Closing the Polls

- At 8:00 PM announce that the polls are closed.

    o Anyone in line at 8:00 PM is eligible to vote. The constable or a poll worker should stand at the end of the line.

- Make sure the door to the Polling Place is shut and if able lock the door.

Touch Screen Voting Machines – ExpressVote Ballot Marking Device

- Remove the white corrugated plastic privacy screen.

- Use the barrel keys to unlock the door on the left side.

- Turn off the machine by pressing the power button to "Off".

- Close and lock the door.

- Lay the machine face down on a flat surface preferably the table it was sitting on.

- Unplug the circular power cord in the back of the machine by pulling back on the black rubber covering around the circular part.

- Press the kickstand to the back of the machine to lock.

- Place the power cord in the side pocket of the black bag and zip it.

- Place the machine in the black bag and zip it.

- The machine is now closed.

Precinct Scanner

- Remove the Security Seal on the gray door on the front left.

- Press and briefly hold down the "Close Poll" button.

- Press "Close Poll" on the Scanner screen.

- The Scanner will automatically print the Ballot Status Report and three Results Reports.

- o Do not remove the reports from the Scanner until it has completely printed all the reports.
- You will need to separate the three Results Reports.
  - o The poll workers will sign one Results Reports and place it in the large gold envelope marked as "Election Return Envelope A" along with the Ballot Status Report.
  - o The second Results Report is place in the Minority Inspector Envelope.
  - o The third Results Report is posted at the Polling Place for Voters to see. It needs to be in an area visible from the outside.

- Press "Finished – Turn Off" to shut down the Scanner.

- Once the Scanner screen goes black and the red light on the power button is no longer lit remove the blue media stick from the slot.

- Place the blue media stick in the clear corner pocket of the yellow security return bag.

- Close and lock the gray door with the barrel key.

- Press the black Scanner screen down and lock with the barrel key.

- Remove the seal from lower front door and unlock with flat silver key.

- Remove the blue ballot bag. Make sure all voted ballots are inside the bag.

- Zip the bag and seal with a numbered security seal from the yellow security return bag.

- Close and lock the door with the flat silver key.

- Unplug the power cord and place inside the back door. Close and lock the back door with the silver flat key.

- Close the clamshell lid, hook latches, and lock with flat silver key.

- The scanner is now shut down.

Electronic Poll Books

- When it is 8:00 PM or when the last Voter has finished if Voters are in line after 8:00 PM touch the "Manage Polls" tab and then touch "Close Polls".

- Turn off the Poll Book by flipping the switch found under the black rubber cover at the top of the Poll Book.

- Turn off the Printer by pushing the red button.

- Remove the cord from the back of the Poll Book in the plug marked with the yellow dot and place it back inside the silver and black case.

- Remove the signature pad cord from the back of the Poll Book in the plug marked with the blue dot. Place the signature pad back in the clear plastic box.

- Remove the larger cord labeled "Printer Cord" from the Printer and the power outlet and place it in the clear plastic box.

- Remove the smaller cord from the printer and the back of the Poll Book in the plug marked with the red dot. Place it in the clear plastic box.

- Place the Printer in the clear plastic box.

- Place the clear plastic box in the blue supply box.

- Place the Electronic Poll Book in the silver and black case.

- The Electronic Poll Book is now ready to be returned.

Provisional Ballots

- Count the number of voted Provisional Ballots and complete the front of the white envelope marked "Provisional Ballots Return Envelope".

- Place the voted Provisional Ballots in the white envelope and seal the envelope.

- Place the white envelope in the yellow security return bag.

- Band all the unused Provisional Ballot supplies together and place in the yellow security return bag.

White Election Supply Box

- Remove the large gold envelopes and the small gold envelopes from the supply box.

- Each gold envelope is labeled with what forms are to be sealed in it.

- Seal the the large gold envelope that is marked as "Election Return Envelope A" and placed in the yellow security return bag.

- The White Elections Supply Box and unused items are placed back in the blue supply bag on wheels.

- Place the unused Specimen and Emergency Ballots in the blue supply bag on wheels.

- Place any unused Ballot Activation Cards in the large clear envelope and seal it.

- Place this large clear envelope in the blue supply bag on wheels.

- Remove the Postings from the Polling Place. The Postings can be thrown away.