

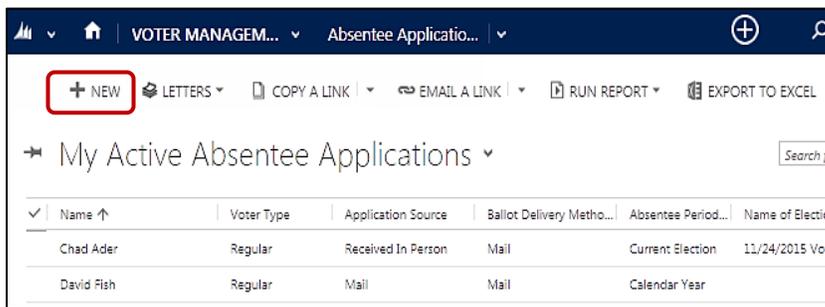
3.2 Add an Absentee Application

Before entering a new absentee application, the voter must have a voter record in WisVote. Because military voters are not required to register to vote before requesting an absentee application, if a military voter does not have a voter record, the system will create one from the information on the absentee application.

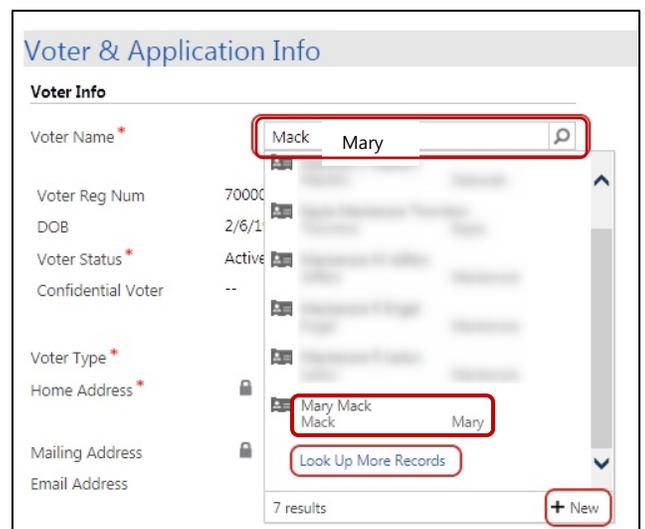
Only enter complete absentee applications into WisVote. An absentee application must include the following information to be complete: date(s) of the election(s), residential address, municipality, mailing address (optional), and the name of the voter requesting the ballot.

Add an Absentee Application

1. Click the Absentee Applications tile
2. Click the +New button to open a new Absentee Application form



3. In the Voter Name field, enter the first and last name of the voter to search for the voter record
4. If the voter record is not found in the drop-down list, click "Look Up More Records" to display more records or refine the search parameters
 - a. If a matching voter record is still not found, click the +New button in the Look Up Record window to add a new voter registration
 - b. After the new voter form is complete, the system will return to the absentee application with the new voter information section of the application populated
5. If the voter record is found in the drop-down list of search results, click the voter record to assign the new absentee application to the voter



- Verify the voter information on the new absentee application form is correct; update any inaccurate information

Note: Information updated and saved on the new absentee application form will automatically be updated on the voter record

- Enter an email address (optional)
 - Select the Ballot Delivery Method
 - Select the Application Type
- Note:** If the voter type is Military, Overseas, or Presidential Only, the application type will automatically default to the voter type

Ballot Delivery Info

Ballot Delivery Method * Mail

Activities and Notes

ACTIVITIES **NOTES**

No records founds.

- Select the Application Source
- Check the FPCA box if the application was submitted on a Federal Post Card Application
- Enter a Batch Name (optional)
- Check the Photo ID Provided box if the applicant has provided a photocopy of their proof of identification. If the applicant has previously provided their proof of identification, the Photo ID Provided box will be checked

Application Info

Application Type * Regular

Application Date * 1/6/2016

Application Source * Mail

FPCA

Batch Name

Jurisdiction * CITY OF CHIPPEWA FALLS - CHIPPEWA FALLS

Photo ID Provided

- Select the Absentee Period for the request; additional Election Info fields will display when the absentee period is chosen

Election Info

Absentee Period * Current Election

Name of Election * Calendar Year

All Future Elections

Only Selected Election(s)

- Click Save to save and review the absentee application ,or Save & Close, to save and return to the Absentee Application View page

Mail an Absentee Ballot to a Different Address

1. Follow steps 1 through 7 of *Add a New Absentee Application*
2. After selecting the Ballot Delivery Method of Mail, check the Different Absentee Address box if the voter is requesting the ballot be sent to an address different from the mailing or home address
3. Type the address in the Absentee Address field, then press enter; if the address is not found, click the +New button to enter a new mailing address

Ballot Delivery Info

Ballot Delivery Method * Mail

Different Absentee Address

Absentee Address * 123 Grant Street

No records found. Create a new record.

Look Up More Records

+ New

4. Select Mailing, PO Box or Foreign in the Address Format field
5. Enter the Address
6. Enter City, State, and Postal Code
7. Check the Override Postal Standards box if the address entered is valid but will not conform to postal standards
8. Click Save to save the address and return to the absentee application

Mailing Address

Address Format * Mailing

Address Line 1 * --

Address Line 2 --

City * --

State * WI

Postal Code * --

Care Facility --

Jurisdiction * TOWN OF ADAMS - ADAMS COUNTY

Override Postal Standards

Save Cancel

Add an In-Person Absentee Application

When the in-person absentee period begins, an absentee application request for a specific election automatically becomes an application for in-person absentee voting only. All of the data fields within the absentee application are defaulted to reflect in-person absentee voting. An election official can search for a voter and select an option for printing or not printing a label.

1. Click the Elections tile
2. Click the Name of the Election
3. Click the Vote In-Person button at the top of the page to open a New Absentee Application form



4. Enter the first and last name of the voter in the Voter Name field to search for the voter record
5. If the voter record is not found in the drop-down list of search results, click "Look Up More Records" to display more records or refine the search parameters
6. If the voter record is found, click the voter record to assign the new absentee application to the voter
7. Verify the voter information on the absentee application form is correct; update any inaccurate information
8. Click the Create Ballot and Print button at the top of the absentee application to issue an absentee ballot

 A screenshot of the 'New Absentee Application' form. At the top, there is a toolbar with buttons for 'CANCEL', 'CREATE BALLOT AND PRINT', and 'LETTERS'. The 'CREATE BALLOT AND PRINT' button is highlighted with a red rectangular box. Below the toolbar, the page title reads 'ABSENTEE APPLICATION' followed by 'New Absentee Application'. The form is divided into sections. The first section is 'Voter & Application Info' with a sub-section 'Voter Info'. The 'Voter Info' section contains the following fields:

Voter Name *	Mary Mack
Voter Reg Num	700000342
DOB	2/6/1985
Voter Status *	Active
Confidential Voter	--
Voter Type *	Regular
Home Address *	1 N CULVER ST, CHIPPEWA FLS, .

