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” Give voter “Refer to Clerk Ticket” direct them to Blue Security Cart) (Next Voter)
11. Tell Voter: “Please sign the screen”
12. Pull screen back to you
13. Touch: “Next”
14. Ask Voter: “Please show me your Photo and Signature I.D.?” (DO NOT TOUCH I.D.)
15. Verify: Voter’s Photo & Signature on I.D. matches the screen & voter
16. Touch: “Accept Signature” If Signature Matches *NEVER TOUCH REJECT
    (Touch: “Clear Signature” If signature does not match, ask voter to sign again)
17. Touch: “English” or Spanish if voter requests Spanish Language Ballot
18. Tell Voter: “Please step over to the Ballot Printer to wait for your Ballot to print”
19. Tear off: Voting Certificate
20. Place: Voting Certificate in Black Bin

<table>
<thead>
<tr>
<th>Allowed/Approved I.D.s</th>
</tr>
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<tbody>
<tr>
<td>PHOTO &amp; SIGNATURE I.D. is required</td>
</tr>
<tr>
<td>OR</td>
</tr>
<tr>
<td>The Voter must go to the Blue Security Cart to Vote using the Provisional Ballot Process</td>
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</tbody>
</table>

- FL Driver’s License
- FL Identification Card (Issued by DHSMV
- U.S. Passport
- Debit/Credit Card
- Military I.D.
- Student I.D.
- Retirement Center I.D.
- Neighborhood Association I.D.
- Public Assistance I.D.
- Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs)
- Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06)
- Government Employee I.D.
| Address Protected       | 1. DO NOT ask voter to confirm address.  
|                        | 2. Verify voter’s photo and signature.  
|                        | 3. Allow voter to continue voting process. |
| Address information answer “NO” Update Required | 1. Direct Voter to Blue Security Cart for Address Change  
|                        | 2. Request next voter in line to move forward |
| Flagged as having already voted | 1. Do you wish to issue a Provisional? Touch “No”  
|                        | 2. No Voting Certificate will print  
|                        | 3. If Voter refutes that they have already voted, direct Voter to Blue Security Cart |
| Inactive               | 1. Ask voter to confirm address  
|                        | 2. Verify voter’s photo and signature  
|                        | 3. Allow voter to continue voting process |
| Voter Requires Assistance | 1. If a Voter requires assistance and “Assistance Required” is not already on record, direct the voter to the Blue Security Cart.  
|                        | 2. If a Voter requires assistance and brings someone to assist them, direct them to the Blue Security Cart. |
| Voter Pending HSMV Verification | 1. Direct Voter to Blue Security Cart |
| Precinct Not Voting    | 1. Precinct or municipality is not having an election.  
|                        | 2. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart |
| Voter Not Found        | 1. Direct Voter to Blue Security Cart |
| Voter has been mailed a Vote by Mail ballot | 1. Confirm with Voter that they want to vote in person  
|                        | 2. Do you want to issue a Voting Certificate? Touch “Yes”  
|                        | 3. Issue Ballot to voter  
|                        | 4. If Voter has their VBM ballot with them, direct them to Blue Security Cart so that Clerk can take and CANCEL their VBM ballot prior to them entering the voting booth |
| Voter’s Party Not Voting | 1. Refer to Clerk Ticket will print “Voter’s Party Not Voting”  
|                        | 2. If Voter disputes, give Voter Refer to Clerk Ticket and direct them to Blue Security Cart |
| “OK” appears on Screen | 1. Always touch “OK” to print Refer to Clerk Ticket and move forward. If you see “OK” touch “OK” |
| Voter is at Incorrect Polling Place | 1. Give Voter ticket and direct them to Blue Security Cart |