

# PRIMARY ELECTION – SUPPLEMENTAL GUIDE

## Primary Election Supplies

In addition to the Election Official Flip Chart and Quick Reference Guides provided for a General Election, there are additional items needed to administer a Primary Election.

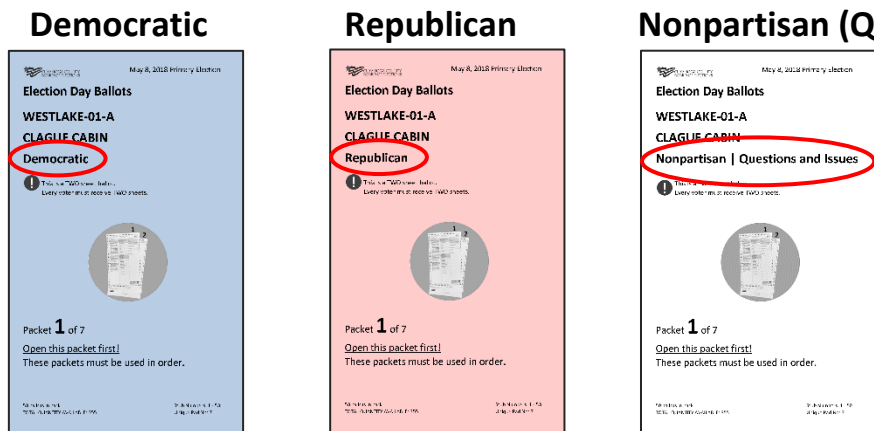
### PRIMARY ELECTION FOLDER | BLUE LOCATION SUPPLY BAG

- 17-Year-Old Ballot Envelopes
- 17-Year-Old Voting Instructions (inside 17-Year-Old Envelopes)
- Statement of Persons Challenged as to Party Affiliation (Form 10-X)
- Political Party Selection Tabletop Sign
- 17-Year-Old Stamp (loose item)

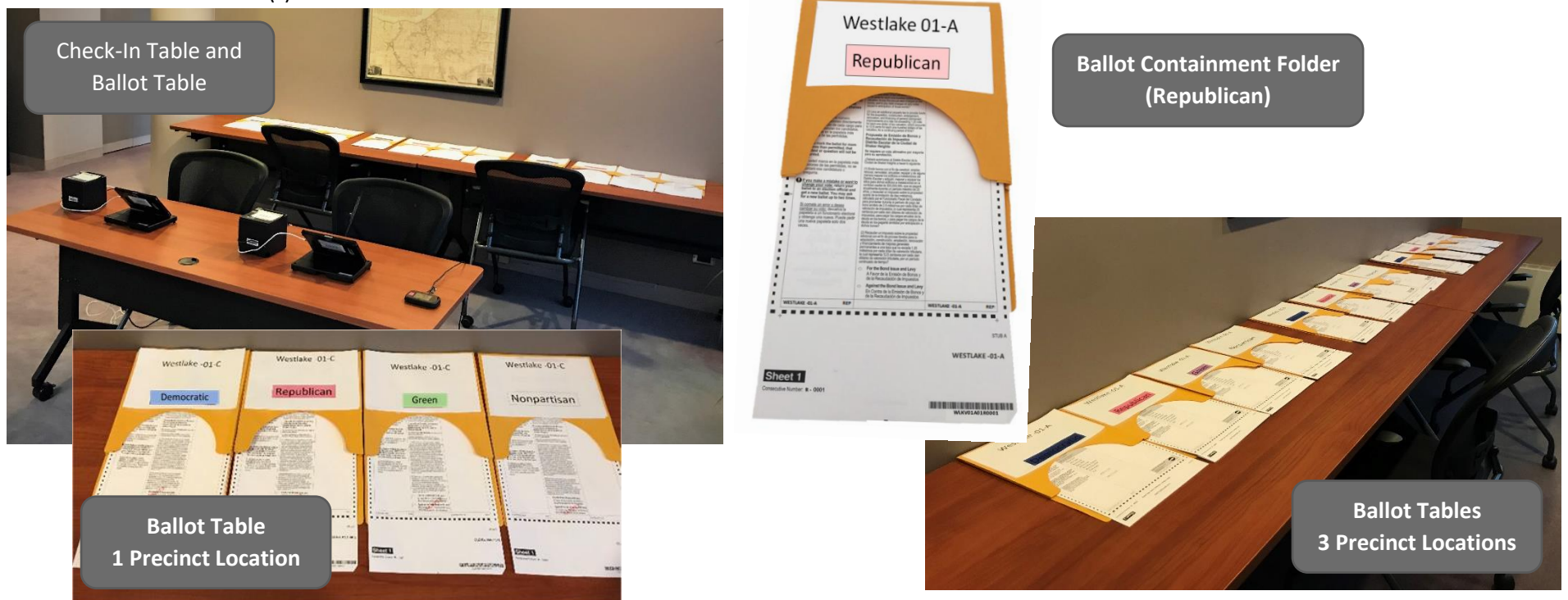
### PARTISAN BALLOT PACKS | RED/GRAY BALLOT BOX(ES)

Each Precinct will receive ballot packs for each party ballot type:

- Democratic | Blue Cover Sheet on Ballot Packs
- Republican | Pink Cover Sheet on Ballot Packs
- Nonpartisan/Questions & Issues | White Cover Sheet on Ballot Packs



The first pack of ballots for each precinct/party type will be placed inside the Ballot Containment Folder. The label on the Ballot Containment Folder will include the party type inside a colored box that corresponds with the color of the parties' cover sheets. **On the morning of the election**, the Ballot Officials must remove the shrink wrap from each of these ballot packs and place the loose ballots back inside the correct Ballot Containment Folder, then place ALL Ballot Containment Folders on the Ballot Table(s).

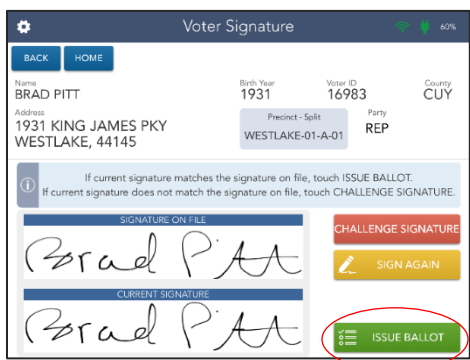


## Processing a Voter in a Partisan Primary Election

<h3>Step 1: Access Voter's Record</h3> <p>Scan Driver License/State ID (GREEN BUTTON) or enter voter information in the Other ID field (YELLOW BUTTON) to access voter's record.</p>	<h3>Step 2: Verify Voter Record</h3> <p>Verify correct voter record. Press <b>GREEN SELECT BALLOT</b> button.</p>	<h3>Step 3: Ballot Selection</h3> <p>The display on the screen will automatically flip upside down. Physically tilt the screen towards the voter. Instruct the voter to select ballot party.</p> <p><b>NOTE:</b> The Party selected will become the voter's political party on record and cannot be changed until the next Partisan Primary Election.</p>
<h3>Step 4: Party Ballot Confirmation</h3> <p>The voter will receive a confirmation screen. If the party is correct, instruct the voter to press the <b>GREEN "YES, CONTINUE"</b> button. If the voter made an error, instruct the voter to press the <b>RED "NO, CHOOSE AGAIN"</b> button to be taken back to the Party Selection screen.</p>	<h3>Step 5: Voter Signature</h3> <p>Direct the voter to sign in the box (next to the "X") and press the <b>GREEN DONE</b> button. The display on the screen will automatically flip back to the original orientation. Physically tilt the screen back towards you.</p>	

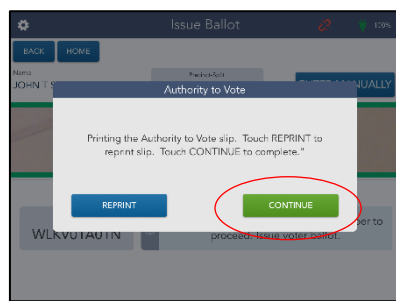
### Step 6: Verify Signature

Once the voter has pressed **DONE** and the screen has flipped back to you, compare the voter's signatures and if they look similar, press the **GREEN ISSUE BALLOT** button.



### Step 7: Authority to Vote Slip

The "Authority to Vote" window will appear and an Authority to Vote slip will automatically print. After the slip prints, press the **GREEN CONTINUE** button. If your slip does not print, press the **BLUE REPRINT** button to print another slip.



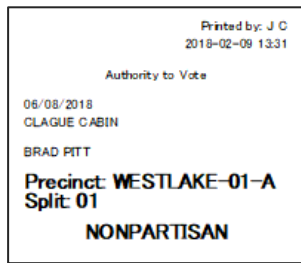
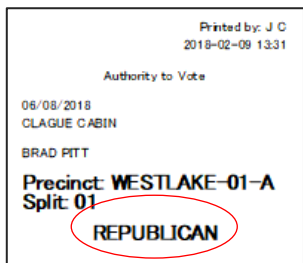
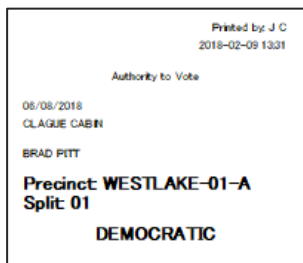
### Step 8: Retrieve the Ballot

Hand the Authority to Vote Slip to the Ballot Official. He/She will provide you with the correct ballot style (city/ward/precinct/party) from the Ballot Table for you to scan the stub into the EPB.



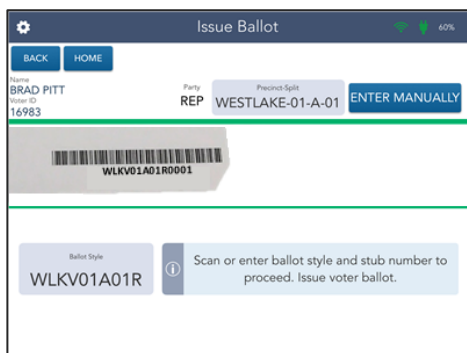
Some election ballots are more than one sheet. Make sure all ballot sheets are given to the voter. Barcodes are only printed on the first sheet of the ballot.

**Ballots are precinct specific. The city, ward, precinct and party (ballot type) on the ballot must match the city, ward, precinct and party on the Authority to Vote Slip. NO EXCEPTIONS!**



### Step 9a: Scan Stub Barcode

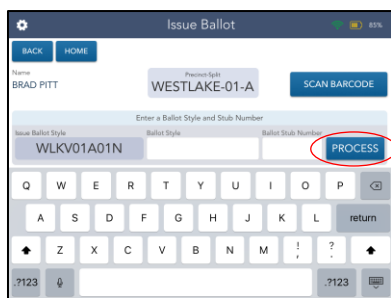
Hold the barcode under the camera of the EPB, directly above **BLUE SCAN HERE** label on the back-left side of the metal stand. Make sure the stub barcode is facing the EPB (you will see the barcode on the EPB screen). Once the EPB Camera captures the barcode, you will hear an audible beep.



### Step 9b: Enter Stub Manually

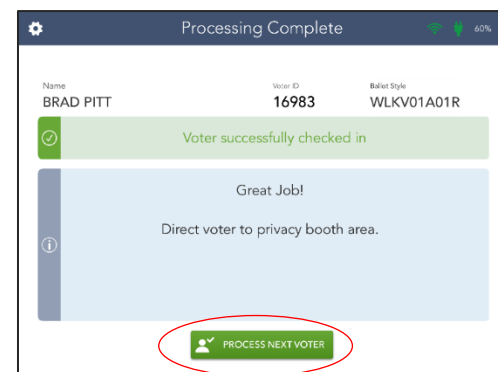
**Entering Stub Number Manually:** Press the **BLUE ENTER MANUALLY** button in the right-hand corner of the scanning screen. A keyboard will appear. Enter the voter's ballot style and ballot stub number (found under the barcode) into the text fields. Once you have entered the required information, press the **BLUE PROCESS** button.

Only use this option if you are unable to scan the barcode on the stub of the ballot.



### Step 10 Process Next Voter

If the ballot style is correct, you will continue to the Processing Complete screen. Congratulations! You have completed the check-in process. Press the **GREEN PROCESS NEXT VOTER** button to return to the Home Screen and process the next voter in line.

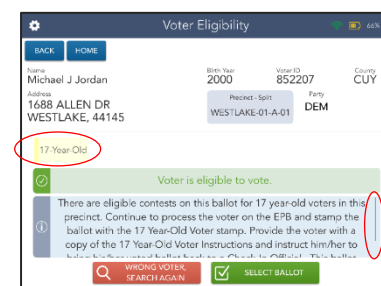


**Only issue a ballot when you see this screen. If you scan/enter a ballot from the incorrect ballot pack, a red error message will appear. You must retrieve the correct ballot and scan/enter the new ballot stub again.**

## 17-Year-Old Voters (Primary Only)

Registered 17-Year-Old voters are permitted to vote in Primary Elections and will have a message displayed on the Electronic Pollbook. They can vote for candidates ONLY. Ballots voted by 17-Year-Olds will be placed into 17-Year-Old Envelopes after the voter has finished marking his/her ballot. To ensure that 17-Year-Old voters do NOT vote on issue contests and do not scan their ballots, follow the steps listed below:

- Complete the voter check-in process on the EPBs.
- Use the 17-Year-Old Stamp to mark the top left corner of all ballot sheets to be issued to the voter.
- Give the ballot, a copy of the 17-Year-Old Instructions, and a 17-Year-Old Envelope to the voter.
- Review the instructions with the voter and instruct him/her to place the completed ballot inside the 17-Year-Old Envelope and return to the Check-In Table.
- Sign the 17-Year-Old Envelope and then place it into the **RED** Ballot Box.



## Ballot Accounting – Unused Ballots

You must enter the next stub number for each ballot type and precinct in your Polling Location. Every box must have a green checkmark before you can proceed.

