



Anoka County

PROPERTY RECORDS & TAXATION DIVISION

Elections & Voter Registration

knowink

POLL BOOK SET UP GUIDE

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Anoka County Elections & Voter Registration
(763) 324-1300

April 2024

POLL BOOK USER GUIDE cont.

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POLL BOOK SET UP GUIDE | OPENING PROCEDURES



1. LOCATE AND TURN ON HOT SPOT

Set up instructions are included inside of the hot spot case.

NOTE: You may need to try different locations in the polling place (e.g. closer to a window or door) to establish a connection



2. LOCATE PRINTER and CONNECT TO POWER ADAPTER

Connect the power cord to the power adapter.

NOTE: Ensure secure connection



3. CONNECT TO PRINTER

Plug the connector into the back of the printer.

NOTE: Ensure secure connection

POLL BOOK SET UP GUIDE | OPENING PROCEDURES



4. PLUG PRINTER INTO OUTLET

Plug your printer into a wall outlet.

NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.

REMINDER: If you are using a power strip, be sure it is turned on.



5. TURN PRINTER ON

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.



6. STAND ARM

To attach the stand arm to the iPad shell, pinch the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.

POLL BOOK SET UP GUIDE | OPENING PROCEDURES



7. CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.



8. ATTACH PHOTO ID TRAY

Slide the ID tray to the iPad using the mounting slide. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.



9. POWER ON POLL PAD

Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

NOTE: Poll Pad will power on automatically if connected to ACpower

POLL BOOK SET UP GUIDE | OPENING PROCEDURES



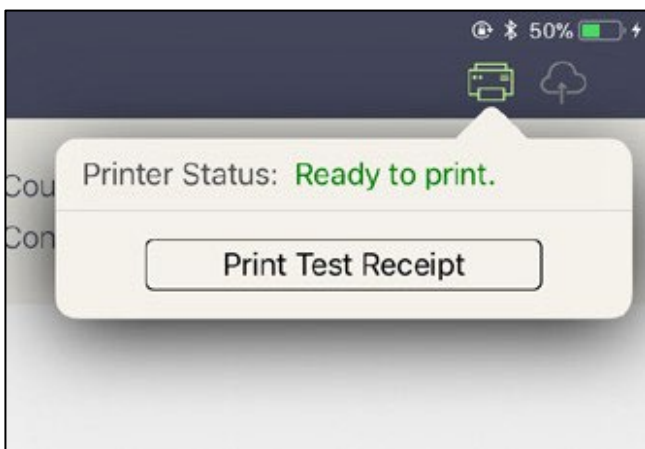
10. HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is correct (**MOST Important!!**)
- Check-in Count = 0
- Battery life is close to Full (90% or greater)



11. CONFIRM CONNECTION

Look for the blue light on the back of the printer to confirm the wireless printing connection is successful.



12. CONNECT and TEST PRINT

A green printer icon on the Poll Pad means you are connected to the printer.

Press the green printer icon and select 'Print Test Certificate' and a sample certificate will print.

You are now ready to sign in and process voters.

POLL BOOK SET UP GUIDE | CLOSING PROCEDURES



1. POWER OFF and UNPLUG PRINTER

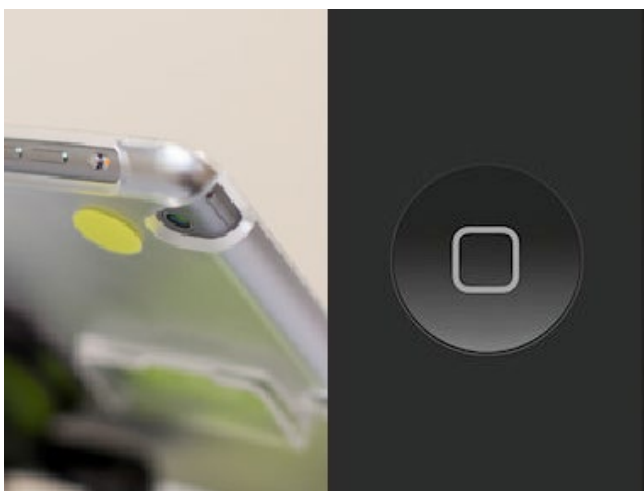
Power off the printer and unplug from outlet; disconnect printer cable from transformer box and printer.

NOTE: Keep Poll Pad powered ON



2. FOLD STAND ARM

After disconnecting hardware from the iPad, place components back in carrying case. Once the stand arm has been removed from the iPad and battery base, fold the stand arm backwards to fit in the case.



3. POWER OFF IPAD

Turn off iPad by holding the power button and the home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.

POLL BOOK SET UP GUIDE | CLOSING PROCEDURES

SECURE POLL PAD SUPPLIES



4. POWER OFF and UNPLUG PRINTER

- 1 Green Case
- 2 Poll Pad and Stand Arm
- 3 Poll Pad Base
- 4 Power Cube and Cord
- 5 (2) Stylus
- 6 Photo ID Tray
- 7 iPad Screen Cloth
- 8 Printer

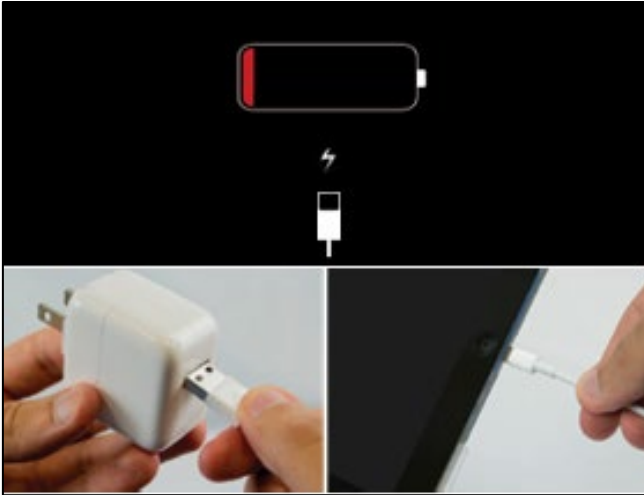


5. RETURN SUPPLIES

Return Poll Pad Case to the City on Election night, along with other precinct supplies.

NOTE: To ensure accuracy, remember to place the Poll Pad supplies in the appropriate case/tote.

POLL BOOK SET UP GUIDE | TROUBLESHOOTING



CHARGING POLL PAD

1. Plug USB end of power cable into power cube
2. Plug power cube into an AC wall outlet
3. Plug power cable into Lightning Connector on Poll Pad
4. Wait about 5 minutes for the Poll Pad to charge
5. Once there is sufficient power, Poll Pad will auto power on
6. Resume normal operations



OPENING POLL PAD

1. If application does not automatically launch when powered on, touch the Poll Pad at the bottom of the Home Screen
2. Verify the Minnesota homepage displays on screen



iOS SOFTWARE UPDATE

DO NOT perform a software update on the Poll Pad. In the unlikely event that an iOS update prompt displays on the device, perform the following steps:

1. Touch LATER from the list on screen options
2. Press the Home button and verify Poll Pad app remains open

POLL BOOK SET UP GUIDE | TROUBLESHOOTING

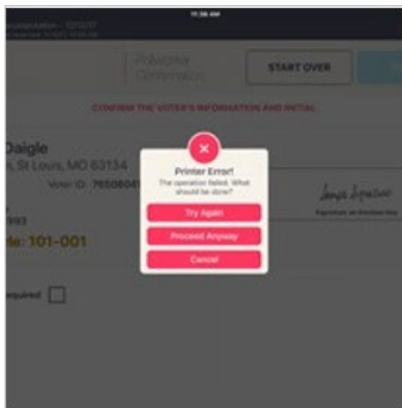


POLL PAD SCREEN IS UNRESPONSIVE

1. Unplug unit from power source (electrical outlet, battery, etc)

If the Poll Pad screen is unresponsive, perform the following steps:

2. Hold down the Sleep/Wake and Home buttons simultaneously
3. Release both buttons once the Apple logo displays on screen
4. After application launches, return to previous activity



NOT PRINTING / STOPS PRINTING

1. Make sure the printer is turned 'ON'
2. Confirm the printer is plugged into outlet and cords are securely connected
3. Check paper is installed correctly
4. Confirm connection with Poll Pad (green icon)



CHANGING PAPER

1. Open printer
2. Reload paper with the paper flap toward you, feeding from the bottom / underneath roll
3. Close and print TEST certificate

POLL BOOK SET UP GUIDE | POLL PAD ICONS & COLORS



PRINTER ICON COLORS



GREEN - Poll Pad is paired with the printer. A certificate will print out for checked-in voters and those who are in the wrong precinct.



YELLOW - Poll Pad recognizes the printer and is currently in the process of pairing with the device.



RED - Poll Pad is not paired with the printer. Select the printer icon, followed by Pair and Connect



MULTI-PEER ICON COLORS



Poll Pad is currently connected and synchronizing with the other precinct Poll Pads



The number inside of the blue circle indicates the number of precinct units the Poll Pad is connected to



Poll Pad recognizes the presence of other precinct Poll Pads but is not connected or synchronizing with these units



Poll pad is currently disconnected and not synchronizing with the other precinct Poll Pads. Contact your Election Authority.



CLOUD SYNC ICONS and COLORS



GREEN – Poll Pad is currently connected and synchronizing with the central election database



YELLOW - Poll Pad is in the process of connecting to the central election database



RED - Poll Pad is currently disconnected and not synchronizing with the central election database. Contact your election authority.

POLL BOOK USER GUIDE | REGISTERED VOTERS

PROCESSING VOTERS – SEARCH BY MANUAL ENTRY

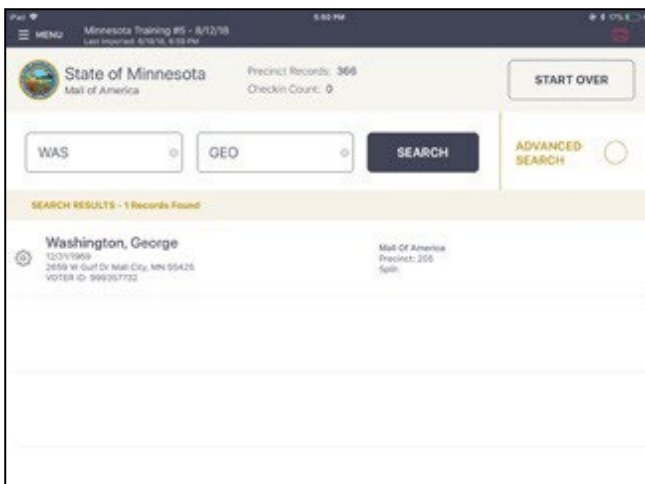
1. GET STARTED

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



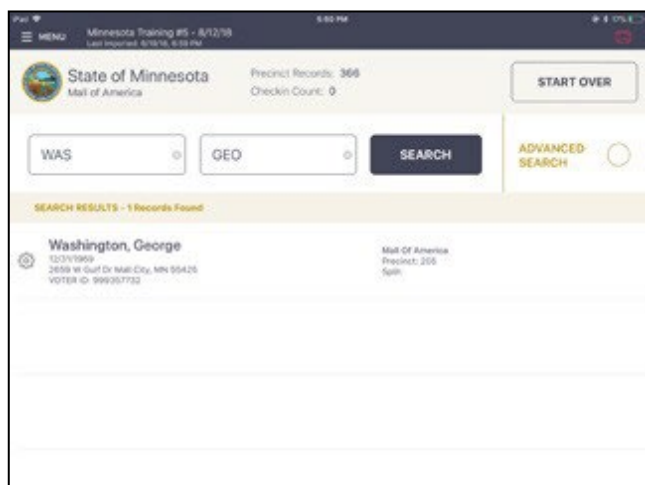
2. ENTER VOTER'S NAME

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



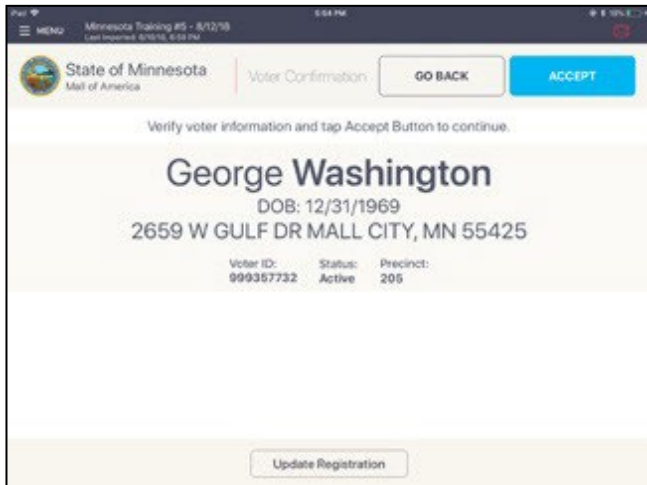
3. SELECT VOTER'S RECORD

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



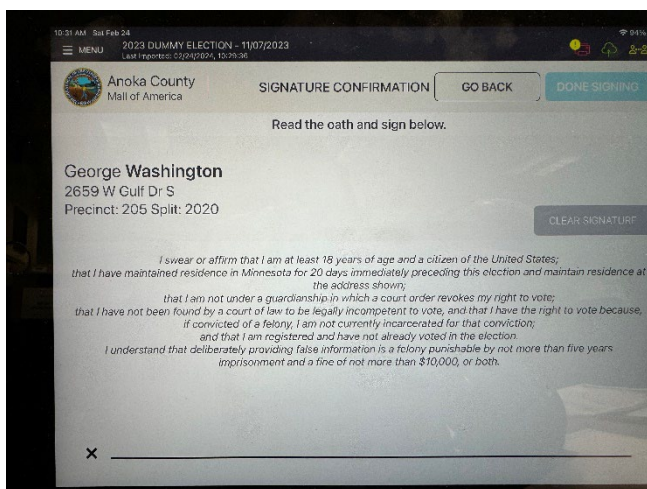
POLL BOOK USER GUIDE | REGISTERED VOTERS

PROCESSING VOTERS – SEARCH BY MANUAL ENTRY



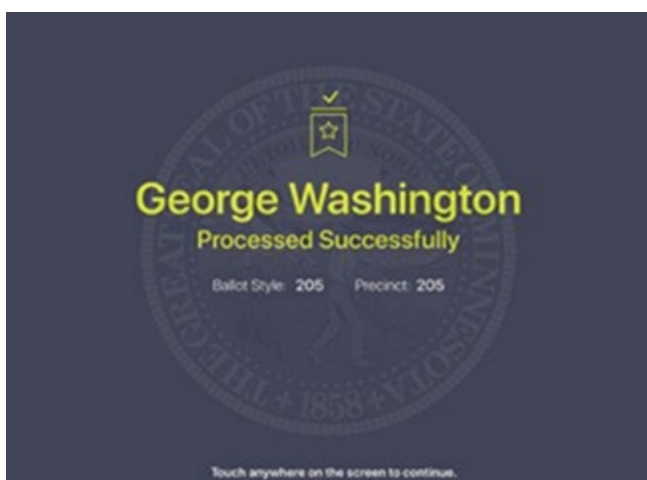
4. VOTER CONFIRMATION

Screen displays voter's information. Turn screen to the voter to verify information. If all is correct, election judge to press **ACCEPT**



5. SIGNATURE CONFIRMATION

Turn screen back to face the voter. Signature confirmation screen will appear. Election judge to verify and confirm all information is correct. If correct, press **DONE SIGNING**

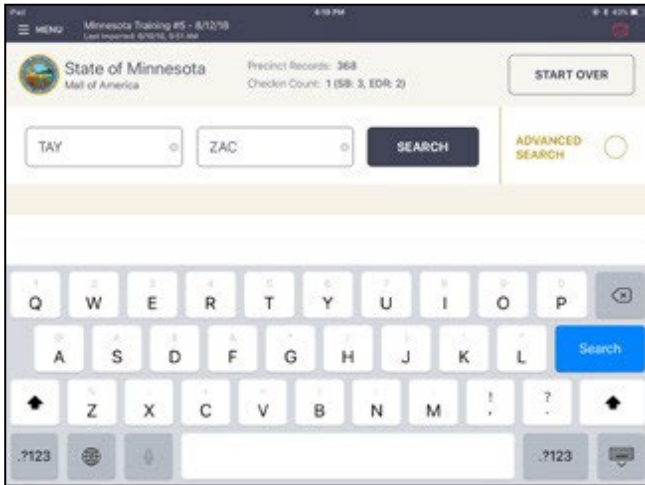


6. POLL WORKER CONFIRM and PROCESS VOTER

- Election Judge to confirm information is correct
- Voter Signature Certificate ("**Short Slip**") and **Voter Receipt** will print
- Place **Short Slip** in box provided
- Issue **Voter Receipt** to the voter
- Direct voter to Ballot Judge station

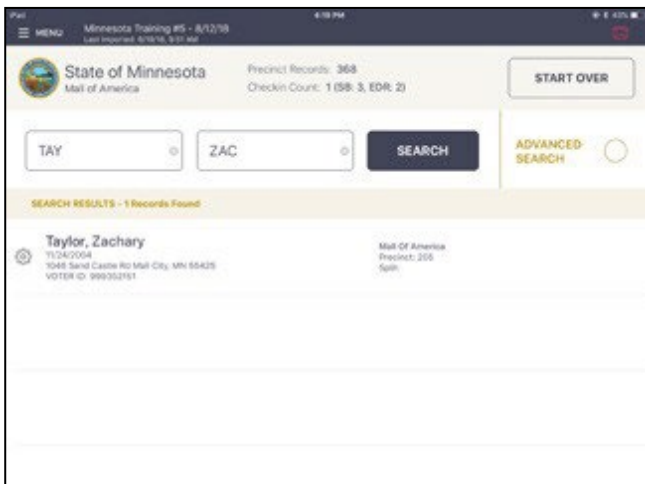
POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION UPDATE



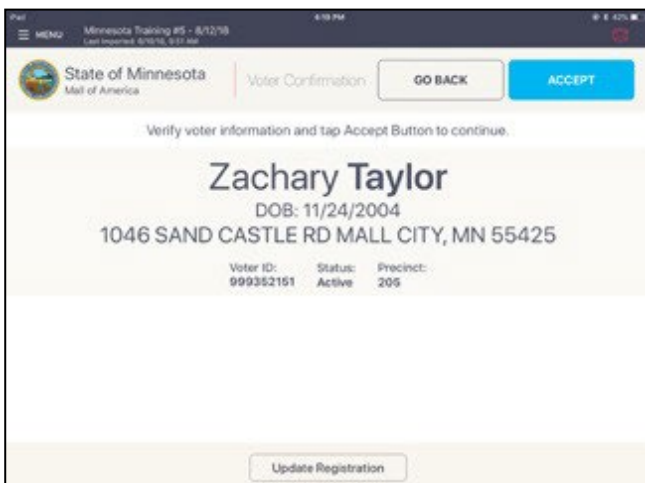
1. ENTER VOTER'S NAME

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 **Registration** at the bottom of the screen.

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION UPDATE

The screenshot shows the 'Election Day Registration' app interface. At the top, there's a 'Previous Step' button and a 'Next' button. The main heading is 'Election Day Registration'. Below that, it says 'Enter Voter Information'. The form has several fields: 'First Name' with the value 'Zachary', 'Middle Name', 'Last Name' with the value 'Taylor', 'Suffix', 'DOB' with the value '11/24/2004', 'Email', and 'Phone Number'. A red asterisk indicates required fields. A 'Next' button is in the top right corner.

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, then press **Next**.

NOTE: Bolded fields with * are required

The screenshot shows the 'Voter Address' app interface. At the top, there's a 'Previous Step' button and a 'Next' button. The main heading is 'Voter Address'. Below that, it says 'Enter Voter Information'. The form has several fields: 'House #' with the value '970', 'Suffix', 'Pre-Direction', 'Pali' (selected from a drop-down menu), 'Street Type', 'Post-Direction', 'Unit Type', 'Unit Number', 'City', 'State', and 'Zip'. A 'Clear Fields' button is in the bottom left. A question 'Can Mail Be Delivered to Address Above?' is in the bottom right with 'Yes' and 'No' buttons. A red asterisk indicates required 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. Press **Next**.

Note: If you press Next and get a pop up that says the voter is in the "Wrong Location", check the precinct finder to verify they are at the correct polling location. **DO NOT** register without checking

The screenshot shows the 'Registration Identification' app interface. At the top, there's a 'Previous Step' button and a 'Next' button. The main heading is 'Registration Identification'. Below that, it says 'Please select your Identification type from the list.'. There is a dropdown menu for 'Identification Types'. A red asterisk indicates a required field.

6. VOTER IDENTIFICATION

Choose the form of ID provided by the voter (either MN DL or last 4 of SSN; or mark that the voter does not have either) 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.

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION UPDATE

Residency Verification

Please choose your proof of residency from the lists.

Photo ID + Document with Current Name & Address

Residency Types *

US Passport

Type of ID *

123456789

ID Number *

Rent statement

Document Type *

* Indicates a required field

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, then press **Next**.

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

Voter Signature of Confirmation

Please confirm all of this.

Julie Alan Isbell

02/02/1946

Residential: 731 DURION CT, MALL CITY, MN 55425

ID Type: Voter Has a MN-issued driver's license or MN ID card number

ID Number: A123412341234

Precinct: 205 Split: 2020

School District: 2020

Clear Signature

I certify that:

(1) we live at the address shown on the registration form;

(2) we are a citizen of the United States;

(3) we have maintained residence in Minnesota for 30 days immediately preceding election day;

(4) we are not under a guardianship or conservatorship in which the court order denies us the right to vote;

(5) we are not under a court order that restricts our right to vote;

(6) we have not been found by a court to be legally incompetent to vote;

(7) we are not currently incarcerated for a conviction of a crime involving a felony, or

(8) we have read and understand the following statement: that giving false information is a felony, punishable by not more than five years imprisonment or a fine of not more than \$10,000, or both.

I swear or affirm that I am at least 18 years of age and a citizen of the United States;

that I have maintained residence in Minnesota for 30 days immediately preceding the election and maintained residence at the address shown;

that I am not under a guardianship or conservatorship in which a court order denies my right to vote;

that I have not been found by a court to be legally incompetent to vote; and that I have the right to vote in this election. If prohibited by a felony, I am not currently incarcerated for that offense;

and that I am registered and have not already voted in this election.

I understand that deliberately providing false information is a felony, punishable by not more than five years imprisonment and a fine of not more than \$10,000, or both.

X

8. VOTER SIGNATURE OF CONFIRMATION

(FOR REGISTRATION)

Voter confirms that information entered is correct. The voter signs in the provided area. Select **Next**.

Election Judge Confirmation

Election Judge to confirm registration information. If correct, Election Judge to initial and tap Next. If changes are needed, tap Previous Step.

NEW VOTER

01/22/1996

Residential: 7981 HENRY LN, LINO LAKES, MN 55014

ID Type: Voter does not have a MN-issued driver's license, a MN-issued ID card, or a SSN

Precinct: LINO LAKES P-2 Split: 831

School District: 831

Clear Signature

Initial

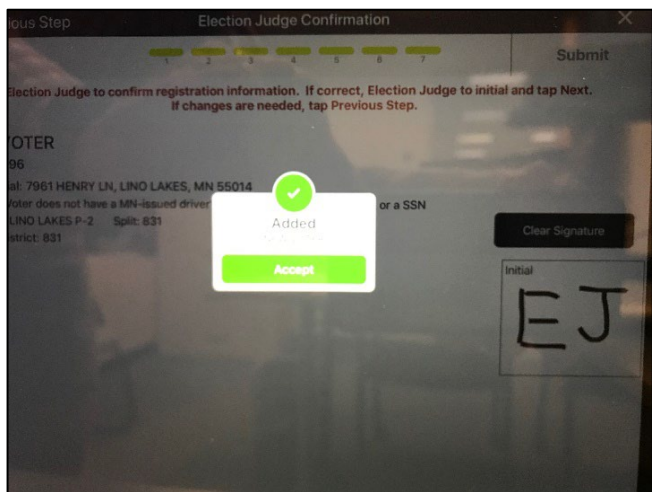
EJ

9. ELECTION JUDGE CONFIRMATION (FOR REGISTRATION)

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

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION UPDATE



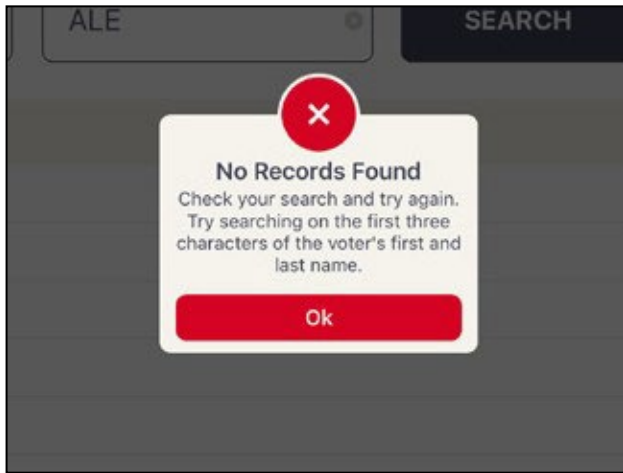
10. VOTER SUCCESSFULLY ADDED

Once information has been confirmed, you will receive a pop-up confirming you have added voter. Press **Accept**.

- Voter Registration Application / Voter Signature Certificate (“**Long Slip**”) and **Voter Receipt** will print
- Place signed **Long Slip** in the box provided
- Issue **Voter Receipt** to the voter
- Direct voter to Ballot Judge station

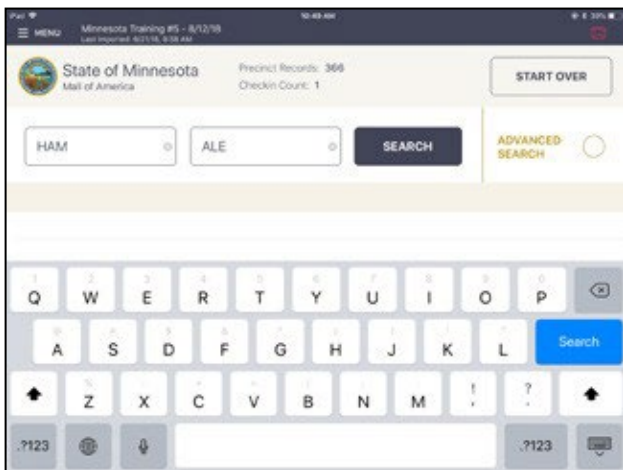
POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – ADVANCED SEARCH



1. VOTER'S NOT FOUND

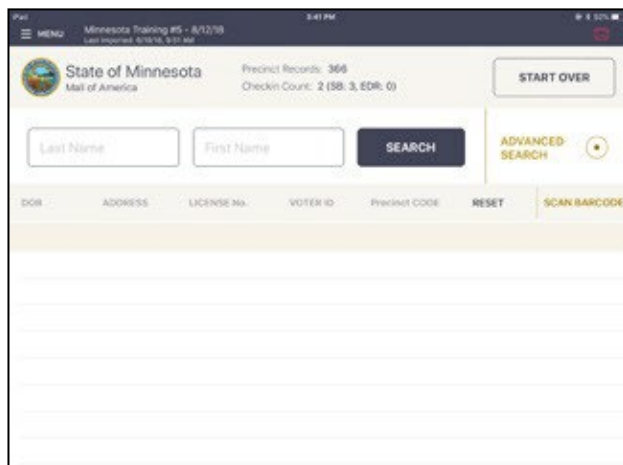
If a voter's record is not found using Manual Entry, a pop-up will appear reading **No Records Found**. Press **OK** to return to Voter Lookup screen.



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:

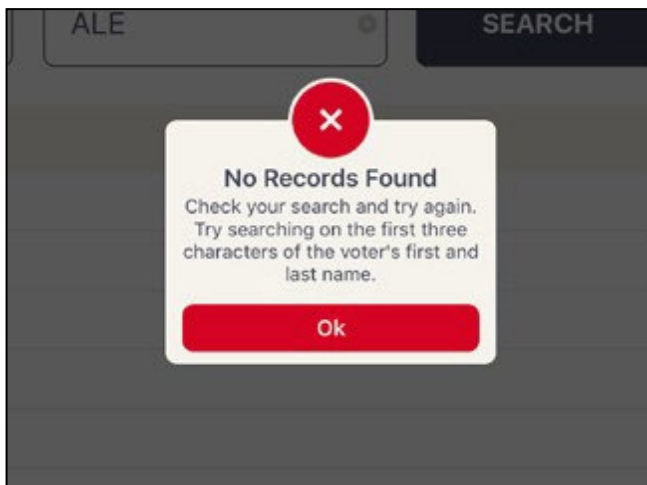
Lookup voter by using **DATE OF BIRTH (DOB), ADDRESS, etc.**, Press **DONE** then **SEARCH**. If voter is found using Advanced Search, follow same protocol as Manual Entry to process voter.

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION OF NEW 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 (PAGE 16).



3. REGISTER VOTER

If voter is still not found, press the **REGISTER** button in the top right portion of the screen.

You can also access the Register Voter module by pressing **MENU** in the top left corner and select **Register Voter**.

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION OF NEW VOTER

Previous Step Eligibility Verification Next

Please ask the voter to answer the questions below to determine eligibility.

Ask the Voter
Are you a U.S. Citizen?
Yes No

Ask the Voter
Will you be at least 18 years old on election day?
Yes No

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.

Previous Step Election Day Registration Next

SCAN DL BARCODE

Enter Voter Information

ALEXANDER HAMILTON
First Name * Middle Name Last Name * Suffix

04/16/1976
DOB *

Email Phone Number

* Indicates a required field

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.

Previous Step Voter Address Next

Please enter your address information below. House number must be entered first.

1491 CEN
House # * Suffix Pre Direction Street Type Post Direction

Unit Type Unit Number City * State * Zip *

Clear Fields Can Mail Be Delivered to Address Above? Yes No

* Indicates a required field

6. ADDRESS AUTO-POPULATES

Enter the voter’s house number and begin typing the voter’s street. After typing a few characters, the street will appear in a drop-down menu. Choose the matching street from the drop-down menu. The remaining address information will auto-populate. Press **NEXT**.

Note: If you press Next and get a pop up that says the voter is in the “Wrong Location”, check the precinct finder to verify they are at the correct polling location. **DO NOT** register without checking

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

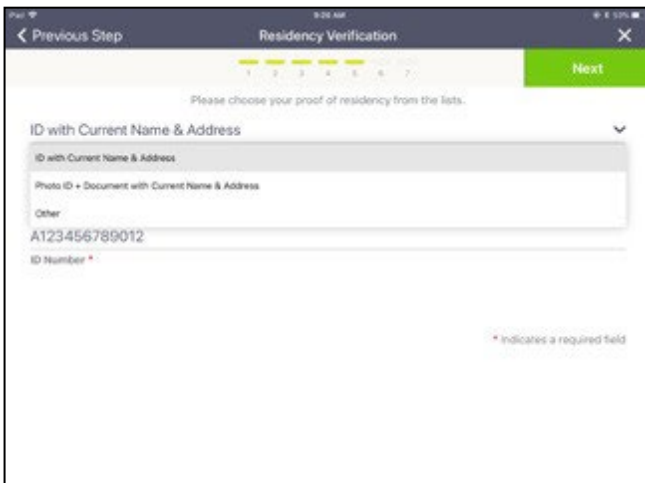
PROCESSING VOTERS – REGISTRATION OF NEW VOTER



7. VOTER IDENTIFICATION

Choose the form of ID provided by the voter from the drop-down menu (either MN DL or last 4 of SSN; or mark that the voter does not have either) and enter the requested information. Press **NEXT**.

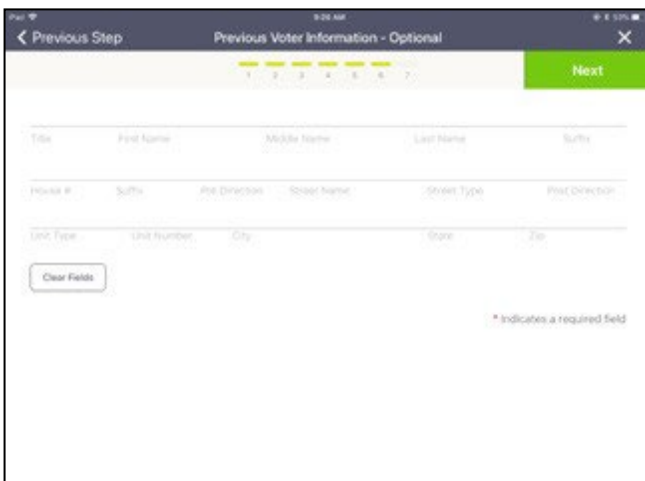
NOTE: If you have already scanned the voter's driver's license, the number will auto-fill in the box.



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.



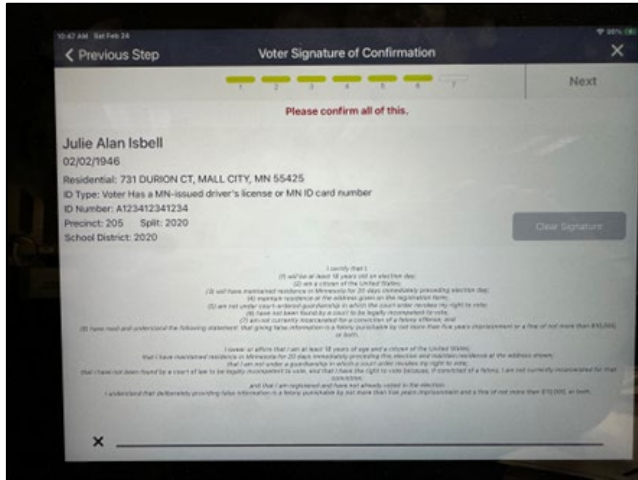
9. PREVIOUS ADDRESS

This information is optional

Skip this step by pressing **CONTINUE**.

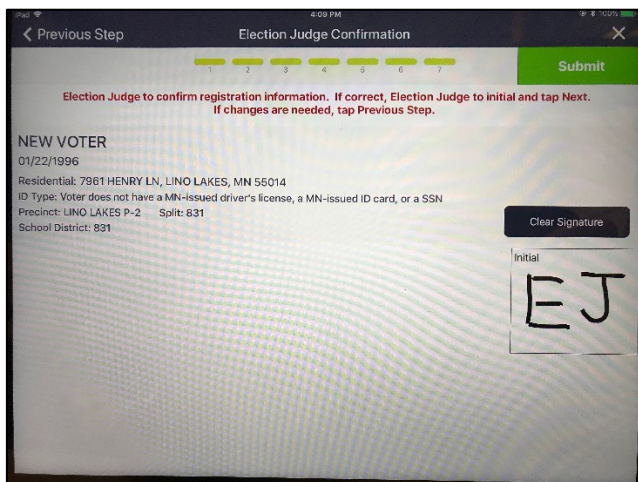
POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – REGISTRATION OF NEW VOTER



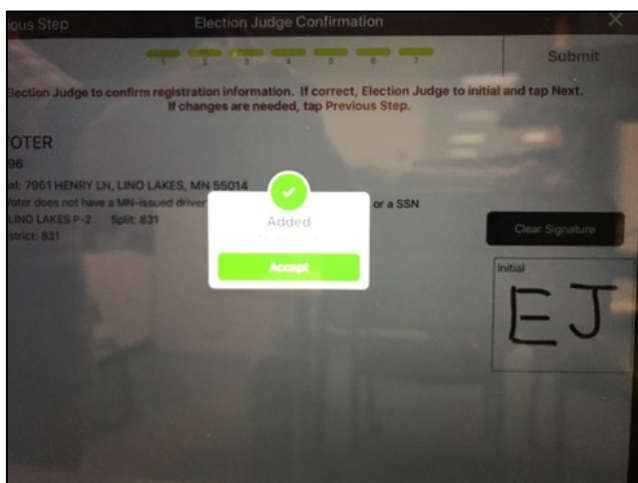
10. VOTER SIGNATURE OF CONFIRMATION

Voter confirms that information entered is correct. Once verified, then press **NEXT**.



11. ELECTION JUDGE CONFIRMATION (FOR REGISTRATION)

Election Judge to confirm that all the information is correct, then initial on the line. Press **NEXT**.



12. VOTER SUCCESSFULLY ADDED

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

- Voter Registration Application / Voter Signature Certificate ("**Long Slip**") and **Voter Receipt** will print
- Place signed **Long Slip** in the box provided
- Issue **Voter Receipt** to the voter
- Direct voter to Ballot Judge station

POLL BOOK USER GUIDE | ELECTION DAY REGISTRATIONS

PROCESSING VOTERS – VOUCHER FORM

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. If typing the voucher's name, type the first few letters then select them from the drop-down list. Type the voucher's phone number. 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

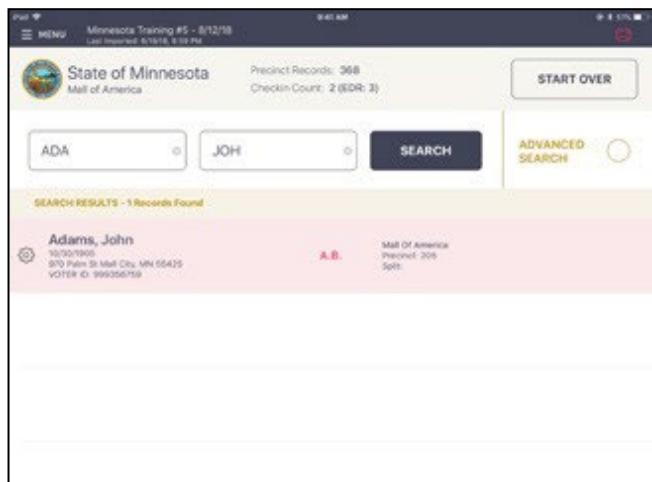
POLL BOOK USER GUIDE | ADDITIONAL FUNCTIONS

ABSENTEE (AB)

1. LOOK UP VOTER

Lookup the voter's record using **Manual Entry** instructions (PAGE 10)

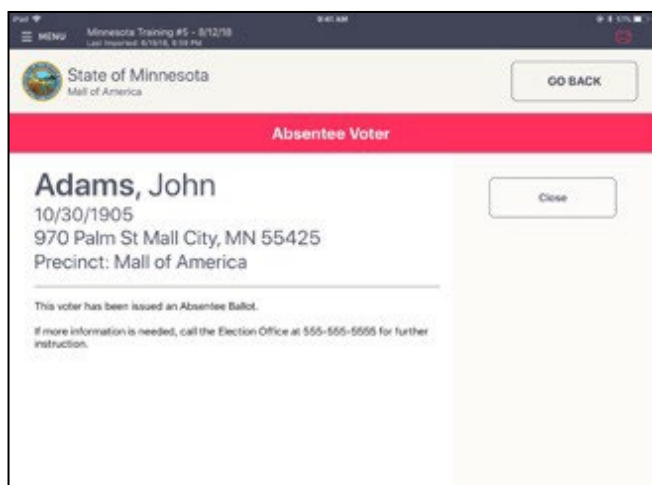
Voters who have already cast an absentee ballot will be highlighted red, with a voter status of **A.B.** Select voter record to proceed.



2. CORRECT VOTER

A pop-up will appear with a message for the voter. Read AB message to voter. Press **CLOSE**.

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

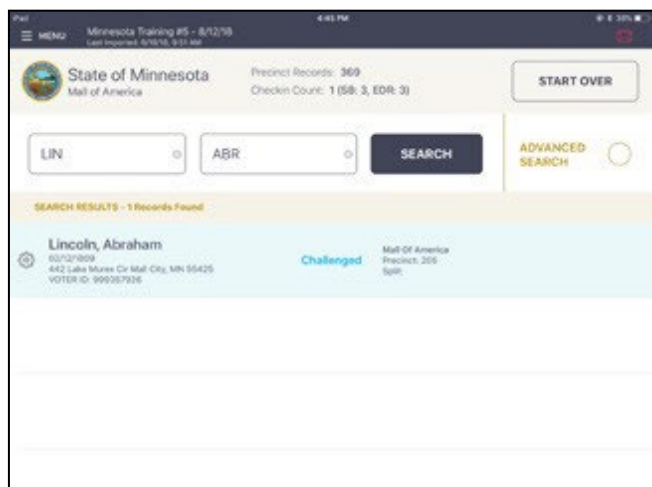


POLL BOOK USER GUIDE | ADDITIONAL FUNCTIONS

VOTERS WITH CHALLENGE STATUS

1. SELECT VOTER'S RECORD

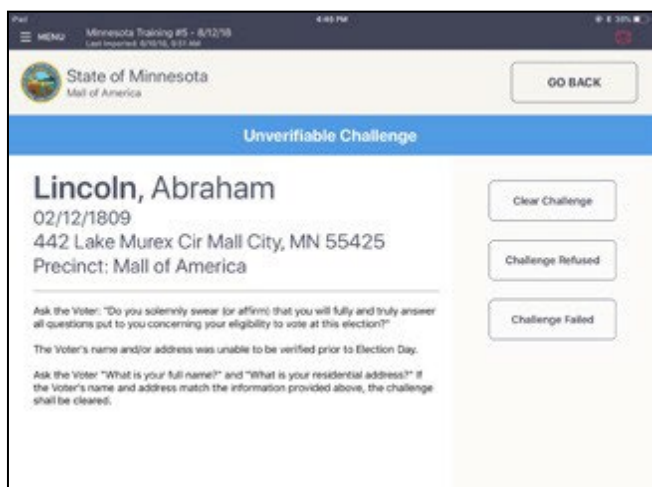
Records matching the search criteria display on screen. Locate the voter's record and verify it does not contain any exceptions, then select the voter by touching his or her record.



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.

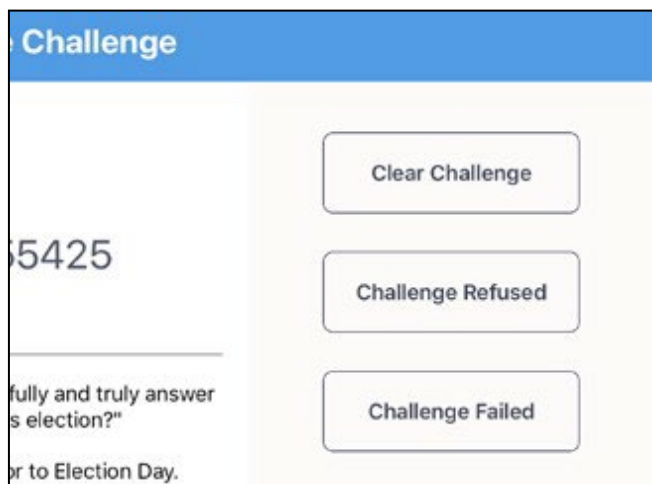


3. CHALLENGE OPTIONS

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.



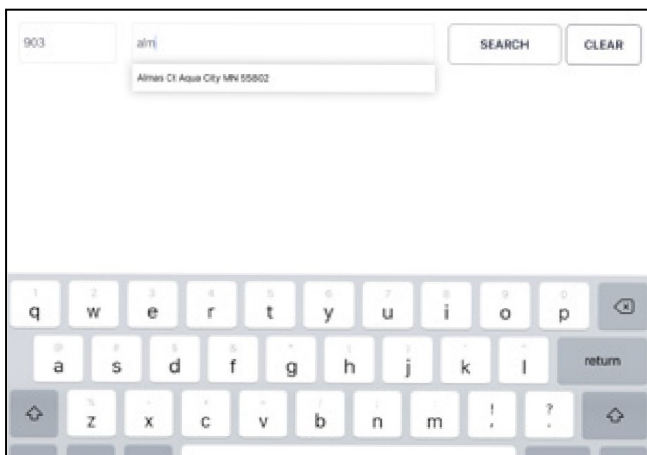
POLL BOOK USER GUIDE | ADDITIONAL FUNCTIONS

PRECINCT FINDER



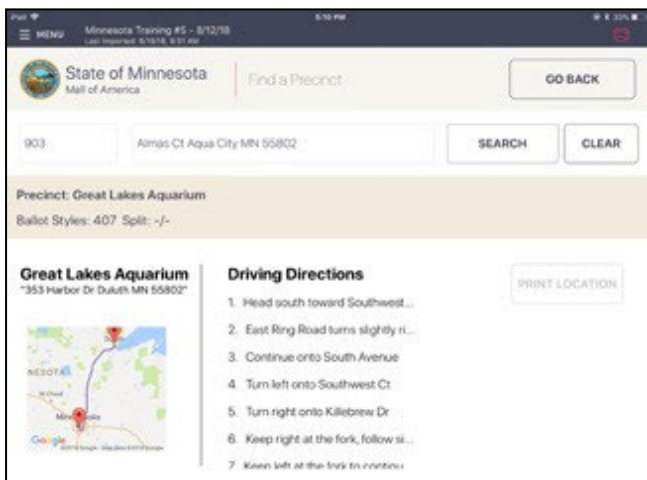
1. MENU

To access Precinct Finder contained in the Poll Pad, press **MENU**, then **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. Press **Search**.



3. PRINT LOCATION

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