

# VOTING INSTRUCTIONS

**NOTE: IF A VOTER ASKS ABOUT THE FELT PENS, INFORM THEM THAT IT IS A BLACK INK PEN (NOT A SHARPIE!)**

**Always confirm the ballot style on the thermal receipt (Voter Ticket) matches the one on the ballot, and ask the voter to confirm that they match as well.**

1. After confirming the ballot style matches, provide the voter with the following instructions:
  - a. Vote both sides of your ballot (if applicable).
  - b. Completely fill in the ovals by your choices as illustrated here (point to example bubble at top of ballot).
  - c. You are eligible to vote on everything on this ballot, however if you choose to leave something blank, what you choose to mark will still be counted.
  - d. If you make a mistake, bring the ballot back to the person that checked you in so we can issue you a replacement ballot.
  - e. When you are done voting, do not tear or fold the ballot, just place your ballot in the secrecy sleeve, and return the ballot, sleeve and pen to the person at the ballot box.
  - f. If there is a write-in line on the ballot, inform the voter that if they mark a write-in, the oval will need to be filled in.
2. Hand the Official Ballot to the voter, placing it in the secrecy sleeve, along with a pen.
3. Do not point at anything on the ballot other than the instructions (top corner), as it could be interpreted as "leading".
4. Direct the voter to an open voting booth.
5. Note: If the voter is using the Express Vote to mark their ballot, the Judge/Poll Worker will need to retrieve the blank Express Vote ballot stock and take the voter to the Express Vote machine to select the correct Ballot Style and to explain the voting instructions.