Ballot Team | Monday Night Setup

Two (2) or more Election Officials from opposite political parties must complete the following steps on all **Red** and **Gray** Ballot Boxes in your location.



Report any missing ballots or supplies to the Election Official Hotline: (216) 443-3277

Inventory Red Ballot Box

Do Not open any Ballot Packs.

- 1. Locate Transport Cart/Cage.
- 2. Retrieve all Red, Burgundy, and Gray Ballot Boxes.
- 3. Place all Ballot Boxes on Ballot Table(s).
- 4. Locate Green Update Binder from Green Supply Bag.
- Retrieve Ballot Security Record from Green Update Binder.
- 6. Verify City/Ward/Precinct printed on Red Ballot Box label.
- Record Red Ballot Box's serial number on Location Security Record, Monday Night "Beginning Seal."
- 8. Break open security seal of **Red** Ballot Box.
- Inventory all contents inside Red Ballot Box using section "Red Ballot Box with Memory Stick attached (Alpha Precinct)" from Location Supply Checklist in Blue Supply Bag.
- 10. Remove Ballot Containment Folder with first ballot pack.
- 11. Verify City/Ward/Precinct on folder label and cover sheet.
- 12. Remove remaining Precinct Ballot Packs.
- 13. Verify City/Ward/Precinct on each cover sheet of remaining Precinct Ballot Packs.
- 14. Return all Ballot Packs to **Red** Ballot Box with Memory Stick attached (Alpha Precinct).
- 15. Retrieve new plastic seal from Clear Plastic Envelope.
- 16. Record **Red** Ballot Box's serial number on Ballot Security Record, Monday Night "Closing Seal."
- 17. Close and seal **Red** Ballot Box.

Inventory Gray/Burgundy Ballot Box

Do Not open any Ballot Packs.

- 1. Verify City/Ward/Precinct printed on **Gray/Burgundy** Ballot Box label.
- Record Gray/Burgundy Ballot Box's serial number on Ballot Security Record, Monday Night "Beginning Seal."



Alpha Precinct Red Ballot Box

Ballot Security Record | «Election_Date» «Poll_Name»

Signature of Election Official	Signatur	Signature of Opposing Party Election Official	
Red Ballot Box			
Monday Night Beginning Seal	Monday Night Closing Seal	uesday Morning Beginning Seal	
А.	В.		
Tuesday Midday 10:00 a.m. Seal	Tuesday Midday 2:00 p.m. Sea	l uesday Night Closing Seal	
D.	E.	F.	





Ballot Containment Folder



- 3. Break open security seal of Gray/Burgundy Ballot Box.
- 4. Remove Ballot Containment Folder with first ballot pack.
- 5. Verify City/Ward/Precinct on folder label and cover sheet.
- 6. Remove remaining Precinct Ballot Packs.
- 7. Verify City/Ward/Precinct on each cover sheet.
- Return all Ballot Packs in numeric order to Gray/Burgundy Ballot Box.
- 9. Retrieve new plastic seal from Clear Plastic Envelope.
- 10. Record **Gray/Burgundy** Ballot Box's serial number on Ballot Security Record, Monday Night "Closing Seal."
- 11. Close and seal Gray/Burgundy Ballot Box.
- 12. Complete steps 1-11 for each Gray Ballot Box.
- 13. Place Ballot Security Record into **Green** Update Binder.

Ballot Security Record						
<mark>ay Ballot Box</mark> EUCLID-02-C – This	ballot box may be BURGU	JNDY or GRAY				
nday Night	Monday Night	Tuesday Mornir	Tuesday Night			
	1		Closing Seal			
	в.	С.	D.			
EUCLID-04-C						
nday Night	Monday Night	Tuesday Morning	Tuesday Night			
nning Seal	Closing Seal	Beginning Seal	Closing Seal			
	в.	с.	D.			
City-Ward-Precinct						
nday Night	Monday Night	Tuesday Morning	Tuesday Night			
nning Seal	Closing Seal	Beginning Seal	Closing Seal			
	в.	С.	D.			
City-Ward-Precinct						
nday Night	Monday Night	Tuesday Morning	Tuesday Night			
nning Seal	Closing Seal	Beginning Seal	Closing Seal			

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

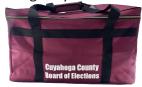


Burgundy Ballot Box



Gra 1. 1 Mone A. 2. 1 Mone Begir A. 3. 0 Mone Begir A. 4. 0 Mone

Some multiple precinct locations will be given a Burgundy Ballot Box for one precinct.



PEO 4050_7.23.24

Ballot Team | Tuesday Morning

All Ballot Containment Folders must be placed on Ballot Table(s). Unopened ballot packs remain in Ballot Box until needed. Ballot Boxes remain behind Ballot Table(s).						
Unpack Ballot Boxes						
2. Retrieve Ballot Security Rec	nder and Clear Plastic Envelop ord from Green Update Binder	r.				
 Compare all serial numbers under "Monday Night Closin Remove plastic side seal to a 	ng Seal." E		EPB & Ballot Scanner Reports Envelope EPB & Ballot Scanner Reports Envelope			
 5. Retrieve from Red Ballot Box: The Blue EPB & Ballot Scanner Reports Envelope Authority to Vote Slip Envelope(s) Curbside Envelopes Soiled/Voided Envelopes 			Place the following reports printed from the Electronic Pollbooks and the Ballot Scanners in this envelope: Initial "Zero Report" printed from <u>EACH</u> Electronic Pollbook Final "Check-In Totals" Report printed from <u>EACH</u> Electronic Pollbook Initial "Totals Report" printed from <u>EACH</u> Ballot Scanner Final "Totals Report" printed from <u>EACH</u> Ballot Scanner *Voter Referral and Precinct Lookup Slips should be TAPED in the top right area of the Provisional Envelope of the voter who brought the slip			
 6. Place all envelopes on the C 7. Retrieve Stub A Envelope ar 8. Retrieve Ballot Containment 9. Remove plastic shrink wrap 	to the VAT table. Seal this envelope and deposit in any Gray Ballot Box after the polls close. Pack me inside: Any GRAY Ballot Box					
 10. Place ballots back inside Ballot Containment Folder. 11. Place Ballot Containment Folder onto Ballot Table. 12. Repeat steps 4-11 on all Red and Gray/Burgundy Ballot Boxes in the Polling Location. 						
It should remain at the Check-In Authority to Vote Slip Envelope	Table until packed Tuesday Night. Curbside Ballot Envelope	Soiled/Voided Ballot Envelope	Stub A Envelope			
Authority to Vote Slip Envelope During Voting Hours Place this envelope at each Check-In Table. Place the Authority to Vote Slips printed from All Electronic Pollbooks at your Check-In Table in this envelope. PLEASE NOTE: Refer to the BLUE EPB & Ballot Scanner Reports Envelope for instructions on all other reports. After the Polls Close Seal this envelope. Deposit this envelope in any Gray Ballot Box.	Curbside Ballot Envelope Scan the Curbside Ballot in the Ballot Scanner. ONLY use this envelope if you were unable to scan the Curbside Ballot in the Ballot Scanner. NOTE: Use ONE envelope for each Curbside Ballot. Write in the Polling Location, City, Ward, and Precinct of the Curbside Voter you are processing on this envelope. Place the voted ballot from the Curbside Voter in this envelope. Seal this envelope and sign on the signature lines below. Deposit this envelope into the RED Curbside Poly Mailer inside the RED Ballot Box. Polling Location: Voter's City, Ward, Precinct:	Soiled/Voided Ballot Envelope During Voting Hours Place ALL Soiled/Voided Ballot Sheets inside 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. • Voter abandoned the ballot without completing the scanning process in the Ballot Scanner. 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	Stub A Envelope During Voting Hours Place ALL Stub A's removed from voted ballots in this envelope. Place ALL Stub A's removed from voted ballots in this envelope. Seal this envelope. Deposit this envelope in any Gray Ballot Box.			
Pack me inside: Any GRAYBallot Box	We hereby certify that we have completed all tasks described above. Election Official Signature: Election Official Signature: Pack me inside: RED Curbside Poly Mailer ED 2000_1.1.124	Arter the banck Accounting Process has been Completely, sear this envelope and deposit in any Gray Ballot Box. Election Official Signature: Pack me inside: Any GRAY Ballot Box ED 2000_06.15.23	Pack me inside: Any GRAY Ballot Box ED 2090_06.08.21			
Prepare Ballot Distribution Ballots are precinct specific and must be issued to the voter based on Authority to Vote Slip information.						
Election Officials should sit between Check-In and Ballot Tables.						

Side 2

