

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
POST OFFICE BOX 7984  
MADISON, WI 53707-7984  
(608) 261-2028  
ELECTIONS@WI.GOV  
ELECTIONS.WI.GOV



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**DATE:** Tuesday, October 16, 2018

**TO:** Wisconsin County Clerks  
Milwaukee County Elections Commission

**FROM:** Meagan Wolfe  
Administrator

Ann Oberle  
WisVote Testing Lead

**SUBJECT:** County Canvass Instructions for the 2018 General Election and Webinar Reminder

Attached are the County Canvass Instructions for the 2018 General Election, and a link to the announcement for the [Webinar: Using the Canvass Reporting System for the 2018 General Election](#) scheduled for Thursday, October 18, 2018, from 10:00 a.m. to 11:00 a.m.

At its September 25, 2018 meeting, the Wisconsin Elections Commission directed staff to use the prior Canvass Reporting System for the 2018 General Election. Counties will use the previous system to transmit official results for federal and state contests to the Wisconsin Elections Commission for certification. The Canvass Reporting System is currently being prepared for use and will be thoroughly tested prior to the election. Counties will not have to enter election results into the WisVote election results module for this election.

The Commission also directed staff to provide updated canvass training materials to all counties. The training materials will include instructions for using the Canvass Reporting System, instructions for proofing reports and vote totals, and instructions for submitting electronic and original copies of the signed Federal/State Office Certification Report to WEC.

The Canvass Reporting System can be accessed by clicking the Canvass button on the [Clerks page of the WEC website](#). Clerks can access the system using their WisVote credentials and any questions regarding canvass procedures for the 2018 General Election should be sent to [elections@wi.gov](mailto:elections@wi.gov) or made by phone at (608) 261-2028.