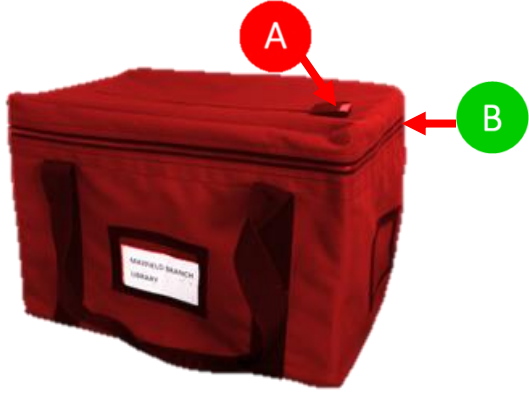


Ballot Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL **RED** and **GRAY** Ballot Boxes in your location. **NO EXCEPTIONS!**

Inventory the Ballots in the Red Ballot Box

- Retrieve the **RED** and **GRAY** Ballot Boxes from the Transport Cart for all precincts and place on Ballot Table(s).
- Retrieve the Ballot Security Record from the **GREEN** Update Folder in the **GREEN** Supply Bag.
- Verify the City/Ward/Precinct printed on the **RED** Ballot Box label.
- Record the serial numbers from the two (2) plastic seals located on the **RED** Ballot Box in the designated boxes labeled under the Red Ballot Box section of the Ballot Security Record.

Ballot Security Record <Election Date>				
Red Ballot Box		<Polling Location Name>		
1. <Precinct Name>				
Top Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.	E.
Gray Ballot Box				
2. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	



- Break the side seal **B** and open the **RED** Ballot Box.
- !** Do not remove the top seal **A**.
- Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.
- Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.
- !** DO NOT open the Ballot Packs.
- Return all Ballot Packs to the **RED** Ballot Box.
- Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box C labeled "Monday Night Closing Seal" under the Red Ballot Box section of the Ballot Security Record.
- Close and seal the **RED** Ballot Box.



Inventory the Ballots in the Gray Ballot Box

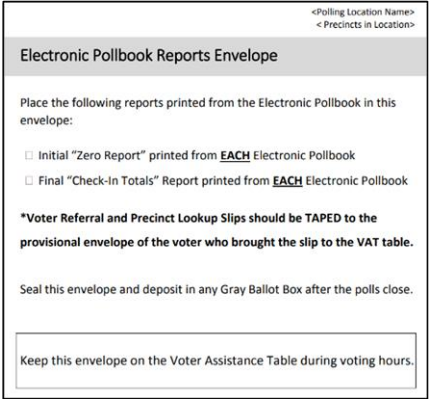
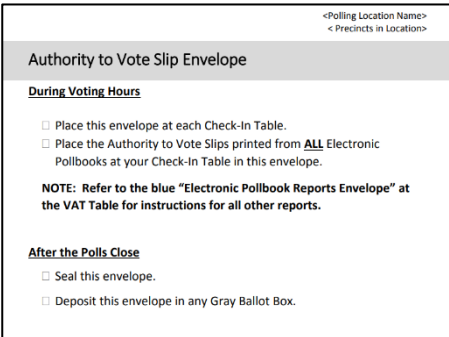
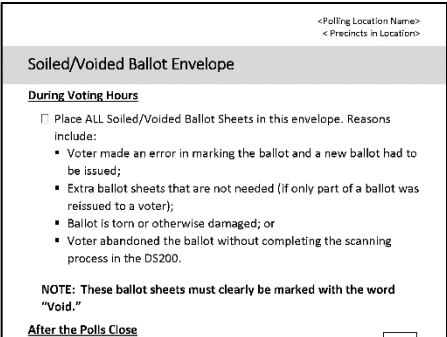
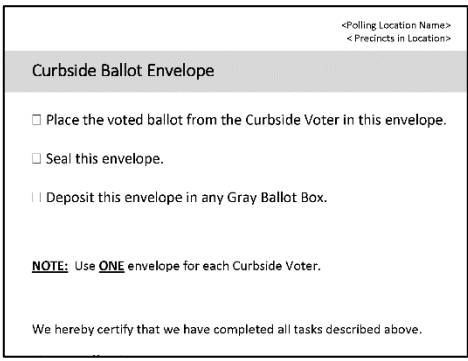



- Verify the City/Ward/Precinct printed on the **GRAY** Ballot Box label.
- Record the serial numbers from the plastic seal located on the **GRAY** Ballot Box in the designated box labeled under the Gray Ballot Box section of the Ballot Security Record for that precinct.

Ballot Security Record <Election Date>				
Red Ballot Box		<Polling Location Name>		
1. <Precinct Name>				
Top Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal
A.	B.	C.	D.	E.
Gray Ballot Box				
2. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
4. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
5. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	



- Break the side seal **A** and open the **GRAY** Ballot Box.
- Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.
- Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.
- !** DO NOT open the Ballot Packs.
- Return all Ballot Packs to the **GRAY** Ballot Box. Ensure the Ballot Packs are placed in numeric order.
- Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in Box B, labeled "Monday Night Closing Seal," under the Gray Ballot Box section of the Ballot Security Record for that precinct.
- Close and seal the **GRAY** Ballot Box.
- !** This process must be completed for EACH **GRAY** Ballot Box in the Polling Location.
- Place the Ballot Security Record into the Clear Plastic Envelope.

Unpack the Ballot Boxes

	Retrieve the Ballot Security Record from the Clear Plastic Envelope.	
	Compare all serial numbers on the RED and GRAY Ballot Boxes with the numbers recorded on the Ballot Security Record on Monday Night.	
	Remove the plastic side seal and open the first Ballot Box.	
<p>Remove the Electronic Pollbook Reports Envelope and hand it to the EPB Team.</p> <p>The EPB Team inserts the Zero Reports from the EPBs and this folder REMAINS at the Check-In Table.</p>		
	Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voiced Envelope and place on the Check-In Table(s).	
		
	Remove the Stub A Envelopes and hand them to the Scanner Officials.	
Remove the Ballot Containment Folder with the first pack of ballots for that precinct.		
Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder.		
	Place the Ballot Containment Folder onto the Ballot Table.	
 All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the Ballot Table(s).	Repeat these steps for all RED and GRAY Ballot Boxes in the Polling Location.	
 Remember ballots are precinct specific and must be issued to the voter based on the information printed on the Authority to Vote Slip. ALL Ballot Containment Folders must be placed on the Ballot Table(s).	<p style="text-align: center;">Election Officials should sit between the Check-In and Ballot Tables.</p> 