

Quick Reference Guide – Certificate #1

The **Scanner Team:**

- Remove voted ballots from your assigned DS200's Ballot Compartment and place them in the Gray Ballot Box for your precinct. Do NOT separate the ballots.

The **Certificate #1 Team:**

- Do NOT separate or hand count the ballots that were removed from your assigned DS200. All ballots scanned into that DS200 will be returned in your Gray Ballot Box.

LINE 1

- Locate your precinct's assigned Ballot Code at the top of your Certificate #1.
- EACH DS200** will print out a Ballot Status Accounting Report. Find the line on the report that reads **Ballots for Code** that matches your precinct's assigned Ballot Code.
- Record the numbers from each DS200 in the **Number of Ballots Cast in the DS200** box on **Line 1**.
- Add the numbers from each scanner together and record that total in the gray **Total** box on **Line 1**.

LINE 2

- Count the number of Page 1s in the Valid Unscanned Ballot Envelope. These should be ballots for YOUR PRECINCT only.
- Record the number on **Line 2**.
- Sign, seal and place the envelope in the Gray Ballot Box (even if the envelope is empty).

LINE 3

- Add Line 1 and 2 together and record the total on **Line 3**.


LINE 4

- Count the number of signatures in the Alphabetical Poll Books.
- Record the number on **Line 4**.

LINE 5

- Count the number of signatures found on the Additional List of Voters (if any).
- Record the number on **Line 5**.

LINE 6

- Add the Lines 4 and 5 together and record the total on **Line 6**.
- Verify that **Line 3** and **Line 6** match.
- If they do not match, check the Ballot Status Accounting Report totals and recount the signatures.
- If they still do not match after **one** attempt,  Record any possible explanation on the Certificate #1 and then **continue to Line 7**.

LINE 7

- Count the number of Provisional Ballots cast in YOUR PRECINCT.
- Record the total on **Line 7**.
- Place Provisional Ballot Envelopes into the Clear Provisional Precinct Pouch and return to the Gray Ballot Box.**

LINE 8

- Count the number of unused ballots for YOUR PRECINCT.
- Record the total on **Line 8**.
- Place all unused ballots in the Gray Ballot Box.

LINE 9

- Count the number of voided Page 1s in the Soiled/Defaced/Voided Ballot Envelope. These should be ballots for YOUR PRECINCT only.
- Record the number on **Line 9**.
- Return the voided ballots to the Soiled/Defaced/Voided Ballot Envelope.
- Sign, seal and place the envelope in the Gray Ballot Box (even if the envelope is empty).