

WelcomeVoter Kiosk Texas Training Video Descriptions

updated June 25, 2021 to add link to video library in Wistia

The WelcomeVoter kiosk (WVK) training videos show you all the steps of voter check-in for Texas, first for the Fast Track Voter that needs no special handling and then for the voters whose situations require special handling (voter moved, information needs correcting, voter requested mail ballot, voter has no valid ID).

With the exception of the videos 1-3, the videos are likely most easily understood if viewed in the order listed below. Video 1 lets you see voters interacting with the WVK.

Here is a link to the videos described below: <https://votec-1.wistia.com/projects/08uotck5rt>

1. **How the WelcomeVoter Kiosk looks in Poll Place Action** – Demonstrates how the WelcomeVoter kiosk looks when set up at the poll place; showing an interaction between the poll worker and voters during voter check in.
2. **Setting Up the WelcomeVoter Kiosk** – Demonstrates how to properly remove the WelcomeVoter kiosk components from the case and assemble the unit.
3. **Starting Up Your Kiosk** - Demonstrates how to properly start up the WVK unit by powering on the laptop first and then the voter display. The login specifics are also shown.
4. **Search Options** - Demonstrates the search methods that a poll worker can use to search for a voter record.
5. **Fast Track Voter Check-In** – A Fast Track Voter has no pending needs that require special handling such as a mail ballot, an address change, or not having an approved ID. This video shows the entire process from first screen to last. It is a reference for many of the following videos which will not repeat the introductory and final check-in steps.
6. **Cancelling a Voter Check-In** – Demonstrates how a voter who was erroneously checked in can have their check-in cancelled.

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The videos below are each for a specific workflow based on voter registration status and ballot interactions so far. They start by aligning the viewers with where the workflow starts within the full check-in process and then show the unique steps for the particular workflow.

7. **Similar Name Affidavit** – Unique to Texas. This video demonstrates how the poll worker should compare the name of the voter as listed in the WelcomeVoter kiosk (WVK) to the name on the ID provided by the voter. If the name's are an EXACT match then the poll worker proceeds with checking the voter in. However, if the names are not identical then the poll worker should review to see if the names are "substantially similar". If the poll worker concludes the voter has a substantially similar name the voter will need to initial the affidavit within WVK workflow and then proceed with the check-in.

8. **Suspense Voter - No Data Entry from SOR** – Demonstrates how Texas law requires any voter with a "suspense" status (sometimes called "inactive" to complete a Statement of Residence (SOR) prior to voting. A suspense voter indicates that mail sent to the voter was returned as undeliverable.
Even if the voter states the address shown is their current and correct residential address the voter must still complete an SOR to remove the suspense status.
The voter must vote at the address shown in their voter registration record.
This video demonstrates the poll worker being prompted to provide the voter an SOR form and flagging in the laptop database that the completed form was received back from the voter. No keyboard entry of the SOR data is done at this time.

9. **Mail Ballot Requested** – A voter who requested a mail ballot will see a message indicating a mail ballot was requested. The poll worker will also see this message. The video demonstrates how a voter that requested a mail ballot and shows up to vote in person has 3 options.
During the early voting period the voter can surrender their mail ballot to the poll worker and sign an affidavit that is within the WVK workflow. This process then cancels the mail ballot and the voter is allowed to vote a regular ballot at the polls.
If the voter does not have their mail ballot they can present notice from the early voting clerk indicating the mail ballot was cancelled. The voter can then proceed with voting a regular ballot.
If the voter does not have their ballot to surrender OR the notice from the early voting clerk they can vote a provisional ballot.
On Election Day a voter may drop their voted mail ballot at the polling location. This is simply another method of delivery. On Election Day, the voter can also return their mail ballot to the Early Voting Clerk's office.

10. **Mail Ballot Returned - No Data Entry from Provisional Affidavit** – Demonstrates how a voter whose status indicates they have a mail ballot that has already been returned to

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the Elections Office is shown as voted already. If the voter believes this is in error they can choose to vote a provisional ballot. This video demonstrates the workflow of completing the provisional affidavit in a paper only form; not entering any data into the laptop.

11. **Mail Ballot Returned - Laptop Entry of Provisional Affidavit Data** - Demonstrates how a voter whose status indicates they have a mail ballot that has already been returned to the Elections Office is shown as voted already. If the voter believes this is in error they can choose to vote a provisional ballot. This video demonstrates how the voter is given instructions to complete the provisional ballot affidavit, return it to the poll worker and the poll worker enters the data from the provisional ballot into the laptop.

12. **Assisted Voter** – Demonstrates how a voter may choose a person to assist them. This choice will require the poll worker to enter the name and address of the assistant into the WVK workflow and have the assistant sign an affidavit.
If the voter does not choose a person to assist them but still requires assistance then the Election Workers can assist the voter. It requires two election workers to assist on Election Day but only one is required during Early Voting.

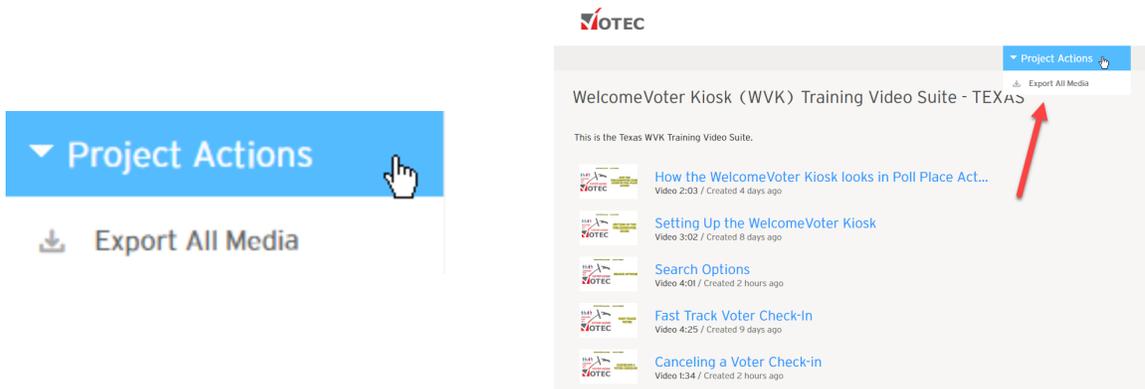
13. **Reprocess Voter/Reprinting a Voter Label** - Demonstrates how the Reprocess Voter button allows for the poll worker to reprint a voter's label. The reprocess voter workflow allows the poll worker to look up a voter that is already checked in and re-print all check in labels applicable to that voter.

14. **Packing Up the WelcomeVoter Kiosk** – Demonstrates how to disassemble the WelcomeVoter kiosk and place the components back into the case in the proper places.

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To download all the videos into one zipped file:

1. Select the Project Actions' button in the top right section of the project screen.
2. Select "Download".



To download a specific video:

3. Select the 'Video Actions' button in the top right section of a video
4. Select "Download".
5. Select the quality of video you wish to download.

