



# Clerk's Office

CITY OF GRAND RAPIDS

Chairpersons must arrive at the precinct by **5:45 a.m.**

## Election Questions

**456-3010** Press #2

#1 - Question About a Voter

#2 - Election Inspectors

#3 – E-Pollbook

#4 – Equipment/Supplies

#5 – Election Other

***DIRECT NUMBER FOR  
ABSENTEE BALLOT  
RETURN CHECK***

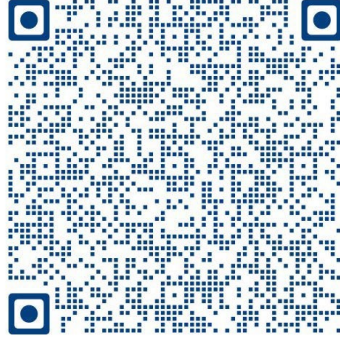
**456-4810**

**Voter Turnout Counts:** Must be reported **hourly** by calling **456-4545**. Use the keypad on your phone to respond to the questions. **The Precinct ID is your Precinct Number *without* the ward. 1, 2, 3, 4, 5, 6 .... 57, 58, 59.**

**GRVOTES**

GRAND RAPIDS ELECTION INSPECTORS RESOURCE PAGE

<https://www.grandrapidsmi.gov/Residents/Elections/Election-Workers>



STATE OF MICHIGAN

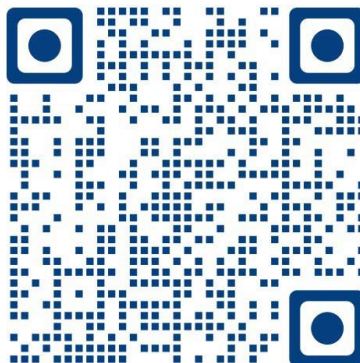
ELECTION ADMINISTRATOR INFORMATION PAGE

<https://www.michigan.gov/sos/elections/admin-info>



MICHIGAN VOTER INFORMATION CENTER

<https://mvic.sos.state.mi.us/>



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# **Section 1**

## **Current Election Information**

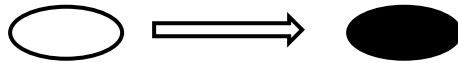
## WHAT IS ON THE NOVEMBER 4 BALLOT?

Kent Intermediate School District Millage Proposal  
Godwin Heights Public Schools Millage Proposal (Precinct 3 only)

### SPECIAL ELECTION BALLOT INSTRUCTIONS –

NOVEMBER 4, 2025

**TO VOTE:** Completely darken the oval opposite each choice as shown:



**IMPORTANT:** To mark your ballot, use only a black or blue ink pen. DO NOT USE ANY OTHER INK COLOR!

# Start of Election Day Supply List

*\*Please call 456-3010 if you're missing anything.*

## Supply Box

- Instructional folders
- Ballot secrecy folders
- Green VAT secrecy folders
- Precinct signs
- Extension cords/power strips
- Chairperson tote bag
- Yellow station 1 bag
- Red misc. election materials bag
- Printed materials
- List of assigned inspectors

## Chairperson Tote Bag

- Green payroll sheet
- Receiving Board Envelope
- Green VAT Envelope
- Red paper seals
- Memory card transfer bag
- Provisional ballot bag
- Cell phone with charger
- Chairperson badge w/ Silver  
Tabulator Key, Black Security Key,  
and Poll Worker Card for VAT
- Inspector and Challenger Badges
- Blue certificates and plastic holders (4)
- Bright purple Affidavit of Absentee Voter
- Voter registration forms
- Election Inspector Applications
- Challenged ballot bag (white cover-up  
tape, pencil)
- Precinct list
- Supply list
- Poll Book

## Yellow Station 1 Bag

- Demonstration ballots
- Applications to vote
- Date & Precinct stamps, Ink
- Pens (40: 20 markers, 20 ink)

## Red Misc. Election Materials Bag

- Blue plastic seals (4)
- "I Voted" stickers
- Magnifier page
- Rubber Fingers
- Large paper clips
- Scratch pad
- Touch screen wipes
- Drafting tape, poster strips, putty
- Zip ties
- Wire cutters
- Tabulator printer tape

## Printed Materials

- Sample Ballots (4 – 2 fronts, 2 backs)
- Precinct Maps (2)
- Proposal Language (two for each  
proposal)
- QR Code posters (2)
- Application to Vote spindles
- Challenger brochure
- Flip Chart
- Braille Instructions
- Ballot messages card
- MI Voter Rights/Responsibilities  
Posters
- Tabulator sign

## Large Supplies

- Blue ballot bag – ballots
- Voting booths
- Flag/Stand
- Tabulator (E-pollbook  
computer & scanner  
inside)

## Voter Assist Terminal (VAT)

- Printer w/power cord
- Tablet w/power cord
- Headphones and ATI (control paddles)
- Privacy Screen
- Set-up Instructions

**See "End of Night Packing Lists"  
for closing instructions**

## **Section 2**

# **Duties Before Opening**

## DUTIES BEFORE THE POLLS ARE OPEN

A. **TIME TO REPORT** – Election inspectors are to arrive at the polls by **6:00 a.m.** and meet your Chairperson who is to report at **5:45 a.m.** You must be ready to process voters at 7:00 a.m. If your precinct is not unlocked by 6:10 a.m., call the City Clerk's Office IMMEDIATELY!

### B. OATHS

Locate the poll book. Everyone must take and subscribe to the oath on the **inside of the front cover of the poll book** before starting to work (see sample on next page).

\_\_\_ 1. In the first section under oaths on the inside front cover of the poll book, **one Inspector must administer the oath to the Chairperson.**

**SIGN**

\_\_\_ 2. **Both the CHAIRPERSON and the INSPECTOR ADMINISTERING THE OATH** must **SIGN** on the appropriate lines.

**TWO  
SIGN**

\_\_\_ 3. In the **third section under oaths** on the inside front cover of the poll book, the Chairperson must administer the oath to the Inspectors. **ALL INSPECTORS MUST SIGN** their names on the appropriate lines.

**ALL  
SIGN**

\_\_\_ 4. The **CHAIRPERSON** must **SIGN** on the bottom line, indicating that they administered the oath.

**SIGN**

\_\_\_ C. **BADGES** – Distribute the Chairperson and Inspector identification cards that have been provided on a cord to be worn around the neck. Give the orange Challenger badges to Official Challengers when/if they arrive.

\_\_\_ D. **ABSENT ELECTION INSPECTORS** - Call **456-3010** and press prompt #2 to report any absent or extra precinct inspectors.

\_\_\_ E. **ASSIGNMENT OF DUTIES** - The **CHAIRPERSON** assigns the Inspectors' duties. These duties should be rotated periodically throughout the day. Areas of responsibility include:

- \_\_\_ 1) Greeter/Applications to Vote/Demonstration
- \_\_\_ 2) Picture ID/Affidavits
- \_\_\_ 3) E-Pollbook Laptop, Registration, & Ballot Types
- \_\_\_ 4) Ballot Issuance (incl. VAT ballots) and Secrecy Sleeves
- \_\_\_ 5) Tabulator and Application Spindle

# PAGE INSIDE FRONT COVER OF POLL BOOK

## 1 OATH OF CHAIRPERSON & ELECTION INSPECTORS Precinct # 1-1

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Precinct Board Chairperson according to the best of my ability.

Election Inspector swears in Chairperson

Taken, subscribed and sworn to before me on

8 / 7 / 2018  
Month Day Year

1. X Chairperson Signature  
Signature of Chairperson

X Worker Signature  
Signature of Person Administering Oath

I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the Office of Election Inspector according to the best of my ability.

## 2 ELECTION INSPECTORS' PREPARATION CERTIFICATE

BEFORE THE POLLS OPENED, WE COMPLETED THE FOLLOWING:

- Administered the Oath of Office to all present.
- Verified the serial and seal numbers on the tabulator and voter assist terminal (VAT) are the same as recorded on the Clerk's Preparation Certificate.
- Completed all preparation steps of the tabulator and voter assist terminal (VAT) and the equipment is in proper working order.
- Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape..
- Signed below, certifying the above were completed.

Complete this preparation certificate and check the boxes

## 3 SIGNATURES OF PERSONS TAKING OATH AND CERTIFYING PREPARATION CERTIFICATE

- 2. X Worker 1 Signature
- 3. X Worker 2 Signature
- 4. X Worker 3 Signature
- 5. X Worker 4 Signature
- 6. X

- 7. X
- 8. X
- 9. X
- 10. X
- 11. X

Chairperson swears in Election Inspectors

Taken, subscribed and sworn to before me on

8 / 7 / 2018  
Month Day Year

1. X Chairperson Signature  
Signature of Chairperson or Person Administering Oath

## 4 ADDITIONAL SIGNATURES OF PERSONS TAKING OATH ONLY

If not present at opening of polls

- 12. X
- 13. X
- 14. X

- 15. X
- 16. X
- 17. X

If additional inspectors arrive during the day

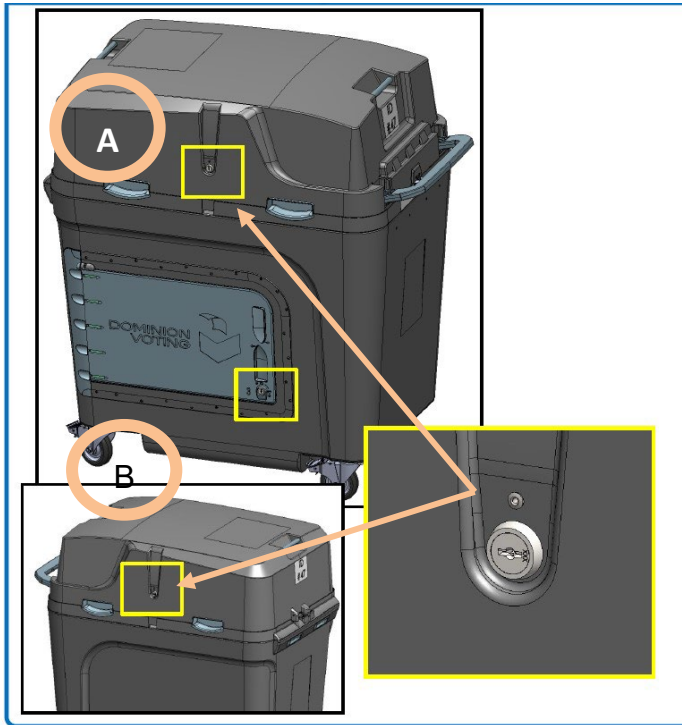
Taken, subscribed and sworn to before me on

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

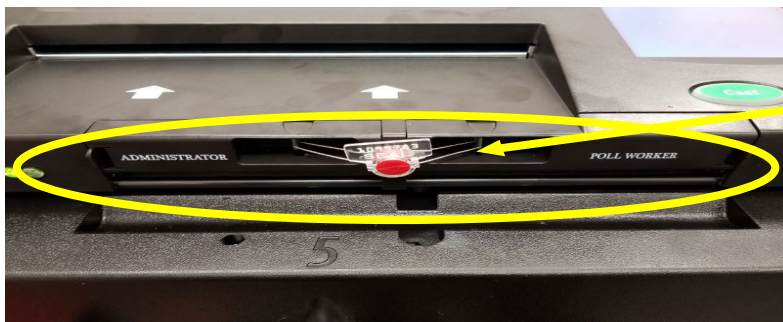
1. X  
Signature of Chairperson or Person Administering Oath

## F. Equipment: Position Tabulator and Voter Assist Terminal (VAT)

- \_\_\_ 1) Locate Chairperson lanyard in Chairperson Tote Bag. You will need the silver key and security key on the lanyard.
- \_\_\_ 2) Wheel tabulator to desired location, lock wheels, unlock cover on both sides-A and B (see image below) remove it, and set it aside.



- \_\_\_ 3) Open the Voter Assist Terminal (VAT) case and set the device on its designated station along with the printer, power cords, and accessories (setup in next section).
- \_\_\_ 4) Verify the ward-precinct on the tabulator and VAT match the ward-precinct listed on the bottom of the front cover of the poll book (see sample next page).
- \_\_\_ 5) Verify that the tabulator and VAT serial and seal numbers match those written on the bottom front cover of the poll book. There are 2 Seal numbers for tabulator (Front and side)
- \_\_\_ 6) If the tabulator ward-precinct number or serial/seal numbers do not correspond with the numbers recorded in the poll book, notify the City Clerk immediately.



**Tabulator Seal Number  
(securing memory card doors)**

FRONT COVER OF POLL BOOK – TO VERIFY SERIAL AND SEAL NUMBERS

# ELECTRONIC POLL BOOK (EPB)

## AT THE ELECTION

Held On November 6, 20 18 In the 1-1  
Month and Day Year Ward/Precinct

Of the City of Grand Rapids  
Jurisdiction

County of Kent, State of Michigan

### DUTIES OF THE ELECTION INSPECTORS

- Prior to assuming any Election Inspector duties ALL Election Inspectors shall:
  - Take and sign the Oath of Office.
  - Complete and Certify the Election Inspectors' Preparation Certificate by signing the Oath of Office.
- Election Inspectors shall record:
  - All comments in the Remarks section.
  - All challenged procedures/voters on the Challenges page.
  - All valid write-in votes on the Write-In page.
  - All valid precinct delegate write-in votes for the August Primary in the "Precinct Delegate Statement of Votes" booklet.
- Two (2) Election Inspectors of different political parties shall:
  - Initial all red paper seals used to seal envelopes.
  - Attest to the sealing of all used and unused ballots into an approved ballot storage container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and the Ballot Storage Container Certificate attached to the ballot storage container.
  - Attest to the sealing of the Tabulator Program Card and EPB-USB Flash Drive in an approved transfer container after the close of the polls by signing the designated area on the Certificate of Election Inspectors page and Transfer Container Certificate attached to the transfer container.

### CLERK'S PREPARATION CERTIFICATE FOR TABULATOR AND VOTER ASSIST TERMINAL (VAT)

<input style="width: 100%; height: 20px;" type="text"/> <small>Tabulator Serial No.</small>	<input style="width: 100%; height: 20px;" type="text"/> <small>Voter Assist Terminal Serial No.</small> <i>(1CX)</i>	<input style="width: 100%; height: 20px;" type="text"/> <small>Voter Assist Terminal Seal No.</small> <i>(1CX)</i>
<input style="width: 100%; height: 20px;" type="text"/> <small>Tabulator Seal No.</small>	<p>I certify that the precinct tabulator and voter assist terminal have been properly prepared and tested for this election in accordance with law, and, that at the completion of the tests the programs were inserted into the tabulator and terminal and sealed with seals bearing the seal numbers recorded.</p>	
<b>X</b> _____ <small>Signature of Clerk or Authorized Assistant</small>		_____ <small>Date</small>

Verify Tabulator & VAT (pg.2 of VAT Instructions) Serial and Seal Numbers

**RETURN COMPLETED ELECTRONIC POLL BOOK IN THE MANILA ENVELOPE TO COUNTY CLERK**

## **Section 3**

### **Opening the Polls**

<b>General .....</b>	<b>13</b>
<b>E-Pollbook .....</b>	<b>15</b>
<b>Tabulator .....</b>	<b>18</b>
<b>Voter Assist Terminal (VAT) .....</b>	<b>20</b>

## General Opening Instructions

\_\_\_ G. **BALLOTS - Inventory the ballots** in the Blue Ballot Bag that arrives sealed with a plastic seal.

\_\_\_ 1. Cut the seal and remove the ballots. **Open only one pack of ballots at a time** starting with the lowest ballot number, (i.e 000001). Leave the rest of the ballots wrapped so they do not take on moisture. *(The last ballot package may be opened already if additional absentee ballots were needed).*

\_\_\_ 2. Confirm that you received the correct number of ballots. **There are typically 100 ballots per package, however there may be packages containing fewer ballots.** \*e-Pollbook: Confirm the number of ballots is the same number listed under Reports/Ballot Summary –Line A.

\_\_\_ 3. Verify the **ballots are for the correct precinct, and the candidates and proposal(s) listed on the ballots match the zero report tape.**

\_\_\_ H. **PREPARE APPLICATIONS** by stamping date and ward-precinct on them. Do not prepare too many applications in advance, they cannot be re-used for future elections.

### \_\_\_ J. **DISTRIBUTE SUPPLIES AND SET UP PRECINCT**

A list of the supplies you should receive and where they are found is in the Chairperson Tote or Supply Tub. If anything is missing, call the Clerk's Office at 456-3010.

\_\_\_ 1. **FLAG:** A flag must be displayed in the precinct or outside of the building.

### \_\_\_ 2. **VOTING BOOTHS**

\_\_\_ a. Position the voting booths so **privacy** is maintained.

\_\_\_ b. Be sure a medium point, **black pen** is attached in every voting booth and that the pen will write.

\_\_\_ c. **Voting Booth for Persons with a Disability** - Each precinct will receive one voting booth that is shorter which allows wheelchair access.

\_\_\_ d. Set up and prepare the **Voter Assist Terminal (VAT)** station. Setup instructions are listed in the following pages.

### \_\_\_ 3. **POST PRINTED MATERIALS**

**Post TWO of each item in your precinct.** They are in the clear Plastic Supply Bag:

\_\_\_ a. Yellow Sample Ballots – post front and back in 2 locations

\_\_\_ b. Voter Information Posters

\_\_\_ c. Michigan Voter Rights and Responsibilities Posters

\_\_\_ d. Voter Identification Requirement Poster

\_\_\_ 4. **BOARD OF ELECTION SIGNS**

- \_\_\_ a. Place the signs on the building entrance and inside precinct area.
- \_\_\_ b. Place precinct signs outside where they will clearly identify the polling place entrance.

**SIGNS MUST REMAIN POSTED UNTIL 8 P.M.**

- \_\_\_ K. **PAYROLL** - Each inspector must **PRINT their name** on the green payroll form, list address, and phone number. Put in Chair Tote bag.
- \_\_\_ L. **ARRANGE BREAK SCHEDULE** –The Chairperson will arrange break schedules for Inspectors.
- \_\_\_ M. **TELEPHONE** - A cellular telephone has been provided for your use (see the sheet provided with the phone for directions on its operation).

***PLEASE LEAVE THE TELEPHONE TURNED ON THE ENTIRE DAY AND EVENING IN CASE WE NEED TO REACH YOU!!***

When you call the City Clerk's Office, please identify yourself as an election inspector and give your name and the precinct from which you are calling. If the cellular telephone does not work, please ask our field technicians for assistance when they are at your precinct.

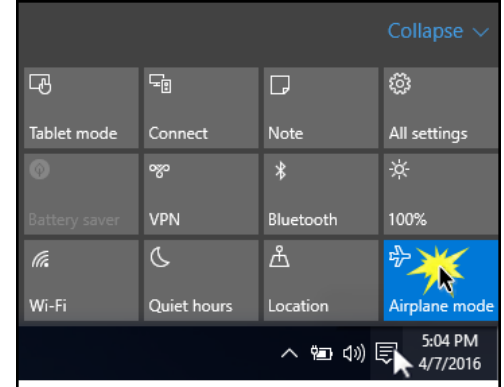
- \_\_\_ N. **FILL-IN BLANKS** - If there are any blanks on your election supply items, complete the information (such as date of election, ward-precinct, etc.)
- \_\_\_ O. **SET-UP PRECINCT** – Arrange the precinct according to the precinct layout provided. **Any other arrangement must be approved in advance by the City Clerk.**

Ensure the following materials/stations have been set up:

- \_\_\_ (1) **Demo ballots, pens, and Applications to Vote/Affidavits**
- \_\_\_ (2) **Check picture ID & e-Pollbook (laptop)**
- \_\_\_ (3) **Ballots and secrecy sleeves issued**
- \_\_\_ (4) **VAT device and printer** (*see VAT instruction sheets*)
  - Prepare and print a blank ballot.
  - Write Test on the ballot and place it in the VAT Envelope
- \_\_\_ (5) **Voting booths with a black pen in each booth**
- \_\_\_ (6) **Application spindle**
- \_\_\_ (7) **Ballot tabulator and wastebasket for ballot stubs**
- \_\_\_ (8) **Table to collect secrecy sleeves & issue "I Voted" stickers**

## E-Pollbook Opening Instructions

1. **Wireless internet access – *The laptop must be in airplane mode with Wi-Fi disabled on election day.*** To verify airplane mode is enabled, click the notifications icon and make sure the Airplane mode is blue and that the Wi-Fi button is gray.
2. **Don't skip initial backup** – It is important when you save the backup file that you browse to the location that the file is supposed to be saved to, which is the flash drive. It does not automatically save to the flash drive.



3. **Unable to Record an Absentee Ballot** – Click the File menu, click Options, and add a checkmark to “Allow the recording of Absentee Ballots.”
4. **Spoiling an Absentee Ballot** – Absentee ballots are never spoiled in the EPB on Election Day. There are other procedures in place for a voter surrendering their absentee ballot. The duplication process does not include spoiling the original ballot number; see FAQ # 11 on p. 33.
5. **Recording PDF ballots / ballots sent electronically** – An absent voter issued an electronic ballot is processed in the EPB with the same ballot number originally recorded by the clerk. Electronically issued MOVE ballots returned by the voter on 8 ½ x 11 paper are recorded in the EPB using the original “ET#.” The number of the ballot onto which the votes are duplicated is NEVER assigned to the absent voter in the EPB. Simply use the duplication process established for other absent voter ballots that require duplication and record the number of ballots used in duplication on line H of the Ballot Summary.
6. **Don't forget** – The Voting History file (epb\_history.zip) must be saved to the flash drive in addition to the 3 PDF reports and the backup file at the end of the night.
7. **Even if your laptop freezes, it's going to be OK!**

While other inspectors continue to process voters using the paper backup:

First, try to close and reopen the EPB program, using Ctrl + Alt + Delete if necessary to use the Task Manager to end the task and close the EPB application.

If that doesn't work, you may restart the computer. Remember to log back into the flash drive as well as the EPB program before you begin working again.

# Election Day EPB Tasks: Election Inspector's Guide

## Prepare the EPB for Opening the Polls

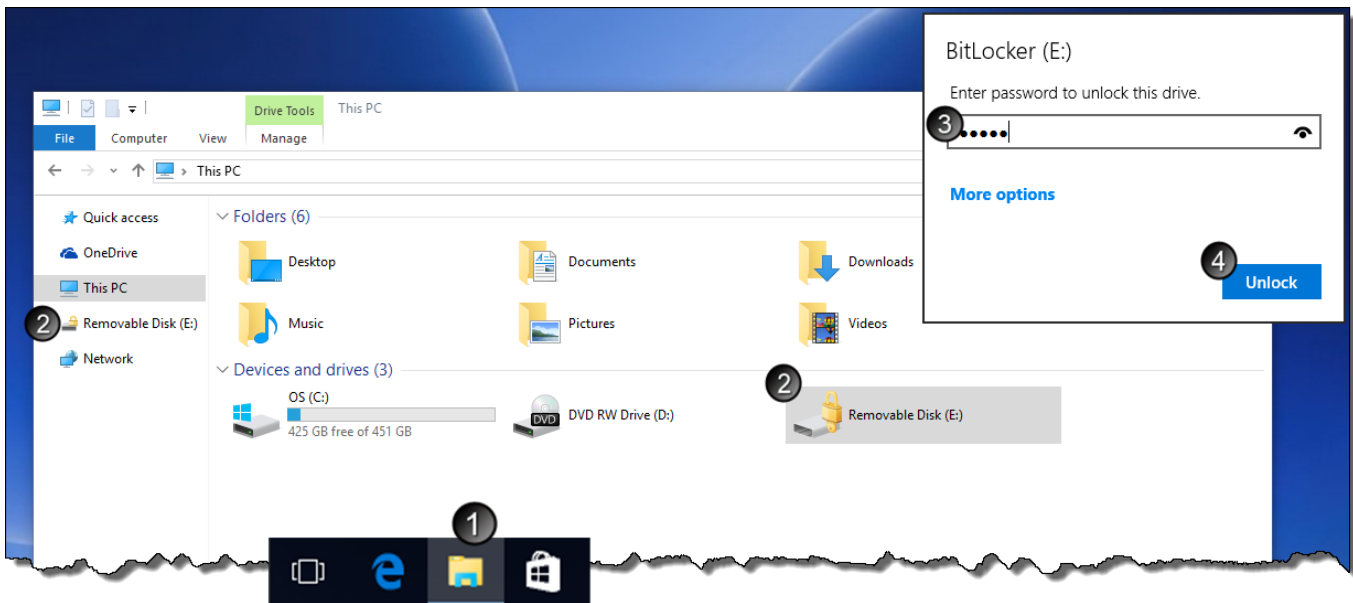
Pull the laptop out of the case, plug it into a surge protector, and plug the surge protector into the wall. The power cord may have two pieces. Keep the power cord plugged in throughout the day to maintain a 100% charged battery. Plug the magnetic card reader and mouse into USB ports. Then turn the laptop on. Once the laptop has booted up, make sure that the laptop cannot connect to the internet by turning on Airplane Mode with wifi disabled (see pg. 5).

## Log into the encrypted flash drive

The encrypted flash drive is a vital component of the EPB software program. Use this password-protected file storage device to protect voter data, store the backup file, and store all the work done on Election Day so the Clerk can update voter history and create precinct reports. When saving files, make sure the files are being saved to the encrypted flash drive.

To log into the flash drive, insert it into a USB port and:

1. Click the Windows Explorer folder icon
2. Click Removable Disk
3. Enter the password
4. Click Unlock



## Log into the EPB software

After you have inserted and logged into the encrypted flash drive with its password, you can open the EPB program.

To log into the EPB software:

1. Double click on the Electronic Poll Book icon in the upper left corner of the desktop
2. Enter Encryption Password and click Enter
3. Enter Username and User Password and click Enter




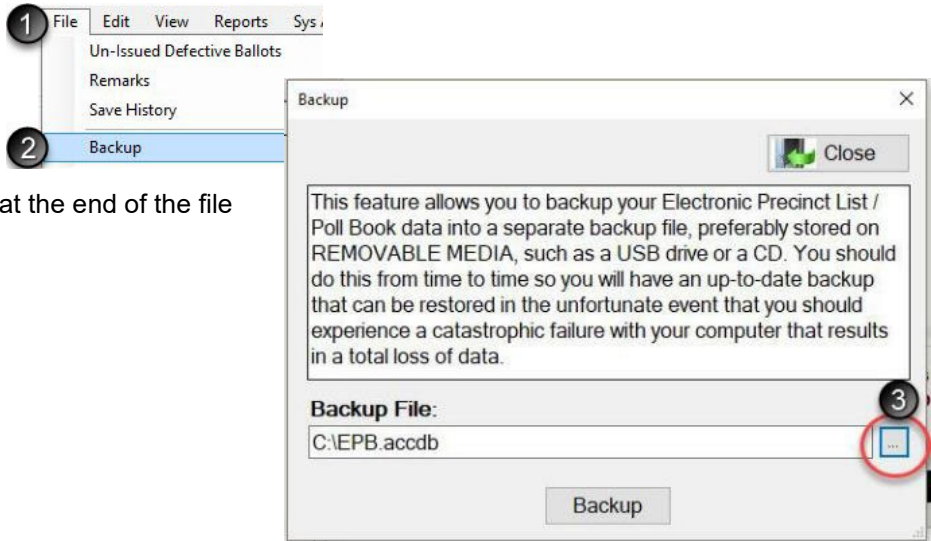
The screenshot shows the login screen for the EPB software. It has a 'Login' title bar. The first section, labeled '1', asks for the encryption password: 'Please enter the encryption password selected when this software was setup:'. It has an 'Encryption Password:' field with a masked password and an 'Enter' button labeled '2'. The second section, labeled '2', asks for a username and password to login: 'Please enter a username and password to login:'. It has a 'User Name:' field with 'JOHNSMITH' entered and a 'User Password:' field with a masked password, both with 'Enter' buttons labeled '3'. Below the login fields is a note: 'Note: This application shuts down automatically after four unsuccessful login attempts.' At the bottom, there is a 'Shutdown' button and a scrollable area containing a 'State of Michigan Logon Notice - PLEASE READ CAREFULLY'.

## Save the First EPB Backup: Redirection Action Required!

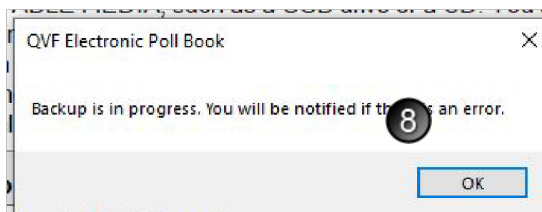
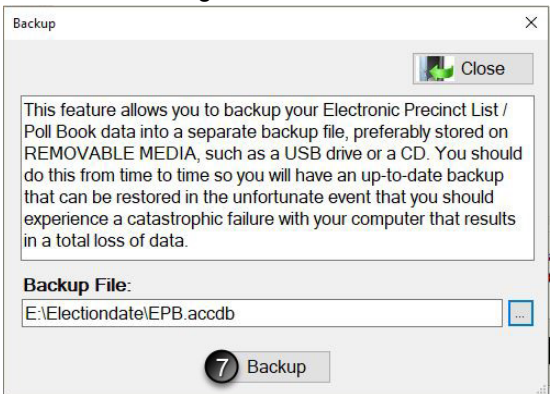
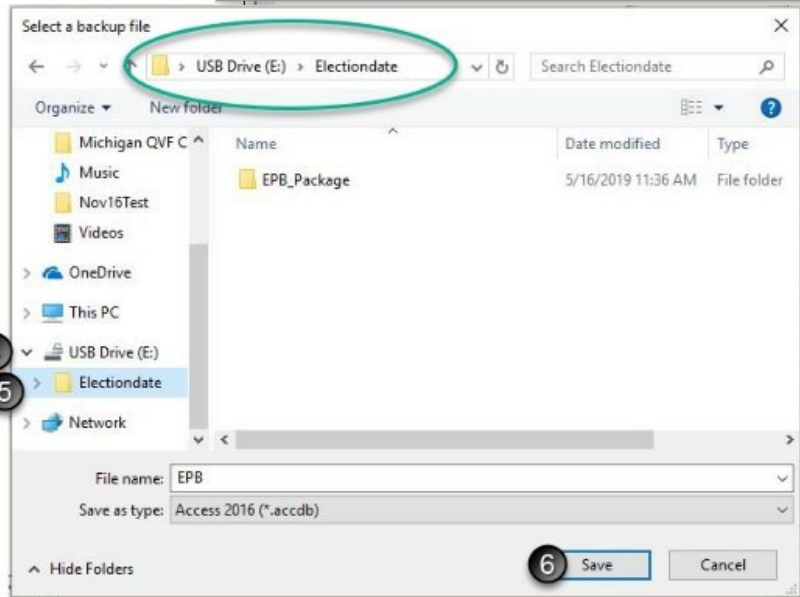
You must keep the encrypted flash drive plugged into the laptop all day. Save a **Backup** periodically throughout the day to save voters that have been processed. This ensures that data will not be lost if there is a hardware failure. Pay attention to your laptop's settings when performing the initial **Backup**. The letter labeling your encrypted flash drive in Windows Explorer may vary since it is dependent on the laptop and port being used.

### To Back up the EPB:

1. Click File
2. Click Backup
3. Click this button path  at the end of the file field



4. Select Removable Disk (Drive letter may vary). Use the encrypted flash drive to save files throughout the day and after the polls close. Future backups should remember the drive you select in this step.
5. Double-click the [ElectionDate] folder
6. Click Save
7. Click Backup
8. After a few seconds, the Backup is in progress message will appear, and the backup continues briefly in the background.



The laptop and EPB software are now ready for voters!

## Tabulator Opening Instructions

**STARTING UP the TABULATOR** (image on next page/instructions in Tabulator Binder).

- \_\_\_ 1. Unwind the power cord and plug it into an AC power outlet.
- \_\_\_ 2. Wait for the message **“Please insert Security Key to authenticate election files”** to appear. Insert the security key into the security keypad and hold it there firmly until it is accepted.
- ❖ **While waiting for the tabulator to warm up, check your ballot box, auxiliary bin and write-in compartment to be sure they are empty. Place Orange Sheet from Poll Book into the Write-In Bin.**
- \_\_\_ 3. Once prompted, enter the password then press ENTER.
- \_\_\_ 4. Wait for the question **“IS THIS THE CORRECT TIME?”** Correct the time if necessary following steps below.
  - a) The prompt **“SET YEAR”** will appear with three choices: ++, --, DONE.
  - b) If the year is correct, choose DONE.
  - c) If the year is incorrect, choose ++ to add a year or -- to subtract a year.
  - d) Continue adding or subtracting years until it is correct, then press DONE.
  - e) Follow same procedure for the month, day, hour, and minute until all are correct.
- \_\_\_ 5. The administrative menu will now appear. Select OPEN POLL.
- \_\_\_ 6. The question **“RESULTS ARE ZERO, WOULD YOU LIKE TO PRINT A STATUS REPORT OR ZERO REPORT?”** will appear. Select ZERO.
- \_\_\_ 7. The zero tape will begin printing.
  - \_\_\_ 7(a). Verify that the **ward-precinct** number, the **candidates**, and any **proposal(s)** listed on the **zero report tape** match the official **ballots**, the **yellow sample ballots**, and that all **vote totals are zero**.
  - \_\_\_ 7(b). **Leave the zero tape attached. DO NOT REMOVE THE TAPE!**  
**All inspectors sign the zero report tape.**
- \_\_\_ 8. After the zero report tape is done printing, the question **“WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT?”** appears. Select NO.
- \_\_\_ 9. The touchscreen will display a message that reads **“System Ready”** and the ballots cast tally should be “0”. The tabulator can now scan ballots.

**All inspectors  
sign the zero tape**

The Chairperson is responsible for keeping the keys safe and available. If the Chairperson leaves the precinct, **they must leave the Security Key for the tabulator and the voter cards for the VAT in the precinct with the Co-chair or one of the other inspectors.**

# STARTING UP THE TABULATOR



**1** Unwind the power cord and plug it into an AC power outlet

**dominion**  
VOTING

Please insert security key to authenticate election files

LCD\_SW ver\_102.128

**2** Insert the security key into the security keypad and hold it there firmly until it is accepted.



Please Enter Password To Unlock the Device

1 2 3  
4 5 6  
7 8 9  
CLEAR/CANCEL 0 ENTER

**3** Enter the password, then press ENTER.

IS THIS THE CORRECT TIME?

2013:06:11  
05:58:00

YES NO

**4** Correct the time if necessary. Refer to Modem guide to test the Modem, if needed

ADMINISTRATIVE MENU

OPEN POLL UTILITIES POWER DOWN CANCEL

BALLOTS CAST: 0

**5** Select OPEN POLL

RESULTS ARE ZERO WOULD YOU LIKE TO PRINT A STATUS REPORT OR ZERO REPORT?

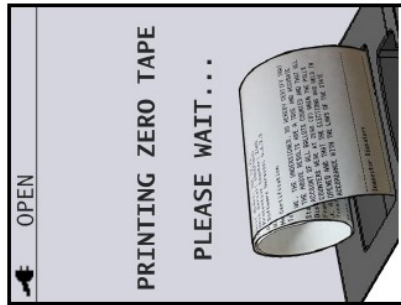
STATUS ZERO CANCEL

BALLOTS CAST: 0

**6** Select ZERO

PRINTING ZERO TAPE PLEASE WAIT...

The zero tape will begin printing



WOULD YOU LIKE TO PRINT MORE COPIES OF THIS REPORT?

YES NO

BALLOTS CAST: 0

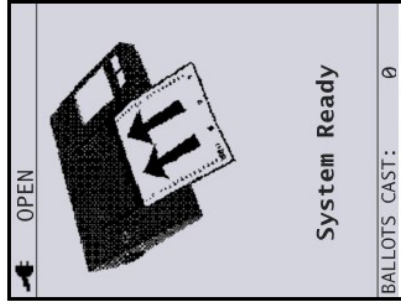
**8** Select NO if you are done printing copies.

System Ready

BALLOTS CAST: 0

The tabulator can now scan ballots.

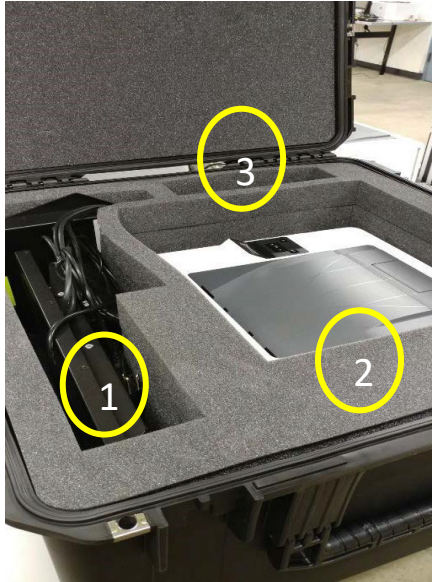
**9**



## Voter Assist Terminal (VAT) Opening Instructions

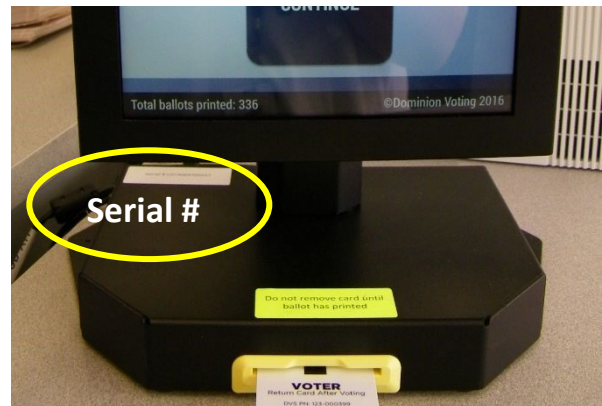
### A. SETTING UP THE VOTER ASSIST TERMINAL (make sure to follow all steps in order)

1. Remove the VAT, Printer and peripheral equipment from their container.



- 1.VAT
- 2.Printer
- 3.ATI, Headphones & Cables

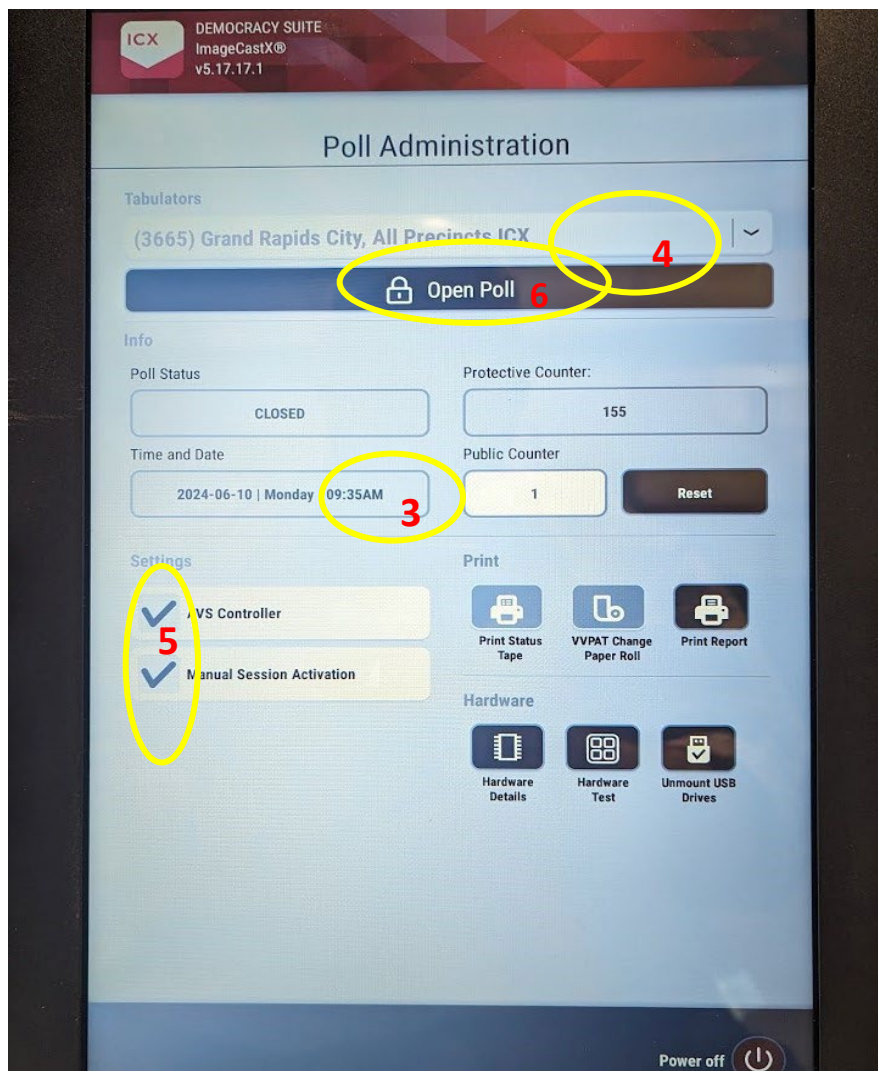
2. Verify that the seal number and serial number on the back of the VAT match the numbers on the bottom of the front cover page of the poll book.



3. Setup the VAT according to the election site layout map.
4. Plug the USB cable from the VAT into the back of the Printer.
5. To support voters with disabilities, make sure the ATI (controller) is plugged into the VAT.
  - Plug the headphones into the jack labeled “Audio” on the ATI device.
6. Plug the Printer into an AC power source and turn on.
7. Plug the VAT power cable into the base of the VAT and into an AC power source. The device will **automatically turn on**.

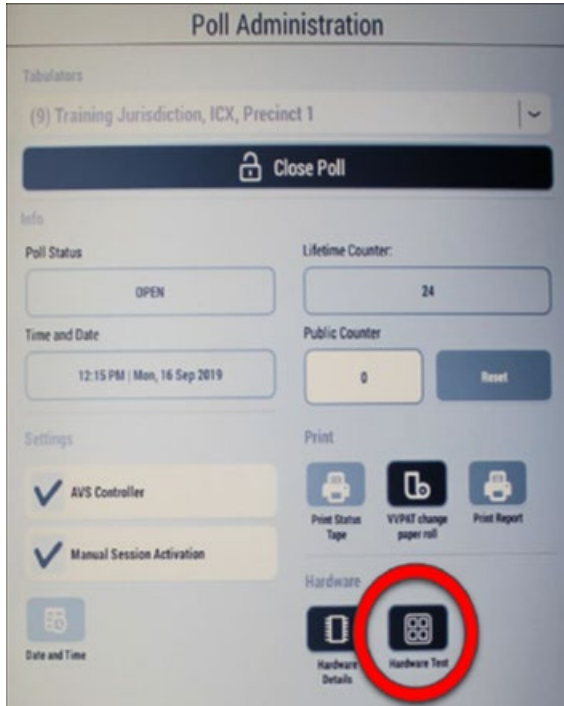
## B. LOADING THE VOTER ASSIST TERMINAL

1. The prompt “**Please insert your authorization card into card reader**” will appear on the screen. To access the poll worker menu, insert the Poll Worker card into the yellow Card Reader located at the bottom of the VAT.
2. Once prompted, enter the Administrator Login Pin to access the poll worker menu.
3. Verify the date and time. If incorrect they may be modified by accessing the date/time menu. **Modify date/time** button to access this menu.
4. Verify the tabulator ward & precinct number. If incorrect, tap the **Select Tabulator** label and the list of all supported tabulators will appear. Select the appropriate tabulator.
5. Verify that BOTH the **Enable AVS Controller** and the **Manual Session Activation** buttons are checked.
6. Tap **Open Poll** to proceed to the Voter Login screen and start voting session.
7. Remove Poll Worker Card.

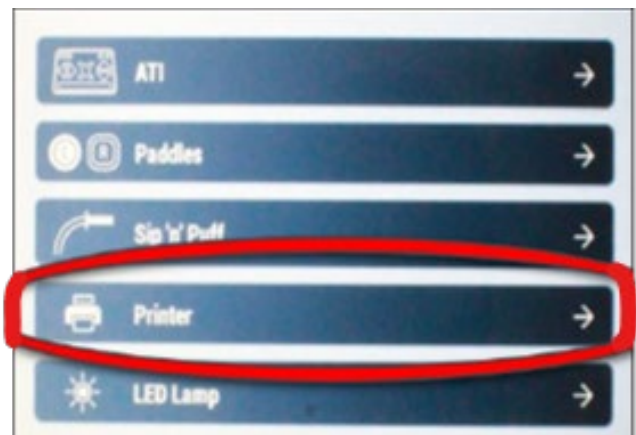


# Printing a Test Page on Election Day

Access the “Admin Menu” by inserting your poll worker card and entering the password.



1. Select “Hardware Test” then “Printer”



2. Select “Print Test Page” and a test ballot will print proving all the hardware has been properly set up.



3. Place this “Test Ballot” into the **Local Clerk envelope**.

## **Section 4**

# **Operations While Polls are Open**

<b>Station #1: Greeter/Application to Vote/Demonstration .....</b>	<b>24</b>
<b>Station #2: Picture ID &amp; Affidavits .....</b>	<b>27</b>
<b>Station #3: E-Pollbook Laptop/Registration/Ballot Types .....</b>	<b>28</b>
<b>Station #4: Ballot Issuance (incl. VAT ballots)/Secrecy Sleeves ....</b>	<b>51</b>
<b>Station #5: Tabulator and Application Spindle .....</b>	<b>56</b>

- A. OPEN THE POLLS AT 7:00 A.M. SHARP** - The Chairperson should announce the polls are open.
- B. ASSIGNMENT OF DUTIES** - The **CHAIRPERSON** will assign the duties to be performed by each inspector. The following duties should be rotated periodically throughout the day:

**Station #1 – Greeter: Demonstration & Applications to Vote**

1. **DEMONSTRATE and INSTRUCT use of ballots.** Each precinct is supplied with a pad of gold demonstration ballots.
  - a. Explain how to cast a vote by darkening the oval to the right of the candidate's name and the “yes” or “no” of the proposal(s), when applicable.
  - b. Instruct the voter to use the medium point, black pen in the voting booth.
  - c. If there are valid declared write-in candidates, explain how to cast a write-in vote by entering the name in the blank space on the ballot and blackening the oval.
  - d. Show how to properly insert the ballot into the ballot secrecy sleeve with the numbered stub exposed.
  - e. Encourage the voter to review the sample instruction ballot and voter information. Point out that the ballot is two sided.
  - f. Remind the voter not to vote for more candidates in an office than allowed.
  - g. **For even-year August Primary Elections – No cross-voting between parties!**
  
2. **Give each voter an APPLICATION TO VOTE (see sample)**
  - a. The voter must complete the following blanks on the application to vote:
    - 1) **Printed Name**
    - 2) **Date of Birth**
    - 3) **CURRENT** Residence Address (if address differs from that listed in the e-Pollbook, see tab “[Processing Voters Who Have Moved](#)”)
    - 4) **Signature** of Voter

# APPLICATION TO VOTE and AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE ID

There will be an R, D or Other checkbox on the application during presidential primary.

Place on Application Spindle by Voter No.

### Application to Vote - Poll List

**Picture identification requirement:** All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election 11-06-18 Precinct 1-1

PRINT NAME: <u>Joe Q. Public</u>	ELECTION INSPECTOR COMPLETES <input checked="" type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED ELEC. INSP. INITIAL <u>J1</u> BALLOT STYLE <u>1</u> BALLOT NO. <u>1</u> VOTER NO. <u>1</u>
DATE OF BIRTH: <u>714176</u>	
RESIDENCE ADDRESS: <u>1234 E. Fulton</u> <u>GR, MI 49507</u>	
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	
SIGN HERE <input checked="" type="checkbox"/> <u>Joe Q. Public</u> SIGNATURE OF VOTER	

Election Source FM-801 • (888) 742-8037/www.electionsource.com

### AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION

I, Joe Q. Public hereby affirm that I am  
(Print Name)

not in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

By signing this affidavit, I swear that the statements made above are true.

SIGNATURE OF VOTER:  Joe Q. Public

Penalty: Making a false statement in this affidavit is perjury, punishable by a fine up to \$1,000.00 or imprisonment for up to 5 years, or both.

To be completed by Election Inspector

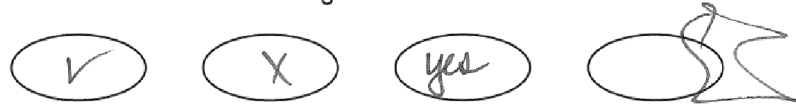
Sworn and subscribed to before me this 6<sup>th</sup> day of November, 2018.

I certify that the elector named above has completed the above affidavit in my presence.

Joe Q. Public  
Signature of Election Inspector

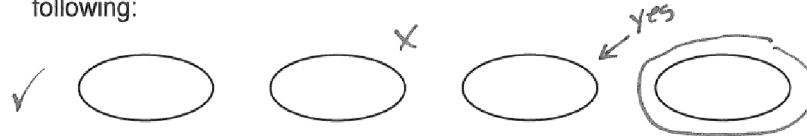
## VALID AND INVALID BALLOT MARKINGS

A. **VALID MARKINGS** - must contain a mark within the "predefined area" for casting a vote. The "predefined area" for our M-100 System is the oval. If the tabulator reads an absent voter ballot as a blank ballot but upon inspection you determine it has a valid marking, the ballot must be duplicated. The valid votes will then be counted. Examples of valid votes which might not be recognized by the tabulator include the following:



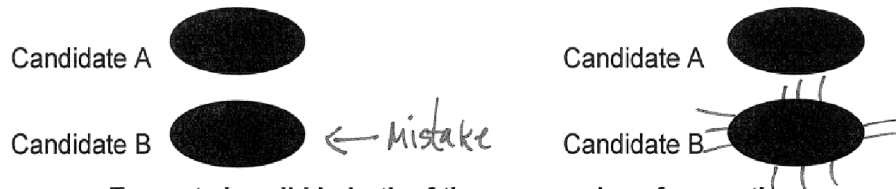
\*\*\*\*\*

B. **INVALID MARKINGS** – does not contain a mark within the "predefined area" designated for casting a vote. The "predefined area" for our M-100 System is the oval. If the tabulator reads an absent voter ballot as a blank ballot and upon inspection you determine it has no valid votes, the ACCEPT button should be pushed and no votes will be counted in the offices with invalid markings. Any valid markings will still count. Examples of invalid votes include the following:



\*\*\*\*\*

C. **CORRECTIONS WHICH ARE VALID** – an absent voter ballot with a correction that causes an over-vote should be duplicated so the valid vote will be counted. Examples of corrections which cause the "false" tabulator read and require duplication include the following:



**Top vote is valid in both of these examples of corrections**

## Station #2 – Picture ID & Affidavits

### 3. Each voter must show PICTURE IDENTIFICATION or complete an AFFIDAVIT if they are not in possession of picture ID (see Photo ID Resources page)

a. Each voter who completes an Application to Vote must show picture identification. If the voter states that they do not have picture identification, the voter must sign the affidavit on the back of the Application to Vote form attesting that they are not in possession of picture identification. **NOTE: Please count the voters without picture identification by recording it in the E-Pollbook.**

**\*\*Please make sure the applicant completes the ENTIRE affidavit and the inspector MUST complete the inspector section! (see sample above)\*\***

## Voter Photo ID Resources

- a. Check the photo and the name appearing on the picture identification offered to verify the voter's identity. Confirm that the name matches the name entered on the Application to Vote (it does not need to match exactly).
- b. If the name and the photo on the picture identification offered match the voter, continue with the procedures to issue a ballot.
- c. Voters can satisfy the picture identification requirement by showing a:
  - Michigan driver's license or
  - Michigan personal identification card or
  - Michigan REAL ID
- d. Voters who do not possess one of the above documents may show any of the following forms of picture identification as long as they are current:
  - Driver's license or personal ID card issued by another state.
  - Federal or state government-issued photo identification.
  - U.S. Passport.
  - Military identification card with photo.
  - Student identification with photo – from a high school/accredited institution of higher ed.
  - Tribal identification card with photo.
  - Local Government issued photo identification - **NEW**
- f. A voter not in possession of picture identification who refuses to sign the affidavit form cannot vote and should be referred to the City Clerk. This is the same procedure used for voters who refuse to complete an Application to Vote – no ballot is issued. Such a voter would not be eligible for a provisional ballot.
- g. A voter who claims to have picture identification in his or her possession but refuses to show it, cannot vote and should be referred to the City Clerk. The voter does not have the option of signing the affidavit form since the affidavit is designed for voters not in possession of picture identification. Such a voter would not be eligible for a provisional ballot.

## Station #3 – E-Pollbook Laptop, Registration, & Ballot Types

### Read and Use the EPB Main Screen to Process each Voter

The EPB main screen is divided into three sections. Take a moment to become familiar with the various parts of the screen. **Make sure the top line lists the correct election and precinct number.**

The screenshot displays the QVF Electronic Pollbook application window. At the top, it shows the election details: "Election: 11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP" and "Precinct: 00001".

The interface is divided into three main sections:

- Voter Search:** Contains a search bar for "DLN / Name:" and a "Search" button. Below it are tabs for "This Precinct", "Other", and "Unlisted". A list of voters is shown, with "MCQVF, AGATHA CHRISTIE" selected. The list includes names and DOBs for 1632 matching voters.
- Voter Details:** Displays information for the selected voter:
  - Name: MCQVF, AGATHA CHRISTIE; DOB: 08/17/1955
  - Address: 1361 STATE HIGHWAY M38, MASS CITY MI 49948; Precinct: 00001
  - Ballot Style: 1B
  - Gender: F; Reg. Date: 03/06/1992; Eff. Rg. Date: 03/06/1992
  - Polling Location: ROUSSEAU TOWN HALL, 572 ROUSSEAU RD, MASS CITY MI 49948
- List of Voters:** A table with columns for "#", "Assigned To", and "Ballot". The total count at the bottom is "Total = 0".

At the bottom of the Voter Details section, there is a prominent "Lock this voter record" button and a warning: "If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:". Below this, it states: "If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter." A "General Remarks" button is also present.

The bottom status bar shows "Voter's Status is TO BE VERIFIED: CONFIRMATION NOTICE" and "VOTING STATUS: Did not vote in precinct." The user name "JOHNSMITH" is visible in the bottom right corner.

**Voter Search:** The Voter Search section of the screen is the precinct list. All voters in your precinct will be listed under **This Precinct** tab. The **Other** tab provides access to the lists of other precincts in the jurisdiction. The **Unlisted** tab is available to add voters not found in either list in certain situations.

**Voter Details:** The Voter Details section of the screen shows the voter's registration information at the top, including the appropriate **Ballot Style** that should be issued to the voter. The Geography button provides detailed district information for each voter. The middle of the screen is the "Lock this Voter Record" action box where ballots will be assigned and recorded. Voting status flags appear at the bottom of the screen. This portion of the screen is important to verify the status before issuing a voter a ballot.

**List of Voters:** The List of Voters section records the voter's name and what ballot number was assigned to them in a running list. This section is for reference; use it throughout the day to balance with the tabulator.

The EPB software contains the voter list for the precinct, records the ballots issued, and creates the List of Voters for the permanent record of the precinct. With a few clicks, a voter may be verified and assigned a ballot.

**Important Note:** If a voter does not wish to have their driver's license scanned, their name should be typed into the EPB software.

## Record a Voter Not in Possession of Photo ID

The voter must complete an *Application to Vote*, and their photo identification must be verified or the *Affidavit of Voter Not in Possession of Picture Identification* must be completed, before processing a ballot in the EPB software. When a voter uses the Affidavit of Voter Not in Possession of Picture Identification, click the up arrow to increment the Affidavits of Voter Without Photo ID counter, or click into the box, delete the number, and type in the new total. This count is not tied to an individual voter but is the running total for the precinct for the election.

This number will be uploaded to the Qualified Voter File with voting history, and clerk's office staff will be able to review and correct this number in QVF after the election.

### To record a Voter Not in Possession of Photo ID:

1. Click the up-arrow button next to the Affidavits of Voter Without Photo ID  
(or, click in the field, delete the number that's there, and type the new total)

The screenshot shows the QVF Electronic Pollbook interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Reports', 'Sys Admin', and 'Help'. Below the menu bar, the election information is displayed: 'Election: 11/03/2020 - STATE GENERAL - WOODLAND TOWNSHIP' and 'Precinct: 00001'. The 'Affidavits of Voter Without Photo ID' is shown as a numeric field with the value '0' and an up-arrow button to its right. At the bottom of the interface, there are three buttons: 'Voter Search', 'Voter Details', and 'List of Voters'.

## Assign a Ballot

After reviewing the voter's *Application to Vote* and verifying their photo identification or the *Affidavit of Voter Not in Possession of Picture Identification*, process the voter in the EPB by following these steps:

1. Swipe the voter's driver's license through the magnetic card reader or type the voter's name into the DLN/Name field, entering the last name first. If typing, select the correct voter and then you must click on "Lock this voter record," otherwise skip to Step 2.
2. Verify the voter's information on the *Application to Vote* matches EPB.
3. Click Regular ballot
4. Enter the next available ballot number in the **This ballot number will be assigned** box (this number will auto fill after the first number for the ballot style has been entered)
5. Click OK, and the voter's name will now be added to the List of Voters.

The screenshot shows a dialog box titled 'Lock this voter record' with a circled '1' next to it. The text inside the dialog box reads: 'If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking the button.' Below the text is a button labeled 'Lock this voter record'.

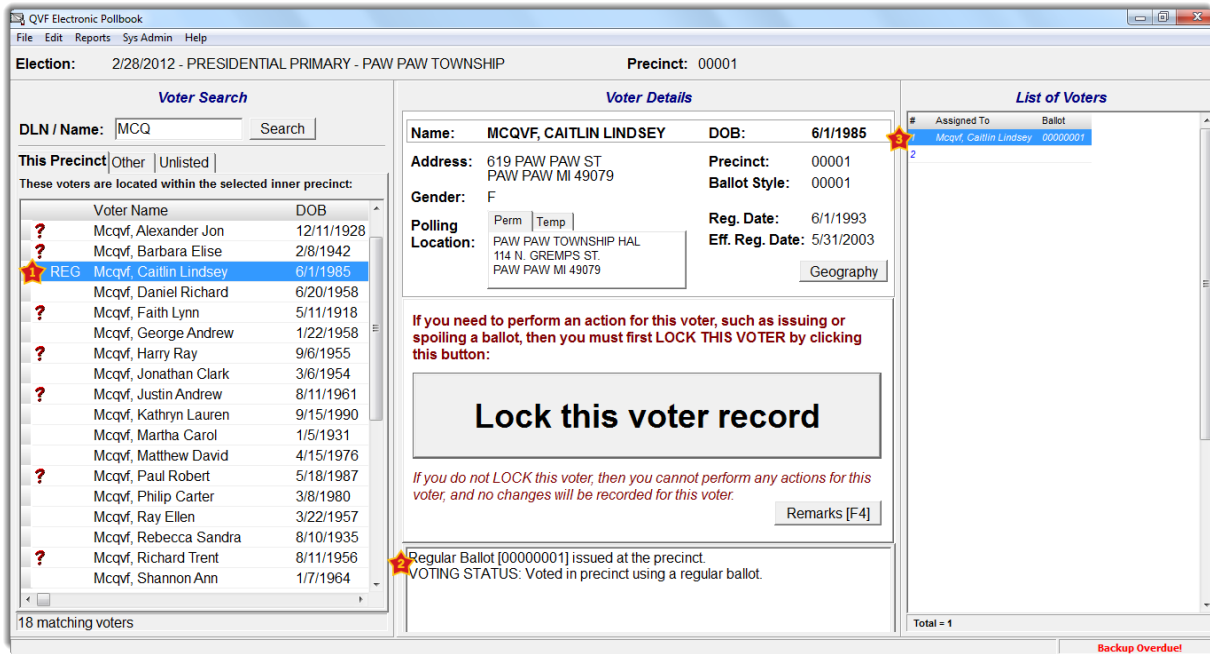
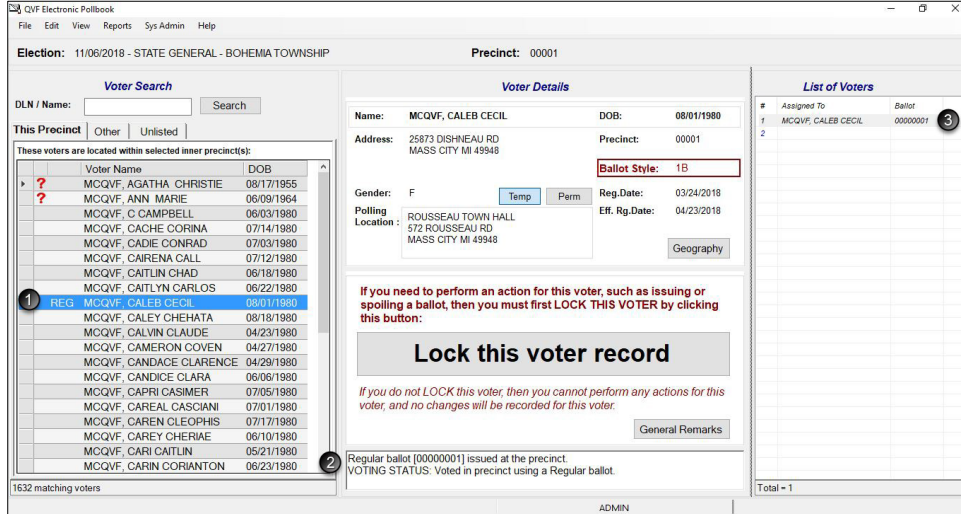
The screenshot shows a voter information form. The 'Name' field is 'MCQVF, CALEB CECIL' with a circled '2' next to it. The 'DOB' is '08/01/1980'. The 'Address' is '25873 DISHNEAU RD MASS CITY MI 49948'. The 'Precinct' is '00001'. The 'Ballot Style' is '1B'. The 'Gender' is 'F'. The 'Polling Location' is 'ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948'. The 'Reg.Date' is '03/24/2018' and the 'Eff. Rg.Date' is '04/23/2018'. There are buttons for 'Temp' and 'Perm' next to the Gender field, and a 'Geography' button at the bottom right.

The screenshot shows the 'Issue a ballot' dialog box. It has two main sections: 'Issue a ballot' and 'Other actions'. In the 'Issue a ballot' section, there are buttons for 'Regular ballot' (with a circled '3'), 'Affidavit ballot-provisional', 'Envelope ballot-provisional', and 'Challenged ballot'. In the 'Other actions' section, there are buttons for 'Record an absentee ballot', 'Spoil a ballot', and 'Reject a ballot'. Below these sections are 'Undo' and 'Undo (Nothing to undo)' buttons. At the bottom, there are buttons for 'Unlock this voter without performing any action' (with a red X icon), 'Voter Remarks', and 'Label'. The 'VOTING STATUS' is 'Did not vote in precinct'.

The screenshot shows the 'Issue a ballot' dialog box. It has a title bar 'Issue a ballot'. The main text says 'You are about to issue a Regular Ballot to:'. Below this, the voter's name 'MCQVF, CALEB CECIL' and DOB '08/01/1980' are displayed. There is a checkbox for 'VAT Ballot?' which is unchecked. Below that, the text 'This ballot number will be assigned:' is followed by a numeric field containing '00000001' and a circled '4'. At the bottom, there are 'OK' and 'Cancel' buttons, with a circled '5' next to the 'OK' button.

## Verify the ballot was issued

Click OK on the confirmation window (if enabled). After you assign the ballot, the main screen returns. Three places verify the ballot was processed in the EPB software. Further duties may be divided amongst election inspectors, including completing the *Election Inspector Completes* portion of the *Application to Vote* and providing the voter a ballot in a secrecy sleeve. The voter will then go to a voting booth to vote their ballot and return the ballot to the tabulator.



## VOTERS NOT LISTED IN EPOLLBOOK

A voter who completes the *Application to Vote* may not be listed in the E-Pollbook. This could occur if the person is not registered to vote or if an error occurred during the registration process. **Do not turn the voter away!** Instead, follow the *Missing Voters Flow Chart* provided on the next page to determine the best option available to enable the person to vote.

NOTE: If a move was made from *inside* to *outside* the City of Grand Rapids and more than 60 days before the election, the voter should be directed to appear in person at their new local clerk's office to register to vote and cast a ballot on election day. Do not issue the voter a ballot.

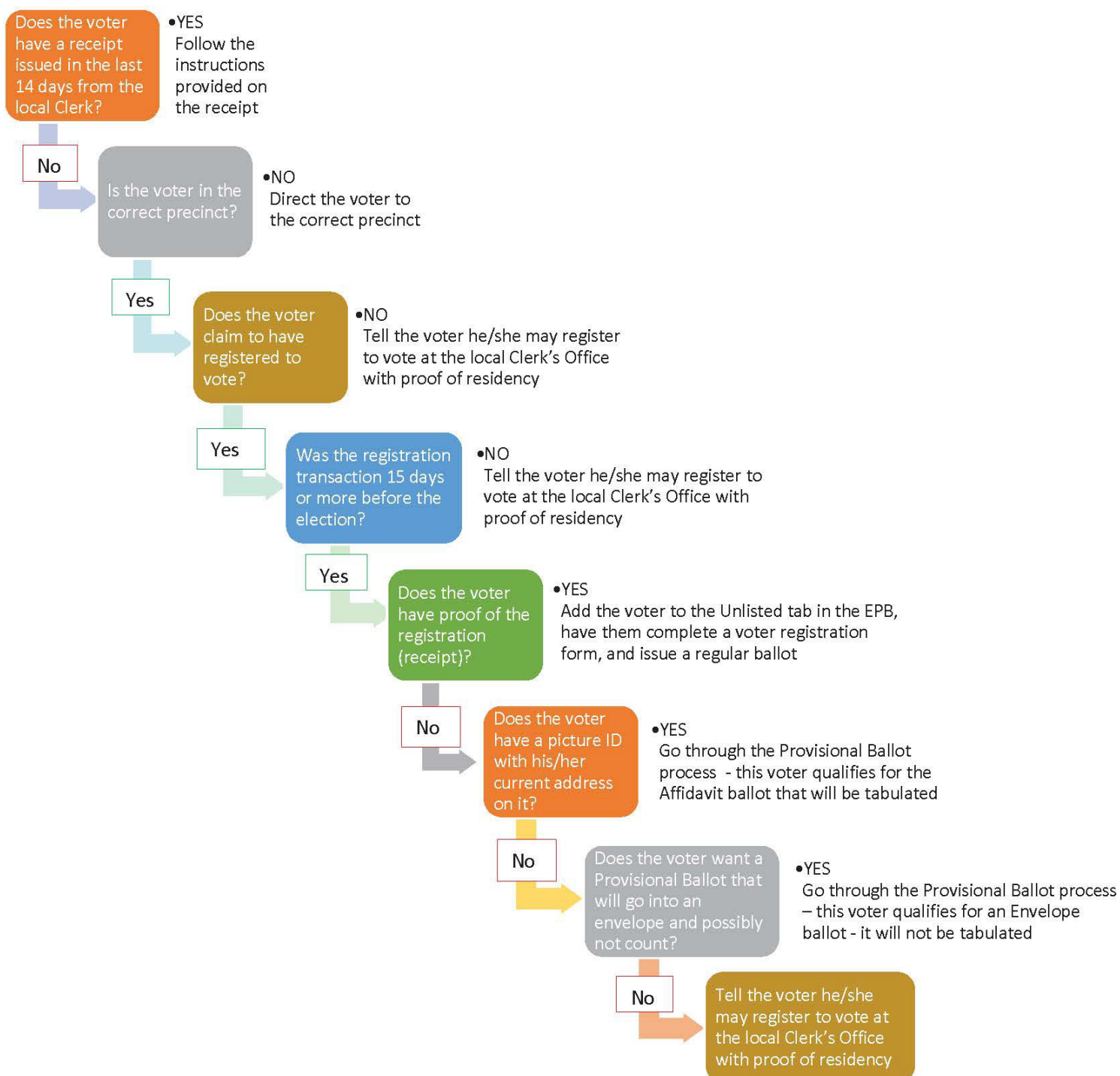
**\*\*Determining their eligibility to vote in your precinct for this election is dependent upon WHEN they moved out of the jurisdiction (see chart on page 22).**

NOTE: Michigan voters must use the same residential address for voter registration and driver's license purposes. Consequently, if a voter submits a driver's license address change, it will be applied to their voter registration. Similarly, if the voter submits a voter registration address change, it will be applied to their driver's license or state identification card and this should prompt the SOS to send an updated address sticker for the back of the license/ID.

\*\*If an address change is made through the City Clerk's Office, the Secretary of State should mail the voter an updated address sticker for their driver's license or state identification card.

**The completed voter registration form(s) and registration receipts must be returned in Local Clerk Envelope #1 – DO NOT put back with blank forms.**

*ELECTION OFFICIALS' MANUAL*  
 Michigan Bureau of Elections  
 Chapter 11, Updated February 2019



## Processing Voters Who Have Moved

(when the address on Application to Vote does not match the e-Pollbook)

- If the voter moved from a registered address **inside** the City of Grand Rapids to another address **inside** the City of Grand Rapids:
  - Complete the Voter Registration Form – the voter is eligible to vote one last time in this precinct.
  
- If the voter moved from an address **inside** the City of Grand Rapids to an address **outside** the City of Grand Rapids:
  - If the move happened within the last 60 days, the voter is eligible to vote one last time in this precinct
  - If the move happened more than 60 days ago, the voter should register with their new local clerk – same day registration and voting
  
- If the voter moved from an address **outside** of the City of Grand Rapids to an address **inside** the City of Grand Rapids:
  - The voter needs to go to the Clerk's Office to Register to Vote – same day registration and voting
  - If the voter has already registered with the Clerk's office, they will provide a receipt of registration (example on next page). They are eligible to vote.

**If you need to confirm that an address is located within the City of Grand Rapids, please call the Clerk's Office at **456-3010**.**

### Clerk’s Office Voter Registration Receipt

[clerk address]

Registration approved by: \_\_\_\_\_

#### [election date] Election

The following voter was registered to vote on [reg date] and should be issued a [reg/ch] ballot:  
[voter name and address]

#### Note to election inspector:

The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days

- Have the voter sign and detach the Application to Vote below.
- If the voter is not found in the ePollbook, you must add them to the Unlisted Tab.
- Be sure to enter the voter’s First and Last Name, and the Voter’s ID number by scanning the bar code or typing in the number on the Application to Vote below.

[wording 1 for Challenged ballot]

Prepare the ballot as Challenged.

CH

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter’s ballot number into the ePollbook. If your precinct has more than one ballot style, issue the ballot style noted below.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

[wording 2 for Regular ballot]

Issue the voter a Regular ballot with the ballot style noted below.

**Retain this receipt in the local clerk envelope.**

#### Application to Vote

[ward/pct number]  
[bar code]

[election date mm/dd/yyyy]

I certify that I am a United States citizen and a registered and qualified elector in this precinct and hereby make application to vote at this election



Ballot Style: [populate]  
Ballot No: \_\_\_\_\_  
Voter No: \_\_\_\_\_  
Inspector Initials: \_\_\_\_\_

\_\_\_\_\_ [voter name/address/DOB]

**Election Inspector:** Have voter sign and place with other Applications to Vote.

## ABSENT VOTER BALLOTS

### ACCEPTING AN ABSENT VOTER BALLOT:

1. If a voter brings their absentee ballot and it still has the correct stub attached, they may vote that ballot in the precinct. They will fill out an application and their absentee ballot number will be added into the E-pollbook.
2. A voter may surrender their ballot and receive a precinct ballot. If they surrender this ballot, write "Surrendered" across the envelope and place the surrendered ballot in Envelope #1.
3. If the voter does not have an absentee ballot to surrender, ***DO NOT SEND THEM AWAY TO GET THE BALLOT***. Have the voter complete an Affidavit of Absentee Voter form (found in the Chairperson's supply envelope) and place the completed affidavit in Envelope #1.

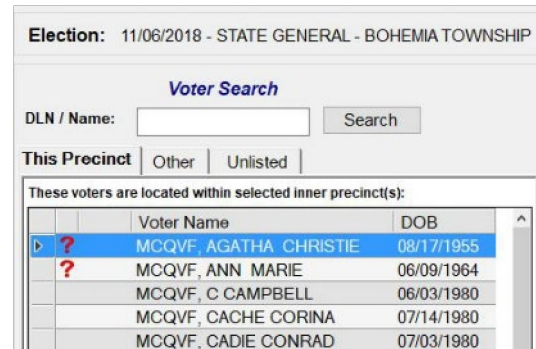
**\*\*IF THE ABSENTEE BALLOT IS MARKED '*SENT*' IN THE e-Pollbook and they do not have their ballot with them, DO NOT ISSUE A BALLOT – CONTACT THE CLERK'S OFFICE TO SEE IF THEIR BALLOT WAS RECEIVED SINCE SUNDAY.\*\***

**\*\*IF THE ABSENTEE BALLOT IS MARKED '*RECEIVED*' IN THE e-Pollbook, DO NOT ISSUE A BALLOT – CONTACT THE CLERK'S OFFICE IMMEDIATELY.\*\***

## Process Voter with Status Flag(s)

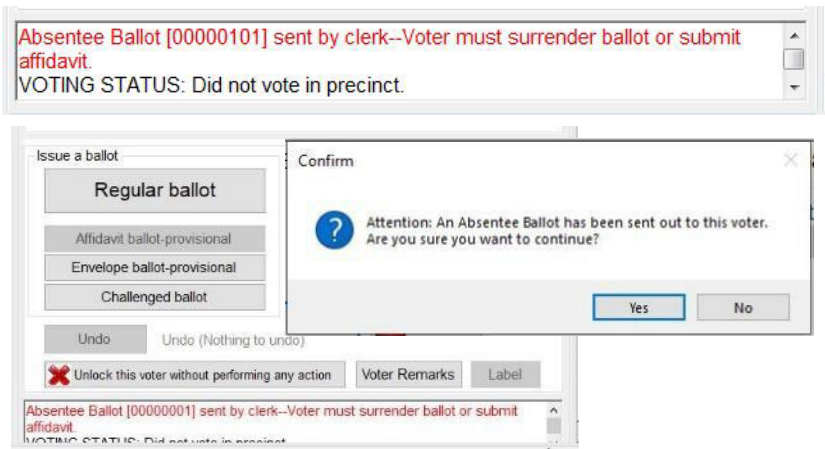
Some voters have status flags that need to be addressed prior to issuing a ballot. On the paper precinct list, these were indicated with a code. Something happened in the registration process or in subsequent mailings that needs follow-up. For example, a signature was not obtained, the voter missed checking an answer to the citizenship question, an absentee ballot was issued, the clerk received reliable information the voter may have moved, etc.

A voter has a status flag if they have a red question mark next to his or her name. When a red question mark is found, read the message in the Voter Status window at the bottom of the Voter Details screen to determine the issue.



### Absentee Ballot sent by clerk

This voter was sent an absentee ballot. The voter must surrender the absentee ballot or complete the *Affidavit of Lost or Destroyed Absentee Ballot* after approval from the Clerk. Process as a Regular ballot and click through the warning. Place the AV ballot in the Local Clerk envelope. **Do not issue a ballot unless the Clerk has confirmed that the voter's absentee ballot was not received.**



### Absentee Ballot sent/received by clerk

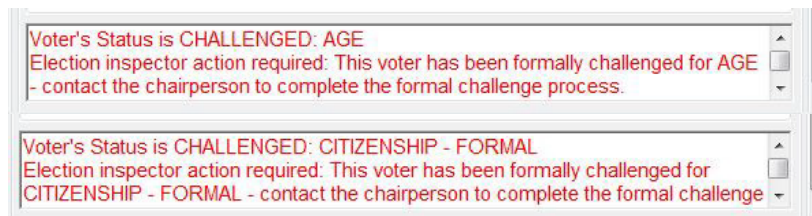


This voter was sent an absentee ballot and returned it to the Clerk. **DO NOT** issue this voter a ballot as they have already voted.

*In the extremely rare case of a clerical error (such as if a ballot was recorded in QVF for the wrong voter), after approval from the clerk a ballot may be issued. Process as instructed and click through the warning.*

### Voter's status is Challenge: Age, Citizenship Formal or Residency Formal

This voter has been formally challenged and must complete the challenge process before being issued a challenged ballot. Seek assistance from the precinct chairperson to complete this process. The EPB processing is the same as a regular voter except Challenged ballot is selected in the Issue a ballot box. A CHAL will appear next to the voter's name after processed.



### Must show ID before voting (Federal Requirement)

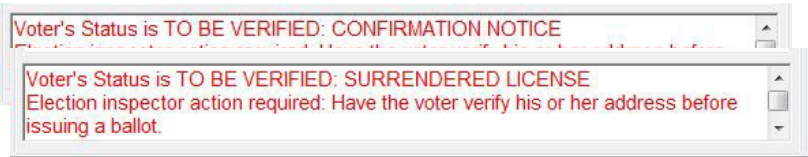


This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document

which lists his or her name and address (if no photo ID but provides one of the documents listed above, must sign the *Affidavit of Voter Not in Possession of Photo ID* as well) prior to being issued a ballot.

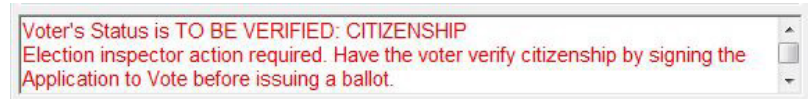
**Voter's Status is V: Address Unclear, Confirmation Notice, or Surrendered License**

This voter must verbally confirm the address listed in the EPB. If the voter does not confirm the address, the procedure for voters that have moved must be taken.



**Voter's Status is V: Confirm Citizenship**

This voter must verify their citizenship by signing the Application to Vote. If the voter does not complete the Application to Vote, DO NOT issue a ballot.

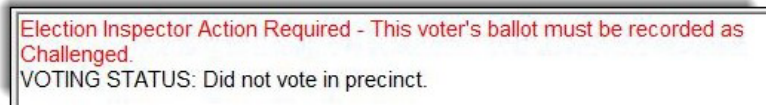


**Voter's Status is V: Sign Registration Card**



This voter must sign a voter registration form prior to being issued a ballot.

**Voter Message: Challenged Ballot**



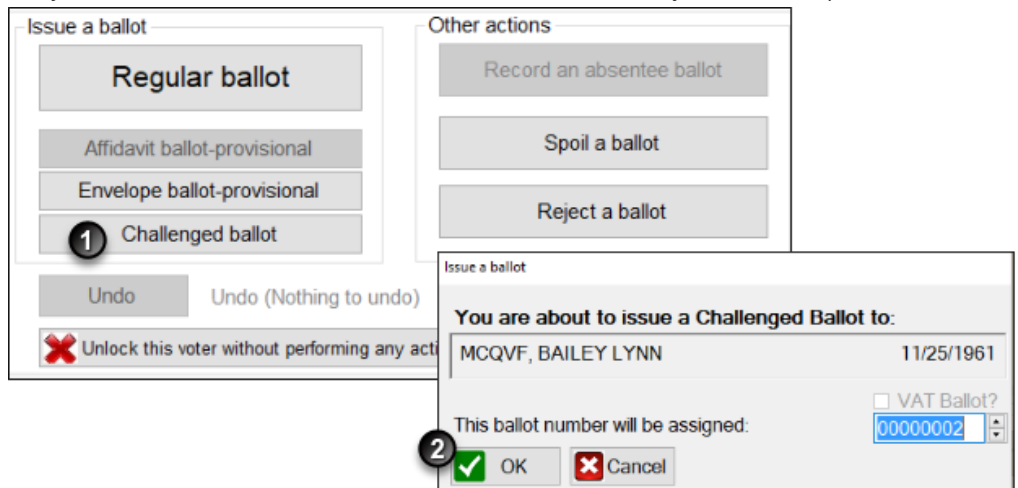
When the EPB indicates in red text that an inspector action is required to record a voter's ballot as challenged (shown above), perform the actions listed below.

(These voters registered within 14 days of the election with an alternative form of residency verification.)

**To issue a Challenged ballot:**

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and click OK



**Important note:**

The Challenged ballot procedure for these voters is *different* than formal challenges. Outside of the EPB, perform the following steps when issuing the challenged ballot:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

## Process a Spoiled Ballot

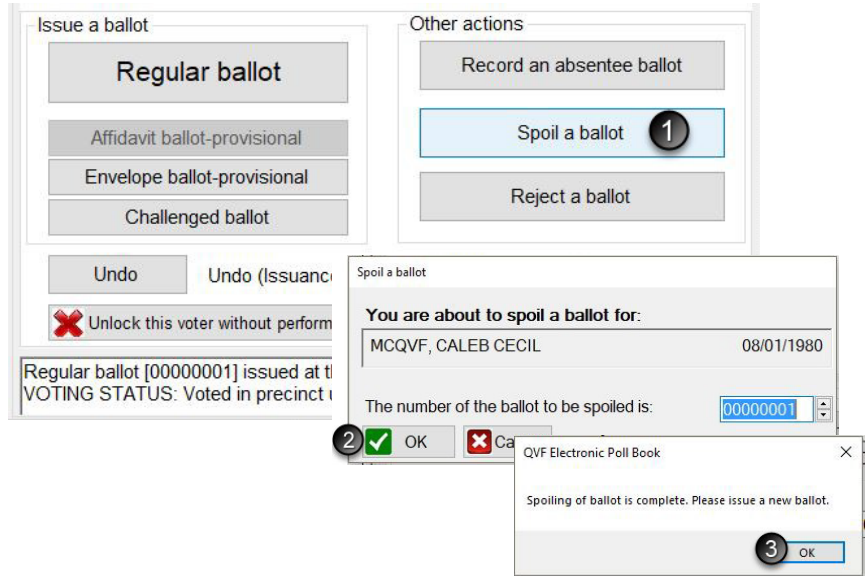
A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one. The voter should write "SPOILED" at the top of their ballot, remove the ballot stub, and place in the Spoiled Ballot Envelope. Change the *Application to Vote* to note the new ballot number and record the new ballot in the EPB software.

### To spoil a ballot:

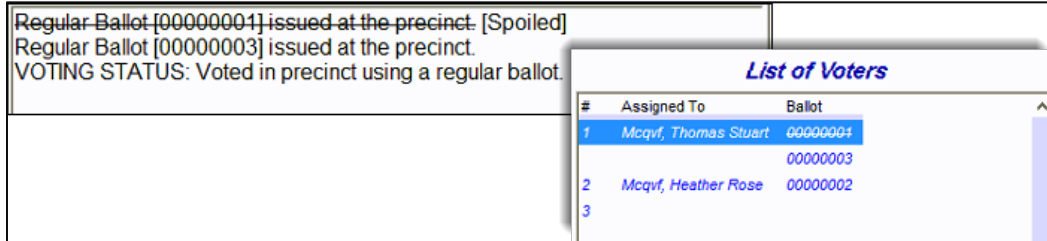
Pull the voter's record up in the EPB software by typing the voter's name into the DLN/Name field, entering the last name first, select the voter's name, click Lock this Voter Record and:

1. Click Spoil a ballot
2. Click OK – the software will automatically enter the ballot number you are spoiling.
3. Click OK

**After the ballot is spoiled, the regular ballot process must be used to issue a new ballot to the voter.**



Once the process is complete, verify the recording was done properly by looking at the Voter Status screen and the List of Voters.



## Find a Voter Not Appearing On This Precinct List

### Find a Voter in Other Precinct in Other Tab

Election inspectors can look up voters throughout the jurisdiction, not just in the precinct they are working. If the voter does not pop up after a search, click on the **Other** tab. If the voter is registered to vote within the jurisdiction, click on their name and view their polling location. Explain to the voter that they are registered in a different polling location and/or precinct and direct them to the appropriate location. Be sure to click back to the **This Precinct** tab before processing the next voter.

**Voter Search**

DLN / Name:  Search

This Precinct **Other** Unlisted

These voters are located outside of the selected inner precincts:

	Voter Name	DOB
<input checked="" type="checkbox"/>	MCQVF, A ANTONIO	01/26/1947
<input type="checkbox"/>	MCQVF, AARON ARIELLE	01/12/1947
<input type="checkbox"/>	MCQVF, ABAGAIL ALBERT	02/16/1947
<input type="checkbox"/>	MCQVF, ABBY ARLINE	05/08/1947
<input type="checkbox"/>	MCQVF, ABDULAZIZ ALFONZO	03/14/1947
<input type="checkbox"/>	MCQVF, ABIGAIL ANNA	01/08/1947
<input type="checkbox"/>	MCQVF, ADA ADINA	03/30/1947
<input type="checkbox"/>	MCQVF, ADALISA ALLENE	05/09/1947

### Add an Unlisted Voter

If a voter is not found under the **This Precinct** tab or the **Other** tab, the citizen was not registered to vote in the Qualified Voter File (QVF) for that jurisdiction at the time of the EPB download.

If the voter registered at the local clerk's office after the EPB was downloaded and has a receipt, add the voter to the list (steps 1-4) and see the next section of this manual, *Process Unlisted Voter with a Receipt*.

The chairperson, with the assistance of the Clerk (and utilizing the *Election Inspectors' Procedural Manual Flipchart* and *Missing Voters Flow Chart* listing options including a provisional ballot) should determine whether the citizen is eligible to vote. If it is determined that the citizen is a qualified voter that should vote in that precinct, they must be added to the list.

#### To add a voter to the list:

1. Click the Unlisted tab
2. Click New
3. Enter the voter's information
4. Click OK

After the voter is added, a ballot number must be assigned.

The Clerk will provide guidance on the type of ballot to issue the voter.

**Important note:** You must manually enter ballot numbers for unlisted voters, and the next regular ballot issued (for that ballot style) will need to be adjusted; it will not auto advance correctly.

**Voter Search**

DLN / Name:  Search

This Precinct Other **Unlisted** ①

These voters are entered manually:

	Voter Name	DOB
<input type="checkbox"/>		

**Unlisted Voter** [X]

Last Name:  ③

First Name:

Middle Name:

Suffix:

DOB:

Address:

Voter Receipt:

License:

②   ④

0 matching voters

## Process an Unlisted Voter with a Receipt

When a voter is not found under the **This Precinct** tab or the **Other** tab and they were registered by the local clerk's office after the ePollbook was downloaded for the election they must present the Clerk's Office Voter Registration Receipt. The voter must be added to the EPB from the Unlisted tab, then a ballot can be issued per the instructions on the receipt.

**Clerk's Office Voter Registration Receipt**

JACQUELINE BEAUDRY - CITY CLERK  
ANN ARBOR CITY  
301 E. HURON ST.  
ANN ARBOR MI 48107-8647

Registration approved by: \_\_\_\_\_

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ELECTION: 4/12/2019

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The following voter was registered to vote on 4/5/2019 and should be issued a **CHALLENGED** ballot:

### To add a voter to the list:

1. Click the Unlisted tab
2. Click New
3. Enter the voter's information
4. Click the "Voter Receipt" box to enable the option and the cursor automatically moves to the License field
5. If the voter has a DL/PID, swipe the DL/PID or scan the barcode to add the id number and the Unlisted Voter window will automatically close. The ID number can also be hand-typed, then click OK.

The screenshot shows the 'Voter Search' interface with the 'Unlisted' tab selected. A 'Voter Search' window is open, displaying the following information:

- DLN / Name: MCQVF
- Search button
- Unlisted Voter window with fields:
  - Last Name: MCQVF
  - First Name: JOHN
  - Middle Name: DOE
  - Suffix: (empty)
  - DOB: 4/1/2000
  - Address: 123 MAIN ST, MASS CITY, MI 49948
  - Voter Receipt:
  - License: M123456789999
- Buttons: Ok, Cancel
- Bottom navigation: + New, Edit
- Status: 0 matching voters

After the voter is added, a ballot number must be assigned. Follow the instructions provided on the receipt to select the correct ballot type button (Regular or Challenged).

If the receipt says that the ballot must be prepared as "challenged" perform the following steps:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

**Important note:** You must manually enter ballot numbers for unlisted voters, and the next regular ballot issued (for that ballot style) will need to be adjusted; it will not auto advance correctly.

## Process Other Voter Types

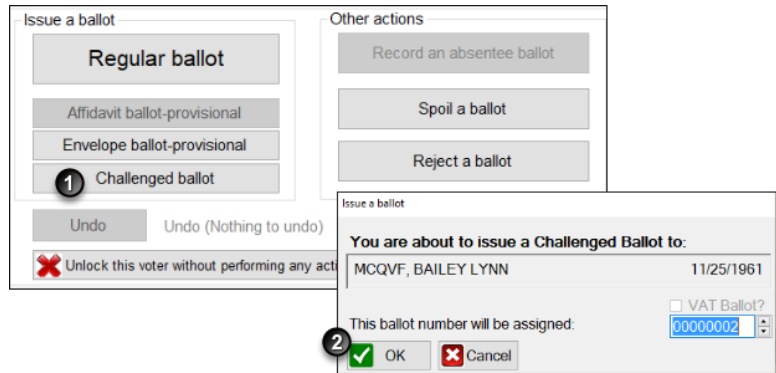
### Process a Voter Challenged by a Challenger

If a voter is challenged by a Challenger, the voter must be issued a Challenged ballot and that Challenged ballot must be recorded in the EPB. Please note, the Challenge must be directed to the chairperson and all steps must be carried out prior to issuing the challenged ballot. Follow the instructions below to issue a challenged ballot in the EPB software.

#### To issue a Ballot to a Challenged Voter:

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and Click OK



**Important note:** The ballot number must be written on the physical ballot and covered with a piece of paper or post-it tapes. In addition, full documentation of the challenge must be recorded in the paper binder pollbook.

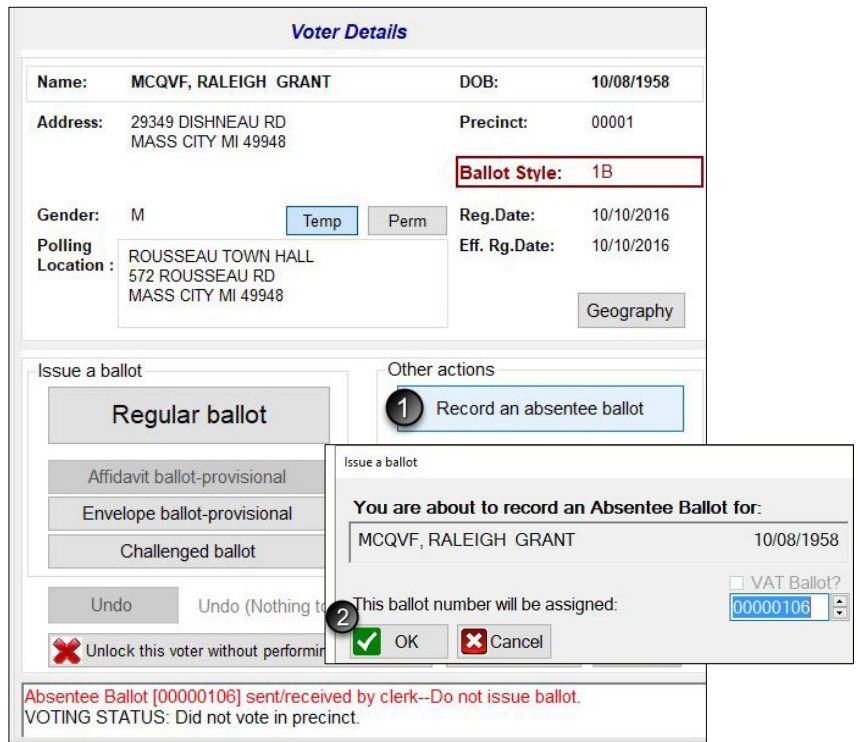
### Record an Absentee Ballot

If absentee ballots are processed in the precinct and the Clerk has instructed entry into the EPB software versus using the paper Addendum List of AV voters, follow the instructions below to process the ballots in the EPB software.

#### To record an absentee ballot:

Pull the absent voter's record up in the EPB software, lock it in if necessary and:

1. Click Record an absentee ballot
2. Verify ballot number (enter if not auto filled) is the same as assigned and click OK



Once the process is complete, verify the recording was done properly by looking for AV next to the voter's name, the Voter Status screen and the List of Voters.

**NOTE:** If processing a FWAB or electronic MOVE or ACCESSIBLE ballot, simply accept the regular AV ballot number assigned or enter the AV ballot number assigned by the clerk.

## Record a Voter Assist Terminal (VAT) Ballot

When a voter requests to use the Voter Assist Terminal (VAT) to vote, issue a blank ballot (with a numbered stub). Since they will make their selections using the VAT which prints their votes on a blank ballot, they will not receive a regular ballot with a traditional number sequence.

To record such ballots in the Electronic Pollbook, search for the voter in the EPB as usual and select a ballot type to record. When assigning this voter's ballot number, indicate that it is a VAT Ballot by checking the VAT box. This action tells the system to use the blank ballot numbering sequence when auto advancing. If it is the first VAT ballot of the day, enter the first ballot number of the blank ballot stock. VAT ballot numbers will advance automatically like other ballots do when the Auto Advance option is enabled and after the first number is entered.

### To record a VAT ballot:

1. Click the button for the kind of ballot being assigned (Regular, Provisional...)
2. Add a checkmark to the VAT box
3. If this is the first VAT ballot of the day, enter the ballot number in, otherwise, confirm the VAT ballot number matches the sequence and click OK.

Issue a ballot

You are about to issue a Regular Ballot to:

MCQVF, RANDALL RUDOLPH 05/08/1993


2  VAT Ballot?

This ballot number will be assigned: 3 90001

OK  Cancel

## Avoid or Correct Mistakes

If a voter is selected in error, simply click **Unlock this voter without performing any action** to return to the main screen.


 Unlock this voter without performing any action

If an entry mistake occurs, whether the wrong ballot number or the wrong voter was issued a ballot, using the **Undo** function will aid in correcting the mistake.

### To correct a mistake:

1. Search for the voter, using the DLN/Name search box
2. Select the voter
3. Click Lock this voter record
4. Click Undo
5. Click Yes

Notice the action you are undoing is in brackets next to the Undo button and in the confirmation box. Use the *Application(s) to Vote* to ensure you are making the correction properly.

The **Undo** function should not be used to attempt to fix major mistakes. If several ballots have been issued out of sequence, correct this type of error with a remark and by ensuring the next voter is correct from that point forward.

**Important note:** The **Undo** feature is **NOT** for spoiling ballots (see *Spoiled Ballots* section for detail). If you have questions as to when the **Undo** function is appropriate to use, consult your local Clerk.

**Voter Details**

<b>Name:</b>	MCQVF, RANDALL RUDOLPH	<b>DOB:</b>	05/08/1993
<b>Address:</b>	2258 STATE HIGHWAY M38 MASS CITY MI 49948	<b>Precinct:</b>	00001
<b>Gender:</b>	M	<b>Reg.Date:</b>	05/12/2016
<b>Polling Location:</b>	ROUSSEAU TOWN HALL	<b>Eff. Rg.Date:</b>	06/11/2016

**Ballot Style:** 1B

Temp  Perm

Geography

in absentee ballot

Spoil a ballot

Reject a ballot

Affidavit ballot-provisional

Envelope ballot-provisional

Challenged ballot

Undo (Issuance of regular ballot [00090001])

Regular ballot [00090001] issued at the precinct.  
VOTING STATUS: Voted in precinct using a Regular ballot.

JOHNSMITH

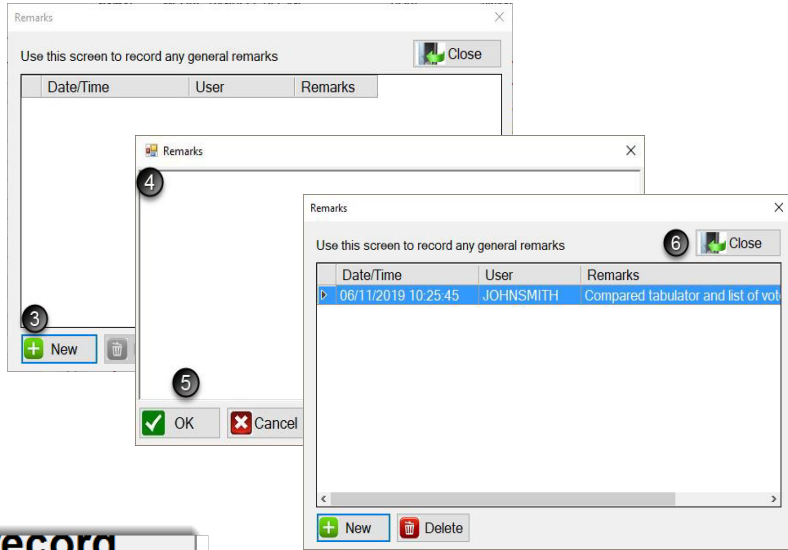
See FAQ #1 at the back of this manual if a voter was issued an incorrect ballot style.

## Make a Remark

Any time a correction is made, a remark should be entered. In addition, remarks should be made throughout the day to document events that happened in the polling place that are significant. Providing this information aids the Clerk in understanding what took place throughout the day. There are two types of remarks , General and Specific. Be sure to use the correct type based on the comment you need to make.

### To make a general remark:

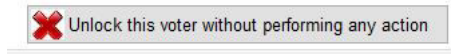
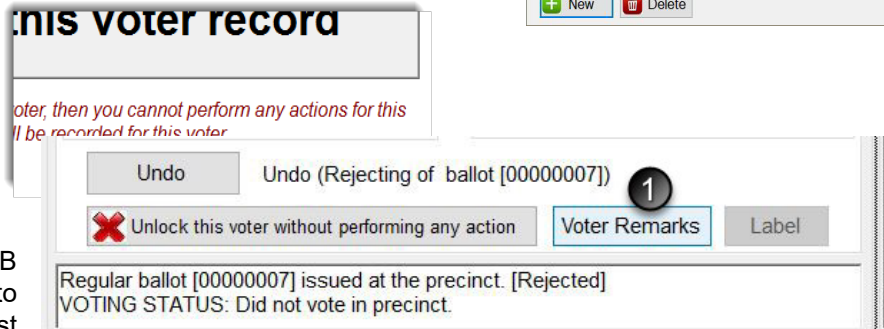
1. Click File (or the *General Remarks* button and skip to step 3)
2. Click Remarks
3. Click New
4. Enter Remark, the EPB automatically records the date and time of the entry; however, if entry of the remark is delayed from the time the event occurred, then include the time the event took place in the remark.
5. Click OK
6. Click Close



### To make a voter remark:

Pull the voter's record up in the EPB software, by typing the voter's name into the DLN/Name field, entering the last name first, click Lock this Voter Record and:

1. Click Voter Remarks
2. Enter Remark, the EPB automatically records the Voter Name, Voter Number, and date and time of the entry, however, adding the time is recommended as the EPB is not always available for remark entry at the time the event took place.
3. Click OK



If there are no other actions to perform on that voter, Unlock the voter and proceed to process the next voter.

## Reject a Ballot

A ballot is rejected only in a situation where a voter will not be issued a new ballot. Valid reasons for rejection are:

- **Exposure** – A voter intentionally exposed his or her marked ballot to others at the polling place.
- **Missing stub/ballot number does not agree** – It is discovered during the ballot serial number verification process that the stub on the ballot that was issued to the voter at the polls is missing or bears a different number than the number recorded on the voter's *Application to Vote*.
- **Ballot was left in booth/voter did not tabulate** – A voter neglected or refused to tabulate his or her ballot.

If any of these situations arise, a voter may not be issued a replacement ballot. The ballot must be rejected.

### To Reject a ballot:

Pull the voter's record up in the EPB software, by typing the voter's name into the DLN/Name field, entering the last name first, click Lock this Voter Record and:

1. Click Reject a ballot
2. Verify ballot number is the same as assigned - Click OK
3. Click OK
4. Record a Voter Remark (See previous page) that includes the reason for rejection

The EPB software will not allow another ballot to be issued to a voter with a rejected ballot. If a ballot was mistakenly rejected, the rejection must be removed by using the Undo button.

## Mark Unissued Ballots Defective

If a ballot becomes unusable and it is within the number range being used, record it defective in the EPB software to ensure balancing at the end of the night.

### To record defective ballots:

1. Click File
2. Click Un-issued Defective Ballots
3. Click Render Ballots Defective
4. Select the ballot style, enter the ballot number range, and record the reason the ballot is defective.
5. Click OK
6. Click Close

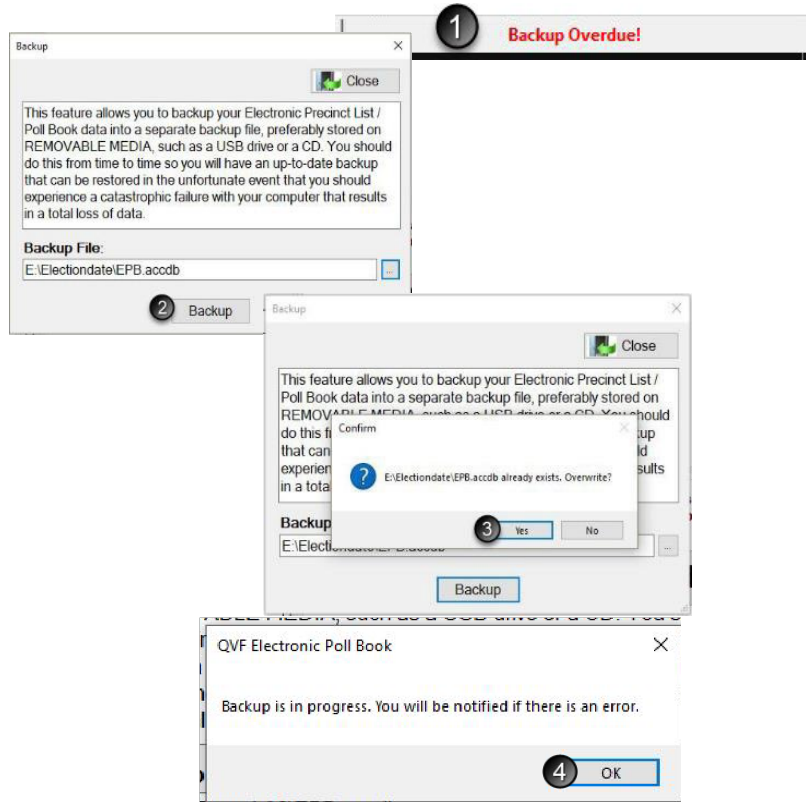
## Back up Regularly Throughout the Day

Approximately every half hour, the EPB software will notify the user that a backup is overdue. It is important to take a moment after processing a voter to update the backup. This will ensure the flash drive has the most recent data entered into the EPB in the event of a hardware failure.

### To Backup:

1. Click Backup Overdue
2. Click Backup – the file path should default to the encrypted flash drive and [ElectionDate] folder once the first backup has been completed
3. Click Yes to overwrite the existing backup file
4. Click OK

If you get an error that the drive or path is not accessible, log into your flash drive and try again



## Understand Timeout Features

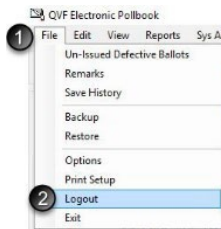
For security reasons, the EPB software will logout a user after thirty minutes of inactivity. This can be avoided by moving the mouse and/or clicking into the DLN/Name field if there are long periods of inactivity. If the EPB software logs out the user, simply reenter the User Name and User Password and click Enter.



## Switch Users

To switch users, simply use the **Logout** function by:

1. Click File
2. Click Logout



Then simply log in with the new username and password.



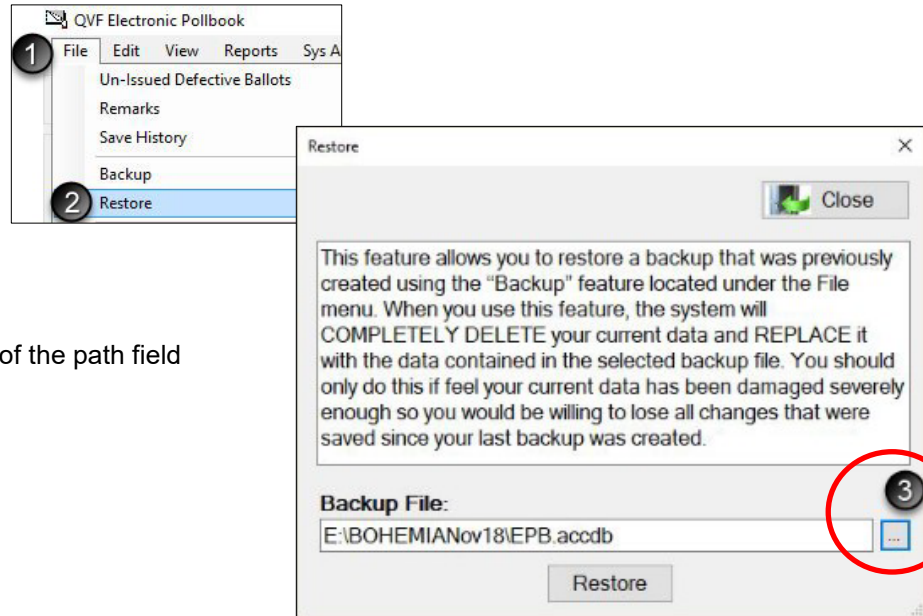
The current user is listed in the lower right hand corner of the screen as illustrated:

## Restore the Database

In the event the laptop fails and the EPB needs to be reinstalled on a new laptop on election day, the **Restore** feature will reload all of the information entered up to the point of the last backup. The only voter data missing would be entries made in the EPB since the last backup. That information can be added back in using the *Applications to Vote*. The Administrator username and password must be obtained from the Clerk for the initial login when the software is re-installed.

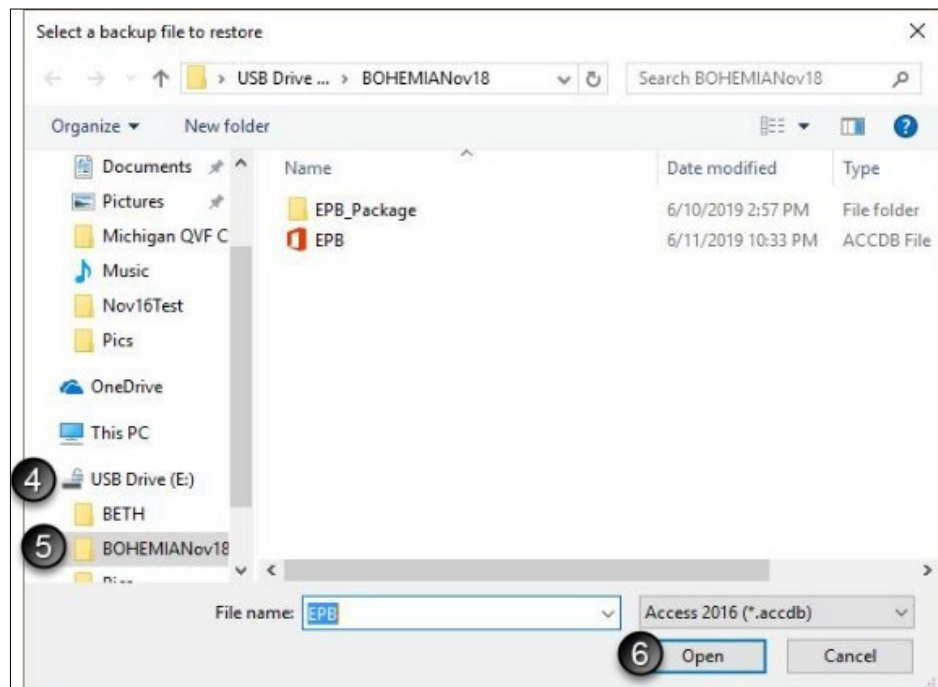
Once the EPB software has been installed onto the new laptop, login to the EPB software, and perform the following steps:

1. Click File
2. Click Restore



3. Click this button at the end of the path field

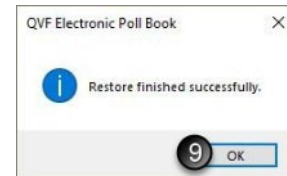
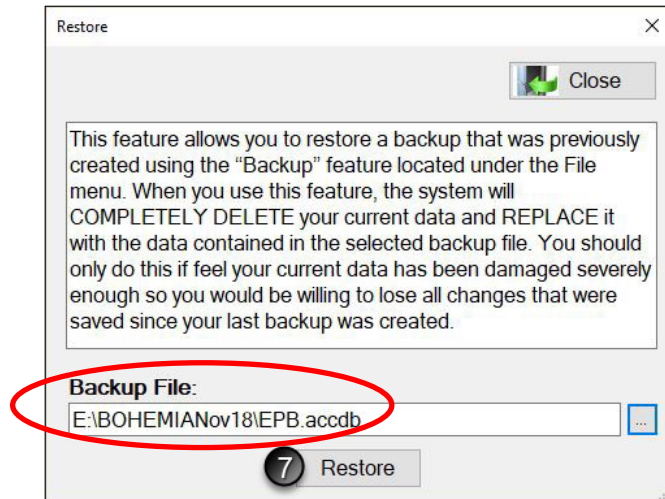
4. Make sure the encrypted flash drive is selected (Removable Disk E:) Drive letters may vary.
5. Double click [ElectionDate] folder
6. Click Open



7. Click Restore
8. Click Yes
9. Click OK

After restoration is complete, the election inspectors should review the Options under File>Options, then log out of the EPB and log back in with the username and password they had used prior to the laptop/software failure.

If time elapsed between the last backup and the restoring of data, use the *Application(s) to Vote* to re-enter voter(s) and process new voters.



## Frequently Asked Questions

1. The wrong ballot style was issued to a voter, how can it be corrected?

**Answer:** If using different ballot numbers for each ballot style, no action is required except to remark the situation in the **Remarks**. If your ballot styles are numbered with the same ballot number series, open the voter's record, undo the issuance of the ballot with the incorrect ballot style, and reissue a Regular Ballot with a modified number using a letter before the number (for example, X0000012) and remark the situation in the **Remarks**.

2. If using the QVF AV module, do I have to extract the EPB software from QVF **after 4:00 p.m.** on the Monday before the election to get the most up to date absent voter information?

**Answer:** Yes, this is now required by law. Jurisdictions with over 50 precincts are required to do so on the Saturday prior to Election Day **after 2:00 p.m.**

3. Is there a way to update absent voter activity on the encrypted flash drive or in the Voter List portion of the EPB software after it has been installed on the laptop?

**Answer:** No, not at this time. Also, remember that election inspectors record AV ballots in the EPB software (unless using the addendum list or an AVCB), but they must **not** record AV ballots in the EPB software before the opening of the polls.

4. Do I have to print the paper binder pollbook reports in the precinct?

**Answer:** No, in fact, having the Receiving Board print the reports is highly recommended. Reports must be delivered to the Receiving Board on the encrypted flash drive in a sealed container by two election inspectors of opposing political party after the polls close. The Receiving Board then prints the reports and completes the paper binder pollbook.

5. Do I need to use a particular type of printer with the laptops?

**Answer:** No. Most printers will work with the laptops as long as the proper printer driver is installed. Complete the installation as soon as possible to verify the laptop and printer are compatible.

6. Do I have to have a hardcopy precinct list and full paper binder pollbook with a List of Voters, Ballot Summary and a Remarks section at each precinct if I use the EPB software?

**Answer:** Under the terms of your User Agreement, you are required to have a hardcopy Precinct List and a hardcopy List of Voters, Ballot Summary, and Remarks Section available for immediate delivery to the precinct in the event of a system failure. One may be printed from the Elections eLearning Center; see *Reverting to Paper Poll Book Guide*.

7. The EPB software allows me to issue a ballot to a voter who has already returned an absent voter ballot. Why is this permitted?

**Answer:** Under rare circumstances, an absentee ballot may have been recorded incorrectly in QVF. Election inspectors **MUST** contact the local clerk to verify the status of the absentee ballot before issuing a ballot to a voter who, according to the EPB software, has already returned an absent voter ballot.

8. How do I change the time and time zone on my laptop?

**Answer:** Right-click on the time and date, click Date and Time Settings. Here you can select the appropriate time zone. If you need to adjust the time, turn off the "Set time automatically" option, then click the Change button. Once the time is corrected, you can turn the "Set time automatically" option back on.

9. Do I have to use the EPB software to process absent voters in the precinct?

**Answer:** No, you may use the Addendum List of Absent Voters method and add the list to the paper binder pollbook.

10. What if an absent voter does not return their ballot? Or if the absent voter surrenders their AV ballot in the polls? Do I need to indicate this in the EPB software?

**Answer:** No. Only process an absentee ballot in the voter's record when the ballot has been received for processing. If the voter has surrendered their absent voter ballot, simply issue a precinct ballot using the normal process. The Spoil a ballot function should never be used for an absent voter ballot in the EPB software.

11. Will Unlisted Voters transfer to QVF after the Voter History has been updated?

**Answer:** Some may, and some may not. Unlisted voters without a driver's license or state ID number will not transfer into QVF after Voter History has been updated. The registration of an Unlisted voter must be added to QVF if it has not been already added, and then Voter History for the Unlisted voter can be entered manually in QVF under Voter>Voting History.

12. Is there a way to view all actions taken in the EPB on Election Day?

**Answer:** Yes. An Activity Log Report can be viewed at any time by selecting Reports > Activity Log Report. This Report may be printed as well.

13. Is there a way to convert the List of Voters into a .csv file?

**Answer:** Not at this time.

14. What if my laptop "freezes up" and stops responding?

**Answer:** First, try to close and reopen the EPB program, using Ctrl + Alt + Delete if necessary to use the Task Manager to end the task and close the EPB application. If that doesn't work, you may restart the computer. Remember to log back into the flash drive as well as the EPB program before you begin working again.

## Station #4 – Ballot Issuance (incl. VAT ballots) & Secrecy Sleeves

1. The ballot number is listed on the **stub** on the **top of the ballot**.
2. Locate the **Ballot #** on the **Application to Vote**. This number must be the same as the ballot being issued to the voter.

**IMPORTANT!** Remember to visually verify that the ballot number assigned matches the number printed on the ballot before handing the ballot to the voter.

3. Place the application to vote into the pocket on the front of the secrecy sleeve
4. Be careful to issue only one ballot at a time and **hand it to the voter inside a secrecy sleeve**.
5. **SHOW** the voter where the voting instructions are located inside the secrecy sleeve.

### **\*\*VAT Voters:**

The VAT secrecy sleeves are a **GREEN FILE FOLDER**, designating the type of ballot the voter was issued. Collect the secrecy sleeve return to Station 4.

**A SECRECY SLEEVE MUST BE ISSUED TO EVERY VOTER!**

### **VOTING BOOTHS:**

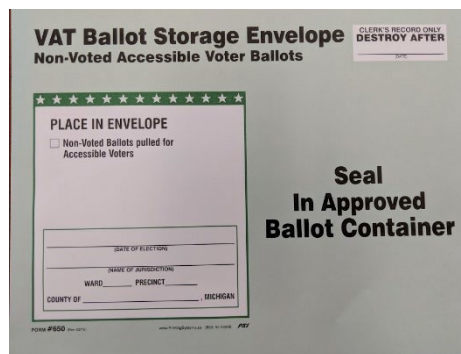
1. The voter should go to an open voting booth and use the black pen provided to mark their ballot (or to the VAT – see VAT instructions).
2. Periodically check the empty voting booths throughout the day to ensure 1) a black pen is in each voting booth and 2) notes or campaign materials are not left behind in booths.
3. Assisted Voters:
  - a. Do not influence how a voter casts his or her ballot. If you are being pressured to converse with a voter about candidates or a proposal, simply say, “As an election official, I cannot talk with you about that.”
  - b. If any voter requests the assistance of an Election Inspector, **TWO INSPECTORS** from **different political parties** must assist the voter.
  - c. A voter who requests assistance to vote by reason of blindness, disability, or inability to read or write, may be given assistance **by a person of the voter's choice**, as long as that person is **not** the voter's **employer** or agent of that employer or officer or agent of the voter's **union**.
  - d. A remark should be made in the VOTER REMARKS of the voter's record if they receive assistance by listing the name of the person(s) who assisted them.

## PROCESSING VAT VOTERS – STATION #4

These voters will go through Stations #1-3 as usual.

When the voter gets to Station #4, the election inspector will:

- \_\_\_ 1. Verify that the ballot number assigned on the application to vote matches the printed number on the ballot.
- \_\_\_ 2. Tear off the numbered stub. Place the stub and Application to Vote in the plastic pocket located on front of the green secrecy sleeve.
- \_\_\_ 3. Put the de-stubbed ballot in the “VAT Ballot Storage Envelope” – write VAT on the ballot.



- \_\_\_ 4. **Notify** the voter where the voting instructions are located inside the secrecy sleeve.
- \_\_\_ 5. The printer may be ‘asleep’ and before inserting the Poll worker card, they should press OK on the printer to ‘wake it up’ – the screen should read “Ready”. Use the Poll worker card on the Chairperson lanyard to bring up the activation code tab. Enter the code for that ballot style.
- \_\_\_ 6. Their choices should be reviewed because once the ballot is printed, it cannot be changed. Their printed ballot will then go inside the green secrecy sleeve and taken to the tabulator to be cast.

Voter will hand inspector at Station #5 the secrecy sleeve, Application to Vote and the ballot stub. The stub can then be thrown away.

## Issuing Provisional Ballots

The Provisional Balloting Process ensures no voter is improperly denied the opportunity to vote due to an administrative error in handling the voter's registration application. If the voter: (1) does not have a Secretary of State registration receipt; (2) is in the correct precinct; and (3) affirms they registered to vote on or before thirty (30) days prior to Election Day, the **provisional ballot process must be followed**.

If a voter is not found in the Pollbook under the “**This Precinct**” tab or the “**Other**” tab, the citizen is not registered to vote in the City of Grand Rapids according to Pollbook. The Chairperson, with the assistance of the Clerk's Office, should determine whether the citizen is eligible to vote. If it is determined the citizen can vote in that precinct, they must complete the **State of Michigan Provisional Ballot Form** for the **Provisional Ballot Process** found in the orange nylon bag labeled **Provisional Ballots**. The form must be completed as follows:

1. **Step One:** The voter must complete the affidavit on the front ([Voter Side](#)) of the Provisional Ballot Form Envelope and by listing **when** and **where** they registered to vote. The voter must **sign** the affidavit.
2. **Step Two:** The voter must complete the voter registration application on the bottom half of the Provisional Ballot Form envelope.
3. **Step Three:** The election inspector must review the information provided by the voter and answer the following questions found on the back ([Election Inspector Side](#)) of the Provisional Ballot Form envelope:
  - 1) Did you check with the City Clerk's Office to see if the voter is registered in another precinct jurisdiction?
  - 2) Did the voter provide an approved picture ID that confirms his/her address in the precinct?
  - 3) Were both answers “YES”?
4. **Step Four:**
  - 1) If the answer to **all** of the questions is "YES", see Section 3 page 14 to ADD voter on the Unlisted tab in the e-Pollbook and to issue a **Provisional (Affidavit) Ballot**:
  - 2) If the answer to **any** of the questions is “NO”, see Section 3 page 15 to ADD voter on the Unlisted tab in the e-Pollbook and to issue a **Provisional (Envelope) Ballot**.
  - 3) Return all **COMPLETED** Provisional Ballot Form Envelopes in ENVELOPE #1 (Local Clerk) – **this will include form envelopes for both AFFIDAVIT AND ENVELOPE ballots that were issued**.

### How to create a “Challenged Ballot”

1. Write the number of the ballot in pencil on the main part of the ballot (not on the stub).
2. Cover the ballot number with white cover up tape.

### VOTER SIDE

## State of Michigan Provisional Ballot Form and Voter Registration Form

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

### START VOTER AFFIDAVIT (required)

I, \_\_\_\_\_, affirm that I am a resident of the  City  Township } of \_\_\_\_\_ at the address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear/affirm that the above statements are true.

VOTER SIGN HERE

X \_\_\_\_\_  
Signature of Voter

\_\_\_\_\_  
Signature of Election Inspector witnessing

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

### REGISTRATION INFORMATION (required)

I registered to vote on \_\_\_\_/\_\_\_\_/\_\_\_\_ at the location or with the following form:  Mail-in registration form  ExpressSOS.com  Secretary of State branch office  Designated voter registration agency  Secretary of State "Renewal by Mail"  County, city or township clerk's office

Complete the voter registration application below.

### QUALIFICATIONS

Are you a citizen of the United States of America?  Yes  No  
Will you be at least 18 years of age on or before election day?  Yes  No

If you are not a US citizen, do NOT complete this form

### MICHIGAN DRIVER LICENSE/STATE PERSONAL ID #

\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_-\_\_\_\_  
 I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number

X X X - X X - \_\_\_\_

### PERSONAL INFORMATION \*required information

Last Name\* First\* Middle Suffix ( ) Phone Email  
 Male  Female  
Address where you live - House number and Street/Road\* Apt/Lot # Mailing Address (if different than residential address)  
City\* Zip Date of Birth\* City State Zip

### SIGNATURE

I certify that: I am a citizen of the United States. I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day. I will be at least 18 years of age by election day. I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

VOTER SIGN HERE

X \_\_\_\_\_  
Applicant's Signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_

www.PrimingSystems.us (800) 955-1234-51 FORM #620 (Rev. 03/14)

### ELECTION INSPECTOR SIDE

### ELECTION INSPECTOR REVIEW CHECKLIST

Review the information provided by the voter for completeness. Verify the voter:  
 completed the affidavit & voter registration form on the other side of this envelope  
 is in the correct precinct or refuses to go to the correct precinct  
 registered prior to the close of registration (see date on the other side)

**STOP** If any of the above are not checked, the voter cannot vote a provisional ballot. Do not continue.

Ask the voter for picture ID and proof of their current address. Then answer these questions:

- 1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No
- 2. Did the voter provide an approved picture ID that confirms his or her address in the precinct?  Yes  No
- 3. Were all answers above Yes?  Yes  No

Next, complete the appropriate ballot section to the right.

### FOR CLERK'S USE ONLY

Not Counted: Reason  
 Original application rejected  
 Registration after deadline  
 Cancelled  
 Unreadable/Incomplete  
 No ID provided within 6 days  
 No residency confirmation within 6 days  
 Voted out of precinct  
 Counted: Reason  
 Reactivated  
 Registered  
 Provided ID  
 Residency confirmed  
Action  
 Registered  
 Notice sent on \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments: \_\_\_\_\_  
Initials of Processor: \_\_\_\_\_

### ELECTION INSPECTOR - issuing a ballot - determining the correct type

If you answered YES to Question 3, issue an Affidavit ballot:

- Enter ID type and #
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- Complete the election inspector record below
- Give voter the Notice to Voter
- Allow voter to mark the ballot and put their ballot in the tabulator
- Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered NO to Question 3, issue an Envelope ballot:

- Enter ID type and # \_\_\_\_\_ or  Not provided
- Enter residency proof \_\_\_\_\_ or  Not provided (current utility bill, bank statement, paycheck, or any other government document)
- Prepare the ballot as Challenged by writing and concealing the ballot number on the ballot
- Enter voter and issue the ballot in the (e)Pollbook as an Envelope ballot
- Complete the election inspector record below
- Give voter the Notice to Voter
- Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must NOT be put into the tabulator today and must be returned to an election inspector
- Allow voter to mark the ballot and seal the ballot inside this envelope
- Place this envelope in the Provisional Ballot Storage Envelope

### ELECTION INSPECTOR RECORD

Issued:  Affidavit ballot Election date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Voter # \_\_\_\_\_ Pct # \_\_\_\_\_  
or  Envelope ballot Initials of Inspector sealing this envelope (if ballot enclosed) \_\_\_\_\_

Comments: \_\_\_\_\_

OTHER ENVELOPE BALLOT REASONS - affidavit and voter registration form NOT required Do not use this box unless instructed by the local Clerk

Voter Name \_\_\_\_\_ Voter # \_\_\_\_\_

## Spoiled Ballots

A voter may request a new ballot if needed and a new ballot must be issued, no matter how many times the voter requests a new one.

1. If a voter spoils their ballot for any reason, it may be returned, and another ballot issued **at any time in the voting process**.
  - Never instruct the voter to insert the ballot into the tabulator to determine if a mistake was made. Do not make the voter stand in line again or look at the ballot.
2. The voter should write "Spoiled" across the top of the ballot, remove the stub and place both the ballot and the stub in Envelope #4 which is the envelope for "Spoiled/Defective Ballots."
3. Take Application to Vote from voter. Cross out the spoiled ballot number with a single line and record the new ballot number being issued.
4. The Inspector at Station #3 will record the new ballot number issued in the Pollbook.
5. Hand the corrected Application to Vote to the inspector assigned to Station #4 to confirm the new ballot number and make sure the Application to Vote gets placed back into the pocket on the front of the secrecy sleeve.
6. Place the voter's new ballot inside the secrecy sleeve and hand it to the voter.

**Important! Remember to visually verify that the ballot number assigned matches the number printed on the ballot before handing the ballot to the voter.**

## Station #5 – Tabulator & Application Spindle

1. When a voter has finished voting in the booth, they must place the ballot in the secrecy sleeve so only the stub is visible to the election inspector **who is stationed approximately 10 feet away from the ballot tabulator.**
2. Check the ballot number on the stub against the application to vote. Place the application on the spindle in voter number order.
3. The election inspector must remove the numbered stub without exposing or looking at the ballot. Throw the ballot stub away in a wastebasket.
4. The voter (including VAT voters) walks over to the tabulator, removes the ballot from the secrecy sleeve if they wish, and inserts the ballot (see image on next page).
5. The ballot secrecy sleeve should be collected and used again.
6. Give each voter an “I VOTED” sticker (do not place the sticker on the voter).

**DO NOT LOOK AT THE VOTER’S BALLOT  
OR GIVE THE IMPRESSION THAT YOU ARE LOOKING AT THEIR BALLOT AS  
THEY INSERT IT INTO THE TABULATOR**

**When voters are inserting their ballot into the tabulator there may be an error message. See the following page for how to resolve common errors.**

# SCANNING A BALLOT

## Feed your ballot into the tabulator.

When a valid ballot is scanned, the screen will display the messages “Casting Ballot” and “Ballot Successfully Cast”.

Once the ballot is in the ballot box, the “System Ready” screen will reappear and the “BALLOTS CAST” counter at the bottom of the screen will have increased by one.



### Tabulator Warning Messages

<b>Blank Ballot Warning</b>	The tabulator does not detect any voter selections on the scanned ballot. Please ensure you used a proper marking pen.
<b>Overvote Warning</b>	One or more contests have too many votes. If you choose to cast the ballot as-is, contests with too many votes will not be counted.
<b>Ambiguous Marks Warning</b>	The tabulator detected marks on the ballot but the selections are not clear. The ballot will be returned automatically.
<b>Misread Ballot Warning</b>	The tabulator cannot detect all of the identifying features of the ballot. Check the ballot for stray markings or damage.
<b>Crossover Ballot Warning</b>	In a primary election the tabulator has detected a vote in more than one party column.

## **Section 5**

### **Other Non-Voter Activity at the Polls**

## POSSIBLE ACTIVITIES OF NON-VOTERS AT THE PRECINCT

### 1. CAMPAIGNING

- A. A person is **not permitted** to post, display or distribute any material that directly or indirectly makes reference to an election, a candidate or a ballot question in a polling place, in any hallway used by voters to enter or exit a polling place, or **within 100 feet of any doorway used by voters to enter the building in which a polling place is located**. Anyone distributing campaign literature or other campaign materials must stay at least **100 FEET FROM ANY DOORWAY USED BY VOTERS TO ENTER THE BUILDING** in which the polling place is located.
- B. A voter may park a car or vehicle bearing campaign signs or bumper stickers within 100 feet of the polling place during the time they are voting. Under any other circumstances, vehicles bearing campaign signs or bumper stickers must be parked more than 100 feet from any doorway used by voters to enter the building in which the polling place is located.
- C. **Election inspectors must ask a voter to remove campaign buttons or cover clothing bearing a campaign slogan or a candidate's name during the time they are in the voting precinct.**
- D. A voter may bring voting information, campaign literature, or "slate" cards to the precinct to refer to when voting. The information must be kept concealed and should not be left in the voting booth or in the precinct.
- E. If you do not receive the necessary cooperation from persons engaged in campaigning, call the City Clerk's Office for assistance.

### 2. USE OF CELL PHONES AND VIDEO CAMERAS/MEDIA

To ensure that all voters have a full opportunity to exercise their right to vote in private without undue distractions or discomfort, the following must be observed:

- A. The use of cell phones by voters who have entered a voting booth to vote is prohibited. Voters may be permitted to use cell phones while waiting in line and at the processing table if not disruptive to the voting process. Similarly, challengers and poll watchers may use cell phones if not disruptive or intrusive.
- B. The use of cameras, video cameras (including cell phone video cameras), and other recording devices by voters, challengers and poll watchers is prohibited in the polls during the hours the polls are open, **except voters will be allowed to take a photograph of their own ballot but only while in the voting booth.**
- C. Broadcast stations and news media representatives may be permitted to briefly film from the public area of the precinct. No voters should be inconvenienced by the filming process and the secrecy of the ballot must be fully protected.
- D. News reporters are not permitted to interview voters inside the polling place.
- E. Television watching is prohibited in the polls during the hours the polls are open for voting.

### 3. EXIT POLLING

- A. Exit polling is surveying voters **after** they have voted. Anyone doing exit polling must:
1. Remain at least **20 FEET** away from the entrance of the building in which the polling place is located;
  2. Not enter the building in which the polling place is located;
  3. Not question any person entering the building in which the polling place is located. Emphasis is placed on the fact that exit polling is the questioning of voters **AFTER THEY HAVE LEFT** the polls;
  4. Voters are not under any obligation to reveal information to an exit pollster.

### 4. POLL WATCHERS

An election is an open process that may be observed by any interested person. A person who wishes to observe the election process who is not a qualified election challenger is commonly called a poll watcher.

- A. **Poll watchers do not have the rights of a challenger.** They may be in the public area of the precinct and watch the election process.
- B. A poll watcher does not have the authority to challenge procedures or a person's right to vote.
- C. A poll watcher may not sit behind the processing table. They must sit in designated public area where they will not interfere with the voting process.
- D. A poll watcher may not touch the laptop or any other voting records.
- E. A poll watcher may look at the laptop at the discretion of the precinct Chairperson.
- F. There is no limit on the number of poll watchers that may be in the precinct as long as their presence does not disrupt the election process.
- G. A poll watcher does not need to be a registered voter and does not need credentials.

**POLL WATCHERS ARE PERMITTED IN THE NON-VOTING, PUBLIC AREA OF THE PRECINCT. THEY MAY OBSERVE, BUT MUST HAVE NO INTERACTION OR CONTACT WITH THE VOTERS.**

**ANY POLL WATCHER WHO DOES NOT FOLLOW THE STIPULATED PROCEDURES SHOULD BE REPORTED TO THE CITY CLERK'S OFFICE AS SOON AS POSSIBLE.**

## 5. CHALLENGERS

- A. Challengers may be appointed by political parties or organized interest groups to ensure election integrity at the polls. The following rules must be enforced for groups who are qualified to have challengers:
  - a. **TWO** challengers from each political party or interest group are permitted in the polling place at one time.
  - b. A challenger must be a **REGISTERED** and qualified elector of the State of Michigan.
  - c. Each challenger must have in their possession a “**CHALLENGER CARD**” issued by the organization they represent. Upon entering the precinct, the challenger must exhibit the card to the Chairperson. The card should include:
    - 1) Name;
    - 2) Precinct number to which assigned; and
    - 3) group represented and the signature of its chairperson or designated officer.
- B. The Chairperson should give a copy of “**The Appointment, Rights and Duties of Election Challengers and Poll Watchers**” to the challenger so that they may be informed of the legal rights and responsibilities afforded to a challenger. Found in Supply Tub or Chairperson Tote.
- C. Space must be provided within the voting area so the challenger can see and hear all election proceedings.
- D. Challengers have the right to see all the election materials but they may **NOT TOUCH** the ballots, election materials or voting equipment. **CHALLENGERS MAY LOOK, BUT NOT TOUCH!**
- E. Challengers may not obstruct or delay the work of election inspectors.
- F. Challengers should wear the orange identification badges provided in your supplies.
- G. It is your duty to protect the challengers as they carry out their duties.
- H. A challenger may wish to sit near the laptop.
- I. If a challenger has good reason to believe that a person is not qualified to vote, a challenge may be made to the Chairperson. A challenge is proper only if the challenger has reliable information that a voter
  - a. has not yet attained 18 years of age;
  - b. is not a United States citizen;
  - c. is not a resident of the City of Grand Rapids;
  - d. did not register to vote on or before the close of registration.
- J. A record of the challenge must be entered in the Pollbook. See page 41 “Challenged Voters” for instructions on issuing a Challenged Ballot.
- K. The procedures are outlined in the **orange brochure** on challengers which is in the printed materials bag. The information entitled “**The Appointment, Rights and Duties of Election Challengers and Poll Watchers**” contains detailed information regarding challengers and poll watchers.
- L. Any challenger who does not follow the stipulated rules, should be reported to the City Clerk’s Office as soon as possible.

## **Section 6**

### **Closing the Polls**

<b>General .....</b>	<b>63</b>
<b>Tabulator .....</b>	<b>66</b>
<b>E-Pollbook .....</b>	<b>71</b>
<b>Voter Assist Terminal (VAT) .....</b>	<b>77</b>

## GENERAL CLOSING INSTRUCTIONS

\_\_\_ **A. CLOSE THE POLLS AT 8:00 P.M.** - The Chairperson should announce the polls are closed at **8:00 p.m.** Any person in line at 8:00 p.m. should be given an application to vote and be allowed to vote

\_\_\_ **B. TAKE DOWN THE PRECINCT AND PACK SUPPLIES**

- \_\_\_ 1. Move the voting booths to area designated by Chairperson.
- \_\_\_ 2. Bring in the outdoor signs. (Not the large A Frame sign by the road)
- \_\_\_ 3. Take down and pack all posted signs in the supply box.
- \_\_\_ 4. Take down and pack the flag and its stand.
- \_\_\_ 5. Power down the VAT and components and pack them up (see VAT instructions).
- \_\_\_ 6. Place the Pollbook scanner back in the tabulator. (after taking out the ballots, including the write-in bin)

\_\_\_ **C. UNUSED BALLOTS** – Place all **unused** ballots in the blue Ballot Bag.

\_\_\_ **D. RECONCILE E-Pollbook.** (See detailed E-Pollbook Closing Instructions). The following three numbers should agree:

- \_\_\_ 1. **Number of Applications to Vote.**
- \_\_\_ 2. Total of **List of Voters** (upper right side of screen), plus **names listed under the “Unlisted Tab”** (upper left side of screen).
- \_\_\_ 3. The **number of voted ballots** showing on the **Public Counter of the Tabulator** (plus any “Provisional Blue Envelope” ballots).

***NOTE: If the totals are only one off, check the most likely places for error: compare the last application with the last voter listed in “List of Voters”.***

**IT IS IMPORTANT TO EXPLAIN ANY  
DIFFERENCES IN THE GENERAL REMARKS  
SECTION OF THE E-POLLBOOK.**

## \_\_ F. ONCE TABULATOR HAS BEEN CLOSED, PACK AND SEAL BALLOTS IN BLUE BALLOT BAG (requires inspectors from differing political parties)

- \_\_ 1. Place **red paper seals** on the **#4 Envelope Spoiled/Defective Ballots** and the **VAT Ballot Storage Envelope**. Place these 2 envelopes in the blue ballot bag.  
TWO Inspectors (representing different political parties) initial the red paper seals on the envelopes.

**TWO  
SIGN**

- \_\_ 2. The two Inspectors who will seal the Ballot Bag (representing different political parties) must record on the **BLUE BALLOT BAG CERTIFICATE (CARD)** the plastic **seal number** for the **Blue Ballot Bag** and **number of voted ballots**, then both sign the card and slide it into its plastic holder.

**TWO  
SIGN**

- \_\_ 3. The **same** two Inspectors must also **record the seal number** and **sign their names** on the **INSIDE BACK COVER OF THE Pollbook**.

**TWO  
SIGN**

- \_\_ 4. **SEAL THE BLUE BALLOT BAG** by this process:

- \_\_ a. Slide the **completed blue Ballot Bag Certificate** into the plastic holder.  
 \_\_ b. Insert the plastic seal through the plastic holder containing the blue certificate and seal as indicated below.



**Align openings in zippers  
and thread seal through  
both openings to secure bag.**

# G. COMPLETE THE BACK PAGE OF THE POLL BOOK AS SHOWN

Statement of Votes - CLIP or ATTACH Tabulator Tape to this Page

JURISDICTION: City of Grand Rapids PRECINCT #: 1.1

## 1 ELECTION INSPECTORS' COMPLETION CERTIFICATE

- After the Polls closed, we completed the following:
- Recorded the number of ballots tabulated according to the public counter of the tabulator as: 108
  - Sealed all provisional envelope ballots for delivery to the Clerk, and recorded the number as: 0
  - Recorded the number of voters according to the List of Voters (including AV List if used) as: 108
  - Verified the number of ballots tabulated plus provisional envelope ballots equals the number of voters and that if they do not, no discrepancies exist between the List of Voters and Applications to Vote. If they do not agree and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A
  - Completed and balanced the Ballot Summary Report. If the Ballot Summary Report did not balance and a valid discrepancy exists, a notation was made in the Remarks Section.  Yes  N/A
  - Recorded all formal challenges made in the precinct, if any, on the Challenged Page.
  - Tabulated all valid absent voter ballots (if processed in the precinct).
  - Duplicated and tabulated ballots requiring duplication, if any.
  - Talled all valid write-in votes, if any, and recorded the totals on the Write-In Statement of Votes.
  - Attached a signed tabulator total tape to all three copies of this page.

## 2 SEAL VERIFICATION

WE, the undersigned members of the Board of Election Inspectors, certify that all used and unused ballots, voter assist terminal (VAT) ballots, Spoiled and Original ballot envelopes, but not the provisional ballot storage envelope, were properly sealed into an approved Ballot Storage Container by affixing seal(s): No. 371462 No.           

WE, further certify that the Tabulator and/or EPB Memory Device(s), if removed, were properly sealed into an approved Transfer Container by affixing seal: No. 312641

Democratic Worker Signature  
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

Republican Worker Signature  
Signature of Election Inspector who sealed/verified the Ballot Storage Container and the Transfer Container.

## 3 SIGNATURES OF ALL PERSONS PRESENT AT THE CLOSE OF POLLS & CERTIFYING COMPLETION CERTIFICATE

Make a note on the Remarks page if an inspector left before the polls closed.

Signature	Phone #	Signature	Phone #
1. <input checked="" type="checkbox"/> <u>Chairperson Signature 123-4567</u>		7. <input checked="" type="checkbox"/>	
2. <input checked="" type="checkbox"/> <u>Worker 1 Signature 234-5678</u>		8. <input checked="" type="checkbox"/>	
3. <input checked="" type="checkbox"/> <u>Worker 2 Signature 345-6789</u>		9. <input checked="" type="checkbox"/>	
4. <input checked="" type="checkbox"/> <u>Worker 3 Signature 456-7890</u>		10. <input checked="" type="checkbox"/>	
5. <input checked="" type="checkbox"/> <u>Worker 4 Signature 567-8901</u>		11. <input checked="" type="checkbox"/>	
6. <input checked="" type="checkbox"/>		12. <input checked="" type="checkbox"/>	

WHITE - Place in Envelope to LOCAL CLERK  
PINK - Place in Envelope to CANVASS BOARD / PRORATE UNIT

MANH 4 - Remains in Poll Book Which is Placed in Envelope to COUNTY CLERK

PRESS FIRMLY!  
THE WHITE AND PINK COPIES

CERTIFICATE OF ELECTION INSPECTORS

You must complete this completion certificate and check the boxes.

Republican and Democrat sign and fill out cards on Ballot Transfer Bags

All the inspectors in the precinct sign when the polls close.

## TABULATOR CLOSING INSTRUCTIONS (image on next few pages)

**\*\*Before closing the polls, scan any ballots from the auxiliary ballot bin if used.**

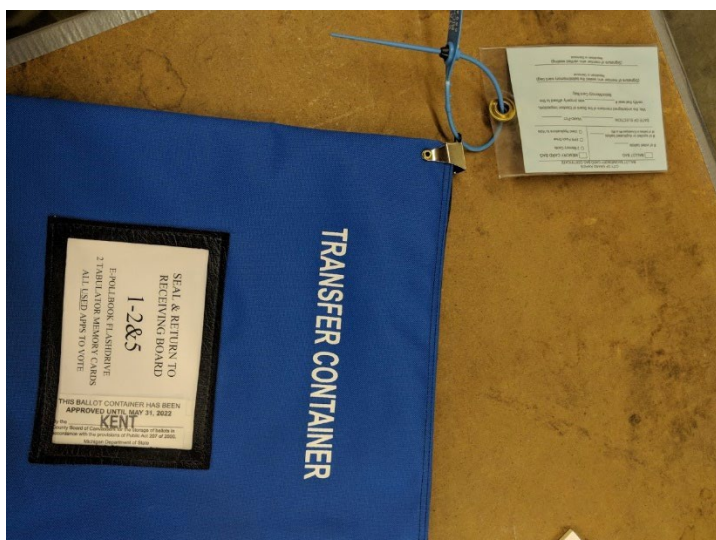
- \_\_\_ 1. Insert the security key until the administrative menu appears.
- \_\_\_ 2. Enter the password and select CLOSE POLL.
- \_\_\_ 3. Enter the password then press ENTER.
- \_\_\_ 4. Select YES to continue and then THREE (3) results tape will print. When asked if you would like to print more copies of the report, select NO.
- \_\_\_ 5. Select POWER DOWN then YES.
- \_\_\_ 6. **Separate the THREE (3) results tapes (leave the zero report tape attached to the first copy) by cutting beneath the signature lines, and all inspectors sign each tape.**
- \_\_\_ 7. Place **ALL results tapes in the Receiving Board Envelope, sealed with a red paper seal and signed by 2 inspectors of opposite parties!**

<b>ALL SIGN</b>
---------------------

## After you unplug the Tabulator, REMOVE THE MEMORY CARDS

**\*\*REMINDER – THERE ARE 2 CARDS IN THE TABULATOR\*\***

- \_\_\_ 1. **UNPLUG THE TABULATOR.** Put the cord back in the storage area.
- \_\_\_ 2. To remove the MEMORY CARDS, cut and throw away the seal that is locking BOTH the **Memory Card Access Doors** and open the Memory Card Access Doors.
- \_\_\_ 3. Push in **the small black tab** on the **right side of the Memory Card slots**. The memory cards will come out part way.
- \_\_\_ 4. **Pull the Memory Cards straight out** and place them in the **BLUE Transfer Bag** along with the e-Pollbook flash drive, and the applications to vote.
- \_\_\_ 5. **Shut the Memory Card Doors.**
- \_\_\_ 6. **Two** inspectors representing **different political parties seal the Memory Cards, apps to vote and Pollbook flash drive** in the **BLUE Transfer Bag** using a blue plastic seal and Memory Bag Certificate – see photo.  
(See E-Pollbook Closing Instructions for flash drive removal)



- \_\_\_ 8. The same **two** inspectors representing different political parties **record the seal number** on the inside of the back cover of the poll book.
- \_\_\_ 9. Place the Blue Transfer Bag in the Tote Bag.

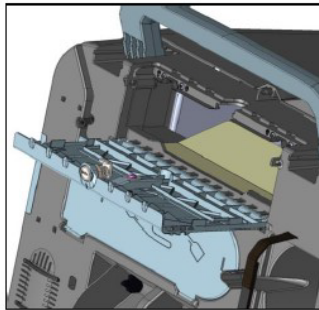
**TWO  
SIGN**

### REMOVE THE BALLOTS FROM THE TABULATOR (see image)

- \_\_\_ 1. **Use the key to unlock the ballot door.**  
Ballots with no write-ins will be in the primary compartment. **Remove these ballots.** (You do not need to sort **by party**, count or inspect them). **Place them in the blue Ballot Bag** along with the unused ballots already there.
- \_\_\_ 2. Open the write-in compartment that may contain **ballots**. Process any valid write-ins as described on the next page. **Remove Orange Sheet from the Write In Bin and place in back of Pollbook.**
- \_\_\_ 3. Re-lock the bin door and place the plastic cover back on the tabulator, making sure to lock it on both sides. Make sure the lid lays within the groove around the top of the tabulator before locking. If not done correctly the lock can break.



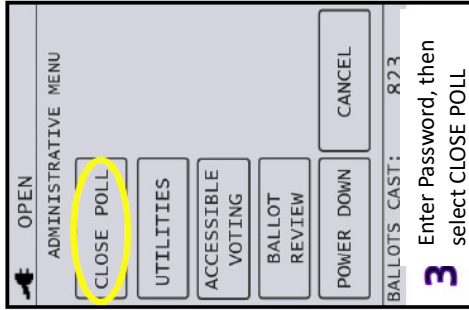
# CLOSING THE POLLS



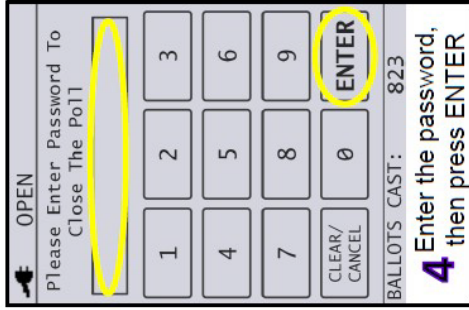
Before closing the polls scan any ballots from the Auxiliary ballot box if used. **1**



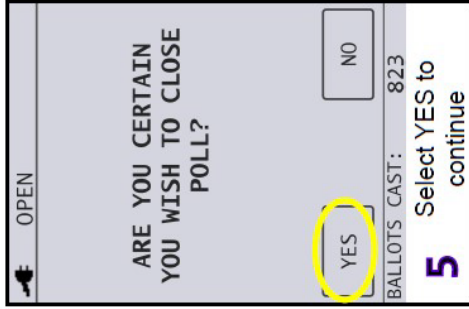
Insert the Security Key until the Administrative Menu appears **2**



Enter Password, then select CLOSE POLL **3**



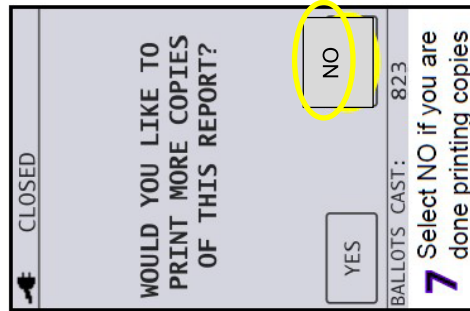
Enter the password, then press ENTER **4**



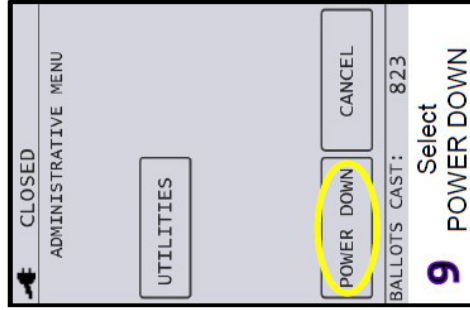
Select YES to continue **5**



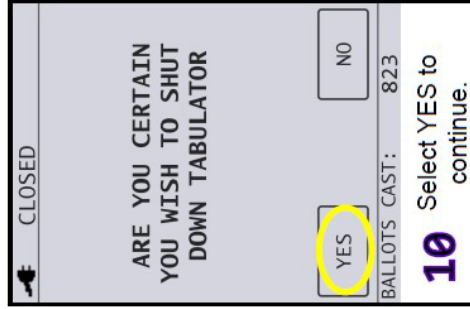
The Results Tape will begin printing. **6**



Select NO if you are done printing copies **7**



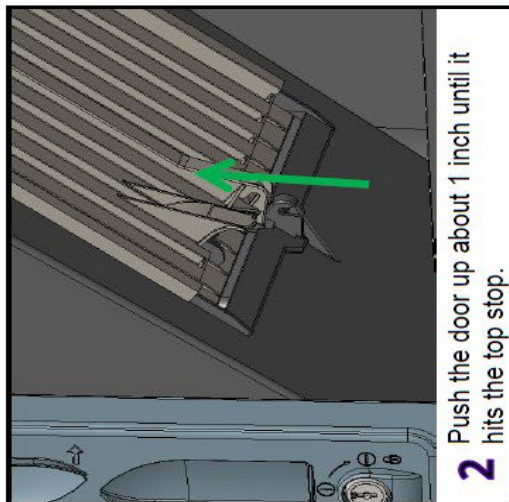
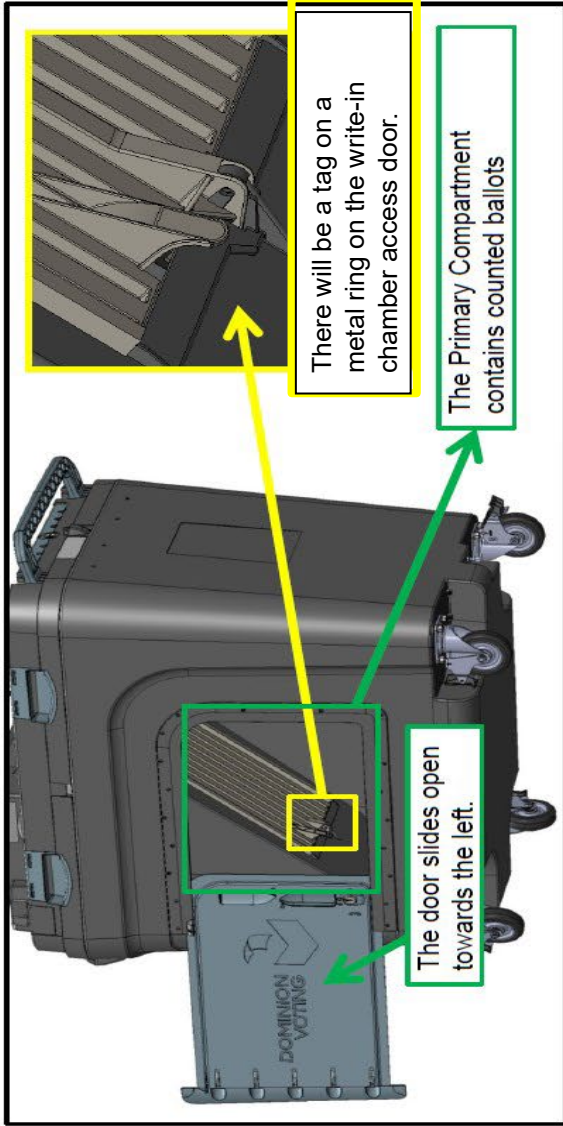
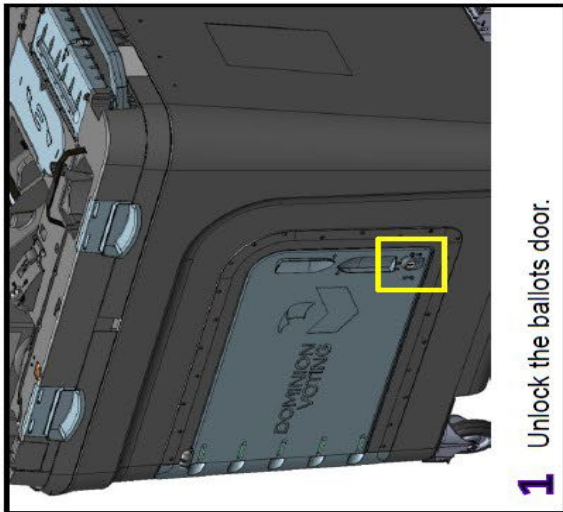
Select POWER DOWN **9**



Select YES to continue. **10**

tapes will print

# Accessing counted ballots



## E-Pollbook Closing Instructions

After the close of polls on Election Day, data processed in the EPB software must be saved one last time to the encrypted flash drive and reports must be generated to complete the paper binder pollbook. The EPB software generates the three reports necessary for completion of the paper binder pollbook/official record of the precinct in just a few steps. Those reports include the Ballot Summary, the List of Voters, and the Remarks report. After reports are saved and printed, save voter history in a manner that can easily be uploaded into the Qualified Voter File (QVF) in a matter of seconds, ensuring accurate recording of voters in the master voter registration database.

Review and complete the next six required steps. If your receiving board prints the reports, simply save each report.

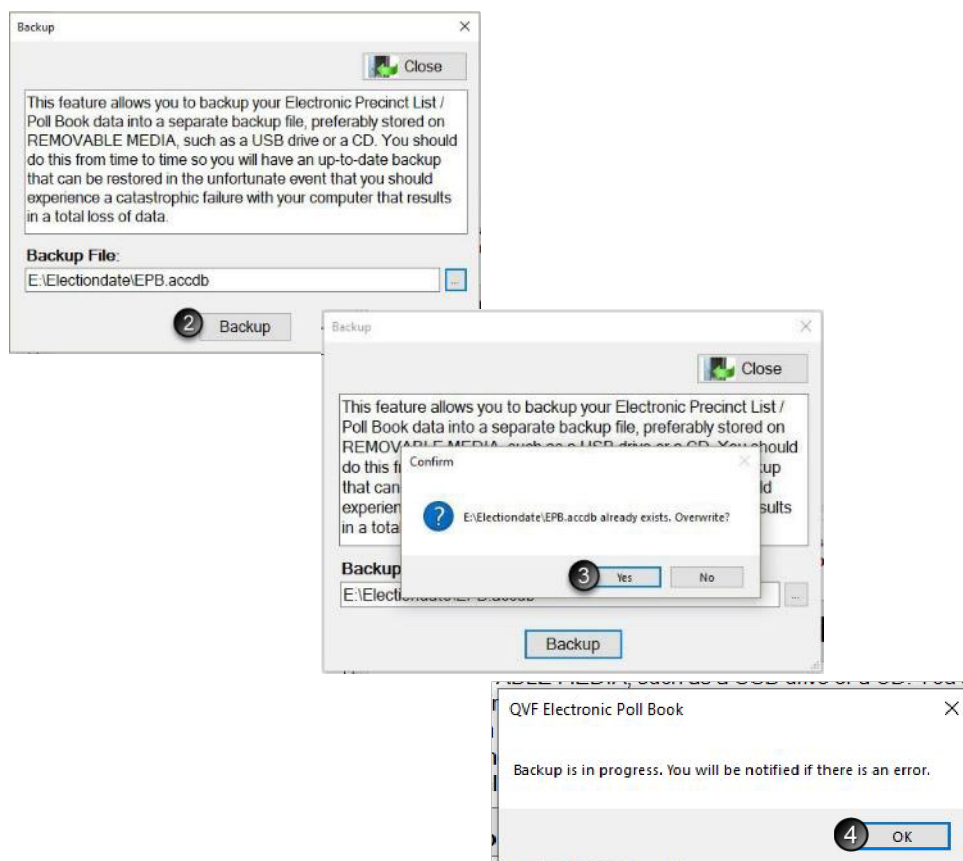
1. Save one last **Backup** file
2. Save and print the **Ballot Summary** Report
3. Save and print the **List of Voters** Report
4. Save and print the **Remarks** Report
5. Save **Voting History** (This is a frequently missed step, so please pay extra attention here!)
6. Look at the files saved on the flash drive and go back to save anything that was missed.

### Save Backup

After all voters have been processed in the EPB, perform one last **Backup** to ensure all data is saved to the encrypted flash drive.

1. Click File
2. Click Backup
3. Click Backup
4. Click Yes
5. Click OK

If you get an error that the drive or path is not accessible, log into your flash drive and try again.



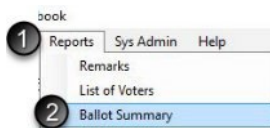
## Save and Print Reports

### Save and print Ballot Summary Report

The **Ballot Summary** documents the total number of ballots assigned to the precinct and how each ballot was used. You already recorded spoiled or defective (F), rejected (G) and Provisional “envelope” (I) ballots and the software enters those numbers. The designated inspector enters the remaining numbers, and the EPB software will calculate and balance the **Ballot Summary**. Type in numbers carefully and use the Tab key to move between fields.

#### To complete the Ballot Summary:

1. Click Reports
2. Click Ballot Summary



#### Enter the Number of ballots delivered to the precinct for each ballot style:

3. (A) Enter the Starting number and the Ending number of the first ballot style. If using more than one ballot style or if any VAT ballots were used, tab to create a new line and repeat the process until all styles are listed. The Count will be calculated automatically.
4. (B) Enter the Number of AV return envelopes received by board, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.

A screenshot of the 'Ballot Summary Report' form. The form is titled 'Ballot Summary Report' and has a 'Close' button in the top right corner. It is divided into two main sections: 'NUMBER OF BALLOTS DELIVERED TO PRECINCT:' and 'NUMBER OF BALLOTS AT CLOSE OF POLLS:'.  
 In the first section, there is a table with columns 'Style', 'Starting No.', 'Ending No.', and 'Count'. The table contains three rows: '1A' (00001001 to 00001100, count 100), '1B' (00000001 to 00000100, count 100), and 'VAT' (00090001 to 00090100, count 100). To the right of the table is a 'Delete' button. Below the table is a 'Total =' field with the value '300'.  
 Below the table are two input fields: 'B: Number of AV return envelopes received by board' with the value '1', and 'C: Total' with the value '301'.  
 In the second section, there are several input fields with values: 'D: Number of ballots tabulated (Enter Tabulator Public Counter reading)' with '9', 'E: Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed' with '0', 'F: Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)' with '3', 'G: Number of ballots rejected' with '1', 'H: Number of ballots used by election inspectors for ballot duplication' with '0', and 'I: Number of provisional envelope ballots issued' with '0'.  
 Below these fields is another table for 'J: Number of UNUSED BALLOTS:'. The table has columns 'Style', 'Starting No.', 'Ending No.', and 'Count'. It contains three rows: '1A' (00001001 to 00001100, count 100), '1B' (00000012 to 00000100, count 89), and 'VAT' (00090002 to 00090100, count 99). To the right of the table is a 'Delete' button.  
 At the bottom right of the form is a 'Preview' button. There are numbered callouts from 3 to 9 pointing to various parts of the form.

- #### Enter the Number of ballots at close of polls:
5. (D) Enter Number of ballots tabulated from the Tabulator Public Counter reading
  6. (E) Enter the Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason, if absentee ballots are being processed in the precinct. If absentee ballots are not being processed in the precinct, this box will already be completed with a 0.
  7. (H) Enter the Number of ballots used by election inspectors for ballot duplication.
  8. (J) Enter the Number of Unused Ballots by entering the Starting Number (the next ballot that would be issued) and the Ending Number of the unused ballots. If using more than one ballot style, tab to create a new line and repeat the process until all styles are listed. Tab out of the box or place the cursor in a different box to make the totals calculate.

**SCROLL DOWN AND STOP – L must be 0. If L is not 0, double check items 3-8 and ensure everything was entered correctly. If there is a**

**known reason for not balancing and it is unable to be resolved, a detailed Remark must be made to explain to the Board of Canvassers why the precinct does not balance.**

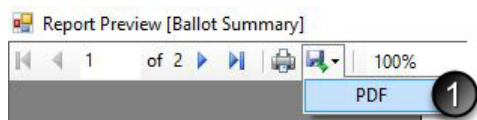
A screenshot of a field labeled 'L. Difference'. The field contains the number '0'. The field is highlighted with a black oval.

## 9. Click **Preview**

The **Ballot Summary** report will pop-up after clicking **Preview**. Be sure to review the summary to ensure all information was entered correctly and that the summary balances (**Line L = 0**). Line L may appear on a second page, so click the arrow to view the next page if necessary.

At this point, the **Ballot Summary** must be saved to the encrypted flash drive. If your precinct has the ability to print, the **Ballot Summary** should be printed as well. Otherwise, the reports will be printed at the Receiving Board.

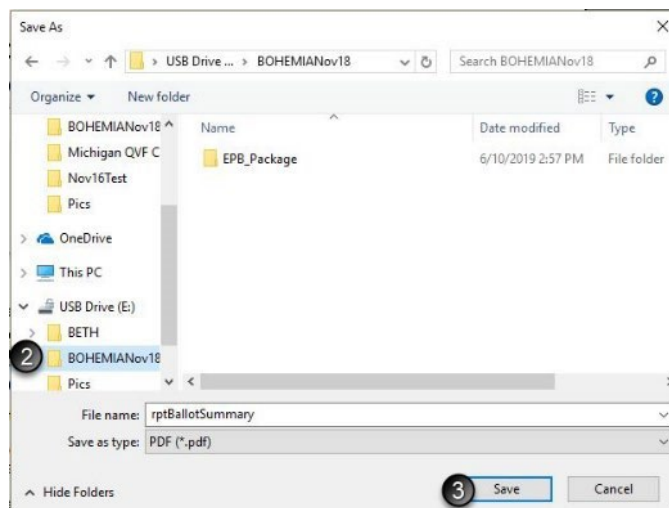
11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP			
Precinct 00001			
BALLOT SUMMARY			
<b>WE CERTIFY THE FOLLOWING:</b>			
<b>NUMBER OF BALLOTS DELIVERED TO PRECINCT:</b>			
A. Number of unvoted official ballots delivered to precinct:			
Ballot Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000001	00000100	100
VAT	00090001	00090100	100
			300
B. Number of absentee voter return envelopes received by board:			1
<b>C. Total of lines A and B (Must match Line K below):</b>			<b>301</b>
<b>NUMBER OF BALLOTS AT CLOSE POLLS:</b>			
D. Number of ballots tabulated:			9
E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason:			0
F. Number of ballots returned to voters who spoiled their ballot at the polling place (spoiled or defective ballots):			3
G. Number of ballots rejected:			1
H. Number of ballots used by election inspectors for ballot duplications:			0
I. Number of provisional envelope ballots issued:			0
J. Number of UNUSED BALLOTS (excess ballots):			
Ballot Style	Starting No.	Ending No.	Count
1A	00001001	00001100	100
1B	00000012	00000100	89
VAT	00090002	00090100	99
			288
<b>K. Total of Lines D, E, F, G, H, I and J (Must match Line C above):</b>			<b>301</b>
W12019 4.42:59 AM			



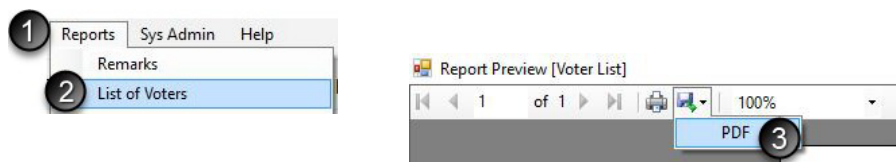
### To save the **Ballot Summary**:

1. Click the disk icon and PDF
2. Double click the [ElectionDate] folder in the encrypted flash drive (Removable Disk E:). Drive letters may vary.
3. Click Save

After the **Ballot Summary** has been saved, print the report (if applicable), close out of the preview screen, and close the Ballot Summary screen as well.



## Save and Print List of Voters Report



### To save the List of Voters:

1. Click Reports
2. Click List of Voters
3. Click the disk icon and PDF
4. The [ElectionDate] folder selected for the Ballot Summary should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

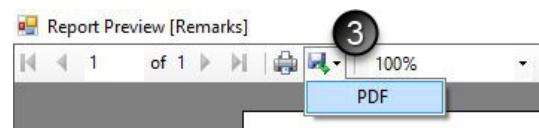
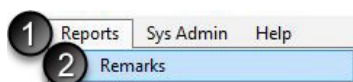
After the **List of Voters** has been saved, print the report (if printing in the precinct) and close out of the preview screen.

11/06/2018 - STATE GENERAL - BOHEMIA TOWNSHIP PRECINCT 00001			
LIST OF VOTERS			
#	Voter Name	Ballots	Remarks
1	MCQVF, LISA ANNE	00000004 00000003	Spoiled
2	MCQVF, LISA LEE	00000002	Challenged
3	MCQVF, JOHN DOE	00000004	
4	MCQVF, RALBIGH GRANT	00000106	Absentee Ballot
5	MCQVF, RANDELL REGAN	00090001	
6	MCQVF, RANA RASHID	00000005	
7	MCQVF, RAFAEL REYNALD	00000006	
8	MCQVF, RAYMOND RAY	00000007	Rejected
9	MCQVF, RASHEDA RAYE	00000008	
10	MCQVF, RANSOM RITTER	00000011	

## Save and Print Remarks Report

**Remarks** recorded in the EPB software using the General Remarks and/or Voter Remarks are saved in a report also and must be saved to the encrypted flash drive. If your precinct has the ability to print, the **Remarks** should be printed as well.

### To save the Remarks report:



1. Click Reports
2. Click Remarks
3. Click the disk icon and PDF
4. The [ElectionDate] folder selected for the last two reports should automatically pop up. Always check to make sure you are in the encrypted flash drive and the correct folder before clicking Save

**Note:** There must be one recorded **Remark** for the report to save.

REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
6/11/2019 10:30:12 PM	JOHNSMETH	8	MCQVF, RAYMOND RAY	ballot rejected because voter failed to tabulate ballot
6/11/2019 10:25:45 PM	JOHNSMETH			Compared tabulator and list of voters; we still balance!

After the **Remarks** report has been saved, print the report (if using printers in the precinct) and close out of the preview screen.

## Save Voter History: Redirection Action Required!

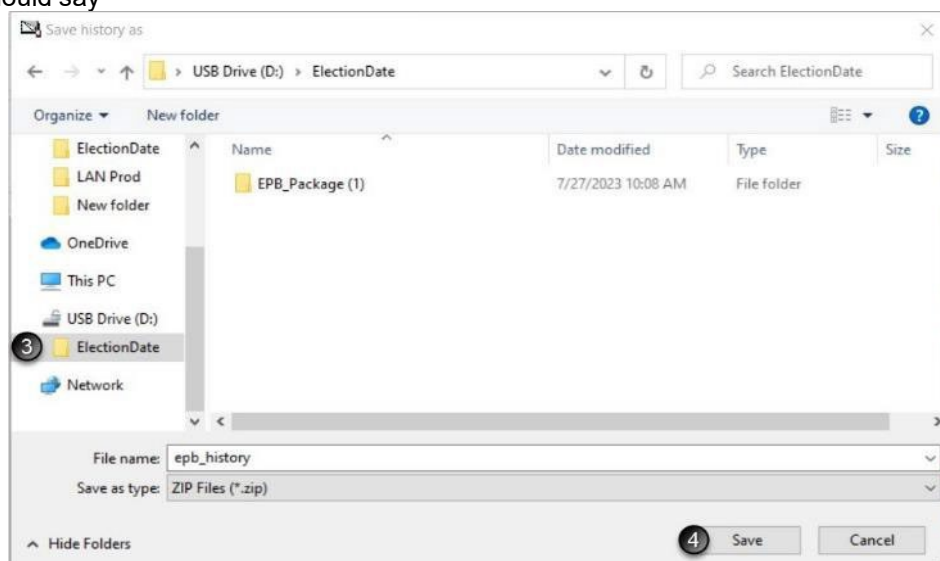
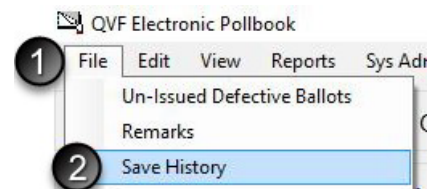
After all other reports are saved, save the voter history to the flash drive. The clerk needs to use this file to update the voter registration files in the Qualified Voter File (QVF) recording who voted on Election Day.

### To save Voter History:

1. Click File
2. Click Save History
3. Redirect the file by clicking on the flash drive under This PC, then double-click on the **Election Date** folder. The file name should say **epb\_history** with no preceding d:\

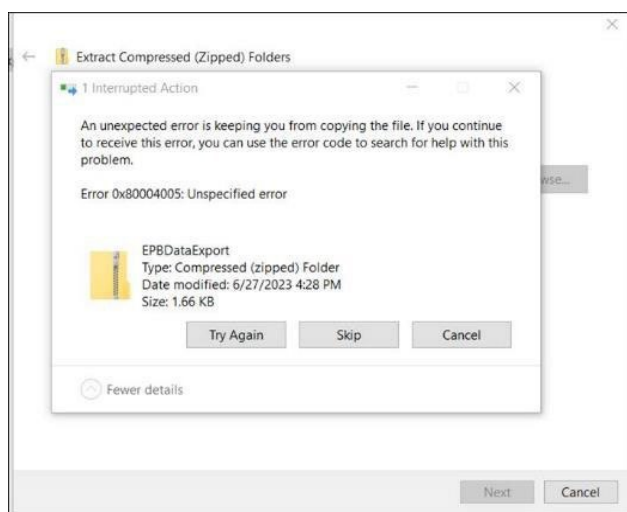
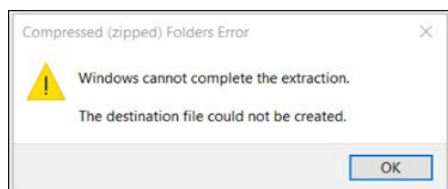
If d:\ is still in the File name, click the cursor at the beginning of the File name field and use the Delete key to delete the d:\

4. Click Save



**Please note: the history file is now an compressed .zip file, no longer a .csv file type.** You will no longer be able to open or proofread this file, only upload it back in QVF.

A user double-clicking to open the file will see the following error.



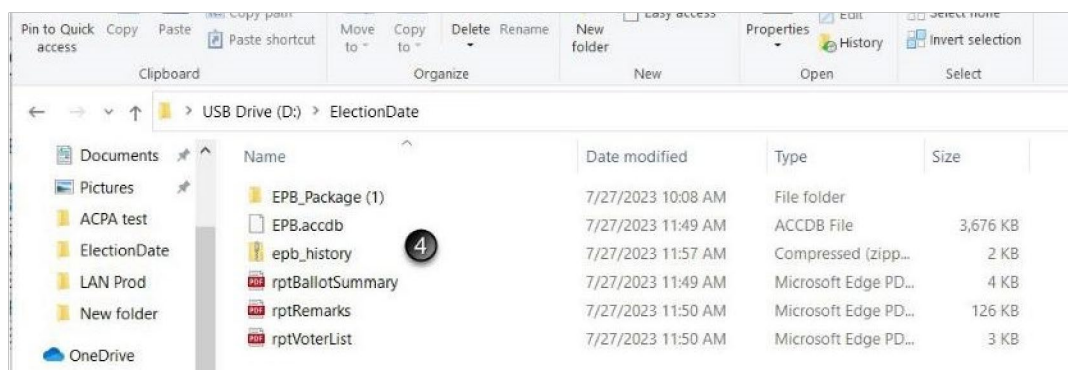
## Ensure Files are on Flash Drive

To verify files have been saved on the encrypted flash drive:

1. Click on the file folder icon to open Windows File Explorer
2. Click Removable Disk (D:) Drive letters may vary
3. Double Click the [ElectionDate] folder



3. Double Click the [ElectionDate] folder



4. You must have the following files:

File Name	File Type
EPB Back Up	ACCDB file
EPB_History	ZIP file
rptBallot Summary	PDF file
rptRemarks	PDF file
rptVoter List	PDF file

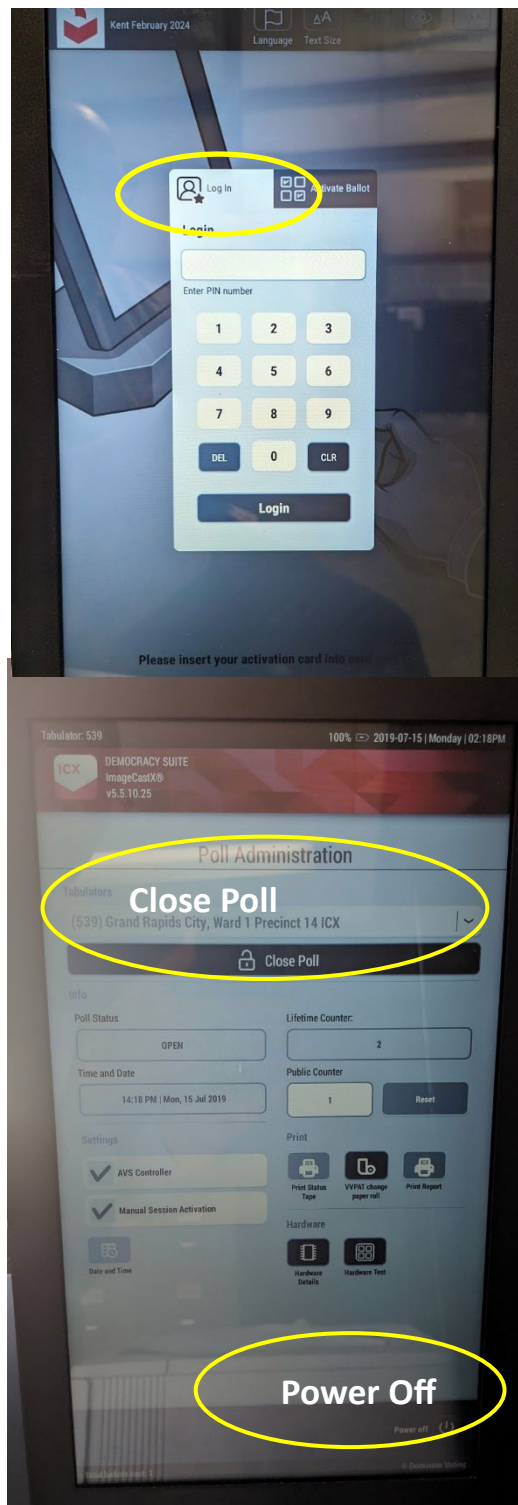
You may also see the following files in your folder:

File Name	File Type
EPB_Package	File Folder
EPB_Package	Compressed (zipped)

Once all reports have been saved, close all programs and shut down the laptop. Return all items to the case except the encrypted flash drive. **The encrypted flash drive must be placed into the container the Clerk recommends, sealed (either an envelope with a red paper seal or an approved container and the appropriate seal), and returned to the Clerk on election night.**

## VAT CLOSING INSTRUCTIONS

1. Insert the Poll Worker card into the yellow Card Reader located at the bottom of the VAT.
2. There are two tabs on this screen. Select the Log In tab.
3. Enter the Administrator Login Pin.
4. Press Close Poll
5. On the same screen, touch **Power off**, then select **YES** and the VAT will power down.
6. Power off printer and disconnect all the cables and cords.
7. Carefully repack the VAT, printer and all components in the foam lined case.



## **Section 7**

# **End of Night Packing Lists**

# END OF NIGHT PACKING LISTS

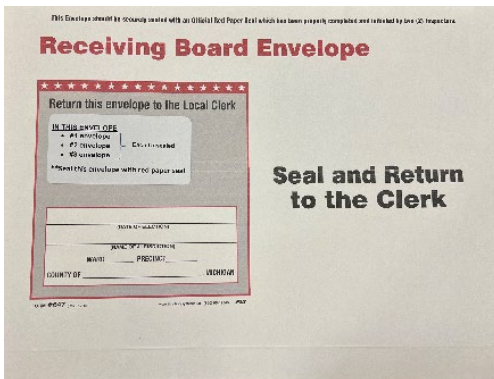


## 1. Pack blue transfer bag (sealed w/ blue plastic seal):

- completed blue Memory Card Bag Certificate,
- (**TWO**) Tabulator Memory Cards,
- e-Pollbook flash drive with 5 files saved in the "Election Date Folder"
- All completed applications to vote.

## 2. Pack Receiving Board Envelope (seal the envelope with a red seal, 2 inspectors sign the seal):

- 3 separate results tapes (all signed)
- 1 Zero Report Tape (connected to a results tape)
- Completed Poll Book (ALL sheets still attached, do NOT separate any triplicate sheets)
- Any "Surrendered" Absentee Ballots and completed Affidavit of Absent Voter forms
- Any completed Voter Registration Forms
- Completed Provisional Ballot form(s) and envelope(s) if issued
- Completed Election Inspectors applications



## 3. Place the following items in the tote bag (bring to board of canvassers):

- Sealed blue transfer bag (step 1)
- Sealed white receiving board envelope (Step 5)
- Payroll sheet
- Chairperson lanyard with security key, tabulator key and VAT card
- Provisional ballot forms and envelopes (orange nylon bag)
- Cellular phone and charger
- Building key, if applicable
- Laptop computer (w/ mouse, case, & password)



**4. Pack up the Supplies Bin (seal with plain zip tie for security, leave at precinct):**



- Instructional folders
- Ballot secrecy sleeves (incl. green VAT folders)
- Precinct signs
- Extension cords/power strips
- Yellow Station #1 bag
- Red misc. election materials bag
- Printed materials
- Challenged Ballot bag (white tape & pencil)
- Unused forms/applications/red seals/blue certificates
- Inspector and Challenger badges

**5. Leave at Precinct**

- Flag and stand
- Tabulator (with scanner inside)
- Voter Assist Terminal & printer (packed up)
- Voting booths
- Supplies Bin



**6. Discard**

- Pens that don't work
- Ballot stubs

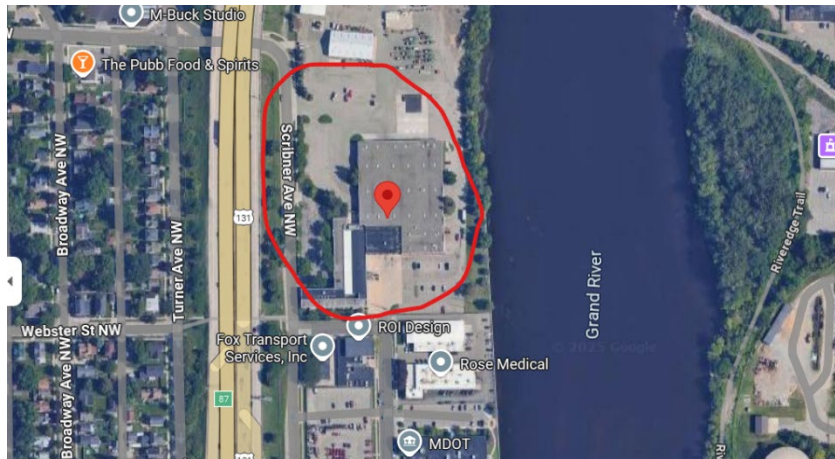
# Delivery to Receiving Board

LOCATED AT:

The Public Service Center  
1500 Scribner Ave NW  
Grand Rapids, MI 49504

Deliver the following items to the Receiving Board:

1. **BLUE BALLOT BAG**, filled and sealed as described on page 65
2. **CHAIRPERSON TOTE BAG**, with contents described in Packing List
3. **LAPTOP COMPUTER**, in its bag including the power cord and mouse



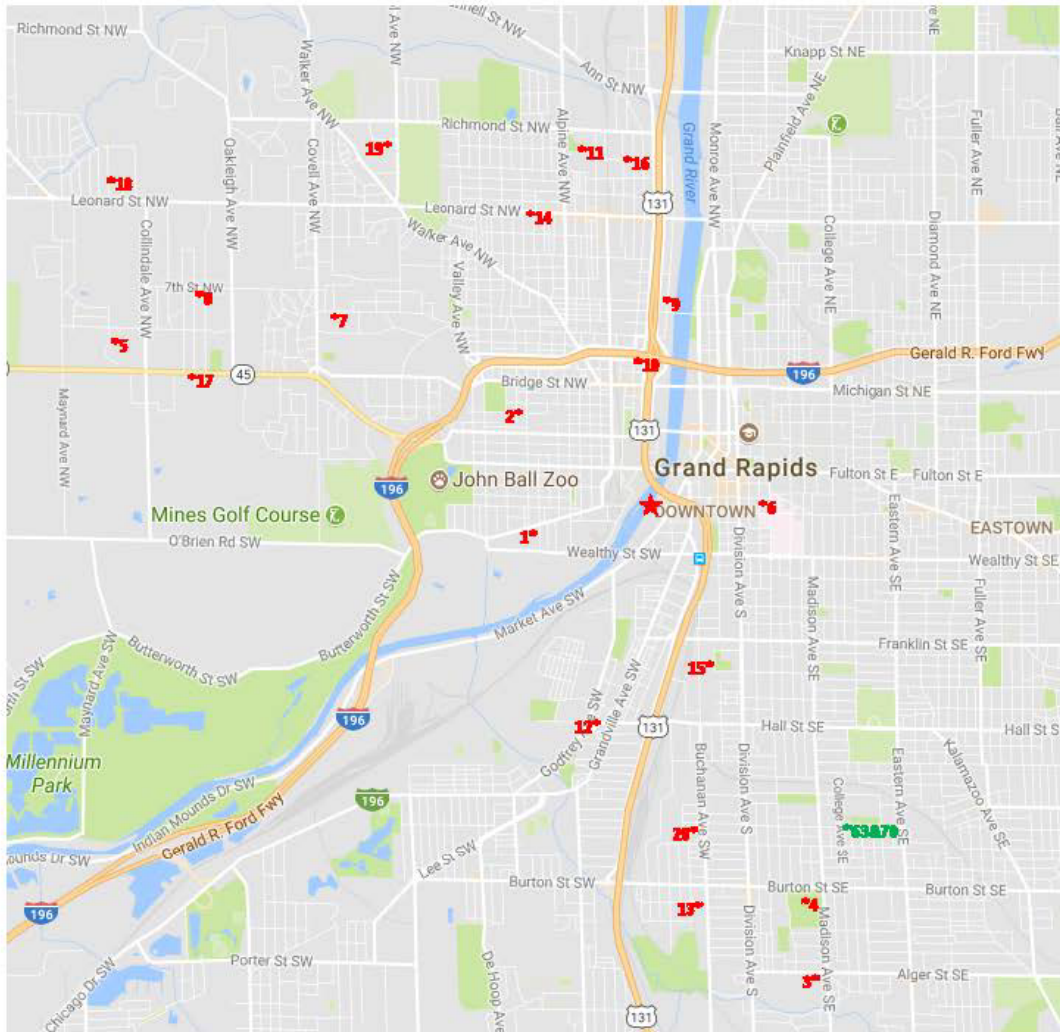
# CITY OF GRAND RAPIDS PRECINCT DIRECTORY

Joel H. Hondorp, City Clerk

FIRST WARD - 20 PCTS	SECOND WARD - 20 PCTS	THIRD WARD - 19 PCTS
1 Kent County Recycling & Education Center 977 Wealthy SW	21 Congress Elementary School 940 Baldwin SE	41 Grand Rapids International Fellowship 3765 Kalamazoo SE
2 Sibley Elementary School 947 Sibley SW	22 Kent Hills Elementary School 1445 Emerald NE	42 Woodlawn CRC Ministry Center 3190 Burton SE
3 Brookside Elementary School 2505 Madison SE	23 St. Isidore Parish Center 625 Spring NE	43 Our Savior Lutheran Church 2900 Burton SE
4 Gafield Park Gym 2111 Madion SE	24 4th Reformed Church 1226 Union NE (North Entrance)	44 Shawnee Park Christian Reformed Church 2255 Tecumseh SE
5 Marsh Ridge Senior Community 470 Marsh Ridge NW (Community Center)	25 Encounter Church 1736 Lyon NE	45 Brookside Christian Reformed Church 3600 Kalamazoo SE
6 LaGrave Christian Reformed Church 107 LaGrave SE (West Entrance)	26 Palmer Elementary School 309 Palmer NE	46 Plymouth Congregational Church 4010 Kalamazoo SE
7 First Evangelical Covenant Church 1933 Tremont NW	27 Emerald Flats Gym 750 Eastern NE	47 Martin Luther King Jr. Leadership Academy 645 Logan SE
8 Faith Community Church of West MI 2600 7th Street NW	28 Leonard Terrace Apartments 1315 Leonard NE	48 Calvin Christian Reformed Church 700 Ethel SE
9 Crossroads Bible Church 800 Scribner NW	29 Northlawn United Methodist Church 1157 Northlawn NE	49 Dickinson Elementary School 448 Dickinson SE
10 St. Mary's Catholic Church 420 2nd Street NW (Activities Center)	30 Aberdeen Elementary School 928 Aberdeen NE	50 CrossWay Community Church 3950 Burton SE
11 Harrion Park Elementary School 1440 Davis NW	31 Coit Arts Academy 617 Coit NE (Livingston Ave Entrance)	51 Brookside Christian Reformed Church 3600 Kalamazoo SE (consolidated with Pct 45)
12 Cesar E Chavez Elementary School 1205 Cesar E Chavez SW	32 Westminster Presbyterian Church 47 Jefferson SE (South Entrance)	52 First Christian Reformed Church 651 Martin Luther King Jr. SE
13 Burton Elementary School 2133 Buchanan SW	33 Trinity Methodist Church 1100 Lake Drive SE	53 Oakdale Christian Reformed Church 961 Temple SE (Butler Avenue Entrance)
14 Seventh Reformed Church 950 Leonard NW	34 North Park School 3375 Cheney NE	54 East Congregational United Church of Christ 1005 Giddings SE (basement)
15 New Hope Baptist Church 130 Delaware SW	35 Vista Springs - Riverside Gardens 2420 Coit NE	55 Fuller Avenue Christian Reformed Church 1239 Fuller SE
16 Sts. Peter & Paul Church 1430 Quarry NW (School Gym)	36 Faith Lutheran Church 2740 Fuller NE	56 Seymour Christian Reformed Church 840 Alger SE (South Entrance)
17 St. Paul's Anglican Catholic Church 2560 Lake Michigan NW	37 Beckwith Hills Christian Reformed Church 2100 Chelsea NE (Fellowship Room)	57 HUB 07 1534 Kalamazoo SE
18 Westview Christian Reformed Church 2929 Leonard NW	38 Yankee Clipper Library 2025 Leonard NE (lower level)	58 Eastern Avenue Christian Reformed Church 514 Eastern SE (Logan Street Entrance)
19 Downtown Christian Church 1711 Walker NW	39 Holy Trinity Greek Othodox Church 330 Lakeside NE	59 Plymouth Heights Christian Ref. Church 1800 Plymouth SE
20 Buchanan Elementary School 1775 Buchanan SW	40 Ransom Tower Apartments 50 Ransom NE (Barclay Avenue Entrance)	



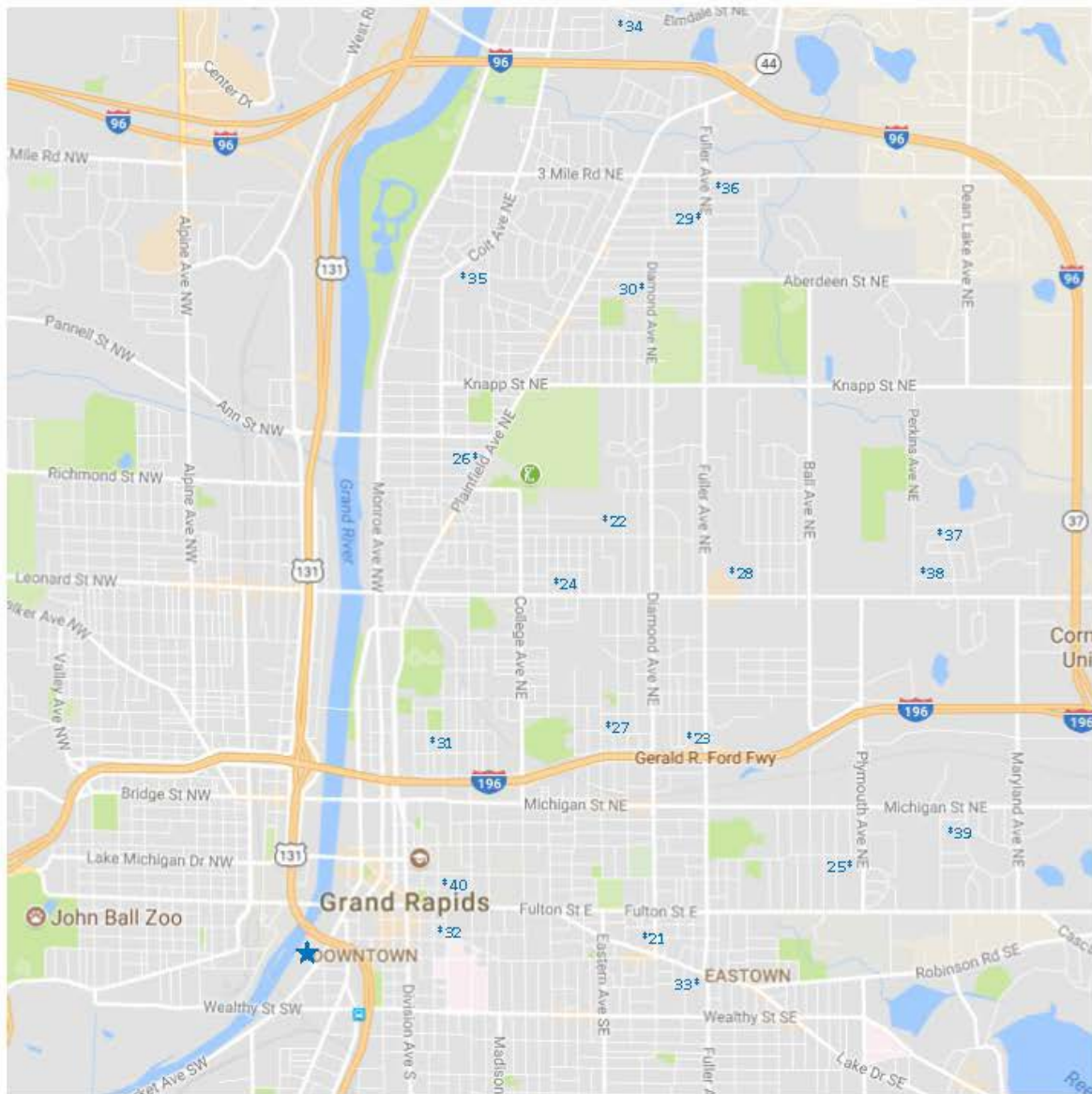
# Ward 1 Map



### Ward1 Directory

1: Kent County Recycling & Ed. Ctr. 977 Wealthy SW	7: First Evangelical Covenant Ch. 1933 Tremont NW	13: Burton E. School 2133 Buchanan SW	19: Downtown Christian Church 1711 Waller NW
2: Sibley E. School 947 Sibley NW	8: Faith United Methodist Ch. 2600 — 7th St NW	14: Seventh Reformed Ch. 950 Leonard NW	20: Buchanan E. School 1775 Buchanan SW
3: Brookside School 2506 Madison SE	9: Crossroads Bible Church 800 Scribner NW	15: New Hope Baptist Ch. 130 DeLewer SW	
4: Garfield Park Gym 2111 Madison SE	10: St. Mary's Catholic Ch. 420 — 2nd St NW (Activities Ctr.)	16: Sts. Peter & Paul School 1430 Quarry NW	
5: Marsh Ridge Senior Community 470 Marsh Ridge NW	11: Harrison Park E. School 1440 Davis Ave NW	17: St. Paul's Anglican Catholic Church 2560 Lake Michigan Drive NW	
6: LaGrave Christian Reformed Church 107 LaGrave SE	12: Cesar E. Chavez E. School 1205 Grandville SW	18: Westview CR Church 2929 Leonard NW	

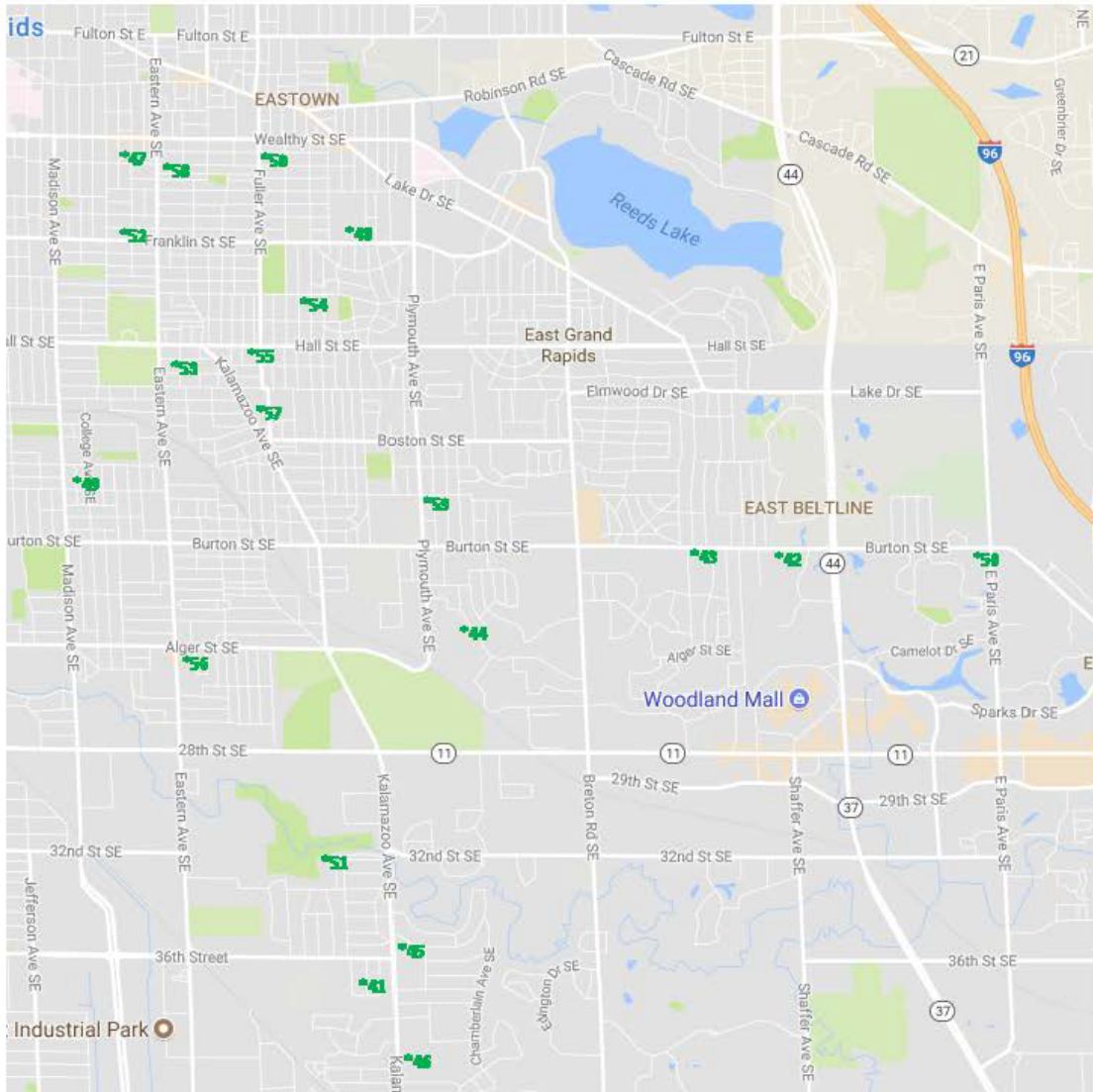
# Ward 2 Map



## Ward 2 Directory

21: Congress E. School 940 Baldwin SE	27: Emerald Flats Gym 750 Easter NE	33: Trinity Methodist Ch. 1100 Lake Dr SE	39: Holy Trinity Greek Orthodox Ch. 330 Lakeside Dr NE
22: Kent Hills E. School 1445 Emerald NE	28: Leonard Terrace Apartments 1315 Leonard NE	34: North Park School 3375 Cheney NE	40: Ransom Tower Apartments 50 Ransom NE
23: St. Isidore Parish Church 625 Spring NE	29: Northlawn United Methodist Ch. 1157 Northlawn NE	35: Vista Spring—Riverside Gardens 266 Eleanor NE	
24: 4th Reformed Church 1226 Union NE	30: Aberdeen E. School 928 Aberdeen NE	36: Faith Lutheran Ch. 2740 Fuller NE	
25: Encounter Church 1736 Lyon NE	31: Coit Arts Academy 617 Coit NE	37: Beckwith Hills CRC 2100 Chelsea NE	
26: Palmer E. School 309 Palmer NE	32: Westminster Presbyterian Ch. 47 Jefferson SE	38: Yankee Clipper Library 2025 Leonard NE	

# Ward 3 Map

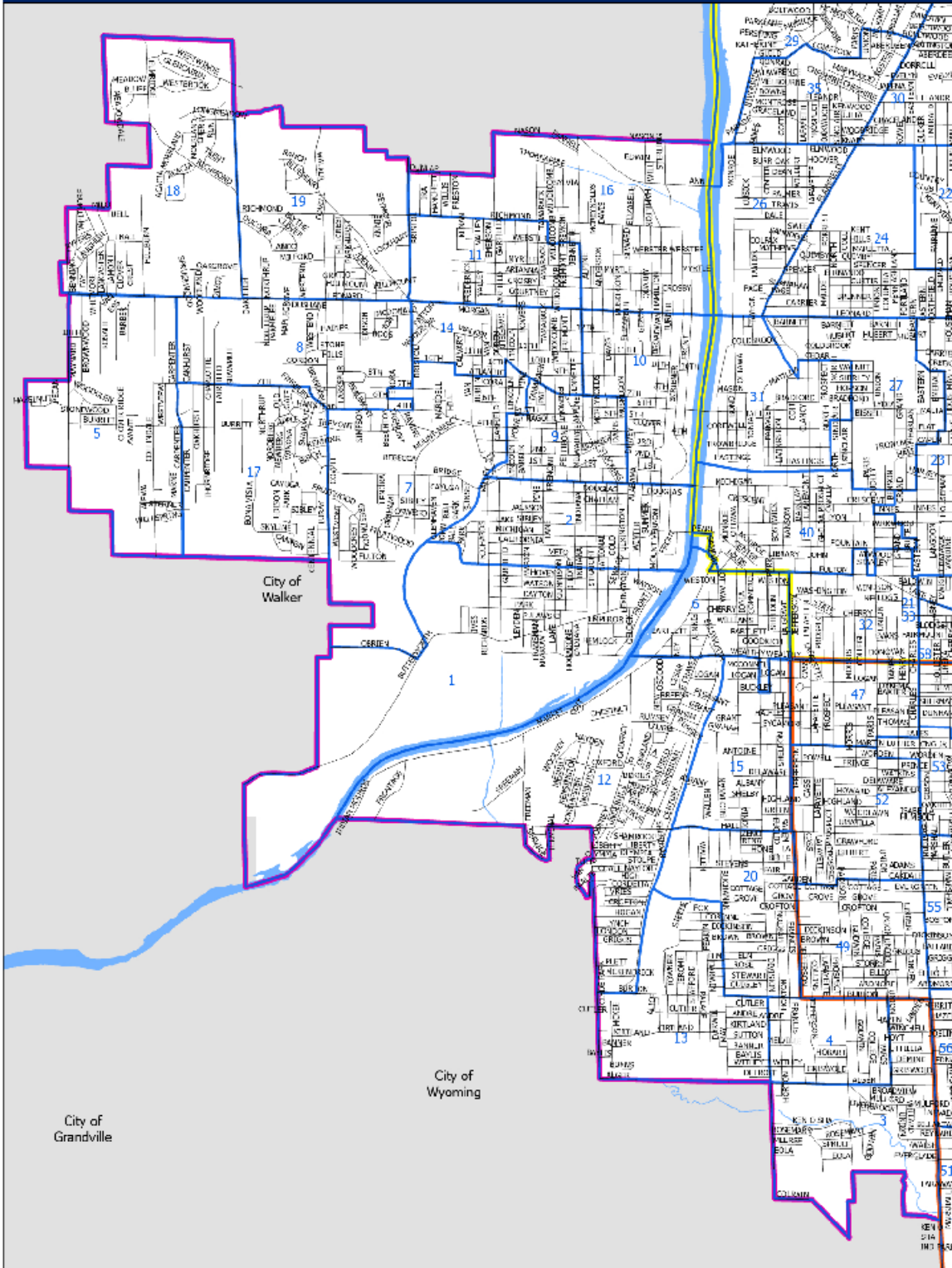


### Ward 3 Directory

41: Grand Rapids Intl. Fellowship 3765 Kalamazoo SE	47: MLK Jr. Leadership Academy 645 Logan SE	53: Oakdale Park CRC 961 Temple SE	59: Plymouth Heights CRC 1800 Plymouth SE
42: Woodlawn CRC Ministry Center 3190 Burton SE	48: Calvin Christian Reformed Church 700 Ethel SE	54: East Congregational United Ch. Of Christ 1005 Giddings SE	*51 Consolidated with Precinct 45 at Brooks Side CRC for 11/04/25
43: Our Savior Lutheran Ch. 2900 Burton SE	49: Dickinson Elementary 448 Dickinson SE	55: Fuller Avenue CRC 1239 Fuller SE	
44: Shawnee Park CRC 2255 Teareneh Dr SE	50: Crossway Community Ch. 3950 Burton SE	56: Seymour CRC 840 Alger SE	
45: Brookside CRC 3600 Kalamazoo SE	*51: Ken O'Shea School 1353 Van Auker SE	57: HUB 07 1534 Kalamazoo SE	
46: Plymouth Congregational Ch. 4010 Kalamazoo SE	52: First CRC 650 Bates SE	58: Eastern Avenue CRC 514 Eastern SE	



# CITY OF GRAND RAPIDS VOTING PRECINCTS WARD 1



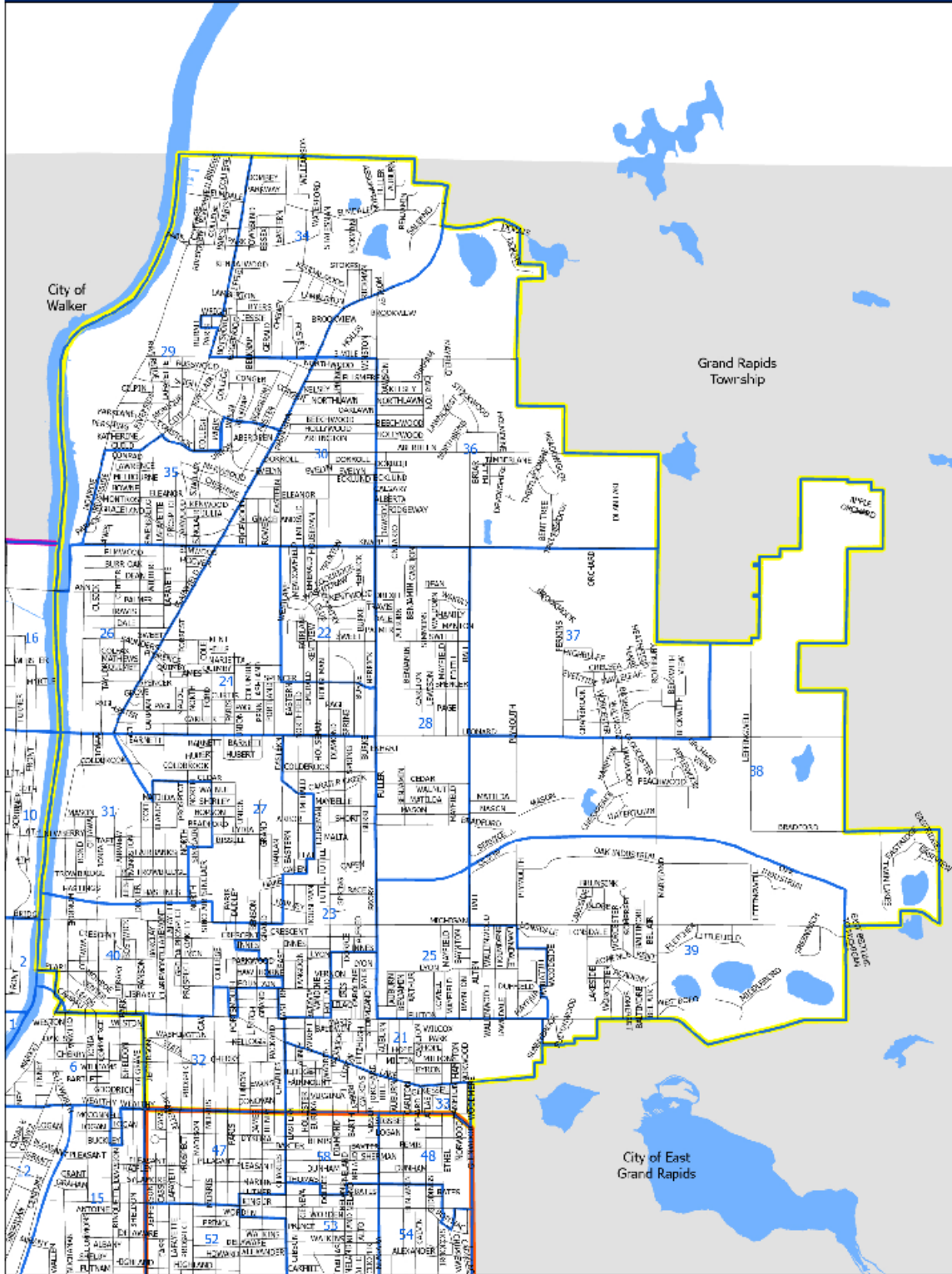
 Voting Precincts  
**WARD**  
 1  
 2  
 3

Source: The City of Grand Rapids, MI; Kent County.  
 The data provided by the City of Grand Rapids is offered "as is" without warranties of any kind. The areas depicted on this map are approximate and should not be considered exact representations.  
 Prepared by: M. Rojas - March 2025





# CITY OF GRAND RAPIDS VOTING PRECINCTS WARD 2



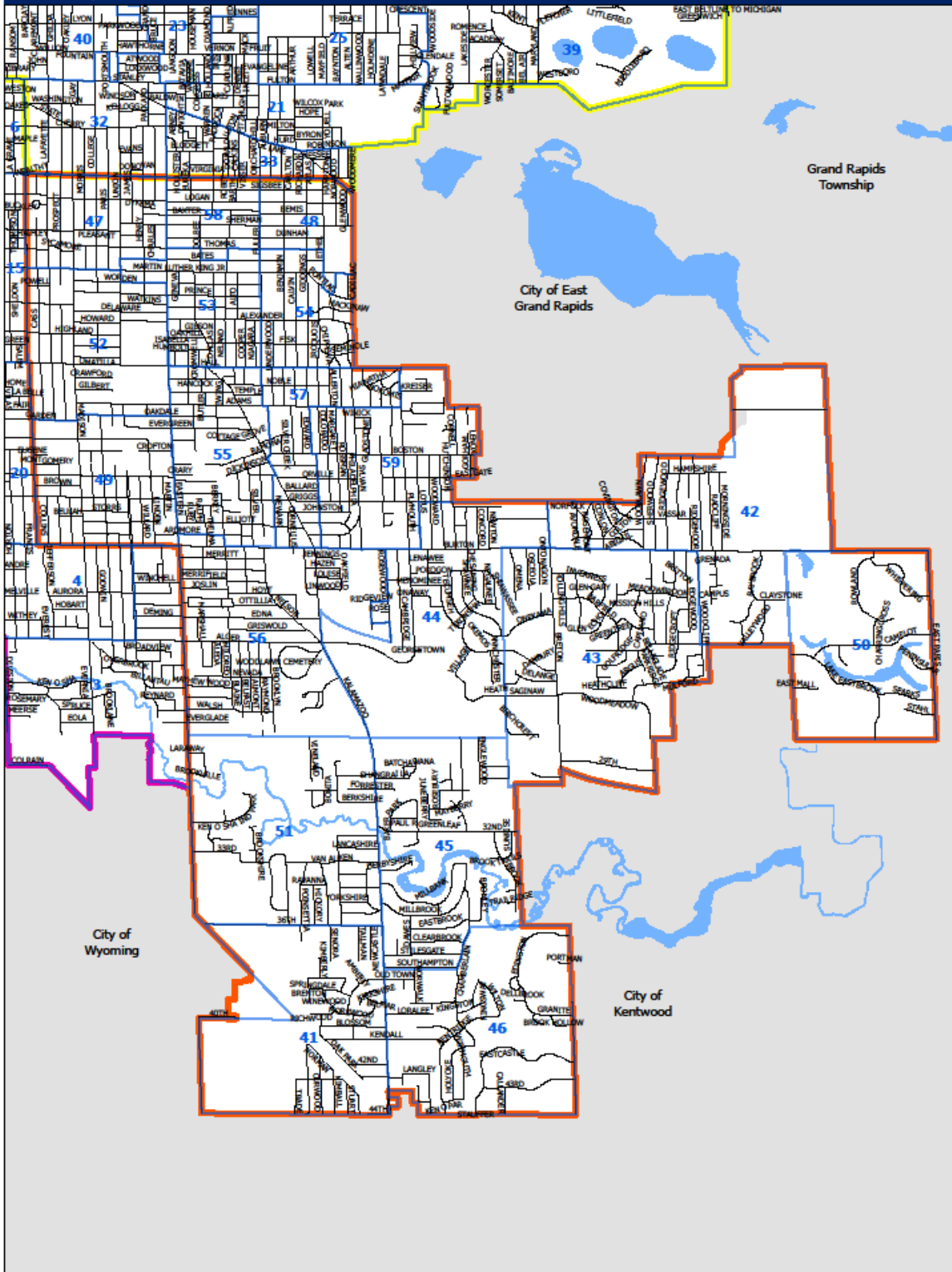
- Voting Precincts
- WARD**
- 1
- 2
- 3

Source: The City of Grand Rapids, MI; Kent County.  
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 Prepared by: M. Rojas - March 2025





# CITY OF GRAND RAPIDS VOTING PRECINCTS WARD 3



- Voting Precincts
- WARD**
- 1
- 2
- 3

Source: The City of Grand Rapids, MI; Kent County.  
 The data provided by the City of Grand Rapids is offered "as is" without warranties of any kind. The areas depicted on this map are approximate and should not be considered exact representations.  
 Prepared by: M. Rojas - May 2025

