

## **CHECK-IN JUDGE CHECKLIST**

### **Early Voting Opening Days 1 to 8 (Green)**

#### **All Judges:**

- Sign payroll sheet. Put on "Name Tag", "Need Assistance" sticker, and provided PPE.
- Post polling place signs outside polling place, where necessary.
- Assist Chief Judges with other duties as directed to complete morning opening by 7:00 am. Sanitize polling place using provided wipes where possible.

#### **Check-In Judges** (Refer to manual – *Chapter 10 – Using the Electronic Pollbook*):

**NOTE:** HCBOE Staff will either complete below steps or be present while steps are done.

- Make sure modem is powered on and pollbooks are **ALL** networked to the modem.
- Power on pollbook.
- At "Launch" screen wait for pollbook to indicate "Time Synchronization" in bottom right hand corner. Date/time field will turn light green indicating time sync. Turn pollbook off and then on again if time sync fails after 30 seconds.
- Tap the "Launch" button after pollbook shows time sync. ALL pollbooks should indicate the approximate same time.
- Notify Chief Judge(s) to enter encryption code when prompted.
- Follow these steps and verify information where indicated:
  1. Correct polling place. (Tap "OK..." button if correct; otherwise, notify Chief Judge.)
  2. Tap "Yes" if pollbook time is correct (if time synched then pollbook time is correct).
  3. Pollbook is charging (charging light is blinking) or charged (charging light is steady).
  4. Pollbook indicates "AC: Online" (bottom left corner of screen).
  5. The "Ballots", "Voters" and "SDR Counts" tabs all indicate zeros under "Statistics" at the Main Screen.
  6. Designated same day registration pollbook(s) set up with barcode scanner(s).
- Tap "Open the Polls" button and **print zero reports for each pollbook** (refer to manual – Chapter 10, page 10.11). Pollbook changes from "Closed" to "Opened."
- Verify pollbooks are synchronizing with each other (2 blinking up/down icon, arrows on bottom right of pollbook screen) and with the State server (computer icon with blue screen on bottom right of pollbook screen). See "**Troubleshooting Tip**".
- Go to "Issue Ballots" tab after opening the polls. Tap "Search Voter Roster Issue Ballot" button to begin checking in voters. **DO NOT** check in voters before 7:00 AM as indicated on pollbook.

#### **Troubleshooting Tip:**

If pollbooks do not synchronize with each other (a red "X"), the State server, or lose synchronization, turn off the pollbook that is not synchronizing. Turn the pollbook back on. Synchronization may take 2 – 4 minutes.