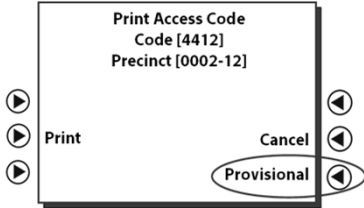
Enter Precinct I.D.

| | |
|---------|----------|
| 0001-1 | 0002-133 |
| 0001-9 | 0003-21 |
| 0002-12 | 0003-201 |

PVT: 000742 PUB: 000000

Provisional Ballots

- Select "Provisional"
- Select "Yes"
- Select "Print"



Provisional Ballots



- Write the Ballot Code number from the Ballot Stub on the Affidavit of Provisional Voter
- Have voter print and sign name
- Tear off the top portion that includes the access code
- Place the signed Provisional Ballot Stub in the Affidavit envelope & seal

Recording Provisionals on ePollBook

- Only after a voter has cast a provisional ballot, record Voted for Provisional Affidavit on the ePollBook.
- From the Scan/Search screen, tap Admin in the upper right corner. Enter Judge's password and tap Login.
- Select "RECORD VOTED PROVISIONAL AFFIDAVIT" button.
- Select yellow Record Provisional Affidavit button.
- When asked if the Provisional Affidavit has been filled out, select "Yes."
- Enter Voter Name, Ballot Code, Ballot Precinct, and phone.
- Check reason for provisional ballot. Number 8 will require a written explanation.
- Tap "Record" button to submit the provisional electronically. Tap "OK."

Reasonable
Impediment
Declaration

STEP 1: SCAN/SEARCH

Acceptable Forms of Identification

List A

1. Texas Driver License issued by the Department of Public Safety
2. Texas Election Identification Certificate issued by DPS
3. Texas Personal Identification Card issued by DPS
4. Texas Handgun License issued by DPS
5. U.S. Military Identification Card containing the person's photograph
6. U.S. Citizenship Certificate containing the person's photograph
7. U.S. Passport (book or card).

Acceptable Forms of Identification

List B

- A government document that shows the voter's name and address
- Current utility bill
- Bank statement
- Government check
- Paycheck
- (a) A certified domestic (from a US state or territory) birth certificate or (b) a document confirming birth admissible in a court of law which establishes the voter's identity

RID

- Lack of Transportation
- Disability or Illness
- Work Schedule
- Lost or Stolen ID
- Family Responsibilities
- Accepted form of ID applied for but not received
- Lack of birth certificate or other documents needed to apply for accepted forms of ID

I am unable to travel to the polls because of my physical condition, my age, or my disability.
 I am unable to travel to the polls because of my work schedule.
 I am unable to travel to the polls because of my family responsibilities.
 I am unable to travel to the polls because I have lost or stolen my identification.
 I am unable to travel to the polls because I have applied for identification but have not yet received it.
 I am unable to travel to the polls because I do not have a birth certificate or other documents needed to apply for identification.

RID

I am unable to travel to the polls because of my physical condition, my age, or my disability.
 I am unable to travel to the polls because of my work schedule.
 I am unable to travel to the polls because of my family responsibilities.
 I am unable to travel to the polls because I have lost or stolen my identification.
 I am unable to travel to the polls because I have applied for identification but have not yet received it.
 I am unable to travel to the polls because I do not have a birth certificate or other documents needed to apply for identification.

STEP 2:
SELECT VOTER

STEP 3:
PROCESS VOTER

STEP 4: SIGNATURE
STEP 5: ACCEPT SIGNATURE
STEP 6: BARCODE

Provisional Ballots/Cure

- If a voter does not present one of the seven Acceptable Forms of Identification from List A AND does not qualify for a Reasonable Impediment Declaration, the voter must vote a provisional ballot and **cure the ballot**

Curing a Provisional Ballot – ID Reasons Only

- On the “Notice to Provisional Voter”, the judge will complete the information in the “Completed by Polling Place Official” box
- Provide the “Notice to Provisional Voter” to the voter.
- Explain to the Voter that to “Cure” the ballot, the voter MUST appear at any one of the Voter Registrar’s offices WITHIN 6 CALENDAR DAYS of Election Day.
- Voter MUST take one of the forms of identification from List A or List B

Statement of Residence

STEP 3: Process Voter

Ask the voter: "Do you currently live at 4418 AMARYLLIS AVE, BAYTOWN, 77521"

Voter's Response: Yes No

Does Voter Registration Name Exactly Match Photo ID? Yes No

Ask the voter: "Do you currently live at 4418 AMARYLLIS AVE, BAYTOWN, 77521"

Voter's Response: Yes No

Voter Able to Sign: Yes No

Home

Statement of Residence

FRANKLIN DELANO ROOSEVELT 2310 CHESHIRE LN, HOUSTON, 77018 VUID: 7796009182
TX ID: FRANKLIN DELANO ROOSEVELT SOB: 02231982 PCT: 0448

Does Voter Registration Name Exactly Match Photo ID? Yes No

Ask the voter: "Do you currently live at 2310 CHESHIRE LN, HOUSTON, 77018"

Voter's Response: Yes No

Hand enter a SOB to complete.

SOB Needed - Has Voter Provided a SOB? Yes No

Voter Unable to Sign: Yes No

Home

Cancelling a Ballot by Mail

Cancelling a Ballot by Mail

- **During Early Voting**, if a voter applied to vote by mail and a ballot was sent to them, their ballot must be **cancelled** before they can vote. They **can** surrender their ballot, but they do not have to.

Cancelling a Ballot by Mail

- **For Election Day**, if a voter applied to vote by mail and a ballot was sent to them, they may vote in person on Election Day, but only if they surrender their mail ballot to the Presiding or Alternate Judge. Once the ballot is surrendered, it must also be cancelled in the ePollBook before they can vote.

Using Ballot by Mail to Vote

- If someone comes in with their ballot by mail and wants to use that to vote, even if it's sealed, you must tell them that their choices are
 1. To surrender the ballot and vote in person; or
 2. To place the ballot in the mail.
- If the voter wants to submit the ballot in person, the voter – no one else – can only submit it at the 1001 Preston, Fourth Floor, and must bring an acceptable form of ID from List A.

Closing Each Night of Early Voting

Closing Nightly during Early Voting

- Use your checklists!
- Close the door at 7:00 pm and continue to allow all voters who were in line at 7:00 to vote.
- Using the ePollbook, message the Elections office with the “We have processed the last voter” canned message.
- Run two copies of the Suspend the Polls report on each JBC. You will use one to take a photo of and one will be left on the JBC.

Closing Nightly during Early Voting

- Return JBCs to their correct boxes
- Close eSlates and attach seals
- Clerks should sign-out through the ePollbook
- Suspend the polls on all three ePollbooks

Closing Nightly during Early Voting

- Use one of the ePollbooks to record your end of day totals and take a picture of the Access Code Report.
 - From the main menu, select the "JUDGE ADMIN" button and input the password
 - Select the "JBC AND POLLBOOK – END OF DAY TOTALS"
 - Complete the End of Day Totals report and sign.
 - Take a photo of the Access Code Report. Repeat this process for each JBC.
- Call Elections office to report close.

Closing on the Last Night during Early Voting

- Follow the "LAST DAY CLOSE POLLS CHECKLIST – EARLY VOTING" on ePollBook
- Close the door at 7:00 pm and bring the line of voters inside if possible.
- Send a clerk to the end of the line and continue to allow all voter who were in line at 7:00 to vote.
- Using the ePollbook, message the Elections office with the "Still have voter in line, cannot Close Polls" or "We have processed the last voter" depending on your situation.
- Call or message the Elections office when Constable arrives.

Closing on the Last Night during Early Voting

- Disassemble the eSlates booths
- Clerks should sign-out through the ePollbook
- Close all three ePollbooks
- Run two copies of the Close Polls report on each JBC. You will use one to take a photo of and one will be left on the JBC.
- Return JBCs to boxes; place JBC Return Seal envelope and JBC Travel Seal on top of JBC ****DO NOT SEAL BOX – WAIT FOR CONSTABLE****

Closing on the Last Night during Early Voting

- Use one of the ePollbooks to record your end of day totals and take a picture of the Close Report.
- From the main menu, select the "JUDGE ADMIN" button and input the password
- Select the "JBC AND POLLBOOK – END OF DAY TOTALS"
- Complete the End of Day Totals report and sign.
- Take a photo of the Close Report

Closing on the Last Night during Early Voting

- When the Constable arrives, provide the form at the end of the checklist for the Constable to sign.
- Call Elections office to report close.
- Close and lock the location

Closing Election Night

- Follow your Checklist on ePollBook
- Checklists must be completed by two people — at least one of them a judge — one to complete the task and one to check off each item as it is completed.

Questions

*Thank you for your service to
the voters of
Harris County!*
