

## What is it?

- Electronic rosters are an electronic version of the paper polling place roster
- Multiple work stations display voter information on ipads, called “Poll Pads” that Election Judges use to look up voter information
- Anoka County’s system is already used in 27 states and will be used this year in many Minnesota counties

## What are the advantages?

- Voters choose any line at anytime
- Voters move through the line easily and quickly
- Easy to use technology
- Easy to set up
- Designed and developed by election administrators
- Simplifies the check-in process
- Eliminates the paper AB list!

## How does it work?

- No change to laws regarding voter check in and registration
- Electronic process uses a LOT less paper
- Roster data loaded into system prior to election
- Pollbook Judges look up voter's names
- Voters sign a printed voter's oath instead of a paper roster
- Voters register electronically
- Screen prompts guide Pollbook Judges through each step

## Is it secure?

- Multiple layers of security and data encryption
- Similar systems approved for military and classified operations
- Pollpads use “guided access” and no unauthorized connections can be made
- County Elections staff is able to remotely monitor each device on Election Day

## Pollbook Components

- Poll Pad (iPad in protective case)
- Stand
- Stylus (ALWAYS use stylus – not fingers)
- ID Tray
- Printer
- Power cords

## Who uses the Pollpad in the precinct?

- Duties performed by the Roster and Registration Judges combined into **Pollbook Judge**
- Any voter can be served at any Pollbook Judge station
- Pollbook Judge Duty Card and Manual provided
- Head Judges trained to provide direction and solve problems
- Cities may assign “Technology Judges” to assist with set up and address technical issues

## Pollbook Judge Supplies

- Duty Card and Poll Book Judge Guide
- **Voter Signature Certificate** replaces roster for voter signature
  - **ALL VOTERS MUST SIGN A VOTER CERTIFICATE (oath)**
    - **Voter Cert = Roster (legal document)**
  - Signed certificates stay at Pollbook Judge station
  - 2 boxes provided – one for registered voters and one for EDR
- Voter Receipts – NO CHANGE from current practice
  - Split precincts – record school district # on receipt
  - Voter takes voter receipt to Ballot Judge
- Large print copy of voter oath and list of valid ID documents for registration

LET'S GET STARTED!

# PROCESSING VOTERS

## VOTER

### **Checking in Registered Voters:**

- Ask voter's name – type in first three letters of first and last names
- Ask voter's address – if voter with same name ask for DOB
- Click on correct voter's name
- Repeat information back to voter to confirm name and address
- Select “accept” – voter certificate will print
- Ask voter to sign certificate to affirm the oath
- Issue a white voter receipt and direct voter to the Ballot Judge
- Place the signed voter certificate into the box provided

VOTER

LAST NAME: Washington

FIRST NAME: George

ADDRESS: 2659 W. Gulf Drive

DOB: 12/31/1969

VOTER

LAST NAME: Jackson

FIRST NAME: Andrew

ADDRESS: 1250 Tennis Place Ct.  
#B21

DOB: 03/15/1907

### **Voter's Name Not Found?**

#### **Search by date of birth**

- Select "advanced search"
- Delete letters from name fields
- Enter voter's date of birth
- If voter's name appears continue with the check-in process
- ADDRESS

## ADVANCED SEARCH

LAST NAME: Linedecker

FIRST NAME: Scott

ADDRESS: 1538 Royal Poinciana Dr.

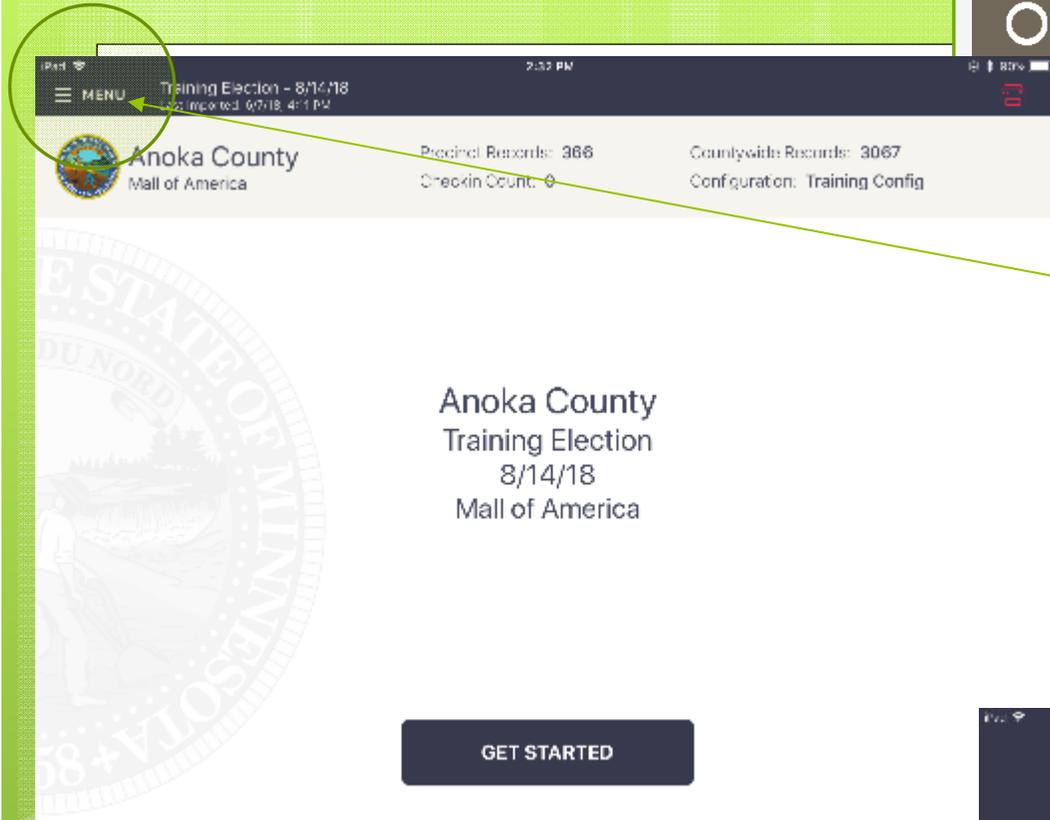
DOB: 05/27/1976

[DOB Search](#)

### **Poll Pad handles every type of voter check-in**

- The next several slides will work us through the following voter check-in scenarios:
  - Voter with address or name change (EDR)
  - New registrant (EDR)
  - New registrant with voucher (EDR/Voucher)
  - Absentee voter (AB)
  - Challenged voter
  - Voter ID required

## OTHER VOTER CHECK-INS



1. Press "MENU" in the top left corner

2. On the next screen, press "Register Voter"



## ADDRESS CHANGE EDR

LAST NAME: Taylor

FIRST NAME: Zachary

DOB: 11/24/2004

OLD ADDRESS: 1046 Sand Castle Rd.

NEW ADDRESS: 407 Airport Way

ID: SSN (last 4 digits 1234)

ID METHOD: Photo ID + Document with Current Name & Address

TYPE OF ID: US Passport

ID#: 123456789

DOCUMENT TYPE: Rent Statement

VOTER

LAST NAME: Jefferson

FIRST NAME: Thomas

ADDRESS: 970 Palm St.

DOB: 04/13/1903

NEW REGISTRANT EDR

LAST NAME: Hamilton

FIRST NAME: Alexander

DOB: 04/16/1976

ADDRESS: 1491 Center Street

ID: MN Issued DL

ID METHOD: ID with Current Name &  
Address

TYPE OF ID: MN Driver's License

NEW REGISTRANT WITH VOUCHER

LAST NAME: Roosevelt

FIRST NAME: Theodore

DOB: 08/02/1980

ADDRESS: 970 Palm St.

ID: Voter does not have DL, ID, or SSN

ID METHOD: Other

TYPE OF ID: Vouched For

VOUCHER INFORMATION

Pre-registered to vote in this precinct

VOTER ID: 999353919

VOUCHER NAME: John Smith, Jr.

ADDRESS: 2999 Twin Ponds Drive

PHONE NUMBER: 555-555-5555

ABSENTEE

LAST NAME: Adams

FIRST NAME: John

ADDRESS: 970 Palm Street

DOB: 10/30/1905

## CHALLENGE

LAST NAME: Lincoln

FIRST NAME: Abraham

ADDRESS: 442 Lake Murex Circle

DOB: 02/12/1809

[CLEAR CHALLENGE](#)

## CHALLENGE

LAST NAME: Monroe

FIRST NAME: James

ADDRESS: 2777 W. Gulf Dr. #111

DOB: 04/28/1758

CHALLENGE REFUSED

VOTER ID REQUIRED

LAST NAME: Fillmore

FIRST NAME: Millard

ADDRESS: 816 Limpet Drive

DOB: 01/07/1800

PLEASE CHECK VOTER ID – ID CONFIRMED

VOTER

LAST NAME: Smith

FIRST NAME: John

ADDRESS: 2999 Twin Ponds Dr.

DOB: 07/27/1925

### **What if I make a mistake?**

- Head Judge trained to handle mistakes
  - Wrong voter processed
    - If Pollbook Judge processes the wrong voter the Head Judge can cancel the check-in
- Reprint Voter Certificate
  - If printer doesn't print correctly, Head Judge can reprint a voter certificate

PRECINCT FINDER  
POLLING PLACE LOCATOR

MENU

PRECINCT FINDER

ENTER ADDRESS:

903 Almas Ct., Aqua City, MN

SEARCH

PRINT LOCATION

END OF DAY

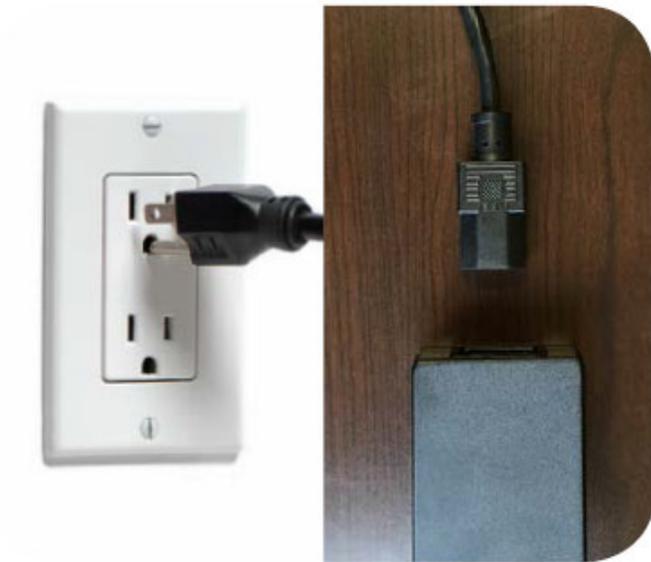
# CLOSING EQUIPMENT

## PACKING UP



1. Green Case
2. Poll Pad Stand & Arm
3. Poll Pad Base
4. Lightning to USB Cable and Power Adapter
5. Two (2) Stylus
6. Green Power Cord (*NOT ANOKA*)
7. ID Tray
8. Printer (*cords included*)
9. Screen Cloth

## PACKING UP



### Unplug Printer

Unplug printer from outlet, disconnect printer cable from transformer box and printer.

**NOTE: Keep Poll Pad powered ON**

## PACKING UP



### Fold Stand Arm

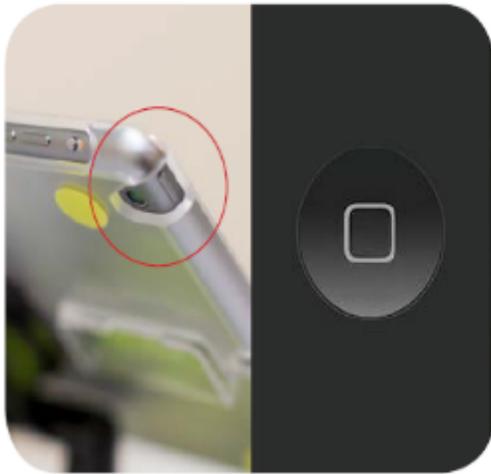
After disconnecting hardware from the iPad, place components back in carrying case. Once the stand arm has been removed from the iPad and battery base, fold the stand arm backwards to fit in the case.

**NOTE:** Keep Poll Pad powered ON

## PACKING UP

Note for today's training:

**DO NOT POWER OFF**



### Power Off iPad

Turn off iPad by holding the power button and home button (pictured) simultaneously until the screen goes black. Place iPad in the carrying case.

## PACKING UP



1. Printer power cord (transformer box)
2. Printer cable
3. Poll Pad stand arm
4. iClip (ID scanner)
5. iPad charging cord

## PACKING UP



6. Stylus (2)
7. Printer
8. Poll Pad base
9. iPad

BREAK

**BREAK**

*The next section of training covers set up of the system  
on election day and troubleshooting*

ELECTION DAY  
POLL PAD SET-UP

# WIFI CONNECTIVITY

Start of Day

-Make sure to **POWER ON** hotspot/jetpack  
in polling location at beginning of day  
(plug into electrical outlet)

# WIFI



**STEP 1:** Remove equipment from packaging.

**STEP 2:** Attach antennas (2) to device.



**STEP 3:** Plug the SA2100 into primary AC power supply. (Electrical outlet, extension cord, power strip, etc)



**STEP 4:** The device will power on once connected to electricity (This can take up to 2 minutes)

# WiFi



**STEP 5:** After powering on, the lights on the FRONT of the device will illuminate. The light on the FRONT LEFT side of the device will indicate connection to the cell tower (light can appear different colors: red, green or blue) and the 5 bars located ABOVE this indicate signal strength.



**STEP 6:** FRONT RIGHT side of the device (located far-right) should be a solid green. (Power Indicator)

**STEP 7:** On the FRONT RIGHT side of the device (the second from the right green light) is the SSID indication light.



**SA2100 WiFi Set-Up**

## WHAT'S IN THE CASE?

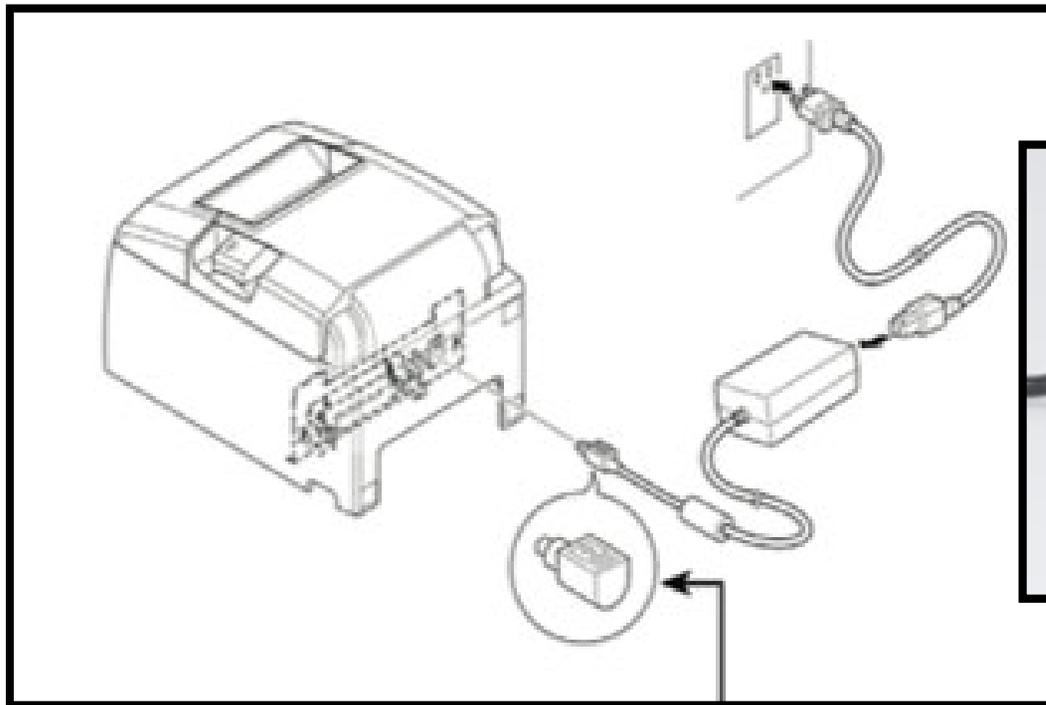


1. Green Case
2. Poll Pad Stand & Arm
3. Poll Pad Base
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8. Printer (*cords included*)
9. Screen Cloth

PRINTER

# PRINTER SET UP

## PRINTER SETUP



### **LOCATE PRINTER**

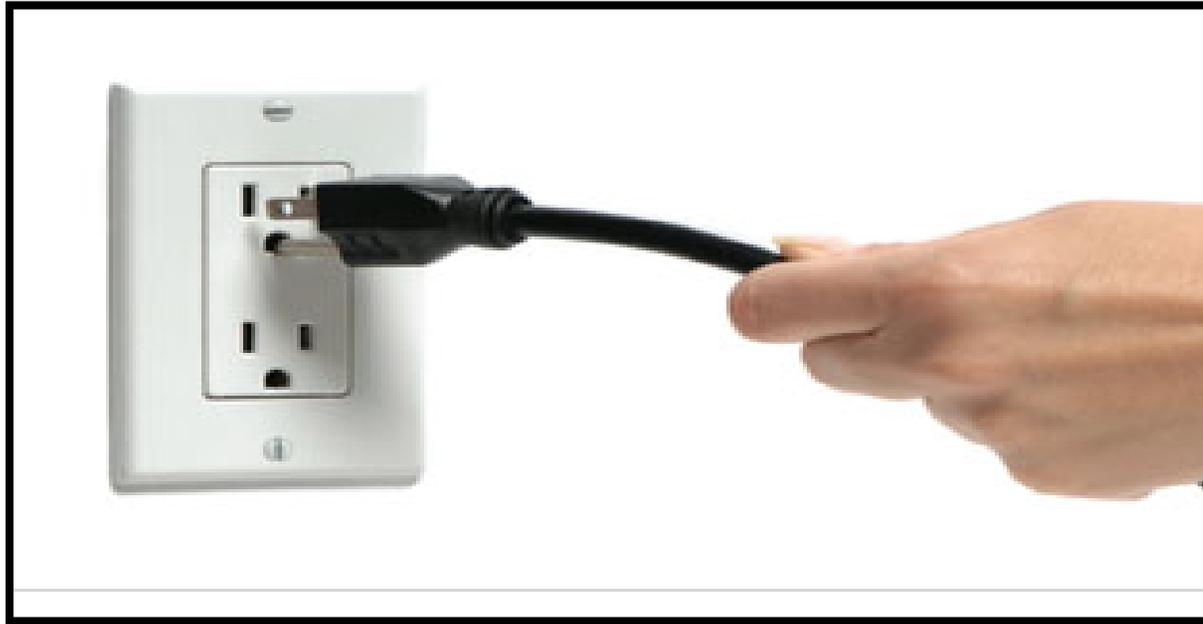
Open the transport case and remove printer, adapter and power cord.

### **CONNECT TO POWER ADAPTER**

Connect the power cord to the power adapter.

**NOTE: Ensure secure connection**

## PRINTER SETUP



### **PLUG PRINTER INTO OUTLET**

Plug your printer into a wall outlet.

**NOTE: Make sure your check-in table is close to the wall outlet or you have an extension cord available.**

## PRINTER SETUP



### **TURN PRINTER ON**

The ON/OFF switch is located on the left side of the printer. If you do not see a green power light on the front panel, check the power cord connections and make sure the outlet has power.

### **CONFIRM CONNECTION**

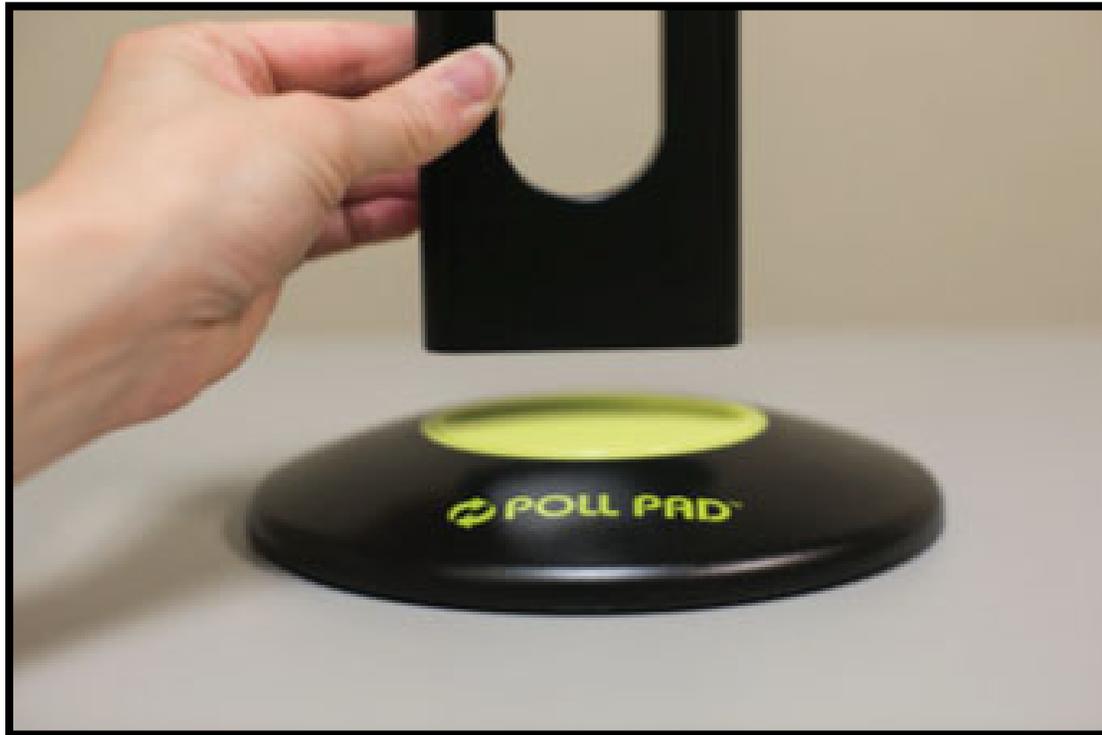
Look for blue light on the back of the printer to confirm the wireless printing connection is successful.

# POLL PAD SET UP



### **1 STAND ARM**

To attach the stand arm to the iPad shell, press the buttons on the side of the arm and place in circular opening. Release buttons and rotate the arm until you hear a click.



### **2** CONNECT ARM TO BASE

Take arm and place into Poll Pad Base. Once attached rotate iPad making sure the camera is on top, oriented in a landscape position.



### **3 ATTACH PHOTO ID TRAY**

Attach the ID tray to the iPad using the mounting clip. Once attached, insert stylus into the holding slot. Adjust the iPad to a suitable angle.

## MEET THE POLL PAD



1. Power Button
2. Home Button
3. Poll Pad & Protective Shell
4. Stand Arm
5. Poll Pad Base
6. Camera
7. Stylus Holding Slot
8. Photo ID Tray

## POLL PAD



1. Connect USB cable to power adapter
2. Open power adapter and connect to AC power source
3. Connect cable to Poll Pad lightning connector

*Note: Poll Pad may automatically power ON when connected to AC source*

## POWERING ON



### 1 POWER ON POLL PAD

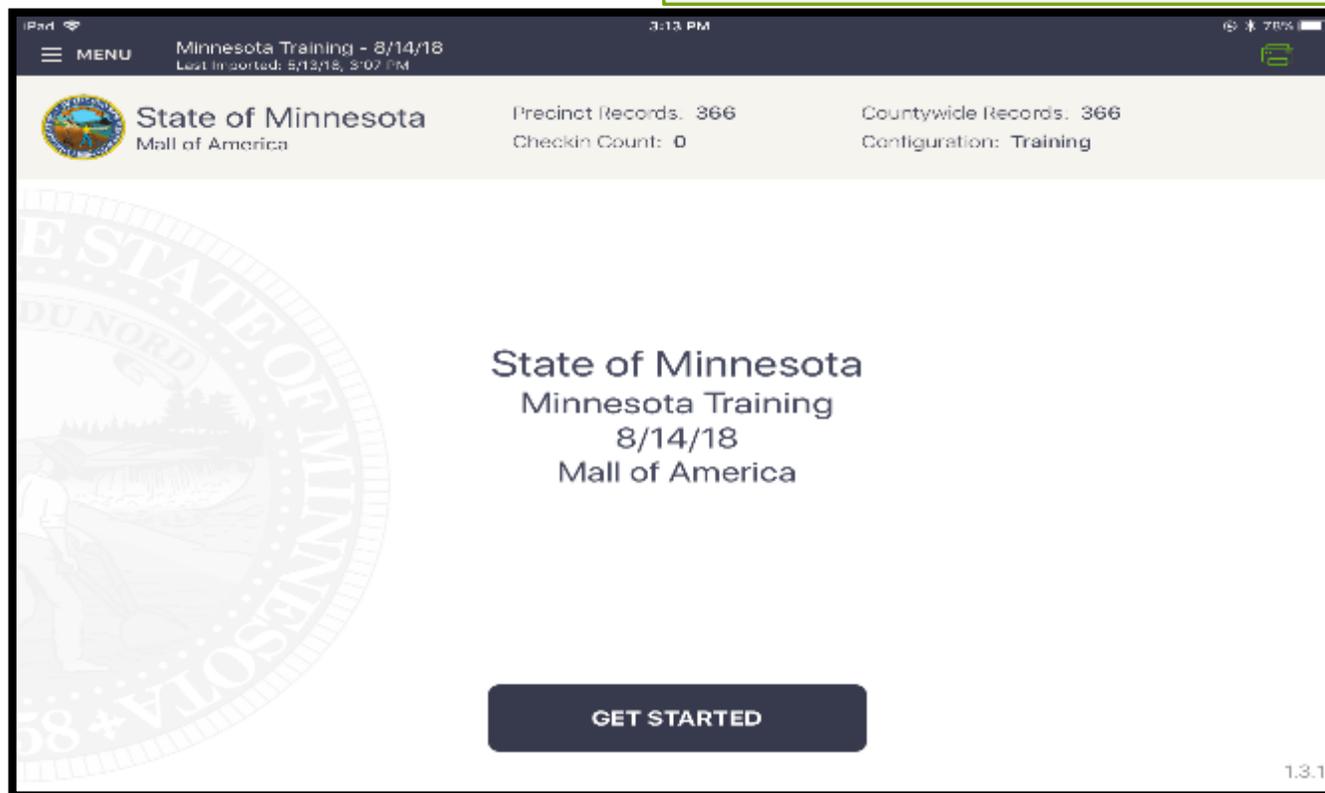
Press the power button on the top left edge of the unit until you see the Apple icon, then release. The iPad will power on, and the Poll Pad application will launch automatically.

**NOTE: Poll Pad will power on if connected to AC power**

Note for today's training:

**UNIT MAY ALREADY BE ON**

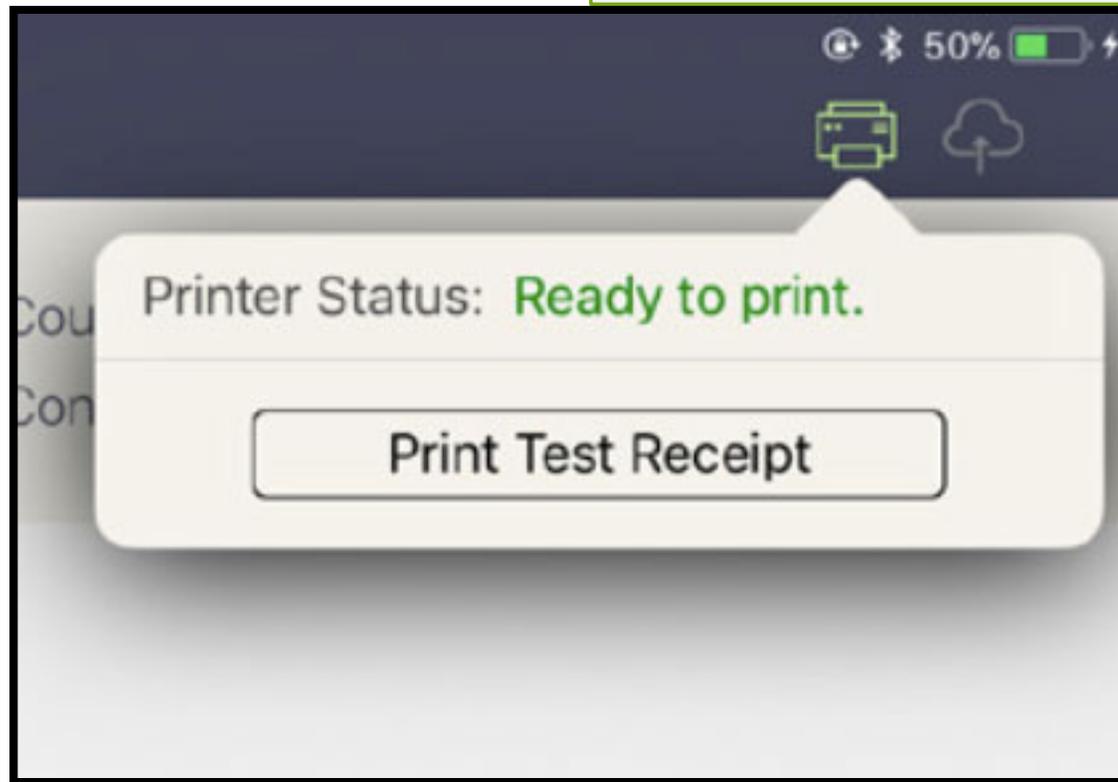
# MORNING CHECKLIST



## 2 HOME SCREEN CHECKLIST

- Name of Jurisdiction
- Election Name and Date
- Polling Place Location is Correct  
(Most Important)
- Check-in Count = 0
- Battery Life is Close to Full (90% or greater)

## MORNING CHECKLIST



### **3 CONNECT & TEST PRINT**

A green printer icon on the Poll Pad means you are connected to the printer.

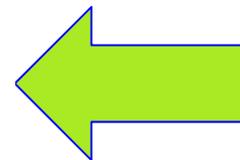
Press the green printer icon and select 'Print Test Receipt' and a sample receipt will print. You are now ready to sign in and process voters.

LET'S GET STARTED!

IT'S 7:00am...THE POLLS ARE OPEN

PRESS **GET STARTED!!!**

**GET STARTED**



What could go wrong?

### **Head Judge has “special powers”**

- Head Judge corrects errors and performs troubleshooting
- More information at Head Judge training sessions
- Step-by-step instructions provided on Election Day
- Following procedures and documenting issues an important part of Head Judge duties
- Problems and errors could potentially affect statistics
- Passwords may be required for some actions
- City Clerk and County will provide support



## POLL PAD SCREEN IS UNRESPONSIVE

① Unplug unit from power source (electrical outlet, battery, etc.)

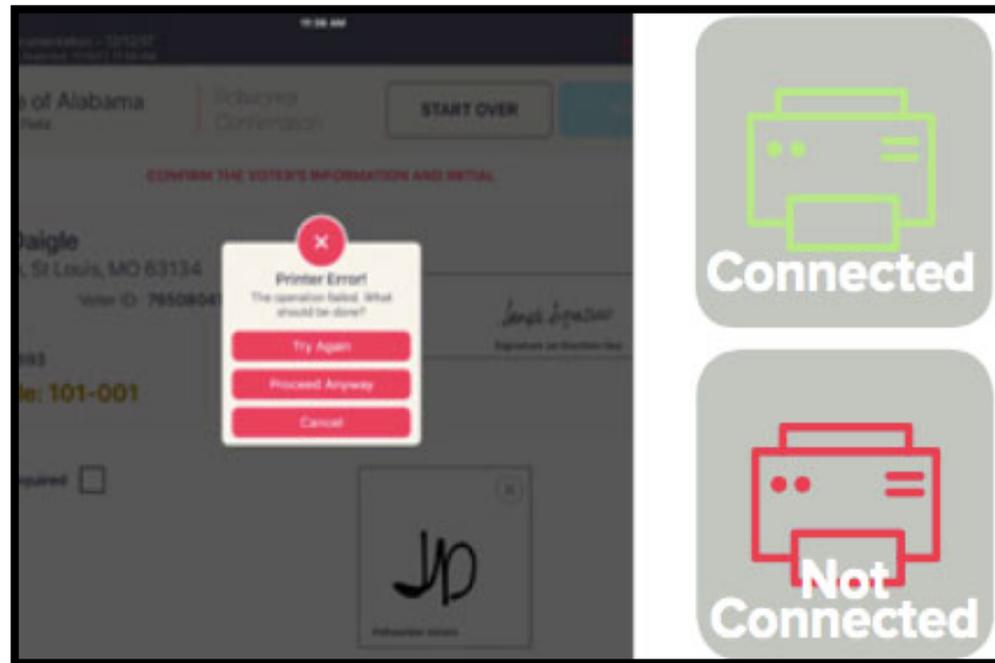
**If the Poll Pad screen is unresponsive, perform the following steps:**

② Hold down the Sleep/Wake and Home buttons simultaneously

③ Release both buttons once the Apple logo displays on screen

④ After application launches, return to previous activity.

**REMEMBER:** Unplug power cord from Poll Pad **BEFORE** hard reset



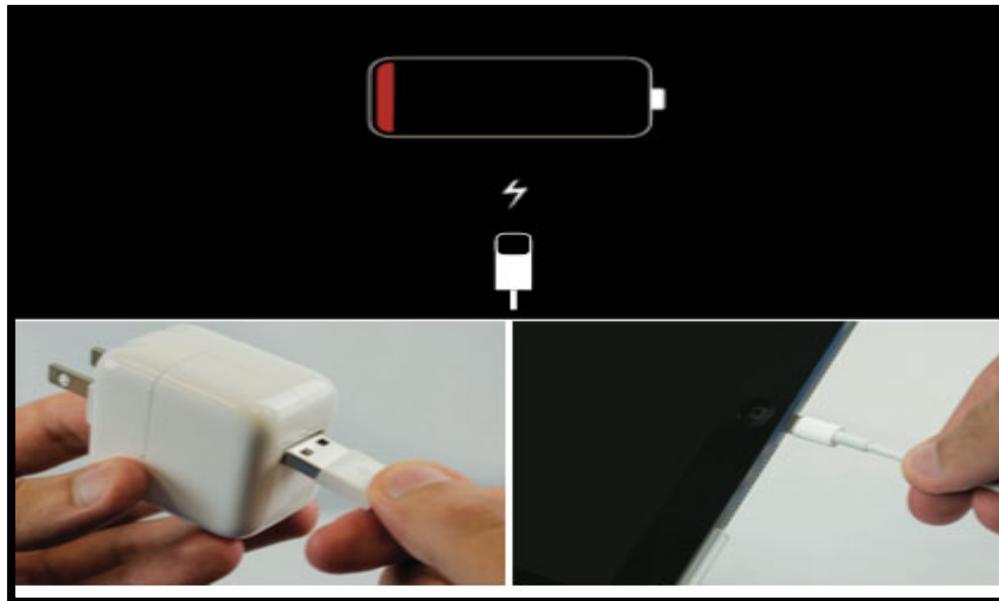
## NOT PRINTING / STOPS PRINTING

- 1 Make sure the printer is turned 'ON.'
- 2 Confirm the printer is plugged into outlet and cords are securely connected.
- 3 Check paper is installed correctly.
- 4 Confirm connection with Poll Pad (green icon).



### **CHANGING PAPER**

- ① Open printer
- ② Reload paper with the paper flap toward you, feeding from the bottom/underneath roll.
- ③ Close and Print Test Receipt



## CHARGING POLL PAD

- ❶ Plug USB end of power cable into power cube
- ❷ Plug power cube into an AC wall outlet
- ❸ Plug power cable into Lightning Connector on Poll Pad
- ❹ Wait about five minutes for the Poll Pad to charge
- ❺ Once there is sufficient power, Poll Pad will auto power on
- ❻ Resume normal operations

**NOTE:** To confirm your unit is charging, verify battery icon is green and lightning bolt is displayed.



### Barcode Not Scanning

- Not lined up properly: Place ID barcode within the frame on the Poll Pad screen
- Lightning glare: Adjust the ID or move the stand and resume.
- Barcode is damaged.
- Voter is not registered.
- DMV record does not match the Voter Registration record (example: Bill/William).



## THINGS TO REMEMBER!!!

- Confirm battery charge on Poll Pad (90% or greater to begin day)
- Plug into electricity when battery life reaches 20% if not charging from *START OF DAY*.
- Use the stylus – not fingers!
- Match the Poll Pad ## to the printer ## assigned to it.
- REMEMBER...less is more! Search for voters using first three letters of last and first names
- If you can't find a voter's name – remember to search different ways: using their address and/or DOB

# WIFI CONNECTIVITY

## END OF DAY

-Make sure to **POWER OFF** hotspot/jetpack in polling location at end of day (unplug from electrical outlet)

### **Follow Closing the Polls checklist**

*Setting up the hotspot will be the FIRST and LAST duty to be performed*

*It is important to leave the Hotspot connected until the VERY END of the day*

QUESTIONS...JUST ASK!

Comments, Feedback, or  
Questions?????

# GET STARTED GUIDE

