

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 press **“Clear”** try again)
4. Touch: **“Search”**
5. Ask Voter: **“First and last name please”**
6. Touch: **“Voter’s name on screen”**

*If Voter requires an AVS ballot, touch the check box **“Print ExpressVote Activation Card”***

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: **“Home,”** Touch **“Yes”** to return to Home Screen. Call phone bank to update their address.)

If Action Required has been resolved:

1. Tell Voter: **“Please sign the screen then touch Ok”**
2. Pull screen back to you
3. Ask Voter: **“Please show me your Photo and Signature I.D.?”**
4. Verify: **Voter’s Photo & Signature on I.D. matches the screen & voter**
5. Touch: **“Accept Signature”** If signature matches ***NEVER TOUCH REJECT**
 (Touch: **“Get Voter Signature”** If signature does not match, ask voter to sign again)
If voter is voting AVS ballot, Insert AVS card into ExpressVote Printer then Touch Ok.
6. Touch: **“English”** or **Spanish** if voter requests **Spanish Language Ballot**
7. Tell Voter: **“Please step over to the Ballot Printer to wait for your Ballot to print”**
8. Tear off: Voting Certificate
9. Place: Voting Certificate in Black Bin

Allowed/Approved I.D.s

**PHOTO & SIGNATURE I.D IS REQUIRED
OR**

The Voter must Vote using the Provisional Ballot Process

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| <ul style="list-style-type: none"> <input type="checkbox"/> FL Driver’s License <input type="checkbox"/> FL Identification Card (Issued by DHSMV) <input type="checkbox"/> U.S. Passport <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Military I.D. <input type="checkbox"/> Student I.D. <input type="checkbox"/> Retirement Center 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"/> Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs) <input type="checkbox"/> Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06) <input type="checkbox"/> Government Employee I.D. |
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EV MANAGER – Voter Check-in Actions Card

Reasons to Call Phone Bank (850) 248-8650	
<ul style="list-style-type: none"> ▪ Address updates ▪ Facility needs ▪ Need to issue Provisional Ballot ▪ Supply requests 	<ul style="list-style-type: none"> ▪ Voter disputes they have already voted ▪ Voter leaves without voting/ Undo Required ▪ Voter not found ▪ Voter’s precinct, city, or party is not voting
Assistance Required	<ol style="list-style-type: none"> 1. If “Assistance Required” is not shown on VCS, voter must complete a PURPLE 12180 Declaration to Secure Asst. Form. 2. Two Election Officials of different parties may assist the voter. 3. If a Non-Election official is assisting, the person assisting must always complete Part B. (bottom portion) of the PURPLE 12180 Declaration to Secure Asst. Form.
No ID Provided	<ol style="list-style-type: none"> 1. Touch “No ID Provided.” 2. Voter must vote following Provisional process.
Party Dispute *Primary Only*	<ol style="list-style-type: none"> 1. Call Phone Bank to confirm voter’s party. 2. If voter demands to vote, they must vote following Provisional Process. 3. Touch Voter Info. 4. Search for voter. 5. Touch “Dispute.” 6. Touch “Party Dispute.” 7. Touch Ballot style (Ex R01, D01). 8. Touch “Ok” and follow Provisional process.
Poll Watcher	<ol style="list-style-type: none"> 1. Verify Poll Watcher’s ID matches their name on the Poll Watcher badge. 2. Verify their name is on the approved list of Poll Watchers provided. 3. Direct them to go to the designated location on the room layout.
Provisional Ballot Process	<ol style="list-style-type: none"> 1. BEFORE ISSUING A PROVISIONAL BALLOT CALL PHONE BANK 2. Follow <u>instructions</u> on Pink/White Provisional Envelope. 3. Enter Provisional Tracking number from Pink/White Envelope on screen. 4. Confirm reason on screen is correct. 5. Touch “Ok.” 6. Once ballot is produced, give the voter the pink envelope and ballot and direct them to the closest voting booth to the Blue Cart.
Reprint/Spoiled Ballot	<ol style="list-style-type: none"> 1. Complete Spoiled Ballot Envelope. 2. On VCS home screen, touch “Voter Info.” 3. Search for voter. 4. When voter is found, touch “Reissue Ballot.” 5. Touch “Yes” 6. Select English or Spanish (if voter requests it) 7. Reprint Ticket and Ballot will print.
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 a Vote by Mail Ballot to drop off	<ol style="list-style-type: none"> 1. Ensure voter has sealed and signed the Vote by Mail Ballot envelope. 2. Direct the voter to place the VBM in slot on top of Yellow Secure Ballot Intake Station Bag.
Voter has Vote by Mail ballot but wants to vote in person	<ol style="list-style-type: none"> 1. Ask the voter to write "CANCELLED" on ballot. 2. Ask the voter to tear the ballot in half. 3. Write “CANCELLED” on the outside of the envelope. 4. Place cancelled Vote by Mail ballot in Catch All Bag. 5. Allow voter to continue voting process.