

2024 Primary Election

Registration Manual



<https://johnstonnc.com/precinctofficials/>

919-989-5095

205 S. Second St.

Smithfield, NC 27577

www.johnstonnc.com/joconcelections <https://johnstonnc.com/precinctofficials/>

Computer Setup and Login

Workstations are set up on Monday and tested following the below instructions.

OVRD Workstation Setup Instructions

Laptop Bag Contains:

- Laptop
- Power Cord
- Mouse
- Mouse Pad



The OVRD Workstation requires the following pieces of equipment. Laptops (Three to Five depending on polling location) and one printer for **EACH** laptop.

Red Tub Contains:

- One Printer
- One USB printer cable
- One power cord
- One pack of paper
- One toner



Monday Setup: Connection Instructions

1. Unpack workstation equipment (See images on previous page).
 - Each workstation receives:
 - Laptop
 - Printer
 - Yellow extension cords are located in the clear supply tub
2. Connect the laptop power cable and mouse on the left side of the laptop.



3. Plug the USB printer cable into the USB port on the right side of the laptop. The other end of the USB Printer cable plugs into the printer. It will only fit one way.

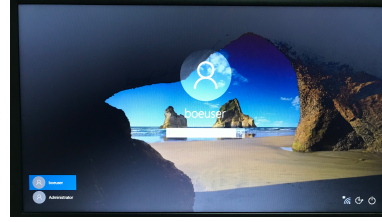


4. Plug in the USB cable to the printer. Plug the printer into the yellow extension core and turn on the printer.

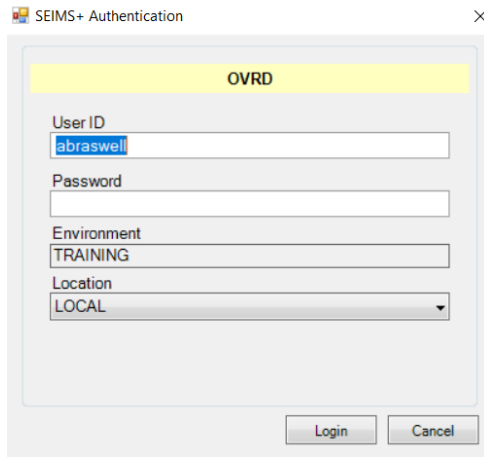


5. Workstation Logon Procedure

Turn on the laptop. You will get a Windows logon screen. Press enter and the boeuser screen will appear. Enter the password given to you at training.

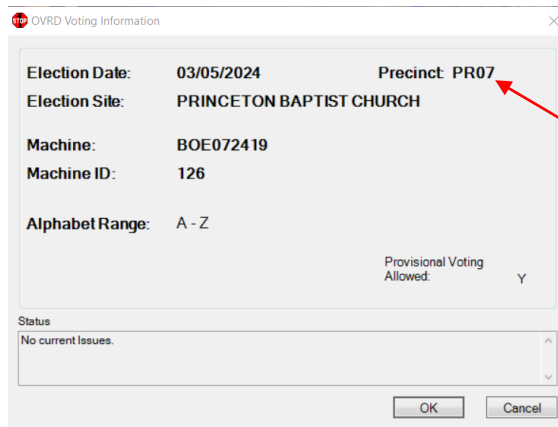


6. Double click on the SOSA Voting Icon () to log into OVRD.



User ID: First Initial of first name and full last name.
(Example: abraswell)
Password: Given at training

7. Verify that the laptop is set for your precinct. If everything is correct click ok.



Verify you are displaying the correct precinct.

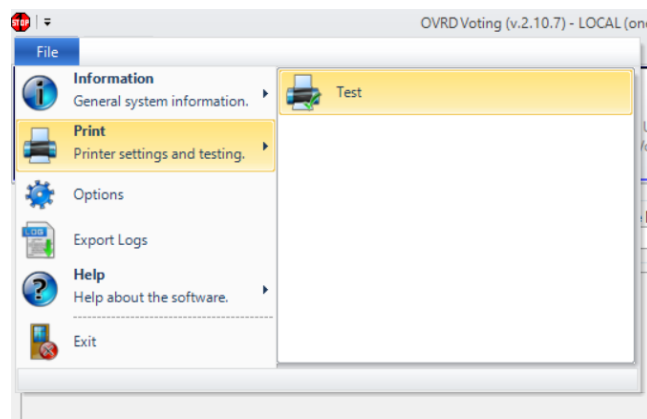
If this displays anything other than your precinct, do not proceed and immediately call the BOE office.

8. Perform a test print.

Click File in the upper left corner

Select Print

Click Test



ELECTION MORNING:

- 1. MAKE SURE ALL THE PRINTERS ARE ON. Printers must be turned on first to assure there are no issues with the laptop “finding” the printer. If your printer is displaying “deep sleep” it is already on.**
- 2. Power on your laptop and perform a test print. Follow the steps above. A blank ATV form will print, write Test Print across the page along with the date and time it was performed. Place the test prints in the red changes folder.**

AUTHORIZATION TO VOTE FORM NORTH CAROLINA COUNTY OF _____		ATV #	Dist.	Party
NAME	RESIDENCE	PRECINCT	PRECINCT	PRECINCT

FRAUDULENTLY OR FALSIFYING THIS FORM IS A CLASS 1 FELONY UNDER CHAPTER 143 OF THE NC GENERAL STATUTES.

A. Voter's Certification of Voting Qualifications

If so required, check the type of election ID shown:

Photo ID Government Check
 Blank Statement Precheck
 Utility Bill Other Government ID

Registration Date: _____

PRECINCT: _____

I, certify that:

I am a registered voter in this county and I shall have resided at the address noted above for 30 days immediately prior to this election.
 I am a United States Citizen.
 I am at least 18 years of age, or will be by the date of the general election.
 For purposes primary elections ONLY: I am registered and I will receive a _____ ballot.
 I understand that it is a felony to vote more than once in an election.
 I have not been convicted of a felony, or if so, I have obtained my sentence (including probation, post-release supervision, or parole).

B. Election Day Transfer (Use this section to add a voter from their voting place to their new voting place after moving.)

Old Precinct: _____ Name of New Precinct: _____
 New Precinct: _____ Address of New Precinct: _____
 Precinct Address: _____ Precinct Address: _____

C. Corbett Affidavit (Affidavit of person voting outside voting place on Election Day.)

STATE OF NORTH CAROLINA, COUNTY OF _____

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to vote the voting place in person without physical assistance. That I desire to vote outside the voting place or precinct. I understand that a false statement as to my condition will be in violation of North Carolina law.

DATE: _____ SIGNATURE: _____
 COUNTY CLERK: _____ COUNTY CLERK: _____

OFFICIAL USE ONLY	Station	Voting Method	Voting Date/Time	Operator Name	Count

TEST PRINT
11/12/24
10:15

You are now ready to check in voters when the polls open.

Main OVRD Screen

OVRD Voting (v.2.10.7) - LOCAL (one_stop) - abraswell - Source DB:JOHNSTON_TRAIN - Election:03/05/2024 PRIMARY - M

File Home Tools

Search Clear Search

More Criteria Show Removed Voters

Vote Reprint Voting

Cancel Vote Flag as Absentee Flag as Transfer

Update Voter Reg View Voter Reg Registration

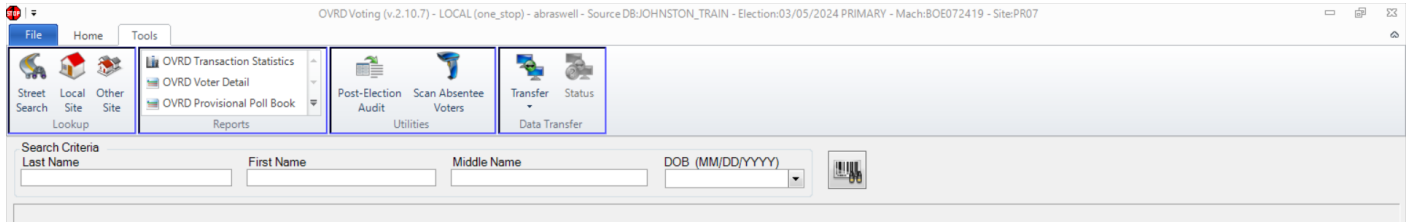
New Voter Prov Existing Voter Prov View Prov Reprint Print Referral

Provisional Voting

Search Criteria Last Name First Name Middle Name DOB (MM/DD/YYYY)

Button Name	Description
Search	Initiates a search of the county database for potential voters based on the search criteria entered and displays the results in the Potential Voters grid. Current search return limit is 500.
Vote	Initiates the vote process for the selected voter from the Potential Voters grid. Has drop-down for In-Person and Curbside. Once the ATV prints, the voter is marked 'Voted'
Cancel Vote	Opens the Cancel Vote screen to cancel a vote performed on the same machine in error. To cancel a vote, a new search for the voter must be performed. This will correct the number of Actual Votes in statistics, but it will not allow you to issue another ATV to the same voter.
Reprint	Allows the user to reprint the ATV to the designated printer.
Flag As Absentee	Allows the user to flag the voter's record as voted by absentee.
Flag as Transfer	Allows the user the flag a voter as having transferred to another precinct.
Update Voter Reg	Opens the Edit Registration screen to begin editing voter information.
View Voter Reg	Opens the Voter Registration screen in read-only mode so the user can review the voter information in detail.
New Voter (Provisional)	Allows new voter information to be entered into the system to vote provisional ballot – if the voter cannot be found in the system.
Add Existing (Provisional)	Allows a provisional application to be created for a voter that can be located in OVRD
View (Provisional)	Opens the Provisional screen in read-only mode so the user can review the voter information in detail.
Reprint (Provisional)	Allows either the Provisional Application or Instruction Sheet to be reprinted.
Print Referral	Allows a Help Referral Form to be printed. Must select "Blank" or "Print Selected Record".

Tools OVRD Screen



Button Name	Description
Street Search	Allows search by voter's address to assist in determining ballot style
Local Site	Displays information regarding your precinct
Other Site	Allows you to access and print information for other precincts
OVRD Transaction Statistics (Reports)	This function retrieves voting statistics report; this report is used at the 10, 2 and 4 audits, as well as printed at the close of polls.
OVRD Voter Detail	This function retrieves a detailed report of voters that have been processed in your precinct. This must be printed at the close of polls.
OVRD Provisional Poll Book (Reports)	This function retrieves Provisional Poll Book for each computer. This report must be printed at the close of polls.
Post Election Audit	NOT USED IN THE PRECINCTS
Scan Absentee Voters	NOT USED IN THE PRECINCTS
Transfer	NOT USED IN THE PRECINCTS
Status	NOT USED IN THE PRECINCTS

Voter Search

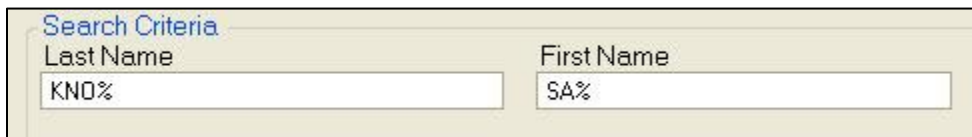
Each voter is **required to state their name and residential address**. The voter may write their information in lieu of speaking it.

When searching for a voter, you can use the voter's name OR date of birth (DOB). It is important that you **search using only one of these options** as the more information you put in, the less likely it is that you will find the correct voter.

Name Search

When searching by name, enter the last name, hit the tab, enter the first name, then press enter or click the 'Search' button.

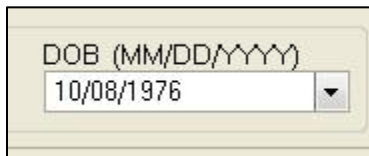
Using the **wildcard symbol (%)** helps by expanding the search to any names beginning with the characters in front of the %. (To enter the %, press 'shift' and '5' at the same time.)



The screenshot shows a search criteria form with two input fields. The first field is labeled 'Last Name' and contains the text 'KNO%'. The second field is labeled 'First Name' and contains the text 'SA%'. The form is titled 'Search Criteria'.

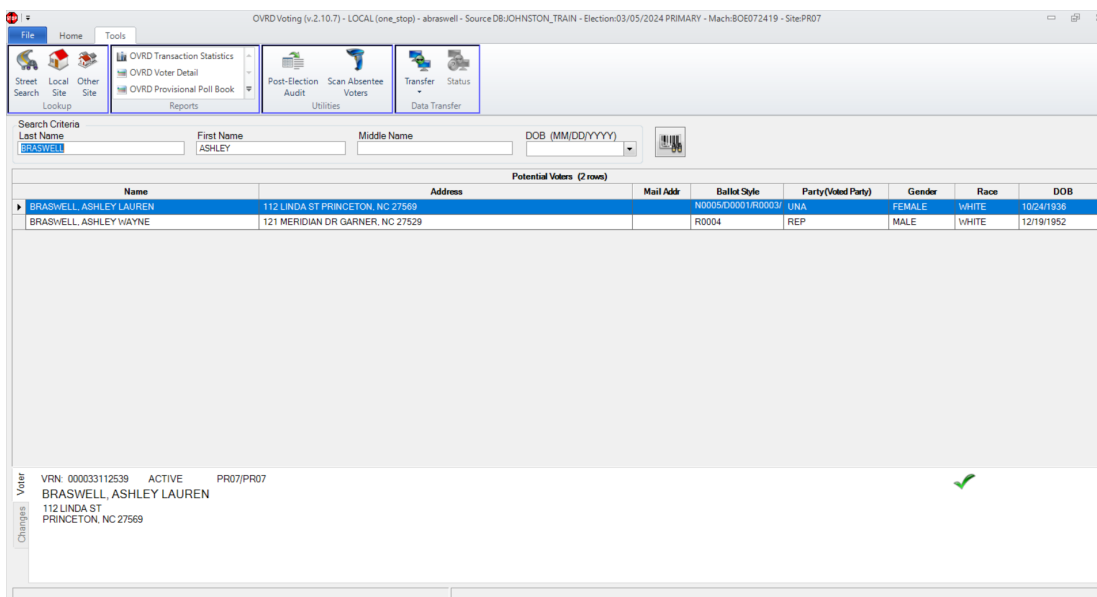
DOB Search

When searching by a voter's DOB, you will **only** enter the DOB into the search criteria (not the name). You should enter the DOB in MMDDYYYY format, slashes are not required. Once the DOB is entered, press enter or click the 'Search' button.



The screenshot shows a search criteria form with a single input field labeled 'DOB (MM/DD/YYYY)'. The field contains the text '10/08/1976'. There is a dropdown arrow on the right side of the field.

Voter Information Overview










The screenshot shows the 'OVRD Voting (v-2.10.7)' software interface. The window title is 'OVRD Voting (v-2.10.7) - LOCAL [one_stop] - abraswell - Source DB:JOHNSTON_TRAIN - Election:03/05/2024 PRIMARY - Mach:BOE072419 - Site:PR07'. The interface includes a menu bar with 'File', 'Home', and 'Tools'. The 'Tools' menu is open, showing options like 'OVRD Transaction Statistics', 'OVRD Voter Detail', 'OVRD Provisional Poll Book', 'Post-Election Audit', 'Scan Absentee Voters', 'Transfer', and 'Status'. Below the menu is a search criteria form with fields for 'Last Name' (BRASWELL), 'First Name' (ASHLEY), 'Middle Name', and 'DOB (MM/DD/YYYY)'. Below the search form is a table titled 'Potential Voters (2 rows)'. The table has columns for Name, Address, Mail Addr, Ballot Style, Party(Voted Party), Gender, Race, and DOB. The first row is for BRASWELL, ASHLEY LAUREN, with address 112 LINDA ST PRINCETON, NC 27569, mail address N0005D0001R0003, ballot style UNA, party UNA, gender FEMALE, race WHITE, and DOB 10/24/1936. The second row is for BRASWELL, ASHLEY WAYNE, with address 121 MERIDIAN DR GARNER, NC 27529, mail address R0004, party REP, gender MALE, race WHITE, and DOB 12/19/1952. At the bottom of the interface, there is a 'Voter' section with details: VRN: 000033112539, ACTIVE, PR07/PR07, and a green checkmark. Below that is a 'Changes' section with details: BRASWELL, ASHLEY LAUREN, 112 LINDA ST, PRINCETON, NC 27569.

Name	Address	Mail Addr	Ballot Style	Party(Voted Party)	Gender	Race	DOB
BRASWELL, ASHLEY LAUREN	112 LINDA ST PRINCETON, NC 27569		N0005D0001R0003	UNA	FEMALE	WHITE	10/24/1936
BRASWELL, ASHLEY WAYNE	121 MERIDIAN DR GARNER, NC 27529		R0004	REP	MALE	WHITE	12/19/1952

The voting window will display a list of voters located during the database search. When a voter is selected, their information appears below in the Voter Information Panel.

Voter Information Panel

The bottom panel displays relevant information about the voter selected. See the table below for possible images that will be shown on the right.

	<p>Indicates the selected voter is eligible to vote.</p>
 <p>VOTER CANNOT VOTE</p> <ul style="list-style-type: none"> • Not in Precinct • Transferred to X Precinct • Flagged as Voted Absentee • Has Previously Voted • Removed/Denied Voter 	<p>Indicates that the voter cannot vote a regular ballot; reason is displayed. This voter is not eligible to vote but may be offered a provisional ballot</p>
<p style="text-align: center;">CANNOT VOTE  HAS PREVIOUSLY VOTED</p> <p>Election Date: 05/08/2018 Voted Date: 05/08/2018 Ballot Style: R003 PCT/VTD: 04A/04 Ballot ID: 000-2</p>	<p>Indicates that the voter has already voted and provides details about when and how the voter cast his/her ballot</p>
	<p>Indicates that the voter must provide Proof of ID before voting</p>
<p style="text-align: center;">INACTIVE VOTER</p>  	<p>Indicates that the voter's registration information must be verified before voting can occur</p>
	<p>Indicates that the voter has voted by Provisional Ballot</p>

Processing Voters

It is imperative on Election Day to remember, once a voter's ATV has printed, they have been marked voted. Although you can cancel their vote to adjust voter counts; you cannot issue an additional ATV for the same voter. Please take the extra moment to make sure you have the correct voter and their address is correct **BEFORE** you print their ATV.

Active Voter – Correct Information

Once you have located the correct voter in system, and highlighted the appropriate line, review the voter information to verify all information is correct and the voter is in the correct precinct (indicated by the green check mark).

Highlight the correct voter above and their information appears in the bottom portion of the screen.

If no changes are necessary, and voter verifies address, then you may issue the ATV by selecting "Vote"

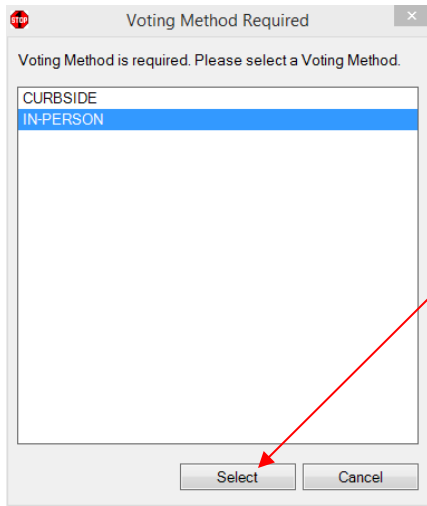
The voter's ballot style is displayed.

The voter has a green check mark to indicate the voter is in your precinct and is not required to make updates.

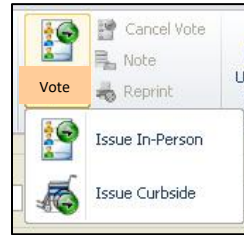
Name	Address	Mail Addr	Ballot Style	Party(Noted Party)	Gender	Race	DOB
BRASWELL, ASHLEY LAUREN	112 LINDA ST PRINCETON, NC 27569		N0005/D0001/R0003	UNA	FEMALE	WHITE	10/24/1936
BRASWELL, ASHLEY WAYNE	121 MERIDIAN DR GARNER, NC 27529		R0004	REP	MALE	WHITE	12/19/1952

Voter: VRN: 000033112539 ACTIVE PR07/PR07
BRASWELL, ASHLEY LAUREN
Changes: 112 LINDA ST
PRINCETON, NC 27569

It is imperative that you repeat the voter's information back to them to verify you have selected the correct voter and they do not need to make any changes to their voter record BEFORE you select VOTE.



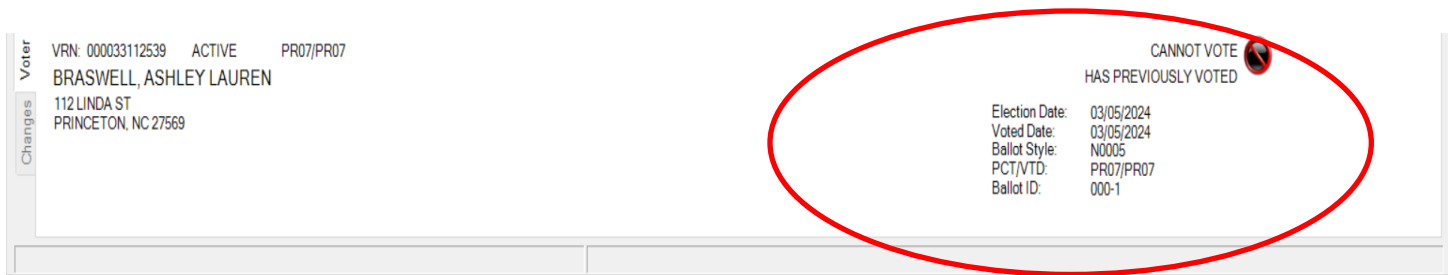
Choose if the voter is voting in-person or curbside and then click 'Select'.



You may also select in-person or curbside in this manner.

The Voter's ATV will print.

The Voter's information bar now changes to reflect she has voted; the date and precinct are also displayed.



The voter has now been marked "voted" in the rolls.

Voter's ATV

AUTHORIZATION TO VOTE FORM NORTH CAROLINA COUNTY OF JOHNSTON	ATV #		Pct	Party
	VR PARTY	UNA	PRIMARY PARTY	B O D

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown:

Photo ID Government Check
 Bank Statement Paycheck
 Utility Bill Other Government Doc

Registration Date: 04/12/2012

BRASWELL, ASHLEY LAUREN AGE 87

VREG: 000093112539

112 LINDA ST
PRINCETON, NC 27569

ELECTION: 03/05/2024
PCT: PR07
VID: PR07

N0005

I, ASHLEY LAUREN BRASWELL, certify that:

I am a registered voter in this county and I shall have resided at the address noted above for 30 days immediately prior to this election.
 I am a United States Citizen.
 I am at least 18 years of age, or will be by the date of the general election.
 For partisan primary elections ONLY: I am registered UNAFFILIATED and I will receive a NONPARTISAN ballot.
 I understand that it is a felony to vote more than one time in an election.
 I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).

X Ashley Lauren Braswell Precinct Official

B Election Day Transfer (Use this section to send a voter from their old polling place to their new polling place after moving.)

This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct: _____ Name of New Polling Place: _____
 New Precinct: _____ Address of New Polling Place: _____

Party Affiliation On Record: _____ **X** _____
SIGNATURE OF PRECINCT OFFICIAL

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF _____

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.

DATE: _____ VOTER ADDRESS: _____
X _____ **X** _____
SIGNATURE OF VOTER SIGNATURE OF PRECINCT OFFICIAL

OFFICIAL USE ONLY	Station	BOE072419	Voting Method	IN-PERSON	Voting Date/Time	3/5/2024 10:53:36 AM	V2023.04
	Site	PR07	Transaction	000-1	Operator Name	abraswell	

5. Ballot station assigns number to ATV after voter is issued ballot

1. Voter's information

4. Ballot Style; informs Ballot station which style ballot to issue voter

2. Voter signature and poll worker initials

3. ATV is returned to voter and voter instructed to take their ATV to the ballot station and exchange for their ballot

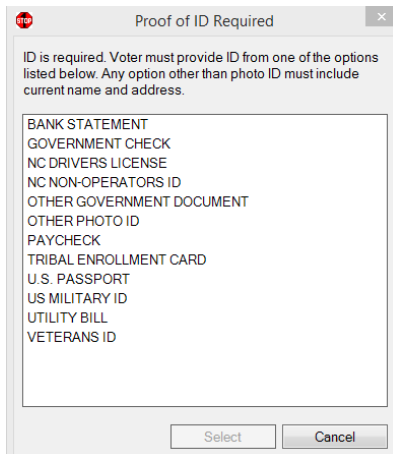
Once the ATV has been signed by both the voter and the precinct official it is returned to the voter. The voter is instructed to take their ATV to the ballot station where they will exchange it for their paper ballot.

ID Required Voter

Individuals who have registered to vote and have not previously voted in an election or have not provided verifiable ID must show one of the following types of ID to an election official the first time they present to vote. (This means they did not provide ID information as required at the time of registration.)

The bottom right will display the ID icon for a voter who is required to show ID.

When the 'Vote' button is pressed, a window will appear for you to indicate what form of acceptable ID was shown. Make the appropriate selection and press 'Save'.



Proof of ID Required

ID is required. Voter must provide ID from one of the options listed below. Any option other than photo ID must include current name and address.

- BANK STATEMENT
- GOVERNMENT CHECK
- NC DRIVERS LICENSE
- NC NON-OPERATORS ID
- OTHER GOVERNMENT DOCUMENT
- OTHER PHOTO ID
- PAYCHECK
- TRIBAL ENROLLMENT CARD
- U.S. PASSPORT
- US MILITARY ID
- UTILITY BILL
- VETERANS ID

Select Cancel



Acceptable ID

Current and valid photo ID*

- ✓ NC driver license or identification card
- ✓ U.S. Military ID
- ✓ U.S. Passport
- ✓ Other government-issued photo ID
- ✓ Student photo ID
- ✓ Certified Naturalization Document

Current document showing name and address of the voter

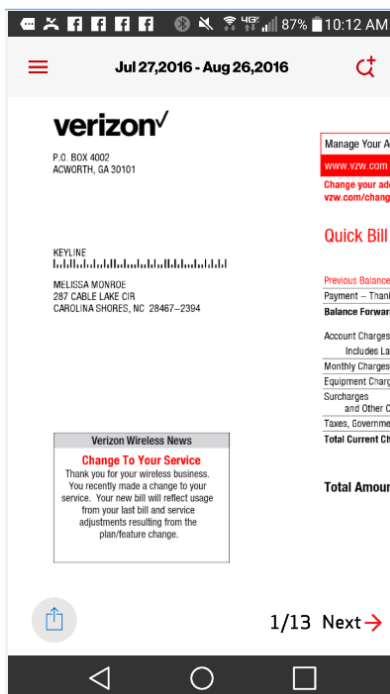
- ✓ Utility bill: telephone; mobile phone; electric or gas; cable television; water or sewage
- ✓ Bank statement or bank-issued credit card statement
- ✓ Government paycheck, invoice, letter, or any other document from a local, state, or U.S. government agency
- ✓ Property tax bill
- ✓ License to hunt, fish, own a gun, etc.
- ✓ Automotive registration
- ✓ Public housing or Social Service Agency document
- ✓ Paycheck or paycheck stub from an employer or a W-2 statement
- ✓ Birth certificate

*Unlike the photo ID for voting in-person requirement in which the Photo ID can be expired, an ID REQUIRED VOTER is required to present a valid form of ID. Thus, if the ID REQUIRED voter presents an expired Photo ID, they would also need to present a current document showing name and address; or an alternate form of valid photo ID.


A Voter ID card issued by the Board of Elections is not acceptable as the sole ID for an ID Required Voter.

To be current, the document must be the most recent version or at least dated within **90 days** of the date it is presented to an election official. Copies of acceptable documents are permissible. The original is not required. It is also permissible for a voter to present an electronic or online version of a document, as long as the document is obtained from the original source (e.g., e-Bills from utility companies, electronic bank statements, electronic earnings statement from employer, etc.) and shows his or her current name and address.

A voter can present you with their bill displayed on their electronic device. For example, a voter could pull up on his/her smartphone a utility bill and display it to you. It must display the name and address that matches the address he/she is stating is the current residence.



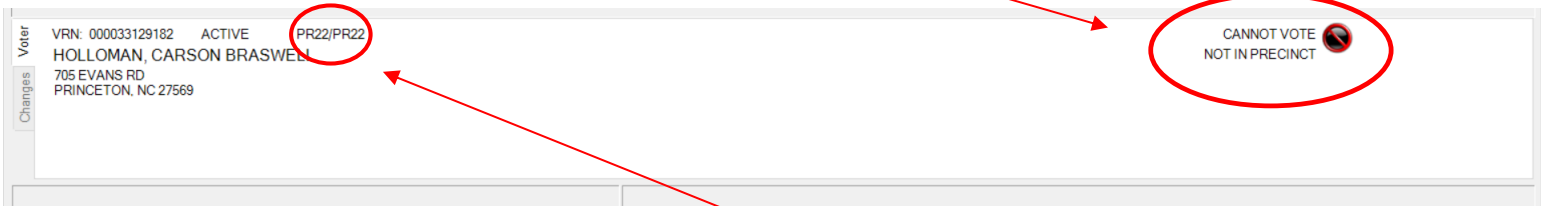
Offer the voter a copy of the below notice if he/she wishes for further clarification of why he/she is being asked to present a valid form of ID that may be in addition to the Photo ID requirement for voting in-person.

	NOTICE TO VOTERS WITH NO ACCEPTABLE ID <i>UNDER THE HELP AMERICA VOTE ACT (HAVA)</i> STATE OF NORTH CAROLINA COUNTY OF BRUNSWICK	BRUNSWICK COUNTY BOARD OF ELECTIONS 75 STAMP ACT DR NE - PO BOX 2 BOLIVIA, NC 28422 PHONE: 910-253-2620 FAX: 910-253-2618 elections@brunswickcountync.gov
Requirements for Certain First-time Voters		
<p>Under the Help America Vote Act (HAVA), individuals who have registered to vote and have not previously voted in an election and have not provided verifiable ID, must show one of the following types of ID to an election official the first time they present to vote. (GS § 163-166.12)</p>		
<p style="text-align: center;">Current Photo Identification</p> <ul style="list-style-type: none">• NC driver license or NC identification card• U.S. Military ID• U.S. Passport• Other government-issued photo ID• Student photo ID• Certified Naturalization Document		
<p style="text-align: center;">Current Name & Address Document</p> <ul style="list-style-type: none">• Utility bill: telephone; mobile phone; electric or gas; cable television; water or sewage• Bank statement or bank-issued credit card statement• Government paycheck, invoice, letter, or any other document from a local, state, or U.S. government agency• Property tax bill• License to hunt, fish, own a gun, etc.• Automotive registration• Public housing or Social Service Agency document• Paycheck or paycheck stub from an employer or a W-2 statement• Birth certificate		
<p>As a first-time voter, if you cannot show one of the forms of acceptable ID, then you may still vote by casting a provisional ballot. You will then need to send or bring one of the forms of ID noted above to your county board of elections no later than the close of business of the ninth day after election day in order for your ballot to count.</p>		
<p><i>What is a Current Document?</i></p> <p>To be current, the document must be the most recent version <u>or</u> at least dated within three (3) months of the date it is presented to an election official. Copies of acceptable documents are permissible. The original is not required. It is also permissible for a voter to present an electronic or online version of a document, as long as the document is obtained from the original source (e.g., e-Bills from utility companies, electronic bank statements, electronic earnings statement from employer, etc.) and shows his or her current name and address.</p>		

Voter is in Incorrect Precinct

On Election Day, in order to vote a regular ballot, voters must go to their assigned polling location.

When you search for a voter, you will be notified if he/she is in the incorrect precinct.



Just to the right of the voter's status, his/her correct precinct is identified by an alphanumeric code (PR22/PR22).

In order to refer the voter to the correct precinct, in this example, PR22, you can either refer to the printed list of polling locations provided to your precinct in the Chief Judge Binder (example shown below) or you can use the tools in OVRD.

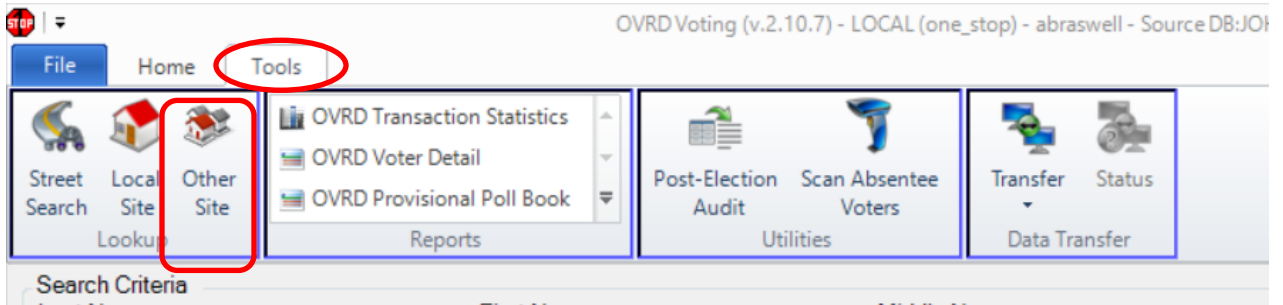
JOHNSTON COUNTY BOARD OF ELECTIONS POLLING PLACES	
PR04-BENTONVILLE Bentonville Community Building 8233 Devil's Racetrack Road - Four Oaks	PR26-NORTH OCNALS Watkins Chapel Baptist Church 5977 NC 231 Highway - Middlesex
PR07-NORTH BOON HILL Princeton Baptist Church 207 S. Pearl Street - Princeton	PR21-SOUTH OCNALS Branch Chapel Free Will Baptist Church 7438 NC 96 Highway North - Selma
PR08-SOUTH BOON HILL Tee's Chapel Free Will Baptist Church 6439 Brogden Road - Smithfield	PR22-PINE LEVEL Pine Level Free Will Baptist Church 101 N. Pesdin Avenue - Pine Level
PR09-EAST CLAYTON East Clayton Elementary School 2075 NC 42 Hwy. East - Clayton	PR23-NORTH PLEASANT GROVE 1 Friendly Chapel Baptist Church 11455 NC 50 Hwy N - Benson
PR10-NORTH CLAYTON 1 Hecatt Baptist Church 320 W. Home Street - Clayton	PR28-NORTH PLEASANT GROVE 2 White Memorial Presbyterian Church 1459 White Memorial Church Road - Willow Spring
PR10-NORTH CLAYTON 2 Clayton Civilian Club 340 McCullers Street - Clayton	PR24-EAST SELMA Selma Elementary School 311 W. Richardson Street - Selma
PR11-WEST CLAYTON 1 Clayton Middle School 490 Guy Road - Clayton	PR25-WEST SELMA Richard E. Harrison Commission 601 W. Noble Street - Selma
PR11-WEST CLAYTON 2 The Church at Clayton Crossings 11407 US Highway 70 Bus West - Clayton	PR26-EAST SMITHFIELD First Baptist Church Ministry Center 125 S. Fourth Street - Smithfield
PR12-NORTH CLEVELAND 1 Cleveland Community Church (front) 8246 Cleveland Road - Clayton	PR27A-NORTH SMITHFIELD 1 Smithfield Middle School 1455 Buffalo Road - Smithfield
PR12-NORTH CLEVELAND 2 Cleveland Community Church (side) 8246 Cleveland Road - Clayton	PR27B-NORTH SMITHFIELD 2 Smithfield Middle School 1455 Buffalo Road - Smithfield
PR13-NORTH ELEVATION St. Mary's Govee OPW Baptist Church 7970 Raleigh Road - Benson	PR28-SOUTH SMITHFIELD South Smithfield Elementary School 201 W. Sanders Street - Smithfield
PR14-SOUTH ELEVATION Elevation United Methodist Church 5101 Elevation Road - Benson	PR29A-ARCHER LODGE Archers Lodge Community Building 14009 Buffalo Road - Archer Lodge
PR19-MICRO Micro Fire Department 321 US 301 Highway South - Micro	PR29B-FLOWERS PLANTATION River Dell Elementary School 12100 Buffalo Road - Clayton

JOHNSTON COUNTY BOARD OF ELECTIONS POLLING PLACES
PR00-WILSON'S MILLS Wilson's Mills Baptist Church 652 Swift Creek Road - Smithfield
PR13A-SOUTHEAST CLEVELAND Oakland Presbyterian Church 8927 Cleveland Road - Clayton
PR01B-SOUTHWEST CLEVELAND Cleveland Elementary School 10225 Cleveland Road - Clayton
PR32-NORTH WILDERS Baptist Tabernacle Church 1599 NC 231 Highway - Wendell
PR33-SOUTH PLEASANT GROVE Providence Presbyterian Church 14664 NC 210 Hwy. - Angier
PR14-SOUTH CLAYTON Christ Community Church 1082 Amelia Church Road - Clayton
PR35-BANNER American Legion Building 605 N. Wall Street - Benson
PR36-BEULAH Kenly Fire Station 101 W. First Street - Kenly
PR17-INGRAMS Four Oaks United Methodist Church 302 E. Church Street - Four Oaks
PR38-MEADOW Meadow School 7507 NC 46 South - Benson

Updated: August 29, 2022

Finding a Precinct in OVRD Tools

At the top of the screen select the 'Tools' tab.



Then select 'Other Site'.

Other Election Site Information

Election Site Name: ST MARY'S GROVE FREE WILL BAP

Site Abbreviation: PR13

Address: 7970 RALEIGH RD
BENSON, NC 27504

Election Day Contact: BRIDGET LASSITER

Home Phone Number:

Work Phone Number:

Cell Phone Number:

Print Close

Use the drop-down box to Select which precinct you need to identify

Please do not give out the listed phone number, as this is the cell phone number of the BOE assigned iphone and not a public number

If the voter would like a printed copy of the address (to enter into their GPS), select 'Print' (The phone number will NOT print)

JOHNSTON COUNTY BOARD OF ELECTIONS
Election Site Information

Name: ST MARY'S GROVE FREE WILL BAPTIST CHURCH

Abbreviation: PR13

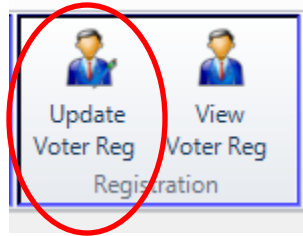
Address: 7970 RALEIGH RD
BENSON, NC 27504

Election Day Contact: BRIDGET LASSITER

You can give the print out to the voter to direct them to the correct precinct if they wish. It is information only and is not required to be printed. Please do not give out your list of all the precincts, as you only have limited supply.

Name Change

If a voter reports a name change at check-in, highlight the voter's record and click 'Update Voter Reg' at the top of the screen. On the Update Voter Registration screen, update the name as indicated by the voter. (There is no requirement that the voter provide proof of a name change.)



Click on 'Update Voter Reg';

- On the 'Update Voter Registration Screen' click into the correct box to make the change to the voter's information

OVRD Voting (v.2.10.7) - LOCAL (one_stop) - abraswell - Source:DBJOHNSTON_TRAIN - Election:03/05/2024 PRIMARY - Mach:BOE072419 - Site:PR07

Update Voter Registration

Step 1 of 2: Please enter the registration information and click "Review."

Application Information

US Citizen

Name: Last Name: **PARKER** First Name: MACIE Middle Name: ELIZABETH Suffix: Voter Verification: NCDL

Birth Date (mm/dd/yyyy): 03/24/2005 Birth State: SSN: - -

Residence Address

House #: 501 Half: Dir: Street Name: WALNUT Type: ST Suffix: Unit: Will you have lived here for 30 Days or more prior to the Election Date?

City: PRINCETON State: NC ZIP Code: 27569 Phone: Move Date (mm/dd/yyyy): Yes No

Mailing Address

Address1: Is U.S. Address?

Address2:

City: State: ZIP Code:

Voter Information

Gender: FEMALE Application Dt: 01/12/2024 Ballot Style: R0003

Race: WHITE Registration Dt: 10/14/2016 NCID: CJ181033

Ethnicity: UNDESIGNATED Party: REPUBLICAN Religious Objector

Comments: Vote Provisional: Print Referral: Absentee History: Cancel Vote:

Previous Name and/or Address

Last Name: First Name: Middle Name: Suffix: Previous NC County (if applicable):

Address1: Address2: City: State: ZIP Code:

Jurisdiction List

PCT	PR07	NORTH BOON HILL
MUNI	CI07	TOWN OF PRINCETON
CONG	13	CONGRESSIONAL DISTR...
SUPCT	13	SUPERIOR COURT DISTR...
JUD	12	JUDICIAL DISTRICT 12
NCSEN	10	NC SENATE DISTRICT...
NCNSE	028	NC HOUSE DISTRICT 28
CCOM	CM03	COMMISSION #3
BDED	SB06	SCHOOL BOARD DISTRICT...

Review

- Select 'Review'
- The next screen allows you to review the information one last time with the voter before the voter change form and ATV prints
- **Make sure the information is correct before you select 'Vote'**
- Once you select 'Vote' and (select party if necessary) select 'In-Person' or 'Curbside' the voter's ATV will print and they will be marked as Voted
- Two forms will print
 - Authorization to Vote Form Change of Name or Address – *Voter signs in Box D to confirm change*
 - The change form then is placed in the clear poly envelope
 - Authorization to Vote Form – *voter signs in Box A to vote and Poll Worker initials*

**AUTHORIZATION TO VOTE FORM
CHANGE OF NAME OR ADDRESS
NORTH CAROLINA – JOHNSTON COUNTY**

ATV # _____

VR PARTY: REP PRIMARY PARTY

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown: **PARKER, MACIE ELIZABETH** AGE: 18

Photo ID Government Check
 Bank Statement Paycheck
 Utility Bill Other Government Doc

Registration Date: 10/14/2016

501 WALNUT ST
PRINCETON, NC 27569

VBN: 000033162953

ELECTION: 03/05/2024
PCT: PR07
VTD: PR07

R0003

D Change or Verification of Name and Address (Use this section to verify or change a voter's name or address in the registration records.)

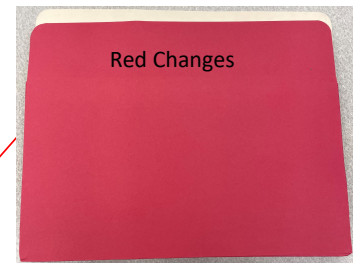
New Name: MACIE ELIZABETH PARKER Former Name: MACIE ELIZABETH PRICE
New Address: _____ Former Address: _____
New Mailing Address: _____ Former Mailing Address: _____

Have you lived here for 30 days or more? Yes No I certify that I moved at least 30 days before this election to the new address.

If no, date moved? ____/____/____ DAYTIME PHONE NO. _____

X Voter Signature
SIGNATURE OF VOTER

This form is signed by the voter to change the name/update record; it goes in **Red Changes Folder**.



**AUTHORIZATION TO VOTE FORM
NORTH CAROLINA
COUNTY OF JOHNSTON**

ATV # _____ Pct Split _____ Party _____

VR PARTY: REP PRIMARY PARTY B O D

FRAUDULENTLY OR FALSELY COMPLETING THIS FORM IS A CLASS I FELONY UNDER CHAPTER 163 OF THE NC GENERAL STATUTES.

A Voter's Certification of Voting Qualifications

If ID required, check the type of current ID shown: **PARKER, MACIE ELIZABETH** AGE: 18

Photo ID Government Check
 Bank Statement Paycheck
 Utility Bill Other Government Doc

Registration Date: 10/14/2016

501 WALNUT ST
PRINCETON, NC 27569

VBN: 000033162953

ELECTION: 03/05/2024
PCT: PR07
VTD: PR07

VOTER CHANGE

R0003

I, MACIE ELIZABETH PARKER, certify that:

I am a registered voter in this county and I shall have resided at the address noted above for **30 days** immediately prior to this election.
 I am a United States Citizen.
 I am at least 18 years of age, or will be by the date of the general election.
 For partisan primary elections ONLY: I am registered **REPUBLICAN**, and I will receive a **REPUBLICAN** ballot.
 I understand that it is a felony to vote more than one time in an election.
 I have not been convicted of a felony, or if so, I have completed my sentence (including any probation, post-release supervision, or parole).

X Voter Signature Precinct Official
SIGNATURE OF VOTER OFFICIAL'S INITIALS

B Election Day Transfer (Use this section to send a voter from their old polling place to their new polling place after moving.)
This person is hereby authorized to vote in his/her precinct after executing this form.

Old Precinct: _____ Name of New Polling Place: _____
New Precinct: _____ Address of New Polling Place: _____

Party Affiliation On Record: _____ **X** SIGNATURE OF PRECINCT OFFICIAL

C Curbside Affidavit (Affidavit of person voting outside voting place or enclosure.)

STATE OF NORTH CAROLINA, COUNTY OF _____

I do solemnly swear (or affirm) that I am a registered voter in _____ precinct. That because of age or physical disability, I am unable to enter the voting place to vote in person without physical assistance. That I desire to vote outside the voting place or enclosure. I understand that a false statement as to my condition will be in violation of North Carolina law.

DATE: _____ VOTER ADDRESS: _____
X SIGNATURE OF VOTER **X** SIGNATURE OF PRECINCT OFFICIAL

OFFICIAL USE ONLY	Station Site	BOE72419 PR07	Voting Method Transaction	IN-PERSON 000-2	Voting Date/Time Operator Name	3/5/2024 02:42:57 PM abruwell	V2023.04
--------------------------	--------------	---------------	---------------------------	-----------------	--------------------------------	-------------------------------	----------

Voter signs in box A to vote, poll worker initials; ATV is returned to voter, voter directed to ballot station

Mailing Address Update

This process is similar:

- To update the mailing address, click 'Update Voter Reg'
- Make the necessary changes under the Mailing Address. If there is an existing mailing address that needs to be removed, click the small red eraser to the right of the address.
- Select 'Review'; The next screen allows you to review the information one last time with the voter before the ATV prints.
- Once you select 'Vote' and (select party if necessary) select 'In-Person' or 'Curbside', the voter's ATV and change form will print and they will be marked as Voted.
- Two forms will print
 - Authorization to Vote Form Change of Name or Address – *Voter signs in Box D to confirm change*
 - The change form is placed in the clear poly envelope
 - Authorization to Vote Form – *voter signs in Box A to vote and Poll Worker initials*

Inactive Voter

A voter's status will change to inactive when verification/confirmation cards sent by the Board of Elections are returned undeliverable. **It is important to verify an inactive voter's mailing address.**

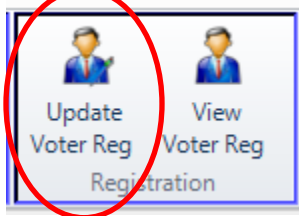
An inactive voter's record will not allow you to select 'Vote' to process the voter. Click 'Update Voter' and make any changes necessary.

*** An Inactive voter should NOT vote a provisional ballot.**

Everything Correct – Verify Information

If an inactive voter states that his residential and mailing address are correct, select 'Review'. Read the information back to the voter to verify all information is correct before selecting 'Vote'. Select 'In Person' or 'Curbside'; Two forms will print, even if the voter has made no changes. Then follow the procedures as outlined above.

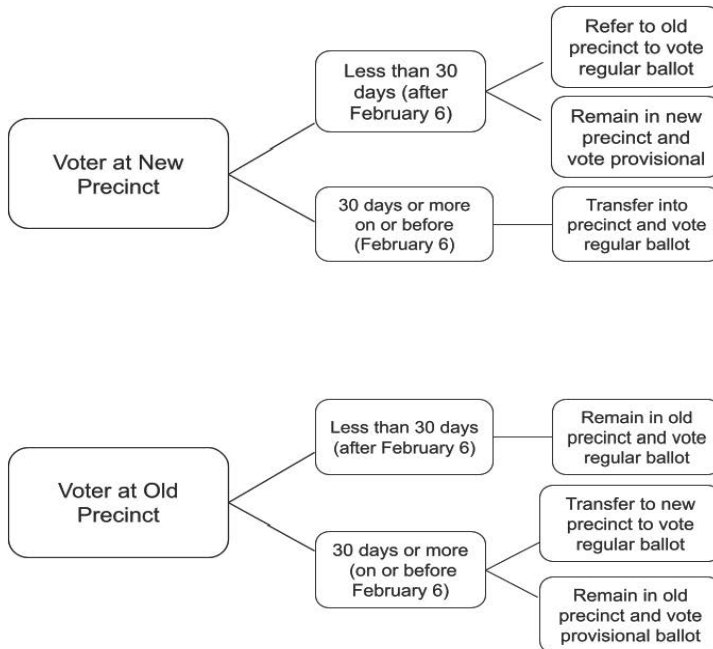
Any time you select the 'Update Voter Reg' option, two forms will print when you complete the voter's



- ATV Voter Change form (all of these go in clear poly, even if there were no changes to the voter's information).
- ATV form – Authorization to vote

Residential Address Update

The process for updating a residential address depends on when the voter moved. A voter's jurisdictions are determined by where they lived on or before the 30th day prior to an election.



Entering an Address in OVRD

Entering a voter's address change can be tricky. If the address is not entered exactly as it is listed in our database, you will get an error that the geocode is not valid. Each field must be correct (house #, direction, street name, type, suffix, city, state, and zip).

To begin updating th

he right of the address.

Residence Address

House #	Half	Dir
<input type="text"/>	<input type="text"/>	<input type="text"/>
City		
<input type="text"/>		

JOHNSTON COUNTY BOARD OF ELECTIONS
Election Site Information

Name: ST MARY'S GROVE FREE WILL BAPTIST CHURCH
Abbreviation: PR13
Address: 7970 RALEIGH RD
BENSON, NC 27504
Election Day Contact: BRIDGET LASSITER

Will you have lived here for 30 Days or more prior to the Election Date?

Yes No Move Date (mm/dd/yyyy)

To facilitate the add
Street Range'.

reet name only. Click 'View

Residence Address

House #	Half	Dir	Street Name	View Street Ranges
110			LINDA	
City			State	ZIP Code
<input type="text"/>			<input type="text"/>	<input type="text"/>

Mailing Address Is U.S. Address? Voter

Range of house numbers

House # is Odd or Even

LOW	HIGH	O/E	DIR	STREET	TYPE	SUFEX	CITY	STATE	ZIP
0	899	E		LINDA	ST		PRINCETON	NC	27569
0	1113	O		LINDA	ST		PRINCETON	NC	27569
0	299	E		LINDA	LN		SELMA	NC	27576
0	299	O		LINDA	LN		SELMA	NC	27576

The View Street Ranges window will open.

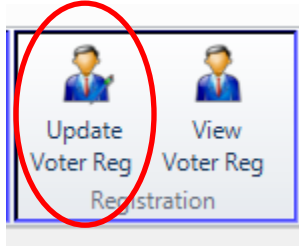
1. Locate the range that is within the correct city.
2. Locate the row that contains the correct side of the street as indicated by the house number being even or odd. (7780 would be even as indicated by the "E" in the O/E column).
3. Highlight the correct street, and then double click. The address will populate in the Update Voter screen.

Voter Has Moved – More than 30 days prior to Election

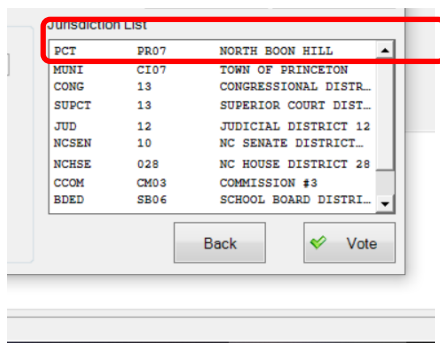
Update the voter's information and use the information displayed to determine voter's precinct eligibility.

Voter's New Address is within the same Precinct

- Locate the voter under old address (which shows in your precinct), click 'Update Voter Reg'



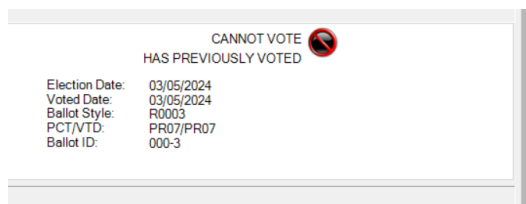
- Clear out the voter's previous address by clicking the red erase button to the right of the address
- Enter the voter's new address, be sure to use 'View Street Range' to match with a County recognized address
- Once the address is correct, select 'Review'
- At the review screen, repeat back to the voter the new information entered to verify it is correct.
- The voter's new jurisdictions are displayed at the bottom of the review screen



This voter's new address was within the same precinct.

TIP: You will only get a VOTE button if the voter is in your precinct and can receive a regular ballot

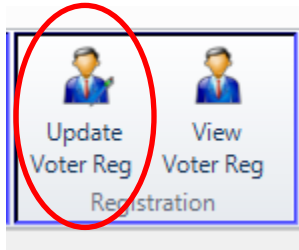
- If the information is correct, select 'Vote'
- Select Party (if necessary)
- Select 'Curbside' or 'In-Person'
- The voter's ATV and change form will print; the voter has been marked voted



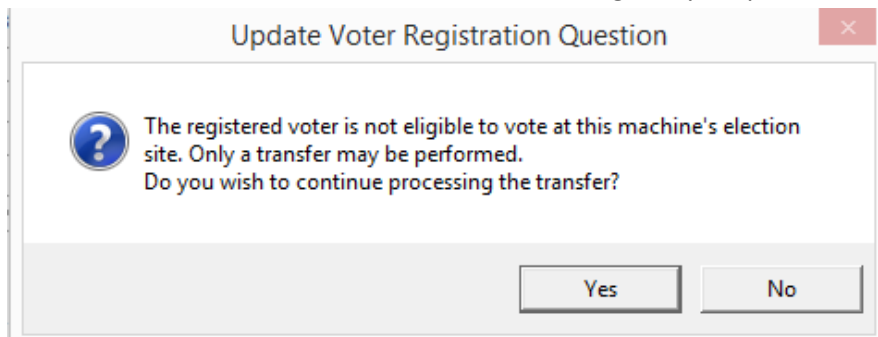
- Voter signs change form to confirm address change; change form goes in red changes folder
- Voter signs ATV and change forms, poll worker initials
- ATV is given to the voter and voter is directed to Ballot Station.

Voter's New Address is in a different Precinct

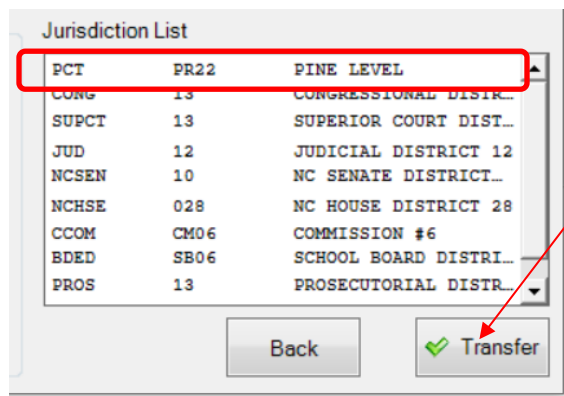
- Locate the voter under old address (which shows in your precinct), go 'Update Voter Reg'



- Clear out the voter's previous address by clicking the red erase button to the right of the address
- Enter the voter's new address, be sure to use 'View Street Range' to match with a county recognized address
- Once the address is correct, select 'Review'
- Based on the voter's new address, he/she is no longer in your precinct



- Select 'Yes' and you will proceed to the Review screen
- At the review screen, repeat back to the voter the new information entered to verify it is correct.
- The voter's new jurisdictions are displayed at the bottom of the review screen



Based on the voter's updated address, the voter should vote in PR22, a different precinct.

The voter is not eligible to vote a regular ballot in your precinct.

BEFORE proceeding offer the voter his/her options:


- The voter can "transfer" and you will give the voter a transfer form to take to their new precinct; if the voter transfers and goes to their correct precinct, he/she will vote on a regular ballot in the new precinct.
- The voter can stay in your precinct and vote a PROVISIONAL BALLOT

- Suggested wording to say to voter: "You may go to your correct precinct and vote a regular ballot that you will put in the tabulator, or you may stay here and cast a provisional ballot that will be reviewed by the Board of Elections for eligibility."

While we encourage voters to go to their correct assigned precinct on election day to ensure they receive their correct, assigned ballot style, all voters must be given the opportunity to vote. Do not turn voters away if they are in the incorrect precinct – they must be offered the opportunity to cast a provisional ballot!

If the voter selects to go to their correct precinct, choose 'Transfer'

- The voter's information now indicates he/she cannot vote in your precinct, transferred to another precinct


CANNOT VOTE 
 TRANSFERRED TO PR22 PRECINCT

Election Date: 3/5/2024
 Voted Date:
 Ballot Style:
 PCT/VTD:
 Ballot ID:

- Sign the bottom of the Election Day Transfer Form
- Give form to voter to take to new Precinct

JOHNSTON COUNTY
Election Day Transfer

Name: STARLING, LINDA LEE

VRN: 
 000033170235

CURRENT REGISTRATION

Old Voting Residence: 107 LINDA ST
 PRINCETON, NC 27569 Old Precinct: PR07


Party: REP Old Polling Place: PRINCETON BAPTIST CHURCH
 207 S PEARL ST
 PRINCETON, NC 27569

UPDATED REGISTRATION

New Voting Residence: 701 EVANS RD
 PRINCETON, NC 27569 New Precinct: PR22

Party: REP New Polling Place: PINE LEVEL FREE WILL BAPTIST
 CHURCH
 101 N PEEDIN AVE
 PINE LEVEL, NC 27568

The above-listed registered voter has reported a move to an address out of their registered precinct. This person is hereby authorized to vote in his/her new precinct following execution of this form by a precinct official. Following execution, this form should be taken to the voter's new precinct/polling place.



 Signature of Precinct Official

If the voter selects to stay with you and vote provisional, choose 'Print Referral'

If a voter chooses to remain in your precinct, you will need to have the voter go to the Help Desk to cast a provisional ballot.

- At the review screen which displays the voter's new jurisdictions, select 'Print Referral'

PCT	PR22	PINE LEVEL
CONG	13	CONGRESSIONAL DISTRICT
SUPCT	13	SUPERIOR COURT DISTRICT
JUD	12	JUDICIAL DISTRICT 12
NCSN	10	NC SENATE DISTRICT
NCHSE	028	NC HOUSE DISTRICT 28
CCOM	CM06	COMMISSION #6
BDED	SB06	SCHOOL BOARD DISTRICT
PROS	13	PROSECUTORIAL DISTRICT

Select 'Print Referral' to send voter to the Help Desk.

Based on the voter's updated address, the voter should vote in PR22 a different precinct.

The voter is not eligible to vote a regular ballot in your precinct.

- After the Referral form prints, select 'Cancel Vote'
- A box will pop up asking to confirm cancel, type 'Confirm'

Confirm Cancel Vote

WARNING: You have chosen to CANCEL this voter's VOTE and/or REGISTRATION. To continue the cancellation, type 'confirm' into the box below and click the Confirm button. Otherwise, click Close.

CONFIRM

Confirm Close

- Complete the Help Referral Form and ask the voter to go the Help Desk where the voter will be assisted with casting a provisional ballot.
- The next box will remind you that anything you printed should be retained, unless the item is a Help Referral Form or a Transfer form.

Canceled Vote Documents Information

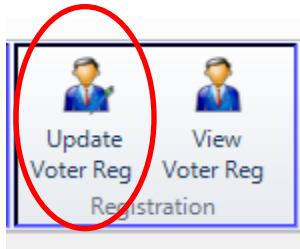
This vote and/or registration is now canceled. Any printed documentation associated with this vote and/or registration is invalid. Please organize the invalid documentation per your county's procedures.

OK

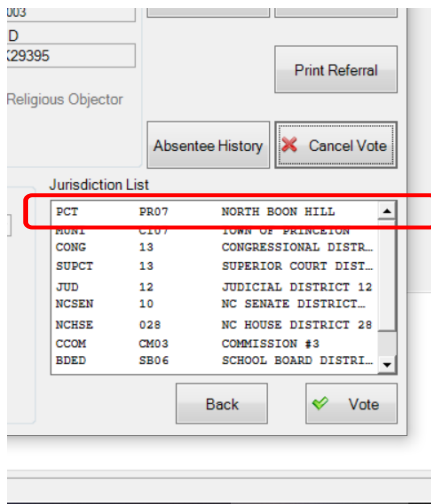
Voter is Transferring into Precinct

If the voter has moved more than 30 days prior to Election Day and his/her new address places him/her into your Precinct, the voter can transfer in by updating his/her address and cast a ballot a regular ballot.

- Locate the voter under old address, click 'Update Voter Reg'



- Clear out the voter's previous address by clicking the red erase button to the right of the address
- Enter the voter's new address (now in your precinct), be sure to use 'View Street Range' to match with a County recognized address
- Once the address is correct, select 'Review'
- At the review screen, repeat back to the voter the new information entered to verify it is correct.
- The voter's new jurisdictions are displayed at the bottom of the review screen



The voter is now in our Precinct.

Tip: you will only get a VOTE button if the voter is in your precinct and can receive a regular ballot

- Select 'Vote', Select party, if necessary, choose 'Curbside' or 'In-Person'
- The voter's ATV and change form will print
- Your next step is dependent on whether the voter has presented you with an Election Day Transfer Form:
 - If Voter has an Election Day Transfer Form, then ATV is signed by voter, initialed by poll worker; ATV is returned to voter and the voter is directed to ballot station

Election Day Transfer Form

If your voter presents you with an Election Day Transfer Form, you do **NOT** have to call the old precinct and notify them of the transfer. The voter will sign the change form and the ATV and then will be directed, with the ATV, to the Ballot Station to receive ballot.

No Election Day Transfer Form

If your voter transfers into your precinct, but does not have an Election Day Transfer Form, process the voter, updating the address as outlined above.

- Have the voter sign the change form; change form goes in red changes folder

Refer a Voter to “Help Desk”

A voter that needs additional assistance (beyond a change in address) can be referred to the Help Desk.

Examples of referrals to the Help Desk

- Provisional Voting
 - No Ballot – voter does not have a ballot style assigned; does not reside within a jurisdiction holding elections this year; not eligible to vote
 - Jurisdiction Dispute – voter disputes jurisdiction shown in system
 - No Acceptable ID – voter is not able to present acceptable form of ID, if required
 - No record of registration – cannot find voter in system
 - Previously Removed – voter has been previously removed from records
 - Unrecognized Address – address data base does not recognize residential address
 - Unreported Move – voter wants to vote based on jurisdiction of new address, less than 30 days
 - Already Voted – system indicates the voter has already cast a ballot for this election
- Curbside Voting
- Voters you cannot process regularly

If a voter needs to be sent to the Help Desk by the check-in area, the check-in area should complete a Help Referral Form. This allows the Help Desk to quickly identify the voter’s issue as well as pull up the voter’s information in a timely manner.

When the Help Desk is finished with the form, it will be placed the red changes folder.

Printing Help Referral Form – from the Voter’s Record

A Help Referral Form can also be printed once you have opened the voter’s record (if you have selected ‘Update Voter Reg’ or ‘View Voter Reg’).

The screenshot shows the 'View Voter Registration' window. The form is divided into several sections: Application Information, Residence Address, Mailing Address, Voter Information, and Previous Name and/or Address. The 'Print Referral' button is located in the Voter Information section. A red arrow points to this button from the right side of the window.

Application Information		Name			Voter Verification	
<input checked="" type="checkbox"/> US Citizen	Last Name	First Name	Middle Name	Suffix	NCDL	
	BRASHWELL	ASHLEY	LAUREN			
	Birth Date (mm/dd/yyyy)	Birth State	SSN			
	10/24/1936	NC	- - -			

Residence Address		Street Name		Type	Suffix	Unit	Will you have lived here for 30 Days or more prior to the Election Date?	
House #	Half	LINDA		ST			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
City	State	ZIP Code	Phone		Move Date (mm/dd/yyyy)			
PRINCETON	NC	27569						

Mailing Address		Voter Information		Comments	
Address 1	<input checked="" type="checkbox"/> Is U.S. Address?	Gender	Application Dt	Vote Provisional	
Address 2		FEMALE	10/02/2019		
City	State	Race	Registration Dt	Print Referral	
		WHITE	04/12/2012		
		Ethnicity	Party	Absentee History	
		UNDESIGNA	UNAFFILIATED	<input checked="" type="checkbox"/> Close	
		Status	Reason		
		ACTIVE	VERIFIED		

Previous Name and/or Address		Jurisdiction List		
Last Name	First Name	PCT	PR07	NORTH PRINCETON HILL
		WONI	CI07	TOWN OF PRINCETON
		CONG	13	CONGRESSIONAL DISTR.
		SUPCT	13	SUPERIOR COURT DISTR.
		JUD	12	JUDICIAL DISTRICT 12
		NCSEN	10	NC SENATE DISTRICT...
		NCHSE	028	NC HOUSE DISTRICT 28
		CCOM	CM03	COMMISSION #3
		BDED	SB06	SCHOOL BOARD DISTRI...

Select “Print Referral” and the Help Referral Form will print

Once the Help Referral Form has printed, select Cancel Vote or Close (depending on if you clicked on ‘Update Voter Reg’ or ‘View Voter Reg’ at the previous step) and direct the voter to the Help Desk


If you select ‘Cancel Vote’, you will be asked to CONFIRM you are cancelling.

OVRD is now back to the original screen.

Complete the Help Desk Referral Form.

 Help Station Referral Form JOHNSTON County, North Carolina	03/05/2024
	Election Date
	01/12/2024
Vote Date	

One-stop
 Election Day
 Voting Site: PRINCETON BAPTIST CHURCH
 Worker abraswell

Voter's Information				
BRASWELL	ASHLEY	LAUREN		00033112539
Last	First	Middle	Suffix	VRN
Address				
112 LINDA ST				
PRINCETON NC 27569				
City	State	Zip		

Help Referral Reason	
Registration Issues <input type="checkbox"/> No Record of Registration <input type="checkbox"/> Voter Moved <input type="checkbox"/> Voter at Incorrect Precinct <input type="checkbox"/> Voter Previously Removed/Denied <input type="checkbox"/> Voter Address Not Found <input type="checkbox"/> Voter Disputes Jurisdiction	Identification Issues <input type="checkbox"/> ID Not Provided <input type="checkbox"/> Wrong ID Type <input type="checkbox"/> Expiration Requirements Not Met <input type="checkbox"/> Name Not Substantially Equivalent <input type="checkbox"/> No Reasonable Resemblance <input type="checkbox"/> Reasonable Impediment <input type="checkbox"/> Religious Objection <input type="checkbox"/> Natural Disaster
Voting Issues <input type="checkbox"/> Voter Already Voted <input type="checkbox"/> Wants Other Party Ballot <input type="checkbox"/> No Eligible Ballot Style	<input type="checkbox"/> Any other issue (<i>please provide explanation</i>):

Fill in reason
 you are
 referring
 voter to Help
 Desk

Evaluation of Substantial Equivalence of Name & Reasonable Resemblance of Voter to Photograph on Photo ID

Yes - Resembles	No Resemblance	Election Official Name and Signature		
<input type="checkbox"/>	<input type="checkbox"/>	Check-in Official – Print Name	Signature	Time
<input type="checkbox"/>	<input type="checkbox"/>	Chief Judge – Print Name	Signature	Time
<input type="checkbox"/>	<input type="checkbox"/>	Judge 1 – Print Name	Signature	Time
<input type="checkbox"/>	<input type="checkbox"/>	Judge 2 – Print Name	Signature	Time

Explanation (required only if finding no reasonable resemblance):

Disposition:
 Regular Ballot
 Provisional Ballot

OFFICIAL USE ONLY	Station	BOE072419	Date/Time	01/12/2024 04:10:22 PM	SBE 2023.06
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Give the **Help Desk Referral Form** to the voter and direct them to the Help Desk.

Cancel Vote

It is imperative to remember that once an ATV prints on Election Day, the voter is marked as 'Voted' and cannot be returned to a 'ready' status. If a voter has been marked as voted in error, the voter will need to be referred to the Help Desk to vote a Provisional Ballot.

However, if a voter's ATV needs to be canceled, you need to cancel the vote in OVRD so that the vote count is correct.

To Cancel Vote:

- Highlight the voter's record and click 'Cancel Vote' on the top of the screen.
- Select the appropriate reason:
 - Cancelled – use this when a voter information change is needed
 - Not Voted – use this when a voter decides not to vote after being processed at check-in
 - Wrong Voter – use this when the incorrect record was processed
- You must enter something into the Comments section
- Click 'Cancel Vote' this does not allow you to produce an additional ATV for the voter, but properly adjusts the number of voters checked-in so that number of voters will be properly counted
- Draw a large 'X' through the cancelled ATV, write "cancel" and the reason for cancellation and place it in the red changes folder.

Reprint

If an error occurs that prevents the ATV from Printing, use the search function to find the voter's record. Select the voter in the Potential Voters grid then click 'Reprint'.

Leaving the voting enclosure, spoiled or incomplete ballots

When a voter is given his/her official ballot, the voter is deemed to have begun the act of voting.

A voter:

- Shall immediately go alone to a voting booth, (unless with a spouse or determined to be entitled to receive assistance) and without delay, mark the ballot.
- Under no circumstances occupy a voting booth already occupied by another voter unless those voters are spouses who wish to occupy the same booth (exception for those persons providing allowed assistance)
- Will return to the precinct official any ballot he/she spoils or damages, at which point he/she is entitled to a replacement ballot, not to exceed three replacements. The precinct official will place each spoiled or damaged ballot in the marked black spoiled vinyl bag and complete the spoiled ballot log.
- Will ensure his/her ballot is cast, immediately after marking it, by placing the ballot into the tabulator. He/she will then immediately leave the voting enclosure.

Abandoned ballot

If a voter leaves the enclosure without finalizing the act of voting (placing the ballot into the tabulator): and the Chief Judge and Judges, by unanimous vote, find that the votes marked by the voter have not been disturbed by any other person, they can feed the ballot into the tabulator. If the Judges cannot unanimously confirm the ballot has not been disturbed, it must be marked as 'Spoiled' and put into the designated Spoiled Ballots black vinyl bag. Partially marked ballots are treated the same as fully marked ballots.

In every case where a voter has left without finalizing the act of voting, an Incident Report must be completed and placed in the Chief Judge Binder.

Voting After Scheduled Closing Time

Any voter in line by the scheduled closing time will be permitted to vote. Voting shall not end until all voters in line at the scheduled closing time have been permitted to vote.

Any voters in line at 7:30 will have their information recorded on the log found in the Chief Judge Binder to ensure all are permitted to vote and the last qualified voter in line at 7:30 is properly noted.

Numbering ATV Forms

After the voter has been issued a ballot, the ATV form is numbered at the ballot station.

The ATV forms are to be sequentially numbered and placed on an ATV ring. Rings of 100 should be placed in the blue vinyl completed ATV form bag. (The bottom form on the ring should be number 1 with the writing facing up.)

The last ATV form of the day should be signed by the Chief Judge and Judges.

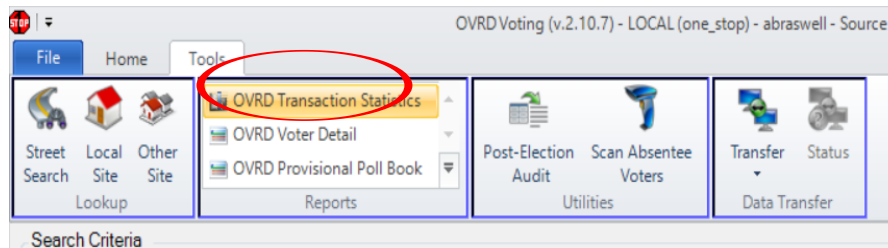
Rotating Jobs Throughout the Day

Election day is simply too long of a day to expect anyone to do the same job continuously. Your Chief Judge will assign duties and ask you to change jobs throughout the day. Please be mindful, if you are requesting to sit all day, you are, essentially, asking someone else to stand all day. If you have special needs, please bring those to the attention of your Chief Judge first thing in the morning so your needs may be accommodated during the day.

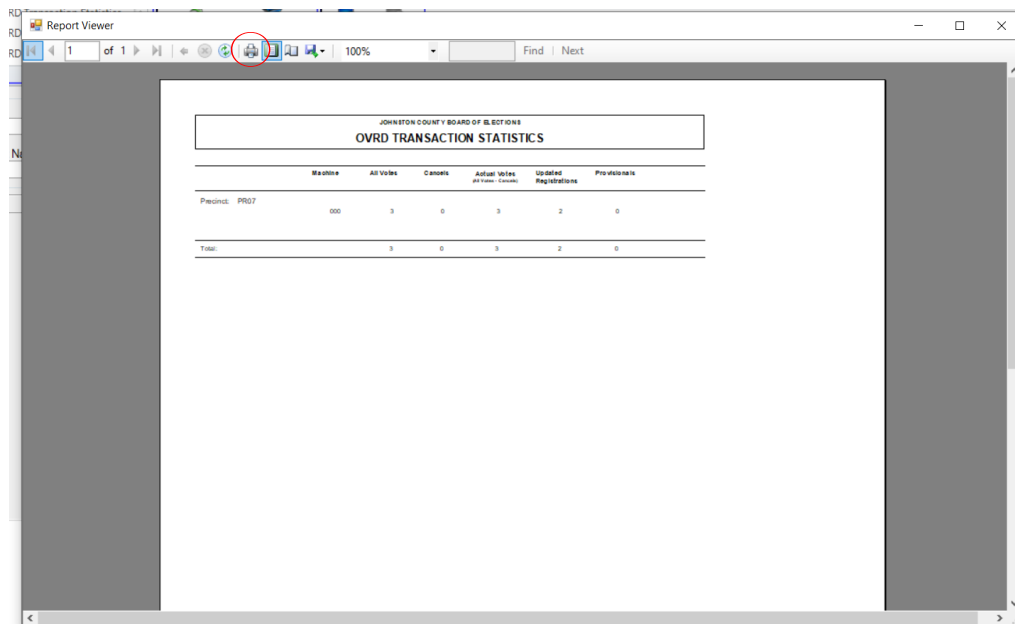
End of Day

After all voters that were in line at 7:30 have cast their ballots and it is time to close the polls, you are ready to begin shutting down.

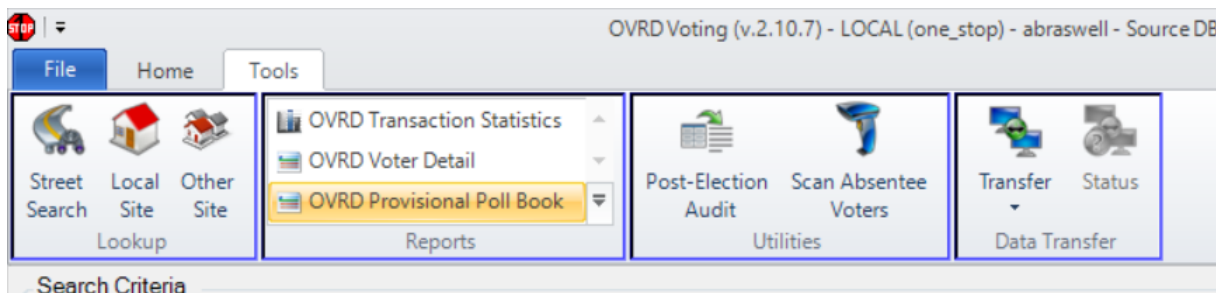
At the SOSA screen, select Tools. Then click OVRD Transaction Statistics.



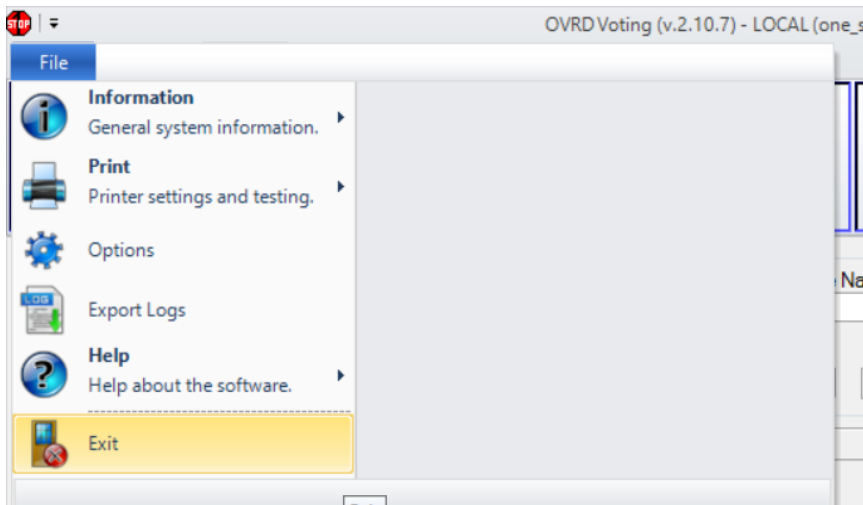
A printable report will open. Click the printer icon to print the report. The report goes in the red changes folder.



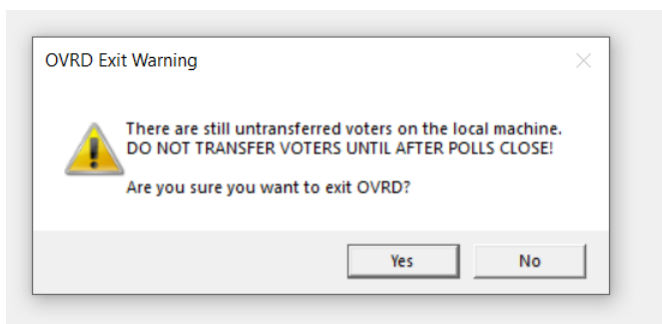
If you completed a provisional at your station, you will need to print the OVRD Provisional Pollbook.



Once the reports have been printed, and you have checked with the Chief Judge that nothing else is needed from the laptop, go to file and click Exit.



- The following message will appear. Click 'Yes'; you will not be transferring votes on Election Night. That will be done by BOE Staff once laptops are returned



Once OVRD is closed, you will shut down the laptop by clicking on the Start Window in the bottom right corner and then select 'Shut Down'. Wait until the screen goes black before closing the laptop or unplugging the computer from the power source.

The laptops, power cord, mouse, and mousepad need to be re-packed into the black laptop bag and returned Election Night.

Printers, USB cord, power cord, and paper should be packed back into red tub.

In General

Assist the Chief Judge with packing up all precinct supplies. You cannot not leave the polling place until the Chief Judge releases you.

Leave the voting location in the condition you found it. Remember that we need to use these locations for the next election.