### Closing the Polls

**STEP ONE:**
After the close of polls, begin the poll closing process.

**STEP TWO:**
Tap the “Select Roll” pulldown to select Poll Worker and enter the password provided to you in the orange pouch.

**STEP THREE:**
Tap the “CLOSE POLLS” button.

**STEP FOUR:**
Tap “BALLOT REPORTS” and tap “PRINT” to print the ballot reconciliation report & place in the C envelope.

**STEP FIVE:**
Tap “SHUTDOWN” on the ClearAccess touchscreen.

**STEP SIX:**
Unplug the touchscreen and printer power cords from the power source.
<table>
<thead>
<tr>
<th><strong>STEP SEVEN:</strong></th>
<th><strong>STEP EIGHT:</strong></th>
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<tbody>
<tr>
<td>Remove the paper from the printer tray.</td>
<td>The ClearAccess hardware will be packed and locked in the cage to be picked up by County personnel.</td>
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<tr>
<td>If necessary close the tray extender by pressing and pushing the blue tab on the tray.</td>
<td>Remember to return printer to the bottom of the carry case first before returning the touchscreen.</td>
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<tr>
<td>Return the tray to the printer. Power off the printer.</td>
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