# e-PollBook: Proposal 18-3 Supplemental Instructions

These instructions supplement the e-Pollbook Manuals and include recent software changes necessitated by the passage of Proposal 18-3 and corresponding legislation.

## Unlisted Voters With a Receipt

When a voter is not found under the **This Precinct** tab or the **Other** tab and they were registered by the local clerk's office after the e-Pollbook was downloaded for the election they must present the Clerk's Office Voter Registration Receipt. The voter must be added to the EPB from the Unlisted tab, then a ballot can be issued per the instructions on the receipt.
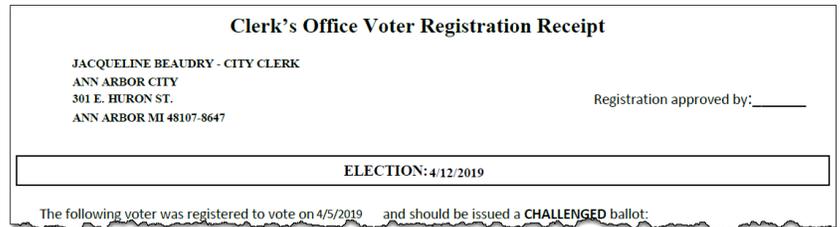
**Clerk's Office Voter Registration Receipt**

JACQUELINE BEAUDRY - CITY CLERK
ANN ARBOR CITY
301 E. HURON ST.
ANN ARBOR MI 48107-8647

Registration approved by:_____

ELECTION: 4/12/2019

The following voter was registered to vote on 4/5/2019 and should be issued a **CHALLENGED** ballot:

**To add a voter to the list:**

1. Click the Unlisted tab
2. Click New
3. Enter the voter's information
4. Click the "Has Receipt" box to enable the option and the cursor automatically moves to the License field
5. Swipe the DL/PID or scan the barcode to add the id number and the Unlisted Voter window will automatically close. The ID number can also be hand-typed, then click OK.
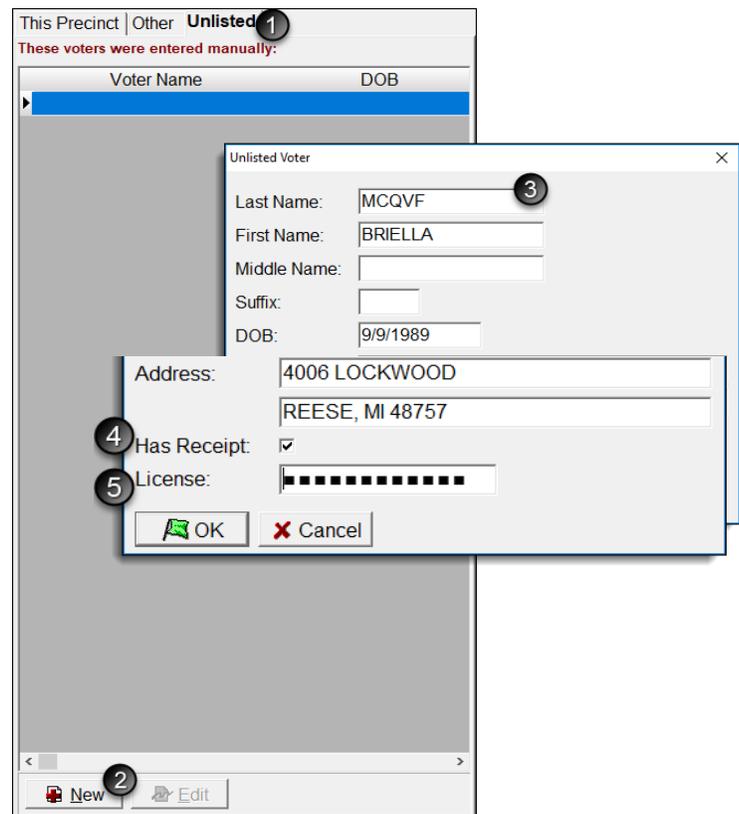
After the voter is added, a ballot number must be assigned. Follow the instructions provided on the receipt to select the correct ballot type button (Regular or Challenged).

This Precinct | Other | **Unlisted** (1)
These voters were entered manually:

| Voter Name | DOB |
|---|---|
| | |

Unlisted Voter

Last Name: MCQVF (3)
First Name: BRIELLA
Middle Name:
Suffix:
DOB: 9/9/1989
Address: 4006 LOCKWOOD
REESE, MI 48757
(4) Has Receipt: ☑
(5) License: ●●●●●●●●●●●●

OK    Cancel

(2) New    Edit

If the receipt says that the ballot must be prepared as "challenged", perform the following steps:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.

**Important note:** Ballot numbers must be manually entered for unlisted voters and the next regular ballot issued will need to be adjusted, it will not auto advance.
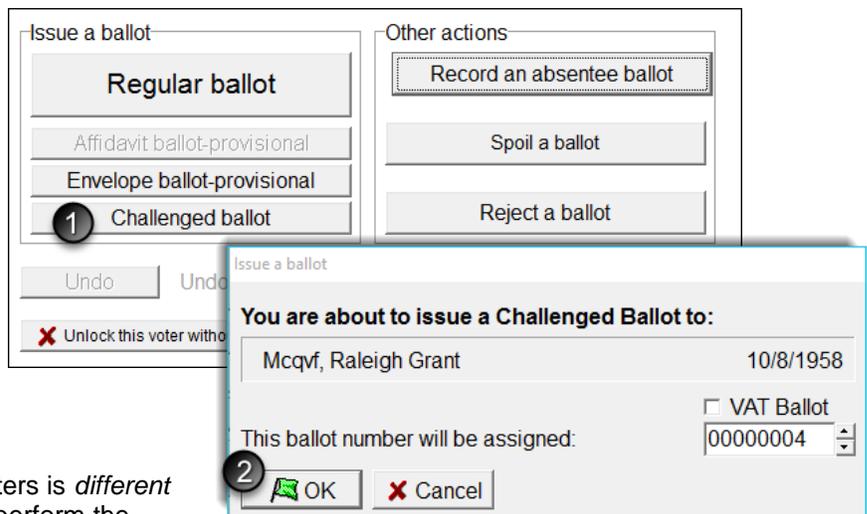
## Voter Message - Challenged Ballot
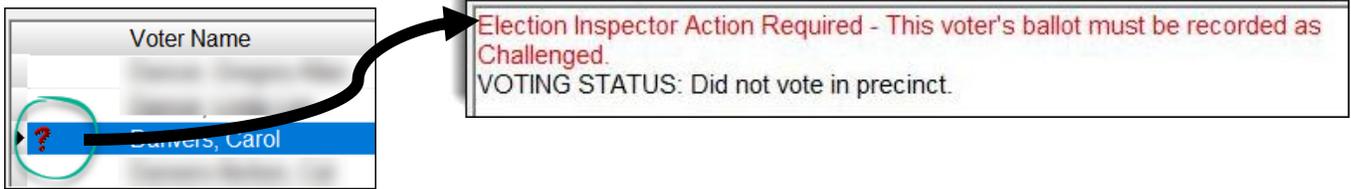


When the EPB indicates in red text that an inspector action is required to record a voter's ballot as challenged (shown above), perform the actions listed below.

(These voters registered within 14 days of the election with an alternative proof of residency.)

**To issue a Challenged ballot:**

Pull the voter's record up in the EPB software, lock it in if necessary and:

1. Click Challenged ballot
2. Verify the ballot number being issued is correct or enter the ballot number and click OK



**Important note:**
The Challenged ballot procedure for these voters is *different* than formal challenges. Outside of the EPB, perform the following steps when issuing the challenged ballot:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (**not** on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Use the Challenged ballot button to enter the voter's ballot number into the e-Pollbook. If your precinct has more than one ballot style, issue the ballot style noted on the receipt.
4. The voter will then vote the ballot and place the ballot in the tabulator as usual.