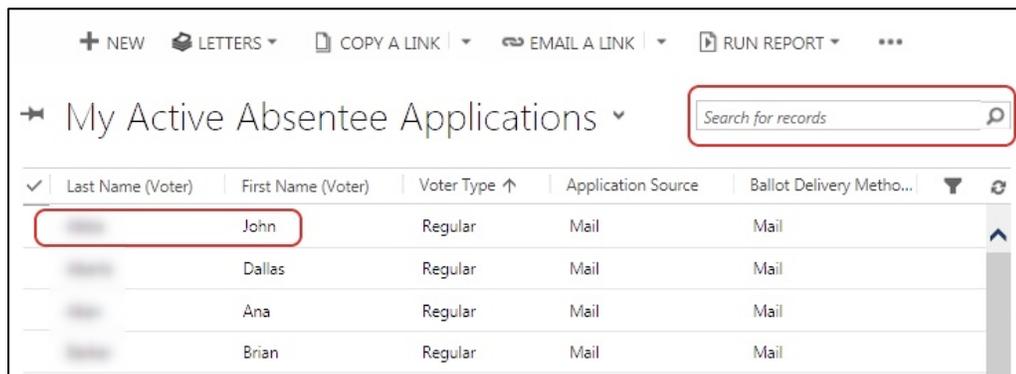


### 3.3 Search for an Absentee Application

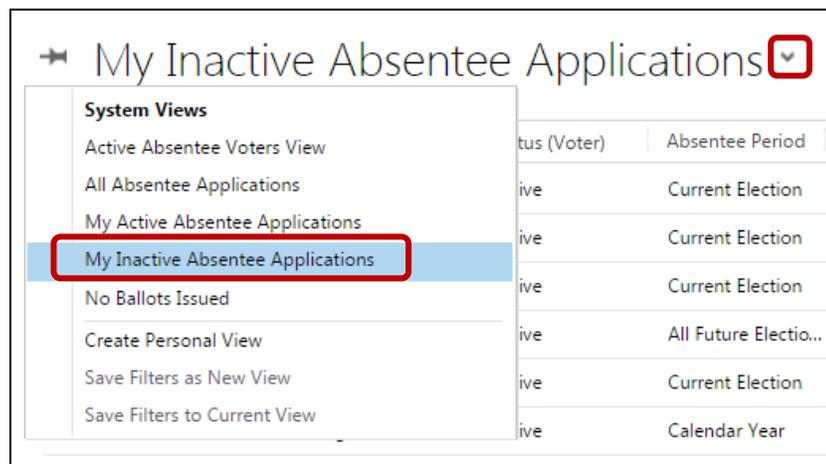
The absentee application search function in WisVote can be used to search for and update an active or cancelled absentee application. There are two ways to search for absentee applications in WisVote; 1) from the Absentee Applications tile located within the Voter Management category on the navigation page, and 2) from the Absentee Applications tile located within a specific election.

#### Search for an Absentee Application from the Absentee Applications Tile

1. Click the Absentee Applications tile
2. The "My Active Applications" view will display all active applications for both current and future elections
3. To search for an active absentee application, enter the name of the voter in the search field, then press enter
4. Click the name of the voter in the view grid to open the absentee record



5. To search for a canceled or inactive absentee application, change the view to "My Inactive Absentee Applications"



## Search for Absentee Applications for a Specific Election

1. Click the Elections tile
2. Click the Name of the Election
3. In the top navigation bar, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Applications tile in the top navigation bar



5. The "Absentee Application Associated" view will open. All active absentee application requests for the specific election will display in the grid.
6. To search for an absentee application, enter the first and last name of the voter in the search bar
7. Click the name of the voter in the view grid to open the absentee record

