

WISVOTE MID-YEAR ROUND-UP

May 21, 2019

INTRODUCTION



Mikey Sabaka –
Presenter



Patrick Brennan –
Moderator



Ann Oberle – Subject
Matter Expert



Mike Nelson – Subject
Matter Expert



AGENDA

Four-Year Maintenance

Who, What, When, Why, How?

EDRs and Addressing

Standard EDRs

Quirky EDRs

Keeping WisVote Tidy for 2020

DMV Checks

Reg. List Alerts

Reconciliation Comments

Badger Book

Present and Future



HOW WERE THESE TOPICS CHOSEN?



Call Log



Colleagues



Upcoming initiatives

4-YEAR MAINTENANCE





4-YEAR MAINTENANCE



Why do we do it?

Helps clean up pollbooks

Improves data quality

Mandated by State Law

How is it done?

A postcard is sent out to registered voters who have **NOT** voted in the previous four years

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

4-YEAR MAINTENANCE

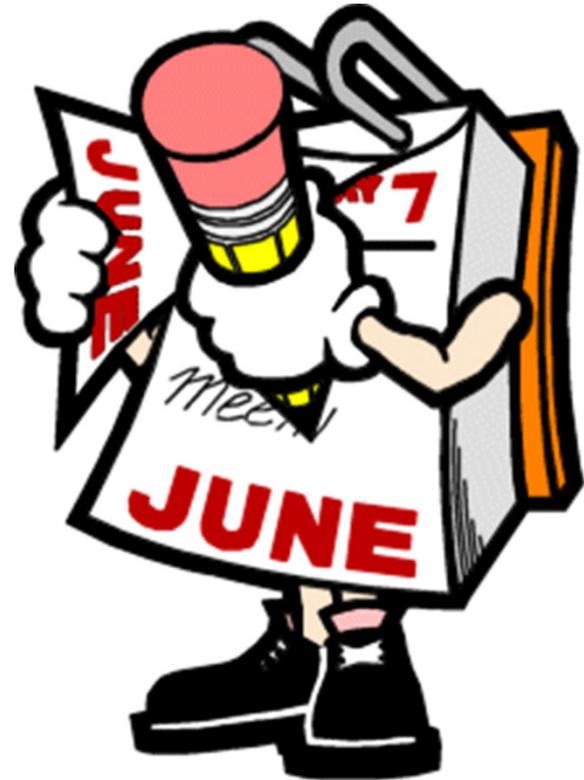
When does it take place?

Every two years

(Must be done in the summer
following General Election)

Postcards will be sent to voters
by **June 15**

Elector must return the postcard
to clerk by **July 31**





4-YEAR MAINTENANCE

Who does it?

WEC

Sends out 4-Year Maintenance Postcards

Generates list of names from WisVote

Once list is generated, voters marked with status: **Active - Suspended**

Municipal Clerks

Completes all Election Participation by **May 17**

Receives returned postcards from voters

Enters response information into WisVote

4-YEAR MAINTENANCE

Who receives it?



Sent to voters who:

Currently are in Active Status

Registered more than four years ago

Registered on or before **12-31-2014**

Have not voted in last 4 years

Since **1-1-2015**

Make sure Voter Participation is completely up to date by **May 17**

Military voters are **NOT** sent 4-Year Maintenance postcards

4-YEAR MAINTENANCE: WHAT DOES IT LOOK LIKE?

A

State of Wisconsin
Official Notice

Are you registered to vote in Wisconsin? Election records are updated in the last four years. Stay registered by using one of the two options:

1. Sign and return the other half of this card if your address hasn't changed; or

2. Visit myvote.wi.gov to update your voter information.

Need Help? Contact your municipal clerk or call 866-868-3947.

¿Necesitas ayuda en Español?
Llama a su secretario municipal o visita myvote.wi.gov/es-es/

Statutory Notice of Suspension of Registration. You are hereby notified that your voter registration will be suspended, according to state law, if you do not vote within the previous 4-year period, unless you apply for continuation of your registration within 30 days. You may continue your registration by signing the attached card and returning it to the office of the municipal clerk by mail or in person. Wis. Stat. sec. 6.08

Laurel Clark
VILLAGE OF MENOMONEE FALLS
W156N8480 PILGRIM RD
MENOMONEE FLS, WI 53051-3140

OFFICIAL ELECTION MAIL

PSRT FIRST CLASS
US POSTAGE
PAID
MADISON WI
PERMIT NO 1369

RETURN SERVICE REQUESTED

IMPORTANT VOTER REGISTRATION NOTICE

DAVID CHESTERFIELD
N85W16138 APPLETON AVE
MENOMONEE FALLS, WI 53051

B

Keep Me Registered To Vote

Still at the same address? You may use this card to stay registered.

1. Sign the statement below.
Return this card to your municipal clerk's office by mail or in person by **July 31, 2019**.

I hereby certify that I still reside at the address listed below and want to stay registered to vote in Wisconsin.

Sign X _____ Date ____/____/2019

DAVID CHESTERFIELD
N85W16138 APPLETON AVE
MENOMONEE FALLS, WI 53051

CITY OF MADISON - DANE COUNTY
0715928080

3 0 0 0 4 7 5 7 0 6

Return Postage Required

Laurel Clark
VILLAGE OF MENOMONEE FALLS
W156N8480 PILGRIM RD
MENOMONEE FLS, WI 53051-3140

00000000000000000000000000000000

Returned to Clerk

4 YEAR MAINTENANCE: WHAT DOES IT LOOK LIKE?

A

1 Laurel Clark
VILLAGE OF MENOMONEE FALLS
W156N8480 PILGRIM RD
MENOMONEE FLS, WI 53051-3140

2 RETURN SERVICE REQUESTED
IMPORTANT VOTER REGISTRATION NOTICE

3 DAVID CHESTERFIELD
N85W16138 APPLETON AVE
MENOMONEE FALLS, WI 53051

OFFICIAL ELECTION MAIL
PRSRT FIRST CLASS
US POSTAGE PAID
MADISON WI
PERMIT NO 1369

4 State of Wisconsin
Official Notice

Do you want to stay registered to vote in Wisconsin? Election records show you have not voted in the last four years. Stay registered to vote by choosing one of these two options:

1. Sign and return the other half of this card if your address hasn't changed; or
2. Visit myvote.wi.gov to update your voter information.

Need Help? Contact your municipal clerk or call 1-866-868-3947.

5 ¿Necesitas ayuda en Español?
Llama a su secretario municipal o visita myvote.wi.gov/es-es/

Statutory Notice of Suspension of Registration. You are hereby notified that your voter registration will be suspended, according to state law, for failure to vote within the previous 4-year period, unless you apply for continuation of your registration within 30 days. You may continue your registration by signing the attached statement and returning it to the office of the municipal clerk by mail or in person. Wis. Stat. sec 6.50(1).

- 1** Return Address = Municipal Clerk
- 2** Attention
- 3** Voter's Address

- 4** Explanation of Notice
- 5** Guidance in Spanish

4 YEAR MAINTENANCE: WHAT DOES IT LOOK LIKE?

B

Return Postage Required

1 Laurel Clark
VILLAGE OF MENOMONEE FALLS
W156N8480 PILGRIM RD
MENOMONEE FLS, WI 53051-3140

5 0 0 0 4 7 5 7 0 6

Keep Me Registered To Vote

Still at the same address? You may use this card to stay registered.

2 1. Sign the statement below.
2. Return this card to your municipal clerk's office by mail or in-person by **July 31, 2019**.

I hereby certify that I still reside at the address listed below and want to stay registered to vote in Wisconsin.

3 Sign **X** _____ Date ____ / ____ / 2019

4 DAVID CHESTERFIELD
N85W16138 APPLETON AVE
MENOMONEE FALLS, WI 53051

CITY OF MADISON - DANE COUNTY
0715928080

5 5 0 0 0 4 7 5 7 0 6

1 Municipal Clerk

2 Directions for Voter

3 Signature

4 Return Address for Voter

5 Barcode for Scanning Response

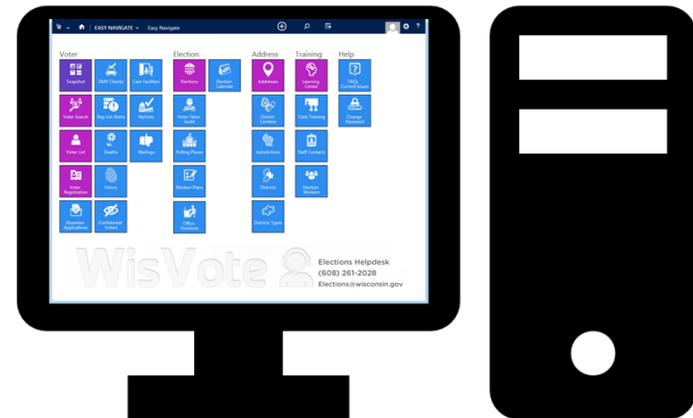
4-YEAR MAINTENANCE: HOW ARE THE RESPONSES RECORDED

How is it recorded and tracked?

Through WisVote!

Recorded as one of two categories

1. Request Continuation
2. Returned as Undeliverable





4-YEAR MAINTENANCE

1. Request Continuation

Means that voter wants to continue being registered to vote at their current address

Voter status changes to **Active Regular**

If voter indicates on postcard that they have voted in the past 4 years, investigate why they were on list

What if postcard is returned after July 31st?

If postcard is postmarked AFTER July 31, it is not a valid continuation request

Voter must re-register



4-YEAR MAINTENANCE

2. Returned as Undeliverable

Most Common

After marking in WisVote as Undeliverable, voter record is deactivated

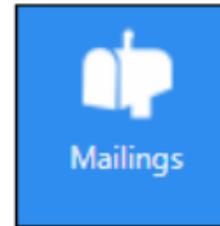
What if postcard is returned after July 31st?

Continue to record Returned as Undeliverable postcards in WisVote

4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE

Tracking responses from list

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



2. Make sure to change the Systems View to **2019 4-Year Maintenance No Response** and select the voter(s) whose response you would like to record

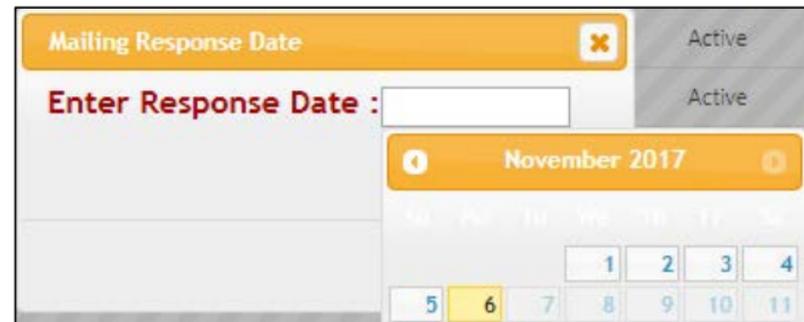
✓	MailingId	Name ↑	Postcard Address	Sent Date
✓	4000104096	Abalos, Michael Alfonso	835 W DAYTON ...	5/17/2019
☑	4000105449	Abarca-Beltran, Antonio	929 TONY DR M...	5/17/2019
	4000101002	Abdelrahman, Sabar M.	5022 SHEROYD...	5/17/2019

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

3. Select the response from the two options at the top of the screen



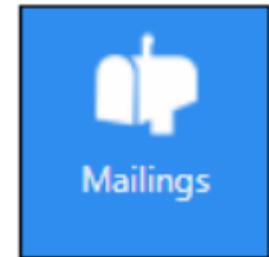
4. Enter the response date by clicking on the calendar and click submit



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

Record by Scanning

1. On the Easy Navigate page click on the **Mailings** file



2. Select **Scan Response** at the top of the screen



3. Select the **Response Type**

Scan Mailing Response

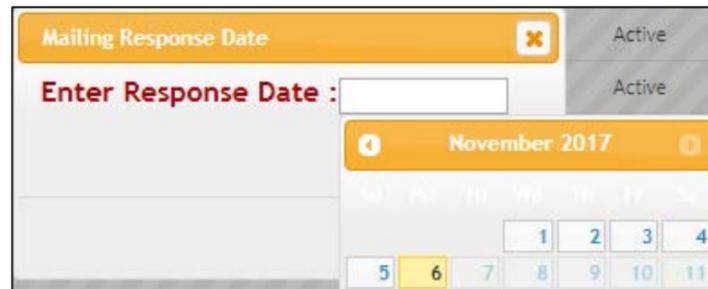
Response Type:

- SELECT
- SELECT**
- Undeliverable
- Request Continuation

No.	Mailing ID	Name	Response Date	Re
-----	------------	------	---------------	----

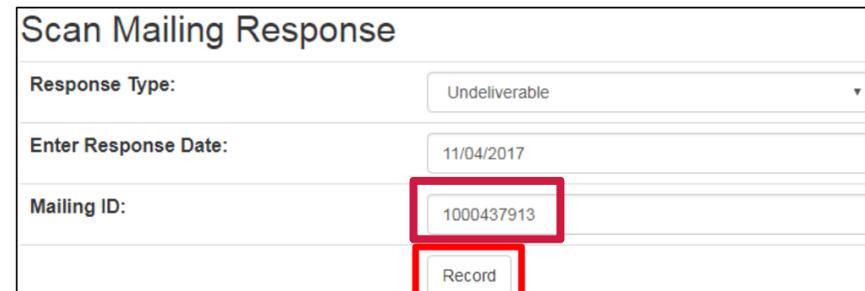
4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT.)

4. Enter the **Response Date**



5. Scan or manually enter the **Mailing ID**

- If manually entered, click **Record**
- All scanned records from the current session will appear in the list below
- Close the window when finished



Enter Response Date & Mail ID				
No.	Mailing ID	Name	Response Date	Response Type
1	1000437913	Brian D [REDACTED]	11/04/2017	Undeliverable



4-YEAR MAINTENANCE

Returned to Have Registration Deactivated

Death, Felony, or new Address

Voter Request

After marking in WisVote,
voter record is deactivated

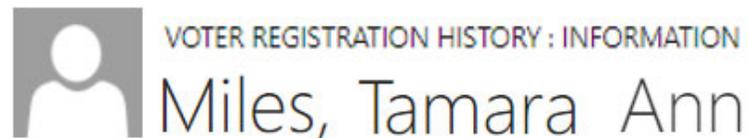
What if postcard is returned after July 31st?

Continue to record Request for
Deactivation postcards in WisVote

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

Tracking a Request to Deactivate Registration

1. Find the voter record whose registration must be deactivated
2. Click **Registration History** and double click on the Voter Registration Information
3. At the top of the screen click **Deactivate**



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

Changing Response Type for Previously Tracked Postcard

1. Find the voter whose response must be corrected through the **Mailings** tile
2. Select the mailing record to correct
3. Select the correct response type, enter the date, and click **Submit**

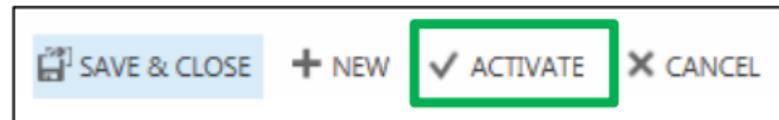


4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE (CONT.)

4. Click on the voter's name to open **Voter Record**

- If mailing record needs to be switched TO **Request Continuation**

You must reactive the voter record



- If Mailing record needs to be switched TO **Undeliverable**

You must deactivate voter,
choose the correct status,
and click **Deactivate**

Confirm Deactivation ×

Do you want to deactivate the selected 1 Voter? You can reactivate it later, if you wish.

This action will set the Voter as inactive. There may be records in the system that continue to reference these inactive records.

Status:

4-Year Maintenance ▼

Deactivate

Cancel

EDR AND ADDRESSING



ELECTION DAY REGISTRATIONS

Election Day Registrations

New Registrant

Change of Address

Change of Name

Post – Election Data Entry

Standard EDRs

Unique Situations... hopefully

- **Incomplete** EDRs
- **Out of Jurisdiction** EDRs
- Deleting **Duplicate** EDRs

Registration



STANDARD EDR: STEP BY STEP

1. Click the **Elections** tile; the name of the election;
and open the **Poll Books** tab

2. Click the name
of poll book

POLL BOOKS					
Poll Book Ord...	Name ↑	Municipality	Reportin...	Polling Place	Total Number...
1	Ward 1-4	CITY OF CHIPPE...	Ward 1-4	CHIPPEWA FAL...	24,547
2	Ward 5	CITY OF CHIPPE...	Ward 5	CHIPPEWA FAL...	18,202
3	Ward 6	CITY OF CHIPPE...	Ward 6	CHIPPEWA FAL...	32,830

3. Click the **EDR** button

The screenshot shows a software interface with a dark blue header bar. On the right side of the header, there are navigation elements: a home icon, the word "ELECTION" with a dropdown arrow, "Elections" with a dropdown arrow, and "Ward 1-4". Below the header, there is a row of buttons: "CANCEL" with a close icon, "EDR" with a camera icon (highlighted with a red box), "PRINT POLL BOOK" with a printer icon, and "RUN I" with a play icon. Below the buttons, the text "POLL BOOK : INFORMATION" is displayed, followed by "Ward 1-4" in a large font.

STANDARD EDR: STEP BY STEP (CONT.)

4. Enter the required information and click search
5. If a match is not found, click **New Voter Record** message bar; if match is found click the **Update** button

Voter List

Review the voter records below to determine whether to add registration to an existing voter record or create a new voter record:

Name	DOB	Address	DL/ID	SSN Municipality	Status/Reason
<input type="button" value="Update"/>	Miles, Michelle A	1/10/1971	1 JUDITH ST, CHIPPEWA FLS, WI	54729- M110-1117-1120-11115	CITY OF CHIPPEWA FALLS - CHIPPE... Active - Registered

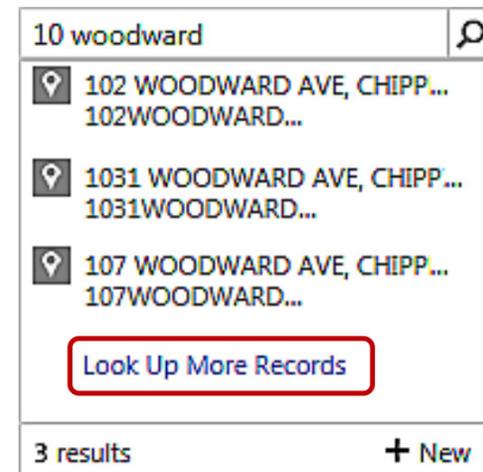
6. Continue entering required information

STANDARD EDR: STEP BY STEP (CONT.)

7. After entering a bit of the home address, click the magnifying glass to display search results



8. If the address is not found, click **Look Up More Records**



STANDARD EDR: STEP BY STEP (CONT.)

9. Continue filling in all required fields;
to save the EDR record click **Save
and Close**



INCOMPLETE EDR: STEP BY STEP

Follow the same steps as a regular EDR, but click the **Incomplete Application** check box

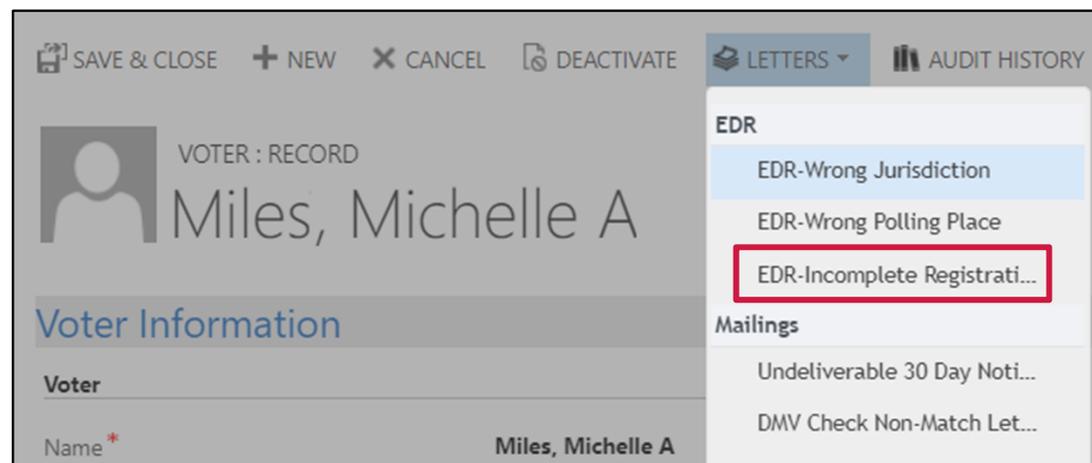
Registration Entry		
Registration Period *	 EDR	POR Type * --
Election *	2016 General Election	POR Entity * --
Reporting Unit *	Ward 6	POR Account Number --
Registration Date *	7/19/2016	Incomplete Application <input type="checkbox"/>
Registration Source *	Polling Place	
Polling Place *	CHIPPEWA FALLS SENIOR CENTER	
Ballot	CITY OF CHIPPEWA FALLS : 02	
 Jurisdiction *	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY	
Voter Status Reason	Registered	
Unable to Sign Poll Book	<input type="checkbox"/>	
Election Worker	<input type="checkbox"/>	

INCOMPLETE EDR: STEP BY STEP (CONT.)

Checking **Incomplete Application** will process EDR, record a vote, then inactivate the Voter

A letter should be sent to voter

- Go to the **Voter Record** of the affected person
- Select the **Letters** button & click **EDR - Incomplete Registration**
- Letter can be printed in PDF or Word



'OUT OF JURISDICTION' EDR: STEP BY STEP

Entered when voter EDRs and votes in wrong Jurisdiction

1. Start entering EDR as usual but skip **Home Address** and check **Address Outside Jurisdiction** check box
2. You will then enter the voter's **Non-Jurisdictional Address**
3. Click **Save and Close**

VOTER : NEW EDR

Berrios, Jose

Voter Entry

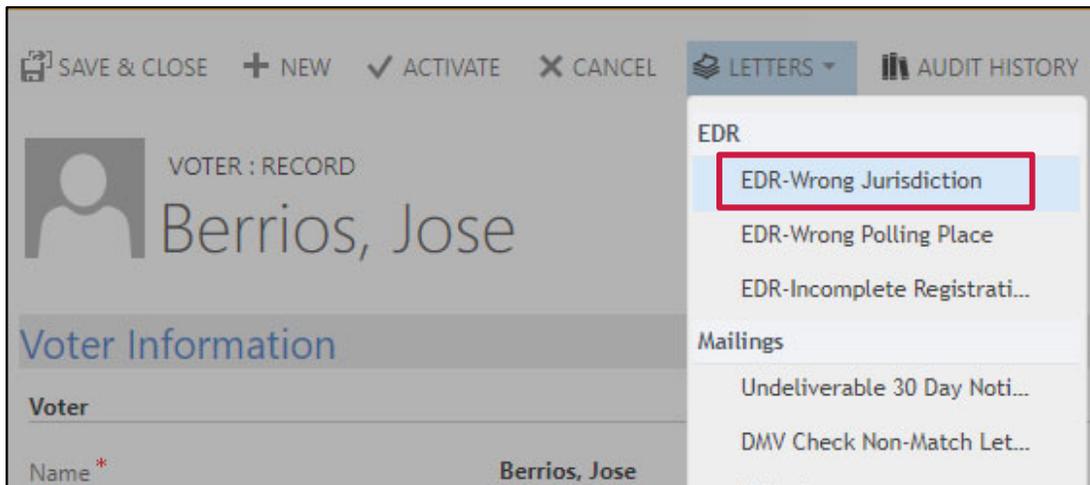
Voter	Address
Driver License or WI State ID	D111-1111-1111-11
DL Expiration Date	--
Social Security No	1212
Neither DL or SSN	<input type="checkbox"/>
Name *	Berrios, Jose
Suffix	--
Date of Birth *	1/1/1980
Phone	--
Email	--
Voter Type *	Regular
Home Address	--
Address Outside Jurisdiction	<input checked="" type="checkbox"/>
Non-Jurisdictional Address *	--
Is Mailing Address Different	<input type="checkbox"/>
Previous Address	<input type="checkbox"/>

Registration Entry

Registration Period *	EDR	POR Typ
Election *	2019 Spring Election	POR Enti
Reporting Unit *	Wards 1-5	POR Acc

OUT OF JURISDICTION EDR: STEP BY STEP (CONT.)

4. Go to **Letters** tab in the **Voter Record** and print correct letter



Once Completed:

- EDR has been created
- Vote has been counted
- Voter record switched to **Inactive**
- Letter must be sent to voter

DELETING DUPLICATE EDR: STEP BY STEP

If duplicate EDRs are entered:

1. Delete from EDR Poll Book



Voter ↑	Ballot Style	Voting Method	District Combo	Poll Book	Created On	
Molitor, Paul	CITY OF SUN P...	At Polls		Wards 6-9,23	5/3/2019 1:41 PM	
molitor, paul	CITY OF SUN P...	At Polls		Wards 6-9,23	5/3/2019 1:42 PM	
SHOWERS, OLIVIA LORRAINE	CITY OF SUN P...	At Polls	13282-009-5656-1	Wards 6-9,23	4/29/2019 5:12 PM	

2. Merge the two Voter Records

ADDRESSING

Preemptively add addresses

- Add new addresses

- Ask for help with apartments if needed



Changing a voter's address

- If voter moved, they must re-register

- If address is entered in WisVote incorrectly accidentally, can make a data entry change to the address

ADDRESSING: ADDRESS DATA ENTRY CHANGE STEP BY STEP

Do NOT edit actual address - this will change the address for everyone who lives there

Edit the Voter: Record

1. Instead of clicking on the text, click magnifying glass

Voter Entry

Voter

Driver License or WI State ID	G000-0000-0000-00
DL Expiration Date	--
Social Security No	--
Neither DL or SSN	<input type="checkbox"/>
Name *	Example, Voter
Suffix	--
Date of Birth *	1/1/1980
Phone	--
Email	--
Voter Type *	Regular
Home Address *	212 E WASHINGTON AVE, MADISON, WI 53703-2855 
Address Outside Jurisdiction	<input type="checkbox"/>
Is Mailing Address Different	<input type="checkbox"/>
Previous Address	<input type="checkbox"/>

Address Location



The map shows the address location in Madison, WI, near the University of Wisconsin-Madison and Lake Monona. A green pin is placed on the map at the location of 212 E Washington Ave. The map includes labels for Lake Mendota, Lake Monona, University of Wisconsin-Madison, Shorewood Hills, Henry Vilas Zoo, Olbrich Botanical Gardens, and Monona.

ADDRESSING: ADDRESS DATA ENTRY CHANGE STEP BY STEP (CONT.)

2. Once field is highlighted, type correct address

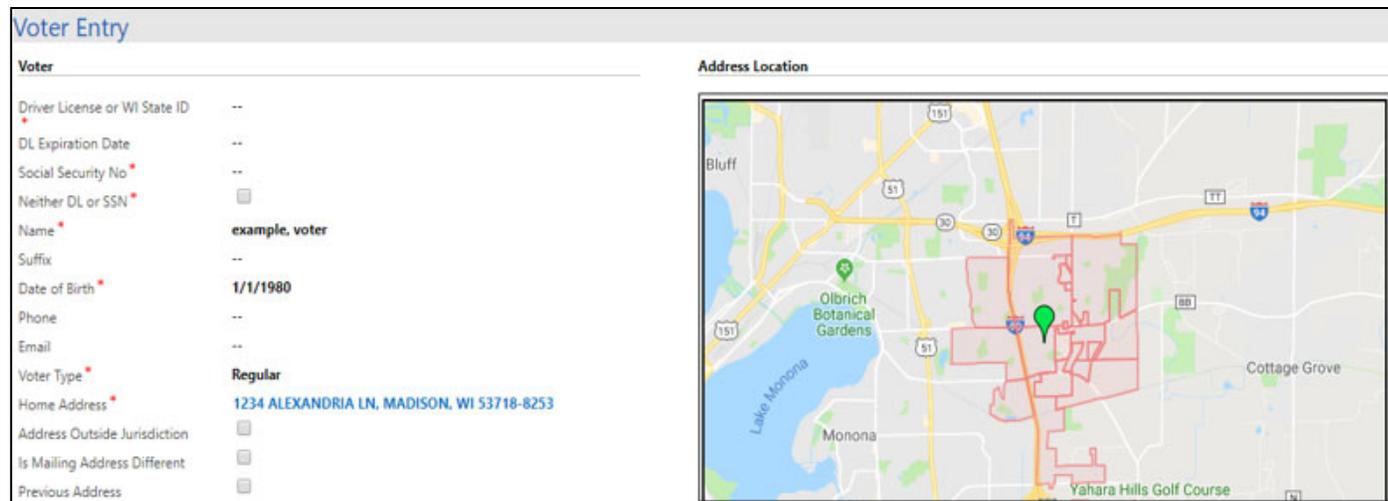
The screenshot displays a web application interface for address management. On the left, a sidebar contains several form fields: Email, Voter Type*, Home Address*, Address Outside Jurisdiction, Is Mailing Address Different, Previous Address, Registration Entry (highlighted in blue), Registration Period*, Election*, Reporting Unit*, Registration Date*, Registration Source*, Polling Place*, and Ballot. The main content area shows the 'Regular' section with a search input field containing '1234' and a dropdown menu of search results. The search results are as follows:

Address	Count
1234 ALEXANDRIA LN, MADISON, WI 53718-8253 1234ALEXANDRIALN53718	
1234 DAYFLOWER DR, MADISON, WI 53719-4522 1234DAYFLOWERDR53719	
1234 E DAYTON ST UNIT 2, MADISON, WI 53703-2453 1234EDAYTONST253703	2
1234 E DAYTON ST UNIT 3, MADISON, WI 53703-2453 1234EDAYTONST353703	3
1234 E DAYTON ST, MADISON, WI 53703-2453 1234EDAYTONST53703	
1234 E MIFFLIN ST UNIT 1, MADISON, WI 53703-2458 1234EMIFFLINST153703	1
1234 E MIFFLIN ST UNIT 10, MADISON, WI 53703-2441 1234EMIFFLINST1053703	10

At the bottom of the dropdown, it indicates '10 results' and a '+ New' button. On the right side of the interface, there is a map showing the location of the search results, with labels for 'Shorewood Hills', 'Henry Vil', and 'Univ'. Below the map, there are additional form fields: POR Type*, POR Entity*, POR Account Number, and Incomplete Application.

ADDRESSING: ADDRESS DATA ENTRY CHANGE STEP BY STEP (CONT.)

3. Choose the correct address from drop down menu;
Map will then change to reflect correct address



The screenshot displays a web interface for voter entry, divided into two main sections: 'Voter Entry' and 'Address Location'.

Voter Entry

Driver License or WI State ID	--
DL Expiration Date	--
Social Security No	--
Neither DL or SSN	<input type="checkbox"/>
Name	example, voter
Suffix	--
Date of Birth	1/1/1980
Phone	--
Email	--
Voter Type	Regular
Home Address	1234 ALEXANDRIA LN, MADISON, WI 53718-8253
Address Outside Jurisdiction	<input type="checkbox"/>
Is Mailing Address Different	<input type="checkbox"/>
Previous Address	<input type="checkbox"/>

Address Location

The map shows a geographical area with a red outline indicating the selected address location. The map includes labels for 'Bluff', 'Lake Monona', 'Olbrich Botanical Gardens', 'Monona', 'Cottage Grove', and 'Yahara Hills Golf Course'. Major roads like US-51, US-30, and I-49 are also visible.

4. Click **Save & Close**

REG LIST
ALERTS &
DMV CHECKS



REG LIST ALERTS

Stay on top of these

Improves with voter list maintenance

Helps identify ineligible voters in WisVote

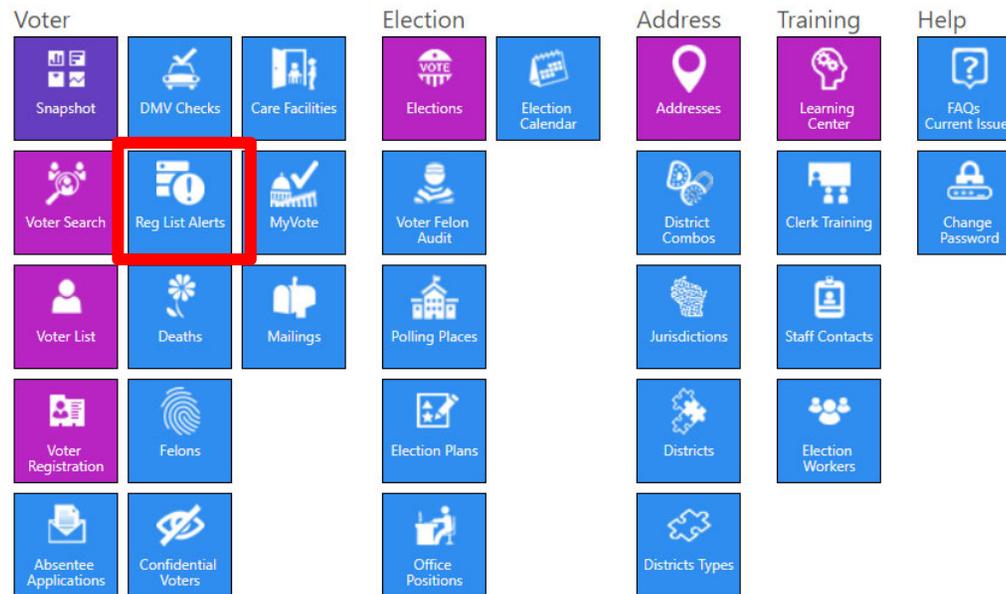
Three Types of Reg List Alerts

- Deceased Alerts
- Felon Alerts
- Duplicate Alerts

REG LIST ALERTS: STEP BY STEP

Duplicate Voter

1. Click on **Reg List Alerts** tile



WisVote



Elections Helpdesk
(608) 261-2028
Elections@wisconsin.gov

REG LIST ALERTS: STEP BY STEP (CONT.)

2. On **Needs Review – Active Voters** open Reg List Alert, click the name under **Alert Name**

The screenshot shows a web application interface for 'CITY OF CHIPPEW...'. The navigation bar includes 'VOTER' and 'Reg List Alerts'. The main content area shows a table titled 'Needs Review - Active Voters'. The table has the following columns: Alert Name, Date of Birth (Vo...), Alert Type, Alert Status, and Date Created. The row for 'Sencibaugh, Vera H' is highlighted with a red box around the name and a purple box around the word 'DUPLICATE' in the Alert Type column.

Alert Name ↑	Date of Birth (Vo...	Alert Type	Alert Status	Date Created
Dragseth, Loretta M	4/28/1960	FELON	Review	5/20/2019 1:00 AM
Hansen, Steven John	3/8/1941	DECEASED	Review	5/18/2019 2:02 AM
Sencibaugh, Vera H	12/6/1974	DUPLICATE	Review	5/20/2019 1:00 AM
Wojtyna, William John	3/9/1925	DECEASED	Review	5/18/2019 2:01 AM

REG LIST ALERTS: STEP BY STEP (CONT.)

3. Compare the **duplicate** info to determine if the records match

4. Choose to accept, decline, or return to the view page (**Cancel**)

The screenshot shows a web application interface for 'REG LIST ALERTS'. The top navigation bar includes 'VOTER', 'Reg List Alerts', and 'Sencibaugh, Adam S'. The main content area displays a 'REG LIST ALERT : CASE' for 'Sencibaugh, Vera H'. The alert status is 'Review', the date created is '5/20/2019 1:00 AM', and the type is 'DUPLICATE'. Below this, there are two columns: 'VOTER' and 'DUPLICATE'. The 'VOTER' column shows details for 'Sencibaugh, Vera H' with a registration number of 700402043 and a registration date of 5/19/2019. The 'DUPLICATE' column shows details for 'Sencibaugh, Vera Hazel' with a registration number of 0709975490 and a registration date of 11/2/2004. Both records share the same home address: '110 S CULVER ST, CHIPPEWA FALLS, WI 54729-2822'. The interface also includes buttons for 'ACCEPT', 'DECLINE', and 'CANCEL' at the top, and an 'AUDIT HISTORY' link. The bottom of the screen shows the date created, modified, and owner information for the alert.

VOTER		DUPLICATE	
Full Name *	Sencibaugh, Vera H	Full Name	Sencibaugh, Vera Hazel
Voter Reg Num	700402043	Voter Reg Num	0709975490
Home Address	110 S CULVER ST, CHIPPEWA FALLS, WI 54729-2827	Home Address	110 S CULVER ST, CHIPPEWA FALLS, WI 54729-2822
DOB	12/6/1974	DOB	10/6/1974
SSN	--	SSN	--
DL	A444-4446-4446-444	DL	A444-4446-4446-444
Municipality	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY	Municipality	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY
Voter Status *	Active	Voter Status *	Active
Registration Date *	5/19/2019	Registration Date *	11/2/2004
Last Voted	--	Last Voted	11/6/2018
Last Updated	5/19/2019 9:25 AM	Last Updated	10/30/2018 10:25 AM

REG LIST ALERTS: STEP BY STEP (CONT.)

Deceased Voter

1. Click on **Reg List Alerts** file
2. On **Needs Review – Active Voters**
open Reg List Alert, click **Alert Name**

The screenshot shows a web application interface for managing voter alerts. The top navigation bar includes a home icon, a 'VOTER' dropdown menu, and a 'Reg List Alerts' dropdown menu. Below the navigation bar, there are buttons for '+ NEW' and 'EXPORT TO EXCEL'. The main content area displays a table titled 'Needs Review - Active Voters'. The table has three columns: 'Alert Name', 'Date of Birth (Vo...', and 'Alert Type'. The table contains three rows of data. The row for 'Hansen, Steven John' is highlighted with a red box around the name and a purple box around the 'DECEASED' status.

Alert Name ↑	Date of Birth (Vo...	Alert Type
Dragseth, Loretta M	4/28/1960	FELON
Hansen, Steven John	3/8/1941	DECEASED
Sencibaugh, Vera H	12/6/1974	DUPLICATE

REG LIST ALERTS: STEP BY STEP (CONT.)

3. Compare the 'Voter' and 'Deceased' info to determine if the records match
4. Choose to accept, decline, or return to the view page (**Cancel**)

ACCEPT DECLINE CANCEL AUDIT HISTORY

REG LIST ALERT : CASE
Hansen, Steven John

Alert Status: Review | Date Created: 5/18/2019 2:02 AM | Type: DECEASED

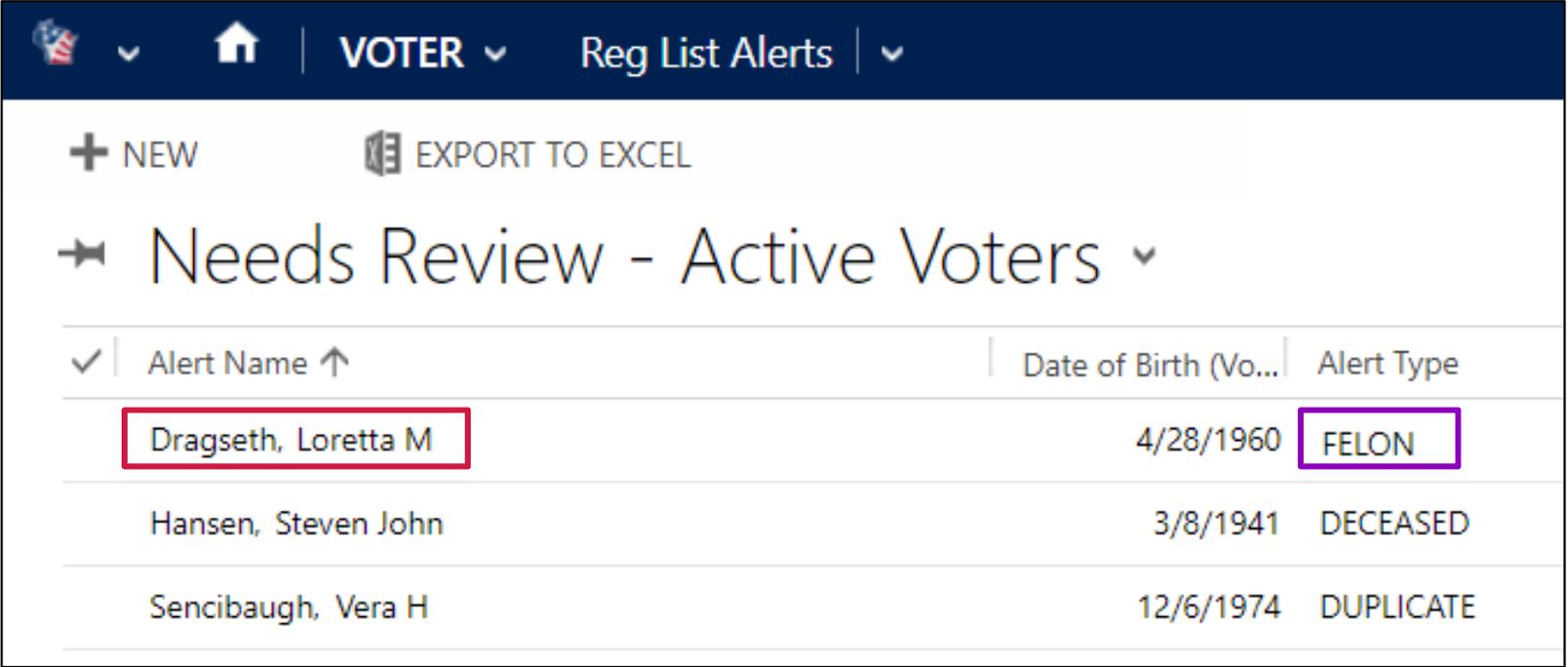
Registration List Alerts

VOTER		DECEASED	
Full Name*	Hansen, Steven John	Full Name	Hansen, Steven John
Voter Reg Num	0004170327	Address	--
Home Address	420 PUMPHOUSE RD APT 125, CHIPPEWA FALLS, WI 54728	DOB*	3/8/1941
DOB	3/8/1941	SSN	5126
SSN	--	Residence Muni	CORNELL
Municipality	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY	Residence County	CHIPPEWA
Voter Status*	Inactive	Date of Death*	3/13/2012
Registration Date*	1/1/1918	County of Death	CHIPPEWA
Last Voted	--	ERIC	--
Last Updated	12/31/2015 7:09 PM		

REG LIST ALERTS: STEP BY STEP (CONT.)

Felon Voter

1. Click on **Reg List Alerts** file
2. On **Needs Review – Active Voters**
open Reg List Alert, click **Alert Name**



The screenshot shows a web application interface for managing voter alerts. The top navigation bar includes a home icon, a dropdown menu, and the text 'VOTER' and 'Reg List Alerts'. Below the navigation bar, there are buttons for '+ NEW' and 'EXPORT TO EXCEL'. The main content area displays a table titled 'Needs Review - Active Voters'. The table has three columns: 'Alert Name', 'Date of Birth (Vo...', and 'Alert Type'. The first row is highlighted with a red box around the name 'Dragseth, Loretta M' and a purple box around the alert type 'FELON'. The second row shows 'Hansen, Steven John' with a 'DECEASED' alert type. The third row shows 'Sencibaugh, Vera H' with a 'DUPLICATE' alert type.

Alert Name ↑	Date of Birth (Vo...	Alert Type
Dragseth, Loretta M	4/28/1960	FELON
Hansen, Steven John	3/8/1941	DECEASED
Sencibaugh, Vera H	12/6/1974	DUPLICATE

REG LIST ALERTS: STEP BY STEP (CONT.)

3. Compare the **Voter** and **Felon** info to determine if the records match - click on full name for more info
4. Choose to accept, decline, or return to the view page (**Cancel**)

 REG LIST ALERT : CASE
Dragseth, Loretta M

Alert Status: [Review](#) | Date Created: 12/29/2015 4:15 AM | Type: **FELON**

Registration List Alerts

VOTER		FELON			
Full Name *	Dragseth, Loretta M	Full Name	Dragseth, Loretta Mary		
Voter Reg Num	0004169038	Address	--		
Home Address	2815 GARDEN ST, CHIPPEWA FALLS, WI 54729-3272	DOB	4/28/1960		
DOB	4/28/1960	Municipality	--		
Municipality	CITY OF CHIPPEWA FALLS - CHIPPEWA COUNTY				
Voter Status *	Active	Felon Episodes			
Registration Date *	1/1/1918	Start Date	End Date	Created On ↑	Modified On
Last Voted	11/6/2012	11/20/2015		1/7/2016 6:06 PM	1/7/2016 6:06 PM
Last Updated	2/1/2016 1:15 PM				

REG LIST ALERTS: STEP BY STEP (CONT.)

5. Go to voter record and send **Felon Letter**

The screenshot shows a software interface for managing voter records. At the top, there are navigation buttons: 'SAVE & CLOSE', '+ NEW', 'X CANCEL', and 'DEACTIVATE'. To the right are 'LETTERS' and 'AUDIT HISTORY'. The main area displays 'VOTER : RECORD' for 'Dragseth, Loretta'. Below this is a 'Voter Information' section with fields for Name, Suffix, and Home Address. A dropdown menu is open under 'LETTERS', showing a list of alert types under 'EDR' and 'Mailings'. The 'Felon Letter' option is highlighted with a red box.

Category	Alert Type
EDR	EDR-Wrong Jurisdiction
	EDR-Wrong Polling Place
	EDR-Incomplete Registrati...
Mailings	Undeliverable 30 Day Noti...
	DMV Check Non-Match Let...
	Felon Letter
	EL-133 Certificate of Late...



DMV CHECKS

Run

Anytime there is a new voter registration

Run

Anytime there is something updated in the Name, DOB, DL, or SSN

Run

On an nightly basis

Run

Only for data quality, not as a test for voter eligibility

DMV/HAVA CHECKS: STEP BY STEP

1. Click on the **DMV Checks** file

The screenshot displays the WisVote application interface with a grid of menu items organized into five columns: Voter, Election, Address, Training, and Help. The 'DMV Checks' icon, located in the first row of the 'Voter' column, is highlighted with a red rectangular border. Other icons include Snapshot, Care Facilities, Elections, Election Calendar, Addresses, Learning Center, FAQs Current Issues, Voter Search, Reg List Alerts, MyVote, Voter Felon Audit, District Combos, Clerk Training, Change Password, Voter List, Deaths, Mailings, Polling Places, Jurisdictions, Staff Contacts, Voter Registration, Felons, Election Plans, Districts, Election Workers, Absentee Applications, Confidential Voters, Office Positions, and Districts Types.

DMV/HAVA CHECKS: STEP BY STEP (CONT.)

2. Click the voter in the **DMV Check Name** field to open the **DMV Check Case**



✓	DMV Check Name	Reason	DMV Check Date ↑	Driver License or WI State I...
	[REDACTED], Joline K	3-Name Does Not Match	7/19/2016	[REDACTED]
	[REDACTED], Nicholas M	5-No Record of DL Number	7/15/2016	[REDACTED]
	[REDACTED], Deloris A	Z-No Matches Found	7/12/2016	

3. Compare the Voter information fields with the registration information submitted by the voter to see if a data entry error caused the DMV Check to fail

DMV/HAVA CHECKS: STEP BY STEP (CONT.)

If data entry error was made:

4. Click voter's name on the **DMV Check Case** to open voter record

5. Make any corrections needed, click **Save & Close**, and another DMV Check will occur overnight

The screenshot shows a web interface for 'DMV CHECKS: CASE'. At the top, there is a car icon and the name 'Nicholas M'. Below this is a section titled 'DMV Check Details' and 'VOTER INFORMATION'. The 'Full Name' field is highlighted with a red box and contains the text 'Nicholas M'. Other fields include 'DL/ID', 'First' (Nicholas), 'Middle' (M), 'Last', 'DOB', and 'SSN'.

DMV CHECKS: CASE	
	Nicholas M
DMV Check Details	
VOTER INFORMATION	
DL/ID	
Full Name	Nicholas M
First	Nicholas
Middle	M
Last	
DOB	
SSN	

DMV/HAVA CHECKS: STEP BY STEP (CONT.)

If data entry error was not the cause of the DMV check to fail:

4. Click on the full name of the voter

DMV CHECKS: CASE

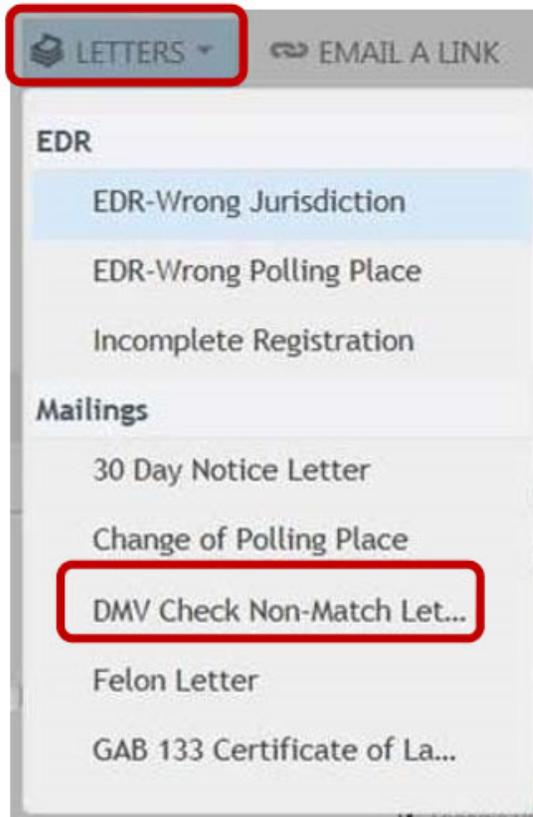
 Nicholas M

DMV Check Details

VOTER INFORMATION

DL/ID	
Full Name	 Bonta, Nicholas M
First	 Nicholas
Middle	 M
Last	 Bonta
DOB	 1/15/1984
SSN	 000-00-0000

DMV/HAVA CHECKS: STEP BY STEP (CONT.)



5. When **Voter Record** is opened, click **Letters** and **DMV Check Non-Match Letter**
6. After printing/exporting the **Non-Match Letter**, click **Cancel** on the **Voter Record**, and click **Continue**

DMV/HAVA CHECKS: STEP BY STEP (CONT.)

7. When the DMV Non-Match case is opened
click **No Further Action Required**



DMV/HAVA CHECKS: STEP BY STEP (CONT.)

No Further Action Required

Also used when no data entry error occurred,
but clear explanation exists for DMV Check fail -
Use best judgement for this

Any pre 2017 DMV Checks



RECONCILIATION





RECONCILIATION

EL-104/Inspectors' Statement

Must enter before reconciling election

Comments

Only use if the Voter Statistics or EDR sections do not reconcile

AND

The source cannot be fixed in WisVote



RECONCILIATION: COMMENTS

What is a comment?

Comments are overrides

Override takes effect during next overnight update

Overnight update \neq staff approval

Staff May Review/contact for clarification

What should a comment contain?

Brief explanation of the discrepancy

300 character limit

RECONCILIATION: COMMENTS



What should NOT be
in a comment?



Names of voters or staff



Questions directed at WEC
staff



Comments if section
reconciles



Avoid assigning blame

POST-
SUPPLEMENTAL
POLL BOOK





POST
SUPPLEMENTAL
POLL BOOK

What is the Post Supplemental Poll Book?

Voters whose registration was entered into WisVote after the poll book was printed and after Election Day

Need for IPAV after poll books have been printed

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP

- Get to the **Voter: Record** for the voter who needs to be added to the **Post Supplemental Poll Book**

SAVE & CLOSE + NEW X CANCEL DEACTIVATE LETTERS EMAIL A LINK ...

VOTER : RECORD
Smith, Jane

Voter Information

Voter

Name *	Smith, Jane
Suffix	--
Home Address *	301 N 2ND ST APT UPPER, MOUNT HOREB, WI 53572-1766
Different Mailing Address	<input type="checkbox"/>
DOB *	3/3/1977
DL/ID	S111-2222-3334-56
Expiration Date	--
SSN	--
Neither DL/ID nor SSN	<input type="checkbox"/>

Click the ellipsis on the Voter Record

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

The screenshot shows a web application interface. At the top right, a user profile for 'VOTER : RECORD Smith, Jane' is visible. Below it, a 'Start Dialog' button is highlighted with a blue callout box that says 'Click Start Dialog'. On the left, a 'Look Up Record' panel contains search criteria: 'Look for' is set to 'Process', 'Look in' is 'On Demand Dialogs', and a search box is empty. A table below shows one record: 'Add Voter To Post Supplemental' with columns for 'Process Name', 'Created On', 'Modified On', and 'Status'. The 'Add' button at the bottom of this panel is highlighted with a red box and a blue callout box that says 'Click Add'. A text box to the right of the table states 'The process is selected by default.'

Look Up Record
Enter your search criteria.

Look for: Process
Look in: On Demand Dialogs
Search: []

Process Name	Created On	Modified On	Status
✓ Add Voter To Post Supplemental	12/30/2015 10:3...	2/23/2016 10:35...	Activated

1 - 1 of 1 (1 selected) Page 1

Buttons: Add, Cancel, Remove Value

Annotations:
- Start Dialog (Click Start Dialog)
- Add (Click Add)
- The process is selected by default.

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

Add Voter To Post Supplemental - Google Chrome

<https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2A-6A1F-4>

Add Voter To Post Supplemental
Election Details

Select Election for post supplemental
2016 Spring Primary | 2/15/2016

User Jurisdiction
VILLAGE OF MOUNT HOREB - DANE COUNTY

Tip

Help Summary **Next** Cancel

The Election and Jurisdiction should be selected by default.

Click Next.

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

Add Voter To Post Supplemental - Google Chrome

<https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2A-6A1F-4>

Add Voter To Post Supplemental
Election Plan

Select Election Plan
Village of MOUNT HOREB - Spring Primary (Even) ▼

Tip

Please enter Reporting unit Name

Please enter Ballot Style Name

Help Summary Previous **Next** Cancel

The Election Plan should be selected by default.

In most cases, you won't need to select the Reporting Unit Name or the Ballot Style Name on this screen.

Click Next.

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

Add Voter To Post Supplemental - Google Chrome

<https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2A-6A1F-4>

Add Voter To Post Supplemental

Reporting Unit Details

Please select reporting unit

Ward 1-4

Please Select Ballot Style

VILLAGE OF MOUNT HOREB : 01 | 01

Do you want to record vote for this voter?

Yes

No

Tip

The reporting unit and ballot style will default to the first reporting unit or ballot style in the municipality. To choose a different reporting unit, change the selection in the drop-down list.

[Help](#) [Summary](#) [Previous](#) [Next](#) [Cancel](#)

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

Add Voter To Post Supplemental - Google Chrome

https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2...

Add Voter To Post Supplemental
Reporting Unit Details

Please select reporting unit

Ward 1-4 ▼

Ward 1-4

Ward 5-9

VILLAGE OF MOUNT HOREB : 01 | 01 ▼

Do you want to record vote for this voter?

Yes

No

Tip

Help Summary Previous **Next** Cancel

Select the correct Reporting unit from the list based on the Ward in which the voter resides.

Follow the same steps for selecting the ballot style.

To record a vote Yes is selected by default.

Click Next.

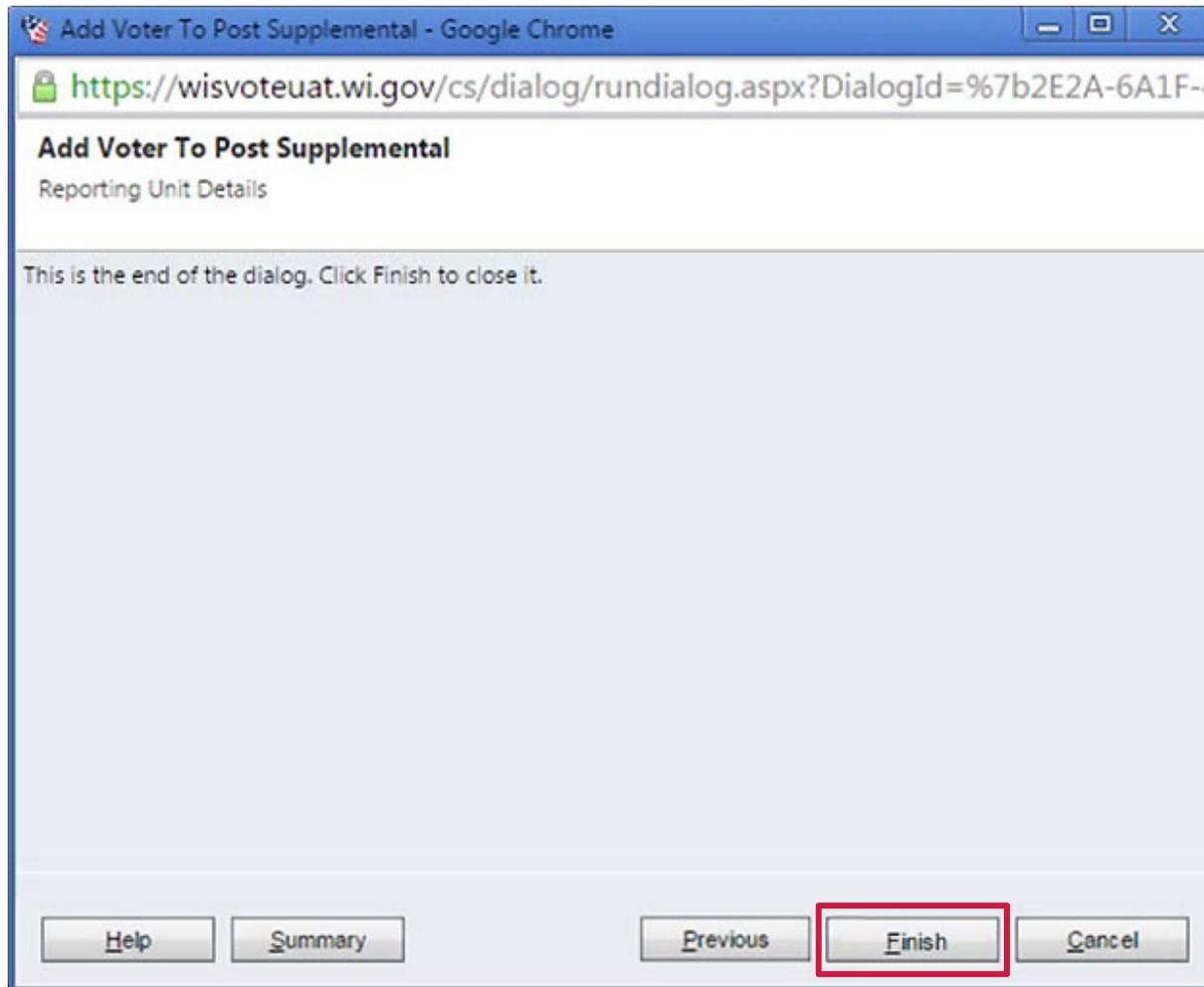
POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

The screenshot shows a web browser window titled "Add Voter To Post Supplemental - Google Chrome". The address bar displays the URL: <https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2A-6A1F-4>. The page content includes the title "Add Voter To Post Supplemental" and the subtitle "Reporting Unit Details". A blue box contains the instruction "Please select vote method" with two radio button options: "At Poll" (selected) and "Absentee". To the right, a "Tip" section is partially visible. At the bottom, there are navigation buttons: "Help", "Summary", "Previous", "Next" (highlighted with a red border), and "Cancel".

Select the vote method.

Click Next.

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)



Click Finish.

POST SUPPLEMENTAL POLL BOOK DIALOGUE: STEP BY STEP (CONT.)

✕ CANCEL EDR PRINT POLL BOOK RUN REPORT ▾

POLL BOOK : INFORMATION

Ward 5-9

General

General

Election 2016 Spring Primary

Name * Ward 5-9

Municipality VILLAGE OF MOUNT HOREB - DANE COUNTY

Reporting Unit Ward 5-9

Polling Place MOUNT HOREB SENIOR CENTER

Owner * VILLAGE OF MOUNT HOREB - DANE COUNTY

Poll Book

Supplemental

Post Supplemental

Participation	Voting Method	Voter	Voter Reg. # ↑	Address	City State Zip	Processed Dat...
Yes	At Polls	Smith, Jane	700007005	301 N 2ND ST	MOUNT HOREB..	2/23/2016

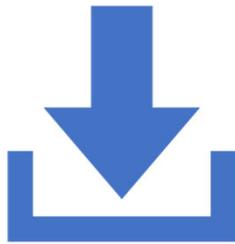
On the Poll Book Information Page, the voter is now shown in the Post Supplemental section.

BADGER BOOK

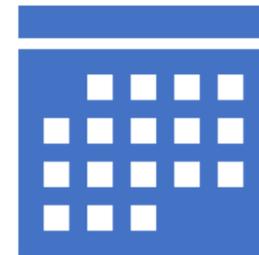




BADGER BOOK



Development of data
upload complete



New purchasing window
later this year



CONCLUSION



TOPICS COVERED

More info can
be found in...

Four-Year Maintenance

Who, what, when, where, why, how?

Recent and Future
Clerk Communications

EDRs and Addressing Fun

- Standard EDRs
- Quirky EDRs

The Learning Center
Website, WisVote User
Manual

Keeping Tidy for 2020

- DMV/HAVA Checks
- Reg. List Alerts

The Learning Center
Website, WisVote User
Manual, WisVote FAQ,
Election Prep Webinar

Reconciliation Comments

The Learning Center
Website, Election
Statistics Webinar

Badger Book

Present and Future

The Learning Center
Website