

TABULATOR INSPECTOR #1

- To ensure ballot secrecy, the voter must put the ballot back in the secrecy sleeve with the stub exposed when they leave the voting booth.
- Ask voter if they voted back and front side of ballot (if applicable).
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote
- Remove the ballot stub & Application to Vote.
- Put the Application to Vote on the spindle in voter number order.
- Instruct the voter to feed the ballot into the tabulator – *like feeding a dollar into vending machine.*
- Ask voter to wait at machine until they get the “Ballot Successfully Cast” screen.
- ***If the tabulator indicates an error by flashing the green and red buttons, refer to the “Tabulator Script” card.***
- If a voter wishes to cast an overvoted or blank ballot “AS IS” make sure they are the one to press the green “CAST” button.

TABULATOR INSPECTOR #2

- Ask voter if their ballot was successfully cast. Hold up line and double check if necessary.
- Give voter “I Voted” sticker.
- Collect secrecy sleeve.

SPECIAL BALLOTS

- Sample Ballots (Yellow) **NEVER** go in tabulator.
- VAT Test Ballot—**NEVER** goes in tabulator.
- Provisional **Envelope** Ballots—**NEVER** go in tabulator.
- Challenged Ballots - Go into tabulator.
- Provisional **Affidavit** Ballots - Go into Tabulator.

TABULATOR INSPECTOR #1

- To ensure ballot secrecy, the voter must put the ballot back in the secrecy sleeve with the stub exposed when they leave the voting booth.
- Ask voter if they voted back and front side of ballot (if applicable).
- Verify the number on the ballot stub against the ballot number recorded on the Application to Vote
- Remove the ballot stub & Application to Vote.
- Put the Application to Vote on the spindle in voter number order.
- Instruct the voter to feed the ballot into the tabulator – *like feeding a dollar into vending machine.*
- Ask voter to wait at machine until they get the “Ballot Successfully Cast” screen.
- ***If the tabulator indicates an error by flashing the green and red buttons, refer to the “Tabulator Script” card.***
- If a voter wishes to cast an overvoted or blank ballot “AS IS” make sure they are the one to press the green “CAST” button.

TABULATOR INSPECTOR #2

- Ask voter if their ballot was successfully cast. Hold up line and double check if necessary.
- Give voter “I Voted” sticker.
- Collect secrecy sleeve.

SPECIAL BALLOTS

- Sample Ballots (Yellow) **NEVER** go in tabulator.
- VAT Test Ballot—**NEVER** goes in tabulator.
- Provisional **Envelope** Ballots—**NEVER** go in tabulator.
- Challenged Ballots - Go into tabulator.
- Provisional **Affidavit** Ballots - Go into Tabulator.