

10 Things to Know About Processing Voters



1. Double check new voter cards for completeness, focusing on signatures, ID, and Precinct, District, and Split.
 - a. District, Precinct, and Split on the new registration must match the split code in the Poll Book.
2. Make existing voter name and party changes to their record in the Poll Book. Only voters new to the precinct go in the back.
3. Both judges circle the voter's first name, assign them a sequence number, and circle that sequence number.
4. Note Moved or New in the remarks section.
5. M100 Screen WILL match sequence numbers.
6. When processing Absentees, DO NOT assign them a sequence number. Only an A and circle the first name.
 - a. ONLY time there will be an A and a sequence number: if they return their absentee ballot, spoil it, and vote a new ballot.
7. **Absentee Ballots can no longer be turned in at the polls.** They must be turned in at the courthouse. Call Elections if questions on this issue arise at the polls.
8. If when a voter comes to vote and they have an absentee status of SENT, check any unprocessed absentee lists and then call Elections. If their status is RECEIVED, they have already voted.
9. Voter Privacy is VERY important.
 - a. To spoil a ballot, have them write spoiled on it and put it in the envelope.
 - b. Remember to offer a privacy sleeve.
 - c. Let the voter insert their ballot into the M100 and let them choose ACCEPT or RETURN if the ballot has an error or over vote.
10. The AutoMARK is like a big pencil. The voter must scan their ballot into the M100 once it has been marked by the AutoMARK.