EV MANAGER – Voter Check-in Actions Card   EV#____

You Must Be at: "Scan I.D. or Voter Check-in Search" to Start.

1. *Touch:* **"Voter Check-in Search"***(It will go to Manual Search Screen)*

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:* **"Last Name Please"**

6. *Ask Voter:* "**First Name Please"**

7. *Touch:* **"Voter's Name on Screen"**

    If Voter requires an AVS ballot, touch the check box "Print ExpressVote Activation Card"

8. *Touch:* **Yes** *if voter's name is correct* **or** *touch* **"Wrong Voter"** *if you chose the wrong voter*

9. *Lift screen toward Voter*

10. *Tell Voter:* "**Please confirm your information on the screen by touching Yes"**

    (If voter touches "**No,"** pull screen back to you and *touch*: **"Home,"** 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.?" (DO NOT TOUCH 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

☐ **FL Driver's License**	☐ **Neighborhood Association I.D.**
☐ **FL Identification Card (Issued by DHSMV**	☐ **Public Assistance I.D.**
☐ **U.S. Passport**	☐ **Veteran health I.D. card (Issued by the U.S. Dept. of Veterans Affairs)**
☐ **Debit/Credit Card**	☐ **Florida Concealed Weapon or Firearm License (Issued pursuant to F.S. 790.06)**
☐ **Military I.D.**	
☐ **Student I.D.**	
☐ **Retirement Center I.D.**	☐ **Government Employee I.D.**

Voter Requires Assistance	1. If "Assistance Required" is not shown on VCS, voter must complete a PURPLE 12180 Declaration of Asst. Form. 2. If a Non-Election official is assisting, they must always complete bottom portion of the PURPLE 12180 Declaration of Asst. Form. 3. Two Election Officials of different parties may assist the Voter if needed.
Address Update Required	1. Call Phone Bank (850)248-8650 to update address. 2. If voter cannot confirm their DL or SSN with Phone Bank or they have moved from another FL county, have voter complete a DS-DE 39 Voter Registration Application prior to voting.
Voter not Found	1. Search for voter using last name. 2. Call Phone Bank (850)248-8650 if voter is not found.
No ID Provided	1. Touch "No ID Provided." 2. Follow Check-in procedures. 3. Voter must vote following Provisional Process.
Voter status is Pending	1. If voter is still "pending," voter must vote following Provisional Process.
Precinct Not Voting	1. If voter demands that this is an error, voter must vote following Provisional Process.
Provisional Process	1. **BEFORE ISSUING A PROVISONAL BALLOT YOU MUST CALL PHONE BANK (850)248-8650.** 2. Follow **instructions** 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. Lift screen and ask voter to confirm their information by touching Yes. 7. Direct voter to sign then touch "Ok."
Reprint/Spoiled Ballot	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. Touch ExpressVote or Paper ballot to print ballot. 7. Select English or Spanish (if voter requests it) 8. If voter is voting AVS ballot, Insert AVS card into ExpressVote Printer then Touch "Ok."
Undo Check-In	1. Verify voter's name is in "Last Voter Checked-in" box on Home Screen. 2. Touch voter's name. 3. Touch "Undo Check-In." 4. Select reason for the Undo then touch Ok. 5. Undo Ticket will print. 6. Complete Spoiled Ballot envelope and place ballot and ticket inside then place in Catch All Bag.
Voter has already voted	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.	1. Ensure voter has sealed and signed Vote by Mail Ballot envelope. 2. Place VBM in slot on top of Yellow Secure Ballot Intake Station Bag.
Voter has Vote by Mail ballot but wants to vote in person	1. Take the Vote by Mail Ballot from voter. **CRITICAL**, ask them to write "CANCELLED" on ballot AND envelope. 2. Place cancelled Vote by Mail ballot AND envelope in "Catch All Bag." 3. Allow voter to continue voting process.
PRIMARY ONLY Voters Party Not Voting	1. Call SOE Phone Bank to confirm voter's party. 2. If voter demands to vote, Voter must vote following Provisional Process. 3. Touch "Party Dispute." 4. Touch Ballot style (Ex R01, D01) 5. Touch "Ok." 6. Follow Provisional process.