

Greeter Judge Manual



Revised April 2026



GREETER

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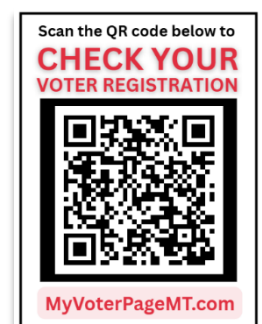
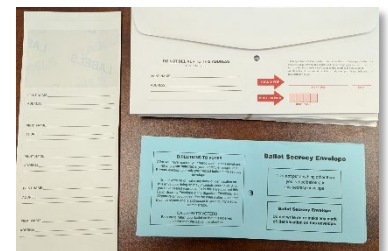
OVERVIEW

Thank you for serving as the Greeter. In this position, you will help:

- **polling place voters** find the correct precinct table to be issued their ballot and successfully vote at the polling place; and
- **absentee (mail) ballot voters** effectively drop their ballots off to be transported to the Elections Center for tabulation.

SETUP

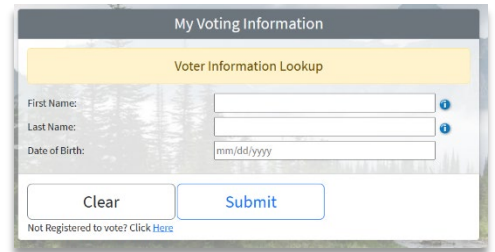
1. The Greeter supplies will be in the green bag in the large materials tote.
2. Set up the Absentee Ballot Box
 - a. The box will be locked.
 - b. Ask the Polling Place Manager for the key.
 - c. Open the box, verify it is empty and re-lock the box.
3. Place the signage for the signature and birth year on top of the box in the clear plastic stand.
4. Locate the secrecy envelopes, blank affirmation envelopes, and blank address labels.
5. Access www.MyVoterPageMT.com to ensure you can access the website.
6. Place additional signage in the entrance area:
 - a. My Voter Page MT QR code
 - b. Precinct Maps
 - c. Cell phone
 - d. No Electioneering
 - e. No Impediment



LOCATING CORRECT PRECINCT TABLE FOR THE VOTER

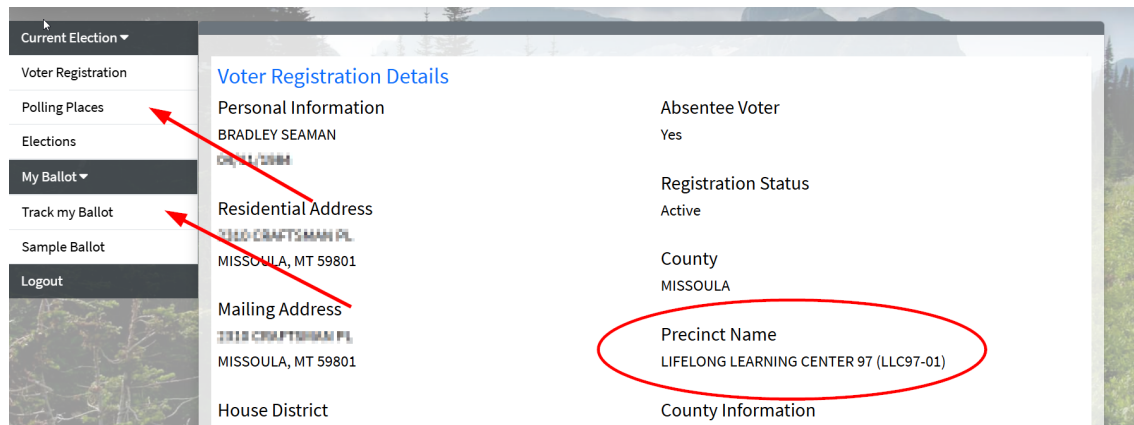
MY VOTER PAGE MT

www.MyVoterPageMT.com is the state's tool which can help you locate a voter. You will need their name and date of birth to look up the voter's information.



The screenshot shows a web form titled "My Voting Information" with a sub-header "Voter Information Lookup". It contains three input fields: "First Name:", "Last Name:", and "Date of Birth:". The "Date of Birth" field has a placeholder "mm/dd/yyyy". Below the fields are "Clear" and "Submit" buttons. At the bottom, there is a link: "Not Registered to vote? Click Here".

- **Data fields:** you must enter the data fields exactly as the voter wrote them on their voter registration form.
 - **Example:** if they go by Brad, but are registered as Bradley, they will need to enter Bradley for their first name.
- **Special Characters:** there are similar limitations on hyphens, spaces, and other special characteristics.
 - **Example:** a voter with the last name of St. Onge, will be found under STONGE.
- **Voter Registration** – provides an overview of the voter's status



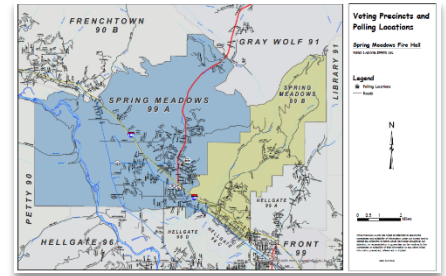
The screenshot shows the "Voter Registration Details" page for Bradley Seaman. The page is divided into two columns. The left column lists sections: Personal Information, Residential Address, Mailing Address, and House District. The right column lists status information: Absentee Voter (Yes), Registration Status (Active), County (MISSOULA), Precinct Name (LIFELONG LEARNING CENTER 97 (LLC97-01)), and County Information. Red arrows point from the "Polling Places" and "Track my Ballot" menu items to the "Residential Address" and "Mailing Address" sections respectively. The "Precinct Name" field is circled in red.

Section	Value
Personal Information	BRADLEY SEAMAN
Residential Address	2110 CRAFTSMAN PL MISSOULA, MT 59801
Mailing Address	2110 CRAFTSMAN PL MISSOULA, MT 59801
House District	
Absentee Voter	Yes
Registration Status	Active
County	MISSOULA
Precinct Name	LIFELONG LEARNING CENTER 97 (LLC97-01)
County Information	

- **Polling Places** – shows what polling place they can vote at.
- **Track my Ballot** – this will show the status of an absentee ballot

PRECINCT MAPS

Each polling location has precinct maps to hang on the wall, to help voters identify the precinct they live in.



- **Important note:** A voter might be registered to vote in a different precinct than they live in. If this is the case, verify their voter registration with **MyVoterPageMT.com**.

CALLING THE OFFICE

If you are unable to locate a voter's precinct using one of the above options, call the Elections Office using a direct line for "Where is my polling place?" This number will be in the manager's binder on the Election Day contact sheet.



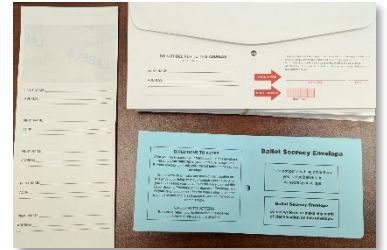
WHAT IF...

1. What if an absentee (mail) voter comes in without an envelope for their absentee ballot?

Provide the voter with a secrecy and signature envelope.

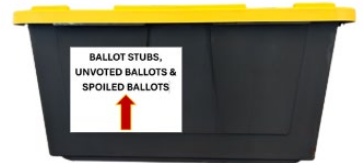
The voter needs to do the following:

- place their voted ballot in the secrecy envelope
- legibly write their name and address on an address label
- sign the envelope AND write their birth year on the envelope
 - Failure to include either of these will cause their ballot to be rejected!



2. What if someone comes in with their unvoted ballots?

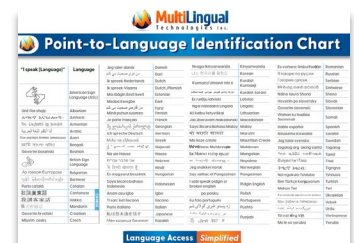
Assist the voter with depositing their unvoted ballots into the Unvoted Ballot and Stub Box.



3. What if someone does not speak the same language?

We can access interpretive services through the MultiLingual Technologies (MLT) program.

- Use the “Point-to-Language Identification Chart” (in your green bag of materials) to identify what language the community member speaks.
- Dial 1-833-632-0420, when prompted enter the following code: **92780365#**
- Select the language you need by either saying it or using the Interactive Voice Response (IVR). Once you are connected to an interpreter, proceed with the interaction.



4. What if someone requests additional assistance?


Contact your Polling Place Manager who can work with the voter and determine the best way to assist. We can assist via the ballot marking device (ExpressVote), offering assistance in marking the ballot, take a ballot to a vehicle for a voter, or assist with a replacement or provisional ballot. Contact your polling place manager who can work with them to provide the needed assistance.

ELECTION DAY PICKUPS

Drive Teams will come from the Elections Office with additional materials and will pick up any voted absentee (mail) ballots to process them for signature verification and tabulation.

- Work with the Polling Place Manager to unlock the absentee ballot box and remove any deposited ballots.
- Place the absentee ballots into the Tyvek envelope that the Drive Team brings with them.
- After securing the Tyvek envelope, place a blue seal over the adhered envelope flap.
- The Drive Team member will record the seal on their “Absentee Ballot Transport Log”.
- One person from the Drive Team and one election judge from the polling place will sign the log.

ABSENTEE BALLOT TRANSPORT LOG

<input type="checkbox"/> SEALED ABSENTEE BALLOTS (TO BE RETURNED TO ELECTIONS OFFICE)	
_____ Polling Place/Drop Location	
_____ Seal Number	
_____ Drive Team Signature	
_____ Election Judge Signature	
	Rec'd Initials <input type="text"/>

CLOSING DUTIES

After the polls have closed and all voters have left the polling place, work with the Polling Place Manager to unlock the absentee ballot box.

- Remove all ballots in the box and place them into the Tyvek envelope.
- Complete the front of the envelope and work with the Polling Place Manager to seal the Tyvek.
- The manager will write the seal number on the End of Night Checklist and will be verified when delivered to the Elections Office.
- Help others with their closing responsibilities.
- Complete your time sheet and place it in back into the manager’s binder.

