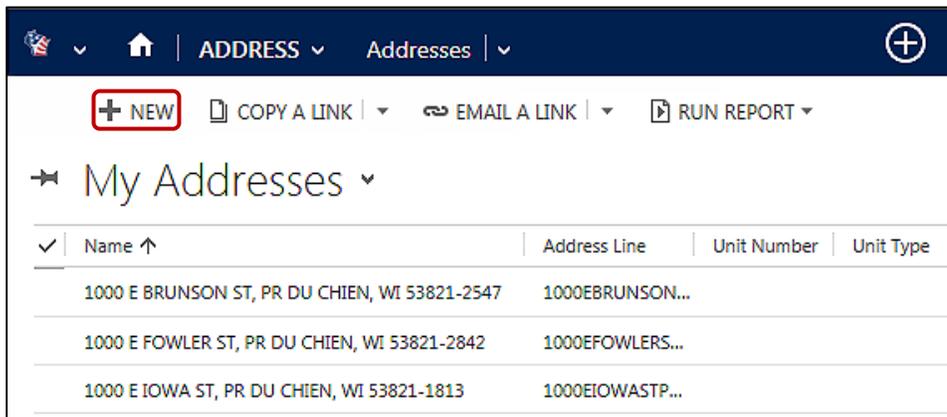


7.2 Addresses

In WisVote, a user can enter a new address into the system, prior to receiving a voter registration form. For example, if a new subdivision is being developed and the lots have been surveyed and the addresses assigned, the addresses for the new subdivision can be entered into WisVote before a voter registration form with one of the new addresses is received.

Add a New Address

1. Click the Addresses tile to open the *Address* view page
2. Click the +New button to open the *New Address* form



3. Enter the House Number, Street Name, Unit Type, Unit Number, Postal City, and Postal Code, click Process

Note: The District Combo field and map will populate after clicking Process

ADDRESS

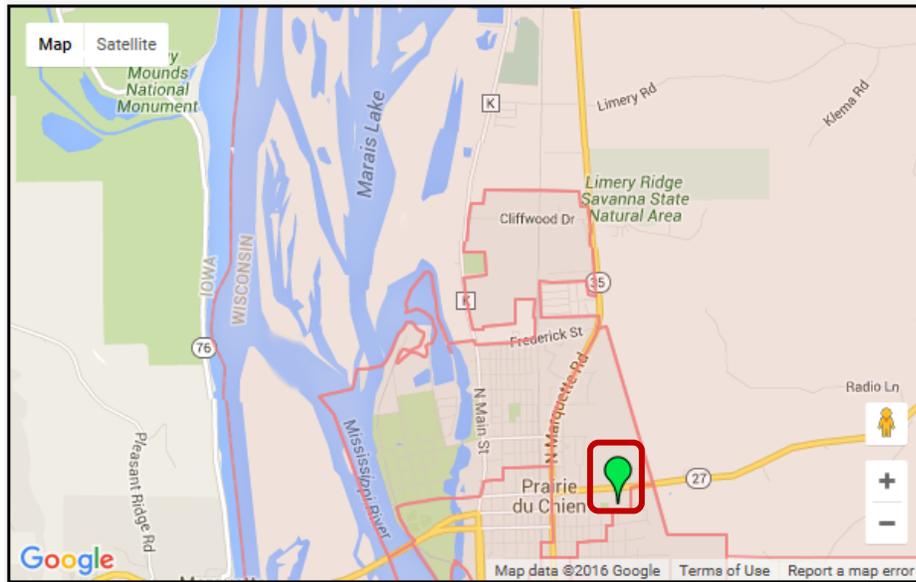
New Address

RESIDENCE

House Number *	1019
Street Name *	E WISCONSIN ST
Building Name	--
Unit Type	APT
Unit Number *	C
Postal City *	PR DU CHIEN
State *	WI
Postal Code *	53821

Process

- Verify the address pin is in the correct location; if the address pin is not in the correct location, click on the pin and move it to the correct location



- Click Save, to save and review the address information or Save & Close to save the new address and return to the *Address* view page
Note: The new address will now appear in the *My Addresses* view

Search for, and Edit an Address

- Click the Address tile to open the *Address* view page
- To search for an existing address, enter the address in the search bar
Note: exclude or abbreviate the street type (St, Ave, Ct, Rd, Cir) to produce results

➔ My Addresses ▾

✓ Name ↑	Address Line	Unit Number	Unit Type
1000 E BRUNSON ST, PR DU CHIEN, WI 53821-2547	1000EBRUNSON...		
1000 E FOWLER ST, PR DU CHIEN, WI 53821-2842	1000EFOWLERS...		

When searching for addresses with a large number of apartments or units, or an address combination that would produce a high number of results, enter the address without the directional (802 5th). For example, to search for 1234 N Park St, enter: 1234 Park St. For all searches omit the unit type, for 3400 N Maryland Ave Apt S1720, enter 3400 Maryland Ave S1720. Do not use quotations. Click the name of the address in the search results grid to open the address record

- Review and update the address information; click Save to save and review the updated information, or Save & Close to save and return to the *Address* view page

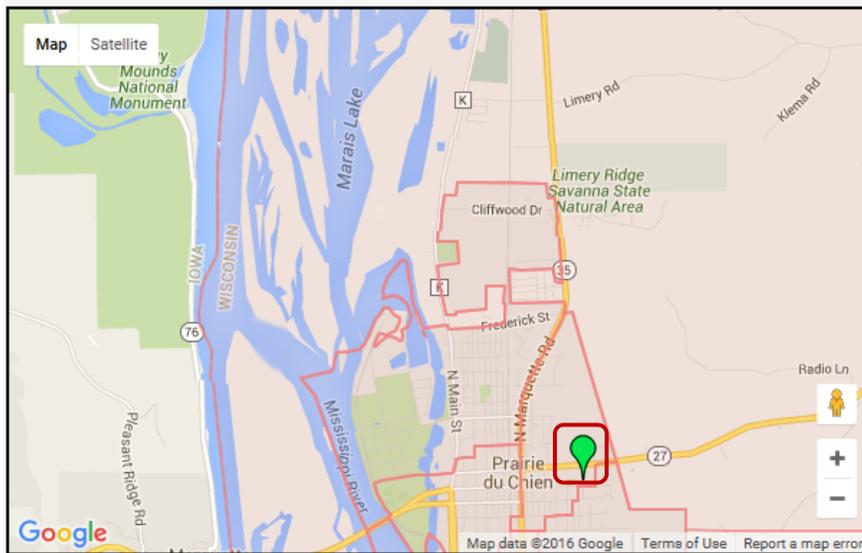
Move the Address Pin to Edit an Address

1. Click the Addresses tile
2. Locate an existing address record in the *My Addresses* view, or enter the address into the search bar to search for an existing address
3. Click the name of the address in the addresses grid to open the address record

Search Results e wisconsin st ✕

Name ↑	District Combo	Jurisdiction	Boundary Except...	District Combo B...	GeoCode Status	Status	🔍 ↻
1002 E WISCONSIN ST, PR DU CHIEN, WI 53821-1623	12271-006-4543-1	CITY OF PRAIRIE DU C...	No	12271-006-4543...	Valid	Active	↑
1007 E WISCONSIN ST APT 103, PR DU CHIEN, WI 53821-...	12271-005-4543-1	CITY OF PRAIRIE DU C...	No	12271-005-4543...	Valid	Active	↓

4. Use the address map to zoom in on the address pin
Note: You can use the plus (+) sign in the lower-right corner of the map to zoom in and the minus (-) sign to zoom out. You can click and drag within the map to change the area of the map display
5. Left-click and hold-down on the address pin; move the pin in the map to change the location of the address pin
Note: count parcel data available online to determine the correct location of a particular address
6. Place the pin in the correct location, a black hat will appear on the top of the address pin

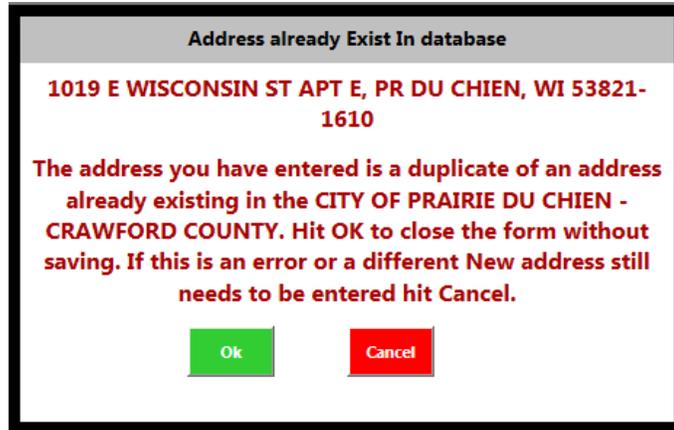


7. Click Save, to save the record or Save & Close to save the record and return to the *Address* view page

Address Already Exists in Database

When entering an address for a voter sometimes an error message will state the address already exists in the database. First verify the address is entered correctly. If not, choose cancel and edit the address making it no longer a duplicate entry.

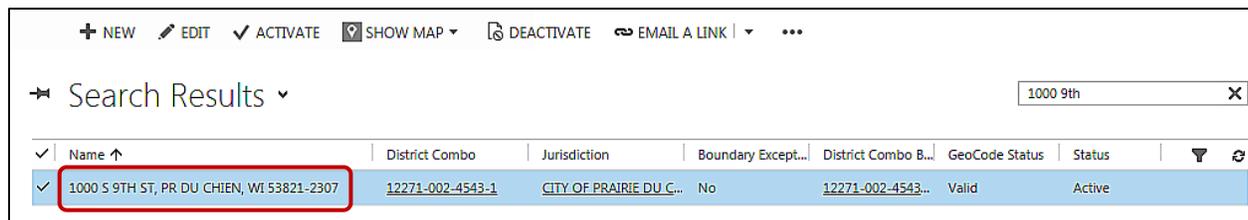
If the address is entered correctly the error may exist for another reason. This is usually because while the address exists, it is Inactive. Those addresses from SVRS that did not have district combination (DC) numbers or where pin locations were never validated were migrated to WisVote as inactive.



Inactive Address Resolution

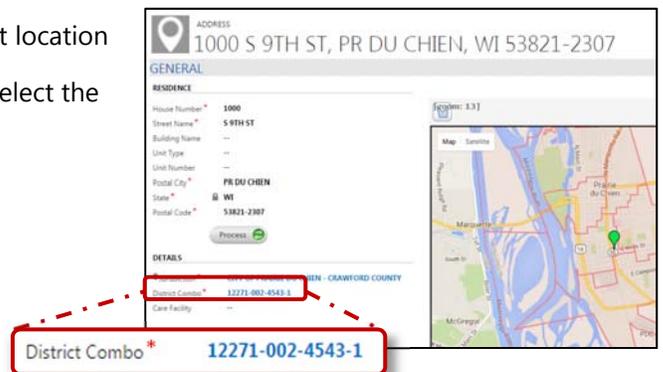
Verify the address has a DC and both it and its pin location are correct, and then Activate the address.

1. Click the Addresses tile
2. Enter the address in the Search for records field
3. Click on the address name to open the record



4. Review the address pin location and district combo
 - If the pin is incorrect, move the pin to the correct location
 - If the district combination incorrect or missing, select the correct DC
5. Select the Activate button.
6. Click Save & Close

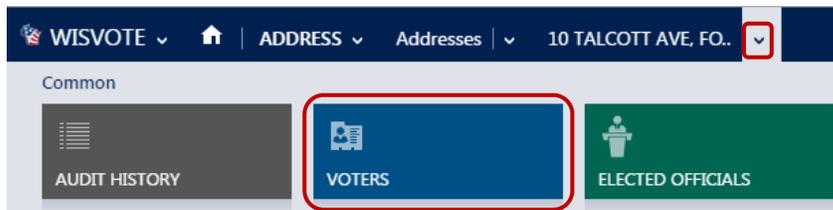
This address will now appear in the list when adding voters to this address.



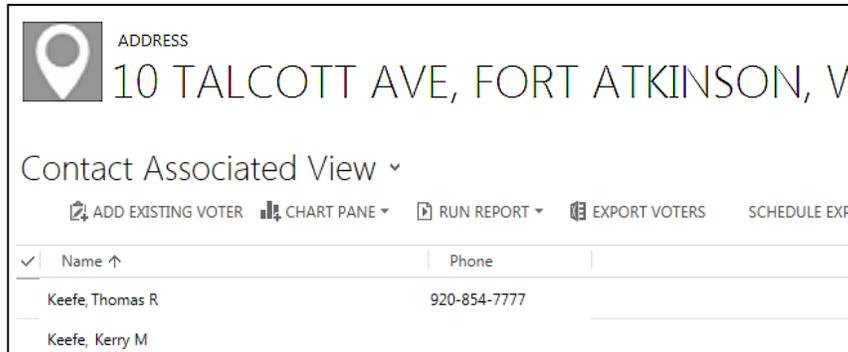
Deactivate an Address

Maintaining accurate data is paramount to address management as many aspects of election management are tied to an address. Deactivate the address: if an address has incomplete address info; if the address is outside the municipality; or if the address does not exist. Do not disenfranchise your voters. Before deactivating an address verify no voters are associated with that address.

1. Click the Addresses tile to open the *Address* view page
2. Enter the address in the *Search for records* field
3. Click on the address name to open the record
4. In the top navigation menu, click the drop-down arrow to the right of the name of the address
5. Click the Voters tile in the top navigation bar



6. The Contact Associated view will open; all active voters assigned to the specific address will display in the grid



- If no contacts are listed, click the specific address in the top navigation bar to return to the address page;



- If contacts exist, see *Contacts Exist in Associated View*

7. Click the Deactivate button

Note: to re-activate click the Activate button; the button displays on deactivated addresses



Contacts Exist in Associated View

Actions to take if a voter is associated with a bad address

- If the voter registered in the wrong municipality: the voter should be contacted, the voter record inactivated, and the address should be inactivated (and notify the Elections Helpdesk to move the address to the correct municipality)
- If there is a typo in the address: correct the address, this will automatically update the voters address info; do not deactivate address
- If it is not a valid address: consult the voter's voter registration form (EL-131) and verify the address matches the WisVote address. If any discrepancies exist correct the address. If the addresses are the same contact the Elections Helpdesk

Address Span Report

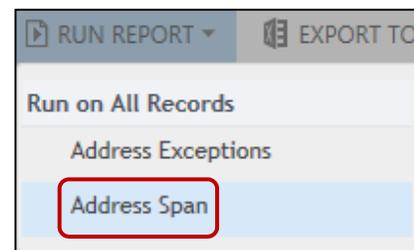
The address span report can be used to assist voters in determining where their voting location is for a given election based on their address. The address span report only reflects active addresses within WisVote (regardless of whether or not there is a voter assigned to them). For a complete address span of all addresses within your municipality you should contact your county or local land information office.

1. To run the address span report, click the Addresses tile to open the *Address* view page

2. Click *Run Report* at the top of the *Address* view page

3. Select *Address Span* from the drop-down menu

4. The report will generate in the report viewer window



5. To run the report for a specific election, click the Election Name drop-down menu in the report viewer and select the desired election

6. Click the View Report button to generate the new address span report



7. Click the Save & Export button to save and export the report

Note: Save & Export the report in Excel to quickly filter and sort the report

