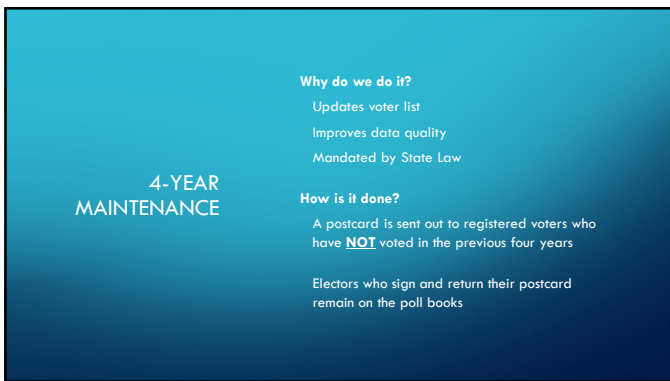




1



2



3

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

4

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

5

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.

6

WHAT IT LOOKS LIKE?

This is sent to the voter with information and directions.

More colorful than previous years.

7

Stay Registered To Vote

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

4VRM2023
VOTER FIRST LASTNAME
123 VOTER ADDRESS
SAMPLETOWN, WI 54321

WISCONSIN ELECTIONS COMMISSION

WHAT IT LOOKS LIKE.

VOTER RESPONSE.

8

4-YEAR MAINTENANCE: HOW ARE THE RESPONSES RECORDED?

Where we record it?
via WisVote!

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

9

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

10

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



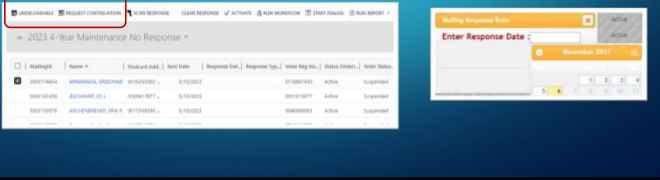
| System Name | PKID | Send Date | Response Tot. | Response Tot. % | Response Rate | Response Rate % |
|--|----------|------------|---------------|-----------------|---------------|-----------------|
| 2022 4 Year Maintenance No Response | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 2022 4 Year Maintenance Request Card | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 2022 4 Year Maintenance No Response | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 2022 4 Year Maintenance Undeliverable | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks 4Q Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks Continuation Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks Initial Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks Request Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks No Response Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks Undeliverable Current Quarter Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |
| 18 Weeks 4Q New Mailing | 20220401 | 07/01/2022 | 0 | 0.00% | 0 | 0.00% |

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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

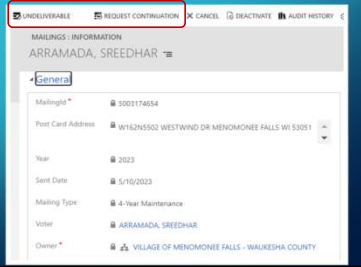


13

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

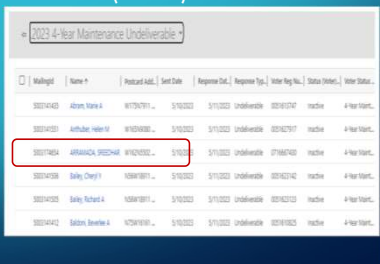
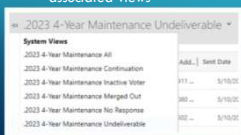
If you make a mistake, change the response in the voter record view



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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 (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.



19

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** file.
2. Select the mailing record to be corrected.
3. Select the correct response type, enter the date, and click submit.



20

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
