Westchestergov.com

**Westchester County
Board of Elections**

Poll
Worker
Training
System

2024

User Manual

Westchester County Board of Elections Poll Worker Training

The Westchester County Election Inspectors Examination System is an online platform for Westchester County residents and registered voters wishing to become Election Inspectors to take the Poll Worker Procedure Exam and Bilingual Exam (if Spanish speaking), for a possible poll worker assignment for the Presidential Primary Election to be held on Tuesday, April 2, 2024, the Primary Election on Tuesday, June 25, 2024 and the General Election on Tuesday, November 5, 2024.

Westchester County residents and registered voters can register for this online platform from their mobile devices, desktops, or laptops.

The website address for the Poll Worker Training is: https://boeie.westchestergov.com

1. Home Page

Screen: Home Page

For first time users, choose Register to register into the system.

The user can click on Log In if they have already registered.

The user can access the training videos for Poll Workers by clicking on the following link – Poll Worker Procedure Training Video. The user must view this video before taking the Poll Worker Procedure Examination.

If the user is fluent in both English and Spanish, they can also view the Bilingual Poll Worker Manual by clicking on the following link - Bilingual Poll Worker Manual. This opens a new window with the Bilingual Manual. The user must complete the Poll Worker Training Video and Examination before proceeding to the Bilingual Manual and Bilingual Exam.

The user can also access useful machine training videos for the polls by clicking on the link – Quick Reference Machine Training Video.

This page also shows a link to take the poll worker procedure exam, if the user is logged in.

This page also shows the link to take the bilingual exam, if the user is already logged in and has attested that they can speak, read and write English and Spanish fluently.

Please note that the Register and Log In links are not shown on this page when the user is already logged in.

2. Register Page

Register User

Email	Enter your Email here... 👤
Password	Enter your Password here... 👁
Confirm Password	Enter your Confirm Password here... 👁
First Name	Enter your First Name here...
Last Name	Enter your Last Name here...
Last Four Digits of SSN	Enter your last four digits of SSN here...
Party working for	Select Party ⌄

Residential Address

Street Address	Enter your residential street address here...
Apt #	Enter your residential apartment number here....
Town/City	Enter your residential address city here...

Screen: Register User

This screen has the following fields:

Email: The user enters their email address in this field. This field will also be the user name to log into the system.

Password: The user enters their password which will be used later when the user logs into the system.

Confirm Password: The user provides the same password as the one they provided in the previous password field.

First Name: The user enters their first name.

Last Name: The user enters their last name.

Last Four Digits of SSN: The user enters the last four digits of their social security number here.

Party Working For: The user chooses the party they wish to represent at the polls: Democrat or Republican.

Residential Address

Address: The user enters the street address of their residence.

Apt #: The user enters the apartment number of their residence.

City: The user enters the city of their residence.

Zip Code: The user enters the zip code or postal code of their residence.

Is your mailing address the same as your residential address?: If the user checks this check-box, then the residential address details (Address, Apt #, City and Zip Code) are copied onto the mailing address, so that the user does not need to type it again. Of course, if the mailing address is not the same as the residential address, then the user can enter their mailing address.

Mailing Address

Address: The user enters their mailing address.

Apt #: The user enters the apartment number.

City: The user enters the city of their mailing address.

Zip Code: The user enters the zip code or postal code of their mailing address.

Municipality: The user chooses the municipality in Westchester County of their home address.

Phone: The user enters the most convenient number where they could be reached via phone. The phone number should be in the format (###)-###-#### e.g. (914)123-2345.

Mobile: The user enters the mobile number where they could be reached. The mobile number should be in the format (###)-###-#### e.g. (914)123-2345.

Birthday: The user enters their birthday. The birth date should be in the format mm/dd/yyyy. For example, if their birthdate is March 15, 1956, then they should fill in 03/15/1956.

Can you speak and read both English and Spanish fluently?: The user should check this check-box if they wish to be enrolled as a bilingual election inspector.

Willing to Travel?: The user should check this check-box if they are willing to travel.

The user can click on the Register link to register into the system.

3. Login

Screen: Login

This screen has the following fields:

Email: The user enters their email address in this field. This is the same email address the user enters when they first registered into this system.

Password: The user enters their password in this field. This is the same password the user enters when they first registered into this system.

The user can click on the Login button to log into the system.

There is a possibility that the user forgets their password. In this case, they can click on the link - Forgot Password.

The user can also access the Register menu or the link at the bottom to register into this system, if they are not already registered.

4. Forgot Password

Screen: Forgot Password

This screen has the following fields:

Email: The user enters their email address in this field. This is the same email address the user enters when they first registered into this system. The user receives an email to their registered email address, in which a link is provided from where they can reset their password. Please note that the user will not receive an email if they are not registered onto the system.

5. My Information

Screen: My Information

This screen has the following fields:

Begin your procedure training: This button is shown ONLY when the user has not yet seen any of the poll worker procedure training video and wants to take the poll worker procedure exam. Clicking on this takes the user to the Training page where all of the training videos for poll workers are provided.

Bilingual Exam: This button is shown ONLY when the user has registered as bilingual during the registration process. If the user has forgotten to check the box "Can you speak and read both English and Spanish fluently?" and still would like to do so, they can update this information in – My Profile.

5. My Information

Screen: My Information

This screen has the following fields:

Poll Worker Procedure Exam: Once the user has seen and attested to have seen the entire poll worker training video, this button takes the user to the online poll worker procedure exam.

Bilingual Exam: This button is shown ONLY when the user has registered as bilingual during the registration process. If the user has forgotten to check the box "Can you speak and read both English and Spanish fluently?" and still would like to do so, they can update this information in – My Profile.

Print Oath Card: This button is shown ONLY when the user passes the poll worker procedure examination. The oath card for the user is shown in another browser window when the user clicks on this button.

Print Payment Voucher: This button is shown ONLY when the user passes the poll worker procedure examination. The payment voucher can be printed when the user navigates to the Payment Voucher page.

Upload Documents: This button is shown ONLY when the user passes the poll worker procedure examination. The user should be able to upload the documents – oath card and payment voucher, if they wish to do so.

The other information shown on this page are details provided by the user during registration.

6. Training

Screen: Training

This screen can be accessed through the Training menu or from the Home page when the user clicks on the training links. The user may also access this link when they click on the "Begin your Procedure Training" button from the My Information page.

Please read the sentence in **BOLD** under the image above. When the user checks the "I have seen the poll worker procedure training video", they are taken straight to the poll worker procedure examination. If the user chooses to *Play in another window*, they must exit from that view at the completion of the video to be able to attest that they have seen the video.

There are other very useful videos for the poll worker on this page.

7. Poll Worker Procedure Examination

INSTRUCTIONS: PLEASE CHECK THE CORRECT ANSWER:
COMPLETE ALL PAGES, BACK AND FRONT.
COMPLETE ALL 25 QUESTIONS

1. How long before the polls open must inspectors arrive to work?
   - ○ A . 1 hour
   - ○ B . 30 minutes
   - ○ C . 15 minutes

2. What must an Election Inspector do?
   - ○ A . Maintain order at the polling place
   - ○ B . Ensure every vote is counted
   - ○ C . Enforce election law correctly and uniformly
   - ○ D . All of the above

3. One Democratic Election Inspector and one Republican Election Inspector MUST be present at all times during the Election Day.
   - ○ True
   - ○ False

Screen: Poll Worker Procedure Examination

This screen shows the Poll Worker Procedure Exam. There are 25 questions and all of them need to be answered to proceed. The system prompts the user in case they missed any of the questions when they click on the "Submit Answers" button at the bottom of this screen.

When the user finishes the test and clicks on "Submit Answers", they are taken to the Poll Worker Procedure Exam Results page.

8. Poll Worker Procedure Exam Results

Poll Worker Procedure Exam Results

Name: Jon Doe

Party: Republican

Exam Date: 10/14/2020

Total Marks: 40

1. How long before the polls open must inspectors arrive to work?
You answered: A. 1 hour
Result: Correct

2. What must an Election Inspector do?
You answered: C. Enforce election law correctly and uniformly
Result: Incorrect
Correct answer: D. All of the above

3. One Democratic Election Inspector and one Republican Election Inspector MUST be present at all times during the Election Day.
You answered: True
Result: Correct

Screen: Poll Worker Procedure Exam Results

This screen shows the results for the Poll Worker Procedure Exam. The incorrect answers are shown in Red and the correct answer is also specified. The user needs to go to the bottom of the page to view the results. The user also gets an email through the system specifying the outcome of the exam.

9. Bilingual Training

Bilingual Training

Please note that you need to read the bilingual manual in order to take the bilingual exam.

Please click **Bilingual Poll Worker Manual** to access the bilingual manual.

If you finished watching the required bilingual training videos, you can go ahead and select "Yes" to testify the same.

☐ **I have read the bilingual manual.**

Please note that you can take the Bilingual Exam for Election Inspector Examination only when you testify that you have read the bilingual manual.

Screen: Bilingual Training

This screen is only seen by the bilingual user, if they want to take the bilingual exam and have not yet specified that they have read the bilingual manual on this screen.

The user can click on the link "Bilingual Poll Worker Manual" to read the bilingual manual before taking the bilingual exam.

The user can specify that they have read the bilingual manual by checking the check-box provided on this page for this purpose. Checking the box takes the user to the Bilingual Exam page.

10. Bilingual Exam

PART I

1. Which statement is true?
   - A. Bilingual Inspectors are one of the four election inspectors assigned to a specific district.
   - B. Coordinators greet voters and direct them to their appropriate voting district.
   - C. Bilingual Coordinators and Inspectors are there to help ALL voters.
   - D. All of the above.

2. A voter needs language assistance. You are the only bilingual inspector at that polling place but you are working at another election district, what should you do?
   - A. Since you were not assigned to that ED, pay no mind and keep doing what you were doing.
   - B. Tell the voter to call the Board of Elections.
   - C. Go over and ask the voter if they need any assistance.
   - D. None of the above.

3. If a voter is unsure that they are in the correct polling place, what should you do?
   - A. Tell them to go to the Board of Elections.

Screen: Bilingual Exam

This screen shows the Bilingual Exam. There are 15 questions and all of them need to be answered to proceed. The system prompts the user in case they missed any of the questions when they click on the "Submit Answers" button at the bottom of this screen.

There are three parts for this test:

Part I consists of 10 questions for the bilingual inspector, in English.

Part II consists of 5 questions for the bilingual inspector, in Spanish.

Acknowledgments: The user needs to thoroughly read this section and tick all the check-boxes in order to proceed. The system prompts the user if any of the check-boxes in this section are not ticked.

When the user finishes the test and clicks on "Submit Answers", they are taken to the Bilingual Exam Results page.

11. Bilingual Exam Results

Bilingual Exam Results

Name: Jon Doe
Party: Republican
Exam Date: 10/14/2020

Total Marks: 25

PART I

1. **Which statement is true?**
You answered: A. Bilingual Inspectors are one of the four election inspectors assigned to a specific district.
Result: Incorrect
Correct answer: D. All of the above.

2. **A voter needs language assistance. You are the only bilingual inspector at that polling place but you are working at another election district, what should you do?**
You answered: B. Tell the voter to call the Board of Elections.
Result: Incorrect
Correct answer: C. Go over and ask the voter if they need any assistance.

Screen: Bilingual Exam Results

This screen shows the results for the bilingual exam. The incorrect answers are shown in Red and the correct answer is also specified. The user needs to go to the bottom of the page to view the results. The user also gets an email through the system specifying the outcome of the bilingual exam.

The user views a button to take the Retest if they fail the exam, at the bottom of the screen.

12. Print Payment Voucher

Payment Voucher

Name	John Doe
Residential Address	Hudson Harbour Drive 123, White Plains, NY 12601
Mailing Address	Same as residential address provided above.
Home Phone	(732)-692-0052
Cell Phone	(914)-469-1288
Last Four Digits of SSN	1234

Screen: Payment Voucher

This screen shows the details about the payment voucher to the user. There is a button at the bottom of the page – Print Payment Voucher, which can be clicked to show the Payment Voucher in another page. The user should print and sign this voucher.

This page can be accessed by clicking on the "Print Payment Voucher" button on the "My Information" page.

* The fields on this page are self-explanatory and the user cannot change any of the fields, hence they are not explained here.

13. Upload Documents

Screen: Upload Documents

This screen helps the user in uploading the oath card and payment voucher.

This page can be accessed by clicking on the "Upload" button on the "My Information" page.

The fields on this page are as follows:

Document Type: The user should select a document type from the drop down menu. The document type can either be their Oath Card or Payment Voucher. Please note that it is mandatory to select this.

Upload File: The user needs to click on the Browse button and choose a file from a location on their device.

The list at the bottom is the list of the user's recently uploaded documents. There are a maximum of 10 documents shown to the user. Clicking on the link opens the uploaded document in another browser window.