

Quick Guide to Electronic Poll Book Check-In

Review this document before working at the Badger E-Poll Book table.

Revised 3/23/2021

Ensure the Badger Books are properly assembled, tested for printing and connected to the server via the router. The current election data and users should be loaded and workers aware of the login/passwords required. Prior to the first voter, Badger Book workers ensure the poll book is open, the proper wards have been selected for your polling place and the voter count is set at zero voters. Scanner should be calibrated and ample paper on the roll in the printer.



1. Sign poll book Certification pages (chief folder)

- ✓ Sign the front page of the poll book indicating you worked on the E-Poll Book.

2. Ask voter to state name

- ✓ Voters must state their name, even if they reside in your own household. Election observers need to be able to hear the voter names.
- ✓ Confidential voters (found at the very end of the poll book) are the only exception to this rule; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter names to anyone, not even observers.

3. Ask voter to state address

- ✓ Voters must state their address, even if they reside in your own household. Election observers need to be able to hear the address.
- ✓ Confidential voters are the only exception; they will show you a card issued by the Clerk's Office instead. Because of stalking or domestic abuse, we cannot release confidential voter addresses to anyone, not even observers.

4. Find voter in poll book

- ✓ In the Last Name field, search for the voter by typing his/her last name (2-3 characters at a time). Results will begin to appear as search criteria is entered.
- ✓ Typographical errors should be noted by clicking "Update Address" or "Update Name" and typing in the text box for the clerk to address and correct.
- ✓ Once the correct voter is identified by name and address announced, click "select voter" button.

5. Verify that voter did not return an absentee ballot

- ✓ If **Absentee Issued** is displayed next to the voter's name, ask the voter if they were indeed issued an absentee ballot and if so, have they returned it to the Clerk's office to be counted on Election Day.

The screenshot shows a voter registration interface with two rows of voter information. The top row is for John Johnson, 1087 Chelsey Drive, Waukesha, WI 53186, with ID 12241092. It includes a 'Select Voter' button, the text 'Absentee Issued' in red, and 'Update Name' and 'Update Address' buttons. The bottom row is for John Johnson, 1087 Chelsey Drive, Madison, WI 53703, and includes a 'Redirect' button, 'Update Name', and 'Update Address' buttons. A red box highlights the bottom row.

Select Voter	Absentee Issued	John Johnson	1087 Chelsey Drive Waukesha, WI 53186	12241092	Update Name	Update Address
Redirect		John Johnson	1087 Chelsey Drive Madison, WI 53703		Update Name	Update Address

- ✓ If the voter returned an absentee ballot to the Clerk's Office, either in person or through the mail, we cannot issue a ballot to that voter. It is a felony to cast a ballot at a polling place after returning an absentee to be counted.
- ✓ If a voter did not return an absentee ballot, they may vote at the polls.

6. Check the Voter ID, Sign the Poll Book

- ✓ Ask to see the voter's photo ID and select the type of photo ID they presented from the list on the screen.
- ✓ Using the ID requirements displayed on the screen review the presented ID to determine whether it is acceptable. If so, select "Acceptable"
- ✓ A voter screen will appear – ask the voter to sign the screen and select "Done" (Wisconsin does not compare digital signatures with electronic software so they should be instructed to do their best and not worry if it doesn't match the ID)
- ✓ Review the signature and click "Accept Signature"

7. Assign voter a number

- ✓ The printer will generate a voter slip. Carefully tear from the printer, hand to the voter and direct them to the ballot table.
- ✓ Select "Finish – Next Voter"

NOTES:

- Voters may need redirected to another polling place. Follow the prompts on the screen to do so.
- Badger Books include options to mark voters who vote Curbside, are Confidential or cannot sign the poll book.
- If voters need to register for the first time, change their address or change their name – follow the Election Day Registration Quick Guide