

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 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 Action Required has been resolved:

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.”**
**If Signature matches touch “Accept Signature”, Voting Pass Prints.*
**If Signature does not match touch “Clear Signature” ask voter to re-sign.*
7. **“Give Voter I.D.”** and ask Voter to **“Please step over and wait for your ballot to print.**

NOTE

Primary ONLY-Ask Voter “Please confirm you are receiving correct ballot type. (Democrat, Non Partisan, or Republican).
8. Place Voter Certificate in BLACK bin.

Allowed/Approved I.D.s

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| <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 VCS Manager Actions

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 248-8650.
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.
Pending Voter Pending HSMV Verification	<ol style="list-style-type: none"> 1. Voter’s registration has not been verified by FVRS, so voter is not officially registered. 2. 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. Enter Provisional Tracking number from Pink Envelope on screen. 2. Confirm Reason on screen is correct 3. Touch “OK” 4. Touch “Get Voter’s Signature” 5. Direct Voter to Sign 6. Touch “Next” 7. Follow instructions on Pink Provisional Envelope.
Reprint/Spoiled Ballot	<ol style="list-style-type: none"> 1. Complete Spoiled Ballot Envelope. 2. Touch “Reprint Ballot” 3. Search for Voter 4. When Voter is found, touch “Correct Voter” 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 EV4 BOD Misprint Box
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 been mailed a vote by mail ballot	<ol style="list-style-type: none"> 1. If voter has Vote by Mail ballot, take from voter. 2. CRITICAL - Write “CANCELLED” on ballot AND envelope. 3. Place cancelled Vote by Mail ballot AND envelope inside “Catch All Bag.” 4. Allow voter to continue voting process.
Voters Party Not Voting	<ol style="list-style-type: none"> 1. If Voter demands to vote, Voter must vote following Provisional Process. 2. Call SOE Phone Bank to manually print Ballot Style stated by voter.