

VOTE



CUYAHOGA COUNTY  

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BOARD OF ELECTIONS

New PEO Training  
November 5, 2024  
General Election

November 5, 2024, Presidential General Election

# Application and Ethics Policy Acknowledgement Form

**Complete and return both forms to your trainers today before you leave.**

**Election Officials are Required to complete an Ethics Policy Acknowledgement Form (Ohio Secretary of State Form No.351).**

**Ensure All fields are completed on Application to avoid delays in receiving payment 4-6 weeks after Election.**

Trainer  
Introduction and  
Housekeeping  
Items

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# Trainer Information

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Be Present and  
Participate

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Be Respectful and  
Mindful of Others

# New PEO Training | 3 Hrs.

## PEO Requirements

- Expectations
- New EO Training Manual and QRGs
- Standards of Conduct

## Polling Location

- Safety and Security
- De-Escalation
- Reporting Issues

## Election Processes and Procedures

- Monday Night Meeting
- Opening the Polls
- Election Day
- Closing the Polls

## Voting Location Equipment Hands-On

- Ballot Scanners
- ADA

## Assessment

# PEO Requirements



November 5, 2024, Presidential General Election

# Precinct Election Officials

PEOs ensure that the election is administered consistently with Ohio laws and most importantly that every individual places their vote!

## Monday Night Organizational Meeting

- 6:00 p.m. on Monday, November 4, 2024



## Election Day

- 5:30 a.m. on Tuesday, November 5, 2024

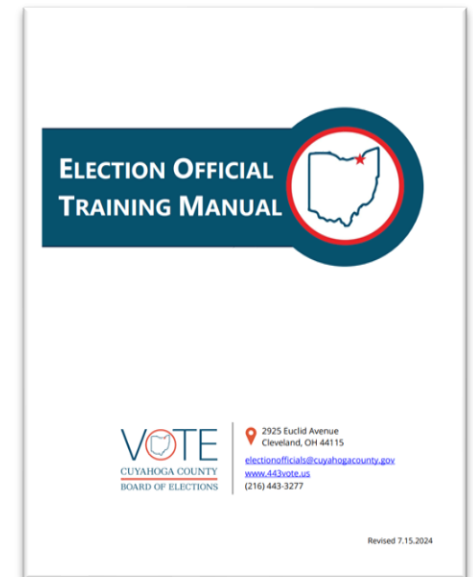


Follow all Cuyahoga County Board of Elections Processes and Procedures

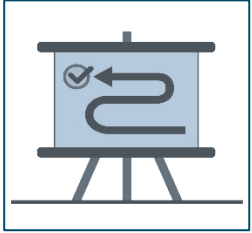


## Tools and Resources

- New EO Training Manual
- Updated Quick Reference Guides
- Online Resources



# PEO Standards of Conduct



## PROFESSIONALISM

- Attend trainings to understand the election process.
- Wear appropriate dress and keep good personal hygiene.
- Maintain appropriate, nonpartisan conversations.



## INTEGRITY

- Abide by all laws and rules and do not interfere with election processes.
- Follow all processes and procedures provided by the Board of Elections and in training materials.



## CIVILITY

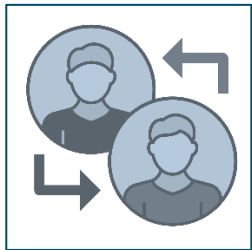
- Ensure all voters successfully cast a ballot.
- Engage with the voters through a friendly, nonpartisan approach.
- Never discuss politics at the Polling Location.

# PEO Standards of Conduct (continued)



## HONESTY

- Champion a fair election process, not a specific outcome.
- Ask for help when needed.



## TEAMWORK

- Maintain respect towards everyone at the Polling Location.
- Complete all required tasks on both Monday and Tuesday.
- Provide feedback to help improve future elections.



## TRUSTWORTHINESS

- Report any issues to the VLM and to the Board of Elections.
- Help to stop the spread of misinformation.



# Put Your Best Foot Forward!

## Attire

### **Please, no:**

- ✗ Clothing with inappropriate messages/graphics
  - Including political items
- ✗ Distressed or ripped jeans
- ✗ Shorts
- ✗ Hats
- ✗ Flip-flops
- ✗ Low cut or strapless shirts
- ✗ Athletic attire
- ✗ Unwashed clothing

## Language/Behavior

### **Absolutely no:**

- ✗ Foul or abusive language
- ✗ Comments on race, ethnicity, sexuality, gender, disabilities, or political affiliation
- ✗ Political discussions or debates
- ✗ Harassment/discrimination
- ✗ Firearms or illegal substances
- ✗ Mistreatment of the facilities
- ✗ Personal cell phone usage prohibited while processing a voter

# Polling Location Jobs and Duties



November 5, 2024, Presidential General Election

## VLM, Voting Location Manager

- Places Mandatory Calls to BOE
- Revolves throughout Polling Location as a resource for resolving issues
- Manages Polling Location and Workers
- Provides Oath of Office
- Assign Roles, Lunches, and Breaks
- Drop Off Supplies Post Election

## VLD, Voting Location Deputy

- Assists VLM with Polling Location management
- Assumes leadership role of Polling Location in the absence of VLM
- Lead worker at Voter Assistance Table
- Drop Off Supplies Post Election

# Precinct Election Official (PEO) Positions

Voter Greeter

Check-In  
Official

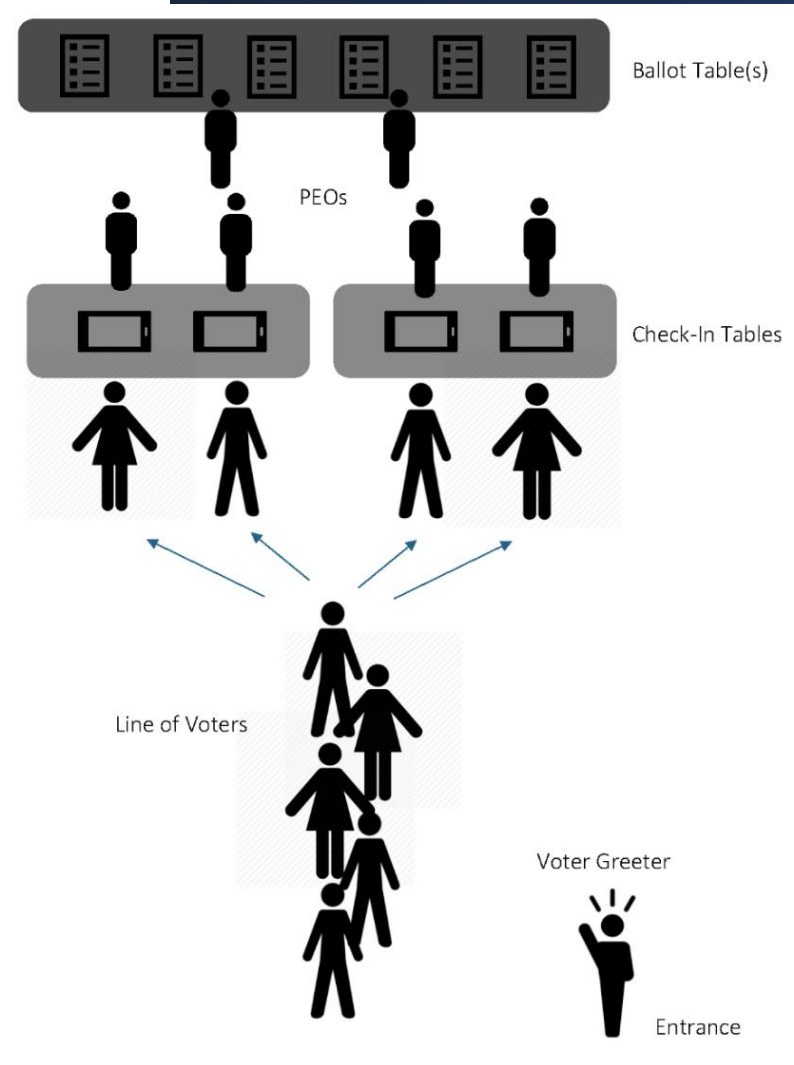
Ballot Official

Voter  
Assistance  
Table Official

Ballot Scanner  
Official

# Voter Greeter

- Greet and welcome voters to the Polling Location.
- Advise voters on acceptable identification and instructs them to have it available.
- Direct ALL voters to the check-in table with the shortest line. **“Any Line, Any Time”**.
- Every voter, including a provisional voter, start at a Check-In Table.



# Check-In Official EPB



- ✓ Process voters on Electronic Pollbook.
- ✓ Verify identification contains name and photo.
- ✓ Scan ballot stub barcode into EPB.
- ✓ Lookup voter's assigned precinct/polling location and direct voter to VAT table or send to another Polling Location as necessary.
- ✓ Fold the ballot "Stub A" perforation before handing ballot to the voter.

# Ballot Official



- ✓ Receive "Authority to Vote" slip from Check-In Official.
- ✓ Retrieve the proper precinct ballot based on "Authority to Vote" slip ensuring all sheets are properly pulled and ballot is complete.
- ✓ Deliver complete ballot and "Authority to Vote" slip back to Check-In Official.

# Voter Assistance Table (VAT) Official



- ✓ Assist provisional voters.
- ✓ Ensure every provisional voter has a slip from EPB.
- ✓ Check voter's identification.
- ✓ Record voter's City/Ward/Precinct in VAT log.
- ✓ Retrieve correct precinct ballot from Ballot Official.
- ✓ Verify voter properly fills out Provisional Envelope.

# Scanner Official



- ✓ Instruct voters to fold and remove "Stub A" on perforation before placing inside "Stub A" envelope.
- ✓ Position yourself approx. six (6) feet away from Ballot Scanner for voter privacy.
- ✗ Do not sit next to the Ballot Scanner.
- ✓ Provide assistance to voters only if specifically requested.
- ✓ Distribute voted stickers and postcards.

# Supportive Job Titles/Duties

## Election Response Team

- ✓ Training staff travels between Polling Locations Monday and Tuesday.
- ✓ Act as liaison to the BOE.
- ✓ Provide onsite guidance and informal training related to procedures.
- ✓ Monitor EPBs for connectivity.

## Rover

- ✓ Travel between assigned Polling Locations in Zone.
- ✓ Ensure Location Setup Diagram is followed.
- ✓ Monitor 100-foot “No Campaigning/Neutral Zone”.
- ✓ Deliver & Review Closing Reminder Checklist at 2 p.m. on Election Day.
- ✗ Does **NOT** troubleshoot equipment issues or manage Polling Location.





Questions?

# Election Processes and Procedures



# Helpful Resources

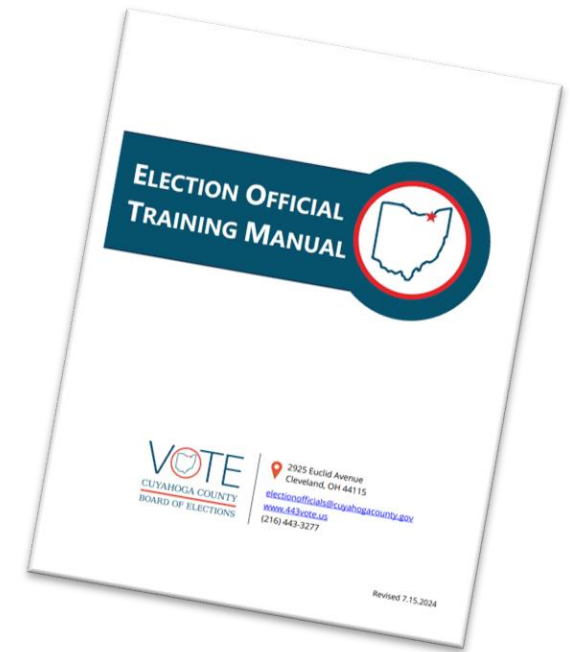
## QUICK REFERENCE GUIDE (QRG) LOCATIONS

SIDE 1

### QRGs – QUICK REFERENCE GUIDES

 <p><b>Electronic Pollbook QRGs</b> –located in the EPB transport case; if you have more than one, they are in the case that holds the MiFi device.</p>	 <p><b>Ballot Scanner Monday Night QRG</b></p>
 <p><b>EPB Tuesday Open/Close QRG</b></p>	 <p><b>Ballot Scanner Tuesday Opening QRG</b></p>
 <p><b>EPB Ballot Accounting QRG</b></p>	 <p><b>ADA Ballot Marking Device QRG</b> – located in the AutoMARK case.</p>
 <p><b>Curbside Voting QRG</b> – located in the EPB transport case; if you have more than one, it is in the case that holds the MiFi device.</p>	 <p><b>Processing a Provisional Voter QRG</b> – located inside the Yellow VAT folder within the Yellow Provisional Bag.</p>
 <p><b>Supply Team QRG</b> – located in the Blue Supply Bag.</p>	 <p><b>Ballot Team QRG</b> – located in the Red Ballot Box.</p>

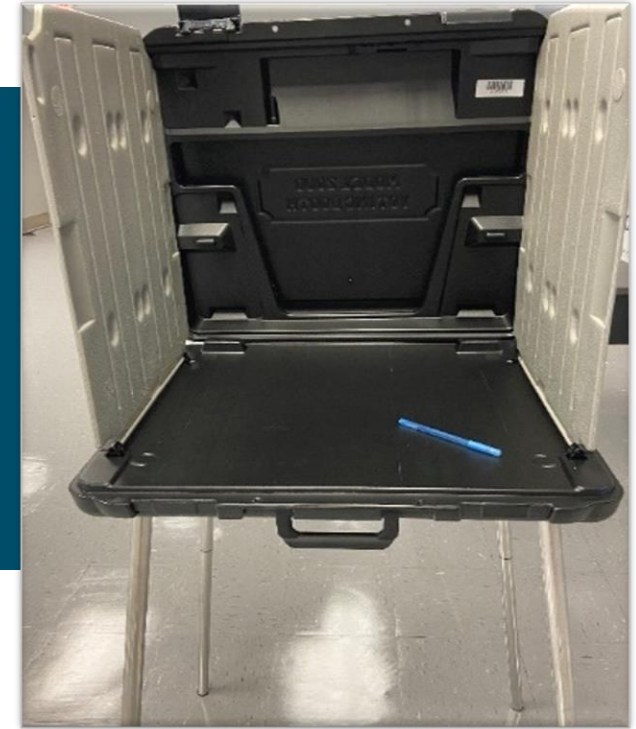
QRG	Location
<p><b>EPB &amp; Curbside Voting</b></p>	<p>EPB Transport Case; if there are multiple EPB Cases, check the cast that contains the MiFi device</p>
<p><b>Ballot Scanner</b></p>	<p>Plastic pocket attached to the Ballot Scanner lid</p>
<p><b>ADA Ballot Marking Device</b></p>	<p>Plastic pocket attached to the device lid</p>
<p><b>Processing a Provisional Voter</b></p>	<p>Yellow VAT folder within the Yellow Provisional Bag</p>
<p><b>Supply Team</b></p>	<p>Blue Supply Bag</p>
<p><b>Ballot Team</b></p>	<p>Red Ballot Box</p>



# Monday Night Organizational Meeting (MNOM)

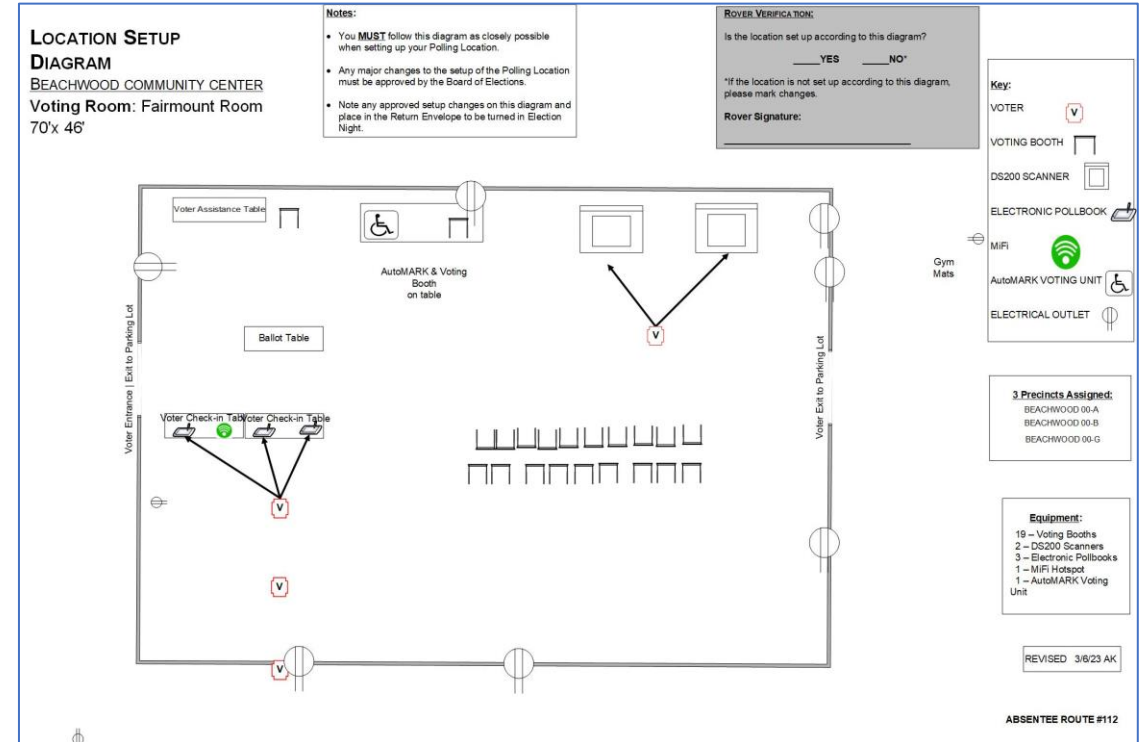
## The Basics

- **Required:** Attend the Monday Night Organizational Meeting beginning at 6:00 p.m. the Monday before Election Day.
- VLM/VLD will assign jobs, typically to teams of two.
- Verify all supplies are present.
- Work as a TEAM.



# Arrange the Polling Location

- The Polling Location must be set up exactly as depicted on Location Setup Diagram.
- Any changes in placement of equipment or tables must be approved by BOE.
- Rovers will verify Polling Locations are set up correctly.
- Green Wi-Fi icon marks the exact location the MiFi device should be placed.



Sample Location Setup Diagram



# Supply Team

- ✓ Arrange Polling Location according to the diagram.
- ✓ Inventory **Blue** Location Supply Bag w/checklist found inside.
- ✓ Hang Maps, Sample Ballots & Issue Signs.



LOCATION SUPPLY BAG CHECKLIST	
If you are making any supplies, call the Election Office Hotline: (310) 440-0277	
<b>Red Ballot Box with Memory Stick Bag attached (Alpha precinct)</b>	
<input type="checkbox"/> Authority to use this location (1 page) <input type="checkbox"/> Ballot Containment Station <input type="checkbox"/> Outside Envelopes (2/containing) <input type="checkbox"/> Ballot & Ballot Number Receipt Envelope (2/containing) <input type="checkbox"/> Memory Stick Bag - <b>DO NOT DETACH</b> <input type="checkbox"/> Memory Receipt (1/containing)	<input type="checkbox"/> CDS - Ballot Train Memory/Tab - 400 (1/containing) <input type="checkbox"/> Ballot Security Holder (1/containing) <input type="checkbox"/> Ballot Outside Poly Wrapper (1/containing) <input type="checkbox"/> Sampled/Prepared Ballot Envelope (1/containing) <input type="checkbox"/> Ballot A Envelope (1/containing)
<b>Gray Ballot Box (1 per additional precinct)</b>	
Located on the Transport Cart - verify correct Precinct/Polling Location	
<input type="checkbox"/> Ballot Containment Station <input type="checkbox"/> Receipt Ballots (verify correct precinct)	
<b>Yellow Provisional Bag</b>	
Located on the Transport Cart - verify correct Polling Location	
<input type="checkbox"/> Clear Provisional Precinct Receipt (1/printed) <input type="checkbox"/> Completed Precinct Receipt Bag (1/printed) <input type="checkbox"/> Extra Ballot Paper for the ADA Device <input type="checkbox"/> Notice of Voter Change (Form 10-1) <input type="checkbox"/> Ballot Station Pack-up Checklist <input type="checkbox"/> Provisional Ballot Notice (2-10) (1 pack of 10/printed) <input type="checkbox"/> Provisional Envelope (2 packs of 20/printed)	<input type="checkbox"/> Provisional Voter Precinct Verification (Form 12-0) <input type="checkbox"/> CDS - Provisional A Provisional Voter <input type="checkbox"/> Religious Objection Affidavit (Form 12-10) <input type="checkbox"/> VOT ID Number Sign & Stencil <input type="checkbox"/> Log & Print Memo Sheets <input type="checkbox"/> VOT Sign & Stencil <input type="checkbox"/> Voter Registration Forms
<b>Green Supply Bag</b>	
Located on the Transport Cart - verify correct Polling Location	
<input type="checkbox"/> Blue Panther's Tape <input type="checkbox"/> Ballot Station Information <input type="checkbox"/> Clear Plastic Envelope: <ul style="list-style-type: none"> <li>Ballot Station Key</li> <li>Pin pack with needle and Singer Tape</li> <li>Yellow Maintenance Tags</li> <li>Plastic White Zip Bags</li> </ul> <input type="checkbox"/> Green Folder: <ul style="list-style-type: none"> <li>Contestant Information Notice (if any)</li> <li>SD Training Manual</li> <li>Payment Card</li> <li>Provisional Paper (2023)</li> </ul> <input type="checkbox"/> Paper Pollbook Setup-Pack <b>NOTE: 2024 SD Ballot Setup-Pack is available only if all SDs are not operational.</b> <ul style="list-style-type: none"> <li>Instructional set of registered voters</li> <li>Administrative Paper Pollbooks</li> <li>Provisional Voter Receipt Station</li> <li>CDS - Administrative Paper Pollbook</li> <li>Return Envelope</li> </ul>	<input type="checkbox"/> Green Update-Station: <ul style="list-style-type: none"> <li>Ballot</li> <li>Color Lock Construction</li> <li>Drop OFF Location Information</li> <li>Important Phone Number List</li> <li>Location Map Diagram</li> <li>Mandatory CDS to the BOB</li> <li>Clipboard Packet (if any)</li> <li>Print Election Pack-up List</li> <li>CDS Location</li> <li>RAM/CD Checklist</li> <li>Provisional Envelopes:               <ul style="list-style-type: none"> <li>ADA Ballot Marking Device Packets</li> <li>Ballot Station Packets</li> <li>ADA Packets</li> </ul> </li> <li>Security Materials:               <ul style="list-style-type: none"> <li>Ballot Station Security Records</li> <li>Ballot Security Records</li> <li>Location Security Record</li> </ul> </li> </ul>

## RESOURCES



EO Training Manual – pages 9-11  
 Supply Team QRG – packed inside the **Blue** Supply Bag

# Ballot Team | Ballot Inventory

- Fill out the Ballot Security Record. (located in the **Green** Binder)
- Inventory the ballots in the **Red** & **Gray** Ballot Boxes (and **Burgundy**, if applicable):
  - **Do Not** open the Ballot Packs
  - Review cover sheet to verify:
    - Polling Location name
    - Number of packs received
- This process must be completed for every Ballot Box in the location.

Ballot Security Record | «Election\_Date»  
«Poll\_Name»

**NEW** Pack me inside:  
The GREEN Binder

Signature of Election Official	Signature of Opposing Party Election Official

### Red Ballot Box

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal
A.	B.	C.
Tuesday Midday 10:00 a.m. Seal	Tuesday Midday 2:00 p.m. Seal	Tuesday Night Closing Seal
D.	E.	F.

### Gray Ballot Box

1. EUCLID-02-C – This ballot box may be **BURGUNDY** or **GRAY**.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

2. EUCLID-04-C

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

3. City-Ward-Precinct

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

4. City-Ward-Precinct

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

\*\*\*Please see reverse side for additional Gray Ballot Box seals.

Revised 8.22.24

Absentee Route #



EO Training Manual – page 12-13

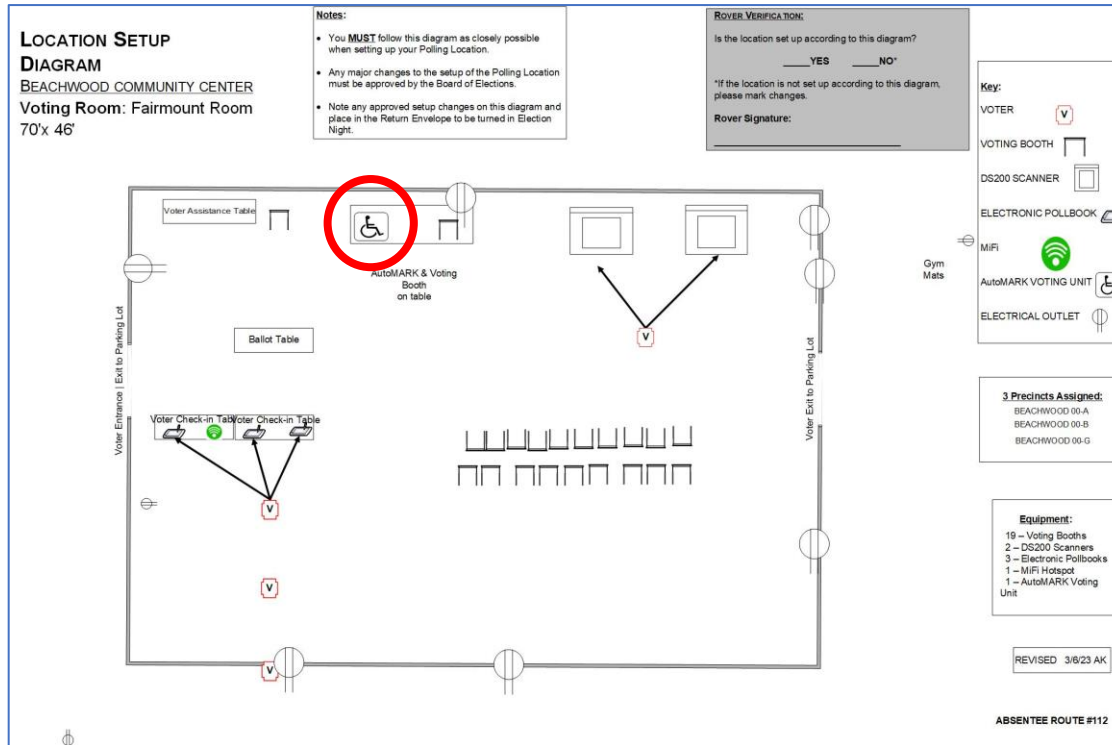
Ballot Team QRG – packed inside the **Red** Supply Bag

RESOURCES



November 5, 2024, Presidential General Election

# ADA Ballot Marking Device



RESOURCES



EO Training Manual – pages 14-15



# Scanner Team | Set Up

- Arrange and inspect the Ballot Scanners.
- Complete the Ballot Scanner Security Records. (located in the **Green** Update Binder)
- Remove the seals.
- Remove and distribute supplies from the **gray** plastic bin packed inside one (1) of the Ballot Scanner Compartment.

Ballot Scanner Security Record | ELECTION DATE \_\_\_\_\_  
LOCATION NAME: AB Route  
ABBREVIATION: \_\_\_\_\_

Signature of Election Official	Signature of Opposing Party Election Official

**Monday Night Seal Recordings**

1. Ballot Box Lid (Left) Beginning Seal	2. Ballot Box Lid (Right) Beginning Seal
3. Ballot Compartment Door Beginning Seal	4. Display Screen (DO NOT remove)
5. Access Panel (DO NOT remove)	6. Ballot Box Lid (Left) Closing Seal
7. Ballot Box Lid (Right) Closing Seal	8. Ballot Compartment Door Closing Seal
Replacement Seal (If necessary)	Replacement Seal (If necessary)

**Tuesday Morning Seal Recording**

9. Ballot Compartment Door	Replacement Seal (If necessary)
----------------------------	---------------------------------

**Tuesday Midday Seal Recordings**

10. Ballot Compartment Door - 12:00 p.m. (Tamper Tape)	11. Ballot Compartment Door - 1:00 p.m. (Tamper Tape)
Replacement Seal (If necessary)	Replacement Seal (If necessary)

**Tuesday Night Seal Recordings**

12. USB Memory Stick Door	13. Ballot Compartment Door
14. Ballot Box Lid (Left)	15. Replacement Seal (If necessary)

Revised 8.22.24

**NEW** Pack me inside: **The GREEN Binder**



EO Training Manual – pages 16-18

Ballot Scanner Monday Night QRG – packed on top of the Ballot Scanner lid

November 5, 2024, Presidential General Election

# Setting up the Ballot Scanners



- Open the lid and retrieve the power cord.
- Plug the Ballot Scanners into the surge protector and ensure power.
  - Tip: if you hear the Ballot Scanners beep after being plugged into the surge protectors, you will know that they have power



## RESOURCES



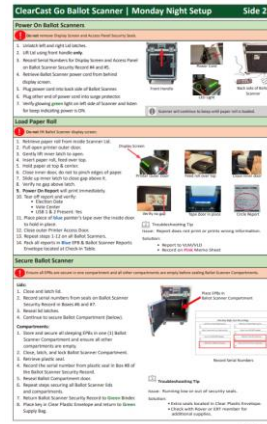
EO Training Manual – pages 16-18

Ballot Scanner Monday Night QRG – packed on top of the Ballot Scanner lid

# Loading the Ballot Scanner Paper Roll



- **Load** the paper roll into each Ballot Scanner on **Monday** night.
- The paper rolls are packed inside the Ballot Scanner Lid, behind the Display Screen.
- For complete instructions on how to load the paper roll, use the **Ballot Scanner | Monday Night Setup QRG**, packed on top of the scanner Lid.



## RESOURCES



EO Training Manual – pages 16-18

Ballot Scanner Monday Night QRG – packed on top of the Ballot Scanner lid

# Loading the Ballot Scanner Paper Roll

- After loading the paper roll, the **Power On Report** will print immediately.
- Tear off the **Power On Report** and verify the Election Date, Vote Center, and USB 1 & 2 are present.
- Pack the **Power On Report** in the **blue** EPB & Ballot Scanner Reports Envelope.

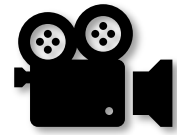


## RESOURCES

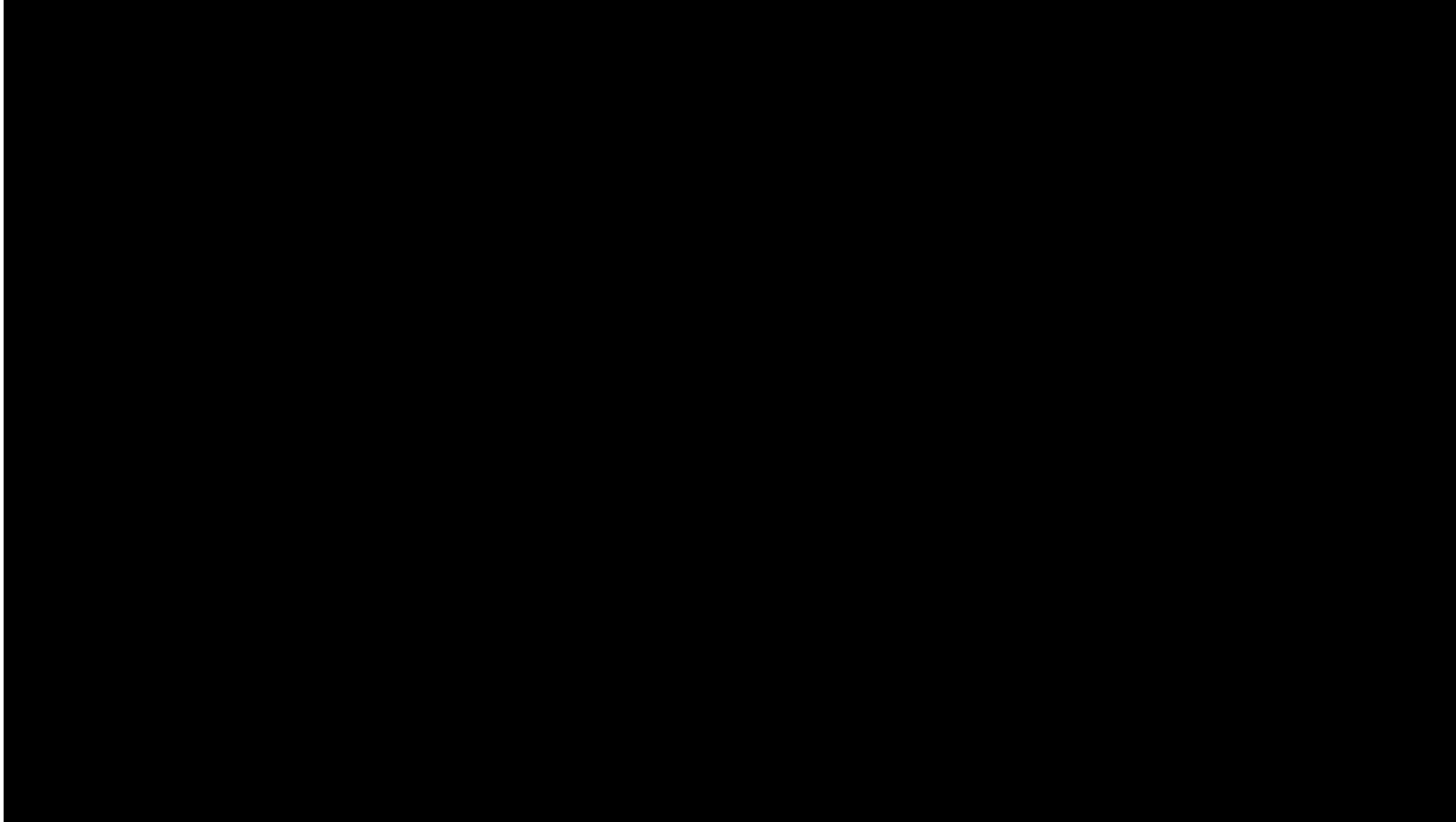


EO Training Manual – pages 16-18

Ballot Scanner Monday Night QRG – packed on top of the Ballot Scanner lid



# Ballot Scanners: Monday Night Setup



# Electronic Pollbooks (EPBs)



## How They Work

- ✓ Contain record of every registered voter in county
- ✓ Produce various slips that inform Election Officials on how to process the voter
- ✓ Direct voters to correct Polling Location as necessary
- ✓ Transmit important data securely back to the BOE

## Benefits of EPBs

- ✓ Reduce check-in and wait times
- ✓ “Any Line, Any Time”
- ✓ Scanning ballot stub barcode ensures voters get right ballot
- ✓ Reduce the number of provisional voters

# Electronic Pollbooks (EPBs)

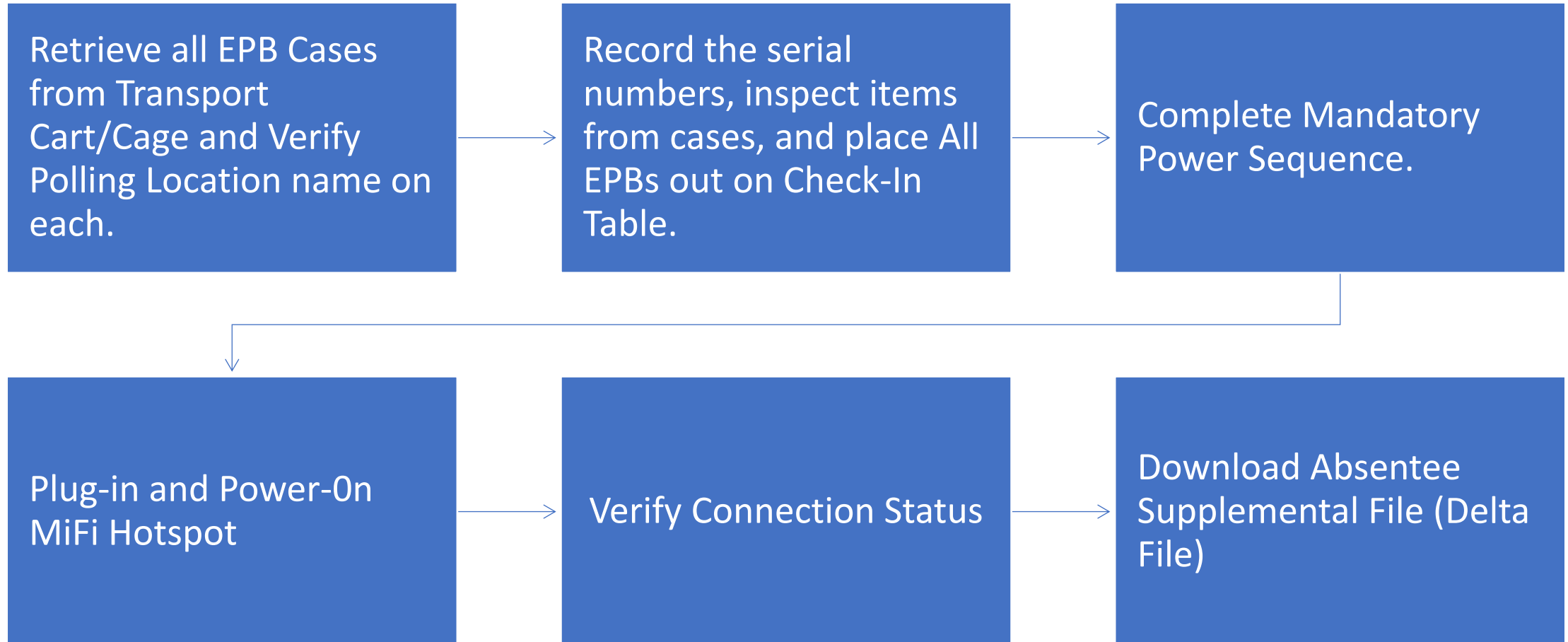


## RESOURCES



EO Training Manual – pages 19-22

EPB Monday Night QRG – packed in EPB Transport Case



# Opening the EPB App

UNLOCK THE DEVICE AND LAUNCH THE EPB PROGRAM

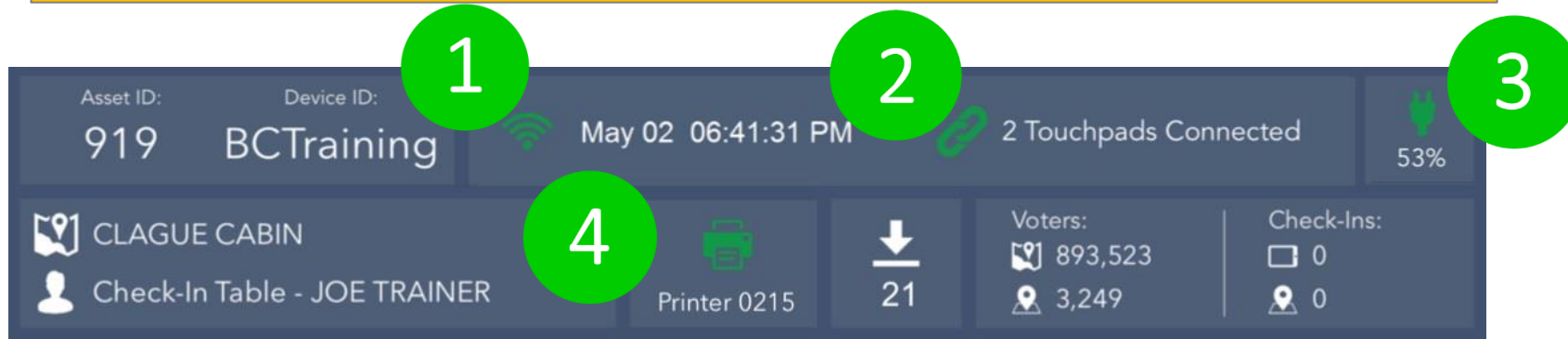


VERIFY THE ELECTION DATE AND POLLING LOCATION NAME

DO NOT select the **START** button or log into the EPBs using passwords on Monday Night.



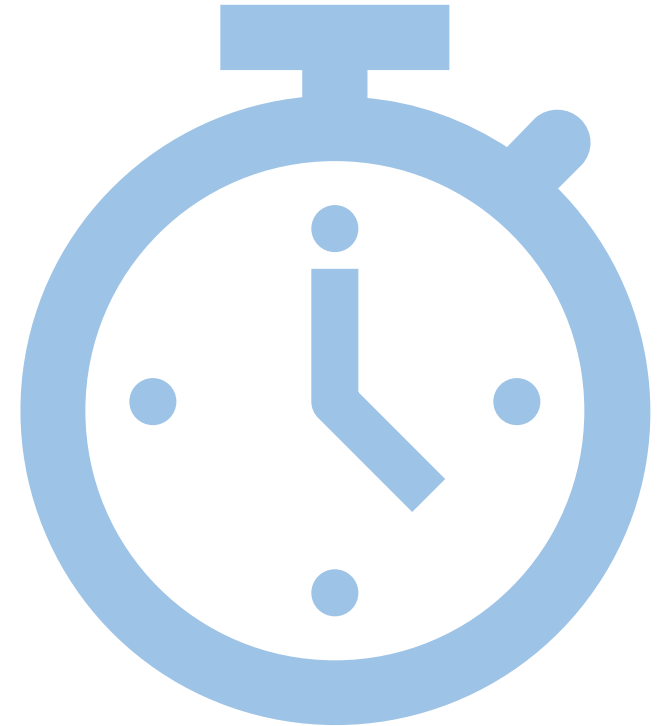
CONFIRM THE ICONS IN THE BOTTOM STATUS BAR ARE ALL **GREEN**.





# Poll Worker Payroll

- Payroll (attendance) is recorded using both the EPBs and the paper payroll form.
  - **Clock-in** on any EPB on **Monday (PM)** and again on **Tuesday (AM)**.
  - **Sign out** on the paper payroll sheet **Tuesday (PM)**.
- Election Substitute Officials data will need to be entered on **both** Monday and Tuesday (if applicable).
- The more accurately attendance is recorded on the EPB and paper payroll sheet, the more efficiently payroll can be processed.



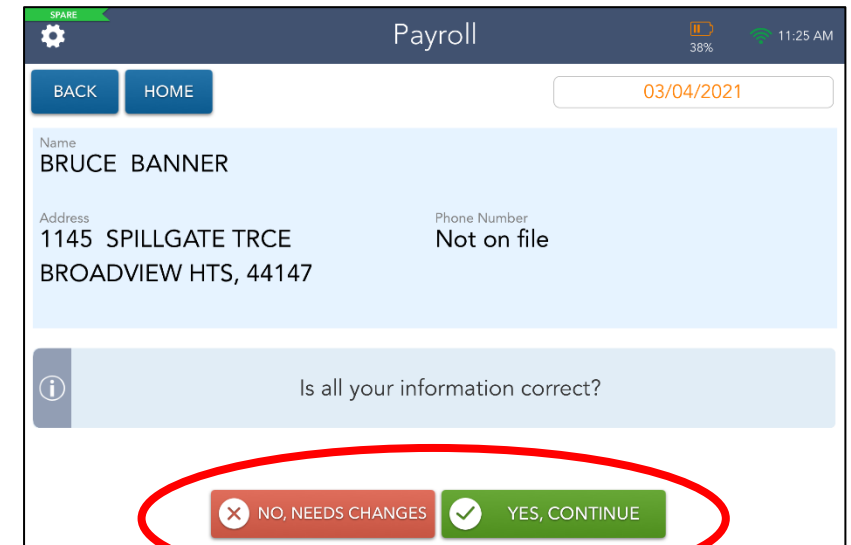
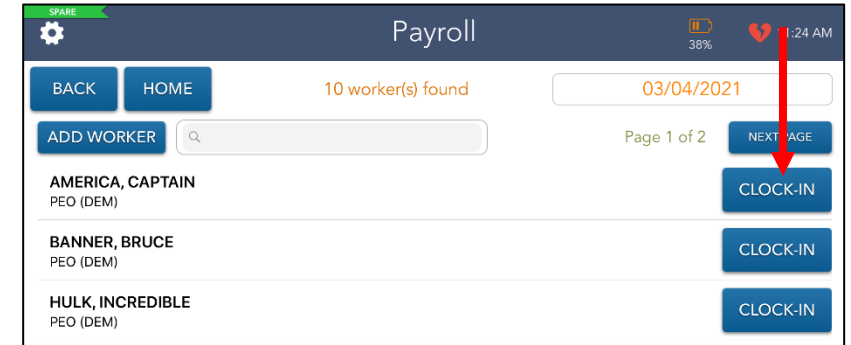
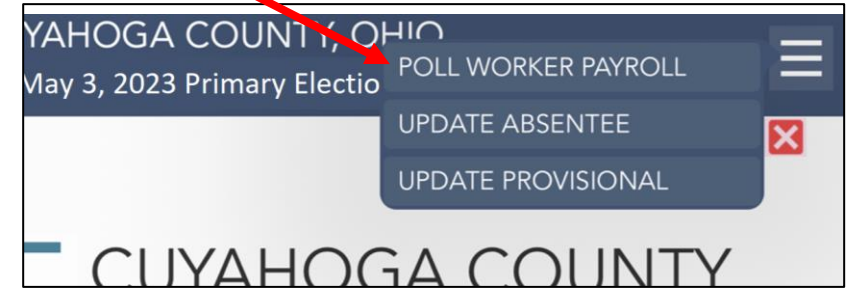
# EPB Scenario #1

Payroll



# Poll Worker Payroll Module

1. Select “**POLL WORKER PAYROLL**” from the EPB Menu.
2. Select the “**CLOCK-IN**” button next to your name.
3. Verify your information.
  - If all contact information is correct select **YES, CONTINUE**.
  - If your address has changed or your phone number is not on file select **NO, NEEDS CHANGES**.



# Poll Worker Payroll Module

4. Select the + button to enlarge the Oath of Office.
5. Read the Oath of Office and select **DONE**.
6. Sign your name and select the **I ACCEPT** button.

BRUCE BANNER

Please sign below


X \_\_\_\_\_

I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 05/02/2023 as required by law and the rules and instructions of

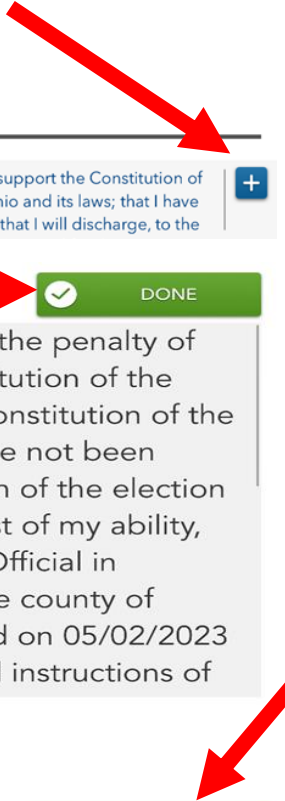
I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 05/02/2023 as required by law and the rules and instructions of

Name  
BRUCE BANNER

Please sign below

X 

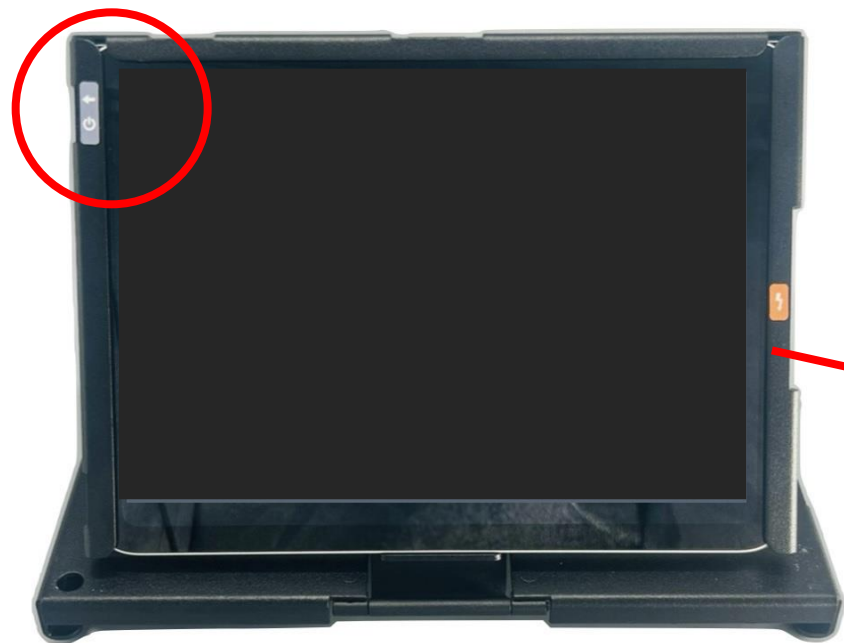
I do solemnly swear or affirm under the penalty of perjury that I will support the Constitution of the United States of America and the Constitution of the State of Ohio and its laws; that I have not been convicted of a felony or any violation of the election laws; that I will discharge, to the best of my ability, the duties of The Precinct Election Official in WLKV01A and for this precinct in the county of Cuyahoga, in the election to be held on 05/02/2023 as required by law and the rules and instructions of





# Closing and Storing the EPBs

- Put EPBs in Sleep Mode
- Store EPBs overnight in Ballot Scanner Compartment.

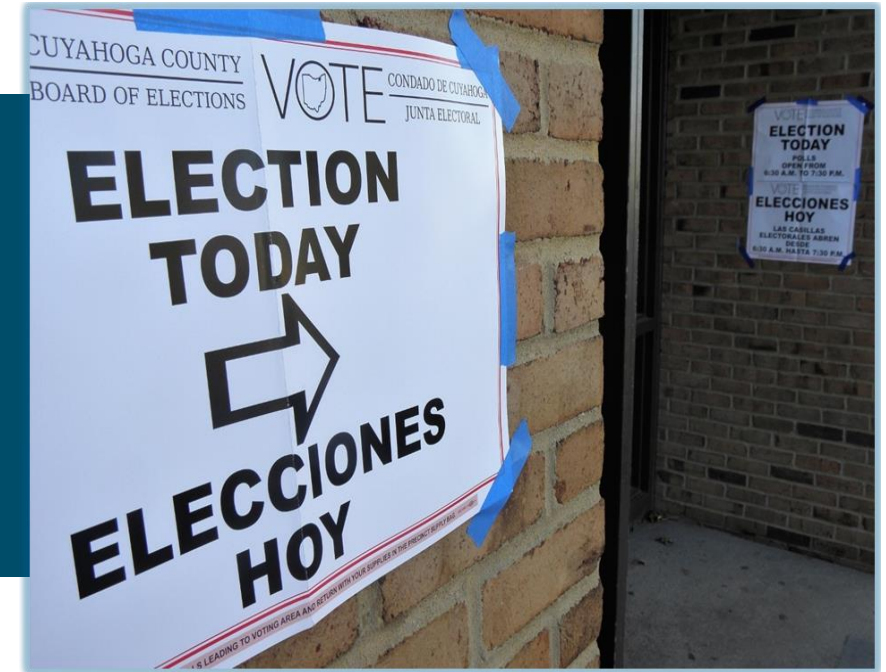


**DO NOT TURN THE MiFi HOTSPOT  
OR THE PRINTERS OFF!**



Questions?

# Opening the Polls

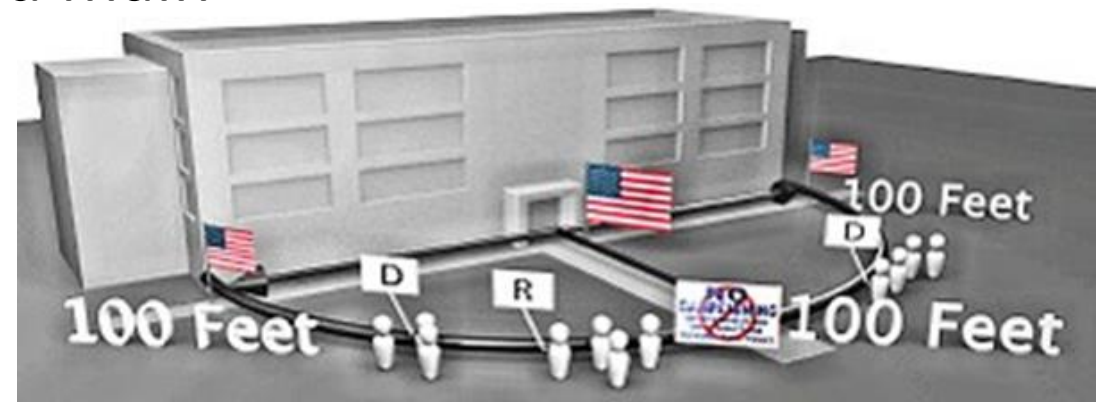


## The Basics:

- **Please be on time!** Arrive by 5:30 a.m. properly dressed.
- Set up all equipment by 6:15 a.m. Polls open for voters at 6:30 a.m.
- All Election Officials receive a one-hour lunch and breaks assigned by the VLM/VLD, along with additional breaks as time permits.
- Park your vehicle in an area that leaves parking spaces close to the Polling Location entrance for voters.

# Setting Up the Location | Flags and Signs

- Place large American flag outside main entrance to Location.
- Place two (2) or more small American flags appx. 100 feet from entrance.
- Place “No Campaigning” sign 100 feet from the entrance.
- Hang “Election Today” directional arrow signs to direct voters from the parking area and main entrance to the voting room.





# Precinct Voter Lists

- Retrieve the Precinct Voter List(s) (one per precinct) from the **Green** Update Binder.
- Post the list(s) at the entrance of the Voting Room under the Precinct Voter List sign.
- You will only receive one (1) copy of each Precinct Voter List.
- The voter lists that are required to be posted at 11 a.m. and 4 p.m. are generated from one (1) of the Electronic Pollbooks.

**VOTE** CUYAHOGA COUNTY BOARD OF ELECTIONS

**LIST OF REGISTERED VOTERS**

Per Ohio Revised Code 3503.23, Election Officials are required to:

- Post an official registration list for each precinct, containing the names, addresses, and political party of all qualified registered voters in the precinct before the polls open on Election Day; and
- At 11:00 a.m. and again at 4:00 p.m. post a report indicating which registered voters have cast a ballot at that Polling Location on Election Day. (These reports are generated from the Electronic Pollbooks.)

**NOTE:** Any person may enter the Polling Location for the sole purpose of checking and taking notes from the official Precinct Voter List that is posted at 6:30 a.m., 11:00 a.m., and 4:00 p.m. Such persons may not wear any electioneering or campaign clothes or accessories and may not interfere with or disrupt the election. Such persons may not remove the posted official Precinct Voter List, and election officials should be careful to post the list in a manner that it cannot be removed unnoticed by an election official.

**LISTA DE ELECTORES INSCRITOS**

Según el Código Revisado de Ohio 3503.23, los Funcionarios Electorales deben:

- Publicar una lista de inscripción oficial para cada distrito electoral, que contenga los nombres, direcciones y partido político de todos los electores inscritos calificados en el distrito electoral antes de que los centros de votación se abran el Día de las Elecciones; y
- A las 11:00 a.m. y nuevamente a las 4:00 p.m., publicar un informe que indique qué electores inscritos votaron en ese Lugar de Votación el Día de las Elecciones. (Estos informes se generan a partir de los Registros Electrónicos de Electores.)

**NOTA:** Cualquier persona puede entrar al Lugar de Votación con el único propósito de verificar y tomar notas de la Lista de Electores del Distrito Electoral oficial que se publica a las 6:30 a.m., a las 11:00 a.m. y a las 4:00 p.m. Esas personas no pueden llevar puesta ninguna ropa ni accesorios de electoralismo o campaña electoral y no pueden interrumpir ni interferir en la elección. Dichas personas no pueden retirar la Lista de Electores del Distrito Electoral oficial publicada, y los funcionarios electorales deben tener cuidado de colocar la lista de manera tal que no se pueda retirar sin que se entere un funcionario electoral.

Revised 12.20

PLACE PRECINCT VOTER LISTS HERE  
COLOQUE LAS LISTAS DE VOTANTES DEL PRECINTO AQUÍ

↓

**PRECINCT VOTER LIST**  
(Register of Voters)

**BAY PRESBYTERIAN CHURCH**

**BAY VILLAGE -01-A**

Cong. Dist. CONG 07    House Dist. HSE 10    Senate Dist. SEN 24

For Public View: Do Not Remove

**Attention PEOs: Post this list at 6:30 AM near the entrance of your Polling Location.**

AV Routing #: 701

CUYAHOGA COUNTY BOARD OF ELECTIONS

Anthony W. Palati - Director  
Anthony M. Kaloger - Deputy Director

**VOTE** CUYAHOGA COUNTY BOARD OF ELECTIONS

**BOARD MEMBERS**  
Jeff Hastings - Chairman  
Lisa Schuman  
Inajo Davis Chappell  
Tawana M. McCafferty

Page 1 of 19

# Ballot Table Setup

Check-In Table

Ballot Table

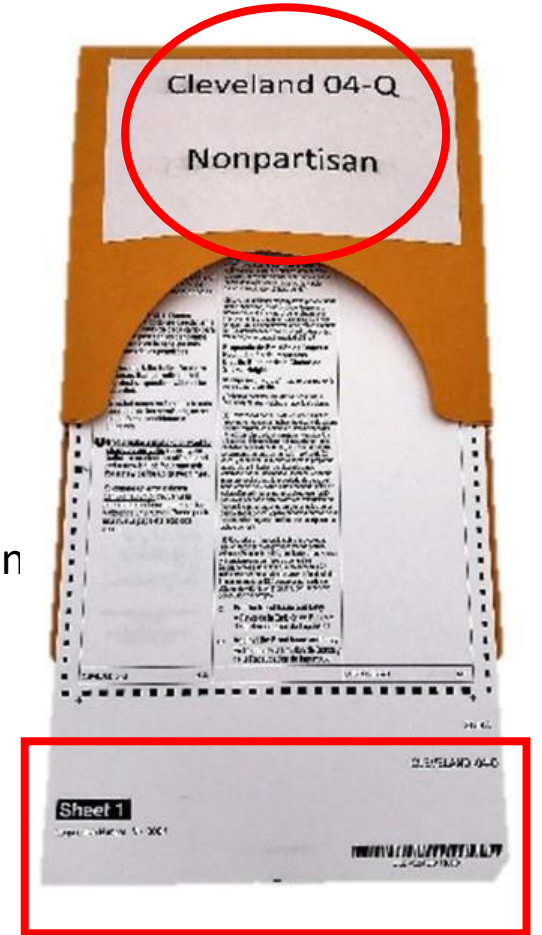


# Ballot Table | Tuesday Morning

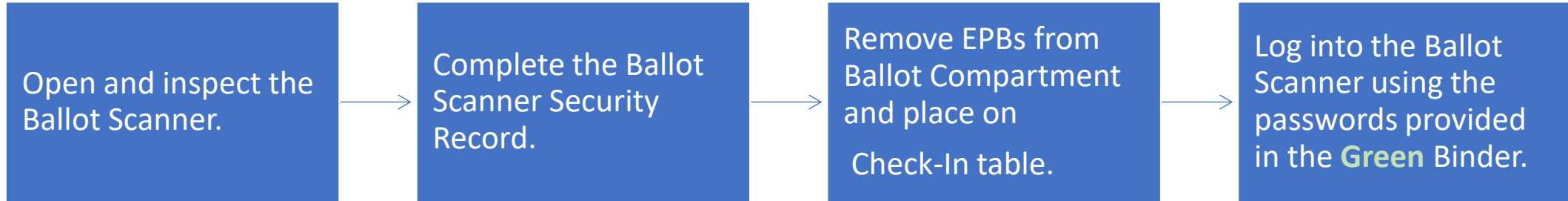
- Set out Ballot Containment Folders with first Ballot Packs for **each precinct** so they are ready for distribution.
- Check for Ballots in All Red, Burgundy, and Gray Ballot Boxes.
- All unopened Ballot Packs remain in Ballot Boxes until needed.
- Keep Ballot Boxes behind Ballot Table(s).



Ballots are precinct specific and must be issued to the voter based on the information printed on the Authority to Vote Slip. Notify BOE immediately if ballot supplies begin to run low.



# Opening the Polls – Ballot Scanners



Ballot Scanner Security Record | ELECTION DATE

LOCATION NAME: AB Route

ABBREVIATION:

Signature of Election Official	Signature of Opposing Party Election Official
--------------------------------	---

**Monday Night Seal Recordings**

1. Ballot Box Lid (Left) Beginning Seal	2. Ballot Box Lid (Right) Beginning Seal
3. Ballot Compartment Door Beginning Seal	4. Display Screen (DO NOT remove)
5. Access Panel (DO NOT remove)	6. Ballot Box Lid (Left) Closing Seal
7. Ballot Box Lid (Right) Closing Seal	8. Ballot Compartment Door Closing Seal
Replacement Seal (if necessary)	Replacement Seal (if necessary)

**Tuesday Morning Seal Recording**

9. Ballot Compartment Door	Replacement Seal (if necessary)
----------------------------	---------------------------------

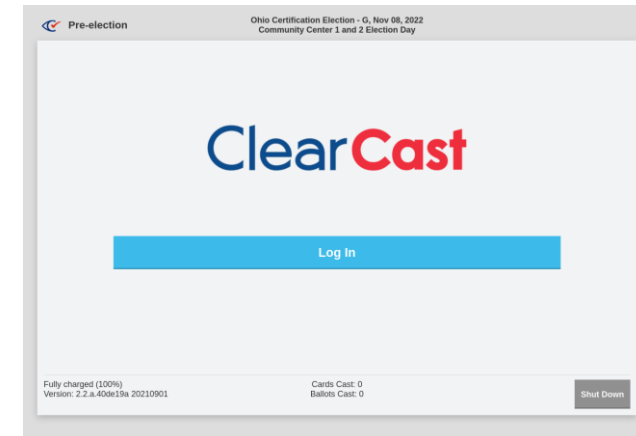
**Tuesday Midday Seal Recordings**

10. Ballot Compartment Door - 10:00 a.m. (Tampar Tape)	11. Ballot Compartment Door - 2:00 p.m. (Tampar Tape)
Replacement Seal (if necessary)	Replacement Seal (if necessary)

**Tuesday Night Seal Recordings**

12. USB Memory Stick Door	13. Ballot Compartment Door
14. Ballot Box Lid (Left)	Replacement Seal (if necessary)

**NEW** Pack me inside: The GREEN Binder



RESOURCES



EO Training Manual – pages 28-29

Ballot Scanner Tuesday Morning QRG – packed on top of the Ballot Scanner lid

# Printing the Ballot Scanner Reports



Reports that will print Tuesday Morning:

1. **Polls Opened** report
2. **Totals Report** (Note: this report could take 10 minutes (+) to print. Please be patient!)
3. **Voting Started** report



Two PEOs of opposite political parties must sign the **Totals Report**.



Pack all reports in the **blue** EPB and Ballot Scanner Reports Envelope.

## RESOURCES



**EO Training Manual** – pages 28-29

**Ballot Scanner Tuesday Morning QRG** – packed on top of the Ballot Scanner lid

November 5, 2024, Presidential General Election

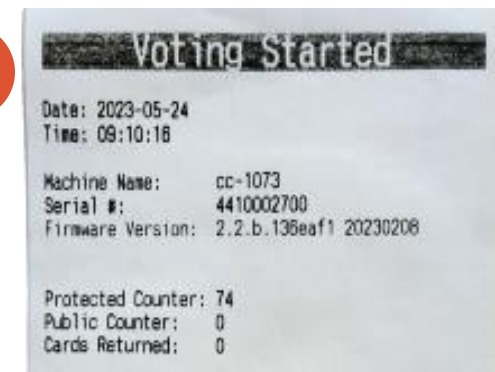
1

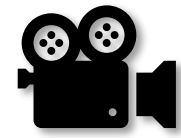


2



3





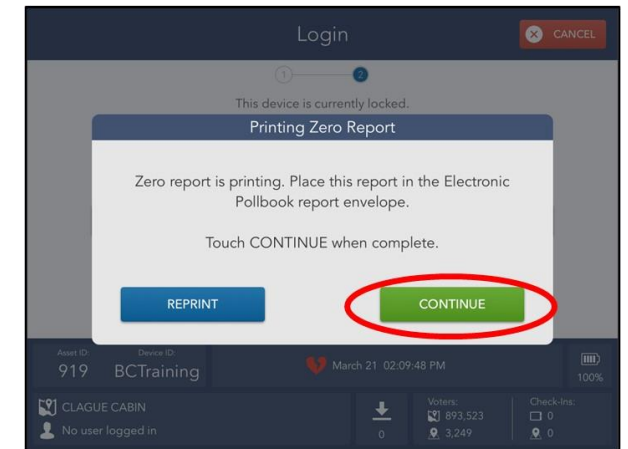
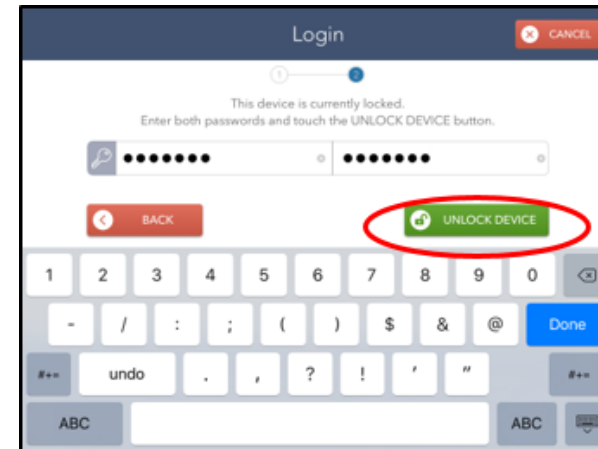
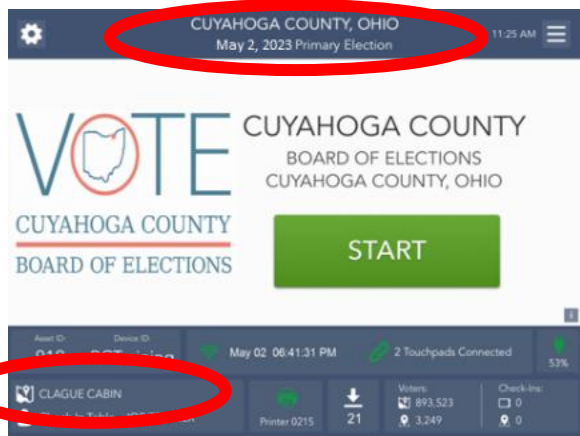
# Ballot Scanners: Tuesday Morning Setup



November 5, 2024, Presidential General Election

# EPBs | Tuesday Morning

- Verify the Election date and Polling Location name on the Start screen.
- Verify the EPBs all have MiFi connection.
- Select the **START** button and enter the passwords provided in the **Green** Binder.
- **Print** the **Zero Report** and pack inside the **blue** EPB & Ballot Scanner Reports envelope.



EO Training Manual – pages 32-33

EPB Tuesday Morning QRG – packed in the EPB Transport Case

November 5, 2024, Presidential General Election

# Location is Ready for Voting

By **6:15 a.m.** all Check-In, Ballot Table(s), and Ballot Scanners in the location must be ready for voting, which means:

- EPBs & Ballots are in the proper locations and ready for use.
- All Ballot Scanners are set up and ready for use.
- The VLM makes the Mandatory Call to the BOE to report location is Open & Ready by 6:30 a.m.
- At 6:30 a.m. the VLM declares “The Polls are open for voting!”



# Safety and Security

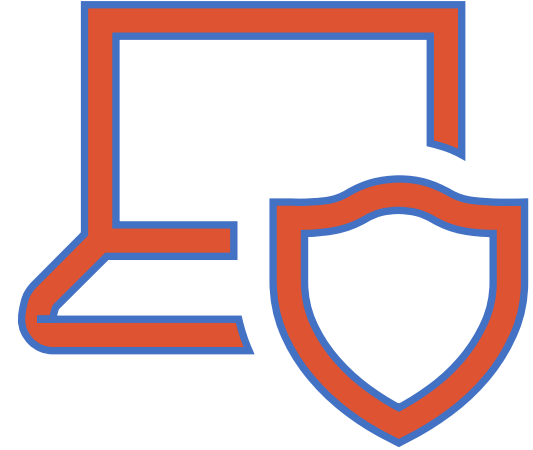


November 5, 2024, Presidential General Election

# Election Safety and Security

- If a voter has questions about the security of election equipment, refer to the VLM first.
- In most cases, the VLM will instruct the voter to call the Board of Elections with questions.
- Do not engage with a voter on this topic.
- There is more information about the security of our election equipment on our website:

[www.boe.cuyahogacounty.gov](http://www.boe.cuyahogacounty.gov)



**KEEP OUR ELECTIONS SECURE**

## SEE IT



**BRIBERY**  
When someone offers a gift to vote for their candidate.



**VOTER FRAUD**  
Casting a vote in the name of another person or voting more than once.



**VOTER INTIMIDATION**  
Harassing someone and scaring them away from voting.



**BARRIERS TO VOTING**  
Anything that would physically prevent someone from voting.



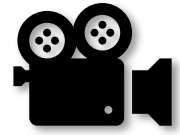
**BALLOT HARVESTING**  
Delivery of your ballot to a board of elections by an unauthorized individual.

## SEND IT

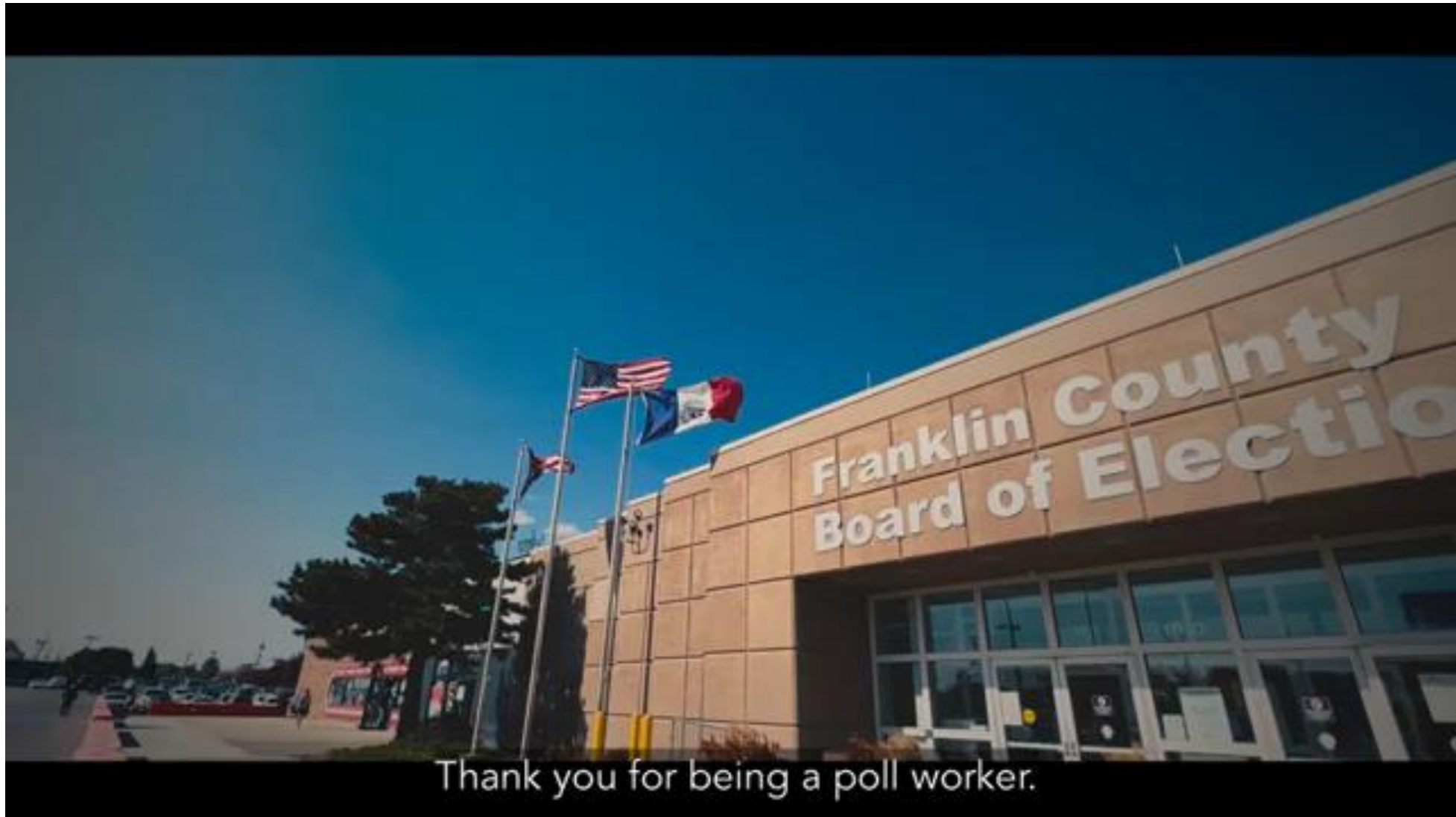


If you see activity preventing your ability to, or illegally attempting to sway your vote in Ohio's elections, **SCAN THE QR CODE ABOVE** to send your report.





# De-Escalation at the Polls



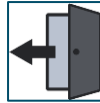
November 5, 2024, Presidential General Election

# De-Escalation Tips at the Polls



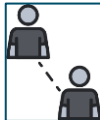
## REMAIN CALM

- Energy can be contagious, so remaining calm can help reassure others that everything is going to be okay.



## CHANGE THE SETTING

- If possible, redirect people from the area. This could include parties involved in conflict and/or onlookers.



## RESPECT PERSONAL SPACE

- Maintain a safe distance and avoid touching other people.



## LISTEN

- Give your full attention, not and ask questions, and avoid changing the subject or interrupting.



## EMPATHIZE

- Present genuine concern and a willingness to understand without judging.

TONE + VOLUME + RATE OF SPEECH + INFLECTION =  
VERBAL DE-ESCALATION

**TONE:** Speak calmly to demonstrate empathy.

**VOLUME:** Monitor your volume and avoid raising your voice

**RATE OF SPEECH:** Speak slowly, in a genuine manner, as it can be soothing.

**INFLECTION:** Be aware of emphasizing words or syllables that can negatively affect the situation.

## INSTEAD OF SAYING:

“Calm down”

“I can’t help you”

“I know how you feel”

“Come with me”

## TRY SAYING:

“I can see that you are upset...”


“I want to help. What can I do?”

“I understand that you feel...”

“May I speak with you?”

# Safety of location

- ✓ The safety of Election Officials, voters and anyone else inside the Polling Location is always the highest priority.
- ✓ Call 911!
- ✓ After proper authorities have been notified, call Board of Elections to report the incident.
- ✓ Only if time permits, take all election sensitive materials outside of the Polling Location with you during the evacuation.

HOW TO RESPOND	HOW TO RESPOND
<b>WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY</b>	<b>WHEN LAW ENFORCEMENT ARRIVES</b>
<b>1. RUN</b>	<ul style="list-style-type: none"><li>• Remain calm and follow instructions</li><li>• Put down any items in your hands (i.e., bags, jackets)</li><li>• Raise hands and spread fingers</li><li>• Keep hands visible at all times</li><li>• Avoid quick movements toward officers such as holding on to them for safety</li><li>• Avoid pointing, screaming or yelling</li><li>• Do not stop to ask officers for help or direction when evacuating</li></ul>
<ul style="list-style-type: none"><li>• Have an escape route and plan in mind</li><li>• Leave your belongings behind</li><li>• Keep your hands visible</li></ul>	
<b>2. HIDE</b>	
<ul style="list-style-type: none"><li>• Hide in an area out of the shooter's view</li><li>• Block entry to your hiding place and lock the doors</li><li>• Silence your cell phone and/or pager</li></ul>	
<b>3. FIGHT</b>	
<ul style="list-style-type: none"><li>• As a last resort and only when your life is in imminent danger</li><li>• Attempt to incapacitate the shooter</li><li>• Act with physical aggression and throw items at the active shooter</li></ul>	
<b>CALL 911 WHEN IT IS SAFE TO DO SO</b>	<b>INFORMATION</b>
	<b>YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR</b>
	<ul style="list-style-type: none"><li>• Location of the active shooter</li><li>• Number of shooters</li><li>• Physical description of shooters</li><li>• Number and type of weapons held by shooters</li><li>• Number of potential victims at the location</li></ul>
<b>COPING</b>	<b>PROFILE</b>
<b>WITH AN ACTIVE SHOOTER SITUATION</b>	<b>OF AN ACTIVE SHOOTER</b>
<ul style="list-style-type: none"><li>• Be aware of your environment and any possible dangers</li><li>• Take note of the two nearest exits in any facility you visit</li><li>• If you are in an office, stay there and secure the door</li><li>• Attempt to take the active shooter down as a last resort</li></ul>	<p>An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.</p>
	<b>CHARACTERISTICS</b>
	<b>OF AN ACTIVE SHOOTER SITUATION</b>
	<ul style="list-style-type: none"><li>• Victims are selected at random</li><li>• The event is unpredictable and evolves quickly</li><li>• Law enforcement is usually required to end an active shooter situation</li></ul>
<p>Contact your building management or human resources department for more information and training on active shooter response in your workplace.</p>	
<b>CALL 911 WHEN IT IS SAFE TO DO SO</b>	

# Report and Document Issues

## Notify VLM



## Call CCBOE

### 9. IMPORTANT PHONE NUMBERS

**Election Response Hotline**..... 216-443-3277

**Voter Registration Hotline**..... 216-443-3298


**Spanish Language Assistance Hotline**..... 216-443-3233

**Confidential Voter Hotline**..... 216-443-3258

**Election Officials Department**..... 216-443-3277

## Record in Pink Memo Sheet

CLAYHOGA COUNTY BOARD OF ELECTIONS

WOODMERE TOWN HALL 

AUGUST 3, 2021 SPECIAL CONGRESSIONAL PRIMARY ELECTION

**Instructions:**

- Document unusual issues and problems that occur during Election Day. Include facts and details surrounding equipment breakdowns, reissuing of ballots, problems with voting, and voter incidents for post-election investigation and follow-up.
- Report Election Official complaints and suggestions to 216-443-3277 or the Post-Election Survey.

<b>Issue Type:</b> <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible. <b>Issue Details:</b> _____ _____ _____
VLM/PEO Initials _____
<b>Issue Type:</b> <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible. <b>Issue Details:</b> _____ _____ _____
VLM/PEO Initials _____
<b>Issue Type:</b> <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible. <b>Issue Details:</b> _____ _____ _____
VLM/PEO Initials _____
<b>Issue Type:</b> <input type="checkbox"/> Voting Equipment Issues <input type="checkbox"/> Provisional Voter <input type="checkbox"/> Location & Supplies <input type="checkbox"/> Voter Incident Include voters name when possible. <b>Issue Details:</b> _____ _____ _____
VLM/PEO Initials _____

WOODMERE TOWN HALL

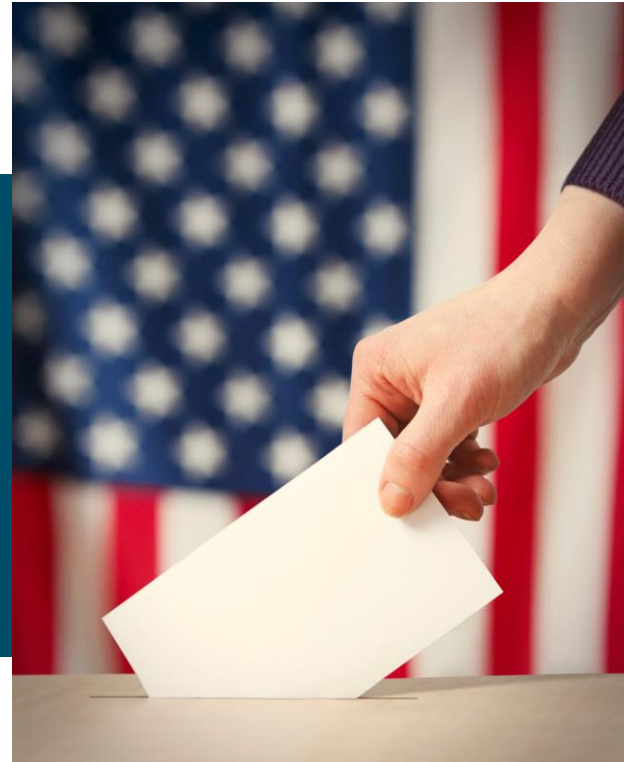
#-#

PINK MEMO | PRINT CLEARLY



Questions?

# Election Day



## The Basics

- Ensure election is conducted lawfully by following processes and procedures.
- Treat voters with courtesy and respect.
- Work as a TEAM.



# Who is allowed inside the Polling Location?

Per Ohio law, only certain people may enter the Polling Location or the “Neutral Zone.” No one else may loiter or congregate during voting hours. Ohio law prohibits anyone from soliciting or attempting to influence any elector’s vote at a Polling Location and from preventing or delaying an elector from entering or leaving a Polling Location.

## Neutral Zone =

- The inside of the Polling Location
- The area within 100 feet from the entrance to the Polling location
- Any space within 10 feet of any elector waiting in line to vote, if the line of voters extends beyond the flags



# Who is allowed inside the Polling Location?



## People allowed in the Polling Location/Neutral Zone:

- Voters, including:
  - the voter's non-voting age children, when accompanied by the voter)
- A person assisting another person to vote
- People reviewing the 11:00 a.m. or 4:00 p.m. list of registered electors
- Observers
- Credentialed Media
- Police officers
- Election Officials, including:
  - Secretary of State employees
  - BOE employees
  - Election Day Workers.



# Observers

- Appointed to watch and inspect Election Day proceedings.
- Must present Certificate of Appointment & ID and must sign-in at the location each time.
- VLM will give the Observer the Oath. (Observer Packet found in **Green** Supply Bag)

# Media

- Credentialed media may enter Polling Location.
- Permitted to take pictures and record video but **CANNOT** interfere with voting or infringe on voter's privacy.



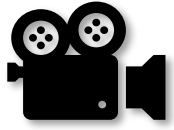
# Campaigners

- Permitted to hand out literature outside the 100-foot “No Campaigning Area”.
- Not permitted within 100-foot “No Campaigning Area” marked by American flags.
- Monitored by Rovers.

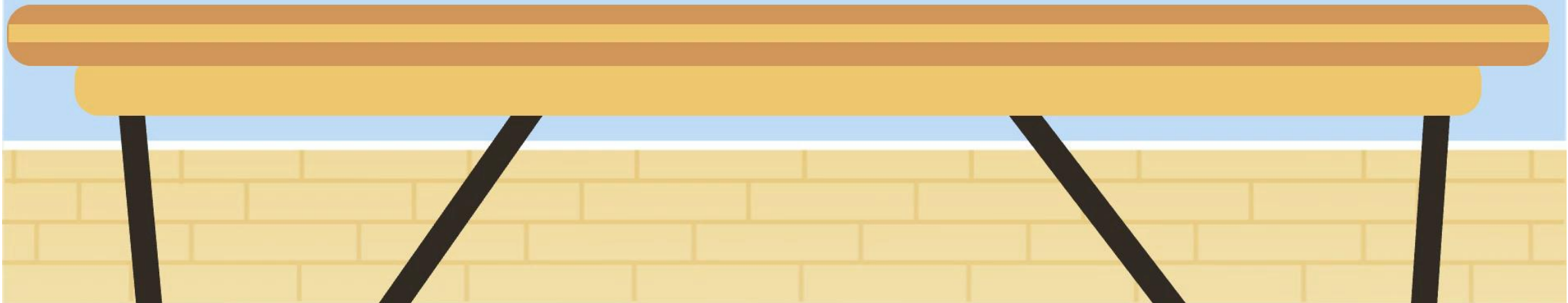
# Exit Polling

- People (often media) may survey voters as they exit the Polling Location.
- Must take place outside of immediate voting area and must not interfere with the voting process.





# Processing a Registered Voter with Acceptable ID



# Ohio Voter Identification Requirements

## Acceptable Forms of Photo ID\*

<ul style="list-style-type: none"> <li>Ohio Driver's License</li> <li>Ohio State ID Card</li> <li>Interim ID form issued by the BMV</li> </ul>	<ul style="list-style-type: none"> <li>Includes commercial Driver's License, Motorcycle Operator's License, probationary or restricted license.</li> <li>Must <b>NOT</b> be expired.</li> </ul>
<ul style="list-style-type: none"> <li>U.S. Passport</li> <li>U.S. Passport Card</li> </ul>	<ul style="list-style-type: none"> <li>Must <b>NOT</b> be expired.</li> </ul>
<ul style="list-style-type: none"> <li>U.S. Military Photo ID</li> </ul>	<ul style="list-style-type: none"> <li>Must have photo of voter.</li> <li>Must <b>NOT</b> be expired.</li> </ul>

\*Photo ID is **Required** in the state of Ohio

\*A voter who does **not** provide proper identification **Can** vote a Provisional Ballot.

### RESOURCES



EO Training Manual – page 34

## HAVE YOUR ID READY

▼ Acceptable Forms of Photo Identification ▼

Driver's License

State ID

U.S. Passport

Interim ID

U.S. Passport Card

U.S. Military ID or Ohio National Guard ID

U.S. Department of Veterans Affairs ID

Make sure your voice is heard!  
 Learn more at:  
VoteOhio.gov

This poster presents the acceptable forms of photo ID, but these forms of ID may have alternate designations.

© 2019 printed in-house

# Paper, Ohio Interim Documentation is an acceptable form of identification.



OHIO DEPARTMENT OF PUBLIC SAFETY  
BUREAU OF MOTOR VEHICLES  
**OHIO INTERIM DOCUMENTATION**



**DRIVER LICENSE**


Name: DOE JOHN  
Address: 456 ANYTOWN AVE  
ANYTOWN, OH 43210

DOB: 1/1/1992  
License/ID No: TL544732  
Issued On: 1/15/2019  
Class: *A* Expires On: 1/1/2023

Height: 5'10"  
Gender: M  
Eye Color: BLK  
Hair Color: BRO  
Weight: 180

9900 / TL544732

TYPE: COMPLIANT



Endorsements:  
Restrictions: A

*John Doe*

This document is issued to the person identified and pictured as a temporary credential for use while a new permanent driver license or identification card is being manufactured and mailed.  
**Law enforcement may verify through LEADS.**  
WARNING: THE PRODUCTION, DISTRIBUTION, OR POSSESSION OF A FORGED IDENTIFICATION CARD IS PROHIBITED PURSUANT TO OHIO REVISED CODE 2913.31.

Check and Confirm  
**Expiration Date**, not  
the Issue Date.

- You must carry this interim documentation until you have received your new card.
- Your new driver license or identification card will be processed and mailed to this address:

456 ANYTOWN AVE  
ANYTOWN, OH 43210

- Your new driver license or identification card will be mailed in a plain, white envelope to the address above.
- To monitor and track your mail, the U.S. Postal Service offers a free service called Informed Delivery. To learn more or to sign up for the service, please visit <https://informedelivery.usps.com>
- If you have not received your driver license or identification card within 28 days, you may contact the BMV through LIVECHAT at [www.bmv.ohio.gov](http://www.bmv.ohio.gov) or visit [www.bmv.ohio.gov/DLStatus](http://www.bmv.ohio.gov/DLStatus) to check the status of your card.
- If you have applied for a driver license or temporary instruction permit, this document will allow you to operate a motor vehicle.
- Interim documentation is not valid as a stand-alone document when applying for a CDL or temporary CDL instruction permit.
- This interim documentation only serves as confirmation that an application is pending.

<http://www.bmv.ohio.gov/NewDL-ID>

# Unacceptable Forms of ID.

Ohio BMV photo IDs may contain a “NONCITIZEN” notation on the back. Direct the voter to Voting Assistance Table.

### EXAMPLES OF UNACCEPTABLE FORMS OF IDENTIFICATION

Ohio Mobile ID is not a valid form of photo identification when casting a ballot.



For more information about acceptable and unacceptable forms of identification please visit [VoteOhio.gov](http://VoteOhio.gov)



### EXAMPLES OF UNACCEPTABLE FORMS OF IDENTIFICATION

The State of Ohio noncitizen identification, also known as a Non Renewable/ Non Transferable credential, is not acceptable.





# Verifying Voter Identification



The first step at the Check-In Table is always to review if the ID presented is non-expired.



Verify the name and photo on the ID provided by the voter.



If the ID is an Ohio Driver's License or State ID, verify the identification does **not** have a "NONCITIZEN" notation on the back of the ID card.



If you are unsure if a form of ID is acceptable, check the list provided in the EPB Transport Case or the EO Training Manual.



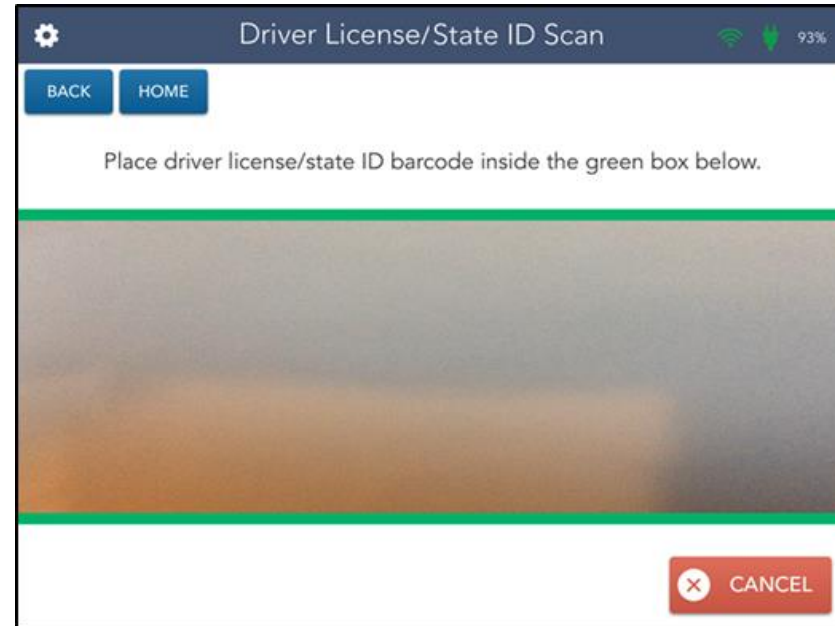
Ohio law requires poll workers to ask voters to state their name and current address. Always issue ballots based on the address a voter verbally states. Do not issue a ballot based solely on the address listed on the voter's ID.

# EPB Scenario #2

Processing A Regular Voter, Brad Pitt



# Driver License/State ID Scan



# Search Results

Search Results 11:50 AM 68%

BACK HOME Show voters: In this Location 1 Not in this Location 0

1 voter(s) in this voting location

BRAD PITT Birth Year: 1931	1931 KING JAMES PKY WESTLAKE, 44145	CUY	16983 REP
-------------------------------	--	-----	--------------

TOUCH a voter in the list above. CONTINUE

TRAINING Search Results 10:32 AM 66%

BACK HOME Show voters: In this Location 1 Not in this Location 6

1 voter in this voting location

BRAD PITT Birth Year: 1931	1931 KING JAMES PKY WESTLAKE, 44145	CUY	16983 REP
-------------------------------	--	-----	--------------

TOUCH a voter in the list above. CONTINUE

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

# Voter Eligibility Screen

The screenshot shows the 'Voter Eligibility' screen. At the top, there is a dark blue header with 'Voter Eligibility' in the center, a gear icon on the left, and battery (94%) and time (11:55 AM) on the right. Below the header are two blue buttons: 'BACK' and 'HOME'. The main content area displays voter information: Name (BRAD PITT), Birth Year (1931), Voter ID (16983), County (CUY), Address (1931 KING JAMES PKY, WESTLAKE, 44145), Precinct - Split (WESTLAKE -01-A-01), and Party (REP). A red arrow points from the address field to the 'GET VOTER SIGNATURE' button at the bottom. Below the information is a green bar with a checkmark icon and the text 'Voter is eligible to vote.'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green). A red arrow points from the 'Voter is eligible to vote.' bar to the 'GET VOTER SIGNATURE' button.

TRAINING

Voter Eligibility

94% 11:55 AM

BACK HOME

Name  
BRAD PITT

Birth Year  
1931

Voter ID  
16983

County  
CUY

Address  
1931 KING JAMES PKY  
WESTLAKE, 44145

Precinct - Split  
WESTLAKE -01-A-01

Party  
REP

✓ Voter is eligible to vote.

WRONG VOTER,  
SEARCH AGAIN

MORE OPTIONS

GET VOTER SIGNATURE

## Always confirm...

- **Verbally confirm the voter's name and current address.**
- Screen will automatically flip upside down.
- Tilt screen towards voter.

# Voter Signature

Voter Signature 100%

BACK HOME

Name  
BRAD PITT

Birth Year  
1931

Voter ID  
16983

County  
CUY

Address  
1931 KING JAMES PKY  
WESTLAKE, 44145

Precinct - Split  
WESTLAKE -01-A-01

Party  
REP

CLEAR CAMBIAR IDIOMA DONE

Please sign below

X Brad Pitt

- Direct voter to sign and select **DONE** button.
- Display on screen will automatically flip back to original orientation.

# Voter Signature

TRAINING

Voter Signature

87% 9:11 AM

BACK HOME

Name  
BRAD PITT

Birth Year  
1931

Voter ID  
16983

County  
CUY

Address  
1931 KING JAMES PKY  
WESTLAKE, 44145

Precinct - Split  
WESTLAKE -01-A-01

Party  
REP

**i** If current signature matches the signature on file, touch ISSUE BALLOT.  
If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.

SIGNATURE ON FILE

CURRENT SIGNATURE

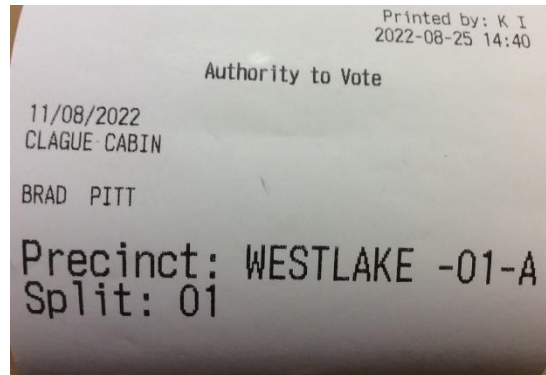
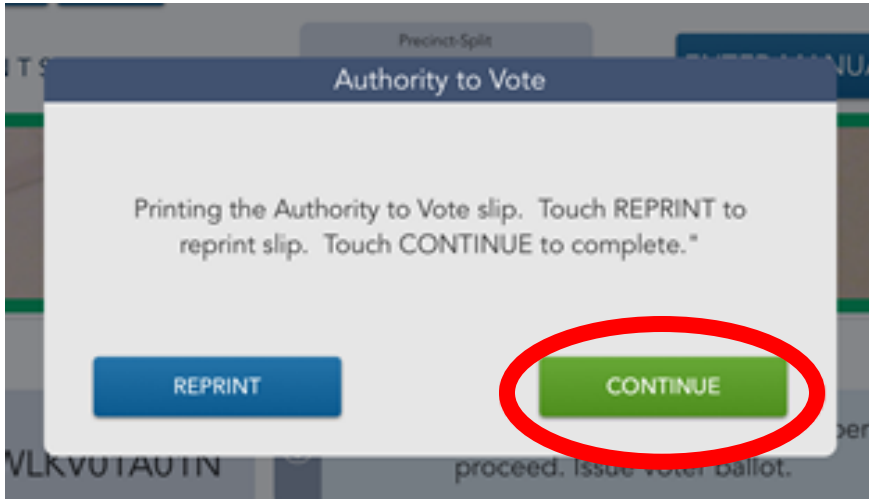
CHALLENGE SIGNATURE

SIGN AGAIN

ISSUE BALLOT

- Compare voter's signatures.
- Select **ISSUE BALLOT** button.

# Authority to Vote Slip



- Will print automatically
- Select **CONTINUE** button
- If slip does not print, select **REPRINT** button
- Hand “Authority to Vote Slip” to Ballot Official
- Ballot Official will provide correct ballot and return the Authority to Vote Slip
- Scan stub barcode into EPB



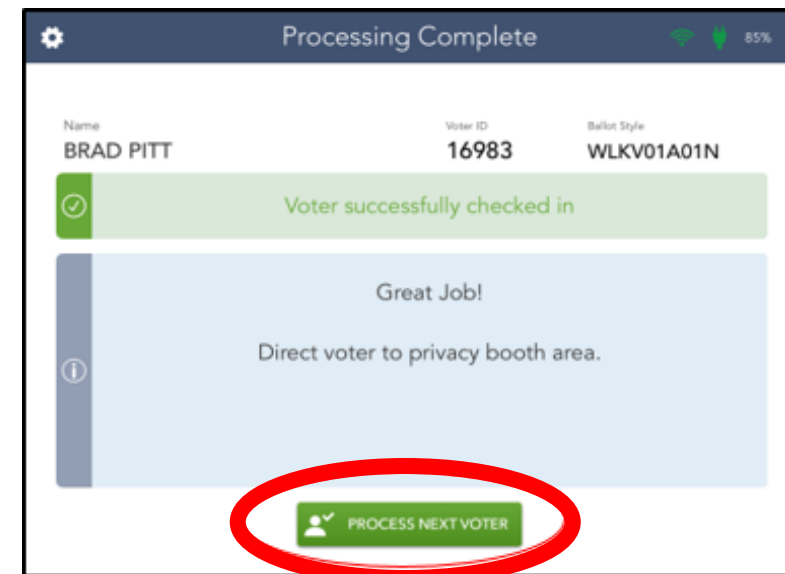
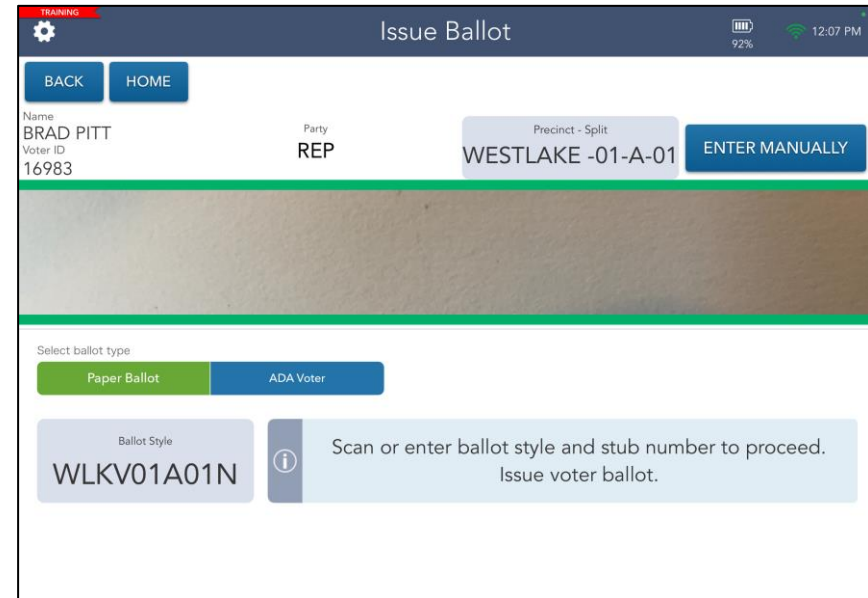
# Issuing a Ballot

## Scanning Stub Barcode

- ✓ Hold barcode under camera of EPB
- ✓ Once barcode is captured, you will hear an audible beep
- ✓ If ballot style is correct, you will be taken to Processing Complete screen

## Processing Complete

- ✓ Select **PROCESS NEXT VOTER** button





# Write-in Candidates

- A write-in candidate is someone whose name does not appear on the ballot.
- If there are write-in candidates, a list will be packed in the **Brown** Expandable Folder, inside the **Blue** Supply Bag.
- This list must be placed at the Check-In Table and must be made available to voters upon request.

# Withdrawn Candidates

- If any candidate has withdrawn from the election, a Candidate Withdrawal Notice will be packed in the **Green** Update Folder inside the **Green** Supply Bag.
- You will also receive copies of the Withdrawn Candidate list.
- Post the Withdrawn Candidate lists in each Voting Booth, so it is visible to voters.



# Soiled/Voided Ballots

## Reasons a ballot would be soiled/voided:

- **A ballot is found in the Polling Location because the voter left prior to completing the process on the Ballot Scanner.**
  - Do NOT cast the ballot for the voter.
  - The ballot is torn or otherwise damaged and is unable to be scanned by the Ballot Scanner.
- **Voter made an error marking the ballot and requested a new one.**
  - Voters can request a replacement ballot up to two (2) times.
  - No voter shall be issued more than three (3) ballots.
- **There are extra sheets from a partial replacement ballot issued to a voter.**
  - Check-In Officials must only reissue the specific sheets that are returned to them.
  - When replacing some but not all sheets of a ballot, the unused sheets of the new replacement ballot must be voided.

**Soiled/Voided Ballot Envelope**

During Voting Hours

Place ALL Soiled/Voided Ballot Sheets in this envelope. Reasons include:

- Voter made an error in marking the ballot and a new ballot had to be issued;
- Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
- Ballot is torn or otherwise damaged; or
- Voter abandoned the ballot without completing the scanning process in the DS200.

**NOTE:** These ballot sheets must clearly be marked with the word "Void."

After the Polls Close

Count the page 1's in this envelope and record the total here:

Hand this pouch to the EPB Team to complete the Ballot Accounting Process.

After the Ballot Accounting Process has been completed, seal this envelope and deposit in any Gray Ballot Box.

Election Official Signature: \_\_\_\_\_

Election Official Signature: \_\_\_\_\_

Printed: 11/02/20

Pack me inside:  
Any GRAY Ballot Box



# EPB Scenario #2

## Soiled/Voiled Ballots | Brad Pitt



EO Training Manual – pages 47-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

# Search Results

The top screenshot shows the 'Search Results' screen with a dark blue header. It includes a settings icon, the title 'Search Results', a battery icon at 68%, and the time 11:50 AM. Below the header are 'BACK' and 'HOME' buttons, followed by 'Show voters:' and two buttons: 'In this Location' (green with '1') and 'Not in this Location' (red with '0'). A message states '1 voter(s) in this voting location'. A table lists one voter: BRAD PITT, Birth Year: 1931, 1931 KING JAMES PKY WESTLAKE, 44145, CUY, 16983 REP. A red arrow points to the address field. Below the table is a light blue bar with an information icon, the text 'TOUCH a voter in the list above.', and a green 'CONTINUE' button with a checkmark.

The bottom screenshot is identical but with a red arrow pointing to the 'CONTINUE' button. The 'Not in this Location' button now shows '6' instead of '0'. The time is 10:32 AM.

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

# Soil/Void Ballot

The screenshot shows a mobile application interface for 'Voter Eligibility'. At the top, there is a status bar with 'SPARE', a gear icon, 'Voter Eligibility', '100%' battery, and '12:05 PM'. Below this is a navigation bar with 'BACK', 'HOME', and a red button labeled 'Voter Already Voted' which is circled in red. The main content area displays voter information: Name: BRAD PITT, Birth Year: 1931, Voter ID: 16983, County: CUY, Address: 1931 KING JAMES PKY WESTLAKE, 44145, Precinct - Split: WESTLAKE -01-A-01, and Party: REP. A yellow box labeled 'Voter Already Voted' is circled in red. Below this is a red error message: 'Voter is not eligible to vote a regular ballot. Read instructions below.' A blue information box contains the text: 'This voter has already been checked-in/issued a ballot. If the voter returned to the check-in table to soil the original ballot, touch the yellow SOIL/VOID button. If the voter is not soiling/voiding, touch the SOIL/VOID button. If the voter is not soiling/voiding, touch the SOIL/VOID button.' A dropdown menu is open over the 'SOIL/VOID' button, showing 'Curbside Voter' and 'Soil/Void Ballot', with 'Soil/Void Ballot' circled in red. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS' (with a gear icon), and 'REFER VOTER'. A red arrow points to the 'MORE OPTIONS' button.

- ✓ Process voter again using valid form of ID.
- ✓ Screen display label **Voter Already Voted** will appear.
- ✓ Read the instructions
- ✓ Select the **MORE OPTIONS** button, then select **Soil/Void Ballot** button.

# Soil/Void Ballot

Soil Ballot

Are you issuing a replacement ballot?

Yes  No

Select sheet(s) to be soiled

Sheet 1  Sheet 2

- Place checkmarks in appropriate boxes.
- Write “VOID” on all sheets of soiled ballot and place in Soiled/Voided Ballot Envelope.
- Select the **CONTINUE** button.

Are you sure you want to soil ballot sheet(s) 1 and 2 for BRAD PITT?

- ✓ Select the **YES** button to confirm ballot soil/void.



# Soil/Void Ballot

The screenshot shows the 'Voter Signature' app interface. At the top, there are navigation buttons for 'BACK' and 'HOME', and a 'SOIL & REISSUED' button. The user's name is 'BRAD PITT' and their birth year is '1931'. Below this, there are buttons for 'CLEAR', 'CAMBIAR IDIOMA', and 'DONE'. A red arrow points to the 'DONE' button. Below the buttons, there is a prompt 'Please sign below' and a signature field containing the handwritten name 'Brad Pitt'.

→ Direct voter to sign, then select **DONE** button.

The screenshot shows the 'Voter Signature' app interface with a 'TRAINING' banner at the top. It displays the user's name 'BRAD PITT', birth year '1931', voter ID '16983', and county 'CUY'. The address is '1931 KING JAMES PKY WESTLAKE, 44145'. The precinct is 'WESTLAKE -01-A-01' and the party is 'REP'. Below this, there is an information box with instructions: 'If current signature matches the signature on file, touch ISSUE BALLOT. If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.' There are two signature fields: 'SIGNATURE ON FILE' (empty) and 'CURRENT SIGNATURE' (containing 'Brad Pitt'). To the right of these fields are buttons for 'CHALLENGE SIGNATURE', 'SIGN AGAIN', and 'ISSUE BALLOT'. A red arrow points to the 'ISSUE BALLOT' button.

→ Compare voter's signatures then select **ISSUE BALLOT** button.

# Soil/Void Ballot

TRAINING

Issue Ballot

50% 7:55 AM

BACK HOME SOIL & REISSUED

Name  
BRAD PITT  
Voter ID  
16983

Party  
REP

Precinct - Split  
WESTLAKE -01-A-01

ENTER MANUALLY

Select ballot type

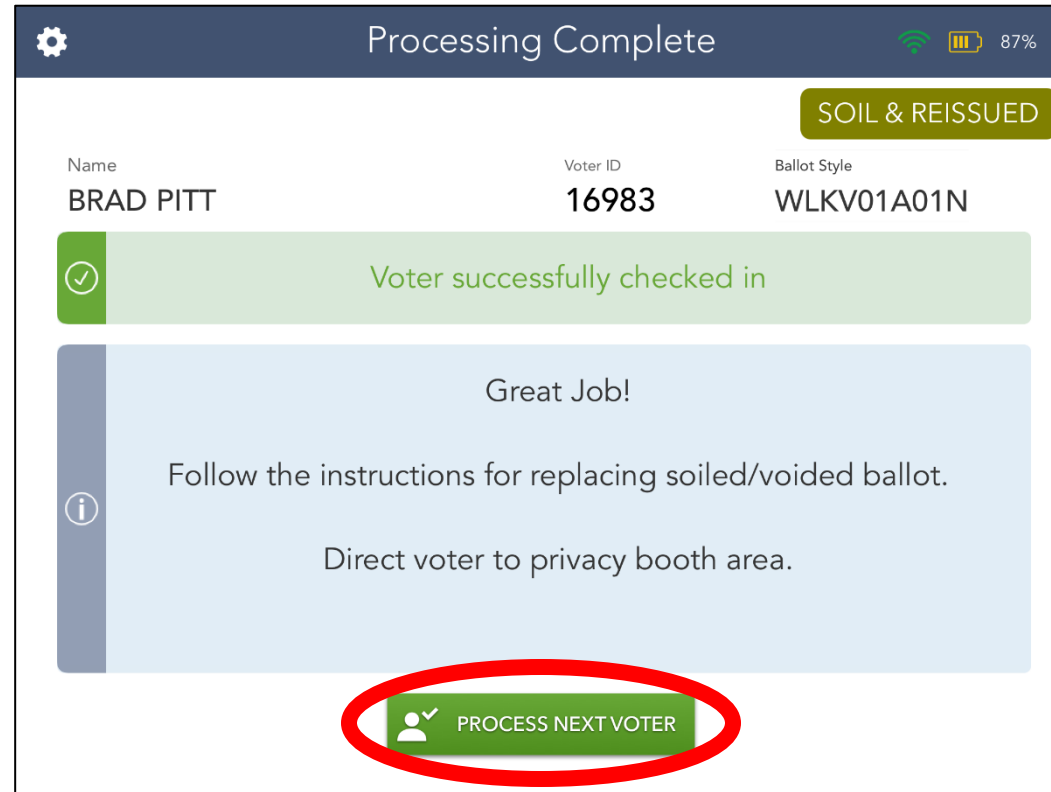
Paper Ballot ADA Voter

Ballot Style  
WLKV01A01N

Scan or enter ballot style and stub number to proceed.  
Issue voter ballot.

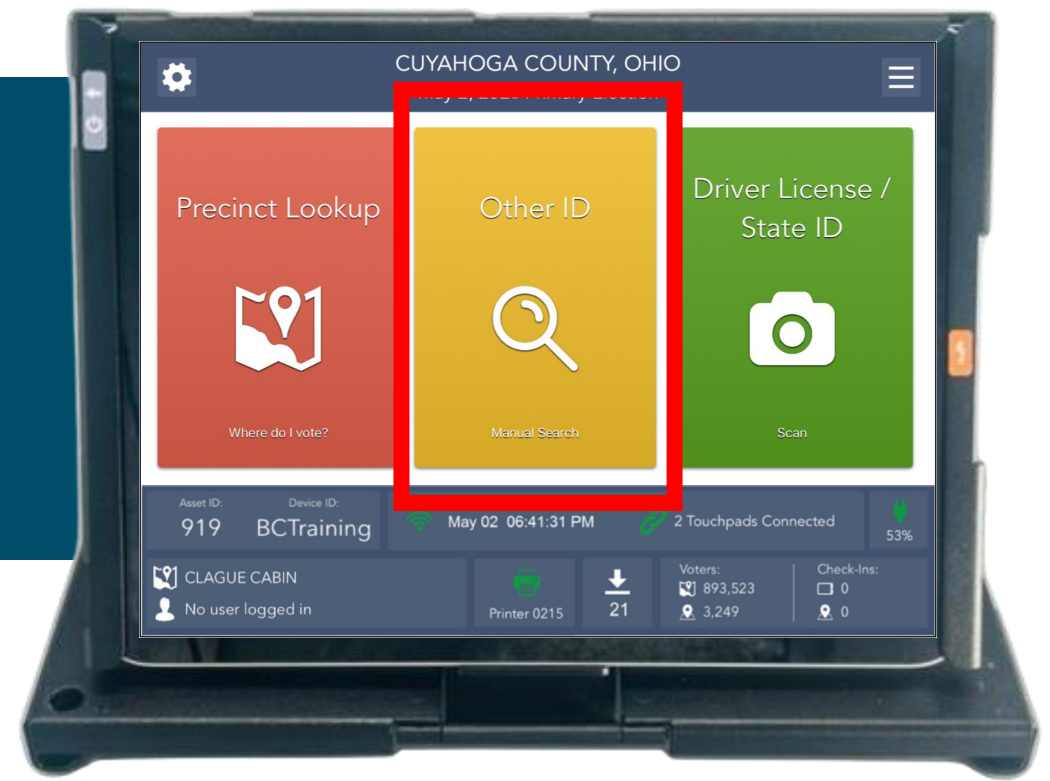
✓ Scan or enter ballot style and stub number.

# Soil/Void Ballot



✓ Select the **PROCESS NEXT VOTER** button.

# EPB Scenario #3



- Processing ADA Voter with Passport,  
Ashton Kutcher | 23536 Concord
- Voter at wrong Polling Location

# Other ID Search Process

TRAINING

CUYAHOGA COUNTY, OHIO  
November 7, 2023 General Election 11:11 AM

4 Identification Types - Select One Below

- Valid Ohio Driver's License
- Valid State of Ohio ID
- Valid US Passport or Passport Card
- U.S. Military ID Card

All forms of ID must contain the voter's name and photo. Driver's License/State ID and passport cannot be expired.

Voter registration notification from the Board of Elections is not a valid form of ID.

CANCEL CONTINUE

Asset 120  
CLAGUE CABIN  
Check-In Table - X X  
No printer  
Voters: 903,059  
3,266  
Check-Ins: 0  
0  
64%

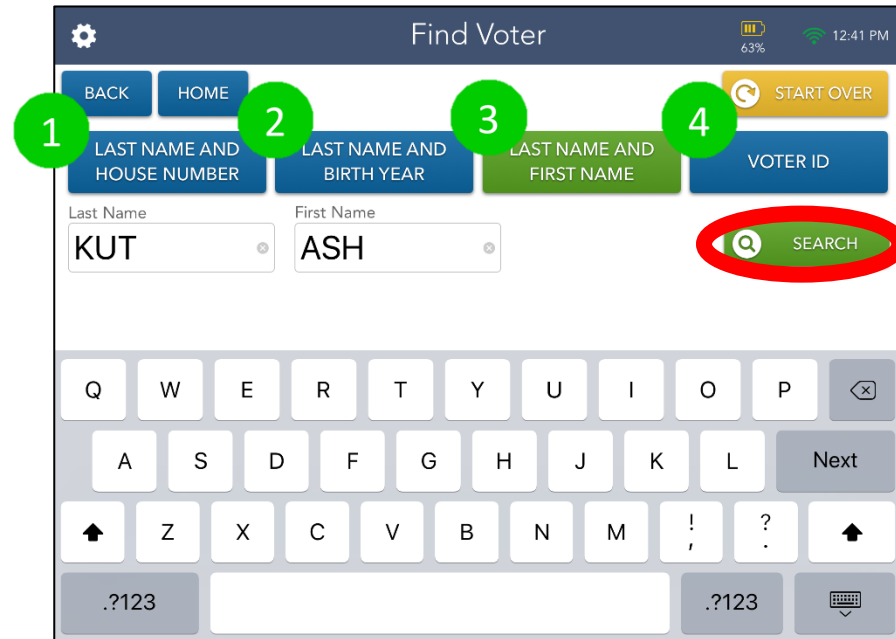
- Select the type of ID provided from voter.
- Select the **CONTINUE** button.

# Other ID Search Process

There are four (4) search options available to manually locate a voter's record.

- 1 Last Name and House Number
- 2 Last Name and Birth Year
- 3 Last Name and First Name
- 4 Voter ID

Enter voter's information into the appropriate fields. Select **SEARCH** option.



The screenshot shows the 'Find Voter' app interface. At the top, there are navigation buttons: 'BACK', 'HOME', and 'START OVER'. Below these are four search options: 'LAST NAME AND HOUSE NUMBER', 'LAST NAME AND BIRTH YEAR', 'LAST NAME AND FIRST NAME', and 'VOTER ID'. The 'LAST NAME AND FIRST NAME' option is highlighted in green. Below the search options are two input fields: 'Last Name' with the text 'KUT' and 'First Name' with the text 'ASH'. A red oval highlights the 'SEARCH' button, which is also highlighted in green. A keyboard is visible at the bottom of the screen.



Use fewer characters to increase chances you find correct voter

# Other ID Search

Search Results

63% 12:41 PM

BACK HOME Show voters: In this Location 1 Not in this Location 0

1 voter(s) in this voting location

ASHTON KUTCHER	23536 CONCORD DR	CUY	15960
Birth Year: 1968	WESTLAKE, 44145		DEM

TOUCH a voter in the list above.

CONTINUE

- ✓ Search Results screen defaults to voters in your location.
- ✓ Select correct voter record and select **CONTINUE** button.
- ✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

# Voter Eligibility

TRAINING

Voter Eligibility 74% 2:19 PM

BACK HOME


Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY

Address 23536 CONCORD DR WESTLAKE, 44145

Precinct - Split Party WESTLAKE -01-C-01 DEM

✓ Voter is eligible to vote.

WRONG VOTER, SEARCH AGAIN MORE OPTIONS GET VOTER SIGNATURE



Always confirm...

- **Verbally confirm the voter's name and current address.**
- Choose **Get Voter Signature** button.
- Screen will automatically flip upside down.
- Tilt screen towards.



# Other ID Search

TRAINING Voter Signature 40% 8:10 AM

BACK HOME

Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY  
Address 23536 CONCORD DR WESTLAKE, 44145 Precinct - Split WESTLAKE -01-C-01 Party NON

CLEAR CAMBIAR IDIOMA DONE

Please sign below

X Ashton Kutcher

A red arrow points from the 'DONE' button to the signature line.

→ Direct voter to sign, then select **DONE** button.

TRAINING Voter Signature 40% 8:10 AM

BACK HOME

Name ASHTON KUTCHER Birth Year 1968 Voter ID 15960 County CUY  
Address 23536 CONCORD DR WESTLAKE, 44145 Precinct - Split WESTLAKE -01-C-01 Party NON

If current signature matches the signature on file, touch ISSUE BALLOT.  
If current signature does not match the signature on file, touch CHALLENGE SIGNATURE.

SIGNATURE ON FILE

CURRENT SIGNATURE

CHALLENGE SIGNATURE SIGN AGAIN ISSUE BALLOT

Ashton Kutcher

A red arrow points from the 'ISSUE BALLOT' button to the right.

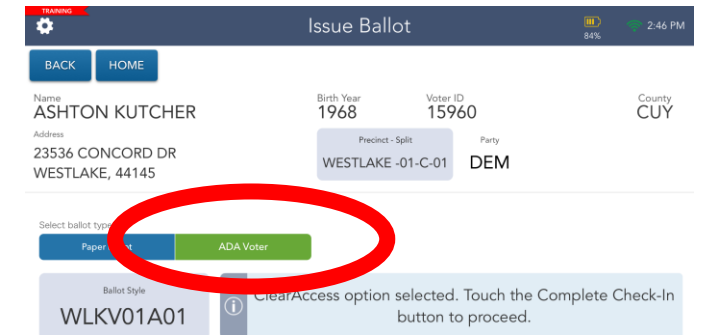
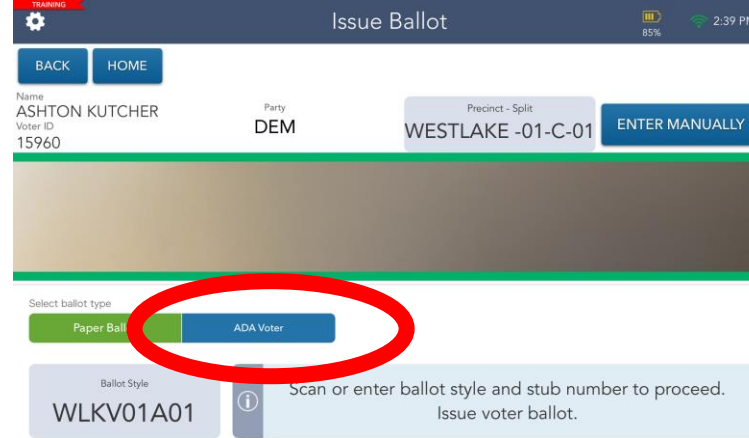
→ Compare voter's signatures then select **ISSUE BALLOT** button.

# Issuing a Ballot

- ✓ Voter requests ADA ballot
- ✓ Select the **ADA Voter** button under the camera screen
- ✓ Select **COMPLETE CHECK-IN**
- ✓ Retrieve Authority to Vote Slip from printer
- ✓ Notify the VLM to escort voter to ADA Ballot Marking Device

## Processing Complete

- ✓ Select **PROCESS NEXT VOTER** button



 COMPLETE CHECK-IN

# EPB Precinct Lookup

The Check-In Official must determine the assigned Precinct/Polling Location for the voter's **current** address.

- Voters who cannot be found in the EPB
- Voters who changed their address
- Voters without a valid form of ID



# EPB Scenario #4

Precinct Lookup | Wrong Location

Sean Penn | Lives at 1333 Cobblestone



## RESOURCES



EO Training Manual – pages 47-54

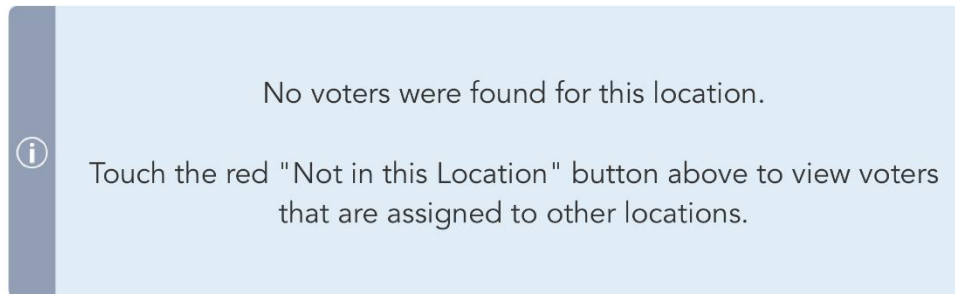
Provisional Voter QRG – packed in the **Yellow** Provisional Bag

# Search Results



✓ No voters were found for this location.

✓ Select the **RED** Not in this Location option.



# Search Results

Search Results

66% 12:15 PM

BACK HOME Show voters: In this Location 0 Not in this Location 1

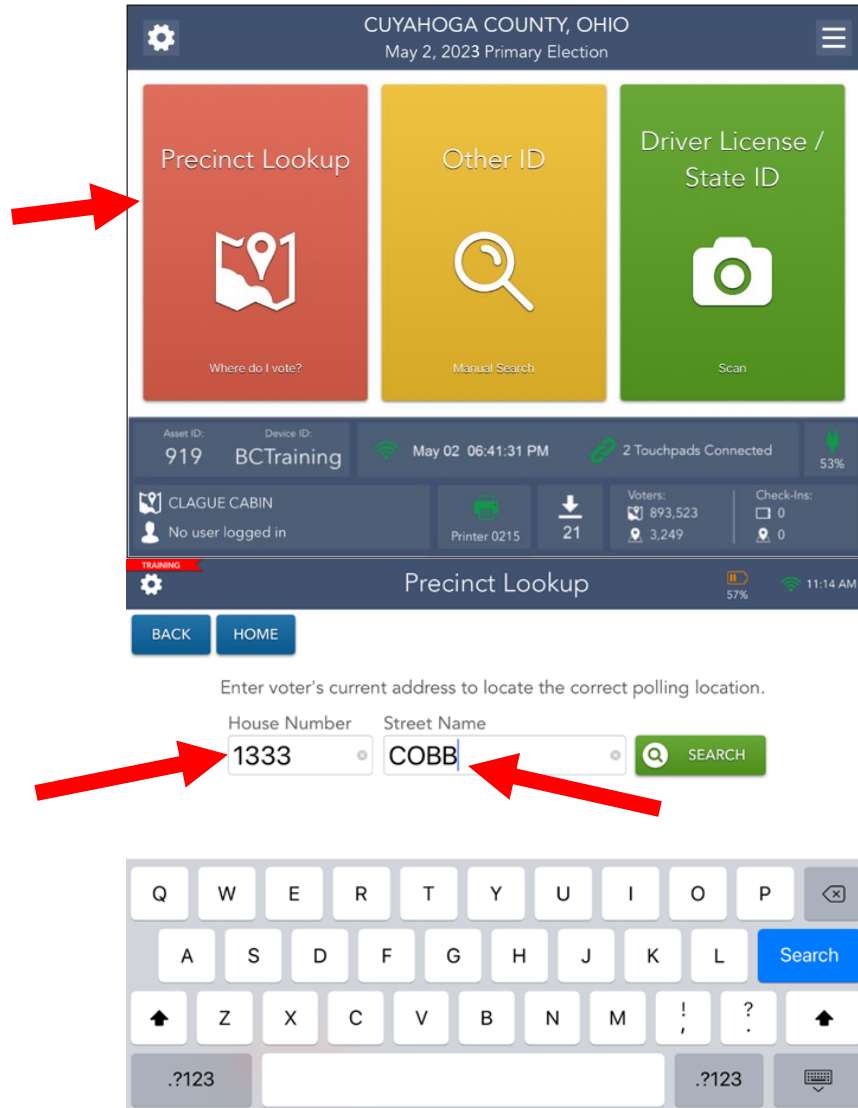
1 voter(s) not in this voting location

<b>SEAN PENN</b> Birth Year: 1960	2151 HAWKINS RD WESTLAKE, 44145	CUY	14593 DEM
--------------------------------------	------------------------------------	-----	--------------

TOUCH a voter in the list above. CONTINUE

- ✓ Before choosing Penn's record, confirm his current address and name.
- ✓ Penn states he lives at:
  - ✓ 1333 Cobblestone Chase, Westlake, OH
- ✓ Address does not match select the **HOME** button.

# Precinct Lookup: 1333 Cobblestone

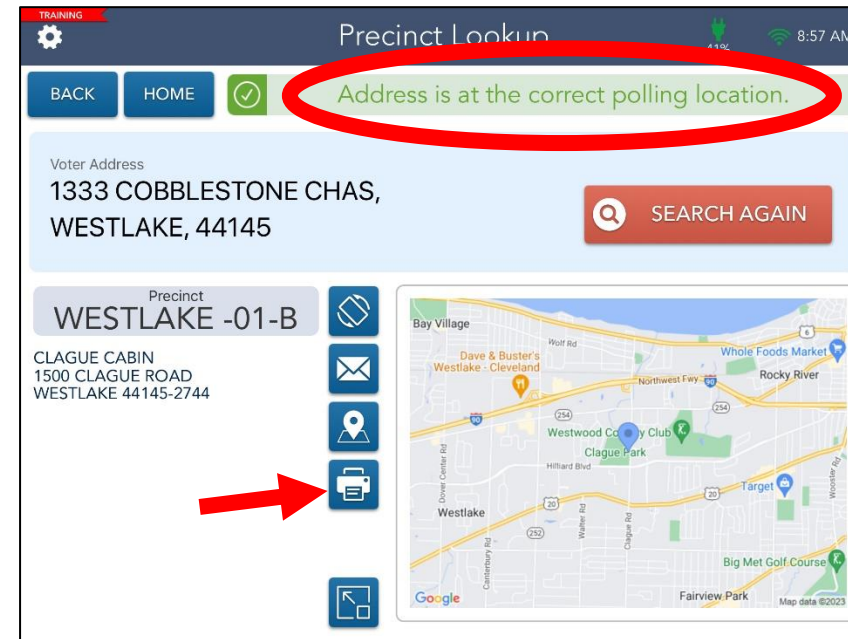


- Select **Precinct Lookup** button.
- Enter address information.
- House number **1333**
- Street Name **COBB**
- Select **SEARCH** button.

# Precinct Lookup At Correct Polling Location

“Address is at the correct polling location” appears in **Green** at the top of the screen

- ✓ Confirm with the voter this is indeed the **CORRECT** precinct/polling info.
- ✓ If information is correct, print precinct look-up slip and send the voter to the VAT.



The voter must vote in his/her current precinct/polling location, or the ballot will not count.



# Who are Provisional Voters?

- Any voter that previously requested an Absentee Ballot
- A voter who does not provide proper ID
- A voter who changed their name but has not updated their registration and did not bring a marriage license or court order
- A voter who had mail returned to BOE as “undeliverable”
- A voter who has already cast a ballot on Election Day
- A voter who refuses to vote in the proper precinct or location. (A voter must vote in the correct precinct and location based on their current address for the Provisional Ballot to be counted.)



\*Check-In Official will direct voter to VAT Table to vote. Their ballot will be sealed in a Provisional Envelope and returned to the BOE.

**PROVISIONAL ENVELOPE / VAT LOG DIAGRAM**

1. All YELLOW fields are required to be filled out, or the ballot will not be counted.

1. **Full Name**  
Last Name (with last name only) and First Name are required on the ballot and will not be counted.

2. **Date of Birth**  
Month, Day, and Year are all required on the ballot and will not be counted.

3. **Current Ohio Address**  
Street Address, City, and ZIP are all required on the ballot and will not be counted. Note: Address must match the address on the voter file.

4. **Former Address**  
This section is not required.

5. **Identifications**  
Identification is required, or the ballot will not be counted. NOTE: If voter does not provide photo ID, they have 14 days after Election Day to bring their ID to the Board of Elections.

6. **Registration Update**  
This section is not required.

7. **Affirmation**  
Voter's signature is required, or the ballot will not be counted.

**Sample VAT Log**  
Election Officials must complete all VAT Log sections for each voter casting a Provisional Ballot. NOTE: The ballot Party box will only appear during partisan Primary Elections.

Voter's Name	Voter's Precinct	Ballot Party	Ballot Tab #	Reason for Provisional
Bobbie Buckeye	Westlake-02-A	X	1	Ballot cast on Election Day
			2	Ballot cast before Election Day
			3	Ballot cast after Election Day
			4	Ballot cast on Election Day



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

November 5, 2024, Presidential General Election

# Yellow Provisional Bag Supplies

## Yellow Provisional Bag

Located on the Transport Cart – Verify correct Polling Location



- |   |  |
|---|--|
| <input type="checkbox"/> Clear Provisional Precinct Pouches (1/precinct)          | <input type="checkbox"/> Provisional Voter Precinct Verification (Form 12-D) |
| <input type="checkbox"/> Completed Forms Envelope (Light Green)                   | <input type="checkbox"/> QRG – Processing a Provisional Voter                |
| <input type="checkbox"/> Extra Ballot Paper for the ADA Device                    | <input type="checkbox"/> Religious Objection Affidavit (Form 12-O)           |
| <input type="checkbox"/> Notice of Name Change (Form 10-L)                        | <input type="checkbox"/> VAT ID Number Sign & Stand                          |
| <input type="checkbox"/> Post-Election Pack-up Checklist                          | <input type="checkbox"/> Log & Pink Memo Sheets                              |
| <input type="checkbox"/> Provisional Ballot Notice (12-H) (1 pack of 50/precinct) | <input type="checkbox"/> VAT Sign & Stand                                    |
| <input type="checkbox"/> Provisional Envelopes (2 packs of 25/precinct)           | <input type="checkbox"/> Voter Registration Forms                            |

# Provisional Voting

- Remember to **always** send voters to the Voter Assistance Table (VAT) with either:
  - a Voter Referral Slip
  - or, a Precinct Lookup Slip
- Voter Referral Slips and Precinct Lookup Slips must be printed from the EPB and given to the voter to take to the VAT.

## RESOURCES



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

Printed by: PETER JAMES  
2018-07-20 15:19

**Voter Referral**

CUYAHOGA COUNTY, OHIO  
November 6, 2018 General Election

MEG RYAN  
**WESTLAKE-01-B-01**  
1333 COBBLESTONE CHAS, WESTLAKE, 44145  
Referral Reason: Absentee Ballot Requested

Printed by: T J  
2018-08-01 09:15

**Precinct Lookup**

CUYAHOGA COUNTY  
November 6, 2018 General Election  
11/06/2018

CLAGUE CABIN

Address Searched: **23211 HILLIARD  
BLVD, WESTLAKE, 44145**  
Precinct location: **WESTLAKE-01-C**  
CLAGUE CABIN  
1500 CLAGUE ROAD WESTLAKE 44145-2744

# Provisional Voting

- Voter must fill out **all** required fields on the Provisional Envelope in order for their ballot to be eligible to be counted.
- If a mistake is made on the Provisional Envelope, or if the envelope is no longer needed:
  - Write “VOID” on the envelope
  - Rip the voided envelope in half
  - Do not include voided Provisional Envelopes in the total count of Provisional Ballots for that precinct.
- Provide direction for voter to return to the VAT after filling out their ballot.
- Provisional Ballots **must never be scanned** in the Ballot Scanners.



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

**! All YELLOW fields are required to be filled out, or the ballot will not be counted.**

Write the **City-Ward-Precinct** assigned to the voter's current address; must match the ballot, the EPB slip, and the Clear Provisional Precinct Pouch.

**1. Full Name:** First Name and Last Name are both required.

**2. Date of Birth:** Month, Day, and Year are all required.

**3. Current Ohio Address:** Street Address, City, and ZIP are all required. Must match the address on the EPB Slip.

**5. Identification:** Identification is required.

**7. Affirmations:** Voter's signature is required.

**Sample VAT Log entry**

Voter's Name	Voter's Precinct	Ballot Party	Ballot Stub #	Reason for Provisional	VAT Official's Initials
Bobbie Buckeye	Westlake-01-A	<input type="checkbox"/> Dem <input checked="" type="checkbox"/> Non <input type="checkbox"/> Rep	N-0144	<input checked="" type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB disacted voter to VAT <input type="checkbox"/> Mix sorted ballots <input type="checkbox"/> Voter Not in EPB <input checked="" type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	Information verified on EPB Slip Called BOE for Voter Information Please Make EPB slip to Precinct and provide all info to correct VAT: [Signature] VAT Official's Initials

# Provisional Voting



## VAT Table Signs



### ATTENTION:

If providing an Ohio Driver's License, State ID Card, or BMV interim ID form, you **must** write your full **correct** number in **Section 5** of the Provisional Envelope.

**ALL** yellow highlighted sections of the Provisional Envelope must be completed for the ballot to be eligible to be counted.

The diagram illustrates the identification requirements for a provisional ballot. It shows a section of the provisional envelope with a yellow highlight around the identification section. A green box highlights the instruction: "An Ohio driver's license, state ID card, or interim ID form issued by the Ohio BMV." Below this, a green box highlights the instruction: "If you checked the box above, you must write your full driver's license or state ID card number." A green arrow points from this instruction to an Ohio Driver's License card. The license card has a green box around the license number "AB123456". A red "X" is placed over the license number "06-16-1990" on the license card. Another green arrow points from the instruction to a BMV Interim ID Form. The form has a green box around the license number "AB123456". A red "X" is placed over the license number "06-16-1990" on the BMV Interim ID Form.

Ohio Driver's License or State ID Card

BMV Interim ID Form

Revised 6.17.24

### RESOURCES



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

# Provisional Voting (cont.)

- If a voter does not have proper photo ID, they must vote provisionally at the polls.
  - These voters have until the **fourth day** after Election Day to bring their valid photo ID to the Board of Elections.
  - Provide these voters with the Provisional Form 12-H and postcard.
- 12-O Form: Affidavit of Religious Objection
  - If the voter has a religious objection to being photographed, they may proceed with a Provisional Ballot without presenting photo ID.
  - Voter must fill out the 12-O Form which is to be attached to the back of the Provisional Envelope.

## RESOURCES



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag

Form No. 12-H (Revised 03/2024) (Secretary of State) (1/1/2024)

### PROVISIONAL BALLOT NOTICE

This notice must be provided to every person who votes a provisional ballot.

**A PROVISIONAL VOTER HOTLINE IS AVAILABLE:** To learn if you need to provide a required form of photo identification in order for your ballot to be counted or to learn after the official certification whether it was counted, please call the PROVISIONAL VOTER HOTLINE at:

**(866) OHIO-VOTE (866-644-6868)**

This hotline is available until the end of the month following the election. If you are required to provide more information (see below) for your ballot to count, you have until the **fourth day after the election** to supply the board of elections with the required information. You can learn whether you need to provide any other information by reading the information below or by calling (866) OHIO-VOTE, or you may call the board of elections directly. A directory of boards of elections is located online at: [OhioSoS.gov/boards](https://OhioSoS.gov/boards)

Your Board of Elections is: Cuyahoga County Board of Elections

Board office hours:

Wednesday – Saturday 8:00 a.m. – 5:00 p.m.  
For Additional Information: Call 216-443-8683 or visit our website at [www.443Vote.us](http://www.443Vote.us)

The Provisional Voter Hotline will also allow you to learn after the official certification whether your provisional ballot was counted, and if it was not counted, why it was not counted.

**IN THE FOLLOWING SITUATIONS YOU MUST PROVIDE PROOF OF IDENTITY OR ADDITIONAL INFORMATION TO THE BOARD OF ELECTIONS WITHIN 4 DAYS AFTER THE ELECTION:**

1. You did not present photo identification and did not complete an affidavit of religious objection.
2. Your right to vote had been challenged and heard by the board of elections at a hearing held before the election, and the board determined that the challenge had merit.

In these situations, the law requires that your ballot can be counted only if you appear at the office of the board of elections and provide to the board any additional information necessary to determine your eligibility.

**The following are acceptable forms of photo identification:**

- A driver's license, state ID card, or interim ID form issued by the Ohio BMV;
- A US passport or passport card; or
- A US military ID card, Ohio National Guard ID card, or US Department of Veterans Affairs ID card.

If you do not have a photo identification due to a religious objection, you may complete an affidavit of religious objection. You may ask elections staff for an affidavit form.

## Provisional Form 12-H

**You must provide proof of identity or additional information to the Board of Elections.**

Post-election Cuyahoga County Board of Elections office hours:

Wednesday, March 20, 2024	8 a.m. – 5 p.m.
Thursday, March 21, 2024	8 a.m. – 5 p.m.
Friday, March 22, 2024	8 a.m. – 5 p.m.
Saturday, March 23, 2024	8 a.m. – 5 p.m.

Cuyahoga County Board of Elections  
2925 Euclid Avenue  
Cleveland, Ohio 44115  
216-443-VOTE (8683)  
[www.443vote.us](http://www.443vote.us)

## 12-H postcard

# Fill out the VAT Log

The VAT Official must complete:

- Voter's Name
- Voter's Precinct
- Ballot Stub
- Reason for Voting Provisional
- VAT Official's initials

For **each** Provisional Voter.

Cuyahoga County Board of Elections – May 2, 2023 Primary Election  
Provisional Voter Log – <Polling Location>

Voter's Name <small>* Verify Voter Information on Referral Slip</small>	Voter's Precinct <small>Record Voter's City-Ward-Precinct from the EPB Slip (Voter Referral/Precinct Lookup Slip)</small>	Ballot Stub #	Reason for Provisional <small>Select or provide a brief description for why a provisional ballot was issued</small>	VAT Official's Initials <small>* How did you verify the voter's current precinct?</small>
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials
			<input type="checkbox"/> Absentee Ballot Requested <input type="checkbox"/> EPB directed voter to VAT <input type="checkbox"/> Max soiled ballots <input type="checkbox"/> Voter Not in EPB <input type="checkbox"/> Incorrect or No ID <input type="checkbox"/> Name / Address change Other:	<input type="checkbox"/> Information verified on EPB Slip <input type="checkbox"/> Called BOE for Voter Information Please tape EPB slip to Envelope and ensure all info is correct VAT Official's Initials

RESOURCES



EO Training Manual – pages 49-54

Provisional Voter QRG – packed in the Yellow Provisional Bag

# EPB Scenario #5

Absentee Voter | Provisional Ballot

Meg Ryan



## RESOURCES

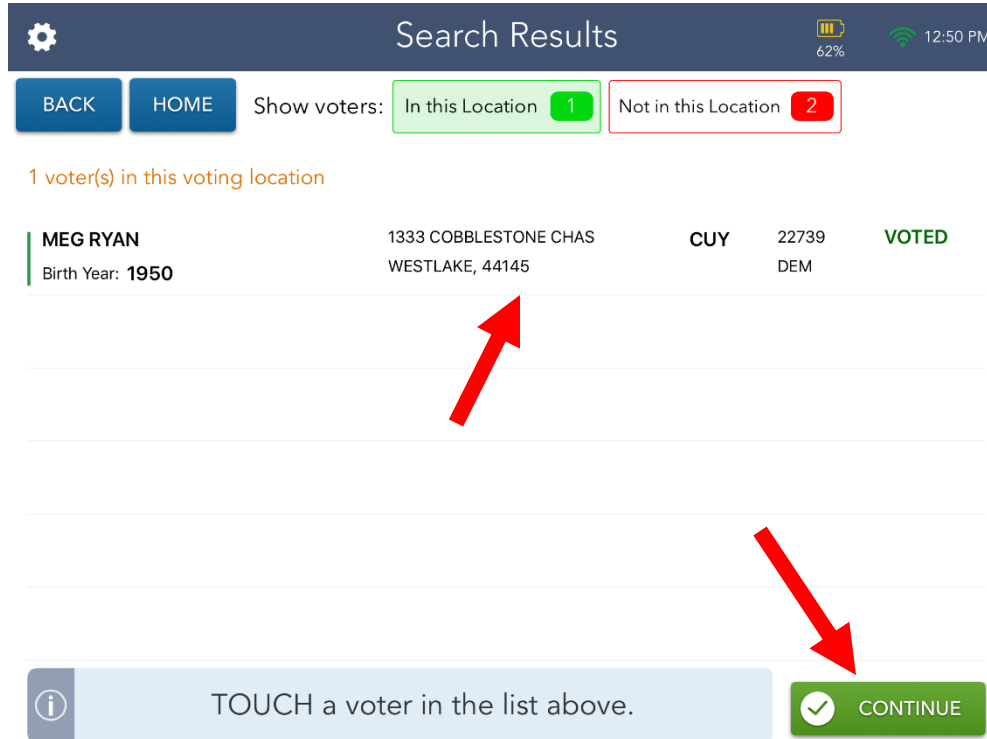


EO Training Manual – pages 47-54

Provisional Voter QRG – packed in the **Yellow** Provisional Bag



# Search Results



✓ Search Results screen defaults to voters in your location.

✓ Select correct voter record and select **CONTINUE** button.

✓ Select **NOT IN THIS LOCATION** button if the voter does not appear in your location.

# Generating a Voter Referral Slip

The screenshot shows the 'Voter Eligibility' screen for MEG RYAN. The voter's information includes Name (MEG RYAN), Birth Year (1950), Voter ID (22739), and County (CUY). The address is 1333 COBBLESTONE CHAS, WESTLAKE, 44145. The precinct is WESTLAKE -01-B-01 and the party is DEM. A red banner at the top indicates 'Absentee Ballot Requested'. A message states: 'Voter is not eligible to vote a regular ballot. Read instructions below.' Below this, a blue box explains: 'Voter must cast a provisional ballot because he/she has already requested an Absentee Ballot. Select the green REFER VOTER button below to print the Voter Referral Slip. Hand the voter the slip, then direct him/her to the Voter Assistance Table.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN', 'MORE OPTIONS', and 'REFER VOTER'. The 'REFER VOTER' button is highlighted with a red circle.

- Verbally confirm the voter's current address and name.

- ✓ Select the **REFER VOTER** button, print the Referral Slip and hand to the voter to take to the VAT Table.
- ✓ Select the **CONTINUE** button.

The screenshot shows a 'Voter Referral' dialog box overlaid on the previous screen. The dialog box contains the text: 'Printing the Voter Referral Slip. Touch REPRINT to reprint slip. Touch CONTINUE to complete.' There are two buttons: 'REPRINT' and 'CONTINUE'. The 'CONTINUE' button is highlighted with a red circle.

# Provisional Voter EPB Slips

The EPB will generate one of two (2) slips when processing a voter who must vote provisional:

1. Voter Referral Slip
2. Precinct Lookup Slip

This slip must be taken to the VAT by the voter.



Every provisional voter receives an EPB Slip

## Voter Referral Slip

Printed by: PETER JAMES  
2018-07-20 15:19

**Voter Referral**

CUYAHOGA COUNTY, OHIO  
November 6, 2018 General Election

MEG RYAN  
**WESTLAKE-01-B-01**  
1333 COBBLESTONE CHAS, WESTLAKE, 44145  
Referral Reason: Absentee Ballot Requested

## Precinct Lookup Slip

Printed by: PETER JAMES  
2018-07-20 15:19

**Precinct Lookup**

CUYAHOGA COUNTY  
November 6, 2018 General Election  
11/06/2018

CLAGUE CABIN

Address Searched: **2151 HAWKINS R  
D, WESTLAKE, 44145**

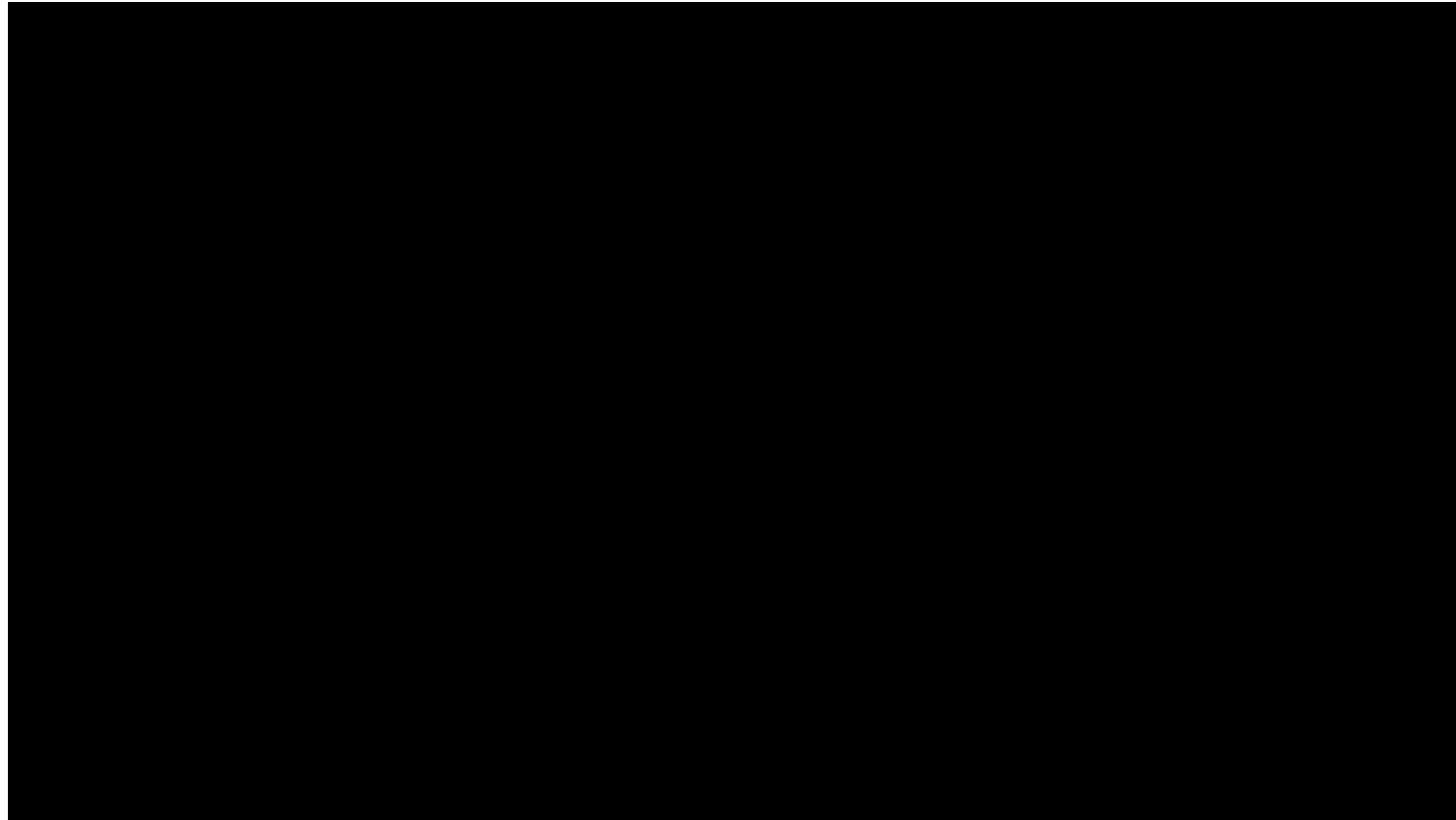
Precinct location: **WESTLAKE-01-D**  
PARKSIDE INTERMEDIATE SCHOOL  
24525 HILLIARD ROAD WESTLAKE 44145



Questions?

# Break

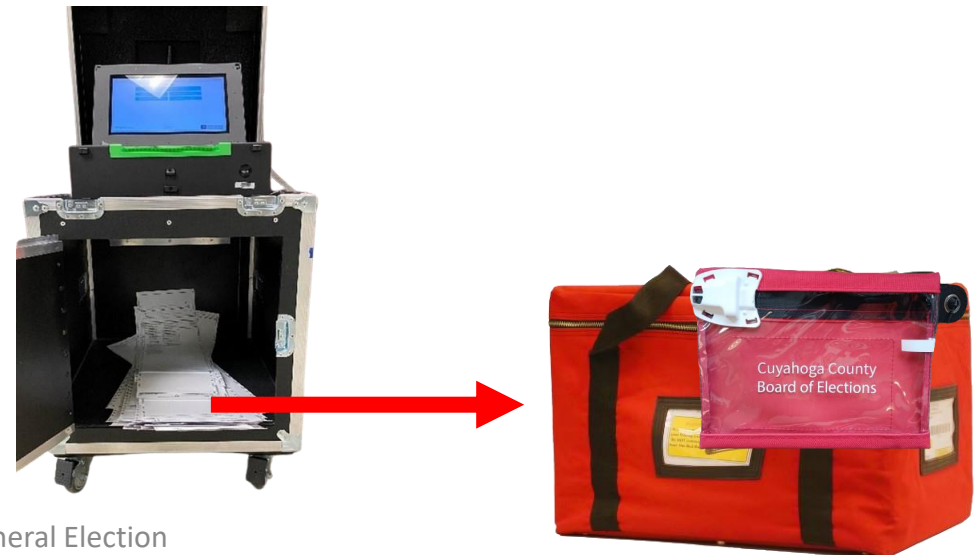
5 minutes



# Clearing the Ballot Compartments to prevent jams



- Two (2) Election Officials from opposite political parties must clear out the Ballot Compartments of each Ballot Scanner at **10:00 a.m. and at 2:00 p.m.**, and additionally as necessary.
- We expect high voter turnout this election, which means lots of ballots.
- Clearing the ballots out will help prevent backup and/or ballot jams.
- Remove **all** ballots from the Ballot Compartment and pack them in the **Red** Ballot Box.



RESOURCES



EO Training Manual – pages 45

November 5, 2024, Presidential General Election

# Clearing the Ballot Compartments to prevent jams



- Confirm **all** voted ballots were removed from the Ballot Scanner Compartment.
- Close and lock the Ballot Compartment Door.
- **Reseal** the Ballot Compartment Door with **blue Tamper Tape**.
- Update the Ballot Scanner Security Record.



Ballot Security Record | «Election\_Date»  
«Poll\_Name»

**NEW** Pack me inside:  
The GREEN Binder

Signature of Election Official	Signature of Opposing Party Election Official

### Red Ballot Box

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal
A.	B.	C.
Tuesday Midday 10:00 a.m. Seal	Tuesday Midday 2:00 p.m. Seal	Tuesday Night Closing Seal
D.	E.	F.

### Gray Ballot Box

1. EUCLID-02-C – This ballot box may be **BURGUNDY** or **GRAY**.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

2. EUCLID-04-C

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

3. City-Ward-Precinct

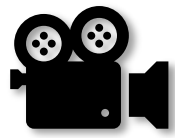
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

4. City-Ward-Precinct

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

\*\*\*Please see reverse side for additional Gray Ballot Box seals.





# Curbside Voting



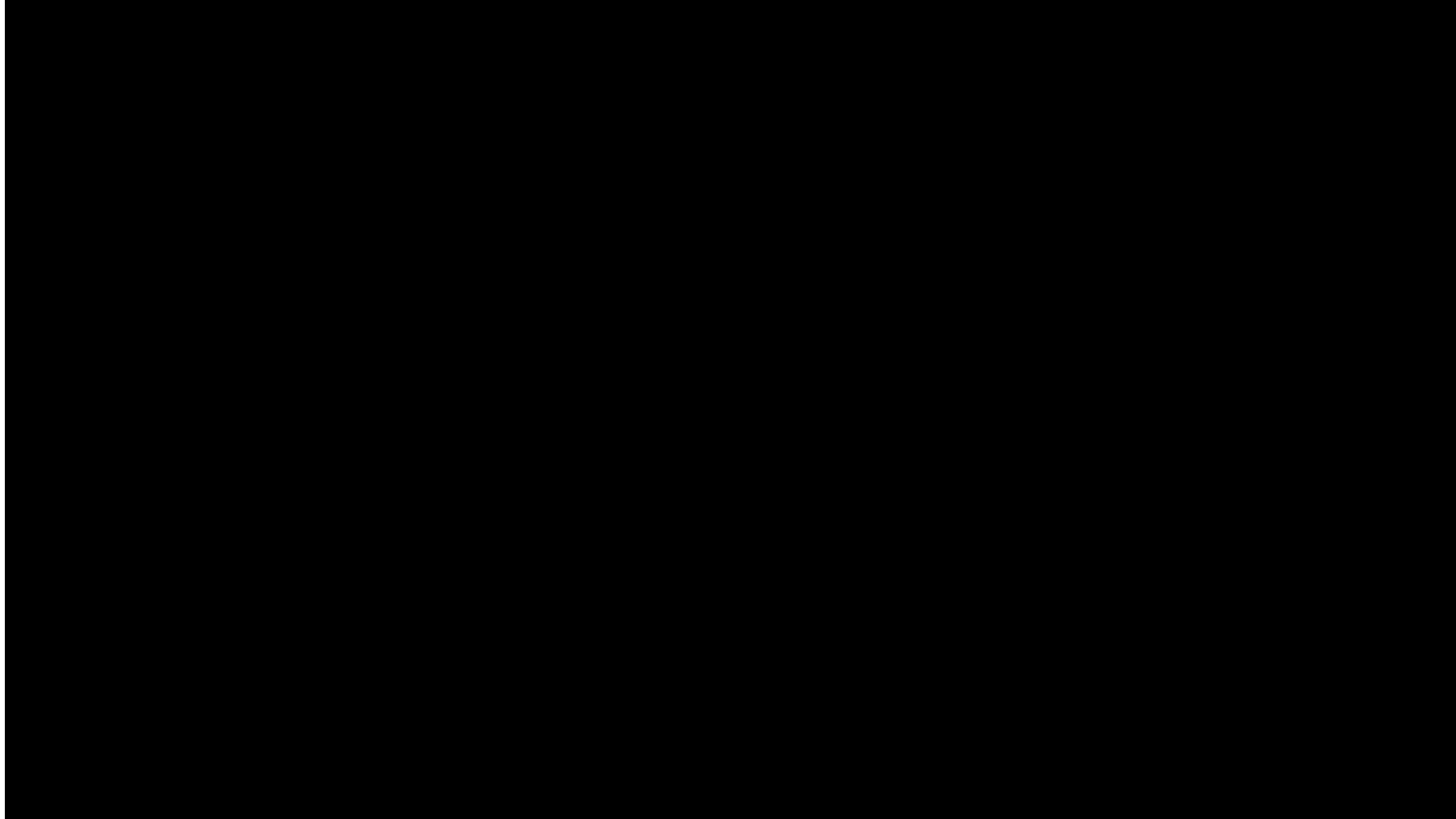
## ATTENTION:

If you are here with a voter who is physically unable to enter the polling location, enter the location, get in line, and speak with the next available Check-in Official.



## ATENCIÓN:

Si está aquí con un votante que está físicamente incapacitado para entrar en el centro de votación, entre al centro, póngase en la fila y hable con el siguiente Funcionario de Registro disponible.





# Closing the Polls



## The Basics:

- The Polling Location officially closes at 7:30 PM. Any voter in line by 7:30 PM is eligible to vote.
- The VLM will assign a PEO to stand at the end of the voting line at 7:30 p.m. to mark the end of the line (if there is a line of voters at that time).
- **DO NOT** start any closing procedures until the last voter has exited the location.
- **ALL** workers must help with the closing process.
- Sign the paper payroll card before leaving. Do **not** clock-out on the EPB.

# Use Your Closing Resources

- EO Training Manual
- The Post-Election Pack-Up List
  - packed in the **Green** Supply Bag and **Blue** Supply Bag
- Closing Reminder Checklist
  - Delivered by Rover
- **Pink** VLM Lanyard
  - Delivered by Rover
- **Pink** Tags
  - attached to the supplies required for the Drop-Off
- Quick Reference Guides (QRGs)



## Post-Election Pack-Up List

### Red Ballot Box with Memory Stick Bag attached (Alpha Precinct Only)

- Memory Sticks from ALL DS200s in Memory Stick Bag
- ALL voted Ballots from ALL DS200s at the Polling Location
- ALL voted Curbside Envelopes
- All 17-Year-Old Envelopes (Primary Elections only)

**DO NOT** detach  
Memory Stick Bag!

### Gray Ballot Boxes (1 per additional Precinct)

- ALL Unvoted Ballots
- Soiled/Voided Envelope
- Blue EPB/Ballot Scanner Reports Envelope
- Stub A Envelopes
- Authority to Vote Slip Envelopes
- All unused envelopes
- All Security Records
- Precinct Voter Check-off List(s)

### Return Envelope (1 per Location)

- Payroll Cards
- Voter Assistance Table Log
- Pink Memos (all sheets)
- VLM Cell Phone
- Polling Location Diagram
- Observer Sign-In Sheet

**!** Do Not place the Return Envelope inside any other bag.

### Blue Location Supply Bag (1 per Location)

- Green Supply Bag
- All other Election Day supplies from the Polling Location

### Yellow Provisional Bag (1 per Location)

- ALL Voted Provisional Envelopes in the Clear Provisional Precinct Pouches
- Completed Forms Envelope
- All unused or blank forms
- Provisional Envelope Overlay
- All unused Provisional Envelopes
- QRG – Provisional Voter
- VAT Sign & Stand
- VAT Log & Pink Memo Sheets

### Electronic Pollbook Transport Cases (1 – 5 per Location)

- Electronic Pollbooks w/Charging Cords (*keep EPBs powered on*)
- Printers w/Charging Cords
- MiFi Hotspot w/Charging Cord (*keep MiFi powered on*)
- Styli

Revised 1.31.2023

# Packing Up the Ballots

- Remove any **unused** ballots or envelopes from the **Red** Ballot Box and place them in the **Gray** Ballot Box.
- Voted ballots may only be placed in the **Red** Ballot Box or the **Burgundy** Ballot Box.
- Remember to complete the Ballot Security Record.
- Pack Ballot Scanner Security Record in the **Green** Binder.



## RESOURCES



EO Training Manual – pages 74-75

Ballot and Supply Teams QRG – packed in the **Blue** Supply Bag

Ballot Security Record | «Election\_Date»  
«Poll\_Name»

**NEW** Pack me inside:  
The **GREEN** Binder

Signature of Election Official	Signature of Opposing Party Election Official

### Red Ballot Box

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal
A.	B.	C.
Tuesday Midday 10:00 a.m. Seal	Tuesday Midday 2:00 p.m. Seal	Tuesday Night Closing Seal
D.	E.	F.

### Gray Ballot Box

1. EUCLID-02-C – This ballot box may be **BURGUNDY** or **GRAY**.

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

2. EUCLID-04-C

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

3. City-Ward-Precinct

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

4. City-Ward-Precinct

Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.

\*\*\*Please see reverse side for additional Gray Ballot Box seals.

# Ballot Team

- Locate Soiled/Voided Ballot Envelope.
- Verify “VOID” is written on each ballot inside Soiled/Voided Ballot Envelope.
- Count page 1’s and record on Soiled/Voided Ballot envelope.
- Give Soiled/Voided Ballot Envelope to EPB Team for Ballot Accounting process.
- Pack Soiled/Voided Ballot Envelope in any Gray ballot box once Ballot Accounting process is completed.

Soiled/Voided Ballot Envelope

During Voting Hours

Place ALL Soiled/Voided Ballot Sheets in this envelope. Reasons include:

- Voter made an error in marking the ballot and a new ballot had to be issued;
- Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter);
- Ballot is torn or otherwise damaged; or
- Voter abandoned the ballot without completing the scanning process in the DS200.

NOTE: These ballot sheets must clearly be marked with the word “Void.”

After the Polls Close

Count the page 1’s in this envelope and record the total here:

Hand this pouch to the EPB Team to complete the Ballot Accounting Process.

After the Ballot Accounting Process has been completed, seal this envelope and deposit in any Gray Ballot Box.

Election Official Signature: \_\_\_\_\_

Election Official Signature: \_\_\_\_\_


Revised: 08/20/23

Pack me Inside  
Any GRAY Ballot Box

# VAT Team

- ✓ Record total number of VOTED Provisional Envelopes inside each Clear Provisional Pouch on the outside label of each Pouch.
- ✓ Forward all the Provisional Pouches to the EPB Team for Ballot Accounting.
- ✓ EPB team will pack Clear Provisional Pouch inside the **Yellow** Provisional Bag after accounting process is completed.

«POLL\_NAME»

 PP-01-100A

**Clear Provisional Precinct Pouch**  
**EUCLID -05-A**

- 1. Provisional Envelopes:** Count the number of Provisional Envelopes with **voted** ballots inside and record the number in the box:   
(If no Provisional ballots were voted, write zero (0) in the box)
- 2. Insert all used Provisional Envelopes for this precinct into this Clear Provisional Precinct Pouch *including*:**
  - ✓ *Provisional Envelopes with voted ballots inside,*
  - ✓ *Voided Provisional Envelopes, and/or*
  - ✓ *Provisional Envelopes with any type of voter or Election Official writing.*
- 3. Hand this pouch to the EPB Team to complete the Ballot Accounting Process.**
- 4. Pack this pouch in the **YELLOW** Provisional Bag.**
- 5. Pack all unused Provisional Envelopes in the **YELLOW** Provisional Bag.**

Pack me inside:  
the **YELLOW** Provisional Bag

Series # 35 AbsRT# 101

Revised 1.13.23

# Supply Team

- Carefully remove all posted signs and flags.
- All workers assist with disassembling voting booths.
- Place all other election supplies and **Green** supply bag inside **Blue** supply bag.



# Closing the Ballot Scanners (cont.)

- **Do Not** remove Memory Sticks until two (2) copies of Totals Report print **and** the Ballot Scanner has completely shut down.
- Early removal will corrupt data on memory stick.
- Ensure **All** ballots have been removed from the Ballot Compartments and packed in the **Red** Ballot Box.
  - Voted ballots may also be packed in the **Burgundy** Ballot Box for locations that are provided one.



## RESOURCES



EO Training Manual – pages 66-67

Ballot Scanners Tuesday Closing QRG – packed on top of the Ballot Scanner lid





# Closing the Ballot Scanner



- Seal the USB Memory Stick Door with **blue** tamper tape.
- Seal the Ballot Compartment Door and Left Lid with clear plastic seal.
- Update the Ballot Scanner Security Record.
- Two (2) Election Officials must **sign** Ballot Security Record.
- Pack the Ballot Scanner Security Record in the **Green** Update Binder.
- Pack **all** power cords in **gray** plastic bin.



Ballot Scanner Security Record | ELECTION DATE \_\_\_\_\_  
 LOCATION NAME: \_\_\_\_\_ AB Route \_\_\_\_\_  
 ABBREVIATION: \_\_\_\_\_

Signature of Election Official	Signature of Opposing Party Election Official

**Monday Night Seal Recordings**

Ballot Box Lid (Left) Beginning Seal	Ballot Box Lid (Right) Beginning Seal
1. _____	2. _____
Ballot Compartment Door Beginning Seal	Display Screen (DO NOT remove)
3. _____	4. _____
Access Panel (DO NOT remove)	Ballot Box Lid (Left) Closing Seal
5. _____	6. _____
Ballot Box Lid (Right) Closing Seal	Ballot Compartment Door Closing Seal
7. _____	8. _____
Replacement Seal (if necessary)	Replacement Seal (if necessary)
_____	_____

**Tuesday Morning Seal Recording**

Ballot Compartment Door	Replacement Seal (if necessary)
9. _____	_____

**Tuesday Midday Seal Recordings**

Ballot Compartment Door - 10:00 a.m. (Tamper Tape)	Ballot Compartment Door - 2:00 p.m. (Tamper Tape)
10. _____	11. _____
Replacement Seal (if necessary)	Replacement Seal (if necessary)
_____	_____

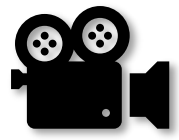
**Tuesday Night Seal Recordings**

USB Memory Stick Door	Ballot Compartment Door
12. _____	13. _____
Ballot Box Lid (Left)	Replacement Seal (if necessary)
14. _____	_____

**NEW** Pack me inside:  
The GREEN Binder

Revised 8.22.24



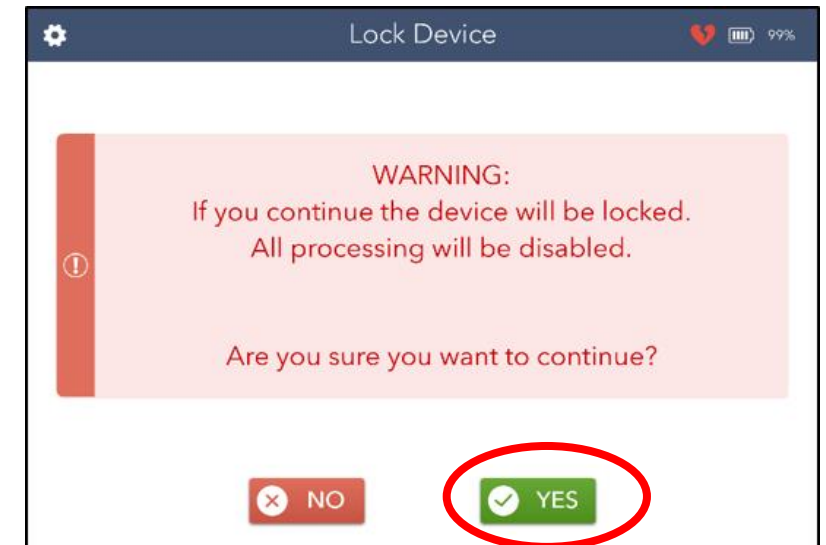
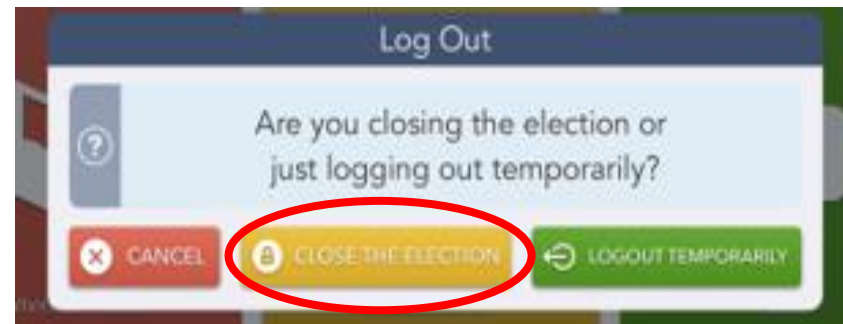
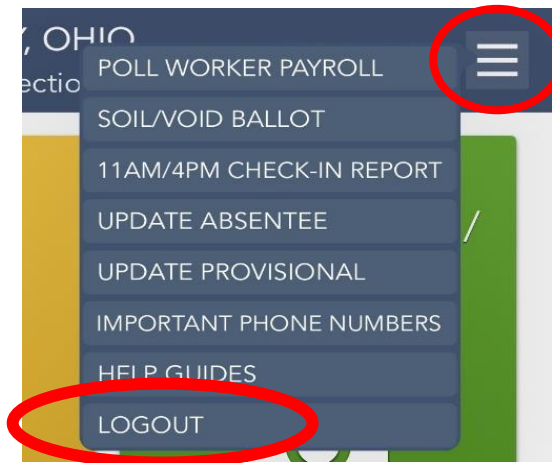


# Ballot Scanners: Tuesday Night Closing



# Shutting Down the EPBs

1. Log out of the EPB Application.
2. Close the Election.
3. Continue with the Lock Device process.



## RESOURCES



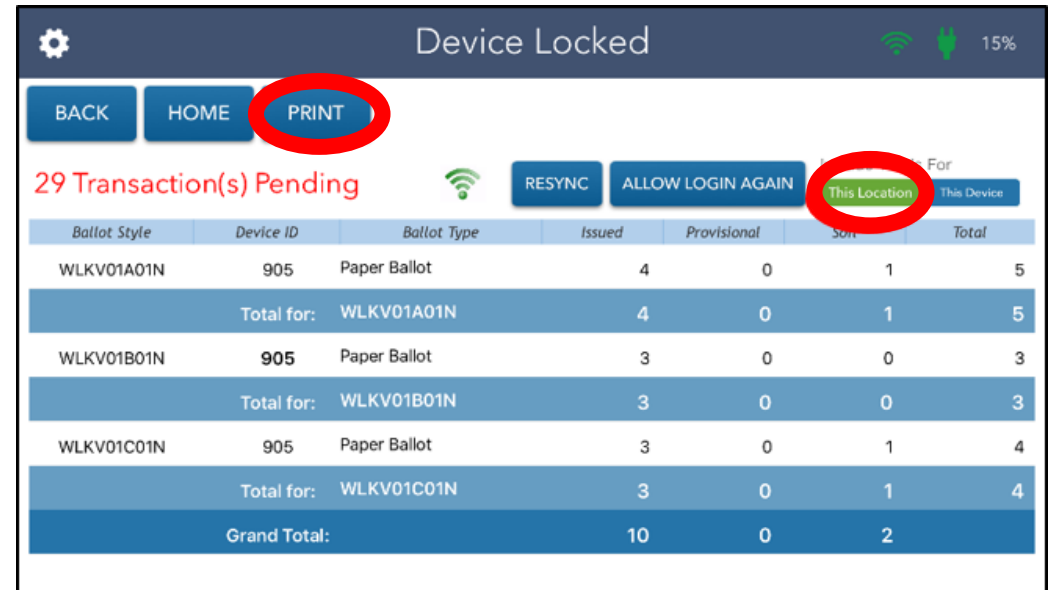
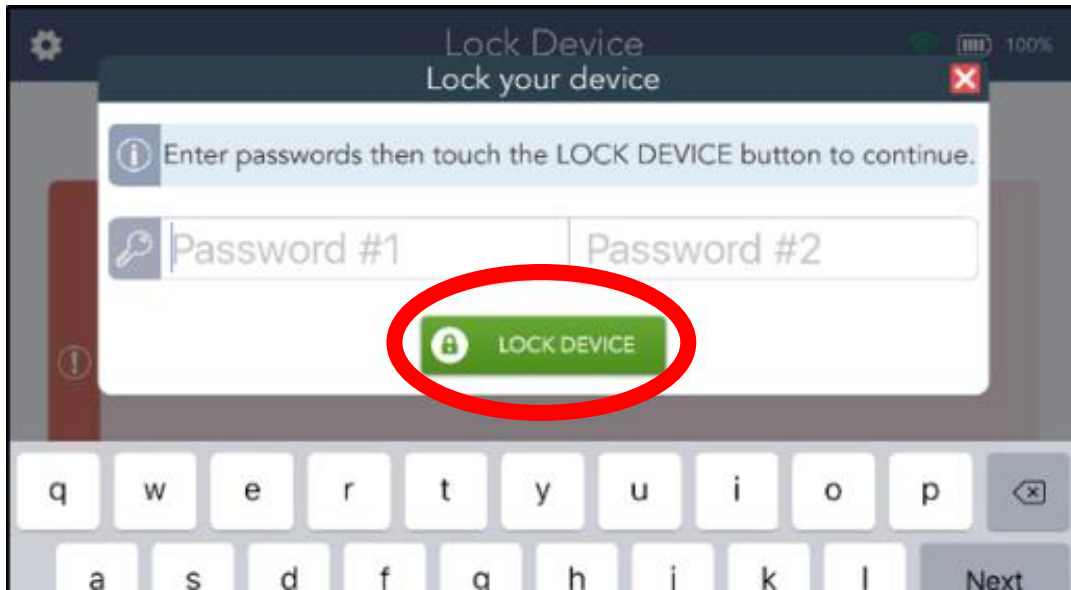
**EO Training Manual** – pages 68-73

**EPB Closing the Polls QRG** – packed in the EPB Transport Case

**Ballot Accounting QRG** – packed in the EPB Transport Case

# Shutting Down the EPBs

4. Enter passwords and Lock Device
5. Synchronize Devices
6. Print Check-In Totals Reports



## RESOURCES



**EO Training Manual** – pages 68-73

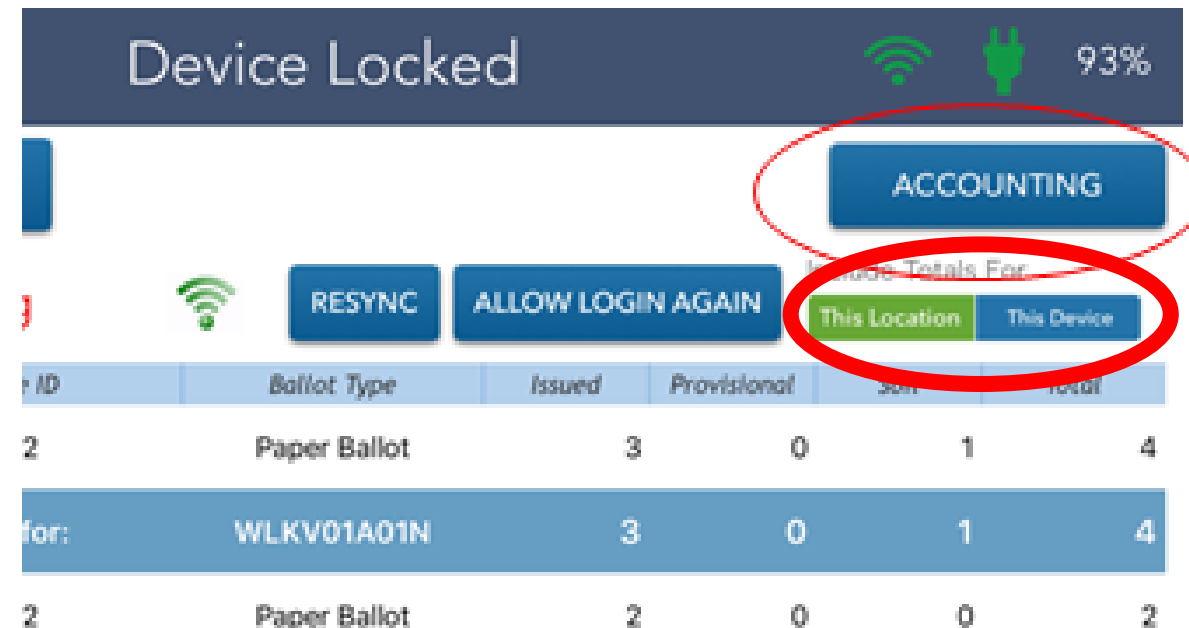
**EPB Closing the Polls QRG** – packed in the EPB Transport Case

**Ballot Accounting QRG** – packed in the EPB Transport Case

# Completing Ballot Accounting (cont.)

Complete the Ballot Accounting process with the VLM on **one EPB unit only**. You will need:

- ❑ The **Ballot Accounting QRG** from the EPB Transport Case
  - Follow each step on this QRG
- ❑ One copy of the Totals Report from **each** Ballot Scanner
- ❑ The stub numbers from each of the remaining unused ballot packs
- ❑ Clear Provisional Pouches from the VAT
- ❑ Soiled/Voided Ballot Envelope
- ❑ Any voted Curbside Envelopes
  - **only** if they were not able to be scanned



ID	Ballot Type	Issued	Provisional	Soiled	Total
2	Paper Ballot	3	0	1	4
Totals For:		3	0	1	4
2	Paper Ballot	2	0	0	2

## RESOURCES



**EO Training Manual** – pages 68-73

**EPB Closing the Polls QRG** – packed in the EPB Transport Case

**Ballot Accounting QRG** – packed in the EPB Transport Case

# Completing Ballot Accounting (cont.)

- The scanner totals are listed on the closing Totals Report under **Total Counts | Ballot Count By Style**
- This report must be given to the Ballot Accounting Team after printing from **each** Ballot Scanner.

Card Style ID	Count
794	179
796	149
797	179
<b>Total</b>	<b>507</b>

## RESOURCES



**EO Training Manual** – pages 68-73

**EPB Closing the Polls QRG** – packed in the EPB Transport Case

**Ballot Accounting QRG** – packed in the EPB Transport Case

# The **Pink** tags match color of the **Pink** VLM Lanyard

- The pink VLM lanyard will be delivered in the Closing Packet the Rovers deliver around 2:00 p.m.
- The VLM is to wear the lanyard for the remainder of the election.
- Refer to the pink tags and the pink lanyard before leaving the Polling Location to ensure you have all supplies to bring to the Drop-off Location.



# Equipment | Hands-on

- Ballot Scanner
- ADA Ballot Marking Device





# Final Items



- Final reminders
- What to expect leading up to Election Day
- What to expect after Election Day (payroll)

# Tools & Resources

## Pre-Election



Online Resources



Election Training Manual



Voting Equipment Troubleshooting Guide



Zoom Meetings



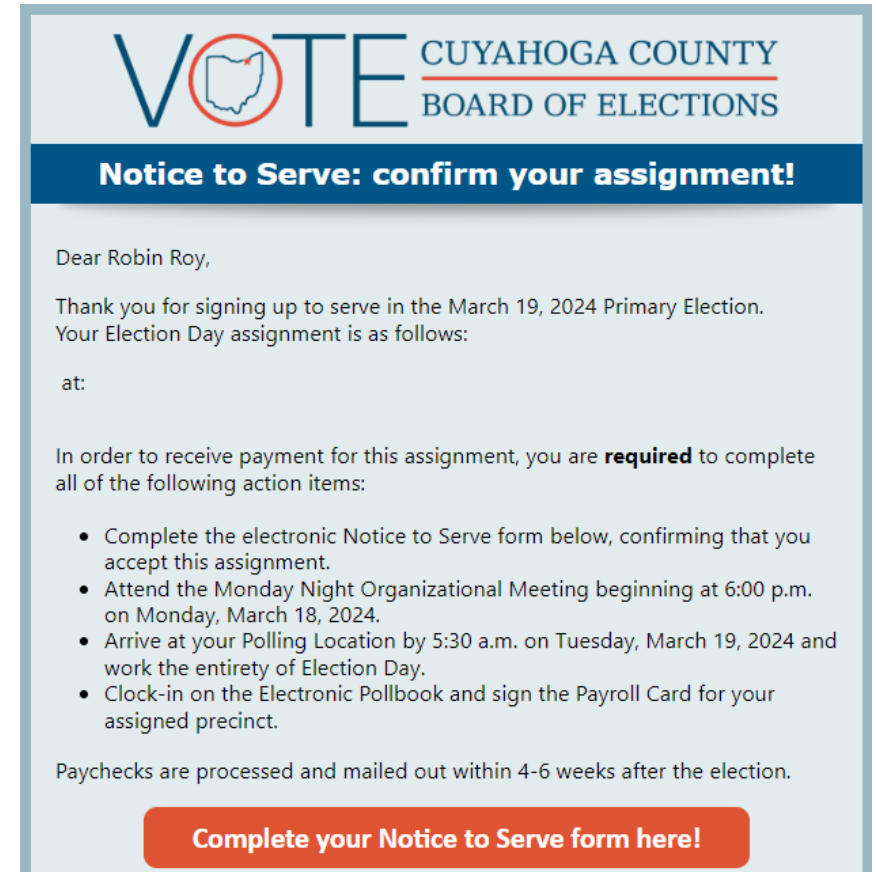
Reminder Emails

## Election Day

- Location of QRGs
- Election Official Manual
- VLM/VLD Checklist
- Pink Memo Sheet
- Closing Resources (pink lanyard and pink tags)
- Post-Election Pack-Up

# What is my assignment?

- You will receive your Election Day assignment.
- A Notice to Serve form will be emailed to you. Be sure to fill out the form linked in the email as soon as possible.
- If you have any questions on your assignment, please call us at (216) 443-3277 to discuss with one of our Recruiters.



sample Notice to Serve email

# What happens next?

- We will be holding pre-election Zoom meetings with our BOE Trainers to review training and answer questions you may have.
- Zoom meetings will begin the last week of October 2024. An email with more details will be sent out.
- The week before Election Day, we will send out Final Reminder Emails with important election information for you to review.



# When should I expect to receive payment?

- Payroll is processed by BOE staff immediately beginning the day after Election Day.
- Paychecks are mailed out within 4 to 6 weeks after Election Day.
- To ensure you are paid accurately, please remember:
  - Clock-in on the EPB on Monday and again on Election Day.
  - Sign the paper Payroll Card.
  - Verify all your information is accurate on both the Payroll Card and the EPB.

# We Recommend:

- Consider voting Early In-Person downtown at the Board of Elections, so that you are not rushing to vote on Election Day.
  - <https://boe.cuyahogacounty.gov/voters/vote-early-in-person>
- Check your voter registration to ensure your information is up to date:
  - <https://boe.cuyahogacounty.gov/voters/get-your-voting-information>
- If you need to update your voter registration, click here:
  - <https://olvr.ohiosos.gov/>
- Review additional training materials on our website:
  - <https://boe.cuyahogacounty.gov/election-day-workers/training-materials>
- Provide feedback to improve training and Election Day experience:
  - [https://www.surveymonkey.com/r/Preview/?sm=gtyyqTsvl4aQLM1pKv1Vu\\_2BdycG9at34VTGkclYKJUzOUzQE3JDqe8Jpdmt8rJUQJ](https://www.surveymonkey.com/r/Preview/?sm=gtyyqTsvl4aQLM1pKv1Vu_2BdycG9at34VTGkclYKJUzOUzQE3JDqe8Jpdmt8rJUQJ)



**Thank you for  
your service!**

