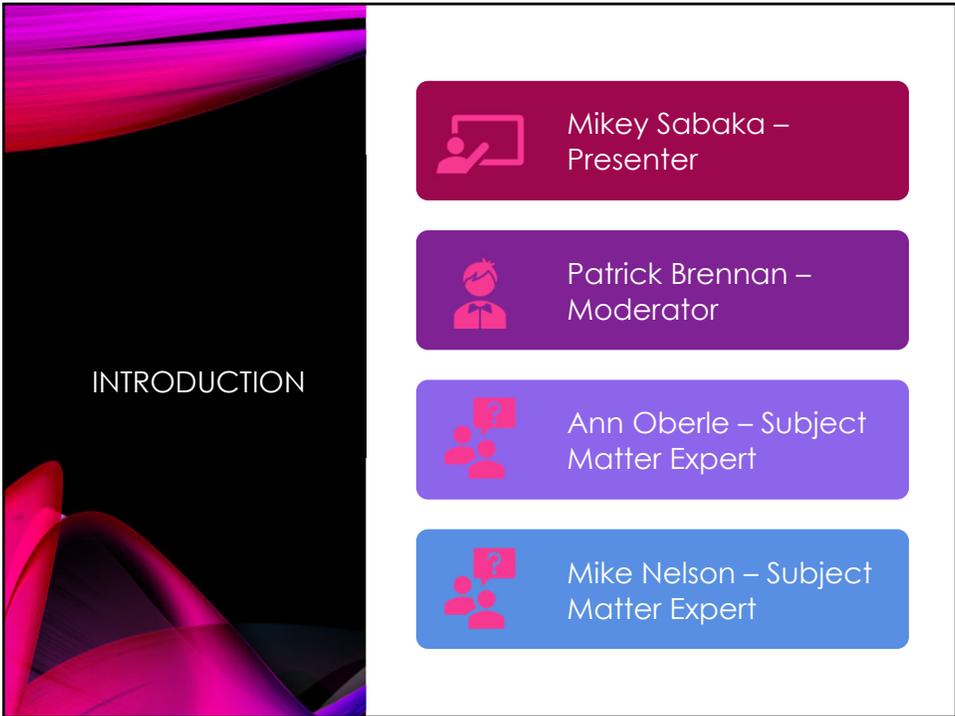
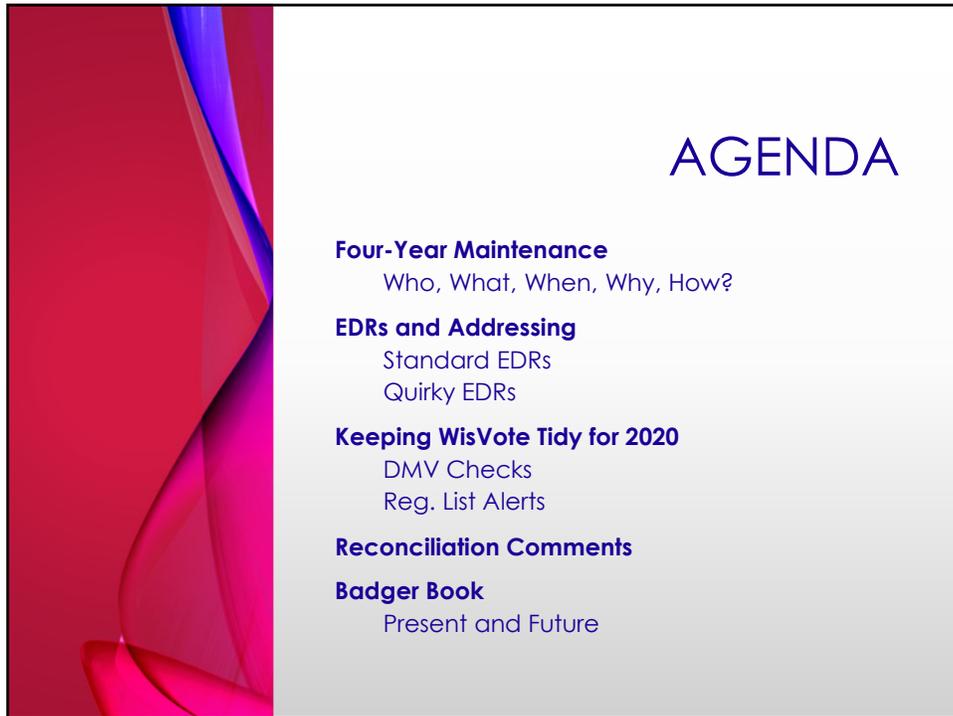




1



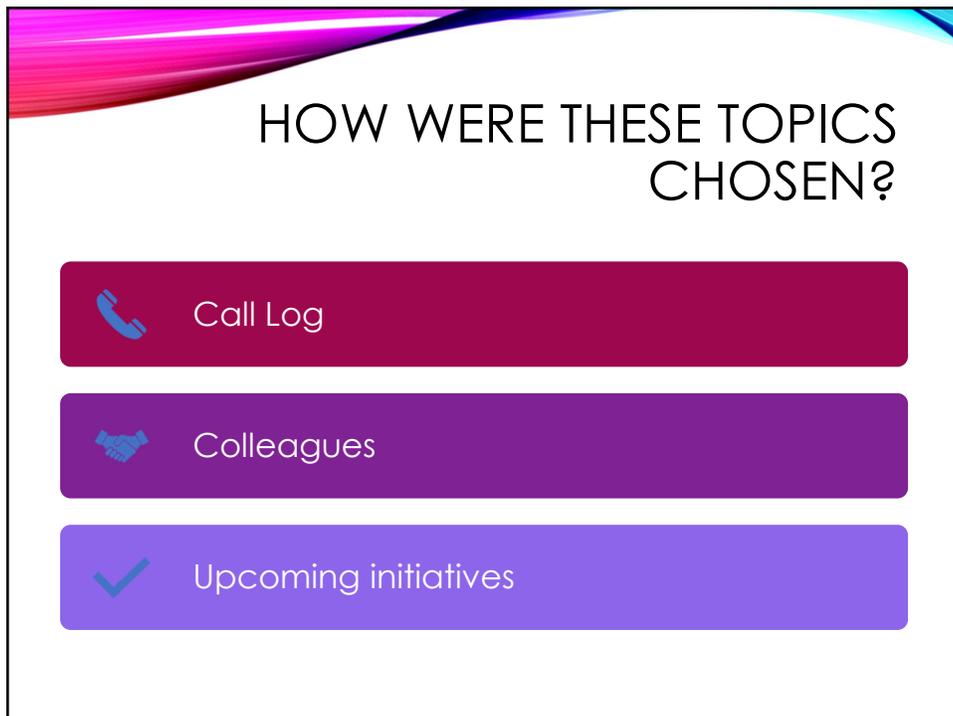
2



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

3



HOW WERE THESE TOPICS CHOSEN?

-  Call Log
-  Colleagues
-  Upcoming initiatives

4



5



6

4-YEAR MAINTENANCE

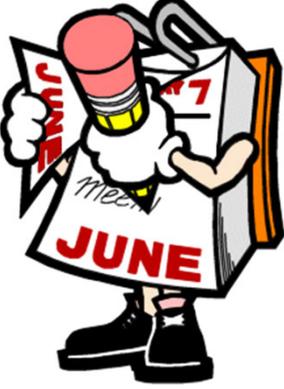
When does it take place?

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**

A cartoon character with a red cylindrical head, white body, and black shoes. It is holding a calendar showing the month of June and a postcard with the word 'JUNE' written on it. The character has a friendly expression and is looking towards the text.

7

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

A photograph of two hands, one from the left and one from the right, reaching towards each other. The hands are positioned as if they are about to shake or are in the process of shaking. The background is a gradient of colors from purple to blue.

8

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**

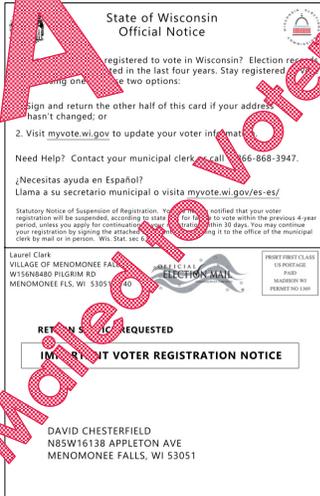
Make sure Voter Participation is completely up to date by **May 17**

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

9

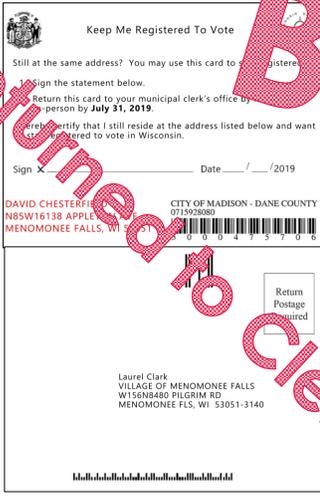
4-YEAR MAINTENANCE: WHAT DOES IT LOOK LIKE?

A



Mailed to Voter

B



Returned to Clerk

10

4 YEAR MAINTENANCE: WHAT DOES IT LOOK LIKE?

A

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

RETURN SERVICE REQUESTED

2 **IMPORTANT VOTER REGISTRATION NOTICE**

3 DAVID CHESTERFIELD
N85W16138 APPLETON AVE
MENOMONEE FALLS, WI 53051

1 Return Address = Municipal Clerk

2 Attention

3 Voter's Address

State of Wisconsin
Official Notice

4 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)

4 Explanation of Notice

5 Guidance in Spanish

11

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

**Return
Postage
Required**

1 Municipal Clerk

2 Directions for Voter

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

3 Signature

4 Return Address for Voter

5 Barcode for Scanning Response

12

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



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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

14

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

15

4-YEAR MAINTENANCE: HOW TO RECORD IN WISVOTE

Tracking responses from list

- On the Easy Navigate page click the **Mailings** tile


- 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
▶	2019 4-Year Maintenance No Res... ▼			
<input checked="" type="checkbox"/>	4000104096	Abalos, Michael Alfonso	835 W DAYTON ...	5/17/2019
<input checked="" type="checkbox"/>	4000105449	Abarca-Beltran, Antonio	929 TONY DR M...	5/17/2019
<input type="checkbox"/>	4000101002	Abdelrahman, Sabar M	5022 SHERWOOD	5/17/2019

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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

UNDELIVERABLE
 REQUEST CONTINUATION

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

Mailing Response Date
Active

Enter Response Date :
Active

November 2017

<	>	1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16

17

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

SCAN RESPONSE
 RUN REPORT ▾
 EXPORT TO EXCEL
 CHART PANE ▾

3. Select the **Response Type**

Response Type:

SELECT
 SELECT
 Undeliverable
 Request Continuation

No.	Mailing ID	Name	Response Date	Re

18

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

19

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

20

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**

 SAVE
  SAVE & CLOSE
  NEW
  CANCEL
  DEACTIVATE
  DELETE
  AUDIT HISTORY
 ...

 VOTER REGISTRATION HISTORY : INFORMATION
 Miles, Tamara Ann

21

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**



22

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

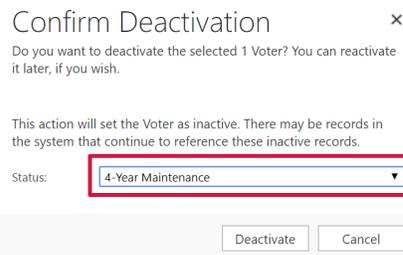
4. Click on the voter's name to open **Voter Record**

- 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**



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EDR AND ADDRESSING

24

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



25

STANDARD EDR: STEP BY STEP

1. Click the **Elections** file; the name of the election; and open the **Poll Books** tab
2. Click the name of poll book

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

ELECTION ▾ Elections ▾ Ward 1-4

POLL BOOK : INFORMATION
Ward 1-4

26

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	DLID	SSN Municipality	Status/Reason
<input type="button" value="Update"/>	Miles, Michelle A	1/10/1971	1 JUDITH ST, CHIPPEWA FLS, WI 54729-1110-1117-1120-11115		CITY OF CHIPPEWA FALLS - CHIPPE...	Active - Registered

6. Continue entering required information

27

STANDARD EDR: STEP BY STEP (CONT.)

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

15 woodward

15 WOODWARD AVE, CHIPPEWA FLS, WI 54729-2944
15WOODWARDAVEC...

[Look Up More Records](#)

1 result + New

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

10 woodward

102 WOODWARD AVE, CHIPP...
102WOODWARD...

1031 WOODWARD AVE, CHIPP...
1031WOODWARD...

107 WOODWARD AVE, CHIPP...
107WOODWARD...

3 results + New

28

STANDARD EDR: STEP BY STEP (CONT.)

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



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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"/>		

30

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

VOTER : RECORD
Miles, Michelle A

Voter Information

Voter
Name * Miles, Michelle A

LETTERS +

EDR

- EDR-Wrong Jurisdiction
- EDR-Wrong Polling Place
- EDR-Incomplete Registrati...

Mailings

- Undeliverable 30 Day Noti...
- DMV Check Non-Match Let...

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'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 YORK
Berrios, Jose

Voter Entry

Voter

Driver License or WI State ID D111-1111-1111-11

DL Expiration Date --

Social Security No 1212

Neither DL or SSN

Name * Berrios, Jose

Suffix --

Date of Birth * 1/1/1980

Phone --

Email --

Voter Type * Regular

Home Address --

Address Outside Jurisdiction

Non-Jurisdictional Address * --

Is Mailing Address Different

Previous Address

Registration Entry

Registration Period * EDR

Election * 2019 Spring Election

Reporting Unit * Wards 1-5

POR Type

POR Ent

POR Acc

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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

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DELETING DUPLICATE EDR: STEP BY STEP

If duplicate EDRs are entered:

1. Delete from EDR Poll Book

Voter	Ballet 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

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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

35

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		Address Location
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"/>	

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

2. Once field is highlighted, type correct address

The screenshot shows a form with various fields. The 'Home Address' field is highlighted with a red box. A dropdown menu is open, showing a list of addresses. The first address, '1234 ALEXANDRIA LN, MADISON, WI 53718-8253', is selected. A map in the top right corner shows the location of the selected address.

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

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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 shows a 'Voter Entry' form. The 'Home Address' field is highlighted with a red box. A dropdown menu is open, showing a list of addresses. The first address, '1234 ALEXANDRIA LN, MADISON, WI 53718-8253', is selected. A map in the top right corner shows the location of the selected address.

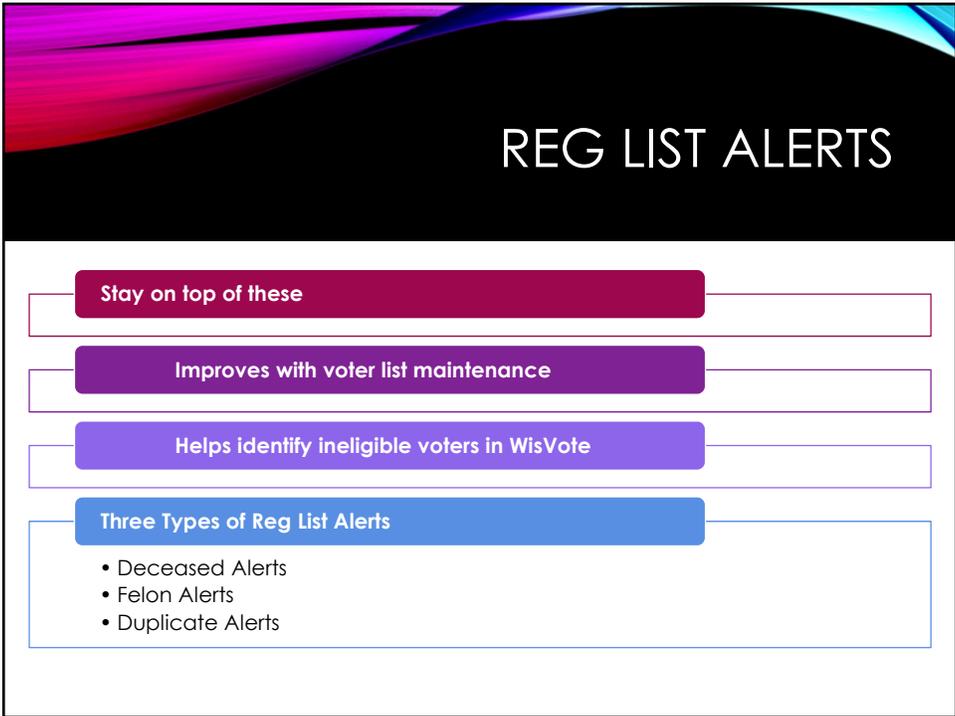
Field	Value
Driver License or WI State ID	--
DL Expiration Date	--
Social Security No	--
Neither DL or SSN	<input type="checkbox"/>
Name	example, voter
Suffix	--
Date of Birth	1/1/1980
Phone	--
Email	--
Voter Type	Regular
Home Address	1234 ALEXANDRIA LN, MADISON, WI 53718-8253
Address Outside Jurisdiction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

4. Click **Save & Close**

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REG LIST ALERTS: STEP BY STEP

Duplicate Voter

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

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

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REG LIST ALERTS: STEP BY STEP (CONT.)

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

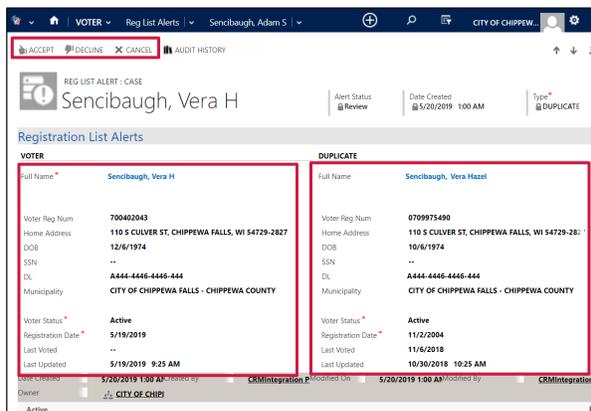
Alert Name	Date of Birth (Vo...)	Alert Type	Alert Status	Date Created
Dragseth, Loretta M	4/28/1960	FELON	Review	5/20/2019 1:00 AM
Hansen, Steven John	3/8/1941	DECEASED	Review	5/18/2019 2:02 AM
Sencibaugh, Vera H	12/6/1974	DUPLICATE	Review	5/20/2019 1:00 AM
Wojtyna, William John	3/9/1925	DECEASED	Review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

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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**)

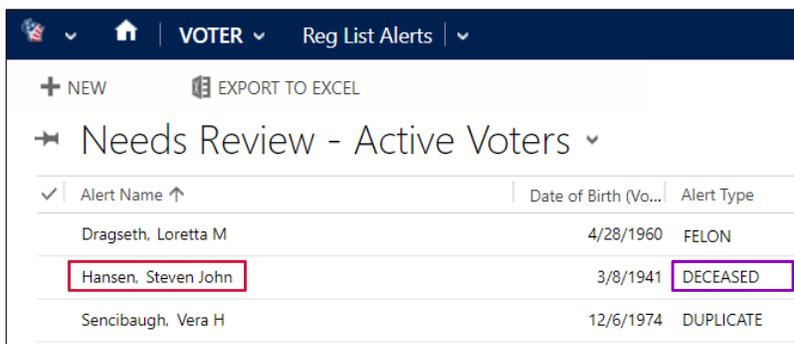


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REG LIST ALERTS: STEP BY STEP (CONT.)

Deceased Voter

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



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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**)

REG LIST ALERT: CASE		Alert Status	Date Created	Type
Hansen, Steven John		Review	5/18/2019 2:02 AM	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 547	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			

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REG LIST ALERTS: STEP BY STEP (CONT.)

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

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

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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	Felon Episodes	
Voter Status *	Active	Start Date	End Date
Registration Date *	1/1/1918	Created On ↑	Modified On
Last Voted	11/6/2012	11/20/2015	1/7/2016 6:06 PM
Last Updated	2/1/2016 1:15 PM	1/7/2016 6:06 PM	

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REG LIST ALERTS: STEP BY STEP (CONT.)

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

SAVE & CLOSE | + NEW | X CANCEL | DEACTIVATE | LETTERS | AUDIT HISTORY

VOTER : RECORD
Dragseth, Loretta

Voter Information

Voter

Name * Dragseth, Loretta M

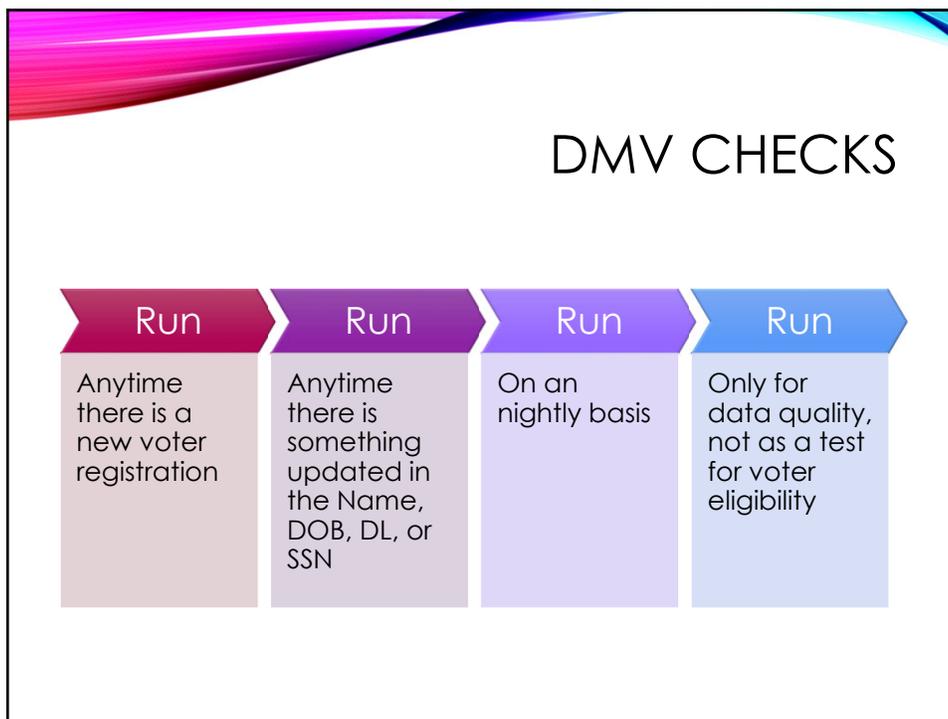
Suffix --

Home Address * 2815 OLIVE ST, CHI...

LETTERS

- 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...

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DMV/HAVA CHECKS: STEP BY STEP

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

Voter	Election	Address	Training	Help
Snapshot	DMV Checks	Care Facilities	Elections	Election Calendar
Addresses	Learning Center	REG Current Issues		
Voter Search	Reg List Alerts	MyVote	Voter Felon Audit	District Conbois
				Clerk Training
				Change Password
Voter List	Deaths	Mailings	Polling Places	Jurisdictions
				Staff Contacts
Voter Registrations	Felons		Election Plans	Districts
				Election Workers
Absentee Applications	Confidential Voters		Office Postboxes	Districts Types

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

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

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

DMV Checks Non-Matches ▾

✓	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	[REDACTED]

- 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

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

If data entry error was made:

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

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

DMV CHECKS: CASE

 [REDACTED] Nicholas M

DMV Check Details

VOTER INFORMATION

DL/ID: [REDACTED]

Full Name: [REDACTED], Nicholas M

First: [REDACTED] Nicholas

Middle: [REDACTED] M

Last: [REDACTED]

DOB: [REDACTED]

SSN: [REDACTED]

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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	[REDACTED]
Full Name	Nicholas M
First	Nicholas
Middle	M
Last	[REDACTED]
DOB	[REDACTED]
SSN	[REDACTED]

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

LETTERS EMAIL A LINK

EDR

- EDR-Wrong Jurisdiction
- EDR-Wrong Polling Place
- Incomplete Registration

Mailings

- 30 Day Notice Letter
- Change of Polling Place
- DMV Check Non-Match Let...**
- Felon Letter
- GAB 133 Certificate of La...

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**

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

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



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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

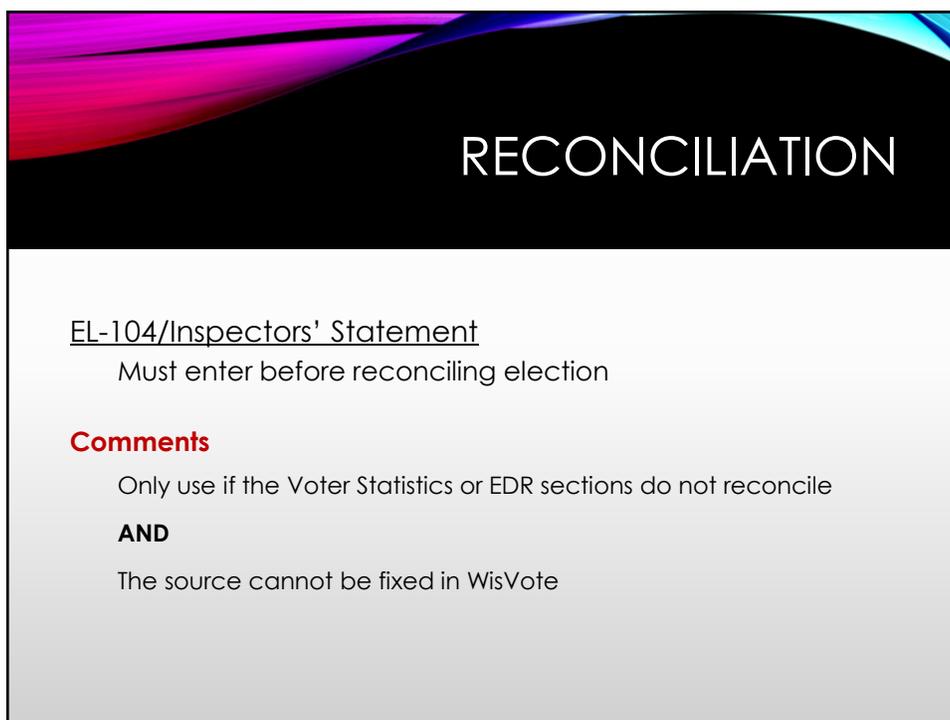
Any pre 2017 DMV Checks



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58



RECONCILIATION: COMMENTS

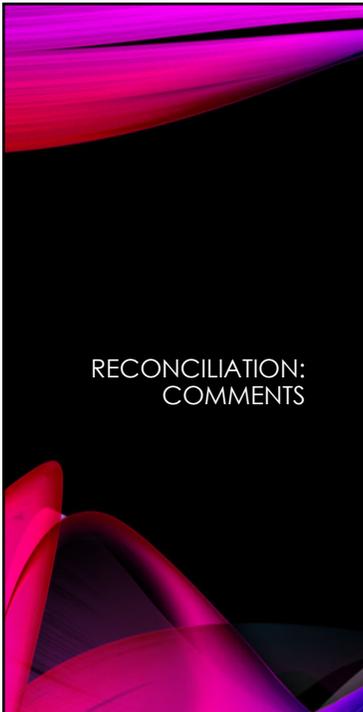
What is a comment?

- Comments are overrides
- Override takes effect during next overnight update
- Overnight update ≠ staff approval
- Staff May Review/contact for clarification

What should a comment contain?

- Brief explanation of the discrepancy
- 300 character limit

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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

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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

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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**

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

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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 shows the URL: <https://wisvoteuat.wi.gov/cs/dialog/rundialog.aspx?DialogId=%7b2E2A-6A1F->. The page title is "Add Voter To Post Supplemental" and the subtitle is "Election Details".

There are two dropdown menus:

- Select Election for post supplemental:** The selected value is "2016 Spring Primary | 2/15/2016".
- User Jurisdiction:** The selected value is "VILLAGE OF MOUNT HOREB - DANE COUNTY".

A "Tip" section is visible on the right side of the form.

At the bottom of the dialog, there are four buttons: "Help", "Summary", "Next", and "Cancel". The "Next" button is highlighted with a red rectangular box.

Annotations:

- A blue callout box points to the dropdown menus with the text: "The Election and Jurisdiction should be selected by default."
- Another blue callout box points to the "Next" button with the text: "Click Next."

65

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

The screenshot shows the same web browser window as the previous slide, but the page title is "Add Voter To Post Supplemental" and the subtitle is "Election Plan".

There is one dropdown menu:

- Select Election Plan:** The selected value is "Village of MOUNT HOREB - Spring Primary (Even)".

Below the dropdown menu are two text input fields:

- Please enter Reporting unit Name:** This field is empty.
- Please enter Ballot Style Name:** This field is empty.

A "Tip" section is visible on the right side of the form.

At the bottom of the dialog, there are five buttons: "Help", "Summary", "Previous", "Next", and "Cancel". The "Next" button is highlighted with a red rectangular box.

Annotations:

- A blue callout box points to the dropdown menu with the text: "The Election Plan should be selected by default."
- Another blue callout box points to the text input fields with the text: "In most cases, you won't need to select the Reporting Unit Name or the Ballot Style Name on this screen."
- A third blue callout box points to the "Next" button with the text: "Click Next."

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

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.

67

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

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

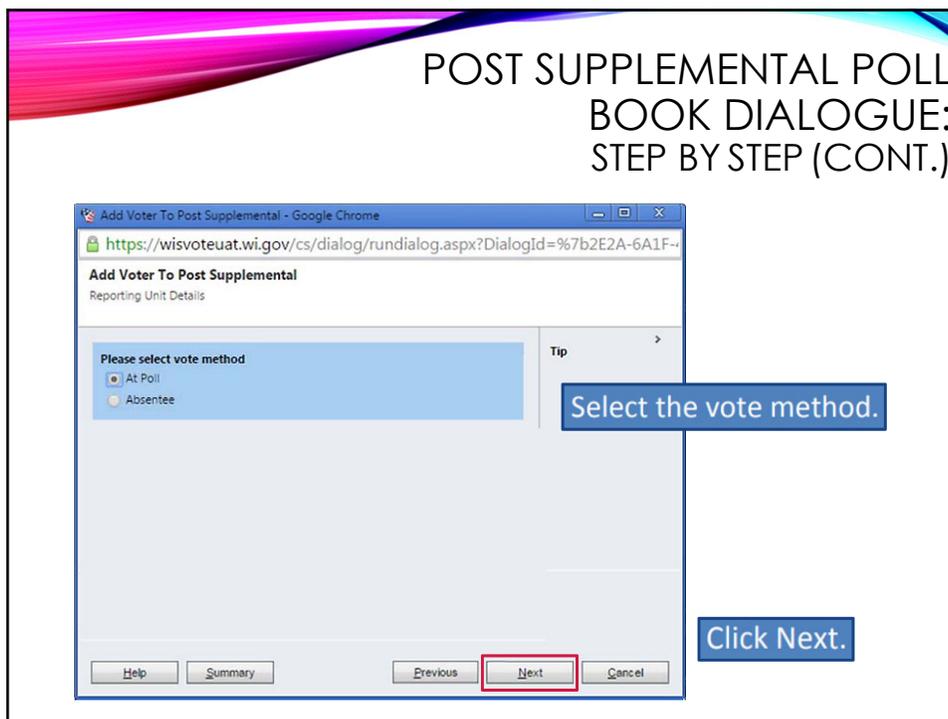
Follow the same steps for selecting the ballot style.

To record a vote Yes is selected by default.

Click Next.

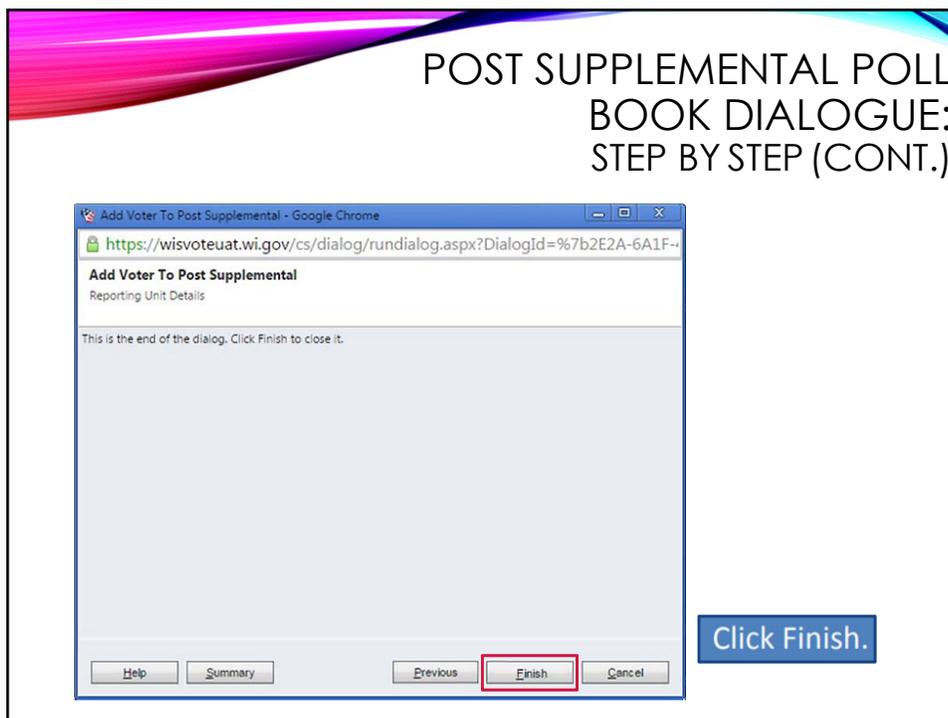
68

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



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



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

✕ CANCEL 🖨️ EDR 🖨️ PRINT POLL BOOK 📄 RUN REPORT ▾

POLL BOOK : INFORMATION
Ward 5-9

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

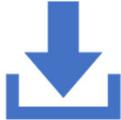
On the Poll Book Information Page, the voter is now shown in the Post Supplemental section.

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BADGER BOOK

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BADGER BOOK



Development of data upload complete

New purchasing window later this year



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CONCLUSION

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