

eSCAN Verification Procedure

BEFORE THE EQUIPMENT IS VERIFIED, NOTE THAT THIS MACHINE WILL NOT BE TURNED ON UNDER ANY CIRCUMSTANCES DURING THE INSPECTION.

- Step 1: Unlock the cover of the eSCAN voting booth.
- Step 2: Remove the paperwork and seals. There will be a verification sheet, ballot proofs, and a printed zero copy.
- Step 3: Find the white eSCAN verification sheet. The white copy belongs to the clerk; the pink will be left for the precinct officers.
- Step 4: Verify correct precinct ballots: The Board of Elections should examine the precinct ballots with the printed zero copy to make sure that these are correct. Every race and candidate should be checked for accuracy along with the precinct name on the eScan.
- Step 5: Verify lines 1 thru 6. (1) The precinct name is located directly above the scanner and on the eSCAN tub. (2) The serial number is located on the precinct card and right above the printer. (3) eSCAN red seal number. This is the red seal on the right side of the eSCAN. Seal is placed where the MBB is inserted into the machine to prevent tampering or removal. (4) PVT Count starts: Located on the zero paper tape copy included with this form. (5) Yellow Seal Number: Located on top of the verification form. (6) Blue Seal Number: Located on top of the verification form.
- Step 6: Verify the zero paper tape. Every candidate should have a zero next to his or her name. This tape has every race and candidate names for that particular precinct. The clerk will keep this copy.
- Step 7: Verify the ballot proofs: These proofs have every race and candidate names on them. Check for spelling and correct race order.
- Step 8: Replace the black eSCAN cover back on the scanner and lock it.

*Stays on the eScan: (1) Pink Verification form, (2) Blue Seal, (3) Attached Zero Tape from eScan printer.

*Clerk takes: (1) White verification form, (2) Zero tape copy, (3) Board of Elections seals eScan tub door with yellow seal.