

SITE CHAIR FIELD GUIDE

This guide is the property of

Site Chair

Monroe County
Board of Elections



2026 Edition, Ver. 2

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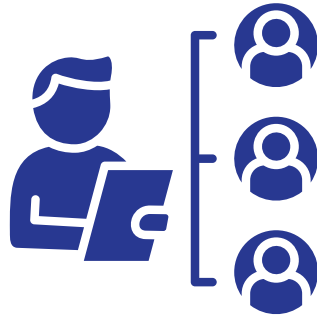
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BASIC **OVERVIEW**

Monroe County
Board of Elections

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Monroe County
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BASIC OVERVIEW

**POINTS OF
CONTACT**

POINTS OF CONTACT

SITE CHAIRS SHOULD FIRST CALL 911

When safe, notify the BOE and submit a ticket to report the incident

Submitting Support Tickets

Using any LADS iPad, submit tickets on the MyPollWorker app for the following:

Supplies request
Personnel issues
Technical issues
Procedure help
Accident/incident report

INSPECTOR HELPLINE

(585) 753-1599

For general support and inquiries

Any Election Inspector or Site Chair may
call this support line

SPANISH INTERPRETER

(585) 753-1592

Need someone to speak Spanish?

Call this line to connect to an
Spanish-language interpreter



BASIC OVERVIEW

**WHAT IS A
SITE CHAIR?**

WHAT IS A SITE CHAIR?

What is a Site Chair?

A Site Chair is a senior Election Inspector that provides oversight and management for a poll site's inspectors and operations

High Expectations

A Site Chair has the most critical role on Election Day
No poll site may function without a Site Chair

Bipartisan Oversight

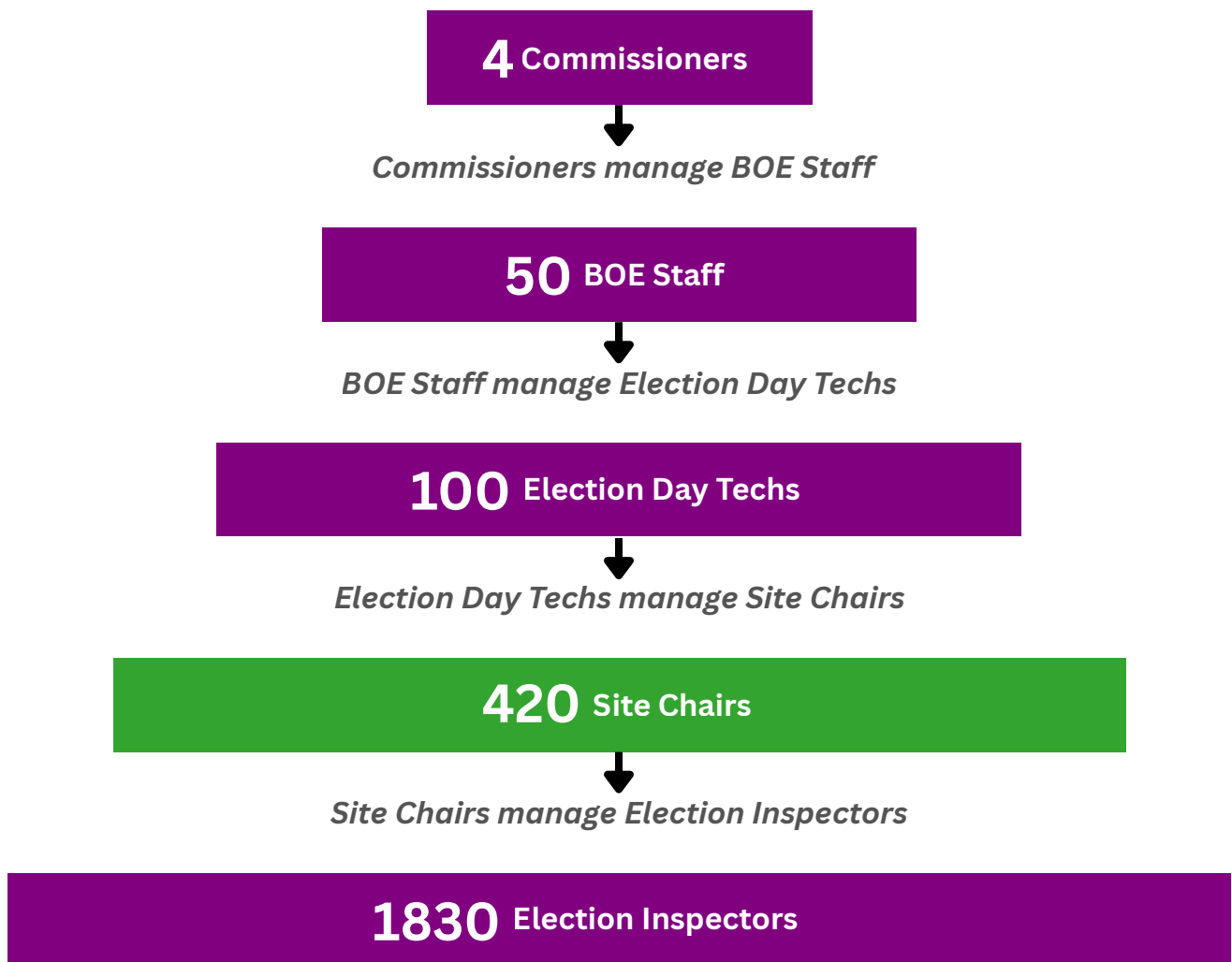
Every poll site is staffed with a Democratic and Republican Site Chair
Site Chairs are expected to work in collaboration with their counterpart



BASIC OVERVIEW

**SITE CHAIRS IN THE
CHAIN OF COMMAND**

SITE CHAIRS IN THE CHAIN OF COMMAND





BASIC OVERVIEW

FIVE CORE RESPONSIBILITIES

FIVE CORE RESPONSIBILITIES

- 1 Ensure poll site is opened, run, and closed properly**
- 2 Support and manage Election Inspectors**
- 3 Collaborate with Site Chair counterpart**
- 4 Complete proper documentation**
- 5 Advanced voter check-ins**



BASIC OVERVIEW

**SITE CHAIR
MUST-KNOWS**

SITE CHAIR MUST-KNOWS

- 1 How to communicate*
- 2 How to manage conflict*
- 3 How to lead and manage*
- 4 Advanced voter check-ins
- 5 Election technology

*According to BOE standards

SITE CHAIR MUST-KNOWS **HOW TO COMMUNICATE**

Do

Do Listen

Seek to understand before being understood

Do be clear

Tell others BOTH what to do AND what not to do

Do be kind

Treating others kindly fosters dignity

Don't

Don't interrupt

It slows everyone down and fosters ill-will

Don't use profanity

Serve with class

Don't assume

“Connect the dots” for others

SITE CHAIR MUST-KNOWS **HOW TO MANAGE CONFLICT**

Do

Do remain calm

It's more important than results

Do be direct and polite

Give tough news with a smile

Do critique the action

Not the person

Don't

Don't escalate

Raised voices lower moods

Don't be passive aggressive

Don't ignore or slander others

Don't publicly reprimand

At first, try private correction

SITE CHAIR MUST-KNOWS

HOW TO LEAD & MANAGE

Do

Do set clear expectations

Say what will happen, and how it will happen

Do model by example

Do as I do, and say as I say

Do empower others to act

No task is too small, no job unimportant

Don't

Don't just guess

If you don't know, just ask

Don't be rushed

Voting is not a speed contest. Take your time

Don't forget the Field Guide

Refer to it carefully for answers

SITE CHAIR MUST-KNOWS ELECTION TECHNOLOGY

LADS

iPads



ExpressPolls

Pollbook & Printer



N.I.B.

Network In Box



ExpressVote XL

Voting machine



SITE CHAIR MUST-KNOWS

ADVANCED VOTER CHECK-INS

Standard Ballot

Name change
Voter changed address within registered ED
Court order issued
Voter assistance required
Identity, residence, or age challenge

Standard Ballot OR Affidavit/Court Order

ID Required

Affidavit or Court Order

Inactive voter
No signature
Voter changed address outside of registered ED
Absentee/Early Mail ballot issued
Voter is at wrong poll site



BASIC OVERVIEW

**TOOLS &
RESOURCES**

SITE CHAIR TOOLS & RESOURCES

YOUR FIELD GUIDE

Has all the answers
Always use your Field Guide



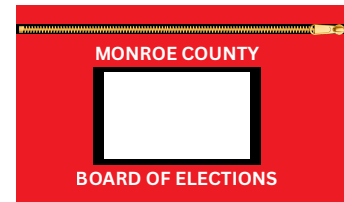
LADS

Has all the documents
Complete forms digitally



RED BAG

Has all the keys & codes
Make sure to bring it



EDT

Election Day Technician
The first line of support



INSPECTORS

Delegate tasks
They wait for your direction

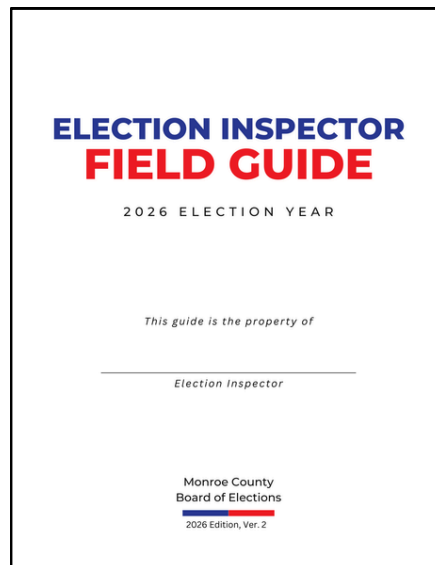


TOOLS & RESOURCES

SITE CHAIR FIELD GUIDE

YOUR FIELD GUIDE

Has all the answers
Always use your field guide



Refer to throughout training

Yours to keep and bring on Election Day

Must be used throughout Election Day

Find digital version on MyPollWorker “Resources”

TOOLS & RESOURCES

LADS

LADS

Has all the documents
Complete forms digitally



Each poll site has two LADS: a stand unit and handheld unit

The handheld LADS is found in highest-numbered voting machine rear storage



HANDHELD LAD

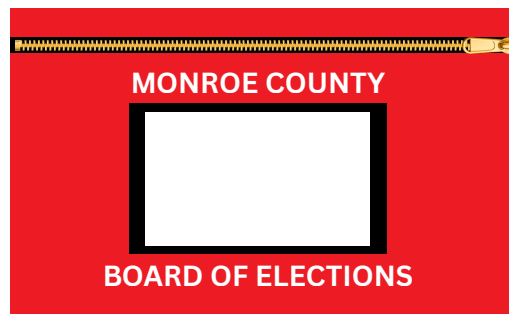


TOOLS & RESOURCES

RED BAG

RED BAG

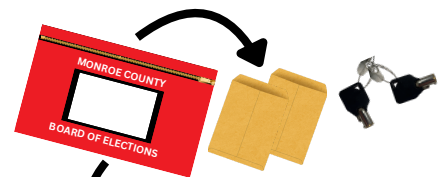
Has all the keys & codes
Make sure to bring it



Coordinators deliver Red Bags to Site Chairs prior to Election Day



Contains voting machine keys in small manila envelopes



Contains Credentials Card with all usernames and passwords

Poll Site
Credentials Card

TOOLS & RESOURCES

ELECTION DAY TECHNICIAN

EDT

Election Day Technician
The first line of support



For support with:

*Supplies request
Personnel issues
Technical issues
Procedure help
and any other poll site issues*

Contact your EDT using a LADS



Use EDT phone number on E-Day app



EDT: Tom Reynolds
(585) 555-0147

Submit a ticket on E-Day app to contact



+ New Ticket

TOOLS & RESOURCES

ELECTION INSPECTORS

INSPECTORS

Delegate tasks
They wait for your direction



Delegate these tasks:
Open/close Absentee Ballot Box
Open/close ExpressVote XLs
Setup/tear down check-in table
Open/close ExpressPolls
Setup/tear down signs
Welcoming voters
Voter check-ins
Voter support

Bilingual Inspectors are Inspectors first

Assign tasks to inspectors based on ability

Pair skilled inspectors with inspectors that need help

Rotate inspectors to different tasks throughout the day



OPENING A POLL SITE

Monroe County
Board of Elections


2026 Edition, Ver. 2

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Monroe County
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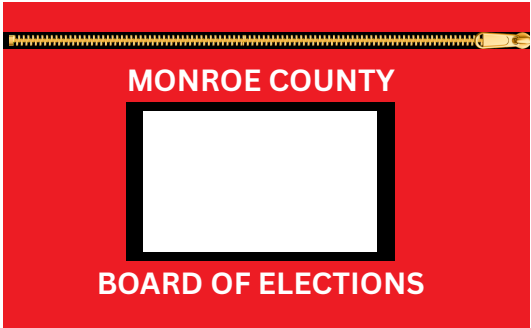
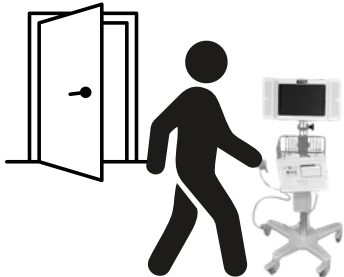
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OPENING A POLL SITE

**GETTING INTO
THE POLL SITE**

GETTING INTO THE POLL SITE

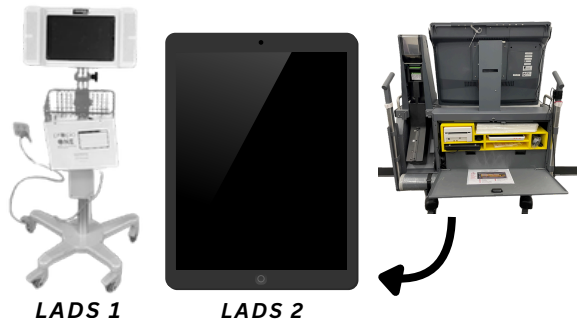
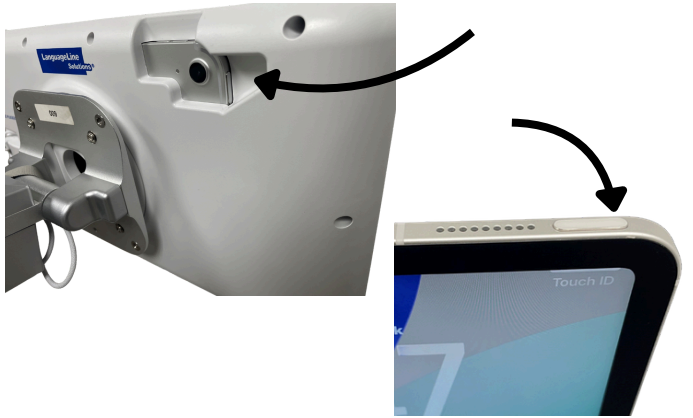
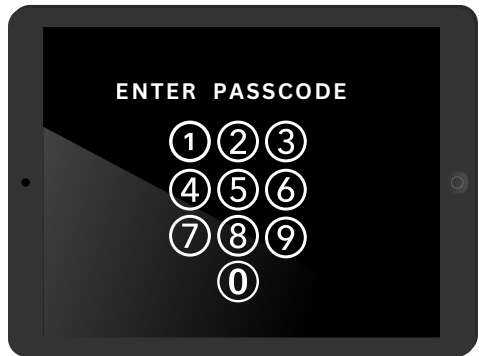
1	Be sure to bring the Red Bag to the poll site <i>ATTENTION</i> Only one Site Chair is assigned to bring a Red Bag to a poll site. Your Coordinator will assign Red Bags to Site Chairs	
2	Arrive 1 hour before the poll site opens to the public	
3	Poll site building locked? <u>Wait 10 minutes</u> and then call the Inspector Helpline @ 1-585-753-1599 <i>ATTENTION</i> Only one Site Chair should call the helpline	
4	Once inside the building, locate the voting room/space and find the LADS	



OPENING A POLL SITE

**OPENING
THE LADS**

OPENING THE LADS

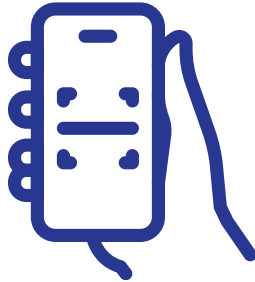
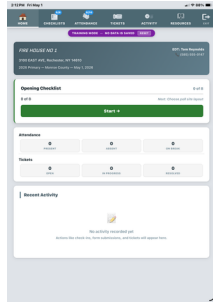
1	The <u>LADS 1</u> is on a white, rolling stand The <u>LADS 2</u> is in the rear storage compartment of the highest-numbered ExpressVote XL voting machine	 The diagram shows two components. On the left, 'LADS 1' is a small tablet mounted on a white, four-wheeled rolling stand. In the center is 'LADS 2', a larger tablet. To the right is an ExpressVote XL voting machine with its rear storage compartment open. A curved arrow points from the open compartment to the LADS 2 tablet, indicating it is stored there.
2	Press/hold power button (top left side) until the device turns on (an “” icon will appear)	 The image shows a close-up of the back of the LADS 2 tablet. A curved arrow points to a small, circular power button located on the top left edge of the device's back casing. Another curved arrow points from this button to the front of the tablet, which shows the 'Touch ID' sensor and a portion of the screen.
3	Swipe up on the screen to open, and type in the passcode, 123456	 The image is a screenshot of the LADS 2 tablet screen. It displays the text 'ENTER PASSCODE' at the top. Below the text is a numeric keypad with digits 1 through 9 arranged in a 3x3 grid, and a 0 at the bottom center. Each digit is enclosed in a circle.



OPENING A POLL SITE

**LOGGING INTO THE
E-DAY APP**

LOGGING INTO THE E-DAY APP

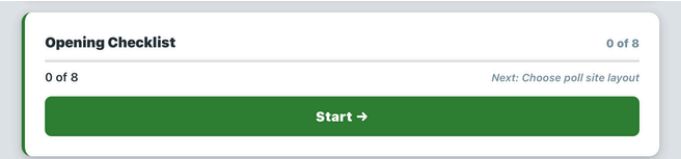
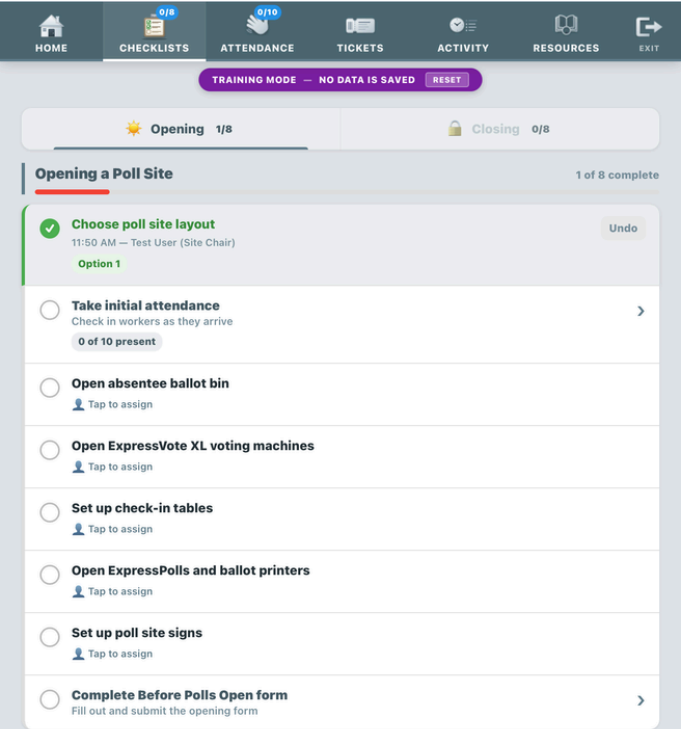
1	Press the E-Day app icon to begin	
2	Enter the email used to log in to MyPollWorker	Email Address: Enter your email Continue →
3	You will receive a text code on your cell phone. Enter the text code on E-Day app to complete your login	
4	You are now logged into the Eday app	



OPENING A POLL SITE

E-DAY APP OPENING CHECKLIST

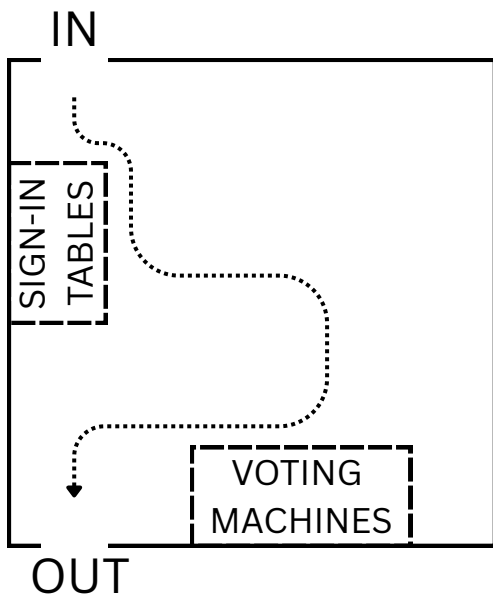
E-DAY APP OPENING CHECKLIST

1	Press green <u>Start button</u> to begin	
2	Work down the checklist, completing each item as you go along.	
3	Both Site Chairs can work in the list at the same time. Please allow for a 15-30 second refresh for the app to show that latest activity	

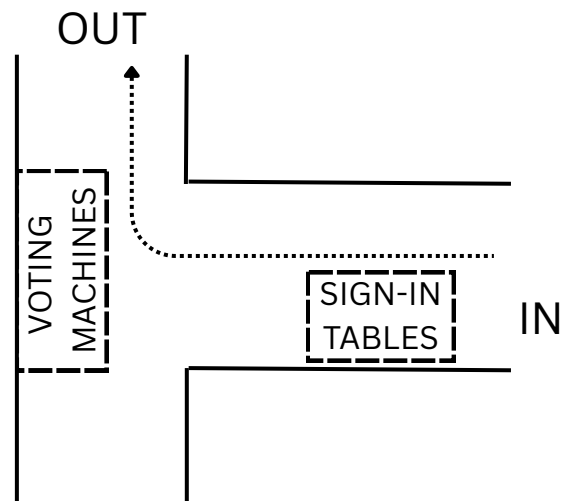
CHOOSE A POLL SITE LAYOUT

Choose one of the following layouts for the poll site:

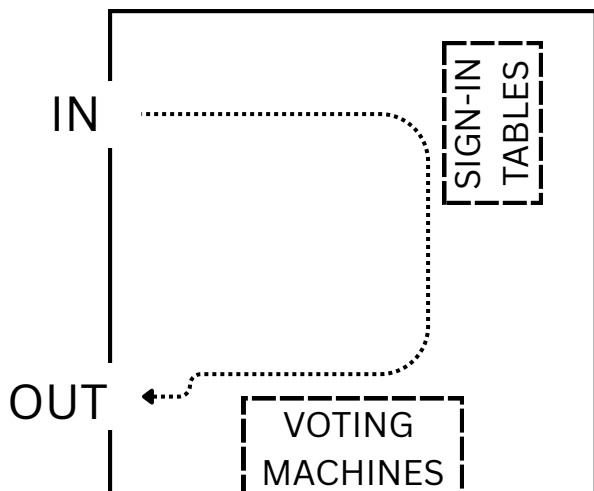
☐ **OPTION 1**



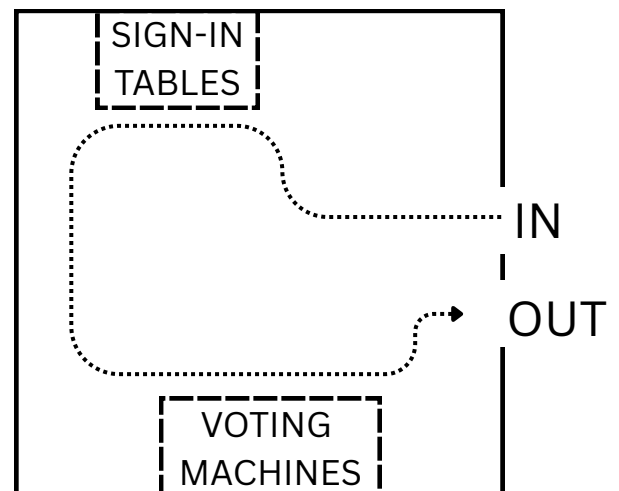
☐ **OPTION 2**



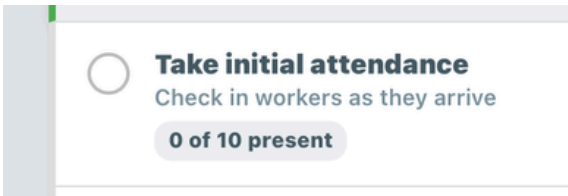
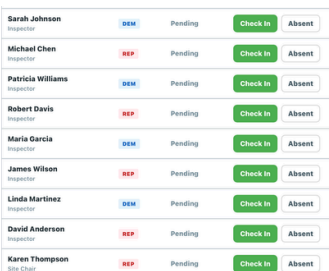
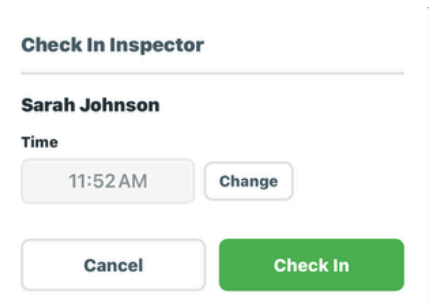
☐ **OPTION 3**



☐ **OPTION 4**



TAKE INITIAL ATTENDANCE

1	Press <u>Take Initial Attendance</u>																																																			
2	A list of all the Inspectors assigned to the poll site will appear	 <table><tr><th>Name</th><th>Role</th><th>Status</th><th>Check In</th><th>Absent</th></tr><tr><td>Sarah Johnson</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Michael Chen</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Patricia Williams</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Robert Davis</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Maria Garcia</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>James Wilson</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Linda Martinez</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>David Anderson</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr><tr><td>Karen Thompson</td><td>Site Chair</td><td>Pending</td><td>Check In</td><td>Absent</td></tr></table>	Name	Role	Status	Check In	Absent	Sarah Johnson	Inspector	Pending	Check In	Absent	Michael Chen	Inspector	Pending	Check In	Absent	Patricia Williams	Inspector	Pending	Check In	Absent	Robert Davis	Inspector	Pending	Check In	Absent	Maria Garcia	Inspector	Pending	Check In	Absent	James Wilson	Inspector	Pending	Check In	Absent	Linda Martinez	Inspector	Pending	Check In	Absent	David Anderson	Inspector	Pending	Check In	Absent	Karen Thompson	Site Chair	Pending	Check In	Absent
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3	Press any name to check-in a worker, then, on the pop-up window, confirm by pressing the <u>green Check-In button</u>																																																			
4	The worker will now appear on the list as <u>Present</u>	 <table><tr><th>Name</th><th>Role</th><th>Status</th><th>Break</th><th>Check Out</th><th>Undo</th></tr><tr><td>Sarah Johnson</td><td>Inspector</td><td>In 11:52 AM</td><td>DEM</td><td>Present</td><td>Break</td><td>Check Out</td><td>Undo</td></tr></table>	Name	Role	Status	Break	Check Out	Undo	Sarah Johnson	Inspector	In 11:52 AM	DEM	Present	Break	Check Out	Undo																																				
Name	Role	Status	Break	Check Out	Undo																																															
Sarah Johnson	Inspector	In 11:52 AM	DEM	Present	Break	Check Out	Undo																																													
5	Repeat for all present workers, and mark absent workers	 <table><tr><th>Name</th><th>Role</th><th>Status</th><th>Check In</th><th>Absent</th></tr><tr><td>Michael Chen</td><td>Inspector</td><td>Pending</td><td>Check In</td><td>Absent</td></tr></table>	Name	Role	Status	Check In	Absent	Michael Chen	Inspector	Pending	Check In	Absent																																								
Name	Role	Status	Check In	Absent																																																
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ASSIGN OPENING TASKS TO INSPECTORS

Open ExpressVote XL voting machines

Who completed this task?

AVAILABLE	ASSIGNED
● Michael Chen →	● Sarah Johnson ←
● Robert Davis →	● Patricia Williams ←
● Maria Garcia →	
3 available	2 assigned

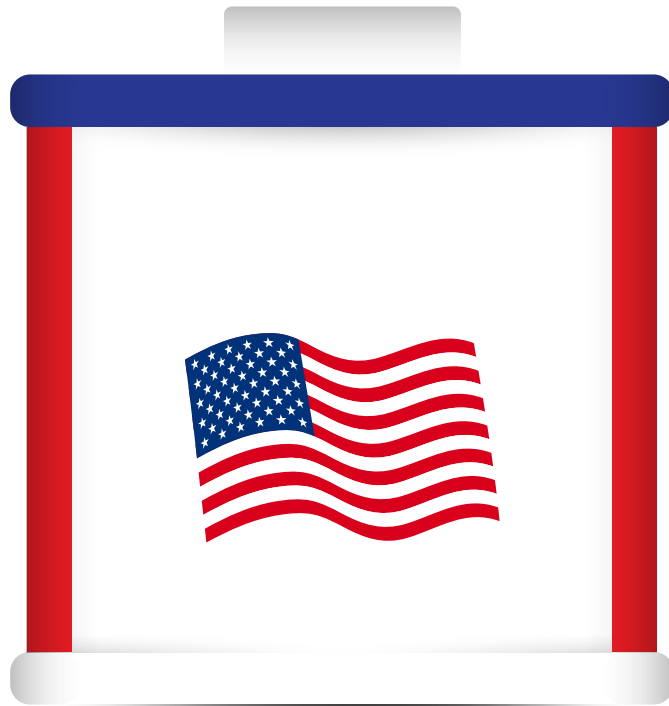
Cancel

Mark Complete (2)



1	Press a worker name to assign or unassign them to a task
2	You may only assign workers who have been checked in
3	Press anywhere outside the assignment window to go to another task
4	Press “Mark Complete” once all relevant steps to each task are complete

OPENING ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into the <u>Blue Bag</u> (found inside box)
3	Refer to the box label, and remove all opening supplies from box
4	Reseal with new large white security seal found in the <u>Blue Bag</u>
5	*Site Chair Task* Record <u>old and new security seal numbers</u> in Before Polls Open form on LADS
6	Set up <u>Absentee Ballot Box</u> near entrance of the polling space

EXPRESSVOTE XL VOTING MACHINE



EXPRESSVOTE XL VOTING MACHINE

FEATURES OVERVIEW



1. Protective Screen Cover

2. Power Status Panel

3. Access Compartment

4. Touchscreen

5. Ballot Review Window

6. Ballot Access Compartment

7. Ballot Paper Slot

8. Push/Pull Handles

9. Curtain Rod Mount

10. Ballot Bin

11. ATI Console

12. Headphones

13. ExpressVote Printer

14. Blank Activation Cards

15. ExpressVote Tablet

16. Seal bags + "I Voted" Stickers

17. Printer Power Cords

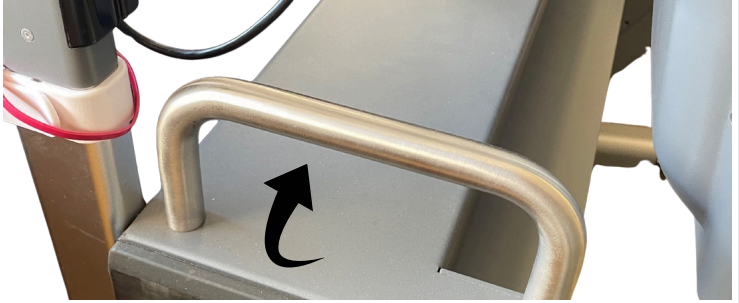
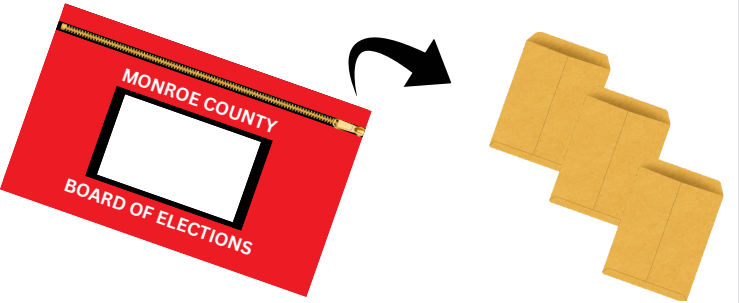
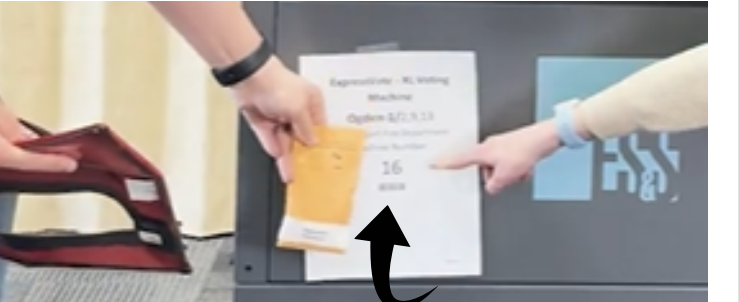
18. ExpressVote Power Cords

19. Voter Assistance Light

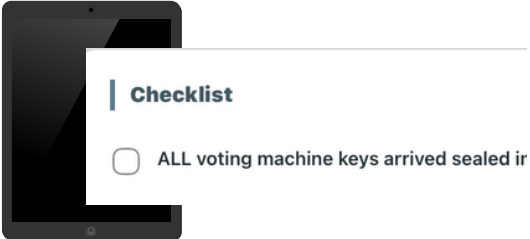
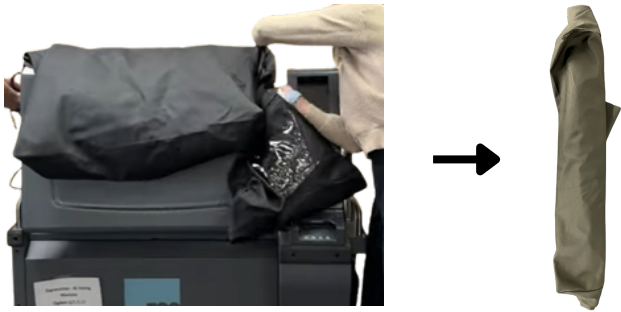
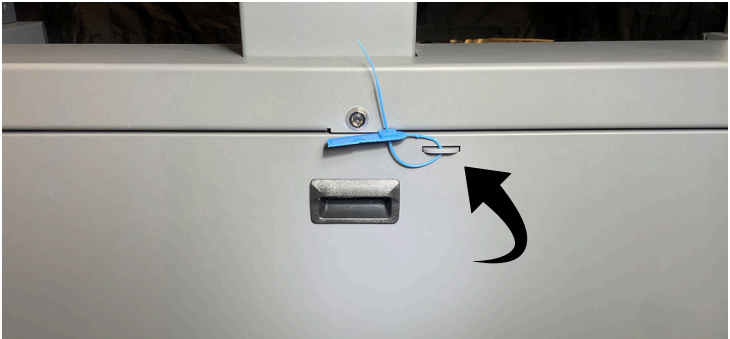
20. Privacy Curtain Storage Tube

OPEN EXPRESSVOTE XL VOTING MACHINES

Start with the highest numbered voting machine at your poll site

1	Roll voting machine by metal <u>push/pull handles</u> to the chosen voting area	
2	Lock <u>rear wheels</u> of the machine	
3	*SITE CHAIR TASK* Remove voting machine <u>key envelopes</u> from the <u>red bag</u> <i>ATTENTION</i> Return keys to the envelope when not in use, and the key envelopes to the red bag	
4	Match the voting machine <u>key envelope number</u> to the correct <u>voting machine number</u>	

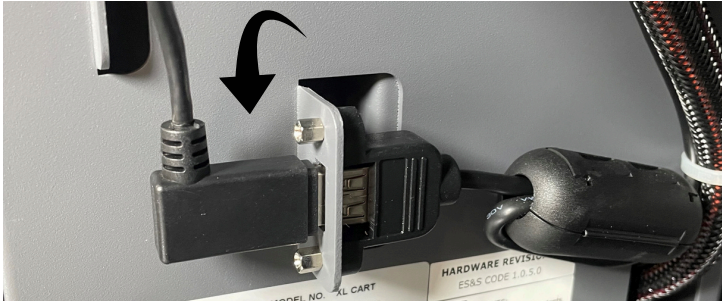
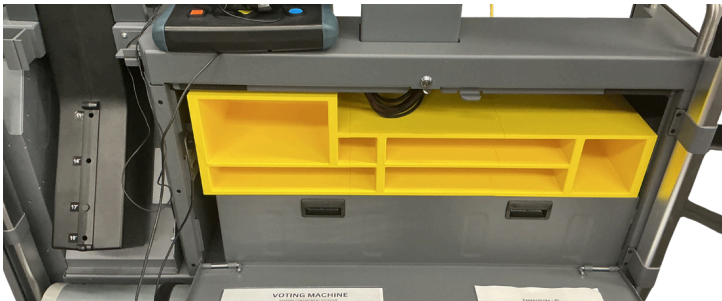
OPEN EXPRESSVOTE XL VOTING MACHINES

5	*SITE CHAIR TASK* On LADS E-Day app, check box on the <u>Before Polls Open Form</u> to confirm the key envelopes arrived sealed	 
6	Remove <u>black bag</u> (if equipped) from the back of the voting machine	
7	Remove the black <u>nylon machine cover</u>, roll up and set aside	
8	On the back of the voting machine, cut the blue security seal near the <u>rear storage compartment door handle</u> <i>ATTENTION: Seals can be removed by hand (no scissors required)</i>	

OPEN EXPRESSVOTE XL VOTING MACHINES

9	*SITE CHAIR TASK* Record the cut blue security <u>seal number</u> on the Before Polls Open form, on the LADS <i>(See Step 12 for where to place cut seal)</i>	
10	Unlock and open the <u>rear storage compartment</u> at the back of the machine	
11	Remove from rear storage compartment: • ExpressVote Printer • Blank Activation Card Packs • ExpressPoll Tablet • Audio Tactile Interface (ATI) + Headphones • LADS iPad (if contained) • Seal bags & “I Voted” Stickers • All Cables and Cords ATTENTION <i>Not all voting machines will contain all the above listed items</i>	
12	Place <u>cut blue security seal</u> into <u>seal bag</u> removed from the rear storage compartment	

OPEN EXPRESSVOTE XL VOTING MACHINES

13	Confirm the <u>Audio Tactile Interface Console</u> (ATI) is plugged in to the USB port in the <u>rear storage compartment</u>	
14	Place <u>ATI</u> on top of the <u>rear storage compartment</u>	
15	Leave the <u>rear storage compartment</u> door open	
16	Plug in the machine <u>power cord</u>	

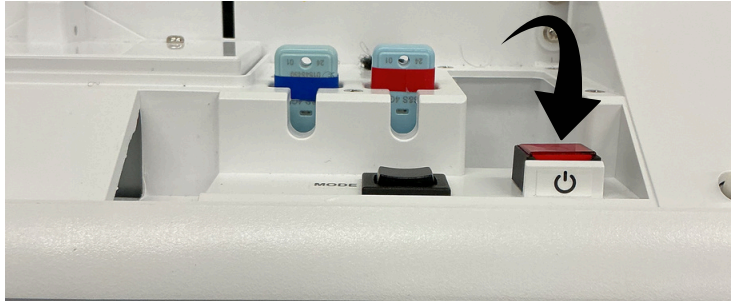
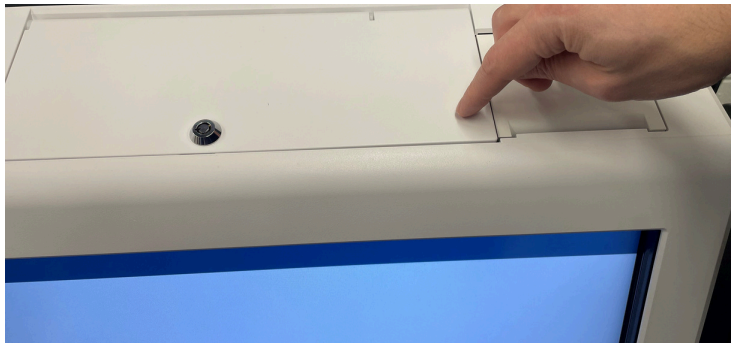
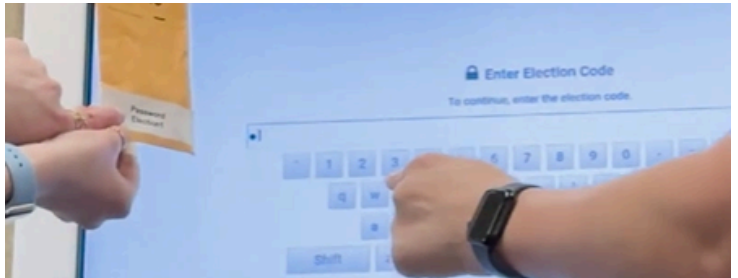
OPEN EXPRESSVOTE XL VOTING MACHINES

17	The <u>green light</u> on the side of the machine will illuminate once connected to power	
18	If needed, you may plug a machine into the power outlet on another machine You may plug up to 5 machines together. This technique is called “daisy chaining”	
19	ATTENTION <i>The highest numbered voting machine is equipped with a “NiB” (Network Box) on the back.</i> <i>It must be plugged into a power source by itself or placed at the end of the daisy chain.</i>	
20	Behind the machine screen, remove the blue security seal locking the <u>access compartment</u>	

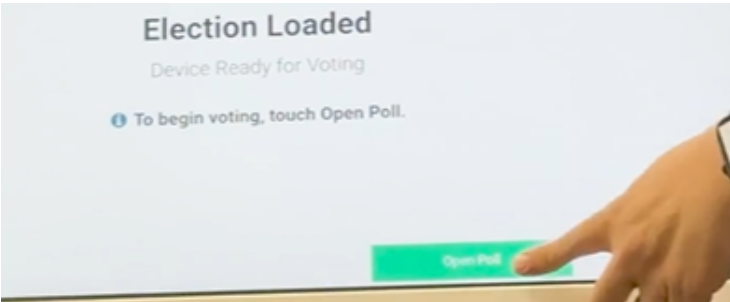
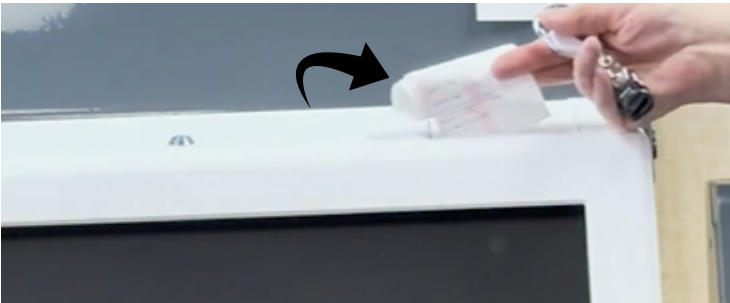
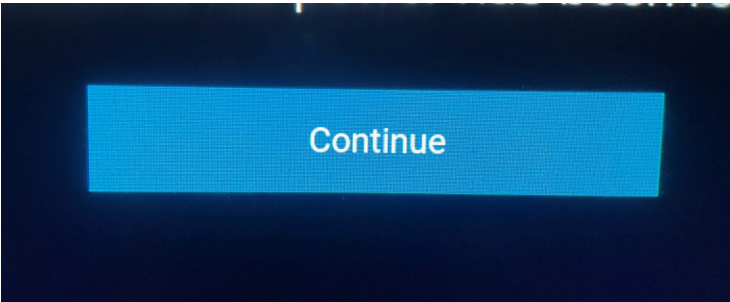
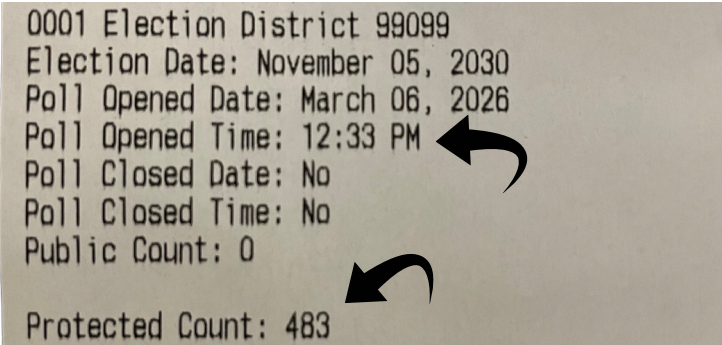
OPEN EXPRESSVOTE XL VOTING MACHINES

21	*SITE CHAIR TASK* Record the blue security <u>seal number</u> on Before Polls Open Form on the LADS	
22	Place <u>blue security seal</u> in the clear plastic <u>seal bag</u>	
23	Flip up the <u>protective screen cover</u> and tilt screen to preferred angle	
24	Unlock and open the <u>access compartment</u> on top of the screen	

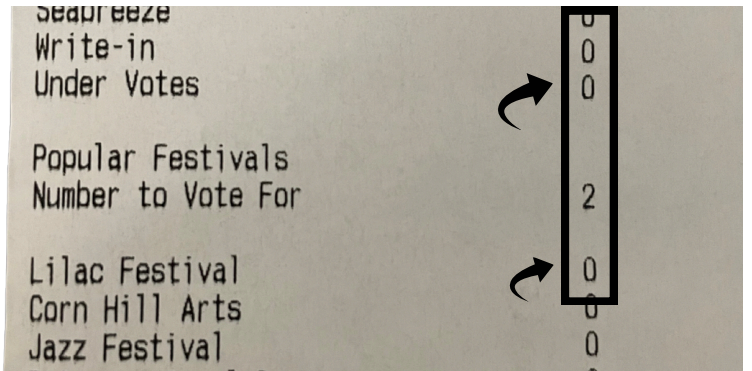
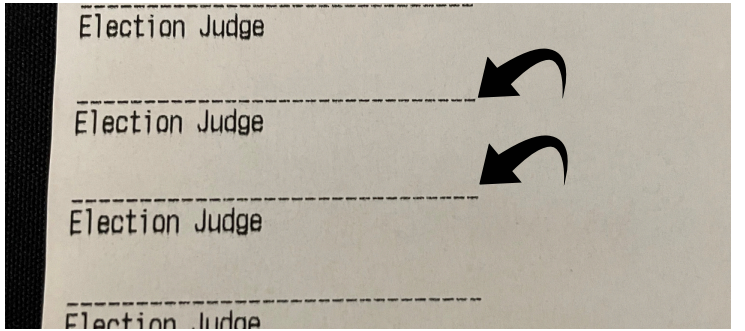
OPEN EXPRESSVOTE XL VOTING MACHINES

25	Press the <u>red power button</u> to turn on the machine	
26	Wait for the touchscreen to power on	
27	Close and lock the <u>access compartment</u> <i>ATTENTION</i> <i>Press down on the bottom right corner of the access compartment lid to ensure it completely closes</i>	
28	Once the screen turns on, <u>input the password</u> found on the machine key envelope	

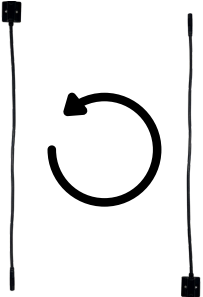
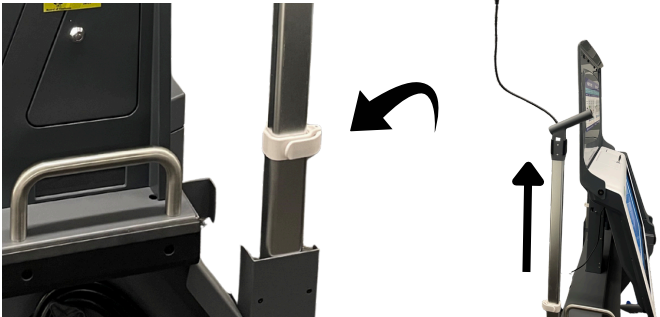
OPEN EXPRESSVOTE XL VOTING MACHINES

29	Once loading is complete, press “Open Poll” The opening <u>zero tape</u> will automatically print	
30	Once <u>zero tape</u> finishes printing, tear off the zero tape	
31	Press “Continue”	
32	*SITE CHAIR TASK* On the Before Polls Open Form, record the <u>Poll Opened Time</u> and the <u>Protected Count</u> number from the zero tape	

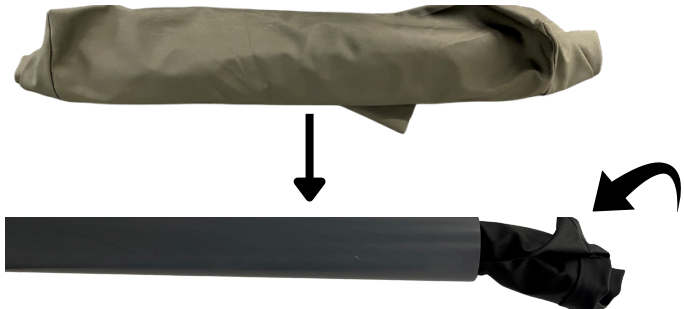
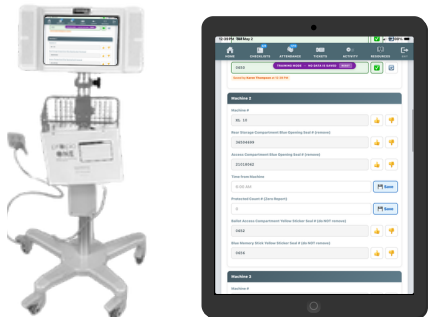
OPEN EXPRESSVOTE XL VOTING MACHINES

33	On the zero tape, <u>confirm all contests are zero</u> and check box on the Before Polls Open Form on the LADS <i>ATTENTION: Only refer to the numbers next to names of people</i>	
34	<u>Sign the bottom</u> of the zero tape in a bipartisan team	
35	Place the zero tape in the <u>Red Bag</u>	
36	*SITE CHAIR TASK* Record the <u>yellow sticker seal number</u> found on the side ballot access compartment on the Before Polls Open Form on the LADS	

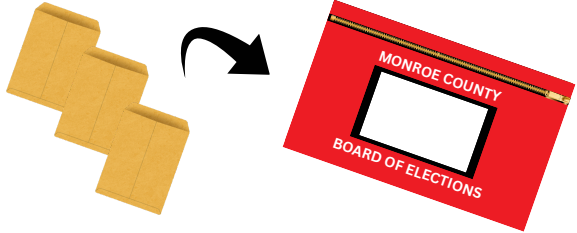
OPEN EXPRESSVOTE XL VOTING MACHINES

37	Remove <u>Voter Assistance Light</u> from its bracket on the curtain rod mount and flip upward	
38	Unlatch both <u>white clamps</u> , extend curtain rod mount to its maximum height, and re-latch the white clamps	
39	Locate the <u>storage tube</u> on the back of the machine Undo the Velcro strap near the end cap labeled “TOP”	
40	Remove the end cap and take out the <u>privacy curtain</u> from the storage tube	

OPEN EXPRESSVOTE XL VOTING MACHINES

41	Unroll the curtains, fold out the rods, and insert them into each mounting bracket <i>Attention</i> <i>The Velcro patches of the curtain should be facing inward</i>	 
42	Insert rolled nylon machine cover into privacy curtain storage tube	
43	*SITE CHAIR TASK* Ensure the Before Polls Open Form has been completed and signed in a bipartisan team	

OPEN EXPRESSVOTE XL VOTING MACHINES

44	Return all voting machine keys to their manila envelopes and place in the Red Bag	
45	The machine set up is now complete	
 You have now successfully opened the ExpressVote XL voting machine		

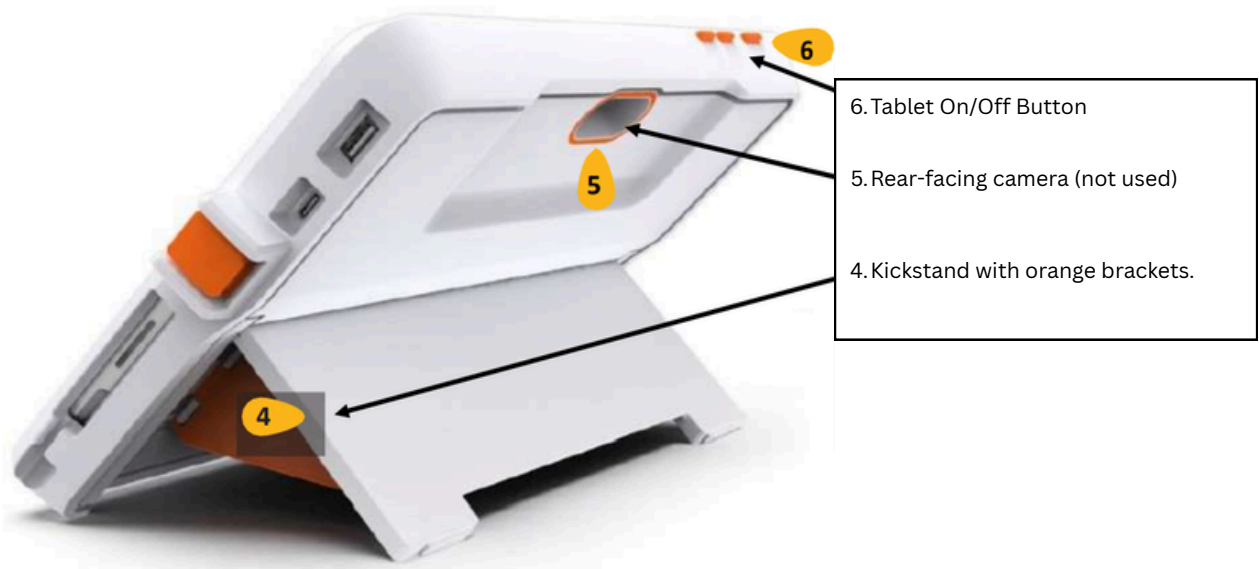
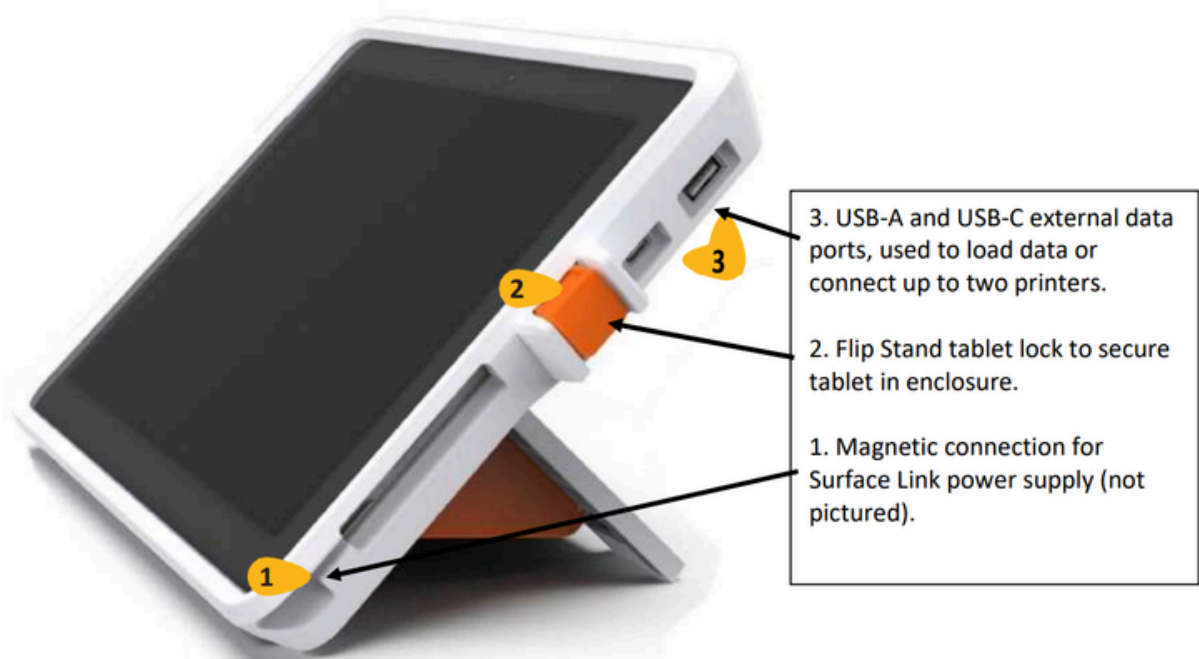
NOTES

EXPRESSPOLL & EXPRESSVOTE POLLBOOK & PRINTER



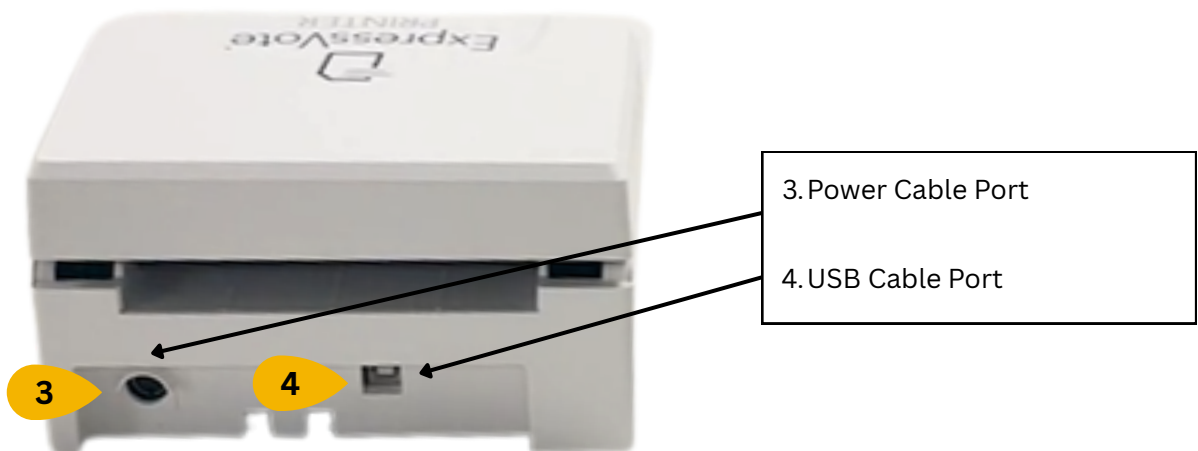
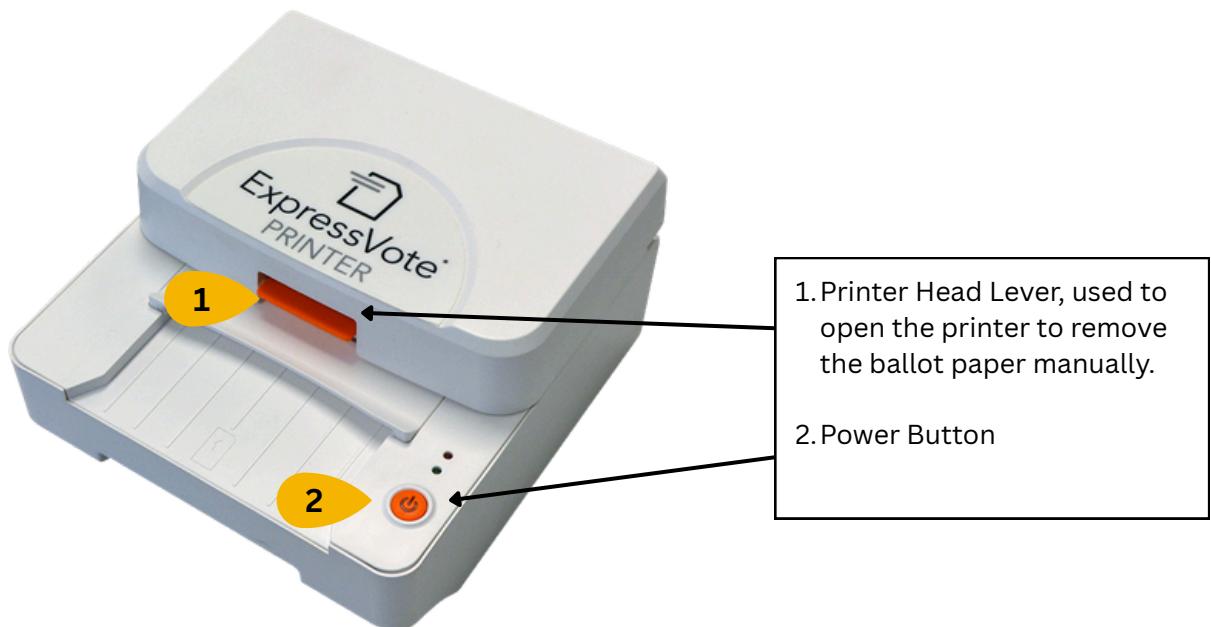
EXPRESSPOLL POLLBOOK

FEATURES OVERVIEW

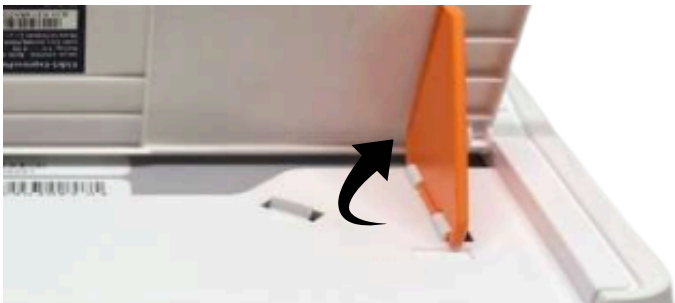


EXPRESSVOTE PRINTER

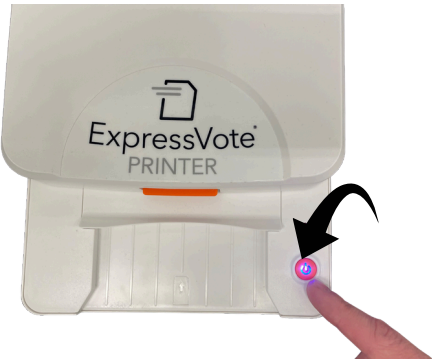
FEATURES OVERVIEW



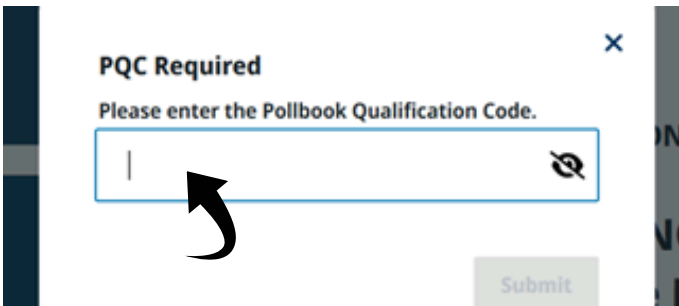
OPENING EXPRESSPOLLS & PRINTERS

1	Lay the ExpressPoll screen-side down on a flat surface.	 A top-down view of the ExpressPoll device lying flat. Two orange plastic brackets are visible, one on the left and one on the right, positioned near the top edge of the device.
2	Lift each orange bracket until it clicks	 A close-up view of the right orange bracket being lifted upwards. A black curved arrow indicates the direction of movement.
3	Plug the magnetic black power cord into the ExpressPoll and plug into a power outlet	 A close-up view of the bottom-left corner of the device. A yellow circle with the number '1' highlights the port where the power cord is being inserted. A black arrow points to the port.
4	Press the orange power button on the top of the ExpressPoll flip stand (the power button is the furthest button on the front left edge).	 A close-up view of the front-left edge of the device. An orange power button is highlighted with a black arrow pointing to it.

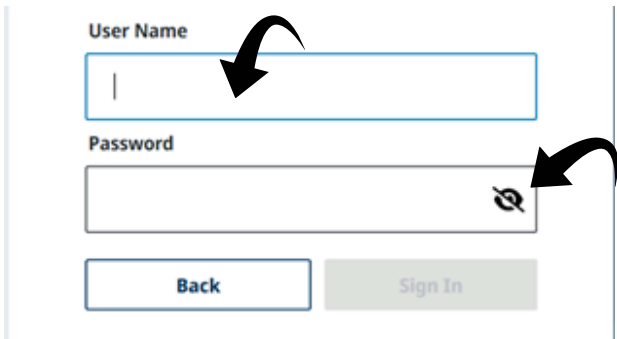
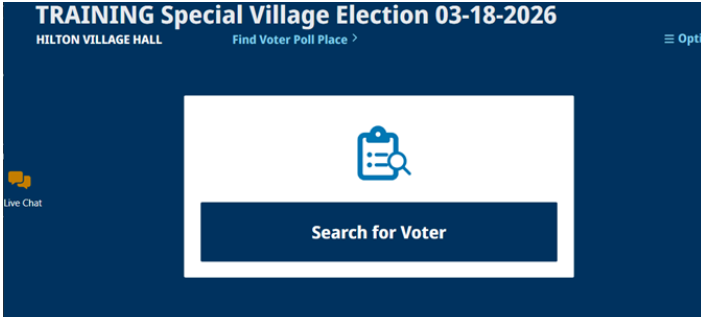
OPENING EXPRESSPOLLS & PRINTERS

5	Turn the ExpressVote printer around so the back is visible	 A white ExpressVote printer is shown from the back. The top of the printer has the 'ExpressVote' logo and a printer icon. The back panel features a power input port on the left and a USB port on the right.
6	Plug the power cord and the USB cord into the back of the printer	 A close-up view of the back of the printer showing the DC24V power port and the USB port. Black arrows point to each port, indicating where to plug the respective cables.
7	Plug the printer USB and power cord into the ExpressPoll • Make sure the power cord's light is on • Make sure the orange case locked is pushed in firmly	 A close-up view of the ExpressPoll device. The power cord and USB cable are plugged into the back. An orange locking case is visible, and black arrows indicate the direction to push it in to lock the cables.
8	Press and hold the ON/OFF button for 2 seconds to power on printer (indicated by blue light)	 A close-up view of the front of the ExpressVote printer. A finger is shown pressing a small, circular power button located at the bottom right. The button is illuminated with a blue light.

OPENING EXPRESSPOLLS & PRINTERS

9	Once the ExpressPoll is powered on, the screen will display jurisdictional and election specific information.	
10	Press the “Launch” button	
11	Enter the Pollbook Qualification Code (“PQC”) then touch Submit. <i>ATTENTION</i> See your Site Chair for the code listed on a Credentials Card in the Red Bag	
12	Verify the correct poll place is selected.	

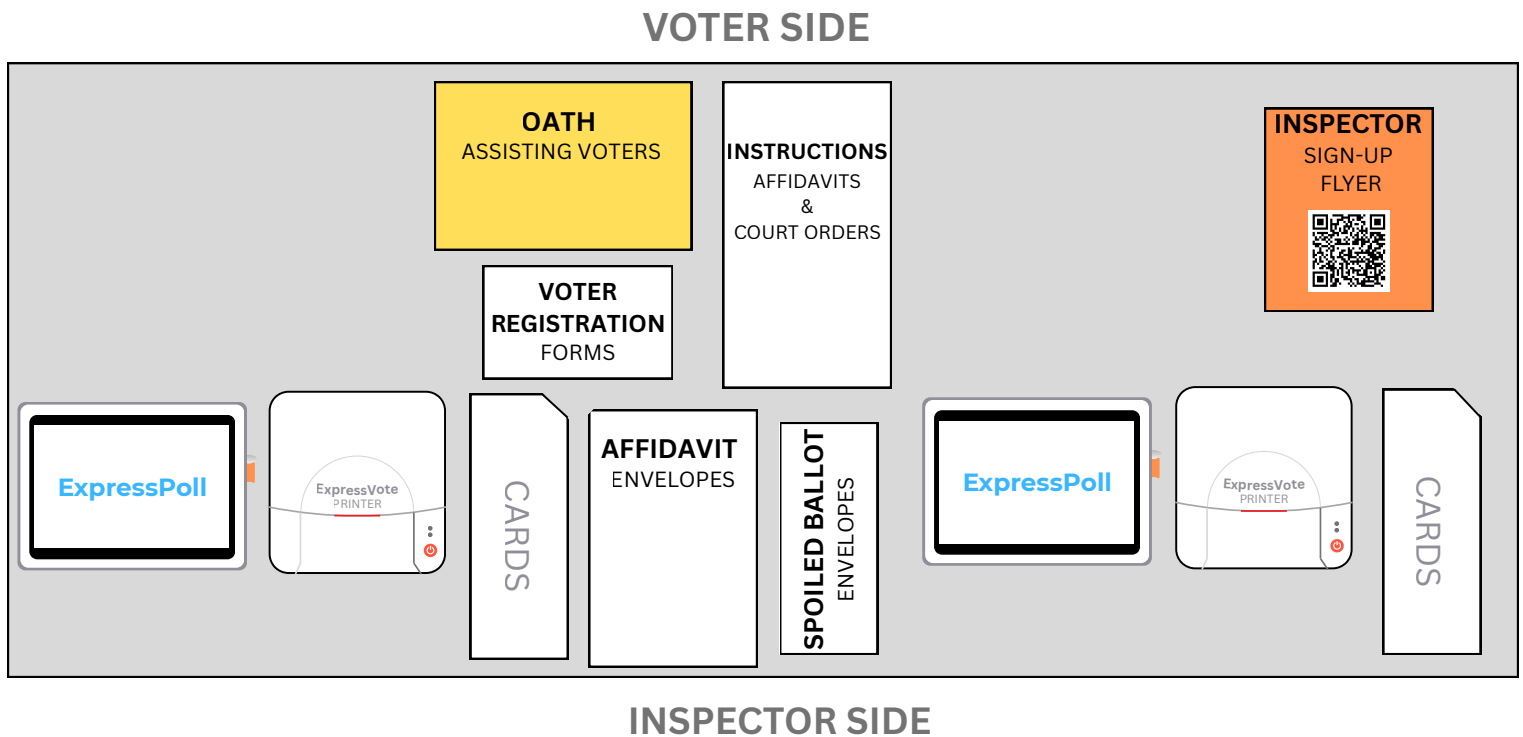
OPENING EXPRESSPOLLS & PRINTERS

13	Tap the text box under User Name to type in your username then repeat for Password <i>ATTENTION</i> See your Site Chair for credentials listed on a credentials card in the red bag	
14	Touch the “Sign In” button	
15	On the screen, touch “Open Polls” button	
16	The ExpressPoll is now ready to check-in voters	

EXPRESSPOLL & PRINTER TROUBLESHOOTING

IF THIS HAPPENS	TAKE THESE ACTIONS
The Pollbook is showing “Polls Closed” Status	• Press Monitor Poll dropdown on the bottom right side of screen • Press Open Polls button on the bottom right side of the screen ◦ The ExpressPoll Pollbook should now be ready to check in voters
Battery is Low and Not Charging	• Check the plug, make sure it is connected properly to the pollbook, and that it didn’t come loose at the power box • If the problem persists, alert your Election Day Technician (EDT)
Printer is not showing as not connected	• Check the plug, make sure it is connected properly to the pollbook, and at the back of the printer • Pull out the squared orange tablet lock and firmly push it back in • If the problem persists, alert your Election Day Technician (EDT)
The ExpressPoll Pollbook is not connected to the secure wifi network	• Alert your Election Day Technician (EDT)

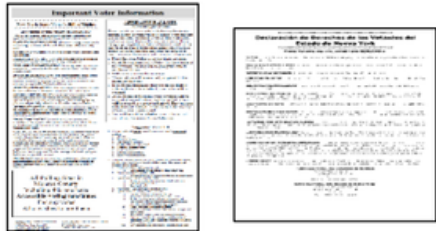
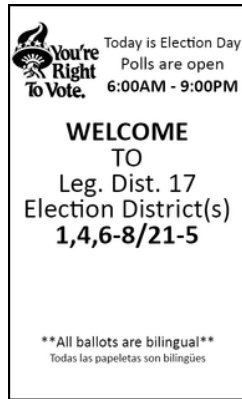
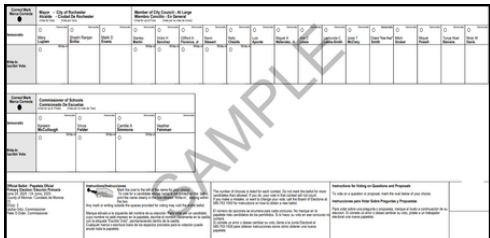
OPENING VOTER CHECK-IN TABLES



1	Set up tables in the sign-in area of the poll site
2	Arrange forms and envelopes on check-in tables (see diagram above) ATTENTION <i>Try not to put anything in front of the ExpressPoll Pollbook so voters can easily access it to sign in</i>

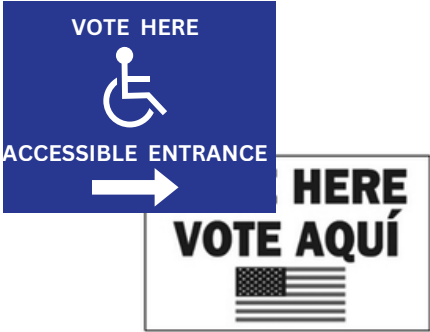
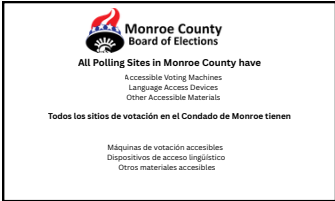
SET UP POLL SITE SIGNS

Find signs inside the Absentee Ballot Box

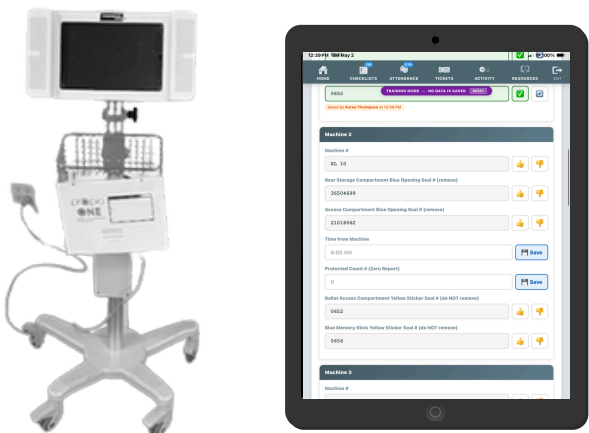
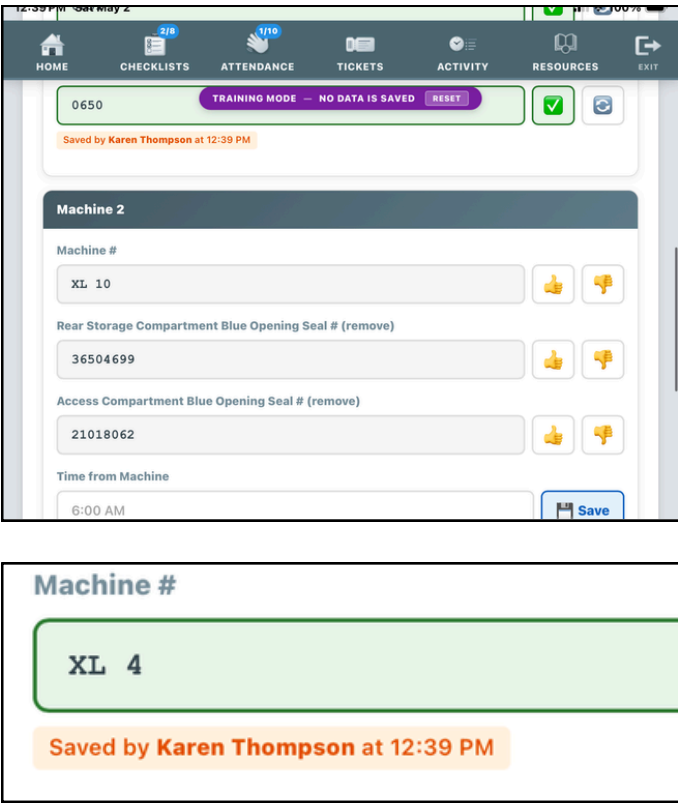
1	The Important Voter Information sign For voters to understand their rights, responsibilities, and other useful voting information.	
2	The Welcome to District sign - Helps voters identify the election districts able to vote at the polling site - Post on the wall near the check-in table where voter can see it	
3	The Sample Ballot - Used by voters to determine what candidates or propositions are on the ballot. - Must post on the wall near the check-in table.	
4	The Arrow signs - Direct voters to the space inside a polling site where voting occurs. - Post in visible locations to direct voters	

SET UP POLL SITE SIGNS

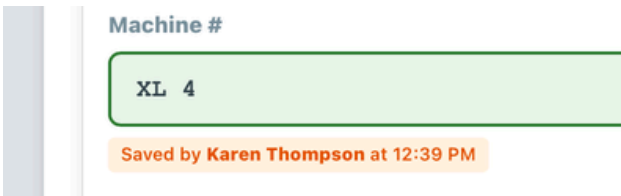
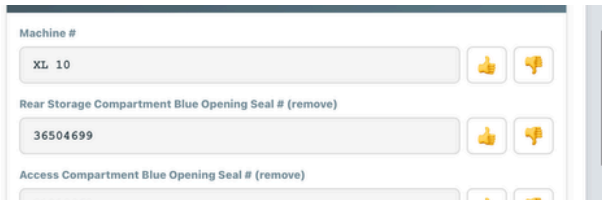
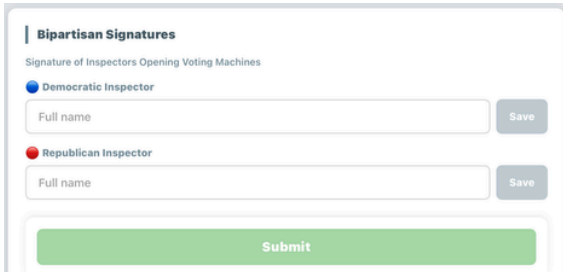
Find signs inside the Absentee Ballot Box

5	The Vote Here signs • Show entrances to the polling site • Must be posted on the doors. • The wheelchair accessible sign must be posted on the accessible entrance door	
6	The Lawn Signs • Show the location of the poll site • Must be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	The Accessibility Notice Signs • Posted on entry doors of the poll site	
8	The Distance Marker • Used to warn people not to electioneer within a 100 foot radius of the polling site. • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	

COMPLETE BEFORE POLLS OPEN FORM

1	*SITE CHAIR TASK* Using the LADs, complete the <u>Before Polls Open Form</u> while voting machines are being opened	
2	*SITE CHAIR TASK* One or both Site Chairs can fill out the form at the same time. Each Site Chair's name will appear under the field they completed ATTENTION <i>If two site chairs are recording seal numbers and tape results at the same time, each Site Chair can start at opposite ends of the voting machine line and work towards the middle</i>	

COMPLETE BEFORE POLLS OPEN FORM

1	*Site Chairs should complete this form*	
2	Two Site Chairs can fill out the form at the same time	
3	ATTENTION <i>If two site chairs record seal numbers and tape results at the same time, each Site Chair should start at opposite ends of the machine lines and work towards the middle</i>	
4	Closing seal numbers are prefilled on the form	
5	A bipartisan team must sign the digital form on the LADS when closing tasks are complete	



RUNNING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2

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Monroe County
Board of Elections

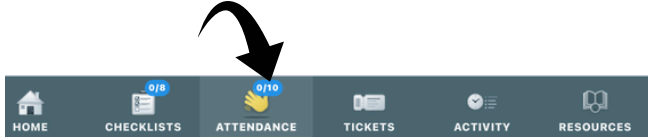
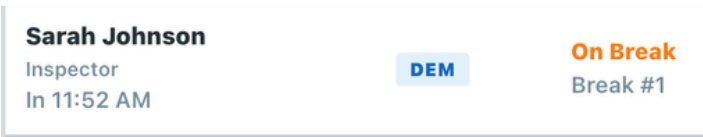
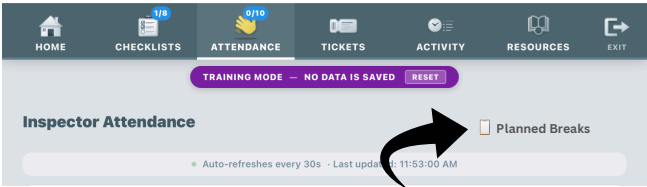
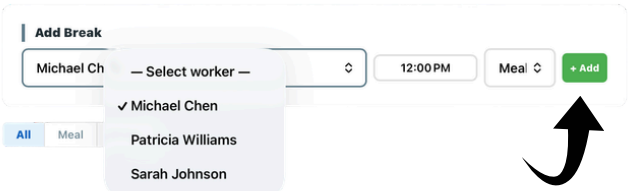

2026 Edition, Ver. 2



RUNNING A POLL SITE

**MANAGING
MEALS & BREAKS**

MANAGING MEALS & BREAKS

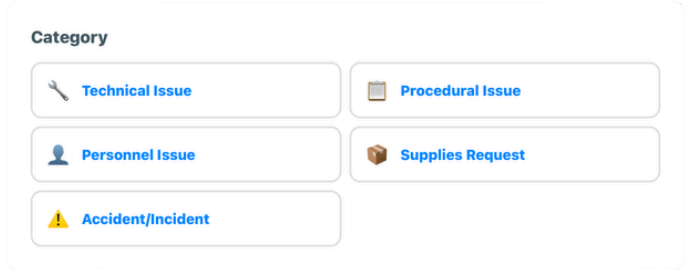
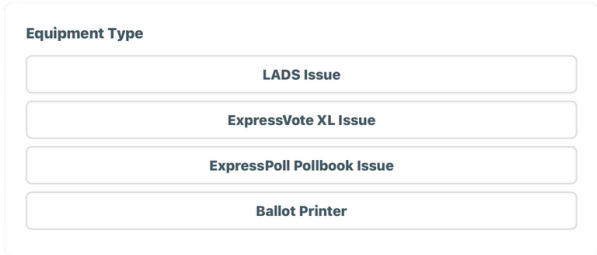
1	Press <u>Attendance</u> button in the E-Day app navigation menu	
2	To place a worker on break immediately, press the <u>Check Out</u> button next to any worker name	
3	Select the type of check out by pressing, <u>Break</u>	
4	The worker will now appear on the list as “On Break”. Press <u>Check In</u> when the worker returns from break.	
5	To schedule breaks in advance, Press <u>Planned Breaks</u>	
6	Select the worker, choose the time of the break, choose the break type, and then press, <u>Add</u> button	



RUNNING A POLL SITE

**HOW TO
SUBMIT A TICKET**

HOW TO SUBMIT A TICKET

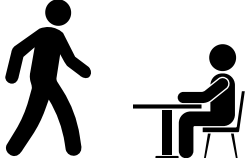
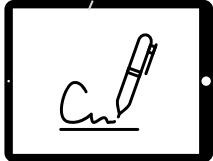
1	Using the LADS, press the E-Day app icon to get started	
2	On the navigation menu, press “Tickets” menu icon	
3	In the upper-right corner of the screen, press the “+ New Ticket” button	
4	Select the type of ticket you would like to submit	
5	Complete the required selections and fields	
6	Press “Submit Ticket” to finish	



RUNNING A POLL SITE

TYPICAL VOTING PROCESS

TYPICAL VOTING PROCESS

1	Welcome and direct voters to the check-in table	
2	Inspectors help voters check-in	
3	Inspectors give printed ballot and voting instructions to voters	
4	Inspectors instruct voters how to vote on machines (Inspectors stand behind machine)	
5	Voters cast their ballot on the machines	
6	Inspectors give voter a voting sticker	
7	Voters then exit the polling site	

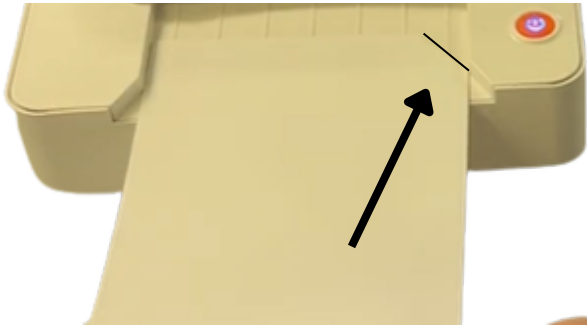
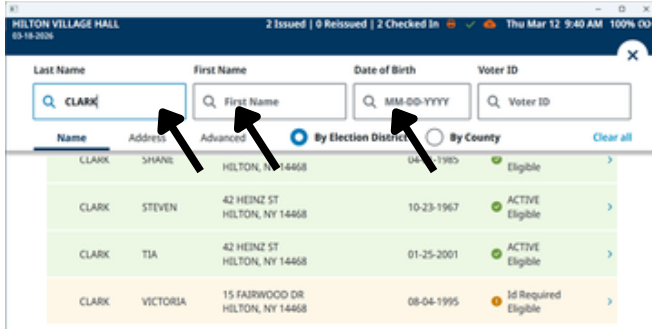


RUNNING A POLL SITE

**HOW TO
CHECK-IN VOTERS**

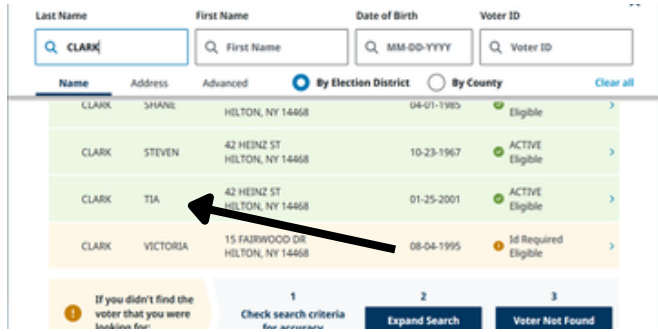
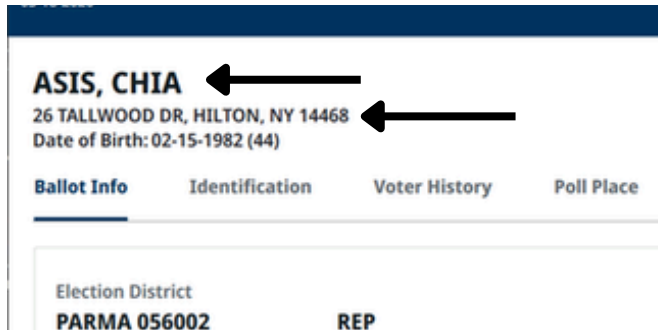
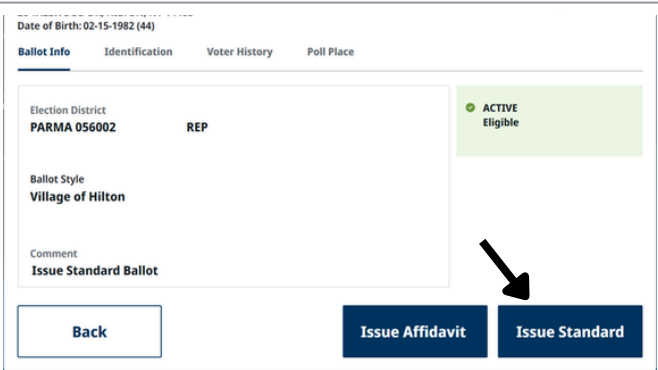
HOW TO CHECK-IN VOTERS

PART 1

1	Insert <u>blank activation card</u> into the ballot printer The angled corner should be on the right side																															
2	Press the “Search for Voter” button																															
3	Ask the voter for their <u>FULL LEGAL NAME</u> and <u>CURRENT RESIDENT ADDRESS</u>																															
4	Enter the voter’s Last Name, First Name in the appropriate text fields <i>ATTENTION</i> <i>Add the voter’s Date of Birth for more accurate search results</i>	 <table><tr><th>Name</th><th>Address</th><th>Advanced</th><th>By Election District</th><th>By County</th><th>Clear all</th></tr><tr><td>CLARK SHANE</td><td>HILTON, NY 14468</td><td>04-1985</td><td>Eligible</td><td></td><td></td></tr><tr><td>CLARK STEVEN</td><td>42 HEINZ ST HILTON, NY 14468</td><td>10-23-1967</td><td>ACTIVE Eligible</td><td></td><td></td></tr><tr><td>CLARK TIA</td><td>42 HEINZ ST HILTON, NY 14468</td><td>01-25-2001</td><td>ACTIVE Eligible</td><td></td><td></td></tr><tr><td>CLARK VICTORIA</td><td>15 FAIRWOOD DR HILTON, NY 14468</td><td>08-04-1995</td><td>Id Required Eligible</td><td></td><td></td></tr></table>	Name	Address	Advanced	By Election District	By County	Clear all	CLARK SHANE	HILTON, NY 14468	04-1985	Eligible			CLARK STEVEN	42 HEINZ ST HILTON, NY 14468	10-23-1967	ACTIVE Eligible			CLARK TIA	42 HEINZ ST HILTON, NY 14468	01-25-2001	ACTIVE Eligible			CLARK VICTORIA	15 FAIRWOOD DR HILTON, NY 14468	08-04-1995	Id Required Eligible		
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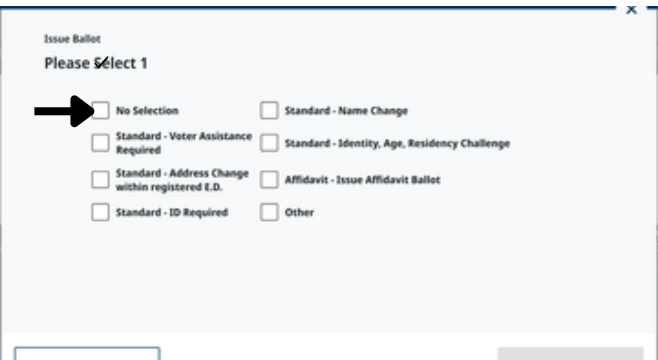
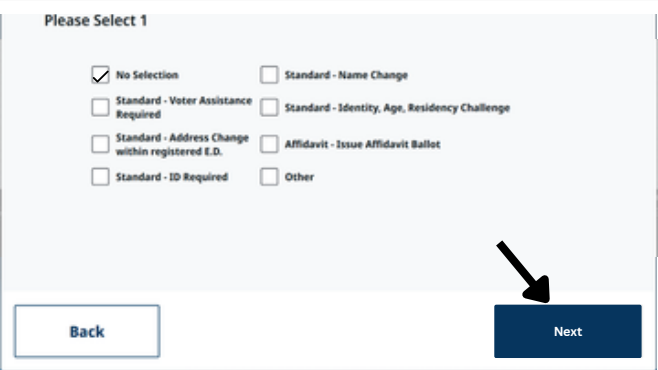
HOW TO CHECK-IN VOTERS

PART 2

5	Press the correct voter's record from the search list	
6	Look in the upper left section of the voter's record to view the voter's <u>name</u> , <u>resident address</u> , and <u>date of birth</u>	
7	The Election Inspector must read aloud the voter's <u>FULL LEGAL NAME</u> , <u>RESIDENT ADDRESS</u> , and <u>DATE OF BIRTH</u> . And the voter must verbally confirm before proceeding	
8	Press "Issue Standard" button to proceed printing a ballot	

HOW TO CHECK-IN VOTERS

PART 3

9	Check “No Selection” box if issuing a standard ballot	
10	Press the “Next” button	
11	Press the “Flip Screen” button	
12	Flip the entire ExpressPoll towards the voter	

HOW TO CHECK-IN VOTERS

PART 4

13	Have the voter sign in the empty box and press the button labeled “Done Signing”	
14	Confirm signature, initial the box titled “Board Worker #1”, and then press the “Accept” button	
15	The ballot header will print on the blank activation card	
16	Press the “Complete Check-in” button to finish	

HOW TO CHECK-IN VOTERS

PART 5

17	Instruct the voter to vote on any ExpressVote XL voting machine	
✓ You have successfully checked-in a voter Please consider the following exceptions to this process		
Special Note		
18	If a voter does not show up during your initial search, you may have to press “Expand Search” Call your Site Chair over if you cannot find a voter record even after using “Expand Search”	

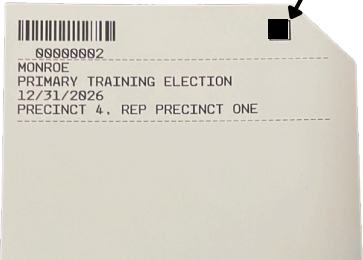
NOTES



RUNNING A POLL SITE

VOTER CHECK-IN TROUBLESHOOTING

VOTER CHECK-IN TROUBLESHOOTING

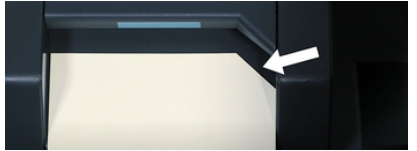
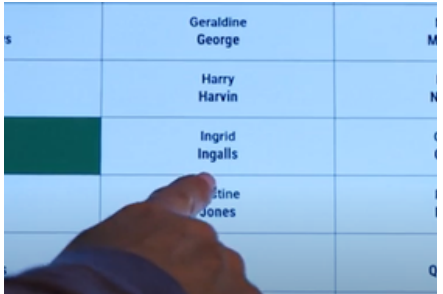
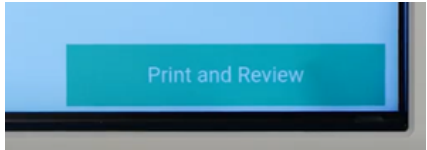
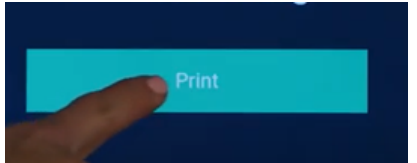
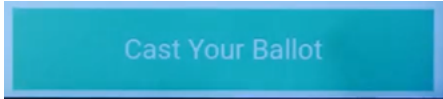
1	Green Status - Standard ballot only - Call over your Site Chair for Court Orders	 ACTIVE Eligible  Court Order Eligible
2	Yellow Status Call over your Site Chair	 ID REQUIRED Eligible
3	Red Status - Call over your Site Chair - Affidavit or Court Order only	 ACTIVE Ineligible  INACTIVE Eligible  Affidavit Only Eligible  ACTIVE No Signature  Affidavit Only - Moved Election District Eligible 
	If a voter does not show up during your initial search, you may have to press "Expand Search" Call your Site Chair over if you cannot find a voter record	01-25-2001  ACTIVE Eligible > 08-04-1995  Id Required Eligible > 2 3 Expand Search Voter Not Found



RUNNING A POLL SITE

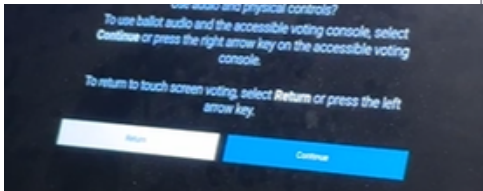
**HOW TO VOTE ON THE
EXPRESSVOTE XL**

HOW TO VOTE ON THE EXPRESSVOTE XL

1	Go to an available voting machine and close the curtain behind you for privacy	
2	Insert ballot into ballot slot on right side of machine The angled edge is inserted at the top right	
3	Select a language and follow the on-screen prompts to start a voting session	
4	Select your choices on the touchscreen - Ensure nothing else is touching the screen including your free hand, phone, or clothing - Use the buttons in the top right of the screen to adjust the contrast, text size, and language	
5	Press “Print & Review” on the bottom right corner of the screen once you have made all selections	
6	Press “Print” to print the selections onto the ballot and review it in the ballot window	
7	Press “Cast Ballot” after the physical ballot has been reviewed, and it will be deposited into a secure ballot container	
8	Exit the privacy curtain to receive your voting sticker	

USING THE ATI FOR ACCESSIBLE VOTING

An Audio Tactile Interface (ATI) is available at every voting machine
All usage of an ATI must be recorded on the ExpressPolls during voter check-in

1	Check the voter in at the check-in table normally so they have a ballot and direct them to any voting machine	
2	Hand the voter the ATI to use inside the privacy curtain “Sip & Puff” or “Paddle Buttons” are stored in the Absentee Ballot Box, and may be used on any machine. Plug them into the jack on the bottom-left side of the chosen ATI	 ATI 
3	Instruct the voter to press the center green button on the ATI to bring up the accessible voting session	
4	Instructions on how to use the ATI will appear on the screen before the voting session begins	
5	If the voter needs assistance, they can press the blue Help button on the top left of the ATI	

TROUBLESHOOTING EXPRESSVOTE XL

IF THIS HAPPENS	TAKE THESE ACTIONS
Voter Assistance Light is flashing	• Voter needs assistance, go to back of voting machine to give verbal instructions on next steps ◦ If entrance into the privacy curtain is needed, assistance MUST be provided in a bipartisan team
Voter Assistance Light won't turn off	• Redirect voters to another voting machine • Alert your Election Day Technician (EDT)
Ballot jam	• Alert your Election Day Technician (EDT)
Touchscreen unresponsive / frozen	• Ensure there is nothing, including free hand, touching the screen while the voter is making selections (ex: sleeve, another hand, phone or other object, etc.) • If the screen is still unresponsive after confirming there is nothing else touching the screen, wait 30 seconds before trying to select again • If the problem persists, alert your Election Day Technician (EDT)
Ballot container is full	The voting machine will beep when the ballot container is full. Alert your Election Day Technician (EDT) to report the full container.
Ballot is abandoned	If a ballot is found <u>IN OR NEAR</u> the voting machine, <u>YOU MUST CALL</u> the Inspector Helpline at 585-753-1599 for instructions.



RUNNING A POLL SITE

**HOW TO
SPOIL A BALLOT**

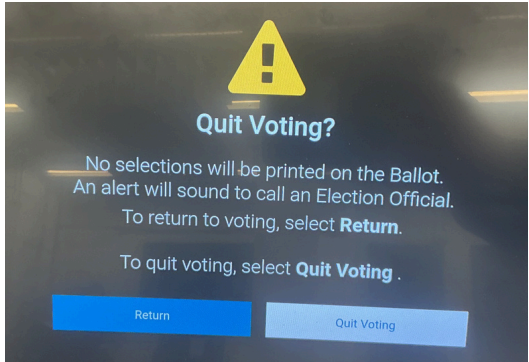
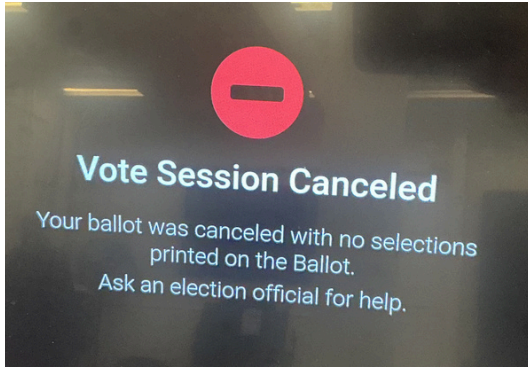
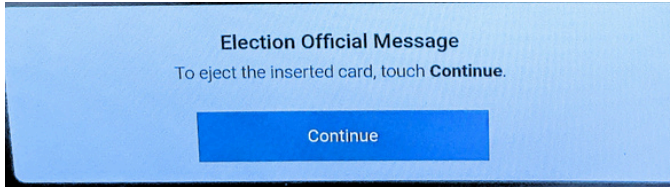
HOW TO SPOIL A BALLOT

READ BEFORE SPOILING A BALLOT

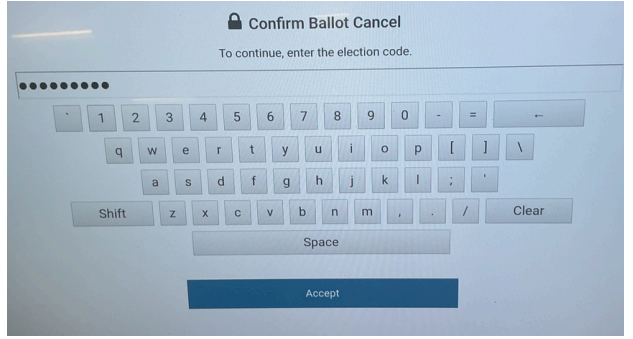
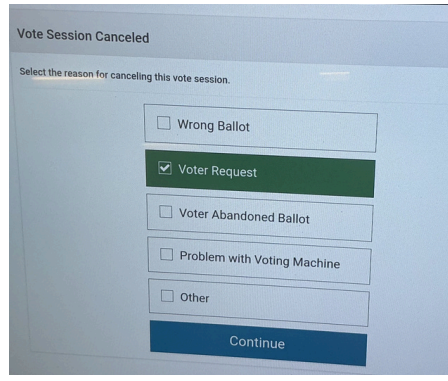
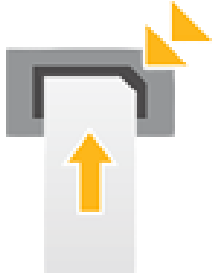
1	Only a voter can choose to spoil a ballot: • for any reason, at any time, • only after it is given to them • *An old ballot must be received before a new ballot can be given
2	A voter cannot receive more than 3 ballots total • A voter may spoil only 2 ballots. • If a voter needs to spoil their 3rd ballot, call the Inspector Helpline
3	Remember, when assisting a voter with a MARKED ballot, it MUST be done in a bipartisan team and recorded on the Poll Book (for voter assistance)
4	If a ballot is damaged before it is given to the voter: • the Inspector spoils the ballot and places it in the manila “Spoiled Ballot” Return Envelope. This ballot can go directly in the manila Spoiled Ballot Return Envelope, without the white “Spoiled Ballot Envelope”. This damaged ballot does NOT count as one of the voter’s ballots

HOW TO SPOIL A BALLOT

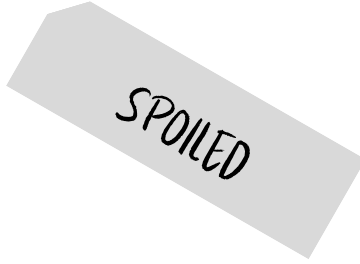
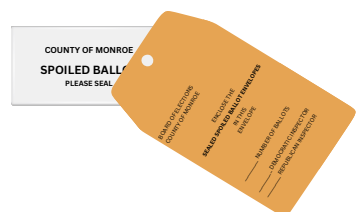
If a voter requests to spoil a ballot perform the following steps:

1	Press the “Quit” button in the upper-right corner of the ExpressVote XL touchscreen	
2	A message will appear on the screen, press “Quit Voting” button	
3	Press the “  ” symbol	
4	Press “Continue” button	

HOW TO SPOIL A BALLOT

5	Enter the password found on the <u>Poll Site Credentials Card</u> located in the Red Bag.	
6	Select a reason for canceling the voting session	
7	The ballot will be ejected by the ExpressVote XL voting Machine	
8	Remain inside the <u>Privacy Curtain</u> with the voter and continue to the next step	

HOW TO SPOIL A BALLOT

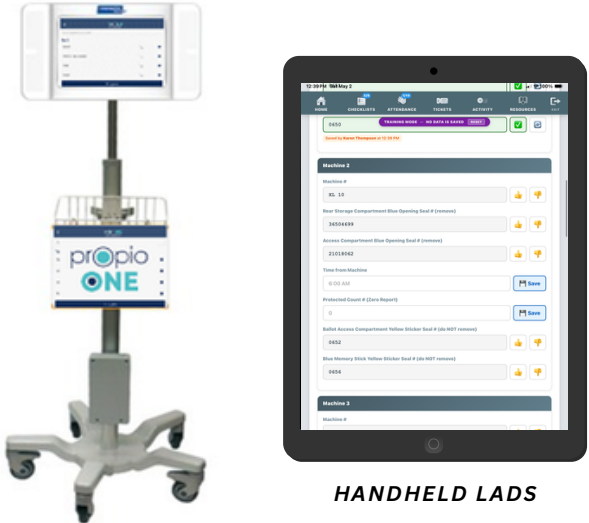
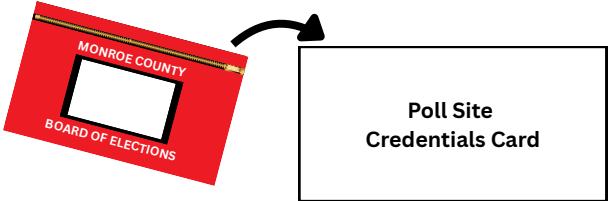
9	Have the voter remove their ballot and mark it “Spoiled” across the front	
10	Have the voter fold and seal their spoiled ballot inside the Spoiled Ballot Envelope	
11	The Site Chair must place the white “Spoiled Ballot Envelope” in the manila Spoiled Ballot Collection Envelope	
12	Return to the check-in table and search for the voter’s record	
13	Press Reissue button and follow the on-screen prompts	
14	Give the new ballot to the voter to return to the machine for the normal voting procedure	



RUNNING A POLL SITE

**USING THE LADS FOR
LANGUAGE ACCESS**

USING THE LADS FOR LANGUAGE ACCESS

1	*SITE CHAIR TASK* Using any LADS unit, navigate to the home screen (swipe up from the very bottom of the touchscreen)	 STANDING LADS HANDHELD LADS
2	Find and press the PropioOne App icon	
3	Log into the app using the appropriate information found on the Poll Site Credentials Card	
4	Using the menus, select your preferred language and start your virtual translation session	



CLOSING A POLL SITE

Monroe County
Board of Elections

2026 Edition, Ver. 2

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Monroe County
Board of Elections



2026 Edition, Ver. 2



CLOSING A POLL SITE

**PREPARING TO
CLOSE A POLL SITE**

PREPARING TO CLOSE A POLL SITE

The following actions MAY BE completed prior to closing the poll site

Gather everyone into a team huddle



Review proper order of closing procedures



Assign and inform Inspectors their closing tasks on the LADS



Record & stage closing seals throughout day (Site Chair Task)



If needed, place an Inspector at the end of the voter line at 9pm



NOTES

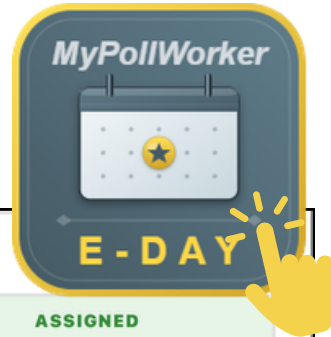


CLOSING A POLL SITE

**ASSIGN CLOSING TASKS
TO INSPECTORS**

ASSIGN CLOSING TASKS TO INSPECTORS

Use the E-DAY App →



Who completed this task?

AVAILABLE		ASSIGNED
● Michael Chen →		● Sarah Johnson ←
● Robert Davis →		● Patricia Williams ←
● Maria Garcia →		
3 available		2 assigned

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
- 8 Pack Absentee Ballot Box
- 9 Complete After-Polls-Close form



CLOSING A POLL SITE

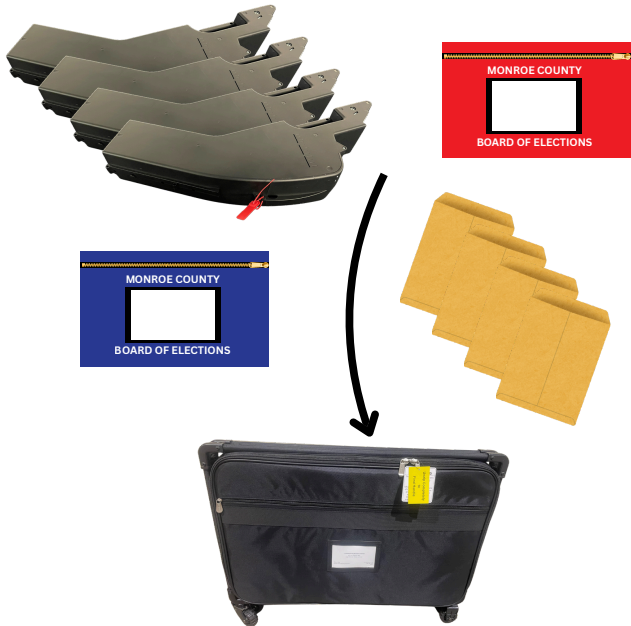
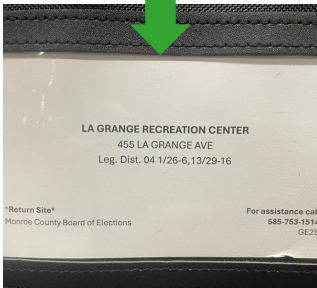
ASSIGN INSPECTOR TO RETURN BLACK BAG(S)

- ➔ **1 Assign an Inspector to return the Black Bag(s)**
- 2 Close ExpressVote XL voting machines
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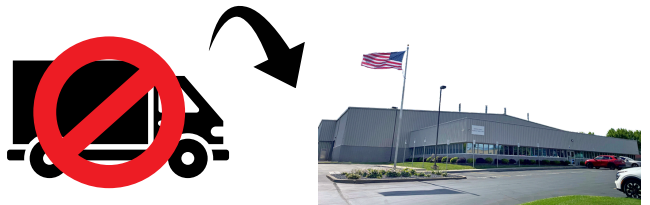
ASSIGN INSPECTOR TO RETURN BLACK BAG(S)

BLACK BAG(S) must be returned as soon as possible

Assign one Inspector (trustworthy and with transportation)
to remain on standby and transport the Black Bag(s) when ready

1	Locate the Black Bag(s). There is one Black Bag for every four voting machines.	
2	ATTENTION Do not return the Black Bag(s) until you are certain the following are properly filled, sealed, and packed. • Ballot Bins (4 per bag) • Red security bag w/contents • Blue security bag w/ contents • Manila collection envelopes • Facility keys (if applicable)	
3	Refer to the label on the Black Bag for your Return Location address	 LA GRANGE RECREATION CENTER 455 LA GRANGE AVE Leg. Dist. 04.1/26-6,13/29-16 *Return Site* Monroe County Board of Elections For assistance call 585-753-1514 GE29

ASSIGN INSPECTOR TO RETURN BLACK BAG(S)

4	If returning to the Board of Elections: • Enter the facility from the 435 Smith St. entrance • follow directions of the traffic staff	
5	If returning to a satellite location (outside the city): • Locate the large moving truck (typically a non-county vendor) • Pull up to the truck, state your poll site name to the driver/staff member • transfer bags to the driver/staff member	
6	Satellite return location trucks depart at 10:15pm. • If you arrive after this time, or • are unable to locate the truck • You must return the Black Bag(s) to the 435 Smith St	



Your Election Day work shift is complete. Do not return to your poll site. Return home.



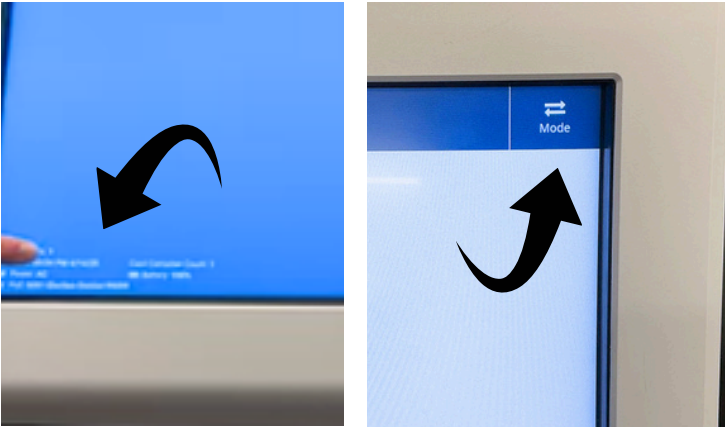
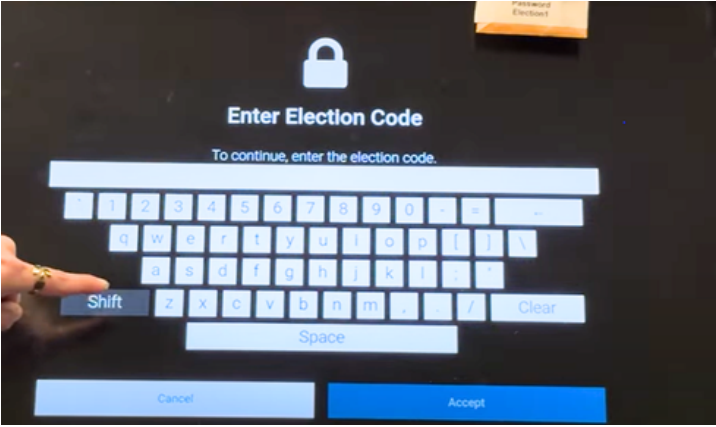
CLOSING A POLL SITE

CLOSE EXPRESSVOTE XL VOTING MACHINES

- 1 Assign an Inspector to return the Black Bag(s)
- ➔ 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
- 8 Pack Absentee Ballot Box
- 9 Complete After-Polls-Close form

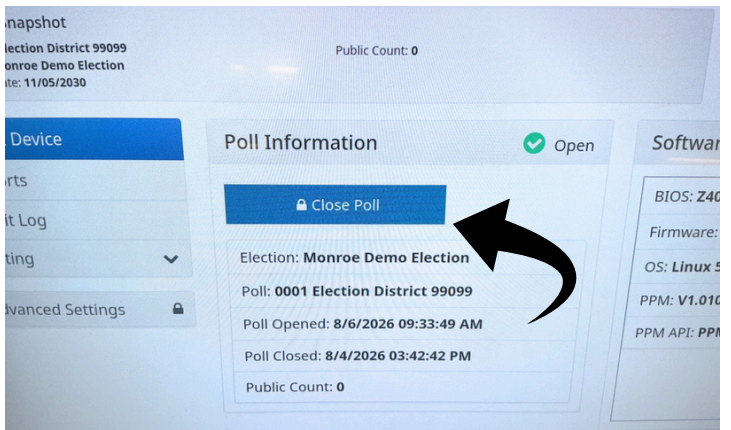
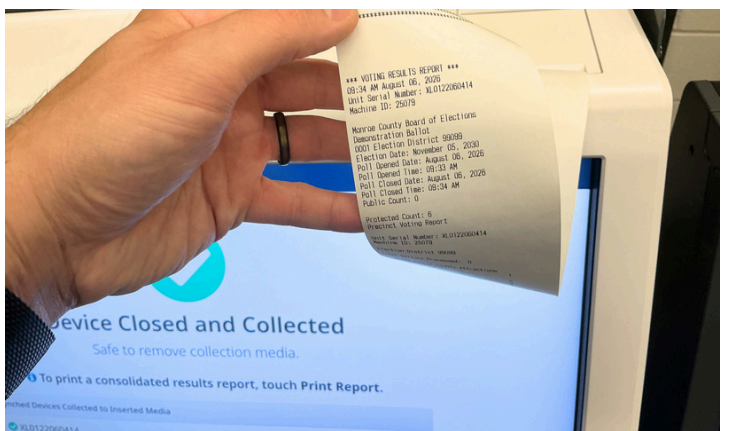
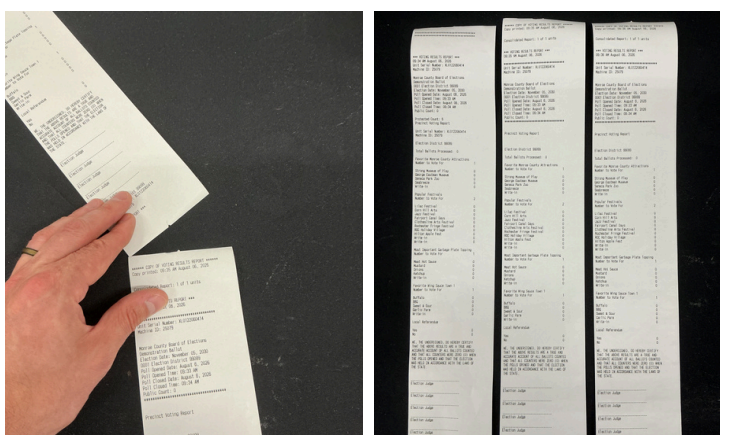
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 1

1	Lift up the privacy curtains to begin	
2	Press the text “Public Counter” at the bottom-left corner of the touchscreen Then press “Mode” in the top-right corner of the screen	
3	Enter the password found on the voting <u>machine key envelope</u>	

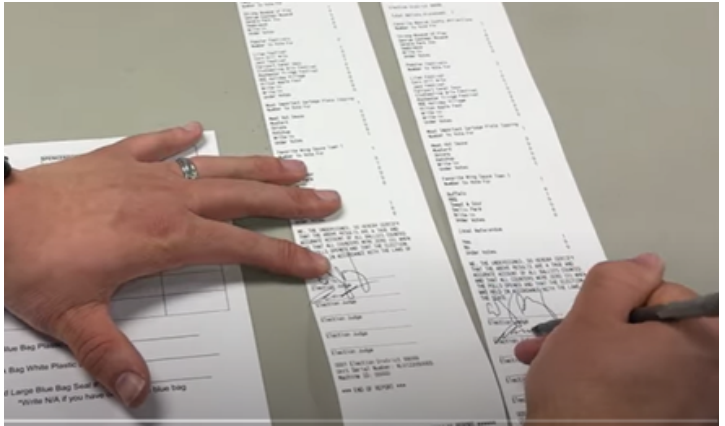
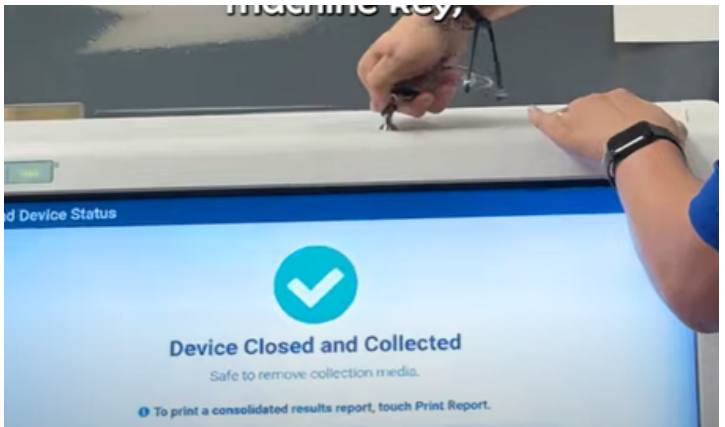
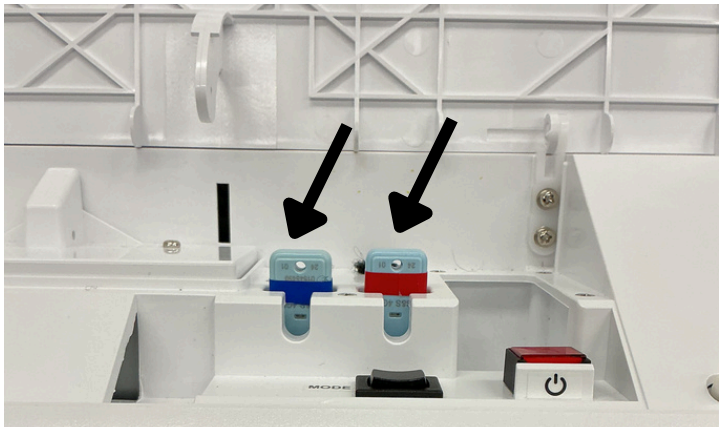
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 2

4	Press “Close Poll” button	
5	Three copies of the closing tape will automatically print onto one tape	
6	Remove the closing tape Tear the closing tape to separate the three copies	

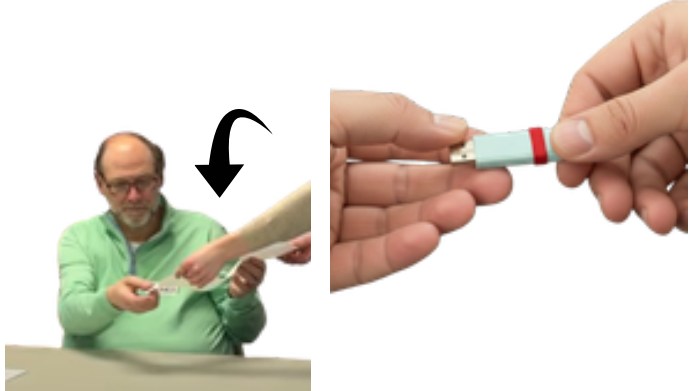
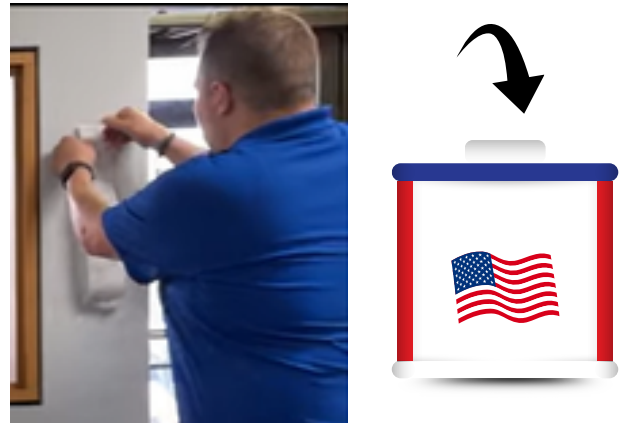
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 3

7	Sign-off in a bipartisan team on all <u>three copies</u> of the closing tape Set the tapes aside for the moment	 A close-up photograph showing a person's hand with a ring signing a document. The document is a 'Closing Tape' with multiple columns of text and checkboxes. Another hand is visible on the right, also holding a pen.
8	Next, unlock and open the access compartment on top of the screen with the voting machine key	 A photograph showing a person's hand using a small key to unlock a compartment on top of a voting machine screen. The screen displays a blue interface with a large checkmark and the text 'Device Closed and Collected'. Below this, it says 'Safe to remove collection media.' and 'To print a consolidated results report, touch Print Report.'
9	Inside the Access Compartment, find the two USB memory sticks, color-coded Blue and Red	 A photograph showing the interior of the access compartment of a voting machine. Two USB memory sticks are visible: one blue and one red. Two black arrows point to each stick. To the right, there is a power button with a power symbol.

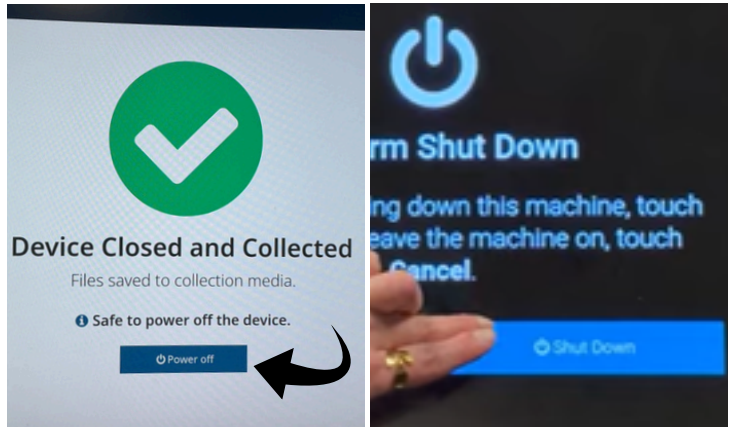
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 4

10	Remove the <u>Red Memory Stick</u> Give it directly to the Site Chairs, along with one copy of the closing tape for ballot reconciliation	
11	Remove the <u>Blue Memory Stick</u> Place it in the Blue Bag along with one copy of the closing tape	
12	If poll watchers are present, place one copy of the closing tape on the wall for their review If there are no poll watchers, place final copy into the “Generic Site Bag” in the Absentee Ballot Box	

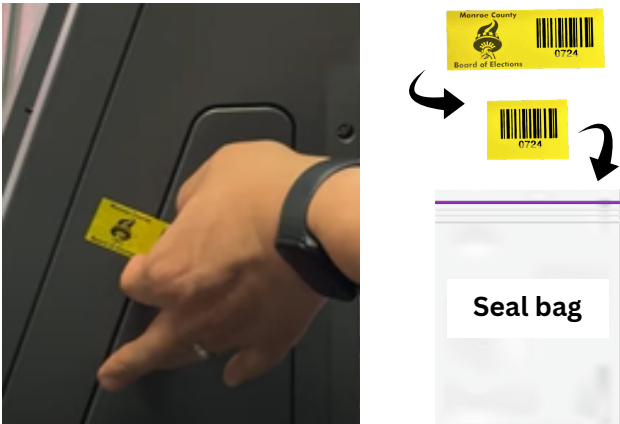
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 5

16	Press “Power Off” button Then press “Shut Down” to confirm	
17	Close and lock the <u>access compartment</u>	
18	Flip down the screen cover and readjust screen tilt to vertical position	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 6

19	Seal <u>access compartment</u> with white security seal (behind the top of the screen) *Site Chair Task* Record <u>white security seal number</u> on the After Polls Close form on the LADS	
20	Unplug the voting machine <u>power cord</u> and wrap it up neatly on the side of the machine ATTENTION <i>Do not unplug the highest-numbered machine until all the election results have been uploaded</i>	
21	Remove the yellow sticker seal from ballot access compartment (side of machine) Fold the seal in half and place into the clear seal bag	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 7

22	Unlock ballot access compartment and open door	
23	Push forward on the <u>lower green lever</u> to unlock the ballot bin	
24	Remove the <u>ballot bin</u> and place a white security seal on the flap	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 8

25	*Site Chair Task* Record white security seal number and red security seal number from ballot bin on the After Polls Close Form on the LADS	
26	Place the ballot bin in a center compartment in the <u>black bag</u>	
27	Close and lock <u>ballot access compartment door</u>	

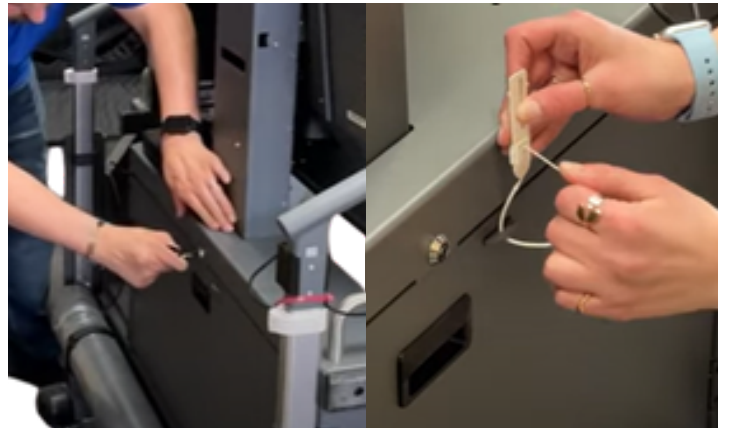
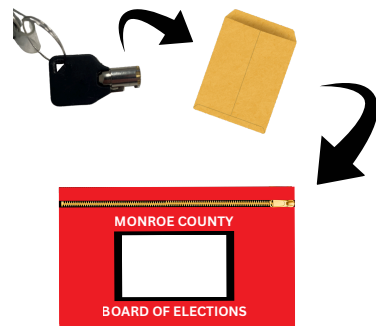
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 9

28	Take <u>privacy curtain</u> down from the mounting brackets hold both rods inward, and roll up curtain	
29	Remove the black nylon machine cover from the storage tube and set aside Place <u>privacy curtain</u> back into <u>storage tube</u> (insert into the side that is labeled “TOP”)	
30	Bend <u>voter assistance light</u> down Unlatch both white clamps and lower both privacy curtain rod mounts	

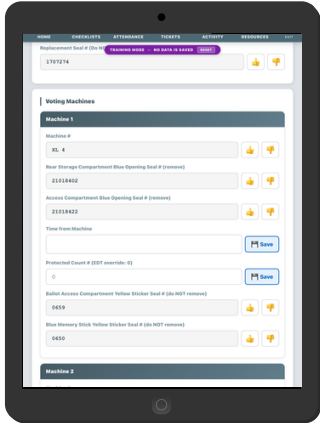
CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 10

31	Leave the <u>rear storage compartment</u> door open until all supplies have been returned, including the ATI, printer, ExpressPolls, power cords, and blank activation cards	
32	After all items have been returned, close and lock the storage compartment, and seal with a white security seal *Site Chair Task* Record white seal number on After Polls Close Form on the LADS <i>ATTENTION</i> <i>Do not seal the highest-numbered voting machine until the handheld LADS unit has been stored inside</i>	
33	Return the machine key to its manila key envelope in, and then place into Red Bag	

CLOSE EXPRESSVOTE XL VOTING MACHINES

PART 11

34	*SITE CHAIR TASK* Ensure all machine seal numbers have been captured on the <u>After Polls Close Form</u> on the LADS before covering up the voting machine	
35	Replace black <u>nylon machine cover</u> The small cover goes over the ballot review window	



You have now successfully closed the ExpressVote XL voting machine



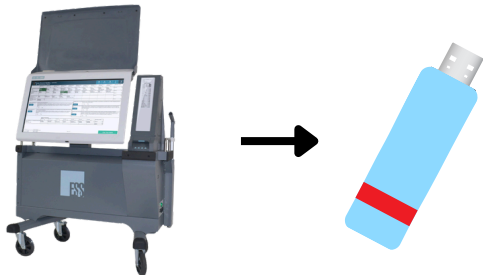
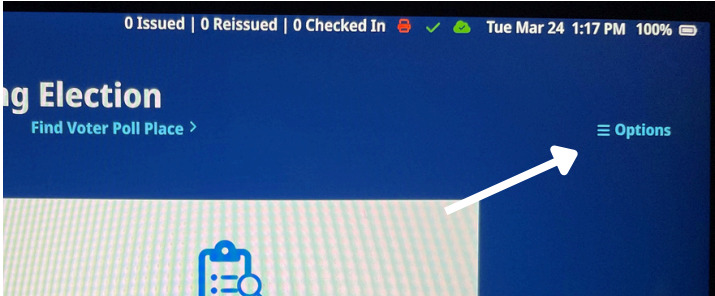
CLOSING A POLL SITE

END-OF-NIGHT REPORTING

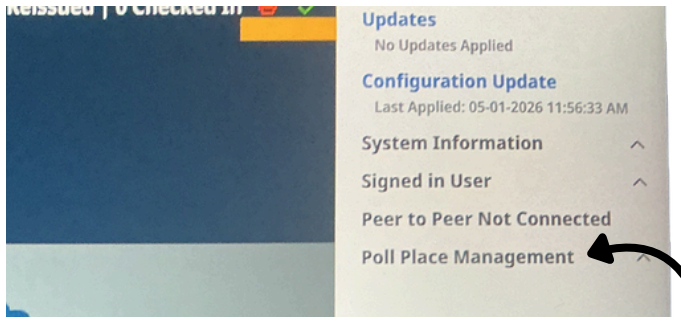
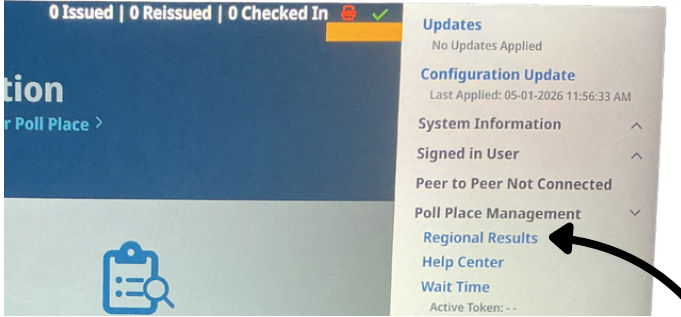
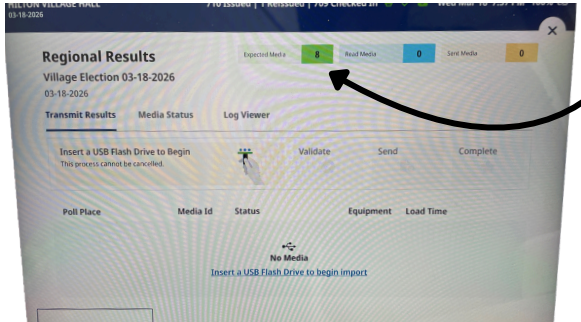
- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- ➔ 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
- 8 Pack Absentee Ballot Box
- 9 Complete After-Polls-Close form

END-OF-NIGHT REPORTING

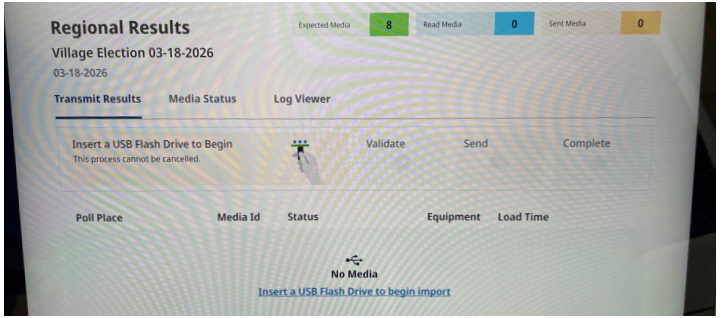
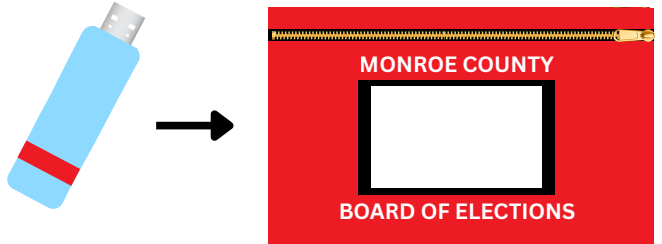
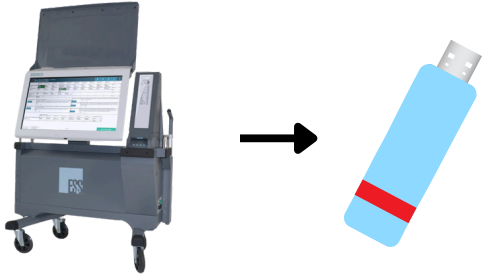
SITE CHAIR TASK

1	Retrieve red <u>memory stick</u> from any voting machine after Step 10 of Close ExpressVote XL Voting Machines is complete	
2	Take only one <u>ExpressPoll</u> poll book	
3	Unplug the <u>USB printer cord</u> from the ExpressPoll	
4	Press “Options”	

END-OF-NIGHT REPORTING

5	Press “Poll Place Management”	
6	Press “Regional Results” <i>ATTENTION</i> <i>You may be prompted for a password.</i> <i>Refer to the Poll Site Credentials Card in the Red Bag</i>	
7	Insert a red <u>memory stick</u> from any voting machine	
8	The dashboard numbers on the top of the screen will tell you how many red memory sticks are required to upload	

END-OF-NIGHT REPORTING

9	Wait for successful upload message for each red memory stick	 The screenshot shows a software interface for 'Regional Results' for a 'Village Election 03-18-2026'. At the top, there are three status boxes: 'Expected Media' with a green bar and the number 8, 'Read Media' with a blue bar and the number 0, and 'Sent Media' with a yellow bar and the number 0. Below these are three tabs: 'Transmit Results', 'Media Status', and 'Log Viewer'. The 'Transmit Results' tab is active, showing a progress bar and buttons for 'Insert a USB Flash Drive to Begin', 'Validate', 'Send', and 'Complete'. A message below the progress bar says 'This process cannot be cancelled.' At the bottom, there is a table with headers: 'Poll Place', 'Media Id', 'Status', 'Equipment', and 'Load Time'. The table is currently empty, and a message at the bottom says 'No Media' and 'Insert a USB Flash Drive to begin import'.
10	Remove the red memory stick & place into the <u>red bag</u>	 The diagram shows a blue USB flash drive with a red band at the bottom. An arrow points from the drive to a red rectangular bag. The bag has a white rectangular label in the center with the text 'MONROE COUNTY' above it and 'BOARD OF ELECTIONS' below it.
11	Repeat steps with each red <u>memory stick</u> from all voting machines.	 The diagram shows a voting machine on the left and a blue USB flash drive with a red band on the right. An arrow points from the machine to the drive, indicating the removal of the drive from the machine.
12	After red memory stick from each voting machine has been uploaded, the <u>highest-numbered ExpressVote XL</u> may be <u>unplugged</u> from its power source	 The photo shows a hand unplugging a black power cord from a yellow wall outlet. The cord has a three-pronged plug.



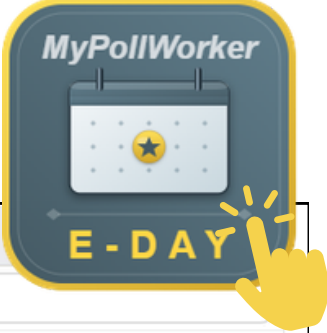
CLOSING A POLL SITE

COMPLETE BALLOT RECONCILIATION

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- ➔ 4 **Complete ballot reconciliation**
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
- 8 Pack Absentee Ballot Box
- 9 Complete After-Polls-Close form

COMPLETE BALLOT RECONCILIATION

Use the E-DAY App →



Machine # Ballots Cast

1	
2	
3	
4	

+ Add Machine

Ballot Counts

Row A: Sealed Voted Affidavit Ballots

Row B: Sealed Spoiled Ballots

- 1 Complete on either LADS unit**
- 2 Do not count blank activation cards**
- 3 Count all ballots in manila envelopes**
- 4 Sign in bipartisan to complete**



CLOSING A POLL SITE

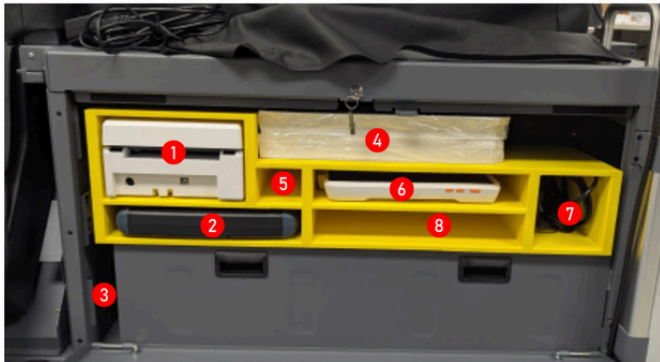
CLOSE EXPRESSPOLLS & PRINTERS

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- ➔ 5 **Close ExpressPolls & Printers**
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
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- 9 Complete After-Polls-Close form

CLOSE EXPRESSPOLLS & PRINTERS

1	Press and hold the ON/OFF button for 2 seconds to power off printer	 A close-up of the top of a white ExpressVote Printer. A finger is pressing a small, circular, purple power button located on the right side of the top panel. An arrow points to the button.
2	Power off the ExpressPoll by long-pressing the orange power button at the top of the device	 A close-up of the top of a white ExpressPoll device. A finger is pressing a small, rectangular, orange power button located on the right side of the top panel. An arrow points to the button.
3	Unplug the printer USB cord from the ExpressPoll	 A close-up of the side of a white ExpressPoll device. A black USB cord is being unplugged from a port. The device is tilted, and the cord is being pulled away from the port.
4	Unplug cords from the back of the printer	 A close-up of the back of a white printer. Two cables are plugged into ports labeled "DC24V" and "USB". The cables are being unplugged from the ports.

CLOSE EXPRESSPOLLS & PRINTERS

5	Place ExpressPolls and Printers into the back of an ExpressVote XL voting machine											
6	See packing diagram on the inside panel of the rear storage compartment door of the voting machine	VOTING MACHINE STORAGE COMPARTMENT OVERVIEW <table><tbody><tr><td>1 ExpressVote Printer</td><td>6 ExpressPoll Tablet or LADS</td></tr><tr><td>2 ATI Console</td><td>7 Printer Power + USB Cord</td></tr><tr><td>3 Headphones</td><td>8 Seal Bags + Stickers</td></tr><tr><td>4 Blank Activation Cards</td><td></td></tr><tr><td>5 ExpressPoll Power Cords</td><td></td></tr></tbody></table>	1 ExpressVote Printer	6 ExpressPoll Tablet or LADS	2 ATI Console	7 Printer Power + USB Cord	3 Headphones	8 Seal Bags + Stickers	4 Blank Activation Cards		5 ExpressPoll Power Cords	
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4 Blank Activation Cards												
5 ExpressPoll Power Cords												



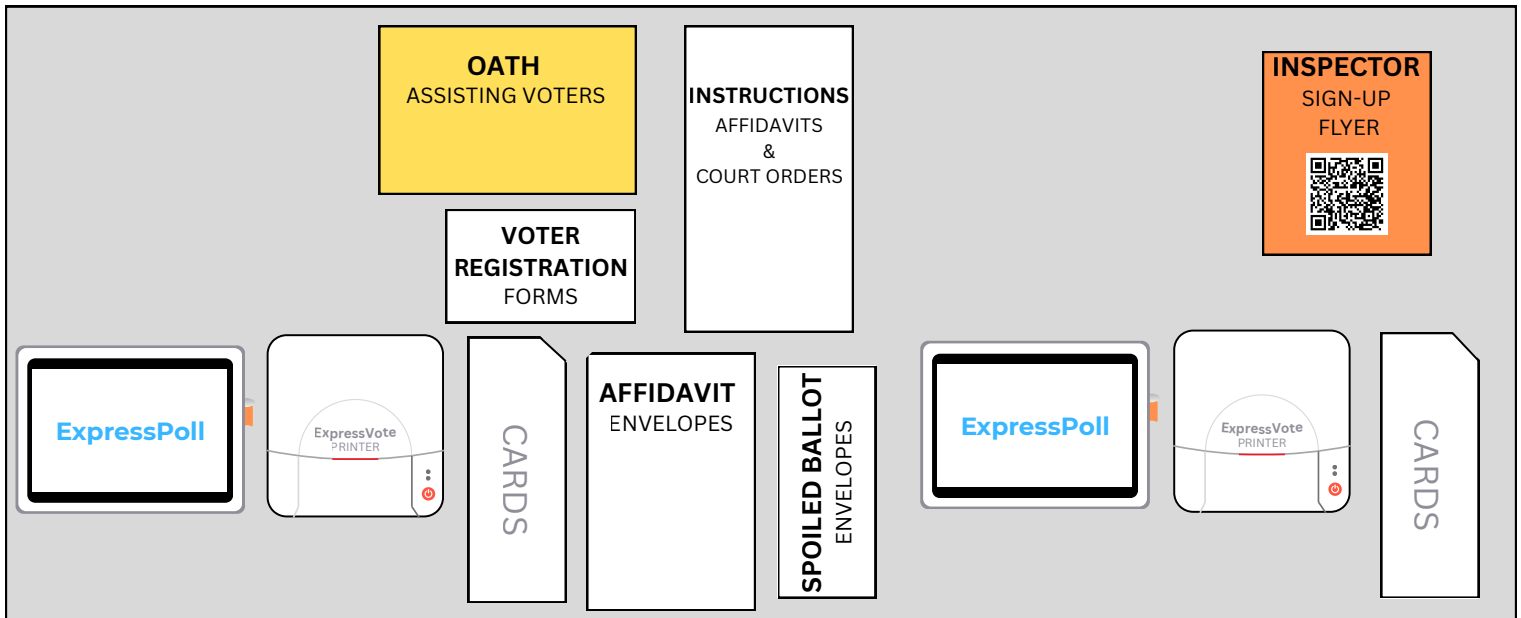
CLOSING A POLL SITE

CLOSE VOTER CHECK-IN TABLES

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- ➔ 6 **Close Check-in table**
- 7 Take Down Poll Site Signs
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- 9 Complete After-Polls-Close form

CLOSE VOTER CHECK-IN TABLES

VOTER SIDE



INSPECTOR SIDE

1	Close and pack the handheld LAD, ExpressPolls and printers into back of voting machines	
2	Pack manila envelopes into the side pocket of the Black Bag(s)	
3	Return remaining items into the clear site bag found inside the Absentee Ballot Box	



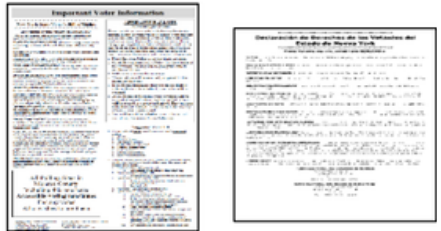
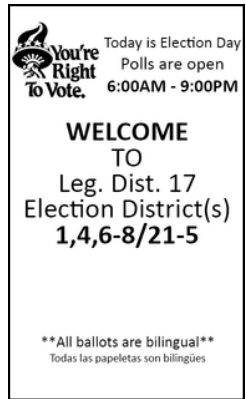
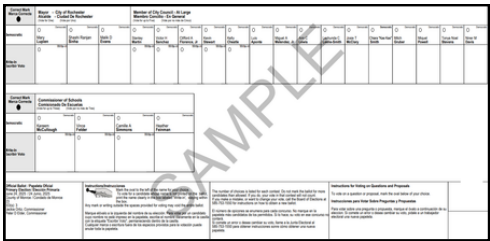
CLOSING A POLL SITE

TAKE DOWN POLL SITE SIGNS

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- ➔ 7 **Take Down Poll Site Signs**
- 8 Pack Absentee Ballot Box
- 9 Complete After-Polls-Close form

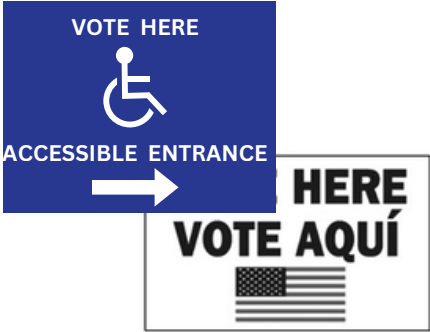
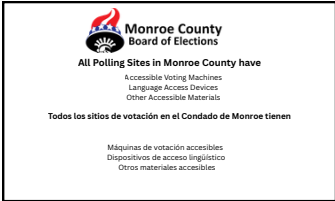
TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box

1	The Important Voter Information sign For voters to understand their rights, responsibilities, and other useful voting information.	
2	The Welcome to District sign - Helps voters identify the election districts able to vote at the polling site - Post on the wall near the check-in table where voter can see it	
3	The Sample Ballot - Used by voters to determine what candidates or propositions are on the ballot. - Must post on the wall near the check-in table.	
4	The Arrow signs - Direct voters to the space inside a polling site where voting occurs. - Post in visible locations to direct voters	

TAKE DOWN POLL SITE SIGNS

Store signs inside the Absentee Ballot Box

5	The Vote Here signs • Show entrances to the polling site • Must be posted on the doors. • The wheelchair accessible sign must be posted on the accessible entrance door	
6	The Lawn Signs • Show the location of the poll site • Must be seen from the road • Must first be put onto the metal frame included with supplies (do NOT tape it to the wall or post it inside the polling site)	
7	The Accessibility Notice Signs • Posted on entry doors of the poll site	
8	The Distance Marker • Used to warn people not to electioneer within a 100 foot radius of the polling site. • Attach it to any permanent object that is about 100 feet away from each entrance to the building of the polling site	

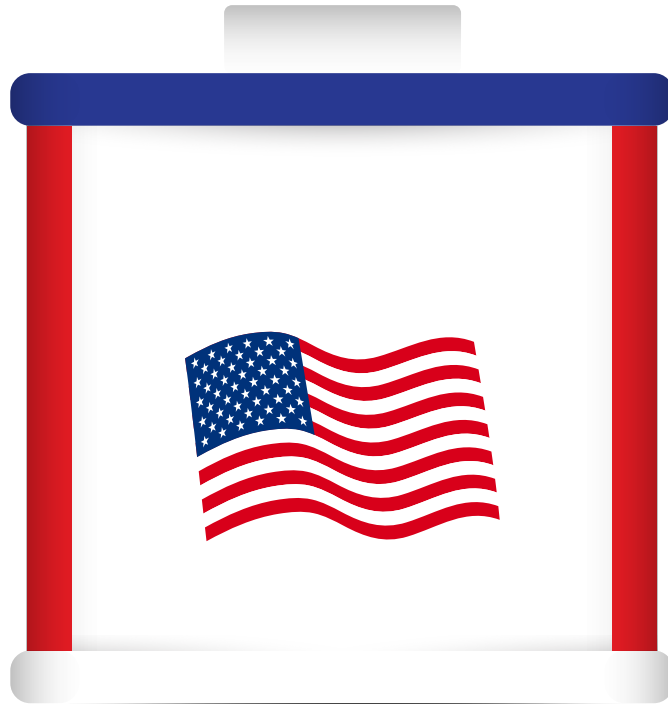


CLOSING A POLL SITE

PACK ABSENTEE BALLOT BOX

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
-  8 **Pack Absentee Ballot Box**
- 9 Complete After-Polls-Close form

PACK ABSENTEE BALLOT BOX



1	Remove the <u>large, white security seal</u> attached to the box
2	Place large, white security seal into <u>Blue Bag</u> (found inside box)
3	Refer to the box label, and repack supplies into box
4	Reseal with new large white security seal found in the <u>Blue Bag</u>
5	*Site Chair Task* Record closing security seal in After Polls Close Form on LADS
6	Place near ExpressVote XL voting machines once complete



CLOSING A POLL SITE

COMPLETE AFTER-POLLS-CLOSE FORM

- 1 Assign an Inspector to return the Black Bag(s)
- 2 Close ExpressVote XL voting machines
- 3 End-of-Night-Reporting
- 4 Complete ballot reconciliation
- 5 Close ExpressPolls & Printers
- 6 Close Check-in table
- 7 Take Down Poll Site Signs
- 8 Pack Absentee Ballot Box
- ➔ 9 Complete After-Polls-Close form

COMPLETE AFTER POLL CLOSE FORM

Use the E-DAY App →



The image shows the MyPollWorker E-DAY app interface. At the top, there's a navigation bar with icons for HOME, CHECKLISTS (2/6), ATTENDANCE (1/10), and TICKETS. Below this is a status bar showing '20018377' and 'TRAINING MODE -- NO DATA IS SAVED' with a 'RESET' button. The main form contains several input fields with 'thumbs up' and 'thumbs down' feedback icons: 'Access Compartment Blue Opening Seal # (remove)' with value '21018376', 'Time from Machine' with value '6:00 AM' and a 'Save' button, 'Protected Count # (Zero Report)' with value '0' and a 'Save' button, 'Ballot Access Compartment Yellow Sticker Seal # (do NOT remove)' with value '0654', and 'Blue Memory Stick Yellow Sticker Seal # (do NOT remove)' with value '0701'. A hand icon is pointing at the 'E-DAY' label on the app icon.

1 Two Site Chairs can fill the form at the same time

Machine #

XL 4

Saved by Karen Thompson at 12:39 PM

2 Work from ends of machine line to the middle



3 Type or scan seal numbers into form

Machine #

XL 10

Rear Storage Compartment Blue Opening Seal # (remove)

36504699

4 Sign in bipartisan to complete

Bipartisan Signatures

Signature of Inspectors Opening Voting Machines

Democratic Inspector

Full name

Save

Republican Inspector

Full name

Save

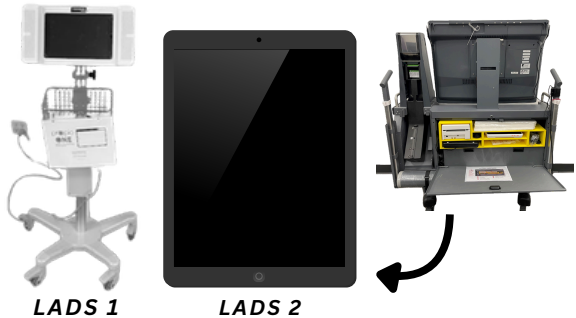
Submit



CLOSING
A POLL SITE

CLOSING
THE LADS

CLOSING THE LADS

1	After all forms have been submitted, press/hold power button (top left side) until the device turns off	 The image shows two components. The top part is a close-up of the LADS 1 device, a white, boxy unit with a power button indicated by a curved arrow. The bottom part is a close-up of the LADS 2 tablet, which is a black tablet with a blue screen, also indicated by a curved arrow.
2	The LADS 1 is on a white, rolling stand. unplug it and Leave it near the ExpressVote XL voting machines. The LADS 2 should be stored in the rear storage compartment of the highest-numbered ExpressVote XL voting machine	 The image shows three items. On the left is LADS 1, a white device on a white rolling stand. In the center is LADS 2, a black tablet. On the right is an ExpressVote XL voting machine with its rear storage compartment open, indicated by a curved arrow. The labels 'LADS 1' and 'LADS 2' are placed below their respective images.



ELECTION DAY COMPLETE!

Monroe County
Board of Elections

2026 Edition, Ver. 2

APPENDIX A

EMPLOYEE INFORMATION HANDBOOK

Monroe County
Board of Elections



2026 Edition, Ver. 2

General Info

Key Election Day Contacts

- **Inspector Helpline:** (585) 753-1599
- **Tech Helpline:** (585) 753-1590
- **Spanish Interpreter Helpline:** (585) 753-1592

Important Election Dates

- **Primary Election:** Tuesday, June 23, 2026 (5am–10pm)
 - Early Voting: June 13 –21, 2026
- **General Election:** Tuesday, November 3, 2026 (5am–10pm)
 - Early Voting: October 24–November 1, 2026

Early Voting

- Voters can vote at any Early Voting site in Monroe County.
- Requirements:
 - Must work the **entire Election Day** to be considered for Early Voting assignment.
 - Assignments given **first come, first served** after completing training.
 - No guarantee until after training completion.

Voting Rights Act & Public Service

- Inspectors are **Public Officials**.
- Any discriminatory actions, even unintentional, are potential violations of the Voting Rights Act.
- Apply all rules **uniformly and neutrally**.
- Any form of Discrimination is a violation of the Voting Rights Act.
- Actions that reduce access to the political system by discriminating are violations.
- Contact: **AndrewSpong@monroecounty.gov** for questions.

Qualifications

Election Inspectors

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must participate in annual training and pass inspector exam to be certified
- Must ensure voter rights and procedures according to election law.
- Must have a valid phone number and email
- Must dress, speak, and act professionally
- Must maintain cooperative and collaborative attitude
- Must have transportation to and from training and work assignments

Bilingual Inspectors

- Must meet all Election Inspector Qualifications
- Must be able to read, write, speak fluently in both English and Spanish
- Must take oath of non-partisanship to serve on election days

Site Chairs

- Must meet all Election Inspector Qualifications
- Must complete Site Chair training and pass the required exam
- Must have “people skills”
 - Communication skills
 - Conflict management skills
 - Ability to lead and manage inspectors and voters
- Must have “organizational skills”
 - Ability to organize and maintain order of poll site
 - Ability to follow and lead others in detailed directions
- Must have “technology skills”
 - Must be comfortable with touchscreen technology

Coordinators

- Must be recommended by a party leader
- Must be appointed by the Board of Elections Commissioners
- Must attend Coordinator orientation and training sessions
- Must meet all Election Inspector Qualifications
- Must meet all Site Chair qualifications and training requirements

Qualifications

Election Day Technicians

- Must be a registered voter in Monroe County, NY
- Must be able to read, write, and speak English
- Must ensure voter rights and follow procedures in accordance with election law
- Must have a valid cell phone number and email address
- Must dress, speak, and act professionally
- Must maintain a cooperative and collaborative attitude
- Must have reliable transportation to and from training and work assignments
- Must complete Election Inspector training and pass required exam
- Must complete Site Chair training and pass the required exam
- Must complete EDT training and pass required exam
- Must be appointed by the Board of Elections Commissioners

Duties & Responsibilities

Election Inspectors

- Prepare polling places for voting
- Set up the voting equipment
- Sign in and process voters
- Demonstrate voting procedures to voters
- Assist voters if requested
- Close the polling place
- Canvass and report results

Bilingual Inspectors

- All regular Election Inspector tasks
- Provides translation for Spanish-speaking voters
- Cannot assist in bipartisan tasks

Site Chairs

- Lead poll site with bipartisan Site Chair counterpart
- Assign opening/closing duties based on inspector strengths
- Ensure all voting machines are ready
- Rotate inspector tasks and assign staff breaks
- Ensure all workers sign in for shifts
- Oversee voter sign-in problems
- Oversee and administer all documentation and reports
- Ensure proper site closing and security

Coordinators

- Coordinators are responsible for recruiting, assigning, scheduling, and organizing election inspectors to work elections. Each coordinator is assigned specific districts to manage, and are responsible to support the poll sites within their assigned district

Election Day Technicians

- Support Site Chairs with their duties at assigned poll sites
- Address issues pertaining to election procedures, personnel, and poll site election technology

Organizational Structure

Chain of Command

Bring problems to person above you (Bilingual Interpreters follow same chain).

- **Commissioners**
- **Training Leads**
- **BOE Staff**
- **Election Day Technicians** manage multiple poll sites, assisting site chairs with escalated personnel, procedural, and technological issues.
- **Coordinators** recruit and assign inspectors and site chairs to poll sites.
- **Site Chairs** oversee site, ensure procedures followed, manage schedules, and handle supply delivery/return.
- **Election Inspectors**
 - **Greeter:** Direct voters, handle absentee ballot drop-off, manage crowding, promote Inspector sign-ups.
 - **Sign-In Table:** Check voter info, process sign-in, issue ballots, handle spoiled/affidavit ballots.
 - **Voting Machines:** Direct traffic, explain how to vote, keep area free of political material, distribute stickers.
- **Bilingual Interpreters** Provide Spanish interpretation; can do non-bipartisan tasks; record all interpretations on electronic pollbook

Other People at Poll Sites

- **Poll Watchers:** Appointed by parties; must show certificate; cannot serve as Inspectors.
- **Security Personnel:** Ensure safety; not certified Inspectors.
- **Media:** Call BOE if media arrives; may photograph general areas; cannot photograph marked ballots.
- **Candidates:** May visit/vote; cannot campaign/electioneer inside; cannot serve as Inspectors or Watchers.

Professionalism

Conduct

- **Behavior:** No children, pets, TVs, radios, laptops. No playing music/videos (except training). Stop side conversations when voters arrive. No profanity/derogatory words. Respect others.
- **Solicitation:** Don't ask people to bring food.
- **Cell phones:** Silent and put away (only EDTs/Site Chairs for BOE communication).
- **Animals:** Only service animals allowed. No emotional support animals or pets.

Attendance

- Must attend **annual training** and be **on time** for shifts.
 - Over 10 minutes late without calling = possible replacement.
 - No-call-no-show = immediate termination.
- Call in if you cannot work; no day-of cancellations for pre-scheduled appointments.
- Must work **entire Election Day** to be eligible for Early Voting work.

Dress Code

- Follow Monroe County employee guidelines.
- Must present a **professional image**.
- No political attire.
- Acceptable: County attire, business suits, dress/casual pants, neat jeans, skirts, dresses, polos, sweaters, dress/casual shoes, sneakers.
- Unacceptable: Revealing clothing, sleepwear, gym clothes, overalls, sheer clothing, graphic T-shirts, spandex, strapless/spaghetti straps (unless covered), hats/bandanas, flip flops, bare feet, slippers.
- **Personal Hygiene:** Clean appearance, minimal scents, neatly groomed hair/facial hair.

Election Etiquette & Voter Privacy

- Help all voters exercise their right to vote.
- Remain calm, polite, flexible, and respectful to everyone (voters, coworkers, poll watchers, media).
- Allow voters privacy with ballots.
- Only assist voters if they request it and have taken the **Oath for Assisting a Voter**.
- Inspectors must not handle a voter's printed ballot or enter privacy curtain.
- All ballot assistance must be bipartisan and recorded in the Poll Book.
- Do not use Poll Books to look up non-check-in info (e.g., whether someone voted).

Professionalism

Electioneering

- Any advertisement, display, speech, clothing, or sign containing a political party or the name of a candidate that is on the ballot that occurs within 100 feet of a polling site.
- If a voter engages in electioneering, politely inform the voter their conduct is against election law and ask them to stop, or cover or conceal the item in question.
- If the voter does not comply, politely inform them that they are committing a misdemeanor offense, and ask them to stop again. If they still do not, or begin to make a scene, have a Site Chair call the Board of Elections, and if necessary, the police.

Accessibility

Basic Etiquette for Serving People with Disabilities

- **General:** Greet normally; be relaxed.
- **Blind:** Identify yourself; offer arm; don't touch cane/device.
- **Deaf/HOH:** Get attention first; speak clearly; face the person; use gestures; don't shout; write if needed; use LADS for ASL.
- **Wheelchair users:** Never touch/push without permission.
- **Person-first language:** "Person with a disability," not "disabled person."
- Offer help but respect if declined.
- **Service Animals:** Don't distract; don't ask about disability; explain legal rights if questioned. Under the Americans with Disabilities Act (ADA), staff may ask only the following two questions to determine whether an animal qualifies as a service animal:
 - Is the service animal required because of a disability?
 - What work or task has the animal been trained to perform?
- **Communication:** Speak directly; match eye level if possible; offer Braille, magnifiers, large print; announce when leaving.
- **Interpreters:** Talk to voter, not interpreter; speak clearly; don't interrupt interpreter.
- **Environment:** Keep paths clear; describe surroundings; be aware of chemical sensitivities.
- **Hidden disabilities:** Provide seating if needed; be patient with behavior or communication differences.

Pay & Breaks

Pay

- Allow **4–6 weeks** after Election Day for paychecks.
- **FICA Taxes:** In 2026, inspectors earning over \$2,500 from BOE work are subject to FICA taxes, retroactively applied once threshold reached.
- Payroll contact: **BOEPayroll@monroecounty.gov or 585-753-1515**
- Payment comes from **Accupay Systems**, not from the city/town where you worked.
 - Must create an Accupay account (only once unless info changes).
 - Setup link:
<https://www.cognitofrms.com/accupayinc1/monroecountyelectionworkerspayrolls>
etup



Pay Rates

- **Training:** \$25 per required training
- **Election Inspector:** \$16/hr.
- **Bilingual Inspector (Spanish Interpreter):** \$17/hr.
- **Site Chair:** \$18/hr.

Meals & Breaks

- Always maintain bipartisan balance at poll site
- Lunch and dinner: ≤30 minutes each OR 1 hour combined
- 2 additional 15-min breaks recommended
- All workers must be present from 5 pm to close

APPENDIX B

ADVANCED VOTER CHECK-INS

Monroe County
Board of Elections



2026 Edition, Ver. 2



RUNNING A POLL SITE

**ADVANCED
VOTER CHECK-INS**

- ✓ **ACTIVE**
Eligible
- ✓ **Court Order**
Eligible

[illegible]

ADVANCED VOTER CHECK-INS

YELLOW VOTER STATUS

1	May be issued a standard ballot, affidavit, or court order depending on type of ID shown.	 ID REQUIRED Eligible
2	Proper ID types • listed on the back of the Oath for Person(s) Assisting Voter	• Current, valid photo ID ◦ Driver's License ◦ Passport ◦ Non-driver's ID • OR: ◦ Current utility bill ◦ Bank statement ◦ Paycheck ◦ Government document ◦ Other
3	If proper ID shown, select "Standard - ID Required" on Issue Standard Ballot screen If proper ID is not shown, select "Issue Affidavit Ballot" > "Valid ID not provided"	
4	Follow the prompts on the screen to complete voter check-in	

ADVANCED VOTER CHECK-INS

RED VOTER STATUS

1	Affidavit ballot or court order only	 ACTIVE Ineligible  INACTIVE No Signature  Affidavit Only Eligible  ACTIVE No Signature  ACTIVE Ballot Issued  ACTIVE Early Ballot Issued  ACTIVE Absentee Mail  ACTIVE Absentee FPCA  Affidavit Only - Moved Election District Eligible  WRONG POLL SITE Eligible
2	Mark “Affidavit - Issue Affidavit” box on “Issue Affidavit/Provisional Ballot” screen	
3	Follow the prompts on the screen to complete voter check-in	

ADVANCED VOTER CHECK-INS

WRONG POLL SITE



WRONG POLL SITE Eligible

1	Have the voter verbally confirm their <u>current permanent resident address</u>	
2	Under “Manage Voter”, change voter status to “Affidavit only - Moved Election District” and press “Save”	
3	Press “Identification” tab	
4	Press “ Update Voter Details”	
5	Update voter’s new permanent residential address and press “Save”	
6	Have the voter read the Affidavit/Court Order instructions and choose one or the other • If voter chooses to vote via affidavit, proceed to step 7 • If they choose to pursue a court order, proceed to step 8	
►	Current permanent resident address is <u>within</u> this poll site’s election district	Current permanent resident address is <u>outside</u> this poll site’s election district
7	Issue an affidavit ballot to the voter	Press <u>Find Poll Site</u> button and send voter to the correct poll site address
8	Provide voter with their respective party’s contact information located at the bottom of the Affidavit & Court Order voting instructions form	

ADVANCED VOTER CHECK-INS

VOTER NOT FOUND



VOTER NOT FOUND Eligible

1	If the voter cannot be found in the ExpressPoll electronic pollbook, the Site Chair should call the Inspector Helpline @ 1-585-753-1599
2	A Board of Elections representative will search for the voter on a statewide database
3	The Board of Election representative can add the voter to ExpressPoll electronic pollbook database with the red status
4	Site Chair should offer the voter the Affidavit/Court Order Voting Instruction form to the voter
5	If the voter chooses to be issued an affidavit ballot, Inspectors can then proceed to issue the voter an affidavit and follow the prompts on the screen

ADVANCED VOTER CHECK-INS

VOTER ASSISTANCE

If a voter declares they require assistance during check-in:

1	On the “Issue Standard Ballot” screen, check the box “Standard - Voter Assistance Required”
2	Following the on-screen prompts, gather the information and signature of the voter giving assistance
3	Inspectors take their Oath for Person(s) Assisting Voters during their annual training. That oath persists through their Election Day work shift
4	A voter’s employer or union representative may NOT assist a voter

If a voter requires assistance after checking in:

1	Have the voter who will provide assistance read the paper copy of the Oath for Person(s) Assisting Voters (found on check-in table)
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