EXERCISES 1-3: Application Table

Instructions:

For Exercises 1-3, work in pairs using the *Application Table Quick Guide* and the laptop at your table to process the voter scenarios below.

- **Only** process the voter(s) **listed on the PowerPoint slide** at the front of the classroom.
- One person will act as the **staff member**, while the other will act as the **voter**. Roles will alternate between exercises. The steps for each exercise indicate who will play which role.
- Complete one exercise at a time. Do not continue to the next exercise.

Exercise 1: Perfect Scenario Voter

- 1. The person on the **left** will act as the **staff member**. The person on the **right** will act as the **voter**.
 - Staff Member: Use Flow Chart Scenario A to process a perfect scenario voter in SOSA.
 - Voter: Use the information on the PowerPoint slide to answer the staff member's questions.
- 2. During training **only**, place the printed ATV in the Black Bag attached to the table.



Does a perfect scenario voter take their ATV with them to the Ballot Table? Use your iClickers to respond. Press **A** for <u>YES</u>. Press **B** for <u>NO</u>.

Exercise 2: Updating a Voter Registration

- 1. The person on the **right** will act as the **staff member**. The person on the **left** will act as the **voter**.
 - Staff Member: Use Flow Chart Scenarios A, B, and D to process an address update in SOSA.
 - Voter: Use the information on the PowerPoint slide to answer the staff member's questions.
 - Your residential address is the "Current Address." If asked for another possible address, provide the "Previous Address." Assume you moved in <u>June</u>.
- 2. During training **only**, place the ATV and the *Name/Address Change* form in the Black Bag.

Does a registered voter need to show proof of residence to update their address?#2Use your iClickers to respond. Press A for YES. Press B for NO.

Exercise 3: Cancelling a Vote

This exercise begins with the staff member asking the voter to review and sign their ATV. While reviewing the ATV, the voter realizes they were processed under the wrong voter's record.

1. The person on the **left** will act as the **staff member**. The person on the **right** will act as the **voter**.

- **Staff Member:** Pull the ATV for the "Incorrect Voter" on the PowerPoint slide from the Black Bag, and hand it to the voter to review. Use Flow Chart <u>Scenario K</u> and the <u>Cancel a Vote Flow</u> <u>Chart</u> to cancel the incorrect voter's vote and process the voter under the correct record. Use the Vote Cancellation Forms on the table. **Assume the Chief Judge has already been notified.**
- Voter: Assume you are the "Correct Voter" on the PowerPoint slide when reviewing the ATV.
- 2. During training **only**, place the correct voter's ATV in the Black Bag attached to the table.



Can an Assistant Supervisor oversee a vote cancellation? Use your iClickers to respond. Press **A** for <u>YES</u>. Press **B** for <u>NO</u>.

EXERCISE 4: Help Table – Processing a Provisional Ballot

Scenario:

- 1. Assume you are working at the Wake County Board of Elections site. The site code is "BOE." A voter is escorted by the Assistant Supervisor to the Help Table.
 - The voter's name is **Pamela Troy**. She currently lives at **3105 Falconhurst Drive**, **Wake Forest**, **NC 27587**.
 - After receiving their ballot, the voter had a jurisdiction dispute. The Assistant Supervisor reviewed the *Map Quick Guide* with the voter at the Ballot Table, but was unable to resolve the voter's concerns.
 - The voter's ATV was spoiled by writing "JD" on it, and at the Application Table their vote was canceled in SOSA and the ATV placed in the Black Bag.
- 2. Assume you have called the Help Line to inform them of the scenario, and the Help Line gave you the following instructions:
 - The jurisdiction dispute was not resolved, and the voter will vote **provisionally**.
 - Issue the voter ballot style **T0021**.

Supplies:

To complete this exercise, use Voter Search and Street Search in SOSA, along with the following documents **located in** <u>left-side</u> flap of this folder:

- Handout #1 (includes the front and back of the partially completed provisional envelope for this exercise)
- **Handout #2** (includes the pink provisional pollbook page, the top of the provisional ballot, provisional PIN labels, and *Provisional Voter Instructions* sheet for this exercise)

Instructions:

1. Work in pairs to complete **Section B** of the voter's provisional envelope.

- The person on the **right** will act as the **staff member** and use Voter Search and Street Search in SOSA to find the information needed to complete Section B of the voter's provisional envelope.
- Each partner should complete Section B of the provisional envelope using Handout #1.
- 2. Complete all steps on the checklist in **Section C** of the voter's provisional envelope.
 - Each partner should complete Section C of the provisional envelope using **Handout #1** and **Handout #2**.
 - Start Section C at the top of the checklist (not the envelope flap), completing each step in order.
- 3. After completing Sections B and C of **Handout #1**, use your iClickers to answer the question below.

Should the Help Line be called every time a voter might be voting provisionally?
 Use your iClickers to respond. Press A for <u>YES</u>. Press B for <u>NO</u>.

EXERCISE 5: In-Person Registration (IPR) Check-In Table

Scenario:

You are working at the IPR Check-In Table when a voter arrives because the staff member at the Application Table could not find the voter's record in SOSA.

- The voter's name is **William Pope**. His middle name is **Adams**.
- The voter's previous name was William Adams-Pope. He uses the nickname Bill.
- The voter's date of birth is **October 24, 1962**.
- The voter's residential address is 203 Foliage Cir., Cary, NC 27518.
- The voter is registered **Unaffiliated**.
- The voter meets all requirements to register to vote today and intends to vote today.
- The voter has his unexpired North Carolina Driver License with him, which lists his current name and current address.

Instructions:

- 1. Work in pairs to complete the IPR Check-In Table steps in the In-Person Registration Flow Chart. (Do not continue to the IPR Processing Table steps.)
- 2. The person on the **left** will act as the **staff member**. The person on the **right** will act as the **voter**.
 - **Staff Member:** Follow the IPR Check-In Table steps in the In-Person Registration Flow Chart to confirm the voter is not registered to vote and meets the eligibility requirements to complete the IPR process. **Do <u>not</u> process the voter in SOSA.**
 - Voter: Use the information in the scenario above to answer the staff member's questions.
- 3. After completing the IPR Check-In Table steps, use your iClickers to answer the question below.



EXERCISE 6: In-Person Registration Processing Table

Scenario:

You are working at the IPR Processing Table when a voter arrives.

- The voter has already been to the IPR Check-In Table and was found to be eligible to go through the In-Person Registration process.
- The voter completed a *Voter Registration Form* at the designated table.
- The voter intends to vote today.

Supplies:

To complete this exercise, use the following document **located in the <u>left-side</u> flap of this folder:**

• Handout #3 (includes the voter's completed Voter Registration Form and proof or residence)

Instructions:

- 1. Work in pairs to complete the IPR Processing Table steps in the In-Person Registration Flow Chart. (**Do not** search for this voter or complete any other IPR Check-In Table steps.)
- 2. The person on the **right** will act as the **staff member**. The person on the **left** will act as the **voter**.
 - **Staff Member:** Ask the voter to hand you their *Voter Registration Form*. Follow the IPR Processing Table steps in the In-Person Registration Flow Chart to process the voter in SOSA. (Enter information into all the fields that are listed as required in the Flow Chart, but **do not** enter any additional information.)
 - **Voter:** Pretend you are the voter who filled out the *Voter Registration Form* on **Handout #3**, and answer the staff member's questions based on the information listed in the scenario above.
- 3. During training **only**, place the applicable forms in the Black Bag without paper clipping them. Paper clips are not provided for this exercise but will be available at Early Voting sites.
- 4. During training only, place the ATV in the Black Bag attached to the table.
- 5. After completing the IPR Processing Table steps, use your iClickers to answer the question below.



Handout #1: Provisional Exercise Documents

WAKE COUNTY PROVISIONAL BALLOT ENVELOPE

Voter comp	oletes th	is section.						
ARE YOU A CITIZEN OF	THE UNITED ST	ATES OF AMERICA?			WILL YOU BE ELECTION DA	AT LEAST 18 \ \Y?		
		d "NO" in respons	se to eif	ther of the above	uestions. do	not comple	ete this fo	rm.
	,			AME		=		SUFFIX
					COUNTY		STATE	ZIP
3105 Fal	conhurs	+ Dr		Wake Fores	H WC	ake	NĈ	27587
MAILING ADDRESS (II	FDIFFERENT	FROM ABOVE)		CITY	STATE			ZIP
PREVIOUS ADDRESS			APT/LOT	CITY	STATE	ZIP		TTELEPHONE NUMBE
HAVE YOU LIVED AT Y		T ADDRESS FOR	IF NO, PI	ROVIDE DATE MOVED	NAME USED I	N PREVIOUS	REGISTRATI	0N
30 OR MORE DAYS?							Chack ha	re if you de pet
6/30/55	BIRTH STATE	COUNTRY	NC DRIV	ER LICENSE NOMBER	54	78	have a Nor SSN.	C DMV-issued ID
			laak		I attest under pe understood the	enalty of perjury, contents of this	that in additio form, that: I ar	n to having read and n a United States citizer
Republican			siack locko Noti		as indicated ab	ove; I am at lea	st 18 years old	d, or will be so by election
Libertarian			iaska mativ		precinct for at l	east 30 days be	fore the electi	on in which I intend
Unaffiliated					of this form and	t vote in any oti if I am register	ed elsewhere,	I am canceling that
			acific Islan	der	registration at t	his time; I have ed mv sentence	not been conv (including and	ricted of a felony, or if so probation, post-release
			aoine isian		supervision, or	parole). I also a	ffirm that I am	qualified to vote in
		Other			eligible to vote voting provision	in this election i nally are noted b	n this county t	oday. My reasons for
SIGNATURE:	Dam	Trou			DATE:	11/2/2	2024	
FRAUDULENTL	OR FALSEI	Y COMPLETING TH		M IS A CLASS I FEL	ONY UNDER N	ORTH CARC	LINA GEN	ERAL STATUTES.
Diagon indiag	to bolow	the reacon wh		are voting pr	vicionally			
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	Office NC Dr	iver License or ID #: _		🗆 Agene	cy (specify voter	registration a	gency):	
County B	oard of Elect	ions County:		Other	:			
O 4. NO RECO	RD OF REG	SISTRATION		O 9. NO A	CCEPTABLI	EID		
O 5. UNRECOO	GNIZED AD	DRESS			HAVA ID] PHOTO I	D	
O 6. VOTER AI	READY VO	DTED		O 10. VOT	ED DURING	EXTENDE	DHOURS	i
O 7. INCORRE	CT PARTY			• 11. JUR	SDICTIONAI		To the be	st of my knowledge
O 8. OTHER: _				follow	nation, and be ring voting distr	ict(s):	rrent resid	ence is within the
PT Vo	ter's In	itials		and I	should be entit	led to vote in	that distric	t's election today.
Official mu	st use la	aptop to con	nplet	e this sectio	on.			
Use <u>Vo</u>	oter Sear	ch Screen.		U	se <u>Street</u>	Search	Screen	
🔶 Туре	the voter'	s name.	-	\rightarrow Type the vol	er's residen	tial addres	ss from S	ection A above
Is the voter reg	istered to vo	ote in Wake County	?	If voter checked NO	on the 30 day ques	tion in Section	A, mark this b	ox and call the Help Line
🔲 No 📃 Ye	s - Write Vo	ter's VRN:		-	Precinct of Ve Address in Se	oter's ection A	OR	Check Box if Not in County
					Ballot Style of (PRIMARIES ONI write ballot style of	f Voter's A Y: If provisiona	ddress in I reason is ING	Section A CORRECT PARTY,
	_					10,0,000,000,000,000,000,000	(.)	

	Precinct Where Vot (or Early Voting site con NEVER PLACE ANYT ENVELOPE OTHER T	ng Provisio e) Pollbook N HING INSIDE HAN A BALL	onal umber E THIS .OT.	#2 PIN label here	
C.	Official completes t After the voter has complete 1. On the Provisional attach PIN label #2 2. At the top of this end 3. On the Provisional pIN label #3. Issue	his section. ed Section A <u>and</u> I Pollbook (pink velope, attach <u>P</u> I Voter Instruction the form to the v	<i>you have completed Section</i> sheet), write the voter's nam <u>IN label #2</u> . ons, mark the reason(s) the oter.	n B: ne, address, ballot style iss voter is voting provisionall	sued, and y, and attach
ROVISIONAL ENVELOPE	 4. At the top of this end 5. At the top of this end 6. Get the voter's ball 7. In the box at the too 8. Fold the ballot, and 9. Hand the unsealed voter to return the After the voter has returned 10. Review this envelow to the voter. After the voter has left the main of the voter has left the main of the voter has below 	Avelope, write the Avelope, write vo ot from the Ballot p of the ballot, wr I place it inside th envelope to the voted ballot seale I the sealed envelope to verify all ye Help Table: write the reason	precinct where voter is ve ter's Provisional Pollbook Table. te the letter "P" and the vote e unsealed envelope. voter, and direct the voter to d inside the envelope to you ope to you: ellow fields in Section A ar	oting (or Early Voting site number (e.g. 01, 02, 03). ter's precinct from Section the provisional voting boo re complete, and issue an ovisionally, print your name	code). on B. th. Instruct the "I Voted" sticker e, and initial.
BACK OF P	Official's Na 12. Write "VOID" on th 13. Review the envelo in the red plastic b	I ME <i>Please print</i> e voter's ATV or ra be to verify all bl ag.	<i>legibly.</i> elated forms, and paper clip ue fields in Sections B and	Initia them to this envelope. d C are complete, and pla	IS ace the envelope
	Verify Registered Party Affiliation (partisan primary only) Registration St Democratic Active/Inac Republican Denied Libertarian Temporary Unaffiliated Incomplete Other Qualified Party: No Record Registration	DMV Research ive Send to DMV DMV Research Results of Verified Not Verified	Reason (Not Approved or Partial) Ballot Missing from Envelope Extended Hours Order Invalidated ID Not Provided Ineligible to Vote Moved out of County >30 Days Non-matching Signature Not Eligible to Vote in Current Election Not Registered	Previously Denied Application Incomplete/Illegible Registration After Deadline Voter Already Voted Voting Out of Precinct Wrong Party Ballot Other: Removed	Vote Count APPROVED PARTIAL NOT APPROVED Initials

Α	В	С	D	E
Precinct Where Voting	Precinct of Current Address*	Precinct Where Registered	Ballot Style of Current Address*	Ballot Style Issued
from top of envelope	from Geocode Search	from View Info tab	from Geocode Search	from Section B
	* unle:	ss Section A indicates a <30 day	r move	

County Where Registered (if applicable): _

Handout #2: Provisional Exercise Documents

* Use the pink provisional pollbook page sample excerpt below to complete checkbox 1 in Section C of the provisional envelope.



* Use the top of the ballot below to complete checkboxes 6-8 in Section C of the provisional envelope.



* Peel and apply the PIN label stickers below to complete checkboxes 1-3 in Section C.



Provisional Voter Instructions



WAKE COUNTY BOARD OF ELECTIONS

1200 N. New Hope Rd Raleigh, NC 27610 PO BOX 695 Raleigh, NC 27602

Phone: 919-404-4040 • Fax: 919-231-5737 • voter@wake.gov

Provisional Voter Instructions (How to Check the Status of Your Provisional Vote)

You were required to vote a provisional ballot today because of the following reason(s):

- I did not have a photo ID to present, and <u>I completed a Photo ID Exception Form</u>. If you completed a Photo ID Exception Form and are otherwise eligible to vote, the County Board of Elections will count your ballot if you truthfully completed that form. No further action is required. If there is a reason to question whether your form is accurate, the County Board will contact you to address that issue.
- I did not have my photo ID with me when voting, and I plan to bring it to the county board of elections. I did not complete a Photo ID Exception Form. You must bring acceptable photo ID in person to the County Board of Elections by 5 p.m. on the day before canvass to have your ballot counted.
- □ I was required to provide a HAVA ID and was not able to provide one when voting. If you were required to vote a provisional ballot because you did not show acceptable HAVA identification, you must provide this identification to the County Board of Elections no later than 5 p.m. on the day before canvass by mail, fax, email, or in person. It would be helpful if you include this document.
- □ All other provisional reasons: Your provisional ballot application will be researched to determine whether you are eligible to vote.

The County Board of Elections will meet to count all eligible provisional ballots before the election is final.

	un ton (10) augo <u>untor</u> ofocilon aug don	Yes will be acled for the following
	www.ncsbe.gov	You will be asked for the following:
	Select "Check Your	County
	Provisional Vole	Election
	Remember to Wait 10 Days	Birth Date
	-	 Personal Identification Number (PIN)
	WAKE COUNTY	VOUR PIN V
~ • • •	BOARD OF ELECTIONS	
CALL	919-404-4040	
	(During normal business hours)	
	Remember to Wait 10 Days	
	STATE BOARD OF ELECTIONS	Protect your PIN!
CALL	1-866-522-4723	
UALL	(During normal business hours)	Your PIN is the key to your provisional
	Remember to Wait 10 Days	visit the County Board of Elections <i>in person</i> to determine if your ballot was counted.

Handout #3: IPR Processing Table Exercise Documents

North Carolina V	ote	Registration Application (Sections in red are required.)	07s
Eligibility You must be a U.S. citizen and old enough to register to submit this form. Required.	1	Are you a citizen of the United States of America? If you checked "no" in response to this question, do not submit this form. You are not qualified to vote. Will you be 18 years of age on or before election day? If you answered "no" to the question above, are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote? If you checked "no" in response to both of these age questions, do not submit this form. You are not qualified to register of	X Yes □ No X Yes □ No X Yes □ No or preregister to vote.
Print your name Required.	2	Last Name Spice Suffix (Jr, Sr., II, III, IV) First Name Middle Name	
Identification information Required.	3	Date of birth (mm/dd/yyyy) 05/05/1961 AND NC Driver's License/DMV ID number OR, if you do not have one Last 4 digits of your Social Security numb OR I do not have a driver's license/DMV ID	ver 1234 ID or Social Security number.
Residential address Your home address. Required.	4	Address (not P.O. Box) 246 Bay Drive City Cary NC Zip 27517 County If you have lived at this address less than 30 days, when did you move here? (mm/dd/yyyy)	Apt/Unit # Wake
Mailing address If you do not receive mail at your residential address, you must provide a mailing address. Required.	5	Same as above Address or P.O. Box City State	Apt/Unit #
No physical address? If you do not have an address, show on the map where you live or normally sleep.	6	Write the names of the nearest crossroads (or streets). Draw an X on the map to show where you live/sleep. Remember to provide a valid mailing address in Section 5 so that the board of elections can send you a voter card.	rth
About you	7	Gender Ethnicity Race Asian Male Hispanic/Latino African American/Black White Female Not Hispanic/Latino American Indian/Alaska Native Multiraction	□ Native Hawaiian/ Pacific Islander ial □ Other
Political party affiliation	8	□ Democratic Party □ No Labels Party □ Other □ Green Party □ Republican Party If you select a party that is not recognized you will be registered as Unαffiliated. □ Libertarian Party ✔ Unaffiliated (No Party) you will be registered as Unαffiliated.	ed in North Carolina,
Old registration If you are currently registered to vote somewhere else, complete this section so that your prior registration can be cancelled.	9	Name and address on last registration to cancel Last Name Suffix	nty
Contact information This optional information is helpful if we have questions.	10	Phone (919)555-9876 Email 2spicy@email·com	
Signature Fraudulently or falsely completing this form is a Class I felony under Chapter 163 of the NC General Statutes.	11	I have reviewed the contents of this form and attest that: I am a U.S. citizen; I am at least 18 years old, or will be by the date of the general election; or I am at least 16 years old and understand that I m day of the general election to vote; I will have lived at the residence identified on this form for 30 days before the date of the election in which I intend to vote I filled out Section 9 above, I am requesting that my old registration be cancelled; and I am not currently serving a felony sentence (including any probation, post-release supervision, or parole). Voter, sign and date here (Required)	nust be at least 18 years old on the 2;
2024.01		× Basil Spice Date (mm/dd/yyyy) 10/22/2024	contacted to be a poll worker.

Proof of Residence

The voter's proof of residence for Exercise 6 is shown below. For this exercise, assume the following:

- The voter accessed an image of their NC DMV Vehicle Registration Card on their phone.
- Remember the Acceptable Identification for Proof of Residence is included in your *In-Person Registration Quick Guide*.
- Today's date is **October 22, 2024**.

	Contraction of the second	STATE O Regi	Done	3:00				
	Re-	NC LIC NUMBER BOE2024	PLT EX 11/05/2	P DATE	INS 11/	SPECTION DUE		
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		CUSTOMER ID # OWNEF 009194044040	R I CUSTO	MER ID #	# OWNI	ER 2 COUNTY WAKE		•
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		246 BAY DR CARY NC 27511						.I UT
						1	G	Ĵ

Computer Training Workbook Answer Key

EXERCISE 4

Front of Provisional Envelope

ARE YOU A CITIZEN OF		TATES OF AMERICA?			WILL YOU ELECTION	BE AT LEAST 18 DAY?	YEARS OF AC	SE ON OR BEF	
If	you checke	d "NO" in respo	onse to eithe	er of the above	questions,	do not comp	lete this for	rm.	
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3105 Falc	onhurst	ESS WHERE YOU NOW LIV	APT/LOT C	Jake Fores	COUNTY	wake	NC	2758	37
MAILING ADDRESS (IF DIFFERENT	FROM ABOVE)	C	ITY	STATE			ZIP	
PREVIOUS ADDRESS	6		APT/LOT C	ITY	STATE	ZIP	CURREN	TTELEPHONE	NUM
HAVE YOU LIVED AT	YOUR CURREN	IT ADDRESS FOR	E NO, PRO	VIDE DATE MOVED	NAME USE	D IN PREVIOUS	S REGISTRATI	0N	192
DATE OF BIRTH	BIRTH STATE	E/COUNTRY	NC DRIVER	LICENSE NUMBER	LAST FOU	RDIGITSOFSS	N Check he	re if you do <u>not</u>	
6/30/55	CENDED	0.005		ETHNICITY	La Heat worder	5678	have a Ne or SSN	C DMV-issued IE	
Democratic	Male	African America	an/Black	Hispanic	understood the	contents of this t	brm, that: I am a 8 years old, or w	o having read an o United States o vill be so by elec	iu sitizen, fion di
Republican Libertarian	Female	American India	rVAlaska Native	Not Hispanic	I shall have be at least 30 day	ion a resident of I is before the elec	North Carolina a tion in which I in	nd my voting pre itend to vote; I w	scinct ill not
Unaffiliated		Multiracial			vote in any oth registered els	er county or state	after submission after submission of the submiss	on of this form an tration at this tim	nd if I : e; I ha
		Native Hawaiia	rvPacific Islander		(including any	probation, post-n	or it so, i nave c blease supervisi	ompieced my ser ion, or parole). I	aiso
		C Other			election; and I today. My reas	am otherwise eli-	gible to vote in the vote in t	his election in thi oted below.	is cour
SIGNATURE	Den T			1	DATE	11/2/2	024		
(REQUIRED)	Y OR FALSE	LY COMPLETING	THIS FORM	S & CLASS EEL				ERAL STATU	TES
Blooce india	oto holou	the research	ubu yayı a	re unting pr	aulalanal	b.a.			
I am currently since my orig O 1. UNREPO moved to	(or I have inal registr RTED MOVI an address	previously) reg ration; nor hav E: I am currently in a new precin	gistered to re I register registered ct in this cou	vote in this co red or voted in to vote in this c unty more than :	ounty; I ha n another ounty in 30 days age	ve not mov county or s	ed out of t state since precinct	his county that time. ; but I have	
I am currently since my orig O 1. UNREPO moved to O 2. INCORRE requestin O 3. COMPLE	(or I have inal registi RTED MOVI an address CT PRECIN g to vote too TED A REG	previously) reg ration; nor hav E: I am currently in a new precin ICT: I am curren day in ISTRATION APP	gistered to re I register registered ct in this cou tly registered precin LICATION E	vote in this co red or voted in to vote in this c inty more than : d to vote in Wak ct; and I unders BEFORE THE DI	ounty; I ha n another ounty in 30 days age te County in tand that m EADLINE: C	ve not mov county or s p. 1 ny ballot may on	ed out of t state since precinct pre- not be cou	his county that time, tout I have tout I have ecinct; but I unted. mailed or	am
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sample	Address: 101 Main St City, State, Zip: Cary, NC 27513	D006	_	EH37-000-91180							
	Voter Name: PAMELA Troy	Ballot Style Issued	Place #1	PIN Label Here							
01	Address: 3105 Falconhurst Dr.	T0021		1. POLL BOOK							
	City, State, Zip: Wake Forest, NC 27587			TRNG-000-12345							

Top of Ballot



Back of Provisional Envelope



Provisional Voter Instructions

