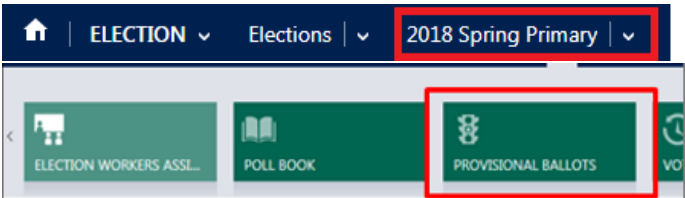# WisVote Election Checklist II: Post-Primary Election Tasks
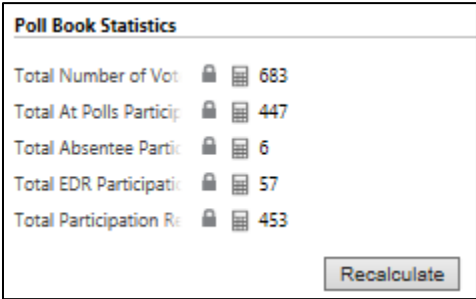## Spring Primary: February 20, 2018

REMINDERS:

- **Absentee Ballots** - All ballots must be returned in time to be delivered to the polling place no later than 8:00 pm on Election Day in order to be counted.

- **Provisional Ballots -** If you do not issue any provisional ballots for the election, there are no required steps on Election night. Check the **Provisionals Complete** Checkpoint by Friday, February 23, 2018.

- **Update Candidates in Spring Election** - In the 2018 Spring Election, update the **Candidate Filing Status** for all candidate records. Leave the primary winner(s) status set as "Approved" and assign **Candidate Ballot Position**. Set losing candidates status to "Denied."

Tasks to Complete	Details
☐ **Municipal Clerks**: Post Provisional Ballot Information; Transmit unofficial Election Night results to County	As soon as possible on Election Night, the municipal clerk must post the number of electors who have cast provisional ballots. This number must be posted at their office and on the internet. Within 2 hours of votes being tabulated, municipal clerks must transmit returns, by ward or reporting unit, to the county clerk.
☐ **County Clerks**: Post Unofficial Election Night Results on County Website **Deadline: Election Night – February 20, 2018**	County clerks must post all returns on the county website no later than 2 hours after receiving the returns on Election Night. This includes returns for local contests. Please verify WEC has the correct link for your results: http://www.elections.wi.gov/clerks/directory/county-websites
☐ **If provisional ballots are issued on Election Day, complete Provisional Step 1 on Election Night:** Provisional Step 1: ☐ Record the information from the Provisional Ballot Reporting Form (EL-123r) into the WisVote Provisional Tile under the Election ☐ **If a jurisdiction issues zero provisional ballots on Election Day, NO ACTION is needed on Election Night.** Check the Provisionals Complete Checkpoint in WisVote no later than Friday, February 23, 2018.	To Record a Provisional Ballot in WisVote: Select the Election, click the chevron/dropdown arrow, scroll to the right and then click on the Provisional Ballots tile. Enter the provisional ballots issued under the appropriate Reporting Unit. *NOTE: If you do not issue any provisional ballots for the election, there are no required steps to complete on Election night. Check the **Provisionals Complete** Checkpoint by Friday, February 23.* For further guidance refer to the WisVote manual: Entering a Provisional Ballot Record, page 2

Provisional Step 2: ☐ Update Provisional Ballot Information in WisVote ☐ Provisional Step 3: Check the Provisionals Complete Checkpoint **Deadline: Friday, February 23, 2018**	Voters who cast provisional ballots may provide the required documentation no later than 4:00 p.m. on Friday, February 23, 2018. Update the information in the 2018 Spring Primary under the Provisional Tile as it becomes available. Check the **Provisionals Complete** Checkpoint in WisVote after all of a jurisdiction's provisional ballots have been updated.
☐ Record Rejected Absentee Ballots in WisVote View the Learning Center's new tutorial: Manage Absentee Ballots	Record the Absentee Ballots that were rejected at the polling place and provide a rejection reason. If ballots were already marked "Returned – To Be Rejected" in WisVote, nothing further needs to be done. For ballots that were marked "Returned" but then were rejected at the polls, cancel those ballots in WisVote as Rejected at Polls/MBOC and provide the rejection reason.
☐ Process Absentee Ballots	Enter any absentee ballots in WisVote that were not entered prior to Election Day. All ballots must be returned in time to be delivered to the polling place no later than 8pm on election Day. Absentee ballots that are returned **after** the deadline should be cancelled in WisVote as Ballot Returned After Deadline.
Tasks to Complete <u>Within 30 Days</u> After the Election, by March 22, 2018	**Details**
☐ Enter any Late Registrations in WisVote that were not entered prior to Election Day	To record a vote for any late registrations entered after Election Day, run the Post Supplemental Dialog. See WisVote FAQ titled: Add Late Registration Voters to the Post-Supplemental List
☐ Record Voter Participation ☐ Check the Poll Book Votes Recorded Checkpoint **Deadline: March 22, 2018**	Voter participation must be recorded in WisVote <u>no later</u> than 30 days after a statewide or local election. There are two methods of recording voter participation in WisVote: 1) Manually select voter participation using the poll book grid 2) Scan the barcodes associated with voter records on the poll book Check the **Poll Book Votes Recorded Checkpoint** in WisVote after a jurisdiction's voter participation records have been recorded. See WisVote manual: Voter Participation, Chapter 6.1

☐ Enter Election Day Registrations in WisVote ☐ Check the EDR Complete Checkpoint **Deadline: March 22, 2018**	Election Day Registrations must be entered into the correct Reporting Unit <u>no later</u> than 30 days after a statewide or local election. The **EDR Complete Checkpoint** is selected after all of your jurisdiction's election day registrations have been recorded. See WisVote manual: <u>Election Day Registration, Chapter 6.2</u>
☐ Review the Printed Poll Book	Review the poll book for any typographical corrections written in by the election workers. Update voter records in WisVote, if necessary.
☐ Review Statistics on the WisVote Poll Book Screen	Review poll book statistics section to ensure the correct number of votes has been recorded. Use the recalculate button if necessary. **Poll Book Statistics** Total Number of Vot 🔒 683 Total At Polls Partici 🔒 447 Total Absentee Parti 🔒 6 Total EDR Participati 🔒 57 Total Participation Ri 🔒 453 Recalculate
☐ Check the Election Closed Checkpoint	Once the election is closed, you will no longer be able to enter any absentee information for the election. In addition to closing your election, WisVote will automatically: 1) Deactivate all election specific absentee applications 2) Mark all not returned ballots as "Ballot Not Returned by Deadline" 3) Mark all returned to be rejected ballots as "Rejected at Polls/MBOC"
Post-Election WEDC Tasks **(EL-190NF and EDR Postcards)**	**Details**
☐ All Municipalities Complete the <u>EL-190NF</u> Form in WEDC **Deadline: March 22, 2018**	The Election Voting and Registration Statistics Report for Non-Federal Elections (<u>EL-190NF</u>) is required <u>within 30 days</u> after an election where a state office or statewide referendum is on the ballot. To assist in gathering information for the <u>EL-190NF</u> WEDC report, an EL-190 Election Statistics Report is available in WisVote. To access this, click on the Election tile. Select the election. Click on the ellipsis. Select Run Report and then select the EL-190 Election Statistics Report option. Reminder: Election Cost Reports are no longer required.

☐ Enter EDR Postcard Statistics **Deadline: May 21, 2018**	The WEC will mail out EDR postcards. Clerks are required, per state law, to enter EDR postcard statistics. These statistics need to be entered within 90 days of the election at which time the WEC will post the information on its website. The clerk shall update on a monthly basis, should information change. A clerk communication with reporting instructions may be found at http://elections.wi.gov/node/4072 You can find the EDR Postcards Fillable Reports on our WEDC website: https://wedc.gab.wi.gov/ (User name and password the same as WisVote login).

Please complete the tasks outlined in this election checklist. Contact the WEC Help Desk for assistance at 608-261-2028 or elections@wi.gov