



POLL BOOK USER GUIDE

| | |
|------------------------------|----|
| Searchby Manual Entry | 1 |
| Registration Update | 3 |
| Advanced Search | 7 |
| Voter Not on List | 8 |
| Voucher Form | 12 |
| Absentee (AB) | 13 |
| Voters with Challenge Status | 14 |
| Precinct Finder | 15 |

1 GET STARTED

Press **GET STARTED** to locate the voter by using his or her first and last name.

2 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.

3 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

4 VOTER CONFIRMATION

Screen displays voter's information.
Verify information, if all is correct press **ACCEPT**.

5 POLL WORKER CONFIRMATION

Poll worker confirmation screen will appear.
Poll worker to verify and confirm all information is correct. If correct, press **SUBMIT**.

6 PROCESSED VOTER

Ask the voter to sign the voter signature certificate.
Place signed voter certificate in box provided
Issue VOTER RECEIPT:
 White – Registered Voters
 Add school district # in split precincts
Direct voter to Ballot Judge station

1 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.

2 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions like AB or Challenge notations, then select the voter by touching his or her record.

3 VOTER CONFIRMATION

If the voter has had a legal name change or change of address, select **Update Registration** at the bottom of the screen.

4 ENTER NAME AND DOB

The voter's name and date of birth will populate. If changes are needed, tap in the corresponding field to update. Once you have finished updating the information, press **Next**.

NOTE bolded fields with * are REQUIRED

Do not complete optional fields.

5 ADDRESS AUTO-POPULATES

If address changes are needed, press **Clear Fields** to remove auto-populated address.

Enter the voter's house number and begin typing the voter's street. Choose the matching street from the drop-down menu.

Then press **Next**.

6 VOTER IDENTIFICATION

Choose the form of ID provided by the voter from the drop-down menu and enter the requested information. Press **Next**.

NOTE: If you have already scanned the voter's driver's license, the number will auto-fill in the box.

7 VOTER'S IDENTIFICATION & PROOF OF RESIDENCY

Select the voter identification type using the drop-down menus. Press on the matching option to select. Once you have made the correct selections, press **Next**.

NOTE: If you have scanned an ID, the ID number will auto populate. To complete a voucher form, see VOUCHER section.

8 PREVIOUS ADDRESS

This information is optional

Skip this step by pressing **CONTINUE**.

9 CONFIRM & INITIAL

Election Judge to confirm that all the information is correct, then initial on the line and press **Next**.

VOTER SUCCESSFULLY ADDED

Once information has been confirmed, you will receive a pop-up confirming you have added the voter. Press **Ok** to finish processing the voter.

The election day registration form and voter signature certificate will print on one slip

Do not tear off until printing stops

Ask the voter to sign the voter signature certificate

The voter must sign in two places.

Place signed voter certificate in box provided

Issue VOTER RECEIPT:

Blue – Election Day Registrants

Add school district # in split precincts

Direct voter to Ballot Judge station

1 VOTER NOT FOUND

If a voter's record is not found using Manual Entry, a pop-up will appear reading **No Records Found**. Press **OK** to return to Voter Lookup screen.

2 ADVANCED SEARCH

Once back on the Voter Lookup Screen, press the circle next to **ADVANCED SEARCH**.

NOTE: Clear Name Fields by Pressing X in First and Last Name Boxes Before Searching

3 SEARCH BY:

Lookup voter by using **DATE OF BIRTH (DOB)**, **ADDRESS**, **LICENSE NUMBER**, **VOTER ID**, etc., press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as Manual Entry to process voter.

1 ENTER VOTER'S NAME

Use the on-screen keyboard to enter the first three (3) letters of the voters last and first name, then press **SEARCH**.

2 NO RECORD FOUND

If voter is not found, always look up the voter's record using Advanced Search instructions.

3 REGISTER VOTER

If voter is still not found select **MENU** in the top left corner and select **Register Voter**.

4 CONFIRM CITIZENSHIP & DOB

Ask the voter, “Are you a US Citizen?”
If yes, press **YES**, and proceed.

Ask the voter, “Are you 18 years old or older?”
If yes, press **YES** and proceed.

5 ENTER NAME AND DOB

If the voter presents a Minnesota driver’s license, poll worker may scan the barcode to auto-populate the voter’s name and date of birth. If not, manually enter voter's information and select Next.

NOTE: *Indicates a required field.

6 ADDRESS AUTO-POPULATES

Enter the voter’s house number and begin typing the voter’s street. Choose the matching street from the drop-down menu.

Then press **Next**.

7 VOTER IDENTIFICATION

Choose the form of ID provided by the voter from the drop-down menu and enter the requested information. Press **Next**.

NOTE: If you have already scanned the voter's driver's license, the number will auto-fill in the box.

8 VOTER'S IDENTIFICATION & PROOF OF RESIDENCY

Select the voter identification method using the drop-down menus. Press on the matching option to select. Once you have made the correct selections, press **Next**.

NOTE: If you have scanned an ID, the ID number will auto populate. To complete a voucher form, see VOUCHER section.

9 PREVIOUS ADDRESS

This information is optional

Skip this step by pressing **CONTINUE**.

8 CONFIRM & INITIAL

Election Judge to confirm that all the information is correct, then initial on the line and press **Next**.

VOTER SUCCESSFULLY ADDED

Once information has been confirmed, you will receive a pop-up confirming you have added the voter. Press **Ok** to finish processing the voter.

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STEP 1

On the 'Residency Verification Page', select '**Other**' from the Residency Types drop-down. Then select '**Vouched For**' from the Type of ID drop-down. Press **Next**.

STEP 2

Select Voucher Definition from the drop-down.

Example:

- I am an employee of a residential facility.
- I am pre-registered to vote in this precinct.
- I registered in this precinct today and did not have another person vouch for me.

NOTE: If it is a residential facility, you must type the name of the facility.

STEP 3

If voucher is pre-registered in the precinct, type the voucher's Voter ID number. The remaining fields will auto populate. Type the voucher's phone number then press Sign.

NOTE: The voucher's voter ID can be located on another Poll Pad or the Greeter List

STEP 4

Voucher and Election judge both must sign their names. Press **Next**.

Follow the prompts on the remaining screens to finish the process.

NOTE: If you need to redo a signature, press "Clear Signature".

1 LOOK UP VOTER

Lookup the voter's record using Manual Entry instructions.

Voters who have already cast an absentee ballot will be highlighted red, with a voter status of **A.B.** Select voter record to proceed.

2 CORRECT VOTER

A pop-up will appear with a message for the voter. Read AB message to voter. Then press Close.

If voter says they did not cast an absentee ballot ask Head Judge to contact Anoka County Elections for further instructions.

1 SELECT VOTER'S RECORD

Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.

2 FOLLOW PROMPT

A prompt will appear stating the voter's challenge type and instructions on how each situation should be handled. Read the instructions in their entirety and select the corresponding option to the right.

Finish the check-in process.

3 CHALLENGE OPTIONS

Clear Challenge should be selected if the voter has met the requirements.

Challenge Refused should be selected if the voter refuses to provide requested information.

Challenge Failed should be selected if the voter does not meet the stated requirements.

PRECINCT FINDER

1 MENU

To access Precinct Finder contained in the Poll Pad, press **MENU** > **Precinct Finder**.

2 ENTER ADDRESS

Enter voter's residential address. Once the house number is entered, the street name will auto-populate once you begin typing. Select the correct address from the populated drop-down menu, then press **Search**.

3 PRINT LOCATION

Press **Print Location**. Present voter with slip with name and address of correct polling location.