



Election Guide



November 8, 2022
Consolidated General Election

County of Riverside Registrar of Voters Office
Rebecca Spencer, Registrar of Voters
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www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)



Thank you for volunteering to facilitate in the election process. By being a part of the Riverside County elections team you are helping your fellow community members exercise their right to vote. Elections are extremely important because they closely impact issues that affect our daily lives.

With each election we will continue to honor our commitment to make the voting locations as safe as possible. Your work in assisting these elections will help to reduce the risk of spreading COVID-19.

This Election Guide is a resource to help you find answers to questions you may have while delivering in-person services to voters throughout Riverside County. It is not intended to be read cover to cover, but it can be. The detailed Table of Contents will direct you to the desired information. Use this Guide to assist you in the proper procedures and remind you of the tasks you have been trained to complete and in what order they should be completed.

Thank you once again for your service. This election would not be possible without you.

*Sincerely,
Rebecca Spencer
Riverside County Registrar of Voters*

Questions about election policies may be directed to the Registrar of Voters office by calling: (951) 486-7341 or toll free (877) 663-9906.

This is Your Guide.

You may make any margin notes, highlights, underlines, etc.

Contact List

Command Center - EO Polls Division

(951) 486-7341

Contact the Command Center if you need immediate assistance. The call should come from the Leads.

Emergency Assistance

911

Dial 911 for a medical or life threatening emergency. Contact the Registrar of Voters office once the situation is under control.

Riverside County IT

Main Line

(951) 955-9900 option 7

Issues with Router, Laptops, Dymo[®] Printers, and Vote Center (VC) Printers.

Leads

Fill in your Leads contact information below:

Lead Name

Phone Number

Lead Name

Phone Number

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Essential Information 1.0



www.voteinfo.net
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Essential Information

Preventing the Spread of Coronavirus

While Riverside County has always promoted the safest voting experience possible, you play a critical role this election in preventing the spread of COVID-19.

The Registrar of Voters provides a supply of Personal Protective Equipment (PPE) to help you achieve this goal. The PPE includes the following supplies:

- ✦ Facial Masks
- ✦ Disposable Gloves
- ✦ Hand Sanitizer
- ✦ Sanitizing Spray
- ✦ Sanitizing Wipes
- ✦ Face Shields



Here are some guidelines you will implement for this election.

- ✦ Make sure you have the Sanitization Station ready every morning with the PPE supplies.
- ✦ In your supplies, you will find rolls of blue tape and a measuring tape. By placing strips of blue-colored tape on the floor at six-foot intervals you will help voters maintain appropriate distance as much as possible.
- ✦ Frequently wash your hands and use hand sanitizer.
- ✦ Wear face covering at all times.
- ✦ Please be sure to wipe down and sanitize all equipment after each use.
- ✦ Disposable gloves are available but not required.

Every election volunteer plays a valuable role in keeping our voters, their families, and our visitors safe. By wearing face coverings, maintaining six feet of physical distancing as much as possible, washing our hands and avoiding large gatherings we can achieve this.

Essential Information

Voter Nominated Offices/Top Two Primary

The Top Two Candidates Open Primary Act was passed by voters in June 2010.

Except for the office of U.S. President and county central committee offices, offices that used to be known as “partisan offices” (e.g., state constitutional offices, U.S. Congress, and state legislative offices) are now known as “voter-nominated” offices. What used to be known as a “political party affiliation” is now known as a “political party preference.”

The top two candidates receiving the two highest vote totals for each office in a Primary Election, would then compete for the office in the ensuing General Election (November 8, 2022), regardless of party preference.

Under the California Constitution, political parties are not entitled to formally nominate candidates for voter-nominated offices in the primary election.

A candidate for a voter-nominated office in the primary election is the nominee of the people and not the official nominee of any party in the following general election. Voters will have the opportunity to pick any state candidate on the ballot regardless of political party affiliation.

A candidate for nomination or election to a voter-nominated office shall have his or her party preference, or no party preference indicated, reflected on the primary and general election ballot. The party preference designation is selected solely by the candidate and is shown for the information of the voters only.

Party preference does not constitute or imply an endorsement of the candidate by the party designated, or affiliation between the party and candidate, and no candidate nominated by the qualified voters for any voter-nominated office shall be deemed to be the officially nominated candidate of any political party.

The parties may list the candidates for voter-nominated offices who have received the official endorsement of the party in the Voter Information Guide. All voters in California may vote for any candidate for a voter-nominated office.

The top two vote-getters in the June primary election advance to the General Election, November 8, 2022 for the voter-nominated offices. No party is entitled to have a candidate with its party preference participate in the general election unless such candidate is one of the two highest vote-getters at the primary election.

E.C. § 8121 (b)(3), E.C. § 9083.5, E.C. § 10704(d)

Ballots will have the list of all the candidates running for that particular office.

Essential Information

Ranked Choice Voting

As part of California Voting Rights Act (CVRA) settlement, Palm Desert will implement a two-district plan where City Councilmembers are elected by Ranked Choice Voting (RCV). With RCV, voters rank candidates in order of preference.

When electing one seat, candidates must receive over one-half (50%+1) votes cast to win. When electing the second choice seat, candidates must earn over one-third (33.3%+1) of votes cast to win.

- ✦ Voters must rank candidates in the order of their choice. Demonstration below.
- ✦ Voters may rank as many or as few candidates as they wish.
- ✦ Voters mark at least one candidate for their vote to count.
- ✦ Voters must fill in no more than one oval for each candidate or column.
- ✦ Voters in Palm Desert will receive a 3 card ballot for marking their choices.

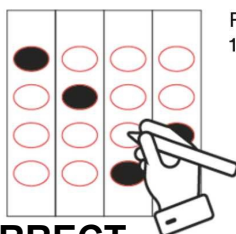
Ranked Choice Voting Demonstration Ballot:

FAVORITE NATIONAL PARK PARQUE NACIONAL PREFERIDO						
Rank candidates in order of your choice, don't fill more than one oval per row or per column. Elija sus candidatos en orden de preferencia, no use más de un óvalo por fila o columna.	1 1st Choice 1a. Opción	2 2nd Choice 2a. Opción	3 3rd Choice 3a. Opción	4 4th Choice 4a. Opción	5 5th Choice 5a. Opción	6 6th Choice 6a. Opción
Yosemite	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Joshua Tree	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Death Valley	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sequoia and Kings Canyon	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mojave	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Point Reyes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Pinnacles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

How to mark your ballot:

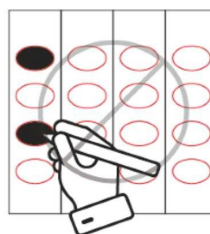
Rank candidates in the order of your choice.

You may rank as many or as few candidates as you wish.



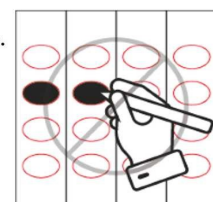
**CORRECT
CHOICE**

Fill in no more than 1 oval in a column.



**WRONG
CHOICE**

Fill in no more than 1 oval for a candidate.



**WRONG
CHOICE**

Essential Information

Ranked Choice Voting — Continued

How Ranked Choice Voting Ballots Are Counted

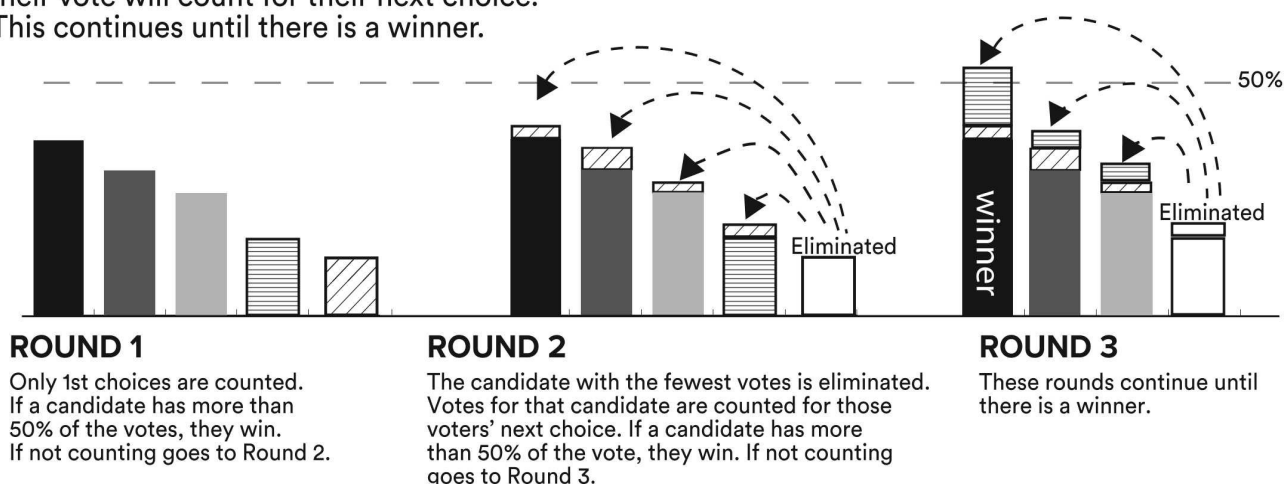
Ranked Choice Voting is designed to make sure as many votes as possible count in the election. Ranked Choice Voting are counted in rounds.

Electing One in a Single-Seat District

To win, a candidate must receive at least 50% of the vote.

In each round, we check to see if any candidates have enough votes to win.

- If so, they are elected.
- If not, we eliminate the candidate in last place.
- If a voter marked the eliminated candidate as their 1st choice, their vote will count for their next choice.
- This continues until there is a winner.

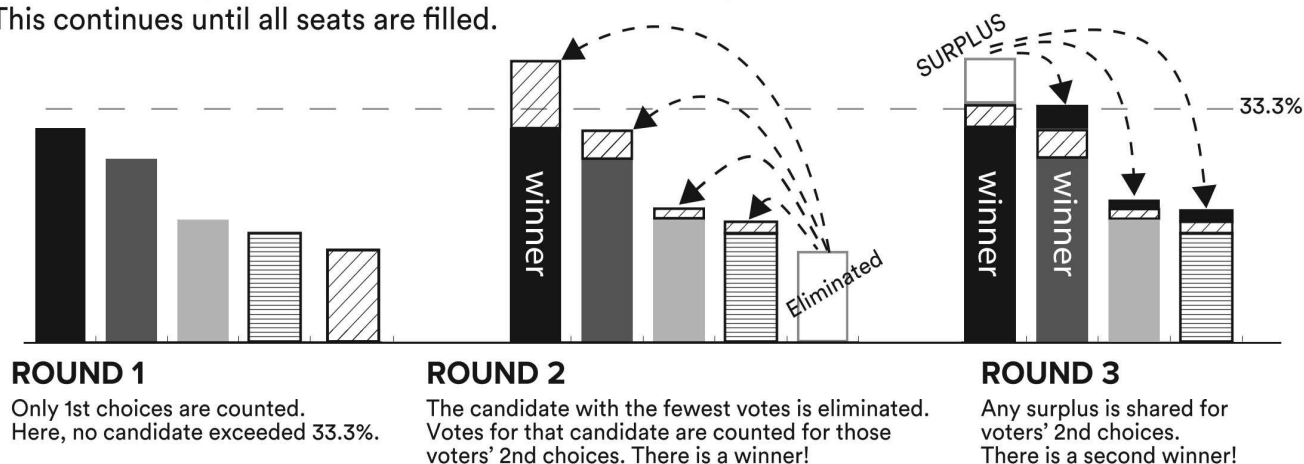


Electing Two in the Multi-Seat District

To win, a candidate must receive at least 33.3% of the vote.

In each round, we check to see if any candidates have enough votes to win one of the seats.

- If so, they are elected, and we go to the next round.
- If not, we eliminate the candidate in last place.
- If a voter marked the eliminated candidate as their 1st choice, their vote will instantly count for their next choice.
- If a voter's top-ranked candidate is elected and receives more votes than they need to win, that voter has a portion of their vote count for the next person ranked on their ballot.
- This continues until all seats are filled.



Essential Information

Voter Registration

QUALIFICATIONS

A person may become a registered voter of Riverside County if he/she is a resident of California, a citizen of the United States, and at least 18 years of age (or will be 18 by the date of the next election). No person may be registered or vote, however, while mentally incompetent, or imprisoned or on parole for a felony conviction. (Cal. Constitution, Art. II, Section 2 and 4; E.C. § 2000)

REGISTRATION

Registration is a simple procedure. The person registering certifies under penalty of perjury that he or she meets the qualifications for registration and that the information entered on the registration affidavit is true and correct. No documentary proof of residence, citizenship or age is required; there is no charge for registration; and there are no language or literacy requirements. (A California resident may register with an affidavit of registration form obtained in any California county. The county receiving it will forward it to the county of the voter's residence.) (E.C. §§ 2102, 2114, 2150)

PRE-REGISTRATION

Online pre-registration is now available for eligible 16 and 17 year olds. Their registration will become active once they turn 18 years old. It does not change the voting age, which is 18. Instead, it allows for completing the online voter registration form providing sufficient time and opportunity to get ready to vote. (National Voters Registration Act of 2003)

PERMANENT VOTER REGISTRATION

California has permanent voter registration. Unless a voter's registration is cancelled for one of the reasons given below, the voter will not need to re-register except to change his/her address, name or political party preference. A new registration must be executed for an out-of-county address or for a change of name or political party. If the address change is within the county, the voter may either re-register or simply notify the Registrar of Voters in writing of the change of address. (E.C. §§ 2115, 2116, 2118, 2119, 2152, 2200)

CANCELLATION OF REGISTRATION

A voter's registration will be cancelled in the following cases: notice of death, mental incompetency, conviction of a felony, written request from voter, or receipt of out-of-county address change information from DMV, agencies, or other election officials, when that change was initiated by the voter. It may also be used for voters who are removed from the Inactive File because there was no voter activity for the period of two federal general elections. (National Voter Registration Act of 1993; E.C. § 2201 et seq.)

INACTIVE VOTER FILES

Voters in the Inactive Voter File do not receive election materials, are not included in determining the number of signatures required on petitions, or in determining the number of vote centers, ballots or voting machines required to service voters. (National Voters Registration Act of 1993)

Essential Information

Vote-by-Mail Drop Off Sites

Voters can drop off their Vote-by-Mail ballot at a participating City Clerk's office or designated Ballot Drop-off Locations within Riverside County starting 29 days before the election. Voters can check their Riverside County Voter Information Guide or call their City Clerk's office for available dates and times.

**Vote-by-Mail Drop Off Site
Official Ballot Box**

Tampering with the ballot drop box is a violation of the Penal Code Section 18000.
No postage is necessary when depositing a ballot into the drop box.
Contact the County of Riverside Registrar of Voters office to be sure that the drop box is full, not functioning, or has been damaged.
No ballots will be accepted after 5:00 p.m. on Election Day, unless where set in law or the time for closing of the drop box has been extended by a court order.

**Votación por Correo Sitio De Entrega
Uma Oficial Para Boletas**

Manipulación de la urna electoral para entregar boletines es un crimen (Código de Delincuencia Sección 18000).
No es necesario el timbre al depositar una boleta en la urna electoral.
Contacte con la oficina del Registro de Votantes del Condado de Riverside en caso de que la urna electoral esté vacía, no funcione o se haya dañado.
No se aceptarán boletines después de las 5:00 p.m. el día de la Elección, a menos que las autoridades estén en la ley o el tiempo para cerrar la urna electoral se haya extendido por una orden de la corte.

Paghuhulugan ng Mga Balotang /Inadala sa Pamamagitan ng Koreo

Opisyal na Kahon ng Balota

Lahang sa bawat ang pagbabalik sa drop box ng bawat Gumagamit Code, Section 18000).
Hindi kailangan ng sulat sa paghuhulugan ng balota sa drop box.
Mag-Contact sa opisina ng Registrar ng mga Votante sa County ng Riverside.
Kung puno na, hindi gumagana, o may ang drop box.
Hindi sa kataposan ng mga balota pagkatapos ang 5:00 p.m. sa Arangang Eleksiyon, maliban sa kung kailang palitan ang mga balota o pagkatapos ang oras ng pagpapasa ng mga balota sa pamamagitan ng kung kailangan ng balota.

**Địa Điểm Bỏ Phiếu Bầu Qua Thư
Thùng Phiếu Chính Thức**

Chỉ được nộp bỏ phiếu bầu qua thùng bỏ phiếu (Mẫu Phiếu Bầu Qua Thư 18000).
Không cần trả phí khi nộp phiếu bầu vào hộp bỏ phiếu.
Liên hệ với văn phòng Đăng Ký, Quản Trị Các Quận Riverside nếu hộp bỏ phiếu đầy, không hoạt động hoặc bị hư hại.
Không chấp nhận phiếu bầu sau 5 giờ tối ngày Bầu Cử, trừ khi có sự đồng ý của hãng bỏ phiếu hoặc thời gian kết thúc bỏ phiếu được gia hạn theo lệnh của tòa án.

**郵寄投票投遞站點
官方投票箱**

凡投遞票投入投遞站點均不得開鎖。
凡投遞票投入投遞站點均不得開鎖。
投票時間截止後，將停止收票。投票時間截止後將停止收票。
投票時間：下午5時至投票日結束。投票時間截止後將停止收票。
投票時間：下午5時至投票日結束。投票時間截止後將停止收票。

**우편 투표 반납 장소
공식 투표함**

투표함 조작성은 불법입니다. 선거법 조항 18000(Sections Code Section 18000)
투표함에 투표봉투를 넣을 때 우표가 필요하지 않습니다.
투표함의 가득 찰거나 작동하지 않는 경우, 또는 다른 문제가 발생하면 등록 관리자의 사무소에 연락하십시오.
투표시간이 끝을 서 있는 상태이거나 투표 봉투 시간의 범위를 벗어난 경우를 제외하고, 선거일 오후 5시 이후에는 투표봉투를 받지 않습니다.

**Riverside County
Registrar of Voters**
(951) 486-7200
(800) 773-VOTE (8683)
toll-free Relay Service (Dial 711)
www.voteinfo.net

Conditional Voter Registration

Those who miss the voter registration deadline still have a chance to exercise their right to vote once the voter registration deadline passes, 15 days before Election Day. An individual can go to the Registrar of Voters office or any voting location to conditionally register to vote. Conditional Voter Registration (CVR) is treated and processed the same as other voter registrations, however, the individual will have to register at the Registrar of Voters office or at a voting location and vote a CVR Provisional Ballot. Once the Registrar of Voters office has determined the individual's eligibility, the CVR Provisional Ballot will be counted (E.C. § 2170 through 2171).

Voter Information Guide

The Riverside County Voter Information Guide is mailed to all eligible voters. The guide will include information on what will be on the ballot, along with a sample ballot. Voters who conditionally register to vote can only receive this information at the Riverside County Registrar of Voters office or any voting location in the Riverside County.

County of Riverside

**Consolidated
General Election**

Registrar of Voters

**Tuesday, November 8, 2022
County Voter Information Guide**

11-Day Vote Centers
Open October 29 to November 8

4-Day Vote Centers
Open November 5 to November 8

All Vote Centers
Open Election Day, November 8
7:00 a.m. to 5:00 p.m.

Check Vote Center
Locations and Hours
at www.voteinfo.net

.....
Registration Deadline
October 24, 2022
.....
Quick • Easy • Convenient
This election, every active registered voter will automatically receive a Vote-by-Mail ballot in the mail.
Additional Information Inside
.....
Request Language Assistance
Submit form on Back Cover to receive election material translated in available selected languages.
.....
AVISO IMPORTANTE
Una traducción en Español de esta Guía de Información del Condado Para el Votante puede obtenerse en la oficina del Registro de Votantes llamando al (951) 486-7200 o (800) 773-VOTE (8683) o visite nuestro sitio web www.voteinfo.net

COUNTY OF RIVERSIDE REGISTRAR OF VOTERS
2722 Gateway Drive, Riverside, CA 92507-0916
(951) 486-7200 • (800) 773-VOTE (8683) • California Relay Service (Dial 711)
Relay Address: 2722 Gateway Drive, Riverside, CA 92507-0916
www.voteinfo.net

Essential Information

Voting Locations

All active registered voters in Riverside County will receive a ballot by mail beginning Tuesday, October 11, 2022. Voters have the following options for returning their Vote-by-Mail ballot:

- ✦ Mail their ballot (postage paid) so that it is postmarked by Election Day, November 8, 2022.
- ✦ Drop off their ballot at the Riverside County Registrar of Voters office ballot drop off box located outside the building, open 24 hours per day, no later than 8:00 p.m. on Election Night, November 8, 2022.
- ✦ Drop off their ballot at one of the 87 participating ballot box drop off locations, available beginning October 11, 2022.
- ✦ Drop off their ballot at any of the 11-day or 4-day Vote Centers in Riverside County, including Election Day.

Voting locations will be available at selected locations for 11 days, including Election Day. The number of sites and their hours vary across this 11 day period:

- ✦ October 29, 2022 to November 4, 2022: 26 voting locations, open from 9 a.m. to 5 p.m.
- ✦ November 5, 2022 to November 7, 2022: 145 voting locations, open from 9 a.m. to 5 p.m.
- ✦ November 8, 2022 (Election Day): 145 voting locations, open from 7 a.m. to 8 p.m.

Voting locations offer multiple electronic check-in stations where Election Officers are able to verify a voter's identity easily and provide them access to their unique ballot.

Citizens can do the following at any of the in-person voting locations:

- ✦ Vote on the Accessible Voting Unit or receive a printed paper ballot with their ballot type.
- ✦ Register and vote on the spot utilizing Conditional Voter Registration.
- ✦ Drop off their completed and signed Vote-by-Mail ballot envelope.
- ✦ Cast a ballot in multiple languages.

A full list of participating ballot drop off locations and voting locations, with their days and hours of operation, can be found on the Riverside County Registrar of Voters website at www.voteinfo.net.

Essential Information

Remote Accessible Vote-by-Mail (RAVBM)

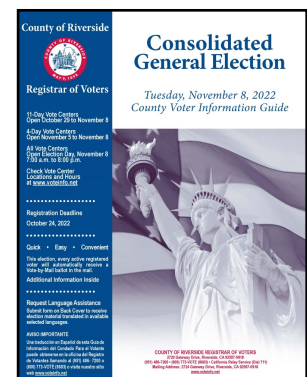
The Remote Accessible Vote-by-Mail (RAVBM) system is open to all voters and designed specifically to meet the needs of elderly voters, voters with disabilities, emergency responders, overseas voters, and voters unable to make it to their voting location on election day. Voters can go online and mark their ballot using any web enabled computer, tablet, or smartphone. The site is compatible with all screen readers, tactile switches, closed captioning, and sip and puff systems. Once selections are made voters **must** print and mail their ballot to the Registrar of Voters office.

The Remote Accessible Vote-by-Mail (RAVBM) system allows voters to mark their selections using their own compatible technology to vote independently and privately in the comfort of their own home.

To use a RAVBM system in the County of Riverside, a voter must:

- ✦ Go to our website at voteinfo.net.
- ✦ Download the application.
- ✦ Mark their selections.
- ✦ Print their selections.
- ✦ Sign the envelope (using the envelope provided with the Vote-by-Mail ballot or the voter's own envelope).
- ✦ Return the printed and signed selections.
- ✦ Either by mail or by dropping it off at a voting location.
- ✦ The return envelope used in any instance, must have the voter's signature on the outside of the envelope.
- ✦ A voter using their own envelope will require postage.
- ✦ The voter can also return their selections in person to a voting location, drop-off location, or the drop box at the Riverside County Registrar of Voters office.
- ✦ The selections **cannot** be returned electronically.
- ✦ **A voter cannot submit their selections online. The marked ballot must be mailed with the voter's signature on the outside of the envelope or returned in person.**

For more information refer to the Riverside County Voter Information Guide or call the Riverside County Registrar of Voters office at (951) 486-7200 or (toll free) at (877) 663-9906.

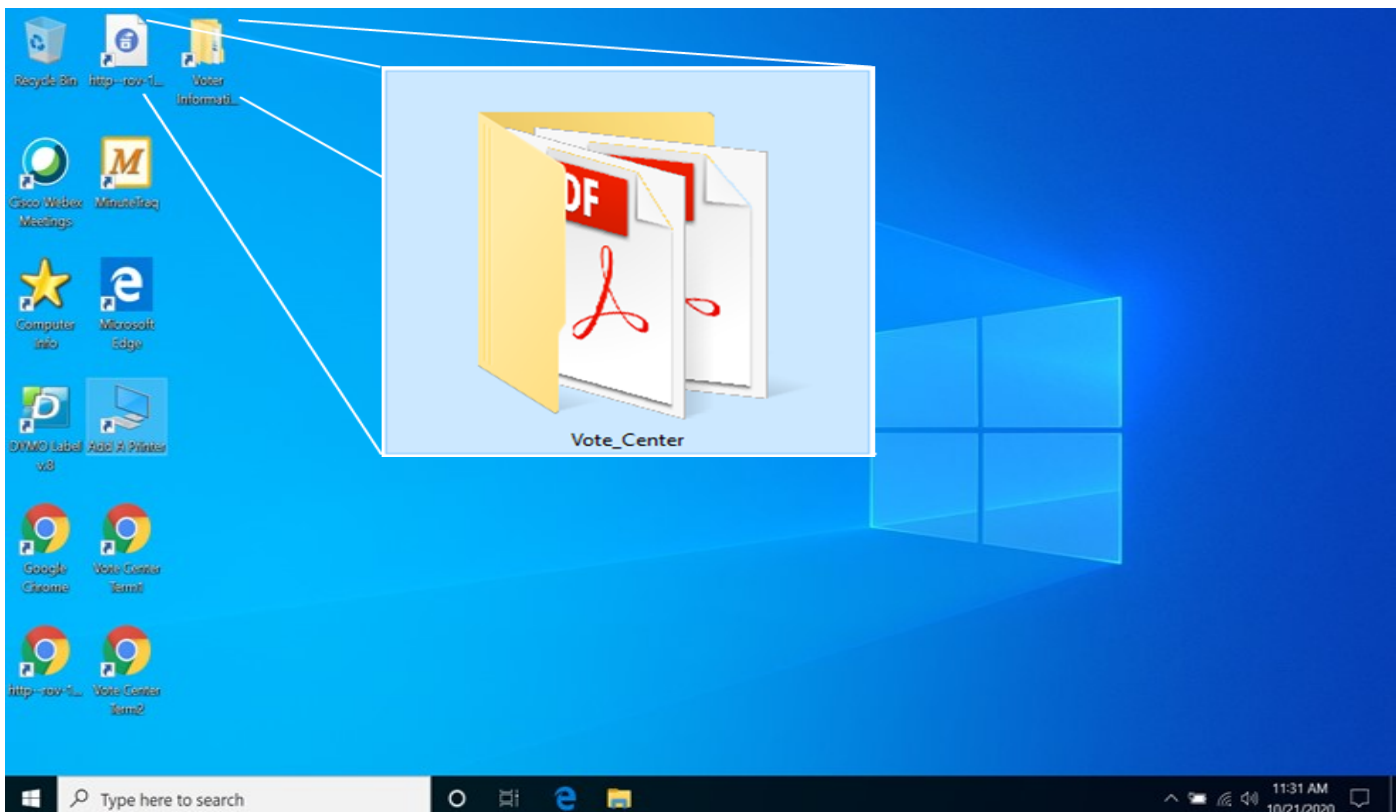


Essential Information

Printing Election Materials from the Shared Drive on the Laptops

Election Officers can print various documents on the processing table HP Printer. Documents on the shared drive available to print are:

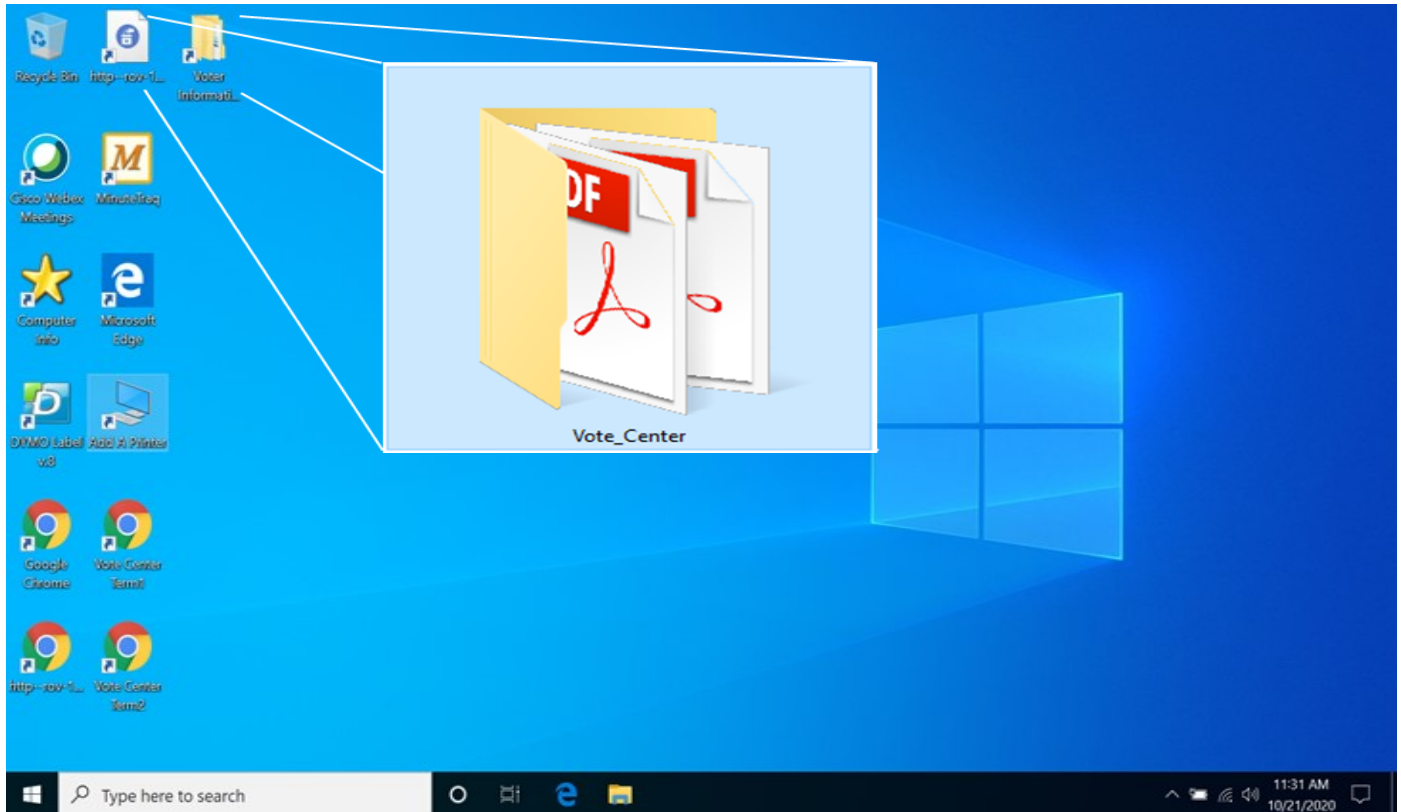
- ✦ Voter Information Guides
- ✦ W-9 forms
- ✦ Alternate Language Ballots (Facsimile Ballots in Tagalog, Chinese, Korean, and Vietnamese)
- ✦ Compensation and Contact Information forms
- ✦ Ballot Request forms
- ✦ Election Officer Oath & Payroll
- ✦ Data Entry Route Slips
- ✦ Expense Reimbursement Claim form
- ✦ Lead Reminders
- ✦ Add A Printer
- ✦ Roster Pages
- ✦ Dymo® Configurations
- ✦ Vote Center Locations
- ✦ Laptop Initialization
- ✦ Ballot Drop-Off Locations
- ✦ Printer Initialization
- ✦ Supplies Inventory
- ✦ Qualified Write-In Candidates



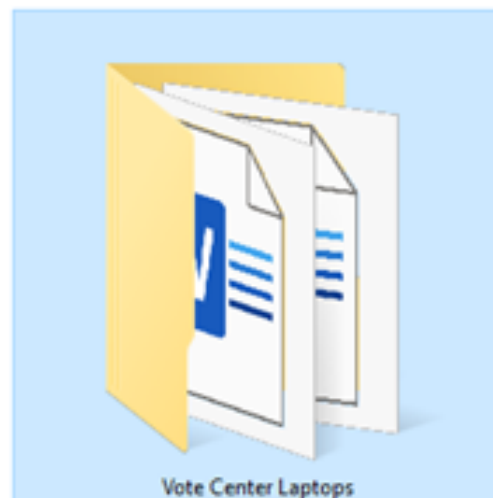
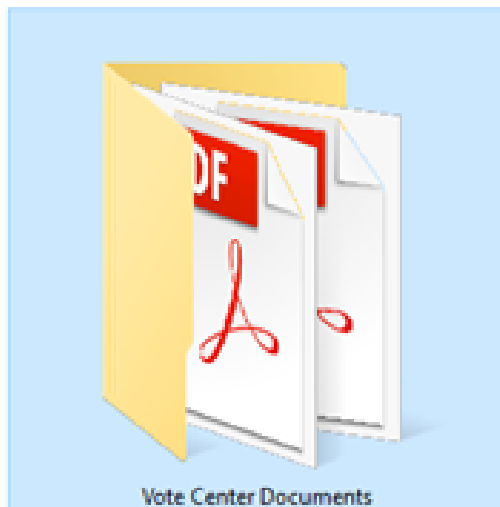
Essential Information

Printing Election Materials from the Shared Drive on the Laptops — Continued

- ⇒ 1. On the desktop screen there are several icons. Open the folder titled “Vote Center” icon.





- ⇒ 2. Inside two folders will be two additional folders. One for the “Vote Center Documents” that will contain Language Facsimile Ballots, etc... The second folder is the “Vote Center Laptops” that will have laptop setup information. Each folder has documents needed at each voting location.





Essential Information

Printing Election Materials from the Shared Drive on the Laptops — Continued

















⇒ 3. When opening the Vote_Center folder you will see file folders.

This PC > ROV Shares (Z:) > Vote_Center				
Name	^	Date modified	Type	Size
 Vote Center Documents		8/31/2022 8:34 AM	File folder	
 Vote Center Laptops		6/29/2022 8:32 AM	File folder	

⇒ 4. Double click on the Voter Center Documents for access to several folders and documents.

This PC > ROV Shares (Z:) > Vote_Center				
Name	^	Date modified	Type	Size
 Vote Center Documents		8/31/2022 8:34 AM	File folder	
 Vote Center Laptops		6/29/2022 8:32 AM	File folder	

⇒ 5. Double click on the file you will need to access the document. Each file will have documents you can print from the HP Printer on the processing table.

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents				
Name	^	Date modified	Type	Size
 Alternate Language Ballots		8/31/2022 2:19 PM	File folder	
 English County Voter Information Guides		5/25/2022 2:17 PM	File folder	
 Spanish County Voter Information Guides		8/31/2022 2:20 PM	File folder	
 State Voter Informaiton Guides		5/26/2022 7:55 AM	File folder	
 Ballot Request		4/8/2022 4:33 PM	Adobe Acrobat D...	156 KB
 Compensation & Contact Information Form		4/19/2022 1:23 PM	Adobe Acrobat D...	100 KB
 Data Entry Route Slip		3/2/2022 1:21 PM	Adobe Acrobat D...	164 KB
 Election Officer Oath and Payroll		4/19/2022 10:56 AM	Adobe Acrobat D...	37 KB
 Election Officer Schedule		5/7/2022 10:37 AM	Adobe Acrobat D...	160 KB
 Expense Reimbursement Claim		5/7/2022 10:36 AM	Adobe Acrobat D...	33 KB
 June Pri 2022- Qualified Write-In Candidates		5/28/2022 9:19 AM	Adobe Acrobat D...	61 KB
 Lead Reminders		5/7/2022 9:27 AM	Adobe Acrobat D...	1,505 KB
 Supplies Inventory June2022 HV 5182022		5/18/2022 5:01 PM	Adobe Acrobat D...	181 KB
 VOTE CENTER OFFICER SIGN IN SHEET		6/4/2022 10:09 AM	Microsoft Excel W...	12 KB
 Vote Center_Final Locations		4/28/2022 1:23 PM	Adobe Acrobat D...	124 KB
 W-9		4/19/2022 2:16 PM	Adobe Acrobat D...	53 KB

Essential Information

Printing Election Materials from the Shared Drive on the Laptops — Continued

- ⇒ 6. The Alternate Language Ballots file contains the facsimile ballots in Chinese, Korean, Tagalog, and Vietnamese. By opening the file you will have access to the ballot types that are available in the four additional languages in our county.

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > Alternate Language Ballots			
Name	Date modified	Type	Size
CHINESE	5/27/2022 12:04 PM	File folder	
KOREAN	5/27/2022 12:05 PM	File folder	
TAGALOG	5/27/2022 12:05 PM	File folder	
VIETNAMESE	5/27/2022 12:06 PM	File folder	

- ⇒ 7. The English County Voter Information Guides file will contain guides with different ballot types. You will need to know which ballot type to give the voter based on the voter's residence address.

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > English County Voter Information Guides			
Name	Date modified	Type	Size
0a-RIV ENG 002	4/29/2022 3:49 PM	Adobe Acrobat D...	2,574 KB
0a-RIV ENG 004	4/29/2022 3:49 PM	Adobe Acrobat D...	2,580 KB
0a-RIV ENG 005	4/29/2022 3:49 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 008	4/29/2022 3:49 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 011	4/29/2022 3:48 PM	Adobe Acrobat D...	2,570 KB
0a-RIV ENG 013	4/29/2022 3:48 PM	Adobe Acrobat D...	2,562 KB
0a-RIV ENG 015	4/29/2022 3:48 PM	Adobe Acrobat D...	2,400 KB



- ⇒ 8. The Spanish County Voter information Guides file will contain different ballot types in Spanish. You will need to know which ballot type to give the voter based on the voter's residence address.

This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > Spanish County Voter Information Guides			
Name	Date modified	Type	Size
BT000001	5/26/2022 8:42 AM	Adobe Acrobat D...	3,542 KB
BT000002	5/26/2022 4:47 PM	Adobe Acrobat D...	3,554 KB
BT000003	5/26/2022 8:50 AM	Adobe Acrobat D...	2,536 KB
BT000004	5/26/2022 4:50 PM	Adobe Acrobat D...	3,554 KB
BT000005	5/26/2022 4:51 PM	Adobe Acrobat D...	3,514 KB
BT000006	5/26/2022 8:52 AM	Adobe Acrobat D...	3,515 KB
BT000007	5/26/2022 8:53 AM	Adobe Acrobat D...	3,518 KB
BT000008	5/26/2022 4:53 PM	Adobe Acrobat D...	3,550 KB













Essential Information

Printing Election Materials from the Shared Drive on the Laptops — Continued

- ⇒ 9. The State Voter Information Guides will be available in English, Spanish, Tagalog, Korean, Vietnamese, and Chinese. You will not need a ballot type for this file because the State Guides are for all voters regardless of the voter's residence address.

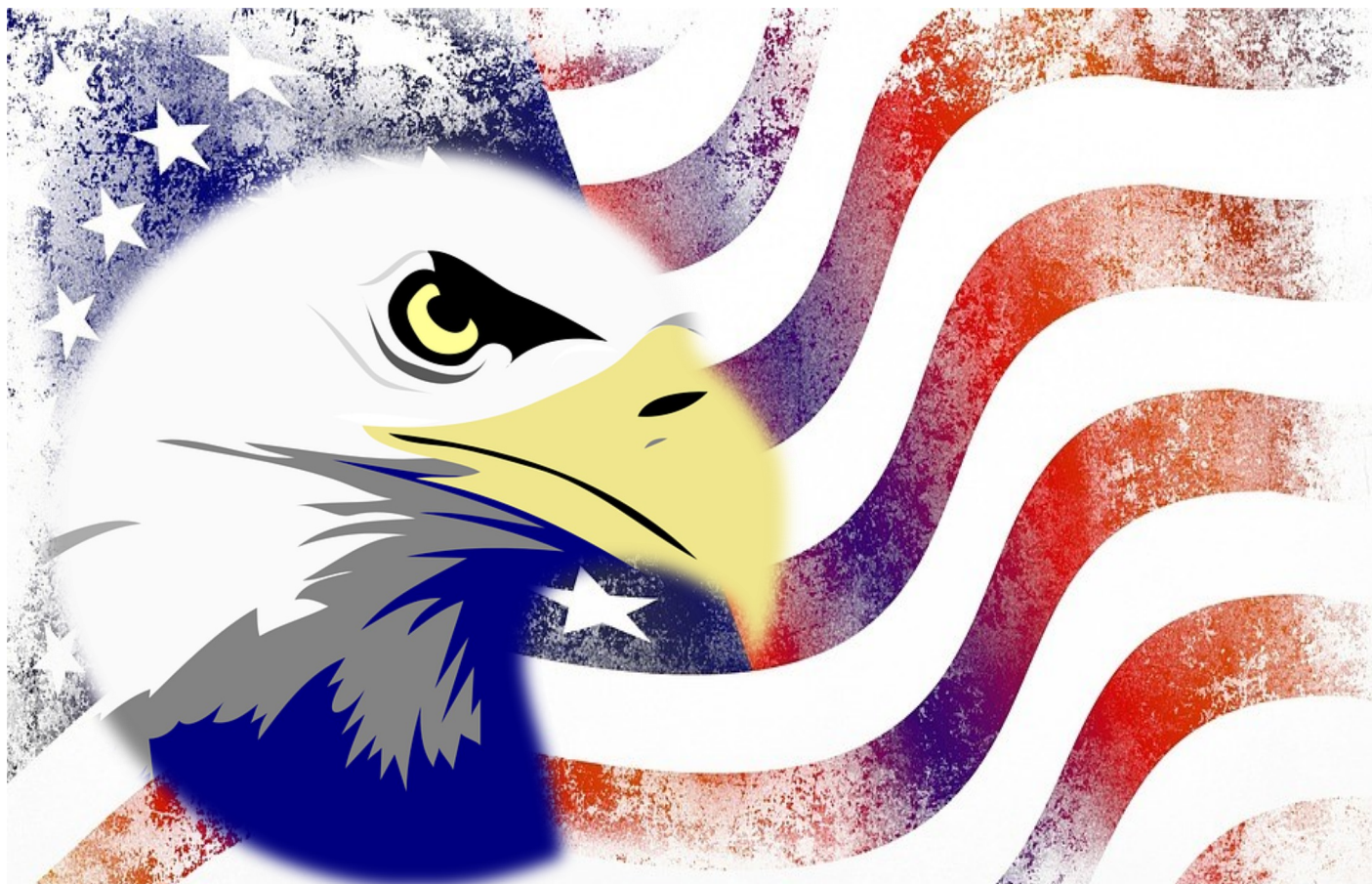
This PC > ROV Shares (Z:) > Vote_Center > Vote Center Documents > State Voter Informaiton Guides			
Name	Date modified	Type	Size
 State complete-vigEnglish	5/26/2022 7:50 AM	Adobe Acrobat D...	1,481 KB
 State complete-vigSpanish	5/26/2022 7:52 AM	Adobe Acrobat D...	27,652 KB

- ⇒ 10. The other documents will be:
- ⇒ **Ballot Request forms**-filled out by the voter and processed for voting eligibility.
 - ⇒ **Compensation & Contact Information Form**-Election Officers compensation worksheet.
 - ⇒ **Data Entry Route Slip**-for days end totals on all the laptops used.
 - ⇒ **Election Officer Oath and Payroll sheet**-for Election Officers hours of pay at the voting location.
 - ⇒ **Election Officer Schedule worksheet**-for Leads to schedule breaks and lunches for the Election Officers.
 - ⇒ **Expense Reimbursement Claim form**-for mileage reimbursement.
 - ⇒ **Qualified Write-In Candidates**-available to show voters the qualified candidates.
 - ⇒ **Lead Reminders**-are reminders of the items to bring back to the Registrar of Voters office each night.
 - ⇒ **Supply Inventory sheet**-lists all the items delivered to the location for this election.
 - ⇒ **Vote Center Sign In Sheet**-the Rover team will pick up this sheet each day.
 - ⇒ **Vote Center Final Locations**-accessible list of vote centers in Riverside County.
 - ⇒ **W-9 forms**-if needed will be submitted to the Registrar of Voters office for compensation money.

 Ballot Request	4/8/2022 4:33 PM	Adobe Acrobat D...	156 KB
 Compensation & Contact Information Form	4/19/2022 1:23 PM	Adobe Acrobat D...	100 KB
 Data Entry Route Slip	3/2/2022 1:21 PM	Adobe Acrobat D...	164 KB
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 W-9	4/19/2022 2:16 PM	Adobe Acrobat D...	53 KB



Election Officer Information 2.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Election Officer Information Election Guide

This guide is a resource used for following procedures, processing voters, reminders, checklists and answering questions that may arise at a voting location. Everyone will be given this guide before or at training class for writing notes. The Table of Contents will help you find the desired information on different types of situations. You may call the Registrar of Voters at (951) 486-7341 if you have additional questions.

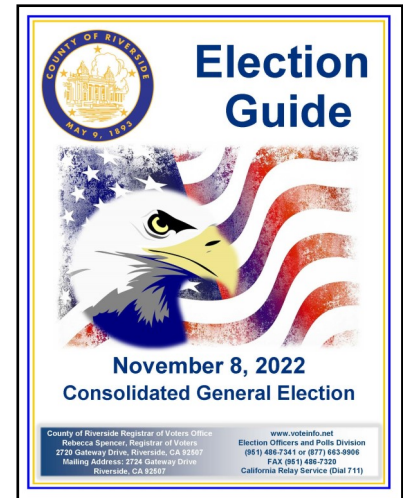
Training Class

California State Law requires that the Registrar of Voters conduct training for Election Officers prior to each election. Training provides volunteers the knowledge, skills, confidence, preparedness to appropriately handle unexpected situations, and the opportunity to ask questions of the Registrar of Voters staff. Learning new policies and procedures, proper use of equipment, and setting up of voting equipment will be reviewed in training class. We strive to ensure that Election Officers are extensively familiar with the policies and procedures required to run a successful election.

All Election Officers are required to fill out a Compensation Form and W-9 Tax Form.

Appointment Letter

The Registrar of Voters office will mail or email an appointment letter to Election Officers selected to work at a voting location. The letter contains the name and address of the assigned facility where the Election Officer will work and the location, date, and time of their training session. Election Officers are asked to report to the assigned voting location one hour before the polls open for the day to assist with the Accessible Voting Unit (AVU) **seals verification**, and setting up the voting location processing table.



Note: Call the Registrar of Voters office immediately if a change of schedule is needed at (951) 486-7341.

Election Officer Information


Election Officer Oath and Payroll

All Election Officers must sign the Oath of Allegiance and Election Officer Payroll. Not signing the Oath and Payroll sheet will cause delays in compensation. If any information is incorrect, cross it out and write the correct information.

The Oath of Allegiance is for the Leads and Election Officers to swear their loyalty to the electoral process. They will process voters in the voting location to the best of their ability. The Oath of Allegiance also asks you to support the Constitution and to defend and uphold these values by being willing to serve at the voting location. When you take the Oath, it should be something you are choosing to do. No one should be forcing you.

All Election Officers must sign their name on the Oath of Allegiance and Election Officer Payroll. The Election Officer Oath and Payroll sheets must stay in the Lead Binder. The Leads must confirm all Election Officers (that participated in this election) sign the Oath of Allegiance and Election Officer Payroll.

The Election Officer Payroll section on this sheet will be completed by the Leads, for the Election Officers, with the hours worked each day including setup hours. If Election Officers are scheduled to setup the location the Lead must write their hours worked and total hours worked. Each day they are at the voting location the Lead will write in their start time minus their lunch time and the end of the day time. Total all hours each day worked.


ELECTION OFFICER OATH AND PAYROLL

OATH OF ALLEGIANCE
(Required by Chapter 8, Division 4, Title 1, Government Code; Section 3, Article XX, California Constitution)
 STATE OF CALIFORNIA)
) ss
 COUNTY OF RIVERSIDE)

The employee, for himself/herself alone, do hereby take and subscribe to the following oath of allegiance:

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Election Officer subscribed and sworn _____ day of _____, 20____.

Election Officer Signature _____

Name: _____ County Employee ID# _____
(Print) (if applicable)

Address: _____

City: _____ Zip Code: _____

ELECTION OFFICER PAYROLL

Date	Start Time	Lunch Break 1 Hour	End Time	Total Hours	Comments
Example	6:00 am	1 Hour	9:00 pm	14	N/A
Set-Up		N/A			<i>Set-Up</i>
November 5, 2022		1 Hour Mandatory			
November 6, 2022		1 Hour Mandatory			
November 7, 2022		1 Hour Mandatory			
Election Day November 8, 2022		1 Hour Mandatory			

Compensation to be paid 6 to 8 weeks after the election.

Election Officer Signature: _____

Election Officer Co-Lead Signature: _____

November 8, 2022 Consolidated General Election

Election Officer Information

Shared Expectations

As partners, Election Officers and the Registrar of Voters office have the legal duty and responsibility to conduct elections according to the procedures in this Election Guide and the California Elections Code. Volunteers are expected to think critically and use problem solving skills and common sense to resolve issues within the framework of these procedures and laws.

Election Officers can expect the Registrar of Voters office to:

- ✦ Provide prompt and accurate responses to questions.
- ✦ Extend professional courtesy and respect.
- ✦ Follow through and resolve any issues.
- ✦ Arrange reasonable accommodations for Election Officers.
- ✦ Coordinate the delivery of all election supplies and equipment.
- ✦ Provide adequate staff and locations.
- ✦ Provide timely compensation to all officers.

Election Officers are expected to:

- ✦ Be punctual each day.
- ✦ Take guidance from the Leads.
- ✦ Locate their assigned voting location to ensure officers know where to go, how to get there, and how long it will take to arrive on time.
- ✦ Review training materials and familiarize themselves with procedures.
- ✦ Abide by all election procedures provided to them.
- ✦ Attend all required training in order to work this election.
- ✦ Perform all duties assigned to the best of their ability.
- ✦ Treat each other with dignity and respect.
- ✦ Communicate with the Registrar of Voters office on completed set-up, when starting the day, throughout the day, and when leaving the site at closing.
- ✦ Respond promptly to phone calls and emails.
- ✦ Provide superior customer service.

Election Officer Information

Election Officer Duties

Officers must arrive at their assigned location at least one hour before voting begins to assist with Accessible Voting Unit (AVU) seals verification, Ballot on Demand (BOD) setup with seals verification, and the setup of the voter processing tables. Remember to allow six feet of social distancing as much as possible.

Voting locations are staffed with two Leads and up to eight Election Officers.

Leads

Leads are responsible for communicating with the Registrar of Voters office throughout the day. Information is provided to them concerning location access and/or duties. A Lead will need to communicate with the facility contact person to gain access into the voting location. They are also responsible for all Election Officer duties.

Election Officers

Election Officers will meet and greet voters, process voter “Ballot Request” forms, verify voter eligibility, activate Poll Worker Ballot Activation Cards, and direct voters to an available Accessible Voting Unit or voting booth. They may also be responsible for watching the Accessible Voting Units, answer voter questions, sanitize the Accessible Voting Units, and voting booths after each use.

Election Officer Etiquette

In addition to resolving issues within the framework of this Election Guide and the California Elections Code, officers must also behave in an appropriate manner. Remember, you are representing Riverside County Registrar of Voters office out in the community.

Election Officers must do the following:

- ✦ Act appropriately as a public official in this election.
- ✦ Always remain professional and politically neutral.
- ✦ Never discuss the election, candidates, politics, or religion with each other or the public at the voting location.
- ✦ Follow the Lead’s directions.
- ✦ Should a conflict arise between the officers, call the Registrar of Voters office as soon as possible.

Election Officer Information

Election Officer Etiquette - Continued

- ✦ Use diplomacy and tact when working with the public. Use sound judgment when resolving conflicts.
- ✦ Groom and dress appropriately and practice good hygiene.
- ✦ Never eat or drink at the processing table.
- ✦ Remain calm at all times and ask for help, if needed. Use respectful, positive communication. Be patient and offer assistance.
- ✦ Wear comfortable and suitable clothing.
- ✦ Be prepared for long days by bringing enough food, drink, and any medications needed.
- ✦ The Leads will arrange breaks and lunch times based on staffing needs and work flow. Election Officers are entitled to breaks and lunch and may leave the voting area during these times.
- ✦ Bring appropriate items to pass the time when voter volume is low, such as knitting or other handiwork, nonpolitical reading material, electronic devices, crossword puzzles, etc. None of these activities should interfere with voting or disrupt other Election Officers.
- ✦ Work as a team. Each Election Officer is expected to participate fully, accept all Lead assignments, and help others when needed.
- ✦ Keep the voting location clean, clutter-free and compliant with accessibility standards throughout each day.
- ✦ Ensure that these standards are followed, protect the rights of every voter, and report violations immediately to the Command Center or the Registrar of Voters office.

Dress and Demeanor

Election Officers are expected to dress and groom in a manner which represents the Registrar of Voters office in their community. Clothing should be clean, tasteful, and in good repair (no missing buttons, tears, etc.). T-shirts, oversized pants, and midriff-baring tops, are examples of inappropriate garments. Hair should be clean and combed or styled in a manner which respects the Election Officers role as a representative of the Registrar of Voters office.

It is expected that Election Officers be polite and courteous in all interactions with voters. **Be mindful of conversations in the presence of voters** about political party activities or philosophy, observations about voting activities of individuals or groups, and any other political dialogue is prohibited within the voting location.

On occasion, it may be necessary to remind a fellow Election Officer about a regulation, procedure, or policy. If this occurs, take the Election Officer aside, be polite, tactful, and non-confrontational. This maintains an upbeat and cooperative spirit among the Election Officers. **Always treat one another with respect and dignity. Remember that you are performing a very important civic function.**

Election Officer Information

Environment and Atmosphere

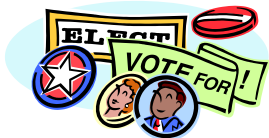
The voter processing tables are for confirming voter eligibility, obtaining voter signatures, and providing voter assistance. Therefore, the tables should only be limited to those items issued by the Registrar of Voters office. Do not place any other items on these tables without authorization. **Never eat, drink, or place food or drink on the voter processing tables!**



Eating and drinking is to be done outside the presence of voters. If you are remaining on the premises during food breaks, please eat your meals away from the voting area.



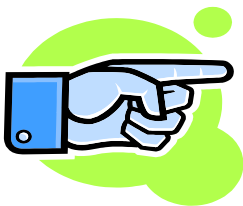
Smoking, vaping, or consumption of any tobacco product is prohibited at the voting location. This applies to all voters, Election Officers, Poll Watchers, and Observers.



Political materials of any sort may not be posted nor distributed within 100 feet of the voting location in which the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance, curbside voting or drop box.



Audio and/or video broadcast, (i.e., radios, CD players, etc.,) must be kept at background volume. Viewing talk shows, political commentary programs, and news broadcasts of election activities are not permitted.



It is a violation of law to permit individuals other than Election Officers to sit or loiter at the voter processing tables (E.C. § 14223). This includes infants and small children. Election Officers may not be engaged in childcare while serving at the voting location.



Conduct a visual inspection outside the voting location every couple of hours to ensure that all signs are still in their original locations and that no tampering of the signs has occurred.



Please remind all voters that **NO** cell phone use is permitted in the voting area. Election Officers are allowed to call the Registrar of Voters office when needed.

Election Officer Information

Notes:



Vote Center Supplies 3.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Vote Center Supplies

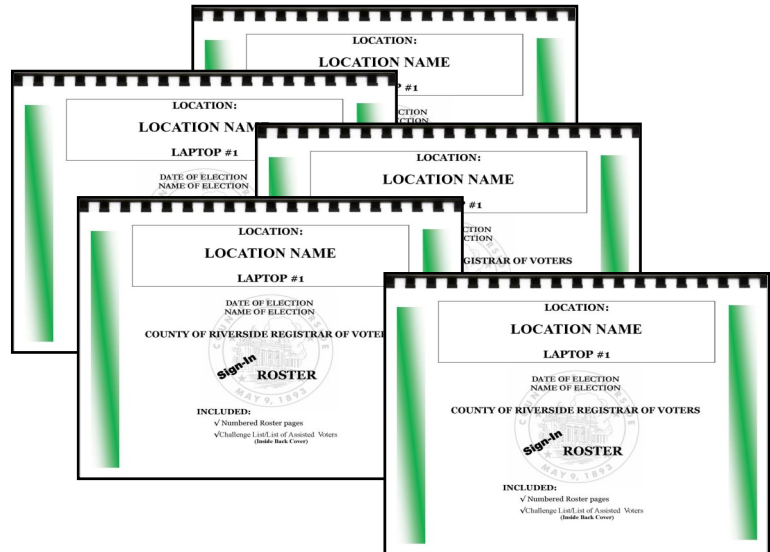
Lead Bag

The Leads are given a Lead Bag which will contain items and documents you will use at the voting location. Each voting location is assigned specific items for their location and cannot be shared with other voting locations.

These are items you will receive in the Lead Bag:

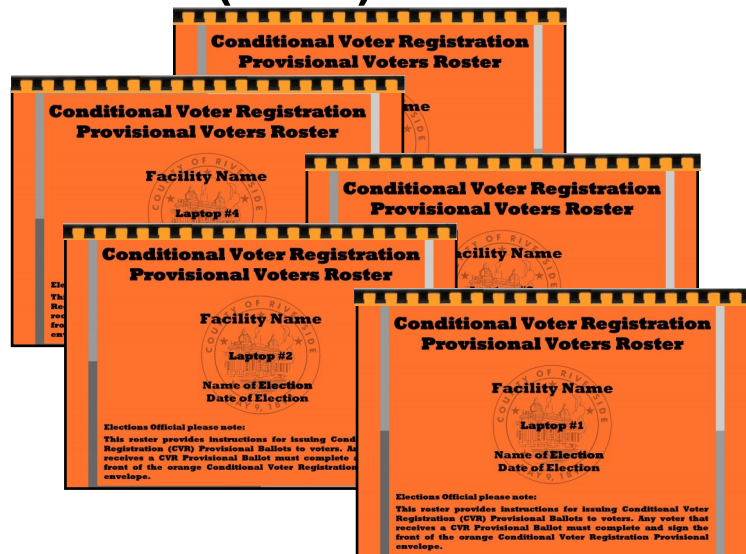
Sign-In Rosters

Each voting location will receive five Sign-In Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.



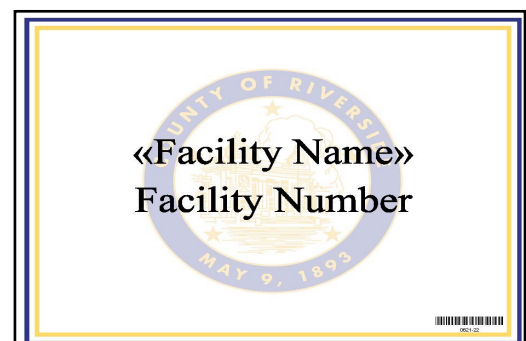
Conditional Voter Registration (CVR) Rosters

Each voting location will receive five Conditional Voter Registration Rosters, one for each laptop. These rosters are voting location specific and are not to be shared with other voting locations.



Site Location Sign

Install this sign in the designated slot on the Poster Display Board prior to opening the voting location.



Site Location Sign

Vote Center Supplies

Lead Bag—Continued

Official Returns Envelope with Poll Worker Ballot Activation Cards and Ballot on Demand (BOD) Printer Security Key

This envelope is found in the Lead Binder and contains Poll Worker Ballot Activation Cards and the Ballot on Demand Printer Security Key. Use these cards to activate a ballot session on the Accessible Voting Unit (AVU) and the security key to access the Ballot on Demand (BOD) Printer for printing ballots for voters.



Official Return Envelope with Poll Worker Ballot Activation Cards and BOD Security Key

Return Bags

- Vote-by-Mail Voted Ballots Bag
- Conditional Voter Registration Voted Ballots Bag
- Spoiled & Surrendered Ballots Bag
- Completed Voter Registration Cards Bag
- Vote-by-Mail Research Ballots Bag



Vote-by-Mail



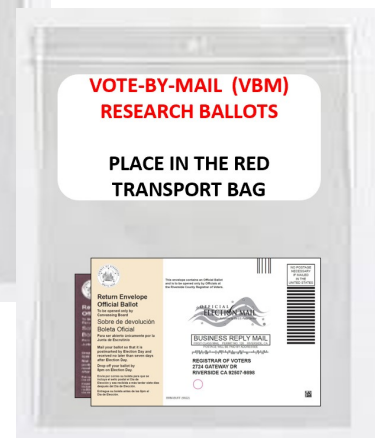
Conditional Voter Registration Voted Ballots



Spoiled & Surrendered Ballots



Completed Voter Registration Cards



Vote-by-Mail Research Ballots

Vote Center Supplies Lead Bag — Continued Language Kit

Riverside County is required to provide bilingual assistance and voting materials at the voting location. Display the Voter Bill of Rights Poster and the “Do You Need Bilingual Assistance?” poster inside and outside the voting location. Check the appropriate box when an Election Officer is able to assist with the language checked on the poster. All voting locations will have Language Kits. There are six languages required in our county:

English, Spanish, Tagalog, Korean, Chinese (Mandarin/Cantonese), and Vietnamese.

List of items in the Language Kit:

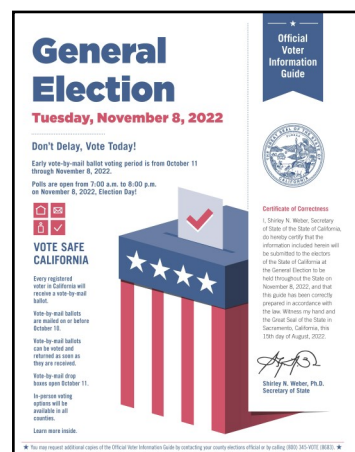
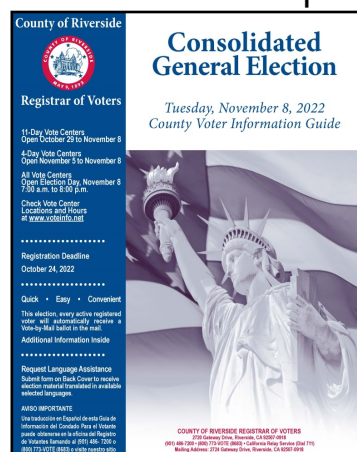
- Multilingual Name Badges
- Multilingual Voter Bill of Rights
- “Do You Need Bilingual Assistance?” poster
- Multilingual “No Electioneering” posters
- Facsimile language ballots can be found in the “Vote Center” shared drive on the laptop designated to the HP Printer on the processing table.



County and State Voter Information Guides

Riverside County Voter Information Guide is mailed to all registered voters. The guide will include information on what will be on the ballot, along with a sample of the ballot. Voters who conditionally register to vote can only receive this guide at the Riverside County Registrar of Voters office, online, or any voting location in Riverside County.

With a statewide election, one State Voter Information Guide is mailed out by the state to each household where registered voters live. The guide will have information on state candidates and propositions that will be on the ballot.



Vote Center Supplies

Lead Bag — Continued

Seals Bag

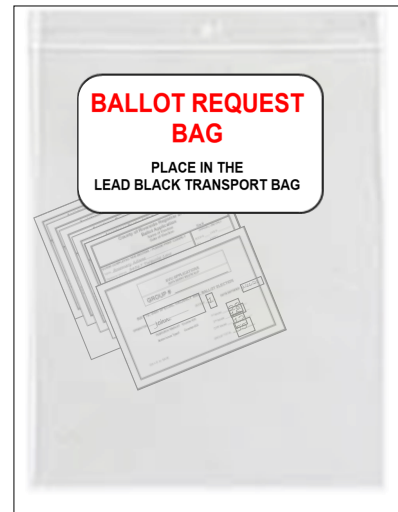
The Seals Bag is found in the Lead bag and will contain Riverside County seals needed to secure voting equipment. The Broken Seals Bag is for any Dymo® labels, broken seals, and voided “Ballot Request” forms or voided Voter Registration Applications. The Ballot Request Bag is for “Ballot Request” forms collected each day and is returned at the end of the election inside the Lead Bag.



Seals Bag



Broken Seals Bag



Ballot Request Bag

Lead Binder

Inside the Lead Bag will be a Lead Binder. The Lead Binder will have a plastic pouch with small items that will be needed for the voting location. Also in this binder are insert tabs with documents the voting location will utilize for the days the voting location is open. On the next page are the items in the Lead Binder.



Vote Center Supplies Lead Bag — Continued Lead Binder Supplies

Items in the plastic pouch of the Lead Binder:

Election Lapel Pins

Ballot Box Tags

There are several Ballot Box Tags. Box tags will be used on the blue Ballot Box and Vote-by-Mail Ballot Box. Put these tags into the slot of the ballot boxes.



Ballot Box Tags

Ballot Request Data Entry Route Slip

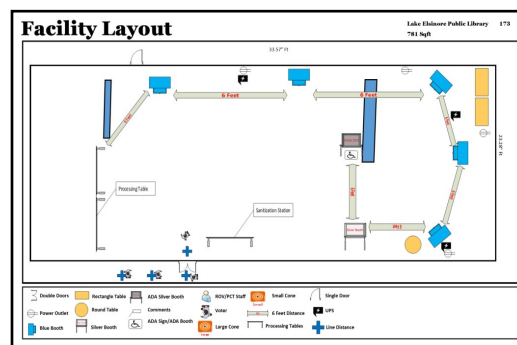
All Election Officers will complete this route slip for each laptop used at the voting location each day by using the information from the "Ballot Request" forms processed and the "Sign-In Roster" signatures. This slip can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

A form titled "RIVERSIDE COUNTY REGISTRAR OF VOTERS BALLOT REQUEST DATA ENTRY ROUTE SLIP". It includes fields for "SITE NAME:", "NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION", "OPERATOR:", "BOOK #", and "DATE ENTERED:". There are also checkboxes for "Re-Issue", "CVR Provisional", "VBM Re-Issue", and a "GROUP TOTAL" field. The bottom right corner has the code "*2022-82*".

Data Entry Route Slip

Facility Layout Diagram

This diagram is an estimate of how your voting location can be setup. Use the diagram for setting up the processing tables, AVUs, BOD Printer, silver voting booths, gray ADA voting booths and all the other equipment needed for the voting location.



Facility Layout Diagram

Supplies Checklist

Verify and refer to the supplies list of items received. All items will be in several bins. Please contact the Registrar of Voters office if any items are missing. This checklist can also be found in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

A detailed checklist titled "ELECTION SUPPLIES INVENTORY FOR THE NOVEMBER 2022 CONSOLIDATED GENERAL ELECTION". It lists various items such as "Processing Table(s)", "ADA Silver Booth(s)", "ADA Signage Booth(s)", "Small Cone(s)", "Single Door(s)", "Power Outlet(s)", "Board Table(s)", "Comments", "Voter", "6 Feet Distance", "UPS", "Blue Booth(s)", "Silver Booth(s)", "Large Cone(s)", "Processing Table(s)", and "6 Feet Distance". It also includes a section for "Supplies to be used" and a "Notes" section at the bottom.

Supplies Checklist


Each voting location will have a list of contacts for Election Officers and the Registrar of Voters staff.

Contact List

This sheet is important for communicating occurrences such as materials that would be helpful, suggestions for the next election, mistakes that have occurred, and voter dissatisfaction with the voting location.


Comment Sheet

These reminder sheets are diagrams and pictures to follow for returning items each night and on election night. These reminders can also be found in the “Vote Center” shared drive on the laptop designated to the HP Printer on the processing table.













Returning Items

Election Night: November 8






After completing the Ballot Statement, all election materials need to be stored as shown below to be returned to the Registrar of Voters office by the two Leads.


Items Returning to ROV Election Night

Voted Ballot Carton	Red Transport Bag	Lead Bag	Laptops	VBM Ballot Box (Outfitting of VBM or CVR Counties)
				
<ul style="list-style-type: none"> ❑ Yellow Copy of Ballot Statement ❑ VBM Ballots ❑ VBM Printed Ballots ❑ CVR Ballots ❑ VBM Printed Ballots ❑ CVR Ballots 	<ul style="list-style-type: none"> ❑ Pink Copy of Ballot Statement ❑ VBM Ballots ❑ CVR Ballots ❑ Completed Voter Registration Cards ❑ Spoiled & Unrecorded Ballots ❑ VBM Return Ballots 	<ul style="list-style-type: none"> ❑ White Copy of Ballot Statement ❑ Lead Ballot ❑ Return Spoils Bag ❑ Spoils Bag ❑ Official Return Envelope ❑ Sign-in Register ❑ CVR Sign-in Register ❑ Ballot Audit/Issue 	<ul style="list-style-type: none"> ❑ In each Laptop Bag <ul style="list-style-type: none"> ❑ Laptop ❑ Mouse ❑ Mouse Pad ❑ Power Cord 	<ul style="list-style-type: none"> ❑ Pink Copy of Ballot Statement ❑ VBM Ballots ❑ CVR Ballots ❑ VBM Return Ballots
				

Router and Ethernet Cords

Dymo Printers in VBM Box



All the items above are returned to the Registrar of Voters office by the Leads on Election Night.

ON ELECTION NIGHT, ALL VOTING EQUIPMENT MUST BE BROKEN DOWN.

Place all voting equipment in one location.

A Transfer company contracted by the Registrar of Voters office will pick it up at a later date.

Vote Center Supplies

Lead Bag — Continued

Lead Binder — Continued

Documents behind each insert tab — continued:

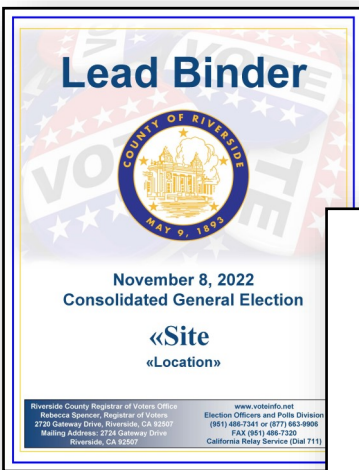
Election Officer Oath and Payroll

All Election Officers must sign the Oath of Allegiance and Election Officer Payroll before performing any election duties. It is located under one of the tabs in the Lead Binder. Do not remove it from the Lead Binder.

Election Officers must take and sign the Oath of Allegiance and Election Officer Payroll. Each Election Officer will fill in their name, county employee ID# (if applicable), and address information. Each officer must take the Oath of Allegiance once. At the bottom of the sheet is the payroll information. Write in the hours worked minus one hour for lunch and the total hours for each day. Sign the form confirming your Oath and hours worked. A Lead must also sign confirming the Oath was given to the officer and the hours worked are correct.

Extra Compensation Forms, W-9 Forms, and Oath of Allegiance and Election Officer Payroll will be in the Lead Binder and in the "Vote Center" shared drive on the laptop designated to the HP Printer on the processing table.

In the event a new Election Officer is sent to the voting location, Compensation and W-9 forms need to be filled out completely. Have the Election Officer fill out the form. If the Election Officer fails to do so, it could result in delay of their compensation. It is the responsibility of the Leads to make sure Election Officers sign their form. Leave the Oath of Allegiance and Election Officer Payroll, W-9 forms, and Compensation forms in the Lead Binder.



ELECTION OFFICER OATH AND PAYROLL

OATH OF ALLEGIANCE

(Required by Chapter 8, Division 4, Title 1, Government Code, Section 3, Article XX,
California Constitution)

STATE OF CALIFORNIA)
) ss. I, ,
COUNTY OF)

The employer, for himself/herself alone, do hereby take and subscribe to the following oath

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I will defend the Constitution freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties upon me by this oath to be administered to me.

Signature of Election Officer subscribed and sworn _____ day of _____, 20____

Election Officer Signature _____

Name _____ County Employees ID# _____ (if applicable)

Address _____

City _____ Zip Code _____

ELECTION OFFICER PAYROLL


Date	Start Time	<u>Leave Bank</u> _____	End Time	Total Hours	Comments
Example	6:00 am	<u>1 Hour</u>	6:00 pm	8	N/A
Set-Up		N/A			<u>See #6</u>
November 5, 2022		1 Hour Mandatory			
November 6, 2022		1 Hour Mandatory			
November 7, 2022		1 Hour Mandatory			
Election Day		1 Hour Mandatory			
November 8, 2022		1 Hour Mandatory			

Compensation to be paid 0 to 8 weeks after the election.

Election Officer Signature _____

Election Officer Co-Lead Signature _____

November 8, 2022 Consolidated General Election

	BALLOT BOX ATTENDANT VOLUNTEERS COMPENSATION & CONTACT INFORMATION Riverside County Registrar of Voters				Date of Election: _____ Trialster: _____ Claim Date: _____
	(Print Name) _____		(Vendor Code) _____		(ID#) _____
	SECTION 1 - To be completed by all election volunteers. (Time 09:00 to 09:01) (Type Name) _____				
Signature Label: _____					
(City) _____ (Street) _____ (Apt) _____ (State) _____ (Zip) _____					
(Phone Number) _____ (Cell) _____ (Home) _____ (Work) _____					
E-mail address _____					
EMERGENCY CONTACT INFORMATION					
In case of an emergency please contact: Name: _____ Phone Number: _____ Alt. Phone: _____					
SECTION 2 - To be completed by bilingual election officer (In addition to English I am fluent in) _____					
SECTION 3 - To be completed only by Active Riverside County and Active Triunfo Arroyo Assignment Program (TAP) Employees. You do not need to fill out the attached W-9 form.					
County Employee ID #: _____					
Agency or Department: _____					<input type="checkbox"/> Regular County Employee
Supervisor's Name & Title: _____					<input type="checkbox"/> Active TAP Employee
Supervisor's Contact Number: _____					
<p>Pursuant to Section 0404(d) of the new Income Tax Regulations, income reporting requirements apply to persons who are not employees or are not taxable and are taxable to the election volunteer who is not an employee of the Riverside County or an Active Triunfo Arroyo Assignment Program (TAP) in order to complete and sign the attached W-9 form and return it to the Riverside County Registrar of Voters' office.</p> <p>Supervisors to be paid at two weeks after the election.</p> <p>I declare under penalty of perjury under the laws of the State of California that the information on this form is true and correct.</p>					
Signature: _____ Date: _____					
<input type="checkbox"/> Self	<input type="checkbox"/> Minor	<input type="checkbox"/> Parent	<input type="checkbox"/> Guardian		

[illegible]

If Election Officers fail to show up to work, call the Registrar of Voters office to report the vacancy. You may be provided a backup Election Officer if needed.

Documents behind each insert tab — continued:

Accessible Voting Unit Security Log

Each assigned Accessible Voting Unit (AVU) will have a seals log for verifying seals on the AVU. Logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. This log will show the total number of days the voting location is open. Voting locations will be open four days and in some areas voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the “Accessible Voting Unit Security Log Instruction Sheet” for the seal locations on the AVU.

Security

ACCESSIBLE VOTING UNIT SECURITY LOG

Use the illustration below to identify the location for all seals that need to be verified.

Unit Number

ACCESSIBLE VOTING UNIT SECURITY LOG

Vote Center: Name of Vote Center Voting Unit #: #####

NOVEMBER 6, 2022 SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
ACCESSIBLE VOTING UNIT SECURITY LOG						
Two Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.						
NOVEMBER 6, 2022 CONSOLIDATED GENERAL ELECTION						
Vote Center: <u>Name of Vote Center</u>			Voting Unit #: <u>#####</u>			
AVU Back Top Battery Red Seal <small>(Do not break for any reason)</small>		AVU Back Bottom Power Button Yellow Seal				
####		####				
If you must break a seal, replace it and record the new seal number below						
Replacement Seal			Replacement Seal			
Replacement Seal			Replacement Seal			
Replacement Seal			Replacement Seal			

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

SEALS VERIFICATION FOR VOTE CENTER SET-UP						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

NOVEMBER 5, 2022 SEALS VERIFICATION						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Owning						
Held Day						
Closing						

November 6, 2022 Consolidated General Election

Accessible Voting Unit Security Log

Ballot on Demand Unit Security Log and Ballot Card Accounting Record - Log Sheet

Each voting location will have a “Ballot on Demand Unit Security Log” for verifying seals on the BOD. Logs have to be completed by two Election Officers, once at setup and three times each day the voting location is open. Two BOD seals will have to be broken at the beginning of each day and resealed at the end of each day. One seal will be broken at the end of each day to count the unused sheets of paper. This log will show the total number of days the voting location is open. Voting locations will be open four days and in some areas the voting locations will be open for eleven days. Logs will show the date the seals need to be checked. Use the “Ballot on Demand Security Log Instruction Sheet” for the seal locations on the BOD.

[illegible]

Ballot Card Accounting Record - Log Sheet

Vote Center Supplies

Lead Bag — Continued

Lead Binder — Continued

Documents behind each insert tab — continued:

First Voter Procedural Checklist

This checklist will be completed at the beginning of each day before the polls are open. After the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the blue Ballot Box and the Vote-by-Mail Ballot Box. After verification, the Lead must seal the ballot boxes and have the voter confirm the ballot boxes were empty and sealed by signing this checklist.

First Voter Procedural Checklist
«Location»
Date: November 5, 2022

California Elections Code 14215 requires that "before receiving any ballots, the precinct board, in the presence of any persons assembled at the Vote Center, shall open and exhibit and close the ballot container(s)." The following procedural checklist must be completed by the Lead for the "First Voter" that arrives at the Vote Center once their eligibility has been determined.

After processing and obtaining all required documentation from the first eligible voter, have the voter verify that all of the Ballot Boxes are empty and sealed, then the Lead must initial in the "Lead Initials" box below.

Ballot Box Verification		Yes	No
Are all ballot boxes Empty?			
Are all ballot boxes Sealed?			

Please note that a voter dropping off their Vote-by-Mail ballot may be your First Voter. Voters dropping off their Vote-by-Mail ballot are not required to sign in the Sign-In Roster and should only sign on this form to identify them as the First Voter.

If the Vote-by-Mail voter wishes to surrender their ballot and vote at the Vote Center, they must sign on this sheet and on an available line in the Sign-In Roster. Remember to write the words "Voted at the Vote Center-Do Not Count!" on the envelope to identify that the voter has surrendered their ballot.

First Voter: Print Name _____ Signature _____ Month / Day / Year _____

Checklist completed by: _____ Lead Signature _____ Month / Day / Year _____

2022-18

November 8, 2022 Consolidated General Election

First Voter Procedural Checklist

Curbside Voters Roster

These voters can call the Registrar of Voters office to let the voting location know they will be voting curbside. Election Officers will have to take a printed paper ballot or AVU voting booth, election materials, and supplies to the voter. The Curbside Roster is found in the Lead Binder.

CURBSIDE VOTERS ROSTER
(E.C. § 14282)

«Site»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/ Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>			
C 2	<input type="checkbox"/>			
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

0621-13

Curbside Voters Roster

Documents behind each insert tab — continued:

This log will be found in the Oath & Payroll insert tab in the binder. Leads are required to fill out Mileage Logs when using their own vehicle. In order to receive compensation for using their vehicle Leads must fill out this Mileage Log. Mileage is logged in at the beginning of the trip and once the vehicle has returned to the training facility parking lot.

Mileage Log

This report will be filled out if there is an accident, injury, emergency, or property damage of the location. This report must have detailed information of the incident. Any incident that requires immediate attention, contact the Registrar of Voters office.

Incident Report

This log sheet will be filled out if the voting equipment malfunctions or if the voting equipment was damaged during transport. Provide as many details as possible and report the incident to the Registrar of Voters office immediately at (951) 486-7217.

Voting Equipment Incident Log Sheet

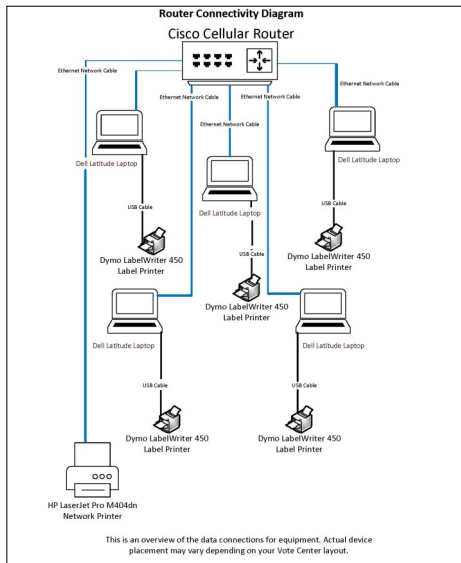
Vote Center Supplies Lead Bag — Continued Lead Binder — Continued

Documents behind each insert tab — continued:

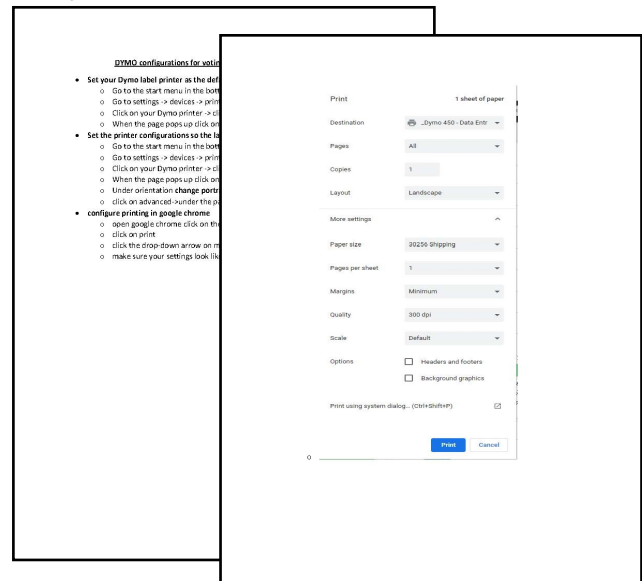
Processing Table Set-up

The processing table will require several items to be set-up each day. Use the instructions for setting up the Router, Dymo® Printer for each laptop, the Laptops, and the HP printer on the processing table. The HP Printer on the processing table allows for additional documents to be printed as needed at the voting location. Designate one laptop for printing any additional documents. **Documents can be found on the “Vote Center” shared drive of the designated laptop.**

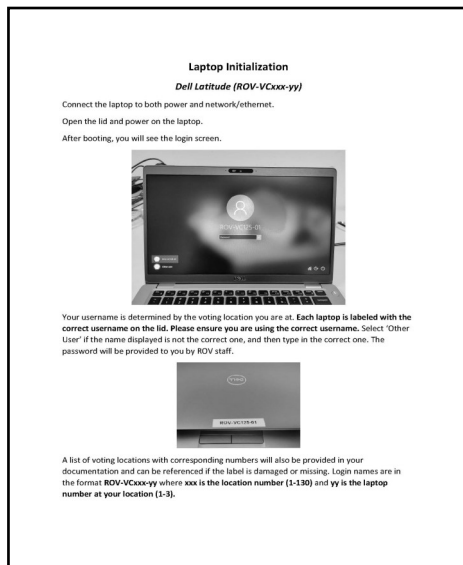
The Router Connectivity Diagram, Dymo® Configurations, Laptop Initialization, and Vote Center Printer Initialization instructions will allow for a seamless setup of each item needed to process voters throughout the day.



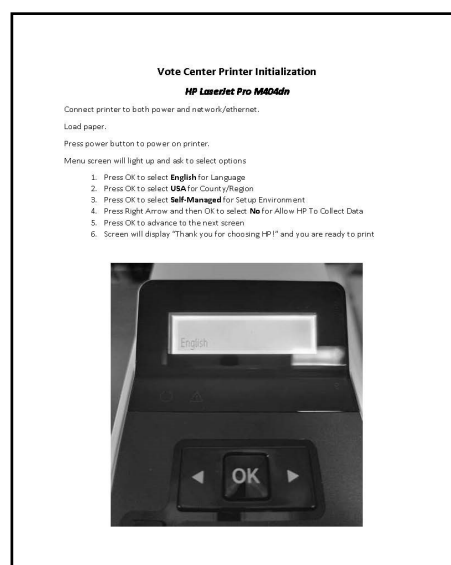
Router Connectivity Diagram



Dymo® Configurations



Laptop Initialization




Printer Initialization

Vote Center Supplies Lead Bag — Continued Lead Binder — Continued

Documents behind each insert tab in the Lead Binder — continued:

Certified Write-In Candidates

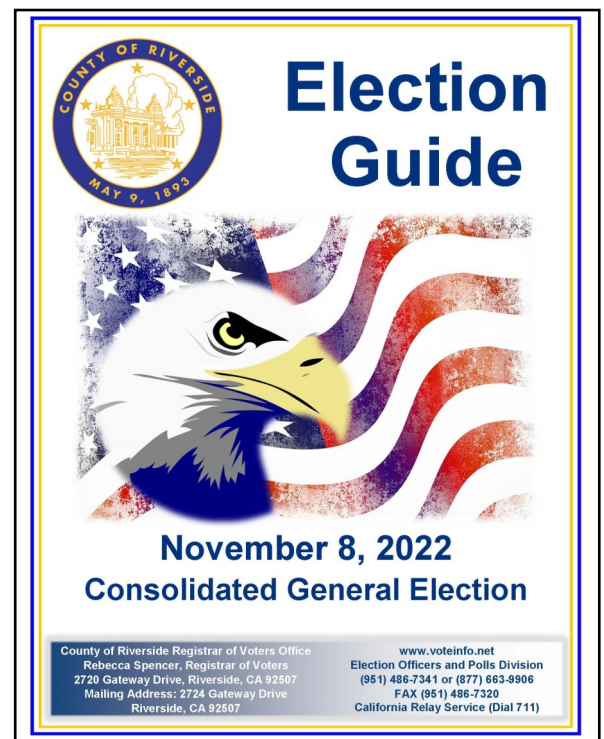
A list of certified write-in candidates will be available to voters. Take this list out of the Lead Binder and place it on the processing table for voters to see it. Listed are candidates that did not meet the filing deadline. To be a certified Write-In Candidate the candidate will have to file with the county. The list of certified write-in candidates is posted on County of Riverside website at www.voteinfo.net.

										
REBECCA SPENCER Registrar of Voters	ART TINOCO Assistant Registrar of Voters									
REGISTRAR OF VOTERS COUNTY OF RIVERSIDE										
Current Date										
NAME OF ELECTION										
DATE OF ELECTION										
CERTIFIED LIST OF WRITE-IN CANDIDATES										
<table border="1"><tr><td>GOVERNOR</td></tr><tr><td>JOHN ADAMS</td></tr><tr><td>JAMES MADISON</td></tr><tr><td>UNITED STATES SENATE</td></tr><tr><td>RICHARD NIXON</td></tr><tr><td>SECRETARY OF STATE</td></tr><tr><td>BBCHARLES FRANKLIN</td></tr><tr><td>TREASURER</td></tr><tr><td>JAMES KILEY, JR</td></tr></table>		GOVERNOR	JOHN ADAMS	JAMES MADISON	UNITED STATES SENATE	RICHARD NIXON	SECRETARY OF STATE	BBCHARLES FRANKLIN	TREASURER	JAMES KILEY, JR
GOVERNOR										
JOHN ADAMS										
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UNITED STATES SENATE										
RICHARD NIXON										
SECRETARY OF STATE										
BBCHARLES FRANKLIN										
TREASURER										
JAMES KILEY, JR										
<small>2720 Gateway Drive Riverside, CA 92507-0921 Mailing address: 2724 Gateway Drive Riverside, CA 92507-0918 (951) 486-7200 TTY (951) 697-8966 FAX (951) 486-7272 www.voteinfo.net</small>										

Qualified Write-In Candidates

Election Guide

This guide has been developed for Leads and Election Officers on the proper policies and procedures for managing a voting location. Refer to this guide as often as necessary.



Election Guide

Vote Center Supplies Lead Bag — Continued Lead Binder — Continued

Documents behind each insert tab — continued:

Ballot Statement

This form will be filled out at the end of each day including election day. Separate the AVU printed ballots and BOD printed paper ballots, BOD spoiled printed paper ballots, CVR Provisional ballots, CVR spoiled printed paper ballots, Vote-by-Mail ballots. Record the total on this Ballot Statement.

Also record the total number of signatures in the Sign-In Roster, Curbside Voters Roster, and the CVR Provisional Roster. On election day, there will be an additional space for Mid-day Ballot pick-up. If your facility is selected as a Mid-day Ballot pick-up site, add the total number of ballots to the Ballot Statement from the collection form given to you by the pick-up team.

The white copy will stay in the Lead Binder. The yellow copy of the statement will go into the brown Voted Ballot Carton. The pink copy of the statement will go into the Vote-by-Mail ballots and CVR Provisional ballots in the red Transport Bag.

The image displays three overlapping Ballot Statement forms. The leftmost form is the 'Each Day Ballot Statement' (dated November 5, 2022), the rightmost is the 'Election Day Ballot Statement' (dated November 8, 2022), and the central one is a general 'Ballot Statement' (dated November 5, 2022). Each form is divided into sections for Regular Paper Ballots, CVR Provisional Ballots, Roster Signatures, and Vote-by-Mail Ballots. The forms are color-coded: white for the lead binder, yellow for the brown voted ballot carton, and pink for the red transport bag. The central form also includes a section for Mid-day Ballots. The forms are labeled with '2022-15*' at the bottom.

BALLOT STATEMENT
DATE: November 5, 2022 VCF:
REGULAR PAPER BALLOTS
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton) **A** +
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail surrendered ballots) **B** + 0
The Number of Voted Paper Ballots **C** =
CVR PROVISIONAL BALLOTS
The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag) **C** +
The Number of Spoiled Voted Orange CVR Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail surrendered ballots) **D** + 0
The Number of Voted Orange CVR Ballot Envelopes **E** =
ROSTER SIGNATURES
Total Number of Voter Signatures (Check Laying 1, 2, 3, 4 & 5 CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster) **F**
VOTE-BY-MAIL BALLOTS
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in the plastic bag, place plastic bag and any overflow envelopes into the Red Transport Bag or the Black Ballot Box, if needed) **F**
LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.
2022-15

BALLOT STATEMENT
DATE: November 8, 2022 VCF: «Site
REGULAR PAPER BALLOTS
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton) **A** +
The Number of Mid-Day Voted Paper Ballots (Selected sites ONLY) **B** + 0
The Number of Voted Paper Ballots **C** =
CVR PROVISIONAL BALLOTS
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail surrendered ballots) **D** + 0
The Number of Voted Paper Ballots **E** =
ROSTER SIGNATURES
Total Number of Voter Signatures (Check Laying 1, 2, 3, 4 & 5 CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster) **F**
VOTE-BY-MAIL BALLOTS
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in the plastic bag, place plastic bag and any overflow envelopes into the Red Transport Bag or the Black Ballot Box, if needed) **F**
LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.
2022-15

BALLOT STATEMENT
DATE: November 5, 2022 VCF:
REGULAR PAPER BALLOTS
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton) **A** +
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail surrendered ballots) **B** + 0
The Number of Voted Paper Ballots **C** =
CVR PROVISIONAL BALLOTS
The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag) **C** +
The Number of Spoiled Voted Orange CVR Ballot Envelopes (Place envelopes with black ink in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail surrendered ballots) **D** + 0
The Number of Voted Orange CVR Ballot Envelopes **E** =
ROSTER SIGNATURES
Total Number of Voter Signatures (Check Laying 1, 2, 3, 4 & 5 CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster) **F**
VOTE-BY-MAIL BALLOTS
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in the plastic bag, place plastic bag and any overflow envelopes into the Red Transport Bag or the Black Ballot Box, if needed) **F**
LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.
2022-15

Each Day Ballot Statement

Election Day Ballot Statement

Ballot on Demand Printer

When setting up the printer, a sample page will need to be printed to ensure the printer is working properly. An Inventory Report will need to be printed from the BOD Printer to ensure the correct amount of paper was used. Use the “Ballot Card Accounting Record — Log Sheet” to account for the amount of paper sheets that were used from the printer.

[illegible][illegible]

Vote Center Supplies

Additional Supplies

Mitigation Supplies

Mitigation is a modification technique used to temporarily remove a barrier to accessibility. Utilizing an Accessibility Checklist provided by the California Secretary of State, we are able to mitigate any potential obstacles a voter may encounter. The most common accessibility barriers at voting location sites are doors, doorways, thresholds, and parking stalls. Any voting location that requires mitigation equipment will be provided an Accessibility Kit. The mitigation supplies will be delivered to the voting location.

The Accessibility Kit Folder includes a "Accessibility Mitigation Inventory Distribution Sheet" that lists the total number of items needed at the voting location in the "Quantity Issued" column. Once you confirm the contents of the Accessibility Kit, an Election Officer and a Lead must sign this sheet. These kits have very clear instructions and pictures to help the Lead identify how and where to place the proper mitigation equipment. Use the setup instructions found in this folder to assemble the curbside doorbell. Place the mitigation equipment at the voting location each morning the voting location is open and remove the supplies each night.



Accessibility Mitigation Inventory Distribution Sheet

Date of Current Election

Name of Current Election

You are being provided with the mitigation supplies listed below. Please check the items listed with the items you are given to ensure you have what you need to mitigate the Polling Place you have been assigned. If there are any discrepancies please notify the Registrar of Voters Staff immediately.

Item	Quantity Issued	Quantity Returned	Comments
Large Cones	1		
Small Cones	3		
Cone Toppers	1		
Voter ADA Parking Sign	1		
Van Accessible Sign	1		
Small Accessible Path of Travel Sign			
Large Accessible Path of Travel Sign			



Curbside Doorbell with Receiver



ADA Voting Booth

Accessibility Kit	
California Citrus State Historic Park Sunkist Center 9400 Dufferin Ave Riverside, CA 951-789-1278	
Mitigation Supplies Required:	
<ul style="list-style-type: none"> ◇ 1 Large Cone ◇ 1 Cone Topper ◇ 1 Voter ADA Parking Sign ◇ 1 Van Accessible Sign ◇ 3 Small Cones 	
(See Next Page →)	



Place 1 large cone with sign and 3 small cones

Vote Center Supplies

Additional Supplies

Each voting location will have supplies delivered in several tubs. There is a Tub 1 and Tub 2.

Supply Tub 1

- 2 Printer Toner for AVU Printers and 1 Printer Toner for Vote Center Printers
- 1000 Sheets of Vote Center Printer Paper
- 5 Dymo® Printer Paper Rolls
- 250 CVR Envelopes
- 250 Voter Registration Cards Bag
- 1 Blue Painters Tape
- 250 Authorized Agent Applications
- 250 Ballot Request Forms Bag
- 4 Red Transport Bags



Supply Tub 2

- 1000 Sheets of AVU Printer Paper
- 2 Envelope Moisteners
- Flashlight
- 5 Clipboards
- Personal Protective Equipment (PPE) containing: 2 boxes of Large and Medium Vinyl Gloves, 2 boxes of Face Masks, 10 Face Shields, 4 bottles of Hand Sanitizer, etc...



Vote-by-Mail Ballot Boxes

Vote-by-Mail Ballot Boxes will store five Dymo® Printers in a black bag or in the printer's original box. This ballot box will be picked up when setting up the voting location and will be returned to the Registrar of Voters on election night. VBM voters will be dropping off their ballot in this ballot box so it must be emptied before accepting any VBM ballots each day the vote center is open.



Vote Center Supplies

Additional Supplies — Continued

Voting Equipment

The voting locations will receive supplies delivered by a transport company. They will include:

- 10 AVU Blue Voting Booths
- 10 AVU Tablets
- 10 AVU Printers
- 5 Shared Uninterrupted Power Supplies (UPS)
- 1 Tub of Mitigation Supplies (including Curbside Doorbell & Sign)
- 2 Supply Tubs
- 10 Brown Vote-by-Mail Ballot Boxes
- 1 ADA Paper Voting Booth
- 5 Silver Paper Voting Booths
- 1 Ballot on Demand Printer
- 2 Vote Center HP Printers
- 1 Poster Display Board
- 2 Privacy Divider Screens
- 1 Tabletop Privacy Screens
- 1 Blue Ballot Box
- Tables and Chairs (if not supplied by the facility)





Vote Center Setup 4.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

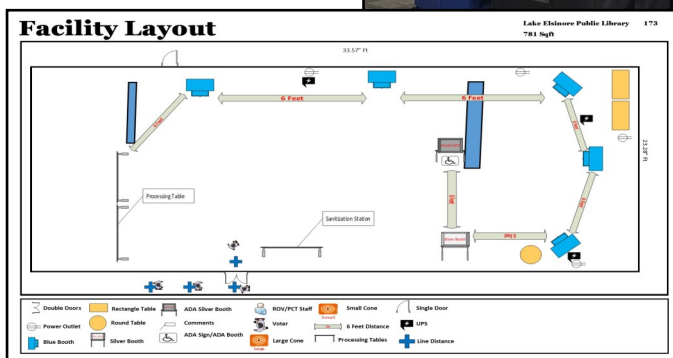
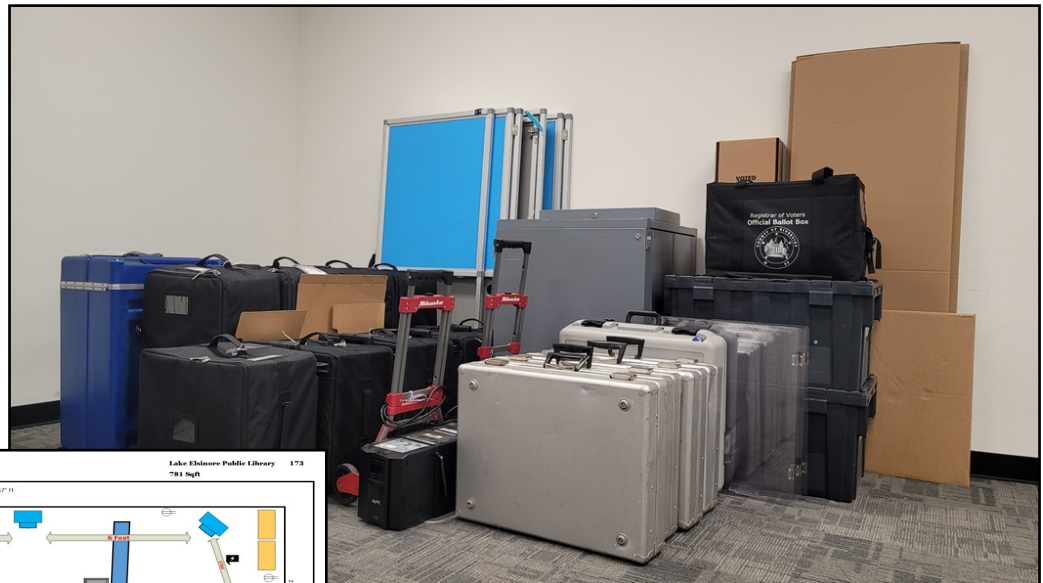
Vote Center Setup

Voting Equipment

The voting location will be set up by the Registrar of Voters office staff, Leads and Election Officers. They will set up the voter processing tables, ADA voting booths, silver voting booths, Ballot on Demand Printer, and assemble all Accessible Voting Units (AVUs) the day before the voting location is scheduled to open.

Registrar of Voters staff will set up the equipment using the diagram (Facility Layout Diagram) of the voting room. It is important that the Leads maintain the voting location setup. The Lead must bring the Lead Binder on setup day to verify seals on the AVU and Ballot on Demand Printer. On the morning prior to opening of the voting location, verify the Ballot on Demand Printer and all AVU seals are intact using the seals log found in the Lead Binder. Test the audio device on the AVU and the AVU printers. Place the AVU printer test page in the broken seals bag.

Each facility will receive AVUs with printers, blue voting booths, shared Uninterrupted Power Supplies (UPSs), and a Ballot on Demand Printer. They will also receive laptops with dedicated Sign-In Rosters and Conditional Voter Registration (CVR) Sign-In Rosters. Two Vote Center (VC) printers with a VC tag number on the case. These printers will be included for printing needed documents at the voting location.



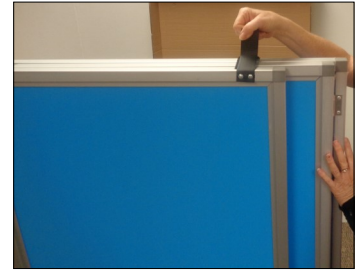
Note: Keep each of the AVUs, ADA voting booth and the silver voting booths setup with six feet of social distancing as much as possible and wipe or spray down after each use with the sanitary supplies provided in the Personal Protective Equipment (PPE).

Vote Center Setup

Accessible Voting Unit (AVU) Setup

1 The assembly process must be performed by two officers at the voting location. Place the blue voting booth in a location which provides adequate privacy and power while also allowing for social distancing of six feet as much as possible between the blue voting booths, paper voting booths, Ballot on Demand Printer, and the processing tables.

2 Undo the Velcro® strap holding the sides in place.



3 Open the left side of the booth, then open the right side of the booth.



4 Lift the center of the booth table up and then secure the latches on the bottom of the left and right sides.



5 Verify the table is secure before placing any items on it. The blue voting booth is now assembled.

6 The following pages will display the steps necessary for setting up the Accessible Voting Unit (ICX) tablet, Uninterrupted Power Supply, and printer for each AVU.



Reminder: Please allow for six feet of social distancing as much as possible between AVUs, paper voting booths, voters, and Election Officers.

Vote Center Setup

Accessible Voting Unit (AVU) Setup — Continued

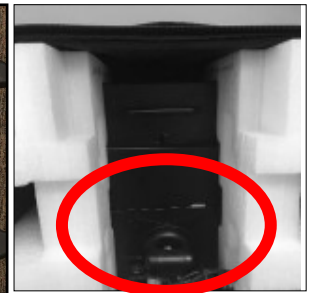
The large (ICX) tablet case and the small printer case are paired up by matching numbers. Match both cases with the same number when setting up.



- 7** Place the tablet case on a flat and stable surface (large rolling case) with the rolling handle side down.



- 8** Open the case. Remove the power cord and Audio Tactile Interface (ATI) controller with headphones from the case; place them on the blue voting booth.



- 9** Using the handle on the back of the tablet, remove the unit out of the case.



- 10** Stand the (ICX) tablet case up on the left side of the blue voting booth and remove the protective packaging.



Vote Center Setup

Accessible Voting Unit (AVU) Setup — Continued

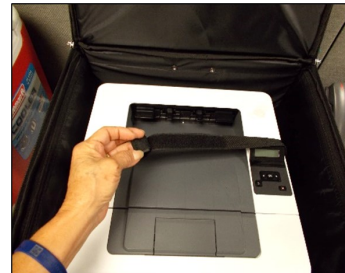
- 11** Place the protective packaging back in the case. Close the case and place it away from the voting area.



- 12** Place the printer case on a flat and stable surface (small rolling case) with the rolling handle side down. Unzip and open the case. Remove the power cord from the case.



- 13** Remove the Velcro® strap from around the printer. Use the side handles on the bottom of the printer to pick it up from the case.



- 14** Place the printer on the right side of the blue voting booth. Close the case and store it with the tablet (ICX) case.



- 15** Place the rolling cart with the attached Uninterrupted Power Supply (UPS) between two AVU blue voting booths. Both AVU and printer must be connected on the green section of the UPS power source located on the back right side.



Vote Center Setup

Accessible Voting Unit (AVU) Setup — Continued

- 16** Connect power cord labeled “A” from the UPS directly into a power outlet on the wall. **DO NOT** plug the UPS into a power strip or surge protector.



- 17** Connect the AVU power cord labeled “B” to the corresponding port labeled “B” on the bottom right side of the base of the tablet.



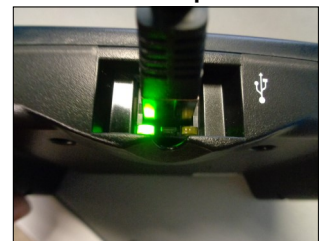
- 18** Connect the (ICX) tablet power cord labeled “C” to the back of the UPS in the corresponding outlet labeled “C.”



- 19** Connect the printer USB cord labeled “D” which is attached to the back of the (ICX) tablet into the corresponding top USB port labeled “D” on the top right side of the back of the printer.



- 20** Connect the ethernet cable labeled “E” which is attached to the back of the (ICX) tablet into the corresponding port labeled “E” of the Audio Tactile Interface (ATI) controller. The light should illuminate green when the power is on.



Vote Center Setup

Accessible Voting Unit (AVU) Setup — Continued

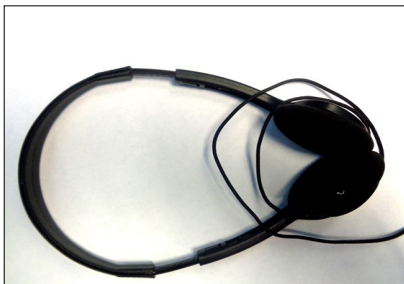
- 21** Connect the printer power cord labeled “F” to the corresponding port labeled “F” on the bottom right side of the printer.



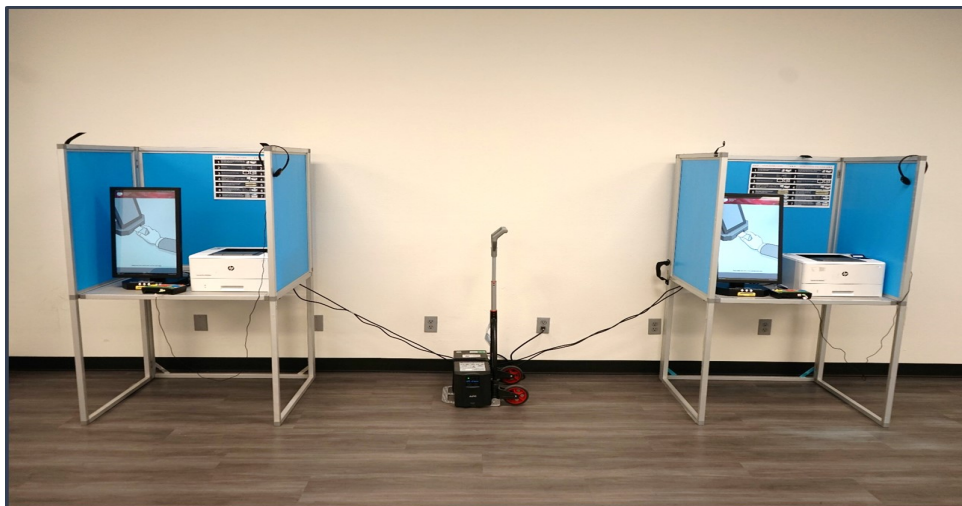
- 22** Connect the printer power cord labeled “G” to the back of the UPS in the corresponding port labeled “G”.



- 23** Connect the headphone's cable labeled “H” into the corresponding port labeled “H” on the ATI.



After completing the connection assembly steps, the UPS, (ICX) tablet, and printer are now ready to be powered on and tested. **Repeat these steps for all units before testing the units. Remember, two units will be connected to one UPS.**



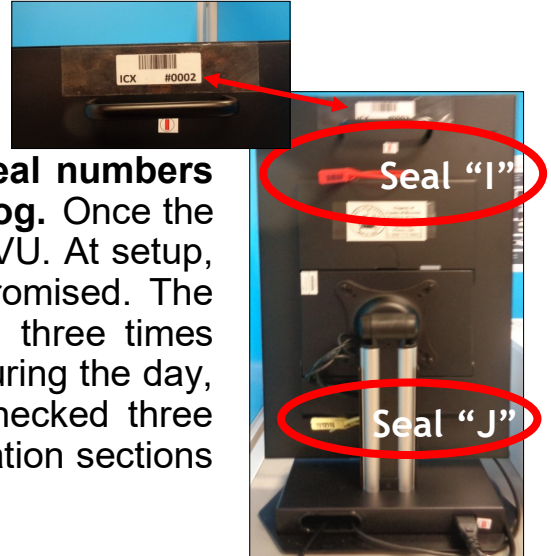
If any of the power cables are missing or damaged, call the Registrar of Voters office immediately at (951) 486-7341.

Vote Center Setup

Accessible Voting Unit Security Log

Use the following instructions to properly verify the **voting location** and **Voting Unit Number** on all AVUs on the AVU Seals Log found in the Lead Binder.

At setup, two Election Officers **must inspect the seals on the Accessible Voting Unit (AVU) for tampering. First, verify that the “Voting Unit #” on the upper back side of the AVU screen matches the AVU Seals Log. Verify that the seal numbers “I” and “J” match the number on the Seals Log.** Once the seals have been verified, continue with the next AVU. At setup, seals will need to be verified they are not compromised. The seals check for “I” and “J” has to be completed three times throughout each day: once in the morning, once during the day, and at closing. On election day, seals will be checked three times throughout the day. Follow the Seals Verification sections of the seals log for each day and on election day.



- ☐ AVU Back Top Battery Red Seal “I” (Do not break for any reason)
- ☐ AVU Back Bottom Power Button Yellow Seal “J” (Should only be broken if needed to manually power off and on the unit)

Should an Election Officer need to power on the AVU (ICX) tablet manually, it will be necessary to break the “J” seal and record the replacement “J” seal number in the log in the space provided on the Equipment Security Log.

ACCESSIBLE VOTING UNIT SECURITY LOG

Two Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION

Vote Center: Name of Vote Center Voting Unit #: #####

AVU Back Top Battery Red Seal (Do not break for any reason) ##### I	AVU Back Bottom Power Button Yellow Seal ##### J
If you must break a seal, replace it and record the new seal number below	
Replacement Seal I	Replacement Seal J
Replacement Seal I	Replacement Seal J
Replacement Seal I	Replacement Seal J

Two Election Officers will complete the “Seals Verification For Vote Center Set-Up” section of the log. Record the date and time of verification and answer the “Seals Intact?” question box. Both Election Officers print their name in the “Verifier Name” box and initial in the “Verifier Initials” box for each operating AVU setup.

SEALS VERIFICATION FOR VOTE CENTER SET-UP						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
11/5/2022	8:00 am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

If a seal is broken, tampered with or if the numbers do not match on the log, call the Registrar of Voters office immediately at (951) 486-7341.

Vote Center Setup

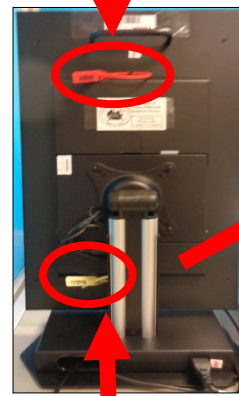
Accessible Voting Unit Power and Testing

1 Verify that the two AVUs and two printers are plugged into the UPS before turning the power on. Press and hold the power button located on the front of the Uninterrupted Power Supply (UPS) for 15 seconds. You will hear a beep after initially pressing the power button and a second beep 15 seconds later.



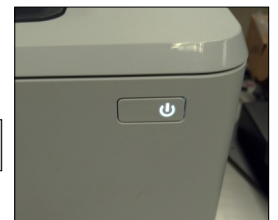
2 When the UPS is powered on, the AVU (ICX) tablet and the printer will automatically power on. A “Dominion Voting” logo will display on the touchscreen about 20-30 seconds later. If the AVU (ICX) tablet does not automatically power on, tilt the screen until you see the yellow “J” seal on the power button cover. Break the yellow “J” seal, open the panel, and hold the button for 1-2 seconds until the light is illuminated green. Apply a new yellow seal to the power button cover and record the new yellow seal number in the “Replacement Seal” entry box “J” of the “Accessible Voting Unit Security Log”. Place the broken “J” seal in the Broken Seals Bag.

Seal “I”

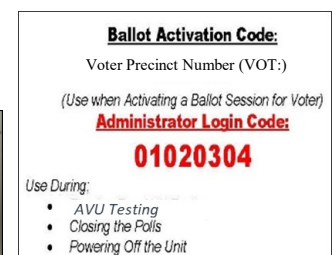


Seal “J”

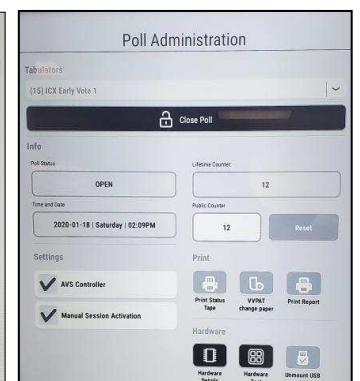
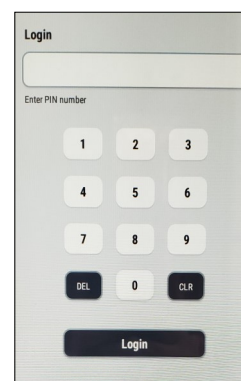
Ready Secure



3 If the printer does not automatically power on, check the connections and press the power button on the front of the printer. When the printer is on, it will display “Ready” then “Secure.”



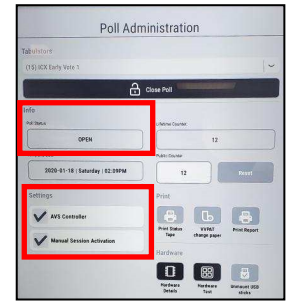
4 After your AVU (ICX) tablet has powered on, insert a Poll Worker Ballot Activation Card with the gold chip facing up and toward the device. The “Login” dialogue box will display. Enter your “Administrator Login Code” found in the Official Returns Envelope pocket name tag (example: 01020304), located in the Lead Binder. Touch “Login” and the AVU touchscreen will turn to the “Poll Administration” screen.



Vote Center Setup

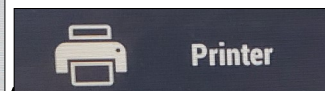
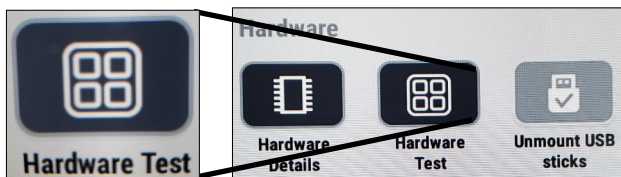
Accessible Voting Unit Power and Testing — Continued

5 While on the “Poll Administration” screen, verify the polls are open in the “Info” section under the “Polls Status” tab. Also, verify under the “Settings” section that the “AVS Controller” and “Manual Session Activation” tab has a check mark in the box.

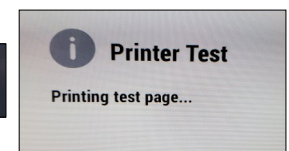
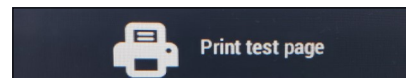


6 While still under the “Poll Administration” screen, two Election Officers will now complete the AVU printer test and the Audio Tactile Interface (ATI) test using the touchscreen of the Accessible Voting Unit (ICX) tablet.

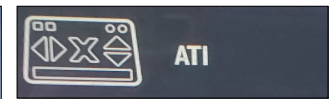
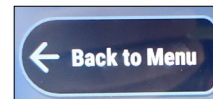
7 Under the “Hardware” section touch the “Hardware Test” button on the “Poll Administration” screen. Another screen will appear displaying the “Functional Test” options. Touch the “Printer” button from the list.



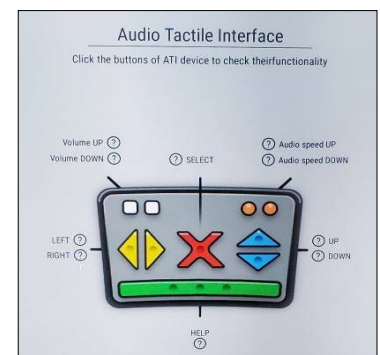
8 Touch the “Print test page” button. After touching the “Print test page” button, a “Printer Test” dialogue box will display “Printing test page.”



9 After the test page has completed printing, remove it from the printer and place it in the Broken Seals Bag. Touch the “Back to Menu” button on the bottom left portion of the AVU touchscreen to return to the “Functional Test” screen. In the “Functional Test” screen, touch the “ATI” button from the options list.



10 To perform the ATI test, press each button on the device. A green bubble and white check mark will appear on every button icon on the screen. When finished, touch the “Close” button on the bottom right portion of the AVU (ICX) touchscreen. Remove the Poll Worker Ballot Activation Card. The screen will now display the voting screen. You are now ready for the first voter.



Note: Repeat all the steps for each AVU being used at the voting location. After the setup and testing has been completed, **DO NOT** power off the equipment throughout the election process.

Vote Center Setup

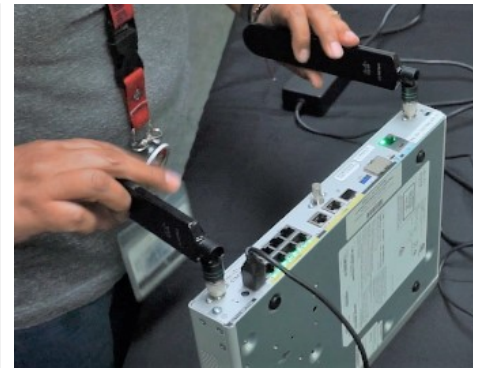
Connecting to the Router

The router is for network connectivity to the Riverside County Registrar of Voters database. Be sure to follow the router layout diagram provided in the Lead Binder.

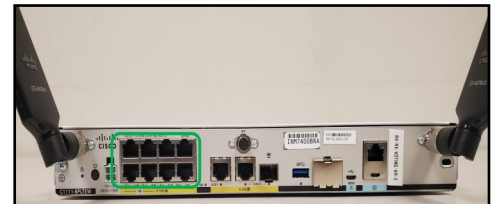
Do not turn on the laptops until they are connected to the router. The router will be taken on the day of setup in its own bag. The router will be setup on the processing table near your laptops and Vote Center (VC) printer. Make sure the power cord is plugged into the electrical outlet at your facility. There is a cooling vent at the top of the router, **please do not block or place anything on top of it.** Otherwise, the router could overheat and shut down your network connection.



- 1 Remove the router, power cord, ethernet cables, and antennas from the router bag. Place the bag into one of the supply tubs. Connect both antennas to the back of the router. Connect the power cord on the left side of the router back. Plug the other end of the power cord into the facilities electrical outlet.



- 2 On the back of the router are ethernet connection ports. There are eight ports all together. The ethernet cables will be connected to the laptops and VC printer. If you connect the ethernet cables into any other port you will not get a network connection.



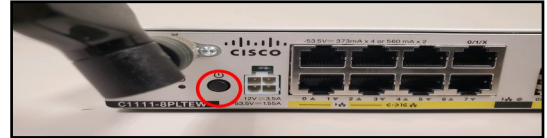
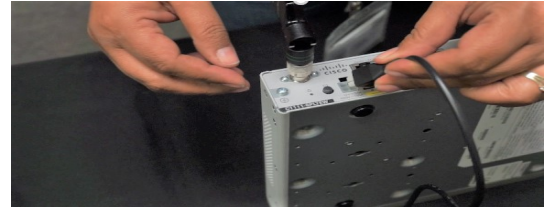
- 3 Connect the six ethernet cables to the back of the router. One for each of the laptops for a total of five and one for the VC Printer used on the processing table. Push the power button on the back of the router.



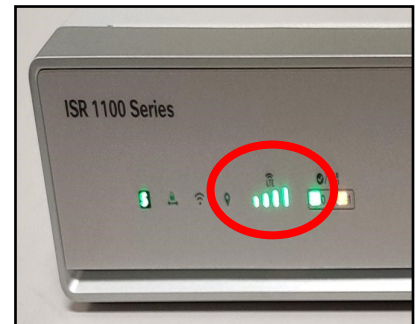
Vote Center Setup

Connecting to the Router — Continued

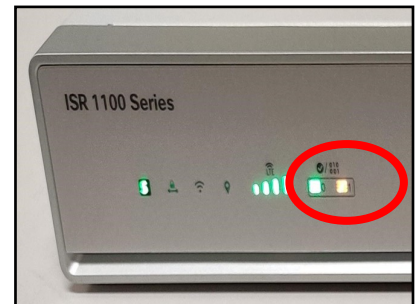
- 4** Once the power is turned on, a light on the back of the router will flash and then a green light will appear.



- 5** On the front of the router green lights will appear. The four bars are your network signal bars. If you fall under three bars for an extended period of time you will lose your network connection. Call the RCIT team at (951) 955-9900 option 7 for further instructions.

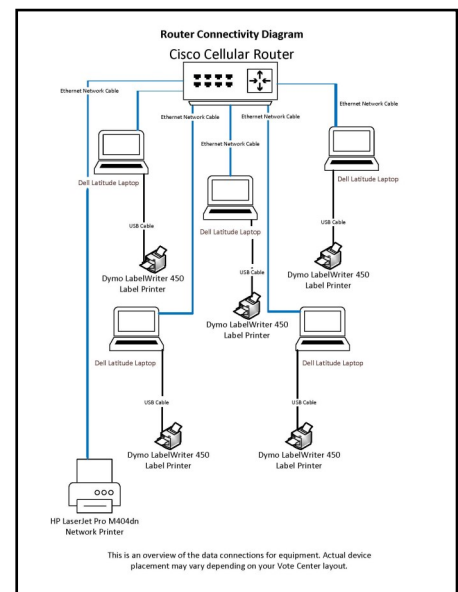


- 6** On the front of the router the other lights on the right side of the network bars will have at least one green light on. However, in some locations both lights will be green. The router is now ready to connect the laptops and VC printer on the processing table.



- 7** Use the router connectivity diagram found in the Lead Binder. Each laptop and VC printer has its own ethernet cord going into the router. Make sure each laptop and VC printer is connected to its own ethernet port according to the diagram. You can now connect the ethernet cables to the five laptops and the VC Printer.

Note: There are two VC printers, use one on the processing table and save the second one as a back-up printer for the processing table.



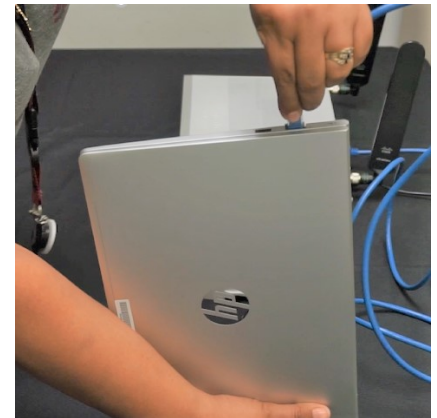
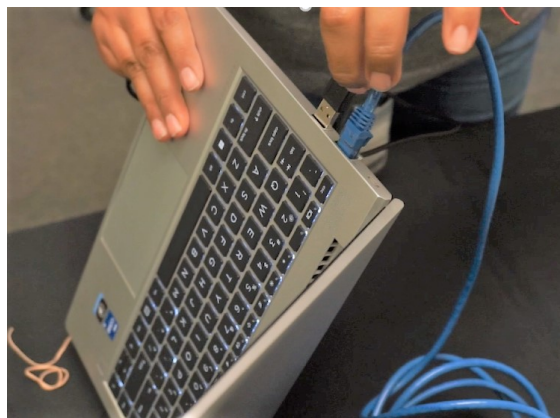
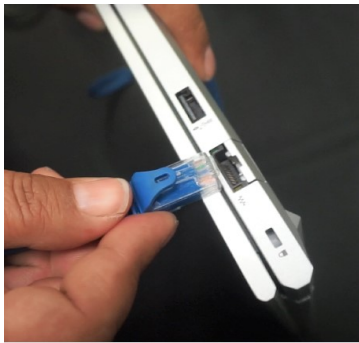
If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup

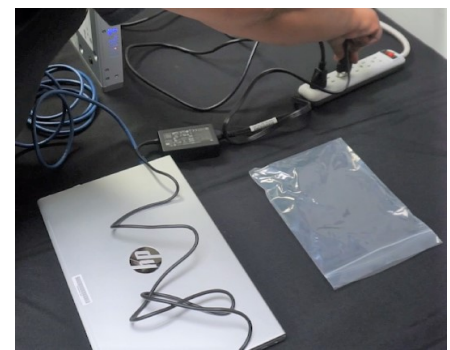
Connecting to Vote Center (VC) Printers

HP Printers used for the AVU's and the laptops look the same. However, an AVU Printer is paired up with the AVU tablet. The HP Printer used on the processing table has a VC number tag on the case and the unique number is based on the voting location and is only used for the processing table. These printers are used to print documents needed at the voting location. These documents will be found in the "Vote Center" shared drive on the laptops. Use one dedicated laptop to print these documents.

- 1 The router must be plugged in and ready to go before plugging in the laptop ethernet cable and the VC Printer cable. Connect the ethernet cable into the ethernet port on the left side of the laptop.

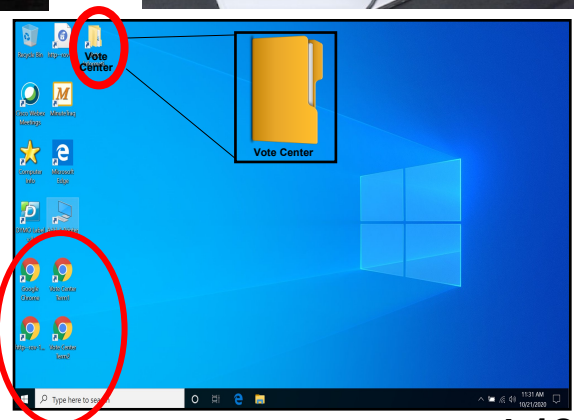


- 2 Plug the power cord into the laptop and into the power strip used for all the laptops. Open the cover of the laptop and push the power button on the top upper right hand corner (above the keypad.)



- 3 The username is preset. Enter the password given in the Lead Binder plastic pouch. The desktop will appear.

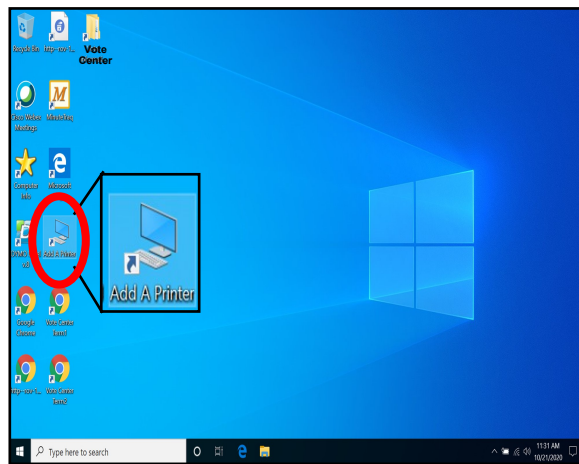
- 4 The laptop desktop will have several file folders including the EIMS database (Vote Center Term01 and Vote Center Term02) and the Vote Center file folder.



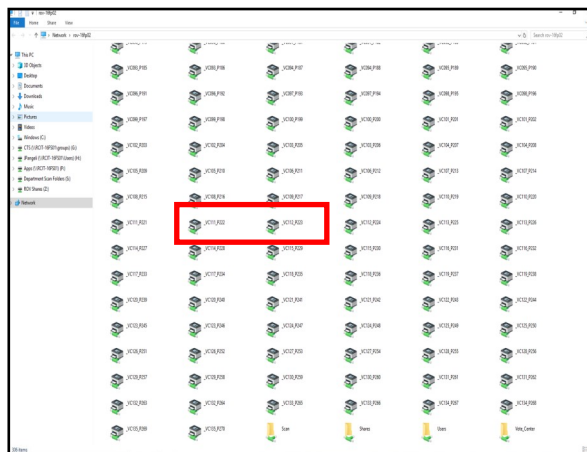
Vote Center Setup

Connecting to Vote Center (VC) Printers — Continued

5 On the laptop desktop is a “Add a Printer” icon. Double click the icon and a new window will appear.



6 The new window will have a list of VC Printers being used for this election. On the top of the VC printer is the printer number for your site. Each printer has a VC number label.

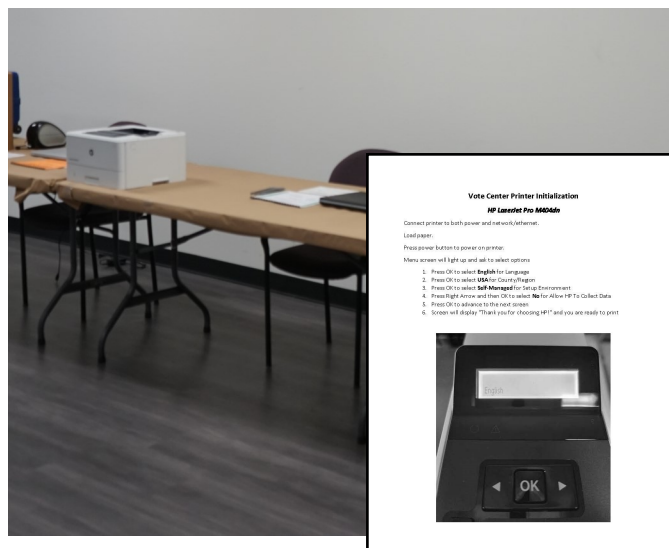


7 Double click on the VC printer based on your voting location. The VC printer number will be found on the top of the VC printer based on your voting location. For example: VC100_P200, this is based on your voting location.

8 Both of your VC printers will have a different number located on the top of the printer case and printer.

9 Dedicate the VC printer on one laptop. The VC Printer is now ready to be used as needed. Save the second VC Printer as a back-up.

Use the “Vote Center Printer Initialization” instructions for the printer setup. The instructions will be found in the Lead Binder.

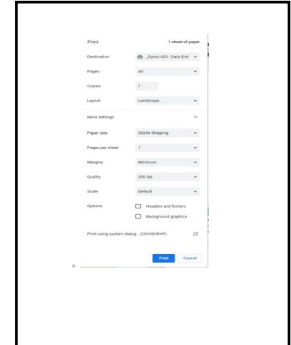
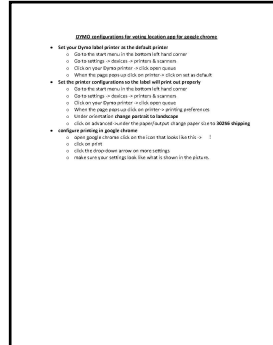


If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup

Connecting to Dymo® Printers

Only one type of Dymo® printer will be used this election. The function buttons are on the side of the printer. Locate the instructions in the Lead Binder under “Dymo® Configurations.” It is a two-sided sheet with instructions on one side and a picture of the printer setup on the other side.

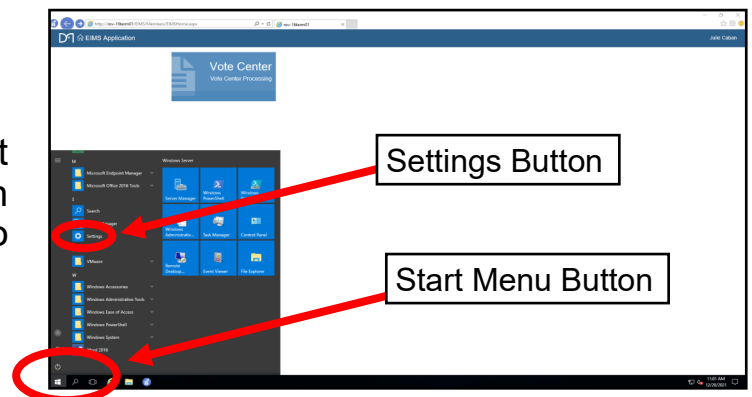


1 Make sure the Dymo® Printer is plugged into the USB port on the left side of the laptop before powering on the laptop. Note: The printer must be put in the left side USB port in order to setup correctly.

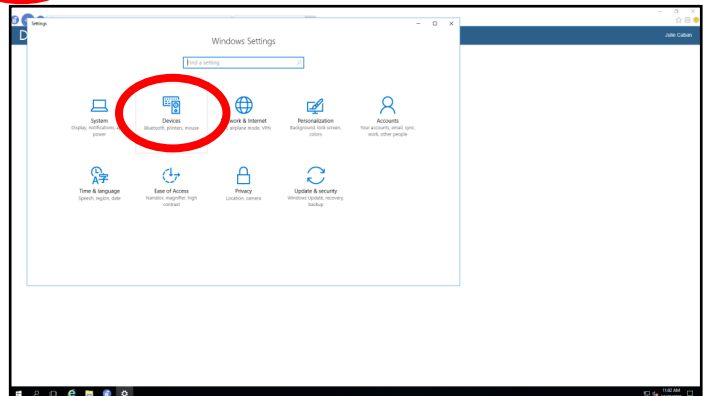


2 Once the Dymo® Printer is connected to the laptop it will need to be setup on the laptop with the correct label size and name. Use the “Dymo® Configurations” instructions for setting up the size and name.

3 Set the Dymo® Printer as the default printer. Go to the start menu button on the bottom left hand corner, go down the list to “Settings”.



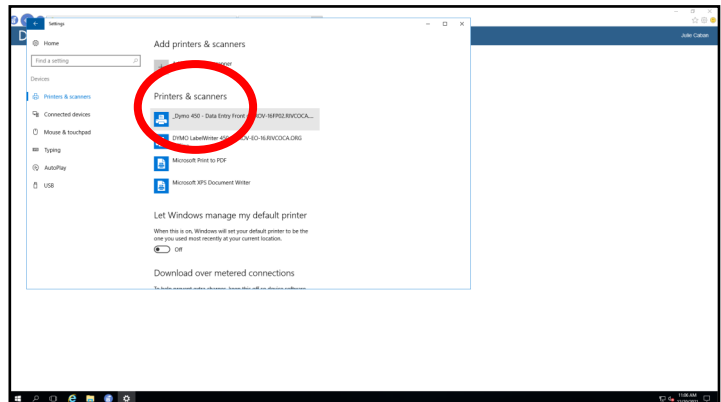
4 Click on “Devices (Bluetooth, printers, mouse)”. Another screen will appear.



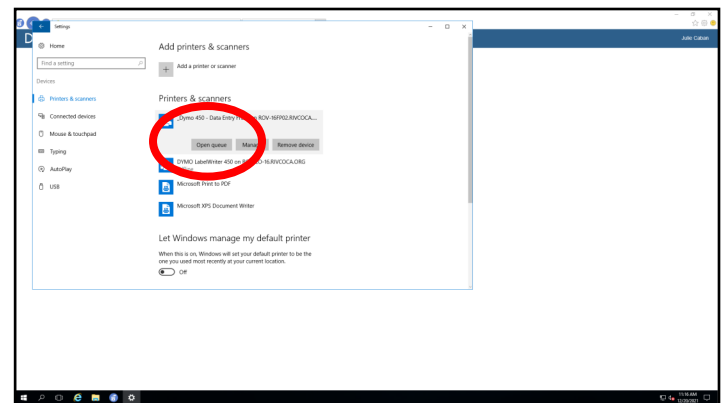
Vote Center Setup

Connecting to Dymo® Printers — Continued

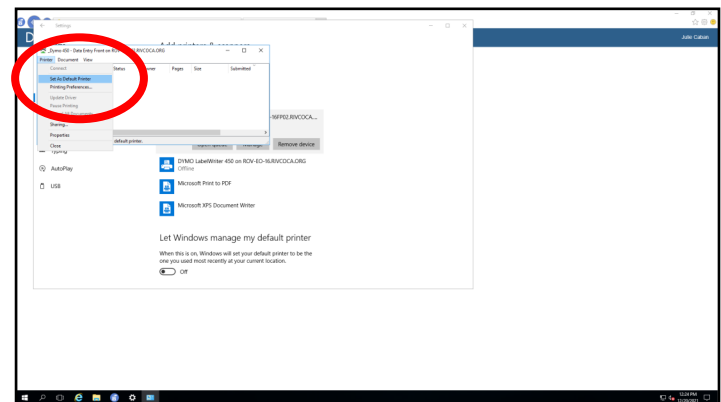
5 The “Printers & scanners” screen will appear with a list of printers. Click on the Dymo® Printer from the list.



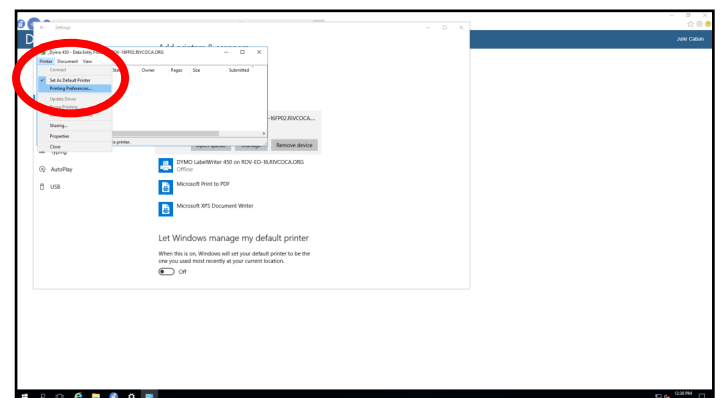
6 Once selected the screen will show more options. Click on the box that says “Open queue”.



7 A new window will appear. Click on the “Printer” tab and a drop down window will appear. Click on “Set As Default Printer” and a check mark will appear next to it.



8 Click on the “Printer” tab again and from the drop down window select “Printing Preferences”. A new window will appear.

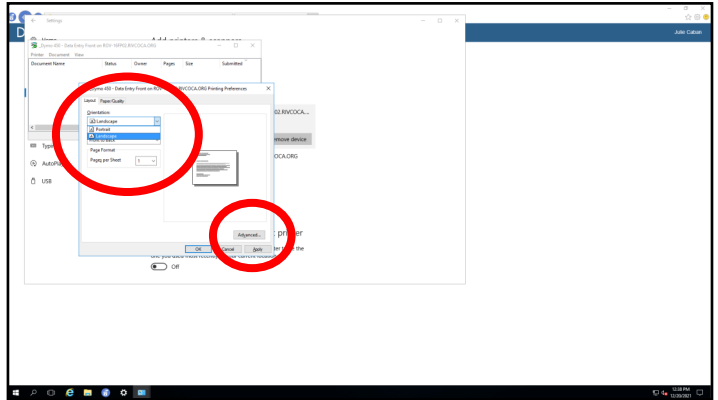


If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

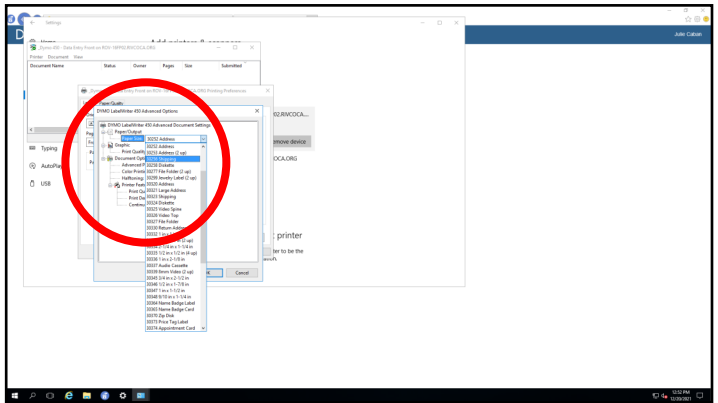
Vote Center Setup

Connecting to Dymo® Printers — Continued

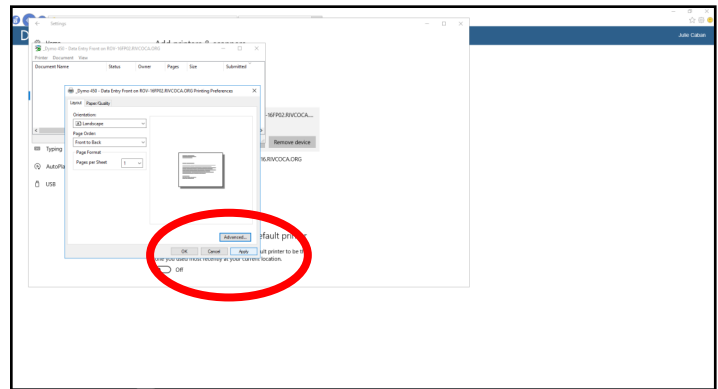
9 Under the “Layout” tab, change the “Orientation” settings from “Portrait” to “Landscape”. The “Orientation” is now set to “Landscape”. On the same screen click on the “Advanced” button located on the bottom of the same window.



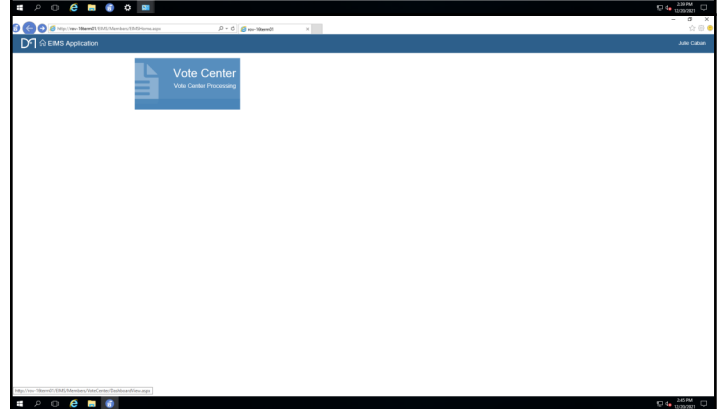
10 A new window will appear. Under the “Paper/Output” tab click on the arrow tab next to the “Paper Size.”. It is currently set on “30252 Address” label. Change it to “30256 Shipping” label. Click “Ok” and the Dymo® label size will be set.



11 The “Advanced” window will disappear and return to the “Printing Preferences” window. Click on the “Apply” button under the “Advanced” button. Then click “OK”. Your Dymo® Printer is now set to distribute the correct label name and size.



12 Exit out of all the Dymo® Printer screens and return to the Vote Center screen. Should you unplug the Dymo® Printer for any reason be sure to plug it back into the same USB port of the laptop or the laptop will not recognize the Dymo® Printer and will have to be reconfigured.



If you require assistance or have connectivity issues, call RCIT for technical support at (951) 955-9900 option 7.

Vote Center Setup

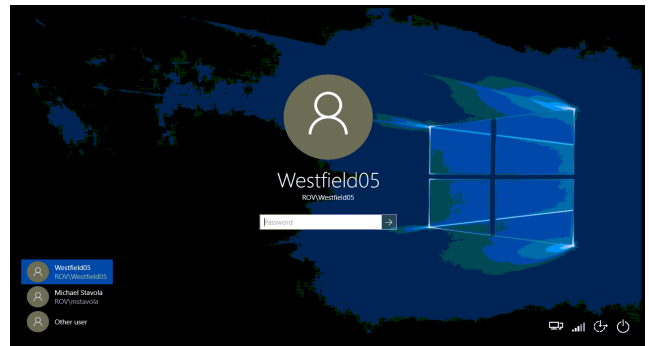
Connecting to the Vote Center Application

Election Officers must verify each voter; a process which includes verifying the voter's name, residence address, birthdate, and voter's signature to determine eligibility. In order to accomplish this process, Election Officers must establish a connection to the Registrar of Voters database known as Election Information Management System (EIMS). You will receive laptops to connect to the Vote Center database. Use the following steps to establish a connection:

1 Once your laptop is turned "ON" the window pane will appear showing the home screen.

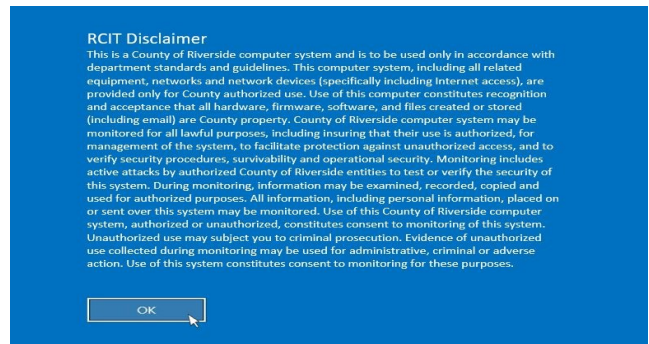


2 Press the space bar and the screen will change to username and password.

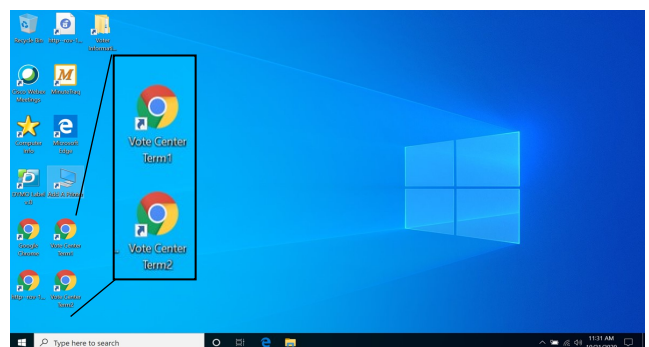


3 The username will be on a name tag on the laptop cover and bag. The password will be given to the Leads for their voting location. Type in the password.

4 The RCIT Disclaimer window will appear. Click "OK" and continue to the Vote Center desktop screen.



5 A blue screen will appear with several icons on the left side of the screen. Click twice on either the Vote Center Term01 or Vote Center Term02 (EIMS) icons and the Vote Center Dashboard will appear. Note: Once you have chosen Term01 or Term02 in EIMS, use the same Term throughout the day. **Do not change the Term or you will have to reset your Dymo® Printer configuration.**



Vote Center Setup

Connecting to the Vote Center Application — Continued

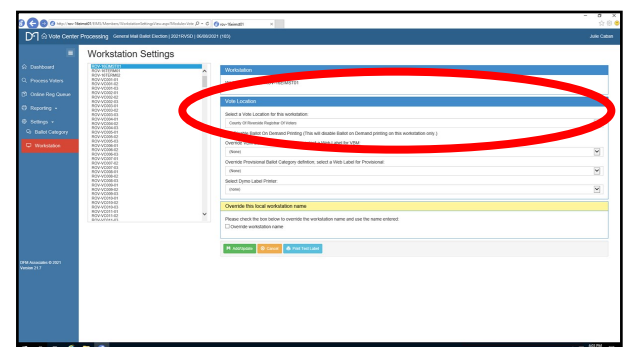
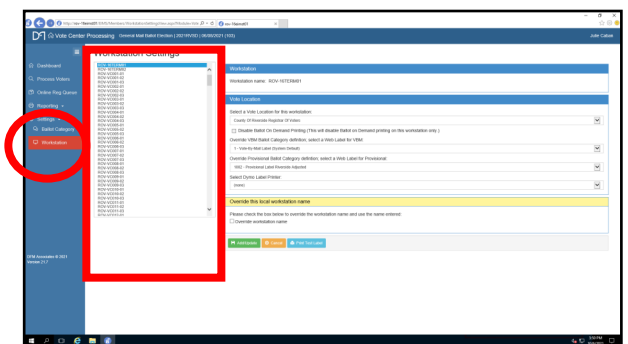
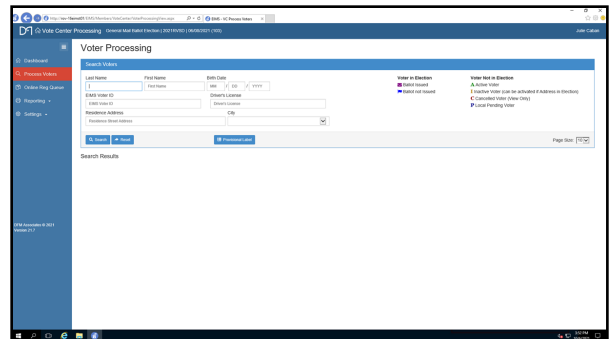
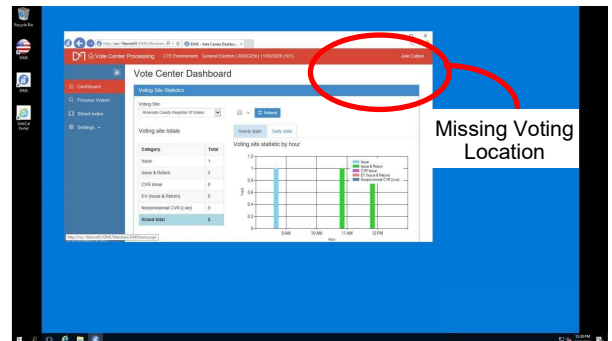
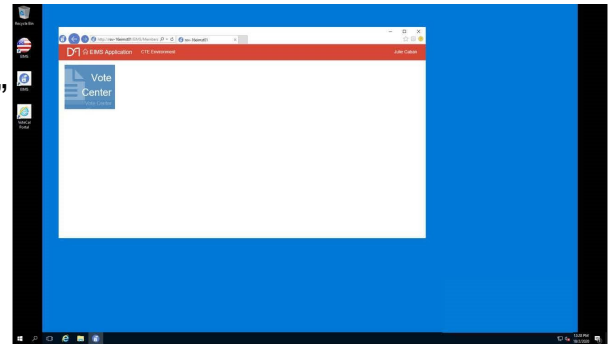
6 Click on the square titled “Vote Center” and another screen will appear.

7 The next screen appearing will be the “Vote Center Processing” screen. The site location should be preset for each voting location on the top right side of the screen. **Continue through the following steps if the site location is not displayed on the upper right corner of the processing screen.**

8 Maximize the screen. On the left side of the Vote Center Processing screen is a list of tabs. Go down to the “Settings” tab and click once. The sub menu will display “Workstation” from the list of options. Click once on the “Workstation” tab.

9 Another screen will appear. On the left middle of the screen is a list of Vote Center locations being used for this election. Choose your VC location from the list. Once the location is selected the laptop name will appear under the “Workstation” section.

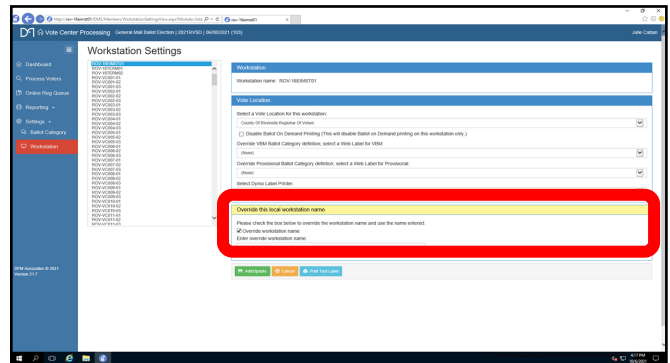
10 Continue to the “Vote Location” tab and from the drop down list “Select a Vote Location for this Workstation:” This list contains all the voting locations being used in the election. Click on your location from the list.



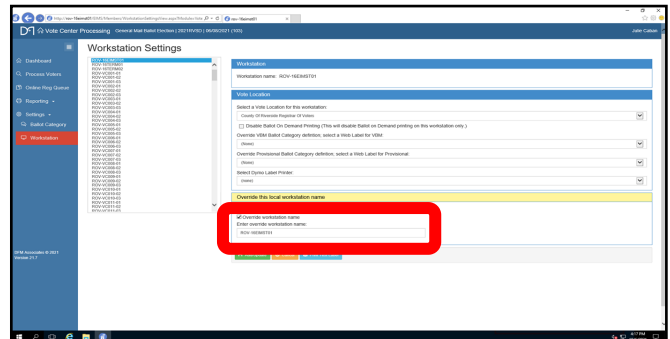
Vote Center Setup

Connecting to the Vote Center Application — Continued

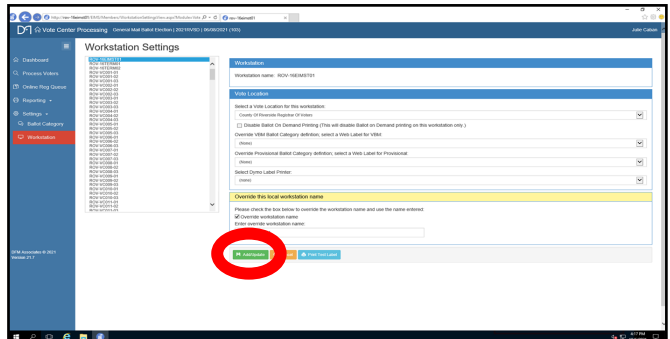
11 Continue to the bottom of the page and under the “Override this local workstation name” tab is a box that reads “Override workstation name”. Put a check mark in this box.



12 Once checked a new box will appear.

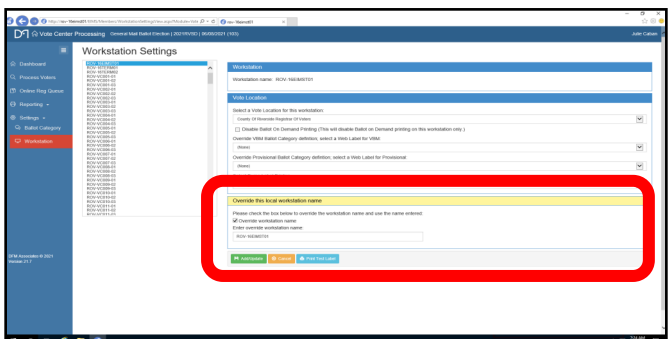


13 Click on the green tab button titled “Add/Update”. A new box will appear showing the laptop name.

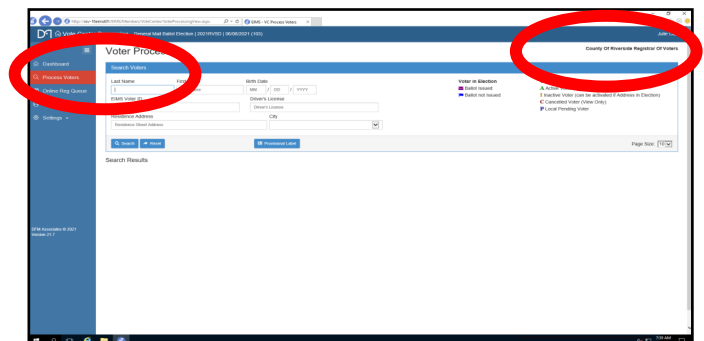


14 Once checked a new box will appear showing the laptop name.

15 Click on the “Process Voters” from the list of options on the left side of the screen and another screen will appear. You are now ready to process voters. This is the screen you will keep on the laptop to process voters throughout the day.



16 Before processing any voter, make sure the voting location is the correct voting location on each of the laptops. This information is on the right hand corner of the “Process Voters” screen.



Vote Center Setup

Ballot on Demand Unit Security Log

At setup, each day, and on election morning two Election Officers will have to check and confirm the Ballot on Demand (BOD) Printer seals were not compromised. Use the “Ballot on Demand Unit Security Log” found in the Lead Binder and verify the seals on the BOD. Two Election Officer’s must complete each day the “Seal Verification For Vote Center Set-Up” section of the log. Election Officers will record the time and if the seals are intact at the time of verification. They must also print their names and place their initials in the appropriate box. Seals “T-1 and T-2” will need to be broken each day to have access to the printer and the laptop. The BOD laptop cover will have a security key found in the “Official Returns Envelope” used to unlock and gain access to the laptop. If a seal is broken, tampered with, or does not match the log, do not use the BOD until told to do so. Call the Registrar of Voters office immediately. Once setup is complete you will have to take two red seals from the seals bag and seal the top of the cart (“T-1 and T-2”). Record the new seal numbers on the “Ballot on Demand Unit Security Log.” These checks must be done three times each day.

SEAL VERIFICATION FOR VOTE CENTER SET-UP						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						
11/5/2022	8:00am	YES	Mary Lincoln	ML	Jackie Kennedy	JK

New Seals After Set-up			
245687	T-1	246810	T-2
257956	F		

BALLOT ON DEMAND UNIT SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. Set the instruction sheet for seal location on the last page.

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION

Vote Center: Name of Vote Center BOD Unit #: #####

Front Panel Seal ##### (F) Back Panel Seal ##### (B)

Left Laptop Seal ##### (F) Right Laptop Seal ##### (B)

If you must break a seal, replace it and record the new seal number below

Seal Verification Log:

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Set-Up						

New Seals After Set-up:

BALLOT ON DEMAND UNIT SECURITY LOG INSTRUCTION SHEET

Seal F should be:

1. Verified, before set-up and before opening the Vote Center every morning, that they have not been broken or tampered with.
2. Removed, daily to complete ballot inventory.
3. Removed, to refill ballot paper or troubleshoot the printer.
4. Removed, to access the wires to printer, laptop, or surge protector.
5. Re-Sealed with a new seal after removed.

Seal B should not be removed or tampered unless:

1. Troubleshooting printer.

Seals T-1 & T-2 should be:

1. Verified, before set-up and before opening the Vote Center every morning, that they have not been broken or tampered with.
2. Broken to access the laptop and printer every day.
3. Remain off while the Vote Center is open.
4. Re-Sealed with new seals after closing of the Vote Center every night.

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

November 8, 2022 Consolidated General Election

BALLOT ON DEMAND UNIT SECURITY LOG

Vote Center: Name of Vote Center BOD Unit #: #####

New Seals After November 5, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

New Seals After November 6, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

New Seals After November 7, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

ELECTION DAY, NOVEMBER 8, 2022 SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

November 8, 2022 Consolidated General Election

BALLOT ON DEMAND UNIT SECURITY LOG

Vote Center: Name of Vote Center BOD Unit #: #####

New Seals After November 8, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						


November 8, 2022 Consolidated General Election

Vote Center Setup

Ballot on Demand Printer

Ballot Card Accounting Record — Log Sheet

Each voting location will have to account for the amount of paper the Ballot on Demand (BOD) Printer has printed. An Inventory Report will need to be printed out each night to ensure the amount of paper was used at the voting location. **Note: To get an accurate count of paper used DO Not print a PDF ballot from the BOD Printer. The BOD Printer does not recognize a PDF ballot.** A “Ballot Card Accounting Record - Log Sheet” will be in the Lead Binder under the tab titled the “Ballot on Demand Unit Security Log.” Use this log sheet to record the amount of paper you used on the BOD. The printer tray will have some sheets pre-loaded into the BOD printer. Additional packages of 250 sheets of paper are in the lower tray of the cart for a total of 750 sheets that are given to each voting location. Should you need additional paper call the Registrar of Voters office at (951) 486-7341.

Riverside County Registrar of Voters		BALLOT CARD ACCOUNTING RECORD – LOG SHEET CONSOLIDATED GENERAL ELECTION – NOVEMBER 8, 2022						
EC§20235		Vote Center Location: Name of Vote Center		Ballot Manufacturer: Dominion Voting Systems				
Vote Center #: Number of Vote Center				Ballot Printer Name: Registrar of Voters				
				Tint and Watermark Assignment: Yellow PMS Yellow/CA Bear				
Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up	750							
11/5/2022								
11/6/2022								
11/7/2022								
11/8/2022								

Log Sheet Found in Lead Binder

Vote Center Setup

Ballot on Demand Printer Setup

Each voting location will receive a Ballot on Demand (BOD) Printer. This device will allow Election Officers to print official ballots for the voter based on the voters precinct number.

These ballots will be returned at the end of each day to the Registrar of Voters office. Paper ballots can be printed and given to voters upon request using the Ballot on Demand Printer.

It is important you understand that Ballot on Demand Ballots are official ballots given to the voter. The paper used for the Ballot on Demand Printer is blank card stock paper and there are 250 sheets per ream. Three reams of paper will be given to each voting location, 250 sheets will be placed in the printer tray and 2 additional reams of 250 sheets under the printer in the cart. A total of 750 sheets will be given to each location. All ballot paper must be accounted for and kept secure. Make sure you are aware of the voter's precinct when distributing these ballots. Using the voters Dymo® Printer label will ensure the voter gets the correct ballot type. CVR Provisional ballots can also be printed from this system. Remember all CVR Provisional Ballots must be placed in the orange color CVR Provisional Envelope by the voter.

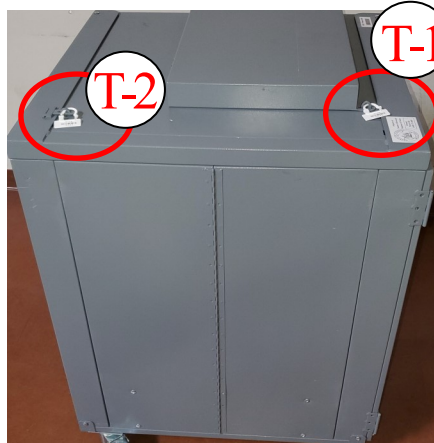


Lock the laptop when not in use and do not write any passwords on the laptops or on post-it notes. Do not connect any external devices to the laptop.

1 Place the BOD printer near the processing table. Connect the power cord located on the back of the cart to an available electrical outlet.



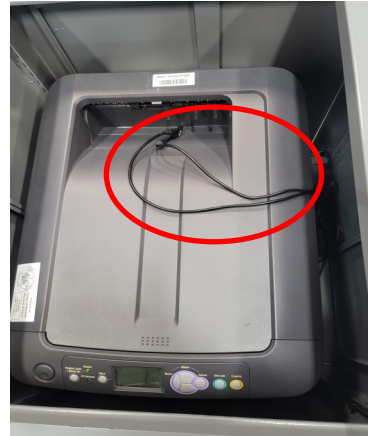
2 Break the two seals ("T-1" and "T-2") on the top of the BOD cart to expose the laptop and the printer behind the sliding door cover.



Vote Center Setup

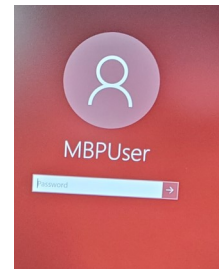
Ballot on Demand Printer Setup — Continued

3 Open the top box of the cart to access the laptop. Slide the top door cover open on the cart to access the printer. Take the laptop out of the bag and place it inside the cart next to the printer.

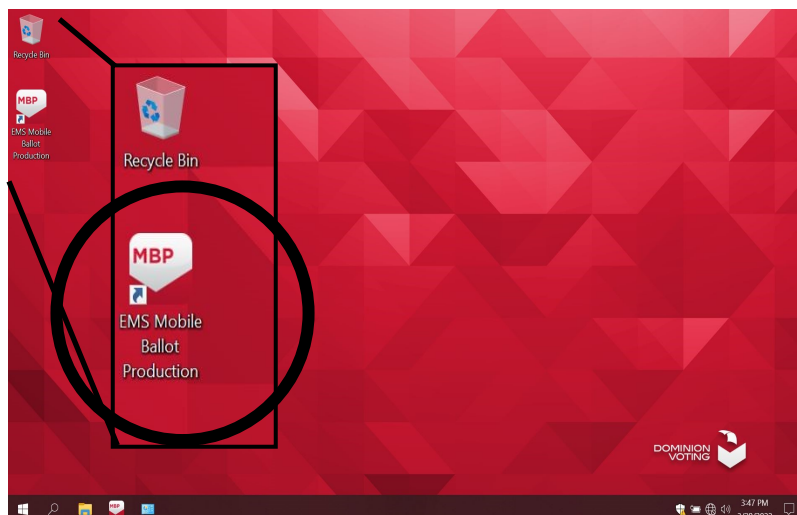


4 On the top of the printer are the connections to the laptop (see picture in step 3 above). One connection is for the power cord to the laptop and the other cord is the USB connection to the laptop. Connect both cords to the laptop into the available ports.

5 Power on the laptop. Select “MBPUser” which is preset on the laptop. Enter the given password into the password field.



6 On the desktop is another icon “MBP EMS Mobile Ballot Production.” Double click on the icon application to launch the file.

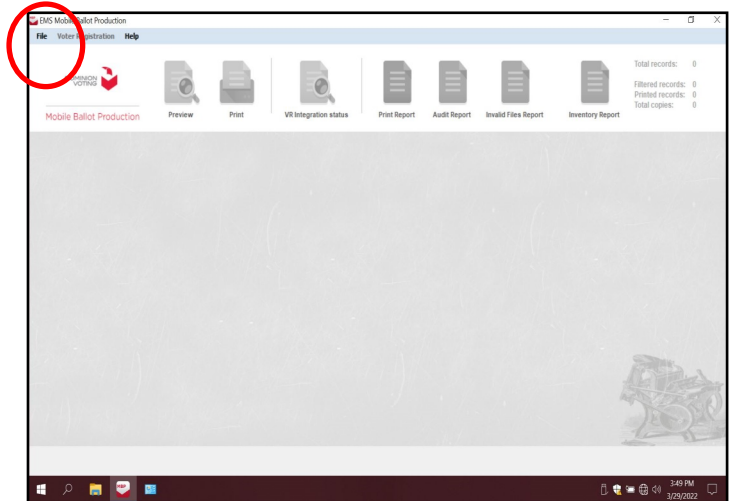


Vote Center Setup

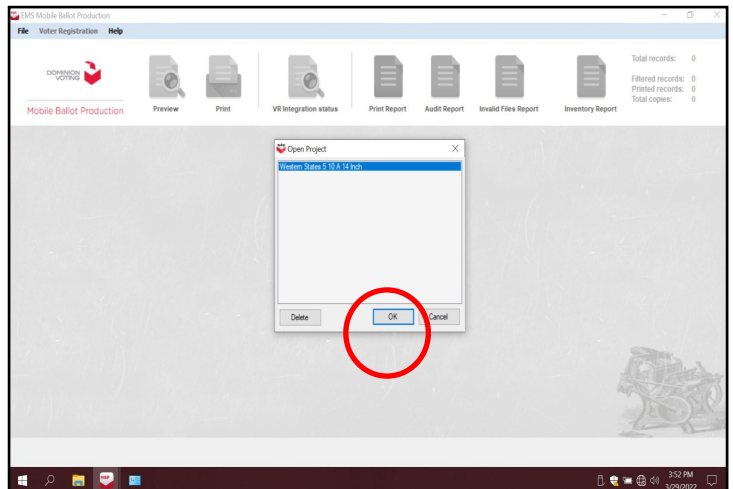
Ballot on Demand Printer Setup — Continued

7 If a user access control popup window comes up, click “Yes” to launch the application.

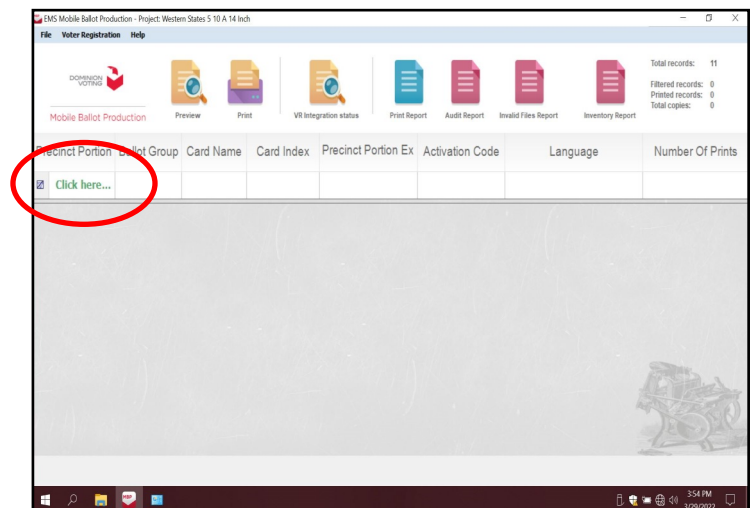
8 Once opened, click on “File” located on the upper left hand corner of the screen and a window will appear to select “Open Project”.



9 The “Open Project” screen will display the name of the election. The buttons to preview and print a ballot will not be available until the “Open Project” button is selected to open the correct election. Open the file which is the name of the election “Consolidated General Election” and click on the “OK” button.



10 To get the list of precincts for this election, click on the first column, next to the words “Click here”. A list of precincts for this election will appear.

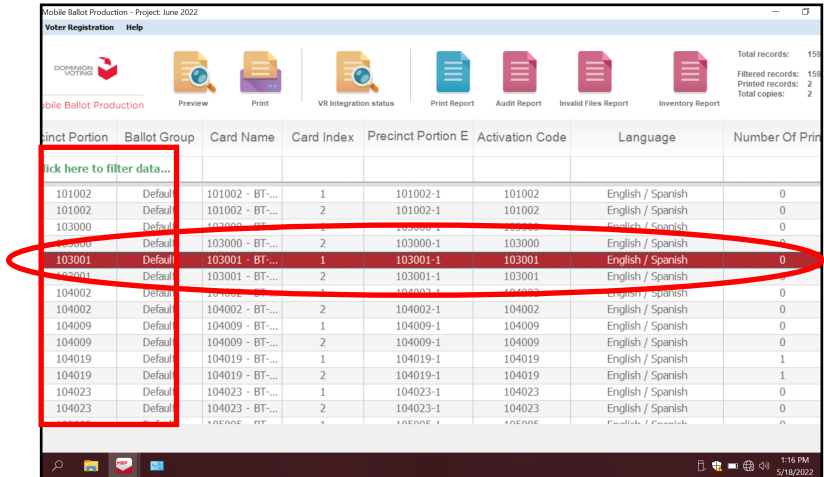


Vote Center Setup

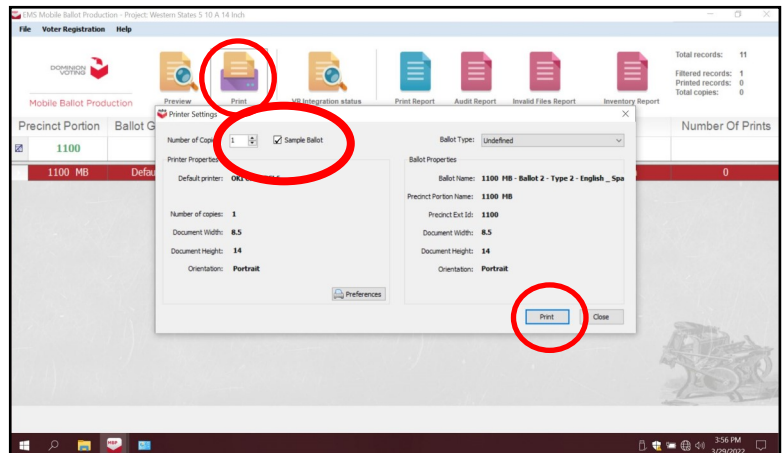
Ballot on Demand Printer Setup — Continued

11 You will need to test the printer during setup of the equipment. Click on any precinct number from the list to highlight. Make sure the precinct selected is highlighted.

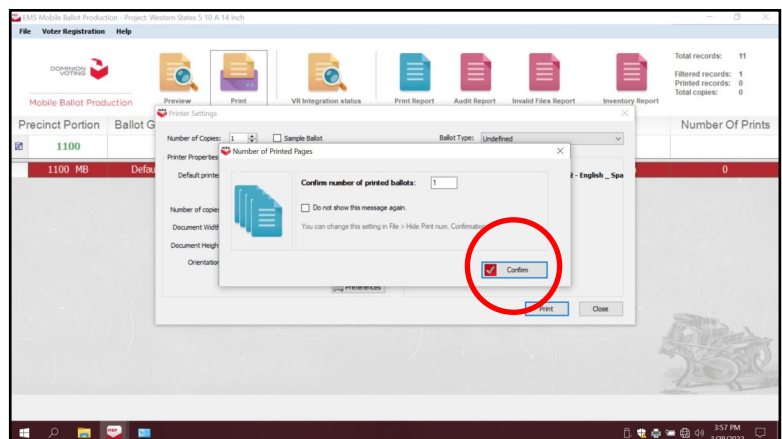
DO NOT double click on the highlighted precinct number screen. It will generate a PDF ballot and the “Inventory Report” at the end of the setup will not show the correct number of ballots printed on the BOD.



12 Click on the Print icon. The printer screen will ask for the number of copies. It is pre-selected for “1” copy. Next click on the box that reads “Sample Ballot.” Click “OK” for a sample ballot to print.

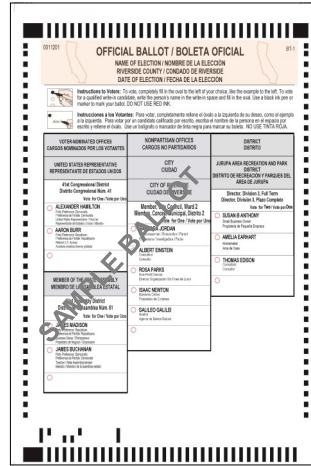


13 The next screen will ask to “Confirm number of printed ballots.” Click on the “Confirm” button. A test sample ballot will now print.



Ballot on Demand Printer Setup — Continued

14 Place the sample ballot (card “A” and “B”) in the Broken Seals Bag. The BOD Printer is now ready for printing ballots on the first day of opening the voting location.



Broken Seals Bag

15 Remove the “Ballot Card Accounting Record—Log Sheet” from the Lead Binder. The “Activity Date” and “Quantity of Ballots Received from ROV” (column A) is pre-printed. In column “B” list the “Quantity of Ballots Printed and Issued to Voters.” At set-up this amount will be zero. In column “C” list the “Quantity of Spoiled Ballots.” This quantity will include the sample ballot printed using two sheets of paper. In column “D” are the “Quantity of Ballots Issued and Spoiled,” the sum of column “B” and “C.” Example: 0 plus 2 equals 2. In column “E” is the “Remaining Quantity of Ballot Paper Not Used.” “A” column minus “D” column equals “E” column. Example: 750 issued in column “A” minus the amount spoiled in column “D” equals 748 for “E” column. In column “F” list the “Hand Count of Unused Ballot Paper.” For column “F,” break the “F” seal (front door seal) on the BOD cart and count all the paper left in the printer tray. If there is a difference, list that total on the log sheet in the “Diff” column. Then initial the last column on the log sheet.

[illegible]

16 On the laptop screen click on the top right icon titled “Inventory Report”. At setup write on the “Ballot Card Accounting Record - Log Sheet” the two ballots as spoiled in column “C” “Quantity of Spoiled Ballots”.

The screenshot shows the 'Inventory report' window from the Dominion Voting System. The window title is 'Inventory report'. It has a search bar with 'Start Date' set to '5/12/2022' and an empty 'End Date' field. A 'View Report' button is in the top right. Below the search bar is a toolbar with navigation icons and a 'Find' button. The main content area is titled 'Inventory report' and displays a table of ballot cards. The table has columns: 'File name', 'Ballot card dimension', 'Ballot type', 'Paper quantity', 'Activity date', and 'Employee'. The 'Paper quantity' column is circled in red. The table shows a list of ballot cards, with '1007 PP - Default' selected. To the right of the table, there is a summary section with 'Total printed: 1'. The window also shows a 'Print date' of '5/12/2022 4:22:34 PM' and a 'Printed by' of 'MBP01 MBPUser'. The background shows the 'Mobile Ballot Production' window with a list of ballot cards and a 'Click here to filter data...' link.

File name	Ballot card dimension	Ballot type	Paper quantity	Activity date	Employee
1001 MB - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1002 PP - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1003 PP - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1004 MB - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1005 PP - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1006 PP - Dist 1	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1006 PP - Dist 2	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1007 PP - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1008 MB - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1009 MB - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser
1100 MB - Default	8.5x14in	Undefined	1	5/12/2022 4:22:34 PM	MBPUser

Total printed: 1

IMS Mobile Ballot Production - Project: Western States 5 10 A 14 inch

File Voter Registration Help

Document Center

Preview Print VR Integration status Print Report Audit Report Invalid Files Report Inventory Report

Mobile Ballot Production

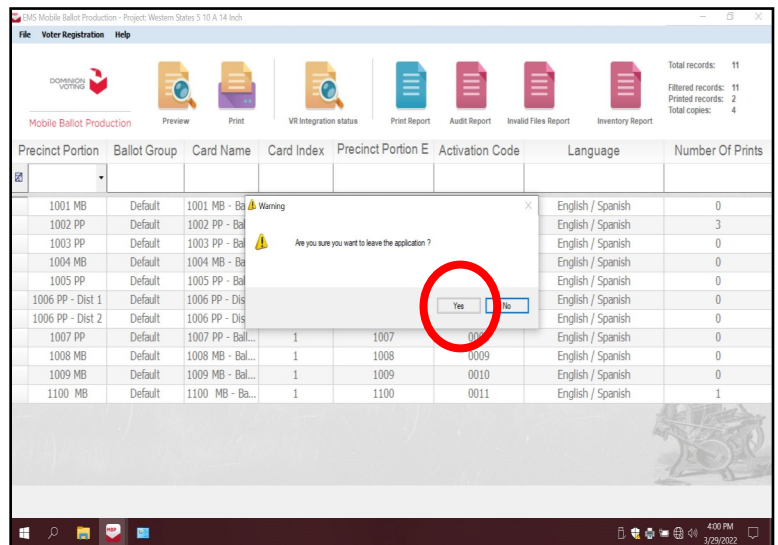
Total records: 11
Filtered records: 1
Printed records: 0
Total copies: 0

Precinct Portion	Ballot Group	Card Name	Card Index	Precinct Portion E	Activation Code	Language	Number Of Prints
1100							
1100 MB	Default	1100 MB - Ba...	1	1100	0011	English / Spanish	0

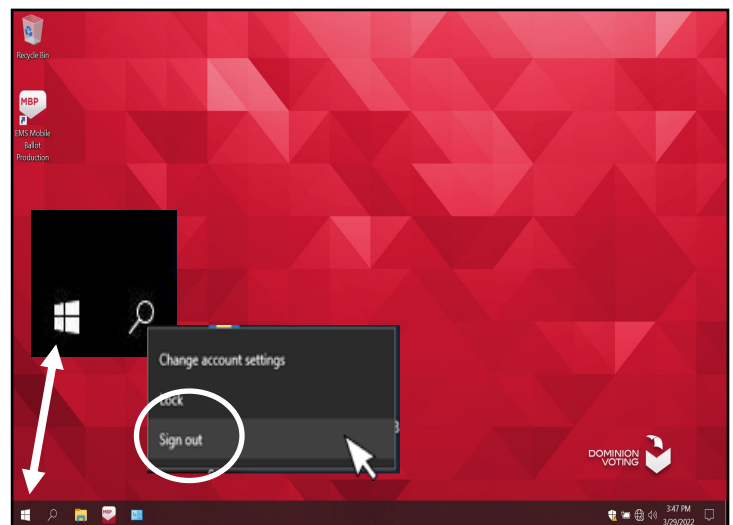
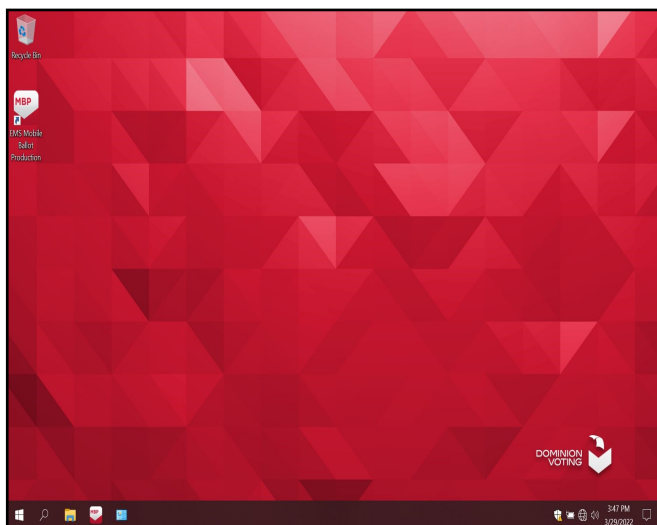
Vote Center Setup

Ballot on Demand Printer Setup — Continued

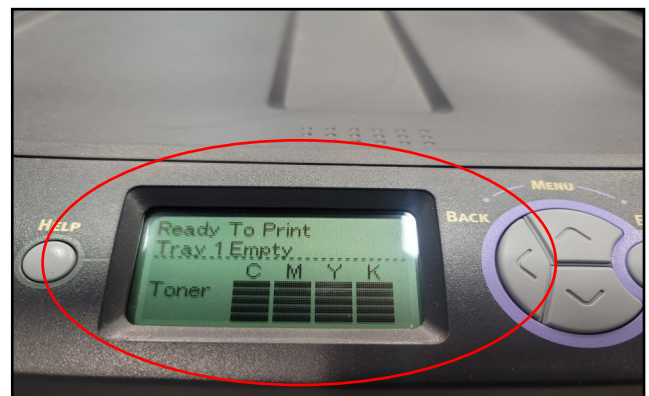
19 A new box will appear asking “Are you sure you want to leave this application?”, click “YES”.



20 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD cart plugged in and the printer will go into power saver mode. The BOD Printer will now be ready to print ballots for voters on the first day of opening the voting location.



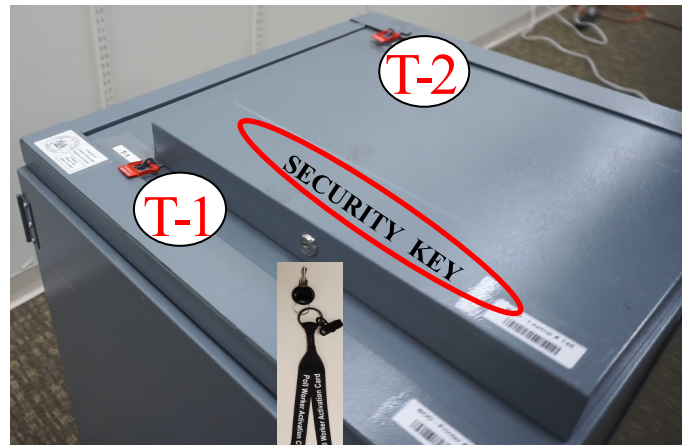
If you need to change the printer cartridge or add paper, the printer screen will let you know. In this election we are using “Tray 2” so the printer may say you need paper in “Tray 1”. Ignore this message.



Vote Center Setup

Ballot on Demand Printer Setup — Continued

21 At the end of each day of voting, disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the security key and two red seals from the seals bag. Record the red seals in the “Ballot on Demand Unit Security Log.” The next time you open the voting location you will break the red seals and unlock the cover to the laptop with the security key to gain access to the printer and laptop.



BALLOT ON DEMAND UNIT SECURITY LOG					
Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.					
NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION					
Vote Center: Name of Vote Center			BOD Unit #: *****		
Front Panel Seal	***** (F)	Back Panel Seal	***** (B)		
Left Laptop Seal	***** (F)	Right Laptop Seal	***** (B)		
If you must break a seal, replace it and record the new seal number below					
(F)	(B)	(F)	(B)		
(F)	(B)	(F)	(B)		
(F)	(B)	(F)	(B)		
Laptop Cover Seal			Top Slider Door Seal		
***** (T-1)			***** (T-2)		
SEAL VERIFICATION FOR VOTE CENTER SET-UP					
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Initials
Set-Up					
New Seals After Set-up					
(T-1)	(T-2)	(F)			
NOVEMBER 8, 2022 SEALS VERIFICATION					
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Initials
Opening					
Mid-Day					
Closing					

22 Close and lock the front door on the BOD cart. Reseal the front door with a new seal found in the Seals Bag. Record the new “F” seal on the “Ballot on Demand Unit Security Log.” Repeat steps found on pages 4.22 through 4.29 each day the voting location is open.

BALLOT ON DEMAND UNIT SECURITY LOG					
Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.					
NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION					
Vote Center: Name of Vote Center			BOD Unit #: *****		
Front Panel Seal	***** (F)	Back Panel Seal	***** (B)		
Left Laptop Seal	***** (F)	Right Laptop Seal	***** (B)		
If you must break a seal, replace it and record the new seal number below					
(F)	(B)	(F)	(B)		
(F)	(B)	(F)	(B)		
(F)	(B)	(F)	(B)		
Laptop Cover Seal			Top Slider Door Seal		
***** (T-1)			***** (T-2)		
SEAL VERIFICATION FOR VOTE CENTER SET-UP					
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Initials
Set-Up					
New Seals After Set-up					
(T-1)	(T-2)	(F)			
NOVEMBER 8, 2022 SEALS VERIFICATION					
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Initials
Opening					
Mid-Day					
Closing					





Morning Routine 5.0

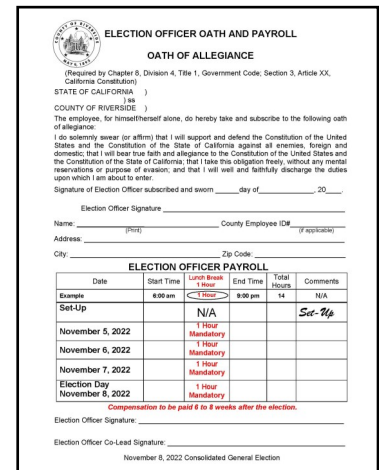


www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Morning Routine

Election Officer Oath and Payroll

On the first day all officers working at the voting location will take the Oath of Allegiance. Officers that have helped setup the day before opening must take the Oath on that day. The Oath will only be taken once. The officers will fill in the day, month, and year the Oath was signed. On the same sheet are the hours the officer worked at the location. Each morning Election Officers enter the voting location the Lead must fill in the time they started and ended their duties. Each officer is required to take an hour lunch except on election day they can split their hour between lunch and dinner. Each officer will have their own Oath and Payroll Sheet and the Leads will need to sign off on the officers time before returning to the Registrar of Voters.



ELECTION OFFICER OATH AND PAYROLL

OATH OF ALLEGIANCE
(Required by Chapter 6, Division 4, Title 1, Government Code; Section 3, Article XX, California Constitution)
STATE OF CALIFORNIA)
(as)
COUNTY OF RIVERSIDE)

The employee, for himself/itself alone, do hereby take and subscribe to the following oath of allegiance:
I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservations or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Election Officer subscribed and sworn _____ day of _____, 20____
Election Officer Signature _____
County Employee ID# _____
Address: _____
City: _____ Zip Code: _____

ELECTION OFFICER PAYROLL

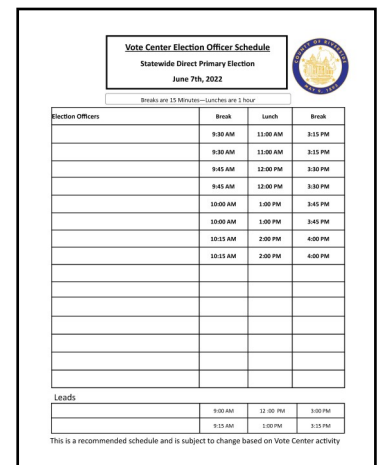
Date	Start Time	Lunch Break	End Time	Total Hours	Comments
Example	8:00 am	1 Hour	9:00 pm	N/A	N/A
Set-Up					Set-Up
November 5, 2022		1 Hour Mandatory			
November 6, 2022		1 Hour Mandatory			
November 7, 2022		1 Hour Mandatory			
Election Day November 8, 2022		1 Hour Mandatory			

Compensation to be paid 8 to 8 weeks after the election.

Election Officer Signature: _____
Election Officer Co-Lead Signature: _____
November 8, 2022 Consolidated General Election

Work Schedule

The Leads will discuss the work schedule with the Election Officers. A work schedule is created to allow proper coverage at the voting location. Each officer working at the voting location will be given a time for their breaks and lunch. It is the officer's responsibility to take and return from their breaks and lunch on time. The Leads will assign the voting location duties. Some examples include, greeters, process table assignments, Ballot on Demand Printer assignment, and voters exiting the voting location. It is imperative that Election Officers be cooperative in their work duties.



Vote Center Election Officer Schedule
Statewide Direct Primary Election
June 7th, 2022

Breaks are 15 Minutes—Lunches are 1 Hour

Election Officers	Break	Lunch	Break
	9:00 AM	11:00 AM	3:15 PM
	9:00 AM	11:00 AM	3:15 PM
	9:00 AM	12:00 PM	3:30 PM
	9:00 AM	12:00 PM	3:30 PM
	10:00 AM	1:00 PM	3:45 PM
	10:00 AM	1:00 PM	3:45 PM
	10:15 AM	2:00 PM	4:00 PM
	10:15 AM	2:00 PM	4:00 PM

Leads

	9:00 AM	12:00 PM	3:00 PM
	9:15 AM	1:00 PM	3:15 PM

This is a recommended schedule and is subject to change based on Vote Center activity

Name Badges, Lapel Pin, and Ballot Box Tags

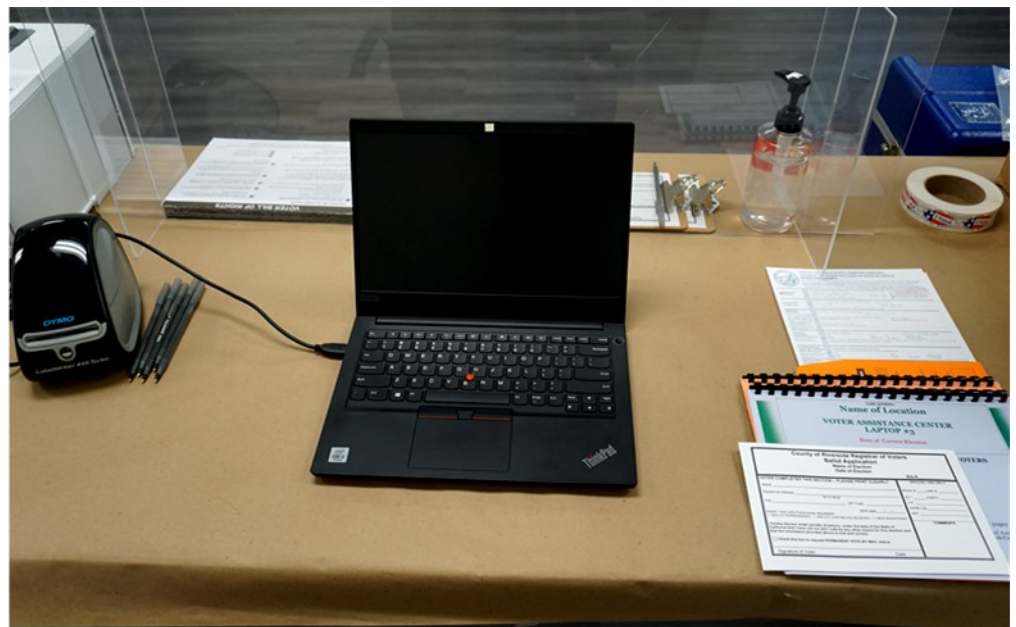
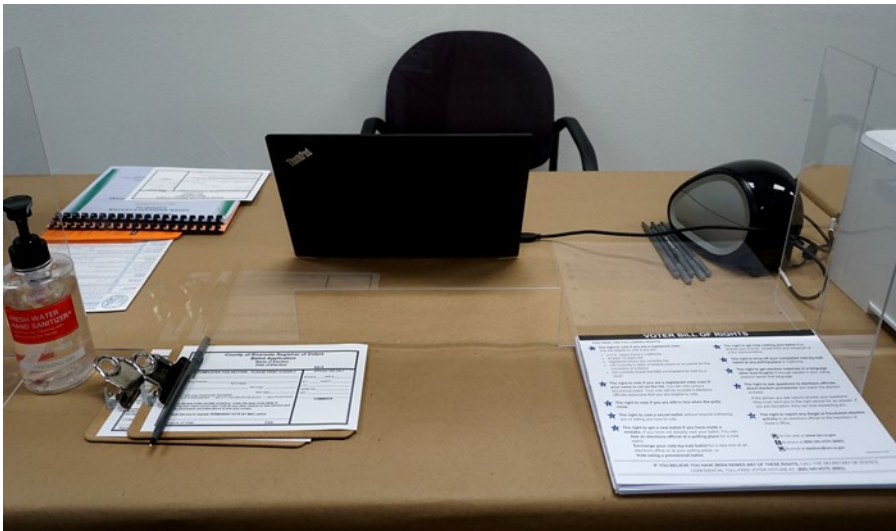
The name badges and lapel pins will be handed out to all officers. Make sure bilingual name badges are being worn by Election Officers who speak the language indicated on the name badge found in the Language Kit. Ensure Ballot Box Tags are placed on the blue Ballot Box and the Vote-by-Mail Ballot Box.



Ballot Box Tags

Morning Routine Processing Table

The majority of voting locations will be setup the day before opening. Leads are required to bring all laptops to setup each day the voting location is open. The processing table will be setup with the laptops, Dymo® Printers, VC Printers, and a Router. On the processing table the Router, Dymo® Printers, and VC Printers are placed on the processing table at setup. Place the laptops in the same position as the setup the day before. Take out the rosters associated with each laptop. Turn on and plug in the router ethernet cords, Dymo® Printer USB cords, and laptop mouse USB to the laptops in the same position as setup. Remember to plug in the Dymo® Labeler into the left side of the USB port on the laptop or you will have to reconfigure the labeler. It is the only USB port on the left side of the laptop. Sign into the laptops using the same steps at setup. Make sure all the laptops are displaying the correct site on the Vote Center Application screen.



Morning Routine Ballot on Demand Printer

Make sure the Ballot on Demand Printer is next to the processing table. Verify the seals are intact by using the “Ballot on Demand Unit Security Log.” Sign the morning seals log once the seals have been verified. Break the red seals on “T-1 and T-2” and unlock the top cover to expose the laptop. Open the laptop cover and slide the top of the cart door open. Plug the laptop power cord and USB cord from the printer into the laptop. Log into the laptop using the information given to the Leads for setup.

BALLOT ON DEMAND UNIT SECURITY LOG

Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION

Vote Center: Name of Vote Center

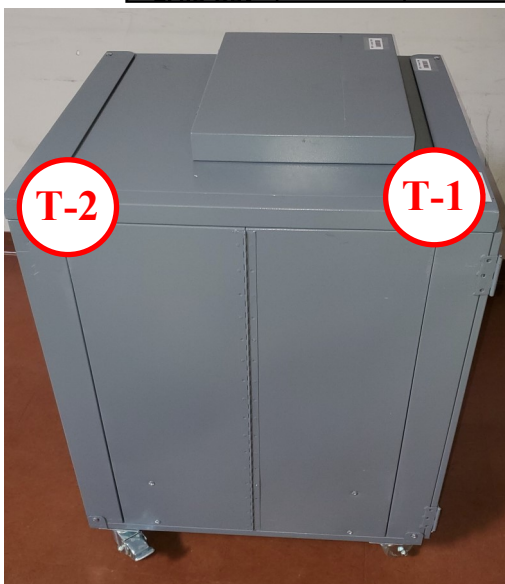
BOD Unit #: #####

Front Panel Seal	#####	(F)	Back Panel Seal	#####	(B)
Left Laptop Seal	#####		Right Laptop Seal	#####	
If you must break a seal, replace it and record the new seal number below					

New Seals After Set-up					
245687	(T-1)	246810	(T-2)	257956	(F)

NOVEMBER 5, 2022 SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
11/5/2022	8 am	YES	Dolly Washing	DW	George Adams	GA
Mid-Day						



Morning Routine

Accessible Voting Unit (AVU) Seals Check

Two Election Officers must check the AVU's seals. The AVU's Seals Logs are located in the Lead Binder. Check all the AVU's are properly setup by checking seals "I" and "J" behind the AVU tablet. Remember the seals check needs to be done three times each day the voting location is open. In the seals log the date will be available for checks to be completed on the required day. Two officers must sign off that the seals are intact, then print and initial on the appropriate line.

ACCESSIBLE VOTING UNIT SECURITY LOG

Two Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals: once at set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the last page.

NOVEMBER 8, 2022 CONSOLIDATED GENERAL ELECTION

Vote Center: *Name of Vote Center*

Voting Unit #: #####

AVU Back Top Battery Red Seal

(Do not break for any reason) #####



AVU Back Bottom Power Button Yellow Seal

#####



If you must break a seal, replace it and record the new

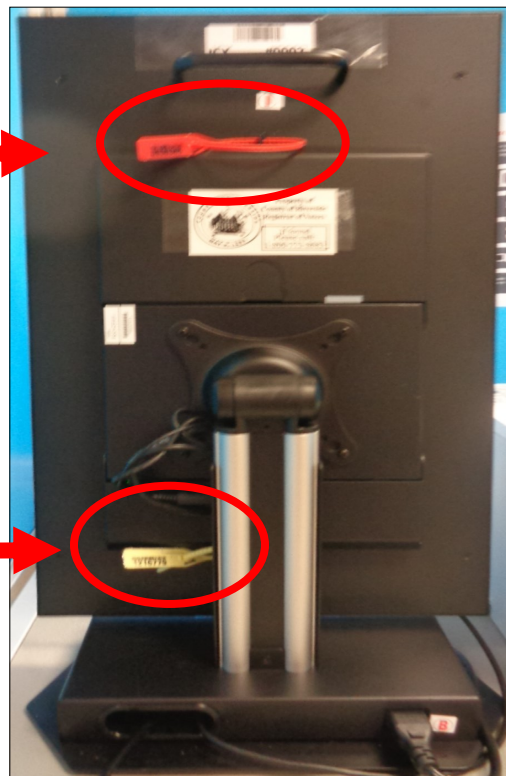
NOVEMBER 5, 2022 SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
11/5/2022	8 am	YES	James Madison	gm	Joan Ark	JA
Mid Day						

Seal "I"



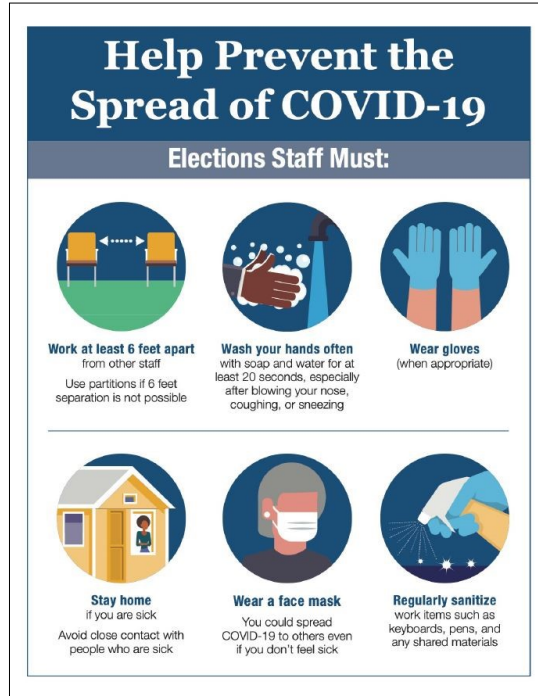
Seal "J"



Morning Routine

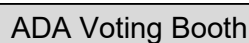
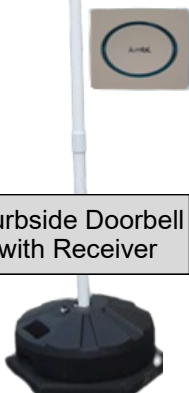
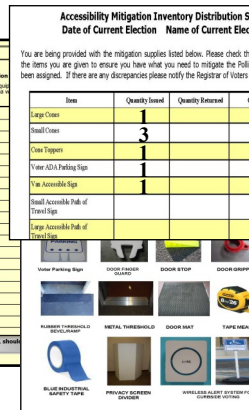
Personal Protective Equipment (PPE)

Make sure the sanitization station is available where voters and Election Officers have access to the supplies. Place the supplies close to the entrance for voters entering the voting location. Make sure the sign is posted where voters can read them.



Morning Routine Mitigation Supplies

- ✦ Voting locations have curbside doorbells at each location. Assemble the doorbell based on the instructions given inside the Accessibility Kit. Place the doorbell in the accessible parking space at the voting location. Check the doorbell throughout the day to ensure it can be heard inside the voting location.
- ✦ Follow the Accessibility Kit instructions and ensure the equipment is placed exactly as shown in the picture. This will guarantee the equipment is placed as intended and that the non-accessible barrier has now been made accessible.
- ✦ Place the mitigation equipment at the voting location each morning and check the voting location to ensure equipment has been collected at the end of each day.
- ✦ Sign the “Accessibility Mitigation Inventory Distribution Sheet” when all items have been collected.
- ✦ Place all items back in the Accessibility Kit crate or bag with the provided Accessibility Kit Folder.
- ✦ Do not deviate from the given instructions. Voting locations will only be provided with the supplies that are needed.
- ✦ If modifications need to be made, write the information on the “Accessibility Mitigation Comment Sheet” found in the Accessibility Kit folder and call the Registrar of Voters at (951) 486-7341.



Place 1 large cone with sign and 3 small cones

Note: Should you need additional instruction on where or how mitigation equipment should be setup at the voting location, please call the Registrar of Voters office at (951) 486-7341.

Morning Routine

First Voter Procedural Checklist

This checklist will be completed at the beginning of each day before the polls open. Have one of the First Voter Procedural Checklist forms and three red seals next to the ballot boxes and ready to seal after the first voter has verified the ballot boxes are empty. After the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the blue Ballot Box and the Vote-by-Mail Ballot Box. After verification, the Lead must seal the ballot boxes and have the voter confirm the ballot boxes were empty and sealed. The Lead and voter will sign the checklist.



First Voter Procedural Checklist

First Voter Procedural Checklist

First Voter Procedural Checklist

First Voter Procedural Checklist

First Voter Procedural Checklist

Name of Vote Center _____

Date: _____

California Elections Code 14215 requires that "before receiving any ballots, the precinct board, in the presence of any persons assembled at the Vote Center, shall open and exhibit and close the ballot container(s)." The following procedural checklist must be completed by the Lead for the "First Voter" that arrives at the Vote Center once their eligibility has been determined.

After processing and obtaining all required documentation from the first eligible voter, have the voter verify that all of the Ballot Boxes are empty and sealed, then the Lead must initial in the "Lead Initials" box below.

Lead Initials

Ballot Box Verification	Yes	No
Are all ballot boxes Empty?		
Are all ballot boxes Sealed?		

Please note that a voter dropping off their Vote-by-Mail ballot may be your First Voter. Voters dropping off their Vote-by-Mail ballot are not required to sign in the Sign-In Roster and should only sign on this form to identify them as the First Voter.

If the Vote-by-Mail voter wishes to surrender their ballot and vote at Vote Center, they must sign on this sheet and on an available line in the Sign-In Roster. Remember to write the words "Voted at the Vote Center-Do Not Count!" on the envelope to identify that the voter has surrendered their ballot.

First Voter: _____

Print Name _____ Signature _____ Month / Day / Year _____

Checklist completed by: _____

Lead Signature _____ Month / Day / Year _____

Date of Current Election Name of Current Election _____

First Voter Procedural Checklist





Processing Voters 6.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

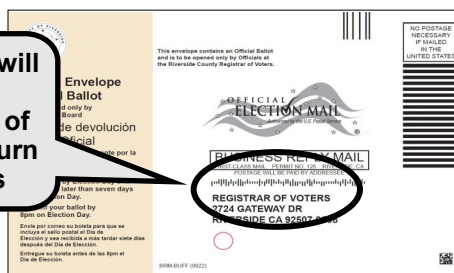
Processing Voters

Accepting Dropped Off Vote-by-Mail Ballots

Remember, all persons dropping off Vote-by-Mail ballots **DO NOT** sign any roster. The Leads will collect Vote-by-Mail ballots at the end of the day and deliver them to the Registrar of Voters office before going home.

1 All dropped off Vote-by-Mail (VBM) ballots will be inspected by an Election Officer before they are deposited into the VBM Ballot Box. **VBM ballots can be dropped off at any voting location in the State of California.**

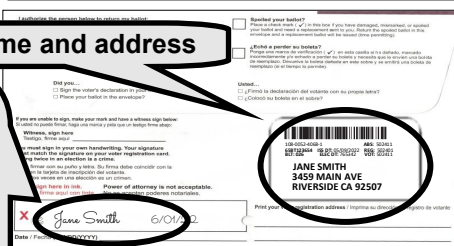
Envelope will show Registrar of Voters return address



2 Voters returning their Vote-by-Mail ballot to the voting location will be asked "Is this your ballot?". If the voter responds "Yes", the Election Officer will check that the voter has signed the envelope. If it is signed, the ballot will be deposited into the VBM Ballot Box.

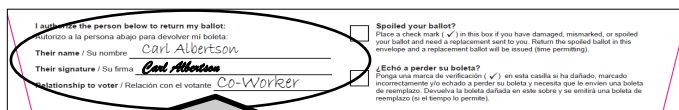
Voter's name and address

Before depositing in the VBM Ballot Box, make sure the voter has signed the return envelope



3 When a voter responds "No," the Election Officer will ask the "Authorized Return Agent" to read the envelope flap. If the Authorized Agent agrees with the conditions they will fill out their relationship to the voter and then print and sign their name on the flap where indicated. The Election Officer will check that the voter has signed the ballot envelope. If everything is correct, the ballot can be deposited into the VBM Ballot Box.

Authorized Return Agent will print, sign their name, and state their relationship to the voter.



AUTHORIZED RETURN AGENT: A person designated to return a vote by mail ballot shall not receive any form of compensation based on the number of ballots that the person returns and an individual, group, or organization shall not provide compensation on this basis (E.C. §3017(e)(1)).

If the Authorized Return Agent refuses to complete the envelope flap of the VBM ballot, the Election Officer shall place the ballot into the "Vote-by-Mail Research" Bag. The Registrar of Voters office will determine how or if the ballot will be processed. Any questions can be directed to the Registrar of Voters office at (951) 486-7341. The Election Officer will issue an "I Voted" sticker and thank the voter for voting.

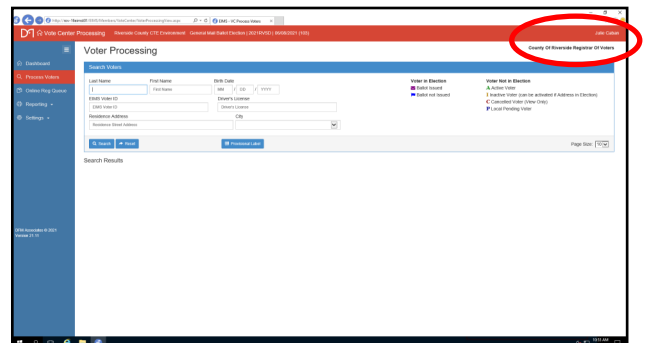


Processing Voters

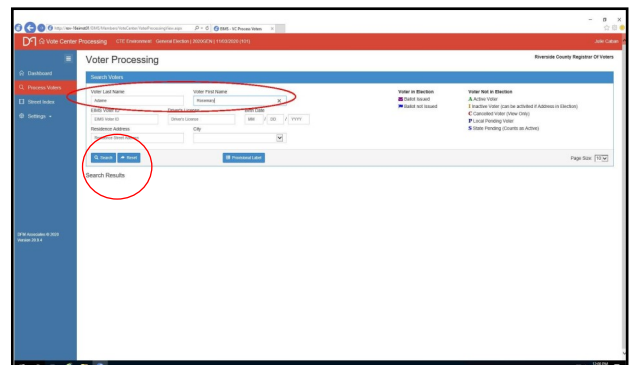
Issuing a Vote-by-Mail Ballot

Voters requesting a Vote-by-Mail Ballot will not sign any roster. Voters will have the opportunity to ask for a paper ballot to take home and bring back at a later date or time. Use the following steps to issue a Vote-by-Mail Ballot.

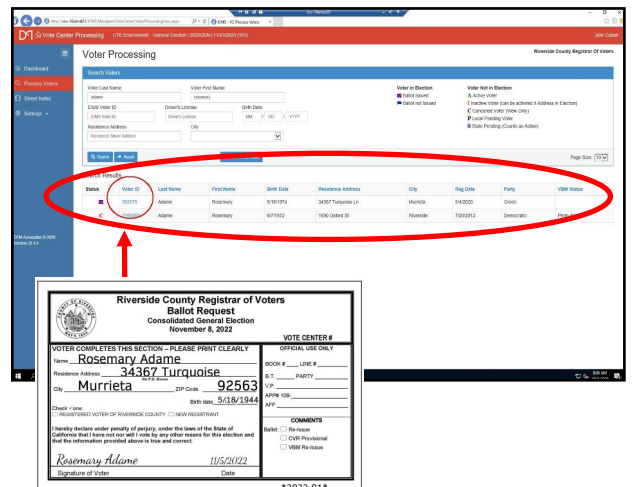
1 The “Process Voter” window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center processing screen. **Before processing a voter check the voting location.**



2 Search for the voter's information using the “Ballot Request” form. Type in the voter's last name in the “Last Name” field and the voter's first name in the “First Name” field. Then click on the “Search” button.



3 Find the voter's name from the list. Check address and birthdate for verification by using the “Ballot Request” form. Once confirmed click on the verified voters “Voter ID” from the “Search Results” list.



Riverside County Registrar of Voters
Ballot Request
 Consolidated General Election
 November 8, 2022

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name: Rosemary Adame
 Residence Address: 34367 Turquoise
 City: Murrieta ZIP Code: 92563
 Birth Date: 5/10/1974

Check - I am a ☒ REGISTERED VOTER OF RIVERSIDE COUNTY ☐ NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I am not a voter and I am not a voter for any other reason for this election and that the information provided above is true and correct.

Signature of Voter: Rosemary Adame Date: 11/5/2022

VOTE CENTER #

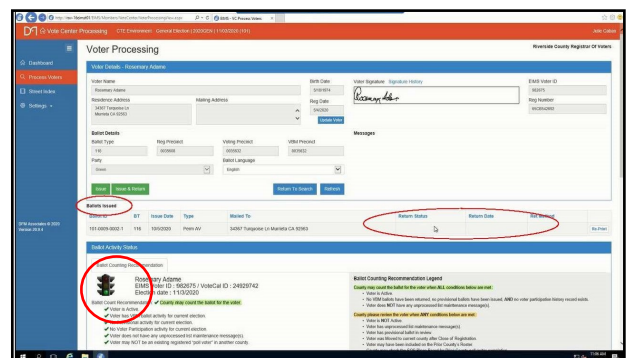
BOOK # 1 LINE # 1
 PARTY DEM
 REG DATE 04/2020
 PARTY DEM

COMMENTS

DATE: ☐ On Request
☐ On Request
☐ On Request

*2022-81

4 With the “Ballot Request” form in hand, verify the voter's address, birthdate, and signature from the laptop screen. On the same screen in the “Return Status” of the “Ballots Issued,” verify a ballot has not been returned by the voter. A green signal light will verify the voter's ballot has not been returned.



Processing Voters

Issuing a Vote-by-Mail Ballot — Continued

5 Once verified that the voter did not return a ballot, click on the “Issue” tab under the voters information. **Do not click on the “Issue and Return” tab.** Because the voter is taking it home with them and they will only be issued a ballot.

6 The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue to the voter with their printed ballot.

7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have the most information about the voter. This label will go on the back of the VBM envelope.

8 On the back of the Vote-by-Mail envelope place the label with the most information.

Processing Voters

Issuing a Vote-by-Mail Ballot — Continued

9 The second screen will appear to print the second label. Click to print the label. This label will have less information about the voter.

The screenshot shows a web application interface for the Riverside County Registrar of Voters. On the left, there is a sidebar with navigation options. The main content area displays a voter label with the following information:

- Election date:** 11/08/2022
- Barcode**
- 109-0012-0002-2**
- Issue Date:** 11/05/2022
- Voter ID:** 768342
- VOT PCT:** 356321
- BAL TYPE:** 116
- ROSEMARY ADAME**
- 34367 TURQUOISE LN**
- MURRIETA CA 92563**
- Murrieta City Hall**

On the right side of the screen, there is a section titled "Riverside County Registrar of Voters" with a "Voter Not in Election" status and a "Page Size" dropdown menu.

10 The second label and the VBM envelope will go to the Election Officer printing the paper ballot from the Ballot on Demand Printer.

The image shows a ballot envelope and a separate label. The envelope is for the same voter as the previous screen, with the following information:

- Election date:** 11/08/2022
- Issue Date:** 11/05/2022
- Voter ID:** 768342
- REG PCT:** 356321
- Party:** Green
- VOT PCT:** 356321
- BAL TYPE:** 116
- ROSEMARY ADAME**
- 34367 TURQUOISE LN**
- MURRIETA CA 92563**
- 1 Town Square**
- Murrieta, CA 92562**

The envelope also contains instructions for the voter to sign and return the ballot, and a section for the voter to sign and return the ballot. The label on the right side of the envelope contains the same voter information as the previous screen.

11 The Election Officer on the Ballot on Demand Printer will have the laptop screen display the processing screen titled the “Mobile Ballot Production”.

The screenshot shows the "Mobile Ballot Production" software interface. The title bar indicates the application is titled "EVS Mobile Ballot Production - Project: Western State". The interface includes a menu bar with "File", "Voter Registration", and "Help". Below the menu bar, there is a toolbar with icons for "Preview", "Print", "VIR Integration status", "Print Report", "Audit Report", "Invalid File Report", and "Inventory Report". The main area displays a table with the following columns:

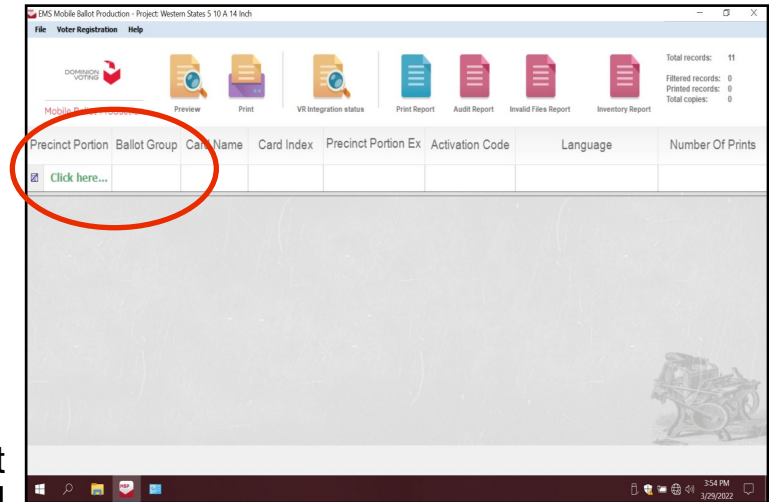
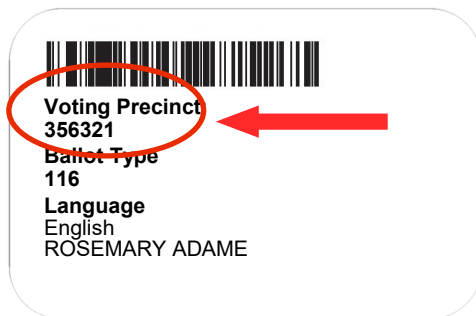
Precinct Portion	Ballot Group	Card Name	Card Index	Precinct Portion Ex	Activation Code	Language	Number Of Prints
2	Click here...						

At the bottom right of the screen, there is a small graphic of a ballot box. The status bar at the bottom shows the time as 3:54 PM on 1/29/2022.

Processing Voters

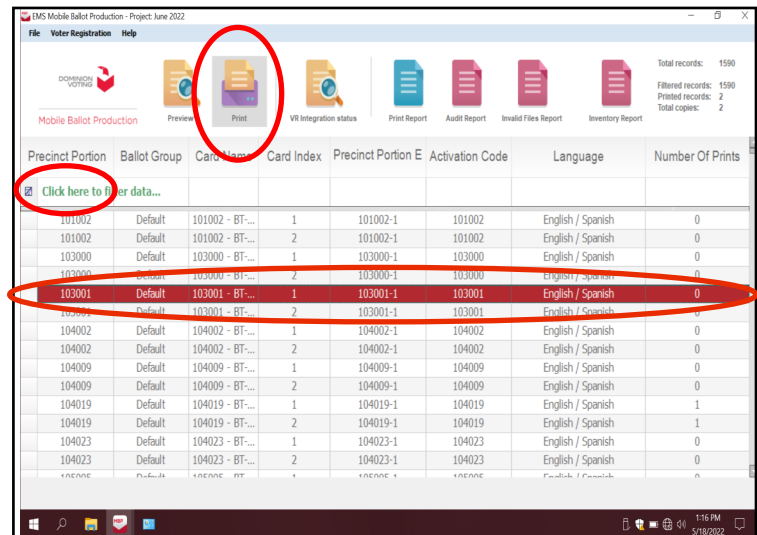
Issuing a Vote-by-Mail Ballot — Continued

12 On this screen under “Precinct Portion” is a section that reads “Click here...” in green text. Click on that section. This is where you will be entering the voters precinct number based on the second label from the Dymo® Printer.

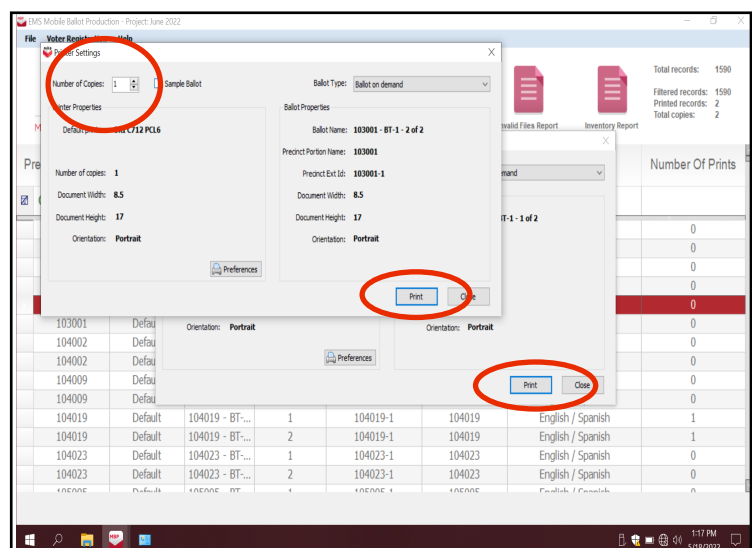


13 Enter the voters precinct number from the voters printed Dymo® label. The number will appear twice because there are two ballot cards for this election. Highlight the precinct number with the number 1 under “Card Index” and click on the “Print” icon and another window will appear.

DO NOT double click on the highlighted precinct number screen. Otherwise the system will generate a PDF ballot and the “Inventory Report” at the end of the day will not show the correct number of ballots printed on the BOD.

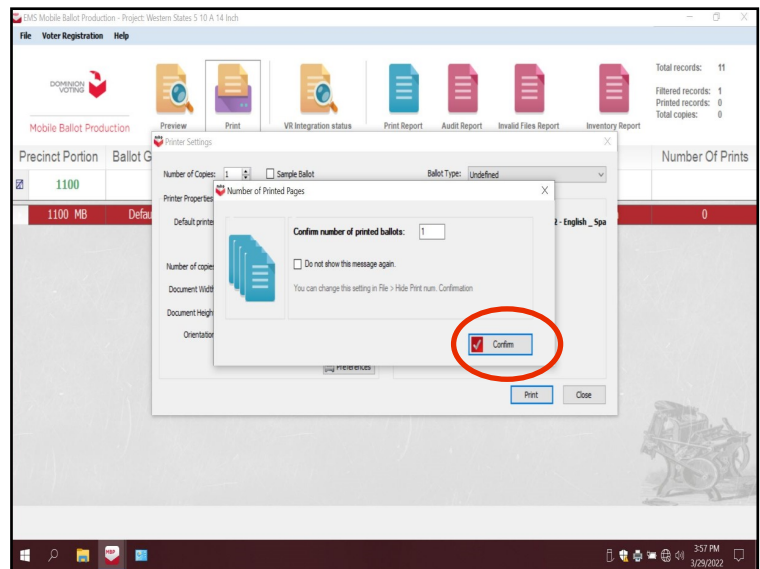


14 The next window “Printer Settings” will ask for the number of “Copies” to print and gives a description of the ballot name. This window will appear twice to print two ballot cards. Click on the “Print” button.

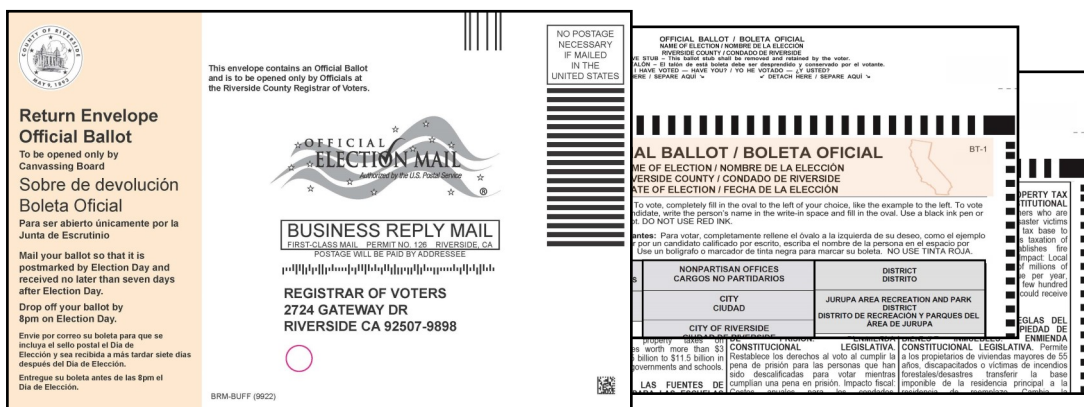


Processing Voters Issuing a Vote-by-Mail Ballot — Continued

15 The “Number of Printed Pages” screen will appear twice to confirm the number of printed ballots. Click on the “Confirm” button.



16 Fold the ballot card(s) and place into the voter’s envelope.



17 Hand the voter the envelope. Remind the voter to sign the envelope before returning it. They must also mail or bring the ballot back to any voting location or drop off site on or before election day.

I authorize the person below to return my ballot:
 Autorizo a la persona abajo para devolver mi boleta:

Their name / Su nombre _____
 Their signature / Su firma _____
 Relationship to voter / Relación con el votante _____

Did you...
☐ Sign the voter's declaration in your own handwriting?
☐ Place your ballot in the envelope?

Witness, sign here
 Testigo, firme aquí _____

You must sign in your own handwriting. Your signature must match the signature on your voter registration card. Voting twice in an election is a crime.
 Debe firmar con su puño y letra. Su firma debe coincidir con la firma en la tarjeta de inscripción del votante. Votar dos veces en una elección es un crimen.

Voter, sign here in ink. Power of attorney is not acceptable.
 Votante, firme aquí con tinta. No se aceptan poderes notariales.

Spoiled your ballot?
☐ Place a check mark (✓) in this box if you have damaged, re-marked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

¿Echó a perder su boleta?
☐ Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado o arruinado su boleta y necesita que se envíe una boleta de reemplazo (si el tiempo lo permite).

Used...
☐ ¿Firmó la declaración del votante con su propia letra?
☐ ¿Colocó su boleta en el sobre?

Print your voter registration address / Imprima su dirección de registro de votante

Date / Fecha (MM/DD/YYYY) _____

BRM-BUFF (9922)

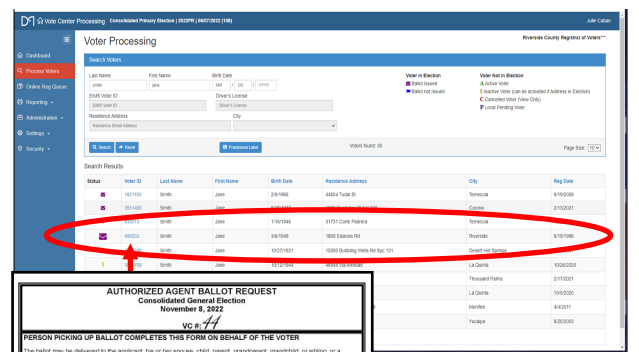
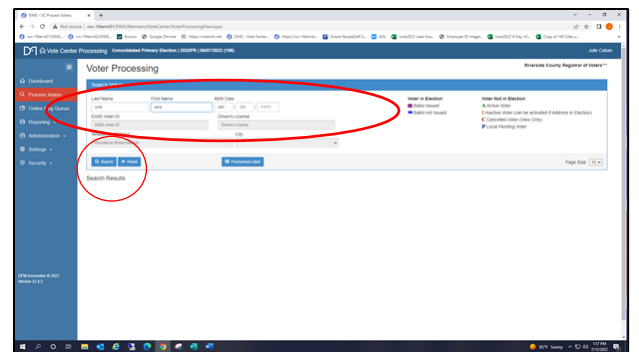
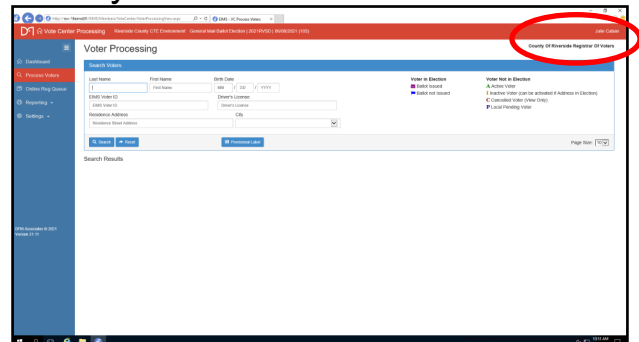


Processing Voters

Issuing a Ballot to an Authorized Agent

An Authorized Agent is a person related to the voter or who lives in the same household as the voter. The voter is unable to pick up their ballot or did not receive their ballot in the mail and has authorized a person to pick up a ballot for them. **An Authorized Agent picking up a Vote-by-Mail Ballot for a voter will not sign any roster.** Use the following steps to issue a Vote-by-Mail Ballot to an Authorized Agent.

- 1 The "Process Voter" window should be open on the laptop to begin. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center processing screen. **Before processing a voter check the voting location.**
- 2 Search for the voter's information using the "Authorized Agent Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click on the "Search" button. **Do not look up the Authorized Agent information.**
- 3 Find the voter's name from the list. Check address for verification by using the "Authorized Agent Ballot Request" form. Once confirmed click on the verified voters "Voter ID" from the "Search Results" list.
- 4 With the "Authorized Agent Ballot Request" form in hand, verify voters address, from the laptop screen. On the same screen, in the "Return Status" of the "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light will verify the voters ballot has not been returned.



AUTHORIZED AGENT BALLOT REQUEST
November 8, 2022

PERSON PICKING UP BALLOT COMPLETES THIS FORM ON BEHALF OF THE VOTER

This ballot may be delivered to the applicant, his or her spouse, child, parent, grandparent, grandchild, or sibling, or a person residing in the same household as the voter, provided that it is not delivered to any individual under 18 years of age. I certify under penalty of perjury that I am at least 18 years of age and I am authorized by the applicant to deliver the ballot to the voter.

Relationship to Applicant (Voter): Wife-Spouse

APPLICANT'S (VOTER'S) INFORMATION

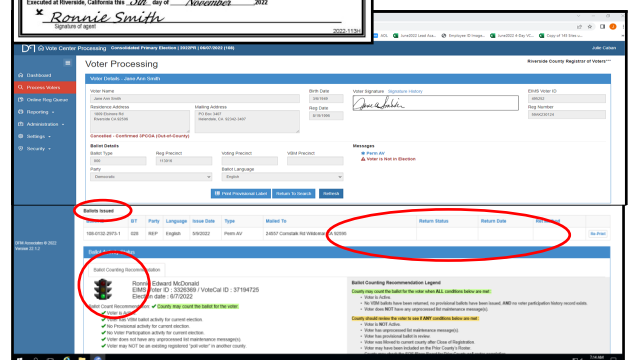
Applicant's Name: Rose Smith
 Address: 1234 Main St
 City: Tomball
 State: TX
 Zip: 77375

AGENT'S INFORMATION

Agent's Name: Rose Smith
 Address: 1234 Main St
 City: Tomball
 State: TX
 Zip: 77375

Executed at Tomball, California this 8th day of November, 2022

Rose Smith



Processing Voters

Issuing a Ballot to an Authorized Agent

— Continued

5 Once verified that the voter did not return a ballot, click on the **“Issue”** tab under the voter’s information. **Do not click on the “Issue and Return” tab.** Because the Authorized Agent is taking the voter’s ballot to the voter to return at a later time.

6 The voting location will be able to issue a paper ballot from the Ballot on Demand Printer. Retrieve a Vote-by-Mail (VBM) envelope to issue the Authorized Agent the printed ballot.

7 The printer screen will appear and the voting location will allow you to print two labels from the Dymo® Printer. The first label will have more information about the voter. This label will go on the back of the VBM envelope.

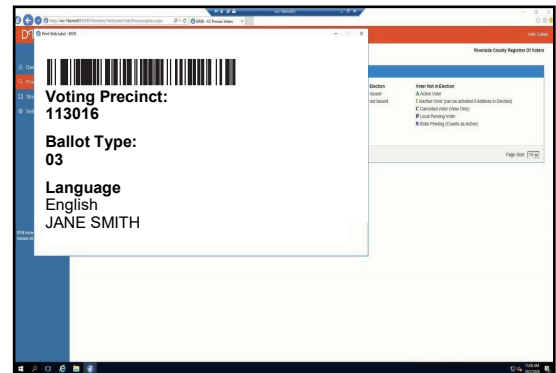
8 Apply the label to the back of the Vote-by-Mail envelope as shown below.

Processing Voters

Issuing a Ballot to an Authorized Agent

— Continued

9 The second screen will appear to print the second label. Click to print the label. This label will have less information about the voter and will be needed to print a ballot on the Ballot on Demand Printer.

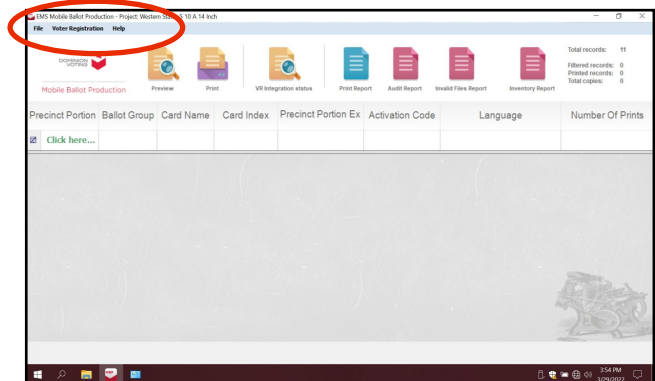


10 The second label and the VBM envelope will go to the Election Officer printing the paper ballot from the Ballot on Demand Printer.

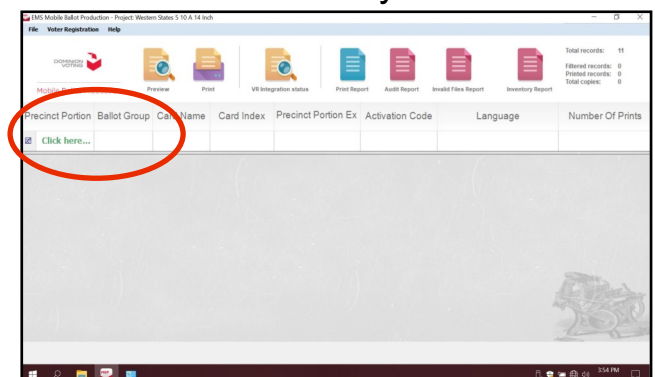
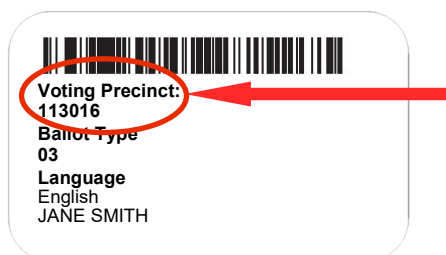
Election date: 11/08/2022
 109-0014-0152-2
 Issue Date 11/05/2022 REG PCT 113016
 Voter ID 495252 VOT PCT 113016
 Party Democratic BAL TYPE 03
 JANE SMITH
 1809 ELSINORE RD
 RIVERSIDE CA 92506
 Janet Goeske Senior Center
 5257 Sierra St
 Riverside, CA 92504

The screenshot shows a VBM envelope form. It includes fields for "I authorize the person below to return my ballot:", "Their name / Su nombre", "Their signature / Su firma", and "Relationship to voter / Relación con el votante". There are also checkboxes for "Specified your ballot?", "¿Eché a perder su boleta?", and "Used...". A red arrow points from the label area on the left to the "Print your voter registration address / Imprima su dirección de registro de votante" field.

11 The Election Officer on the Ballot on Demand Printer will have the laptop setup and ready to go to the processing screen titled the "Mobile Ballot Production".



12 On this screen under "Precinct Portion" is a section that reads "Click here..." in green text. Click on that section. This is where you will be entering the voters precinct number based on the second label from the Dymo® Printer.



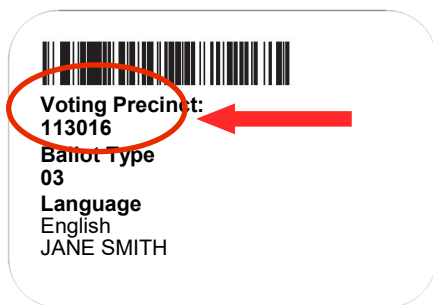
Processing Voters

Issuing a Ballot to an Authorized Agent

— Continued

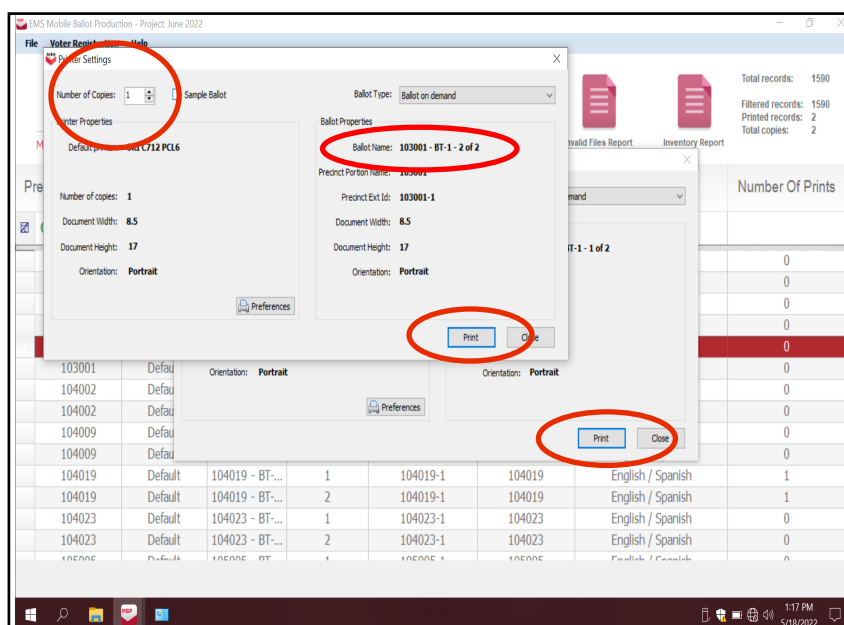
13 Enter the voters precinct number from the voters printed Dymo® label. The number will appear twice because there are two ballot cards for this election. Highlight the precinct number with the number 1 under “Card Index” and click on the “Print” icon and another window will appear.

DO NOT double click on the highlighted precinct number screen. Otherwise the system will generate a PDF ballot and the “Inventory Report” at the end of the day will not show the correct number of ballots printed on the BOD.



Precinct Portion	Ballot Group	Card Name	Card Index	Precinct Portion E	Activation Code	Language	Number Of Prints
Click here to filter data...							
101002	Default	101002 - BT...	1	101002-1	101002	English / Spanish	0
101002	Default	101002 - BT...	2	101002-1	101002	English / Spanish	0
103000	Default	103000 - BT...	1	103000-1	103000	English / Spanish	0
103000	Default	103000 - BT...	2	103000-1	103000	English / Spanish	0
103001	Default	103001 - BT...	1	103001-1	103001	English / Spanish	0
103001	Default	103001 - BT...	2	103001-1	103001	English / Spanish	0
104002	Default	104002 - BT...	1	104002-1	104002	English / Spanish	0
104002	Default	104002 - BT...	2	104002-1	104002	English / Spanish	0
104009	Default	104009 - BT...	1	104009-1	104009	English / Spanish	0
104009	Default	104009 - BT...	2	104009-1	104009	English / Spanish	0
104019	Default	104019 - BT...	1	104019-1	104019	English / Spanish	1
104019	Default	104019 - BT...	2	104019-1	104019	English / Spanish	1
104023	Default	104023 - BT...	1	104023-1	104023	English / Spanish	0
104023	Default	104023 - BT...	2	104023-1	104023	English / Spanish	0

14 The next window “Printer Settings” will ask for the number of “Copies” to print and gives a description for the ballot name. This window will appear twice to print two ballot cards. Click on the “Print” button.

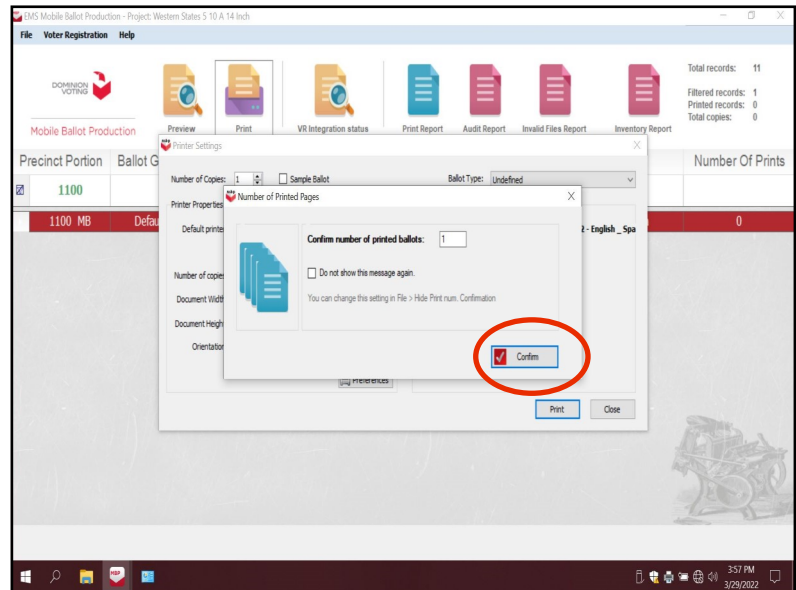


Processing Voters

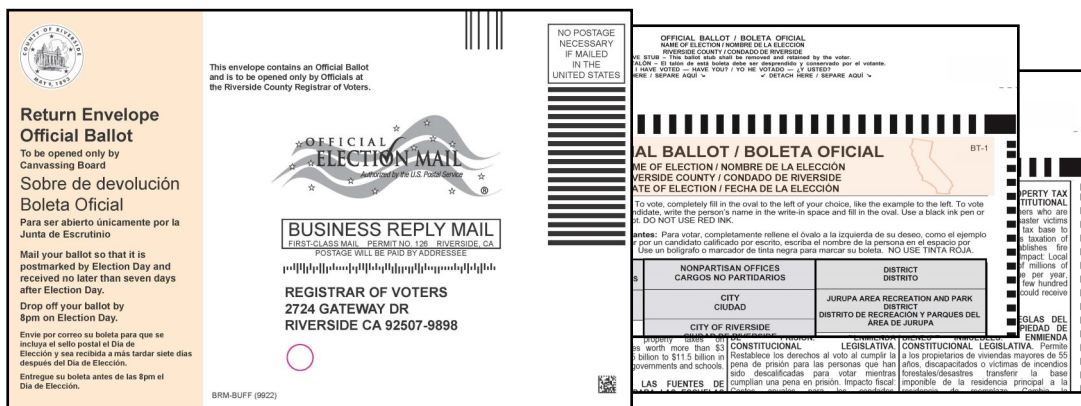
Issuing a Ballot to an Authorized Agent

— Continued

15 The “Number of Printed Pages” screen will appear twice to confirm the number of printed ballots. Click on the “Confirm” button.



16 Fold the ballot card(s) and place it in the voter’s envelope.



17 Hand the Authorized Agent the envelope. Remind the Authorized Agent that the voter must sign the envelope before returning it. The voter or the Authorized Agent can mail or bring the ballot back to any voting location or drop off site on or before election day.

I authorize the person below to return my ballot:
 Autorizo a la persona abajo para devolver mi boleta:

Their name / Su nombre: _____
 Their signature / Su firma: _____
 Relationship to voter / Relación con el votante: _____

Did you...
☐ Sign the voter's declaration in your own handwriting?
☐ Place your ballot in the envelope?

Witness, sign here
 Testigo, firme aquí

You must sign in your own handwriting. Your signature must match the signature on your voter registration card.
 Debe firmar con su puño y letra. Su firma debe coincidir con la firma en la tarjeta de inscripción del votante.
 Votar dos veces en una elección es un crimen.
 Voter, sign here in ink. Power of attorney is not acceptable.
 Votante, firme aquí con tinta. No se aceptan poderes notariales.

Spotted your ballot?
☐ Please check mark (✓) in this box if you have damaged, mismarked, or spoiled your ballot and need a replacement sent to you. Return the spoiled ballot in this envelope and a replacement ballot will be issued (time permitting).

¿Eché a perder su boleta?
☐ Ponga una marca de verificación (✓) en esta casilla si ha dañado, marcado incorrectamente o echado a perder su boleta y necesita que le envíen una boleta de reemplazo. Devuelva la boleta dañada en este sobre y se emitirá una boleta de reemplazo (si el tiempo lo permite).

Print your voter registration address / Imprima su dirección de registro de votante

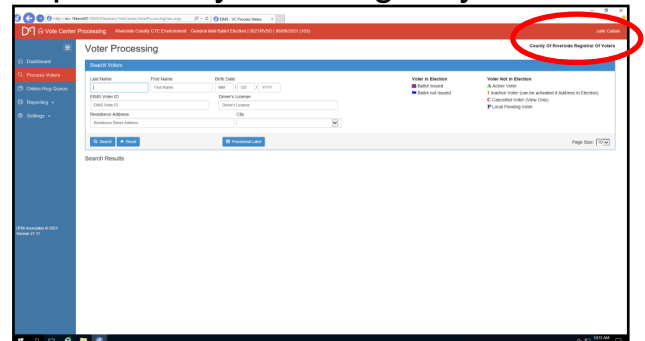
Date / Fecha (MM/DD/YYYY): _____

Processing Voters

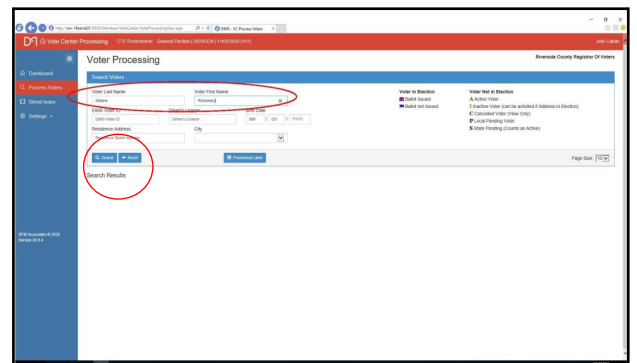
Processing In The Vote Center Application

To verify a voter's eligibility in the Vote Center database, have the voter fill out a "Ballot Request" form before going to the processing table. On the laptop in the processing screen you will need to check the **"Return Status"** before issuing an AVU ballot or paper ballot. On this screen a green light signal will have to appear in the "Ballot Activity Status." Use the following steps to verify voter eligibility.

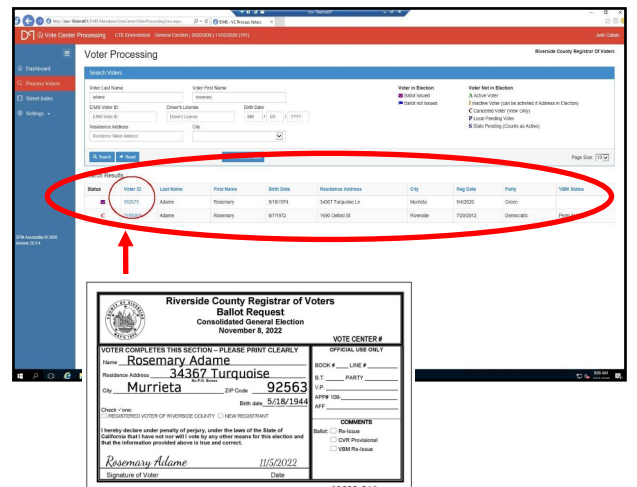
1 The "Process Voters" window should be open on the laptop. Before issuing a ballot verify that your voting location is correct on the top right hand corner of the Vote Center processing screen. **Before processing a voter check the voting location.**



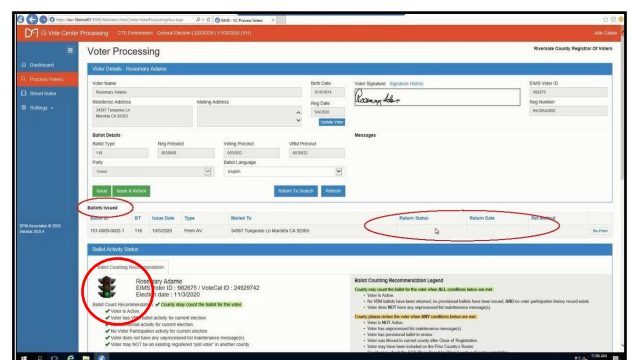
2 Search for the voter's information using the "Ballot Request" form. Type in the voter's last name in the "Last Name" field and the voter's first name in the "First Name" field. Then click on the "Search" button.



3 Find the voter's name from the list. Check address and birthdate to verify by using the "Ballot Request" form. Once confirmed, click on the verified voters "Voter ID" from the "Search Results" list.



4 With the "Ballot Request" form in hand, verify the voter's address, birthdate, and signature from the laptop screen. On the same screen, in the "Return Status" under "Ballots Issued" verify a ballot has not been returned by the voter. A green signal light under "Ballot Activity Status" will verify the voter's ballot has not been returned.

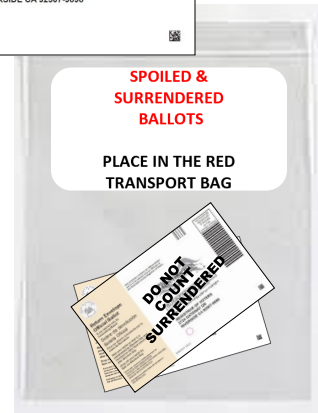
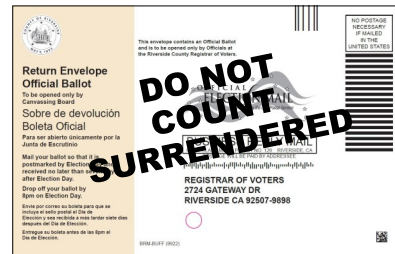


Processing Voters

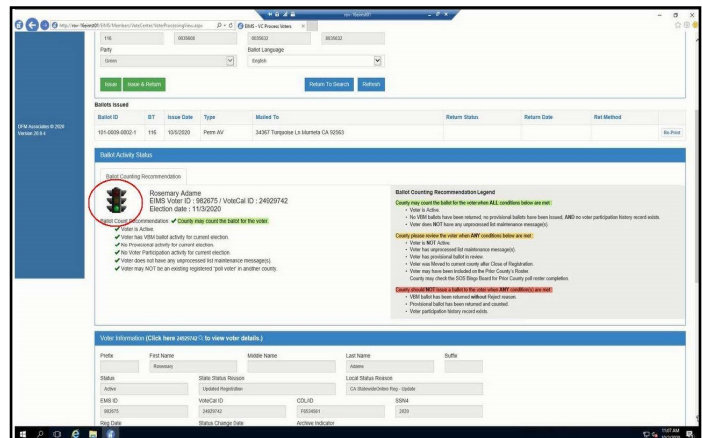
Processing In The Vote Center Application — Continued

5 If a voter surrenders their Vote-by-Mail ballot or spoiled their Vote-by-Mail ballot, write on the envelope “DO NOT COUNT SURRENDERED” and have the voter deposit it into the Vote-by-Mail Ballot Box. At the end of the day place the Surrendered Ballot in the “Spoiled & Surrendered Ballots” zip lock bag (found in the red Transport Bag.) Spoiled or Surrendered Vote-by-Mail ballots are not counted at the end of the day.

Reminder: In the Vote Center application you are able to see the voter return status so it is not necessary for the voter to surrender a Vote-by-Mail ballot.



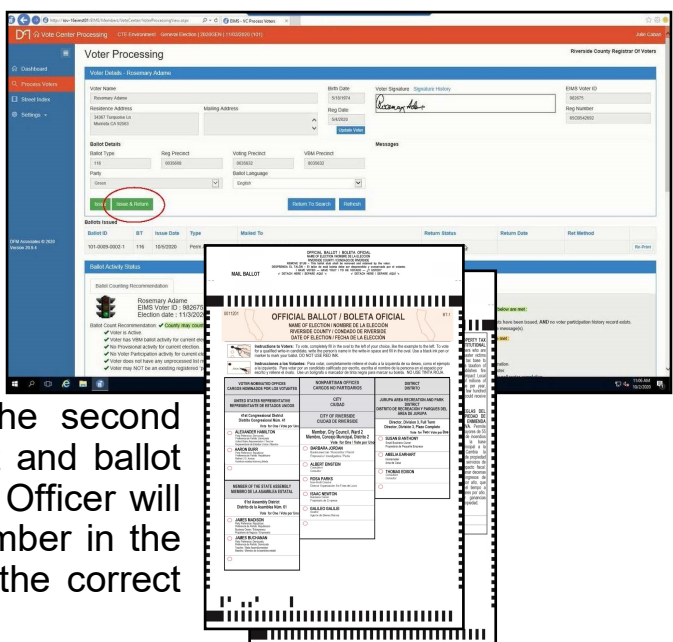
6 Scroll down to the bottom of the screen and there is information in the “Ballot Activity Status” section. The voter screen must show a green signal light in the “Ballot Counting Recommendations Legend” section in order for you to issue a ballot.



7 Once verified, click on the “Issue & Return” tab under the voters information. All voters requesting to vote at the voting location must be processed using the “Issued & Return” tab.

The voter may also request a paper ballot at the voting location.

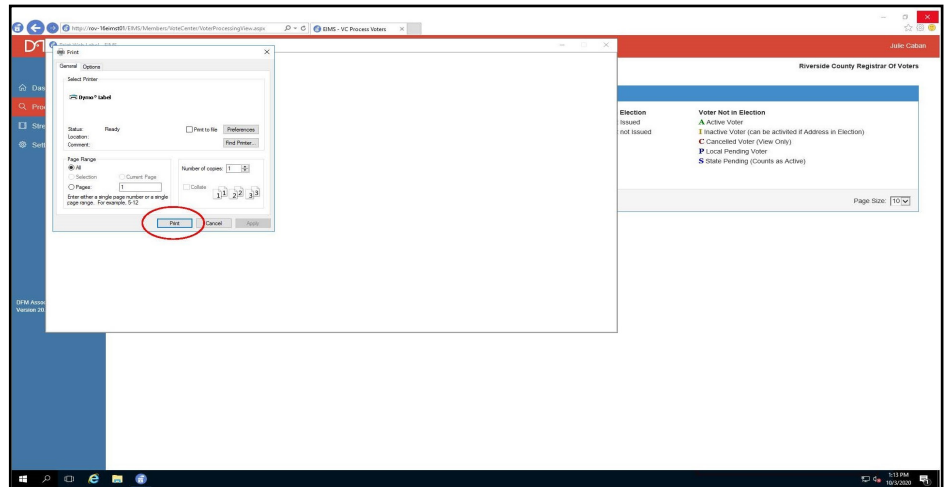
If a voter requests a paper ballot, the second Dymo® label will identify which precinct and ballot type the voter will receive. An Election Officer will need to submit the voter’s precinct number in the Ballot on Demand Printer to print out the correct ballot type for the voter.



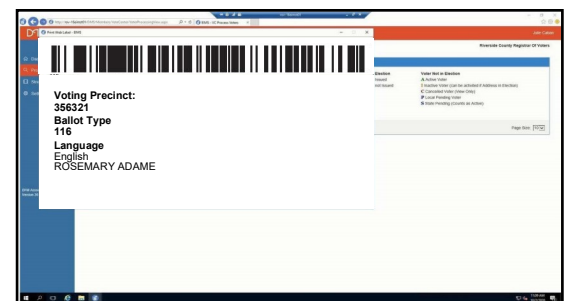
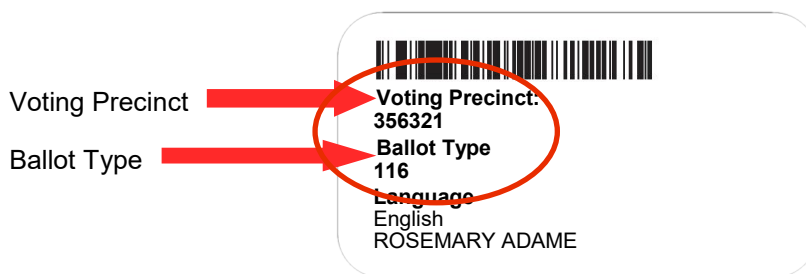
Processing Voters

Processing In The Vote Center Application — Continued

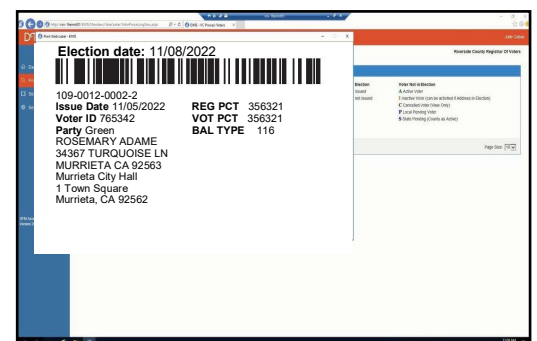
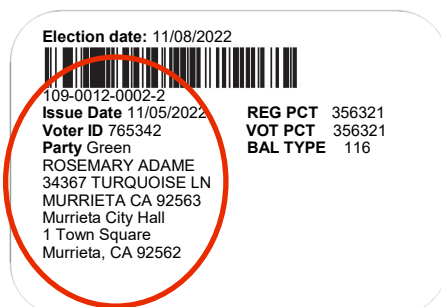
- 8 The printer screen will appear to print the voter's labels. Select the Dymo® Printer and click on the print button and the printer will print two labels from the Dymo® Printer. The labels will be slightly different. It is important to put the correct label on the voter's "Ballot Request" form.



- 9 The first label will have the Voting Precinct, Ballot Type, Language, and voters name on the left side of the label. This label will be given to the Election Officer to activate a ballot session on the AVU or taken to the Ballot on Demand station to print out a paper ballot. The label will show which precinct and ballot type the voter will be issued. The voter will then sign the Sign-In Roster. **Make sure the voter signs the roster before walking away from the processing table.**



- 10 The next label will have the Election date, election UPC barcode with the group number of the voter, issue date, voter ID, VOT PCT, BAL TYPE, voters name, and address. This label will be applied to the back of the "Ballot Request" form.



Processing Voters

Processing In the Vote Center Application — Continued

11 Have the voter sign on the next available line in the Sign-In Roster. **Make sure the voter signs the Sign-In Roster before walking away from the processing table.**

SIGN-IN ROSTER PAGE			
<small>WARNING: It is a crime punishable by imprisonment in the state prison or in the county jail for anyone to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Sections 18000 & 14107). <small>ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que fraudulentamente vota, fraudulentamente intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Código de Elecciones Sección 18000 & 14107).</small> </small>			
VOTER SEQ. #	SIGNATURE OF VOTER FIRMA DEL VOTANTE	PRINTED NAME NOMBRE LETRA DE MOLDE	PRESENT RESIDENCE ADDRESS DIRECCION ACTUAL
1	<i>Laura Adamantium</i>	Laura Adamantium	1880 Wolverine St Riverside
2	<i>Anne Murphy</i>	Anne Murphy	609 Roundtable Drive Maceraville
3	<i>Murray William</i>	Murray William	1980 Ghatbuster Ave Riverside
4	<i>Joran Apple</i>	Joran Apple	2019 Knapkeesi Ave Lake Elsinore
5	<i>Henry Ford</i>	Henry Ford	4291 Mustang St Apt 6
6	<i>Arturo Droid</i>	Arturo Droid	2580 Alderbrook Ln. Beaumont
7	<i>Erin Magneto</i>	Erin Magneto	1855 Marvellex Cir Temecula
8	<i>Luke Adkins</i>	Luke Adkins	1977 Galaxy Dr. Meola
9	<i>Minnie Mouse</i>	Minnie Mouse	1313 Disney Way Riverside CA
10	<i>May J. Fries</i>	May J. Fries	791 Celeste Dr. Corona
11	<i>John Q. Adams</i>	John Q. Adams	1997 Presidential Dr Apt 213 Napa
12	<i>Rosemary Adame</i>	Rosemary Adame	34367 Turquoise Ln, Murrieta
13			
14			
15			
16			
17			

12 Write the “Book#”, “Line#”, and V.P. (voting precinct number) on the voter’s “Ballot Request” form in the “Official Use Only” section. In most cases a voter may have received a ballot in the mail. The return status in the database will determine if the ballot was returned. If not returned you can issue a ballot. Write “2nd Issue” in the “Comment” section of the “Ballot Request” form.

Riverside County Registrar of Voters	
Ballot Request	
Consolidated General Election	
November 8, 2022	
VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY	
Name	Rosemary Adame
Residence Address	34367 Turquoise
City	Murrieta
ZIP Code	92563
Birth date	5/18/1944
<input type="checkbox"/> Check "one" <input type="checkbox"/> REGISTERED VOTER OF RIVERSIDE COUNTY <input type="checkbox"/> NEW REGISTRANT	
I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.	
Signature of Voter	Rosemary Adame
Date	11/5/2022
OFFICIAL USE ONLY BOOK # 1 LINE # 12 B.T. PARTY V.P. 356321 APP# 109 AFF COMMENTS <input type="checkbox"/> Ballot Re-Issue <input type="checkbox"/> CVR Provisional <input type="checkbox"/> VBM Re-Issue	

Processing On Accessible Voting Unit (AVU)

1 Give the label with the “Voting Precinct:” number to an Election Officer. The Election Officer will activate a ballot session for the voter on the AVU. The correct precinct and ballot type for the voter is based on the information on the label.



Voting Precinct: 356321
 Ballot Type 116
 Language English
 ROSEMARY ADAME

2 Insert the Poll Worker Ballot Activation Card into the AVU yellow slot. Enter the “Voting Precinct:” number from the label into the “Ballot Activation” field on the AVU screen.



Ballot Activation	
356321	
Enter Activation Code	
<input type="button" value="Clear"/> <input type="button" value="Enter"/>	
1 2 3 4 5 6 7 8 9 0 q w e r t y u i o p a s d f g h j k l z x c v b n m	
<input type="button" value="AVS"/>	
<input type="button" value="Enable AVS Controller"/>	
<input type="button" value="Activate"/>	



Voting Precinct: 356321
 Ballot Type 116
 Language English
 ROSEMARY ADAME

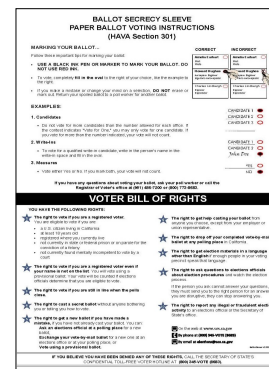
Processing Voters

Processing On Accessible Voting Unit (AVU) — Continued

3 The voters screen will appear asking for a language preference (English or Spanish). Have the voter select their language choice and remove the activation card.



4 Hand the voter a Secrecy Sleeve and move away from the AVU and let the voter vote. Be available to assist if necessary. Place the label in the Broken Seals Bag once the voter has completed voting.



5 THE VOTER SHOULD NOT LEAVE THE ACCESSIBLE VOTING UNIT UNTIL THEIR BALLOT HAS BEEN PRINTED. When the ballot has been printed, instruct the voter to put the printed ballot into the Secrecy Sleeve and deposit it into the ballot box. Retrieve the Secrecy Sleeve after the ballot has been deposited into the Ballot Box Issue an “I Voted” sticker and thank the voter for voting.



Note: If a voter requests a ballot and they are not in the “Vote Center Processing” database as a registered voter in the County of Riverside, they must follow the CVR (Conditional Voter Registration) Provisional voting process.

Processing Voters

Navigating an Accessible Voting Unit Ballot Session

This page will guide you through the voter process when marking a ballot.

- 1 The voter has the option to change the “Language,” “Text Size,” and screen “View” as needed.



Language



Text Size



View

- 2 The voter will touch their desired choice to vote. Instruct the voter to touch the “Review,” “Back to Ballot,” “Previous,” or “Next” buttons to navigate the screens.

Review

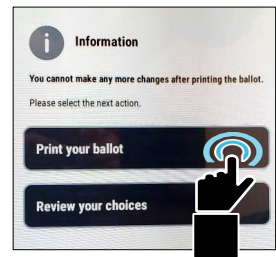
Back to Ballot

← Previous

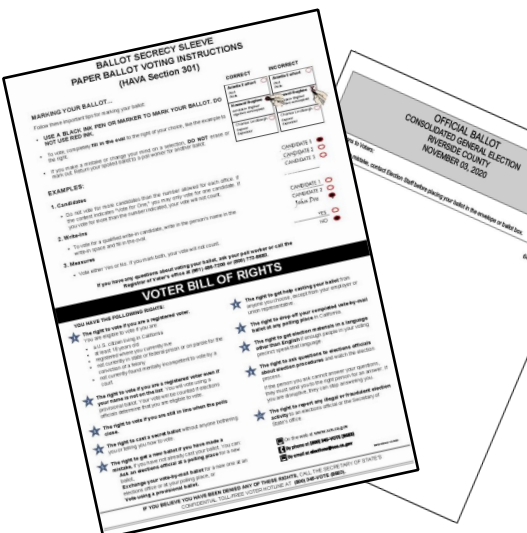
Next →



- 3 Once the voter is satisfied with their selections, they touch “Print Ballot.” A confirmation screen will appear to “Print your ballot” or “Review your choices.” Select “Print your ballot” to print ballot. If the voter has reviewed their choices and changes their mind, they can go back to the contest and deselect the choice and then select the updated choice.



- 4 **THE VOTER SHOULD NOT LEAVE THE VOTING UNIT UNTIL THEIR BALLOT HAS PRINTED.** When the ballot has been printed instruct the voter to put the printed ballot into the Secrecy Sleeve and deposit their ballot into the ballot box. Retrieve the Secrecy Sleeve after the ballot has been deposited into the Ballot Box. Issue an “I Voted” sticker to the voter and thank the voter for voting.



Processing Voters

Audio Voting and Assisting Audio Voters

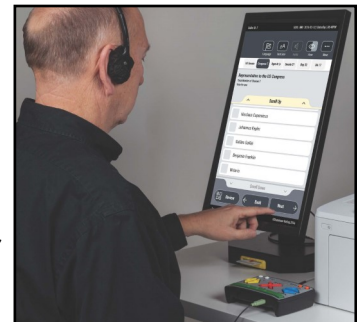
Never question a voter as to why they wish to be an audio voter on the Accessible Voting Unit (AVU). Simply allow the voter to use the AVU.

To ensure the privacy of the voter, provide 48 inches of clear space in front of the AVU blue voting booths. Position the booths in such a way that the voter has the same level of privacy as any other voter. For additional privacy, a Privacy Screen is available at the voting location.

Remember to allow six feet for social distancing as much as possible.

Audio Voters

Voters using the audio feature will have to use the AVU to vote. The AVU is equipped to provide an Audio Voting Session. Voters may request an Audio Voting Session due to visual problems, low literacy proficiency, or other reasons.



Assisting Audio Voters

The **Audio Voting Instructions** booklet provides instruction on placing the Accessible Voting Unit into the Audio Voting Session. It also provides instructions to the voter on how to use the keypad device on the AVU which is known as the Audio Tactile Interface (ATI). Selections should be performed **only** by the voter unless the voter specifically asks for assistance. If assistance is requested, the voter's name is recorded by an Election Officer and the voter initials in the **List of Assisted Voters** which is found at the back of the Sign-In Roster.



If a voter requests to vote an Audio Voting Session, follow the instructions located on pages four through six in the Audio Voting Instructions booklet.

Processing Voters

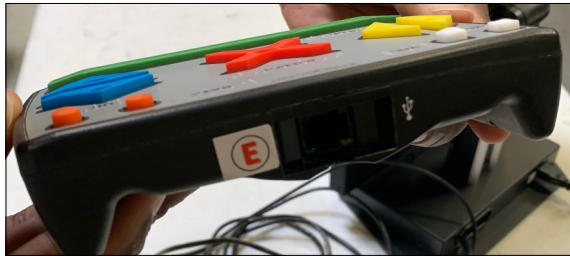
Activating an Audio Voting Session

The Accessible Voting Unit (AVU) is equipped with an **audio feature** for voters who request their ballots using the **Audio Voting Session**. A device known as the Audio Tactile Interface (ATI) is provided to assist voters with making their selections. **Instruct the voter on how to use the ATI prior to activating a voting session.** In order for the audio feature to function, the AVU must be placed into the **Audio Voting Session**. Follow these instructions to place the AVU into the Audio Voting Session:

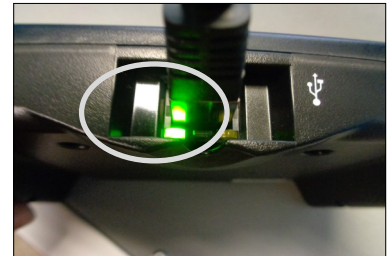
- 1 Verify that the ethernet cable labeled “E” from the AVU is connected to port “E” on the ATI. The light should be illuminated green on the ATI. Plug the headphone cable labeled “H” into the “H” port on the ATI.



Ethernet cable “E”



Ethernet port “E”



Power light



Headphone cable “H”



Headphone port “H”

- 2 Hand the voter the ATI. Explain the ATI functions to the voter. An audio session of the ATI device and visual prompt will also explain the function buttons to the voter.

White square buttons = VOLUME

Orange circle buttons = RATE (SPEED)

Yellow triangle buttons = LEFT/RIGHT

Red “X” button = SELECT

Blue triangle buttons = UP/DOWN

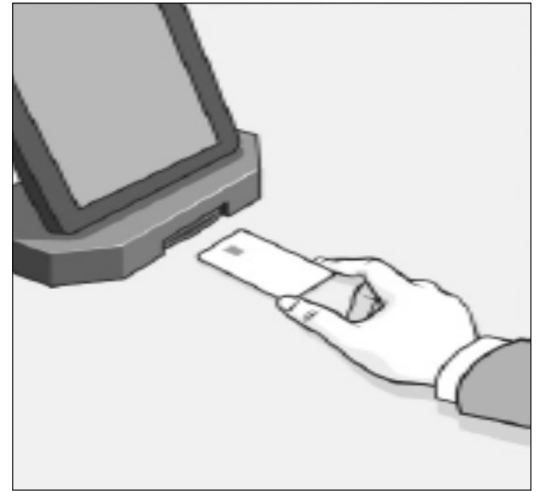
Green rectangle button = HELP



Processing Voters

Activating an Audio Voting Session — Continued

- 3** Insert the Poll Worker Ballot Activation Card into the AVU. With the logo facing up and the chip at the top, place the card in the yellow slot at the base of the AVU.



- 4** When the Poll Worker Ballot Activation Card is fully inserted, a keyboard will display. At the “Ballot Activation” prompt, enter the activation code. This is the voters precinct number found on the Dymo® label.



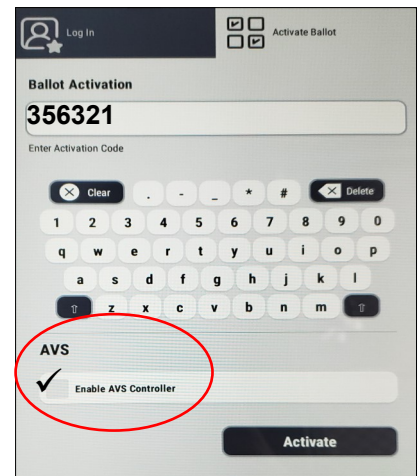
Voting Precinct:
356321
Ballot Type
116
Language
English
ROSEMARY ADAME

A screenshot of a touch-screen interface. At the top, there's a 'Log In' button with a person icon and a 'Activate Ballot' section with four checkboxes. The main heading is 'Ballot Activation'. Below it, a large text input field contains the number '356321', which is circled in red. Underneath the field is the prompt 'Enter Activation Code'. Below this is a full QWERTY keyboard. At the bottom, there's a section labeled 'AVS' with a checked checkbox for 'Enable AVS Controller' and a large 'Activate' button at the very bottom.

Processing Voters

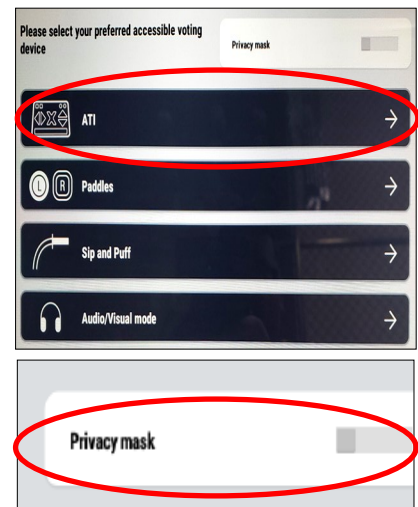
Activating an Audio Voting Session — Continued

5 Touch the “Enable AVS Controller” box on the AVS section of the touchscreen. A check mark will appear in the box. To activate the ballot and the ATI controller you must touch “Activate.” Remove the Poll Worker Ballot Activation Card.



6 The AVU can now be placed into Audio Voting Mode by touching the “ATI” button. If a voter has their own device, they may select that mode by touching the appropriate button displayed on the touchscreen.

Note: The voter can engage the privacy mask by touching the “Privacy Mask” button on the screen prior to selecting the voting device. With the privacy mask on, a black screen will appear throughout the voting session. However, the privacy mask can be turned off or on later at a voter’s request.



7 The voter chooses their desired language by touching twice on the language button of their choice or selecting the red “X” button once on the ATI device. To use the touchscreen on the AVU the voter will have to touch the screen twice. If using the ATI device the voter will use the buttons provided on the ATI.



8 After listening to the ATI instructions, the voter can press the red X-shaped button or touch the image on the screen twice, to advance to the ballot.

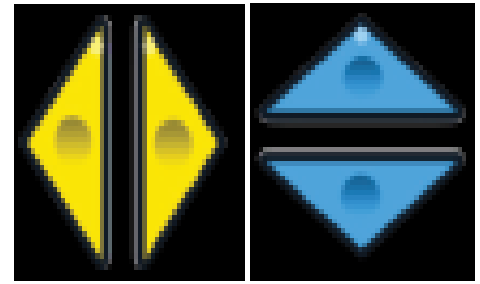


9 After advancing to the ballot, an audio prompt will provide the voter information and instructions regarding navigating the ballot on the ATI device.

Processing Voters

Activating an Audio Voting Session — Continued

10 To navigate through the current contest or move to the next/previous contest, the voter will press the yellow, “LEFT/RIGHT” triangular buttons or the blue, “UP/DOWN” triangular buttons on the ATI. The voter will press the red X-shaped “SELECT” button to make their selection(s). The voter will repeat these steps for selecting their choices for the entire ballot session.



Yellow Buttons Blue Buttons

11 The voter can also make their selections by touching the buttons displayed on the touchscreen. The voter must touch the desired button twice to navigate through the ballot session when using the touchscreen on the AVU.

12 After navigating through the entire ballot session, the voter will press the yellow, “LEFT/RIGHT” triangular buttons or the blue, “UP/DOWN” triangular buttons until they hear the “Review” audio prompt and then they will press the red X-shaped “SELECT” button. If any contests do not have the required amount of selections made, warning prompts will notify the voter if they would like to return to the ballot.

13 The voter will be prompted to use the yellow, “LEFT/RIGHT” triangular buttons or the blue, “UP/DOWN” triangular buttons to navigate through the blank contest or print their ballot. At this time the voter can change their selection(s).

14 Once the voter has made their selection(s) and reviewed their ballot, they will press the yellow, “LEFT/RIGHT” triangular buttons or the blue, “UP/DOWN” triangular buttons until they hear the “Print Ballot” audio prompt and then they will press the red X-shaped “SELECT” button. The voter will again be notified if there are any blank contest(s). If there are no blank contest(s), an “Information” dialogue box will display with the options to “Print your ballot” or “Review your choices.”

15 When the voter is satisfied with their selection(s), they will select “Print your ballot” and their ballot will print. Instruct the voter to put the printed ballot into the Secrecy Sleeve and deposit their ballot into the Ballot Box. Retrieve the Secrecy Sleeve after the ballot has been deposited into the Ballot Box.

16 Issue an “I Voted” sticker and thank the voter for voting.



Processing Voters

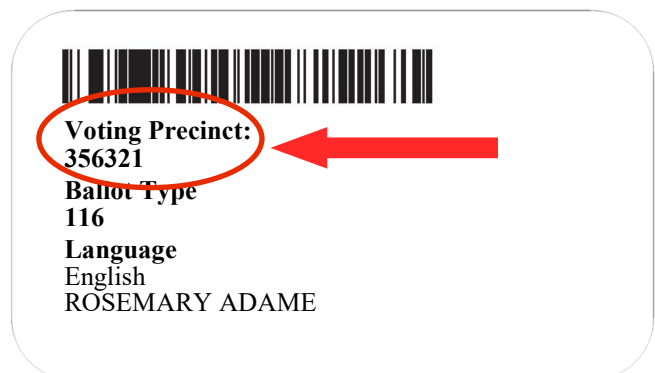
Printing a Paper Ballot on the Ballot on Demand Printer

Ballot on Demand offers the ability to provide a printed ballot to any eligible voter at any Vote Center Location. The application is configured with the desired election database and all ballot types for the election. **Always keep the laptop secure when not in use.** If a cartridge needs to be changed, call the Registrar of Voters office at (951) 486-7341.

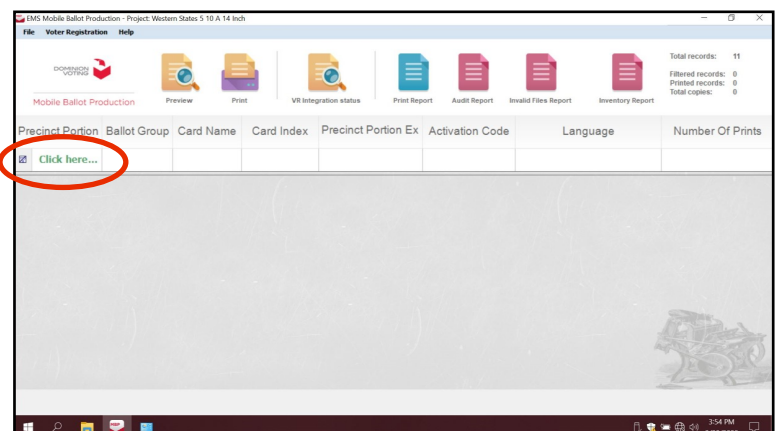


1 When the voter requests a paper ballot the processing table Election Officer will give the label with the voting precinct number on it to an Election Officer at the Ballot on Demand Printer station. The correct precinct and ballot type for the voter is based on the information on the label.

2 You will enter the “Voting Precinct:” number from the label into the appropriate field on the laptop.



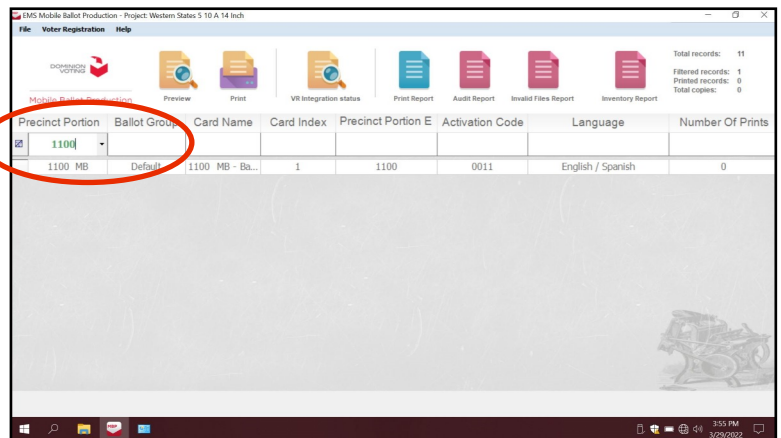
3 On the Ballot on Demand Printer the laptop screen should be ready to go. On the screen under “Precinct Portion” is a section titled “Click here...” in green text. Click on this section.



Processing Voters

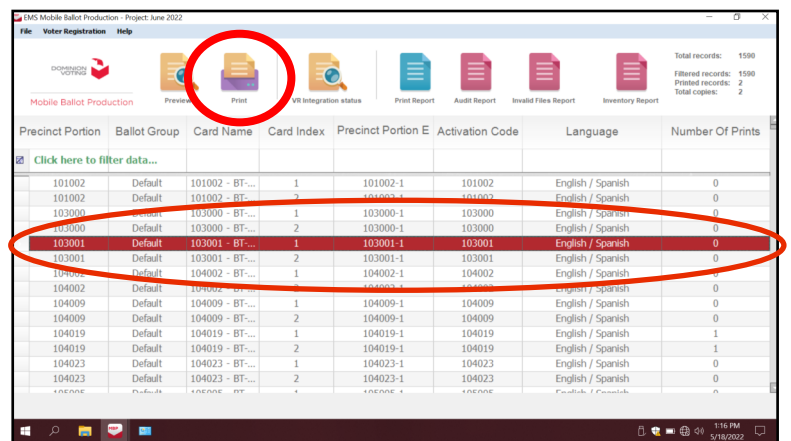
Printing a Paper Ballot on the Ballot on Demand Printer — Continued

4 Enter the voter's precinct number.

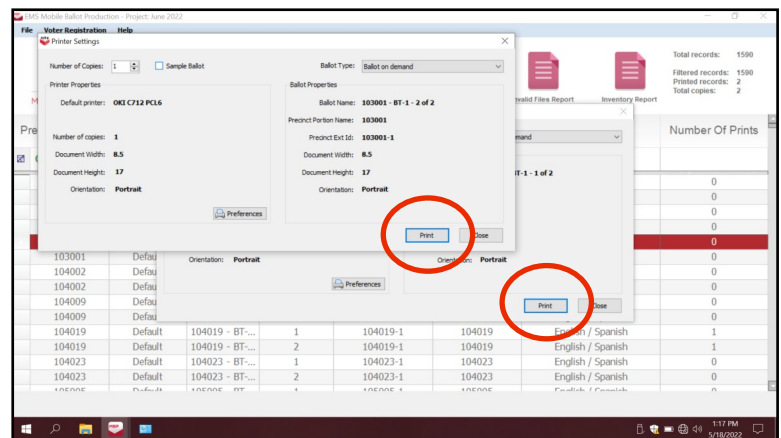


5 The precinct number will appear twice because there are two ballot cards for this election. Highlight the precinct number with the number 1 under "Card Index" and click on the "Print" icon and another window will appear.

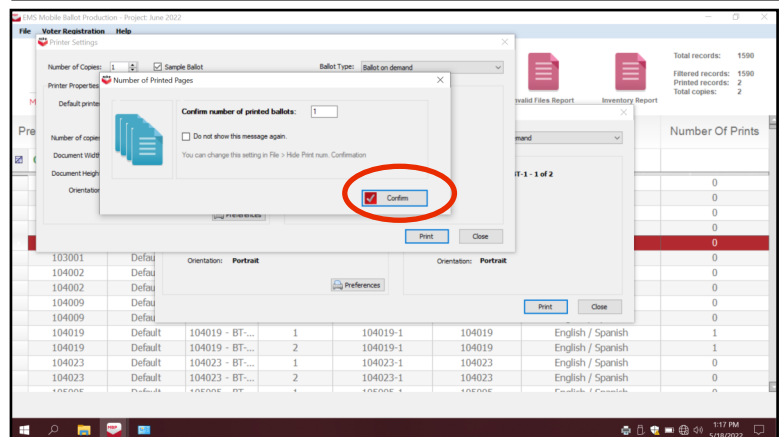
DO NOT double click on the highlighted precinct number screen. Otherwise the system will generate a PDF ballot and the "Inventory Report" at the end of the day will not show the correct number of ballots printed on the BOD.



6 The next window "Printer Settings" will ask for the number of "Copies" to print and gives a description of the ballot name. This window will appear twice to print two ballot cards. Click on the "Print" button.

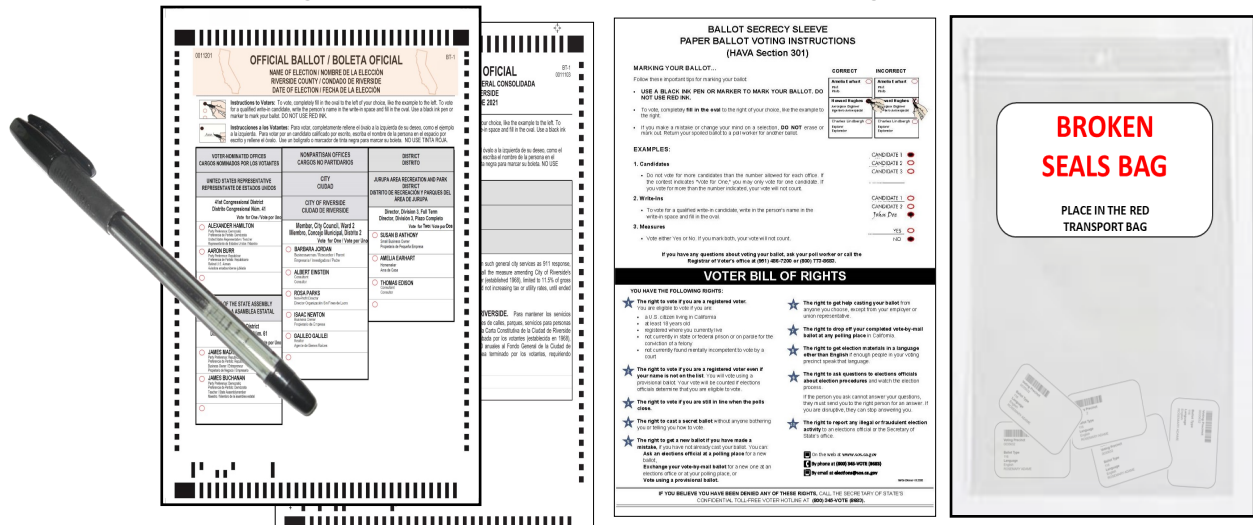


7 The "Number of Printed Pages" screen will appear twice to confirm the number of printed ballots. Click on the "Confirm" button.

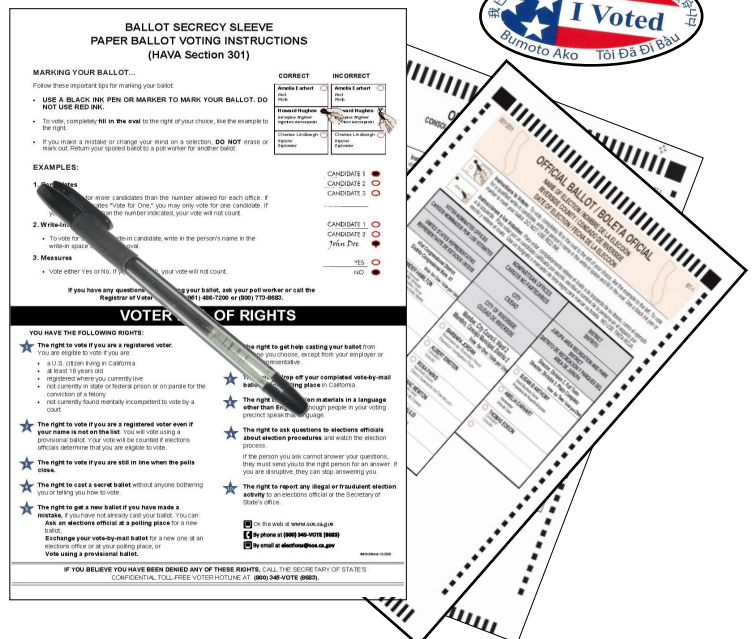


Processing Voters Printing a Paper Ballot on the Ballot on Demand Printer — Continued

8 A ballot set will print. Hand the voter the printed paper ballot set, a Secrecy Sleeve and a pen. Direct the voter to an available silver voting booth and move away from the voter. Let the voter vote and instruct the voter to drop their voted ballot into the Ballot Box. Be available to assist if necessary. Place the label in the Broken Seals Bag once the voter has finished voting.



9 Retrieve the Secrecy Sleeve and pen after the ballot has been deposited into the ballot box. Issue an “I Voted” sticker and thank the voter for voting.

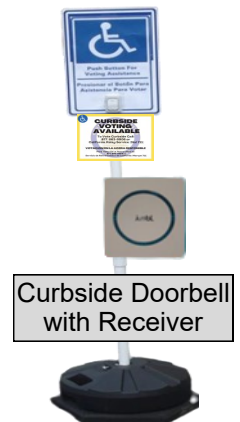


Note: If a voter requests a ballot and they are not in the “Vote Center Processing” database as a registered voter in the County of Riverside, they must follow the CVR (Conditional Voter Registration) Provisional voting process.

Processing Voters

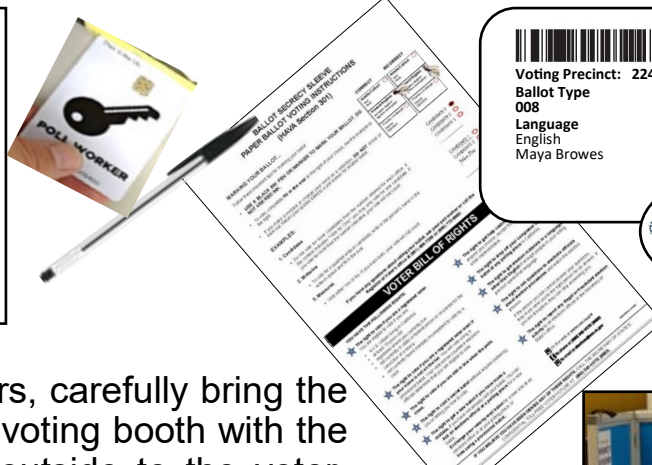
Curbside Voters

Curbside Voters are voters who are unable to leave their vehicle to enter the voting location. Each voting location will receive a curbside doorbell with a phone number to call when voters need assistance from their vehicle. They are processed in the same manner as any voter at the voting location. They can either drop off their VBM ballot, vote on an Accessible Voting Unit or request a paper ballot. Based on the voter's request, voting materials will be taken outside to the voter next to their vehicle.

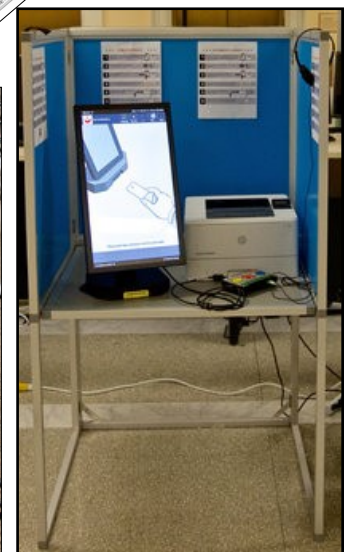


Accessible Voting Unit for Regular Curbside Voters

- ✦ An Election Officer will take a pen and a “Ballot Request” form out to the voter. Ask the voter if they are registered to vote.
- ✦ Once the Election Officer has confirmed that the voter is eligible to vote. Process the voter in the usual manner as a walk in voter in the “Vote Center Processing” database.
- ✦ Take the “Curbside Voters Roster” found in the Lead Binder and assemble the following materials: a Poll Worker Ballot Activation Card, voters Dymo® Label with their precinct number, a pen, a Secrecy Sleeve, and an “I Voted” sticker.



- ✦ With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.
- ✦ Instruct the voter to sign and complete the next available line in the “Curbside Voters Roster.”



Processing Voters

Curbside Voters

Accessible Voting Unit for Regular Curbside Voters — Continued

- Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voter's precinct number located on the Dymo® label. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED AND THE BALLOT HAS PRINTED.**



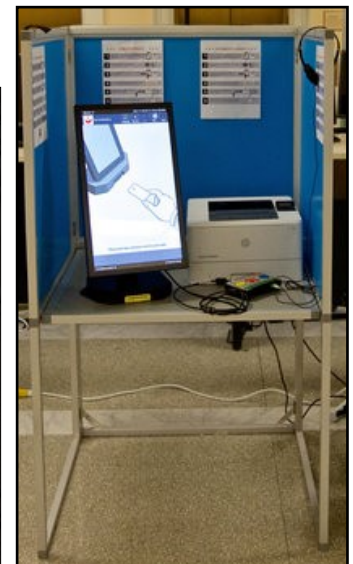
- At the completion of voting, have the voter place their ballot inside the Secrecy Sleeve and return it to you when finished. Issue an “I Voted” sticker to the voter and thank the voter for voting .




- Deposit the voters ballot into the Ballot Box and return the pen and Secrecy Sleeve to the processing table. Return the “Curbside Voters Roster” to the Lead Binder.



- Return the blue voting booth with the voting tablet, printer, and UPS to its original location inside the facility. Plug the shared AVU back into the UPS and **plug the UPS back into the power outlet.**



- ✦ An Election Officer will take a pen and a “Ballot Request” form out to the voter. Ask the voter if they are registered to vote.
- ✦ Once the Election Officer has confirmed that the voter is eligible to vote. Process the voter in the usual manner as a walk in voter.
- ✦ Go to the Ballot on Demand Printer and print a ballot card on the Dymo® Label information for the voter. Take the ballot card found in the Lead Binder and assemble the following materials: a ballot card(s) (based on the voter’s precinct number), and an “I Voted” sticker.



CURBSIDE VOTERS ROSTER


(C.V. 15022)

-SITE-


WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Electors Code Section 16.02(a) - 16.03)

ADVERTENCIA: Es un crimen que puede castigarse mediante encarceración en la prisión del estado o en la cárcel del condado a cualquier persona que un día antes de una elección, fraudulenta votar, fraudulenta intentar votar, vote más de una vez, intente votar más de una vez, intente suplantar a un votante, o intente suplantar a un votante (Código de Elecciones Sección 16.02(a) - 16.03)

LINE NO.	C.V. NO.	Print Name/Nombre Letra de Mota	Signature/Firma	Office Use Only/Usar Oficina Solamente
C 1	<input type="checkbox"/>	<i>Maya Brown</i>	<i>Maya</i>	
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			



[illegible]





CURBSIDE VOTERS ROSTER


(E.C. § 14282)

«Site»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarcelamiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulentamente vote, fraudulentamente intente votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intente fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes		
C 2	<input type="checkbox"/>	Morty Adams		
C 3	<input type="checkbox"/>			
C 4	<input type="checkbox"/>			
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			



[illegible]

Processing Voters

Curbside Voters — Continued

Paper Ballot for Regular Curbside Voters — Continued

- At the completion of voting, have the voter place the ballot inside the Secrecy Sleeve and return it to you. Issue an “I Voted” sticker to the voter and thank the voter for voting.



- Deposit the voters ballot into the blue Ballot Box and return the pen and Secrecy Sleeve to the processing table.



- Return the “Curbside Voters Roster” to the Lead Binder.

- Place the Dymo® Label with the voters information into the Broken Seals Bag.



Processing Voters

First Voter Procedural Checklist

When the first eligible voter has been processed and completed all required documentation, explain to them that they must verify that no ballots are in the Ballot Box and the Vote-by-Mail Ballot Box. **Note: A Lead is required to process the first voter.**

This procedure is to be accomplished as follows:

Using the "First Voter Procedural Checklist," located in the **Lead Binder**. Obtain three red "Election Seals" from the Seals Bag. Verify the first voter is registered by using the Vote Center Application and the laptop. Once verified, escort the voter to the Ballot Box and ask if it is empty. After confirmation, close and seal the Ballot Box with two red "Election Seals" (one on each latch of the Ballot Box). Ask the first voter if the Ballot Box is sealed. Escort the first voter to the Vote-by-Mail Ballot Box and ask if it is empty. After confirmation, close and seal the box with one red "Election Seal" (place seal on the zipper clasp). Ask the first voter if it is sealed. Upon confirmation, initial in the appropriate box (Yes or No), sign your name, and date in the "Ballot Box Verification" section. Have the first voter print their name, sign their name, and date the "First Voter Procedural Checklist" (E.C. § 14215). The voter can now proceed to vote. Note: The "First Voter Procedural Checklist" must be completed at the beginning of each day the voting location is open.



First Voter Procedural Checklist		
«Location»		
Date: November 5, 2022		
<p>California Elections Code 14215 requires that "before receiving any ballots, the precinct board, in the presence of any persons assembled at the Vote Center, shall open and exhibit and close the ballot container(s)." The following procedural checklist must be completed by the Lead for the "First Voter" that arrives at the Vote Center once their eligibility has been determined.</p> <p>After processing and obtaining all required documentation from the first eligible voter, have the voter verify that all of the Ballot Boxes are empty and sealed, then the Lead must initial in the "Lead Initials" box below.</p>		
		Lead Initials
Ballot Box Verification	Yes	No
Are all ballot boxes Empty?	DA	
Are all ballot boxes Sealed?	DA	
<p>Please note that a voter dropping off their Vote-by-Mail ballot may be your First Voter. Voters dropping off their Vote-by-Mail ballot are not required to sign in the Sign-in Roster and should only sign on this form to identify them as the First Voter.</p> <p>If the Vote-by-Mail voter wishes to surrender their ballot and vote at the Vote Center, they must sign on this sheet and on an available line in the Sign-In Roster. Remember to write the words "Voted at the Vote Center-Do Not Count" on the envelope to identify that the voter has surrendered their ballot.</p>		
First Voter: <u>Jon Jamie</u>	<u>Jon Jamie</u>	<u>11/5/2022</u>
Print Name	Signature	Month / Day / Year
Checklist completed by: <u>Dolly Anthem</u>	<u>November 5, 2022</u>	
Lead Signature	Month / Day / Year	
2022-18		
November 8, 2022 Consolidated General Election		

Processing Voters

Processing CVR Provisional Voters

CVR Provisional Voters are individuals whose eligibility to vote cannot be verified in the “Vote Center Processing” database. These voters are issued an AVU Ballot or paper ballot which will be counted when their eligibility is verified by the Registrar of Voters office.

Situations which require the issuance of a CVR Provisional Ballot are:

- ✦ Voters not found in the “Vote Center Processing” database as a registered voter.
- ✦ Voters who are listed in the “Vote Center Processing” database with a different residence address or name than what they wrote on their “Ballot Request” form.
- ✦ Voters with a name change.
- ✦ Voters whose signature on their “Ballot Request” form does not match the signature in the “Vote Center Processing” database.
- ✦ Voters who would like to change their recorded political party preference.

Inform voters of the following reasons for issuing a CVR Provisional Ballot:

- ✦ Their information in the “Vote Center Processing” database is Cancelled, Inactive, or Pending.
- ✦ CVR Provisional Ballots **ARE** counted after the voter’s eligibility is confirmed.
- ✦ CVR Provisional Voters must retain the stub from the CVR Provisional Envelope in order to check on the status of their CVR Provisional Ballot.
- ✦ A CVR Provisional Ballot **must be** placed in the CVR Provisional Envelope and put into the Vote-by-Mail Ballot Box in order to be processed.
- ✦ Voters may call (800) 773-VOTE (8683) or go online at www.voteinfo.net to find out the status (counted or not counted) of their CVR Provisional Ballot 30 days after the election.

The screenshot shows the "Vote Center Processing" web application interface. The search results section displays "No Voters found." This message is circled in red. A callout box points to this message with the text: "Voters not found in “Vote Center Processing” database will vote a CVR Provisional Ballot".

Processing Voters

Issuing a CVR Provisional Ballot

Use the following steps to issue a CVR Provisional Ballot once the voter has filled out the "Ballot Request" form and eligibility to vote cannot be verified in the "Vote Center Processing" database. Any voter who is Inactive, Canceled, or not found in database are CVR Voters.

- 1 On the back of a CVR Provisional Envelope, check the reason why the CVR Provisional Ballot is being issued.

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE # 36040-12
 NÚM. DE REFERENCIA 36040-12

▲ REMOVE THIS STUB / SEPARAR ESTE TALÓN ▲

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at www.voteinfo.net or call our office at (951) 486-7200 or TTY (951) 697-8668 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.

Si desea saber si su boleta de inscripción Condicional de Votantes Provisional se contó, por favor visite nuestro sitio web en www.voteinfo.net, o llame a nuestra oficina al (951) 486-7200 o TTY (951) 697-8668 durante las horas regulares de negocio a partir de los 30 días después de la elección y proporcione el NÚM. DE REFERENCIA en este talón.

REASON FOR USING CVR PROVISIONAL ENVELOPE:

☒ CVR Provisional Voter
☐ Extended Voting (Court Order)
☐ Other _____

ELECTIONS OFFICIAL

NOTES:

- 2 Give a CVR Provisional Envelope and Voter Registration Application to the voter. Instruct the voter to complete the envelope and Registration Application. Instruct the voter to return to the processing table after they have completed the documents.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.
 Este sobre contiene una boleta votada la cual solo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
 Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE _____ SIGNATURE / FIRMA _____ DATE / FECHA _____

BIRTH DATE / FECHA DE NACIMIENTO _____ BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO) _____ CA ID# / NÚM. DE ID DE CALIF. _____

CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL _____ CITY / CIUDAD _____ STATE / ESTADO _____ ZIP CODE / CÓDIGO POSTAL _____

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR _____ CITY / CIUDAD _____ STATE / ESTADO _____ ZIP CODE / CÓDIGO POSTAL _____

Precinct: _____
 Ballot Type: _____
 Reference #: _____
 Party: _____

☐ Accept Affidavit # _____ Party _____
☐ Reject Assigned V.P.# _____ Ballot Type _____
☐ Modify Reason: _____ Initials _____

California Voter Registration/Pre-Registration Application
Solicitud de Inscripción/Preinscripción de Votante de California
RIVERSIDE COUNTY

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
 Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE _____ SIGNATURE / FIRMA _____ DATE / FECHA _____

BIRTH DATE / FECHA DE NACIMIENTO _____ BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO) _____ CA ID# / NÚM. DE ID DE CALIF. _____

CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL _____ CITY / CIUDAD _____ STATE / ESTADO _____ ZIP CODE / CÓDIGO POSTAL _____

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR _____ CITY / CIUDAD _____ STATE / ESTADO _____ ZIP CODE / CÓDIGO POSTAL _____

Precinct: _____
 Ballot Type: _____
 Reference #: _____
 Party: _____

☐ Accept Affidavit # _____ Party _____
☐ Reject Assigned V.P.# _____ Ballot Type _____
☐ Modify Reason: _____ Initials _____

- 3 When the voter is ready to be processed, verify the voter has completed and signed the envelope and Registration Application. All required information must be filled out by the voter on the CVR Provisional Envelope and Voter Registration Application, otherwise their vote may be delayed or possibly not counted.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.
 Este sobre contiene una boleta votada la cual solo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra casilla electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
 Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE **Lydia Deetz** SIGNATURE / FIRMA **Lydia Deetz** DATE / FECHA **11/5/2022**

BIRTH DATE / FECHA DE NACIMIENTO **3/30/1988** BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO) **Wildomar, California** CA ID# / NÚM. DE ID DE CALIF. **T7984967**

CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL **13608 Hollowbrook Way** CITY / CIUDAD **Eastvale** STATE / ESTADO **CA** ZIP CODE / CÓDIGO POSTAL **92880**

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR _____ CITY / CIUDAD _____ STATE / ESTADO _____ ZIP CODE / CÓDIGO POSTAL _____

Precinct: **2194**
 Ballot Type: _____
 Reference #: _____
 Party: **NP**

☐ Accept Affidavit # _____ Party _____
☐ Reject Assigned V.P.# _____ Ballot Type _____
☐ Modify Reason: _____ Initials _____

Processing Voters

Issuing a CVR Provisional Ballot — Continued

4 Instruct the voter to remove the stub from the completed Voter Registration Application. Completed Voter Registration Applications go into a provided zip lock bag for returning to the Registrar of Voters office. **Voters do not need an extra CVR Provisional Envelope for their Voter Registration Application.**

Note: Voter's must provide a residence address, NOT a P.O. Box. The voter's address given must be able to precinct. If the address does not precinct, call the Registrar of Voters office at (951) 486-7341.

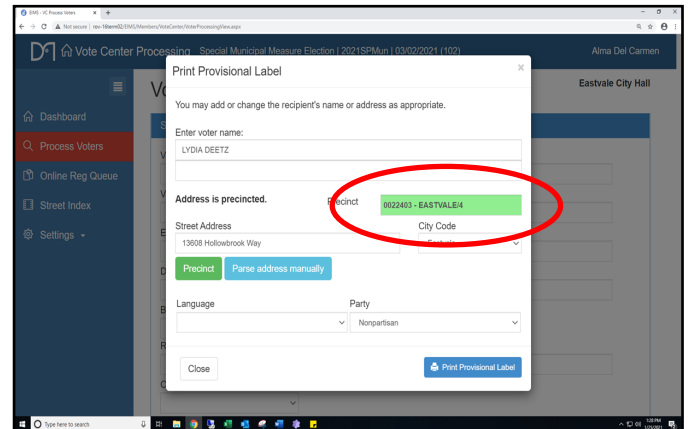
5 The “Voter Processing” window should be on the laptop screen. You could not find the voter so you will have to process them as a Provisional voter. Select “Provisional Label” and the “Print Provisional Label” window will appear.

6 Enter the voter's name and residential address and click on the green “Precinct” button. The voter must provide a valid residential address in order to get a precinct number. A P.O. Box address will not precinct. You will not be able to give the voter a ballot unless they have a valid residence address.

Processing Voters

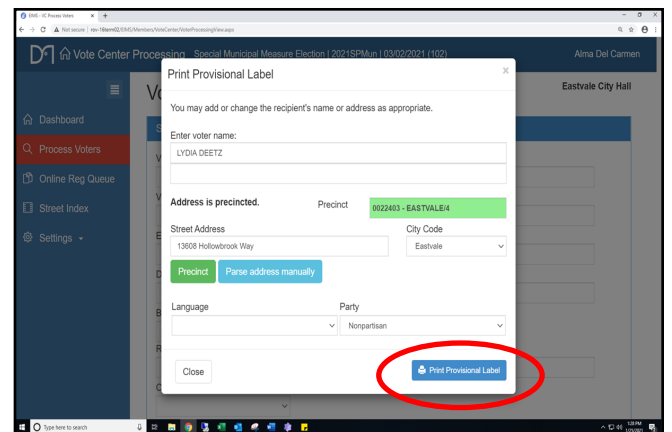
Issuing a CVR Provisional Ballot — Continued

7 If the voter's residence address is valid, a green precinct number and the city name will appear. If the residential address is not able to precinct, ask the voter to give you a valid residential address. If the voter is sure it is a valid residential address, call the Registrar of Voters at (951) 486-7341 and get a precinct number before proceeding to the next step.



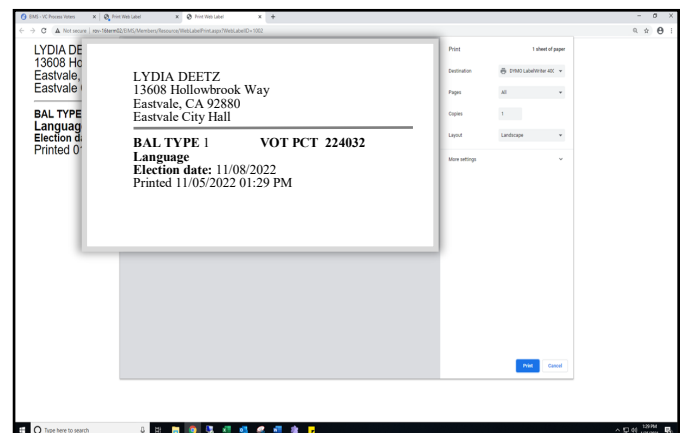
The screenshot shows the 'Print Provisional Label' form in the 'Vote Center Processing' system. The form includes fields for 'Enter voter name:' (LYDIA DEETZ), 'Address is precincted.' (Precinct: 0022403 - EASTVALE/4, City Code: Eastvale), 'Street Address' (13608 Hollowbrook Way), 'Language' (Nonpartisan), and 'Party' (Nonpartisan). A red circle highlights the 'Precinct' field, which displays '0022403 - EASTVALE/4'.

8 Next, click on the blue "Print Provisional Label" and the "Print Provisional Label" screen will appear.



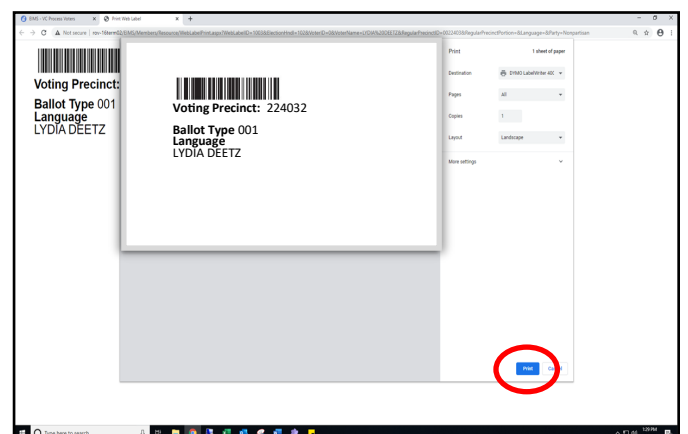
This screenshot is identical to the previous one, showing the 'Print Provisional Label' form. A red circle highlights the 'Print Provisional Label' button at the bottom right of the form.

9 The printer screen will appear twice. The first screen will have a picture of the label. It will have the voter's name, address, ballot type, voting precinct, language, election date, date printed and time printed. Click on the blue "Print" button. Close out of this label window and the next label image will appear.



The screenshot shows the printer screen displaying the first label. The label text includes: 'LYDIA DEETZ', '13608 Hollowbrook Way', 'Eastvale, CA 92880', 'Eastvale City Hall', 'BAL TYPE 1', 'VOT PCT 224032', 'Language', 'Election date: 11/08/2022', and 'Printed 11/05/2022 01:29 PM'. A red circle highlights the 'Print' button at the bottom right of the printer screen.

10 The second label window will appear. This label will have the voting precinct, ballot type, language and the voter's name. Click on the blue "Print" button. Both labels will print on your Dymo® Printer. Close out of this screen.



The screenshot shows the printer screen displaying the second label. The label text includes: 'Voting Precinct: 224032', 'Ballot Type 001', 'Language', and 'LYDIA DEETZ'. A red circle highlights the 'Print' button at the bottom right of the printer screen.

Processing Voters

Issuing a CVR Provisional Ballot — Continued

11 The “Vote Center Processing” database will return to the “Voter Processing” screen. It is now ready for the next voter.

12 Place one of the two printed labels on the back of the voter “Ballot Request” form. This will be the label with the precinct number and ballot type. Place the second label on the back of the voter’s CVR Provisional Envelope. This is the label with the voter’s name and address.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.
Este sobre contiene una boleta votada la cual solo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age. (2) I am a citizen of the United States. (3) I reside at the address listed below. (4) I am a registered voter in Riverside County. (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.
Yo declaro que: (1) Tengo por lo menos 18 años de edad. (2) Soy ciudadano de los Estados Unidos. (3) Resido en la dirección indicada abajo. (4) Soy un votante inscrito en el Condado de Riverside. (5) No he votado anteriormente en esta elección ni con una boleta de Votación por Correo ni en alguna otra casilla electoral.

I swear under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
Declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

Lydia Deetz
PRINTED NAME / NOMBRE EN LETRA DE MOLDE
3/30/1988
BIRTH DATE / FECHA DE NACIMIENTO
13608 Hollowbrook Way
CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL
Eastvale, CA
CITY / CIUDAD, STATE / ESTADO
92880
ZIP CODE / CÓDIGO POSTAL

Lydia Deetz
SIGNATURE / FIRMA
11/5/2022
DATE / FECHA

Wildomar, California
CITY / CIUDAD, STATE / ESTADO

2194
Precinct:
Ballot Type:
Reference #:
Party: NP

☐ Accept Affidavit # Party
☐ Reject Assigned VP# Ballot Type
☐ Modify Reason: Initials

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE # 2194
NÚM. DE REFERENCIA

REMOVE THIS STUB / SEPARAR ESTE TALÓN

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at www.votants.net or call our office at (951) 486-7200 or TTY (951) 697-6966 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.
Si desea saber si su boleta de inscripción Condicional de Votantes Provisional se contó, por favor visite nuestro sitio web en www.votants.net, o llame a nuestra oficina al (951) 486-7200 o TTY (951) 697-6966 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el NÚM. DE REFERENCIA en este fragmento.

REFERENCE # 2194
NÚM. DE REFERENCIA

Lydia Deetz
13608 Hollowbrook Way
Eastvale, CA 92880
Eastvale City Hall

BAL TYPE 1
Language: English
Election date: 11/08/2022
Printed 11/05/2022 01:29 PM

VOT PCT 224032

REASON FOR USING CVR PROVISIONAL ENVELOPE:
☐ CVR Provisional Voter
☐ Extended Voting (Court Order)
☐ Other

NOTES:

Processing Voters

Issuing a CVR Provisional Ballot — Continued

- 13** Have the CVR Provisional Voter sign the CVR Sign-In Roster on the next available line. Write the “Book#”, “Line#” and “V.P.” (Voting Precinct) number on the voters “Ballot Request” form and write “CVR” in the “Comments” section of the “Ballot Request” form.


CVR PROVISIONAL ROSTER

CVR PROVISIONAL VOTERS MUST COMPLETE AND SIGN ON

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18500 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarceramiento en la prisión del estado o en la cárcel del condado fraudulentamente intenta votar, votar más de una vez, intentar votar más de una vez, finge ser un votante, o intentar ser un votante (Código de Elecciones Sección 18500 y 14107).

VOTER SEQ. #	PRINTED NAME NOMBRE LETRA DE MOLDE	SIGNATURE OF VOTER FIRMA DEL VOTANTE	PRESENT RESIDENCE DIRECCIÓN ACTUAL
1	Kevin McCallister	<i>K. McCallister</i>	200 Chickadee Cir.
2	Barnwise Gamage	<i>Barnwise Gamage</i>	7339 Garden St.
3	Howard Loranston	<i>Howard Loranston</i>	8552 Todd Ct. Riv
4	Lydia Deetz	<i>Lydia Deetz</i>	13608 Hollowbrook Way
5			
6			
7			
8			
9			
10			



Riverside County Registrar of Voters
Ballot Request
Consolidated General Election
November 8, 2022

VOTE CENTER # **44**

VOTER COMPLETES THIS SECTION – PLEASE PRINT CLEARLY

Name Lydia Deetz

Residence Address 13608 Hollowbrook Way

City Eastvale ZIP Code 92880

Birth date 3/30/1988

Check ☒ one:
☐ REGISTERED VOTER OF RIVERSIDE COUNTY ☐ NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election and that the information provided above is true and correct.

Lydia Deetz 11/5/22

Signature of Voter Date

OFFICIAL USE ONLY

BOOK # 1 LINE # 13

B.T. 224032 PARTY

V.P. 224032

APP# 109-

AFF

COMMENTS

Ballot: ☐ Re-Issue

☒ CVR Provisional

☐ VBM Re-Issue

2022-81 2022-81

- 14** After the voter signs the CVR Sign-In Roster, hand the CVR Provisional Envelope to an Election Officer and they will accompany the voter to the AVU and activate a ballot session. Once at the AVU enter the “Ballot Activation Pin”. This Pin is the “Voting Precinct” number on the printed label, located on the back of the CVR Provisional Envelope. Hand the voter the CVR Provisional Envelope and let the voter know to fold their voted ballot in half and put their folded voted ballot into the CVR Provisional Envelope. The Election Officer will walk away to give the voter privacy but be available if needed.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.

Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni en una boleta de votación por Correo ni en alguna otra cédula electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

Lydia Deetz 11/5/2022

PRINTED NAME / NOMBRE LETRA DE MOLDE DATE / FECHA

3/30/1988 BIRTH DATE / FECHA DE NACIMIENTO

13608 Hollowbrook Way BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CITY Y ESTADO)

Eastvale, CA CITY / CIUDAD, STATE / ESTADO

92880 ZIP CODE / CÓDIGO POSTAL

PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR

Precinct: 2194

Ballot Type: CV

Reference #: 2194

Party: NP

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE # 2194

NUM. DE REFERENCIA 2194

REMOVE THIS STUB / SEPARAR ESTE TALÓN

If you would like to know whether your Conditional Voter Registration Provisional Ballot was counted, please call our website at www.elections.net or call our office at (951) 486-7200 or TTY (951) 487-8668 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.

Si desea saber si su boleta de inscripción provisional de votante fue contada, por favor visite nuestro sitio web en www.elections.net o llame a nuestra oficina al (951) 486-7200 o TTY (951) 487-8668 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el número de referencia en este trozo.

REASON FOR USING CVR PROVISIONAL ENVELOPE:

☒ CVR Provisional Voter

☐ Extended Voting (Court Order)

ELECTIONS OFFICIAL

NOTES

LYDIA DEETZ
13608 Hollowbrook Way
Eastvale, CA 92880
Eastvale City Hall

REAL TYPE 1 VOT PCT 224032

Language: English

Election date: 11/08/2022

Printed 11/05/2022 01:29 PM

Ballot Activation Pin

Remind the voter to fold their ballot and put it in the envelope before depositing it into the ballot box.

Processing Voters

Issuing a CVR Provisional Ballot — Continued

15 If the voter requests a paper ballot, hand the voter a pen, the CVR Provisional envelope, Provisional paper ballot from the Ballot on Demand printer and direct them to an available silver voting booth. Remind them to fold their ballot card(s) and put their folded voted ballot into the CVR Provisional Envelope. The Election Officer will walk away to give the voter privacy but be available if needed.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.
Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.
Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra cédula electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE: Lydia Deetz
SIGNATURE / FIRMA: Lydia Deetz
DATE / FECHA: 11/5/2022
BIRTH DATE / FECHA DE NACIMIENTO: 3/30/1988
BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO): Wildomar, California
CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL: 13608 Hollowbrook Way, Eastvale, CA 92880
PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR: Precinct: 2194
Ballot Type: Reference #: Party: NP

OFFICIAL BALLOT / BOLETA OFICIAL
NAME OF ELECTION / NOMBRE DE LA ELECCIÓN: RIVERSIDE COUNTY / CONDADO DE RIVERSIDE
DATE OF ELECTION / FECHA DE LA ELECCIÓN: 11/5/2022
INSTRUCTIONS TO VOTERS: To vote, completely fill in the oval to the left of your choice, like the example to the left. To vote for a qualified write-in candidate, write the person's name in the write-in space and fill in the oval. Use a black ink pen or marker to mark your ballot. DO NOT USE RED INK.
INSTRUCCIONES A LOS VOTANTES: Para votar, completamente rellene el óvalo a la izquierda de su deseo, como el ejemplo a la izquierda. Para votar a un candidato calificado por escrito, escriba el nombre de la persona en el espacio por escrito y rellene el óvalo. Use un marcador de tinta negra para marcar su boleta. NO USE TINTA ROJA.

16 At the completion of voting, remind the voter to put their folded voted AVU ballot or paper ballot card(s) into the CVR Provisional Envelope, and seal the envelope. Remind the voter to remove and retain the stub from the CVR Provisional Envelope.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a voted ballot and is to be opened only by election officials at Election Headquarters.
Este sobre contiene una boleta votada la cual sólo puede ser abierta por los funcionarios electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by Vote-by-Mail ballot or at any other polling place.
Yo declaro que: (1) Tengo por lo menos 18 años de edad, (2) Soy ciudadano de los Estados Unidos, (3) Resido en la dirección indicada abajo, (4) Soy un votante inscrito en el Condado de Riverside, (5) No he votado anteriormente en esta elección ni con una boleta de votación por correo ni en alguna otra cédula electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.
Yo declaro bajo pena de perjurio que las declaraciones de la presente son verdaderas y correctas según mi mejor conocimiento y entendimiento.

PRINTED NAME / NOMBRE EN LETRA DE MOLDE: Lydia Deetz
SIGNATURE / FIRMA: Lydia Deetz
DATE / FECHA: 11/5/2022
BIRTH DATE / FECHA DE NACIMIENTO: 3/30/1988
BIRTH PLACE (CITY AND STATE) / LUGAR DE NACIMIENTO (CIUDAD Y ESTADO): Wildomar, California
CURRENT RESIDENCE ADDRESS / DOMICILIO ACTUAL: 13608 Hollowbrook Way, Eastvale, CA 92880
PREVIOUS RESIDENCE ADDRESS / DOMICILIO ANTERIOR: Precinct: 2194
Ballot Type: Reference #: Party: NP

OFFICIAL BALLOT / BOLETA OFICIAL
NAME OF ELECTION / NOMBRE DE LA ELECCIÓN: RIVERSIDE COUNTY / CONDADO DE RIVERSIDE
DATE OF ELECTION / FECHA DE LA ELECCIÓN: 11/5/2022
INSTRUCTIONS TO VOTERS: To vote, completely fill in the oval to the left of your choice, like the example to the left. To vote for a qualified write-in candidate, write the person's name in the write-in space and fill in the oval. Use a black ink pen or marker to mark your ballot. DO NOT USE RED INK.
INSTRUCCIONES A LOS VOTANTES: Para votar, completamente rellene el óvalo a la izquierda de su deseo, como el ejemplo a la izquierda. Para votar a un candidato calificado por escrito, escriba el nombre de la persona en el espacio por escrito y rellene el óvalo. Use un marcador de tinta negra para marcar su boleta. NO USE TINTA ROJA.

REMOVE THIS STUB / SEPARAR ESTE TALÓN
Know whether your Conditional Voter Registration Provisional Ballot was counted, please visit our website at www.voteinfo.net or call our office at (951) 667-6666 during regular business hours at least 30 days after the election and provide the REFERENCE # on this stub.
¿Su boleta de inscripción Condicional de Votantes Provisional se contó, por favor visite nuestro sitio web en www.voteinfo.net, o llame a nuestra oficina al (951) 667-6666 durante las horas regulares de negocio a partir de los 30 días después de la elección, y proporcione el NÚM. DE REFERENCIA en este talón.

REFERENCE # 2194
NÚM. DE REFERENCIA

17 Escort the CVR Provisional voter to the Vote-by-Mail Ballot Box to deposit their ballot. Issue an “I Voted” sticker and thank the voter for voting.

Remind the voter to fold their ballot and put it into the envelope before depositing it into the ballot box.



Processing Voters

Curbside Voters

Accessible Voting Unit for CVR Provisional Curbside Voters

- ✦ An Election Officer will take a pen and a “Ballot Request” form out to the voter. Ask the voter if they are registered to vote.
- ✦ After checking the voter’s name and residential address and the voter is not registered, or has an address change, or a name change, process the voter as a CVR Provisional voter in the usual manner as a walk-in voter. Make sure the voter has given you a valid residence address. The “Vote Center Processing” database will not be able to process a P.O. Box address.
- ✦ On the processing screen of the laptop process the voter under the “Provisional Label” in the “Vote Center Processing” database.

- ✦ Another screen will appear. From the “Ballot Request” form, enter the voter’s name and residential address and click on the green “Precinct” button.

- ✦ A green precinct number and name of the city will appear. Click on the blue “Print Provisional Label” button and the printer screen will appear twice.

Processing Voters

Curbside Voters — Continued

Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

- ✦ Print and retrieve the Dymo® label and place the first label on the back of the CVR Provisional envelope. The label with the most voter information goes on the CVR Provisional envelope. With the voter's residential address on the "Ballot Request" form you can activate a ballot session on the AVU with the voter's precinct number. On the back of the CVR Provisional Envelope check the reason why the CVR Provisional Ballot is being issued.

- ✦ Close the first printer screen and the second label will appear. Print and place the second label on the back of the "Ballot Request" form.

- ✦ Assemble the following materials: a Voter Registration Application, the CVR Provisional Envelope, a Poll Worker Ballot Activation Card, a pen, and an "I Voted" sticker. On the back of a CVR Provisional Envelope check the reason why the Provisional Ballot is being issued.

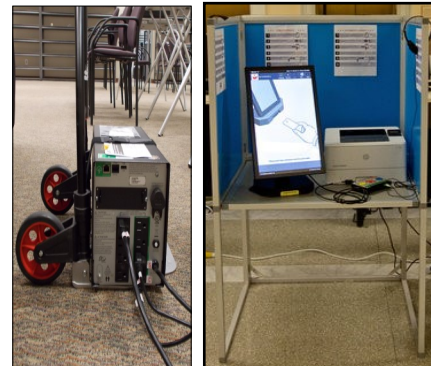


Processing Voters

Curbside Voters — Continued

Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

- ✦ With three Election Officers, carefully bring the unplugged UPS, the blue voting booth with the voting tablet and printer outside to the voter. The UPS will keep the voting tablet and printer functional.
- ✦ Instruct the voter to sign and complete the next available line in the “Curbside Voters Roster.” Check the CVR box next to the voter’s name in the “Curbside Voters Roster.”



CURBSIDE VOTERS ROSTER (E.C. § 14282)				
«Site»				
LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Oficio Solamente
C 1	<input type="checkbox"/>	Maya Browes	<i>[Signature]</i>	
C 2	<input type="checkbox"/>	Morty Adams	<i>[Signature]</i>	
C 3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz	
C 4	<input type="checkbox"/>			

- ✦ Instruct the voter to sign and complete the CVR Provisional Envelope and Voter Registration Application.
- ✦ Check that all necessary information is filled out on the CVR Provisional Envelope and Voter Registration Application before accepting it and activating a ballot session. Retrieve the pen.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

This envelope contains a ballot and is to be kept until the election results are announced. No one should open this envelope except the voter or a designated proxy.

I declare: (1) I am at least 18 years of age, (2) I am a citizen of the United States, (3) I reside at the address listed below, (4) I am a registered voter in Riverside County, (5) I have not voted previously in this election either by vote-by-mail ballot or at any other polling place.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

Lydia Deetz
 3/30/1988
 Wildomar, California
 13608 Hollowbrook Way
 Eastvale, CA 92830
 Precinct: 2194
 Party: NP

- ✦ Use the Poll Worker Ballot Activation Card to activate a ballot session on the AVU based on the voters precinct number. Provide instructions on using the AVU. **REMAIN WITH THE VOTER UNTIL THE BALLOT HAS PRINTED.**

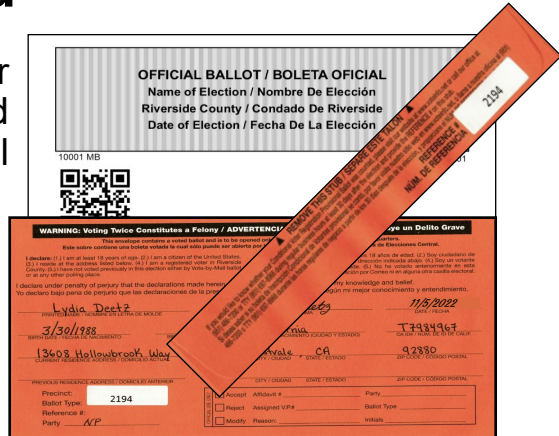


Processing Voters

Curbside Voters — Continued

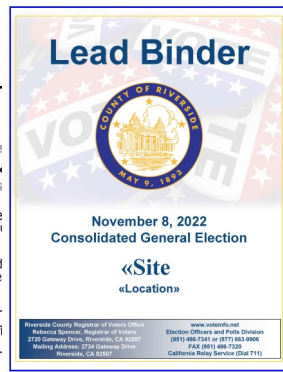
Accessible Voting Unit for CVR Provisional Curbside Voters — Continued

- At the completion of voting, have the voter remove the envelope stub, fold the ballot and place the ballot into the CVR Provisional Envelope.
- Have the voter return it to you and issue an "I Voted" sticker and thank the voter for voting.

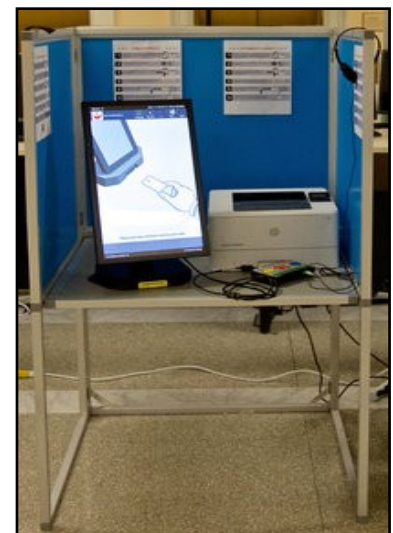


- Deposit the CVR Provisional envelope into the Vote-by-Mail Ballot Box and return the Curbside Voters Roster to the Lead Binder.

CURBSIDE VOTERS ROSTER (E.C. § 14282)				
LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Off
C1	<input type="checkbox"/>	Maya Browes	<i>[Signature]</i>	
C2	<input type="checkbox"/>	Morty Adams	<i>[Signature]</i>	
C3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz	
C4	<input type="checkbox"/>			



- Return the blue voting booth with the voting tablet, printer, and UPS to its original location inside the facility. Plug the shared AVU back into the UPS and **plug the UPS back into the power outlet.**



Processing Voters

Curbside Voters

Paper Ballot for CVR Provisional Curbside Voters

- ✦ An Election Officer will take a pen and a “Ballot Request” form out to the voter. Ask the voter if they are registered to vote and if they would like a paper ballot or the AVU. Voter has chosen a paper ballot.
- ✦ After checking the voter’s name and residential address on the “Vote Center Processing” screen and the voter is not registered, or has an address change, or a name change, process the voter as a CVR Provisional Voter in the usual manner as a walk-in voter. Make sure the voter has given you a valid residence address. The “Vote Center Processing” database will not be able to process a P.O. Box address.
- ✦ On the processing screen of the laptop process the voter under the “Provisional Label” in the “Vote Center Processing” database.

Riverside County Registrar of Voters
Ballot Request
 Consolidated General Election
 November 8, 2022

VOTER COMPLETES THIS SECTION - PLEASE PRINT CLEARLY

Name: Ronald McDaniel
 Residence Address: 123 Baker Way
 City: Riverside ZIP: 92507
 Date of Birth: 11/18/63

Check one:
☐ REGISTERED VOTER OF RIVERSIDE COUNTY ☐ NEW REGISTRANT

I hereby declare under penalty of perjury, under the laws of the State of California that I have not nor will I vote by any other means for this election that the information provided above is true and correct.

Signature of Voter: [Signature] Date: 11/5/2022

OFFICIAL USE ONLY

VOTE CENTER #
 BOOK # _____ LINE # _____
 B.T. _____ PARTY _____
 V.P. _____
 APP# 10B: _____
 AFF: _____

COMMENTS
☐ Re-Issue
☐ CVR Provisional
☐ VBM Re-Issue

2022-81

Vote Center Processing Special Municipal Measure Election | 2021SPMun | 03/02/2021 | 102

Search Voters

Voter Last Name: DEETZ Voter First Name: LYDIA

EIMS Voter ID: _____ Driver's License: _____ Birth Date: _____

Residence Address: _____ City: _____

Search Results

No records returned, please modify your search criteria and search again.

Provisional Label

- ✦ Another screen will appear. From the “Ballot Request” form, enter the voter’s name and residence address and click on the green “Precinct” button.

Print Provisional Label

You may add or change the recipient's name or address as appropriate.

Enter voter name: LYDIA DEETZ

Please precinct the address: Precinct _____

Street Address: 13808 HOLLOWBROOK WAY City Code: Eastvale

Precinct **Parse address manually**

Party: Nonpartisan

Print Provisional Label

- ✦ A green precinct number and name of the city will appear. Click on the blue “Print Provisional Label” button and the printer screen will appear twice.

Print Provisional Label

You may add or change the recipient's name or address as appropriate.

Enter voter name: LYDIA DEETZ

Address is precinct. Precinct: 002403 - EASTVALE4 City Code: Eastvale

Precinct **Parse address manually**

Language: _____ Party: Nonpartisan

Print Provisional Label

Processing Voters

Curbside Voters

Paper Ballot for CVR Provisional Curbside Voters — Continued

- ✦ Print and retrieve the Dymo® label with the most voter information. This label goes on the CVR Provisional envelope. With the voter's residence address on the "Ballot Request" form you can print a ballot on the Ballot on Demand (BOD) Printer using the voter's precinct number. On the back of the CVR Provisional Envelope check the reason why the CVR Provisional Ballot is being issued.

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE # NUM. DE REFERENCIA 218

REMOVE THIS STUB / SEPARAR ESTE TALÓN

REASON FOR USING CVR PROVISIONAL ENVELOPE:

☒ CVR Provisional Voter

☐ Extended Voting (Court Order)

☐ Other

NOTES:

ELECTIONS OFFICIAL

RONALD MCDONALD
 123 Burger Way
 Riverside, CA 92507
 Orange Terrace Community Center

BAL TYPE 6 VOT PCT 112025

Language
 English
 Election date: 11/08/2022
 Printed 11/05/2022 01:29 PM

- ✦ Close the first printer screen and the second label will appear. Print and place the second label on the back of the "Ballot Request" form.

Voting Precinct: 112025

Ballot Type
 006

Language
 English
 Ronald McDonald

- ✦ Take the CVR Envelope to the Ballot on Demand (BOD) Printer. On BOD Printer the laptop screen should be ready to go. On the screen under "Precinct Portion" is a section that says "Click here..." in green text. Click on that section.

Precinct Portion	Ballot Group	Card Name	Card Index	Precinct Portion E	Activation Code	Language	Number Of Prints
1100	Default	1100 MB - Ba...	1	1100	0011	English / Spanish	0

Processing Voters

Curbside Voters

Paper Ballot for CVR Provisional Curbside Voters — Continued

- ✦ Enter the voter's precinct number from the CVR Envelope.

COUNTY OF RIVERSIDE / CONDADO DE RIVERSIDE
CVR PROVISIONAL BALLOT ENVELOPE / SOBRE PARA BOLETA PROVISIONAL DE ICV

REFERENCE # 218
NUM. DE REFERENCIA 218

REMOVE THIS STUB / SEPARAR ESTE TALÓN

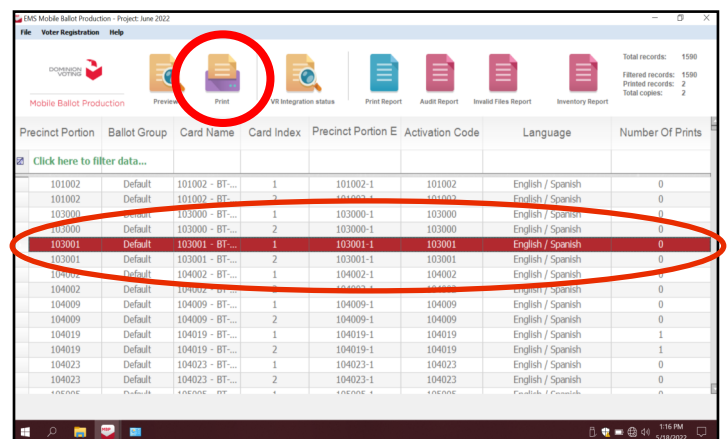
RONALD McDONALD
123 Burger Way
Riverside, CA 92507
Orange Terrace Community Center

BAL TYPE 6
Language English
Election date: 11/08/2022
Printed 11/05/2022 01:29 PM

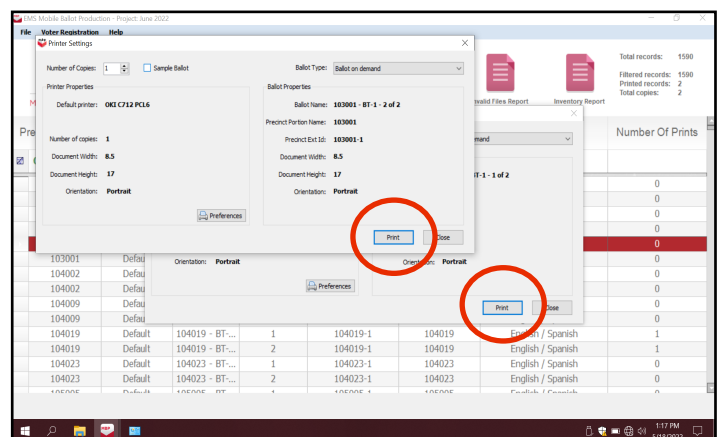
REASON FOR USING CVR PROVISIONAL ENVELOPE:
☐ CVR Provisional Voter
☐ Extended Voting (Court Order)
☐ Other

NOTES:

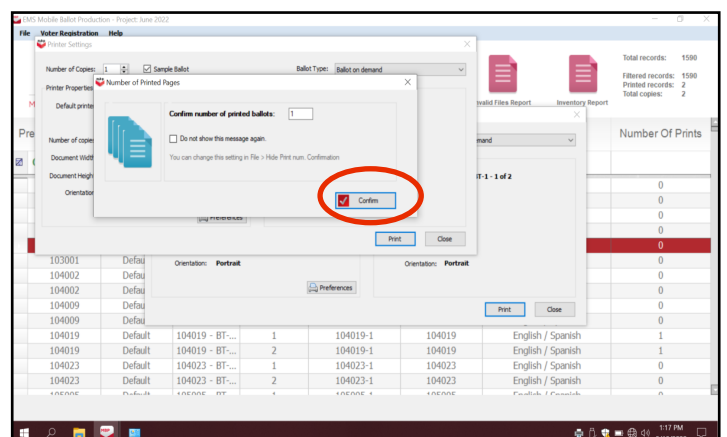
- ✦ The precinct number will appear twice because there are two ballot cards for this election. Highlight the precinct number with the number 1 under “Card Index” and click on the “Print” icon and another window will appear. **DO NOT double click on the highlighted precinct number screen.** Otherwise the system will generate a PDF ballot and the “Inventory Report” at the end of the day will not show the correct number of ballots printed on the BOD.



- ✦ The next window “Printer Settings” will ask for the number of “Copies” to print and gives a description of the ballot name. This window will appear twice to print two ballot cards. Click on the “Print” button.



- ✦ The “Number of Printed Pages” screen will appear twice to confirm the number of printed ballots. Click on the “Confirm” button.

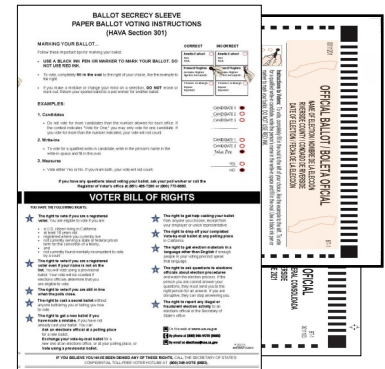


Processing Voters

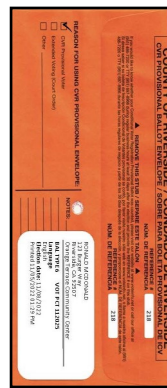
Curbside Voters — Continued

Paper Ballot for CVR Provisional Curbside Voters — Continued

- ✦ A ballot set will print. Fold the ballots and place them in the Secrecy Sleeve for the voter to place into the CVR Envelope.



- ✦ Assemble the following materials: a Voter Registration Application, a CVR Provisional Envelope, the paper ballot(s) from the Ballot on Demand Printer with the Secrecy Sleeve, a pen, and an “I Voted” sticker.




- ✦ Instruct the voter to sign and complete the CVR Provisional Envelope and Voter Registration Application.

- ✦ Check that all necessary information is filled out on the CVR Provisional Envelope and Voter Registration Application before giving the voter the ballot card(s).

Processing Voters

Curbside Voters — Continued

Paper Ballot for CVR Provisional Curbside Voters — Continued

- ✦ Instruct the voter to sign and complete the next available line in the Curbside Voters Roster. Check the CVR box next to the voter's name in the Curbside Voters Roster.
- ✦ Hand the voter the folded printed paper ballot(s) from the Secrecy Sleeve, the CVR envelope and a pen. **REMAIN WITH THE VOTER UNTIL THE VOTER HAS VOTED.**

OFFICIAL BALLOT / BOLETA OFICIAL
 NAME OF ELECTION / NOMBRE DE LA ELECCION
 RIVERSIDE COUNTY / CONDADO DE RIVERSIDE
 DATE OF ELECTION / FECHA DE LA ELECCION

INSTRUCTIONS TO VOTERS: To vote, completely fill in the box to the left of your name. Use the example to help you. To vote for a qualified voter candidate, write the person's name in the white space and fill in the oval. Use a black ink pen or marker to mark your ballot. DO NOT USE RED INK.

INSTRUCCIONES A LOS VOTANTES: Para votar, completamente rellene el ovalo a la izquierda de su nombre, como el ejemplo a la izquierda. Para votar por un candidato calificado, escriba el nombre de la persona en el espacio blanco y rellene el ovalo. Use un bolígrafo o marcador de tinta negra para marcar su boleta. NO USE TINTA ROJA.

VOTER-NOMINATED OFFICER CARGOS NOMINADOS POR LOS VOTANTES	NONPARTISAN OFFICERS CARGOS NO PARTIDARIOS	DISTRICT DISTRITO
UNITED STATES REPRESENTATIVE REPRESENTANTE DE ESTADOS UNIDOS	CITY CIUDAD	JURATA AREA DECRETION AND PARK DISTRITO DE RESECCION PARQUES DEL AREA DE JURATA
4th Congressional District Distrito Congressional No. 4	CITY OF RIVERSIDE CIUDAD DE RIVERSIDE	Director, Division 1, Full Time Director, Division 1, Part Time
ALEXANDER HAMILTON Write for One Vote per Line	Mayor, City Council, Ward 2 Mayor, Council Manager, District 2	Write for One Vote per Line
	CITY OF RIVERSIDE CIUDAD DE RIVERSIDE	

CITY OF RIVERSIDE SERVICES PROTECTION MEASURE: To protect each person's right to privacy, the City of Riverside will not release any information about the names of voters who have voted in person.

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

Este envelope contiene una boleta votada la cual debe ser devuelta por las comunicaciones electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age; (2) I am a citizen of the United States; (3) I reside at the address listed below; (4) I am a registered voter in Riverside County; (5) I have not voted previously in this election either by Vote by Mail ballot or at any other polling place.

No declaro que: (1) Tengo por lo menos de 18 años de edad; (2) Soy ciudadano de los Estados Unidos; (3) Resido en la dirección indicada abajo; (4) Soy un votante inscrito en el Condado de Riverside; (5) No he votado anteriormente en esta elección en una boleta de votante por correo ni en alguna otra fuente electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

No declaro bajo pena de juramento que las declaraciones de la presente son verdaderas y entendidas.

Ronald McDonald
 11/19/69
 129 Burger Hwy
 Riverside, CA 92507

PRECEDENT RESIDENCE ADDRESS / DOMICILIO ANTERIOR
 City / Ciudad: **218**

City / Ciudad: **Riverside, CA**
 State / Estado: **CA**
 ZIP Code / Código Postal: **92507**

Accept: ☒ Affidavit #
 Reject: ☐ Assigned V.#
 Modify: ☐ Reason:

CURBSIDE VOTERS ROSTER
 (E.C. § 14282)

«Site»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarceramiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulenta vota, fraudulenta intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes		
C 2	<input type="checkbox"/>	Morty Adams		
C 3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz	
C 4	<input checked="" type="checkbox"/>	Ronald McDonald		
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

- ✦ At the completion of voting, have the voter remove the envelope stub and place the folded ballot card(s) into the CVR Provisional Envelope.
- ✦ Have the voter return the CVR Envelope and pen to you.
- ✦ Issue an “I Voted” sticker to the voter and thank the voter for voting.
- ✦ Deposit the CVR Envelope into the Vote-by-Mail Ballot Box, place the Voter Registration Application in the return zip lock bag, and return the Curbside Voters Roster to the Lead Binder.

OFFICIAL BALLOT / BOLETA OFICIAL
 NAME OF ELECTION / NOMBRE DE LA ELECCION
 RIVERSIDE COUNTY / CONDADO DE RIVERSIDE
 DATE OF ELECTION / FECHA DE LA ELECCION

WARNING: Voting Twice Constitutes a Felony / ADVERTENCIA: Votar Dos Veces Constituye un Delito Grave

Este envelope contiene una boleta votada la cual debe ser devuelta por las comunicaciones electorales en la Oficina de Elecciones Central.

I declare: (1) I am at least 18 years of age; (2) I am a citizen of the United States; (3) I reside at the address listed below; (4) I am a registered voter in Riverside County; (5) I have not voted previously in this election either by Vote by Mail ballot or at any other polling place.

No declaro que: (1) Tengo por lo menos de 18 años de edad; (2) Soy ciudadano de los Estados Unidos; (3) Resido en la dirección indicada abajo; (4) Soy un votante inscrito en el Condado de Riverside; (5) No he votado anteriormente en esta elección en una boleta de votante por correo ni en alguna otra fuente electoral.

I declare under penalty of perjury that the declarations made herein are true and correct to the best of my knowledge and belief.

No declaro bajo pena de juramento que las declaraciones de la presente son verdaderas y entendidas.

Ronald McDonald
 11/19/69
 129 Burger Hwy
 Riverside, CA 92507

PRECEDENT RESIDENCE ADDRESS / DOMICILIO ANTERIOR
 City / Ciudad: **218**

City / Ciudad: **Riverside, CA**
 State / Estado: **CA**
 ZIP Code / Código Postal: **92507**

Accept: ☒ Affidavit #
 Reject: ☐ Assigned V.#
 Modify: ☐ Reason:



CURBSIDE VOTERS ROSTER
 (E.C. § 14282)

«Site»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarceramiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulenta vota, fraudulenta intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes		
C 2	<input type="checkbox"/>	Morty Adams		
C 3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz	
C 4	<input checked="" type="checkbox"/>	Ronald McDonald		
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

Lead Binder

November 8, 2022
 Consolidated General Election

«Site»
 «Location»

Curbside Voters Roster
 (E.C. § 14282)

«Site»

WARNING: It is a crime punishable by imprisonment in the State Prison or in the County Jail for anyone not being entitled to vote at an election, to fraudulently vote, fraudulently attempt to vote, vote more than once, attempt to vote more than once, impersonate a voter, or attempt to impersonate a voter (Elections Code Section 18560 & 14107).

ADVERTENCIA: Es un crimen que puede castigarse mediante encarceramiento en la prisión del estado o en la cárcel del condado a cualquier persona que sin derecho para votar en una elección, fraudulenta vota, fraudulenta intenta votar, vota más de una vez, intenta votar más de una vez, finge ser un votante, o intenta fingir que es un votante (Código de Elecciones Sección 18560 & 14107).

LINE NO.	CVR VOTER	Print Name/Nombre Letra de Molde	Signature/Firma	Office Use Only/Usó Oficial Solamente
C 1	<input type="checkbox"/>	Maya Browes		
C 2	<input type="checkbox"/>	Morty Adams		
C 3	<input checked="" type="checkbox"/>	Lydia Deetz	Lydia Deetz	
C 4	<input checked="" type="checkbox"/>	Ronald McDonald		
C 5	<input type="checkbox"/>			
C 6	<input type="checkbox"/>			
C 7	<input type="checkbox"/>			
C 8	<input type="checkbox"/>			
C 9	<input type="checkbox"/>			
C 10	<input type="checkbox"/>			

Processing Voters

Assisted and Challenged Voters

The List of Assisted Voters and the Challenge List are found at the back of the Sign-In Rosters.

Assisted Voters

Occasionally, voters may require assistance in marking their ballots. When voters ask to be accompanied to the AVU or silver voting booth and assisted with marking their ballot, an Election Officer must notate voters names on the List of Assisted Voters and have the voter initial next to their printed name.

Once voters are documented as an “Assisted Voter,” they may be helped in whatever manner they require. Voters can be assisted by up to two people that voters choose. The person(s) providing assistance may be of any age, do not have to be registered to vote, and are not required to be noted or identified. When asked, an Election Officer can provide the needed assistance to the voter. This may include, but is not limited to, translation, reading the ballot, marking the voters’ choices on the ballot and AVU touchscreen, etc. (E.C. § 14282).

[illegible]

Challenged Voters

Contact the Registrar of Voters office prior to challenging any voter.

A person attempting to vote may be challenged **only** by an Election Officer upon any of the following grounds:

- ✦ That the voter is not the person whose name appears on the “Ballot Request” form
- ✦ That the voter is not a resident of the County of Riverside
- ✦ That the voter is not a citizen of the United States
- ✦ That the voter has voted that day

NOTE: Please contact the Elections Officers and Polls Division immediately at (951) 486-7341 before making a challenge to any voter.



Voters Requiring Assistance 7.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Voters Requiring Assistance

Etiquette and good manners apply when working with every voter who enters a voting location. The following guidelines may be helpful when interacting with voters with disabilities.

Disability Rights California Guidelines to Assisting Voters with Disabilities

- ✦ There are over 5.9 million people with disabilities in California (Mobility, Visual, Hearing, Cognitive & Mental Health impairments).
- ✦ A person assisting a person with a disability to vote must keep all information about the person's choices confidential (E.C. § 14282(b)).

Meeting a Voter With a Disability

- ✦ Greet everyone with a smile, eye contact, and a verbal greeting. Some people are uncomfortable with shaking hands or physical contact. Be respectful of personal boundaries due to COVID-19. Likewise, if someone offers you a handshake, feel free to accept if applicable.
- ✦ Keep your communication simple. Use plain language (i.e., "May I help you?" rather than "May I assist you?"). Keep sentences short and rephrase or repeat your comments if the voter is not understanding you. Focus on one topic at a time and be sure to allow time for the person to respond. Also, pay attention to the person while you are speaking with them, as they may be using body language to communicate.
- ✦ When communicating with someone who is deaf, hard of hearing, or uses an assistive hearing device let the person take the lead in establishing which communication method he or she prefers to use (e.g., assistive technology, writing on a piece of paper).
- ✦ Speak directly to a voter with a hearing disability even if interpreters are present. Make direct eye contact and look at the voter. Don't assume that voters can lip read. If the voter does lip read, face him or her directly and speak at a moderate pace. Face shields will need to be worn in order for the voter to see your lips.
- ✦ Offer assistance but do not insist on providing it. It is best to ask all voters if they need assistance or would like to use an Accessible Voting Unit instead of assuming who may or may not have a disability. Always ask how you may best assist before acting. Wait until the offer is accepted and then listen or ask for instructions. For example, it may be unsafe to grab a walker, cane, or other aid devices used by a person who has a disability.
- ✦ Don't ask about or mention a person's disability unless he or she talks about it or it is relevant to the conversation. Don't praise someone with a disability for having "overcome" the disability. All voters are equal. Don't patronize or talk down to someone with a disability.

Voters Requiring Assistance

Service Animals

- ✦ People with disabilities may be accompanied by a guide or service animal.
- ✦ Do not pet or distract these animals. The animal is responsible for the owner's safety and is working.
- ✦ People with visual impairments often use guide or service animals. However, be aware that people with other disabilities may use these animals as well.
- ✦ Service animals to assist voters with disabilities must be permitted at the voting location.

Common Barriers

- ✦ Ensure parking is clearly designated; place a cone if required.
- ✦ Prop doors open as instructed in the Accessibility Kit or have a staff monitor the door and assist voters entering a voting location.
- ✦ Check for tripping hazards (cords, loose rugs, etc.) and objects protruding from the walls more than four inches (fire hydrants, drinking fountains, etc.)
- ✦ Make sure there are adequate signs to clearly direct the voter into the voting location.
- ✦ Ensure the Accessible Voting Units have enough clear space for the voter to enter and exit. Make sure the units are also positioned to provide **PRIVACY** while restricting access to the rear of the unit.

Using Appropriate Language

- ✦ Instead of disabled person, handicapped, or crippled, say **person with a disability**.
- ✦ Instead of an able-bodied person, say **person without a disability**.
- ✦ Instead of mentally retarded, retard, slow, or special, say **person with an intellectual or developmental disability**.
- ✦ Instead of a blind person, say **person who is blind or visually impaired**.
- ✦ Instead of hearing-impaired, deaf, dumb, or mute, say **person who is hard of hearing or a person who is deaf**.
- ✦ Instead of a victim of, suffers from, or afflicted with (a condition), say **person who has a disability, uses a wheelchair, is blind, or is deaf, etc.**
- ✦ Instead of epileptic, say **person with epilepsy**.
- ✦ Instead of a Down's or Mongoloid person, say **person with Down Syndrome**.

Voters Requiring Assistance

Interacting With a Voter With Restricted Mobility or Who Uses a Mobility Device (e.g., Wheelchair, Scooter, Cane, etc.)

Voters with mobility restrictions, crutches, walkers, canes, wheelchairs, etc., may require assistance to enter the voting location. Use the following guidelines in assisting voters with restricted mobility:

- ✦ Do not push, lean on, or hold onto a person's mobility device unless the person asks. Remember, the mobility device is part of the voter's personal space.
- ✦ Remove obstacles from the path of travel by making sure the processing tables and voting booths are clear before the polls open and remain clear throughout the day. Make sure there are four feet of clear space along the path of travel at all times.
- ✦ When giving directions to someone using a mobility device, consider the distance, weather, and physical obstacles such as curbs and stairs the person will encounter. Know where the accessible pathways, restrooms, and water fountains are both in and outside of the building.
- ✦ Offer a chair to voters that cannot stand for extended periods of time.
- ✦ Adjust the ballot touchscreen tablet to accommodate the voter.
- ✦ Offer an Audio Voting Session when appropriate (limited motion is required to operate the Audio Tactile Interface (ATI) device).
- ✦ Prop open heavy and difficult to open doors.

Meeting a Voter With a Disability That Affects Speech

- ✦ Pay attention and be patient. Wait for the person to complete a thought and do not try to finish it for them. Ask the person to repeat the thought if you do not understand what they are trying to say.
- ✦ Understand a person may use assistive technology such as an alphabet board or computer to communicate.

Offer your assistance as often as necessary

Voters Requiring Assistance

Voters Who Are Deaf

- ✦ Have writing materials available to assist with communication.
- ✦ Wait until the voter can see you before speaking. It may be helpful or necessary to touch the voters shoulder or arm to get their attention.
- ✦ Use good lighting but do not stand in front of a light source.
- ✦ Use gestures. When pointing at something, such as a different area of the room or preprinted information, be sure you maintain or regain eye contact before speaking.
- ✦ Repeat and rephrase your question or statement, if necessary.
- ✦ Do not assume that deaf people can read, write, or read lips.
- ✦ Be patient and courteous.

Voters Who Are Hard of Hearing

Voters who are hard of hearing have similar guidelines as deaf voters. The way you speak to the voter is slightly different. Be sure to speak clearly face-to-face at a normal rate and minimize background noise or third-party conversations.

Voters With Visual Impairments

Visually-impaired voters may or may not require assistance. They may ask for assistance in reading and/or marking the ballot. They may also request to vote using an Audio Voting Session on the Accessible Voting Unit. **Never assume visually-impaired voters require assistance.**

- ✦ Speak directly to the voter.
- ✦ Never touch a voter or their keypad without requesting and/or receiving permission to do so.
- ✦ Identify yourself and introduce anyone else that may be with you. Also, don't leave the person without saying you are leaving.
- ✦ If asked to be a guide, place your arm against their hand, close enough that they can easily find it. Never push or pull someone, always point out obstacles along the way, and discuss where you are going.
- ✦ Offer the voter access to either a ballot session or an Audio Voting Session on the AVU.
- ✦ Provide instruction on Audio Voting Session when requested.
- ✦ Have the voter describe situations and ask questions when encountering problems or not understanding instructions while in the Audio Voting Session. Assist with the correct course of action.
- ✦ Place the plastic signature guide on the appropriate signature line on the roster page so visually-impaired voters can sign their name.
- ✦ Offer the supplied magnifier sheet to voters with limited vision.

Voters Requiring Assistance

Voters With Language, Literacy, and Comprehension Needs

Voters who are unable to speak, read, or write the English language, have comprehension or communication problems, or are unable to understand how to complete their ballot, may need assistance. Use the following guidelines to assist the voter in these situations:

- ✦ Offer the voter the option of an Audio Voting Session when unable to read or comprehend the text ballot.
- ✦ Address comprehension (including non-English speakers) and literacy issues by using the graphics from the County of Riverside Voter Information Guide.
- ✦ Use oral communication to demonstrate voting procedures.
- ✦ Offer language materials by printing out Voter Information Guides with the printers provided.
- ✦ Go to our website at www.voteinfo.net or use the Registrar of Voters share drive provided to each voting location for printing out election information.
- ✦ Voter Information Guides or facsimile ballots can be printed out on the HP Printer at the processing table in the “Vote Center” shared drive on the designated laptop in Spanish, Chinese (Mandarin), Vietnamese, Korean and Tagalog for voter referencing.
- ✦ Assure the voter that you are there to assist.



Curbside Voting

Curbside voting and Curbside Doorbells with information sign are available at all voting locations. Election Officers can provide curbside voters with a ballot by using the Accessible Voting Unit (AVU) or a paper ballot from the Ballot on Demand (BOD) Printer. Curbside voters can also drop off their Vote-by-Mail ballot curbside.

- ✦ Offer the voter the option of the AVU or paper ballot.
- ✦ Print election materials for the voter to assist with voting. Such as: County Voter Information Guide or State Voter Information Guide.
- ✦ Use printed election information given to each voting location from the shared drive on the laptops.



Offer your assistance as often as necessary. Should you require additional assistance, call the Registrar of Voters office at (951) 486-7341.



Additional Information 8.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
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California Relay Service (Dial 711)

Additional Information

Poll Watchers

Anyone may be a Poll Watcher, but most often Poll Watchers are people who work with a political party or a campaign. A Poll Watcher is someone who observes the procedures at voting locations where ballots are being cast and/or they monitor who has, or who has not voted. Although the law allows poll watching, the following rules and guidelines must be followed:

- ✦ Poll Watchers are **NOT** permitted to disturb voters or interfere with the election process in any way.
- ✦ Poll Watchers may **NOT** sit at the processing table.
- ✦ Poll Watchers are **NOT** permitted behind the voting equipment or in the “voting area.” Do not allow anyone other than a voter to touch the voting equipment unless they show you a County of Riverside Registrar of Voters ID.
- ✦ Poll Watchers may **NOT** remove any processing documents from the voting room. Documents may be viewed, but they must be returned. (Ex: Sign-In Roster)
- ✦ Poll Watchers may **NOT** at any time, handle ballots.
- ✦ Poll Watchers may **NOT** photograph or videotape voters for the purpose of intimidation (E.C. §18541(3)).

Poll Watchers may ask for a list of voters who have not voted in a particular precinct. This list is referred to as the “Street Index” and is found in the “Vote Center Processing” database. **It can only be viewed on the laptop.** The Poll Watcher would have to know which district they would like to see. In the “Street Index” on the laptop you can show them the list of voters based on the district’s precincts. Poll Watchers cannot video or take a picture of the screen but they can write down addresses and phone numbers of the voters so that they may contact the voter and encourage them to vote. Refer to page 8.7 and 8.8 to access the information for the “Street Index.”

Press/Media

Members of the press/media may come by your location to observe and speak with staff or voters. As with Poll Watchers, they may not interfere with the voting process. Ensure that they observe the rules concerning Exit Polling by staying **25 feet** beyond the entrance of the voting location.

Media may film or take pictures inside the voting location, however, **all present voters and Election Officers must give permission before being photographed or filmed (Mandated by the Secretary of State)**. Call the Registrar of Voters office with any questions.

When speaking to the media, please refer any questions about which you have no direct knowledge to the Registrar of Voters office at (951) 486-7341.

Additional Information

Electioneering

Electioneering includes any effort to influence opinion, for or against, an issue or candidate. Electioneering is prohibited within the immediate vicinity of a person in line to cast their ballot or within **100 feet** of the voting room entrance, curbside voting or drop box. Some forms of electioneering are unintentional such as wearing a garment, sticker, pin, etc. depicting a candidate, political party, or a measure. In such cases, politely ask the voters to remove or cover the articles before entering the voting room. A blue smock is provided in the “Resource Materials” bag to cover clothing. Other types of electioneering include circulating a petition, posting of signs (on stakes, fences, on or in automobiles, etc.), approaching or yelling at voters, or distributing campaign literature.

Remain composed when asking those engaged in electioneering to move the activity past the 100 foot boundary. A 100-foot long string will be included in the “Resource Materials” bag to measure the boundary. Note that within 100 feet of a voting location means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting a ballot.

If a situation occurs that threatens the security of you, your staff, or voters contact the Registrar of Voters office and if necessary contact your local authorities at 911 (E.C. §18370 and E.C. §18540 -18541).

Exit Polling

Exit Polling is a brief interview of a voter when **leaving** the voting location. Voters are under no obligation to speak to anyone engaged in Exit Polling. Interviews are conducted by either members of the media, campaign staff, or interest groups. Exit Polling is not permitted within **25 feet** of the exit door of the voting room.

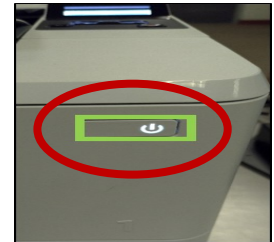
Exit Polling differs from electioneering in that voters are addressed **as they leave** the voting location. Occasionally, the media will contact the Registrar of Voters office and advise them that they intend to do Exit Polling at a particular voting location. When the Registrar of Voters is so advised, we will notify the Leads (Mandated by the Secretary of State).

Additional Information

AVU Printer Cartridge Replacement

If the printer toner cartridge needs to be replaced at the voting location for the AVU or printer on the processing table, follow the steps below for toner cartridge replacement. If you experience any printer issues after replacing the toner cartridge, contact the Registrar of Voters office at (951) 486-7341.

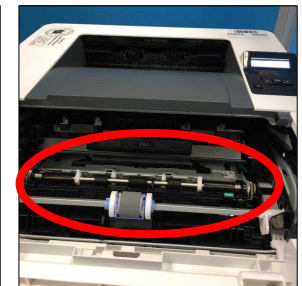
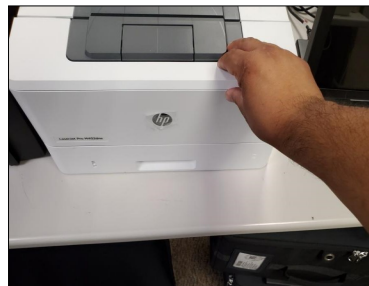
- 1 Turn off the printer by pressing the power button on the front of the printer.



- 2 Press the toner storage compartment release button which is located on the right hand side of the printer. This will release the toner storage compartment.



- 3 Pull the toner storage compartment open in order to gain access to the toner cartridge.



- 4 Release the toner cartridge by pulling the toner cartridge up. Use two hands to remove the used toner cartridge.



- 5 Place the used printer toner cartridge aside until you are ready to store it in an empty box.



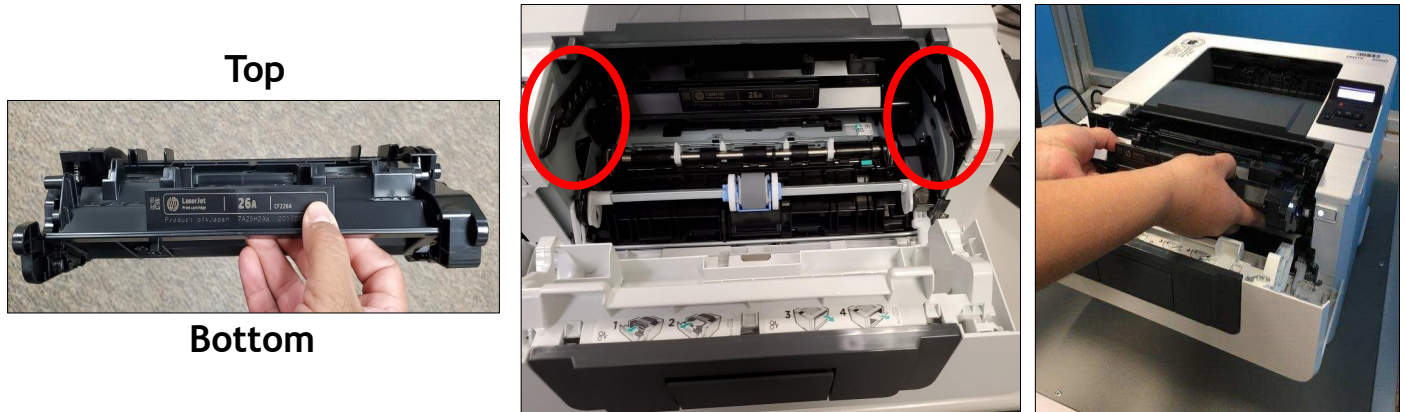
- 6 Remove the new printer toner cartridge from the box after you have removed the used printer toner cartridge from the printer.



Additional Information

AVU Printer Cartridge Replacement — Continued

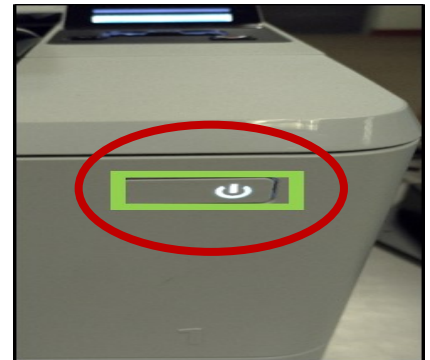
- 7** With the printer toner cartridge facing up, align the printer toner cartridge with the guides on the left and right side of the printer and insert the cartridge until it is locked into place.



- 8** Lift the toner storage compartment and push it until it locks closed.



- 9** Turn the printer back on by pressing the power button.



- 10** Place the used printer cartridge in the empty box that you took out the new printer cartridge and place it in the return supply crates in which it was originally received. Write “USED” on the cartridge box.



Additional Information

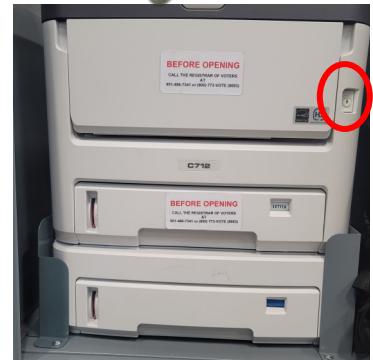
Changing the Paper and Cartridge on the Ballot on Demand Printer

If the Ballot on Demand Printer needs more paper or the toner cartridge needs to be replaced at the voting location the paper and cartridges will be inside the cart. The following steps will guide you through the process. If you experience any printer issues after replacing the paper or the toner cartridge, contact the Registrar of Voters office at (951) 486-7341. Do not replace the cartridge or add paper until the printer display says “Toner Empty” or “Tray 2 Empty”.

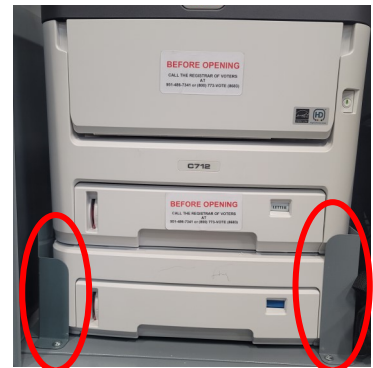
- 1 The printer screen has made you aware that “Tray 2 Is Empty”. To gain access to the printer you will need to break the “F” seal on the front door of the BOD cart. Open the front door of the cart to gain access to the printer paper.



- 2 On the front of the printer turn off the printer by pressing the power button on the front right hand side of the printer.



- 3 The bottom tray is “Tray 2”, open the tray. Be careful not to hit the holding guards of the printer. This could damage the tray for the paper. Insert the counted paper and close the tray.



- 4 The printer screen has made you aware that a toner cartridge color is low or needs to be replaced. **Do not change the toner cartridge unless instructed by the Registrar of Voters office.** Inside the printer cover is a label instructing you to call the number on the tag before changing the toner cartridge.

	DO NOT REMOVE TONER CARTRIDGE	
CALL THE REGISTRAR OF VOTERS AT (951) 486-7217		

Additional Information

Changing the Paper and Cartridge on the Ballot on Demand Printer—Continued

5 To change the toner cartridge, push the last button on the top left side of the printer to release the top door of the printer. Be careful not to hit the cart slider door with the printer cart opening. Open the top of the printer.



6 There are four cartridges in the printer. Pull the toner cartridge storage compartment open in order to gain access to the toner cartridge. Note the positions of the four cartridges. There are several different color toner cartridges. It is essential they go back in the same order.



7 With two hands pull on the toner cartridge on the printer. This will release the toner cartridge from the printer.

8 Inside one of your supply tubs is the toner cartridge. Open the box of the new cartridge color that needs to be replaced.

9 Place the used printer toner cartridge aside until you are ready to store it in an empty box.

10 Remove the new toner cartridge from the box and remove the cartridge wrapping material. Gently shake the new cartridge from end to end several times.

11 Hold the cartridge in the center with two hands and insert the new cartridge into the cartridge carriage.

12 Gently press on the cartridge to ensure that it is in firmly.

13 Close the cartridge cover on the printer, firmly on both sides until you hear a click. Gently pull on cartridge cover to ensure it has closed completely.

14 Turn on the power button on the right hand side of the printer. Reseal the front doors of the cart with a red seal from the Seals Bag. Printer is now ready to print additional paper ballots.

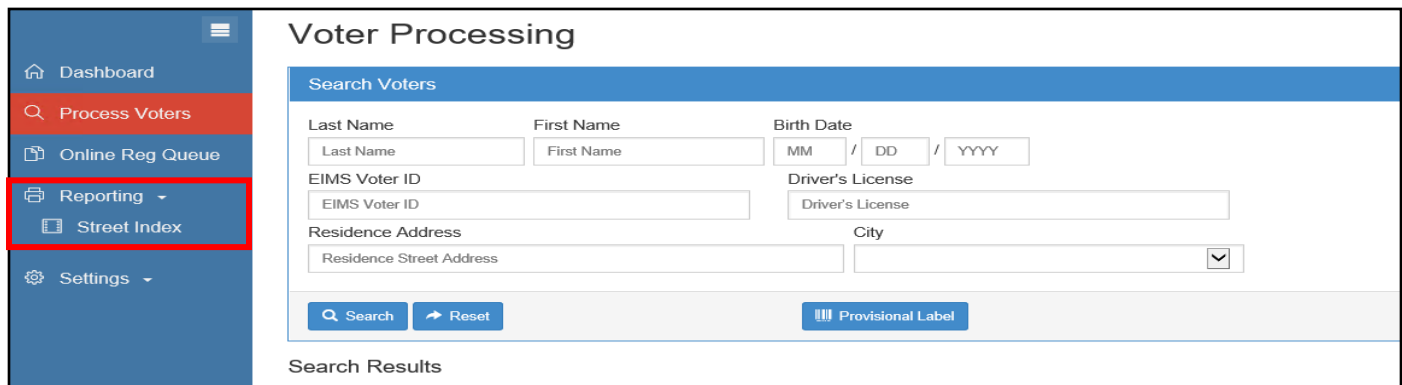
Additional Information

Accessing the Street Index

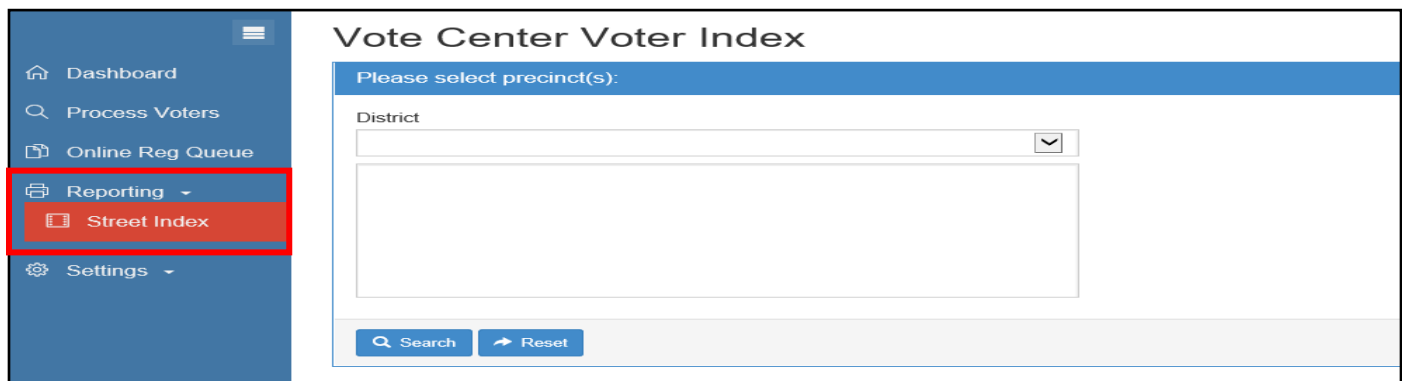
Individuals and groups shall be allowed to observe the election preparation and operation. They are also allowed to ask for confirmation that the voter has not already voted. To retrieve this information for the observer you will have to go on the laptop and go into the “Street Index” in the voter registration database.

Use the following steps for retrieving the information:

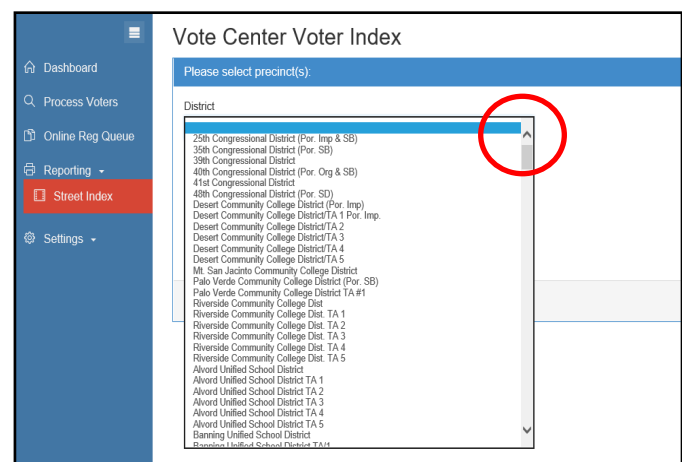
- 1 On the laptop in the “Voting Processing” window. On the upper left side of the screen are several options, click on the “Reporting” option and a drop down window will show the “Street Index” option.



- 2 Click on the “Street Index” and a new window will appear. This window will be titled “Vote Center Voter Index”. The individual or group will need to know which district they would like to see in order for you to access the information.



- 3 Once the district has been determined click on the arrow under the district title and a list of districts will appear. Look for the district and click on that district. In some cases individuals or groups will not know which district they are looking for so they can call the Registrar of Voters office to get that information.



Additional Information

Accessing the Street Index — Continued

4 Another window will appear showing all the precincts that are in that district. Highlight the desired precinct and click the “Search” button.

Vote Center Voter Index

Please select precinct(s):

District
Western Municipal Water District/portion Orange

101002 JURUPA VALLEY /1
103000 JURUPA VALLEY /3
103001 JURUPA VALLEY /3
104002 JURUPA VALLEY /4
104009 JURUPA VALLEY /4
104019 JURUPA VALLEY /4
104023 JURUPA VALLEY /4
105005 JURUPA VALLEY /5
105008 JURUPA VALLEY /5
105012 JURUPA VALLEY /5

Search Reset

5 A list of voter’s “House Address”, “City”, “Name”, “Phone”, “Party”, “VBM Program Status”, and “Returned Ballot Status” etc.. will be available to the individual or group. By scrolling up or down you will have access to all the voters in that precinct. Individuals or groups will be allowed to write down voter information from the list. **They are not allowed to take a picture of the voter’s information from the laptop screen.**

Vote Center Voter Index

Please select precinct(s):

District
Western Municipal Water District/portion Orange

101002 JURUPA VALLEY /1
103000 JURUPA VALLEY /3
103001 JURUPA VALLEY /3
104002 JURUPA VALLEY /4
104009 JURUPA VALLEY /4
104019 JURUPA VALLEY /4
104023 JURUPA VALLEY /4
105005 JURUPA VALLEY /5
105008 JURUPA VALLEY /5
105012 JURUPA VALLEY /5

Search Reset

Voter(s) found: 1695

Results for Voting Precinct: 101002 JURUPA VALLEY /1

House Address	City	Name	Phone	Party	VBM Program Status	Returned Ballot	Status	Date	Method	Site
24 102s R06w	Jurupa Valley	Fede, James A	(951)756-2269	REP	PAV	Yes	Good	06/01/2022	Mail	Riverside County Registrar of Voters***
7959 Ashton Ct	Jurupa Valley	Wu, Hui Ming Raymond	(310)779-4421	DEM	PAV					
7967 Ashton Ct	Jurupa Valley	Lim, Judy		DEM	PAV					
7982 Ashton Ct	Jurupa Valley	Rosales, Joshua Ilie	(951)870-8612	REP	PAV					
7982 Ashton Ct	Jurupa Valley	Rosales, Mariacra	(951)870-0516	REP	PAV					

6 Return to the “Voter Processing” screen to assist with processing voters by selecting “Process Voters.”

Voter Processing

Search Voters

Last Name
I

First Name
First Name

Birth Date
MM / DD / YYYY

EIMS Voter ID
EIMS Voter ID

Driver's License
Driver's License

Residence Address
Residence Street Address

City
City

Search Reset

Provisional Label

Search Results

Additional Information

Important Dates

The last day to register for this election is **October 24, 2022**. However, Conditional Voter Registration (CVR) is available to voters who miss the deadline. Voters will be able to vote a CVR Provisional Ballot at the voting location. Registered voters may request an additional ballot due to theirs being spoiled, not received or any other reason.

Ballot Selfie Law



The ballot “**selfie**” law allows voters to take a ballot selfie or disclose how they voted as long as the voluntary act does not violate any other law (E.C. § 14291). Ballot selfies cannot interfere with other voters and the voting location operation. All other restrictions on cell phones at the voting location remain in effect.

Mid-Day Ballot Pick-Up

On election day at some voting locations in Riverside County staff will go to the location and pick up ballots in the middle of the day. They will retrieve only voted ballots in the blue Ballot Box. They will complete a Collection Form and give the pink copy to the Leads of the facility to write the total on their Ballot Statement. These voting locations will be notified by the Registrar of Voters office if their location will be part of the Mid-Day Ballot Pick-Up program. Leads must remember to write the total amount of ballots the Registrar of Voters staff collected on their Ballot Statement.

Vote-by-Mail Ballot Requests

Registered voters in Riverside County are allowed to receive another paper ballot from the voting location to take home and return at another day, provided they have not returned another ballot. Voting locations are to give the voter another VBM envelope with the replacement ballot. All ballots issued to the voter must be returned on or before election day. Authorized Agents can also pick up a ballot for a registered voter by a family member or person living in the same household as the voter.

Election Officer Oath and Payroll

All Election Officers must sign their name on the Oath of Allegiance and Election Officer Payroll. They must stay in the Lead Binder and the Leads must verify these sheets have been completed. If a W-9 is needed the recruiters will notify the Leads. If additional sheets are needed, they will be found in the “Vote Center” shared drive on the designated laptop on the processing table.



Closing The Vote Center Each Day 9.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Closing the Vote Center Each Day

End of Each Day Audit Process

- At the end of the day Election Officers will count the total amount of signatures in the regular Sign-in Roster, and the "Curbside Voters Roster." This total should match the total amount of "Ballot Request" forms received at their laptop workstation.

Diagram illustrating the audit process for Step 1. It shows a stack of "SIGN-IN ROSTER PAGE" forms, a "CURBSIDE VOTERS ROSTER" form, and a "Riverside County Registrar of Voters Ballot Request" form. The forms are summed to equal 28.

- Count the total amount of signatures in the CVR Sign-in Roster and the CVR "Ballot Request" forms. These totals should match.

Diagram illustrating the audit process for Step 2. It shows a stack of "Conditional Voter Registration Provisional Voters Roster" forms and a "Riverside County Registrar of Voters Ballot Request" form. The forms are summed to equal 8.

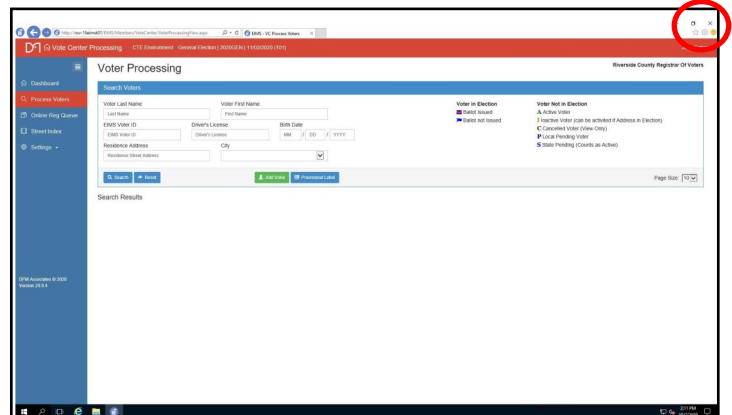
- Write total information on the "Ballot Request Data Entry Route Slip" from each processing laptop station. Attach and list "Ballot Request" forms issued, marked CVR Provisional "Ballot Request" forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names on the roster with the names on the "Ballot Request" forms. **If there are any discrepancies, write a comment on the comment sheet provided in the Lead Binder and inform the Registrar of Voters office.** Place the "Ballot Request" forms with the route slips in the Ballot Request Bag and leave at the site until election day closing.

Diagram illustrating the audit process for Step 3. It shows a "Ballot Request Bag" containing "SIGN-IN ROSTER PAGE" and "Conditional Voter Registration Provisional Voters Roster" forms, and a stack of "COUNTY OF RIVERSIDE REGISTRAR OF VOTERS BALLOT REQUEST DATA ENTRY ROUTE SLIP" forms. The forms are summed to equal 36.

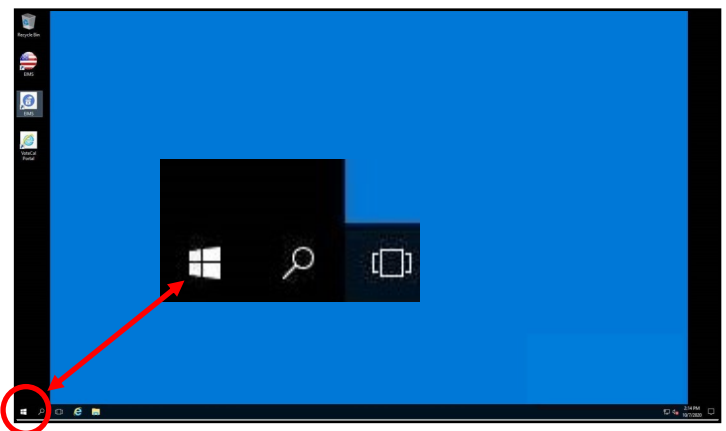
Closing the Vote Center Each Day

End of Each Day Audit Process — Continued

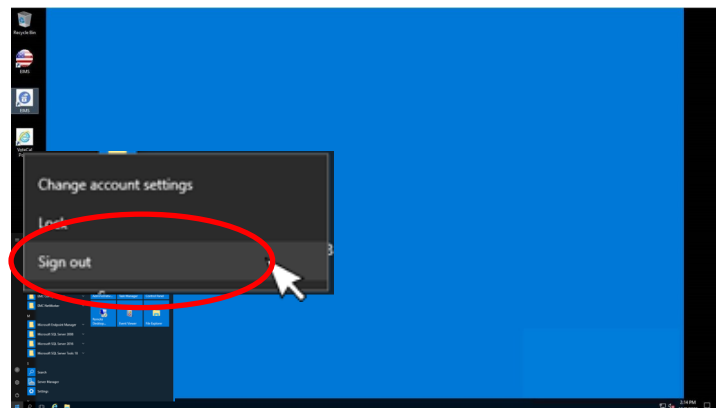
4 After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and click on the “X” box located on the upper right hand side of the processing screen.



5 On the next screen on the bottom left side, click on the “Windows” start button to close down.



6 Once you click on the start button another window will appear. Click on the “User” button and then click on the “Sign out” button.



7 Once signed out of the Vote Center Application the laptops will return to the desktop screen.



Closing the Vote Center Each Day

End of Each Day Audit Process — Continued

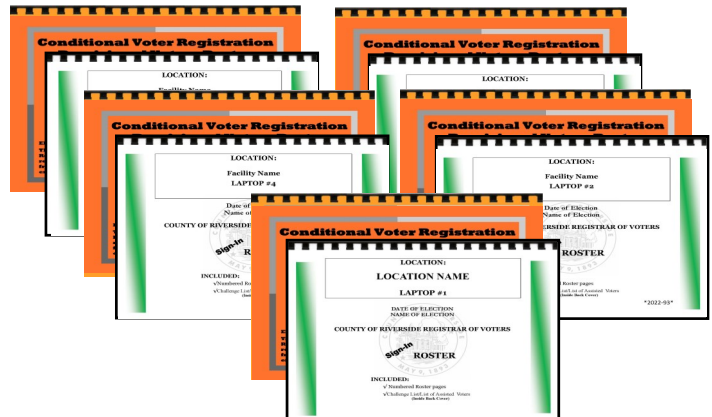
8 Another window will appear, push the space bar on the keyboard and the start window will appear. Click on the “Power” button on the bottom right side of the screen and then click on the “Shut Down” button. Once all laptops are turned off the window pane will disappear and the screen will turn black.



9 After all the laptops have shut down, remove the ethernet cord, laptop mouse, Dymo® Printer, and power cord from each of the laptops. Leave the ethernet cord , laptop mouse, laptop mouse pad, Dymo® Printer, and laptop power cord on the processing table until the next day.



10 Place each of the laptops in their designated bag with the Sign-In Rosters assigned to the laptop. The Leads will take these laptops and rosters back to the Registrar of Voters office each night. Remember to place the laptops in the same position on the processing table as originally setup or you will have to reconfigure the Dymo® Printer on the laptops.



Closing the Vote Center Each Day

Closing Steps Each Day

1 Break the seals on the blue Ballot Box and the Vote-by-Mail Ballot Box.



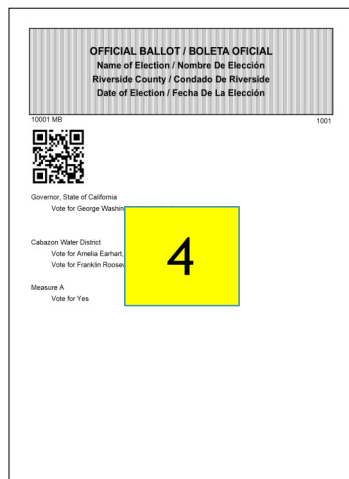
Blue Ballot Box



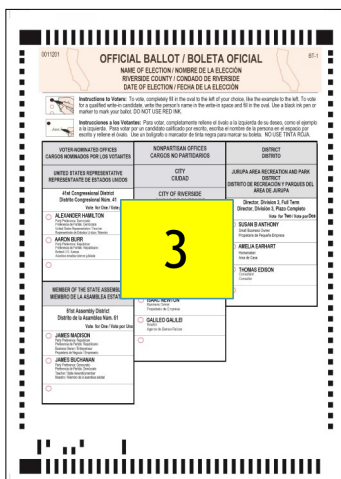
VBM Ballot Box



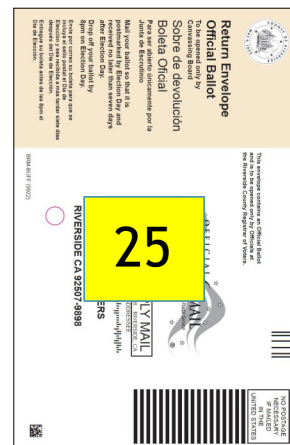
2 Separate and count the AVU (ICX) Ballots, regular (BOD) paper Ballots “A” and “B” cards (**only count the “A” cards**), VBM Envelopes, CVR Envelopes, and spoiled Ballots. Place the Spoiled and Surrendered Ballots in the Spoiled and Surrendered zip lock bag. Place the broken seals in the Broken Seals Bag.



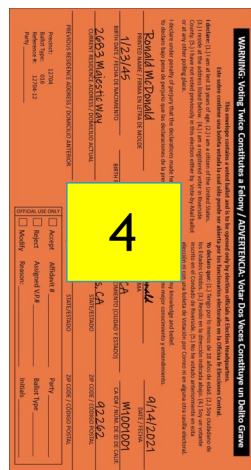
AVU Ballots



BOD Paper Ballots



VBM Envelopes



CVR Envelopes



Spoiled Ballots



Broken Seals Bag

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

3 Retrieve the Ballot Statement with the correct date from the Lead Binder. There are two additional carbon copies of the Ballot Statement (a yellow and pink copy). Make sure to press hard when writing on the statement so that the text will go through to the carbon copies. The Lead will write the total number of AVU Ballots and printed (BOD) paper “A” card Ballots **only** on the Voted Ballot section on the Ballot Statement (**Only count the “A” voted Ballot cards.**) Also include the totals for regular printed Spoiled paper Ballots, CVR Envelopes, spoiled CVR Ballots, voter signatures from the Sign-In Rosters, CVR Sign-In Rosters, Curbside Voters Roster from all laptops, VBM Ballots plus the Research VBM Ballots on the Ballot Statement.

BALLOT STATEMENT
DATE: November 5, 2022
VCR: 44

REGULAR PAPER BALLOTS	
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton)	A 7
The Number of Spoiled Paper Ballot Envelopes (Place envelopes with Spoiled Ballots in plastic bag and into the Red Transport Bag, do not include Voted Paper Ballot Envelopes)	B 1

CVR PROVISIONAL BALLOTS	
The Number of Voted Change CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag)	C 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with Spoiled Ballots in plastic bag and into the Red Transport Bag)	D 1

ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Laptops 1, 2, 3, 4 & 5, CVR 1, 2, 3, 4 & 5, Rosters & Curbside Voters Rosters)	E 11

VOTE-BY-MAIL (VBM) BALLOTS	
The Number of Voted VBM Ballots (Place the envelopes in the plastic bag and into the Red Transport Bag)	F 25

LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

2022-15

OFFICIAL BALLOT / BOLETA OFICIAL
Name of Elector / Nombre De Eleccion
Revere County / Condado De Revere
Date of Election / Fecha De Eleccion

4

AVU Ballots

OFFICIAL BALLOT / BOLETA OFICIAL
Name of Elector / Nombre De Eleccion
Revere County / Condado De Revere
Date of Election / Fecha De Eleccion

3

Paper Ballots from Ballot on Demand

SPOILED & SURRENDERED
PLACE IN THE RED TRANSPORT BAG

1 Reg 1 CVR

Spoiled Ballots

VOTE-BY-MAIL (VBM) RESEARCH BALLOTS
PLACE IN THE RED TRANSPORT BAG

Research VBM Ballots

Sign-In Rosters

Conditional Voter Registration Provisional Voters Roster

Sign-In Rosters

4 Place the completed Voter Registration Applications, VBM Ballots, CVR Provisional Ballots, Spoiled & Surrendered Ballots, and Vote-by-Mail Research Ballots in their individually labeled zip lock bags. Place all the items into the red Transport Bag with the pink copy of the Ballot Statement. Seal the red Transport Bag with the red Chamber Seal.

COMPLETED VOTER REGISTRATION CARDS
PLACE IN THE RED TRANSPORT BAG

VOTED CVR PROVISIONAL BALLOTS
PLACE IN THE RED TRANSPORT BAG

VOTED VBM RESEARCH BALLOTS
PLACE IN THE RED TRANSPORT BAG

SPOILED AND SURRENDERED
PLACE IN THE RED TRANSPORT BAG

BALLOT STATEMENT
DATE: November 5, 2022
VCR: 44

REGULAR PAPER BALLOTS	
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton)	A 7
The Number of Spoiled Paper Ballot Envelopes (Place envelopes with Spoiled Ballots in plastic bag and into the Red Transport Bag, do not include Voted Paper Ballot Envelopes)	B 1

CVR PROVISIONAL BALLOTS	
The Number of Voted Change CVR Ballot Envelopes (Place the envelopes in the plastic bag and into the Red Transport Bag)	C 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with Spoiled Ballots in plastic bag and into the Red Transport Bag)	D 1

ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Laptops 1, 2, 3, 4 & 5, CVR 1, 2, 3, 4 & 5, Rosters & Curbside Voters Rosters)	E 11

VOTE-BY-MAIL (VBM) BALLOTS	
The Number of Voted VBM Ballots (Place the envelopes in the plastic bag and into the Red Transport Bag)	F 25

LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

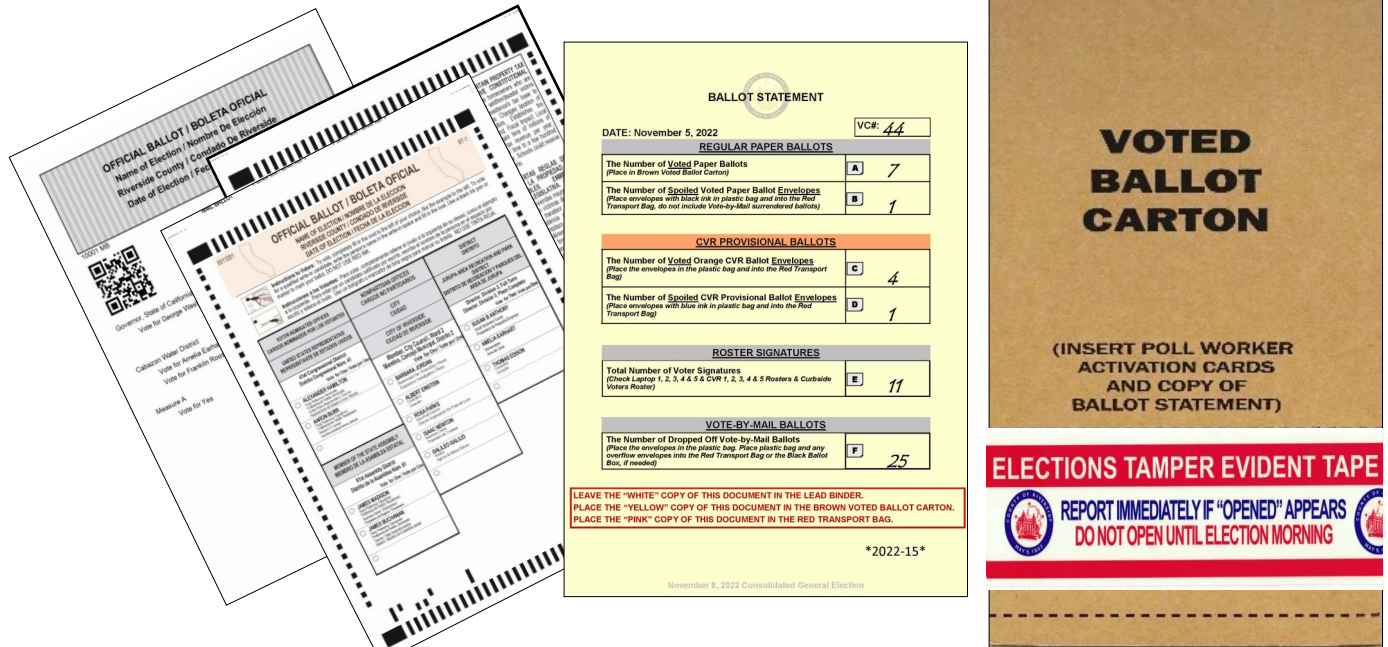
2022-15



Closing the Vote Center Each Day

Closing Steps Each Day — Continued

- Place the AVU (ICX) Ballots, paper (BOD) “A” and “B” card Ballots, and the yellow copy of the Ballot Statement into the Voted Ballot Carton and seal with a Elections Tamper Evident Tape, located in the Seals Bag.



- Place the Lead Binder with the white copy of the Ballot Statement, Official Returns Envelope with Ballot Activation Cards and the Security Key from the Ballot on Demand cart, Ballot Request Bag, Broken Seals Bag, Seals Bag, and work cell phone in the Lead Black Transport Bag.



Official Returns Envelope

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

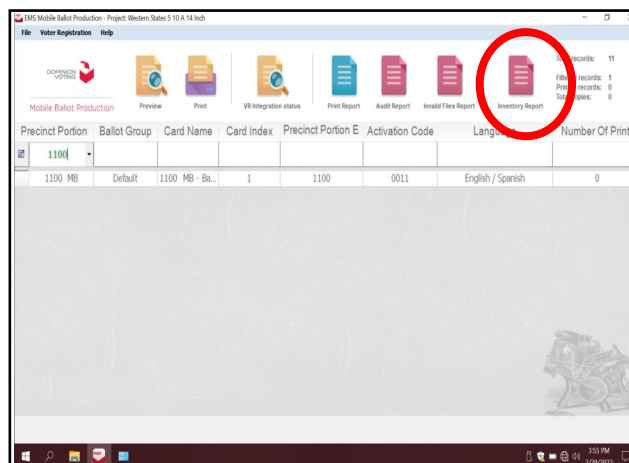
7 Check the last seals for the day on the Ballot on Demand Printer and all the AVU's being used.

BALLOT ON DEMAND UNIT SECURITY LOG
Two Election Officers must complete this form when inspecting the Ballot on Demand Unit security seals upon set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the left page.

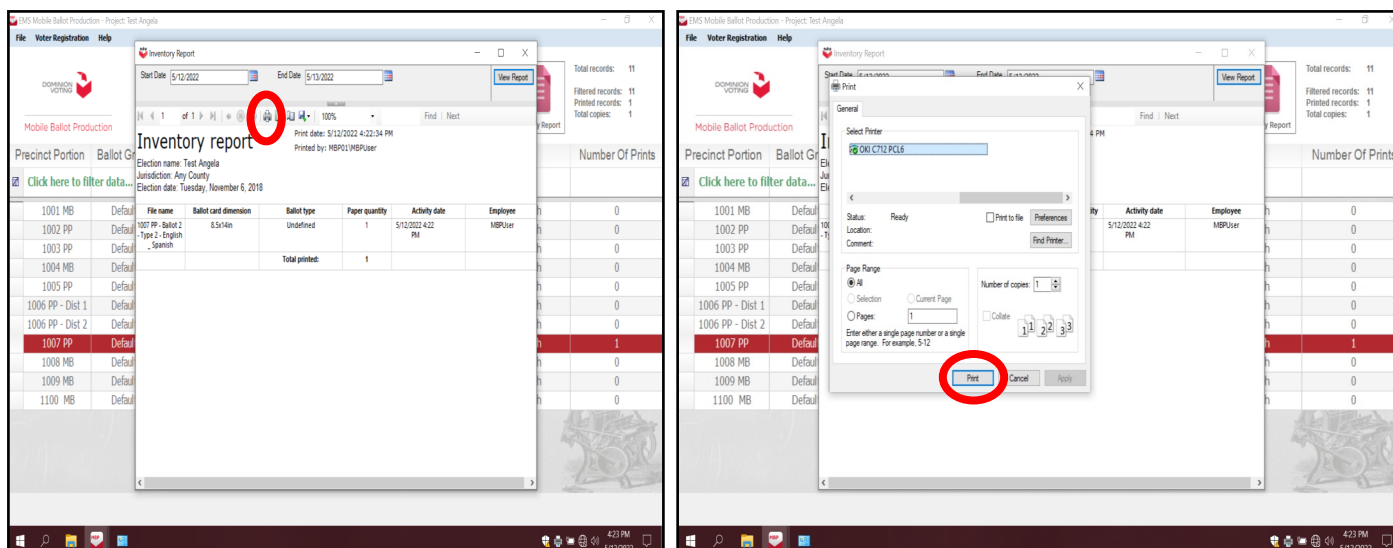
BALLOT ON DEMAND UNIT SECURITY LOG INSTRUCTION SHEET
Use the illustration below to identify the location for all seals that need to be verified.

ACCESSIBLE VOTING UNIT SECURITY LOG INSTRUCTION SHEET
Election Officers must complete this form for each unit when inspecting the Accessible Voting Unit security seals upon set-up and three times each day the Vote Center is open. See the instruction sheet for seal location on the left page.

8 Before doing the last seals check on the BOD you will need to look at the “Inventory Report” and count the ballot paper not used for the day. On the laptop screen click on the top right icon titled “Inventory Report”.



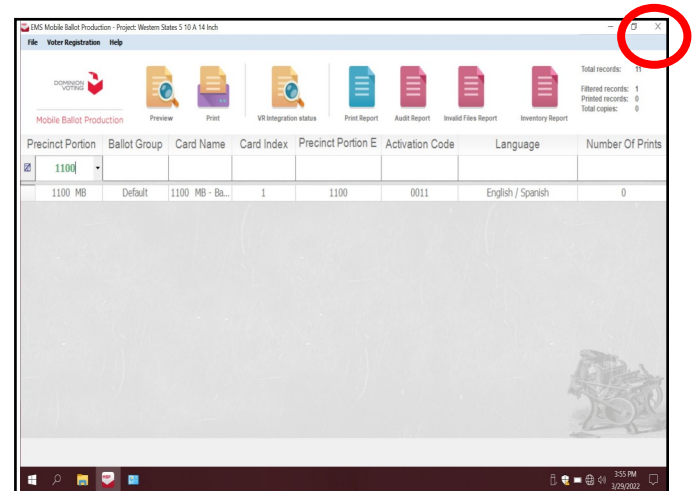
9 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the “Ballot Card Accounting Record - Log Sheet” and count the total number of sheets left in the printer cart.



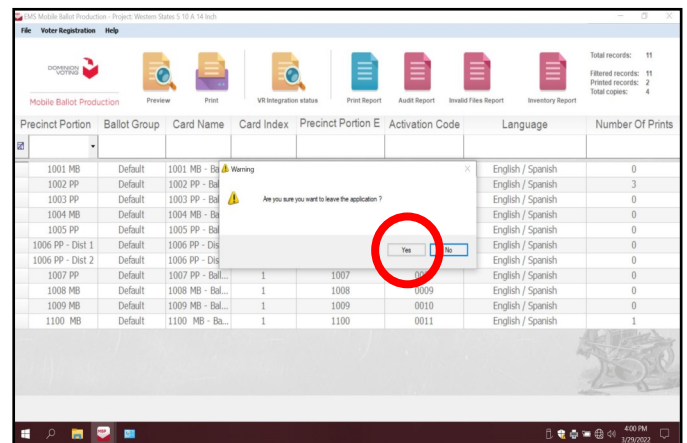
Closing the Vote Center Each Day

Closing Steps Each Day — Continued

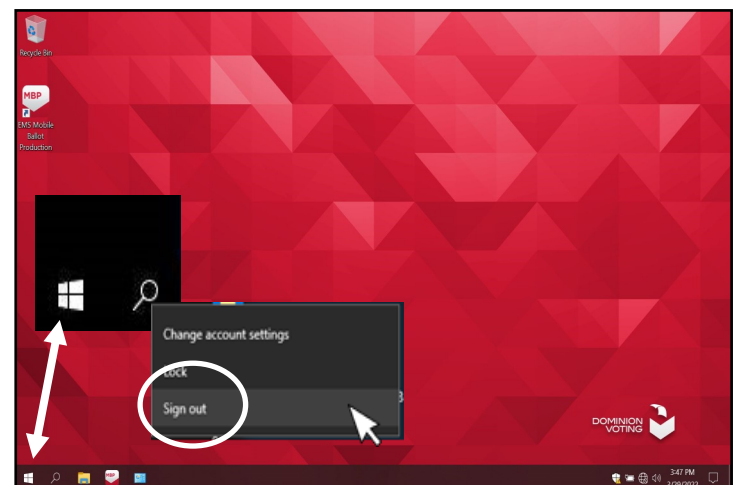
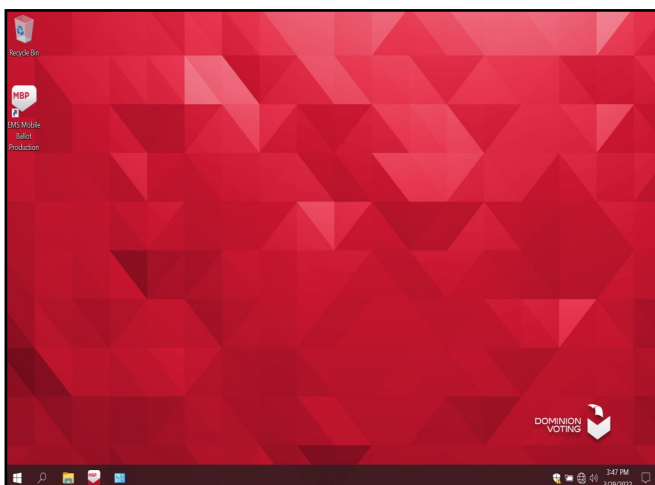
10 After recording the totals on the “Ballot Card Accounting Record - Log Sheet” close the “Inventory Report” screen. Shut down the laptop by clicking on the “x” box located in the upper right hand corner of the screen.



11 A new box will appear asking “Are you sure you want to leave this application?”, click “YES”.



12 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD cart plugged in and the printer will go into power saver mode.




Closing the Vote Center Each Day

Closing Steps Each Day — Continued

13 Use the “Ballot Card Accounting Record - Log Sheet” located under the BOD laptop or in the Lead Binder. The “Activity Date” and “Quantity of Ballot Paper Received from ROV” (column A) was added on set-up day. In column “B” list the “Quantity of Ballots Printed and Issued to Voters” multiply times two for the two ballot cards. In column “C” list the “Quantity of Spoiled Ballots.” In column “D” include the “Quantity of Ballots Issued and Spoiled (SUM)” from columns “B and C”. Example: 10 plus 0 equals 10. In column “E” include the “Remaining Quantity of Ballot Paper Not Used” (column “A” minus column “D” equals column “E”. Example: 748 is the “Quantity of Ballot Paper Received from ROV” in column “A” minus the “Quantity of Ballots Issued and Spoiled (SUM)” in column “D” equals 738 for column “E”.)

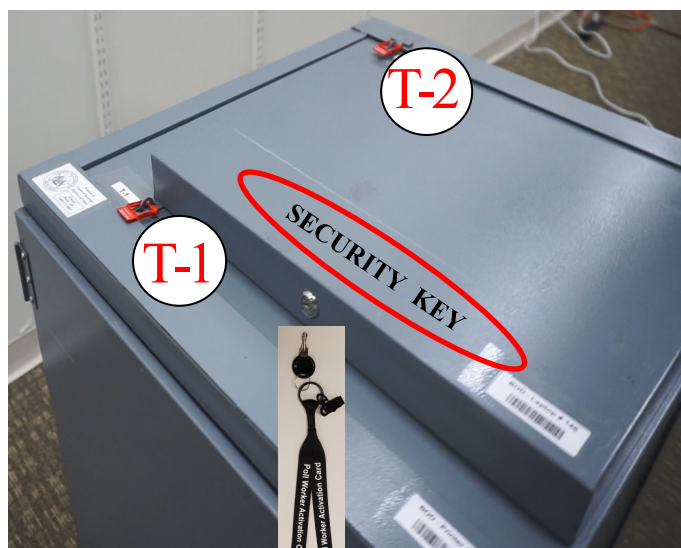
In column “F” break the “F” seal (front door seal) on the BOD cart and “Hand Count of Unused Ballot Paper” left in the printer tray. If there is a difference, list that total on the log sheet in column “Diff (=/-)” next to the column for the “Lead Initials”. Finally, initial the last column on the log sheet. Leave the sheet under the laptop for the next day.

Riverside County Registrar of Voters		BALLOT CARD ACCOUNTING RECORD – LOG SHEET CONSOLIDATED GENERAL ELECTION – NOVEMBER 8, 2022						
EC§20235		Ballot Manufacturer: Dominion Voting Systems						
Vote Center Location: Name of Vote Center		Ballot Printer Name: Registrar of Voters						
Vote Center #: Number of Vote Center		Tint and Watermark Assignment: Yellow PMS Yellow/CA Bear						
Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up	750	0	2	2	748	748	0	MJ
11/5/2022	748	5 Voters x 2 Ballot Cards = 10	0	10	738	738	0	MJ
11/6/2022	738							
11/7/2022								
11/8/2022								
Completed Log Sheet First Day								

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

- 14** Disconnect the laptop cords from the printer. Close and reseal the printer and laptop with the security key and two red seals from the seals bag. Record the red seals in the Ballot on Demand Unit Security Log. The next time you open the voting location you will break the red seals and unlock the cover to the laptop with the security key to gain access to the printer and laptop.



BALLOT ON DEMAND UNIT SECURITY LOG						
Vote Center: <u>Name of Vote Center</u> Unit #: <u>#####</u>						
New Seals After November 5, 2022 Closing						
		(T-1)	(T-2)	(F)		
NOVEMBER 6, 2022 SEALS VERIFICATION						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						
New Seals After November 6, 2022 Closing						
		(T-1)	(T-2)	(F)		
NOVEMBER 7, 2022 SEALS VERIFICATION						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						
New Seals After November 7, 2022 Closing						
		(T-1)	(T-2)	(F)		
ELECTION DAY, NOVEMBER 8, 2022 SEALS VERIFICATION						
Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Opening						
Mid-Day						
Closing						

November 8, 2022 Consolidated General Election



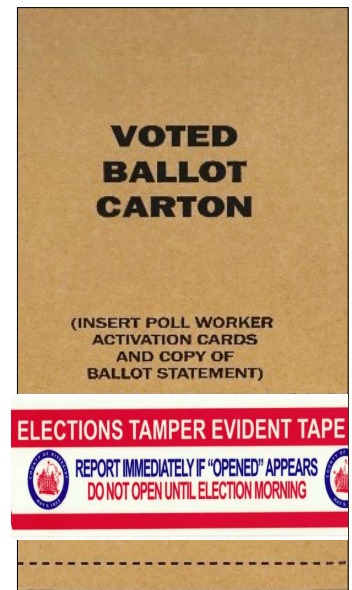
15 Close and lock the front door on the BOD cart. Reseal the front door with a new seal found in the Seals Bag. Record the new seal on the Ballot on Demand Unit Security Log. Leave the BOD next to the processing table and plugged in.

[illegible]

Closing the Vote Center Each Day

Closing Steps Each Day — Continued

- 17 Gather the Voted Ballot Carton with the printed AVU and Ballot on Demand Paper Ballots (“A” and “B” ballot cards) and the yellow copy of the Ballot Statement and seal with a Elections Tamper Evident Tape.



- 18 If there is a large amount of Vote-by-Mail Ballots and CVR Provisional Ballots that will not fit in the red Transport Bag, place these ballots in the brown Vote-by-Mail Ballot Box with the pink copy of the Ballot Statement and seal it with a Elections Tamper Evident Tape from the Seals Bag. Place the box with all the supplies for transporting back to the Registrar of Voters office.



- 19 Gather the five laptop bags with the regular Sign-In Voters Rosters and the CVR Sign-In Voters Rosters.



Closing the Vote Center Each Day

Closing Steps Each Day — Continued

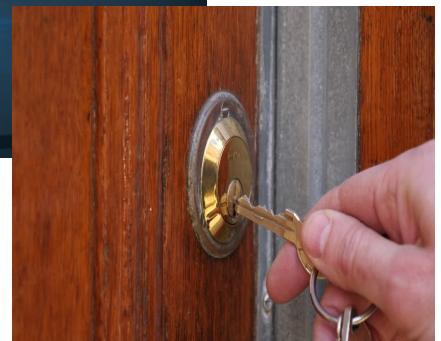
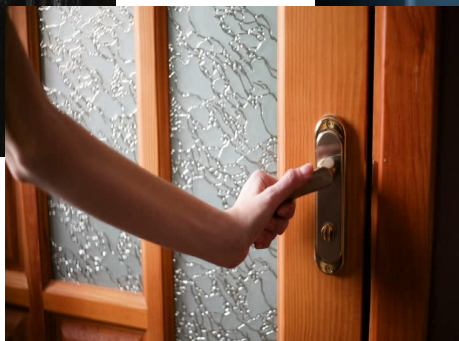
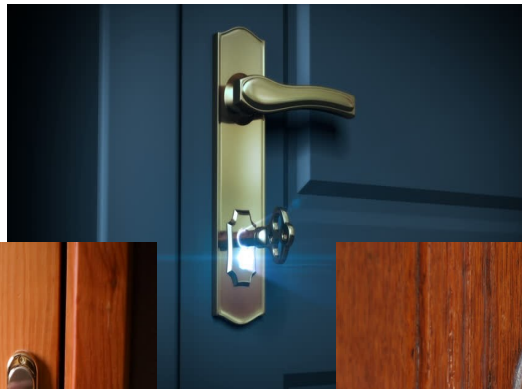
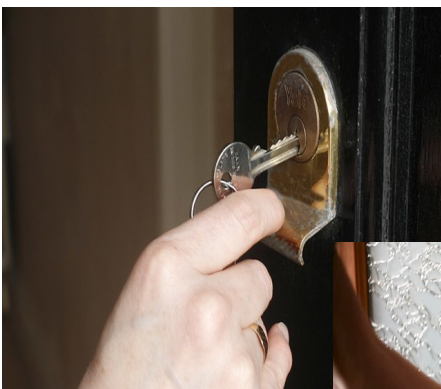
20 The Leads will load their vehicle with the five laptop bags, the red Transport Bag, the brown Voted Ballot Carton, the Lead Black Transport Bag and the overflow brown Vote-by-Mail Ballot Box, if any. These items will be returned to the Registrar of Voters office each night. When returning the next day, make sure to put the laptops back in the same position on the processing table.



21 Retrieve mitigation supplies including the Curbside Doorbell and voter directional signs from outside. Make sure all officers have retrieved their personal belongings. Pick up and throw away any trash that needs to be returned to the Registrar of Voters office. Secure the location as instructed by the facility.



Curbside Doorbell with Receiver





Closing The Vote Center Election Day 10.0



www.voteinfo.net
Election Officers and Polls Division
(951) 486-7341 or (877) 663-9906
FAX (951) 486-7320
California Relay Service (Dial 711)

Closing the Vote Center Election Day End of Election Day Audit Process

- At the end of the day Election Officers will count the total amount of signatures in the regular Sign-in Roster, and the "Curbside Voters Roster." This total should match the total amount of "Ballot Request" forms received at their laptop workstation.

Diagram illustrating the audit process for Step 1. The forms shown are:

- SIGN-IN ROSTER PAGE**: A stack of forms with columns for Name, Address, City, State, Zip, and Signature.
- CURBSIDE VOTERS ROSTER**: A form with columns for Name, Address, City, State, Zip, and Signature.
- Riverside County Registrar of Voters Ballot Request**: A form with fields for Name, Address, City, State, Zip, and Signature.

The forms are summed together to equal 34.

- Count the total amount of signatures in the CVR Sign-in Roster and the CVR "Ballot Request" forms. These totals should match.

Diagram illustrating the audit process for Step 2. The forms shown are:

- Conditional Voter Registration Provisional Voters Roster**: A stack of forms with columns for Name, Address, City, State, Zip, and Signature.
- Riverside County Registrar of Voters Ballot Request**: A form with fields for Name, Address, City, State, Zip, and Signature.

The forms are summed together to equal 2.

- Write total information on the "Ballot Request Data Entry Route Slip" from each processing laptop station. Attach and list "Ballot Request" forms issued, marked CVR Provisional "Ballot Request" forms issued, and add together to obtain a combined sum on this slip. If totals do not match, match the names on the roster with the names on the "Ballot Request" forms. **If there are any discrepancies, write on the comment sheet provided in the Lead Binder and inform the Registrar of Voters office.** Place the "Ballot Request" forms with the route slips in the Ballot Request Bag and put them in the Lead Black Transport Bag.

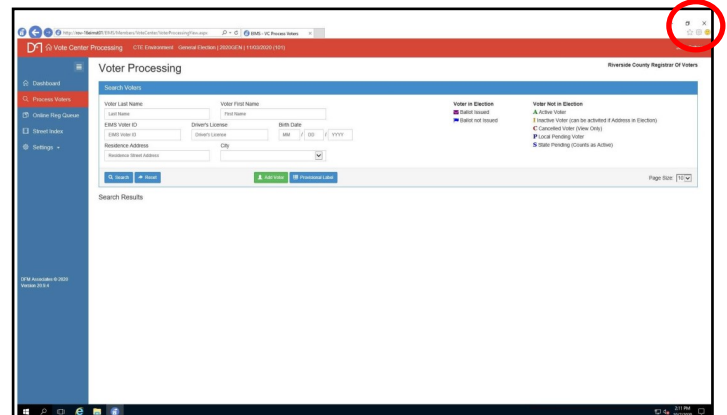
Diagram illustrating the audit process for Step 3. The forms shown are:

- Conditional Voter Registration Provisional Voters Roster**: A stack of forms with columns for Name, Address, City, State, Zip, and Signature.
- BALLOT REQUEST BAG**: A label with the text "PLACE IN THE LEAD BLACK TRANSPORT BAG".
- COUNTY OF RIVERSIDE REGISTRAR OF VOTERS BALLOT REQUEST DATA ENTRY ROUTE SLIP**: A stack of forms with fields for Name, Address, City, State, Zip, and Signature.

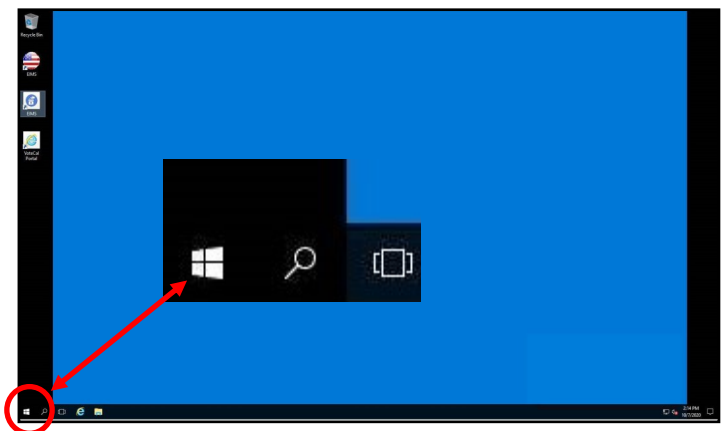
The forms are summed together to equal 36.

Closing the Vote Center Election Day End of Election Day Audit Process — Continued

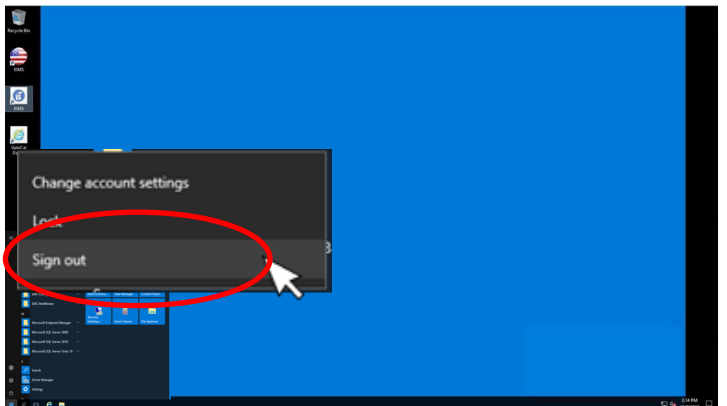
4 After everything has been counted, return to each of the laptop screens, where you processed your last voter of the day and click on the “X” box located on the upper right hand side of the processing screen.



5 On the next screen on the bottom left side, click on the “Windows” start button to close down.



6 Once you click on the start button another window will appear. Click on the “User” button and then click on the “Sign out” button.



7 Once signed out of the Vote Center Application the laptops will return to the desktop screen.



Closing the Vote Center Election Day

End of Election Day Audit Process — Continued

8 Another window will appear, push the space bar on the keyboard and the start window will appear. Click on the “Power” button on the bottom right side of the screen and then click on the “Shut Down” button. Once all laptops are turned off the window pane will disappear and the screen will turn black.



9 After all the laptops have shut down, remove the ethernet cord, laptop mouse, Dymo® Printer, and power cord from each of the laptops. Place each of laptops in their designated bag with the laptop mouse, laptop mouse pad, and power cord.



10 Place the bundled route slip with the “Ballot Request” forms from all the laptops and place them in the Ballot Application Bag. Place the Sign-In Rosters and the Ballot Request Bag in the Lead Black Transport Bag.



Closing the Vote Center Election Day

Closing Steps on Election Day

1 Break the seals on the blue Ballot Box and the Vote-by-Mail Ballot Box.



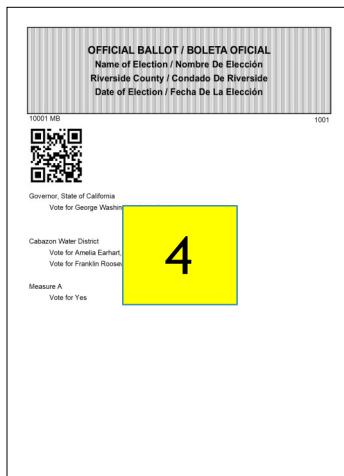
Blue Ballot Box



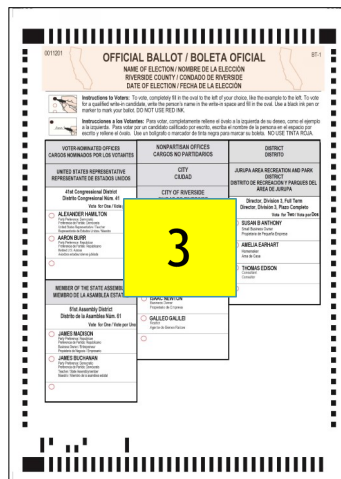
VBM Ballot Box



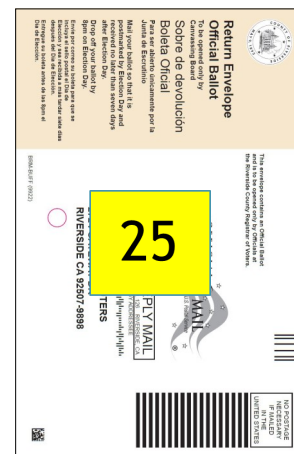
2 Separate and count the AVU (ICX) Ballots, regular (BOD) paper Ballots “A” and “B” cards (**only count the “A” cards**), VBM Envelopes, CVR Envelopes, and spoiled Ballots. Place the Spoiled and Surrendered Ballots in the Spoiled and Surrendered zip lock bag. Place the broken seals in the Broken Seals Bag.



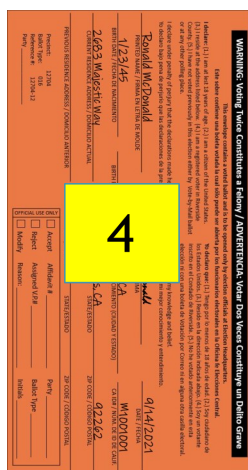
AVU Ballots



BOD Paper Ballots



VBM Envelopes



CVR Envelopes



Spoiled Ballots



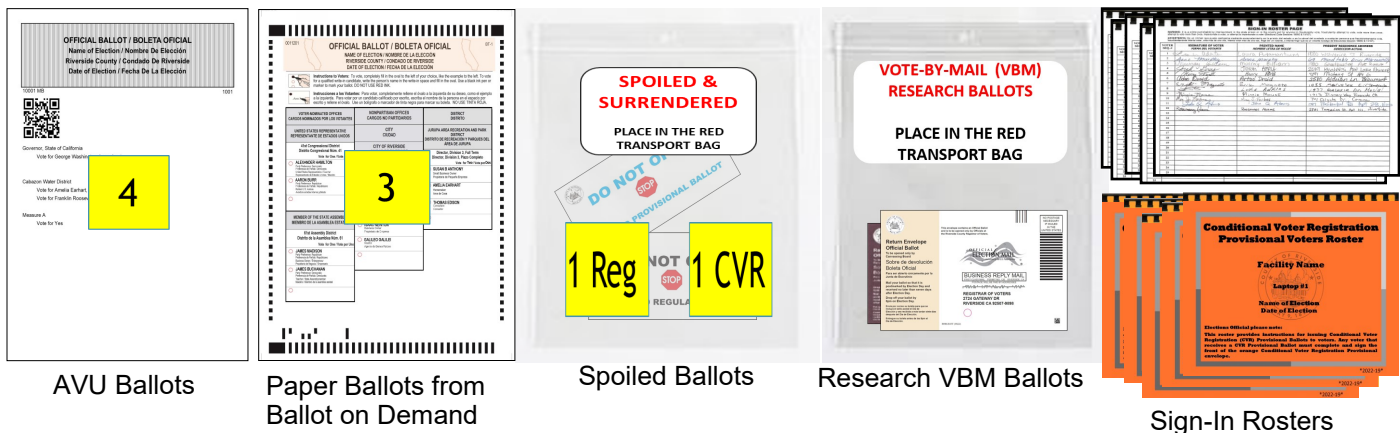
Broken Seals Bag

Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

3 Retrieve the Ballot Statement with the correct date from the Lead Binder. There are two additional carbon copies of the Ballot Statement (a yellow and pink copy). Make sure to press hard when writing on the statement so that the text will go through to the carbon copies. The Lead will write the total number of AVU Ballots and printed (BOD) paper “A” card Ballots **only** on the Voted Ballot section on the Ballot Statement (**Only count the “A” voted Ballot cards.**) Also include the totals for regular printed Spoiled paper Ballots, CVR Envelopes, spoiled CVR Ballots, voter signatures from the Sign-In Rosters, CVR Sign-In Rosters, Curbside Voters Roster from all laptops, VBM Ballots plus the Research VBM Ballots on the Ballot Statement.

The image shows three Ballot Statement forms, each with a different colored header (pink, yellow, and white). Each form has sections for recording totals for various ballot types. The pink form is for 'REGULAR PAPER BALLOTS', the yellow form is for 'REGULAR PAPER BALLOTS', and the white form is for 'REGULAR PAPER BALLOTS'. Each form has a 'DATE' field and a 'VOTER ID' field. The forms are filled out with handwritten numbers, showing the process of recording totals for various ballot types.



4 Place the completed Voter Registration Applications, VBM Voted Ballots, CVR Provisional Voted Ballots, Spoiled & Surrendered Ballots, and Vote-by-Mail Research Ballots in their individually labeled zip lock bags. Place all the items into the red Transport Bag with the pink copy of the Ballot Statement. Seal the red Transport Bag with the red Chamber Seal found in the Seals Bag.



Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

- 5** Place the AVU (ICX) Ballots, paper (BOD) “A” and “B” card Ballots, and the yellow copy of the Ballot Statement into the Voted Ballot Carton and seal with a Elections Tamper Evident Tape, located in the Seals Bag.

OFFICIAL BALLOT / BOLETA OFICIAL
Name of Election / Nombre de Elección
County / Condado de Riverside
Date of Election / Fecha

BALLOT STATEMENT
DATE: November 8, 2022 VCR: 44

REGULAR PAPER BALLOTS	
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton)	A + 24
The Number of MID-DAY Voted Paper Ballots (Collective name ONLY)	B + 12
The Number of Voted Paper Ballots	C = 36
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with these in in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail Surrendered Ballots)	D 1

CVR PROVISIONAL BALLOTS	
The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in this plastic bag and into the Red Transport Bag)	E 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with these in in plastic bag and into the Red Transport Bag)	F 1

ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)	G 36

VOTE-BY-MAIL BALLOTS	
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in this plastic bag, place plastic bag and any overvote envelopes into the Red Transport Bag or the Black Ballot Box, if needed)	H 25

LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

2022-15

November 8, 2022 Consolidated General Election

VOTED BALLOT CARTON

(INSERT POLL WORKER ACTIVATION CARDS AND COPY OF BALLOT STATEMENT)

ELECTIONS TAMPER EVIDENT TAPE

REPORT IMMEDIATELY IF "OPENED" APPEARS
DO NOT OPEN UNTIL ELECTION MORNING

- 6** Place the Lead Binder with the documents inside and the white copy of the Ballot Statement, Official Returns Envelope with Ballot Activation Cards and security key from the Ballot on Demand cart, the Sign-In Rosters, Ballot Request Bag with routing slips and “Ballot Request” forms, Broken Seals Bag, and Seals Bag in the Lead Black Transport Bag.

BALLOT STATEMENT
DATE: November 8, 2022 VCR: 44

REGULAR PAPER BALLOTS	
The Number of Voted Paper Ballots (Place in Brown Voted Ballot Carton)	A + 24
The Number of MID-DAY Voted Paper Ballots (Collective name ONLY)	B + 12
The Number of Voted Paper Ballots	C = 36
The Number of Spoiled Voted Paper Ballot Envelopes (Place envelopes with these in in plastic bag and into the Red Transport Bag, do not include Vote-by-Mail Surrendered Ballots)	D 1

CVR PROVISIONAL BALLOTS	
The Number of Voted Orange CVR Ballot Envelopes (Place the envelopes in this plastic bag and into the Red Transport Bag)	E 4
The Number of Spoiled CVR Provisional Ballot Envelopes (Place envelopes with these in in plastic bag and into the Red Transport Bag)	F 1

ROSTER SIGNATURES	
Total Number of Voter Signatures (Check Laptop 1, 2, 3, 4 & 5 & CVR 1, 2, 3, 4 & 5 Rosters & Curbside Voters Roster)	G 36

VOTE-BY-MAIL BALLOTS	
The Number of Dropped Off Vote-by-Mail Ballots (Place the envelopes in this plastic bag, place plastic bag and any overvote envelopes into the Red Transport Bag or the Black Ballot Box, if needed)	H 25

LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

2022-15

November 8, 2022 Consolidated General Election

Lead Binder

November 8, 2022
Consolidated General Election

«Site»
«Location»

Riverside County Registrar of Voters Office
Rabunna Sanchez, Registrar of Voters
2728 Gateway Drive, Riverside, CA 92507
Working Address: 2728 Gateway Drive
Riverside, CA 92507

www.voteinfo.net
Election Officers and Polls Division
(951) 486-7347 or (951) 485-8986
FAX (951) 486-7328
California State Service (202) 771

BALLOT REQUEST BAG
PLACE IN THE LEAD BLACK TRANSPORT BAG

BROKEN SEALS BAG
PLACE IN THE LEAD BAG

SEALS BAG
PLACE IN THE LEAD BAG

Official Returns Envelope

LEAD BAG

COUNTY OF RIVERSIDE
REGISTRAR OF VOTERS
LEAD OFFICER BAG

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #3

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #4

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #5

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #6

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #7

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #8

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #9

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #10

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #11

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #12

Conditional Voter Registration

LOCATION:
Facility Name:
LAPTOP #13

Conditional Voter Registration

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Facility Name:
LAPTOP #14

Conditional Voter Registration

LOCATION:
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LAPTOP #15

Conditional Voter Registration

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LAPTOP #16

Conditional Voter Registration

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LAPTOP #17

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LOCATION:
Facility Name:
LAPTOP #99

Conditional Voter Registration

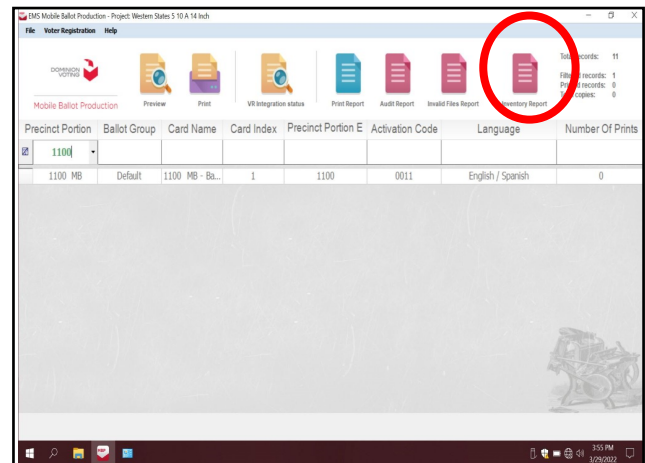
LOCATION:
Facility Name:
LAPTOP #100

Closing the Vote Center Each Day

Closing Steps on Election Day — Continued

7 Check the last seals for the day on the Ballot on Demand Printer and all the AVU's being used.

8 Before doing the last seals check on the BOD you will need to do the “Inventory Report” and count the ballot paper not used for the day. On the laptop screen click on the top right icon titled “Inventory Report”.

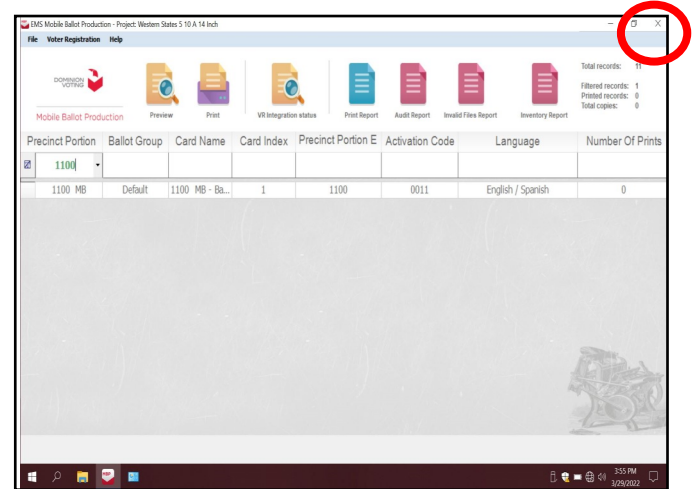


9 A new screen will appear with the inventory of the total amount of sheets that were used. Verify the total amount of sheets used for the day. Each day you will check the total amount of sheets used. Record the totals on the “Ballot Card Accounting Record - Log Sheet” and count the total amount of sheets left in the printer cart.

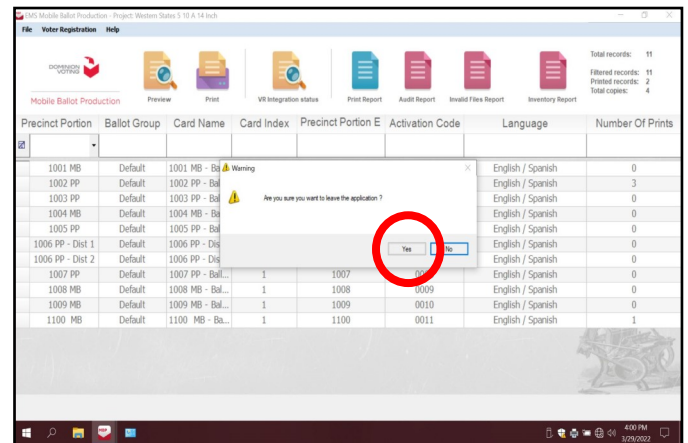
Closing the Vote Center Each Day

Closing Steps on Election Day — Continued

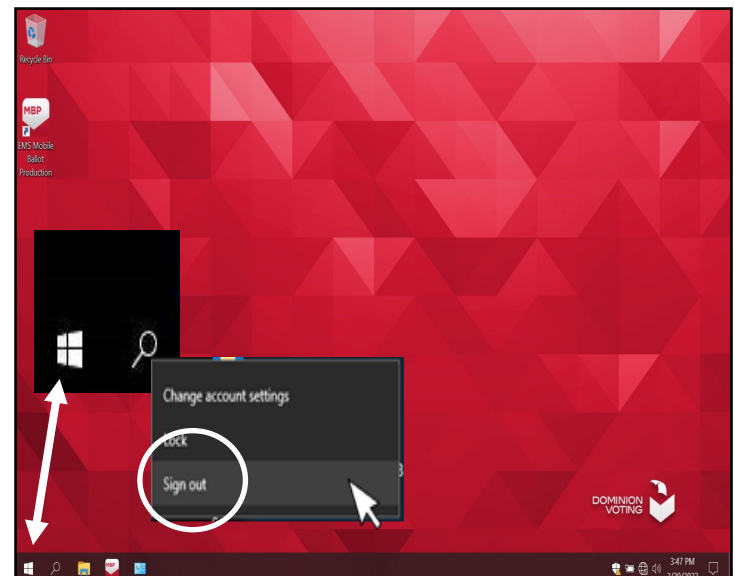
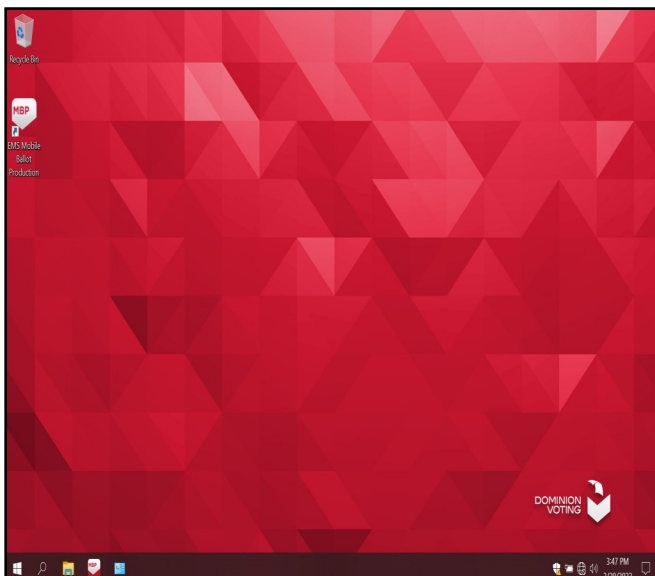
10 After recording the totals on the “Ballot Card Accounting Record - Log Sheet” close the “Inventory Report” screen. Shut down the laptop by clicking on the “x” box located in the upper right hand corner of the screen.



11 A new box will appear asking “Are you sure you want to leave this application?”, click “YES”.



12 The start up window will appear. Shut down the laptop and unplug it from the BOD Printer until the next day the voting location is open. Leave the BOD cart plugged in and the printer will go into power saver mode.



Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

13 Use the “Ballot Card Accounting Record - Log Sheet” located under the BOD laptop or in the Lead Binder. The “Activity Date” and “Quantity of Ballot Paper Received from ROV” (column A) was added on set-up day. In column “B” list the “Quantity of Ballots Printed and Issued to Voters” multiply times two for the two ballot cards. In column “C” list the “Quantity of Spoiled Ballots.” In column “D” include the “Quantity of Ballots Issued and Spoiled (SUM)” from columns “B and C”. Example: 22 plus 0 equals 22. In column “E” include the “Remaining Quantity of Ballot Paper Not Used” (column ‘A’ minus column “D” equals column “E”. Example: 686 is the “Quantity of Ballot Paper Received from ROV” in column “A” minus the “Quantity of Ballots Issued and Spoiled (SUM)” in column “D” equals 618 for column “E”.)

In column “F” break the “F” seal (front door seal) on the BOD cart and “Hand Count of Unused Ballot Paper” left in the printer tray. If there is a difference, list that total on the log sheet in column “Diff (=/-)” next to the column for the “Lead Initials”. Finally, initial the last column on the log sheet. Place the sheet in the Lead Binder under the tab in which it was received.

Riverside County
Registrar of Voters

BALLOT CARD ACCOUNTING RECORD – LOG SHEET CONSOLIDATED GENERAL ELECTION – NOVEMBER 8, 2022



EC§20235

Vote Center Location: **Name of Vote Center**

Vote Center #: **Number of Vote Center**

Ballot Manufacturer: **Dominion Voting Systems**

Ballot Printer Name: **Registrar of Voters**

Tint and Watermark Assignment: **Yellow PMS Yellow/CA Bear**

Activity Date	Quantity of Ballot Paper Received from ROV A	Quantity of Ballots Printed and Issued to Voters B	Quantity of Spoiled Ballots C	Quantity of Ballots Issued and Spoiled (SUM) D = (B + C)	Remaining Quantity of Ballot Paper Not Used E = (A - D)	Hand Count of Unused Ballot Paper F (Should = E)	Diff (=/-)	Lead Initials
Set-Up	750	0	2	2	748	748	0	MJ
11/5/2022	748	5 Voters x 2 Ballot Cards = 10	0	10	738	738	0	MJ
11/6/2022	738	28	2	30	708	708	0	MJ
11/7/2022	708	22	0	22	686	686	0	MJ
11/8/2022	686	68	0	68	618	618	0	MJ
Completed Log Sheet Election Day								

Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

14 Disconnect the laptop cords from the printer. Place the laptop in the bag in which it was received and slide and close the top cover on the cart.



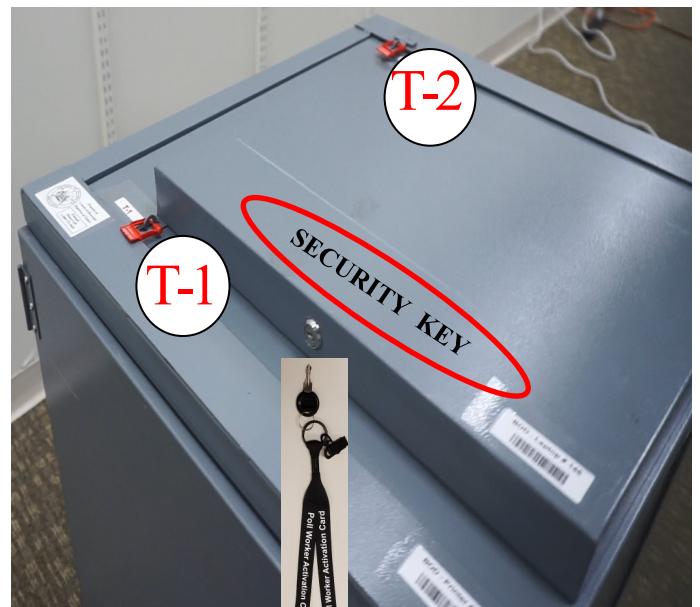
15 Close and reseal the printer with the security key and two red seals from the seals bag. Record the red seals in the “Ballot on Demand Unit Security Log.”

BALLOT ON DEMAND UNIT SECURITY LOG

Vote Center #: _____ BOD Unit #: _____

New Seals After November 8, 2022 Closing

(T-1)	(T-2)	(F)
-------	-------	-----



BALLOT ON DEMAND
Use the illustration below to:

Seal F should be:

1. **Verified**, before set-up and before opening the Vote Center every morning, that it has not been broken or tampered with.
2. **Removed**, daily to complete ballot paper inventory.
3. **Removed**, to refill ballot paper or troubleshoot the printer.
4. **Removed**, to access the wires to the printer, laptop, or surge protector.
5. **Re-Sealed** with a new seal after being removed.

Seal B should not be removed or tampered with unless:

1. Troubleshooting printer.

Seals T-1 & T-2 should be:

1. **Verified**, before set-up and before opening the Vote Center every morning, that they have not been broken or tampered with.
2. **Broken** to access the laptop and printer every day.
3. **Remain off** while the Vote Center is open.
4. **Re-Sealed** with new seals after closing of the Vote Center every night.

If the seal is not intact, or there are any signs of suspected tampering, take the unit out of service and contact the Registrar of Voters office at (951) 486-7217 or (951) 486-7341.

November 8, 2022 Consolidated General Election



Closing the Vote Center Election Day

Closing Steps Each Day — Continued

- 16 Close and lock the front door on the BOD cart. Reseal the front door with a new seal found in the Seals Bag. Record the new seal on the BOD Seals Log. Unplug the unit and place the cord back inside the cart. Place the BOD unit with the supplies for transport back to the Registrar of Voters office. Place the BOD security key in the Official Returns Envelope and place in the black Lead Bag.

BALLOT ON DEMAND UNIT SECURITY LOG

Vote Center: Name of Vote Center BOD Unit #: #####

New Seals After November 5, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Print Name	Initials
Closing						
Mid-Day						
Closing						

New Seals After November 6, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

New Seals After November 7, 2022 Closing

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

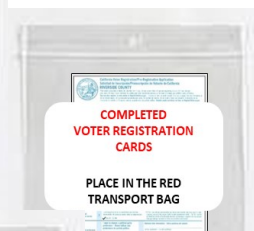
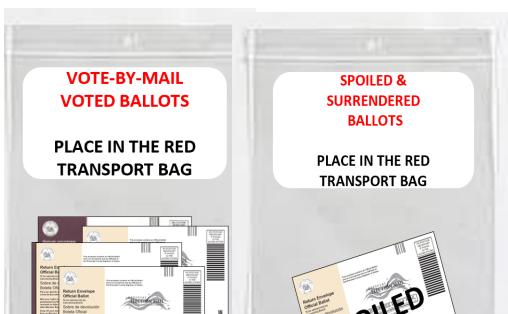
ELECTION DAY, NOVEMBER 8, 2022 SEALS VERIFICATION

Date	Time	Seals Intact?	Verifier Print Name	Verifier Initials	Verifier Print Name	Verifier Initials
Closing						
Mid-Day						
Closing						

November 8, 2022 Consolidated General Election



- 17 Gather the sealed red Transport Bag with the Vote-by-Mail Voted Ballots Bag, Conditional Voter Registration Voted Ballots Bag, Spoiled and Surrendered Ballots Bag, Vote-by-Mail Research Ballots Bag, Completed Voter Registration Cards, and the pink copy of the Ballot Statement.



BALLOT STATEMENT

DATE: November 8, 2022 VCR: 11

REGULAR PAPER BALLOTS

The Number of Voted Paper Ballots (Place in Brown Voter Ballot Bag) **A** * 24

The Number of VBM-DAY Voted Paper Ballots (Place in Brown Voter Ballot Bag) **B** * 12

The Number of Spoiled Paper Ballots **C** * 36

The Number of Spoiled Voted Paper Ballots (Place in Brown Voter Ballot Bag) **D** * 1

CVR PROVISIONAL BALLOTS

The Number of Voted CVR Provisional Ballots (Place in Brown Voter Ballot Bag) **E** * 4

The Number of Spoiled CVR Provisional Ballots (Place in Brown Voter Ballot Bag) **F** * 1

ROSTER SIGNATURES

Total Number of Voter Signatures (Place in Brown Voter Ballot Bag) **G** * 36

VOTE-BY-MAIL BALLOTS

The Number of Dropped Off Vote-by-Mail Ballots (Place in Brown Voter Ballot Bag) **H** * 25

LEAVE THE "WHITE" COPY OF THIS DOCUMENT IN THE LEAD BINDER.
PLACE THE "YELLOW" COPY OF THIS DOCUMENT IN THE BROWN VOTED BALLOT CARTON.
PLACE THE "PINK" COPY OF THIS DOCUMENT IN THE RED TRANSPORT BAG.

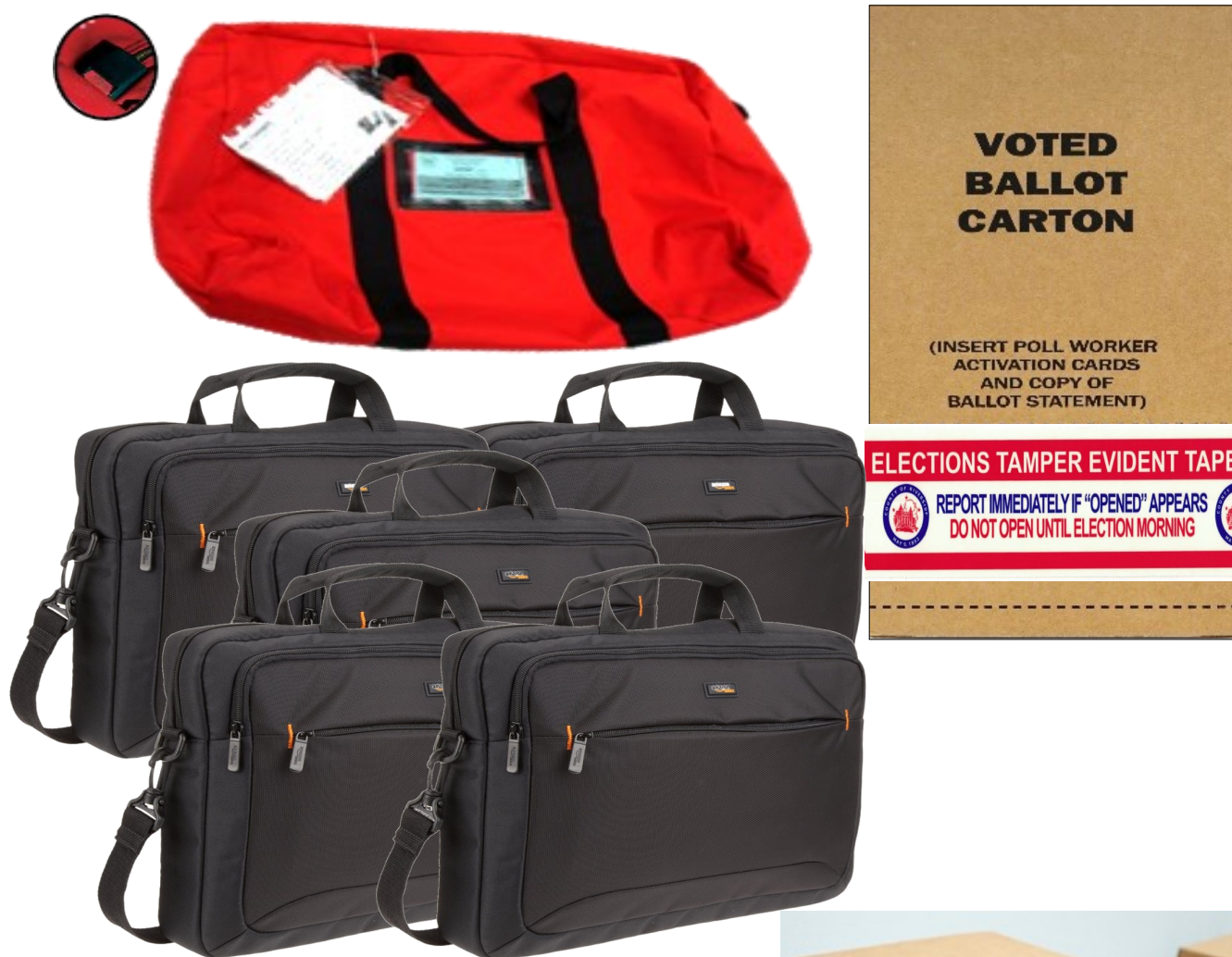
2022-15



Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

- 18** Gather and return all the items. The red Transport Bag with all the zip lock bags collected. Voted Ballot Carton with the printed AVU and Ballot on Demand Paper Ballots (“A” and “B” ballot cards) and the yellow copy of the Ballot Statement and seal with a Elections Tamper Evident Tape. Include the five laptop power cords, mouse, and mouse pads.



- 19** If there is a large amount of Vote-by-Mail Ballots that will not fit in the red transport bag, place these ballots in the brown Vote-by-Mail Ballot Box and seal it with a Elections Tamper Evident Tape from the Seals Bag.



Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

20 Return the sealed brown Voted Ballot Carton, and the sealed red Transport Bag or the overflow brown Vote-by-Mail Ballot Box to the Registrar of Voters office on election night.



21 Place the laptops into their tote bag. They will be dropped off with the supplies on election night.



22 Place the Dymo® Printers into their tote bag or supply box. Place the Dymo® Printers in the black VBM Ballot Box in which they were received. They will be dropped off with the supplies on election night.



23 In the Lead Bag place the Lead Binder with all the items that were originally received including the seals logs. Collect the Poll Worker Ballot Activation Cards with the security key from the Ballot on Demand unit and place them in the Official Returns Envelope. Collect the voter Ballot Request forms with the attached "Ballot Request Data Entry Route Slip" and place in the zip lock bag. Collect all the Sign-In Rosters, CVR Sign-In Rosters, Broken Seals Bag and Seals Bag. Place all these items in the Lead Black Transport Bag.

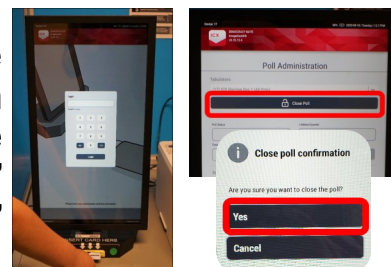


Closing the Vote Center Election Day

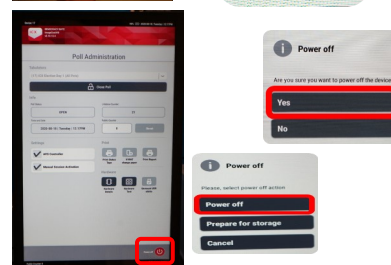
Closing Steps on Election Day — Continued

24 Follow the steps below to power off the Accessible Voting Unit (AVU), printer, and UPS on election night.

a On the AVU, insert the activation card and on the administration screen, enter the “Administrator Login Code”, which is located on a label on the back of the name card inside the “Official Returns Envelope.” Press the “Close Polls” button and then press “Yes” on the pop-up window to confirm.



b Press the “Power Off” button on the lower right corner. A pop-up window will appear to “Power Off”. Press “Yes” on the pop-up window to confirm. The screen will turn to a black screen.



25 To power off the printer, press the power button located on the top right-hand side on the printer.



26 To power off the Uninterrupted Power Supply (UPS), press and hold the power button located on the front of the UPS for 15 seconds. Release the button after you hear the second beep.



27 Verify that the UPS is secured to the cart with the black or white tie straps and begin the power cord disassembly.



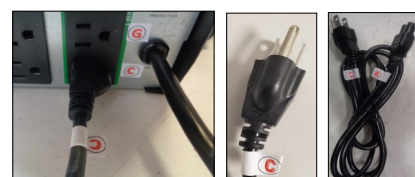
a Disconnect the UPS power cord labeled “A” from the wall power outlet.



b Disconnect the UPS power cord labeled “B” from the bottom right side of the tablet.



c Disconnect tablet power cord labeled “C” from the UPS. Wrap the cord neatly for storage.



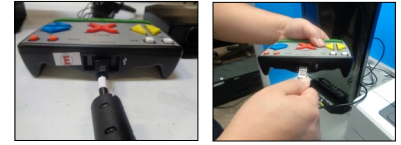
Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

28 Disconnect the printer USB cable labeled “D” from printer port “D” on the top right side on the rear of the printer.



29 Disconnect the ethernet cable labeled “E” from port “E” of the ATI.



30 Disconnect the printer power cord labeled “F” from printer port “F” on the bottom right side of the back of the printer.



31 Disconnect the printer power cord labeled “G” from UPS port “G” and wrap the cord neatly.



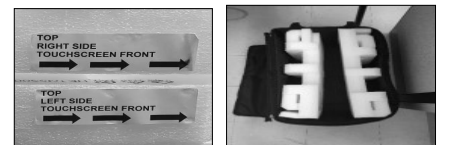
32 Disconnect the headphones cable labeled “H” from port “H” of the Audio Tactile Interface (ATI).



33 Place the AVU case on a flat stable surface. Apply the protective packaging to the AVU tablet. The protective packaging has an arrow designating the right and left sides.



34 Once secured, place the AVU tablet in its case with the **screen facing down**.



35 Return the power cord, ATI, and headphones to the AVU tablet case. Secure the items mentioned in any available space in the protective packaging. Zip the AVU tablet case closed.



Repeat all the steps for each AVU

36 Place the printer case on a flat stable surface.



37 Use the handles on the side of the printer and place the printer into the case. Return the printer power cord into the case next to the printer.



Closing the Vote Center Election Day

Closing Steps on Election Day — Continued

38 Secure the printer with the Velcro® strap. Zip the printer case closed.



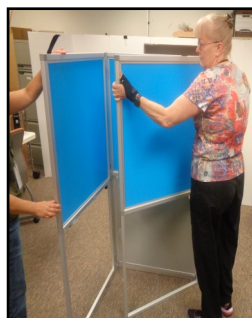
Repeat all the steps for each printer on the AVU and on the processing table

39 Disassemble the AVU blue voting booth by following the steps listed below.

a Detach the latches from the bottom of the left and right sides of the voting booth. Lower the table until it is completely flat against the rear of the booth.



b Close the right side of the booth all the way. Close the left side of the booth all the way.



c Attach the Velcro® strap on the top of the blue voting booth in order to hold the sides in place. Store the blue voting booth with the other AVU equipment after completing disassembly.



Repeat all the steps for each AVU blue voting booth

40 Disassemble the gray ADA voting booths and the silver voting booths. Place them in a designated area where they can be picked up by the Registrar of Voters staff.

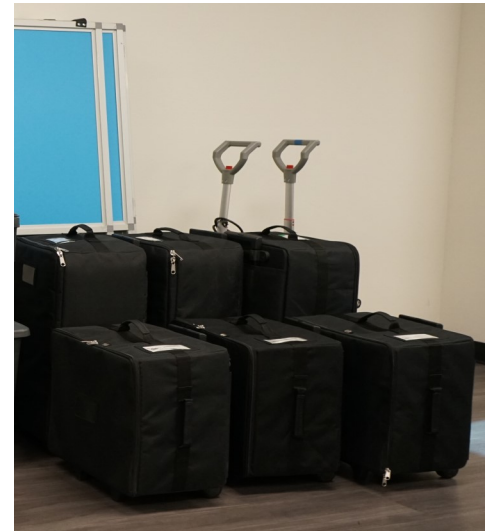
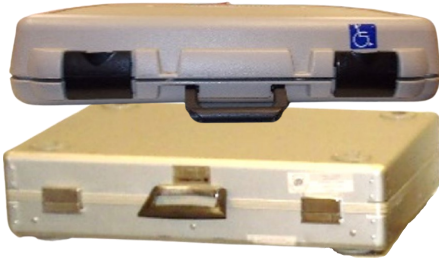


Closing the Vote Center Election Day

Securing the Location

1 Leave the disassembled Accessible Voting Units (AVUs), printers, and Uninterrupted Power Supply units in the area designated for pick up.

2 Place the disassembled blue voting booths, silver voting booths, and gray ADA voting booths in the same area.



3 If necessary, fold the tables and chairs and place them along with the voting equipment.



4 Retrieve all mitigation supplies, including the Curbside Doorbell, and PPE materials. Repack them into the bins that were originally received and place them with the election equipment for pickup.

Mitigation Tub



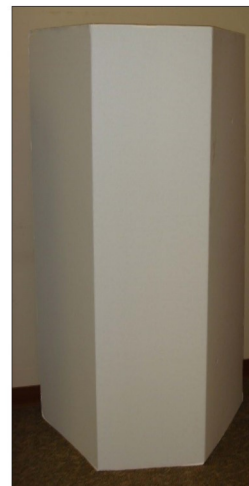
5 Place the Poster Display Board and Privacy Divider Screen with the remainder of the items for pickup.

6 Place all the equipment supplies and election supplies in their designated Tub 1 and Tub 2. And place with all the other items for pickup.

Tub 1



Tub 2



Closing the Vote Center Election Day Securing the Location — Continued

7 Make sure all outdoor signs and posters have been retrieved and put into the empty blue Ballot Box. Secure the location.



8 Election Officers should verify they signed the Election Officer Oath and Payroll sheet and any other compensation documents (W-9 etc...). If not signed it could delay their compensation.

9 The Leads will secure the location in the manner instructed by the location contact. If you need to locate someone on the grounds to lock the doors, be sure you do so. If you have been instructed to simply close the door behind you, check that the door locked securely behind you.

10 The Leads will load their vehicle with the sealed brown Voted Ballot Carton, the sealed red Transport Bag with voted ballots and registration cards and or the overflow sealed brown Vote-by-Mail Ballot Box, the Lead Black Transport Bag, the black VBM Ballot Box with all the Dymo® Printers inside, the router in the return bag with the antennas and ethernet cables, and the laptops in their tote bags. In the same vehicle the Leads will return these items to the Registrar of Voters office on election night.

