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MyVote Wisconsin



MyVote Wisconsin (<https://MyVote.WI.gov>) is a website for people interested in registering and voting in Wisconsin. MyVote provides answers these questions for Wisconsin voters:

**How to register to vote? When is the next election? What will appear on their ballot?
Where to vote? How to vote absentee? Who are their current office holders?
What are their ward and districts? How to contact their municipal clerk?**

Registered voters have access to information specific to them. Potential voters can also find some basic information applicable to them by providing their voting address. All prospective voters may use the website to create and print a voter registration application, which they then sign and mail or hand deliver to the municipal clerk.

In addition, there is a section for military and permanent overseas voters to request an absentee ballot and access their absentee ballot online. The new online absentee ballot request and online absentee ballot access features work with the Statewide Voter Registration System (SVRS) and notify clerks when voters register or request an absentee ballot.

Sample absentee ballots found on MyVote can be previewed and checked using the Ballot Preview in the CRM ElectionData system.

MyVote replaces the Voter Public Access (vpa.wi.gov) website. Please make sure any references to Voter Public Access, either on your website, or on electronic or paper documents, are updated with the new MyVote website address: <https://MyVote.WI.gov>.

Key Terms

Regular Voter: All Wisconsin residents who are neither permanently overseas, nor considered in the military.

Temporary Overseas Voter: Wisconsin residents who are temporarily living outside the U.S. for work, school or other reasons, and have intent to return to Wisconsin. These voters are given the same options on MyVote as regular voters, but this “path” was created to prevent these voters from mistakenly identifying themselves as permanently overseas.

Military Voter: Members of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine, Peace Corps, Public Health Service, NOAA, and their immediate family members (spouse, children, or other dependents).

Permanent Overseas Voter: Former Wisconsin residents who are living outside the U.S. and have no intent to return to the United States but maintain their U.S. Citizenship.

Click and Mail: MyVote includes an online program that allows voters to complete a voter registration form and print it with their information filled in. This application is also then automatically entered as a pending application in SVRS, so clerks do not have to re-enter all of the information.

MyVote Ballot: Military and permanent overseas voters can use MyVote to print and/or mark their absentee ballot. This ballot is delivered to the polling place and re-made on an official ballot on Election Day, or counted by hand.

CRM ElectionData: A system provided by the G.A.B. that provides several election tracking and administration features such as provisional ballot tracking, ineligible voter lists, and the MyVote ballot preview.

Absentee Ballots Issued on Behalf of Municipal Clerks

MyVote will allow military and permanent overseas voters to access their absentee ballots online. MyVote will issue the absentee ballot on behalf of the municipal clerk through the MyVote site based on information entered into SVRS by the municipal clerk, or their provider on their behalf. In order for ballots to be available, a municipality must have generated ballot styles and be at Milestone 4 for the election.

Municipal clerks also issue absentee ballots to military and permanent overseas voters by mail, fax, or email. Clerks are required to continue providing ballots by the method requested by the voter, but may ask if the UOCAVA voter would rather obtain a ballot through the online tool. Absentee ballots requested through MyVote will be issued on behalf of the municipal clerk based on information entered into SVRS, but will not contain the clerk's initials.

Each absentee ballot issued on MyVote will be automatically tracked in SVRS and will be given a mailing ID. The mailing ID will print on the absentee certificate that the voter must complete and mail with their voted absentee ballot. The mailing ID will also display in SVRS and be printed on the notification each clerk receives when a voter accesses an absentee ballot online. Similar to all voters, UOCAVA voters are allowed up to three attempts to access their ballots. If a UOCAVA voter experiences difficulty printing ballots, please instruct the voter to contact the G.A.B., or a clerk may contact the G.A.B. on the voter's behalf.

Access the MyVote Wisconsin Website

1. From the internet browser enter: <https://myvote.wi.gov>
2. Choose the appropriate Voter Category. Because of the federal and state laws for different types of voters, options are personalized within the website and are dependent upon the voter designation chosen here. Proceed from the main screen by selecting the appropriate voter category. Click on **Regular Voter**, **Temporary Overseas Voter**, **Military Voter** or **Permanent Overseas Voter**.



The Voter Search page is organized with a side menu and search fields for the specific voter. The side menu includes **Address Search**, **Search Provisional Ballot Status**, **Information About Voting** and **Contact US**.

3. The voter enters their name and date of birth and then clicks **Search**.

4. Click on the underlined name. If more than one registration record is listed, select the most recent record. (Additional options are included in this chapter for the voter MyVote does not find.)

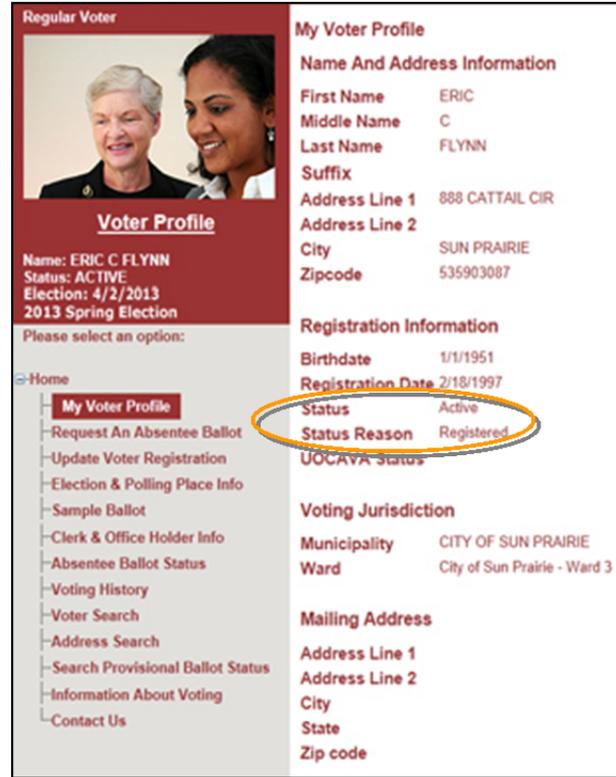
Name	Address	City	Birth date	Status
<u>ERIC FLYNN</u>	888 CATTAIL CIR	SUN PRAIRIE	1/1/1951	Active

The MyVote user is brought to **My Voter Profile**. The voter profile is separated into four sections:

- Name And Address Information
- Registration Information
- Voting Jurisdiction
- Mailing Address



Status refers to the voter registration status: **Active**, **Inactive** or **Cancelled**.



Name And Address Information	
First Name	ERIC
Middle Name	C
Last Name	FLYNN
Suffix	
Address Line 1	888 CATTAIL CIR
Address Line 2	
City	SUN PRAIRIE
Zipcode	535903087

Registration Information	
Birthdate	1/1/1951
Registration Date	2/18/1997
Status	Active
Status Reason	Registered
UOCAVA Status	

Voting Jurisdiction	
Municipality	CITY OF SUN PRAIRIE
Ward	City of Sun Prairie - Ward 3

Mailing Address	
Address Line 1	
Address Line 2	
City	
State	
Zip code	

Where Does MyVote Get Its Information?

The Voter Profile page includes a different side menu which allows the voter to access a variety of other information including a new set of options such as **What's On My Ballot**, **Where Do I Vote**, to absentee ballot options and clerk and elected officials information.

While the remainder of this chapter concentrates on the Click and Mail registration process and the procedure for military and the permanent overseas voters accessing online ballots, it is important to understand all information specific to the voter depends on information entered by clerks in SVRS and CRM ElectionData website.

What's On My Ballot – This page shows a sample ballot for an upcoming election through Election Day once ballot styles are generated and Milestone #4 is checked. Reviewing the contests and candidates for accuracy and completing Milestones #1,2,3,and 4 in SVRS will ensure voters have access to accurate ballot information. All candidates and contests must be entered in SVRS in order to appear on the sample ballot.

Where Do I Vote – This page shows an upcoming election and the assigned polling place location after it is inherited by the municipality in SVRS. If there is no upcoming election, the polling place listed here will be the Normal Polling Place Location assigned to the Ward under the Districts node in SVRS. It is, therefore, very important to keep your Normal Polling Place locations current. (See the Polling Places chapter for updating **Polling Places**).

- Home
- My Voter Profile
- What's On My Ballot
- Where Do I Vote
- Request An Absentee Ballot
- Status of My Absentee Ballot
- Update My Voter Registration
- My Voting History
- My Clerk and Elected Officials
- Voter Search
- Address Search
- Search Provisional Ballot Status
- Information About Voting
- Contact Us

Status of My Absentee Ballot – Federal law requires that military and overseas voters be able to check the status of their absentee ballots online. All municipalities are required to use SVRS to track military and overseas absentee ballots so that this information can be displayed on the MyVote website. Regular voters are also able to view their absentee ballot status on MyVote if the clerk tracks all absentee ballots in SVRS. If MyVote is unable to find absentee ballot information in SVRS, the voter is instructed to contact their municipal clerk.

 See the *[Absentee Lite](#)*, *[Absentee Application](#)* and *[Absentee Ballot](#)* chapters for information on the absentee processes in SVRS.

My Voting History – This page displays a voter's election participation and voting method (e.g., at polls or absentee). Votes must be recorded under each election in SVRS in order for that vote to appear on MyVote. If participation is not recorded in SVRS in a timely manner, voters will not see their voter history and are instructed to contact their municipal clerk.

My Clerk and Elected Officials – This page provides voters with their municipal clerk and elected office holder contact information. Clerk information comes from the Jurisdictions node and office-holder information comes from the office holders entered under each Office Position. Office holders must be entered in SVRS in order to appear on MyVote. Clerk information must be sent to the G.A.B. Help Desk on the GAB-362 form so that voters can have your correct contact information.

Search Provisional Ballot Status – Federal law requires that all voters be able to check the status of their provisional ballots online. Provisional ballots must be entered into the Provisional Ballot Tracking System (in CRM) so that this information can be displayed on the MyVote website.

Process MyVote /Click and Mail Registrations in SVRS



Any Wisconsin voter can fill out a voter registration form through MyVote Wisconsin's Click and Mail feature. Once a voter types in their information they must print the application form and sign it. The voter can then mail it to their Municipal Clerk during open registration, deliver the form to the clerk during closed registration, or bring it to their polling place on Election Day. The same rules for all voter registrations apply to Click and Mail applications. Mailed applications can only be accepted during open registration or if postmarked during open registration. During Late Registration or on Election Day, mailed Click and Mail applications cannot be approved for that election. The data from Click and Mail applications will automatically appear in SVRS' Voter Applications node. Military voters are not required to register, and should not use the Click and Mail system. When new military voters fill out an absentee application, a voter registration will automatically be entered and approved in SVRS.

How to Enter an Application through MyVote/Click and Mail

In the Click and Mail Program, voters answer a series of questions to gather their voter registration information, and Click and Mail generates a neatly typed **GAB-131**. Click and Mail gives the voter the correct instructions on how to submit their form. These instructions are dependent upon whether the voter uses Click and Mail during Open Registration, Late Registration, or on Election Day. The voter enters their registration information into MyVote\Click and Mail and it is sent to SVRS as a pending voter application. Once the clerk receives the paper form they can simply process the application.

Benefits of Click and Mail include:

- Fewer typographical errors – Voters are more familiar with their own personal information and will be less likely to make typographical errors
- No incomplete forms – Voters will be required to fill out **Required Fields** in order to proceed
- No data entry for clerks – Clerks simply process the pending application instead of having to type the information in SVRS
- No handwriting questions – Click and Mail generates a neatly typed, legible GAB-131 form
- Convenience for the voter – Voters can complete Click and Mail any time of the day or night, 365 days a year

Instructions for Entering Voter Applications (Update Voter Information or New Registration)

1. First go to the MyVote website at <https://myvote.wi.gov>.
2. Choose the appropriate voter category: **Regular Voter**, **Temporary Overseas Voter**, **Military Voter**, or **Permanent Overseas Voter**.

Select A Voter Category To Proceed
For registered and non-registered eligible voters in Wisconsin.

<p>Regular Voter All Wisconsin residents who are not overseas or not in the military.</p>	<p>Temporary Overseas Voter Wisconsin residents who are temporarily living outside the U.S. for work, school or other reasons.</p>	<p>Military Voter Members of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine, Peace Corps, Public Health Service, NOAA, and their family members.</p>	<p>Permanent Overseas Voter Former Wisconsin residents who are living outside the U.S. and have no intent to return but maintain their U.S. Citizenship.</p>
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The Voter Search page is organized with a side menu of options and a place to search for a specific voter.

3. Enter voter's name and date of birth and then click **Search**.

- 4a. If the voter is registered, their name will appear. Click on the underlined name. If multiple registrations are listed, click on the voter's name that corresponds to the voter's most recent registration address.

Please click on your name to proceed:

Name	Address	City	Birth date	Status
<u>ERIC FLYNN</u>	888 CATTAIL CIR	SUN PRAIRIE	1/1/1951	Active

OR

- 4b. An unsuccessful voter search (including non-registered names) will prompt a message of "no matches" found. A failed search in MyVote still allows the user to **Register to Vote**, **Address Search**, **Search Provisional Ballot Status**, **Information About Voting** or **Contact the G.A.B.** Select Register to Vote from the side menu options.

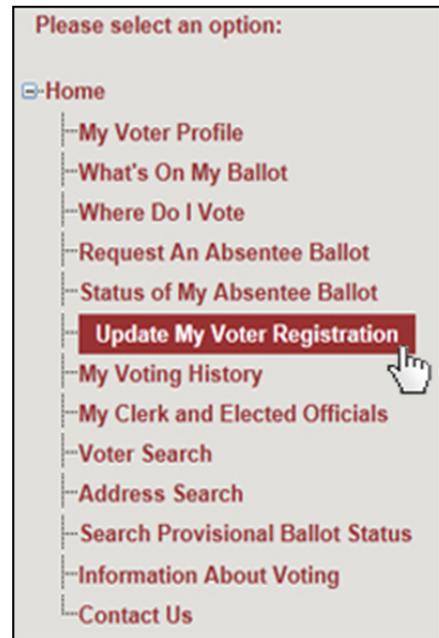


Current registrants or persons wishing to register to vote will follow similar MyVote processes as each respective option begins at the **Register To Vote Or Update Your Voter Registration** page.

Register To Vote Or Update Your Voter Registration

For registrants updating their information:

5. Select **Update Voter Registration** from the side menu if the voter needs to re-register due to a name change or a change of address.



6. The Register/Update screen will appear. Click **Continue** to begin the Click and Mail process to update registration or register to vote.

Register To Vote Or Update My Voter Registration

Here Is What You Will Need:

- A printer is required. You will need to print, sign, and mail your voter registration form
- All questions on this website will have to be answered before the registration form can be created and printed. No information is saved on the website until "submit" is clicked at the end of the process
- It is recommended that you use Internet Explorer 7 or greater
- A PDF viewer such as Adobe Reader (If you don't have Adobe Reader installed on your computer, you can get it here)



Here Is What You Will Do On This Website:

- Verify that you are eligible to vote
- Enter your voter registration information
- Certify your information
- Print, sign, and deliver your completed form

If you do not have access to a printer, you can still register to vote in person at your municipal clerk's office, or at the polling place on Election Day. [Please click here for instructions on registering to vote using one of these methods.](#)

Continue



A link will be provided for voters who need information on registering in person at the Municipal Clerk's office or at the polls on Election Day.

7. The **Are You Eligible to Register?** page requires MyVote user to review their eligible voter status. After verifying the following information, users then click **Next**.

- **U.S. Citizen**
- **18 years old**
- **Birthdate**
- **Wisconsin Driver License or State ID Card**
- **ID Expiration Date**
- **Social Security #'s last four digits (if without WI DL)**
- **28 consecutive days**
- **Not currently on probation, parole, or other supervision for a felony conviction**
- **Not otherwise disqualified from voting**

8. The **Current Personal Information** page requires certain personal information. After entering and verifying the following information, the user clicks **Next**.

- **Current Name**
- **Contact Information**

9. The **Wisconsin Residential and Mailing Address** page requires the legal voting address of the applicant. (Voters cannot use their P.O. Box as a valid residential address.) Clicking the **Submit Address** button allows the system to attempt to validate the address.

Regular Voter

Warning: You will lose all of your information if you use the "back" button on your browser. Please use the "Next" and "Previous" buttons at the bottom of the screen to move from page to page.

Wisconsin Residential and Mailing Address

Please Enter Your Wisconsin Residential Address

(*) = Required
(?) = Help

House Number (*) ? 888

Street Name (*) ? CATTAIL CIR

Apartment/Unit Type --

Apartment/Unit Number

City (*) ? SUN PRAIRIE

Zip Code 53590

Verify Address Edit Address

Voter Profile

Name: ERIC C FLYNN
Status: ACTIVE
Election: 4/2/2013
2013 Spring Election

Please select an option:

Home My Voter Profile

- a. A message may state the address was modified into a standardized format (e.g. DRIVE to DR). If the system can verify the address, the notice **Your address has been validated** appears. A final prompt asks the user to verify the changes. Clicking the **Edit Address** button allows for further modifications.

Warning: You will lose all of your information if you use the "back" button on your browser. Please use the "Next" and "Previous" buttons at the bottom of the screen to move from page to page.

Wisconsin Residential and Mailing Address

Please Enter Your Wisconsin Residential Address

(*) = Required
(?) = Help

House Number (*) ? 888

Street Name (*) ? CATTAIL CIR

Apartment/Unit Type --

Apartment/Unit Number

City (*) ? SUN PRAIRIE

Zip Code 53590

Suffix dropped. Suffix added.
We have modified the address above, please verify the changes.
Your address has been validated. If your address is not correct, please click on the Edit Address button to modify the address.

Verify Address Edit Address

- b. If the system cannot verify the address, a notice **Your search found no matches** appears. If the address cannot be validated, the MyVote user will be unable to register using this system and directed to contact their Municipal Clerk to discuss other forms of voter registration.

House number or PO BOX no. not found.
We have modified the address above, please verify the changes.
Your search found no matches. Please check the help hints and if that does not help you will need to contact your municipal clerk. [Click here](#) to get a list of municipal clerks contact information.

- c. The **Please Enter Your Mailing Address** section allows the opportunity to add a mailing address, if different from their residential address used for registration.

Please Enter Your Mailing Address (If Different From Above Or If You Have A P.O. Box For Mail)

I have a PO BOX mailing address
 I have a foreign mailing address

PO BOX (*)
 City (*)
 State (*)
 Zip Code (*)

- d. Click the **Next** button.

10. The **Other Information** page allows the applicant to check the box(es) indicating the purpose for registration: new voter, name change, and/or address change.

- a. Depending on their choice they are directed to enter their **Prior Name** or **Prior Address**, if any.

Other Information

Please choose all that apply to you. (*)

I am a new voter registering to vote for the first time.
 I am a previously registered voter changing my name.
 I am a previously registered voter changing my address.

- b. If the voter indicates that they are registering for the first time, a prompt will appear letting the voter know they will need to provide Proof of Residence.

I am a new voter registering to vote for the first time.
 You must provide proof of residence when you register by mail in Wisconsin for the first time. Instructions will be provided after you complete this process.

- c. Voters can check this box if they are interested in being a poll worker.

- d. Voters can indicate any specific needs for accommodation at the polling location.

- e. Click the **Next** button.

Prior Name (If Different)

First Name
 Middle Name
 Last Name
 Suffix

Required

Other Information

I am interested in being a poll worker.
 Accommodation needed at poll location:

11. The **Final Review Page** will appear to allow the voter to review the listed information.

a. Any incorrect information can be changed through the appropriate **Edit** link under that section.

b. If all the listed information is correct, the applicant must read the **Certification** statement and check the checkbox.

Final Review Page

Warning: You will lose all of your information if you use the "back" button on your browser. Please use the "Next" and "Previous" buttons at the bottom of the screen to move from page to page.

Please take a moment to review your information. If anything is incorrect, click "Edit" to make changes. Once you have made changes, click the "Next" button to move through the pages and return to this screen. Once you click "Confirm," you will not be able to make changes.

Voter Profile

Name: ERIC C FLYNN
 Status: ACTIVE
 Election: 4/2/2013
 2013 Spring Election

Please select an option:

- Home
- My Voter Profile
- Request An Absentee Ballot
- Update Voter Registration
- Election & Polling Place Info
- Sample Ballot
- Clerk & Office Holder Info
- Absentee Ballot Status
- Voting History
- Voter Search
- Address Search
- Search Provisional Ballot Status
- Information About Voting
- Contact Us

Date Of Birth, Wisconsin Driver License Or Wisconsin State Identification Card Number And Social Security Number

Wisconsin driver license or Wisconsin state identification card number: F111-1111-1111-11
 Driver License Expiration Date: 1/1/2018
 Date of Birth: 1/1/1951
 Social Security Number: I have neither. NO

Current Name, Phone And Email Address

Last Name: FLYNN
 First Name: ERIC
 Middle Name: CURTIS
 Suffix:
 Elector: REGULAR
 Phone: (808) 555-5555
 Email: FLYNNCE@SVRS.COM

Wisconsin Residential And Mailing Address

Street: 808 CATTAIL CIR
 Apt/Unit:
 City: SUN PRAIRIE
 State: WI
 Zip Code: 53590
 Mailing Address:
 PO BOX: 1338 PO BOX
 City: SUN PRAIRIE
 State: WI
 Zip Code: 53590

Prior Name, Residential Address And Other Information:

Last Name: FLYNN STONE
 First Name: ERIC
 Middle Name: CURTIS
 Suffix:
 Prior Residential Address:
 Street:
 Apt/Unit:
 City:
 State:
 Zip Code:

Interested in being election worker:
 Accommodation needed at poll location: --
 Accommodation Note:

Certification

I hereby certify, to the best of my knowledge, that I am a qualified elector, a U.S. citizen, at least 18 years old or will be at least 18 years old at the time of the next election, having resided at the above residential address for at least 28 consecutive days preceding this election, with no present intent to move. I am not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from voting. I certify that all statements on this form are true and correct. If I have provided false information I may be subject to fine or imprisonment under State and Federal laws.

Once you click "Confirm," you will not be able to make changes.

Previous Confirm

c. Press the **Confirm** button.

12. The next screen is the security page. A message directs the user to **Please Verify the Code Displayed Below**. The code must be entered correctly for the application to be accepted, but the code is not case sensitive. This prevents automated software from entering in false applications.

Please Verify The Code Displayed Below

Please enter the code displayed in the picture and click the "Submit" button. automated program. The code is not case sensitive.

Enter the code shown: akt2v

Try a new code

Submit

13. Click the **Submit** button. The application will now be saved in MyVote.

14. The **Print Voter Application** screen appears providing instructions on how to complete the registration. **Instructions will vary depending when the voter registers.**



Print Voter Application

You are not yet registered. You will not be registered until your municipal clerk receives this registration form, signed and dated.

To Finish:

- Print the registration form and sign it.
- If you are currently not connected to a printer, you can save the form to your computer and print it later.
- Mail it to your municipal clerk at the following address. Your registration application must be postmarked 20 days before the next election.

Your Polling Place and Clerk Information:
(Note: Polling Place Locations can change from election to election.)
COLONIAL CLUB
301 BLANKENHEIM LN
SUN PRAIRIE 53590

Clerk Information:
DIANE J HERMANN-BROWN
CITY OF SUN PRAIRIE - 13282
300 E MAIN ST
SUN PRAIRIE, WI 53590

Phone: (608) 837-2511
Email: DHERMANN@CITYOFSUNPRAIRIE.COM

All registrations

The instructions indicate the voter is not yet registered and will list the **Municipal Clerk's information** (followed by the correct **polling place**). This information retrieved is based on how it appears in SVRS.

Registrations entered during open registration

20+ days before any election

- The instructions will direct voters to **mail** their form to the Municipal Clerk. The form must be signed and dated before mailing.
- The deadline to postmark the application will be listed based on the next election in SVRS. If no future elections are set up in SVRS, the deadline will say **20 days before the next election**.
- A note will be included stating **If You Are Registering in Wisconsin for the First Time**, you must provide proof of residence. A list of valid proof of residence documents is provided.

Registrations entered during closed registration

19 days before the election until 5:00 pm on the fourth day (the Friday) before the election

- The instructions will direct voters to **hand-deliver the form to the Municipal Clerk's office**. The form should not be signed and dated until the Clerk (or staff) can witness the signature. (If the voter has already signed the form when they bring it in, they should re-sign and date the form in the presence of an election official in the Clerk's office).
- The deadline to deliver the application will be listed based on the next election date in SVRS.
- A note will be included stating that you must provide proof of residence. A list of valid proof of residence documents is provided.

Registrations entered for Election Day registration

Including registrations entered the 3 days immediately before the election (after the close of late registration) and on Election Day

- The instructions will direct voters to **hand-deliver their form to the polling place**. The form should not be signed or dated until an election worker can witness the signature (If the voter has already signed the form when they bring it in, they should re-sign and date the form in the presence of an election worker.)

- The deadline to deliver the application will be Election Day. (If the form is not delivered on Election Day, the voter can mail it in and the application can be processed during the next open registration period.)
- A note will be included stating the voter must provide proof of residence. A list of valid proof of residence documents is provided.

15. The voter can **Click Here to Print or Save Form** button to print the form or save it for future printing.

Use Button to Print or Save Form

Print Voter Application

If your form was printed or saved successfully please click "Close" button to end your session.

Close

16. The printed form will contain two pages. The first page will contain instructions and the second page will be the application form itself.
17. The instructions will vary based on whether the voter applies during the open registration period, the closed registration period, or for an Election Day Registration.

You are not yet registered. You will not be registered until your municipal clerk receives this registration form, signed and dated.

To Finish:

- Print the registration form.
- If you are currently not connected to a printer, you can save the form to your computer and print it later.
- **Bring it with you to your municipal clerk's office listed below. Please wait to sign and date the form until someone in the clerk's office can witness your signature.**
- **Your application must be delivered to your municipal clerk's office no later than 5:00 pm on the Friday before the Election.**

Your Polling Place Location Information:
(Note: Polling Place Locations can change from election to election.)
COLONIAL CLUB
301 BLANKENHEIM LN
SUN PRAIRIE 53590

Clerk Information:
DIANE J HERMANN-BROWN
CITY OF SUN PRAIRIE - 13282
300 E MAIN ST
SUN PRAIRIE, WI 53590
Phone: (608) 837-2511
Email: DHERMANN@CITYOFSUNPRAIRIE.COM

- You must also bring an identifying document that provides proof of residence
- These documents constitute proof of residence if they contain the voter's current and complete first and last name and residential address, and are valid on the day used to register to vote.
 - o A current and valid WI Driver License / ID Card
 - o Any other official identification card or license issued by a Wisconsin governmental body or unit
 - o An employee ID card with a photograph, but not a business card
 - o A real property tax bill or receipt for the current year or the year preceding the date of the election
 - o A residential lease (Does not count as proof of residence if elector submits form by mail)
 - o A picture ID from a university, college or technical college coupled with a fee receipt
 - o A picture ID from a university, college or technical college coupled with an on-campus housing listing provided by the university, college or technical college to the municipality that denotes US Citizenship
 - o A utility bill for the period commencing not earlier than 90 days before the day registration is made
 - o A bank statement
 - o A paycheck
 - o A check or other document issued by a unit of government
- After you have delivered your signed and dated form, you may visit the My Vote Wisconsin website at <https://myvote.wi.gov> to check the status of your voter registration.



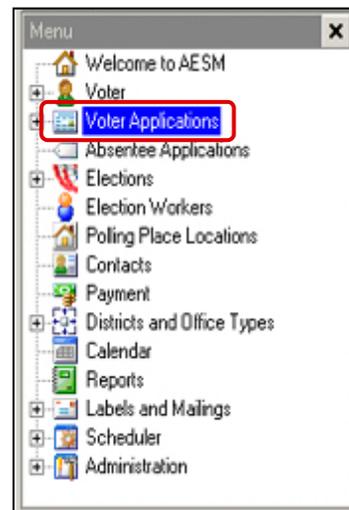
Clerks can use the **Online Mail App. ID** field to search for this application in the **Voter Applications** node of SVRS.

	Wisconsin Voter Registration Application		<input type="checkbox"/> Submitted by Mail (For Official Use Only.)
Please verify that the information on the form is correct. Sign, date, and mail. When mailing, follow the instructions on the page above.			
Confidential Elector ID#	Online Mail App. ID 75	SVRS ID#	
<input type="checkbox"/> New Voter <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Address Change	Name of Municipality CITY OF MILWAUKEE - MAIN - 41251	County MILWAUKEE COUNTY	

Search for and Process Click and Mail Voter Applications

Clerks need only review the information for completeness and accuracy, add any necessary information and then process the application as normal. The following instructions describe how to search and process these applications in SVRS.

1. Go to the **Voter Applications** node of SVRS.
2. You can search for Click and Mail registrations in a variety of ways.
 - a. Use the **Status Reason** field to search for all **Pending – Online Application**.
 - b. Use the **Application Source** field to search for all **Online Mail, Online Late, or Online Election Day Registration** applications.
 - c. Use the **Online ID** field to search for an individual application. The Online ID will appear at the top of the Click and Mail paper registration form.



Search criteria fields:

Last Name: First Name: Middle Name: Date of Birth: Status Reason:

Application Status: Online ID: Application Type: Application Source: Voter Reg Num:

Date on Application Between: and Last Changed By: Last Changed Between: and

Records Returned: 12 Count Only

Name	Home Address	Home City/State/ZIP	Online App I...	Date Of Birth
HANSEN, RONDA LEA	2430 MARY ST LOT 10	MARINETTE, WI 54143	82	11/1/1900
HANSEN, ELIZABETH R	1025 PINE BEACH RD APT 204	MARINETTE, WI 54143	84	11/1/1900
HANSEN, MILDRED ALICE	1200 NORTHLAND TERRACE LN A...	MARINETTE, WI 54143	81	11/1/1900
HANSEN, ERLING NORMAN	1200 NORTHLAND TERRACE LN A...	MARINETTE, WI 54143	50	11/1/1900
HANSEN, CHANDRA NICOLE	2430 MARY ST LOT 10	MARINETTE, WI 54143	16	11/1/1900
HANSEN, KERRY A	1534 LOGAN AVE	MARINETTE, WI 54143307	40	11/1/1900

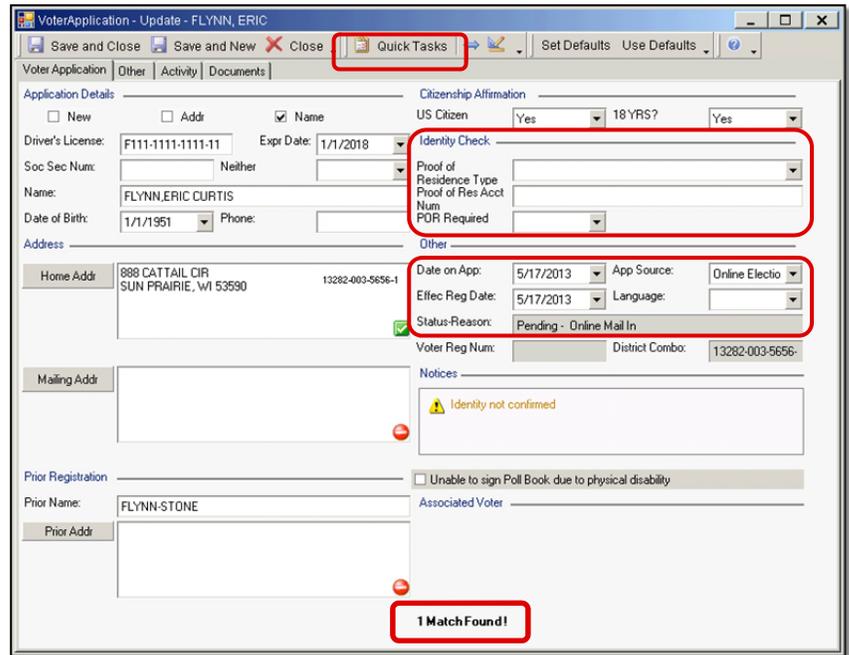


The Online App ID column: All applications submitted through Click and Mail are given an **Online ID**. If a voter submits more than one application, you can use the **Online App ID** to connect the paper form you receive to the electronic application that was submitted.

3. Double-click on the desired record in the data grid to open the Voter Application.

4. Change information in SVRS if necessary.
 - a. Double check the information in SVRS against the paper copy you have received. Make updates if necessary.

- b. Double-click the **Match(es) Found** link. If 1 or more matches are found, you **must** click this link to check for possible matches. If the voter has another Voter Record somewhere in the state, you will link the previous record to the current application. If not, you can close the screen.



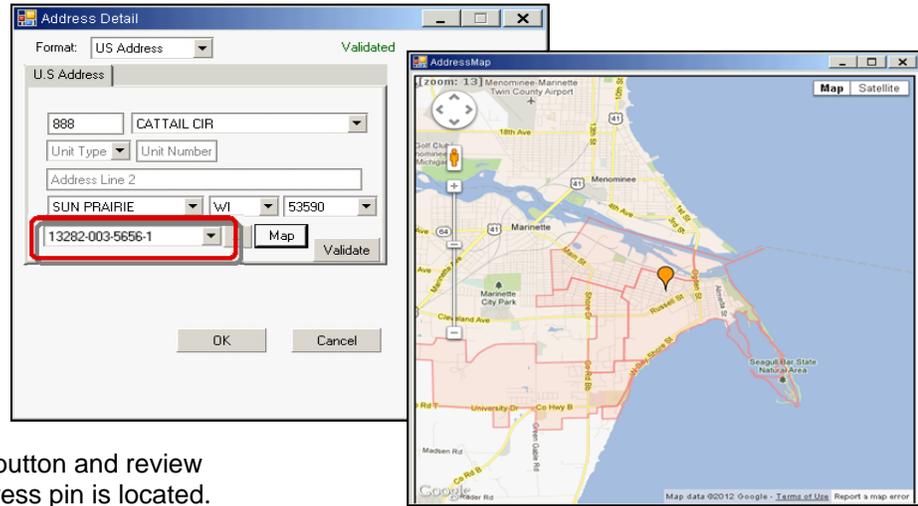
- c. If the voter provided proof of residence, enter the correct information in the **Proof of Residence Type** and **Proof of Res Acct Num** fields. If the voter is a first time registrant by mail and did not provide proof of residence, change the **POR Required** field to **Yes**.

- d. Click and Mail determines the **App Source** based on when the voter entered their Voter Application into Click and Mail. If there is a delay between when the voter entered the application and when they actually mailed it or brought it in, you may have to adjust the **Date on App**, **Effec Reg Date**, and/or **App Source** in SVRS.



- i. If the application was **Online Mail** and was postmarked before the close of registration for that election, you do not have to change the dates or the **App Source**.
- ii. If the application was **Online Mail** and was not postmarked before the close of registration, then the application is not valid for that election. Leave the **App Source** as **Online Mail**, but change the **Date on App** and **Effec Reg Date** to the day after the upcoming election.
- iii. If the application was **Online Late** or **Online Election Day Registration**, but the voter mailed in the form instead of bringing it to the Clerk's office or polling place, change the **Date on App** and **Effec Reg Date** fields to the postmarked date. (If the form arrives on or before Election Day, choose the day after Election Day otherwise use the date you received the form. For these cases the clerk would also need to contact the registrant.)
- iv. If the application was **Online Mail** but was turned into the Clerk's office during late registration, adjust the dates and change the **App Source** to **Online Late**.
- v. If the application was **Online Mail** or **Online Late**, but was turned into the polling place on **Election Day**, you must change the **App Source** to **Online Election Day Registration** and correct both dates. Otherwise, the voting history will not be properly recorded.

- e. Check to make sure the voter's address was assigned to the correct **District Combo**. If the district combo is not correct, click on the **Home Address** button to bring up the **Address Detail** screen.



- i. Click the **Map** button and review where the address pin is located.
- ii. If the address pin is in the wrong location, drag the pin to the correct location and close the map screen. A message will appear noting changes were made to the address geo location and ask if you want to accept the changes. Click **Yes**. Then click **OK** to close the **Address Detail** screen.
- iii. If the address pin is in the correct location, but the district combo is still incorrect (due to a problem with the district line), leave the pin in the correct location and close the map. Pick the correct district combo from the District Combo dropdown. Click **OK** to close the **Address Detail** screen. Please contact the G.A.B. Help Desk to report the district line issue.
- iv. If the address is NOT within your municipality, please contact the G.A.B. Help Desk for further instructions.

5. Process the application.

- a. Click the **Quick Tasks** button at the top of the form to open up the **Process Application** panel.
- b. Choose **Approved – New Voter** or **Approved – Update Voter**. Note - if the application is **Online Election Day Registration**, you will have to choose the correct election and the polling place as well. This will record the vote for that voter.
- c. Click the **Process** button.



Click and Mail Voter Application Best Practices

1. **Voters may bring Click and Mail applications to their polling place on Election Day.** Make sure your Election Workers are aware of Click and Mail and that they should accept these forms just like any other Election Day Registration application. Note the voter must sign the form in the presence of an Election Worker. If the voter has already signed the application, they should re-sign it at the polling place. They will still need to provide proof of residence and fulfill any other Election Day Registration requirements.
2. **If the voter never mails or turns in their application form,** the application will remain in **Pending** status indefinitely. After 30 days, you should follow the directions provided earlier in this chapter to process the application as **Denied – Application Not Received**. You may attempt to contact the voter to let them know the form was never received, but you are not required to notify the voter.
3. **If an application form comes in to your office after you have denied the application** in SVRS, you will have to re-enter the form. You may still choose **Online Mail** from the **App Source** dropdown list.
4. **If the voter submits multiple applications through Click and Mail,** you should process duplicate applications as **Denied – Duplicate Application**. You may want to search by the voter's name when you receive their paper application, in order to identify any duplicates.
5. **Before you print your poll book(s) for each election, you should search for all Pending applications,** to check for applications that have not been processed correctly. However, you do not have to deny **“Online”** applications that have not been received yet. Any **Pending** applications that are not **“Online”** should be denied or approved as appropriate.

Entering Click and Mail Applications on Election Day

Several Municipal Clerks have asked whether they could have voters, Election Workers or other staff enter Voter Applications online on Election Day. Voters and Election Workers can enter applications into MyVote/Click and Mail by following the directions in this chapter. Remember this requires a computer with Internet access be set up at the polling place and a printer must be available so voters can print and sign their forms. In case of any technical issues, please have paper voter registrations available.

There are three ways that Click and Mail can be used at the polling place on Election Day:

1. Computers can be set up at the polling place where voters who want to register on Election Day fill out Click and Mail instead of filling out a paper form. A printer must be connected to any computers set up for Click and Mail so the voter can print the form. The voter simply needs to sign and date the form in the presence of an Election Day Special Registration Deputy.
2. Election Workers can assist the voter in entering their information into Click and Mail. The Election Worker would simply ask the voter the questions on Click and Mail and key in the answers based on the voter's response. The Election Worker should allow the voter to view the Confirmation page so the voter can validate that their information was entered correctly. The Election Worker would then print the form and the voter would sign and date it. Note the form needs to be signed and dated in the presence of an Election Day Special Voting Deputy.
3. Election Workers can use Click and Mail as a data entry portal to key-in paper voter registration forms at the polling place. Using this option the Election Worker is not required to print the Click and Mail Voter Application (as the voter has already signed a Voter Registration Application) and the election worker is simply performing data entry. However, there are several things the Election Worker must record on the paper form submitted by the voter for every application they enter.
 - a. The Election Worker must record on the paper form that it was data-entered using Click and Mail.

- b. They must record on the form the name of the person who performed the data entry.
- c. They must record on the form the date and time the data entry was performed.
- d. They must record the **Online App ID** number on every application they enter. This will avoid possible confusion between duplicate applications. In order to see the **Online App ID**, Election Workers will **Print Voter Application** after each application is entered and view the PDF. The **Online App ID** will be displayed at the top of the PDF file. Election Workers do not have to print out a duplicate form if they already have a paper copy.

 Wisconsin Voter Registration Application 		<input type="checkbox"/> Submitted by Mail (For Official Use Only.) Completed online at: MyVote WI
Please verify that the information on the form is correct. Sign, date, and mail. When mailing, follow the instructions on the page above.		
Confidential Elector ID#	Online Mail App. ID 75	SVRS ID#
<input type="checkbox"/> New Voter <input type="checkbox"/> Name Change <input checked="" type="checkbox"/> Address Change	Name of Municipality CITY OF MILWAUKEE - MAIN - 41251	County MILWAUKEE COUNTY

Use Button to Print or Save Form

Print Voter Application

If your form was printed or saved successfully please click "Close" button to end your session.

Close



Election Workers should never use the Back button on their internet browser and should be careful using the Backspace key on their keyboard as this activates the Back button. Using the **Back** button can cause you to lose all of the information you have entered so far. If an Election Worker submits an application and then uses the **Back** button, they will not be able to save the next application. They will return to the first screen and enter a new Voter Application, but the Election Worker will not be able to submit that information – their work will be lost. Election Workers should click the **Close** button after each application is entered and begin again from the MyVote home page.

Military and Permanent Overseas Accessing Ballots Online

The MyVote site will allow military and permanent overseas voters to access their absentee ballot online. In doing so, the site will also make changes automatically in SVRS. Below are some things all clerks, reliers and self-providers need to know about changes that voters can initiate in SVRS by using MyVote.

Military Voters

These Are Members of the U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine, Peace Corps, Public Health Service, NOAA, and Their Immediate Family Members (Spouse, Children, or Other Dependents).

Voter Registrations	
What Military Voters Can Do	<ul style="list-style-type: none"> • Military voters can register, change their name or address using MyVote. This data will automatically update information in SVRS. • A voter does not need a "Military" UOCAVA status in SVRS to use the system. The voter is required to affirm they are a Military voter during their use of Military voter functions on the MyVote. This will update their UOCAVA status in SVRS. Any SVRS voter record created through MyVote will be marked with a UOCAVA status.
What Happens in SVRS	<ul style="list-style-type: none"> • When a Military voter changes their name or address, a new voter application and voter record are created in SVRS. • When a new record is created, SVRS will merge the new record with any existing voter record with matching information. In some cases, records will not be merged because of significant differences in information, such as Social Security Numbers. • If a Military voter does not have the last four digits of their SSN in SVRS, and provides them in MyVote, their voter record will be updated with the last four digits provided.
What Clerks Need to Do	<ul style="list-style-type: none"> • Notifications will be sent to clerks listing any new voter registrations or changes to voter information performed on MyVote. • Clerks should print the part of the notification that applies to each voter and attach it to the registration form on file for that voter. • If SVRS is not able to merge a new Military voter application with an existing record (due to mismatching information), a second voter record will be created. Clerks must review both the new and existing voter records to determine if the voters are the same person or different voters. If the voter records are for the same person, the clerk must merge the records or inform their Provider to merge the records.

Absentee Applications		Military
What Military Voters Can Do	<ul style="list-style-type: none"> • Military voters can use MyVote to enter and submit an absentee application. Military voters may cancel an existing absentee application and create a new one using MyVote. • Military voters may use MyVote to request an absentee ballot online, or request the clerk to send an absentee ballot by mail or fax. 	
What Happens in SVRS	<ul style="list-style-type: none"> • Once an absentee request is filled out and submitted on the MyVote site, an approved absentee application is automatically created in SVRS. • When an already registered voter confirms that they are a Military voter, their voter record in SVRS will be updated with a "Military" UOCAVA status. • When an unregistered Military voter submits an absentee ballot request on the MyVote site, a voter application and voter record will automatically be created in SVRS at the same time. 	
What Clerks Need to Do	<ul style="list-style-type: none"> • Notifications will be sent to clerks any time an absentee application is submitted on the My Vote site. The notifications will indicate how the voter requested the ballot be sent – via mail, fax, or online. • The notifications will include a copy of the absentee request. Clerks should print these requests for their records. • If the Military voter requests to receive their ballot online through MyVote, the clerk does not need to do anything further in SVRS until the ballot is returned. • If a voter requests an absentee ballot be sent via mail or fax, clerks must send the ballot to the voter in the requested way within 24 hours of receiving the MyVote notification. <ul style="list-style-type: none"> ○ Clerks must read the notifications to be aware of this type of request. ○ If the clerk uses SVRS to track absentees, the absentee application will automatically be created in SVRS. The clerk simply needs to generate a ballot from this online absentee application. ○ If the clerk (or their provider) uses Absentee Lite to track UOCAVA ballots, the clerk will record the ballot in Absentee Lite immediately after sending the ballot. 	

Absentee Ballots		Military
What Military Voters Can Do	<ul style="list-style-type: none"> • Military voters can access their absentee ballot online, and print or download the ballot. Military voters are required to provide the last four digits of their SSN to access their absentee ballot. Ballots can only be returned to a clerk via mail. • A Military voter can spoil an existing ballot issued in SVRS and get another ballot. Military voters can download up to 3 ballots per election. If the voter is having difficulty downloading the ballot, contact the G.A.B. Help Desk. 	
What Happens in SVRS	<ul style="list-style-type: none"> • Once a ballot is downloaded from the MyVote site, a ballot is automatically generated in SVRS for the current election. The ballot will be marked "Issued-Not Returned" in SVRS. • A Military voter can spoil an existing ballot issued in SVRS and get another ballot. The voter can get up to three ballots per election. The spoiled ballot(s) will be marked as "Cancelled-Reissued" in SVRS. 	
What Clerks Need to Do	<ul style="list-style-type: none"> • Prior to the date when absentee ballots must be available, clerks must enter all contests and candidates, including local, into SVRS in order for to the voter to receive an official online ballot. • Notifications will be sent to clerks when a ballot is downloaded from MyVote. • If absentee ballot logs are printed from SVRS, they will include this information automatically. If clerks maintain a separate absentee ballot log outside of SVRS, these ballots (including the mailing ID listed on the notification) must be manually recorded on the absentee ballot log. • If a Military voter cancels or re-issues a ballot, the most recently issued ballot is the only ballot that can be counted. Keep track of these ballots, their mailing ID, and status on the absentee ballot log. 	

Permanent Overseas Voters

These Are Former Wisconsin Residents Who Are Living Outside the U.S. and Have No Intent to Return but Maintain Their U.S. Citizenship.

Voter Registrations	
What Permanent Overseas Voters Can Do	<ul style="list-style-type: none"> • Unlike Military voters, unregistered Permanent Overseas voters must register to vote before they can request an absentee ballot. • Unregistered Permanent Overseas voters can fill out a Click and Mail registration on MyVote and send the paper voter application to the clerk. • The same mail-in registration deadlines that apply to Regular voters also apply to Permanent Overseas voters.
What Happens in SVRS	<ul style="list-style-type: none"> • When a Permanent Overseas voter registers using Click and Mail, a pending voter application will be automatically created in SVRS. • Permanent Overseas voters are not automatically approved in SVRS. The voter must send in the signed paper form before the pending application can be processed in SVRS.
What Clerks Need to Do	<ul style="list-style-type: none"> • When clerks receive a signed, paper Click and Mail voter registration application from a Permanent Overseas voter, the clerk approves the pending voter application in SVRS. Be sure to approve the pending application with the same online ID that appears on the paper form. • The same mail-in registration deadlines apply to both Regular and Permanent Overseas voters. • Notifications will be sent to clerks whenever a permanent overseas voter fills out a Click and Mail application. Just like regular voters, these applications should not be processed until the clerk receives the signed original voter registration form.

Absentee Applications		Permanent Overseas
What Permanent Overseas Voters Can Do	<ul style="list-style-type: none"> • Permanent Overseas voters may use MyVote to request an absentee ballot online, or request the clerk to send an absentee ballot by mail or fax. They can cancel an existing absentee application. • Currently registered Permanent Overseas voters do not need a "Permanent Overseas" UOCAVA status in SVRS to use the system. They must affirm they are a Permanent Overseas voter to submit an absentee request. This data will automatically update their UOCAVA Status in SVRS. • Unregistered Permanent Overseas voters can mail <u>both</u> their Click and Mail voter registration application and absentee application to the clerk at the same time. 	
What Happens in SVRS	<ul style="list-style-type: none"> • If a Permanent Overseas voter is currently registered and enters an absentee application on MyVote, the absentee application is automatically created in SVRS. The voter record is automatically updated with a "Permanent Overseas" UOCAVA Status. • If an unregistered Permanent Overseas voter mails the clerk an absentee ballot request and a Click and Mail voter registration application together, <u>the pending voter application must be processed in SVRS first</u>. The absentee application will NOT appear in SVRS because SVRS cannot create absentee applications for unregistered voters. 	
What Clerks Need to Do	<ul style="list-style-type: none"> • Notifications will be sent to clerks any time an absentee application is submitted on MyVote. The notifications will indicate how the voter requested the ballot be sent – via mail, fax, or online. • The notifications will include a copy of the absentee request. Clerks should print these requests for their records. 	

Continue on the next page.

Absentee Applications		Permanent Overseas
<p>What Clerks Need to Do</p> <p><i>(continued)</i></p>	<ul style="list-style-type: none"> • If a currently registered permanent overseas voter requests to receive their ballot online through MyVote, the clerk does not need to do anything further in SVRS until the ballot is returned. • If a <u>currently registered</u> voter requests an absentee ballot be faxed or mailed, the clerks must send the ballot in the requested way within 24 hours of receiving the MyVote notification. <ul style="list-style-type: none"> ○ Clerks must read the notifications to be aware of this type of request. ○ If the clerk uses SVRS to track absentees, the clerk must enter the absentee application in SVRS and generate the ballot. ○ If the clerk (or their provider) uses Absentee Lite to track UOCAVA ballots, the clerk will record the ballot in Absentee Lite immediately after sending the ballot. • If a <u>unregistered</u> voter mails a paper absentee application together with a Click and Mail registration application, you will need to do one of the following depending on how the voter requests the ballot on the absentee application: <ul style="list-style-type: none"> ○ If the voter requested to receive their ballot online, you must enter and process the absentee application into SVRS <u>even if you do not use SVRS to track absentee ballots</u>. Reliers must inform their provider to enter the absentee application for them. The voter will not be able to access their absentee ballot online through MyVote until the absentee application is processed in SVRS. ○ If the voter requested to receive their ballot via fax or mail, you must send the ballot in the requested way within 24 of receiving the voter registration application and absentee ballot request. <ul style="list-style-type: none"> ▪ If the clerk uses SVRS to track absentees, the clerk must enter the absentee application in SVRS and generate the ballot. ▪ If the clerk (or their provider) uses Absentee Lite to track UOCAVA ballots, the clerk will record the ballot in Absentee Lite immediately after sending the ballot. 	

Absentee Ballots		Permanent Overseas
<p>What Permanent Overseas Voters Can Do</p>	<ul style="list-style-type: none"> • Permanent Overseas voters can access their absentee ballot online and print or download the ballot. They are required to provide the last four digits of their Social Security Number to access their absentee ballot. Ballots can only be returned to a clerk via mail. • Permanent Overseas voters can spoil an existing ballot issued in SVRS and get another ballot, but can only print or download up to a total of 3 ballots. 	
<p>What Happens in SVRS</p>	<ul style="list-style-type: none"> • Once a ballot is printed or downloaded, a ballot is automatically generated for the election. The ballot will be marked "Issued-Not Returned" in SVRS. • Permanent Overseas voters can spoil an existing ballot issued in SVRS and get another ballot, but can only get up to three ballots. The ballot will be marked as "Cancelled-Relssued" in SVRS. 	
<p>What Clerks Need to Do</p>	<ul style="list-style-type: none"> • Prior to the date when absentee ballots must be available, clerks must enter all contests and candidates, including local, into SVRS in order for to the voter to receive an official online ballot. • Notifications will be sent when a ballot is printed or downloaded. If the Absentee Ballot Log is not generated from SVRS, please add these ballots to the log. • If a permanent overseas voter cancels or re-issues themselves a ballot, the ballot that was most recently issued is the only ballot that counts. Keep track of these ballots, their mailing ID, and status on the Absentee Ballot Log. 	

Notifications

Municipal clerks are notified of all activity on MyVote. The email notifications are sent out nightly and provide a one-day summary of certain MyVote activities by voters in your municipality. Providers are also included on each notification to a relier municipality. They are not delivered in real time. If clerks have other office personnel who they would also like to receive these notifications, they should contact the GAB Help Desk by phone or email with the name and email address of each person they would like to add. **Clerks must read these notifications to be aware of any required action on their part.**

Clerks will receive a summary of the activity in their municipality including:

New Online Voter Registrations

- A list of all voters who used the Click and Mail process and completed their voter registration using MyVote.
 - The voter still needs to mail or hand deliver the form, and sign it.
 - These applications will be marked as **Pending - Online Application** in SVRS under **Voter Applications**.

New Online Absentee Applications

- A list of all absentee ballot applications, including applications from military and permanent overseas voters who want to receive their ballot by mail or by fax.
 - This is the only way that clerks are notified that they must send ballots in this fashion so it is critical that clerks review these notifications.
 - This section also lists military and permanent overseas voters who applied and selected to receive their absentee ballot online through MyVote.
 - Clerks should review these voters to ensure the voters have correctly reported their UOCAVA status.
 - This will include requests to receive ballots by mail, fax, and online.
- A copy of the voter's absentee application will come in a separate email.
 - Clerks must print off the absentee applications and file them with your other absentee applications.

Absentee Ballots Downloaded

- A list of any military and permanent overseas voters who accessed their absentee ballots online.

Updated Voters

- A list of military voters who have made changes to their voter information using MyVote.
- If the voter changed their name, address, or reactivated an inactive or cancelled voter record, a new voter record will be created for that voter, and SVRS will automatically merge the new voter record with the existing voter's record. These records will appear on the notification as **Merged Voters**, and will list both the new and the old voter record.
- SVRS is not able to merge the voter records under the following circumstances. These records will appear on the notification as **Not Merged Voters**. Clerks need to follow up on these records:
 - Do the last 4 digits of the Social Security number on the new record match the last 4 SSN currently on file?
 - Does the existing voter record have an outstanding absentee ballot issued for an upcoming election?
- If the voter changes their UOCAVA status or adds Social Security numbers where their previous record had none, the existing voter record is updated rather than having a new voter record created. These voter records will appear on the notification as **Updated Records**.

Spoiled Absentee Ballots

- A list of all voters who spoiled an existing absentee ballot and were issued another ballot
 - This will include ballots you issued in your office as well as online at MyVote
- The most recently issued ballot is the one that can be counted at the polling place.
All other ballots are spoiled and cannot be counted

Preview the Absentee Ballot Transmitted through MyVote

The CRM ElectionData website provides a portal where clerks can review and proof ballots that will be issued to UOCAVA voters through the MyVote website. The Ballot Preview is an online searchable database of all sample ballots in your county or municipality that are currently entered into SVRS and seen on MyVote. Clerks should use CRM to preview ballots. Clerks are encouraged to view these ballots for accuracy prior to issuing any absentee ballots. If mistakes or omissions are seen on the ballot, the correct information should be entered in SVRS in the Contests and Candidate Filings nodes for the particular election. This preview is accessed through our CRM website, and not the MyVote site.

Access the CRM ElectionData Website



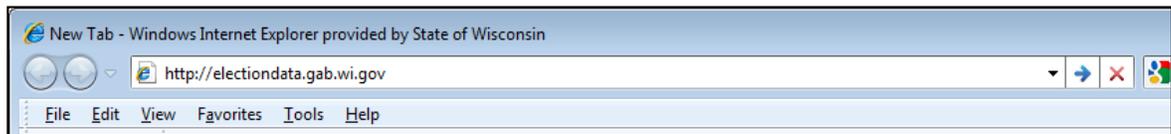
The Government Accountability Board uses a customer relationship management (CRM) system, the CRM ElectionData website, to organize and maintain Provisional Tracking, Ineligible Voter Lists and Sample Ballot Previews.

The recommended minimum computer requirements for using CRM:

OS:	Windows XP SP2 32bit or higher
RAM:	1GB or more
Disk:	1GB Free Space or more
Video:	RAM: 256MB (512 Recommended)
Browser:	Internet Explorer 8*

*If you use another browser you may not be able to access CRM.

From the internet browser enter: <http://electiondata.gab.wi.gov>



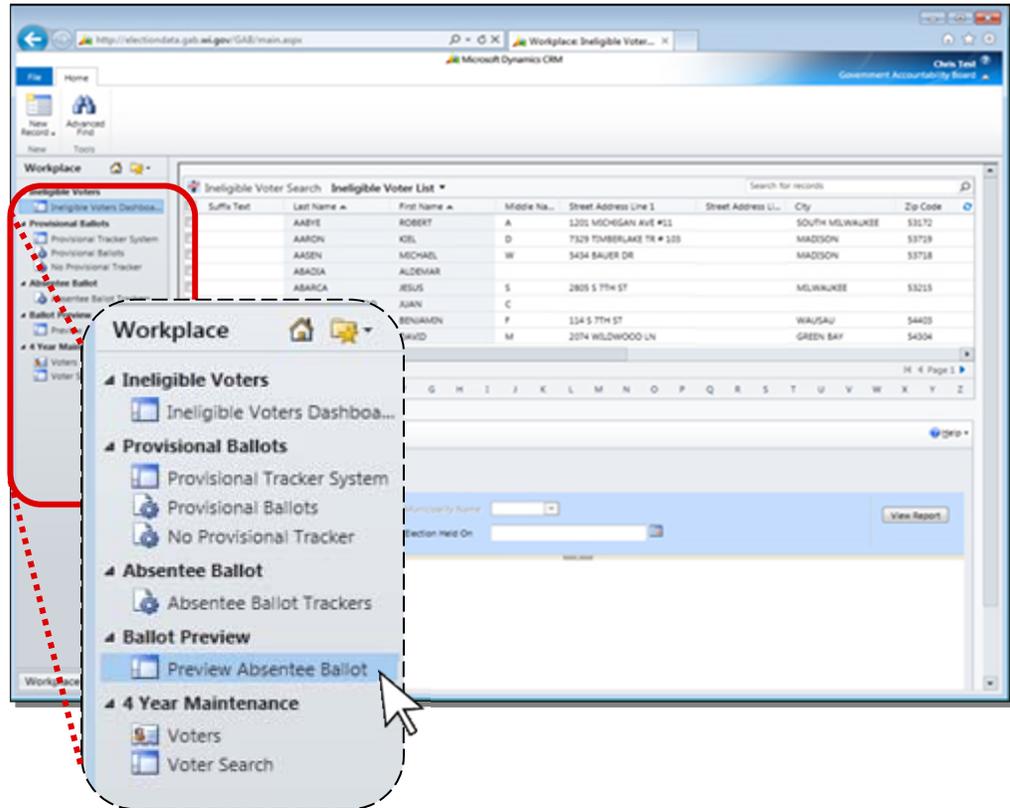
Enter your SVRS username and password. Your username must be entered as:
svrs\xxxx

Click OK to enter CRM ElectionData.



Follow the instructions below to get to the Ballot Preview:

The CRM screen will open to the **Ineligible Voter List Dashboard**. This main screen allows access to the **Workplace's** side menu functions

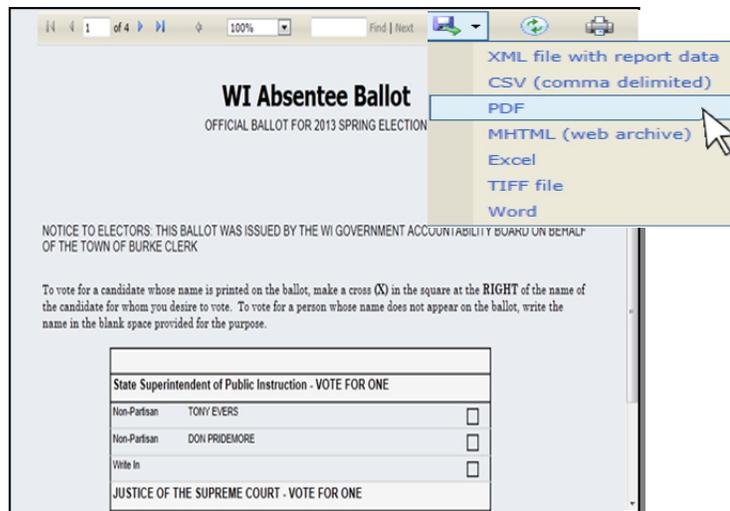


1. Find **Ballot Preview** and click **Preview Absentee Ballot**.

2. Fill out the **Absentee Ballot Preview** search filter. Choose from the drop-down options. Select Election Name, Election Date, County, Municipality and Ballot Style.

3. Click the **Preview Ballot** button.

4. The sample ballot will show the official WI Absentee Ballot for the selected election, municipality, and ballot style. This is what a voter will see on MyVote. Verify the candidates are correct, spelled correctly and positioned correctly.



You can convert and view the ballot via PDF, WORD, etc.

