

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** October 20, 2016

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Michael Haas  
Elections Commission Administrator  
Wisconsin Elections Commission

Jodi Kitts  
WisVote Elections Specialist

**SUBJECT:** WisVote Checklist II for the 2016 Presidential and General Election

WisVote Checklist II for the November 8, 2016 Presidential and General Election is now available. The Checklist contains guidance on how to handle post-election activities and the [EL-190F](#), [EL-191](#) and [EL-192](#) information.

Please review the document carefully and thoroughly. This is the best source of information regarding WisVote related election cycle tasks and information. This checklist includes information and guidance on the following items:

- Processing of Late Registrations and Election Day Registrations; recording voter participation in WisVote, and making sure the voter participation total corresponds to the total number of voters in your poll book.
- There tasks are to be completed in [WEDC](#) once the election is closed in WisVote:
  - All municipalities must complete the [EL-190F](#) (Election Voting and Registration Statistics Report for Federal Elections) within 30 days after the election.
  - All municipalities must complete the [EL-191](#) (Election Specific Cost Report) within 60 days after the election.
  - Enter your EDR Postcard Statistics. WEC will mail out the EDR postcards and clerks are required, per state law, to enter EDR postcard statistics by February 9, 2017. WEC will post statistics after 90 days and the clerk shall update on a monthly basis, should any statistical information change.
  - All municipalities must complete the [EL-192](#) (Annual Elections Cost Report) by January 31, 2017. The data provided in this report will be for the 2016 election cycle.