

DP MANAGER – Voter Check-in Actions Card

You Must Be at: “Scan I.D. or Search for Voter Screen” to Start.

1. *Touch:* “**Search for Voter**”(It will go to Manual Search Screen)
2. *Ask Voter:* “**Date of Birth- Month First Please?**”
3. *Enter:* “**Voter’s Date of Birth: MM/DD/YYYY**” (If you error press “Clear” try again)
4. *Touch:* “**Search**”
5. *Ask Voter:* “**Last Name Please**”
6. *Ask Voter:* “**First Name Please**”
7. *Touch:* “**Voter’s Name on Screen**”
8. *Touch:* **Yes** if voter’s name is correct or touch “**Wrong Voter**” if you chose the wrong voter
9. *Lift screen toward Voter*
10. *Tell Voter:* “**Please confirm your information on the screen by touching Yes**”
(If voter touches “No”, pull screen back to you and *touch:* “**Name/Address change**”)

If Action Required has been resolved:

1. *Tell Voter:* “**Please sign the screen**”
2. *Pull screen back to you*
3. *Touch:* “**Next**”
4. *Ask Voter:* “**Please show me your Photo and Signature I.D.?**” (**DO NOT TOUCH I.D.**)
5. *Verify:* **Voter’s Photo & Signature on I.D. matches the screen & voter**
6. *Touch:* “**Accept Signature**” If Signature Matches ***NEVER TOUCH REJECT**
(*Touch:* “**Clear Signature**” If signature does not match, ask voter to sign again)
7. *Touch:* “**English**” or **Spanish** if voter requests **Spanish Language Ballot**
8. *Tell Voter:* “**Please step over to the Ballot Printer to wait for your Ballot to print**”
9. *Tear off:* Voting Certificate
10. *Place:* Voting Certificate in Black Bin

Allowed/Approved I.D.s

**PHOTO & SIGNATURE I.D IS REQUIRED
OR
The Voter must Vote using the Provisional Ballot Process**

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| <ul style="list-style-type: none"><input type="checkbox"/> FL Driver’s License<input type="checkbox"/> FL Identification Card (Issued by DHSMV)<input type="checkbox"/> U.S. Passport<input type="checkbox"/> Debit/Credit Card<input type="checkbox"/> Military I.D.<input type="checkbox"/> Student I.D.<input type="checkbox"/> Retirement Center I.D. | <ul style="list-style-type: none"><input type="checkbox"/> Neighborhood Association I.D.<input type="checkbox"/> Public Assistance I.D.<input type="checkbox"/> Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs)<input type="checkbox"/> Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06)<input type="checkbox"/> Government Employee I.D. |
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Voter Requires Assistance	<ol style="list-style-type: none"> 1. If “Assistance Required” is not shown on VCS, voter must complete a PURPLE 12180 Declaration of Asst. Form 2. If a Non-Election Official is assisting, assister must always complete bottom portion of the PURPLE 12180 Declaration of Asst. Form 3. Two Election Officials of different parties may assist the Voter if needed
Address Update Required	<ol style="list-style-type: none"> 1. Does Voter information match? Touch “No” 2. Touch “Name/Address Change” 3. Touch “Clear Address” 4. Touch “Yes” 5. Enter Voter’s new address on screen 6. Tab through to automatically populate City, State, Zip boxes 7. Touch “OK” 8. If address cannot be found on VCS, Manager must Call Phone Bank
Date of Birth search did not find anyone	<ol style="list-style-type: none"> 1. Search for voter using Last Name 2. Call Phone Bank 248-8650 if Voter is not found
No ID Provided	<ol style="list-style-type: none"> 1. Touch “No ID Provided” 2. Voter must vote following Provisional Process
Voter Pending HSMV Verification	<ol style="list-style-type: none"> 1. If voter is still “pending,” voter must vote following Provisional Process
Precinct Not Voting	<ol style="list-style-type: none"> 1. If voter demands that this is an error, voter must vote following Provisional Process
Provisional Process	<ol style="list-style-type: none"> 1. BEFORE ISSUING A PROVISIONAL BALLOT YOU MUST CALL PHONE BANK 248-8650 2. Enter Provisional Tracking number from Pink/White Envelope on screen. 3. Confirm Reason on screen is correct 4. Touch “OK” 5. Touch “Get Voter’s Signature” 6. Direct Voter to Sign 7. Touch “Next” 8. Follow instructions on Pink/White Provisional Envelope
Reprint/Spoiled Ballot	<ol style="list-style-type: none"> 1. Complete Spoiled Ballot Envelope. 2. On VCS home screen, touch “Voter Info” 3. Search for Voter 4. When Voter is found, touch “Reprint Ballot” 5. “Reprint Ballot Ticket” will print 6. Ballot will print
Undo Check-In	<ol style="list-style-type: none"> 1. Verify Voter’s name is in “Previous Voter” box on Find a Voter Screen. 2. Touch Voter’s Name. 3. Touch “Undo Check-In” 4. Touch “Yes”, Undo Ticket will print 5. Void Ballot and place in Catch All Bag
Voter has already voted	<ol style="list-style-type: none"> 1. If voter demands that this is an error, voter must vote following Provisional Process
Voter has a Vote by Mail Ballot to drop off.	<ol style="list-style-type: none"> 1. Ensure voter has sealed and signed Vote by Mail Ballot envelope 2. Place VBM in slot on top of Yellow VBM Dropbox
Voter has Vote by Mail ballot but wants to vote in person	<ol style="list-style-type: none"> 1. If Voter has Vote by Mail ballot but wants to vote there, take from voter. CRITICAL. Ask them to write "CANCELLED" on ballot AND envelope 2. Place cancelled Vote by Mail ballot AND envelope inside "Catch All Bag" 3. Allow voter to continue voting process
Voters Party Not Voting	<ol style="list-style-type: none"> 1. Call SOE Phone Bank to confirm voter’s party 2. If Voter demands to vote, Voter must vote following Provisional Process
Voter is at Incorrect Polling Place	<ol style="list-style-type: none"> 1. Confirm Voter’s address on ticket is correct. 2. If address is correct, give ticket to voter and direct them to their correct Polling Place. 3. If address is incorrect, perform Address Update Required.