Guilford County Board of Elections

Handbook for Early Voting Officials

2026 Midterm General Election

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Contact List

Kimberly Ellington	Early Voting Manager	Office: **(336) 641-5511** Cell: **(336) 420-2563**
Early Voting Office Support		**(336) 641-3839** **(336) 641-5510** **(336) 641-3399**
Charlie Collicutt	Director of Elections	**(336) 641-3836**
Chris Duffey	Deputy Director of Elections	**(336) 641-3936**
Brenda Alexander	Registration Manager	**(336) 641-3831**
Christina Henry	Absentee By-Mail Manager	**(336) 641-2896**
Jane Dempsey	Absentee By-Mail Assistant Manager	**(336) 641-6876**
Laura Campbell	GIS/IT Coordinator	**(336) 641-6875**
Tammy Riley	Payroll Administrator	**(336) 641-3837**
Suzanne Troxler	Election Day Staffing Supervisor	**(336) 641-3820**

Voter Resources

Elections Office Phone Number	**(336) 641-3836**
Greensboro Office Address	**301 W. Market St** **Greensboro, NC 27401**
High Point Office Address	**325 E. Russell Ave** **High Point, NC 27260**
Mailing Address	**PO Box 3427** **Greensboro, NC 27402**
Website	**www.guilfordelections.com**

FOR EMERGENCIES AT THE SITES: Call “911”

Early Voting Site Cell Phone List

Name	Cell Phone Number	
Carolyn Q. Coleman Conf. Room	Site	**336-337-6441**
	Curbside	**336-337-6442**
Ag Center	Site	**336-202-1165**
	Curbside	**336-202-4354**
Barber Park	Site	**336-202-7631**
	Curbside	**336-202-7634**
Brown Recreation Center	Site	**336-202-7642**
	Curbside	**336-202-7644**
Bur-Mil Club	Site	**336-220-7648**
	Curbside	**336-202-7649**
Charlotte Hawkins Brown	Site	**336-202-7660**
	Curbside	**336-202-7661**
Craft Recreation Center	Site	**336-202-7662**
	Curbside	**336-202-7665**
Deep River Recreation Center	Site	**336-202-7667**
	Curbside	**336-202-7673**
Jamestown Town Hall	Site	**336-202-7698**
	Curbside	**336-202-7700**
Leonard Recreation Center	Site	**336-202-7710**
	Curbside	**336-202-7713**
Lewis Recreation Center	Site	**336-202-7731**
	Curbside	**336-202-7736**
Oak Ridge Town Hall	Site	**336-337-4129**
	Curbside	**336-337-6059**
Pleasant Garden Community Center	Site	**336-337-6443**
	Curbside	**336-337-6445**
Roy B. Culler, Jr. Senior Center	Site	**336-420-2066**
	Curbside	**336-420-2207**
Stokesdale Town Hall	Site	**336-337-6061**
	Curbside	**336-337-6066**
Union Square Campus	Site	**336-962-0510**
	Curbside	**336-962-0640**
Washington Terrace Park	Site	**336-962-0995**
	Curbside	**336-962-1000**

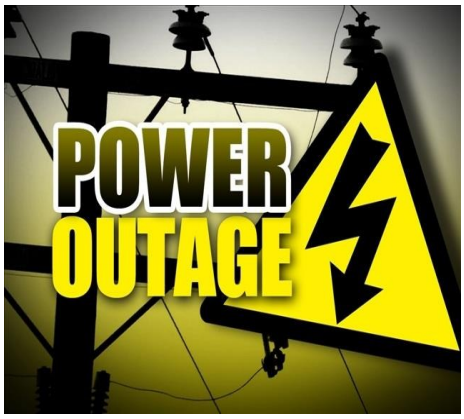
Cliff Ballard	336-337-3947
Paul Brown	336-337-3943
Bud Strickland	336-202-7750
JP Swisher	336-337-3933
Kenny Watkins	336-202-7643

Section 1

Emergency Procedures

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Emergency Procedures



Polling Place Loses Power

YOU WILL REMAIN OPEN FOR VOTING!

1. Call Kimberly **or** one of the Early Voting Office Support phone numbers when your site loses power. The office will contact Emergency Management Services to assess and determine the next course of action.

2. Retrieve power outage supplies from the *SMALL BLUE EMERGENCY/ PPE TOTE*. Refer to the *ORANGE POWER OUTAGE NOTEBOOK*, located in the *BLACK & YELLOW NOTEBOOK TOTE*, for instructions to continue operating while using power-saving steps until the generator arrives, or power is restored.



Accident or Medical Emergency

- Call "911" if you have a need for emergency assistance, such as ambulance, law enforcement, or the fire department. Call the elections office directly after notifying the proper authorities.
- Call Kimberly or one of the Early Voting Office Support phone numbers for any non-emergency issues or incidents that require immediate assistance.
- After the emergency/incident is resolved, please fill out an Incident Report and return it to the office in the *Black Rover Bag*.



Bomb Threat, Fire, or Flood

Your life and safety always take priority.

Evacuate the building immediately. Call "911" when you have reached safety.

If you can do so without jeopardizing your safety, evacuate the following items as you leave the building:

⇒ DS200 Tabulator and Blue Ballot Bin from inside the black tabulator base

⇒ All completed ATVs

⇒ Returned Absentee By-Mail Ballots and Provisional Ballots

⇒ SOSA laptops, leaving the cords and printers behind



Note: If voters arrive during an evacuation, direct them to the closest Early Voting Site, or take their contact information (name, address, and phone number where they may be reached) and contact them once voting has resumed at your site.

Contact the elections office as soon as possible. In the event the Early Voting Site needs to be moved to another location, Kimberly will assist with the move and bring additional help.

Physical Threat of Violence or Disturbance

If there is a physical threat inside the facility, do your best to prevent individuals from entering and/or remaining in potentially unsafe areas, without exposing yourself to the threat.

Call "911" immediately if anyone is unruly, abusive, or in any way threatens the safety of the Early Voting Officials, voters, or the orderly conduct of the election.

Report the matter to the elections office after notifying the proper authorities.



Active Shooter

In an active shooter situation, **protecting yourself is your first priority**. **You are NOT required to** secure equipment and/or protect others if doing so puts your own life at risk.

If an active shooter is in your vicinity, remember to RUN, HIDE, or FIGHT.

1. **RUN:** If you can safely escape from the threat, run to a safe place outside the facility.
    - Familiarize yourself with the facility's exits and have potential escape routes planned.
    - If you can safely escape, do so quickly and without hesitation, regardless if others agree.
    - Leave your belongings behind.
    - Keep your hands visible.
2. **HIDE:** If you cannot safely escape, hide in an area out of the active shooter's view.
    - Block entry to your hiding place and close and lock any doors.
        - ◊ If doors are inward-opening, barricade doors with chairs, tables, or cabinets.
        - ◊ If doors are outward-opening, tie cords, belts, neckties, or shoelaces around handles.
    - Turn off lights, close blinds, hide behind large objects, and avoid glass doors/windows.
    - Avoid making noise, and silence any audible devices, such as cell phones or watches.
    - Stay hidden until emergency responders properly identify themselves and direct you out.
3. **FIGHT:** As a last resort and only if your life is in imminent danger, fight to survive.
    - Find an object with which to defend yourself, such as a fire extinguisher or chair.
    - Act with physical aggression to incapacitate the shooter and/or remove their weapon.
    - Throw items or yell to distract the shooter.
    - Scream to alert others of the threat.

Once you are no longer in danger, call "911" immediately. Provide as much information to the "911" dispatcher as you can, such as the location and number of shooters, description of the shooter(s), weapons used, and number of potential victims.

Call the Elections Office ONLY AFTER you are removed from any threat of harm and have called "911."

Other Emergency

For all other emergencies, call the Elections Office for further instructions.

- Never hesitate to call "911" if you feel it is necessary. You do NOT have to notify the Elections Office before calling "911." Call the office afterward, as soon as the situation allows.
- You may use your personal phone to make emergency calls to "911" and/or the Elections Office.

Emergency Bin

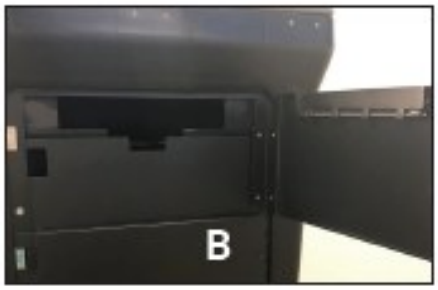
The Emergency Bin is a small compartment on the front of the Black Tabulator Base that stores ballots in the event the DS200 Tabulator is **not operational** and cannot count the vote choices on the ballot. When the Emergency Bin is not in use, the compartment must remain closed and locked.

If the DS200 Tabulator Stops Working:



- The Site Supervisor must immediately open the Emergency Bin door, following steps 1-4 below, and allow voting to continue. DO NOT stop the voting process.
- Call the Elections Office immediately after Emergency Bin is open.

Opening and Closing the Emergency Bin



1. **ANNOUNCE** the following statement:

   "The Tabulator is unable to accept ballots at this time. Voting will continue, and voters will place their ballots in the Emergency Bin. The ballots will be inserted into the tabulator at the time the polls close by a multi-partisan team of Early Voting Officials. You have the option to wait for the Tabulator to resume working if you prefer not to place your ballot in the Emergency Bin."

   ⇒ If there is a line at the site, or the Emergency Bin is in use for an extended period of time, this announcement will need to be repeated multiple times.



2. UNLOCK and open the Emergency Bin door using the External Lock key (images A and B).
3. OPEN and expose the slot where ballots are inserted by folding down the flap on the inside of the door (image C).
4. CLOSE and lock the Emergency Bin door using the External Lock key (image D).
5. RESOLVE the need for using the Emergency Bin. When the DS200 Tabulator can accept ballots again, open the Emergency Bin door, close the flap by folding it up, close the Emergency Bin door (leaving the ballots in the Emergency Bin), and lock it using the External Lock key (image A).



After the Emergency Bin is Closed

For the remainder of the day, the Public Count on the DS200 Tabulator display screen will not match the sequential number on the last ATV at the Ballot Table since there are ballots in the Emergency Bin.

When the DS200 Tabulator is repaired and can accept ballots again, have a multi-partisan team of Early Voting Officials, remove the voted ballots from the Emergency Bin and feed them into the tabulator one at a time, making sure the public count goes up by 1 after each ballot is inserted.

Section 2

General Information, Site Duties, and What's New?

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GUILFORD COUNTY BOARD OF ELECTIONS

EARLY VOTING

November 3, 2026 General Election

EARLY VOTING
October 15—October 31, 2026

SCAN QR CODE FOR:
- Directions
- Election Up-
- Interactive Map
- Sample Ballot
- Site Information
- Voter Registration

NEED MORE INFOR-
www.guilfordelections.org
336-641-3836

EARLY VOTING SCHEDULE

DATES	HOURS
Thurs., Oct. 15 & Fri., Oct. 16	8:00 AM - 7:30 PM
Sat., October 17 - Sun., Oct. 18	CLOSED
Mon., Oct. 19 - Fri., Oct. 23	8:00 AM - 7:30 PM
Sat., Oct. 24 & Sun., Oct. 25	10:00 AM - 5:00 PM
Mon., Oct. 26 - Fri., Oct. 30	8:00 AM - 7:30 PM
Sat., Oct. 31 (Final Day)	8:00 AM - 3:00 PM

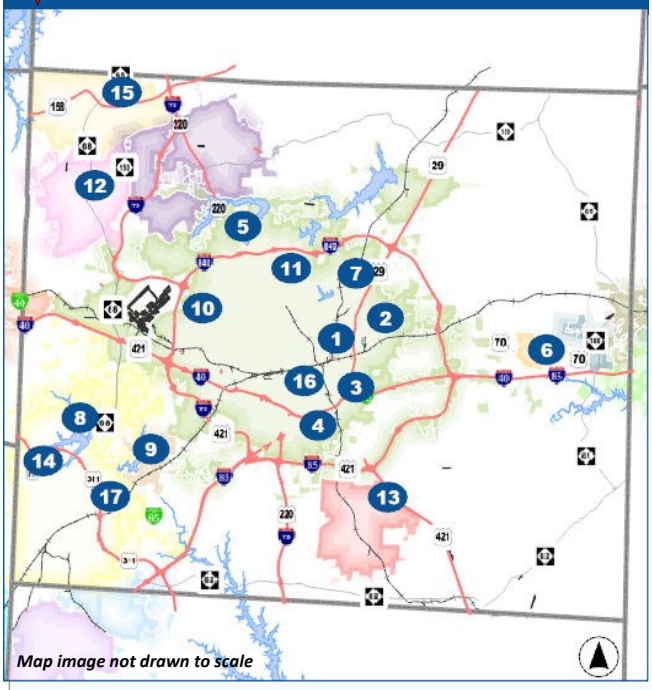
★ELECTION DAY★

TUESDAY, NOVEMBER 3, 2026

Vote at your assigned precinct

6:30 AM—7:30 PM

VOTING LOCATIONS MAP



17 EARLY VOTING LOCATIONS

1. Old Courthouse (Carolyn Coleman Conf. Rm.) - 301 W. Market St.
2. Ag Center (Barn) - 3309 Burlington Rd.
3. Barber Park (Pavilion) - 1500 Barber Park Dr.
4. Brown Recreation Center - 302 E. Vandalia Rd.
5. Bur-Mil Club - 5834 Bur-Mill Club Rd.
6. Charlotte Hawkins Brown (Kimball Hall) - 6134 Burlington Rd.
7. Craft Recreation Center - 3911 Yanceyville St.
8. Deep River Recreation Center - 1529 Skeet Club Rd.
9. Jamestown Town Hall - 301 E. Main St.
10. Leonard Recreation Center - 6324 Ballinger Rd.
11. Lewis Recreation Center - 3110 Forest Lawn Dr.
12. Oak Ridge Town Hall - 8315 Linville Rd.
13 Pleasant Garden Community Center - 5024 Alliance Church Rd.
14. Roy B. Culler, Jr. Senior Center - 921 Eastchester Dr., Ste. 1230
15. Stokesdale Town Hall - 8325 Angel-Pardue Rd.
16. Union Square Campus - 124 E. Gate City Blvd.
17. Washington Terrace Park - 101 Gordon St.

Important Dates and Deadlines

Date	November General Election
October 4, 2026	30-Day Residency Deadline
October 9, 2026	Voter Registration Deadline
October 15, 2026	First day of Early Voting
October 20, 2026, by 5:00 pm	Absentee By-Mail Ballot Request Deadline
October 31, 2026	Early Voting ends at 3:00 p.m.
November 3, 2026	Election Day Last day to return Absentee By-Mail Ballots (by 7:30 p.m.)
November 10, 2026, by 12:00 pm (noon)	Date by which a voter who voted provisionally due to no acceptable ID or no valid proof of residency must present an acceptable ID or valid proof of residency to the Board of Elections, either by mail, email, or in-person.
November 13, 2026	Canvass—Election Certification

What's new?

- 17 inch long ballots, due to Greensboro bonds
- New Absentee By-Mail Returned Ballot Logs

  ⇒ One page per ballot that is returned now
- New Voter Assistance Logs

  ⇒ Now applies to curbside voters as well
- New Provisional Envelopes

Layout of an Early Voting Site

The physical layout of each Early Voting site may vary, but the stations, procedures, and duties are the same. The Site Supervisor assigns duties and may rotate assignments as necessary.

Check-In Table: Look up a voter's information using a laptop computer. Verify registration information, and issue an ***Application to Vote*** (ATV) for the voter to sign and take to the Ballot Table.

Registrar's Table: Assist eligible voters who are registering and voting at the same time by typing voter registration information into the laptop computer and printing ATVs. Additionally, update addresses and names of voters by typing the new information into their existing record and printing ATVs.

Ballot Table: Receive the ATV from the voter, and issue the ballot style listed on the ATV. Scan barcodes on ATV and ballot to confirm a match, and code the ballot with the voter's application number and precinct. Place ATVs in the correct organizational tray. In large elections, there may be multiple teams working at this table.

Voter Assistance: Monitor the voting booths, assist voters with ballot-marking instructions, and answer general voting questions. Direct voters to available voting booths and the tabulator.

DS200 Tabulator: Ask voters if they have marked their selections on their ballots BEFORE they insert their ballot into the tabulator. Remind voters to watch for the public count to change when inserting their ballots, and assist voters when the DS-200 Tabulator displays error messages. Hand out "I Voted Early" Stickers.

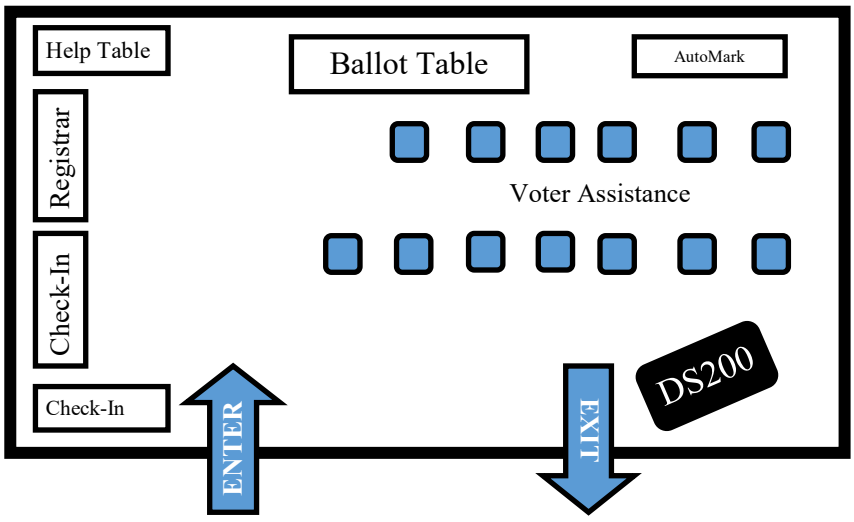
Help Table: This could also be called the "Site Supervisor Table." Assist voters with special circumstances, issue provisional ballots, and issue ATVs for curbside voters (unless your site has a curbside station).

Curbside Voting: Assist voters who are physically unable to enter the voting enclosure due to age or physical disability by taking their forms and ballots to and from their cars. If your Early Voting site is open for voting, you are LEGALLY required to offer Curbside Voting, regardless of weather conditions, so please dress accordingly.

Crowd Control: Monitor all lines to prevent back-ups from occurring in the voting enclosure. This could include, but is not limited to, checking with voters in line to see if they need to register or update any information and providing them with the correct forms so that they have completed the appropriate form by the time they get to the Registrar's Table.

Parking/Traffic Control: Direct cars entering and exiting the parking lot. Manage parking and traffic issues.

EXAMPLE



Positions and Duties

The number of staff members assigned to each Early Voting site is determined by the staff at the Board of Elections and varies based on many factors, including: election type, anticipated turn-out, historical curbside voting turn-out, and the size of the voting enclosure. Additionally, a roving team provides technical and procedural support and delivers/collects supplies.

Early Voting Staff Positions

Site Supervisors

- Take responsibility for the security of the Early Voting site and supplies.
- Ensure Early Voting staff follow the election procedures outlined in this manual.
- Ensure Voting begins and ends at the scheduled times.
- Manage all communication with media, observers, campaigners, runners, rovers and Elections Office.

Registrars

- Process address changes and Same-Day Registrations.
- Set up laptop computer and printer each day.
- Monitor automatic data transfers. Conduct manual transfers if necessary.
- Perform additional duties as assigned by the Site Supervisor.

Check-In Officials

- Check voters in, verify their registration information, and issue their ATVs.
- Set up laptop computer and printer each day.
- Monitor automatic data transfers. Conduct manual transfers if necessary.
- Perform additional duties as assigned by the Site Supervisor.

Help Table Officials

- Assist Check-In Officials and Registrars to process voters more efficiently.
- Provide Curbside Official with ATVs for curbside voters.
- Process provisional applications in SOSA.
- Accept Absentee By-Mail Ballots that are returned in-person to your Early Voting Site.

Ballot Officials

- Receive the ATV from the voter, and issue the ballot style listed on the ATV.
- Scan barcodes on ATV and ballot to confirm that they match.
- Code the ballot with the voter's application number and precinct.
- Place ATVs in the correct organizational tray.
- Perform additional duties as assigned by the Site Supervisor.

Early Voting Staff Positions Continued

Curbside Officials

- Assist voters who are unable to enter the polling place by taking their forms and ballots to and from their cars.
    - ◊ PLEASE NOTE: If your site is open for voting, you are required to offer Curbside Voting, regardless of the weather! Please dress accordingly.
- Perform additional duties as assigned by the Site Supervisor.

Tabulator Officials

- Ask voters if they have marked their selections on their ballot **BEFORE** they insert their ballot into the DS200 Tabulator. **Do NOT look at their ballot!**
- Direct voters who have completed their ballots to insert them into the DS200 and remind them to watch for the public count to change when **they** insert their ballot. **Do NOT take it from the voter to insert into the tabulator for them!**
- Assist voters when DS200 Tabulator displays error messages.
- Hand out "I Voted Early" Stickers.
- Position yourself close enough to the DS200 Tabulator to be able to assist voters but far enough away to protect the voters' right to privacy and the secrecy of their ballot.
- Perform additional duties as assigned by the Site Supervisor.

Greeters

- Help control the flow of busier Early Voting Sites.
- Make sure voters have their photo IDs out and ready for the check-in process.
- Check with voters to make sure that they are registered to vote and/or registered at their current address.
- Provide voters with the correct paperwork to register/update their registration.
- Answer any questions voters may have before they get to the Check-In Station.
- Direct voters to the next available Check-In Station or Registrar.

Rovers

- Troubleshoot issues at your assigned sites.
- Provide technical and procedural support to your assigned sites.
- Deliver and pick-up supplies for each of your assigned sites each day.

General Guidelines: Do's and Do Not's

Do:

- Call the elections office for any situation you are unable to resolve without assistance.
- Report any activities that you believe or think may be illegal to the Elections Office.
- Treat each voter with courtesy, fairness, and respect. (Think about how you would want to be treated if you were them!)
- Ensure that each person who is eligible to vote has the opportunity to vote.
- Inform voters if they desire assistance staff is available to help.
- Familiarize yourself with the location of restrooms and telephones in the polling place.
- Tell other EV officials if you are experiencing health problems or if you have any special needs to be accommodated.
- Tell each voter, "Thank you for voting."
- Take pride in what you do.
- Follow the rules of the facility hosting your Early Voting Site. Treat the facility's staff with courtesy and respect.
- Read and sign an "Employee Technology Use Agreement," and abide by the agreement you made when signing.

Do Not:

- Read newspapers or news magazines or play a television and/or radio at the polling place.
- Wear clothing or paraphernalia with a political message or that shows support for a particular candidate, party, or group; or allow poll observers to wear them in the polling place. (A voter can wear such items as long as the voter does not linger in the polling place or solicit votes.)
- Answer voters' questions on candidates or public measures.
- Discuss politics or candidates in the polling place.
- Keep personal items on your work station.
- Assume anything based on a voter's race, gender, language, disability, or appearance.
- Use the laptop for ANY purpose other than duties specifically assigned by the Board of Elections.
- Participate in any religious activities while at the Early Voting Sites. This includes staff led prayers.

Important Reminders for Early Voting Officials

1. **Do NOT tell anyone they cannot vote!**

   You wouldn't want someone to say that to you! There's always the option of voting provisionally!

2. **Do NOT check yourself in to vote!**

   You may vote at your site while you're working. However, if there is a line of voters waiting to vote, that is NOT the best time to do it. Additionally, checking yourself in to vote is ILLEGAL!

3. **Speak and act professionally. (This includes jokes!)**

   Remember that a voter may walk in at any time—let's make a good impression! Joking or talking about a candidate or party can jeopardize the voter's trust in the election process, so be careful about what you say.

4. **Please dress and present yourself professionally and appropriately.**

5. **Take your time!**

   While there may be a line of people waiting, it is still important to make sure that you are being careful and paying close attention to what you are doing. It is more important to do your job correctly than it is to do it quickly. *Accuracy means everything!*

6. **Check with your Site Supervisor if you are unsure about something.**

   Guessing can lead to mistakes. Ask your Site Supervisor if you have any questions!

7. **Always thoroughly verify voter's name and residence.**

   Additionally, an error in checking in the wrong voter may be omitted if you ask for the month and day of the voter's birthday. This will also help reduce the amount of father/son (Sr./Jr./III) mix ups!

8. **Please remember to code the ballot!**

   In **RED INK** in the box at the top of the ballot write the voter's precinct (**pct**) the **entire** EV Application Number (**app**).

9. **Remind the voter to remain at the DS200 Tabulator after inserting their ballot until they see the "Thank You for Voting" screen and see the public count increase.**

10. **The Site Supervisors have extra training; please listen to their advice during Early Voting.**

    It is not my intention to micromanage the sites. While you may be trained to do a particular position, PLEASE do whatever job your Site Supervisor asks you to do! Even if you don't realize it at the time, they have a reason for asking.

11. **Be aware that some things we ask you to do, or require voters to do, may be obvious or appear to be a waste of time. However, some of these things are required by law. Some of them may cause problems on Election Day if neglected—please do them.**

12. **Bring meals and snacks or arrange for someone to bring them to you.**

Timesheet Instructions

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 that day and print under *Total Hours*.

Things to Remember When Completing Your Timesheet



- Sign your timesheet when you get it! We cannot submit timesheets to our Payroll Department that are not signed by the employee. If you return your timesheet without signing it, you will have to come to the elections office in Greensboro to sign it, which could result in a delay receiving your paycheck.
- Your *Employee ID* **IS NOT** your Social Security Number! PLEASE DO NOT write your Social Security Number on your timesheet! Your Site Supervisor has a list if you do not know your *Employee ID*.
- Timesheets are based on calendar weeks. If you work multiple shifts in one week, put them all on one timesheet—even if working at multiple locations.
- On your last working day of the week, place your completed timesheet in the GREEN daily return bag labeled "Timesheets" to be picked up by your Rover.
- Timesheets are based on "hours," so minutes need to be written as decimals. This means 15 minutes would be written on your timesheet as .25; 30 minutes would be written on your timesheet as .50; and 45 minutes would be written as .75.
- You must clock out for breaks of 30 minutes or longer. Make sure you check with your Site Supervisor before taking a break.

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

Daily Opening Procedures

Be sure EV Officials arrive at the site 30 minutes before the polls open!

1. Put on a nametag.
2. Start a timesheet (make sure you sign it!); if you already have a timesheet, write your *Time In*.
3. Take out A-frame signs and information table.
4. Execute the "Daily Opening Audit" Procedures (refer to instructions below).
5. If you turned your computers and printers off the night before, make sure you turn your printers on **BEFORE** you turn the laptops on.
6. Log in the ePollbooks. Make sure they are connected to the internet, and login to SOSA with your individual ID and password.
7. Unplug the cell phone for use.
8. Prep supplies, notebooks, paperwork, etc.
9. Check stock of ballots. If you are running low on any styles in your mobile ballot cart, make sure you know where in the cage to find the next pack of that particular style.
10. Unless there is an emergency, or you are unable to open on time, wait until after 9:00 AM to call the Early Voting Office to check in and report any absences.

Daily Opening Audit Procedure

1. Verify the Red Zip Seal # listed on the Daily Audit Form matches the seal on the front of the clamshell before removal and make sure the seal has not been tampered with.
2. Unlock the Exterior Security Lock, open both latches and lift the clamshell lid. Unlock and open the DS200 Tabulator screen.
3. Compare the morning's Public Count with the previous evening's Public Count. (The totals should be the same—CALL KIMBERLY OR ONE OF THE EARLY VOTING SUPPORT NUMBERS IMMEDIATELY IF THEY ARE NOT!)
4. Check to make sure the Blue Ballot Bin flaps are open and propped against the inside of the can. Close and lock the Ballot Bin Door and place a red zip seal through the loops; record the number on your Daily Audit Form.
5. The Site Supervisor and three other EV Officials **must sign** the A.M. portion of the Daily Audit Form.
6. Unlock ballot cabinet. Take note of any ballot styles needing replenishing. Call the Early Voting Office when you open the last pack of a style (NOT AFTER YOU RUN OUT).

Daily Audit Forms

(Opening—A.M.)

1. Confirm that the Red Zip Seal # listed on the Daily Audit Form matches the seal on front of the clamshell next to the external lock.
2. Confirm the Opening Public Count listed on the Daily Audit Form matches the one on the screen of the DS200.

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241		-	713	=	

3. Confirm that there are no ballots in the Blue Ballot Bin and that both flaps are open, then lock the Ballot Bin Door on the DS200 Can.
4. Place a Red Zip Seal through the metal loops of the door and secure the seal. Record the Red Zip Seal # on your Daily Audit Form.

Ballot Bin Door Red Zip Seal # (A.M.): 36154242

5. The Site Supervisor and three additional employees should sign the "A.M." Section of the Daily Audit Form.

Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/19/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241		-	713	=	

Ballot Bin Door Red Zip Seal # (A.M.): 36154242

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations			SDR Logs		
Spoiled Ballots			Curbside Logs		
Address/Name Changes (WHITE SLIPS)			ATV Total		
Address/DOB Changes (PINK SLIPS)			SOSA "Actual Votes"		

Voted Ballot Return Container(s): _____ Red Tape Seal #: _____ (Container 1)

Red Tape Seal #: _____ (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: _____ Absentee By-Mail Seal #: _____

Provisional Ballots: _____ Provisional Seal #: _____

Note: Today's Public Count, ATV Total, and SOSA "Actual Votes" should ALL three be the same number!

Provisionals and Returned Absentee By-Mail Ballots are ***NOT*** included in Today's Public Count, ATV Total, or SOSA "Actual Votes." They should ***NEVER*** be cast (inserted) into the DS200 Tabulator!

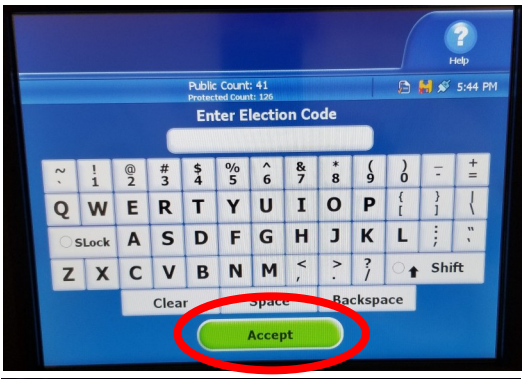
SITE STAFF SIGNATURES: We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

A.M.	P.M.
Supervisor: Kimberly Ellington	Supervisor: _____
John B Knightley	
Jane B Worken	
Charlie Collicutt	

Revised: 12/04/2023

Turning ON the DS200 Tabulator

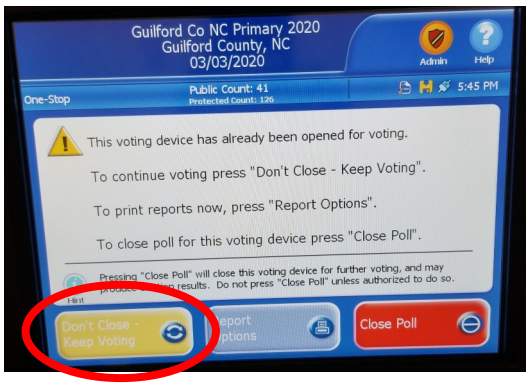
1. Verify that the Red Zip Seal # on the clamshell lid matches the number recorded on the Daily Audit Form. Remove the seal and unlock the exterior security lock. Undo the latches and lift up the black lid.
2. Using the black, barrel key, unlock the DS200 screen and gently lift open. The tabulator will boot up automatically.



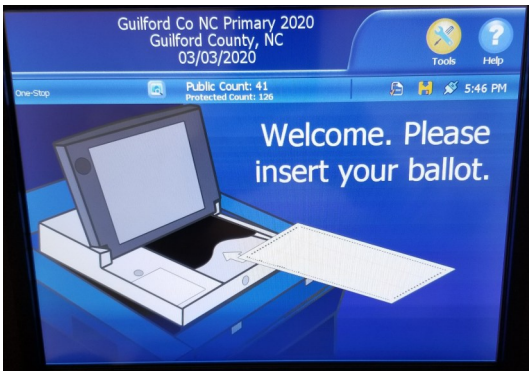
3. Type in the Election Code (found on your Password Cheat Sheet) and then click the green **Accept** button.



4. A tape will begin to print. Click the red **Cancel Printing** button. If the entire tape prints, tear it off and place it in the black Rover bag to be returned to the office at the end of the night.



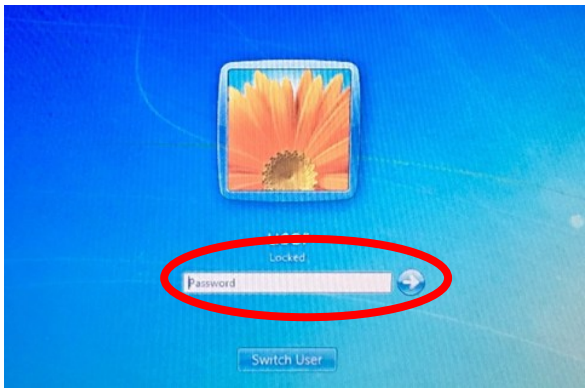
5. On the next screen, click the yellow **Don't Close, Keep Voting** button.



6. You should then see the "Welcome. Please insert your ballot." screen.

7. Unlock and open both doors on the front of the DS200 Tabulator Can. Double check that there are no ballots left in the Blue Ballot Bin from the night before. Make sure the flaps of the Blue Bin are open. Double check the Emergency Bin as well. Lock both doors and place a Red Zip Seal through the loops of the Ballot Bin Door. Record the Red Zip Seal # on the Daily Audit Form.

Logging into the ePollbooks

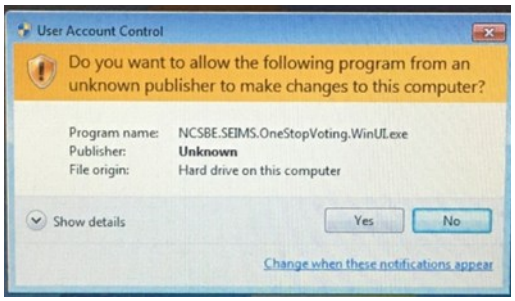


1. Turn on laptop and log into windows. Type the Windows Password (found on your Password Cheat Sheet) into the password field.
2. Press the Enter key on the keyboard or click arrow (→) button on the screen to complete Windows login to access the desktop.

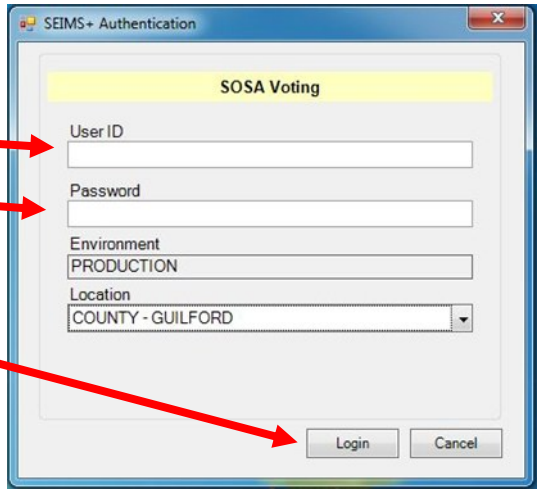
3. Once the desktop loads, SOSA Voting should automatically pop up. If it does not, double-click on the SOSA VOTING icon.



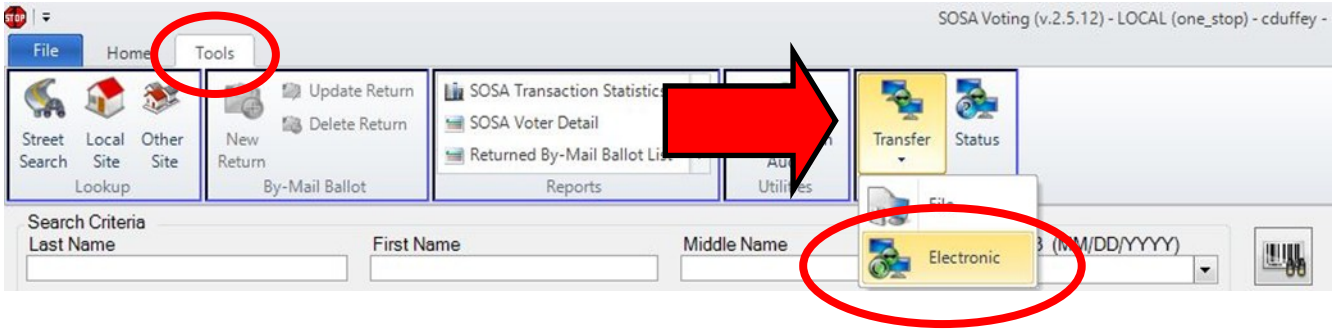
4. If "User Account Control" appears, click the **Yes** button.



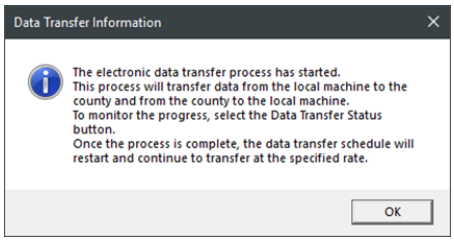
5. SOSA Voting login window will appear.
6. Type your specific username into User ID field.
7. Type the SOSA Password (found on your Password Cheat Sheet) into the password field.
8. Click the **Login** button or press the **Enter** key on the keyboard.



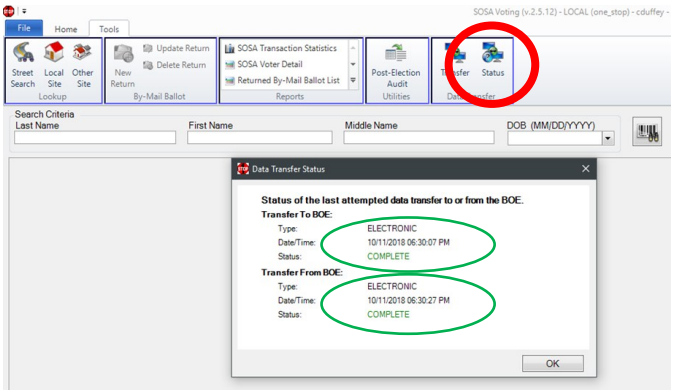
9. Once SOSA loads, go to **Tools → Transfer → Electronic**.
   ***If you don't have a strong internet connection, you will need to wait until your Rover arrives with the "From BOE" transfer stick to complete this process. (Instructions on next page.)



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



11. After a couple of minutes, click Status to make sure both Transfer to BOE and Transfer From BOE are complete.
12. Once both show a green COMPLETE, click the **OK** button.
13. You are now ready to begin processing voters in SOSA.



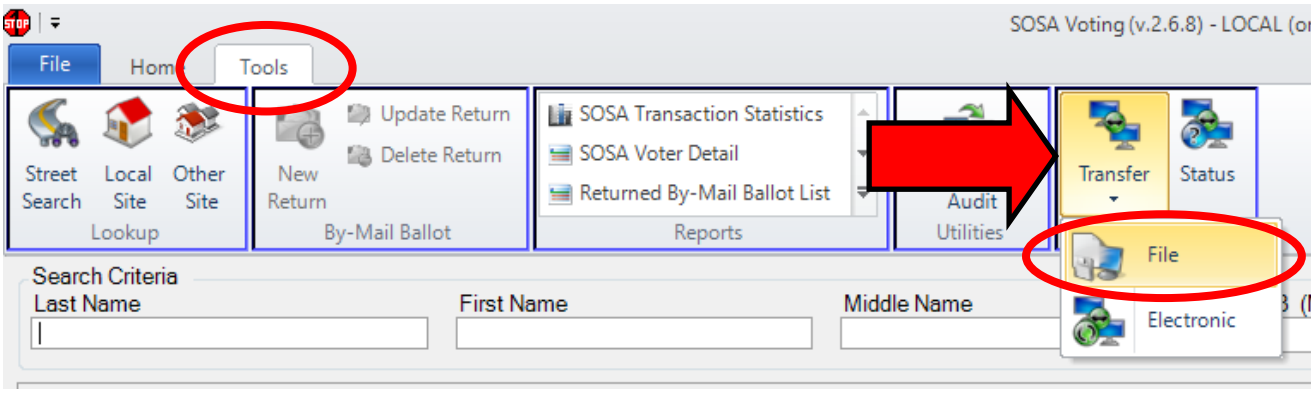
NOTE: If you are unable to complete a transfer electronically, flip to the next page for "Stick Transfer" instructions.

From BOE Stick Transfer

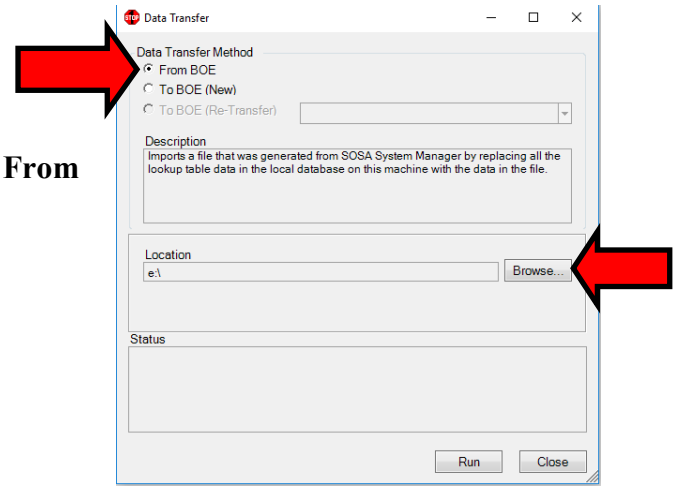
(You only need to do this if you are unable to complete an Electronic transfer!)

This process is how your receive all voting credit from every other Early Voting laptop.

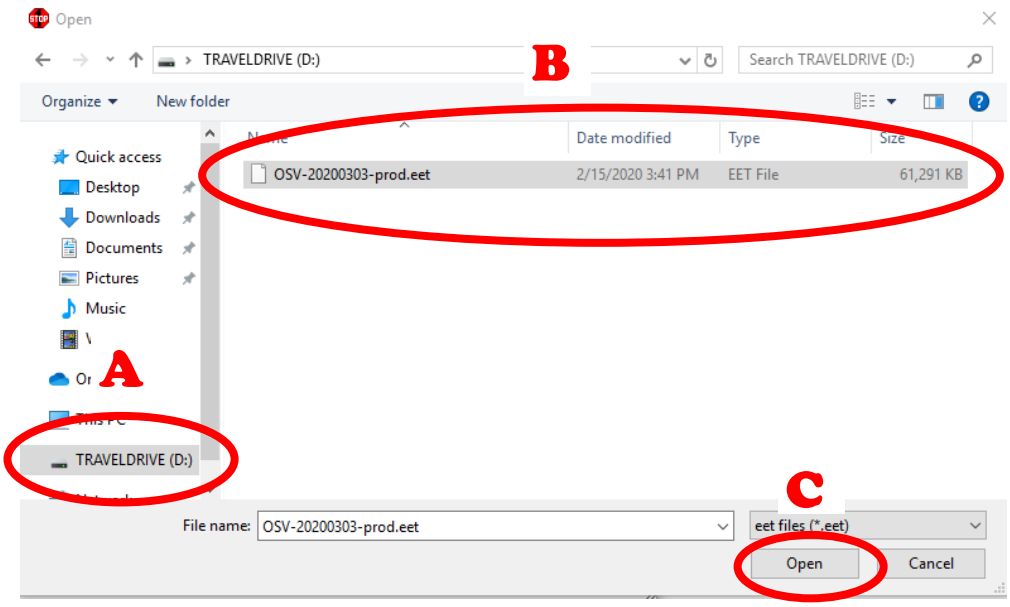
1. Insert the USB Memory Stick labeled "To/From BOE" into port on side of laptop.
2. In SOSA, click on the **Tools** Tab.
3. Click on **Transfer**, then click on **File**.



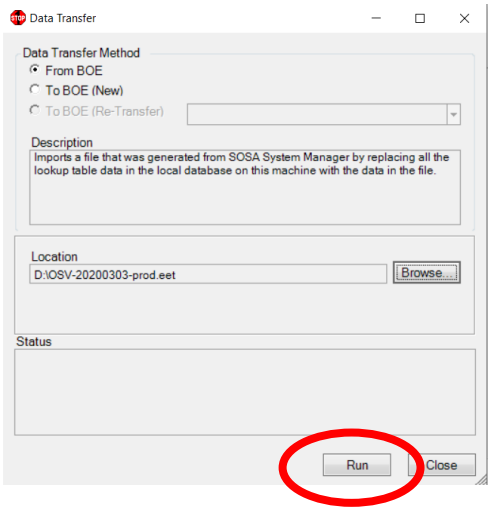
4. In the new pop-up box, click the small circle beside **From BOE**; then click **Browse**.

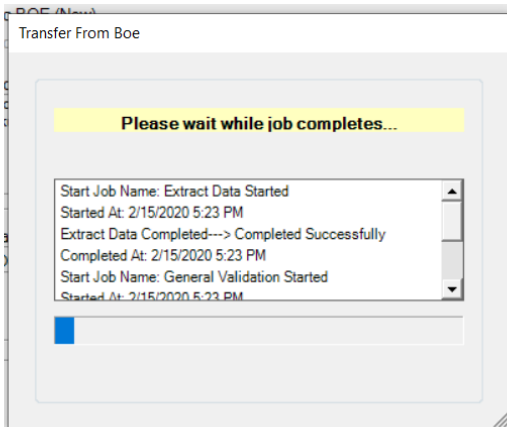


5. In the new pop-up box,
   (A) click **TRAVELDRIVE**;
   (B) click on the file **OSV-20261103-prod.eet**;
   (C) click **Open**.

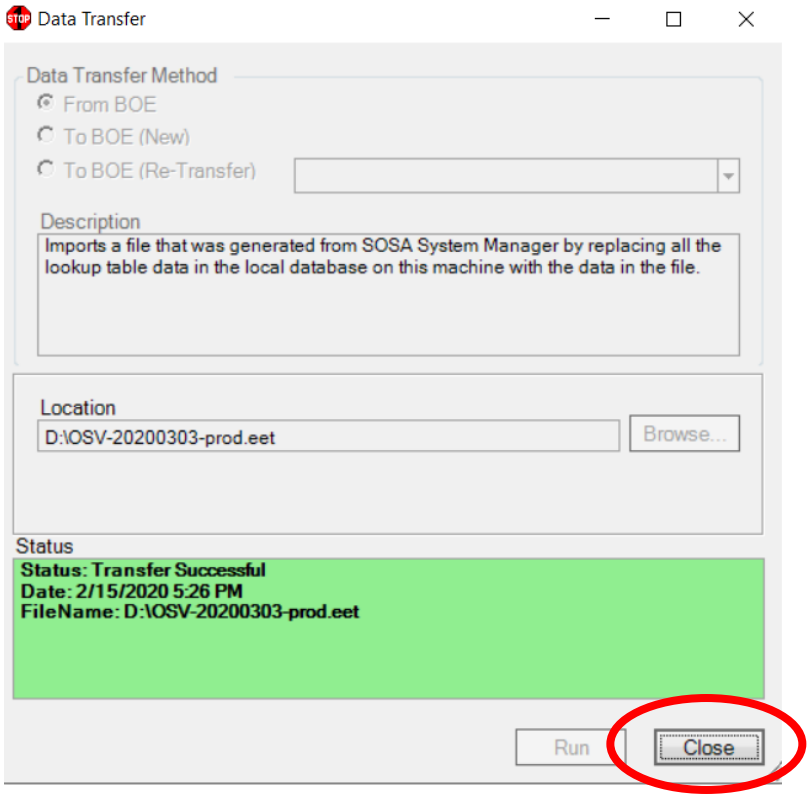


6. Then click **Run**. Please wait while the job completes.





7. Wait until you see the status say "TRANSFER SUCCESSFUL" in green.
8. Click **Close**.



9. Eject the "From BOE" USB Memory Stick.
10. Complete Steps 1-9 for all laptops!
11. Place the "From BOE" USB Memory Stick in the Rover bag to be returned to the office at the end of the night.

Daily Closing Procedures

1. Execute the "Daily Closing Audit" procedures.
2. Unlock the front door of the DS200 Ballot Can and remove the Voted Ballots from the Blue Ballot Bin located inside. Place Voted Ballots from DS200 Blue Ballot Bin in a cardboard "Voted Ballot Box." Seal them with a Red Tape Seal. Place all Voted Ballots in the Rover Bag.
3. Shut down the DS200 Tabulator, close and lock the DS200 Scanner, then close and lock the clamshell. Place a Red Zip Seal through the loops on the front of the clamshell and record the seal # on the Daily Audit Form for the next day.
4. Place all returned Absentee By-Mail Ballots in the yellow daily bag, zip-seal it shut and record the seal number on your Daily Audit Form. Place all Provisional Ballots in the orange daily bag, zip-seal it shut and record the seal number on your Daily Audit Form.
5. Complete the Daily Audit Form.
6. Place signed applications and all other forms in the red daily bag; place all daily bags (even empty ones) in the Rover Bag. Give to the Rover to be delivered to the office.
7. Bring in A-frame signs & info table. Bring in all Outdoor Voting materials.
8. Replenish the stock of ballots in your Mobile Ballot Cart(s). Lock them both.
9. Make sure you still have an internet connection and transfer your data "To BOE." Call the office to report totals to make sure all vote data has transferred (instructions on **page 31**), or confirm that stick transfer has been completed (instructions on **page 33**).
   Log out of SOSA. Shut down the laptops and close the lid.
10. Plug cell phone in to charge.
11. Complete timesheet (place in file box if returning to work; place in green daily bag labeled "Timesheets" to be sent back to the office if it is your last day working that week).
12. Leave the nametags.
13. Secure supplies, notebooks, etc. in supply cage.
14. Secure additional blank ballots in the ballot cage.
15. Wait for Rover to pick up the black Rover Bag, or make arrangements for an EV Official to take it to the office.
16. Lock the doors to the voting enclosure.

Daily Closing Audit Procedure

1. Record the "Closing Public Count" of the DS200 Tabulator.
2. Subtract the "Opening Public Count" from the "Closing Public Count." Enter the total in the space marked "Today's Public Count."
3. Count how many ATVs you have. (Physically count them, don't just subtract the sequence numbers.) If the "Counter" has done their job throughout the day, there should be no need to actually count them. Enter the total under "ATV Total." The "ATV Total," "Today's Public Count," and "SOSA Total" should all be the same number.
4. Count up how many Same-Day Registrations, White Slips, Pink Slips, Provisionals, Returned Absentee By-Mail Ballots, Spoiled Ballots, and SEALED Voted Ballot Boxes you have to send back to the office; write those totals in their corresponding spaces on the Daily Audit Form.
5. The Site Supervisor and three EV Officials must sign the P.M. portion of the Daily Audit Form.
6. DO NOT LEAVE UNTIL THE DAILY AUDIT COUNT HAS BEEN RECONCILED.

Daily Audit Forms

(Closing—P.M.)

1. Record the Public Count listed on the screen of the DS200 in the "Daily Closing Public Count" Box.
2. Subtract the Daily Opening Public Count from the Daily Closing Public Count to find "Today's Public Count." Record that number in the appropriate box.

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241	1192	-	713	=	479

3. Record how many Same-Day Registrations, SDR Logs, Spoiled Ballots, Curbside Logs, White Slips and Pink Slips you have to send back in the appropriate boxes. If you don't have any, write a zero in the box.
4. Record your ATV Total and SOSA "Actual Votes" in the appropriate boxes and confirm that the number in all three bold boxes match.

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations		24	SDR Logs		5
Spoiled Ballots	31		Curbside Logs	8	
Address/Name Changes (WHITE SLIPS)	13		ATV Total	479	
Address/DOB Changes (PINK SLIPS)	6		SOSA "Actual Votes"	479	

Note: If, during a busy election, your Rover picks up SDRs & SDR Logs during the day, write those totals in the "A.M." box. Start a new count for the "P.M." box. If your Rover only picks up SDRs & SDR Logs once during the day, write that total in the "P.M." box, and leave the "A.M." box blank.

5. Write how many Voted Ballot Return Containers (envelope/box) you are returning. Record the Red Tape Seal # on the corresponding line.
6. If returning Absentee By-Mail Ballots and/or Provisionals, place them in the Yellow and/or Orange bag(s), and seal them with a Red Zip Seal. Record the total amount of each on the appropriate line and write the Red Zip Seal # on the next line. If you don't have any, write a zero and "N/A" on the lines.

Voted Ballot Return Container(s): 2 — Red Tape Seal #: 23J11202 (Container 1)

Red Tape Seal #: 23J11203 (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: 3 — Absentee By-Mail Seal #: 36154243

Provisional Ballots: 1 — Provisional Seal #: 36154244

Daily Audit Forms
(Closing—P.M.) Continued

6. The Site Supervisor and three additional employees should sign the "P.M." Section.
7. Keep the yellow copy of the Daily Audit Form in your Site Notebook. Return the white copy to the office in your Rover Bag.

Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/19/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154241	1192	-	713	=	479

Ballot Bin Door Red Zip Seal # (A.M.): 36154242

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations		24	SDR Logs		5
Spoiled Ballots	31		Curbside Logs	8	
Address/Name Changes (WHITE SLIPS)	13		ATV Total	479	
Address/DOB Changes (PINK SLIPS)	6		SOSA "Actual Votes"	479	

Voted Ballot Return Container(s): 2

Red Tape Seal #: 23J11202 (Container 1)

Red Tape Seal #: 23J11203 (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: 3

Absentee By-Mail Seal #: 36154243

Provisional Ballots: 1

Provisional Seal #: 36154244

Note: Today's Public Count, ATV Total, and SOSA "Actual Votes" should ALL three be the same number!

Provisionals and Returned Absentee By-Mail Ballots are ***NOT*** included in Today's Public Count, ATV Total, or SOSA "Actual Votes." They should ***NEVER*** be cast (inserted) into the DS200 Tabulator!

SITE STAFF SIGNATURES: We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

A.M. Supervisor: Kimberly Ellington, John D. Knightley, Jane B. Worken, Charlie Collicutt

P.M. Supervisor: Kimberly Ellington, John D. Knightley, Jane B. Worken, Charlie Collicutt

Revised: 12/04/2023

8. Prepare the Daily Audit Form for the next day.

Early Voting Daily Audit Form

Election: 03/05/2024

Site: Coleman Date: 02/20/2024

DS200 Serial Number	Red Zip Seal # (Clamshell Lid)	Daily Closing Public Count (P.M.)		Daily Opening Public Count (A.M.)		Today's Public Count
DS0319370997	36154245		-	1192	=	

Ballot Bin Door Red Zip Seal # (A.M.): _____

	A.M.	P.M.		A.M.	P.M.
Same-Day Registrations			SDR Logs		
Spoiled Ballots			Curbside Logs		
Address/Name Changes (WHITE SLIPS)			ATV Total		
Address/DOB Changes (PINK SLIPS)			SOSA "Actual Votes"		

Voted Ballot Return Container(s): _____

Red Tape Seal #: _____ (Container 1)

Red Tape Seal #: _____ (Container 2—ONLY if 2 are necessary)

Absentee By-Mail Returned Ballots: _____

Absentee By-Mail Seal #: _____

Provisional Ballots: _____

Provisional Seal #: _____

Note: Today's Public Count, ATV Total, and SOSA "Actual Votes" should ALL three be the same number!

Provisionals and Returned Absentee By-Mail Ballots are ***NOT*** included in Today's Public Count, ATV Total, or SOSA "Actual Votes." They should ***NEVER*** be cast (inserted) into the DS200 Tabulator!

SITE STAFF SIGNATURES: We, the undersigned, state that we have properly recorded the total number of applications received and voted today. We further certify that all equipment has been properly secured.

A.M. Supervisor: _____

P.M. Supervisor: _____

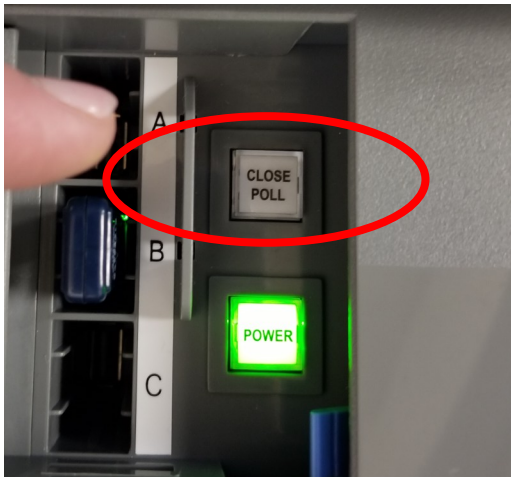
Revised: 12/04/2023

Note: DO NOT place a Red Zip Seal on the Ballot Bin Door at night!

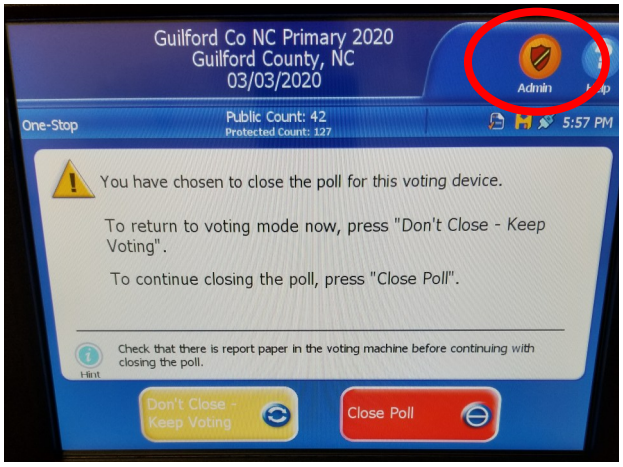
Turning <u>OFF</u> the DS200 Tabulator

1. Using the black barrel key, unlock the small door between where the tape prints out in the morning and the screen. You should see two buttons. Press the **CLOSE POLL** button.

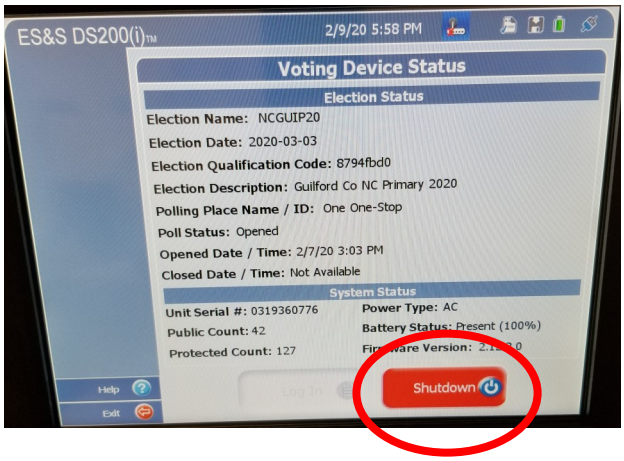
   Be Careful not to touch the USB Memory Stick!



2. Once you see this screen, click on the orange **"Admin" Shield** in the top, right corner.



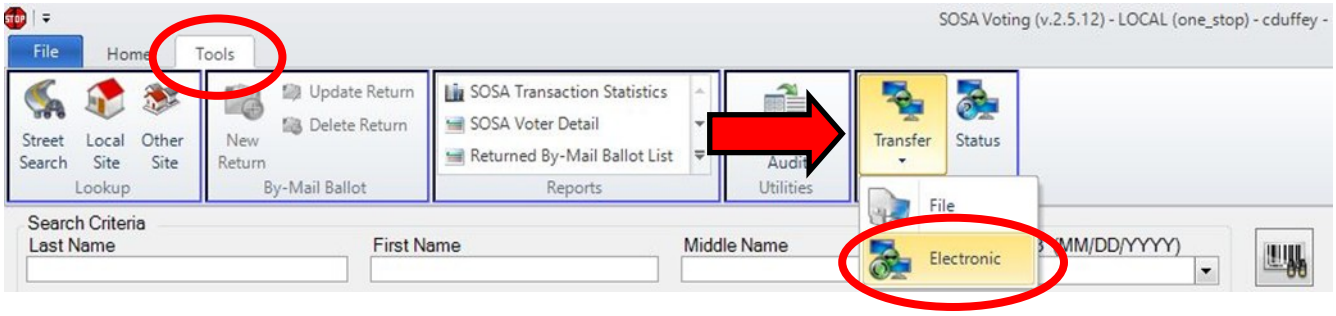
3. Click the red **Shutdown** button.
4. Shut the DS200 Tabulator screen and lock it. Close the clamshell lid and lock it as well. Place a Red Zip Seal through the metal loops on the front of the clamshell lid and record the serial number on the next day's Daily Audit Form.



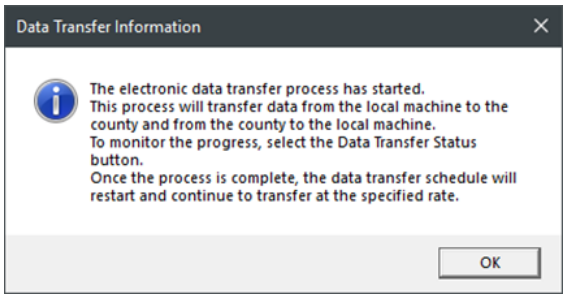
5. Unlock the Ballot Bin Door of the DS200 Ballot Can and remove all Voted Ballots from the Blue Ballot Bin located inside. Gently place Voted Ballots from DS200 Blue Ballot Bin in a cardboard "Voted Ballot Box" or a "Voted Ballot Envelope." Seal them with Red Tape Seal. Be sure to fill in the label on the side of the "Voted Ballot Box" with your Early Voting Site Name, the date, and your initials. Place all Voted Ballots in the Rover Bag.

SOSA Closing Procedures

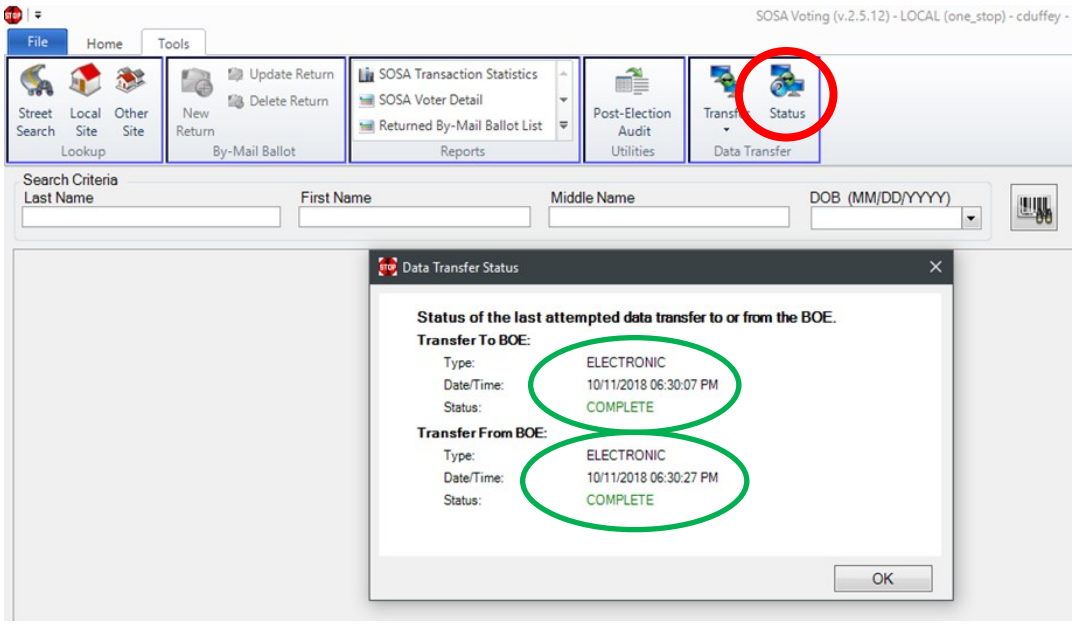
1. After voting has ended for the day, complete a data transfer "To BOE."
2. Go to **Tools → Transfer → Electronic**.
   ***If you don't have a strong internet connection, you will need to complete a "To BOE" stick transfer.



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



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



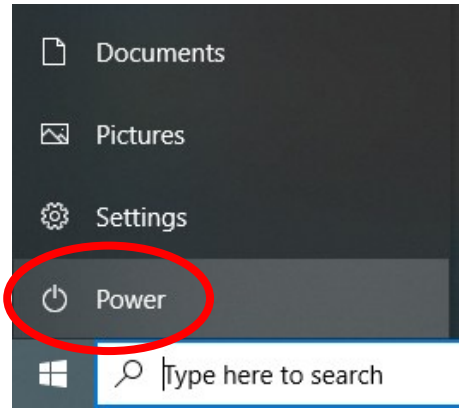
5. Once both show a green COMPLETE, click the **OK** button.
6. Close out of SOSA Voting.

NOTE: If you were unable to complete the transfer electronically, skip to the next page for "Stick Transfer" Instructions.

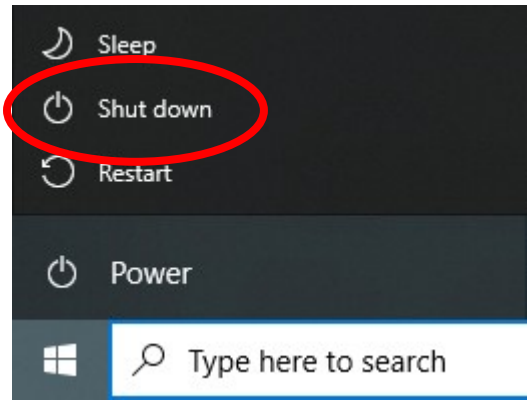
After you finish all 11 Steps, come back to this page for Shut Down Instructions.

7. Click on the Windows icon. 

8. Click on "**Power**."



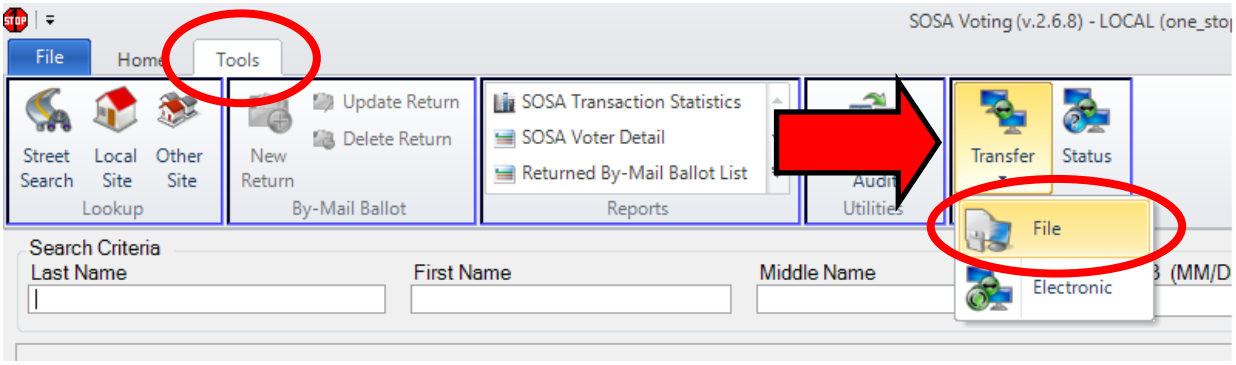
9. After clicking Power, a new menu will appear above the previous one.
10. Click on "**Shut down**."



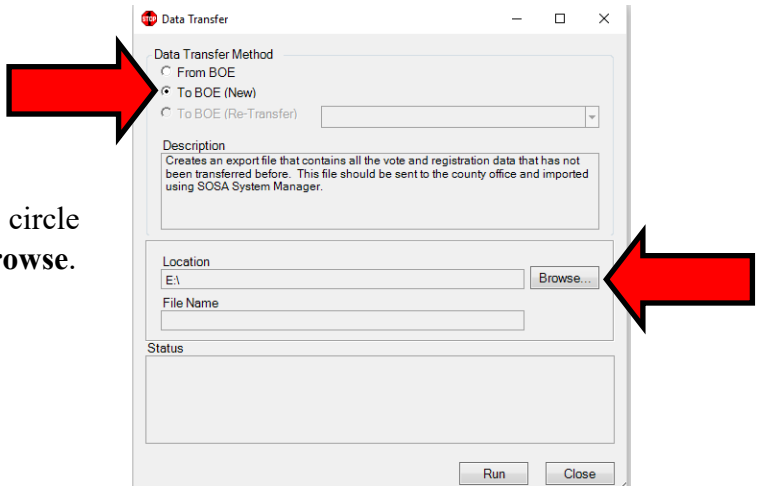
To BOE Stick Transfer

(You only need to do this if you are unable to complete an Electronic transfer!)

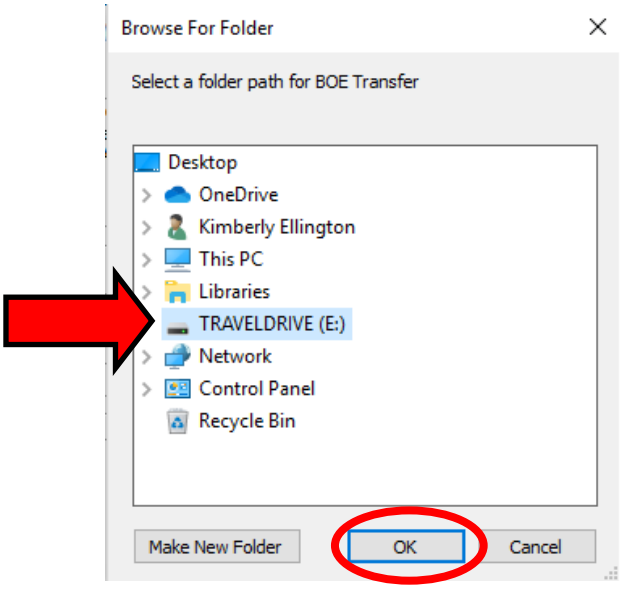
1. Insert the USB Memory Stick labeled “To BOE” into port on side of laptop.
2. In SOSA, click on the **Tools** Tab.
3. Click on **Transfer**, then click on **File**.



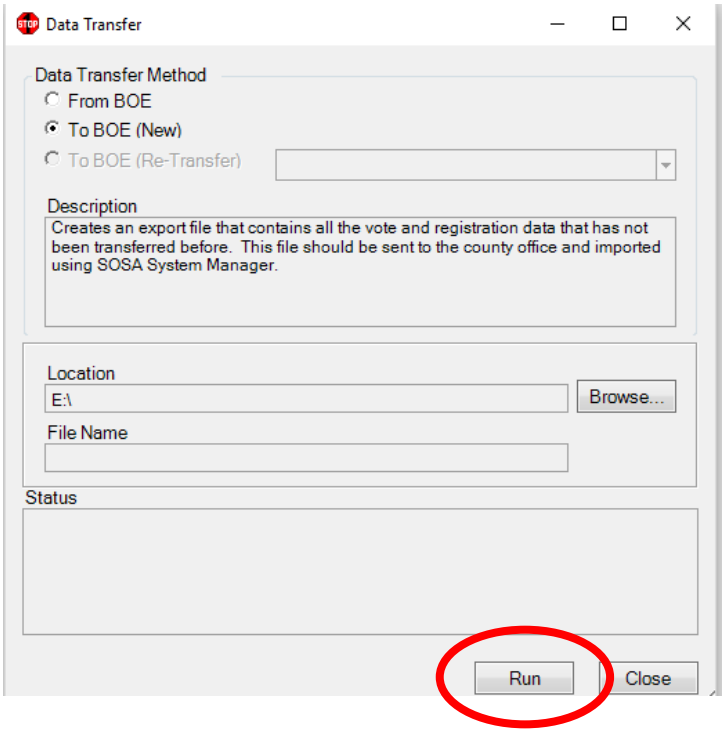
4. In the new pop-up box, click the small circle beside **To BOE (NEW)**; then click **Browse**.



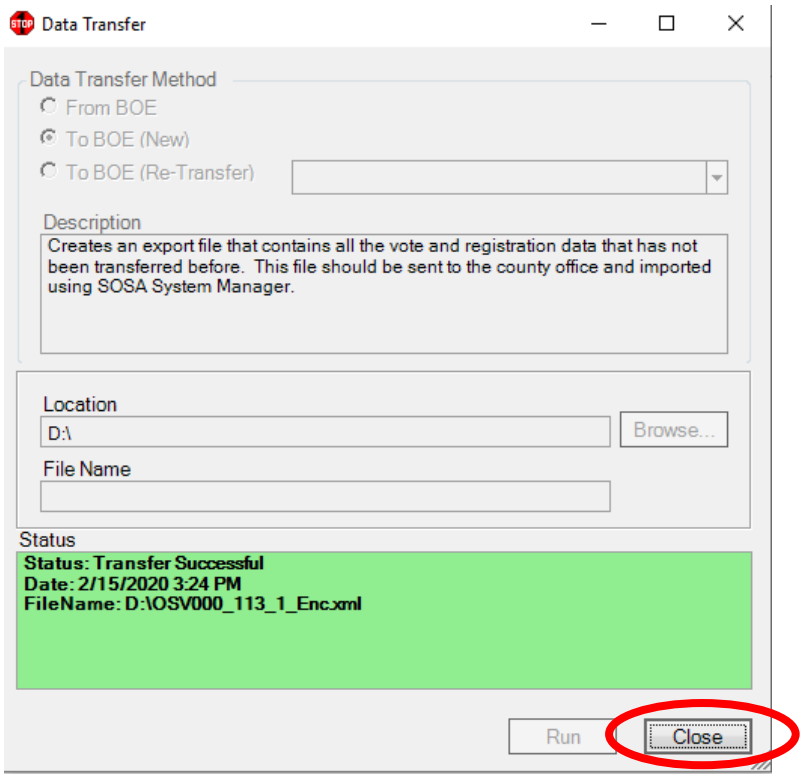
5. In the new pop-up box, click **TRAVELDRIVE**; then click **OK**.



6. Then click **Run**.



7. Wait until you see the status say "TRANSFER SUCCESSFUL" in green.
8. Click **Close**.
9. Eject the USB Memory Stick.
10. Complete Steps 1-9 for all laptops!



11. Place the "To BOE" USB Memory Stick in the Rover bag to be returned to the office at the end of the night.

Section 3

Check In Table

Processing Voters at the Check-In Table..... 36
Searching for Voters in SOSA..... 38
Using the Wildcard Character (%)..... 39
All Other Scenarios..... 40
Cancel a Vote in SOSA (Before Clicking the Vote Button)..... 44
Cancel a Vote in SOSA (After Clicking the Vote Button).....45

Processing Voters at the Check In Table

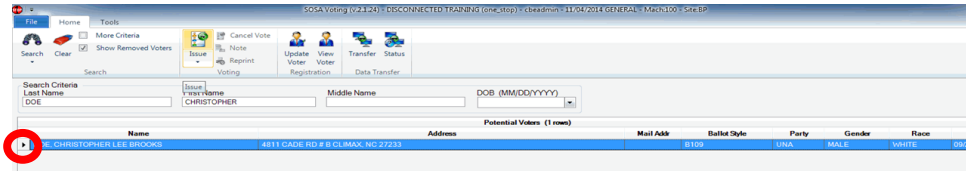
1. Verifying the voter's registration information.

- 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 the four steps below.

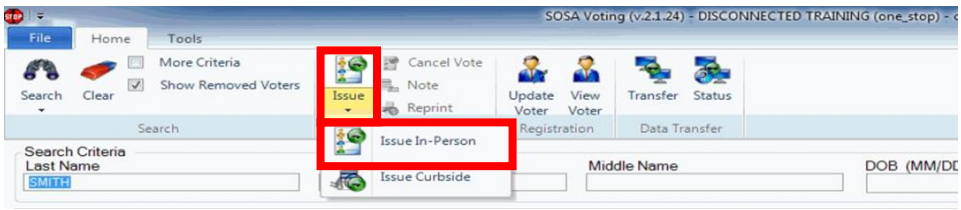
State Aloud to Voter	SOSA Instructions
1. "Hi. Please state your **last** name."	Type the voter's last name into the search field.
2. "Please state your **first** name."	Type the voter's first name into the search field. Then press **Enter** on the keyboard or click **Search**. Find and **highlight the voter's record**. (image below)
3. Ask to see the voter's photo ID.	Verify reasonable resemblance and substantial equivalence of the name. Return the voter's photo ID.
4. "Please state your **residential address**."	Make sure the address in SOSA matches what the voter said.
5. Repeat the voter's information.	Example: "I have John Doe at 301 W. Market St. in Greensboro. Is that correct?" Once the voter confirms the information is correct, click **Issue** and **In-Person**. (image below)

- If the voter refuses to state their name and/or address, remind them that those who are able to are required by law to state their name and address aloud. If the voter is able to state their information aloud but still refuses, notify the Site Supervisor, who will escort the voter to the Help Table.
- If the voter is unable to speak, the voter may write their information on a piece of paper.
- If the voter gives the information in a manner that is difficult to hear, you may ask the voter to repeat the information again or ask the voter to spell any portion of their name.
- Click the empty square to the left of the voter's last name to select the entire row. Once a black triangle appears and the row turns blue, the row is selected.

Step 2



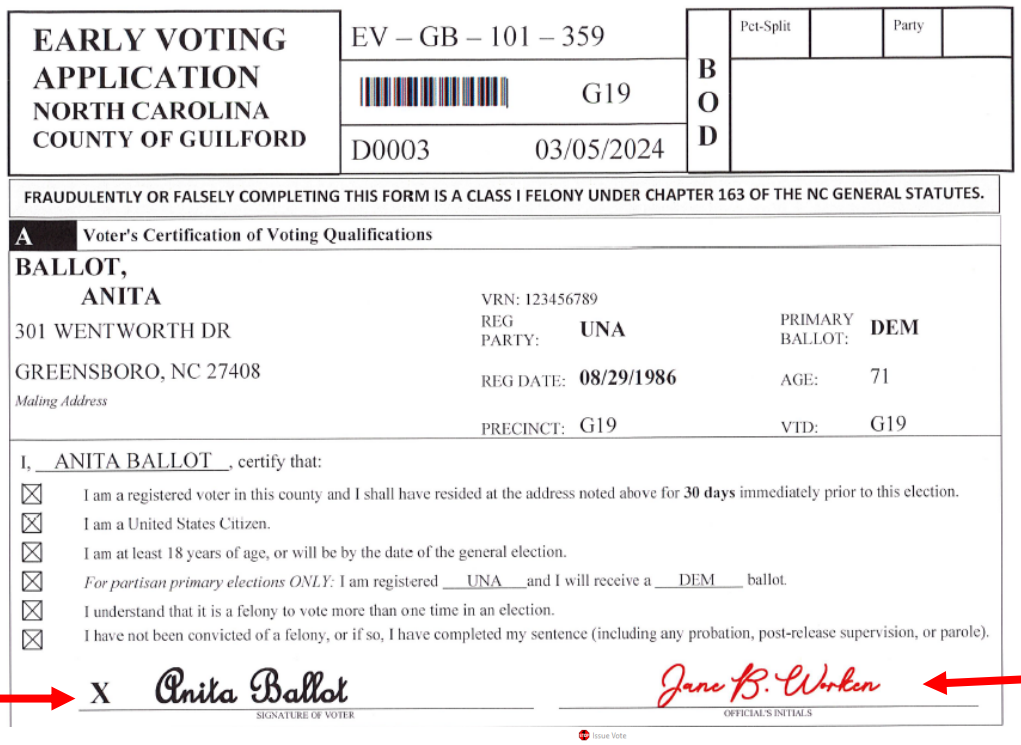
Step 5



Tips for Searching in SOSA:

- Never type middle names.
- Do not use apostrophes.
- Use the Wildcard (%).
- For difficult names, search using ONLY birthdate.
- Press the **Tab** key on keyboard to move to the next field.
- Press the **Enter** key on the keyboard to search after typing the name.

2. **Printing the voter's Application to Vote (ATV).**
   - Once you have highlighted the voter's record, click **Issue** and then **In-Person**.
   - 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."
       - ∗ For your convenience, this statement will be taped to the printers at the Check-In Table.
   - 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.



EARLY VOTING APPLICATION
NORTH CAROLINA
COUNTY OF GUILFORD

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

B O D | 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
Maling 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).

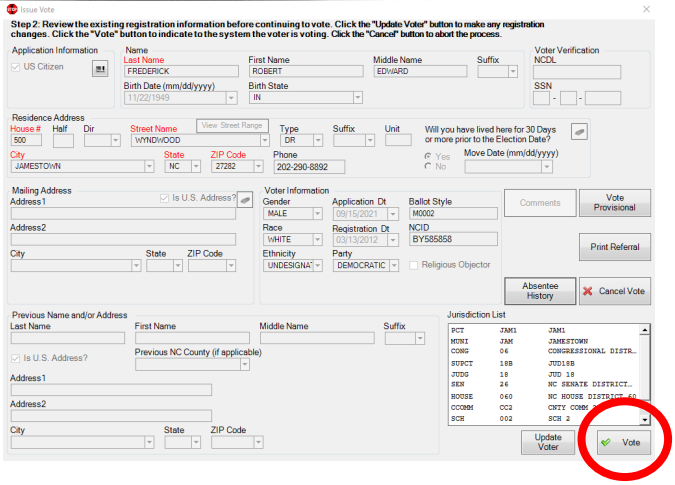
X Anita Ballot
SIGNATURE OF VOTER

Jane B. Worker
OFFICIAL'S INITIALS

Voter signs here

Official initials here

3. 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.



Searching for Voters in SOSA

Type the voter's name into SOSA exactly as they give it to you, including spaces and/or hyphens. The only exception to this rule is a name with an apostrophe. Depending on what method the voter used to register to vote, they may or may not have an apostrophe in SOSA. You should attempt to find the voter without the apostrophe first (this is most common). If you are unable to find them without an apostrophe, try their name again with one. If all else fails, try a birthdate search.

If the voter says: John O'Callahan

You should type: JOHN OCALLAHAN

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*. Instructions for how to use the Wildcard character (%) are on **page 39** of this handbook.
- 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 dates 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).

If the voter says: June 14, 1991

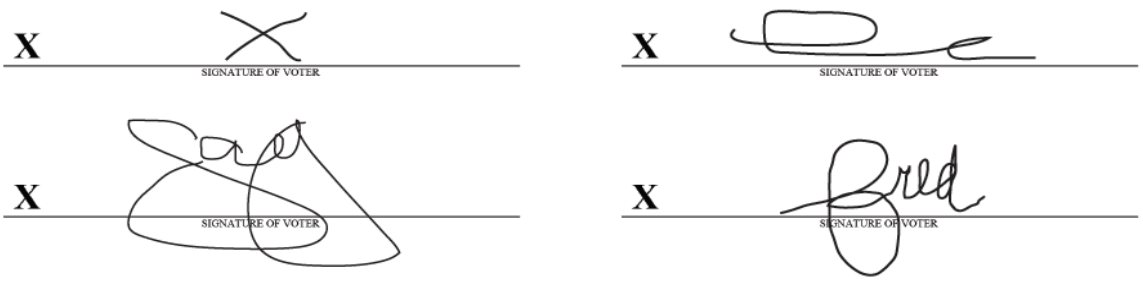
You should type: 06/14/1991

Voter Signature Requirements

Per statute, the voter must sign their *Application to Vote* form before voting. The signature should be in "proper handwriting, or in proper mark."

- The signature can be ANY type of mark made by the voter.
- The signature does NOT need to be legible.
- The signature does NOT need to contain all of the names or letters on the voter's ATV.
- The signature MUST be made by the VOTER. POA's and caretakers CANNOT sign for a voter.

Examples of Acceptable Signatures:

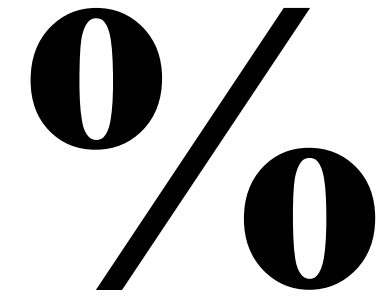


Using the Wildcard Character (%)

What is the Wildcard character (%)?

The Wildcard character is a tool you can use when searching for voters in SOSA. It is especially helpful with finding names that:

- Are long, unfamiliar, or difficult to spell
- Are spelled multiple ways (example: Kathryn vs. Katherine)
- Are nicknames (example: Kim vs. Kimberly)
- Are hyphenated, contain a space, or not contain a space (example: Ann-Marie vs. Ann Marie vs. AnnMarie)
- Are misspelled in SOSA



How do I type the Wildcard character?

The Wildcard is the percent sign (%). To type it, hold down the **Shift** key, and then press the **5** key.



How do I use the Wildcard character?

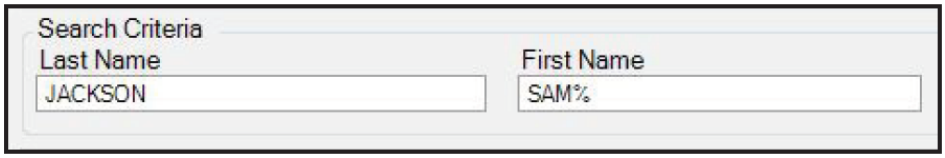
The Wildcard character serves as a placeholder when typed in place of letters or characters in a name. Type any part of a name. Then type the Wildcard (%) wherever you are not certain of the spelling or formatting of the name(s). The search results will include the records of all registered voters whose names both match the letters you typed, in the order typed, AND contain any letter/character, or combination of letters/ characters, where the Wildcard was typed.

- The Wildcard can be typed at the beginning, middle, or end of a name; before, after, or between names; and/or multiple times in a single name.

Examples

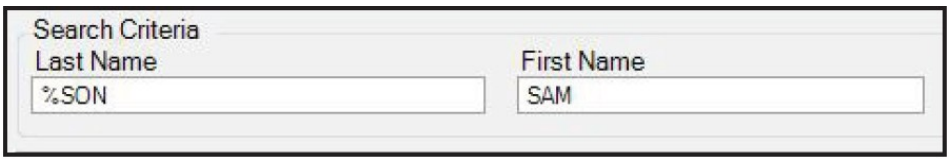
If you type the last name JACKSON and the first name SAM%, the search results will include voters whose last names are JACKSON and first names start with SAM:

- JACKSON, SAM
- JACKSON, SAMANTHA
- JACKSON, SAMEER
- JACKSON, SAMIYAH
- JACKSON, SAMMY
- JACKSON, SAMUEL
- JACKSON, SAMUEL-RAY



If you type the last name %SON and first name SAM, the search results will include voters whose last names end in –SON and first names are SAM:

- ANDERSON, SAM
- GOMEZ DE JOHNSON, SAM
- JACKSON, SAM
- ROBERTSON, SAM
- WATSON, SAM
- YU-SON, SAM



All Other Scenarios

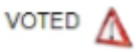
Voter Not Found in SOSA

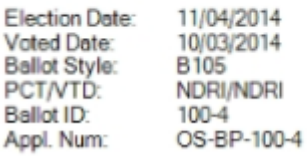
1. Try again to locate the voter's record using additional search options. Remember to click the **Clear** button after each search attempt.
   - Verify you spelled the voter's name correctly.
   - Use the Wildcard character (%) for long, unfamiliar, hyphenated, or double names. Detailed instructions are on **page 39** of this handbook.
   - Try searching using only the voter's date of birth, with the voter's permission.
   - If the voter's name is hyphenated, make sure you are typing the hyphen into SOSA
2. If you still cannot find the voter's record, click the **Clear** button. Then send the voter to the Registrar's Table. If the voter insists that they are registered, refer them to your Site Supervisor.

Voter Already Voted

If you are trying to check in a voter who is listed as already having voted in SOSA, you will see the image below on their record in SOSA. The application number, date and location of the voting credit will be displayed. If you see that a voter has already voted, **do not cancel the vote**.

1. Call over the Site Supervisor immediately.
   - Do NOT tell the voter they are listed as having voted already.
2. Point out the VOTED status to the Site Supervisor.
   - The Site Supervisor will explain the situation to the voter and escort them to the Help Table.
3. Click the Clear button to prepare for the next voter.

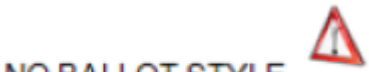




Voter is Listed as Having No Ballot Style

During municipal elections, voters who do not live within the corporate limits of a Guilford County municipality holding a municipal election will not have a ballot style.

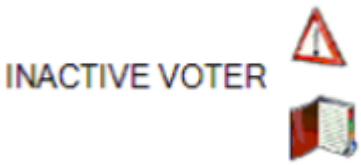
If a voter does not have a ballot style, a NO BALLOT STYLE image will appear on their record in SOSA. If this image appears, explain to the voter that they do not live a municipality that is holding an election.



If they are insistent that they do live in a municipality, call over the Site Supervisor, who will explain the situation to the voter and show them the municipality maps at your Early Voting site.

Voter is Listed as Inactive

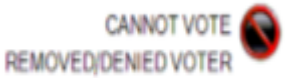
An inactive voter is required by law to verify their address before voting because mail sent by the Board of Elections was returned to the Board of Elections as undeliverable by the USPS. If a voter is inactive, this image will appear on their SOSA record.



Send the voter to the Registrar's Table to update their address.

Voter is Listed as Cannot Vote, Removed/Denied Voter

A voter may become a Removed/Denied Voter for many reasons. If you see the Removed/Denied Voter symbol, that voter must reregister to vote. Send them to the Registrar's Table to complete the proper paperwork. The only exception to a Removed/Denied Voter having to reregister is if the voter is listed in SOSA as deceased; contact the Elections Office if someone presents to vote that is listed as deceased.



Voter's Address is Listed as Confidential

- If a confidential voter presents to vote at an Early Voting site, process the voter as normal, with the exception of vocally repeating the voter's address. DO NOT repeat their address!
    - ◊ Observers DO NOT have to be able to hear a Confidential Voter state their address out loud; as long as the Check-In Official hears the voter, that is all that is required.
    - ◊ If an Observer asks the Confidential Voter or the poll worker to repeat the address, explain that the voter is a part of the Address Confidentiality Program and direct all other questions to the Elections Office.
- If a voter's address is not confidential, but they believe they qualify to become a confidential voter, notify the Site Supervisor, who will escort the voter to the Help Table and call the Elections Office.
- If a confidential voter reports they have moved, notify the Site Supervisor who will escort the voter to the Help Table and call the Elections Office.

Voters Who Have Moved Out of Guilford County

No person other than the voter may request to have their voter registration removed. The Board of Elections can only remove a voter's registration at the request of the voter or if a government agency reports the voter is no longer eligible to vote in Guilford County.

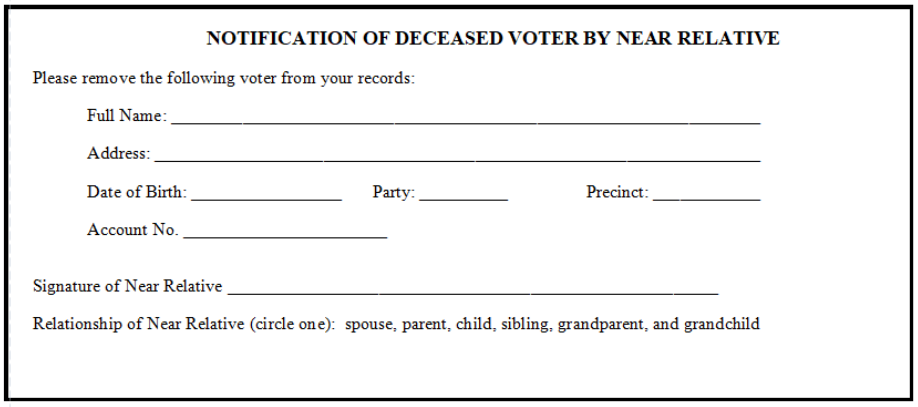
If a voter wishes for their voter registration to be removed, **the request must be in writing and include the voter's signature**.

Cancellation of Voter Registration notices can be found in your Site Notebook.

If a voter states that their child, neighbor, or co-worker has moved, please ask the voter to tell that person to complete a ***Cancellation of Voter Registration Notice***, located on the Guilford County Board of Elections website, **www.guilfordelections.com**, under the "Forms and Quick Links" tab.

Deceased Voters

- No person other than a near relative, legal guardian, or personal representative of the estate may request to have a deceased person's voter registration removed. This may be done by completing a Notification of Deceased Voter By Near Relative form, located in your site File Box.
- A near relative is defined as a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild.
- Place completed Notification of Deceased Voter by Near Relative forms in the Miscellaneous Daily Folder to be returned to the office at the end of the day.
- Be sure to check and see if the voter has already been "Removed" before having a near relative complete this form. Don't forget that you can see "Removed" voters in SOSA.



NOTIFICATION OF DECEASED VOTER BY NEAR RELATIVE

Please remove the following voter from your records:

Full Name: _____

Address: _____

Date of Birth: _____ Party: _____ Precinct: _____

Account No. _____

Signature of Near Relative _____

Relationship of Near Relative (circle one): spouse, parent, child, sibling, grandparent, and grandchild

Proof of ID Required (HAVA ID Required)

If a voter is Proof of ID Required, this symbol will appear on their record in SOSA.



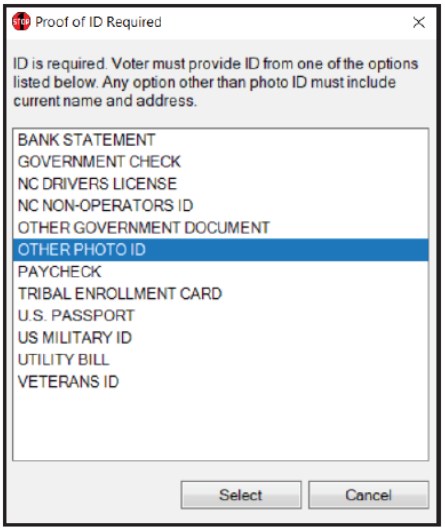
HAVA IDs are required for voters who meet one of the following criteria:

- Did NOT provide either their North Carolina Driver's License (NCDL) number or the last four digits of their Social Security number (SSN) when they registered to vote.
- Did provide their NCDL number or the last four digits of their SSN when they registered, but the Board of Elections was unable to verify the ID number(s) they provided.

Under the Help America Vote Act (HAVA), these voters can still be registered to vote, but they must show a verifiable form of ID the first time they vote. After providing a verifiable form of ID when they first vote, these voters will not be HAVA ID Required in future elections.

When you try to issue them an ATV, a "Proof of ID Required" pop-up window will appear. The pop-up window contains a list of acceptable IDs for the voter to provide. Any option other than a photo ID must include the voter's current name and current address.

1. Ask the voter to provide an acceptable form of ID listed in the ***Notice to Voters With No Acceptable ID*** form found in your Site Notebook (and in the lists below).
   - If the voter does NOT have an acceptable form of ID, click the **Cancel** button, and then send the voter to the Site Supervisor, who will escort them to the Help Table to vote provisionally.
2. Once the voter has shown you an acceptable form of ID from the lists below, highlight the type of ID they presented in the SOSA pop-up window. Then click the **Select** button. The voter's ATV will print.
3. Continue processing the voter normally.
4. Click the **Clear** button to prepare for the next voter.



These IDs must contain voter's photo
• NC Driver's License
• NC identification card issued by DMV
• Other government issued photo ID
• Certified naturalization document
• U.S. Military ID
• U.S. Passport
• Student photo ID

OR

These IDs must list voter's name and current address
• Utility bill (phone, cable, water, power, gas, sewage)
• Bank statement or bank-issued credit card statement
• Property tax bill
• License to hunt, fish, own a gun, carry concealed, etc.
• Automotive registration
• Paycheck from employer
• W-2 statement
• Government-issued paycheck, invoice, letter, or other document
• Birth certificate

The document must be the most recent version or at least dated within three (3) months of the date it is presented. Copies of acceptable documents are permissible. The original is not required. It is also permissible for the voter to present an electronic or online version of the document, as long as the document is obtained from the original source (e.g., e-Bills from utility companies, electronic bank statements, electronic earnings statement from your employer, etc.) and shows their current name and address.

Request DL/SSN Voters



When a person applies to register to vote, the federal Help America Vote Act (HAVA) and state law require the applicant to include on their voter registration form their driver's license number (DL); or, if they lack one, the last four digits of their social security number (SSN4); or if they lack both, an indication that they do not have these numbers.

These voters did include a DL or SSN4 on their voter registration form, that number went through a validation process where the county board attempted to confirm that the number provided, along with the voter's first and last name and date of birth, matched a record in the NCDMV or Social Security Administration databases.

Although these voters did previously provide either a DL or SSN4, the number did not result in a match. For this reason, their voter registration record has a flag to remind election officials to request this information from the voter.

Please provide these voters with a ***Notice to Voters with Unvalidated DL/SSN*** and ask them to complete an ***Early Voting Name/Address Change and Unvalidated DL/SSN Form***. Both of these forms are on TAN paper and located in the Site Notebook.

If the voter does not want to provide one of these numbers, they are not required to do so. Process them as a regular voter.

DL/SSN Provisional Voters

Certain inactive voters fall into a specific category that must vote a provisional ballot identified by the "Update Voter Registration Error" message.

These voters will be labeled as Inactive with the reason **DL/SSN—UPDATE RECORD**.

The voter must vote provisionally and must provide an NCDL/ID number or the last four digits of their SSN, or confirm that they have no identification numbers to provide. This information is required to be recorded on their provisional application. Ensure the voter reviews and signs the provisional application.

On the existing voter provisional data entry screen in SOSA, you will be able to enter a DL/ID number, or the last four digits of their SSN. If they do not provide this number, check the No Identification Number to Provide box.

If the voter does not have a DL/SSN to provide, they must show a *HAVA ID* for their ballot to be counted. The type of *HAVA ID* must be selected on the **Proof of ID Required** screen.

For Provisional Voting Reason, select **DL/SSN Provisional**.

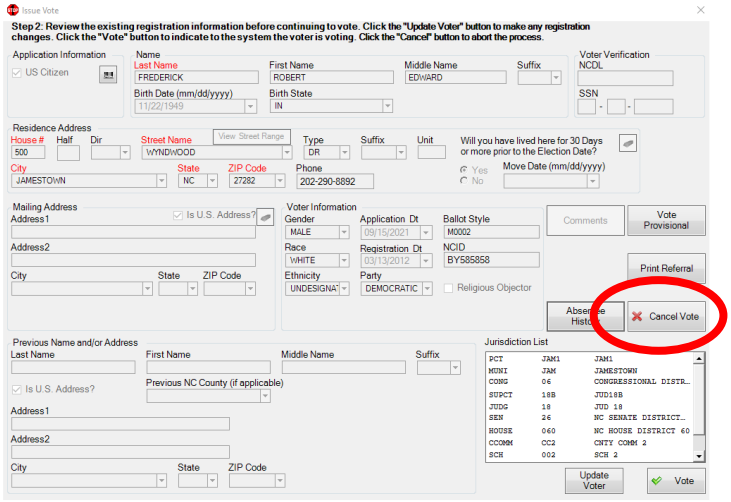
Write "DL/SSN Provisional" in the Additional Notes for BOE section of the Provisional Envelope.

Provide the voters with their ***Provisional Instructions*** as well as a ***Notice to DL/SSN Provisional Voters***. These notices are on SALMON paper and located in the Site Notebook.

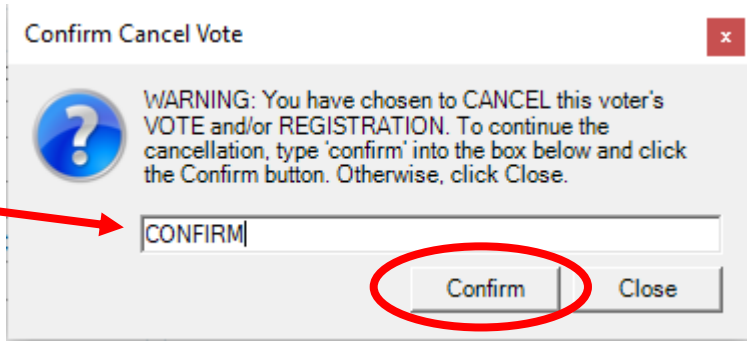
Cancel a Vote in SOSA—Before You've Clicked the Vote Button

Say for example you have selected the incorrect voter.

1. Click the **Cancel Vote** button, located on the right side of the screen, approximately half way down the screen.

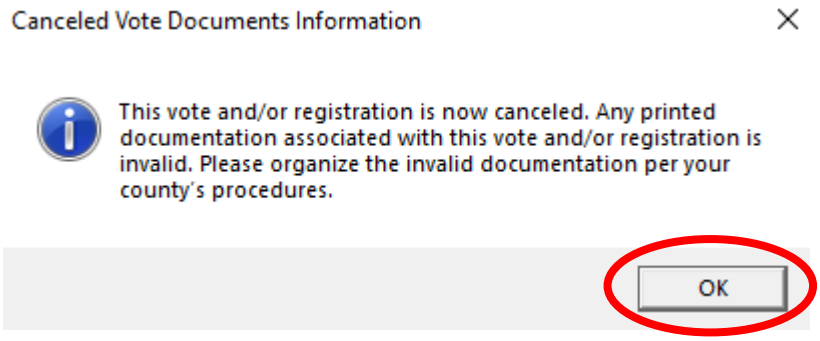


2. In the pop-up box, type the word "CONFIRM."
3. Then Click on the **Confirm** button.



Helpful Hint: The Confirm button will NOT light up, and you will NOT be able to press it, until you type the word "confirm" in the box.

4. Click on the **OK** button on the next pop-up box.



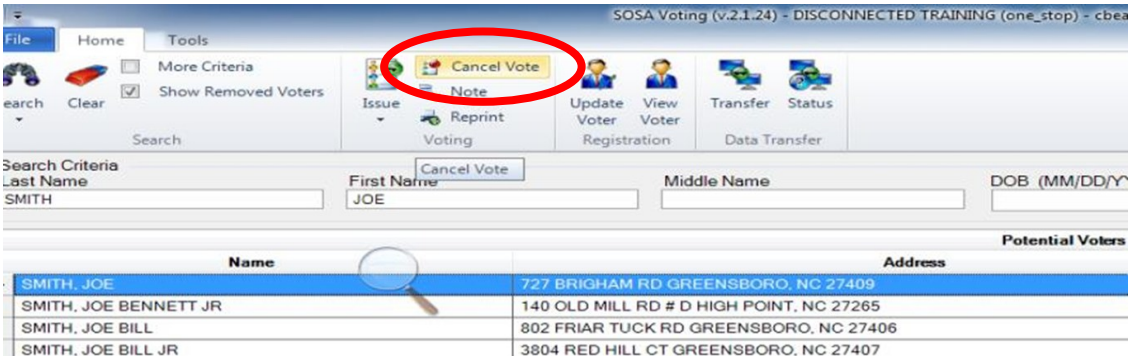
5. Write VOID across the ATV of the incorrect voter and place it in the Voids/Cancels daily folder to be returned to the office at the end of the day.



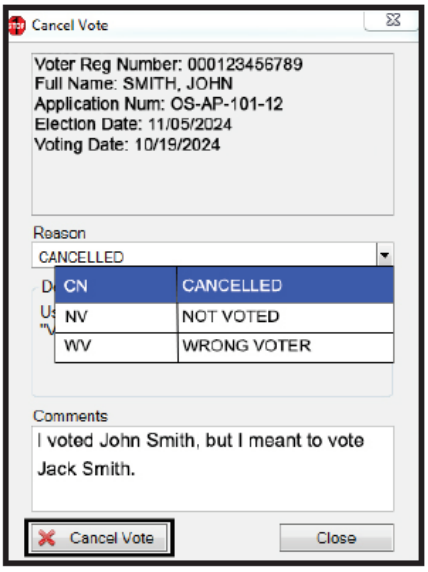
Cancel a Vote in SOSA—After You've Clicked the Vote Button

Notify your Site Supervisor before you cancel a vote in SOSA.

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.



Reminders for Canceling a Vote:

- You must cancel a vote using the **same laptop** on which the voter was originally processed.
- Never cancel a vote if you do not know **when and where** the voter was originally processed.
- If you processed the wrong voter, you must cancel the vote for the wrong voter **before** processing the correct voter.

Section 4

Registrar's Table

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Same-Day Registration (SDR)

Same-Day Registration (SDR) is an Early Voting process offered to individuals who are not currently registered to vote in Guilford County which enables them to register to vote at an Early Voting site and vote on the same day. Same-Day Registration does NOT exist on Election Day. The deadline for registering to vote on Election Day is 25 days before Election Day at 5:00 p.m.

In order to register and vote through SDR, the voter must:

- Intend to vote at an Early Voting site during Early Voting.
- Provide a valid form of ***Proof of Residency*** showing their current name and current address, listed on the back of the ***Notice to Same-Day Registrants*** that's given to every voter who completes a Same-Day Registration.
- Show an acceptable and valid photo ID.
- Meet all of the eligibility requirements to vote in the current election.

Eligibility Requirements:

- Must be a U.S. Citizen
- Must have been a resident of Guilford County for at least 30 days prior to Election Day
- Must be at least 18 years old on or before Election Day (date of the General Election in November)
- Must not have been convicted of a felony, or if so, they have completed their sentence (including any probation, post-release supervision, or parole)

Processing a Same-Day Registration

1. Conduct a diligent search in SOSA, using multiple search techniques, to make certain the voter is NOT currently registered to vote in Guilford County.

   SOSA Search Tips

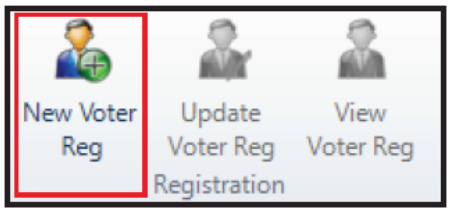
   - Search using only the voter's last name.
   - Search using only the voter's date of birth.
   - Ask the voter if they use a maiden, married, or hyphenated last name.
   - Use the Wildcard character (%) when searching for complex names, possibly misspelled names, or nicknames. **Page 39** of this handbook explains how to use the Wildcard character.

What if I DO find the voter's record in SOSA?

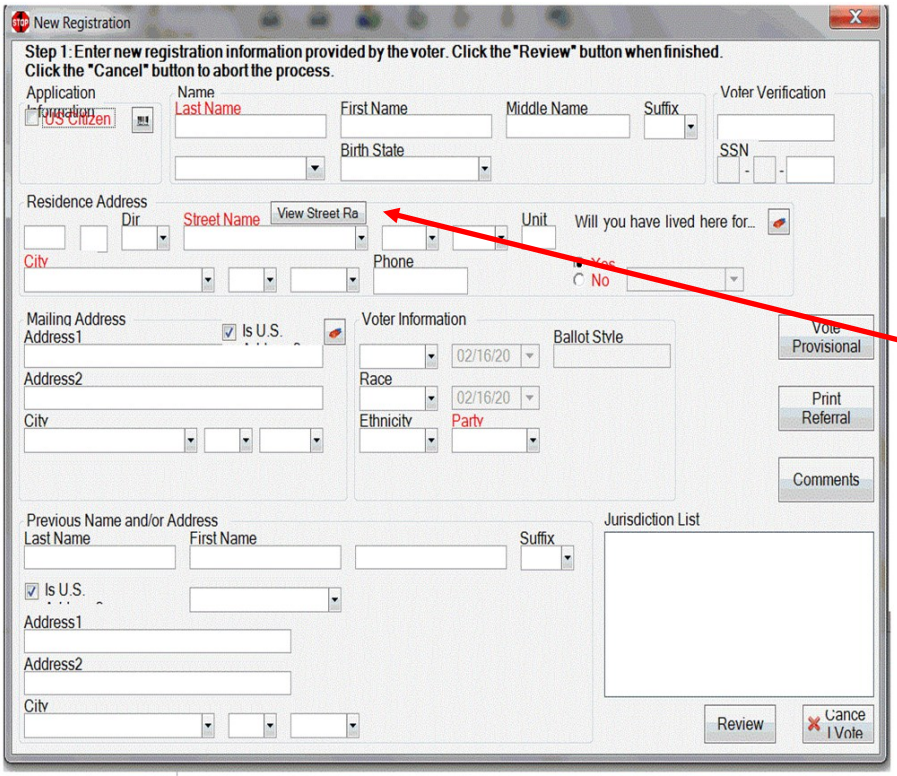
If you do find the voter's record in SOSA, confirm that everything is correct and process them as a normal Check-In.

2. Confirm the voter has completed and signed their Voter Registration Form and they intend to vote today.

3. Click **New Voter Reg** in SOSA.



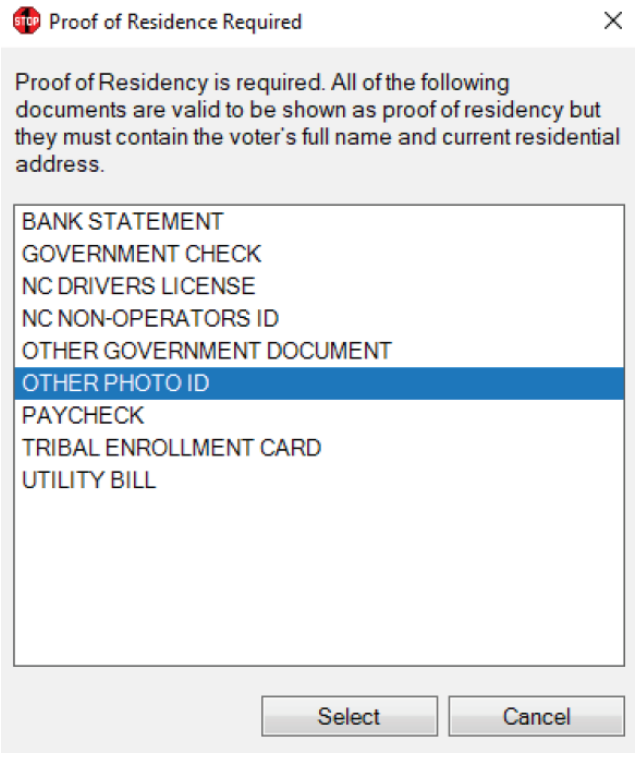
4. Type the information from the Voter Registration Form into the New Registration data entry screen; then click the **Review** button.



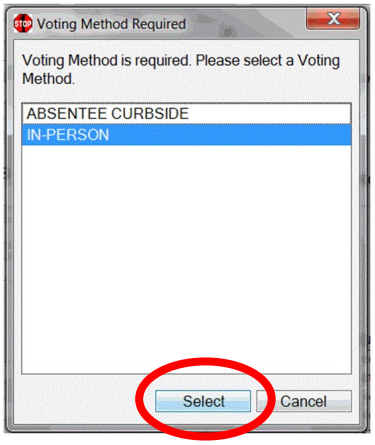
Helpful Hint:

After typing the House # and the Street Name into the corresponding boxes; click on the **View Street Range** box. Select the correct range of address, and SOSA will auto-populate the rest of the address for you!

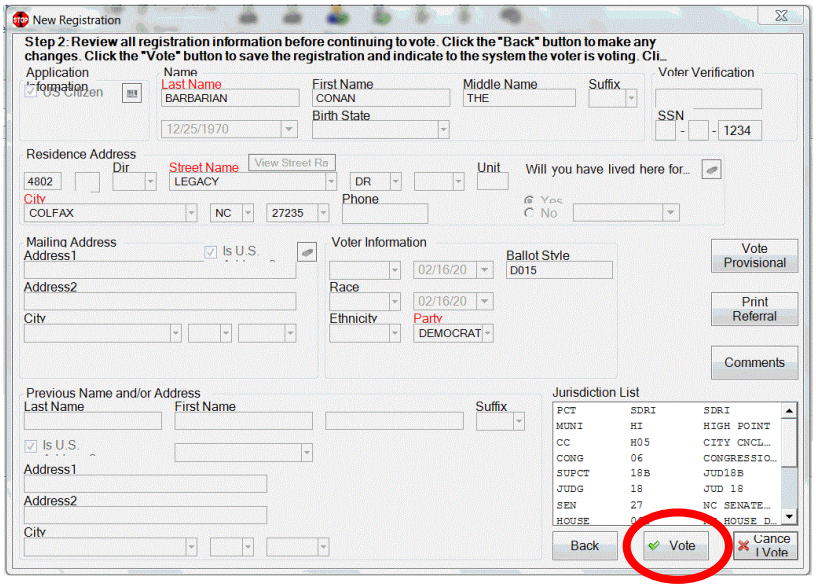
5. A pop-up will appear requiring the voter to provide proof of residence.
6. Ask the voter to show you proof of residence.
   - Verify the name and address on the proof of residence match the information provided on the ***Voter Registration Form***. Highlight the document provided on the "Proof of Residence Required" pop-up, and click **Select**.



7. Highlight the correct voting method. Then click the **Select** button.



8. Ask the voter to confirm their information on the form that prints from SOSA and sign it if all the information is correct.
   - If you make a mistake in SOSA, write VOID across the form that printed from SOSA, click **Back** and re-enter the information.
9. After the voter reviews and signs the SOSA printed Voter Registration Form, click **Vote**. The voter's ATV will print.



10. Ask the voter to review and sign the ATV, then initial as the witness.
11. Hand their ATV back to them and direct them to the Ballot Table.
12. Complete the One-Stop Registration Log and label the top of the hand written registration form with the correct number. This number should be **SDR Log page # - Line #**.

#	Date	Voter Name/Address	PCT	Ballot Style	SOSA Application Number	Proof of Residency	Official's initials
1							

IF A VOTER GIVES YOU THEIR DRIVER'S LICENSE AS A PROOF OF RESIDENCY, MAKE SURE YOU ENTER THE DRIVERS' LICENSE NUMBER INTO SOSA AND WRITE IT HERE!

13. Paperclip the voter's printed form from SOSA to the Voter Registration Form completed by hand, and place them in the Purple Bag to be returned to the office at the end of the night.

SDR Reminder:

Once you click Vote, you **CANNOT** edit or cancel an SDR. If you realize you've made a mistake after clicking the Vote button, have the voter correct the information (by hand) in Section #1 of the ATV. Then write on a post-it note what was incorrectly entered into SOSA and stick that to the voter's paperclipped forms. **DO NOT REGISTER THEM A SECOND TIME!**

Name Changes or Corrections

(Voter Completes a White Slip for Name Changes or Corrections)

If you believe you have found a voter's correct record in SOSA, but the name on the registration does not match the one they provided, the voter may be registered under a previous, incorrect, or misspelled name. Follow the steps below to update the name on the voter's registration.

1. Verify you have highlighted the correct voter record by confirming the voter's date of birth matches the record.

   Ask the voter: "Would you mind providing your date of birth?"

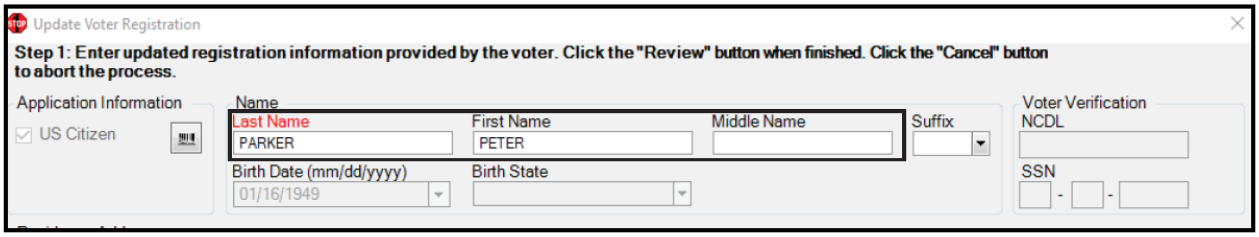
   If the voter's birth date does not match the one listed in SOSA, the record likely belongs to another voter.

2. Ask the voter to complete a white slip with their correct information. Make sure it is SIGNED by the voter.

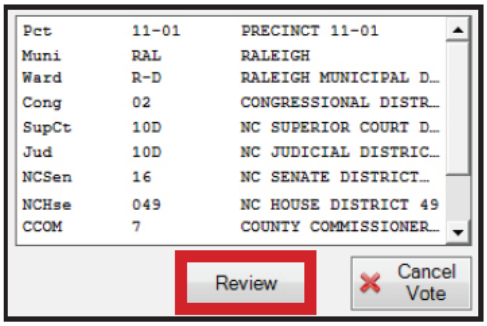
3. Click the **Update Voter Reg** button at the top of the screen. If the **Update Voter Reg** button is grayed out, make sure the record is highlighted.



4. In the window that appears, delete the applicable information from the Name fields, and then type the corrected information.

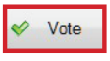


5. Verify the voter's information is typed correctly by repeating their last name, first name, residential address, and mailing address (if applicable) exactly as they are typed in SOSA. Once the voter confirms their information is correct, click the **Review** button. The *Name/Address Change* form and ATV will print.



6. Instruct the voter to review and sign the *Name/Address Change* form that was printed from SOSA. Paperclip the signed *Name/Address Change* form to the white slip that was completed by hand and place them in the Teal Bag.

7. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.

8. Click the **Vote** button. 

9. Hand the voter their ATV, and direct them to the Ballot Table.

If the printed forms contain mistakes/ misspellings:

a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.

b) Click the **Back** button on the SOSA window.

c) Correct the error. Then click the **Review** button.

d) Repeat steps 6 and 7.

Address Changes or Corrections

(Voter Completes a White Slip for Address Changes Prior to the 30-Day Deadline)

If you believe you have found a voter's correct record in SOSA, but the address on the registration does not match the one they provided, the voter may be registered under a previous, or incorrect address. Follow the steps below to update the name on the voter's registration.

1. Verify you have highlighted the correct voter record by confirming the voter used to live at the address listed on the record.
   Ask the voter: "What was your previous address?"
2. Verify the voter moved to their current address ON or BEFORE the 30-Day Deadline.
   Ask the voter: "When did you move?"
   - Deadline for November 3, 2026 Election: **October 4, 2026**

   Ask the voter to complete a white slip with their correct information.
   Make sure it is SIGNED by the voter.

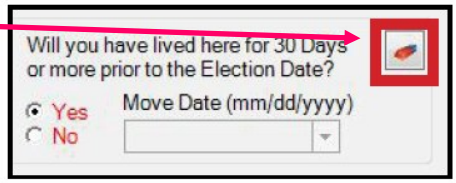
If the voter never lived at the address listed in SOSA, the record likely belongs to another voter.

If the voter moved **AFTER** the 30-Day Residency Deadline, ask the voter to fill out a pink slip, but DO NOT make any changes in SOSA.

3. Click the **Update Voter Reg** button at the top of the screen. If the **Update Voter Reg** button is grayed out, make sure the record is highlighted.

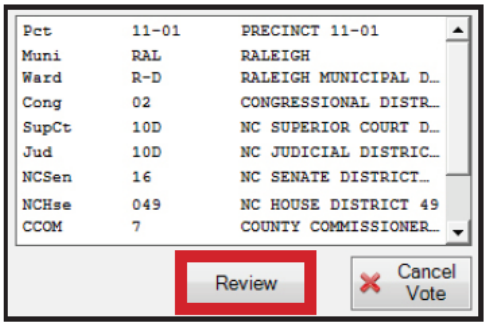


4. Click the **Eraser** ( ) button located to the right of the "30 Days" question to delete existing address.



5. Then update the voter's address(es). If the voter uses a separate mailing address, always check that the mailing address is correct. Don't forget to use the **View Street Range** button.

6. Verify the voter's information is typed correctly by repeating their last name, first name, residential address, and mailing address (if applicable) exactly as they are typed in SOSA. Once the voter confirms their information is correct, click the **Review** button. The *Name/Address Change* form and ATV will print.



7. Instruct the voter to review and sign the *Name/ Address Change* form that was printed from SOSA. Paperclip the signed *Name/Address Change* form to the white slip that was completed by hand and place them in the Teal Bag.
8. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.
9. Click the **Vote** button. 

10. Hand the voter their ATV, and direct them to the Ballot Table.

If the printed forms contain mistakes/ misspellings:

a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.

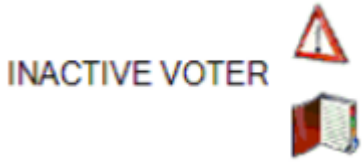
b) Click the **Back** button on the SOSA window.

c) Correct the error. Then click the **Review** button.

d) Repeat steps 6 and 7.

Inactive Voters

An inactive voter is required by law to verify their residential address before voting because mail sent by the Board of Elections was returned to the Board of Elections as undeliverable by the USPS. If a voter is inactive, the icon below will designate their status on the bottom of their SOSA record.

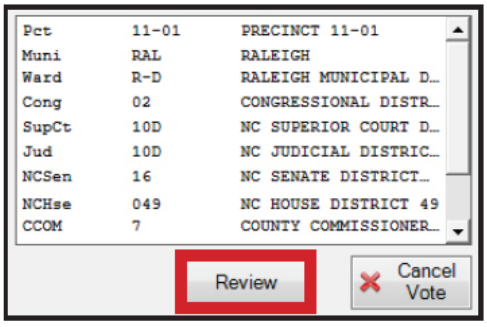


In SOSA, inactive voters and address changes are handled similarly.

1. Verify you have highlighted the correct voter record by confirming the voter lives at the address.
   - If the voter does not live at the address listed in SOSA, verify they used to live at the address. If they never lived at the address, the record likely belongs to another voter.
2. Even if they haven't moved, ask the voter to complete a white slip.
3. Click the Update Voter Reg button at the top of the screen.



4. Update the voter's address.
   - If the voter has moved, type their new address.
   - If the voter has not moved, simply delete and re-type their house #
5. Verify the voter's information is typed correctly by repeating their last name, first name, residential address, and mailing address (if applicable) exactly as they are typed in SOSA. Once the voter confirms their information is correct, click the **Review** button. The *Name/Address Change* form and ATV will print.



6. Instruct the voter to review and sign the *Name/ Address Change* form that was printed from SOSA. Paperclip the signed *Name/Address Change* form to the white slip that was completed by hand and place them in the Teal Bag.
7. Instruct the voter to review and sign the ATV. Then you will complete the Official's Initials.
8. Click the **Vote** button. 

9. Hand the voter their ATV, and direct them to the Ballot Table.

If the printed forms contain mistakes/ misspellings:

a) Write VOID on both forms. Then place both forms in the Voids/Cancels daily folder.

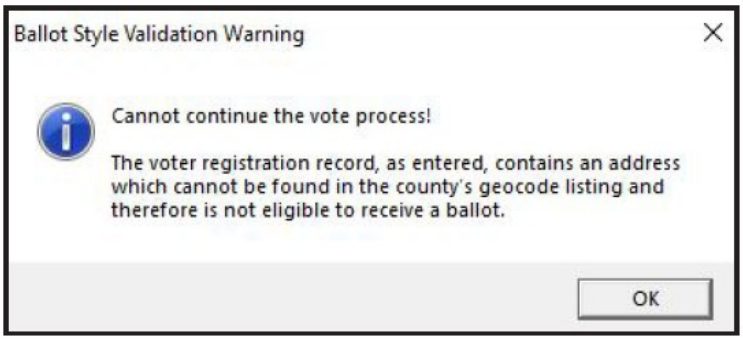
b) Click the **Back** button on the SOSA window.

c) Correct the error. Then click the **Review** button.

d) Repeat steps 6 and 7.

Ballot Style Validation Warning (Geocode)

If you enter an address that is not in Guilford County's address database, the warning message below will appear on your screen when you click the **Review** button. Most often, a Ballot Style Validation Warning indicates that the address was entered incorrectly.



1. Click OK or the X at the top right corner of the pop-up window to close it.
2. Review the address to make sure it is typed correctly. Ask yourself the following questions:
   - Did you click the **Eraser** button before entering the voter's new address?
   - Did you type the wrong house number?
   - Did you spell the street name correctly?
   - Is the street name one or more words?
   - Did you use the View Street Range button?

     If you didn't:

     ◊ Did you type the wrong Zip Code?

     ◊ Did you remember to select the street type (Road, Street, Court, Avenue, etc)?

     ◊ Did you put street directions in the correct field (North, South, East, West)?
3. If you continue to receive the warning message but are sure you typed the address correctly, the address may not be in Guilford County's address database. Close the pop-up window.
4. Notify the Site Supervisor of the Ballot Style Validation Warning. The Site Supervisor will escort the voter to the Help Table and call the Elections Office for further instructions.

Pink Slips

(Date of Birth Changes and Voters Who Moved After the 30-Day Deadline)

1. If a voter's birthday is incorrect in SOSA, or if they moved to their new address after the 30-Day Residency Deadline, ask the voter to fill out a pink slip.
2. Make sure they sign it!
3. Take the pink slip from the voter and place it in the Pink Bag.
4. Process the voter in SOSA like normal.

DO NOT make these changes in SOSA. These updates DO NOT affect which ballot style the voter receives this election. The Elections Office will make any/all changes after Canvass.

Voter Wants to Change Their Party Affiliation

- Explain to the voter that no changes can be made to their party during Early Voting.
- Have the voter complete a ***North Carolina Voter Registration Application***, including their name, birthdate, and what party they would like to change to.
- Write "Party Change" at the top of the form.
- Place in the pink folder to come back to the office at the end of the night.

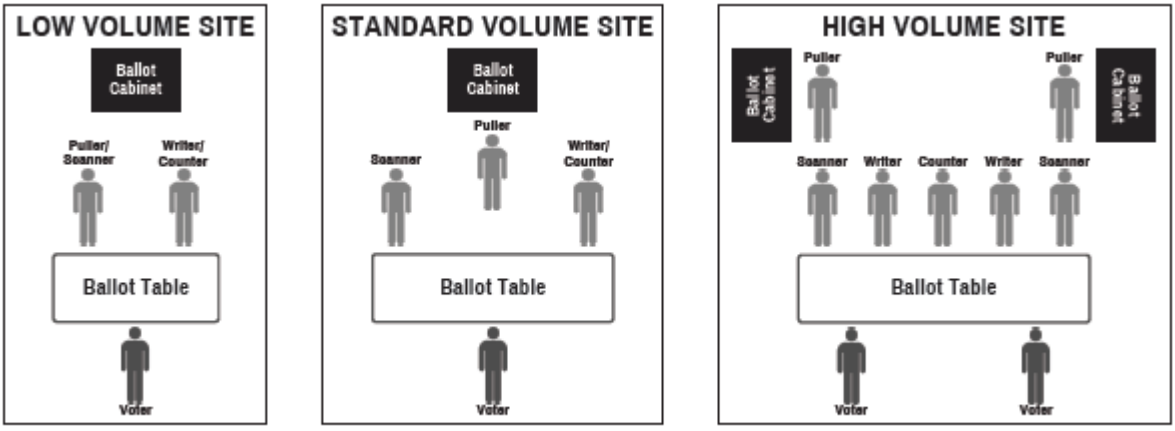
Section 5

Ballot Table

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Ballot Marking Instructions..... 58
Barcode Scanner Instructions..... 59

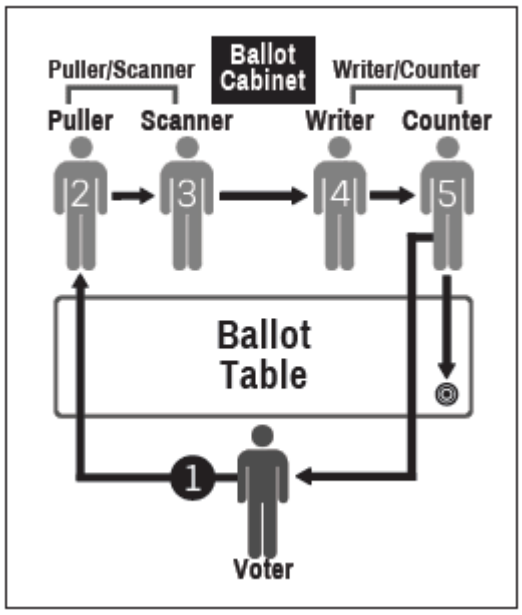
Ballot Table Roles

Each staff member at the Ballot Table has a specific role: Puller, Scanner, Writer, or Counter. Some roles may be combined at low or standard volume sites, but there should always be at least two workers at the Ballot Table. High volume sites may have five or more workers at the Ballot Table.



How to Issue a Ballot

Follow the steps below every time you are issuing a ballot to a voter.



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.

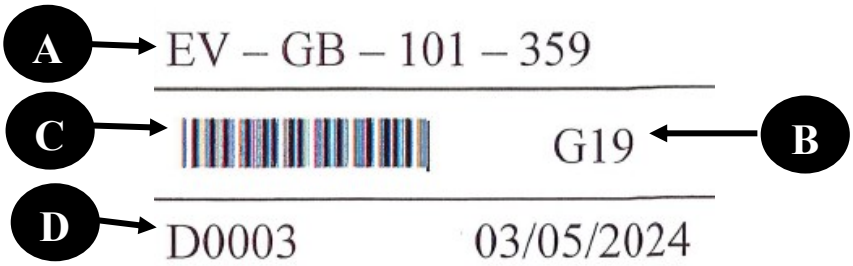
Counter:

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 (instructions on **page 56**). Then give the ballot to the voter, explain the ballot marking instructions and direct them to the voting booths.

Where on an <u>ATV</u> do I find the information needed to issue a ballot?

- All the information you will need from an ATV is printed on the top of the ATV in the center.

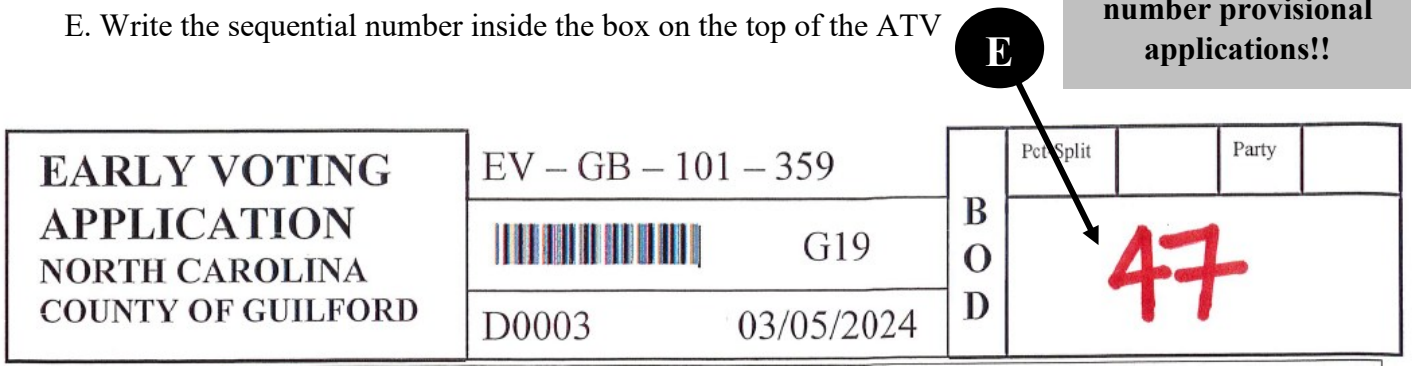
A. Application Number
B. Precinct
C. Barcode
D. Ballot Style



Where on the ATV do I write the <u>sequential number</u>?

<u>Helpful Hint:</u> Do NOT number provisional applications!!

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

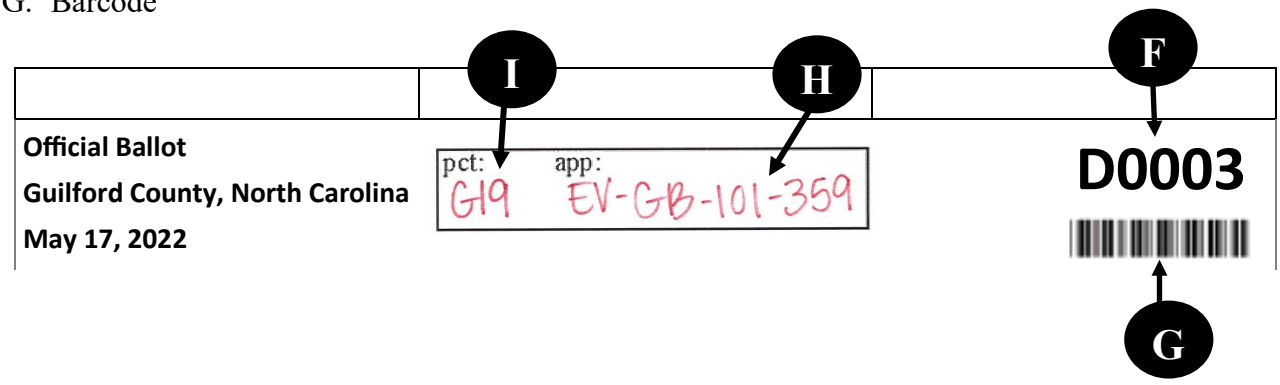


Where do I find information on the ballot?

<u>Helpful Hint:</u> The Ballot Style is already printed on the ballot, so there is NO reason to write it on the ballot again!

- All of the information you need is printed on the top right corner.

F. Ballot Style
G. Barcode

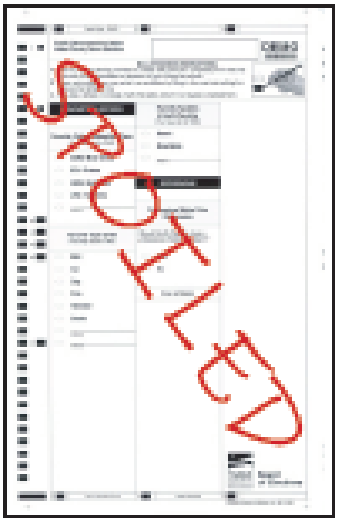


Where on the ballot do I write the <u>Application Number</u> and <u>Precinct</u>?

H. Write the voter's Application Number from their ATV inside the box at the top of the ballot (where it says "app").

I. Write the voter's Precinct to the left of the Application Number (where it says "pct").

Spoiled Ballots



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.

Voter Decides Not to Vote



1. Notify the Site Supervisor.
2. Ask the voter to return their ballot, and write the word "SPOILED" across the front in large letter, using a red pen.
3. Using the Application Number at the top of the spoiled ballot, locate the voter's ATV in the organizational trays.
4. Remove the voter's ATV from the organizational tray, and write "VOID" across the form using a red pen.
5. Fill out the ***Spoiled Ballot Log*** and place the spoiled ballot in the Black Bag.
6. The Site Supervisor must take the voided ATV to the same computer where the person was originally processed and cancel the vote.
7. If you now 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.

- **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 smart phone 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.

EXAMPLE

Max comes back from a voting booth and says he doesn't want to vote.

1. Write "SPOILED" across the front of the ballot using a red pen.
2. Use the Application Number at the top of the spoiled ballot to find Max's ATV from the organizational trays and remove it. You had it number 236.
3. Write "VOID" on the ATV form. Fill out the ***Spoiled Ballot Log*** and place the spoiled ballot in the Black Bag. The Site Supervisor will take the ATV to the same computer the vote was processed on to cancel the vote.
4. Lucy is the next voter in line at the Ballot Table. Number Lucy's ATV 236.
5. Place Lucy's ATV in the correct tray.

Spoiled Ballot Log

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

Be sure to fill out a new line for each attempt the voter makes. This will help you keep track of when the voter has spoiled their ballot THREE times. If the voter wishes to spoil their ballot after their 3rd attempt, they will have to vote provisionally. If their Ballot Code is listed three times on the log, notify the Site Supervisor, and send them to the Help Table.

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 Marking Instructions

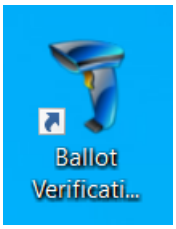
When giving a voter their ballot, remember to provide them with ballot marking instructions. You may read the following statement to them.

"This is your ballot. To make your selections, please completely fill in the oval to the left of each candidate or selection of your choice. Make your marks heavy and dark. After marking your ballot, you'll insert it into the DS200 Tabulator."

If the ballot is two-sided, make sure you tell the voter, "remember to vote both sides of the ballot."

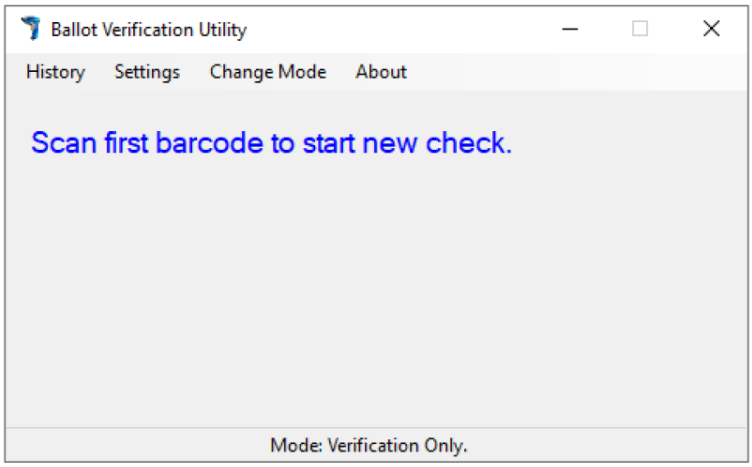
Barcode Scanner Instructions

Refer to **page 56** of this handbook for barcode locations.

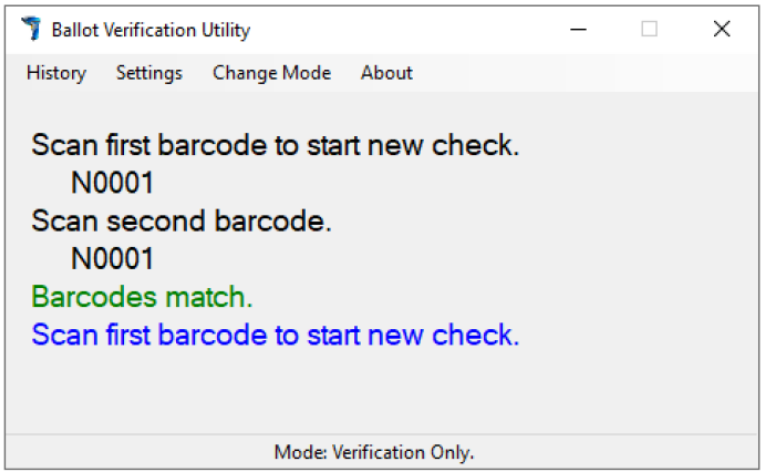


1. On the laptop at the Ballot Table, double click on the Barcode Scanner icon.

   Once it loads, you'll see the screen pictured below.



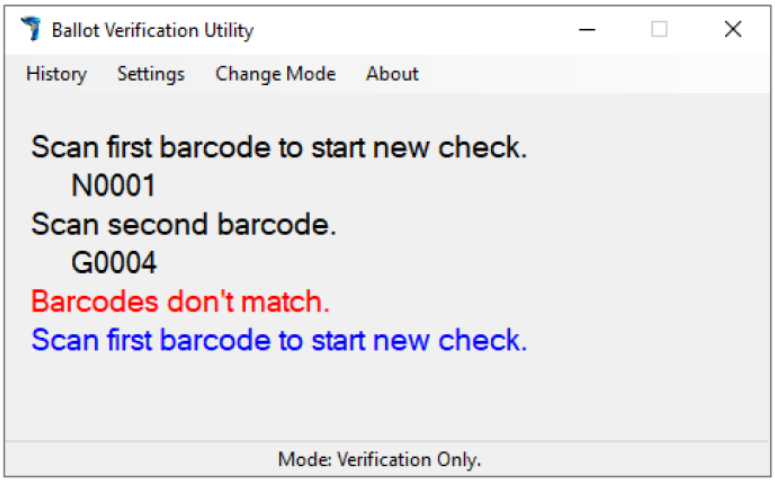
2. Scan the barcode on the voter's ATV.
3. Scan the barcode on the ballot.
4. Once you have confirmed that the barcodes match (image to the right), hand the ATV and the ballot to the Writer for them to code the ballot.
5. To begin another check, simply scan the next voter's ATV.



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.



Helpful Hint: If your scanner "stops working," simply click inside the box that says "Ballot Verification Utility" and then try again. If that doesn't work, close out of the program and then reopen.

Section 6

Help Table

Help Table Procedures..... 61
Provisional Voting..... 63
Existing Voter Provisional (Has a Record in SOSA)……. 63
New Voter Provisional (Does NOT Have a Record in SOSA)…….. 67
Provisional Ballots..... 70
Printing a Provisional Poll Book..... 71

Help Table Procedures

A voter may be sent to the Help Table for any of the following reasons. Follow the instructions listed below for processing voters at the Help Table.

Curbside voter processed at the Help Table.

- Follow the typically SOSA Check-In procedures, until you click the **Issue** button. After clicking the **Issue** button, you will click the **Issue Curbside** button. The ATV will print.
    - ◊ Highlight the Application Number, Precinct, Ballot Style, the large **X** found in Section A, and the first large **X** in Section C. Then hand the ATV to the Curbside Official who gave you the curbside voter's information. The Curbside Official will initial in Sections A & C of the ATV, **not** the person working the Help Table that printed their ATV.
- All procedures for processing voters at the Check-In Table also apply to curbside voters processed at the Help Table.
    - ◊ If the voter is Proof of ID Required (HAVA ID Required), the Curbside Official must ask the voter for a valid ID, then return to the voting enclosure to report the type of ID shown.
    - ◊ If the voter's address listed in SOSA is different than the address they provided when the Curbside Official was completing the ***Curbside Voter Information*** sheet, the Curbside Official must ask the voter when they moved.

Voter moved to Guilford County fewer than 30 days before Election Day.

1. Explain to the voter that North Carolina State Election Law requires voters to live in a jurisdiction for 30 days prior to an election in order to be eligible to vote in that election.
    - ◊ If the voter is able to, recommend that they return to the county of their previous registration to vote there for this election. Have them fill out a Voter Registration Form and place it in the Pink Bag—**DO NOT** complete a Same-Day Registration for this voter.
    - ◊ If the voter is unable to make it back to the county of their previous registration to vote, and wishes to vote here, the voter MUST vote provisionally.

Voter believes they qualify to list their address as confidential.

- Call the Elections Office for further instructions.

Voter has an unresolved jurisdiction dispute.

- Confirm that the Site Supervisor has reviewed the Jurisdiction Maps with the voter.
- If the voter still disputes the contests and/or candidates on their ballot, call the Elections Office for further instructions.

Voter's address produced a Ballot Style Validation Warning at a previous station.

1. Determine whether the voter's address was typed correctly. Confirm the following:
   - Did you click the **Eraser** button before entering the voter's new address?
   - Did you type the wrong house number?
   - Did you spell the street name correctly?
   - Is the street name one or more words?
   - Did you use the View Street Range button?

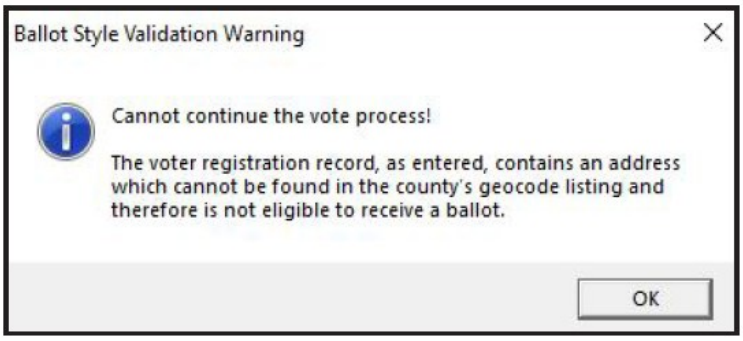
     If you didn't:

     ◊ Did you type the wrong Zip Code?

     ◊ Did you remember to select the street type (Road, Street, Court, Avenue, etc)?

     ◊ Did you put street directions in the correct field (North, South, East, West)?

     ⇒ If you are able to resolve the Ballot Style Validation Error, process the voter normally, following the steps found in **Section 3: Check-In Table** of this handbook.



2. If you cannot resolve the Ballot Style Validation Error, call the Elections Office. The Elections Office will verify if the address is in SOSA.
3. If the address is not in SOSA, the voter must vote provisionally. The Elections Office will provide the Precinct and Ballot Style to issue the voter.

Voter is marked in SOSA as having already voted.

1. A voter marked as already voted will be escorted to the Help Table by the Site Supervisor. The Site Supervisor will call the Elections Office to report the situation.
2. The voter must vote provisionally. Issue them the ballot style listed on their record in SOSA.
3. Assure the voter that the Board of Elections will conduct comprehensive research on the issue, and point out the ***Provisional Voter Instructions*** that printed from SOSA after they were processed provisionally.

SDR voter does not have valid proof of residence.

1. Inform the voter that they may leave and return later with a valid proof of residence.
2. If the voter insists on voting, they must vote provisionally.
   - Highlight the instructions for presenting a valid proof of residence to the Guilford County Board of Elections by 5:00 p.m. on the day before Canvass, located on the ***Provisional Voter Instructions***.
   - Offer the voter a copy of the ***Notice to Same-Day Registrants*** whether they choose to leave and return with proof of residence or vote provisionally.

Proof of ID Required (HAVA ID Required) voter does not have valid proof of ID.

1. Inform the voter that they may leave and return later with a valid proof of ID.
2. If the voter insists on voting, they must vote provisionally.
   - Highlight the instructions for presenting an acceptable ID to the Guilford County Board of Elections by 5:00 p.m. on the day before Canvass, located on the ***Provisional Voter Instructions***.
   - Offer the voter a copy of the ***Notice to Voters with No Acceptable ID*** whether they choose to leave and return with proof of residence or vote provisionally.

Provisional Voting

(Photo ID Provisionals found beginning on page 97)

What is provisional voting?

Sometimes a voter's eligibility to vote a ballot that can be placed in the DS200 Tabulator is questioned. Provisional voting is a way for a voter to mark a ballot at the Early Voting site that day. The ballot is stored inside an envelope until the Board of Elections staff can research the voter's eligibility. If a voter is determined to be eligible, the Board of Elections will count the eligible contests on the ballot before the election is finalized on Canvass Day. ***PROVISIONAL BALLOTS DO NOT GO IN THE DS200!***

When should I issue a provisional ballot?

- Voter is registered but assignment to a voting district/municipality is questioned.
  - ◊ For example; a voter claims to live in Greensboro because their address is Greensboro, but SOSA lists them as having "No Ballot Style."
- SOSA Status shows "Proof of ID Required (HAVA ID Required)," but voter did not produce required identification.
- SOSA Status shows "VOTED."
- Voter's address is not listed in Guilford County Board of Elections' Road File. When entered into SOSA, the address produces the "Ballot Style Validation Error" message.
- Same-Day Registrant did not provide a **VALID** proof of residency.
- Voter inserts their ballot into the Tabulator before marking their selections (blank ballot).
- Voter is able to, but refuses to state name and address out loud.
- Voter has moved from address listed in SOSA, but refuses to give their current address.
- Voter has lived in Guilford County less than 30 days prior to Election Day.
- Voter has moved to a different county more than 30 days prior to Election Day.
- Voter does not have a valid/acceptable photo ID.

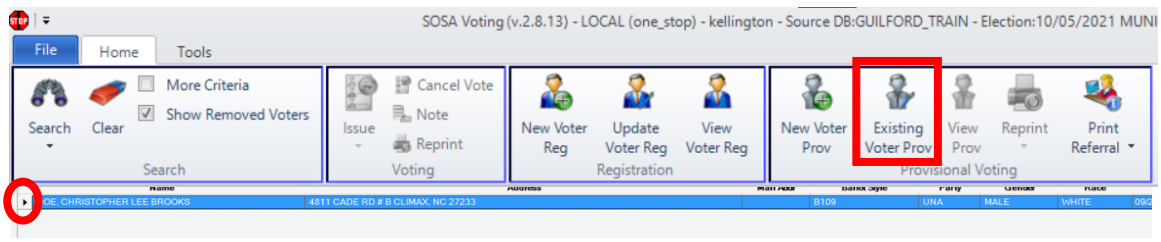
DOES THE VOTER HAVE A RECORD IN SOSA?

YES: Follow the steps below.

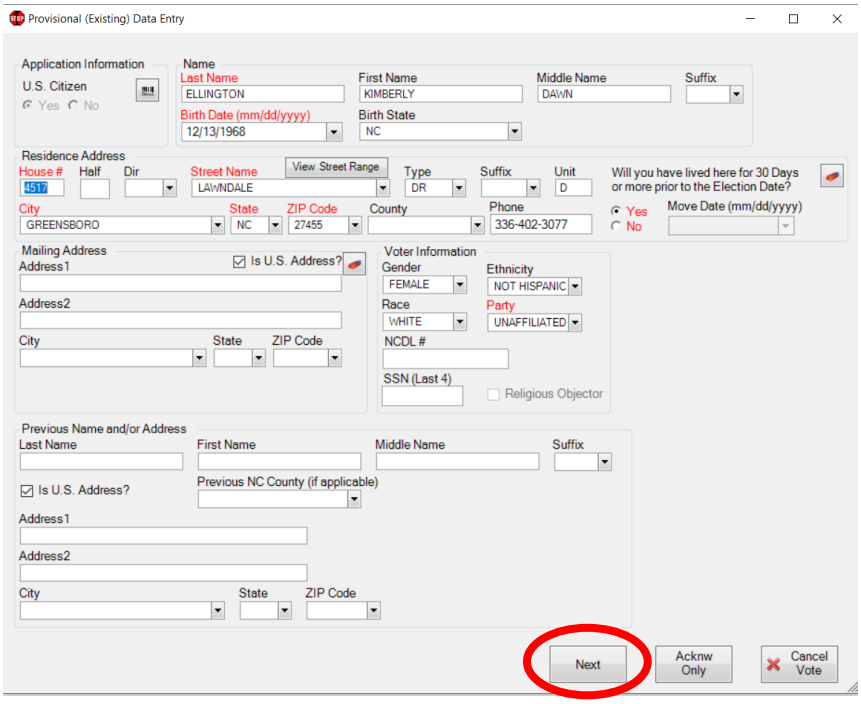
NO: Skip to Page # 67.

Processing a Provisional Ballot for a Voter Who Has a Record in SOSA:

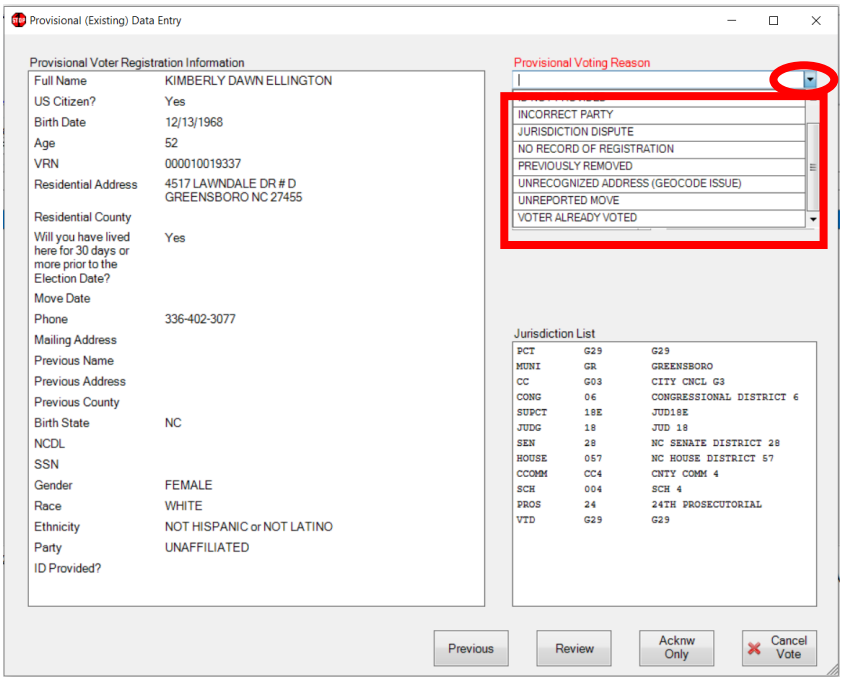
1. Find the correct voter in SOSA.
2. Click the empty square to the left of the voter's last name to select the entire row. Once a black triangle appears and the row turns blue, the row is selected.
3. Click the **Existing Voter Prov** button.



4. A pop-up box will appear.
5. If the voter's information is correct, click the **Next** button.
   - If the voter's information is NOT correct, type in the information the voter gave you. Then click the **Next** button.
   - ANY address from anywhere in the world can be typed in the Provisional Voting Data Entry screen! This means if you got a Ballot Style Verification Error message when trying to process this voter, you will NOT get the same message when typing it in for a Provisional.



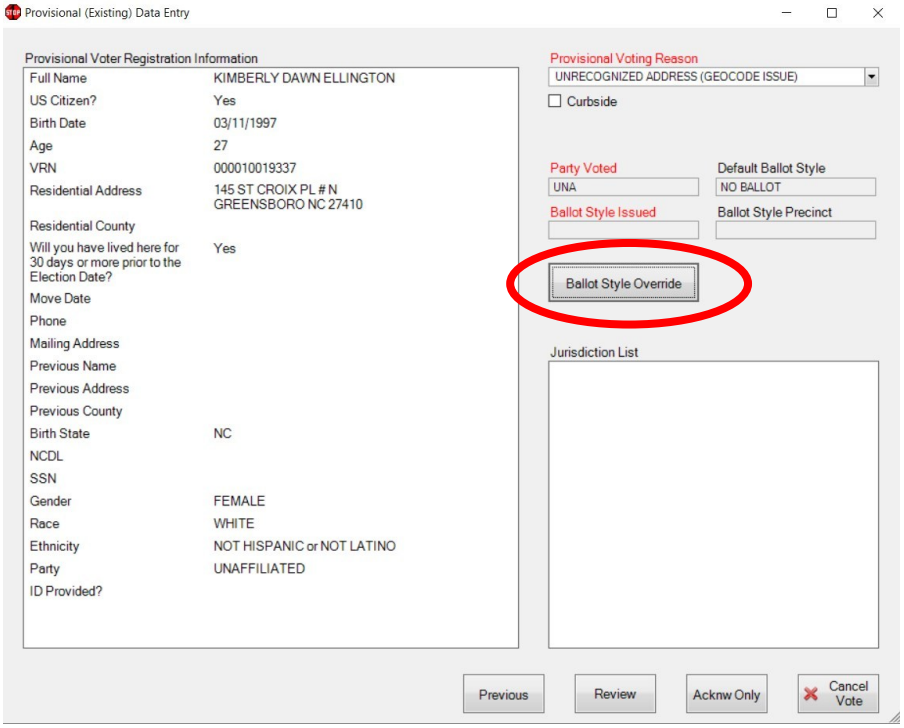
6. On the next screen, click the down arrow to the right of the empty box under Provisional Voting Reason.
7. Select the correct reason from the drop-down menu.



8. If you selected "Unrecognized Address (Geocode Issue)," you will be required to select a ballot style. Call the Elections Office to make sure you are giving the voter the correct Ballot Style.

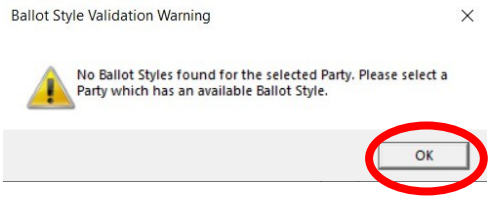
   - **Partisan Primary**: If a voter does NOT want to change their party, but does want to vote for a different party in the primary, you will be required to select a ballot style as well.

N/A for this election



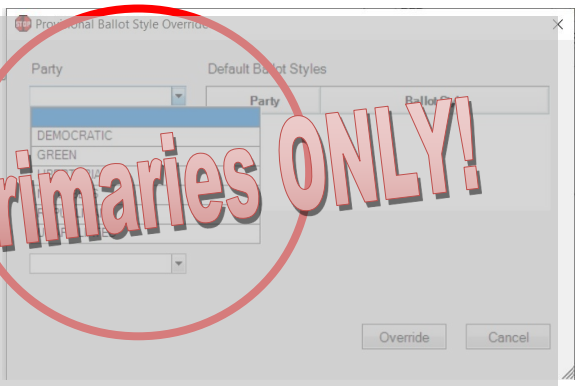
9. Click the **Ballot Style Override** button.

10. If the "Ballot Style Validation Warning" pops up, click **OK**.

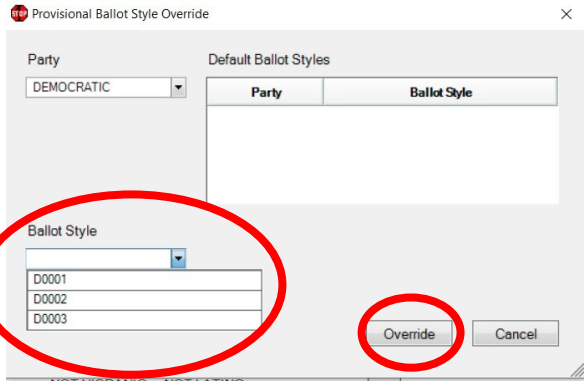


11. For an *Incorrect Party Provisional*, beside the box for "Party," click the down arrow and select the party the voter wishes to vote for.

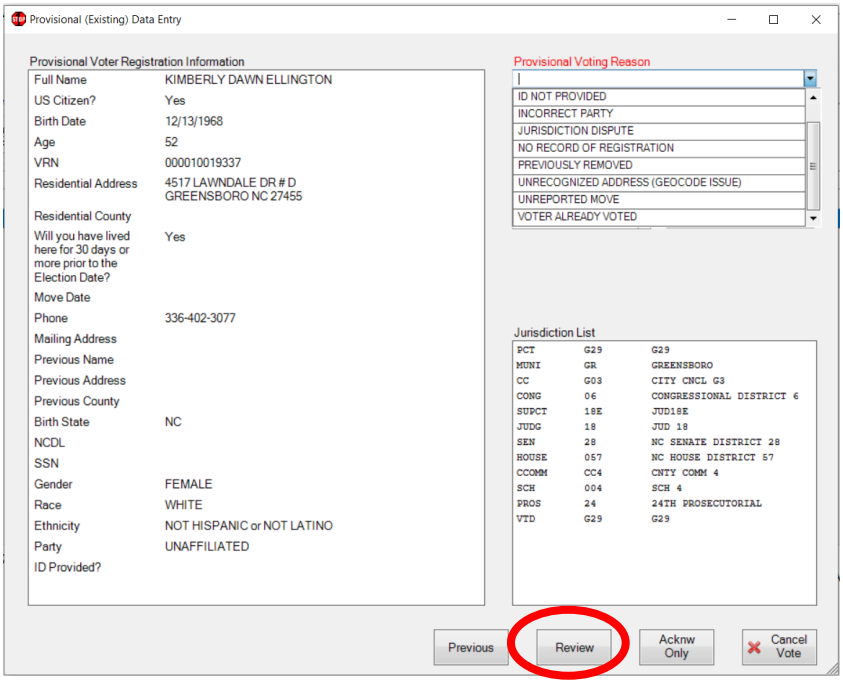
Step 11 is for Partisan Primaries ONLY!



12. Beside the box for "Ballot Style," click the down arrow and select the correct Ballot Style from the list that appears below.
13. Click the **Override** button.



14. Click the **Review** button.



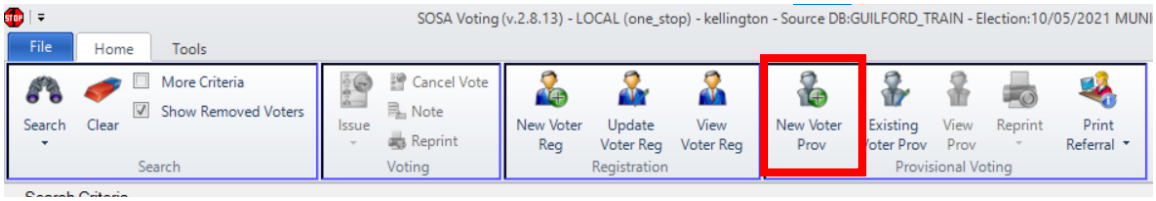
15. The Provisional Application will print. Have the voter confirm that the information on the Provision Application is correct and sign the application.
16. Sign the application on the Election Official Signature line.
17. Click the **Vote** button.
18. The voter's Provisional Instructions will print. Hand the voter their Provisional Instructions, and explain those are the steps to follow to see if their ballot was counted or not.

Skip to page 70 in this handbook for Step 19!

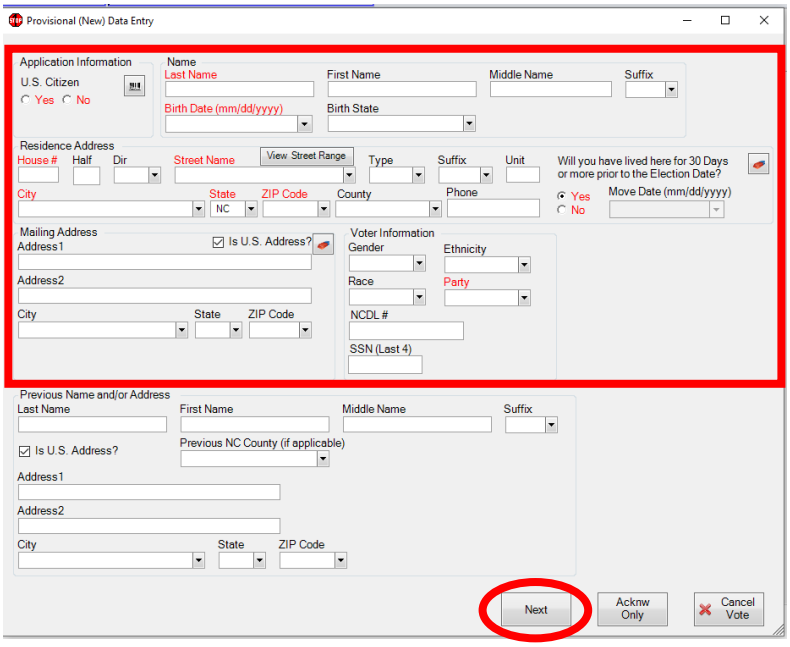
Steps for Issuing a Provisional Ballot to a Voter Who Does NOT have a Record in SOSA:

Examples of this would be a Same-Day Registrant who does not have a proof of residence with them, or a voter who has moved to Guilford County fewer than 30 days before Election Day, and is unable to return to the county of their previous registration and/or insists on voting here.

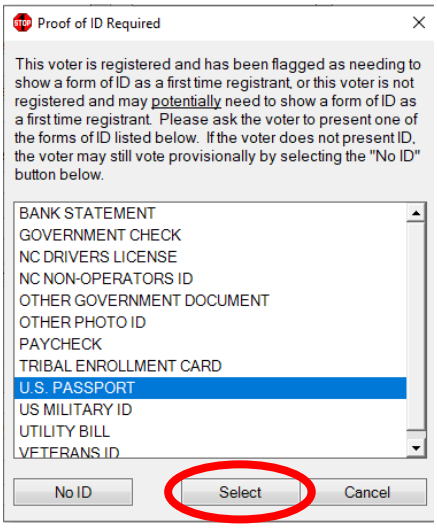
1. Click the **New Voter Prov** button.



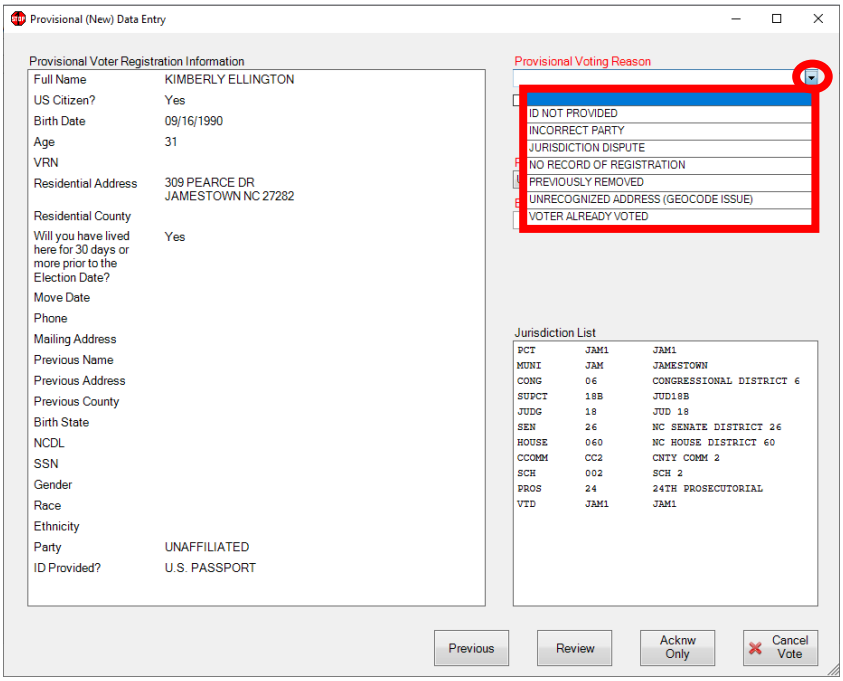
2. On the next screen, enter the voter's information.
3. Then click the **Next** button.



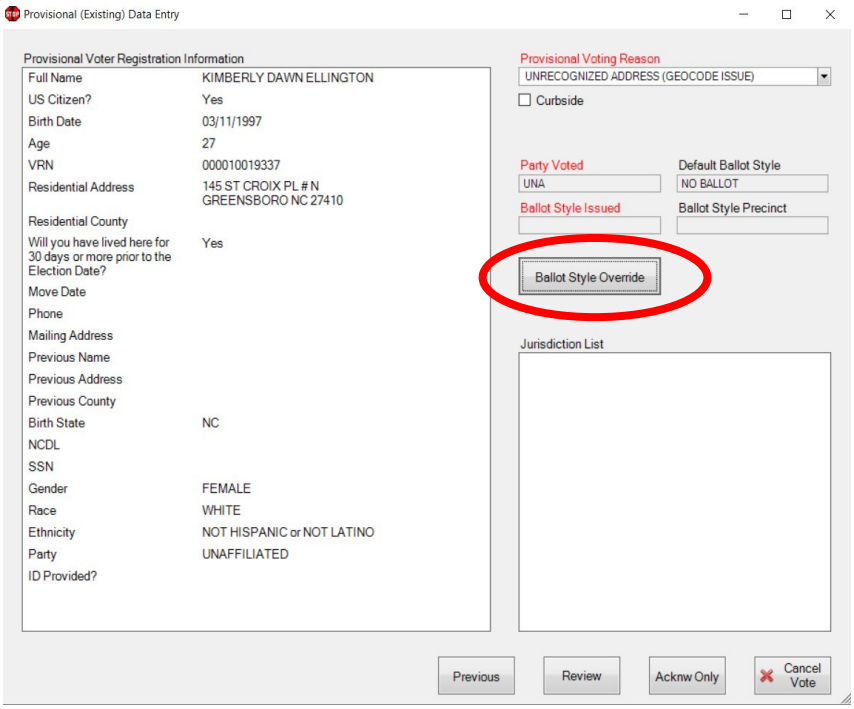
4. The voter's status will immediately become Proof of ID Required (HAVA ID Required) and need to show a form of ID. Select the form of ID that the voter provided you with from the list in the pop-up window.
5. Then click the **Select** button.



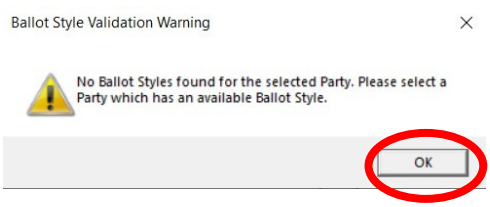
6. On the next screen, click the down arrow, to the right of the empty box under Provisional Voting Reason.
7. Select the correct reason from the drop -down menu.



8. If you selected "Unrecognized Address (Geocode Issue)," you will be required to select a ballot style. Call the Elections Office to make sure you are giving the voter the correct Ballot Style.
9. Click the **Ballot Style Override** button.

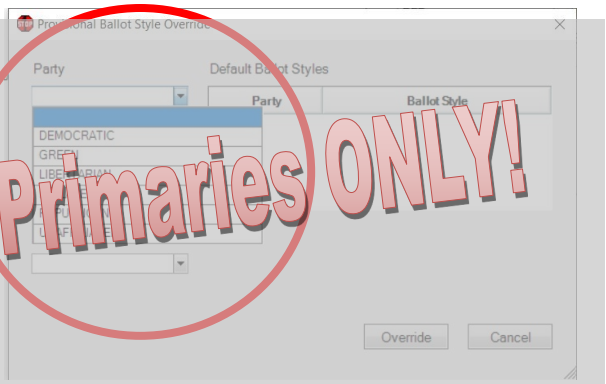


10. If the "Ballot Style Validation Warning" pops up, click **OK**.

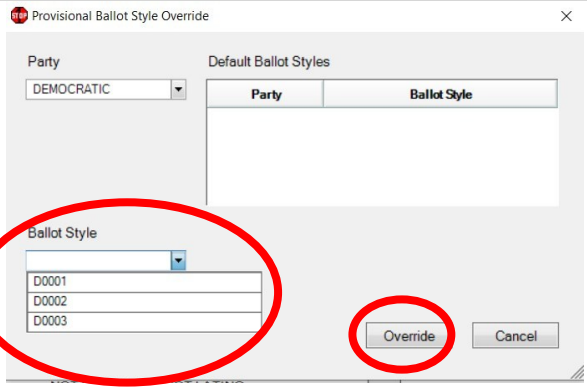


11. If the voter is registering as UNAFFILIATED, beside the box for "Party," click the down arrow and select the party for which the voter wishes to vote.

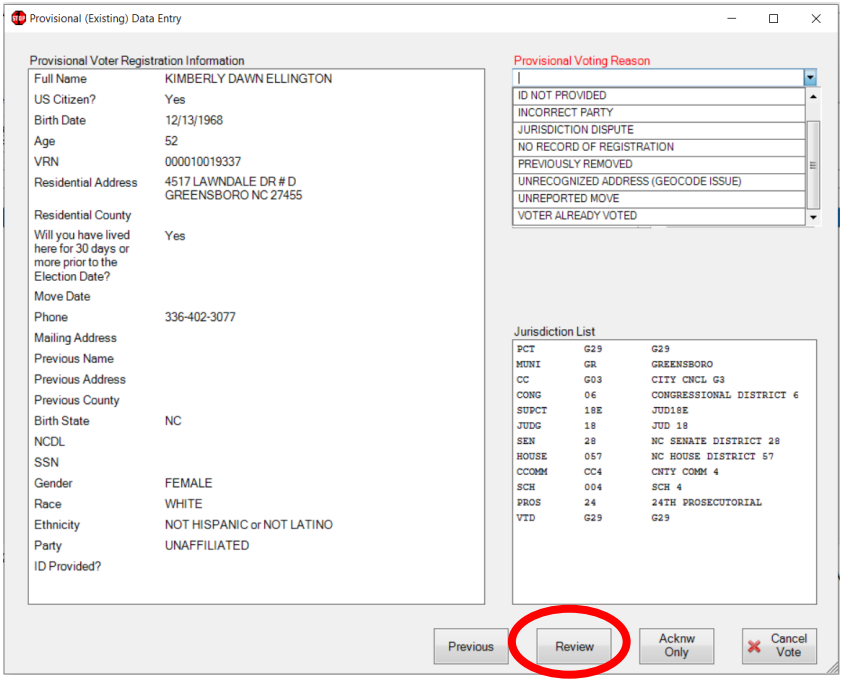
Step 11 is for Partisan Primaries ONLY!



12. Beside the box for "Ballot Style," click the down arrow and select the correct Ballot Style from the list that appears below.
13. Click the **Override** button.



14. Click the **Review** button.



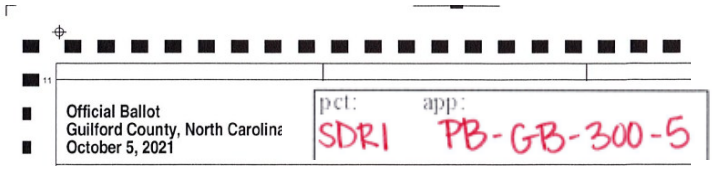
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16. Sign the application on the Election Official Signature line.
17. Click the **Vote** button.
18. The voter's Provisional Instructions will print. Hand the voter their Provisional Instructions, and explain those are the steps to follow to see if their ballot was counted or not.

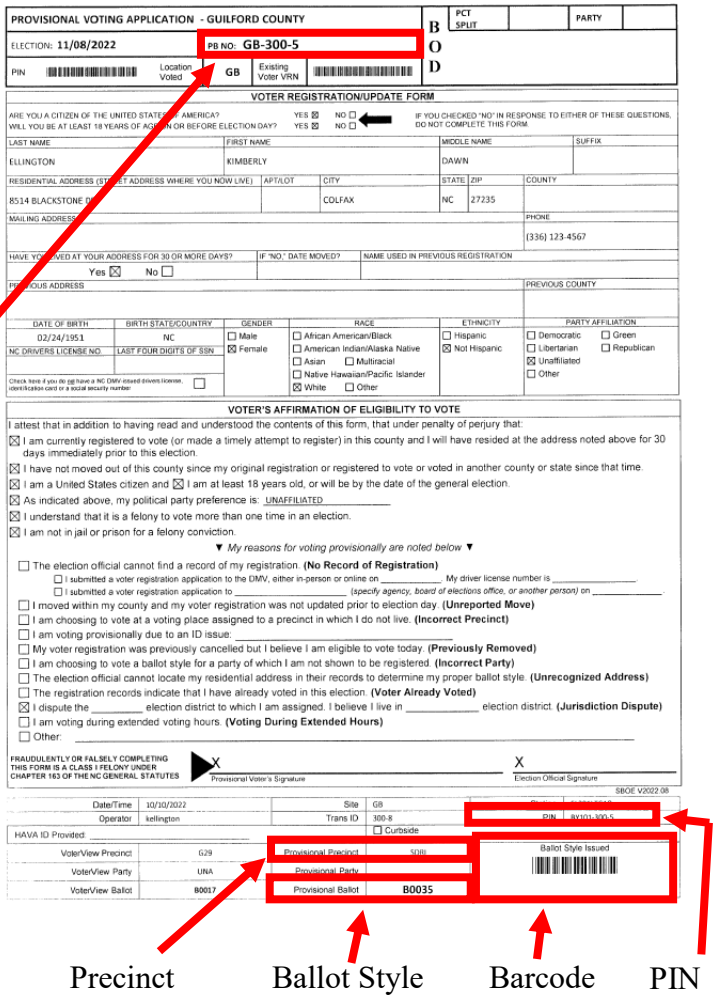
Skip to page 70 in this handbook for Step 19!

Provisional Ballots

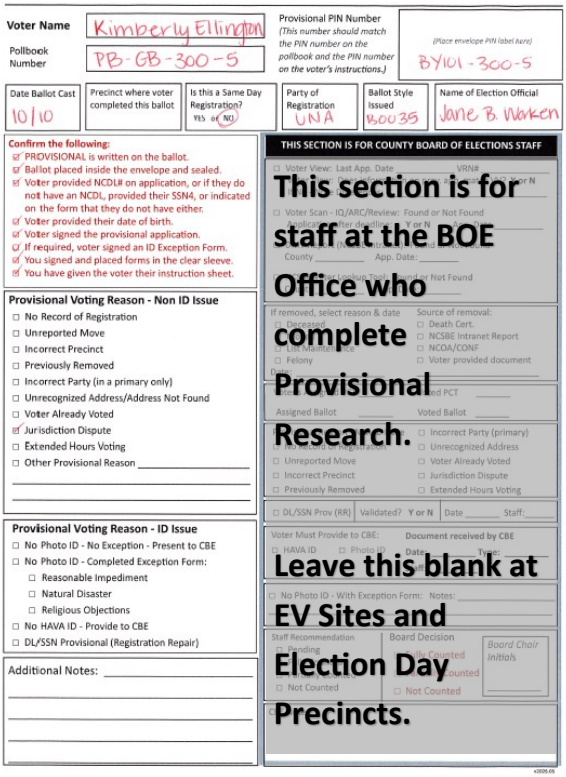
Follow the steps below to issue a provisional ballot for both Existing Voter Prov and New Voter Prov.

19. Pull the correct Ballot Style based on the Provisional Application.
20. Scan the barcode on the Provisional Application.
21. Scan the barcode on the ballot to confirm a match.
22. Write the Provisional Poll Book No. in the box at the top of the ballot under "app."
    In this example, the code written at the top of the Provisional Application is:
    PB No: GB-300-5.
    To code the ballot, drop "No:" and add a dash to separate PB and the site abbreviation, making the ballot code for this example:
    PB-GB-300-5.
23. Write the voter's Precinct in the box at the top of the ballot under "pct."
    (Steps 22 & 23 pictured below)





24. Get a Provisional Envelope.
25. In the box where the PIN label goes on Election Day, write the voter's PIN.
26. Complete all boxes at the top of the envelope.
27. Confirm that all steps in the section red labeled, "**Confirm the following:**" have been done. Check each box as you do.
28. Mark the reason for voting provisionally.
29. Write a brief statement summarizing why the voter needed to vote provisionally under, "**Additional Note:**."

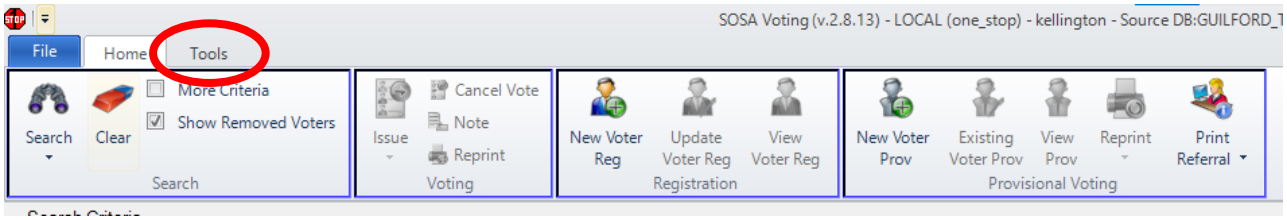


24. Flip the envelope over, slide the voter's Provisional Application, as well as any additional paperwork you may have received from that voter, in the plastic sleeve on the front of the Provisional Envelope.
25. DO **NOT** SEAL THE PLASTIC SLEEVE SHUT!
26. Hand the ballot and the Provisional Envelope to the voter and explain the ballot marking instructions.
27. Explain to the voter that after they have completed their ballot, they should fold their ballot in half and place in the Provisional Envelope, seal the back of the envelope to secure their ballot, and return it back to you.
28. Direct the voter to a Yellow Provisional Voting Booth.
29. After the voter has returned their ballot, lock it in a ballot box in the cage until the Rover gets there to pick up your site's materials at the end of the night.

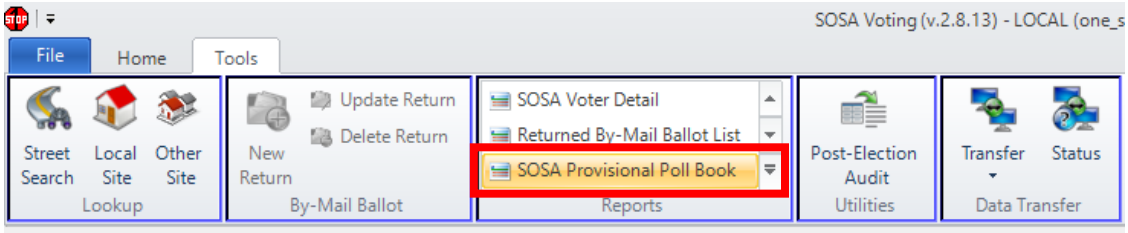
Printing a Provisional Poll Book from SOSA

At the end of the day, you will need to print a Provisional Poll Book from SOSA to return to the office in your Orange Bag, along with all voted Provisional Ballots. This is a running list, and will include all Provisionals processed on that particular laptop.

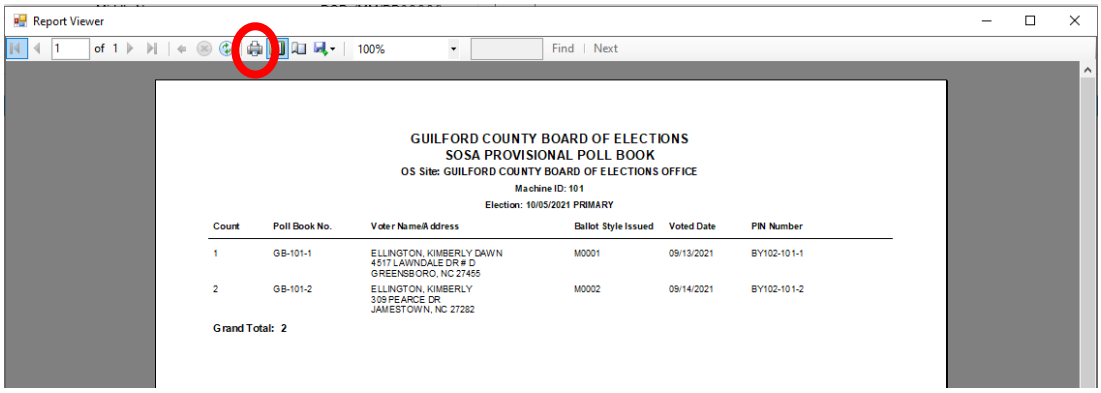
1. In SOSA, click the **Tools** tab.



2. In the Reports box, scroll down until you see SOSA Provisional Poll Book.
3. Click on SOSA Provisional Poll Book.



4. In the Report Viewer window, click on the printer icon to print your Provisional Poll Book.



Section 7

Voter Assistance

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Rules for Providing Voter Assistance

Laws regarding who may provide and receive assistance are very specific. It is the responsibility of every Early Voting staff member to abide by and enforce the following requirements:

Q: Who is eligible to receive voter assistance?

A: Disabled voters may receive assistance from anyone except their employer or union representative.
Any voter may receive assistance from a near relative.

Who is requesting assistance?

The voter must choose an eligible assistant based on whether or not the voter has a disability.

Voter **with** Disability	Voter **without** Disability
May be assisted by anyone, including a Precinct Official or Early Voting Official, who is not their employer or union representative.	May be assisted by a near relative. By law a near relative is a: spouse, sibling, parent, grandparent, child, grandchild, mother-in-law, father-in-law, brother-in-law, sister-in-law, stepparent, or stepchild.

Q: Who qualifies as a voter with a disability?

A: There are four types of disabled voters defined in North Carolina election law:

- A voter who, on account of physical disability, is unable to enter the voting booth without assistance.
- A voter who, on account of physical disability, is unable to mark a ballot without assistance.
- A voter who, on account of illiteracy, is unable to mark a ballot without assistance.
- A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.

Q: What types of actions are defined as voter assistance?

A: There are two main types of assistance defined in North Carolina election law:

- Physical assistance when entering and exiting the voting booth.
- Assistance in marking a ballot.

Q: May a voter receive assistance in signing forms?

A: North Carolina requires a person be able to make a mark. That mark need not approximate a legible signature, just as a signature need not be legible to be legal. However, if a person is completely unable to even make a mark, (s)he may use a registered signature facsimile as a proper mark of the person's legal signature. An example of the signature facsimile shall be registered by the person with a disability with the clerk of the superior court in the county where the person lives. The registered signature facsimile may be revoked at any time in writing by the person with a disability.

Q: Is illiteracy considered a disability?

A: Illiteracy is a statutory basis for voter assistance. Illiteracy should be understood as the inability to read, write, or speak English. Early Voting staff should make every effort to accommodate voters who are illiterate and who may seek assistance on that basis.

Q: May Early Voting staff provide voter assistance upon the voter's request?

A: Yes.

Q: How does a voter request assistance?

A: A voter must request permission to obtain assistance. Certain disabilities may affect a voter's ability to vocalize their request, but federal law still provides that such a disabled voter is entitled to assistance. Accordingly, Early Voting staff should exercise their best efforts to understand and respond to individual requests for assistance, however communicated.

State administrative law provides that an Early Voting staff member may prompt the voter to request assistance from the person who is with them, where appropriate.

1. Ask the voter: "Is this person here to assist you?"
2. If **YES**, ask the voter: "Is this person a near relative?"
3. If **YES**, the voter may receive assistance. No further information is needed.

   If **NO**, state: "A voter who needs assistance because the voter is blind, disabled, or unable to read, speak, or write English may receive assistance from a person of the voter's choice. Do you need assistance for one of these reasons?"

Q: What should I do if I am unable to determine if the voter is requesting assistance from the person who is with them?

A: Early Voting staff must ensure that voters are afforded appropriate assistance. However, they also have a responsibility to ensure that a voter's decisions are not coerced. If, after an Early Voting staff member has provided the voter every opportunity to request assistance by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the Early Voting staff member to allow an individual to assist the voter.

Early Voting staff members should use common sense in the effort to determine whether the voter has requested assistance, bearing in mind that both state and federal laws vest all qualified voters, with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

Q: What am I allowed to tell voters about the ballot?

A: It is the duty of Early Voting staff to provide voters with any technical information the voter requests regarding ballot items. Technical information is limited to information necessary to allow the voter to mark their ballot. No Early Voting staff member may provide opinions, interpretations, or summaries of ballot items. No Early Voting staff member may provide information regarding the positions of candidates or otherwise point out which candidate may support particular policy positions.

The way a bond or referendum is worded on the ballot may be very confusing, and even a voter who knows how they feel about a subject may be unsure if they should vote "For," or "Against," based on the wording. You may NOT explain to them what the bond/referendum is asking, nor can you explain what each choice means. When in doubt, always remember, ***you may read their ballot to them but you may NOT explain it***.

Q: What should I do if it appears that a systematic pattern of disregard for the standards of voter assistance is occurring?

A: If you notice what appears to be a systematic disregard for the standards described in this guide, notify the Site Supervisor, who will call the Elections Office.

When evaluating a circumstance to determine whether standards are being violated, keep in mind that there are no legal restrictions on the number of times a person can assist different voters as long as the voters qualify for that assistance and proper procedures are followed. In all cases, avoid embarrassing a voter who makes a request for assistance.

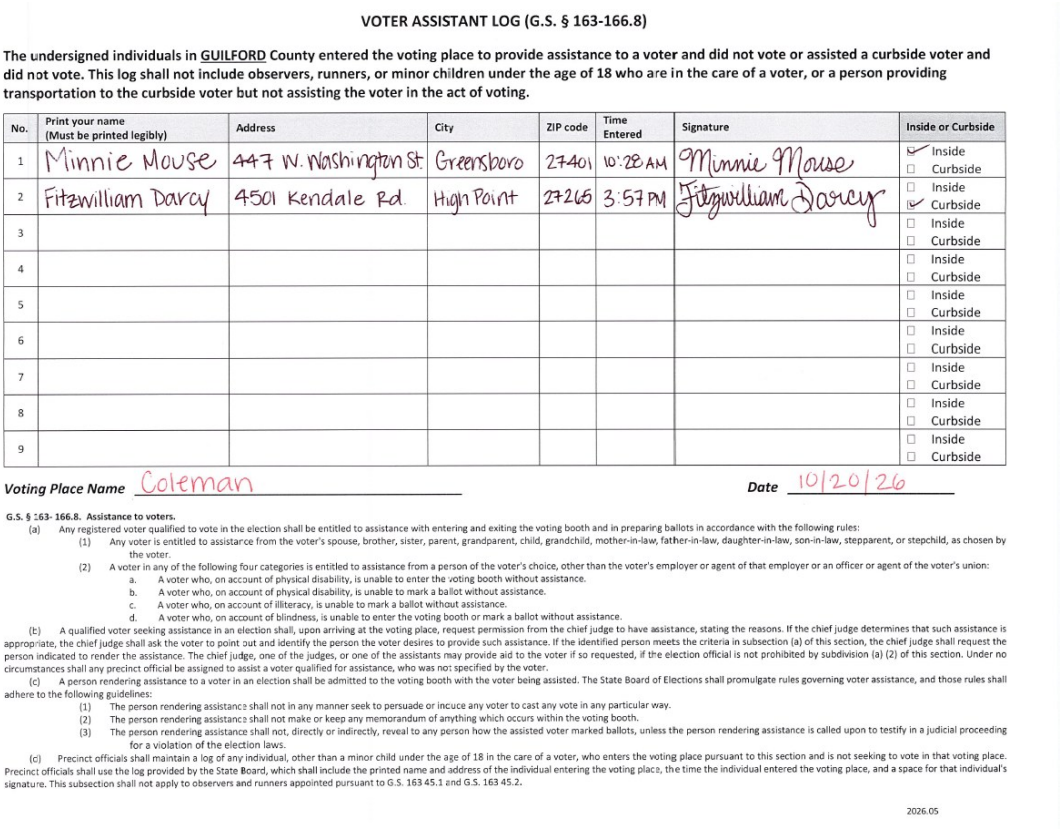
Q: Do the voter assistance requirements apply to curbside voters?

A: Voting curbside does not suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.

Voter Assistance Log

Anyone who assists a voter, but does not vote, must complete the Voter Assistance Log. This applies to assistance provided inside the voting enclosure as well as Curbside Voting.

Anyone who assists a voter, and votes during the same visit, does NOT have to complete the Voter Assistance Log.



VOTER ASSISTANT LOG (G.S. § 163-166.8)

The undersigned individuals in GUILFORD County entered the voting place to provide assistance to a voter and did not vote or assisted a curbside voter and did not vote. This log shall not include observers, runners, or minor children under the age of 18 who are in the care of a voter, or a person providing transportation to the curbside voter but not assisting the voter in the act of voting.

No.	Print your name (Must be printed legibly)	Address	City	ZIP code	Time Entered	Signature	Inside or Curbside
1	Minnie Mouse	447 W. Washington St.	Greensboro	27401	10:28 AM	Minnie Mouse	☑ Inside ☐ Curbside
2	Fitzwilliam Darcy	4501 Kendale Rd.	High Point	27265	3:57 PM	Fitzwilliam Darcy	☐ Inside ☑ Curbside
3							☐ Inside ☐ Curbside
4							☐ Inside ☐ Curbside
5							☐ Inside ☐ Curbside
6							☐ Inside ☐ Curbside
7							☐ Inside ☐ Curbside
8							☐ Inside ☐ Curbside
9							☐ Inside ☐ Curbside

Voting Place Name Coleman *Date* 10/20/26

G.S. § 163- 166.8. Assistance to voters.

(a) Any registered voter qualified to vote in the election shall be entitled to assistance with entering and exiting the voting booth and in preparing ballots in accordance with the following rules:

(1) Any voter is entitled to assistance from the voter's spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild, as chosen by the voter.

(2) A voter in any of the following four categories is entitled to assistance from a person of the voter's choice, other than the voter's employer or agent of that employer or an officer or agent of the voter's union:

a. A voter who, on account of physical disability, is unable to enter the voting booth without assistance.
b. A voter who, on account of physical disability, is unable to mark a ballot without assistance.
c. A voter who, on account of illiteracy, is unable to mark a ballot without assistance.
d. A voter who, on account of blindness, is unable to enter the voting booth or mark a ballot without assistance.

(b) A qualified voter seeking assistance in an election shall, upon arriving at the voting place, request permission from the chief judge to have assistance, stating the reasons. If the chief judge determines that such assistance is appropriate, the chief judge shall ask the voter to point out and identify the person the voter desires to provide such assistance. If the identified person meets the criteria in subsection (a) of this section, the chief judge shall request the person indicated to render the assistance. The chief judge, one of the judges, or one of the assistants may provide aid to the voter if so requested, if the election official is not prohibited by subdivision (a) (2) of this section. Under no circumstances shall any precinct official be assigned to assist a voter qualified for assistance, who was not specified by the voter.

(c) A person rendering assistance to a voter in an election shall be admitted to the voting booth with the voter being assisted. The State Board of Elections shall promulgate rules governing voter assistance, and those rules shall adhere to the following guidelines:

(1) The person rendering assistance shall not in any manner seek to persuade or incuce any voter to cast any vote in any particular way.
(2) The person rendering assistance shall not make or keep any memorandum of anything which occurs within the voting booth.
(3) The person rendering assistance shall not, directly or indirectly, reveal to any person how the assisted voter marked ballots, unless the person rendering assistance is called upon to testify in a judicial proceeding for a violation of the election laws.

(c) Precinct officials shall maintain a log of any individual, other than a minor child under the age of 18 in the care of a voter, who enters the voting place pursuant to this section and is not seeking to vote in that voting place. Precinct officials shall use the log provided by the State Board, which shall include the printed name and address of the individual entering the voting place, the time the individual entered the voting place, and a space for that individual's signature. This subsection shall not apply to observers and runners appointed pursuant to G.S. 163 45.1 and G.S. 163 45.2.

2026.05

Service Animal Policy

Service animals must be permitted to enter the Early Voting site with a voter.

Q: What is a service animal?

A: Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

If you are working at an Early Voting site and it is unclear to you whether someone's dog is a service dog, you may ask for certain information using the following question.

You may ask:

☑ Is the dog a service animal required because of a disability?

You are NOT allowed to:

☒ Request any documentation that the dog is registered, licensed, or certified as a service animal.

☒ Require that the dog demonstrate its task, or inquire about the nature of the person's disability.

Ballot Jam Flow Chart

The Site Supervisor must **ALWAYS** call the Elections Office before proceeding with the following steps.

1. The Tabulator Official should announce to the voters there is a jam at the Tabulator.
2. The Tabulator Official should notify the Site Supervisor that the ballot jam has occurred so they can assist in resolving the issue.

The Site Supervisor should complete the steps below.

Was the **ballot counted** by the Tabulator?

NO

1. If the ballot is visible from the front of the Tabulator, gently remove the ballot. Return ballot to the voter and ask them to wait. Continue to step #4.

   If the ballot is **NOT** visible from the front of the Tabulator, unlock the Front Security Flap with the Exterior Security Key and pull the Tabulator forward to locate the jammed ballot.
2. Remove the ballot from the rear of the Tabulator. Return the ballot to the voter and ask them to wait.
3. Push the Tabulator back into place. Close and lock the Front Security Flap with the Exterior Security Key.
4. Follow any on-screen prompts to continue voting.
5. Instruct the voter to re-insert ballot. If the ballot is damaged, the voter must exchange their ballot for a new ballot at the Ballot Table.*

*If, for any reason, the voter refuses to spoil their ballot and mark a new one, allow the voter to place their ballot in the Emergency Bin. (Site Supervisor must open the Emergency Bin.)

YES

Unlock Front Security Flap with the Exterior Security Key and pull Tabulator forward to locate the jammed ballot.

Can you see the ballot in the rear of the Tabulator?

YES

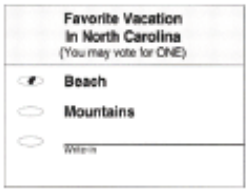
1. Gently push the ballot through the exposed opening into the Blue Ballot Bin.
2. Push the Tabulator back into place.
3. Close and lock the Front Security Flap with the Exterior Security Key.
4. Follow any on-screen prompts to continue voting. Announce voters can resume placing ballots in the Tabulator.

NO

1. Push the Tabulator back into place. Close and lock the Front Security Flap with the Exterior Security Key.
2. Using the Exterior Security Key, open the Ballot Bin Door.
3. Remove the Blue Ballot Bin. Have an Official guard the Blue Ballot Bin while the Site Supervisor locates the jammed ballot.
4. Gently remove the jammed ballot.
5. Announce the jammed ballot was counted by the Tabulator.
6. Place ballot in the Blue Ballot Bin with the other counted ballots.
7. Return the Blue Ballot Bin to the Ballot Bin and open the flaps. Close and lock the Ballot Bin Door with the Exterior Security Key.
8. Follow any on-screen prompts to continue voting. Announce voters can resume placing ballots in the Tabulator.

Common Tabulator Error Messages and Solutions

NOTE: Refer to the Ballot Jam Flow Chart for ballot jams.

Message Text	Cause	Solution
You have made too many selections in 1 contest! The contest with too many votes— FAVORITE VACATION IN NC	Votes have been marked for more than the allowed number of choices in a contest. 	Explain to the voter that they have voted for more than the allowed number of choices for one or more contests on the ballot. The voter has two options: Press the **Review Your Ballot** button. Tabulator will return the ballot to the voter. Voter may request to spoil the ballot and mark a new one. OR Press the **Cast Your Ballot As Marked** button. Tabulator will accept the ballot as marked. Any contest that contains overvotes will not be counted, but all other votes will count.
1 Race Has Unreadable Marks FAVORITE VACATION IN NC	Marks on the ballot are too light for the Tabulator to read a mark, or mark is on or near the oval and the Tabulator cannot determine whether the mark is an intended vote for the contest. 	Explain to the voter that the Tabulator is unable to read the mark(s) on the ballot. Instruct the voter to return to a voting booth with the ballot, darken his/her original marks, and insert the ballot into the Tabulator again. Voter may request to spoil the ballot and mark a new one. Voter must mark a new ballot if the message appears again.
No Data Found. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Not Inserted Far Enough. Please Re-insert Ballot After Beeps.	Voter hesitated when inserting ballot.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Ballot Too Long. Please See Election Official.	Voter held ballot too long when inserting into feed path.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.

Common Tabulator Error Messages and Solutions (continued)

NOTE: Refer to the Ballot Jam Flow Chart for ballot jams.

Message Text	Cause	Solution
Missed Orientation Marks. Turn Ballot Over and Try Again.	The Tabulator could not determine the orientation of the ballot.	Have the voter turn the ballot over and try to scan the ballot again. If the problem persists, call the Office.
Possible Ballot Entry or Sensor Error. Please Re-insert Ballot After Beeps.	The voter inserted the ballot and pulled it out before the Tabulator could scan it.	Wait for the beeps to stop and have the voter re-insert the ballot. If the problem persists, call the Office.
Multiple Ballots Detected. Please Re-insert One Ballot After Beeps.	The Tabulator has detected more than one ballot in the feed path.	Verify the voter is only inserting one ballot into the Tabulator. If the problem persists, call the Office.
Election Media Not Inserted.	Thumb Drive is either missing or not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Election Definition Not Found.	Thumb Drive is not fully inserted.	Notify Site Supervisor to open the Emergency Bin and call the Office.
Printer Timeout—Abort Printing?	Tabulator printer ran out of paper.	Notify Site Supervisor to open the Emergency Bin and call the Office.

Tabulator Will Not Start:

- Confirm that power cord is plugged into the back of the Tabulator and a working 3-prong outlet.
- If the Tabulator Screen is open, close it and reopen it again. Tabulator will initiate the boot up process.
- If you are unable to resolve the problem, **CALL THE ELECTIONS OFFICE IMMEDIATELY**!

Interior Security Lock is Difficult to Lock:

- Press down on the right side of the flap as you lock it.





Curbside Voting

What is Curbside Voting?



Curbside voting is a process in which eligible voters park in designated parking spaces and vote inside their vehicles with the assistance of Early Voting staff.

Curbside voting is to be operational for the entire duration of Early Voting. If your Early Voting site is open for voting, so is Curbside. It does **NOT** open late, close early, or depend on the weather.

The Site Supervisor must assign at least one staff member to assist curbside voters and assign additional staff as needed. Notify the Site Supervisor throughout the day if you need more staff members to help with curbside.

If you typically work curbside voting, be sure to check the weather before leaving your home and dress accordingly!

Who is Allowed to Vote Curbside?

Curbside voting is not open to everyone. Voters must be unable to enter the Early Voting site with assistance due to age or physical or mental disability in order to be eligible to vote curbside. Curbside voters must sign an affidavit attesting to their qualification.

Those who accompany curbside voters to the Early Voting site may also vote curbside, as long as they are willing to sign the Curbside Affidavit.

Curbside voters are NOT required to provide evidence of disability. By signing the Curbside Affidavit, or Section C of their ATV (shown below), the voter is verifying their eligibility to vote curbside.

Voting curbside does **NOT** suspend the requirements for receiving voter assistance. Curbside voters must still communicate their request for assistance and the individual providing assistance must be qualified to do so.

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

STATE OF NORTH CAROLINA, COUNTY OF _____

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

When checking in a voter in SOSA, make sure you click **Issue** and then **Issue Curbside**. Then click the **VOTE** button

If you fail to Issue Curbside, Section C or the Curbside Affidavit will NOT be prepopulated with the voter's correct information. If Section C is blank, the voter will be required to fill in all missing information as well as sign the Curbside Affidavit.

Curbside Procedures



1. Take the following items to the voter's car:
   - Curbside Log, clipboard, pens, and a Curbside Privacy Sleeve.
2. Fill out the Curbside Log by asking the voter for their responses to each question.
3. Request the voter's photo ID and complete the "Name of photo ID" section (if necessary).
4. Make a determination about the photo ID and return it to the voter.

Curbside Log
For Early Voting STAFF use ONLY! Voters DO NOT fill this out!!!

	Last name, first name, middle name *as stated by the voter*		Current Residential Address *as stated by the voter – do not compare to address on ID*	Party *if primary*	If UNA *primary ballot choice*
					☐ DEM ☐ LIB ☐ REP ☐ NON
___	Previous Name *if voter needs to update*	Name on photo ID *if different than stated name*	Previous address if moved 30 or more days before election day	*DOB (not required)*	



5. Take the Curbside Log to the Help Table (or curbside station) to receive the voter's ATV.
   - If the voter's address in SOSA does not match what the voter told you, you will need to determine if they need a White Slip or a Pink Slip. If they need a White Slip go ahead and take that to the car for the voter to fill out and sign so that the address change can be processed in SOSA. If they need a Pink Slip, take it to them when you take their ATV and ballot.
   - Make sure their name is the same or substantially equivalent to the name on their photo ID.
4. Take the ATV to the Ballot Table to receive the voter's ballot.
   - Keep the voter's ATV.
   - The Ballot Table must write the voter's application number and precinct on the ballot.
5. Return to the voter's car with the ATV, pens, ballot, Curbside Privacy Sleeve, and a "Curbside Voting Enclosure" sign.



6. Review the documents with the voter to ensure the information on the form(s) is correct.
   - This will help make sure you have given the correct forms to the correct voter.
   - This also ensures the voter will sign Section C of the ATV prior to receiving their ballot.
7. Collect the signed documents from the voter.
8. Provide the voter with the balloting materials and voting instructions.
9. Instruct the voter to place their ballot inside the "Curbside Privacy Sleeve" when they have completed marking their selections.
10. Provide the voter with instructions on how to indicate they have completed voting.
    - e.g., Ask the voter to roll up their window while voting and roll it back down when they have completed their ballot.
11. Step away from the vehicle to provide the voter privacy while they mark their ballot.
12. Monitor curbside area to ensure vehicle is not approached by electioneers or observers.
13. Collect voted ballot (INSIDE Privacy Sleeve), remove "Curbside Voting Enclosure" Sign and ask the voter to wait for your return.

Curbside Procedures



14. Place the ballot in the Tabulator, and take the ATV to the Ballot Table to be sequentially numbered and placed in the correct organizational tray.
    - If the ballot queries, return to the vehicle and explain the query to the voter. Ask the voter if they would like you to spoil their current ballot and provide them with a new one, or if they wish for you to cast their ballot as is.
    - Provisionals: Return the ballot (sealed in the Provisional Envelope) along with forms (in clear, plastic sleeve on front of envelope to the Site Supervisor.
15. Return to the car and give the voter an "I Voted Early" sticker and report to the voter that the ballot was counted by the Tabulator.
16. Write "yes" or a check mark on line to the left on the voter's name on the Curbside Log.

Call In Curbside Procedures

Curbside voters can call in to tell you their name and address over the phone (to expedite the process).

- The Check In Official needs to be sure to repeat the name and address of the voter aloud over the phone.
- EVERY INDIVIDUAL voting needs to state their name and address out loud on the phone.

  i.e., If four people are voting curbside in one vehicle, the Check In Official must speak to ALL four individuals on the phone.

If the voter has called in their information and you have all their balloting materials before seeing them:

1. Curbside Officials should greet the vehicle by asking for the voter's name and then finding the corresponding ATV.
2. Ask to see the voter's photo ID.
    - Inspect the ID, determine if it is an acceptable type and meets expiration requirements.
    - Determine reasonable resemblance to photo and substantial equivalence to name on voting record.
3. Return ID to the voter.
4. Ask where they live.
5. Repeat the voter's information back aloud.
    - e.g., "I have John Doe at 301 W. Market St. in Greensboro, is that correct?"
    - Have the voter confirm it is correct.
6. Provide voter with ATV and resume normal Curbside Voting Procedures. (Step # 6 on page 79)

Other Voter Assistance Duties

"I Voted Early" Stickers

Stickers should be handed out after the ballot has been successfully tabulated. Do NOT put the sticker on the voter. **Stickers should be torn from the roll and handed to the voter**. Do NOT pre-tear more stickers than necessary.

Abandoned Ballots

If, at any point during the day, you find or are notified by a voter that there is an abandoned ballot in one of the voting booths or the AutoMARK, immediately notify the Site Supervisor. The Site Supervisor will call the Elections Office.

The Site Supervisor, with the assistance of the Elections Office, must determine whether the ballot marked by the voter has been disturbed or marked by anyone other than the voter.

- If the determination is that the ballot **has NOT** been disturbed, per the North Carolina State Board of Elections, the Site Supervisor and two Early Voting staff members must put the ballot in the Tabulator for the voter who has vacated the voting enclosure.
- If the determination is that the ballot has been disturbed or if the Site Supervisor is unable to determine, further instructions will be provided by the Elections Office.

The fact that a ballot is only partially and not fully marked shall have no bearing on the decision of the Site Supervisor. In each instance where this type of incident occurs, the Site Supervisor must document the circumstances and report the incident to the Elections Office.

These rules are published by the North Carolina State Board of Elections in North Carolina Administrative Code Chapter 8 10B.0104.

Voting Booth Care

Throughout the day, Early Voting staff members must continuously check the voting booths to ensure that they are clean and nothing has been left behind by voters.

Periodically check the booths and remove any materials left by voters, such as campaign material, personal items, tissues, extra writing utensils, etc. Any other debris, such as anything sticky or wet in the voting booth, should also be cleaned.

Ballot Questions

As the closest Early Voting staff member to the voting booths, you may receive questions from voters about the contents of their ballot.

Q: What questions may I answer about the ballot?

A: 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.

Q: What questions may I NOT answer about the ballot?

A: 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 smart phone.

You may not answer questions about your own political views.

Voter Assistance FAQs

Q: Can a person assisting a voter sign the ATV for the voter or hold the voter's hand to assist them with singing?

A: A voter qualified to receive assistance may request the level of assistance needed, up to and including holding or steadying a hand. The Early Voting staff member may communicate with the voter directly to make sure this is the wish of the voter, not the person assisting.

Q: If a voter cannot speak or write, can they bring someone with them to state their name and address for them?

A: A qualified voter seeking assistance at an Early Voting site must provide their current name address and request permission to obtain assistance, stating the reason. The requirement to state a reason for the assistance does not require the voter to provide details of the disability. Certain disabilities may affect a voter's ability to vocalize their request, but federal law still provides that such a disabled voter is entitled to assistance. Accordingly, staff members should exercise their best efforts to understand and respond to individual requests for assistance, however communicated.

A staff member may pose "yes" or "no" questions or allow the voter to point out the person they wish to assist them. In many cases, a voter in need of assistance will be accompanied by another individual. However, unless the voter requests the assistance of the accompanying individual, that individual is not entitled to assist the voter. The voter may instead request assistance from a staff member.

Staff members should make every effort to accommodate voters who are illiterate and who may seek assistance on that basis. Staff must ensure that voters are afforded appropriate assistance. However, they also have a responsibility to ensure that a voter's decisions are not coerced. If, after the staff member has provided every opportunity for the voter to request assistance, by whatever manner the voter is able to communicate, the voter does not communicate a request for assistance, it would be inappropriate for the staff member to allow an individual to assist the voter.

Staff members should use common sense to determine whether the voter has requested assistance, bearing in mind that both state and federal law vest all qualified voters with the right to vote, including those suffering from paralysis, hearing loss, or vocal disabilities.

Section 8

Additional Election Laws and Policies

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Campaigning

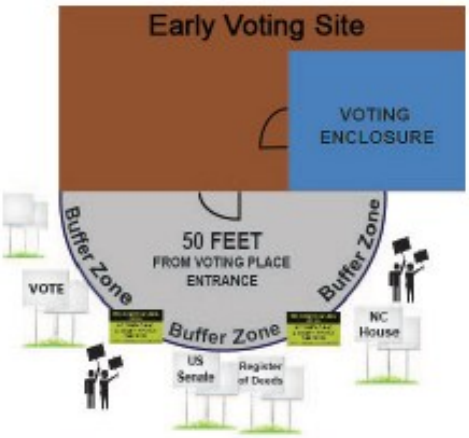
Candidates and people supporting or opposing a candidate, political party, or issue are prohibited from engaging in any kind of campaigning activities inside the buffer zone

What is campaigning?

- Campaigning (sometimes called electioneering) includes distributing campaign literature, posting political advertising, and soliciting votes.

What is a buffer zone?

- A buffer zone is the area around an Early Voting site (usually 50 feet from the entrance to the building) where media, candidates, and campaigners may not stand, post campaign signs, or interact with voters.
- In accordance with North Carolina General Statutes, there may be exceptions to the 50-foot buffer zone if the boundary puts campaigners in harm's way. Exceptions are granted only with Guilford County Board of Elections approval.
    - ◊ The Site Supervisor should notify the Board of Elections if the 50-foot buffer zone puts campaigners in harm's way.
    - ◊ The Site Supervisor will be notified if the Board of Elections has determined that the Early Voting site's buffer zone will be fewer than 50 feet.



CAMPAIGN BUFFER ZONE

Rules for Candidates and Campaigners

- Candidates and campaigners must remain outside the buffer zone, except when in the act of voting or assisting a voter who has requested their service.
- While legally inside the voting enclosure, candidates and campaigners cannot approach other voters, hand out campaign literature, or delay leaving after voting.
- If a candidate or campaigner engages in electioneering inside the voting enclosure, the Site Supervisor must ask them to stop or move outside the buffer zone.
- Campaigners may enter the buffer zone to use a restroom that is **outside** the voting enclosure, if the facility permits. **Campaigners may NOT enter the voting enclosure to access a restroom.**

Rules for Voters

- Voters may bring campaign literature into the voting enclosure for their personal use but must not share the literature with others.
- Voters may wear clothing, buttons, or other items that support or oppose a candidate or issue, but the voter must not verbally express their opinions or views.
- Voters may not use cameras or cell phones inside the voting enclosure. The ONLY exception to this rule is if the voter is using their cell phone to research a candidate or issue on the ballot. They may not talk on their cell phone or text.

Rules for Staff Members

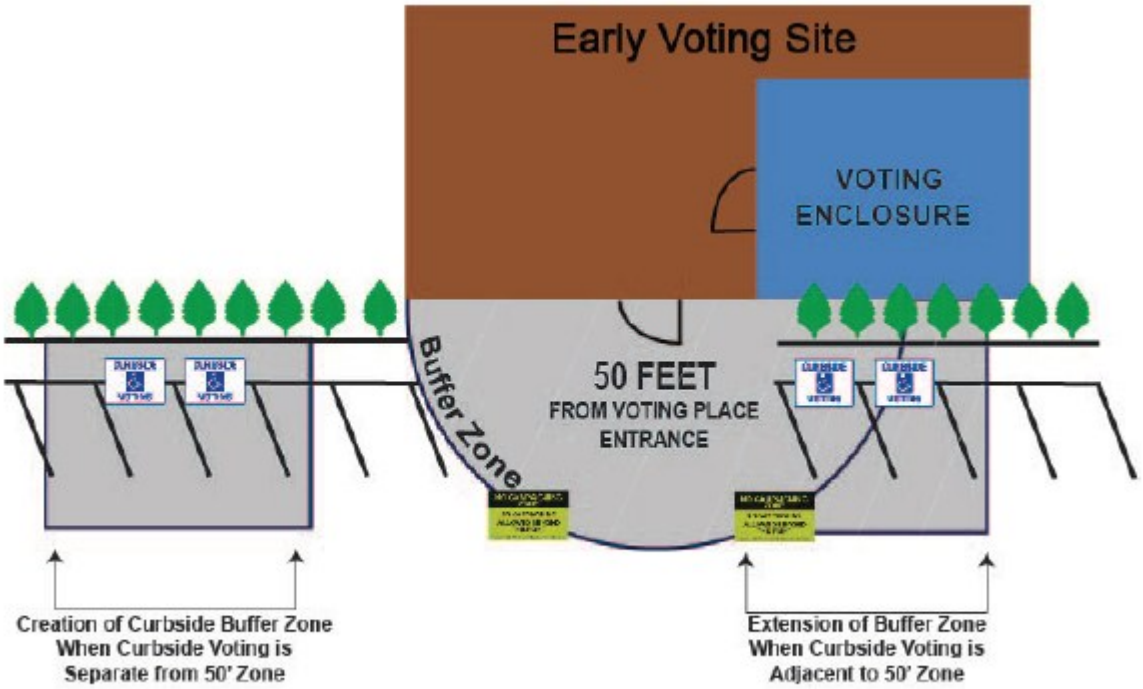
- Ensure that campaigning is not occurring within the buffer zone.
- Check the voting booths for campaign literature left by voters and dispose of it.
- Provide a trash can for voters to dispose of unwanted campaign items.
- Do not display newspapers, play radios, watch televisions, or use any electronic communication device, including laptops (except for those provided by the Board of Elections).
- Do not wear clothing or other items that support or oppose a political party, candidate, or issue.

Curbside Campaigning Guidelines

In order to preserve the voter's statutory right to privacy, the North Carolina State Board of Elections no longer permits campaigning to take place in the area where curbside voting occurs. A reasonable boundary should be established to ensure the curbside area remains free of campaigning.[1]

The buffer zone around the curbside area shall be at least six feet from the vehicle, and a greater distance if possible.[2]

Use the diagram below to help you establish a curbside voting buffer zone around the curbside voting parking spaces.



[1] Guidelines established by North Carolina State Board of Elections Numbered Memo 2016-17.

[2] Guidelines established by North Carolina State Board of Elections Numbered Memo 2020-20.

Observers and Runners

What is an observer?

- A political observer is a person selected by a political party to observe a voting site and create lists of persons who have voted. The observer is NOT allowed to view confidential voter information on the laptop.

What is a runner?

- A political runner is a person selected by a political party to collect lists of people who have voted from observers.

Will my Early Voting Site have observers?

- The Site Supervisor will be notified if observers are approved for your voting site and will receive a list containing the name and shift of each observer.

Frequently Asked Questions

Q: Can a runner enter the voting enclosure to check the total on the Tabulator?

A: No. A runner is only permitted to enter the voting enclosure after they have identified themselves to the Site Supervisor and the Site Supervisor has verified that the runner is on the list of approved runners. After picking up the list from the observer, the runner must immediately leave the voting enclosure.

Q: What do I do if I have a problem with an observer or runner?

A: Inform the Site Supervisor and call the Elections Office.

Q: Can observers view curbside procedures?

A: Observers are entitled to observe the curbside voting area. Staff should work to allow observers as much access as is feasible using the following guidelines.[1]

Curbside Observer Guidelines

Observers in the Curbside Voting Area **MAY**:	Observers in the Curbside Voting Area **MAY NOT**:
• Stand at a reasonable distance to observe activity within the vehicle to ensure: ◊ Staff ask voters to state their name and residential address. ◊ Curbside Affidavits are completed. ◊ Unrequested voter assistance is not occurring or being offered.	• Hover around the window of a vehicle close enough to see the ballot. • Watch voters mark their ballots. • Board a bus or other vehicle at curbside. Vehicles are private property.

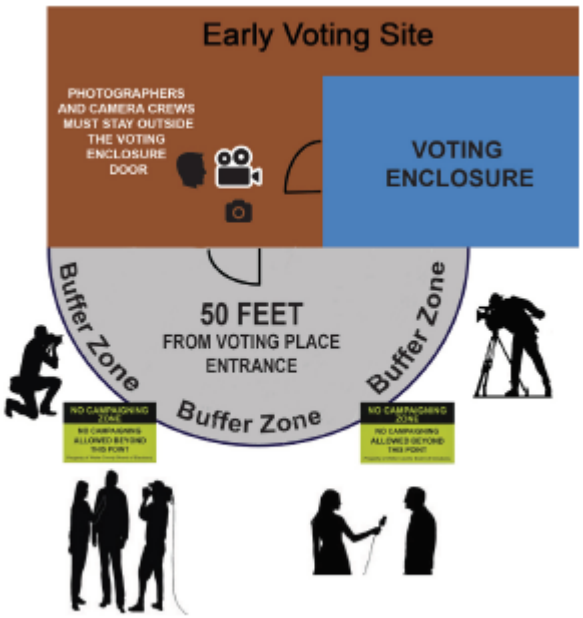
[1] Guidelines established by North Carolina State Board of Elections Numbered Memo 2016-17.

Media Access

Managing visits by the media is among the most important roles of a Site Supervisor. Site Supervisors must understand and enforce the limitations on media access listed below. If you are approached by a member of the media and do not know what actions to allow, notify the Site Supervisor. The Site Supervisor will call the Elections Office.

Rules for Media Access

- Members of the media must conduct media polls and interviews outside the buffer zone.
- Members of the media must identify themselves to the Site Supervisor when entering the buffer zone.
- Photographing voters is restricted. No person (including media, other voters, or parents) shall photograph, videotape, or otherwise record the image of any voter within the voting enclosure, except with the permission of both the voter and the Site Supervisor of the Early Voting site. If a candidate is in the act of voting, only the permission of the candidate is required. Please call the Elections Office if you have any questions or concerns about media access.
- With the cooperation of the Site Supervisor, members of the media may take a panoramic photograph or video of the voting enclosure from outside the threshold of the voting enclosure, but they are not permitted to use a zoom lens that could show the individual voter in the process of voting.
- Members of the media should be positioned so that they will not obstruct or disrupt the voting process.
- The Site Supervisor may state to media the number of persons who have voted (number from the display on the Tabulator) but must not offer opinions regarding turnout.
- After Early Voting has ended on the last day and all voters have left the enclosure, the media and public are allowed inside the enclosure but may not hinder the operations of Early Voting staff members.
- Members of the media should be treated with respect.



If members of the media question the policies listed above, the Site Supervisor must direct them to call the Guilford County Board of Elections Office at (336) 641-3836.

Do NOT give media, campaigners, or voters the Early Voting Office Support phone numbers. Those phone numbers are for Early Voting staff members ONLY.

When the Media Arrive

If you see a member of the media arrive at the Early Voting site, follow the steps below:

1. Notify the Site Supervisor. The Site Supervisor handles all interactions with the media.
2. The Site Supervisor must ask the media for credentials and notify the Elections Office of their arrival.
3. The Site Supervisor informs the media that:
    - Questions or interviews may take place outside the 50-foot buffer zone.
    - With the cooperation of the Site Supervisor, members of the media may stand outside the door of the enclosure to take a panoramic photograph or video of the voting place but may not use a zoom lens that could show a voter in the process of voting. Outside the buffer zone, the media is free to photograph and video in a non-disruptive manner.
4. If the media have questions about what they can and cannot do at an Early Voting site, direct them to call the Guilford County Board of Elections main office at (336) 641-3836.

Media Communication FAQs

Q: Who is considered a member of the media?

A: The term "media" generally describes people who are affiliated with a television, radio, or newspaper outlet. Always ask members of the media to identify themselves by their credentials. Members of the media are essential to the elections process. They remind people that Early Voting is happening and help communicate critical information. We want to maintain good relationships with the media to ensure transparency and openness in the elections process.

Q: What if I have concerns about a person who identifies themselves as media?

A: If you have doubts or are uncomfortable about a person who identifies themselves as a member of the media, note the person's name and credentials, and call the Elections Office. Politely inform them that you are checking with the Board of Elections to make sure procedures are being followed.

Q: How should I respond to questions from the media?

A: The Site Supervisor manages all interactions with the media. Throughout the Early Voting period, the Site Supervisor may receive questions from the media regarding the election. The Site Supervisor must refrain from voicing an opinion or making predictions or guesses about voter turnout or other election-related topics. If you are not comfortable answering questions from the media, tell them you have no comments, and direct any questions to the Board of Elections main office at (336) 641-3836.

Q: Do I have to talk to the media or answer their questions?

A: No. If you are uncomfortable talking to the media or answering questions, direct them to call the Board of Elections main office at (336) 641-3836.

Media Communication FAQs (continued)

Q: If a member of the media asks me to be on TV, do I have to say YES?

A: No. If you are uncomfortable talking to the media or answering questions, direct them to call the Board of Elections main office at (336) 641-3836.

Q: May I do an interview with the media in the voting enclosure?

A: No. Interviews must be conducted outside the buffer zone.

Q: Who will watch my voting site if I am outside doing an interview?

A: The Site Supervisor's primary responsibility during Early Voting is to ensure a smooth voting process for all eligible voters at the site. If you cannot leave the voting enclosure to give an interview, direct the media to call the Board of Elections main office at (336) 641-3836.

Q: What should I do if a member of the media insists they have a First Amendment right to come inside the voting enclosure?

A: Ask the media to stand outside the buffer zone while you call one of the Early Voting Office Support numbers. Media are not allowed to come inside the voting enclosure for the purposes of interviewing the Site Supervisor.

Q: May I answer the following questions from the media?

- **"How many voters have voted?"**

  A: Yes. You may provide the media with the number of ballots cast in the Tabulator, but they may not come inside the voting enclosure to check.

- **"What percentage of voters do you think will participate in this election?"**

  A: No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

- **"How long have the lines been at your site today?"**

  A: No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

- **"How would you describe turnout so far today?"**

  A: No. This is a request for an opinion. You can direct this question to the Board of Elections main office at (336) 641-3836.

Voter Challenges

A voter challenge occurs when a registered Guilford County voter questions another person's eligibility to vote. Any registered voter who has good reason to believe that another person is not qualified to vote may challenge that person's right to vote. Voter challenges can be made during Early Voting, on Election Day, or after Election Day. During Early Voting, challenges can be made by any voter who is registered in the same precinct as the voter they wish to challenge.

If a voter wants to issue a challenge, notify the Site Supervisor and call Kimberly or one of the Early Voting Office Support numbers immediately. Do NOT proceed without instructions from the Board of Elections Office.

Reasons for a Voter Challenge

To make a proper challenge, the challenger must be a registered voter in the same precinct as the prospective voter they wish to challenge AND allege that the prospective voter is not qualified to be registered and/or to vote for one of the following reasons:

- The person is not a resident of the State of North Carolina, unless the person moved from the state fewer than 30 days before Election Day.
- The person is not a resident of Guilford County, unless the person moved from the county fewer than 30 days before Election Day.
- The person is not a resident of the precinct in which they are registered, unless the person moved from the precinct fewer than 30 days before Election Day.
- The person is not, or will not be, at least 18 years of age on Election Day.
- The person has been convicted of a felony and citizenship rights have not been restored.
- The person is not a citizen of the United States.
- The person is deceased.
- The person presenting to vote is not who (s)he represents themselves to be.
- The person has already voted in the current election.
- In a partisan primary election only, the person is a registered voter of another political party.
- With respect to a municipal registration only, the person is not a resident of the municipality in which the person is registered.

Voter Challenge Procedures

If a voter wants to issue a challenge, follow the steps below in order.

1. Notify the Site Supervisor of the voter challenge immediately.
2. Call the Elections Office for further instructions. Do **NOT** proceed without instructions from Kimberly Ellington, Charlie Collicutt, or Chris Duffey.

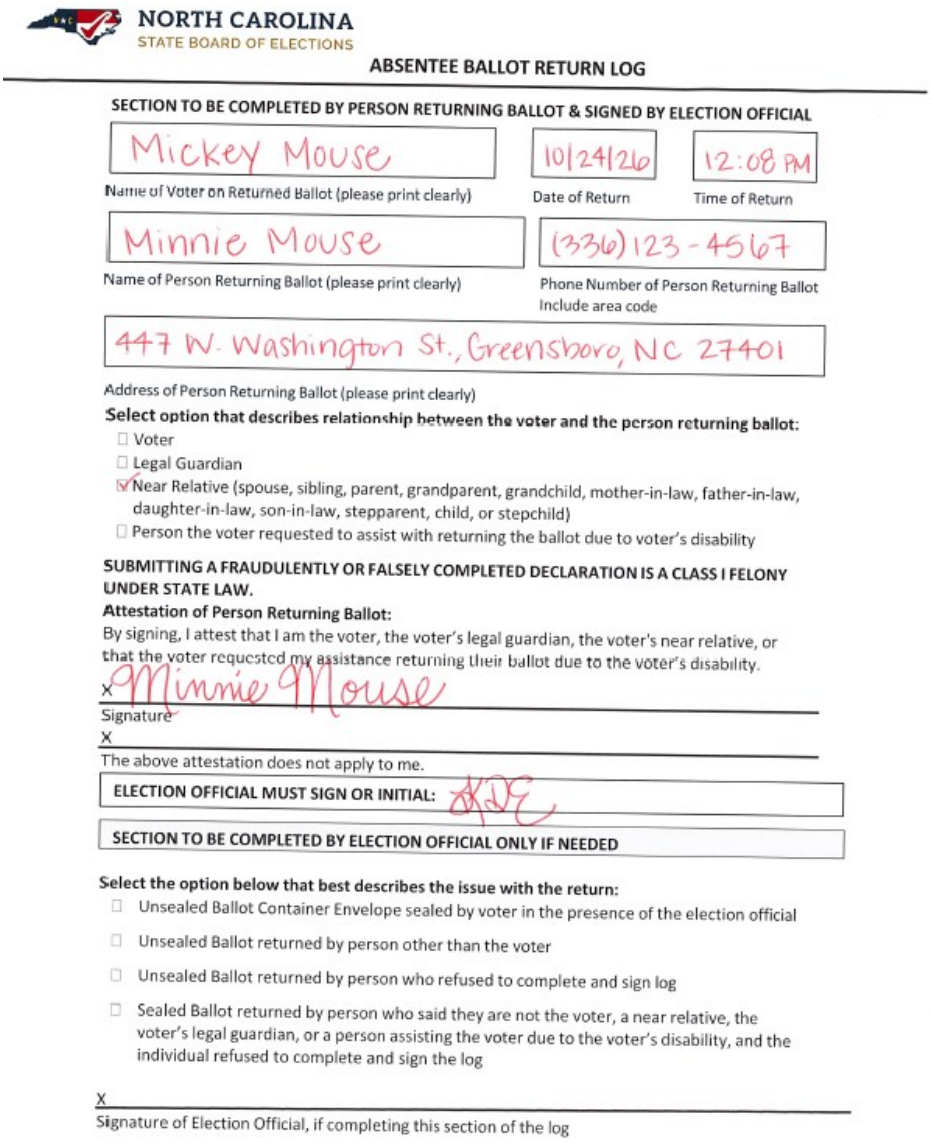
Returned Absentee By-Mail Ballots

- The voter and/or a near relative of the voter may return an Absentee By-Mail Ballot to any EV Site.
- An unrelated individual may return an Absentee By-Mail Ballot for any disabled voter to any EV site.

If a voted Absentee By-Mail Ballot is returned to your EV Site, have the person who is returning it fill out a "North Carolina State Board of Elections: Absentee Ballot In-Person Return Log." (This log is located behind the first tab in your YELLOW Absentee By-Mail Notebook.)

- They need to fill out one log for one ballot. If someone is returning multiple ballots, they must complete one log for each ballot they are returning.

If you have questions or concerns regarding an Absentee By-Mail Ballot that someone is trying to return to your site, follow the flow chart in the front of your YELLOW Absentee By-Mail Notebook and call the office.



NORTH CAROLINA
STATE BOARD OF ELECTIONS

ABSENTEE BALLOT RETURN LOG

SECTION TO BE COMPLETED BY PERSON RETURNING BALLOT & SIGNED BY ELECTION OFFICIAL

Mickey Mouse — Name of Voter on Returned Ballot (please print clearly)
10/24/26 — Date of Return
12:08 PM — Time of Return

Minnie Mouse — Name of Person Returning Ballot (please print clearly)
(336) 123-4567 — Phone Number of Person Returning Ballot Include area code

447 W. Washington St., Greensboro, NC 27401
Address of Person Returning Ballot (please print clearly)

Select option that describes relationship between the voter and the person returning ballot:

- ☐ Voter
- ☐ Legal Guardian
- ☑ Near Relative (spouse, sibling, parent, grandparent, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, child, or stepchild)
- ☐ Person the voter requested to assist with returning the ballot due to voter's disability

SUBMITTING A FRAUDULENTLY OR FALSELY COMPLETED DECLARATION IS A CLASS I FELONY UNDER STATE LAW.

Attestation of Person Returning Ballot:

By signing, I attest that I am the voter, the voter's legal guardian, the voter's near relative, or that the voter requested my assistance returning their ballot due to the voter's disability.

X Minnie Mouse
Signature

X
The above attestation does not apply to me.

ELECTION OFFICIAL MUST SIGN OR INITIAL: [illegible]

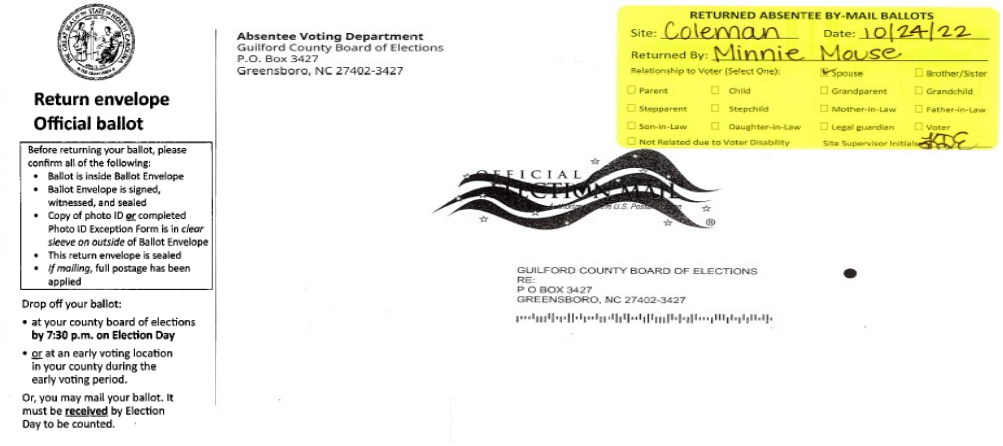
SECTION TO BE COMPLETED BY ELECTION OFFICIAL ONLY IF NEEDED

Select the option below that best describes the issue with the return:

- ☐ Unsealed Ballot Container Envelope sealed by voter in the presence of the election official
- ☐ Unsealed Ballot returned by person other than the voter
- ☐ Unsealed Ballot returned by person who refused to complete and sign log
- ☐ Sealed Ballot returned by person who said they are not the voter, a near relative, the voter's legal guardian, or a person assisting the voter due to the voter's disability, and the individual refused to complete and sign the log

X
Signature of Election Official, if completing this section of the log

Based on the information provided on the log, the Site Supervisor should complete a YELLOW "Returned Absentee By-Mail Ballot" label. (These are located behind the fourth tab in your YELLOW Absentee By-Mail Notebook.) Place the YELLOW label where the stamp would go on the outside of the sealed ballot envelope.



Place the Official Ballot Return Envelope (with YELLOW "Returned Absentee By-Mail Ballot" label affixed) and the corresponding log in the metal ballot box in your cage and lock it. These should remain locked in the ballot box until your Rover comes to pick up your nightly bag.

Absentee By-Mail: Important Things to Remember

1. **You may hand out blank Absentee Request Forms, but you may NOT accept completed Request Forms.**

   Completed Request Forms can ONLY be returned in-person to the Board of Elections Office.

2. **UNDER ABSOLUTELY NO CIRCUMSTANCES SHOULD YOU OPEN THEIR BALLOT ENVELOPE!!**
3. **DO NOT LET ANYONE CAST AN ABSENTEE BY-MAIL BALLOT IN THE DS200!!**
4. **Store Returned Ballots in Locked Ballot Box until Rover gets there to pick up materials at the end of the night then place in the yellow bag!!**
5. **Send all Returned By-Mail Ballots and Returned Absentee By-Mail Ballot Logs back to the office in the yellow bag. To ensure chain of custody, using a RED zip-seal, secure the bag through the grommet and record the seal number on the Daily Audit Log.**

Section 9
Voter Photo ID

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Photo ID

(See "Photo ID Supplemental Packet" for additional information and examples.)

- EVERY voter is required to show a photo ID when voting.
- The purpose of this law is to confirm that the person who is presenting to vote is the same person as the registered voter.
- This MUST be a physical copy.
  - ◊ They CANNOT just show you a picture of it.

Acceptable Forms of Photo ID

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)

Any of the following with acceptable EXCEPTIONS to the expiration requirements;

- 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, it is still ACCEPTABLE.
  - ◊ Institutions that have been approved by the State Board of Elections have begun making IDs that have clearly listed expiration dates. However, anyone who already had an ID before that change was made, is allowed to use their ID even though it does not an 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

Reviewing a Voter's Photo ID

- Determine if the photo ID is an acceptable type and if the photo ID meets expiration requirements.
- Evaluate Reasonable Resemblance. Does the photograph on the photo ID look like the person voting?
- Evaluate Substantial Equivalence. Is the name on the photo ID the same or substantially equivalent to the name on the voter's registration?

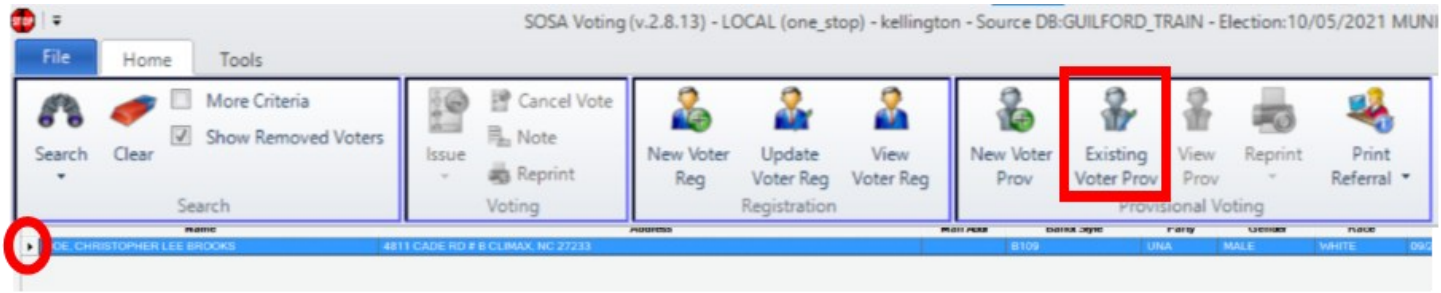
What if a Voter Presents a Photo ID that is NOT ACCEPTABLE?

- 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 5:00 pm the day before Canvass.
  - ◊ **Option #2:** Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

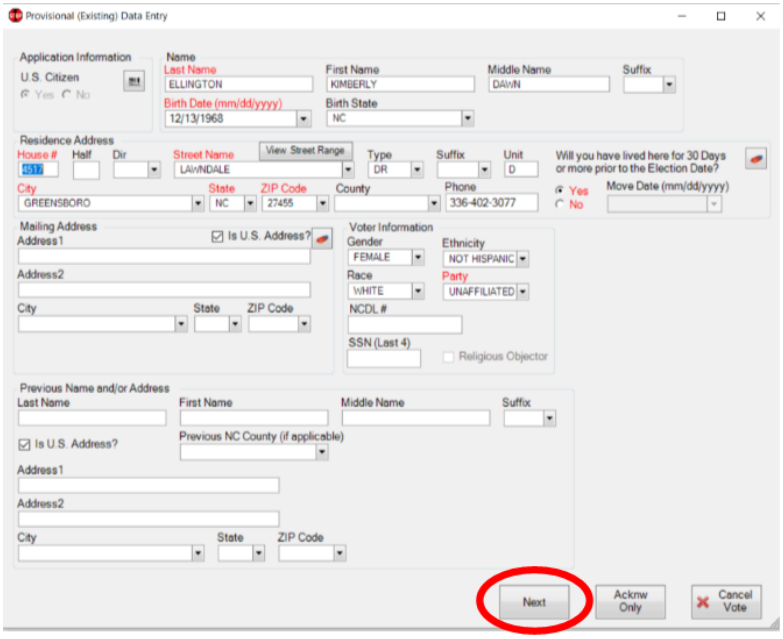
Option # 1: Provisional—No Exception Form

- Vote a provisional ballot at Early Voting, and then bring an acceptable photo ID to the Board of Elections Office before 5:00 pm the day before Canvass.

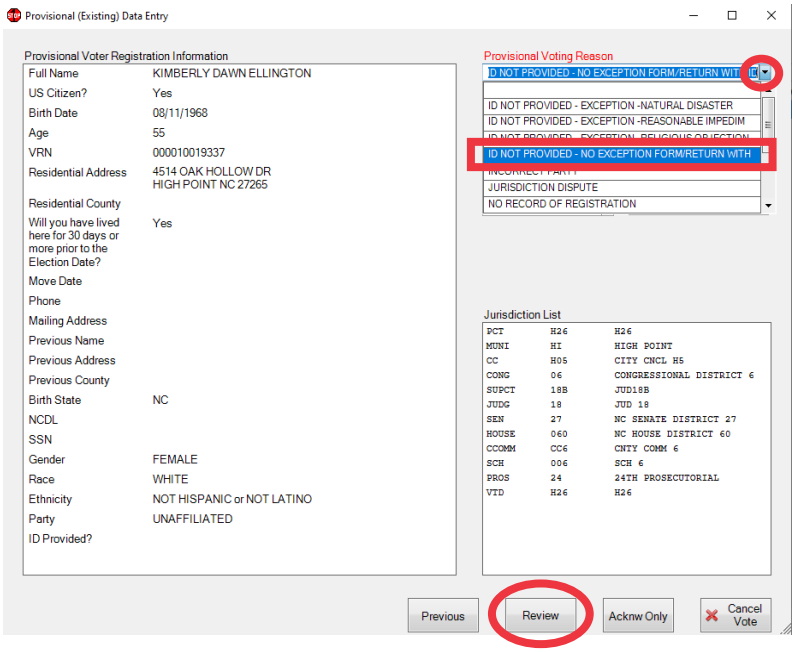
1. In SOSA, find and highlight the correct voter record.
2. Click "**Existing Voter Prov**."



3. Verify their information is correct, then click "**Next**."



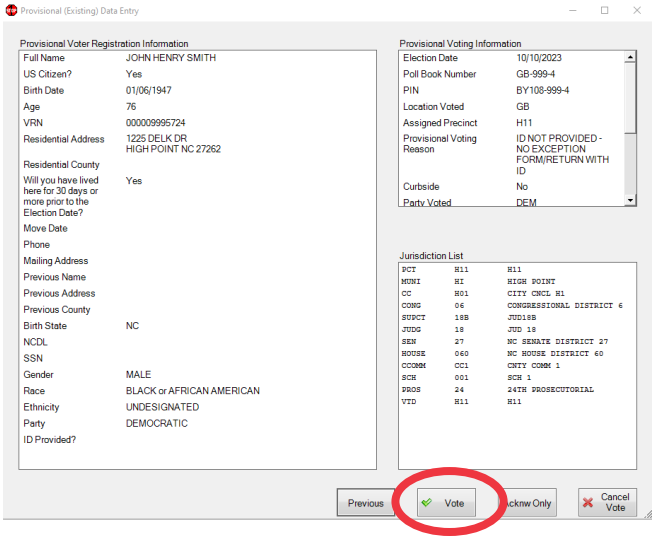
4. Select “ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID,” then click “**Review**.”



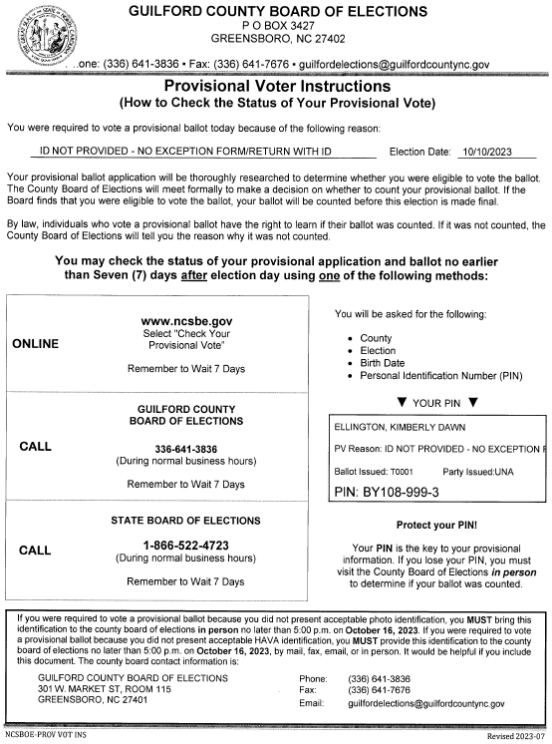
5. The *Provisional Application* will print. Have the voter sign, then you sign.



6. Click “Vote.”



7. The Provisional Instructions will print. Give those to the voter.



GUILFORD COUNTY BOARD OF ELECTIONS
P O BOX 3427
GREENSBORO, NC 27402

one: (336) 641-3836 • Fax: (336) 641-7676 • guilfordelections@guilfordcountync.gov

Provisional Voter Instructions
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:

ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID Election Date: 10/10/2023

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will meet formally to make a decision on whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

By law, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than Seven (7) days after election day using one of the following methods:

ONLINE	**www.ncsbe.gov** Select "Check Your Provisional Vote" Remember to Wait 7 Days
CALL	**GUILFORD COUNTY BOARD OF ELECTIONS** **336-641-3836** (During normal business hours) Remember to Wait 7 Days
CALL	**STATE BOARD OF ELECTIONS** **1-866-522-4723** (During normal business hours) Remember to Wait 7 Days

You will be asked for the following:

- County
- Election
- Birth Date
- Personal Identification Number (PIN)

▼ YOUR PIN ▼

ELLINGTON, KIMBERLY DAWN
PV Reason: ID NOT PROVIDED - NO EXCEPTION F
Ballot Issued: T0001 Party Issued:UNA
PIN: BY108-999-3

Protect your PIN!

Your **PIN** is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections ***in person*** to determine if your ballot was counted.

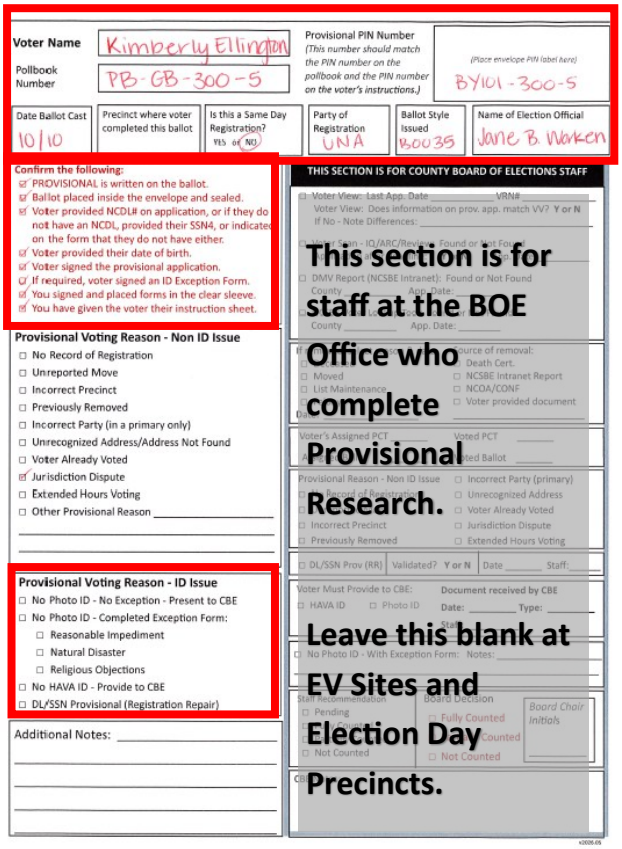
If you were required to vote a provisional ballot because you did not present acceptable photo identification, you **MUST** bring this identification to the county board of elections **in person** no later than 5:00 p.m. on **October 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023,** by mail, fax, email, or in person. It would be helpful if you include this document. The county board contact information is:

GUILFORD COUNTY BOARD OF ELECTIONS
301 W. MARKET ST, ROOM 115
GREENSBORO, NC 27401

Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBOE-PROV VOT INS Revised 2023-07

8. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
9. Check the box, "**No Photo ID—No Exception—Present to CBE**."
10. Provide helpful information under, "**Additional Notes:**."
11. Don't forget to write your name or your initials in the space provided.

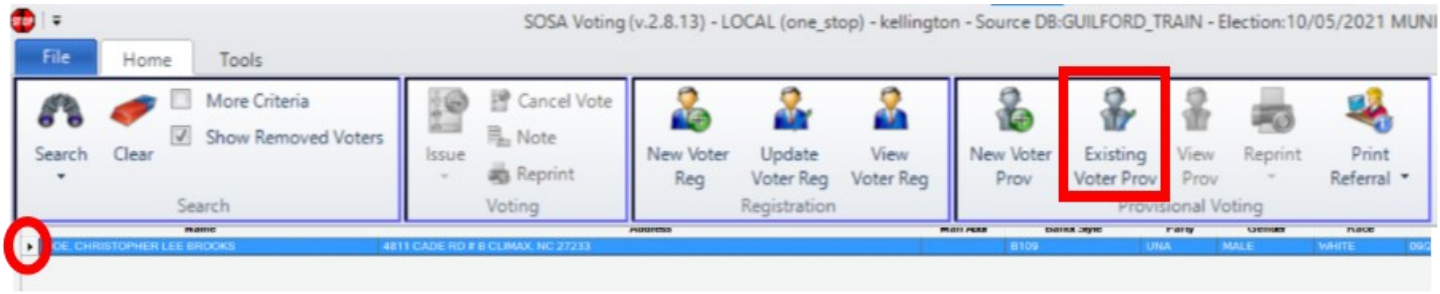


Option # 2: Provisional—Exception

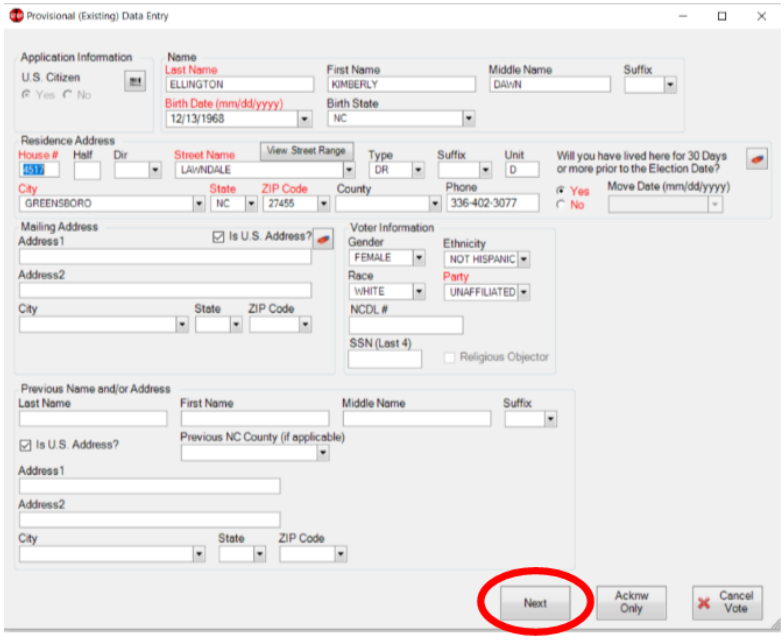
Reasonable Impediment

Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

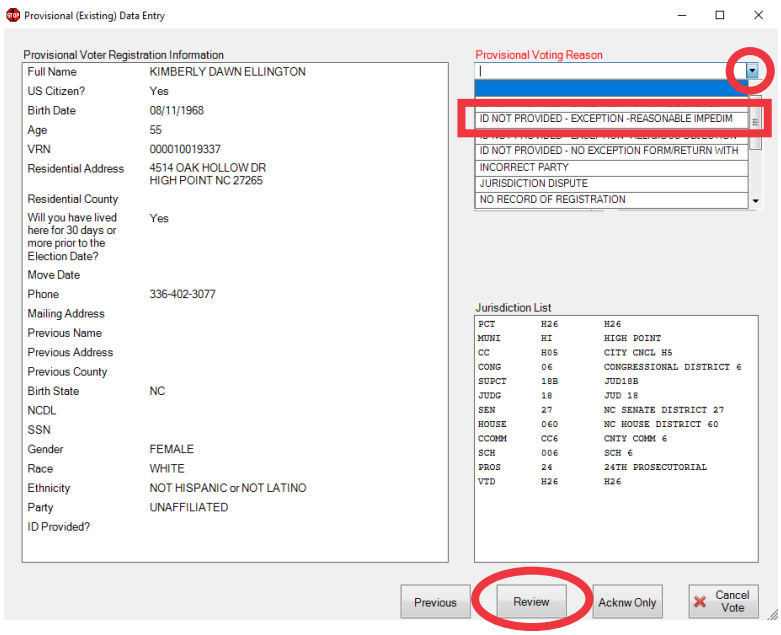
1. In SOSA, find and highlight the correct voter record.
2. Click "**Existing Voter Prov**."



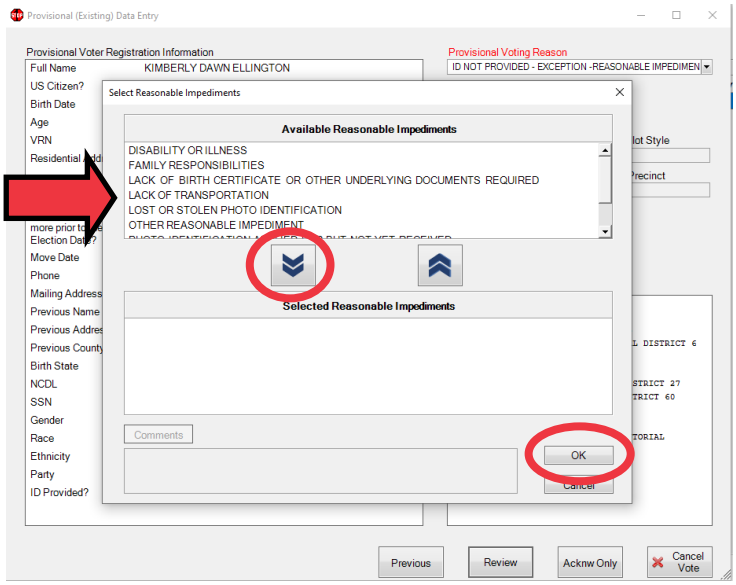
3. Verify their information is correct, then click "**Next**."



4. Select "ID NOT PROVIDED - EXCEPTION - REASONABLE IMPEDIMENT," then click "**Review**."



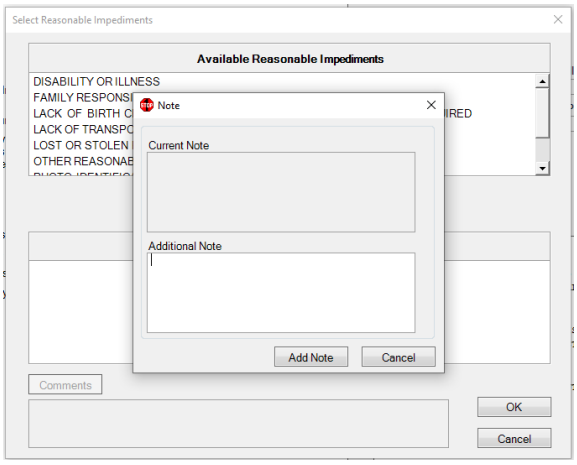
5. A pop-up box will appear. Read the list of Available Reasonable Impediments to the voter, and ask which one applies to them.
6. Highlight the reason given by the voter and select it by either double clicking or by highlighting the reason and clicking the down arrow. Then click "**OK**."



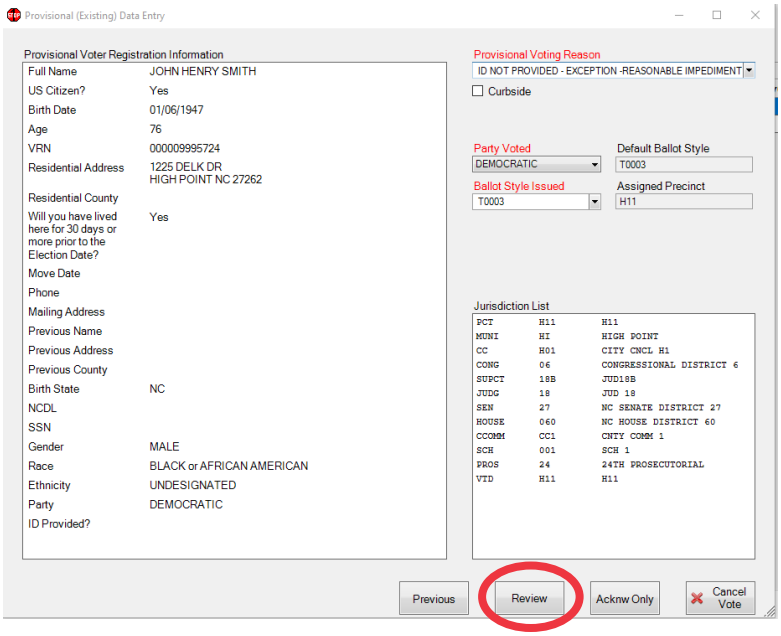
PLEASE NOTE:

If the voter asks you to select "OTHER REASONABLE IMPEDIMENT," another pop-up box will appear.

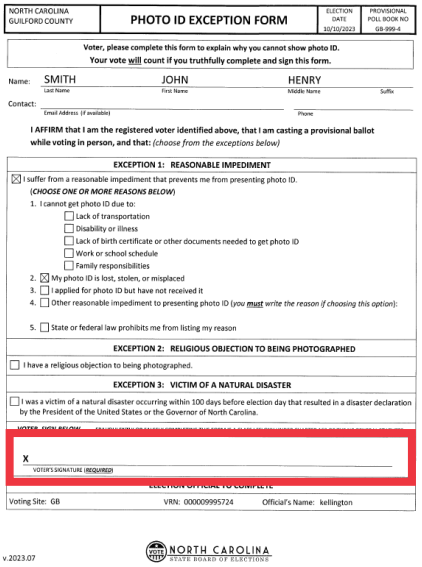
The voter is LEGALLY required to provide additional information if selecting "OTHER REASONABLE IMPEDIMENT." Ask them what additional comments they would like to provide, type the comments, then click "**Add Note**."



7. Click "**Review**."



8. The *Photo ID Exception Form* will print, along with their *Provisional Application*. Have the voter sign both documents. You sign the Provisional Application.



NORTH CAROLINA
GUILFORD COUNTY

PHOTO ID EXCEPTION FORM

ELECTION DATE 10/10/2023 | PROVISIONAL POLL BOOK NO GB-999-4

Voter, please complete this form to explain why you cannot show photo ID.
Your vote will count if you truthfully complete and sign this form.

Name: SMITH (Last Name) JOHN (First Name) HENRY (Middle Name) (Suffix)

Contact: (Email Address (if available)) (Phone)

I AFFIRM that I am the registered voter identified above, that I am casting a provisional ballot while voting in person, and that: *(choose from the exceptions below)*

EXCEPTION 1: REASONABLE IMPEDIMENT

☒ I suffer from a reasonable impediment that prevents me from presenting photo ID.
(CHOOSE ONE OR MORE REASONS BELOW)

1. I cannot get photo ID due to:
   - ☐ Lack of transportation
   - ☐ Disability or illness
   - ☐ Lack of birth certificate or other documents needed to get photo ID
   - ☐ Work or school schedule
   - ☐ Family responsibilities
2. ☒ My photo ID is lost, stolen, or misplaced
3. ☐ I applied for photo ID but have not received it
4. ☐ Other reasonable impediment to presenting photo ID (you ***must*** *write the reason if choosing this option*):
5. ☐ State or federal law prohibits me from listing my reason

EXCEPTION 2: RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED

☐ I have a religious objection to being photographed.

EXCEPTION 3: VICTIM OF A NATURAL DISASTER

☐ I was a victim of a natural disaster occurring within 100 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.

X
VOTER'S SIGNATURE (REQUIRED)

ELECTION OFFICIAL TO COMPLETE

Voting Site: GB | VRN: 000009995724 | Official's Name: kellington

v 2023.07

NORTH CAROLINA STATE BOARD OF ELECTIONS



PROVISIONAL VOTING APPLICATION - GUILFORD COUNTY | ELECTION: 10/10/2023 | FB NO: GB-999-3

Location Voted: GB | PIN | Existing Voter VRN

VOTER REGISTRATION/UPDATE FORM

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ☒ NO ☐
WILL YOU BE AT LEAST 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES ☒ NO ☐
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
ELLINGTON	KIMBERLY	DAWN	

RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE)	APT/LOT	CITY	STATE	ZIP	COUNTY
4514 OAK HOLLOW DR		HIGH POINT	NC	27265	

MAILING ADDRESS | PHONE

HAVE YOU LIVED AT YOUR ADDRESS FOR 30 OR MORE DAYS? Yes ☒ No ☐ | IF "NO," DATE MOVED? | NAME USED IN PREVIOUS REGISTRATION

PREVIOUS ADDRESS | PREVIOUS COUNTY

DATE OF BIRTH	BIRTH STATE/COUNTRY	GENDER	RACE	ETHNICITY	PARTY AFFILIATION
08/11/1968	NC	☐ Male ☒ Female	☐ African American/Black ☐ American Indian/Alaska Native ☐ Asian ☐ Multiracial ☐ Native Hawaiian/Pacific Islander ☒ White ☐ Other	☐ Hispanic ☒ Not Hispanic	☐ Democratic ☐ Green ☐ Libertarian ☐ No Labels ☐ Republican ☒ Unaffiliated ☐ Other

NC DRIVERS LICENSE NO. | LAST FOUR DIGITS OF SSN

Check here if you do not have a NC DMV-issued drivers license, identification card or a Social Security number ☐

VOTER'S AFFIRMATION OF ELIGIBILITY TO VOTE

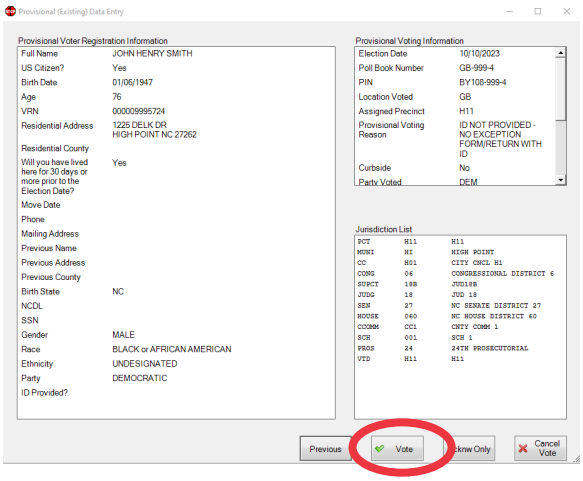
I attest that in addition to having read and understood the contents of this form, that under penalty of perjury that:
☒ I am currently registered to vote (or made a timely attempt to register) in this county and I will have resided at the address noted above for 30 days immediately prior to this election.
☒ I have not moved out of this county since my original registration or registered to vote or voted in another county or state since that time.
☒ I am a United States citizen and ☒ I am at least 18 years old, or will be by the date of the general election.
☒ As indicated above, my political party preference is: UNAFFILIATED
☒ 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 probation, post-release supervision, or parole).
▼ *My reasons for voting provisionally are noted below* ▼
☐ The election official cannot find a record of my registration. **(No Record of Registration)**
☐ I submitted a voter registration application to the DMV, either in-person or online on _____ My driver license number is _____
☐ I submitted a voter registration application to _____ *(specify agency, board of elections office, or another person)* on _____
☐ I moved within my county and my voter registration was not updated prior to election day. **(Unreported Move)**
☐ I am choosing to vote at a voting place assigned to a precinct in which I do not live. **(Incorrect Precinct)**
☒ I am voting provisionally due to a photo ID issue: ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
☐ My voter registration was previously cancelled but I believe I am eligible to vote today. **(Previously Removed)**
☐ I am choosing to vote a ballot style for a party of which I am not shown to be registered. **(Incorrect Party)**
☐ The election official cannot locate my residential address in their records to determine my proper ballot style. **(Unrecognized Address)**
☐ The registration records indicate that I have already voted in this election. **(Voter Already Voted)**
☐ I dispute the _____ election district to which I am assigned. I believe I live in _____ election district. **(Jurisdiction Dispute)**
☐ I am voting during extended voting hours. **(Voting During Extended Hours)**
☐ Other: _____

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER § 163-275(5) OF THE NC GENERAL STATUTES

X Provisional Voter's Signature | X Election Official Signature

Date/Time: 09/01/2023	Site: GB	Station: ELSBLTCA8
Operator: kellington	Trans ID: 999-4	PIN: BY108-999-3
HAVA ID Provided:	☐ Curbside	
Voter/View Precinct: 043	Provisional Precinct: H26	Ballot Style Issued
Voter/View Party: UNA	Provisional Party: UNA	
Voter/View Ballot:	Provisional Ballot: T0001	

9. Click "**Vote**."
10. The Provisional Instructions will print. Give those to the voter.



Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name	JOHN HENRY SMITH
US Citizen?	Yes
Birth Date	01/06/1947
Age	76
VRN	000009995724
Residential Address	1225 DELK DR HIGH POINT NC 27262
Residential County	
Will you have lived here for 30 days or more prior to the Election Date?	Yes
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCDL	
SSN	
Gender	MALE
Race	BLACK or AFRICAN AMERICAN
Ethnicity	UNDESIGNATED
Party	DEMOCRATIC
ID Provided?	

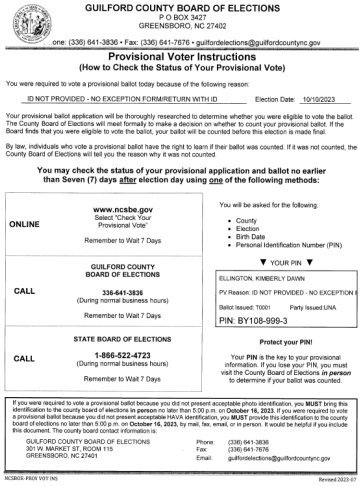
Provisional Voting Information

Election Date	10/10/2023
Poll Book Number	GB-999-4
PIN	BY108-999-4
Location Voted	GB
Assigned Precinct	H11
Provisional Voting Reason	ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
Curbside	No
Party Voted	DEM

Jurisdiction List

PCT	H11	H11
MUNI	HI	HIGH POINT
CC	H01	CITY CNCL H1
CONG	06	CONGRESSIONAL DISTRICT 6
SUPCT	18B	JUD18B
JUDG	18	JUD 18
SEN	27	NC SENATE DISTRICT 27
HOUSE	060	NC HOUSE DISTRICT 60
CCOM4	CC1	CNTY COM4 1
SCH	001	SCH 1
PROS	24	24TH PROSECUTORIAL
VTD	H11	H11

Previous | Vote | Cancel Vote



GUILFORD COUNTY BOARD OF ELECTIONS
P O BOX 3427
GREENSBORO, NC 27402
one: (336) 641-3836 • Fax: (336) 641-7676 • guilfordelections@guilfordcountync.gov

Provisional Voter Instructions
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:
ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID | Election Date: 10/10/2023

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will meet formally to make a decision on whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

By law, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than Seven (7) days after election day using one of the following methods:

ONLINE www.ncsbe.gov Select "Check Your Provisional Vote" Remember to Wait 7 Days

CALL GUILFORD COUNTY BOARD OF ELECTIONS 336-641-3836 (During normal business hours) Remember to Wait 7 Days

CALL STATE BOARD OF ELECTIONS 1-866-522-4723 (During normal business hours) Remember to Wait 7 Days

You will be asked for the following:
- County
- Election
- Birth Date
- Personal Identification Number (PIN)

▼ YOUR PIN ▼
ELLINGTON, KIMBERLY DAWN
PV Reason: ID NOT PROVIDED - NO EXCEPTION F
Ballot Issued: T0001 Party Issued:UNA
PIN: BY108-999-3

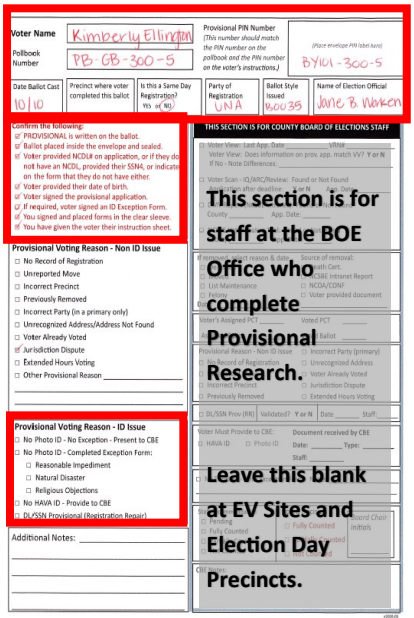
Protect your PIN!
Your **PIN** is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections ***in person*** to determine if your ballot was counted.

If you were required to vote a provisional ballot because you did not present acceptable photo identification, you **MUST** bring this identification to the county board of elections **in person** no later than 5:00 p.m. on **October 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023**, by mail, fax, email, or in person. It would be helpful if you include this document. The county board contact information is:

GUILFORD COUNTY BOARD OF ELECTIONS
301-W. MARKET ST, ROOM 115
GREENSBORO, NC 27401
Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBGE-PROV VOT INS Revised 2023-07

11. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
12. Check the box, "**No Photo ID—Completed Exception Form:**."
13. Check the indented box, "**Reasonable Impediment**."
14. Provide helpful information under, "**Additional Notes:**."
15. Don't forget to write your name or your initials in the space provided.



Voter Name: Kimberly Ellington
Pollbook Number: PB-GB-300-5
Provisional PIN Number (This number should match the PIN number on the pollbook and the PIN number on the voter's instructions.): BY101-300-5
(Place envelope PIN label here)

Date Ballot Cast	Precinct where voter completed this ballot	Is this a Same Day Registration? YES or NO	Party of Registration	Ballot Style Issued	Name of Election Official
10/10			UNA	W0035	Jane B. Wakon

Confirm the following:
☑ PROVISIONAL is written on the ballot.
☑ Ballot placed inside the envelope and sealed.
☑ Voter provided NCDL# on application, or if they do not have an NCDL, provided their SSN4, or indicated on the form that they do not have either.
☑ Voter provided their date of birth.
☑ Voter signed the provisional application.
☑ If required, voter signed an ID Exception Form.
☑ You signed and placed forms in the clear sleeve.
☑ You have given the voter their instruction sheet.

Provisional Voting Reason - Non ID Issue
☐ No Record of Registration
☐ Unreported Move
☐ Incorrect Precinct
☐ Previously Removed
☐ Incorrect Party (in a primary only)
☐ Unrecognized Address/Address Not Found
☐ Voter Already Voted
☑ Jurisdiction Dispute
☐ Extended Hours Voting
☐ Other Provisional Reason _____

Provisional Voting Reason - ID Issue
☐ No Photo ID - No Exception - Present to CBE
☐ No Photo ID - Completed Exception Form:
  ☐ Reasonable Impediment
  ☐ Natural Disaster
  ☐ Religious Objections
☐ No HAVA ID - Provide to CBE
☐ DL/SSN Provisional (Registration Repair)

Additional Notes: _____

THIS SECTION IS FOR COUNTY BOARD OF ELECTIONS STAFF

This section is for staff at the BOE

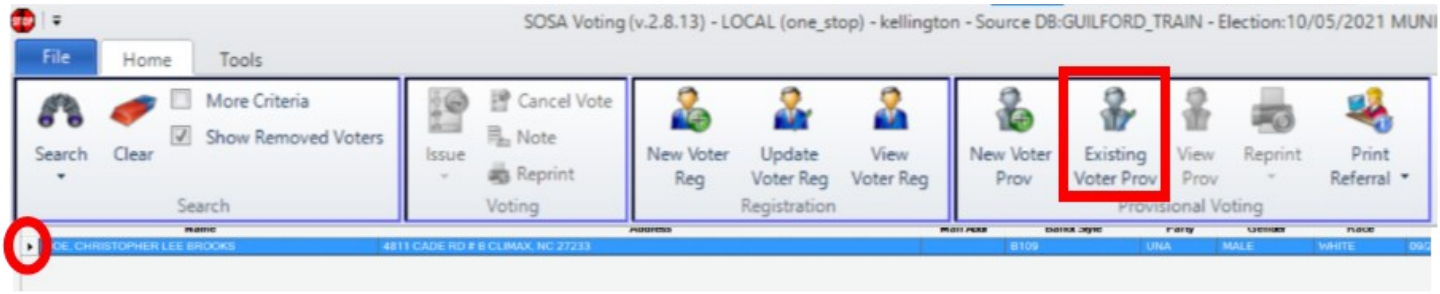
Office who complete Provisional Research.

Leave this blank at EV Sites and Election Day Precincts.

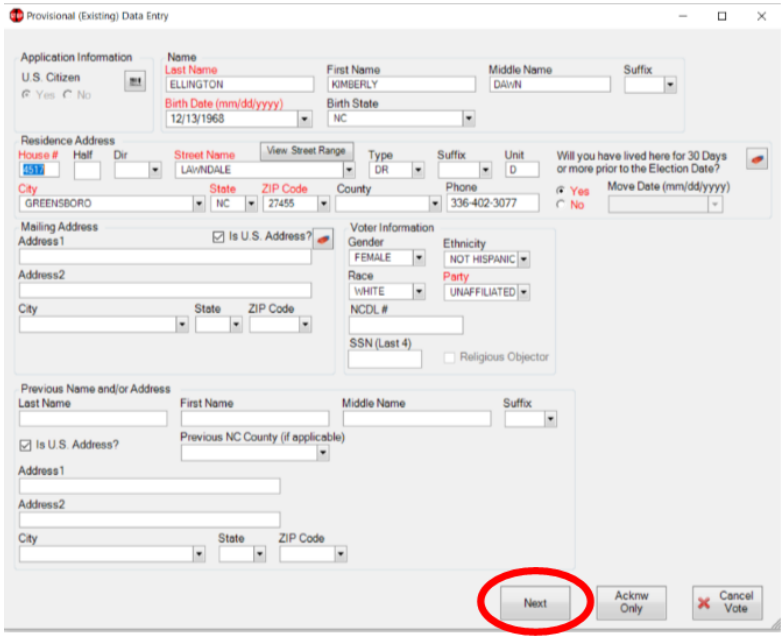
Option # 2: Provisional—Exception Religious Objection or Natural Disaster

Vote a provisional ballot with an affidavit claiming an exception to the identification requirement.

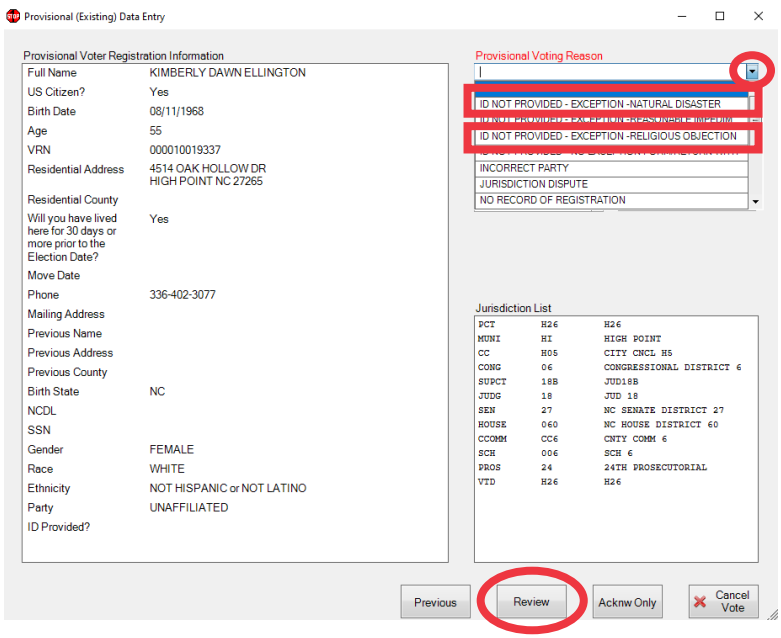
1. In SOSA, find and highlight the correct voter record.
2. Click "**Existing Voter Prov**."



3. Verify their information is correct, then click "**Next**."



4. Select the correct "ID NOT PROVIDED - EXCEPTION…" reason, then click "**Review**."



5. The *Photo ID Exception Form* will print, along with their *Provisional Application*. Have the voter sign both documents. You sign the Provisional Application.

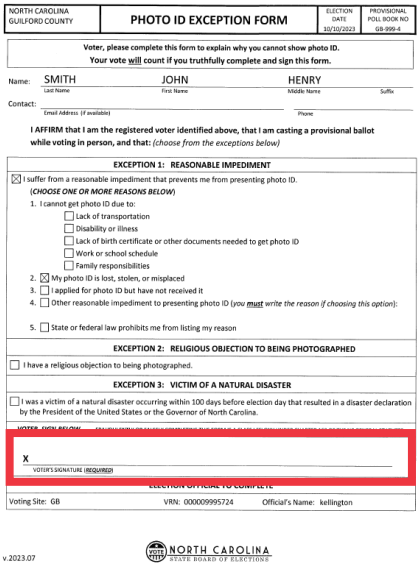

NORTH CAROLINA
GUILFORD COUNTY

PHOTO ID EXCEPTION FORM

ELECTION DATE 10/10/2023 | PROVISIONAL POLL BOOK NO GB-999-4

Voter, please complete this form to explain why you cannot show photo ID.
Your vote will count if you truthfully complete and sign this form.

Name: SMITH (Last Name) JOHN (First Name) HENRY (Middle Name) (Suffix)

Contact: (Email Address (if available)) (Phone)

I AFFIRM that I am the registered voter identified above, that I am casting a provisional ballot while voting in person, and that: *(choose from the exceptions below)*

EXCEPTION 1: REASONABLE IMPEDIMENT

☒ I suffer from a reasonable impediment that prevents me from presenting photo ID.
(CHOOSE ONE OR MORE REASONS BELOW)
1. I cannot get photo ID due to:
☐ Lack of transportation
☐ Disability or illness
☐ Lack of birth certificate or other documents needed to get photo ID
☐ Work or school schedule
☐ Family responsibilities
2. ☒ My photo ID is lost, stolen, or misplaced
3. ☐ I applied for photo ID but have not received it
4. ☐ Other reasonable impediment to presenting photo ID (you ***must*** *write the reason if choosing this option*):
5. ☐ State or federal law prohibits me from listing my reason

EXCEPTION 2: RELIGIOUS OBJECTION TO BEING PHOTOGRAPHED

☐ I have a religious objection to being photographed.

EXCEPTION 3: VICTIM OF A NATURAL DISASTER

☐ I was a victim of a natural disaster occurring within 100 days before election day that resulted in a disaster declaration by the President of the United States or the Governor of North Carolina.

X
VOTER'S SIGNATURE (REQUIRED)

Voting Site: GB VRN: 000009995724 Official's Name: kellington

v 2023.07

NORTH CAROLINA STATE BOARD OF ELECTIONS


PROVISIONAL VOTING APPLICATION - GUILFORD COUNTY | ELECTION: 10/10/2023 | PB NO: GB-999-3

Location Voted: GB | PIN | Existing Voter VRN

VOTER REGISTRATION/UPDATE FORM

ARE YOU A CITIZEN OF THE UNITED STATES OF AMERICA? YES ☒ NO ☐
WILL YOU BE AT LEAST 18 YEARS OF AGE ON OR BEFORE ELECTION DAY? YES ☒ NO ☐
IF YOU CHECKED "NO" IN RESPONSE TO EITHER OF THESE QUESTIONS, DO NOT COMPLETE THIS FORM.

LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX
ELLINGTON	KIMBERLY	DAWN	

RESIDENTIAL ADDRESS (STREET ADDRESS WHERE YOU NOW LIVE)	APT/LOT	CITY	STATE	ZIP	COUNTY
4514 OAK HOLLOW DR		HIGH POINT	NC	27265	

MAILING ADDRESS | PHONE

HAVE YOU LIVED AT YOUR ADDRESS FOR 30 OR MORE DAYS? Yes ☒ No ☐ | IF "NO," DATE MOVED? | NAME USED IN PREVIOUS REGISTRATION

PREVIOUS ADDRESS | PREVIOUS COUNTY

DATE OF BIRTH	BIRTH STATE/COUNTRY	GENDER	RACE	ETHNICITY	PARTY AFFILIATION
08/11/1968	NC	☐ Male ☒ Female	☐ African American/Black ☐ American Indian/Alaska Native ☐ Asian ☐ Multiracial ☐ Native Hawaiian/Pacific Islander ☒ White ☐ Other	☐ Hispanic ☒ Not Hispanic	☐ Democratic ☐ Green ☐ Libertarian ☐ No Labels ☐ Republican ☒ Unaffiliated ☐ Other

NC DRIVER'S LICENSE NO. | LAST FOUR DIGITS OF SSN

Check here if you do not have a NC DMV-issued drivers license, identification card or a Social Security number ☐

VOTER'S AFFIRMATION OF ELIGIBILITY TO VOTE

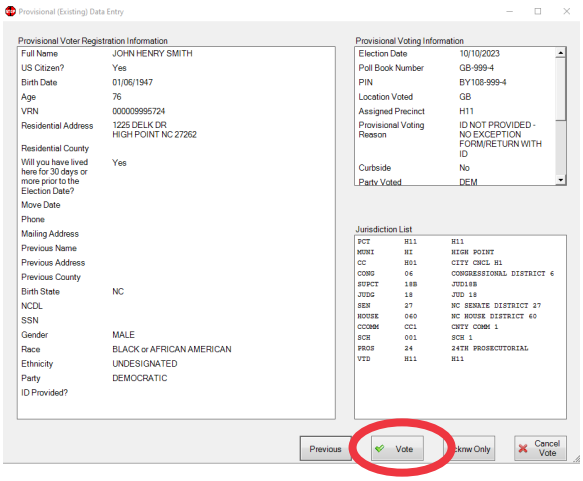
I attest that in addition to having read and understood the contents of this form, that under penalty of perjury that:
☒ I am currently registered to vote (or made a timely attempt to register) in this county and I will have resided at the address noted above for 30 days immediately prior to this election.
☒ I have not moved out of this county since my original registration or registered to vote or voted in another county or state since that time.
☒ I am a United States citizen and ☒ I am at least 18 years old, or will be by the date of the general election.
☒ As indicated above, my political party preference is: UNAFFILIATED
☒ 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 probation, post-release supervision, or parole).
▼ *My reasons for voting provisionally are noted below* ▼
☐ The election official cannot find a record of my registration. **(No Record of Registration)**
☐ I submitted a voter registration application to the DMV, either in-person or online on _____ My driver license number is _____
☐ I submitted a voter registration application to _____ *(specify agency, board of elections office, or another person)* on _____
☐ I moved within my county and my voter registration was not updated prior to election day. **(Unreported Move)**
☐ I am choosing to vote at a voting place assigned to a precinct in which I do not live. **(Incorrect Precinct)**
☒ I am voting provisionally due to a photo ID issue: ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
☐ My voter registration was previously cancelled but I believe I am eligible to vote today. **(Previously Removed)**
☐ I am choosing to vote a ballot style for a party of which I am not shown to be registered. **(Incorrect Party)**
☐ The election official cannot locate my residential address in their records to determine my proper ballot style. **(Unrecognized Address)**
☐ The registration records indicate that I have already voted in this election. **(Voter Already Voted)**
☐ I dispute the _____ election district to which I am assigned. I believe I live in _____ election district. **(Jurisdiction Dispute)**
☐ I am voting during extended voting hours. **(Voting During Extended Hours)**
☐ Other: _____

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

X Provisional Voter's Signature | X Election Official Signature

Date/Time: 09/01/2023	Site: GB	Station: ELSEILTCA8
Operator: kellington	Trans ID: 999-4	PIN: BY108-999-3
HAVA ID Provided:	☐ Curbside	
Voter/View Precinct: 043	Provisional Precinct: H26	Ballot Style Issued
Voter/View Party: UNA	Provisional Party: UNA	
Voter/View Ballot:	Provisional Ballot: T0001	

9. Click "**Vote**."
10. The Provisional Instructions will print. Give those to the voter.


Provisional (Existing) Data Entry

Provisional Voter Registration Information

Full Name	JOHN HENRY SMITH
US Citizen?	Yes
Birth Date	01/06/1947
Age	76
VRN	000009995724
Residential Address	1225 DELK DR HIGH POINT NC 27262
Residential County	
Will you have lived here for 30 days or more prior to the Election Date?	Yes
Move Date	
Phone	
Mailing Address	
Previous Name	
Previous Address	
Previous County	
Birth State	NC
NCDL	
SSN	
Gender	MALE
Race	BLACK or AFRICAN AMERICAN
Ethnicity	UNDESIGNATED
Party	DEMOCRATIC
ID Provided?	

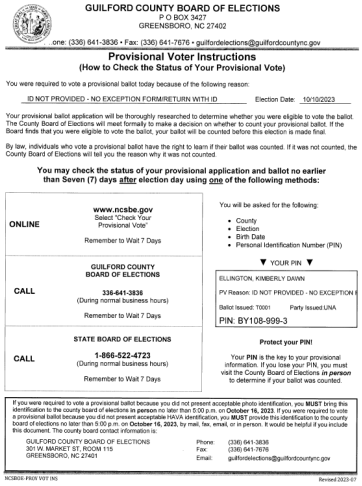
Provisional Voting Information

Election Date	10/10/2023
Poll Book Number	GB-999-4
PIN	BY108-999-4
Location Voted	GB
Assigned Precinct	H11
Provisional Voting Reason	ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID
Curbside	No
Party Voted	DEM

Jurisdiction List

PCT	H11	H11
MUNI	HI	HIGH POINT
CC	H01	CITY CNCL H1
CONG	06	CONGRESSIONAL DISTRICT 6
SUPCT	18B	JUD18B
JUDG	18	JUD 18
SEN	27	NC SENATE DISTRICT 27
HOUSE	060	NC HOUSE DISTRICT 60
CCOM4	CC1	CNTY COM4 1
SCH	001	SCH 1
PROS	24	24TH PROSECUTORIAL
VTD	H11	H11

Previous | Vote | Eknw Only | Cancel Vote


GUILFORD COUNTY BOARD OF ELECTIONS
P O BOX 3427
GREENSBORO, NC 27402
one: (336) 641-3836 • Fax: (336) 641-7676 • guilfordelections@guilfordcountync.gov

Provisional Voter Instructions
(How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason:
ID NOT PROVIDED - NO EXCEPTION FORM/RETURN WITH ID Election Date: 10/10/2023

Your provisional ballot application will be thoroughly researched to determine whether you were eligible to vote the ballot. The County Board of Elections will meet formally to make a decision on whether to count your provisional ballot. If the Board finds that you were eligible to vote the ballot, your ballot will be counted before this election is made final.

By law, individuals who vote a provisional ballot have the right to learn if their ballot was counted. If it was not counted, the County Board of Elections will tell you the reason why it was not counted.

You may check the status of your provisional application and ballot no earlier than Seven (7) days after election day using one of the following methods:

ONLINE www.ncsbe.gov Select "Check Your Provisional Vote" Remember to Wait 7 Days

CALL GUILFORD COUNTY BOARD OF ELECTIONS 336-641-3836 (During normal business hours) Remember to Wait 7 Days

CALL STATE BOARD OF ELECTIONS 1-866-522-4723 (During normal business hours) Remember to Wait 7 Days

You will be asked for the following:
- County
- Election
- Birth Date
- Personal Identification Number (PIN)

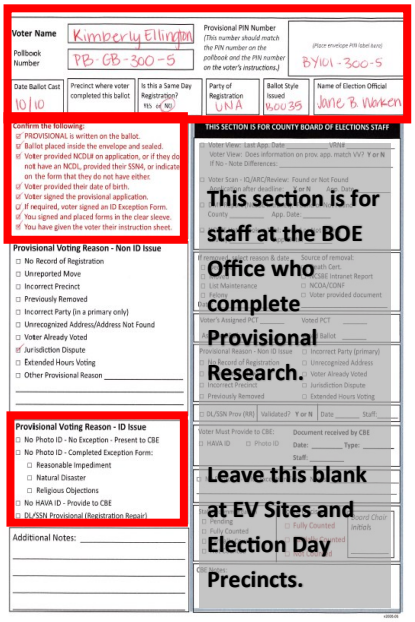
▼ YOUR PIN ▼
ELLINGTON, KIMBERLY DAWN
PV Reason: ID NOT PROVIDED - NO EXCEPTION F
Ballot Issued: T0001 Party Issued:UNA
PIN: BY108-999-3

Protect your PIN!
Your **PIN** is the key to your provisional information. If you lose your PIN, you must visit the County Board of Elections ***in person*** to determine if your ballot was counted.

If you were required to vote a provisional ballot because you did not present acceptable photo identification, you **MUST** bring this identification to the county board of elections **in person** no later than 5:00 p.m. on **October 16, 2023**. If you were required to vote a provisional ballot because you did not present acceptable HAVA identification, you **MUST** provide this identification to the county board of elections no later than 5:00 p.m. on **October 16, 2023**, by mail, fax, email, or in person. It would be helpful if you include this document. The county board contact information is:

GUILFORD COUNTY BOARD OF ELECTIONS
301-W. MARKET ST, ROOM 115
GREENSBORO, NC 27401
Phone: (336) 641-3836
Fax: (336) 641-7676
Email: guilfordelections@guilfordcountync.gov

NCSBGE-PROV VOT INS Revised 2023-07


Voter Name: Kimberly Ellington | Provisional PIN Number (This number should match the PIN number on the pollbook and the PIN number on the voter's instructions.): BY101-300-5

Pollbook Number: PB-GB-300-5

Date Ballot Cast	Precinct where voter completed this ballot	Is this a Same Day Registration? YES or NO	Party of Registration	Ballot Style Issued	Name of Election Official
10/10			UNA	400035	Jane B Marken

Confirm the following:
- ☑ PROVISIONAL is written on the ballot.
- ☑ Ballot placed inside the envelope and sealed.
- ☑ Voter provided NCDL# on application, or if they do not have an NCDL provided their SSN4, or indicate on the form that they do not have either.
- ☑ Voter provided their date of birth.
- ☑ Voter signed the provisional application.
- ☑ If required, voter signed an ID Exception Form.
- ☑ You signed and placed forms in the clear sleeve.
- ☑ You have given the voter their instruction sheet.

Provisional Voting Reason - Non ID Issue
- ☐ No Record of Registration
- ☐ Unreported Move
- ☐ Incorrect Precinct
- ☐ Previously Removed
- ☐ Incorrect Party (in a primary only)
- ☐ Unrecognized Address/Address Not Found
- ☐ Voter Already Voted
- ☑ Jurisdiction Dispute
- ☐ Extended Hours Voting
- ☐ Other Provisional Reason _____

Provisional Voting Reason - ID Issue
- ☐ No Photo ID - No Exception - Present to CBE
- ☐ No Photo ID - Completed Exception Form:
  - ☐ Reasonable Impediment
  - ☐ Natural Disaster
  - ☐ Religious Objections
- ☐ No HAVA ID - Provide to CBE
- ☐ DL/SSN Provisional (Registration Repair)

Additional Notes: _____

THIS SECTION IS FOR COUNTY BOARD OF ELECTIONS STAFF

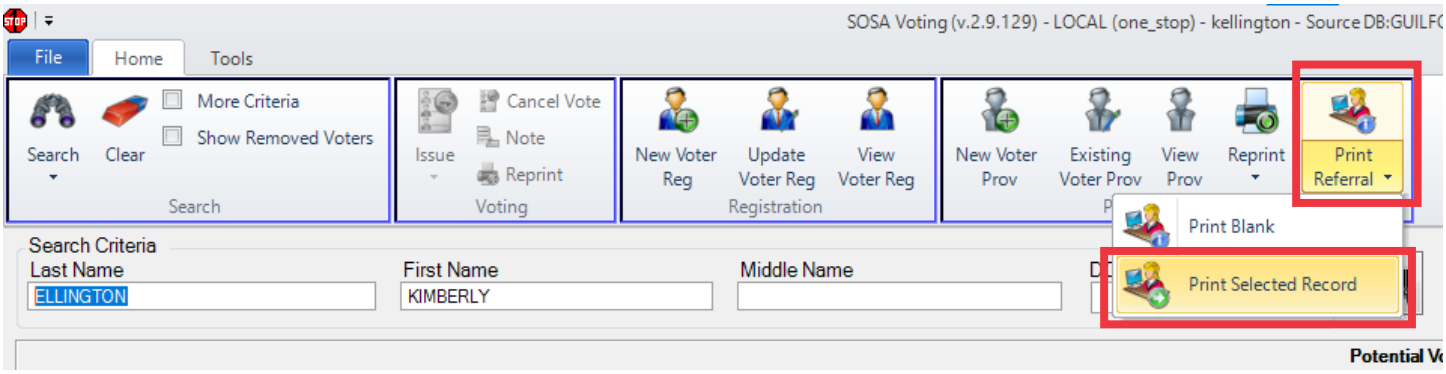
This section is for staff at the BOE Office who complete Provisional Research.

Leave this blank at EV Sites and Election Day Precincts.

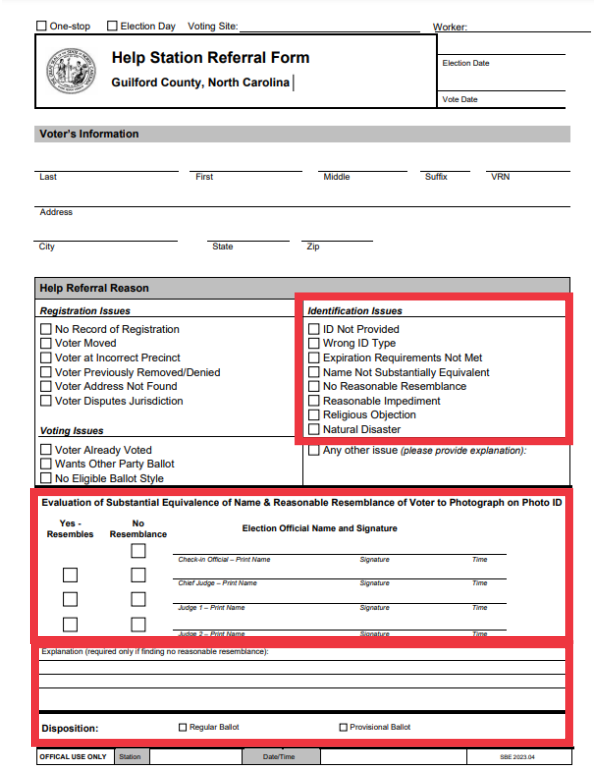
11. Fill out the top section and red section on the left side of the back of the Provisional Envelope.
12. Check the box, "**No Photo ID—Completed Exception Form:**."
13. Check the indented box, "**Religious Objections**" or "**Natural Disaster**."
14. Provide helpful information under, "**Additional Notes:**."
15. Don't forget to write your name or your initials in the space provided.

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

1. The election official shall enter a challenge and immediately notify the Site Supervisor.
   Print a Help Referral Form from SOSA.



2. On the *Help Referral Form* that prints from SOSA, select the correct reason under "Identification Issues"
3. 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	Signature	Time
		Check-in Official – Print Name		
		Chief Judge – Print Name		
		Judge 1 – Print Name		
		Judge 2 – Print Name		

Explanation (required only if finding no reasonable resemblance):

Disposition: Regular Ballot Provisional Ballot

OFFICIAL USE ONLY Station Date/Time SBE 2023.04

Appendix

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Differences Between Early Voting and Election Day

A quick reference guide to help you transition from working Early Voting to working on Election Day:

Scenario	Early Voting	Election Day
Where can individuals go vote?	A voter may go to any Early Voting site in the county.	A voter must go to their assigned precinct.
Voters who have moved to an address in the same precinct	May update their address and vote a regular ballot.	Must complete Section B of their ATV and vote a regular ballot.
Voters who have moved to an address in a different precinct	May update their address and vote a regular ballot.	Must transfer to their new precinct or vote a provisional.
Information written on the ballots at the Ballot Table	Write the voter's Precinct and Application Number in **red ink** at the top of their ballot at the Ballot Table.	Write the voter's Precinct in the box at the top of the ballot at the Ballot Table.
Curbside Affidavit	Section C of the voter's ATV	Section D of the voter's ATV
Name Changes	Must update their name at the Registrar's Table.	Must complete Section B of their ATV.
Same-Day Registrations	A qualified resident may register to vote and cast their ballot on the same day at an Early Voting site.	Any person who is not registered to vote on Election Day must vote a provisional ballot.
Voter Challenges	The challenger must be registered to vote in the same precinct as the voter being challenged. The ***Voter Challenge*** form is completed and the challenged voter's ballot is placed in the Challenge Envelope. The challenge will later be heard by the county Board of Elections.	Anyone registered to vote in Guilford County can make a challenge against a voter. The challenge is heard by the 3 judges in the polling place. If the challenge is upheld, the challenged voter's ballot must go in the Challenge Envelope.

Glossary

30-Day Residency Deadline: The date that determines whether an address change can and shall be made during Early Voting.

Absentee: Voting by mail instead of voting in person at an Early Voting Site or on Election Day. Any registered Guilford County voter may request an absentee by-mail ballot prior to each election.

Allocation Book: A tool used to identify a voter's jurisdiction information. (SOSA can also be used for this purpose, by utilizing the "Street Search" function.)

Application Number: The unique series of letters and numbers listed at the top, center section of an ATV. Each set of letters or numbers between the hyphens indicates information about the method by which the individual voted. This is also referred to as the Ballot Code.

Application to Vote (ATV): The form a voter receives at the Check-In Table or Registrar's Table. The voter exchanges the form for a ballot at the Ballot Table.

AutoMARK: An ADA-compliant device that fills in ovals on a ballot and reads the ballot aloud for voters who are visually impaired, illiterate, or who cannot hold a pen. It does not count votes but simply fills in the ovals on the ballot based on the voter's choices.

Ballot Style: A version of a ballot identified by a number in the upper right corner of the document. A voter's ballot style is determined by their residential address 30 days prior to Election Day. Every Early Voting site will have all ballot styles for a given election.

Buffer Zone: An area around an Early Voting site (usually 50 feet from the door to the building) where media, candidates, and campaigners may not stand, post campaign signs, or interact with voters. The buffer zone also applies to the area designated for curbside. (GS 163-166.4)

Campaigning: Any action by candidates or their supporters that attempts to influence a person's vote choices. Activities include posting signs, handing out materials, or talking with voters. This is often called "electioneering."

Canvass: A meeting where the Board of Elections finalizes the election results and determines that the votes have been counted and tabulated correctly. (GS 163-182.5)

Challenge: The procedure for questioning a person's eligibility to vote. If any voter wishes to challenge another voter, call the Elections Office immediately.

Curbside Voting: The process through which a voter, who is unable to enter the Early Voting site due to age or physical disability, can vote a ballot in their car. Early Voting staff who are assigned to assist with curbside voters perform all necessary actions for the voter to complete their ballot, including retrieving the voter's ATV, placing the voter's ballot in the Tabulator, and bringing the voter an "I Voted Early" sticker.

Daily Audit Form: A form used to accurately account for daily totals at each Early Voting site. The form is completed both when opening and closing the sites.

Early Voting: Early Voting allows voters to cast a ballot in person on select days prior to Election Day. During Early Voting, voters can cast a ballot at any Early Voting site in their county.

Emergency Bin: In the Tabulator, the shelf inside the Black Tabulator Can where uncounted voted ballots can be stored when the Tabulator is not operational and cannot count the vote choices on the ballot.

ePollbook: Also known as an electronic pollbook. A laptop computer used to check-in, process, update, and register voters at a polling place. This could also be called a "SOSA laptop."

Front Security Flap: On the Tabulator, a piece of the Black Tabulator Can that prevents the Tabulator from sliding forward.

Help America Vote Act (HAVA): Legislation enacted in 2002, to bring some level of uniformity to elections including the requirements of a statewide voter registration database. (42 USC 15301-15545)

Inactive Voter: A voter who has not made recent contact with the Board of Elections either through voting or through regular list maintenance procedures.

Near Relative: A voter's near relatives are: a spouse, brother, sister, parent, grandparent, child, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, stepparent, or stepchild. A voter's near relative can submit a voter's absentee ballot, a ***Notice of Deceased Voter*** form, or provide ballot-marking assistance to a voter.

Observer: A political party representative who is authorized by the Board of Elections to sit in an Early Voting site. Observers must not interfere with the voting process in any way or be within view of confidential voter information. Observers are NOT allowed to interact with voters.

Precinct: A geographically bound area that defines the polling place assignment for all voters who reside within the given boundary. During Early Voting, a voter's precinct is found on the top right corner of the voter's ATV, under the voter's Application Number. It is written at the top of a voter's ballot, to the left of the box where the Application Number is written.

Proof of ID Required (HAVA ID Required) Voter: Voters who did not provide a valid identification number (Driver's License or the last four digits of their Social Security number) when they originally registered to vote. These voters will have a special ID designation in SOSA and will need to show an ID.

Provisional Voting: Process whereby people whose eligibility to vote cannot be immediately determined are allowed to vote a ballot that is sealed inside an envelope until Board of Elections staff researches the voter's information to determine eligibility. Provisional voters must never put voted ballots in the Tabulator. (GS 163-182.2(4), 163-165)

Public Count: A running count of ballots casted in a Tabulator during the current election.

Recounts: Re-tabulation of the votes cast in an election. (GS 163-182.7)

Referendum: An event in which voters cast votes for or against ballot questions other than the election of candidates to office.

Residence: The place where a person's habitation is fixed and to which whenever that person is absent, that person has the intention of returning.

Runners: Persons appointed by the political party chair or unaffiliated candidate campaign to obtain lists of voters during voting hours. (GS 163-45)

Same-Day Registration: A process in which an individual who is qualified to register to vote may register in person and then vote in the person's county of residence during one-stop voting.

Sample Ballot: An unofficial ballot produced by the county and distributed with all the necessary ballot styles of the official ballot. Used by voters so that they will become familiar with the appearance of the official ballot. Sample ballots shall be posted in every precinct in which an election is conducted. (GS 163-165.2 (a) (b))

SEIMS: Statewide voter management system; stands for State Election Information Management System. (GS 163-82.11)

Spoiled Ballot: A ballot that is returned to the Ballot Table after a voter has made a mistake in marking the ballot, decides not to vote, or has a jurisdiction dispute. The voter can request a new ballot if they made a mistake in marking the ballot.

SOSA: Database used during Early Voting to search and view voter registration information for all voters within Guilford County and used to help Early Voting staff to determine if a voter is registered, what the voter's precinct is, what ballot style the voter should receive, etc. SOSA stands for SEIMS One-Stop Application.

Tabulator: Device that sits on the Black Tabulator Can and tabulates votes on the ballot. The current Guilford County Tabulator is the DS200.

Tamper Seals: Seals that are placed on the DS200 Tabulator, voted ballot boxes, the Orange Bag, and the Yellow Bag. These seals all leave evidence behind when removed.

Voter Registration Application: Form used for a citizen to provide information to Board of Elections so that they will appear on the Voter Registration list. (GS 163-54 through 163-59)

Voter Registration Card: A card each voter receives from the Board of Elections upon registering to vote or updating information. Voters are NOT required to present a voter registration card when voting.

Voting Enclosure: The space inside an Early Voting site that includes all parts of voting setup. Enclosures may be an entire room or a section of a room. (GS 163-166.2 and GS 163-166.3)

Write-In Votes: Selection of an individual not listed on the ballot. This option is not available for every election. (GS 163-165.5 (5), GS 163-165.6 (f))