Troubleshooting Guide for E-Poll Book

CHANGING USERS ON THE E-POLL BOOK

Changing Users on the E-poll Book

1. Tap **Return to Main** button on the voter search screen.

2. Tap on the **Manage Polls** tab in the top left corner.

3. Tap the **Log Off** button.

4. When the screen appears asking if you are sure, tap **yes**.

5. The next user can then enter their initials and the password.

COMPACT FLASH MESSAGE

The card needs to be re-inserted in the back of the e-poll book. Break the red seal, use the stylus to open the cover, eject (by pushing on the black lever) the compact flash and re-insert it.

Retrieve a new red seal from the Unused Seal Bag and re-seal the cover. Include the new seal number on the Seal Accountability Form.

SCREEN IS FROZEN

If you are in the middle of the update when this happens, it means the machine is still updating. Do not turn off the unit – you must wait for the update to finish. If the screen freezes when you are checking in voters, turn off the unit and turn back on.

WRONG PRECINCT/WARD

You must call Election Central.

WHERE IS THE PASSWORD?

The password will be printed on a bright pink card and can be found inside the e-poll book case.

CHECKING NETWORK CONNECTION

Tap on the **Status** tab at the top right of the screen. Look at the bottom of the screen. If you see the word "Idle" or "Synchronizing", this means the poll book is connected. If you see the word "Connecting" or "Error", the poll book is not connected.

1. Check to ensure the Cradlepoint router has power.

   Ensure the power cord is connected tightly to the router and plugged into a power source.

   Ensure the power switch is in the ON position. The – side of the switch will be flush with the device.

2. Check the grey cord that connects your Cradlepoint router and e-poll book to ensure it's tightly plugged into both units.
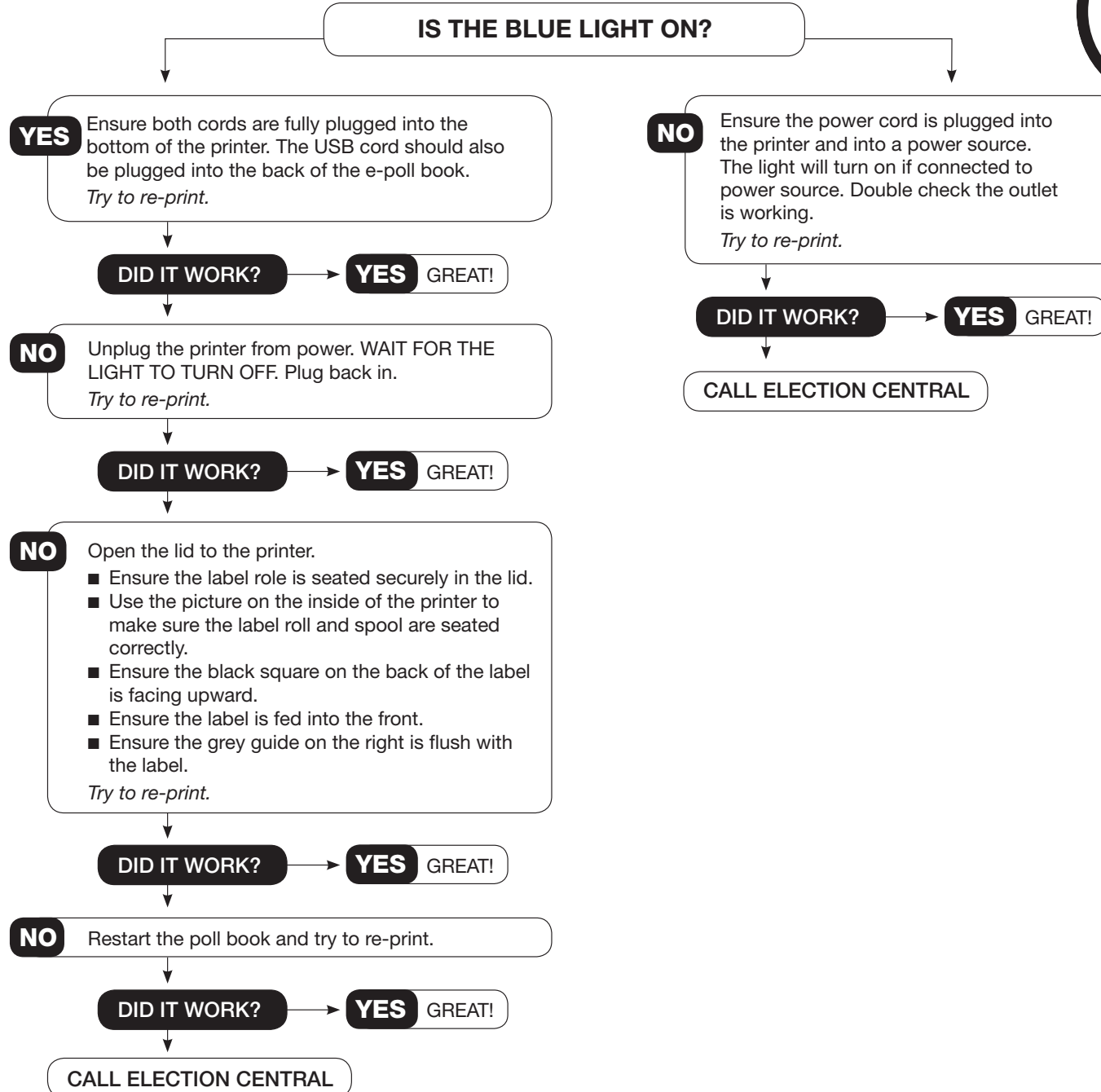
3. Check the Verizon Air Card to ensure it's plugged into the port all the way. The grey plastic of the Verizon Air Card should be touching the black plastic of the Cradlepoint router.

4. Remember that you should connect and power on the router before the e-poll book is turned on.

   The unit is connected when the power light and the light above 1 are green. The diagonal bars will be blue. If not all the bars are lit, it means the signal isn't at full strength. This is OK. You may now turn on the e-poll book.

5. If you are still unable to connect, please call Election Central at 312-269-7870.

THE PRINTER IS NOT PRINTING

IS THE BLUE LIGHT ON?

YES — Ensure both cords are fully plugged into the bottom of the printer. The USB cord should also be plugged into the back of the e-poll book.
Try to re-print.

DID IT WORK? → **YES** GREAT!

NO — Unplug the printer from power. WAIT FOR THE LIGHT TO TURN OFF. Plug back in.
Try to re-print.

DID IT WORK? → **YES** GREAT!

NO — Open the lid to the printer.
- Ensure the label role is seated securely in the lid.
- Use the picture on the inside of the printer to make sure the label roll and spool are seated correctly.
- Ensure the black square on the back of the label is facing upward.
- Ensure the label is fed into the front.
- Ensure the grey guide on the right is flush with the label.

Try to re-print.

DID IT WORK? → **YES** GREAT!

NO — Restart the poll book and try to re-print.

DID IT WORK? → **YES** GREAT!

CALL ELECTION CENTRAL

NO — Ensure the power cord is plugged into the printer and into a power source. The light will turn on if connected to power source. Double check the outlet is working.
Try to re-print.

DID IT WORK? → **YES** GREAT!

CALL ELECTION CENTRAL

PRINTER FEEDING BLANK LABELS

1. Press the button on the front of the printer.

2. Gently tear off the labels that have been fed through the printer.

3. Open the lid to the printer and pull the black lever on the left toward you. Slide the labels all the way to the left.

4. Move the grey guide on the right toward the left so that it is flush with the label.

5. Close the lid and press the button on the front to feed the partial label through.

6. Resume printing.

CHANGING THE PRINTER LABEL ROLL

1. You know the label roll is empty when the printer makes a long, low, beep and the blue light on the front blinks. Do NOT unplug the printer.

   Open the lid of the printer and remove the spool. If there is still a label in the printer, you can remove it by pulling the lever on the left toward you while pulling the label out.
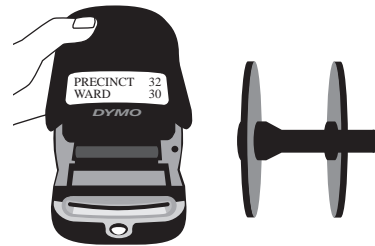
2. Pull the notched side off the spool and load the new roll (found in the red supply box in the ESC). Return the notched side to the spool and make sure the sides of the spool are tight against the roll.
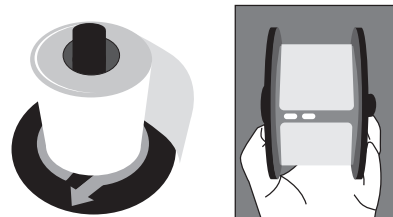

3. Place the spool in the grooves of the lid of the printer. The notched disk should be to the right.
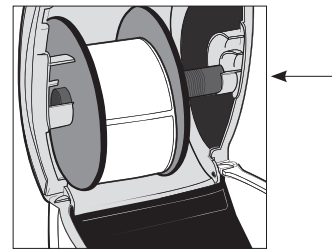
4. Pull the lever on the left toward you gently and feed the labels into the printer.

   The back of the label should be facing up so that you can see the black square printed on the back.

   Feed the end of the label under the black bar and above the grey slots. Move the grey guide on the right so that it is flush with the label.
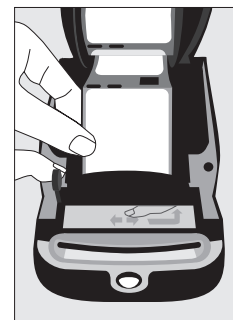
5. You will hear the printer feed the label to prepare for printing.

   Close the lid. You may need to re-print the voter's label.

Troubleshooting Guide For Ballot Scanner

POWER

Scenario: The scanner power cord is accidentally unplugged from AC outlet or from the back of the unit.
Action: Plug the power cord back into the electrical outlet or the back of the unit. Header information will print and scanner is ready to continue processing ballots.

Scenario: After the unit is plugged in, the scanner will not print the morning zero tape and the public counter shows 0000. The red and green lights may or may not be on.
Action: Check cord connection to the electrical outlet and check that the cord is connected to the ballot scanner in the rear access compartment. You will need to use key to unlock door on ballot scanner.

Plug the ballot scanner into a different electric outlet.

Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: Power failure/outage at the polling place.
Action: Proceed with the election, process ballots using the ballot box portion of the ESC until power is restored. (Refer to page 55 for instructions.)

When power is restored, plug in ballot scanner.

Refer the problem to the polling place administrator OR call ELECTION CENTRAL at 312-269-7870.

PUBLIC COUNTER

Scenario: When opening the polls on election morning, the public counter shows a number instead of 0000.
Action: The ballot scanner may not have been initialized. Proceed with the election using the ballot box portion of the ESC. (Refer to page 55 for instructions.)

Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

FIRST BALLOT CAST IS REJECTED

Scenario: First ballot cast on election morning is rejected and message "jammed ballot" is printed on the tape.
Action: Check to make sure that the slots on the bottom of the ballot scanner correspond with the slots on the top of the ballot box. You will need to break the seal in order to lift ballot scanner.

Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

THE BALLOT SCANNER DOES NOT ACCEPT BALLOTS

Scenario: During voting hours the ballot scanner stops accepting ballots.
Action: Check to make sure that the red and green lights are on, if not, check that the power cord is plugged into outlet or extension cord. If the power cord is plugged in, try another outlet. If power is not restored, continue election process using the ballot box portion of the ESC. (Refer to page 55 for instructions.)

Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

BALLOT ERROR

Scenario: Ballots marked incorrectly by the voter and returned to the voter with the message "Overvoted Office", "Undervoted Office" or "Blank Ballot."
Action: Voter has choice of correcting their ballot or leaving it "as is" (override the message). To override, press the override button (number 3) on the back of the ballot scanner.

Scenario: "No Initials"
Action: Voter must remove ballot from ballot scanner and return to judge at Station #2 for initials. You cannot override a ballot that has not been initialed by an election judge.

Scenario: Ballots that have physical ballot errors such as light printing, torn, or wrinkled.
Action: To avoid ballot jams, ballots that are torn or wrinkled should be duplicated and not inserted into ballot scanner. Ballots that are returned due to light printing, should be surrendered and the voter receive a new ballot to vote.

Scenario: "Defective ballot" or "Startbar detect"

Action: When the ballot is returned with a "Startbar detect" or defective ballot error, the defective ballot should be re-inserted in a different orientation, the ballot may have entered the ballot scanner skewed and the tabulator was not able to read it correctly. If the ballot continues to be rejected, you should spoil the ballot and issue the voter a new one.

There may be marks on the ballot which are creating the defective ballot message, which include 1) marks made outside the target area; 2) a line drawn under the judge's initials' box; and 3) a vote for a write-in candidate where no write-in area appears on the ballot.

You should spoil the ballot and issue the voter a new one.

1) Marks made outside target area
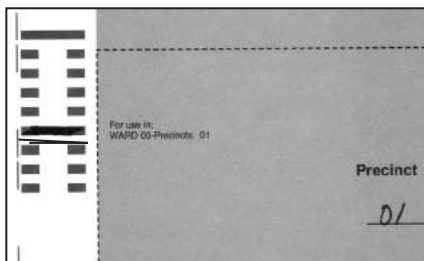
Scenario: "Wrong security ID"
Action: "Wrong Security ID" message means that the ballot does not match the ballot coding for that precinct or split, The voter surrenders the ballot and receives correct ballot for their precinct or split.

2) Line drawn under judge's initials' box
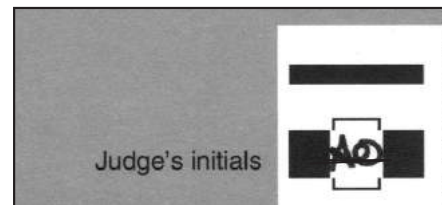
3) A vote for a write-in candidate where no write-in area appears on the ballot
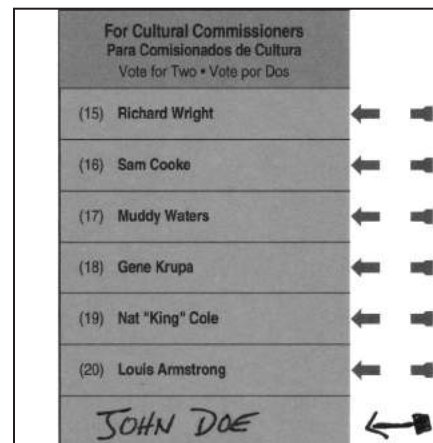
BALLOT JAM

Scenario: Ballot is jammed and cannot be removed or is torn inside the ballot scanner.
Action: Carefully try to remove the ballot.

Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Continue voting process by placing ballots into the ballot box portion of the ESC. (Refer to page 55 for instructions.)

Scenario: Ballot is jammed in the process of voting.
Action: The ballot scanner will print the message that the ballot "has been processed" or that the "ballot has not been processed".

Scenario: "Ballot Has Been Processed"
Action: If the ballot has been processed, pull the ballot from the slot and drop into the corresponding bin of the ballot box.

Scenario: "Ballot Has Not Been Processed"
Action: If the ballot has not been processed, pull the ballot from the slot and re-insert the ballot into the ballot scanner to be counted.

BALLOT SCANNER PAPER CHANGING INSTRUCTIONS

1. Cut or tear the printed tape off the ballot scanner and place inside the transfer case.

2. Retrieve a new paper roll from the box (located on the top shelf of the ESC).

3. Remove the ballot scanner key from the blue box and unlock the rear door of the ballot scanner.

4. Cut the seals on each side of the ballot scanner and place in the Broken/Used Seal Bag. Slide the ballot scanner forward on ballot box, release the two cover latches and open the cover (do not expose the ballot box openings).

77-4

5.   One judge must hold the cover while another judge changes the paper roll.

6.   Move the grey lever all the way back to release the paper roll from the rubber wheel.
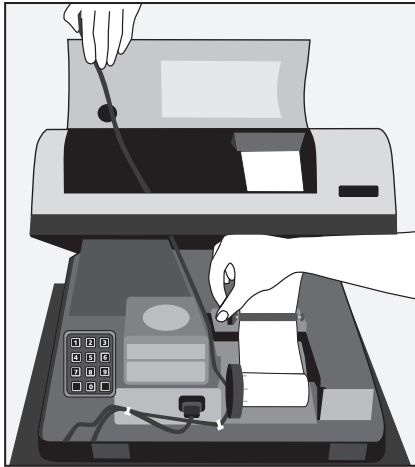
78-6

7.   Unscrew the black paper roll knob and remove from the empty paper roll (exposing the silver rod).

78-7-1

8.   Slowly pull the paper away from the rubber wheel and discard empty paper roll.

9.   Slide new paper roll onto silver rod, reinstall paper roll by rotating black knob and tighten until snug.

10. Feed paper roll under the rubber wheel making sure it lines up with the wheel.

11. Using your thumb, roll the rubber wheel until the paper advances.

12. Gently pull the advance paper up far enough so that it can be fed through the paper tape slot.

13. IMPORTANT: Return the grey lever to the forward (locked) position.

14. Feed the excess paper through the paper slot and close the cover and latches. (Do not forget to slide ballot scanner back into place on the top of the ballot box.) Take two new seals from the Unused Seal Bag and seal the ballot scanner to
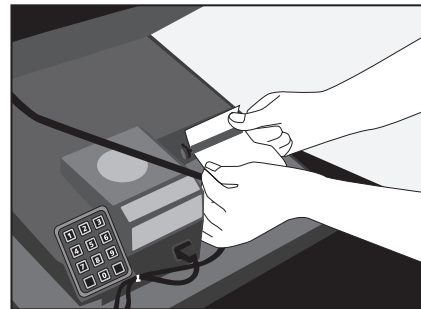

78-7-2

the ballot box on both sides. Record the new seal numbers on the Seal Accountability Form.
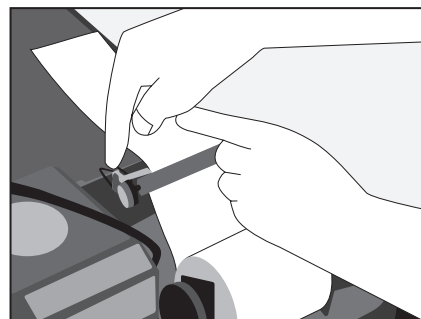
15. Close and lock rear door.
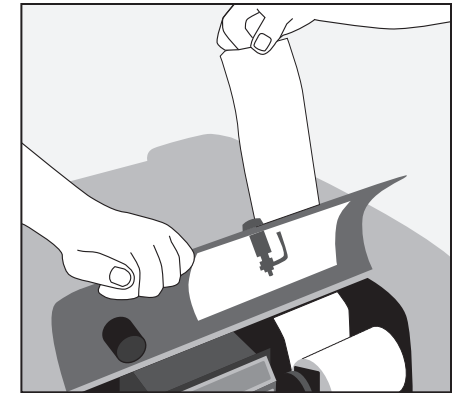
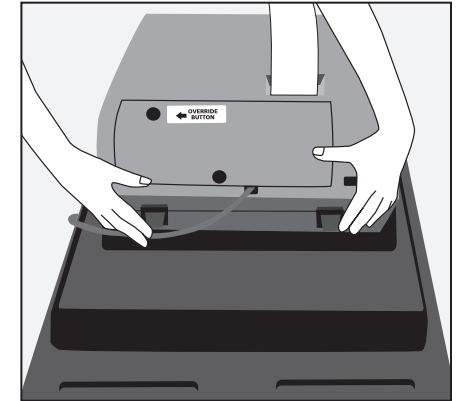16. Return key to the blue supply box
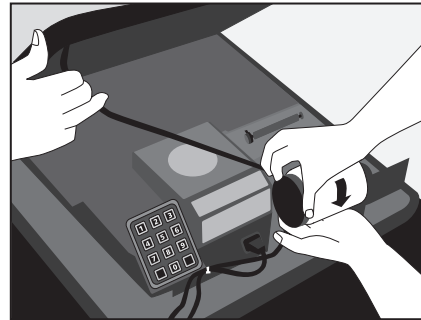
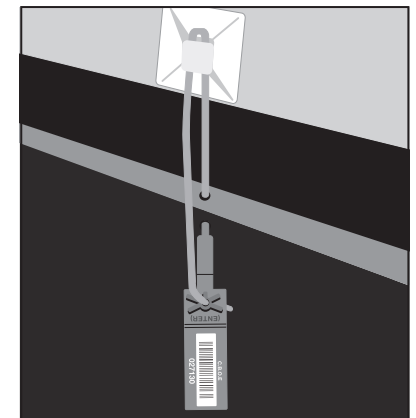**78-9**

78-10

78-13

78-14-1

78-14-2

78-14-3

Troubleshooting Guide For Touchscreen Unit

POWER

Scenario: The power switch is accidentally flipped to OFF.
Action:
Flip the power switch back to ON.

Scenario: The green power light on the back of the touchscreen is not lit.
Action: Check the power cord connections. The touchscreen may need to be plugged into a different outlet.

Refer the problem to the polling place administrator OR call Equipment/Supplies at 773-247-4065.

Scenario: The screen is blank.
Action: Refer the problem to the polling place administrator OR call Equipment/Supplies at 773-247-4065.

Scenario: A power failure/outage occurs at the Polling Place.
Action: The touchscreen has a back-up battery that will keep it operating for 1 hour after the power failure.

Immediately call **ELECTION CENTRAL at 312-269-7870.**

INVALID VOTER CARD

Scenario: "Invalid voter card" message appears.
Action: Press and release the green activate button on the back of the touchscreen.

If the voter has not already voted, activate a new voter card, and have the voter re-vote. Wipe the old voter card chip (on the reverse side of the card) with a soft cloth.

VOTE SAVE ERROR

Scenario: "Vote save error. Ballot Cast" message appears.
Action: To remove the voter card, press and release the green activate button on the back of the touchscreen.

Confirm to the voter that the ballot has been completed and cast. Wipe the voter card chip (on the reverse side of the voter card) with a soft cloth.

Scenario: "Vote save error. Ballot Not Cast" message appears.
Action: To remove the voter card, press and release the green activate button on the back of the touchscreen.

Activate a new voter card, and have the voter re-vote. Wipe the old voter card chip (on the reverse side of the voter card) with a soft cloth.

VOTER CARD REMOVED TOO SOON

Scenario: "Please contact pollworker, the activation card was not inserted completely or was removed too soon" message appears.
Action: Refer the problem to the polling place administrator OR call ELECTION CENTRAL at 312-269-7870.

VOTER FLED

Scenario: The voter leaves the polling place while in the process of voting.
Action: Refer the problem to the polling place administrator OR call ELECTION CENTRAL at 312-269-7870.

INCORRECT BALLOT

Scenario: The voter receives the wrong ballot style.
Action: Refer the problem to the polling place administrator OR call ELECTION CENTRAL at 312-269-7870.

DIRTY TOUCHSCREEN

Scenario: The screen of the touchscreen is dirty.
Action: Clean the screen with an anti-static wipe provided in the grey supply box. Do not use any other product to clean the screen.

TOUCHSCREEN PRINTER

Scenario: "Printer offline" or a printer error message appears.
Action: Ensure that the cable is securely plugged into the printer and the body of the touchscreen. Press Retry on the screen (if available).

Refer the problem to the polling place administrator OR call Equipment/Supplies at 773-247-4065.

Scenario: A printer jam occurs.
Action: Refer the problem to the polling place administrator OR call EQUIPMENT/SUPPLIES at 773-247-4065.

Scenario: The printer doesn't stop feeding paper.
Action: Unplug the printer power cord and then reattach it.

Refer the problem to the polling place administrator OR call Equipment/Supplies at 773-247-4065.

TOUCHSCREEN PAPER CHANGING INSTRUCTIONS

1. Retrieve a new paper roll, a black sleeve and the roll of scotch tape from the cardboard box (located on the top shelf of the ESC). Make sure it is the paper roll for the Touchscreen voting unit.

2. Remove the right privacy panel and curtain.

3. When changing the paper roll, do not remove printer from unit.

4. Break the red seal and place inside the Broken/Used Seal Bag. You will then A) twist off the wing nut and B) remove the printer cover. C) Tear or cut the paper between the two rollers (on the face of the printer). D) Push the yellow locking tab and slide the used paper roll and black sleeve off the yellow reel.

5. All judges must sign at the end of the used paper roll. Tape the loose end of the paper to the roll and place the used paper roll inside the transfer case.

6. Unlock the green paper release lever by pulling it towards you (this will release the pressure on the paper roll). The green light on the printer will flash when the paper release lever is unlocked.
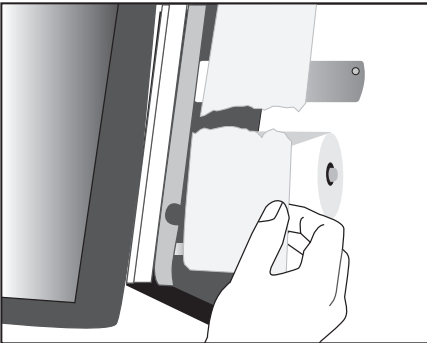
7. Remove and discard the empty paper roll.

8. Place new black sleeve on yellow reel making sure the yellow locking tab is seated properly and the cut-out notches on the black sleeve are in line with the white raised notches.
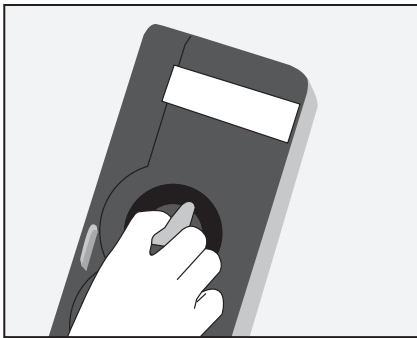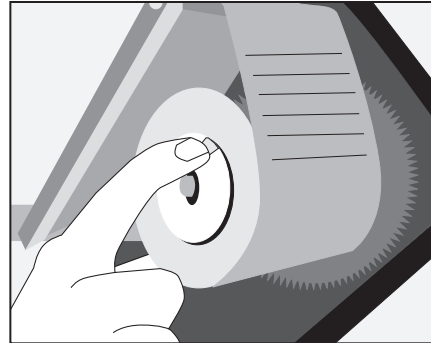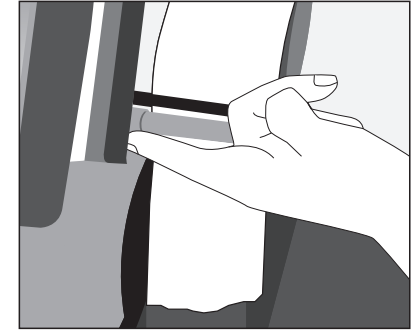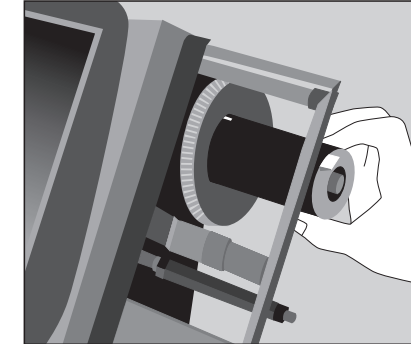

80-4 (A)
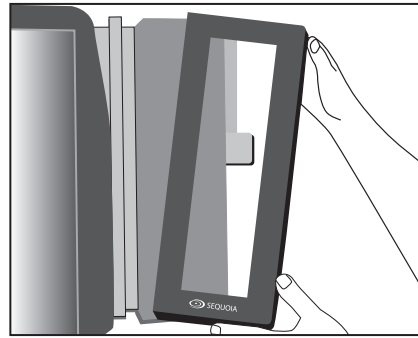
80-4 (B)

80-4 (C)

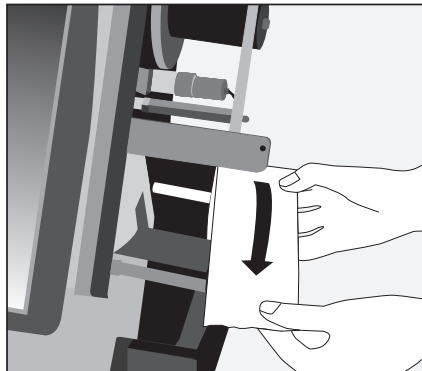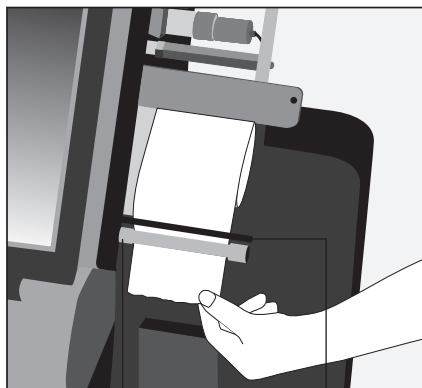
80-4 (D)

80-6

80-8

9. Place the new paper roll on white plastic rod. The paper should be coming over the roll (not under).

10. Feed the paper under the black rubber wheel making sure it lines up correctly. Then pull it around the silver rod.
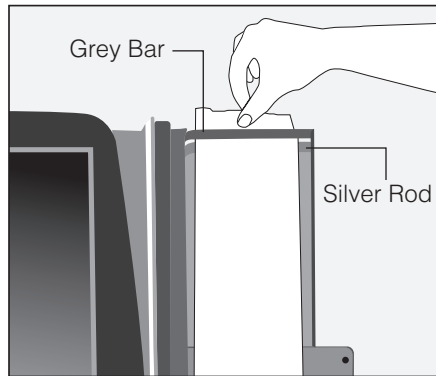

81-9

81-10

Silver Rod

Black Rubber Wheel

Grey Bar
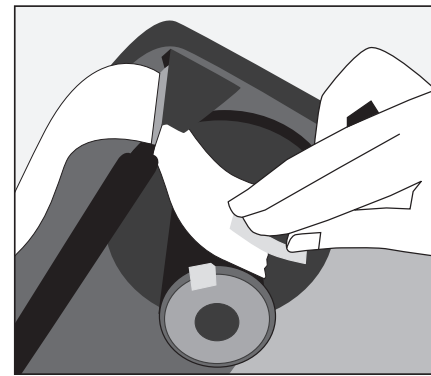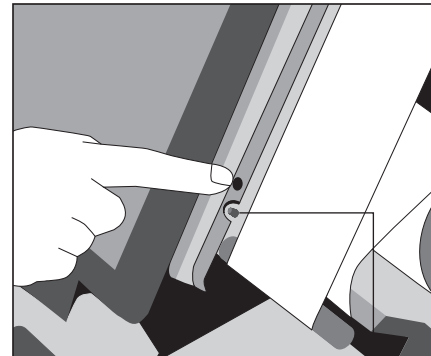
Silver Rod

81-12

81-14

11. Pull enough paper out so that it can be taped to the black sleeve at the top of the printer.

12. Feed paper between the grey bar (upgraded revision co.3) and the silver rod.

13. Using a piece of scotch tape, secure the end of the paper roll to the black sleeve. At this point, the paper will be loose.

81-13

81-15   Green Light

14. Lock the green paper release lever by pushing it down. The green light will become steady when the paper release lever is locked.

15. Tighten the loose paper by pressing the black paper feed button (above the green light) and advance the paper until it is tight (it should wrap around the black sleeve three complete turns).

16. Replace the printer cover and tighten the wing nut. Remove a red seal from the Unused Seal Bag and seal the printer cover. You must record the new red seal number on the Seal Accountability Form.

What If:

Q: Green light is not steady when paper release lever is locked?

A: Paper was not fed under the black rubber wheel.
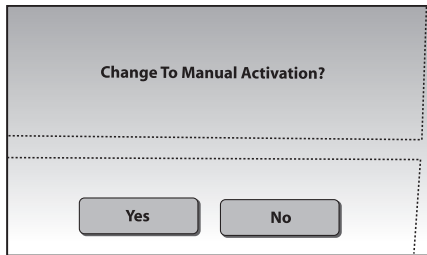
Q: When the paper feed button is pressed, the paper becomes loose around the black sleeve?

A: The yellow locking tab is not seated over the black sleeve. Move the black sleeve around until the tab is seated.
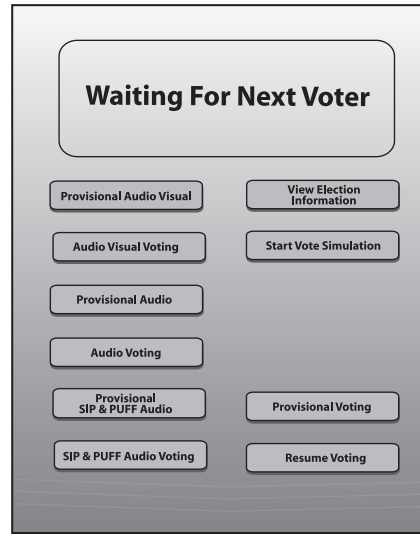
MANUAL ACTIVATION

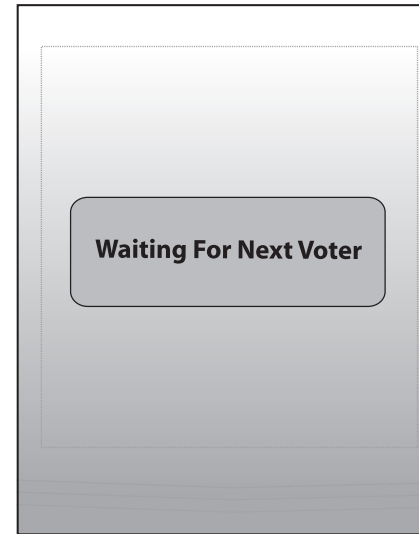If the card activator fails you will need to manually activate the touchscreen unit.

1. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;

Change To Manual Activation?

Yes	No

82-2

Waiting For Next Voter

Provisional Audio Visual	View Election Information
Audio Visual Voting	Start Vote Simulation
Provisional Audio	
Audio Voting	
Provisional SIP & PUFF Audio	Provisional Voting
SIP & PUFF Audio Voting	Resume Voting

82-3

2. Press Yes for Manual Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);

3. Press Resume Voting.

4. The screen 'waiting for next voter' will appear.

Waiting For Next Voter

82-4

5. Press and release (do not hold) the green button and the ballot style screen will appear. Refer to the Application for Ballot, Form 14, and the Voter Card Activation Menu and Instructions to determine the voter's proper ballot code (which will include the ballot style).

6. When the language screen appears, allow the voter to begin voting.

AUTO ACTIVATION:

If the card activator resumes operating, you must return the touchscreen unit to auto activation.

1. The "waiting for next voter" screen will appear;

2. Press and hold the green activate button until you hear one beep, release the button and press and hold it again until you hear a second beep;

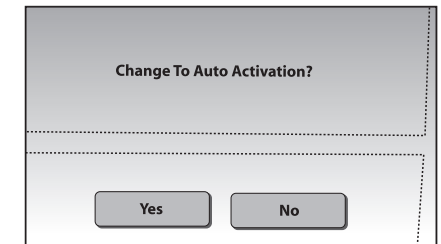**Change To Auto Activation?**

Yes	No

82-3

3. Press Yes for Auto Activation (if this screen does not appear, press and hold the green activate button again until you hear a third beep);

4. Press Resume Voting.

Troubleshooting Guide For Voter Card Activator

VOTER CARD ACTIVATOR PAPER CHANGING INSTRUCTIONS

1. Retrieve a new paper roll from the cardboard box (located on the top shelf of the ESC).

2. Break the red seal and place inside the Broken/Used Seal Bag.

3. Remove the card activator key from the blue supply box and unlock the printer door.

4. Press back on the green lever to release the paper roll from the rubber wheel.

5. Lift empty paper roll out of cradle and remove silver rod. Discard empty paper roll.

83-3

83-4

83-5

83-6

83-7

6. Slide a new paper roll onto the silver rod and place back into cradle.

7. Feed paper under the rubber wheel making sure it lines up with the wheel.

8. Using your thumbs, roll the rubber wheel until the paper advances.

9. Gently pull the advanced paper up far enough so that it can be fed through the paper tape slot.

10. IMPORTANT: Return green lever back to the forward (locked) position.

11. Feed the excess paper through the paper tape slot.

12. Close and lock the cover and return the card activator key to the blue supply box.

13. Remove a red seal from the Unused Seal Bag and seal the printer cover. You must record the new red seal number on the Seal Accountability Form.

**83-9**   Rubber Wheel

83-10

83-11

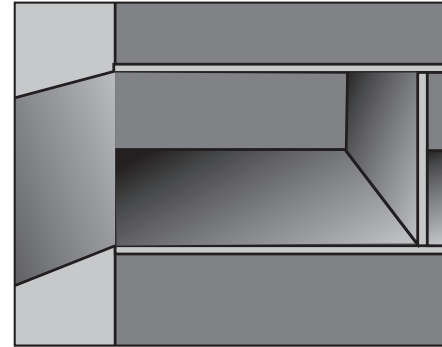## Emergency Instructions: What If the Ballot Scanner Stops Working During Election Day?

During Voting Hours

If the ballot scanner stops operating, voters MUST continue voting by using the paper ballot and the ballot box portion of the ESC.

1. Make sure the ballot box portion of the ESC is empty.

2. Take an orange seal from the Unused Seal Bag and record the seal number on the Seal Accountability Form. Seal the auxiliary ballot box closed using the orange seal.

3. Once a voter finishes voting, they must drop the ballot inside the ballot box portion of the ESC using the slot located on the left side of the ESC. The privacy sleeve is not deposited into the ballot box.

4. Do not remove these ballots until after 7:00 pm when the polls are closed. Follow the instructions on how to process these ballots after 7:00 pm.
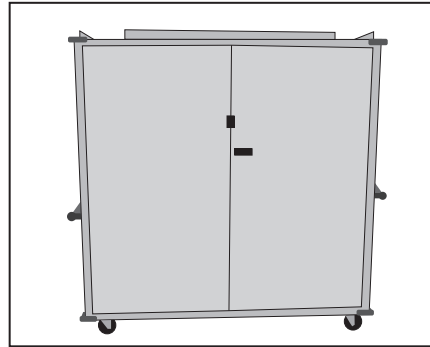
84-1 (A)

84-1 (B)
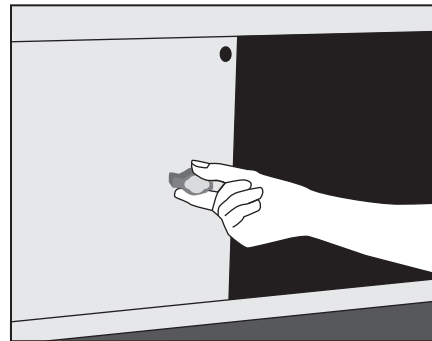
84-2 (A)

84-2 (B)

No Provisional ballot should be inserted into the ballot box.

84-3

After the Polling Place Closes

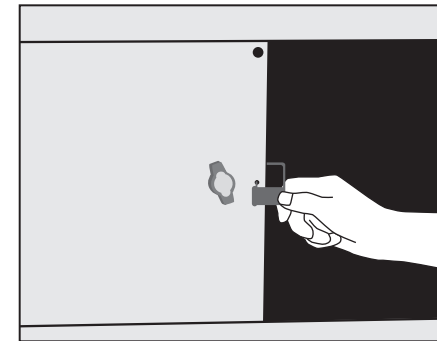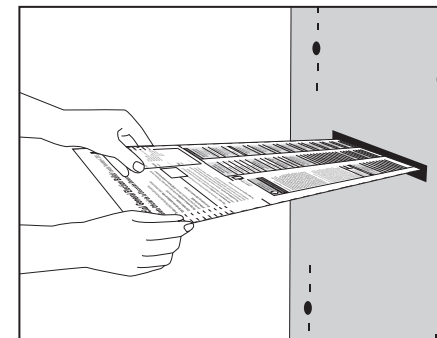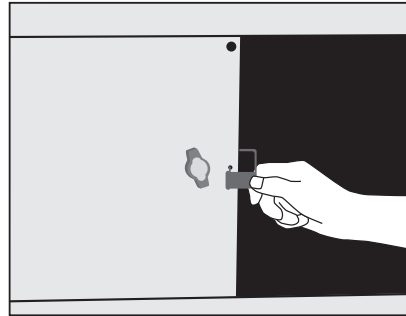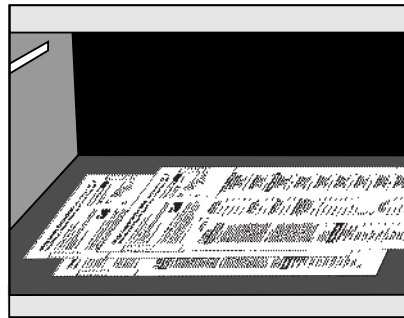If the ballot scanner stopped operating during voting hours and voted ballots were dropped into the ballot box portion of the ESC, you must:

1. Break the orange seal and place inside the Broken/Used Seal Bag.

2. Remove the voted ballots from the ballot box.

3. Insert each ballot into the ballot scanner.

4. If a ballot is rejected, press the "Override" button (number 3) on the back of the ballot scanner.

5. If a ballot is rejected because of no judge's initials, determine if the ballot was properly issued and, if so, initial the ballot and re-insert it into the ballot scanner.

6. If a ballot is defective or damaged, see page 60 for Processing Defective or Damaged Ballots.

85-1

85-2a
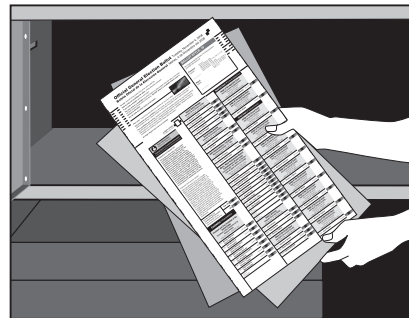
85-2b

7. If the ballot scanner is inoperable and ballots cannot be processed, use the Orange Sticker, located in the transfer case. The procedures for using the Orange Sticker are:

1. The ballot scanner in your precinct stopped operating during voting hours and was not repaired or replaced by 7 pm;

AND

2. Voted ballots were dropped into the Emergency Ballot Box inside the ESC.

The judges of election MUST:

1. Remove the voted and processed ballots from the Ballot Scanner Box;

2. Remove the voted, but not processed ballots from the Emergency Ballot Box (inside the ESC);

3. Review the ballots for write-in votes and, if any, process the write-in votes are required;

4. Place ALL ballots inside the plastic bag; seal the plastic bag and place the Voted Ballots

Security Seal over the recloseable seal. (ALL ballots = voted ballots, processed through the ballot scanner AND voted ballots, not processed through the ballot scanner)

The Orange Sticker must be placed on the outside portion of the transfer case lid (over the Board of Elections logo)
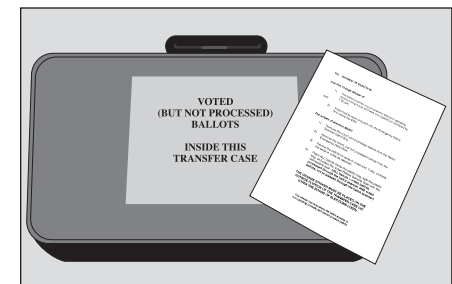
Remember: Both the Official CON and Official Ballots must be inserted into the Ballot Scanner.

CERTIFICATE OF RESULTS, FORM 80

It is important to remember that all ballots must be accounted for on Election Day. The numbers given on the Certificate of Results must be accurate. The explanation below is where this information comes from.

You will need to start using this form as soon as the polling place closes. Make sure this form is available to you when you begin closing the voting equipment and processing the results.

DO NOT TURN OFF THE VOTING EQUIPMENT UNTIL LINES 10 AND 11 HAVE BEEN COMPLETED.

1. **Total number of ballots delivered to the Polling Place in the ESC (inside the Auxiliary Box)**
   The number of ballots, by political party, is included on the Ballot Packing List located inside Envelope 1. Each precinct received ballots listed A – E.

2. **Total number of Provisional Ballots delivered to the Polling Place in the ESC (inside Envelope 3P)**
   The number of Provisional ballots, by political party, is included on the Ballot Packing List located inside Envelope 1. (Remember, the Provisional ballots have the word PROVISIONAL printed across the top). Each precinct received ballots listed A – E.

3. **Total number of voters who cast a ballot.**
   This number can be found on the last completed Application for Ballot, Form 14, on the used spindle. THIS NUMBER CANNOT BE 0 (unless you had no one vote in the polling place on Election Day).

4. **Total number of voters who cast a Provisional Ballot**
   Count the number of completed Provisional Voter Affidavit, Form 276P, and include that number on this line. This number must also be included on the front of the Envelope P.

5. **Total Spoiled Ballots**
   Count the number of SPOILED ballots inside the Envelope S – Spoiled Ballots.

6. **Total Damaged Ballots**
   Count the number of DAMAGED ballots inside the Envelope D – Damaged Ballots.

7. **Total Spoiled Provisional Ballot**
   Count the number of SPOILED provisional ballots inside the Envelope P – Provisional Ballots.

8. **Total UNUSED Ballots**
   Count the number of UNUSED (not voted) ballots that remain after the polls close. You do not need to separate the ballots by political party, simply include ALL Unused ballots.

9. **Total UNUSED Provisional Ballots**
   Same as #8, but this number is of the UNUSED Provisional Ballots.

10. **Total number of voters who voted on the Ballot Scanner**
    Look at the number on the public counter on the ballot scanner.

11. **Total number of voters who voted on the touchscreen**
    Look at the number on the public counter on the touchscreen (this is located in the bottom left corner of the touchscreen)

Lines 12, 13, and 14
These numbers will come from the Official Election Results Report from the Voter Card Activator.

12. **Total Votes**

13. **Total Qualified Votes**

14. **Total Provisional Votes**

Form 80 - Certificate of Results

Form 80

BOARD OF ELECTION COMMISSIONERS FOR THE CITY OF CHICAGO

CERTIFICATE OF RESULTS FOR THE
GENERAL ELECTION – Tuesday, November 4, 2014

PLEASE FOLLOW THESE INSTRUCTIONS:

1. All information requested on Form 80 must be completed on each copy of the Form 80. Please be sure to complete both sides of this form.

2. Each Judge must sign, in the space provided, on the back of each copy of the Form 80.

3. Each Judge must sign at the bottom of each of the Official Election Results Report (the results tape printed from the card activator).

4. Attach a signed Official Election Results Report to each completed Form 80. Place one completed and signed copy of the Certificate of Results, Form 80, with an Official Election Results Report attached, in Envelopes 65E, 66E, 71E, 72E and 73E. **Also, place one completed and signed copy of the Certificate of Results, with an Official Election Results Report attached, inside the Transfer Case.**

STATE OF ILLINOIS   )
COUNTY OF COOK   )   ss.

We, the judges of the General Election, do hereby certify that the polls were open from 6:00 a.m. to 7:00 p.m. on this 4th day of November, 2014. We further certify:

Number of Official Ballots (Paper) Received from the Board of Election Commissioners:
(Refer to the Ballot Packing List located in Envelope 1 to determine the number of Official ballots received)

(1) Total number of Official CON Ballots .... _____

(2) Total number of Official Ballots .... _____

Number of Official PROVISIONAL Ballots (Paper) Received from the Board of Election Commissioners:
(Refer to the Ballot Packing List located in Envelope 1 to determine the number of Provisional ballots received)

(3) Total number of Official Provisional CON Ballots .... _____

(4) Total number of Official Provisional Ballots .... _____

(5) Total number of voters who cast a ballot (NOT including Provisional) .... _____
This number is the last number on the Used Applications for Ballot spindle

(6) Total number of voters who voted a Provisional Ballot .... _____
Total completed Provisional Voter Affidavits, Form 276P

Number of Returned Ballots (This number is the total number of ballots in EACH envelopes)

(7) **Total** Spoiled Ballots (from Envelope S) .... _____

(8) **Total** Damaged Ballots (from Envelope D) .... _____

(9) **Total** Spoiled Provisional Ballots (from Envelope P) .... _____

(10) Total Unused Ballots .... _____

(11) Total Unused Provisional Ballots (Envelope 3P) .... _____

Number of Ballots Cast from Public Counter

(12) Total Official voted ballots (from Ballot Scanner Public Counter) .... _____
(Remember: Each voter was issued two ballots, so this number will equal twice the number of voters who voted on the ballot scanner)

(13) Total Touchscreen voted ballots (from Touchscreen Public Counter) .... _____

Number of Ballots Cast from the Official Election Results Report (from Card Activator)

(14) Total Votes Cast from Official Election Results Report (from Card Activator) .... _____

(15) Total Qualified Votes from Official Election Results Report (from Card Activator) .... _____

(16) Total Provisional Votes from Official Election Results Report (from Card Activator .... _____
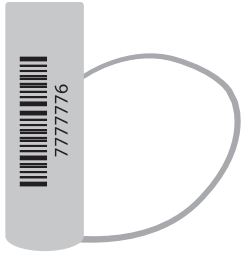This number only applies to voters who used an Audio/Provisional Ballot on the Touchscreen

YOU DO NOT NEED TO ADD THE LINES TOGETHER, JUST PROVIDE THE NUMBERS
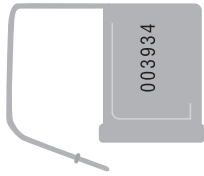
Lance Gough – Executive Director
Board of Election Commissioners for the City of Chicago

Seals

The Seal Accountability Forms must be completed as instructed and returned to the Receiving Station in the Black Return Bag.

Green

7777776

Orange

003934

Black

SEAL 0000000

Grey

0002557

Red

0076789

Blue

C.B.O.E

027130

(ENTER)

Yellow

SEAL 0028384

SEAL ACCOUNTABILITY FORM

Pct _____ Wd _____

Form 3 Rev 7/14

ELECTION SUPPLY CARRIER (Seal is GREEN)

1. PRIOR TO ELECTION DAY:

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

NEW SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

2. ELECTION DAY

Before 6 am

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

After 7 pm

SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

AUXILIARY BALLOT BOX - INSIDE ESC (Seal is ORANGE)

3. ELECTION DAY (If needed because ballot scanner stopped operating)

SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

TOUCHSCREEN

4. PRINTER Election Day (Seal is RED)

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

If replacement is needed

SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

5. POLLS OPEN/CLOSE DOOR Election Day

YELLOW SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

RED SEAL # _____ VERIFIED/ATTACHED BY _____ (EJ SIGNATURE)

6. CARTRIDGE PORTS DOOR Election Day (Seal is RED)

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

VOTER CARD ACTIVATOR

7. PRINTER Election Day (Seal is RED)

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

If replacement is needed

SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

BALLOT SCANNER

8. MEMORY PACK DOOR Election Day (Seal is RED)

SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

9. BALLOT SCANNER/BALLOT BOX Election Day (Seal is BLUE)

SEAL #s _____ / _____ ATTACHED BY _____ (EJ SIGNATURE)

10. If replacements are needed

SEAL #s _____ / _____ ATTACHED BY _____ (EJ SIGNATURE)

SEAL #s _____ / _____ ATTACHED BY _____ (EJ SIGNATURE)

SEAL #s _____ / _____ ATTACHED BY _____ (EJ SIGNATURE)

ELECTRONIC POLL BOOK CASE (Seal is YELLOW)

11. SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

ELECTRONIC POLL BOOK (Seal is RED)

12. SEAL # _____ VERIFIED BY _____ (EJ SIGNATURE)

TRANSFER CASE (after 7 pm) on Election Day (Seal is CLEAR/BLACK)

13. SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

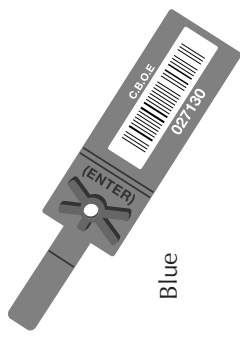**BLACK RETURN BAG (after 7 pm)** on Election Day (Seal is GRAY)

14. SEAL # _____ ATTACHED BY _____ (EJ SIGNATURE)

WAREHOUSE EMPLOYEE: _____
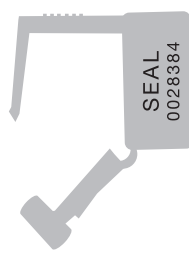
RETURN THIS FORM AND THE BROKEN/USED SEAL BAG TO THE RECEIVING STATION

INSTRUCTIONS FOR VERIFYING, ATTACHING AND RECORDING SEAL NUMBERS.
UNUSED SEALS ARE LOCATED IN THE UNUSED SEAL BAG.

ESC

1. Prior to Election Day
Seal attached by warehouse employee and verified by election judge checking the supplies the evening before the election.

An election judge will attach a new seal on the ESC and record the new seal #.

2. Election Day
An election judge will verify that the seal # recorded on this form is the same that was placed on 1) warehouse employee or 2) election judge the evening before the election.

AUXILIARY BALLOT BOX

3. If the ballot scanner stops working on election day, the auxiliary ballot box must be emptied and a seal attached to the door. The seal # is recorded by an election judge.

TOUCHSCREEN

4. Printer
Seal attached by warehouse employee and verified by an election judge on election day. If a replacement seal is needed, an election judge will attach a new seal on the printer and record the new seal #.

5. Polls Open/Close Door
A yellow seal is attached by warehouse employee and verified by an election judge. An election judge will then verify the seal # and attach the seal underneath the door by a warehouse employee. A red seal is placed to the outside of the door, after moving the switch from Close to Open.

6. Cartridge Ports Door
Seal attached by warehouse employee and verified by an election judge.

VOTER CARD ACTIVATOR

7. Printer
Seal attached by warehouse employee and verified by an election judge. If a replacement seal is needed, an election judge will attach a new seal on the printer and record the new seal #.

BALLOT SCANNER

8. Memory Pack Door
Seal attached by warehouse employee and verified by an election judge.

9. Ballot Scanner/Ballot Box
An election judge must secure the ballot scanner to the ballot box by using two blue seals (one on each side). An election judge must record the seal #s.

10. If the seals need to be replaced, an election judge must record the new seal #s.

ELECTRONIC POLL BOOK CASE

11. Seal attached by warehouse employee and verified by election judge before opening on election morning. After the case is packed at the end of the night, an election judge attaches a new YELLOW seal before placing the case back in the ESC.

ELECTRONIC POLL BOOK

12. Seal attached by warehouse employee and verified by an election judge.

TRANSFER CASE

13. After all the required items are placed inside the transfer case, an election judge must attach a seal and record the seal #.

BLACK RETURN BAG

14. After all the required items are placed inside the transfer case, an election judge must attach a seal and record the seal #.

All election judges that verify and attach seals must sign on the appropriate lines.

ALL BROKEN/USED SEALS MUST BE PLACED INSIDE THE BROKEN/USED SEAL BAG AND TAKEN TO THE RECEIVING STATION IN THE BLACK RETURN BAG.