

# GREEN SUPPLY BAG CHECKLIST

If you are missing any supplies, call the Election Officials Hotline: (216) 443-3277

## Green Supply Bag | Loose Items

- Green Update Folder (items detailed below)
- Paper Pollbook Backup Pack (items detailed below)

## Green Update Folder

- Alerts
- Payroll Card
- Polling Location Setup Diagram
- EPB Passwords – Democrat and Republican
- Ballot Security Record
- Location Security Record
- DS200 Security Records
- Precinct Voter Check-Off List (one copy of the complete list to post at entrance of location at 6:00 a.m. on Election Day)
- Candidate Withdrawal Notice with Instructions (if any)
- Observer Packet (if any)
- Post-Election Pack-up List
- Drop-Off Location Information

## Clear Plastic Envelope

- VLM Checklist
- VLM Cell Phone w/Instructions
- Combination for Cable Lock
- Important Phone Numbers for the Board of Elections
- Yellow Key to the AutoMARK on a lanyard
- Mandatory Call-In Sheet
- Yellow Maintenance Tags
- Pink and Green Keys for the DS200 Scanner on a Lanyard
- Plastic DS200 Seals
- Pen Pack Envelope (w/ plastic chamber seals and tamper tape)

## Yellow Voter Assistance Table Folder(s) *Place on Voter Assistance Table*

- Location Voter List
- Voter Assistance Table Guide with Location Address List
- VAT Sign/Stand
- VAT Flow Chart
- Notice of Name Change (Form 10-L) – Pack of 10
- Provisional Voter Precinct Verification (Form 12-D) – Pack of 4
- Provisional Ballot Notices (Form 12-H)
- Voter Registration Forms
- Completed Forms Envelope
- Clear Plastic Provisional Pouch (1 per Precinct)

## Paper Poll Book Backup Pack

OPEN ONLY IF ALL ELECTRONIC POLLBOOKS ARE NOT OPERATIONAL!



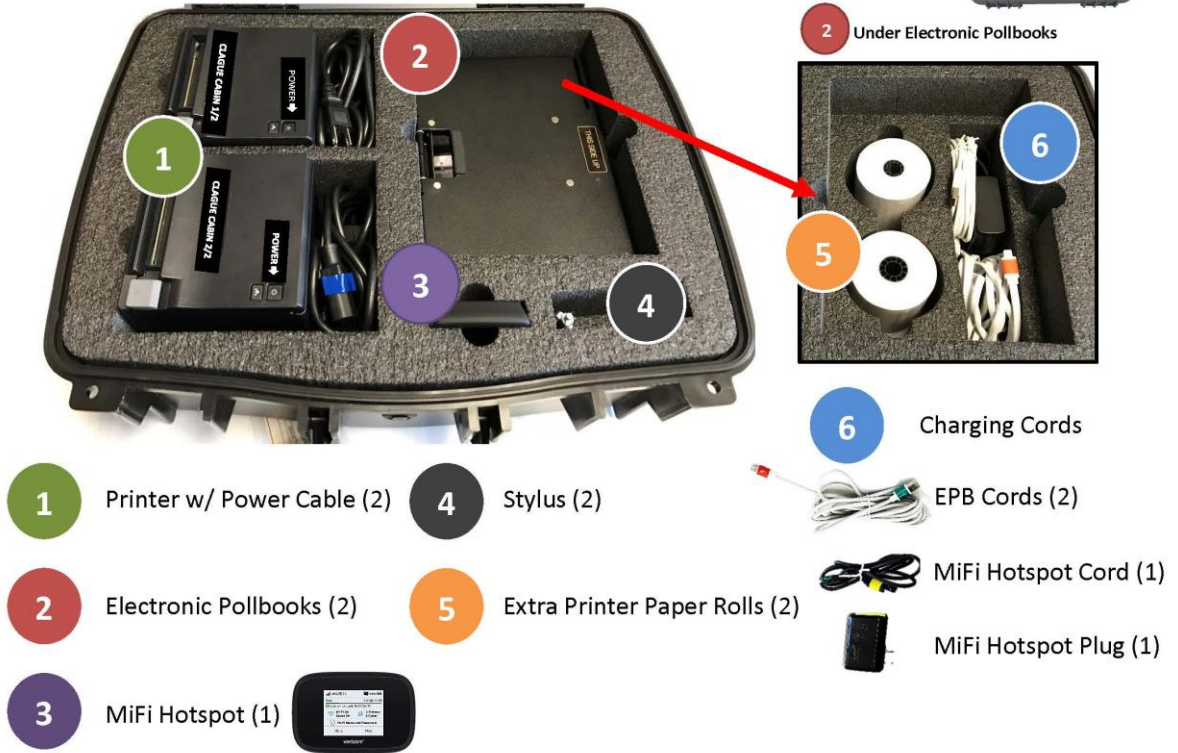
- Backup Procedures and Checklist
- Alphabetical Poll Books | Volume (A-K) and Volume (L-Z)
- Additional List of Registered Voters
- Absentee Supplemental Update Report
- Location Voter Check-off List
- Return Envelope

# ELECTRONIC POLLBOOK CASE CHECKLIST

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## Electronic Pollbook (EPB) Case

### Electronic Pollbook Transport Case Diagram



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- Electronic Pollbooks (iPads)
  - White Charging Cables
- Printers
  - Printer Power Cord
- Extra Printer Rolls
- MiFi Hotspot (1 per Location)
  - Black Charging Cable
- Stylus (2)
- Cleaning Cloth
- EPB Quick Reference Guide
- Printer Quick Reference Guide

**NOTE:** The Extension Cord and Surge Protector for the Electronic Pollbooks are in the bottom of one of the DS200s in your location.