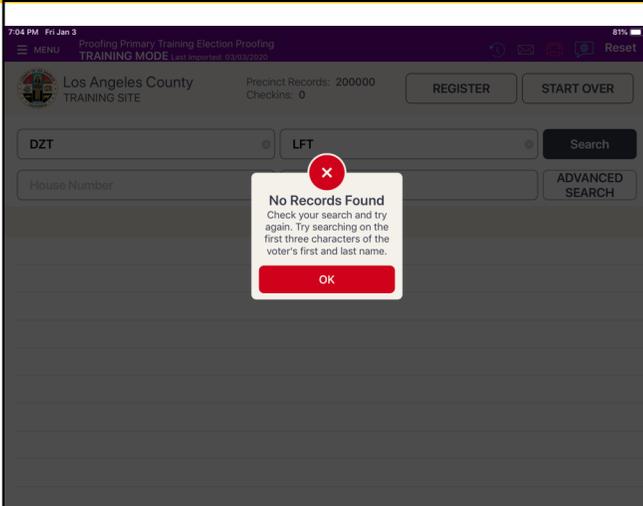




# ePollbook - CVR Voter

## 1. LOOK UP VOTER

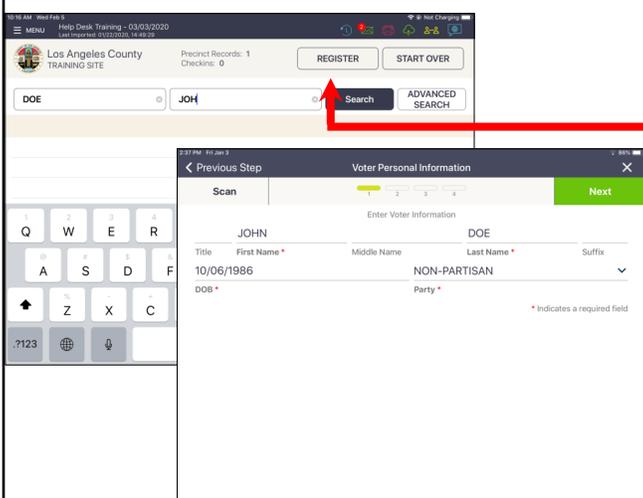
If a voter cannot be found using either lookup method, or if the voter wants to change their Name, Address or Political Party affiliation, the registration process will need to be completed. The voter will complete the left side of a CVR/ Provisional Envelope, and Check-In Clerk will complete the right side (be sure to attach a Service Area Label). The Check-In Clerk will use the envelope to complete the following screens.



## 2. NAME, DATE OF BIRTH & PARTY

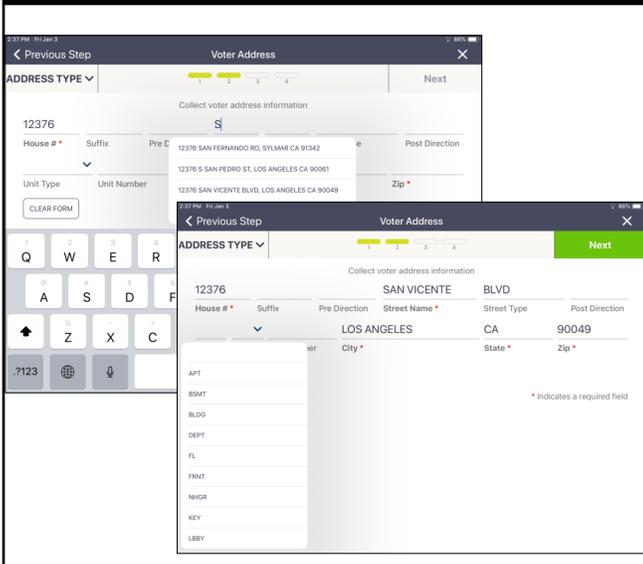
Tap **Register** at the top of the **LOOKUP** screen to begin the registration process. The first screen will ask for the voter's name, Date of Birth and Party affiliation. Enter information from CVR/ Provisional Envelope. Tap **Next**.

\* Indicates a required field.



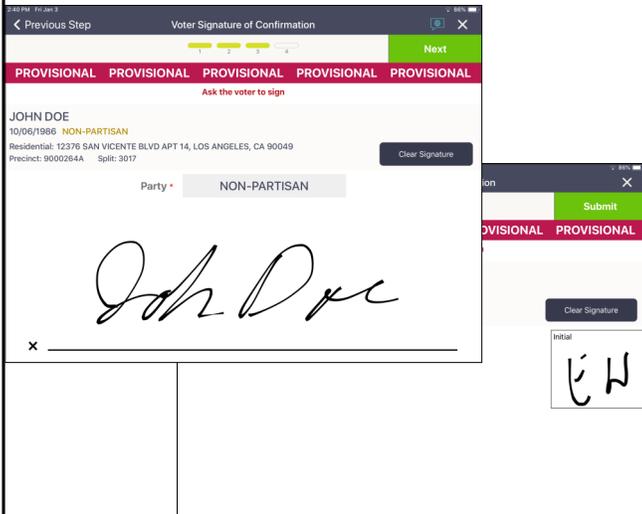
## 3. ADDRESS

Enter House Number, and direction indication (N, S, E, W) if applicable. As you start typing in Street Name, a drop-down box will show options that meet the criteria already entered. Select from the list and the remaining information will automatically populate. If needed, type in any additional information (e.g. apartment number, etc.). Tap **Next**.





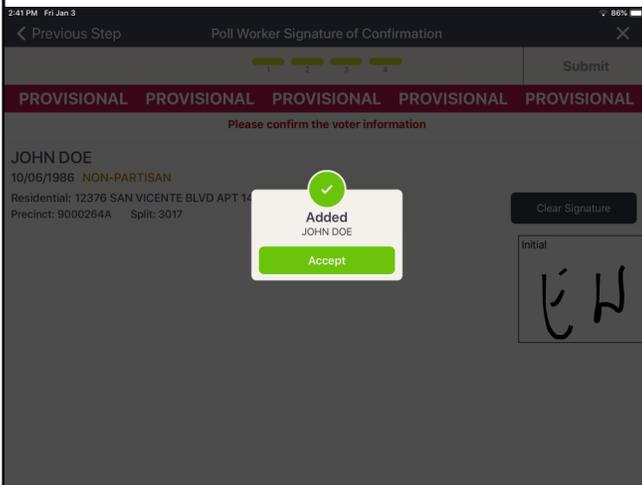
# ePollbook - CVR Voter



## 4. VOTER CONFIRMS & SIGNS

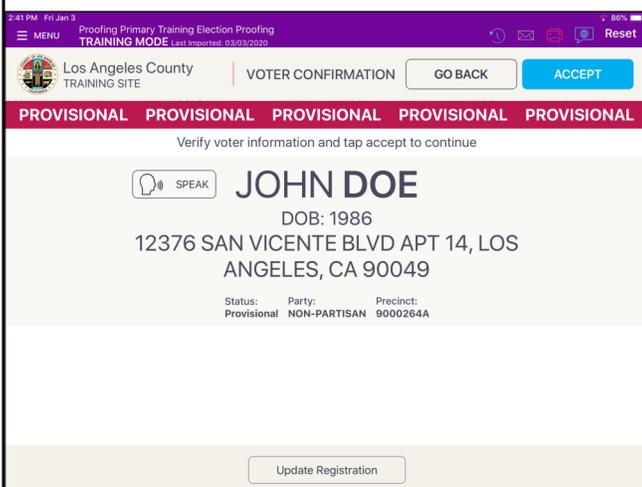
Voter confirms information is correct and signs. Check-In Clerk taps **Next**.

Clerk initials verifying all is correct, then taps **Submit**.



## 5. VOTER'S RECORD ADDED

Pop-up appears showing voter is added. Clerk taps **Accept**.



## 6. VOTER'S RECORD IS DISPLAYED

The voter verifies and confirms that all information is correct, then taps **Accept**.



# ePollbook - CVR Voter

## 7. NPP CROSSOVER

If voter is listed as **Nonpartisan**, they are given the option of crossing over to either the American Independent, Democratic, or Libertarian party to vote for a Presidential candidate, or they can vote Nonpartisan. Voter makes their selection, then taps **ACCEPT**.

## 8. ELECTION WORKER CONFIRMATION

Check-In Clerk verifies all is correct, then inserts blank ballot into BAM printer using paper guide, then taps **SUBMIT**.



## 9. PROCESSED VOTER

Good job! You successfully processed the voter. Verify QR code alignment printed correctly, then issue ballot to voter and direct voter to the vote area to vote, but they will not cast their ballot at the BMD. Instead they will take their printed ballot and the CVR/Provisional Envelope to the VBM/Provisional Clerk to complete the CVR process. See page 12 in the Election Guide for example of QR code.

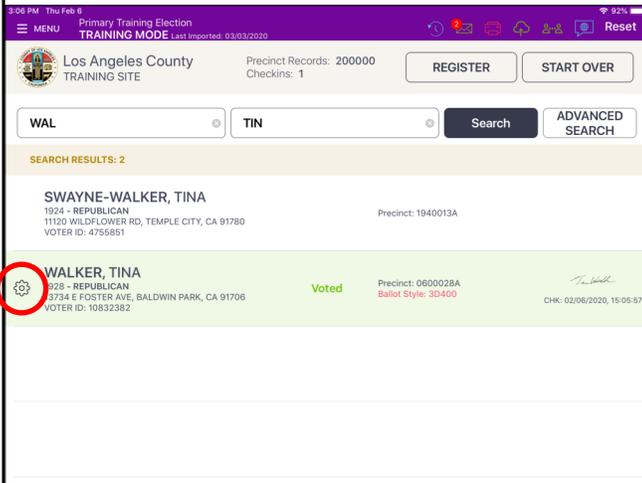


# ePollbook - Cancel Voter Check-In

## 1. LOOK UP VOTER

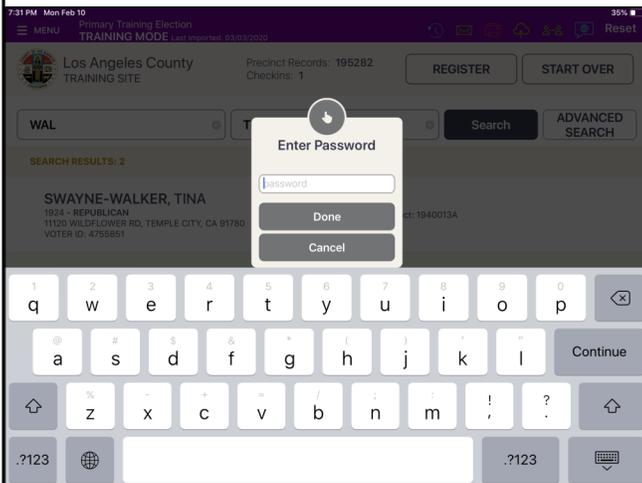
If a voter needs to leave without voting their ballot, Ballot QR Code cannot be read by BMD, or ballot was damaged at BMD (paper jam), their check-in needs to be cancelled (made as though they have not checked in at a Vote Center). Lead should complete the process. Look up the voter's record again using **MANUAL ENTRY** process (record shows voter has already voted).

Tap the **Settings icon** next to voter's name.



## 2. ENTER PASSWORD

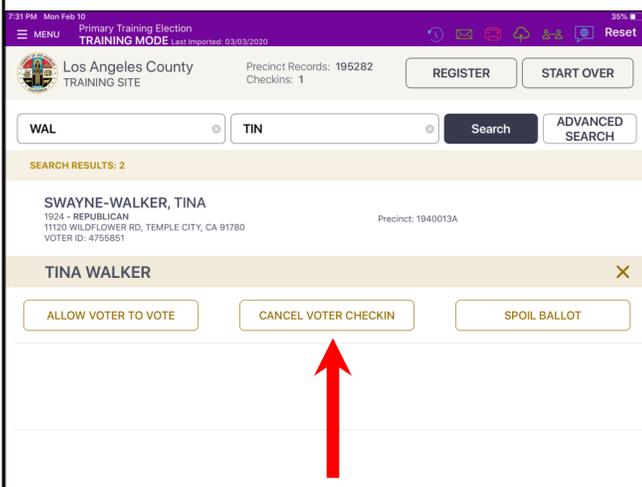
Enter the Extra Functions Password (password will be provided by the RR/CC), then tap **Done**.



## 3. CANCEL THE CHECK-IN

The Extra Functions menu will display in place of voter's record.

Tap **CANCEL VOTER CHECKIN**.





# ePollbook - Cancel Voter Check-In

Step 1: Poll Worker Name and Reason

Cancel Voter Check-In

John Doe

Poll Worker Name

SELECT REASON

Wrong Voter Checked In

Or Code Out Of Position

TYPE DETAILS

Next

## 4. CANCEL CHECK-IN REASON

Lead will type their name, then click on drop-down menu for reason. Select reason Check-In is being cancelled. If "Other" is selected, type in details.

Tap **Next**.

Step 2: Review, Sign and Submit

Cancel Voter Check-In

DE France, Nicole - 03/09/1958  
10925 PALMS BLVD 36, LOS ANGELES, CA 90034

Voter Information:

Details: Voter had to leave before voting.

Cancellation Reason: Other

John Doe

Election Judge Signature

Submit

## 5. LEAD SIGNS

Lead will sign to confirm the cancelled Check-In, then taps **SUBMIT**.

7:33 PM Mon Feb 10

Primary Training Election

TRAINING MODE Last Imported: 03/03/2020

Los Angeles County TRAINING SITE

Precinct Records: 195282

Checkins: 0

START OVER

WAL TIN Search ADVANCED SEARCH

SEARCH RESULTS: 2

SWAYNE-WALKER, TINA

1924 - REPUBLICAN

11120 WILDFLOWER RD, TEMPLE CITY, CA 91780

VOTER ID: 4755851

Precinct: 1940013A

WALKER, TINA

1928 - REPUBLICAN

13734 E FOSTER AVE, BALDWIN PARK, CA 91706

VOTER ID: 10832382

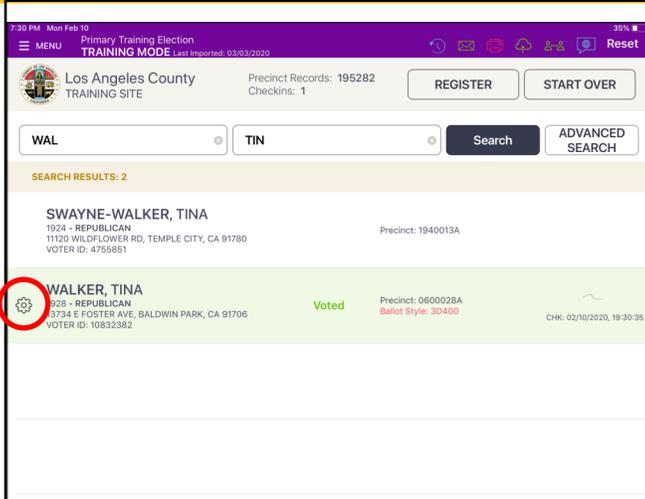
Precinct: 0600028A

## 6. VOTER'S CHECK-IN IS CANCELLED

Voter will be removed from check-in count, and "Voted" status is removed from the record.



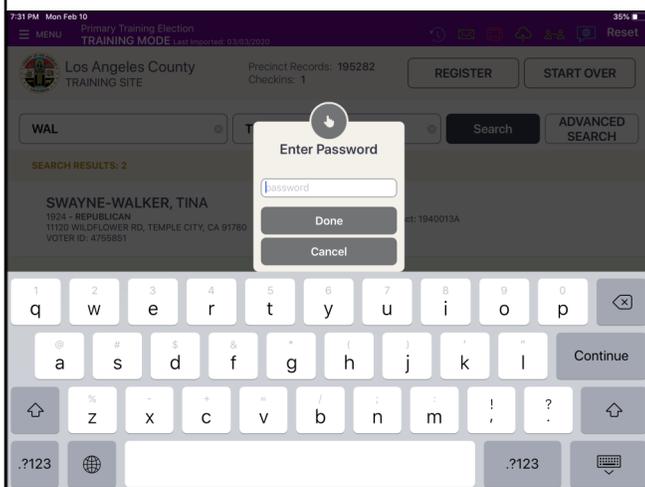
# ePollbook - Spoil Ballot



## 1. LOOK UP VOTER

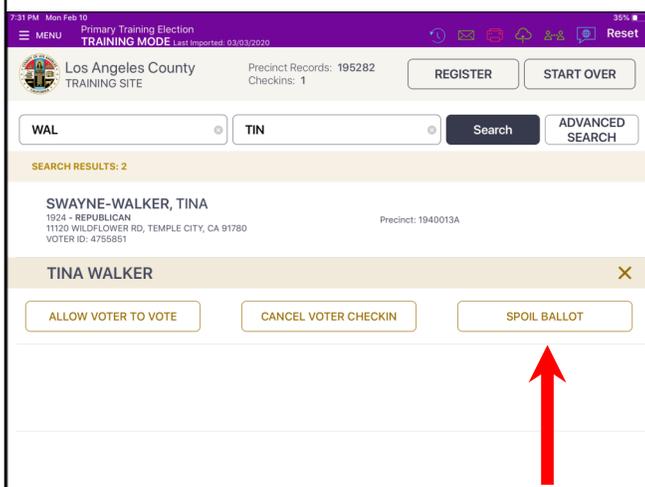
If a voter has made an error in their selections, then printed their ballot, or if they are NPP and would like to select a different Crossover choice, their ballot can be spoiled (voided) and issued another ballot. Lead should complete the process. Look up the voter's record again using **MANUAL ENTRY** process (record shows voter has already voted).

Tap the **Settings icon** next to voter's name.



## 2. ENTER PASSWORD

Enter the Extra Functions Password (password will be provided by the RR/CC), then tap **Done**.



## 3. SPOIL BALLOT

The Extra Functions menu will display in place of voter's record.

Tap **SPOIL BALLOT**



# ePollbook - Spoil Ballot

7:46 PM Mon Feb 10 Primary Training Election TRAINING MODE | last imported: 03/03/2020

Los Angeles County TRAINING SITE

START OVER SPOIL BALLOT

### Spoil Ballot

WALKER, TINA  
13734 E FOSTER AVE, BALDWIN PARK, CA 91706

Choose Reason

Choose the ballot(s) to spoil:

3D400

Spoiled Ballots Remaining:  
• 3D400 ballot style: 1

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

Ballot Destroyed

Voter Selected Wrong Party

Spoil After BMD Review

Voter Left without Voting

Other

## 4. SELECT SPOIL REASON

A new screen will appear. Select ballot to spoil and reason for spoiling ballot.

8:48 PM Fri Jan 3 Proofing Primary Training Election Proofing TRAINING MODE | last imported: 03/03/2020

Los Angeles County TRAINING SITE

START OVER SPOIL BALLOT

### Spoil Ballot

DE FRANCE, NICOLE  
10925 PALMS BLVD 36, LOS ANGELES, CA 90034

Choose Reason

Choose the ballot(s) to spoil:

2C500

Printing ... Please Wait

Spoiled Ballots Remaining:  
• 2C500 ballot style: 2

Voters who mishandle their ballot are only entitled to one additional ballot and must cast the replacement ballot.

Ballot Destroyed

Voter Selected Wrong Party

Spoil After BMD Review

Voter Left without Voting

Other

## 5. SUBMIT AND PRINT NEW BALLOT

Insert blank ballot into BAM printer using paper guide, then tap **SPOIL BALLOT**. Replacement ballot will print. Issue replacement ballot to voter and direct to the Vote Area to vote and cast ballot in the same booth.

Void old ballot and place in Blank Ballot Box.



# ePollbook - Update Registration

## 1. LOOK UP VOTER

After a voter has viewed their Voter Confirmation screen, if they want to make a change to their political party or address, give the voter a Change in Political Party/Change of Address Card to complete. Once completed, tap **UPDATE REGISTRATION** at the bottom of the screen.

## 2. CHANGE PARTY PREFERENCE

If the voter wishes to change their Political Party preference, tap the Party field and a drop-down box appears with selections. Select the Party the voter has selected on the Change in Political Party/Change of Address Card, and tap **NEXT**. If the voter does not want to change Parties, make no change on this screen, just tap **NEXT**.

## 3. CHANGE OF ADDRESS

If the voter wishes to change their address, tap in the House # field and the previous address goes away. Then enter the new address from the Change in Political Party/Change of Address Card.



# ePollbook - Update Registration

## 4. ENTER NEW ADDRESS

Tap the House # field, and enter the new house number. Tap the Street Name field and begin entering the new street name. After a few characters have been entered, a drop-down box appears and shows the addresses in LA County that match what has been entered. Select the correct address from the list, and other fields will auto populate. Enter any additional information (i.e. apartment numbers, etc.). Tap **NEXT**.

## 5. VOTER SIGNS

Voter signs to confirm the update to their registration. Tap **NEXT**. Check-In Clerk will enter their initials where prompted, then tap **SUBMIT**. Voter's update is complete. Process voter as regular voter. Place completed Change in Political Party/Change of Address Card in Green Stripe Envelope.

## 6. VOTER'S NEW ADDRESS NOT FOUND

If the voter's new address is not found, the screen to the left will appear, prompting the Clerk to call the Help Center at (800) 815-2666, option 7 to get a new Precinct and Serial number. Once received, enter the correct information and complete the update.