



REGISTRAR
OF VOTERS



2022 Primary & General Election

Election Day

Election Worker Manual

Washoe County Registrar of Voters

1001 E. 9th Street, Bldg. A Room 135 | Reno NV 89512 | www.washoecounty.gov/voters



Washoe County Registrar of Voters

Election Day Manager and Assistant Manager

Supplemental Election Worker Manual

2022 Primary & General Election

Election Worker Hotline (not for public):

775-328-3673

Primary Election

Early Voting

May 28 - June 10, 2022

Election Day

Tuesday, June 14, 2022

General Election

Early Voting

October 22 - November 04, 2022

Election Day

November 08, 2022



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A Letter from the Registrar of Voters

Dear election worker,

Welcome to the 2022 election cycle! Thank you for your willingness to serve your community.

For this election cycle, we have redesigned the Election Day Worker Manual with you in mind. With this and other enhancements to your training, we hope you find it practical and easy to use.

Preparation is key to successful Vote Center operations, so we offer a variety of resources to help you learn your duties. From hands-on training, to online training courses, videos and this Election Day Worker Manual, all are intended to provide you with the tools you need to succeed with running your Vote Center.

Thank you again for your contribution to the electoral process in Washoe County. We couldn't do it without you!

Sincerely,

A handwritten signature in black ink that reads "Deanna Spikula". The signature is fluid and cursive, with the first name "Deanna" and last name "Spikula" clearly distinguishable.

Deanna Spikula

Registrar of Voters



Using this Manual

Your manual presents the Election Day processes and procedures as a series of steps which can be read aloud and “checked off.” Pilots and surgeons use the same checklist method to guarantee that their work is completed accurately and precisely, even for tasks they complete every day!

To make the most of your Election Day Election Worker Manual, we encourage you to use it with a fellow election worker, if possible. One election worker reads the step aloud and the other election worker completes the step and confirms that it is done. This is especially important for technical procedures like setting up the ICX Primes and Poll Books and checking for connectivity.

We hope that you will make this Election Day Election Worker Manual your own as you fulfill your Election Worker duties.



Designed with you in mind, your Election Day Election Worker Manual is a valuable resource. Feel free to mark it up and make it your own. Bring this manual with you to your polling place and you will have everything you need to perform your duties well.



Section 1

Mission and Standards

Election Worker Mission

"To help every eligible registered voter cast a ballot and ensure the security of each cast ballot until it can be counted."

Election Worker Preparation

To achieve this mission, election workers must:

- Be familiar with the rights of voters.
- Be sensitive to cultural differences.
- Know how and when to assist voters with disabilities and/or specific needs.
- Know how to comfortably and confidently use the tools we provide.
- Know their responsibilities and the limits to their authority.

Be Aware and Respectful at All Times:

- When speaking to voters or coworkers, be aware of the language you're using. Some casual and/or familiar language may offend others, e.g. "sweetheart," "honey."
- Remain professional at all times, even if the other person is frustrated or angry.
- If you are not able to handle the situation, ask your Manager or Assistant Manager for help.
- Referring to a person's race, gender, physical appearance, religion, etc. will not be tolerated.



Election workers are the public face of the Registrar of Voters.

Election Worker Standards

The Registrar of Voters requests that you adhere to the following standards:

- Dress in a manner that dignifies election workers' important role in the election process. Clothing that promotes a particular party, candidate or issue is not allowed.
- No food or drinks are permitted on the Voter Check-In table.
- Smoking is not allowed inside the Vote Center.
- Election workers are not allowed to bring children or pets (excluding service animals) to the Vote Center.
- Be professional, discreet, considerate and courteous. You are a representative of the Washoe County Registrar of Voters Office.
- Do not allow anyone at the polls to be disruptive or have political conversations. This disturbs voters and limits their right to vote independently in a non-adversarial environment.
- Election workers may not discuss politics, candidates, contests, questions or express political opinions on Election Day.
- Election workers should clean up the Vote Center before leaving.
- While it is acceptable for workers to bring electronic devices (e.g. iPad, Kindle) to read during slow periods of the day, keep in mind that electronic communication is not allowed inside the Vote Center.
- Keep personal conversation to a minimum whenever voters are present.
- Keep communication such as personal calls or texts outside the Vote Center during a break.
- Election workers may not leave the Vote Center until you are released from duty by your Manager.



Dos and Don'ts

- ✓ DO rotate your lunch and break-times so that the voting table always has full coverage.
- ✓ DO pack enough to eat and drink, as well as any other necessary items, because you may not leave the Vote Center during voting hours.
- ✓ DO call us at (775) 328-3673 when in doubt about processing a voter or regarding any procedure. We are here to help!
- ✓ DO assist a voter if he requests your help. Some citizens would rather have your help than use the audio unit. Always offer the audio unit, but if refused don't hesitate to offer your assistance.
- ✓ DO place a chair at the ICX Prime voting unit which has been designated in your Vote Center as the audio/accessible to voters with disabilities. And, if able, place several chairs in the waiting area for elderly voters and voters with disabilities.
- ✓ DO be alert: most mistakes occur at the beginning of the day.
- ✓ DO inform the Manager or Assistant Manager of any unusual situations or problems.
- ✓ DO inform the Manager or Assistant Manager if a voter requests assistance in the voting booth.
- ✗ DO NOT talk about the candidates or engage in any political conversation or activity while working at the polls.
- ✗ DO NOT turn a citizen away from voting until you have searched for him in every way and have called the Election Worker Hotline for assistance at (775) 328-3673.
- ✗ DO NOT assume that because someone does not have a good command of the English language that they are not citizens and cannot vote. If you have any questions in that regard, call the Election Worker Hotline: (775) 328-3673.
- ✗ DO NOT leave the Vote Center during voting hours.
- ✗ DO NOT discuss politics.
- ✗ DO NOT give voters direction or guidance regarding questions or races on the ballot.



Voters Bill of Rights

1. To receive and cast a ballot that:
 - (a) Is written in a form that allows the clear identification of candidates: and
 - (b) Accurately records the voter's preference in the selection of candidates
2. To have his questions concerning voting procedures answered and to have an explanation of the procedures for voting posted in a conspicuous place at the Vote Center.
3. To vote without being intimidated, threatened or coerced.
4. To vote during any period for early voting or on election day if the voter is waiting in line to vote or register to vote at a Vote Center at which the voter is entitled to vote or register to vote at the time that the polls close and the voter has not already cast a vote in that election.
5. To return a spoiled ballot and receive another ballot in its place.
6. To request assistance in voting, if necessary.
7. To a sample ballot which is accurate, informative and delivered in a timely manner, as provided by law.
8. To receive instruction in the use of the equipment for voting during early voting or on Election Day.
9. To have nondiscriminatory equal access to the election system, including, without limitation, a voter who is elderly, disabled, a member of a minority group, employed by the military or a citizen who is overseas.
10. To have a uniform, statewide standard for counting and recounting all votes accurately.
11. To have complaints about elections and election contest resolved fairly, accurately and efficiently.



The Voters Bill of Rights guarantees that voters of all backgrounds will be treated fairly and equitably in accordance with the Nevada Revised Statutes (NRS 293.2546).

Language Assistance

Washoe County is required by the Voting Rights Act to provide bilingual assistance to its citizens. This means you will display Vote Center signs and voting materials such as sample ballots in English and Spanish. The Registrar of Voters diligently recruits bilingual election workers for areas with a higher percentage of limited English proficient voters.

Federal law (Sections 203 and Section 4(f)(4) of the Voting Rights Act) recognizes that many Americans rely heavily on languages other than English, and they require information in their native languages in order to be informed voters and participate effectively in our representative democracy. Many provisions of federal law protect the voting rights of minority language Americans. Per Section 203 of the Voting Rights Act, localities where there are more than 10,000 or over 5 percent of the total voting age citizens in a single political subdivision who are members of a single minority language group, must provide all voting information in the minority language as well as English.

Assistance must also be provided orally at the Vote Center. Bilingual election workers must be assigned to at least target Vote Centers with the highest population of voters who are members of the minority language. In Washoe County, we attempt to have a bilingual (Spanish) election worker at each Vote Center in those targeted locations.

Remember that all voters deserve courteous attention in exercising their right as citizens to vote. Treat all voters with equal respect and make every attempt to make voting an easy and pleasant experience for all.

Also, the requirements of the law are straightforward; all election information available in English must also be available in the minority language so all citizens will have an effective opportunity to register, learn the details of the elections, and cast a free and effective ballot.

Active listening and patience will help you understand the voter's specific needs and what you can do to assist.



If you do not have a bilingual Election worker at your location, contact the Election Worker Hotline for assistance: (775) 328-3673



Key points to remember:

- If you have difficulty understanding the voter's name, you can ask the voter to write the name down.
- Election workers are permitted to communicate with voters in a language other than English.
- A voter is permitted to have an assistant of their choice in the voting booth.
- If you are a bilingual Election worker, please help voters who need assistance in the language you speak.
 - Do your assigned job, but make sure to be available to help voters who need language assistance.
 - If needed, ask another Election worker to cover your job while you help voters who need language assistance.
- If you do not have a bilingual Election worker at your location, contact the Election Worker Hotline for assistance: (775) 328-3673.



Voters with Disabilities

The rules of etiquette and good manners apply when working with every voter who enters a Vote Center. In addition, the following tools may be helpful when working with people with disabilities:

- Greet everyone with a smile and a spoken greeting and extend common courtesy to everyone.
- Speak directly to all voters, including those with disabilities. Never address comments or questions to whomever may be accompanying a voter, even if this person attempts to speak for the voter.
- Always ask before providing assistance and wait for a response. Offer assistance, but do not insist on providing it. It is best to ask all voters if they need assistance, instead of assuming that you can tell who may or may not have a disability.
- Always ask how you may best assist and never make assumptions. If you offer assistance, wait until the offer is accepted, then listen or ask for instructions. For example, it may be unsafe to grab a walker, white cane, or other aid used by a person with a disability.
- Respect personal space, speak normally and directly to the voter while making eye contact.
- Don't ask about or mention the person's disability unless they talk about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.
- Keep your communications simple. Use plain language, i.e., "May I help you?" rather than, "May I assist you?" Keep sentences short and rephrase or repeat your comments if the voter is not understanding you. Pay attention to the person while you're speaking with them, as they may be using body language to communicate.
- Be professional and courteous, never patronizing. Avoid being overly attentive or giving more help than is requested.

Use Appropriate Language

- Instead of disabled person, handicapped, or crippled, say “person with a disability.”
- Instead of able-bodied person, say “person without a disability.”
- Instead of retarded, retard, slow, or special, say “person with an intellectual or developmental disability.”
- Instead of “the blind,” say “person who is blind” or “visually impaired.”
- Instead of hearing-impaired, deaf, dumb or mute, say “person who is hard of hearing” or a “person who is deaf.”
- Instead of a “victim of,” “suffers from,” or “afflicted with (a condition),” say “person who has (a condition.)”
- Instead of “epileptic,” say “person with epilepsy.”
- Instead of “Down’s person,” say “person with Down Syndrome.”

Interacting with a Person Who Uses a Wheelchair

Provide personal space. Do not push, lean on, or hold onto a person’s wheelchair unless the person asks. Remember, the wheelchair is part of his or her personal space. Clear the path. Make sure that the path of travel to the check-in tables and voting booths are clear before the polls open and remain clear throughout the day. When giving direction to a wheelchair user, consider the distance, weather, and physical obstacles such as curbs and stairs the wheelchair user will encounter. Know where the accessible pathways, restrooms, and water fountains are in and outside of the building.

Meeting Someone with a Disability that Affects Speech

Pay attention, be patient, and wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say. Understand a person may use assistive technology such as an alphabet board or computer to communicate.

Meeting Someone Who Has a Visual Impairment

Identify yourself and introduce anyone else who may be with you. Also, don’t leave the person without saying you are leaving. If asked to be a sighted guide, place your



arm against their hand, or close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.

Do not pet or distract a service animal. The service animal is responsible for the owner's safety and is working. People with visual impairments often use service animals. However, be aware that people with other disabilities may use service animals as well.

Communicating with Someone Who Is Deaf or Uses an Assistive Hearing Device

Let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper). Talk directly to the person even if a sign language interpreter is present. Face him or her directly and speak at a moderate pace. For some people, it also may help to simplify sentences and use more body expressions.



Checklist: Assisting Voters

A voter is allowed to ask anyone to assist them in the voting booth as long as the assistant is not the voter's employer, employer's agent or an officer or agent of the voter's labor organization (NRS 293.296). It is preferable that managers, rather than intake specialists, should assist voters.

☐ Find Affidavit of Voter Assistance in the Label Binder:

☐ **Election worker** prints voter's name and Voter ID

☐ Voter signs to confirm that they are:

- physically disabled, or
- unable to read or write English.

and that the person assisting the voter is not:

- their employer,
- employer's agent, or
- an officer or agent of the voter's labor organization.

☐ When every line of the Affidavit of Voter Assistance is filled, file it in the Completed Documents Envelope & begin a new Affidavit.

If a voter chooses an Election worker to assist:

- Two Election workers of different political parties are required to assist.
- Workers cannot explain or make recommendations about the ballot.

If a voter has questions about how to use the ICX Prime:

- stand at the back of the machine and give instructions.

If a Voter has a disability that requires curbside voting OR a voter asks about emergency voting (i.e., for someone in the hospital):

- call the Election Worker Hotline at (775) 328-3673 for assistance.

Voter Intimidation

It's very possible that certain individuals or organizations may try to influence a voter into casting their vote for the candidate of their choice, as opposed to the voter's choice.

If you see any activity that you even remotely believe might be intimidating to a voter, ask the person to please move away from the voter and discontinue whatever it is they are doing. This applies even to individuals the voter knows personally—e.g. spouse, coworker. Every voter has the right to vote independently and in privacy. If the person refuses, contact the Registrar of Voters immediately at (775) 328-3673. As with anything else out of the ordinary, it's always best to call us, fill us in on the situation, and let us guide you to a resolution.

If the person becomes loud, aggressive or otherwise disruptive, please call 911—tell them who you are, where you are and ask for help from a Sheriff's Deputy.

In fact, most reports of voter intimidation are made against election workers. Whether due to implicit bias or lack of understanding of the laws governing elections, many election workers across the country consciously or unconsciously engage in behaviors which are intimidating to voters. Examples of this kind of behavior include:

- Aggressively questioning voters about their citizenship, criminal record, or other qualifications to vote, in a manner intended to interfere with the voters' rights
- Spreading false information about voter requirements, such as an ability to speak English, or the need to present certain types of photo identification
- Discussing or displaying false or misleading signs about voter fraud and the related criminal penalties
- Discussing or commenting negatively on a voter's ethnicity, headdress, language, accent, or name, particularly toward non-English speakers and people of color.

Electioneering & Campaigning

Electioneering/Campaigning is prohibited within 100 feet of the entrance to the voting area. (NRS 293.361 and NRS 293.740)

Managers and Assistant Managers must handle any problems concerning electioneering and campaigning. Some Vote Centers don't allow campaigning *anywhere* on their property. For instance, Washoe County School District has their own regulations about individuals or signage on school grounds.

Electioneering means campaigning for or against a candidate, ballot question or political party by:

- Posting signs or distributing literature
- Using loudspeakers to broadcast information
- Buying, selling, wearing or displaying any badge, button or other insignia
- Polling or otherwise soliciting from a voter information as to whether a voter intends to vote or has voted for or against a particular candidate, ballot questions or political party
- Soliciting signatures of any kind or circulating a petition
- Loitering
- Speaking to voters about support/opposition of candidates/questions

This includes Election workers. Your political opinions have no business in the Vote Center.

Before polls open, check that "NO ELECTIONEERING" signs have been posted 100 feet from the entrance.

Periodically check that no electioneering or campaigning is taking place within 100 feet of the entrance.

Special Provision for Voters:

If a voter cannot reasonably remove a campaign item (e.g. a tee-shirt), **the voter must be allowed to vote but not to loiter**. Expedite them through the voting process.

Observers (Poll Watchers)

Per NRS 293.274, the general public may observe the voting process. No specific credentials or paperwork is required of an observer. Observers may ask election workers questions if it doesn't impede the processing of voters. However, observers inside a Vote Center must abide by certain laws and regulations.

Observers are not allowed in the Vote Center prior to the opening of the polls. They may observe the closing of the Vote Center, but cannot interfere or disrupt the voting process (NAC 293.305(2)).

Below are the guidelines observers must follow:

- Observers must wear a name tag with their full name. Blank name tags are supplied for this purpose.
- Observers must sign the Observation Form. (NAC 293.245)
- May NOT talk to voters within the Vote Center.
- May NOT advocate for or against a candidate, political party or ballot question.(e.g. wear a campaign tee-shirt).
- May NOT interfere with the conduct of voting.
- May NOT use electronic communication devices. Observers must turn off any cell phones, laptops, two-way radios, etc..
- May NOT photograph or record inside the Vote Center. (NRS 293.274)
- May NOT argue for or against or challenge any decisions of county or city election personnel.
- Observers must remain in their designated area.
- Observers are to stay away from the ICX Prime units. You may permit observers or members of the public to view the ICX Prime and all externally-visible security seals used to secure voting equipment as long as public inspection of voting equipment does not interfere with voting.
- Observers may be removed from the Vote Center by the county or city clerk for violating any of the provisions above.



Setting up an Observer Area:

Mount the “Observer Area” sign in this area.

It should be close enough so observers can hear your interactions with voters and other election workers (NAC293.245, section 6).

Observers must remain in the Observer Area. If more Observers are present than what you can accommodate, rotate them on an equitable basis.

If an Observer refuses to conform to any of these conditions, ask your Manager or Assistant Manager to call the Election Worker Hotline immediately. (775) 328-3673.

If you believe the presence or activity of an Observer may be intimidating voters, ask your Manager or Assistant Manager to call the Election Worker Hotline immediately.



Election Worker Hotline: (775) 328-3673

Media



Call the Election Worker Hotline immediately to inform the Registrar of Voters of media presence at your polling place: (775) 328-3673.

Reporters, camera crews and other members of the media are allowed at the Vote Center as long as they respect voter privacy and do not interfere with or disrupt the voting process. Taking pictures or recording footage of actual ballots is not allowed.

Election Worker Interviews: Only the Manager or Assistant Manager should be interviewed. If media wants to interview an Early Voting Associate, call the Election Worker Hotline: (775) 328-3673.

Voter Interviews: Voters cannot be interviewed inside the Vote Center. They can be interviewed outside of the Vote Center AFTER they have voted. (NRS 293.274).

Filming: Voters can be filmed while voting ONLY if they consent AND it does not violate secrecy of their ballot (no direct or clear shots of a voter's ballot).

Turnout Figures: You may give totals from the ICX Primes. Emphasize that any totals are raw numbers from a single Vote Center and in no way complete or official. More complete information may be obtained from our website after the closing of the polls.

NEVER give subjective opinions, such as whether one political party is turning out more than another.

No Interference with Voting: Media activity cannot interfere with the voting process.



Call the Election Worker Hotline at (775) 328-3673 to inform the registrar of voters that media are present at your Vote Center.

Media Policy and 1st Amendment Rights

It is the policy of the Office of the Registrar of Voters to allow media access to the full extent authorized by law.

“Media” includes any reporter, editor, photographer, videographer, blogger, podcaster, or other journalist producing media content for editorial, non-commercial purposes. In some instances, it may be difficult to differentiate between editorial and commercial purposes, however, it is always better to err on the side of Free Speech. If you’re not sure if the person is a valid journalist, it’s ok to ask but they do not have to prove themselves as journalists.

Media have full access to public places. Most polling places are located in a public building, so they may go anywhere they want in a polling place. The media might have a slant – explicit or not – but that does not mean they may be restricted from access to polling places. Asking difficult, even challenging, questions is not considered “campaigning” and you may not restrict their access to the Vote Center. However, Media are prohibited from campaigning at polling places, just as any other individual is.

Media may NOT photograph or otherwise capture the act of a voter casting a ballot or the image of a ballot. The voting booth is the only place from which Media are restricted.

It is professional courtesy for media to ask permission before recording or photographing someone in public, but it is not required because there is no guarantee of privacy when in a public place.

The media may not harass or intimidate voters, or otherwise interfere with the election process. If this behavior is observed, you may request that they back off, tone it down, or leave. If you feel the situation is extreme, you may tell them that you feel they are harassing voters but that you don’t want to interfere with their First Amendment rights, so you are going to request that a law enforcement officer makes that judgment for you. You do not want to be the one standing in the way of Free Speech but you also do not have to let harassment go unchecked. Reach out to Washoe311 for immediate assistance from the Washoe County Communications Division.

What to do when journalists show up at your Vote Center.

- They have been asked to check in with the polling manager. It is ok to ask them for their name and media outlet, but they do not have to prove themselves to you.
- You can offer to assist them with interviews, photography, or other access. Polling managers should be prepared to talk about voter turnout at that particular location, trends such as young voters, first-time voters, etc., or other observations at the Vote Center.
- Do not engage in political debates with media. If you wish to speak as a private citizen, take a break from the polling place and go speak with them.
- If the journalist is asking questions you don't feel qualified to answer or you're uncomfortable with, you may give them contact information for the Washoe County Communications Division staff. You are perfectly within your rights to not answer questions.
- Do not restrain media from access to the Vote Center. Do not interfere with their ability to talk to voters or video/photograph the location.
- Report to Communications Division staff when you've spoken with a journalist. This is simply for tracking of media coverage and for staff to provide follow-up if necessary.

Cell Phone Usage

A voter may use their cell phone in a voting booth in order to view their sample ballot. Cell phones may **NOT** be used inside a Vote Center to make or receive phone calls, take pictures or videos, or record any activity inside the Vote Center.

Make sure signs are posted stating electronic devices may only be used to view sample ballot.

Managers and Assistant Managers will have use of a county-issued cell phone and will limit the use of this cell phone to election related calls. Only Managers and Assistant Managers may use a cell phone inside the Vote Center. If it is necessary to make a personal call, please do so outside of the Vote Center.

If it becomes necessary, you will be reimbursed \$5 for using your cell phone for election related calls.

Certification Board

Certification Board members are independent contractors hired by Washoe County to fulfill a function similar to public observers. They are not election workers and should not be asked to assist you in the fulfillment of your duties. Certification Board members monitor Vote Center operations.

- Is the signage in the appropriate places so voters are able to locate their Vote Center?
- Is the site set up to allow smooth traffic flow?
- Are the ICX Primes appropriately spaced for privacy?
- Is the Observer Area set up to allow sufficient observation of election workers processing voters?
- Are election workers checking signatures?
- Are election workers asking voters to affirm their residential address?



Section 2

Election Worker Roles & Responsibilities

Election Day Manager and Assistant Manager

- Contact site personnel and all fellow election workers to coordinate Vote Center Election Eve setup.
- Meet with Vote Center site personnel as needed.
- Make personnel assignments at Vote Center if there are any "no shows".
- Oversee Election Eve set up and test voting equipment.
- Complete "Manager's Verification Statement".
- Open and close polls; accurately document ICX Prime vote counts.
- Oversee operation of ICX Primes and VVPATs (Verified Voter Paper Audit Trail).
- Oversee troubleshooting of ICX Primes and VVPATs.
- Replace VVPAT printer paper as needed.
- Ensure efficient and accurate voter processing.
- Control voter traffic flow.
- Assist voters with disabilities and others needing help.
- Assist with voter eligibility verification and processing Provisional Ballots.
- Resolve voter issues or conflicts in a professional manner.
- Coordinate election worker duties, lunches and breaks.
- Fill in as Intake Specialist for breaks and lunches.
- Remain on the Vote Center grounds throughout Election Day.
- Record final voting data at end of Election Day on "Election Day Balance Statement".
- Extract, secure, and return USB results sticks and other Critical Supplies to the Office of the Registrar of Voters at the end of Election Day.



Intake Specialist Roles and Responsibilities

- Assist the Manager and Assistant Manager with any duties assigned to them.
- Assist with Election Eve setup of Vote Center.
- Setup of Intake Specialist Station on election morning for voter processing.
- Assist Manager and Assistant Manager with setting up and taking down the ICX Primes as directed.
- Access voter registration data via laptop by scanning voter's barcode on Sample Ballot or Voter Registration Card or typing in voter's name & date of birth and determining if voter is eligible to vote.
- Verify voters' signatures against signatures in the Poll Book.
- Issue required forms - same day registration; new applications; updates to address party affiliation, birthdate or name.
- Answer voter questions, direct voter to sign poll book and issue voter access card, then direct voters to available ICX Prime.
- Remain on the Vote Center grounds throughout Election Day.
- At end of Election Day, assist with comparing and balancing ICX Prime voter counts against Voter Check-In total in Label Binder.



Section 3

Election Eve Setup

Your Manager or Assistant Manager will contact you to let you know when to arrive for Election Eve set up. Your team will spend approximately two hours setting up the Vote Center in preparation for Election morning.



Checklist: Critical Supplies Pickup (Managers)

On the Monday before Election Day, between 9 a.m. and 3 p.m., the Manager or Assistant Manager is responsible for picking up Critical Supplies from the Office of the Registrar of Voters. The following is a partial list. Additional items may be added by the Registrar of Voters at time of pick-up.

- ☐ Laptop Bags:
 - ☐ Poll Books
 - ☐ Card Activator
 - ☐ USB hub
 - ☐ Barcode scanner
 - ☐ Mouse and mouse pad
- ☐ Keys:
 - ☐ Big Blue Vault
 - ☐ cable locks
 - ☐ facility (if applicable)
- ☐ Oath of Office



Checklist: Election Eve Setup (Managers)

- ☐ Inform your facility contact person that you have arrived OR use the facility key to let your team into your Vote Center.
- ☐ Ensure that everyone has arrived.
- ☐ Work out a break schedule for Election Day. Be sure to communicate that break and lunch schedules are subject to change, depending on how busy the Vote Center becomes.
- ☐ Unlock the cables securing the vault and the rolling cart.
- ☐ Unlock the vault and remove the voting supplies.
- ☐ Direct your team to:
 - Ensure that all supplies are accounted for by verifying against the checklist inside of the vault.
 - Complete the set-up duties enumerated in this section.



MANAGERS: If any critical supplies are missing or inoperable, call the Election Worker Hotline immediately: (775) 328-3673

- ☐ Analyze the Vote Center for ideal voter traffic flow. Keep in mind:
 - Manager and Assistant Manager need to be able to monitor the ICX Primes for problems and assist when voters request help.
 - Voter traffic flow needs to ensure the privacy of ballots for voters.
 - Keep voter traffic flowing in one direction.
 - The best voter traffic flow allows voters to enter through one door and exit through another, if possible. This will reduce congestion inside the Vote Center.
 - Some Vote Centers will be provided with yellow stanchions and plastic chain links to better direct voter traffic flow.



- DO NOT leave any uncovered wires or electrical cords in the pathway. If cords must intersect areas where voters will traverse, make sure they are taped down.
 - Walk the route voters will use to reach polling area. Think of elderly voters and voters with disabilities and remove any objects which might obstruct voters' movement or pose a safety risk.
- ☐ Some facilities may be supplying tables and chairs. If you need extra, contact the Election Worker Hotline at (775) 328-3673. Do not ask the facility for more tables or chairs.
 - ☐ Set up the ICX Primes, including one in the Disabilities Booth equipped with the ATI device.
 - ☐ As you set up the Primes, verify the serial numbers on the plastic and paper seals against your Manager's Verification Statement. (Remember to reseal the Primes after Election Eve setup is complete!)
 - ☐ If there are any missing seals or other critical supplies, call the Election Worker Hotline at (775) 328-3673

Sealing and Unsealing the ICX Primes (Managers)

The ICX Primes are delivered to the Vote Center with color-specific plastic security seals securing each door of the ICX Prime. There is also a paper seal covering the opening of each of the ICX Prime's doors.

On Election Eve, the Manager and Assistant Manager check to make sure that the serial numbers printed on each security seal match the numbers recorded on the Manager's Verification Statement and that the seals have not been tampered with.

The seals are broken to gain access to the ICX Prime's power supply and USB ports, as well as the USB Results Thumb Drives. New seals are used to re-seal each door. The ICX Prime doors need to be sealed at all times when access is not needed. Every time a seal is broken and a new one replaces it, the new seal's serial number is recorded on the "Election Day Balance Statement." After the first seals are broken, any color seal may be used to secure the doors of the ICX Primes. Just remember to record serial numbers.



Do not throw away broken seals. All broken seals are retained inside the orange Transfer Bag.

ICX Prime Delivery Bag (green seal)

The large rolling cart that contains up to 10 ICX Primes will be secured with a green seal. You will verify its serial number against the "Manager's Verification Statement."

Door A: USB Results Drives (red seal)

Two USB Results Drives are plugged into each ICX Prime behind Door A. One is a primary and one is a back-up Results Drive. ICX USB Results Drives are returned to the Registrar of Voters at the end of the day along with other Critical Supplies. **You will not need to access this door until the end of Election Day.** A plastic seal needs to be in place on the USB Results door at all times.

Door B: Power & VVPAT Data Plug (purple seal)

Remove this seal in order to access the power supply and connect the VVPAT printer. Once you have confirmed the ICX Prime and VVPAT printer are operating properly, re-seal Door B. Any color plastic security seal can be used. Note any new seal on the "Election Day Balance Statement."

Door D: ATI Audio Unit and Status Indicator Light (yellow seal)

Break the seal to connect the Status Indicator Light. For the voting tablet you have designated for use in the Disabilities Booth, connect the ATI unit. Run the cables through the hole in the door, from the outside to the inside, and re-seal with any color seal. The new seal's serial number is recorded on the "Election Day Balance Statement."

VVPAT: The VVPAT case will arrive from the voting equipment warehouse sealed with a white (non-barcoded) seal. In addition, all VVPATs are locked and the Manager and Assistant Manager are issued keys. Once you remove the VVPAT seal, it does not need to be replaced.

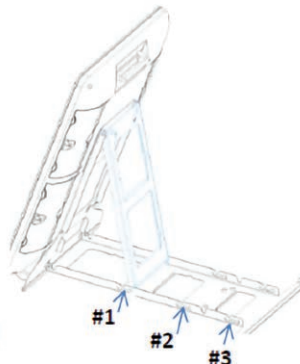
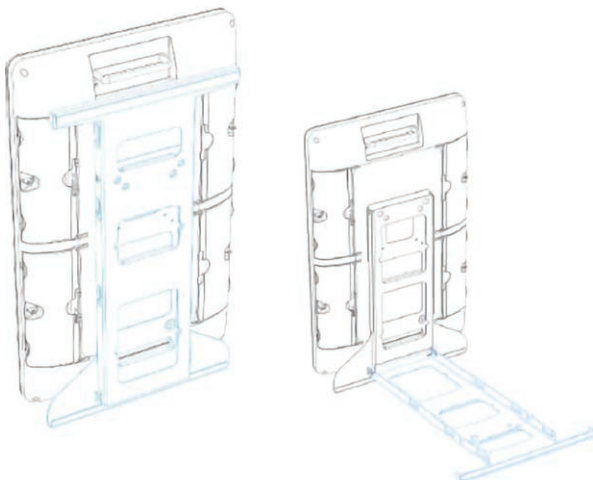
Blue Canvas Bag: At the end of Election Day, remove used VVPAT rolls from all VVPATs, label the rolls with the provided labels, and place them in the blue canvas bag. You will also place the Completed Documents Envelope inside the blue canvas bag. Seal the bag with a plastic seal and place in the blue bin to be returned with the rest of the Critical Supplies at the end of Election night.

USB Results Thumb Drive Return Bag: There are two USB Results Thumb Drive Return Bags. One bag will be for the primary USB results thumb drives and the second bag will be for the Backup USB results thumb drives. The USB results thumb drives will be removed from each ICX Prime and placed in the appropriate primary or backup bag. All primary and backup USB **Results Thumb Drives** will be returned to the Registrar of Voters at the end of Election Day along with other Critical Supplies.



Checklist: Setting up the ICX Primes (Managers)

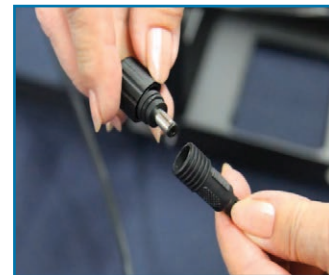
- ☐ Before unpacking the ICX Primes, retrieve the “Manager’s Verification Statement” and “Cart Seal Statement.”
- ☐ Verify that the serial numbers on the front of each ICX Prime, on each ICX Prime door, and on the cart match the serial numbers listed on the “Manager’s Verification Statement.”
- ☐ Place the completed “Manager’s Verification Statement” in the Completed Documents Envelope.
- ☐ Unpack the ICX Primes, VVPATs, and power cords. Use the silver handles to lift the voting machines out of the rolling cart.
- ☐ Open the kickstand on the back of the ICX Prime. The kickstand is held in place by a magnet.
- ☐ Release the metal bracket and fit into the desired groove on the kickstand. Make sure to lock it into place. To lock, pull bracket into groove away from opening.
- ☐ Note that there are three grooves that the support can fit into:
 - The first groove is best for voters who are sitting down.
 - The middle groove is best for most voters.
 - The third groove is best for tall voters or for adjusting for glare.





Checklist: Door B, Power and VVPAT

- ☐ Place VVPAT, face down, to the right of the ICX Prime. Adjust the legs as needed. Set VVPAT upright. Adjust the viewing angle as needed. (photo 1)
- ☐ Break the seal on Door B.
- ☐ Feed the attached cord through the hole in the door. (photo 2)
- ☐ Connect this cord to the VVPAT power cord. Gently but firmly twist the threaded cap to seal the connection between the two cords. (photo 3)



- ☐ Feed the VVPAT USB cord through the hole in Door B and plug it into the USB port.



- ☐ Feed the ICX Prime power cord through the hole in Door B and plug it in just above the power button



Checklist: Door D, Status Indicator Light and ATI Unit

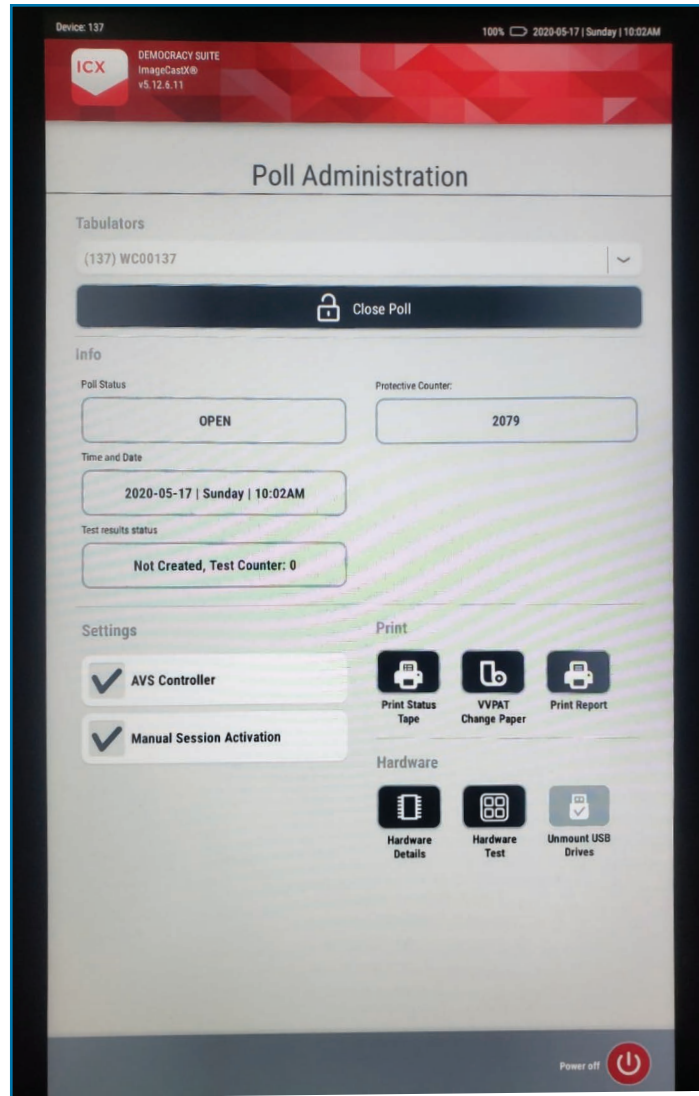
- ☐ Break the seal on Door D.
- ☐ Thread the USB end of the Status Indicator Light through the hole in Door D, from the outside to the inside.
- ☐ Plug the Status Indicator Light into one of the USB ports and attach the light to the top edge of the privacy shield.
- ☐ Thread the ATI unit's cords through the hole in Door D from the outside to the inside and plug in.



- ☐ Plug the headphones into the ATI unit.
- ☐ Plug the ICX Prime power cord into the surge protector. Make sure the surge protector is plugged in and powered on.
- ☐ Turn on the ICX Prime: the power button is located behind Door B, just below the power cord.
- ☐ Once the ICX Prime powers up completely, seal the door D with a plastic seal.
- ☐ The screen will show the following message: "Please Insert Your Authorization Card into the Card Reader." Your Poll Worker Card is your authorization card.
- ☐ Check for the green light on the VVPAT.
- ☐ Insert your Election Worker Card, chip-side down, into the card reader slot. Enter your administrator PIN number. The "Confirm/Modify Date and Time" window will appear.



- ☐ Check the date and time in the upper right-hand corner of the screen and compare the time with the time on the Poll Books. ICX Primes need to be set 5-10 minutes ahead of the Poll Books. If this is not the case, call the Election Worker Hotline: (775) 328-3673.
- ☐ Confirm that the Total Ballots Cast (lower left corner of ICX Prime screen) is "0."
- ☐ Press "PRINT STATUS TAPE" on the ICX Prime screen to conduct a VVPAT test. If the printer isn't working, open its door to reseal the spool or clear the paper jam.
- ☐ Retrieve the "Election Day Balance Statement" from the file folder and record the ICX Prime serial number from each ICX Prime.
- ☐ Record Total Ballots Cast and Protective Counter numbers from the ICX Prime on the "Election Day Balance Statement."
- ☐ Ensure that "AVS Controller" and "Manual Session Activation" are checked.
- ☐ Repeat for each ICX Prime.



DO NOT OPEN THE POLLS



- ☐ Check all ICX Primes and Poll Books to be sure they are not running on battery power but are operating properly on the site's electricity.
- ☐ Replace any broken seals with a new plastic seal AFTER everything is plugged in, turned on, tested, and operational. Any color seal can be used.
- ☐ As needed, place a paper seal over the opening in doors A, B and D, along with a zip tie seal on Door C.
- ☐ After replacing any plastic or paper seal, record the new seal's serial number on the "Election Day Balance Statement."
- ☐ Place the "Election Day Balance Statement" in the file folder for easy access at the end of the day.

When the Intake Specialists are finished setting up the Check-In Table(s), Managers may ask for assistance with setting up the ICX Primes.



You do not need to set up every ICX Prime by the time you open the Vote Center.

You have been supplied with extra ICX Primes in case of technological failure or an unforeseen increase in voter turnout.

Managers may feel that only five of the ten Primes delivered to your Vote Center will be necessary. This is a decision Managers have permission to make. You need, at some point, to open the polls on all of the ICX Primes; however, as long as you have one Poll Book and several ICX Primes ready to process voters at your scheduled opening time, you can open the polls on the remaining ICX Primes once the morning rush has subsided.



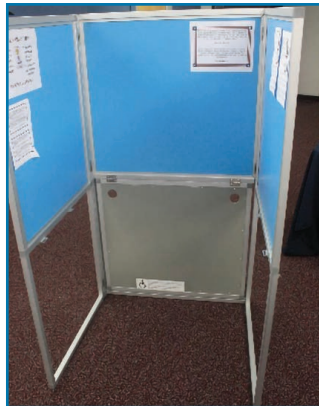
Checklist: Disabilities Booth Setup

Each Vote Center will have at least one Disabilities Booth. It is strongly recommended that two people work together to setup the Disabilities Booth.

- ☐ Undo the black Velcro strap (See photo, upper-right corner.)

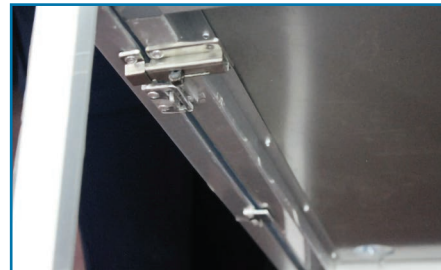


Unfold the booth and stand it upright.



The silver shelf swings up.

- ☐ Lock into place from underneath with the sliding latches.





Checklist: Signs (Managers)

Managers and Assistant Managers are responsible for ensuring that certain legally mandated signage is prominently displayed within their Vote Center:

- ☐ Dates and hours of operation of the Vote Center;
- ☐ Instructions for voting and casting a ballot, including a provisional ballot;
- ☐ Instructions concerning the identification required for first-time voters who registered by mail or online;
- ☐ Information concerning the accessibility of Vote Centers to persons with disabilities;
- ☐ General information concerning federal and state laws which prohibit acts of fraud and misrepresentation; and
- ☐ Information concerning the eligibility of a candidate, a ballot question or any other matter appearing on the ballot as a result of a judicial determination or by operation of law, if any.



Checklist: Election Eve Setup (Intake)

- ☐ Under the direction of your Manager and Assistant Manager, remove all equipment and supplies from the locked area or room, if necessary.
- ☐ Ensure that all supplies are accounted for by verifying against the checklist inside of the vault. If there are any missing supplies, inform management. They will contact the Election Worker Hotline.
- ☐ Confirm the locations of electrical outlets.
- ☐ Your Manager and Assistant Manager will decide the best voter traffic flow. Under their direction, set up tables for Poll Books and ICX Primes close to electrical outlets. Ensure that there will be minimal wires crossing the floor and that the Check-In Table is the first station voters will approach as they enter the Vote Center.
- ☐ Set up the Disabilities Booth(s).
- ☐ Set up and test all electrical connections, e.g. outlets, surge protectors, and extension cords for the ICX Primes and Poll Books.
- ☐ Set up the Check-In Table (see following pages).
- ☐ Set up ICX Primes, as directed by Manager or Assistant Manager.
- ☐ Set up Observer Area (sign and two chairs).
- ☐ Place chairs for voters who require assistance.
- ☐ Place all other internal signs (i.e. "Voter's Bill of Rights,") within view of persons entering the Vote Center.
- ☐ Make sure that all cords are taped down.
- ☐ Check for anything that would make entry difficult, especially for voters with disabilities.

Checklist: Check-In Table Setup (Intake)

Intake Specialists work together to set up and test the Poll Books and to test the MiFi connectivity. When finished, they assist with the ICX Prime setup, as directed by their Manager or Assistant Manager. The label printers are found inside the Big Blue Vault, along with the poll book power cords. All other Poll Book accessories, including the hand held scanner, are with the Poll Books inside the laptop bags.

- ☐ Unpack the MiFi unit and its power cord. Plug the two- pronged end of the power cord into the surge protector. Plug the cylindrical end of the power cord into the MiFi unit.
- ☐ The PepLink router will power up and take approximately one minute to connect to the cellular services.
- ☐ Unpack the Poll Book from the laptop bag and place on Check-In Table.



- ☐ Plug the two-pronged end of the power cord into the surge protector and the other end into the Poll Book.



- ☐ Plug the USB hub into the right side of the laptop. In order to plug in all Poll Book accessories, you will need to utilize the USB hub.

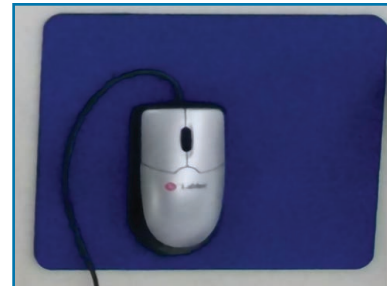




- ☐ The Label Printer comes with a black power cord and a grey USB cord. Plug both into the back of the printer. Plug the USB cord into the USB hub and the power cord into the surge protector.



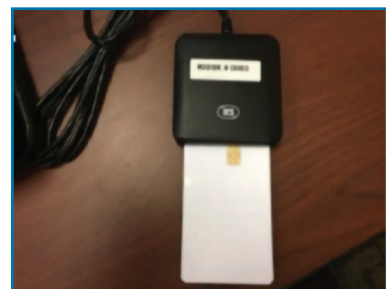
- ☐ Plug the mouse into the USB hub.



- ☐ Plug the handheld scanner directly into the Poll Book.



- ☐ Plug the Card Activator directly into the Poll Book.



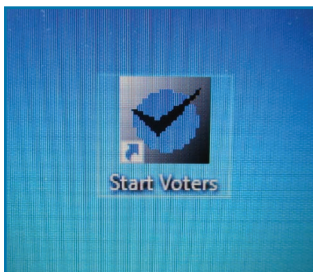
- ☐ If it appears that there is no power to the devices, check the outlet and the power switch on the surge protector.



- ☐ Turn on Poll Book and press any button to bring up the login screen.

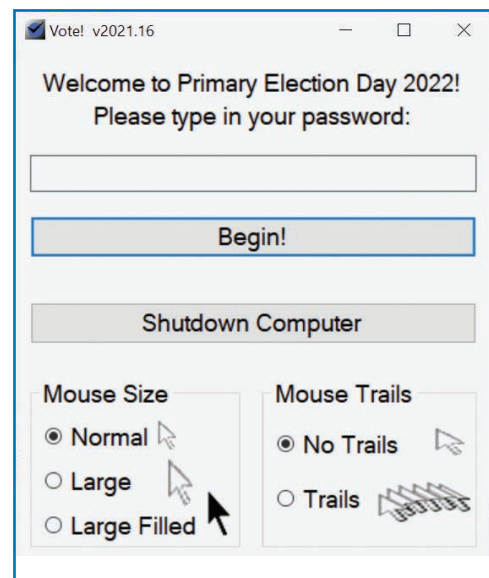


- ☐ The Election User password is **Washoe2022**.
(The first time you power up the Poll Books, you may not be asked to enter a password.)



- ☐ If the Voter Database doesn't launch automatically, locate and double-click the icon on your desktop:

- ☐ The password is **Washoe2022**.
- ☐ Click "Begin!"



- ☐ On the next screen, select election type and Vote Center. **It is very important to select the correct Vote Center.**



It is very important to select the correct Vote Center and Election (Primary or General).

Select Election Type v 4.3.2012G

Step 1 -- Please select / verify the election type:

☐ Early Vote 05/26/2012 to 06/08/2011 ☐ Early Vote 10/20/2012 to 11/02/2012

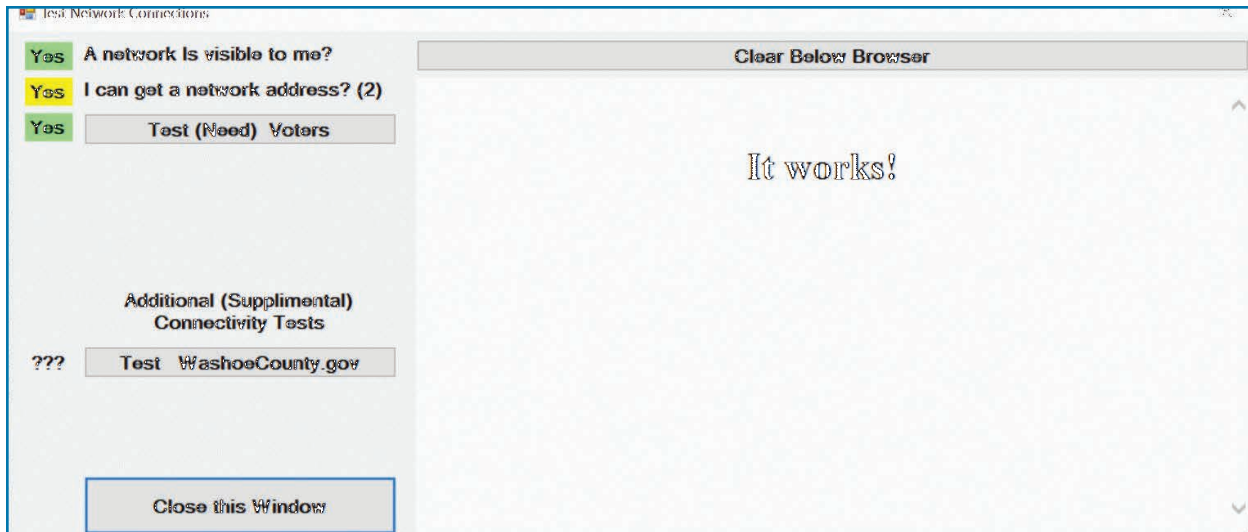
☐ Primary Election 06/12/2012 ☐ General Election 11/06/2012

Step 2 -- Please select your Election Day location:

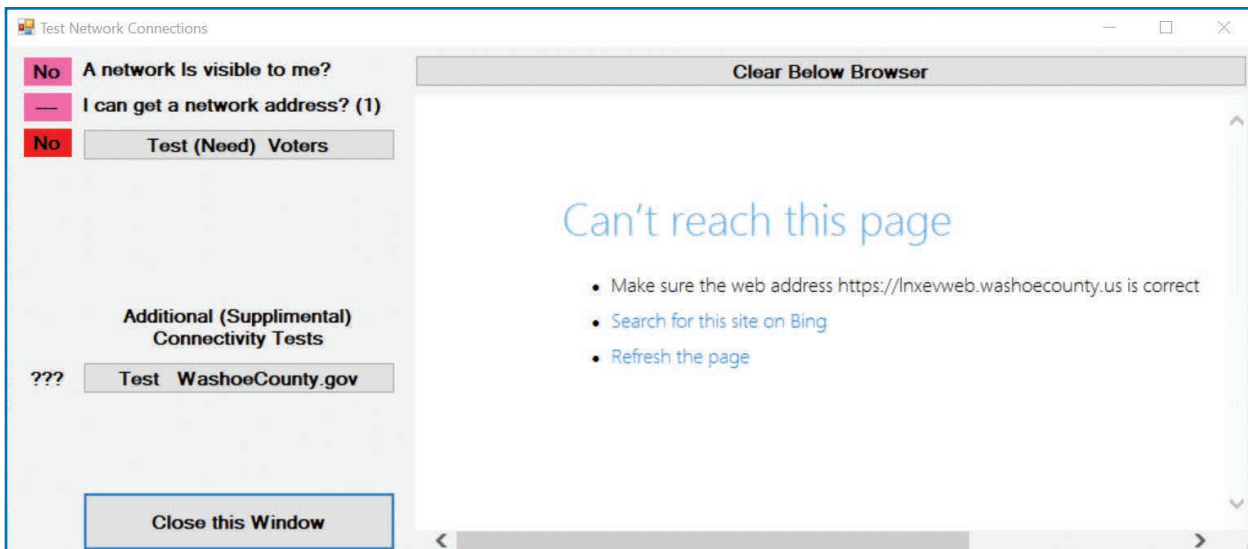
ASPEN GROVE COMMUNITY CENTER
ASPEN LODGE
BARTLEY RANCH PARK - INTERPRETIVE CENTER
BEASLEY ELEMENTARY SCHOOL
BILLINGHURST MIDDLE SCHOOL
BOWERS FIRE STATION
BROWN ELEMENTARY SCHOOL
CALIFORNIA BUILDING
CAUGHLIN RANCH ELEMENTARY SCHOOL
CENTER FOR SPIRITUAL LIVING, RENO
COLD SPRINGS MIDDLE SCHOOL
DAMONTE RANCH HIGH SCHOOL
DEPOALI MIDDLE SCHOOL
DIEDRICHSEN ELEMENTARY SCHOOL
DILWORTH MIDDLE SCHOOL
DODSON ELEMENTARY SCHOOL
DONNER SPRINGS ELEMENTARY SCHOOL
DOUBLE DIAMOND ELEMENTARY SCHOOL
DOWNTOWN RENO LIBRARY
DUNN ELEMENTARY SCHOOL
ELMCREST ELEMENTARY SCHOOL
EMERITUS AT THE SEASONS
FAITH LUTHERAN CHURCH
FELLOWSHIP COMMUNITY CHURCH
FIVE STAR PREMIER RESIDENCES OF RENO

Using: DAMONTE RANCH HIGH SCHOOL

☐ Click "CONTINUE."



- ☐ Take note of the Test Network Connections pop-up. This appears before the Voter Look-up screen and indicates MiFi connectivity (see above).



- ☐ If you aren't connected to MiFi, the Test Network Connections pop-up will appear with an error message (see above.) Try powering down the Poll Book and restarting the MiFi by holding the power button for five seconds. Restart the Poll Book after the screen has gone completely black.
- ☐ If this does resolve the issue, call the Election Worker Hotline: (775) 328-3673.



Voter Data Query 7.0.1-2021F Early Vote Location at NORTH VALLEY LIBRARY (on 10/11/2021) .

Search .

Last Name: First Name:
DOB: VoterID:
Res Addr:
You search addresses like 9999 TestAddress or even 999*tes*addr to get more options

1 Records Displayed

Found

	Voter ID	Status	Last Name	First Name	Middle Name	DOB	Party	Resident City
▶	999999	Active	ZZZZZTestRecord	ZZZZZTestRecord	ZZZZZTestRecord	1/1/1901	NP	TestCity

Residential Address
9999 TestAddress
TestCity, NV 89436

Mailing Address
9999 TestMailAddress
TestCareOf
TestCity, NV 89436

Precinct Info
01/01/1901 - Active / NP (6) / 6411
Polling Place Line 1
Polling Place Line 2

- ☐ Type "ZZZ" into the last name field. **Do not use your own name as a test.** Click "SEARCH." This will pull up a test record.
- ☐ Once the test record appears, click on the **"USE VOTER"** button in the lower left corner to bring up the Test Record Screen.
- ☐ Test Record Screen:

Use this voter...

ZZZZZZTestRecord ZZZZZZTestRecord ZZZZZZTestRecord
9999 TestAddress
TestCity, NV 89436

Active / NP (6) / 6411
Card Activator Code: 6 6411

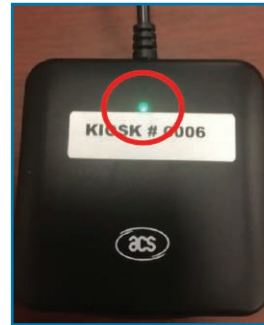
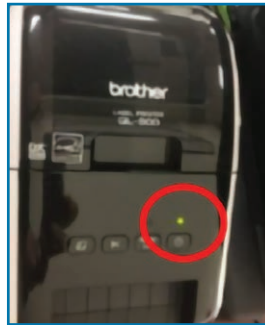
Polling Place:
Polling Place Line 1
Polling Place Line 2

1

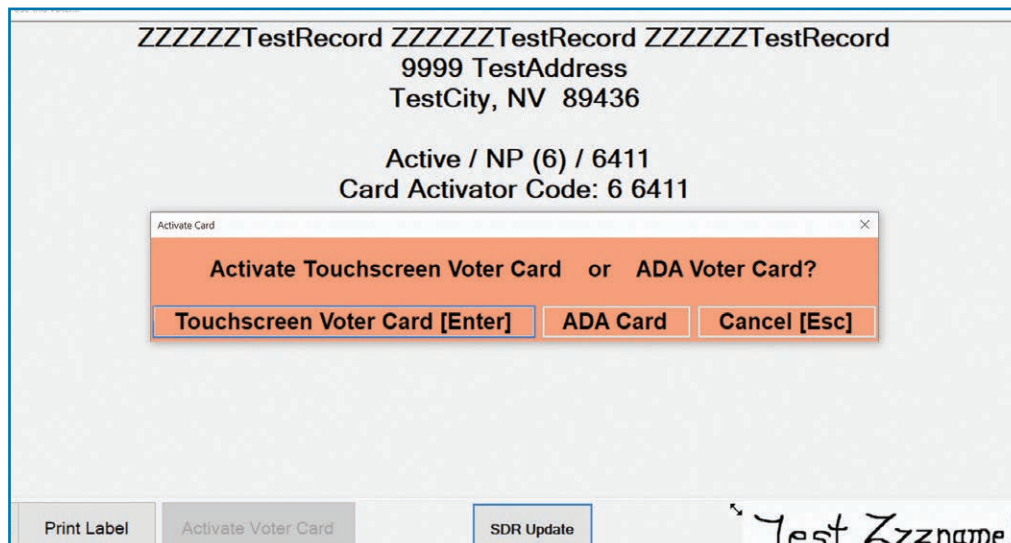
Test Zzzname!



- ☐ Make sure the green lights are lit on the label printer and Voter Card Activator:



- ☐ Ensure that a roll of labels is properly fed through the label printer, label-side down. Click “Print Label” to test the label printer.
- ☐ Insert Voter Access Card (chip-side up) into card activator and click “Activate Voter Card”. (Note that you will be prompted to select “Activate Touchscreen Voter Card” or “ADA Voter Card.” ADA cards are activated for voters who will use the Disabilities Booth.



- ☐ Click “CLEAR ALL” (upper-right of the screen). The Poll Books are now ready to process voters!
- ☐ Power down the Poll Books. Tape cords against the Check-In Table, unplug Poll Books and all accessories, and repack into laptop bags to be locked in the Big Blue Vault. **NEVER LEAVE THE POLL BOOKS OUT OVERNIGHT!**



Checklist: Preparing for Tomorrow

- ☐ Bring plenty of food, liquids, medications, and/or any other items you'll need throughout the long day. Remember: you may not leave the Vote Center.
- ☐ Check to see if kitchen facilities are available.
- ☐ Dress in layers. Bring a sweater or light jacket.
- ☐ Arrive no later than 5:30 a.m. on Election Day.
- ☐ Know where to park and where to meet on Election Day morning.
- ☐ Do your best to get a good night's rest!



Section 4

Election Day Morning



**Per NRS 293.273, Vote Centers must open at 7 a.m.
on Election Day.**

**If you do not think you will open on time, call the Election
Worker Hotline immediately for assistance: (775) 328-3673**

Items to Remember

- Most mistakes occur at the beginning of the day, so be especially alert.
- Election workers need to let Managers know about any unusual situations or problems.
- Lunches and breaks will be scheduled when it will not disrupt Vote Center operations.
- Be professional and courteous. Do not discuss politics.
- Election workers need to let managers know when a voter requests assistance in the voting booth.
- Never give the voter direction or guidance regarding candidates or questions on the ballot.
- Open the Vote Center to voters at 7 a.m..



Checklist: Election Day Morning Setup (Intake)

- ☐ Arrive by 5:30 a.m.
- ☐ Take the oath of office and put on your name badge.
- ☐ Unpack the Poll Books and retest electrical connections and MiFi connectivity.
- ☐ Assist with unpacking ICX Primes, as directed by the Manager or Assistant Manager.
- ☐ Place external signs:
- ☐ Post the “ENTRANCE” sign by the entry door leading to the Vote Center.
- ☐ Use Distance String to measure 100 feet from the Vote Center entrance. Place “NO CAMPAIGNING” sign.
- ☐ Place “VOTE HERE” signs. Use the magnetic arrows as needed.
- ☐ If provided, place feather flags near the road entrance.
- ☐ Arrange Label Binder on the table so that it does not impede the operation of the Poll Book.
- ☐ Place the flags in a conspicuous place on the table. These flags satisfy the requirement to have an American flag at the Vote Center.
- ☐ Remove the forms from the supply bin and place neatly on the clipboard. Remove the “I Voted” stickers, pens, card-return tray, etc. and place on the table.
- ☐ Double check that all cords are taped down and that nothing is obstructing the entrance to the Vote Center, or otherwise posing a safety hazard.

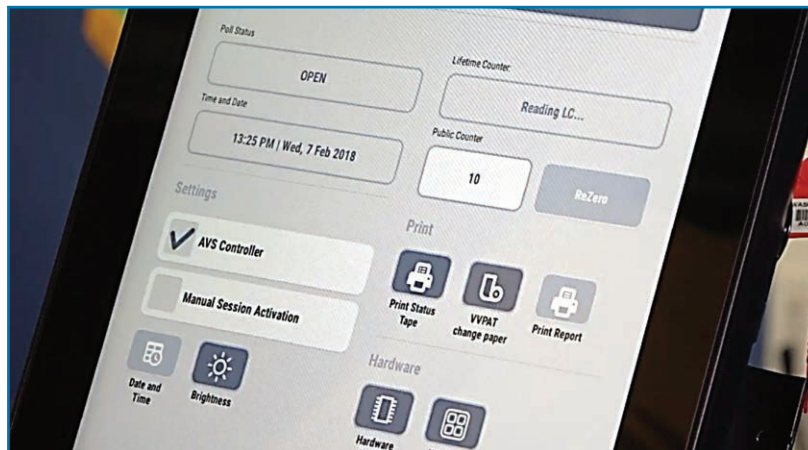


**By law, Vote Centers must open by 7 a.m. on Election Day.
If you don't think you will open on time, call the Election
Worker Hotline immediately: (775) 328-3673**



Checklist: Opening the Polls on the ICX-Primes (Managers)

- ☐ Insert Election Worker Card into ICX Prime and enter PIN.
- ☐ On the ICX Prime screen, press “OPEN POLL.” Press “YES” to confirm. The VVPAT will print a “Zero Proof Report” automatically once the polls are opened.
- ☐ If the printer isn’t working, open VVPAT door and reseal the spool or clear the paper jam.
- ☐ After the “Zero Proof Report” prints, press “SAVE TO FILE,” then “OK.”
- ☐ Press “AVS CONTROLLER,” then select “MANUAL SESSION ACTIVATION.”



- ☐ Confirm that Total Ballots Cast = 0.
- ☐ Remove your Election Worker Card: “TO BEGIN VOTING, INSERT VOTER CARD INTO SLOT BELOW” will appear on the screen.
- ☐ When at least one Poll Book and one ICX Prime are ready to process voters, use the Wait Time app to inform the Registrar of Voters that your Vote Center will open on time.



Do Not Remove Your Election Worker Card Until All Steps for Opening the Polls Are Completed. Keep Your Card on You at All Times.



Section 5

Processing Voters



Checklist: Processing Voters

- ☐ Ask each voter if they brought their Sample Ballot or Voter Registration Card.
- ☐ Use the handheld scanner to read the bar code on the Sample Ballot or Voter Registration Card.
- ☐ Voter information will automatically populate on the voter lookup screen.
- ☐ Voters without a Sample Ballot can be found by entering their:
 - Full Name or
 - Street Address or
 - First Name and Date of Birth



Do not ask for the voter's ID unless the voter's record is flagged "ID Required," the voter is taking advantage of Same Day Registration, the voter is surrendering an absent ballot, or the voter's signature in the Label Binder does not match the signature(s) on file. Nevada voters are not otherwise required to show ID in order to vote.

- ☐ Verbally confirm the voter's address and name. (**PRIMARY:** Also announce the voter's party affiliation.)
 - Example: "Hello, may I have your first and last name, please? Thank you. And can you please confirm your residential address?"
 - Primary Only: "Hello, may I have your first and last name, please? Please confirm your residential address... Thank you. And we have you registered as nonpartisan, is that correct?" *
 - Be sure to ask the voter to state their address. DO NOT announce the voter's address.

Ask the voter to state their address. Do NOT announce the voter's address.



- ☐ Click on the “USE VOTER” button and affirm that the voter’s record is free of any flags or warnings.
- ☐ Click the “PRINT LABEL” button. Place the voter label in the space provided on the label sheet in the Label Binder.
- ☐ Ask the voter to sign the Label Binder to the immediate right of their voter label.
- ☐ Compare their signature to the signature on file by picking up the Label Binder and holding it close to the screen of the Poll Book.
- ☐ Insert Voter Card (chip-side up) into Card Activator. Click “ACTIVATE VOTER CARD.”
- ☐ Hand Voter Card to voter. Instruct them on the use of the ICX Prime and direct them to the next available ICX Prime.
- ☐ Retrieve Voter Access Card from voter after they cast their ballot.
- ☐ Give voter “I VOTED” sticker.

* The reason we announce a voter’s political party affiliation in a primary but not in a general election, is because a voter’s ballot will depend on their political party affiliation in a primary election. We want to ensure voters are provided with the correct ballot, as required by law. Every voter receives the same ballot in a general election, so there is no need to confirm the voter’s affiliation.

If a voter does not agree with the political party affiliation we have on record, or if they want to change their political party affiliation, they may do so immediately by completing a Same Day Registration Update.





Nevada voters are not required to show identification in order to vote. There are only four reasons you may ask a voter to present identification:

1. The voter is flagged “I.D. Required” in the Poll Book.
2. The voter’s signature does not match their voter record.
3. The voter is surrendering their Mail-In Ballot.
4. The voter wants to take advantage of Same Day Registration.



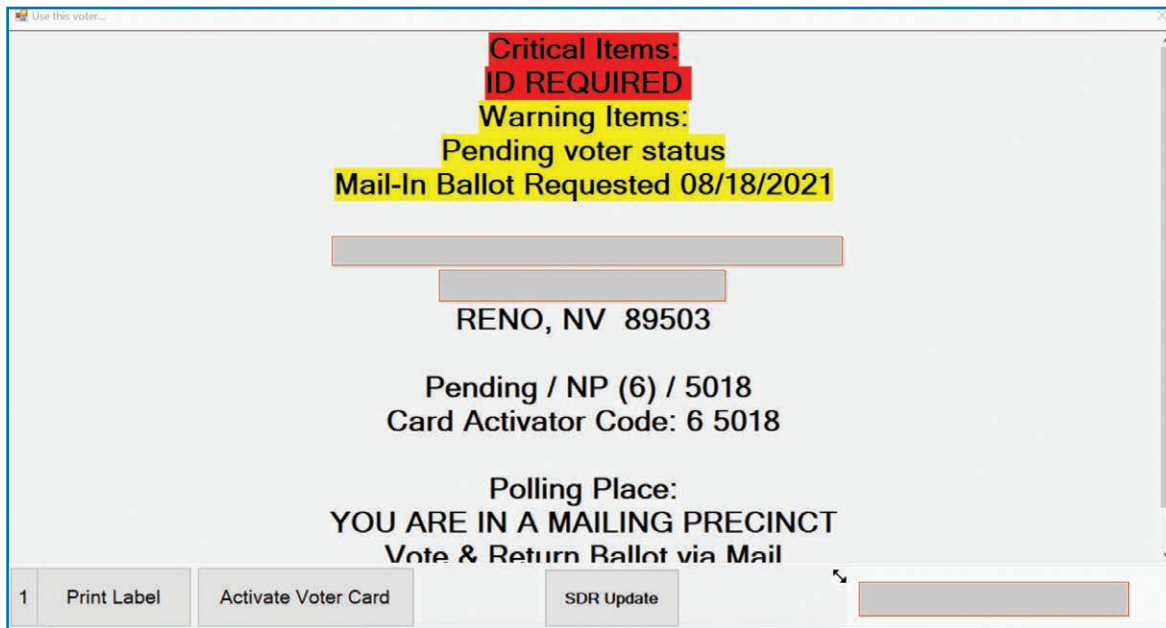
Flags and Warnings

Flags or warnings may appear in the Poll Book when you check in a voter, such as:

- I.D. Required 
- Inactive Voter
- Absent/Mail-in Voter 
- Early Voter
- Confirm HAVA
- Challenged

The only flags which require the voter to provide ID are “ID Required” and “Absent Voter.”

“ID Required”



The screenshot shows a software window titled "Use this voter...". It displays the following information:

- Critical Items:** ID REQUIRED (highlighted in red)
- Warning Items:** Pending voter status, Mail-In Ballot Requested 08/18/2021 (highlighted in yellow)
- RENO, NV 89503
- Pending / NP (6) / 5018
- Card Activator Code: 6 5018
- Polling Place: YOU ARE IN A MAILING PRECINCT
- Vote & Return Ballot via Mail

At the bottom, there are buttons for "1 Print Label", "Activate Voter Card", and "SDR Update".

This flag appears because the voter didn't provide acceptable ID when registering.



Ask the voter to show ID before voting. Acceptable IDs are:

- NV driver's license (not expired)
- NV ID card (not expired)
- out-of-state driver's license or ID card (not expired)
- passport (not expired)
- military ID (with photo)
- tribal ID (with photo)
- student ID (with photo)

If you are unsure of the acceptability of a voter's ID, call the Election Worker Hotline: (775) 328-3673.

If the voter does provide an acceptable ID:

- ☐ Complete the "ID Required" portion of the Voter Update Form.

If the voter doesn't have acceptable ID and isn't able to return with acceptable ID before the polls close, the voter may cast a HAVA Provisional Ballot.

- ☐ Complete a HAVA Provisional Affirmation.
- ☐ Give the voter the receipt and instruct the voter that they have until 5 p.m. on the Friday after Election Day to submit a copy of their I.D. to the Registrar of Voters.
- ☐ Activate a HAVA provisional ballot on their Voter Access Card.
- ☐ Voter signs Label Binder and HAVA Affirmation.



"IN" (Inactive Voter)

An inactive voter is fully eligible to vote but it is important to confirm their residential address. Many are classified as inactive because Post Office records show they have moved from the address we have on file.

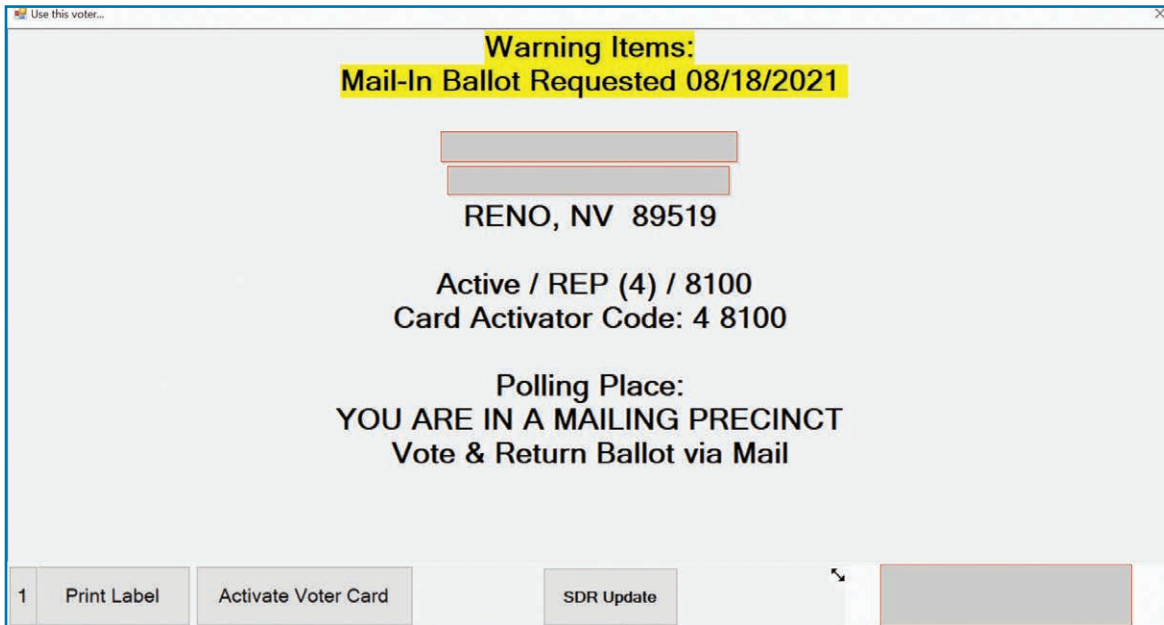
A screenshot of a software window titled "Use this voter...". The window has a light gray background. At the top, there is a yellow rectangular box containing the text "Warning Items:" and "Inactive voter status". Below this, there are two red-outlined rectangular boxes, one above the other. The text "RENO, NV 89509" is centered below the second box. Further down, the text "Inactive / DEM (2) / 1029" and "Card Activator Code: 2 1029" is displayed. Below that, the text "Polling Place:" is followed by "YOU ARE IN A MAILING PRECINCT" and "Vote & Return Ballot via Mail". At the bottom of the window, there is a horizontal bar with four buttons: "1", "Print Label", "Activate Voter Card", and "SDR Update". To the right of these buttons is a small, empty red-outlined rectangular box.

- ☐ Ask the voter complete a Voter Update Form if they need to update their address.



“AV” (Absent/Mail-in Voter)

The voter was sent an Mail-in ballot. Ask the voter to either (1) surrender the absent ballot or (2) sign an affirmation swearing that they will not vote twice. Notice, in the example below, that there is no date which the Mail-in ballot was “returned on:”



Warning Items:
Mail-In Ballot Requested 08/18/2021

RENO, NV 89519

Active / REP (4) / 8100
Card Activator Code: 4 8100

Polling Place:
YOU ARE IN A MAILING PRECINCT
Vote & Return Ballot via Mail

1 Print Label Activate Voter Card SDR Update

1. Voter has Mail-in ballot to surrender:

- ☐ Ask the voter for identification.
- ☐ Collect the Mail-in ballot along with its mailing envelope. Write “surrendered” on the back of the mailing envelope.
- ☐ Place the surrendered ballot inside its mailing envelope and seal inside of a Canceled Ballot Envelope. Complete the information requested on the outside of the Canceled Ballot Envelope.
- ☐ Place in orange Transfer Bag.
- ☐ Continue to check in the voter.

2. Voter does not have absent ballot to surrender:

- ☐ Ask the voter for identification.
- ☐ Confirm that the voter has not voted by mail. (If a ballot has been received by the Registrar of Voters, the voter’s record will be flagged accordingly.)



- ☐ Have the voter sign the Affirmation.
- ☐ Continue with standard voter processing.

3. Voter's record shows Mail-in ballot was returned to the Registrar of Voters:

In the previous example, the AV warning flag was yellow because the voter had been sent an Mail-in ballot, but had not returned the absent ballot to the Registrar of Voters. This voter has returned their Mail-in ballot to the Registrar, so the AV warning flag is red and the "returned on" date is filled in:

The screenshot shows a software window titled "Use this voter...". At the top, a red banner reads "Critical Items: Mail-In Ballot Requested 08/18/2021 and returned on 01/20/2022". Below this, the voter's address is displayed as "RENO, NV 89521". The voter's status is "Active / DEM (2) / 3038" with a "Card Activator Code: 2 3038". The polling place information states "YOU ARE IN A MAILING PRECINCT" and "Vote & Return Ballot via Mail". At the bottom, there are buttons for "1 Print Label", "Activate Voter Card", and "SDR Update".

- ☐ Contact the Election Worker Hotline: (775) 328-3673. If the voter was erroneously marked as voted, instructions will be given to process the voter as normal.
- ☐ Manager or Assistant Manager will complete a Certificate of Error.



Make sure the voter understands that you are doing everything in your power to ensure that they are able to cast their ballot.



“EV” (Early Voter)

If the voter is flagged “already voted,” ask the Manager or Assistant Manager to contact the Registrar of Voters through the Election Worker Hotline: (775) 328-3673.

Under no condition should you permit this voter to vote unless a senior staff person at the Office of the Registrar of Voters has expressly approved their right to vote.

Confirm HAVA

Warning Items:
Inactive voter status

Confirm HAVA

RENO, NV 89512

Inactive / NP (6) / 5005
Card Activator Code: 6 5005

Polling Place:
YOU ARE IN A MAILING PRECINCT
Vote & Return Ballot via Mail

1 Print Label Activate Voter Card SDR Update or Provisional Voter Signature

This flag simply means the voter neglected to say “yes” to one or both of the questions in Box 1 of their Voter Registration Application.

- ☐ Ask voter to complete and sign “Confirm HAVA” section of Voter Update Form.
- ☐ Continue with standard voter processing.



Ask the voter to complete the Confirm HAVA section of the Voter Update Form. NEVER ask a voter if they are a U.S. citizen.

“CH” (Challenged)

A person can challenge another voter for residence, identity, voting more than once, or for political party affiliation. Challenges are extremely rare. If this situation arises, contact the Election Worker Hotline: (775) 328-3673.

Troubleshooting Voter Check-In

Can't find the voter with the name they have provided?

Names can be hyphenated or possibly misspelled. It's possible the voter changed their name but did not update their voter registration.

- ☐ Always use the "less is more" approach. Ask the voter for their first name and birthdate.
- ☐ If you find a record using those search criteria, ask the voter to verify the address.
- ☐ If the voter needs to update their name, offer them two choices:
 - Vote under their previous name and submit a new Voter Registration Application at a later date. (Offer the voter a Voter Registration Application or direct them where to find one on the Registrar of Voters website.)
 - Take advantage of Same Day Registration to update their registration information immediately. (Voter must provide unexpired NV driver's license or NV ID or Tribal ID and—if address on ID is not current—proof of residency in order to Same Day Register.)
- ☐ If you are ultimately unable to locate the voter, ask the Manager or Assistant Manager to call the Election Worker Hotline.
- ☐ If it is determined the voter is not listed, the voter may still be eligible to vote a Same Day Registration (SDR) or a HAVA Provisional Ballot.

Changes to Roster Data

A voter may inform you that their name is misspelled, their address is not correct, or a family member on the voting rolls is deceased or has permanently moved away.

- ☐ Ask the voter to complete a Voter Update Form.

The voter has moved but has not updated their address.

- ☐ Offer the voter the following two choices:
 - Take advantage of Same Day Registration to update their registration information immediately.
 - Vote today under their previous address, and complete the Change of Address section of the Voter Update Form during check-in.



The voter is from another county, a different jurisdiction, was just passing by, etc. and is insisting on voting right here and now.

- ☐ Inform the voter that they must vote in the county where they are registered.
- ☐ If the voter is insistent, call the Election Worker Hotline at (775) 328-3673.

The voter states that their family member(s) received sample ballots, but they did not.

- ☐ Look the voter up in the Poll Book and determine if their registration address matches their current residential address. It's possible that they did not submit a Change of Address Form to our office.
- ☐ If the voter database has their current address, apologize and inform them that it may have been a mail delivery issue. Inform them of the option to sign up to receive interactive, electronic Sample Ballots.

The voter wishes to change their party affiliation.

- ☐ Inform the voter that can take advantage of Same Day Registration to update their party affiliation immediately.

I checked in the wrong voter.

- ☐ Search for the incorrectly checked-in voter and click "USE VOTER."
- ☐ On the next screen, select "UNDO ACTIVATION." This process will remove the voter from the report.
- ☐ Cross out the incorrect label in the Label Binder and indicate the reason, i.e. "Check in wrong voter."

The screenshot shows a software interface for voter check-in. At the bottom, there are two buttons: "Voter Check-In / Print Label" and "Undo Activation". The "Undo Activation" button is highlighted with a yellow background, indicating it is the next step in the process.



The voter states that they don't want to vote on an ICX Prime voting tablet after checking in.

- ☐ First, check the status of Voter Access Card to confirm that they did not cast a ballot.
- ☐ Bring the voter's record back up and cancel the check-in.



Make sure the voter understands that you are doing everything in your power to ensure that they are able to cast their ballot.



Signature Verification

Election workers look for reasons to **approve** voter signatures, **not** to reject voter signatures. Signatures evolve as the signatory ages; they also change as the conditions under which the signature was made differ (e.g. electronic signature.)

Focus on the most basic elements of the two signatures being compared:

- Type of writing (e.g. cursive, print)
- Letter size, spacing, and proportion
- Letter slant
- Position of signature on the line

A cursive signature that appears to read "J. L. Smith". The letters are fluid and connected, with a prominent loop at the end.

A cursive signature that appears to read "M. Anderson". It features a large, sweeping initial "M" and a long, horizontal flourish at the end.

A cursive signature that appears to read "W. J. H. Smith". It is a more complex signature with many loops and flourishes, particularly in the middle section.

Troubleshooting Signature Verification

Voter's signature does not match the signature on screen OR no signature appears on screen (NRS 293.777):

- ☐ Ask the voter for ID.
- ☐ Ask the voter to complete the Signature Update section of the Voter Update Form.

If the voter does not have ID to present:

- ☐ Retrieve a Voter Identification Exception Form.
- ☐ Verify the voter's identity by asking the voter to verify the information requested on that form.



Make sure the voter understands that you are doing everything in your power to ensure that they are able to cast their ballot.

Voter cannot sign the Label Binder due to a physical limitation.

The Nevada Administrative Code allows voter with disabilities to use a signature stamp; however, the voter must show government-issued photo ID (NRS 293.283, NRS 293.285, and NAC 293.177).

- ☐ Ask for identification.
- ☐ If the voter does not have identification, retrieve an ID Exception Form.
- ☐ Call the Election Worker Hotline at (775) 328-3673 and explain that you need to identify a voter by checking the answers to the following questions:
 - Middle name?
 - Date of birth?
 - Place of birth?
 - Last four digits of social security number?
 - Where were they previously registered to vote?

If the voter answers correctly, print "IDENTIFIED AS" to the left of the voter's name in the Label Binder.

- ☐ Complete the appropriate section of the Voter Update Form ("Signature Update" or "Voter Identification Exception Record.")



☐ File the ID Exception Form in the Completed Documents Envelope.

☐ Issue a Voter Access Card.

If the voter cannot answer correctly, the Registrar of Voters will give you further instructions.

Provisional Voting

A Provisional Ballot is issued to a voter when there are questions about their eligibility that must be resolved before their vote can be counted.

Provisional voters fall into two categories:

- 1) Voter is flagged "ID required," but they did not bring an acceptable form of identification.
- 2) Same-day registrants.

Full Ballot Provisional Voting:

Provisional voting will take place on the ICX Primes. The voter will receive a receipt which will contain the following information:

- date of the election
- provisional ballot ID number
- instructions to provide valid identification or proof of residency to the Registrar of Voters by the Friday after Election Day (if applicable)
- How to look up the outcome of their provisional ballot

If the voter is required to provide ID and/or proof of residency and they do not have these documents with them, they must provide them to the Registrar of Voters by 5 p.m. on the Friday following Election Day (**June 14, 2022 for the Primary Election and November 8, 2022 for the General Election.**)

The voter may email, fax, or physically deliver copies of their ID and/or proof of residency to our office, along with their name and the Vote Center where they cast their provisional ballot. It is not recommended that the voter mail a copy of their identification as it may not be delivered before the deadline.

These instructions are printed on the voter's provisional ballot receipt.



Checklist: HAVA Provisional Ballot Voter Processing

- ☐ A voter will be required to cast a HAVA provisional ballot if:
 - The voter is flagged “ID Required,” but they did not bring an acceptable form of identification.
 - You cannot locate the voter’s record, but they insist that they are a registered voter in Washoe County.
- ☐ Ask the voter to complete and sign the HAVA Provisional Affirmation & Roster Form.
- ☐ In the Poll Book, click “NEW SAME DAY REG OR HAVA PROVISIONAL” (lower right of the screen).
- ☐ Click “CHOOSE HAVA PROV.”
- ☐ Enter the voter’s name, residential address, mailing address (if applicable), birthdate, and the last four digits of their social security number.
- ☐ Insert a Voter Access Card (chip-side up) into the Card Activator and click “ACTIVATE VOTER CARD.” Three voter labels will print.
- ☐ Place a voter label on the HAVA Provisional Affirmation & Roster Form. Place the second label on the HAVA Provisional Ballot Voting Receipt.
- ☐ Place the third label in the Label Binder and ask the voter to sign next to their voter label. (There is a re-print button in case an additional label is needed).
- ☐ File the completed and signed HAVA Provisional Affirmation Form in the appropriate section of the Label Binder.
- ☐ Give the HAVA receipt to the voter and instruct them on how to submit valid ID to the Office of the Registrar of Voters.
- ☐ Give the voter their Voter Access Card and direct them to next available ICX Prime.



Checklist: Same Day Registrant Processing

Voters now have the option to do Same Day Registration at all Vote Centers. This is available to individuals that are registering for the first time or to voters that want to update their current voter registration.

All Same Day Registrations must provide the following:

Nevada Driver's License

Current, valid, unexpired with current Washoe County residential address.

OR

Nevada Identification Card

Current, valid, unexpired with current Washoe County residential address.

OR

Tribal Identification

Proof of residency might also be required in addition to the always required Nevada Driver's License, Nevada Identification Card, or Tribal Identification.

Proof of residency must have voter's name and current Washoe County address. Below is a list of acceptable documents:

- A military identification card
- A bank or credit union statement
- A paycheck
- An income tax return
- A property tax statement
- A motor vehicle registration
- A utility bill (electric, gas, oil, water, sewer, septic, cell phone, cable, etc.)
- A mortgage statement, or residential rental or lease agreement
- Any other document issued by a governmental agency

A voter will be required to cast a ballot immediately and in person.

- ☐ Voters new to the voting rolls in Washoe County will be issued a Provisional Ballot.
- ☐ Existing voters that wish to update their voter information using Same Day Registration will be issued a regular ballot.

Ask the voter to provide their Nevada Driver's License or Nevada ID card or Tribal identification.

Confirm the identification that has been provided is current and valid.

Ask the voter if the address listed on the voter's NV ID or Tribal ID is their current Washoe County residential address. If they state no, ask the voter for proof of residency.

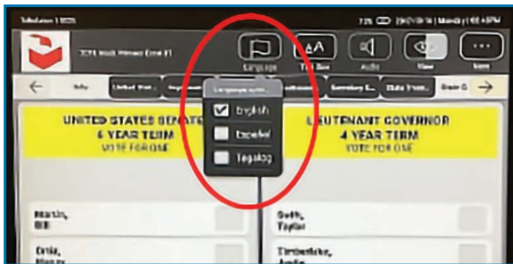
- ☐ Ask the voter to complete and sign the SDR Provisional Affirmation & Roster Form.
- ☐ Only NEW Same Day Registrations will receive the Provisional receipt.
- ☐ Compare the signature on the voter's ID to the signature on the Roster form.
- ☐ Select "NEW SAME DAY REG" or "SDR UPDATE" in the Poll Book.
- ☐ Manually enter the voter's information or click "SCAN DRIVER'S LICENSE" to scan the barcode on the back of their NV driver's license or NV identification card. The voter's information will auto-populate.
- ☐ Select the appropriate choices:
 - ☐ New registration or update?
 - ☐ US citizen? If "no," stop the registration process and inform the voter that they are required to be a citizen in order to vote.
- ☐ Insert Voter Access Card (chip side up) into Card Activator and click "ACTIVATE VOTER CARD." Two voter labels will print.
- ☐ Place a voter label on SDR Provisional Affirmation, Provisional Receipt (if they are to receive one) and Roster Form. (There is a re-print button in case an additional label is needed.)
- ☐ File the completed and signed SDR Provisional Affirmation Form in appropriate section in the Label Binder.
- ☐ Give the SDR receipt to the voter (NEW Same Day Registrations only).
- ☐ Give the voter their Voter Access Card.

Voting on the ICX Prime

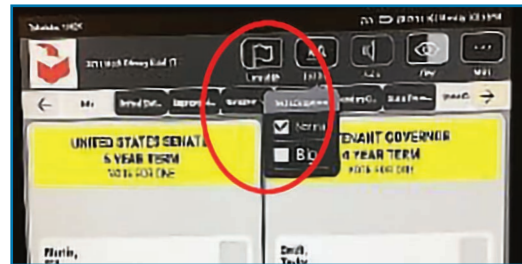
To begin a voting session, a voter inserts their Voter Access Card, chip-side down, into the yellow slot on the front of the ICX Prime. The first screen the voter comes to is the Language Selection screen. They choose between English and Spanish.

The voting tablets are equipped with several interactive features:

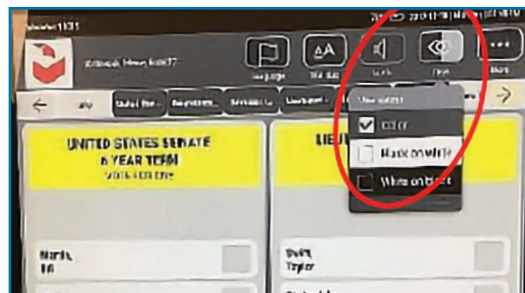
- **Language Button:** Changes the ballot language between English and Spanish.
- **Text Size Button:** Increases or decreases font size. The voter selects the double-A button on the tool bar. The voter can use the drop down menu to change the font size to larger print. If voter is still having issues, offer them a magnifier (magnifiers will be with the Manager's supplies). The magnifier can be used on the voting tablet and the printer. If the voter is still have difficulty, the Manager can offer audio voting.
- **View Button:** Changes the color of the screen. The voter can select the ballot to appear with Black font on white background or White font on Black background. If this does not resolve visibility issues, try moving the voter to another ICX Prime or to the Disabilities Booth.



Language Button



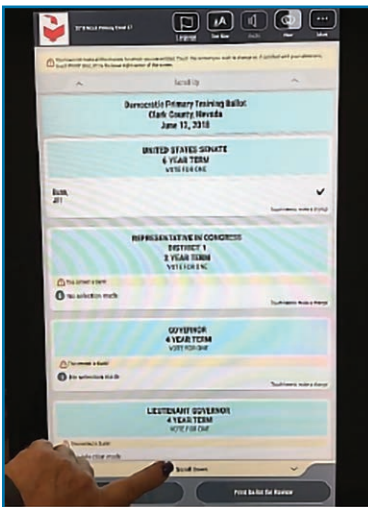
Text Size Button



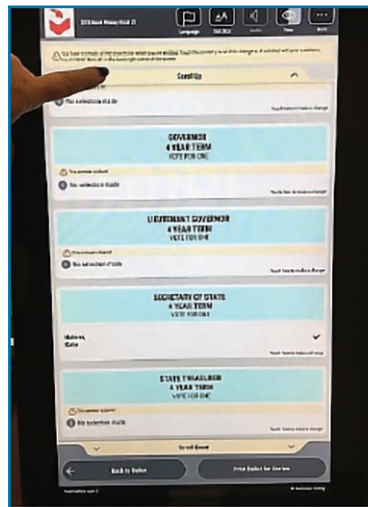
View Button



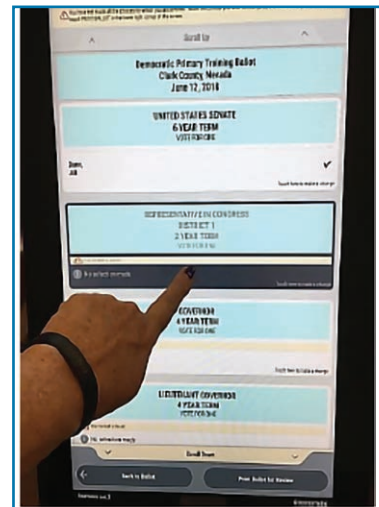
- **Contest Bar:** Voters scroll through the ballot by pressing the arrows and select a contest or ballot question to open the Voting Screen, which includes: the contest name or ballot question, the maximum number of selections a voter can make, and candidates/selections.
- **Voting Screen:** The voter touches the checkbox next to their choice. The box will appear marked and all other checkboxes will disappear. If the contest says “Vote for Two (or more),” the other checkboxes will remain until the maximum number of selections has been made. Multiple selections are not required to move on to the next contest. Checkboxes may be marked and unmarked without limit until the ballot is cast.



Scroll Down



Scroll Up

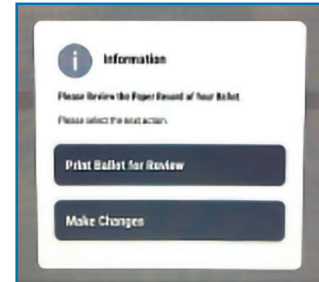


Touch Contest

- **Previous & Next Buttons:** Located at the bottom of the screen, another way of navigating through the contests (besides the Contest Bar.)
- **Scrollbar:** The touchscreen is equipped with a scrollbar which the voter can use to view all the candidates in a contest or the entire text of a ballot question.
- **Review Button/Ballot Review Screen:** Allows the voter to review the selection they've made so far. If the voter did not make a selection in a contest/question or made less than the allowed number of selections, it will be flagged on the Ballot Review Screen. By selecting that contest/question in the Contest Bar, the voter may return directly to that contest to make their selection. (The Ballot Review Screen also automatically appears at the end of a voting session.)

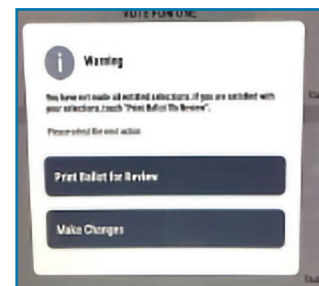


- **Back to Ballot Button:** In the Review Ballot Screen, the voter can return to their ballot to make a selection or change a selection.
- **Print Ballot for Review Button:** To proceed to final review, the voter touches this button in the lower-right corner of the Ballot Review Screen. One of four pop-ups will appear:
- **“Information”:** The voter has made all the choices to which they are entitled. They may now print their ballot for review or return to the Review Ballot Screen to make changes.



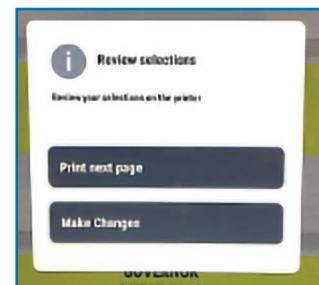
OR

- **“Warning”:** The voter has not made all the choices to which they are entitled. It is not too late to return to the Ballot Review Screen to make changes or to print their ballot for review.



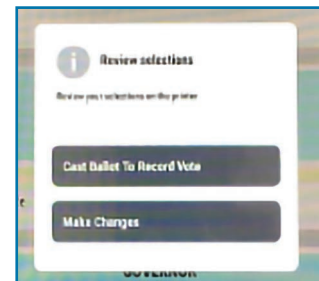
then

- **“Review Selections”:** The voter has printed their ballot for review, but the ballot is longer than one page. The voter can return to their ballot to make changes or continue to print the remaining pages of their ballot.



then

- **“Review Selections”** appears when the voter has printed the last page of their ballot for review on the printer. This is their last chance to return to the ballot to make changes. If the voter is satisfied with their choices, they select “CAST BALLOT TO RECORD VOTE.”



Once the voter selects “CAST BALLOT TO RECORD VOTE,” they can no longer return to their ballot. The voter returns their Voter Access card to an Election Worker.

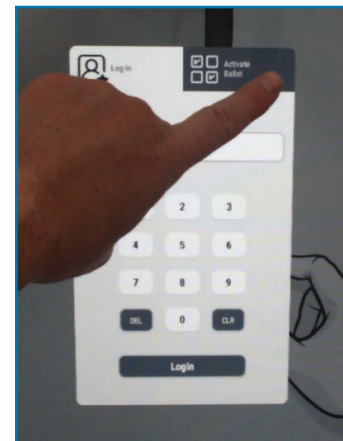
Troubleshooting

Manually Activating a Ballot on an ICX Prime

If a Poll Book becomes inoperable, the Intake Specialist will manually check in the voter and hand write their voter label. The Manager or Assistant Manager will manually activate the voter's ballot on an ICX Prime:

- ☐ Insert Election Worker Card into the ICX Prime. Do not enter your code. A screen will appear with two tabs: "LOGIN" and "ACTIVATE BALLOT."
- ☐ Select "ACTIVATE BALLOT."
- ☐ Enter the four-digit precinct number. In a primary election, you will also enter the voter's single-digit party affiliation number before their precinct number:
 - 2 for Democrat
 - 4 for Republican
 - 6 for nonpartisan.

For example: A nonpartisan voter residing in precinct 1002 would be entered as: "61002"



- ☐ Select regular or provisional ballot.
- ☐ Press "NEXT."
- ☐ When the Language Choice screen appears, remove your Election Worker Card and leave the voter to vote their ballot.

Signs at the Vote Center

Only Election workers may post signs within 100 feet of a Vote Center. The only signs you should post are those given to you by the Registrar of Voters. If you become aware of any other signs posted within 100 feet of your Vote Center, see that they are removed. Call the Election Worker Hotline at (775) 328-3673 for assistance, if needed.

Fled Voter

If the voter removes their Voter Access Card before selecting “CAST BALLOT TO RECORD VOTE,” there is an audible warning tone and the following warning message will appear on the screen:

WARNING

Vote card removed. BALLOT WAS NOT CAST.

Please re-inset Vote Card or call for immediate help.

If the voter is still inside the Vote Center:

- ☐ Ask the voter to come back, reinsert the Voter Access Card and finish voting. The selections which were already made will be retained.

If the voter has left, you must approach their voting machine with another election worker of a different political party:

- ☐ Insert your Election Worker Card and enter your PIN. Press “CAST VOTER FLED BALLOT.”
 - If the voter made it to the Review screen, the ballot will be cast with the selections they made.
 - If the voter left at any point before the Review screen, a blank ballot will be cast but their vote will still be recorded.
 - Either way, the ballot will print on the VVPAT. The ICX Prime will be ready to accept the next voter after printing is complete and the printing dialogue box disappears from the ICX Prime screen.

Voter Makes Too Many Changes

A voter’s ballot will be rejected if they make more than three reviews or changes. They will have to start over.



ICX Prime Freezes

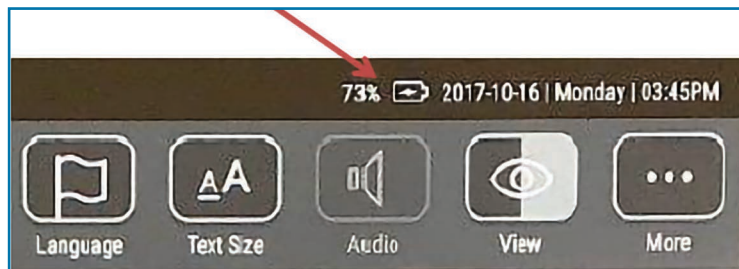
- ☐ Press and hold the power button (green button under the power cable inside Door B.)
- ☐ After approximately 30 seconds, power the voting tablet back on by pressing the button again.
- ☐ If the ICX Prime is still frozen, call the Election Worker Hotline.



ICX Prime Is Low on Power

The ICX will show a warning message at 20%. It will power down after voter is finished voting at 5%.

- ☐ Check battery level: battery indicator is in the upper-right corner of the screen.



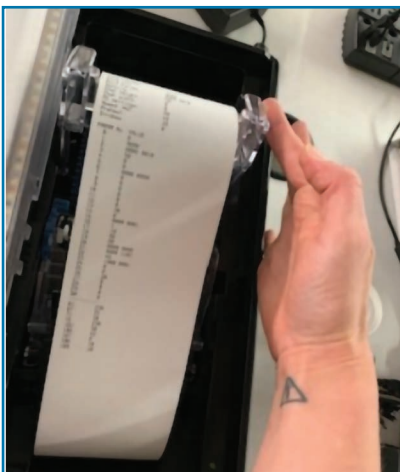
- ☐ If the battery level is low, check that all power connections are firmly in place. Also check that the surge protector is turned on.
- ☐ If the problem is not resolved, try a different outlet.
- ☐ If still not resolved, call the Election Worker Hotline: (775) 328-3673



VVPAT Runs Out of Paper



- ☐ Open VVPAT with key.
- ☐ Lift blue tab to unlock the plastic braces.



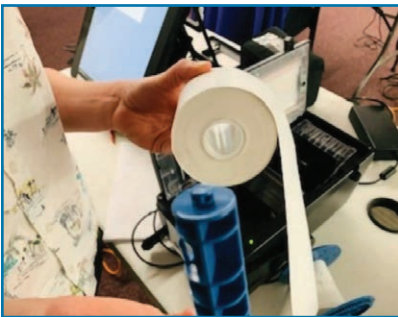
- ☐ Lift plastic braces to release paper.



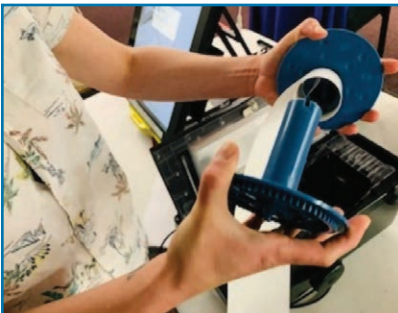
- ☐ Remove upper roll first.



- ☐ Then remove the bottom roll.



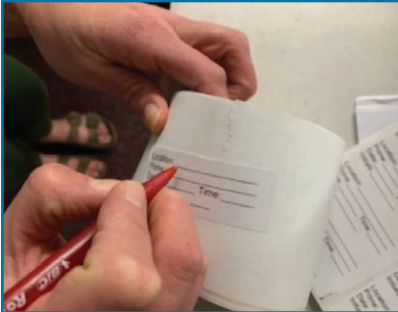
- ☐ Remove the cylinder from bottom roll.



- ☐ Pull apart the spool.



- ☐ Wrap enough blank paper around the used roll so that you will not be applying the label over any printed on paper.



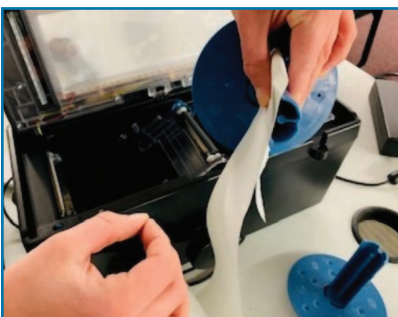
- ☐ Seal the used roll with a label. Fill out the label and put away the used roll in the Blue Canvas Bag.



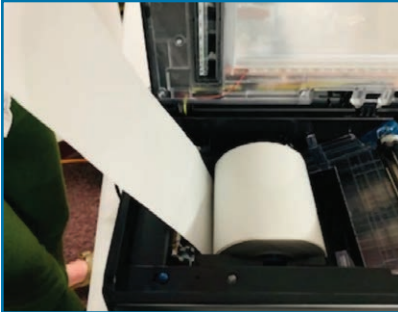
- ☐ Insert the cylinder into a new roll of paper.



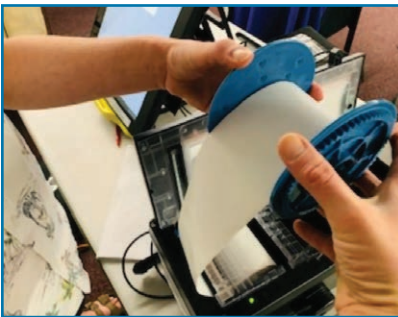
- ☐ Unroll a foot or so of paper and fold the end away from you.



- ☐ Reassemble the spool over the folded paper.



- ☐ Insert the new roll into the bottom well.



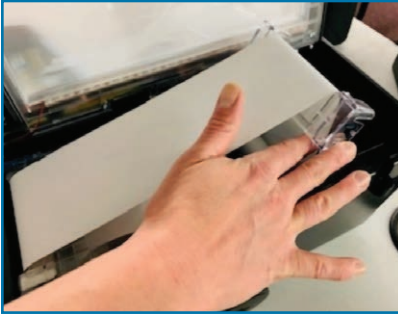
- ☐ Roll enough paper around the spool (away from you) so that the folded tail is enclosed.



- ☐ Replace the spool in the upper well.



- ☐ Replace the plastic braces over the rolls.



☐ Press down the plastic braces.



☐ Press the "feed" button to make the paper taught.



Label Printer Quits Working

- ☐ Ensure the Label Printer is connected to the Poll Book.
- ☐ If this doesn't resolve the problem, disconnect Label Printer from Poll Book. Wait five seconds before plugging the printer back in.
- ☐ If this doesn't resolve this issue, your Manager or Assistant Manager will troubleshoot the unit or replace with a back-up.
- ☐ In the meantime, handwritten a label. Include:
 - Name
 - Address
 - Date of birth
 - Voter ID
 - Party affiliation
 - Precinct number

Scanner Not Working

- ☐ Make sure it is securely plugged into the USB hub or Poll Book.
- ☐ The Poll Book can be used without the scanner by manually entering information into the Voter Look-up Screen.
- ☐ When you have a free moment, call the Election Worker Hotline: (775) 328-3673.

Unable to Log into Poll Book

- ☐ Ensure you are entering the password correctly. Is the cap locks key on or off? This can make a difference in how the password is entered.
- ☐ If this does not resolve the issue, contact the Election Worker Hotline: (775) 328-3673.



Poll Book Is Working, but Won't Connect to MiFi

If you lose connectivity, your screen will look like this:

Voter Data Query 6.1.017-2020c Early Vote Location at RENO TOWN MALL (on TSBSILTO18515)

Search Working in Offline / Local Mode — Is the network down???

Last Name: brown First Name: jonathan

DOB: 7/22/1964 VoterID:

Res Addr:

You search addresses like 9999 TestAddress or even 999*tes*addr to get more options

Search Clear All

1 Records Displayed

Laptop Unplugged Check the Powerstrips?

Found

	Voter ID	Status	Last Name	First Name	Middle Name	DOB	Party	Resident City
▶	325824	Active	BROWN	JONATHAN		7/22/1964	REP	SPARKS

Residential Address
2252 CANNONBALL RD
SPARKS, NV 89431

Mailing Address
.

Precinct Info
07/22/1964 — Active / REP (4) / 6100
KATE SMITH ELEMENTARY SCHOOL
1925 F ST

Use Voter

New Same Day Reg or Provisional

- ☐ Continue to process voters.
- ☐ It is very important to call the Election Worker Hotline in order to verify that each voter has not already voted:

(775) 328-3673

- ☐ You will process the voter in order to activate their Voter Access Card. The Registrar of Voters will process the voter in order to update their record in the database immediately.

Once your connectivity is restored, the records will merge.



Poll Book Quits Working

- ☐ Check to make sure laptop is plugged in securely. The laptop may have been running on battery power because the power cable was not completely plugged in.
- ☐ Check the surge protector and make sure it is turn on and plugged in.
- ☐ If the laptop is still not operating properly, temporarily borrow another power cord to check if your cord was faulty.
- ☐ If you have checked everything and it still is not working, ask your Manager or Assistant Manager to contact the Election Worker Help Line.
- ☐ **VOTERS CAN AND SHOULD STILL BE PROCESSED AND ALLOWED TO VOTE!** If and when a Poll Book becomes inoperable, the Early Voting Associate will manually check in voters.
- ☐ Ask the voter to provide ID.
- ☐ Call the Election Worker Hotline at 775-328-3673 and verify the voter's registration information.
- ☐ Manually fill out a voter label. Include the following information:
 - ☐ Name (last, first, middle)
 - ☐ Address
 - ☐ Birth date (mm/dd/yyyy)
 - ☐ Party affiliation
 - ☐ Precinct number
 - ☐ Voter ID number
- ☐ Have the voter sign the label sheet to the immediate right of their voter label.
- ☐ Compare their signature with the signature on their I.D..
- ☐ Provide the Manager or Assistant Manager with the voter's single-digit party affiliation number ("2" for Democrat, "4" for Republican, "6" for NP) and the voter's four-digit precinct number. (Note: party affiliation number is only applicable in a primary election.)
- ☐ The Manager or Assistant Manager will manually activate the voter's ballot on the ICX Prime.

Label Printer Not Printing

- ☐ Make sure green light is on. If not, press power button. If no green light comes on, check power connections behind printer.
- ☐ Make sure printer is stocked with labels.
- ☐ Take label roll out and reinstall following instructions and pictures:
 - A. Green light indicator on?
 - B. Pull roll straight up and put roll back in; needs to sit in cradle.
 - C. Feed labels through the front of the printer.
 - D. You should barely see them coming out the front of the printer. Close lid and press button on left.

A



B



C



D



- ☐ Redo printer test (if no print happens at beginning of log in). When processing a voter, bring the voter back up and select reprint label.
- ☐ If still not working, call the Election Worker Hotline at (775) 328-3673.

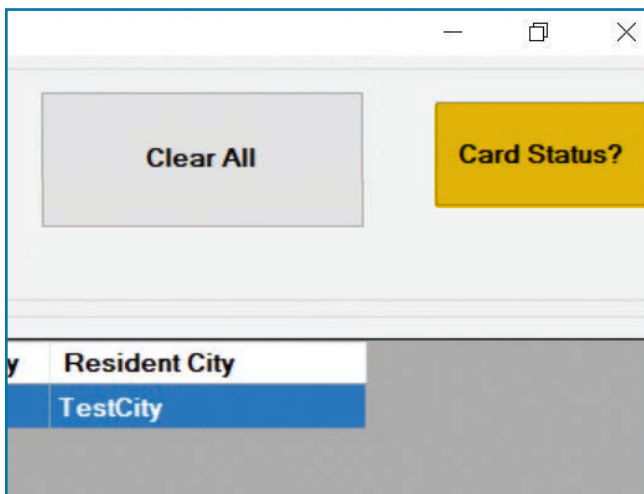


Card Activator Not Working

- ☐ Check for green light. If no green light, unplug/re-plug the USB power cord on left side of laptop.
- ☐ If still no green light, log out of voter database and log back in.
- ☐ Reboot the laptop.
- ☐ If this does not resolve the issue, call the Election Worker Hotline: (775) 328-3673.

Voter card will not activate the ballot on the ICX Prime. Voter isn't sure if they cast their ballot.

- ☐ Insert Voter Access Card (chip-side up) into the card activator and click "CARD STATUS?" (upper-right of Poll Book screen).

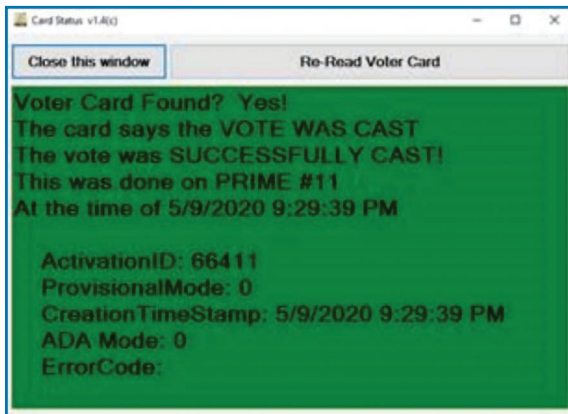


All of the possible messages are as follows (continued on next page):

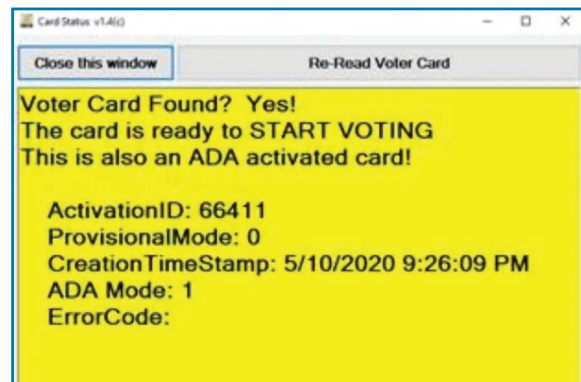
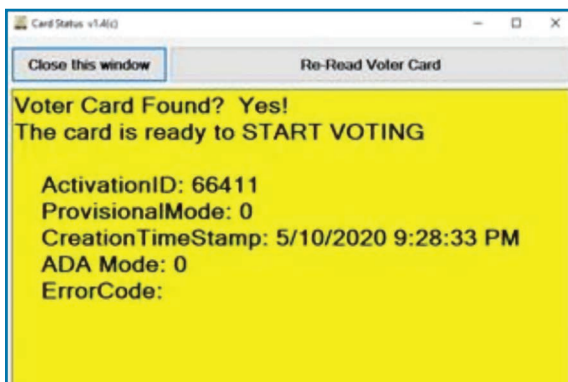


Voter card will not activate the ballot on the ICX Prime. Voter isn't sure if they cast their ballot (continued).

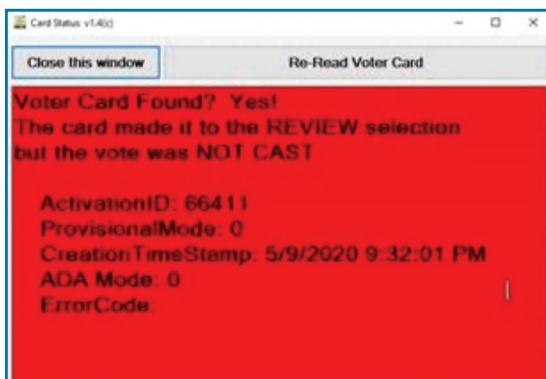
Green: The vote was successfully cast!



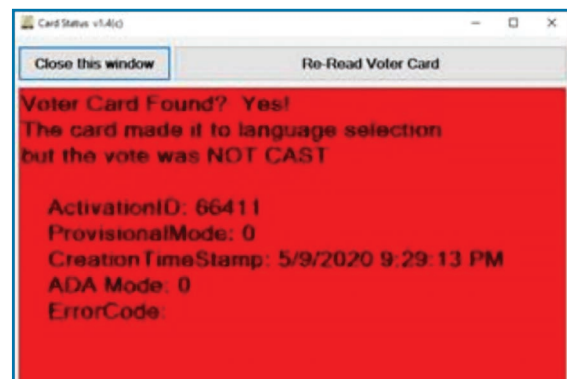
Yellow: The card is ready to start voting.



Red: Something went wrong, for example:



The card made it to the review screen, but the vote was not cast.



The card made it to language selection screen, but the vote was not cast.



Incident/Injury Report

If anyone is injured at the Vote Center, immediately contact the Election Worker Hotline and complete the Incident/Injury Report included with the forms supplied to you.



Section 6

End of Day Procedures



The polls close at 7 p.m. on Election Day.



Voters who are in line at the time the polls close are allowed to vote. The Manager or Assistant Manager will make sure that any voters rushing to the door are allowed into the Vote Center to vote. If needed, the Manager or Assistant Manager will stand at the end of the voting line in order to gently but firmly turn away any late voters.



Checklist: Closing Procedures (Managers)

- ☐ Power down the ICX Primes.
- ☐ Place the Completed Documents Envelope in the Blue Canvas Bag. Seal the bag with a plastic seal and place inside bin to be returned with the rest of the Critical Supplies.
- ☐ Gather Critical Supplies to be returned to the Registrar of Voters—note that these are not the same as the Critical Supplies which you picked up on Monday. A list of Critical Supplies to be returned is in the blue Return Bin.
- ☐ Place the privacy shields next to the vault.
- ☐ Make sure all signage has been removed from the walls and all external signage has been brought in from the outside.
- ☐ Make sure all non-critical supplies (including Poll Books) are packed into the vault.
- ☐ Repack the ICX Primes into the rolling cart and seal the cart with a plastic security seal.
- ☐ Tear down delivered tables and chairs, gather up the yellow stanchions (if used), tear down the Disabilities Booth and place all of these items near the vault.
- ☐ Make sure that any tables and chairs provided by the Vote Center are placed where they belong.
- ☐ Lock the vault and secure the rolling cart using the cables and locks.
- ☐ Remind your team to gather up their personal belongings. Thank them for a job well done!
- ☐ Return Critical Supplies to the Registrar of Voters.



Checklist: Closing the Polls on the ICX Primes (Managers)

- ☐ After the last voter casts their ballot, the Manager or Assistant Manager will use the Wait Time App on their assigned cell phone to inform the Registrar of Voters that the Vote Center is done processing voters for the day.
- ☐ Insert your Election Worker Card. Enter your PIN to access the Election Worker Menu.
- ☐ Press "CLOSE POLL," then "YES."
- ☐ Press "PRINT REPORT."
- ☐ After the VVPAT finishes printing, press "SAVE TO FILE," and then "OK."
- ☐ Retrieve the "Election Day Balance Statement" from the file folder.
- ☐ Record the Total Ballots Cast and the Protective Counter number on the "Election Day Balance Statement."
- ☐ Repeat for each ICX Prime, including any which were never used to vote.
- ☐ Record the Total Ballots Cast and Protective Counter numbers from all of the ICX Primes.
- ☐ Intake Specialists will provide you with the Check-In Total (voter labels, not including any labels that have been canceled).
- ☐ Total Ballots Cast = Check-In Total. If not, Intake Specialists will redo their count. If you cannot reconcile the totals, call the Election Worker Hotline.
- ☐ Record the totals on the "Election Day Balance Statement."



Checklist: Powering Down the ICX Primes (Managers)

- ☐ Power off the ICX Primes by pressing the “POWER” button located on the screen. Wait for the ICX Prime to completely power down before breaking any of the plastic security seals.
- ☐ Locate the USB Results Thumb Drive Return Bags (primary and back-up).
- ☐ Break the plastic security seal on Door A. Remove the USB Results Thumb Drives.
- ☐ Place the Thumb Drives into the appropriate Return Bag. Seal each bag with a plastic security seal. Collect Thumb Drives from every ICX Prime. If there are any ICX Primes which were not used by voters, you must still collect their Thumb Drives.
- ☐ Reseal Door A with a new security seal. Place a new paper seal over the hole in Door A. Record the new security and paper seals’ serial numbers on the “Election Day Balance Statement”.
- ☐ Remove the used VVPAT rolls from each ICX Prime. Label the VVPAT rolls with the provided labels and place them in the Blue Canvas Bag.
- ☐ Break the security seal on Door B and unplug the VVPAT and ICX Prime power supply.
- ☐ Reseal Door B with new security and paper seals. Record the new seals’ serial numbers on the “Election Day Balance Statement”.
- ☐ Repack the VVPATs. Make sure that the VVPAT sticker label number matches the number on the black VVPAT canvas bag.
- ☐ Repack the ICX power cords.
- ☐ Break the Plastic Security Seal on Door D and unplug the status indicator light and carefully remove each indicator light from the Privacy Shields.
- ☐ Disconnect the ATI Audio Unit from the Disabilities Booth ICX Prime.
- ☐ Repack the ATI Audio Unit and the status indicator lights.
- ☐ Reseal Door D with any color Plastic Security Seal and Paper Seal and record the new seal numbers on the “Election Day Balance Statement”.
- ☐ Repack the ICX Primes into the rolling cart, reseal the cart, and record the seal number on the “Election Day Balance Statement”.
- ☐ Place the “Election Day Balance Statement” in the clear Return Documents Envelope.
- ☐ Place Return Documents Envelope inside the blue canvas bag. Seal the bag and place it in the Return Bin to be delivered to the Registrar of Voters along with other Critical Supplies.



Checklist: End of Day Procedures (Intake)

- ☐ Count the Voter Check-In Labels in the Label Binder. (Do not include Canceled Check-Ins.) This is the Check-In Total.



Voter Check-In Labels = Check-In Total

GIVE CHECK-IN TOTAL TO MANAGER OR ASSISTANT MANAGER.

- ☐ If there is a difference between the Check-In Total and Total Ballots Cast on the ICX Primes, Intake Specialists will perform their count a second time before the Manager or Assistant Manager calls the Election Worker Hotline.
- ☐ Shut down the Poll Books and make sure the Poll Books and accessories are packed into their laptop bags and then placed in the vault.
- ☐ Make sure all signage has been removed from the walls and all external signage has been brought in from the outside.
- ☐ Make sure all non-critical supplies are packed into the vault. Verify this against the "Election Day Supplies Checklist."
- ☐ Tear down tables and chairs, gather up the stanchions (if used) and place all of these items near the vault.
- ☐ Make sure that any tables and chairs provided by the Vote Center are placed where they belong.
- ☐ When finished, assist with tearing down other voting equipment as directed by the Manager or Assistant Manager.

Emergency Plan

For election disruption issues: call Sheriff's Office non-emergency dispatch at (775) 785-9276

For emergencies: call 911

Take note of all exits in your Vote Center that could be helpful in case evacuation is required. Be prepared to assist voters with exiting quickly too. Establish a meeting place outside the building where your team can meet.

Scan the area to see if there are any fire extinguishers in your location.

Keep an eye out for any unusual packages left in the Vote Center. Report any voters behaving in a suspicious or threatening way.



Program the non-emergency dispatch number into your cell phone so you can access it quickly.

Emergency Evacuation Procedures

Safety—both yours and voters' - must always be the first priority.

In case of an emergency that interrupts voting at your Vote Center, the Manager or Assistant Manager must:

1. Call to notify the Registrar of Voters Office of the emergency situation at your Vote Center as soon as it is safe to do so.
2. After conferring with the Registrar of Voters Office and the facility contact of your Vote Center, assess the situation and determine whether it is possible to move the voting equipment, signage, supplies, etc. to another room on the premises or to a nearby site to permit voting to continue.
3. If you can safely relocate the voting equipment and materials to another suitable room, do so.
4. **If you must evacuate, Manager and Assistant Manager must, if possible, collect the Label Binders, power off the ICX Primes and retrieve USB sticks from all ICX Primes. Place in Return Bags and keep on you.**
5. **IF THE VOTE CENTER MUST BE EVACUATED, the Manager and Assistant Manager must MAKE CERTAIN THAT EVERYONE GETS OUT SAFELY.**

HAVA PROVISIONAL AFFIRMATION & ROSTER

VOTER completes this section and a VOTER REGISTRATION APPLICATION:	ELECTION OFFICIAL completes this section:
<p>Name: _____</p> <p>Date of Birth: _____</p> <p>Political Party Affiliation (Primary Election Only):</p> <p> <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> Nonpartisan <input type="checkbox"/> Other: _____ </p> <p>Residential Address on Registration Application:</p> <p>_____</p> <p>Street Address (not a P.O. box or mail service)</p> <p>_____</p> <p>City, State, Zip</p> <p>_____</p> <p>Nevada D.L. or I.D. No.: _____</p> <p>Last four (4) digits of SSN: _____</p> <p>Did you provide required ID information when you registered to vote before today?</p> <p> <input type="checkbox"/> YES <input type="checkbox"/> NO </p>	<div data-bbox="858 390 1503 610" style="border: 1px solid black; border-radius: 15px; padding: 10px; text-align: center;"> <i>Election Official Attaches Voter Label Here</i> </div> <p>Reason for Provisional Ballot:</p> <p> <input type="checkbox"/> Not Registered <input type="checkbox"/> No I.D. and Voter Record Is Flagged "I.D. Required" </p> <p>Type of Election:</p> <p> <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Special </p> <p>Polling Place: _____</p> <p>Voter Action Required:</p> <p> <input type="checkbox"/> Registration Complete <input type="checkbox"/> I.D. Required <input type="checkbox"/> Proof of Residency Required </p>
<p>VOTER MUST SIGN AFFIRMATION</p> <p>I affirm under penalty of perjury that I am a registered voter in Washoe County Nevada, and I am eligible to vote in the current election.</p> <p>_____</p> <p style="text-align: center;">Voter Signature</p>	<p>_____</p> <p style="text-align: center;">Election Official Signature</p>

HAVA PROVISIONAL BALLOT VOTING RECEIPT

WHAT IS A NEVADA PROVISIONAL BALLOT?

Your full provisional ballot includes all contests and candidates that are on a regular ballot. Your ballot will be counted after verification that you are eligible to register and cast a ballot in the current election; you did not cast multiple ballots in the same election; and, if required, confirmation that you provided (a) a current and valid identification or (b) I.D. and proof of residency.

WHY AM I BEING ISSUED A PROVISIONAL BALLOT?

1. **NOT REGISTERED.** You affirmed you are registered and eligible to vote in Washoe County, Nevada and Registrar of Voters staff could not find records indicating this.
 - A. **You showed I.D.** when voting provisionally. Your ballot will be counted if further research shows you were eligible to register to vote in Washoe County, Nevada.
 - B. **You did not show I.D.** when voting provisionally. Your ballot will be counted if: (a) you present acceptable I.D. to the Registrar of Voters by 5:00 p.m. on the Friday after Election Day, and (b) further research shows you were registered and eligible to vote in this election in Washoe County, Nevada.

*****OR*****

2. **REGISTRATION FLAGGED "I.D. REQUIRED."** You did not provide a valid I.D. when you registered to vote and you did not show valid I.D. at the polling place. If you do not vote provisionally now and return with valid I.D. before the polls close, you may vote a regular ballot. If you vote provisionally now, you may provide I.D. later. Your provisional ballot will only be counted if you provide I.D. to the Registrar of Voters by 5:00 p.m. on the Friday after Election Day.

WHAT MUST I DO IF I DID NOT SHOW I.D.? (Skip if I.D. shown when voting provisionally.)

If you did not show the required I.D. when you voted a provisional ballot, you must present it to the Registrar of Voters by 5:00 p.m. on the Friday after Election Day. **Failure to do so will result in your ballot not being counted.** You may:

- **Bring your I.D. in-person to:** 1001 E. 9th Street, Building A, Room 135, Reno, NV 89512
- **Fax a copy of your I.D. to (775) 328-3747:** Include your clearly printed or typed name and the name of the site where you voted. Call (775) 328-3670 to confirm receipt of your fax.
- **E-mail a copy of your I.D. to ElectionsDepartment@WashoeCounty.us.** Include your clearly printed or typed name and the name of the site where you voted. Call (775) 328-3670 to confirm receipt of your e-mail.
- **Mailing a copy of your I.D. is not recommended** because it is unlikely to arrive in time.

Acceptable I.D. includes: (a) current and valid photo identification with your physical address; or (b) a copy of a current utility bill, bank statement, paycheck, or government-issued document, such as a check with your name and address.

How to Check That Your Ballot Was Counted:

Use the **Provisional I.D. Number** to the right and:
Go to **www.nvsos.gov/sos/elections/voters** or call **(877) 766-8683**.

Available two weeks after counties certify results.

*Election Official Attaches
Voter Label Here*



HOMELESS AFFIRMATION FOR SAME-DAY REGISTRATION

Washoe County Registrar of Voters

(PLEASE PRINT CLEARLY.)

Last Name: _____

First Name: _____

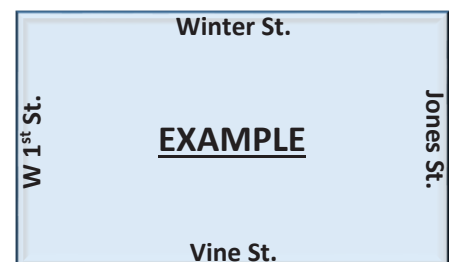
Middle Name: _____

Date of Birth (MM/DD/YYYY): _____

NV Driver's License or State ID Number: _____

Four (4) Streets Enclosing the Block Where You Spend Most of the Time:

1. _____
2. _____
3. _____
4. _____



I affirm under penalty of perjury that I am homeless, do not have a residential address, normally stay in places not meant for human habitation, and that the street corners listed above are my main location. This affirmation serves as proof of my residence for same-day registration.

Signature: _____ Date: _____

Election Official: _____

Voting Site: _____

Voter's Precinct: _____



REGISTRAR
OF VOTERS

VOTER IDENTIFICATION EXCEPTION

NRS 293.283, 293.285

Voter's signature does not match the signature(s) on file *or* voter is unable to sign the roster due to a physical limitation *and* voter does not have ID.

Do not use this form for Same Day Registration. Voters must have current Nevada ID to perform Same Day Registration.

Do not use for voters flagged "ID Required." If voter is flagged "ID Required" and does not have current ID, voter may return to the polling place with ID or cast a HAVA provisional ballot.

Middle Name: _____ Date of Birth: _____

Place of Birth: _____ Last Four of SSN: _____

Verify voter's answers by calling the Election Worker Hotline: (775) 328-3673.

Were all the questions answered correctly?

☐ **YES.** Print "IDENTIFIED AS" to the left of the voter's name in the roster (NRS 293.283–2019), and issue a Voter Access Card. Print and attach voter label below.

☐ **NO.** Identity cannot be confirmed. Inform the voter that they may:

- 1) return to a polling place with valid ID before 7 p.m. on Election Day, or
- 2) vote a HAVA provisional ballot and provide valid ID to the Office of the Registrar of Voters by 5 p.m. on the Friday after Election Day.

ELECTION WORKER'S SIGNATURE

DATE

*Election Worker Attaches
Voter Label Here*

SDR PROVISIONAL AFFIRMATION & REGISTRATION**VOTER completes this section:**

Name: _____

DOB: _____

Political Party Affiliation:

☐ Democratic ☐ Republican
☐ Nonpartisan ☐ Other: _____

NV DL/ID or Tribal ID No.: _____

Last Four (4) Digits of SSN: _____

VOTER MUST SIGN AFFIRMATION:

I swear or affirm I am a U.S. citizen. I will be at least 18 years old by the date of this election. I will have continuously resided in this county for at least 30 days and in this precinct for at least 10 days prior to this election. The residential address listed herein is my sole legal place of residence, and I claim no other place as my legal residence. I am not currently serving a term of imprisonment for a felony conviction. I declare under penalty of perjury that the foregoing is true and correct.

Voter Signature**ELECTION OFFICIAL completes this section:**

*Election Official Attaches
Voter Label Here*

Registration Type:

☐ SDRI—in-person, new registration
☐ SDRO—online, new or update registration
☐ SDRU—update existing voter registration

Type of Election:

☐ Primary
☐ General
☐ Special

Polling Place: _____

Voter Action Required:

☐ Nothing more is required.
☐ Voter did not provide ID.
☐ Voter did not provide proof of residency.

Election Official Signature

Voter retains this receipt

SDR PROVISIONAL BALLOT VOTING RECEIPT

What Is a Provisional Ballot? Your full provisional ballot includes all contests and candidates that are on a regular ballot. Your ballot will be counted only after verification that you are qualified and eligible to register and vote in the current election; you did not cast multiple ballots in the same election; and, if required, confirmation that you provided current and valid Nevada ID or driver's license and proof of residency.

How and Where to Provide Required ID and/or Proof Of Residency:

Email: electionsdepartment@washoecounty.us, or

Fax: (775) 328- 3747, or

In-Person: 1001 E 9th St, Bldg. A, Rm. 135, Reno, NV 89512 (Monday–Friday, from 8 a.m. to 5 p.m.)

Postal mail is **not** recommended as your documents are unlikely to arrive in time.

How to Check That Your Ballot Was Counted:

Use the Provisional ID number to the right and go to www.nvsos.gov/sos/elections/voters/ or call **(877) 766-8683**.

Available two weeks after counties certify results.

Election Official Attaches
Voter Label Here

<input type="checkbox"/> <u>SAME-DAY REGISTRATION: IN-PERSON (SDRI)</u> Registered at polling location.	<input type="checkbox"/> <u>SAME-DAY REGISTRATION: ONLINE (SDRO)</u> Registered or updated registration online after close of registration.	<input type="checkbox"/> <u>SAME-DAY REGISTRATION: UPDATES (SDRU)</u> Updated registration information at polling location.
<input type="checkbox"/> <u>NOTHING MORE IS REQUIRED:</u> The residential address on the Nevada ID you provided at the polls matches your voter registration. You do not need to submit proof of residency.		
<input type="checkbox"/> <u>UNEXPIRED NEVADA ID OR DRIVER'S LICENSE WITH CURRENT RESIDENTIAL ADDRESS:</u> You must submit this to the Office of the Registrar of Voter <u>no later than 5 p.m. on the Friday after Election Day.</u>		
<input type="checkbox"/> <u>PROOF OF RESIDENCY:</u> The residential address on your Nevada ID or driver's license does not match the address at which you are registered to vote. You must submit proof of residency to the Registrar of Voters <u>no later than 5 p.m. on the Friday after Election Day.</u>		
<u>VALID FORMS OF ID:</u> <ul style="list-style-type: none">• Nevada driver's license, or• Nevada identification card, or• Nevada DMV interim document <i>Identification must be unexpired.</i>		<u>VALID PROOFS OF RESIDENCY:</u> <ul style="list-style-type: none">• military identification card,• current utility bill,• bank statement,• mortgage statement or lease agreement, or• vehicle registration





REGISTRAR
OF VOTERS

VOTER REGISTRATION UPDATES

This form may **NOT** be used for name changes, which require a new Voter Registration Application.
(NRS 293.517)

*Election Official Attaches
Voter Label Here*

CHANGE OF ADDRESS

Voter must complete SDR to vote at updated address in the current election. If voter completes this form, registration will be updated *after* the current election.

New Residential Address:

STREET CITY NV STATE ZIP

Mailing Address (if different):

STREET CITY STATE ZIP



Voter's Signature Is Required to Change Address:

Print Name: _____

Signature: _____ Date: _____

SIGNATURE UPDATE

Voter's signature has changed or is missing from their registration record. Verify ID, then ask voter to sign below.

CAUTION: Signature Update Only! Name change requires new Voter Registration Application.

Voter I.D. No.: _____ Name: _____

Date of Birth: _____
(MM/DD/YYYY)

VOTER'S SIGNATURE

Election Official: Verify voter's ID. If voter does not have valid and current ID, complete Voter Identification Exemption.

☐ Identity Verified

"CONFIRM/PROVIDED ID"

Ask voter for acceptable ID.

ID Type: _____ ID No.: _____



VOTER REGISTRATION UPDATES

CONFIRM HAVA

If voter's record is flagged "COHAV," voter must sign the following affirmation.

Voter I.D. No.: _____ Name: _____

I swear or affirm I am a U.S. citizen, and I will be at least 18 years old on or before Election Day.

VOTER'S SIGNATURE

ROSTER CORRECTIONS

Registration will be updated after the current election.

CAUTION: Roster Correction Only! Name change requires new Voter Registration Application.

☐ **Misspelled Name** (Print Correct Spelling):

LAST FIRST M. SUFFIX

☐ **Duplicate Registration:** Voter ID Nos.: (1) _____ (2) _____

☐ **Incorrect Date of Birth:** _____
PRINT CORRECT D.O.B. (MM/DD/YYYY)

☐ **Deceased Voter:**

Relationship to Deceased: _____

Deceased Voter's Name: _____ Deceased Voter ID No.: _____

*Election Worker Attaches
Deceased Voter's Label Here.*

☐ **Receiving Voting Materials for Person NOT Residing at Voter's Address**

Name of Person: _____

Correct Address (if known): _____
STREET CITY STATE ZIP



Notes



Notes