

# Help for the activation of assistant cards

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To perform this process you need to:

- have installed at least one voting machine.
- have a smartcard reader correctly connected to the president machine.
- a smartcard that will serve as a Demo vote card.
- your eID card to automatically fill out your personal data.
- the eID card of the voter and of the voter's assistant to automatically fill out their personal data.
- the eID card of the objector and of the designated person to make the replacement vote, to automatically fill out their personal data.

To activate an access card for the assistant:

1. Click on the 'Insert data' button
2. Fill out the data required for the voter:
  - a. Insert the eID card into the reader
  - b. If an eID card is inserted, wait until the data are downloaded and displayed on the screen
  - c. Complete or change the required data.  
Incomplete data will not be accepted
3. The assistant voter will be asked to:
  - a. Insert an eID card into the reader
  - b. If an eID card is inserted, wait until the data are downloaded and displayed on the screen
  - c. Complete or change the required data.  
Incomplete data will not be accepted
4. You will be asked to:
  - a. Insert the eID card into the reader
  - b. If an eID card is inserted, wait until the data are downloaded and displayed on the screen
  - c. Complete or change the required data.  
Incomplete data will not be accepted

5. After your data have been completed, two questions will be asked.

6. Click on 'Yes' to the first question if it is a proxy vote, and the voter is not present. Otherwise click on 'No'.

7. Click on 'Yes' to the second question if there is a dispute. Otherwise click on 'No'

8. If there is no dispute, you can insert the smartcard. If there is a dispute, the personal data of the objector will be asked:

- a. Insert the eID card into the reader
- b. If an eID card is inserted, wait until the data are downloaded and displayed on the screen
- c. Complete or change the required data.  
Incomplete data will not be accepted

9. If there is a dispute, and after the personal data of the objector have been completed, the reason of the dispute will be asked.

10. A person will to be designated to cast the vote in case of dispute. The personal data of this person will be asked:

- a. Insert the eID card into the reader
- b. If an eID card is inserted, wait until the data are downloaded and displayed on the screen
- c. Complete or change the required data.  
Incomplete data will not be accepted

11. If this information has been read right before, you can leave the eID card in the reader.

12. Click on the nationality of the voter.

13. Click on the 'Activate card' button.

14. Give the access card to the voter's assistant or to the designated person (in case of objection).

15. Repeat the same process to activate other similar access cards.

16. When you are ready, click on 'Exit' (the red and white cross in the upper right part of the screen).