



Poll Worker Manual



**2026 MARCH
JURISDICTIONAL
ELECTION TRAINING**

Maricopa.Vote

This manual belongs to: _____

Poll Worker Hotline Number: [REDACTED]

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Icons



Laws /
Statutes



Different
Party
Affiliations



Hotline



Checklist



Important



Video

Section One

General Information

Mission

The mission of Maricopa County Elections is to build public trust and confidence by providing accessible, reliable, secure, transparent, and efficient elections services.

Vision

Our vision is to promote a culture of service, continuous improvement, accountability, collaboration, and integrity in every action, strategy, objective, and election process.

Introduction

As a poll worker, you play a critical role in offering accessible, secure, reliable, transparent, and efficient voting opportunities in your communities and throughout Maricopa County. We **thank you** for your dedication and participation in the electoral process and the service you provide to Maricopa County voters.

Working at a voting location requires long hours, patience, training, practice, and dedication to providing excellent customer service. We value your contributions. Maricopa County Elections is committed to supporting and providing our poll workers with the resources, training, and information you need to have a successful and positive experience serving democracy.

We welcome you to Maricopa County Elections and are confident you will have a rewarding experience serving the voters of Maricopa County.

Rey Valenzuela
Elections Director
(Recorder's Office)

~and~

Scott Jarrett
Elections Director
(Board of Supervisors)



Poll Worker Contacts

Poll Worker Hotline



The Hotline is for poll worker use only and should **not** be provided to the public. Call the Hotline number with any procedural questions that arise and for situations specifically mentioned in this manual (see page 15).

Recruitment - Poll Worker Recruiters

[REDACTED]

[REDACTED]

[REDACTED]

Recruitment

ElectionsRecruitment@maricopa.gov

(602) 506-1868

Recruitment contact information is for poll workers to use for questions relating to payroll and employment such as your position, assigned location, and schedule.

Training

[REDACTED]

[REDACTED]

[REDACTED]

Training

ElectionsTraining@maricopa.gov

(602) 372-3244

Training can address questions about this manual and other training materials such as those on our website, including questions relating to equipment and procedures.

Training can also help with questions related to online training assignments.

Voter Contacts

Voter Information Line

(602) 506-1511

This is a public phone number that voters can call if they have questions regarding voter registration, voter assistance, and election and voting location information. Give this phone number to voters if they have questions that you cannot answer.

Maricopa County Elections

- Phoenix Office (MCTEC) 510 S. 3rd Ave., Phoenix, AZ 85003

At Elections office locations, voters can drop off mail-in ballots and get information, poll workers can attend training, and candidates are able to perform activities needed to run for office. Ballots are processed and tabulated at the MCTEC office where a secure drop box is available 24 hours a day. Another drop box is available at:

- 222 E. Javelina Ave., Mesa, AZ 85210



Cell Phone Resource - Track Your Ballot - Text JOIN to 628683.

Internet Resources

[BeBallotReady.Vote](#) | [TengaBoletaLista.Voto](#)

Provides Maricopa County residents with a personalized voter dashboard. They can check their registration and ballot status, access their digital Voter Registration Card, make changes to their voter information, learn about upcoming elections, find voting locations and wait times, sign up for text alerts, and much more.

[Maricopa.Vote](#) | [Maricopa.Voto](#)

On the main website, Maricopa County voters can access a wealth of information and services. Voters can sign up for email and text alerts concerning elections, see FAQ, and more.

[JustTheFacts.Vote](#)

[SoloLosHechos.Voto](#)

Accurate information about elections administration, FAQ, facts, myths, videos, subscribe to the newsletter, and more.

[Register.Maricopa.Vote](#)

[Inscribase.Maricopa.Voto](#)

Maricopa County voters have several options to register to vote. Visit this page to update your voter registration or to find out how to register to vote.

[GetID.Maricopa.Vote](#)

[Involucrese.Maricopa.Voto](#) and

[Locations.Maricopa.Vote](#)

[Ubicaciones.Maricopa.Voto](#)

ID to vote and voting locations, wait times, and drop boxes, respectively.

Training Resources

Whether you are new to elections or have worked them for years, it is important to review training resources. Each election is unique and keeping up with changes and new information is vital to your success.

Manual

It is important to become familiar with this manual because it will be your best resource as you work this election. There is a detailed table of contents and an index. Take it with you to your voting location. Manuals are frequently updated between elections as what is true for one election may not always be true for another. Visit Training.Maricopa.Vote

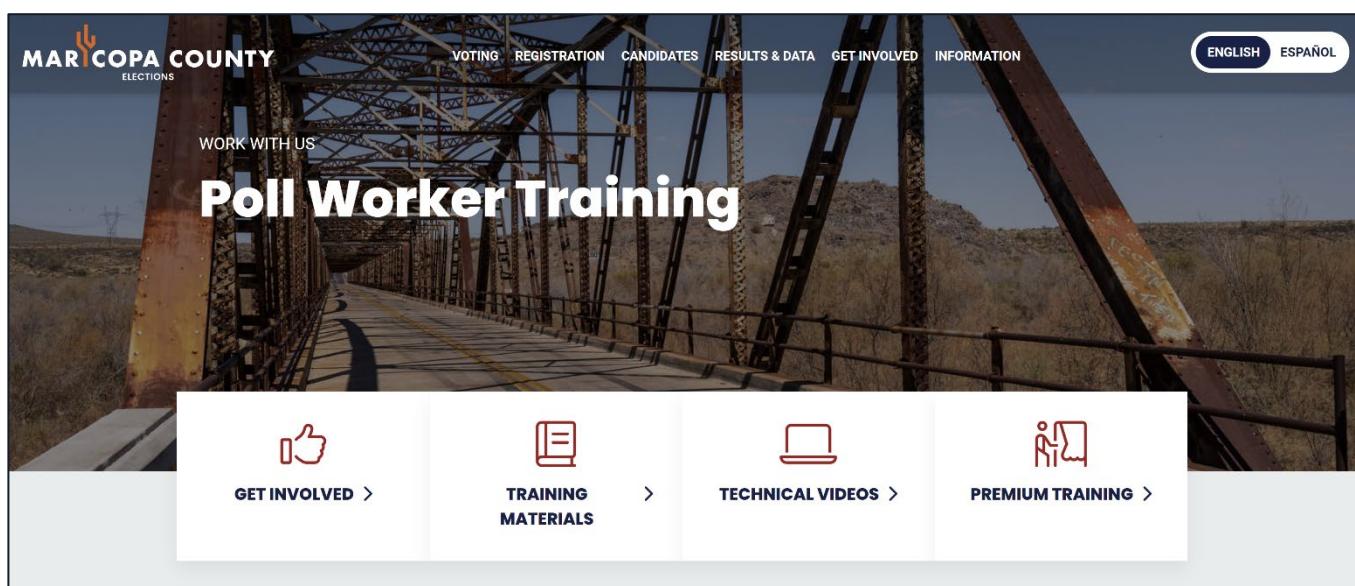
Capacitacion.Maricopa.Voto to access the manual for the current election online.

Online Training and Internet Resources

Training is required within 45 days of each election. Generally, training consists of online training and testing to learn the basics, plus in-person training to learn about current procedures and equipment and videos. Additional assessments may be administered as part of in-person training.

Emails regarding scheduled training may come from your Recruiter or ElectionsTraining@maricopa.gov.

Our training website is located at Training.Maricopa.Vote, where you can find many resources to refresh your understanding of equipment and procedures.



Current Election Information

The City of Tempe

March 10, 2026

All Ballot-by-Mail Election



The City of Tempe is holding an election for three seats on the Tempe City Council. This election is all ballot-by-mail, meaning that all eligible voters in the jurisdictions below will receive a ballot in the mail even if they are not on the early voting list. Voters can either return this ballot by mail, visit a ballot replacement site to drop it off, or vote in-person if their ballot was damaged or lost. To receive a replacement ballot, a voter does not need to return their original ballot.

Ballot Replacement Site:

Tempe History Museum
809 E Southern Ave.
Tempe, AZ 85282

Drop Box Location:

Tempe City Hall
31 E 5th St.
Tempe, AZ 85281

Timeline:

- The voter registration deadline is Monday, February 9.
- Ballots will be mailed Wednesday, February 11.
- The Drop Box location will be open starting Monday, February 16 for drop off only.
- The Ballot Replacement Site will be open starting Tuesday, March 3 for ballot replacement and drop off.
- Election Day is Tuesday, March 10, and locations will be open from 6:00 a.m. to 7:00 p.m. for ballot replacement and drop off.

Laws Affecting Elections

Many federal and state laws govern how elections are conducted. Title 16 of the Arizona Revised Statutes covers Elections and Electors. The Elections Procedures Manual, published by Arizona Secretary of State, provides required training to election employees in Arizona counties. Below are some important laws for poll workers.

The Voting Rights Act

The Voting Rights Act prohibits discrimination in voter eligibility, registration, and voting location procedures. Under the Voting Rights Act, poll workers must protect a voter's right to a ballot in the language of their choice. In Maricopa County, that means providing English and Spanish assistance. Poll workers must also avoid voicing personal opinions on language assistance.

Help America Vote Act

The Help America Vote Act (HAVA) requires that all individuals who visit a voting location be allowed to vote. Even if a voter appears to be not qualified, the voter MUST be allowed to vote a provisional ballot. HAVA also requires that voting systems provide voters the opportunity to spoil their ballot and receive another one if the voter has overvoted. Additionally, HAVA requires that there be at least one accessible voting device at every voting location that allows voters with a disability to vote independently.



Americans with Disabilities Act

The Americans with Disabilities Act (ADA) prohibits discrimination against individuals who have physical or mental disabilities and establishes requirements for access to the voting location and voting. These include parking availability, accessible ramps, and accessible voting booths. All voting locations in Maricopa County are evaluated using the Department of Justice's ADA checklist.

Proposition 200 (A.R.S. §16-579)

In 2004, Arizona voters approved ballot Proposition 200, which requires proof of U.S. citizenship to register to vote.

In 2013, the Supreme Court decided that this state law is preempted by the National Voter Registration Act of 1993 for federal elections, but allowable for state elections. This led to the creation of the bifurcated voter registration system in Arizona, and a "federal-only" ballot style, which includes races only for federal offices. For more information on federal-only voters, see [page 9](#).

Prop 200 also requires voters to provide proof of identity when voting in person. In 2019, this law was changed to include in-person early voting.

Voter Registration

Deadline

The voter registration deadline is 29 days before an election. Voters must be registered to vote by the deadline to be eligible to vote.

Requirements

Individuals registering to vote for the first time in Maricopa County and wishing to vote on state candidates and ballot measures must provide documentation proving U.S. citizenship and residency.

For a person who is not registered, the most convenient method to prove both is for the registrant to provide their full Arizona driver license or non-operating ID number on their paper registration form or by going to www.servicearizona.com and clicking on voter registration. Otherwise, voters can provide copies documentation listed on the Arizona Voter Registration form.

Documents are provided to the Maricopa County Recorder's Office, who maintains the voter registration database. They will determine if the documentation provided meets the requirements. Poll workers do not have the responsibility of determining citizenship when helping a new voter register.

Voter Registration Forms

You will have voter registration forms at the voting location for curbside voters that have an address change or anyone that wants one. Give voters the option to complete either the Arizona or Federal Voter Registration Form.

If anyone completes a form at your location, be sure to give them their copy and return the original in the Completed Forms Envelope. They can call the number on the back of the form with any questions you can't answer.

Address and Name Changes



At the voting location, voters will be asked to confirm or update their recorded address and name as part of the check-in process. There, a voter can change the name or address on record to another Maricopa County address with proper identification. When a voter's new name or new address is entered in the SiteBook, the information is automatically updated in the voter registration system.

Updating the voter's address is important to ensure they receive the correct ballot with the contests and ballot measures in their precinct. If a voter is at a Vote Center, their precinct-specific ballot can be printed.

If a voter needs to change a mailing address that is different from their physical address, this cannot be done using the SiteBook. The voter can provide this update on a voter registration form.

For information on how to update voter names and addresses, see the Updating Voter Registration section starting on page 92.

Federal-Only Voters

Arizona state law states that a voter must provide documentary proof of citizenship (A.R.S. § 16-579) and residence (A.R.S. § 16-123) to vote a full ballot, which includes state and local issues as well as federal issues. Arizona accepts federal voter registration forms that require proof of identification but do not require documentary proof of citizenship (DPOC) or documentary proof of residence (DPOR). If a voter does not provide DPOC and DPOR, that voter is only eligible to vote in federal (Congressional and Presidential) contests.

When a fed-only voter checks in using the SiteBook, the voter will be alerted that they are fed-only and provide the reason (DPOC, DPOR, or both). Since these are jurisdictional elections, there is no fed-only ballot. The voter will be offered a provisional ballot. **Read the SiteBook screens and use the BACK or START OVER buttons if the voter wants to change their responses. Entering their AZDL or nonoperating ID number may resolve their fed-only status. If so, the printer will print a standard ballot.**

A federal-only voter becomes eligible to vote a full ballot in all federal, state, county, and local elections once they provide valid DPOC and/or DPOR to the Elections or Recorder's Office.



If the voter provides adequate DPOC and/or DPOR by the **deadline of 7:00 p.m. on Election Day** and is otherwise eligible to vote in the election, their provisional ballot will count. Please be sure to provide the voter with the **Proof of Citizenship/Residency** form.

If the voter votes a provisional ballot and does not provide their DPOC and/or DPOR by the deadline, their ballot will not be counted.

MARICOPA COUNTY RECORDER'S OFFICE

Proof of Citizenship and/or Residency
Information for Maricopa County Voters

To vote a full ballot
You must submit your valid proof of citizenship or residency to the Maricopa County Recorder's Office or Maricopa County Elections by 7 p.m. on Election Day.

Provide the following to prove both citizenship and residency.

Valid Arizona Driver License Number OR Non-Operating Identification Number (pending MVD verification).

Legible photocopy of a Tribal identification document

EX: D12345678
Unique Number Here

Valid Indian Affairs Bureau OR Tribal Treaty Card Number OR Tribal Enrollment Number.

Valid Alien Registration Number on your U.S. Certificate of Naturalization.

Legible photocopy of your U.S. birth certificate that includes your name OR the pertinent pages of your valid U.S. passport OR your U.S. Certificate of Naturalization.

EX: A1234567
EX: A12345678

Additional options that prove citizenship only.

Valid Indian Affairs Bureau OR Tribal Treaty Card Number OR Tribal Enrollment Number.

Valid Alien Registration Number on your U.S. Certificate of Naturalization.

Legible photocopy of your U.S. birth certificate that includes your name OR the pertinent pages of your valid U.S. passport OR your U.S. Certificate of Naturalization.

Additional options that prove residency only (must have your address).

Legible photocopy of a utility bill or bank or credit union statement (within the last 90 days) OR valid AZ vehicle registration OR AZ vehicle insurance card OR "official election material."

Additional documentation options are available. Call for more information.

Sign and submit this form along with the required documentation by fax, email, mail or in person.

Date	Residential Address	
Printed Name	Signature	Date of Birth (Month/Day/Year)

Fax, Email & Questions
Fax: (602) 506-3069
Email: voterinfo@maricopa.gov
Questions: (602) 506-1511

By Appointment
510 S. 3rd Ave
Phoenix, AZ 85003

Drop Off or Mail
Drop Off: 301 W. Jefferson St, 2nd Floor
Mail: 301 W. Jefferson St, Ste 705
Phoenix, AZ 85003

Revised 4/15/25

Active Early Voting List (AEVL)

Legislation in 2021 resulted in changes to early voting. While voters may still sign up to receive a ballot in the mail for every election they are eligible, it is no longer permanent. The new law now requires voters to cast at least one early ballot in one election with a candidate on the ballot over two consecutive election cycles, unless it is an all-mail special election, in order to remain on the Active Early Voting List. Voters who do not participate will remain registered to vote, but state law requires the county to notify the voter, and if they do not respond, to remove the voter from the early voting list. They can sign up again at any time.

Add or Remove from List

If a voter indicates they would like to be added to or removed from the early voting list, please have the voter complete the add/remove form in your supplies and place it in the Completed Forms Envelope.

If you run out of forms, complete a “Goldenrod” Event/Information Report (see **page 24**) with the following information:

- “Please ADD me to (or) REMOVE me from the Active Early Voting List.”
- Voter prints full name (first, middle, last).
- Voter prints current residence address.
- Voter prints current mailing address (if different from residence address).
- Voter prints date of birth (month, day, year).
- Voter provides required signature.
- Voter writes the date signed.

Voters may also sign up online at [BeBallotReady.Vote](#) or [Maricopa.Vote](#).

 ADD OR REMOVE FROM THE ACTIVE EARLY VOTING LIST AGREGAR O RETIRAR DE LA LISTA VOTACIÓN ANTICIPADA ACTIVA	
<p>Please <input type="checkbox"/> ADD <input type="checkbox"/> REMOVE my name to/from the Active Early Voting List. Favor de <input type="checkbox"/> AGREGAR <input type="checkbox"/> RETIRAR mi nombre a/de la Lista de Votación Anticipada Activa.</p>	
PRINTED NAME / NOMBRE EN LETRA DE MOLDE	RESIDENCE ADDRESS / DOMICILIO PARTICULAR
DATE OF BIRTH / FECHA DE NACIMIENTO	MAILING ADDRESS / DOMICILIO PARA RECIBIR CORRESPONDENCIA
SIGNATURE / FIRMA	TODAY'S DATE / FECHA DE HOY
<small>By signing, I authorize the County Recorder (based on what is marked above) to update my registration, and add or remove my name to/from the Active Early Voting List. If checked, the County Recorder will automatically mail an early ballot to me for each election I am eligible to vote in. Al firmar, autorizo al Registrador del Condado (en base a lo marcado arriba) a actualizar mi registro electoral, y añadir o eliminar mi nombre a/de la Lista de Votación Anticipada Activa. Si lo ANADE, el registrador del condado me enviará automáticamente una boleta de votación anticipada para cada elección en la que tenga derecho a voto.</small>	
POLL WORKER – PLEASE PUT THIS FORM IN THE “COMPLETED FORMS” ENVELOPE	
<small>Revised 8/20/24</small>	

Section Two

Poll Worker Information

Preparing for the Election



Hours

Prior to Election Day, arrive 30 minutes before opening. Your recruiter and Inspector should provide the opening time at your location.

On Election Day, arrive at the voting location by 5:30 a.m. The voting location is open from 6:00 a.m.–7:00 p.m. Any voter in line at 7:00 p.m. is eligible to vote. Do not begin to close the polls until the last voter leaves. Use the closing procedures to ensure valid security. Please plan to stay and work until all tasks are completed.



Staying at the Voting Location

You may not leave the voting location from the time of your arrival to the time your work is finished for the day. Bring everything you will need for the day with you in the morning.



Appliances

Before bringing any electrical appliances, such as a coffeemaker or crockpot, you must obtain approval from both the Hotline and the facility contact. Do not bring a microwave.



Dress Code



As representatives of Maricopa County Elections, it is important to dress neatly. Clothing should be clean, neutral in appearance and appropriate for your position as the face of elections in our county. Clothing and accessories may not contain any words or images. Jeans without holes and in good condition are satisfactory. Bring a warm layer (like a jacket) you can wear during cooler times of the day. Shoes are required and comfortable shoes are a must! These guidelines also apply to in-person training.



Food and Drink

You will be at the voting location for a long time and will not be able to leave for meals. The facility is not required to provide a refrigerator, coffeemaker, or other appliances. Pack snacks and foods that do not require refrigeration or reheating. Ordering food may be acceptable. Check with your Inspector first.

Voting Location Guidelines



Smoking or E-Cigarettes

Smoking and e-cigarettes are not permitted in the voting location. If you are on a school campus, state law mandates the entire campus, including parking lots, are no smoking zones.



Weapons in the Voting Location

Even if voters are properly licensed to carry weapons, they are prohibited from bringing weapons into a voting location or inside the statutory 75-foot limit according to A.R.S. § 13-3102(A)(11). This does not apply to peace officers or members of the military in the performance of official duties.



Photos in the Voting Location

In accordance with state statute, no photography—still, video, or otherwise—is allowed in the voting location while the polls are open. This includes reporters and other media, who must stay outside the 75-foot boundary. A.R.S. § 16-515(G)-(H); A.R.S. § 16-1018(4).



Cell Phones

Cell phones are permitted for limited use by voters and poll workers, but cell phone cameras may not be used in the voting location or anywhere within the 75-foot limit. When voters are present, you should not be using your phone unless you are speaking to the Hotline.



Voting Booths

Voters have a right to a private space to complete their ballot. Verify booths are set up in a way that makes this possible. Periodically check each voting booth to ensure no political material or trash has been left behind. This includes any pens or pencils that are not election specific ballot marking pens.

Electioneering



It is unlawful to conduct campaign-related activity (electioneering) within the 75-foot limit. Electioneering includes handing out campaign literature, talking to voters or poll workers about candidates or issues, or otherwise attempting to influence the election. Some sites are non-electioneering sites, which means electioneering is prohibited anywhere on the property of the host facility. A.R.S. § 16-411(H); A.R.S. § 16-515; A.R.S. § 16-1018. If a site is a non-electioneering site, the Inspector's roster will state "Electioneering: N."

Voters are permitted to wear clothing with a political message inside the 75-foot limit, but poll workers, observers, and election officials may not. Voters must “promptly” move outside the 75-foot limit after casting a ballot. A.R.S. § 16-515(A),(F),(I).

Voting Location Team

Inspector: The Inspector is the location team leader and ensures that all policies and procedures are followed and that every voter can cast their ballot privately. This position delegates tasks to other poll workers, clocks poll workers in and out, administers the Oath of Office daily, and assists voters. The Inspector ensures all logs are completed and closing activities are performed correctly, including completing closing paperwork. The Inspector should be able to perform any of these roles as necessary.

Judges: Judges are the backup for the Inspector. They aid in the same responsibilities as the Inspector and assist voters. Assistance includes, but is not limited to, checking ID and helping voters in using the Accessible Voting Device. Judges also monitor the envelope drop box and assist with completion of the Ballot Stock Log. Judges should also be able to perform any of these roles as necessary.

Voter Registration Clerk: The role of the Voter Registration Clerk is to update voter name and address changes in real time using the SiteBook. They provide voter registration forms and answer questions about voter registration. They assist the Judge and Inspector in checking identification as needed. May assist Clerks at the Ballot Pickup Area, especially at closing.

Marshal: The Marshal is tasked with keeping order in the voting location. They maintain proper signage, assist with curbside voting, monitor lines, report wait times, and announce the opening and closing of the polls. Marshals monitor the 75-foot limit. They walk the voter line throughout the day to direct voters who have difficulty standing to the front of the line and to let voters know they can go directly to the drop box to drop off their early ballots. They may also notify voters in line when nearby voting locations have shorter wait times.

Clerks: Clerks ensure that printers are properly stocked with paper, affidavit envelopes, and ballot paper, and assist in completing the Ballot Stock Log. They select the correct ballot based on the printed affidavit envelope and hand it to the correct voter. For provisional voting, they ensure provisional receipt(s), envelope, and ballot have matching BOD codes. They fold the ballot and ensure the voter signs and dates the affidavit envelope. They assist with early ballot ID verification during early voting by stamping voters' green affidavit envelopes. Multiple Clerks will be at the voting location and will rotate, performing various other functions at the voting location, such as cleaning, monitoring the drop box, or backing up the Marshal. Clerks also count the envelopes dropped in the drop box at the end of Election Day.

Support Team

T-Tech: T-Techs provide in-field mobile technical support for the voting equipment. They will be deployed if Hotline assistance is insufficient.

Hotline: The Hotline staff provides additional support in specific situations outlined on **page 15**.



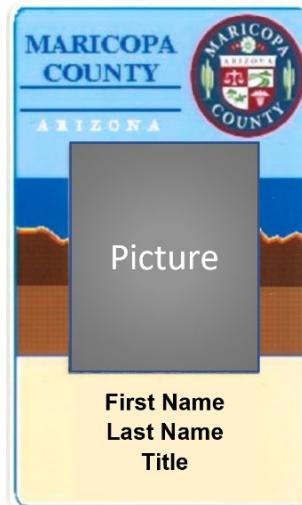
Ballot Couriers: Prior to Election Day, Ballot Couriers, working in bipartisan teams, visit the voting location daily to collect ballots that accumulate in the envelope drop box. The Inspector and the Ballot Couriers will sign a Ballot Transport Statement (sample on **page 155**) for this ballot transfer. Ballot Couriers also collect other items such as those in the Clear Official and Completed Forms Envelopes. Allow them to do their job without interfering.



You may see a T-Tech multiple times throughout the day. Check the identification of ALL support staff every time they enter your voting location. All support staff will have a badge. **Do not let ANY unauthorized person touch the voting equipment.**

Support Staff Badges

Support staff must have one of the types of badges shown here. Vendor staff may be deployed to your site by the Hotline and their badges may be different. Call the Hotline if you are unsure about allowing them to work on your equipment.



When to Call the Hotline

There are many reasons a poll worker may need to call the Hotline at [REDACTED]

Absent poll worker: If a poll worker has not arrived within 15 minutes of scheduled time, the Inspector must call the Hotline.

Inspector is not able to open or close a voting facility: If the Inspector cannot gain access to the facility or the facility cannot be closed, the Inspector must call the Hotline.



Poll Worker Info

Lost facility keys: If the facility has provided the Inspector with a key or facility access badge(s) and either is lost or stolen, report immediately to the Hotline.

Power outage at the facility: If the facility loses power, report immediately to the Hotline.



An accident or injury has occurred with a worker or voter: For serious injuries, contact 911 before attempting to contact the Hotline.

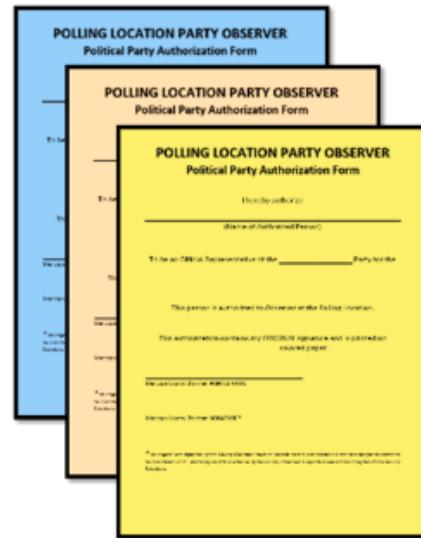
Significant delays: If voter wait times exceed 30 minutes due to issues like equipment malfunctions or any other disruptions that impede or delay voting, contact the Hotline.

Election Law Violations or Misconduct: If you believe someone is breaking an election-related law or any election worker violates the **Oath of Office or Code of Conduct** and the situation cannot be resolved by the Inspector, report it to the Hotline. If the situation is resolved, call the Hotline or complete a “Goldenrod” to document the discussion.

Emergencies: Call the Hotline concerning any emergency situation, **especially those that may impact voter access**, which cannot be immediately corrected by poll workers.

Observers

Observers perform a valuable function by ensuring Maricopa County provides the best possible service to voters. An official observer, hired and trained by a political party, will have an official letter from their County Party Chairperson. Democrat letters will be on blue-colored paper, Republican on salmon-colored paper, and Libertarian on yellow-colored paper. Observers with these letters may enter the polling place to observe voting activities. A.R.S. § 16-515.



If an observer arrives at the voting location, the Inspector should:

- Welcome the observer and thank them for their service.
- Ask for the official letter from their party chairperson, check to make sure it has an original, wet signature, and ensure the observer is aware of the guidelines on the back of that letter.
- Work with the observer to find a few optimal locations in the voting location that allow for observation without impeding the flow of operations.
- Have the observer sign in using the Observer Log (see below) found in the Inspector Packet. Ensure your location name and number are on the log.
- Provide the observer with a “Goldenrod” to share comments/observations and make sure the “Observer” box is checked.

Political Party Observer Log					
	Printed Name	Signature	Date	Arrival Time	Political Party (circle one)
1					REP DEM LBT
2					REP DEM LBT
3					REP DEM LBT
4					REP DEM LBT

Observers, continued



By statute, observers **are** permitted to:

- Direct questions to the Inspector.
- Make handwritten notes.
- Hear all instructions from the Inspector and officials.
- Observe assistance given to voters.
- Watch for anyone influencing voters, tampering with equipment, or inequitably applying laws and procedures.
- Observe all setup, opening, and closing procedures.
- Follow transporters to the Receiving Site after notifying the Inspector.

By statute, observers **are not** permitted to:

- Speak to voters or poll workers other than the Inspector within the 75-foot limit.
- Record or photograph activities within the voting location.
- Wear clothing or accessories relating to a political party or candidate.
- Enter a voting booth except to mark their own ballot.
- Touch or handle election materials (e.g., rosters, equipment, early/provisional ballots, containers, signs).
- Interfere with or disrupt the voting process.
- Confront, question, or take photos of individuals dropping off early ballots.

If an observer is engaging in behavior that interferes with or disrupts the voting process or violates one of the rules above:

- In a respectful manner, inform the observer of the actions or behavior that is not acceptable.
- Call the Hotline if the behavior persists.
- Work with the Hotline on how to proceed with either removing the observer or changing their behavior.



Occasionally, observers come from the U.S. Department of Justice and/or other official government agencies that can observe voting activities. These individuals will have a white authorization form with the Election Director's signature. Allow these observers to speak with any poll worker or voter. **Please call the Hotline when these observers arrive to report their presence.**

Only one observer per political party may be inside the 75-foot limit at a time. Any additional observers from the same party must remain outside the 75-foot limit. A.R.S. § 16-515(B). If you have any questions about whether someone can legally remain within the 75-foot limit, call the Hotline immediately.

Customer Service

You are the face of the election to voters, and it is critical that you treat all voters with courtesy and respect. Due to your important role, **conduct yourself in a professional manner** that ensures fair and impartial elections for all. The way that you conduct yourself as a poll worker directly affects voters' experiences at the polls.

General Guidelines

- Give every voter a friendly greeting in a timely manner with a wave and eye contact.
- Remain calm and neutral in all circumstances.
- **Listen carefully and be patient.** It is helpful to listen completely to a voter and to take a moment to validate the voter's concern and show empathy before addressing the issue.
- **Keep noise to a minimum inside the voting location. Loud talking and other noises may make it difficult for voters to concentrate.**
- **Do not discuss candidates or issues regardless of whether they are on the ballot or not. Topics related to the ethnicity, culture, religion, or gender of any person are also not appropriate.**
- Poll workers **can** discuss how to accommodate voters, and you are encouraged to ask the voter questions if you are unsure how to help.



Helping Every Voter

ALL voters deserve courteous and respectful attention in exercising their right to vote regardless of race, ethnicity, gender expression, and physical or language ability. Some voters have physical, mental, and/or language barriers that poll workers may need to accommodate.

Voters may bring any person of their choice to assist them in the voting process if that person is not their employer, union leader, or a candidate listed on the ballot. The voter should identify the person they would like to assist them. Voters may, at their discretion, be assisted by two poll workers of different political affiliations.

Assisting a Voter with a Ballot:

Ensure that all these activities are carried out by a board of two poll workers of different political affiliations.



- Speak loudly enough to be heard, but not so loudly that the voter's privacy is violated. You are not required to take the voter to another room or other area to complete the process.
- Distinctly state to the voter the names of all candidates for each office or the written description of the propositions and ask the voter how they wish to vote in each instance.
- Mark the ballot indicating the voter's choices.
- Do not attempt to influence the voter's choices, including attempting to explain issues on the ballot and giving personal opinions or advice.

Disability Awareness

Guidelines

Many disabilities are not visible. Take people at their word. An accommodation request should never be followed by a challenge to a person's disability status.

- Do not assume any person needs assistance.
- Wait until your offer is accepted. Then, listen for instructions.
- Do not be afraid to ask questions if you are unsure of how to assist.
- Be patient. Take as much time as is necessary. Every voter is important.
- Treat adults as adults. Address people with disabilities the same way you address anyone else.
- Provide voters with disabilities the same privacy as other voters.



Voters Who Use Wheelchairs/ Mobility Assistance

- Do not touch someone's wheelchair or mobility device without permission.
- Do not ask any person to carry things on their wheelchair.
- If a ramp has been provided at the voting location, check throughout the day to make sure it has not shifted away from the threshold.

- Ensure signage directs voters to accessible ramps and entrances.
- If a voter is not able to come into the voting location, curbside voting is available. (See page 110)



Voters with Hearing Disabilities

- Do not relate hearing loss or inability to vocalize to cognitive ability.
- Speak directly to the voter (not the companion).
- Speak clearly using short and simple sentences. Do not raise your voice.
- Rephrase rather than repeat your statements. Different words are heard and understood better than others.
- Have a pad of paper and pen handy for communicating.
- Keep your hands and other objects away from your mouth and do not chew gum. Many people with hearing impairments rely on lip reading to understand others.
- Consider using a transcription application on your smartphone to assist these voters.

Disability Awareness, continued



Voters with Disabilities Which Impact Speech and Language

- Do not relate inability to vocalize with cognitive ability.
- Just because a person cannot express themselves verbally, does not mean they cannot understand you.
- Ask the voter to repeat what they said and repeat it back to be sure you understand correctly.
- Try to ask questions that require a short answer or nod of the head.
- Have a pad of paper and pen handy for communicating.
- Do not speak for the voter or attempt to finish the voter's sentences. Be patient and allow the voter to finish their statement.



Voters with Visual Disabilities

- Identify yourself to the voter and tell them where you are.
- Offer your arm rather than taking the voter's arm.
- Notify the voter if you leave them.
- If you are offering the voter a seat, ask if you may place the voter's hand on the back of the chair so they are able to locate the seat.
- Be descriptive when giving directions. Voters with visual disabilities are often oriented to the clock. Example: "the ballot box is at your 11 o'clock, three feet ahead of you."

Voters with Intellectual Disabilities

- Treat the person as an adult.
- Be patient, flexible, and supportive.
- Take time to understand the voter and make sure the voter understands you.
- Try to limit distractions and keep things simple. Take one task at a time.
- Offer assistance with completing forms or understanding written instructions.
- Provide extra time for decision-making.
- Ensure signage indicates where to start and how to mark the ballot.



Service Animals

- Many people with disabilities use service animals.
- Service animals should always be admitted into the voting location.
- Do not touch or pet a working service animal.
- Many service animals wear special vests or scarves, but they are NOT required.
- If a voter states an animal is a service animal or other variety of companion animal, do not question them.
- If any animal presents a threat to health or safety within the polling location, offer curbside voting.

Language Assistance

Section 203 of the Voting Rights Act requires that voters who need language assistance receive it at the polls and at every stage of the electoral process. Maricopa County is legally obligated to provide language assistance and materials in Spanish. Voters may choose to bring their own translator.

Language assistance is provided in several ways:

- Ballots and signage are in English and Spanish.
- SiteBook check-in is available in English and Spanish.
- Voter instructions are posted in voting booths in English and Spanish.
- Tabulator screens are in English and Spanish.
- The Accessible Voting Device has English and Spanish options.
- Many poll workers are fluent in both English and Spanish to ensure a positive experience for every voter. If needed, call the Hotline for a bilingual staff member to speak directly with the voter.



NOTE: It is the responsibility of every poll worker to protect the voter's right to a ballot in the language of their choice. Maricopa County is required to provide voting materials in both English and Spanish. Failure or refusal to make all ballot styles available to voters will be grounds for dismissal and removal of your name from the list of prospective citizens to serve as a poll worker in future elections. Just as it is unacceptable to discuss candidates or issues on the ballot, poll workers must refrain from voicing opinions on language assistance.



Safety at the Polls

Injuries

Reasonable safety precautions need to be taken in the voting location. Keep the walkway free of debris, chairs, and extension cords.

The Inspector will call the Hotline to report any injury, incident, or unusual event that happens at your site.

For Life Threatening Emergencies, First Call 911, then Call the Hotline.

Poll Worker Hotline [REDACTED]



Clean SiteBooks and Voting Equipment

- Clean multiple SiteBook screens with a sanitizing wipe or paper towels sprayed with disinfectant spray. Let the solution sit for one minute, then dry the screens with a paper towel. Do not spray the cleaning solution directly on the SiteBook screen.
- Throw paper towels and gloves away in facility trash cans after each use.

“Goldenrod” Event/Information Report

“Goldenrod” Event/Information Report

Poll workers will have the “Goldenrod” Event/Information Report forms in their supplies at each voting location. This is the only form printed on goldenrod-colored paper and may be referred to simply as a “Goldenrod.” Return these forms in the Completed Forms Envelope.

MARICOPA COUNTY ELECTIONS

“Goldenrod” Event/Information Report
(For events other than injuries to a poll worker. Your Troubleshooter has a poll worker injury report form.)

Date _____ Time of Event _____ Location Name _____
Name/Phone # of Person Reporting _____ / _____ Observer
If relating to a voter, Voter ID #, Name, Phone # _____
Description of Event/Information:

Place this completed form in the Completed Forms Envelope. Revised 11/2/23

When to complete a “Goldenrod”:

- Provide the form to political party observers when they arrive to document and provide feedback to Maricopa County Elections. Remember to check the “Observer” box.
- Anytime an injury occurs to anyone besides a poll worker.
- Anytime the Hotline, your training manual, or election materials direct you to do so.
- Anytime poll workers open a ballot box containing ballots (e.g., envelope drop box) unless you are closing on Election Night.

When **NOT** to complete a “Goldenrod”:

- The event has already been reported to the Hotline (unless the Hotline directs you to do so).
- Another poll worker has already reported the event.
- Seal numbers for zip tie seals applied to the envelope drop box boxes at setup.
- Ballot on Demand (BOD) printer jams.
- Small discrepancies on Ballot Stock Log.

Section Three

The Equipment

Electronic Equipment

SiteBooks

Each voting location will be equipped with SiteBooks. Voters will use these touch screen terminals to check in. Once checked in, the SiteBook will determine the correct ballot for each voter and communicate this to the printer system where the voting materials print. SiteBooks are also used for clocking in and out, reporting wait times, early ballot ID verification, issuing provisional ballots, and reissuing ballots to voters who have made errors on their ballots and have had them officially spoiled.



MoFi

Each voting location will have at least one MoFi which allows the SiteBooks to communicate with the Maricopa County Elections and the Ballot on Demand (BOD) printer systems. The MoFi provides a secure connection to the Maricopa County Elections VPN, not an Internet connection. **No election equipment from Maricopa County is connected to the Internet for security reasons.**



Switch

Each voting location may have at least one switch to connect the Ballot on Demand (BOD) printer systems and SiteBooks to the MoFi. Network cables are connected to the switch.



Electronic Equipment, continued

Printers

Lexmark Ballot on Demand (BOD) printers will be at your voting location. These printers communicate with the SiteBook check-in stations to print the voter's specific ballot.

There are two different Lexmark printers, 4150 and 4352, which operate the same but have minor differences. These are all-in-one printers that will print ballots, envelopes, and other voter materials.

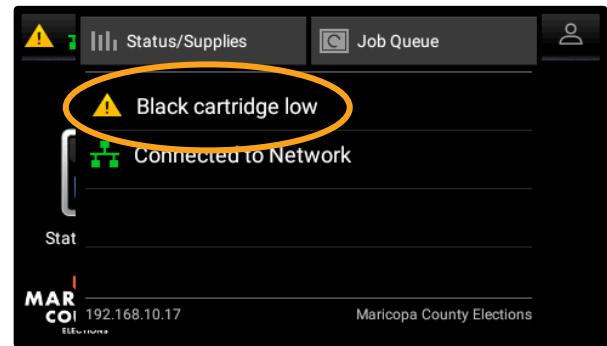
The BOD printer system has a laptop on a sliding tray that pulls out of the cabinet below the printer. Passwords to this computer and the ballot printing application will be available when you begin working. Two applications will be open on the laptop throughout the day, which communicate with the SiteBooks to print the ballots and other voter materials. These applications are self-sufficient and do not require your input to function.

When loading BOD printers with blank ballot paper, you may load up to one inch of ballot stock at a time. However, it may be easier to count your ballot stock if smaller quantities are loaded. Allow trays to empty completely before refilling the paper.

When the toner is running low, the screen will display a general yellow triangle warning symbol. Tap on the symbol to see what the warning is indicating. You should call the Hotline to request that a T-Tech is dispatched to replace the cartridge when the "Black cartridge low" warning appears. One of the main differences between the two Lexmark printers is that they use different print cartridges.

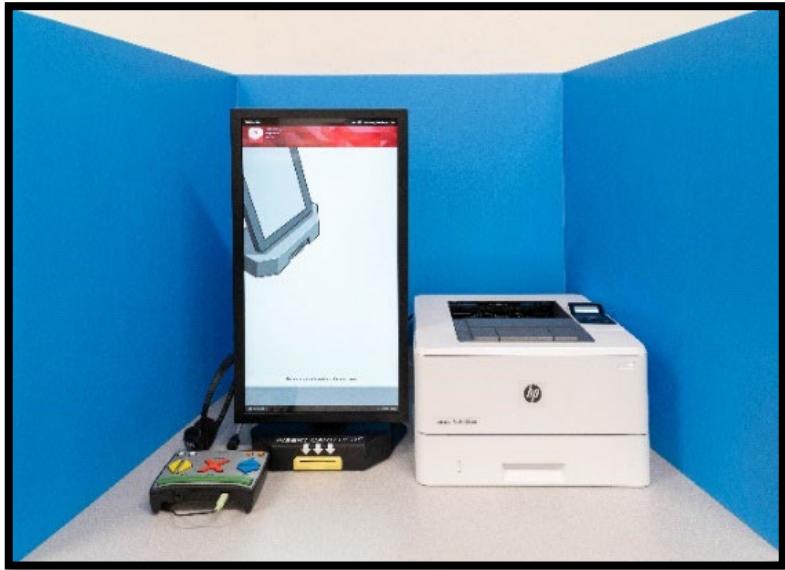


Equipment



Electronic Equipment, continued

Accessible Voting Device (ICX)



The Accessible Voting Device is a ballot marking device that provides a wide variety of accommodations to voters. Each location will be equipped with one Accessible Voting Device including a touchscreen, printer, Audio Tactile Interface (ATI) controller, headset, sip and puff adapter, and privacy screen.

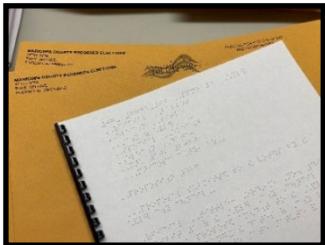
Equipment

The Accessible Voting Device is activated by the Poll Worker Card, which is the responsibility of the Inspector. The card is inserted chip first with the image of a key face up into the yellow slot at the base of the touchscreen monitor.



Envelope Drop Box

The envelope drop box is for ballots sealed in affidavit envelopes, including braille and large print ballots in manila affidavit envelopes.



Equipment

Two poll workers with different political affiliations may unlock the metal flap on top of the drop box for a voter to deposit one of these oversized envelopes or to feed in affidavit envelopes brought in by a postal worker. Once finished, relock the flap, and complete a "Goldenrod" with names, date, time, and reason. Below is a list of additional guidelines for monitoring the drop box:

- Voters may only deposit envelopes in the drop box during voting location open hours.
- Poll workers may ask voters if envelopes are signed and dated by their owners. Only look at envelopes upon voter request.
 - **Do not ask** if the affidavits belong to family or household members.
 - If a voter asks if they can drop off another person's ballot, poll workers should direct the voter to read the law stated at the bottom of the sign and decide.
- Voters with green envelopes already received an "I Voted Sticker" in the mail, so place your stickers at the Ballot Pickup Area rather than at the drop box.
- Out-of-county **and** out-of-state voters may **not** drop envelopes in the drop box.
- Prior to Election Day, Ballot Couriers will pick up ballots daily. They will not count the affidavit envelopes at the voting location.

Early Ballot ID Verification

A voter may only have their own envelope stamped "ID Verified." A voter may also drop off envelopes for others; however, these envelopes cannot be ID verified and must be placed in the drop box before checking in at the SiteBook.

Locking the Drop Box

Unlock your drop box each morning before opening and secure it each evening at closing. In a bipartisan team, unlock the flap on top of the drop box, open the slot hinge, and then relock the metal flap.



Other Equipment

Voting Booths

The voting location will have multiple voting booths, including a red accessible voting booth that can accommodate a wheelchair. The black leg extenders for the front legs of the accessible voting booth are located with other supplies. (See Supply List in the Appendix on **page 134**.)



Equipment

Navy Blue Bags

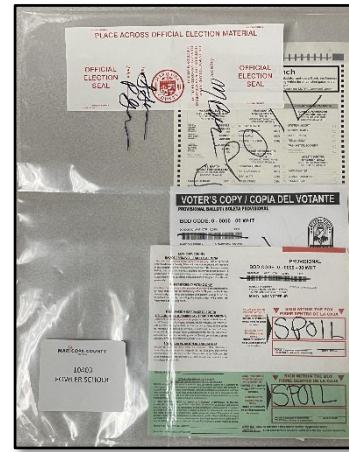
These bags contain supplies for the SiteBooks and other equipment. See the Navy Blue Bags Inventory List in the Appendix on **page 135** for a complete list of contents.



Envelopes

Clear Official

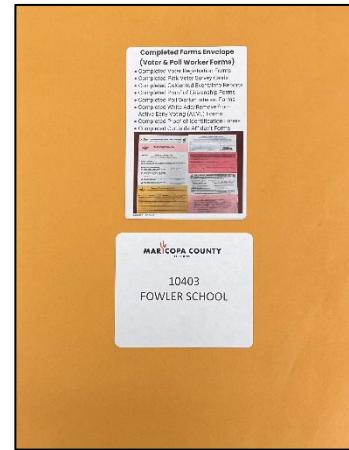
Place spoiled test prints, spoiled ballots, spoiled envelopes, and other spoiled voter materials in the Clear Official. Seal with a red and white seal signed by the Inspector and Judges at the end of Election Day. **Affix a location label from the Inspector Packet or write your location on this bag.**



Equipment

Completed Forms Envelope

Place all completed forms such as voter registration forms, "Goldenrods", and early voting list add/remove forms in the Completed Forms Envelope. **On Election Day only, affix a location label or write your location on this envelope.** (See next page for forms.)



Paper Supplies

Ballot Paper

Ballot paper for printing ballots for voters will be provided. The voting location will be responsible for counting their remaining ballot stock at the end of setup, before opening, and after closing each day using the Ballot Stock Log in the Inspector Packet ([sample on page 150](#)).

Each voting location will be supplied with paper specifically for the Accessible Voting Device printer. This paper is heavier than standard copy paper and is used to print completed ballots from the Accessible Voting Device. Identify this paper in your supplies, separate it, and reserve it for use only in the Accessible Voting Device printer. (Alternatively, paper may be preloaded into your device printer.)

Other Paper Supplies

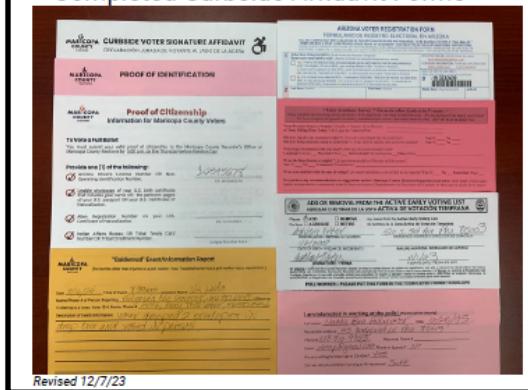
Familiarize yourself with all the supplies on the Supply List in the Appendix on [page 134](#) and all the forms provided to you prior to opening your voting location.

- Curbside Voter Affidavits
- Proof of Identification
- Voter Registration
- Add/Remove from Early Voting List
- Pink Voter Surveys
- Poll Worker Interest
- Proof of Citizenship/Residency
- “Goldenrod” Event/Information Report

Place completed forms inside the Completed Forms Envelope, which will have a sticker on it like the one shown here.

Completed Forms Envelope (Voter & Poll Worker Forms)

- Completed Voter Registration Forms
- Completed Pink Voter Survey Cards
- Completed Goldenrod Event/Info Reports
- Completed Proof of Citizenship Forms
- Completed Poll Worker Interest Forms
- Completed White Add/Remove from Active Early Voting (AEVL) Forms
- Completed Proof of Identification Forms
- Completed Curbside Affidavit Forms

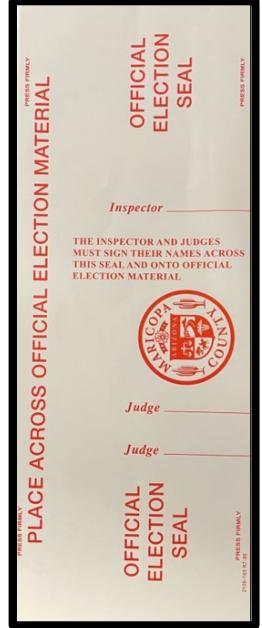
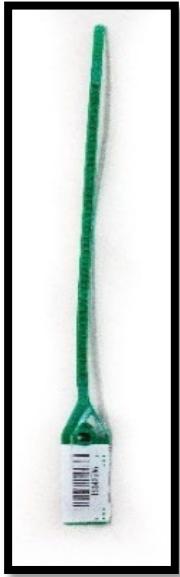


Seals

Seals add security to our election process and ensure that important equipment and documents, such as ballots, have not been tampered with.



Equipment

Official Election Seal	Zip Tie Seal
	
This seal is used to secure the Clear Official.	These seals are used to secure equipment doors, ballot boxes, and boxes used to transport ballots and important data and documents.

Exterior Signage

NOTE: Poll workers are responsible for setting up exterior signage in the morning at the voting location and bringing it in at closing.



Vote Here



Have Your ID Ready



Envelope Drop Off Instructions



75-Foot Limit



Curbside Voting



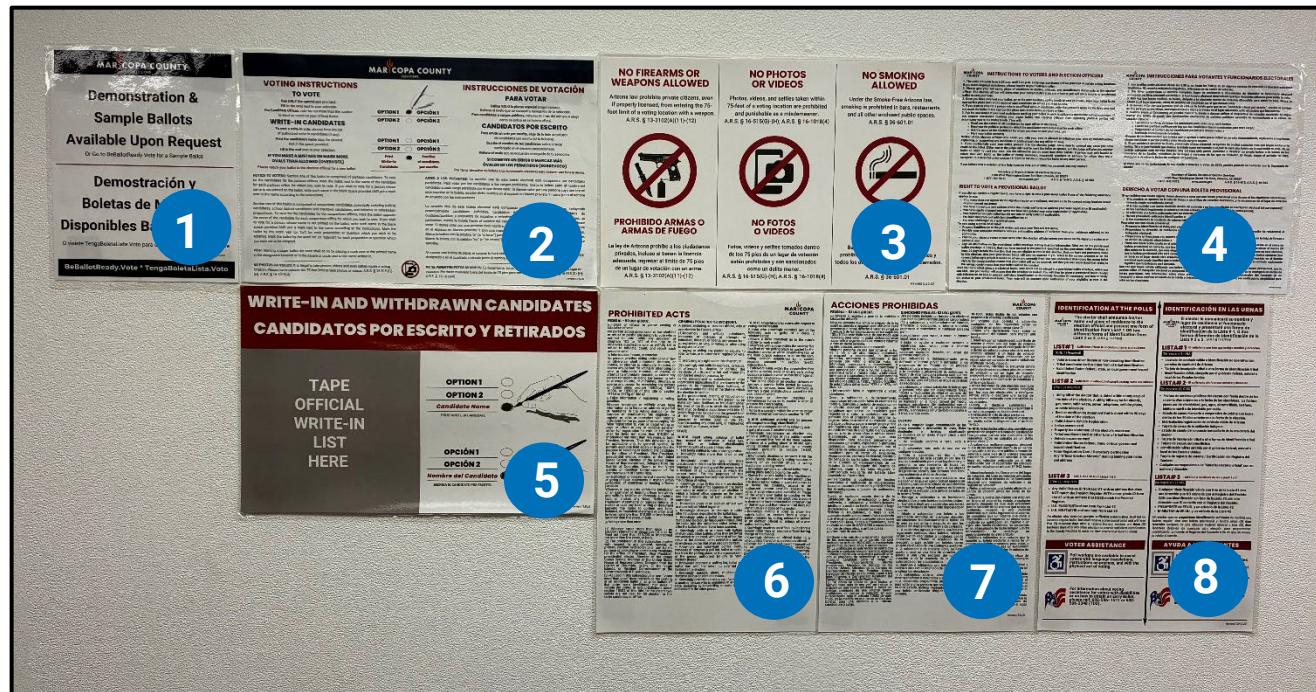
Accessible Voter Entry Arrow

Interior Signage

Place these signs in a prominent place inside the voting location and read them to be familiar with their contents. In most cases, these can be posted on setup day.

1. Demonstration & Sample Ballots Available on Request (two required).
2. Voting Instructions and Notice to Voters (also post in each Voting Booth).
3. No Weapons, Photos, Smoking (post at entrance).
4. Instructions to Voters and Election Officers/Right to Vote a Provisional Ballot (two required).
5. Write-in and Withdrawn Candidates Poster (affix Write-In and Withdrawn Candidates List from Inspector Packet).
6. Prohibited Acts English.
7. Prohibited Acts Spanish.
8. Identification at the Polls.

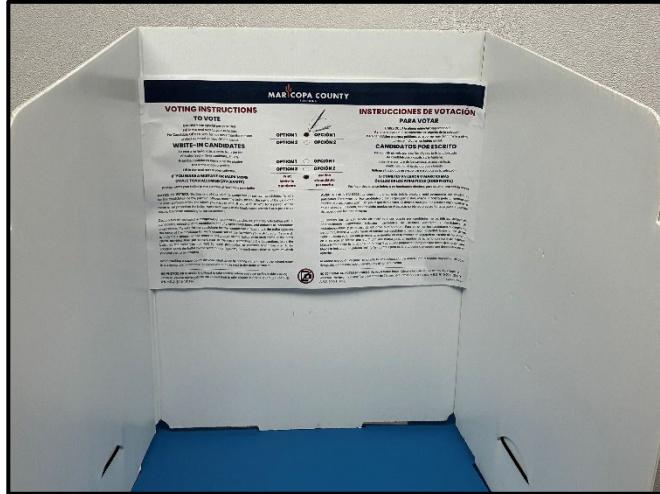
NOTE: You will have two Demonstration & Sample Ballots Available on Request signs and two Instructions to Voters and Election Officers signs in your supplies to post in two different areas of the voting location.



Interior Signage, continued

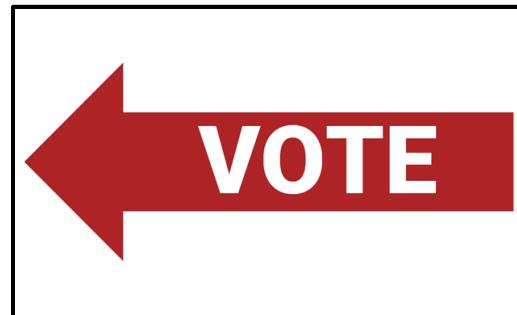
Voting Instructions and Notice to Voters

Place in each voting booth



Red Vote Arrow Signs

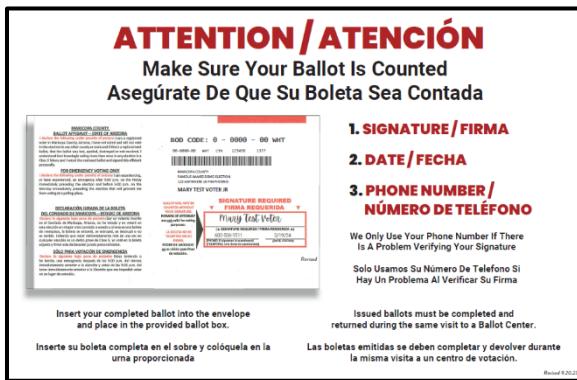
Post in the morning to direct voters



Equipment

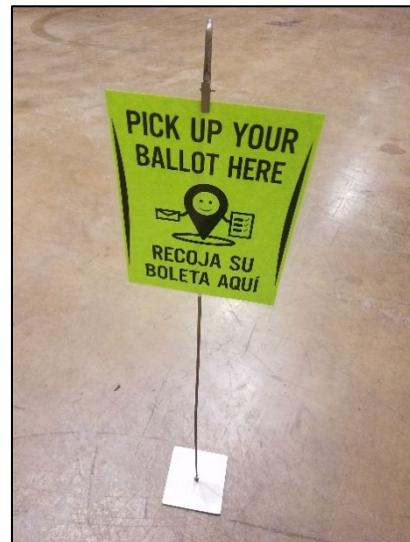
Attention Affidavit Envelope Mat

Place on the table at the Ballot Pickup Area



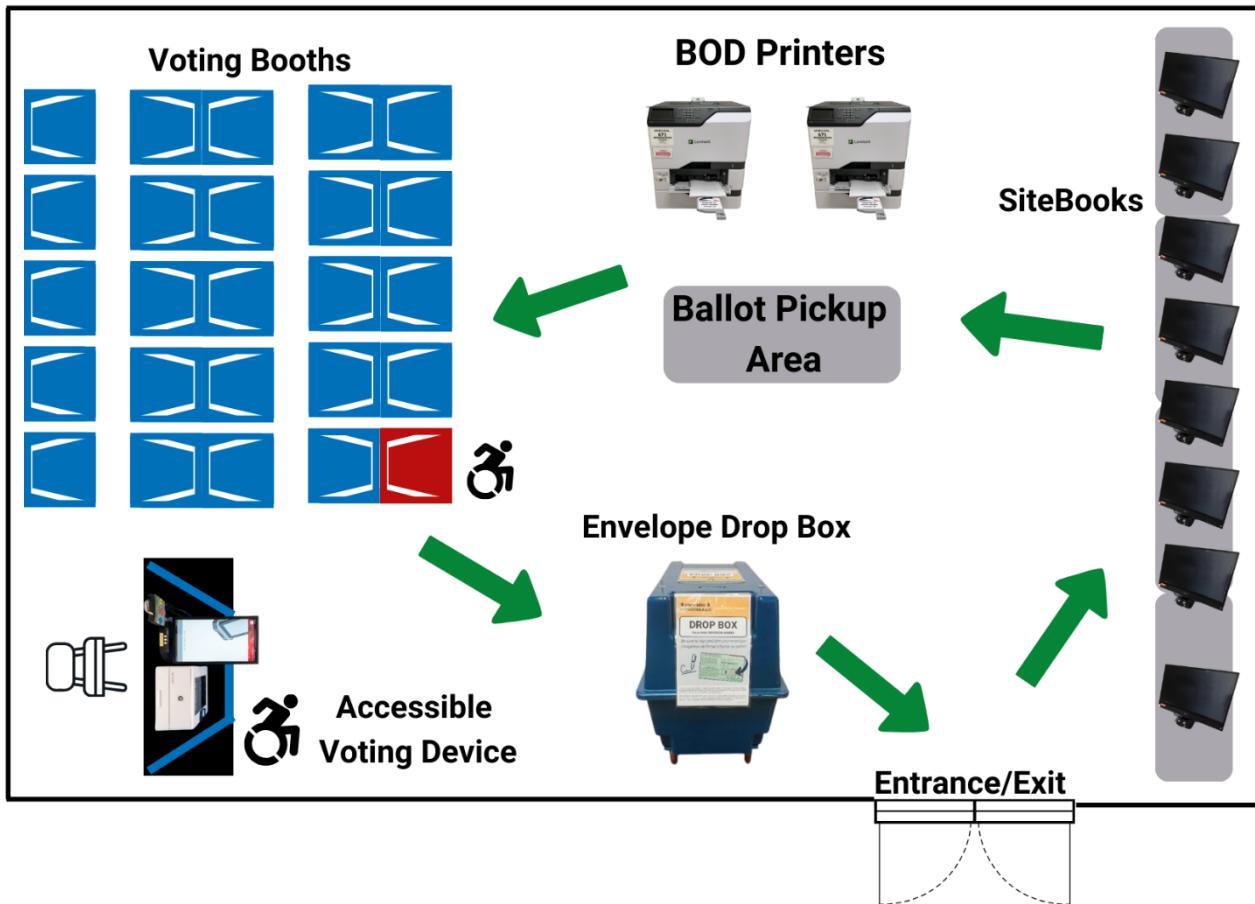
Pick Up Your Ballot Here Signs

Post on table at Ballot Pickup Area



Section Four

Set Up the Voting Location



Set Up Location

- Before your voting location opens, you will be contacted with a day and time for setting up the location. You will be paid three hours for attending setup. Inspectors are to notify the Hotline if any workers on the board are unable to attend the setup meeting. 
- Poll worker teams should plan on attending setup unless told otherwise.
- The layout above serves as a general guideline and may be adjusted depending on dimensions of the room and access points. You may have more or less equipment than shown here at your voting location.

Set Up the Voting Location, continued

Set Up Location

- T-Techs will set up the BOD printer systems and SiteBooks based on the location where the MoFi has the strongest signal. Please work closely with this team to balance an efficient, safe, and functional layout for voters.
- Ensure emergency exits are not blocked.
- Equipment cords should be out of the way ensuring they do not present a tripping hazard.
- Ensure the SiteBooks can be clearly seen or actively direct voters toward them when they enter to vote.
- Provide voters with as much privacy as possible when setting up voting booths. Avoid high traffic areas if possible.
- The area surrounding the accessible voting booth and Accessible Voting Device should be kept clear for any voters with mobility equipment such as wheelchairs. Placement should limit the distance voters will need to travel to use them.
- Orient the Accessible Voting Device appropriately to ensure voter privacy.
- The envelope drop box should be inside near the entrance/exit door of your location. Consider separate entrance and exit doors if the location can accommodate. Cover door #3 with the laminated drop box sign.
- The setup team will assemble and set up the Curbside Bell and leave the storage box. Place the storage box in the Inspector's red box to keep safe until packing on Election Night.

Once equipment is setup, please...

- Do not attempt to move or modify any equipment without calling the Hotline for approval and guidance.
- Do not touch any electrical connections or plug anything into power strips or outlets shared by equipment unless asked to do so by the Hotline.

Call the Hotline with any setup concerns.



Setup Meeting Agenda

Use the following agenda as a guide to facilitate your Setup Meeting.

- Introductions
 - Introduce yourself and have the team share their name and poll worker role. Do not ask to share political party affiliations.
 - If needed, confirm contact information for your team and ensure that they have your contact information.
 - Confirm that everyone has attended in-person training and completed online training.
- Location Information
 - Review the dates and hours of the voting location.
 - Where is the restroom?
 - Where can they park?
 - Are there any amenities available (i.e., kitchen, refrigerator, microwave, water, etc.)?
 - Are there any restricted areas at the location?
- Expectations
 - Be on time: 30 minutes prior to opening time of location.
 - Bring all necessary items with you (manual, food, water, medications, sweater, etc.). You will not be allowed to leave and return on the same day.
 - Dress code: neutral appearance (nothing political), clean and appropriate, no words or logos on clothing, shoes required, etc.
 - Partisan and political discussions are not allowed.
 - Do not speak to political party observers.
 - Focus on providing customer service to voters. Be helpful and courteous.
- Planning
 - Create bipartisan teams by using the party information on your roster. Do not share political party affiliations. Simply tell each poll worker whom they can work with if needed.
 - Make sure that every team member understands their role's responsibilities. Answer any questions they have. If they have questions while they are working, let them know who to ask.
- Setup
 - Delegate tasks from the Setup Checklist to set up the voting location.

Setup Checklist

Use the following checklist to make sure your Vote Center is fully set up. Items on the checklist do not necessarily need to be completed in this order. If you need assistance, contact the Poll Worker Hotline.

- Meet your poll worker team, review this checklist, and discuss where each person can best help with setup.
- Review expectations for working at the voting location from Section Two (work schedule, being present all day, what to wear, what not to wear, topics of discussion to avoid, showing respect to fellow team members and voters, bringing their manuals, etc.).
- Two workers can inventory supplies. **See Supply List on page 134.** Remove any supplies from the drop box. Notify the Hotline if any supplies are missing.
- Set up your empty envelope drop box by securing the sides with zip tie seals and ensuring the slot on top is closed.
- Once the layout is determined, set up the voting booths (**page 57**). Tape voting instructions/notice to voters in each booth with the blue tape provided.
- Set up a table with all the forms and documents.
- Post interior signage (**page 34**). If there is interior signage to be posted outside of the room, such as arrows, wait until opening morning to post them.
- If requested, assist the set-up team with equipment setup. They will focus on setting up the BODs, MoFi(s), SiteBooks, switches, network cables, and possibly other equipment.
- Test the Accessible Voting Device (**pages 53-56**). The setup team should set it up.
- Test the Curbside Bell. The setup team should set it up.
- Test each stamp on a piece of scratch paper. If the ink appears to be low or a stamp is not working, notify the Hotline.
- Scan your site badge on all SiteBooks. Setup team runs test prints. Ensure each SiteBook is locked before leaving (**pages 44-45**). **Complete the Ballot Stock Log (sample on page 150) in the Inspector Packet after test prints.** Use the instructions (**pages 151-154**) when completing the log.
- Pack the **RED** Box with the following items and seal with zip ties: site badges, Poll Worker Card, wristlet with key(s), logs, stamps, Curbside Bell storage box, and Inspector Packet. **See page 141 for Badge/Key Log sample. Use the one in the Inspector Packet when unsealing and resealing the box each day.**

Set Up Location



Assemble the MoFi

In most cases, a T-Tech will set up the Sierra MoFi.

1. Plug the **power strip** into a wall outlet.
2. Remove the **MoFi** components from the clear bubble pack.



3. Using the red dots on the MoFi, screw in two **paddle antennae**. Bend up both antennae so that they are standing upright.
4. Plug one end of the MoFi **power cord** into the power strip and the other end into the MoFi.
5. On the Sierra MoFi, you are fully connected when the lights in the red square in the picture to the right are solid regardless of color.
6. Once the MoFi is fully connected, you can begin networking other equipment to it such as switches, SiteBooks, and printers by connecting them with the yellow network cables.



Set Up SiteBooks

Assemble SiteBooks



In most cases, a setup team will setup the SiteBooks. There are **three varieties of SiteBooks**. One has a **kickstand** and the other two have **collapsible stands**. You will have one or the other at your site but not both. (Refer to the **GREEN** job aid to setup the SiteBooks with the collapsible stands.) The SiteBooks with the collapsible stands will have an additional strap around the SiteBook case (**GREEN** or **RED**) securing the collapsible stand against the case. Release the strap and snap the strap around the handle of the case.



Set Up Location

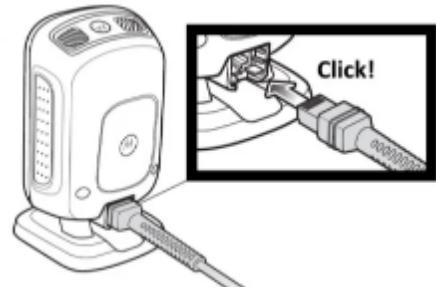


1. Gently place the SiteBook case face down (flat side down) on a table.
2. Remove the **power cord** from the zippered pouch and unlock all four clasps. If the power cord is not in the zippered pouch, check the Navy Blue Bags where you will also locate the **scanners**, **network cables**, and **cable locks**.
3. Open the flaps and **connect the power, network, and scanner cables to the back of the SiteBook**. The sticker on the back of the SiteBook will indicate where to connect the cables.
4. Plug the **power cord** into the **power strip**.
5. Take the **yellow network cable** and plug it into any port in the back of the **MoFi** or a **switch** that is connected to the MoFi.

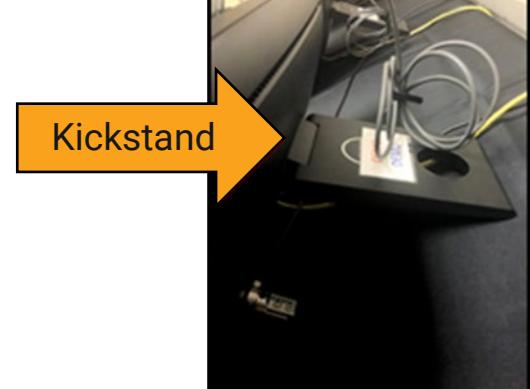


Set Up SiteBooks, continued

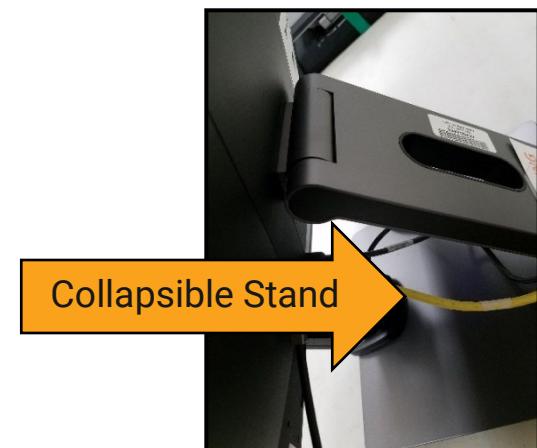
6. Plug the **GRAY cable** into the backside of the scanner (if not already connected) making sure you hear it click into place.



7. If you have SiteBooks with **kickstands**, lift the kickstand on the back of the SiteBook and stand the SiteBook upright on the table while another worker removes the case from underneath.



If you have SiteBooks with the **collapsible stands**, extend the collapsible stand and turn the SiteBook upright on the table while another worker removes the case from underneath.



8. If you have SiteBooks with **kickstands (right)**, attach the **scanner** to the Velcro on the **top right corner**.



If you have SiteBooks with **collapsible stands (left)**, attach the **scanner** to the Velcro on the **front of the SiteBook stand**.

Set Up SiteBooks, continued

9. The SiteBook should automatically boot up. If it does not, press and hold the power button on the bottom right side of the SiteBook with **kickstand** until the light turns on. For the SiteBooks with **collapsible stands**, press the power button on the front of the SiteBook on the lower right corner.
10. Repeat steps 1–9 with the other SiteBooks.

Secure SiteBooks

To secure the SiteBooks, attach a combo cable lock to the table and to the SiteBook at that table. Repeat for each SiteBook at each table.

Set Up Location

1. Run one **cable lock** through the table leg and support as shown.



2. Slide the lock end through the small, looped end and pull it tight.

3. Locate the small hole on the back of the SiteBook. Press and hold the black button on the top of the lock with the yellow side facing out and visible and insert the small end of the lock into the hole.



If the lock is not on the right code, the button will not depress. Enter this number on the yellow side of the lock.

4. Release the black button to engage the lock. Using your thumb and forefinger, scramble the code on the lock.
5. Verify that the lock is secured.

Set Up SiteBooks, continued

Set the Site Location on SiteBooks

1. Verify that the facility number and name on your Site Badge matches the location where you are working.
2. Using the scanner on the top right of the SiteBook, scan the **Site Badge**.
3. If this is the correct location for where you are working, tap the **Yes** button.

If it is incorrect double-check the location number on the Site Badge and call the Hotline.

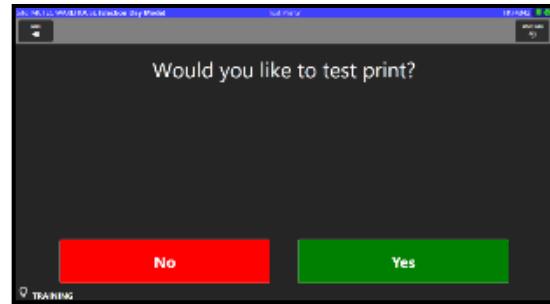


Set Up Location



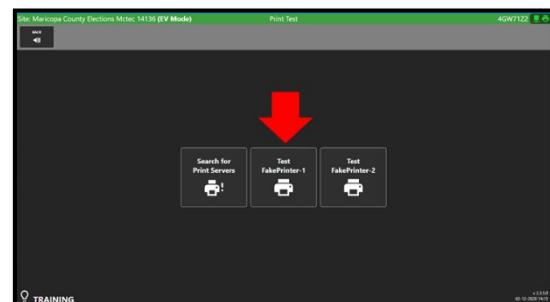
SiteBook Test Print

In most cases, this test print process will be conducted by the setup team at setup.



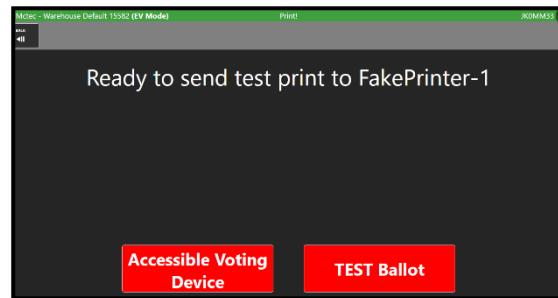
4. The screen will ask if you would like to test print. Select **YES**. Proceed with the following steps to test print.

5. Select the **printer**.



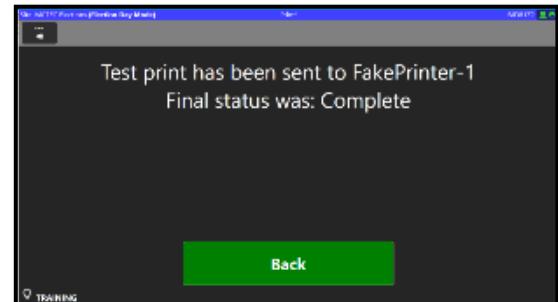
Set Up SiteBooks, continued

6. **Submit** test prints for both red buttons: **Accessible Voting Device** and **Test Ballot**.



7. Once test prints are completed, tap the **Back** button once and respond **No** to test printing.
8. Repeat steps 2–7 on all SiteBooks for all printers.
9. **Complete Quality Checks on the back of all test-printed ballots, visually inspect other items, SPOIL, and place them in the Clear Official.** Notify the Hotline if there are any printing issues. **The setup team should conduct this process at setup and take these test prints with them.**

Set Up Location

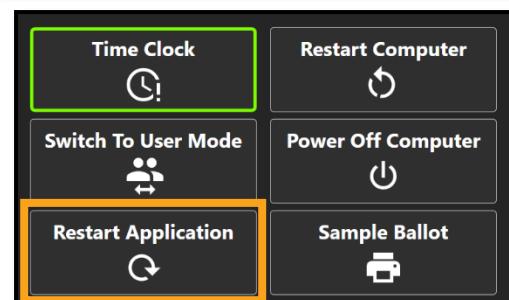
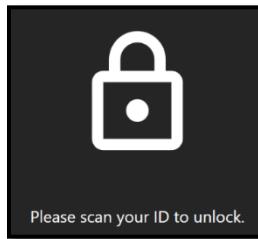


Lock All SiteBooks



1. Tap the **POWER** button (top right).
2. Scan your Site Badge.
3. Tap **Restart Application** to lock the SiteBook for the night.
4. Repeat steps to lock all SiteBooks.

Once locked, you will see a lock symbol in the center of the screens.



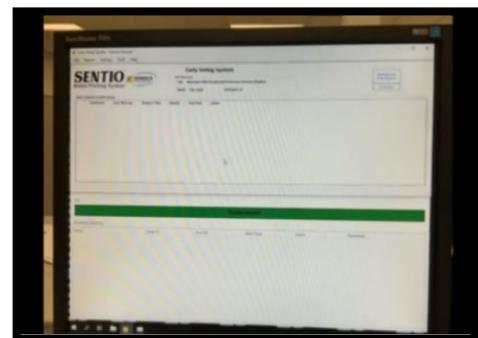
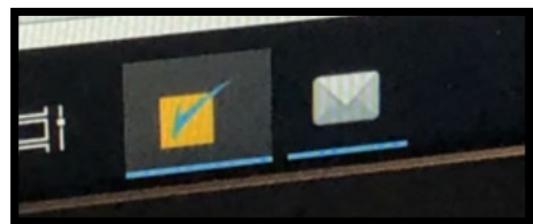
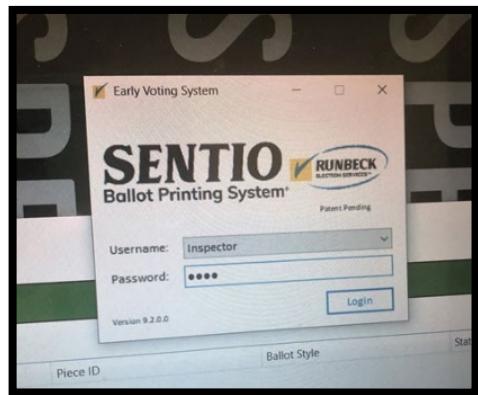
Log in to BOD Printer Systems

Once the Ballot on Demand (BOD) printer systems are set up by the setup team (see **page 26** for pictures of BODs after setup), they will log in to the laptop connected to each printer, wait for the applications to launch, and log in to the Sentio Ballot Printing System before performing test prints.



Set Up Location

1. Log in to each laptop with the Inspector login and password provided in the Inspector Packet.
2. The two applications will automatically open upon login. Once they are open, log in to the Sentio Ballot Printing System with the password provided in the Inspector Packet.
NOTE: This password is different than the password used to log in to the laptop. Ballots will not print if you are not logged into Sentio.
3. The Early Voting System (Sentio Ballot Printing System) application icon looks like a gold box with a blue checkmark and the Envelope Printing System application looks like an envelope. Make sure each application is only open once for one set of materials to print. If either application has more than one window open, voter materials may print multiple times.
4. Once logged in, the screen will look like this.



Load Ballot on Demand Printers

There will be two Ballot on Demand (BOD) printers at the voting location. The BOD printer will use information transmitted by the SiteBook during a voter's check-in process to print the voter's specific ballot and other voter materials. **Watch the screen for a yellow triangle warning indicator and tap it to see if the paper tray or toner is low. Call the Hotline immediately if the toner is low.**



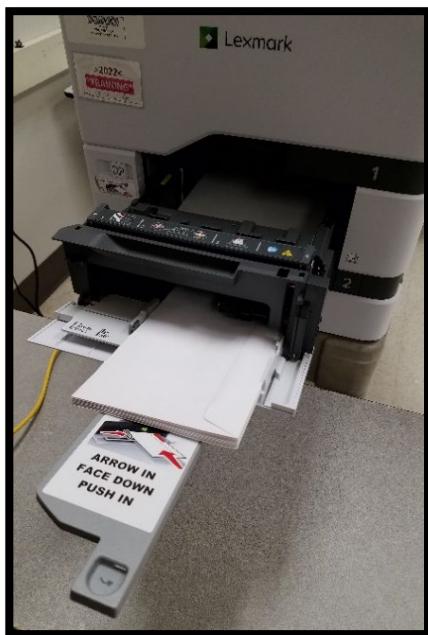
Loading the Ballot Paper



The Lexmark is an all-in-one printer that will print ballots, envelopes, and other voter materials.

1. Wait until the ballot tray is completely empty before refilling. Do NOT attempt to load paper at the back.
2. Pull gently on the handle of the ballot tray (tray one) until the drawer is open wide enough to load paper.
3. Load no more than one inch of ballot stock ensuring the paper is flush with the front edge of the tray and does not exceed the dotted fill line. Fanning the paper will avoid pages sticking together.
4. Gently push the tray in to close it.
5. Adjust the black guide at the back of the Lexmark ballot feed tray (shown in gold oval below), if necessary, to ensure the paper is flush at the front.

Set Up Location



Load the Ballot on Demand Printers, continued

To load printer paper:

1. Open the drawer beneath the front flap (tray two).
2. Place half a package of regular printer paper in the drawer. Gently push the drawer closed.



To load envelopes:

Open the **front door flap** of the printer by sliding the button on the left side of tray one to the right.



Rotate the extender out and place the 15 envelopes in the tray flush with the right side. Envelopes must be loaded, face down, with the arrow pointing in (shown in picture on right below) so that the voter's name and barcode print correctly. Adjust the guide to the width of the envelopes.



To print ballots: For double-sided ballots, the first side of the ballot will print and will almost completely exit the top of the printer. Then, it will be pulled back into the printer to print the other side of the ballot. Do **NOT** remove the ballot from the printer until the printer stops printing and the ballot fully exits the printer.

Set Up Accessible Voting Device

The setup team should setup this device. Two people are required to setup.

Verify that you have these three items:



Accessible Voting Device
Rolling Bag



Accessible Printer
Rolling Bag



Accessible Voting Device Controller
Bag (stored inside the printer bag)

If the bags have seals, place the broken seals inside the bags for later access.

Set Up Location

Accessible Voting Device Touchscreen

- With TWO people, lay the Accessible Voting Device rolling bag on the floor with the zipper panel facing up. Unzip the bag.



- The Accessible Voting Device will be wrapped in foam and plastic. Together, lift the entire unit out of the bag and place on table.



- Remove the power cord from the bag. It may be tucked in the plastic bag under the screen.

Set Up the Accessible Voting Device, continued

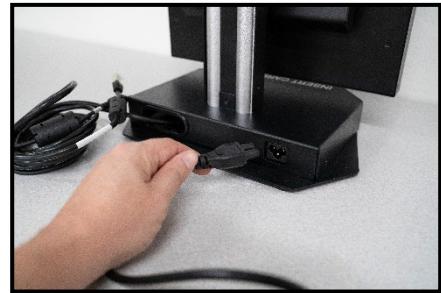
4. Stand the Accessible Voting Device on the table and carefully remove the foam protectors one at a time, then the plastic bag cover. The back of the screen should have one seal on the upper door and one seal on the lower door.



5. Place the foam and plastic back into the rolling bag, zip the bag up, and set aside.



6. Plug the Accessible Voting Device power cord in the bottom right of the rear of the screen base. Plug the other end into a power strip or wall outlet. The screen will automatically begin booting up after about 30 seconds. If not, unplug it, wait two minutes, and plug in again.



Set Up Location

Accessible Voting Device Printer

1. Place the **rolling printer bag** on the floor with zippered panel facing up and unzip.
2. Remove **controller bag** and **power cable** and set aside.
3. Unstrap the Velcro and remove printer from bag.
4. Place printer next to the **Accessible Voting Device Touchscreen**.



Set Up the Accessible Voting Device, continued

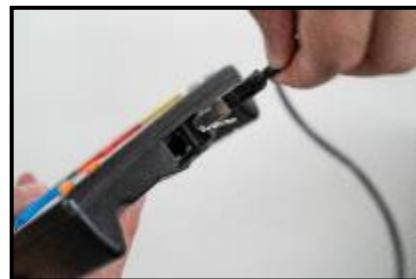
5. From the back of the Accessible Voting Device Touchscreen, plug the **BMD cable** into the **top port** on the back of the printer.
6. Plug the **printer power cable** into the back of the printer and then into the **power strip**. The printer will automatically begin booting up.
7. Position the printer so that the Accessible logo is facing forward.



Accessible Voting Device ATI Controller

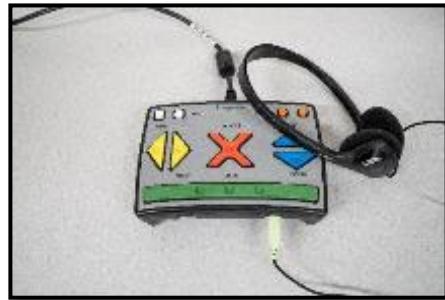
Set Up Location

1. Remove the Accessible Voting Device ATI (Audio Tactile Interface) controller and headset from the controller bag.
2. From the back of the Accessible Voting Device, plug the cable labeled **USB ATI** into the ATI controller. The tab on the cord will face down.
3. When it is fully connected you will hear a click and see a flashing green light where you plugged it in.



Set Up the Accessible Voting Device, continued

4. Plug the green end of the headphones into the port labeled **Audio** located on the bottom right side of the ATI controller.
5. Place the **controller and headset** next to the Accessible Voting Device.
6. Place the controller bag in the printer bag, zip up, and set aside.



Set Up Location

NOTE: A Sip and Puff Device adapter set should also be in the controller bag. If you have a voter who wishes to use Sip and Puff technology, an adapter may be needed to connect their device to the ATI controller. Keep the adapters in the controller bag and access only if needed.



7. Finally, place the blue privacy screen around the Accessible Voting Device and printer.



Test Accessible Voting Device

The Judge will test the equipment after setup, the first day open, and at closing the day before Election Day.

1. Insert the **Poll Worker Card** into the card reader located in the base of the Accessible Voting Device so that the gold chip on the top goes in first and the image of a black key is facing up.

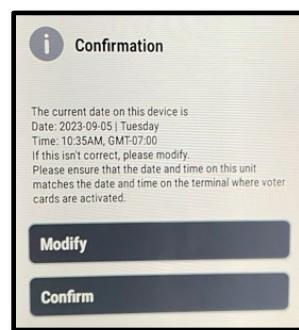


2. Tap the Login tab on the screen and enter the **login pin number** using the keypad. Your login pin number will be in your Inspector packet. Then tap **Login**.



Entering the pin incorrectly multiple times will invalidate the Poll Worker Card and you will need to request a new one.

3. The first time that the Poll Administration screen is accessed, a prompt will appear to verify the date and time are correct. If correct, tap **Confirm**. If the time is off by more than 10 minutes or the date is wrong, tap the **Modify** button. **NOTE:** Time will show in military time but will display in standard time in the upper right corner of the screen.



4. To adjust date: scroll up or down to the current month, day, and/or year.

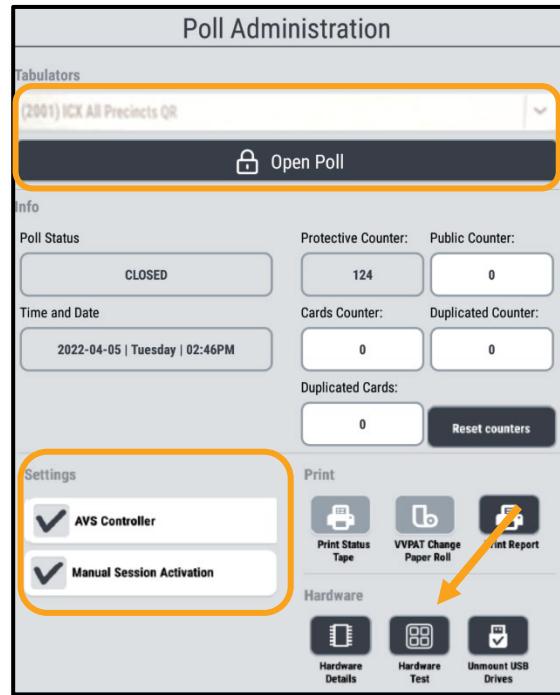
- a. To adjust time: scroll up or down on the hour, minute, and/or AM/PM to set to current time.

- b. Tap the **Save changes** button at the bottom left of the screen to return to the main menu.



Test the Accessible Voting Device, continued

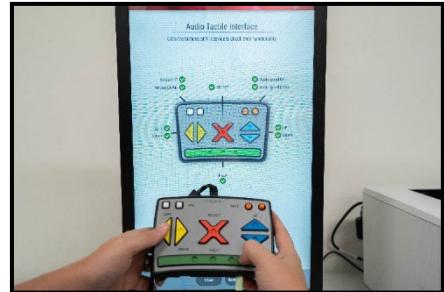
5. Ensure the Tabulators field includes the words “All Precincts” and ensure the two check boxes labeled **AVS Controller** and **Manual Session Activation** under “Settings” are checked. If not, you will not be able to activate a ballot, and the ATI controller will not function.



6. Tap the **Hardware Test** button on the bottom right of the screen.



7. Tap the **ATI** button on the screen. This will test the controller.



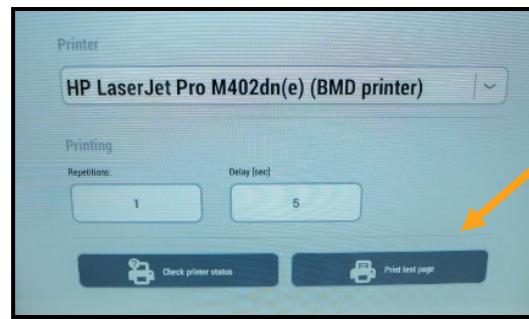
8. On the **ATI controller**, press every button and verify that there is a green check mark next to each button on the screen.



9. Once you have verified that all buttons are functioning, tap the **Back to Menu** button at the bottom center of the screen.
10. Tap the **Printer** button on the screen. Note that this option is also found under **Hardware Test**.

Test the Accessible Voting Device, continued

11. Tap Print Test Page.

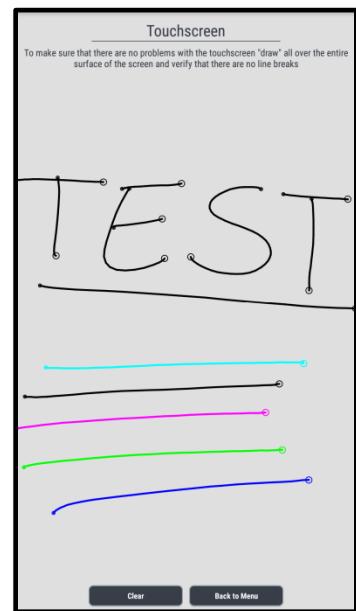


12. A test page will print from the attached Accessible Voting Device printer. **SPOIL it by crossing out the QR code, and sign and date it.** Place the test page in the **Clear Official**. Tap the **Back to Menu** button at the bottom center of the screen.

13. Tap the **Touchscreen** button.
Note that this option is also found under **Hardware Test**.



14. Draw all over the surface of the screen with up to ten fingers at one time. Each finger will be highlighted with a different color. Verify that there are no line breaks.



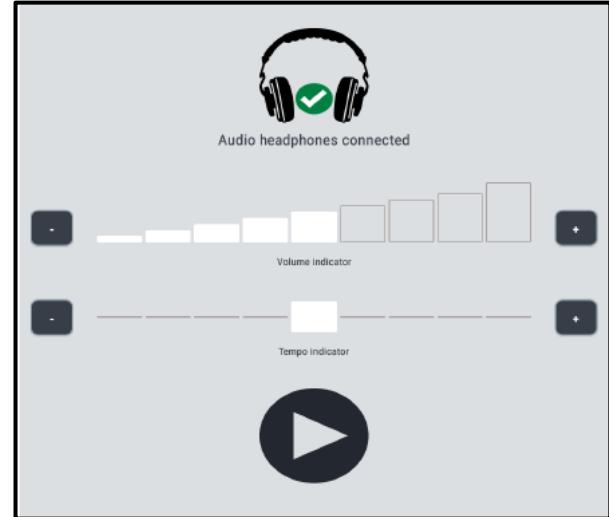
15. Tap the **Sound test** button.



Set Up Location

Test the Accessible Voting Device, continued

16. Verify that there is a green checkmark icon positioned in between the headphone icon, and the message “Audio headphones connected” appears.

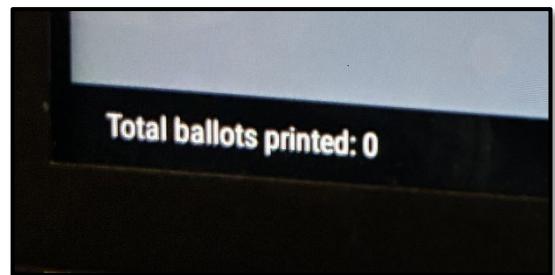


Set Up Location

17. Put on the headphones and tap the **Play** icon. The message “This is a preview of the audio settings” will play. To adjust the volume, tap the **Volume indicator** – or + button. To adjust the tempo, tap the **Tempo indicator** – or + button.

18. Remove the headphones. Tap **Back to Menu** and remove the Poll Worker Card.

19. At setup, check the bottom left corner of the screen to ensure that it says, “**Total ballots printed: 0**.” If not, **call the Hotline**.

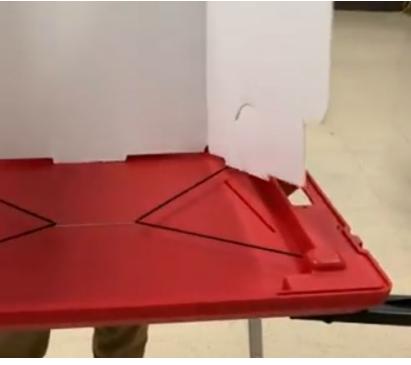


Do not open the polls on the device until the first morning your voting location is open for voters.

Set Up Voting Booths

Set Up Location

1. Set up the accessible voting booth by locating the case with one red side.
2. Open the case and remove the privacy screens and legs.

<p>3. Identify the front of the booth and flip over to access the front holes underneath.</p> 	<p>4. Locate the accessible voting booth leg extenders in the supplies and attach them to the front holes.</p> 	<p>5. Extend four of the legs and insert them into the back holes. Twist and push until securely attached.</p> 
<p>6. Insert legs into the holes of the extenders and raise to stand on the legs.</p> 	<p>7. Place a privacy screen on top.</p> 	<p>8. Tuck the bungee cords into the privacy screen side flaps to secure.</p> 

9. Set up the remaining blue voting booths the same way, just without the black leg extenders.

Section Five

Opening the Voting Location

Opening Checklist

Before opening the voting location, ensure these tasks have been completed.

- Inspector breaks the seals on the **RED** Transport Box, completes the **Badge/Key Log** (see sample on **page 141**), and places the broken seals inside the box in the bag with the replacement seals. Inspector issues site badges.
- Clock in using the SiteBook/Administer Oath of Office (**page 61**).
- Log into the BOD laptops and Sentio Ballot Printing System application (**page 46**).
- Load printers with envelopes, regular paper, and ballot paper (**pages 47-48**).
- Unlock SiteBooks, then complete test prints to all printers (starts on **page 59**) and complete Test Print Quality Check procedures.
- Complete the **Ballot Stock Log** (**page 150**) from the Inspector Packet with opening numbers.
- Take out one stamp from **RED** Transport Box and place at Ballot Pickup Area.
- Set up exterior signage and test Curbside Bell (starts on **page 62**).
- Open Polls on the Accessible Voting Device (first day only) (**page 64**).
- Accessible Voting Device Hardware Test (first day open) (starts on **page 53**).
- Ensure interior signage is posted (starts on **page 34**).
- Ensure all forms, documents, and envelopes are accessible.
- Assign a poll worker to enter wait times starting at opening (**page 65**).
- Open the slot on top of the envelope drop box.
- At opening time, the Marshal announces the polls are now open.

Open Location



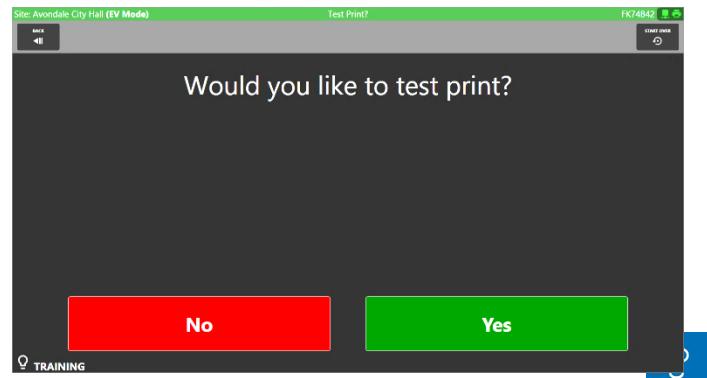
Unlock SiteBooks and Test Print



- 1. Inspector:** Use the scanner on the SiteBook to scan the barcode on your site badge.



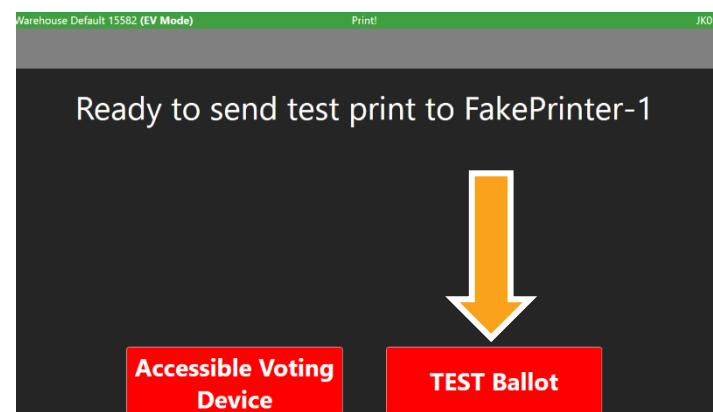
- 2. Tap Yes to run the test print.**



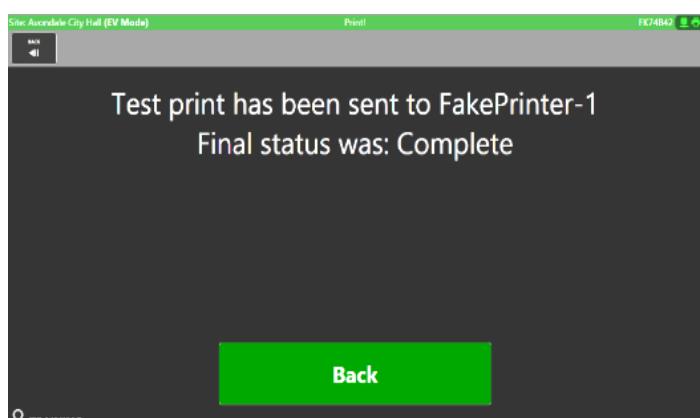
- 3. Select the first BOD printer by tapping the button.**



- 4. Select Test Ballot.**



- 5. Screen below appears. Tap the Back button.**

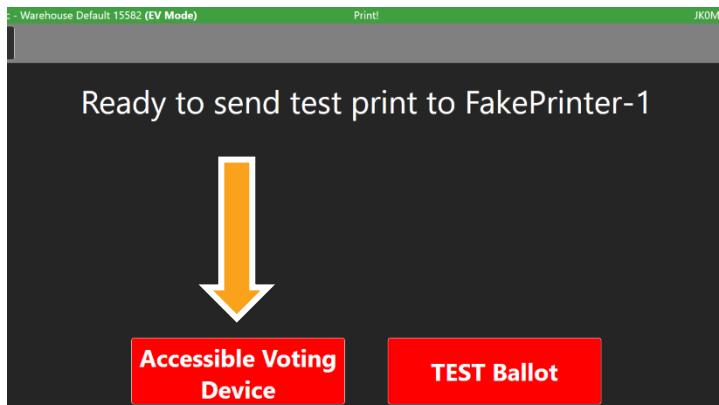


- 6. Tap the same printer selection from step 3 again.**

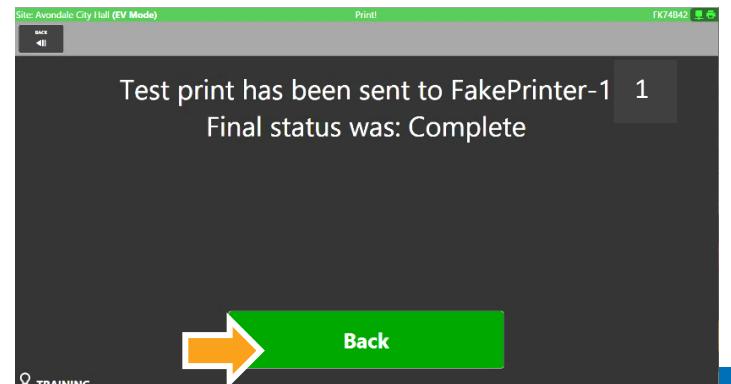


Test Print, continued

7. Tap the **Accessible Voting Device** button.



8. Once you see the screen below, tap the green **Back** button.



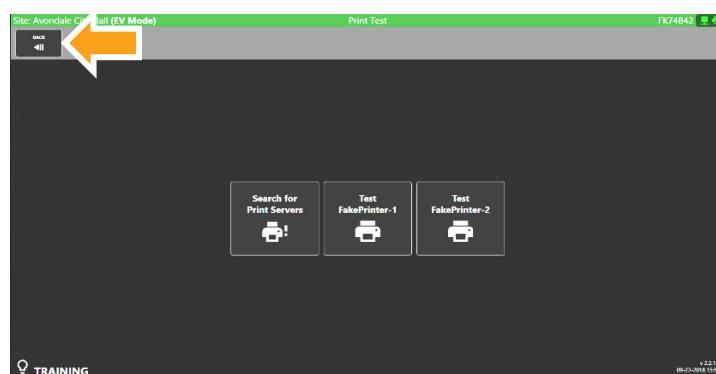
9. Select the second BOD printer.



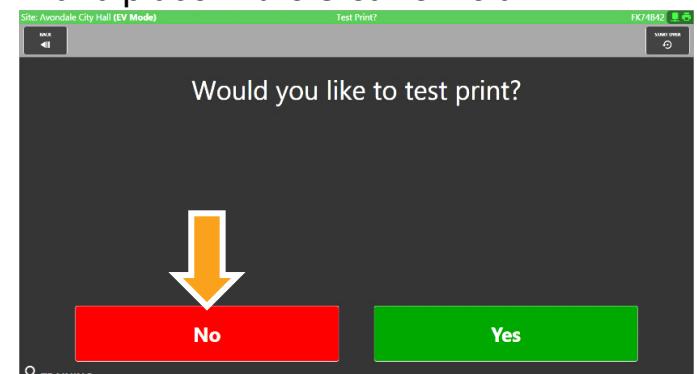
10. Repeat steps 4 and 5 using the printer you selected in step 9. Select the printer you selected in step 9 again and repeat steps 7 and 8. Repeat steps for any additional printers.

The goal is to perform all the **RED** button test prints on all printers unless you have been directed otherwise.

11. Tap the **Back** button (top left).



12. Tap the **No** button. **Complete Quality Checks on back of all test prints.** SPOIL and place in the **Clear Official**.



Call the Hotline with the printer number if the test print fails any of the Quality Checks.

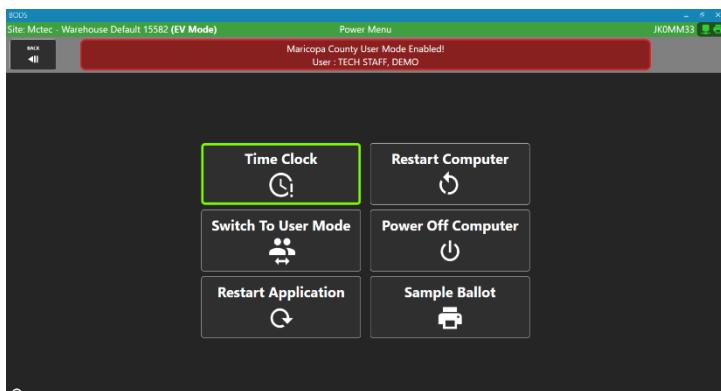
Clocking In



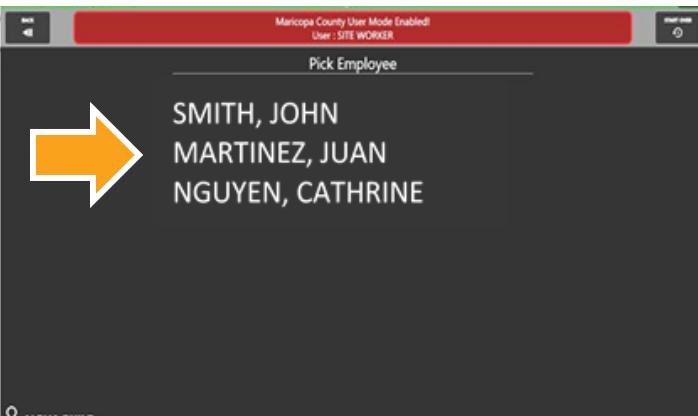
1. Tap the **POWER** button (upper right).



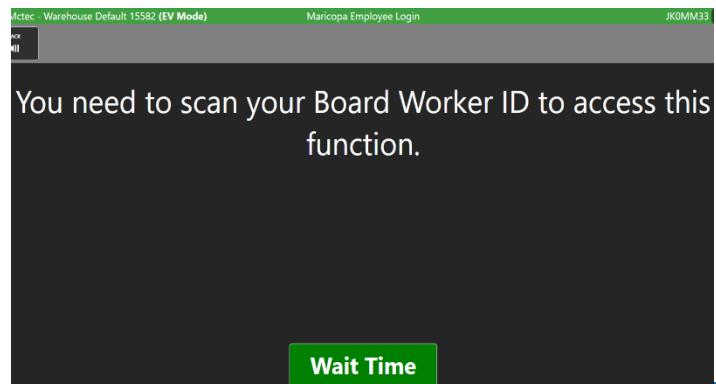
3. Tap Time Clock.



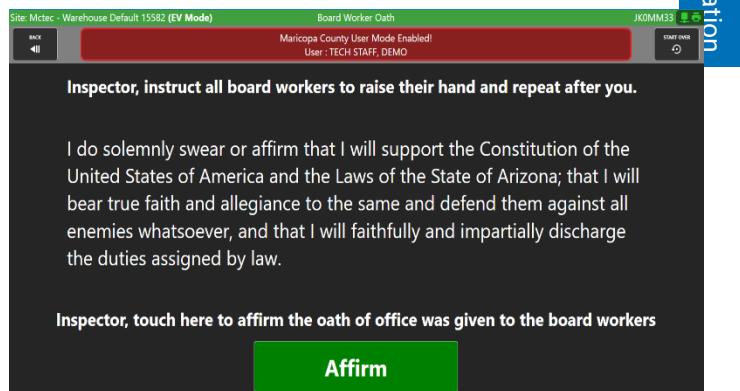
5. Each poll worker will tap their name.



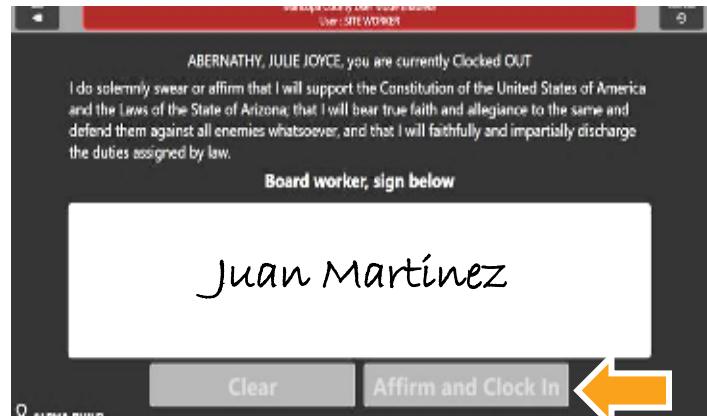
2. Inspector, scan your site badge.



4. All poll workers raise hands and repeat after the Inspector. Tap **Affirm**.



6. Poll worker signs the signature box. Then tap **Affirm and Clock In**.



7. Once all poll workers have clocked in, tap the **START OVER** button at the top right.
NOTE: Poll workers do not need to clock out for lunches.

Open Location

Set Up Exterior Signage

Sandwich Board Signs



Vote Here

Yellow Vote Here Sandwich Board(s): Place at the main entrance to the parking lot where it is CLEARLY visible from the main road. Additional signs may be requested for larger venues.

Open Location



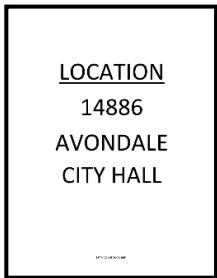
Please Have Your ID Ready (Front)

Orange ID Sandwich Board(s): Provides identification options for use at the SiteBooks. Place outside the main entrance. If a line forms, move to the end of the line.

Early Voting Instructions (Back)

Orange Early Voting Sandwich Board(s): Provides instructions to voters about where to sign, date, and provide a phone number on their envelope. Then, instructs voters to proceed to the envelope drop box for drop off rather than waiting in line.

Set Up Exterior Signage, continued

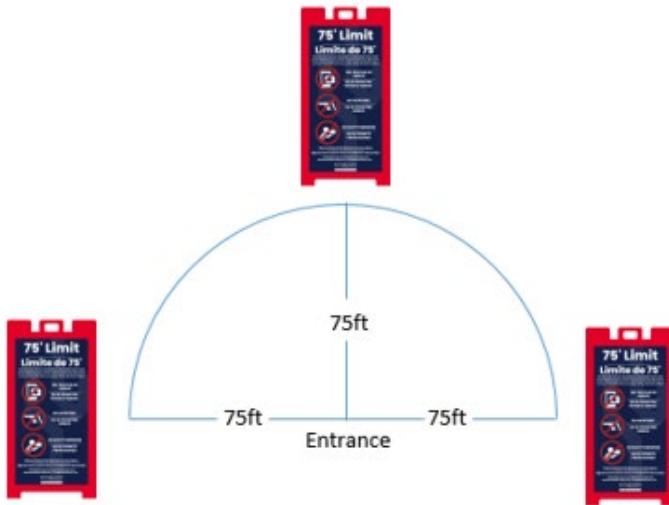


Curbside Voting

Place at the closest drive-up curb where a voter can safely stop their vehicle to vote or in the closest parking spot. Inspector Packets will have a sign indicating your voting location that must be affixed to the curbside voting sign. May need to be weighted to ensure visibility at all times.

75-Foot Limit Triangle

Place the three 75-foot limit signs in a triangle 75 feet from the building entrance to the voting location to notify petition circulators, campaign workers, candidates, media, and any other person who is not voting that they must remain outside of this zone while the polls are open.



Accessible Voter Entry Arrow

Use these signs to direct voters to accessible ramps and other devices to aid them in gaining access to the voting locations. May need to be weighted to ensure visibility at all times.



Open the Accessible Voting Device

The Judge will open the the polls on the Accessible Voting Device the first day the voting location is open for voting.



1. Insert the **Poll Worker Card** into the card reader on the Accessible Voting Device screen base.

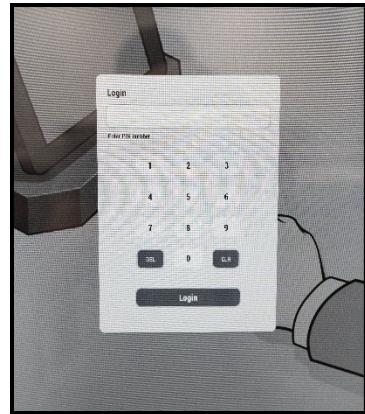


2. Enter the **Login Pin Number** using the touch pad on the screen. (The login pin number is located on the code sheet in the Inspector acket.) Then tap **Login**.

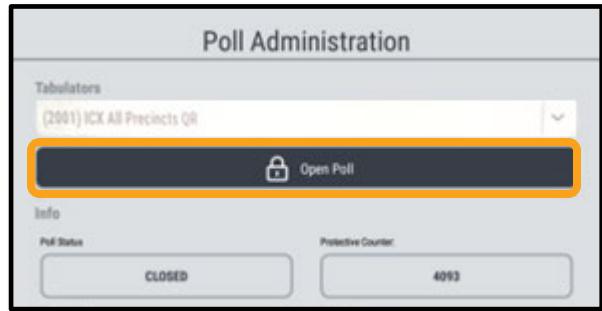
Open Location



Entering the pin incorrectly multiple times will invalidate the Poll Worker Card and you will need to request a new one.



3. Tap **Open Poll**. It is the long gray button near the top of the menu. Ensure the "Tabulators" field above the **Open Poll** button states "ICX All Precincts."



4. Tap **Yes**.

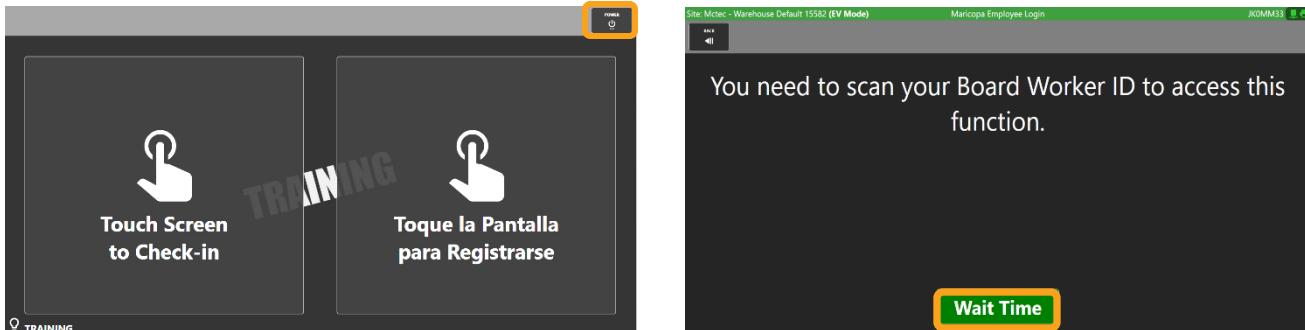
5. Remove the **Poll Worker Card**.

The Accessible Voting Device is now ready for voters.

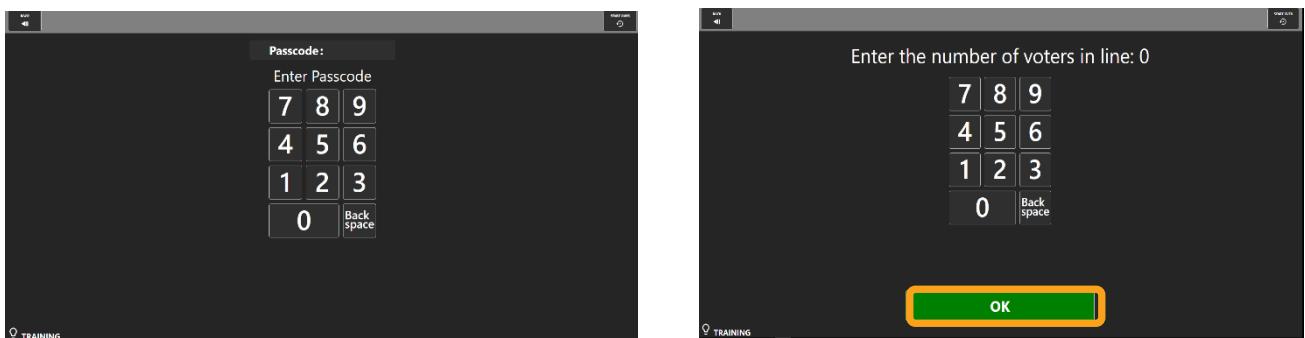
Reporting Wait Time

A poll worker will be assigned to report wait times by submitting the number of voters waiting in line to use the SiteBook at opening, **every 30 minutes** throughout the day, and at closing each day after the last voter has gone to the SiteBook. If no voters are waiting in line, zero voters should be reported.

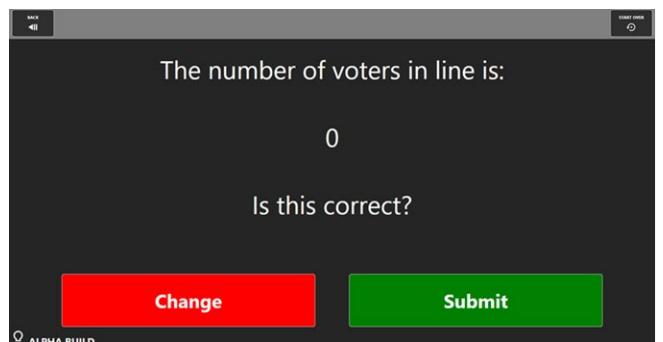
1. Tap the **Power** button (top right).
2. Tap the green **Wait Time** button. No need to scan badge.



3. Enter the passcode provided for this election. (See Inspector Packet.)
4. Enter the number of voters in line and tap **OK**.



5. Confirm the number is entered correctly and tap **Submit** (or **Change** to re-enter). Tapping **Submit** will automatically send to our internal dashboard. Wait times will be posted for voters online at Locations.Maricopa.Vote.



Section Six

Checking in Voters

Do not turn any voter away or send any voter to another location without contacting the Hotline for assistance.

Voters begin the process at the SiteBooks. See **page 36** to see how voters flow through the voting location.



Identification: Encourage voters to keep identification available for poll worker verification after scanning at the SiteBook. **When verifying ID, a reasonable match to either the residential or mailing address is acceptable.** Keep in mind that voters with smartphones may visit [BeBallotReady.Vote](#) to pull up a digital Voter Registration Card for additional ID.

Poll workers should prompt voters for additional ID to avoid conditional provisional voting. If a voter has limited ID and you are not sure if it's acceptable, call the Hotline.

Arizona driver licenses and non-operating ID cards presented on the AZ Mobile ID app on a phone or tablet are acceptable for voting and may be scanned at the SiteBook. IDs loaded on other apps or saved as pictures on phones are not acceptable for voting.



Tribal ID: On the SiteBook, there are two buttons for any tribal ID that is presented: **CURRENT Address** and **FORMER Address**. If the tribal ID has a photo and a name and address that matches the SiteBook, use the **CURRENT Address** button, and they will receive a standard ballot. For any other tribal ID, use the **FORMER Address** button, and they will receive a provisional ballot. A Certificate of Indian Blood or other tribal documentation may be presented, which may or may not have their name, address, or photo. If the SiteBook says to give these voters a pink Conditional Provisional Instruction Sheet, your selections on the SiteBook are incorrect. Use the **Back** button to correct.

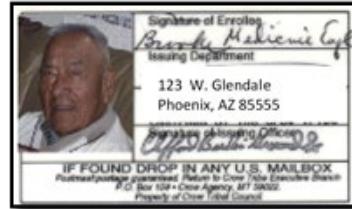
Identification Requirements

List 1 – One item from this list

List 1 items are acceptable forms of ID with the voter's photograph, and name and address that reasonably match the voter's name and address (residential or mailing) in the SiteBook.



OR



Current Arizona State Driver License or Current Arizona Non-Operating Identification Card (physical or electronic)

Tribal Enrollment Card or other form of tribal identification

Any valid (not expired) United States federal, state, or local government issued **photo** identification that has an address is also a List 1 item.

List 2 – Two items from this list

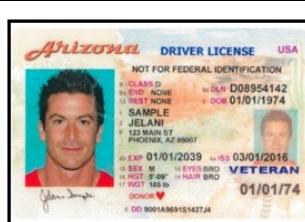
List 2 items contain the voter's name and address reasonably matching the SiteBook. List 2 items may be presented electronically on a phone or tablet. (Photos of documents are not accepted.)

- Voter Registration Card ([BeBallotReady.Vote](#))
- Utility Bill (within last 90 days)
- Bank Statement (within last 90 days)
- "Official Election Material" mail
- Valid Recorder's Certificate
- Valid Arizona Vehicle Registration
- Arizona Vehicle Insurance Card
- Property Tax Statement
- Valid United States federal/state/local government issued identification

List 3 – One from this list AND one from List 2

List 3 items do not have addresses, so the voter must also provide a List 2 item.

Checking in Voters

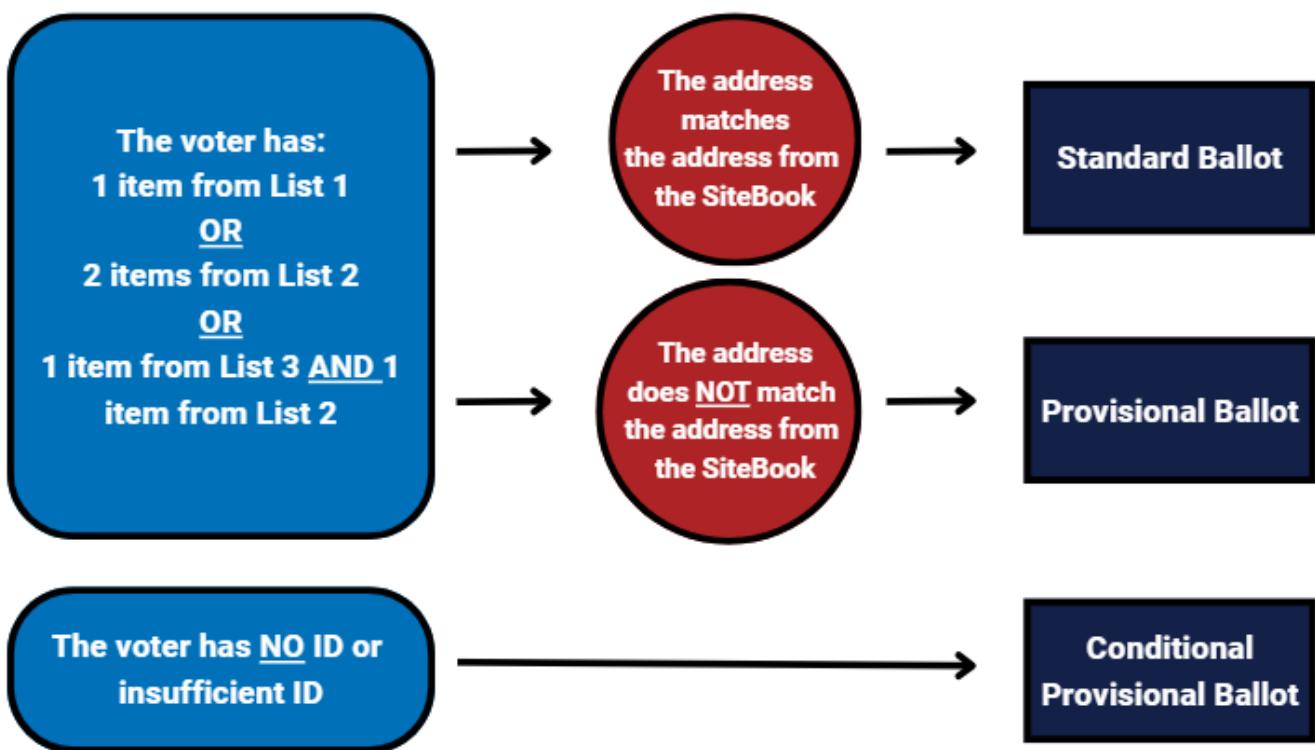


U.S. Passport

Military ID

Any valid List 1 ID where the address does not reasonably match the address in the SiteBook

Identification and Voting



Arizona state law requires all voters to have the combinations of identification outlined above to vote a standard ballot. However, all voters entering a voting location must be permitted to cast a ballot. This means that even without the identification outlined on the previous page, a voter may still cast a provisional or a conditional provisional ballot. It is **never** appropriate to turn away a voter due to lack of identification.

ID that is not sufficient to vote a standard ballot may still be sufficient ID to cast a ballot that will be counted. If the address on the voter's ID does not match the address on the SiteBook and the voter is otherwise eligible, the voter will be offered a provisional ballot.

If a voter casts a provisional ballot, no further action is needed on their part. This voter does not need to return to show further identification. However, if a voter does not have identification and casts a conditional provisional ballot, the voter will need to provide identification within established time frames. See [page 107](#) for more information on conditional provisional voting.

Trust the SiteBook to guide you and the voter through the check-in process.



Checking in Voters – ID that Scans

1. Voter taps the SiteBook screen to check-in (English or Spanish).



2. Voter chooses the check-in option from the screen which matches the scannable ID they brought.

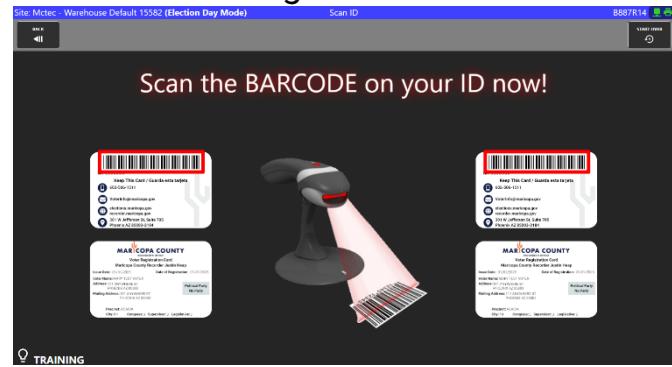


3. Voter scans ID.

AZ Driver License or
Non-Operating Identification Card

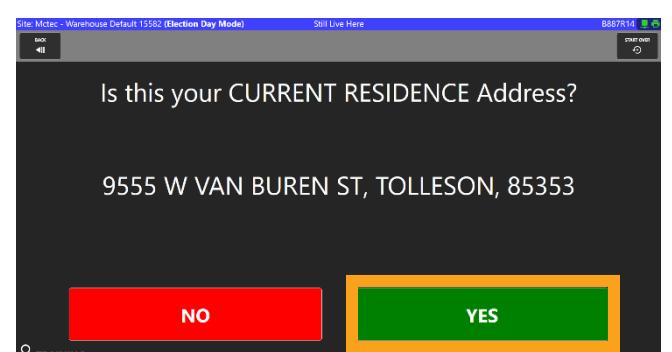
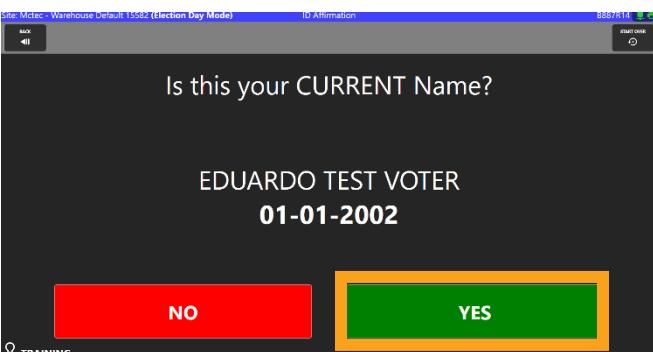


Voter Registration Card



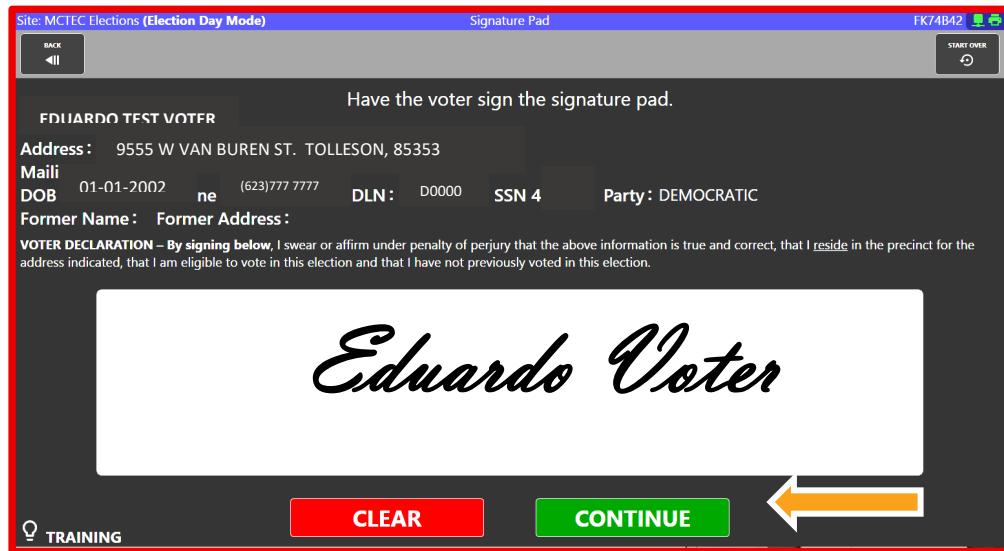
Checking in Voters

4. Voter verifies current name and address. If voter indicates that either is not current, see Updating Voter Registration Section starting on **page 92** to update this information. This is the responsibility of the Voter Registration Clerk.

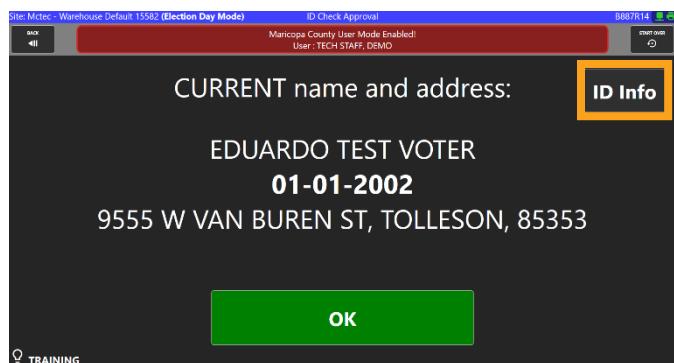
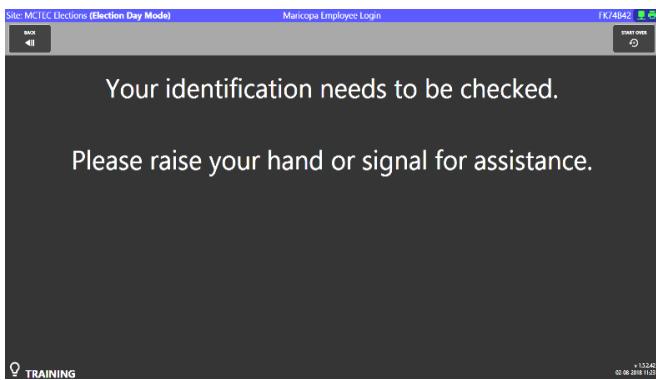


Checking in Voters – ID that Scans, continued

5. The voter signs the signature pad.



6. Inspector, Judge, or Voter Registration Clerk verifies the ID provided matches. When the SiteBook presents the left screen, scan your site badge on the scanner.



Checking in Voters

*If you are unsure about Identification, tap the **ID info** button at the top right of the screen or see **page 67**.*

Checking in Voters – ID that Scans, continued

7. Select the type(s) of ID the voter provided. When you select a button, it will become a lighter gray color. When you have selected all of the ID the voter has presented, tap **Continue**. (The SiteBook will alert you if the ID provided is insufficient to vote a standard ballot. *See next page.)

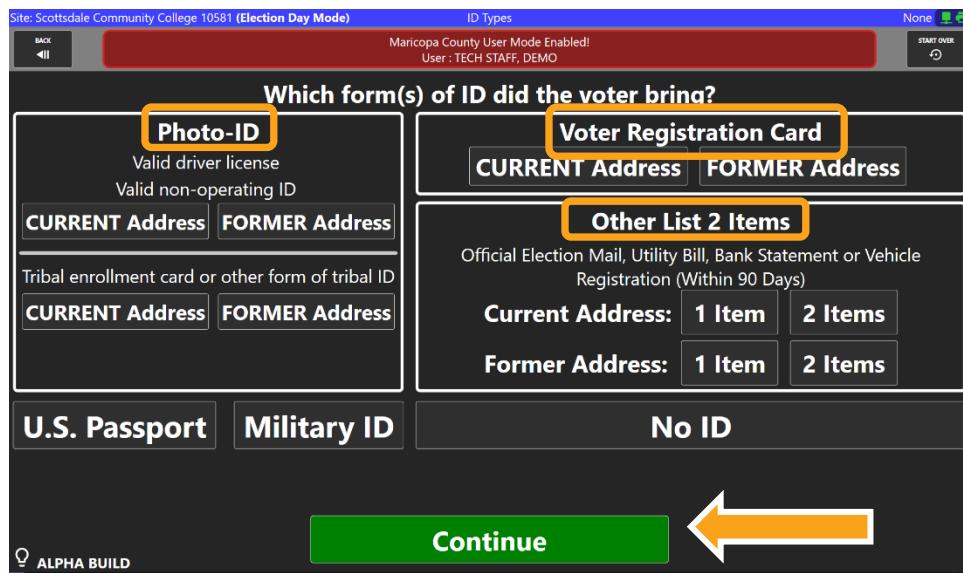
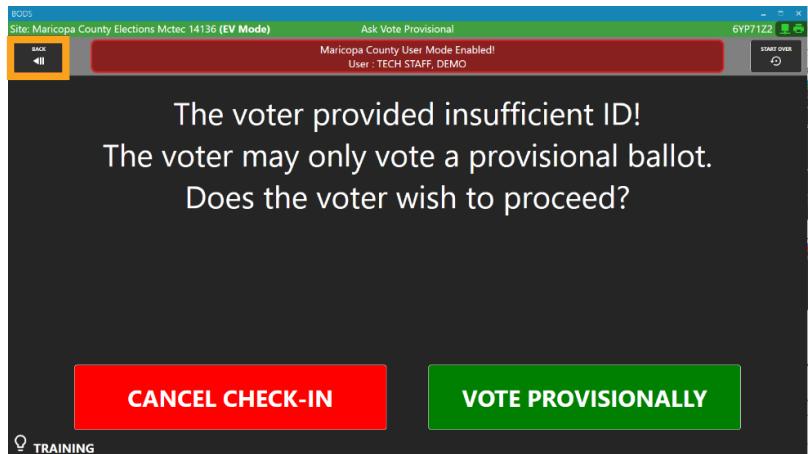


Photo-ID Box	Voter Registration Card Box	Other List 2 Items Box
<p>Select CURRENT Address if voter has valid photo ID (see List 1 page 67) with address matching address in SiteBook. Select the green Continue button.</p> <p>Select FORMER Address if photo ID (List 1) has address not matching SiteBook. For Tribal ID, see page 66.</p>	<p>Select CURRENT Address if voter has valid Voter Registration Card with address matching address in SiteBook.</p> <p>Select FORMER Address if Voter Registration Card has address not matching SiteBook.</p> <p>If Voter Registration Card has address matching SiteBook, voter needs one more item of identification (either from the Photo-ID box or the Other List 2 Items box).</p>	<p>This box is for checking off items from List 2 (page 67). If voter has a List 2 item(s) with address matching address in SiteBook, choose the correct number of items (1 or 2) from Current Address.</p> <p>If the address does not match the SiteBook, choose the correct number of items from Former Address.</p> <p>If voter has a Military ID or U.S. Passport, select the button at bottom left of screen.</p>

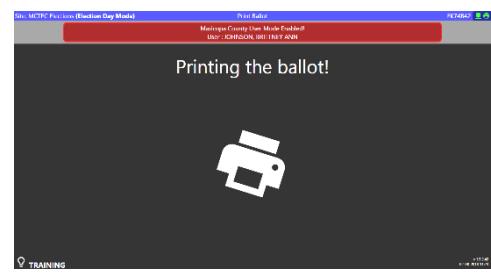
Checking in Voters – ID that Scans, continued

*If Voter Provided Insufficient ID to Vote a Standard Ballot:

If the ID provided is insufficient to vote a standard ballot, this screen will appear. If the voter has more ID, use the black **BACK** button in the upper left corner to return to the ID screen and select more items. If the voter does not have more ID, the voter is still eligible to vote a provisional ballot. For more information on provisional ballots, see **pages 105-107**.

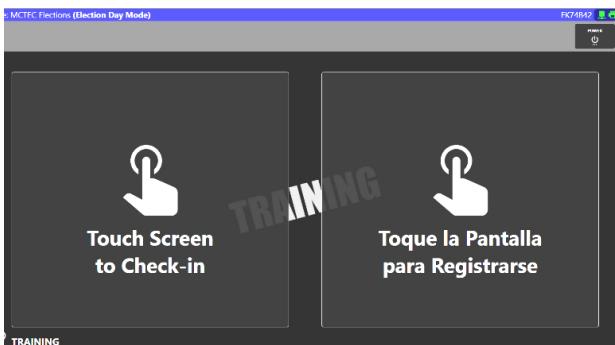


8. If the ID provided was sufficient to vote a standard ballot, the voter's ballot and affidavit envelope print through the Ballot on Demand system. If the ID provided was insufficient to vote a standard ballot, the voter's provisional ballot, affidavit envelope, and provisional receipt(s) will print.



Checking in Voters – Early Ballot ID Verification

1. Voter taps the SiteBook screen to check-in (English or Spanish).



2. If a voter with a mail-in ballot wishes to have their ID verified, select the **Green Affidavit Envelope** button.



3. Voter scans the barcode on their green affidavit envelope.



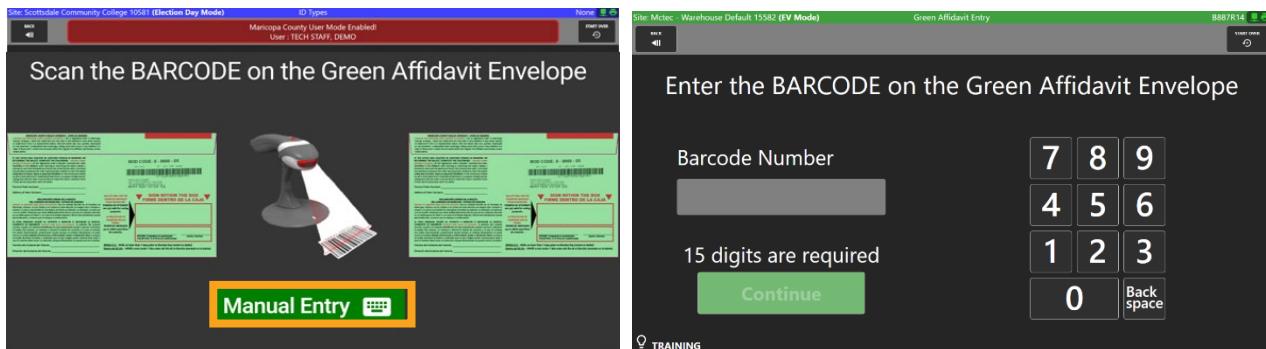
4. If the barcode scans, the voter signs the signature pad.



Checking in Voters

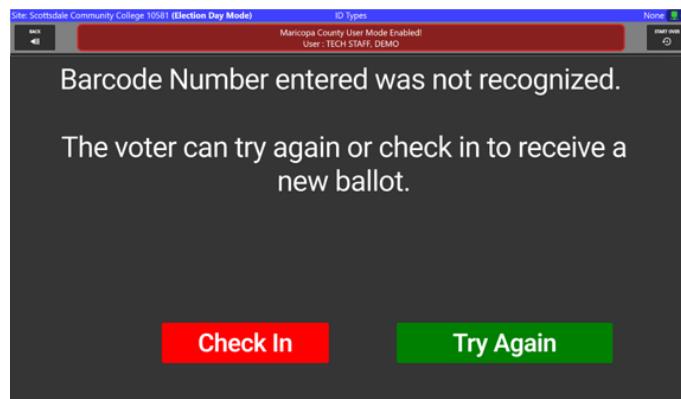
*If the Envelope Does Not Scan:

- Tap **Manual Entry**.
- Type the barcode number on the envelope.
- Choose **Continue**. All 15 digits must be entered for **Continue** to be available.



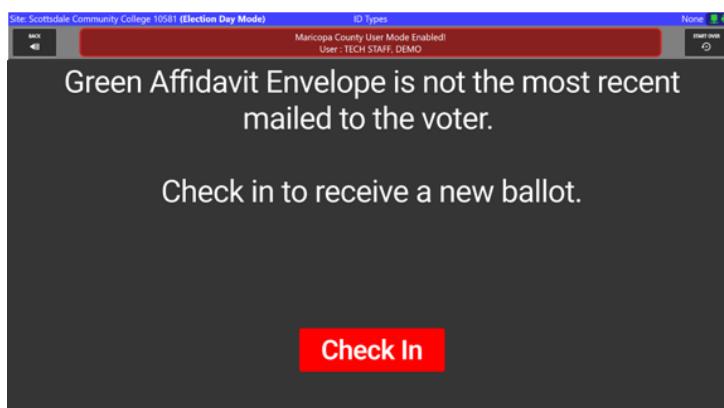
*If the Screen Reads “Barcode Number not recognized”:

- Choose **Try Again** to scan the envelope again or manually enter the barcode number.
- Choose **Check In** to return to the Check-in Screen.



Checking in Voters

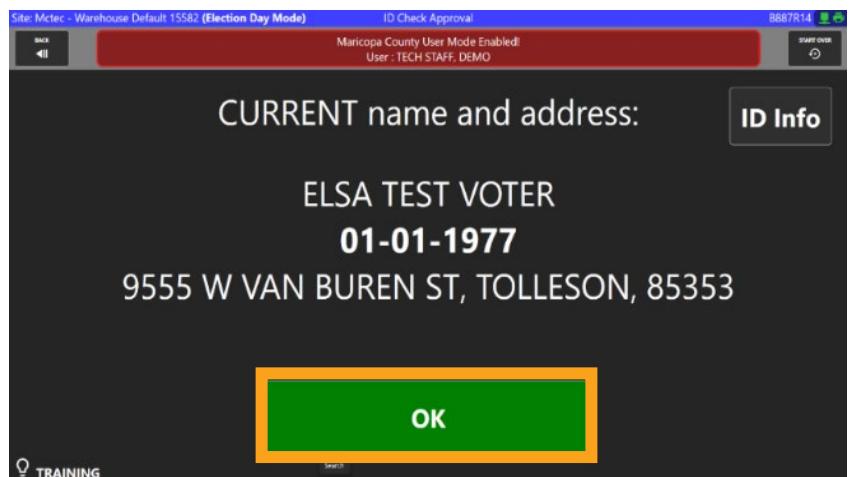
*If the Screen Reads “Green Affidavit Envelope is not the most recent mailed to the voter,” choose **Check In** to return to the Check-in Screen for the voter to receive a new ballot and envelope as ballots that are NOT in the most recent green affidavit envelope cannot be counted.



- 5. Poll worker scans their site badge on the scanner.**



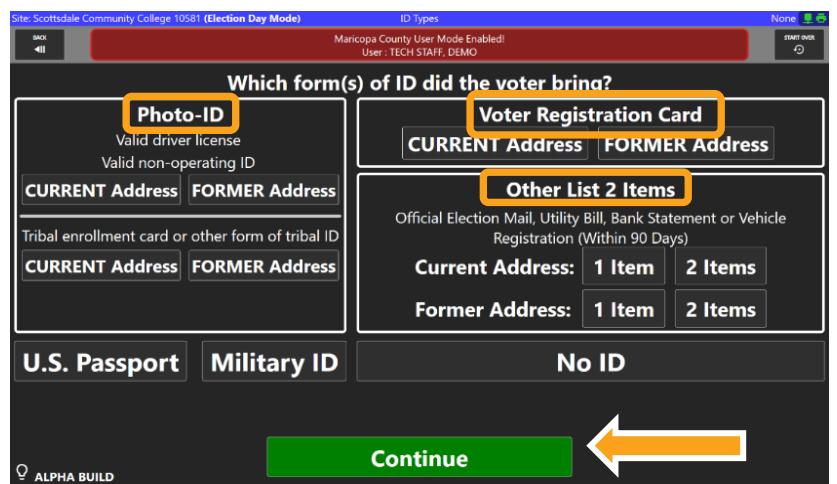
- 6. Poll worker verifies the envelope is signed, dated, and matches the voter's current name and address on the SiteBook screen. Prompt the voter for ID and tap **OK** to continue.**



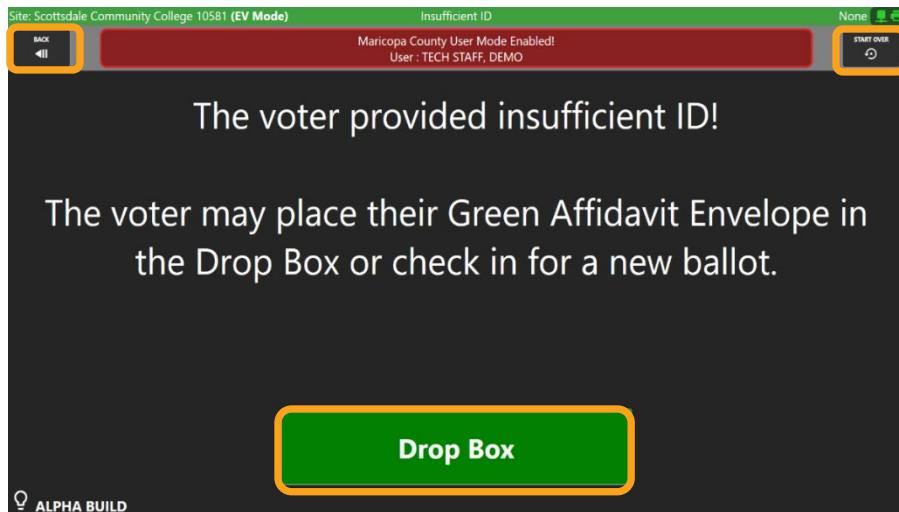
Checking in Voters

7. ID Verification at the SiteBook:

Select the type(s) of ID the voter provided. When you select a button, it will become a lighter gray color. When you have selected all the ID the voter has presented, tap **Continue**. (The SiteBook will alert you if the ID provided is insufficient.)

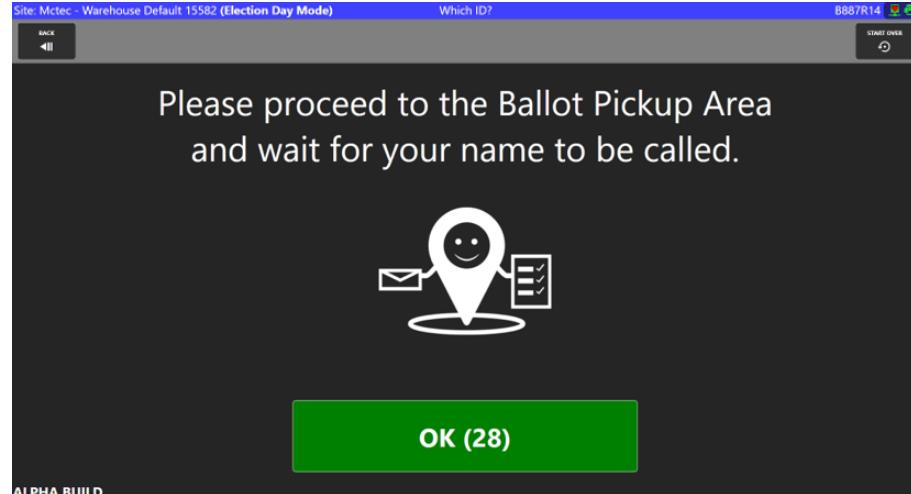


***If Voter Provided Insufficient ID for Early Ballot ID Verification, this screen will appear:**



- The voter's **green affidavit envelope** is a **List 2** item. If the voter has more ID, tap the Back button in the top left corner and select the additional ID provided.
 - If the voter does not have more ID, their envelope **may not** be stamped "ID Verified." Select the **Drop Box** button. The voter is still eligible to vote by placing their signed and dated green affidavit envelope in the envelope drop box. Their voter's signature will be verified before being tabulated.
 - If the voter wishes to check-in for a new ballot, select **Start Over** on the top right corner to return to the Check-in Screen.
7. If the ID provided was sufficient, the voter will proceed to the Ballot Pickup Area and wait for their name to be called.

Checking in Voters



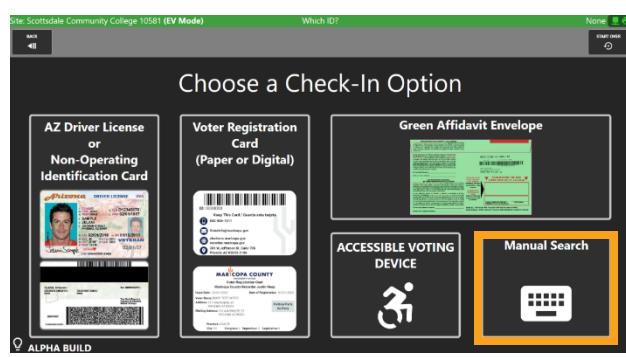
Checking in Voters – ID that Does Not Scan/No ID



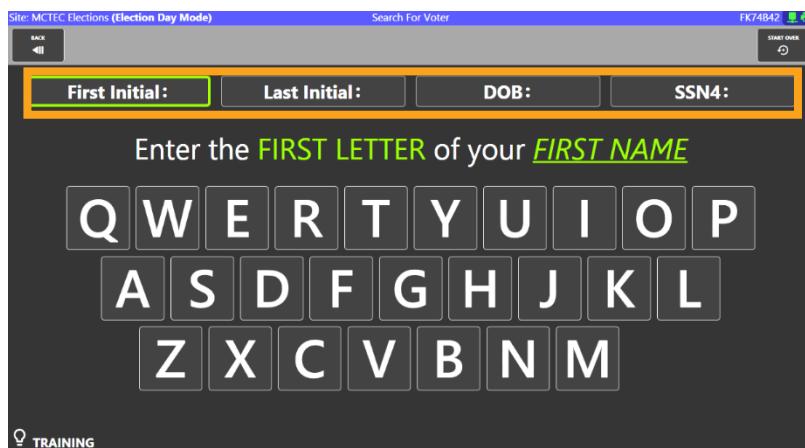
1. Voter taps the SiteBook screen to check-in (English or Spanish).



2. The voter selects **Manual Search**.



3. The voter enters their information in the order outlined below.
 - a. First initial of first name
 - b. First initial of last name
 - c. Date of birth
 - d. Last 4 of Social Security number. *If the voter does not want to enter this information, they can enter four zeroes (0000).*

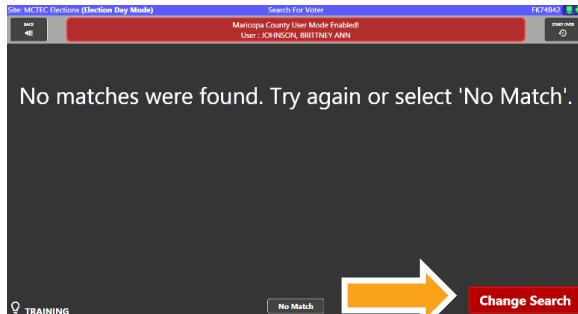


If the voter is found, proceed with the Checking in Voters – ID that Scans at step 4.

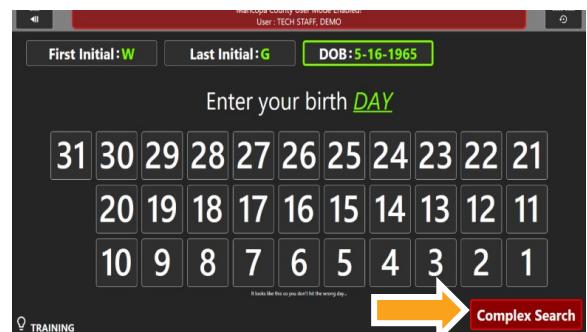
If the voter is not found, continue on the next page.

Checking in Voters – ID Does Not Scan/No ID, continued

4. No matches found. Scan site badge when scanner flashes and select **Change Search**.



5. If the voter's information is entered correctly, tap the **Complex Search** button for more search options.



6. Search for the voter by adding and/or deleting information in the fields. If the voter knows their Arizona driver license or voter registration number, tap the **Clear** button at the bottom of the screen to clear the fields, enter that number in the appropriate field, and tap **SEARCH**.



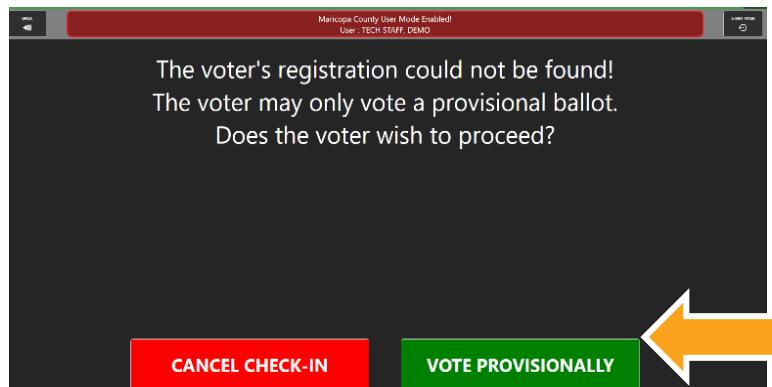
If the voter is found, proceed with the
Checking-in Voters – ID that Scans at step 4.

a

If the voter is not found, continue on the next page.

Checking in Voters – ID Does Not Scan/No ID, continued

7. If there is no other match, tap the **No Match** button and offer the voter a provisional ballot per SiteBook direction. Provisional ballots are counted if the voter is found to be a qualified elector (an eligible voter in that specific election) through their voter registration. For more information on provisional ballots, see **pages 105-107**.



8. **Provisional Ballot Process:** Voter enters their address, taps **SEARCH**, and selects the correct address. When entering, do not use N, E, S, W or St. Ln. Dr. Ave. **TIP:** If the voter's address cannot be found, use the **Map** (instructions starting on **page 85**).

Enter the voter's House Number!

7	8	9
4	5	6
1	2	3
0	Back space	

Enter the voter's Street Name!

Q	W	E	R	T	Y	U	I	O	P
A	S	D	F	G	H	J	K	L	
Z	X	C	V	B	N	M			
Space	Backspace								
0	Back space								

Does the voter's address have a Unit Number?

No Yes

Checking in Voters – ID Does Not Scan/No ID, continued

9. Voter enters their name and taps **Next**.

The screenshot shows a voter registration interface. At the top, it says "Maricopa County User Mode Enabled" and "User: TECH STAFF DEMO". Below that, there are fields for "First Name: WILL", "Middle Name: ", "Last Name: GRAND", and "Name Suffix: ". A "NEXT" button is to the right. In the center, it says "Enter the voter's Last Name." Below this is a QWERTY keyboard layout.

10. Voter enters their birth year, month, and day. Tap **Next**.

Three screenshots showing the entry of birth information. The first shows the birth year (1965) being entered. The second shows the birth month (March) being selected from a grid. The third shows the birth day (17) being selected from a grid.

Maricopa County User Mode Enabled
User: TECH STAFF DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth: 1965

Enter the voter's birth YEAR

7 | 8 | 9
4 | 5 | 6
1 | 2 | 3
0 | Back space|

Maricopa County User Mode Enabled
User: TECH STAFF DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth: 1965

Enter the voter's birth MONTH

January	February	March
April	May	June
July	August	September
October	November	December

Maricopa County User Mode Enabled
User: TECH STAFF DEMO

First Name: WILL Middle Name: Last Name: GRAND Name Suffix: Date Of Birth: 5-17-1965

Enter the voter's birth DAY

31	30	29	28	27	26	25	24	23	22	21
20	19	18	17	16	15	14	13	12	11	
10	9	8	7	6	5	4	3	2	1	

11. Voter enters their phone number, driver license number, last 4 of their SSN, and party preference. Tap **Next**.

The screenshot shows a voter registration interface. At the top, it says "Maricopa County User Mode Enabled" and "User: SPONSORED DEMO". Below that, there are fields for "Phone Number: ", "Driver License: 001234567", "SSN 4: 9876", and "Party: ". A "DONE" button is to the right. In the center, it says "Enter the voter's Party". Below this is a grid of party options:

REPUBLICAN	DEMOCRATIC
LIBERTARIAN	GREEN
NO LABELS	NO PARTY
OTHER PARTY	

12. Does the voter have a former name or address? If they do, the poll worker may be able to find their record.

The screenshot shows a confirmation screen. At the top, it says "Maricopa County User Mode Enabled" and "User: SPONSORED DEMO". Below that, it asks "Does the voter have a Former Name or Address?". At the bottom, there are two buttons: "No" (red) and "Yes" (green). A "TRAINING" watermark is visible at the bottom left.

Checking in Voters – ID Does Not Scan/No ID, continued

- 13.** Voter verifies the information. Poll worker verifies info against ID.

- 15.** Voter signs the signature pad.

- 17.** Documents upload.

- 14.** Verify the voter's ID or select **No ID**.

- 16.** Verify that the image looks correct.

Checking in Voters

- 18.** The ballot prints.

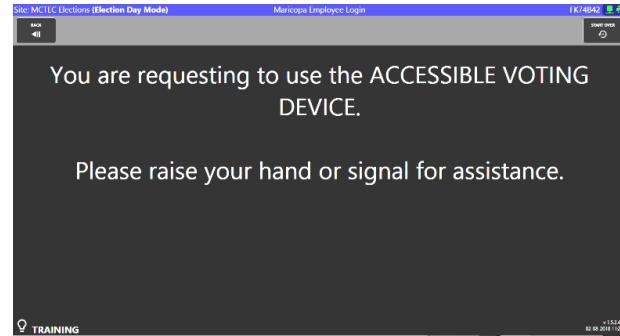
Checking in Voters – Accessible Voting Device

1. Voter taps the SiteBook screen to check in (English or Spanish).

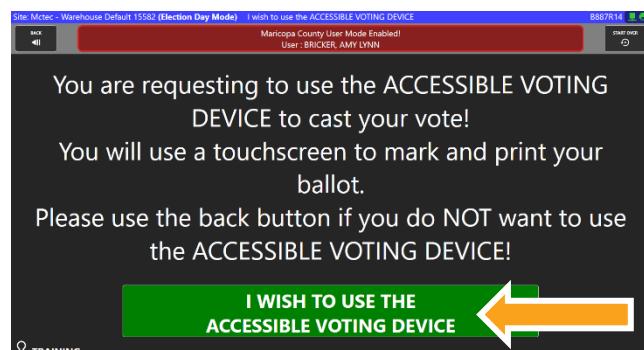


Checking in Voters

2. If voter selects Accessible Voting Device, poll worker will scan their site badge.

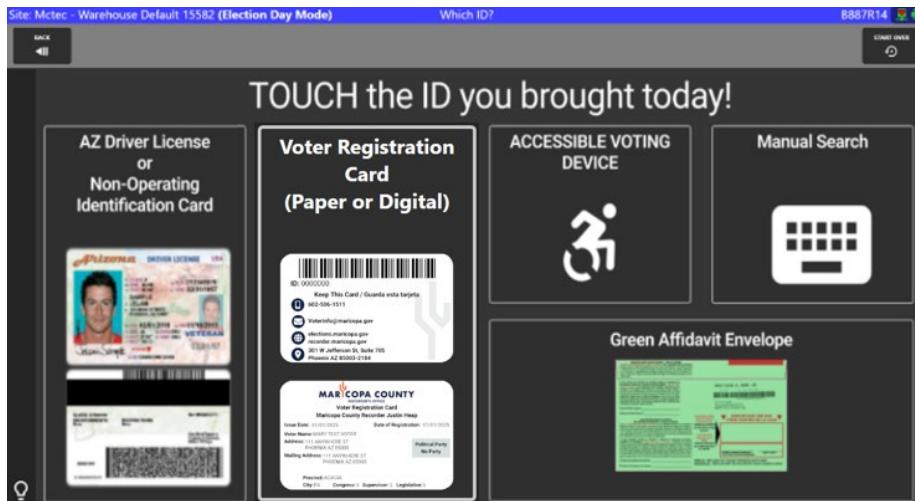


3. Verify the voter wants to use the Accessible Voting Device.



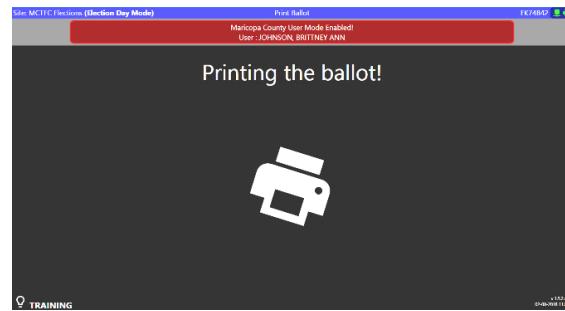
Checking in Voters – Accessible Voting Device, continued

4. Voter scans ID or uses Manual Search according to the same procedures as voting a standard paper ballot. If the voter has ID which will scan (AZ Driver License/Non-Operating Identification Card or Voter Registration Card with barcode), go to **page 69**. If the voter has ID that will not scan or does not have ID, go to **page 77**.



5. At the end of the process, the printer prints the affidavit envelope and Accessible Voting Device Activation Form, which serves as the control slip for that ballot and contains a code to activate the ballot on the Accessible Voting Device. That form does not go with the voter. Place it in the **RED Transport Box** once the ballot is activated.

Checking in Voters



Follow instructions to activate the ballot on the Accessible Voting Device (see **page 108**).

All ballots printed from the Accessible Voting Device printer will be inserted into envelopes and the drop box.

Common Questions – SiteBooks

Where is the power button and what does it do?		There are two types of power buttons. The one you will use most often is on the top right corner of the screen, possibly hidden by the scanner. This power button is used to access poll worker functions such as clocking in and out, internal options, and restarting/shutting down the terminal. The other power button is on the lower front or right side of the SiteBook and should not be used unless indicated in this manual or directed to do so by the Hotline or T-Tech.
Why is the scanner flashing?		This means that assistance is needed from the Inspector, Judge, or Voter Registration Clerk and the poll worker site badge needs to be scanned. The scanner will flash when voter's ID needs to be checked.
Where is the back button and what does it do?		The back button is located on the top left corner of the screen and is used to return to the previous screen.
Where is the start over button and what does it do?		This button is on the top right corner of the screen when a voter is in the middle of the check-in process. It is used to cancel a voter's check-in. It takes you back to the main screen.
Why is the connectivity icon red?		If the connectivity icon is red, you have lost connectivity. Unplug the MoFi. Count to 10. Plug the MoFi back in. Recheck in one minute. Reboot the MoFi.
What can I do if the driver license or Voter Registration Card is not scanning?		Use the Manual Search button (see page 77).
What can I do if I cannot locate a voter's address using the SiteBook search?		Do not use N, E, S, W or St, Ave, or Dr. P.O. Boxes and commercial addresses may not be used. Use Map instructions on next page.

Checking in Voters

Use Map

If a voter's address cannot be found, use the map to identify the voter's ballot precinct.

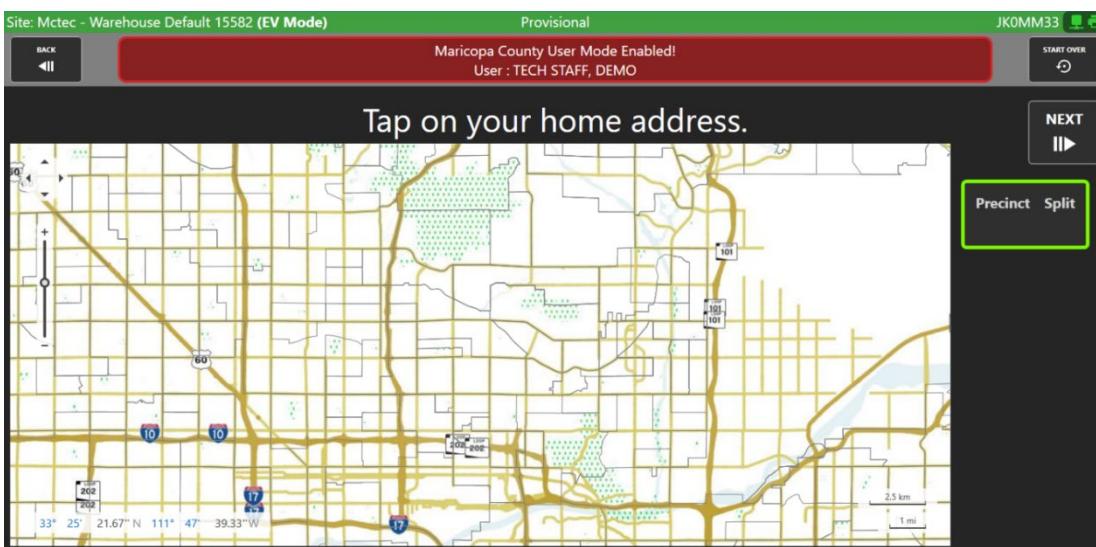


1. A voter says they live at 1873 E. Apache Blvd in Tempe, but the SiteBook is not finding a match. Tap the **Use Map** button in the lower right corner of the screen.



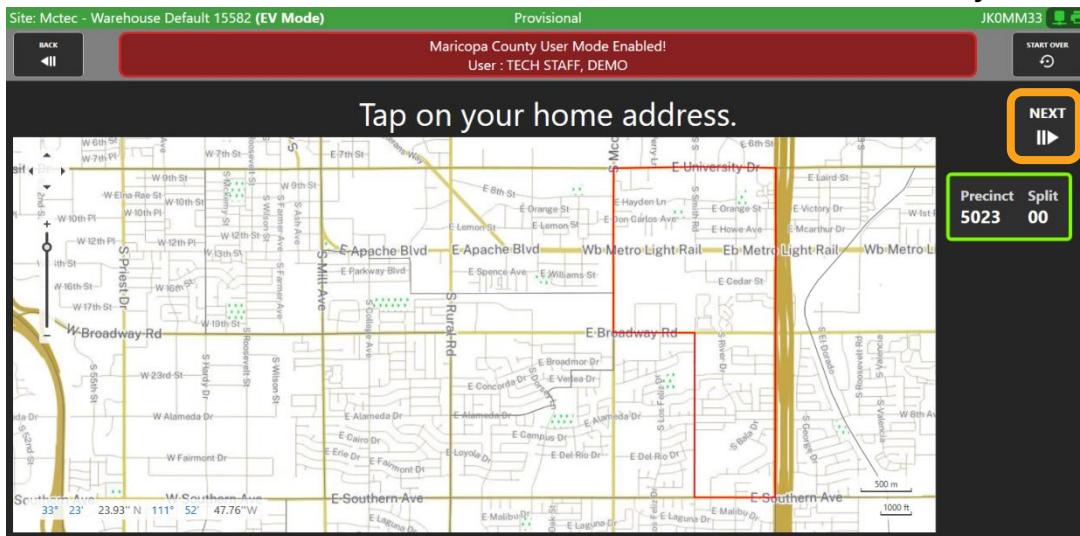
Checking in Voters

2. It will take a few minutes for the map to load the first time on the SiteBook. Once the map loads, use the touch screen or arrows in the upper left corner to navigate to the area where the voter lives. With two fingers, spread fingers apart to zoom in or pinch together to zoom out, or use the plus and minus icons on the left side to zoom in and out.

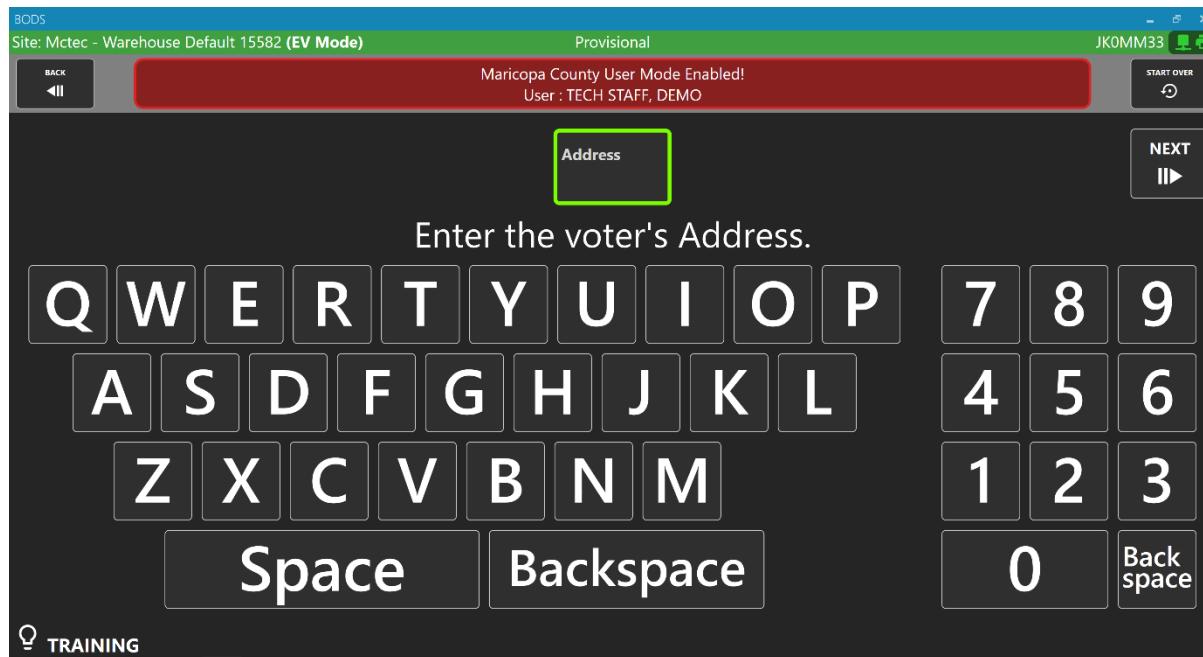


Use Map, continued

3. Once you (or the voter) have navigated and zoomed in on the area where the voter lives, tap that area on the screen. The Precinct and Split numbers will automatically populate on the right side of the screen. Tap **NEXT** to advance to the screen where the voter enters their full address. See **page 158** for more information to assist voters without a residential address in the jurisdiction.



4. The voter enters their full Arizona address in the address box and taps the **NEXT** button continuing to enter their information as prompted on the screens that follow.



Voter Not Qualified

A voter may enter your voting location who is not qualified to vote in an election because they do not reside in the jurisdiction. The Help America Vote Act requires that all voters who enter a voting location be offered a ballot even if it's a provisional ballot. The steps below will help you assist the voter and print a provisional ballot for them.



- When a voter who does not reside in the jurisdiction checks in, you will see the following message on the SiteBook. Scan your site badge.

The voter is Not Qualified for this Election!
Please raise your hand or signal for assistance.

- The next screen states why the voter is not qualified. Tap **USE MAP** to navigate to where the voter lives and show the voter there is no election in their area. To return to this screen, tap the **BACK** button in the upper left corner. Offer the voter a provisional ballot. If they no longer wish to vote, tap **CANCEL CHECK-IN**. If they still want to vote, tap **VOTE PROVISIONALLY**.

The voter is Not Qualified for the following reason(s):
Does not live in the district/jurisdiction
The voter may only vote a provisional ballot.
Does the voter wish to proceed?

CANCEL CHECK-IN USE MAP VOTE PROVISIONALLY

Checking in Voters

- Ask the voter if the information is correct. They may tap in any field to edit. If their information is correct, verify the information on the screen matches the voter's identification. If there is a reasonable match, tap the **Yes** button.

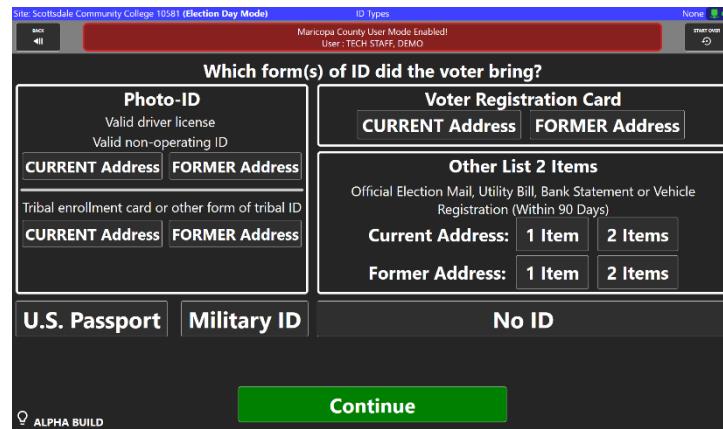
Is the voter information correct?

First Name MARY	Middle Name TEST	Last Name VOTER	Name Suffix	Date Of Birth 05-16-1983
Phone Number	Driver License	SSN 4 ****	Party	REPUBLICAN
Email Address				
Address 6614 W EARLL DR, PHOENIX, 85033			Unit Number	
Former Name	Former Address			

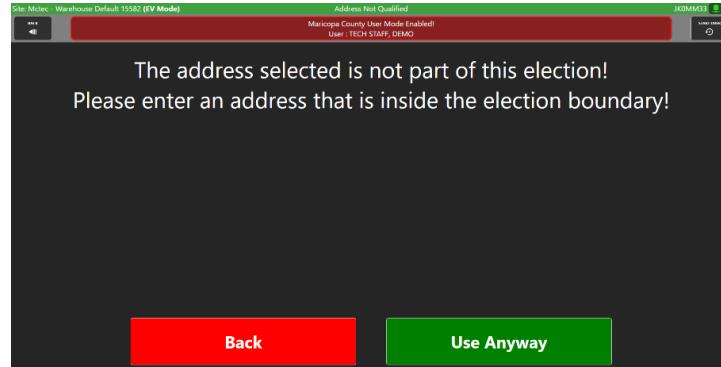
Yes

Voter Not Qualified, continued

- Tap the buttons on the screen for the forms(s) of voter ID provided by the voter. Prompt the voter for additional identification if needed.

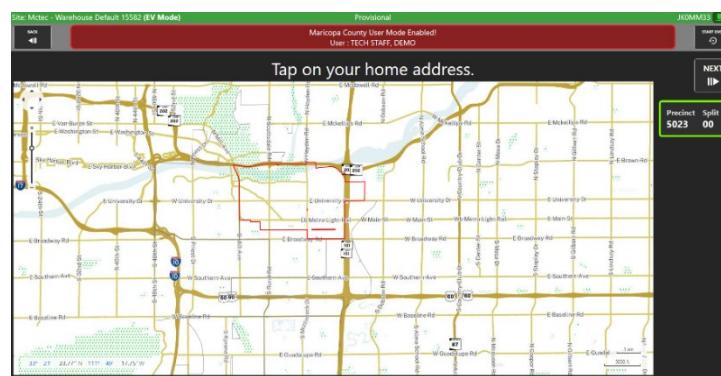


- If the voter's address is not in a participating jurisdiction, you will see the following screen. Tap **Back** if the voter wants to check the address. Tap **Use Anyway** if the voter wants to proceed.

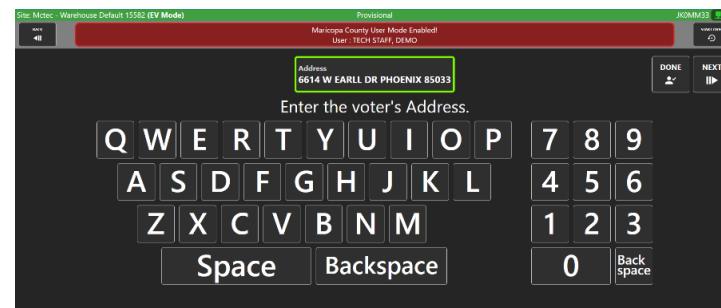


Checking in Voters

- Once the map loads ([page 85](#)), navigate to where the voter lives and tap on the nearest participating jurisdiction. A red outline will appear around the area and the Precinct and Split numbers will populate in the box on the right side of the screen. Tap **NEXT**.

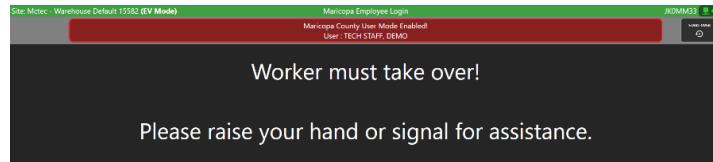


- The voter's address will appear in the "Address" box. Tap the **DONE** button on the right side of the screen.



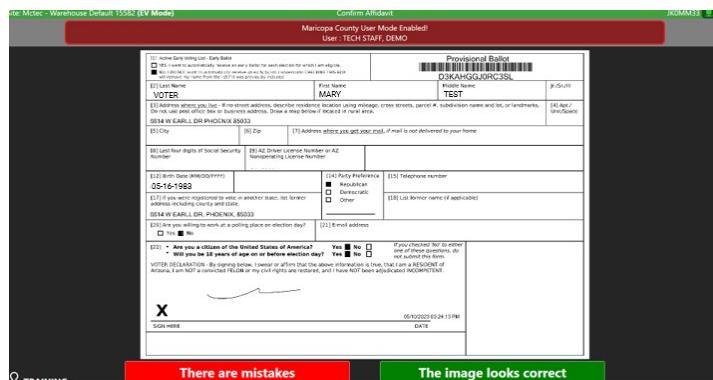
Voter Not Qualified, continued

8. Scan your site badge.



9. The voter information screen will appear again with the Former Address field added. Ask the voter to check the information again. If correct, tap the **Yes** button.
10. The ID screen will appear again. The previously selected ID will still be selected. Update or add ID if necessary and tap **Continue**.
11. Ask the voter to sign the signature pad and tap **CONTINUE** button.

12. Ask the voter to review the information and tap the red button if there are mistakes or the green button if the image looks correct.



13. You will see the “Waiting for documents to be processed!” screen. Then, you will see the “Printing the ballot!” screen. The voter may proceed to the Ballot Pickup Area to pick up their provisional ballot.

Checking in Voters

Challenged Voter

Any registered voter in Maricopa County may verbally challenge a voter under the following circumstances:

- The voter is not the person whose name appears on the SiteBook.
- The voter has not resided in the State of Arizona or the Jurisdiction for 29 days prior to Election Day.
- The voter has already voted in this election.
- The voter has been convicted of a felony and has not had their civil rights restored.
- The voter is not a qualified elector. (Example, the voter is 17).

A voter who has moved from one address to another within the county is not subject to challenge because of residence. [A.R.S. §§ 16-591, 16-592 & 16-593]



CHALLENGED VOTER PROCEDURES

Only the Inspector may address questions to the challenged voter.



If a voter is challenged, call the Hotline to assist you with the process.

- 1. Check to see if the person challenging the voter is a registered voter of the county.** If not, the challenge is invalid, and the challenged voter shall be permitted to continue with the voting process as normal.
- 2. Have the challenged voter step out of the line while the challenge status is being determined.**
- 3. The Inspector and two Judges determine the validity of the challenge.** The election board shall complete the Official Challenge List, which is part of the Challenge Procedures Special Instructions found in the voting location supplies. See Supply List on **page 134**.
- 4. Check to see if the voter being challenged is registered.** If the challenged voter is registered, the voter must take and subscribe to the oath prescribed in the "Affidavit of Registration" on the Official Challenge List. While under oath, if the challenged voter chooses, they may answer questions material to the challenge.

A provisional ballot shall be cast if the challenged voter refuses to answer questions material to the challenge **OR** the challenged voter does not subscribe to the affidavit of registration.

If a majority of the election board finds the challenge to be **invalid**, and the voter is otherwise qualified, the voter shall be permitted to vote a regular ballot. Regardless of the determination, the voter retains the right to vote a provisional ballot.

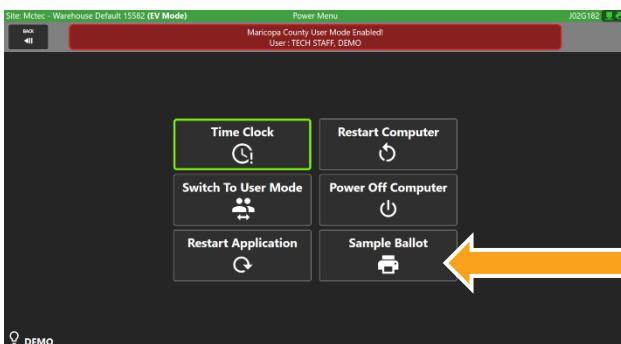
Sample/Demo Ballot



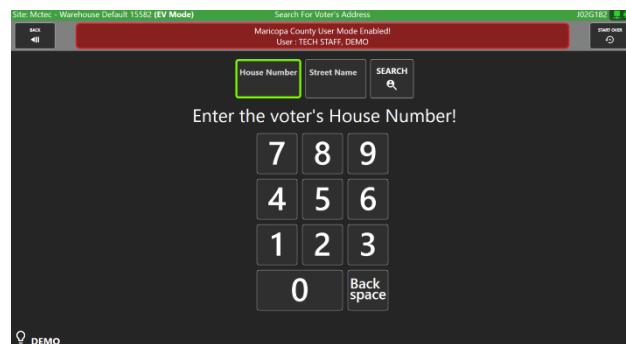
A sample ballot may also be provided upon request. If a voter requests a sample ballot to see what's on their ballot and has a smartphone, direct them to [BeBallotReady.Vote](#) where they can access their sample ballot.

The voter will sign into their dashboard. Once they are signed in, they go down to “**Sample Ballot**” and click on “**Learn More.**” If the voter does not have a smartphone or wants a paper ballot to take with them, follow these instructions.

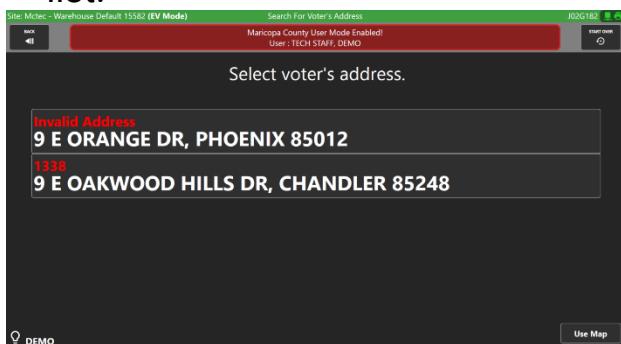
1. On the SiteBook, tap the **POWER** button, scan your site badge, and tap the **Sample Ballot** button.



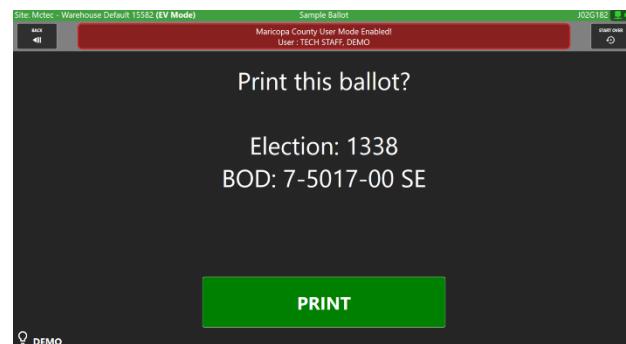
2. Enter the voter's current residential house number and street name.



3. Select the voter's address from the list.



4. Tap the **PRINT** button.



5. When printing is complete, touch **Back to Check-In**.

6. If an envelope prints, do NOT give it to the voter. Instead, SPOIL it and place it in your Clear Official.

Checking in Voters

Section Seven

Updating Voter Registration

If a voter's name or address changed and has not been updated on their voter registration record, the Voter Registration Clerk is able to assist that voter by helping to update that name or address using the SiteBook. This will update the voter's registration and allow them to vote a standard ballot.



Voters may update the following in real-time on the SiteBook: name, address, phone number, email address, and political party affiliation (for the next election). These options are available if the voter responds "NO" to the check-in questions on the SiteBook regarding current name or address.

Voters may not update the following in real-time on the SiteBook: mailing address different from physical address, date of birth, driver license number, or the last four digits of SSN. Give these voters a voter registration form to complete or call the phone number on the back with questions.

Updating a voter's registration begins in the same way as any check-in. The voter taps the screen to check in and selects the ID that they brought or uses Manual Search to find their voter record. The SiteBook then asks for a confirmation of name and address. If a voter indicates that either the name or the address is not current **and** has ID to support the change, they will be able to update the information in real-time and vote a standard ballot. The ID requirements for updating voter names and addresses on the SiteBook are the same as those for checking in voters. If a voter has moved and has insufficient ID with their new address, they will be offered a provisional ballot.

In the absence of a Voter Registration Clerk, an Inspector or Judge may assist voters with these updates.

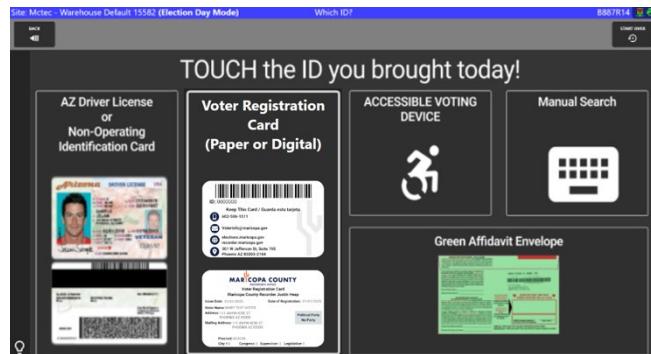
NOTE: A curbside voter with an address change must complete a voter registration form prior to a poll worker updating their address on the SiteBook.

Updating Voter Registration

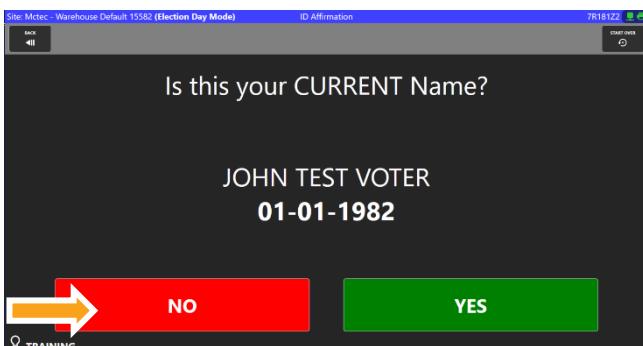
1. Voter taps the SiteBook screen to Check-in (English or Spanish).



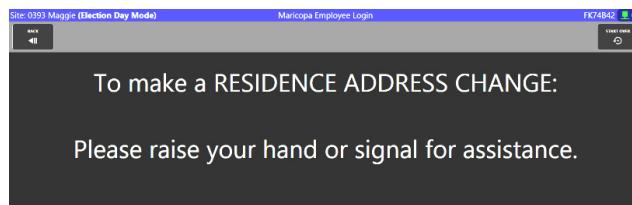
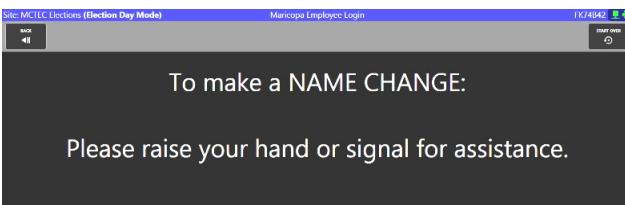
2. The voter begins check-in by selecting the type of scannable ID they brought, indicating that they wish to use the Accessible Voting Device, or using Manual Search.



3. Once the voter's record has been found, the SiteBook will ask for confirmation of name and address first. If the information on file does not match the voter's current information, this will initiate a voter registration update process.



4. The Voter Registration Clerk scans their site badge. **NOTE:** If a voter ONLY selects address change, the first screen to appear after a voter inputs the last four digits of the SSN will be from step 12.



Update Registration

Updating Voter Registration, continued

5. The voter enters the last four digits of their Social Security number or scans their AZ driver license or ID card.
Proceed to **step 10**.

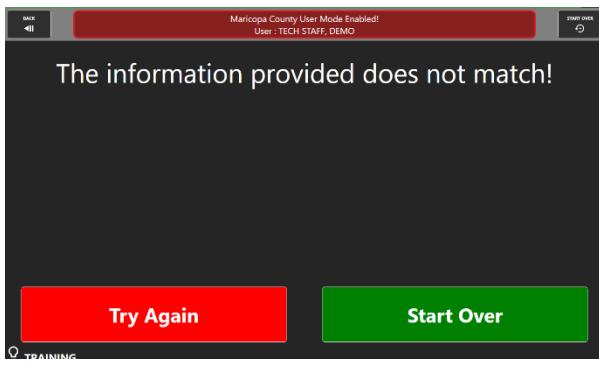
If the voter does not want to enter the last four digits of their SSN and has no AZ driver license or ID, they can enter four zeroes (0000). Proceed to **step 6**.

The screen shows a numeric keypad with the following layout:

7	8	9
4	5	6
1	2	3
0	Back space	

Instructions above the keypad: "Enter the LAST 4 of your SSN OR scan your AZ Driver License or Non-Operating Identification Card".

6. Info will not match. Tap **Try Again**.



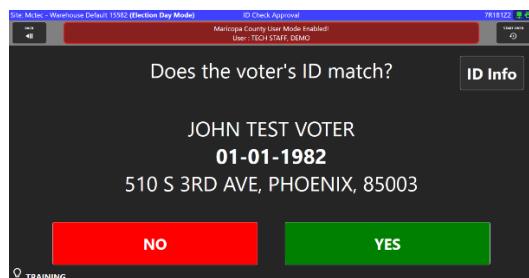
7. Tap **Check ID** (bottom right).



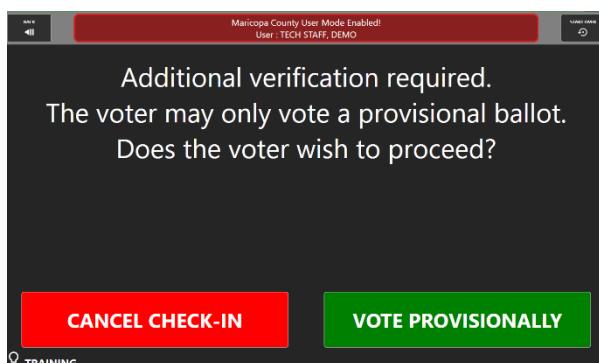
8. Scan your site badge.



The next screen will ask "Does the voter's ID match?" Since they have not made any changes yet, tap **NO**.



9. The voter will have the option to **VOTE PROVISIONALLY** and enter their new information.



Updating Voter Registration, continued

10. For a name change: The voter enters their new information into each box. Double tap a box to clear it and enter new information.

Site: Mctec - Warehouse Default 15582 (Election Day Mode) Voter Update 7R181Z2

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

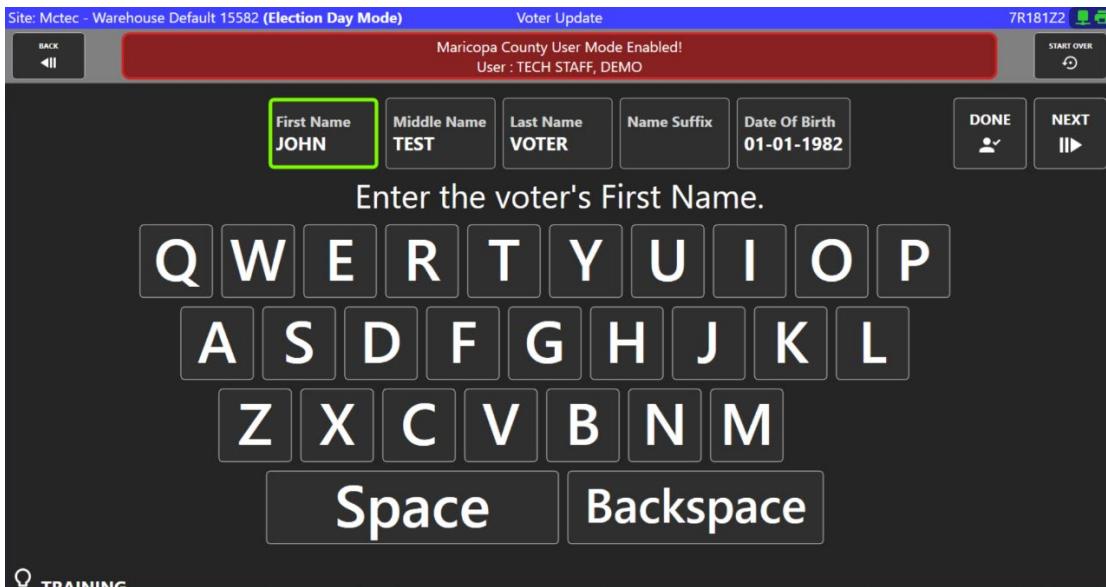
BACK START OVER

First Name JOHN Middle Name TEST Last Name VOTER Name Suffix Date Of Birth 01-01-1982 DONE NEXT

Enter the voter's First Name.

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
Space Backspace

TRAINING



11. If name is the only change, tap **DONE** and proceed to **step 15**. If not, continue by selecting the **NEXT** (top right).

Site: Mctec - Warehouse Default 15582 (Election Day Mode) Voter Update 7R181Z2

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

BACK START OVER

First Name JOHN Middle Name TEST Last Name CARTER Name Suffix Date Of Birth 01-01-1982 DONE NEXT

Enter the voter's Last Name.

Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
Space Backspace

TRAINING



Updating Voter Registration, continued

12. For address change: Voter first enters their house number.

Site: MCTEC Elections (Election Day Mode) Voter Update FK74B42

Maricopa County User Mode Enabled!

House Number 201 Street Name SEARCH

DONE NEXT

Enter the voter's House Number!

7	8	9
4	5	6
1	2	3
0	Back space	

Q TRAINING

13. Voter enters their street name. Do not include N, E, S, W or Ln, St, Ave. For a street number, only include the number (for example, 3rd becomes 3). Tap the **SEARCH** button and select the voter's address from the list.

Site: Mctec - Warehouse Default 15582 (Election Day Mode) Voter Update 7R181Z2

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

House Number 201 Street Name JEFFERSON SEARCH

DONE NEXT

Enter the voter's Street Name!

Q W E R T Y U I O
A S D F G H J K L
Z X C V B N M
Space Backspace

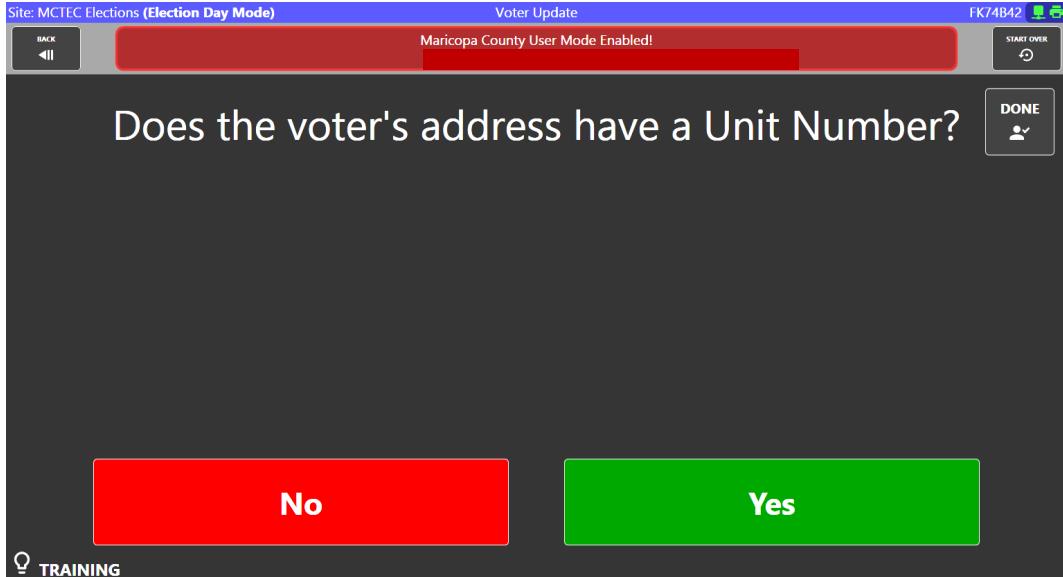
Select voter's address.

1406
201 W JEFFERSON ST, PHOENIX 85003

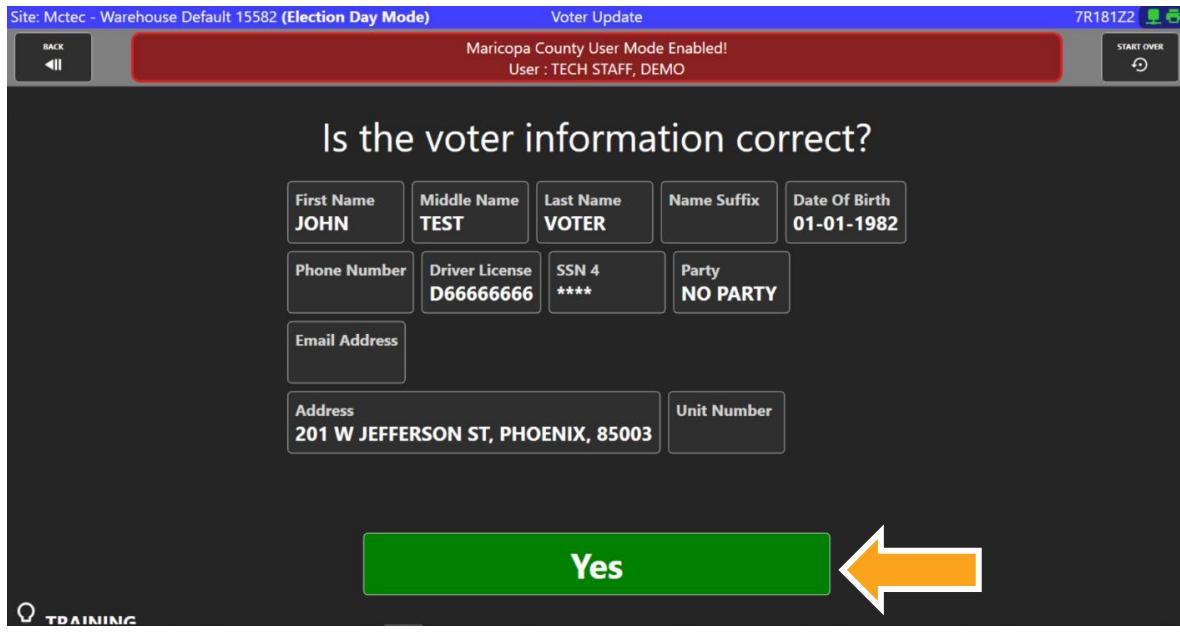
Q TRAINING Use Map

Updating Voter Registration, continued

14. If the voter's address has a unit number, such as an apartment number, select **Yes** and enter. If not, select **No** to continue.



15. The voter verifies that all the information is correct. If not, they can tap in a box to clear it and enter correct information.



Updating Voter Registration, continued

16. The Voter Registration Clerk selects the ID the voter brought. For this process, the address the voter is changing **to** is the current address, and the address they are changing **from** is the former address.

Site: Scottsdale Community College 10581 (Election Day Mode) ID Types None

BACK START OVER

Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

Which form(s) of ID did the voter bring?

Photo-ID
Valid driver license
Valid non-operating ID

CURRENT Address **FORMER Address**

Tribal enrollment card or other form of tribal ID

CURRENT Address **FORMER Address**

Voter Registration Card
CURRENT Address **FORMER Address**

Other List 2 Items
Official Election Mail, Utility Bill, Bank Statement or Vehicle Registration (Within 90 Days)

Current Address: **1 Item** **2 Items**

Former Address: **1 Item** **2 Items**

U.S. Passport **Military ID** **No ID**

Continue

Q ALPHA BUILD

Update Registration

17. Voter answers the following questions.

Site: MCTEC Elections (Election Day Mode) Voter Update FK/4842

Would the voter like to receive a ballot in the mail for future elections?

No Yes

Q TRAINING

Site: MCTEC Elections (Election Day Mode) Voter Update FK/4842

Would the voter like to work at a polling place in future elections?

No Yes

Q TRAINING

Updating Voter Registration, continued

18. Voter signs the signature pad.

Site: Mctec - Warehouse Default 15582 (Election Day Mode) Signature Pad
7R181Z2
JOHN TEST VOTER Have the voter sign the signature pad.
Address : 201 W JEFFERSON ST, PHOENIX, 85003
Mailing Address :
DOB : 01-01-1982 Phone : DLN : D66666666 SSN 4 : 6666 Party : NO PARTY
Former Name : Former Address : 510 S 3RD AVE, PHOENIX, 85003
VOTER DECLARATION – By signing below, I swear or affirm under penalty of perjury that the above information is true and correct, that I am a RESIDENT of Arizona and reside at the address indicated, that I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT. Further, I understand that executing a false registration is a class 6 felony.



CLEAR **CONTINUE**

TRAINING

19. Voter verifies that the information is correct.

Site: Mctec - Warehouse Default 15582 (Election Day Mode) Confirm Affidavit
7R181Z2
Maricopa County User Mode Enabled!
User : TECH STAFF, DEMO

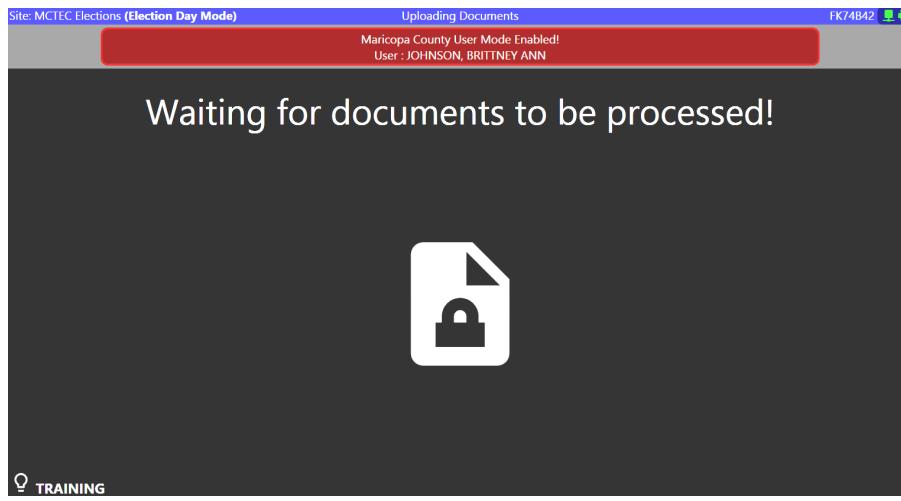
[1] Active Early Voting Unit - Early Ballot [2] I C.V. I want to receive my ballot by mail. If you are not sure, see instructions for section 4 in right side of screen. If you do not want to receive an early ballot, check the box [3] If you are not registered to vote in another state, list former address including county and state. 201 W JEFFERSON ST		[4] I am a resident of Arizona and reside at the address indicated, that I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT. Further, I understand that executing a false registration is a class 6 felony.	
[5] Last Name VOTER	First Name JOHN	Middle Name TEST	Jr./Sr./III
[6] City PHOENIX	[7] Zip 85003	[8] Address where you get your mail, if mail is not delivered to your home	
[9] Last four digits of Social Security Number	[10] Driver's License Number or AZ Nonresident License Number 66666666	[11] Apt./Unit/Space	
[12] Birth Date (MM/DD/YYYY) 01-01-1982	[13] Party Preference NO PARTY	[14] Telephone number	
[15] If you are registered to vote in another state, list former address including county and state. 510 S 3RD AVE, PHOENIX, 85003		[16] List former name (if applicable)	
[17] Are you willing to work at a polling place on election day? ■ Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		[18] E-mail address	
[19] * Are you a citizen of the United States of America? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> * Will you be 18 years of age on or before election day? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If you checked 'No' to either question above, do not submit this form.			
VOTER DECLARATION - By signing below, I swear or affirm that the above information is true, that I am a RESIDENT of Arizona, I am NOT a convicted FELON or my civil rights are restored, and I have NOT been adjudicated INCOMPETENT.			
  SIGN HERE		05/02/2024 10:28:22 AM DATE	

There are mistakes **The image looks correct** 

A

Updating Voter Registration, continued

20. The change is processed. This may take up to a full minute due to the information being processed through secure channels, not through the internet. Once complete, the SiteBook will automatically return to the beginning of the voter's check-in where the system seeks confirmation of current name and address. See step 4 of Checking in Voters – ID that Scans on [page 69](#).



Update Registration

Section Eight

Voting

This section focuses on the process of assisting voters in obtaining their voting materials and casting their ballot successfully and the different kinds of ballots poll workers may encounter in their voting location.

When the check-in process is successfully completed, the voter proceeds to the Ballot Pickup Area to receive their voting materials. Voting materials will print from the BODs. Clerks will need to watch printers closely and load paper and envelopes as needed per **pages 47-48**.

Clerks should ask voters to refer to instructions in the voting booths for marking their ballots. If write-in or withdrawn candidates are posted, Clerks should point them out to voters.

Voters will mark their ballots by filling in the ovals with the ballot marking pen provided or their own pen in blue or black ink. The top of the ballot will have instructions on how to fill in the oval.

All ballots will go into affidavit envelopes and into the drop box.

Voters may not leave the voting location with a ballot printed at the voting location unless it's a sample ballot. (To print a sample ballot, see **page 91**.)

Early ballot ID verification will not be available to curbside voters.

Ballot Pickup Area

After a voter checks in at the SiteBook, they will proceed to the Ballot Pickup Area. The Ballot Pickup Area is run by Clerks who are responsible for printing, matching, folding, distributing, and stamping voter materials.

Clerk Responsibilities

At least two Clerks are assigned to the Ballot Pickup Area. It is important that Clerks have strong communication and collaboration to clearly designate who is responsible for which processes at the Ballot Pickup Area.

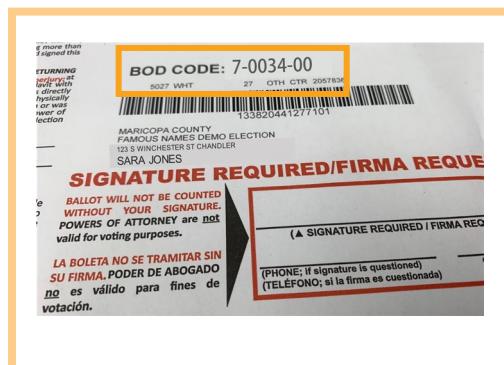
One Clerk will be stationed at the BOD printers to match voting materials, load the printers and troubleshooter as needed. A second clerk will be seated at the Ballot Pickup Area table to prepare and distribute printed materials to voters.

Clerk 1: Printing and Matching Voting Materials

1. Remove items from the printer and sort them into piles by BOD code.
2. Verify that the BOD codes match on all items in each pile and pass them to the second Clerk. **NOTE:** BOD codes are not unique to an individual voter. Different voters may have the same BOD code.



Ballot



Affidavit Envelope

Voting

Ballot Pickup Area, continued

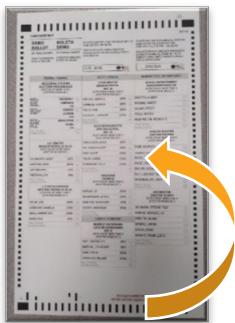
Clerk 2: Prepare and Distribute Voting Materials:

1. Receive printed items from Clerk 1. **NOTE:** If an Early Ballot ID Check Control Slip prints, proceed to the early ballot ID verification procedure (see [page 104](#)).
2. Verify again that the BOD code matches on all items.
3. Call the voter by first and last name to the Ballot Pickup Area.
4. Before handing the ballot to the voter, confirm that the envelope belongs to them by pointing to the envelope and asking the voter to confirm their name and address.
5. Ask the voter to sign and date the envelope before leaving the Ballot Pickup Area. Phone number is optional, and the voter will only be contacted in case of an issue with the signature. If a voter is unable to sign, see [page 157](#).
6. Fold the ballot (see below) and hand it to the voter along with the affidavit envelope, and, if applicable, provisional ballot receipt(s) (see [page 106](#)).
7. Ask the voter if they would like a secrecy folder for their ballot.
8. Provide the voter with a ballot marking pen to mark their ballot.

Voters will mark their ballots by filling in the ovals with the ballot marking pen provided or their own pen in blue or black ink. The top of the ballot will have instructions on how to fill in the oval.

How to “Z” Fold a Ballot

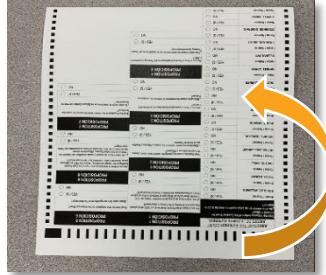
1. Begin with an unfolded ballot.
2. Take the bottom third of the ballot and fold upward as you would fold a letter.
3. Now flip the ballot over so that it's face down with the top toward you. Fold it in half upward to meet the first fold and so that you can see the ballot header.



Step 1



Step 2



Step 3

Ballot Pickup Area, continued

4. The ballot should now make a "Z" shape.
5. Present the ballot to the voter with the front header facing up.



Early Ballot ID Verification

Early ballot ID verification allows voters to check in and have their green affidavit envelope stamped "ID Verified" at the Ballot Pickup Area to deem their mail-in ballot ready for tabulation.

1. After check-in, an Early Ballot ID Check Control Slip will print at the BOD printer.
2. Call the name shown on the control slip.
3. Verify the name on the control slip matches the name on the voter's green affidavit envelope and the voter has signed and dated it.
4. Stamp the envelope directly to the left of the signature box (see below).
5. Direct the voter to drop their stamped envelope in the envelope drop box.
6. Place the control slip in the **RED** Transport Box.

The voter will place their ID verified envelope in the envelope drop box. This ballot will bypass signature verification and go directly to tabulation.



EARLY BALLOT ID CHECK CONTROL SLIP
NO BALLOT PRINTED

BOD CODE: 7-0034-00 WHT

MARICOPA COUNTY
VOTER REGISTRATION ELECTION
123 ANYWHERE LN P.O. PHOENIX
MARY TEST VOTER JR

- Verify the name on this control slip to the name on the green affidavit envelope.
- Stamp the green affidavit envelope to the left of the signature box.
- Instruct the voter to place the Green Affidavit Envelope in the Drop Box.
- Place this form in the Red Box.

MARICOPA COUNTY BALLOT AFFIDAVIT - STATE OF ARIZONA
I declare the following under penalty of perjury: I am a voter registered in Maricopa County, Arizona. I have not voted and will not vote in this election in any other county or state. If this is a replacement ballot, I declare my original ballot was lost, spoiled, destroyed or not received and that I currently voting mail-in. I declare that I am physically unable to mark the ballot due to illness, injury or physical disability and was otherwise unable to return the ballot. I declare that there is no intent of attempting to vote and that the voter must be able to make the voter's selection even if they cannot physically mark the ballot.

IF THE VOTER WAS ASSISTED BY ANOTHER PERSON IN MARKING OR RETURNING THE BALLOT, COMPLETE THE FOLLOWING: I assisted voter _____
penalty of perjury: At the registered voter's request I assisted the voter identified in this affidavit with marking or returning the voter's ballot, I marked the voter's ballot for the voter. I declare that I did not physically assist the voter because the voter was physically unable to mark the ballot solely due to illness, injury or physical disability and was otherwise unable to return the ballot. I declare that there is no intent of attempting to vote and that the voter must be able to make the voter's selection even if they cannot physically mark the ballot.

Name of Voter Assistant:

DECLARACIÓN JURADA DE LA BOLETA
DEL CONDADO DE MARICOPA - ESTADO DE ARIZONA
Declaro lo siguiente bajo pena de perjurio: soy un votante inscrito en el Condado de Maricopa, Arizona. No he votado ni votaré en esta elección en ningún otro condado o estado. Si esta es una boleta de reemplazo, declaro que mi boleta original se extravió, se dañó, destruyó o no recibió y que actualmente voto por correo. Declaro que estoy físicamente incapaz de marcar la boleta por enfermedad, lesión o discapacidad física o por otra razón. Declaro que no hay intención de intentar votar y que el votante debe hacer su selección aunque físicamente no pueda marcar la boleta.

EN PRIMERA APENAS Y SOLO PARA MARCAR O DEVOLVER LA BOLETA,
COMPLETÉ LO SIGUIENTE: Declaro bajo pena de perjurio: A petición del votante,
ayudé al votante identificado en esta declaración jurada a marcar o devolver la boleta. Declaro que no pude marcar la boleta porque estaba enfermo, lesionado o discapacitado. Proporcioné ayuda porque el votante físicamente no pudo marcar la boleta debido únicamente a enfermedad, lesión o limitación física o por otra razón. Declaro que no hay intención de intentar votar y que el votante debe hacer su selección aunque físicamente no pueda marcar la boleta.

Nombre del Asistente del Votante: _____
Dirección del Asistente del Votante: _____

BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE
POWER OF ATTORNEY
POINTER DE VOTO
PODER DE VOTO
20 OR VOTER'S SIGNATURE
DE VOTO DE VOTANTE
LA BOLETA NO SE TRAMITA SIN TU FIRMA
FIRME DENTRO DE LA CAJA
SIGN WITHIN THE BOX
FIRME DENTRO DE LA CAJA
Mary Test Voter
602-456-7891 07/30/26
Within U.S. - MAIL no later than 7 days prior to Election Day (noted on ballot)
(PHONE, If signature is questioned) (DATE / FECHA)
Dentro de EE.UU. - ENVÍE a más tardar 7 días antes del Día de la Elección (anotado en la boleta)

Voting

Provisional Voting

Provisional ballots are ballots that must be researched to ensure the voter is eligible to vote in the election before they can be counted. **Each ballot is researched, and if that provisional ballot is determined to be eligible, it is counted just like a standard ballot.**



The voter will be notified of their option to vote provisionally when they are checking in on the SiteBook. The voter will also complete information needed to vote provisionally through the SiteBook. A voter may be offered a provisional ballot for various reasons including, but not limited to, the following:

- Voter already voted an early ballot that has been received and counted.
- Voter has already spoiled three standard ballots.
- Voter cannot be found in the SiteBook or is not qualified.
- Voter registration is no longer active, or voter is not registered.
- Voter is address protected.
- Voter is challenged and the board has found the challenge to be valid.
- Voter has insufficient ID to vote a standard ballot or has no ID.

Regardless of the reason, additional items will print: the affidavit envelope and provisional receipt(s). Voters can track their provisional ballot at ProvisionalStatus.Maricopa.Vote.

Affidavit Envelopes

Provisional affidavit envelopes will only print if the voter is offered a provisional ballot. The voter's name and address will print on the affidavit envelope. Once the voter has verified the information is correct, the voter will sign, date, and optionally provide a phone number on the front of the envelope. The word "PROVISIONAL" will be printed on the envelope.

Voting

A blank, unprinted envelope **cannot** be used. The envelope must go through the affidavit printer in the correct direction and have the voter's name and a barcode printed on it. To ensure the envelope is printed correctly, see **page 48**.

MARICOPA COUNTY
BALLOT AFFIDAVIT - STATE OF ARIZONA
I declare the following under penalty of perjury: I am a registered voter in Maricopa County, Arizona. I have voted and will not vote in this election or any other election in this state and if this is a mail-in ballot, that the ballot was lost, spoiled, destroyed or cut received. I understand that knowingly voting more than once in any election is a Class 5 felony and I voted the enclosed ballot and signed this affidavit personally.
FOR EMERGENCY VOTING ONLY
I declare the following under penalty of perjury: I am experiencing, or have experienced, an emergency after 5:00 p.m. on the Friday immediately preceding the election and before 5:00 p.m. on the Monday immediately preceding the election that will prevent me from voting at a polling place.
DECLARACIÓN JURADA DE LA BOLETA
DEL CONDADO DE MARICOPA - ESTADO DE ARIZONA
Declaro lo siguiente bajo juramento: Soy un votante registrado en el Condado de Maricopa, Arizona, no he votado y no votaré en esta elección en ningún otro condado o estado y si esto es una boleta de correo, que la boleta no fue perdida, estropeada o cortada ni recibida. Entiendo que votar deliberadamente más de una vez en cualquier elección es un delito grave de Clase 5, yo voté en la boleta adjunta y firmé esta declaración jurada personalmente.
SÓLO PARA VOTACIÓN DE EMERGENCIA
Declaro lo siguiente bajo juramento: Estoy sintiendo o he tenido, una emergencia después de las 5:00 p.m. del viernes inmediatamente anterior a la elección y antes de las 5:00 p.m. del lunes inmediatamente anterior a la Elección que me impidió votar en un lugar de votación.
PROVISIONAL
BOD CODE: 7 - 5027 - 00 WHT
07-5027-00 WHT CTR 0 152A
MARIPOSA COUNTY FAMOUS NAMES DEMO ELECTION 1338Q2PPNY7PGZAYJ01
120 E BASILIAN RD PHOENIX JOHN JAMES
BALLOT WILL NOT BE COUNTED WITHOUT YOUR SIGNATURE
POWERS OF ATTORNEY are not valid for voting purposes
LA BOLETA NO SE TRAMITA SIN SU FIRMA
PODERES PROSCOGIDOS NO SON VÁLIDOS PARA FINES DE VOTACIÓN
SIGNATURE REQUIRED
FIRMA REQUERIDA
(A) SIGNATURE REQUIRED / FIRMA REQUERIDA A)
(PHONE: If signature is questioned)
(TELEFÓNICO: Si la firma es cuestionada) (DATE / FECHA)

Provisional Voting, continued

Provisional Receipt

Receipts will print for each provisional ballot. The receipt is given to the voter to check the status of their provisional ballot using the affidavit ID.

VOTER'S COPY / COPIA DEL VOTANTE
PROVISIONAL BALLOT / BOLETA PROVISIONAL
BOD CODE: 7 - 5027 - 00
123456789012345678901
MARIOPA COUNTY NOV 7, 2017 GENERAL ELECTION 12345 WNWPHRSE LN PHOENIX JOHN JAMES DOE JR
AFFIDAVIT ID / ID de DECLARACIÓN: CGE123456QTCVR
To find the status of your Provisional Ballot you may call 602-506-1511 or visit the Maricopa County Recorder's web site at [ProvisionalStatus.Maricopa.Vote](#)

The provisional receipt is used to match the correct affidavit envelope and ballot. Verify that the BOD Code on all three items match and that the name on the provisional receipt and the affidavit envelope match.

VOTER'S COPY / COPIA DEL
PROVISIONAL BALLOT / BOLETA PROVISIONAL
BOD CODE: 7 - 5027 - 00 WHT
07-5027-00 WHT CTR 0 1338
MARIOPA COUNTY NOV 7, 2017 GENERAL ELECTION 1338D2Y3VWJ20WQQPH01
FAMOUS NAMES DEMO ELECTION 510 S 3RD AVE PHOENIX HARRY JAMES POTTER
AFFIDAVIT ID / ID de DECLARACIÓN: D2Y3VWJ20WQQPH

7-5027-00-PE WHT
OFFICIAL BALLOT
OF THE GENERAL ELECTION
ELECTION DATE: NOVEMBER 6, 2018
AUGUSTA PRECINCT
COUNTY OF MARIOPA, STATE OF ARIZONA
TO VOTE: COMPLETELY FIL
OVAL(S) NEXT TO YOUR CH
LIKE BELOW
DOE, JANE

PARTISAN BALLOT
Complete the oval to the right of the name of each
partisan office for whom you wish to vote.
WISH TO VOTE FOR A PERSON WHOSE NAME IS NOT PRINTED
CANDIDATE NAME (NOT MORE THAN 2)
CORPORATION COMMISSIONER
NAME (NOT MORE THAN 2)

PROVISIONAL
BOD CODE: 7 - 5027 - 00 WHT
07-5027-00 WHT CTR 0 1338
MARIOPA COUNTY NOV 7, 2017
FAMOUS NAMES DEMO ELECTION 1338D2Y3VWJ20WQQPH01
510 S 3RD AVE PHOENIX
HARRY JAMES POTTER
BALLOT WILL NOT BE
COUNDED WITHOUT
YOUR SIGNATURE.
POWERS OF ATTORNEY
ARE NOT VALID FOR VOTING
PURPOSES.
SIGNATURE REQUIRED
FIRMA REQUERIDA

Provisional Receipt

Ballot

Affidavit Envelope

Affidavit envelopes must be signed and dated. Envelopes missing signatures delay the provisional research process. More importantly, a missing signature may mean that the voter's ballot will not be counted.



Voting

When handing the folded ballot, the envelope, and the provisional receipt(s) to the voter, make sure to convey the following information:

"Please sign and date your affidavit envelope and add a phone number. The phone number is ONLY in case we must contact you regarding an issue with your ballot signature. To complete your ballot, fill the appropriate ovals completely with the ballot marking pen. Once you have finished voting, place the ballot in the envelope, seal it, and place it in the envelope drop box."

Provisional Voting, continued

Conditional Provisional Voting

If a voter is unable to provide sufficient identification, the voter will be offered a conditional provisional ballot. In this situation, the voter has three days after Election Day to provide identification. The poll worker will provide the voter with a pink **Conditional Provisional Instruction Sheet** (a full sheet similar to picture at right) available in your supplies. The voter may choose to bring their identification to the Elections office, an open city/town clerk's office, or an open voting location.

MARICOPA COUNTY ELECTIONS

CONDITIONAL PROVISIONAL BALLOT INSTRUCTIONS
INSTRUCCIONES DE BOLETAS PROVISIONALES CONDICIONALES

Proof of ID is required (3) days after an election.

- You may return to your voting location to provide proof of ID (until 7:00 p.m. on Election Day).
- You may visit an ID Verification Site listed below by 5:00 p.m. three calendar days after the 2026 March Election.
- Please bring your Provisional Ballot Receipt, if you have it, along with ID from Lists 1, 2, or 3 on the back of this sheet.

Es necesario presentar un documento de identidad (3) días después de una elección.

- Puedes volver a tu lugar de votación para proporcionar un comprobante de identificación (hasta las 7:00 p. m. del día de la elección).
- Puedes visitar uno de los sitios de verificación de identificación que se indican a continuación a más tardar a las 5:00 p. m. tres días calendarios después de la elección de marzo de 2026.
- Trae tu recibo de boleta provisional, si lo tienes, junto con la identificación de las listas 1, 2, o 3 que se encuentran al revés de esta hoja.

The deadline to provide proof of ID for this election is 5:00 p.m. on Friday, March 13.
La fecha límite para presentar comprobante de identificación para esta elección es el viernes, 13 de marzo a las 5:00 p. m.

ID VERIFICATION SITES
SITIOS DE VERIFICACIÓN DE IDENTIFICACIÓN

Maricopa County Tabulation and Election Center (MCTEC) 510 S. 3rd Ave, Phoenix Monday - Friday: 8:00 a.m. - 5:00 p.m.	Centro de Tabulación y Elecciones del Condado de Maricopa (MCTEC) 510 S. 3rd Ave, Phoenix Lunes - viernes: 8:00 a. m. - 5:00 p. m.
Mesa Elections Office 222 E. Javelina Ave, Mesa Monday - Friday: 8:00 a.m. - 5:00 p.m.	Oficina de Elecciones de Mesa 222 E. Javelina Ave, Mesa Lunes - viernes: 8:00 a. m. - 5:00 p. m.
Tempe City Hall 315 E. Main St., Second Floor, Tempe Monday - Friday: 8:00 a.m. - 5:00 p.m.	Secretaría del Ayuntamiento de Tempe 315 E. Main St., Segundo Piso, Tempe Lunes - viernes: 8:00 a. m. - 5:00 p. m.

Locations and hours are subject to change. Call Maricopa County Elections (602-506-1511) or the Clerk's Office for hours and availability.
Las ubicaciones y horarios están sujetos a cambios. Llame a Elecciones del Condado de Maricopa (602-506-1511) o a la Oficina del Secretario para ver los horarios y disponibilidad.

Revised / Revisado
1/2/2026

If the voter returns to an open voting location, the poll worker completes a **Proof of Identification** form with the voter's current address as listed on the voter's ID. Place the completed form in the Completed Forms Envelope.

MARICOPA COUNTY ELECTIONS

PROOF OF IDENTIFICATION

USE THIS FORM IF A VOTER RETURNS TO THE POLLING PLACE WITH ONE PHOTO ID FROM LIST #1 OR TWO NON-PHOTO IDs FROM LIST #2 OR MIX AND MATCH FROM LISTS #1, #2 AND #3.

VOTING LOCATION #/NAME: _____ / _____

FIRST NAME/PRIMER NOMBRE MIDDLE NAME/SEGUNDO NOMBRE LAST NAME/APELLIDO

CURRENT RESIDENCE ADDRESS / DIRECCIÓN ACTUAL

CITY/CIUDAD ZIP/CÓDIGO POSTAL TELPHONE/TELÉFONO

VOTER'S SIGNATURE/FIRMA DEL VOTANTE BOARD WORKER SIGNATURE/FIRMA DEL TRABAJADOR DE LA JUNTA

PLEASE DEPOSIT THIS IN THE COMPLETED FORMS ENVELOPE

Revised 1/2/2026

Voting

The Accessible Voting Device

Activating a Ballot

Using the SiteBook, the voter will check in by tapping the **Accessible Voting Device** button on the screen and following the check-in process.

Once the voter's Accessible Voting Device Activation Form has printed, ask the voter to verify that their information is correct on both the form and the affidavit envelope, if any. **The poll worker maintains possession of the Activation Form, which goes in the RED Box.**



BOD CODE: 7 - 5027 - 00 WHT
07-5027-00-WHT-CTB-0 1338
MARIOPA COUNTY
ELECTIONS
HARRY JAMES POTTER

ACCESSIBLE VOTING DEVICE ACTIVATION FORM

- 1) Insert Poll Worker Card into base of Accessible Voting Device
- 2) Enter the BALLOT CODE: **CODE HERE**
- 3) For AUDIO Assistance touch "Enable AVS Controller"
- 4) Touch "Activate"
- 5) After the ballot has loaded, remove the Poll Worker Card
- 6) Place this form in the RED BOX

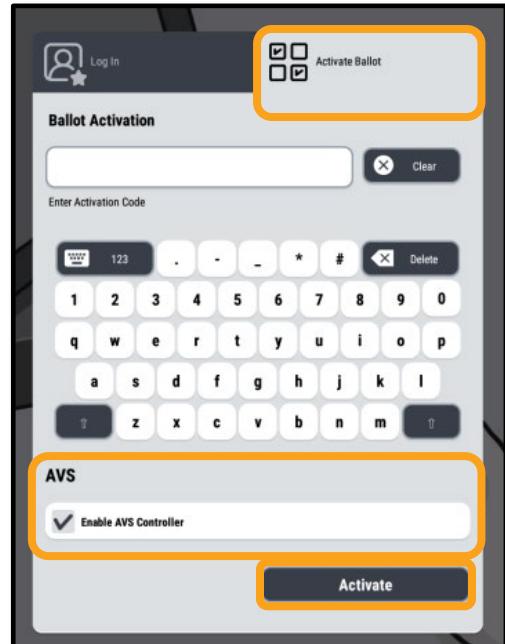


The Judge escorts the voter to the **Accessible Voting Device** and inserts the **Poll Worker Card** into the base of the Accessible Voting Device.

Enter the **BALLOT CODE** as printed on the Activation Form with no dashes or spaces and including any preceding zeros and letters at the end. For example, if the code is 07-0001-00 PE, enter 07000100PE.

If the voter needs audio assistance or would like to use the ATI controller, tap the checkbox that says "**Enable AVS Controller**" so that a checkmark appears in the box. If the voter wants to use the touchscreen, leave the box unchecked. Tap **Activate**.

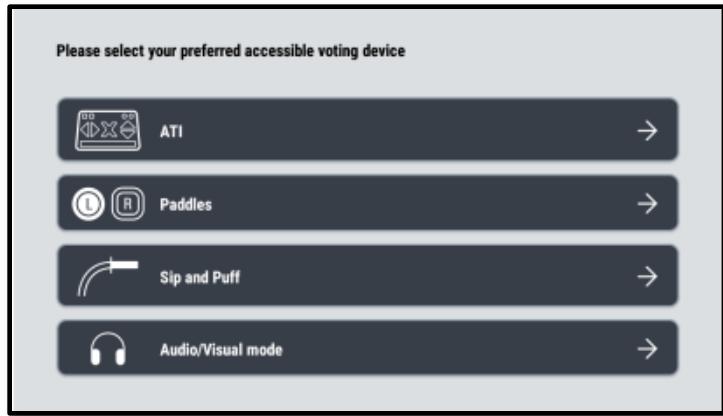
Select **English** or **Spanish** for the voter and remove the Poll Worker Card.



Voting

The Accessible Voting Device, continued

If the controller was activated, select the type of accommodation the voter desires. To use the headset and/or controller, which has braille on it, select **ATI**. Give the voter the headset to wear so they can hear instructions and activate the ballot. To use **Sip and Puff** or **Paddles**, assist the voter with connecting their device to the port on left side of the controller opposite the headset. You may need to connect the adapter first.



If the voter is using the touchscreen, once the ballot is visible on the screen, remove the Poll Worker Card and allow the voter to continue the voting process in private.

Buttons at the top of the screen allow changes to language, text size, view, and more.

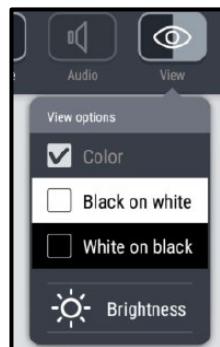
Change Language



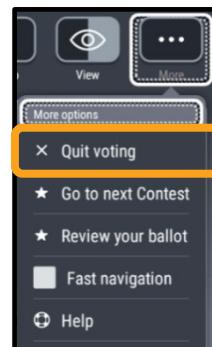
Change Text Size



View Options



Quit Voting



For some elections, voters will be able to add **write-ins** to their ballot on the Accessible Voting Device by selecting the write-in option and typing in the candidate's name. When using "Enable AVS Controller" and using the touchscreen, the voter will need to select each letter twice to make it appear on the line.

When the voter has marked and reviewed their ballot on the device and printed their official, paper ballot on the device printer, instruct the voter to insert the ballot into the affidavit envelope and put the envelope in the envelope drop box.

The Activation Form is a type of control slip that is retained and placed into the **RED Transport Box**.

Voting

Curbside Voting

Curbside voting is available for any voter who is unable to enter the voting location. When a voter pulls up to the curb or accessible parking space, they may call the number or send someone inside to ask for assistance. If the voter calls the Hotline number, County Elections Staff will notify the Inspector by phone that a voter is waiting and provide a description of the voter's vehicle.

1. Marshal

- Takes a Curbside Affidavit out to the voter to get voter's information. The voter completes and signs the affidavit.
- Checks the voter's ID and verifies it's not expired.
- Asks voters who need to change their addresses to complete a Voter Registration Form so the Inspector can update their address.
- Brings the completed forms to the Inspector.

2. Inspector

- Uses the completed Curbside Affidavit to check in the voter on the SiteBook.
 - Selects the **Manual Search** button.
 - Enters the voter's information and updates addresses as needed.
 - When at the signature screen, writes "Curbside" on the signature line.
- Collects the ballot and affidavit envelope and gives them to the Marshal after writing the BOD code on the Curbside Affidavit.

The form is a "CURBSIDE VOTER SIGNATURE AFFIDAVIT" from Maricopa County, Arizona. It contains the following sections:

- REGISTRATION INFORMATION:** Fields for voter registration number, requested party, and BOD code.
- VOTER INFORMATION:** Fields for first name, middle name, last name, date of birth, SSN, and BOD code.
- RESIDENCE:** Fields for current residence address and previous residence address.
- VOTER AFFIRMATION:** A statement where the voter affirms they are the person listed above and reside at the address listed above, followed by a signature line and date field.
- ELECTION OFFICIAL SIGNATURES:** Fields for election official signatures.

3. Marshal with a poll worker of a different political affiliation

- Takes these items to the voter in a secrecy folder:
 - Ballot, marking pen, affidavit envelope, and provisional receipt(s) (if any)
 - "I Voted" sticker
- Waits while the voter makes their selections. Once the voter has completed their selections, instructs them to place their ballot:
 - In the affidavit envelope, then sign and date the envelope.
- Takes the secrecy folder with the affidavit envelope to the Inspector.



Voting

4. Inspector with the Marshal and second poll worker as witnesses

- Removes the affidavit envelope from the secrecy folder and puts it in the envelope drop box.
- Ensures the Curbside Affidavit is signed by the two poll workers who assisted the curbside voter and places it in the Completed Forms Envelope.

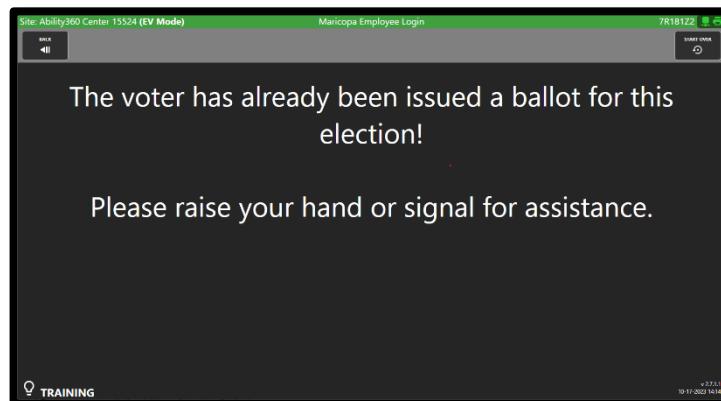
Spoiling and Reissuing Voter Materials

A ballot will need to be spoiled if a voter has made an error or has overvoted and wants to correct it. Spoiling a ballot is the responsibility of the Inspector, and is the only time any poll worker should touch a voter's ballot after the voter has received it. A voter may spoil **three** ballots at a voting location, after which they will be offered a provisional ballot.

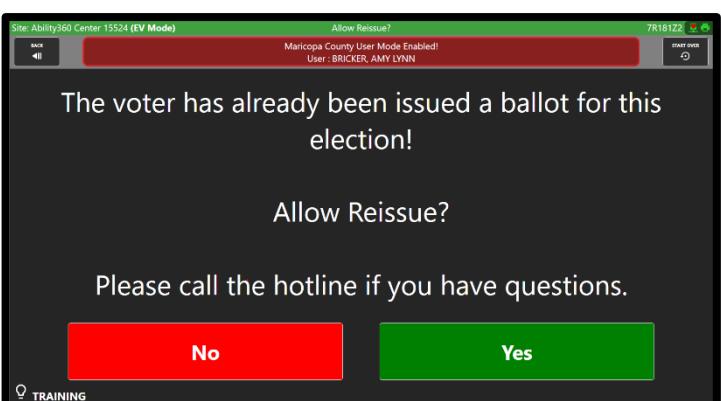
Reissuing a Ballot

If a voter wishes to spoil their ballot and receive a new one, they must check in again using the SiteBook, and a poll worker must indicate that the original ballot has been spoiled. Refer to the **Spoiling a Ballot and an Affidavit Envelope Instructions** on the following pages. Once spoiled, a voter may reference their spoiled ballot to mark their new ballot and then return it to the Inspector.

- Upon check-in, the voter will get this message since they have already been issued a ballot for this election. The Inspector scans their site badge to progress to the next screen.



- Collect all ballot pages and affidavit envelope from the voter, then tap **YES**. Follow the prompts on the SiteBook to issue another ballot to the voter.



If a voter has difficulty physically completing their ballot, offer the use of the Accessible Voting Device after the first or second ballot is spoiled. When using the Accessible Voting Device, the voter can make their selections as many times as needed before finalizing the ballot, which may prevent another spoiled ballot.

Voting

Spoiling and Reissuing Voter Materials, continued

Spoiling a Ballot



Once the voter has handed you the ballot they wish to spoil, make the following marks **on the ballot**.

1. Mark through the bars at the top and bottom of the ballot. For an Accessible Voting Device ballot, cross out the QR code.
2. Write the word “SPOIL” in all capital letters across the ballot in large print.
3. Do not tear the ballot. Immediately place it in the Clear Official so that it is ready for audit.
4. If the ballot was printed on site, it will count towards your total number of spoils on the Ballot Stock Log (**page 151**). If the voter brought in a mail-in ballot they wish to spoil, it will **not** count towards your total number of spoils on the Ballot Stock Log as the paper did not originate from your location’s ballot stock.

Spoiling an Affidavit Envelope

1. Draw a line through the barcode.
2. Write the word “SPOIL” in all capital letters in the red Signature Box.
3. Do not tear the envelope. Immediately place it in the Clear Official so that it is ready for audit.

Voting

Spoiling a Provisional Receipt

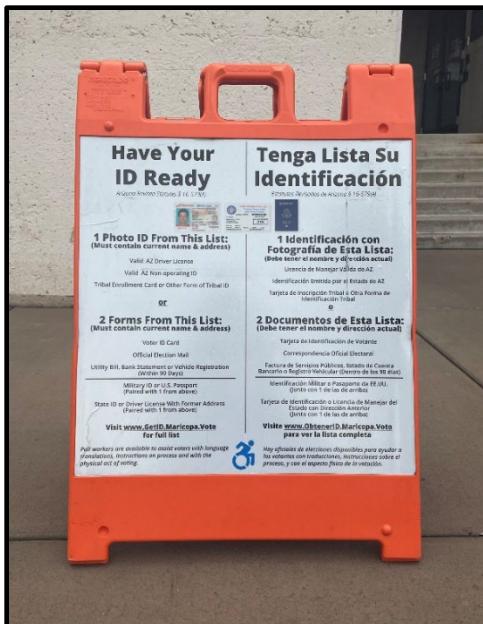
Draw a line through the barcode and write the word “SPOIL” across the receipt.
Immediately place in the Clear Official so that it is ready for audit.

Line Management

Managing lines at the voting location is important for maintaining order and providing a positive experience for all voters. This resource outlines strategies for maintaining lines both outside and inside the voting location and various hotspots where bottlenecks typically arise.

Long Line of Voters Waiting to Check-in

- Move the orange ID sandwich boards to the end of the line throughout the day so voters will see them as soon as they get in line.
- Walk the line and let voters with envelopes know they can proceed to the drop box.
- Escort any voters who have trouble standing to the front of the line to vote.
- Check your Closest Vote Center list and [Locations.Maricopa.Vote](#) to see if there is a location with a significantly shorter wait time and notify voters in line.
- Talk to voters about ID required to vote. Refer them to [GetID.Maricopa.Vote](#) for a list.
- Talk to voters about checking their status on [BeBallotReady.Vote](#).
- Ask voters the following questions to make sure they are prepared to check-in:
 - Are they registered?
 - Does the info on their ID match their registration info on [BeBallotReady.Vote](#)?
 - Do they need to update name/address, and do they have ID with new info?
- **Empathize and communicate with voters in line.**



Voting

Line Management, continued

Line at the Ballot Pickup Area

- If the BOD printers or laptops have technical issues, refer to the Equipment Job Aids and call Hotline for help if necessary.
- If the Clerks are overwhelmed by high volume, assign an additional Clerk to help with Ballot Pickup.
- If there are upset voters, **communicate and empathize**.

Line at the Voting Booths

- If voting booths are full because the ballot is long, slow down check-ins at the SiteBooks. Let the 30-second timer count down between voters. You may need to temporarily pause check-ins.



Voting

Section Nine

Nightly Closing

Nightly closing is performed nightly prior to Election Day. Poll workers will begin nightly closing after all voters have left the voting location.

Accessible Voting Device Nightly Procedure

- Ensure the Poll Worker Card is secured in the Inspector Box.
- Always leave the device powered **ON with the polls open.**
- Shield the device using the blue privacy screen.



Nightly Closing

Nightly Closing Checklist

Inspector/Judges:

- Ensure ALL VOTERS have left the voting location BEFORE starting closing procedures.
- Close and lock the slot on the envelope drop box.
- Ensure Accessible Voting Device is left **on with polls open** and is shielded with the privacy screen. Monday before Election Day, complete a hardware test ([page 53](#)).
- Record early ballots check-ins on your log (page 144).**
- Confirm that all staff have completed their closing tasks assisting as needed.
- Assist all poll workers with Clock-Out procedures, and Restart Application on every SiteBook ([page 45](#)).
- Pack the Inspector Box (**RED Transport Box**) and apply seals:
 - All Site Badges
 - Stamps
 - Accessible Voting Device Activation Forms (if any)
 - Accessible Voting Device Poll Worker Card
 - Inspector wristlet with Key(s)
 - Completed Badge/Key Log (sample on [page 141](#))
 - Completed Ballot Stock Log (sample on [page 150](#))
 - Completed Early Ballot Check-In Log (sample on [page 144](#))
 - Inspector Packet
 - Completed Forms Envelope
 - Clear Official Envelope
- Before leaving the site, confirm that you have any keys issued for the facility.



Marshal:

- Announce at closing time that the polls are closed.
- Stand at the end of the line until the last voter has used the SiteBook.
- Report zero (0) wait time.
- Bring in all signage from outside including the curbside voting sign.

Nightly Closing

Clerks:

- Place unused envelopes and ballot paper from printers back in their boxes.
- Complete the **Ballot Stock Log** from Inspector Packet (sample on [page 150](#)) with closing numbers and review with Inspector for their initials.
- Restart the BOD laptops and close the laptop lids.

Section Ten

Election Night Only

- Ensure the Marshal has their **Election Night Closing Checklist (page 118)** at least one hour prior to closing so they can begin their closing announcements.
- Before beginning Election Night Closing procedures, ensure that it is after 7:00 p.m. and all voters have finished voting and exited the voting location.
- Leave the 75-foot limit signs out as long as there are voters in line outside.
- After the last voter leaves, the Clerks and the Marshal will count the affidavit envelopes in the envelope drop box.
- After they are counted, place all affidavit envelopes, including provisional ballots, ID verified ballots, and any braille or large print ballots in manila envelopes, from the envelope drop box into the **BLUE** Transport Box(es).
- Spoil any loose ballots from the envelope drop box and place them in the Clear Official.
- Place any loose papers from the envelope drop box in the Completed Forms Envelope and place the envelope in the **RED** box.
- Be sure to complete any equipment-related sections of closing paperwork before shutting down any equipment.
- Clock out as late as possible in the process of closing and packing. Then, pack the SiteBooks and MoFi.
- Do not seal any bags, envelopes, or boxes until you are certain everything is packed where it belongs, and you no longer need cards, keys, site badges, etc.
- Complete all Election Night Closing Checklist tasks.

Election Night Closing Checklist

The entire poll worker team (excluding role-specific tasks) must work to complete this checklist on election night. Many of these tasks will be completed simultaneously. Please review the page numbers in the training manual and resources in the Inspector Packet for accuracy.



- Marshal** announces, "The polls will be closing in XX minutes" at 60-, 30-, 15- and 1-minute intervals and "The polls are now closed" at 7:00 p.m. **Required by Arizona Law.** 
- Marshal** stands at the end of the voter line, if any, until the last voter has checked in. Kindly inform anyone arriving after 7:00 p.m. that, by statute, the polls are now closed.
- Marshal** brings in all exterior signage (**page 33**) to place in one corner of the voting location. Remove and pack the Curbside Bell (**page 133**).
- Inspector** verifies that all poll workers have begun their closing duties and that they have the correct resources/instructions needed to complete their tasks.
- Judge** reports a **zero (0) wait time** once the last voter has checked in at a SiteBook (**page 65**).
- Inspector/Judge** completes **Early Ballot Check-In Log** (**page 144**).
- Clerks/Marshal** use the instructions starting on **page 147** to complete the **Affidavit Envelope Worksheet** in the Inspector Packet, and provide to the Inspector/Judges to sign and place in the **RED** folder. All affidavit envelopes are counted and packed in the **BLUE Transport Boxes**. 
- Clerks** remove the blank affidavit envelopes and ballot paper from the printers and pack them up. The remaining ballot paper is counted for the **Ballot Stock Log** (**page 150**).
- Judges** close and pack the Accessible Voting Device (**pages 125**).
- Poll workers** shut down BOD laptops and printers and unplug the printers (**page 126**).

Election Night Closing Checklist continues next page

Election Night Closing Checklist, continued

- Poll workers** remove all interior signage, including those in voting booths ([page 34](#)).
- Poll workers** break down and pack up the voting booths ([page 127](#)).
- Poll workers** pack unused/leftover supplies, forms, and documents in bags and empty drop box accordingly.
- Inspector/Judge** clocks out the team and powers off the SiteBooks ([page 128](#)).
- Poll workers** pack up the SiteBooks & the MoFi ([pages 129-131](#)).
- Poll workers** verify all necessary items are packed in Navy Blue bags ([page 132](#)).
- Poll workers** stack all election supplies and equipment in one corner of the room along with exterior signage.
- Inspector** verifies the **BLUE Transport Boxes** are packed.
- Inspector/Judge** completes the **Badge/Key Log** (sample on [page 141](#)).
- Inspector/Judge** completes the **Election Night Closing Security Report (CSR)** (sample on [page 149](#)).
- Inspector/Judge** packs the **RED Transport Box** with only the items listed on the **Packing Checklist** ([page 120](#)) without sealing anything yet.
- Inspector** verifies all items are packed correctly, then seals items ([page 121](#)).
- Elections staff** will pick up the **RED** and **BLUE Transport Boxes** and deliver to MCTEC.



Packing Checklist

Use the following checklist to ensure that you have gathered and packed all necessary materials. **DO NOT seal items until the Inspector verifies that all items are present.**



1. Packed and sealed **RED** Transport Box with **only**:

- All site badges and ballot box key
- Stamps
- Accessible Voting Device Activation Forms (if any)
- Accessible Voting Device Poll Worker Card
- Completed Forms Envelope (**with location label**)
- Sealed Clear Official (**with location label**)
- RED** Completed Reports and Logs Folder with **Election Night Closing Security Report (CSR), Early Ballot Check-In Log, Affidavit Envelope Worksheet, Observer Log, Ballot Stock Log, and Badge/Key Log**
- Separator sheets from ballot paper and all broken zip tie seals
- Curbside Bell packed in storage box



2. Packed and sealed **BLUE** Transport Box(es):

- Provisional and early ballots (including braille or large print ballots in manila envelopes)



Sealing Election Night Materials

You must verify that all materials are properly sealed. You will need to use the seals from your supplies (shown in the table at right). **Before sealing each item, verify with the Inspector that all items from the Packing Checklist are present.**



Official Election Seal	Zip Tie Seal

Clear Official

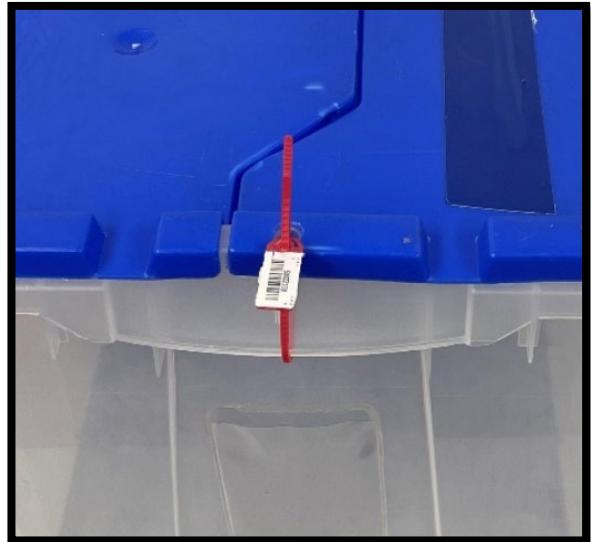
Before sealing your Clear Official, verify that you have counted the necessary materials inside and documented those numbers on the Ballot Stock Log. If the Clerks find a loose ballot that is not in an envelope in the drop box, SPOIL it and include it in the Clear Official. Once all necessary numbers are documented, you will seal the bag. Close the bag by folding over the top of the bag and close with the white and red **Official Election Seal**. Once the seal is affixed to the item, the Inspector and Judges must all sign the seal with the signatures extending from the seal and onto the bag as shown below. This method makes it easier to determine if the item has been opened. Once sealed, place the Clear Official in the **RED** transport box (**see Packing Checklist on previous page**).



Sealing Election Night Materials, continued

RED and BLUE Transport Boxes

Once you have determined that all necessary items are present in each transport box using the **Packing Checklist**, you are ready to seal the boxes. Take two **zip tie seals** for each box and document their numbers on the Election Night Closing Security Report in the correct spot for the corresponding box. To seal, close the box and place the zip ties through the holes on each side of the box. Secure the seal by sticking the end of the tie through the back of the upper seal portion. Push from the back of the seal until you hear a click. You can then pull the tail end of the seal through the front to tighten.



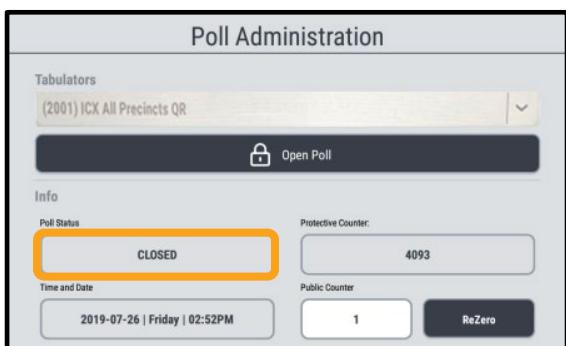
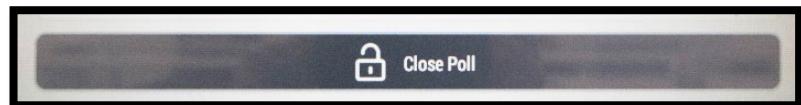
Close Accessible Voting Device

Inspectors can assign this task to a poll worker.

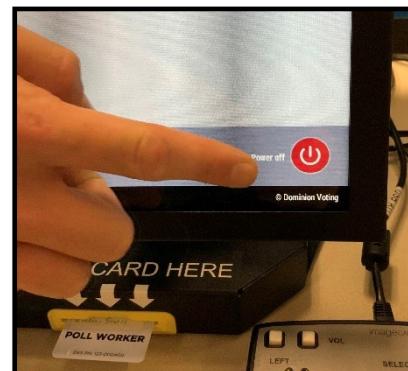


Insert the Inspector's **Poll Worker Card** into the base of the **Accessible Voting Device Screen**. Tap the **Log In** tab in the top left corner.

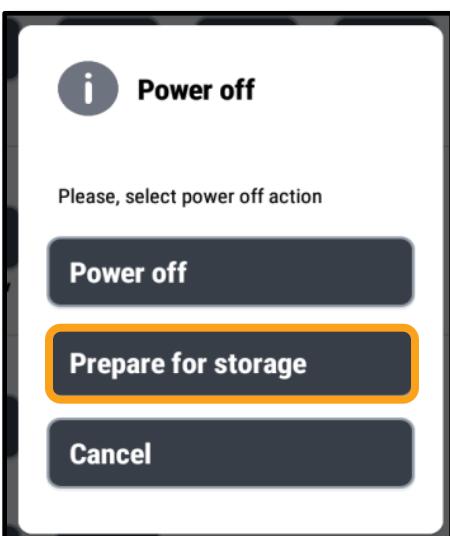
Enter the **Login Pin** that you received as part of your Inspector Packet and tap the **Close Poll** button, then tap **Yes** to confirm.



Verify on the screen that the Poll Status states **"Closed."**



On the bottom right of the screen, tap the red **Power off** button.



Select the middle button to **Prepare for storage**. Then, tap **Yes** on the following screen.

Remove the **Poll Worker Card** and return it to the Inspector.

Unplug the Accessible Voting Device.

Pack Accessible Voting Device

Pack the Printer



Unplug the power cord from the power supply.



Place the **rolling printer bag** on the floor.

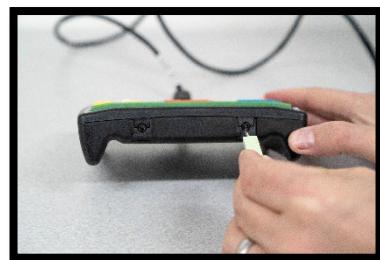


With two people, **lift and place the printer** in the bag and secure it using the Velcro straps.

Place the **printer power cable** in the bag with the printer.

Pack the ATI Controller and Headset

Unplug the green audio headset from the controller, wrap the cord and place the headset in the controller bag.



Unplug the ATI cable from the controller. **Press the tab on the cable and push in slightly before pulling.** Place the controller in the controller bag.



Zip the controller bag closed and place it inside the rolling printer bag next to the printer and zip closed. This bag does not require a seal.

Pack the Accessible Voting Device, continued

Pack the Touchscreen

Unplug the power cord from the power supply and then from the back of the Accessible Voting Device.



On the backside of the Accessible Voting Device, neatly coil both the BMD cable and USB ATI cables together.



Open the Accessible Voting Device bag and place it on floor. Replace the plastic bag cover and foam protectors on both sides of the Accessible Voting Device. Carefully place the Accessible Voting Device back in the rolling bag so that the screen is **face down and the base is towards the wheels**. Use two people.



Place the Accessible Voting Device power cord in the bag.

Zip the rolling bag closed and place with the other equipment that is to be picked up. This bag does not require a seal.

Fold the privacy screen and place with the other equipment for pick up.

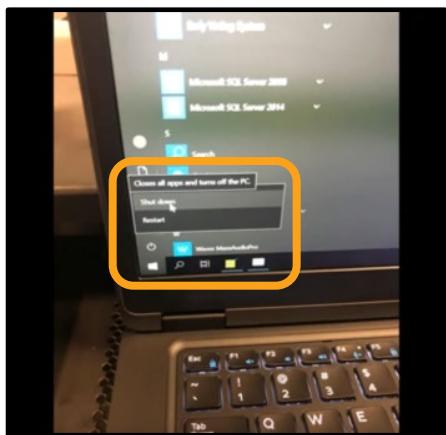


Shut Down BOD Systems/Printers

Remove ballot paper and envelopes from the printers and return them to their boxes.



To shut down the Lexmark 4150 and 4352: Press and hold the power button for a few seconds until the printer turns off. The power buttons are highlighted above.



To shut down laptops:

1. Click on the Windows menu button in the lower left corner of the screen.
2. Click on **Power**.
3. Click on **Shutdown**.

Finally, unplug the printers.

Break Down Voting Booths

Remove the privacy screens from all booths and fold in a Z pattern.

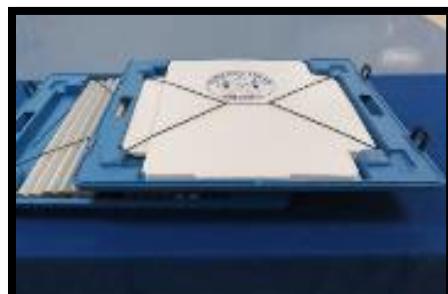
Turn the booths upside down and remove the legs from all booths. The booths are packed in sets of two at a time (so two booths will become one “case.”) Take two booths, their legs, and their privacy screens and pack them as one unit.



Separate the sections of the two sets of legs, fold them, and place them in one of the booth tops, securing them with the bungie cord from the booth top (eight legs total).



Place the two privacy screens in the other booth top and secure with the bungie cord.



Place the booth top with the privacy screens on top of the booth top with legs. Secure all four attached locks.



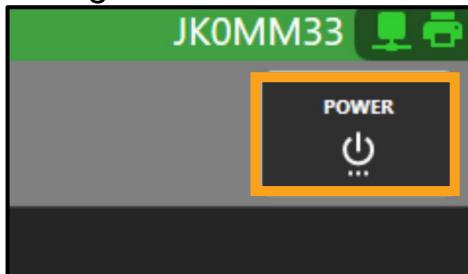
Repeat this process until all booths are packed away. Leg extenders from accessible voting booths should be placed with your supplies.

Clock Out/Close SiteBooks

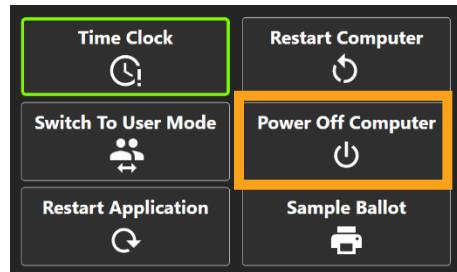


Use one SiteBook to get the closing numbers for the Early Ballot Check-in Log and Ballot Stock Log on Election Day. Use a second SiteBook to clock out.

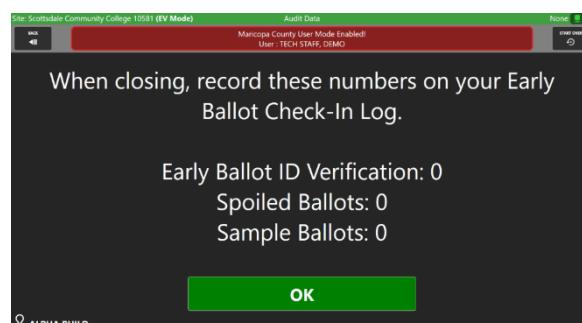
1. On one SiteBook, tap the **Power** button at the top right corner of the “Touch to Check In” screen. Scan a Site Badge.



2. Tap **Power Off Computer**.



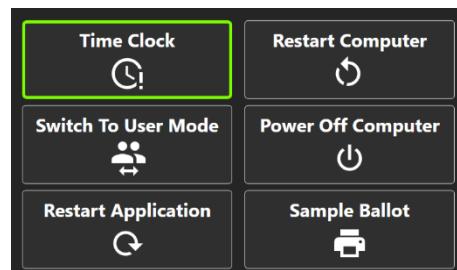
3. The “Audit Screen” will appear with the information needed to record on the **Early Ballot Check-in Log** and the **Ballot Stock Log**. After the numbers are recorded, tap **OK** to continue to the “Power off the computer?” screen. Tap **YES**.



4. On a second SiteBook, tap the **Power** button at the top right corner of the “Touch to Check In” screen. Scan a Site Badge.



5. Select the **Time Clock** button. Poll workers will select their name from the list shown on the screen and clock out. Use the **Power Off Computer** button to power off the remaining SiteBooks once all poll workers have clocked out.



Pack SiteBooks/MoFi

On the cable lock, turn the number until the code given in the Inspector Packet shows on the side with the yellow indicator. Press the black button on the lock to unlock and remove the cable. Never attempt to cut off cable locks. Call the Hotline if you have difficulty unlocking them.



Remove the locking cable from the SiteBook kickstands and table leg.



Unplug all cords from the power strip.

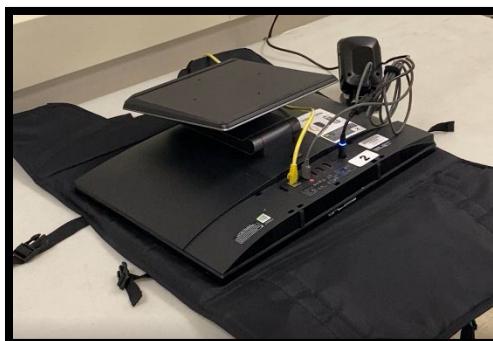
Remove the scanners from the front of the SiteBooks. Wrap the cords on all scanners using the Velcro strap.



Place the SiteBook face down on an open SiteBook case.

Refer to the GREEN job aid for packing SiteBooks with collapsible stands.

For a SiteBook with a **collapsible stand**, begin with the bottom of the SiteBook facing you. Place one hand on the back of the screen and use your other hand or arm to press the bottom of the stand forward toward the top of the SiteBook until fully collapsed.



Pack SiteBooks/MoFi, continued

Unplug all cables from the back. Repeat this process until all SiteBooks are completely unplugged.

For a SiteBook with a **kickstand**, press the kickstand against the back of the SiteBook.



Snap closed **all four locks** on the SiteBook case and pull down on all straps to tighten.

For a SiteBook with a **collapsible stand**, there will be a strap clipped to the handle of the case. The strap may be **GREEN** or **RED**. Unclip it, wrap it around the case, and snap it closed to secure the stand against the case.



Pack SiteBooks/MoFi, continued



Remove the power cable and yellow network cables from the Sierra MoFi, unscrew the MoFi Paddles, and wrap up the power cord.



Place all four parts in the labeled MoFi clear bubble bag.

Pack Navy Blue Bags

Navy Blue Bags will be used for equipment for the SiteBooks.

Wrap up the network cables and SiteBook power cords.



Neatly place these items in the Navy Blue Bags. Refer to the stickers (either attached to the outside of the bag or on bags inside the bag) for the list of items and the number of each item to be placed in each bag:

- SiteBook scanners with gray scanner cords
- SiteBook power cords
- Clear MoFi bubble bag with MoFi and power cord inside
- Yellow & blue network cables
- Switches with power cords
- Power strips (labeled as Maricopa County property)
- Extension cords (black/red & yellow)
- Combo cable locks
- Tablecloths (if any)



Packing the Curbside Bell

To remove the button from the signpost, insert the miniature screwdriver (located in provided box) into the rectangular hole on the bottom of the unit, and separate the top part of case from the bottom half attached to the sign.



Remove the battery from the case. Pack the battery and button in the provided box. Remove the bell from the wall outlet and pack it in the box. Place the numbered doorbell box in the **Red Box** to be returned.



Election Night

APPENDIX

Supply List

Red Box–Forms/Resources–Large Clear Bag	✓
Add/Remove Active Early Voting List (50)	
Ballot-By-Mail Elections – handout (50)	
BeBallotReady.Vote – handout (100)	
Blank Arizona Voter Registration form (50)	
Blank Federal Voter Registration form (50)	
Challenge Procedure Instructions (10)	
Clear Official plastic bag – large (2)	
Completed Forms Envelope – manila (2)	
Conditional Provisional Sites List – pink (10)	
Curbside Voter Affidavit form (25)	
Electioneering Guidance – handout (20)	
Emergency Kit Envelope	
Glossary (ENG/SPA)	
"Goldenrod" Event/Info Report form (25)	
Poll Worker Interest form – pink (20)	
Proof of Citizenship/Residency Info form (20)	
Proof of Identification form – pink (20)	
Secrecy Folders – manila legal-size (10)	
State of AZ ID at the Poll – laminated (2)	
Voter Assistance Survey cards – pink (50)	

Red Box - Loose Equipment	✓
Accessible Voting Booth Leg Extenders (4)	
Ballot Marking Pens (72)	
Blue Tape – roll	
Clipboard - legal-size	
Extension Cord – 9ft Red/Black	
Power Strip	
Sheet Magnifier	
Curbside Bell	
Rubber Fingertips	

Red Box – Small Clear Bag	✓
Ballpoint Pens (24)	
Box Cutter	
Envelope Moistener (5)	
Garbage Bag & Tie – small bundle	
"I Voted" Stickers – 2 rolls	
Name Tag Stickers/Lanyards	
Scratch Pad	

Red Box – Signs/Flag – Large Clear Bag	✓
Accessible Voter Entry Arrows - hard tri fold (2)	
Attention! Affidavit Envelope mat - laminated	
Demo/Sample Ballots – laminated (2)	
Drop Box – laminated	
Flag & Stand	
Identification at the Polls – laminated	
Instructions/Right to Vote – laminated (2)	
No Weapons/Photos/Smoking - laminated	
Pick Up Your Ballot Here – laminated	
Prohibited Acts English – laminated	
Prohibited Acts Spanish – laminated	
Red VOTE arrows – laminated (10)	
Voting Instructions and Notice to Voters (40)	
Write-In/Withdrawn Candidates - laminated	

Large Signs	✓
Vote Here sandwich board	
Have Your ID Ready/Ballot Drop off sign (2)	
75-ft Limit sandwich board (3)	
Curbside Voting sign	

Ballot Drop Box	✓
Box of Ballot Paper (2)	
Box of Affidavit Envelopes (2)	
Ream of Printer Paper – 8 ½ X 11 (5)	
ICX Ballot Paper (2)	

Blue Box - PPE	✓
Disinfectant Spray	
Face Masks	
Gloves	
Hand Sanitizer	
Paper Towels	

Navy Blue Bags Inventory (per bag)

Picture of Item and Number	Number and Name of Item	Navy Blue Bags	*SiteBook Core Equipment Bag
	4-Scanners with gray scanner cords	X	
	**4-Sitebook Power Supply Cords	X	
	4-10 ft. Network Cables	X	
	2-25 ft. Network Cables	X	
	2-Power Strips	X	
	2-3 to 1 Ext. cord	X	
	4-Combo Locks	X	
	2-25 ft. Ext. Cord	X	
	1-8 Port Switch + Power Supply Cord	X	X
	1-MoFi + Power Supply Cord (Bubble Bag)		X
	50 ft. Blue Network Cable		X
	2-25 ft. Blue Network Cable		X

*One SiteBook Core Equipment Bag will go in every Navy Blue bag.

****RED** strap collapsible SiteBooks have red cords that wil be delivered in the SiteBook case and returned in the Navy Blue bag.

Poll Worker Duty Cards

Inspector Job Duty Card

Setup Day

- Notify your team in advance regarding setup day and time.
- Follow Setup Procedures/Checklist (Section 4, **pages 36-57**).

Opening Day / Daily Operation / Election Day

- Account for all poll workers.
- Follow Opening Checklist (Section 5, **page 58**).
- Check identification of every voter when prompted on the SiteBook screen.
- Assign the Marshal and a poll worker of a different political affiliation to assist curbside voters.
- Provide support for all team members with their assigned duties.
- Manage all poll worker breaks and lunches. A minimum of two poll workers must always be present. One of these workers must be the Inspector or Judge.
- Make sure that the voting location is running smoothly. If there are any issues call the Hotline immediately.

Nightly Closing

- Follow Nightly Closing Procedures/Checklist (Section 9, **pages 115-116**).

Election Night Only

- Follow Election Night Only Procedures (Section 10, **pages 117-132**)

Judge Job Duty Card

Setup Day

- Follow Setup Procedures/Checklist (Section 4, **pages 36-57**).
- Assist Inspector and Clerks with completion of Ballot Stock Log at end of setup and daily (opening and closing).

Opening Day / Daily Operation / Election Day

- Follow Opening Checklist (Section 5, **page 58**).
- Check identification of every voter when prompted on the SiteBook screen.
- Assist voters in using the Accessible Voting Device.
- Provide support for all team members with their assigned duties.
- Assist in the management of all poll worker breaks and lunches. A minimum of two poll workers must always be present. One of these workers must be the Inspector or Judge.
- Monitor the envelope drop box.

Nightly Closing

- Follow Nightly Closing Procedures/Checklist (Section 9, **pages 115-116**).

Election Night Only

- Follow Election Night Only Procedures (Section 10, **pages 117-132**).

Voter Registration Clerk Job Duty Card

Setup Day

- Follow Setup Procedures/Checklist (Section 4, **pages 36-57**).

Opening Day / Daily Operation / Election Day

- Follow Opening Checklist (Section 5, **page 58**).
- Update Voter Registration in the SiteBook for voters as needed (**pages 92-100**).
- Assist Judge and Inspector with voter ID verification as needed.
- Provide Voter Registration information to voters.
- Assist with other tasks as directed.
- Ensure all completed Voter Registration forms are placed in the Completed Forms Envelope along with all other completed forms.

Nightly Closing (if you are open prior to Election Day)

- Follow Nightly Closing Procedures/Checklist (Section 9, **pages 115-116**).

Election Night Only

- Follow the Election Night Only Procedures (Section 10, **pages 117-132**).

Marshal Job Duty Card

Setup Day

- Follow Setup Procedures/Checklist (Section 4, **pages 36-57**).

Opening Day / Daily Operation / Election Day

- Follow Opening Checklist (Section 5, **page 58**).
- Post all signage.
- Announce “The Polls Are Now Open” at opening time.
- Assist Curbside voters (**page 110**).
- Monitor and report voter wait time (**page 65**).
- Monitor the 75-foot limit and assist voters in line.

Nightly Closing

- Follow Nightly Closing Procedures/Checklist (Section 9, **pages 115-116**).
- Announce at closing time that the polls are now closed.

Election Night Only

- Follow Election Night Closing Checklist (**page 118**).
- Announce at one hour before closing, “the polls will close in one hour,” again at 30 minutes before closing, again at 15 minutes before closing, and again at one minute before closing.
- At exactly 7:00 p.m., announce that the polls are now closed and stand at the end of the line.
- Assist with other tasks as directed (Section 10, **pages 117-132**).

Clerk Job Duty Card

Setup Day

- Follow Setup Procedures/Checklist (Section 4, **pages 36-57**).
- Assist Inspector with completion of Ballot Stock Log at end of setup and daily (opening and closing) (**page 150**).

Opening Day / Daily Operation / Election Day

- Follow Opening Checklist (Section 5, **page 58**).
- Retrieve documents that print after a voter check-in.
- Verify that the ballot codes on the ballot, the affidavit envelope, and any provisional receipt(s) match (**page 102**).
- “Z” fold all ballots with ballot header on top (**page 103**).
- Pass the ballot and documents to the correct voter.
- Ask the voter to sign and date the envelope before leaving the Ballot Pickup Area.
- Stamp affidavit envelopes for early ballot ID verification (**page 104**).
- Maintain paper and envelope supply in the printers (**page 47**).
- Monitor and report voter wait time (**page 65**).

Nightly Closing

- Follow Nightly Closing Procedures/Checklist (Section 9, **pages 115-116**).

Election Night Only

- Follow Election Night Closing Checklist (**page 118**).
- Assist with other tasks as directed (Section 10, **pages 117-132**).

Badge/Key Log Sample

The Badge/Key Log is used at setup, opening, and closing when sealing and unsealing the red Inspector Box on Early Voting days and on Election Day.

MARICOPA COUNTY ELECTIONS						
Badge/Key Log						
Election Type: _____			Election Date: _____			
Inspector Name: _____						
This log is to be completed by the Inspector. Add your location's name and number below if not preprinted. At Setup, complete the Setup line below, place contents in the box, record seal numbers, initial, and apply seals to the box. Before opening each day, verify contents, record broken seal numbers, and initial. After closing each day, collect contents, place them in the box, record new seal numbers, initial, and apply seals to the box.						
Location #/Name: _____						
Date	# of Stamps	# of Badges	Ballot Box Key (Y/N)	ICX Card (Y/N)	Seal #'s	Inspector Initials
Setup						
Open 03/03/2026						
Close 03/03/2026						
Open 03/04/2026						
Close 03/04/2026						
Open 03/05/2026						
Close 03/05/2026						
Open 03/06/2026						
Close 03/06/2026						
Closed on the weekend						
Open 03/09/2026						
Close 03/09/2026						
Open 03/10/2026						
Close 03/10/2026						

Badge/Key Log Instructions

At Setup

Once all the equipment is set up and all necessary tasks from the Setup checklist are completed, it is time to pack the red box.

1. Complete the Setup line of the Badge/Key Log using the following steps:
 - a. Print the Inspector's name on the line at the top of the log.
 - b. Place the Inspector Packet in the box.
 - c. Collect the stamps, document the number of stamps on the Badge/Key Log on the "Setup" line of the log, and place them in the box.
 - d. Collect all wristlets with site badges, document the number of badges on the log, and place them in the box.
 - e. Document the presence of the Ballot Box Key and ICX Card with a "Y" on the log and place them in the box.
 - f. Document the zip tie seal numbers on the log that you will be placing on the box.
 - g. Initial the Inspector Initials space on the "Setup" line of the log.
2. Place the log in the box on top so it will be available the day your location opens.
3. Close the box and secure with the two logged zip tie seals, one on each end of the box.

Each Morning

1. Break the zip tie seals on the box and document the broken seal numbers on the "Open" line on the Badge/Key Log for that date and place the broken seals in the seal bag inside the box.
2. Initial the Inspector Initials space on the log.
3. Document the number of stamps on the log.
4. Document the total number of site badges in the box on the log.
5. Identify the wristlet with the Ballot Box Key for your use and distribute the other wristlets with site badges to your team.
6. Document the presence of the Ballot Box Key on your wristlet with a "Y" on the log.
7. Give the Accessible Voting Device Poll Worker (ICX) Card to a designated judge and document its presence with a "Y" on the log.
8. Once the "Open" line for that date is complete, place the log in the box.
9. If any items are missing or there are other issues, call the Hotline.

Badge/Key Log Instructions, Continued

Nightly Closing

Once all workers are clocked out and you have completed “Restart Application” on all SiteBooks, pack the box.

1. Place the Clear Official and Completed Forms Envelope inside the box.
2. Place your Inspector Packet in the box.
3. Collect the stamps, document the number on the Badge/Key Log on the “Close” line of the log and place them in the box.
4. Collect all wristlets with site badges, document the number on the log, and place them in the box.
5. Document the presence of the Ballot Box Key and ICX Card with a “Y” on the log and place them in the box.
6. Document the zip tie seal numbers on the log that you will be placing on the box.
7. Initial the Inspector Initials space on the “Close” line of the log.
8. Place the log on top so it will be available the next morning.
9. Close the box and secure with the two logged zip tie seals, one on each end of the box.

Election Night Closing

1. Same as nightly closing above except:
 - a. Complete your **Election Night Closing Security Report (CSR)** from your Inspector Packet.
 - b. After clocking out all workers, “Power Off” SiteBooks.
 - c. Remove the location labels from the Inspector Packet and place them on your Clear Official and Completed Forms Envelopes (if you have not already done so).
 - d. Locate Official Election Seals in supplies for sealing the Clear Official and other items.
 - e. Ensure that all items (**and only those items**) on the Packing Checklist are packed in the **RED Transport Box**.
2. **Do not seal anything until you are certain everything is where it belongs.**
3. **Once you have verified that all necessary items are present in the box, close the box and secure it with the two zip tie seals you have documented on the last line of your Badge/Key Log.**

Early Ballot Check-in Log Sample



Early Ballot Check-in Log

Election Type: _____ Election Date: _____

Location #/Name: _____

This log is to be completed at the end of each day of voting. After closing, record the number of early ballot check-ins from the SiteBook. If a mistake is made, cross out the line and continue on the next line. The Inspector and Judges must sign the log. Return in the red Completed Reports and Logs Folder.

Date	Early Ballot Check-ins	Initials	Date	Early Ballot Check-ins	Initials

Inspector's Signature: _____

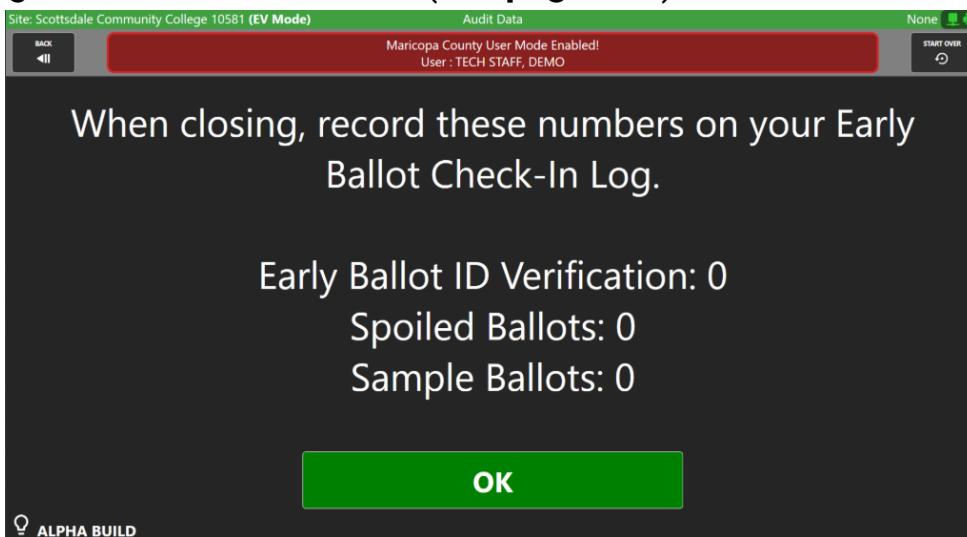
Judge's Signature: _____

Judge's Signature: _____

Early Ballot Check-in Log Instructions

Every night at closing, a Judge will record the number of early ballot check-ins on the log.

1. Write the date on the Early Ballot Check-in Log.
2. Scan your site badge at a SiteBook.
3. Navigate to the Audit Screen. (see [page 128](#))



4. Document the number of early ballot check-ins.
5. Log out of the SiteBook.
6. The Inspector will initial.
7. Complete this log every evening your voting location is open.
8. At Election Night Closing, the Inspector and two Judges will sign the bottom of the log and place it in the red Complete Reports and Logs Folder.

Affidavit Envelope Worksheet

At the end of Election Day, the Marshal and Clerks will work together to count the affidavit envelopes dropped in the envelope drop box. This worksheet will help to verify that all affidavit envelopes have been accounted for and packed in the blue transport boxes. Instructions for completing this worksheet are included in the Inspector Packet.



Affidavit Envelope Worksheet with Totals

Election Type: _____ Election Date: _____

Location #/Name: _____

Record the stacks of 10 and the actual count of your last stack in the boxes below.										Row Totals
Row 1										
Row 2										
Row 3										
Row 4										
Row 5										
Row 6										
Row 7										
Row 8										
Row 9										
Row 10										
Row 11										
Row 12										
Row 13										
Row 14										
Row 15										
Row 16										
Row 17										
Row 18										
Row 19										
Row 20										

Page 1 Total (add numbers in the Row Totals column and write total here) _____

Record the final total and sign on the next page.

Affidavit Envelope Worksheet Instructions

After voters have left and external signage has been brought in, the Marshal and Clerks will work together to count the affidavit envelopes dropped in your envelope drop box.

Gather the blue transport boxes and clear space on two tables. Break the seals on the envelope drop box and place them in the red transport box. Use the Inspector's wristlet with the gold key to unlock the side doors and sides of the box. If the box is full, you may want to pull envelopes out through doors #1 & #2 until the level goes down enough to take the top off. If the box is not filled above doors #1 & #2, two workers may remove the top half of the box.

Review the roles below and determine which workers will perform each role.

1. **Supplier (1)** - This worker will pull envelopes out of the drop box and place them in the center of the table for the **Counters** as needed until all are counted. Do not sort the green, white, and provisional affidavit envelopes. They can all be counted together.
 - a. The **Supplier** will place any large print or braille manila affidavit envelopes aside to be counted last.
 - b. If the **Supplier** finds any items in the drop box that are not affidavit envelopes or ballots, they will go in the Completed Forms Envelope.
 - c. If the **Supplier** finds any loose ballots in the drop box that are not in envelopes, they will go in the Clear Official. Do not Spoil.
2. **Recorder (1)** - This worker will record the number of affidavit envelopes on the worksheet, calculate totals, and pack envelopes in the blue transport boxes. (Reminder: In the blue transport box, stack the envelopes like books to get as many as possible in one box before filling another.) See next page for additional instructions.
3. The remaining poll workers will be **Counters**. These workers will count affidavit envelopes into offset stacks of 10 (place one stack horizontally, the next vertically, and so on). Place them near the **Recorder** for the **Recorder** to record and pack in a blue transport box. The final stack is likely to be less than 10. One of the **Counters** must tell the Recorder how many are in the final stack.

Affidavit Envelope Worksheet Instructions, Continued

Recorder: Start your entries in the first row on the worksheet and work toward the right.

- For each stack of 10 affidavit envelopes, record 10 in the box.
- For each row of ten 10s, enter a row total of 100 (see example below with Row Totals for Rows 1-3).
- The final stack is likely to be less than 10. Record the actual number of envelopes in the last stack in the box. (In the example below, the last stack only had 7 envelopes.)
- In the row where you have your last recorded number, use a calculator to add the numbers in the row and write the number in the Row Totals. (In the example below, the last row totals 67.)
- Using a calculator, add the numbers in your Row Totals column on Page 1 and record this number on the line next to **Page 1 Total**. (In the example below, the numbers in the Row Totals column adds up to 367.)
- If you complete all the rows on page 1 and have more envelopes to record, repeat this process on page 2. Once you have added your row totals on page 2 and recorded the **Page 2 Total**, record your **Page 1 Total**, and add the two numbers together for a **Final Total**. (In the example below, they had no envelope counts to record on page 2 and recorded zero.)

Verify that all affidavit envelopes have been accounted for and packed in the blue transport boxes and take the form to your Inspector and Judges to sign and place in the red Completed Reports and Logs Folder.

Record the stacks of 10 and the actual count of your last stack in the boxes below.												Row Totals
Row 1	10	10	10	10	10	10	10	10	10	10	10	100
Row 2	10	10	10	10	10	10	10	10	10	10	10	100
Row 3	10	10	10	10	10	10	10	10	10	10	10	100
Row 4	10	10	10	10	10	10	7					67

Page 1 Total (add numbers in the Row Totals column and write total here) 367

Page 2 Total (add numbers in the Row Totals column and write total here) 0

Page 1 Total (record the total from page 1 here) + 367

Final Total (add page 1 and 2 totals together and write the number here) 367

Election Night Closing Security Report

The Closing Security Report (CSR) is used for all-mail elections when no tabulators are at the voting location. The Inspector and Judge with a different political affiliation will complete this report at the end of Election Day.



Election Night Closing Security Report

Election Type/Date _____
Facility #/Name _____

Blue Box

Number of blue transport boxes with ballots _____

Blue Box #	Seal 1	Seal 2
1		
2		
3		
4		

Red Box

Seal 1	Seal 2

Signatures

Inspector Name (printed) _____

Inspector Signature _____

Judge Name (printed) _____

Judge Signature _____

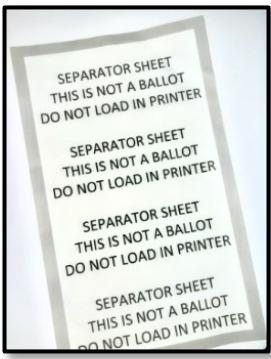
Ballot Stock Log Instructions

Overview

- Complete the first line on the log **at the end of setup** to document the inventory.
- Complete one line on the log each day you are open for voting **after test prints and prior to opening**.
- Complete one line on the log each day you are open for voting **after closing**.

MARICOPA COUNTY ELECTIONS											
Ballot Stock Log											
Election Type:		Election Date: _____									
Location #/Name: _____											
Setup, AM or PM	Date	BOD Blank Ballot Paper			Printed Ballots			Accessible Voting Device			Inspector Initials
		# of Sealed Boxes	# of Open Boxes	Count of Blank Ballot Stock in Open Boxes + Printer Trays	# of Test Print Pages	# of Spoiled Ballot Pages	# of Sample Ballot Pages	Count of ICX Paper in Printer Tray	Packages of ICX Paper in Supplies	# of Test Prints	
Setup											

Completing the Log

- Entries must be legible. Have another poll worker complete the log if necessary. The Inspector must review and initial.
- Do not use tally or hash marks or write “multi” on the log. Count and enter whole numbers on the log.
- Do not transfer ballot stock from another voting location. For example: If you are halfway through your last box of ballot paper on Election Day, contact the Hotline. 
- If you make a mistake, cross out the entire line, initial, and complete the next line.
- If you discover your count is off by a large quantity, complete a “Goldenrod” form. This is not necessary for small discrepancies.
- In each box of ballot paper, every 100 sheets will be separated by a page with a gray border (referred to as a “separator sheet”) for easy counting. Place these sheets in the red box when no longer required. 


Ballot Stock Log Instructions, continued

MARICOPA COUNTY
ELECTIONS

Ballot Stock Log

Election Type: General Election Election Date: November 5, 2024

Location #/Name: 15724 GOODYEAR CITY HALL

1 BOD Blank Ballot Paper				Printed Ballots			Accessible Voting Device				
Setup, AM or PM	Date	# of Sealed Boxes	# of Open Boxes	Count of Blank Ballot Stock in Open Boxes + Printer Trays	# of Test Print Pages	# of Spoiled Ballot Pages	# of Sample Ballot Pages	Count of ICX Paper in Printer Tray	Packages of ICX Paper in Supplies	# of Test Prints	Inspector Initials
Setup	11/2	1	1	1238				99	1	1	JG
AM	11/5	1	1	1236	2	0	1	98	1	1	JG
PM	11/5	1	1	361	0	24	0	97	1	0	JG

1

BOD Blank Ballot Paper

of Sealed Boxes

- Record the number of sealed boxes here.
- Every sealed box of ballot paper will have a label indicating the quantity of pages inside.
- Occasionally, you will receive a box of combined paper returned from a previous election. It is not necessary to count every page individually. Assume that each section contains 100 pages between each separator sheet.



of Open Boxes

- Record the number of open boxes here.
- Only open one box at a time.

Count of Blank Ballot Stock from Open Box

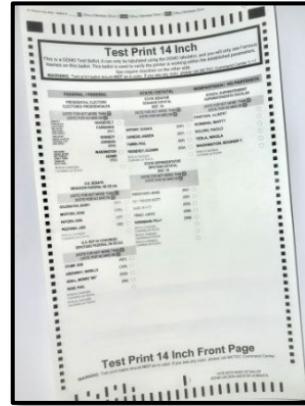
- Setup:** Should be zero at setup since the T-Techs bring their own paper for test prints.
- AM:** Record the number of pages from the open box and the printers after the test prints are completed.
- PM:** Remove the paper from the printers and add it back in the open box. Record the number of pages remaining in the open box once combined.
- Separator sheets are not included in the count of pages in the box.

Ballot Stock Log Instructions, continued

2 Printed Ballots

of Test Print Pages

- Record test prints at opening here.
- There will only be test prints on the PM line if there were test prints run after your location is open, i.e. troubleshooting a printer issue. During Early Voting, keep a tally sheet to track these as Ballot Couriers will pick up the Clear Official during the day.
- The Setup Team will perform test prints at setup and take them when they leave. You do not record test prints at setup.
- If you accidentally test print on a separator page, spoil it and place it in your Clear Official. **Do not include it as a test print on your log.**
- Affidavit envelopes are not ballot stock. They do not need to be included in your count of test prints.

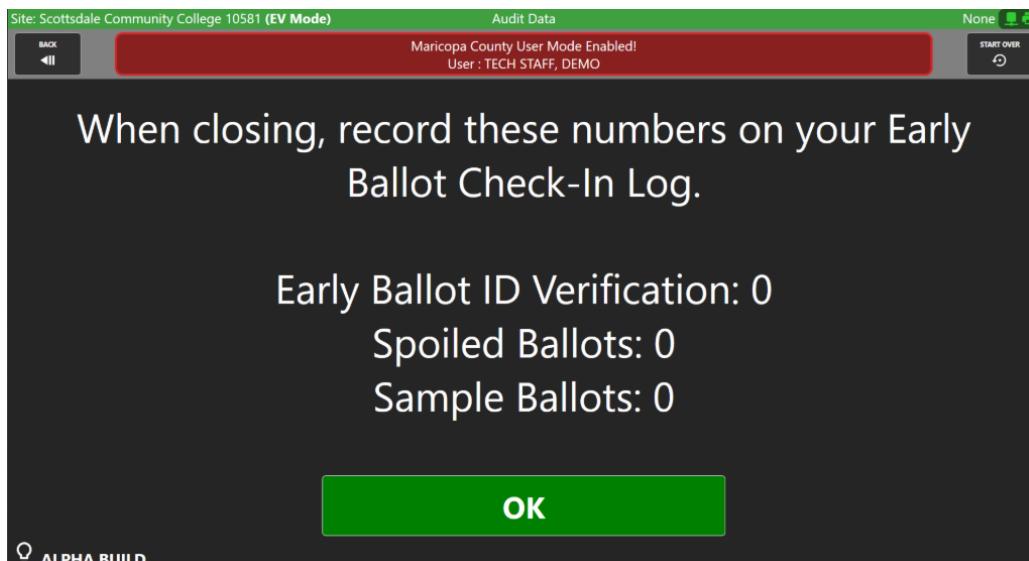


of Spoiled Ballot Pages

- Record the number of spoiled ballots from the SiteBook Audit Screen (**page 128**) on the PM line.
- You should not have any spoiled ballots at opening because the voting location is not open yet.

of Sample Ballot Pages

- Record the number of sample ballots from the SiteBook Audit Screen on the PM line.
- You should not have any sample ballots at opening because the voting location is not open yet.



Ballot Stock Log Instructions, continued

3 Accessible Voting Device

Count of ICX Paper in Printer Tray

- **Setup/AM:** Record the number of ICX ballot paper pages in the tray after the test print is completed.
- **PM:** Record the number of ICX ballot paper pages in the tray at closing.

Count of ICX Paper in Supplies

- Record the number of packs of ICX ballot paper you have in your supplies, likely one (1) or zero (0), depending on the election.

of Test Prints

- You should conduct ICX test prints at setup, the first day you are open for voting, and the Monday before Election Day to make sure it is ready for voters. Record the number here at these times.

Ballot Stock Paper Guidance

Please use the information below for guidance on where printed ballot stock paper will ultimately go at the polls. Keep this guide handy throughout Election Day when supporting the ballot pick up area.

Ballot Type	Where does it go?	Additional Printout?	Where does receipt go?	If abandoned, where to?	Election Day closing, where to?	Documented where?
Sample	With Voter	Affidavit Envelope	N/A	Clear Official	N/A	Ballot Stock Log
BOD Test Print	Clear Official	Affidavit Envelope	N/A	N/A	N/A	Ballot Stock Log
ICX Test Print	Clear Official	No	N/A	N/A	Blue box	Ballot Stock Log
Standard	Drop Box	Affidavit Envelope	N/A	Clear Official	Blue box	N/A
Provisional	Drop Box	Provisional Receipt, Affidavit Envelope	With Voter	Clear Official	Blue box	N/A
Conditional Provisional	Drop Box	Provisional Receipt, Conditional Provisional Receipt, Affidavit Envelope	With Voter	Clear Official	Blue box	N/A
Federal Only	Drop Box	Affidavit Envelope	N/A	Clear Official	Blue box	N/A
ICX	Drop Box	Activation Form, Affidavit Envelope	Red Box	Clear Official	Blue box	N/A

- All items placed in Clear Official must be properly spoiled.
- Do not cast an abandoned ballot for a voter. Please complete a “Goldenrod” form.
- Spoil and retain Affidavit Envelopes that print with sample ballots. Do not hand to voter.

Early Voting Ballot Transport Statement

Ballot Couriers will complete the Early Voting Ballot Transport Statement when they pick up the affidavit envelopes daily from sites prior to Election Day. The Inspector (or a backup Judge in the Inspector's absence) will sign on line #5. Ballot Couriers will also take your spoils and completed forms.

EARLY VOTING BALLOT TRANSPORT STATEMENT		
<small>~This form is to be completed each time the ballot box seal is broken for ballot transport~</small>		
At Location	Election Type: <u>May Election</u>	Election Date: <u>05/21/202</u>
Name of Location:		Arrival Time: _____
Were there ballots to be picked up? <input type="checkbox"/> YES <If YES, complete lines 1-7> <input type="checkbox"/> NO <If NO, complete lines 1-7>		
Spoils picked up? <input type="checkbox"/> YES <input type="checkbox"/> NONE Completed Forms picked up? <input type="checkbox"/> YES <input type="checkbox"/> NONE		
1) Blue Drop Box Seals # _____ & _____ <Indicate the seal numbers that were <u>taken off</u> on blue drop box>		
2) Blue Drop Box Seals # _____ & _____ <Indicate the seal numbers that were <u>placed</u> on blue drop box>		
3) Red Box Seals # _____ & _____ <Indicate the seal numbers that were <u>placed</u> on ballot transport box>		
4) Ballot Box Sealed/Checked on (Date) _____ / _____ / _____ (Time) _____ : _____ <Date and time box was sealed/checked>		
5) Location Staff Member (Signature) _____		
6) Transport Staff Member (Signature) _____		
7) Transport Staff Member (Signature) _____		
Departure Time: _____		
Transport Receipt This portion to be completed by the Receiving Agent at the MCTEC Facility		
Receiving Agent (Signature)	Date/Time: _____	<small>Sign to acknowledge receipt from Transport Staff Member</small>
<small>Date of Audit Match</small>		
Ballot Box Seals # _____ & _____ <If applicable, verify the seal numbers on the box match the above from location>		
Blue Drop Box Seals # _____ & _____ <Indicate the seal numbers that were <u>broken</u> from blue drop box>		
Count of Ballots in Transport Bin # _____		
Audit Agent (Signature)	Date/Time: _____	<small>Sign to affirm seal #'s match or that no ballots were to be picked up</small>
<small>Date of Audit Match</small>		
 MARICOPA COUNTY ELECTIONS		
EARLY VOTING BALLOT TRANSPORT STATEMENT REV 03/15/2023		

FAQ

Do I have to attend setup for my voting location?

- Plan on attending setup. If something changes, your Inspector will let you know.
- Three (3) hours pay will be added for attending setup.

Do I have to be at my voting location all day?

- If you are scheduled to work, plan to be there all day.
- Bring everything you need for the day.
- If you need to leave before the end of the day for any reason, you may not return that day.

What if a poll worker is missing?

- If a poll worker has not arrived within 15 minutes of their scheduled time, the Inspector must call the Hotline.



How do I make sure poll workers are paid properly?

- Poll workers should be paid within four weeks after Election Day.
- Ensure they clock in on the SiteBook once at the beginning of each day and clock out once at the end of each day.
- Contact the Hotline for any of the following circumstances:
 - Poll worker is unable to attend setup.
 - Poll worker name is not listed on the SiteBook.
 - Poll worker is unable to clock in or out on the SiteBook
 - Poll worker works more than two hours beyond the time clocked out on Election Day

What if a voter comes in with their early ballot and no envelope?

- Spoil the ballot, have the voter check in at the SiteBook and reissue voter materials.
- See instructions for Spoiling Voter Materials on **page 111**.

How do I perform test prints and quality checks?

- On the SiteBooks, see instructions starting on **page 59**.
- For Quality Checks, see job aid in Inspector Packet.
- On the Accessible Voting Device, see instructions starting on **page 53**.

FAQ, continued

How do I obtain more supplies?

- Contact the Hotline.



What if the voter's address can't be found on the SiteBook when voting provisionally?

- See the Provisional Ballot Process starting on **page 79**.

When do I open and close the polls on the Accessible Voting Device?

- Polls should be opened on the first day your location is open for voting.
- Close polls only after all voters have left the voting location after 7:00 p.m. on Election Day.

Do we need to break down the site at the end of Election Day?

- All poll workers will be expected to stay after 7:00 p.m. on Election Day to perform closing activities and pack equipment.

What is the combination for cable locks on the SiteBooks and BOD laptops?

- The combination will be on the code sheet in the Inspector Packet.

How do I assist a voter who is unable to sign the signature pad on the SiteBook or their affidavit envelope?

- Print the voter's name on the signature pad and add your initials.
- If the voter receives an affidavit envelope, we need them to make some type of mark in the signature box. Let the voter know that Signature Verification may contact them to verify their signature.
- If a voter is "unable to sign due to disability" write that statement on the envelope (not in the signature box). Two poll workers of different political affiliations assisting the voter sign and date under the statement and complete a "Goldenrod" Event/Information form with the voter's information.

What if I can't find the voter in the SiteBook?

- See Manual Search/Complex Search process on **page 78**.
- See the Provisional Ballot Process on **page 79**.
- The voter may be an address-protected voter. Address-protected voters are on AEVL and should vote their early ballot by mail. If they vote in person, they vote provisionally and enter their real address in the SiteBook.

FAQ, continued

How do I assist a voter who is unable to provide a residential address?

- If necessary, use the Map on the SiteBook to identify where the voter sleeps and tap the area on the screen. The precinct and split numbers will automatically populate (see **page 85**).
- If an unhoused voter stays at a shelter or there is one nearby, you can use that address. The Hotline can also assist you in finding this information.
- Some residents live in their RV. If they stay at any RV parks in the jurisdiction, you can use one of those addresses.
- If a voter is out-of-jurisdiction and is unable to provide an Arizona address, you may be able to use the address of your voting location or MCTEC (510 S. 3rd Ave., Phoenix, AZ 85003). If not, call the Hotline.

A voter brought in an affidavit packet for a person that no longer lives at their address. What should I do?

- If the person is deceased, the voter should write on the outside of the packet that the person is deceased. They can deposit it in the drop box or give it to you to place in the Completed Forms Envelope.
- If the person no longer resides at the address, the voter should mark the piece of mail with “Not at this Address” and return it to the U.S. Postal Service. Advise the voter that a second, **final** notice will be sent to their address. They must repeat the same marking process with this piece of mail to stop receiving election mail for this person.

May I vote at my voting location?

- Yes. Another poll worker will need to check you in, verify your identification, and issue our ballot to you.

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