

## 6.2 Election Day Registration

In Wisconsin, electors can register to vote at the polling place location on Election Day. After the election, state law requires that election officials enter Election Day registrations no later than 30 days after a primary, spring or special election and 45 days after a general election.

### Enter an Election Day Registration

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Poll Books tab to expand the view
4. Click the name of the poll book to open the Poll Book Information page

POLL BOOKS									
Poll Book Ord...	Name ↑	Municipality	Reportin...	Polling Place	Total Number...	Total Participa...	Total Absente...	Printed Date	Printed
1	Ward 1-4	CITY OF CHIPPE...	Ward 1-4	CHIPPEWA FAL...	24,547	8,043	602	7/15/2016	Yes
2	Ward 5	CITY OF CHIPPE...	Ward 5	CHIPPEWA FAL...	18,202	10,001	221	7/15/2016	Yes
3	Ward 6	CITY OF CHIPPE...	Ward 6	CHIPPEWA FAL...	32,830	26,885	360	7/15/2016	Yes

5. Click the EDR button to open the New Voter Registration window  
(Problems with the EDR button? See FAQs at the end of this section)

The screenshot shows a web interface for 'Ward 1-4'. At the top, there are navigation tabs for 'ELECTION', 'Elections', and 'Ward 1-4'. Below the navigation, there are three buttons: 'CANCEL', 'EDR' (highlighted with a red box), and 'PRINT POLL BOOK'. To the right of 'PRINT POLL BOOK' is a 'RUN REPORT' button with a dropdown arrow. Below the buttons, the text 'POLL BOOK : INFORMATION' is displayed, followed by 'Ward 1-4' in a large font.

6. Enter the First Name, Last Name and Date of Birth of the voter and any optional information in the Voter Registration Search window, then click search

### Voter Registration: GAB-131

Enter all of the following information as provided on the GAB-131 or any other registration form/source.  
**This includes adding the Previous Name as listed on Section 6 of the GAB-131:**

<b>Last Name:*</b>	<input type="text"/>	<b>Previous Last Name:</b>	<input type="text"/>
<b>First Name:*</b>	<input type="text"/>	<b>Previous First Name:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>	<b>Driver License / WI State ID #:</b>	<input type="text"/>
<b>Date of Birth:*</b>	<input type="text"/>	<b>Social Security #:</b>	<input type="text"/>

- If a match is not found, click the ...*New Voter Record* message bar to create a new voter record



- If a match is found, the voter record will appear in the Voter List; verify the information to determine if the voter is already registered; click the message bar to create a new voter record or click the Update button to update the voter record

Voter List							
Review the voter records below to determine whether to add registration to an existing voter record or create a new voter record:							
	Name	DOB	Address	DL/ID	SSN	Municipality	Status/Reason
<input type="button" value="Update"/>	Smiley, Guy Lee	4/24/1978	15 WOODWARD AVE, CHIPPEWA FLS, WI 54729-2944	S167-1525-8004-16	0541	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY	Active - Registered

**Note:** a Duplicate Election Participation warning displays if the elector has already registered a vote

- A new EDR voter record will open; enter the driver license or state ID number in the DL/ID field
- Enter the driver license or state ID expiration date in the Expiration Date field (MM/DD/YYYY)
- Enter the last 4 digits of the social security number in the SSN field (if available)
- If neither a DL/ID number or SSN were provided, click the Neither DL/ID nor SSN checkbox
- Enter the optional Phone and Email fields
- Enter the applicants street number and name in the Home Address field, then press enter or click the magnifying glass to display the search results

**Note:** exclude or abbreviate the street type (St, Ave, Ct, Rd, Cir) to produce results

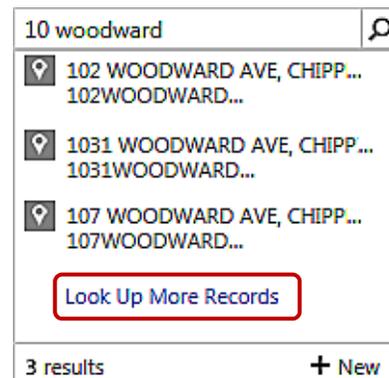
- Click to select the address from the drop-down list of address search results



- If the address is not found in the drop-down list of search results, click Look Up More Records to display more records or refine the search parameter

- If a matching address is still not found, and a new address must be entered, click the New button in the Look Up Record window to add a new address

**Note:** "Address Already Exists in Database" error may display after attempting to add a new address (see Address errors)



18. Click the different mailing address checkbox if a different mailing address was provided, then enter the mailing address

The Voter Type, Registration Period, Election, Reporting Unit, Registration Date, Registration Source, Polling Place, Ballot and Jurisdiction fields will be automatically populated when a new voter registration is created using the EDR button

Registration Entry			
Registration Period *	EDR	POR Type *	--
Election *	2016 General Election	POR Entity *	--
Reporting Unit *	Ward 6	POR Account Number	--
Registration Date *	7/19/2016	Incomplete Application	<input type="checkbox"/>
Registration Source *	Polling Place		
Polling Place *	CHIPPEWA FALLS SENIOR CENTER		
Ballot	CITY OF CHIPPEWA FALLS : 02		
Jurisdiction *	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY		
Voter Status Reason	Registered		
Unable to Sign Poll Book	<input type="checkbox"/>		
Election Worker	<input type="checkbox"/>		

19. Click the POR Type field, and select the type of proof of residence submitted with the election day voter registration application from the drop-down list

- Affidavit for Homeless Electors
- Bank Statement
- College Student ID with Fee Receipt (dated within last nine months)
- Care Facility Document
- Driver License or ID Card
- Employment ID Card (not business card)
- Government ID Card
- Other Document Issued by a Unit of Government
- Paycheck
- Real Estate Tax Bill (current year or the year preceding)
- Residential Lease
- Utility Bill (within 90 days of the date of registration)

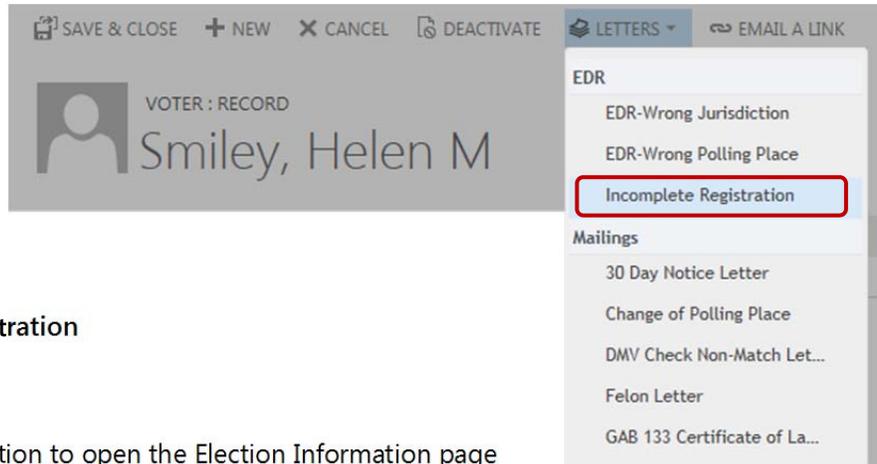
**Note:** a corroborating witness is no longer an acceptable form of POR. The option remains for historical purposes for the past voter records associated with that POR type.

20. Click the POR Entity field, and enter the Name of the Entity that issued the proof of residence
21. If there is a unique number associated with the proof of residence document, click the POR Account field and enter the last few digits of the number
- 7 or more digits in length, record the last 4 digits
  - 6 or fewer digits in length, record the last 2 digits
22. If the voter registration form is missing information check the Incomplete Application box (see Incomplete Application)
23. Click Save & Close to save the election day registration record and close the window

### Incomplete Application

Checking Incomplete Application will process the EDR, record a vote, and then inactivate the Voter Record. A letter should be sent notifying the elector of these actions.

- To access the letter, go to the voter record of the affected person
- Select the Letters button and click Incomplete Registration
- This letter can be printed from a PDF or a Word document. Click Export Pdf or Export Word



### Review an Election Day Registration

1. Click the Elections tile
2. Click the name of the election to open the Election Information page
3. Click the Poll Books tab to expand the view
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POLL BOOKS									
Poll Book Ord...	Name ↑	Municipality	Reportin...	Polling Place	Total Number...	Total Participa...	Total Absente...	Printed Date	Printed
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5. Click the EDR tab to expand the view and display the processed election day registrations grid

EDR				
Voter ↑	Ballot Style	Voting Method	District Combo	Created On
Smiley, Guy Lee	CITY OF CHIPPE...	At Polls	09211-006-1092-1	7/19/2016 12:52 PM
Smiley, Helen M	CITY OF CHIPPE...	At Polls	09211-006-1092-1	7/19/2016 12:57 PM

**Poll Book Statistics**

Total Number of Voters Printed on Poll List 1,275

Total At Polls Participation 717

Total Absentee Participation 40

Total EDR Participation 299

Total Participation Recorded 757

**Recalculate**

### Poll Book Statistics

6. Poll Book Statistics track election participation. After an EDR is entered it may take a moment for WisVote statistics to automatically update the numbers. Clicking Recalculate will manually refresh the page with updated results

7. Review the grid. If the district combination is missing:
  - the elector voted at the wrong polling place; send a letter
  - the elector voted in the wrong jurisdiction; send a letter
  - the address may not have a district combination; fix address

EDR				
+ NEW				
Voter ↑	Ballot Style	Voting Method	District Combo	Created On
Smiley, Guy Lee	CITY OF CHIPPE...	At Polls		7/19/2016 12:52 PM
Smiley, Helen M	CITY OF CHIPPE...	At Polls	09211-006-1092-1	7/19/2016 12:57 PM

8. Click the name of the voter to open the voter record and investigate. Review the voter's district combination (DC)

For example a DC = 09211-**001**-1092-1 means the elector should have voted in the polling place with the reporting unit of **1**. If the polling place included Wards 1-6, then the district combination would have displayed in the EDR section.

An alternative example a DC = 41265-006-4018-1 is a Milwaukee County jurisdiction. This district combination is outside of the jurisdiction of Chippewa County.

9. To send a letter to the elector, click Letters and choose the appropriate EDR letter

10. This letter can be printed from a PDF or a Word document. Click Export Pdf or Export Word button

11. Contact the Elections Helpdesk to unrecord the incorrect voter registration and election participation record

12. (If applicable) Click Save & Close if any updates to the record are made, or Cancel to return to the Poll Book Information page

## EDR Complete Checkpoint

Select the EDR Complete Checkpoint after all of your jurisdiction's election day registrations have been recorded. Once selected, a confirmation window with the number of election day registrations that have been entered will appear. A user can uncheck the EDR Complete Checkpoint to add or edit an Election Day registration.

## FAQ: Frequently Asked Questions

### EDR - Button Unresponsive

If a voter registration form does not open when you click the EDR Button, adjust your internet browser privacy settings.

#### Internet Explorer

1. Click the Tools button  then Internet options
2. Click the Privacy tab
3. Click Sites
4. Enter: <https://wisvote.wi.gov/webresources> in the Address of website field
5. Click Allow, then OK

#### Chrome

1. Click the Menu button, then Settings
  2. Click Show Advanced Settings (at the bottom of the page)
  3. Scroll down to Privacy, click Content Settings
  4. A window opens, scroll down to Pop-ups
  5. Click Manage Exceptions... button
  6. Add in the Hostname field: [https://\\*.wisvote.wi.gov:443](https://*.wisvote.wi.gov:443) and in the behavior set to Allow
  7. Click Done, OK then Done
- 

### EDR - Incorrectly Entered as a Regular Voter Registration

If an EDR was entered using the Voter Registration tile, voter participation cannot be recorded for the voter record. Voter participation can only be recorded if the EDR is entered within the election and correct reporting unit.

1. Re-enter the EDR within the election and correct reporting unit
2. Call the Elections Helpdesk to remove the incorrect voter registration record