

Supply Teams: Two Election Officials from opposite political parties

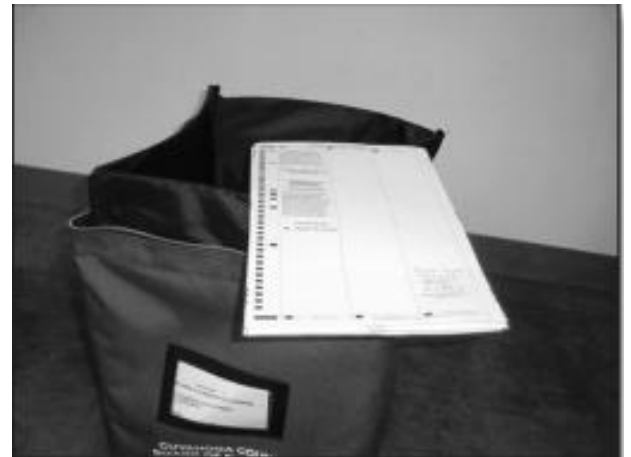
Obtain your Ballot Security Record and Location Security Record from the VLM prior to completing the steps listed below.

Step 1: Gray Ballot Box

- Retrieve the Gray Ballot Box from the Transport Cart for your precinct. Verify the City/Ward/Precinct printed on the Ballot Box label.
- Record the seal number in the "Monday Night Beginning Seal" of the Ballot Security Record.
- Break the seal and open the Gray Ballot Box.
- Remove the Clear Plastic Envelope.
- Place the removed seal inside and then give the entire Clear Plastic Envelope to the Scanner Team.
- Remove the Sample Ballot Posters and hang on the walls near the voting booths.
- Remove the Precinct Ballot Packs and verify the City/Ward/Precinct printed on each coversheet. (DO NOT open the Ballot Packs.)
- Return all Ballot Packs to the Gray Ballot Box.
- Place the Gray Ballot Box on the Transport Cart.



NOTE: Ballots are **PRECINCT SPECIFIC** and cannot be shared on Election Day.



NOTE: This process must be completed for **EACH** precinct's Gray Ballot Box in the Polling Location.

Step 2: Blue Location Supply Bag

- Retrieve the **BLUE** Location Supply Bag from the DS200 Scanner Team. (They will have recently removed it from the bottom of the DS200 Scanner.)
- Record the seal numbers from the **BLUE** Location Supply Bag in the Blue Supply Bag section of the Location Security Record.
 - Beginning Top Seal
 - DO NOT BREAK THIS SEAL**
 - Beginning Side Seal
- Remove the Side Seal from the **BLUE** Location Supply Bag and place it in the Clear Plastic Envelope.
- Open the **BLUE** Location Supply Bag and use the laminated Location Supply Bag Checklist to inventory all items.

| Location Security Record Election Date: May 2, 2017 <Polling Location> | | | |
|---|---|------------------------|---------------------------------|
| Monday Night Recordings | | | |
| Green Bag | Beginning Seal | Closing Seal | Replacement Seal (if necessary) |
| Blue Supply Bag | Beginning Top Seal (DO NOT BREAK THIS SEAL) | Beginning Side Seal | Closing Side Seal |
| AutoMARK Case | Left Side Tamper Tape | Right Side Tamper Tape | Replacement Tape (if necessary) |

Step 3: Sign Kit Folder

- Post all signs and posters throughout your Polling Location.

Step 4: Brown Expandable Folder

- Remove the Map and hang it on wall near the Polling Location entrance.
- Remove the Issue Sign(s) and hang on the wall.
- Remove the Write-in Candidate List (if applicable) and place on the Check-In Tables.

Step 5: Loose Items

- Assemble the PVC DS200 stand and affix the Scan Here Sign to the DS200.
- Place the Provisional Envelopes on the Voter Assistance Table.
- Arrange the following items on your Voter Check-In Tables:
 - Ballot Privacy Folders
 - PEO Handbook
 - 17-Year-Old Stamp (Primary Only)
- Arrange the following items near the DS200 Scanners for the Scanner Official on Election Day:
 - Voting Stickers

Step 6: Resealing the Blue Location Supply Bag

- Return all unused supplies to the **BLUE** Location Supply Bag.
- Remove two (2) plastic seals from the Clear Plastic Envelope.
- Reseal the Gray Ballot Box and record the seal number on the Ballot Security Record in the box labeled Closing Seal.
- Reseal the **BLUE** Location Supply Bag and record the seal number on the Location Security Record in the box labeled "Closing Side Seal".
- Return the **BLUE** Location Supply Bag to the Transport Cart.



Don't Forget!



- All Election Officials must sign the upper right hand corner of the Pink Memo Sheets.