

**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: **“Photo and Signature I.D. please?”**

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

**If Action Required has been resolved:**

1. Lift screen towards Voter to verify their information. **If it matches instruct them to: “Touch Yes”**
  2. Then, **“Direct Voter to Sign”**
  3. After Voter signs, **“Pull Screen Back”**
  4. Compare & Confirm Voter’s **“Signature on screen matches signature on I.D.”**
  5. Touch **“Next”**
  6. The screen will give you the option to: **Accept, Reject, Clear, or Cancel**  
 \*If Signature matches touch **“Accept”**  
 \*If Signature does not match touch **“Clear”** ask voter to re-sign
  7. Select Language: **“English”** (Only select **“Spanish,”** if voter asks) then Voting Certificate Prints
  8. **“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).”*
9. Place Voter Certificate in **BLACK** bin.

**Allowed/Approved I.D.s**

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

<b>Address Update Required</b>	<ol style="list-style-type: none"> <li>1. Does Voter information match? Touch “No”</li> <li>2. Touch “Name/Address Change”</li> <li>3. Touch “Clear Address”</li> <li>4. Touch “Yes”</li> <li>5. Enter Voter’s new address on screen.</li> <li>6. Tab through to automatically populate City, State, Zip boxes.</li> <li>7. Touch “OK”</li> <li>8. If address cannot be found on VCS, Manager must Call Phone Bank 248-8650.</li> </ol>
<b>Date of Birth search did not find anyone</b>	<ol style="list-style-type: none"> <li>1. Search for voter using Last Name.</li> <li>2. Call Phone Bank 248-8650 if Voter is not found.</li> </ol>
<b>No ID Provided</b>	<ol style="list-style-type: none"> <li>1. Touch “No ID Provided”</li> <li>2. Voter must vote following Provisional Process.</li> </ol>
<b>Pending Voter Pending HSMV Verification</b>	<ol style="list-style-type: none"> <li>1. Voter’s registration has not been verified by FVRS, so voter is not officially registered.</li> <li>2. If voter is still “pending,” voter must vote following Provisional Process.</li> </ol>
<b>Precinct Not Voting</b>	<ol style="list-style-type: none"> <li>1. If voter demands that this is an error, voter must vote following Provisional Process.</li> </ol>
<b>Provisional Process</b>	<ol style="list-style-type: none"> <li>1. Enter Provisional Tracking number from Pink Envelope on screen.</li> <li>2. Confirm Reason on screen is correct</li> <li>3. Touch “OK”</li> <li>4. Touch “Get Voter’s Signature”</li> <li>5. Direct Voter to Sign</li> <li>6. Touch “Next”</li> <li>7. Follow instructions on Pink Provisional Envelope.</li> </ol>
<b>Reprint/Spoiled Ballot</b>	<ol style="list-style-type: none"> <li>1. Complete Spoiled Ballot Envelope.</li> <li>2. Touch “Reprint Ballot”</li> <li>3. Search for Voter</li> <li>4. When Voter is found, touch “Correct Voter”</li> <li>5. “Reprint Ballot Ticket” will print</li> <li>6. Ballot will print</li> </ol>
<b>Undo Check-In</b>	<ol style="list-style-type: none"> <li>1. Verify Voter’s name is in “Previous Voter” box on Find a Voter Screen.</li> <li>2. Touch Voter’s Name.</li> <li>3. Touch “Undo Check-In”</li> <li>4. Touch “Yes”, Undo Ticket will print</li> <li>5. Void Ballot and place in Catch All Bag.</li> </ol>
<b>Voter has already voted</b>	<ol style="list-style-type: none"> <li>1. If voter demands that this is an error, voter must vote following Provisional Process.</li> </ol>
<b>Voter has a Vote by Mail Ballot and wants to drop it off.</b>	<ol style="list-style-type: none"> <li>1. Ensure voter has sealed and signed Vote By Mail Ballot envelope.</li> <li>2. Place VBM in slot on top of Yellow VBM Dropbox.</li> </ol>
<b>Voter has Vote by Mail ballot but wants to vote in person</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Place cancelled Vote by Mail ballot AND envelope inside "Catch All Bag."</li> <li>3. Allow voter to continue voting process.</li> </ol>
<b>Voters Party Not Voting</b>	<ol style="list-style-type: none"> <li>1. If Voter demands to vote, Voter must vote following Provisional Process.</li> <li>2. Call SOE Phone Bank to manually print Ballot Style stated by voter.</li> </ol>