



ELECTIONS SPECIALIST (ES) TRAINING MANUAL

**MIAMI-DADE COUNTY
ELECTIONS DEPARTMENT
2700 N.W. 87th Avenue
Miami, FL 33172
(305) 499-VOTE (8683)**



TABLE OF CONTENTS



Class Expectations	3
General Information	4
Elections Specialist Responsibilities	6
Monday Afternoon	7
Table of Organization	8
Precinct Types	9
Monday Afternoon Set-up	10
Opening the EViD	13
Opening the OSVE	30
Opening the iVotronic	36
Monday Afternoon Documents	46
Tuesday Morning	47
Election Day	56

Capturing Voters' Wait Times	67
Affirmation/Affidavit	70
Address Changes	71
Name Changes	82
Provisional Ballots	85
Troubleshooting the EViD	99
Undo Check-In	102
Tuesday Night Closing	103
Closing the iVotronic	106
Closing and Transmitting from the OSVE	113
Items to Transport	124
Special Situations	125

Class Expectations



- Class will last four (4) hours
- Make sure you have signed the sign-in sheet
- If you are unable to stay for the entire time, you must call the Elections Department at **(305) 499-8448** to reschedule
- You must complete the entire class and the test at the end to get credit for attendance
- Ask questions – we want to hear from you
- Participate – tell us about your experiences

General Information



This Training Includes:

- Monday Afternoon Set-Up
 - ✓ Report to Collection Center at 11:00 AM
 - ✓ Arrive at assigned Polling Place at the specified time as stated in your assignment letter

- Tuesday Election Day
 - ✓ All Poll Workers report at 5:30 AM
 - ✓ Tuesday Morning Opening
 - ✓ Election Day Procedures
 - ✓ Tuesday Night Closing

Miami-Dade County voters are entitled to fair and excellent service on Election Day

General Information



Election Day Expectations:

- Know your assigned polling location
You may be assigned a Multiple Precinct
(two (2) or more precincts within a polling room)
- Report to your assigned polling place on time
- Vote by Absentee Ballot or Early Voting prior to Election Day
- **Synchronize all watches and clocks to the slowest OSVE clock**
- Bring all necessary items for your use throughout the day (ex. food, drinks, special medications)
- Be professional, courteous, and polite
- Contact Elections Department utilizing the Telephone Information Sheet found in the Document Folder

General Information



Elections Specialist Responsibilities:

- Pick-up Elections Specialist box at the Collection Center specified in your assignment letter. Confirm you received the EViD Media Bag
- Assemble and open all voting equipment: Electronic Voter Identification (EViD) systems; Optical Scan Voting Equipment (OSVE) and iVotronic
- Print Zero Tapes on all voting equipment
- Verify ballots against Zero Tapes from OSVE and iVotronic
- Troubleshoot all issues pertaining to voting equipment
- Process voters who have to vote a Provisional Ballot
- Process Affirmations for voters who have changes in their personal information
- Input “Wait Time” for selected voters
- Transmit results from all OSVEs
- Bring all designated items to the assigned Collection Center

MONDAY AFTERNOON



Example of Polling Room Layout

All polling rooms are different

The diagram specific to your room is found in the Document Folder

X = "Wait Here" Spots

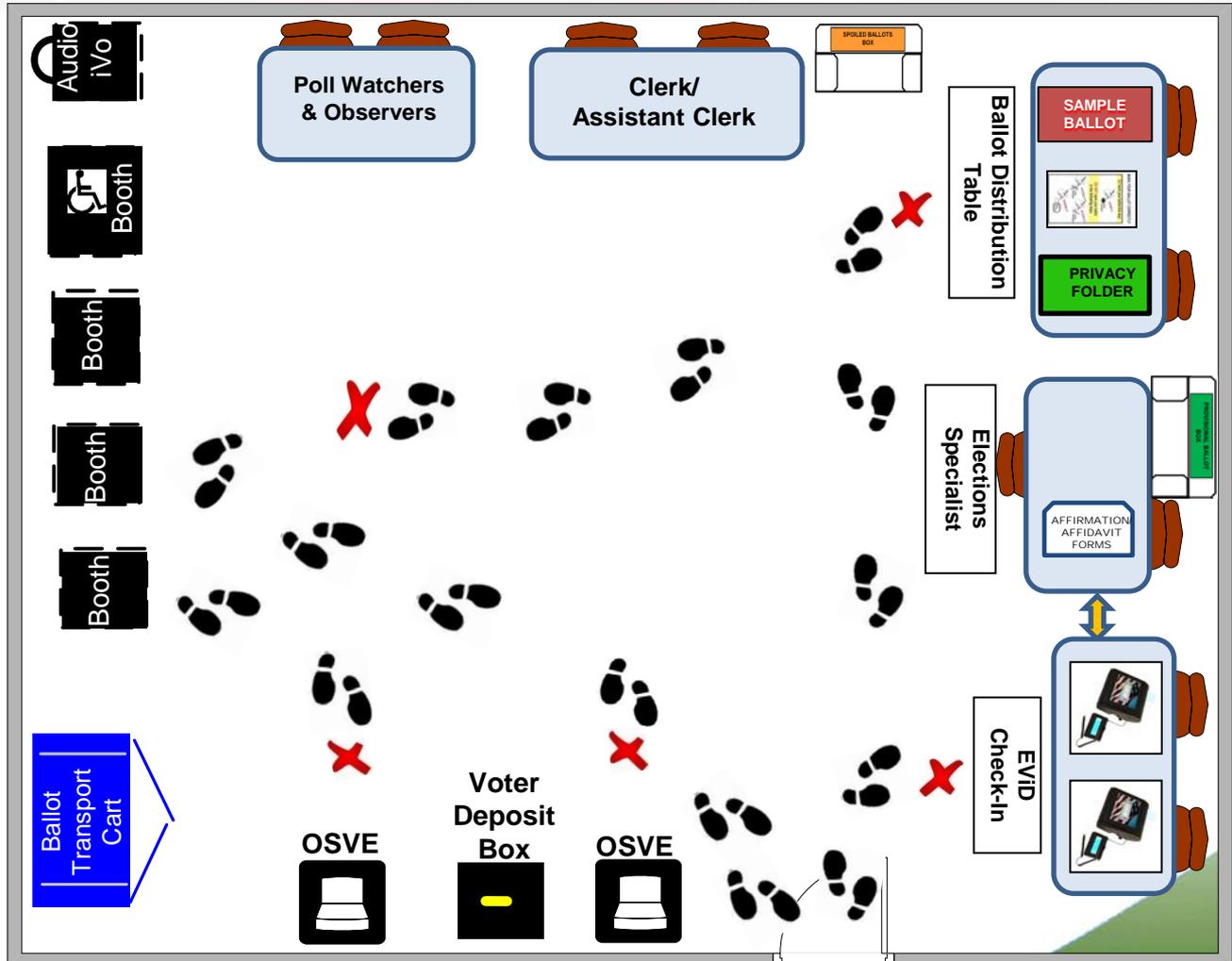
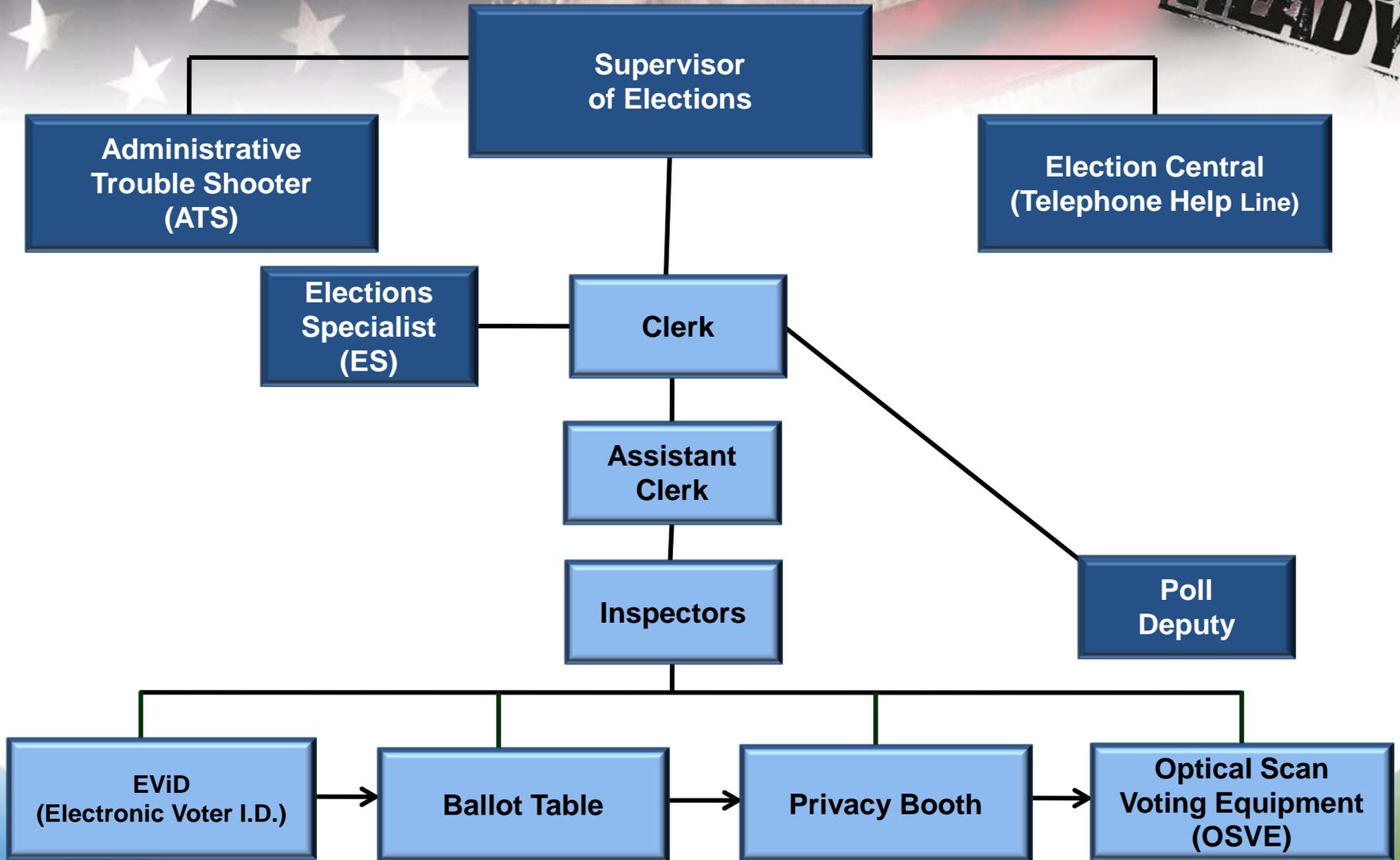


TABLE OF ORGANIZATION



The light-colored boxes represent the Election Board members.

MONDAY AFTERNOON



Precinct Types:

- **Single Precinct** – a precinct managed by one (1) election board
- **Multiple Precinct** – two (2) or more precincts located in the same room managed by one (1) election board

Monday Afternoon Set-Up



Ballot Transport Cart (BTC)



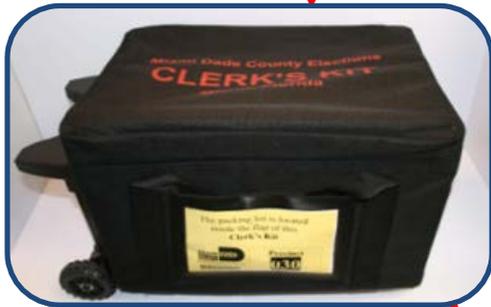
iVotronic (iVo)



Communications Pack



Clerk's Kit



Elections Specialist (ES) Box



EViD Media Bag



EViD Thumb Drives (2)



EViD Security Cards (2)



EViD MiFi (1)



EViD MiFi USB Cable (1)

iVo - PEB (1)



OSVE Keys (2)



Activator Case

Monday Afternoon Set-Up



Electronic Voter Identification (EViD) Systems



Optical Scan Voting Equipment (OSVE)



Monday Afternoon Set-Up



- Open and Connect Electronic Voter Identification (EViD).
Print Startup Ticket (Qty: 1/EViD)
- Open Optical Scan Voting Equipment (OSVE) and Print Zero Tape (Qty: 1/OSVE)
- Open iVotronic and Print Zero Tape (Qty: 1)
- Verify Ballots **(DO NOT INSERT BALLOTS INTO OSVE)**.
Ensure the Clerk understands all ballot distribution procedures
- You must verify the ballot for each precinct. **Get the ballot right!**
- Verify the telephone line in your precinct is working. **Confirm whether or not a “9” had to be dialed when placing the call**
- Sign Payroll
- Call Election Central to advise all procedures are complete

Opening the EViD



The EViDs will be packaged and allocated two (2) units per case. When unpacking the units, please be sure to press the base of each unit inward since there is a spring that will prevent ease of extraction from the case.



Opening the EViD



Step 1: Plug in SigPad into any available **USB** port on the **BACK** of the EViD.



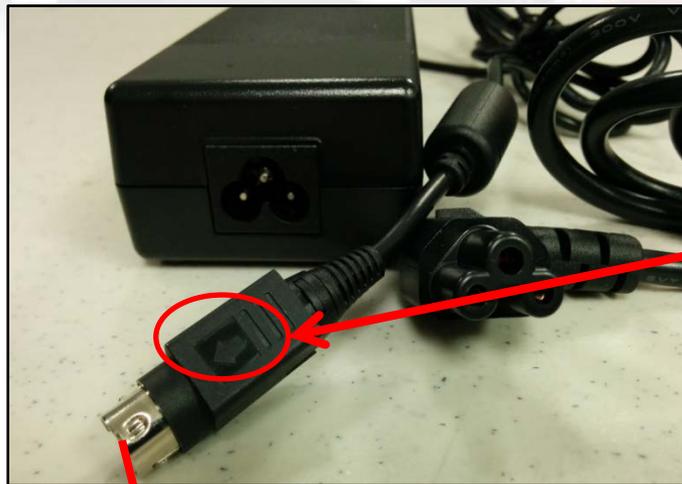
Opening the EViD



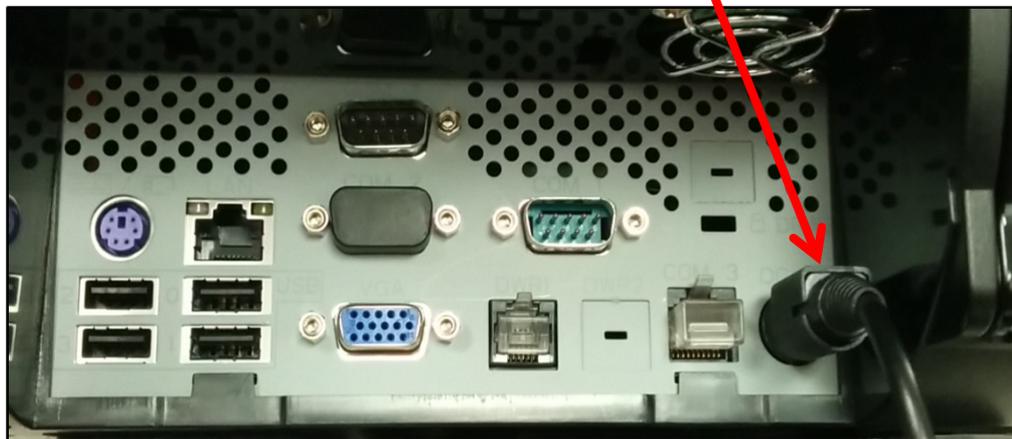
Step 2: Insert thumb drive/activator into any available **USB** port on the **BACK** of the EViD.



Opening the EViD



Step 3: Ensure that the power cable is inserted completely and correctly flat top, 4 pin DC cable arrow on top).



Opening the EViD



Step 4: Plug in the Uninterruptible Power Supply (UPS) into the wall socket. Then plug in the EViDs into the **Battery Backup + Surge Protection** section of the UPS. *Doing so, will prevent power surges and ensure continuity of power to the EViDs in the event of a power failure/outage.* Ensure that the UPS is powered on after all EViDs have been connected

Note: If an extension cord is needed to enable access to the wall outlet, please use **ONLY** the long, orange cords and **NOT** a surge protector. Make sure to tape the extension cord to the floor to prevent tripping

Battery Backup + Surge Protection



**ONLY THE
EViDs
SHOULD
BE
PLUGGED
INTO THE
UPS!**



Opening the EViD



Step 5: Check to ensure paper is in the printer. Verify that a spare roll was provided. If not, call Election Central.



**** Paper Rolls over top**

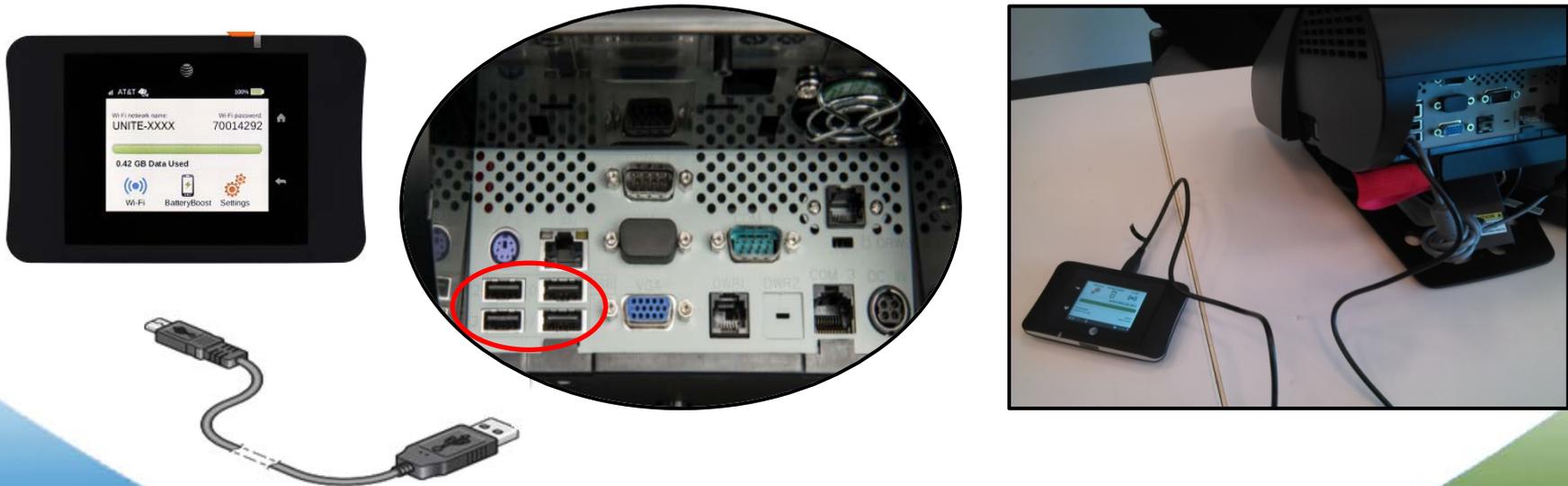


Opening the EViD



Step 6: Insert MiFi USB connector cable into a USB port on the **BACK** of the EViD. Network connectivity should establish within five (5) minutes. If there is no connectivity within that timeframe, then un-plug and re-insert the USB cable. This EViD will become the “**KING.**” **DO NOT REMOVE THE MiFi!**

Note: When the Clerk/ES calls to report that the polls are opened and locked, Election Central will provide confirmation of the EViDs' connectivity status.



Opening the EViD



Step 7: Press the power button on the right-hand side to turn on the unit. ***There is only one (1) power button** for all components.***

Once powered on, a Startup Ticket will be printed on the EViD.

The ticket must be signed by the Elections Specialist (ES) and placed inside the EViD Media Bag.



EViD Startup Ticket

Miami-Dade County, FL

Station ID: CE00-13802062
Mode: Clerk

Election: Reliavote Test 1 Election (670)
Location: 322, Ben Sheppard Elementary School
Precincts: 322, 322.0

Date and Time: 6/5/2014 1:51:25 PM
Eastern Time Zone

Please verify that the date and time are correct. Make sure that the AM/PM and the time zone are correct.

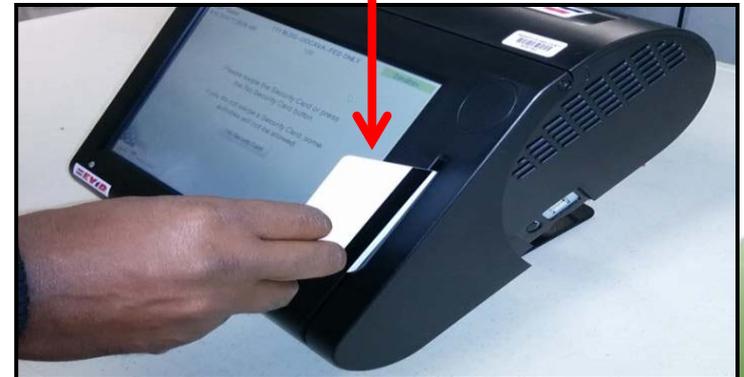
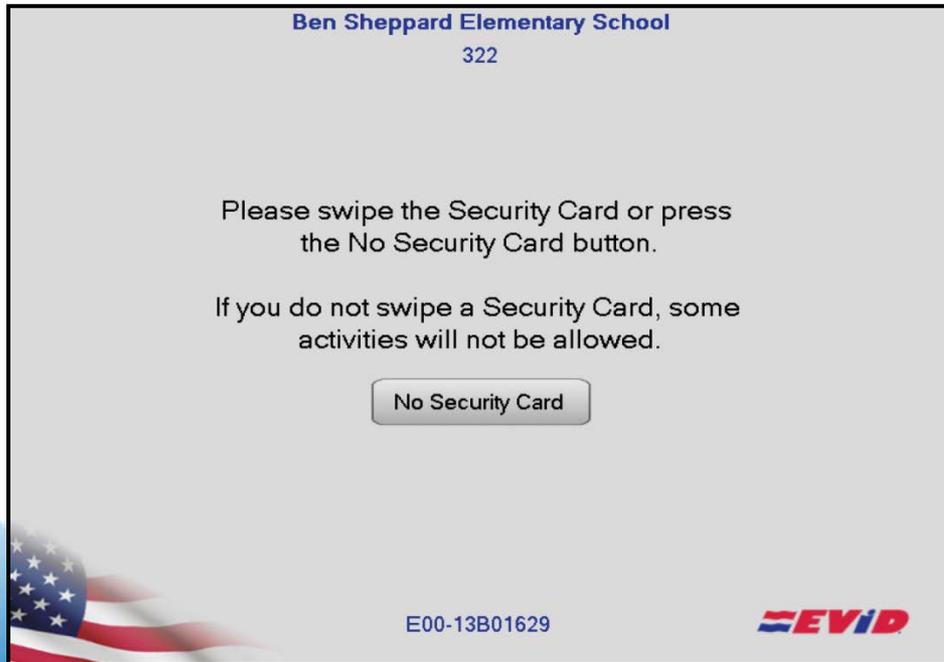
Please Sign Below:

**** To avoid shutting down the EViD during regular operations, be mindful that the power button is sensitive to the touch.**

Opening the EViD



Step 8: Once the EViD has completed its startup process, the Polling Location should have been assigned. However, the EViD will still prompt for the Security Card to be swiped. Using the Security Card that was provided for the precinct, swipe the card in the slot located on the top right-hand side of the EViD. The Security Card is only being used to activate features of the EViD that may be needed by the Clerk.



Opening the EViD



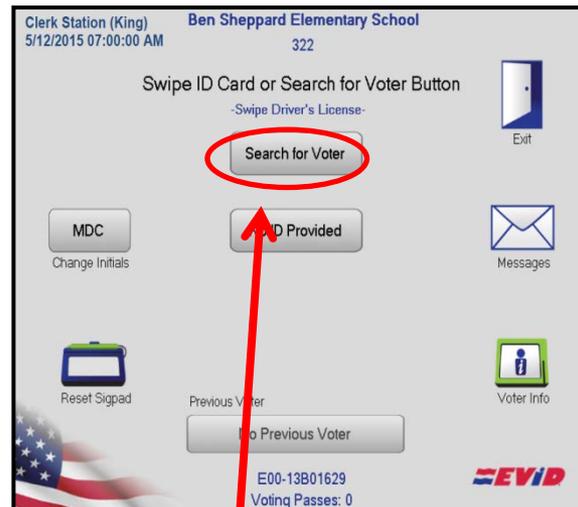
Manual Configuration of the Polling Location

Upon startup, each EViD should automatically be configured with the correct Polling Location number. However, if automatic configuration fails, then the EViD must be manually updated with the correct Polling Location information on Monday afternoon.

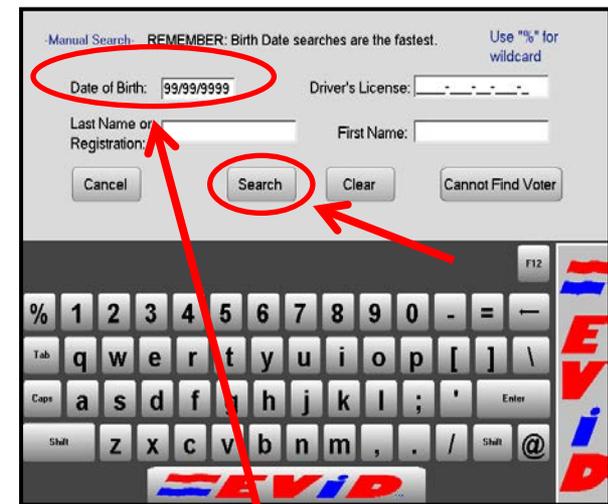
The Polling Location number on each EViD must be manually configured as follows:



1. On the Login screen, enter the initials of the System User, and press "OK" to proceed.



2. On the Home Screen, press the Search For Voter button.

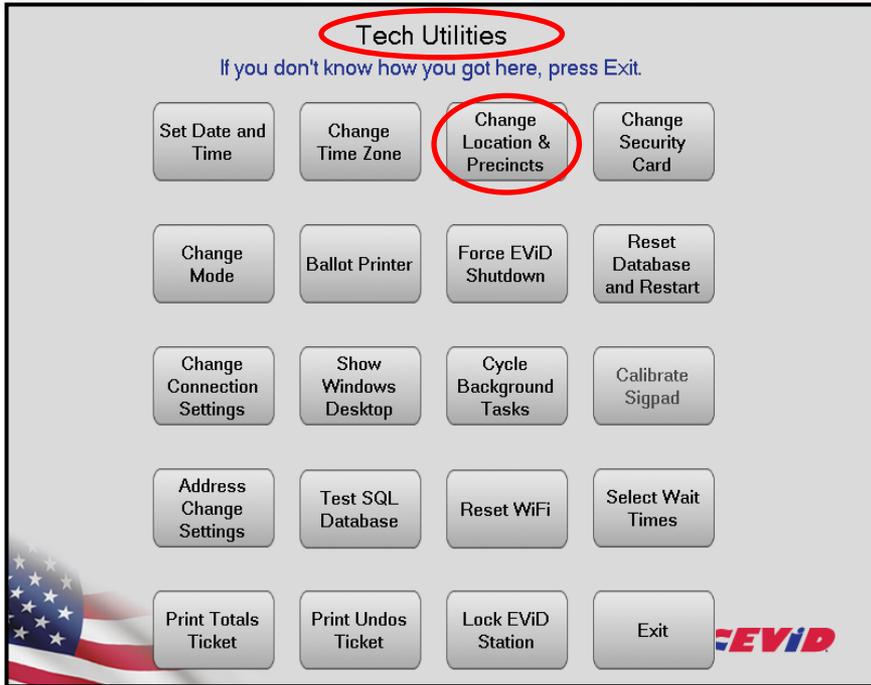


3. In the Date of Birth field, enter "99999999". Press Search.

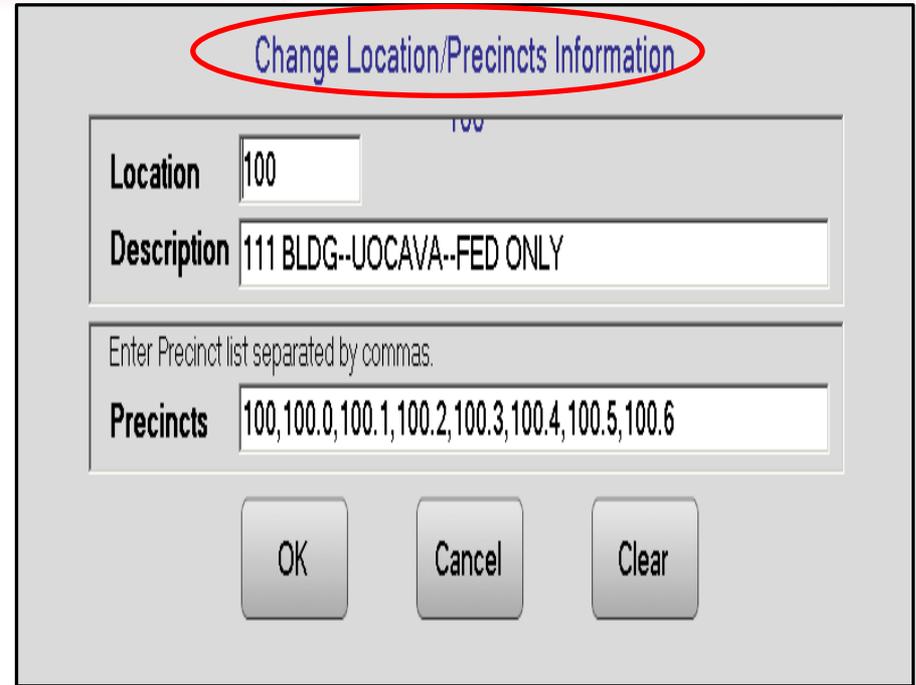
Opening the EVID



Manual Configuration of the Polling Location (Cont'd)



4. On the Tech Utilities screen, press the Change Location & Precincts button.



5. The Change Location/Precincts Information screen appears.

Opening the EViD



Manual Configuration of the Polling Location (Cont'd)

Change Location/Precincts Information

Location

Description

Enter Precinct list separated by commas.

Precincts

OK Cancel **Clear**

Note: The information in the “Location,” “Description” and “Precincts” fields need to be deleted and manually populated.

6. Press the **Clear** button to remove the information.

Change Location/Precincts Information

Location

Description

Enter Precinct list separated by commas.

Precincts

OK Cancel Clear

Opening the EViD



Manual Configuration of the Polling Location (Cont'd)

Change Location/Precincts Information

Location

Description

Enter Precinct list separated by commas.

Precincts

7. In the “Location” field, input the correct 3-digit Polling Location number for your site.
8. To populate the description and all precincts assigned to your polling location, press the **Tab** key.
9. Verify that the “**Description**” and “**Precincts**” fields correctly reflect your site’s location and precincts.
10. Press “**OK**” to save the changes and return to the **Tech Utilities** menu.

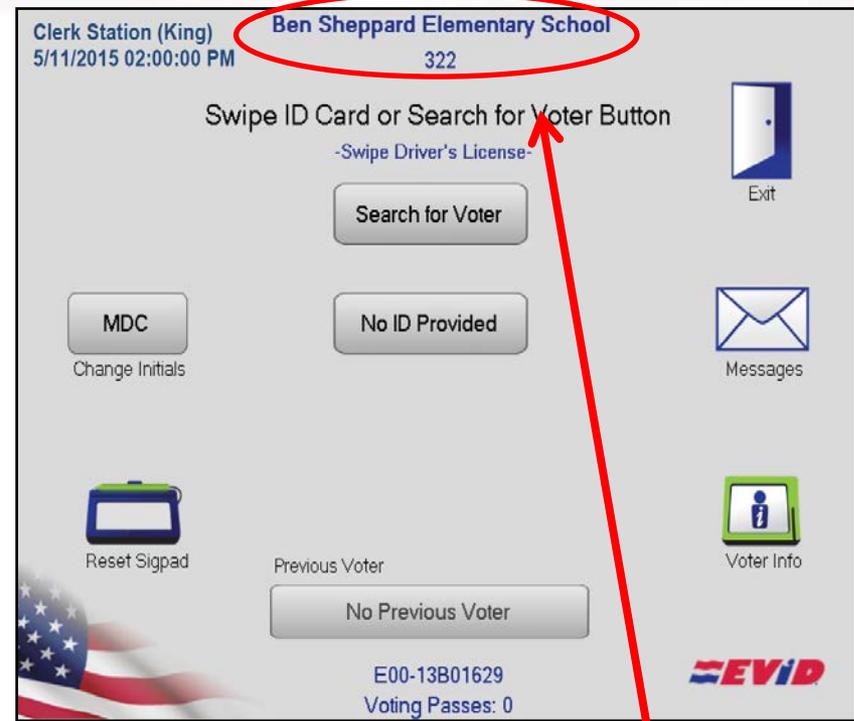
Opening the EVID



Manual Configuration of the Polling Location (Cont'd)



11. On the Tech Utilities menu, press Exit to return to the Home Screen.

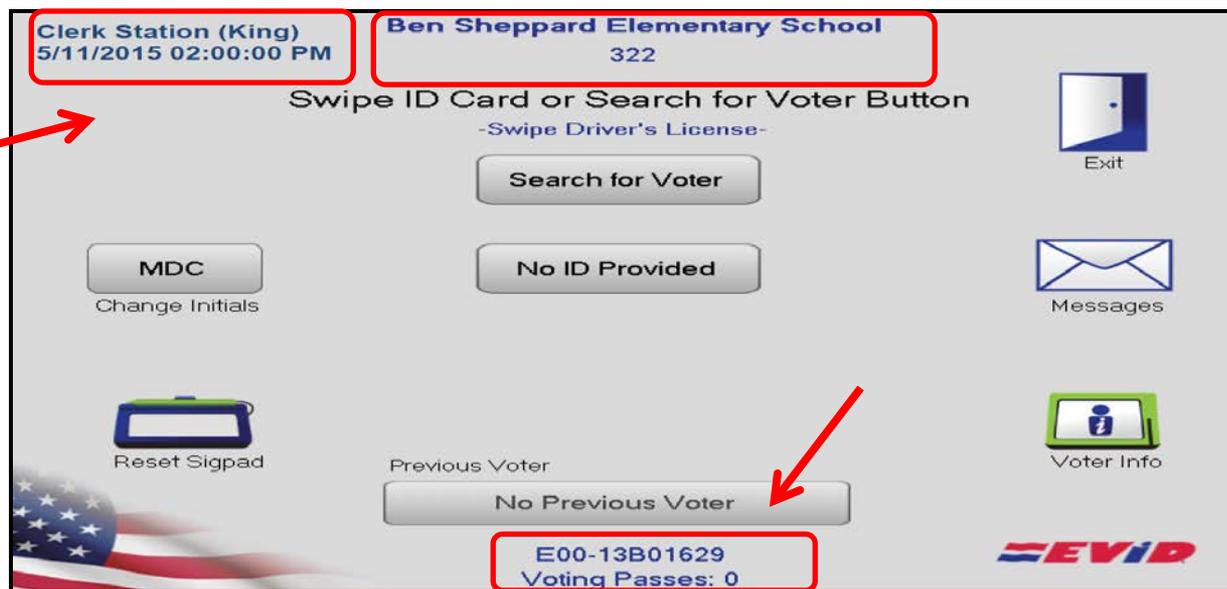


12. Verify that the correct Polling Location is reflected at the top of the Home Screen.

Opening the EViD



Step 13: Verify on the Home Screen that it shows the correct precinct and the Voting Passes count is “0.” If the count is anything other than “0,” call Election Central. Also, check to ensure that the correct date and timestamp are displayed.



Step 14: Remove the thumb drive and insert into the next EViD to be opened. This EViD (and all other EViDs opened after the “KING”) will become the “PAWN”. All EViDs **MUST** be opened using the **SAME** thumb drive.

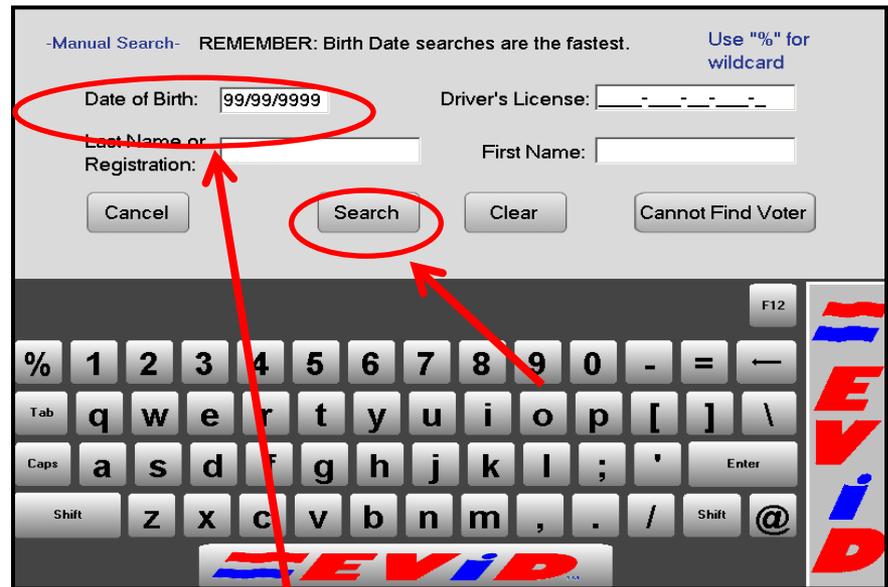
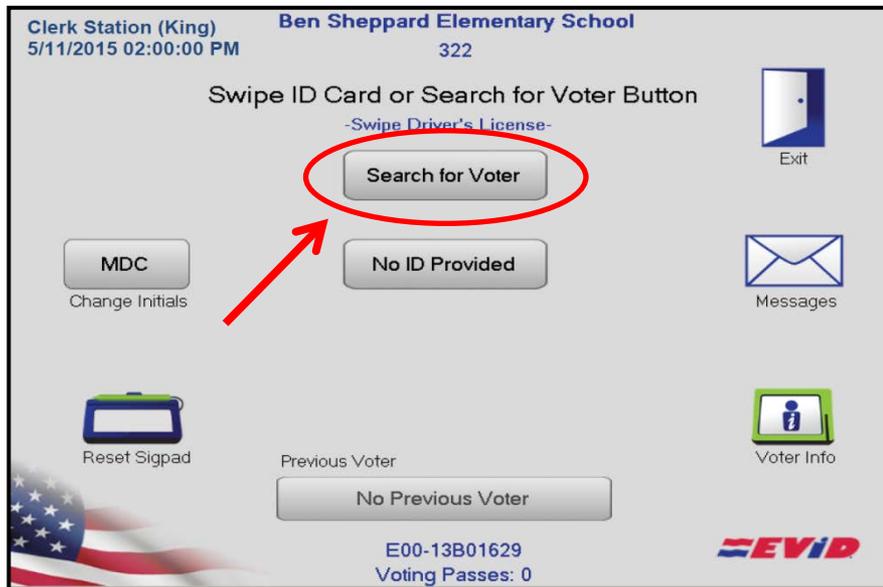
NOTE: AFTER ALL EViDs HAVE BEEN OPENED, THE THUMB DRIVE MUST BE STORED INSIDE THE EViD MEDIA BAG.

Opening the EViD



Locking the EViD on Monday Afternoon

Once the Startup Ticket has been printed and all aspects of the EViD have been verified, the system needs to be locked.



1. On the Home Screen, press the Search For Voter button.

2. In the Date of Birth field, enter "99999999". Press Search.

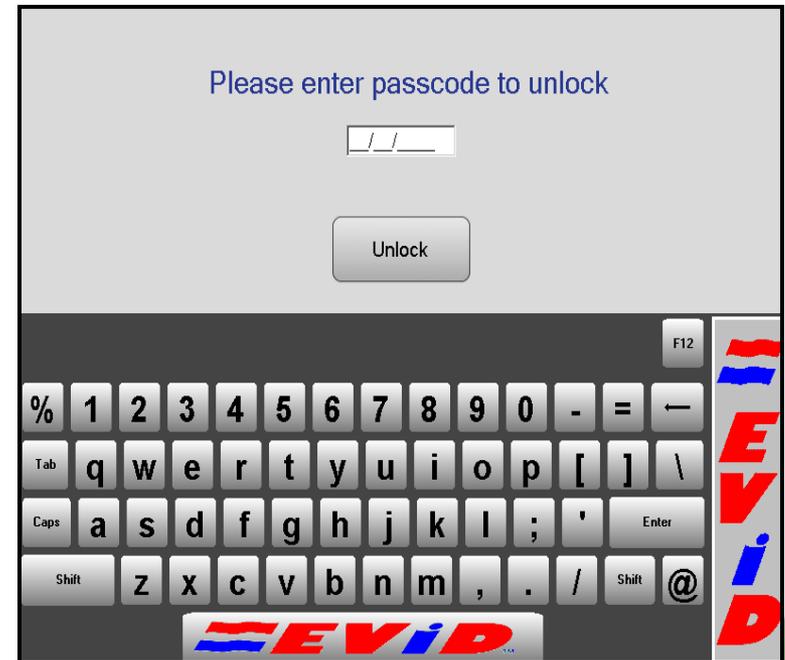
Opening the EViD



Locking the EViD on Monday Afternoon (Cont'd)

3. On the Tech Utilities screen, press Lock EViD Station button.

4. The screen below will appear with the message, "Please enter passcode to unlock." **The passcode will be provided on Monday afternoon.**



Opening the OSVE



- Using the **SILVER** key, unlock the OSVE lid. Unlatch the two latches and slowly open the lid
- Using the **BLACK** key, unlock the front of the OSVE and lift the LCD Screen up
- Using the **BLACK** key, unlock the access door to the left of the screen
- Make sure the Election Thumb Drive is sealed and tighten the tape
- The OSVE will turn on automatically and in a few seconds should be functional. If it does not, press the **“POWER”** button (bottom)



Opening the OSVE



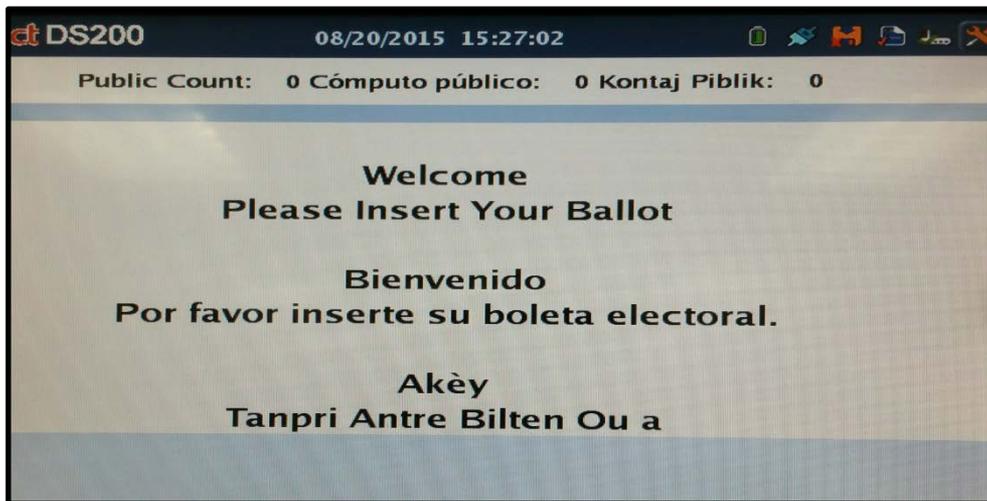
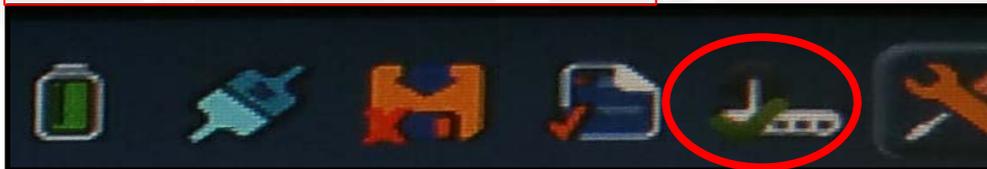
Do not remove the Initial State Report. It must stay attached to the Zero Tape until printing has completed. The Zero Tape will then be detached and placed inside the Activator Case

PRESS "OPEN POLLS" BUTTON TO PRINT ZERO TAPE

Opening the OSVE

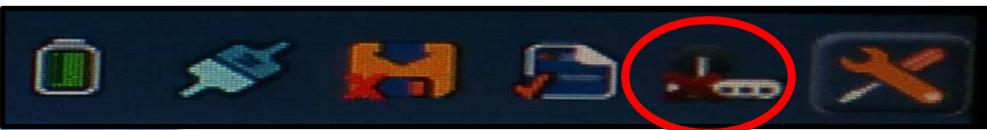


Note: Enlarged View of OSVE Tool Bar



(Enlarged View of OSVE Tool Bar)

Note: If there is a red "X" on the icon, you may need to move the thumb drive to another unit



If your modem is working, it will have a green checkmark on the OSVE screen on Monday afternoon. This checkmark will only appear on Monday. While the polls are open on Tuesday, there will be a red "X" on the icon

The green checkmark will appear again on Tuesday night after the OSVE is closed

Locking the OSVE



- Press and hold the “**POWER**” button for two (2) seconds. The backlight will turn from **Green** to **Orange**



- Press “**CONTINUE POWER DOWN**” located on the right side of screen
- Using the **BLACK** key, lock the access door, leaving the Election Thumb Drive in its slot

Securing the OSVE



- Close the OSVE LCD screen, and lock it using the **BLACK** key
- Close the OSVE lid. Latch the two (2) black latches, and lock it using the **SILVER** key
- Place a seal through one (1) of the four (4) eyelids located next to the latches. Record this seal number on the Certificate of Security
- Place the OSVE keys and the Zero Tape in the Activator Case



Verifying the Ballot



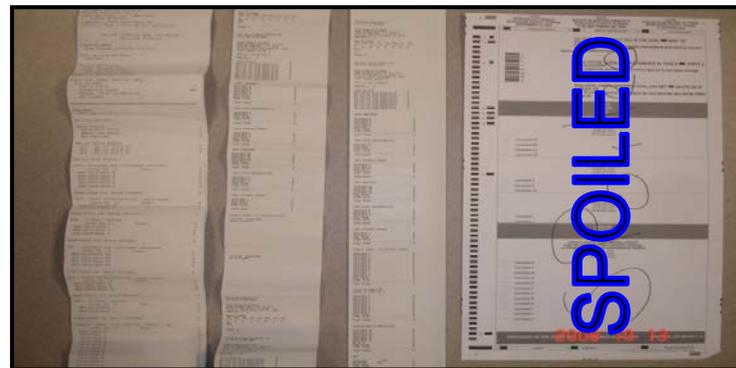
The iVotronic and OSVE Zero Tapes must be compared against the ballots. One (1) ballot from each precinct must be spoiled prior to verifying

If you are assigned to a **Multiple Precinct**, you **MUST** compare the ballot for each precinct to the corresponding OSVE for that precinct.

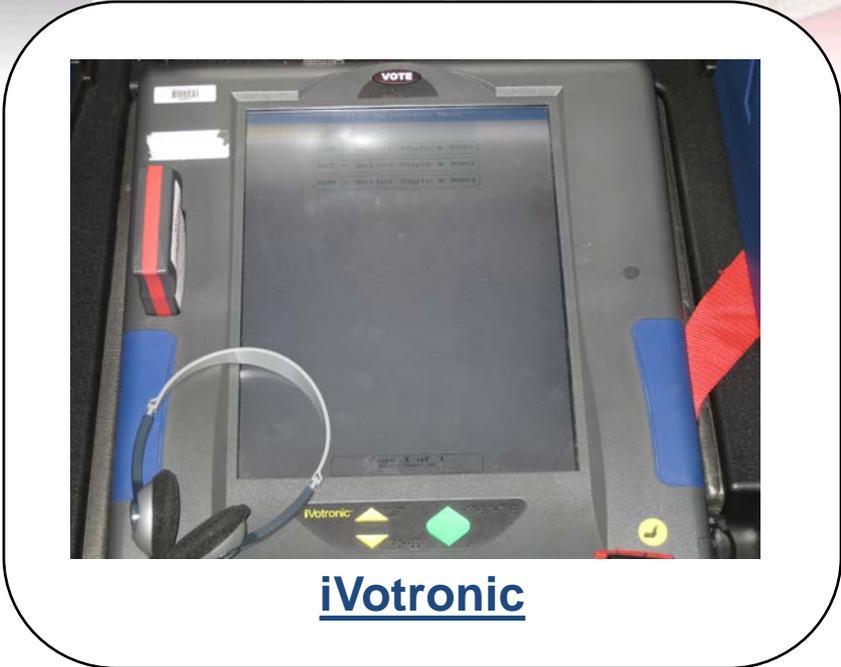
Get the ballot right!

- The Clerk and ES will verify the Zero Tapes to the spoiled ballot(s) by reading and comparing content (candidates, issues, etc.)
- Place all spoiled ballots inside the assembled Spoiled Ballot Box

DO NOT INSERT
SPOILED BALLOT(S)
INTO OSVE



Opening the iVotronic



iVotronic



Communications Pack



PEB

Personal Electronic Ballot (PEB)

- Used to:**
- Open/Close
 - Print Zero Tape/Results Tapes
 - Password Lock/Unlock

- Used to:**
- Print Zero Tape/Results Tapes
 - Modem results

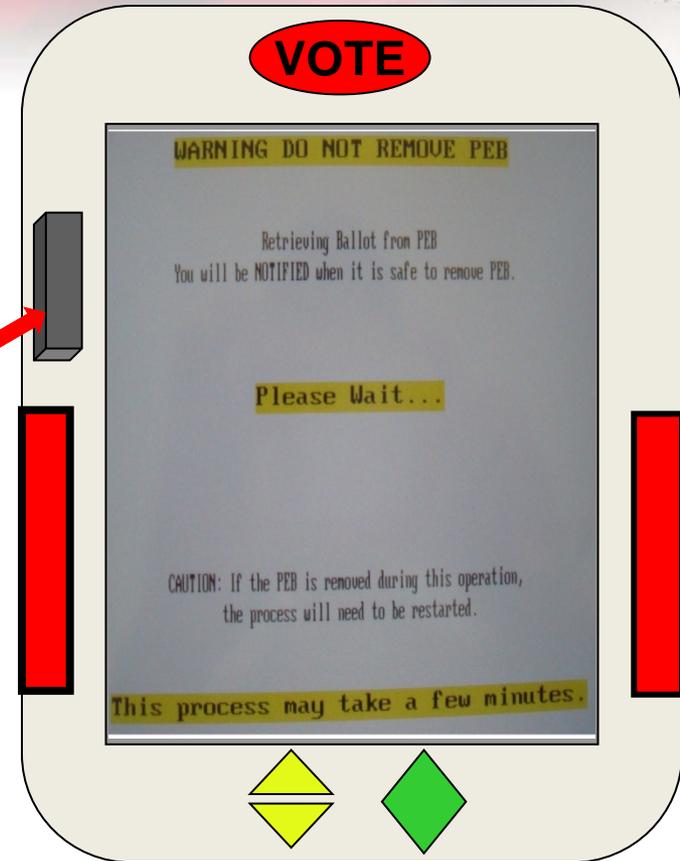
Opening the iVotronic



- Use the Activator (PEB), and **always** read the screen for informational messages



- Insert the Activator (PEB) and the message screen will appear

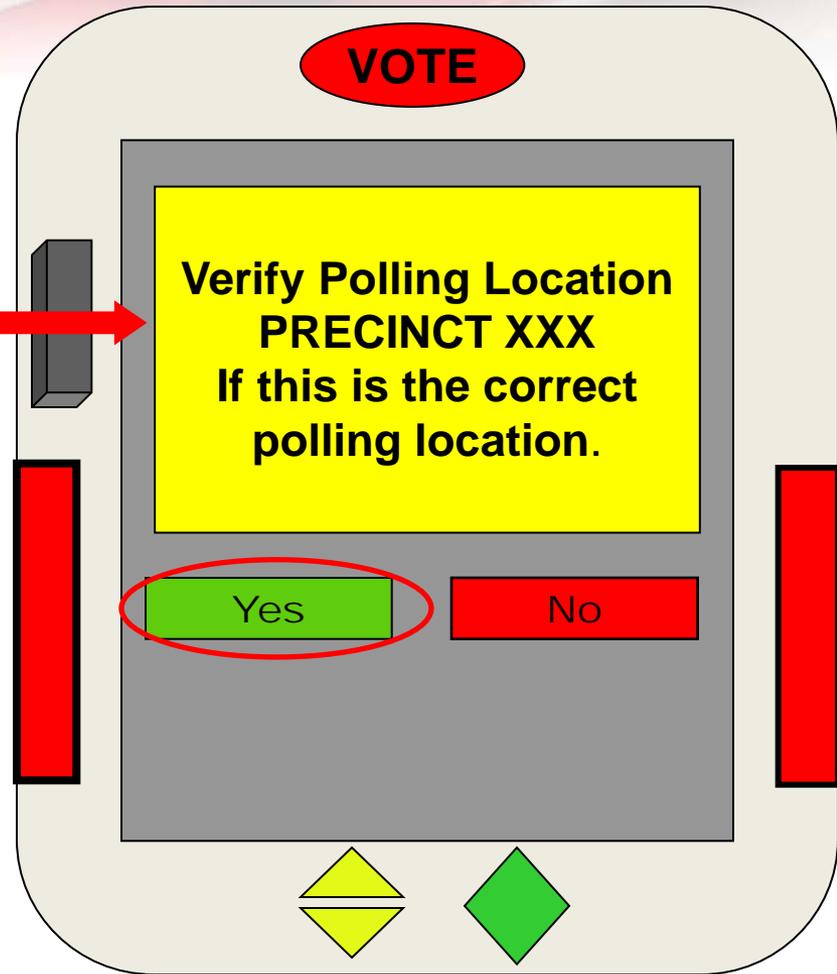


Do not remove the Master Activator (PEB) while the above message is displayed

Opening the iVotronic



- After a few minutes (depending on the size of the ballot), the following screen appears:
- Select “**YES**” if precinct is correct



IF PRECINCT IS NOT CORRECT, CALL ELECTION CENTRAL IMMEDIATELY

Opening the iVotronic



The following message will appear:

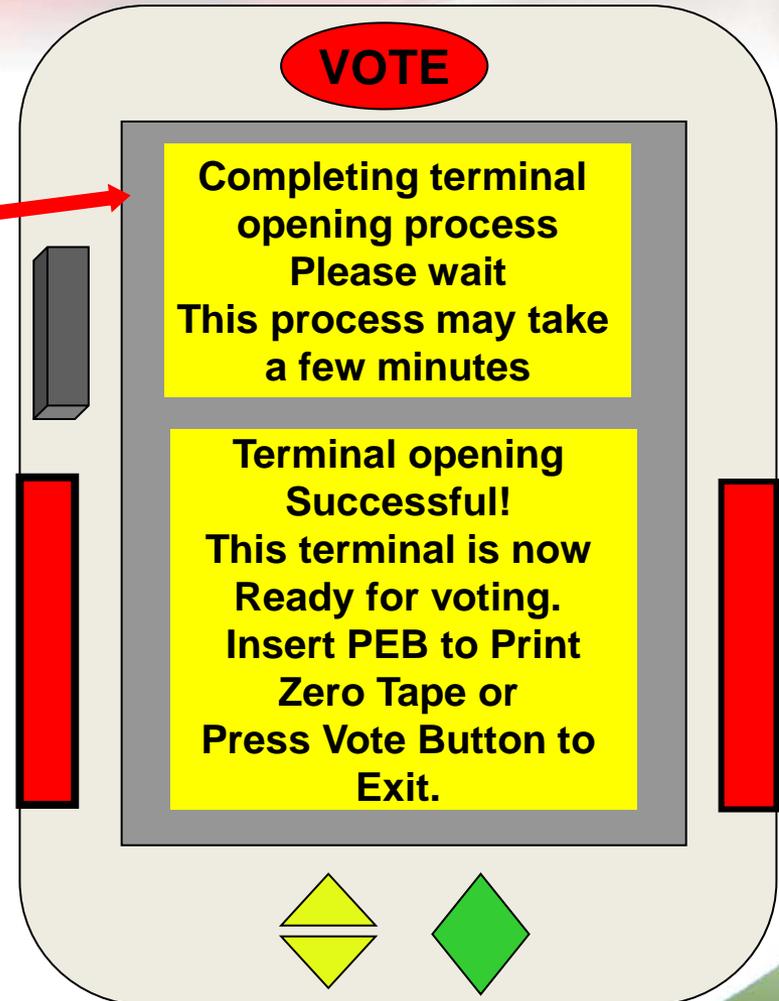
- After a few minutes (depending on the size of the ballot), the following screen appears:
- At this point, **remove** the Activator (PEB) to continue opening the iVotronic



Opening the iVotronic



- While the opening process continues, the following message is displayed:
- After a few minutes (depending on the size of the ballot), the following screen appears:

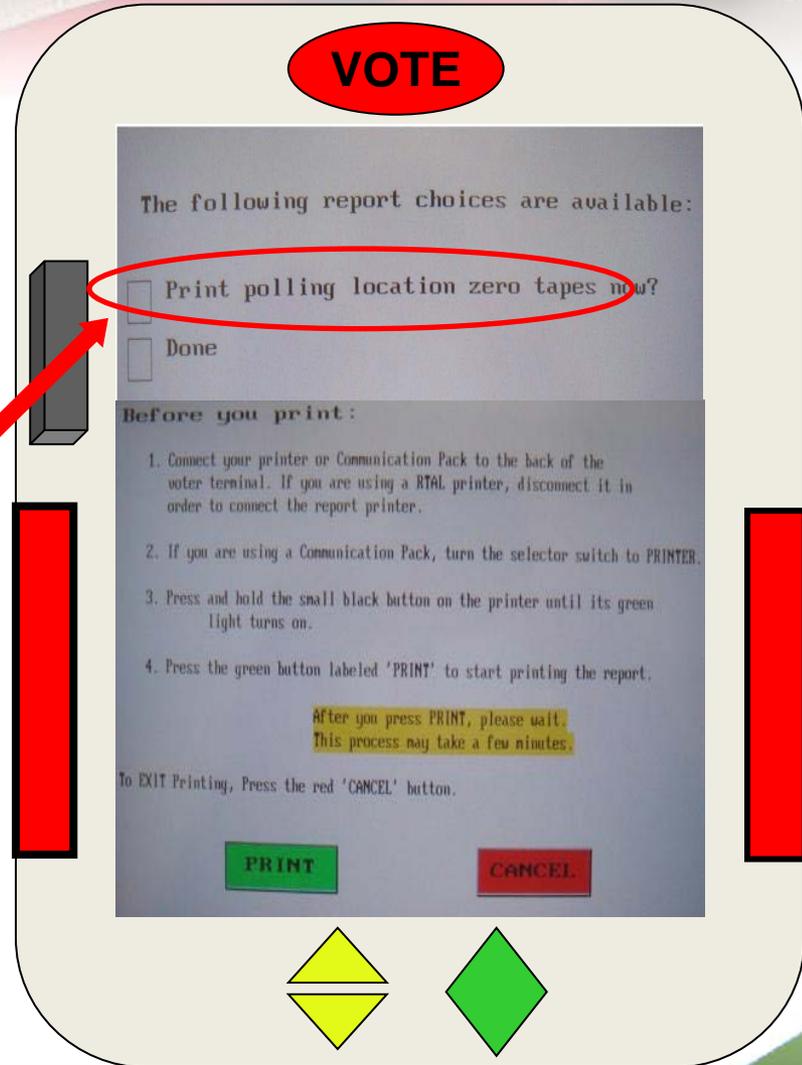


DO NOT PRESS THE VOTE BUTTON

Printing iVotronic Zero Tape



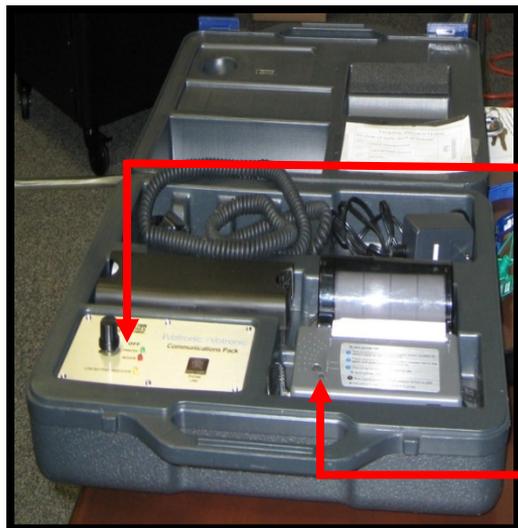
- Insert the Activator (PEB). The following message appears:
- Select “Print polling location zero tapes now?”



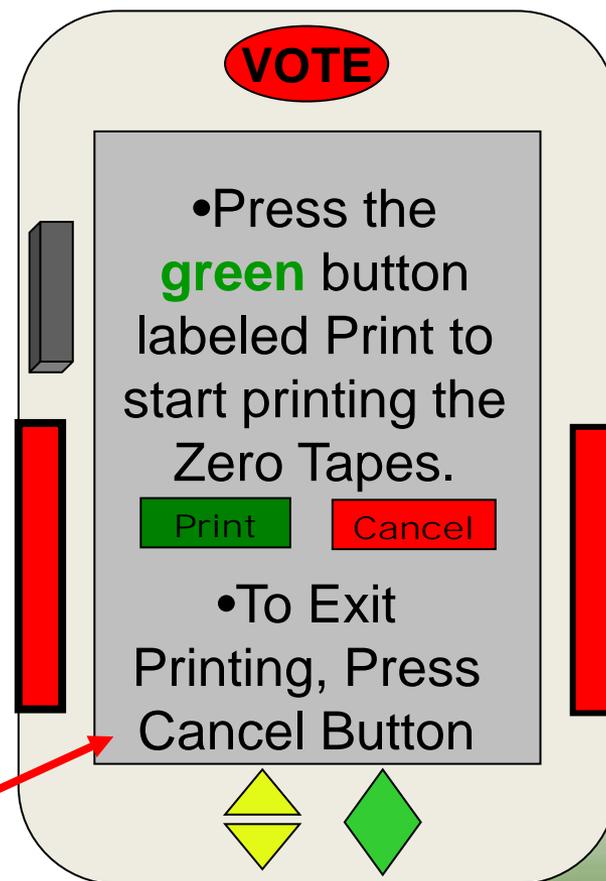
Printing iVotronic Zero Tape



Make sure the Communications Pack is connected to the back of the iVo and plugged into AC outlet



- Turn the selector switch to PRINTER. A **GREEN** light will turn on
- Press and hold the **small BLACK** button on the printer until the **GREEN** light turns on
- Select "Print" to print the Zero Tape. While the Zero Tape is printing, the following message appears:

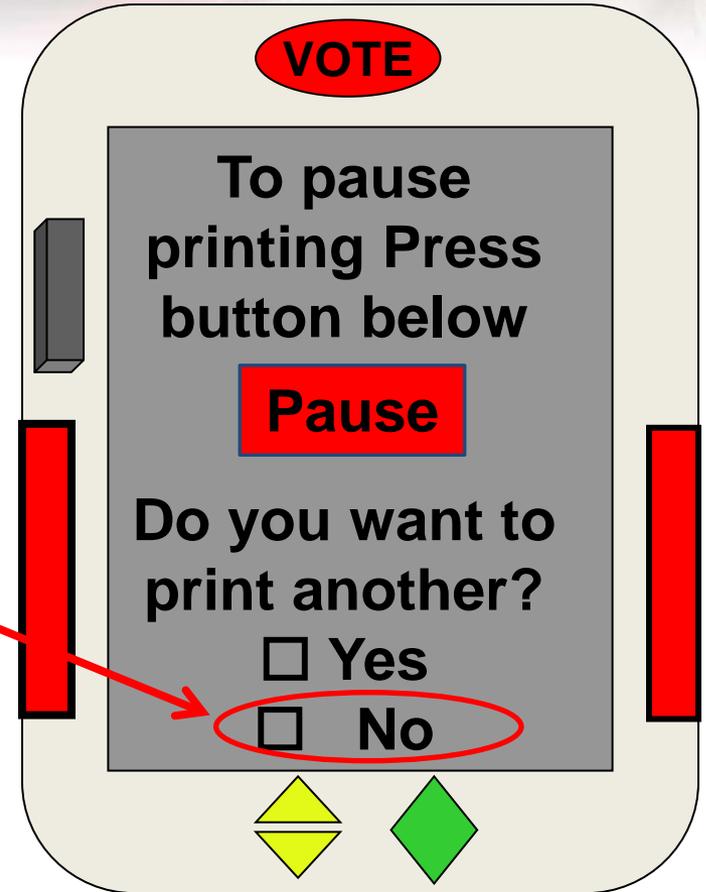


Printing iVotronic Zero Tapes



After the iVo automatically prints one (1) Zero Tape, the following message appears:

- **Select “NO”**
- Verify the information on the Zero Tape, and sign the tape

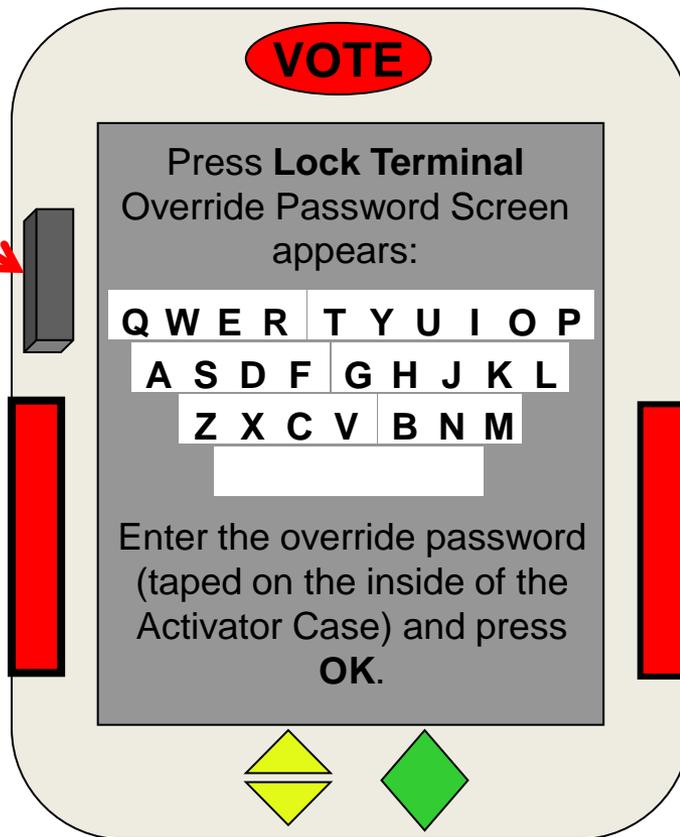


Please remove PEB.
Terminal is now OPEN for voting.

Locking the iVotronic



- Insert the PEB into the iVotronic while holding down the “**VOTE**” button. When the Service Menu appears, select “Lock Terminal” option.



- If the correct password was entered, the screen will darken and the following message will appear on the bottom left of the screen:
“Please remove PEB. Terminal is Locked for Voting.”
- The iVo is locked and the Activator (PEB) can now be removed

Monday Afternoon Documents



Certificate of Security

The Monday afternoon portion of the Certificate of Security must be completed



CERTIFICATE OF SECURITY

Election **GENERAL** Election Date **11/03/2015**

WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of the voting precinct(s) listed below, in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects:

Ballot Transport Cart was locked:							
Monday Afternoon Before Opening	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Monday Afternoon After Verifying all Items and Repacking	<input checked="" type="radio"/> YES	<input type="radio"/> NO	Tuesday Morning	YES NO YES NO

After opening on Monday Afternoon, the Ballot Transport Cart contained the following:

- Provisional Ballot Box(es) containing Provisional Ballot Bag, Provisional Ballots, Provisional Ballot Log, Optical Scan and Touch Screen Provisional Ballot Certificates and Secrecy Envelopes YES NO
- Activator Case(s) containing PEB and OSVE(s) keys YES NO

CALL ELECTION CENTRAL IMMEDIATELY IF ANY ITEMS ARE MISSING OR INCORRECT

Clerk and ES have compared one ballot from each ballot style to the zero tape(s) of each voting equipment on MONDAY AFTERNOON YES NO

Voter Deposit Box was sealed before 7 AM on Tuesday Morning YES NO Seal No. _____

After opening terminals and zero tapes have been printed:
iVotronic:

Precinct No(s).	iVotronic Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
321,322	V211588	0	00055895	YES NO		

Optical Scan Voting Equipment:

Precinct No.	OSVE Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
321	ES10736094	0	00055896	YES NO		
322	ES10736621	0	00055897	YES NO		
				YES NO		
				YES NO		
				YES NO		
				YES NO		

EVIDs:		
Serial Number	Public Count on Tuesday Morning	Public Count on Tuesday Night
CE-13B02102062		
CE-13B02102063		

Total number of Spoiled Ballots: _____ Results Bag Seal No.: _____ Provisional Ballot Bag Seal No.: _____

Clerk/Assistant Clerk: _____ Elections Specialist: _____

Print Name _____ Signature _____ Print Name _____ Signature _____

07/31/2015

Tuesday Morning (5:30 AM)



- Unlock EViD(s) and verify that the Totals Tickets read “**No voting passes issued on this machine today,**” otherwise, call Election Central
- Unlock iVotronic and verify the Public Count is “0”
- Unlock Optical Scan Voting Equipment and verify the Public Count is “0”
- Call Election Central when voting equipment is unlocked
- Verify the seal numbers from Monday afternoon to make sure they match
- Complete the Tuesday morning portion of the Certificate of Security and “Before the Polls Open Checklist”

Tuesday Morning (5:30 AM)



The Tuesday morning portion of the Certificate of Security must be completed. This replaces the Seal Verification Form



CERTIFICATE OF SECURITY

Election GENERAL Election Date 11/03/2015

WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of the voting precinct(s) listed below, in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects:

Ballot Transport Cart was locked:			
Monday Afternoon Before Opening	<input checked="" type="radio"/> YES <input type="radio"/> NO	Monday Afternoon After Verifying all Items and Repacking	<input checked="" type="radio"/> YES <input type="radio"/> NO
Tuesday Morning	<input checked="" type="radio"/> YES <input type="radio"/> NO	Tuesday Night	<input type="radio"/> YES <input type="radio"/> NO

After opening on Monday Afternoon, the Ballot Transport Cart contained the following:

- Provisional Ballot Box(es) containing Provisional Ballot Bag, Provisional Ballots, Provisional Ballot Log, Optical Scan and Touch Screen Provisional Ballot Certificates and Secrecy Envelopes YES NO
- Activator Case(s) containing PEB and OSVE(s) keys YES NO

CALL ELECTION CENTRAL IMMEDIATELY IF ANY ITEMS ARE MISSING OR INCORRECT

Clerk and ES have compared one ballot from each ballot style to the zero tape(s) of each voting equipment on MONDAY AFTERNOON YES NO

Voter Deposit Box was sealed before 7 AM on Tuesday Morning YES NO Seal No. 00055894

After opening terminals and zero tapes have been printed:

iVotronic:

Precinct No(s).	iVotronic Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
<u>321,322</u>	<u>V211588</u>	<u>0</u>	<u>00055895</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>0</u>	

Optical Scan Voting Equipment:

EVIDs:

Precinct No.	OSVE Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night	Serial Number	Public Count on Tuesday Morning	Public Count on Tuesday Night
<u>321</u>	<u>ES10736094</u>	<u>0</u>	<u>00055896</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>0</u>		<u>CE-13B02102062</u>	<u>0</u>	
<u>322</u>	<u>ES10736621</u>	<u>0</u>	<u>00055897</u>	<input checked="" type="radio"/> YES <input type="radio"/> NO	<u>0</u>		<u>CE-13B02102063</u>	<u>0</u>	
				<input type="radio"/> YES <input type="radio"/> NO					
				<input type="radio"/> YES <input type="radio"/> NO					
				<input type="radio"/> YES <input type="radio"/> NO					
				<input type="radio"/> YES <input type="radio"/> NO					

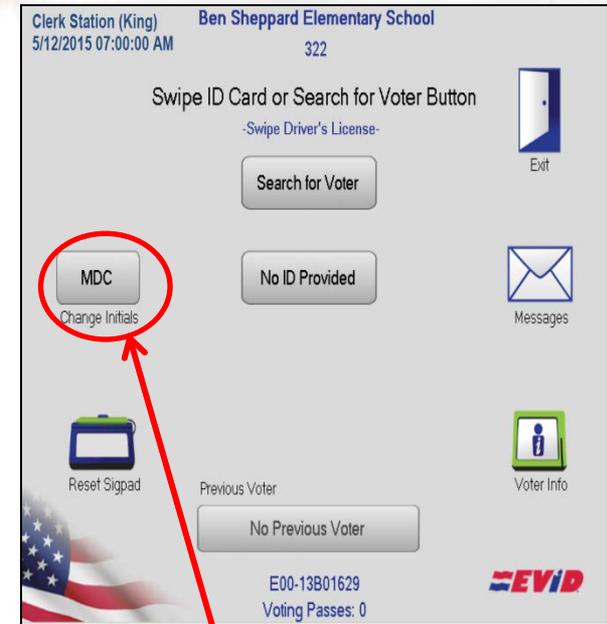
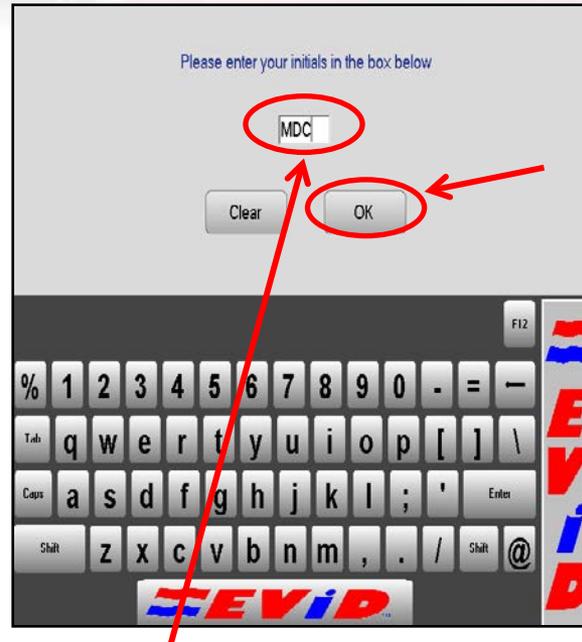
Total number of Spoiled Ballots: _____ Results Bag Seal No.: _____ Provisional Ballot Bag Seal No.: _____

Clerk/Assistant Clerk: _____ Elections Specialist: _____

Print Name Signature Print Name Signature

Tuesday Morning (5:30 AM)

Unlocking the EVID on Tuesday Morning



1. To unlock the EVID screen on Tuesday morning, input the passcode (an 8-digit number) that was provided on Monday afternoon. Continue by pressing the **Unlock** button.

2. Input the initials of the person accessing the EVID. *Remember that only letters are to be used (minimum of 2 letters & a maximum of 3 letters); no numbers are accepted by the system.*

Press **OK** to continue to the Home Screen.

3. The Home Screen is now available, and the initials of the person accessing the EVID should appear above the words, **“Change Initials.”**

Tuesday Morning (5:30 AM)

Unlocking the EVID on Tuesday Morning



-Manual Search- REMEMBER: Birth Date searches are the fastest. Use "%" for wildcard

Date of Birth: Driver's License:

Last Name or Registration: First Name:

A virtual keyboard interface with the EVID logo at the bottom. A red arrow points from the '99/99/9999' text in the Date of Birth field to the 'Search' button.

4. In the **Date of Birth** field, enter "99999999". Press the **Search** button.

5. On the **Tech Utilities** menu, press the **Print Totals Ticket** button. Confirm that the Totals ticket displays the message "No voting passes issued on this machine today," otherwise, call Election Central.

Tech Utilities
If you don't know how you got here, press Exit.

Set Date and Time	Change Time Zone	Change Location & Precincts	Change Security Card
Change Mode	Ballot Printer	Force EVID Shutdown	Reset Database and Restart
Change Connection Settings	Show Windows Desktop	Cycle Background Tasks	Calibrate Sigpad
Address Change Settings	Test SQL Database	Reset WiFi	Select Wait Times
<input type="button" value="Print Totals Ticket"/>	Print Undos Ticket	Lock EVID Station	Exit

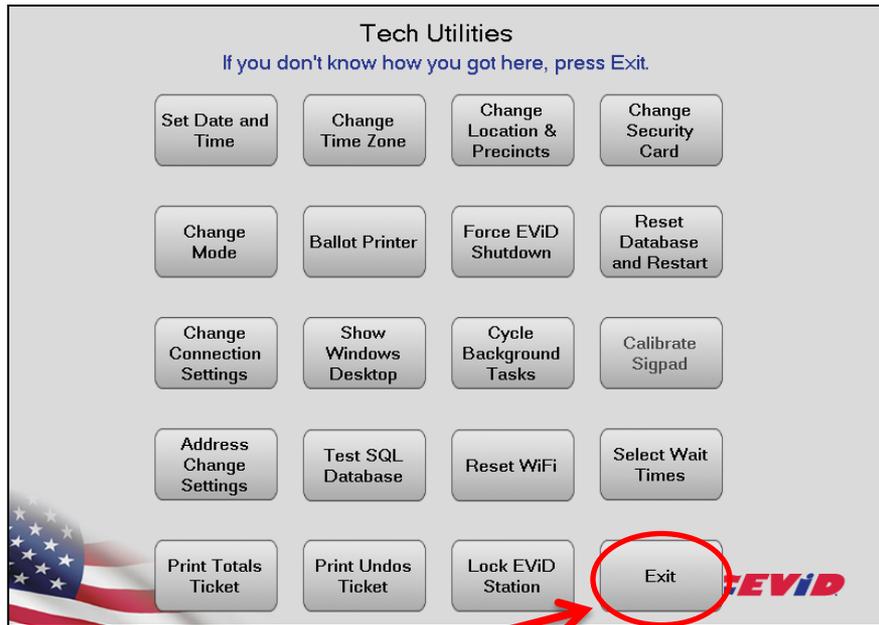
A virtual keyboard interface with the EVID logo at the bottom. A red arrow points from the 'Print Totals Ticket' button to the 'Print Totals Ticket' button in the screenshot below.

VOTING PASS TOTALS
Miami-Dade County, FL
TOTALS FOR May 12, 2015
No voting passes issued on this machine today.
Election: Reliavote Test 1 Election (670)
Location: 322, Ben Sheppard Elementary School
No log written
MDC
Ben Sheppard Elementary School
5/12/2015 7:00:00 AM (E00-13B01629)

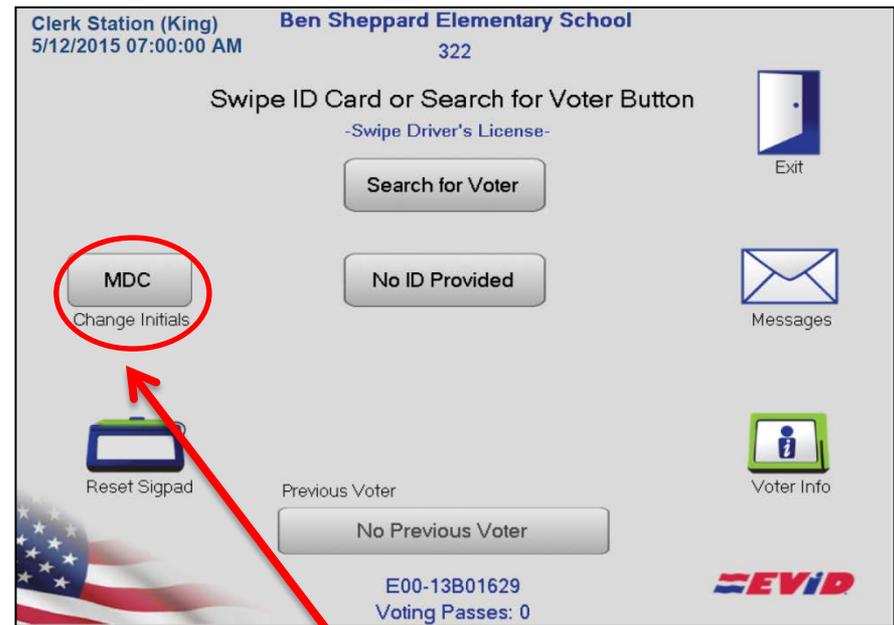
Tuesday Morning (5:30 AM)



Unlocking the EViD on Tuesday Morning



6. On the Tech Utilities menu, press **Exit** to return to the Home Screen.



7. Press the **Change Initials** button on the Home Screen to logout of the EViD.

Tuesday Morning (5:30 AM)



Unlocking the OSVE

- Using the **SILVER** key, unlock the OSVE lid. Unlatch the two latches and slowly open the lid
- Using the **BLACK** key, unlock the front of the OSVE and lift the LCD Screen up
- The OSVE will turn on automatically and in a few seconds should be functional
- The OSVE will print a miscellaneous tape known as the Election Definition.

Do Not Remove

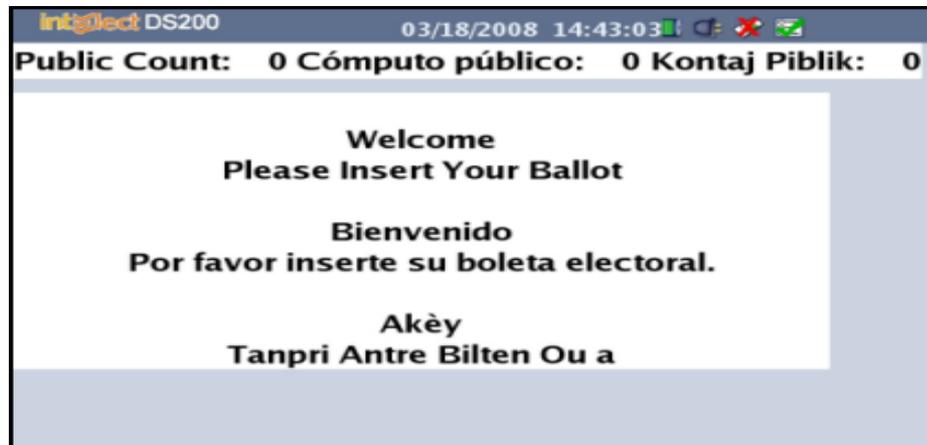


Tuesday Morning (5:30 AM)

Unlocking the OSVE



- Make sure you check that the Public Count is zero after unlocking the OSVE. The Public Count will be displayed on the upper portion of the LCD Screen



- Lock the brakes and ensure that the Ballot Container flaps are open

IF PUBLIC COUNT IS NOT "0",
CALL ELECTION CENTRAL

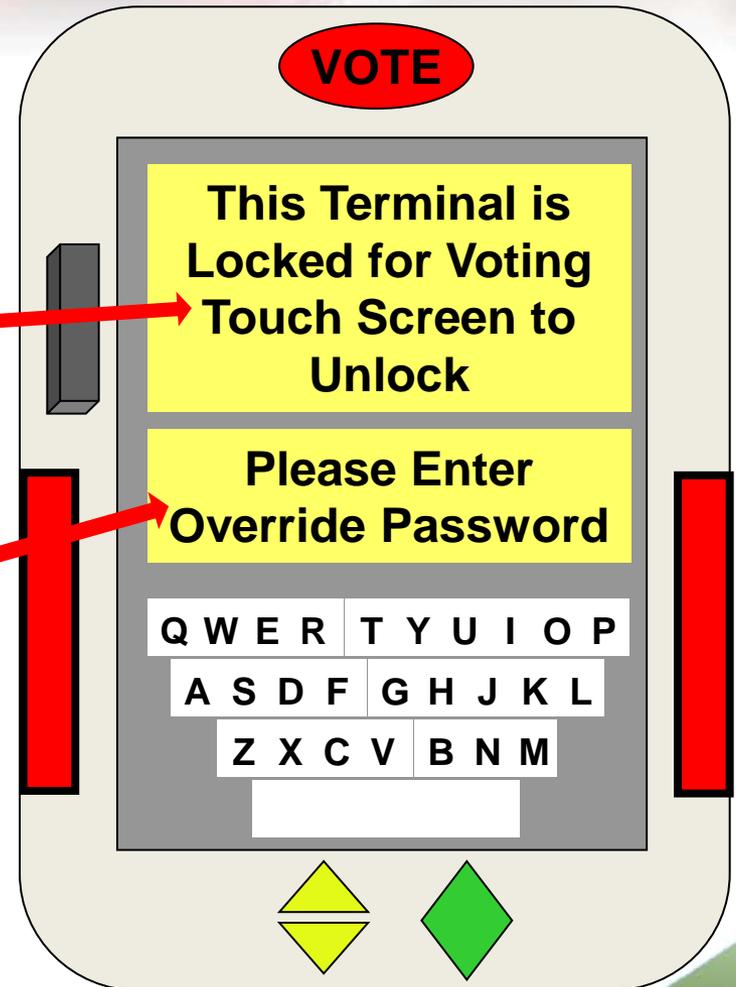
Tuesday Morning (5:30 AM)

Unlocking the iVotronic



Locate the Activator (PEB)

- Insert the Activator (PEB). The following message appears:
- Press the iVotronic screen to continue. The following screen appears:
- Enter the override password (can be found inside the Activator Case lid) and press “OK”



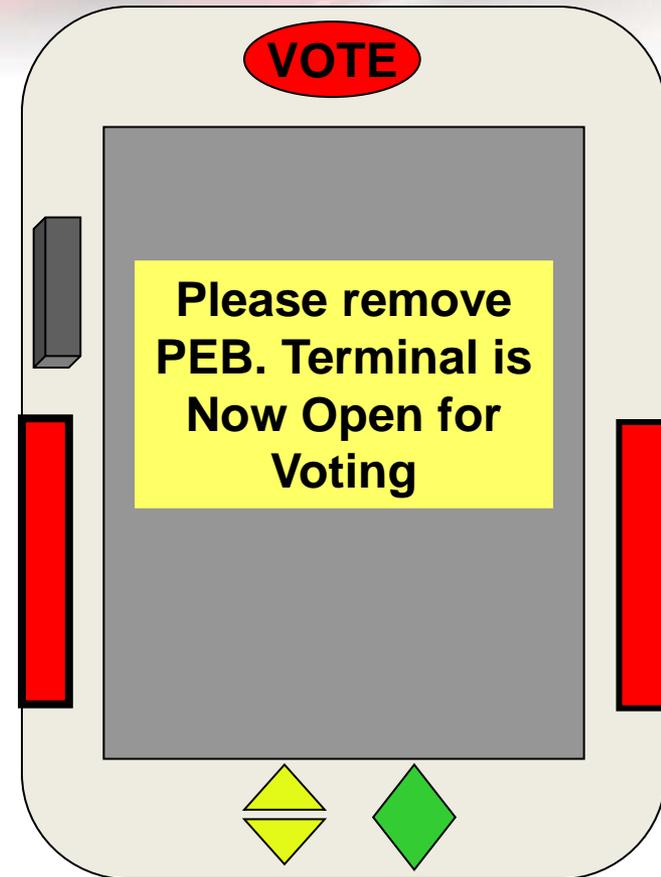
Tuesday Morning (5:30 AM)

Unlocking the iVotronic (Cont'd)



The following message appears:

- “Remove the PEB. The Terminal is Now Open for Voting.”
- Make sure to check that the Public Count is zero after unlocking the terminals. Insert Activator (PEB) and look at the bottom of the screen for Public Count. If it is zero, remove Activator (PEB)



**IF PUBLIC COUNT IS NOT “0”,
CALL ELECTION CENTRAL**

Election Day



Please Do Not:

- Leave the polling place
- Wear campaign buttons, t-shirts, or any other politically oriented items
- Accept anything from a poll watcher, solicitor, or candidate
- Use an official ballot for demonstration
- Give any advice, information or material regarding the ballot
- Smoke inside the polling place
- Take radios, television sets, magazines, laptops, newspapers, pets or individuals not part of the election board to the polls

Election Day



Ballot Boxes

White Label = Regular Ballots

Green Label = Provisional Ballots

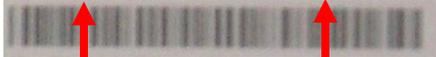


Election Day



Ballot Boxes (Cont'd)

Ballot Box Labels

<p>PCT: _____ BOX ____ of ____</p> <p>Election Name: _____</p> <p>Date: __ / __ / __</p> <p>Ballot Quantity: 900</p> <p>OSVE Serial #: _____</p> <p>Ballot Container Seal #: _____</p> <p>ES Signature: _____ Print Name: _____</p> <p>Clerk Signature: _____ Print Name: _____</p> <p>Tech Signature: _____ Print Name: _____</p> <p>*Match to GSA Box* 009.0- 100_010F-2_G002_IP-120501-9</p> <p><small>Property of Miami Dade Elections-May 01 Surfside Special Elect 2700 NW 87th Ave, Doral FL</small></p> 	<p>Miami – Dade County Elections</p> <p style="text-align: right;">Box 1 of 2</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="text-align: center;">Total 1900</td> <td style="text-align: center;">PRI</td> <td style="text-align: right;">Box 1 of 2</td> </tr> <tr> <td>Precinct</td> <td style="text-align: center;">009.0</td> <td style="text-align: center;">G002</td> <td style="text-align: right;">120501</td> </tr> </table>  <p>009.0- 100_010F-2_G002_IP-120501-9</p> <p>Boxed on 4/11/2012 9 Packs 100 Sets/Pack</p>		Total 1900	PRI	Box 1 of 2	Precinct	009.0	G002	120501
	Total 1900	PRI	Box 1 of 2						
Precinct	009.0	G002	120501						

Precinct #

Ballot Style

Box #

Election Day



- The Elections Specialist is responsible for keeping the OSVE keys in their possession for the entire day.



- When the first voter inserts their ballot, the OSVE will print a miscellaneous report known as the First Ballot Processed.

Do not remove this tape.

Pages per Ballot	*Public Count	Total Ballot Pages Before Bin Replacement
1	2000	2000
2	1000	2000
3	650	1950

***Public Count Only Advances With First Ballot Page**

Election Day



Identify Voter Fraud

It is illegal to:

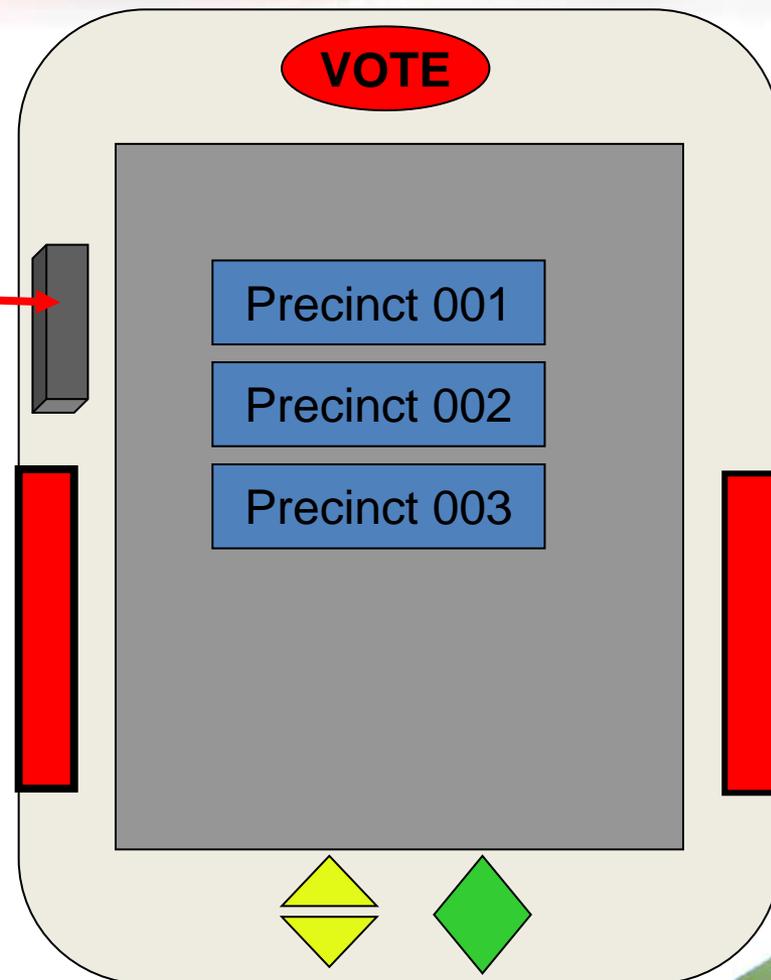
- Vote in person and by absentee ballot at any election
- Cast more than one ballot at any election
- Help others who violate this code
(F.S. 104.17, 104.18, 104.091)

Election Day



iVotronic – Activating a ballot

- Collect voter's Voting Pass
- Insert PEB
- Select precinct number (based on Voting Pass)

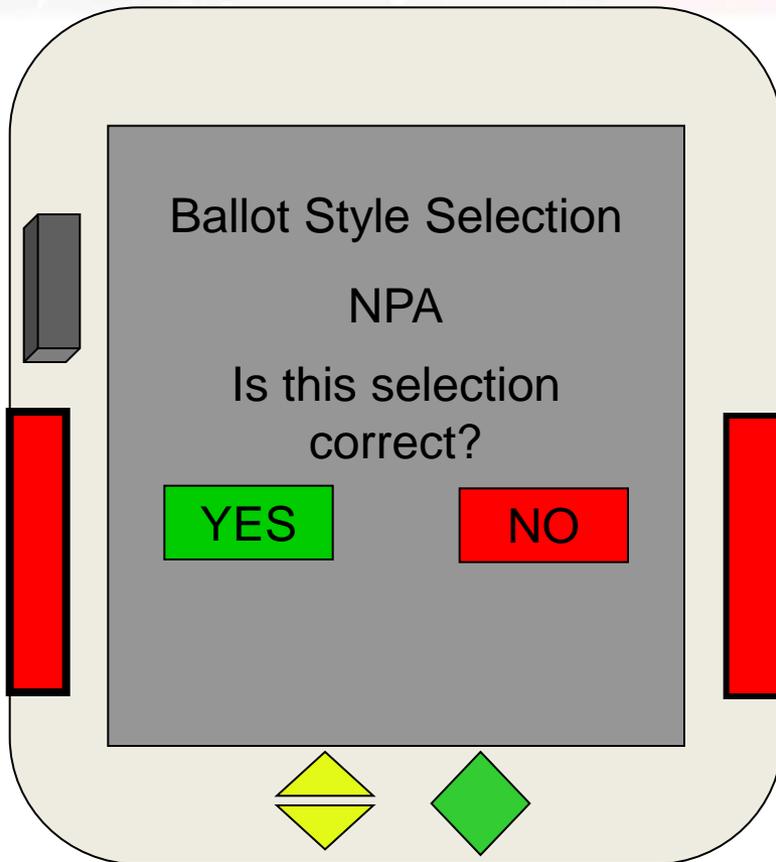


When activating the iVotronic in a Multiple Precinct, the first selection will be precinct selection

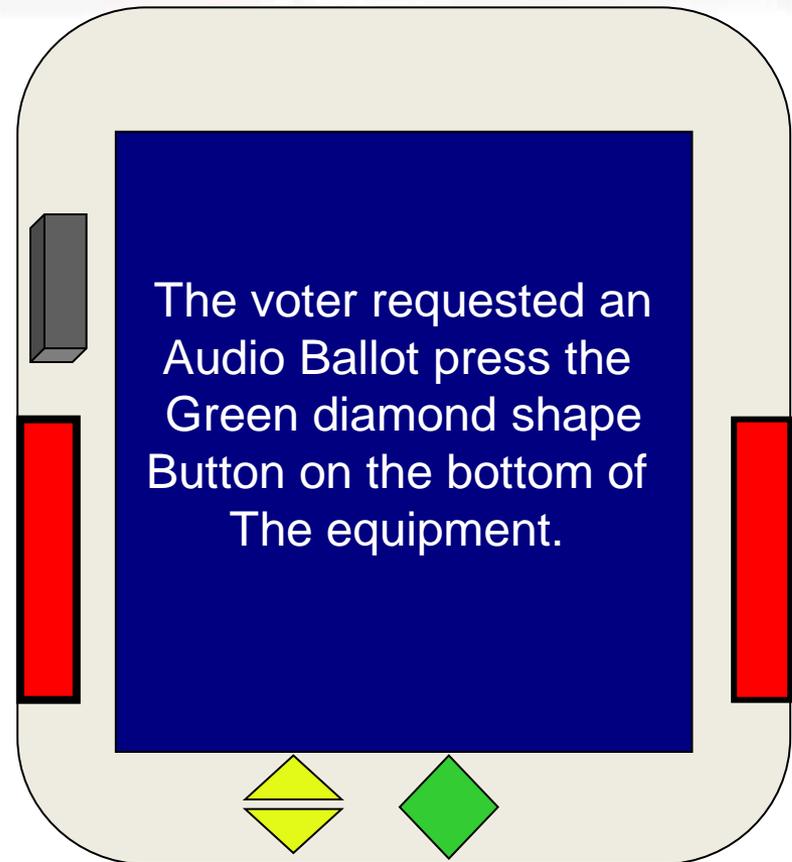
Election Day



iVotronic - Activating a ballot



- Confirm voter's Ballot Style
- Select "Yes"



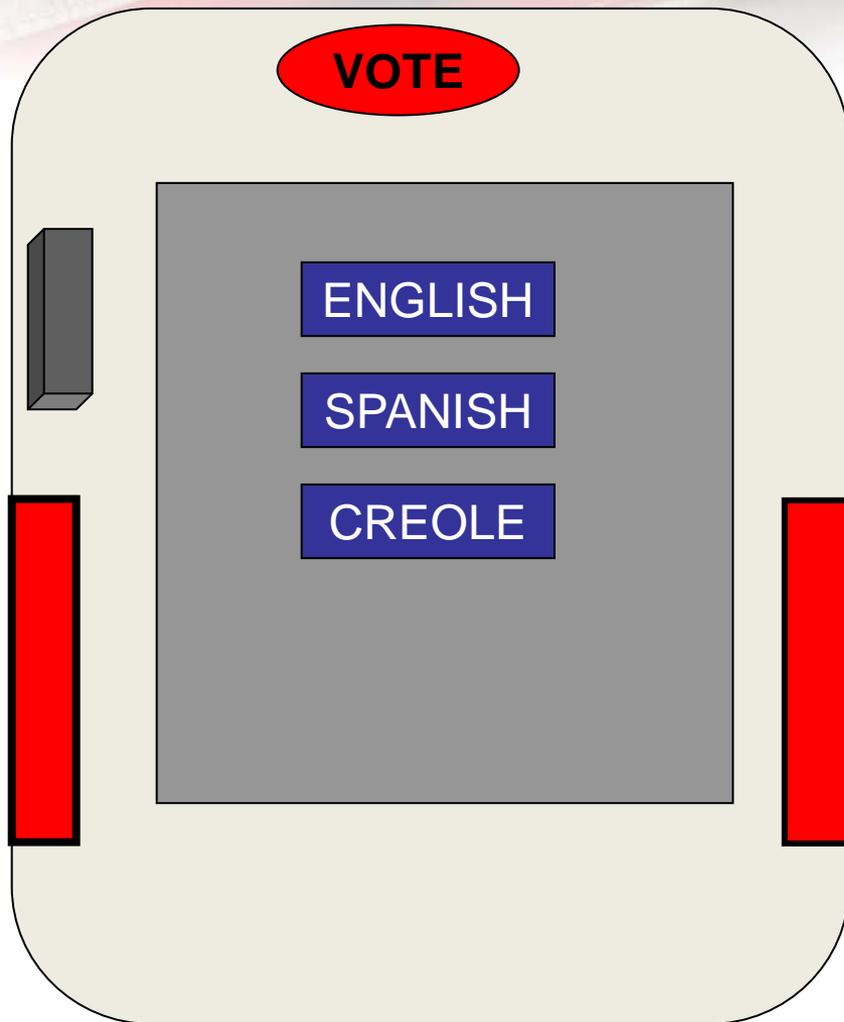
- Make the appropriate selection

Election Day

iVotronic - Activating a ballot



**The voter
selects the
language
preference**



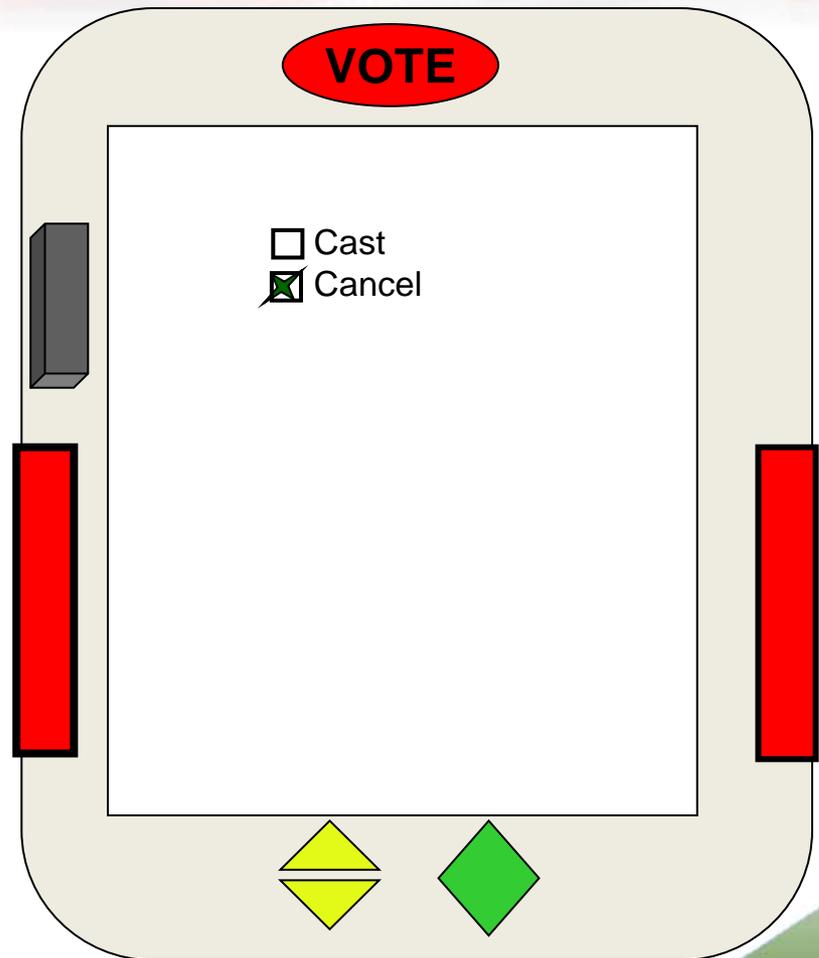
Election Day



iVotronic – Canceling a ballot

If a voter requests to cancel his/her ballot:

- Two (2) members of the Election Board need to be present
- Insert PEB
- Select “Cancel”
- Select “YES” to confirm your selection
- Select the reason for canceling the ballot



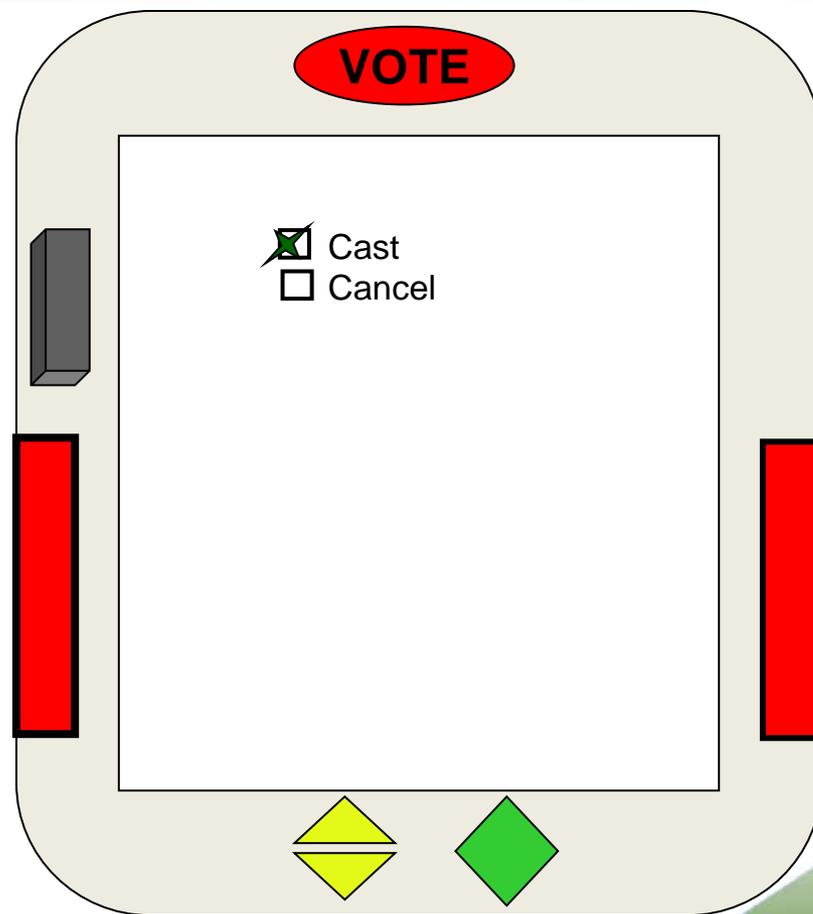
Election Day



iVotronic– Casting a ballot for a voter

If a voter fails to cast his/her ballot, two (2) members of the Board:

- Insert PEB
- Select “Cast”
- Select “YES” to confirm your selection
- Remove PEB as ballot has been cast

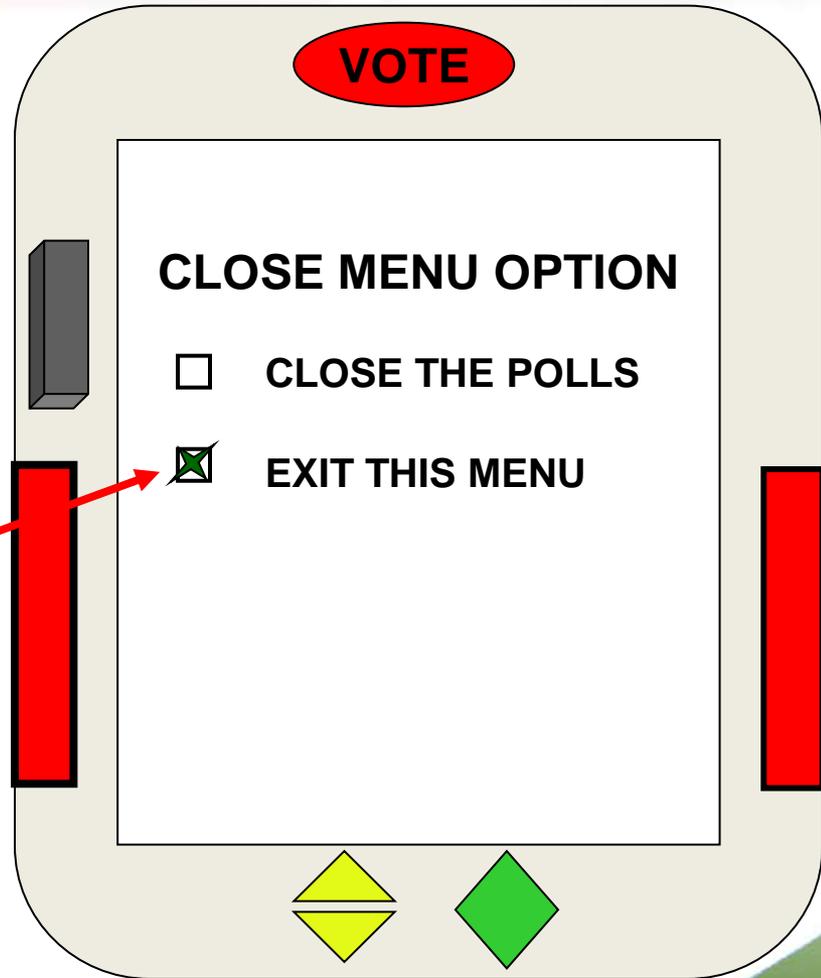


Election Day



Voting After Poll Closing Time

- When the terminal's internal clock reaches the pre-programmed official poll closing time and you insert the Activator (PEB), the screen displays:
- Select "Exit This Menu" until the last voter in line has voted. This will allow you to activate a ballot



Capturing Voters' Wait Times



ES Processing of Wait Time Indicators

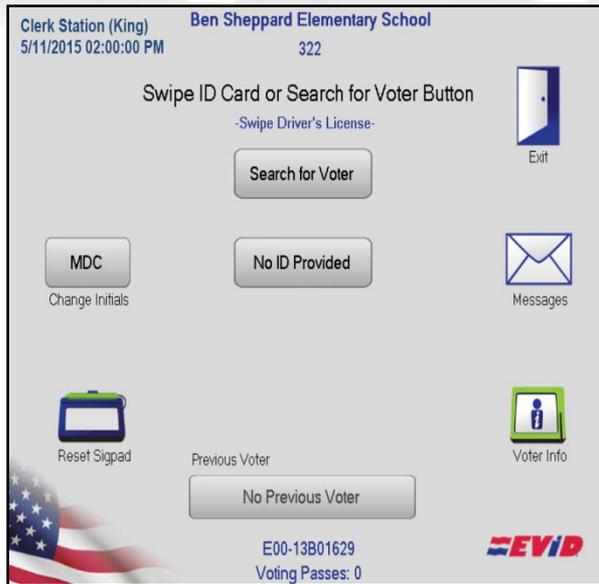
As part of delivering excellence to all of Miami-Dade County's voters, the Elections Department will actively monitor the "wait times" of the voters at each precinct

Throughout Election Day and at the beginning of each hour, the Poll Deputy will provide the last voter in line with a **Wait Time Indicator**. This ticket will be used to record the voter's "Wait Start Time" and "Wait End Time." This information will further be captured in the EViD by the ES so that the Elections Department will have information to help assess and manage resources within each precinct

Once the selected voter arrives inside the precinct and goes to the EViD Check-In Table, the EViD Inspector will take the ticket from the voter and record the voter's "Wait End Time." The EViD Inspector will process the voter following normal Check-In procedures

The **Wait Time Indicator** will then be given to you to input that information into the EViD. The Elections Department will be able to view that information at Headquarters

Capturing Voters' Wait Times (Cont'd)



1. From the **Home screen**, press the “Search for Voter” button

2. At the **Manual Search** screen, input “99999999” in the “Date of Birth” field. Press the “Search” button to continue

3. On the **Tech Utilities** screen, press the “Select Wait Times” button to proceed

Capturing Voters' Wait Times (Cont'd)



Clerk Station
8/20/2015 2:59:40 PM

Ben Sheppard Elementary School
322

Training

Wait Time Selection

Today's date is: 8/20/2015 2:59:34 PM
Less than 15 minutes
Date of last wait time update:

Please Select the Current Wait Time

Submit Wait Time Cancel

E00-13B01731
Voting Passes: 0

Clerk Station
8/20/2015 3:01:12 PM

Ben Sheppard Elementary School
322

Training

Wait Time Selection

Today's date is: 8/20/2015 3:01:09 PM
Less than 15 minutes
Date of last wait time update:

Please Select the Current Wait Time

Submit

Less than 15 minutes
Less than 30 minutes
Less than 1 hour
Less than 1 hour and 30 minutes
Less than 2 hours
Less than 3 hours
Less than 4 hours
Greater than 4 hours

E00-13B01731
Voting Passes: 0

4. On the **Wait Time Selection** screen, Press drop-down arrow to view menu options

5. From the drop-down menu, select the **Wait Time** from the list of options, and press the “Submit Wait Time” button

Note: Place the Wait Time Indicators in the provided envelope and into the ES Box to transport to the Collection Center

Affirmation/Affidavit



An Affirmation is a legal document used when a Miami-Dade County voter has a change in their personal information:

- Legal Residence (Section 1) →
- OR
- They are not listed on the EViD
- Name Change (Section 2) →
- Signature Differs (Section 3) →

Elections Specialists (ES) are responsible for completing & filing Affirmations

Affirmation/Affidavit
Afirmación/Declaración Jurada

2008 / Registration # Precinct # **Early Voting Site #**

Name of Election: _____ Date: _____
Nombre de la elección: _____ Fecha: _____

Last Name/Apellido: _____ First Name/Primer nombre: _____ Middle Name or Initial/Segundo nombre o inicial: _____
My current legal residence address is: (Mi domicilio legal en la actualidad es: _____
Street/Calle: _____ City/Ciudad: _____ Zip Code/Zona postal: _____

1 Change of Legal Residence of Registered Voter/Cambio del domicilio legal del elector inscrito FS. 101.0452(04)

Under penalties for false swearing, I, _____ swear (or affirm) that the former address of my legal residence was _____ in the municipality of _____ in _____ County, Florida, and I was registered to vote in precinct # _____ of _____ County, Florida; that I have not voted in the precinct of my former registration in this election; that I now reside at _____ in the Municipality of _____ in Miami-Dade County, Florida, and am therefore eligible to vote in precinct # _____ of Miami-Dade County, Florida; and I further swear (or affirm) that I am otherwise legally registered and entitled to vote.

Bajo pena de falso testimonio yo, _____ juro (o afirmo) que mi domicilio legal anterior era _____ en el municipio de _____ en el condado de _____ Florida, y estaba inscrito para votar en el recinto núm. _____ del condado de _____ Florida; que, en esta elección, no he votado en el recinto que correspondía a mi inscripción anterior; que ahora resido en _____ en el municipio de _____ en el Condado de Miami-Dade, Florida; y que, por lo tanto, estoy calificado para votar en el recinto núm. _____ del Condado de Miami-Dade, Florida; y asimismo juro (o afirmo) que, por lo demás, conforme a la ley, estoy inscrito para votar y tengo derecho a hacerlo.

Signature of voter whose address of legal residence has changed
Firma del elector cuyo domicilio legal ha cambiado

Please go to:
Voto en: Precinct #/ Mism. de recinto Name of Polling Place/ Nombre del centro de votación Polling Place Address/ Dirección del centro de votación

2 Change of Name of Registered Voter/Cambio del nombre, apellido o ambos del elector inscrito FS. 101.0452(01)

Under penalties for false swearing, I, _____ swear (or affirm) that my name has been changed because of marriage or other legal process. My former name and address of legal residence appear on the registration records of precinct # _____ as follows:
Bajo pena de falso testimonio yo, _____ juro (o afirmo) que mi nombre, apellido o ambos han cambiado como consecuencia de mi matrimonio o de otro procedimiento judicial. El nombre, apellido y domicilio legal que constan para mí son los que aparecen en los archivos de inscripción del recinto núm. _____ de la siguiente manera:

Name/Nombre y apellido: _____
Address/Domicilio: _____
City/Ciudad _____ County/Condado _____ State/Estado _____ Zip/Zona postal _____

My present name and address of legal residence are as follows: En la actualidad, mi nombre, apellido y domicilio legal son los siguientes:
Name/Nombre y apellido: _____
Address/Domicilio: _____
City/Ciudad _____ County/Condado _____ State/Estado _____ Zip/Zona postal _____

and I further swear (or affirm) that I am otherwise legally registered and entitled to vote.
Asimismo, juro (o afirmo) que, por lo demás, conforme a la ley, estoy inscrito para votar y tengo derecho a hacerlo.

Signature of voter whose name has changed
Firma del elector cuyo nombre, apellido o ambos han cambiado

3 Voter Signature Differs/La firma del elector difiere FS. 101.40

STATE OF FLORIDA - COUNTY OF MIAMI-DADE ESTADO DE LA FLORIDA - CONDADO DE MIAMI-DADE

I do solemnly swear (or affirm) that my name is _____ that I am _____ years old; that I was born in the State of _____ that I am registered to vote; that I am a qualified voter of the county and state of aforesaid and have not voted in this election.

Juro (o afirmo) solemnemente que mi nombre y apellido son _____; que tengo _____ años de edad; que nací en el estado de _____; que estoy inscrito para votar; que soy elector inscrito del condado y del estado mencionados anteriormente y que no he votado en esta elección.

Sworn to and subscribed before me this _____ day of _____, A.D. 20____
Suscrito bajo juramento ante mí el día _____ de _____ del año 20____

Signature of Voter/Firma del elector _____
Signature of Clerk or Inspector/Firma del secretario o inspector _____

14L20-140 0108

Write the voter's Party Affiliation in the space provided for Early Voting Site #

Note: Blank Affirmations can be found inside the Clear Folder located in the Ballot Supply Box. All completed Affirmations are filed inside the "Completed Affirmations" Envelope

ELECTION DAY – Address Changes



1. If the voter states that his/her address has changed from the address that appears on the EViD screen, the EViD Inspector will send the voter to the Elections Specialist (ES). The EViD Inspector processes the next voter
2. Once the voter completes an Affirmation, the ES will use the first available EViD at the Check-In Table and either swipe the voter's Florida Driver's License/Florida ID Card through the card reader on the EViD; or press the **SEARCH FOR VOTER** button, and enter the voter's birth date (mm/dd/yyyy), last name and first name
3. When the voter's information appears on the "**Name and Address Verification**" screen, press "**NO**" when asked, "Does voter information match this information?"

Clerk Station
5/12/2015 7:00:00 AM

Ben Sheppard Elementary School
322

Voter's Name and Residence Address
~~Name and Address Verification~~ ←

This Person Requires Assistance
John Doe

Residence Address
2730 W 62Nd PI APT 201 Hialeah, FL 33016

Date of Birth Precinct Ballot Style
04/21/1994 322.0 N031

Does voter information match this information?

Yes No Wrong Voter

E00-13B01629
Voting Passes: 0

EViD

The screenshot shows a software interface for voter verification. A red circle highlights the text 'Name and Address Verification' which is crossed out. Another red circle highlights the 'No' button. Red arrows point from these circles to the right and down respectively.

NEVER CHANGE A VOTER'S INFORMATION WITHOUT A COMPLETED AFFIRMATION

ELECTION DAY – Address Changes



Clerk Station
5/12/2015 7:00:00 AM

Ben Sheppard Elementary School
322
-Verify Voter Information-

Doe, John Registration 110212395

Residence Address
2730 W 62Nd PI APT 201 Hialeah, FL 33016

Date of Birth	04/21/1994	Gender	Male
Race	Multi-Racial	Party	NPA
Driver's	D123456789012	Regn Date	Mar 16, 2004
Status/Reason	1(A) Active Voter		

Voter's Location in the precinct register

This Person Requires Assistance

Prc = 322.0 Style = N031

Name/Address Change

Wrong Voter

Touch Voter's Location to see enlarged window

E00-13B01629
Voting Passes: 0

The logo for SEVID, with 'SE' in blue and 'VID' in red.

4. When the **Verify Voter Information** screen appears, press the **Name/Address Change** button

ELECTION DAY – Address Changes



Enter Voter Information Screen

Do Not Use the **FIND ADDRESS** or the **CHANGE MAILING ADDRESS** buttons

Use ONLY the **Clear Address**, **OK** and **Cancel** buttons

Note: If the voter has a Name Change, first highlight the name that needs to be changed, and begin typing the new name into that field

The screenshot shows a form titled '-Enter Voter Information-' with a red arrow pointing to the title. The form contains the following fields and buttons:

Last Name		Style	First Name		Middle Name			
Doe			John					
Nbr	Suf	Dir	Street Name	Type	Dir	Suf	Unit Type	Nbr
2730		W	62Nd	Pl			APT	201
City Name		Zip Code		+ 4				
Hialeah		33016						

Buttons: ~~Find Address~~, ~~Change Mailing Address~~, ~~Clear Address~~, OK, Cancel. The 'Find Address', 'Change Mailing Address', and 'Clear Address' buttons are circled in red with a diagonal slash through them. The 'OK' and 'Cancel' buttons are circled in red.

ELECTION DAY – Address Changes



Enter Voter Information Screen

5. When entering a new address for the voter, you must first press **Clear Address**, and then confirm “Yes”

-Enter Voter Information-

Last Name	Style	First Name	Middle Name					
Doe		John						
Nbr	Suf	Dir	Street Name	Type	Dir	Suf	Unit Type	Nbr
City Name	Zip Code	+ 4						

~~Change Mailing Address~~ ~~Find Address~~ **Clear Address** OK Cancel

F12

% 1 2 3 4 5 6 7 8 9 0 - = _

Tab Q W E R T Y U I O P [] \

Caps A S D F G H J K L ; ' Enter

Shift Z X C V B N M , . / Shift @

EVID

When entering an address, you **MUST** input it exactly as it is written on the Affirmation

Enter Voter Information-

Last Name	Style	First Name	Middle Name					
Doe		John						
Nbr	Suf	Dir	Street Name	Type	Dir	Suf	Unit Type	Nbr
2730		W	62Nd	PI			APT	201
City Name	Zip Code	+ 4						
Hialeah								

Change Mailing Address

Clear Address

Cancel

Alert...

Are you sure you want to clear all address fields?

Yes No

Message 59

E00-13B01629
Voting Passes: 0

EVID

ELECTION DAY – Address Changes



Enter Voter Information Screen

6405 W 27th Ln Apt 123

-Enter Voter Information

Last Name		Style	First Name		Middle Name			
Doe			John					
Nbr	Suf	Dir	Street Name	Type	Dir	Suf	Unit Type	Nbr
6405		W	27Th	Ln			APT	123
City Name		Zip Code		+ 4				
Hialeah		33016						
<input type="button" value="Change Mailing Address"/>		<input type="button" value="Find Address"/>		<input type="button" value="Clear Address"/>				
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>						

A virtual keyboard is shown below the form. To the right of the keyboard is the EViD logo, which consists of the letters "E", "V", "i", and "D" in a stylized, colorful font. The "E" is red, "V" is red, "i" is blue, and "D" is red.

If the address is entered correctly, the City Name and Zip Code will automatically populate.

ELECTION DAY – Address Changes



6. When changing the voter's address, make sure to include the **ordinal suffix** in the Street Name
7. Example: 6405 W 27th Ln, Apt 123, Hialeah, FL 33016
 - The “6405” would go in the “Nbr” field
 - “W” would go in the “Dir” field
 - “27” **with the ordinal suffix of “th” included** would go in the “Street Name” field
 - “Ln” would go in the “Type” field
 - “Apt” would go in the “Unit Type” field
 - And “123” would go in the “Nbr” field
 - The “City Name” and “Zip Code” fields will populate automatically when the address is entered correctly
8. Enter the voter's new address on the **ENTER VOTER INFORMATION** screen

9. Verify the updated information is correct and press the **OK** button

10. The ES will process the voter

11. The ES will ask the voter to sign the Signature Pad

12. The Clerk or Assistant Clerk will verify that the signature matches the signature appearing on the voter's ID

13. The Clerk or Assistant Clerk will press the **ACCEPT SIGNATURE** button on the Signature Pad

14. A Voting Pass will print. Give the voter his/her Voting Pass, and direct the voter to the Ballot Table

The screenshot shows a software interface titled "Enter Voter Information". It contains several input fields and buttons. A red oval highlights the address-related fields: Nbr (6405), Dir (W), Street Name (27Th), Type (Ln), Dir Suf, Unit Type (APT), and Nbr (123). Another red oval highlights the "OK" button at the bottom right of the form.

Last Name	Style	First Name	Middle Name				
Doe		John					
Nbr	Suf	Dir	Street Name	Type	Dir Suf	Unit Type	Nbr
6405		W	27Th	Ln		APT	123
City Name	Zip Code	+ 4					
Hialeah	33016						

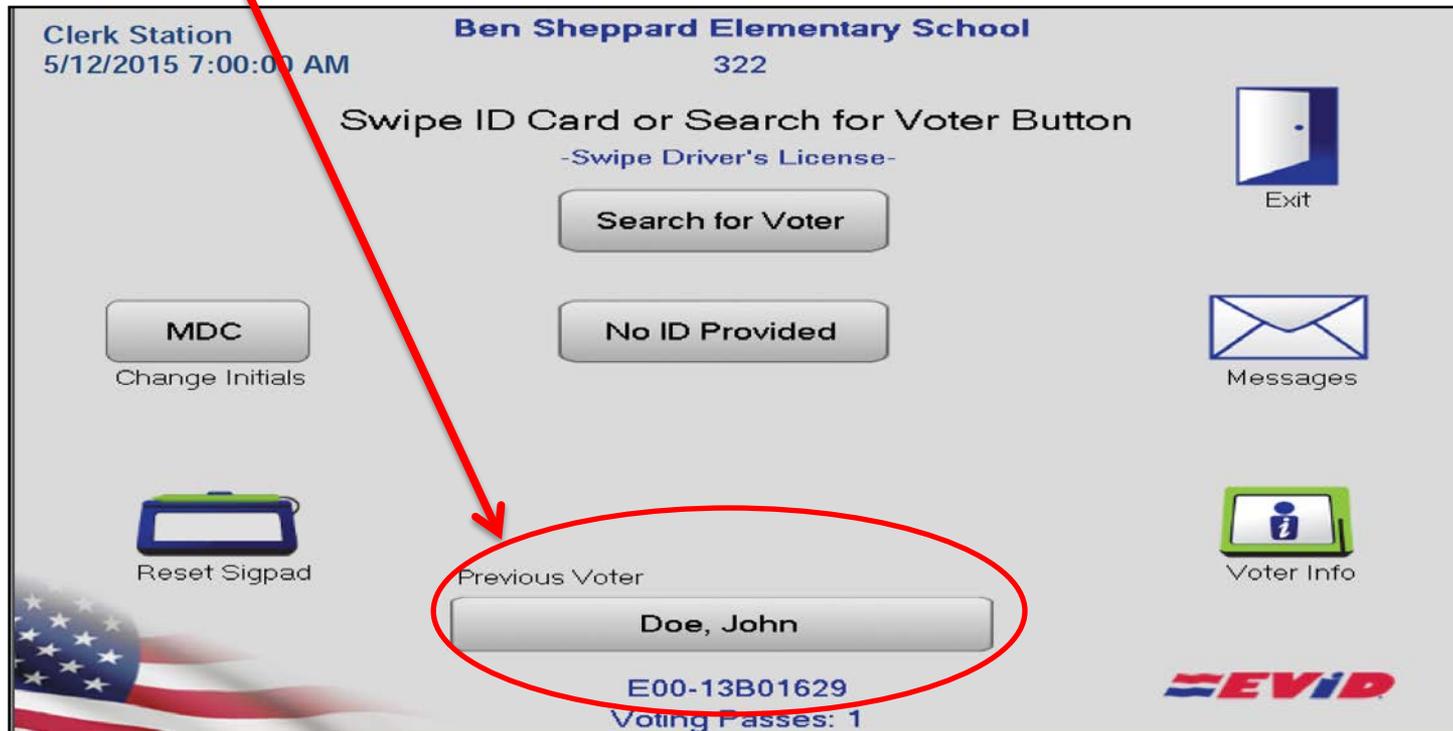
Buttons: Find Address, Clear Address, Change Mailing Address, OK, Cancel

ELECTION DAY – Address Changes

REPRINT



15. If the voter still **belongs** to your precinct, a duplicate copy or a “**Reprint**” of the voter’s Voting Pass must be printed and attached to that Affirmation. On the Home screen, press the **Previous Voter** button displaying that voter’s name



ELECTION DAY – Address Changes

REPRINT (Cont'd)



16. Press Reprint on the **Review Voter Information** screen to print a duplicate copy of the Voting Pass

Clerk Station **Ben Sheppard Elementary School**
5/12/2015 7:00:00 AM 322
-Review Voter Information-

Doe, John Registration 110212395

Residence Address
6405 W 27Th Ln APT 123 Hialeah, FL 33016

Date of Birth	04/21/1994	Gender	Male
Race	Multi-Racial	Party	NPA
Driver's	D123456789012	Regn Date	Mar 16, 2004

Status/Reason 1(A) Active Voter
Voter's Location in the precinct register
Prc = 322.0 Style = N031

This Person Requires Assistance

Undo Check-in

Reprint

Back

Touch Voter's Location to see enlarged window

E00-13B01629
Voting Passes: 1

The logo for EVID (Election Voter Information Database) is located at the bottom right of the screen.

*** REPRINT ***

Voting Pass
Ballot Style: N031 NPA
2014 General Election (680)
Precinct: 322.0
Reg#: 110212395

Doe, John
Birth Date: 04/21/1994
6405 W 27Th Ln APT 123
Hialeah FL 33016
Voter's Address was Changed.
Assistance Required

John Doe

Pages _____ Int. _____

MDC
Ben Sheppard Elementary School
5/12/2015 7:00:00 AM (E00-13B01629)

A red arrow originates from the 'Reprint' button on the left screen and points to the '*** REPRINT ***' text on this screen.

ELECTION DAY – Address Changes

REPRINT (Cont'd)



17. Circle the precinct (if Multiple Precinct)

REPRINT

Voting Pass
 Ballot Style: N031 NPA
 [Barcode]

2014 General Election (680)
Precinct: 322.0
 [Barcode]

Reg#: 110212395
 [Barcode]

Doe, John
 Birth Date: 04/21/1994
 6405 W 27Th Ln APT 123
 Hialeah FL 33016
 Voter's Address was Changed.
 Assistance Required

John Doe

Pages _____ Int. _____

MDC
 Ben Sheppard Elementary School
 5/12/2015 7:00:00 AM (E00-13B01629)

Affirmation/Afidavit Afimasyon/Afidavid

04_21_1994 110212395 322
 Date Registration # Precinct # Early Voting Site #

Name of Election: GENERAL Date: 11/04/2014
 Non-Election #

Last Name/Surname: Doe First Name/Non: John Middle Name or Initial/Non: [Blank]
 My current legal residence address is: (Akrayman adre's rezidans legal mwen se: 6405 W 27th Ln Apt. 123 City/Vil: Hialeah Zip Code/Kod postal: 33016

1 Change of Legal Residence of Registered Voter/Chanjman Rezidans Legal Yan Vote Enskri (FS. 101.04(2)(a))
 Under penalties for false swearing, I, John Doe, swear (or affirm) that the former address of my legal residence was 2730 W 62nd Pl, Apt 201 in the municipality of Hialeah in Miami-Dade County, Florida, and I was registered to vote in precinct # 322 of Miami-Dade County, Florida; that I have not voted in the precinct of my former registration on this election; that I now reside at 6405 W 27th Ln, Apt. 123 in the Municipality of Hialeah, in Miami-Dade County, Florida, and am therefore eligible to vote in precinct # 322 of Miami-Dade County, Florida; and I further swear (or affirm) that I am otherwise legally registered and entitled to vote.
 Ankonensan panyasyon pou fo sèman, mwen, John Doe, sèmannte (oswa afime) ke adre's ansyen rezidans legal mwen an se te 2730 W 62nd Pl, Apt 201 nan sityon Hialeah nan konte Miami-Dade nan eta Florid, epi mwen te enskri pou vote nan biwo vot nan mwen an se te 322 nan konte Miami-Dade, Florid; mwen pa vote nan biwo vot ansyen enskripsyon mwen an pou eleksyon sa-a; ke koulye a mwen abite nan 6405 W 27th Ln, Apt. 123 nan sityon Hialeah nan konte Miami-Dade, Florid; epi mwen se yon votan legal pou vote nan biwo vot nan mwen an se te 322 nan konte Miami-Dade, Florid; epi mwen kapab sèmannte (oswa afime) ke mwen legalman enskri pou vote epi mwen gen dwa vote.

John Doe
 Signature of voter whose address of legal residence has changed
 Sijant votè ki chanje adre's rezidans legal

Please (to fill):
 Precinct # / Biwo Vot # _____ Name of Polling Place / Non-Biwo Vot _____ Polling Place Address / Adre's Biwo Vot _____

2 Change of Name of Registered Voter/Chanjman Non Vote Enskri (FS. 101.04(2)(b))
 Under penalties for false swearing, I, _____, swear (or affirm) that my name has been changed because of marriage or other legal process. My former name and address of legal residence appear on the registration records of precinct # _____ as follows:
 Ankonensan panyasyon pou fo sèman, mwen, _____, sèmannte (oswa afime) ke non mwen va chanje pou etil mwen pou mwen ouss ki pasant legal. Ansyen non mwen ak adre's rezidans legal mwen nan etil enskripsyon nan biwo vot nan mwen an se te _____ epi pa te sa-a.
 Name/Non: _____ City/Vil: _____ County/Konte: _____ State/Eta: _____ Zip/Kod Postal: _____
 My present name and address of legal residence are as follows: (Akrayman non nan ak adre's rezidans legal mwen ekil pa te sa-a:
 Address/Adre's: _____ City/Vil: _____ County/Konte: _____ State/Eta: _____ Zip/Kod Postal: _____
 and I further swear (or affirm) that I am otherwise legally registered and entitled to vote.
 Epi mwen kapab sèmannte (oswa afime) ke mwen legalman enskri pou vote epi mwen gen dwa vote

Signature of voter whose name was changed
 Sijant votè ki chanje non

3 Voter Signature Differs/Diferan Sijant Vote (FS. 101.49)
 STATE OF FLORIDA - COUNTY OF MIAMI-DADE / ETA FLORID - KONTE MIAMI-DADE
 I do solemnly swear (or affirm) that my name is _____; that I am _____ years old; that I was born in the State of _____; that I am registered to vote; that I am a qualified voter of the county and state of aforesaid and have not voted in this election.
 Mwen sèmannte (oswa afime) ke non mwen se _____; ke mwen genyen _____ dap, ke mwen te fè nan Eta _____; ke mwen enskri kòm votè; ke mwen se yon votè kalifye nan konte ak eta ke mwen site pi wo la a epitou ke mwen poko vote nan eleksyon sa-a.
 Sworn to and subscribed before me
 this _____ day of _____, A.D. 20____
 Enskri e sèmannte devan mwen

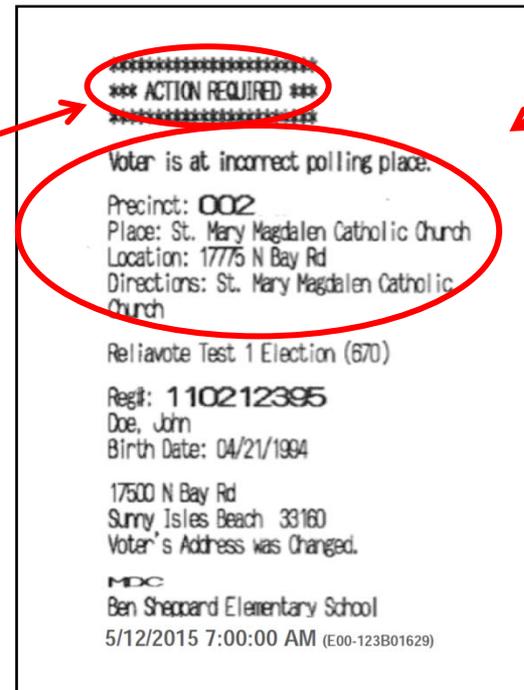
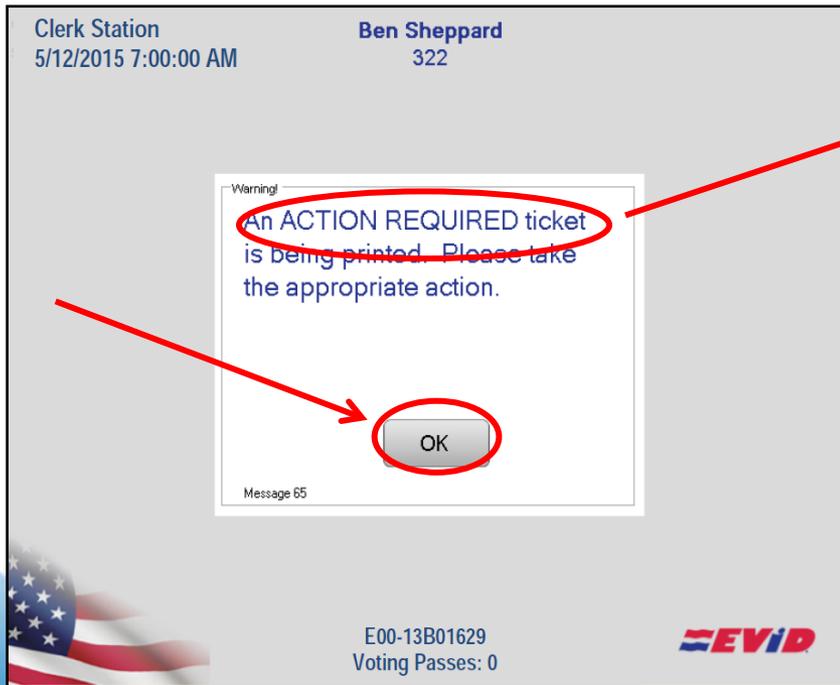
 Signature of Voter/Sijant Vote
 Signature of Clerk or Inspector/Sijant Gwoyoswa Sipèzite

18. Attach the reprinted Voting Pass to the Affirmation and file inside the "Completed Affirmations" envelope

ELECTION DAY – Address Changes



- If the voter **no longer belongs** to your precinct, the **Action Required** screen will appear. Press “OK”
- An **Action Required** ticket will be printed. Attach the **Action Required** ticket to the completed Affirmation, and have the voter take both documents to the precinct indicated on the ticket



Voter's New Precinct Information following an Address Change using a Completed Affirmation

ELECTION DAY – Address Changes



ATTENTION! NO EVID CONNECTIVITY

- Any Out-of-County voter that has recently moved into your precinct must be verified by Election Central – Voter Registration
- Voter Registration will verify the status of the voter and then make the address change
- Once added to the database, the voter’s information should be accessible by the EVID at your precinct
- The ES should proceed with the regular EVID Check-In procedures for that voter
- **However, if there are network connectivity issues, and the EVID is “offline,” therefore not updating voter information, the ES or Clerk must contact Election Central immediately**
- **Since this voter’s information will not be accessible in the EVID, Administrative Procedures’ personnel will instruct the ES or Clerk on how to process this voter using the “Election Day Voter Certificate.”**

DO NOT ISSUE THIS VOTER A PROVISIONAL BALLOT.
THIS IS STILL AN ELIGIBLE VOTER!

ELECTION DAY – Name Changes



1. If the voter states that his/her name has changed from the name that appears on the EViD screen, the EViD Inspector sends the voter to the Elections Specialist (ES). The EViD Inspector processes the next voter
2. Once the voter completes an Affirmation, the ES will use the first available EViD at the Check-In Table and either swipe the voter's Florida Driver's License/Florida ID Card through the card reader on the EViD; or press the **SEARCH FOR VOTER** button, and enter the voter's birth date (mm/dd/yyyy), last name and first name
3. When the voter's information appears on the "**Name and Address Verification**" screen, press "**NO**" when asked, "Does voter information match this information?"

The screenshot shows the EViD interface for a voter named John Doe. At the top, it displays 'Clerk Station 5/12/2015 7:00:00 AM' and 'Ben Sheppard Elementary School 322'. The main heading is 'Voter's Name and Residence Address'. Below this, the text '-Name and Address Verification-' is circled in red. A red arrow points from the 'No' button to the 'Does voter information match this information?' question. The 'No' button is also circled in red. The voter's information is as follows:

This Person Requires Assistance		
John Doe		
Residence Address		
2730 W 62Nd Pl APT 201 Hialeah, FL 33016		
Date of Birth	Precinct	Ballot Style
04/21/1994	322.0	N031

Does voter information match this information?

Yes No Wrong Voter

E00-13B01629
Voting Passes: 0

EViD

ELECTION DAY – Name Changes



4. To change the voter's name, the ES touches the name field to be changed; deletes the name to be changed or corrected, and types in the new name(s). Press "OK"

A screenshot of a software interface titled '-Enter Voter Information-'. The form contains several input fields: 'Last Name' (containing 'Doe'), 'Style', 'First Name' (containing 'John'), and 'Middle Name'. Below these are fields for 'Nbr', 'Suf', 'Dir', 'Street Name', 'Type', 'Dir', 'Suf', 'Unit Type', and 'Nbr'. There are also fields for 'City Name' and 'Zip Code + 4'. At the bottom, there are buttons for 'Change Mailing Address', 'Find Address', 'Clear Address', 'OK', and 'Cancel'. Red circles highlight the 'Last Name' and 'First Name' fields, and the 'OK' button. Red arrows point from the left and right sides of the slide towards the 'Last Name' field and the 'OK' button, respectively.

5. The ES will print the Voting Pass. Once the Voting Pass prints, give it to the voter and direct him/her to the Ballot Table
6. Press on the voter's name on the Home Screen
7. Press the **REPRINT** button located at the right hand corner on the **Review Voter Information** screen, and a duplicate copy of the Voting Pass will print
8. Circle the **precinct number** (if Multiple Precinct)
9. Attach the **reprinted** Voting Pass to the Affirmation

ELECTION DAY – Name Changes

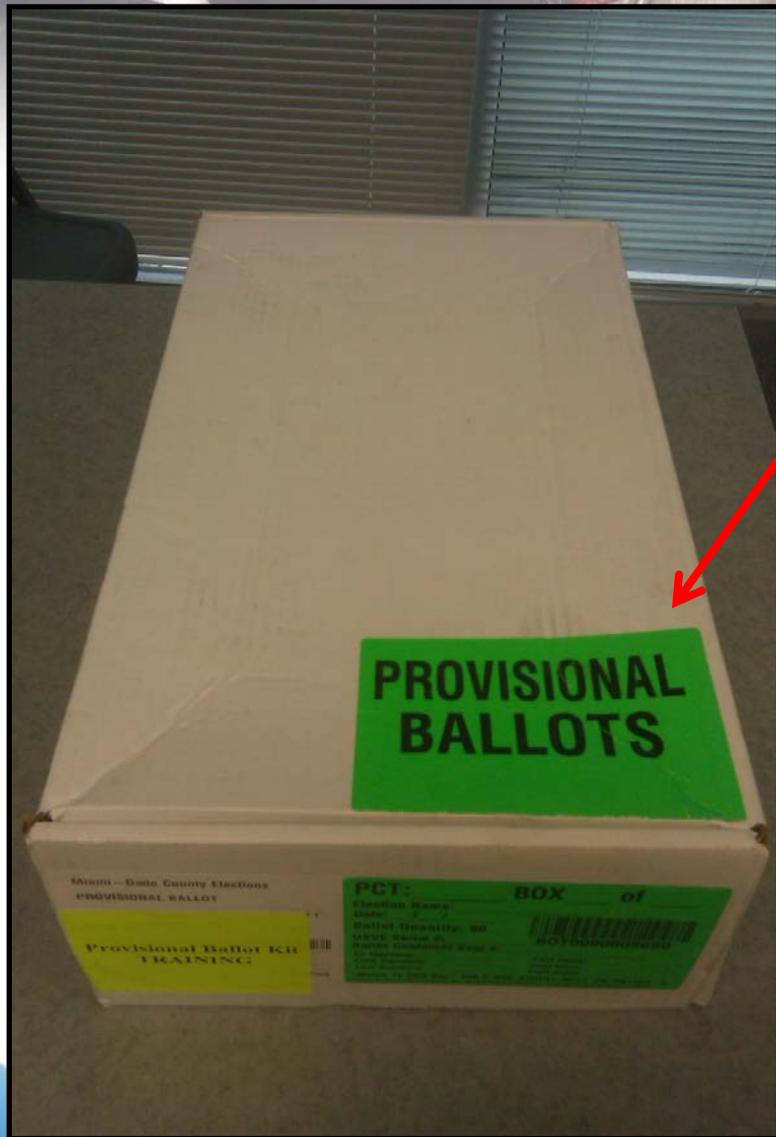


What if the voter is not found in the EViD?

- The EViD Inspector will refer the voter to the ES (or the Clerk)
- The voter may have to vote a Provisional Ballot
- If the voter was previously registered in another Florida County, the ES or Clerk will call Election Central - Voter Registration to confirm that the voter was an active voter in that county
- Once it is confirmed, an Affirmation/Affidavit will be completed and Change of Address procedures will be followed

NEVER CHANGE A VOTER'S NAME OR ADDRESS WITHOUT A COMPLETED AFFIRMATION SIGNED BY THE VOTER

Provisional Ballots



A Provisional Ballot is a ballot used when the voter's eligibility cannot be determined at the polling place on Election Day

The Provisional Ballot Box is identified by a GREEN label

Get the ballot right!

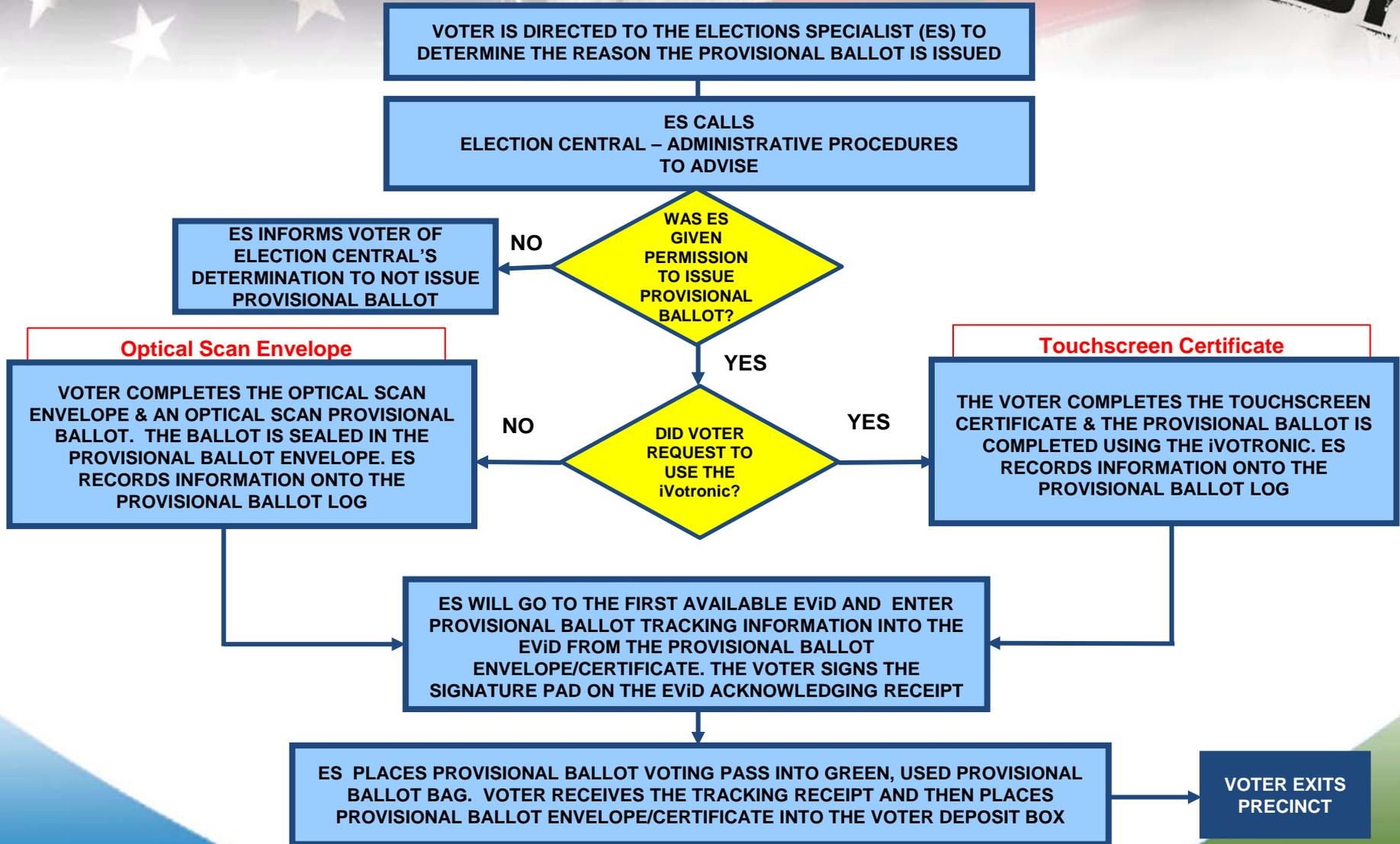
PROVISIONAL BALLOTS



- A Provisional Ballot is used when the voter's eligibility cannot be determined at the polling place on Election Day
- Only the Elections Specialist determines who receives a Provisional Ballot
- The ES calls Election Central to **determine if the voter is in the correct precinct** and helps the voter complete the paperwork
- These voters are given the Optical Scan Provisional Ballot
- The Provisional Ballot will be tracked within the EViD
- **These voters:**
 - Do Not Go to the Ballot Table
 - Do Not Go to the OSVEs

ELECTION DAY

PROVISIONAL BALLOT PROCEDURES



PROVISIONAL BALLOTS



Reasons why a voter must complete a Provisional Ballot:

OPTICAL SCAN-Provisional Ballot Processing Procedures

Procedures for elections official to follow:

1 Check reason(s) for Provisional Ballot. (Check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Voter's name does not appear on the precinct register and voter's eligibility cannot be verified. | <input checked="" type="checkbox"/> Voter did not provide picture/signature identification. |
| <input type="checkbox"/> Voter refutes the supervisor's office confirmation that he or she is not registered/eligible. | <input type="checkbox"/> There is an indication on the precinct register that the voter has been challenged in this election. |
| <input type="checkbox"/> There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted. | <input type="checkbox"/> Voter is challenged at the precinct (Attach copy of challenge). |
| <input type="checkbox"/> There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office. | <input type="checkbox"/> Voter's signature does not match signature on record and affidavit refused. |
| | <input type="checkbox"/> Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV. |
| | <input type="checkbox"/> Other (provide comment)

_____ |

PROVISIONAL BALLOTS

Optical Scan Provisional Ballot

ALWAYS

write the voter's specific precinct number on the envelope or certificate

OPTICAL SCAN-Provisional Ballot Processing Procedures

Procedures for elections official to follow:

- Check reason(s) for Provisional Ballot. (Check all that apply)
 - Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.
 - Voter refuses the supervisor's office confirmation that he or she is not registered/eligible.
 - There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.
 - There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
 - Voter did not provide picture/signature identification.
 - There is an indication on the precinct register that the voter has been challenged in this election.
 - Voter is challenged at the precinct (Attach copy of challenge).
 - Voter's signature does not match signature on record and affidavit refused.
 - Indication on precinct register that voter's FL DL, FL ID, FL ID card or SSN is not yet verified by the Department of State in conjunction with DHS/MV.
 - Other (provide comment)

Extended Hours Only: Qualified voter Eligibility Undetermined

- Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation.
- Witness the voter's signature and complete the "Election Official" section of the Certificate.
- Issue the voter the Notice for Provisional Ballot Voter.
- Issue the voter a provisional ballot, secrecy envelope, and this Certificate envelope.
- Construct voter to place Provisional Ballot envelope in ballot box and affix sealing.

Information Verified At Supervisor's Office

Registered? Yes No Status: _____ FVRS Voter ID Number: _____

Address (if different): _____

Voted in Correct Precinct? Yes No

Voter Cast Absentee Ballot? Yes No

Investigative Findings: _____

Procedures for Canvassing Board to Follow:

- Review information provided in the Voter's Certificate and Affirmation.
- Determine if voter is registered in state FVRS.
- Determine if voter voted in the correct precinct.
- Match voter's signature with signature on file.
- Determine whether voter cast an absentee ballot or voted during early voting.
- Review all information provided by supervisor's office, evidence provided by voter, if any, and any evidence provided by challenger, if applicable.
- Accept or reject provisional ballot based on preponderance of the evidence.

FOR SUPERVISOR OF ELECTIONS AND CANVASSING BOARD USE ONLY

Canvassing Board Action: COUNTED NOT COUNTED

State Reason If Rejected: _____

108-01-108-1011

123456

Optical Scan-Provisional Ballot Voter's Certificate and Affirmation

Escan Óptico-Certificado y Afirmación de la Boleta Provisional de un Elector
 (Sección 101.0463 y 101.0464 de las Estatutas de los Estados Unidos)
Eskané Optik-Sëttika ak Afirmasyon Billet Vot Pwovizwa Yon Votè
 (Estatyòn 101.0463 ak 101.0464, Lwa Florid)

Procedures for Optical Scan Voter to Follow

- In front of the election official, complete and sign this Provisional Ballot Voter's Certificate and Affirmation.
- Give the certificate to the election official to witness and obtain your Notice for Provisional Ballot Voter.
- Vote your provisional ballot in secret.
- After voting, put ballot into secrecy envelope and put secrecy envelope into this provisional ballot envelope.
- Seal the provisional ballot envelope.
- Place the provisional ballot envelope in the appropriate ballot box.

States of Florida - County of Miami-Dade I do solemnly swear (or affirm) that my name is _____ (First) _____ (Middle) _____ (Last) _____ that my date of birth is _____ (Month/Day/Year) _____ that I am registered and qualified to vote in Miami-Dade County, Florida; that I am registered in the _____ Party; that I am a qualified voter of the county; and that I have not voted in this election. I understand that if I commit any fraud in connection with voting, vote a fraudulent ballot, or vote more than once in an election, I can be convicted of a felony of the third degree and fined up to \$5,000 and/or imprisoned for up to 5 years.

Procedimientos que tiene que seguir el elector para votar con escan óptico **NO VOTA EN EL RECINTO ELECTORAL QUE LE CORRESPONDE. A ÚSTED, NO SE CONTARÁ SU VOTO**

- En frente del funcionario electoral, rellene y firme ese certificado y 4. Después de votar, ponga la boleta en el sobre de confidencialidad y afirmación de la boleta provisional del elector. y ponga el sobre de confidencialidad en el sobre de la boleta provisional.
- Dé el certificado al funcionario electoral para que lo asegure y obtenga su aviso para elector que vota con boleta provisional.
- Vote en secreto con su boleta provisional.
- Selle el sobre de la boleta provisional.
- Ponga el sobre de la boleta provisional en la urna de votos apropiada.

Estado de la Florida - Condado de Miami-Dade Juró solemnemente (o afirmo) que mi nombre es _____ (apellido) _____ que mi fecha de nacimiento es _____ (mes/día/año) _____ que soy un elector cualificado e inscrito para votar en el Condado de Miami-Dade, Florida; que estoy inscrito en el partido _____ que soy un elector cualificado del condado; y que no he votado en esta elección. Sé que si cometo un fraude en relación con la votación, voto con una boleta fraudulenta, o voto más de una vez en una elección, que se me puede encontrar culpable de un delito grave en tercer grado, multar hasta \$5,000, perder la libertad hasta 5 años, o ambas cosas.

Enstrikayon yo pou votè swiv sou sistèm eskàn optik **BILLET VOT W A PAP KONTE SI W PA VOTE NAN BIWO VOT PW LA**

- Kapli epi sijèn Sëttika ak Afirmasyon Billet Vot Pwovizwa Yon Votè.
- Remèt sëtika a bay ofisyal eleksyon an pou li legalize li kòm wemmen yo wap jwenn Avi Billet Vot Pwovizwa Yon Votè w lan.
- Vote bilèt vot pwovizwa w la an sekè.
- Lè w fin vote, mete bilèt vot la anndan anviwo sekè a epi mete anviwo sekè a anndan anviwo bilèt vot pwovizwa a.
- Selle anviwo bilèt vot pwovizwa a.
- Mete anviwo bilèt vot pwovizwa a nan bwa vot pou bilèt vot pwovizwa yo.

Etat Florid - Konte Miami-Dade Mwen swaman (ovwa afirmè) ke non mwen se _____ (Non) _____ (Non Mitan) _____ (Sipri) _____ ke dat nesans mwen se _____ (Mwa/Jou/Ane) _____; ke mwen se yon votè kalifye e endrit nan Konte Miami-Dade, Florid; ke mwen endrit nan Pati _____; ke mwen se yon votè kalifye Konte ak, epi mwen poko vote nan eleksyon sa a. Mwen konpran ke si mwen kòmetè okenn fraud nan kòze vote, vote, lòt bilèt vot, epi mwen pral pote yon fwa nan yo eleksyon, mwen kapab jwenn kondansasyon de krim grav an wazyèm degre ak yon amann de jiska \$5,000 akòz dwa jiska 5 an prizon.

Signature of Voter / Firma del elector / Sipri Votè

Previous name (if changed) / Nombre anterior (si hubiera cambiado) / Annon non (si gen chanjman)

Digitime Phone Number (optional) / Número telefòniko (dumò) (opsyonal) / Nimewo Telefòn (Lapòs) (si opsyonèl)

Current Residence Address/Dirección del domicilio actual / Adres sipri yo / Kouran adrès sipri yo

Current Mailing Address, if different/Dirección postal actual, si fuera diferente / Adres sipri yo / Kouran adrès sipri yo, si diferan

I, _____ (Name) _____, Supervisor of Elections / Mwen, _____ (Non) _____, Sipriwon Eleksyon Miami-Dade Konte

Witness of Election Official / Testigo del Funcionario Electoral / Sipriwon Eleksyon Miami-Dade Konte

Witness of Election Official / Testigo del Funcionario Electoral / Sipriwon Eleksyon Miami-Dade Konte

Election Date: _____ Precinct: _____ Ballot Style: _____

Sworn to and subscribed before me this _____ day of _____, 20____

Signature of Election Official

123456

Notice of Rights for Provisional Ballot Voters

Thank you for casting a provisional ballot. The Miami-Dade Elections Department is committed to providing you with the most secure way to cast a ballot, and provisional ballots are one very important way to achieve that goal. We want there to be no opportunity for voter intimidation because we were unable to verify your eligibility to vote.

Remember, if you when the ballot box is closed to verify your Florida driver's license card number, Florida state identification card number or the last four digits of your social security number, using your own or someone else's copy of any such card, or to assist in the preparation by the reader, if you expect the ballot reader to be able to read the ballot, you must provide a signature and identification, you do not have to provide any further evidence. Your ballot will not be counted if your signature on the ballot envelope matches the signature on your registration record and you are listed in the proper precinct.

If this is a primary election, you should contact the supervisor of elections or election administrator if you are not registered and can vote in the general election.

You have the right to find out if your ballot was counted, and if not, the reason why. You may check the status of your provisional ballot number using the Internet alone or by contacting our website at www.miamidade.com/elections or by calling our office at 305-490-4371. You may also contact our office by phone at 305-490-4371, or by email at electioninformation@dc.com.

Aviso sobre los derechos de los electores que votan con boletines provisionales

Gracias por emitir una boleta provisional. El Departamento de Elecciones de Miami-Dade tiene el compromiso de asegurar que todo elector elegible pueda emitir una boleta o una boleta provisional con una manera muy importante de lograr este objetivo. A usted se le concedió la oportunidad de emitir una boleta provisional porque no pudimos verificar su elegibilidad para votar.

Recuerde, si usted cuando el recuento de la boleta se cerró para verificar su número de licencia de conducir de Florida, su número de identificación estatal de Florida o los últimos cuatro dígitos de su tarjeta de seguro social, desea tener presente una copia o ayuda de alguien para leer la boleta, usted debe proporcionar una firma e identificación, usted no tiene que proporcionar ninguna evidencia adicional. Su boleta no será contada si su firma en el sobre de la boleta coincide con la firma en su registro de votación y usted está listado en el distrito electoral apropiado.

Si está en una elección primaria usted debe contactar al supervisor de elecciones o al administrador de elecciones para confirmar que usted está debidamente inscrito y que puede votar en la elección general.

Usted tiene derecho a saber si su boleta se contó, y si no, el motivo por el cual no se contó. Puede revisar el estatus de su boleta provisional en Internet, o llamando a nuestro sitio de Internet, o al teléfono de nuestra oficina web www.miamidade.com/elections o llamando al teléfono de nuestra oficina por 305-490-4371 (línea) por día por 305-490-4371, o por correo electrónico a electioninformation@dc.com.

Avi Dwa pou Votè Bilèt Vot Pwovizwa yo

Mwen dankou yo wote yon bilèt vot pwovizwa. Sipriwon Eleksyon Miami-Dade Konte se konmitè a bay ou la manèy pi bon pou wote yon bilèt vot espesyal pou wote. Nou vle gen yon opòrtinite pou wote yon bilèt vot espesyal pou wote. Nou vle gen yon opòrtinite pou wote yon bilèt vot espesyal pou wote. Nou vle gen yon opòrtinite pou wote yon bilèt vot espesyal pou wote.

Remember, if you when the ballot box is closed to verify your Florida driver's license card number, Florida state identification card number or the last four digits of your social security number, using your own or someone else's copy of any such card, or to assist in the preparation by the reader, if you expect the ballot reader to be able to read the ballot, you must provide a signature and identification, you do not have to provide any further evidence. Your ballot will not be counted if your signature on the ballot envelope matches the signature on your registration record and you are listed in the proper precinct.

Thank you/Gracias/Merci
 Supervisor of Elections / Supervisora de Elecciones
 Sëttika / Sipriwon

2700 NW 87 Avenue, Miami, FL 33172



Provisional Ballot Voter's Certificate and Affirmation
Certificado y Afirmación de la Boleta Provisional de un Elector
Sëttika ak Afirmasyon Billet Vot Pwovizwa Yon Votè
 (Sección 101.0463 y 101.0464 de las Estatutas de los Estados Unidos)
 (Estatyòn 101.0463 ak 101.0464, Lwa Florid)

PROVISIONAL BALLOTS (Cont'd)



Out of County Voter

Change of address for a voter from another Florida County

These voters would not be found in the EViD system, so the ES (or the Clerk) **must have the voter to fill out and sign an Affirmation/Affidavit (Section #1) and call Election Central – Voter Registration** - and follow their instructions

- If Voter Registration indicates to the ES that the voter is **eligible** to vote and is in the correct precinct, the ES will follow change of address procedures and print the Voting Pass for the voter
- Otherwise, if the voter is **not eligible** to vote, but insists on casting a ballot, then a Provisional Ballot must be issued

PROVISIONAL BALLOTS (Cont'd)



TOUCH SCREEN-Provisional Ballot Processing Procedures

Procedures for elections official to follow:

1 Check reason(s) for Provisional Ballot. (Check all that apply)

- Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.
- Voter refuses the supervisor's office confirmation that he or she is not registered/eligible.
- There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.
- There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.
- Voter did not provide picture/ signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct (Attach copy of challenge).
- Voter's signature does not match signature on record and affidavit refused.
- Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV.
- Other (provide comment)

Extended Hours Only Vote cast after 7 p.m. due to extended hours at polls by:

- Qualified voter
- Eligibility undetermined

- 2 Have the voter complete the Provisional Ballot Voter's Certificate and Affirmation (on back of this page).
- 3 Witness the voter's signature and complete the "Election Official" section of the Certificate.
- 4 Issue the voter the Notice for Provisional Ballot Voter.
- 5 Activate the Provisional Ballot by choosing the Provisional Ballot box on the ADA iVotronic screen.
- 6 Enter the Provisional Ballot ID # preprinted on the bottom right-hand corner of the Touch Screen-Provisional Ballot Voter's Certification and Affirmation (on back of this page) on the ADA iVotronic screen.

Information Verified At Supervisor's Office

Registered? Yes No Status _____ FVRS Voter ID Number _____

Address (if different) _____

Voted in Correct Precinct? Yes No Voted During Early Voting? Yes No
 Voter Cast Absentee Ballot? Yes No Signature Match? (Attach Copy) Yes No
 Investigative Findings: _____

Procedures for Canvassing Board to Follow:

1. Review information provided in the Voter's Certificate and Affirmation.
2. Determine if voter is registered in state FVRS.
3. Determine if voter voted in the correct precinct.
4. Match voter's signature with signature on file.
5. Determine whether voter cast an absentee ballot or voted during early voting.
6. Review all information provided by supervisor's office, evidence provided by voter, if any, and any evidence provided by challenger, if applicable.
7. Accept or reject provisional ballot based on preponderance of the evidence.

FOR SUPERVISOR OF ELECTIONS AND CANVASSING BOARD USE ONLY

Canvassing Board Action:	State Reason if Rejected:
<input type="checkbox"/> COUNTED <input type="checkbox"/> NOT COUNTED	

138_01-184 1/09

If the voter requests to use the iVotronic, the ES will complete a Touch Screen Provisional Ballot Certificate

Prior to activating the iVotronic, the ES must call Election Central

PROVISIONAL BALLOT LOG



Note: Every Provisional Ballot issued must be recorded on the Provisional Ballot Log and also tracked in the EVID system

1. Record precinct number
2. Record Election name
3. Record Election date
4. Record the Provisional Ballot ID number
5. Print Voter's Last and First Name
6. Record reason for issuing the Provisional Ballot
7. Clerk and ES print and sign



Provisional Ballot Log

Precinct: 321/322 Election: GENERAL Election Date: 11/03/2015

I, the undersigned Elections Specialist of this voting precinct in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects and that I will transport the items identified below to the Collection Center designated for this precinct.

No.	Provisional Ballot ID #	Last Name	First Name	Reason for Provisional
1.	123456	Doe	John	No ID Provided
2.	121097	James	David	Voter Disputes Eligibility
3.				
4.				
5.				
6.				

The following persons are entitled to vote a provisional ballot:

- Voter's name does not appear on the register and voter's eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not registered/eligible
- There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.
- There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early site, but the voter maintains that he or she has not voted, even after a call to the office (Elections Central).
- Voter did not provide picture/signature identification.
- There is an indication on the precinct register that the voter has been challenged in this election.
- Voter is challenged at the precinct (Attach copy of challenge)
- Voter's signature does not match signature on record and affidavit refused.
- Indication on precinct register that voter's FL DL#, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV.
- If the voter has moved from another Florida county and is not an active military member or family member, the voter shall be allowed to vote a Provisional Ballot.

ELECTIONS SPECIALIST:

Mary Smith Mary Smith
Print Name Signature

I the undersigned Clerk do certify that the above statements are true in all respects.

CLERK:

John Smith John Smith
Print Name Signature

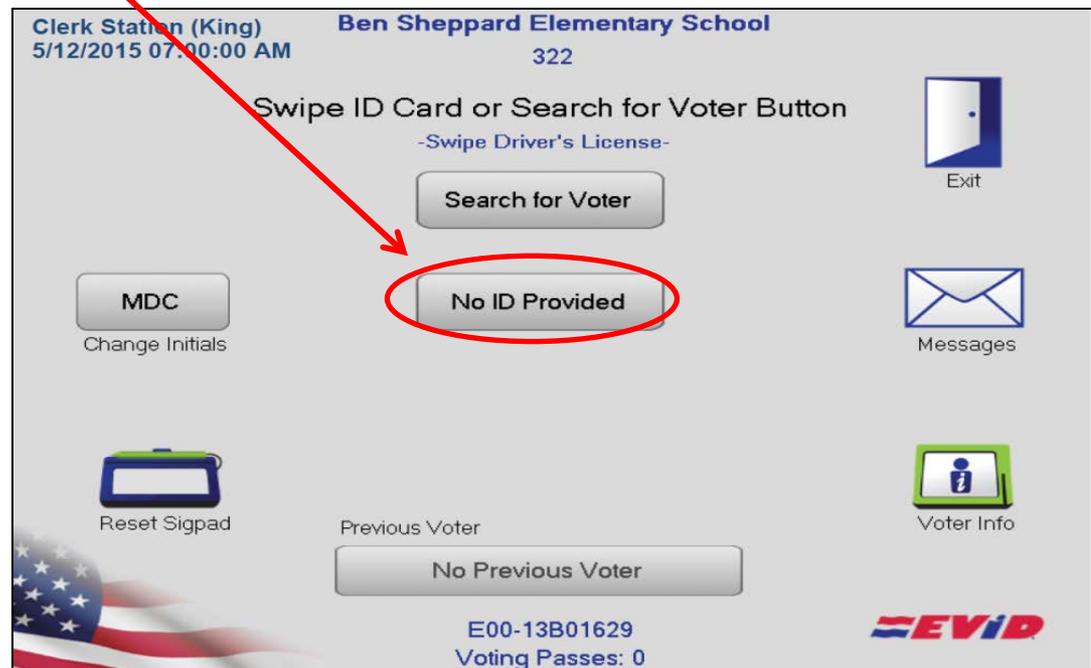
Rev. 04/01/2014

Provisional Ballots - EVID



1. Once the voter has completed the Provisional Ballot, the ES will go to the first available EVID at the Check-In Table and input the information from the Provisional Ballot envelope/certificate into the EVID. The ES will press the **No ID Provided** button on the Home screen

Take notice that the **No ID Provided** button will use the same **Manual Search** screen as the **Search For Voter** button



Provisional Ballots – EVID (Cont'd)

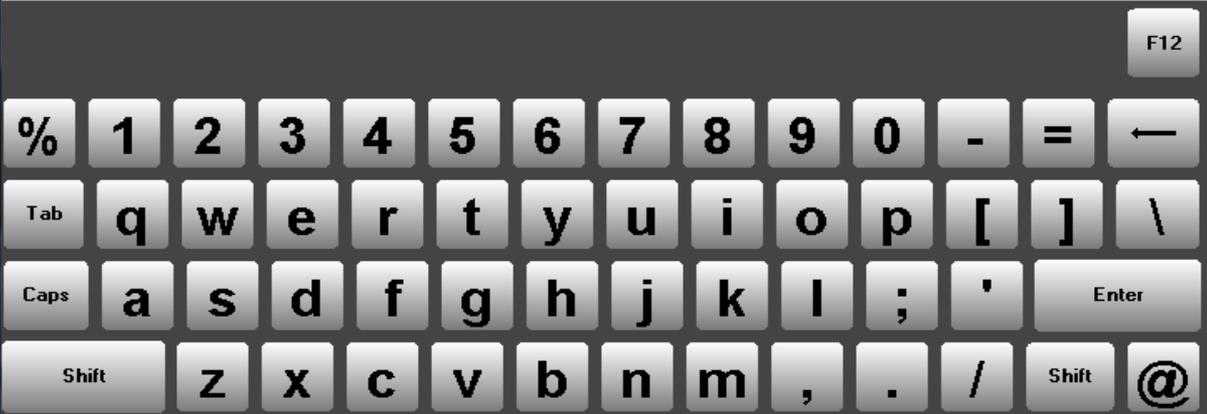


2. Enter the voter's information into the proper fields, and press the **Search** button

-Manual Search- REMEMBER: Birth Date searches are the fastest. Use "%" for wildcard

Date of Birth: / / Driver's License: - - - -

Last Name or Registration: First Name:



If the voter cannot be located within the database, then use the **Cannot Find Voter** button

PROVISIONAL BALLOTS - EVID (Cont'd)



Provisional Ballot Reasons:

Numbered to Match Corresponding Reasons on the
Provisional Ballot Envelope/Certificate

EVID Dropdown Menu

-Provisional Ballot Entry- Provisional Ballot Entry
670 4/28/2014 Reliavote Test 1 Election
Voter Name: John Doe
Tracking Number
Confirm Tracking

Reason for Provisional

- Voter did not provide picture/signature ID
- Voter not in Register, eligibility not verified 1
- Voter refutes that they are not eligible 2
- Absentee Request, and ballot not brought to the polls 3
- Voter disputes that they have already voted 4
- Voter did not provide picture/signature ID 5**
- Challenged Voter is claiming eligibility 6
- Other 7
- Indication on Precinct Register of Challenged Voter 8
- Voter is Challenged at the Precinct 9
- Voter has not been verified by HSMV 10
- PW not satisfied with ID of voter and voter does not sign affidavit 11

A partial image of a computer keyboard showing keys for numbers 1-2, letters Q-W, A-S, D-F, G-H, J-K, L-semicolon, and the bottom row with Shift, Z-X, C-V, B-N, M-comma, period/slash, and @.

Provisional Ballot Envelope/Certificate

OPTICAL SCAN-Provisional Ballot Processing Procedures

Procedures for elections official to follow:

1 Check reason(s) for Provisional Ballot. (Check all that apply)

1 Voter's name does not appear on the precinct register and voter's eligibility cannot be verified.

5 Voter did not provide picture/signature identification.

2 & 6 Voter refutes the supervisor's office confirmation that he or she is not registered/eligible.

8 There is an indication on the precinct register that the voter has been challenged in this election.

3 There is an indication on the precinct register that the voter has requested an absentee ballot and the voter does not have a ballot to surrender. Poll worker cannot verify that the voter has not voted.

9 Voter is challenged at the precinct (Attach copy of challenge).

4 There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the office.

11 Voter's signature does not match signature on record and affidavit refused.

10 Indication on precinct register that voter's FL DL #, FL ID card # or SSN is not yet verified by the Department of State in conjunction with DHSMV.

7 Other (provide comment)

PROVISIONAL BALLOTS - EVID (Cont'd)



5. Once you have entered all information, the Signature Screen will appear

Clerk Station
5/12/2015 7:00:00 AM

Ben Sheppard Elementary School
322

Reject Signature

Accept Signature

Clear Signature

Reset Sigpad

Cancel

John Doe

E00-13B01629
Voting Passes: 0

The EVID logo is located in the bottom right corner of the screen, consisting of the letters 'EVID' in a stylized, bold font with a red-to-blue gradient.

PROVISIONAL BALLOTS - EVID (Cont'd)



6. Ask the voter to sign the Signature Pad
7. Verify signature on the Signature Pad matches the signature on the Provisional Ballot envelope/certificate
8. Press **ACCEPT SIGNATURE**
9. A Provisional Ballot Voting Pass will print
10. The ES keeps the Provisional Ballot Voting Pass and places it inside the green, Used Provisional Ballot Bag
11. The voter will deposit the Provisional Ballot envelope/certificate inside the black Voter Deposit Box

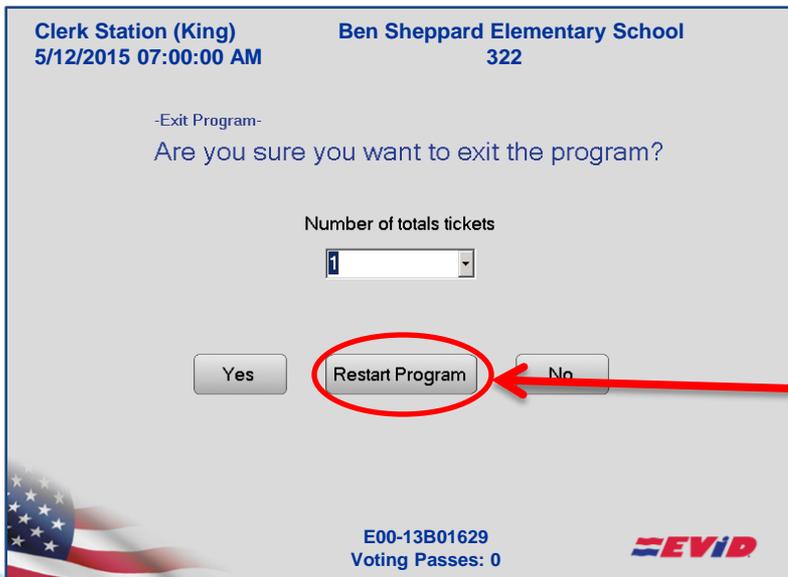
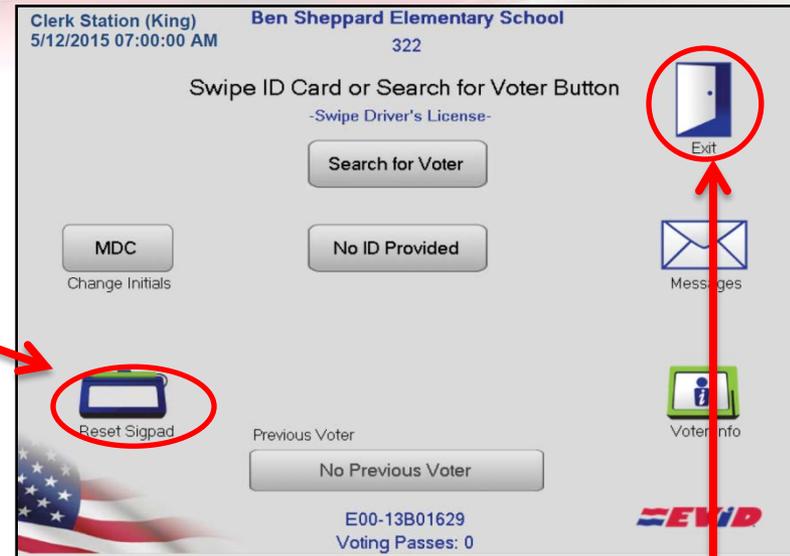
DO NOT GIVE

THE PROVISIONAL BALLOT VOTING PASS TO THE VOTER!

Troubleshooting the EViD



- **Reset Sigmoid** – If the Sigmoid fails, simply, press **Reset Sigmoid**



- If the Sigmoid still does not respond, then restart program by pressing **Exit** and then **Restart Program**
- Remember to reinsert the thumb drive into EViD when restarting program
- *This process may also be used to reset the Magnetic Strip Reader*

Troubleshooting the EViD



- **Problem:** MiFi Disconnected on the EViD (King)
- **Solution:** The MiFi needs to be reinserted into the EViD. The EViD that has the MiFi connected to it is known as the “King.” This EViD may be identified by looking at the top left-hand corner of the screen for the word “King.” Check the signal strength and check the status. Connectivity is established when MB used counter begins displaying time elapsed.
- **If wireless connectivity is not established within five (5) minutes, unplug the MiFi from the back of the unit and re-insert it into the port.**



- **Problem:** The thumb drive/activator is not properly plugged into the USB port. It will display, “Activator not found.”
- **Solution:** If the thumb drive/activator was not inserted properly, remove it from the USB port located on the back of the EViD. Ensure that it is re-inserted, properly, into the same slot from which it was initially removed. If re-inserting the thumb drive into the same port does not resolve the issue, then insert the thumb drive into a different USB port. Allow up to 10 seconds for the EViD to register the drive.



Troubleshooting the EVID



Printer not Printing



Paper is installed backwards or printer needs paper

Ensure paper is loaded into the printer (the paper rolls away from the monitor)

There is no need to reprint a ticket, the memory is maintained and all unprinted tickets will be printed when paper has been added

TO LOAD PAPER:

- Push latch down on top of printer
- Insert paper, roll facing downwards. Pull a piece of the paper to hang from the top as the cover is closed (this prevents paper jams)

After cover has been closed, all pending tickets will be printed

*NOTE: Printer will **NOT** give notification that the paper is out or inserted backwards. Change paper roll when red begins to show in margins of paper

Undo Check-In

To undo a voter that was previously checked-in, do the following:

1. On the Home Screen, press the Previous Voter button displaying that voter's name. The "Review Voter Information" screen will then appear
2. Press the Undo Check-in button to undo the check-in. A ticket will then print out
3. Fold the ticket voiding the check-in and the original Voting Pass together and place them inside the Voter Deposit Box

NOTE: If you are undoing a check-in for a voter that was not the last voter checked-in, you must press the Voter Info button on the Home Screen. Once you are on the Manual Search Screen, input the voter's information and press Search. Get the Security Card from the ES to swipe it when requested. Proceed with steps 2 & 3 above

Clerk Station
5/12/2015 7:00:00 AM

Ben Sheppard Elementary School
322

Swipe ID Card or Search for Voter Button
-Swipe Driver's License-

Search for Voter

Exit

MDC
Change Initials

No ID Provided

Messages

Reset Signpad

Previous Voter

Doe, John

E00-13B01629
Voting Passes: 1

EVID

Clerk Station (Kiosk)
5/12/2015 07:00:00 AM

Ben Sheppard Elementary School
322

-Review Voter Information-

Doe, John Registration 110212395

Residence Address
2730 W 62Nd Pl APT 201 Hialeah, FL 33016

Date of Birth 04/21/1994 Gender Male

Race Multi-Racial Party NPA

Driver's D123456789012 Regn Date Mar 16, 2004

Status/Reason 1(A) Active Voter

This Person Requires Assistance

Undo Check-in

Reprint

Back

Touch Voter's Location to see enlarged window

E00-13B01629
Voting Passes: 1

EVID

Tuesday Night Closing

Preparation for Expedient & Accurate Closing

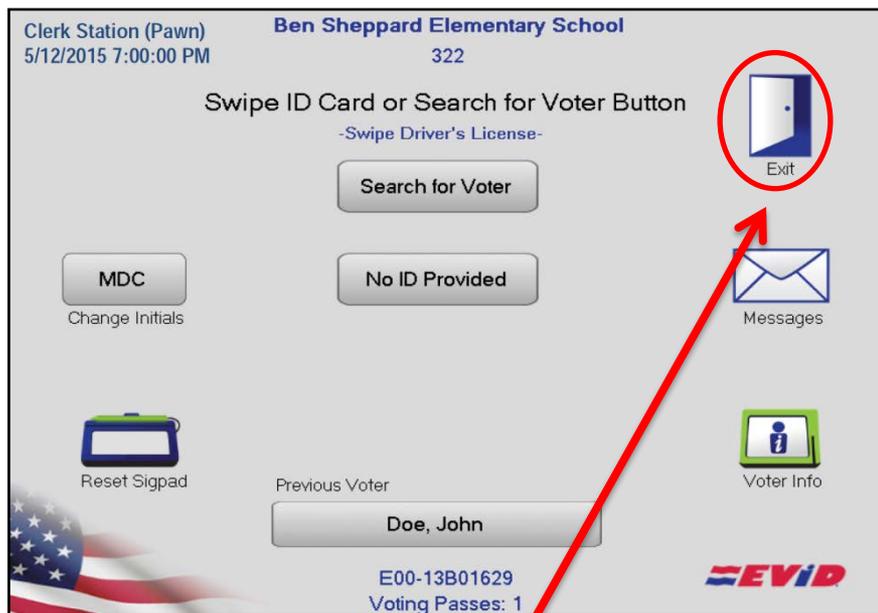


- The ES will perform the following tasks:
 - ❖ Close OSVE(s) and print Results Tape
 - ❖ Transmit each OSVE's results via the modem and remove Results Tapes after machine closes
 - ❖ Close iVotronic and print Results Tapes
 - ❖ Close EVIDs and print the Totals Tickets (Qty: 1/EVID)
 - ❖ Pack items in Results Bag to be transported to the Collection Center
 - ❖ Pack Elections Specialist Box to transport to the Collection Center
- The Clerk will assist the ES with the following tasks:
 - ❖ The removal and labelling of Ballot Bins
 - ❖ Completion of security forms
 - ❖ Preparation of ES box
- The Assistant Clerk & Inspectors will pack the EVIDs and the iVo

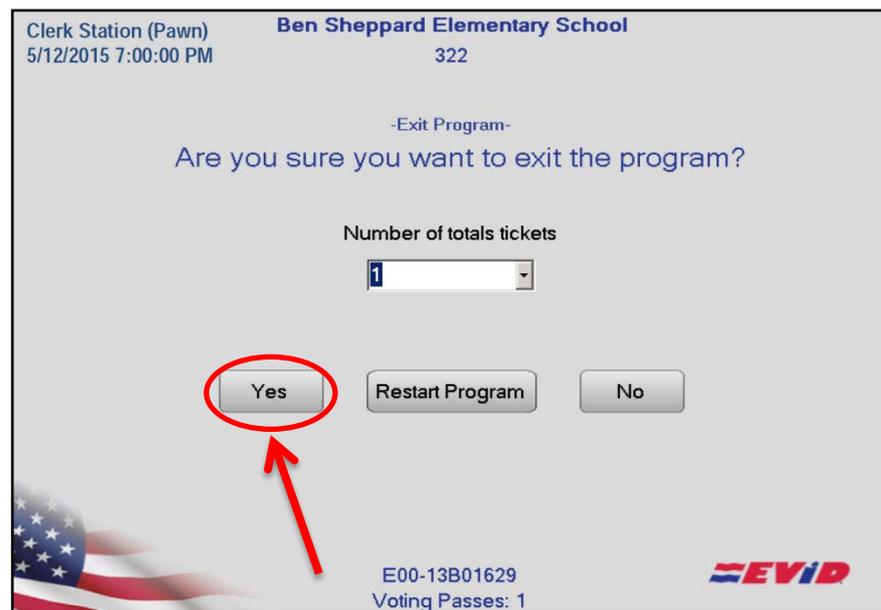
Printing Totals from the EVID



1. Insert the thumb drive into the “Pawn” EVID



2. On the Home Screen, press the **Exit** button



3. Press “Yes” to confirm. The Totals Ticket will print. [One (1) for each EVID]

NOTE: ALL “PAWN” EVIDs ARE ALWAYS CLOSED FIRST. THE “KING” EVID WILL ALWAYS BE CLOSED LAST

Tuesday Night Closing



- After the last voter has cast their ballot, the precinct must be checked for abandoned ballots. Abandoned ballots must be placed inside the Voter Deposit Box



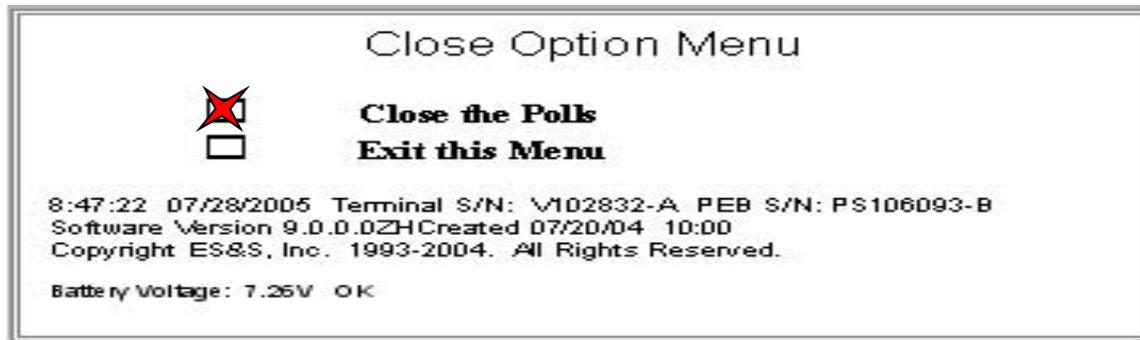
- The Clerk and ES will remove all ballots from the Voter Deposit Box, insert them into the Optical Scan Voting Equipment and accept them **AS IS**. Be sure to match the **PCT number** on the ballot to the **PCT number** on the OSVE

NOTE: The Optical Scan Voting Equipment cannot be closed until it is verified that there are no ballots inside the Voter Deposit Box

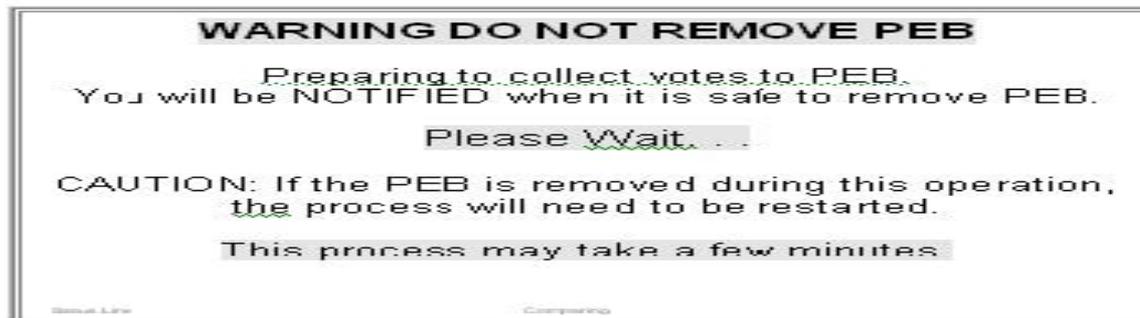
Closing the iVotronic



- Insert the Activator (PEB) into a voting terminal to close the polls. The **Close Option Menu** screen appears:



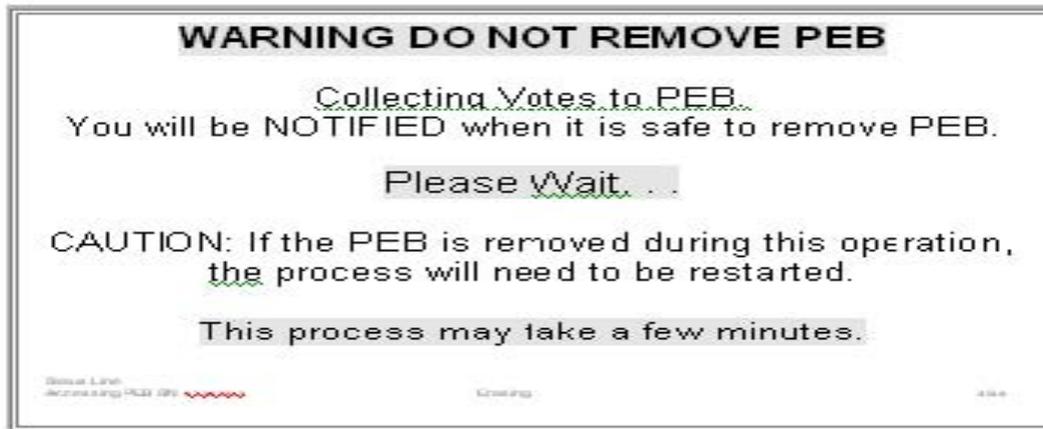
- If all voters have finished voting, press “**Close the Polls**” and proceed to the next step. The following screen appears:



Closing the iVotronic



- The message “Collecting Votes to PEB” then displays as shown below. Do not remove the PEB. The terminal will automatically copy its vote totals from memory onto the PEB. The terminal also copies its Public Count, serial number and the opening/closing time and date onto the Activator (PEB)

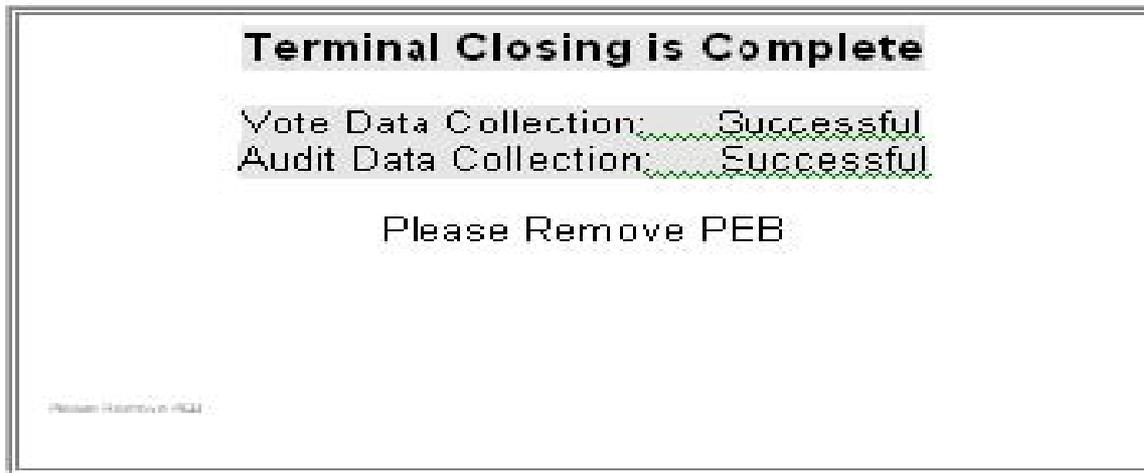


- The Collecting Audit Data to Compact Flash process then begins. Do not remove the PEB during this process

Closing the iVotronic



- The message “**Terminal Closing Complete**” appears when the process is complete as shown below



- Remove the Activator (PEB)

Printing iVotronic Results Tape



- Once the votes from the voter terminal have been collected on the Activator (PEB), connect the Communications Pack to the top of the closed voter terminal
- Turn the selector switch on the Communications Pack to “**Printer**” until its **GREEN** light turns on
- Press and hold the small, **BLACK** button on the printer until the **GREEN** light turns on
- Insert the Activator (PEB). A message will appear
- Select “Print Polling Location Results Tape Now?”

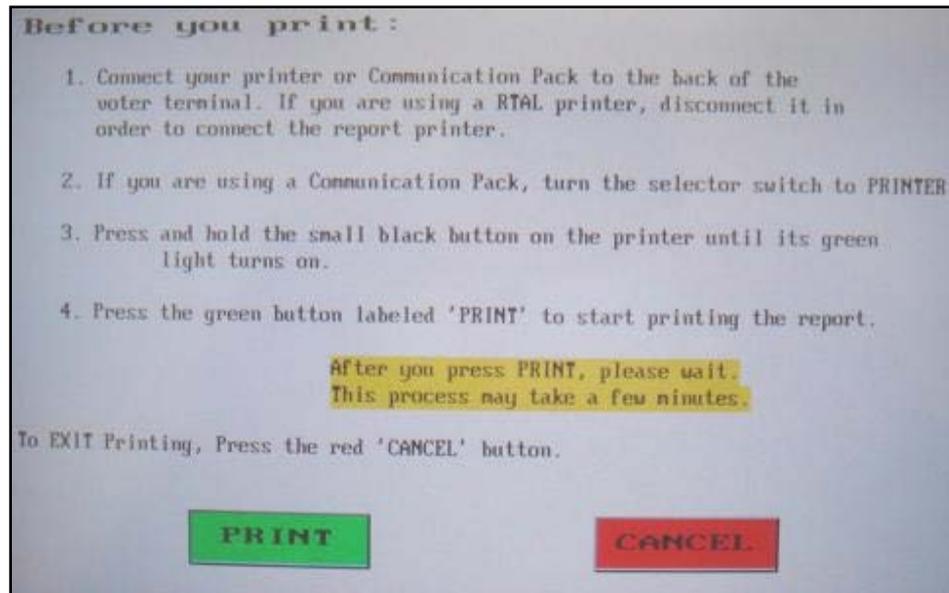
The following report choices are available:

- Print polling location results tape now?
- Done

Printing iVotronic Results Tape



- The terminal accesses the PEB, and the print instruction screen will appear:



- Follow the screen instructions. Press the green **PRINT** button and printing begins immediately. A **Pause** button appears. If you need to stop the printer, press the **Pause** button. Press the **Resume** button to continue printing

Printing iVotronic Results Tape



- After the printer produces the two (2) Results Tapes, the message “Do you want to print another report?” appears
- Press “**No.**” Only Two (2) Results Tapes will be needed. The following appears at the top of the screen:

The following report choices are available:

- Print polling location results tape now?
- Done

- Press “**Done,**” and the following message appears at the bottom left hand corner:

“Please remove PEB. Re-collect not chosen”

Closing the iVotronic



- Press the screen to continue and remove Activator (PEB)
- Remove the Flash Card by breaking the seal and opening the sliding door on the top of the voter terminal. Place the Flash Card inside the clear bag within the Results Bag
- Sign all the Results Tapes. Place one (1) on the polling place door and the other inside the Results Bag

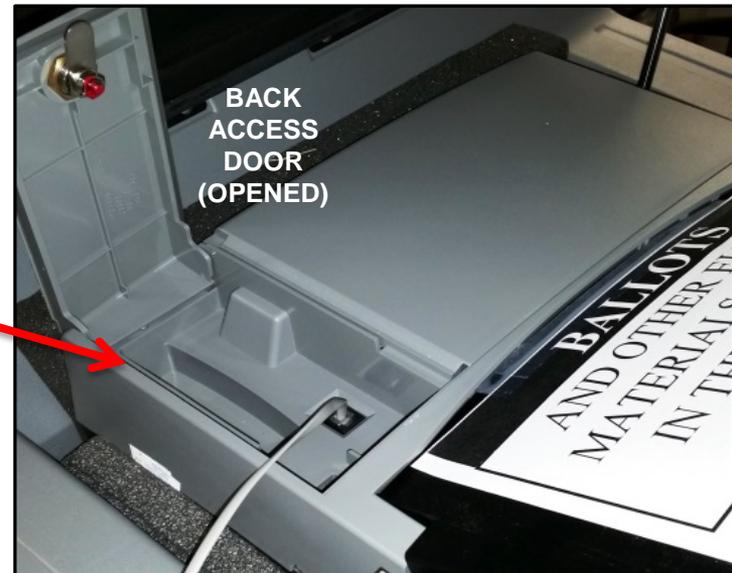
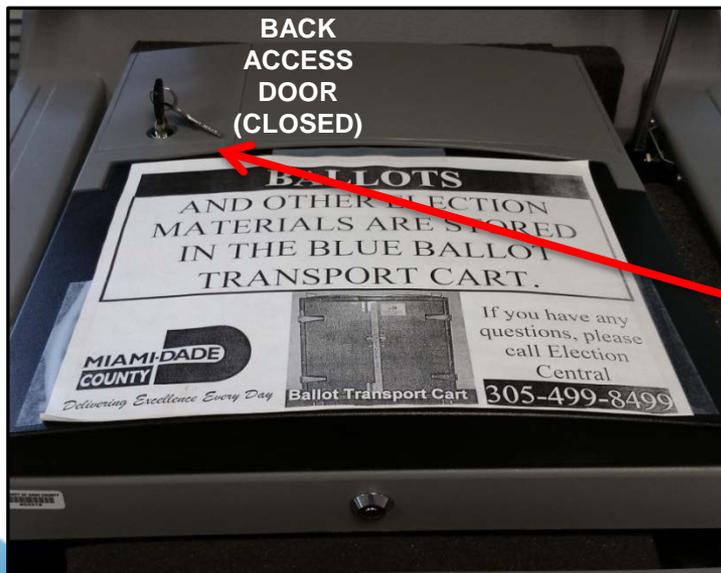
Closing and Transmitting from the OSVE



It is the job of the ES to be as expeditious as possible in transmitting the results from the precinct to the Elections Department.

However, please be reminded that **speed does not supersede accuracy!**

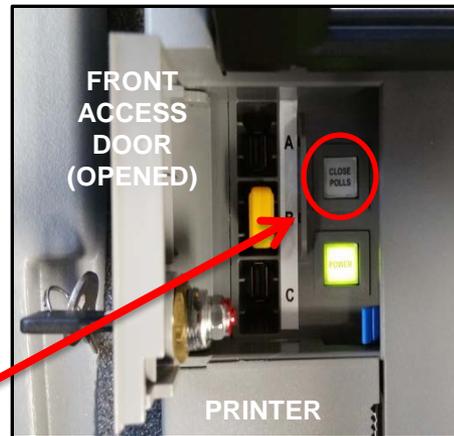
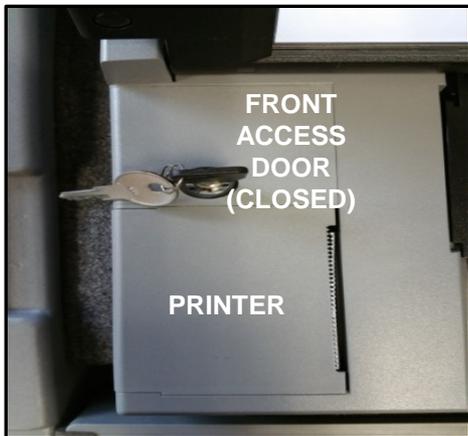
- Using the **BLACK** key, unlock the **BACK** access door
- Connect the phone line to the modem of the OSVE (DS200)



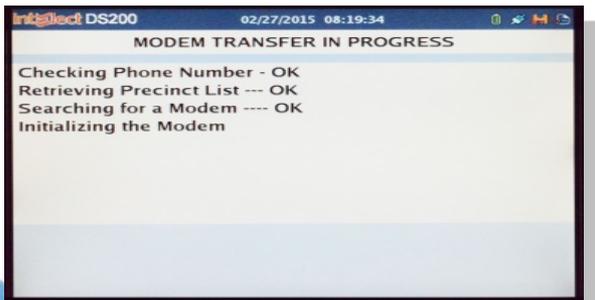
Closing and Transmitting from the OSVE (Cont'd)



- Using the **BLACK** key, unlock the **FRONT** access door above the printer



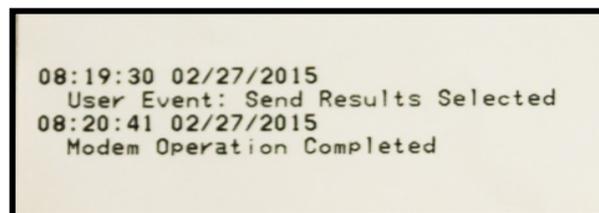
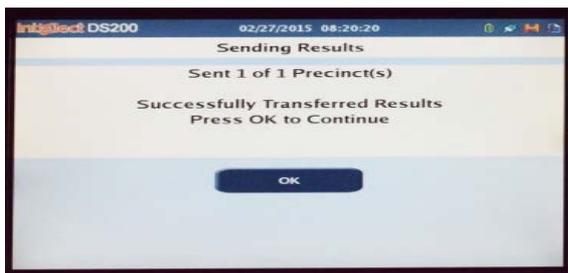
- Press and hold the “**CLOSE POLLS**” button
- Two (2)** Results Tapes will be printed
- Transmission of the results will automatically begin following the printing of the Results Tapes:



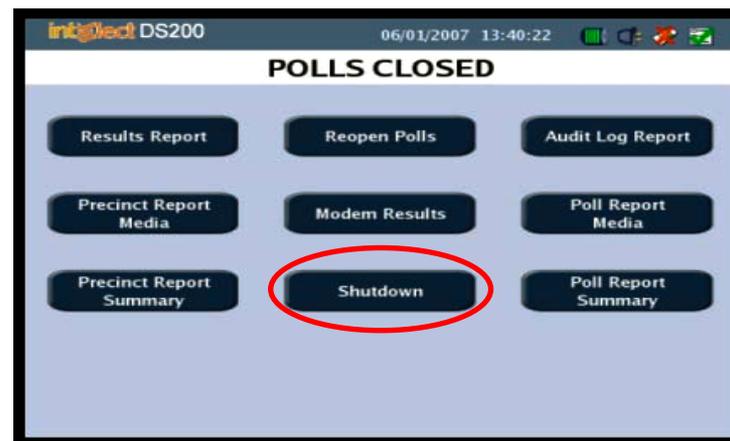
Closing and Transmitting from the OSVE (Cont'd)



- Once the results have successfully transmitted, press “OK” to print the “Modem Operation Completed” message



- Proceed to shutdown the OSVE
- Press “**Shutdown**,” and allow the OSVE to power-off
- Remove thumb drive
- Close the LCD screen, and lock it using the **BLACK** key
- Close the lid of the OSVE, and lock it using the **SILVER** key
- Return the keys in the Activator Case



NOTE: The first OSVE that successfully transmitted should not be shutdown until all subsequent OSVEs have transmitted successfully

Once the last OSVE has successfully transmitted, the first OSVE to transmit should be shutdown

Closing and Transmitting from the OSVE (Cont'd)



MOVING THE THUMB DRIVE FROM A FAILED OSVE TO THE 1ST SUCCESSFULLY TRANSMITTED OSVE

Identifying the OSVE that was the first to successfully transmit the results will be helpful if transmission problems are encountered with successive OSVEs

The following three (3) instances would require removal of the thumb drive from a failed OSVE and placing the media into another OSVE:

1. While attempting to transmit results, if there is a red “X” on the modem icon that is located on the OSVE’s toolbar in the right-hand top corner of the screen
2. If the OSVE is inoperable (ex. frozen screen; blank screen, etc.)
3. If you encounter 10 or more attempts during the transmission process, you must call Election Central (Transmission Troubleshooting). Instructions will be given on how to resolve the issue

NOTE: It is very important that the ES not move the thumb drive without prior authorization. Specific instructions will be given to the ES by Transmission Troubleshooting personnel

Printing OSVE Results Tape



- When shutdown is complete, remove Results Tapes and Election Thumb Drive
- “Close Polls” on each OSVE and transmit and print Results Tapes for each precinct **even if there are no votes on the machine**

Results Tapes from all precincts and all OSVE units must be brought to the Collection Center whether there are votes or not

Reading the Results Tapes



OSVE

```

*** Voting Results Report ***
19:02:33 05/01/2012
Machine ID: 0000ES0107390980

MIAMI-DADE COUNTY FALL 2011
SURFSIDE SPECIAL ELECTION
0001 PCT 009
Election Date: May 01, 2012
Total Number Voting: 222

Precinct Voting Report
PRECINCT 009.0

Total Ballots          222
Ballots for Code 00001-01-01 222

OFFICE OF TOWN COMMISSIONER
Geoffrey "Gus" Garcia-Roberts    33
Michelle Kligman                 189
Over Votes                       0
Under Votes                       0
Total Votes                      222
    
```

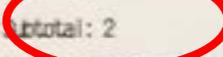
Top of Results Tape



EVID

```

VOTING PASS TOTALS
Miami-Dade County, FL
TOTALS FOR Mar 04, 2014
Voting passes issued on this machine
By Ballot Style
Regular Ballots:
Subtotal: 2
Provisional Ballots:
Subtotal: 0
Voting passes issued on this machine
By Precinct
Regular Ballots:
Subtotal: 2
Provisional Ballots:
Subtotal: 0
OVERALL TOTAL: 2
Election: Reliavote Test 1 Election (670)
Location: 322, Ben Sheppard Elementary School
No log written
    
```



iVotronic

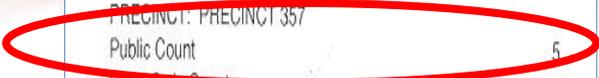
```

PRECINCT: PRECINCT 357
Public Count          5
Ballot Style Counts
Ballot Style #1      5

REPRESENTATIVE IN CONGRESS
(Vote for 1) Total: 5
CANDIDATE A          1
CANDIDATE B          1
CANDIDATE C          1
CANDIDATE D          2
Undervotes For Above contest: 0

STATE SENATOR
(Vote for 1) Total: 4
CANDIDATE A          1
CANDIDATE B          3
>Write-ins in above contest: 0
Undervotes For Above contest: 1

COUNTY COURT JUDGE
(Vote for 2) Total: 5
CANDIDATE A          0
CANDIDATE B          0
    
```



```

19:13:36 05/05/2015
Automatically Send Results
19:14:26 05/05/2015
Modem Operation Completed
    
```

Bottom of Results Tape

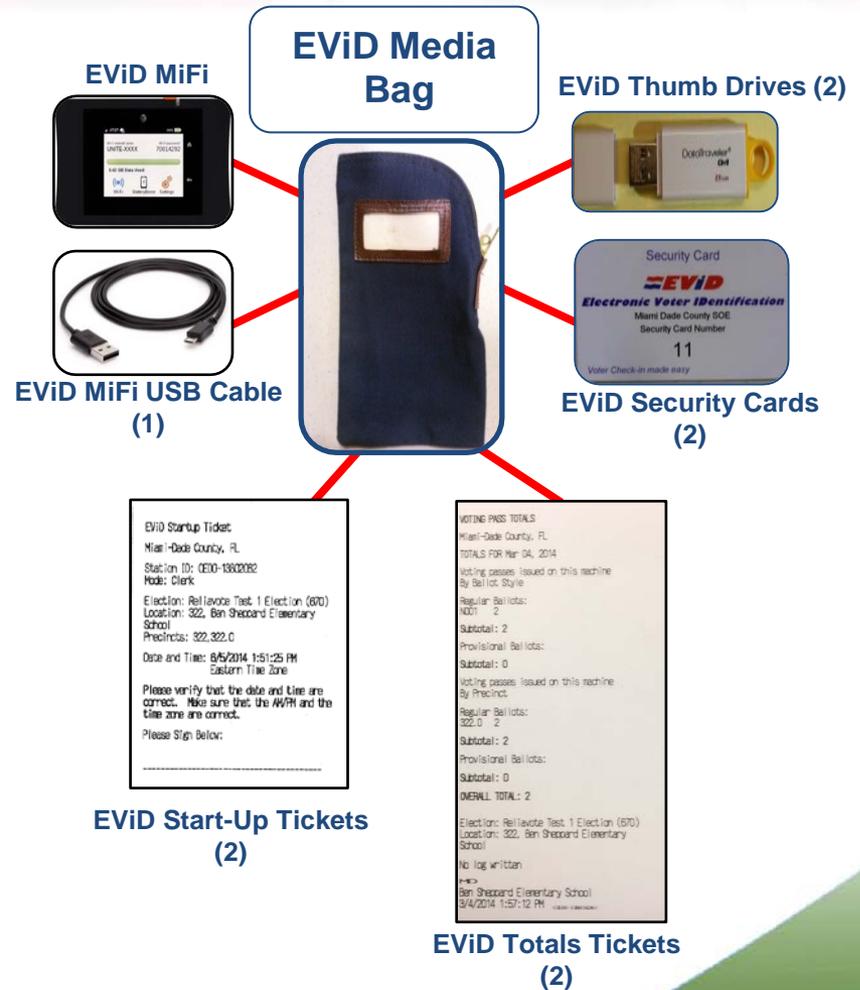


Packing the Media Bag (EViD)



The following must be packed inside the EViD Media Bag:

1. EViD Start-up Tickets (2/EViD)
 - Monday Set-up
 - Tuesday Morning (After Unlock)
2. EViD Totals Ticket (2/EViD)
 - Tuesday Morning
 - Tuesday Closing
3. EViD Thumb Drives (2)
4. EViD MiFi & USB Cable (1)
5. EViD Security Cards (2)

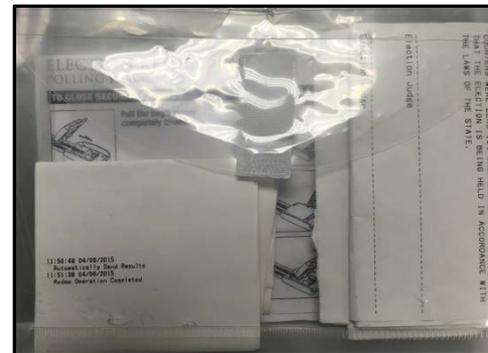


Packing the Results Bag (OSVE)



You will now have two (2) clear bags to go inside the Results bag. The media from all voting equipment must be packed together inside one (1) of the clear bags, and the Zero and Results tapes from all voting equipment must be packed together inside the other bag.

1. Place Zero Tapes and Results Tapes from all voting equipment (all OSVEs and iVotronic) inside the bag labeled Tapes
2. Place media (OSVE thumb drives and iVotronic PEB and flash card) from all voting equipment (all OSVEs and iVotronic) inside the clear bag
3. If you are assigned to Multiple Precinct, you must have the tapes and media from all precincts packed together in the same bags



Packing the Results Bag



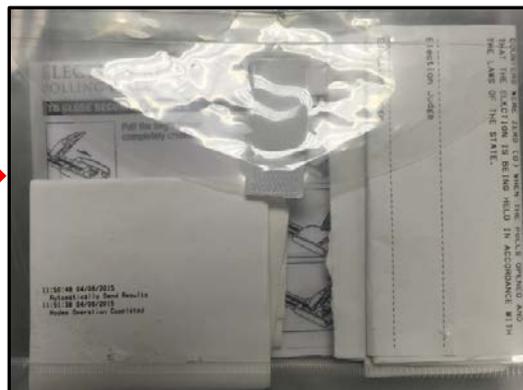
Media from all OSVEs and iVotronic



RESULTS BAG



Zero and Results Tapes from all OSVEs and iVotronic



Closing Documents



Certificate of Security

The Tuesday night portion of the Certificate of Security must be completed and delivered to the Collection Center



CERTIFICATE OF SECURITY
 Election GENERAL Election Date 11/03/2015

WE, the undersigned Clerk/Assistant Clerk and Elections Specialist of the voting precinct(s) listed below, in the County of Miami-Dade, State of Florida, do HEREBY CERTIFY that the following statements are true in all respects:

Ballot Transport Cart was locked:			
Monday Afternoon Before Opening <input checked="" type="checkbox"/> YES NO	Monday Afternoon After Verifying all Items and Repacking <input checked="" type="checkbox"/> YES NO	Tuesday Morning <input checked="" type="checkbox"/> YES NO	Tuesday Night <input checked="" type="checkbox"/> YES NO

After opening on Monday Afternoon, the **Ballot Transport Cart** contained the following:

- Provisional Ballot Box(es) containing Provisional Ballot Bag, Provisional Ballots, Provisional Ballot Log, Optical Scan and Touch Screen Provisional Ballot Certificates and Secrecy Envelopes YES NO
- Activator Case(s) containing PEB and OSVE(s) keys YES NO

CALL ELECTION CENTRAL IMMEDIATELY IF ANY ITEMS ARE MISSING OR INCORRECT

Clerk and ES have compared one ballot from each ballot style to the zero tape(s) of each voting equipment on MONDAY AFTERNOON YES NO
 Voter Deposit Box was sealed before 7 AM on Tuesday Morning YES NO Seal No. 00055894

After opening terminals and zero tapes have been printed:
iVotronic:

Precinct No(s).	iVotronic Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night
<u>321,322</u>	<u>V211588</u>	<u>0</u>	<u>00055895</u>	<input checked="" type="checkbox"/> YES NO	<u>0</u>	<u>1</u>

Optical Scan Voting Equipment:

Precinct No.	OSVE Serial Number	Public Count on Monday Afternoon	Seal Number on Monday Afternoon	Seal Number was the same on Tuesday Morning	Public Count on Tuesday Morning	Public Count on Tuesday Night	Serial Number	Public Count on Tuesday Morning	Public Count on Tuesday Night
<u>321</u>	<u>ES10736094</u>	<u>0</u>	<u>00055896</u>	<input checked="" type="checkbox"/> YES NO	<u>0</u>	<u>159</u>	<u>CE-13B02102062</u>	<u>0</u>	<u>80</u>
<u>322</u>	<u>ES10736621</u>	<u>0</u>	<u>00055897</u>	<input checked="" type="checkbox"/> YES NO	<u>0</u>	<u>3</u>	<u>CE-13B02102063</u>	<u>0</u>	<u>83</u>
				YES NO					
				YES NO					
				YES NO					
				YES NO					

EVIDs:

Serial Number	Public Count on Tuesday Morning	Public Count on Tuesday Night
<u>CE-13B02102062</u>	<u>0</u>	<u>80</u>
<u>CE-13B02102063</u>	<u>0</u>	<u>83</u>

Total number of Spoiled Ballots: 11 Results Bag Seal No.: 00055898 Provisional Ballot Bag Seal No.: 00055899

Clerk/Assistant Clerk: John Smith Print Name John Smith Signature

Elections Specialist: Jane Jones Print Name Jane Jones Signature

07/31/2015

Packing Provisional Ballot Bag

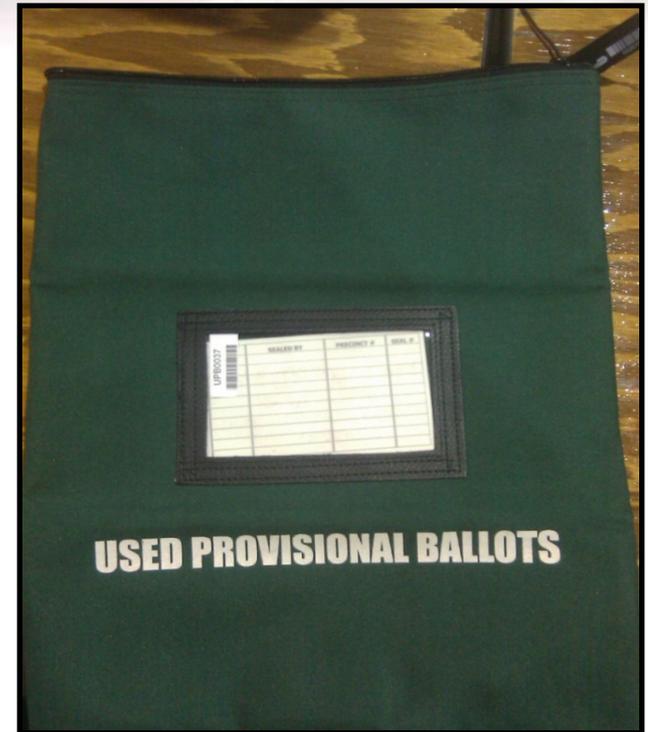


The Provisional Ballot Bag must be packed with the following:

- Provisional Ballot Log
- Voted Provisional Ballots
- Provisional Ballot Voting Passes

You must take the bag, along with the Provisional Ballot Log enclosed to the Collection Center,

EVEN IF NO PROVISIONAL BALLOTS WERE PROCESSED



In a Multiple Precinct, all Provisional Ballots go inside the same bag

Items to Transport to the Collection Center



The Elections Specialist will transport the following items inside the Elections Specialist Box to the Collection Center:

- **Results Bag**
 - OSVE Zero Tape (1/per OSVE)
 - OSVE Results Tape (1/per OSVE)
 - OSVE Thumb Drive (1/per OSVE)
 - iVotronic Zero Tape (1)
 - iVotronic Results Tape (1)
 - iVotronic Flash Card (1)
 - Master Activator (PEB)
- **EViD Media Bag**
 - EViD(s) Start-up Tickets (2/EViD)
 - EViD(s) Total Tapes (2/EViD)
 - EViD(s) Thumb Drives (2)
 - EViD MiFi (1) and USB Cable (1)
 - EViD Security Cards (2)
- **Provisional Ballot Bag**
 - Voted Provisional Ballots
 - Provisional Ballot Log
 - Provisional Ballot Voting Passes
- **Completed Affirmations with stapled Voting Passes**
- **Certificate of Security**
- **Voted Ballot Containers**
- **Payroll Sheets**
- **Cell Phone**
- **Wait Time Indicators**

SPECIAL SITUATIONS



ELECTION DAY VOTER CERTIFICATE/ EMERGENCY VOTING PASS

When you are unable to locate a voter using the EViD, the voter is sent to the Elections Specialist (ES) to determine their status. The ES will complete the Affirmation and contact Election Central - Voter Services area to determine the voter's eligibility

If it is determined the voter is an Out of County Voter who is eligible to vote and is in the correct precinct, the representative from Voter Services will affect the address change

If it is determined the voter is in the wrong precinct they will be given the Affirmation along with the number and address of the new precinct

In the event your precinct has temporarily lost connectivity, the EViD Inspector will not see the address change reflected on their EViD

In this case, the ES must complete the **Election Day Voter Certificate**

The voter must sign the certificate which will be used as a Voting Pass and proceed to the ballot table to receive their ballot. The ES must attach the Affirmation to the **Election Day Voter Certificate**, and place both in the "Completed Affirmations Envelope" and not in the Voter Deposit Box

	NEEDS ASSISTANCE? YES <input type="checkbox"/> Precinct #: _____ ¿NECESITA AYUDA? SI <input type="checkbox"/> Recinto _____ BEZWEW ASISTANS WI <input type="checkbox"/> Brwo Vot _____	Political Party: _____ Partido Político _____ Parti Polmik _____
ELECTION DAY VOTER CERTIFICATE		
<p>I, _____, am a qualified elector in this election and registered voter of Miami-Dade County, Florida. I do solemnly swear or affirm that I am the person so listed on the voter registration rolls of Miami-Dade County and that I reside at the listed address. I understand that if I commit or attempt to commit fraud in connection with voting, vote a fraudulent ballot, or vote more than once in an election, I could be convicted of a felony of the third degree and both fined up to \$5,000 and imprisoned for up to 5 years. I understand that my failure to sign this certificate invalidates my ballot.</p>		
VOTACIÓN ANTICIPADA CERTIFICADO DEL ELECTOR		
<p>Yo, _____, soy un elector cualificado en esta elección e inscrito como tal en el Condado de Miami-Dade, Florida. Juro solemnemente o afirmo que soy la persona que consta en las listas de los electores inscritos del Condado de Miami-Dade y que resido en la dirección listada. Sé que se me pudiera encontrar culpable de un delito grave en tercer grado y tanto multar hasta por \$5,000 como privar de libertad hasta por 5 años si cometo o intento cometer un fraude en conexión con la votación, voto una boleta fraudulenta o voto más de una vez en una misma elección. Sé también que invalido mi boleta si no firmo este certificado.</p>		
VOTE PI BONÈ SÈTIFIKA VOTÈ		
<p>Mwen, _____, se you votè kalifye pou eleksyon sa a epi mwen se you votè enskri nan Konte Miami-Dade, Florid. Mwen fè sèman solanèl oswa mwen afime ke se byen mwen menm menm ki nan liv enkripsyon Konte Miami-Dade lan epi ke mwen abite nan adrès ki ekri pi ba la a. Mwen konprann ke si mwen fè oswa eseye fè you manti ki rele fwòd nan ankenn koze vote, tankou vote you fo bilten, oswa vote plis ke you grenn fwa nan you eleksyon you gen dwa kondane mwen kòm kriminèl ki komèt you krim grav o rwazyèm degre epi you gen dwa fè mwen peye jiska \$5,000 amann ak jiska 5 an prizon. Mwen konprann ke si mwen pa ta siyen sètifika sa a sa pral retire tout validite bilten mwen an.</p>		
Voter's Signature/Firma del elector/Siyati Votè an _____		Voter's Information # _____
Address/Dirección/Adrès _____		Voter's Date of Birth _____
City, State/Ciudad, Estado/Vil, Eta _____		Polling Place # _____ Election Date _____
Pages _____ Voter's Initials _____ Voter's Initials _____		Registrar _____
BALLOT REPLACEMENT		
1. Page # _____ OSVE Inspector's Initials _____ Voter's Initials _____	Poll Worker _____	
2. Page # _____ OSVE Inspector's Initials _____ Voter's Initials _____	NOTES: _____	

REV 01/23/2015

SPECIAL SITUATIONS



PRECINCT REGISTERS

Precinct registers will no longer be printed; therefore, in case of an emergency, the Election Day Voter Certificate will be used

The Clerk must call Election Central and notify the Supervisor of Elections of the situation. Further instructions will be given at that time

SPECIAL SITUATIONS



ATTENTION! NO EViD CONNECTIVITY

- Any Out-of-County voter that has recently moved into your precinct must be verified by Election Central – Voter Registration
- Voter Registration will verify the status of the voter and then make the address change
- Once added to the database, the voter’s information should be accessible by the EViD at your precinct
- The EViD Inspector should proceed with the regular EViD Check-In procedures for that voter
- **However, if there are network connectivity issues, and the EViD is “offline,” therefore not updating voter information, the ES or Clerk must contact Election Central immediately**
- **Since this voter’s information will not be accessible in the EViD, Administrative Procedures’ personnel will instruct the ES or Clerk on how to process this voter using the “Election Day Voter Certificate”**
- **DO NOT ISSUE THIS VOTER A PROVISIONAL BALLOT. THIS IS STILL AN ELIGIBLE VOTER!**

SPECIAL SITUATIONS



PROCEDURES FOR UNIVERSAL THUMB DRIVES ON ELECTION DAY

Case Scenario 1: A corrupted DS200 thumb drive needs to be replaced

Case Scenario 2: An additional DS200 needs to be deployed due to a larger than expected voter turnout at a particular precinct

The DS200 will operate with a “Universal” or ‘Early Voting” thumb drive. The Administrative Troubleshooter (ATS) responsible for that precinct will be dispatched and will remain at that precinct until the replacement thumb drive has been installed successfully in the DS200. The ATS will train the ES and poll workers on how to activate a ballot with this thumb drive

Identifying the Need to Replace a Corrupted Thumb Drive and/or Add Additional Units:

Tabulation Section staff will burn and provide to Warehouse staff coded thumb drives containing all ballot styles (burned as Early Voting thumb drives) which will have a blank label for future registration of equipment serial number and precinct assignment

Election Day Tech Rovers will be supplied with the said thumb drives to be kept in the Tech Rover Kit

Election Day backup DS200 units are kept on the Tech Rover trucks

Systems staff in the Technical Call Center will receive the initial call from a precinct advising of an error message on the DS200. The call taker will determine if the thumb drive or DS200 needs to be replaced and contact and advise the Poll Worker Election Central Supervisor

SPECIAL SITUATIONS



Identifying the Need to Replace a Corrupted Thumb Drive and/or Add Additional Units (Cont'd):

Poll Worker Election Central Supervisor will receive a call for either a replacement of a corrupted thumb drive or request for additional DS200 deployment to a precinct

Either scenario will require assessment and final approval by the Supervisor of Elections

Once approved, the Logistics Election Central Supervisor will contact Tech Rover and advise of approval for either replacement of a DS200 or deployment of a universal thumb drive to a precinct

Poll Worker Election Central Supervisor will notify the ATS Supervisor who will contact the ATS and have them meet the Tech Rover at the precinct to properly implement the replacement of a DS200 or deployment of a universal thumb drive to a precinct

Tech Rover will record the equipment's serial number and precinct number onto the thumb drive, and provide the Logistics Election Central Supervisor with said serial number, in addition to the completion of a Tech Rover Report

Poll Worker Election Central Supervisor will notify the ATS Supervisor who will then provide verbal and/or email notification to the originating requestor of such replacement/deployment that the Tech Rover and ATS are on their way to the polling place

Poll Worker Election Central Supervisor will notify the ATS Supervisor and the originating requester if the department decision is not to proceed with the replacement/deployment

SPECIAL SITUATIONS



Identifying the Need to Replace a Corrupted Thumb Drive and/or Add Additional Units (Cont'd):

Physical Replacement of Corrupted Thumb Drive and Introduction of a Universal Thumb Drive(Cont'd):

The defective thumb drive will be removed from the DS200 and given to the ATS who will place it inside the envelope provided in their binder for this purpose

The ES, along with the Clerk or Assistant Clerk, will remove the ballot bin, seal it, and record the number on Certificate of Security. A replacement ballot bin will then be placed in the unit

The ES will insert the universal replacement thumb drive in the DS200, open and print zero tapes per usual procedure

The ATS will gather the ES and poll workers and show them how to activate a ballot:

Ask the voter to show you the Voting Pass showing the precinct number

The OSVE Inspector will enter the precinct number since these thumb drives contain all precincts. You must enter four digits for the precinct number. Once the precinct number is entered on the screen, it will be followed by a "0" at the end

For example, if the precinct number is "912", it will be entered on the screen as "9120". The OSVE Inspector will then press "Enter". If the precinct number is less than three digits, you must add zeroes at the beginning and end in order to have four digits. For example, if the precinct is "09", you must enter "0090". If the precinct is "90", you must enter "0900"

SPECIAL SITUATIONS



Identifying the Need to Replace a Corrupted Thumb Drive and/or Add Additional Units (Cont'd):

Physical Replacement of Corrupted Thumb Drive and Introduction of a Universal Thumb Drive (Cont'd):

The precinct number will appear on the screen and prompt for confirmation that this is the correct precinct. The OSVE Inspector will ask the voter to confirm that the precinct on the screen is the same precinct as on the Voting Pass. Once the voter confirms, the OSVE Inspector will press “Continue”

If the precinct number does not match the Voting Pass, press “New Search” and re-enter the precinct number

Because it will take longer to close, the ES MUST close this machine first

After the ES has closed the DS200 and printed results tapes, they will hand the universal thumb drive and results tapes to the ATS. THE ES WILL NOT TAKE THE UNIVERSAL THUMB DRIVE AND RESULTS TAPE FROM THIS MACHINE TO THE COLLECTION CENTER

The ES will record the serial number of this machine on Certificate of Security and make a note that the thumb drive was replaced for this machine and all thumb drives and zero and results tapes were given to the ATS

The ATS will place the universal thumb drive and results tape inside the envelope containing the defective thumb drive and hand it off to the Standby Poll Worker who will be dispatched from the Elections Department to take it back to the Tabulation Room at the Elections Department along with the ballot bin previously removed from the unit

SPECIAL SITUATIONS



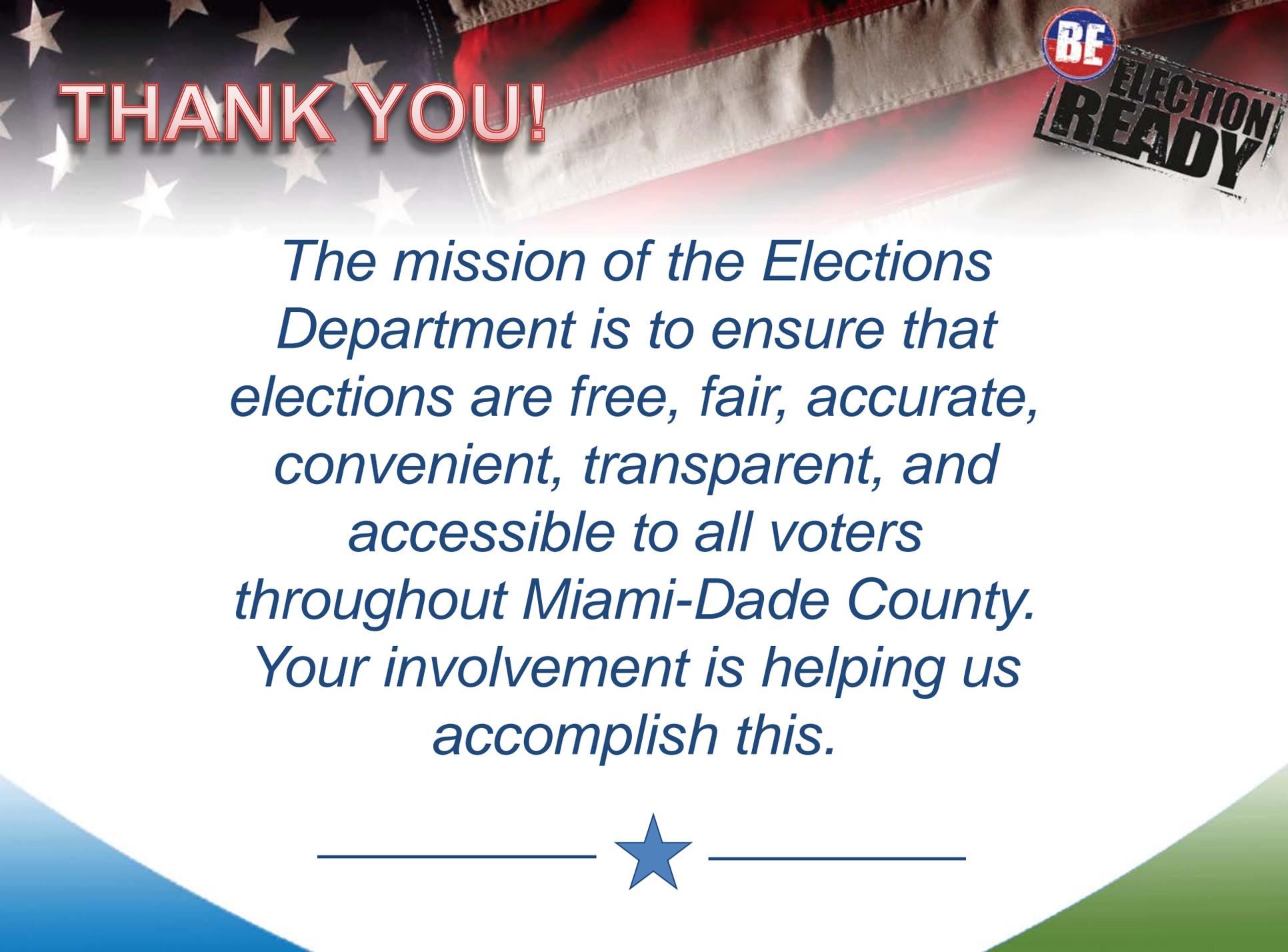
SECURITY CARD/MANUAL ENTRY

Once the EViD has completed its startup process it will prompt the user to swipe the security card provided. Swiping the security card enables the “Undo” feature of the Check-In process

The EViD Activator/thumb drive has been programmed to automatically configure the Polling Location on the EViD. However, if the Activator fails to configure the EViD with the correct polling location, the ES must go to the **Tech Utilities Menu** and select “Change Location & Precincts”. Once there, the ES will be required to enter the three (3) digit Polling Place number which assigns the EViD to that particular polling place. Once the Polling Place number has been edited, press “OK” to save the change

Back on the Tech Utilities menu, press Exit to return to the Home Screen

It is important that you verify that the correct Polling Location is reflected at the top of the Home Screen



THANK YOU!



The mission of the Elections Department is to ensure that elections are free, fair, accurate, convenient, transparent, and accessible to all voters throughout Miami-Dade County. Your involvement is helping us accomplish this.

