ELECTION OFFICER

TRAINING MANUAL ADDENDUM
GENERAL '25 & PRIMARY '26

PRINCE WILLIAM COUNTY
OFFICE OF ELECTIONS

PWCVOTES.ORG/TRAINING

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Make a <u>note</u> of these changes on the pages in your manual.

Page 59 - STEP BY STEP: OPEN THE POLLBOOK
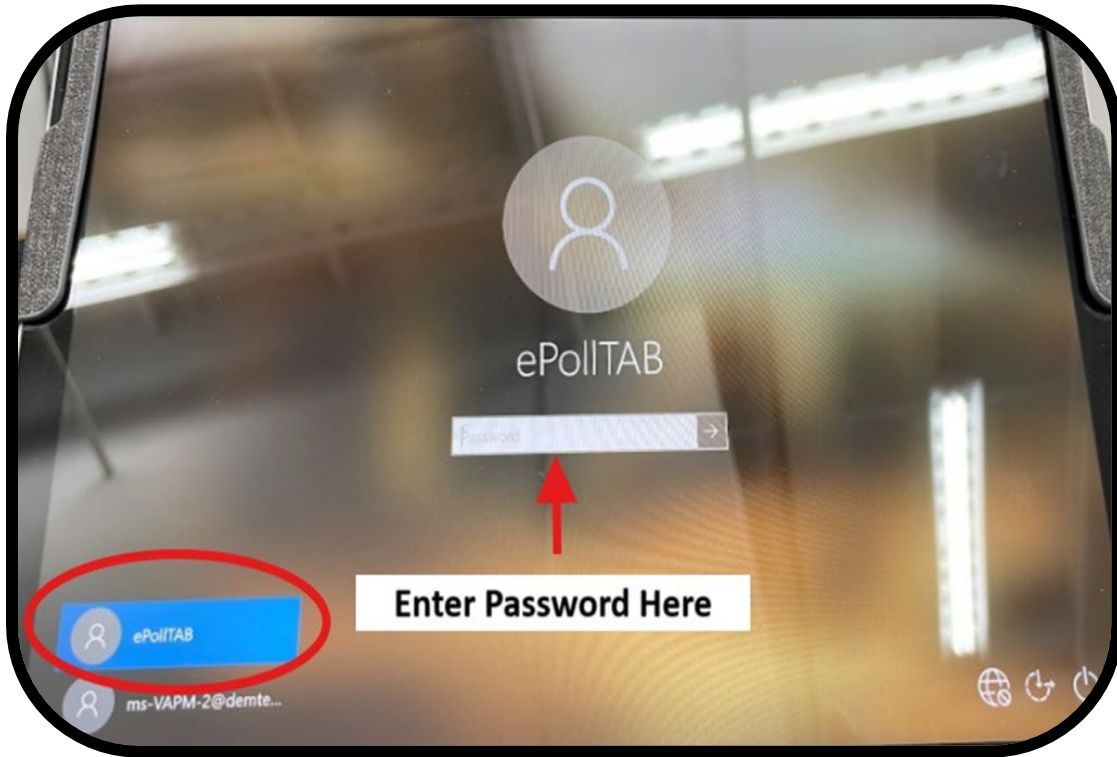
7. THE PASSWORD FOR THE <u>WINDOWS LOGIN</u> SCREEN IS LOCATED IN YOUR CHIEF BINDER. THERE IS NO LOGIN OR USERNAME FOR THIS SCREEN.

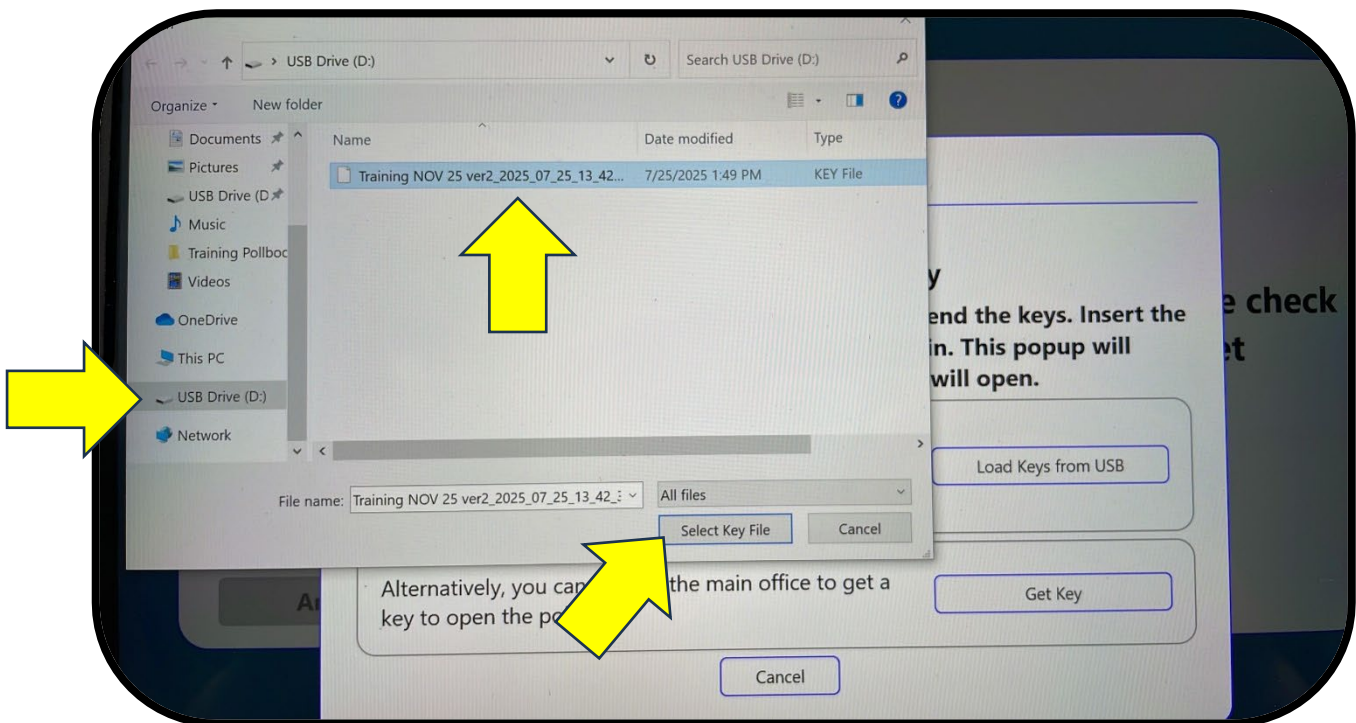## Page 60 – FINAL STEP – START THE POLLBOOKS

STEP 4 (2 options)

AUTO-LOAD KEY

Remove the top thumb drive, wait 10 seconds, and reinsert it.

OR LOAD KEY MANUALLY

Choose the pollbook that has the "Key" inserted in the handscanner adapter and select "Load Keys from USB". In pop-up box choose the correct file and then click "Select Key File".
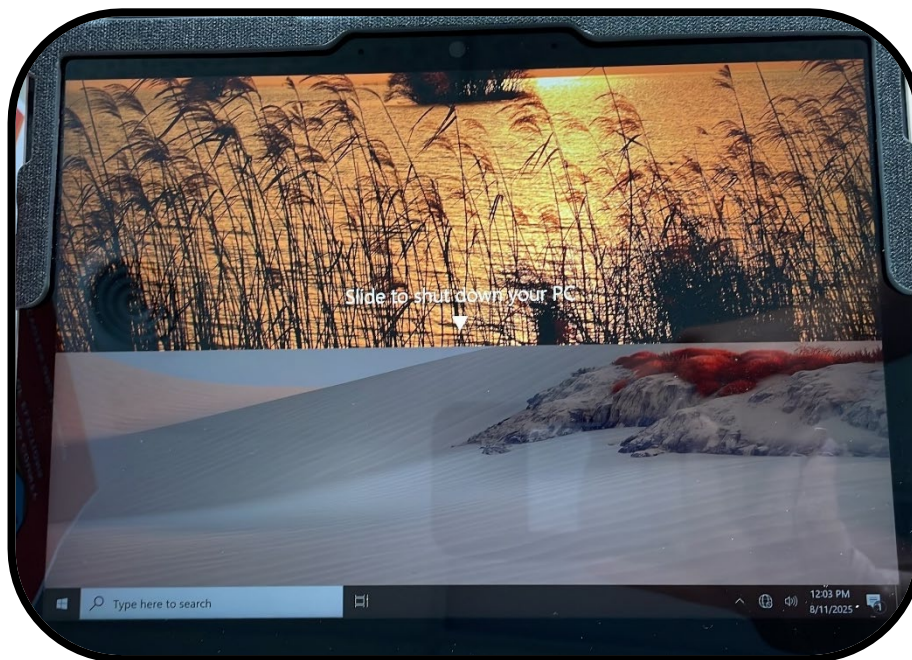

Note: repeat steps with all pollbooks if Merlin is not synced (it's okay to move the thumb drive).

Additional Steps (6-8)

Page 124 – CLOSING THE POLLBOOKS:

1. After all voters have left the precinct, complete the Pollbook Summary and take it to the Chief.
2. Close the polls on the pollbooks.
3. Select the Menu icon (the "hamburger").
4. Select "Close Polls."
5. Enter the ADMIN username and password that you get from the Chief.
6. Error box will appear, click "Ok" to proceed.
7. Pop-up will appear and then select "Cancel" to continue.
8. Poll Closed box will appear, click "Ok" to continue.
9. When the polls are closed on ALL pollbooks, turn all tablets off. (Press and hold the power button in the top left corner until screen says "Slide to shut down your PC." See picture below.)
10. Unplug the Merlin; remove, then store the Ubiquiti antennae.
11. Pull the Merlin up slightly and gently to remove the top flash drive. Push the unit back down securely into the foam setting.
12. Place the flash drive in the pouch #7 and close the zipper.
13. Store the tablets and accessories in the case.
14. Close the case and place it in the appropriate place in the Cage.

Timestamp is now readily available on the Voter Information screen!

NEW – Check In Info
Will be blank prior to checking in a voter

Checked In Time & User/Device
Will display if voter information screen is reopened

Friendly Reminder

SUPPLY RETURN SHEET arrives in the <mark>BACK COVER</mark> of the Chief Binder, and it <u>must</u> be complete before dropping off your supplies.

SUPPLY RETURN FORM — Presidential General | November 5, 2024

Bring this completed form with you to Supply Return in the <u>White Bag</u>.
Please <u>stay in your vehicle</u> when returning supplies.

PCT # _____

Hand to Elections Staff

EO Check	Staff Check	White Bag and this form (filled out) with
☐	☐	**Cellphone, Tablet, and Chargers** powered off
☐	☐	**#9 Envelope** With Ballots Enclosed / Tamper Tape / With completed Chain Of Custody Form & Quantity (even if zero)
☐	☐	**#1A Envelope** Tamper Tape / Ballot Quantity _____
☐	☐	**#1B Envelope** Ballot Quantity _____
☐	☐	**#2 Envelope** Tamper Tape
☐	☐	**#2A Envelope** Tamper Tape
☐	☐	**#4 Envelope** Tamper Tape
☐	☐	**#7 Yellow Pouch Containing:** vDrive(s) (Verity Drives) / EPB Flash Drive(s) / Keys / Seals
☐	☐	**#8 Envelope** Do NOT Seal
☐	☐	**X Envelope** Seal with Tamper Tape only if used

Trunk or Backseat

EO Check	Staff Check	Chief Bag with
☐	☐	**#3** Tamper Tape
☐	☐	**#6** (including unused provisionals) Tamper Tape
☐	☐	**Chief Bag Items** Binder, Law Book, etc.

EOs Returning:

Print Name: _____

Phone: _____

Print Name: _____

Phone: _____

Office Use Only

PRINCE WILLIAM
Office of Elections

NEED HELP SETTING UP EQUIPMENT? CHECK OUT THESE VIDEOS!

Ballot Scanner	Pollbooks	Touchwriter

Thank you for your service!
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