

DIRECT BALLOTING INSTRUCTIONS

2019

Direct Balloting Process (Begins 7 Days Prior to Election)

- Tuesday, November 4

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Prepare Absentee Location for Direct Balloting

- Place DS200 ballot counter in a location suitable for voting
 - At least 6 feet away from other voters, staff, voting booths, etc.
 - Visible to staff members while providing privacy to voters
- Have an Election Judge or Staff Member available during voting hours for assistance and voter questions
- Provide appropriate spaces and writing surfaces for voters to complete forms, sign voter certificates, and mark ballots
- Secrecy sleeves must be available for the voter
- Use a surge protector to plug in DS200
- Make sure auxiliary compartment of the ballot box is closed and locked
- AutoMARK should be in generally the same area with screen not visible to others while voting

Open the Polls Day 1

- Plug in, Open DS200 and lift screen – machine will boot up
- When prompted enter the election code.
- **Cancel all printing of tapes**
- Press “Open Polls” button on the screen
- Press “Go to Voting Mode” on the screen
- Verify the Public Count on the DS200 screen is 0

Open the Polls Days 2 through 7

- Plug in, Open DS200 and lift screen – machine will boot up
- When prompted enter the election code.
- **Cancel all printing of tapes**
- Press “Don’t Close, continue voting” button
- Press “Go to Voting Mode” on the screen
- Public Count will display previously counted ballots

In-Person Voting Instructions – Direct Balloting

1. Clerk provides Direct Balloting Application to voter
2. Review and verify completed DB Application
3. Clerk offers options to voter
 - i. Return Envelope – Voter issued an absentee ballot and return envelope materials (M.S. 203B.08 Subd. 1)
 - ii. Direct Balloting – Voter inserts absentee ballot directly into the ballot counter pursuant to (M.S. 203B.081 Subd. 3)
4. Log into SVRS to determine voter status (REGISTERED OR NON-REGISTERED)
5. If AB ballot record for the current election already exists for voter, determine the status of the active absentee ballot prior to proceeding
 - “Accepted” status – voter has already voted in the election and cannot vote again
 - “Sent” or “Received” – contact county for instructions
 - If the status cannot be immediately determined, the voter may proceed ONLY with the Return Envelope Absentee Process and cannot place ballot directly into the ballot counter.
6. Proceed with instructions for **REGISTERED** or **NON-REGISTERED** voters below

DIRECT BALLOTING FOR REGISTERED VOTERS	DIRECT BALLOTING FOR NON-REGISTERED VOTERS
7a. Clerk selects “Direct Balloting – Registered” in SVRS 7b. Choose “General Election” button 7c. Select “Submit Print Now”	7a. Voter completes voter registration application 7b. Voter provides proof of residence and completed application for clerk review 7c. Clerk selects “Direct Balloting – New” in SVRS and links AB record to voter’s record if one exists 7d. Clerk places “VRA” label on top right corner of VRA 7e. Clerk places VRA in manila “Completed Election Day Registrations” envelope
8. Clerk adheres “App” label on front of DB Application 9. Clerk adheres “Env #2” label to Voter Certificate portion on back of DB Application 10. Voter signs Voter Certificate, clerk will check accepted box on voter certificate and initial 11. Clerk provides voting instructions and issues ballot to voter 12. Always verify that ballot precinct # matches the precinct # on voter record label – also review school district # for split precincts 13. Voter marks the ballot and inserts directly into ballot counter 14. Complete the “Official Use Only” section of the DB Application 15. Sort DB Applications by precinct 16. Store in secure location	

Close the Polls – Days 1 through 6

- Press “Close Polls” button in access panel compartment
- Press “Admin Shield” button on the upper right-hand corner of the DS200 screen
- Press “Shutdown” button on the screen

Reconciliation – Days 1 through 7

- After the close of voting *each day* two members of the absentee ballot board complete Section One of the DB Summary Statement Worksheet
 - Count and record the number of signed Voter Certificates (on back of DB application)
 - Remove voted ballots from ballot box, count, and record on Summary Statement Worksheet
 - Compare the number of Voter Certificates to the number of ballots cast
 - If numbers do not match, contact Anoka County Elections for further instruction
- Two members of the ballot board INITIAL the ballots
- Place ballots in transfer case labeled “Scanned Ballots – Direct Balloting”
- Seal “Scanned Ballots – Direct Balloting” transfer case and store in secure ballot storage area

Close the Polls Day 7 (After 5:00 p.m.)

- Press “Close Polls” button in access panel compartment
- Select “Close Polls” button on the DS200 screen
- **Cancel Results Tape printing**
- Press “Begin Modem” and transmit data to Anoka County Elections
- After a successful modem and green check mark is displayed, press exit
- Press “Report Options” in the center bottom of the screen
- Under the report type, select Ballot Status Accounting Report
- Press “Print Report”
- When report has finished printing, press the red cancel button
- Press “Finish – Turn Off”
- Remove Direct Balloting media stick and secure with statistic information. (see packaging instructions next page)

Secure Ballots & Report Statistics

- Complete Section Two of the Absentee Summary Statement Worksheet for Direct Balloting
 - Sort Voter Certificates by Precinct
 - Count and record number of Voter Certificates, by precinct, on the Absentee Summary Statement Worksheet for Direct Balloting
 - For each precinct, record the total number of ballots counted
 - On the “Ballot Status Accounting Report” machine tape, look for the “Ballots for Code” section which lists the number of ballots counted in each precinct
 - Record on the Summary Statement Worksheet
 - IF NUMBERS DO NOT MATCH CONTACT COUNTY
 - Count and record number of Spoiled Ballots for each precinct in the spoiled ballot envelope
 - Scan and email completed Absentee Summary Statement Worksheet for Direct Balloting to County Elections Office at elections@co.anoka.mn.us
 - Secure materials in ballot storage area as follows:
 - Ballots sealed in transfer case labeled “Scanned Ballots – Direct Balloting”
 - Place the following completed items in designated transfer case:
 - Absentee Application/Voter Certificates (separated by precinct)
 - Completed “Absentee Summary Statement Worksheet – Direct Balloting”
 - Ballot Status Report
 - Place the following completed items in designated transfer case:
 - Voter Registration Applications
- Return all scanned ballots and completed forms to County Elections Office post-election along with precinct returns

NOTE: Be prepared to deliver on Election Day if necessary due to modem failure or other unforeseen circumstance

Reset Ballot Counter for Election Day Precinct

- Unplug the DS200 (this prevents the machine from booting up when you lift the screen)
- Lift screen, open access panel, and insert Election Day Precinct media stick
- Secure with seal provided
- Record seal number on Official Precinct Certification
- Plug in the DS200 and press power button (or put down screen and lift again) – machine will boot up
- When prompted enter the election code
- **Cancel all printing of tapes**
- Verify the Public Count on the DS200 screen is 0
- Select “Don’t Open Turn Off” – machine will power off
- Verify the ballot box and auxiliary compartment are empty
- Prepare ballot box for delivery to precinct

