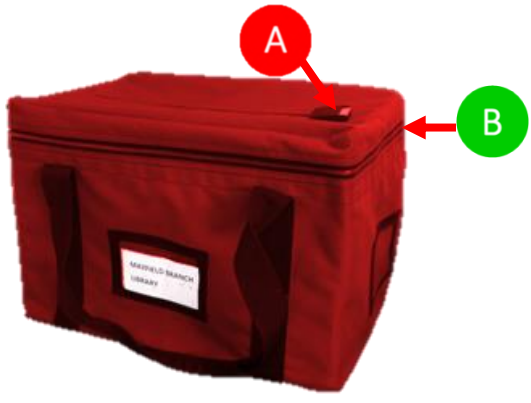


Ballot Team: Two Election Officials from opposite political parties. The following steps must be completed on ALL **RED** and **GRAY** Ballot Boxes in your location. **NO EXCEPTIONS!**

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 Ballot Table(s).
- 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>				
Red Ballot Box		<Polling Location Name>		
1. <Precinct Name>				
Top Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning 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 Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning 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/Party on the folder label and on the cover sheet.



Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.

! 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>				
Red Ballot Box		<Polling Location Name>		
1. <Precinct Name>				
Top Seal (DO NOT REMOVE)	Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning 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 Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
3. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
4. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	
5. <Precinct Name>				
Monday Night Beginning Seal	Monday Night Closing Seal	Tuesday Morning Beginning Seal	Tuesday Night Closing Seal	
A.	B.	C.	D.	



Break the side seal **A** and open the **GRAY** Ballot Box.

Remove the Ballot Containment Folder with the first ballot pack and verify the City/Ward/Precinct/Party on the folder label and on the cover sheet.

Remove the remaining Precinct Ballot Packs and verify the City/Ward/Precinct/Party printed on each cover sheet.

! DO NOT open the Ballot Packs.

Return all Ballot Packs to the **GRAY** Ballot Box.

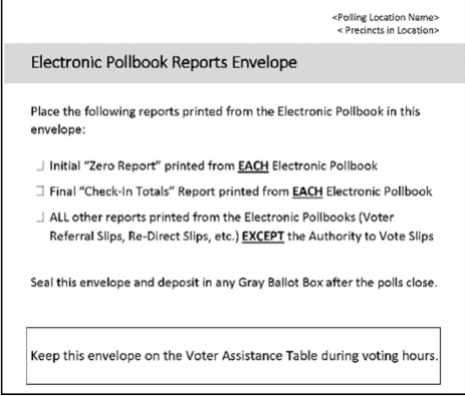
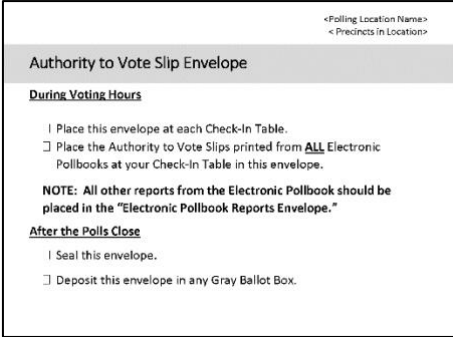
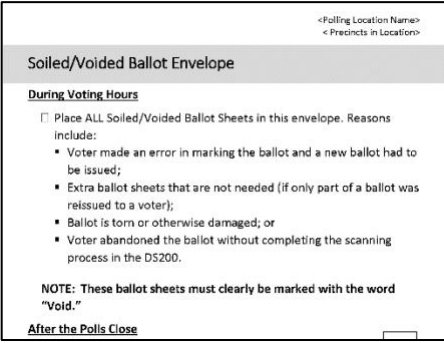
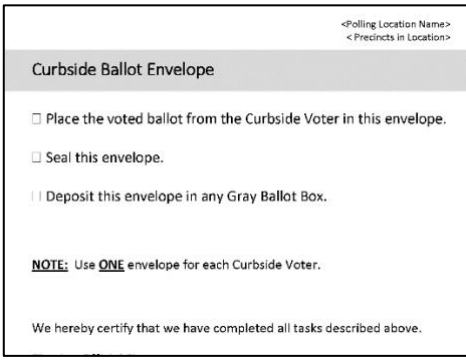



Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in Box B, labeled "Monday Night Closing Seal," under the Gray Ballot Box section of the Ballot Security Record for that precinct.

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 Reports Envelope and hand it to the EPB Team. After the EPB Team inserts the Zero Reports from the EPBs, this folder must be taken to the Voter Assistance Table.	 <p>Electronic Pollbook Reports Envelope</p> <p>Place the following reports printed from the Electronic Pollbook in this envelope:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initial "Zero Report" printed from EACH Electronic Pollbook <input type="checkbox"/> Final "Check-In Totals" Report printed from EACH Electronic Pollbook <input type="checkbox"/> ALL other reports printed from the Electronic Pollbooks (Voter Referral Slips, Re-Direct Slips, etc.) EXCEPT the Authority to Vote Slips <p>Seal this envelope and deposit in any Gray Ballot Box after the polls close.</p> <p>Keep this envelope on the Voter Assistance Table during voting hours.</p>
Remove the Authority to Vote Slip Envelope(s), Curbside Envelopes and Soiled/Voiled Envelope and place on the Check-In Table(s).	<div style="display: flex; justify-content: space-around;"> <div data-bbox="185 1087 616 1407">  <p>Authority to Vote Slip Envelope</p> <p>During Voting Hours</p> <ul style="list-style-type: none"> Place this envelope at each Check-In Table. Place the Authority to Vote Slips printed from ALL Electronic Pollbooks at your Check-In Table in this envelope. <p>NOTE: All other reports from the Electronic Pollbook should be placed in the "Electronic Pollbook Reports Envelope."</p> <p>After the Polls Close</p> <ul style="list-style-type: none"> Seal this envelope. Deposit this envelope in any Gray Ballot Box. </div> <div data-bbox="774 1081 1197 1407">  <p>Soiled/Voiled Ballot Envelope</p> <p>During Voting Hours</p> <ul style="list-style-type: none"> Place ALL Soiled/Voiled Ballot Sheets in this envelope. Reasons include: <ul style="list-style-type: none"> Voter made an error in marking the ballot and a new ballot had to be issued; Extra ballot sheets that are not needed (if only part of a ballot was reissued to a voter); Ballot is torn or otherwise damaged; or Voter abandoned the ballot without completing the scanning process in the DS200. <p>NOTE: These ballot sheets must clearly be marked with the word "Void."</p> <p>After the Polls Close</p> </div> <div data-bbox="1352 1081 1796 1423">  <p>Curbside Ballot Envelope</p> <ul style="list-style-type: none"> Place the voted ballot from the Curbside Voter in this envelope. Seal this envelope. Deposit this envelope in any Gray Ballot Box. <p>NOTE: Use ONE envelope for each Curbside Voter.</p> <p>We hereby certify that we have completed all tasks described above.</p> </div> </div>
Remove the Stub A Envelopes and hand them to the Scanner Officials.	<div style="display: flex;"> <div data-bbox="90 1504 1074 1961" style="flex: 1;"> <p>Remove the Ballot Containment Folder with the first pack of ballots for that precinct.</p> <p>Remove the plastic shrink wrap from this ballot pack and place the ballots back inside the Ballot Containment Folder.</p> <p>Place the Ballot Containment Folder onto the Ballot Table.</p> </div> <div data-bbox="1074 1504 1923 1961" style="flex: 1; text-align: center;">  </div> </div>
 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).	

Election Officials should sit between the Check-In and Ballot Tables.

