Section Five

Opening the Voting Location

Opening Checklist

Before opening the voting location, ensure these tasks have been completed.

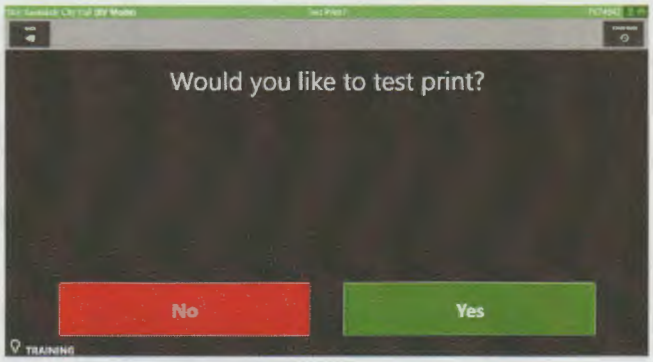
- ☐ Inspector breaks the seals on the **RED** transport box, verifies the contents, records the broken seal numbers on the Badge/Key Log (see sample on **page 151**), initials the log, and places the broken seals inside the box
- ☐ Inspector issues site badges
- ☐ Clock in using the SiteBook/Administer Oath of Office (**page 67**)
- ☐ Login to the BOD laptops and Sentio Ballot Printing System application (**page 48**)
- ☐ Make sure printers are loaded with ballot paper, envelopes, and regular paper (**pages 48-52**)
- ☐ Unlock SiteBooks, then complete test prints to all printer (starts on **page 65**)
- ☐ Set up Exterior Signage starting (**page 68**)
- ☐ Open Polls on the Accessible Voting Device (1st day only) (**page 70**)
- ☐ Accessible Voting Device Hardware Test and Test Print (**page 58**)

- ☐ Ensure Interior Signage is posted (starts on **page 34**)
- ☐ Ensure all forms, documents, and envelopes are accessible
- ☐ Assign a poll worker to enter wait times starting at opening (**page 71**)
- ☐ At opening time, the Marshal announces the polls are now open

Unlock SiteBooks and Test Print

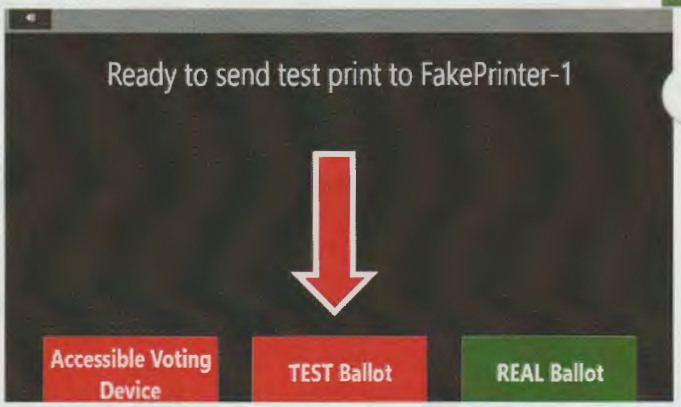
1. **Inspector:** Use the scanner on the top right corner of the SiteBook to scan the barcode on your site badge.

2. Tap **Yes** to run the test print.

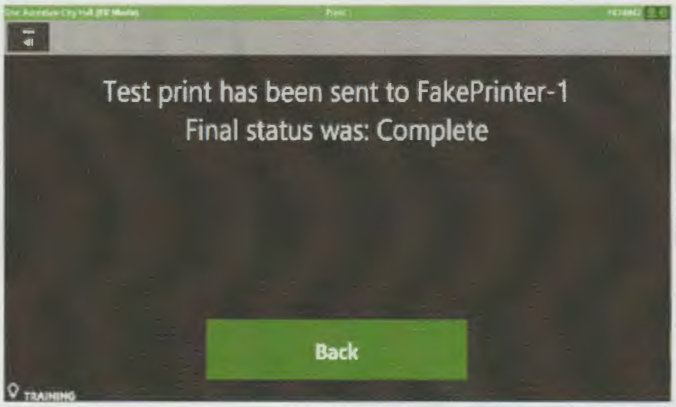


3. Select the first BOD printer by tapping the button.

4. Select **Test Ballot**.

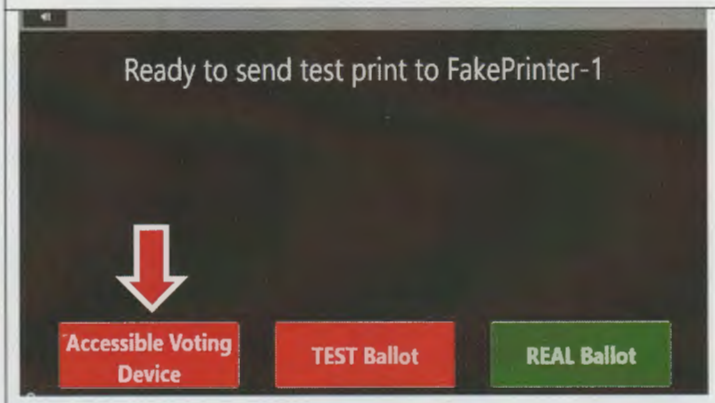


5. Screen below appears. Tap the **Back** button.

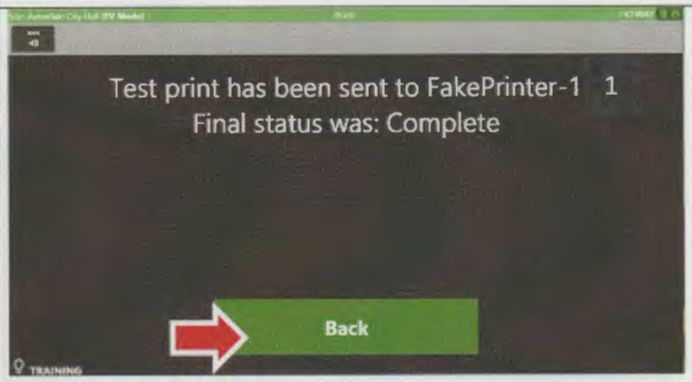


6. Tap the same printer selection from step 3 again.

7. Tap the **Accessible Voting Device** button.



8. Once you see the screen below, tap the green **Back** button.



9. Select the 2nd Ballot On Demand Printer.

10. Repeat steps 4 and 5 using the printer you selected in step 9. Select the printer you selected in step 9 again and repeat steps 7 and 8.

The goal is to perform all the RED button test prints on all printers unless you have been directed otherwise.

Open Location

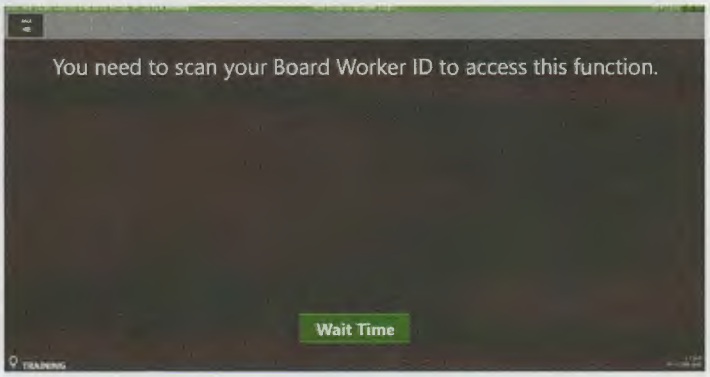
11. Tap the **Back** button (top left).

12. Tap the **No** button. **Inspect, SPOIL, sign, and date** all test prints. Place them in the **Clear Official**.

Clocking In

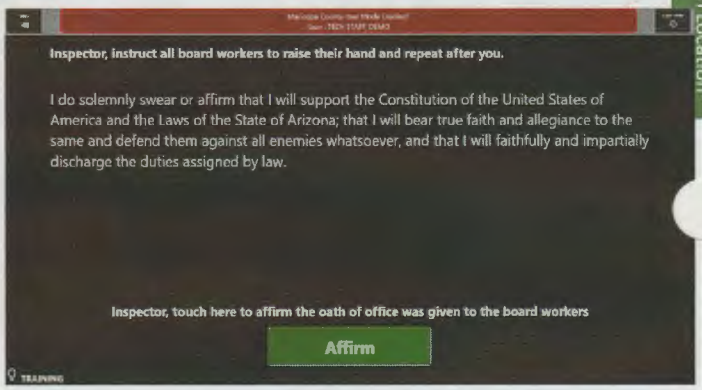
1. Tap the **POWER** button (upper right).

2. **Inspector,** scan your site badge.

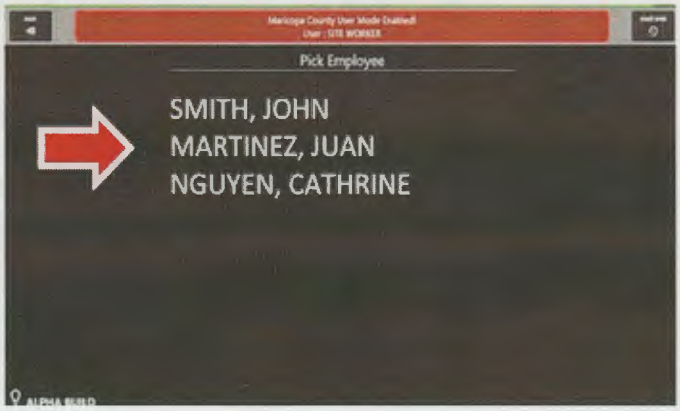


3. Tap **Time Clock**.

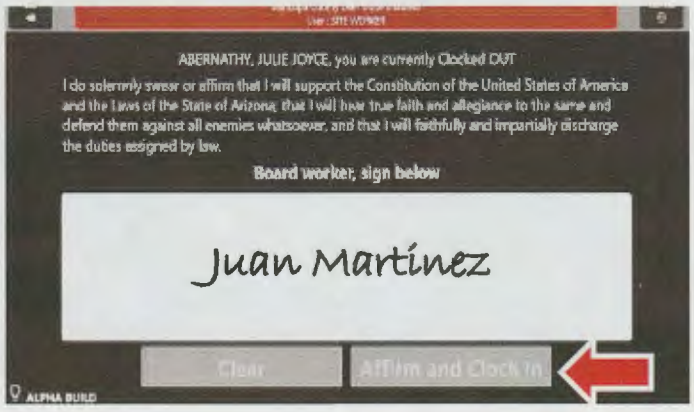
4. Have all poll workers raise their hands and repeat after the Inspector. Tap **Affirm**.



5. Each poll worker will tap their name.



6. Poll worker signs the signature box. Then tap **Affirm and Clock In**.



7. Once all poll workers have clocked in, tap the **START OVER** button at the top right. Note: Poll workers do not need to clock out for lunches.

Set Up Exterior Signage

Sandwich Board Signs

Vote Here

Yellow Vote Here Sandwich Board(s): Place at the main entrance to the parking lot where it is CLEARLY visible from the main road. Additional signs may be requested for larger venues.

Please Have Your ID Ready

Orange ID Sandwich Board(s): Provides identification options for use at the SiteBooks. Place outside the main entrance. If a line forms, move to the end of the line.

Early Voting Instructions

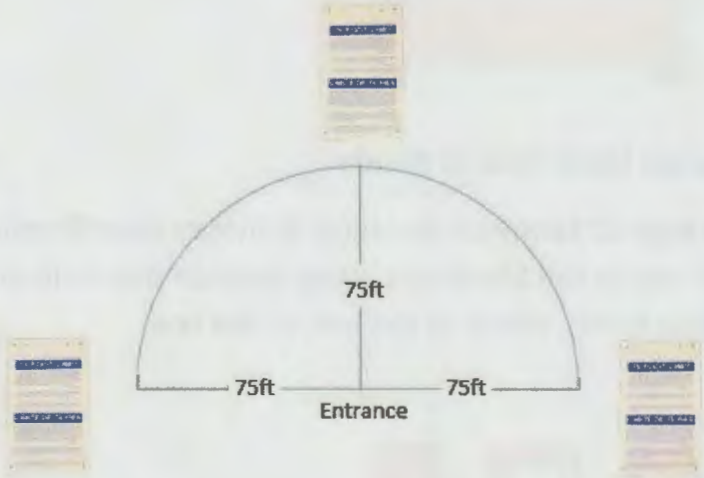
Orange Early Voting Sandwich Board(s): Provides instructions to voters about where to sign, date, and provide a phone number on their envelope. Then, instructs voters to proceed to the envelope drop box for drop off rather than waiting in line.

Curbside Voting

Place at the closest drive-up curb where a voter can safely stop their vehicle to vote or in the closest marked accessible parking spot.

75-Foot Limit Triangle

Place the three 75-Foot Limit signs in a triangle 75 feet from the entrance to the voting location to notify petition circulators, campaign workers, candidates, media, and any other person who is not voting that they must remain outside of this zone while the polls are open. May need to be weighted to ensure visibility at all times.

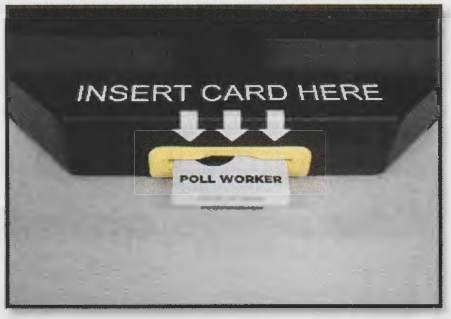


Accessible Voter Entry Arrow

Use these signs to direct voters to accessible ramps and other devices to aid them in gaining access to the voting locations. May need to be weighted to ensure visibility at all times.

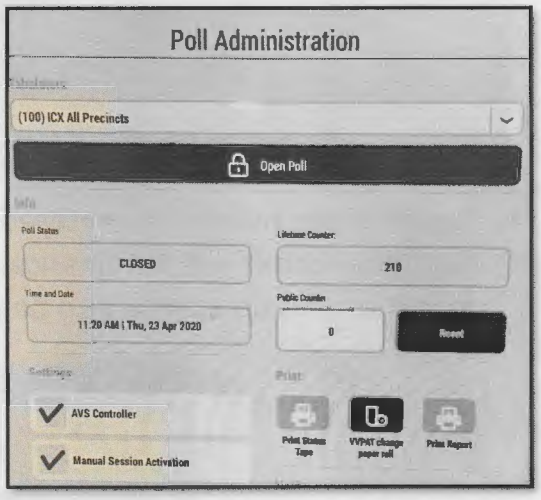
Open the Accessible Voting Device

The Inspector will open the Accessible Voting Device.



1. Insert the **Poll Worker Card** into the card reader on the Accessible Voting Device Screen base.

2. Enter the **Login Pin Number** using the touch pad on the screen. (Your login pin number will be found in your Inspector packet.)
3. Tap **Login**.



4. Tap **Open Poll**. It is the long gray button near the top of the menu.
5. Tap **Yes**.
6. Remove the **Poll Worker Card**.

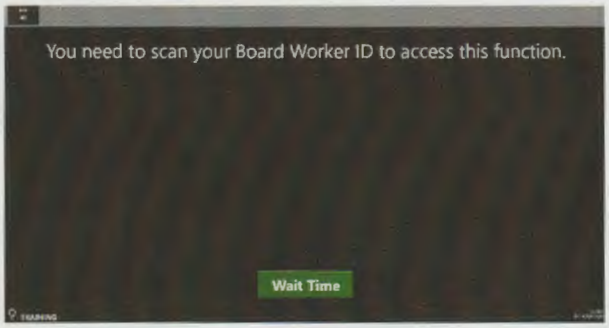
The Accessible Voting Device is now ready for voters.

Reporting Wait Time

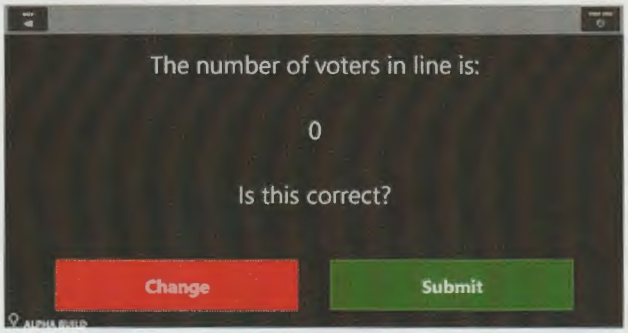
A Marshal or Clerk will be assigned to report voter wait time by submitting the number of voters waiting in line in defined increments of time starting at opening and ending at closing each day. If no voters are waiting in line, zero (0) voters should be reported.

1. Tap the **Power Button** (top right).

2. Tap **Green Wait Time Button**. No need to scan badge.



3. Enter passcode provided for this election. (See Inspector packet.)

4. Enter number of voters in line and Tap **OK**.

5. Confirm the number is entered correctly and tap **Submit** (or **Change** to re-enter). Tapping **Submit** will automatically send to our internal dashboard. Depending on the election, wait times may also be posted for voters online at **Locations. Maricopa.Vote**.