### 1. Mark Your Ballot

Mark each box next to each choice.
- Use a black or blue ink pen to mark your choices.
- The instructions tell you how many choices you have for each contest.
- To vote for a candidate whose name does not appear on the ballot, completely fill the box next to “Write-in” and write the candidate's name on the line provided.

### 2. Insert Your Ballot in the Machine

Insert your ballot face-up, face-down, top-first or bottom-first.
- The scanning machine will read both sides of your ballot at the same time.

### 3. Check Your Ballot and Cast Your Vote

Watch for messages that say, “Your ballot may not be properly marked.”
- Read messages carefully to see if there are contests with too many marks, or too few.
- If you wish to change your ballot, remove it from the machine. When your changes are complete, re-insert your completed ballot into the machine.
- To cast the ballot as-is, select “Cast the ballot as-is.”

### 4. Wait for the Flag

Your voting session is complete when the scanning machine accepts your ballot and displays the message, “Your Vote has been recorded. Thank you for voting.”