



Philadelphia
City Commissioners

City Commissioners

City Hall, Rooms 130, 132, 134
Philadelphia, PA 19107

County Board of Elections

City Hall, Room 142
Philadelphia, PA 19107

Voter Registration Division

Riverview Place, 5th Floor
520 N. Columbus Blvd
Philadelphia, PA 19123
Phone: (215) 686-1590

Election Warehouse

11311 Roosevelt Blvd
Philadelphia, PA 19154

vote.phila.gov

2024 Primary

**ELECTION
BOARD
TRAINING**



INTRODUCTIONS:

- Meet your trainer!
- Meet each other:

Turn to the person next to you, and ask the following questions:

1. Their name
2. What neighborhood they're in
3. How long they've been a poll worker for



AGENDA:

<ul style="list-style-type: none">• Prior to Election	<i>Election Code, Key, Materials, Reminders</i>
<ul style="list-style-type: none">• Election Day	<i>ExpressPoll setup, Poll Worker Management (incl. Payroll), Election Board staff and Polling Place overview, Rights of Voters, Machine Technicians, Poll Watchers, Electioneering</i>
<ul style="list-style-type: none">• Opening the Polls	<i>Polling Place signage and posters, Language Interpretation, Searching for Voter, Poll Book status, Voter Status, Issuing a Ballot, Table setup, Voter ID, Provisional Ballots, Spoiling a Ballot, "Machine Down" Provisional Voting, Mail-In and Absentee Voting, Voter Assistance, Affirmation of Elector</i>
<ul style="list-style-type: none">• Closing the Polls	<i>Essential Steps, Closing the Express Poll, #2 Envelope, #4 Envelope, Vinyl Bag, Electronic Pollbook case, Hopper Bag, Police pickup, Voting Machine tapes, Election Materials box, After the Election, Election Results</i>
<ul style="list-style-type: none">• Next Steps	<i>Post-training steps - Poll Worker Guide review, Judge Check-In, Voting Machine video training, Contact / Resources</i>



KEY WORDS

<ul style="list-style-type: none">• ExpressPoll Book	<p><i>This is the tablet where you'll sign in voters. This is also where you'll sign in to ensure you get paid on time. It's also called the e-pollbook.</i></p>
<ul style="list-style-type: none">• ExpressVote XLs	<p><i>The name of the voting machines, also called "the XLs."</i></p>
<ul style="list-style-type: none">• Secure Ballot Hopper	<p><i>Inside each ExpressVote XL, it contains the official voting ballots.</i></p>
<ul style="list-style-type: none">• Network in a Box AKA the "NIB"	<p><i>You must turn this on first thing upon arrival. It's basically a special network internet connection. The NIB ensures that the ExpressPoll books work.</i></p>
<ul style="list-style-type: none">• Seals	<p><i>Ensure that machines aren't tampered with before and/or after the Election. There are three main types of seals: (1) Seals you'll break open in the morning, (2) Seals you'll use to shut down the machines at the end of the night, and (3) Seals you will not remove at all.</i></p>

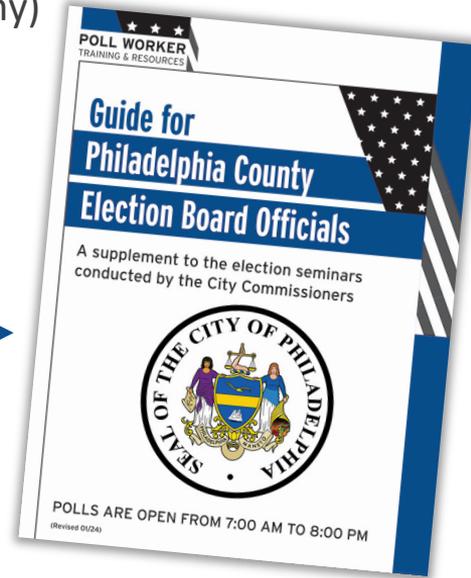


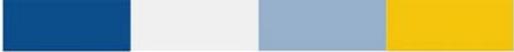
PRIOR TO ELECTION



PRIOR TO ELECTION:

- The Election code and voting system key will be **inside the lanyard in the election materials box**, which will also include phone, Seal card, and supplemental pages (if any)
- **Election material box and ExpressPoll case** must be picked up at designated locations.
- If unsure of where and when to pick up boxes, call **215-686-VOTE**, or refer to **page 35** in the Poll Worker Guide
- All Electronic Devices **MUST** be turned on by **6:45 AM** election morning





ELECTION DAY



**TUESDAY,
APRIL 23, 2024**

7:00 AM - 8:00 PM

**(Arrive between 6:00 AM - 6:30 AM
to set up - the earlier, the better!)**

EXPRESSPOLL ELECTRONIC POLLBOOK



CONNECTIVITY FOR EXPRESSPOLL:



1. Locate the Black “NIB” (**Network in Box**) that is attached to the ExpressVote XL Machine “A”. One Division in each polling place will have a network box.



2. As soon as you arrive, turn on the **NIB** by pressing the **silver power button on the outside of the box**.

When powered on, the area surrounding the button will light up blue.
For additional information refer to [page 5](#) in the Poll Worker guide.

SETTING UP THE FLIP STAND:



1. To prepare the flip stand for use, first **open the kick stand** to reveal two orange brackets. Lift each bracket to free them from their white clasps.



2. With both brackets locked, **you can easily flip the ExpressPoll over to be viewed** by poll workers, then voters, then back again.

For additional information refer to [page 6](#) in the Poll Worker guide.



POWERING UP THE EXPRESSPOLL:



1. Press the **orange power button** on the top of the ExpressPoll flip stand.

After boot-up, verify ExpressPoll is powered on by checking the screen (*upper right*) for a battery icon with lightning bolt.



2. Ensure **all power cords are plugged into** the ExpressPoll and the outlet is active and ready to use.

Keep all cords plugged in until the polls close.



PRINTER SETUP:



1. Printers and cables for both voting machines will be found inside the grey back door of ExpressVote XL machine “**B**”.

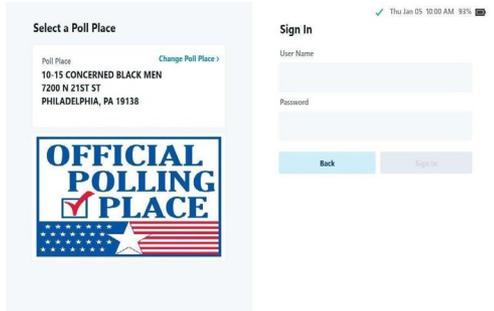
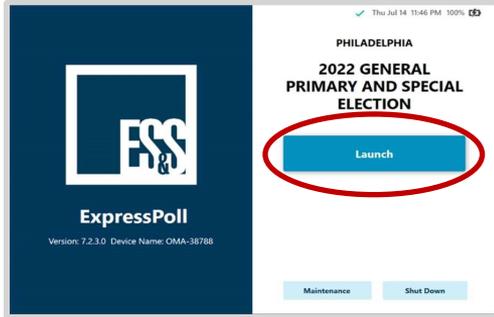


2. Plug **each printer’s power cable** into the power strip. Plug **each printer’s USB cable** into one of the ExpressPoll tablets. Press the **power button** on the front of the printer to turn it on.



The light will glow blue when the printer has powered on successfully. For additional information refer to [page 6](#) in the Poll Worker guide.

LAUNCHING THE EXPRESSPOLL:



- Once the tablet is powered on, touch **“LAUNCH”**
- When prompted, enter the **Pollbook Qualification Code (“PQC”)**
- Touch **Submit.**
(Patiently wait until the program launches)
- The launch screen will display Ward, Division, and Polling place.
Make sure all information is correct.
If the ward or division are wrong, call 215-686-7800 for assistance.
- **SIGN IN AND TOUCH “OPEN POLLS” BY 6:45 AM.**



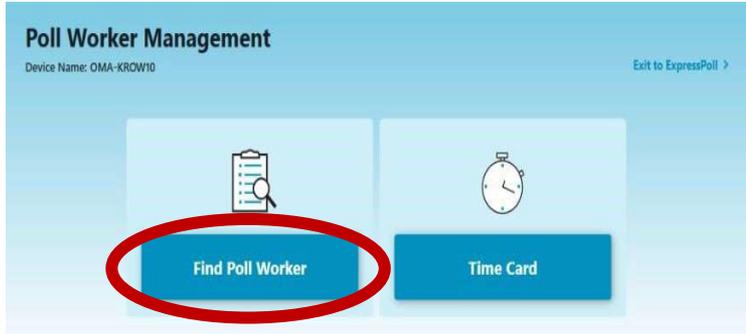
POLL WORKER MANAGEMENT BOARD WORKER PAYROLL

AKA Getting you paid accurately and on time!



LAUNCHING THE EXPRESSPOLL:

After Polls are successfully opened, and the volume of voters are manageable, you may now complete your payroll via ExpressPoll



1. Touch "Options"
3. Touch "Poll worker management"
4. Touch "Find poll worker"
5. Type last name
6. Type first name
7. Add poll worker



COMPLETE ALL REQUIRED FIELDS:

SOUTH PHILA OLDER ADULT CENTER 1 Issued | 0 Reissued | 1 Checked In Thu Jan 25 11:33 AM 100%

Add Poll Worker

Cancel Save

Poll Worker Address Contact

First Name Middle Name Last Name Suffix Date of Birth

ROSE Tap here to ty JACKSON Tap here... 02-29-1980

Job Title Poll Place

Select SOUTH PHILA OLDER ADULT CENTER

Please navigate to the next tab to continue.

- First Name, Last Name, DOB
- Select Election Board position
- Address, City, Zip Code, Phone, and Email
- Double check that all information is correct
- Touch "Save"!

Continue to fill out the paper payroll sheet, the paper record is a backup record.

Poll Workers are paid 6-8 weeks after Election Day, but you can do a few things to make it faster!

#1.

Every poll worker must fill out the electronic poll book and the paper record.

#2.

Write neatly.

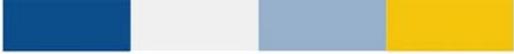
#3.

Do not sign in for more than one position unless you're a Bilingual Interpreter.

#4.

If you do not fill out the electronic poll book, it will take longer for you to be paid.

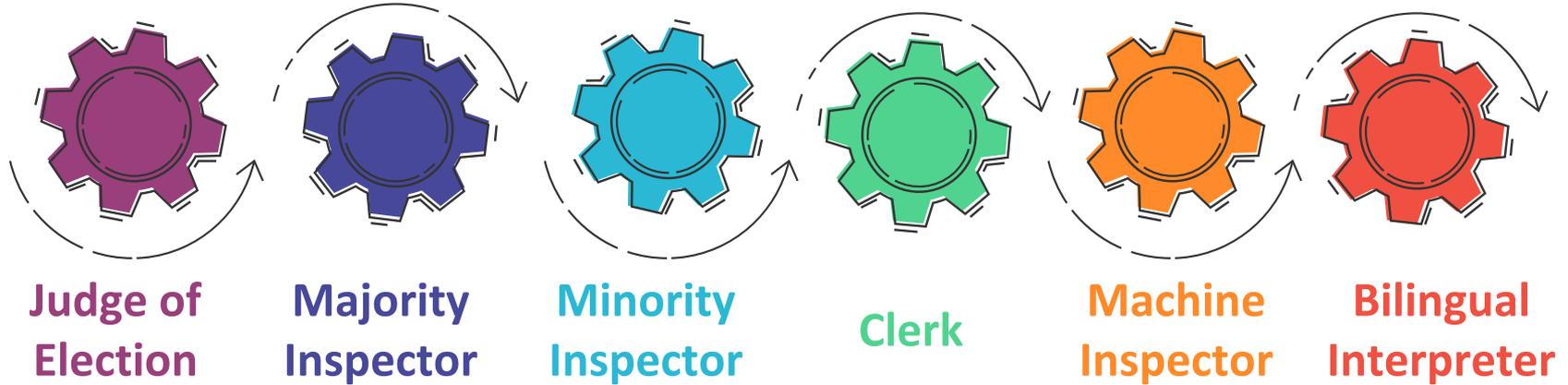




ELECTION BOARD AND POLLING PLACE OVERVIEW



POSITIONS ON THE BOARD:



Each person can only hold **ONE** position, except Bilingual Interpreters, who are appointed and certified by the City Commissioners for certain divisions.

You will only be paid for your official position. You will not be paid extra if you sign in for more than one position, unless you're a Bilingual Interpreter.



JUDGE OF ELECTION:



- ✓ Manages the polling place by ensuring that the board is staffed and trained.
- ✓ Picks up the Materials Box the weekend before the election.
- ✓ Assigning roles and tasks on Election Day.



MAJORITY INSPECTOR:



- ✓ Performs tasks and duties as assigned by the Judge of Election.



MINORITY INSPECTOR:



- ✓ Performs tasks and duties as assigned by the Judge of Elections.
- ✓ Responsible for signing certain documents throughout Election Day.
- ✓ Takes home and retains the #4 envelope for one year after the election.



CLERK:



- ✓ Greets voters and maintains #2 and #4 books.
- ✓ Additional tasks and duties as assigned by the Judge of Election.



MACHINE INSPECTOR:



- ✓ Responsible for setting up and taking down the voting machines.
- ✓ Instructs voters before they enter the voting booth.



BILINGUAL INTERPRETER:



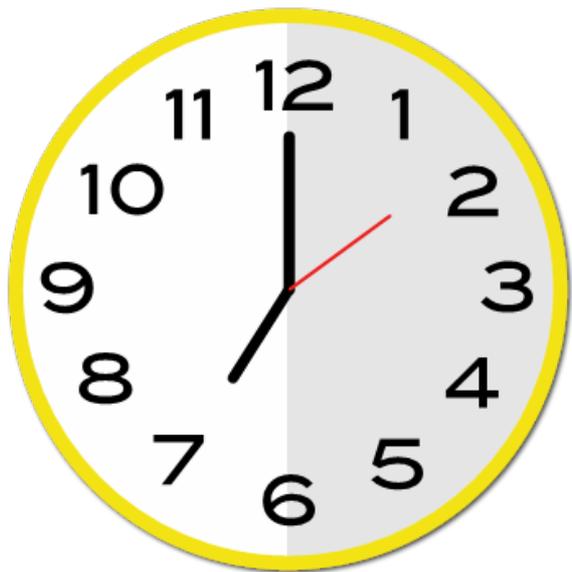
Bilingual Interpreters are the only poll workers who can hold more than one position.

They may only work **two positions** in the same division, or they can be an interpreter in **two divisions**.

**Please do not sign in as a Bilingual Interpreter if you are not one.
You will not be paid extra if you're not authorized as a Bilingual Interpreter.**



FILLING VACANCIES ON ELECTION DAY:



If a Poll Worker has not arrived **by 7:00 AM**, vacancies can be filled by **any voter registered in the division**.

If you are unable to fill any vacant positions by **7:30 AM**, they can be filled via **Curbside Election**

Elected or Court Appointed Election Board Officials must be seated if they arrive before 7:00 AM

For more information, refer to [page 2](#) in the Poll Worker Guide



FILLING VACANCIES ON ELECTION DAY:

If a Poll Worker has not arrived by 7:00 AM:

Missing Judge of Election?	<ul style="list-style-type: none">• Majority Inspector appoints a Judge of Election
Missing Majority Inspector?	<ul style="list-style-type: none">• Judge of Election appoints a Majority Inspector
Missing Minority Inspector?	<ul style="list-style-type: none">• Person who received the second highest vote for Judge of Election at the most recent election shall serve.• If that person is not available/qualified, a curbside election should be conducted.
Missing Clerk?	<ul style="list-style-type: none">• The Minority inspector appoints a qualified clerk.
Missing Machine Inspector?	<ul style="list-style-type: none">• Judge of Election notifies the Election Board, who appoints a qualified machine inspector.• Call (215) 685-4811

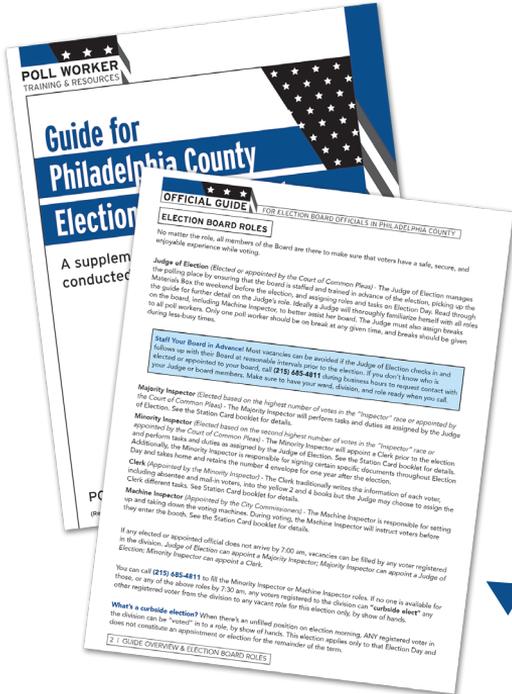


FILLING VACANCIES ON ELECTION DAY:

Any vacancies not filled by 7:30 AM should be filled by **curbside election**:

A **curbside election** occurs when there's an unfilled position on election morning. **ANY** registered voter in the **division** can be "voted" into a role, by show of hands of registered voters of the district present at that time. This election applies only to that Election Day and does not constitute an appointment or election for the remainder of the term.

For more information, refer to [page 2](#) in the Poll Worker Guide



AT THE POLLS ON ELECTION DAY



RIGHTS OF VOTERS:



An **Elector** shall have the right to vote:

- Without use of **threat, force, violence or restraint**
- Without **intimidation**
- Without any other action intended to **deny any individual's right to vote**
- **Privately**



MACHINE TECHNICIANS:



Periodically throughout Election Day, machine technicians **employed by the City, directly or through a contractor**, will visit polling places to perform courtesy checks on the ExpressVote XLs.

Check for an employee badge/ID card.

POLL WATCHERS:



Poll Watchers represent a candidate or political party and are permitted to watch polling place activities

- Poll Watchers **must** have a certificate from the City Commissioners' Office. Certificate will be on colored paper, with embossed Commissioners' seal.
- **Only one Poll Watcher per party or candidate** at a time may be present in the polling place during voting hours (6:30 AM - Close of Polls)



POLL WATCHERS:

If **no voters** are present inside the polling place,

POLL WATCHERS CAN :	POLL WATCHERS CANNOT :
<ul style="list-style-type: none">• Inspect the Voting Check List (<i>electronic poll book</i>)• Ask for the public count from each ExpressvoteXL• Inspect the #2 and #4 books• Make good-faith challenges as permitted by the Election Code (<i>refer to pg. 29 in the Poll Worker Guide for Challenge Procedures</i>)	<ul style="list-style-type: none">• Interfere with the voting process• Handle voting materials or remove them from the Election Board table• Engage in electioneering activities

AFTER VOTING HOURS, all watchers are permitted inside the polling place to **watch the vote tabulation**.
For more information, refer to **page 20** in the Poll Worker Guide

ELECTIONEERING:



The following is prohibited within **10 feet of the Polling Place entrance:**

- Handing out campaign materials
- Placing campaign materials inside polling place
- Telling voters which candidates to support
- Wearing a t-shirt or button supporting a candidate, campaign, or political party

Voters **in the act of voting** can wear political clothes, buttons, etc., but must - like all voters - exit the polling place when they have finished voting.

For more information, refer to **page 21** in the Poll Worker Guide



IF SOMEONE IS ELECTIONEERING:

The image shows three versions of a hotline sign for the Philadelphia District Attorney's Office Election Day Task Force. Each sign features the DAO logo and the text 'Philadelphia District Attorney's Office' and '費城地區檢察官辦公室'. The signs are set against a background of an American flag and the word 'VOTED!'.

English: DAO ELECTION TASK FORCE HOTLINE: 215-686-9641

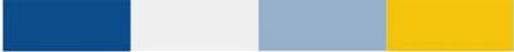
Spanish: GRUPO DE TRABAJO ELECTORAL DE DAO LÍNEA DIRECTA: 215-686-9641

Chinese: 地區檢察官辦公室選舉工作組熱綫電話 215-686-9641

What to do if someone is electioneering?

- Ask the person to move **ten feet away** from the polling place entrance.
- If they refuse, call **215-686-VOTE** to file a complaint with County Board of Elections staff.
- If the issue repeats, or they still refuse to move, call the **Philadelphia District Attorney's Election Day Task Force hotline: 215-686-9641**





OPENING THE POLLS

The polling place **MUST** be open to voters by **7:00 AM**



POLLING PLACE SIGNAGE:



All Posters must be hung up in **ALL 3 LANGUAGES***, both outside and inside the polling location, [unless otherwise noted](#).

*English, Spanish, and Traditional Chinese, as required by law.

Posters can be found in the extra large envelope, with red text “**ATTENTION: Judge of Election**” and/or the Election Box.

You will hang a total of 14 posters. **Every division MUST hang all of their posters**, even if you have more than one division in your polling place.



POSTERS:

INFORMATION STATEMENT ON ACCESS TO THE ELECTION PROCESS FOR PEOPLE WITH DISABILITIES IN THE CITY OF PHILADELPHIA

In accordance with Title II of the Americans with Disabilities Act of 1990 and the Voter Accessibility for the Elderly and Handicapped Act of 1984, the City of Philadelphia does not discriminate against people with disabilities in providing access to its election process.

According to these federal laws, the City of Philadelphia is required to ensure that its election process as a whole is accessible to people with disabilities in all elections. This means that polling places shall be accessible to people with disabilities to the extent that accessible locations are available within each election division.

If an accessible location, that meets federal and state criteria, is not available for a polling place in your election division, voting accessibility will be provided you through the use of an Alternative Ballot (absentee ballot) in accordance with directives issued by the Secretary of the Commonwealth.

If you are a registered voter who is disabled or age 65 or older and who is assigned to an inaccessible polling place, you are qualified to vote using an Alternative Ballot.

An Alternative Ballot may be obtained for any election, upon your advance request on an Alternative Ballot Application. Alternative Ballot Applications may be obtained at the County Board of Elections in Room 142, City Hall or by contacting (215) 686-3469 VOICE, or TTY/ TDD through the AT & T Relay System. TDD users may utilize this service by calling 1-800-654-5984 and telling the communications assistant they want to speak to the Pennsylvania Bureau of Elections at (717) 787-5280.

Alternative Ballot Applications by mail must be submitted to the County Board of Elections not later than 7 days before the election.

Alternative Ballots must be returned to the County Board of Elections no later than the close of the polls, at 8:00 P.M. on Election Day.

Additionally, registered electors with disabilities may cast their ballot in person at the County Board of Elections, in Room 142 City Hall, up to the close of the polls on Election Day.

In addition, the City shall provide registration materials in large print at each registration facility, and voting instructions in large print at each polling place.

Should you have any questions about your rights, or the City's obligations under these laws, or if you need assistance in determining if your polling place is accessible, please contact the Accessibility Compliance Office, or the City Commissioner's Office.

City Commissioner's Office
City Hall, Rooms 130-134
Philadelphia, PA 19107
215-686-3460

County Board of Elections
City Hall, Room 142
Philadelphia, PA 19107
215-686-3469 215-686-3943

Accessibility Compliance Office
1401 JFK Blvd.
MSB 10th Floor
Philadelphia, PA 19102-1677

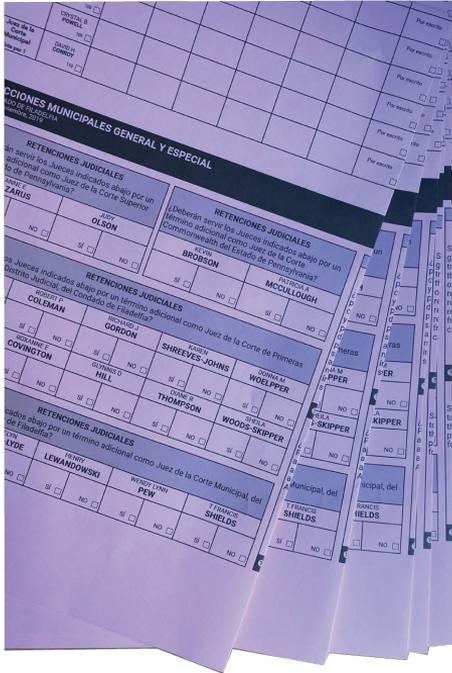
Access to the Election Process for People with Disabilities in the City of Philadelphia

- Post one copy of each language (*English, Spanish, Traditional Chinese*) inside.
- Post one copy of each language (*English, Spanish, Traditional Chinese*) outside.

White | Inside and Outside Polling Location



POSTERS:



Large Sample Ballots

Reflects how ballots will appear on screen of ExpressVote XL.

- Post one copy of each language (*English, Spanish, Traditional Chinese*) inside.
- Post one copy of each language (*English, Spanish, Traditional Chinese*) outside.

In Primary Elections, you'll have **one copy, in each language, for each party.**

Pink | Inside and Outside Polling Location



POSTERS:

NOTICE OF VOTERS' RIGHTS

PHILADELPHIA COUNTY BOARD OF ELECTIONS

AN ELECTOR SHALL HAVE THE RIGHT TO CAST HIS OR HER VOTE:

- WITHOUT THE USE OR THREAT OF FORCE, VIOLENCE OR RESTRAINT;
- WITHOUT THE INFLICTION OR THREAT OF INFLICTION OF INJURY;
- WITHOUT ANY INTIMIDATION OR COERCION UPON OR AGAINST HIS OR HER PERSON; OR
- WITHOUT ANY OTHER ACTION INTENDED TO DENY ANY INDIVIDUAL'S RIGHTS TO VOTE.

AVISO DE LOS DERECHOS DE LOS VOTANTES

JUNTA ELECTORAL DEL CONDADO DE PHILADELPHIA

UN ELECTOR DEBE TENER EL DERECHO A EMITIR SU VOTO:

- SIN EL USO O AMENAZA DE FUERZA, VIOLENCIA O RETENCIÓN;
- SIN INFLIGIR O AMENAZA DE INFLIGIR UNA LESIÓN;
- SIN CUALQUIER INTIMIDACIÓN O COERCIÓN EN CONTRA DE SU PERSONA; O
- SIN OTRA ACCIÓN INTENCIONADA A NEGAR A CUALQUIER INDIVIDUO EL DERECHO A VOTAR.

選民權利通知

費城縣選舉委員會

選民應有個人投票權：

- 未經受外力、暴力或限制，不受武力、暴力或制約的威脅；
- 不受傷害或威脅施加傷害；
- 不受任何恐嚇或脅迫；或
- 不受任何意圖剝奪任何個人投票權的行為。

19-27

Philadelphia City Commissioners

March 2022

Notice Of Voters' Rights Trilingual English / Spanish / Traditional Chinese

- Post one copy inside.
- Post one copy outside.

Pink | Inside and Outside Polling Location



POSTERS:



Entrance Accessibility Information

Not at all polling locations, only divisions that have handicap-accessible entrances.

Includes details to find and utilize an **alternative entrance** for voters with a disability.

Blue | Inside and Outside Polling Location



POSTERS:

LANGUAGE ACCESS FOR VOTERS

The Philadelphia Board of Elections provides for written and oral language assistance for voters with limited English proficiency. This assistance includes, but is not limited to:

- All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages.
- Voters who cannot read or write in English who allowed assistance to vote by a person of their choice. Assistance cannot be provided by a Judge of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's union if the voter's record in the poll book is not marked "Assistance Provided"; the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll worker; and
- Interpretation services provided at every polling place in the City. A bilingual interpreter (if the required language is not present at the polling place, voters with limited English proficiency should be shown the Language Identification Guide and asked to point to their language. An Election Board worker will contact an interpreter telephonically.

ACCESO DE IDIOMAS PARA LOS VOTANTES

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අමතර භාෂණ උපකරණ සහ සේවාවන්

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AKSÉ LANG POU ELEKTE YO

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針對選民的語言幫助

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PROVODILNE ЯЗЫКОВОГО БАРИЕРА ДЛЯ ИЗБИРАТЕЛЕЙ

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ACCESO AO IDIOMA PARA ELEITORES

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- All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages.
- Voters who cannot read or write in English who allowed assistance to vote by a person of their choice. Assistance cannot be provided by a Judge of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's union if the voter's record in the poll book is not marked "Assistance Provided"; the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll worker; and
- Interpretation services provided at every polling place in the City. A bilingual interpreter (if the required language is not present at the polling place, voters with limited English proficiency should be shown the Language Identification Guide and asked to point to their language. An Election Board worker will contact an interpreter telephonically.

DỊCH VỤ HỖ TRỢ NGÔN NGỮ CHO CỬ TRÍ

The Philadelphia Board of Elections provides for written and oral language assistance for voters with limited English proficiency. This assistance includes, but is not limited to:

- All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages.
- Voters who cannot read or write in English who allowed assistance to vote by a person of their choice. Assistance cannot be provided by a Judge of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's union if the voter's record in the poll book is not marked "Assistance Provided"; the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll worker; and
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امكانية وصول الناخبين إلى اللغة

The Philadelphia Board of Elections provides for written and oral language assistance for voters with limited English proficiency. This assistance includes, but is not limited to:

- All printed materials and polling place signs translated into Spanish and Traditional Chinese. Certain printed materials and polling place signs translated into multiple additional languages.
- Voters who cannot read or write in English who allowed assistance to vote by a person of their choice. Assistance cannot be provided by a Judge of Election, the voter's employer or agent of the employer, or an officer or agent of the voter's union if the voter's record in the poll book is not marked "Assistance Provided"; the voter and the person they chose to assist them must complete and sign an "Assistance Declaration" form provided to them by the poll worker; and
- Interpretation services provided at every polling place in the City. A bilingual interpreter (if the required language is not present at the polling place, voters with limited English proficiency should be shown the Language Identification Guide and asked to point to their language. An Election Board worker will contact an interpreter telephonically.

Language Access for Voters

Detailed information on what the Philadelphia Board of Elections provides for Limited English Proficiency (LEP) voters.

Poster includes English, Spanish, Traditional Chinese, Russian, Vietnamese, Khmer, Haitian-Creole, Portuguese, Arabic.

- Post one copy inside.
- Post one copy outside.

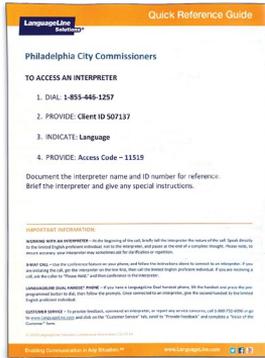
Yellow | Inside and Outside Polling Location

LANGUAGE INTERPRETATION:



Language Identification Guide

Allows LEP voters to point at their language for assistance, if telephonic translation service is needed.

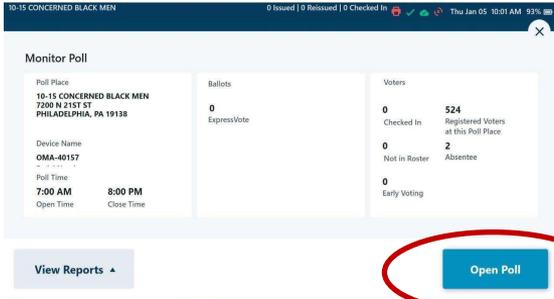


Language Interpretation Service Instructions

Instruction sheet for poll workers. Election Board Official can contact an interpreter using the hotline provided on the guide, and the cell phone provided to the Judge of Election.

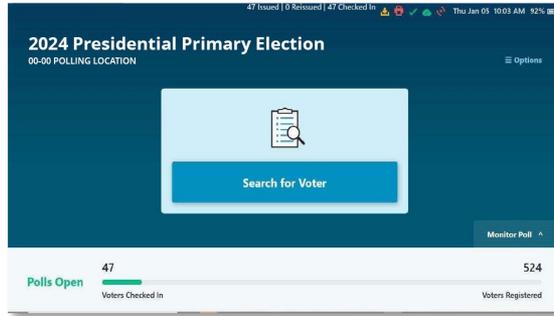
Orange + White | Place both at sign-in table

OPENING POLLS & SEARCH FOR VOTER SCREEN



- From the Monitor Poll Screen on the ExpressPoll, touch **“Open Poll”**

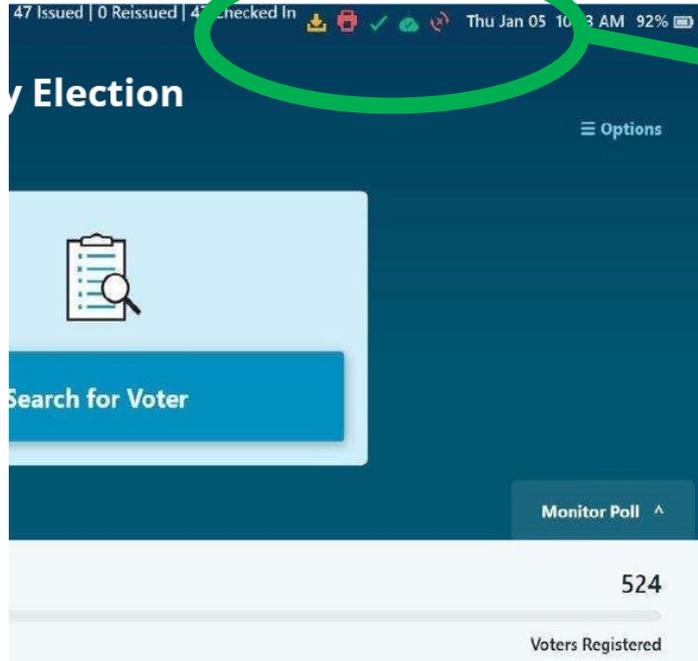
- Once the poll is open, information related to **the number of voters checked in** will display on the main screen.



- When you first open polls, this screen will show that no voters have checked into your division.

For ExpressPoll troubleshooting, refer to [page 30](#) in the Poll Worker Guide.

ELECTRONIC POLLBOOK STATUS:



- Check your printer status (**green**) 
- Check your Peer to Peer to make sure you're Connected 
- Check the NIB to make sure power is on and Wi-Fi connected 

For ExpressPoll troubleshooting, refer to [page 30](#) in the Poll Worker Guide.

SEARCHING FOR VOTERS:

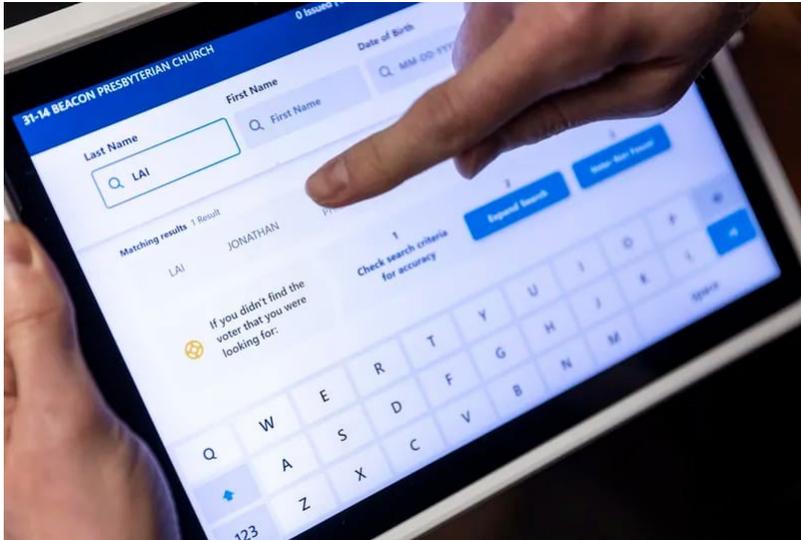


Photo via Philadelphia Inquirer, [article here](#).
Tyger Williams / Staff Photographer.

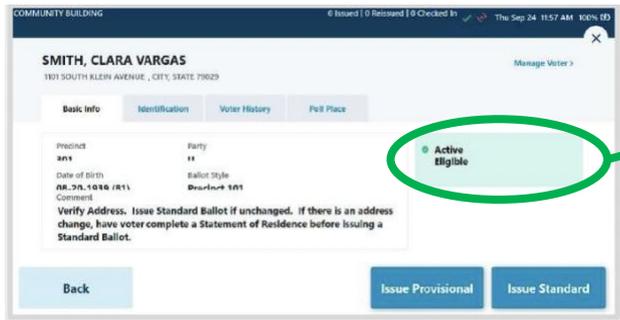
Tap a search field. Use the keyboard to enter the voter's **Last Name, First Name, Date of Birth**, or a combination of these items.

Possible voters will appear interactively as letters are typed into the search field.

Select voter's name to see their **basic information and current voter status**.



VOTER STATUS:



Voter's status will appear using a **red**, **yellow**, and **green** coding system. Their status determines the next step in their voting process.

If voter record is **green**, voter may vote a standard ballot.

If voter record is **red** or **yellow**, follow instructions on screen.

- **Yellow:** Voter may vote provisional ballot, or some action is required before voter can be issued a standard ballot.

- **Red:** Voter cannot vote on the voting machine due to exceptions with their voter record.

Inactive Eligible

Active-Must Show ID Eligible

Active ABS/Mail In Returned



ISSUING AN EXPRESSVOTE XL BALLOT:

10-15 CONCERNED BLACK MEN 47 Issued | 0 Reissued | 47 Checked In Fri Jan 06 1:07 PM 75% CD

Please sign below.
I hereby certify that I am qualified to vote in this election.

Sign Here

Philadelphia, PA 19138

Back Done Signing

This screenshot shows the initial signing screen. At the top, a dark blue header displays the election name '10-15 CONCERNED BLACK MEN', ballot status '47 Issued | 0 Reissued | 47 Checked In', and date/time 'Fri Jan 06 1:07 PM 75% CD'. Below the header, there are language options: 'English', 'Español', and '中國人'. The main instruction is 'Please sign below. I hereby certify that I am qualified to vote in this election.' A large white box contains the text 'Sign Here'. Below this box is a 'Clear Signature' button. At the bottom, there are three buttons: 'Back' (blue), a circular arrow icon labeled 'Flip Screen', and 'Done Signing' (grey).

10-15 CONCERNED BLACK MEN 47 Issued | 0 Reissued | 47 Checked In Fri Jan 06 1:11 PM 79% CD

Issue Ballot

Accept Voter Signature

Compare Signatures:

Phila Training

Philadelphia, PA 19138

Judge Signature

Accept

This screenshot shows the signature verification screen. The header is identical to the previous screen. The main heading is 'Issue Ballot' with a close button (X). Below it is 'Accept Voter Signature' and 'Compare Signatures:'. There are two signature images: one handwritten signature 'Phila Training' and another signature that is mostly obscured by a grey box. Below the signatures is the location 'Philadelphia, PA 19138'. To the right, there is a 'Judge Signature' field containing a handwritten signature 'CZH' and a 'Clear Signature' button. At the bottom, there are two buttons: 'Back' (blue) and 'Accept' (blue).

- Board Worker will touch **green** circular arrow icon, then flip ExpressPoll towards voter
- Voter signs tablet, then touches Done Signing
- Board Worker flips tablet back and **verifies signature**
- If signature matches, Board Worker initials box, then touches **Accept**

TABLE SETUP:



Signature	NAME	RESIDENCE	STATUS	MARK	MARK
<i>David Brown</i>	DAVID BROWN JR	19123	RESIDENT	X	
<i>David Singh</i>	DAVID SINGH	19123	RESIDENT	X	
<i>David Brown</i>	DAVID BROWN JR	19123	RESIDENT	X	
<i>David Singh</i>	DAVID SINGH	19123	RESIDENT	X	
<i>David Brown</i>	DAVID BROWN JR	19123	RESIDENT	X	
<i>David Singh</i>	DAVID SINGH	19123	RESIDENT	X	
<i>David Brown</i>	DAVID BROWN JR	19123	RESIDENT	X	
<i>David Singh</i>	DAVID SINGH	19123	RESIDENT	X	

- ExpressPoll Electronic Pollbook
- Printer
- Supplemental Sheets (If any)
- 2 Yellow Books (#2, #4)



<p>PLACE IN No. 2 ENVELOPE WARD _____ DIVISION _____</p> <p>PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)</p> <p>Where Voting Machines Are Used</p> <p>LIST OF VOTERS and Party Enrollment MAY 21, 2013</p> <p>At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.</p> <p>Special Notice This book shall be placed in the JUDGE'S ENVELOPE No. 2</p> <p>And returned to the office of the COUNTY BOARD OF ELECTIONS Riverside Place Dedaware Ave. & Spring Garden St.</p>	<p>PLACE IN No. 4 ENVELOPE WARD _____ DIVISION _____</p> <p>PRIMARY ELECTION AND SPECIAL ELECTION (IF ANY)</p> <p>Where Voting Machines Are Used</p> <p>LIST OF VOTERS and Party Enrollment MAY 21, 2013</p> <p>At the Time Voter Casts his or her Vote on the Machine, the Clerk must enter in this Book the Name and Party Enrollment of the Voter, together with the order of his or her voting.</p> <p>Special Notice This book shall be placed in the Envelope no. 4 marked "MINORITY INSPECTOR"</p> <p>And retained by the Minority Inspector.</p>
--	---

VOTER ID:

Only first-time voters in the division may be asked to show ID.

Pennsylvania law **requires** voters who are new to their voting division (*precinct*) to show ID the first time they vote there.

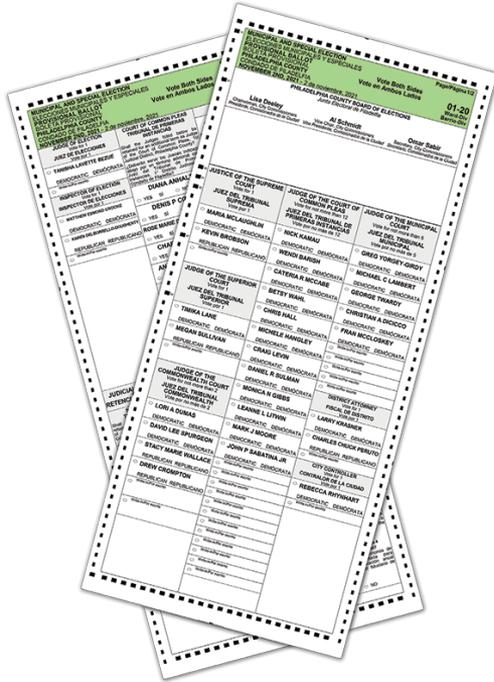
Need to verify identification will be indicated in the **Voter Details & Status** on the ExpressPoll Electronic Pollbook.

Acceptable forms of ID for voters who are new to a division:

- Voter registration card issued by the Philadelphia Voter Registration Office
- Valid Pennsylvania driver's license or PennDOT ID card
- Valid ID issued by any Commonwealth agency
- Valid ID issued by the U.S. Government
- Valid U.S. passport
- Valid U.S. Armed Forces ID
- Valid Student ID
- Valid Employee ID
- Non-photo ID issued by the Commonwealth, or PA agency
- Non-photo ID issued by the U.S. Government, or U.S. agency
- Firearm permit
- Current utility bill
- Current bank statement
- Current paycheck
- Government check



WHAT IS A PROVISIONAL BALLOT?

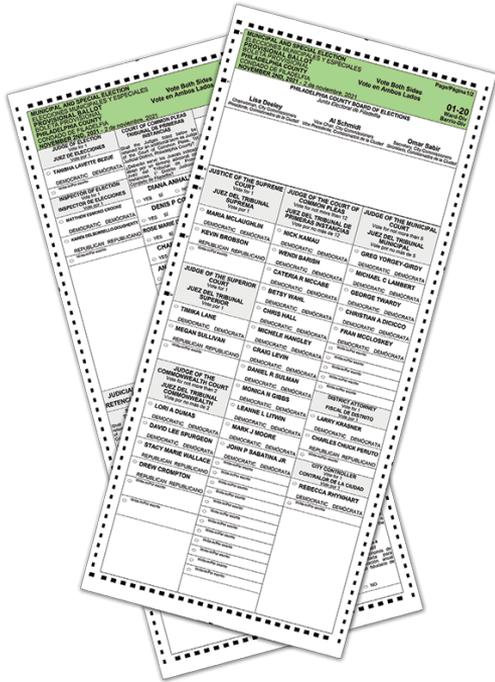


Sometimes, county elections officials **need more time** to determine a voter's eligibility to vote.

In some cases, election officials may ask that voter to vote a provisional ballot.

A **provisional ballot** records a voter's vote while the county board of elections determines whether it can be counted.

PROVISIONAL VOTING:



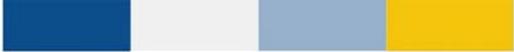
Use a Provisional Ballot when:

- Voter is not in the ExpressPoll or Supplemental Pages
- Voter does not have valid ID where ID is required
- Voter has applied for a Mail-in or Absentee Ballot, but there is an issue with the Voter's Mail-in or Absentee Ballot
- Voter claims Political Party listed in Poll Book is incorrect
(Primary Elections only)

On rare occasions:

- A person with a court order with respect to voter registration status
- Special court order related to extending the hours of voting.
- Voter spoiled 3 ballots on the ExpressVote XL

Voters who are using a Provisional Ballot **SHOULD NOT SIGN INTO** the Electronic Poll Book. **Doing so may result in the ballot not being counted.** Voters may request a Provisional Ballot in English/Chinese or English/Spanish



SPOILING A BALLOT:

Spoil the ballot when a voter wishes to cancel the voting session.

- Enter the **election code** on the voting system.
- **Confirm the reason** for ending the voting session.
- Paper ballot will eject. Hand paper ballot to the voter **without looking at their selections** and walk the voter back to the table.
- Provide the voter with a **black marker and “Spoiled Ballot” sticker**.
- Instruct the voter to **black out the barcodes and their selections**, then place the “Spoiled Ballot” sticker over the barcodes.
- In the electronic poll book, search for the voter. Verify the voter, and select Reissue Standard Ballot. **Select the Reissue Reason**, then touch Next. Have voter sign tablet, and verify signature. Touch accept, and complete check-in.
- In the **#2 and #4 books** write **S1, S2 or S3** (to indicate if this is the first, second, or third spoiled ballot) next to the voter’s name.
- All Spoiled ballots should be **folded and placed into spoiled ballot plastic bag**, and, at the end of the night, **placed in the “Hopper Bag”**.

See Station Card 4 from the Station Card booklet for full machine ballot-spoiling procedure.



MACHINE DOWN PROVISIONAL VOTING:

1. Voter Information
Name and address on envelope must be exact as they appear on the voter's registration card.

Print Voter Name _____
State of Birth: _____
Phone _____
City _____ Zip code _____
Email _____

2. Voter Affidavit for Provisional Ballot
I have cast this ballot where voting is required.

Address _____
City _____ Zip code _____
State/County _____
All voters 18 years or older on Election Day in the U.S. state of PA are eligible to vote and must do so. If you are not registered in the state, have no voter card, are currently under 18 years of age or are not 18 on Election Day, the only way to cast your ballot is at the election.

Voter Signature _____
Date _____

3. Current Address where the Voter Lives
Current address where the voter is that of domicile in the U.S. or the country in which the voter is that of domicile.

Address current _____
City _____ Zip code _____

4. Voter Signature
Signature must match the one on the original registration card. If the voter is not yet registered in my State, I am that I am eligible to vote in this election in this state's State ID.

Voter, sign or mark here _____
 X
Walt, Print name here _____
DATE (MM/DD/YYYY) _____

Reason for Ballot Use check box or fill in blank.

Check all boxes that apply:

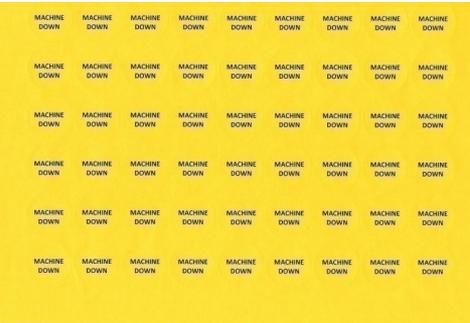
I am 18 years or older
 I am a U.S. citizen
 I am a resident in my State
 I am not registered in my State
 I am not eligible to vote in this election in this state's State ID

Signature of the Judge of Election _____
Signature of the County Inspector _____ Date _____

This section is for election officials only.

This space is reserved for voter registration verification by county board of elections.

Affix Ballot ID Number Here.



- Used when **50% or more** of voting machines are not working, and there are voters waiting to use the election machines.
- After voter has cast a Machine Down Provisional ballot, place a **“Machine Down” sticker** in section 2 of the Provisional Affidavit Envelope **“B”**.

MAIL-IN & ABSENTEE VOTING:



- Post Mail-In & Absentee Voters lists.
Lists are delivered by police officer
- Voters who are issued a Mail-in or Absentee Ballot are **prohibited by the Election Code** from voting on the ExpressVote XLs.
Voter must surrender their entire absentee / mail ballot in order to vote in-person. See below.
- If a voter arrives with a mail-in or absentee ballot, including the declaration envelope, the Judge must **spoil the ballot and allow the voter to vote on a machine** once the voter has filled out an **“Elector’s Declaration to Surrender Their Mail Ballot”**. The voter must then sign into the poll book like normal.
- If the voter does not have their mail-in or absentee ballot in hand, their other option is to vote with a provisional ballot.



VOTER ASSISTANCE:

ASSISTANCE DECLARATION
Declaration of the Need for Assistance to Vote

Voter's Name: _____ Voter's Date of Birth: _____

Voter's Address: _____ BY REASON OF: _____

Reason for Assistance: _____, I AM UNABLE TO VOTE WITHOUT THE ASSISTANCE OF: _____

Person providing assistance Name: _____

Address: _____

Signature / Mark of Voter: _____ Date: _____

Signature of Witness: _____

Signature of Judge of Elections: _____ Ward _____ Div _____

AYUDA DECLARACIÓN
Declaración de la Necesidad de Ayuda para Votar

Nombre de Votante: _____ Fecha Nacimiento: _____

Dirección de Votante: _____ POR LA RAZÓN DE QUE: _____

Razón por la cual necesita ayuda: _____ YO NO PUEDO VOTAR SIN LA AYUDA DE: _____

Nombre de la persona dando ayuda: _____

Dirección de la persona dando ayuda: _____

Firma o marca del votante: _____ Fecha: _____

Atestado por Nombre del Testigo: _____

Firma del Juez de Elecciones: _____ Ward: _____ Div: _____
CITY OF PHILADELPHIA - CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS - ELECTION DAY HOTLINE - 686-1590
Form AD-Rev 12/15

16-77

- If a voter requires assistance operating the ExpressVote XL, or assistance with a language other than English for the first time:
 - Complete an **Assistance Declaration and Record of Assisted Voters form**
 - Voter may bring a person of their choice with them to assist, **except** the Judge of Election, the voter's employer, or the voter's Union Representative
- **DO NOT** offer assistance without being asked
 - Voter assistance is permitted **only if the voter has requested it**. The voter **chooses** who assists them.
- Place completed Assistance Declaration form in #2 Envelope

Some voters will have previously filled out the Assistance Declaration. If "Assistance Permitted" is noted on their voter record, they do not need to fill out the form again.

For more information, see page 21 in the Poll Worker Guide

AFFIRMATION OF ELECTOR:

AFFIRMATION OF ELECTOR
PHILADELPHIA COUNTY BOARD OF ELECTIONS

Please complete Part A or B of this form, whichever is applicable, and sign and date Part C of this form before an election official. Please PRINT all information except your signature.

Voter's Name: _____ Voter's Date of Birth: _____

A. CHANGE OF ADDRESS: I HAVE CHANGED MY ADDRESS OF RESIDENCE AND MOVED

FROM: _____
ADDRESS CITY COUNTY STATE ZIP CODE
AND I CURRENTLY RESIDE AT:

TO: _____
ADDRESS CITY COUNTY STATE ZIP CODE

If my new address is in the area covered by this polling place, I wish to continue to vote here.

If my new address is within Philadelphia, but in an area covered by a different polling place, I wish to vote at this polling place one last time.

If my new address is in another county, outside of Philadelphia, I wish to vote here one last time.
Please cancel my registration in Philadelphia County.

B. NO CHANGE OF ADDRESS: I HAVE NOT CHANGED MY ADDRESS, AS I STILL RESIDE AT:

ADDRESS CITY COUNTY STATE ZIP CODE
AND I WISH TO REMAIN REGISTERED TO VOTE IN THIS DISTRICT.

C. AFFIRMATION

I hereby swear or affirm that the information that appears above is true and correct to the best of my knowledge under the penalty of perjury.

Signature of Voter _____ Date _____

On the above date, the voter came before me and affirmed the information contained herein to be true and correct.

Signature of Election Official _____ Ward _____ Division _____

QUESTIONS? CALL ELECTION DAY HOTLINE AT (215) 686-1590 AFFIRMATION Rev. 12/11

16-70 c (See other side for Spanish)

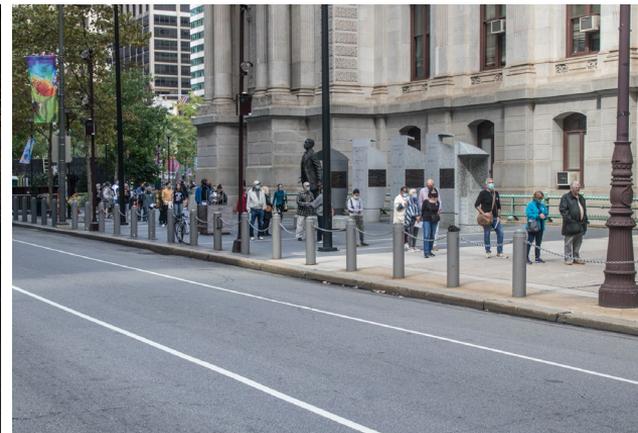
- If a registered elector has an Inactive voter status, or has moved, the voter should inform polling place officials of the address change by completing **Sections A and C** of an Affirmation of Elector form.
- If the voter has moved out of Philadelphia County, their voting record will be cancelled here. Inform them that **they are responsible to register to vote** in their new county of residence for future elections.

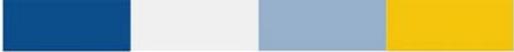


CLOSING THE POLLS

Polls are open **until 8:00 PM**

All voters in line at their assigned polling place by
8:00 PM MUST be allowed to vote.





CLOSING THE POLLS - ESSENTIAL STEPS:

- All polls **MUST** stay open until 8:00 PM
- Have an Election Board member stand **at the end of the line at 8:00 PM**
- Close all ExpressVote XLs following the “**Close Poll**” instructions
- Sign the **Affidavit for Identification Requirements**
(Located in the Judge’s **Purple** Folder)
- Sign the **payroll sheet**
Payroll **MUST NOT** be filled out until close of Election



CLOSING THE EXPRESS POLL:

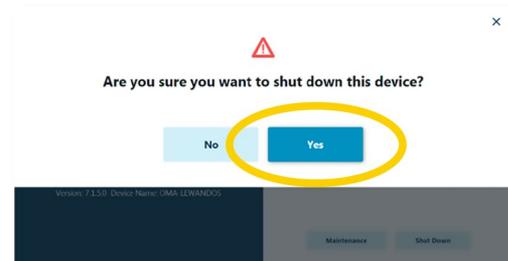
You must close the ExpressPoll poll books using these instructions to officially close your polling place. This is essential.



#1: Select **Monitor Poll** button from the home screen.



#1: **View Reports** as needed to synchronize #2 and #4 books. Select **Close Poll** when ready.



#3: Select **Yes** to shut down the ExpressPoll tablet.





#4: **Unplug** the printer and tablet, and wrap up their power cords.



#5: **Collect** voting results tapes, ExpressVote XL USB Sticks, Absentee/Mail-In List, and voting machine barrel keys. Place them in the Vinyl Results Bag.

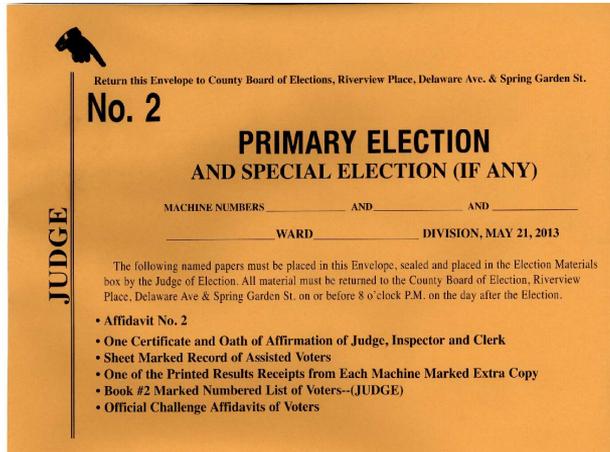


#6: Place **both** ExpressPoll tablets and their power cords back in the Electronic Poll Book Case.

Zip Case shut and hand to Police along with, **but NOT INSIDE**, the Hopper Sack and the Vinyl Results Bag.



#2 ENVELOPE:



Goes inside the Election Materials Box

Contains:

- A copy of the **completed** Oath of Officers
- A copy of the **signed** voting system tape
- Record of **Assisted Voters**
- #2 Yellow book



#4 ENVELOPE:

MINORITY INSPECTOR

GIVE TO MINORITY INSPECTOR

No. 4

**PRIMARY ELECTION
AND SPECIAL ELECTION (IF ANY)**

MACHINE NUMBERS _____ AND _____ AND _____
WARD _____ DIVISION, MAY 21, 2013

The following named papers must be placed in this Envelope, Sealed and Retained by the Minority Inspector until called upon to produce the same by the County Board of Elections:

- Certificate and Oath of Affirmation of Judge, Inspector and Clerk
- ONE OF THE PRINTED RESULTS RECEIPTS FROM EACH MACHINE
- Book #4 Marked Numbered List of Voters--(MINORITY INSPECTOR)

To be retained for at least ONE YEAR by Minority Inspector unless notified otherwise by this office.

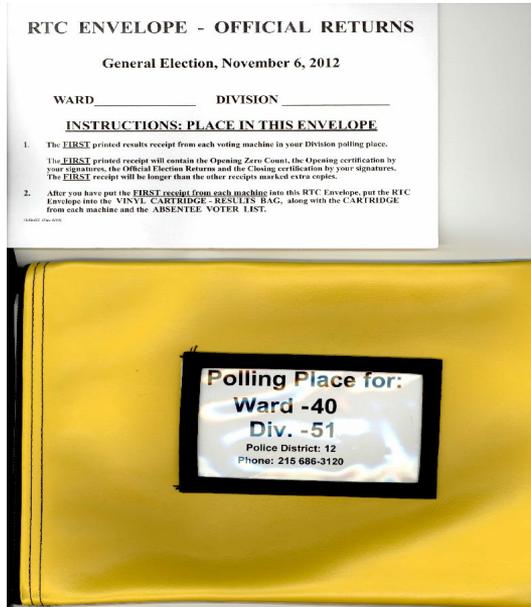
**Given to the Minority Inspector.
To be retained for one year.**

Contains:

- A copy of the **completed** Oath of Officers
- A copy of the **signed** voting system tape
- #4 Yellow book

Note: Judge of Election does not take any materials home from the #2 or #4 envelopes

VINYL BAG:



Contains:

- **USB stick** – will be collected from ALL ExpressVote XLs (Opened and Unopened)
- The **zero-count tape** from the beginning of the day, and the last copy of the election results, which will contain any write-in votes from each machine
- City-issued **Cell Phone**
- **VOTING SYSTEM KEY**
- Mail-in and Absentee **voters lists** (if any)

The police officer will take this!

ELECTRONIC POLL BOOK CASE:



Contains:

- **Both** ExpressPolls
- **Both** ExpressPoll charging cords
- Goes **with the Police Officer**, along with the Vinyl Bag and Hopper Bag

The police officer will take this!

HOPPER BAG:



Contains:

- Secure ballot hopper
(from each machine which contains the official voted ballots)
- Provisional Voting Envelope C
- Spoiled Ballot Envelope (if any)
- Surrendered/Spoiled Mail-in or Absentee balloting materials
- Seal Card (All seal numbers must be recorded)

The police officer will take this!



IN SUMMARY:



The Police Officer will take:

1. Vinyl bag
2. Electronic Poll Book case
3. Hopper bag



POST OUTSIDE THE CLOSED POLLING PLACE:

01-01
Total Ballots Processed: 37

Favorite Pet
Number to Vote For

Dog	1
Cat	25
Fish	8
Snake	1
Turtle	1
Guinea Pig	0
Ferret	0
Frog	0
Duck	0
Lizard	1

Favorite Dog Breed
Number to Vote For

Bulldog	1
Retriever	1
German Shepherd	9
Poodle	2
Beagle	2
Pitbull	3
Boxer	4
Husky	3
Corgi	5
Rottweiler	4
Terrier	0
Akita	2
Chow Chow	0
Cane Corso	0
Terrier	2
Dachshund	0
Basenji	0

01-01
Total Ballots Processed: 37

Favorite Pet
Number to Vote For

Dog	1
Cat	25
Fish	8
Snake	1
Turtle	1
Guinea Pig	0
Ferret	0
Frog	0
Duck	0
Lizard	1

Favorite Dog Breed
Number to Vote For

Bulldog	1
Retriever	1
German Shepherd	9
Poodle	2
Beagle	2
Pitbull	3
Boxer	4
Husky	3
Corgi	5
Rottweiler	4
Terrier	0
Akita	2
Chow Chow	0
Cane Corso	0
Terrier	2
Dachshund	0
Basenji	0

ME, THE UNDERSIGNED, DO HEREBY CERTIFY THAT THE ABOVE RESULTS ARE A TRUE AND ACCURATE ACCOUNT OF ALL BALLOTS COUNTED AND THAT ALL COUNTERS WERE ZERO (0) WHEN THE BALLOTS WERE FIRST COUNTED AND THAT THE BALLOTS WERE FULLY COUNTED AND THAT THE RESULTS ARE ACCURATE.

A signed copy of the Voting Machine tape is **required to be posted outside** the closed Polling Place.

Results tape should be visible to **anyone** coming after the polls close.



ELECTION MATERIALS BOX:

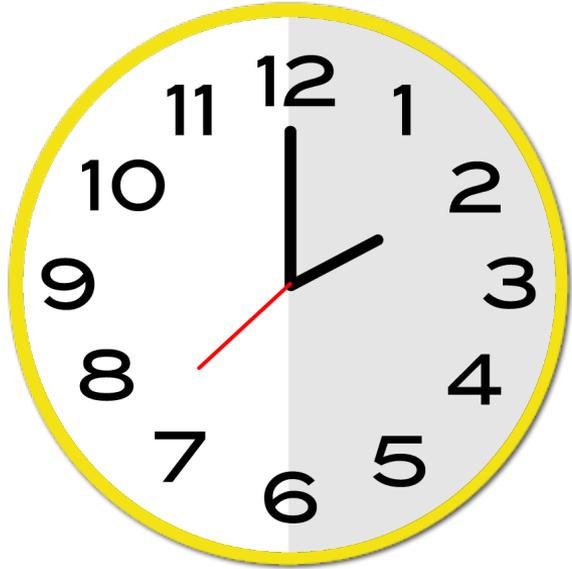
All remaining materials should be placed inside the Election Materials box, including the payroll sheet.

PLEASE NOTE - Continue to fill out the paper payroll sheet, the paper record is a backup record.

- Judge of Election should retain **pink copy** of the payroll sheet for records
- Ensure **all board workers** completed & signed payroll sheet
- Anyone who **does not sign the electronic pollbook** will have their pay delayed
- Anyone who does not sign the payroll sheet **will not be paid**



AFTER THE ELECTION:



- Wait for the police officer
- Give them **Vinyl bag**, **ExpressPoll case**, and **Hopper bag**
- Bring the **Election Materials box** to:
Voter Registration Division
Riverview Place, 5th Floor
520 N. Delaware Ave., Philadelphia, PA 19123

Election Materials box **MUST BE RETURNED** by **2:00 AM** on Election Night.

ELECTION RESULTS:

English Philadelphia City Commissioners

UNOFFICIAL 2023 GENERAL ELECTION RESULTS
November 7, 2023

VOTER TURNOUT
Total Ballots Cast 322,661
Registered Voters 1,033,320
Ballots Cast by Mail: 84,735
Ballots Cast at Polling Place: 234,666
Ballots Cast by Provisional: 3,260

DIVISIONS REPORTING
Divisions Reported 1,703
Total Divisions 1,703

ELECTION RESULTS

- MAYOR
- ROW OFFICES
- CITY COUNCIL
- STATEWIDE JUDICIAL
- COMMON PLEAS & MUNICIPAL
- JUDICIAL RETENTIONS
- BALLOT QUESTIONS

RESULTS LAST UPDATED
11/24/2023 4:31:12 PM EST

COUNTY BOARD OF ELECTIONS
City Hall, Room 142
1400 John F Kennedy Blvd
Philadelphia, PA 19107
Phone: 215-686-3469

RESOURCES

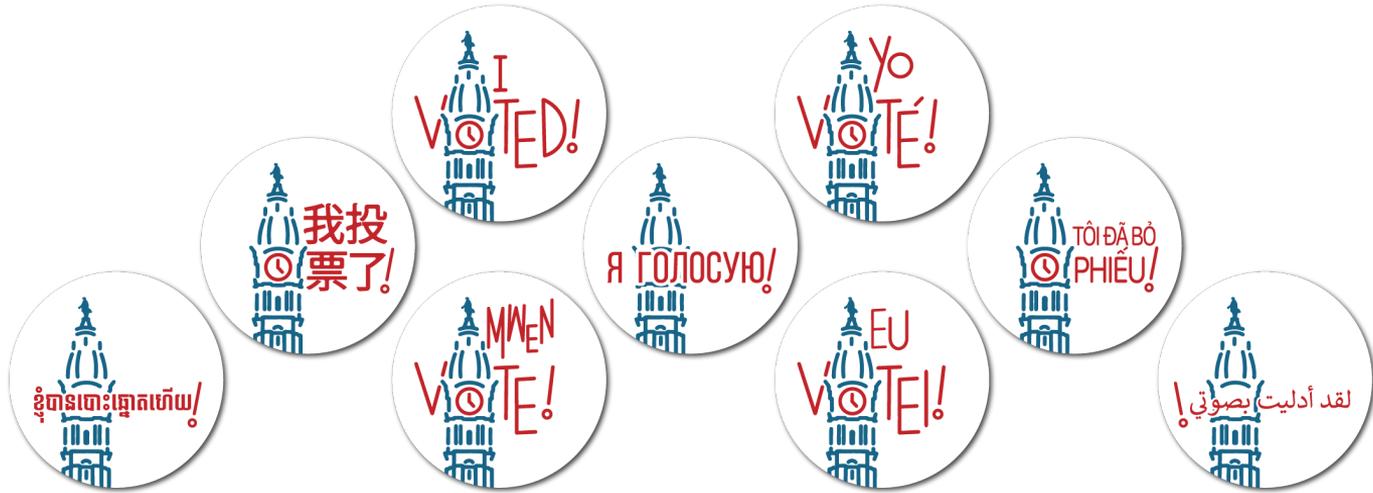
- Voter Turnout
- County Exports
- Cable Scroller
- Mail-in and Absentee Ballots Status Update

ELECTION RESOURCES

For **unofficial**, real-time election night results, visit:
vote.phila.gov/results

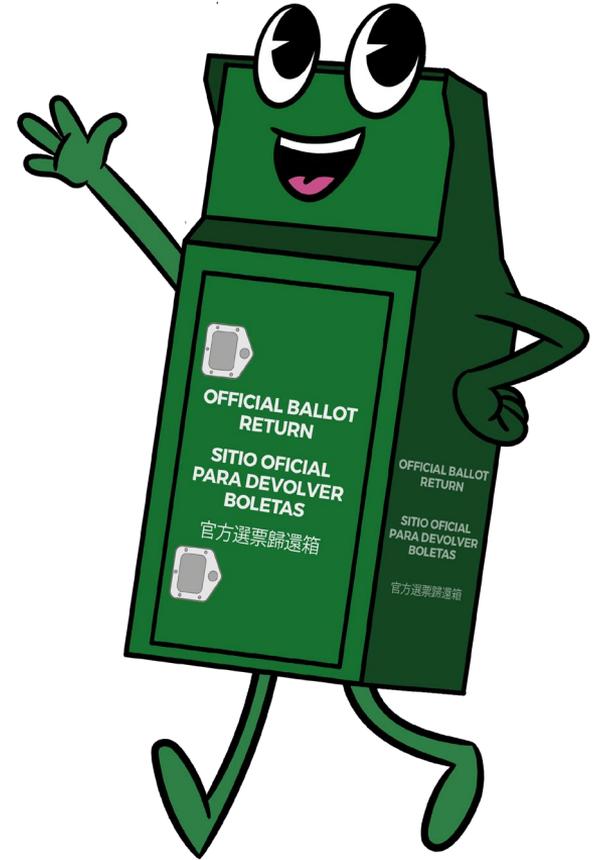
For results by **county**, or **statewide**, visit:
electionreturns.pa.gov

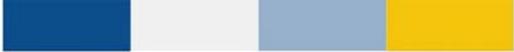
NEXT STEPS



NEXT STEPS:

- Review your [Poll Worker Guide](#)
- Judges of Election should check in with their Board the weekend before the Election.
Call **215-685-4811** if you need your board's contact information.
- Review the voting machine video on [vote.phila.gov](https://www.vote.phila.gov)
- **Get excited** to ensure every voter in Philadelphia can cast their vote!





CONTACT / RESOURCES:

GENERAL INFORMATION:

<https://vote.phila.gov>

TRAINING INFORMATION:

pollworkers@phila.gov
215-685-4811

POLL WORKER TRAINING MATERIALS:

bit.ly/boardworkertraining

