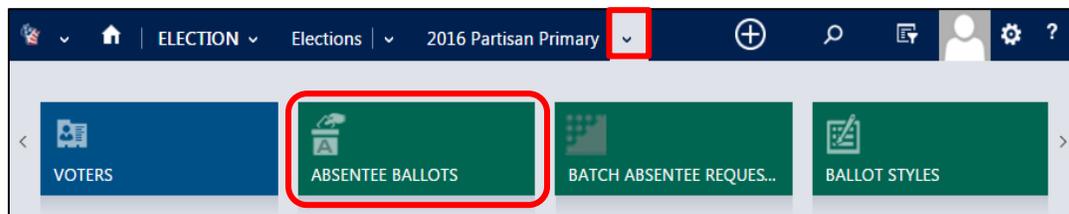


## 3.6 Manage Absentee Ballots

### Search for an Active or Canceled Absentee Ballot within an Election

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Ballots tile in the top navigation bar to open the Absentee Ballots view page



5. The page will default to the Absentee Ballots Associated view; to search for an absentee ballot record, enter the name of the voter in the search box

You can search for the voter by first and last name, the order of the names does not matter. Example: searching for Mark Smith or Smith Mark will produce the same search results. The search results will display both active and canceled absentee ballot records.

6. Click the name of the voter in the search results grid to open the Absentee Ballot Record

ELECTION : INFORMATION  
**2016 Partisan Primary**  
 Election Date 8/9/2016

Absentee Ballots Associated View

MARK BALLOTS AS RETUR... RECORD RETURNED MAIL... LETTERS MARK BALLOTS AS NOT R...

Name	Ba...	Mailing Id	Date Ballot Sent	Date Ballot Return...	Ballot Status Reaso...	Application Ty...	Ballot Deli...
Aaberg,...							
Aarli, H...							
Abbott,...	RUSH						

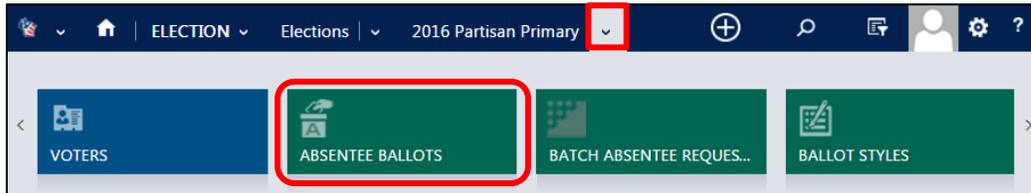
Search Results

MARK BALLOTS AS RETUR... RECORD RETURNED MAIL... LETTERS MARK BALLOTS AS NOT R...

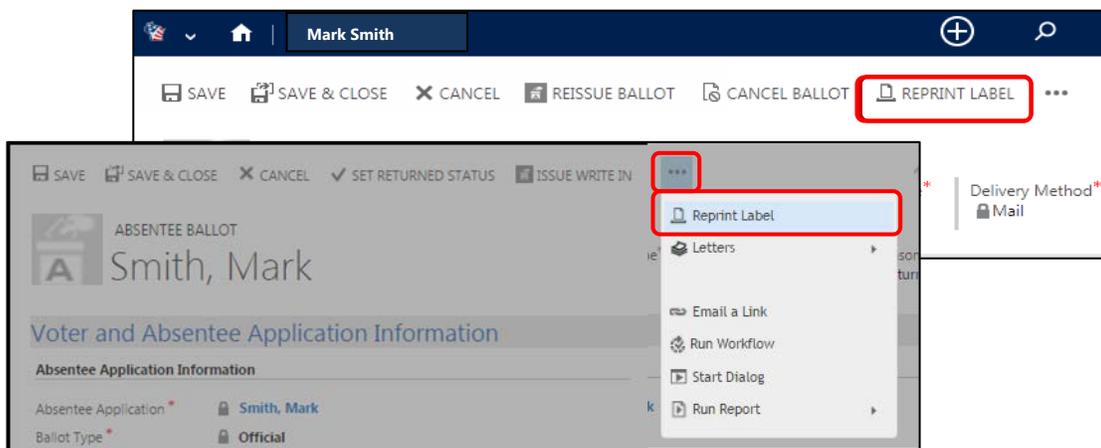
Name	Application Ty...	Election Nam...	Ballot Delivery...	Ballot Type
Smith, Mark A	Indefinitely Con...	2016 Partisan P...	Mail	Official
Smith, Mark Adam	Regular	2016 Partisan P...	Mail	Official

## Reprint an Absentee Ballot Mailing Label

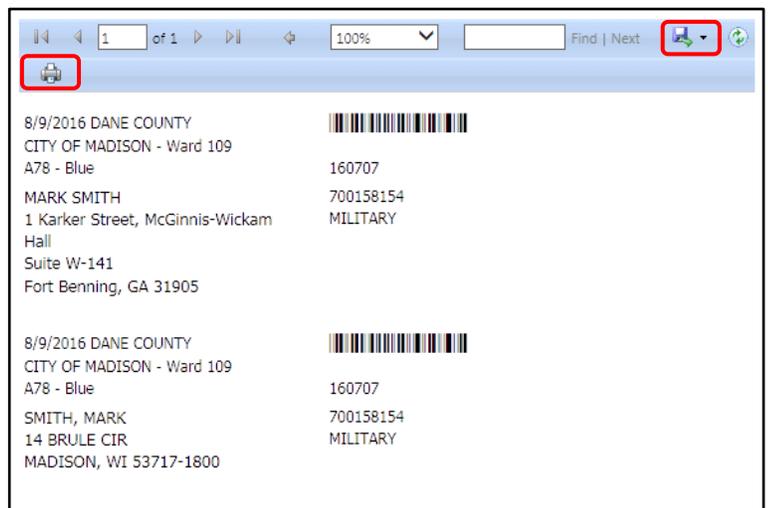
1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Ballots tile in the top navigation bar to open the Absentee Ballots view page



5. Search for the name of the voter in the Absentee Ballots Associated View grid; click the voter name to open the absentee ballot record
6. Click the Reprint Label button at the top of the page; if the button does not displaying click the ellipses to view more actions

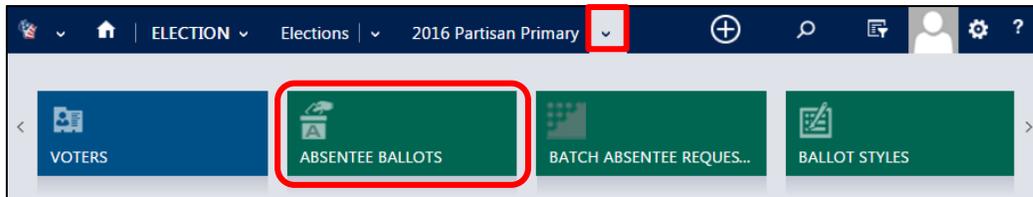


7. Select one of the label options, click OK
8. The the mailing label will generate and display in generate report window; click the Save & Export to save the labels or the Print button to print the mailing labels directly from WisVote



### Cancel an Absentee Ballot

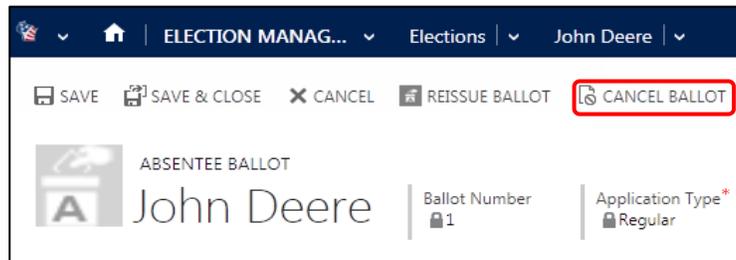
1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the drop-down arrow to the right of the name of the election
4. Click the Absentee Ballots tile in the top navigation bar to open the Absentee Ballots view page



5. Search for the name of the voter in the Absentee Ballots Associated View grid; click the voter name to open the absentee ballot record

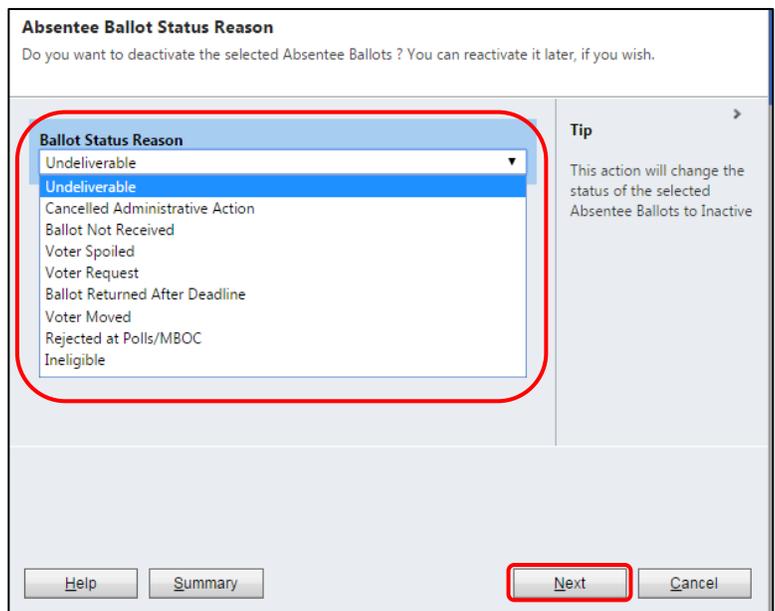
6. Click the Cancel Ballot button at the top of the absentee ballot record to launch the Absentee Ballot Status window

If the button does not display, click the ellipses to view more actions



7. Select the cancellation reason, click Next

8. Click Finish to close the window cancel the absentee ballot

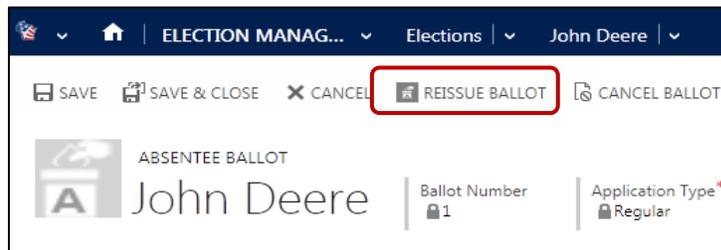


## Reissue an Absentee Ballot

**Note:** An absentee ballot must be canceled in WisVote prior to reissuing the ballot!

1. Follow steps 1 through 8 above to cancel the voters absentee ballot
2. Search for the name of the voter in the Absentee Ballots Associated View grid; click the voter name to open the absentee ballot record

Click the Reissue Ballot button at the top of the voters absentee ballot record to launch the Reissue Ballot window; if the button does not display, click the ellipses to view more actions



3. Click Finish to close the window and reissue the absentee ballot
4. Two absentee ballot records for the voter will be displayed in the Absentee Ballots Associated View grid; one record for the canceled ballot and a second for the reissued, active ballot

Absentee Ballots Associated View

MARK BALLOTS AS RETUR... 
  RECORD RETURNED MAIL... 
  LETTERS 
  MARK BALLOTS AS

<input checked="" type="checkbox"/>	Name ↑	Election Name	Mailing Id	Ballot Status Reaso...	Application Ty..
<input checked="" type="checkbox"/>	John Deere	12/28/2015 Special...	5	Voter Spoiled	Regular
<input checked="" type="checkbox"/>	John Deere	12/28/2015 Special...	8	Not Returned	Regular