

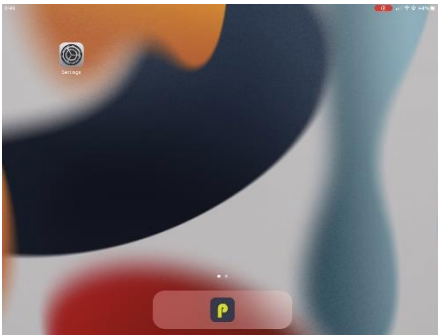
PRE-ELECTION PROCEDURES

POLL PAD UPDATE (iSYNC)



1. Check seals and power on devices

- Monday: Remove cases from gray cart. Seal will be green. Cut seal and put in **Envelope #7**.
- Tuesday: If case has not been opened, seal will be green. If case was opened on Monday, seal will be yellow.
- Verify blue tag number (EPB-0000) & seal number match the **Machine Certification Form**.
- Cut seal and put in **Envelope #7**.
- Remove only the iPad device from the case.



2. Power on device and launch Poll Pad app

- Power on the device by holding down button on left side until Apple logo appears. Release the button.
- The home screen will appear. You should see the Settings icon and a lime green "P" icon at the bottom of the screen.
- Tap the lime green "P" app icon at bottom of the screen.

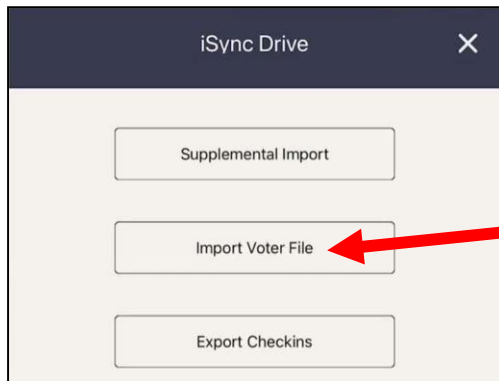


3. Launch Poll Pad app and insert iSync drive

- Tap lime green "P" app icon at bottom of screen to launch Poll Pad app.
- The app home screen will appear which shows a button at the bottom that says, "Get Started".
- ⚠** There may be a purple banner at the top of the screen with the words "Import" and "Needs Import". **IGNORE THEM.** Do not tap on those words.
- Insert the iSync drive into the lightning port connector on edge of device, near the physical home button.

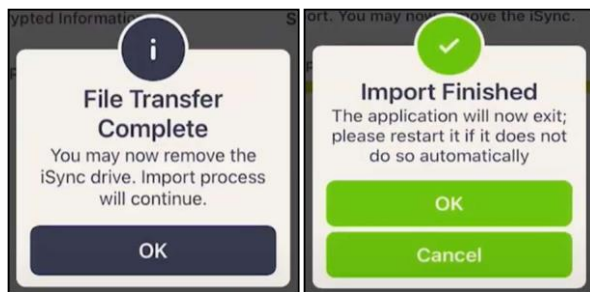
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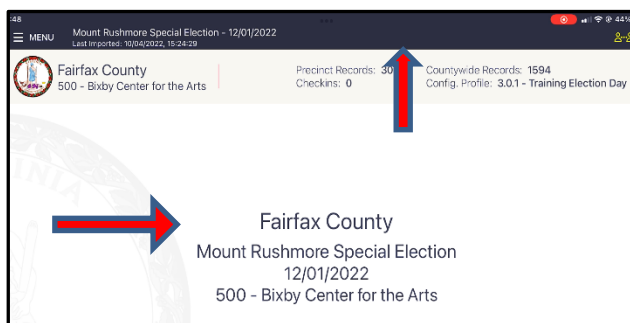
4. Import voter file

- When the pop-up appears, tap the second option: Import Voter File.
- Once the card flips, tap Import Voter File again at the bottom.
- If a message that “Airplane Mode is not enabled...” appears, tap Continue.
- The Import Voter File pop-up will display a moving bar line to show overall completion status.



5. Remove iSync drive

- When you see the File Transfer Complete message, remove the iSync drive and tap OK. The device will continue to import information. You can continue using the iSync drive to update other Poll Pads.
- Tap OK when the Import Finished message appears.
- The Poll Pad application will automatically close.
- Tap the lime green “P” app icon at bottom of screen to reopen the Poll Pad application.



6. Verify that voter file successfully updated

- Verify that the last imported date is **the Sunday before election day**.
- Verify that the election name, date, and location in the middle of the screen are correct.
- Verify that the Precinct Records count and the Countywide Records count in the header match the numbers on the Voter File Cross-Check form in Sheriff’s envelope.
- Verify that Checkins are zero (0).
- IMPORTANT: Repeat all steps for all Poll Pads. You must perform the update on every Poll Pad, whether or not used to check in voters.**
- Once you are finished, secure the iSync drive in the **Orange Pouch**.