

Outside Ballot Reception Workstation Quick Guide

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

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 ▪ 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 	