

# 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 the assigned precinct.
- Verify the label on the scanner matches the label on the Gray Ballot Box. Do NOT separate or hand count the ballots that were removed from the assigned DS200. All ballots scanned into that DS200 will be returned in the corresponding Gray Ballot Box.

## The **Certificate #1 Team:**

### **LINE 1 | Needed: Ballot Status Accounting Report from ALL DS200s**

- EACH DS200** will print out a Ballot Status Accounting Report. Find the line on the report that reads **Public Count**.
- 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 | Needed: Curbside Envelopes from ALL Precinct Gray Ballot Boxes**

- Count the total number of Curbside Envelopes from **ALL** Precinct Gray Ballot Boxes in your polling location.
- Record the number on **Line 2**.
- Return the Curbside Envelopes to the correct Precinct Gray Ballot Boxes.

### **LINE 3**


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

### **LINE 4 | Needed: Check-In Totals Report from the Electronic Pollbooks (EPBs)**

- PEOs will print a Check-In Totals Report from **EACH** EPB by selecting the menu icon  in the top right corner of the home screen and selecting "Voter Check Off List" and then "Print". Verify the bottom "Total for location" section reports the same numbers on **ALL** reports.
- Find the line reads **Issued** under the "Total for location" heading. Record the number on **Line 4**.

**NOTE:** If the report totals do not match, ensure the box labeled **This Location** is highlighted in **Green** on each EPB and reprint the Check-In Totals Report for ALL devices

### **LINE 5**

- Verify that **Line 3** and **Line 4** match.
- If they do not match, check the totals on the Ballot Status Accounting Reports from the DS200s and the Check-In Totals Reports from the EPBs.
- If they still do not match after **one** attempt,  Record any possible explanation on the Certificate #1 and then continue to **Line 6**.

### **LINE 6 | Needed: Voided Ballots in Soiled/Defaced/Voided Ballot Envelope**

- Count the number of voided Page 1s in the Soiled/Defaced/Voided Ballot Envelope.
- Record the number on **Line 6**.
- Return the voided ballots to the Soiled/Defaced/Voided Ballot Envelope.
- Sign, seal and place the envelope in the Alpha Precinct's Gray Ballot Box (even if the envelope is empty).

### **COLUMN 7 | Needed: Clear Plastic Provisional Pouches from ALL Precincts**

- Count the number of Provisional Ballots cast in the Clear Provisional Pouch for the first precinct.
- Record the total in the box next to the corresponding precinct name in **Column 7**.
- Place Provisional Ballot Envelopes back into the Clear Provisional Precinct Pouch, seal and place into the correct Precinct Gray Ballot Box.**
- Repeat steps for all precincts in your Polling Location.

### **COLUMN 8 | Needed: Unused Precinct Ballots**

- Count the number of unused ballots for the first precinct.
- Record the total in the box next to the corresponding precinct name in **Column 8**.
- Place all unused ballots in the correct Precinct Gray Ballot Box.
- Repeat steps for all precincts in your Polling Location.
- Sign the completed Certificate# 1 and place in the Return Envelope.**