

How to Convert an Absentee Ballot to a Precinct Ballot on Election Day

February 27, 2024
Presidential Primary Training



Returning and Tabulating Absentee Ballots at the Precinct – New!

- Voters may now bring their AV ballot to their polling location on Election Day to vote and tabulate it.
- The voter will complete a precinct application to vote.
- The ballot number will be verified with the AV information already recorded in the EPB.
 - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and issued a new ballot. Contact the Clerk's Office for guidance.
 - If everything matches and the voter chooses to cast the absentee ballot, a call to the Clerk's Office is not necessary!
- Direct the voter to discretely unfold their absentee ballot and place it in a precinct secrecy sleeve.
- Voter can be directed to a voting booth to mark their ballot (if needed,) then the ballot is tabulated as normal.

AV Ballots Returned to Precinct – EPB Process

- Verify the absentee ballot number and record on the application to vote.
- Lock the voter's record.
- Select "Voter Remarks" and type "AV to ED" indicating Absent Voter to Election Day. This will document the conversion on the Remarks page for later reference.
- Ballot will be issued as a "Regular Ballot."

The screenshot shows a web interface for ballot management. It is divided into two main sections: "Issue a ballot" and "Other actions".

Issue a ballot

- Regular ballot
- Affidavit ballot-provisional
- Envelope ballot-provisional
- Challenged ballot

Other actions

- Record an absentee ballot
- Spoil a ballot
- Reject a ballot

Below these sections are buttons for "Undo" and "Undo (Nothing to undo)". A red "X" icon is next to the text "Unlock this voter without performing any action". There are also buttons for "Voter Remarks" and "Label".

A red error message is displayed: "Absentee Ballot [00010001] sent by clerk--Voter must surrender ballot or submit affidavit." Below this, the text "VOTING STATUS: Did not vote in precinct." is visible.

02/27/2024 - PRESIDENTIAL PRIMARY - [REDACTED]
Precinct 00005

REMARKS

Date / Time	User	Voter #	Voter Name	Remarks
[REDACTED]	[REDACTED]	5	[REDACTED]	AV to ED

AV Ballots Returned to Precinct – EPB Process – Continued

- The “Ballot Number” should be issued as:
“V” followed by the AV ballot number.
 - Example: AV ballot 10001 should be marked as Ballot V10001.
- Select the political party ballot indicated on their “Application to Vote.”
- Select “OK.”

The screenshot shows a dialog box titled "Issue a ballot". It contains the following elements:

- A header: "Issue a ballot"
- A label: "You are about to issue a Regular Ballot to:"
- A redacted field for the voter's name.
- A checkbox labeled "VAT Ballot?" which is unchecked.
- A label: "This ballot number will be assigned:"
- A text input field containing "V10001".
- A dropdown menu showing "V10001".
- A label: "Which ballot type is being issued :"
- Three radio button options: "Democratic", "Republican", and "Ballot Without Presidential Primary".
- Two buttons at the bottom: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

The screenshot shows a dialog box titled "QVF Electronic Poll Book" with a close button (X) in the top right corner. It contains the following elements:

- A header: "QVF Electronic Poll Book"
- A label: "You just performed the following action:"
- A table of action details:

Action:	Issued a Regular Ballot
Voter:	[Redacted]
Voter Number:	10
Ballot Number:	V0010001

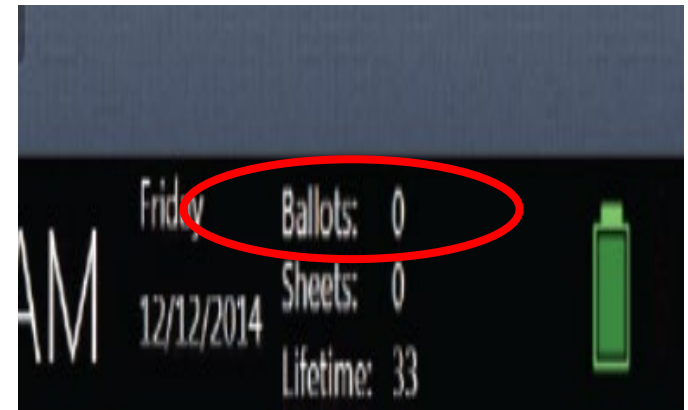
- An "OK" button at the bottom right.

Closing the Polls

- At 8:00 PM, you must announce that the polls are now closed.
- Anyone in line at that moment is permitted to vote.
- Helpful Hint: At 8:00 PM issue an application to vote to all eligible voters in line.
- Once the last voter has tabulated their ballot, you can begin the process of closing the polls.
- Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.
- Reminder to keep the doors to the polling location unlocked during the entire closing.

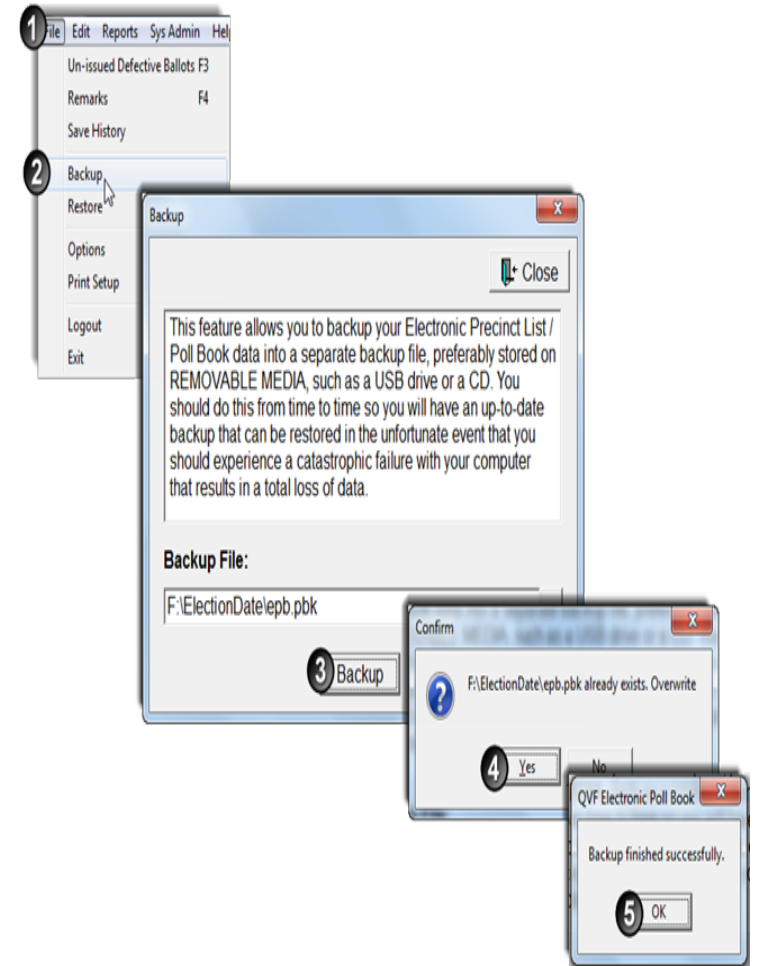
Verify the Tabulator Count

- After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.
- To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.
- Make a note of this number as you will need it when completing the Ballot Summary Report.
- If the numbers do not match, call the City Clerk’s Office immediately.



Closing the Polls in EPB

- The first step in closing the polls in the Electronic Poll Book is to complete one last backup.
- Once the backup is complete, you can move on to saving the three reports and one file that will be needed at the Receiving Board.
- The four items are:
 - Ballot Summary Report
 - List of Voters
 - Remarks
 - Voter History



Ballot Summary Report – REVISED

- To complete the Ballot Summary Report:
 - 1. Click “Reports.”
 - 2. Click “Ballot Summary.”
- 3. Line A – The number of ballots delivered at the open of polls; this number will be set for you. There will be two ranges - one Democratic and one Republican. (Ann Arbor does not have an “L” ballot style.)
- You will also manually add a row for the AV ballots voted:
 - *Ballot Style* = “V”
 - *Party* = “AVED” (short for “Convert Absent Voting to Election Day”)
 - “Starting No.” = “V00001”
 - “Ending No.” = “V” followed by the number of AV-ED ballots tabulated by voters.
 - In the example, only 3 AV ballots were tabulated by voters, so the “Starting No.” is “V000001” and the “Ending No.” is “V000003.”
 - Use the “Remarks” Report to count the AV to ED notations.

NUMBER OF BALLOTS DELIVERED TO PRECINCT:			
A. Number of unvoted official ballots delivered to precinct:			
Ballot Style	Party	Starting No.	Ending No.
████████	D	00010001	00011000
████████	L	00030001	00031000
████████	R	00020001	00021000
V	AVED	V0000001	V0000003

02/27/2024 - PRESIDENTIAL PRIMARY - ██████████				
Precinct 00005				
REMARKS				
Date / Time	User	Voter #	Voter Name	Remarks
████████	██████	5	████████	AV to ED

Ballot Summary Report – Continued

- 4. Line B – This number will be 0 as absentee ballots are not processed in the precinct.
- Line C – The total number of ballots accounted for in the precinct. This number will automatically calculate.
- 5. Line D – The number of ballots tabulated. Take this number directly from the tabulator.
- 6. Line E – This window will automatically show 0 as AV ballots are not processed in the precinct.
- Line F – The total number of ballot re-issued to voters who spoiled their ballot. This number is automatically calculated.
- Line G – The total number of ballots rejected at precinct. This number will be automatically calculated.

The screenshot shows the 'Ballot Summary Report' window. A menu is open at the top left with 'Ballot Summary' selected. The report contains the following fields and values:

- 1** Reports Sys Admin Help
- 2** Remarks
- List of Voters
- 3** Ballot Summary
- Defective Un-issued
- Activity Log Report
- 4** NUMBER OF BALLOTS DELIVERED TO PRECINCT:
 - A. Number of ballots delivered to precinct:

Style	Starting No	Ending No	Count	Delete
3	00000001	00000200	200	

Total = 200
 - 4** B. Number of AV return envelopes received by board: 2
 - C. Total: 202
- 5** NUMBER OF BALLOTS AT CLOSE OF POLLS:
 - 5** D. Number of ballots tabulated (Enter Tabulator Public Counter reading): 15
 - 6** E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0
 - F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2
 - G. Number of ballots rejected: 0
 - 7** H. Number of ballots used by election inspectors for ballot duplication: 0
 - I. Number of PROVISIONAL "envelope" ballots issued: 1
- J. Number of UNUSED BALLOTS:

Style	Starting No	Ending No	Count	Delete
8	00000017	00000200	184	

Total = 184
- K. Total of Lines D, E, F, G, H, I and J: 202
- 9** L. Difference: 0

9 & Preview

Ballot Summary Report – Continued

- 7. Line H – The number of ballots used for duplication. This line is typically 0.
- Line I – The number of provisional envelope ballots issued. This number is automatically calculated.
- 8. Line J – Unused Ballots. Fill in the next ballot number a voter would have received for both ballot styles (Republican and Democratic) along with the ending number (i.e. the remaining numbers of used ballots – ex. 17 – 200).
- Line K – Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.
- Line L – Must be 0.

The screenshot shows the 'Ballot Summary Report' window. A menu is open at the top left with items: Reports, Sys Admin, Help, Remarks, List of Voters, Ballot Summary (highlighted), Defective Un-issued, and Activity Log Report. The main report area contains the following sections:

- NUMBER OF BALLOTS DELIVERED TO PRECINCT:**
 - A. Number of ballots delivered to precinct:

Style	Starting No	Ending No	Count	Delete
3	00000001	00000200	200	


Total = 200
 - B. Number of AV return envelopes received by board: 2
 - C. Total: 202
- NUMBER OF BALLOTS AT CLOSE OF POLLS:**
 - D. Number of ballots tabulated (Enter Tabulator Public Counter reading): 15
 - E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0
 - F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 2
 - G. Number of ballots rejected: 0
 - H. Number of ballots used by election inspectors for ballot duplication: 0
 - I. Number of PROVISIONAL "envelope" ballots issued: 1
- J. Number of UNUSED BALLOTS:**

Style	Starting No	Ending No	Count	Delete
8	00000017	00000200	184	

Total = 184
- K. Total of Lines D, E, F, G, H, I and J: 202
- L. Difference: 0 (circled in red)

At the bottom right, there is a 'Preview' button with a magnifying glass icon.

Saving Ballot Summary

- Click **“Preview”** at the bottom of the ballot summary screen. You likely will have to scroll down to see the button.
- The ballot summary report will pop-up. Review ensuring that Line L is 0.
- Click the disk icon  in the upper left-hand corner of the screen.
- Click PDF from the drop-down menu.
- The computer will default to saving on the flash drive. Confirm that the pathway is correct:
 - **This PC ► USB Drive (D:).** The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”

