STEP 4: VOTE!

1) **POLL WORKER** records the **BALLOT STYLE** for the voter (*From the County Street/Road Guide*)

2) **POLL WORKER** removes **YELLOW** copy. Voter takes yellow copy to the machine.
   - **POLL WORKER** inserts **BLUE** PEB in machine
   - **POLL WORKER** selects “**Provisional Ballot**” on the machine screen

3) **POLL WORKER** enters 5-digit **BALLOT APPLICATION NUMBER** from the form into machine

4) **POLL WORKER** enters into the machine the **BALLOT STYLE NUMBER** from STEP 1

5) The **VOTER** verifies the accuracy of the **BALLOT STYLE NUMBER** and the **BALLOT APPLICATION NUMBER**

6) The **POLL WORKER** gives the **YELLOW** copy to the **VOTER** to keep, pointing out on the back the voter’s rights

7) The **VOTER** votes on the machine and keeps the **YELLOW** copy of the application
   - **POLL WORKER** makes a “tick” mark for the Provisional Vote on the Authority-to-Vote Envelope attached to the door of the machine

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**Note:** On the back of the Provisional form (yellow copy given to voter) appears a notice of the rights and responsibilities of a Provisional Voter, including the right to provide additional ID at the Board of Elections during the ten days following an election.

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**STEP 4:**

After completing this application in its entirety:

1. **POLL WORKER:** Using the Precinct Street Listing, find the provisional voter’s current address in the guide and write the ballot style number for the voter’s address here:

   - **(Ballot Style Number)**

2. **POLL WORKER:** Remove the yellow carbon-copy of the provisional voter’s application from the booklet and go to any voting machine in your precinct. Insert the blue Supervisor PEB and select “Provisional Ballot” on the screen. Enter the following provisional ballot application number: 

   - XXX XXX

3. **POLL WORKER:** Enter the Ballot Style Number (see #1 above).

4. **VOTER:** Verify that the provisional ballot application number and Ballot Style Number are correct.

5. **POLL WORKER:** Give the yellow carbon copy to the voter.

6. **VOTER:** Begin voting; read and understand your rights as printed on the back of the yellow carbon copy; retain for your records.

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**THIS SPACE FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>DWP voted in 250</th>
<th>001 006 200</th>
</tr>
</thead>
<tbody>
<tr>
<td>New DWP 800</td>
<td>300 500 600</td>
</tr>
<tr>
<td>Old DWP</td>
<td>Other:</td>
</tr>
<tr>
<td>Old County</td>
<td>Previous Name</td>
</tr>
</tbody>
</table>
How to Vote a "Provisional" Voter

The voter and Precinct Election Official must first fully complete the 2-copy provisional ballot application. The white copy must remain in the Provisional Ballot Application Workbook while the yellow copy is taken to the voting machine and then given to the voter to keep.

NOTE: All voters must now supply a valid form of identification before voting. If a voter does not want to or is not able to produce the valid ID, he/she MUST cast a Provisional ballot.

☐ 1. When voting a Provisional Ballot, the voter does not sign the Signature Poll Book and is not issued an Authority-to-Vote Slip

☐ 2. The voter must complete Steps 1 and 2 of the Provisional Ballot form.

☐ 3. The Precinct Election Official at the work table must complete Step 3 of the Provisional Ballot form.

☐ 4. The Precinct Election Official must record on the form the voter's Ballot Style Number, recorded from the Precinct Street and Road Guide.

☐ 5. After the Precinct Election Official ensures all information is complete by both the PEO and voter, the PEO gives to the voter the yellow copy to keep.

☐ 6. The voter hands the yellow copy to the voting machine judge.

☐ 7. The judge inserts the Blue Supervisor PEB.

☐ 7a. The Precinct Election Official selects PROVISIONAL BALLOT on the Ballot Selection Menu.

☐ 7b. The Precinct Election Official enters into the machine the preprinted 5-digit Provisional Ballot Application number from Step 4 of the Provisional Ballot form (vocally confirms with the voter).

☐ 7c. The Precinct Election Official selects [OK] or [CANCEL] taking him/her back to the previous screen.
7d. The PROVISIONAL option will now have a red "X" in the box next to that option.

7e. The Precinct Election Official chooses the correct ballot style for the voter (recorded in Step 4 of the Provisional Ballot Application form) from the Precinct Street and Road Guide (vocally confirm with the voter)

7f. A Ballot Selection verification screen will be displayed

7g. If the Ballot Style is not correct, press NO. The machine will display the Ballot Selection screen again and allow the Precinct Election Official to enter a new ballot style number.

7h. If the Ballot Style is correct, press YES and continue to the next screen.

7i. The machine will prompt the Precinct Election Official to “Please Remove Supervisor PEB.”

NOTE: THE VOTER RETAINS THE YELLOW COPY. THE WHITE COPY REMAINS IN THE PROVISIONAL BALLOT BOOKLET.

Once the blue Supervisor PEB is removed, the Precinct Election Official will be prompted to

7j. Select a visual ballot for the voter by touching the screen or

7k. Select an audio ballot for the voter by pressing the green, diamond shaped button at the bottom

7l. Once the proper selection is made, the Precinct Election Official may leave the voter to vote in private.

EVEN THOUGH YOUR INTENTIONS ARE GOOD, DO NOT HOVER BEHIND OR NEAR VOTERS AS THEY ARE VOTING, EVEN IF YOU ARE DOING SO TO BE READY AND AVAILABLE TO HELP. VOTERS WILL SIGNAL FOR YOUR ATTENTION IF THEY NEED OR DESIRE ASSISTANCE.
Photo ID Flowchart

Voter has a Photo ID (Driver's License or State ID)

Poll Book & ID have same address

Poll Book has current address; Photo ID does not

Photo ID has current address

Yes

Votes a Regular Ballot. Issue ATV & record Ballot Style #.

Yes

Votes a Regular Ballot. Issue ATV & record Ballot Style #. Record last 4 digits of Photo ID

Yes

If WITHIN precinct, votes a Regular Ballot. Issue ATV. Record Ballot Style #. Complete a Change of Address form.

Other Valid ID Flowchart

Voter has a Valid ID (Utility Bill, Paycheck Bank Statement, etc.)

Poll Book & ID have same address

Poll Book has current address

Valid ID has current address

Yes

Votes a Regular Ballot. Issue ATV & record Ballot Style #.

Yes

Votes a Provisional Ballot. Voter completes parts 1 & 2. Judge completes parts 3 & 4 on Provisional Application Form

Yes

If WITHIN precinct, votes a Regular Ballot. Issue ATV. Record Ballot Style #. Complete a Change of Address form.

Make sure you record the correct Driver's License Number (on the left side of the driver's license—NOT the number in the upper right corner!)
Does Not Have ID & Social Security Number Flowchart

Voter does not have ID and does not have a Social Security number

→

Signs ID Affirmation

→ No

Votes Provisional Ballot

→ Yes

Votes a Provisional Ballot. Voter completes parts 1 & 2; Judge completes parts 3 & 4 on Provisional Application Form

→ Yes

Votes a Provisional Ballot. Must provided ID at the Board of Elections within 10 days of the Election

Refuses to Show ID Flowchart

Voter refuses to show ID

→

Votes Provisional Ballot

→ Yes

Votes a Provisional Ballot. Must provided ID at the Board of Elections within 10 days of the Election
Lost Voters – Using the County Street & Road Guide

A “Lost Voter” does not live in your precinct or does not know the location of his/her voting location

- Ask voter to provide NAME and CURRENT ADDRESS
- Search the Signature Poll Book and Supplemental Voter List
- Confirm that the voter’s name is NOT in the Signature Poll Book.
- Search the County Street & Road Guide
  Use this information to locate the voter’s correct voting location.
- Direct the voter to the correct voting location, with address and ward and precinct number. Write it down and give it to the voter.
- Tell the voter to call the Election Office at 462-3100 if more information is needed.

NOTE: If the “Lost Voter” refuses to go to his/her proper voting location for whatever reason, and insists on voting in your precinct, that voter MUST vote a Provisional ballot. See pages 55 - 58