

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. This is the screen you should always be at to begin work with the voter.
2. Ask Voter: “**Date of Birth- Month First Please**”?
3. Enter Voter Date of Birth Stated: MM/DD/YYYY. (If you error press “Clear” try again)
4. Touch “**Search**”
5. Ask Voter: “**Last Name Please**” Ask Voter: “**First Name Please**”
6. Touch: “**Voter’s Name on Screen**”
7. Ask Voter: “**What is your Current Address?**”
8. Confirm: **Voter’s Stated Address Must Match Screen Address.**

Does voter information match this information? **Yes No Wrong Voter (Start Over)**

If YES (Touch Yes)	If NO (Touch Wrong Voter)
<ol style="list-style-type: none"> 1. Ask Voter: “Photo and Signature I.D. please?” 2. Touch “Get Voter Signature” 3. Lift screen towards Voter, “Direct Voter to Sign” 4. After Voter signs, “Pull Screen Back” 5. Touch “Next” 6. Compare & Confirm Voter’s “Signature on screen matches signature on I.D.” <p>*If Signature matches touch “Accept Signature”, Voting Pass Prints.</p> <p>*If Signature does not match touch “Clear Signature” ask voter to re-sign.</p> <ol style="list-style-type: none"> 7. “Give Voter I.D” and ask Voter to “Please step over and wait for your ballot to print.” <p style="text-align: center;">NOTE</p> <p>Primary ONLY-Ask Voter “Please confirm you are receiving correct ballot type. (Democrat, Non Partisan, or Republican).</p> <ol style="list-style-type: none"> 8. Place Voter Certificate in BLACK bin. 	<ol style="list-style-type: none"> 1. Touch “Close” 2. NO Ticket Will Print 3. Send Voter to Blue Security Cart

“NO I.D., Touch Cancel” Send Voter to Blue Security Cart

Allowed/Approved I.D.s

<ul style="list-style-type: none"> <input type="checkbox"/> A license to carry a concealed weapon or firearm issued pursuant to s. 790.06 <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Employee I.D. card issued by any branch, department, agency, or entity of the Federal Government, the State, a county, or a municipality <input type="checkbox"/> FL Driver’s License <input type="checkbox"/> FL I.D. Department of Motor Vehicles <input type="checkbox"/> Military 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"/> Retirement Center I.D. <input type="checkbox"/> Student I.D. <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Veteran health I.D. card issued by the U.S. Department of Veterans Affairs
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MS Site VCS Inspector Actions

Address Protected	<ol style="list-style-type: none"> 1. DO NOT ask voter to confirm address. 2. Verify voter's photo and signature. 3. Allow voter to continue voting process.
Address Update Required	<ol style="list-style-type: none"> 1. Ask Voter to confirm address. 2. If address is correct, allow voter to vote. 3. If address is incorrect, Touch "Wrong Voter" 4. Direct Voter to Blue Security Cart for Address Change.
Flagged as having already voted	<ol style="list-style-type: none"> 1. Do you wish to issue a Provisional? Touch "No" 2. No Ticket will print. 3. If Voter refutes that they have already voted, direct Voter to Blue Security Cart.
Inactive	<ol style="list-style-type: none"> 1. Ask voter to confirm address. 2. Verify voter's photo and signature. 3. Allow voter to continue voting process.
Pending Voter Pending HSMV Verification	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Precinct Not Voting	<ol style="list-style-type: none"> 1. Precinct or municipality is not having an election. 2. Direct Voter to Blue Security Cart.
Voter Not Found	<ol style="list-style-type: none"> 1. Direct Voter to Blue Security Cart.
Voter has been mailed Vote by Mail ballot.	<ol style="list-style-type: none"> 1. Do you want to issue a Voting Pass? Touch "Yes" 2. If voter has a Vote by Mail ballot notify Manager.
Voters Party Not Voting	<ol style="list-style-type: none"> 1. Do you wish to issue a Provisional? Touch "No" 2. No Ticket will print. 3. If Voter disputes, direct Voter to Blue Security Cart.