

Create Absentee Ballot Certificate

When an absentee ballot is to be sent by email or fax, printing an absentee label is not necessary. However, an Absentee Ballot Certificate Envelope form must be sent with the ballot for the voter to complete and return. WisVote can print these forms directly from the absentee ballot screen, pre-filled with information for that voter from the absentee ballot record. Before beginning this workflow, a ballot has to have already been issued in WisVote for the voter. If you have not yet done that, first complete the workflow outlined in **3.5 Issue Absentee Ballots**.

Create Absentee Ballot Certificates within an Election

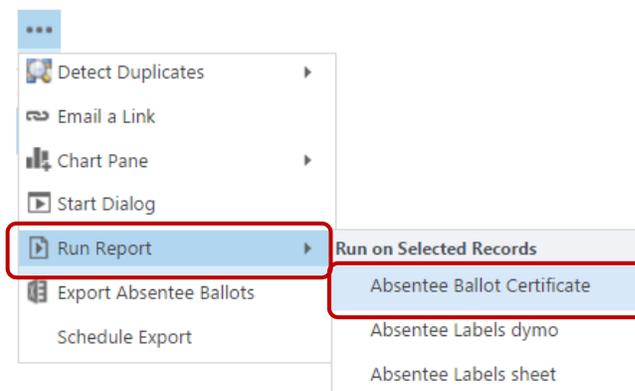
1. Click the **Elections** tile
2. Click the name of the election
3. In the top navigation menu, click the drop-down arrow to the right of the name of the election
4. In the sub-navigation menu, click **Absentee Ballots**



5. The **Absentee Ballots Associated View** will open; all active absentee ballots for the specific election will display in the grid
6. To search for an absentee ballot, enter in the search bar the voter's first and last name (e.g. Elizabeth*Hanson)
7. On the Absentee Ballots Associated View page, select at least one record
8. Click the ellipses to display additional actions, then select **Run Report** to open a drop-down list of printing options



9. Select Absentee Ballot Certificate from the drop-down list



10. A Selected Records window opens; choose **The selected records** and click **Run Report**.

11. A Report viewer window will open and display a **Report is Being Generated** message
12. After the EL-122 certificates have been generated, click the **Save** and **Export** icon to save the certificates or the print button to print them

Date of Election (MM/DD/YYYY)	11/8/2016	County:	JEFFERSON COUNTY
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13. All of the certificates will save as a single file; to create individual certifications choose from one of these options:
- Use the **Run the report** one single voter at a time
 - Export to PDF and use Adobe Acrobat Pro or a similar PDF editor to make a new file from each page
 - Export to Word and use Microsoft Word to make a new file from each page
 - Print the file and scan each page individually.