

ERIC Supplemental Poll List Report Full Instructions

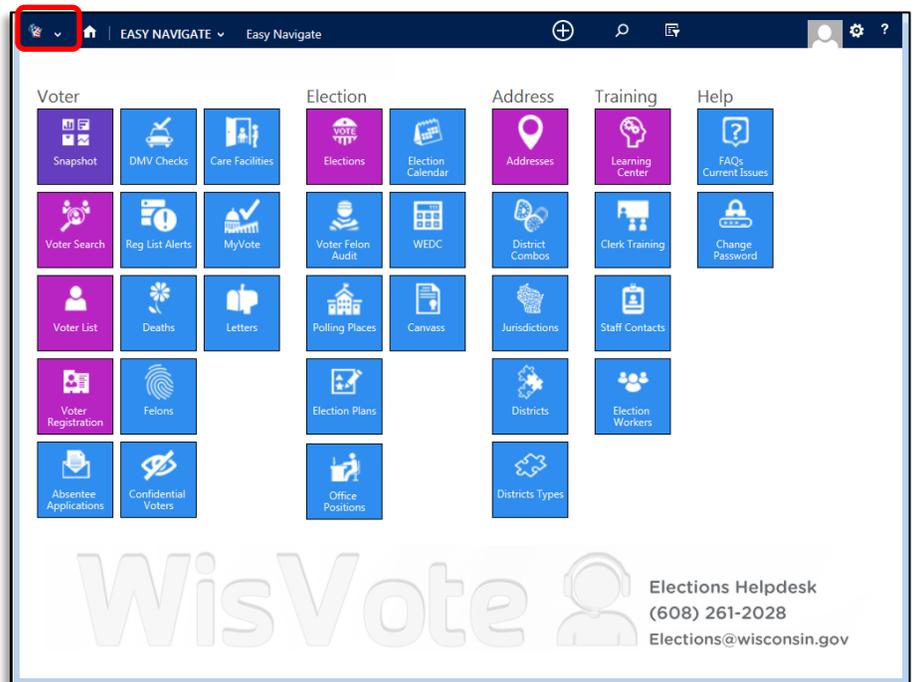
Generating/Printing your ERIC Supplemental Poll List report

The ERIC Supplemental Poll List is a report separate from the Poll Book printing process. Follow the instructions below to locate, run, and print the ERIC Supplemental Poll List for your municipality. The report can be accessed through the Reports tile or through the election directly.

Finding the Report

Using the Report Tile

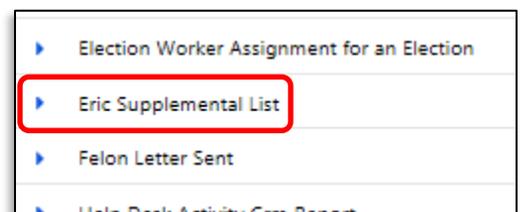
1. Click or hover over the WisVote icon on the upper-left of the Easy Navigate screen



2. Click the Reports tile



3. Locate the Eric Supplemental List report
 - a. Scroll through the list until you reach reports beginning with E
 - b. Search for ERIC using the search field



- c. Filter the report list by choosing the letter sort at the bottom of the page

From the 2018 Spring Election

1. Click the Elections tile



2. Click the 2018 Spring Election from the Election List

Current Elections ▾	
✓ Election Date ↑	Name ↑
11/6/2018	2018 General Election
8/14/2018	2018 Partisan Primary
✓ 4/3/2018	2018 Spring Election

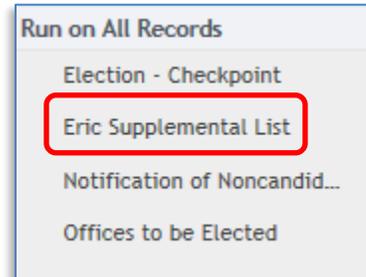
- a. From the Election Checkpoint page, click the ellipses



- b. Click the Run Report option



- c. Click the Eric Supplemental List report



Generating and printing the ERIC Supplemental List report

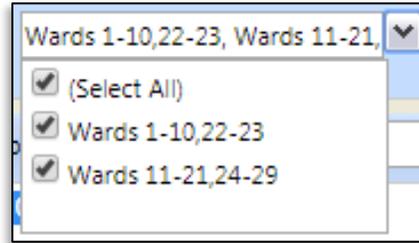
1. Choose the 2018 Spring Election from the Election field drop-down box

A screenshot of a form with two fields. The first field is labeled "Election" and has a dropdown menu with "2018 Spring Election" selected. The second field is labeled "Reporting Unit(s)" and has a dropdown menu.

- a. Choose the correct municipality from the Municipality drop-down box

A screenshot of a form with a field labeled "Municipality" and a dropdown menu. The dropdown menu is open, showing "CITY OF WISCONSIN RAPIDS - WOOD COUNTY" selected.

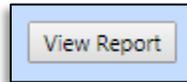
b. Choose the reporting unit(s) from the Reporting Units drop-down box



i. The reporting units will match your election plan

ii. You can select All to choose all reporting units or place a checkmark next to the individual reporting units you want to generate

2. Click View report



a. The list will generate based on the reporting units chosen with a break between the list for each reporting unit.

3. Click the export icon

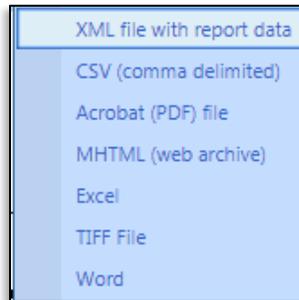


or direct print icon



(if using Internet Explorer)

a. If exporting, choose a format



i. Print or Save the ERIC Supplemental List report

CAPITOL LAKES RETIREMENT				Ward 53
Ballot, Ward, District	Name and Address	Voter Reg #	Voter #	Voter Affidavit
BS 01 WD-053 13251-053-3269-1 AL-04 CS-01 3269 Notes:	Engen, Brandon David 201 S BEDFORD ST UNIT 408 MADISON, WI 53703	0000502860		I, Brandon David Engen, hereby certify that I still reside at the address listed here and that I would like to remain registered to vote at this address.
BS 01 WD-053 13251-053-3269-1 AL-04 CS-01 3269 Notes:	Enriquez, Victoria Desree 334 W WILSON ST UNIT 2 MADISON, WI 53703-4045	07114152310		I, Victoria Desree Enriquez, hereby certify that I still reside at the address listed here and that I would like to remain registered to vote at this address.

The ERIC Supplemental List report includes much of the same information as the normal poll book. The top of each page will list the Reporting Unit information and Polling Location. The left side will list the Ballot Style name, ward, district combo, Aldermanic District, County Supervisory District, and School District. The signature line includes an affirmation statement where the voter certifies they still reside at the listed address and the voter's name and WisVote address are listed along with a space to issue a voter number. This report will not include barcodes for scanning participation.

Recording Election Participation

Elections Commission staff will reactivate these voters and record voter participation for clerks. After Election Day, scan ERIC Supplemental List pages with a voter signature/voter number and email them to Elections@wi.gov. Commission staff will record the voter participations and notify municipal staff when finished. If there are inconsistencies or questions about the scanned pages, Commission Staff will follow-up to resolve them.

Absentee Voting

Supplemental ERIC poll list reports became available in WisVote on March 20th. 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

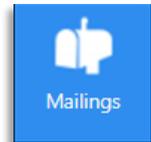
Keep a list of ERIC movers reactivated and who cast an in-person absentee ballot. Voters activated between poll book printing and generating an ERIC Supplemental list will not appear on either list and will need to be written into the paper Supplemental Poll Book.

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



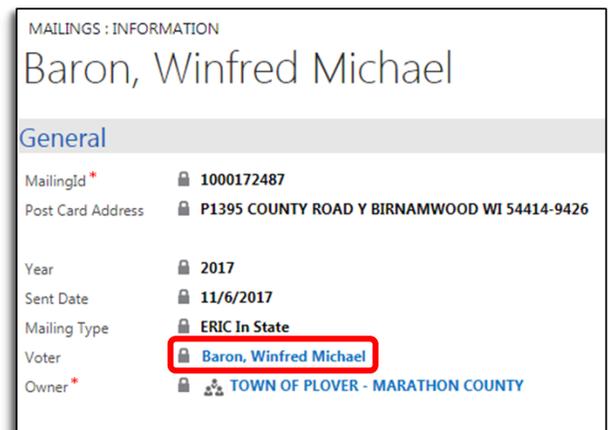
1. Verify the voter's "Stated Address" and compare it to the **Postcard Address** and the **Home Address (Voter)** field
 - a. If the addresses are the same, the voter status should be changed to Active

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**

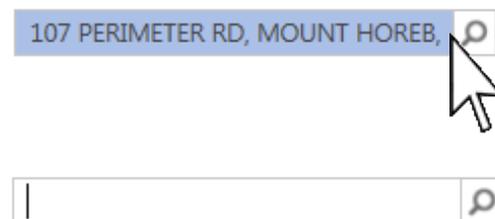
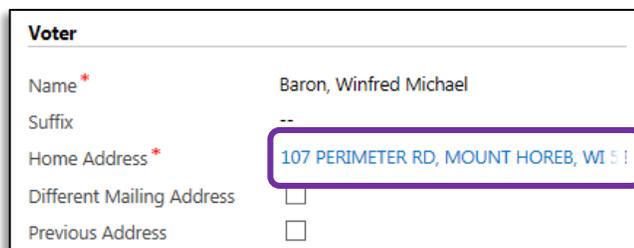
- ii. This opens the Mailing Information page; click the **Voter** to access the voter record

- 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

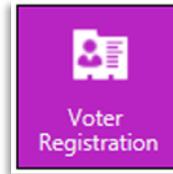
Note: The voter record Home Address is a link, do not click on the link;



- 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 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