Voting Process

1. Voter completes absentee application
2. Staff asks voter if they want to insert ballot into tabulator, or if they want to use envelopes
3. If voter chooses without envelopes, staff creates absentee record in SVRS as usual, prints labels w/out return label, and marks AB record as "Accepted"
4. Staff pulls ballot for appropriate precinct split
5. Staff hands ballot application, labels, and ballot to verifying staff member.
6. Verifying staff member ensures information is correct, puts Signature Envelope label (#2) on voter certificate and voter signs certificate.
7. Verifying staff provides ballot instructions to voter and hands ballot to voter and directs to voting booth.
8. Voter votes ballot and inserts into tabulator

Administrative Process

1. End of day –
   a. Note ballot count from tabulator screen on spreadsheet
   b. Two ballot board members remove ballots from tabulator, verify number of ballots by precinct to the signature certificates and tabulator screen
   c. Note number of ballots on spreadsheet
   d. Two members initial all ballots
   e. Seal ballots in envelopes by precinct with date label and number of ballots scanned on each envelope
   f. Push "Power" button on DS200
   g. Press "CONTINUE POWER DOWN" on screen
   h. When powered down – remove memory stick
   i. Place envelope with sealed ballots in transfer case in elections vault
   j. Place memory stick on table in elections vault
   k. Place signature oath pages in box in elections vault

2. Beginning of day
   a. Retrieve memory stick from elections vault and place in DS200
   b. Press "Power" button on DS200
   c. When powered on, press "CONTINUE" if "Diverter not Found" message appears
   d. Press "CONTINUE VOTING" on screen
   e. Note ballot count on screen for beginning of day on spreadsheet
   f. Place new signature oath sheets at counter

3. 8 pm on Election Day
   a. Push "Close Polls" button on DS 200
   b. Press "SUMMARY TOTALS" for total summary of votes cast
   c. When printing is complete, remove memory stick and bring to assigned staff member for upload