

# Handling ERIC movers during In-person Absentee Voting

Supplemental ERIC poll list reports will be available in time for the April 3<sup>rd</sup> election, but may not be available at the time municipalities begin in-person absentee voting. The following instructions will cover handling voters during the in-person absentee voting period who may have received an ERIC postcard and have been deactivated. Due to slight differences in WisVote access, instructions will cover Self-providers and Reliers separately. If the voter does not appear on the ERIC Deactivated Clerk Review list, follow established procedures regarding re-registration or reactivation of an existing voter record.

## Important – Instructions for After Poll Book Printing

Any ERIC voters reactivated and issued absentee ballots **prior** to poll book printing will appear on the printed poll book with the appropriate watermark. ERIC movers reactivated after poll books are printed will not appear on the printed poll book and will require additional tracking. Where possible, it is recommended to print poll books and ERIC Supplemental lists at the same time to lessen the number of voters and ballots that need to be tracked manually.

### After printing Poll Books, prior to running ERIC Supplemental Poll List Report

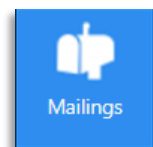
Keep a list of ERIC movers reactivated and who cast an in-person absentee ballot. Voters activated between poll book printing and generating an ERIC Supplemental list will not appear on either list and will need to be written into the paper Supplemental Poll Book.

### After printing poll books and printing the ERIC Supplemental Poll List Report

Mark the ERIC supplemental list to indicate reactivated voters who cast an in-person absentee ballot. There will be space on the poll list to accommodate this action. Try to avoid running the ERIC Supplemental List report multiple times as subsequent lists will not include reactivated voters. If you must re-run the report, please refer to the previous paragraph for instructions on handling voters removed from the new list.

## Self-providers/providers

Confirm the voter received an ERIC mailing by reviewing the **ERIC Deactivated Clerk Review** view in the Mailings tile



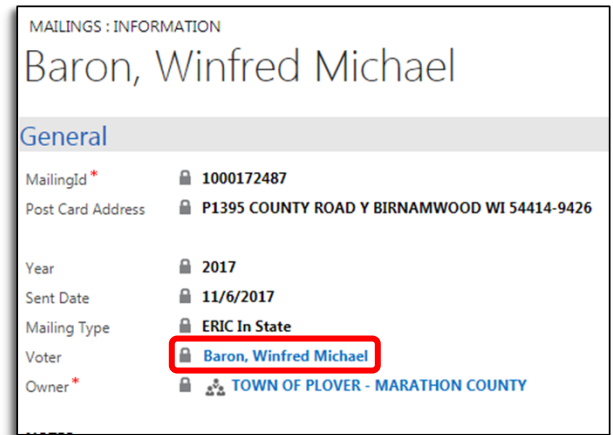
1. Verify the voter's "Stated Address" and compare it to the **Postcard Address** and the **Home Address (Voter)** field
  - a. If the addresses are the same, the voter status should be changed to Active

ERIC Deactivated Clerk Review ▾				
✓	Voter Reg Num (...)	Name ↑	Postcard Address	Home Address (Voter)
	0715115400	Becker, Jesse John	504 SINSINAWA RD HAZEL GREEN...	504 SINSINAWA RD, HAZEL GREEN,...

- i. To change the voter status, click the mailing **Name**

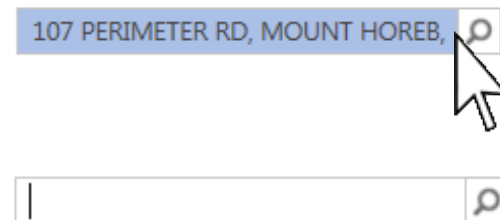
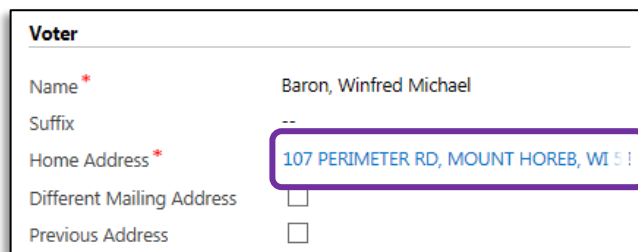
ii. This opens the Mailing Information page; click the **Voter** to access the voter record

iii. On the voter record click **Activate**



b. If the address' only difference is a missing apt/unit number or includes a typo confirming the voter did not move, the voter status should be changed to **Active** and the voter record's **Home Address** should be corrected

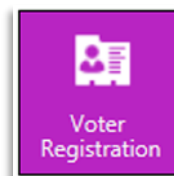
Note: The voter record Home Address is a link, do not click on the link;



i. Highlight the address record by clicking in the space next to the address and pressing the **Backspace** key

ii. Once the address line is blank, enter the correct address and click the magnifying glass to locate the appropriate address record; Save and Close the voter record

c. If the address is not the same, re-register the voter at the new address



2. Process the in-person absentee as normal



## Reliers

If you are a relier jurisdiction without access to WisVote, please request a copy of the ERIC Deactivated Clerk Review list from your Provider. The list can be exported and emailed to you

1. Confirm the voter received an ERIC mailing by reviewing the ERIC Deactivated Clerk Review view in the Mailings tile or the list provided by your Provider
2. Verify the voter's "Stated Address" and compare it to the **Postcard Address** and **Home Address** (Voter field)
  - a. If the address is the same, contact your Provider or to request the record be reactivated
3. If the address' only difference is a missing apt/unit number or includes a typo confirming the voter did not move, contact your Provider to request the record be reactivated and the address corrected
4. If the address is not the same, re-register the voter at their new address
5. Process the in-person absentee as normal