2023 FOUR-YEAR MAINTENANCE POSTCARDS

INFORMATION AND WISVOTE PROCESSING

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INTRODUCTION

WEC Staff

Aaron Knautz- WisVote Specialist

Patrick Brennan- WisVote Training Officer

Jodi Vitcenda- Senior WisVote specialist

Dawn Soletski- Senior WisVote Specialist

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4-YEAR MAINTENANCE

Why do we do it?

- Updates voter list
- Improves data quality
- Mandated by State Law

How is it done?

- A postcard is sent out to registered voters who have **NOT** voted in the previous four years
- Electors who sign and return their postcard remain on the poll books

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4-YEAR MAINTENANCE

When does it take place?

- Every two years
- Must be done in the summer following General Election
- **June 15** Postcards will be sent to voters
- **July 15** Postcards must be returned to the clerk
- **July 31** All clerk data-entry must be completed

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WHO DOES IT?

WEC

Generates list of names from WisVote

Once list is generated, voters marked with status: **Active – Suspended**

Sends out 4-Year Maintenance Postcards

Municipal Clerks

Completes all Election Participation by May 4

Receives returned postcards from voters

Enters response information into WisVote

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WHO RECEIVES IT?

Sent to voters who:

Currently are in Active Status

Registered on or before 12-31-2018

Have not voted in last 4 years

Since the 2018 General Election

Make sure election participation is entered!

Note: As of 2021, Military Voters will be sent the postcard if they meet the criteria. The process in WisVote does not change for them.

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WHAT IT LOOKS LIKE?

This is sent to the voter with information and directions.

More colorful than previous years.

CLERK FIRST LASTNAME
CITY OF SAMPLETOWN
456 EXAMPLE BLVD SUITE 789
SAMPLETOWN, WI 54321

PSRT FIRST CLASS
U.S. POSTAGE
PAID
MADISON WI
PERMIT NO 1999

OFFICIAL ELECTION MAIL

RETURN SERVICE REQUESTED

Official Voter Registration Notice

VOTER FIRST LASTNAME
123 VOTER ADDRESS
SAMPLETOWN, WI 54321

STATE OF WISCONSIN

Notice of Voter Registration Suspension

Election records show you have not voted in the last four years.

WISCONSIN ELECTIONS COMMISSION

Stay registered to vote

- **if your address or name hasn't changed,** sign and return the other half of this card.
- **If your address is different** visit myvote.wi.gov to update your voter information.

Need Help? Call Wisconsin Elections Commission 1-866-868-3947.

¿Necesitas ayuda? Llama a su secretario municipal o visita myvote.wi.gov/es-es

If you do not respond to this card you will no longer be registered to vote in Wisconsin

Statutory Notice of Suspension of Registration. You are hereby notified that your voter registration will be suspended, according to state law, for failure to vote within the previous 4-year period, unless you apply for continuation of your registration within 30 days. You may continue your registration by signing the attached statement and returning it to the office of the municipal clerk by mail or in person. Wis. Stat. sec 6.50(1).

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Stay Registered To Vote

WISCONSIN ELECTIONS COMMISSION

Still at the same address?
Sign the statement below and return it by **July 15, 2023** to stay registered.

I hereby certify that I still reside at the address listed below, have not had a change of name, and want to stay registered to vote in Wisconsin.

Signed: _____ on: ___/___/2023

4YRM2023

VOTER FIRST LASTNAME
123 VOTER ADDRESS
SAMPLETOWN, WI 54321

CITY OF SAMPLETOWN - EXAMPLE COUNTY
70077777

9 0 2 2 1 1 2 2 0 9

WHAT IT LOOKS LIKE.

VOTER RESPONSE.

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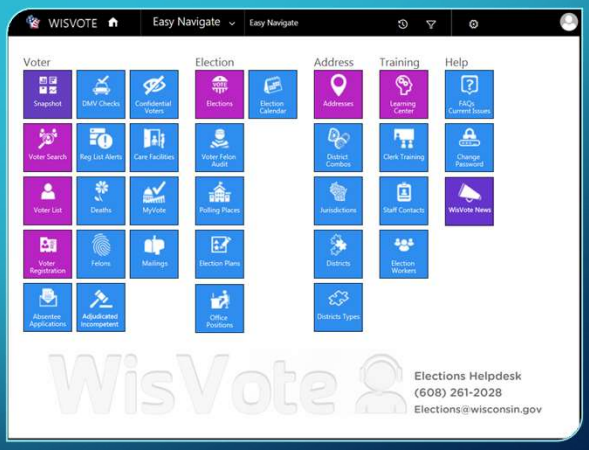
4-YEAR MAINTENANCE: HOW ARE THE RESPONSES RECORDED?

Where we record it?

via WisVote!



You have two response options:

1. Request Continuation
2. Undeliverable

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4-YEAR MAINTENANCE IN WISVOTE!

1. Request Continuation

Means that voter wants to continue being registered to vote at their current address

Voter status changes to **Active – Registered**

If voter indicates on the postcard that they have voted in the past 4 years, research why they were on list

What if postcard is returned after July 15th?

Voter must re-register

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4-YEAR MAINTENANCE IN WISVOTE!

2. Undeliverable

Most Common

After marking in WisVote as Undeliverable, voter record is deactivated

What if postcard is returned between July 15 - 31st?

- Continue to record returned Undeliverable postcards in WisVote

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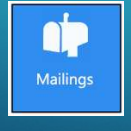
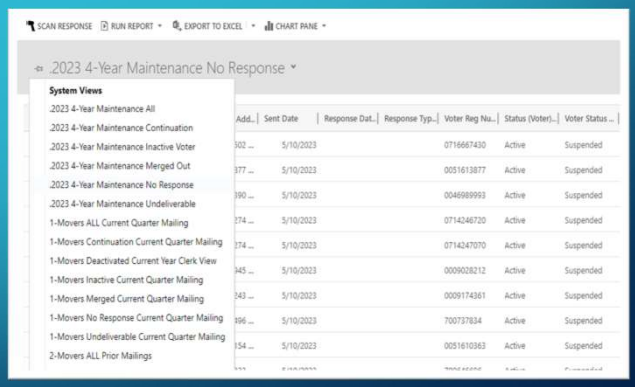
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE

Tracking responses from list

1. On the Easy Navigate page click the **Mailings** tile





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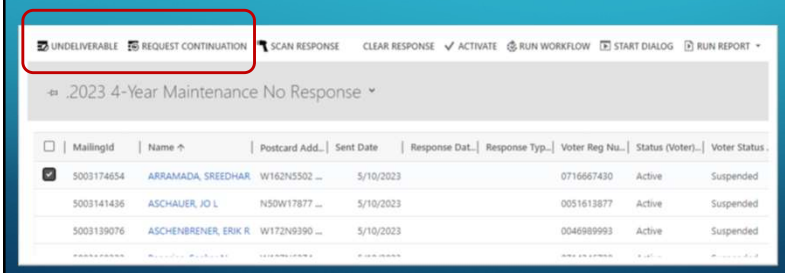
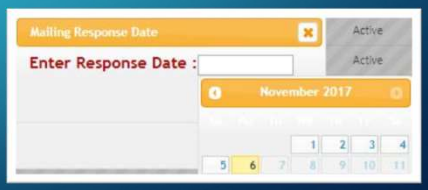
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT)

3. Select the response from the two options at the top of the screen



4. Enter the response date by clicking on the calendar and click submit



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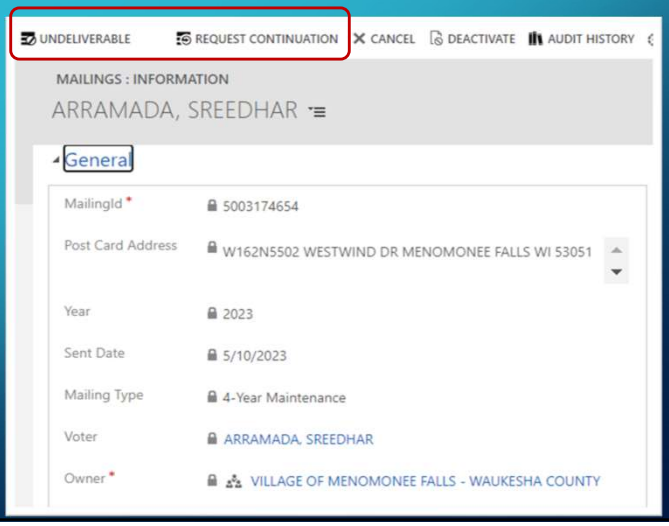
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT)

You can also record responses in the Voter Record view by clicking on the voter's name

If you make a mistake, change the response in the voter record view



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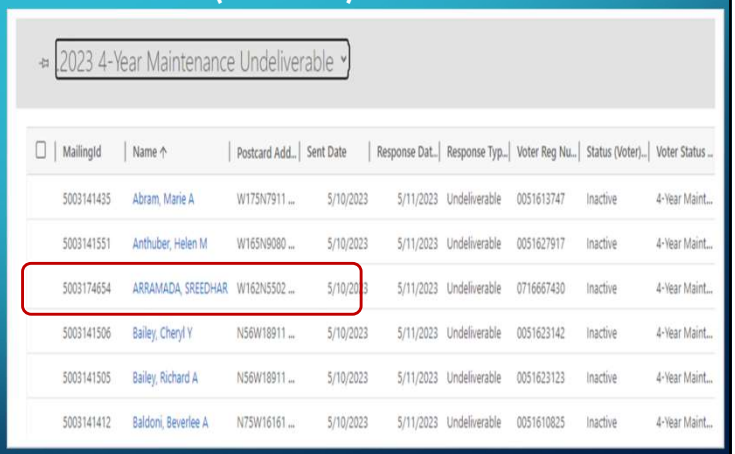
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT)

Once entered as Continuation or Undeliverable, the records can be viewed in the different associated views



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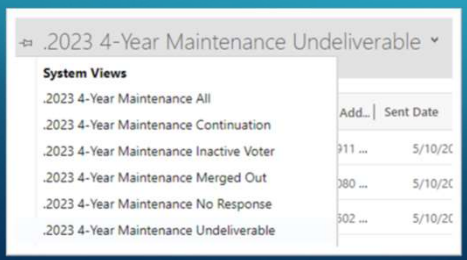
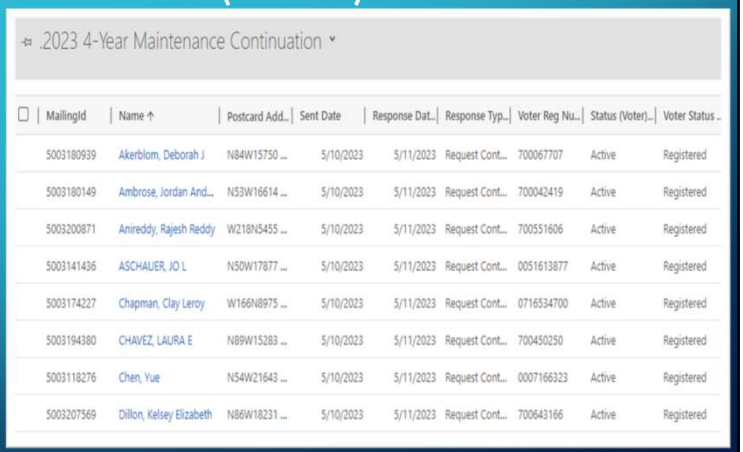
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT)

Once entered as Continuation or Undeliverable, the records can be viewed in the different associated views





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4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT)

Tracking responses from the Scan Response button

An alternative method to entering the information into WisVote is by scanning.

You can also enter multiple postcards of the same type as a group into WisVote by scanning.

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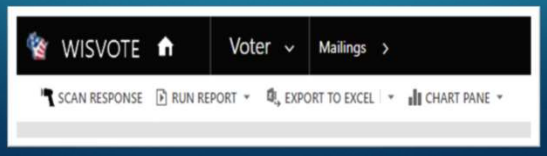
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (SCANNING)

Tracking responses from list

1. On the Easy Navigate page click the **Mailings** tile

2. From the 2023 Four-year Maintenance view in the **Mailings** tile, select **Scan Response**



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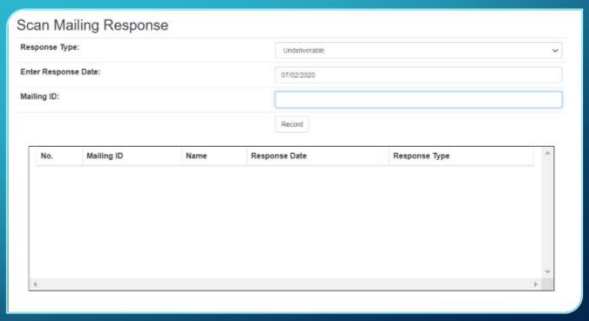
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (SCANNING)

3. Manually enter the response type and the date returned.

   Group mailings must have the same response type and date

4. Scan the barcode on the postcard, you can click Record to submit and move on to scanning the next card.



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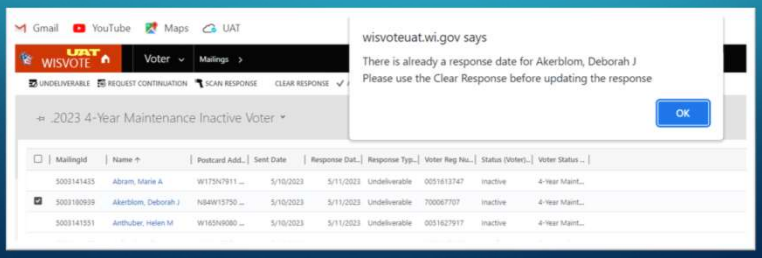
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT.)

CHANGING RESPONSE TYPE FOR PREVIOUSLY TRACKED POSTCARD

1. Find the voter whose response needs correcting on the **Mailings** tile.

2. Select the mailing record to be corrected.

3. Select the correct response type, enter the date, and click submit.



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4-YEAR MAINTENANCE RESPONSES ARE ENTERED

- Now what?
- YOU ARE DONE!

There is, however, one step you still need to consider.

Postcards that are returned to your office as undeliverable are official registration documents and should be attached to the original Voter Registration Application (EL-131). The postcards and associated registration forms may be destroyed after 4 years.

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CONCLUSION

Thank you for attending the 2023 Four-Year Maintenance Webinar.

Elections Help Desk 608-261-2028

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