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| **VOTER’S GUIDE TO VOTING IN THE**  **AUTOMATED 2016 NATIONAL & LOCAL ELECTIONS**  EID  12.25.15 | | | |
|  |  |  | **Remember!** |
| 1 | Approach the Board of Inspectors | * Identify yourself to the Board of Election Inspectors and * get your ballot, marking pen, and ballot secrecy folder | * You may be asked to present a valid form of identification. * You will NOT be required to present a Voter ID. |
| 2 | Examine your ballot | * Check to see that the ovals on the ballot are all blank * Check that the bars along the four edges of the ballot – called the TIMING MARKS – are not connected to each other * Check that the BAR CODE along the bottom edge of the ballot has not been marked | * If any of the ovals, timing marks, or bar codes are marked, ask for a new one |
| 3 | Proceed to the voting area with your blank ballot, and the marking pen and ballot secrecy folder you’ve been provided with | * Use the ballot secrecy folder to hide your votes from view. | * The secrecy of the ballot is an important part of elections! |
| 4 | Completely fill up the oval next to the name of the candidate you are voting for. | * Do not leave any white spaces inside the oval * Vote only up to the number of positions available. One vote for President, one vote for Vice-President, twelve votes for Senator, etc. * You can vote for LESS than the number of positions available, but you cannot vote for more. | * Voting for more candidates than is required will result in an OVERVOTE. * Votes cast for OVERVOTED positions will NOT be counted. * Votes cast for other positions will be counted normally. |
| 5 | Go to the VCM and slide the ballot into the machine | * Gently slide the ballot into the slot. Don’t force it. | * You can feed the ballot in four orientations: * Top-first, face up; Bottom-first, face up; Top-first, face down; and Bottom-first, face down |
| 6 | Wait for the confirmation screen to appear | * After sliding the ballot in, DO NOT LEAVE YET. Wait for the screen to show you who you voted for. | * Before dropping the ballot into the box, the VCM will first check to see who you voted for and if all your marks are readable. * Marks which are considered unreadable by the VCM are called AMBIGUOUS MARKS. |
| 7 | Check to see that confirmation screen displays your votes correctly | * Once the confirmation screen is up, check to see that the machine is reading your ballot right. You will see the names of the candidates you voted for. | * The VCM will display your votes on the screen, for you to review. |
| 8 | Press the green button marked with a (✓) or the red button marked with an (x) | * If you see only the names of the candidates you voted for, press the green button. * If you don’t see the names you voted for, press the red button. * If the machine tells you that it has found a mark it can’t read, press the red button and the ballot will be returned for you to fix. * If you don’t see anything wrong with your ballot, press the green button. This is called **CASTING YOUR BALLOT** | * The VCM will display your votes on the screen, for you to review. * The VCM will alert you to any OVERVOTES or AMBIGUOUS MARKS it might detect. * The VCM will give you the chance to correct AMBIGUOUS MARKS. * OVERVOTES cannot be corrected. * To correct an AMBIGUOUS MARK:  1. Press the RED button 2. Take the returned ballot and properly shade the ambiguous mark  * Uncorrected AMBIGUOUS MARKS will be ignored and not be counted as votes. * Uncorrected AMBIGUOUS MARKS will not cause an OVERVOTE * YOU CAN TOUCH THE SCREEN * if you don’t touch the screen or don’t press either the red or green buttons, the confirmation screen will automatically shut off after thirty seconds and the VCM will automatically CAST YOUR BALLOT |
| 9 | Head back to the BEI | * Return the marking pen and ballot secrecy folder | * The marking pen and the ballot secrecy folder are not souvenirs. Please return them for the use of the next voter. * You can take a selfie with the ballot secrecy folder and the pen, but NOT with the ballot. |
| 10 | Get inked | * Receive indelible ink on your right forefinger fingernail | * Do not try to wipe off the indelible ink * Be proud! You’ve voted and the country is so lucky to have you. |