



# ALLEN COUNTY INDIANA CLERKS CHECKLIST

## BEFORE ELECTION DAY

- Attend training, vote early and plan for your Election Day meals
- Expect a call from your Inspector prior to Election Day
- Have all your guides and checklist ready for Election Day

## MORNING DUTIES ON ELECTION DAY

Start at 5:00 AM until 6:00 AM

- At 5:00 AM**, meet with all workers at the polling location **per Indiana law**. Receive oath from Inspector
- Put the checklist, Clerk's Reference Guide and Election Day Written Voting Instructions (in Election Day Binder) on Clerk table for easy reference
- Cut seals off Poll Pad cases while the Inspector and Democratic Judge observe
  - Locate Poll Pad Seal and Count Log inside Poll Pad case
  - Clerks record whether seals matched, missing or broken and initial
  - Put cut seals in small red seals envelope
- Set-up equipment in the order listed below. Refer to the Poll Pad section in the Inspector manual for further detailed instructions

### 1. CradlePoint

- Retrieve CradlePoint from Inspector cart
- Plug in and add antennas
- Verify blue signal bars are lit on the side of the CradlePoint

### 2. Remove all items from Poll Pad case

### 3. Printer

- Make sure printer is turned OFF
- Connect power cord to power adaptor brick
- Plug power connector in back of printer
- Plug power cord into power strip
- Turn the Printer ON
- Look for green light on front panel of printer

### 4. Poll Pad

- Open flap on Poll Pad case and fold around to back
- Fold flap into a triangle to create stand for Poll Pad to sit upright
- Turn on one Poll Pad by pressing power button on left edge until Apple logo appears**
- Plug white power cord into Poll Pad
- Plug white charger cord into power strip
- Verify polling location is correct
- Verify Precinct Records is less than 5,000
- Verify the Check in Count = zero. Both Clerks check appropriate box and initial the Poll Pad Seal and Count Log. Return the completed log to the case



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### Synchronize one Poll Pad at a time

- Look for Green Printer and Cloud Icon on screen
  - Press “Get Started”
  - Sign in with credentials – get Poll Worker Credentials card from small red cards envelope
  - Tap on Green Printer – Tap “Test Print”
  - Tap on Green Cloud – Tap “Synchronize Now” to download Absentee Ballots
- Repeat all steps for other Poll Pad
  - Poll Pad Problems?
    - Alert Inspector if the Poll Pad count is not zero
    - Alert Inspector if the Poll Pad is NOT ready to accept voters by 5:30 AM
    - Call Election Day Hotline 449-4095
    - Refer to the troubleshooting guide in Inspector manual if cloud and printer are not green on the Poll Pad  
Call Election Day Hotline 449-4095
  - Assist Inspector with polling location signs and sample ballots

### ELECTION DAY 6:00 AM to 6:00 PM

- At 6:00 AM - Smile!!! It’s Election Day!
- Ask voter in line for photo ID
- Verify photo ID is one of the acceptable forms of ID
- Verify ID expiration date
- Select Scan or Manual Entry**
  - Find voter in Poll Pad
  - Verify ID conforms to name in Poll Pad record
  - Ask Voter if address is unchanged from what is listed in Poll Pad
  - If address has changed-STOP- alert Inspector and select GO BACK and assist next voter
  - If address is unchanged, press address unchanged
  - Turn Poll Pad around and have voter confirm information
  - If all is correct, ask voter to press ACCEPT
  - Ask voter to select party and press ACCEPT (Primary Only)
  - Ask voter to sign and click DONE SIGNING
  - Turn Poll Pad back around and verify voter’s signature conforms to signature on file
  - Press SUBMIT to print ticket
  - Return ticket and ID to voter and direct them to voting machine waiting line or judge



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- Alert the Inspector if the following occurs for further instructions:
  - Voter has address different than what is on Poll Pad, name or DOB change (VRG-4/12)
  - Voter requires assistance to vote (PRE-3)
  - Voter wants to turn in mailed Absentee Ballot and vote on machine
  - Voter has not received his/her mailed absentee ballot and wants to vote (PRE-5)
  - Voter left mailed Absentee Ballot at home and will not return home to retrieve it (Provisional Ballot)
  - Unacceptable Voter ID or No ID - (Provisional Ballot)
  - Voter's name is not in Poll Pad – (Contact Election Board or Voter Registration)
  - Member of the military or public safety officer leaving to respond to emergency or returns after responding to an emergency (PRE-19)
  - Voter has an ABS-21 from the Election Board
  - Voter would like to review a sample ballot before voting (iPad in clear case)
  
- If a voter needs to complete a Provisional Ballot, both Clerks must initial the back of the Ballot card and secrecy sleeve. Inspector must call Election Board 449-4095

### CLOSE OF POLLS

After 6:00 PM until completion of duties

- Polls close at 6:00 PM but eligible voters in line will be able to vote. Wait behind last voter in line. Count how many voters are in line to vote at 5:59PM to be recorded on the PRE-1 Oath book
- Obtain Poll Pad Seal and Count Log from inside Poll Pad case. Sync the Poll Pad one last time. With the Clerk from the opposite party, write the Poll Pad final count number on the log and give count number to Inspector
- Unplug all devices from power outlets and turn off Poll Pad and Printer
- Return ALL Poll Pad items into correct case. Refer to Poll Pad Unpacking and Repacking instructions (Inspector Manual and inside poll pad case)
- Retrieve a new green seal from small red seals envelope. Record seal number on Poll Pad Seal and Count Log and both Clerks initial. **PLACE LOG INSIDE POLL PAD CASE BEFORE SEALING.** Close case and seal with a green seal. **REPEAT PROCESS FOR OTHER POLL PAD**
- Retrieve CradlePoint with attached plug, place in CradlePoint box and return to Inspector cart
- Assist in collecting all signs, posters and supplies and place in the correct supply tub or Election Day Binder. Refer to lists for location of items
- Remain at the polling location until all voters have left, all documentation is complete, the voting machines have been closed and sealed and the Inspector dismisses you