

8 Day

Early Voting Site Procedures-Audit Manual

EV Site # Early Voting Days: / /20 - / /20

*SOE Staff Page Check Q.C. I.D. Q.C. I.D.

BCS EV # -A BCS EV # -B

MUNICIPAL SUPER TUESDAY

- Callaway
- Lynn Haven
- Mexico Beach
- Panama City
- Panama City Beach
- Parker
- Springfield

FEDERAL/STATE/COUNTY

- Presidential Preference Primary
- Primary
- General
- Special _____

**THIS DOCUMENT MUST BE COMPLETED AND RETURNED
TO BAY COUNTY SUPERVISOR OF ELECTIONS OFFICE AT END OF EARLY VOTING.
*If found please contact: Bay County Supervisor of Elections Mark Andersen or office staff at 850-784-6100***

DAY 1 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
<u>A.M. – Opening</u>	
1. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.	
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>	
2. Instruct Asst. Manager to Attach/Hang ODD DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)	
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)	
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.	
5. Open Top Drawer of Blue Security Cart.	
6. Get out EV Runner Catch All Bag ODD Day.	
7. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the ODD Day EV Catch All Bag.	
8. Attach/Hang EV Runner Catch All Bag ODD to side handle of BLUE Security Cart Handle Silver Clip. (Day 1 = Odd Day Bag, Day 2 =Even Day Bag).	
9. Get Phone A, Phone B, and One Phone charger from Communication Box and place on Top of Blue Security Cart.	
10. Return Communication Box to Top Drawer of Blue Security Cart.	
11. Close Top Drawer of Blue Security Cart.	
12. Plug phone charger into BLACK power cord hanging on Blue Security Cart Handle.	
CAUTION You must use charger to keep phone(s) battery charged throughout the day. Alternate Phone A and Phone B as needed throughout the day.	
13. Plug Phone A into to Phone Charger.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
14. Turn On Phone A and Phone B (Press/Hold Red END Button for 5 seconds).	
15. My EV Site Number is (record) EV#_____.	
16. Verify Your EV Site # is correct on your Ballot Counting Systems (BCS), Accessible Voting Systems (AVS) and the Voter Check-In Systems (VCS's).	
17. Call SOE Phone Bank (850)248-8650 NOW using Phone A, to report arrival and verbal verification of proper EV Site equipment as directed by phone bank.	
18. Give Cell Phone B to Assigned Deputy.	
19. Go to Security Cage Door, Silver Lock.	
20. Unlock SILVER Lock using GOLD key	
21. Secure the Lock on the Security Cage door handle for later use.	
22. Open Security Cage doors.	
23. Remove (1) Box of English "I Voted Stickers" from Bin A located on top shelf of Security Cage; give to Deputy.	
24. Give Orange Deputy Materials bag to Deputy.	
25. Direct Deputy to open Orange Deputy Materials bag, get and follow Deputy Set-up/Actions Card to place all signs and notices in designated locations.	
26. Direct Deputy to return Orange Deputy Materials Bag to Blue Security Cart once set-up is done.	
27. Assign one Inspector to help Deputy following the Set-up/Actions Card.	
28. Get EV Certificates Box and give to other Asst. Manager.	
NOTE	
<i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>	
29. Instruct Asst. Manager to assemble EV Certificates Box and place on Middle Shelf of Security Cage.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
30. Go to VCS A.	
31. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).	
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>	
32. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.	
33. Turn On AVS Ballot Card Printer (ExpressVote Printer), Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
34. Go to VCS A Ticket Printer, Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS A Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS B Ticket Printer, Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Go to VCS C Ticket Printer, Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
39. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
40. Go to VCS D Ticket Printer, Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
41. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
42. Verify VCS's A, B, C, and D <u>Tablets</u> are ON.	
43. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
44. Go to Blue Security Cart.	
45. Unlock/Open Blue Security Cart Compartment Door.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
46. Get Security Card from Top Clear Pouch.	
47. Close/Lock Blue Security Cart Compartment Door.	
NOTE <i>Security Card is Confidential and contains security codes for election equipment. DO NOT leave out.</i>	
48. Take Security Card to VCS Unit A.	
49. Enter Initials on VCS screen.	
50. Touch Code Block.	
51. Enter VCS Clerk Code .	
52. Touch "Submit."	
53. Go to VCS B Tablet.	
54. Direct (1) Inspector to sit at VCS Unit B .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	
58. Touch "Submit."	
59. Direct (1) Inspector to sit at VCS Unit C .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
62. Enter VCS Inspector Code .	
63. Touch "Submit."	
64. Direct (1) Inspector to sit at VCS Unit D .	
65. Direct Inspector to enter Initials on VCS screen.	
66. Direct Asst. Manager to Touch Code Block.	
67. Enter VCS Inspector Code .	
68. Touch "Submit."	
69. Remove " Opening Report " Ticket from VCS A, B, C, and D .	
70. Sign " Opening Report " Ticket A, B, C, and D .	
71. Place " Opening Report " Ticket A, B, C, and D into EV Certificates Box located inside Security Cage. Always leave EV Certificates Box in Security Cage.	
72. Go to Blue Security Cart Compartment Door.	
73. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
74. Return Security Card to the Top Clear Pouch.	
75. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
76. Go to Ballot Printer A , Open Ballot Stock Tray A .	
77. Load Ballot Stock into Ballot Stock Tray A .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
78. Close Ballot Stock Tray A .	
79. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
80. Go to Ballot Printer B , Open Ballot Stock Tray B .	
81. Load Ballot Stock into Ballot Stock Tray B .	
82. Close Ballot Stock Tray B .	
83. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
84. Go to Ballot Printer C , Open Ballot Stock Tray C .	
85. Load Ballot Stock into Ballot Stock Tray C .	
86. Close Ballot Stock Tray C .	
87. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
88. Go to Ballot Printer D , Open Ballot Stock Tray D .	
89. Load Ballot Stock into Ballot Stock Tray D .	
90. Close Ballot Stock Tray D .	
91. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
92. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
93. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
94. Close/Lock Blue Security Cart Compartment door.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
95. Go to VCS Unit A.	
96. Touch “ More ” arrow at the bottom of the screen.	
97. Touch “ Location Status. ”	
98. Touch “ Ready for Voters. ”	
99. Touch “ Back. ”	
100. Touch “ Back ” to go to Home screen.	
101. Take Security Card to Ballot Counting System A (BCS).	
102. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
103. Verify that Emergency Bin Area is EMPTY .	
104. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
105. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
106. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.	
107. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.	
108. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
109. **** <u>Go to BCS Unit B.</u>	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
110. Unlock/Open BCS B Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW Key.		
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.		
111. Verify that Emergency Bin Area is EMPTY .		
112. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to "closed" position.		
113. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.		
114. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.		
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.		
115. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.		
116. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
117. Verify BLUE Power Cord is plugged into wall outlet.		
118. Verify Green light on surge protectors located on Black Power Splitter cords are ON.		
119. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
120. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
121. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
122. Give GREEN Plastic Seals removed from BCS A & B to other Asst. Manager to place inside ODD DAY EV Runner Catch All Bag.		
123. **** <u>Go to BCS Unit A.</u>		
124. Unlock BCS A Unit Lid using YELLOW key/ YELLOW Dot, rotating left to unlock/remove key.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
125. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS A Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> <i>BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.</i>	
130. **** <u>Go to BCS Unit B.</u>	
131. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
132. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
133. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
134. Unlock BCS B Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
135. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> <i>BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.</i>	
136. **** <u>Go back to BCS Unit A.</u>	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
137. Touch SHIFT on Display Screen, to turn the circle YELLOW .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
138. Enter Election Code from Security Card.	
139. Touch Accept.	
140. **** <u>Go back to BCS Unit B.</u>	
CAUTION	
Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
141. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
142. Enter Election Code from Security Card.	
143. Touch Accept.	
144. **** <u>Go back to BCS Unit A.</u>	
145. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that BCS Display shows message below: Loading election. Please wait... Configuration Report Printing report. Please wait... ✓ This voting device is ready for poll to be opened. ✓ Election definition found: ✓ Plugged into electricity!	
146. Touch GREEN "Open Poll" box on BCS Unit Display. Screen will show: Opening poll. Please wait...	
147. BCS Unit will automatically print Zero Totals Report. Screen will show: "Printing report. Please wait..."	
148. Visually verify tape shows <u>ZEROS in each contest.</u> (If they are <u>NOT</u> all zeros, you must call Phone Bank Immediately (850) 248-8650)	
CAUTION	
Do not tear tape from BCS Unit, leave in place until end of Election.	
149. Manager and at least (2) Election Officials MUST SIGN TAPE.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
150. Roll Zeros Tape Neatly and tuck alongside BCS.		
151. Record Public Count from BCS Display. Public count <u>Must be Zero</u> or Call (850)248-8650)	BCS A Public Count	
152. Touch GREEN “Go to Voting Mode” box on display.		
153. **** <u>Go back to BCS Unit B.</u>		
154. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that BCS Display shows message below: Loading election. Please wait... Configuration Report Printing report. Please wait... ✓ This voting device is ready for poll to be opened. ✓ Election definition found: ✓ Plugged into electricity!		
155. Touch GREEN “Open Poll” box on BCS Unit Display. Screen will show: Opening poll. Please wait...		
156. BCS Unit will automatically print Zero Totals Report. Screen will show: “Printing report. Please wait...”		
157. Visually verify tape shows <u>ZEROS</u> in each contest. (If they are <u>NOT</u> all zeros, you must call Phone Bank Immediately (850) 248-8650)		
CAUTION Do not tear tape from BCS Unit, leave in place until end of Election.		
158. Manager and at least (2) Election Officials MUST SIGN TAPE.		
159. Neatly Roll Zeros Tape and Tuck alongside BCS Unit.		
160. Record Public Count from BCS Display.	BCS B Public Count	
161. Touch GREEN “Go to Voting Mode” box on display.		
WARNING		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
<i>Even if BCS is not working, you MUST still issue ballots & continue voting using Emergency Bin. Document all issues by calling Phone Bank at (850)248-8650.</i>		
162. *** Take Security Card to Accessible Voting Systems (AVS).		
163. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.		
164. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
165. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
166. Locate Black Power Switch (Next to Orange Dot).		
167. Press Black Power Switch to ON position.		
168. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
169. Remove BLACK Barrel Key.		
170. **Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
171. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
172. Locate Black Power Switch (Next to Orange Dot).		
173. Press Black Power Switch to ON position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
174. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
175. Remove BLACK Barrel Key.	
176. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. After approximately 2 minutes screen will display: Starting Up...</i>	
177. Wait...until Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
178. Touch SHIFT on Screen, then enter Election Code from Security Card.	
179. Touch Accept.	
180. Screen display will change to: Please wait. Loading election.	
181. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
182. **Go back to Accessible Voting System (AVS) B.	
WARNING DO NOT TOUCH SCREEN. After approximately 2 minutes screen will display: Starting Up...	
183. Wait...until Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
184. Touch SHIFT on Screen, then enter Election Code from Security Card.	
185. Touch Accept.	
186. Screen display will change to: Please wait. Loading election.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
187. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
188. Take Security Card to Blue Security Cart.	
189. Unlock/Open Blue Security Cart Compartment Door.	
190. Place Security Card inside Top Clear Pouch.	
191. Close/Lock Blue Security Cart Compartment Door.	
192. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
193. Return Phone/Keys to Manager.	
194. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
195. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

DAY 1 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 1 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs and cones.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Go to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Touch Code Block	
10. Enter VCS Clerk Code .	
11. Touch “Submit.”	
12. Touch “Exit” arrow icon on screen.	
13. Touch “Exit Program” on screen.	
14. <u>Go to VCS B</u> Tablet.	
15. Enter Initials.	
16. Enter Inspector Code .	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
17. Touch "Submit."	
18. Touch "Exit" arrow icon on screen.	
19. Touch "Exit Program" on screen.	
20. <u>Go to VCS C</u> Tablet.	
21. Enter Initials.	
22. Enter Inspector Code .	
23. Touch "Submit."	
24. Touch "Exit" arrow icon on screen.	
25. Touch "Exit Program" on screen.	
26. <u>Go to VCS D</u> Tablet.	
27. Enter Initials.	
28. Enter Inspector Code .	
29. Touch "Submit."	
30. Touch "Exit" arrow icon on screen.	
31. Touch "Exit Program" on screen.	
32. Remove Closing Report Tickets from VCS printers A, B, C, and D.	
33. Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34. Place all Closing Report Tickets in Certificate Box located in Security Cage.		
35. Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.		
36. Touch OK to Shut Down.		
37. Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.		
38. Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.		
39. Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.		
40. Close/Lock Blue Security Cart Compartment Door.		
41. Count/Record # Provisional Process Envelopes (Large Pink or White).	# of Provisional Total	
42. Count/Record # of Canceled Vote by Mail Ballots.	# of Canceled VBMs	
43. Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).	# of Spoiled	
44. Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
45. **** Take Security Card to BCS Units.		
46. Get and Record Public Count from each BCS.	BCS Unit A Public Count	BCS Unit B Public Count
47. CALL Phone Bank (850)248-8650 to report totals.		
48. **** Go to BCS Unit A.		
49. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
50. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
51. Verify Emergency Bin (RED “E”) is EMPTY.	
52. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
53. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.</i>	
54. Remove GREEN Ballot Catch Tray.	
55. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
56. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
57. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
58. ***Go to BCS Unit B.	
59. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	
60. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING All Ballots must be inserted into BCS Unit before performing next step.	
61. Verify Emergency Bin (RED “E”) is EMPTY.	
62. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
63. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
64. Remove GREEN Ballot Catch Tray.	
65. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
66. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
67. Direct Assistant Manager and Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
68. ***Go back to BCS Unit A.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
69. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
70. Touch Shift on Display Screen, to turn the circle YELLOW .	
71. Enter Election Code from Security Card.	
72. Touch “Accept.”	
73. Touch “Report Options” on Display Screen.	
74. Touch “Admin” icon in upper right of Display Screen.	
75. Touch “Shutdown” box. Wait...BCS Unit Display will go dark.	
76. Close BCS Unit Display.	
77. To close Lid, grasp right and left Lid Latches at the same time by the center.	
78. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
79. Press down to close Left and Right-side lid latches at the same time.		
80. Lock BCS Lid using YELLOW key.		
81. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
82. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
83. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
84. Close/Lock Ballot Box Door, using YELLOW key.		
85. ***Go back to BCS Unit B.		
WARNING		
NEVER Close Polls: it is a felony at this point.		
86. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.		
87. Touch Shift on Display Screen, to turn the circle YELLOW .		
88. Enter Election Code from Security Card.		
89. Touch “Accept.”		
90. Touch “Report Options.”		
91. Touch “Admin” icon in upper right of Display Screen.		
92. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.		
93. Close BCS Unit Display.		
94. To close Lid, grasp right and left Lid Latches at the same time by the center.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
95. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
96. Press down to close Left and Right-side lid latches at the same time.		
97. Lock BCS Lid using YELLOW key.		
98. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
99. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
100. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
101. Close/Lock Ballot Box Door, using YELLOW key.		
102. ****Go to front of Accessible Voting System (AVS) A.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
103. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
104. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
105. Close/Lock AVS Unit Power Access Door, remove key.		
106. ***Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
107. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
108. Press Power (Next to Orange Dot) down to OFF position.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform				Manager Initials
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>				
109. Close/Lock AVS Unit Power Access Door, remove key.				
110. ****Go to Blue Security Cart.				
111. Unlock/Open Blue Security Cart Compartment Door.				
112. Place Security Card inside Top Clear Pouch.				
113. Close/Lock Blue Security Cart Compartment Door.				
114. Get/Open ODD Day EV Runner Catch All Bag.				
115. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside ODD DAY EV Runner Catch All Bag.				
116. Remove ODD DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.				
117. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.				
CAUTION GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.				
118. Seal ODD Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.				Seal #
119. Put ODD Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)				
120. Obtain number of GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.				
121. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.				
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
122. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).		
123. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.		
124. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
125. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.		
126. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
127. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
128. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es), • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
129. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
130. Verify all Voter Certificates BLACK Plastic Bins are empty.		
131. Obtain (2) GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
132. Unlock/Remove Silver Lock from Security Cage Door.		
133. Close/Lock Security Cage doors.		
134. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
135. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
136. Turn off another Cell Phone.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
137. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
138. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		
139. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
140. Unlock/Open BLUE Security Cart Compartment Door.		
141. Place EVEN DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
<p>NOTE</p> <p><i>You MUST remember last few steps at this point. Read next steps and initial.</i></p> <p><i>Leave manual open to next day opening. Place and seal as directed.</i></p>		
142. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
143. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
144. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____		
Manager		
Signature _____ Date ____/____/____		
Asst. Manager		

DAY 2 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<u>A.M. – Opening</u>		
1. Remove EVEN DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang EVEN DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal into the EVEN Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get phone from Communication Box.		
11. Return Communication Box to top drawer of Blue Security Cart.		
12. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
13. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
14. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
15. I <u>called</u> to report Arrival.		
16. Give Cell Phone B to Assigned Deputy.		
17. Direct Deputy to place all signs in designated locations.		
18. Go to Security Cage Door, Silver Lock.		
19. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
20. Record GREEN Plastic Seal # from Security Cage SILVER Lock.	Seal #	
21. Place the GREEN Plastic Seal removed into the EVEN DAY EV Runner Catch All Bag.		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
22. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
23. Go to VCS A .		
24. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		
25. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.		
26. Turn On AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.		
27. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.		
28. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
29. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
31. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
32. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
33. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
34. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
35. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
36. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
37. Go to Blue Security Cart.	
38. Unlock/Open Blue Security Cart Compartment Door.	
39. Get Security Card from Top Clear Pouch.	
40. Close/Lock Blue Security Cart Compartment Door.	
NOTE	
<i>Security Card is Confidential and contains security codes for election equipment.</i>	
41. Take Security Card to VCS Unit A.	
42. Enter Initials on VCS screen.	
43. Touch Code Block.	
44. Enter VCS Clerk Code .	
45. Touch "Submit."	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
46. Direct (1) Inspector to sit at VCS Unit B .	
47. Direct Inspector to enter Initials on VCS screen.	
48. Direct Asst. Manager to Touch Code Block.	
49. Enter VCS Inspector Code .	
50. Touch "Submit."	
51. Direct (1) Inspector to sit at VCS Unit C .	
52. Direct Inspector to enter Initials on VCS screen.	
53. Direct Asst. Manager to Touch Code Block.	
54. Enter VCS Inspector Code .	
55. Touch "Submit."	
56. Direct (1) Inspector to sit at VCS Unit D .	
57. Direct Inspector to enter Initials on VCS screen.	
58. Direct Asst. Manager to Touch Code Block.	
59. Enter VCS Inspector Code in Code block.	
60. Touch "Submit."	
61. Remove " Opening Report Ticket " from VCS A, B, C, and D .	
62. Sign " Opening Report Ticket " A, B, C, and D .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
63. Place “Opening Report Ticket” A, B, C, and D into EV Certificates Box located inside Security Cage.	
64. Go to Blue Security Cart Compartment door.	
65. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
66. Return Security Card to the Top Clear Pouch.	
67. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
68. Go to Ballot Printer A, Open Ballot Stock Tray A.	
69. Load Ballot Stock into Ballot Stock Tray A.	
70. Close Ballot Stock Tray A.	
71. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
72. Go to Ballot Printer B, Open Ballot Stock Tray B.	
73. Load Ballot Stock into Ballot Stock Tray B.	
74. Close Ballot Stock Tray B.	
75. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
76. Go to Ballot Printer C, Open Ballot Stock Tray C.	
77. Load Ballot Stock into Ballot Stock Tray C.	
78. Close Ballot Stock Tray C.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
79. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
80. Go to Ballot Printer D , Open Ballot Stock Tray D .	
81. Load Ballot Stock into Ballot Stock Tray D .	
82. Close Ballot Stock Tray D .	
83. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
84. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
85. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
86. Close/Lock Blue Security Cart Compartment Door.	
87. Go to VCS Unit A .	
88. Touch “ More ” arrow icon at the bottom of the screen.	
89. Touch “ Location Status. ”	
90. Touch “ Ready for Voters. ”	
91. Touch “ Back. ”	
92. Touch “ Back ” to go to Home screen.	
93. Take Security Card to Ballot Counting System A (BCS).	
94. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
95. Verify that Emergency Bin Area is EMPTY .	
96. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
97. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
98. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
99. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
100. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
101. **** <u>Go to BCS Unit B.</u>	
102. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
103. Verify that Emergency Bin Area is EMPTY .	
104. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
105. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
106. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.	
107. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
108. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
109. Verify BLUE Power Cord is plugged into wall outlet.		
110. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
111. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
112. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
113. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
114. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
115. **** <u>Go to BCS Unit A.</u>		
116. Unlock BCS Unit A Lid using YELLOW key/ YELLOW Dot, rotating left to unlock/remove key.		
117. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
118. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
119. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
120. Lift/Open BCS Screen to the fully open position. Leave in this position.		
NOTE <i>BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.</i>		
121. **** <u>Go to BCS Unit B.</u>		
122. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.		
123. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
124. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
125. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
126. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
127. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
128. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
129. Enter Election Code from Security Card.	
130. Touch Accept.	
131. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
132. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
133. Enter Election Code from Security Card.	
134. Touch Accept.	
135. **** <u>Go back to BCS Unit A.</u>	
136. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting”	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
<p>To print reports now, press “Report Option”</p> <p>To close poll for this voting device press “Close Poll”</p>		
137. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
<p>WARNING</p> <p><i>Do not tear tape from DS200 Unit, leave in place.</i></p>		
138. Neatly Roll Tape and Tuck alongside DS200 Unit.		
139. Record Public Count from BCS Display.	BCS A Public Count	
140. **** <u>Go back to BCS Unit B.</u>		
<p>141. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below:</p> <p>This voting device has already been opened for voting.</p> <p>To continue voting press “Don’t Close – Keep Voting”</p> <p>To print reports now, press “Report Option”</p> <p>To close poll for this voting device press “Close Poll”</p>		
142. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
<p>WARNING</p> <p><i>Do not tear tape from DS200 Unit, leave in place.</i></p>		
143. Neatly Roll Tape and Tuck alongside DS200 Unit.		
144. Record Public Count from BCS Display.	BCS B Public Count	
<p>WARNING</p> <p><i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i></p> <p><i>Document all issues by calling Phone Bank at (850)248-8650.</i></p>		
145. *** Take Security Card to Accessible Voting System A (AVS).		
146. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.		
147. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
148. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
149. Press Black Power Switch to ON position	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
150. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
151. Remove BLACK Barrel Key.	
152. **Go to Accessible Voting System (AVS) B.	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
153. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Press Black Power Switch to ON position	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
155. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
156. Remove BLACK Barrel Key.	
157. ***Go back to Accessible Voting System (AVS) A.	
WARNING	
<i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
158. Wait....Screen prompts you to enter Election Code.	
CAUTION	
Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
159. Touch SHIFT on Screen, then enter Election Code from Security Card.	
160. Touch Accept.	
161. Screen display will change to: <div style="text-align: center;">Please wait. Loading election.</div>	
162. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
163. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
164. Wait...Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
165. Touch SHIFT on Screen, then enter Election Code from Security Card.	
166. Touch Accept.	
167. Screen display will change to: <div style="text-align: center;">Please wait. Loading election.</div>	
168. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
169. Take Security Card to Blue Security Cart.	
170. Unlock/Open Blue Security Cart Compartment Door.	
171. Place Security Card inside Top Clear Pouch.	
172. Close/Lock Blue Security Cart Compartment Door.	
173. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
174. Return Phone/Keys to Manager.	
175. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
176. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
177. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____ Manager	
Signature _____ Date ____/____/____ Asst. Manager	
****Go to Next Section	

DAY 2 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	

<p>7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.</p>	
<p>8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.</p>	
<p>9. Ensure Inspectors/Deputy are rotating work positions throughout the day.</p>	
<p>10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.</p>	
<p>11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.</p>	

DAY 2 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Go to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Touch Code Block.	
10. Touch Shift to change letter to capital.	
11. Enter VCS Clerk Code .	
12. Touch “Submit.”	
13. Touch “Exit” arrow icon on screen.	
14. Touch “Exit Program” on screen.	
15. <u>Go to VCS B</u> Tablet.	
16. Enter Initials.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
17. Enter Inspector Code .	
18. Touch "Submit."	
19. Touch "Exit" arrow icon on screen.	
20. Touch "Exit Program" on screen.	
21. <u>Go to VCS C</u> Tablet.	
22. Enter Initials.	
23. Enter Inspector Code .	
24. Touch "Submit."	
25. Touch "Exit" arrow icon on screen.	
26. Touch "Exit Program" on screen.	
27. <u>Go to VCS D</u> Tablet.	
28. Enter Initials.	
29. Enter Inspector Code .	
30. Touch "Submit."	
31. Touch "Exit" arrow icon on screen.	
32. Touch "Exit Program" on screen.	
33. Remove Closing Report Tickets from VCS printers A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34. Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.		
35. Place all Closing Report Tickets in Certificate Box located in Security Cage.		
36. Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.		
37. Touch OK to Shut Down.		
38. Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.		
39. Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.		
40. Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.		
41. Close/Lock Blue Security Cart Compartment Door.		
42. Count/Record # Provisional Process Envelopes (Large Pink or White).		# of Provisional Total
43. Count/Record # of Canceled Vote by Mail Ballots.		# of Canceled VBMs
44. Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).		# of Spoiled
45. Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
46. **** Take Security Card to BCS Units.		
47. Get and Record Public Count from each BCS.	BCS Unit A Public Count	BCS Unit B Public Count
48. CALL Phone Bank (850)248-8650 to report totals.		
49. **** Go to BCS Unit A.		
50. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
51. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
52. Verify Emergency Bin (RED “E”) is EMPTY.	
53. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
54. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots.</i> <i>Do not damage ballots during packing.</i>	
55. Remove GREEN Ballot Catch Tray.	
56. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
57. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
58. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
59. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
60. Touch Shift on Display Screen, to turn the circle YELLOW.	
61. Enter Election Code from Security Card.	
62. Touch “Accept”	
63. Touch “Report Options” on Display Screen.	
64. Touch “Admin” icon in upper right of Display Screen.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
65. Touch “Shutdown” box. Wait...BCS Unit Display will go dark.		
66. Close BCS Unit Display.		
67. To close Lid, grasp right and left Lid Latches at the same time by the center.		
68. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
69. Press down to close Left and Right-side lid latches at the same time.		
70. Lock BCS Lid using YELLOW key.		
71. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
72. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
73. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
74. Close/Lock Ballot Box Door, using YELLOW key.		
75. ***Go to BCS Unit B.		
76. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
77. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
All Ballots must be inserted into BCS Unit before performing next step.		
78. Verify Emergency Bin (RED “E”) is EMPTY.		
79. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.		
80. Unlock/Open BCS Front Door using YELLOW key (yellow dot).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
81. Remove GREEN Ballot Catch Tray.	
82. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
83. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
84. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
85. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING NEVER Close Polls: it is a felony at this point.	
86. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
87. Touch Shift on Display Screen, to turn the circle YELLOW .	
88. Enter Election Code from Security Card.	
89. Touch “Accept”.	
90. Touch “Report Options”.	
91. Touch “Admin” icon in upper right of Display Screen.	
92. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
93. Close BCS Unit Display.	
94. To close Lid, grasp right and left Lid Latches at the same time by the center.	
95. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
96. Press down to close Left and Right-side lid latches at the same time.		
97. Lock BCS Lid using YELLOW key.		
98. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
99. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
100. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
101. Close/Lock Ballot Box Door, using YELLOW key.		
102. ****Go to front of Accessible Voting System (AVS) A.		
NOTE		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
103. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
104. Press Power (Next to Orange Dot) down to OFF position.		
NOTE		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
105. Close/Lock AVS Unit Power Access Door, remove key.		
106. ***Go to Accessible Voting System (AVS) B.		
NOTE		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
107. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
108. Press Power (Next to Orange Dot) down to OFF position.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform				Manager Initials
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>				
109. Close/Lock AVS Unit Power Access Door, remove key.				
110. ****Go to Blue Security Cart.				
111. Unlock/Open Blue Security Cart Compartment Door.				
112. Place Security Card inside Top Clear Pouch.				
113. Close/Lock Blue Security Cart Compartment Door.				
114. Get /Open EVEN Day EV Runner Catch All Bag.				
115. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside EVEN DAY EV Runner Catch All Bag.				
116. Remove EVEN DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.				
117. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.				
CAUTION GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.				
118. Seal EVEN Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.				Seal #
119. Put EVEN Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)				
120. Obtain number of GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.				
121. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.				
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
122. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).		
123. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.		
124. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
125. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.		
126. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
127. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
128. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es) • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
129. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
130. Verify all Voter Certificates BLACK Plastic Bins are empty.		
131. Obtain (2) GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
132. Unlock/Remove Silver Lock from Security Cage Door.		
133. Close/Lock Security Cage doors.		
134. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
135. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
136. Turn off other Cell Phone.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
137. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
138. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		
139. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
140. Unlock/Open BLUE Security Cart Compartment Door.		
141. Place ODD DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
<p>NOTE</p> <p><i>You MUST remember last few steps at this point. Read next steps and initial.</i></p> <p><i>Leave manual open to next day opening. Place and seal as directed.</i></p>		
142. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
143. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
144. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____		
Manager		
Signature _____ Date ____/____/____		
Asst. Manager		

DAY 3 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<u>A.M. – Opening</u>		
1. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang ODD DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the ODD Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag .		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer), Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	
43. Close/Lock Blue Security Cart Compartment Door.	
NOTE	
<i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch "Submit."	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch "Submit."	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	
58. Touch "Submit."	
59. Direct (1) Inspector to sit at VCS Unit D .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
62. Enter VCS Inspector Code in Code block.	
63. Touch “Submit.”	
64. Remove “ Opening Report Ticket ” from VCS A, B, C, and D.	
65. Sign “ Opening Report Ticket ” A, B, C, and D.	
66. Place “ Opening Report Ticket ” A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A , Open Ballot Stock Tray A .	
72. Load Ballot Stock into Ballot Stock Tray A .	
73. Close Ballot Stock Tray A .	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B , Open Ballot Stock Tray B .	
76. Load Ballot Stock into Ballot Stock Tray B .	
77. Close Ballot Stock Tray B .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C , Open Ballot Stock Tray C .	
80. Load Ballot Stock into Ballot Stock Tray C .	
81. Close Ballot Stock Tray C .	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D , Open Ballot Stock Tray D .	
84. Load Ballot Stock into Ballot Stock Tray D .	
85. Close Ballot Stock Tray D .	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A .	
91. Touch “ More ” arrow icon at the bottom of the screen.	
92. Touch “ Location Status. ”	
93. Touch “ Ready for Voters. ”	
94. Touch “ Back. ”	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
95. Touch “ Back ” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
108. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.		
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.		
WARNING		
If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.		
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.		
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
112. Verify BLUE Power Cord is plugged into wall outlet.		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
124. ****Go to BCS Unit B.	
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
136. Enter Election Code from Security Card.		
137. Touch Accept.		
138. **** <u>Go back to BCS Unit A.</u>		
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. **** <u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<p>WARNING</p> <p><i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i></p> <p><i>Document all issues by calling Phone Bank at (850)248-8650.</i></p>	
148. *** Take Security Card to Accessible Voting System A (AVS).	
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.	
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
152. Press Black Power Switch to ON position.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Remove BLACK Barrel Key.	
155. **Go to Accessible Voting System (AVS) B.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
157. Press Black Power Switch to ON position	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “ To begin voting, insert your card. ” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	
170. Screen display will change to: Please wait. Loading election.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
171. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

DAY 3 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 3 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Go to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Touch Code Block.	
10. Touch Shift to change letter to capital.	
11. Enter VCS Clerk Code .	
12. Touch “Submit.”	
13. Touch “Exit” arrow icon on screen.	
14. Touch “Exit Program” on screen.	
15. <u>Go to VCS B</u> Tablet.	
16. Enter Initials.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
17. Enter Inspector Code .	
18. Touch "Submit."	
19. Touch "Exit" arrow icon on screen.	
20. Touch "Exit Program" on screen.	
21. <u>Go to VCS C</u> Tablet.	
22. Enter Initials.	
23. Enter Inspector Code .	
24. Touch "Submit."	
25. Touch "Exit" arrow icon on screen.	
26. Touch "Exit Program" on screen.	
27. <u>Go to VCS D</u> Tablet.	
28. Enter Initials.	
29. Enter Inspector Code .	
30. Touch "Submit."	
31. Touch "Exit" arrow icon on screen.	
32. Touch "Exit Program" on screen.	
33. Remove Closing Report Tickets from VCS printers A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34. Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.		
35. Place all Closing Report Tickets in Certificate Box located in Security Cage.		
36. Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.		
37. Touch OK to Shut Down.		
38. Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.		
39. Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.		
40. Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.		
41. Close/Lock Blue Security Cart Compartment Door.		
42. Count/Record # Provisional Process Envelopes (Large Pink or White)		# of Provisional Total
43. Count/Record # of Canceled Vote by Mail Ballots		# of Canceled VBMs
44. Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars)		# of Spoiled
45. Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
46. **** Take Security Card to BCS Units.		
47. Get and Record Public Count from each BCS.	BCS Unit A Public Count	BCS Unit B Public Count
48. CALL Phone Bank (850)248-8650 to report totals.		
49. **** Go to BCS Unit A		
50. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
51. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
52. Verify Emergency Bin (RED “E”) is EMPTY.	
53. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
54. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.</i>	
55. Remove GREEN Ballot Catch Tray.	
56. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
57. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
58. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
59. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
60. Touch Shift on Display Screen, to turn the circle YELLOW.	
61. Enter Election Code from Security Card.	
62. Touch “Accept.”	
63. Touch “Report Options” on Display Screen.	
64. Touch “Admin” icon in upper right of Display Screen.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
65. Touch “Shutdown” box. Wait...BCS Unit Display will go dark.		
66. Close BCS Unit Display.		
67. To close Lid, grasp right and left Lid Latches at the same time by the center.		
68. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
69. Press down to close Left and Right-side lid latches at the same time.		
70. Lock BCS Lid using YELLOW key.		
71. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
72. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
73. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
74. Close/Lock Ballot Box Door, using YELLOW key.		
75. ***Go to BCS Unit B.		
76. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
77. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
All Ballots must be inserted into BCS Unit before performing next step.		
78. Verify Emergency Bin (RED “E”) is EMPTY.		
79. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.		
80. Unlock/Open BCS Front Door using YELLOW key (yellow dot).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
81. Remove GREEN Ballot Catch Tray.	
82. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
83. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
84. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
85. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING NEVER Close Polls: it is a felony at this point.	
86. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
87. Touch Shift on Display Screen, to turn the circle YELLOW .	
88. Enter Election Code from Security Card.	
89. Touch “Accept”.	
90. Touch “Report Options”.	
91. Touch “Admin” icon in upper right of Display Screen.	
92. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
93. Close BCS Unit Display.	
94. To close Lid, grasp right and left Lid Latches at the same time by the center.	
95. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
96.	Press down to close Left and Right-side lid latches at the same time.	
97.	Lock BCS Lid using YELLOW key.	
98.	Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #
99.	Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).	
100.	Return GREEN Ballot Catch Tray to inside of Ballot Box.	
101.	Close/Lock Ballot Box Door, using YELLOW key.	
102.	***Go to front of Accessible Voting System (AVS) A.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
103.	Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)	
104.	Press Power (Next to Orange Dot) down to OFF position.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
105.	Close/Lock AVS Unit Power Access Door, remove key.	
106.	***Go to Accessible Voting System (AVS) B.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
107.	Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)	
108.	Press Power (Next to Orange Dot) down to OFF position.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
109.	Close/Lock AVS Unit Power Access Door, remove key.	

TASK ORDER				Manager Initials
Manager Reads and Verifies; Asst. Managers Perform				
110. ****Go to Blue Security Cart.				
111. Unlock/Open Blue Security Cart Compartment Door.				
112. Place Security Card inside Top Clear Pouch.				
113. Close/Lock Blue Security Cart Compartment Door.				
114. Get/Open ODD Day EV Runner Catch All Bag.				
115. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside ODD DAY EV Runner Catch All Bag.				
116. Remove ODD DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.				
117. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.				
CAUTION				
GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.				
118. Seal ODD Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.			Seal #	
119. Put ODD Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)				
120. Obtain number of GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.				
121. Record each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.				
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #
122. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).				

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
123. Place completed and sealed box(es) on top of BLUE Security Cart for pickup by Runner.		
124. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
125. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
126. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
127. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
128. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es), • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
129. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
130. Verify all Voter Certificates BLACK Plastic Bins are empty.		
131. Obtain (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
132. Unlock/Remove Silver Lock from Security Cage Door.		
133. Close/Lock Security Cage doors.		
134. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
135. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
136. Turn off other Cell Phone.		
137. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
138. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		
139. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
140. Unlock/Open BLUE Security Cart Compartment Door.		
141. Place EVEN DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
<p>NOTE</p> <p><i>You MUST remember last few steps at this point. Read next steps and initial.</i></p> <p><i>Leave manual open to next day opening. Place and seal as directed.</i></p>		
142. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
143. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
144. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
<p>To the best of my knowledge, all entries for this day P.M. are accurate and factual.</p> <p>Signature _____ Date ____/____/____</p> <p>Manager</p> <p>Signature _____ Date ____/____/____</p> <p>Asst. Manager</p>		

DAY 4 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<u>A.M. – Opening</u>		
1. Remove EVEN DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang EVEN DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the EVEN Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag .		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer), Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	
43. Close/Lock Blue Security Cart Compartment Door.	
NOTE	
<i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch "Submit."	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch "Submit."	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	
58. Touch "Submit."	
59. Direct (1) Inspector to sit at VCS Unit D .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
62. Enter VCS Inspector Code in Code block.	
63. Touch “Submit.”	
64. Remove “ Opening Report Ticket ” from VCS A, B, C, and D.	
65. Sign “ Opening Report Ticket ” A, B, C, and D.	
66. Place “ Opening Report Ticket ” A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A , Open Ballot Stock Tray A .	
72. Load Ballot Stock into Ballot Stock Tray A .	
73. Close Ballot Stock Tray A .	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B , Open Ballot Stock Tray B .	
76. Load Ballot Stock into Ballot Stock Tray B .	
77. Close Ballot Stock Tray B .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C , Open Ballot Stock Tray C .	
80. Load Ballot Stock into Ballot Stock Tray C .	
81. Close Ballot Stock Tray C .	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D , Open Ballot Stock Tray D .	
84. Load Ballot Stock into Ballot Stock Tray D .	
85. Close Ballot Stock Tray D .	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A .	
91. Touch “ More ” arrow icon at the bottom of the screen.	
92. Touch “ Location Status. ”	
93. Touch “ Ready for Voters. ”	
94. Touch “ Back. ”	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
95. Touch “Back” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
108. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.		
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.		
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.		
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.		
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
112. Verify BLUE Power Cord is plugged into wall outlet.		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
124. ****Go to BCS Unit B.	
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
136. Enter Election Code from Security Card.		
137. Touch Accept.		
138. **** <u>Go back to BCS Unit A.</u>		
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. **** <u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<p>WARNING</p> <p><i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i></p> <p><i>Document all issues by calling Phone Bank at (850)248-8650.</i></p>	
148. *** Take Security Card to Accessible Voting System A (AVS).	
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.	
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
152. Press Black Power Switch to ON position.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Remove BLACK Barrel Key.	
155. **Go to Accessible Voting System (AVS) B.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
157. Press Black Power Switch to ON position	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “ To begin voting, insert your card. ” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	
170. Screen display will change to: Please wait. Loading election.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
171. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

DAY 4 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 4 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Go to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Touch Code Block	
10. Enter VCS Clerk Code .	
11. Touch “Submit.”	
12. Touch “Exit” arrow icon on screen.	
13. Touch “Exit Program” on screen.	
14. <u>Go to VCS B</u> Tablet.	
15. Enter Initials.	
16. Enter Inspector Code .	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
17. Touch "Submit."	
18. Touch "Exit" arrow icon on screen.	
19. Touch "Exit Program" on screen.	
20. <u>Go to VCS C</u> Tablet.	
21. Enter Initials.	
22. Enter Inspector Code .	
23. Touch "Submit."	
24. Touch "Exit" arrow icon on screen.	
25. Touch "Exit Program" on screen.	
26. <u>Go to VCS D</u> Tablet.	
27. Enter Initials.	
28. Enter Inspector Code .	
29. Touch "Submit."	
30. Touch "Exit" arrow icon on screen.	
31. Touch "Exit Program" on screen.	
32. Remove Closing Report Tickets from VCS printers A, B, C, and D.	
33. Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34. Place all Closing Report Tickets in Certificate Box located in Security Cage.		
35. Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.		
36. Touch OK to Shut Down.		
37. Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.		
38. Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.		
39. Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.		
40. Close/Lock Blue Security Cart Compartment Door.		
41. Count/Record # Provisional Process Envelopes (Large Pink or White).	# of Provisional Total	
42. Count/Record # of Canceled Vote by Mail Ballots.	# of Canceled VBMs	
43. Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).	# of Spoiled	
44. Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
45. ****Take Security Card to BCS Units.		
46. Get and Record Public Count from each BCS.	BCS Unit A Public Count	BCS Unit B Public Count
47. CALL Phone Bank (850)248-8650 to report totals.		
48. ****Go to BCS Unit A		
49. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
50. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
51. Verify Emergency Bin (RED “E”) is EMPTY.	
52. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
53. Unlock/Open BCS Front Door using YELLOW key(yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots.</i> <i>Do not damage ballots during packing.</i>	
54. Remove GREEN Ballot Catch Tray.	
55. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
56. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
57. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
58. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
59. Touch Shift on Display Screen, to turn the circle YELLOW .	
60. Enter Election Code from Security Card.	
61. Touch “Accept”	
62. Touch “Report Options” on Display Screen.	
63. Touch “Admin” icon in upper right of Display Screen.	
64. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
65. Close BCS Unit Display.		
66. To close Lid, grasp right and left Lid Latches at the same time by the center.		
67. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
68. Press down to close Left and Right-side lid latches at the same time.		
69. Lock BCS Lid using YELLOW key.		
70. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
71. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
72. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
73. Close/Lock Ballot Box Door, using YELLOW key.		
74. ***Go to BCS Unit B.		
75. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED "E").		
76. If required, insert ALL ballots from Emergency Bin (RED "E") into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
<i>All Ballots must be inserted into BCS Unit before performing next step.</i>		
77. Verify Emergency Bin (RED "E") is EMPTY.		
78. Close/Lock Emergency Bin Door (RED "E"), using YELLOW key.		
79. Unlock/Open BCS Front Door using YELLOW key (yellow dot).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
80. Remove GREEN Ballot Catch Tray.	
81. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
82. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
83. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
84. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING NEVER Close Polls: it is a felony at this point.	
85. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
86. Touch Shift on Display Screen, to turn the circle YELLOW .	
87. Enter Election Code from Security Card.	
88. Touch “Accept”.	
89. Touch “Report Options”.	
90. Touch “Admin” icon in upper right of Display Screen.	
91. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
92. Close BCS Unit Display.	
93. To close Lid, grasp right and left Lid Latches at the same time by the center.	
94. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
95. Press down to close Left and Right-side lid latches at the same time.		
96. Lock BCS Lid using YELLOW key.		
97. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
98. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
99. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
100. Close/Lock Ballot Box Door, using YELLOW key.		
101. ****Go to front of Accessible Voting System (AVS) A.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
102. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
103. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
104. Close/Lock AVS Unit Power Access Door, remove key.		
105. ***Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
106. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
107. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
108. Close/Lock AVS Unit Power Access Door, remove key.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform					Manager Initials
109. ****Go to Blue Security Cart.					
110. Unlock/Open Blue Security Cart Compartment Door.					
111. Place Security Card inside Top Clear Pouch.					
112. Close/Lock Blue Security Cart Compartment Door.					
113. Get/Open EVEN Day EV Runner Catch All Bag.					
114. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside EVEN DAY EV Runner Catch All Bag .					
115. Remove EVEN DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.					
116. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.					
CAUTION GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.					
117. Seal EVEN Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.				Seal #	
118. Put EVEN Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)					
119. Obtain number of GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.					
120. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.					
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	
121. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).					
122. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.					

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
123. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
124. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
125. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
126. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
127. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es) • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
128. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
129. Verify all Voter Certificates BLACK Plastic Bins are empty.		
130. Obtain (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
131. Unlock/Remove Silver Lock from Security Cage Door.		
132. Close/Lock Security Cage doors.		
133. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
134. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
135. Turn off other Cell Phone.		
136. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
137. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
138. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
139. Unlock/Open BLUE Security Cart Compartment Door.		
140. Place ODD DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
NOTE <i>You MUST remember last few steps at this point. Read next steps and initial. Leave manual open to next day opening. Place and seal as directed.</i>		
141. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
142. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
143. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____ Manager		
Signature _____ Date ____/____/____ Asst. Manager		
If there are only 5 days of Early Voting, skip to Final Day		

DAY 5 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<u>A.M. – Opening</u>		
1. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang ODD DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the ODD Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag .		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer), Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	
43. Close/Lock Blue Security Cart Compartment Door.	
NOTE	
<i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch “Submit.”	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch “Submit.”	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	
58. Touch “Submit.”	
59. Direct (1) Inspector to sit at VCS Unit D .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
62. Enter VCS Inspector Code in Code block.	
63. Touch “Submit.”	
64. Remove “ Opening Report Ticket ” from VCS A, B, C, and D.	
65. Sign “ Opening Report Ticket ” A, B, C, and D.	
66. Place “ Opening Report Ticket ” A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A , Open Ballot Stock Tray A .	
72. Load Ballot Stock into Ballot Stock Tray A .	
73. Close Ballot Stock Tray A .	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B , Open Ballot Stock Tray B .	
76. Load Ballot Stock into Ballot Stock Tray B .	
77. Close Ballot Stock Tray B .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C , Open Ballot Stock Tray C .	
80. Load Ballot Stock into Ballot Stock Tray C .	
81. Close Ballot Stock Tray C .	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D , Open Ballot Stock Tray D .	
84. Load Ballot Stock into Ballot Stock Tray D .	
85. Close Ballot Stock Tray D .	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A .	
91. Touch “ More ” arrow icon at the bottom of the screen.	
92. Touch “ Location Status. ”	
93. Touch “ Ready for Voters. ”	
94. Touch “ Back. ”	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
95. Touch “ Back ” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
108. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.		
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.		
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.		
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.		
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
112. Verify BLUE Power Cord is plugged into wall outlet.		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
124. ****Go to BCS Unit B.	
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
136. Enter Election Code from Security Card.		
137. Touch Accept.		
138. **** <u>Go back to BCS Unit A.</u>		
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. **** <u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<p>WARNING</p> <p><i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i></p> <p><i>Document all issues by calling Phone Bank at (850)248-8650.</i></p>	
148. *** Take Security Card to Accessible Voting System A (AVS).	
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.	
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
152. Press Black Power Switch to ON position.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Remove BLACK Barrel Key.	
155. **Go to Accessible Voting System (AVS) B.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
157. Press Black Power Switch to ON position	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	
170. Screen display will change to: Please wait. Loading election.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
171. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

DAY 5 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 5 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
P.M. – Closing		
1.	Direct Deputy to bring in Early Voting Site signs.	
2.	Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3.	Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4.	Unlock/Open Blue Security Cart Compartment Door.	
5.	Get Security Card from Top Clear Pouch.	
6.	Close/Lock Blue Security Cart Compartment Door.	
7.	<u>Go to VCS A</u> Tablet.	
8.	Enter Initials on VCS screen.	
9.	Touch Code Block	
10.	Touch Shift to change letter to capital.	
11.	Enter VCS Clerk Code .	
12.	Touch “Submit.”	
13.	Touch “Exit” arrow icon on screen.	
14.	Touch “Exit Program” on screen.	
15.	<u>Go to VCS B</u> Tablet.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
16.	Enter Initials.	
17.	Enter Inspector Code .	
18.	Touch "Submit."	
19.	Touch "Exit" arrow icon on screen.	
20.	Touch "Exit Program" on screen.	
21.	<u>Go to VCS C</u> Tablet.	
22.	Enter Initials.	
23.	Enter Inspector Code .	
24.	Touch "Submit."	
25.	Touch "Exit" arrow icon on screen.	
26.	Touch "Exit Program" on screen.	
27.	<u>Go to VCS D</u> Tablet.	
28.	Enter Initials.	
29.	Enter Inspector Code .	
30.	Touch "Submit."	
31.	Touch "Exit" arrow icon on screen.	
32.	Touch "Exit Program" on screen.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
33.	Remove Closing Report Tickets from VCS printers A, B, C, and D.	
34.	Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	
35.	Place all Closing Report Tickets in Certificate Box located in Security Cage.	
36.	Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.	
37.	Touch OK to Shut Down.	
38.	Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.	
39.	Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.	
40.	Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.	
41.	Close/Lock Blue Security Cart Compartment Door.	
42.	Count/Record # Provisional Process Envelopes (Large Pink or White).	# of Provisional Total
43.	Count/Record # of Canceled Vote by Mail Ballots.	# of Canceled VBMs
44.	Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).	# of Spoiled
45.	Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.	
46.	****Take Security Card to BCS Units.	
47.	Get and Record Public Count from each BCS.	BCS Unit A Public Count BCS Unit B Public Count
48.	CALL Phone Bank (850)248-8650 to report totals.	
49.	****Go to BCS Unit A	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
50. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	
51. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
52. Verify Emergency Bin (RED “E”) is EMPTY.	
53. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
54. Unlock/Open BCS Front Door using YELLOW key(yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.</i>	
55. Remove GREEN Ballot Catch Tray.	
56. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
57. Place GREEN Ballot Catch Tray NO MORE THAN 3 feet from BCS.	
58. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
59. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
60. Touch Shift on Display Screen, to turn the circle YELLOW .	
61. Enter Election Code from Security Card.	
62. Touch “Accept”	
63. Touch “Report Options” on Display Screen.	
64. Touch “Admin” icon in upper right of Display Screen.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
65. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.		
66. Close BCS Unit Display.		
67. To close Lid, grasp right and left Lid Latches at the same time by the center.		
68. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
69. Press down to close Left and Right-side lid latches at the same time.		
70. Lock BCS Lid using YELLOW key.		
71. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
72. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
73. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
74. Close/Lock Ballot Box Door, using YELLOW key.		
75. ***Go to BCS Unit B.		
76. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
77. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
<i>All Ballots must be inserted into BCS Unit before performing next step.</i>		
78. Verify Emergency Bin (RED “E”) is EMPTY.		
79. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.		
80. Unlock/Open BCS Front Door using YELLOW key(yellow dot).		
WARNING		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
<i>No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.</i>	
81. Remove GREEN Ballot Catch Tray.	
82. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
83. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
84. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
85. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING <i>NEVER Close Polls; it is a felony at this point.</i>	
86. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
87. Touch Shift on Display Screen, to turn the circle YELLOW .	
88. Enter Election Code from Security Card.	
89. Touch “Accept”.	
90. Touch “Report Options”.	
91. Touch “Admin” icon in upper right of Display Screen.	
92. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
93. Close BCS Unit Display.	
94. To close Lid, grasp right and left Lid Latches at the same time by the center.	
95. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	
96. Press down to close Left and Right-side lid latches at the same time.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
97. Lock BCS Lid using YELLOW key.		
98. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
99. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
100. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
101. Close/Lock Ballot Box Door, using YELLOW key.		
102. ****Go to front of Accessible Voting System (AVS) A.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
103. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
104. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
105. Close/Lock AVS Unit Power Access Door, remove key.		
106. ***Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
107. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
108. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
109. Close/Lock AVS Unit Power Access Door, remove key.		
110. ****Go to Blue Security Cart.		

TASK ORDER				Manager Initials
Manager Reads and Verifies; Asst. Managers Perform				
111. Unlock/Open Blue Security Cart Compartment Door.				
112. Place Security Card inside Top Clear Pouch.				
113. Close/Lock Blue Security Cart Compartment Door.				
114. Get /Open ODD Day EV Runner Catch All Bag.				
115. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside ODD DAY EV Runner Catch All Bag .				
116. Remove ODD DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.				
117. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.				
CAUTION				
GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.				
118. Seal ODD Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.			Seal #	
119. Put ODD Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)				
120. Obtain number of GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.				
121. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.				
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #
122. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).				
123. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.				
124. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.				
125. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.				

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
126. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
127. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
128. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es), • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
129. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
130. Verify all Voter Certificates BLACK Plastic Bins are empty.		
131. Obtain (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
132. Unlock/Remove Silver Lock from Security Cage Door.		
133. Close/Lock Security Cage doors.		
134. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
135. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
136. Turn off other Cell Phone.		
137. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
138. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		
139. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
140. Unlock/Open BLUE Security Cart Compartment Door.		
141. Place EVEN DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<p><i>NOTE</i></p> <p><i>You MUST remember last few steps at this point. Read next steps and initial.</i></p> <p><i>Leave manual open to next day opening. Place and seal as directed.</i></p>		
142. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
143. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
144. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____ Manager		
Signature _____ Date ____/____/____ Asst. Manager		

DAY 6 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
<u>A.M. – Opening</u>		
1. Remove EVEN DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang EVEN DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the EVEN Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag .		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer), Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	
43. Close/Lock Blue Security Cart Compartment Door.	
NOTE	
<i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch “Submit.”	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch “Submit.”	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	
58. Touch “Submit.”	
59. Direct (1) Inspector to sit at VCS Unit D .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
62. Enter VCS Inspector Code in Code block.	
63. Touch “Submit.”	
64. Remove “ Opening Report Ticket ” from VCS A, B, C, and D.	
65. Sign “ Opening Report Ticket ” A, B, C, and D.	
66. Place “ Opening Report Ticket ” A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A , Open Ballot Stock Tray A .	
72. Load Ballot Stock into Ballot Stock Tray A .	
73. Close Ballot Stock Tray A .	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B , Open Ballot Stock Tray B .	
76. Load Ballot Stock into Ballot Stock Tray B .	
77. Close Ballot Stock Tray B .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C , Open Ballot Stock Tray C .	
80. Load Ballot Stock into Ballot Stock Tray C .	
81. Close Ballot Stock Tray C .	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D , Open Ballot Stock Tray D .	
84. Load Ballot Stock into Ballot Stock Tray D .	
85. Close Ballot Stock Tray D .	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A .	
91. Touch “ More ” arrow icon at the bottom of the screen.	
92. Touch “ Location Status. ”	
93. Touch “ Ready for Voters. ”	
94. Touch “ Back. ”	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
95. Touch “ Back ” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
108. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.		
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.		
WARNING		
If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.		
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.		
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.		
112. Verify BLUE Power Cord is plugged into wall outlet.		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
124. ****Go to BCS Unit B.	
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.	
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
136. Enter Election Code from Security Card.		
137. Touch Accept.		
138. **** <u>Go back to BCS Unit A.</u>		
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. **** <u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
<p>WARNING</p> <p><i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i></p> <p><i>Document all issues by calling Phone Bank at (850)248-8650.</i></p>	
148. *** Take Security Card to Accessible Voting System A (AVS).	
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.	
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
152. Press Black Power Switch to ON position.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Remove BLACK Barrel Key.	
155. **Go to Accessible Voting System (AVS) B.	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
157. Press Black Power Switch to ON position	
<p>NOTE</p> <p><i>You may need to lift cord for access to AVS Unit Power Access Door.</i></p>	
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait....Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	
170. Screen display will change to: Please wait. Loading election.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
171. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

DAY 6 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 6 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Go to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Touch Code Block	
10. Touch Shift to change letter to capital.	
11. Enter VCS Clerk Code .	
12. Touch “Submit.”	
13. Touch “Exit” arrow icon on screen.	
14. Touch “Exit Program” on screen.	
15. <u>Go to VCS B</u> Tablet.	
16. Enter Initials.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
17.	Enter Inspector Code .	
18.	Touch "Submit."	
19.	Touch "Exit" arrow icon on screen.	
20.	Touch "Exit Program" on screen.	
21.	<u>Go to VCS C</u> Tablet.	
22.	Enter Initials.	
23.	Enter Inspector Code .	
24.	Touch "Submit."	
25.	Touch "Exit" arrow icon on screen.	
26.	Touch "Exit Program" on screen.	
27.	<u>Go to VCS D</u> Tablet.	
28.	Enter Initials.	
29.	Enter Inspector Code .	
30.	Touch "Submit."	
31.	Touch "Exit" arrow icon on screen.	
32.	Touch "Exit Program" on screen.	
33.	Remove Closing Report Tickets from VCS printers A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34.	Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	
35.	Place all Closing Report Tickets in Certificate Box located in Security Cage.	
36.	Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.	
37.	Touch OK to Shut Down.	
38.	Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.	
39.	Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.	
40.	Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.	
41.	Close/Lock Blue Security Cart Compartment Door.	
42.	Count/Record # Provisional Process Envelopes (Large Pink or White)	# of Provisional Total
43.	Count/Record # of Canceled Vote by Mail Ballots	# of Canceled VBMs
44.	Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars)	# of Spoiled
45.	Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.	
46.	****Take Security Card to BCS Units.	
47.	Get and Record Public Count from each BCS.	BCS Unit A Public Count BCS Unit B Public Count
48.	CALL Phone Bank (850)248-8650 to report totals.	
49.	****Go to BCS Unit A	
50.	Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
51. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
52. Verify Emergency Bin (RED “E”) is EMPTY.	
53. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
54. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.</i>	
55. Remove GREEN Ballot Catch Tray.	
56. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
57. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
58. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
59. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
60. Touch Shift on Display Screen, to turn the circle YELLOW	
61. Enter Election Code from Security Card.	
62. Touch “Accept”	
63. Touch “Report Options” on Display Screen.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
64.	Touch “Admin” icon in upper right of Display Screen.	
65.	Touch “Shutdown” box. Wait...BCS Unit Display will go dark.	
66.	Close BCS Unit Display.	
67.	To close Lid, grasp right and left Lid Latches at the same time by the center.	
68.	Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	
69.	Press down to close Left and Right-side lid latches at the same time.	
70.	Lock BCS Lid using YELLOW key.	
71.	Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #
72.	Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).	
73.	Return GREEN Ballot Catch Tray to inside of Ballot Box.	
74.	Close/Lock Ballot Box Door, using YELLOW key.	
75.	***Go to BCS Unit B.	
76.	Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	
77.	If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING		
All Ballots must be inserted into BCS Unit before performing next step.		
78.	Verify Emergency Bin (RED “E”) is EMPTY.	
79.	Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
80. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
81. Remove GREEN Ballot Catch Tray.	
82. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
83. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
84. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
85. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING NEVER Close Polls: it is a felony at this point.	
86. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
87. Touch Shift on Display Screen, to turn the circle YELLOW .	
88. Enter Election Code from Security Card.	
89. Touch “Accept”.	
90. Touch “Report Options”.	
91. Touch “Admin” icon in upper right of Display Screen.	
92. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
93. Close BCS Unit Display.	
94. To close Lid, grasp right and left Lid Latches at the same time by the center.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
95. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
96. Press down to close Left and Right-side lid latches at the same time.		
97. Lock BCS Lid using YELLOW key.		
98. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
99. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
100. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
101. Close/Lock Ballot Box Door, using YELLOW key.		
102. ****Go to front of Accessible Voting System (AVS) A.		
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
103. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
104. Press Power (Next to Orange Dot) down to OFF position.		
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
105. Close/Lock AVS Unit Power Access Door, remove key.		
106. ***Go to Accessible Voting System (AVS) B.		
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
107. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
108. Press Power (Next to Orange Dot) down to OFF position.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform				Manager Initials
NOTE <i>You may need to lift cord for access to AVS Unit Power Access Door.</i>				
109. Close/Lock AVS Unit Power Access Door, remove key.				
110. ****Go to Blue Security Cart.				
111. Unlock/Open Blue Security Cart Compartment Door.				
112. Place Security Card inside Top Clear Pouch.				
113. Close/Lock Blue Security Cart Compartment Door.				
114. Get /Open EVEN Day EV Runner Catch All Bag.				
115. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside EVEN DAY EV Runner Catch All Bag.				
116. Remove EVEN DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.				
117. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.				
CAUTION GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.				
118. Seal EVEN Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.				Seal #
119. Put EVEN Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)				
120. Obtain number of GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.				
121. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter <u>N/A</u> as required.				
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
122. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).		
123. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.		
124. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
125. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.		
126. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
127. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
128. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es), • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
129. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
130. Verify all Voter Certificates BLACK Plastic Bins are empty.		
131. Obtain (2) GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
132. Unlock/Remove Silver Lock from Security Cage Door.		
133. Close/Lock Security Cage doors.		
134. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
135. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
136. Turn off other Cell Phone.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
137. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
138. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		
139. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
140. Unlock/Open BLUE Security Cart Compartment Door.		
141. Place ODD DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
<p>NOTE</p> <p><i>You MUST remember last few steps at this point. Read next steps and initial.</i></p> <p><i>Leave manual open to next day opening. Place and seal as directed.</i></p>		
142. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
143. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
144. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____		
Manager		
Signature _____ Date ____/____/____		
Asst. Manager		

DAY 7 OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
A.M. – Opening		
1. Remove ODD DAY YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang ODD DAY YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided. (Day 1 = Odd Day Bag, Day 2 = Even Day Bag)		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the ODD Day EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag .		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
43. Close/Lock Blue Security Cart Compartment Door.	
<i>NOTE</i> <i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch "Submit."	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch "Submit."	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
58. Touch “Submit.”	
59. Direct (1) Inspector to sit at VCS Unit D .	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	
62. Enter VCS Inspector Code in Code block.	
63. Touch “Submit.”	
64. Remove “ Opening Report Ticket ” from VCS A, B, C, and D .	
65. Sign “ Opening Report Ticket ” A, B, C, and D .	
66. Place “ Opening Report Ticket ” A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A , Open Ballot Stock Tray A .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
72. Load Ballot Stock into Ballot Stock Tray A.	
73. Close Ballot Stock Tray A.	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B, Open Ballot Stock Tray B.	
76. Load Ballot Stock into Ballot Stock Tray B.	
77. Close Ballot Stock Tray B.	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C, Open Ballot Stock Tray C.	
80. Load Ballot Stock into Ballot Stock Tray C.	
81. Close Ballot Stock Tray C.	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D, Open Ballot Stock Tray D.	
84. Load Ballot Stock into Ballot Stock Tray D.	
85. Close Ballot Stock Tray D.	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A.	
91. Touch “More” arrow icon at the bottom of the screen.	
92. Touch “Location Status.”	
93. Touch “Ready for Voters.”	
94. Touch “Back.”	
95. Touch “Back” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
108. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.	
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.	
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
112. Verify BLUE Power Cord is plugged into wall outlet.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag .		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/ YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		
NOTE <i>BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.</i>		
124. **** Go to BCS Unit B.		
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.		
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
<i>NOTE</i> BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
136. Enter Election Code from Security Card.	
137. Touch Accept.	
138. **** <u>Go back to BCS Unit A.</u>	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. ****<u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	
WARNING <i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin.</i>		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
<i>Document all issues by calling Phone Bank at (850)248-8650.</i>		
148. *** Take Security Card to Accessible Voting System A (AVS).		
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.		
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
152. Press Black Power Switch to ON position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
154. Remove BLACK Barrel Key.		
155. **Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		
157. Press Black Power Switch to ON position		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait...Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait...Screen prompts you to enter Election Code.	
CAUTION Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
170. Screen display will change to: Please wait. Loading election.	
171. Verify Screen display will now show “To begin voting, insert your card.” Accessible Voting System is now ready for use.	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____ Manager	
Signature _____ Date ____/____/____ Asst. Manager	
****Go to Next Section	

DAY 7 IMPORTANT DAILY REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

DAY 7 CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
P.M. – Closing		
1.	Direct Deputy to bring in Early Voting Site signs.	
2.	Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3.	Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4.	Unlock/Open Blue Security Cart Compartment Door.	
5.	Get Security Card from Top Clear Pouch.	
6.	Close/Lock Blue Security Cart Compartment Door.	
7.	<u>Go to VCS A</u> Tablet.	
8.	Enter Initials on VCS screen.	
9.	Touch Code Block	
10.	Enter VCS Clerk Code .	
11.	Touch “Submit.”	
12.	Touch “Exit” arrow icon on screen.	
13.	Touch “Exit Program” on screen.	
14.	<u>Go to VCS B</u> Tablet.	
15.	Enter Initials.	
16.	Enter Inspector Code .	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
17.	Touch "Submit."	
18.	Touch "Exit" arrow icon on screen.	
19.	Touch "Exit Program" on screen.	
20.	<u>Go to VCS C</u> Tablet.	
21.	Enter Initials.	
22.	Enter Inspector Code .	
23.	Touch "Submit."	
24.	Touch "Exit" arrow icon on screen.	
25.	Touch "Exit Program" on screen.	
26.	<u>Go to VCS D</u> Tablet.	
27.	Enter Initials.	
28.	Enter Inspector Code .	
29.	Touch "Submit."	
30.	Touch "Exit" arrow icon on screen.	
31.	Touch "Exit Program" on screen.	
32.	Remove Closing Report Tickets from VCS printers A, B, C, and D.	
33.	Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
34.	Place all Closing Report Tickets in Certificate Box located in Security Cage.	
35.	Go to VCS A, Turn OFF MiFi by Pressing/Holding MiFi gray button until “Power Off” screen appears, option shutdown with a Red Dot.	
36.	Touch OK to Shut Down.	
37.	Turn Off AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds.	
38.	Turn OFF Ballot Printers and VCS Ticket Printers A, B, C, and D.	
39.	Remove all Ballot Stock From Ballot Printers A, B, C, and D place in Blue Security Cart Door Compartment.	
40.	Close/Lock Blue Security Cart Compartment Door.	
41.	Count/Record # Provisional Process Envelopes (Large Pink or White).	# of Provisional Total
42.	Count/Record # of Canceled Vote by Mail Ballots.	# of Canceled VBMs
43.	Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).	# of Spoiled
44.	Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.	
45.	****Take Security Card to BCS Units.	
46.	Get and Record Public Count from each BCS.	BCS Unit A Public Count BCS Unit B Public Count
47.	CALL Phone Bank (850)248-8650 to report totals.	
48.	****Go to BCS Unit A	
49.	Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	
50.	If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
51. Verify Emergency Bin (RED “E”) is EMPTY.	
52. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
53. Unlock/Open BCS Front Door using YELLOW key(yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots.</i> <i>Do not damage ballots during packing.</i>	
54. Remove GREEN Ballot Catch Tray.	
55. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
56. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
57. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
58. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
59. Touch Shift on Display Screen, to turn the circle YELLOW .	
60. Enter Election Code from Security Card.	
61. Touch “Accept”	
62. Touch “Report Options” on Display Screen.	
63. Touch “Admin” icon in upper right of Display Screen.	
64. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
65. Close BCS Unit Display.		
66. To close Lid, grasp right and left Lid Latches at the same time by the center.		
67. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
68. Press down to close Left and Right-side lid latches at the same time.		
69. Lock BCS Lid using YELLOW key.		
70. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
71. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
72. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
73. Close/Lock Ballot Box Door, using YELLOW key.		
74. ***Go to BCS Unit B.		
75. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED "E").		
76. If required, insert ALL ballots from Emergency Bin (RED "E") into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
All Ballots must be inserted into BCS Unit before performing next step.		
77. Verify Emergency Bin (RED "E") is EMPTY.		
78. Close/Lock Emergency Bin Door (RED "E"), using YELLOW key.		
79. Unlock/Open BCS Front Door using YELLOW key (yellow dot).		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
WARNING No Pen or Pencil of any type is allowed near ballots. Do not damage ballots during packing.	
80. Remove GREEN Ballot Catch Tray.	
81. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
82. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
83. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
84. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING NEVER Close Polls: it is a felony at this point.	
85. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
86. Touch Shift on Display Screen, to turn the circle YELLOW .	
87. Enter Election Code from Security Card.	
88. Touch “Accept”.	
89. Touch “Report Options”.	
90. Touch “Admin” icon in upper right of Display Screen.	
91. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
92. Close BCS Unit Display.	
93. To close Lid, grasp right and left Lid Latches at the same time by the center.	
94. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
95.	Press down to close Left and Right-side lid latches at the same time.	
96.	Lock BCS Lid using YELLOW key.	
97.	Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #
98.	Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).	
99.	Return GREEN Ballot Catch Tray to inside of Ballot Box.	
100.	Close/Lock Ballot Box Door, using YELLOW key.	
101.	****Go to front of Accessible Voting System (AVS) A.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
102.	Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)	
103.	Press Power (Next to Orange Dot) down to OFF position.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
104.	Close/Lock AVS Unit Power Access Door, remove key.	
105.	***Go to Accessible Voting System (AVS) B.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
106.	Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)	
107.	Press Power (Next to Orange Dot) down to OFF position.	
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
108.	Close/Lock AVS Unit Power Access Door, remove key.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform					Manager Initials
109. ****Go to Blue Security Cart.					
110. Unlock/Open Blue Security Cart Compartment Door.					
111. Place Security Card inside Top Clear Pouch.					
112. Close/Lock Blue Security Cart Compartment Door.					
113. Get/Open ODD Day EV Runner Catch All Bag.					
114. Ensure all completed forms, Provisional Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside ODD DAY EV Runner Catch All Bag.					
115. Remove ODD DAY EV Runner Catch All Bag from BLUE Security Cart Side Handle.					
116. Obtain (1) GREEN Plastic Seal from Supply Box located in 2nd Drawer of BLUE Security Cart.					
CAUTION GREEN Plastic Seal MUST be routed thru Grommet AND Zipper Tab.					
117. Seal ODD Day EV Runner Catch All Bag with GREEN Plastic Seal. Record Seal #.				Seal #	
118. Put ODD Day EV Runner Catch All Bag on top of BLUE Security Cart for pickup by Runner. (One Catch All Bag will remain on BLUE Security Cart handle)					
119. Obtain number of GREEN Plastic Seals from Supply Box located in 2nd Drawer of BLUE Security Cart to seal all EV Voted Ballots Box(es) placed on top of BLUE Security Cart.					
120. RECORD each EV Voted Ballots Box GREEN Plastic Seal# from Sealed Box(es) on top of BLUE Security Cart <u>OR</u> enter N/A as required.					
GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	GREEN Seal #	
121. COMPLETE <u>ALL</u> LABEL INFO ON EV VOTED BALLOTS BOX(ES).					
122. Place <u>completed and sealed</u> box(es) on top of BLUE Security Cart for pickup by Runner.					

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
123. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.		
124. Obtain (1) GREEN Plastic Seal from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
125. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
126. Put YELLOW Secure Ballot Intake Station bag on top of BLUE Security Cart for pickup by Runner.		
127. Asst. Manager MUST call Phone Bank (850)248-8650 prior to runner leaving to report Seals for all seals: <ul style="list-style-type: none"> • EV Voted Ballots box(es), • EV Runner Catch All Bag • YELLOW Secure Ballot Intake Station bag 		
128. Give Runner all sealed EV Voted Ballots box(es), YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
129. Verify all Voter Certificates BLACK Plastic Bins are empty.		
130. Obtain (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart, set on top of BLUE Security Cart.		
131. Unlock/Remove Silver Lock from Security Cage Door.		
132. Close/Lock Security Cage doors.		
133. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #	
134. Connect (1) Cell Phone to charger on top of BLUE Security Cart. (Cell Phone will be left on and charging overnight)		
135. Turn off other Cell Phone.		
136. Place this Cell Phone inside Communication Box in top drawer of BLUE Security Cart.		
137. Using BLUE key, lock drawers 1, 2, and 3 of BLUE Security Cart.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
138. Record GREEN Plastic Seal # planned for use on BLUE Security Cart Door.	Seal #	
139. Unlock/Open BLUE Security Cart Compartment Door.		
140. Place EVEN DAY YELLOW Secure Ballot Intake Station bag that the Runner brought inside Compartment door.		
NOTE <i>You MUST remember last few steps at this point. Read next steps and initial. Leave manual open to next day opening. Place and seal as directed.</i>		
141. Place this document and pen in Top Pouch of BLUE Security Cart Compartment Door.		
142. Using BLUE key, Close/Lock BLUE Security Cart Compartment Door.		
143. Install prior recorded GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____ Manager		
Signature _____ Date ____/____/____ Asst. Manager		

FINAL DAY OPENING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
A.M. – Opening		
1. Remove YELLOW Secure Ballot Intake Station bag from Blue Security Cart and give to Asst. Manager.		
NOTE <i>YELLOW Secure Ballot Intake Station bag should remain hanging from Security Cage throughout the day.</i>		
2. Instruct Asst. Manager to Attach/Hang YELLOW Secure Ballot Intake Station bag handle to the Top Back of Security Cage using the retaining clip provided.		
3. Close/Lock Blue Security Cart Compartment Door. (Opened to get this Procedures Manual)		
4. Unlock Top Drawer, 2 nd Drawer, and 3 rd Drawer of Blue Security Cart.		
5. Open Top Drawer of Blue Security Cart.		
6. Get Clear EV Runner Catch All Bag out.		
7. Record Green Seal removed from Blue Security Cart Compartment Door.	Seal #	
8. Place Green Seal removed from Blue Security Cart Compartment Door earlier into the EV Catch All Bag.		
9. Attach/Hang Clear EV Runner Catch All Bag to Blue Security Cart handle silver clip.		
10. Get out Communication Box.		
11. Open Communication Box.		
12. Get Phone from Communication Box.		
13. Close Communication Box.		
14. Return Communication Box to top drawer of Blue Security Cart.		

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
15. Close Top Drawer of Blue Security Cart.		
CAUTION You must use charger to keep phone(s) battery charged throughout the day Alternate Phone A and Phone B as needed throughout the day.		
16. Ensure Both Phones A and Phone B are turned on, (Press/Hold Red END Button for 5 seconds).		
17. Call SOE Phone Bank (850)248-8650 NOW, to report arrival.		
18. I <u>called</u> to report Arrival.		
19. Give Cell Phone B to Assigned Deputy.		
20. Direct Deputy to place all signs in designated locations.		
21. Go to Security Cage Door, Silver Lock.		
22. Break/remove GREEN Plastic Seal on Security Cage door SILVER Lock.		
23. Record GREEN Plastic Seal # from Security Cage SILVER Lock	Seal #	
24. Place the GREEN Plastic Seal removed into the ODD DAY EV Runner Catch All Bag.		
NOTE <i>SILVER Lock remains locked to Security Cage door throughout day, you will need to open and close doors as needed.</i>		
25. Unlock SILVER Lock using GOLD key (Ensure SILVER Lock remains locked to Security Cage door throughout day).		
26. Go to VCS A .		
27. Locate in VCS A case, Gray MiFi (Left front corner of VCS A Case).		
CAUTION <i>MiFi Black Cord MUST remain plugged in to Charge all day.</i>		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
28. Turn On MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. When MiFi Screen activity begins leave MiFi in VCS A case.	
29. Turn On AVS Ballot Card Printer (ExpressVote Printer) , Press/Hold ORANGE Power Button for 5 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
30. Go to VCS A Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
31. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
32. Go to VCS B Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
33. Go to VCS B Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
34. Go to VCS C Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
35. Go to VCS C Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
36. Go to VCS D Ticket Printer , Press/Hold Power Button for 2 seconds. Sound/Light activity will be heard/seen to indicate it is on.	
37. Go to VCS D Tablet Right Side (Green Dot), Press/Hold power button for 2 seconds to turn on Tablet.	
38. Verify/Ensure VCS's A, B, C, and D Tablets are ON.	
39. Verify VCS Ticket Printers A, B, C, and D are ON (Green Light).	
40. Go to Blue Security Cart.	
41. Unlock/Open Blue Security Cart Compartment Door.	
42. Get Security Card from Top Clear Pouch.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
43. Close/Lock Blue Security Cart Compartment Door.	
<i>NOTE</i> <i>Security Card is Confidential and contains security codes for election equipment.</i>	
44. Take Security Card to VCS Unit A.	
45. Enter Initials on VCS screen.	
46. Touch Code Block.	
47. Enter VCS Clerk Code .	
48. Touch "Submit."	
49. Direct (1) Inspector to sit at VCS Unit B .	
50. Direct Inspector to enter Initials on VCS screen.	
51. Direct Asst. Manager to Touch Code Block.	
52. Enter VCS Inspector Code .	
53. Touch "Submit."	
54. Direct (1) Inspector to sit at VCS Unit C .	
55. Direct Inspector to enter Initials on VCS screen.	
56. Direct Asst. Manager to Touch Code Block.	
57. Enter VCS Inspector Code .	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
58. Touch "Submit."	
59. Direct (1) Inspector to sit at VCS Unit D.	
60. Direct Inspector to enter Initials on VCS screen.	
61. Direct Asst. Manager to Touch Code Block.	
62. Enter VCS Inspector Code in Code block.	
63. Touch "Submit."	
64. Remove "Opening Report Ticket" from VCS A, B, C, and D.	
65. Sign "Opening Report Ticket" A, B, C, and D.	
66. Place "Opening Report Ticket" A, B, C, and D into EV Certificates Box located inside Security Cage.	
67. Go to Blue Security Cart Compartment door.	
68. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
69. Return Security Card to the Top Clear Pouch.	
70. Get out one Box of Ballot Stock, set on Blue Security Cart Top. To start early voting, split the Ballot Stock of one box evenly between the printers.	
WARNING <i>Ballot stock must be <u>evenly stacked</u> before placing in printer.</i>	
71. Go to Ballot Printer A, Open Ballot Stock Tray A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
72. Load Ballot Stock into Ballot Stock Tray A.	
73. Close Ballot Stock Tray A.	
74. Turn on Ballot Printer A by pressing switch on. (Located on right side back corner of ballot printer)	
75. Go to Ballot Printer B, Open Ballot Stock Tray B.	
76. Load Ballot Stock into Ballot Stock Tray B.	
77. Close Ballot Stock Tray B.	
78. Turn on Ballot Printer B by pressing switch on. (Located on right side back corner of ballot printer)	
79. Go to Ballot Printer C, Open Ballot Stock Tray C.	
80. Load Ballot Stock into Ballot Stock Tray C.	
81. Close Ballot Stock Tray C.	
82. Turn on Ballot Printer C by pressing switch on. (Located on right side back corner of ballot printer)	
83. Go to Ballot Printer D, Open Ballot Stock Tray D.	
84. Load Ballot Stock into Ballot Stock Tray D.	
85. Close Ballot Stock Tray D.	
86. Turn on Ballot Printer D by pressing switch on. (Located on right side back corner of ballot printer).	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
87. Place any extra Ballot Stock or Empty Box(es) in Blue Security Cart Door Compartment.	
88. Get Security Card from Top Clear Pouch and give to other Asst. Manager.	
89. Close/Lock Blue Security Cart Compartment Door.	
90. Go to VCS Unit A.	
91. Touch “More” arrow icon at the bottom of the screen.	
92. Touch “Location Status.”	
93. Touch “Ready for Voters.”	
94. Touch “Back.”	
95. Touch “Back” to go to Home screen.	
96. Take Security Card to Ballot Counting System A (BCS).	
97. Unlock/Open BCS Unit A Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW Key.	
WARNING <i>If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.</i>	
98. Verify that Emergency Bin Area is EMPTY .	
99. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to “closed” position.	
100. Close/Lock BCS Unit Emergency Bin Door (Large RED “E”) (Yellow Dot) using YELLOW key.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
101. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING <i>If Green Catch Tray is not empty, you MUST CALL PHONE BANK</i> <i>(850)248-8650 Immediately to report.</i>	
102. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything found in this area immediately.	
103. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
104. **** <u>Go to BCS Unit B.</u>	
105. Unlock/Open BCS Unit B Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW Key.	
WARNING If Emergency Bin Area is not empty, you MUST CALL PHONE BANK (850)248-8650 to report.	
106. Verify that Emergency Bin Area is EMPTY .	
107. Verify BCS Unit Emergency Door flap (Silver Flap) is flipped up to "closed" position.	
108. Close/Lock BCS Unit Emergency Bin Door (Large RED "E") (Yellow Dot) using YELLOW key.	
109. Unlock/Open BCS Front Door, (Yellow Dot) using YELLOW key.	
WARNING If Green Catch Tray is not empty, you MUST CALL PHONE BANK (850)248-8650 Immediately to report.	
110. Verify Inside of BCS Front Door Compartment area and GREEN Catch Tray are empty. You MUST Call phone bank IF anything is found in this area immediately.	
111. Close/Lock BCS Front Door, (Yellow Dot) using YELLOW Key.	
112. Verify BLUE Power Cord is plugged into wall outlet.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
113. Verify GREEN light on surge protectors located on Black Power Splitter cords are ON.		
114. Verify BCS A & B BLACK Power Cords are properly plugged into Surge Protectors on BLACK Power Splitter.		
115. Verify GREEN Seals located on BCS A & B Lid Latch has not been tampered with. Call to report if not in place or broken.		
116. Twist/Break/Remove Green Seals and record seal #.	BCS A Seal #	BCS B Seal #
117. Give GREEN Plastic Seal removed from BCS, to other Asst. Manager to place inside EVEN DAY EV Runner Catch All Bag.		
118. **** <u>Go to BCS Unit A.</u>		
119. Unlock BCS Unit A Lid using YELLOW key/YELLOW Dot, rotating left to unlock/remove key.		
120. Unlock Right and Left BCS Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down. (Lid automatically opens approximately 2 inches)		
121. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		
122. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.		
123. Lift/Open BCS Screen to the fully open position. Leave in this position.		
NOTE <i>BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.</i>		
124. **** <u>Go to BCS Unit B.</u>		
125. Unlock Right and Left BCS B Unit Lid Latches by placing right and left thumbs on top of Lid Latches and pressing down.		
126. To fully open Lid, grasp right and left Lid Latches at the same time by the center.		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
127. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to fully open automatically.	
128. Unlock BCS Screen, (BLACK Dot), using BLACK Barrel key, rotate left to unlock and remove Black Barrel key.	
129. Lift/Open BCS Screen to the full open position. Leave in full open position.	
NOTE BCS Screen will automatically begin to power on, Screen will prompt you to enter Election Code in 60-90 seconds.	
130. ****Go back to BCS Unit A.	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
131. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
132. Enter Election Code from Security Card.	
133. Touch Accept.	
134. ****Go back to BCS Unit B	
CAUTION Only 3 Attempts will be allowed. System will shut down if you fail 3 times.	
135. Touch SHIFT on Display Screen, to turn the circle YELLOW .	
136. Enter Election Code from Security Card.	
137. Touch Accept.	
138. **** <u>Go back to BCS Unit A.</u>	
139. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting”	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
140. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
141. Neatly Roll Tape and Tuck alongside DS200 Unit.		
142. Record Public Count from BCS Display.	BCS A Public Count	
143. **** <u>Go back to BCS Unit B.</u>		
144. AFTER WAITING 2-3 MINUTES, <u>VERIFY</u> that DS200 Display shows message below: This voting device has already been opened for voting. To continue voting press “Don’t Close – Keep Voting” To print reports now, press “Report Option” To close poll for this voting device press “Close Poll”		
145. Touch “Don’t Close-Keep Voting” box on DS200 Unit Display.		
WARNING <i>Do not tear tape from DS200 Unit, leave in place.</i>		
146. Neatly Roll Tape and Tuck alongside DS200 Unit.		
147. Record Public Count from BCS Display.	BCS B Public Count	
WARNING <i>Even if Ballot Counting Systems are not working, you MUST still issue ballots & continue voting using Emergency Bin. Document all issues by calling Phone Bank at (850)248-8650.</i>		
148. *** Take Security Card to Accessible Voting System A (AVS).		

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
149. Verify Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord) is plugged into wall outlet planned for use.	
150. Verify Accessible Voting System BLACK Power Cords A & B are properly plugged into Black AVS Power Cord Assembly (Cord with 7 plugs & Extension Cord).	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
151. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
152. Press Black Power Switch to ON position.	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
153. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
154. Remove BLACK Barrel Key.	
155. **Go to Accessible Voting System (AVS) B.	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
156. Unlock/Open Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
157. Press Black Power Switch to ON position	
<i>NOTE</i>	
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>	
158. Close/Lock Accessible Voting System Power Access Door. (Located upper left side of AVS when facing Screen using BLACK barrel key)	
159. Remove BLACK Barrel Key.	
160. ***Go back to Accessible Voting System (AVS) A.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
161. Wait....Screen prompts you to enter Election Code.	
CAUTION	
Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
162. Touch SHIFT on Screen, then enter Election Code from Security Card.	
163. Touch Accept.	
164. Screen display will change to: Please wait. Loading election.	
165. Verify Screen display will now show “ To begin voting, insert your card. ” Accessible Voting System is now ready for use.	
166. **Go back to Accessible Voting System (AVS) B.	
WARNING <i>DO NOT TOUCH SCREEN. Wait approximately 2 minutes screen will display: Starting Up...</i>	
167. Wait....Screen prompts you to enter Election Code.	
CAUTION	
Only 3 Attempts will be allowed. If you fail 3 times, you must call tech support.	
168. Touch SHIFT on Screen, then enter Election Code from Security Card.	
169. Touch Accept.	
170. Screen display will change to: Please wait. Loading election.	
171. Verify Screen display will now show “ To begin voting, insert your card. ” Accessible Voting System is now ready for use.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
172. Take Security Card to Blue Security Cart.	
173. Unlock/Open Blue Security Cart Compartment Door.	
174. Place Security Card inside Top Clear Pouch.	
175. Close/Lock Blue Security Cart Compartment Door.	
176. Call (850)248-8650 Phone Bank to verify set up and ready for voters.	
177. Return Phone/Keys to Manager.	
178. Get Early Voting Payroll Register out of EV Catch All Bag hanging on handle.	
179. Direct all to sign and return Payroll Register to the EV Catch All Bag hanging on handle.	
180. Ensure Payroll Register is returned to EV Catch All Bag when complete.	
To the best of my knowledge, all entries for this day A.M. are accurate and factual.	
Signature _____ Date ____/____/____	
Manager	
Signature _____ Date ____/____/____	
Asst. Manager	
****Go to Next Section	

FINAL DAY IMPORTANT REQUIREMENTS

Manager Reads	Manager Initials
1. Ensure staff are wearing Election Official Name tags and “One Minute or Less” stickers located in 2 nd Drawer supply box.	
2. At early voting start time, Manager must verbally declare polls OPEN by stating, “The polls are officially open.”	
3. Your polling place MUST be open and ready for voters at the start time of early voting.	
4. Maintain and store All Completed forms in Catch All Bag clipped to handle of Blue Security Cart.	
5. All Voter Certificates completed throughout day MUST be placed in BLACK Bin on each VCS Table. (As needed, clip together and place in EV Certificates Box in Security Cage)	
6. Leadership should inspect booths after each voter has left voting booth area. Remove any written messages, ink pens or candidate campaign materials.	
7. Phone Bank and Tech Support phone numbers are located on top front of Blue Security Cart and cell phone numbers are in top drawer Communication Box.	
8. Blue Security Cart Door MUST remain locked for security and control of paper Ballot Stock. Never leave Ballot Stock out. Ballot Stock must be in Ballot Printers or stored in Blue Security Cart.	
9. Ensure Inspectors/Deputy are rotating work positions throughout the day.	
10. Leave this book open at this location and place in top plastic pouch located inside BLUE Security Cart Compartment door for later use for shift change or closing.	
11. Unlock/Open Blue Security Cart Door. Place EV Procedures Manual into plastic pouch located on inside Blue Security Cart Door for later use when Closing. Close/Lock Blue Security Cart Door.	

I. FINAL DAY CLOSING

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
P.M. – Closing	
1. Direct Deputy to bring in Early Voting Site signs and cones.	
2. Direct (1) Asst. Manager to gather and clip all Certificates from BLACK Bins and place inside EV Certificates Box in Security Cage.	
3. Direct other Asst. Manager and (1) Inspector to get/assemble EV Voted Ballots Box located in Security Cage top shelf and wait by BCS.	
4. Unlock/Open Blue Security Cart Compartment Door.	
5. Get Security Card from Top Clear Pouch.	
6. Close/Lock Blue Security Cart Compartment Door.	
7. <u>Take Security Card to VCS A</u> Tablet.	
8. Enter Initials on VCS screen.	
9. Enter VCS Clerk Code .	
10. Touch “Submit.”	
11. Touch “Exit” arrow icon on screen.	
12. Touch “Exit Program” on screen.	
13. Turn OFF AVS printer (ExpressVote Printer) at A unit by pressing/holding orange power button for 5 seconds.	
14. <u>Go to VCS B</u> Tablet.	
15. Enter Initials.	
16. Enter VCS Clerk Code .	
17. Touch “Submit.”	
18. Touch “Exit” arrow icon on screen.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
19. Touch "Exit Program" on screen.	
20. Go to VCS C Tablet.	
21. Enter Initials.	
22. Enter VCS Clerk Code .	
23. Touch "Submit."	
24. Touch "Exit" arrow icon on screen.	
25. Touch "Exit Program" on screen.	
26. Go to VCS D Tablet.	
27. Enter Initials.	
28. Enter VCS Clerk Code .	
29. Touch "Submit."	
30. Touch "Exit" arrow icon on screen.	
31. Touch "Exit Program" on screen.	
32. Unlock/Open Blue Security Cart Compartment Door.	
33. Return Security Card to Top Clear Pouch.	
34. Close/Lock Blue Security Cart Compartment Door.	
35. Remove Closing Report Tickets from VCS Ticket printers A, B, C, and D.	
36. Verify all Voter Certificate(s) BLACK Plastic Bins are empty A, B, C, and D.	
37. Place all Closing Report Tickets in Certificate Box located in Security Cage.	
38. Get Black AVS Printer case from top shelf of Security Cage take to Voter side of Blue Security Cart.	
39. Lay Black AVS Printer case flat on top of Blue Security Cart.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
40. Flip both AVS Printer case lid latches up and open lid.		
41. Go to back of AVS Printer.		
42. Unplug (2) Black power cords from back of AVS Printer. (Black Dot/Yellow Dot)		
43. Place the AVS printer (ExpressVote Printer) into the Black AVS Printer case. (Orange Power button towards right back corner).		
WARNING <i>Lid/Latches can be difficult to close.</i>		
44. Close/Latch Black AVS Printer case.		
45. Return the Black AVS Printer case to the top shelf of the Security Cage.		
46. Turn OFF Ballot Printers A, B, C, D. (Leave MiFi and VCS Ticket Printers ON)		
47. Remove all Ballot Stock From Ballot Printers A, B, C, and D, and place in Blue Security Cart.		
48. Close/Lock Blue Security Cart Compartment Door.		
49. Count/Record # Provisional Process Envelopes (Large Pink or White).		# of Provisional Total
50. Count/Record # of Canceled Vote by Mail Ballots.		# of Canceled VBMs
51. Count/Record # Spoiled Ballot Envelopes (White w/ BLUE Stars).		# of Spoiled
52. Get (2) GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart.		
53. Unlock/Open Blue Security Cart Compartment Door.		
54. Get Security Card from Top Clear Pouch.		
55. Close/Lock Blue Security Cart Compartment Door.		
56. ****Take Security Card to BCS Units.		
57. Get and Record Public Count from each BCS.	BCS Unit A Public Count	BCS Unit B Public Count

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
58. CALL Phone Bank (850)248-8650 to report totals.	
59. ****Go to BCS Unit A	
60. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).	
61. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.	
WARNING <i>All Ballots must be inserted into BCS Unit before performing next step.</i>	
62. Verify Emergency Bin (RED “E”) is EMPTY.	
63. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
64. Unlock/Open BCS Front Door using YELLOW key(yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots.</i> <i>Do not damage ballots during packing.</i>	
65. Remove GREEN Ballot Catch Tray.	
66. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
67. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
68. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
69. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
70. Touch Shift on Display Screen, to turn the circle YELLOW.	
71. Enter Election Code from Security Card.	
72. Touch “Accept.”	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
73. Touch “Report Options” on Display Screen.		
74. Touch “Admin” icon in upper right of Display Screen.		
75. Touch “Shutdown” box.		
76. Wait...BCS Unit Display will go dark.		
77. Close BCS Unit Display.		
78. To close Lid, grasp right and left Lid Latches at the same time by the center.		
79. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.		
80. Press down to close Left and Right-side lid latches at the same time.		
81. Lock BCS Lid using YELLOW key.		
82. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
83. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
84. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
85. Close/Lock Ballot Box Door, using YELLOW key.		
86. ***Go to BCS Unit B.		
87. Using YELLOW Key, Unlock/Open Emergency Bin Door (RED “E”).		
88. If required, insert ALL ballots from Emergency Bin (RED “E”) into BCS Unit so that all voted ballots have been tabulated.		
WARNING		
<i>All Ballots must be inserted into BCS Unit before performing next step.</i>		
89. Verify Emergency Bin (RED “E”) is EMPTY.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
90. Close/Lock Emergency Bin Door (RED “E”), using YELLOW key.	
91. Unlock/Open BCS Front Door using YELLOW key (yellow dot).	
WARNING <i>No Pen or Pencil of any type is allowed near ballots.</i> <i>Do not damage ballots during packing.</i>	
92. Remove GREEN Ballot Catch Tray.	
93. Verify all Voted Ballots from election are in GREEN Ballot Catch Tray.	
94. Place GREEN Ballot Catch Tray <u>NO MORE THAN 3 feet from BCS.</u>	
95. Assign (1) Assistant Manager and (1) Inspector to put Voted Ballots into EV Voted Ballot Box(es) continue until Complete.	
96. Direct (1) Assistant Manager and (1) Inspector to put EV Voted Ballots Box(es) on Top of Blue Security Cart when complete.	
WARNING <i>NEVER Close Polls: it is a felony at this point.</i>	
97. On BCS Unit Display Screen, press the “Tools” icon in upper right corner.	
98. Touch Shift on Display Screen, to turn the circle YELLOW .	
99. Enter Election Code from Security Card.	
100. Touch “Accept”.	
101. Touch “Report Options”.	
102. Touch “Admin” icon in upper right of Display Screen.	
103. Touch “Shutdown” box on Display Screen. Wait...BCS Unit Display will go dark.	
104. Close BCS Unit Display.	
105. To close Lid, grasp right and left Lid Latches at the same time by the center.	
106. Press down and pull forward right and left Lid Latches slightly at the same time to allow the Lid to shut.	

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
107. Press down to close Left and Right-side lid latches at the same time.		
108. Install GREEN Plastic Seal through hole in BCS Unit Right Side Lid Latch.	Seal #	
109. Verify Ballot Box and GREEN Ballot Catch Tray is empty and that all voted ballots have been placed in EV Voted Ballots box(es).		
110. Return GREEN Ballot Catch Tray to inside of Ballot Box.		
111. Close/Lock Ballot Box Door, using YELLOW key.		
112. ****Go to front of Accessible Voting System (AVS) A.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
113. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
114. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
115. Close/Lock AVS Unit Power Access Door, remove key.		
116. ***Go to Accessible Voting System (AVS) B.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
117. Using BLACK barrel key, UNLOCK/OPEN the AVS Unit Power Access Door. (Located upper left side of Unit)		
118. Press Power (Next to Orange Dot) down to OFF position.		
<i>NOTE</i>		
<i>You may need to lift cord for access to AVS Unit Power Access Door.</i>		
119. Close/Lock AVS Unit Power Access Door, remove key.		
120. ***Go to Blue Security Cart		

TASK ORDER				Manager Initials
Manager Reads and Verifies; Asst. Managers Perform				
121. Unlock/Open Blue Security Cart Compartment Door.				
122. Return Security Card to Top Clear Pouch.				
123. Get ED Procedures Manual from bottom pouch and place it in the top pouch for use on Election Day Morning.				
124. Close/Lock Blue Security Cart Compartment Door.				
125. Ensure all completed forms, Envelopes, Spoiled Ballots and Canceled Vote By Mail ballots are placed inside EV Runner Catch All Bag.				
126. Obtain number of GREEN Plastic Seals from Supply Box located in 2 nd Drawer of BLUE Security Cart to seal all: <ul style="list-style-type: none"> • EV Voted Ballots Box(es) • EV Certificates Box • Security Cage • Blue Security Cart • YELLOW Secure Ballot Intake Station Bag • EV Runner Catch All Bag 				
127. Place GREEN plastic seals on top of Blue Security Cart until needed.				
128. Seal EV Certificates box, Record Seal #.			Seal #	
129. Seal EV Voted Ballots Box(es), Record Seal # enter N/A as required.				
Seal #	Seal #	Seal #	Seal #	
130. Complete all label info on EV Voted Ballots box(es) and EV Certificates box.				
131. Ensure all completed boxes are placed on top of BLUE Security Cart for runner pickup.				
132. Remove YELLOW Secure Ballot Intake Station bag from Security Cage retaining clip.				

TASK ORDER		Manager Initials
Manager Reads and Verifies; Asst. Managers Perform		
133. Seal YELLOW Secure Ballot Intake Station bag Plastic Security Flap with GREEN Plastic Seal. Record Seal #.	Seal #	
134. Put YELLOW Secure Ballot Intake Station bag on top of Blue Security Cart for pickup by Runner.		
135. Unlock/Open Bottom drawer of BLUE Security Cart.		
136. Get Election Day location/time velcro signs and give to Deputy to place on A Frame sign. Return EV location/time velcro signs to bottom drawer when complete.		
137. Get BLUE EV VCS Activator box.		
138. Close Blue Security Cart bottom drawer.		
139. Take BLUE EV VCS Activator Box (with clippers inside) to VCS Unit A.		
140. Lift VCS Tablet up find Wire Seal on VCS stand area.		
141. Cut/Remove wire seal using clippers in BLUE EV VCS Activator Box.		
142. Place wire seal in BLUE EV VCS Activator Box.		
143. Remove VCS Activator Stick from VCS Stand, using thumb & forefinger.		
144. Place VCS Activator Stick inside BLUE VCS Activator Box.		
145. Take BLUE EV VCS Activator Box and clippers to VCS Unit B.		
146. Lift VCS Tablet up find Wire Seal on VCS stand area.		
147. Cut/Remove wire seal using clippers.		
148. Place wire seal in BLUE EV VCS Activator Box.		
149. Remove VCS Activator Stick from VCS Stand, using thumb & forefinger.		

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
150. Place VCS Activator Stick inside BLUE VCS Activator Box.	
151. Take BLUE EV VCS Activator Box and clippers to VCS Unit C.	
152. Lift VCS Tablet up find Wire Seal on VCS stand area.	
153. Cut/Remove wire seal using clippers.	
154. Place wire seal in BLUE EV VCS Activator Box.	
155. Remove VCS Activator Stick from VCS Stand, using thumb & forefinger.	
156. Place VCS Activator Stick inside BLUE VCS Activator Box.	
157. Take BLUE EV VCS Activator Box and clippers to VCS Unit D.	
158. Lift VCS Tablet up to find Wire Seal on VCS stand area.	
159. Cut/Remove wire seal using clippers.	
160. Place wire seal in BLUE EV VCS Activator Box.	
161. Remove VCS Activator Stick from VCS Stand, using thumb & forefinger.	
162. Place VCS Activator Stick inside BLUE VCS Activator Box.	
163. Place clippers inside BLUE EV VCS Activator Box.	
164. Close/Snap Lid of BLUE EV VCS Activator Box.	
165. Take BLUE EV VCS Activator Box to Blue Security Cart. (Leave on top of Blue Security Cart)	
166. Open Bottom Drawer of Blue Security Cart.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
167. Get ED Activator Stick Envelope out.	
168. Close Bottom drawer of Blue Security Cart.	
169. Take ED Activator Envelope and wire seals to VCS Unit A.	
170. Open ED Activator Stick Envelope.	
171. Remove ED Activator Stick A and (1) wire seal from ED VCS Activator Envelope.	
172. Carefully feed end of wire seal thru ED Activator Stick hole.	
173. Carefully insert ED Activator Stick into VCS Unit A Stand with number facing up.	
WARNING Carefully thread the wire through the blue plastic piece and ensure you do not fray the end or you will have to get a new seal.	
174. Install wire seal through the white mounting square on VCS stand.	
175. Carefully insert wire end of seal through the top hole closest to blue tab.	
176. Twist to tighten seal so that stick can not be removed.	
177. Push Tablet down to face you.	
178. Take ED Activator Stick Envelope to VCS Unit B.	
179. Remove ED Activator Stick B and (1) wire seal from ED VCS Activator Envelope.	
180. Carefully feed end of wire seal thru ED Activator Stick hole.	
181. Carefully insert ED Activator Stick into VCS Unit B Stand, number facing up.	
182. Install wire seal through the white mounting square on VCS stand.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
183. Carefully insert wire end of seal through the top hole closest to blue tab.	
184. Twist to tighten seal so that stick cannot be removed.	
185. Push Tablet down to face you.	
186. Take ED Activator Stick Envelope to VCS Unit C.	
187. Remove ED Activator Stick C and (1) wire seal from ED VCS Activator Envelope.	
188. Carefully feed end of wire seal thru ED Activator Stick hole.	
189. Carefully insert ED Activator Stick into VCS Unit C Stand, number facing up.	
190. Install wire seal through the white mounting square on VCS stand.	
191. Carefully insert wire end of seal through the top hole closest to blue tab.	
192. Twist to tighten seal so that stick cannot be removed.	
193. Push Tablet down to face you.	
194. Take ED Activator Stick Envelope to VCS Unit D.	
195. Remove ED Activator Stick D and (1) wire seal from ED VCS Activator Envelope.	
196. Carefully feed end of wire seal thru ED Activator Stick hole.	
197. Carefully insert ED Activator Stick into VCS Unit D Stand, number facing up.	
198. Install wire seal through the white mounting square on VCS stand.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
199. Carefully insert wire end of seal through the top hole closest to blue tab.	
200. Twist to tighten seal so that stick cannot be removed.	
201. Push Tablet down to face you.	
202. Return ED Activator Stick Envelope to bottom drawer of Blue Security Cart.	
203. Go to VCS A Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
204. Go to VCS B Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
205. Go to VCS C Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
206. Go to VCS D Tablet Right Side Green Dot, Press/Hold power button for 2 seconds to turn on Tablet.	
207. Go to VCS A unit, Touch “Yes” to confirm the transition mode from Early Voting to Election Day.	
208. Go to VCS B unit, Touch “Yes” to confirm the transition mode from Early Voting to Election Day.	
209. Go to VCS C unit, Touch “Yes” to confirm the transition mode from Early Voting to Election Day.	
210. Go to VCS D unit, Touch “Yes” to confirm the transition mode from Early Voting to Election Day.	
WARNING <i>If your Polling Location Name does not match the site you are at, Call Phone Bank immediately (850) 248-8650.</i>	
211. Go to VCS unit A, Touch “Yes” to confirm your polling location is correct.	
212. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
213. Go to VCS unit B, Touch “Yes” to confirm your polling location is correct.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
214. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
215. Go to VCS unit C, Touch “Yes” to confirm your polling location is correct.	
216. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
217. Go to VCS unit D, Touch “Yes” to confirm your polling location is correct.	
218. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
219. Go to Blue Security Cart Compartment door.	
220. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
221. Get Security Card from Top Clear Pouch.	
222. Close/Lock Blue Security Cart Compartment Door.	
223. Take Security Card to VCS Unit A.	
224. Enter Initials on VCS screen.	
225. Enter VCS Clerk Code.	
226. Touch “Submit.”	
227. Go to VCS Unit B.	
228. Enter Initials on VCS screen.	
229. Enter VCS Clerk Code.	
230. Touch “Submit.”	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
231. Go to VCS Unit C.	
232. Enter Initials on VCS screen.	
233. Enter VCS Clerk Code.	
234. Touch “Submit.”	
235. Go to VCS Unit D.	
236. Enter Initials on VCS screen.	
237. Enter VCS Clerk Code in Code block.	
238. Touch “Submit.”	
239. Unlock/Open Blue Security Cart Compartment door using BLUE Key.	
240. Return Security Card to the Top Clear Pouch.	
241. Close/Lock Blue Security Cart Compartment door using BLUE Key.	
242. Get EV ED Transition Envelope from ED Clear Catch All Bag Delivered by EV Runner.	
243. Open EV ED Transition Envelope to obtain Clerk Utilities Code.	
244. Go to VCS Unit A.	
245. Touch “More” arrow icon.	
246. Touch Clerk Utilities.	
247. Enter Clerk Utilities Code.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
248. Touch Login.	
249. Touch “Complete L&A.”	
NOTE <i>Wait... Several Dialog messages will appear.</i>	
250. Touch “Yes” to confirm your polling location is correct.	
251. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
252. Enter Initials on VCS screen.	
253. Enter VCS Clerk Code .	
254. Touch “Submit.”	
255. Go to VCS Unit B.	
256. Touch “More” arrow icon.	
257. Touch Clerk Utilities.	
258. Enter Clerk Utilities Code .	
259. Touch Login.	
260. Touch “Complete L&A.”	
NOTE <i>Wait... Several Dialog messages will appear.</i>	
261. Touch “Yes” to confirm your polling location is correct.	
262. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
263. Enter Initials on VCS screen.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
264. Enter VCS Clerk Code.	
265. Touch “Submit.”	
266. Go to VCS Unit C.	
267. Touch “More” arrow icon.	
268. Touch Clerk Utilities.	
269. Enter Clerk Utilities Code.	
270. Touch Login.	
271. Touch “Complete L&A.”	
NOTE <i>Wait... Several Dialog messages will appear.</i>	
272. Touch “Yes” to confirm your polling location is correct.	
273. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
274. Enter Initials on VCS screen.	
275. Enter VCS Clerk Code.	
276. Touch “Submit.”	
277. Go to VCS Unit D.	
278. Touch “More” arrow icon.	
279. Touch Clerk Utilities.	
280. Enter Clerk Utilities Code.	

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform	Manager Initials
281. Touch Login.	
282. Touch “Complete L&A.”	
NOTE <i>Wait... Several Dialog messages will appear.</i>	
283. Touch “Yes” to confirm your polling location is correct.	
284. Touch “Yes” to confirm date and time is correct + or - 3 minutes.	
285. Enter Initials on VCS screen.	
286. Enter VCS Clerk Code .	
287. Touch “Submit.”	
288. Call SOE Phone Bank (850) 248-8650 to verify Web Connection.	
289. Go to VCS A Tablet.	
290. Touch “Exit” arrow icon on screen.	
291. Touch “Exit Program” on screen.	
292. Go to VCS B Tablet.	
293. Touch “Exit” arrow icon on screen.	
294. Touch “Exit Program” on screen.	
295. Go to VCS C Tablet.	
296. Touch “Exit” arrow icon on screen.	

TASK ORDER	Manager Initials
Manager Reads and Verifies; Asst. Managers Perform	
297. Touch “Exit Program” on screen.	
298. Go to VCS D Tablet.	
299. Touch “Exit” arrow icon on screen.	
300. Touch “Exit Program” on screen.	
301. Remove OPENING and CLOSING REPORT Tickets from VCS Ticket Printers A, B, C, and D.	
302. Neatly Roll tapes and place into Blue EV VCS Activator Box located on top of Blue Security Cart.	
303. Place BLUE EV VCS Activator Box into EV Runner Catch All Bag located on Blue Security Cart Handle.	
304. Place EV ED Transition Envelope in EV Runner Catch All Bag.	
305. Turn off all VCS Ticket Printers A, B, C, and D.	
306. Go to VCS A Turn OFF MiFi Press/Hold MiFi gray button above Green Dot for 2 seconds. A “Power Off” screen will appear, Option Shutdown with a Red Dot.	
307. Touch OK to Shut Down.	
308. Get all EV VCS Manager/Inspector Action Cards from beside VCS Units and store inside Bin A located in Security Cage.	
309. Get all ED VCS Clerk/Inspector Action Cards from Bin A and place beside each VCS Unit A, B, C, D.	
WARNING <i>EV BCS(s) and AVS(s) transition must be completed by EV Runner prior to continuing next steps.</i>	
310. Unlock/Remove Silver Lock from Security Cage Door.	
311. Close/lock Security Cage door.	
312. Install GREEN Plastic Seal from top of BLUE Security Cart through lock holes of Security Cage. Record Seal #.	Seal #

TASK ORDER Manager Reads and Verifies; Asst. Managers Perform		Manager Initials
313. Turn off Deputy cell phone.		
314. Place Deputy cell phone inside Communication Box in top drawer of BLUE Security Cart.		
315. Using BLUE key, lock drawers 1, 2, 3, and 4 of BLUE Security Cart.		
316. Install GREEN Plastic Seal through holes in bottom of BLUE Security Cart Compartment Door. Record Seal #.	Seal #	
317. Remove EV Runner Catch All Bag from BLUE Security Cart Side Handle and place on top of Blue Security Cart.		
NOTE <i>Do Not Seal EV Runner Catch All Bag until all steps are complete.</i>	Seal #	
318. Record GREEN Plastic Seal <u>planned</u> for use on EV Runner Catch All Bag.		
319. Asst. Manager MUST call Phone Bank (850)248-8650 to report Seals for all Sealed Boxes, YELLOW Secure Ballot Intake Station bag, and EV Runner Catch All Bag.		
320. Leave Manager Phone on and plugged into charger on top of Blue Security Cart.		
To the best of my knowledge, all entries for this day P.M. are accurate and factual.		
Signature _____ Date ____/____/____ Manager		
Signature _____ Date ____/____/____ Asst. Manager		
321. Runner will take items once Election Day transition is complete: <ul style="list-style-type: none"> • EV Voted Ballots Box(es) • EV Certificates Box • YELLOW Secure Ballot Intake Station bag • EV Runner Catch All Bag • EV BCS A & B • EV Manager Keys 		
322. Place this Early Voting Manual in EV Runner Catch All Bag and install prior recorded GREEN Seal.		

EARLY VOTING SITE INVENTORY

****TOP - BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
11117 Phone Bank Contact (Label) (Top Front Right Corner of Cart)	1		

**** SIDE HANDLE – BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
Side Handle Clip (Secured Around Front of Cart Handle)	1		
Clip (Secured through Tube Clamp)	1		

****TOP DRAWER – BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
11413 Communication Box	1		
Manager Cell Phone & Charger EV _____A	1		
Deputy Cell Phone & Charger EV _____B	1		
Extra Cell Phone EV _____C	1		
11565 Cell Phone Number List	1		
Site Payroll Sheet for 1st day	1		
Reading Glasses	3		

Title Of Item	Qty	QC I.D.	QC I.D.
11558 Dark BLUE Expanding Storage File	1		
12172 Polling Place Standards & Procedures	2		
12174 Non-Conformance Report (Light GREEN)	50		
12176 Signature Differs Form (Pink)	50		
12178 Voter Challenge Form (Goldenrod)	50		
12180 Declaration to Secure Assistance (PURPLE)	100		
12188 Polling Place Behavior Complaint Form (Light BLUE)	50		
12143 DP Spoiled Ballot Envelopes (English)	100		
DS DE 39 Florida Voter Registration Application (English)	100		
Magnifying Sheet	1		
Calculator	1		
DS DE 11 Polling Place Procedures Manual	1		
Note pad 8 1/2x11 White	1		
EAC Election Phrases at a Glance	1		
DS DE 39 Florida Voter Registration Application (Spanish)	25		
12143 S DP Spoiled Ballot Envelopes (Spanish)	25		

Title Of Item	Qty	QC I.D.	QC I.D.
11417 EV Clear Catch All Bag ODD (Clear with ORANGE trim)	1		

****2nd DRAWER - BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
AVS Blank Ballot Cards (6X18 Heat Sealed Bag)	100		

Title Of Item	Qty	QC I.D.	QC I.D.
11509 Supply Box	1		
11161 Replacement Ballot Pens 10/Pack	1 PK		
VCS Stylus (10 pack)	1		
Glue Stick (Test Use) Front	1		
Sharpie	2		
Small GREEN Plastic Seals for 13 Days x 9 Seals per Day -117 + 13 spares: EV Voted Ballots Box EV Certificates Box BLUE Security Cart Door BCS Lid Latch EV Clear Catch All Bag YELLOW Secure Ballot Intake Station bag ODD Day YELLOW Secure Ballot Intake Station bag EVEN Day Security Cage	130		
Election Pens (Purple) (8X10 Zipper Bag)	5		
12700 BCS-VCS Cleaning Procedures	1		
12702 VCS Paper Roll Instructions	1		
Election Official Badges	8 Sht		
One Minute or Less Stickers	8 Sht		

Title Of Item	Qty	QC I.D.	QC I.D.
BCS/VCS Touch Screen Cleaning Kits	2		

****3rd DRAWER - BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
ENGLISH Provisional Process Package (12x20 Heat Sealed Bag)			
12102 E Pink Provisional Ballot Envelopes Affirmation/Certificate	100		
12152 E Provisional Ballot Secrecy Sleeves	100		

Title Of Item	Qty	QC I.D.	QC I.D.
SPANISH Provisional Process Package (12x20 Heat Sealed Bag)			
12102 SP White Provisional Ballot Envelopes Affirmation/Certificate	10		
12152 SP Provisional Ballot Secrecy Sleeves	10		
12102 Voter Notice/Provisional EN/SP 2-sided Pink Border (Sealed Bag)	110		

****BOTTOM DRAWER - BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
Election Night Results Package			
PURPLE Results Box (With Election Stick Pouch & Clippers Inside) CONFIRM Precinct P#_____	1		
ED Placards for A Frame	2 sets		
11414 Test Stock Bag with (12) Test stock inside	1		
Blue Box (with Clippers inside)	1		
12111 ED VCS Activator Envelope CONFIRM Precinct P#_____	1		
Blue Wire Seals (inside envelope)	8		

****DOOR COMPARTMENT - BLUE Security Cart**

Title Of Item	Qty	QC I.D.	QC I.D.
Blank Ballot Stock 700/Box	10		
<u>Secure Ballot Intake Station Bag (YELLOW Bag) ODD Day <u>with</u> Black Strap Toward the Front Door of Security Cage</u>	1		
12097 8 Day EV Procedures Manual (Put in Top Pouch)	1		
12112 Security Card	1		
Election Pens (Purple) (Put in Top Pouch)	2		
Exterior Site “No Solicitation Zone” Map (Put in Top Pouch)	1		
12164 ED Clerk Procedures Manual (Put in <u>BOTTOM</u> Pouch)	1		

**** Security Cage -Top Shelf**

Title Of Item	Qty	QC I.D.	QC I.D.
Printer Drum _____ C711 Or/And _____ 712 BLACK (Verify)	1		
BLACK Toner _____ C711 Or/And _____ 712 BLACK (Verify)	4		
VCS Voter Check-In Paper Rolls (50 rolls) in Cardboard Box	2 BX		
AVS Printer Case	1		
Ballot Printer Boards (Wrapped in Stretch Wrap in Middle)	4		

Title Of Item	Qty	QC I.D.	QC I.D.
11554 Orange Deputy Materials Bag	1		
12195 Deputy Set-Up Action Card	1		
12192 Hand Sample Ballot & Notices 3/Pack (Stapled Top Left Corner) (12x20 Sealed Bag)	1		
12194 PVC Sample Ballot & Notices Assembly (12x20 Sealed Bag with seal separating Dots/Notices)	1		
Avery 5476 ORANGE Dots/Sheets	2 SH		
No Solicitation Zone Signs	3		
Exterior Site "No Solicitation Zone" Map	1		

Title Of Item	Qty	QC I.D.	QC I.D.
Accessible Voting System Supply Bag 11556	1		
12196 EV Accessible Voting System Quick Reference	2		
12197 ED Accessible Voting System Quick Reference	1		
12169 EV AVS BCS Set-Up Manual	1		
Headset Covers 10/Pack (7 x 10 Sealed Bag)	2		
Audio Headset	2		
Audio Headset ***With Splitter	2		
Election Pens (Purple)	2		
BCS Transition Tool	1		

****Security Cage - Top Shelf (Continued)**

**** Bin A (Label Front)**

Title Of Item	Qty	QC I.D.	QC I.D.
Small BLACK Bins with Small Binder Clips (1 Box of 12) in Plastic Bag	4 BX		
Heavy Duty YELLOW 25 Ft. Extension Cord (Wrapped in Stretch Wrap)	1		
Removable Carpet Tape	1 RL		
12107 VCS Manager Actions Card	1		
12106 VCS Inspector Actions Card	4		
12167 ED VCS Clerk Actions Card	1		
12166 ED VCS Inspector Actions Card	4		
I Voted Stickers (English) (Wrapped in Stretch Wrap with Spanish)	7 BX		
I Voted Stickers (Spanish)	1 BX		

**** Bin B (Label Front)**

Title Of Item	Qty	QC I.D.	QC I.D.
ADA Sip and Puff Equipment Box/Case	1		
ADA Head Pointer	1		

Title Of Item	Qty	QC I.D.	QC I.D.
11404 EV Certificates Box (Stretch Wrapped together with 11402 EV Voted Ballot Box Label up/Visible Top)	1		
11402 EV Voted Ballot Boxes/Labeled (Stretch Wrapped together with 11404 EV Certificate Box Label up/Visible Bottom)	8		

**** Security Cage -Middle Shelf**

Title Of Item	Qty	QC I.D.	QC I.D.
ED VCS Voter Check-In Paper Rolls (17 rolls) in Clear Box with Lid	2 BX		

Title Of Item	Qty	QC I.D.	QC I.D.
Ballot Printer	2		
Ballot Printer U-Foam Spacer	1		
BLACK Emergency AVS Power Cord Assembly (On orange cord wrap) with Surge Protector on Male End.	1		
YELLOW Light Duty 50ft Extension Cord with BLACK 4-Way Splitter, on Orange Cord Wrap	1		

**** Security Cage -Bottom Shelf**

Title Of Item	Qty	QC I.D.	QC I.D.
Ballot Printer	2		
Ballot Printer U-Foam Spacer	1		
YELLOW VCS Power Cord Assembly (Left Side) (Heavy Duty Cord with Light Duty 50 Extension Cord with BLACK 4-Way Splitter, on orange cord wrap with 3 Orange Cord Cuffs)	1		
BLUE BCS Power Cord Assembly with 2-way splitter and surge protectors	1		

Title Of Item	Qty	QC I.D.	QC I.D.
Security Cage Cover	1		

**** BCS- BCS**

Title Of Item	Qty	QC I.D.	QC I.D.
BCS EV _____ A EV _____ B	2		
BLACK Ballot Box EV _____ A EV _____ B	2		
11118 GREEN Ballot Catch Tray EV _____ A EV _____ B	2		

**** EV – A Booth Transport Cart Assembly**

Title Of Item **Store on Cart in Order of Check List**	Qty	QC I.D.	QC I.D.
YELLOW Strap (18’x1”) (Secured with Zip Ties)	1		
Side Clips (Attached to Back Left Side)	2		
GREEN Bag Assembly 11552 (Clipped Back Right Side)			
GREEN Bag with Handle (38”x9.5”)	1		
11552 PVC Legs GREEN Bag Card	1		
PVC Leg with Coupler & End Cap (38”)	1		
PVC Legs with End Caps (34”)	2		
PVC Leg (35”)	1		
Support Board Bottom Shelf	1		
Zip Ties Securing Support Board to Bottom Shelf/Back and Both Sides	3		
Green Pouch	1		
12165 EV System Set-up	1		
Room Layout	2		

**** EV-A Booth Transport Cart Top Shelf**

Title Of Item **Store on Cart in Order of Check List**	Qty	QC I.D.	QC I.D.
Accessible Voting System Table (Handle Facing Front)	2		
AVS Privacy Screen	2		

**** EV-A Booth Transport Cart Bottom Shelf**

Title Of Item **Store on Cart in Order of Check List**	Qty	QC I.D.	QC I.D.
EV Voting Yard Signs	5		
ADA Voting Booths	2		
PRECINT ADA Accessible Voting Unit P#_____ Verified			
PRECINT ADA Accessible Voting System Case P#_____ Verified			
Early Voting ADA Accessible Voting Unit EV#_____ Verified			
Early Voting ADA Accessible Voting System Case EV#_____ Verified			
Early Voting ADA Accessible Voting Unit EV#_____ Verified			
Early Voting ADA Accessible Voting System Case EV#_____ Verified			

Title Of Item	Qty	QC I.D.	QC I.D.
Booth Transport Cart Plastic Bag Cover (Placed Over Top of Cart)	1		

**** EV-B Booth Transport Cart NO Shelf**

Title Of Item **Store on Cart in Order of Check List**	Qty	QC I.D.	QC I.D.
Voting Booths	11		

Title Of Item	Qty	QC I.D.	QC I.D.
Booth Transport Cart Plastic Bag Cover (Placed Over Top of Cart)	1		

**** EV-C Booth Transport Cart NO Shelf**

Title Of Item **Store on Cart in Order of Check List**	Qty	QC I.D.	QC I.D.
Voting Booths	11		

Title Of Item	Qty	QC I.D.	QC I.D.
Booth Transport Cart Plastic Bag Cover (Placed Over Top of Cart)	1		

EV Individual Set Up Items

Title Of Item	Qty	QC I.D.	QC I.D.
4 ft. Tables strapped on Table Dolly	5		
Chairs strapped on Chair Dolly	7		
BLUE Cones (Top of Chairs)	3		
Notice Board Assembly	1		
Barrier Posts (As Needed)	—		
“A” Frame Sign, signs on both sides	1		

Q.C. Stamps below confirm quantities are packed as shown and Properly Marked in this Document.

SOE OFFICE: Q.C. I.D. _____ Q.C. I.D. _____ Date: ___ / ___ / 20___

BEGINNING SEAL NUMBERS

TO BE COMPLETED BY SOE OFFICE ONLY

EQUIPMENT SEAL	SEAL #	QC I.D.	QC I.D.
BCS EV#_____ - A Lid Latch Small GREEN Seal			
BCS EV#_____ - A Ballot Box WHITE Seal			
BCS EV#_____ - A Ballot Box WHITE Seal			
SILVER Lock Security Cage Small GREEN Seal			
BCS EV#_____ - B Lid Latch Small GREEN Seal			
BCS EV#_____ - B Ballot Box WHITE Seal			
BCS EV#_____ - B Ballot Box WHITE Seal			
BLUE Security Cart Small GREEN Seal (Door Compartment)			

Q.C. Stamps below confirm proper seal numbers recorded.

SOE OFFICE: Q.C. I.D. _____ Q.C. I.D. _____ Date: ___ / ___ / 20___