

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

2025 GENERAL ELECTION

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:

• The General Election	Date, Being a Poll Worker
• Prior to Election	Election Code, Key, Materials, Reminders
• Election Day	ExpressPoll setup, Poll Worker Management (incl. Payroll), Election Board staff and Polling Place overview, Rights of Voters, Machine Technicians, Poll Watchers, Electioneering
Opening the Polls	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
 Closing the Polls 	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
• Next Steps	Post-training steps - Poll Worker Guide review, Judge Check-In, Voting Machine video training, Contact / Resources



GENERAL ELECTION



ELECTION DAY

NOVEMBER

4

TUESDAY, Nov. 4, 2025

7:00 AM - 8:00 PM

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

You must be a U.S. citizen, a resident of Philadelphia, and a registered Philadelphia voter in order to be a poll worker.



NEED TO REGISTER TO VOTE OR APPLY FOR A MAIL BALLOT?

Three ways to register:

- 1. Online: www.pavoterservices.pa.gov
- 2. Deliver your paper application to the Philadelphia County voter registration office
- Mail your paper application to the Philadelphia County voter registration office, received by 10/20/25.

The deadline to register to vote in the General Election is 10/20/25. We encourage poll workers to vote by mail in case they don't work near their polling place. The deadline to request a mail ballot is 10/28/25, completed mail ballots must be received by 8 pm on 11/04/25.

PRIOR TO ELECTION



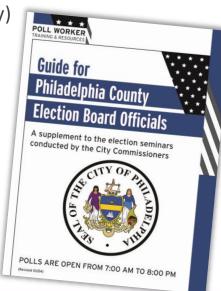
PRIOR TO ELECTION:

- 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 the Poll Worker Guide

- All Electronic Devices MUST be turned on by 6:45 AM election morning



EXPRESSPOLL ELECTRONIC POLLBOOK







TURN ON THE NIB FIRST



One Network Box is provided per each polling place (not every division will have a Network Box).

The Network Box will be attached to the top rear of the "A" ExpressVote XL Voting Machine. Setup of the Network Box is only required if your Division's "A" machine has a Network Box attached to it. The pictures below show the Network Box and its power button. The Network Box cannot be opened or serviced by poll workers.



NETWORK BOX



NETWORK BOX POWER BUTTON

Where is the NIB?

What time must the NIB be turned on?

Where is the NIB? The back of machine A

What time must the NIB be turned on?

As soon as you arrive!

Setting up the Electronic Pollbook



What time must the electronic pollbook be fully turned on by?

Why must the electronic pollbook be fully turned on by that time?

What time must the electronic pollbook be fully turned on by? 6:45 am

Why must the electronic pollbook be fully turned on by that time?
To receive the second and final voter update

POLL WORKER MANAGEMENT BOARD WORKER PAYROLL

AKA Getting you paid accurately and on time!



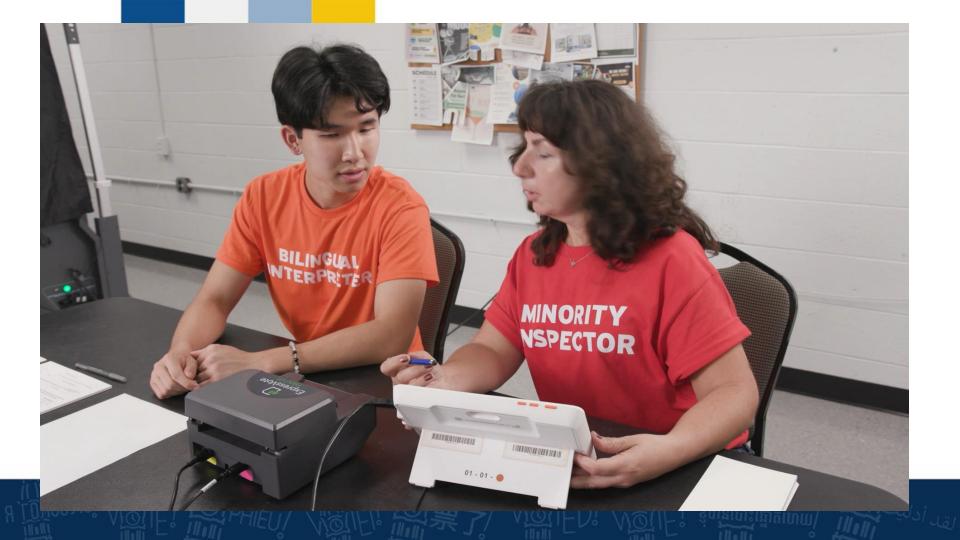






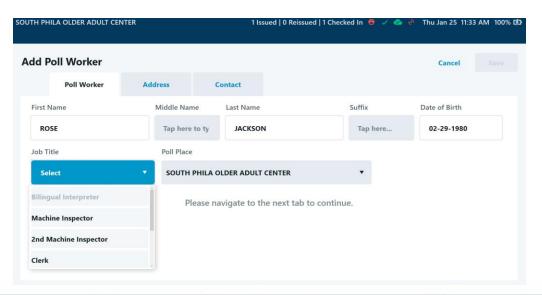
PAYROLL:

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



REMINDER

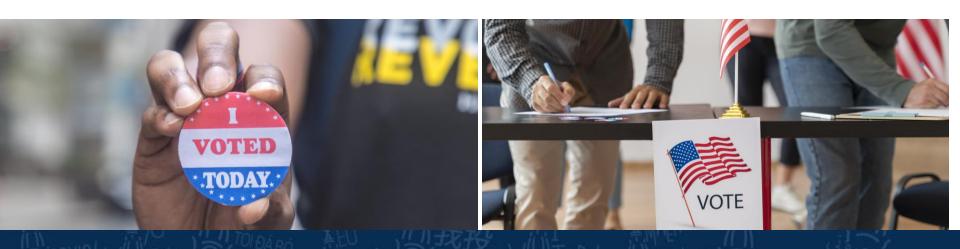
Use only **one electronic pollbook** for filling out payroll to ensure nobody signs in twice.



Place the payroll sheet in the election material box. Don't take it home, don't put it in the hopper bag, don't put it in the vinyl bag.

Judges of Election take home the pink copy for their records.

ELECTION BOARD AND POLLING PLACE OVERVIEW



POSITIONS ON THE BOARD:



STUDENT POLL WORKERS

- 17 and 18-year-old local HS students
- They've been trained
- Cannot be replaced as poll workers
- Please help them feel welcome

ARRIVAL AND ADMINISTERING THE OATHS OF OFFICE:



- 1. Arrive between 6:00 AM 6:30 AM. Turn on the nib.
- 2. Open ALL voting machine provided
- 3. Administer the Oaths of Office
- Place one copy in #2 Envelope
- Place one copy in #4 Envelope
- **4.TURN ON the cell phone provided with the election materials** (If your polling location is not open, call 215-686-1523)
- 5. Please remember to break and record all green and yellow seals

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?	Majority Inspector appoints a Judge of Election
Missing Majority Inspector?	Judge of Election appoints a Majority Inspector
Missing Minority Inspector?	 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?	The Minority inspector appoints a qualified clerk.
Missing Machine Inspector?	 Judge of Election notifies the Election Board, who appoints a qualified machine inspector. Call (215) 685-4811



PEOPLE YOU MIGHT SEE 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

Occasionally the Judge should "sweep" the room and remove all campaign literature in the polling place on their side.

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.

DOJ and AALDEF: Both groups are checking for compliance with federal voting rights laws.







Asian American Legal Defense and Education Fund (AALDEF)

These groups will have certificates and/or letters. The Judge of Election can request to see them!

Poll Watchers

Who are poll watchers?

- Each candidate on the ballot can appoint up to two poll watchers per polling place, and each political party can appoint up to three at November and special elections. However, only one poll watcher per candidate and one per political party/body may be present in the polling place at one time while the polls are open.

Sample Candidate Certificate:



PHILADELPHIA COUNTY BOARD OF ELECTIONS



WATCHER'S CERTIFICATE

THIS CERTIFICATE AUTHORIZES THE INDIVIDUAL TO WATCH IN ANY WARD / DIVISION IN PHILADELPHIA

THIS WILL CERTIFY That JOHN SMITH, residing at 1400 JOHN F KENNEDY BLVD, has been regularly appointed as a

WATCHER representing MALCOLM KENYATTA, Candidate for AUDITOR GENERAL, on the DEMOCRATIC Ballot to serve at

the April 23, 2024 General Primary & Special Election.

Witness our hand and official seal

Note: Each candidate is entitled to two Watchers per Division in their District, but no Candidate or Party shall be represented by more than one Watcher in the same voting room at any time.

16-67 (Rev. 4/24)

Sample Party Certificate:



PHILADELPHIA COUNTY BOARD OF ELECTIONS WATCHER'S CERTIFICATE



THIS CERTIFICATE AUTHORIZES THE INDIVIDUAL TO WATCH IN ANY WARD / DIVISION IN PHILADELPHIA

THIS WILL CERTIFY That JOHN SMITH, residing at 1400 JOHN F KENNEDY BLVD, has been regularly appointed as a WATCHER representing the REPUBLICAN Party to serve at the November 7, 2023

Municipal & Special Election

Witness our hand and official seal

Note: Each candidate is entitled to two Watchers per Division in their District, but no Candidate or Party shall be represented by more than one Watcher in the same voting room at any time.

Usa Deirley, Vice-Chair

Seth Bluestein, Zonwissioner

16-67 (Rev. 4/24)



Poll Watchers

Poll Watchers CAN

- Must present their certificate to members of the Election Board upon request.
- Be inside the polling place from the time the board arrives until the police officer picks up the materials in the evening.
- Keep a list of voters.
- When NO voters are present, the Watcher may inspect the Voting Checklist (electronic pollbook), ask for the public count from each voting machine, and inspect the #2 and #4 books.
- Make good faith challenges to an elector's identity or continued residence in the election district.
- Lodge permitted challenges directly with the Judge of Elections.
- After voting hours, ALL watchers are permitted inside the polling place (but outside the enclosed area) to watch the vote tabulation.

Poll Watchers CANNOT

- Watchers may not interfere with the voting process but may make challenges as permitted by the Election Code.
- Watchers must remain outside the enclosed area the area past the check-in table and directly in front of, beside or behind the voting machines.
- During voting hours, cannot have more than one Watcher per party or candidate in the polling place.
- Cannot make challenges based on race, national origin, appearance, name, religion, or other characteristics not relevant to voting.
- Cannot engage in electioneering. Although they represent a political party or candidate, they're not entitled to electioneer.
- Cannot engage, attempt to influence, or intimidate voters or engage in voter intimidation.
- Cannot review or access the contents of ballot boxes and other election records.

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:



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:



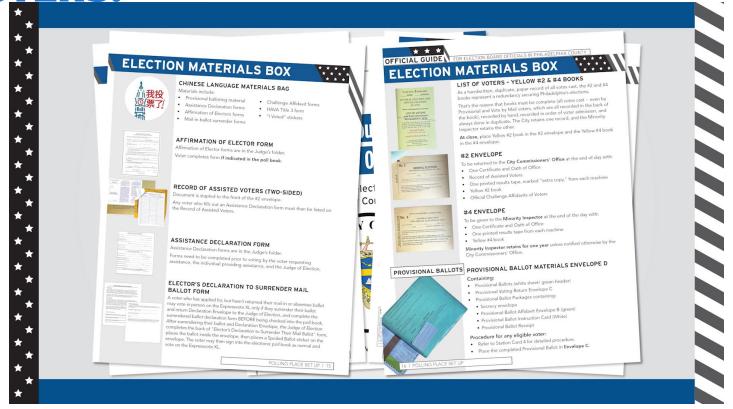
All Posters must be hung up in ALL 3 LANGUAGES*, both outside and inside the polling location, unless otherwise noted.

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

POSTERS:



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.

Blue + White | Place both at sign-in table

SMARTPHONES



Every division will have a fully charged smart phone in their white materials box

Turn it on first thing in the morning

We'll send reminder text messages to the phone throughout the day

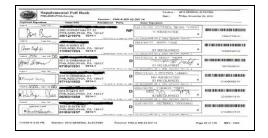
We'll call you on the phone in case of emergency

The Judge of Election should hold the phone

Checking in Voters

TABLE SETUP:

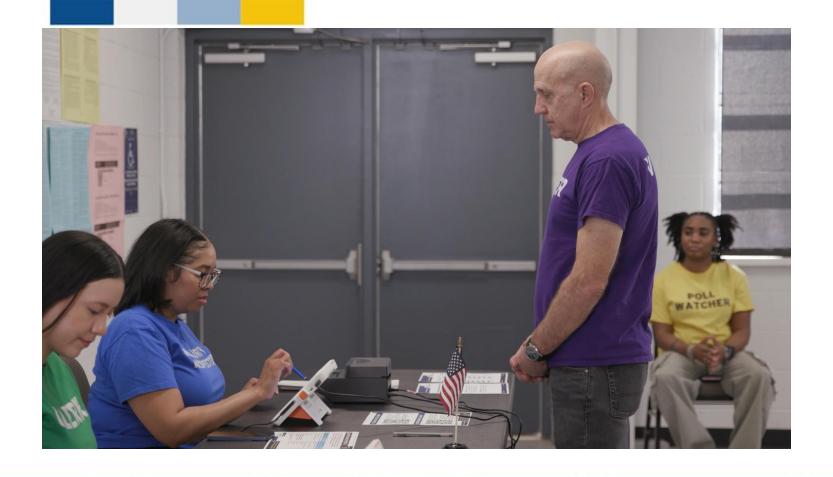




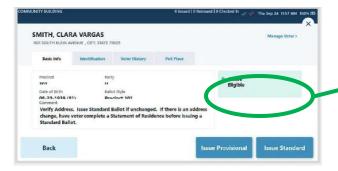




- ExpressPoll Electronic Pollbook
- Printer
- Supplemental Sheets (If any)
- 2 Yellow Books (#2, #4)



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 issues with their voter record.

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

#2 and #4 Books

They must be used in real-time when

#2 and #4 books must be used.

voters present themselves at the polling place.

Why #2 and #4 Books?

- Paper backup of election day in case there's an emergency.
- Identify errors made when voters sign into the electronic pollbook.
- Helps us identify if someone accidentally voted under the wrong name.
 For example, the Clerk could correctly hear "Davida Smith" and write it in the #2 and #4 book, but the Majority Inspector accidentally issues a ballot for "David Smith."
- Correctly filled out books help combat and uncover fraudulent voting.

Who is responsible for maintaining the #2 book?

Who is responsible for maintaining the #4 book?

Where do the books go at the end of the night?

Who is responsible for maintaining the #2 book?

The Clerk

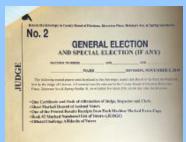
Who is responsible for maintaining the #4 book?

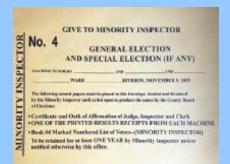
The Clerk

Where do the books go at the end of the night?

#2 goes in the #2 envelope, #4 goes in the #4 envelope and then home with the Minority Inspector.

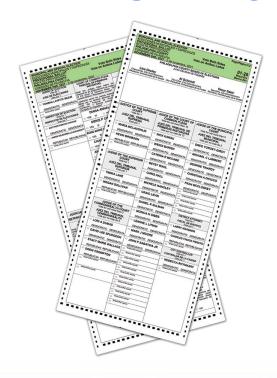






Voting Procedures

WHAT IS A PROVISIONAL BALLOT?

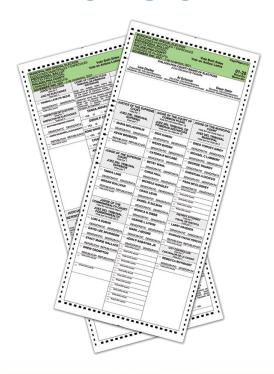


Sometimes, county elections officials **need more time** to determine a voter's eligibility to vote.

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:

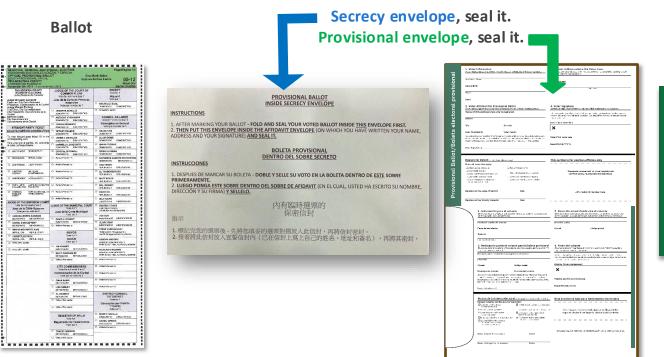
- A person with a court order with respect to voter registration status
- Special court order related to extending the hours of voting.
- Voter spoiled 3 ballots on the ExpressVote XL

Voters who are using a Provisional Ballot SHOULD NOT SIGN INTO the Electronic Poll Book. Doing so may result in the <u>ballot not being counted</u>.

Voters may request a Provisional Ballot in English/Chinese or English/Spanish

PROVISIONAL VOTING PROCESS: MATERIALS

Any voter has the right to request a Provisional Ballot for any reason!



Signatures: 4 TOTAL SIGNATURES

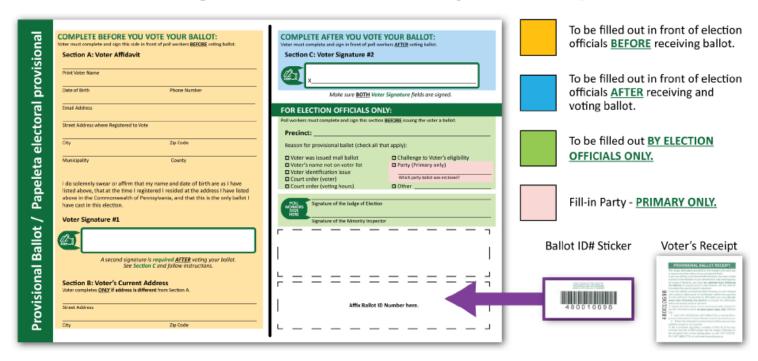
Voter x2

Judge

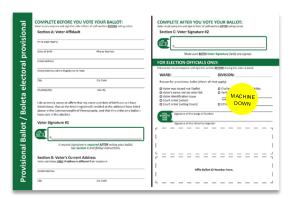
Minority Inspector

oter must complete and sign the	side in frost of pell workers EEFORE voting belief.	COMPLETE AFTER YOU Vector trast complete and sign in front		
Section A: Voter Affidavit		Section C: Voter Signature #2		
Print Vister Name		(C)		
One of Birth	Phose Number	Make sure Bi	Afoke sare BOTH Voter Signature fields are signed.	
Email Address		FOR ELECTION OFFICIA		
Street Address where Registered to Vote			this section REFORE issuing the voter a belief.	
City	The Code	WARD:		
City	Ap Cook	Reason for provisional ballot (c)		
Municipality	County In that my name and date of birth are as I have	□ Voter was issued mail ballot □ Voter's name not on voter its □ Voter identification issue □ Court order (voter)		
	e I registered i resided at the address i have listed in of Pennsylvania, and that this is the only ballot i	Court order (voting hours) FOLI Signature of the Judge- Park Signature of the Mileon	of Dection	
(1)	troture is required AFTER voting your belief.			
A second sq. Se	e Section C and follow instructions.	I'		
Section B: Voter's Cur votor completes ONLY if address	rent Address is is different from Section A.		======	
Street Address		Affix	Ballot ID Number here.	
JATON AMERICA				

PROVISIONAL BALLOT ENVELOPE: 4 Signatures + Secrecy Envelope!



MACHINE DOWN PROVISIONAL VOTING:



• 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 For Election Officials Only section of the Provisional Affidavit Envelope.

Provisional Voting Process: End of the day

All provisional ballots go in Envelope C, then the envelope is placed in the hopper bag.

	PROVISIONAL VOTIN	G
	RETURN ENVELOPE -	C
PI	PHILADELPHIA COUNTY BOARD OF ELECT RIMARY AND SPECIAL ELECTION (IF ANY) - MAY 21	
ENCL	OSE ONLY <u>VOTED</u> PROVISIONAL BALLOTS IN THIS	ENVE
AT TE ELECT All unus	RE NOT PERMITTED TO OPEN OR COUNT A VOTED PROV IE POLLING PLACE. RETURN THEM TO THE COU IONS AS SEALED BY THE VOTER. As regold of Provisional Bullot Matricia MUST be returned to the Philade in a superint correlate (Envelope D.).	NTY I
	FOR THE JUDGE OF ELECTION	
	L. Total of black Provisional Ballots received from the Elections Board	No.
	2. Total of all voted Pravisional Ballots in this envelope	No.
	3. Individual who delivered the Provinceal Bulleto to the Elections Board	
	Print	
	(subsolute's bell Nome) I durably aware; or accordance with the Portuginania (Mexicon Code, that the reformation purchase) for the vertices of acceptance and coxydices.	
- 1	Signed	
	DATE OF THE MINORITY INSPECTOR	
	Signed	
	Ward Division	
	PHILADELPHIA COUNTY SEAL SECURELY AND DELIVER TO COUNTY BO.	, an or
	SEAL SECURELY AND DELIVER TO COUNTY BO: ELECTIONS WITH OTHER RETURNS SEPARATE FROM	



Spoiling a Ballot

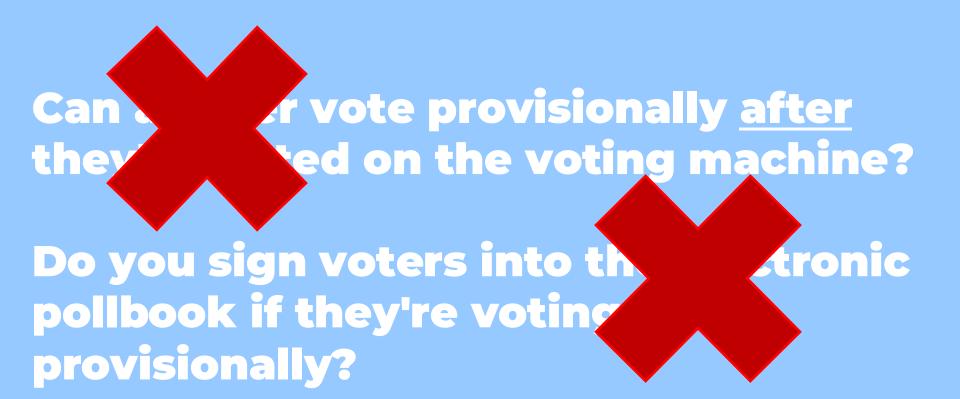


CHAPTER FIVE • PART 3

Spoiling a Ballot

Can a voter vote provisionally <u>after</u> they've voted on the voting machine?

Do you sign voters into the electronic pollbook if they're voting provisionally?



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 also write "VOID" on both the envelope and the ballot. Then they can 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

VOTER ASSISTANCE:

ASSISTANCE DE Declaration of the Need 6			
Voter's Name:	Voter's Date of Birth:		
Voter's Address:	BY REASON OF:		
Reason for Assistance: THE ASSISTANCE OF:	, I AM UNABLE TO VOTE WITHOUT		
Person providing assistance Name:			
Address:			
Signature / Mark of Voter:	Date :		
Signature of Witness:			
Signature of Judge of Elections:	WardDiv		
AYUDA DECLA Declaracion de la Necesidad	RACIÓN		
Nombre de Votante:	Fecha Nacmento:		
Dirección de Votante:	POR LA RAZÓN DE QUE:		
Razon por la cual necesita ayuda:	YO NO PUEDO		
Nombre de la persona dando ayuda:			
Dirección de la persona dando ayuda:			
Firma o marca dal votante:	Fecha:		
Atestado por Nombre dal Testigo:			
Firma del Juez de Elección:	Ward: Div: TY COMMISSIONERS N DAY HOTLINE - 686-1590 Form AD Rev 1295		
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

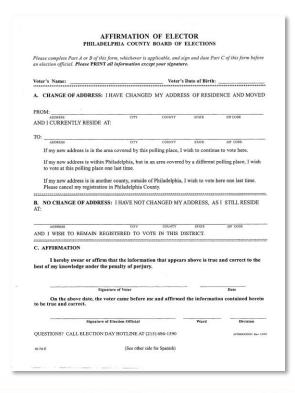
Voters form

- 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:



- 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:

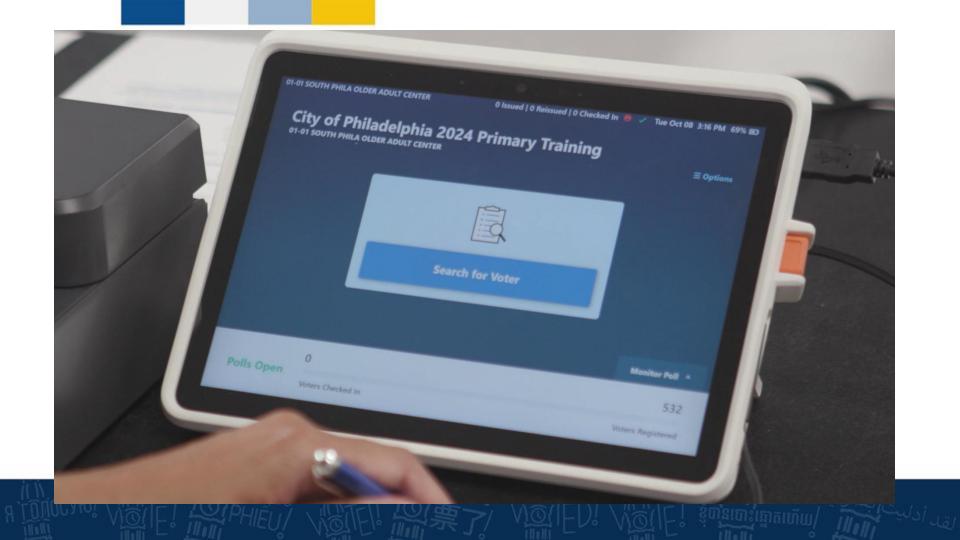
- All polls **MUST** stay open until 8:00 PM
- Have an Election Board member stand at the end of the line at 8:00 PM
- Close all ExpressVote XLs following the "Close Poll" instructions
- Sign the Affidavit for Identification Requirements

(Located in the Judge's Purple Folder)

- Sign the payroll sheet

Payroll MUST NOT be filled out until close of Election









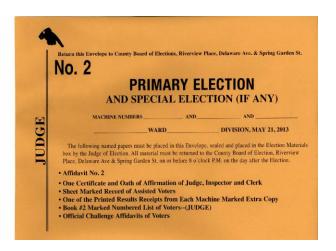


Unplug the printer and tablet, and wrap up their power cords.

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

#4 ENVELOPE:

GIVE I	O MINORITY IN	SPECTOR
No. 4		CTYON
	PRIMARY ELE	
AND S	PECIAL ELECT	TION (IF ANY)
MACHINE NUMBERS	AND	AND
WARD	DIVISION	i, MAY 21, 2013
The following named papers n by the Minority Inspector unti of Elections:	nust be placed in this Envelop il called upon to produce the	e. Sealed and Retained same by the County Board
• Certificate and Oath of • ONE OF THE PRINTE		
The second of the second of	ared List of Votors (M	INORITY INSPECTOR
Book #4 Marked Number	ered List of voters(ivi	ALLOHER E MINE

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

Attention Judge of Election Plastic Bag:

Completed material in all languages to be placed in this bag and returned in the white box

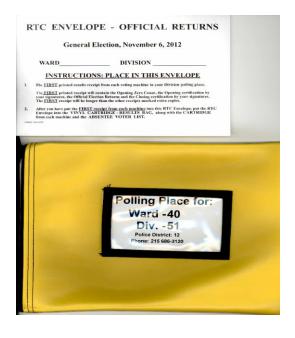
Contains:

- Surrendered ballot material with completed affirmation
- Spoiled machine ballots
- Completed: Assistance Declaration Forms, Affirmation of Elector Forms,
 Challenge Affidavit Forms, HAVA Title 3 forms
- Miscellaneous completed forms, such as voter registrations
- Any voided provisional balloting material

^{*} Please see election guide for detailed list of what doesn't belong in this bag.



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 (lanyard)
- 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
- •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 Pollbook case
- 3. Hopper bag

POST OUTSIDE THE CLOSED POLLING PLACE:



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:

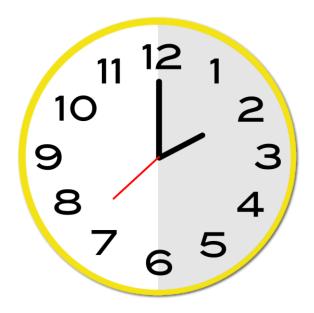
All remaining materials should be placed inside the Election Materials box, including the payroll sheet.

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					RITY NO	_/		спу	HUNDEN			ZP CODE		75

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

Or any other designated location in the Election guide!

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

Using the Voting Machine



Using the Voting Machine



What we'll review today:

- The NIB
- Poll site seal card
- The yellow seal
- Closing the machine

Using the Voting Machine



What you need to review before Election Day:

- Using the curtains
- Turning the machine on
- The ADA device
- The voting light

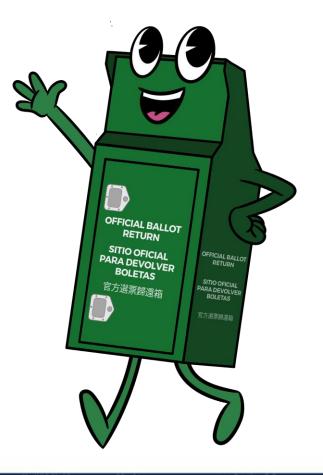
Using the Voting Machine: Training Resources

- 1. The Election guide
- 2. Poll Worker training video www.youtube.com/@philadelphiacitycommissioners
- 3. Online Training (avail Oct. 2025) vote.phila.gov/working-the-polls/board-training/



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
- Get excited to ensure every voter in Philadelphia can cast their vote!



ELECTION RESULTS:



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

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

CONTACT / RESOURCES:

GENERAL INFORMATION: https://vote.phila.gov

TRAINING INFORMATION: pollworkers@phila.gov

215-685-4811

POLL WORKER TRAINING bit.ly/boardworkertraining

MATERIALS:

