EARLY VOTING DAY ONE

OPENING CHECKLIST

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Place a check mark next to each item as it is completed. All coordinators must sign the bottom of the master checklist document upon completion.

COMPLETE IMMEDIATELY

- [ ] <u>Site Coordinator:</u> Before entering the site, ensure an Assistant Site Coordinator of a different affiliation is present and can enter with you.

  - [ ] If an Assistant Site Coordinator of a different affiliation is late, then contact the BOE so a site worker can be assigned to this role.

- [ ] <u>Site Coordinator:</u> Call the "Opening Alert" contact programmed in the site cell phone to confirm with the BOE you are inside the site and all site workers are present.

- [ ] <u>Site Coordinator:</u> Guide any members of the public present to view opening procedures to a designated observation area. They may not disrupt the opening process in any way.

- [ ] <u>Site Coordinator:</u> Check-in and log any Observers who are present to view opening procedures. They may not disrupt the opening process in any way.

  - [ ] If Observers or members of the public request to see the zero tape from the tabulator, ensure that it remains in poll worker custody <u>at all times</u> and is folded so that everything above the "Public Count" cannot be seen. Observers and members of the public are not in any way permitted to handle the tape. (For additional information on opening procedures observation, see page 25 of the Early Voting Manual.)

- [ ] Log into the Site Coordinator laptop using the credentials found in the Admin Binder behind the "Credentials" tab.

- [ ] Ensure the Site Coordinator laptop desktop has the Early Voting Assistant application, Approved Observers List, and Electronic Incident Reporting Form, all open and ready for use.

☐ Attempt to print a SOSA Transaction Statistics Report on the Site Coordinator laptop to confirm that the screen appears stating 'No records have been entered for the current election.' Click on the "Tools" tab and select "SOSA Transaction Statistics Report" in the "Reports" pane in SOSA. If a report appears, notify the Board of Elections immediately.

☐ Record the appointed Assistant Site Coordinators under the Site Coordinator Assignments tab in the Site Coordinator Management Guide. This information can be found on the worker schedule in the Precinct Official Portal.

☐ Verify the IDs of each site worker against the assigned worker list to confirm they are scheduled to work. Complete this task at shift change as well.

☐ Check for text message updates from the BOE in the Site Coordinator cell phone.

ASSIGNMENTS AND CHECKLIST DISTRIBUTION

This section is to be completed by the Site Coordinator.

☐ Distribute the following checklists for daily opening. (Found in the Early Voting Admin Binder):

    ☐ Check-In Station Checklist

    ☐ Help Desk Station Checklist

    ☐ Ballot Station Checklist

    ☐ General Setup Checklist

TABULATOR AND EXPRESSVOTE

☐ Retrieve the DS200 from the locked closet (if your site is required to place the DS200 in a locked closet overnight). Ensure the DS200 is plugged in and functional.

☐ <u>Site Coordinator and Assistant Site Coordinators:</u> Using the blue ballot box key, verify that there are no ballots in the following bins:

    ☐ Ballot Bin (Bottom of Ballot Box).

    ☐ Emergency Bin (Top of Ballot Box).

If there are ballots in either bin, contact the Board of Elections immediately for guidance.

☐ Open the lid of the tabulator using the blue ballot box key.

☐ Using the black tabulator key, open the tabulator screen. The machine will power on automatically if it is connected to power.

☐ Confirm that the blue seal was not tampered with and remove the seal from the panel door and place it in the 'Blue Equipment Security Seal' section of the 'Early Voting Ballot Reconciliation Form.'

☐ Confirm that the seal number matches the number recorded in the 'Blue Equipment Security Seal' section of the 'Early Voting Ballot Reconciliation Form.' **Call the BOE immediately if the seal has been tampered with and/or the seal number does not match.**

☐ Open the polls on the tabulator following the instructions in steps 11 through 17 in the 'Opening the DS200 Tabulator on Day One of Early Voting' Section of the Early Voting Manual, located on pages 27-29. Sign the zero tape. Place the zero tape, with the attached Configuration Report in the red anti-static bag in the Early Voting Admin Binder. Keep the red anti-static bag clipped into the Early Voting Admin Binder.

  o **Note:** The signed zero tape and attached Configuration Report will remain in the red anti-static bag throughout the Early Voting period.

☐ Place a "0" in the 'Daily Beginning Count' field of the 'Early Voting Daily Reconciliation Form' after confirming the zero tape.

☐ Place the privacy screen panels on the sides of the DS200 tabulator.

☐ Open the side panel of the ExpressVote using the black tabulator key. Turn the machine on and verify that the ExpressVote properly loads and is ready to accept the first voter per the instructions in the 'Opening the ExpressVote' Section of the Early Voting Manual located on pages 31-32.

CHECKLIST COMPLETION VERIFICATION

This section is to be completed by the Site Coordinator.

☐ Verify the accurate completion of the Help Desk Station Checklist for opening.

☐ Verify the accurate completion of the Check-In Station Checklist for opening.

☐ Verify the accurate completion of the Ballot Station Checklist for opening.

☐ Verify the accurate completion of the General Setup Checklist for opening.

☐ Place all checklists in the Early Voting Admin Binder.

FINAL OPENING TASKS

<u>Site Coordinator:</u> Complete the following:

☐ Provide each site worker with a name tag to be used for all shifts. **Do NOT write on the plastic sleeve.**

☐ Review the 'Site Management Checklist' found in the Site Coordinator Management Guide to prepare for the day.

☐ Reiterate position assignments with each site worker prior to opening the site.

☐ <u>Remind site workers to use the station resource materials to ensure they are in compliance with NC election law.</u>

☐ Reiterate that site workers must NOT use BOE computers to access the internet unless authorized (ex. Electronic Incident Reporting Form).

☐ Reiterate that site workers may only take breaks outside or in designated areas.

☐ Call the "Opening Alert" contact programmed in the site cell phone to confirm with the BOE you are ready to promptly open the polls.

Site Coordinator Signature	Asst. Site Coordinator Signature	Asst. Site Coordinator Signature

Date and Time