

You Must Be at: “Scan I.D. or Voter Check-in Search Screen” 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”*
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*)
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 Pass*
9. *Place Voting Pass 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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ED Clerk – Voter Check-in Actions Card

Voter Requires Assistance	<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. If a Non-Election official is assisting, they must always complete bottom portion of the PURPLE 12180 Declaration to Secure Asst. Form. 3. Two Election Officials of different parties may assist the voter if needed.
Address Update Required	<ol style="list-style-type: none"> 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 DSDE 39 Voter Registration Application prior to voting. 3. If voter’s new address is in a different precinct, give ticket to voter and direct them to their correct Polling Place.
Voter not Found	<ol style="list-style-type: none"> 1. Search for voter using last name. 2. Call Phone Bank (850)248-8650 if voter is not found.
No ID Provided	<ol style="list-style-type: none"> 1. Touch “No ID Provided.” 2. Follow Check-in procedures. 3. Voter must vote following Provisional Process.
Voter status is Pending	<ol style="list-style-type: none"> 1. 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. BEFORE ISSUING A PROVISIONAL BALLOT CALL PHONE BANK (850)248-8650. 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. Lift screen and ask voter to confirm their information by touching Yes. 7. Direct voter to sign then touch “Ok.”
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.
Undo Check-In	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. If voter demands that this is an error, voter must vote following Provisional Process.
Voter has Vote by Mail ballot but wants to vote in person	<ol style="list-style-type: none"> 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.
Voter is at Incorrect Polling Place	<ol style="list-style-type: none"> 1. Confirm voter’s address is correct. 2. If address is correct, give ticket to voter and direct them to their correct Polling Place. 3. If address is incorrect, perform Address Update Required.
PRIMARY ONLY Voters Party Not Voting	<ol style="list-style-type: none"> 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.