





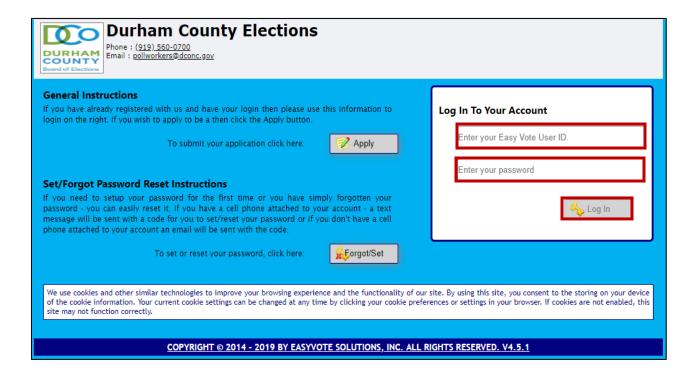
EASY POLLWORKER LOGIN INSTRUCTIONS

DURHAM COUNTY BOARD OF ELECTIONS 201 N Roxboro St, Durham, NC 27701 (919)560-0700 pollworkers@dconc.gov





ASSIGNMENTS AND TRAINING CLASS REGISTRATION



Online registration is available for all training classes. All current precinct officials may access the training schedule by visiting the below website and entering in the required username and password. For this election, use the following information to login:

Website: https://durhamnc.easypollworker.com/secure/login.aspx

**If this does not work, try firstnameinitial.lastname (r.troedsson)

(Use your first and last name with a . in between. All fields are lowercase and hyphenated last names are combined without spaces.)

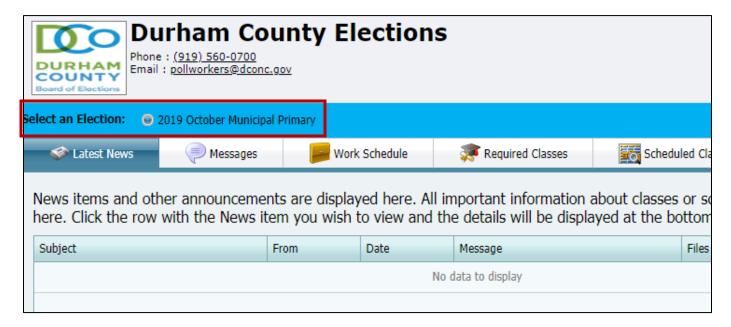
Password: election

Click here to login.

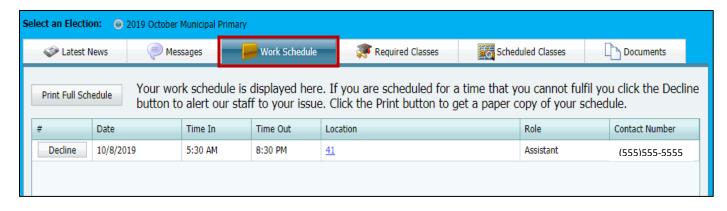




1. Once you are logged in, verify that the election selected at the top of the page is the current upcoming election.



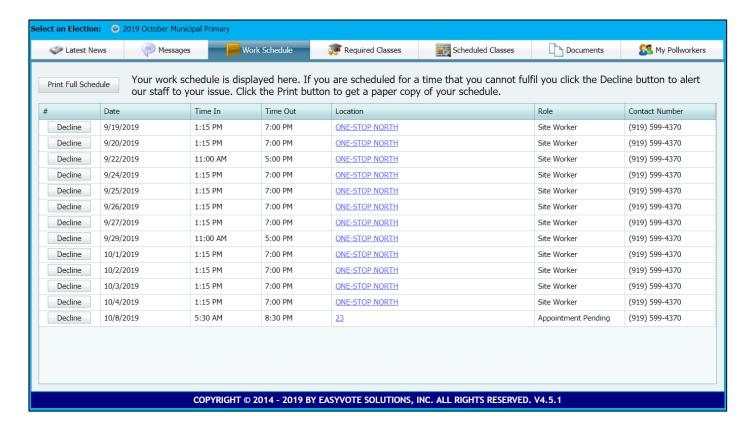
2. Use the task bar to view your work schedule. Your work schedule will include the Election Date, arrival time and approximate departure time, assigned polling location, and role at the precinct.



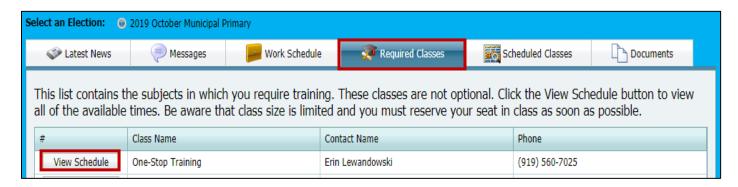




2a. If you are assigned to work one-stop, you will also see a full schedule of dates, times, location/s, and position for each day that you are assigned to work once the schedule becomes available. You will receive an email from the BOE once this is available.



3. Use the task bar to view your required training classes. These classes are determined by your role at the precinct. To register for a required training class, click on 'View Schedule' to select an available training class.



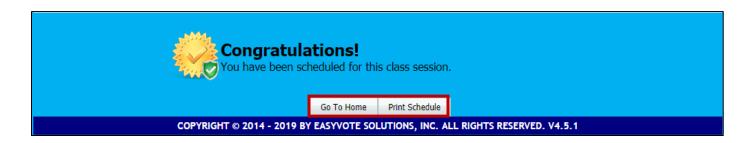




4. Once you click on the 'View Schedule' button, a list of available training classes will generate. Please review the dates, times, and locations for each class prior to deciding. Click the 'Sign Up' button to the left of your selected training class to properly register.



5. Once you click on the 'Sign Up' button, a congratulations message will appear to let you know that you have successfully registered for the class. You may print your class schedule by clicking on the 'Print Schedule' button. To return to the main page, click on the 'Go To Home' button.

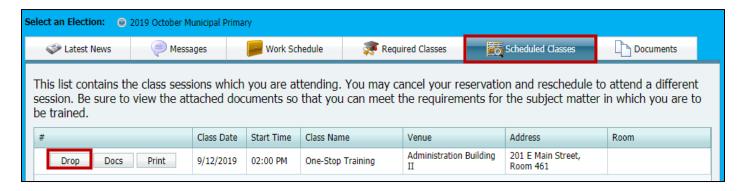






TRAINING CLASS ASSIGNMENT CHANGES AND SCHEDULE PRINTING

1. You may change your scheduled training class information in advance by clicking on 'Scheduled Classes' on the main taskbar.

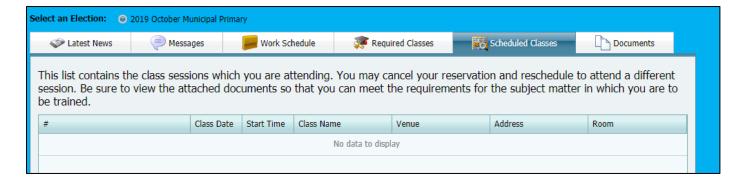


2. Verify that you have selected the correct class that you wish to unregister from. Select the 'Drop Class' button to successfully unregister from the selected class.

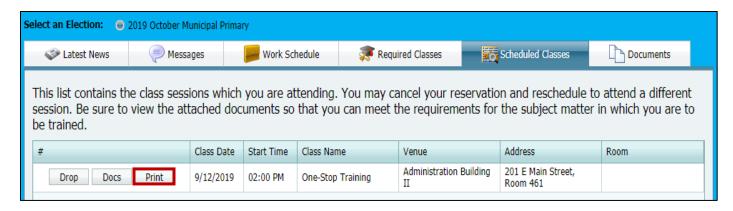








NOTE: You may view and print your scheduled training class information at any time by clicking on 'Scheduled Classes' on the main taskbar.





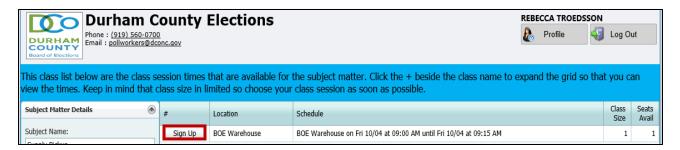


CHIEF JUDGE SUPPLY PICKUP

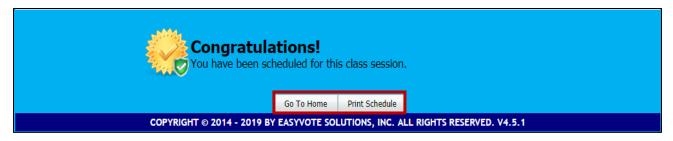
1. When instructed by the Board of Elections, use the task bar to view your required classes. To register for your Supply Pickup when it becomes available, click on 'View Schedule' to select an available time slot.



2. A list of available time slots will generate. Please carefully review the dates, times, and location for each option prior to selecting. Click the 'Sign Up' button to the left of your choice to properly register.



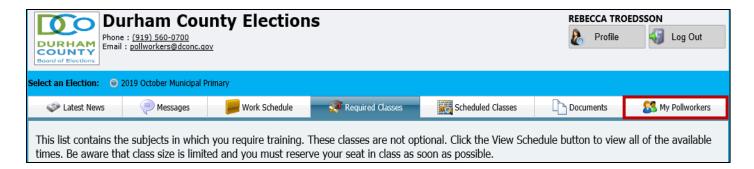
3. Once you click on the 'Sign Up' button, a congratulations message will appear to let you know that you have successfully registered for the class. You may print your class schedule by clicking on the 'Print Schedule' button. To return to the main page, click on the 'Go To Home' button.







CHIEF JUDGE CONTACT



Use the task bar to view the precinct officials assigned to work with you on Election Day by clicking the 'My Pollworkers' tab when instructed by the Board of Elections. A contact number and email address are available for each person.

A second contact number may be available by clicking the view button. Do <u>NOT</u> update any voter information in this section.

You will use this information to begin contacting each precinct official to review the pre-election meeting and Election Day requirements.

Review the following:

- 1. Ensure that your direct report is aware that s/he is assigned to work at your precinct and provide the precinct address, start time, and approximate end time.
 - If you are unable to reach an assignee, after two attempts, please contact the Board of Elections immediately.
- 2. Ensure that your assignee attended required training (Assistants are required to attend "Assistants Training" and Chief Judges and Judges are required to attend "Judges Seminar" and "Judges Equipment" training.). If your assignee has not attended training and needs to attend a makeup session, please have him/her contact the Board of Elections at pollworkers@dconc.gov or 919-560-0250.





- 3. Inform your assignee that you will be contacting him/her with the time for the preelection meeting once the Board of Elections provides the times for precinct delivery and setup. If you have established a time for your pre-election meeting, you may inform your assignee of that time. Contact information for primary contacts at your site will be provided as we finalize that information.
- 4. Be sure to also provide your assignee with details related to what s/he should bring to the polling place (ex. food, drinks, medications, jacket, business casual attire).
- 5. Provide your contact information in case your assignee has questions.





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