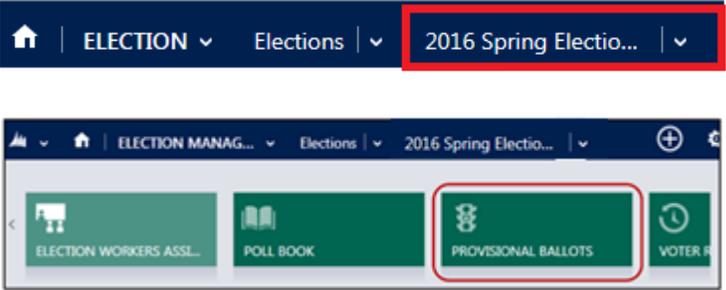


WisVote Election Checklist II: Post-Election Tasks

Partisan Primary: August 9, 2016

This checklist covers tasks for the 2016 Partisan Primary Election:

- **Special provisional note** - If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the Provisionals Complete Checkpoint by Friday, August 12.
- Late arriving absentee ballots still need to be processed for the Partisan Primary. They will no longer be allowed for the General Election.

Tasks to Complete	Details
<ul style="list-style-type: none"> <input type="checkbox"/> Municipal Clerks: Post Absentee and Provisional Ballot Information; Transmit unofficial Election Night results to County <input type="checkbox"/> County Clerks: Post Unofficial Election Night Results on County Website <p>Deadline: Election Night - August 9, 2016</p>	<p>As soon as possible on Election Night, the municipal clerk must post the number of absentee ballots not yet returned and the number of electors who have cast provisional ballots. These numbers must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.</p> <p>County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night.</p> <p>Please verify WEC has the correct link for your results: http://www.gab.wi.gov/clerks/directory/county-websites</p>
<ul style="list-style-type: none"> <input type="checkbox"/> If provisional ballots are issued on Election Day, complete Provisional Step 1 & 2 on Election Night: <p><u>Provisional Step 1:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Ballot Tracker <p><u>Provisional Step 2:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check the Provisionals Complete Checkpoint <ul style="list-style-type: none"> <input type="checkbox"/> If a jurisdiction issues <u>zero</u> provisional ballots on Election Day, no action is needed on Election Night. Check the Provisionals Complete Checkpoint in WisVote no later than Friday, August 12, 2016. 	<p>To Record a Provisional Ballot in WisVote: Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile.</p>  <p>Enter the provisional ballots issued under the appropriate Reporting Unit.</p> <p>Check the Provisionals Complete Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been entered.</p> <p>NOTE: If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the "Provisionals Complete" Checkpoint by Friday, August 12.</p> <p>For further guidance refer to the WisVote manual: Entering a Provisional Ballot Record, page 2.</p>

<p><u>Provisional Step 3:</u></p> <input type="checkbox"/> Update Provisional Ballot Information in WisVote	<p>Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday August 12, 2016.</p> <p>Update the information in the Provisional Ballot Tracker in WisVote as it becomes available.</p>
<input type="checkbox"/> Record Rejected Absentee Ballots in WisVote	<p>Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason.</p>
<input type="checkbox"/> Process Late Arriving Absentee Ballots	<p>Absentee ballots may be counted if postmarked no later than Election Day and received no later than 4:00 p.m. on Friday, August 12, 2016. Record these ballots in WisVote as <u>Returned Late</u>.</p> <p>Absentee ballots that are returned after the deadline should be cancelled in WisVote as <u>Ballot Returned After Deadline</u>.</p>
<p>Tasks to Complete <u>Within 30 Days After the Election, by September 8, 2016</u></p>	<p>Details</p>
<input type="checkbox"/> Enter any Late Registrations in WisVote that were not entered prior to Election Day	<p>To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog.</p> <p>See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List.</p>
<input type="checkbox"/> Record Voter Participation <input type="checkbox"/> Check the Poll Book Votes Recorded Checkpoint <p>Deadline: September 8, 2016</p>	<p>Voter participation must be recorded in WisVote no later than 30 days after a statewide or local election. There are two methods of recording voter participation in WisVote:</p> <ol style="list-style-type: none"> 1) Scan the barcodes associated with voter records on the poll book 2) Manually select voter participation using the poll book grid <p>Check the Poll Book Votes Recorded Checkpoint in WisVote after a jurisdiction's voter participation records have been recorded.</p> <p>See WisVote manual: Voter Participation, Chapter 6.1</p>
<input type="checkbox"/> Enter Election Day Registrations in WisVote <input type="checkbox"/> Check the EDR Complete Checkpoint <p>Deadline: September 8, 2016</p>	<p>Election Day Registrations must be entered into the correct Reporting Unit no later than 30 days after a statewide or local election.</p> <p>The EDR Complete Checkpoint is selected after all of your jurisdiction's election day registrations have been recorded.</p> <p>See WisVote manual: Election Day Registration, Chapter 6.2</p>

<input type="checkbox"/> Review the Printed Poll Book	<p>Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.</p> <p><i>NOTE: If the voter has indicated a correction to their address, a new address should be selected on the Voter Record. The Address Record should not be changed as any changes made to the Address Record may impact other voters.</i></p>
<input type="checkbox"/> Review Statistics on the WisVote Poll Book Screen	<p>Review poll book statistics section to ensure the correct number of votes has been recorded.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Poll Book Statistics</p> <p>Total Number of Votes: 683</p> <p>Total At Polls Participation: 447</p> <p>Total Absentee Participation: 6</p> <p>Total EDR Participation: 57</p> <p>Total Participation Reported: 453</p> <p style="text-align: right;"><input type="button" value="Recalculate"/></p> </div>
<input type="checkbox"/> All Municipalities Complete the EL-190F Form in WEDC Deadline: September 8, 2016	<p>The Election Voting and Registration Statistics Report for Non-Federal Elections (EL-190F) is required <u>within 30 days</u> after an election where a state office or statewide referendum is on the ballot.</p> <p>To assist in gathering information for the EL-190F WEDC report, an EL-190 Election Statistics Report is now available in WisVote. To access this, click on the Election tile. Select the election. Click on the ellipsis. Select Run Report and then select the EL-190 Election Statistics Report option.</p>
<input type="checkbox"/> Check the Election Closed Checkpoint	
Tasks to Complete <u>Within 90 Days</u> After the Election, by November 7, 2016	Details
<input type="checkbox"/> Enter EDR Postcard Statistics Deadline: November 7, 2016	<p>The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on their website. The clerk shall update on a monthly basis, should information change.</p> <p>A separate clerk communication will be posted on the agency website after the election with updated instructions.</p> <p>You can find the EDR Postcards Fillable Reports on our WEDC website: https://wedc.gab.wi.gov/ (User name and password the same as WisVote login).</p>

Please complete the tasks outlined in this election checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov