How to Convert an Absentee Ballot to a Precinct Ballot on Election Day
February 27, 2024
Presidential Primary Training
Returning and Tabulating Absentee Ballots at the Precinct – New!

- Voters may now bring their AV ballot to their polling location on Election Day to vote and tabulate it.
- The voter will complete a precinct application to vote.
- The ballot number will be verified with the AV information already recorded in the EPB.
  - If the ballot number does not match, the ballot is missing a stub, or if the stub is detached, the voter must surrender the ballot and issued a new ballot. Contact the Clerk’s Office for guidance.
  - If everything matches and the voter chooses to cast the absentee ballot, a call to the Clerk’s Office is not necessary!
- Direct the voter to discretely unfold their absentee ballot and place it in a precinct secrecy sleeve.
- Voter can be directed to a voting booth to mark their ballot (if needed,) then the ballot is tabulated as normal.
AV Ballots Returned to Precinct – EPB Process

- Verify the absentee ballot number and record on the application to vote.
- Lock the voter’s record.
- Select “Voter Remarks” and type “AV to ED” indicating Absent Voter to Election Day. This will document the conversion on the Remarks page for later reference.
- Ballot will be issued as a “Regular Ballot.”
AV Ballots Returned to Precinct – EPB Process – Continued

- The “Ballot Number” should be issued as: “V” followed by the AV ballot number.
  - Example: AV ballot 10001 should be marked as Ballot V10001.
- Select the political party ballot indicated on their “Application to Vote.”
- Select “OK.”
At 8:00 PM, you must announce that the polls are now closed.
Anyone in line at that moment is permitted to vote.
Helpful Hint: At 8:00 PM issue an application to vote to all eligible voters in line.
Once the last voter has tabulated their ballot, you can begin the process of closing the polls.
Do not begin breaking down items in the precinct until the last voter has tabulated their ballot.
Reminder to keep the doors to the polling location unlocked during the entire closing.
Verify the Tabulator Count

- After all the ballots have been processed, including any from the auxiliary compartment, confirm the tabulator shows the correct number of ballots processed.
- To determine the total, take the number of “in-person” voters from the EPB and subtract the number of provisional envelope ballots. This number should match the number displayed on the tabulator.
- Make a note of this number as you will need it when completing the Ballot Summary Report.
- If the numbers do not match, call the City Clerk’s Office immediately.
The first step in closing the polls in the Electronic Poll Book is to complete one last backup.

Once the backup is complete, you can move on to saving the three reports and one file that will be needed at the Receiving Board.

The four items are:
- Ballot Summary Report
- List of Voters
- Remarks
- Voter History
To complete the Ballot Summary Report:
1. Click “Reports.”
2. Click “Ballot Summary.”

3. Line A – The number of ballots delivered at the open of polls; this number will be set for you. There will be two ranges - one Democratic and one Republican. (Ann Arbor does not have an “L” ballot style.)

You will also manually add a row for the AV ballots voted:
- **Ballot Style** = “V”
- **Party** = “AVED” (short for “Convert Absent Voting to Election Day”)
- “Starting No.” = “V00001”
- “Ending No.” = “V” followed by the number of AV-ED ballots tabulated by voters.

In the example, only 3 AV ballots were tabulated by voters, so the “Starting No.” is “V0000001” and the “Ending No.” is “V0000003.”

Use the “Remarks” Report to count the AV to ED notations.
Ballot Summary Report – Continued

- **4. Line B** – This number will be 0 as absentee ballots are not processed in the precinct.
- **Line C** – The total number of ballots accounted for in the precinct. This number will automatically calculate.
- **5. Line D** – The number of ballots tabulated. Take this number directly from the tabulator.
- **6. Line E** – This window will automatically show 0 as AV ballots are not processed in the precinct.
- **Line F** – The total number of ballot re-issued to voters who spoiled their ballot. This number is automatically calculated.
- **Line G** – The total number of ballots rejected at precinct. This number will be automatically calculated.
Ballot Summary Report – Continued

- 7. Line H – The number of ballots used for duplication. This line is typically 0.
- Line I – The number of provisional envelope ballots issued. This number is automatically calculated.
- 8. Line J – Unused Ballots. Fill in the next ballot number a voter would have received for both ballot styles (Republican and Democratic) along with the ending number (i.e. the remaining numbers of used ballots – ex. 17 – 200.
- Line K – Will automatically calculate the number of ballots used during the day. Click in any white box to generate this number.
- Line L – Must be 0.
• Click “Preview” at the bottom of the ballot summary screen. You likely will have to scroll down to see the button.

• The ballot summary report will pop-up. Review ensuring that Line L is 0.

• Click the disk icon in the upper left-hand corner of the screen.

• Click PDF from the drop-down menu.

• The computer will default to saving on the flash drive. Confirm that the pathway is correct:
  • This PC►USB Drive (D:). The letter (D:) may not match your screen. It can be D, E, F, G, etc. That’s okay! Then click “Save.”