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### WEC Staff

### INTRODUCTION

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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 <u>NOT</u> voted in the previous four years

Electors who sign and return their postcard remain on the poll books

#### 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

## 4-YEAR MAINTENANCE

# 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

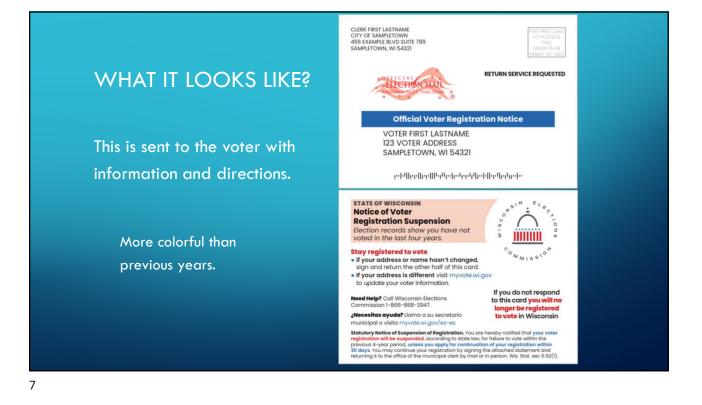
### WHO RECEIVES IT?

#### 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.





### Still at the same address?

Sign the statement below and return it by July 15, 2023 to stay registered.

Signed: \_\_\_\_\_

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.

on: \_\_\_/\_\_\_/2023

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EL

Y NONS

#### 4YRM2023

VOTER FIRST LASTNAME **123 VOTER ADDRESS** SAMPLETOWN, WI 54321 CITY OF SAMPLETOWN - EXAMPLE COUNTY 70077777 

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# WHAT IT LOOKS LIKE.

VOTER RESPONSE.

4-YEAR MAINTENANCE: HOW ARE THE RESPONSES RECORDED?

Where we record it?

# via WisVote!

- You have two response options:
- 1. Request Continuation
- 2. Undeliverable



# **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

## **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

# 4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE

#### Tracking responses from lis

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



.2023 4-Year Maintenance No I	Respo	onse *				
System Views 2023 4-Year Maintenance All 2023 4-Year Maintenance Continuation	Add_	Sent Date	Response Dat   Response Typ	Voter Reg Nu	Status (Voter)]	Voter Status
2023 4-Year Maintenance Inactive Voter	502	5/10/2023		0716667430	Active	Suspended
2023 4-Year Maintenance Merged Out	377	5/10/2023		0051613877	Active	Suspended
2023 4-Year Maintenance No Response 2023 4-Year Maintenance Undeliverable	390	5/10/2023		0046989993	Active	Suspended
1-Movers ALL Current Quarter Mailing	274	5/10/2023		0714246720	Active	Suspended
1-Movers Continuation Current Quarter Mailing	274	5/10/2023		0714247070	Active	Suspended
1-Movers Deactivated Current Year Clerk View 1-Movers Inactive Current Quarter Mailing	H5	5/10/2023		0009028212	Active	Suspended
1-Movers Merged Current Quarter Mailing	243	5/10/2023		0009174361	Active	Suspended
1-Movers No Response Current Quarter Mailing	196	5/10/2023		700737834	Active	Suspended
1-Movers Undeliverable Current Quarter Mailing 2-Movers ALL Prior Mailings	154	5/10/2023		0051610363	Active	Suspended
2-moves ALC Flior manings	122	E 14 A 19 A 19		-	and a	e

			INTEN/ ECORE	ANCE: D IN WIS	SVO	TE (C		
3.			<u>onse</u> from top of the			4	. Enter the response by clicking on the calendar and click	
🖸 UNDELIVERABLE 🛛 REQ		•		ATE  RUN WORKFLOW 🗈 STA	RT DIALOG 🖻 RUI	REPORT -	Mailing Response Date	×
⇔ .2023 4-Year	Maintenance	No Respons	e *				Enter Response Date :	A November 2017
A MailingId   Na	ame 🛧 🛛 🗍	Postcard Add   Sen	t Date   Response Dat	Response Typ_  Voter Reg Nu_	Status (Voter)	Voter Status .		the star star and star
5003174654 AF	RAMADA, SREEDHAR	W162N5502	5/10/2023	0716667430	Active	Suspended		1 2
5003141436 AS	CHAUER, JO L	N50W17877	5/10/2023	0051613877	Active	Suspended		5 6 7 8 9
3003141430	CHENBRENER, ERIK R	W172N9390	5/10/2023	0046989993	Active	Suspended		
					1. A.			

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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

UNDELIVERABLE	REQUEST CONTINUATION X CANCEL C DEACTIVATE IN AUDIT HISTORY
MAILINGS : INFOR	MATION
ARRAMADA	, SREEDHAR 📹
▲General	
MailingId *	■ 5003174654
Post Card Address	W162N5502 WESTWIND DR MENOMONEE FALLS WI 53051
	•
Year	2023
Sent Date	■ 5/10/2023
Mallin - Torr	
Mailing Type	4-Year Maintenance
	ARRAMADA, SREEDHAR
Voter	ARRAMADA, SREEDHAR

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

Add... | Sent Date

5/10/20

5/10/20

5/10/20

911 ....

280 ...

502 ...

≠ 2023 4-Year Maintenance Undeliverable \*

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

⊨ .2023 4-Year Maintenance Undeliverable \*

#### System Views

2023 4-Year Maintenance All 2023 4-Year Maintenance Continuation 2023 4-Year Maintenance Inactive Voter 2023 4-Year Maintenance Merged Out 2023 4-Year Maintenance No Response 2023 4-Year Maintenance Undeliverable

וכ	MailingId	Name ↑	Postcard Add	Sent Date	Response Dat.	Response Typ	Voter Reg Nu	Status (Voter)	Voter Status
	5003141435	Abram, Marie A	W175N7911	5/10/2023	5/11/2023	Undeliverable	0051613747	Inactive	4-Year Main
	5003141551	Anthuber, Helen M	W165N9080	5/10/2023	5/11/2023	Undeliverable	0051627917	Inactive	4-Year Main
	5003174654	ARRAMADA, SREEDHAR	W162N5502	5/10/2013	5/11/2023	Undeliverable	0716667430	Inactive	4-Year Main
	5003141506	Bailey, Cheryl Y	N56W18911	5/10/2023	5/11/2023	Undeliverable	0051623142	Inactive	4-Year Main
	5003141505	Bailey, Richard A	N56W18911	5/10/2023	5/11/2023	Undeliverable	0051623123	Inactive	4-Year Main
	5003141412	Baldoni, Beverlee A	N75W16161	5/10/2023	5/11/2023	Undeliverable	0051610825	Inactive	4-Year Main

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

		-¤ .2023 4-1	lear Maintenanc	e Continuation	ר <b>י</b>					
Once entered as Contir	nuation or	🗌   MailingId	Name ↑	Postcard Add   Sent	t Date	Response Dat	Response Typ	Voter Reg Nu	Status (Voter)	Voter Status
Undeliverable, the r	ecords	5003180939	Akerblom, Deborah J	N84W15750	5/10/2023	5/11/2023	Request Cont	700067707	Active	Registered
can be viewed in the	e different	5003180149	Ambrose, Jordan And	N53W16614	5/10/2023	5/11/2023	Request Cont	700042419	Active	Registered
associated views		5003200871	Anireddy, Rajesh Reddy	W218N5455	5/10/2023	5/11/2023	Request Cont	700551606	Active	Registered
2022 4 V - Maintenne H	I. Daniela I. J. State	5003141436	ASCHAUER, JO L	N50W17877	5/10/2023	5/11/2023	Request Cont	0051613877	Active	Registered
.2023 4-Year Maintenance Und	deliverable *	5003174227	Chapman, Clay Leroy	W166N8975	5/10/2023	5/11/2023	Request Cont	0716534700	Active	Registered
System Views .2023 4-Year Maintenance All		5003194380	CHAVEZ, LAURA E	N89W15283	5/10/2023	5/11/2023	Request Cont	700450250	Active	Registered
.2023 4-Year Maintenance Continuation	Add   Sent Date	5003118276	Chen, Yue	N54W21643	5/10/2023	5/11/2023	Request Cont	0007166323	Active	Registered
.2023 4-Year Maintenance Inactive Voter	911 5/10/20	5003207569	Dillon, Kelsey Elizabeth	N86W18231	5/10/2023	5/11/2023	Request Cont	700643166	Active	Registered
.2023 4-Year Maintenance Merged Out	080 5/10/2C		1. A			N. A.	N.			
.2023 4-Year Maintenance No Response .2023 4-Year Maintenance Undeliverable	302 5/10/2C									

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

Tracking responses from the Scan Response button

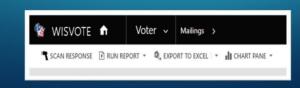
An alternative method to entering the information into WisVote is by scanning.

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

# 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



### 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

 Scan the barcode on the postcard, you can click <u>Record</u> to submit and move on to scanning the next card.

		Undelfvorable		~
er Response Date:		07/02/2020		
ling ID:				
		Record		
No. Mailing ID	Name	Response Date	Response Type	

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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.



## 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