



EV/AV
PROCESSING
AT THE POLLS

POLL PAD

POLL PAD

EV/AV PROCESSING

1

PROCESSING VOTED EARLY

To process an **Early** voter on the **Poll Pad** who has returned their ballot **PRIOR TO** Election Day, look up the voter via **Scan Barcode** or **Manual Entry**.

Select the correct voter from the **Search Results** page.

NOTE: For ballots returned **after** you requested your last Extract #23 from VRIS, you will need to update the voter's EV/AV Status on the Poll Pad before you can process the ballot. See Sections 3 and/or 4.



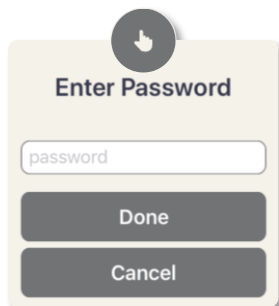
EV/AV PROCESSING

1

PROCESSING VOTED EARLY

Select “**Process Returned Ballot**”. If prompted, enter the Supervisor passcode, which is **1234**. Then press “**Done**”.

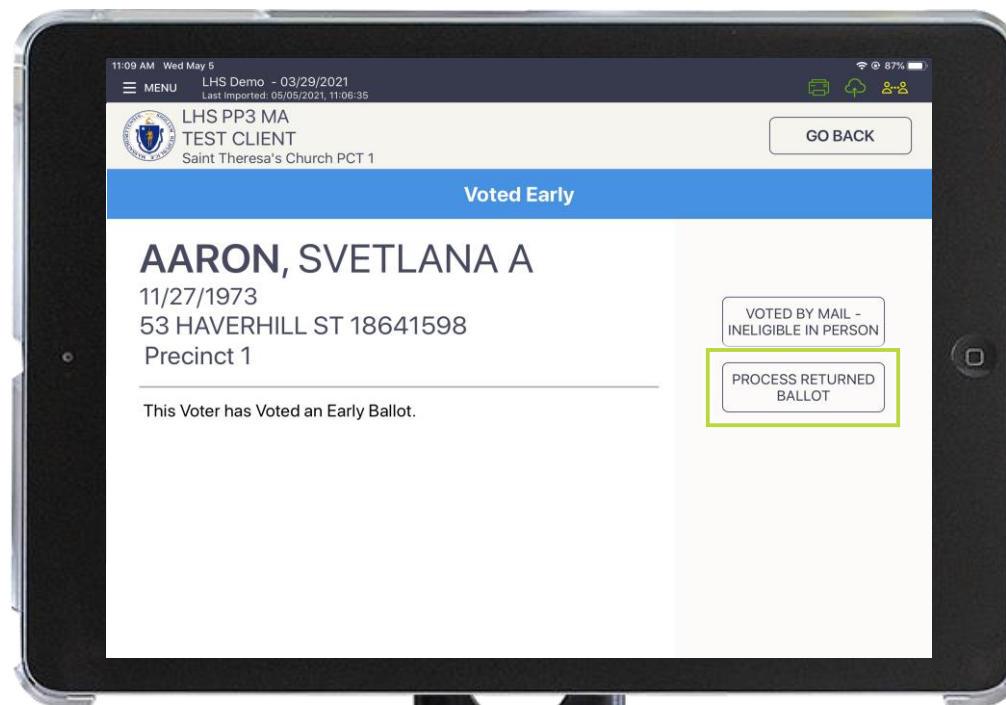
You must now complete the remainder of the check-in process **as normal**.



Enter Password

Done

Cancel



EV/AV PROCESSING

2

PROCESSING ABSENTEE RECEIVED

To process an **Absentee** voter on the **Poll Pad** who has returned their ballot **PRIOR TO** Election Day, look up the voter via **Scan Barcode** or **Manual Entry**.

Select the correct voter from the **Search Results** page.

NOTE: For ballots returned **after** you requested your last Extract #23 from VRIS, you will need to update the voter's EV/AV Status on the Poll Pad before you can process the ballot. See Sections 3 and/or 4.



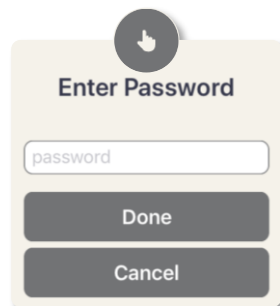
EV/AV PROCESSING

2

PROCESSING ABSENTEE RECEIVED

Select “**Process Returned Ballot**”. If prompted, enter the Supervisor passcode, which is **1234**. Then press “**Done**”.

You must now complete the remainder of the check-in process **as normal**.



Enter Password

Done

Cancel



EV/AV PROCESSING

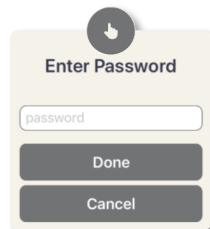
3

UPDATING EARLY BALLOT REQUESTED

If you scan an **Early** ballot on the Poll Pad and the voter's status still says "**Early Ballot Requested**", the ballot was most likely received and scanned into VRIS **after** you had already requested your last Extract #23 before Election Day.

To update the voter's **EV** status, from the **Search Results** page, tap the **gear icon** to the left of the voter's name.

If prompted, enter the Supervisor Passcode, which is **1234**, and press "**Done**".



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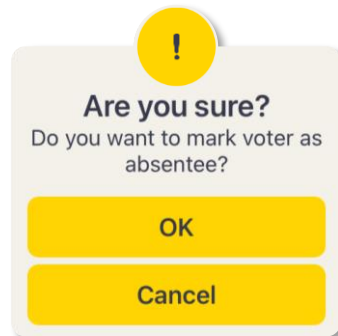
3

UPDATING EARLY BALLOT REQUESTED

Tap on “**Mark Voter Absentee**” to open the dropdown menu.

From the dropdown menu, select “**Voted Early**”.

You will be asked to confirm the change; select “**OK**”.



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UPDATING EARLY BALLOT REQUESTED

The voter will now appear on the Search Results page as “**Voted Early**”.

Return to **Section 1**, “Processing Voted Early”, on **Page 1** to complete the process.



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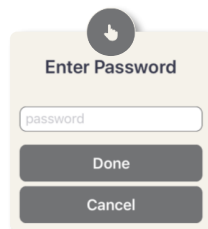
4

UPDATING ABSENTEE SENT

After scanning an **Absentee** ballot received **ON** Election Day into **VRIS** to update the voter's **Absentee** status, you must now *also* update the voter's **Absentee** status on the Poll Pad to match VRIS.

Look up the voter via **Scan Barcode** or **Manual Entry**. From the **Search Results** page, tap the **gear icon** to the left of the voter's name.

If prompted, enter the Supervisor Passcode, which is **1234**, and press "**Done**".



EV/AV PROCESSING

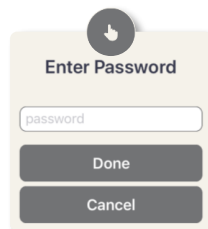
4

UPDATING ABSENTEE SENT

If you scan an **Absentee** ballot on the Poll Pad and the voter's status still says "**Absentee Sent**", the ballot was most likely received and scanned into VRIS **after** you had already requested your last Extract #23 before Election Day.

To update the voter's **AV** status, from the **Search Results** page, tap the **gear icon** to the left of the voter's name.

If prompted, enter the Supervisor Passcode, which is **1234**, and press "**Done**".



Enter Password

password

Done

Cancel



EV/AV PROCESSING

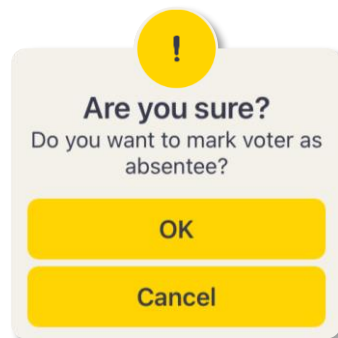
4

UPDATING ABSENTEE SENT

Tap on “**Mark Voter Absentee**” to open the dropdown menu.

From the dropdown menu, select “**Absentee Received**”.

You will be asked to confirm the change; select “**OK**”.



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4

UPDATING ABSENTEE SENT

The voter will now appear on the Search Results page as “Absentee Received”.

Return to [Section 2](#), “Processing Absentee Received”, on [Page 3](#) to complete the process.

