

ExpressVote Instructions

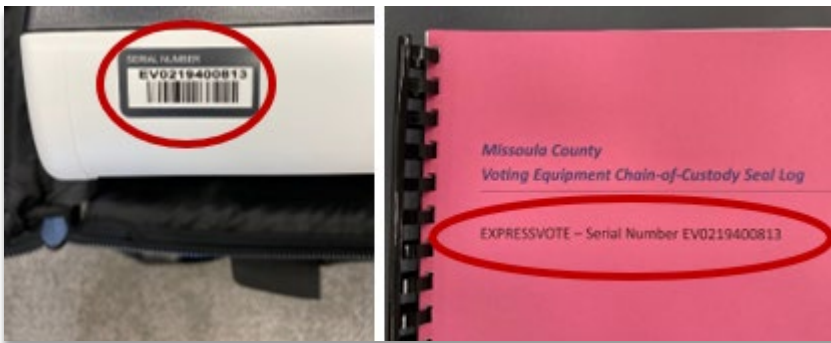
Election Day

1. UNPACK EXPRESSVOTE

- a. Unlock the gold padlock on black transport case zipper tab.
- b. Unzip case and relock the padlock on the zipper tab.
- c. Remove the Custody Seal Log from the case and verify that the serial number on top left of the ExpressVote machine matches number in the seal log.



(If serial number doesn't match, contact the Elections Office immediately.)



- d. Ensure the table is clear.
- e. Lay the ExpressVote machine FACE DOWN on table, so when it is set up the front of the machine faces the front of the table, and the kickstand is next to metal clip on table.



2. CONNECT POWER BRICK AND CORD

- Remove two-part power cord and headphones from outside zipper pocket.
 - Set the headphones aside for later use.
- Examine the power cord for any defects.
- Plug power brick and cord together. Make sure the plug going into the power brick is secure.



3. VERIFY SEAL WITH LOG

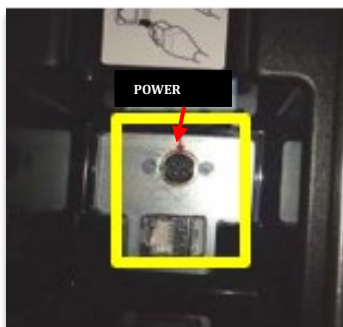
- Verify the **back port seal** with the number in the seal log.
 - YOU WILL NOT REMOVE THIS SEAL – JUST VERIFY THAT IT IS THE SAME AS LISTED IN THE SEAL LOG. – No signature is required.**
 - If seal numbers do not match, contact the Election’s Office immediately!**
 - If no seal is on the back port seal, work with the office to apply a seal and track it in the log.**



Removed Seal	Seal Location	Reason Seal Removed	Transportation (if applicable)	Replaced Seal
(Place removed sticker seal here) Sticker Seal (Just Seal) Signature and Date of Seal Placement and Seal Removal If removing a non-sticker seal, sign, and date here:	<input checked="" type="checkbox"/> Media/USB <input type="checkbox"/> Left Access Doors <input type="checkbox"/> Right Access Doors <input type="checkbox"/> Cover Tear Bag <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Testing <input type="checkbox"/> Election Day <input type="checkbox"/> Load Media <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> To Count Center <input type="checkbox"/> To Polling Place <input type="checkbox"/> To E&ES <input type="checkbox"/> Other (detail below)	Number: 06B Date: 05/09/25 Signature and Date of Custodian: [Signature] 01/16/24
(Place removed sticker seal here) Sticker Seal (Just Seal) Signature and Date of Seal Placement and Seal Removal If removing a non-sticker seal, sign, and date here:	<input checked="" type="checkbox"/> Media/USB <input type="checkbox"/> Left Access Doors <input type="checkbox"/> Right Access Doors <input type="checkbox"/> Cover Tear Bag <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Testing <input type="checkbox"/> Election Day <input type="checkbox"/> Load Media <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> To Count Center <input type="checkbox"/> To Polling Place <input type="checkbox"/> To E&ES <input type="checkbox"/> Other (detail below)	Number: Back Port Date: 08/30/24 Signature and Date of Custodian: [Signature] 4/30/24

4. CONNECT POWER AND SETUP EXPRESSVOTE

- On the back of ExpressVote, plug the small end of power cord **FLAT SIDE UP**, into the power port.
- Make sure plug is fully secured into the unit. The cord will “click” into place.
- Plug other end of power cord into an electrical outlet or extension cord, if needed.
- Position unit on table by extending the kickstand on the back.



VERIFY SEALS

- a. On left side of unit, unlock the access compartment door with barrel key.



← BARREL KEYHOLE

- b. Once the door is open, verify the USB seal with the number listed in the seal log.



The purpose of this form is to show the removal, transfer, and disposition of components used within voting systems as defined in MCA 13-1-101. Security seals, when removed, should be placed on this form. Forms are device specific. This form is tailored for ExpressVote. Document whenever security seals are removed/replaced. This form is required by ARM 44.3.2501.2(a).

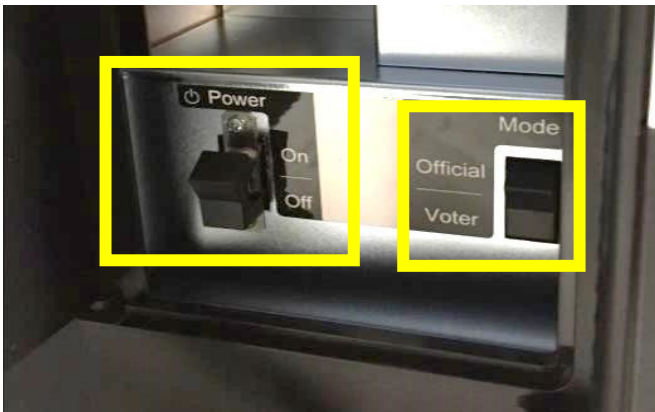
Type of Device	Voter Interface Device	Model	ExpressVote	Serial Number/Identifier	EV0219400570	Start Date	4/25/2024	End Date
Removed Seal		Seal Location	Reason Seal Removed	Transportation (if applicable)	Signature			
(Place removed sticker seal here) Sticker Seal must contain: Signature and Date of Seal Placement and Seal Removal		<input checked="" type="checkbox"/> Media/USB: <input type="checkbox"/> Left Access Doors <input type="checkbox"/> Right Access Doors <input checked="" type="checkbox"/> Case/ Tote/ Bag <input type="checkbox"/> Other (detail below) USB	<input type="checkbox"/> Maintenance <input type="checkbox"/> Testing <input type="checkbox"/> Election Day <input type="checkbox"/> Load Media <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> To Count Center <input type="checkbox"/> To Polling Place <input type="checkbox"/> To ES&S <input type="checkbox"/> Other (detail below)	Number: USB 05005 Date: 4/25/24			
If removing a non-sticker seal, sign, and date here: Election Official Signature _____ Date _____ Removed Seal # _____								
(Place removed sticker seal here) Sticker Seal must contain: Signature and Date of Seal Placement and Seal Removal		<input type="checkbox"/> Media/USB: <input type="checkbox"/> Left Access Doors <input type="checkbox"/> Right Access Doors <input type="checkbox"/> Case/ Tote/ Bag <input checked="" type="checkbox"/> Other (detail below) BACK PORT	<input type="checkbox"/> Maintenance <input type="checkbox"/> Testing <input type="checkbox"/> Election Day <input type="checkbox"/> Load Media <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> To Count Center <input type="checkbox"/> To Polling Place <input type="checkbox"/> To ES&S <input type="checkbox"/> Other (detail below)	Number: Back Port 083609 Date: 4/30/24			
If removing a non-sticker seal, sign, and date here: Election Official Signature _____ Date _____ Removed Seal # _____								
(Place removed sticker seal here) Sticker Seal must contain: Signature and Date of Seal Placement and Seal Removal		<input type="checkbox"/> Media/USB: <input type="checkbox"/> Left Access Doors <input type="checkbox"/> Right Access Doors <input type="checkbox"/> Case/ Tote/ Bag <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> Maintenance <input type="checkbox"/> Testing <input type="checkbox"/> Election Day <input type="checkbox"/> Load Media <input type="checkbox"/> Other (detail below)	<input type="checkbox"/> To Count Center <input type="checkbox"/> To Polling Place <input type="checkbox"/> To ES&S <input type="checkbox"/> Other (detail below)	Number: Date:			
If removing a non-sticker seal, sign, and date here: Election Official Signature _____ Date _____ Removed Seal # _____								
Signature and Date of Custodian								

*A copy of this form should be retained by the Election Official.

Updated March 2023

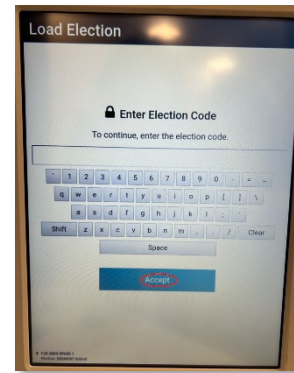
6. POWER

- a. Mode switch should be set to VOTER.
- b. Flip power switch to ON – unit will beep.
- c. Keep door open.



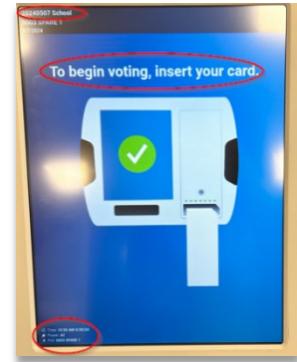
7. LOAD ELECTION

- a. Use the on-screen keyboard to enter the Election Code provided by the Elections Office. **Take your time**, the keypad may have a delayed response.
- b. **Use discretion when entering code.** Check your surroundings and ensure that the code is protected as it is not public information.
- c. At the bottom of the screen, touch the “Accept” button.



8. READY FOR VOTING

- a. Screen displays a green check mark and the message, “To begin voting, insert your card.”
- b. Check the election date and title in the top left corner.
- c. Check the time in the bottom left corner.
If any of the information in the left corners is incorrect, call the Elections Office morning supply person listed on the contact list.
- d. At bottom of unit, plug headphones into headphone jack.

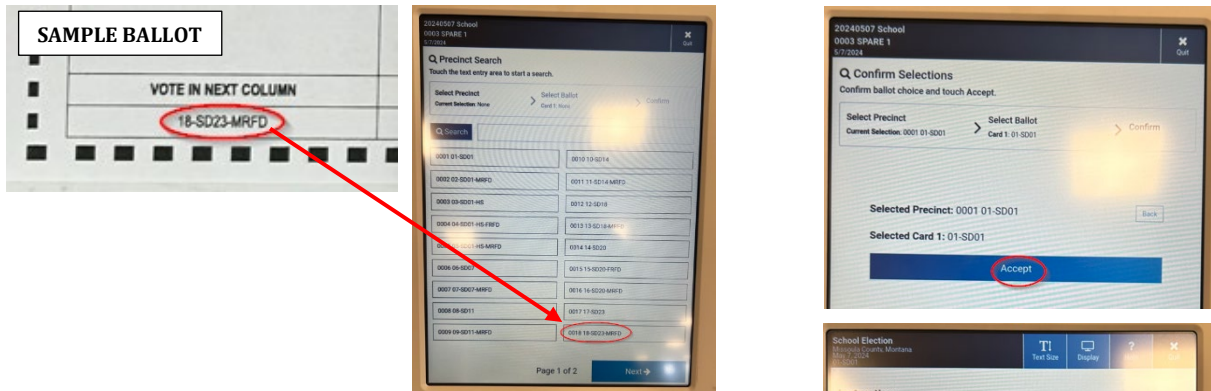


9. TEST BALLOT PRINT

- a. **Locate the activation cards for your polling location.**
 - They will be in the Polling Place Manager’s red tote.
 - With a witness present, remove the seal and place it on the certification report located in the manila envelope.
 - Be sure to sign the removal line on the seal and complete the ‘Verified By’ section after counting the activation cards.

- b. Insert the ExpressVote **TEST** activation card. This is a long and narrow white card with a cut top right corner and is marked **TEST**.
- c. On the Precinct Search screen, select the ballot style precinct that matches the precinct in the bottom left column of the sample ballot.

d. Confirm the correct precinct is selected and press the “Accept” button.



e. After reading the instructions, select “Start Voting”.

f. Make a selection for each race. You can undervote, select write-in, or attempt to overvote.

g. Keep track of all selections on the sample ballot.

h. Test the headphones and touchpad controller to ensure the machine is reading the ballot and the controls function.

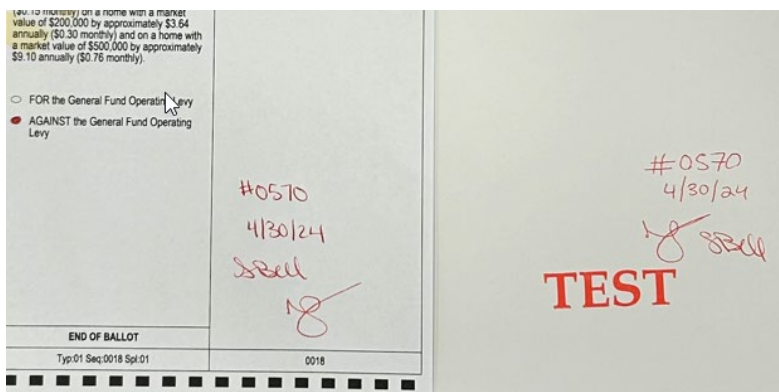
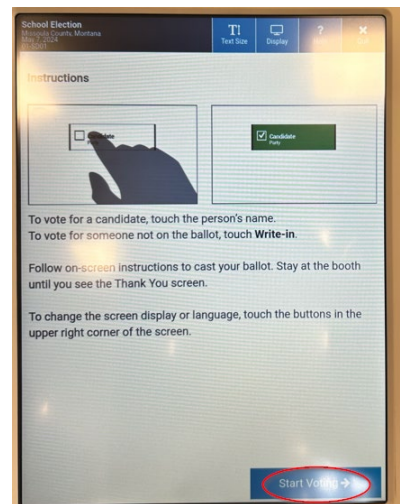
i. Test the touchpad controller. This is attached with Velcro to the left side of the ExpressVote.

j. Print ExpressVote activation card.

k. Verify selections were printed correctly.

l. In a blank area with a red pen, both judges sign, date and write the last four of the ExpressVote machine serial number (sticker on top left) on:

- TEST activation card and
- SAMPLE ballot.



m. Repeat with each ballot style given to you in the envelope.

EXPRESSVOTE IS NOW READY FOR VOTERS.

ExpressVote Closing Procedures

1. POWER OFF

- a. Remove and store Privacy Screen.
- b. On left side of unit, unlock and open the Access Compartment door.
- c. Flip power switch to OFF
- d. Close and lock the door; remove key.



2. DISCONNECT POWER

- a. Unplug headphones from front of unit.
- b. Replace control-pad.
- c. Ensure table is clear.
- d. Lay unit FACE DOWN on table.
- e. Unplug power cord from electrical outlet; unplug other end of power cord from back of unit.
****NOTE** pull the plastic sleeve back before pulling out of unit.**
- f. Collapse kickstand.
- g. Disconnect the power brick and the power cord
- h. Place in the outer pocket of case
- i. Slide headphones into the pocket with the power brick/cord.



3. PACK EXPRESSVOTE

- a. Slide unit back into case.
- b. Ensure that the seal log is inside the case.
- c. Zip all zippers closed.
- d. Lock the zipper.



5. COMPLETE THE REMAINING SECTIONS OF THE EXPRESSVOTE ACTIVATION CARD BALANCE SHEET.

- a. This is taped to the outside of the envelope with the tested and unissued cards inside the envelope containing activation cards that were sent to the polling location.

LOCATION: TRAINING
ACTIVATION CARD BALANCE SHEET

Section 1 - Set-up / Seal Verification / Testing:
(complete at the beginning of the day)

TOTAL CARDS RECEIVED: 2

By signing below, we certify that the ExpressVote security seals were verified, number of cards received were verified, and the ExpressVote was tested by 7AM.

Bh M. Blang 3/12/22 6:30AM
(signature) (signature) (date) (time)

Section 2 - Cards Used:
(complete at the end of the day)

USED FOR TEST: 2
 # ISSUED TO VOTERS: 0
 # VOIDED: 0
(place voided cards in envelope provided)

TOTAL CARDS USED: 2

Bh M. Blang 3/12/22 8:15PM
(signature) (signature) (date) (time)

Section 3 - Balancing and Sealing:
(complete at the end of the day)

2 # RECEIVED (from Section 1)
2 # (minus) TOTAL CARDS USED (from Section 2)

0 (equals) # CARDS REMAINING (if this matches hand count, sign below and seal the envelope)

Bh M. Blang 3/12/22 8:18PM
(signature) (signature) (date) (time)

- b. After it is completed, seal any tested activation cards or unused cards in the envelope. – This seal number should be tracked on the End of Night Checklist and the envelope should be returned to the Elections office.



SEALED ExpressVotes Activation Cards 083308
 Seal #

Bh M. Blang
 Election Judge Signature Election Judge Signature

Rec'd