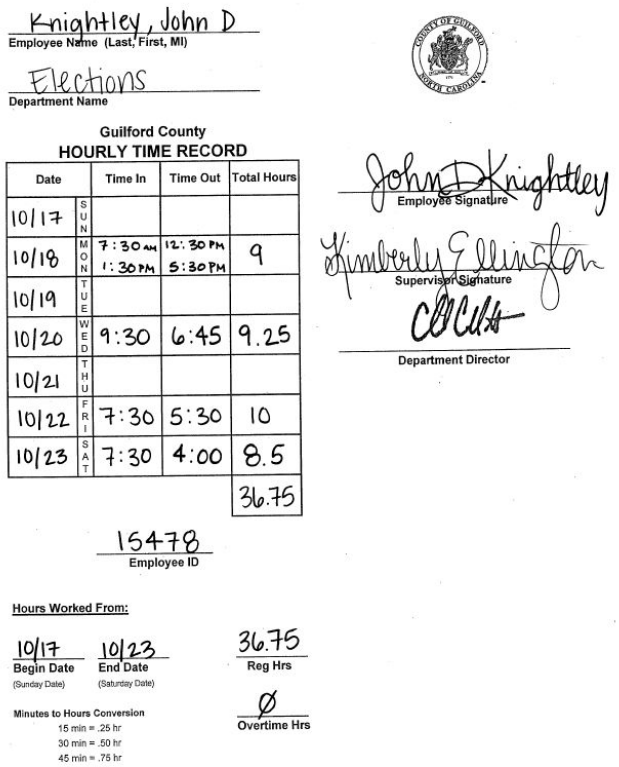
Check In/Ballot Table

Guilford County Board of Elections
Early Voting

TIMESHEETS
pages 18 - 19

1. Print your name (Last, First, Middle Initial).
2. Sign your name above the *Employee Signature* line.
3. Print “Elections” for *Department Name*.
4. Print the date next to every day of the week that it corresponds to in the date column – even the days you are not working.
5. Print Sunday’s date on the line for *Begin Date*.
6. Print Saturday’s date on the line for *End Date*.
7. Print the time you started your shift under *Time In*. (DO NOT use military time)
8. Print the time you ended your shift under *Time Out*. (DO NOT use military time)
9. Add up the total hours worked for that day and print under Total Hours.



Knightley, John D
Employee Name (Last, First, MI)

Elections
Department Name

Guilford County
HOURLY TIME RECORD

Date		Time In	Time Out	Total Hours
10/17	SUN			
10/18	MON	7:30 AM 1:30 PM	12:30 PM 5:30 PM	9
10/19	TUE			
10/20	WED	9:30	6:45	9.25
10/21	THU			
10/22	FRI	7:30	5:30	10
10/23	SAT	7:30	4:00	8.5
				36.75

John D Knightley
Employee Signature

Kimberly Ellington
Supervisor Signature

Department Director

15478
Employee ID

Hours Worked From:

10/17
Begin Date
(Sunday Date)

10/23
End Date
(Saturday Date)

36.75
Reg Hrs

Ø
Overtime Hrs

Minutes to Hours Conversion
15 min = .25 hr
30 min = .50 hr
45 min = .75 hr

Acceptable Forms of Photo ID

page 96

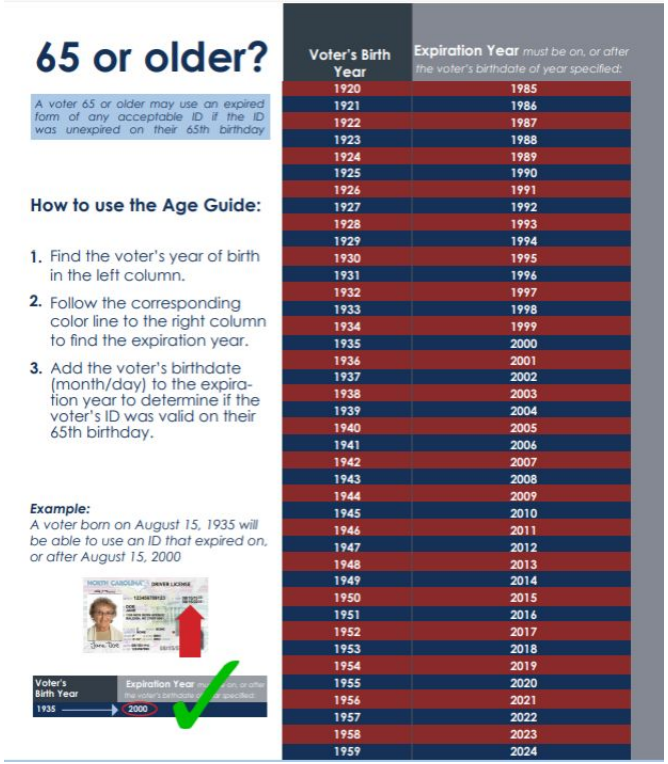
Any of the following that is UNEXPIRED or expired for ONE YEAR OR LESS:

- NC Driver License
- U.S. Passport Book/U.S. Passport Card
- State ID from NCDMV *(Non-operator License)*
- NC Voter Photo ID card, issued by a county board of elections
- College/University student ID approved by State Board of Elections
- Charter school employee ID approved by State Board of Elections
- State/local government employee ID approved by State Board of Elections
- Driver's license/non-driver ID from another state, D.C., or U.S. Territory *(only if voter registered in NC within 90 days of election)*

Acceptable Forms of Photo ID (with expiration date - EXCEPTIONS)

- Voters aged 65+ may use an expired ID, if it was unexpired on their 65th birthday.

- If a voter presents an ID that is listed on the State Board of Elections Approved List, that does not have an expiration date on it, it is still ACCEPTABLE.
  - Institutions that have been approved by the State Board of Elections have begun making IDs that have expiration dates clearly listed on them. However, anyone who already had an ID before that change was made is allowed to use their ID even though there is not an expiration date printed on it.



Acceptable Forms of Photo ID (without expiration date)

Any of the following, **regardless of whether the ID contains an expiration or issuance date:**

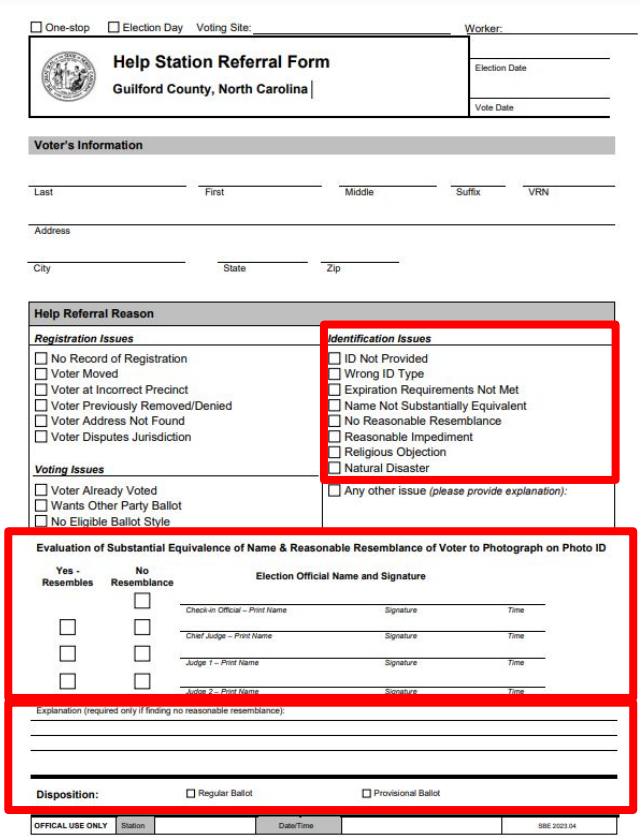
- Military or veteran ID card issued by the U.S. government
- Tribal enrollment card issued by a State or federally recognized tribe
- ID card issued by a U.S. government agency or the State of NC for a public assistance program

Voter Presents a Photo ID that is NOT ACCEPTABLE

- Inform the person presenting to vote of the reasons for that determination.
  - e.g.: the photo identification is expired when that type of acceptable photo identification requires an expiration date
- Invite the person to provide any other photo identification that is acceptable that the person may have.
- If the person cannot produce an acceptable type of photo ID, inform them of their provisional voting options.
  - Option #1: Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 12:00 pm the Tuesday following the election.
  - Option #2: Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

Photo on ID Does Not Reasonably Resemble the Voter/ Name is Not Substantially Equivalent

- The election official shall enter a challenge and immediately notify the Site Supervisor. *Print a Help Referral Form from SOSA*.
- Select the correct reason under “Identification Issues”
- Check the “No Resemblance” box, then print and sign your name, and write the time.
- The designated Chief Judge and Judges will make a determination about the resemblance.
    - If all three UNANIMOUSLY agree there is no reasonable resemblance or the name is not substantially equivalent, write an explanation on the lines provided and check the “Provisional Ballot” box. Complete the Provisional Process for this voter.
    - If even ONE of the three thinks there is reasonable resemblance, check the box that says “Regular Ballot” and allow the voter to check in and vote as normal.



☐ One-stop ☐ Election Day Voting Site: _____ Worker: _____

Help Station Referral Form

Guilford County, North Carolina

Election Date

Vote Date

Voter's Information

Last | First | Middle | Suffix | VRN

Address

City | State | Zip

Help Referral Reason

Registration Issues

- ☐ No Record of Registration
- ☐ Voter Moved
- ☐ Voter at Incorrect Precinct
- ☐ Voter Previously Removed/Denied
- ☐ Voter Address Not Found
- ☐ Voter Disputes Jurisdiction

Voting Issues

- ☐ Voter Already Voted
- ☐ Wants Other Party Ballot
- ☐ No Eligible Ballot Style

Identification Issues

- ☐ ID Not Provided
- ☐ Wrong ID Type
- ☐ Expiration Requirements Not Met
- ☐ Name Not Substantially Equivalent
- ☐ No Reasonable Resemblance
- ☐ Reasonable Impediment
- ☐ Religious Objection
- ☐ Natural Disaster

☐ Any other issue *(please provide explanation):*

Evaluation of Substantial Equivalence of Name & Reasonable Resemblance of Voter to Photograph on Photo ID

Yes - Resembles	No Resemblance	Election Official Name and Signature		
	☐	*Check-in Official – Print Name*	*Signature*	*Time*
☐	☐	*Chief Judge – Print Name*	*Signature*	*Time*
☐	☐	*Judge 1 – Print Name*	*Signature*	*Time*
☐	☐	*Judge 2 – Print Name*	*Signature*	*Time*

Explanation (required only if finding no reasonable resemblance):

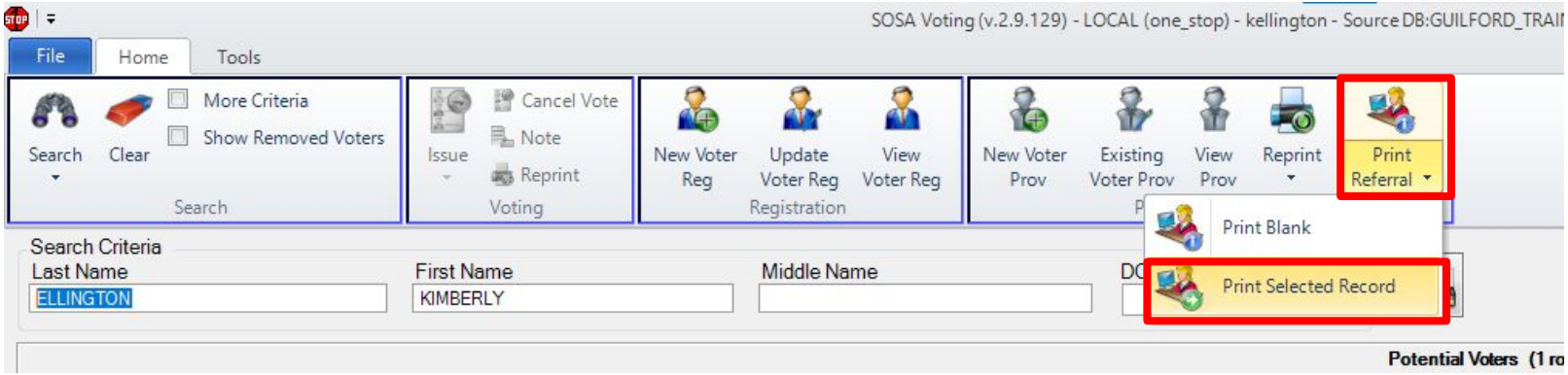
Disposition: ☐ Regular Ballot ☐ Provisional Ballot

OFFICAL USE ONLY | Station | Date/Time | SBE 2023.04

Printing a Help Station Referral Form in SOSA

1. Search for and highlight the correct voter's record in SOSA.
2. Click on the "Print Referral" button.

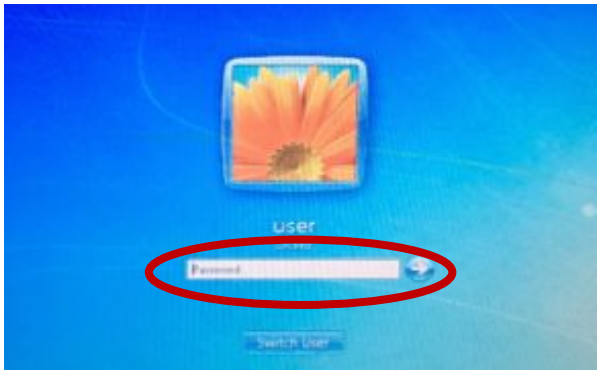
3. Then click on the "Print Selected Record" button.



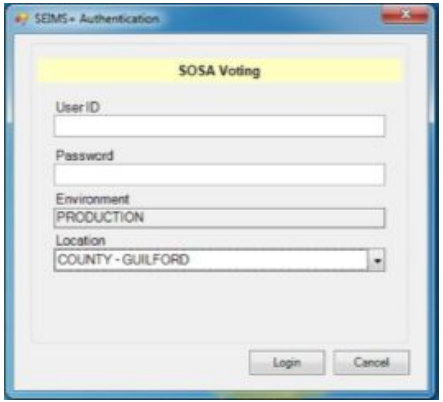
Logging into the ePollbooks

page 23

1. Turn on the laptop and log into windows. Type the Windows Password (*electionsGC2026) into the password field.
2. Press the Enter key on the keyboard of click arrow (→) button on the screen to complete Windows login to access the desktop.



3. Type your specific username into User ID field.
4. Type the SOSA password (*electionsGC2026) into the password field.
5. Click the **Login** button or press the **Enter** key on the keyboard.



SOSA Data Transfers

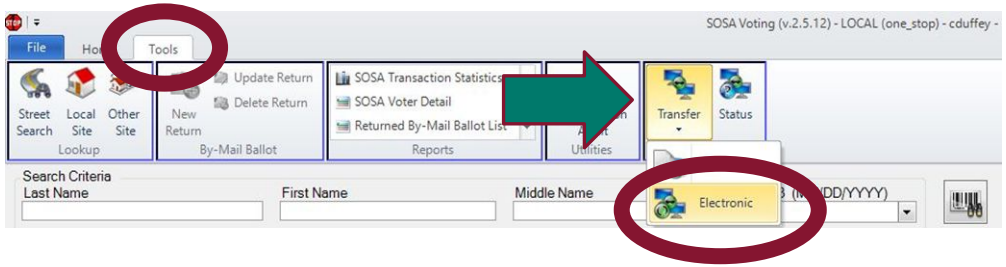
page 24

- SOSA Data Transfers are necessary to make sure that all information regarding voting credit, record updates, and new registrations is accessible at every Early Voting Site and the Board of Elections Office.
    - A “To BOE” transfer sends all SOSA data to the Board of Elections Office from each individual laptop at every Early Voting Site.
    - A “From BOE” transfer receives all compiled data from every laptop at all Early Voting Sites and the Board of Elections Office’s SEIMS Database to update each individual laptop at every Early Voting Site
- Ideally, we want to be able to complete Electronic Transfers.
    - If you don’t have a solid internet connection, you’ll have to do what’s referred to as a “Stick Transfer.”

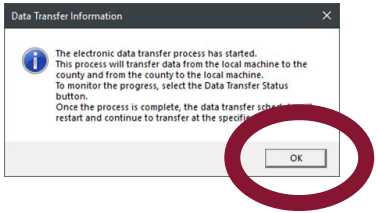
SOSA Data Transfers

page 24

6. Once SOSA loads, go to **Tools** → **Transfer** → **Electronic**.



7. Click the **OK** button to the Data Transfer message.

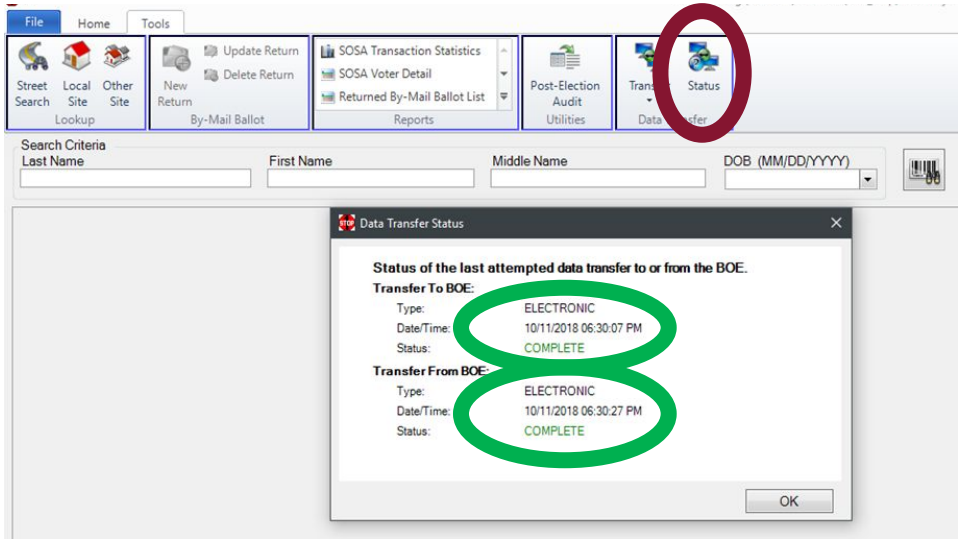


SOSA Data Transfers

page 24

8. After a couple of minutes, click Status to make sure both Transfer to BOE and Transfer From BOE are complete.

9. Once both show a green COMPLETE, click the **OK** button.



10. You are now ready to begin processing voters in SOSA.

Check-In

page 36

Verifying the voter's registration information.

- In every election, per state law requirements, you must ask every voter to verbally state their name and current residential address. You must then repeat the information aloud to the voter. You will enter the voter's information into SOSA.
- For every voter checking in, follow these five steps.

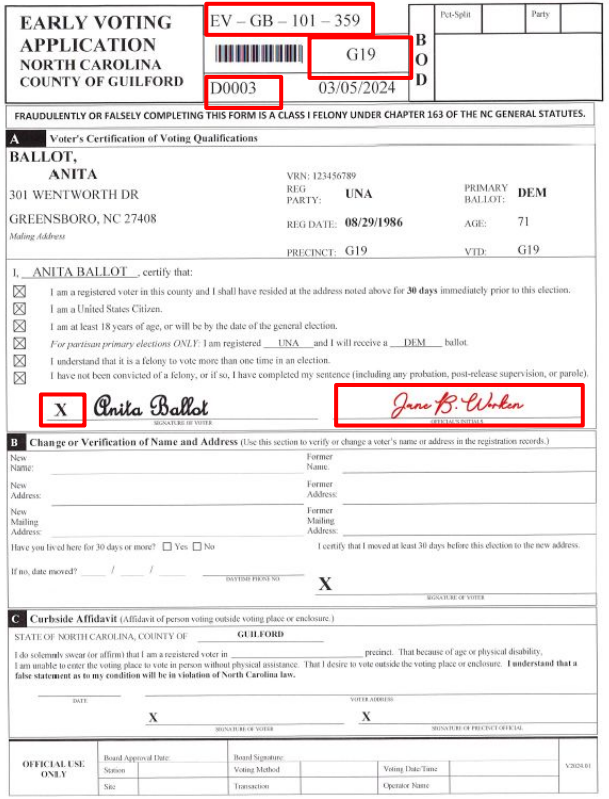
	State Aloud to Voter	SOSA Instructions
1.	Ask the voter their last name.	Type the voter's last name in the search field.
2.	Ask the voter their first name.	Type the voter's first name in the search field. Press Enter on keyboard or click "Search." Find and highlight the correct voter's record.
3.	Ask to see the voter's photo ID.	Verify reasonable resemblance and the substantial equivalence of the name. Return the voter's photo ID.
4.	Ask the voter where they live.	Make sure the address in SOSA matches what the voter said.
5.	Repeat the information back aloud.	e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"

Check-In

page 37

Printing the voter's Application to Vote (ATV).

- Once you have highlighted the voter's record, click **Issue** and then **In-Person**.
  - OR click **Issue** and then **Curbside**.
- The voter's ATV will print. Read the following statement to the voter:
  - "I am printing your ***Application to Vote*** form. Please review Section A. If the information we stated to each other is correct and all of the statements are true, please sign by the large X."
- Highlight the Application Number, Precinct, Ballot Style, and the large X found in Section A.
- Instruct the voter to review and sign Section A by the X.
- Complete the Official's Initials line.



EARLY VOTING APPLICATION
NORTH CAROLINA
COUNTY OF GUILFORD

EV – GB – 101 – 359
G19
D0003 03/05/2024

BOD | Pct-Split | Party

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

BALLOT, ANITA
301 WENTWORTH DR
GREENSBORO, NC 27408
Mailing Address

VRN: 123456789
REG PARTY: UNA
PRIMARY BALLOT: DEM
REG DATE: 08/29/1986
AGE: 71
PRECINCT: G19
VTD: G19

I, ANITA BALLOT, certify that:

- ☒ I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election.
- ☒ I am a United States Citizen.
- ☒ I am at least 18 years of age, or will be by the date of the general election.
- ☒ *For partisan primary elections ONLY:* I am registered UNA and I will receive a DEM ballot.
- ☒ I understand that it is a felony to vote more than one time in an election.
- ☒ I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).

X Anita Ballot (SIGNATURE OF VOTER) Jane B. Worker (OFFICIAL'S INITIALS)

B Change or Verification of Name and Address (Use this section to verify or change a voter's name or address in the registration records.)

New Name: Former Name:
New Address: Former Address:
New Mailing Address: Former Mailing Address:
Have you lived here for 30 days or more? ☐ Yes ☐ No
I certify that I moved at least 30 days before this election to the new address.
If no, date moved? ___/___/___ (DAYTIME PHONE NO.)
X (SIGNATURE OF VOTER)

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF GUILFORD

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. **I understand that a false statement as to my condition will be in violation of North Carolina law.**

DATE VOTER ADDRESS
X (SIGNATURE OF VOTER) X (SIGNATURE OF PRECINCT OFFICIAL)

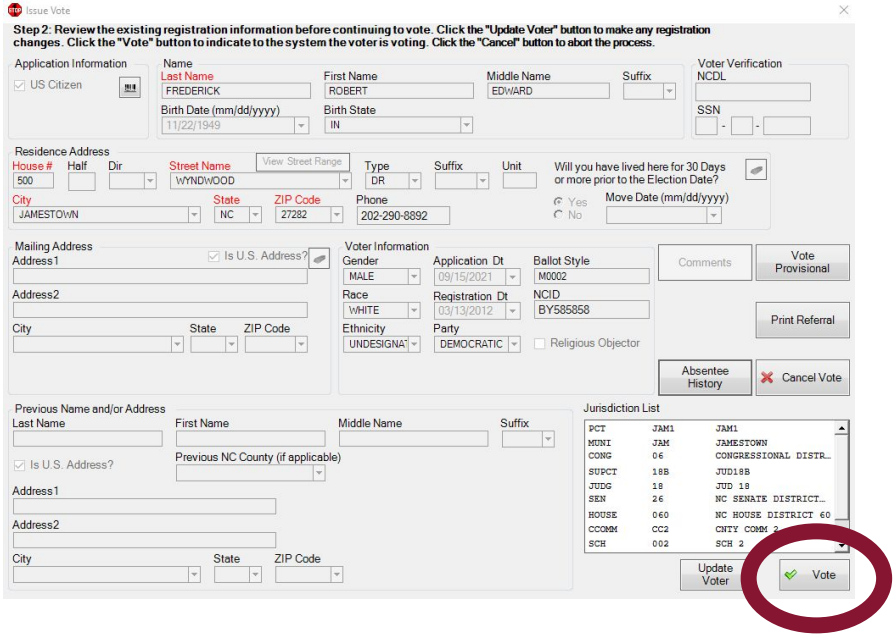
OFFICIAL USE ONLY
Board Approval Date: Board Signature:
Station Voting Method Voting Date/Time
Site Transaction Operator Name
V2024.01

Check-In

page 37

Issuing the voter their ATV and giving them voting credit.

- Hand the ATV to the voter, and direct the voter to the Ballot Table.
- In SOSA, click the Vote button to issue voting credit to the voter.



Check-In:

Searching Voters in SOSA
page 38

Can’t find a Voter’s Record in SOSA?

The voter may be registered under a different name or spelling. When searching, try the following:

- Type the name with and without spaces or hyphens. The voter may have indicated something *different when they first registered*.
- Use the Wildcard character (%) to help *find voters who have spaces or hyphens* in their names. This also applies to voters who have *long or complex names*. The Wildcard character (%) can also be helpful for voters who have *common names with uncommon spellings*. Search for the voter using ONLY their date of birth, especially for searching for long or complex names, but always ask the voter for their permission to search by their date of birth. Type date of birth in Month-Day-Year format with two digits for the month and day, and four digits for the year (i.e MM/DD/YYYY).

Request DL/SSN Voters

Request Information
Provide voters with Notice to Voters with Unvalidated DL/SSN and Early Voting Name/Address Change and Unvalidated DL/SSN Form

DL/SSN Provisionals

NC SBOE Numbered Memo 2025-02
HAVA - 52 U.S.C. § 21083(a)(5)(A)(i)-(ii)
G.S. § 163-82.4

Check-In:

Cancel a Vote in SOSA (Before the Vote Button Has Been Clicked)
page 44

1. Click the **Cancel Vote** button.
2. A new window will pop up. Type the word “CONFIRM” and then click on the **CONFIRM** button.
3. Click on the **OK** button on the next pop-up box.
4. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.

Check-In:

Cancel a Vote in SOSA (After the Vote Button Has Been Clicked)

page 45

1. Click the **Clear** button, then search that voter's name, select the correct voter by clicking on the gray box next to their name, and click on **Cancel Vote**.
2. A new window will pop up. Select **CN—CANCELLED** in the drop down box and enter additional comments to justify the cancellation.
3. Click the **Cancel Vote** button.
4. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.

Ballot Table

page 55

Puller:

1. Ask the voter for their ATV. Confirm that it has been signed by the voter and the staff member who processed the ATV.
2. Find the ballot style listed on the ATV, and pull a ballot of the same style from the ballot cabinet.

Scanner:

3. Use the barcode scanner to scan the barcode on the ATV and then the barcode on the ballot. They must match.

Writer:

4. Write the voter's Application Number and their Precinct in the box at the top of the ballot using a red pen.

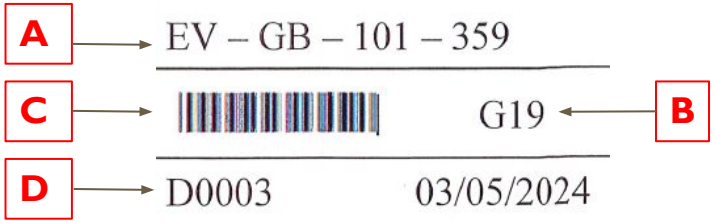
Counter:

5. Write the next sequential number in the box at the top of the ATV using a red pen and place it, face down, in the corresponding organizational tray. Then give the ballot to the voter, explain the ballot marking instructions and direct them to the voting booths.

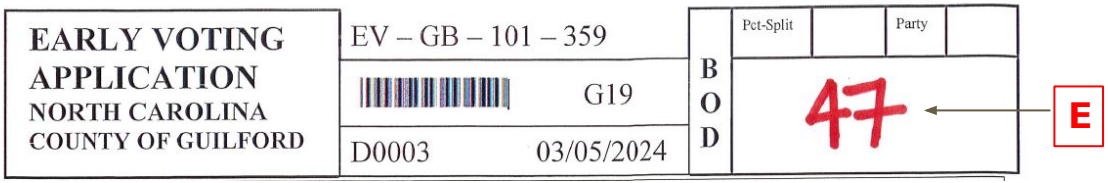
Ballot Table

page 56

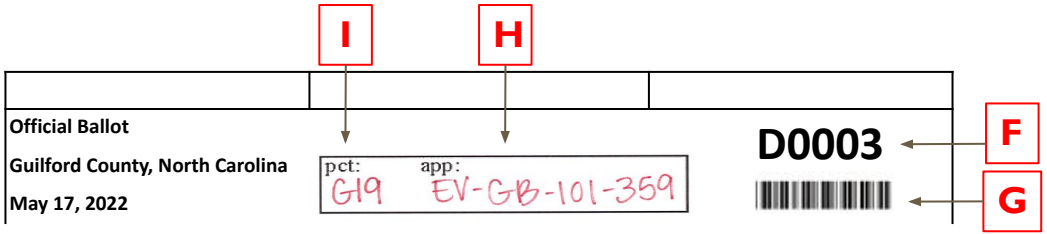
A. Application Number
B. Precinct
C. Barcode
D. Ballot Style



E. Write the sequential number inside the box on the top of the ATV



F. Ballot Style
G. Barcode
H. Application Number
I. Precinct



Ballot Table
Spoiled Ballots

page 57

Voter Makes a Mistake on the Ballot

1. Take the ballot from the voter and write the word “SPOILED” across the front in large letters, using a RED pen.
2. Get a new ballot of the same ballot style from the ballot cabinet.
3. Copy the Application Number and Precinct from the spoiled ballot onto the new ballot, using a red pen, and issue the new ballot to the voter.
4. NEVER allow the voter to have two ballots in their possession at the same time.
5. Fill out the ***Spoiled Ballot Log***. (Located in the very front of your file box.)
6. Place the spoiled ballot in the Black Bag.

Ballot Table
Spoiled Ballots

page 57

Voter Decides Not to Vote

1. Ask the voter to return their ballot, and write the word “SPOILED” across the front in large letter, using a red pen.
2. Using the Application Number at the top of the spoiled ballot, locate the voter’s ATV in the organizational trays.
3. Remove the voter’s ATV from the organizational tray, and write “VOID” across the form using a red pen.
4. Fill out the ***Spoiled Ballot Log*** and place the spoiled ballot in the Black Bag.
5. The Site Supervisor must take the voided ATV to the same computer where the person was originally processed and cancel the vote.
6. If you have a skipped number in the sequentially-numbered ATVs in the trays, assign the skipped number to the next ATV that comes to the Ballot Table, and place that voter’s ATV, face down, in the corresponding organizational tray.

Ballot Table
Spoiled Ballots

page 57

- **Do NOT** advise a voter to leave the voting enclosure to research candidates after the voter has received an ATV or a ballot. Inform the voter that they can use a smartphone to research candidates but not to call or text others. If the voter insists on leaving, you must notify the Site Supervisor.
- **Do NOT** hold a voter's ballot or ATV while the voter leaves the voting enclosure for any reason.
- **NEVER allow a voter to have two ballots at the same time. They must give you their mis-marked/damaged ballot in order to receive a new one!**

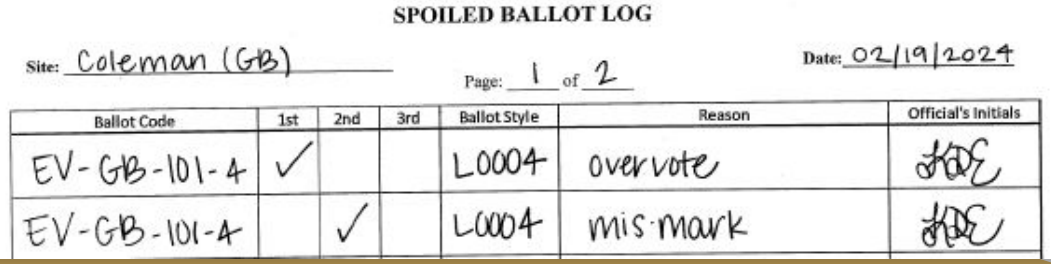
Ballot Table:

Spoiled Ballot Log

page 58

Per North Carolina election laws, a voter is allowed three attempts to mark their ballot before they are required to vote provisionally. For this reason, you will need to keep track of how many times each voter needs/requests to spoil their ballot and mark a new one.

1. Write the Ballot Code in the space provided. This should be written in red ink in the box on the top of the ballot.
2. Check the correct box for how many times you've spoiled this voter's ballot.
3. Write the Ballot Style in the next box. This is found on the ballot above the barcode, to the right of the box where the Ballot Code is written.
4. Sign your initials in the Official's Initials box.
5. Remember to write "SPOILED" across the ballot the voter wishes to spoil and place in the Black Bag.



SPOILED BALLOT LOG

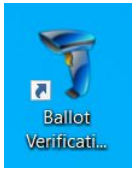
Site: Coleman (GB) Page: 1 of 2 Date: 02/19/2024

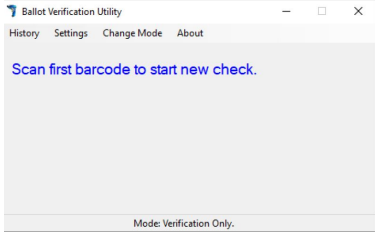
Ballot Code	1st	2nd	3rd	Ballot Style	Reason	Official's Initials
EV-GB-101-4	✓			L0004	overvote	KDE
EV-GB-101-4		✓		L0004	mis-mark	KDE

Ballot Table: Barcode Scanner

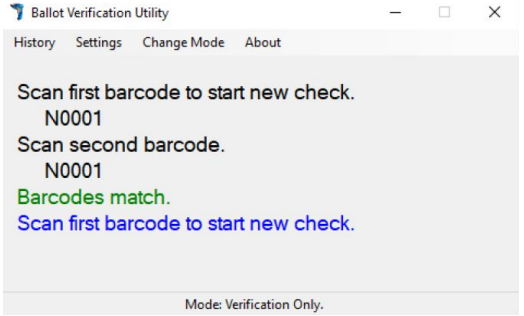
page 59

1. On the laptop at the Ballot Table, double click on the Barcode Scanner icon.





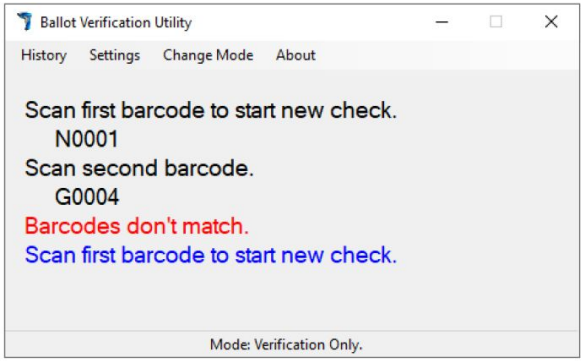
2. Scan the barcode on the voter's ATV.
3. Scan the barcode on the ballot.
4. Once you have confirmed that the barcodes match (image below), hand the ATV and the ballot to the Writer for them to code the ballot.
5. To begin another check, simply scan the next voter's ATV.



Ballot Table: Barcode Scanner

page 59

If the barcodes do NOT match, you will see this image.



- Double check that you scanned the correct barcode on the voter's ATV.
- If you have scanned the correct barcode on the voter's ATV and still see this message, inform the Puller that the incorrect ballot style has been pulled and ask them to retrieve the correct style.
- If barcode scanner "stops working," simply click inside the box and try again. If that doesn't work, close the program and reopen it.

Ballot Questions

page 83

What questions may I answer about the ballot?

- The only kind of assistance you may give a voter who has a question about their ballot is to read the ballot to them exactly as it is printed. No other information other than what is provided on the ballot may be given.
- In certain elections where there is a bond referendum or constitutional amendment on the ballot, you are only permitted to read the wording on the ballot for the voter. If there is any other information that can be given to the voter, you will be notified by the Board of Elections beforehand and provided with a document containing the information that may be read or given to the voter.

What questions may I NOT answer about the ballot?

- You may NOT answer any questions that do not pertain to ballot marking instructions or that require a different answer other than the reading of the ballot. You may not offer opinions, explanations, definitions, or any other type of information to that voter. This is to prevent any misinformation or misinterpretation that could lead to liability for the Board of Elections.
- You may not answer questions about the parties of the candidates whose party affiliation is not listed on the ballot. The voter may look up the party affiliation of a candidate running for a nonpartisan contest on their smartphone.
- You may not answer questions about your own political views.