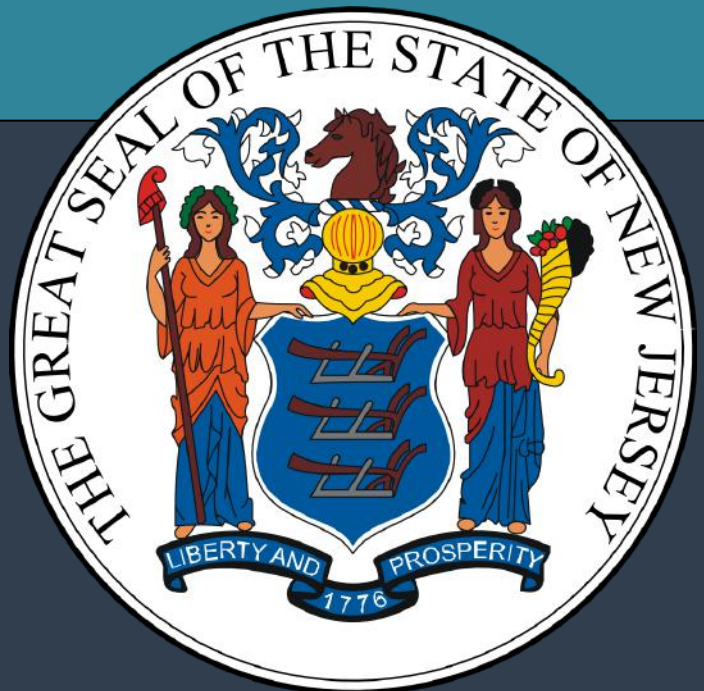


Precinct Central Touchpad

Poll Worker Training Guide

Early Voting






State of New Jersey





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Assembly

Follow the steps below to setup the Touchpad Check-In Stations prior to the opening of the polls.

1. Set the carrying case containing the Touchpad units on the check-in table.	
2. Open the case by unlatching the two locks at the top of the case.	
3. Once opened, you will see a Touchpad, an ExpressVote printer with an attached print server, and their associated charging cords and accessories.	
4. Remove the Touchpad, ExpressVote printer, and print server with cords from the case and place them on the table along with the charging cords and accessories.	
5. Remove and power on the Nighthawk and plug in to the power source. (Nighthawk model will vary).	

<p>6. Open your Touchpad by inserting your finger under the tab opposite the hinge. Open the case as if opening a book, break the binding and flip open. Set the Touchpad on the table.</p>	
<p>7. Locate your charging cord. Insert the compatible end of the white charger into the charging port of the Touchpad.</p>	
<p>8. Plug the brick into a power outlet. The Touchpad will now turn on automatically.</p>	
<p>9. Plug in the ExpressVote printer and Print Server. Verify that both are powered on – you should see a steady red light when the print server is powered on.</p>	
<p>10. To set up the Epson thermal printer, start by connecting the charging block to its power cord.</p>	

11. Plug the power cord into an outlet.	
12. Push the power button at the top of the printer to turn it on.	
13. All hardware is now set up and ready to start.	

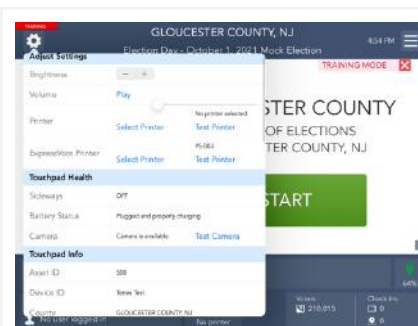
Logging into the Touchpad

1. Perform a test print each morning to ensure your ExpressVote printers are paired correctly.

Start by opening your Troubleshooting menu and navigating to the Expressvote printer section.

Load your ExpressVote printer with ballot stock and tap on *Test Printer*.

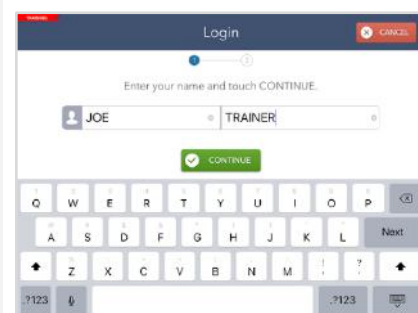
Once the ballot has printed, continue with login.



2. The EPB application will automatically launch. Prior to logging in, verify that, if using a printer, the printer icon is green. Further, verify the charging icon is green. Most importantly, verify that there is a green connectivity icon in the *Connectivity and Sideways Status* bar, not a red broken heart. Once finished, touch the green **START** button to begin logging in.



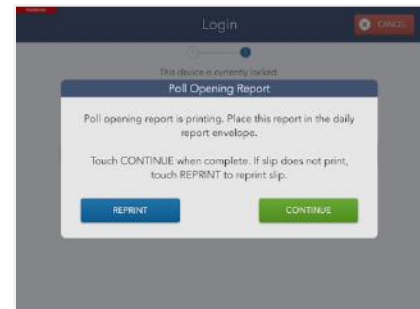
3. Enter your full first and last name using the pop-up keyboard and touch **CONTINUE**.



4. Enter the password given then touch **UNLOCK DEVICE**.



5. If printers are being used for this election in your county, a Poll Opening Report will print. Touch CONTINUE to complete the login process.



6. The Zero Report will print. Touch CONTINUE to get to the Launchpad.



The Launchpad

This is your home screen. After every check-in you should arrive back at this screen.



At the top of the screen you will see:

- 1** Troubleshooting Menu
- 2** Jurisdiction Name
- 3** Launchpad Menu

At the bottom of the screen you will see:

- 4** Voting Location, Job Title, and Username
- 5** Connectivity and sideways status
- 6** Battery status

Yellow and Green Search Buttons



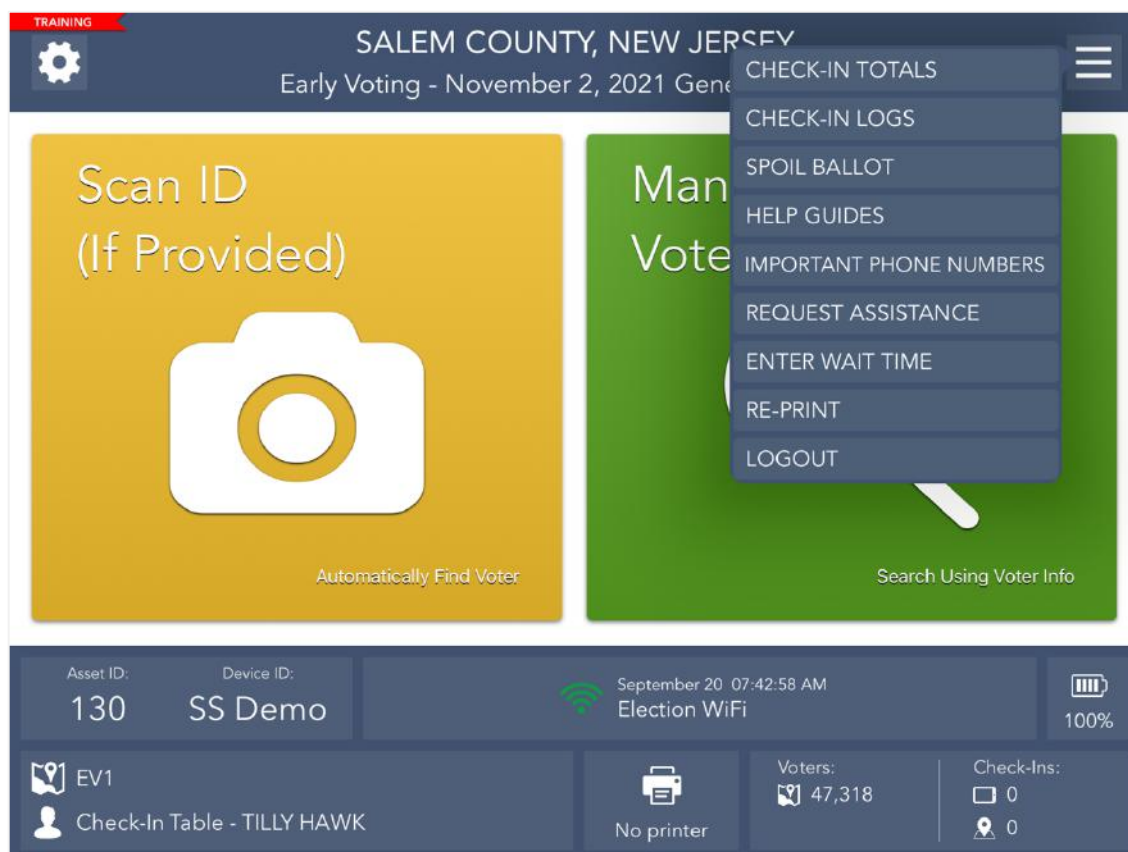
To search for a voter by scanning their ID, touch DRIVER'S LICENSE SCAN



To search for a voter manually, touch MANUAL VOTER SEARCH

The Launchpad Menu

The Launchpad Menu provides menu options to access additional system functions.



- Check-in Logs – Use this feature to view a running log of all check-ins.
- Check-in Totals – View running totals of different ballot styles issued throughout the day.
- Spoil Ballot – Use this feature to spoil and / or reissue a ballot to a voter
- Help Guides – View Informational guides and videos on Election Day.
- Important Phone Numbers – Gives access to a directory of phone numbers for election officers and voting equipment assistance.
- Enter Wait Time – Upload current wait times back to the Elections Office
- Request Assistance – Allows poll workers to notify the Elections Office of any incidents or concerns at a polling location
- Logout – Use this feature to temporarily logout for a break or to close the election at the end of the day.

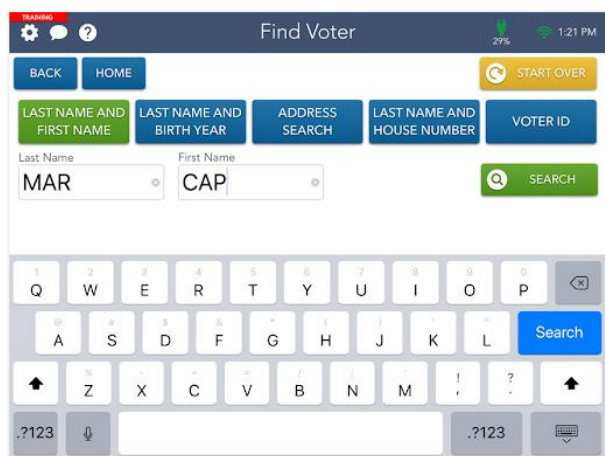
Searching for a Voter

Manual Voter Search

1. To search for a voter using a valid ID type, touch the yellow Manual Voter Search button on the Launchpad screen.

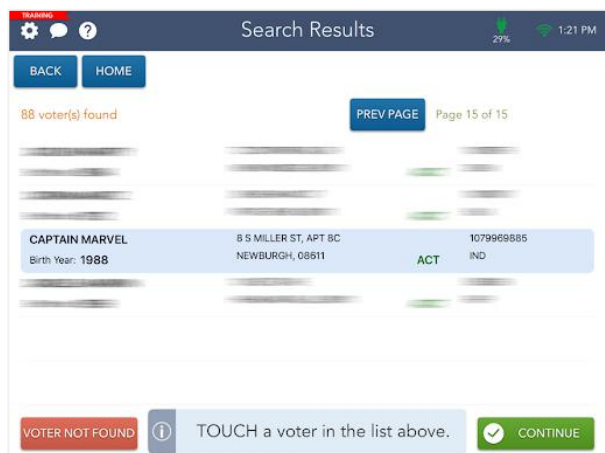


2. Using information provided by the voter, use one of the five available search options to search for the voter's record. Enter the voter's information into the search fields chosen by using the on-screen keyboard and touch the green SEARCH button to continue.

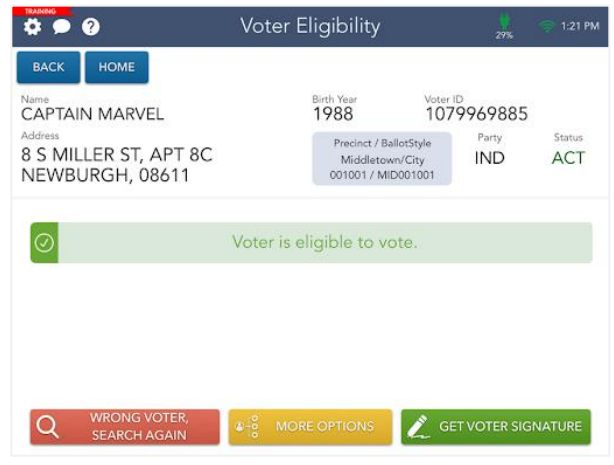


3. If only one voter matches the search criteria, the Voter Identification screen will appear automatically. Continue checking in your voter.

If more than one voter matches the search criteria, your screen will look like the one on the left with a list of all possible matches. Touch the correct voter from the list and then touch the green CONTINUE button.



4. After you select a voter, you will be redirected to the Voter Eligibility screen. The voter's information will be displayed. Touch GET VOTER SIGNATURE to navigate to the Voter Signature screen.



The screenshot shows the 'Voter Eligibility' screen. At the top, there is a status bar with 'TRAINING', a battery level of 27%, and the time 1:21 PM. Below the status bar are 'BACK' and 'HOME' buttons. The main section displays voter information: Name (CAPTAIN MARVEL), Birth Year (1988), Voter ID (1079969885), Address (8 S MILLER ST, APT 8C NEWBURGH, 08611), Precinct / BallotStyle (001001 / MID001001), Party (IND), and Status (ACT). A green checkmark icon is followed by the text 'Voter is eligible to vote.' At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

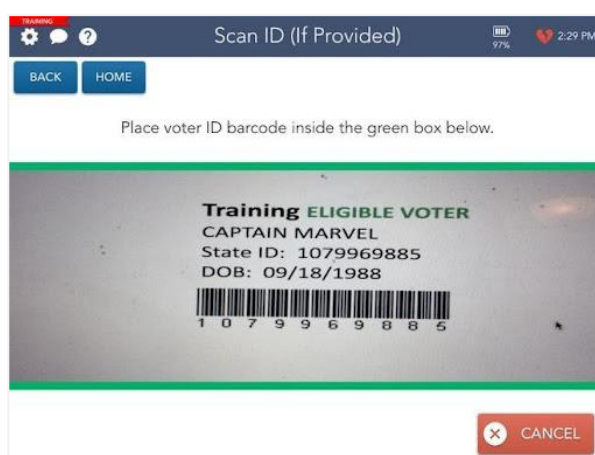
Searching for a Voter

Scan Photo ID or Barcode from Sample Ballot

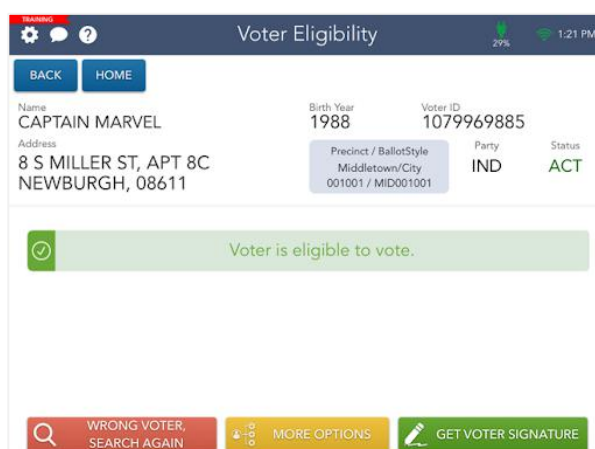
1. To search for a voter using their state ID, touch the green Scan ID (If Provided) button on the Launchpad screen.



2. Place the state ID in front of the camera lens on the back of the Touchpad so that it can be seen in the green box on the screen. The Touchpad will begin scanning automatically.



3. After you've scanned the voter's ID, you will be redirected to the Voter Eligibility screen. The voter's information will be displayed. Touch GET VOTER SIGNATURE to navigate to the Voter Signature screen.

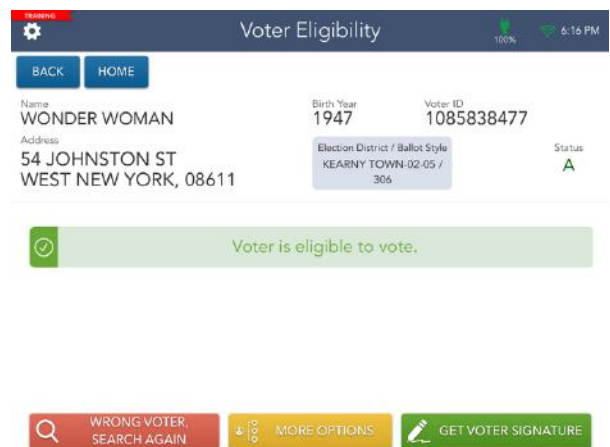


Checking-In a Voter

1. Once you have found the correct voter, their information will display on the Voter Eligibility screen.

If the voter is eligible to vote via a regular ballot, the screen will display a green "Voter is eligible to vote" message.

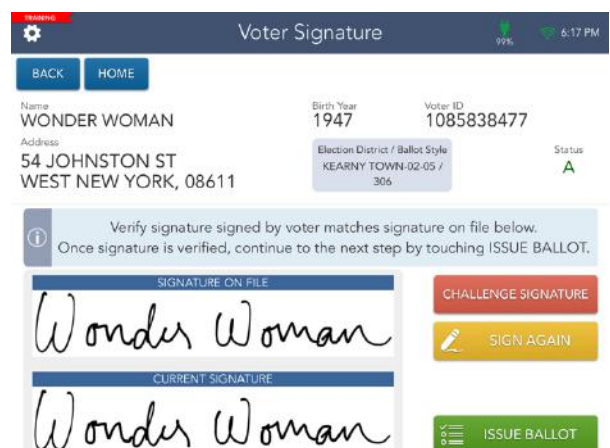
Select **GET VOTER SIGNATURE** to continue processing them.



2. The Voter Signature screen will appear. Tilt the Touchpad screen toward the voter and have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.



3. Flip the screen back toward you and verify that a complete and valid signature has been captured. Select the **ISSUE BALLOT** button to continue.



4. A popup will appear. Initial in the box, then select **DONE**.

The screenshot shows the 'Voter Signature' screen. At the top, there are 'BACK' and 'HOME' buttons. Below them, the voter's information is displayed: Name: WONDER WOMAN, Birth Year: 1947, Voter ID: 1085838477, and Address: 54 JOHNSTON WEST NEW YORK. A 'Poll Worker Initial Below' popup is centered on the screen, showing a handwritten 'H' in a box. Below the popup are three buttons: 'CANCEL' (red), 'CLEAR' (yellow), and 'DONE' (green). At the bottom, there is a 'CURRENT SIGNATURE' section showing the name 'Wonder Woman' in a stylized font. To the right, there is a 'Status' indicator showing 'A' and a 'SIGN AGAIN' button.

5. Enter the Ballot Stub number in the *Ballot Stub Number* box and press **PROCESS**.

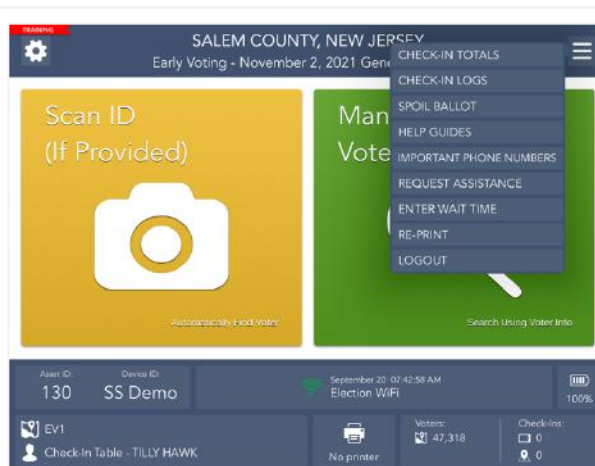
The screenshot shows the 'Issue Ballot' screen. At the top, there are 'BACK' and 'HOME' buttons. Below them, the voter's information is displayed: Name: WONDER WOMAN, Voter ID: 1085838477, and Election District / Ballot Style: KEARNY TOWN-02-05 / 306. Below this, there is a section for 'Enter Authority to Vote slip number: Enter the four (4) numerical digits on printed on the Authority to Vote slip...'. This section contains three input fields: 'Issue Ballot Style' (306), 'Ballot Style' (306), and 'Ballot Stub Number' (001). To the right of these fields is a 'PROCESS' button. Below the input fields, there is a 'Ballot Style' section showing '306' and a message: 'Ballot card will print on the ExpressVote printer. Touch COMPLETE CHECK-IN to proceed.'

6. Great job! Hand the voter the printed ballot card and direct them to the voting machines. Press **PROCESS NEXT VOTER** to proceed.

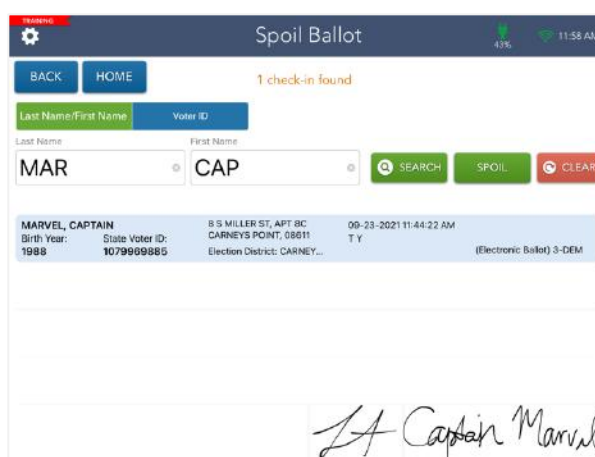
The screenshot shows the 'Processing Complete' screen. At the top, there are 'BACK' and 'HOME' buttons. Below them, the voter's information is displayed: Name: WONDER WOMAN, Voter ID: 1085838477, and Ballot Style: 306. Below this, there is a green bar with a checkmark and the text 'Voter successfully checked in'. Below the green bar, there is a blue box with a message: 'Great Job! Hand the voter the printed ballot card and direct them to the voting machines.' At the bottom, there is a green button with a checkmark and the text 'PROCESS NEXT VOTER'.

Spoiling a Ballot

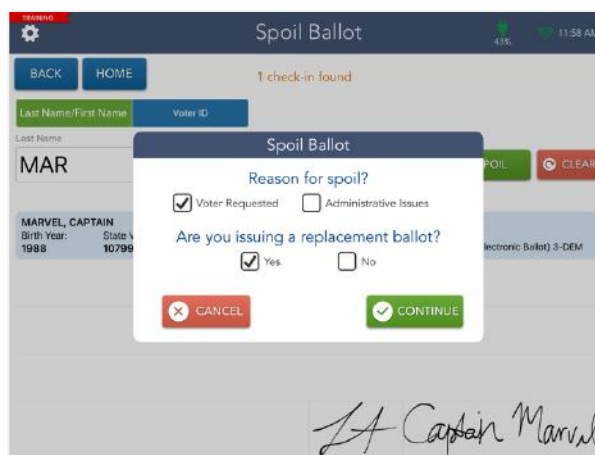
1. To spoil a ballot, open the Launchpad Menu and select the SPOIL BALLOT link.



2. Search for and select the voter check-in you would like to spoil, then click the green SPOIL button.



3. Select the reason the ballot is being spoiled and whether or not you will be issuing the voter a replacement ballot. After you've done so, select CONTINUE.



4. Select YES to confirm that you would like to spoil the ballot.

If you are not issuing a replacement ballot, steps 5-6 will not apply to you. Instead, you will be redirected to the Processing Complete screen where you can begin processing the next voter.

The screenshot shows the 'Spoil Ballot' screen. A modal dialog is centered on the screen asking, 'Are you sure you want to spoil the ballot for CAPTAIN MARVEL?'. Below the question are two buttons: a red 'NO' button and a green 'YES' button. In the background, the voter's name 'CAPTAIN MARVEL' and birth year '1988' are visible. At the bottom, there is a signature that reads 'I, Captain Marvel'.

5. The Voter Signature screen will appear. Ask the voter to review the oath displayed above the signature line, then have them sign with the provided stylus. Once they have signed, they will need to select the DONE button.

Once they have done so, tilt the screen back toward you and continue the voter check-in process as you normally would.

The screenshot shows the 'Voter Signature' screen. At the top, there is a signature line with a stylus. Below it, a prompt says 'Please sign below'. There are buttons for 'DONE', 'CAMBIAR DE IDIOMA', and 'CLEAR'. The screen also displays voter information: Name 'CAPTAIN MARVEL', Address '8 S MILLER ST, APT 8C', City 'CARNEY'S POINT, 08611', Birth Year '1988', and Voter ID '1079969885'. A status bar at the bottom indicates 'SPOIL & REISSUED'.

6. Once you come to the Processing Complete screen, review any additional instructions for reissuing ballots in the blue info box.

Select PROCESS NEXT VOTER once you have finished and move onto the next voter.

The screenshot shows the 'Processing Complete' screen. At the top, it says 'SPOIL & REISSUED'. Below that, a green checkmark icon is next to the text 'Voter successfully checked in'. A blue info box contains the following instructions: 'Great Job!', 'Request voter to surrender spoiled ballot to the poll worker. Place the spoiled ballot inside the spoiled ballot envelope.', and 'Hand the voter the Voter Access Card and direct them to the'. At the bottom, there is a green button labeled 'PROCESS NEXT VOTER'.

Mail-in Ballot — Requested

1. When a voter has *requested* a mail-in ballot and tries to vote in-person, they will have to vote provisional.

Select **Process Provisional** to continue. Check-in as usual.

Voter Eligibility 55% 12:50 PM

BACK HOME **Absentee Requested**

Name: WADE WILSON Birth Year: 1954 Voter ID: 1083940191
 Address: 21 S MILLER ST, APT 3
 CARNEYS POINT, 08611 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Absentee Requested

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter has requested a Mail-In Ballot. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

Q WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

Mail-in Ballot — Returned

1. When a voter has *returned* a mail-in ballot and tries to vote in-person, they will have to vote provisional.

Select **Process Provisional** to continue. Check-in as usual.

Voter Eligibility 59% 1:21 PM

BACK HOME **Mail-In Ballot**

Name: PETER QUILL Birth Year: 1997 Voter ID: 2133797857
 Address: 81 CHAMBERS ST, APT 3
 CARNEYS POINT, 08611 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Mail-In Ballot

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter has already voted by Mail-In Ballot. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

Q WRONG VOTER, SEARCH AGAIN MORE OPTIONS PROCESS PROVISIONAL

Early Voted

1. When a voter has early voted and tries to cast a ballot on Election Day, they will have to cast a provisional ballot.

Select **Process Provisional** to continue. Check-in as usual.

Voter Eligibility 56% 12:57 PM

BACK HOME **Early Voted**

Name: LOGAN WOLVERINE Birth Year: 1972 Voter ID: 1078016090
 Address: 169 LIBERTY ST, CARNEYS POINT, 08611
 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Early Voted

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter already voted during Early Voting in this election. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

Q WRONG VOTER, SEARCH AGAIN + MORE OPTIONS PROCESS PROVISIONAL

Already Voted

1. When a voter has already voted and tries to cast a ballot on Election Day, they will have to cast a provisional ballot.

Select **Process Provisional** to continue. Check-in as usual.

Voter Eligibility 56% 12:58 PM

BACK HOME **Already Voted**

Name: VICTOR STONE Birth Year: 1947 Voter ID: 1084502834
 Address: 18 LANDER ST, CARNEYS POINT, 08611
 Election District / Ballot Style: CARNEYS POINT TOWNSHIP-00-01 / 3-DEM Status: A

Already Voted

! Voter is not eligible to vote a regular ballot. Read instructions below.

i Voter has already voted in this election. If voter disputes, issue the voter a Provisional Ballot. Touch the green PROCESS PROVISIONAL button below to continue.

Q WRONG VOTER, SEARCH AGAIN + MORE OPTIONS PROCESS PROVISIONAL

ID Required

1. Some voters are required to present a form of ID to cast a ballot.

Touch the **Record ID** button to proceed with the check-in.

The screenshot shows the 'Voter Eligibility' screen. At the top, there's a header with a settings icon, the title 'Voter Eligibility', and battery/status indicators. Below the header are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name (CYRUS GOLD), Birth Year (1994), Voter ID (1197945148), and Address (88 JOHNSTON ST, CARNEYS POINT, 08611). To the right of the address is a box for 'Election District / Ballot Style' (CARNEYS POINT TOWNSHIP-00-01 / 3-DEM) and a 'Status' indicator (A). A yellow banner at the bottom of the voter info section says 'ID Required'. Below this is a green bar with a checkmark icon and the text 'Voter is eligible to vote.' Underneath is a light blue box with an information icon and the text: 'This voter is required to present a form of ID. Touch the green RECORD ID button below to continue.' At the very bottom are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'RECORD ID' (green).

2. Select the ID type provided by the voter. If voter did not provide ID, touch Not Provided—voter will vote provisionally.

Once the ID type is selected, check-in as usual.

The screenshot shows the 'Select Reason' screen. It has a header with the title 'Select Reason' and a 'CANCEL' button. Below the header is a light blue box with an information icon and the text: 'Select the ID type provided by the voter. If voter did not provide ID, touch Not Provided - voter will vote provisionally.' Below this are several blue buttons arranged in a grid: 'Valid NJ Drivers License or MVC Non-Drivers ID', 'Any Photo Identification', 'Government Document with the Voters Name', 'Current Utility Bill', 'Tax Bill', 'Rent Receipt', 'Other', and 'Not Provided'.

Affirm Address

1. In some cases, the voter must confirm the address on file and complete the Affirmation of Residency Form. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot.

Under the **More Options** dropdown, there are the following options: (1) Manual Provisional, (2) Challenge Voter, and (3) Request Assistance.

Once the steps above have been completed, touch **Get Voter Signature** and sign-in as usual.

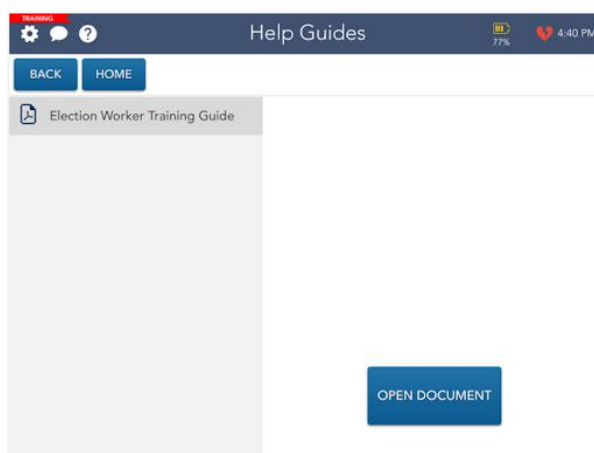
The screenshot shows the 'Voter Eligibility' screen. At the top, there is a status bar with 'MANUAL' in red, a gear icon, and the title 'Voter Eligibility'. Below this are 'BACK' and 'HOME' buttons. The voter's information is displayed: Name 'GREEN LANTERN', Birth Year '1976', and Voter ID '1179118859'. The address is '191 LIBERTY ST ST, APT 3, CARNEYS POINT, 08611'. The Election District / Ballot Style is 'CARNEYS POINT TOWNSHIP-00-01 / 3-DEM'. The Status is 'A'. Below the information, there is a section titled 'Affirm Address' with a green checkmark and the text 'Voter is eligible to vote.' Below this, a blue box contains the instruction: 'Voter must confirm address on file and complete the Affirmation of Residency Form. If the voter's current address is different than the address on file, the voter must vote a Provisional Ballot. Touch the yellow MORE OPTIONS button below for the Manual Provisional'. At the bottom, there are three buttons: 'WRONG VOTER, SEARCH AGAIN' (red), 'MORE OPTIONS' (yellow), and 'GET VOTER SIGNATURE' (green).

Help Guides & Phone Numbers

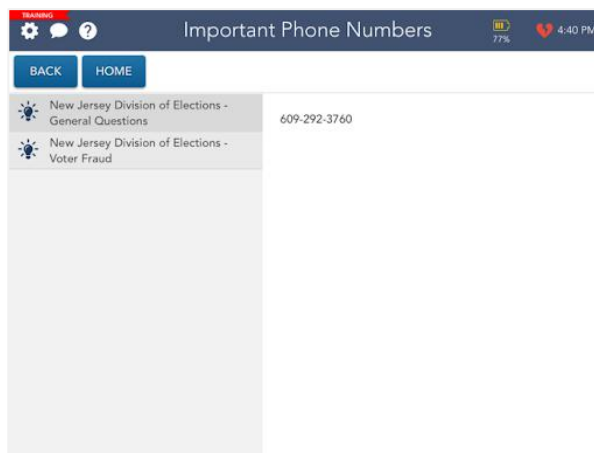
1. On Election Day, there may be times when questions come up. These questions can often be easily answered by reviewing information housed in the Touchpad. Informational documents and videos can be reviewed from the Touchpad, as well as contact information for key election staff. The Help Guides and Important Phone Numbers pages can be from the Launchpad Menu.



2. Once you have been redirected to the Help Guides page, a list of available videos and/or documents will appear in the left menu. To view a document or video, select it from the list and select the OPEN DOCUMENT button.



3. Once you have been redirected to the Important Phone Numbers Page a list of contacts will appear. Select a contact from the contact list to view their phone number.



Check-In Totals

Select the CHECK-IN TOTALS link from the Launchpad Menu to view this screen. Here, you will be able to see a running total of all ballots issued throughout the day.

The screenshot shows the 'Check-In Totals' interface. At the top, there's a header with 'TRAINING', a settings icon, a help icon, the title 'Check-In Totals', a battery level indicator at 77%, and a heart icon with the time 4:32 PM. Below the header are three buttons: 'BACK', 'HOME', and 'PRINT'. The main section has two callouts: '1' points to the 'Include For' section, and '2' points to the 'Select Date' dropdown. The 'Include For' section has two buttons: 'This Location' (highlighted in green) and 'This Touchpad' (highlighted in green). Below these are two buttons: 'No' (highlighted in green) and 'Yes' (highlighted in green). The 'Select Date' section has a dropdown menu and a 'CLEAR' button. Below these are two tables. The first table has columns: 'Ballot Style', 'Asset ID', 'Ballot Type', 'Regular', 'Provisional', 'Spoil', and 'Total'. It contains one row for 'MID001001' with values: 13, Paper Ballot, 2, 2, 1, 5. The second table has columns: 'Total for:', 'Asset ID', 'Regular', 'Provisional', 'Spoil', and 'Total'. It contains one row for 'MID001001' with values: 2, 2, 1, 5. Below these are two more tables. The first table has columns: 'Grand Total:', 'Regular', 'Provisional', 'Spoil', and 'Total'. It contains one row with values: 2, 2, 1. The second table is empty.

Ballot Style	Asset ID	Ballot Type	Regular	Provisional	Spoil	Total
MID001001	13	Paper Ballot	2	2	1	5

Total for:	Asset ID	Regular	Provisional	Spoil	Total
MID001001		2	2	1	5

Grand Total:	Regular	Provisional	Spoil	Total
	2	2	1	

These totals allow you to account for all ballots issued. In the *Include For* section at the top left of the screen, select **This Touchpad** 1, To view only the current day's check-ins, select the appropriate date in the **Select Date** dropdown. 2

Check-In Logs

Select the CHECK-IN LOGS link from the Launchpad Menu to view this screen. During Election Day, a log is kept of all the voters who have been checked in on a particular Touchpad or at the location.

Check-In Logs 4 check-ins found

Include Spoil: Yes No Only Include Provisional: Yes No Only Include For: This Location This Touchpad Sort By: Check-In Time Name Select Date: 2021-04-21 CLEAR

STONE, VICTOR Birth Year: 1947 State Voter ID: 1084502834	18 LANDER ST NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:51:30 PM JOE TRAINER	Provisional (Paper Ballot) MID001001
PARKER, PETER Birth Year: 1958 State Voter ID: 1084384641	123 3RD ST, APT 3A NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:52:50 PM JOE TRAINER	(Paper Ballot) MID001001
MARVEL, CAPTAIN Birth Year: 1988 State Voter ID: 1079969885	8 S MILLER ST, APT 8C NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:53:32 PM JOE TRAINER	Reissued (Paper Ballot) MID001001
MARVEL, CAPTAIN Birth Year: 1988 State Voter ID: 1079969885	8 S MILLER ST, APT 8C NEWBURGH, 08611 Precinct: Middletown/City...	04-21-2021 03:55:18 PM JOE TRAINER	(Paper Ballot) MID001001

These logs allow you to account for all voters checked in as well as any spoiled and provisional ballots. To change from This Location to This Touchpad, select the appropriate button in the Include For section.

Select a voter to view an image of their signature.

Closing the Election

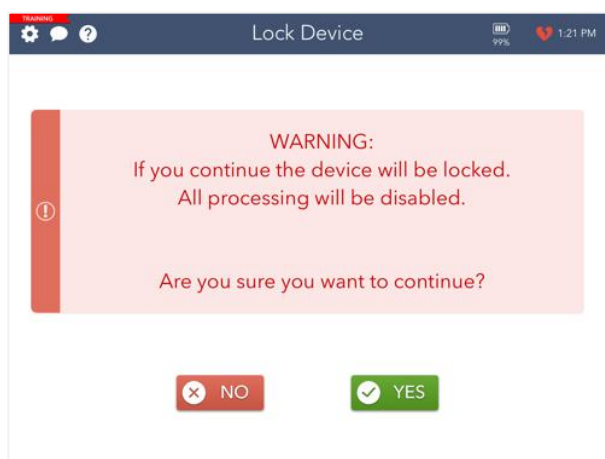
1. Once the election has ended, it is time to close the election on the Touchpads. From the Launchpad, open the Launchpad Menu and select LOGOUT.



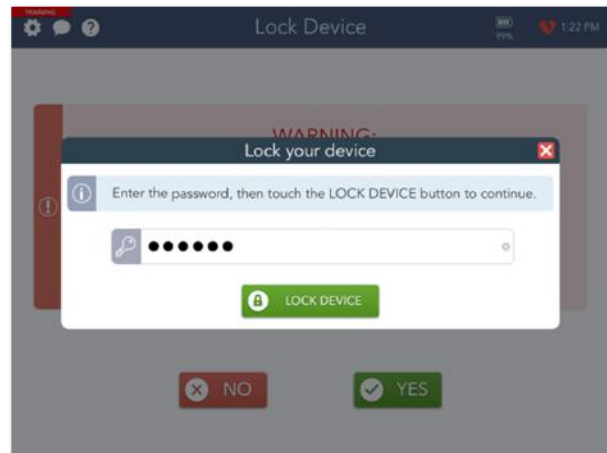
2. A pop-up will appear. Select the yellow CLOSE FOR THE DAY button to begin the closing process. This closing process will be completed at the end of each day.



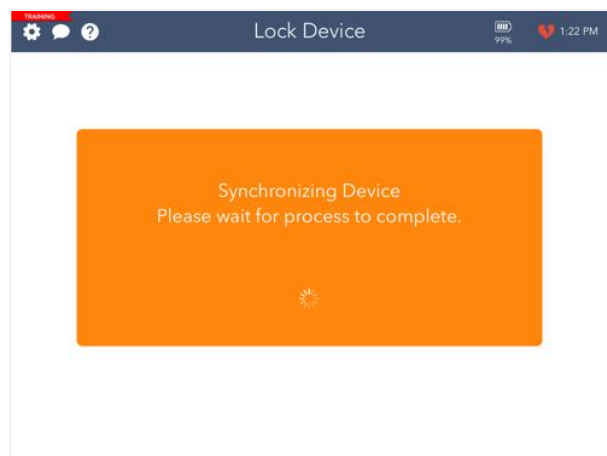
3. A warning screen will appear. If you are ready to close the election, select YES.



4. Enter the passwords you've been given to lock the device then select the LOCK DEVICE button.



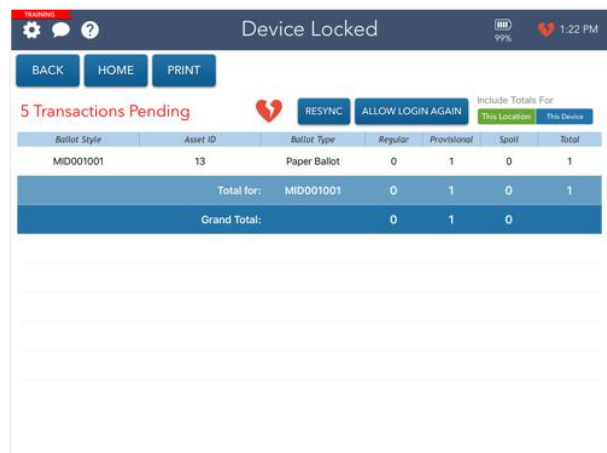
5. An orange screen will appear with a "Synchronizing Device" message. Wait for the message to disappear.



6. Congratulations, you have closed out your election!

If your Device has not sent all transactions, PENDING will appear in the left-hand corner.

Don't panic! This is normal. Complete the rest of your end-of-election procedures.



7. Power down the Touchpad by holding down the power button. Place equipment back into their carrying cases.