



## Request to Add Authorized Users in the WisVote System

**Policy.** The Wisconsin Elections Commission (WEC) is charged with the security and accountability of the data in the WisVote system. As such, WEC does not permit untrained users to have access to the WisVote system. When a county or municipality adds new staff, the WEC will allow the county or municipal clerk to authorize the use of the online training available in the WisVote Learning Center for data entry or full administrative access.

A “Data Entry” access certification has been developed to train new staff in the entry of voter registration applications, absentee ballot applications and voter participation using the online interactive training modules developed for this purpose. This level of user access will not allow them to merge voters, print poll books or other election administration duties, unless they complete the full WisVote system training.

A “Clerk” access training certification has also been developed to train new staff in the complete WisVote system application as a convenient replacement of the two day in-person training class, using online interactive training modules and webinars. This level of user access allows them to perform all WisVote functions, including printing poll books, mapping and other election administration duties.

Once the clerk certifies that the training is completed by using the training certification form(s) provided in the WisVote Learning Center, WEC staff will issue a username and password to those specific staff members to allow access to the municipality’s data and to only allow them to perform the trained functions in the WisVote system. In addition, each user must sign a confidentiality agreement because the user will have access to confidential information.

WEC requires that the clerk agree to the following stipulations. The clerk agrees that he/she:

- Will certify that the users listed below have taken the required training for “Data Entry” or “Clerk” access as specified in the WisVote Learning Center.
- Will provide supervision of those users listed below while they are working in WisVote.
- Will take responsibility for the quality of all data entered by those users listed below.
- Will ensure that all users sign a WisVote Confidentiality Agreement.

Full Name	Access Level (Data Entry or Clerk)	Phone Number	Email Address	Start Date

### Request

I request that the above person(s) be provided access to WisVote. I agree to the above stipulations. I have included the signed WisVote Confidentiality Agreement for each person.

Name of Municipality/County: \_\_\_\_\_ HINDI: \_\_\_\_\_

Name of Clerk: \_\_\_\_\_

Signature of Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Return signed forms to the Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | [elections@wi.gov](mailto:elections@wi.gov) | 608-261-2028 FAX 608-267-0500  
(Rev. 7/6/2016)