Flow Chart #2: Voters Without A Pollbook Label

START HERE

Confirm voter came from the Registration Table and does NOT have an ATV with a pollbook label.

Search for the Voter's Name in *Voter Search*.
Is the voter registered to
vote in Wake County?

— **NO** →

Not Registered
Explain that the person is not registered in Wake County and, therefore, is not eligible to vote in Wake County. Offer a *Voter Registration Form*, or if the person insists on voting, offer a provisional ballot[1].

YES ↓

Check Absentee Status in *Voter Search*.
Does *Voter Search* show the following?
THIS VOTER HAS ALREADY VOTED.

— **YES** →

STOP **Already Voted**
Call the Help Line for instructions.

NO ↓

View the Precinct of the Address in *Street Search*.
Ask the voter where they lived on
October 6, 2024.
Locate the address in *Street Search*[2] and identify the correct ballot style.[3]

Is the address in the precinct where you are working?

— **NO** →

Wrong Precinct
Send the voter to the precinct of the residential address where the voter lived on October 6, 2024. If the voter refuses to go, offer a provisional ballot[1].

YES ↓

**Compare Addresses in
Voter Search and *Street Search*.**
Is the address you entered in *Street Search* the same as the address the voter is registered at in *Voter Search*?

— **YES** →

Missed In Pollbook
Ask the Chief Judge to walk the voter back to the Registration Table. The voter has a pollbook label. If the Chief Judge is unable to find the voter in the pollbook, call the Help Line.

NO ↓

Unreported Move
Explain both **Option A** and **Option B** to the voter. The voter may choose which option they prefer.

— **A** →

Unreported Move
Vote a provisional ballot here, and select provisional voting reason "**1. Unreported Move**" on the provisional envelope[1].

— **B** →

Unreported Move
The voter may go to their old precinct and request to be transferred back to your precinct with their ATV.

1. If the voter completes a provisional ballot, the Help Table Official should verify their Photo ID.
2. If the voter lives on a college campus, refer to the *Laptop User Guide* for how to type campus addresses.
3. In very rare cases, the voter may have left the voting enclosure earlier in the day after receiving an ATV. Ballot Table Officials will notify you if a voter's ATV was spoiled and will tell you whether the voter received a ballot. Call the Help Line if that voter returns.

Help Table Quick Guide

Election Day

Checklist

This Checklist must be completed by Officials working at the Help Table.

Name(s): _____

Monday Setup

☐ Set up the Help Table Kit supplies from the gray bin. Refer to the *Help Table Kit Supply List* (located in the folder in the Help Table Kit) to determine if any supplies are missing. Notify the Chief Judge immediately about any missing or broken items.

☐ Ask your Chief Judge for your precinct mobile phone and mobile phone number. Confirm the mobile phone works for incoming and outgoing calls, and report any problems to the Help Line. **Leave the mobile phone plugged in and turned on near the Help Table to charge overnight.**

☐ Assemble the Dry Erase Sign Kits from the gray bin using all three post segments, and attach the *Help Table* sign from the sign package. Place the sign on the table.

☐ Post the *Provisional Voter Booth* sign from the sign package on the voting booth next to the Help Table.

☐ Tape the Red Provisional Ballots and Pollbook Pages Bag (located in the Chief Judge Binder) to the edge of the table.

☐ Post all relevant signs from the sign packages.

☐ **Remind the Chief Judge to take the laptop(s) home overnight.**

Tuesday Before Opening the Polls

☐ Set up and log into the laptop(s) using the password the Chief Judge provided during Monday Setup.

☐ Make sure the mobile phone is on. Set it to maximum volume, and keep it plugged in near the Help Table when it is not in use.
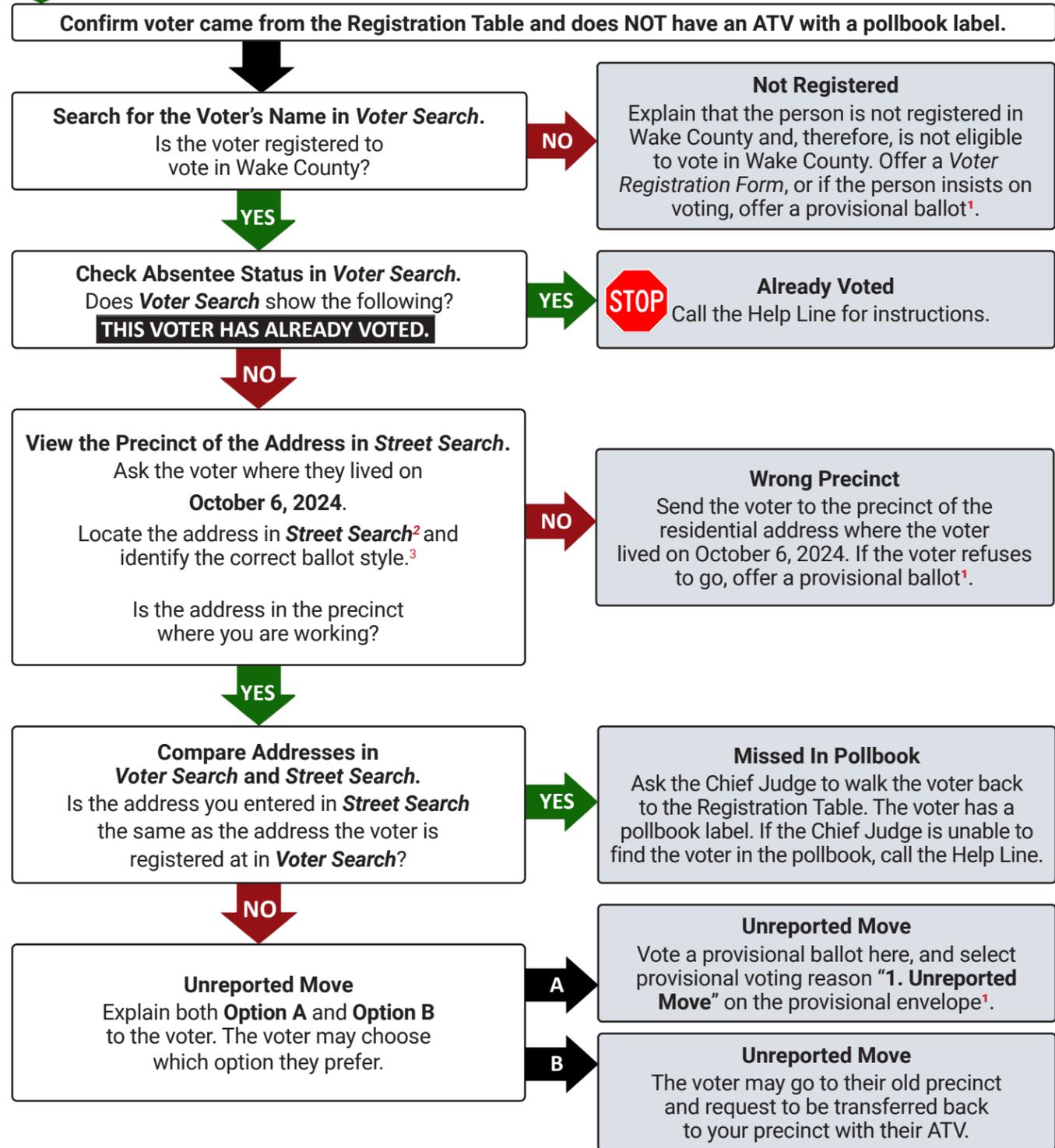
During Election Day

☐ Notify the Chief Judge when a BOE staff member calls with the names of last-minute absentee voters. Make sure the names have been marked in the pollbook with a pink A, added to the list found in pollbook box #1, and that a copy of the list has been placed at the Help Table. Last-minute absentee voters will not be listed as "THIS VOTER HAS ALREADY VOTED" in VAST.

☐ Review the Help Table section in the Election Day Manual and *Laptop User Guide* as time permits.

☐ **Use the Flow Charts for every voter.** There are TWO Flow Charts:
  ☐ Flow Chart # 1 is for voters **with** a pollbook label.
  ☐ Flow Chart # 2 is for voters **without** a pollbook label.

☐ Complete all required fields and **all Checklist steps** on the provisional envelope for **every** provisional voter.

☐ Because Section A of the provisional envelope is a *Voter Registration Form*, **do not** instruct provisional voters to complete a separate *Voter Registration Form*.

☐ **Call the Help Line if you are uncertain of any procedures.**

Packing Up After the Polls Close

☐ Ensure the number of voters listed on the pink provisional pollbook pages matches the number of completed provisional envelopes and that your precinct number is written at the top of the pink provisional pollbook pages.

☐ Do not forget to place all of the following items inside the Red Provisional Ballots and Pollbook Pages Bag:
  ☐ All completed pink provisional pollbook pages from the Help Table Binder
  ☐ All completed provisional envelopes (with corresponding ATVs attached for voters who were in the pollbooks)
  ☐ Any miscellaneous or spoiled forms related to provisional voters

☐ If you forget to place any of the above items in the Red Provisional Ballots and Pollbook Pages Bag before the Chief Judge seals it, place the items in the Blue Reconciliation Items Bag.

☐ Power down the laptop(s), and place the laptop(s) and all accessories, including the power cord, in the laptop bag.

☐ Place all other unused supplies in the Help Table Kit, and place the kit in the gray bin.

☐ Take the following items to the designated Chief Judge packing area:
  ☐ Laptop(s) and accessories in laptop bag   ☐ Unsealed Red Provisional Ballots and Pollbook Pages Bag
  ☐ Precinct mobile phone and charger inside the plastic bag they were issued in

☐ Give this completed Checklist to the Chief Judge.

Flow Chart #1: Voters With A Pollbook Label *IMPORTANT: Always confirm the voter has the correct pollbook label.*

A — NO ACCEPTABLE PHOTO ID

Follow the steps in the At the Help Table Flow Chart in the *Photo ID Quick Guide*.
- This scenario includes Photo IDs that do not reasonably resemble the voter or the name is not substantially equivalent.

**Flip for Flow Chart #2
Voters WITHOUT a pollbook label**

B — "ID" DESIGNATION with NO ACCEPTABLE HAVA ID

1. Confirm the voter does not have an acceptable form of HAVA ID.
2. Give the voter the option to leave and retrieve an acceptable HAVA ID.
3. If the voter does not want to retrieve an acceptable ID, offer a **provisional ballot**.

Always remember to use

Street Search

C — JURISDICTION DISPUTE or "A" MARKED ON LABEL

Call the Help Line. A Board of Elections staff member will provide instructions.

D — INCOMING PRECINCT TRANSFER

1. Review the **LEFT** side of Section D of ATV to ensure it is complete and initialed. Call the Help Line if the ATV is incomplete.
2. Use *Street Search* on the laptop to complete the **RIGHT** side of Section D, making sure to write the correct ballot style for the voter's age.
3. Verify that the **Precinct Numbers** and **Ballot Styles** in the gray boxes of Sections C and D match.
4. Call the Help Line if you find any of the following are true:
   - The voter moved fewer than 30 days ago (after **October 6, 2024**).
   - The voter is in the wrong precinct.
   - The voter does not have a ballot style or the wrong ballot style is written in Section C of the ATV.
5. Instruct the voter to review Section A and sign by the **X**.
6. Initial Section A, hand the ATV to the voter, and send the voter to the **Ballot Table**.

E — "V" PRINTED ON LABEL

1. Instruct the voter to complete Section C of the ATV.
2. Review Section C to ensure it is complete and signed.

Compare address in Section C to the address on label in Section A.

Is the address the SAME?

YES →
1. Use laptop's *Street Search* to determine **Precinct Number** and **Ballot Style** of the voter's address.
2. Write the **Precinct Number** and **Ballot Style** in the boxes on the **LEFT** side of Section C, and check "Address in Section C is in this precinct."
3. Instruct the voter to review Section A and sign by the **X**.
4. Initial Section A, hand the ATV to the voter, and send the voter to **Ballot Table**.

NO ↓

F — ADDRESS ON LABEL IS WRONG

1. Instruct voter to complete Section C of ATV.
2. Review Section C to ensure it is complete and signed.

Did the voter live at the address in Section C on **October 6, 2024?**

YES →
Use voter's address in **Section C** and *Street Search* to determine **Precinct Number** and **Ballot Style** Complete the boxes on the **LEFT** side of Section C.

Is the address in your precinct?

YES →
Your Precinct
1. Mark the reason, "Address in Section C is in this precinct."
2. If the voter has a ballot style, instruct the voter to review Section A and sign by the **X**.
3. Initial Section A, hand the ATV to the voter, and send the voter to the **Ballot Table**.

NO →
Different Precinct
1. Mark the reason "Address in Section C is in a different precinct." Complete the **LEFT** side of Section D, including Official's Initials.
2. Give the ATV to the voter, and send the voter to the Registration Table at the new precinct. Offer directions using the *Driving Directions* tab. If the voter insists on voting in your polling place, offer a **provisional ballot**.

NO ↓
1. Use voter's address in Section A and *Street Search* to determine **Precinct Number** and **Ballot Style.** Complete the boxes on the **RIGHT** side of Section C.
2. Instruct the voter to review Section A and sign by the **X**.
3. Initial Section A, hand ATV to voter, and send voter to **Ballot Table**.

G — NAME ON LABEL IS WRONG

1. Instruct the voter to complete the **Current Name** field in Section C.
2. Instruct the voter to review Section A and sign by the **X**.
3. Initial Section A and hand the ATV to the voter. Send the voter to the **Ballot Table**.