

# Help for the management of the poll workers

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To start this process you need:

- a smartcar reader correctly connected to the president machine
- the eID cards for each of the poll workers

The personal data of each poll worker that need to be inserted are:

- First name
- Name
- Number of bank account
- Telephone number

To register the personal data of the poll workers you need to:

- Click on 'Manage poll workers'
- Select a type of poll worker shown on screen. You can navigate with the 'Next' and 'Back' buttons.
- Click on 'Add' corresponding to the poll worker you want to add (or on the data already inserted if you want to update a poll worker)
- Use the eID card of the person in question
- Only the names and first names are copied from the eID card
- Complete or update the displayed data. Incomplete data will not be accepted.
- Complete at least the personal data of the chairman and the secretary.
- Validate the data.
- Remove the eID card from the smartcard reader if it is no further used.
- When you are ready, click on the red cross in the upper right part of the screen.