

Guide for Philadelphia County Election Board Officials

A supplement to the election seminars
conducted by the City Commissioners



POLLS ARE OPEN FROM 7:00 AM TO 8:00 PM

(Revised 05/2025)

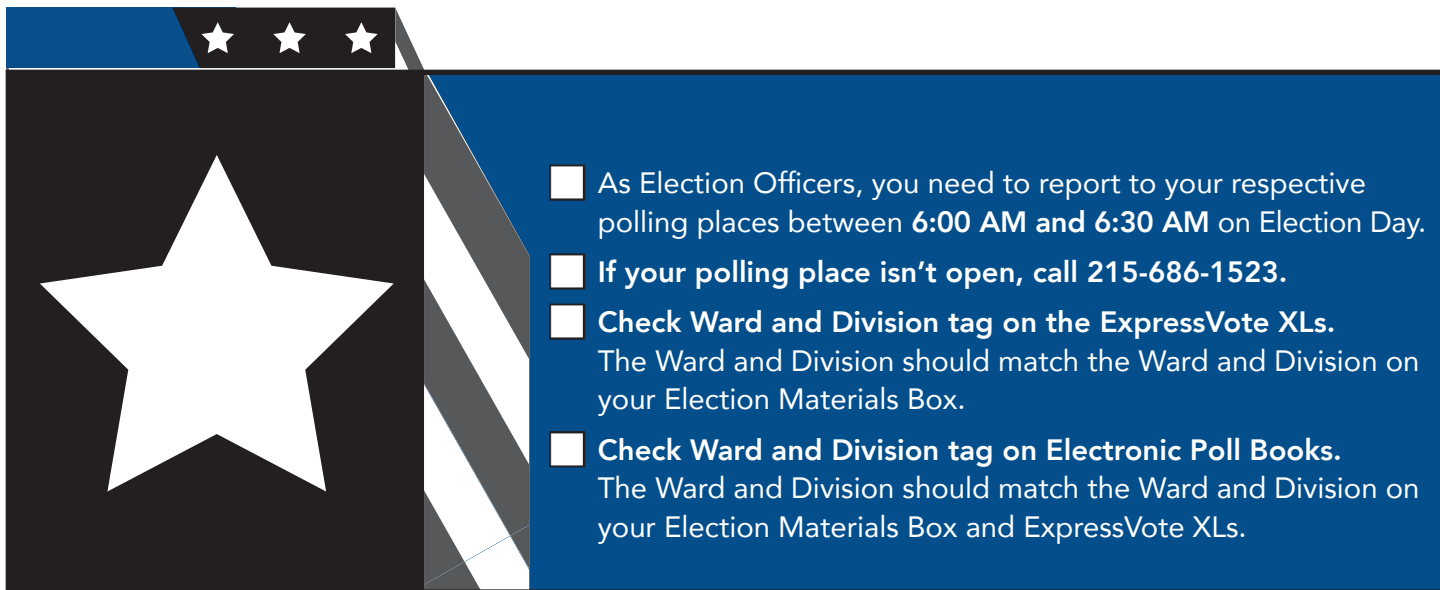


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IMPORTANT PHONE NUMBERS

If you have any questions or problems on Election Day, call the appropriate number:

Locked Polling Places	215-686-1523
or	215-686-1520
Voting Machine problems	215-686-7800
Missing Materials, Provisional Ballots.	215-686-1590
Poll Watcher Certificates.	215-686-3949
Mail-In and Absentee Ballot Issues	215-686-3949
Accessibility for Disabled Voters	215-686-1523
All other questions.	215-686-1590

Please keep in mind that on Election Day, it may take several tries to get through due to high call volume.
We appreciate your patience.

GUIDE OVERVIEW & ELECTION BOARD ROLES

REMINDER: VOTED MAIL-IN AND ABSENTEE BALLOTS **MAY NOT** BE TURNED IN AT THE POLLING PLACE. VOTED BALLOTS CAN ONLY BE ACCEPTED AT THE COUNTY BOARD OF ELECTIONS OFFICE IN CITY HALL ROOM 142, OR ANOTHER LOCATION/DROPBOX DESIGNATED BY THE BOARD OF ELECTIONS.

HOW TO USE THIS GUIDE

Dear Poll Worker,

Thank you for playing an important role in our community!

This guide is intended to make your Election Day run as smoothly as possible. Please take your time reading through to familiarize yourself with rules and procedures. To make things easy, we've broken the guide into simple sections.

1. **Preparing for Election Day** - Charts, lists, and practices that will ensure that your whole Board of Election is trained and prepared for the day's expectations.
2. **Polling Place Set Up** - Guides to help get the polling location ready. This includes Network Box set up, ExpressPoll electronic poll book opening procedure, the Machine Inspector guide and voting machine set up, a review of the election materials box (Oath of Office, backup paper payroll sheet, polling place signage, voter assistance forms, and more), a poster checklist and polling place behavior.
3. **Reference** - Important legal information and issues that may arise on Election Day.
4. **QR Code Signs** - To be posted for voters in line to determine that they are in the right polling place and that they are in fact registered to vote. There are more languages available for printing at vote.phila.gov. Poll workers are encouraged to copy these to have extras hanging around the polling place. QR code signs are located on **Page 34** of this guide.

Thank you for your commitment to ensure fair and safe elections for every Philadelphia voter.

ELECTION BOARD ROLES

No matter the role, all members of the Board are there to make sure that voters have a safe, secure, and enjoyable experience while voting.

Judge of Election (*Elected or appointed by the Court of Common Pleas*) - The Judge of Election manages the polling place by ensuring that the board is staffed and trained in advance of the election, picking up the Materials Box the weekend before the election, and assigning roles and tasks on Election Day. Read through the guide for further detail on the Judge's role. Ideally a Judge will thoroughly familiarize themselves with all roles on the board, including Machine Inspector, to better assist their board. The Judge must also assign breaks to all poll workers. Only one poll worker should be on break at any given time, and breaks should be given during less-busy times.

Staff Your Board in Advance! Most vacancies can be avoided if the Judge of Election checks in and follows up with their Board at reasonable intervals prior to the election. If you don't know who is elected or appointed to your board, call **(215) 685-4811** during business hours to request contact with your Judge or board members. Make sure to have your ward, division, and role ready when you call.

Majority Inspector (*Elected based on the highest number of votes in the "Inspector" race or appointed by the Court of Common Pleas*) - The Majority Inspector will perform tasks and duties as assigned by the Judge of Election.

Minority Inspector (*Elected based on the second highest number of votes in the "Inspector" race or appointed by the Court of Common Pleas*) - The Minority Inspector will appoint a Clerk prior to the election and perform tasks and duties as assigned by the Judge of Election. Additionally, the Minority Inspector is responsible for signing specific documents throughout Election Day and takes home and retains the number 4 envelope for one year after the election.

Clerk (*Appointed by the Minority Inspector*) - The Clerk traditionally writes the information of each voter, including absentee and mail-in voters, into the yellow 2 and 4 books but the Judge may choose to assign the Clerk different tasks.

Machine Inspector (*Appointed by the City Commissioners*) - The Machine Inspector is responsible for setting up and taking down the voting machines. During voting, the Machine Inspector will instruct voters before they enter the booth.

If any elected or appointed official does not arrive by 7:00 am, vacancies can be filled by any voter registered in the division. *Judge of Election can appoint a Majority Inspector; Majority Inspector can appoint a Judge of Election; Minority Inspector can appoint a Clerk.*

You can call **(215) 685-4811** to fill the Minority Inspector or Machine Inspector roles. If no one is available for those, or any of the above roles by 7:30 am, any voters registered to the division can **"curbside elect"** any other registered voter from the division to any vacant role for this election only, by show of hands.

What's a curbside election? When there's an unfilled position on election morning, ANY registered voter in the division can be "voted" in to a role, by show of hands. This election applies only to that Election Day and does not constitute an appointment or election for the remainder of the term.

PREPARING FOR ELECTION DAY

Timing	Task	Member(s) Assigned
Three months, two weeks & two days before Election Day	Confirm staff is working. Call 215-685-4811 for board contact info.	Judge of Election
One to three months before election	If needed, find bilingual individual to serve as interpreter. Call 215-685-4811 for required training, testing, and certification.	Judge of Election
Per Election Commissioners' schedule 6-10 weeks before Election Day	Check the training schedule - call 215-685-4811 or visit vote.phila.gov . Attend training based on the schedule at vote.phila.gov and the card you receive in the mail.	<ul style="list-style-type: none"> • All Board Members • Judge of Election to remind others
Before Election Day	Review this training guide.	All Board members
Before Election Day	Carefully review the voting machine portion of the training video available at vote.phila.gov	<ul style="list-style-type: none"> • Judge of Election • Machine Inspector
Before Election Day	Call the Election Board to remind them where and when to meet.	Judge of Election
Weekend prior to Election Day	Pick up Materials Box and Electronic Poll Books from designated site (see inside back cover).	Judge of Election or a person designated by the Judge of Election with consent from the Minority Inspector
One to two days before Election Day*	Check polling place and voting machines. <ul style="list-style-type: none"> • Correct machines were delivered • The correct Ward/Division number is on the card in the vinyl pocket • Seal is not broken Any issues, call 215-686-1590 .	Judge of Election and any other Board members
One to two days before Election Day*	Position and wipe down polling place table and chairs, position machines (Do NOT open), hang unofficial signage (line management, polling place lookup, etc.).	Judge of Election and any other Board members

*Requires permission and admission by personnel at your polling place

REMINDER: ALL POSTERS MUST BE POSTED IN ENGLISH, SPANISH, AND CHINESE.

POLLING PLACE SET UP

TASK	DETAILS	MEMBER ASSIGNED
Arrive to polling place.	Arrive to the polling place with ample time; poll workers are required to report to their polling place at least thirty minutes before it opens.	All Members
Power on Network Box	Follow "Network Box" set-up directions on page 5.	Machine Inspector
Check the polling place and voting machines.	<ul style="list-style-type: none"> • Correct machines were delivered • The correct Ward/Division number is on the card in the vinyl pocket • Seal is not broken Any issues, call 215-686-1590	Judge of Election, Machine Inspector
Set up Electronic Poll Books	Refer to "ExpressPoll Open Procedures" on page 6.	Majority Inspector and/or Minority Inspector
Open and prepare the Voting Machines	Follow directions in the Voting Machines section, page 8.	Machine Inspector
Organize the Election Board	Fill any vacancies. All poll workers must be sworn in before beginning their duties. Administer and sign Oath of Office found in Materials Box.	All Members
Record seals	One person read off seals while another records them on seal cards.	Machine Inspector and other assigned member
Place paper ballots on the registration table	Paper Ballots are found in the back of the ExpressVote XL Labeled A	Machine Inspector
Open & check Election Materials Box	<ul style="list-style-type: none"> • Confirm all required materials for the Division were provided by checking against the 'Election Materials Box' list starting on page 11. If materials are missing, call 215-686-1590 .	Judge of Election
Turn on cell phone	To be used to call language interpretation services and the County Board of Elections.	Judge of Election
Post all notices and signs	Refer to checklist on pages 17-19 for where to hang.	All Members
Make the Polling Place accessible	Refer to 'Accessibility For Disabled and Elderly Voters' section on page 22.	All Members
Set up Provisional Ballot area	This can be done after more time-sensitive work is completed.	Clerk

NETWORK BOX (NIB)

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**

SET-UP OF THE NETWORK BOX

- 1. Locate the black Network Box** that is attached to the "A" ExpressVote XL.
- 2. Verify the Network Box is plugged in.** The Network Box should arrive with its power cable plugged into the ExpressVote XL. Verify the power cable is plugged into the side of the Network Box and the outlet is plugged into the side of the XL.
- 3. Power on the Network Box.** Before opening polls, power on the Network Box by pressing the silver power button on the outside of the box. When powered on, the area surrounding the button will turn blue. *Network box may already be turned on, please refer to 2024 training for updates.*
- 4. After Polls Close, power off the Network Box last.** After closing polls, turn the Network Box off by pressing the same silver power button on the outside of the box. When powered off, the blue light surrounding the button will turn off.

EXPRESSPOLL OPEN PROCEDURES



#1: Lift each bracket to free them from their white clasp. Swing each orange bracket out until you hear a click, indicating that the bracket is locked.



#2: Connect the magnetic power supply to the ExpressPoll and plug the power block into an outlet.



#3: Press the orange power button on the top of the ExpressPoll flip stand (the power button is the farthest button to the left when looking at the screen).



#4: Take the printers and cables out of the back compartment of the voting machine.

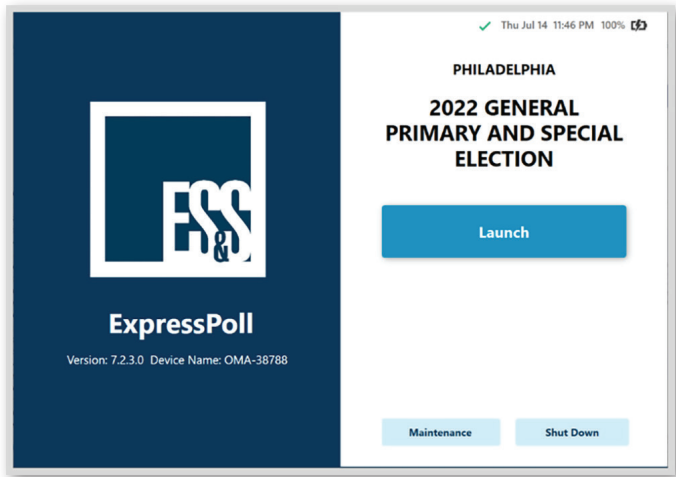
Plug each printer's power cable into the power strip.

Plug each printer's USB cable into one of the ExpressPoll tablets.

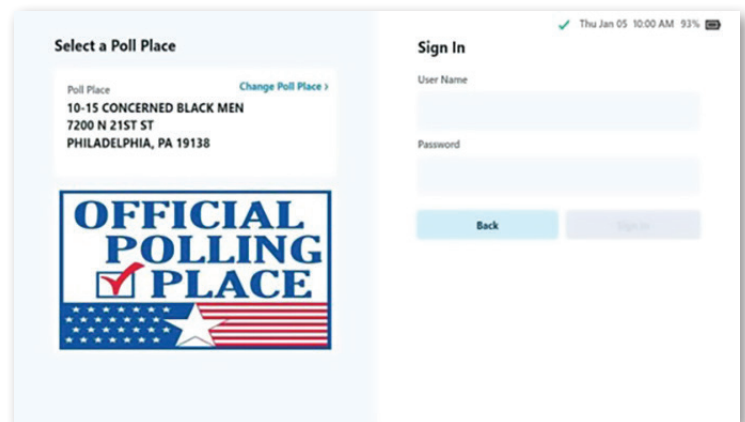
Press the power button on the front of the printer to turn it on. The light will glow blue when the printer has powered on successfully.

EXPRESSPOLL OPEN PROCEDURES

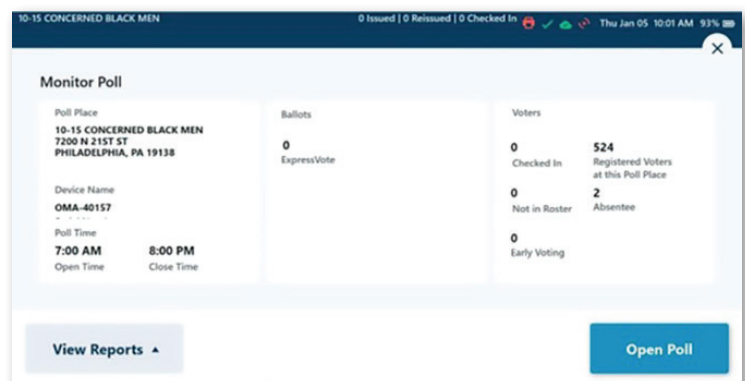
#5: Touch the **Launch** button and enter the Poll book Qualification Code. Then touch **Submit**. Wait patiently as the program launches.



#6: Confirm you're using the poll books for the right division in the top-left. Tap the box under User Name and enter the User Name you were provided. Tap the box under Password and enter the password you were given. Then touch **Sign In**.



#7: From the Monitor Poll screen, touch **Open Poll**.



EXPRESSVOTE XL

Front

1. Rolling cart
2. 32" touch screen
3. Power status panel
4. Access compartment
5. Protective screen cover
6. Report printer
7. Paper path module ("PPM")
8. Paper ballot slot



Back

1. Privacy curtain rod mount
2. Secure ballot hopper
3. Privacy curtain storage
4. ADA Device, also known as the Universal voting console ("UVC"); See page 28 for reference.
5. Backup battery storage area
6. Power cord
7. Headphones
8. Rolling cart handle



SECURE BALLOT HOPPER

1. Card level window
2. Handle (two views)
3. Secure seal attachment loop
4. Kiosk attachment (two views)



MACHINE INSPECTOR GUIDE

In this section, you'll find resources for the Machine Inspector, including detailed set-up and take-down checklists, a visual machine diagram, and troubleshooting guide.

MACHINE SETUP - COMPLETE IN ORDER

1. Turning on the NIB and unloading the machine:

- ☐ • If you have a network box on your A machine, turn it on by pressing the silver button. The button will turn blue when powered on.
- ☐ • Confirm ward and division on all machines.
- ☐ • Get the lanyard with the machine password and key from the materials box.
- ☐ • At the back of Machine A, use the key to unlock the bottom compartment. Locate and remove the ADA device and headphones.
- ☐ • Place the ADA device above the compartment and ensure the headphones are plugged into the headphones port.
- ☐ • Ensure that the USB cable running from the ADA device is plugged in inside the compartment.
- ☐ • Notch the ADA device cable through the hole in the upper left corner of the compartment door.
- ☐ • Remove the blank ballots and place them at Station Two with the Clerk. Gently close and then lock the compartment.
- ☐ • At the back of Machine B, use the key to unlock the bottom compartment. Locate and remove the ExpressVote Printers. Place printers on check-in table. The rest of the election board will set them up.
- ☐ • Remove any doorstops and/or power adapters. Give them to a teammate to set them up where needed. Place the hopper bag in the rear compartment until it's time to close the polls at the end of the night.
- ☐ • Keep the lanyard with you.

2. Opening the machine:

- ☐ • Plug machines into each other, this is called piggy backing. Check for the green light in the upper, front right corner of each machine. This tells you the power is working.
- ☐ • Lock the wheels.
- ☐ • Get the poll site seal card, a pen, the two red wire seals, and the vinyl bag from the materials box. Be careful not to lose track of anything.
- ☐ • Record the numbers of the red wire seals on the poll site seal card and place them back into the election materials box.
- ☐ • Break the green seal on the front cover. Throw away.
- ☐ • Break the green seal on the bottom back of the machine and record the seal number on the poll site seal card. Throw away. See page 12 for image.
- ☐ • Remove cover.
- ☐ • Open the front top white compartment using the key on the lanyard.

Continued on next page.

3. Setting up the machine:

- ☐ • DO NOT TOUCH the red wire seal inside the compartment.
- ☐ • Note that the USB stick is already inserted. DO NOT touch it until close of polls.
- ☐ • Press and release the **red** power button to turn the machine on.
- ☐ • Remove the yellow seal from the access compartment. DO NOT THROW THIS ONE AWAY.
- ☐ • Close and lock the media access compartment.
- ☐ • Attach **the yellow seal** through the small hole at the top, center at the rear of the machine and record the number. This seal is the second way to "lock" the front compartment.
- ☐ • The machine should now be on. Enter the election code listed on the paper inside the lanyard.
- ☐ • You'll see a loading screen then the "Poll and Device Status Screen".
- ☐ • Touch the bottom left-hand corner of the screen, confirm that the following is correct: election, election date, ward, division, and the public count. It must read "Public Count: 0".
- ☐ • On the bottom right-hand corner of the screen tap green "Open Polls" button and reenter the password from the lanyard.
- ☐ • Tap blue "Accept" button in bottom right corner of screen.
- ☐ • The zero results report will begin printing.
- ☐ • Feed the tape **through the rear of the machine** so it never touches the screen.
- ☐ • The results tape must show "0" votes cast for each candidate and ballot question and each poll worker must sign the results tape to indicate that they witnessed the 0-vote tally.
- ☐ • Put the signed results tape from each machine in the white envelope located in the zippered vinyl bag from the materials box. Do not seal the envelope.
- ☐ • Tap "Continue" on the screen.
- ☐ • Angle the screen to a comfortable angle by pulling on the bottom of the screen (you can apply pressure on the top of the screen at the same time to make this easier).
- ☐ • Gently close and then lock the compartment.
- ☐ • Curtains are in the cylindrical, grey container attached to the back of the machine. Remove the cap to access the curtains, but don't remove the container.
- ☐ • Attach the curtains: Raise the curtain rod mounts by opening the white clamp on either side of the machine. Close the clamps when the rod mounts have reached the maximal height.
- ☐ • Place the curtain rods into the rod mounts and unroll the curtain.
- ☐ • At the rear of the machine, adjust the voting light so that it is visible to poll workers. When the light is on, a voting session is active. When it turns off, the voter has completed their vote.

ASSISTANCE DURING VOTING

If a voter asks for help, the Machine Inspector may stand outside the booth and verbally instruct the voter how to use the machine without an 'Assistance Declaration' form.

ELECTION MATERIALS BOX

PHILADELPHIA CITY COMMISSIONERS



RETURN THIS BOX AND ALL ELECTION MATERIALS TO THE COUNTY BOARD OF ELECTIONS, RIVERVIEW PLACE, DELAWARE AVENUE & SPRING GARDEN STREET, BY 2am FOLLOWING THE CLOSING OF POLLS.

IF YOUR POLLING PLACE IS LOCKED AND CANNOT BE OPENED BY 6:45am, PLEASE CALL 215-686-1523

STAFFING

SIGNAGE ENVELOPE

The Judge of Election must open the sealed Election Materials Box and remove the materials. Election Board Officials must check to confirm that all required materials for the Division have been provided in the Election Materials Box. If you are missing any materials, call **215-686-1590**.

OATH OF OFFICE

Oath of Office can be found stapled to the large, manila #2 envelope beneath the "Record of Assisted Voters."

Election Officers read the Oath of Office, are sworn in, and **sign the oath**. One Oath of Office is placed in the **#2 Envelope** and another in the **#4 Envelope**.

REMINDER: POLL WORKERS MUST BE SWORN IN BEFORE BEGINNING THEIR DUTIES

BACKUP PAPER PAYROLL SHEET

The Payroll Sheet should be filled out at the end of the day. Each official must fill in form fields as indicated.

Signature required.

The top two copies are returned to the City Commissioners' Office in payroll envelope. One copy is retained by Judge of Election.


ELECTION PAYROLL ENVELOPE

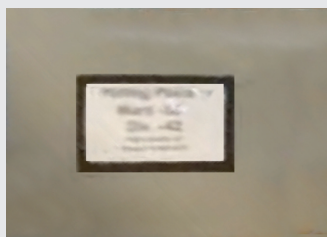
Place white & yellow copies of Payroll Sheet in this envelope and return to the City Commissioners' Office.

SIGNAGE MATERIAL ENVELOPE

Post all items BEFORE POLLS OPEN.

POLLING MACHINE

Code: 



12 | POLLING PLACE SET UP

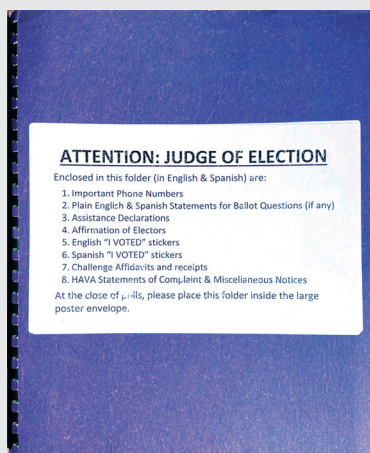
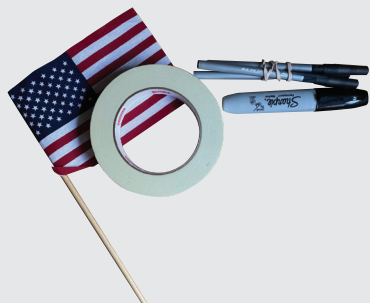
ELECTION MATERIALS BOX

SEALS

Material & Color	Numbered	Text	Size	Location	Seal Will be Used
Plastic - Green 	Yes	Cover Seal	8"	Cloth Machine Cover	While opening polls. Poll workers will break to uncover machine and open polls.
Plastic - Green 	Yes	Sealed	-	Top Device Panel, Back of Machine (Access Compartment)	While opening polls. Poll workers will break to open polls.
Plastic - Green 	Yes	Rear Door	8"	Back Panel (Grey, battery/ballot storage)	While opening polls Poll workers will break to remove materials and open polls.
Plastic - Yellow 	Yes	Seal	-	Top Device Panel, Back of Machine (Access Compartment)	During election. Poll workers open polls then seal the Access Compartment.
Metal - Red 	Yes	Do Not Break Seal	6"	Inside Top Device Panel (Access Compartment) Hopper/Ballot Box, Mid-box	Seal should not be removed.
Metal - Red 	Yes	Hopper	6"	Hopper/Ballot Box, Top (Ballot deposit point)	After election. Poll workers will seal machine. Hopper rear seal should not be removed.
Plastic - Red 	NO	Rear Door	8"	Back Panel (Grey, batter/ballot storage)	After election. Poll workers will seal machine.

ELECTION MATERIALS BOX

REGISTRATION



SUPPLIES

- Flag on table
- At least **one pen each** to Clerk, Majority, Minority, and Judge
- Tape to **hang signs**. Tape should be put back in Judge's Box when done, to be used for end of the night activities
- Black marker for **spoiled ballots**.
- Pens

JUDGE OF ELECTION FOLDER

Contents:

- Important phone numbers
- Plain English / Multilingual Translations for Ballot Questions
- Assistance Declarations
- Affirmation of Electors
- 'I Voted' Stickers
- Challenge Affidavits & receipts
- Help America Vote Act (HAVA) statements

Action:

- **Post** Plain English / Multilingual Translations inside polling place.
- Complete Assistance Declaration Forms, as needed
- Voter completes an 'Affirmation of Electors' form if indicated in the polling book.
- **Place 'I Voted' stickers on table.**

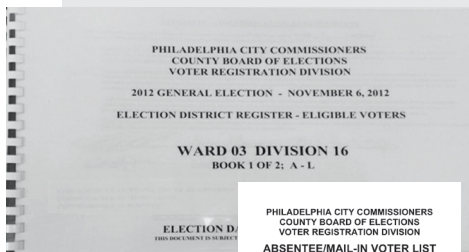
BACKUP PAPER POLL BOOK LISTING REGISTERED VOTERS

Only to be used in case of emergency where Electronic Poll Books are not functioning.

- One book of registered voters A-L
- One book of registered voters M-Z
- One book of registered voters who have returned mail or absentee ballots and are therefore not eligible to vote on machine

SUPPLEMENTAL POLL BOOK PAGES

Provided in a labeled manila envelope along with materials box. Includes voters whose registration was updated recently or who recently applied for and returned a mail-in or absentee ballot. Will be included to ensure enfranchisement for late-registered voters.



PHILADELPHIA CITY COMMISSIONERS
COUNTY BOARD OF ELECTIONS
VOTER REGISTRATION DIVISION
ABSENTEE/MAIL-IN VOTER LIST



General And Special Election
November 3, 2020

WARD: 08 DIVISION: 01

Commissioner Lisa Bailey, Chairperson
Commissioner Dr. Ronald A. Sims, Vice Chairman
Commissioner Omar S. Sadiq, Secretary

The following voters have either voted a Mail-In or Absentee Ballot. These voters have already voted and are not permitted to vote again on Election Day.

Supplemental Poll Book		2012 GENERAL ELECTION	
PHILADELPHIA COUNTY		Polling Place: Philadelphia County	
NAME	DATE OF BIRTH	DATE OF REGISTRATION	DATE OF LAST VOTE
John Smith	01/15/1975	01/15/1975	01/15/1975
Jane Doe	02/20/1980	02/20/1980	02/20/1980
Robert Johnson	03/10/1985	03/10/1985	03/10/1985
Emily White	04/05/1990	04/05/1990	04/05/1990
Michael Brown	05/12/1995	05/12/1995	05/12/1995
Sarah Green	06/18/2000	06/18/2000	06/18/2000
David Lee	07/25/2005	07/25/2005	07/25/2005
Amanda Clark	08/30/2010	08/30/2010	08/30/2010
Christopher King	09/15/2015	09/15/2015	09/15/2015
Victoria Scott	10/01/2020	10/01/2020	10/01/2020

ELECTION MATERIALS BOX



CHINESE LANGUAGE MATERIALS BAG

Materials include:

- Provisional balloting material
- Assistance Declaration forms
- Affirmation of Electors forms
- Mail-in ballot surrender forms
- Challenge Affidavit forms
- HAVA Title 3 form
- "I Voted" stickers

AFFIRMATION OF ELECTOR FORM

Affirmation of Elector forms are in the Judge's folder.

Voter completes form if indicated in the poll book.

RECORD OF ASSISTED VOTERS (TWO-SIDED)

Document is stapled to the front of the #2 envelope.

Any voter who fills out an Assistance Declaration form must be listed on the Record of Assisted Voters.

ASSISTANCE DECLARATION FORM

Assistance Declaration forms are in the Judge's folder.

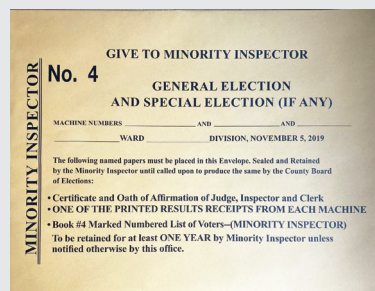
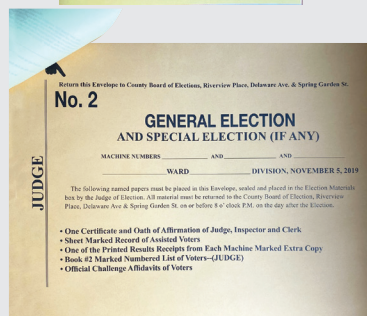
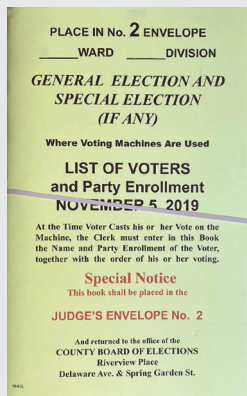
Forms need to be completed prior to voting by the voter requesting assistance, the individual providing assistance, and the Judge of Election.

ELECTOR'S DECLARATION TO SURRENDER MAIL BALLOT FORM

A voter who has applied for but hasn't returned their mail-in or absentee ballot may vote in person on the Expressvote XL only if they surrender their ballot. They must return the ballot and the Declaration Envelope to the Judge of Election and complete the 'Elector's Declaration to Surrender their Mail Ballot' form BEFORE being checked into the electronic pollbook.

After the voter surrenders all contents of their mail in ballot and the Declaration Envelope, the Judge of Election must complete the back of the 'Elector's Declaration to Surrender their Mail Ballot' form, place the ballot inside the envelope, and then place a Spoiled Ballot sticker on the envelope. Now the voter may sign into the electronic pollbook as normal and vote on the Expressvote XL.

ELECTION MATERIALS BOX



LIST OF VOTERS - YELLOW #2 & #4 BOOKS

As a handwritten, duplicate, paper record of all votes cast, the #2 and #4 The #2 and #4 books are handwritten, duplicate, paper records. They're a redundancy that help secure Philadelphia's elections. This is why the books must be complete. All votes cast, even by Provisional and Vote by Mail voters, must be recorded by hand in order of voter admission, and always completed in duplicate. Please remember that Provisional and Vote by Mail voters are recorded in the back of the book. The City retains one record, and the Minority Inspector retains the other.

At close, place Yellow #2 book in the #2 envelope and the Yellow #4 book in the #4 envelope.

#2 ENVELOPE

To be returned to the **City Commissioners' Office** at the end of day with:

- Oath of Office
- Record of Assisted Voters
- One printed results tape, marked "extra copy," from each machine
- Yellow #2 book
- Voters Challenge Affidavits of Voters

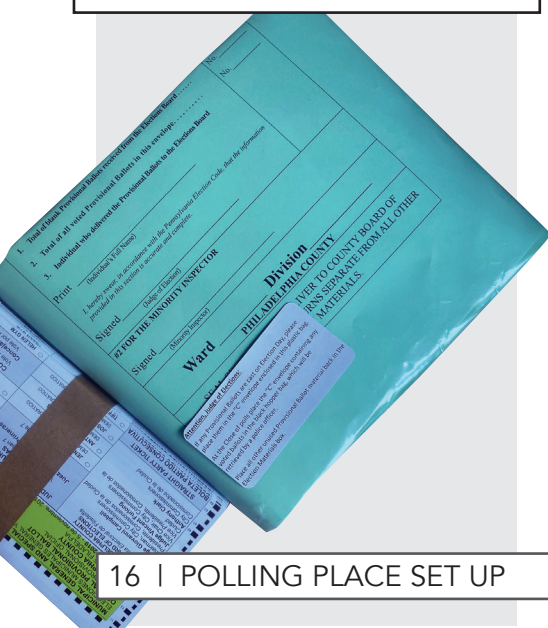
#4 ENVELOPE

To be given to the **Minority Inspector** at the end of the day with:

- One Certificate and Oath of Office
- One printed results tape from each machine
- Yellow #4 book

Minority Inspector retains for one year unless notified otherwise by the City Commissioners' Office.

PROVISIONAL BALLOTS



PROVISIONAL BALLOT MATERIALS BAG

Containing:

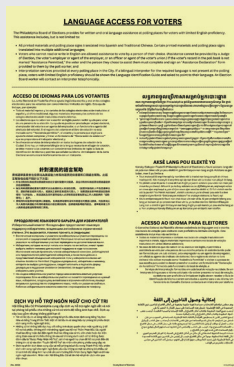
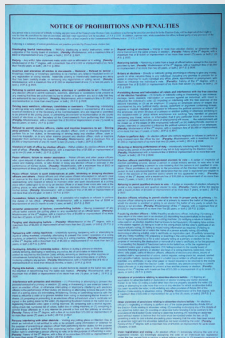
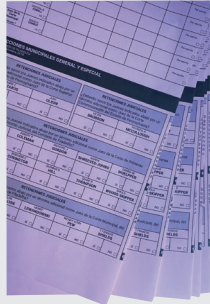
- Provisional Ballots (white sheet/ green header)
- Provisional Voting Return Envelope C
- Provisional Ballot Packages containing:
 - Secrecy envelope
 - Provisional Ballot Affidavit Envelope B (green)
 - Provisional Ballot Instruction Card (White)
 - Provisional Ballot Receipt
 - Machine Down Stickers

Procedure for any eligible voter:

- Place the completed Provisional Ballot in **Envelope C**.

ELECTION MATERIALS BOX

SIGNS TO POST



SAMPLE BALLOT

- Post English inside
- Post Spanish inside
- Post Chinese inside
- Post English outside
- Post Spanish outside
- Post Chinese outside

FOUND INSIDE JUDGE'S ENVELOPE

NOTICE OF PROHIBITIONS AND PENALTIES

aka "General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials"

- Post one English inside
- Post one Spanish inside
- Post one Chinese inside

LANGUAGE INTERPRETATION SERVICES FOR VOTERS

- Post inside
- Post outside

LANGUAGE ID POSTER

- Post inside the polling place or place at the table for voters to use to identify their preferred language.

LANGUAGE INTERPRETATION SERVICE INSTRUCTION SHEET

- Place at the table for Poll Worker to reference.



SIGN POST CHECKLIST

All of the notices that are required to be posted at each polling place are trilingual, and some are two-sided. Many of the items may be found in a large gold envelope with red text on the front, with the heading "Attention: Judge of Election." The Mail-in and Absentee Voters Lists (if any) will be brought to the polling place by a police officer.

Signs must be posted **BEFORE** the polls open, and in locations where all voters can easily view them.

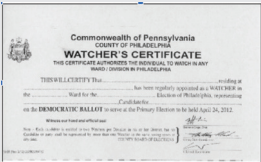
PLACE AT THE CHECK-IN TABLE	PAPER COLOR	CHECK OFF WHEN PLACED
"Language ID Poster" - for voters to use to identify their preferred language.	white with orange	<input type="checkbox"/>
"Language Interpretation Services for Voters" instruction sheet for Poll Workers	white with orange	<input type="checkbox"/>
Mail-in and Absentee Voters Lists (if any)	white	<input type="checkbox"/>

POST INSIDE POLLING PLACE (ONE OF EACH)	PAPER COLOR	ENGLISH SIDE SHOWING	SPANISH SIDE SHOWING	CHINESE SIDE SHOWING	MULTI-LINGUAL
Sample Ballot	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Language Interpretation Services for Voters"	yellow				<input type="checkbox"/>
"General Information and Instructions Re: Voting Rights and Responsibilities of Election Officials"	blue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia"	white	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Notice of Voters' Rights"	pink				<input type="checkbox"/>

POST OUTSIDE NEAR ENTRANCE TO THE POLLING PLACE (ONE OF EACH)	PAPER COLOR	ENGLISH SIDE SHOWING	SPANISH SIDE SHOWING	CHINESE SIDE SHOWING	MULTI-LINGUAL
Sample Ballot	pink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Language Interpretation Services for Voters"	yellow				<input type="checkbox"/>
"Information Statement on Access to the Election Process for People with Disabilities in the City of Philadelphia"	white	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Notice of Voters' Rights"	pink				<input type="checkbox"/>

POLLING PLACE BEHAVIOR

A Polling Place is defined as the room where the voting machines are located.

People Allowed	Actions Allowed	Illegal or Inappropriate Behavior
Board of Elections Members	Poll workers assist voters in the check-in process, ensure that only authorized personnel are present in the polling place, and perform other tasks as required and detailed throughout this guide.	<ul style="list-style-type: none"> • Serve without having been sworn in • Permit illegal voting assistance • Make false entries on official documents • Destroy or alter registration affidavits, results tape, or other official records • Permit ineligible voters to cast a vote • Intimidate, harass, or otherwise deter Poll Watchers from working at a polling place • Permit a voter to see his or her signature on the registration record before signing the poll book • Permit unauthorized people in polling place • Deny entry to authorized poll watcher with certificate
Persons providing authorized voter assistance	To provide voter with assistance in completing their ballot	Electioneering* by anyone providing assistance is not allowed
Certified Poll Watchers 	<ul style="list-style-type: none"> • Must present their Certificate to members of the Election Board upon request. • Keep a list of voters. • During voting hours, only one Watcher for each party or candidate is permitted at one time. • When NO voters are present, the Watcher may inspect the Voting Checklist (electronic poll book), ask for the public count from each Expressvote XL, and inspect the #2 and #4 books. • Make good faith challenges to an elector's identity or continued residence in the election district. (See pg. 29 for Challenge Procedures.) • Lodge permitted challenges directly with the Judge of Elections. • After voting hours, ALL Watchers are permitted inside the polling place to watch the vote tabulation. 	<ul style="list-style-type: none"> • 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 directly in front of, beside or behind the voting machines. • The Watcher may not handle the materials or remove them from the Election Board table. • The Watchers may not engage in electioneering* activities.
County Election Personnel	When called, official personnel with ID will arrive	Should only be on site performing official business
Machine Repair Personnel	When called, official personnel with ID will come to fix machines	Should only be on site when repairs have been reported and should always have official ID

People Allowed	Actions Allowed	Illegal or Inappropriate Behavior
Law Enforcement Personnel summoned by the Judge	<ul style="list-style-type: none"> • Police may be called for violence or threats of violence. • Police also come to drop off the final mail-in / absentee ballot list and pick up hopper bags after polls have closed 	Police may not be present in the polling place if not called by Board of Elections or fulfilling one of the two duties mentioned
Approved Observers	<ul style="list-style-type: none"> • Must show credentials to members of the Election Board upon request. • Observe compliance with local, state, or federal laws. Generally sent from Dept. of Justice or an NGO 	<ul style="list-style-type: none"> • Observers may not engage in electioneering* activities or exit polling • Observers may not enter the voting booth or approach any voter in the process of interacting with the polling place officials or waiting to vote
Registered Divisional Voters	Must be in line, or in the act of voting. After voting is complete, voters should exit polling place.	<ul style="list-style-type: none"> • Electioneering* within 10 feet of polling place • Bribe or attempt to bribe voters • Tamper with voting machines • Photograph or video anything inside the polling place (<i>Ballot selfies are permitted</i>)

***ELECTIONEERING** includes, but is not limited to: handing out campaign materials, placing campaign materials on the same table where the Election Board is sitting, telling voters which candidates to support, wearing a t-shirt or button supporting a candidate, campaign, or political party.

SERVING VOTERS WITH LIMITED ENGLISH PROFICIENCY

Per federal law, all materials needed to enable voters to vote on Election Day are available in English, Spanish, and Chinese. For divisions with a large number of limited English proficiency voters the City Commissioners will test, certify, train, and assign Interpreters to provide in-person language assistance in a variety of languages, via bilingual interpreters or our phone Language Access line. Some divisions may have bilingual Interpreters assigned for other languages. In order to serve, all interpreters **must** be certified by the City prior to the election. Certified interpreters will bring an Appointment Letter from the City Commissioners to the polling place, listing their assigned Ward/Division. Need does not guarantee availability. Boards may recruit interested bilingual parties and request certification by calling **(215) 685-4811** as far in advance of the election as possible. More info at vote.phila.gov/working-the-polls/bilingual-interpreters

Language Assistance from a Child, Relative, Friend, Neighbor, or another Voter:

Under Federal and State law, a voter who is disabled or who cannot adequately read or write English can select anyone the voter chooses, including the voter's minor children, to provide oral language assistance. A voter **may NOT** receive assistance from the voter's employer or an agent of that employer, or from an officer or agent of the voter's union. State law also prohibits the Judge of Election from providing assistance in voting. However, the Judge may be permitted to provide language assistance if:

There is no one else available to provide oral language assistance AND the Judge speaks the required language proficiently AND the voter chooses the Judge to provide language assistance.

If the voter's record in the poll book is not marked "Assistance Permitted," an "Assistance Declaration" form and the "Record of Assisted Voters" form must be filled out before voting.

Phone Interpretation

Boards may access phone language assistance for 173 languages via the city-provided cell phone. The instructions for using this service, including identifying a voter's language, can be found in the purple folder.

ACCESSIBILITY FOR DISABLED VOTERS

Modifications may be needed to provide access for disabled voters. If provided, they must be in place before polls open. Call **215-686-1523** with any issues. See station card for more detail.

Type of Modification	Delivery	Set up	Clean up
Portable Aluminum Ramps	With Voting Machines. If not there, check with other divisions in the polling place.	Place outside polling place over stairs.	Place with Voting Machines
Door Stops	Rear Compartment of Voting Machine Labeled B	Prop open doors that are required to stay open for ADA access.	Place back in rear compartment of Voting Machine Labeled B
Door Threshold Mats	To the polling place proprietor prior to Election Day	Place across thresholds higher than 1/2"	Place on floor next to the voting machines
Doorbells	Election Materials Box	Test the bell and follow installation instructions.	Return in Election Materials Box
Alternative Accessible Entrance Signs	Commissioners' Office will post a sign at the main entrance prior to Election Day. Extra Signs will be in Judge's Box	Check alternative entrance to be sure it is unlocked, available and that a sign is posted at wheel chair height. Post if needed.	Leave posted

If a disabled voter is unable to enter a polling place due to accessibility barriers, that voter may apply for an Emergency Alternative Ballot at any time while the polls are open on Election Day.

Election Board officials should advise the voter to either:

- Go to the **County Board of Elections, City Hall Room 142** to apply for, and vote by, Alternative Ballot.
- If they cannot travel to City Hall, they may fill out a Designation of Agent and Certification of Designated Agent form to designate someone to obtain the application and alternative ballot for them.

Election Board officials should advise the voter to call **215-686-3949** for more information about alternative voting procedures.

CLOSING THE POLLS

NEARING 8 PM

- Clerk finishes entering voter information in #2 & #4 yellow books
- Double check that everyone has filled out the electronic pollbook and paper payroll.

AT 8 PM

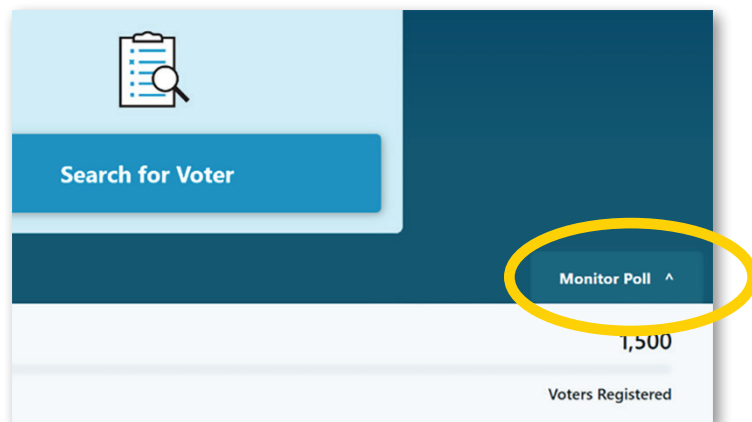
- One poll worker gets in line behind last voter at exactly 8:00 PM
- Machine Inspector closes polls on Expressvote XL machines as soon as the last voter has finished voting
- Close polls on E-poll books **only after all voters who arrived and are in line to vote by 8:00 P.M.** have signed in

CLOSING ASSIGNMENTS

- Carefully remove all indoor and outdoor signs for recycling
- Remove any ground tape
- Ensure that all trash/food containers/etc are thrown away or recycled.
- Assist Machine Inspector with shut down of machine when possible
- Wipe down tables and move tables and chairs back to where they were before set-up
- Remove accessibility materials (ramp, doorbell, etc)
- All poll workers sign results tape
- Post results tape where visible to outside
- Distribute results tape to party representatives
- Pack vinyl bag and Electronic Poll Book case
- Pack hopper bag - **DO NOT FORGET TO PLACE PROVISIONAL BALLOTS INSIDE**
- Pack and seal Materials Box - all reusable materials, unused forms, and payroll
- Pack #2 and #4 Envelopes. #4 Envelope goes home with Minority Inspector.
- At least Judge and Minority Inspector wait for police to whom they provide the Poll Book case, Hopper Sack and vinyl bag.
- Judge returns Materials Box to Voter Registration Office (520 N Columbus Blvd.) before 2:00 A.M.
MAKE SURE YOU HAND IN YOUR PAYROLL SHEET.

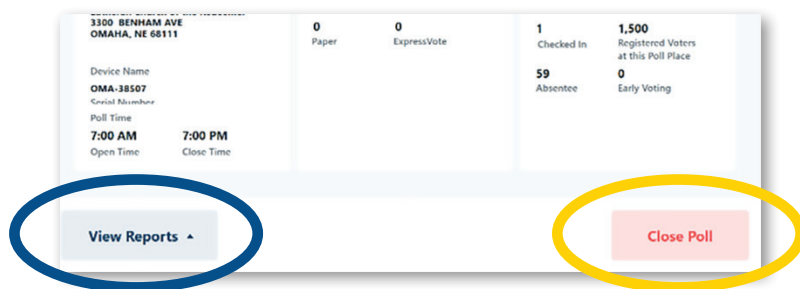
EXPRESSPOLL CLOSE PROCEDURES

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

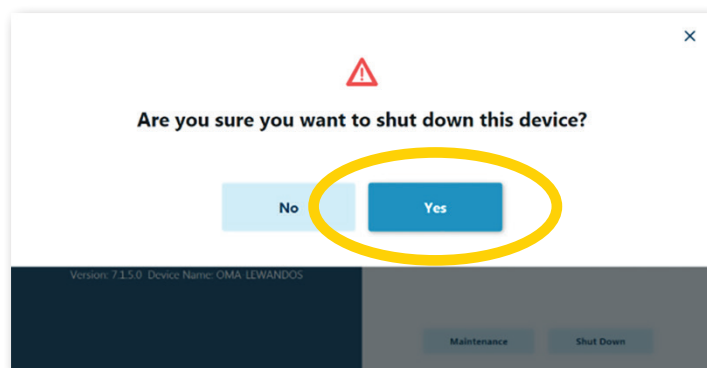


#2: **View Reports** as needed to synchronize #2 and #4 books.

Select **"Close Poll"** when ready.



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



EXPRESSPOLL CLOSE PROCEDURES

#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 lanyard with 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, and zip the case shut. Keep the case and Vinyl Results Bag separate from the Hopper Sack.

The police will take the case, the vinyl bag, and the hopper sack.



CLOSING PROCEDURE CHECKLIST

ELECTRONIC POLLBOOK CLOSING

- ☐ • In each Electronic Poll Book, touch Monitor Poll from the main screen. Then touch Close Poll. Select Yes, touch Shut Down, and confirm your choice with Yes again.
- ☐ • Close the barn doors on the Electronic Poll Books and close the flip stand. Place Electronic Pollbooks and power cords back into the Electronic Pollbook Case.

VOTING MACHINE CLOSING

- ☐ • Break the yellow seal in the top center on the back of the machine. Throw away.
- ☐ • Unlock the white compartment door at the top front of the machine.
- ☐ • Upon opening the door, the machine will make a beeping noise. Touch the red minus symbol on screen, enter the election code, and select "Accept" then "Continue" to clear warning message.
- ☐ • Firmly press and release toggle switch in either direction. **DO NOT HOLD THE SWITCH DOWN FOR LONGER THAN 2 SECONDS.** The Supervisor Menu screen should appear.
- ☐ • Tap "Close Polls" and enter the election code.
- ☐ • Tap "Accept" and results tape will begin to print. **Feed the tape through the rear of the machine. Don't allow results tape to touch the screen as it prints.**
- ☐ • Separate the 6 copies from each machine after they have printed. All Election Board members must sign them.
- ☐ • Machine screen will show "Device Closed and Collected."
- ☐ • Pull the USB stick from the compartment and tap "Power Off" then "Shut Down" on the machine screen. **USB sticks go in the vinyl bag.**
- ☐ • Close and lock the compartment door.
- ☐ • Close the gray screen cover and position the screen back to its upright position.
- ☐ • If your A Machine has a network box, power off the box by pressing the silver button. The blue light will turn off when the box is off.
- ☐ • Unlock the rear compartment on machine A and place the ADA device, and unused paper ballots in the compartment before closing and locking it.
- ☐ • Unlock the rear compartment on Machine B and remove the hopper bag. Return any doorstops, power adapters, and ExpressPoll Printer.
- ☐ • Close and lock the rear compartment and place the red closing security seal on the rear door seal on both machines.
- ☐ • Unlock and open the small, triangular door on the side of the ballot feeder. Press the large green lever toward the front of the machine to release the ballot hopper.
- ☐ • Close and lock the triangular door. Use the red/wire ballot hopper seal to seal the metal door flap using the small metal hole near the top of the hopper, above the handle.
- ☐ • Double check that you've recorded the ballot hopper seal numbers on the poll site seal card. You should have done this during the opening procedure.
- ☐ • Place the hoppers in the large, black hopper bag. Don't seal it yet!
- ☐ • Place the poll site seal card, surrendered ballots, the spoiled ballot envelope and the provisional ballot envelope into the hopper bag. Pull the string on the hopper bag tight to close it.
- ☐ • Unplug the machine and coil the cord on the side of the machine.
- ☐ • Place the cover over the machine.
- ☐ • Move machines back to their pre-voting positions and lock the wheels.

ITEMS FOR POLICE PICK-UP CHECKLISTS

Electronic Pollbook Case

Colored vinyl USB Results Bag

- ☐ USB sticks from all machines
- ☐ RTC Envelope including the LAST (longest) results tape and zero tapes from each ExpressVote XL
- ☐ Absentee and Mail-in Voters Lists
- ☐ Machine Lanyard

Hopper Sack Contents

- ☐ Hoppers from each ExpressVote XL
- ☐ Spoiled Ballot Envelope
- ☐ Provisional Voting Return Envelope C
- ☐ Surrendering Mail and Absentee Ballot Envelope
- ☐ Seal Recording Card

Pull string tight to close the bag.



**DO NOT PUT THE
ELECTRONIC POLL BOOK CASE
INTO THE HOPPER SACK!**

WHERE STUFF GOES

RESULTS TAPE

6 copies of results tape are printed during the closing of the polls. Copies of the results tape get distributed as follows:

- Last, longest copy from each machine in RTC envelope
- One copy from each machine posted outside the polling place where it is visible to all
- One copy from each machine in the Number 2 Envelope
- One copy from each machine in the Number 4 Envelope
- Remaining copy from each machine is for the major political party representatives. A copy must be distributed to any party committeeperson or representative who is present. If none are present, this results tape can be discarded. If additional tapes are needed, touch "Print Report" in the bottom right-hand corner of the screen.

WHITE RTC ENVELOPE - GOES IN VINYL BAG

- Opening 0-count results tape from each machine
- Last, longest closing results tape from each machine

#2 ENVELOPE

Place in Materials Box when ready:

- Oath of officers
- 1 copy of the results tape from each machine
- #2 yellow book
- Record of assisted voters

#4 ENVELOPE

- 1 copy of the oath of officers
- #4 book
- 1 copy of the results tape from each machine

#4 Envelope is given to the Minority Inspector at the end of the day. Minority Inspector retains for one year unless notified otherwise by the City Commissioners' Office.

ELECTION MATERIALS BOX

Everything else goes back in the Election Materials Box, including the payroll sheet. Materials Box is returned to the City Commissioners' Office by 2:00 am.

REFERENCE

AUDIO KEYPAD/HEADPHONE DEVICES

The Help America Vote Act (HAVA) requires all states and counties to use voting systems that are equipped to afford individuals with disabilities the opportunity to privately and independently cast a ballot. Philadelphia County's machines are wheelchair accessible and are also equipped with a Universal Voting Console (UVC).

An Election Board Official will find the UVC ready to be connected to the A machine, but it will work on any ExpressVote XL. Election Board officials may not discourage voters from using the UVC if they desire to do so.



Universal Voting Console. UVC allows voters to vote without using the touchscreen. NOTE: A visually impaired voter is NOT required to use the UVC if the voter chooses to have an individual provide voting assistance.

Initiating the UVC Voting Session. After the paper ballot is inserted and the ballot displays on screen, press the Select button. On the confirmation screen, press the Next key. This initiates Assistive Mode on the terminal and produces the Help screen. Press Next (Right) to exit or Select to generate a blank screen to provide voter privacy. Assist the voter with adjusting volume, if needed.

Voting with the UVC. Voters using Assistive Mode will use both the UVC to navigate and headphones to listen to audio ballot instructions on how to complete their ballot. Headphones connect to the jack in the lower-right side of the UVC. The voter will use the UVC to make vote selections, finalize, print, and cast their ballot.

Voting with a Dual-Switch Device. Voters may use a dual-switch device, such as a rocker paddle or sip and puff device, to navigate through the ballot, make vote selections, finalize, print, and cast their ballot. Dual-switch devices are not supplied by the County, and are brought to the poll site by the voter. Dual switch devices connect to the jack on the lower left side of the UVC.

COURT ORDERS

Voters who appear at a polling place with a court order MUST vote by Provisional Ballot UNLESS the voter's registration record is found in the Division's poll book.

Election Board Officials must adhere to the following procedures for each voter who arrives at the polls with a court order to vote on Election Day:

Check the poll book before providing the voter with a Provisional Ballot.

- If the voter's name IS listed in the pollbook, write "In Pollbook" on the court order, and follow the procedures outlined in this guide for voters whose names are listed in the poll book.
- If the voter's name is not listed in the poll book, then the voter must vote by Provisional Ballot.

REPORTING NECESSARY POLL BOOK CHANGES

Each Division will be provided Discrepancy Sheets. The Discrepancy Sheets may be found in the purple folders. Election Board Officials should use the Discrepancy Sheets to inform the City Commissioners of any changes that should be made to voter registration records.

The City Commissioners will use this information to:

- Correct errors to voters' name or date of birth information
- Confirm and remove records of voters who are reported as deceased
- Begin the Voter Removal Program by designating records as "Inactive" and mailing Address Verification Notices to registrants that Election Board Officials report as having moved out of a Division.

INACTIVE VOTERS

Federal and State laws require that the City Commissioners conduct a Voter Removal Program once a year and mail a forwardable Address Verification Notice (AVN) or Five Year Notice to the address listed in the voter's registration record. These notices include a response form and a postage-paid, pre-addressed return envelope for the voter's response. The department uses information from the United States Post Office, PennDot, and poll book Discrepancy Sheets to trigger the mailing of an AVN or Five Year Notice. Voters who have not voted in any election for at least five years also receive such mailings.

Voters who do not respond to the notices are designated as "Inactive." Inactive voters' registration records will be updated to reflect a new address, if this information can be obtained from the Post Office. An asterisk will precede each inactive voter's name on the Division Street List, and the inactive voter's record will be yellow in the ExpressPoll tablet, and the comment will explain that an Affirmation is Required. The department will use the information provided by the voter on the Affirmation of Elector forms to update the voter's registration record after Election Day.

CANCELLATION OF RECORDS

Federal and State laws require that the department follow certain procedures before canceling the registration of a voter who has moved. Voters who do not respond to the AVN or Five Year Notice form, fail to contact our office, and do not vote by the 2nd Federal General Election after the mailing of the notice, will have their registration record canceled. Inactive voters whose registrations are canceled will be removed from Division poll books and street lists after the expiration of the prescribed time period, which always falls in December of each even numbered year.

CHALLENGE OF VOTERS FLOWCHART

Election Worker, Poll Watcher or another voter can challenge:
a voter's **identity** (the voter is not who they claim to be)
or the voter's **residency** (i.e., the voter does not reside in the precinct).

Voter should prove their identity/
residency to the Judge's satisfaction.
Easiest way is by producing ID.

Judge Satisfied to Voter identity/residency?

No

Yes

Voter found to have moved to
residence different than registered

No other voter can
vouch for
challenged voter

Permit the voter to
bring another voter
from the precinct to
vouch for them and
have them both
complete a "**Challenge
Affidavit**" Form

Moved within 30
days prior to
Election Day

Moved longer than
30 days prior to
Election Day

Voter Completes
"**Affirmation of
Elector**" Form

**Allow the voter to
vote provisionally**

**Permit the voter to
vote normally**

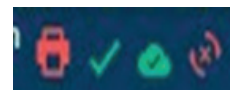
Who **cannot** be challenged?

1. **A first-time voter in the division.** Voter's entry in the poll book will list "ID REQUIRED," and that voter must provide required ID or vote provisionally, but they cannot be challenged.
2. **A voter being challenged based on race, national origin, appearance, last name, language, religion, or other characteristic not relevant to the qualifications to vote.**

EXPRESSPOLL TROUBLESHOOTING

WHAT SHOULD I CHECK WHEN EXPRESSPOLL DEVICE IS TURNED ON?

- Check the polling place you are logged into is the correct polling place.
- Check that all the icons in the top right corner are green.
- Verify that the Election Name and Election Date are correct.



WHAT SHOULD I DO IF THE CLOUD ICON IS YELLOW?

ExpressPoll is establishing connection to the server. This may occur Before Polls Open Only.

Allow 5 minutes for ExpressPoll to receive supplemental update. If Yellow Cloud persists (before Polls Open), reposition ExpressPoll for better signal strength (closer to Network Box). ExpressPoll automatically reestablishes connection every 5 minutes to cloud before Polls Open.

WHAT DO I DO IF ANY OF THE ABOVE ICONS ARE RED?

If the printer icon is red, the pollbook is not connected to a printer.

1. Ensure that the printer is connected to the pollbook.
2. Ensure that the printer is connected to power and turned on (blue indicator light).
3. If the icon is green this means all expected printers are connected.

IF CHECKMARK IS RED, EXPRESSPOLL IS NOT CONNECTED TO NETWORK BOX.

1. Confirm Network Box is powered ON in your polling place.
2. Confirm all ExpressPolls in your division are turned on and logged in.
3. If Network Box is turned ON AFTER log-in, allow up to 5 mins to connect.
4. If issue persists, reposition ExpressPoll for better signal strength (closer to Network Box).

IF CLOUD IS RED BEFORE POLLS OPEN, EXPRESSPOLL IS NOT COMMUNICATING WITH HOST FOR SUPPLEMENTAL UPDATE.

1. BEFORE Polls Open at 7:00 am - after logging into ExpressPoll - a green cloud should be present. If RED, Confirm Network Box is powered ON. This also applies to checkmark icon. Checkmark should be GREEN.
2. If checkmark is red, ExpressPoll is not connecting to Network Box. Follow Red checkmark steps.
3. During Polls Open Hours, after 7:00 am, Cloud should be RED.

IF THE CIRCLE ICON IS RED WITH AN X IN THE CENTER, THE POLLBOOK IS NOT COMMUNICATING WITH ITS PEERS (PEER-TO-PEER).

1. Confirm the Network Box is powered ON in your polling place.
2. Confirm ALL ExpressPolls in your division are turned on and also logged in.
3. Confirm Green Checkmark icon is onscreen.
4. If issue persists, reposition ExpressPoll for better signal strength (closer to Network Box).

EXPRESSPOLL TROUBLESHOOTING

WHAT SHOULD I DO IF EXPRESSVOTE PRINTER IS NOT DETECTED BY THE EXPRESSPOLL TABLET?

This might happen when the printer is not properly connected to the device or to the power source.

To correct the issue:

1. Check cords to make sure the printer has power, is turned on, and is connected to ExpressPoll.
2. Shutdown the ExpressPoll.
3. Disconnect the power cable from power source AND USB cable from the ExpressPoll
4. Reconnect the power cable and make sure both the power cable and data cable are properly connected to the printer.
5. Reconnect the USB cable from the printer to the ExpressPoll.
6. Turn ON the printer (long press the power button).
7. Power ON the ExpressPoll device.
8. If you have already attempted to reestablish the connection following the instructions in the previous section, please check in the voter by "Reissuing" another ballot using a different ExpressPoll device.
9. Attempt to replace the ExpressVote printer. If there is no other printer available, do not continue to use this pollbook to check in voters and issue ExpressVote activation cards.

WHAT SHOULD I DO WHEN I CANNOT FIND A VOTER BY SEARCHING

This might happen when too much information has been entered into the search fields.

To correct this issue:

1. Type the first three (3) letters of the voter's last name in the Last Name field, and then type the first letter of their first name in the First Name field. All voters who meet this criteria will be displayed in the Matching Results list.
2. Type the first three (3) letters of the voter's first name in the First Name field, and then type the first letter of their last name in the Last Name field. All voters who meet this criteria will be displayed in the Matching Results list.
3. If you cannot find the voter in the Matching Results list, touch Clear All. Type the voter's birth date in the Date of Birth field using MM-DD-YYYY format.
4. Expand your search Citywide using the "By County" button in the top-right corner of the ExpressPoll screen.
5. Call the City Commissioners' Election Hotline at **215-686-VOTE** (8683) for help.

**IF YOU CANNOT FIND SOMEONE IN
THE E-POLL BOOK, PROVIDE THEM
WITH A PROVISIONAL BALLOT.**

VOTING MACHINE TROUBLESHOOTING

Problem	Cause	Solution
ExpressVote XL Device Turns Off & Will Not Power Back On	The device could be disconnected from AC power and has run out of battery power.	The backup battery for the terminal can power the ExpressVote XL, when fully charged, for 7 hours. If the terminal loses power, first check to ensure the AC power cord is plugged into both the terminal and the wall outlet. If the terminal is plugged in properly, verify the AC outlet has adequate power. If unable to resolve, call 215-686-7800 .
ExpressVote XL Not Accepting Paper Ballot	<p>Although causes vary, the more typical reasons for card jams are:</p> <ul style="list-style-type: none"> • Voter is using a machine from the wrong Division • The blank paper ballot is damaged or defective, or • Ballots within the hopper are settling improperly, blocking additional ballots from being inserted 	<p>These suggestions may help:</p> <ul style="list-style-type: none"> • Confirm ward and division in bottom left corner of ExpressVote XL screen matches the voter's division. • Try re-feeding the ballot into the activation card slot, being careful to feed it as straight as possible. • Check the card to ensure there is no damage. If the paper ballot is damaged, spoil the ballot, and issue another ballot to the voter. • Ensure ballots are settled into bottom of the hopper. Unlock and open the side access door of the ExpressVote XL; remove the ballot hopper; open the front transport access panel and ensure ballots are not curled/blocking the path. Gently shake the hopper to loosen and settle any stuck ballots. Ensure all voted ballots remain in the hopper and reinsert hopper into ExpressVote XL. <p>If issues persist, call 215-686-7800.</p>
Jammed Paper Ballot	<p>Typical reasons for ballot jams are:</p> <ul style="list-style-type: none"> • The ballot was inserted incorrectly, • The Paper Path Module rollers are not functioning properly. 	<p>Follow on-screen instructions to know if the ballot has already been counted or not and whether the ballot should be spoiled or inserted into the Hopper. Unlock and open the side access door to the Paper Path Module. Remove the hopper and open the front transport access panel. Locate and clear the jammed ballot, including all fragments.</p> <p>If you cannot clear the paper jam via the described process without the use of tools, call 215-686-7800.</p>
System Error During Voting	"Election Official Message. The system encountered a fatal error.... "	Follow the on-screen instructions and power down the device. Once powered down, turn the terminal back on again. If this does not resolve the problem, call 215-686-7800 .
Internal Flash Memory Card Failure	System displays an on-screen alert suspending all voting functions because the internal memory flash card device failed	Touch Shut Down. Once the terminal has powered down, set it aside and call 215-686-7800 .
Session Timeout & Canceling a Vote Session	"Vote Session Timed Out" Message	If the voter has fled without casting their ballot, then touch "End Voting" and spoil the ballot. If the voter is still voting, they should be allowed to continue voting. Touch the appropriate reason for canceling the vote session, then touch "Continue".

NOTE: POLLS CLOSE AT 8:00 PM AND ANYONE ALREADY IN LINE BY 8:00 PM IS ALLOWED TO VOTE.

VOTING MACHINE TROUBLESHOOTING

Problem	Cause	Solution
Printer Not Found	The printer door may be open or the printer is not being recognized by the system.	Check to ensure the printer door is fully closed and latched. If unresolved, power down the terminal and restart the system. If the problem persists, call 215-686-7800 .
Touch Screen Inaccurate	The screen may be positioned at an ineffective angle	The screen should be tilted to a more comfortable angle for the voter who's using it.
Touch Screen Inaccurate in responding to the Voter or Election Official touch inputs	The touch screen needs to be re-calibrated.	Call 215-686-7800 to report the issue.
Touchscreen Does Not Register Touches Correctly		One or more of these suggestions may help: <ul style="list-style-type: none"> • Ensure nothing is touching the screen; e.g., fingernails, clothing items, and the voter is not leaning on the ExpressVote XL with their other hand. If issues persist, call 215-686-7800 .
Touchscreen is Slow or Unresponsive		Ensure there is nothing touching the screen. Remove any obstruction and wait 20 seconds without touching the screen; if the problem persists, power down and restart the ExpressVote XL. If issues persist, call 215-686-7800 .

For any Voting Machine problems on Election Day that you are unable to resolve, call 215-686-7800.

STATION 1

GREETER / VOTER SIGN-IN / YELLOW NO. 2 BOOK

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate in the electronic poll book
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, instruct voter to sign the poll book - touch **FLIP SCREEN**, and flip electronic poll book toward the voter. After the voter has signed in, flip the Electronic Poll Book back toward yourself, confirm the signature matches the signature on record, enter your initials, and touch **ACCEPT**.
- 5 Insert blank paper ballot into ExpressPoll printer and complete the process to issue a Standard ExpressVote XL ballot.
- 6 **In a Primary Election only**, once voter has signed, their party should be announced. Provide the voter with their paper ballot, and direct voter to the machine where the voter will insert the paper ballot into the **ExpressVote XL**, which will automatically bring up the correct party ballot for that voter.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 2 book.
- 7 Record provisional voters in the back of of the Yellow No. 4 book with the designation PROV in place of an admission number.

SUPPLIES

- Electronic Poll Book
- Supplemental Poll Book Pages
- Pens
- Map of division boundaries
- QR Codes for voter polling place/registration lookup (located in poll worker guide)
- Smart phone (not provided)
- Accepted forms of ID list
- Affirmation Forms
- Assistance Forms
- Yellow No. 2 Book



POLL WORKER

TRAINING & RESOURCES

NOTE: The barcode printed by the ExpressPoll printer will only inform the ExpressVote XL of a voter's Division and Party. There is no personal identifying information in that barcode.

Everybody has the right to vote on a PROVISIONAL ballot.
NO EXCEPTIONS!

STATION 1

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

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 a voter **does not appear in poll book or supplemental poll book**, expand your search countywide to see if the voter is registered in a different Division. Direct them to the right Division. If you are unable to locate voter, they can vote via **provisional ballot**. See provisional ballot procedure on backside of Station 3 card.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



ACCEPTED FORMS OF VOTER ID

1

If a voter's record is yellow and the Comments state "ID Required", then this person is voting in the Division for the first time since registering at their address. Federal and State laws require that first-time voters provide identification before voting. The voter must provide one of the following approved forms of identification BEFORE signing the poll book:

APPROVED FORMS OF PHOTO IDENTIFICATION (must be valid):

- PA Driver's License or ID card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania Agency
- U.S. Passport
- Student ID
- Employee ID

If the first-time voter does not have any of the above forms of approved photo identification, then the voter may provide any of the following approved forms of non-photo identification.

APPROVED FORMS OF NON-PHOTO IDENTIFICATION (must include the voter's name and address of registration):

- Voter Registration Card issued by the Voter Registration Office
- Non-Photo ID issued by the Commonwealth of Pennsylvania
- Non-Photo ID issued by the U.S. Government
- Current bank statement
- Current utility bill
- Current paycheck
- Government check
- Firearm permit
- U.S. Armed Forces ID



POLL WORKER

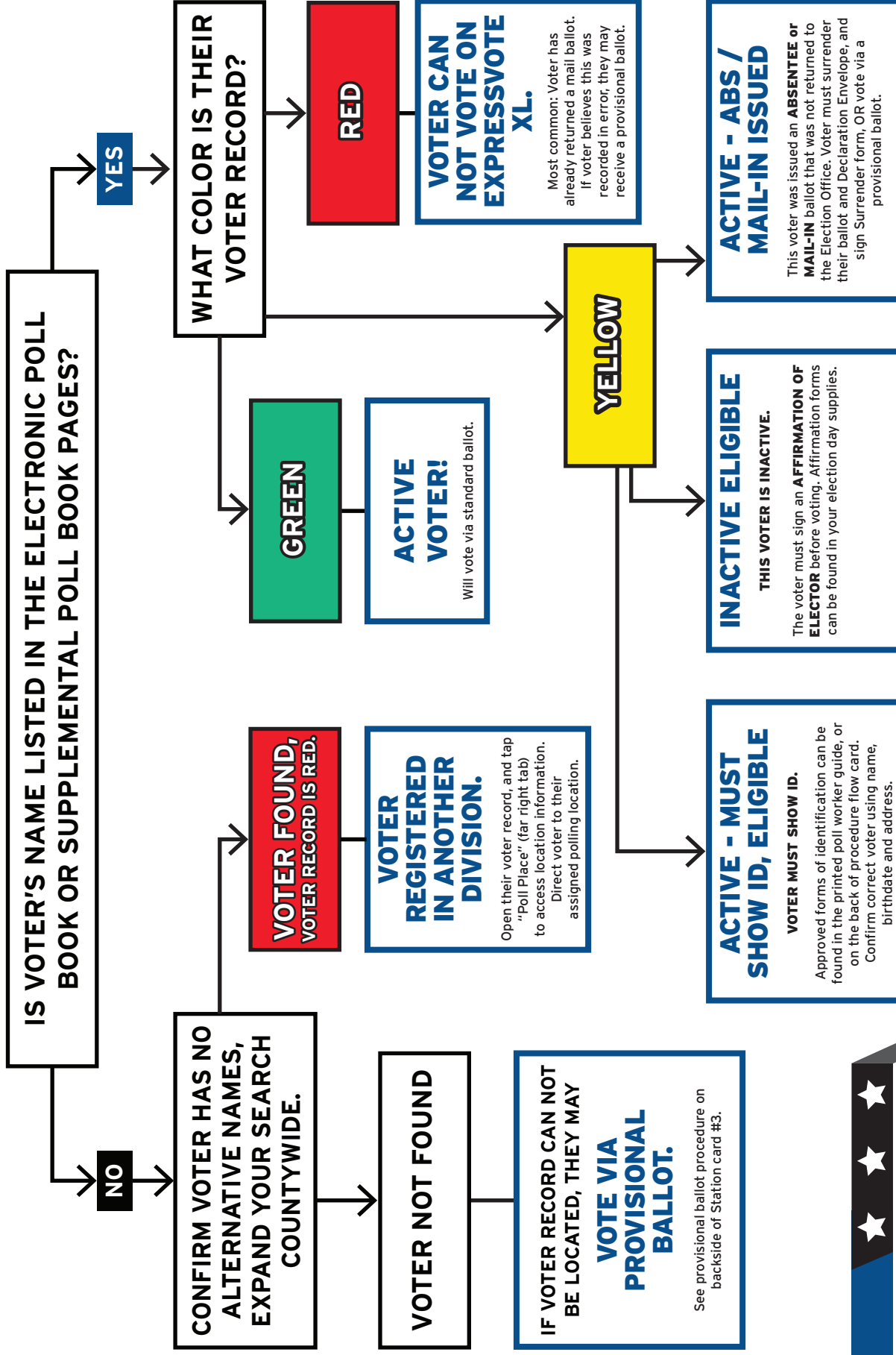
TRAINING & RESOURCES

NOTE: Poll workers can **ONLY** request ID if it's the voter's first time voting in that division.

VOTING PROCEDURE FLOW

STATION

1



STATION 2

GREETER / VOTER SIGN-IN / YELLOW NO. 4 BOOK

PROCEDURE

- 1 Greet voter.
- 2 Ask voter to loudly announce their name.
- 3 Locate in the electronic poll book
 - If ID required, verify ID first
 - If Affirmation required, fill out Affirmation of Elector form (see side 2)
 - If Assistance required and assistance box is NOT checked, fill out Declaration of Assistance form (see side 2)
 - If voter is not in the poll book, see side 2
- 4 If voter is eligible to vote on machine, instruct voter to sign the poll book - touch **FLIP SCREEN**, and flip electronic poll book toward the voter. After the voter has signed in, flip the Electronic Poll Book back toward yourself, confirm the signature matches the signature on record, enter your initials, and touch **ACCEPT**.
- 5 Insert blank paper ballot into ExpressPoll printer and complete the process to issue a Standard ExpressVote XL ballot.
- 6 **In a Primary Election only**, once voter has signed, their party should be announced. Provide the voter with their paper ballot, and direct voter to the machine where the voter will insert the paper ballot into the **ExpressVote XL**, which will automatically bring up the correct party ballot for that voter.
- 6 Record in-person voter's name, admission numbers and party affiliations in order in the front of the Yellow No. 2 book.
- 7 Record provisional voters in the back of of the Yellow No. 4 book with the designation PROV in place of an admission number.

SUPPLIES

- Electronic Poll Book
- Affirmation Forms
- Assistance Forms
- Yellow No. 4 book
- Pens

POLL WORKER

TRAINING & RESOURCES

NOTE: The barcode printed by the ExpressPoll printer will only inform the ExpressVote XL of a voter's Division and Party. There is no personal identifying information in that barcode.

Everybody has the right to vote on a PROVISIONAL ballot.
NO EXCEPTIONS!

STATION 2

GREETER / VOTER SIGN-IN

SPECIAL PROCEDURES

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 a voter **does not appear in poll book or supplemental poll book**, expand your search countywide to see if the voter is registered in a different Division. Direct them to the right Division. If you are unable to locate voter, they can vote via **provisional ballot**. See provisional ballot procedure on backside of Station 3 card.

If **"affirmation required,"** locate the Affirmation of Elector form in the Judge's folder and allow voter to step out of line to fill it out. Before voting, voter must fill out section A or B then sign section C while a poll worker observes. Poll worker must then sign form.

If **assistance is required** and need **IS** indicated in the poll book, the voter may proceed.

If **assistance is required** and need is **NOT** indicated in the poll book, locate the Assistance Declaration form in Judge's folder. Voter must fill out and sign the form. Judge and person assisting voter must sign before the voter votes. Completed form goes back in the Judge's Box and voter's name, assistant, and reason for assistance is entered into the Record of Assistance stapled to the front of the No. 2 envelope.



STATION 3

JUDGE / PROVISIONAL AREA

KEY DUTIES

- Judge assigns, and can fill in for, any role throughout the day. Judge should assist at the voter check-in table when necessary.
- Judge must be available to sign assistance forms, provisional ballots, repair forms, and other paperwork as needed and must also spoil ballots (machine and mail-in).
- Judge assists with “line management” - checking in with voters as they wait in line and making sure they are registered and are at the right polling place.
- Judge calls emergency numbers when there is an issue.
- Judge is primary person responsible for ensuring there is no electioneering, and that everyone in the polling place is allowed to be in at any given time, although all poll workers share this responsibility.
- Judge must assign breaks to other poll workers as the day allows.
- Judge should assign a poll worker to stand at the end of the line at 8 pm to turn away any voters that arrive AFTER polls close.
- After polls close, Judge must return the Materials Box to Delaware and Spring Garden before 2 am.

SUPPLIES

- Materials Box
- Judge's Folder containing Assistance Declarations, Affirmation of Electors, Challenge Affidavits & receipts and HAVA statements
- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope
- Provisional Ballots
- Pens
- City-issued cell phone
- Extra and unused materials (not provided) Privacy barrier for voters filling out Provisional Ballots
- Table
- Chairs



POLL WORKER

TRAINING & RESOURCES

NOTE: If a voter requests assistance, anyone other than the Judge of Election, the voter's employer, or a representative of the voter's labor union may provide assistance in the booth once the voter assistance declaration has been completed.

SPOILING MAIL BALLOTS

BALLOT SURRENDER/CANCELLATION PROCEDURE

If a voter has previously applied for a mail-in or absentee ballot and requests to vote on the machine, they can do so if they have brought in both the paper ballot and the 'declaration' envelope. Otherwise, they may only vote provisionally.

Ballot Surrender/Cancellation Procedure:

1. Voter gives paper ballot and declaration envelope to the Judge.
2. The Judge places Spoiled Ballot sticker on the ballot and wraps a sticker around the mail in declaration envelope being sure to NOT COVER the bar code.
3. The Voter signs the front side of the 'Elector's Declaration to Surrender Their Mail Ballot'
4. The Judge signs the back side of the 'Elector's Declaration to Surrender Their Mail Ballot'
5. Place spoiled ballot, spoiled declaration envelope and 'Elector's Declaration to Surrender Their Mail Ballot' in the Surrender Mail Ballot Envelope.
6. Voter must then sign in via the electronic poll book, as normal, and vote on **ExpressVote XL** voting machine.

NOTE: If you run out of declaration forms, Judge may **handwrite** the exact text for voters to sign, or print at home on break or before election, if possible.

If you run out of spoiled ballot stickers, Judge can thoroughly mark up the outside of the envelope with black marker but should avoid the bar code area.

STATION

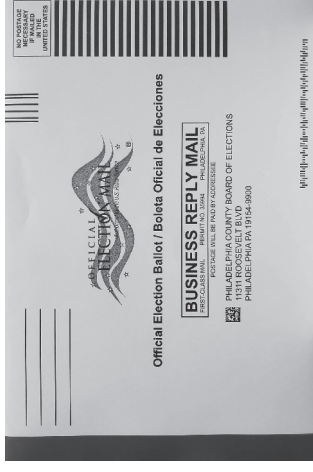
3

SUPPLIES

- Spoiled Ballot Stickers
- 'Elector's Declaration to Surrender Their Mail Ballot'
- Surrendering Mail Ballot Envelope

Voter must surrender paper ballot AND declaration envelope. If voter does not surrender both items and sign the affirmation, **the surrender process will be void**, and the voter **MAY NOT** cast a vote on the ExpressVoteXL;

Voter may still choose to vote on a provisional ballot.



PROVISIONAL BALLOTS

PROCEDURE FOR POLL WORKER

1. Give the voter BOTH a Provisional Ballot Package and a Provisional Ballot (Judge of Election). In a Primary, voters are to be provided with the party ballot of their choosing.

Provisional Ballot Package contains:

- One (1) Secrecy Envelope
- One (1) Provisional Ballot Affidavit Envelope B
- One (1) Provisional Ballot Instruction Card (white)
- One (1) Provisional Ballot Receipt

2. Witness proper completion of Section #1 of the Provisional Ballot Affidavit Envelope B (Both Judge of Election and Minority Inspector).

3. Complete Section #2 of the Provisional Ballot Affidavit Envelope B **BEFORE** the ballot is marked by the voter (Judge of Election and Minority Inspector).

4. Voter completes the Provisional Ballot in private following the instruction card. Ballot must be sealed in the Secrecy Envelope and the Secrecy Envelope sealed in the Provisional Ballot Affidavit Envelope B (Voter).

STATION

3

SUPPLIES



POLL WORKER

TRAINING & RESOURCES

Reminder: provisional voters do not sign the poll book, and may have their provisional ballot invalidated if they do so.

PROVISIONAL BALLOTS

STATION
3

PROCEDURE FOR POLL WORKER (CONT.)

5. Voter returns the Provisional Ballot Affidavit Envelope B to the Election Board Official table and signs and dates Section #4 in the presence of the Judge of Election or Inspector.

NOTE: The Judge of Election **MUST** check to make certain the voter has completed all information, and signed **BOTH** Section #1 and Section #4 of the Provisional Voter Affidavit Envelope B.

6. Affix the Ballot Identification Number to the Provisional Ballot Envelope to the bottom right hand corner of Provisional Voter Affidavit Envelope B (Judge of Election).

7. Provide the voter with a receipt noting the website and phone number for tracking status of the ballot (Judge of Election).

8. Place the voted Provisional Ballot in Provisional Voting Return Envelope C.

9. Enter the voter's name into the back of the Yellow #2 and #4 Books writing "PROV" instead of an admission number (Clerk).



POLL WORKER
TRAINING & RESOURCES

Reminder: provisional voters do not sign the poll book, and may have their provisional ballot invalidated if they do so.

SUPPLIES

- Provisional Ballot Packages
- Provisional Ballots (white paper with a green heading)
- One (1) Provisional Voting Return Envelope C

If you are running low on Provisional Ballots on Election Day, call **215-686-1530**.

STATION 4

MACHINE INSPECTOR(S)

KEY DUTIES

- Lead set-up of machines according to checklist in poll worker guide.
- Instruct voter from outside the voting machine on how to use the machine as needed.
- Ensure that no voter leaves the polling place without having completed their vote (use lights to know when someone is finished voting).
- Alert fellow poll workers if a voter in the booth requires assistance (Machine Inspector or any poll worker other than Judge may assist, once the Declaration of Assistance has been filled out).
- Lead take-down of machine when voting has ended, according to checklist in poll worker guide.
- Provide the ADA Device and headphones to the voter upon request, noting the volume and tempo buttons on the keypad. The voter can initiate audio-assisted voting by pressing the square green button in the center of the console at any time.

SUPPLIES

- Pens
- Chair



STATION

4

SPOILING MACHINE BALLOTS

SPECIAL PROCEDURE

If a Voter wishes to cancel their voting session:

1. Once the voter has selected "Spoil Ballot" on the screen, Machine Inspector enters and tells voter to look away while they enter the code.
2. Confirm reason for ending the voting session, tap "voter's request" then "accept".
3. Ballot will eject. Suggest to the voter that they review their selections one more time. If the voter still wishes to spoil the ballot, they should take it back to the Judge's table.
4. The Judge must give a spoiled ballot sticker and black marker to voter and give them private space to spoil their ballot.
5. Voter crosses out barcodes and selections and folds it and seals it with Spoiled Ballot sticker.
6. Voter gives ballot to Judge to place in the spoiled ballot envelope.
7. Ensure that "active voter" light goes off before next voter is permitted to enter the booth.
8. A new ballot must be issued from the Electronic Poll Book. Voter can then return to the booth with a new ballot.
9. S1 is entered in the No. 2 and No. 4 books.

SUPPLIES

- Spoiled Ballot Stickers
- Black markers
- Spoiled Ballot Envelope



POLL WORKER
TRAINING & RESOURCES

POLLING PLACE LOOKUP



Use your smartphone to look up your address to see if you're in the right polling place.

Utilice su teléfono inteligente e ingrese su dirección para verificar si está en el lugar de votación correcto.

使用您的智慧型手機查詢您的地址，查看您是否在正確的投票地點。

REGISTRATION LOOKUP



Use your smartphone to look up your Date of Birth or Driver's License to check your registration status.

Utilice su teléfono inteligente e ingrese su Fecha de Nacimiento o su Licencia de Conducir para verificar su estado de inscripción para votar.

使用您的智慧型手機查詢您的出生日期或駕駛執照，以檢查您的登記狀態。

NOTES:

ELECTION MATERIALS PICK UP

SOME LOCATIONS HAVE BEEN CHANGED FOR 2025 ELECTION CYCLE.

The Judge of Election for each ward is required to pick up your election materials the weekend before the election. City Commissioners personnel will be available at distribution centers the weekend before the election:

- Saturday and Sunday - 8:00 am through 8:00 pm
- Monday - 8:00 am through 4:30 pm

Polling Place Ward	Pick up Location
Wards 26, 30, 36, and 48	1st District Police Station 24th and Wolf Streets
Wards 23, 41, 53, 54, 55, and 62	2nd District Police Station Castor Avenue and Cottman Avenue
Wards 1, 2, and 39	3rd/ 4th District Police Station 11th and Wharton Streets
Ward 21	5th District Police Station Ridge Avenue and Cinnaminson Street
Wards 5, 8, 14, 15, 18, 19, 25, and 31	Voter Registration Office 520 N Columbus Boulevard, 5th Floor
Wards 35, 56, 58 and 63	7th District Police Station Bustleton Avenue and Bowler Street
Wards 57, 64, 65, and 66	8th District Police Station Academy and Red Lion Roads
Wards 3, 40, and 51	12th District Police Station 65th Street and Woodland Avenue
Wards 9, 12, 22, and 59	14th District Police Station Haines Street west of Germantown Avenue
Wards 46 and 60	18th District Police Station 55th and Pine Streets
Wards 4, 34, and 52	19th District Police Station 61st and Thompson Streets
Wards 20, 29, 32, 37, and 47	22nd/23rd District Police Station 17th and Montgomery Streets
Wards 7, 33, 42, 43, and 45	24th/25th District Police Station Whitaker Avenue north of Erie Avenue
Wards 10, 17, 49, 50, and 61	35th District Police Station Broad Street and Champlost Avenue
Wards 11, 13, 16, 28, and 38	39th District Police Station 22nd Street and Hunting Park Avenue
Wards 6, 24, 27, 44	A.M.E. Baptist Church 41st and Spring Garden Streets

* Times and locations accurate as of May 2025.



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