

**Start at Evid Home screen**

1. *Touch: "Voter Check-in Search"(Blue button)*
2. *Ask Voter: "Date of birth- month first please?"*
3. *Enter: "Voter's date of birth: MM/DD/YYYY" (If you error touch "Clear" to try again)*
4. *Touch: "Search"*
5. *Ask Voter: "First and last name please"*
6. *Touch: "Voter's name on screen"*
7. *Touch: Yes if voter's name is correct or touch "Wrong Voter" if you chose the wrong voter*
8. *Lift screen toward Voter*
9. *Tell Voter: "Please confirm your information on the screen by touching Yes"*  
 If voter touches "No," pull screen back to you and *touch: "No."*  
**"Do you want to do a Name/Address change?" Touch "Yes"**  
 Touch "Ok" to "Refer to Clerk." Give voter "Refer to Clerk Ticket" and direct them to Blue Security Cart) (Next Voter)
10. *Tell Voter: "Please sign the screen then touch Ok"*
11. *Pull screen back to you*
12. *Ask Voter: "Please show me your Photo and Signature I.D.?"*
13. *Verify: Voter's Photo & Signature on I.D. matches the screen & the voter*
14. *Touch: "Accept Signature" If signature matches \*NEVER TOUCH REJECT*  
*(Touch: "Get Voter Signature" If signature does not match, ask the voter to sign again)*
15. *Touch: "English" or Spanish if voter requests Spanish Language Ballot*
16. *Tell Voter: "Please step over to the Ballot Printer to wait for your Ballot to print"*
17. *Tear off: Voting Certificate*
18. *Place: Voting Certificate in black bin*

Allowed/Approved I.D.s	
PHOTO & SIGNATURE I.D. is required OR The voter must go to the Blue Security Cart to Vote using the Provisional Ballot Process	
<ul style="list-style-type: none"> <li><input type="checkbox"/> FL Driver's License</li> <li><input type="checkbox"/> FL Identification Card (Issued by DHSMV)</li> <li><input type="checkbox"/> U.S. Passport</li> <li><input type="checkbox"/> Debit/Credit Card</li> <li><input type="checkbox"/> Military I.D.</li> <li><input type="checkbox"/> Student I.D.</li> <li><input type="checkbox"/> Retirement Center I.D.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Neighborhood Association I.D.</li> <li><input type="checkbox"/> Public Assistance I.D.</li> <li><input type="checkbox"/> Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs)</li> <li><input type="checkbox"/> Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06)</li> <li><input type="checkbox"/> Government Employee I.D.</li> </ul>

# EV INSPECTOR - Voter Check-in Actions Card

<b>Address Protected</b>	<ol style="list-style-type: none"> <li>1. DO NOT ask voter to confirm address.</li> <li>2. Verify voter's photo and signature.</li> <li>3. Allow voter to continue voting process.</li> </ol>
<b>Address information answer "NO" Update Required</b>	<ol style="list-style-type: none"> <li>1. Do you want to do a Name/address change, Touch "Yes."</li> <li>2. Touch "Ok" to print Refer to Clerk Ticket.</li> <li>3. Give Voter ticket and direct them to Blue Security Cart.</li> </ol>
<b>Voter has already voted</b>	<ol style="list-style-type: none"> <li>1. Do you wish to Refer the voter to the Clerk for a Provisional ballot? Touch "Yes."</li> <li>2. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.</li> </ol>
<b>Voter Requires Assistance</b>	<ol style="list-style-type: none"> <li>1. If a Voter requires assistance direct the voter to the Blue Security Cart.</li> </ol>
<b>Voter status is Pending</b>	<ol style="list-style-type: none"> <li>1. Do you wish to Refer the voter to the Clerk for a Provisional ballot? Touch "Yes."</li> <li>2. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.</li> </ol>
<b>Precinct Not Voting</b>	<ol style="list-style-type: none"> <li>1. Precinct or municipality is not having an election.</li> <li>2. Give voter Refer to Clerk Ticket and direct them to Blue Security Cart.</li> </ol>
<b>Voter Not Found</b>	<ol style="list-style-type: none"> <li>1. If Voter's name does not appear on Voter Search Results screen, Touch "Voter Not Found."</li> <li>2. Touch "Ok" to print Refer to Clerk Ticket.</li> <li>3. Give Voter ticket and direct them to Blue Security Cart.</li> </ol>
<b>Voter has been mailed a ballot</b>	<ol style="list-style-type: none"> <li>1. Confirm with Voter that they want to vote in person.</li> <li>2. Do you want to issue a Voting Pass? Touch "Yes."</li> <li>3. Issue ballot to voter.</li> <li>4. If voter has their VBM ballot with them, direct them to Blue Security Cart.</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. Direct voter to Blue Security Cart.</li> </ol>
<b>"OK" appears on Screen</b>	<ol style="list-style-type: none"> <li>1. Always touch "OK" to print Refer to Clerk Ticket and move forward. If you see "OK" touch "OK."</li> </ol>

## PRIMARY ELECTION ONLY

<b>Voter's Party Not Voting</b>	<ol style="list-style-type: none"> <li>1. Touch "Party Dispute"</li> <li>2. Touch Ballot Style (Ex. R01, D01)</li> <li>3. Touch "Ok."</li> <li>4. Touch "Yes" to print Refer to Clerk Ticket.</li> <li>5. Give Voter Refer to Clerk Ticket and direct them to Blue Security Cart.</li> </ol>
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