



REGISTRAR OF VOTERS

Entering Boxes into Ballot Storage

PROCEDURE DOCUMENT – Version 1.2

Entering Boxes into Ballot Storage

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Scope

This procedure explains how to record data from ballot boxes for future references and physical location purposes. The purpose is to ensure that the information from the ballot boxes are being entered into the database accurately.

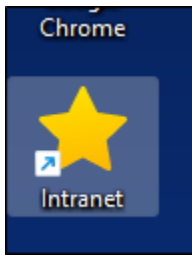
This procedure is to be used between E-29 and E+30. It is utilized by the Ballot Department under Ballot Storage function. ~EC 15101, 14420

Supplies

- Metal racks
- Black or Blue pens
- Duo Fob
- Weighing scales
- Computer
- Flat metal carts

Navigating the Ballot Storage Application

1. From the Ballot Storage computer, double-click the Intranet icon.



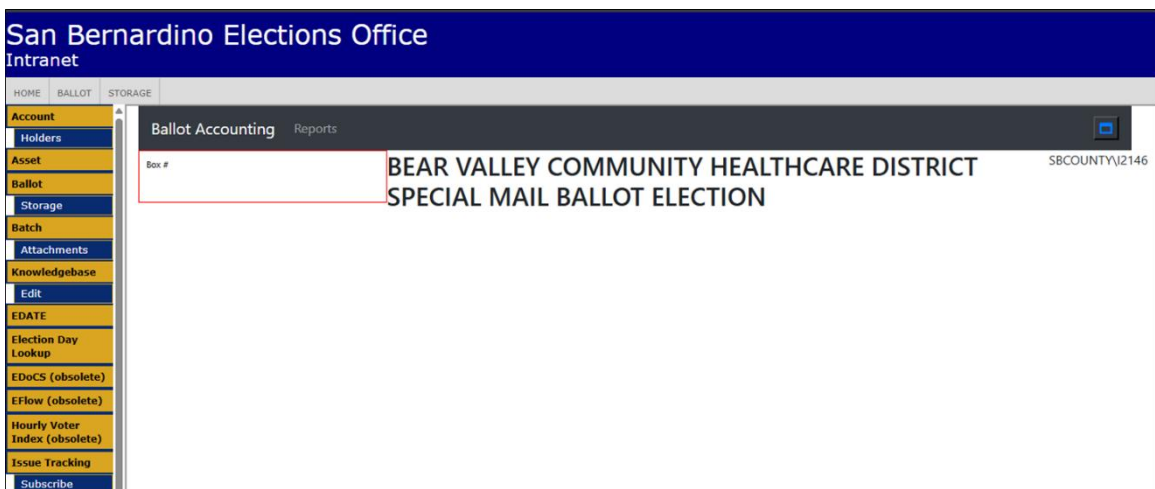
2. Login using your Windows username and password.

A login form with an orange header bar containing the word "Login" and a small square icon. Below the header, there are two input fields: "User Name" with the text "A9999" and "Password" with a masked password of dots. To the right of the password field is a "Sign In" button with a right-pointing arrow icon.

3. Once logged in, click Ballot → click Storage menu option.



4. This will open the Ballot Storage application.



Recording the Box Data

This section will refer to the two individuals who perform the tasks as runner (the person who brings the box to the table and reads the data from the box label) and clerk (the person who enters the read data into the computer and determines the pallet number).

1. The runner sits the box next to the scale, with the label facing up and readable.



2. The runner will read the following data from the label on the box:
 - a. Box number
 - i. The clerk will enter this number and then press Tab on their keyboard
 - b. Pocket number
 - i. If you are reading from a box of ballots from a polling place, the label will have a Poll ID instead of a pocket number. The data is entered the same way.
 - ii. If the pocket number is marked as N/A, the number is 0.
 - c. Ballot category
 - i. The clerk will need to open a drop-down box to select the category
 - d. ICC number
 - e. Batch number
 - f. Batch size
 - g. Outstacks

Box 1		BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT SPECIAL MAIL BALLOT ELECTION - 6/24/2025			
1 Ballot Preparation		2 Ballot Counting		3 Ballot Storage	
Date	Employee	Date	Employee	Date	Employee
Pocket		ICC	Batch #	a Scale Count	Verified 2(a) & 3(a)? ☐ Yes
Ballot Category: Mail Ballots ☐ Mail ☐ Mail - UOCAVA ☐ Designated Mail Precinct ☐ BMD Mail ☐ BMD Mail - UOCAVA ☐ BMD Designated Mail Precinct		a Batch Size b Outstacks (Not Counted)		Pallet	
Scale Count:					

Note: All numbers must be read individually. The number "590" is read as "five nine zero."

- The clerk enters all data that is read off to them.

Ballot Accounting Reports					
Box # 1		BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT SPECIAL MAIL BALLOT ELECTION			
1 Ballot Preparation		2 Ballot Counting		3 Ballot Storage	
Date	Employee	Date	Employee	Date	Employee
Pocket 43		ICC 9	Batch # 3	a. Scale Count	Verified 2(a) & 3(a)? No
Ballot Category: Mail Ballots Mail		a. Batch Size 141		Pallet	
		b. Outstacks (Not Counted) 0			

- Once the label information has been read off, the runner places the box on the scale near the clerk's computer.
- The runner reads the scale value from the screen on the scale.



6. The clerk inputs that value into the Scale Count field.
7. The verified field on the right should automatically change from No to Yes.

Note: If the box does not change from No to Yes, see the section titled “Box Not Verified.”

3 Ballot Storage	
Date	Employee
a. Scale Count 142	Verified 2(a) & 3(a)? Yes
Pallet	

8. The clerk will tell the runner “Verified.”
9. The clerk will tell the runner the current pallet number.
10. The clerk will type the pallet number into the Pallet field, then click the Save button.

 Save

11. The runner will write the pallet number down on the label, along with the scale count, today’s date, and their initials. They will also check the “Yes” checkbox in the Verified field.

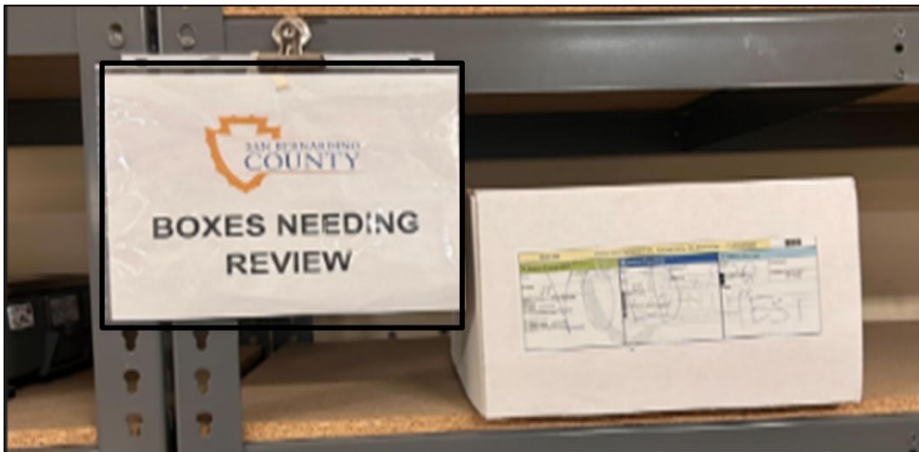
3 Ballot Storage	
Date 5/19/25	Employee CT
a Scale Count 142	Verified 2(a) & 3(a)? ☒ Yes
Pallet 0010	

12. The runner will slide the box across the desk to the clerk, who will take the box and place it behind them on the floor for another runner to pick up and palletize.

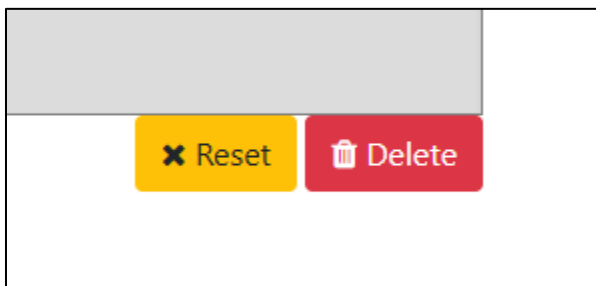
Box Not Verified

A box will read as not verified if the scale count is too far off from the batch size amount. This may be due to batches of ballots not being read correctly, meaning that they must be hand counted to verify the data.

1. The clerk will tell the runner that the box is not verified.
2. The runner will take the box to the shelf marked “Boxes Needing Review.” A hand count will be done on it later.



3. The clerk will click the Reset button on the screen and move on to the next box.



Note: Do not press the Delete button. This is for the supervisor use only.