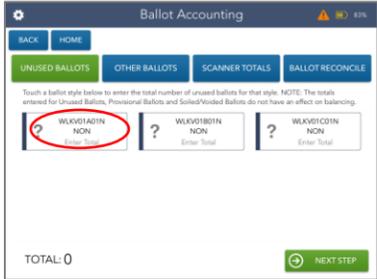
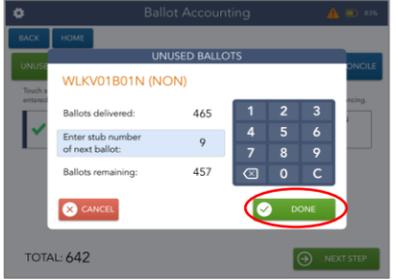
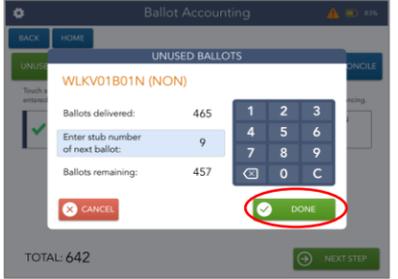


The EPB Team must complete the Ballot Accounting Process with the VLM on **ONE EPB UNIT ONLY**. During this process, you will enter general ballot data from Election Day and will need information from other closing teams in your location. The Electronic Pollbook (EPB) will automatically reconcile the total number of voted ballots entered with the total number of signatures captured in all EPBs in your polling location. This process replaces the paper Certificate #1 process.

UNUSED BALLOTS

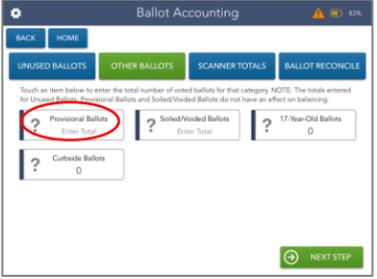
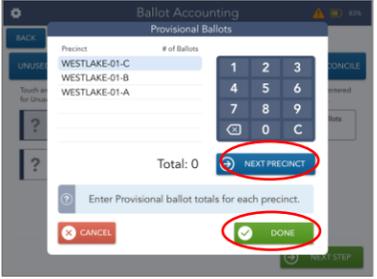
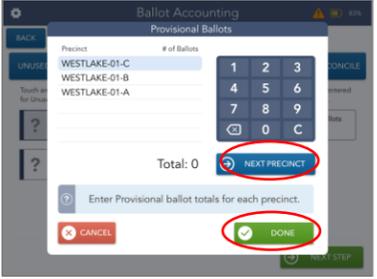
<p>Touch the BLUE ACCOUNTING button on the Device Locked screen to begin this process. You will be taken to the first section of the Ballot Accounting process – UNUSED BALLOTS. In this section, you will record the total number of unused ballots remaining for each ballot style in your polling location. There is a box for each ballot style. The ballot style code in the box corresponds to the ballot style code printed underneath the barcode on the ballot stub for that ballot style.</p>	
<p>Gather the current pack of open ballots for each ballot style from the Ballot Table(s) and place on the Check-In Table.</p>	
<p>Find the ballot pack for the ballot style listed in the first box. Touch the box for the first ballot style.</p>	
<p>Use the blue keypad to enter the stub number of the next available ballot of the open ballot pack. It will automatically calculate how many ballots are remaining.</p>	
<p>Touch the GREEN DONE button.</p>	
<p>Touch the box for the next ballot style, then use the blue keypad to enter the stub number for the next available ballot of that ballot style. Touch the GREEN DONE button. Repeat this process for the remaining ballot styles, then place the unused ballots inside any Gray Ballot Box.</p>	
<p>Each precinct will have a GREEN ✓ when complete. Press the GREEN NEXT STEP button to move to the section – OTHER BALLOTS.</p>	

OTHER BALLOTS

In this section, you will enter the total number of voted ballots that have not been scanned into the DS200s (Provisional, Soiled/Voided, 17-Year Old, and Curbside Ballots) for each precinct.

! You must enter the total number of voted ballots for each precinct in every category.

Provisional Ballots

<p>Gather the Clear Provisional Precinct Pouches from all precincts. The total number of used Yellow Provisional Envelopes inside the Clear Provisional Precinct Pouch is recorded on the label of that pouch.</p>	
<p>Touch the Provisional Ballots box. A list of precincts is displayed with the first precinct selected (highlighted blue).</p>	
<p>Use the blue keypad on the screen to enter the number of Provisional Envelopes for the selected precinct. Press the BLUE NEXT PRECINCT button.</p>	
<p>Repeat this step for all remaining precincts and then press the GREEN DONE button when complete.</p>	
<p>Place the Clear Provisional Precinct Pouches into any Gray Ballot Box.</p>	

Soiled/Voided Ballots

<p>Gather the Soiled/Voided Ballot Envelope for your location and separate the ballots by precinct. Ensure each ballot is marked "Void."</p>
<p>Touch the Soiled/Voided Ballots button. A list of precincts is displayed with the first precinct selected (highlighted blue).</p>
<p>Use the blue keypad on the screen to enter the number of Soiled/Voided Ballots (Include Page 1s only!) for the selected precinct. Press the BLUE NEXT PRECINCT button.</p>
<p>Repeat this step for all remaining precincts and then press the GREEN DONE button when complete.</p>
<p>Place the Soiled/Voided Ballot Envelope into any Gray Ballot Box.</p>

17-Year Old Ballots

<p>Gather the 17-Year Old Ballot Envelopes (with voted ballots inside) and separate the envelopes by precinct.</p>
<p>Touch the 17-Year Old Ballots button. A list of precincts is displayed with the first precinct selected (highlighted blue).</p>
<p>Use the blue keypad on the screen to enter the number of 17-Year Old Ballot Envelopes for the selected precinct. Press the BLUE NEXT PRECINCT button.</p>
<p>Repeat this step for all remaining precincts and then press the GREEN DONE button when complete.</p>
<p>Place the 17-Year Old Ballot Envelopes into any Gray Ballot Box.</p>

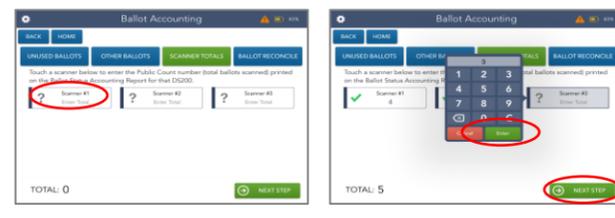
Curbside Ballots

<p>Gather the Curbside Ballot Envelopes (with voted ballots inside) and separate the envelopes by precinct.</p>
<p>Touch the Curbside Ballots button. A list of precincts is displayed with the first precinct selected (highlighted blue).</p>
<p>Use the blue keypad on the screen to enter the number of Curbside Ballot Envelopes for the selected precinct. Press the BLUE NEXT PRECINCT button.</p>
<p>Repeat this step for all remaining precincts and then press the GREEN DONE button when complete.</p>
<p>Place the Curbside Ballot Envelopes into any Gray Ballot Box.</p>
<p>All four types of Other Ballots should have a GREEN ✓. Press the GREEN NEXT STEP button to move to the section – SCANNER TOTALS.</p>

SCANNER TOTALS

In this section, you will enter the total number of voted ballots that have been scanned into the DS200s.

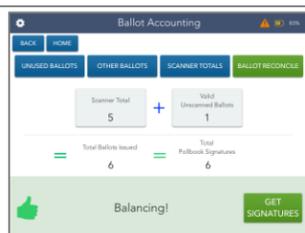
	Gather the DS200 Ballot Status Accounting Reports from each DS200 (these are automatically printed after the “Close Poll” process is completed by the Scanner Team. Circle the line on each report that shows the “Public Count” Number.)
	There is a box for each DS200 Scanner in your polling location. The total voted ballots from any DS200 Ballot Status Accounting Report can be entered into any scanner box on the EPB screen.
	Touch the box for Scanner #1. Using the blue keypad enter the Public Count Number from your first Ballot Status Accounting Report. Touch the GREEN Enter button.
	Touch the box for the next scanner, then use the blue keypad to enter the Public Count Number from your next Ballot Status Accounting Report. Touch the GREEN Enter button. Repeat this process for the remaining scanners, then place reports inside any Gray Ballot Box.
	Each scanner should have a GREEN ✓ when complete. Press the GREEN NEXT STEP button to move to the section – BALLOT RECONCILE .
	If you are unable to print a report from a DS200 Scanner, use the public count number from the top left of the DS200 screen. If this number is unavailable, enter zero (if a number is not entered an error message will be received).



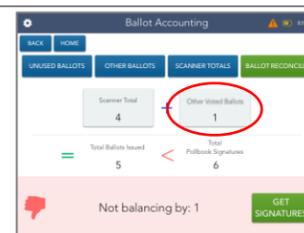
BALLOT RECONCILE

The final balancing screen will now appear. The EPB will compare the number of all signatures captured from all EPBs in your Polling Location to the number of valid ballots you entered (DS200 scanner totals, 17-Year Old Ballots, and Curbside Ballots).

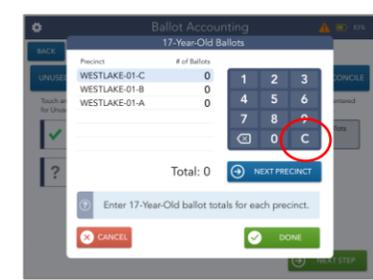
If the number of signatures matches the number of ballots cast, the bottom of the screen will say “Balancing!” with a **GREEN** thumbs-up icon. If you balance, skip to the “**GET SIGNATURES AND SUBMIT**” section below.



If the number of signatures **DOES NOT** match the number of ballots cast, the bottom of the screen will say “Not balancing by: #” with a **RED** thumbs-down icon. You must verify the totals entered by following the steps immediately below.



	Touch the BLUE OTHER BALLOTS button.	
	Gather the 17-Year Old Ballot Envelopes (with voted ballots inside) and separate by precinct.	
	Press the 17-Year Old Ballots button and confirm the total number entered for each precinct matches the number of 17-Year Old Ballot Envelopes.	
	To correct a number previously entered, touch the row for that precinct and touch the C to clear the previously entered number. Enter the correct number and touch the GREEN DONE button. If all numbers are correct, press the RED CANCEL button.	
	Gather the Curbside Ballot Envelopes (with voted ballots inside) and separate the envelopes by precinct.	
	Press the Curbside Ballots button and confirm the total number entered for each precinct matches the number of Curbside Ballot Envelopes.	
	To correct a number previously entered, touch the row for that precinct and touch the C to clear the previously entered number. Enter the correct number and touch the GREEN DONE button. If all numbers are correct, press the RED CANCEL button.	
	Since Provisional and Soiled/Voided Ballots are not used in balancing, they do not have to be verified.	
	Touch the GREEN NEXT STEP button to verify the scanner totals. Confirm the number entered for each ballot scanner against the public count number on each DS200 Ballot Status Accounting Report.	
	To correct a number previously entered, touch the box for that scanner and touch the C to clear the previously entered number. Enter the correct number and touch the GREEN Enter button. If all numbers are correct, press the RED CANCEL button.	
	Touch the GREEN NEXT STEP button to check the final balancing screen again. If after verifying all totals you still do not balance, you can proceed.	



GET SIGNATURES AND SUBMIT

	Touch the GREEN GET SIGNATURES button.
If you were unable to balance, the Reconciliation Discrepancy screen appears. (You will not see these screens if you balance.)	
If you have already verified totals, touch the BLUE CONTINUE button. Use the onscreen keyboard to type a brief explanation for the error. You cannot proceed until a reason has been recorded. Touch the GREEN CONTINUE button.	
	Enter your first name and last name in the boxes provided. Touch the GREEN CONTINUE button.
	Use your finger or a stylus to sign next to the X in the signature box. Touch the GREEN I ACCEPT button.
	The other Check-In Officials must also complete the signature process by touching the BLUE ADD ANOTHER SIGNATURE button. This process will be repeated for all remaining Check-In Officials.
	Once all Check-In Officials have signed, touch the GREEN SUBMIT button, then the GREEN YES button to confirm submission. The Ballot Accounting Report will now be transmitted to the Board of Elections.

