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## UOCAVA Introduction

The Military and Overseas Voter Empowerment Act (MOVE), passed in October 2009, requires that all military and overseas absentee voters have a “free access” system in order to track the status of their absentee ballots. Since the MyVote Wisconsin website already made some information in SVRS available online for free, and SVRS can be used to track absentee ballot status, the G.A.B. decided to use SVRS and MyVote to meet the MOVE Act requirement. Beginning in August 2010, all municipalities will use SVRS to track military and overseas absentee ballots and will have this information displayed on MyVote.

There are, however, many small municipalities (called Reliers) that rely on their county, or another municipality, to enter data into SVRS for them. The portion of SVRS that tracks absentee ballots has many useful features for municipalities that enter their own data, but it would be very unwieldy for counties needing to enter absentee ballot information for a few dozen Reliers. A new absentee module, called Absentee Lite, has been built for Providers using SVRS. Until November 2011, municipalities that enter their own data into SVRS, called Self-Providers, may also use Absentee Lite.

### Two Ways to Track Absentee Ballots in SVRS

**Full Absentee** is the module in SVRS that tracks absentee ballots at the municipal level. Full Absentee is covered in the [Absentee Ballots](#) and [Absentee Applications](#) chapters.

- Full Absentee is managed at the municipal level
- Full Absentee tracks all forms of absentee ballots, not just military and overseas. A single application can be entered for multiple elections
- Full Absentee will print absentee labels for valid voters, but will not produce labels if the voter has moved, or has been marked as a felon or deceased
- Use of Full Absentee allows the user to print the Absentee Ballot Log required at every polling place on Election Day
- Full Absentee will allow every absentee voter in the municipality to track the status of their ballot using the MyVote website

**Absentee Lite** is a module in SVRS that tracks absentee ballots from the municipal or county level. It is quicker and easier to use, but lacks many of the features available in Full Absentee.

- Absentee Lite is very basic and easy to use. It allows users to enter absentee tracking information for multiple municipalities at the county level
- Absentee Lite is meant to track only military and overseas voters, and works for a single election only, so ballots must be re-entered for each new election
- Absentee Lite will verify if the voter is valid once the ballot record is entered, but the ballot may have already been mailed. Absentee Lite does not allow for the printing of absentee ballot labels
- Absentee Lite will not allow printing of the official Absentee Ballot Log
- Absentee Lite will not allow regular absentee voters to track their ballot status online, only military and overseas voters

## Key Terms

The **Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)** is a federal law passed in 1986. It established requirements for military and overseas voting in federal elections. UOCAVA voters are either military or overseas voters.

The **Military and Overseas Voter Empowerment Act (MOVE)** is a federal law passed in 2009 amending UOCAVA. It requires earlier transmission of ballots to voters, electronic means to accept applications and send ballots, and a free method for military and overseas voters to track their absentee ballot status.

**Military Absentee Voters** are members of the army, navy, air force, marines, the coast guard, the merchant marines, civilian employees of the United States serving abroad, and Peace Corps volunteers. Spouses and dependents are included.

**Overseas Absentee Voters** are U.S. citizens who live abroad. They no longer qualify as residents of Wisconsin, but last lived here before leaving the country. These electors may only vote for federal offices (Congress, U.S. Senate, and President).

The **Federal Post Card Application (FPCA)** is a postcard that military and overseas voters can use to both register and request an absentee ballot.

The **Official Absentee Ballot** is the printed ballot, containing contests and candidates, usually available about 30 days before an election.

**Electronic Requests** include absentee applications that are sent by email or fax. The MOVE Act requires that municipalities accept electronic requests from military and overseas voters, and send the ballot electronically if the voter so desires.



*For more background on military and overseas absentee voting, consult the [Military and Overseas Voting Manual](http://gab.wi.gov), available online at <http://gab.wi.gov>.*

## Recording a Voter's UOCAVA Status

- Before Absentee Lite users can enter absentee ballot information for military and overseas voters, they must first mark the voters' records with their military or overseas status. This will allow SVRS to produce a report listing all military and overseas voters.

## UOCAVA Status in the Voter Record

*Although **Military** voters do not legally have to register before receiving an absentee ballot, you do have to create a voter record in SVRS in order to record the fact that they received an absentee ballot. If you receive a Federal Postcard Application (FPCA), that functions as both a voter registration application and an absentee request. If you receive only an absentee request, and the voter is not yet registered, you will have to process a **Voter Application** using the information you have.*

***Overseas** voters must be registered like any other voter.*

When adding a **Voter Application** for a new UOCAVA voter, select the correct **UOCAVA Status** from the drop-down list on the **Other** tab.

The screenshot shows the 'VoterApplication - Add Voter Application' window. The 'Other' tab is selected. The 'UOCAVA Status' dropdown menu is circled in red. Other fields include 'Person Assisting', 'Email', 'Comments', 'Assist. Requested', 'Poll Worker Interest', 'Application Status', 'First Processed', 'Created On', 'Last Changed On', 'Owner', 'Batch Name', 'Custom Fields', 'ID Check Date', 'ID Chk. Method', and 'ID Check Result'.

If the voter is already registered, you must change the **UOCAVA Status** in the **Voter** record:

- From the **Main Menu**, click on the **Voter** node.
- Enter in the desired criteria and click **Search**. In this case, enter the voters **Last Name** and/or **First Name**.
- Double-click to open the **Voter** record.
- Click on the **UOCAVA Status** drop-down list and select **Military** or **Overseas**.
- Click **Save and Close**.

The screenshot shows the 'Voter - Update - SMITH, MICHAEL' window. The 'Other' tab is selected. The 'UOCAVA Status' dropdown menu is circled in red. Other fields include 'Name', 'Address', 'Home Address', 'Mailing Address', 'Date of Birth', 'Assistance Req.', 'Driver's License', 'Soc Sec Num', 'Language', 'Contact Information', 'Phone', 'Voter Reg Num', 'Owner', 'Voter Status', 'Status-Reason', 'Status Comment', 'Voter Activity', 'Date Registered', 'Last Date Chngd', 'Date Last Voted', 'Other', 'Poll Worker Interest', 'Federal Voter', 'Email Address', 'District Combo', 'Ward', 'Signature', 'Protection Scheme', 'Confidential ID #', 'Rqst/Renewal Dt', 'Prot. Ord. Exp. Dt.', 'Expire Date', 'Change Reason', 'Photo ID Provided for Mail-In Absentee', 'Photo ID Exempt', and 'Unable to sign Poll book due to physical disability'.

## UOCAVA Status in the Voter Search Grid



Before generating absentee ballots for each election, you will have to remove the **UOCAVA Status** for any **Active** voters who no longer qualify as **Military** or **Overseas**. Any **Inactive** and **Cancelled** voters will be excluded from receiving absentee ballots.

The screenshot shows the AESM software interface. The 'Voter' node is selected in the left-hand menu, and the 'Other' tab is active. The search criteria section includes fields for Date Registered Between, Driver's License, Language, ID Check Result, Age Range, Home Phone, Place of Birth, E-mail, Last Changed Between, and Changed By User. The UOCAVA Status dropdown menu is highlighted with a red circle, and 'Military' is selected. Below the search criteria, there is a 'Records Returned: 10' indicator and a 'Search' button. The data grid below shows a list of voters with columns for Jurisdiction, Name, UOCAVA St..., Status, Status Reas..., and Address. The UOCAVA St... column is highlighted with a red circle, and the 'Military' option is selected for the first row.

Jurisdiction	Name	UOCAVA St...	Status	Status Reas...	Address
37291	ABITZ, SHERRY L	Military	Active	Registered	1201 S 7TH AV
37291	ALLEN, MICHELLE L	Military	Active	Registered	735 EMERSON
37291	PIG, PORKY	Military	Active	Registered	5801 PACKER
37291	SMITH, ALANA E	Military	Active	Registered	621 1/2 ADAM
37291	SMITH, ANDREW J	Military	Active	Registered	166 LAKE VIEW
37291	SMITH, BARRY MICHAEL	Military	Inactive	4 Year Maintena...	113 S 2ND AVE
37291	SMITH, BEVERLEY J	Military	Active	Suspended (4 Y...	714 N 11TH ST
37291	SMITH, CHAD S	Military	Inactive	4 Year Maintena...	5203 SHERMA
37291	SMITH, CHRISTIAN S	Military	Inactive	Notice From Clerk	714 BROADWA
37291	SMITH, HEATHER LORR...	Military	Active	Registered	517 S 7TH AVE

To search for **Military** and **Overseas** voters in the data grid:

1. In the **Voter** node, go to the **Other** tab.
2. Select **Military** or **Overseas** from the **UOCAVA Status** drop-down list. Then click **Search**.

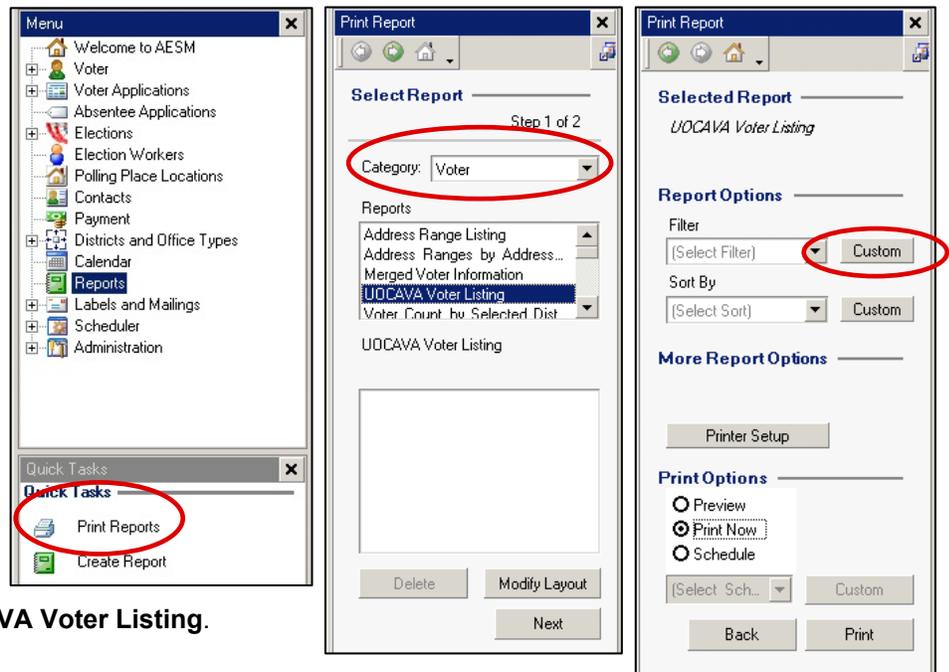


The **UOCAVA Status** column is also displayed in the data grid.

## The UOCAVA Voter Listing Report

The UOCAVA Voter Listing Report was designed to facilitate communication between Providers and Reliers about the status of absentee ballots. To appear on the UOCAVA Voter Listing, military and overseas voters must be correctly labeled in the voter record. It can be run from the county or municipal level.

1. From the **Main Menu**, click on the **Reports** node.
2. Select the **Print Reports** quick task.
3. Leave the **Category** set on **Voter**.
4. Under **Reports**, select **UOCAVA Voter Listing**.
5. Click **Next**.
6. **Filter** your report:
  - a. Click the **Custom** button next to the **Filter** drop-down to filter your report.
  - b. Copy the **Filter** displayed. If you are working at the county level, replace the “**MARATHON\***” with your county name, followed by an asterisk. Municipalities may omit the first line. The report will automatically be limited to voters that live in the municipality.

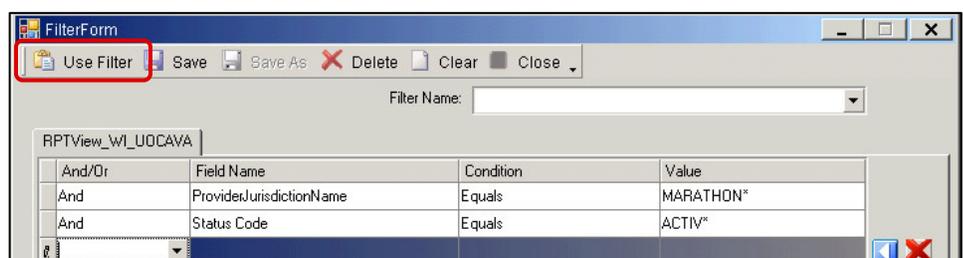


The **Filter** displayed will produce a list off all **Active** voters with a **UOCAVA Status of Military or Overseas**. The list will be limited to voters who live in municipalities that rely on Marathon County for SVRS services (self-providers like Wausau and Mosinee will be excluded.) In order for the **ProviderJurisdictionName** filter to work, every Relier must have the **Provider Jurisdiction** selected on the **Other** tab of their **Jurisdiction** record. See the Update Clerk Information section of the Getting Started chapter for more information.



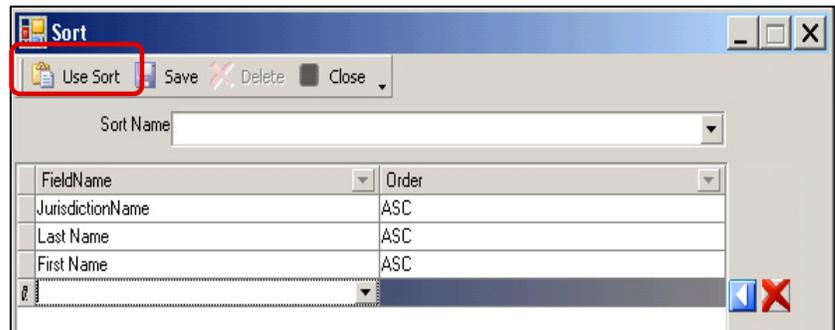
If you wish to filter for just one category, you may add the line **And UOCAVA Status Equals MIL\*** to limit your list to military voters. You may choose to add the line **And UOCAVA Status Equals OVER\*** to limit your list to overseas voters instead.

- c. Click the **Use Filter** button.



7. **Sort** your report:

- a. Click the **Custom** button next to the **Sort** drop-down box.
- b. Copy the **Sort** displayed. This sort will group voters by municipality, then by last and first name.



The sort displayed will work well for counties. If you are running this report at the municipality level, you may omit the first line.

- c. Click **Use Sort**.



For further information on filtering, sorting, printing, and exporting a report, see the [Reports](#) chapter.

8. Click the **Printer Setup** button to verify your printer settings.
9. Click the **Print Now** radio button.
10. Click **Print**.
11. A dialogue box indicating that the **Report Print or Export is Complete!** will appear. Click **OK**.



12. Retrieve the document. You should see a report that looks like the sample below. When this report is distributed to Reliers, they should double check that all military and overseas voters are listed, and communicate to the Provider the dates when they sent and received the Official ballot. Although, the report list a column for State Write-In Ballots, clerks are no longer required to mail write-in ballots to UOCAVA voters.



Each Relier municipality will be listed on a separate page.



The barcodes can be scanned as voters' ballots are entered into the Absentee Lite.

MARATHON COUNTY		UOCAVA Voter Listing			
Voter Reg. Number	Voter	UOCAVA Status	Write In	Official Ballot	Comments
TOWN OF BERGEN - 37002					
0709395700	ANDERSON, SCOTT ERNEST 1603 LAKEHURST RD MOGINEE, WI 54455	Military	Sent _____ Received _____	Sent _____ Received _____	_____
0019511087	JOHNSON, DOROTHY S 1961 MOON RD MOGINEE, WI 544559305	Military	Sent _____ Received _____	Sent _____ Received _____	_____
0700909840	SMITH, MICHAEL WAYNE 1628 W COUNTY ROAD C MOGINEE, WI 54455	Overseas	Sent _____ Received _____	Sent _____ Received _____	_____
Subtotal: 3					



**Sent** and **Received** will always print as blank lines. If you wish to see a list of dates entered into SVRS, you can run the [Absentee Ballot Listing](#) report. See that section in this chapter for directions. Reliers may use the **Comments** section to record if a ballot has been returned undeliverable, or for other communications about the voter or ballot. Reliers will also use **Comments** to indicate whether the ballot was sent **Via Mail**, **Via E-Mail**, or **Via Fax**.

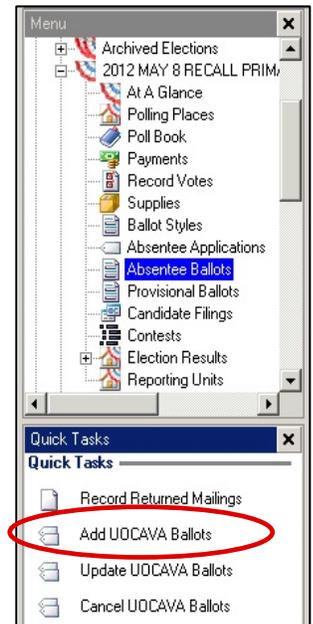
## Add UOCAVA Ballots

Before adding UOCAVA Ballots in SVRS, Providers must have created or inherited the election in their county and inherited the election in all of their Relier municipalities. The county and all Relier municipalities must have Milestone #2 marked in the Election Record. Self-Provider municipalities must inherit their own election and mark Milestone #2. See the [Election Setup](#) chapter for more details.



You may add UOCAVA Ballots from the municipal or the county level. If you will be working with multiple municipalities in your county, set the **Active Jurisdiction** to your county.

1. From the **Main Menu**, expand (+) the **Elections** node.
2. Expand (+) the election you are working with.
3. Click on the **Absentee Ballots** node.
4. Select the **Add UOCAVA Ballots** quick task.



5. Enter the **Voter Reg Num** by hand, or scan the barcode from the **UOCAVA Voter Listing** report. When you hit the **Tab** key, or click into another field, the voter's information should appear in the center of the form.

6. You may also click the **Search by Name** button to open a voter search screen.
  - a. Enter the voter's **Last Name** and **First Name** and click **Search**.
  - b. Double-click to select the correct voter.

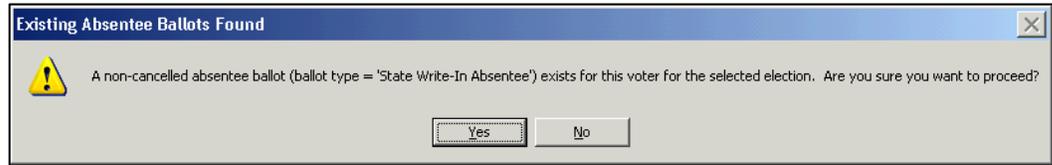
Jurisdiction	Name	Date Of Birth	UOCAVA SL	Status	Status Reas...	Address
37002	SMITH, MICHAEL WAYNE	01/01/1900	Overseas	Active	Registered	1628 W COUNTY ROAD
37145	SMITH, MICHAEL LEONA...	01/01/1900		Active	Registered	906 CEDAR RD
37291	SMITH, MICHAEL ANTHO...	01/01/1900		Active	Registered	1836 PARDEE ST



The **UOCAVA Status** is listed to help you.

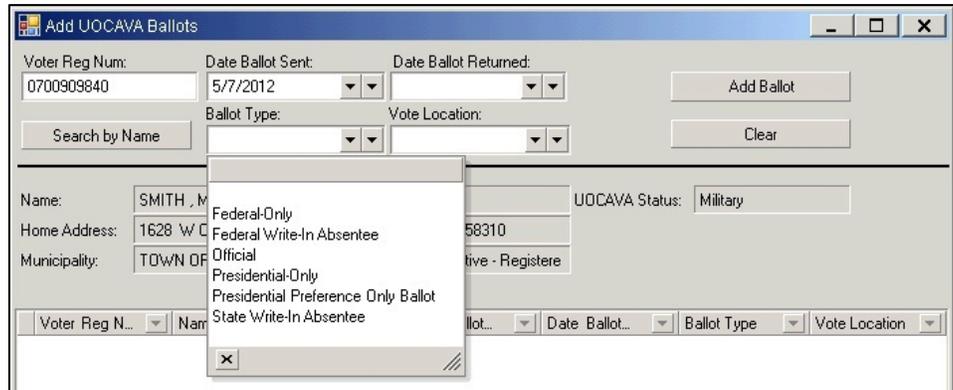


If you receive a “**non-cancelled absentee ballot**” message:



This means that the voter has an existing ballot for this election. If you have already issued a ballot and later want to re-issue another ballot, you will see this message. Click **Yes** to proceed to re-issue. If you believe you are accidentally creating a duplicate, click **No**.

7. The **Date Ballot Sent** will default to the current date. You change it by typing a date or by clicking the drop-down button on the right and using the calendar provided.

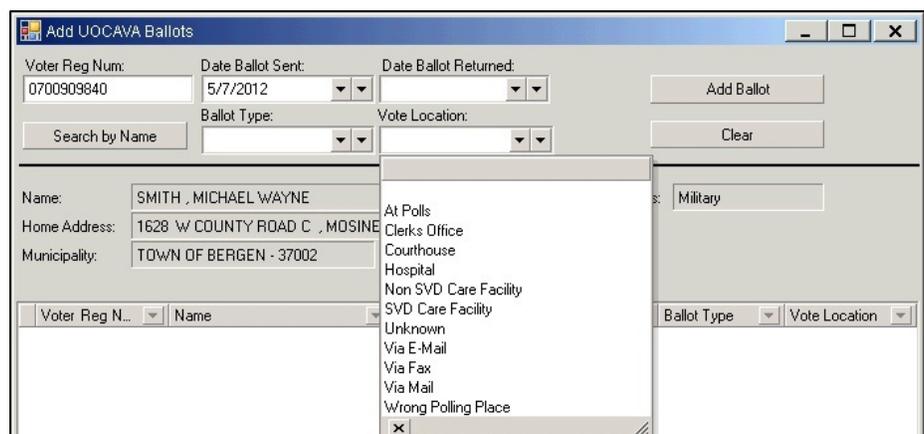


8. Select the correct **Ballot Type**.

- a. **Federal-Only** is the equivalent of the **Official** ballot for overseas voters, because they are only eligible to vote for federal level contests.
- b. The **Federal Write-In Absentee** (FWAB) is not a ballot that clerks send to voters. Instead, the voter may pick up a FWAB at a military base, embassy or consulate overseas. The voter then sends the ballot to the clerk. Note that there must be a valid absentee request on file for the FWAB to be accepted. When a FWAB is recorded, you will record the **Date Ballot Sent** and the **Date Ballot Returned** at the same time.
- c. You will send the **Official** ballot to military voters when those ballots have been printed and are ready to send out.
- d. The **Presidential-Only** choice will not be used in Absentee Lite.
- e. The **Presidential Preference Only Ballot** is sent every four years to military and overseas voters for the April Presidential Preference Spring Election.
- f. **State Write-In Absentee** ballots are no longer required to be sent to military and overseas voters. Therefore, you can ignore this ballot choice.

9. Select the **Date Ballot Returned** if applicable. If the ballot was just sent out, you may leave this date blank.

10. Select the **Vote Location** from the drop-down list. Generally, you will be choosing **Via E-Mail**, **Via Fax**, and **Via Mail**.



11. Click the **Add Ballot** button. The voter's ballot record will appear in the lower grid.

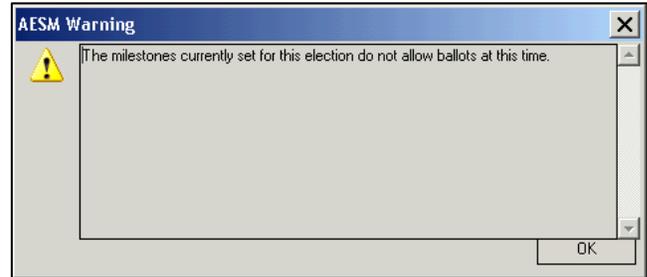
Voter Reg N...	Name	Date Ballot...	Date Ballot...	Ballot Type	Vote Location
▶ 0700909840	SMITH, MICHAEL WAYNE	7/13/2010		Official	Via Mail



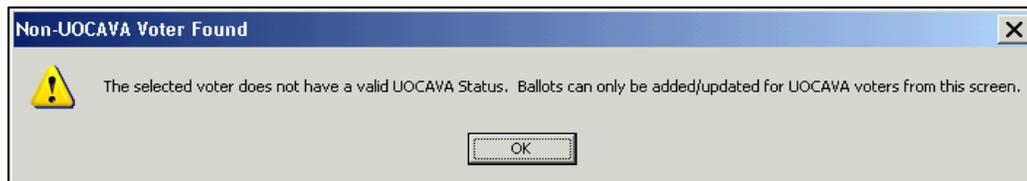
If you receive a “**milestones**” error:

Make sure the correct milestone is checked and try to add the voter's ballot again. See the [Election Setup](#) chapter for further details on election milestones.

- You will also receive this error if you are trying to issue an **Official** or **Federal-Only** ballot before the municipality has **Milestone #4** checked.
- You cannot issue a **Presidential Preference Only** ballot or a **Federal Write-In Absentee** ballot until the municipality has the election inherited and has **Milestone #2** checked.



If you receive this “**UOCAVA Status**” error:



You must open the voter record, and update their **UOCAVA Status** to **Military** or **Overseas**. See the [Recording a Voter's UOCAVA Status](#) section in this chapter.

12. Repeat for each UOCAVA voter. You will also use the process described above to record **Official** (and **Federal-Only**) ballots when they have been printed and sent out and Milestone #4 has been checked in each municipality.



The **Clear** button will clear the Voter Registration Number so you may enter or scan another voter, but it will not clear the Date Ballot Sent, Ballot Type, or Vote Location fields. Those fields can be changed individually.



Please note that **Absentee Lite** verifies that the voter is **Active** and lives in a jurisdiction you have access to, but it does not verify districts. For example, if you had a special congressional election that only covered part of your municipality or county, you could record ballots for everyone, even if they didn't live in the congressional district. It is the municipal clerk's responsibility to verify the voter's district before sending them a ballot, and **Absentee Lite** should not be used until after those ballots have been sent.

## Update UOCAVA Ballots

You may record UOCAVA Ballots as returned any time after you have added them.



*You may update UOCAVA Ballots from the municipal or the county level. If you will be working with multiple municipalities in your county, set the **Active Jurisdiction** to your county.*

1. From the **Main Menu**, expand (+) the **Elections** node.
2. Expand (+) the election you are working with.
3. Click on the **Absentee Ballots** node.
4. Select the **Update UOCAVA Ballots** quick task.



Update UOCAVA Ballots					
Voter Reg Num:	Date Ballot Sent:	Date Ballot Returned:			
0700909840	5/7/2012	5/8/2012	Update Ballot		
Search by Name	Ballot Type:	Vote Location:	Clear		
	Official	Via E-Mail			
Name:	SMITH, MICHAEL WAYNE		UOCAVA Status:	Military	
Home Address:	1628 W COUNTY ROAD C, MOSINEE, WI 544558310				
Municipality:	TOWN OF BERGEN - 37002	Status:	Active - Registere		
Voter Reg N...	Name	Date Ballot...	Date Ballot...	Ballot Type	Vote Location

5. Enter the **Voter Reg Num** by hand, or scan the barcode from the **UOCAVA Voter Listing** report. You may also use the **Search by Name** button. When you hit the **Tab** key, or click into another field, the voter's information should appear in the center of the form.
6. If you have issued more than one ballot to this voter, you will see the **Select Absentee Ballot** screen. Click to highlight the ballot you want to update, then click **OK**.
7. The **Date Ballot Sent**, **Ballot Type**, and **Vote Location** will be filled in. You may edit these fields if you selected an incorrect value when you added the ballot.
8. The **Date Ballot Returned** field will be defaulted to the current date. You may adjust it as needed.
9. Click the **Update Ballot** button.

## Cancel UOCAVA Ballots

This quick task will allow you to cancel a UOCAVA Ballot, for example, if it has been returned as undeliverable.

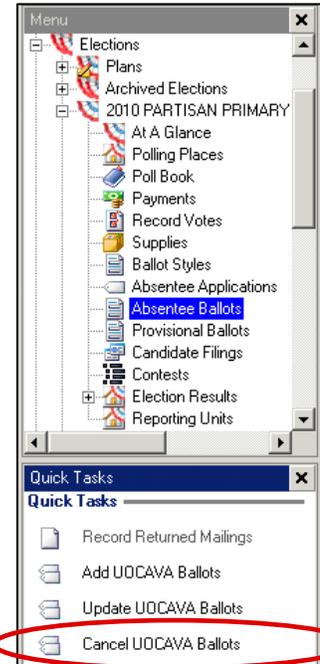


You may cancel UOCAVA Ballots from the municipal or the county level. If you will be working with multiple municipalities in your county, set the **Active Jurisdiction** to your county.



Keep in mind that if you cancel a ballot, that does not remove the **UOCAVA Status** from the voter record. If a voter will no longer be receiving ballots, you should also clear their **UOCAVA Status** so they are not accidentally sent ballots, or counted in your UOCAVA voter statistics.

1. From the **Main Menu**, expand (+) the **Elections** node.
2. Expand (+) the election you are working with.
3. Click on the **Absentee Ballots** node.
4. Select the **Cancel UOCAVA Ballots** quick task.



5. Enter the **Voter Reg Num** by hand, or scan the barcode from the UOCAVA Voter Listing report. You may also use the **Search by Name** button. When you hit the **Tab** key, or click into another field, the voter's information should appear in the center of the form.
6. If you have issued more than one ballot to this voter, you will see the **Select Absentee Ballot** screen. Click to highlight the ballot you want to update, and then click **OK**.
7. Select the correct **Cancellation Reason** from the drop-down list.
8. Click the **Cancel Ballot** button. Information from the cancelled ballot will appear in the lower grid.



Cancelled ballots will not display on the Absentee Ballot Listing report, or the WI Absentee Application Ballot Log described in the next section. Most cancelled ballots will display on the MyVote website, so the voter can see the ballot status. If you use the **Cancellation Reason** of **Administrative Action**, the ballot will not display on MyVote.

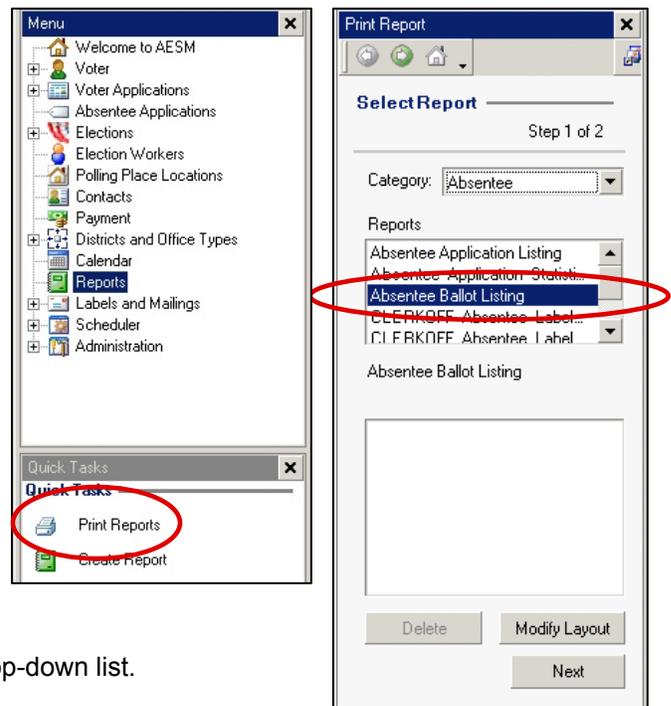
## The Absentee Ballot Listing Report

(Optional) The Absentee Ballot Listing report is a lot like the WI Absentee Application Ballot Log report, but unlike the Ballot Log, it can be edited. It also uses fewer lines per voter than the WI Absentee Application Ballot Log. Either report will allow you to track ballots entered into Absentee Lite. The filter shown below should work for both reports. Municipalities may choose to use the WI Absentee Application Ballot Log ALD WARD, which puts each ward on a separate page and gives appropriate subtotals. Counties should not use the “ALD WARD” version of the report.

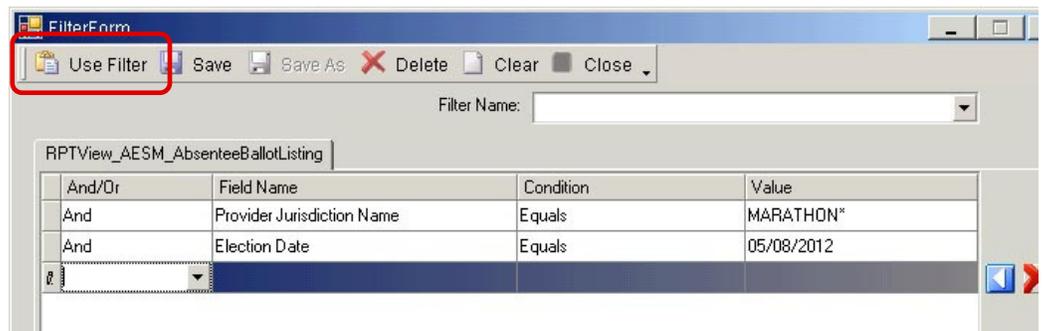


Municipalities using **Absentee Lite** should note that this is not an official absentee ballot log. The official absentee ballot log must be sent to the polls on Election Day and must list all absentee ballots, not just military and overseas ballots. You must use **Full Absentee** if you wish to print the official absentee ballot log out of SVRS. See the Absentee Ballots chapter for more information.

1. From the **Main Menu**, click on the **Reports** node.
2. Select the **Print Reports** quick task.
3. Change the **Category** to **Absentee**.
4. Under **Reports**, select **Absentee Ballot Listing**.
5. Click **Next**.
6. **Filter** your report:
  - a. Click the **Custom** button next to the **Filter** drop-down list.



- b. Copy the **Filter** displayed. Enter the correct election date in mm/dd/yyyy format.



The Filter displayed above will produce a list of all ballots issued for that election, for the specified municipalities. **If you are running this at the municipal level, omit the first line. You will see only your municipality's voters.** If you are running this at the county level, replace the “MARATHON\*” under the **Value** column with your own county name, followed by an asterisk.



The list will be limited to voters who live in municipalities that rely on Marathon County for SVRS services (self-providers like Wausau and Mosinee will be excluded.) In order for the **Provider Jurisdiction Name** filter to work, every Relier must have the **Provider Jurisdiction** selected on the **Other** tab of their **Jurisdiction** record. See the Update Clerk Information section of the Getting Started chapter for more information.



(OPTIONAL) Other filters you may want to use when generating the Absentee Ballot Listing Report are:

And/Or	Field Name	Condition	Value
And	Election Date	Equals	04/03/2012
And	photoIDProvided	Equals	[Dropdown]
*			False True

i. The filter above will produce a list of absentee voters who either provided (True) or did not provide (False) a copy of their photo ID for an Election ( i.e., note - replace the 04/03/2012 date with the actual date of the Election).

And/Or	Field Name	Condition	Value
And	Election Date	Equals	04/03/2012
And	photoIDExempt	Equals	[Dropdown]
*			False True

ii. The filter above will produce a list of absentee voters who are (True) or who are not (False) photo ID exempt (replace the 04/03/2012 date with the actual date of the Election. Also, military and overseas are the only type of absentee voters who are exempt from providing photo ID).

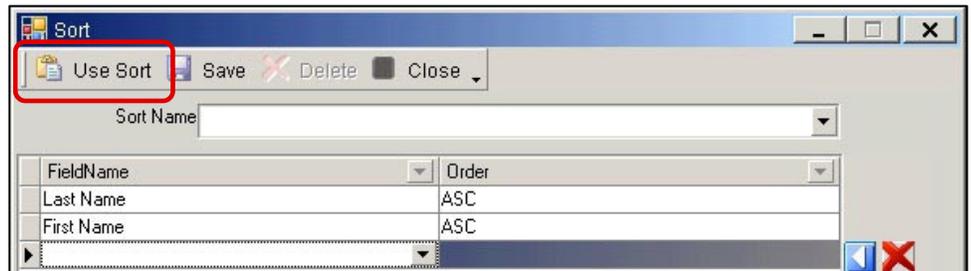
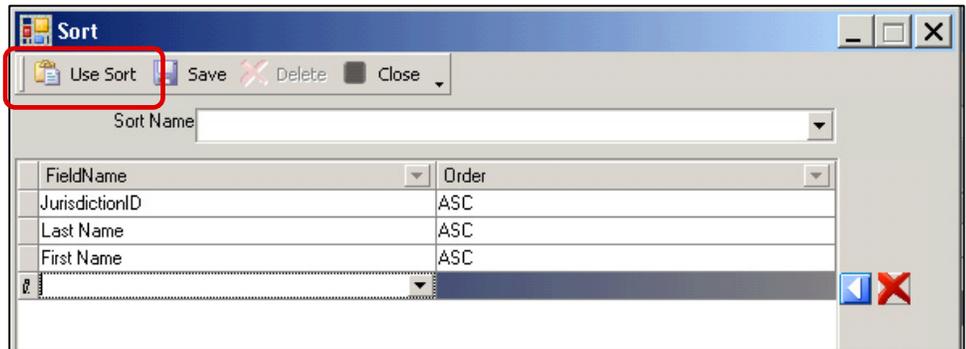
And/Or	Field Name	Condition	Value
And	Election Date	Equals	04/03/2012
And	Abs Bal Status Code	Equals	Returned ( RET )
And	[Dropdown]		[Dropdown]
*			False True

iii. The filter above will produce a list of absentee voters who are ballots were returned. (Replace the 04/03/2012 date with the actual date of the Election.)

c. Select the **Use Filter** button.

7. Sort your report:

- a. Click the **Custom** button next to the **Sort** drop-down box.
- b. Copy the **Sort** displayed. This sort will group voters by municipality, then by last and first name. Municipalities may omit the first line.
- c. Click **Use Sort**.



 For further information on filtering, sorting, printing, and exporting a report, see the [Reports](#) chapter.

8. Click the **Printer Setup** button to verify your printer settings.
9. Click the **Print Now** radio button.
10. Click **Print**.
11. A dialogue box indicating that the **Report Print or Export is Complete!** will appear. Click **OK**.



ID Number	Name and Address	District Combo	Ballot Type	App. Date	Ballot Sent	Ballot Returned	Vote Recorded	Ballot Style	Vote Loc	ID Provided	ID Exempt	App Type
0712487980	DEVILLE, CRUELLA DOB: 1/1/1960 409 PALOMINO LN MADISON, WI 537053471	13251-001-3269-1	OFCL	05/04/12	05/04/12			NP-1	Via Mail			REG
0712488000	HOOD, ROBIN DOB: 1/1/1985 101 RIVER BEND RD MADISON, WI 537134201	13251-002-3269-1	OFCL	05/04/12	05/04/12			NP-1	Via Mail	YES		REG
0712487960	MOUSE, MICKEY DOB: 1/1/1970 132 E WILSON ST MADISON, WI 537033890	13251-052-3269-1	OFCL	05/04/12	05/04/12			NP-1	Via Mail	YES		REG
0712487990	PAN, PETER DOB: 1/1/1975 2010 GULSETH ST MADISON, WI 537046187	13251-038-3269-1	OFCL	05/04/12	05/04/12			NP-1	Via Mail		YES	REG

- Retrieve the document. The sample report shown below was exported to a file in Excel format (note, when exporting to Excel, the first tab of your spreadsheet may be blank and the report information will appear on the second tab).

On the **Sample Ballot Listing Lite** report the following will be displayed:

<b>Voter ID Number</b> (i.e. Reg. Number)
<b>Voter Name and Address</b>
<b>District Combo</b>
<b>Ballot Type</b>
<b>Application Date</b>
<b>Date Ballot Sent</b>
<b>Date Ballot Returned</b>
<b>Vote Recorded</b> (populated after an election when the voter history is recorded)
<b>Ballot Style</b>
<b>Vote Location</b>
Whether the voter provided photo ID
Whether the voter is photo ID exempt
<b>Application Type</b>

ELECTION: 2012 MAY 8 RECALL PRIMARY/ELECTION (5/8/2012)											
APPLICATION REG											
ID Number	Name and Address	District Combo	Ballot Type	App. Date Sent	Ballot Returned	Vote Recorded	Ballot Style	Vote Loc	ID Provided	ID Exempt	App Type
0712487980	DEVILLE, CRUELLA	13251-001-3269-1	OFCL	05/04/12	05/04/12		NP-1	Via Mail			REG
DOB: 1/1/1960	409 PALOMINO LN										
0712488000	HOOD, ROBIN	13251-002-3269-1	OFCL	05/04/12	05/04/12		NP-1	Via Mail	YES		REG
DOB: 1/1/1985	101 RIVER BEND RD										
0712487960	MOUSE, MICKEY	13251-052-3269-1	OFCL	05/04/12	05/04/12		NP-1	Via Mail	YES		REG
DOB: 1/1/1970	132 E WILSON ST										
0712487990	PAN, PETER	13251-038-3269-1	OFCL	05/04/12	05/04/12		NP-1	Via Mail		YES	REG
DOB: 1/1/1975	2010 GULSETH ST										
Totals:				4	4	0	0				
Election Totals:				4	4	0	0				

## Absentee Ballot Information on MyVote Wisconsin

Once you have entered the voter's information into Absentee Lite and recorded that the ballot was sent or returned, military and overseas absentee voters can check the status of their ballot online on MyVote. For municipalities that use Full Absentee, all absentee voters will be able to check their ballot.

1. Enter the web address <https://myvote.wi.gov>.

2. Choose your voter status: Regular, Temporary Overseas, Military or Permanent Overseas Voter.



3. Enter in the correct **Last Name, First Name, and Date of Birth**, then click **Search**.

Regular Voter

**Voter Search**  
You must start by searching for your name and date of birth.

Last Name \*

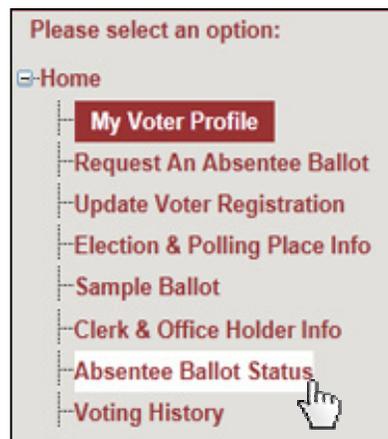
First Name \*

Date of Birth \*

4. Any possible voters that match the information provided will appear underneath the search panel. Double-click on the voter **Name** to open their record.

Name	Address	City	Birth date	Status
<b>KARLA RIGGS</b>	884 CATTAIL CIR	SUN PRAIRIE	3/3/1953	Active

5. When the **Voter Information** screen appears, you will on the side menu a link that allows you to view your **Absentee Ballot Status**. Click on that link.



- The **Absentee Ballot Status** screen shows information on the **Election Date**, **Election Name**, **Ballot Type**, **Vote Location**, **Ballot Status**, **Ballot Status**, **Date Ballot Sent**, and **Date Ballot Returned**.

**Ballot Status**

Absentee Ballot Status

Election Date	Election Name	Ballot Type	Vote Location	Ballot Status	Ballot Status Reason	Date Ballot Sent	Date Ballot Returned
11/6/2012	2012 PRESIDENTIAL AND GENERAL ELECTION	Federal-Only	Online	Returned	Returned	11/2/2012	11/2/2012
4/5/2011	2011 SPRING ELECTION	Official	Clerks Office	Cancelled	Ballot Re-Issued	3/28/2011	3/28/2011
11/2/2010	2010 GENERAL ELECTION	Official	Clerks Office	Cancelled	Ballot Re-Issued	10/28/2010	10/28/2010
11/4/2008	2008 PRESIDENTIAL AND GENERAL ELECTION	Official	Clerks Office	Cancelled	Ballot Re-Issued	10/15/2008	10/15/2008

**BALLOT STATUS DEFINITIONS**  
**Issued:** This means the ballot has been sent to the voter but has not yet been returned to the clerk.  
**Returned:** This means that the voter received the ballot from the clerk and returned it so that it can be counted.  
**Cancelled:** This means the ballot was cancelled and is no longer valid for this election.