MIDDLESEX COUNTY • NJ BOARD OF ELECTIONS

ELECTRONIC POLL-BOOK OPEN PROCEDURES

ELECTRONIC POLL-BOOK CASE INSTRUCTIONS:

1. Start by bringing the Electronic Poll-Book cases over the voter check-in tables.
2. Break the green seal on the Electronic Poll-Book case by twisting or using scissors.
3. Open and remove laminated diagram sheet to use for reference.
4. Look for the Night Hawk.

STEP 2– Break Green Seal

DIAGRAM OF ELECTRONIC POLL-BOOK CASE

STEP 3 – Laminated Diagram

IMPORTANT: BEFORE YOU BEGIN TO ASSEMBLE THE CONTENTS OF YOUR CASE, YOU MUST POWER ON THE NIGHT HAWK DEVICE.

IMPORTANT: There will be ONE Night Hawk per polling place. If none of your electronic poll-book cases have a Night Hawk, look for a CRADLEPOINT. See instructions for Powering on the Cradle-Point Router.

STEP 5 – Night Hawk

STEP 7 – Power Button

NIGHT HAWK INSTRUCTIONS:

5. If your case has a Night Hawk Wireless Router, complete the following steps. There will only be one router per polling location.
6. Insert USB-C end of cable into the side USB-C port of the Night Hawk. Insert the standard USB end of the cable into the power supply. Plug the power supply into outlet.
7. Power on the Night Hawk by pressing and holding on the power button on the top of Night Hawk until the front turns blue.
8. **Proceed to Step 13**.

CALL 732-745-4200 with any questions.

STEP 6 – USB-C Port

STEP 7 – Powered On

IF NO ELECTRONIC POLL-BOOK CASES CONTAINED A NIGHT HAWK, LOOK FOR THE CRADLE-POINT ROUTER.

STEP 9 – Cradle-Point

CRADLE-POINT ROUTER INSTRUCTIONS:

9. Locate the Cradle-Point Router in your polling location.
10. Unlatch and open to retrieve charger from the zippered pouch inside. Place pouch back and close case.
11. Insert charger into port on the side of the Cradle-Point Router.
12. Press in Power Button on the side of the Cradle-Pointer Router next to the charging port until it lights up blue.

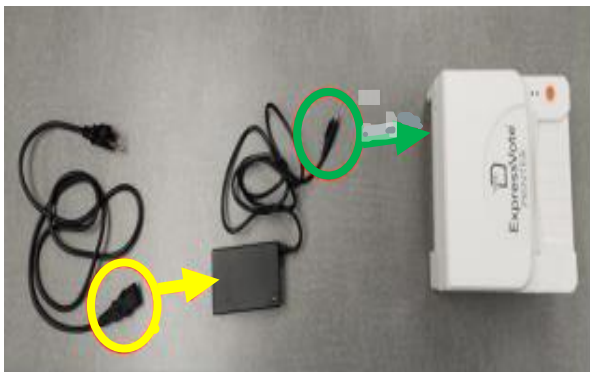## CALL 732-745-4200 with any questions.

STEP 11 – Charging Port

STEP 10 – Zippered Pouch

STEP 12 – Power Button

CONNECTING THE ELECTRONIC POLL-BOOK COMPONENTS

STEPS 13, 14, 15 - Connecting Wires to ExpressVote Printer

EXPRESSVOTE PRINTER INSTRUCTIONS: REMOVE ALL COMPONENTS FROM THE CASE (*CLOSE CASE AND STORE OUT OF THE WAY*)

13. Find the wire marked with YELLOW tape and insert it to the power supply also marked with YELLOW tape.

14. The wire permanently attached to the power supply is marked with GREEN tape. Insert that into the back of the ExpressVote Printer in the port marked with GREEN tape. **NOTE: Flat side of cable faces down towards the table when inserting.**

15. Plug the ExpressPoll Printer into a power strip outlet. **NOTE: DO NOT POWER ON YET.**

EXPRESSPOLL ELECTRONIC TABLET to EXPRESSVOTE PRINTER INSTRUCTIONS:

16. Place the ExpressPoll Electronic Tablet and place it near the ExpressVote Printer.

17. Locate the wire that is marked with BLUE tape on both ends.

18. Take the end of the wire that has the rectangular USB. Insert that into either of the two USB ports on base of the ExpressPoll Electronic Tablet which are also marked with BLUE tape. **NOTE: USB symbol faces up.**

19. Insert the other end of the wire into the port on the back of the ExpressVote Printer marked with BLUE tape. **NOTE: FOR THIS CONNECTION THE USB SYMBOL FACES DOWN TOWARDS THE TABLE.**

STEPS 16 & 17 – Connecting the ExpressVote Printer to the ExpressPoll Electronic Tablet.

STEP 18 – Rectangular USB goes to Tablet with symbol facing up.

STEP 19 – Remaining end connects to the back of the printer marked with blue tape.

STEP 20 – Connecting orange cable attached to the base of the tablet to the USB-C Power Block Adapter

EXPRESSPOLL ELECTRONIC TABLET INSTRUCTIONS:

20. On the base of the ExpressVote Electronic Tablet, there is an ORANGE cable. Insert the USB-C end into the white USB-C Power Block Adapter Port marked with ORANGE tape.

21. Plug the USB-C Power Block Adapter into an outlet in the power strip.

22. Power on the ExpressPoll Printer by pressing the ORANGE power button until it lights up blue.

23. Power on the ExpressVote Electronic Tablet by pressing the ORANGE power button on the top of the tablet screen.

### CALL 732-745-4200 with any questions.


STEP 22 – Power Button on ExpressVote Printer

STEP 23 – ExpressPoll Electronic Tablet Power Button

# YOU ARE NOW READY TO **LAUNCH** ELECTION

24. Once the ExpressPoll Electronic tablet has been fully powered on, touch LAUNCH on the screen.

25. You will be prompted to enter the PQC code. Election specific codes will be on the last page of this packet.

26. In order for you to select a Poll Place, you must first select Early Voting or Election Day.

27. After selecting Early Voting or Election Day, tap on the Poll Place field. Begin typing the name of your Poll Place and select from the drop down the correct one.

28. Make sure to verify that the Poll Place you selected is your correct Poll Place once again on the left side of the screen. **NOTE: If you selected the wrong poll place, press BACK and start again.**

29. In the Username and Password fields, refer to the election specific codes on the last page of this packet. After entered, press **Sign In**.

30. Select **OPEN POLL** on the lower right side of the screen. You are now ready to check in voters.
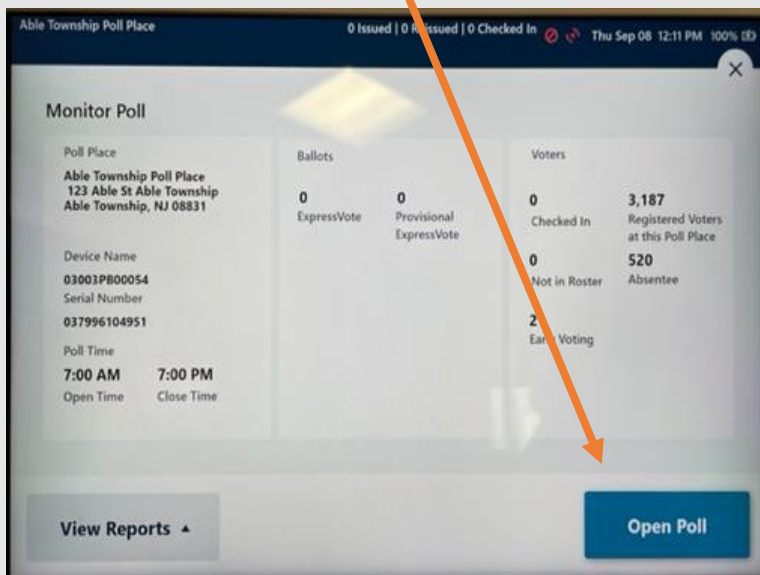
STEP 24 – LAUNCH screen
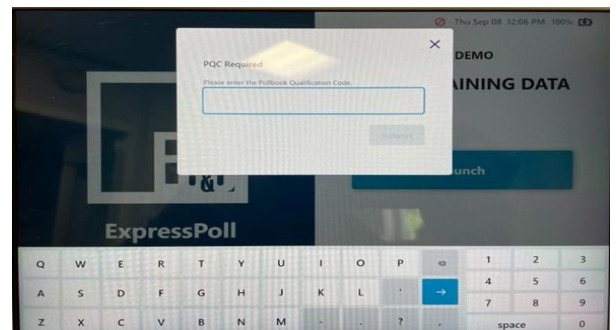
STEP 25 – PQC Required
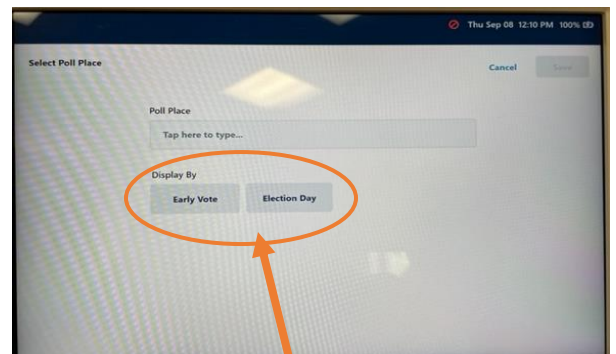
STEP 26 – First select Early Voting or Election Day

STEP 28 – Verify Poll Place. Press BACK if incorrect.
STEP 29 – If correct enter Username, Password, and SIGN IN

MIDDLESEX
C O U N T Y · N J
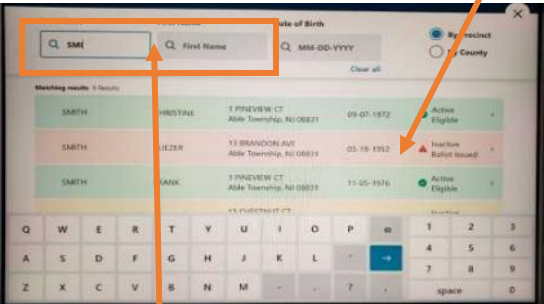## BOARD OF ELECTIONS

VOTER CHECK IN

STEP 1 – Search for Voter

SEARCHING FOR VOTER:

1. Touch Search for Voter.
2. Have the voter say their First and Last name.
3. Begin typing the first three letters of the last name and the first three letters of their first name. **NOTE: As you begin typing, you will see results loading in** <mark>GREEN</mark>, <mark>YELLOW</mark>, **and** <mark>RED</mark>.

STEP 3 – Last Name, First Name

| Color	Description
Green	Voter may vote a standard ballot.
Yellow	Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.
Red	Voter cannot vote due to exceptions with their voter record.

SELECTING THE CORRECT VOTER:

4. Be sure you are selecting the correct voter by confirming address and date of birth if you have the same name generate more than once. **Example: Father and son may have the same name.**
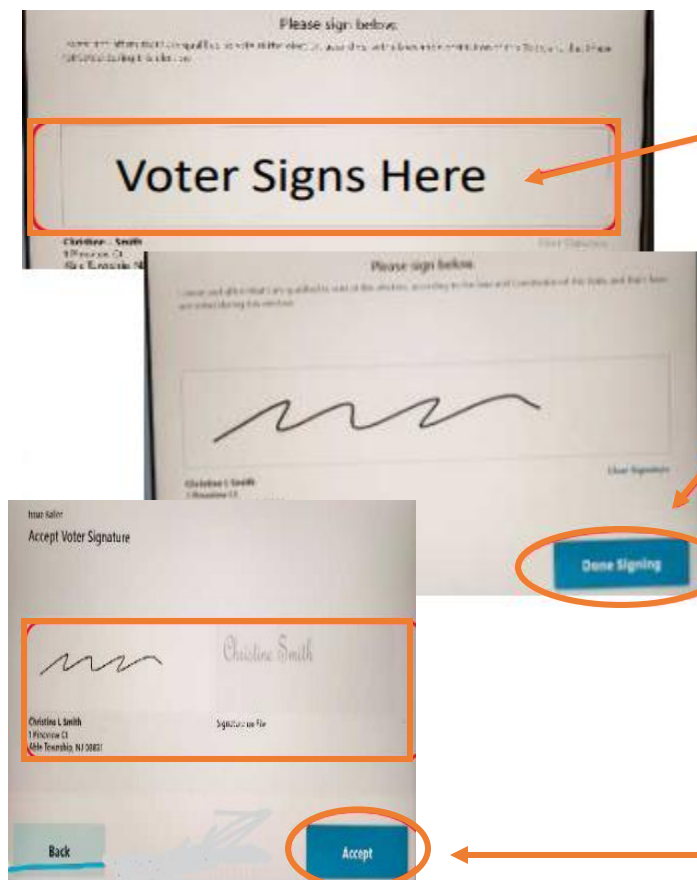
ISSUING A STANDARD BALLOT:

5. A voter that appears in GREEN gets issued a Standard Ballot. The description will say **Active-Eligible** in the GREEN box.

6. Make sure to read any **Comments**.

7. Touch **Issue Standard.**

8. Screen will ask you for Capture Voter Verification. This is asking you to enter the Authority to Vote (ATV) number. Have the voter sign the line marked with the X. **DO NOT TEAR OFF YET.**

9. After entering the ATV number, touch the blue arrow on the keyboard. This will remove the keyboard to see the rest of the screen.

10. Touch **NEXT** to proceed.
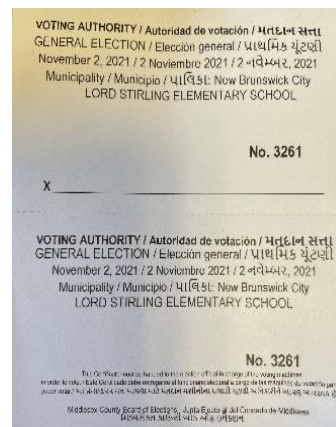
STEP 8 – ATV pads are in numerical order. They will be located in your supply bags.

ISSUING A STANDARD BALLOT:

11. Turn the electronic tablet screen to the voter and have them sign with their finger or stylus.

12. When they are done signing, turn the electronic tablet back towards you and touch **Done Signing**.

13. Compare the signature with the signature on file. You may also use the ATV signature to compare if the signature is hard to make out on the screen. Touch **Accept**.

ISSUING A STANDARD BALLOT:

14. Insert a blank Activation Summary Card into ExpressVote Printer with notch in upper right corner. **NOTE: There is no identifying information in the barcode or on the ballot card whatsoever. There is no way to trace this ballot back to the voter's name and/or address. It is only used to program the voting machine for the proper Municipality/Ward/District ballot to be voted.**

15. When the ballot is finished printing, remove it by pulling it out. **NOTE: There is no need to hold the ballot card while its printing.**

16. Hand the ballot card and bottom portion of the signed ATV slip to voter and direct them to a voting machine. Touch **Complete Check-In**.

ISSUING A STANDARD BALLOT:

5. A voter that appears in <mark>YELLOW</mark> may need to be issued a provisional ballot. Read the comments to determine what action is required. The description will say **Inactive Eligible** in the <mark>YELLOW</mark> box. Along with action that is required.

6. Make sure to read any **Comments**.

7. Touch **Issue Standard only if action has been completed. If not, issue provisional.**

NOTE: IF provisional ballot is issued, skip to Provisional Balloting Instructions.

REASONS WHY A VOTER WILL APPEAR IN <mark>YELLOW</mark>:

AFFIRM ADDRESS:
1. If the voter STATUS box says AFFIRM ADDRESS, always have the voter complete the Affirmation of Residency Affidavit Form in supply bag.

2. If the address the voter writes on the Affirmation of Residency is the same as in the poll book the voter can vote on the voting machine.

3. If the voter indicates that he or she has moved, but still resides within the Election district, the district board member must ask the voter to complete the affirmation form and it will be used by the county to record the change of address. The voter votes in the voting machine.

REASONS WHY A VOTER WILL APPEAR IN <mark>YELLOW</mark>:

AFFIRM ADDRESS: cont'd

4. If the voter indicates that he or she has moved to another Election district within the county, the district board member should direct the voter to his or her new polling place where the voter will vote only by Provisional ballot

5. If the voter indicates that he or she has moved outside of the county after the close of registration less than 21 days before the Election, and therefore could not register in the new county in time to vote in this Election, the voter may vote on the voting machine.

6. If the voter indicates that he or she has moved outside the county more than 30 days before the Election, the voter may not vote in this county. Voter was required to register to vote in new county.

ID REQUIRED: Voter must show identification to be issued a standard ballot. Check that the voter produces an ID that shows their name and address. Issue a provisional ballot if voter cannot or will not show ID.

> **Acceptable Identification:**
>
> **Any current and valid photo ID**
> - Driver's license
> - Store or job ID
> - Military or other government ID
> - US Passport
>
> **Any current and valid NON-photo ID**
> - Utility bill
> - Bank statement
> - Auto registration
> - Government check or document
> - Rent receipt
> - Sample ballot

ISSUING A PROVISIONAL BALLOT:

1. A voter will appear in <mark>RED</mark> when:
   a. A Mail in Ballot has been issued
   b. Voter voted in Early Voting
2. A voter that appears in <mark>RED</mark> will need to be issued a provisional ballot.
3. A voter will be issued a provisional ballot if they cannot be found in the electronic poll-book.

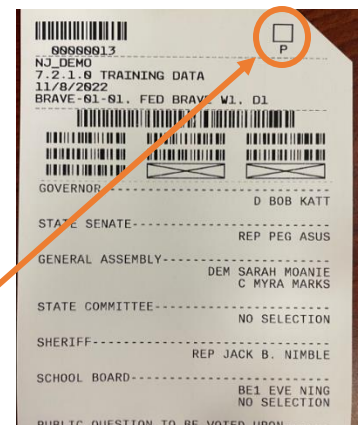**NOTE: Issue Standard is grayed out.**
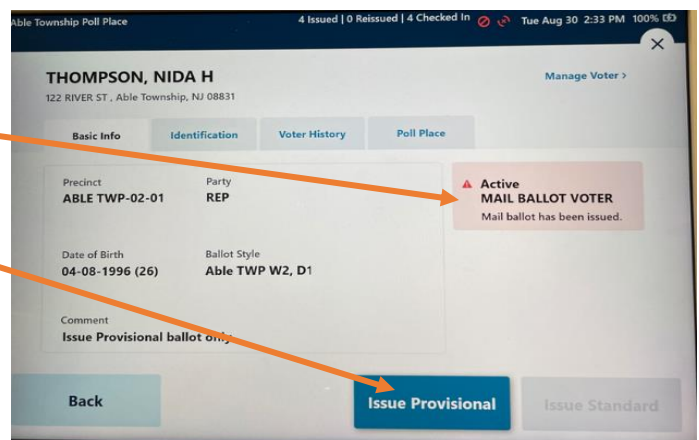
ISSUING A PROVISIONAL BALLOT:

4. Touch **Issue Provisional. NOTE: Provisional voters do not get an ATV slip issued to them.**

5. You will need to select a reason for issuing provisional ballot.

6. Touch **NEXT**.

7. Turn screen to voter to have sign.

8. Turn back and touch **Done Signing**.

9. If there is a signature on file, compare signature and touch **Accept**. **NOTE: There will not be a signature if the reason for issuing a provisional is due to Voter Not Found.**

10. In District/Precinct Field, begin typing in the district code that is typed on the label on the electronic poll-book screen. **NOTE: Electronic poll-books are district specific, therefore you must type in the district information that is assigned to that specific poll-book.**

11. Touch **NEXT**.

12. Insert blank card into printer. When it is done printing, take note of the square box in upper right corner. Provisional ballot cards are filled in unlike a standard ballot.

13. Hand the voter the ballot card and send to voting machine.

Provisional Ballot Card

Both squares will have the letter "P". But a provisional is shaded in.

Standard Ballot Card

ISSUING A PROVISIONAL BALLOT: VOTER NOT FOUND

14. A voter that is not found, will not have any color associated to them.

15. Be sure to check the spelling of the voter's name. Try their date of birth in the search field. Try expanding the search from District to County. **Example: O'Sullivan may appear as OSULLIVAN or O SULLIVAN.**

NOTE: It is illegal to ask a voter for ID. However, if the voter offers you their ID to help searching, that is legal. If after these search tips you still cannot locate the voter, call 732-745-3471 before issuing a provisional ballot.

THE ONLY REASON TO EVER ISSUE A PAPER PROVISIONAL BALLOT IS IF THE VOTING MACHINES AND ELECTRONIC POLL-BOOKS ARE DOWN AND INOPERABLE.

RE-ISSUING A BALLOT:

1. If the voter makes a mistake, they will need to be Re-Issued a ballot at the electronic poll-book table.
2. Search for the voter.
3. Select Re-Issue Ballot.
4. Select the reason for a new ballot.
5. You will need the voter's ATV slip to re-enter that number.
6. SPOIL the ballot card that the mistake was made on by tearing it apart across the barcode and place it in the SPOILED BALLOT envelope.

CORRECTION OF RECORDS:

If the voter needs something corrected on their registration file, they must complete the **Correction of Records Form**. **Do not tear off the pages from the pad.* Only forms that are completed properly may be processed.

Write voter's town, ward, and/or district.

Write the voter's ID registration number.

Check ✓ the box(es) for the appropriate request(s).

Write the voter's full name and address as listed in the poll book.

Write correction of the voter's name and/or address.

Voter (or the family member requesting the change) signs name.

Two poll workers sign their names.

At Close of Polls, this Correction of Records Pad gets placed in supply bag.

MIDDLESEX COUNTY BOARD OF ELECTIONS CORRECTION OF RECORDS

Election: _____
Eleccion

Election Date: _____
Flecha de la Eleccion

Municipality: _____
Municipalidad

Ward: _____ District: _____
Barrio   Distrito

PLEASE COMPLTE ALL INFORMATION
POR FAVOR COMPLETE TODA LA INFORMACION

Registration Number: _____
Numero de registro

☐ Data Correction
Correccion de datos

☐ Moved within County
Mudanza dentro del Condado

☐ Name Change
Cambio de Nombre

☐ Move out of County
Mudanza fuera del Condado

☐ Deceased
Fallecido

☐ Remove from Annual mail-in ballot list
Quite de toda la lista de la correo-en-balota

Name as it appears in Poll Book:
Nombre como aparece en libro de la encuesta

Correct Name to be changed to:
Corrija el nombre que se cambiara a

Address as it appears in Poll Book:
Direccion como aparece en libro de la encuesta

Correct Address to be changed to:
Corrija la direccion que se cambiara a

_____
_____

_____
_____

ALL SIGNATURES REQUIRED FOR CORRECTION TO BE MADE
SE REQUIEREN TODAS LAS FIRMAS PARA HACER LA CORRECCION

Voter's Signature (or Family member requesting change): _____
Firma del Votante (O miembro de la familia solicitando el cambio)

Poll Worker #1 Signature
Firma del empleado de la Urna #1

Poll Worker #2 Signature
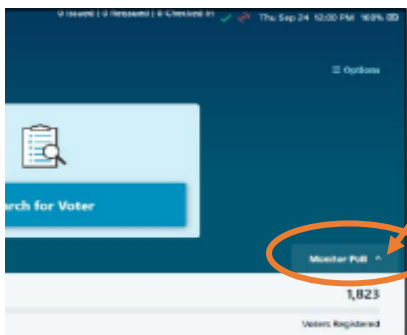Firma del empleado de la Urna #2

CR E/S/G

Revised 8/12/20

2-Hour Tally:

Every 2 hours, poll workers must record the number of voters for each Ward/District at your polling location. **NOTE: Each Ward/District at the polling location will have their own sheet to publicly post.**
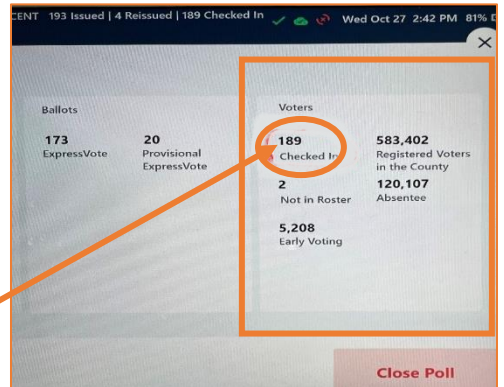
1. On the Search for Voter screen of the electronic poll-book, touch **Monitor Poll**.
2. On the Electronic Poll-Book, look to the right square called Voters. Find the number above the words **Checked-In**.
3. Write that number on the **Public Two-Hour Tally Sheet** under column called **ePollBook Voters Checked In.**
4. On the electronic Poll-Book, look at the square called Ballots. Find the number above the words **Provisional ExpressVote** (directly to the left of Checked In).
5. Write that number on the **Public Two-Hour Tally Sheet** under the column **Provisional ExpressVote.**

NOTE: There will be two electronic poll-books per Ward/District. Check both of your electronic poll-books for these steps. The numbers should match, as long as 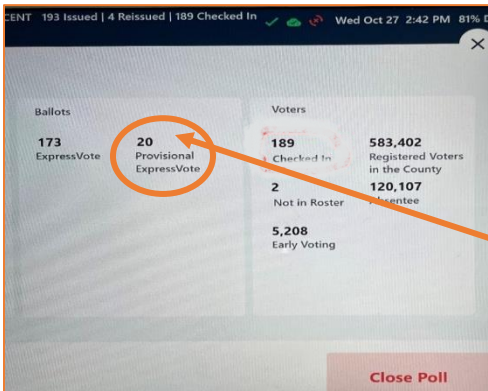they are displaying ✓ WiFi Connected **and** ↻ Peer to Peer Connected **Peer to Peer indicates that the electronic poll-books are working together.**

STEP 1 – Monitor Poll

STEP 2 – Checked-In Voters

STEP 4 – Provisional ExpresVote

STEPS 3 & 5 – Two-Hour Tally Sheet

Daniel Frankel
Secretary & Commissioner of Registration

Beatrice Moskowitz
Commissioner

Mohamed Jalloh
Commissioner

MIDDLESEX
C O U N T Y · N J
BOARD OF ELECTIONS
Thomas Lynch, Administrator
Valerie Henry, Deputy Administrator
Linda Palughi, Chief Clerk

Sylvia Engel
Chairman

Donald Katz
Commissioner

April Bengivenga
Commissioner

Municipality
Ward/District

	Provisional ExpressVote (Found in EPB)	ePoll Book Voters Checked In (Found in EPB)
8:00 AM	20	189
10:00 AM		
12:00 PM		
2:00 PM		
4:00 PM		
6:00 PM		

MIDDLESEX COUNTY • NJ
## BOARD OF ELECTIONS

ELECTRONIC POLL-BOOK CLOSE PROCEDURES

ELECTRONIC POLL-BOOK CLOSE INSTRUCTIONS:

1. At 8:00PM the polls close. It is not until the last voter leaves the polling location that you may begin to close the electronic poll-book.
2. Touch Monitor Poll on the electronic poll-book screen.
3. Touch Close Polls.
4. You will be prompted to Sign Out. Select Yes. Electronic Poll-Book will shut down and restart.
5. Drag screen down to SHUT DOWN.

STEP 2– Monitor Poll
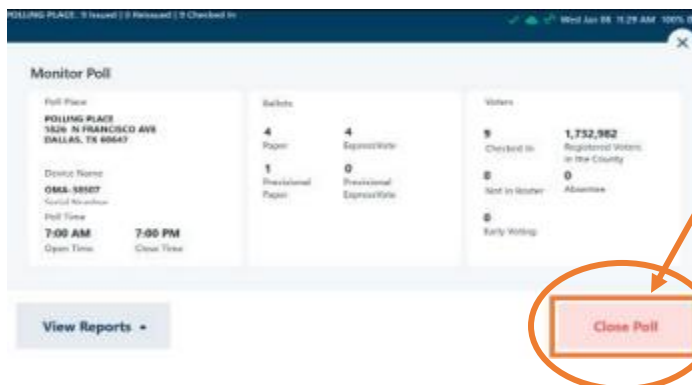
STEP 3– Close Poll

GET CASE, OPEN. TAKE DIAGRAM AND BEGIN PUTTING AWAY COMPONENTS TO MIRROR DIAGRAM.

ELECTION DAY CODES FOR ELECTRONIC POLL BOOKS

PQC REQUIRED

(Will be provided to you on Election Day)

USERNAME

(Will be provided to you on Election Day)

PASSWORD

(Will be provided to you on Election Day)