

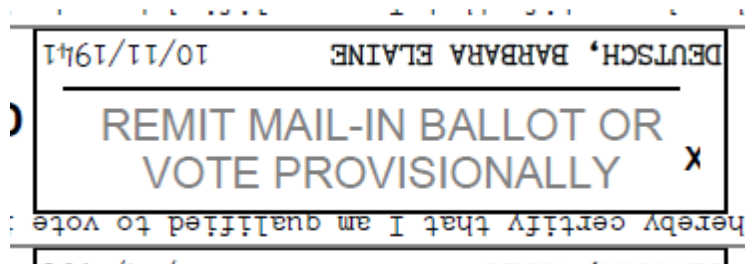


Washington County Board of Elections

Poll Book Changes

- Electronic Poll Book (E-Poll Book) contains voter information up to October 20.
- Deadline to apply for a mail in or absentee ballot is October 26.
- To account for 7-day window from E-Poll Book creation to application deadline, Supplemental Paper Books were created.
- Supplemental Poll Books contain the most current voter information of any changes to voter records after E-Poll Book creation.
- Poll worker **must** search each voter **first** in the **Supplemental Paper Poll Book** before checking in E-Poll Book.
- If voter's name appears in Supplemental Paper Poll Book then that book is used and voter is **not** searched in E-Poll Book.
- If voter's name does not appear in Supplemental Paper Poll Book then proceed to search for voter in E-Poll Book.
- Follow instructions in Poll Book used.

Example of Notation you will see in Supplemental Paper Book if voter applied for and was issued a mail in ballot. – Same procedures for “Remit Absentee Ballot or Vote Provisionally” notation.



Option 1

- Voter must surrender ballot **and** declaration envelope
- Poll worker writes void on ballot and envelope
- Voter signs declaration statement found in white elections supply box
- Poll Worker places voided ballot and envelope and signed declaration statement in “Surrendered Absentee/Mail-in” clear bag
- Voter signs Poll Book
- Voter is given ballot activation card and can vote in person on voting machine

Option 2

- Voter does **not** have ballot **and** declaration envelope to surrender
- Do **not** have voter sign poll book
- Do **not** write voter in numbered list of voters book
- Voter completes and votes a provisional ballot

Example of Notation you will see in E-Poll Book if voter applied for and was issued a mail in ballot. – Procedure same for absentee ballot

The screenshot shows the ExpressPoll software interface for the 11/03/2020 ELECTION. The window title is "ExpressPoll" and the page number is "205". The main heading is "Find Voters 11/03/2020 ELECTION". Below this is a table with the following data:

Name	Address	DOB	Status	Issued	IDR
KELLY RYAN DAVID	432 DUQUESNE AVE CANONSBURG 15317	08/20/1991	Active	ABS/Mail In Issued	

Below the table, it says "1 voters found." There are three search options: "Find by Name", "Find By Address", and "Find By Id". The "Find by Name" section has fields for Last Name (KELLY), First Name (Tap here to enter data), Middle Init., Zip Code, and Birth Date. There are also radio buttons for "Search in Precinct" (selected) and "Search Entire County". A "Clear" button is present. At the bottom, there is a "Return to Main" button. The status bar at the bottom shows "BT:?? AC:Online", "Total Issue:4 Relssue:2 Cancel:0 Net:2", and the date/time "10/21/2020 9:37:47 PM".

Option 1 – see screenshots below

- Touch voter's name
- Voter must surrender ballot **and** declaration envelope
- Poll worker writes void on ballot and envelope
- Voter signs declaration statement found in white elections supply box
- Poll Worker places voided ballot and envelope and signed declaration statement in "Surrendered Absentee/Mail-in" clear bag
- Poll Worker Touches "ABS Mail in Ballot Surrendered"
- Voter signs E-Poll Book signature Pad
- Poll Workers touches "Accept Signature"
- Poll Worker chooses Party

- Poll Worker chooses “ABS Surrendered” under issue reason then touches “Continue”
- Poll Worker touches “Issue Paper Ballot”
 - Ballot activation card for voting machine is considered a paper ballot
- Notice for paper ballot issued appears
- Touch “OK”

ExpressPoll 260

Voter Record

KELLY RYAN DAVID 432 DUQUESNE AVE
CANONSBURG 15317

Voter Details | Identification | History | Precinct Details

This voter was issued a ABSENTEE or MAIL IN ballot that was not returned to the Election Office. THE VOTER MUST VOTE A PROVISIONAL BALLOT ONLY. They ARE NOT ALLOWED TO VOTE ON THE VOTING MACHINE.

Precinct DOB Status **Active**
ABS/Mail In Issued

Party Issued

Comments

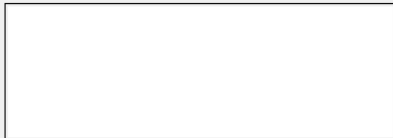
BT:?? AC:Online Total Issue:4 Relssue:2 Cancel:0 Net:2 10/21/2020 9:37:54 PM

ExpressPoll 295

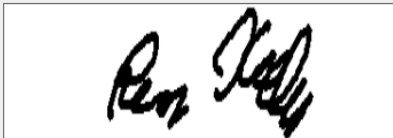
Get Voter's Signature

The voter should sign the signature pad using the stylus connected to the device. Accept the signature or clear and have the voter re-sign.

Voter's Signature



Signature on File



BT:??? AC:Online Total Issue:4 Relssue:2 Cancel:0 Net:2 10/21/2020 9:38:11 PM

ExpressPoll 310

ABS Surrendered Ballot

Select Party, an Issue Reason, and tap "Continue" to Issue Voting Slip for the voter. If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

Voter's PRECINCT	Voter's PARTY
913	NON-PARTISAN

Voter Name Precinc

Issue Reason

- Click dropdown to select reason
- P1 - ABS SURRENDERED
- P2 - REMIT PROVISIONAL

BT:??? AC:Online Total Issue:4 Relssue:2 Cancel:0 Net:2 10/21/2020 9:48:02 PM

ExpressPoll 310

ABS Surrendered Ballot

Select Party, an Issue Reason, and tap "Continue" to Issue Voting Slip for the voter.
If no ballot is needed, tap "Cancel, No Ballot Issued" to return to the Roster.

Voter's PRECINCT	Voter's PARTY
913	NON-PARTISAN

Voter Name Precinct

Issue Reason P1 - ABS SURRENDERED

Continue

Cancel
No Ballot Issued

BT:?? AC:Online
Total Issue:4 Relssue:2 Cancel:0 Net:2
10/21/2020 9:48:10 PM

ExpressPoll 330

Issue Paper Ballot

Follow your county's procedures to supply a paper ballot to the voter.
Then tap "Issue Voting Slip"

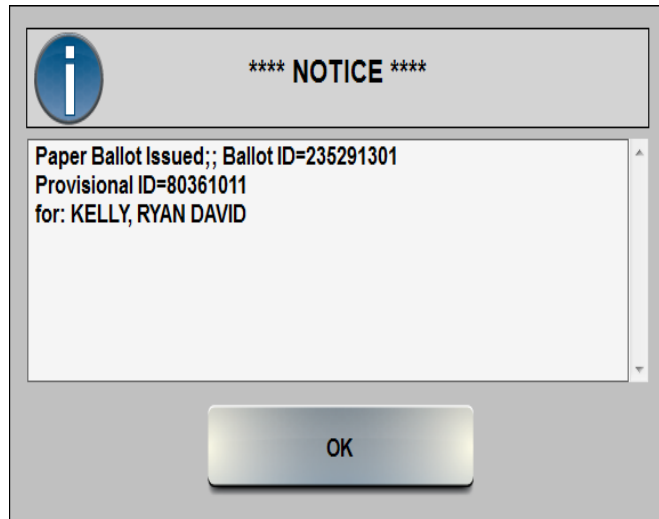
Voter Name Precinct

Ballot Style

Issue
Paper Ballot

Cancel
NO Ballot Issued

BT:?? AC:Online
Total Issue:4 Relssue:2 Cancel:0 Net:2
10/21/2020 9:48:17 PM



Option 2

- Voter does **not** have ballot **and** declaration envelope to surrender
- Do **not** proceed on E-Poll Book
- Do **not** write voter in numbered list of voters book
- Voter completes and votes a provisional ballot