

Inside Ballot Reception Workstation Quick Guide

REMINDER: Don't forget to place a Polling Place Label on the Ballot Reception Tally Card.

Regular Live Ballots and ICX Ballots

Ballot Reception Clerk	Voter
	<ul style="list-style-type: none"> ▪ Deposit Ballot in White Ballot Box
	<ul style="list-style-type: none"> ▪ Throw away disposable Secrecy Sleeve in recycle bin
<ul style="list-style-type: none"> ▪ Tally ballot return on the white Regular Ballot page of the Ballot Reception Tally Card 	
<ul style="list-style-type: none"> ▪ Give Voter an "I Voted" Sticker 	

Vote by Mail Ballot Returned by Voter

Ballot Reception Clerk	Voter
<ul style="list-style-type: none"> ▪ Provide envelope if needed 	
	<ul style="list-style-type: none"> ▪ Place ballot in envelope
	<ul style="list-style-type: none"> ▪ Complete envelope if needed. Including Name, Address, and Birthdate
<ul style="list-style-type: none"> ▪ Verify voter signed and dated envelope 	
	<ul style="list-style-type: none"> ▪ Place envelope in blue Vote by Mail Ballot Bag
<ul style="list-style-type: none"> ▪ Tally ballot on green Vote by Mail Ballot page of the Ballot Reception Tally Card 	
<ul style="list-style-type: none"> ▪ Give Voter an "I Voted" Sticker 	

Vote by Mail Ballot Returned by a Person Other than the Voter

Ballot Reception Clerk	Person Returning Ballot
	<ul style="list-style-type: none"> ▪ Print their name in the "Their name" section and sign as the authorized person in the "Their signature" section on the back of the envelope
	<ul style="list-style-type: none"> ▪ Print their relationship to the voter in the "Relationship to voter" section on the back of the envelope
<ul style="list-style-type: none"> ▪ Verify voter signed and dated envelope and the Authorized Person sections are completed 	
	<ul style="list-style-type: none"> ▪ Place Envelope in blue Vote by Mail bag
<ul style="list-style-type: none"> ▪ Tally ballot on green Vote by Mail Ballot page of the Ballot Reception Tally Card 	

Provisional Ballot Returned by Voter

Ballot Reception Clerk	Voter
	<ul style="list-style-type: none"> ▪ Completes all section of Provisional Envelope <ul style="list-style-type: none"> ▪ Citizenship Box Checked ▪ First and Last Name ▪ Date of Birth ▪ Residence Address ▪ Signature
<ul style="list-style-type: none"> ▪ Verify voter completed all required sections listed and that the envelope is signed and dated. 	
	<ul style="list-style-type: none"> ▪ Place Envelope in brown Provisional Ballot Box
<ul style="list-style-type: none"> ▪ Tally ballot on pink Provisional Ballot page of the Ballot Reception Tally Card 	
<ul style="list-style-type: none"> ▪ Give Voter an "I Voted" Sticker 	

Unsigned Ballot Statements and Signature Verification Statements

- The Polling Place Supply Box will have copies of both forms to be issued to voters upon request.
- Voter's may return their completed statements to any polling place.
- **Deposit all completed forms in the blue Vote by Mail Bag.**