

# Train the Trainer

**Train the Trainer** is a certification course offered by the Bureau of Elections. All county clerks and any local clerks of cities or townships with more than 10,000 **residents** seeking to train and certify inspectors must take this course at least every two years.

Local clerks of jurisdictions below the threshold are not eligible under Michigan Election Law to certify election inspectors but may review training materials and provide supplemental sessions.



## Extras:

MCL 168.683 provides authority for training and certification of election inspectors.

## Notes:

# Election Inspector Eligibility

## Must

- Be a qualified and registered voter if 18 years of age or older (16- and 17-year-olds can be additional inspectors beyond required minimum)
- File an application with the city, township, or county clerk
- Attend election inspector certification training at least every two years

## Must Not

- Be a candidate on the ballot at the location, immediate family of a candidate, or extended family that lives with the candidate
- Have been convicted of a felony or election crime

### Extras:

16 or 17 year olds cannot serve as chair, but are still required to select political party affiliation.

The State of Michigan Election Inspector Application can be found on the [michigan.gov/elections](http://michigan.gov/elections) website

### Notes:

# Election Procedures

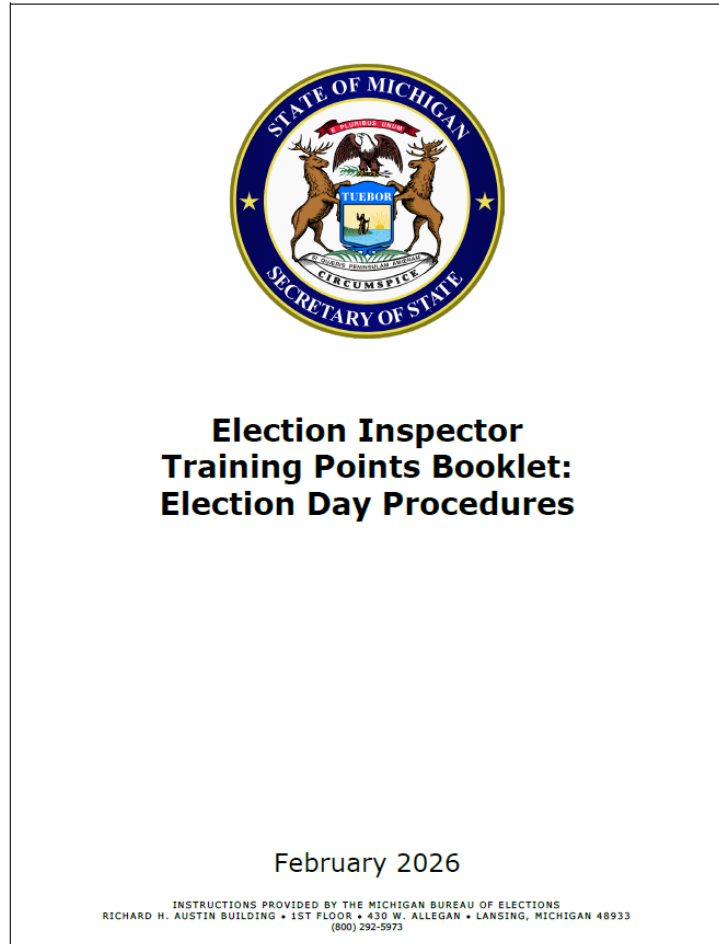
Key election inspector training points

# Key Training Resources

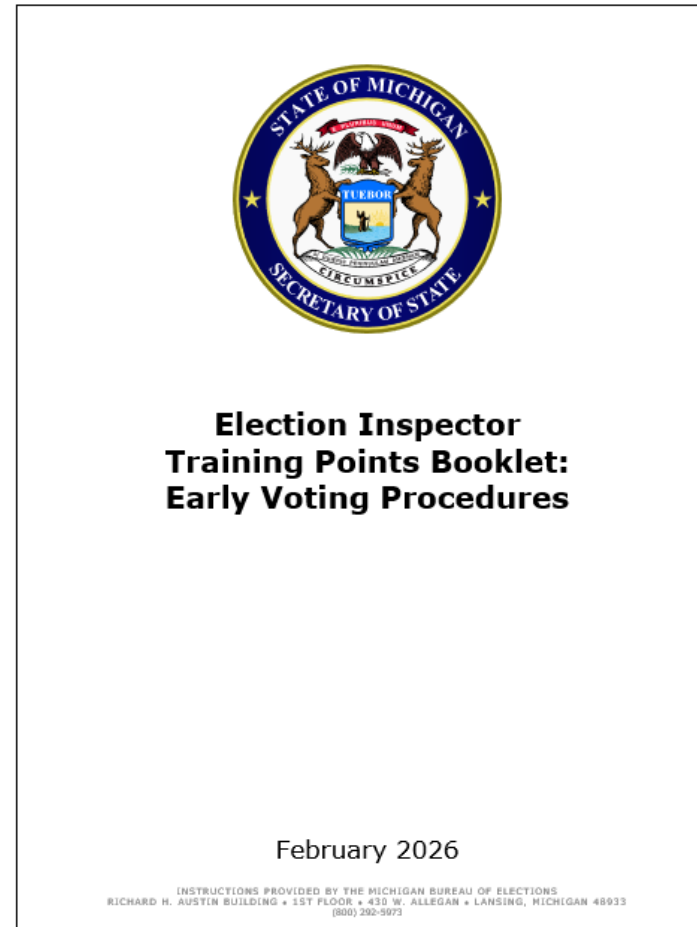
## Resources:

- 2026 Training Points Booklet

## Notes:



***Coming Soon!***



# Opening the Polls – Election Day

## Opening the polls procedure overview:

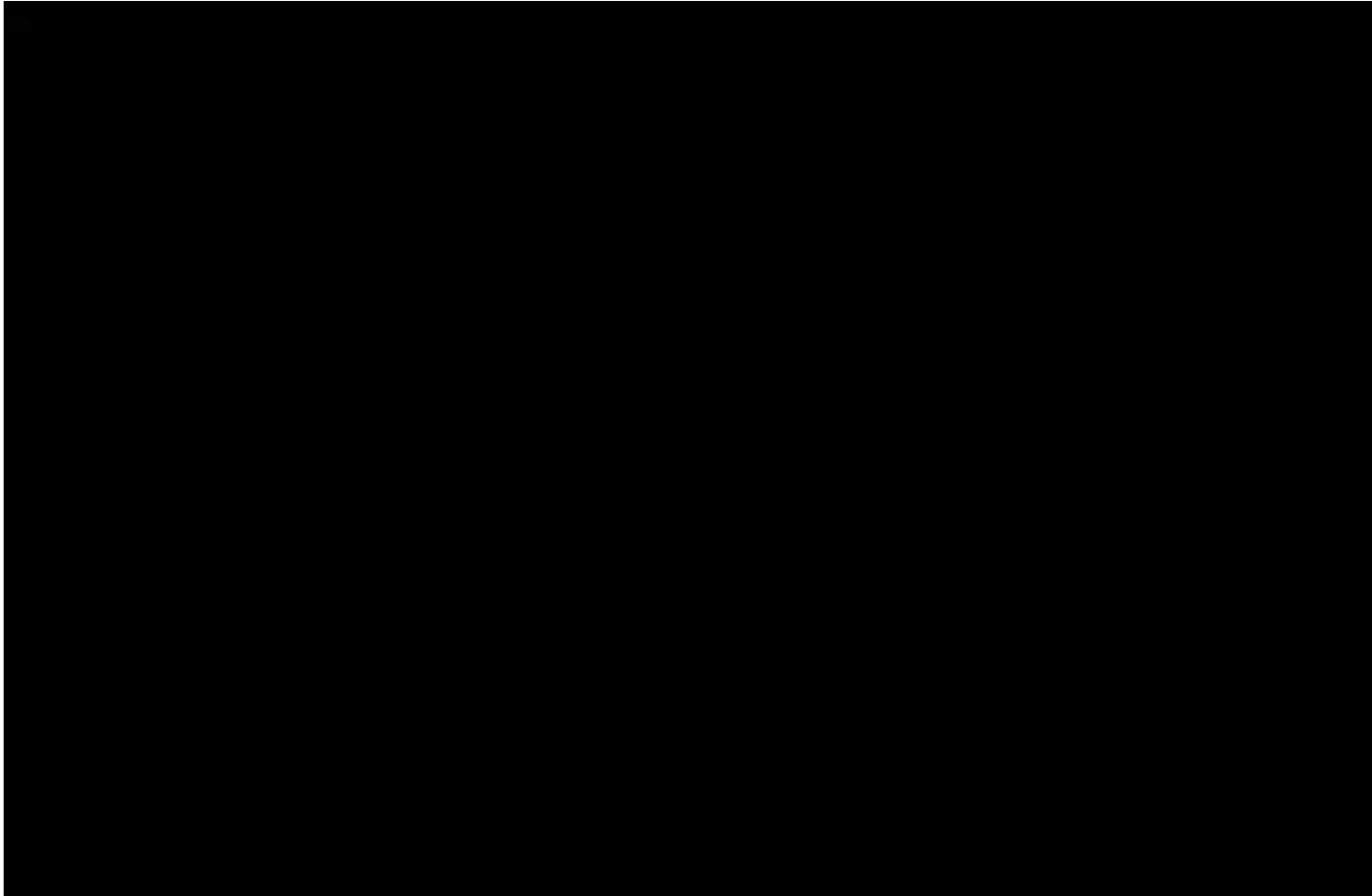
- Swear in all election inspectors
- Sign oaths
- Complete Election Inspectors' Preparation Certificate
- Prepare tabulator
- Prepare e-pollbook (EPB)
- Prepare voter assist terminal (VAT)
- All postings must be hung and visible
- Display an American flag inside or outside
- Clear and barrier-free layout
- Announce 7 a.m. opening

## Resources:

- Opening the Polls Election Day Management Video
- Election Inspector Procedure Manual
- 2026 Training Points Booklet

## Notes:

# Opening the Polls – Election Day Video



# Opening the Polls – Election Equipment

Each of the following devices **must** be set up by inspectors before the polls open:

- Electronic pollbook (EPB)
- Voter assist terminal (VAT)
- Tabulator
- Ballot On Demand (BOD) printer, if used during early voting

# Opening the Polls – Election Day EPB

## Preparing the electronic pollbook for use on Election Day:

- Once the laptop has powered up, insert and log into the BitLocker-encrypted flash drive.
- Open the EPB program on the desktop and log into the program.
- Perform first backup to establish the correct path, ensuring EPB data properly saves on the flash drive throughout Election Day.
- Add any additional users, as necessary.
- Ensure bar code scanner for voter lookup is plugged into the laptop and operational.



### Extras:

- Mag stripe readers must be replaced with bar code scanners for scanning licenses in voter lookup.
- The laptop should remain plugged in throughout Election Day.
- The flash drive should remain connected to the laptop through Election Day.

### Resources:

- Election Day EPB Inspector Manual
- Election Day EPB Training Videos
- Election Day EPB Training Database & Scenarios

### Notes:

# Opening the Polls – Election Day EPB Video

QVF Electronic Pollbook

File Edit View Reports Sys Admin Help

Election: 11/05/2019 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP Precinct: 00001

### Voter Search

DLN / Name:  Search

This Precinct Other Unlisted

These voters are located within selected inner precinct(s):

	Voter Name	DOB
	ALLEN, LINDA ARLENE	09/10/1941
? REG	BRADFORD, JOHNATHON MICHAEL	03/18/1943
? REG	BURRESS, JASON ARVID	12/01/1945
	BUSHELLE, PEGGY SUE	12/01/1978
	BUSHNELL, PAUL MICHAEL	04/09/1991
? REG	DAVIS, CARRIE ANN	10/05/1965
? REG	ELLIOTT, LUCAS DOMONIQUE	10/05/1950
? REG	FRANKLIN, KELLY MICHELLE	06/07/1978
? REG	HANSON, GEORGE DAVID	04/01/1934
	HURD, WILLIAM ROBERT	12/08/1943
	IVERSON, ANN MARIE	06/09/1964
	JENKINS, CARLENE CARYS	03/06/1968
	KENYON, SHARI ANNETTE	08/23/1964
? REG	LACEY, HEATHER ROSE	06/08/1932
? REG	LELAND, RALEIGH GRANT	10/08/1958
? REG	LOCKWOOD, GARY OWEN	11/08/1942
	MCQVF, AGATHA CHRISTIE	08/17/1955
	MCQVF, ANDERSON JAMES	08/07/1981
	MCQVF, BARBARA ANN	03/12/1964
	MCQVF, BENJAMIN LEVI	07/24/1981
	MCQVF, C CAMPBELL	06/03/1980
	MCQVF, CACHE CORINA	07/14/1980
	MCQVF, CADIE CONRAD	07/03/1980
	MCQVF, CAIRENA CALL	07/12/1980
	REG MCQVF, CAITLIN CHAD	06/18/1980
	MCQVF, CAITLYN CARLOS	06/22/1980
	REG MCQVF, CALEB CECIL	08/01/1980
? REG	MCQVF, CALEY CHEHATA	08/18/1980
	MCQVF, CALVIN CLAUDE	04/23/1980
	MCQVF, CAMERON COVEN	04/27/1980
	MCQVF, CANDACE CLARENCE	04/29/1980
	MCQVF, CANDICE CLARA	06/06/1980
	REG MCQVF, CAPRI CASIMER	07/05/1980
? REG	MCQVF, CAREAL CASCIANI	07/01/1980

1693 matching voters

### Voter Details

Name: ALLEN, LINDA ARLENE DOB: 09/10/1941

Address: 1893 FORESTRY RD MASS CITY MI 49948 Precinct: 00001

Ballot Style: 1

Gender: F Temp Perm Reg.Date: 04/04/2019

Polling Location: ROUSSEAU TOWN HALL 572 ROUSSEAU RD MASS CITY MI 49948 Eff. Rg.Date: 06/09/2019

Geography

If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:

**Lock this voter record**

If you do not LOCK this voter, then you cannot perform any actions for this voter, and no changes will be recorded for this voter.

General Remarks

VOTING STATUS: Did not vote in precinct.

### List of Voters

#	Assigned To	Ballot
1	BRADFORD, JOHNATHON...	00000004
		00000006
2	JANE, DOE K	00000019
3	MCQVF, JOE L	00000007
4	MCQVF, CAITLIN CHAD	00000008
5	MCQVF, CAPRI CASIMER	00000009
6	IVERSON, ANN MARIE	00000010
7	MCQVF, CALEB CECIL	00000011
8	JENKINS, CARLENE CARYS	00000013
9	BUSHELLE, PEGGY SUE	00000015
10	HURD, WILLIAM ROBERT	00000018
11	SALLY, MCQVF JONES	00000020
12	JOHNSON, JOHN J	00000021
13		

Total = 12

Admin

Type here to search

4:35 PM 6/10/2021

# Opening the Polls – Tabulator

## Preparing the tabulator on election morning:

- Refer to specific vendor instructions to start tabulator.
- Inspect the tabulator serial number and memory seal; confirm numbers match those recorded on Clerk's Preparation Certificate on front cover of poll book.
- Inspect inside the tabulator to ensure it is empty (including auxiliary bin).
- Print zero tape.
- Two election inspectors compare zero tape to sample ballot(s) to ensure all races are included on the tape, the correct ballots were delivered to the precinct and all totals equal zero.
- Verify the date and time are correct on the zero tape.
- Inspectors present sign the zero tape.
- Zero tape remains with the tabulator (do not tear off).

### Extras:

Must be completed before 7am.

Challengers may be present and observe this process.

### Resources:

Election Inspectors' Procedure Manual

Vendor Specific Preparation Manuals/Videos

### Notes:

# Opening the Polls - VAT

## Starting the voter assist terminal on election morning and each early voting day start:

- Use the vendor specific instructions to start the VAT.
- Inspect the VAT memory seal and compare to the VAT seal number recorded in the pollbook.
- Print a blank test ballot using the VAT to ensure the VAT and the printer are functioning correctly.
- Label the blank test ballot “ELECTION DAY TEST BALLOT” and insert the ballot into the local clerk envelope (this ballot will not be tabulated).



### Extras:

Refer to vendor specific guidance for equipment setup

### Resources:

Voter Assist Terminal (VAT) Instructions, Vendor Specific Preparation Guides, Vendor Specific Operations Guides

### Notes:

# Opening the Polls – Early Voting (Day 1)

## Resources:

Election Inspectors'  
Procedure Manual

## Notes:

### Preparing the tabulator on the first day of early voting:

- Refer to specific vendor instructions to start tabulator.
- Inspect the tabulator serial number and memory seal to confirm match against serial and seal numbers recorded on Clerk's Preparation Certificate.
- Inspect inside the tabulator to ensure it is empty (including auxiliary bin).
- Print zero tape.
- Two workers compare zero tape to sample ballot/s to ensure all races are included on the tape, the correct ballots were delivered to the precinct and all totals equal zero.
- Verify date and time are correct on the zero tape.
- Day 1 Inspectors present sign the zero tape.
- Zero tape **removed from tabulator** and secured in physical pollbook.



# Opening the Polls – Early Voting (Day 1)

Opening Reports on this Tab <i>Attach the following with a paperclip or staple (DO NOT USE TAPE)</i>		
Start of Day BOD Daily Report (If applicable)	Zero Results Report from Tabulator Produced before Polls Opened	Start of Day VAT Daily Report (If applicable)

<b>1</b>	<b>Oath of Chairperson</b>	
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the <u>Office of Board Chairperson</u> according to the best of my ability.		
_____		_____
Signature of Chairperson		Date
<i>Taken, subscribed and sworn to before me on,</i>		
Signature →	_____	_____
	Signature of Person Administering Oath	Date
<b>2</b>	<b>Election Inspectors' Preparation Certificate &amp; Oath</b>	
On the 1 <sup>st</sup> Day of Early Voting, before opening polls, we completed the following:		
<input type="checkbox"/> Administered the Oath of Office to all present <input type="checkbox"/> Verified the serial & seal numbers on the tabulator(s), VAT(s), and BOD(s) are the same as recorded on the Clerk's Preparation Certificate <input type="checkbox"/> Completed all preparation steps of the tabulator(s), VAT(s), and BOD(s) <input type="checkbox"/> Verified the ballot by comparing each candidate's name and the placement of any proposals on the ballot with the sample ballot and zero tape (performed on the first day of Early Voting only). <input type="checkbox"/> Signed below certifying the above were completed		
I Do Solemnly Swear (or affirm) that I will support the Constitution of the United States and the Constitution of this State, and that I will faithfully discharge the duties of the <u>Office of Election Inspector</u> according to the best of my ability.		
<b>3</b>	<b>Signatures of Persons Taking Oath &amp; Certifying Preparation Certificate</b>	
X	DEMOCRATIC INSPECTOR	X
X	REPUBLICAN INSPECTOR	X
X		X

## Extras:

Unlike Election Day Tabulator Zero Tape is detached from tabulator and secured in the pollbook.

**Now required to include VAT and BOD reports.**

**This is a requirement now. Was optional before. These numbers do not have to balance.**

## Notes:

# Opening the Polls – Early Voting (Day 2-9)

## Preparing the tabulator on each early voting start of day:

- Refer to specific vendor instructions to start tabulator.
- Inspect the tabulator serial number and memory seal number to confirm numbers match serial and seal numbers recorded on the Clerk's Preparation Certificate in the physical pollbook

Daily Reconciliation & Ballot Summary	
Number of <u>Ballots Cast</u> According to Tabulator Public Counter(s)	
Number of <u>Provisional Ballots Issued but NOT Tabulated</u> <i>(Secured for future review)</i>	
Number of Voter According to <u>List of Voters</u> in the Early Voting EPB	
Do these 3 Numbers Balance? <u>(Ballots Counted + Provisional Ballots Issued but NOT Tabulated</u> equal the number of voters according to the <u>List of Voters</u> )	<input type="checkbox"/> YES <input type="checkbox"/> NO
If previous Question is NO and your numbers do not balance, <u>is there an explanation in any of the EV Days "Remarks Section"</u> If NO is selected, <u>an explanation must be recorded in "Remarks"</u> Call your clerk for more assistance.	<input type="checkbox"/> YES <input type="checkbox"/> NO

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### Extras:

Challengers may be present and observe this process.

Important to verify the number of voters in the Early Voting EPB at the opening each day matches the number of ballots tabulated, to attest that the chain of custody has not been broken from day to day of early voting.

### Resources:

Election Inspectors' Procedure Manual  
Vendor-Specific Tabulator Instructions

### Notes:

Get the PDF version of the flip chart and put it on the

# Processing Voters (Overview)

1. Voter enters the polling place and completes an Application to Vote.

2. Check voter ID/signed affidavit and locate voter in e-pollbook.

3. Check address, verify correct ballot and process voter in e-pollbook.

4. Initial Application to Vote.

5. Election inspector assigns ballot in EPB, enters ballot and voter number on Application to Vote.

**Resources:**  
Election Inspectors'  
Procedure Manual

Election Day  
Processing Voters  
Video  
(In development)

**Notes:**

# Processing Voters (Overview)

6. Give the voter their ballot when booth is available and give ballot marking instructions.

7. Voter votes ballot.

8. Election inspector verifies ballot number, removes stub and collects Application to Vote.

9. Voter inserts ballot into tabulator, and waits for confirmation.

10. Voter returns secrecy sleeve and gets “I Voted” sticker!



# Processing Voters – Photo ID Requirement



**Application to Vote - Poll List**

Picture identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election 11/3/26 Precinct 1

PRINT NAME Janice Sample

DATE OF BIRTH: 01/12/1967

RESIDENCE ADDRESS: 123 North State St.

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

**SIGN HERE**  Janice Sample SIGNATURE OF VOTER

ELECTION INSPECTOR COMPLETES  
 AFFIDAVIT ON REVERSE COMPLETED  
ELEC. INSP. INITIAL  
BALLOT STYLE  
BALLOT NO.  
VOTER NO.

**AFFIDAVIT OF VOTER NOT IN POSSESSION OF PICTURE IDENTIFICATION**

\_\_\_\_\_ hereby affirm that I am \_\_\_\_\_ (Print Name) \_\_\_\_\_  
in possession of a driver's license, a state-issued personal identification card or any other acceptable form of picture identification and wish to vote.

I swear/affirm that the statements made above are true.

\_\_\_\_\_

\_\_\_\_\_ a false statement in this affidavit is perjury, punishable by a fine up to \$500 and imprisonment for up to 5 years, or both.

\_\_\_\_\_

**To be completed by Election Inspector**

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
I certify that the elector named above has completed the above affidavit in my presence.

**X** \_\_\_\_\_  
Signature of Election Inspector

Acceptable photo ID: driver's license; federal, state, **or local government**-issued ID; U.S. Passport; military ID; **educational institution** ID; or tribal ID.

## Voter not in possession of photo ID counted in Election Day EPB:

- Not tied to individual voters
- Election inspectors should utilize the "Affidavit of Voter Without Photo ID" ticker located above the Voter Details box of the EPB.

**Extras:**  
MCL 168.523 – Photo ID requirement and Applications to Vote.

Physical applications to vote serve as secondary list of voters.  
Address on photo ID is not required to match address on voter record

**Resources:**  
Voter Information Poster  
Election Inspector Training Points Booklet

**Notes:**

# Processing Voters – EPB

**Application to Vote - Poll List**

**Picture identification requirement:** All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

Date of Election 11/3/26 Precinct 1

PRINT NAME: <u>Janice Sample</u>	<b>ELECTION INSPECTOR COMPLETES</b> <input type="checkbox"/> AFFIDAVIT ON REVERSE COMPLETED ELEC. INSP. INITIAL BALLOT STYLE BALLOT NO. VOTER NO.
DATE OF BIRTH: <u>1 01/12/67</u>	
RESIDENCE ADDRESS: <u>123 North State St.</u>	
I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.	
<b>SIGN HERE</b> <b>X</b> <u>Janice Sample</u> <small>SIGNATURE OF VOTER</small>	

GBS FORM # M444

**Voter Details**

<b>Name:</b> <u>SAMPLE, JANICE</u>	<b>DOB:</b> 01/12/1967
<b>Address:</b> 123 N. STATE ST. MASS CITY MI 49948	<b>Precinct:</b> 00001
<b>Gender:</b> F	<b>Ballot Style:</b> 1
<b>Reg. Date:</b> 01/01/1900	<b>Eff. Rg. Date:</b> 10/06/2019
<b>Temp</b> <b>Perm</b>	
<b>Polling Location :</b> ROUSSEAU TOWN HALL 572 ROUSSEAU RD LANSING MI 48933	<b>Geography</b>

**If you need to perform an action for this voter, such as issuing or spoiling a ballot, then you must first LOCK THIS VOTER by clicking this button:**

**Lock this voter record**

To determine eligibility, the voter's address on the Application to Vote should then be verified with the address in the voter's record in the electronic pollbook.

# Processing Voters Election Day- EPB Status Flags

Voters with statuses to address before issuing a ballot will appear with a ⚠ icon in the EPB, and a message in their voter record with more details.

Absentee Ballot [00060551] sent by clerk--Voter must surrender ballot or submit affidavit.  
VOTING STATUS: Did not vote in precinct.

AV sent

Voter's Status is TO BE VERIFIED: CITIZENSHIP  
Election inspector action required. Have the voter verify citizenship by signing the Application to Vote before issuing a ballot.

Verify citizenship

Absentee Ballot [00060529] sent/received by clerk--Do not issue ballot.  
VOTING STATUS: Did not vote in precinct.

AV Sent/Received

Voter's Status is TO BE VERIFIED: SIGN REGISTRATION CARD  
Election inspector action required: Have the voter sign a voter registration form before issuing a ballot.

Must sign registration card

Voter's Status is CHALLENGED: CITIZENSHIP - FORMAL  
Election inspector action required: This voter has been formally challenged for CITIZENSHIP - FORMAL - contact the chairperson to complete the formal challenge

Challenged

Voter voted before election day at early voting site.  
VOTING STATUS: Did not vote in precinct.

Voted early

Voter's Status is TO BE VERIFIED: CONFIRMATION NOTICE  
Election inspector action required: Have the voter verify his or her address before issuing a ballot.

Verify address

Election inspector action required: This voter must show ID to meet the Federal ID Requirement -- refer to the flipchart for further instruction if the voter does not have picture ID.

Must show ID

## Extras:

Status flags in the EPB may require a voter to take additional steps before being issued a ballot

## Resources:

Election Inspectors' Procedure Manual, Processing Voters Video, Appendices 1 & 2  
Absent Voters in the Polls Guide

## Notes:

AV SENT: Can vote in person and put through tabulator.

AV SENT/RECEIVED: Lost/Destroyed/Errors -OK - Can surrender ballot and vote in person.

# Processing Voters – EPB Status Flags

Election Inspector Procedure Manual (flipchart) includes a table of all EPB status flags and in-depth guidance on the corresponding issue with the voter’s registration and procedural steps to rectify them.

Inspectors should be trained to *frequently* refer to these training materials as needed before issuing a ballot.

Code	Description	Election Inspector Procedure
Absent voter ballot sent by clerk	The voter was issued an absent voter ballot, but it has not been recorded as received by the clerk.	(1) Ask the voter if they have that ballot and would like to tabulate it [if so, refer to the publication <i>Absent Voters in the Polls</i> ], (2) Ask the voter to surrender the ballot, or (3) Contact the clerk to verify that the voted ballot has not been returned and require voter to complete the Affidavit of Lost or Destroyed Absent Voter Ballot ( <b>do not</b> issue ballot without confirmation). If (2) or (3) apply, issue a ballot under the regular procedure. (After issuing a ballot, place the surrendered ballot or Affidavit of Lost or Destroyed Absent Voter Ballot in the local clerk’s envelope.)
Absent voter ballot sent/received by clerk	The voter was issued an absent voter ballot and has already returned it to the clerk.	<b>Do not</b> issue the voter a ballot because they have already voted.
Voted Early	Voter voted before election day at early voting site	<b>Do not</b> issue the voter a ballot because they have already voted.
Election inspector action required: voter challenged for ___ (age, citizenship or residency)	The voter must complete the challenge process before voting.	Seek assistance from the precinct chairperson in administering the challenge process; upon completion, issue a specially prepared challenged ballot. Use the Challenged ballot button to enter the voter’s ballot number into the ePollbook.
Election inspector action required: voter must meet the federal ID requirement	The voter must show acceptable photo ID or current paycheck, government check, utility bill, bank statement, or government document listing name and address.	Refer to “Federal ID Requirement” below.
Election inspector action required: have voter verify citizenship	The voter did not provide an answer to the citizenship question at the time of registration.	Instruct the voter to complete a Voter Registration Application and mark the citizenship box. If the voter marks “yes”, issue a ballot under the regular procedure. If the voter marks “no,” do not issue a ballot. (After issuing a ballot, place the Voter Registration Application in the local clerk’s envelope.)
Election inspector action required: have voter sign a Voter Registration Form	The voter did not sign the original Voter Registration Application.	Instruct the voter to complete and sign the Voter Registration Application, then issue a ballot under the regular procedure. (After issuing a ballot, place the Voter Registration Application in the local clerk’s envelope.)
Election inspector action required: have voter verify date of birth	The voter did not provide a complete date of birth at the time of registration.	Ask the voter to verbally confirm the voter’s date of birth. If the date of birth is different than what is listed in the ePollbook make a note to the local clerk with the correct date of birth and place in the local clerk’s envelope.

## Resources:

Election Inspectors' Procedure Manual, Quick Guide: EPB Status Flags

Absent Voters at the Polls

Training Points Booklet 2026

## Notes:

# Processing Voters – EV EPB Status Flags

## Resources:

Early Voting EPB  
Status Flags

## Notes:



### Early Voting EPB Status Flags

Icon	Banner Message	Inspector Procedure
	Voter has voted on <date> at <site>. (different day or different site)	Do not issue the voter a ballot because they have already voted. If this is incorrect and the voter has not yet voted, reach out to the EV coordinator.
	Voter has voted on <date> at <site>. (same day/same site)	Determine if the voter is spoiling their ballot or was incorrectly recorded. If spoiling, place the voter's ballot in the spoiled ballot envelope and give them a new ballot. If the voter was wrongly recorded, select "undo issue ballot".
	Voter has returned absent voter ballot, please contact clerk if this is in error.	Do not issue the voter a ballot because they have already voted. If this is incorrect, reach out to the EV coordinator.
N/A	Voter's absent voter ballot was rejected on <date> for <reason>, voter is still eligible to vote in person.	This voter is eligible to vote in-person, process and issue a ballot as normal.
	Voter was issued an absent voter ballot and has not returned it.	The voter was previously issued an AV ballot, and may either vote that ballot, surrender that ballot, or sign the absent voter affidavit before voting (Refer to <i>Absent Voters at the Polls</i> for more assistance).
	Voter is in (Challenge-Residency-Confirm, Verify-Address Unclear, Verify-Confirmation Notice, Verify-Surrendered License) status. Have voter verbally verify their address before issuing a ballot.	A voter with any of these statuses must verbally confirm their registration address. If the address does not match the address provided in the EPB, direct the voter to their local clerk to update their registration.
<i>Additional Voter Statuses</i>		
	Voter ID not confirmed. Voter must show ID to meet Federal ID requirement.	This voter must show photo ID or a paycheck, government check, utility bill, bank statement, or a government document which lists name and address prior to being issued a ballot.
	Voter is in Challenge (Age, Residency-Formal, Citizenship-Formal) status. Contact chairperson to undergo formal challenge process.	Seek assistance from the chairperson in administering the challenge process; upon completion, issue a specially prepared challenged ballot. Leave a remark in the challenged voter section of the physical pollbook.
	Voter is in (Verify-Citizenship, Challenge-Citizenship-Confirm) status. Have voter verify citizenship by signing application to vote before issuing a ballot.	The voter did not provide an answer to the citizenship question when registering to vote. Have the voter sign the application to vote before issuing a ballot.
	Voter is in Challenge-Deceased status. Contact clerk and confirm voter's information is entered correctly before issuing a ballot.	This voter record was flagged by a county clerk as being deceased. Confirm the correct voter is pulled up in the EPB before proceeding, reach out to the clerk for assistance.
	Voter is in Verify-Date of Birth status. Have the voter verify their date of birth before issuing a ballot.	Have the voter verbally confirm their date of birth before issuing a ballot, if it is different from the date of birth in the EPB, make a note with the correct date of birth and place it in the local clerk envelope.
	Voter is in Verify-Sign Registration Card status. Have voter sign a voter registration form before issuing a ballot.	The voter did not sign the voter registration application when registering. Have the voter sign a voter registration before issuing a ballot.
	Voter is in verify/challenge status. See clerk for assistance in processing this voter.	Reach out to the clerk to confirm the voter's eligibility before issuing a ballot.
	See clerk if you cannot process voter.	Reach out to the clerk to confirm the voter's eligibility before issuing a ballot.

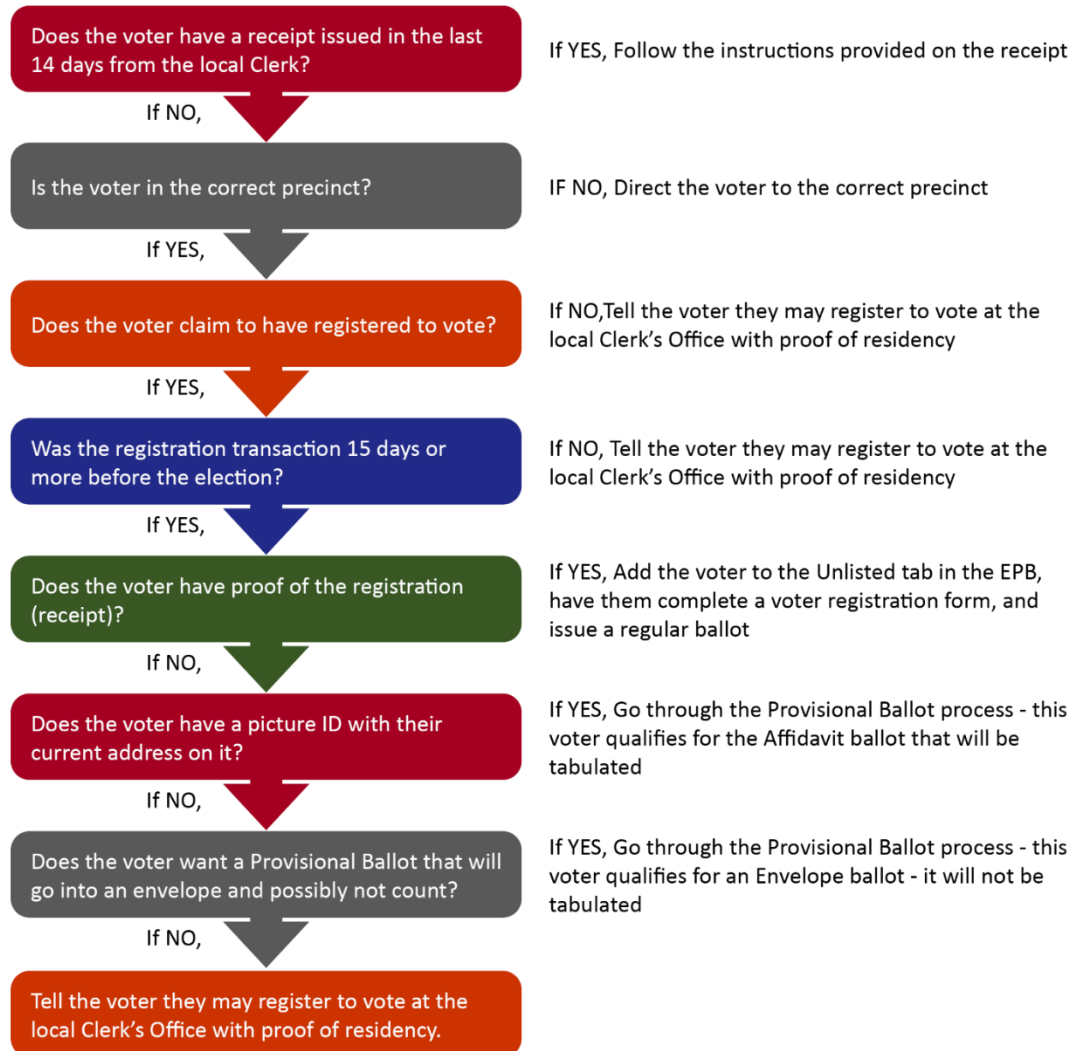
There is a separate guide for the Early Voting EPB that provides the new icons and banner language unique to the updated program.



# Processing Voters – “Missing” Voters

## Voter not listed in EPB?

1. Check “Other” tab.
2. Ask if registered under different name.
3. Consult flowchart.
4. Inform voter of same-day registration option available at clerk’s office.



### Extras:

If the voter indicates that they have not previously registered to vote or changed their address, they must be directed to the clerk's office.

If a voter claims to have already registered to vote, the Provisional ballot process is still available; utilize the Provisional Ballot form as guide.

### Resources:

Election Inspectors' Training Points Booklet

Election Inspectors' Procedure Manual

### Notes:

# Provisional Ballots

A provisional ballot is an option if all the following are true:

1. The voter's name is not listed in the e-pollbook and
2. The voter claims to have previously registered to vote for this election (either at least 15 days before this election, or within 14 days at the clerk's office with proof of residency) and
3. The voter is unable or refuses to go to the clerk's office to register to vote on Election Day.

If this is the case, then election inspectors should have the voter fill out the Provisional Ballot Form, then complete the provided Election Inspector Review Checklist. Depending on the answers, the voter will then be issued one of the two types of provisional ballot - **affidavit** or **envelope**.

# Provisional Affidavit Ballots

Provisional Affidavit Ballot: A provisional ballot issued if the voter has a photo ID confirming their registration address that is tabulated in the polling place after the voter signs the corresponding affidavit.

## Instructions:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Enter the voter and ballot number in the e-pollbook and record it as an affidavit ballot.
4. Give the voter a copy of the Notice to Voters Who Do Not Appear on the Precinct's Registration List.
5. Issue the ballot and instruct the voter to mark the ballot, then deposit it in the tabulator (this ballot is tabulated in the polling place).
6. Place the Provisional Ballot Form in the Provisional Ballot Storage Envelope.

Ask the voter for picture ID and proof of their current address. Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No

2. Did the voter provide an approved picture ID that confirms his or her address in the precinct?  Yes  No

3. *Were all answers above Yes?*  Yes  No

Next, complete the appropriate ballot section to the right. ➡

# Provisional Envelope Ballots

Provisional Envelope Ballot: A provisional ballot issued if the voter **does not have** a photo ID confirming their registration address that is secured in an envelope for further verification and **not** tabulated in the polling place.

## Instructions:

1. Write the ballot number in pencil on the upper left-hand corner of the ballot, being sure to avoid any barcodes or timing marks (not on the ballot stub).
2. Conceal this number with a small piece of white paper taped over the number.
3. Enter the voter and ballot number in the e-pollbook and record it as an envelope ballot.
4. When issuing the ballot, explain to the voter that the voted ballot cannot be deposited in the tabulator. Additionally, if the voter is attempting to vote in the wrong precinct and declines to travel to the correct precinct to vote, tell the voter that the provisional ballot will not count if it is confirmed that the person voted in the wrong precinct.
5. Give the voter a copy of the Notice to Voters Who Do Not Appear on the Precinct's Registration List.
6. Issue the ballot and instruct the voter to mark the ballot, place it inside the Provisional Ballot Form Envelope and return it to an election inspector.
7. Place the Provisional Ballot Form Envelope containing the voted ballot inside the Provisional Ballot Storage Envelope for delivery to the local clerk after polls close.

Ask the voter for picture ID and proof of their current address. Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction?  Yes  No

2. Did the voter provide an approved picture ID that confirms his or her address in the precinct?  Yes  No

3. Were all answers above Yes?  Yes  No

Next, complete the appropriate ballot section to the right. ➡

## Extras:

Provisional Envelope Ballots are reviewed within 6 days after the election in the clerk's office, and if made eligible, tallied and added to the totals at the canvass.

## Resources:

Provisional Ballot Guide

## Notes:

# Processing Voters – Election Day Registrants

## Election Day Voter Registration Receipt:

- Election Day registrants will receive a QVF-printed receipt when processed:

**Clerk's Office Voter Registration Receipt**

CERIS SPOKE - LANSING CITY CLERK  
LANSING CITY  
CITY CLERK'S OFFICE  
211 W. MICHIGAN AVE., 3RD FLOOR  
LANSING MI 48201

Registration approved by: \_\_\_\_\_

ELECTION: 0210012

The following voter was registered to vote on 04/10/2022 and should be issued a **REGULAR** ballot:

REGINA STACEYCKE MACEOGE 1818 W. FIRST ST LANSING MI 48201	PRECINCT 0906 ALFREDA SCHMIDT SOUTHSIDE COMM CTR 2025 W 21ST ROAD LANSING
--	--

**Note to election inspector:**

- The voter listed on this receipt registered to vote with the local clerk today or within the last 14 days.
- Have the voter sign and detach the Application to Vote below.
- If the voter is not listed on the ePollbook, you must add them to the Unlisted List.
- Be sure to enter the voter's information, check the "voter receipt" box, and swipe the driver's license, if provided.

Issuing the voter a Regular ballot with the ballot style noted below.

Retain this receipt in the local clerk's envelope.

Application to Vote

0906	0210012
	Ballot Style: <u>REG</u>
	Ballot No: _____
	Voter No: _____
	Inspector Initials: _____

Sign

REGINA STACEYCKE MACEOGE, 1818 W 1ST ST LANSING MI 48201, MI 48201

Check/Signatures: Have voter sign and place on other Application to Vote.

**Extras:**  
Election Day registrants can vote absentee in the clerk's office or cast a ballot in their precinct

Precinct inspectors should be directed to follow the steps on the receipt

No more Challenged Ballots for voters who register to vote on Election Day.

**Resources:**  
0-14 Day Quick Guide

**Notes:**

# Election Inspector Checks and Balances – Party Affiliation

Election Inspector Roles	1 of each major political party – Republican and Democratic	Any 2 opposing political parties recognized in Michigan
Boards must have at least 1 of each party	X	
May seal ballot containers	X	
May assist voters		X
May be appointed chairperson		X
Party must be notified of inspector appointments (in state/federal elections)	X	
May duplicate ballots		X
May be a receiving board member	X	
May deliver materials to Receiving Board	X	
May serve on Early Voting Closing Board	X	

# Processing Voters: Assisting Voters



# Processing Voters: Assisting Voters with Disabilities



## Physical Disabilities

1. Do not push a person's wheelchair or grab the arm of someone walking with difficulty without asking if you can assist.
2. Personal space includes a person's wheelchair, crutches, or other mobility aid. Never move someone's crutches, walker, cane, or other mobility aid without permission.
3. When speaking with someone using a wheelchair for more than a few minutes, try to find a seat for yourself.



## Hearing Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
2. Speak calmly, slowly, and directly to a hard-of-hearing person. Your facial expressions, gestures, and body movements will help the person understand. Don't shout or speak in the person's ear. Someone who needs you to speak louder will ask. If full understanding is doubtful, try writing a note.
3. Pre-printed signs or a notepad should be available to assist communication with deaf or hard-of-hearing voters.



## Assisting Senior Citizens & Voters with Disabilities



1. State and federal law permits voters with disabilities to be accompanied and assisted by another person in the voting booth.
2. Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
3. Be considerate of the extra time that might take for a person with a disability or an older adult to get things done.
4. Always ask if the person would like assistance and accept the idea that they may decline.
5. Speak directly to the person who has a disability rather than just to a companion who may be accompanying them.
6. A good habit is to act kindly and considerate towards everyone; do not make assumptions about what a person can or cannot do. You can't know someone's situation by just looking at them.
7. Provide a guiding device such as a ruler or a signature guide for signing forms.
8. Animals that assist people with disabilities must be admitted into the building. Never pet or otherwise distract a service animal unless the owner has given permission.
9. Offer voters with canes or walkers a chair.



## Cognitive Disabilities

1. Listen and pay attention to a person who has difficulty speaking.
2. Speak calmly, slowly, and directly to a person who may need you to repeat instructions due to short-term memory deficits. Try using different wording and allow time to be understood.
3. Provide information gradually. Some people may experience "sensory overload" and become disorientated or confused if there is too much to absorb at once.



## Visual Disabilities

1. Greet a person who is visually impaired by letting the person know who and where you are. If a new person approaches, introduce them.
2. When offering walking assistance, allow the person to take your arm and tell them if you are approaching steps or incline or are turning right or left. Use clock cues ("The door is at two o'clock.")
3. Alert people who are blind or visually impaired to posted information.

## Extras:

No assumptions should be made about the nature of a person's disability or support needs.

## Resources:

Disability Etiquette Guide

## Notes:

# Processing Voters: Assisting Voters

**Resources:**  
VAT Single Page  
Informational  
Handout

**Notes:**

## **Voter assist terminal (VAT):**

- Allows ballot secrecy and independent assistance in marking ballot.
- Guide voter to VAT.
- Explain VAT is a ballot marking device, not a tabulator.
- When finished marking ballot, the voter takes printed ballot to tabulator.

## **Key reminders:**

- VAT is available for all voters, not just those with disabilities. Never deny or restrict access if a voter requests it.
- Encouraging use may help reduce wait times.
- VAT prevents crossover voting in partisan primaries, stray marks, and overvotes or unintended undervotes.
- VAT does not retain voter's selections after the session is complete, just prints out a marked paper ballot that is tabulated with all other ballots in the polling place.

# Processing Voters: Assisting Voters

## **Precinct worker assistance:**

- If voter prefers personal assistance, two inspectors with different political affiliation shall assist.

## **Curbside:**

- Curbside voting should be made available to voters unable to enter the polling location.
- Utilize two inspectors who express a preference for different political parties.
- The inspectors must take the ballot and secrecy sleeve to the voter and return to the polling place to cast the voter's ballot on their behalf.
- The voter must comply with all regular processing procedures.

## **Extras:**

Refer to flipchart for scripts in offering assistance

Record *Assisted Voter* in EPB Remarks unless voter utilizing VAT.

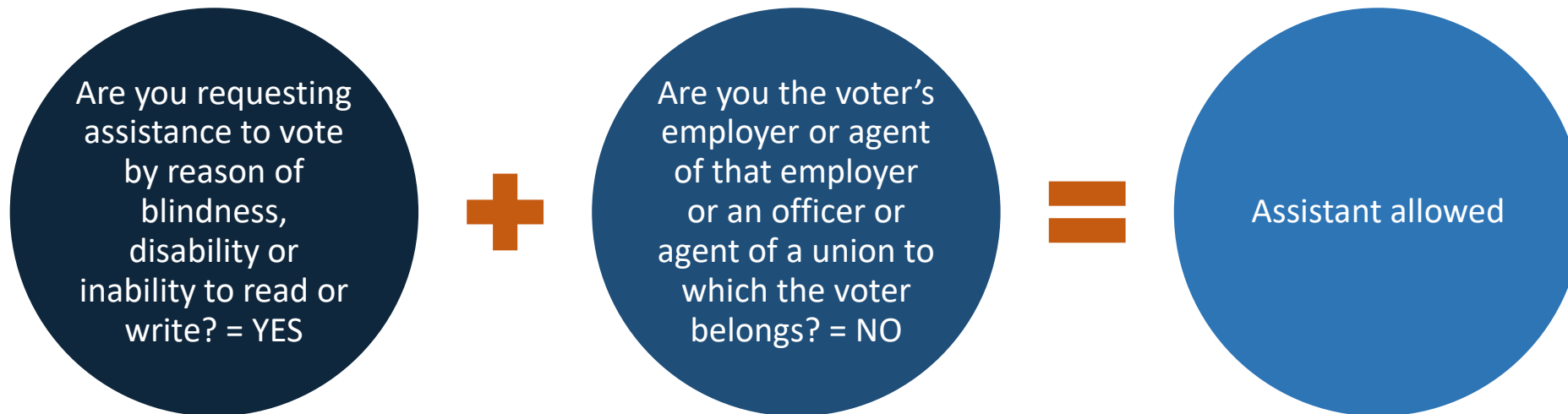
A person does not need to state or present evidence of their disability to receive an accommodation.

## **Notes:**

# Processing Voters: Assisting Voters

## Any individual brought by voter to assist:

- A voter may be assisted by a person of the voter's choice, as long as the person rendering assistance does not represent the voter's employer or labor union. If a voter wishes to receive voting assistance from another person:



### Extras:

Language and physical assistance are examples of when a voter may wish to bring a person of their choosing to assist them.

A person does not need to state or present evidence of their disability to receive an accommodation.

### Resources:

Election Inspectors' Procedure Manual

### Notes:

# Maintaining Order

## Poll watchers

- Any person interested in observing voting process
- Restricted to public area
- May not approach voters
- May not be a candidate
- May look at the pollbook at the chairperson's discretion
- Not required to be a registered voter

## Challengers

- Appointed by political parties or credentialing organizations; must carry credentials
- Two allowed per party; only one challenger per party has authority to challenge – must declare an authority change
- May challenge a voter's qualifications to vote
- May challenge election procedures
- May be expelled for being disorderly
- May be behind the voter processing tables
- Must be registered to vote in Michigan
- May view pollbook and election equipment

## Campaigners

- Prohibited within 100 ft. of any polling place entrance on Election Day
- Encouraging voters to vote for or against a candidate or issue
- Distributing campaign materials
- Soliciting petition signatures
- Requesting donations, selling tickets, etc.
- Wearing of campaign materials by voters

### Extras:

Challengers are not authorized to approach voters or talk to them for any reason. All challenges must be directed to precinct inspectors.

Challengers who serve in an AV counting board must take and sign the oath.

### Resources:

Appointments, Rights, and Duties of Election Challengers and Poll Watchers, Election Inspectors' Procedure Manual, Election Challengers Video

### Notes:

# Processing Voters – Making Challenges

Challengers may challenge **voter eligibility** or **election processes**.

## Voter eligibility challenges

- In a polling place or early voting site, may challenge voter eligibility for one of four reasons:
  - Person is not registered to vote
  - Person is less than 18 years old on Election Day
  - Person is not a U.S. citizen
  - Person has not established residency (30 days in their city/township)
- May also challenge absent voters in the polls if the voter was sent an AV ballot and does not have that ballot to surrender or tabulate during early voting/Election Day
- Voter-specific challenges **cannot** be made at an AVCB

## Election process challenges

- Challenge to voting process, or way that election inspectors operate a polling place, early voting site, or AVCB
- Must state specific element(s) being improperly performed and the basis for that belief

### Resources:

Appointments, Rights, and Duties of Election Challengers and Poll Watchers,  
Election Inspectors' Procedure Manual,  
Election Challengers Video

### Notes:

# Processing Voters – Resolving Challenges

If a challenger makes a **voter eligibility challenge** for one of the four permitted reasons:

1. Chairperson or other election inspector places the voter under oath:

*“I swear (or affirm) that I will truly answer all questions put to me concerning my qualifications as a voter.”*

2. The election inspector should then ask the voter to confirm that they meet the criteria to be an eligible voter.
3. If, after questioning under oath, the voter confirms they are eligible to vote, the voter is permitted to vote a challenged ballot. A challenged ballot is prepared by writing the voter’s ballot number on the ballot and then covering the number with tape or a slip of paper. The voter then completes the ballot and casts in the same manner as an unchallenged voter.
4. If the voter does not confirm they are eligible to vote after questioning under oath, the voter is not allowed to cast a ballot.

## Resources:

Appointments, Rights, and Duties of Election Challengers and Poll Watchers,  
Election Inspectors' Procedure Manual,  
Election Challengers Video

## Notes:

# Processing Voters – Impermissible Challenges

Impermissible reasons for challenging a voter's eligibility include, but are not limited to:

Race or ethnic background	Sexual orientation or gender identity;	Physical or mental disability;
Inability to read, write, or speak English;	Need for assistance in the voting process;	Manner of dress;
Lack of a photo ID	Support for or opposition to a candidate, political party, or ballot question;	The appearance or the challenger's impression of any of the above traits;
	Any other characteristic not relevant to a person's qualification	

## Resources:

Appointments, Rights, and Duties of Election Challengers and Poll Watchers, Election Inspectors' Procedure Manual, Election Challengers Video

## Notes:

# Maintaining Order – Observers

## De-escalation guidance for poll workers

*Remember* the goal is not to win an argument, but to calm verbal disruptions and prevent physical disruptions.

DON'T	DO
<ul style="list-style-type: none"><li>• Order, threaten, or attempt to argue disinformation.</li><li>• Be defensive</li></ul>	<ul style="list-style-type: none"><li>• Request and suggest before commanding or demanding.</li><li>• Be clear, simple, and specific with requests. Emphasize that policy is not personal: “state law does not allow” over “you are not allowed”.</li></ul>

**Extras:**

**Resources:**  
Bridging Divides  
Institute – De-  
Escalation Guidance  
for Poll Workers

**Notes:**

# Maintaining Order – Observers

## Using the CLARA method

Anyone can help de-escalate tensions or harmful behavior by drawing on **CLARA**. Before engaging in de-escalation, it's important to assess the situation, including your safety and the safety of others. Conflict de-escalation is not a technique that is appropriate for all circumstances.

**Calm and Center Yourself:** Check in with yourself, appear calm, centered, and self-assured even if you don't feel it. Avoid pointing, crossing your arms or other more aggressive postures.

**Listen:** Let the person vent and be sure to listen explicitly for feelings, needs, or values.

**Acknowledge:** Begin by acknowledging the feelings, needs, or values you have heard. [Not about agreeing with their position, statement, or behavior.] ex. "I sense your aggravation at this situation. I hear your concern for safety."

**Respond:** After acknowledgment, if there is further threat of harassment or violence, offer open-ended or open-choice questions; address the issue; and/or make a clear request or proposal. ex. "Will you tell me more about your concerns? I understand you have every right to feel angry but it is not ok to threaten people here."

**Assess:** Trust your instincts: If de-escalation is not working, STOP. Get help

*From Princeton Bridging Divide Institute De-escalation guide*

# Processing AV Ballots in the Precinct

**Resources:**  
Election Officials'  
Manual Chapter 8

Processing AV Ballots  
in the Precinct –  
Manual

AV Process Training  
Tidbits

Training Points  
Booklet 2026

## Election inspector duties:

- When clerk delivers ballots to precinct, inspector must balance number of ballots received with the number of eligible ballots on the AV list before processing.
- To track AV ballots processed in the precinct, use AV List of Voters report from QVF.

AV LIST FOR LANSING CITY (46000)										
COMBINED PRECINCT 01001										
Voter #	Ballot #	Spoiled #	Surrend#	Voter Name / Mailed to Address	UOCAVA Status	ID CONF	App Received	Ballot Sent	Ballot Returned	Res. Rejected Ver.
1	00000000				NONE		08/17/2020	08/20/2020	09/01/2020	
2	00000000				NONE		08/20/2020			
3	00000000				NONE		10/21/2020			
TOTALS:										
Voters	Ballots	Spoiled	Surrendered				Apps Received	Ballots Sent	Ballots Returned	Ballots Rejected
3	0						3	0	1	0

## Notes:

- Use no less than two election inspectors of differing political parties to open AV Return Envelopes, verify ballot number on stub with AV List.
- Duplication of AV ballots processed in the precinct cannot occur until after 8 p.m. Ballots requiring duplication should be held in the auxiliary bin of the tabulator until that time.

# Absent Voter Counting Boards

## Absent voter counting boards:

- AV counting board-specific pollbook required with oaths, ballot summary, remarks, etc.
- Poll watchers/challengers must sign oath to enter
- **Early AV processing:** AVCBs can be convened to process *and tabulate* AV ballots before Election Day
  - Jurisdictions of fewer than 5,000 residents can establish AVCBs to process and tabulate ballots on the Monday before Election Day
  - Jurisdictions of 5,000 or more residents can establish AVCBs to process and tabulate AV ballots any of the 8 days before Election Day (up to the second Monday before)
- Specialized inspector teams/training:
  - Duplication
  - Adjudication
  - Help desk/troubleshooting
- Important remarks while processing:
  - Wrong election ballot
  - Two ballots in one envelope
  - Empty envelope/missing ballot

### Extras:

Sequestration is no longer required

In order to process before Election Day, clerk of jurisdiction **must** notify department of state by legal deadline.

### Resources:

Election Officials' Manual Chapter 8

AVCB Manual

AV Process Training Tidbits

Training Points Booklet 2026

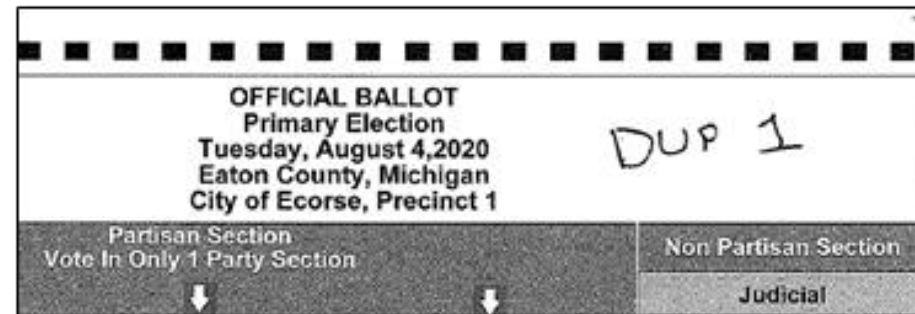
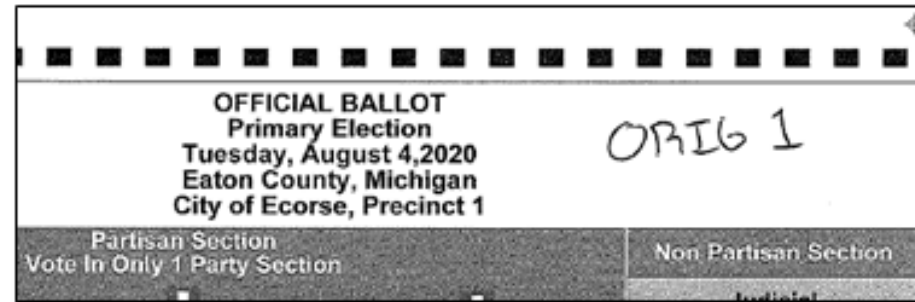
### Notes:

# Ballot Duplication

Ballots unable to be read by the tabulator at first (including FWABs and electronic MOVE ballots) should be duplicated after the polls close by two inspectors of different political parties.

## Process:

- Write “Dup 1” on an unused ballot (not the stub).
- Write “Orig 1” on the voted ballot.
- Following validity standards, use the reader/checker method to copy the valid votes onto Dup 1.
  - Marks must be in target area and consistent to count.
- Place duplicated ballot in tabulator.
- Place original ballot in Original Ballot Envelope.
- Repeat as necessary, using the next sequential number (Orig./Dup. 2, 3, etc.).



## Extras:

Ballot duplication mostly occurs when processing AV ballots, but may be needed on Election Day for ballots in the auxiliary bin.

Can occur during the day in AVCB.

## Resources:

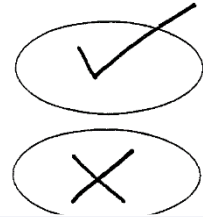
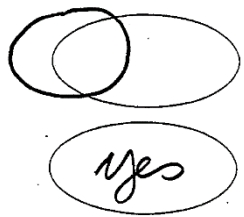
Processing AV Ballots in the Precinct - Manual

AVCB Manual

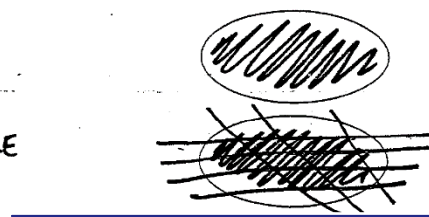
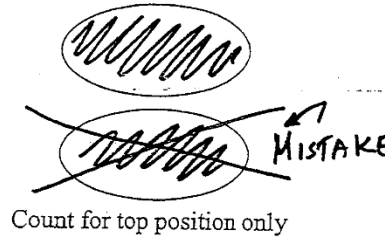
Training Points Booklet 2026

## Notes:

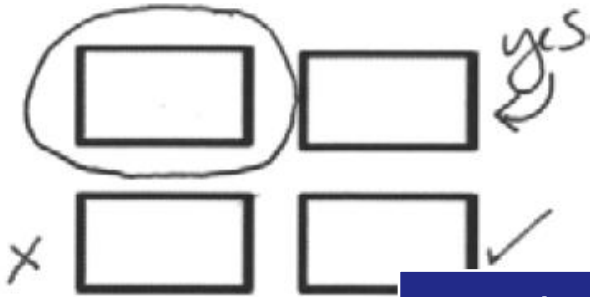
# Processing False Reads on Ballots for Duplication



Valid Markings



Corrections



Invalid Markings



Stray Marks

Two step validity standard:  
1. Mark in vote target area 2. Mark consistent with all other marks

**Extras:**  
Ballot duplication mostly occurs when processing AV ballots, but may be needed on Election Day for ballots in the auxiliary bin.

Can occur during the day in AVCB.

**Resources:**  
Processing AV Ballots in the Precinct - Manual

AVCB Manual

Ballot Duplication Exercise

**Notes:**

# Closing the Polls – Election Day

## **Closing the polls procedure overview:**

- Announce the close of polls at 8 p.m.; all eligible voters in line at the close of polls can still vote.
- Check auxiliary bin for any ballots requiring duplication and duplicate ballots using two election inspectors of differing political parties.
- Tabulate all remaining ballots; close the polls on the tabulator to print totals tapes.
- Complete Ballot Summary and perform final e-pollbook backup.
- Save and print all e-pollbook reports.
- Complete Election Inspectors' Completion Certificate & Statement of Votes.
- Secure final Statement of Votes records in appropriate envelopes.
- Seal approved ballot and transfer containers.

### **Extras:**

Doors to the precinct remain unlocked through the process

Challengers may remain in the processing area for closing procedures.

Candidates and members of the public may observe the closing procedures from the public area.

### **Resources:**

EPB Election Inspector Manual,  
Election Inspectors' Procedure Manual,  
Closing the Polls Video

### **Notes:**

# Closing the Polls – Envelopes

## TO COUNTY CLERK:

- Pollbook with statement of votes and totals tape

## TO COUNTY BOARD OF CANVASSERS:

- Statement of Votes (copy) with totals tape attached

## TO LOCAL CLERK:

- Statement of Votes (copy) with zero tape and totals tape attached
- Applications to Vote
- Blank test VAT ballot
- Any surrendered AV ballots

## LOCAL CLERK ABSENTEE:

- AV applications
- AV envelopes
- AV list of voters

## PROV BALLOT STORAGE (if applicable)



## Extras:

Statement of Votes pieces: Election Inspector Completion Certificate w/signatures, Seal Verification, Write-in Statement of Votes, Totals Tape

Envelopes may be organized at Receiving Board, must be sealed with paper seal

## Resources:

Election Inspectors' Procedure Manual

Closing the Polls – Envelopes Video

## Notes:

# Closing the Polls – Envelopes

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**Don't Forget:**

**Resources:**

**Notes:**

# Closing the Polls – Containers

## **Secure approved ballot containers:**

The ballot container should be sealed with specific items inside:

- All voted ballots (including VAT)
- All unused ballots
- SPOILED BALLOT envelope
- ORIGINAL ballot envelope

Note: If in an AVCB, ballots should be separated and bundled by precinct with documentation of which precincts are secured in each container

## **Secure approved transfer containers:**

The transfer container should be sealed with specific items inside:

- Tabulator memory device/s
- VAT memory device
- e-pollbook flash drive (if directed)

### **Extras:**

Provisional Ballot Envelope is sent to the local clerk.

E-pollbook flash drive in envelope w/red paper seal to Local Clerk or transfer container as directed

Ballot container and transfer container seals must be recorded in the pollbook

### **Resources:**

Election Inspectors' Procedure Manual

### **Notes:**

# Closing the Polls – Containers



Don't Forget:

Resources:

Notes:

# Closing the Polls – Early Voting

## Closing the polls procedure overview:

- Announce the close of polls at close of early voting hours for the day; all eligible voters in line at the close of polls can still vote.
- Check auxiliary bin for any ballots requiring duplication and duplicate ballots using two election inspectors of differing political parties.
- Tabulate all remaining ballots; execute End of Day Tabulator Status/Interrupt Reports on the tabulator.
- Complete Daily Reconciliation Summary.
- Print EV e-pollbook reports.
- Complete seal verification/chain of custody documentation; signed by all election inspectors present at close.
- Seal approved ballot containers.

## Extras:

Doors to the early voting site remain unlocked through the process

Challengers may remain in the processing area for closing procedures.

Candidates and members of the public may observe the closing procedures from the public area.

## Resources:

Early Voting Training Points Booklet – Coming Soon

## Notes:

# Closing the Polls – Early Voting

## Ballot Reconciliation Summary

1 Daily Reconciliation & Ballot Summary	
Number of <u>Ballots Cast</u> According to Tabulator Public Counter(s)	
Number of <u>Provisional Ballots Issued but NOT Tabulated</u> <i>(Secured for future review)</i>	
Number of Voter According to <u>List of Voters</u>	
Do these 3 Numbers Balance? <b>(Ballots Counted + Provisional Ballots Issued but NOT Tabulated + Number of Voter According to List of Voters)</b>	
If previous Question is NO and you are not sure of the EV Days "Remarks Section" Call your clerk for assistance.	

**End of Day Reports on this Sheet**  
*Attach the following with a paperclip or staple (DO NOT USE TAPE)*

<b>End of Day BOD Daily Report</b> (If applicable)	<b>End of Day Tabulator Status/Interrupt Report</b>	<b>End of Day VAT Daily Report</b> (If applicable)
---	---	---

### Extras:

Emphasis on balancing at close of Early Voting Day is Number of Ballots Cast vs. Number Voters, using the EPB voter list and tabulator counter.

Now required to print BOD and VAT reports

### Resources:

### Notes:

# Closing the Polls – Early Voting

## **Securing ballots and physical pollbooks and supplies:**

At the conclusion of each day of early voting, the approved ballot container should be sealed with specific items inside:

- All voted ballots (including VAT)
- SPOILED BALLOT envelope
- ORIGINAL ballot envelope.

Note: Any unvoted ballot stock along with physical pollbook may be placed in a box under red paper seal and secured in the locked early voting site/supply closet.

**Option 1:** Separate approved ballot container for each day of early voting. Seal number recorded in pollbook.

**Option 2:** Single approved ballot container used throughout early voting. Seal number recorded in pollbook each night, verify previous day's seal, seal is dropped into container, new seal affixed and recorded in pollbook, voted ballots should be sorted by day.

## **Extras:**

Provisional Ballot Envelope is sent to the local clerk.

Ballot seals must be recorded in the pollbook **each night**.

## **Resources:**

## **Notes:**

# Closing the Polls – Early Voting (Final Close)

## Final EV site closing

Completed by EV closing inspectors after 8 p.m. Election Night:

- Print three Totals Tapes from each EV tabulator.
- Accumulate Write-ins.
- Complete Final Reconciliation & Ballot Summary.
- Assemble Statement of Votes Envelopes for county clerk, board of county canvassers, local clerk (EV Coordinator/host): one Totals Tape, Write-in Statement of Votes, Copy of Final Reconciliation & Ballot Summary

1 Final Reconciliation & Ballot Summary	
<i>(Closing of EV poll and producing results of election is not permitted until after 8:00 PM Election Night)</i>	
Number of <u>Ballots Cast</u> According to Tabulator Public Counter(s)	
Number of <u>Provisional Ballots Issued but NOT Tabulated</u> <i>(Secured for future review)</i>	
Number of Voter According to <u>List of Voters</u> in the Early Voting EPB	
Do these 3 Numbers Balance? <u>(Ballots Counted + Provisional Ballots Issued but NOT Tabulated</u> equal the number of voters according to the <u>List of Voters</u> )	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
If previous Question is NO and your numbers do not balance, <u>is there an explanation in any of the EV Days "Remarks Section"</u> If NO is selected, <u>an explanation must be recorded in "Remarks"</u> Call your clerk for more assistance.	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
2 Early Vote Closing Checklist	
Upon closing this Early Voting Poll Site, We Completed the Following;	
<input type="checkbox"/>	Sealed all <b>Provisional</b> ballots for delivery to the Clerk in the <b>Provisional Ballot Storage Envelope</b>
<input type="checkbox"/>	Recorded all formal <b>Challenges</b> made in the EV site, if any, on the " <b>Challenge</b> " pages
<input type="checkbox"/>	Accurately duplicated & tabulated any ballots requiring <b>Duplication</b>
<input type="checkbox"/>	Counted and recorded all valid write-in votes on the " <b>Write-In Statement of Votes</b> " or attached write-in report from tabulator (must performed only after the polls close on Election Day by the closing board of inspectors)
<input type="checkbox"/>	Attached a <b>signed tabulator result tape</b> to the EV Poll Book
<input type="checkbox"/>	Included at least 2 additional <b>signed tabulator result tapes</b>

## Extras:

Write-in vote accumulation done on Election Night in one of the following ways:

1. If totals tapes have write-in images, tapes are attached to write-in statement of votes.
2. If totals tapes have no write-in images, votes are tallied by closing inspectors after reviewing ballots containing write-in votes.

## Notes:

# Receiving Boards

All election night materials must go to a *receiving board* for review after closing

- **Eligibility**
  - Two election inspectors of opposing major political parties
  - Appointed by election commission
- **Priorities**
  - Verify the pollbook and statement of votes are not sealed in the ballot container
  - Confirm ballot container was properly sealed
  - Confirm seal number was properly recorded
  - Number of voters in pollbook equals number of ballots tabulated
- **Correcting mistakes**
  - Election inspectors should correct at the direction of the receiving board
  - Remark in the pollbook
  - Signed by election inspectors and receiving board members

## **Extras:**

Purpose is to double check precinct records and ensure recountability

If using election day election inspectors as receiving board members, additional receiving board specific guidance should be provided.

Receiving Board checklists must be placed in the pollbook.

Receiving Board receipt documenting delivery of ballot container must be signed by inspectors

## **Resources:**

Receiving Board Checklist & Guide

Training Points Booklet 2026

# Electronic Pollbook

Key reminders and upcoming updates

# Early Voting EPB Updates

## 2026 new feature highlight

- Updated, accessible interface
- New report generation process

**Resources:**  
Early Voting EPB Clerk and Inspector Manuals

Early Voting EPB Modernization Project Change Summary

**Notes:**

The screenshot shows the 'Electronic Pollbook - Early Voting' interface for the Michigan Department of State. The page title is 'Election: 02/03/2026 - SPECIAL PRIMARY - LYONS SCHOOL'. The user is logged in as 'knightal'. The interface includes a sidebar with 'voter search', 'reports', 'generated reports', and 'general remarks (3)'. The main content area has a search bar for 'DLN or Last name' and a 'First name' field. A 'search' button is present. Below the search fields, there is a table with columns 'Alerts', 'Voter name', and 'Date of birth', which currently displays 'no voters found'. To the right, there is a summary section showing 'Total voters: 18' and 'Total voters today: 3'. Below this is a table of voter transactions:









Voter #	Voter name	Transaction time
26	JONES, AARON DERIK	8:32:22 AM
25	JOHNSON, ABIGAIL MAE	8:32:04 AM
24	SMITH, AARON LEAVAE II	8:31:46 AM

A vertical label on the right side of the interface reads 'test - 1/30/2026'.

# Early Voting EPB Updates

## 2026 new feature highlight

- Voter status icons and colors appear in voter search (icons can be hovered over to give preview of status message)
- Voter status flags now appear as banners in the voter's record for increased visibility.
- AV ballot statuses addressed within "Issue Ballot" flow. All other statuses coming in 2027 update.

Alerts	Voter Name	
	SMITH, CHRISTOPHER SARNE NICOLE	<a href="#">details</a>
	SMITH, DANIEL HENRY JR	<a href="#">details</a>
	SMITH, DONNA	<a href="#">details</a>
	SMITH, ELIZABETH DELONDRA	<a href="#">details</a>
	SMITH, JANET HANNAH	<a href="#">details</a>
	SMITH, JENNIFER LESLIE	<a href="#">details</a>
	SMITH, JOHN E	<a href="#">details</a>
	SMITH, RONALD EDWARD	<a href="#">details</a>
	SMITH, RONALD HAGGIS	<a href="#">details</a>

## Extras:

Updated Early Voting EPB Training Materials are available in the eLearning Center

Live Early Voting EPB Training Sandbox environment available

## Resources:

Early Voting EPB Clerk and Inspector Manuals

Early Voting EPB May 2026: Change Summary

## Notes:

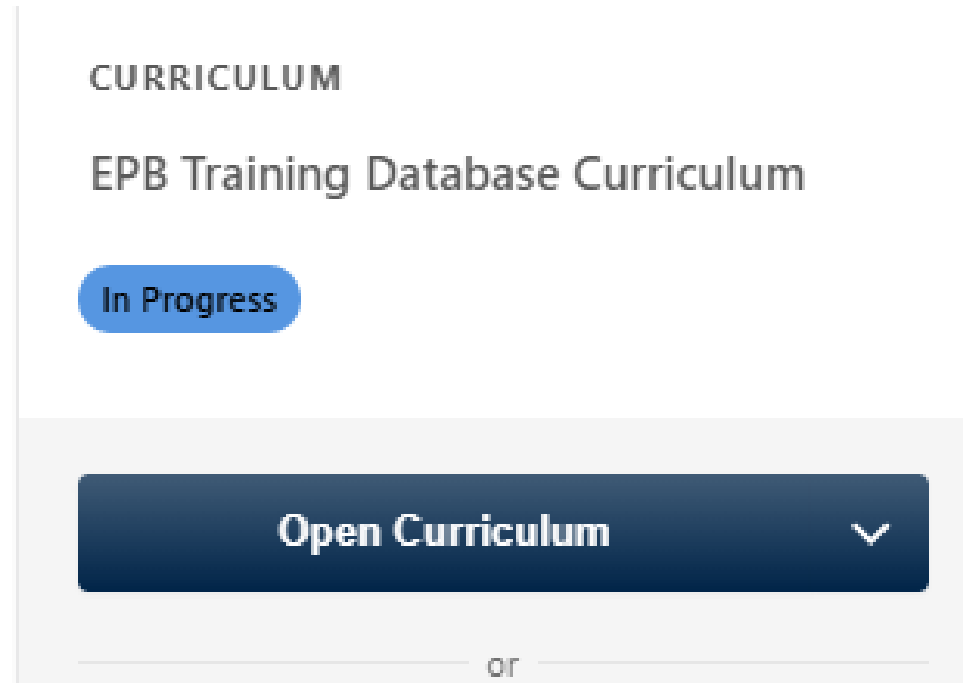
# Election Day EPB Training Materials

## EPB procedural training videos

- Logging in
- Searching for voters
- Issuing/spoiling ballots
- Saving final reports

## Election Day EPB Training Database

- Includes
  - Sample EPB
  - Index of voters and statuses
  - Precinct List
  - AV List



## Resources:

Election Day EPB  
eLearning Playlist

Election Day EPB  
Training Scenarios

## Notes:

Resources are available from BOE for training EPB inspectors. It is strongly recommended to have hands-on training with EPB laptops before Election Day.

# Election Inspector Training Resources

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The Bureau has organized resources to be utilized in election inspector training:

- eLearning Playlist for Inspector Training
  - This presentation
  - Election Inspector Training PowerPoint
  - [EPB Video Download Packet](#)
  - [Absent Voters at the Polls](#)
  - [Training Points Booklet](#)
  - [Election Inspector Procedural Manual \(Flipchart\)](#)
- Opening/Closing Videos
  - [Ballot Container Video](#)
  - [Envelopes Video](#)
- Processing AVs in an AVCB Video