

Ballot Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL **Red** and Gray Ballot Boxes in your location. **NO EXCEPTIONS!**

Inventory the Ballots in the Red Ballot Box

- Retrieve the **Red** and Gray Ballot Boxes from the Transport Cart for all precincts and place on the Ballot Check-In Table.
- Retrieve the Ballot Security Record from the Green Update Folder in the Green Supply Bag.
- Verify the City/Ward/Precinct printed on the **Red** Ballot Box label.
- Record the serial numbers from the two (2) plastic seals located on the **Red** Ballot Box in the designated boxes labeled under the Red Ballot Box section of the Ballot Security Record.

Ballot Security Record <Election Date>				
<Polling Location Name>				
1. <Precinct Name>				
Tox Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal
A.	B.	C.	D.	E.
Gray Ballot Box				
2. <Precinct Name>				
Beginning Seal	Closing Seal	Closing Seal	Closing Seal	Closing Seal
A.	B.	C.	D.	E.
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
4. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
5. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	



- Break the side seal **B** and open the **Red** Ballot Box.
- !** Do not remove the top seal **A**.
- Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct on the folder label and on the coversheet.
- Remove the remaining 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 **Red** Ballot Box.
- Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box C labeled “Monday Night Closing Seal” under the Red Ballot Box section of the Ballot Security Record.
- Close and seal the **Red** Ballot Box.



Inventory the Ballots in the Gray Ballot Box

- Verify the City/Ward/Precinct printed on the Gray Ballot Box label.
- Record the serial numbers from the plastic seal located on the Gray Ballot Box in the designated box labeled under the Gray Ballot Box section of the Ballot Security Record for that precinct.

Ballot Security Record <Election Date>				
<Polling Location Name>				
Red Ballot Box				
1. <Precinct Name>				
Tox Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal
A.	B.	C.	D.	E.
Gray Ballot Box				
2. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
4. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
5. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Closing Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	



- Break the side seal and open the Gray Ballot Box.
- Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct on the folder label and on the coversheet.
- Remove the remaining 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.
- Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in Box B, labeled “Monday Night Closing Seal,” under the Gray Ballot Box section of the Ballot Security Record for that precinct.
- Close and seal the Gray Ballot Box.
- !** This process must be completed for EACH Gray Ballot Box in the Polling Location.
- Place the Ballot Security Record into the Clear Plastic Envelope.

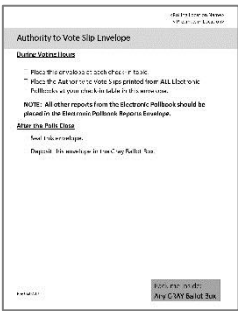
Unpack the Ballot Boxes

Retrieve the Ballot Security Record from the Clear Plastic Envelope.

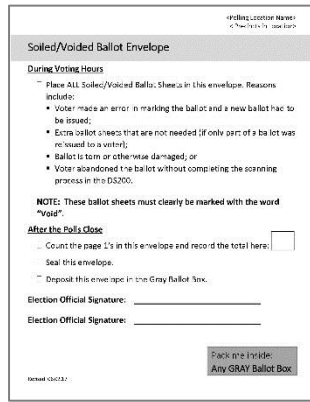
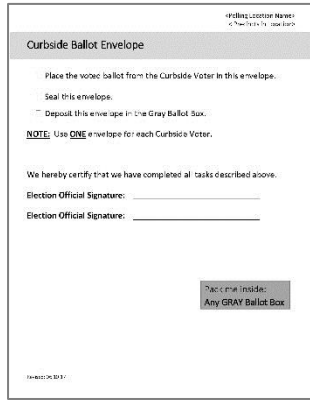
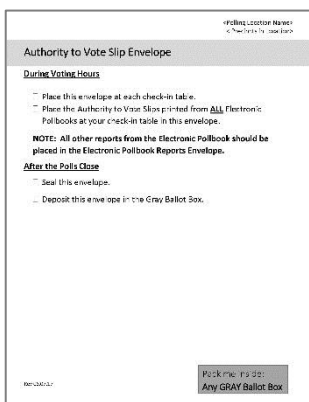
Compare all serial numbers on the **Red** and Gray Ballot Boxes with the numbers recorded on the Ballot Security Record on Monday Night.

Remove the plastic side seal and open the first Ballot Box.

Remove the Electronic Pollbook Report Envelope and hand it to the EPB Team.



Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voided Envelope and place on the Check-In Table(s).



Remove the Stub A Envelopes and hand them to the Scanner Officials.

Remove the Ballot Containment Folder with the first pack of ballots for that precinct.

Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder.



Place the Ballot Containment Folder onto the Ballot Table.

! All unopened ballot packs will remain in the Ballot Box until needed. The Ballot Boxes will remain behind the Ballot Table(s).

Repeat these steps for all **Red** and Gray Ballot Boxes in the Polling Location.

! Remember ballots are precinct specific and must be issued to the voter based on the information printed on the Authority to Vote Slip. ALL Ballot Containment Folders must be placed on the Ballot Table(s).

