

# WISCONSIN ELECTIONS COMMISSION

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## GUIDE TO COMPLETING THE EL-190

This help guide provides additional instructions on completing the EL-190-F (for Federal elections) and the EL-190-NF (for non-Federal elections). The EL-190-F has an additional set of questions regarding permanent overseas absentee voters that is not included on the EL-190-NF.

The EL-190 (formerly known as the GAB-190 & EB-190) has been required since 1980 through the enactment of 1979 Assembly Bill 322. This law required municipalities to report certain statistics to their county, and the county was responsible for reporting these statistics to the State. The Wisconsin Election Data Collection System (WEDCS) was developed and launched in 2008 using a grant from the U.S. Election Assistance Commission (EAC), and provides an electronic alternative to the paper version of the EL-190 form. The primary purpose of WEDCS is to improve the election data collection process for clerks in order to better meet Wisconsin and Federal statutory reporting requirements. However, WEDCS also provides the additional opportunity to compare data entered on the EL-190 Form to what voter participation recorded in WisVote, allowing clerks to reconcile voter data after elections.

Sections 6.275 and 6.276 of the Wisconsin Statutes require municipal clerks and boards of election commissioners to provide several statistics to the county clerk or election commission, and to the Wisconsin Election Commission “*within 30 days after each primary and election at which a state or national office is filled or a statewide referendum is held.*” The Wisconsin Election Commission uses these same criteria to determine whether an EL-190 Form is required for an election. When you complete the EL-190 in WEDCS, you are helping to meet multiple statutory requirements without the need to create and exchange numerous paper forms. Wis. Stat. §6.276 also requires that the Wisconsin Election Commission transmit all specified election data to the EAC.

Each clerk or their provider must enter the data from the EL-190 into WEDCS online program for each reporting unit. Users with a WisVote login can access WEDCS at its website: <https://wedc.gab.wi.gov>. The login requires ‘svrs\’ and then your WisVote username. The password is the same as your WisVote password. Accessing WEDCS should allow you up to two hours to complete the forms before the system will disconnect an idle/inactive session. The WEDCS chapter of the WisVote manual is available on the agency website here: <http://www.elections.wi.gov/node/3838>. If you have access to WEDCS, you can enter your EL-190 information and click on “SAVE AND SUBMIT” to complete each report. You do not need to print a copy to send to your county clerk, but you may print a copy for your records if you choose to do so. You can always log back into WEDCS at any time and retrieve a submitted report. The reports also remain open for editing until all municipalities and counties have completed all EL-190 reports. Entering the information into WEDCS and submitting each required report meets all statutory reporting requirements.

If you are a relier and you do not have access to WEDCS, please print a EL-190 (Federal or non-Federal, depending on the election) or fill out a fillable PDF-version of the EL-190 for each reporting unit, and give the completed forms to your provider and allow them enough time to enter the information into WEDCS on your behalf before the deadline of 30 days after the election date.

**ELECTION VOTING AND REGISTRATION STATISTICS REPORT – Federal Election**

Please complete both sides of the form – enter online in WEDCS or send to provider for entry.

Please **DO NOT** send a paper copy to the Wisconsin Election Commission.

Date of Primary/Election: \_\_\_\_\_ Name of person completing form: \_\_\_\_\_

Town  Village  City Municipality: \_\_\_\_\_ Reporting Unit: \_\_\_\_\_



1. **Registrants.** Total number of active voters as of 20 days prior to the election? ..... \_\_\_\_\_

This is the total number of voters that would appear on your poll list if printed 20 days before the election. In other words, this is the total number of active registered voters who are registered as of 5:00 P.M. the 20th day before the election. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of ELIGIBLE voters for that election; only the voters whose names will appear on the poll list. Self-providers: please try to gather this number at the close of registration to gather the most accurate number. After the close of open registration, you can also run the “EL-190 Reconciliation Report” in WisVote, which will include the total number of registrants in that reporting unit at the end of open registration. Reliers: to gather this number take the total number of voters printed on the poll list (located on the first page of the poll list) and subtract the number of names printed on the supplemental portion of the poll list. Note: unless this is a newly created ward, or a ward with no voters, this should be a non-zero number.

2. **Late Registrants.** Number of voters registered during closed registration? ..... \_\_\_\_\_

This is the total number of voters who registered during the late registration period. The late registration period begins at 5:00 P.M. on the 20th day before the election. It may be easiest to count the number of Certificates of Registration you issued. (The Certificate of Registration, EL-133, is a certificate that should be issued to all voters who register during late registration. For more information please see the Election Administration Manual for WI Municipal Clerks: Electors | Voter Registration.) Include anyone who filled out a registration form, including address changes and name changes, and that registration was approved. If there is only a school board election on the ballot, sometimes the whole reporting unit does not vote in that election. Please only include the number of late registrants that are ELIGIBLE to vote in the election.

3. **Election-Day Registrants.** Number of voters registered on Election Day? ..... \_\_\_\_\_

This is the total number of voters who registered on Election Day. Include anyone who filled out a registration form, including address changes, name changes, people who registered but did not vote, and those who filled out a registration form but were already on the poll list, and that registration was approved.

4. **Total Ballots.** How many ballots were cast? ..... \_\_\_\_\_

The number of voted ballots counted, either by machine or by hand. Do not include unused blank ballots. However, do include provisional ballots that were eventually counted, either at the polling place or at the municipal board of canvassers.

5. **Total Voters.** How many voters voted in the election? ..... \_\_\_\_\_

The number of people who have a voter number next to their names on the poll list and supplemental list. If there were no numbers skipped, used twice, and all voters handed a voter number received a ballot, this should be the last voter number you gave out and/or wrote on the poll list.

**6. Total number of votes cast on:**

Indicate the total number of voters by voting method.

a) Hand-counted paper ballots: ..... \_\_\_\_\_

The number of ballots counted by hand. Do not include ballots counted by the voting equipment. If your ballots are taken to the County or a central location after the polls are closed and tabulated by optical scan voting equipment there; record the total number as "Optical Scan" not as "Paper Ballots."

b) Optical Scan Ballots: ..... \_\_\_\_\_

The number of ballots processed using optical scan voting equipment. Optical scan voting systems tabulate ballots by reading arrows/ovals filled in by the voter. These systems have a variety of vendor specific names such as the Optech Eagle, AccuVote OS, DS-200, etc. Include ballots that are counted centrally at the county clerk's office or paper ballots taken to a central location after the polls are closed to be tabulated by optical scan equipment. Include both hand marked ballots and those marked by a ballot marking device (if used in your municipality). Do not include ballots counted by hand.

c) DRE (Touchscreen): ..... \_\_\_\_\_

The number of ballots processed using the direct recording electronic voting machine. DRE voting systems tabulate votes cast by voters and produces a voter-verified paper audit trail. DREs are also known by other vendor-specific names such as Premier/Diebold AccuVote TSX, ES&S iVotronic, Populex 2.3, and Sequoia AVC Edge II. Do not include ballots counted by hand.

d) Ballot Marking Device: ..... \_\_\_\_\_

The number of ballots marked by a ballot marking device in which the voter makes selections on the device but no votes are tabulated. Instead a paper ballot is printed that is read by an optical scanner. Examples include AutoMARK, ExpressVote, and ImageCast Evolution. Do not include ballots counted by hand. If the ballot counted on an Optical Scan machine, please include in the optical scan counts.

**7. Ballots counted at:**

polling place       polling place with central count absentee       central count

Indicate the location where ballots are counted, either by machine or by hand. If all absentee ballots and ballots at polls are opened and counted at the polling place, only select POLLING PLACE. If your absentee ballots are opened, given voter numbers, and counted either by machine or by hand at a central count absentee location, you should select POLLING PLACE and CENTRAL COUNT. If your absentee ballots are opened at a central count absentee location but then transported to polling places to be counted, you should select POLLING PLACE WITH CENTRAL COUNT ABSENTEE.

**8. Election Inspectors**

Election inspectors, or poll workers, are those individuals who work on Election Day. Election inspectors do not include greeters, special registration deputies, and/or tabulators unless they served as a regular election inspector at any point on Election Day, such as to cover for another election inspector for a break.

a) Total number of election inspectors? ..... \_\_\_\_\_

The total number of election inspectors who worked at this reporting unit, for this election. Please include the Chief Inspector in your totals, but do not include greeters, special registration deputies, and/or tabulators if they did not serve as a regular election inspector at any time on Election Day such as to cover for another election inspector for a break.

1) Does this polling place use split shifts?  Yes  No

Do you allow election inspectors to work in split shifts at this location? In order to use split shift, the governing body of the municipality must pass an ordinance allowing 2 or more sets of officials to work at different times?

2) Difficulty of obtaining election inspectors:

- 1= Very Difficult                      2= Somewhat Difficult                      3= Neither Difficult nor Easy
- 4= Somewhat Easy                      5= Very Easy

Please rate how difficult it was for you to find election inspectors for this election.

d) Number of election inspectors by age group:

16 to 17: \_\_\_\_\_ 18 to 25: \_\_\_\_\_ 26 to 40: \_\_\_\_\_  
 41 to 60: \_\_\_\_\_ 61 to 70: \_\_\_\_\_ 71+: \_\_\_\_\_

Please list the number of election inspectors that fall into each age group. Only include inspectors who worked this election at this particular reporting unit. High school students who are 16 or 17 may serve as an election inspector but not the chief inspector. This information is required by the U.S. Election Assistance Commission.

e) Name of polling place: \_\_\_\_\_

Please fill in the name of the polling place for this reporting unit.

f) Is this polling place shared by multiple reporting units?  Yes  No

Did more than one reporting unit use this polling place for this election?

9. **Provisional Ballots.** How many provisional ballots were:

Provisional ballots are issued on Election Day in three specific situations:

- A voter fails to provide valid proof of identification
- A voter who has a current and valid driver license or State-issued ID card but is unwilling or unable to provide the license or ID number when registering to vote at the polling place
- An individual who registered before April 4, 2014 and registered by mail, but failed to provide the required proof of residence; these voters will have “POR Required” printed next to their name on the poll list.

In each case, in order for their ballot to be counted, the voter must provide the missing information to the polling place on Election Day or municipal clerk by 4:00 P.M. on the Friday following the election.

a) How many provisional ballots were:

i. Cast because the voter could not provide valid photo identification? .....\_\_\_\_\_

The number of provisional ballots issued to voters who register to vote at the polling place, but the voter could not provide a Wisconsin driver license or DOT-issued ID number. Include all provisional ballots issued for this reason, regardless of whether they were later counted or rejected.

ii. Cast because the voter could not provide a Wisconsin Driver’s License or State ID number?  
.....\_\_\_\_\_

The number of provisional ballots issued to voters who registered to vote at the polling place, but the voter could not provide a Wisconsin driver license or DOT-issued ID number. Include all provisional ballots, regardless of whether they were later counted or rejected.

iii. First time voter, registered by mail prior to April 04,201, and could not provide POR?  
.....\_\_\_\_\_

The number of provisional ballots issued to voters because they had registered by mail on or before April 4, 2014 and could not provide proof of residence. Include all provisional ballots issued for this reason, regardless of whether they were later counted or rejected.

b) Provisional ballots Counted? .....\_\_\_\_\_

This is the number of provisional ballots that were actually counted, either by machine or by hand. This includes only ballots for which the voter provided the required information (Proof of identification, Wisconsin driver license or State ID number, or proof of residence).

c) Provisional ballots Rejected? .....\_\_\_\_\_

The number of provisional ballots that were not counted by the Municipal Board of Canvassers, whether due to the voter’s inability or unwillingness to provide the required information. Do not include ballots rejected by machine.

10. **Absentee Voters.** How many ballots, excluding military and permanent overseas, were:

These numbers should include your indefinitely confined voters, regular absentee voters, voters at residential care facilities and retirement homes visited by Special Voting Deputies, hospitalized voters, and sequestered jurors. This should also include anyone who is overseas temporarily, such as students studying abroad or

working overseas. **Do not include** military and permanent overseas—U.S. citizens residing overseas with no intent to return to the U.S.

a) Issued (total, including in-person)? .....

The number of absentee ballots that you mailed, emailed, faxed, sent via Special Voting Deputies, and/or issued in your office. Do not include military and permanent overseas absentee voters.

b) Issued in-person?.....

The number of absentee ballots that were issued to voters in your office. This only includes the people who were issued and returned their absentee ballot to you while in your office or in-person absentee location, otherwise known as “walk-ups” or “walk-ins.”

c) Sent but not returned?.....

This is the number of issued absentee ballots that were sent to voters but never returned to your office. These ballots are outstanding. Do not include military and permanent overseas absentee voters.

d) Returned undeliverable?.....

This is the number of issued absentee ballots that were returned to your office because the post office could not deliver them to the voter. These ballots do not go to the polling place. Do not include military and permanent overseas absentee voters.

e) Received by Election Day? .....

The number of absentee ballots returned to you, by the voter, including ballots that were missing signatures or witness information on the certificate envelope, or ballots that were sealed in the certificate envelope but not marked by the voter, by 8:00 P.M. on Election Day. **Do Not** include unvoted ballots refused by Indefinitely Confined voters. In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or absentee central count location) on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Do not include military and permanent overseas absentee voters.

i. Counted? .....

This is the number of absentee ballots that were actually counted, either by the voting equipment or by hand. In other words, this is the number of absentee ballots that were given a voter number at the polls. Do not include military or permanent overseas absentee voters.

ii. Rejected? .....

This is the number of absentee ballots that were rejected by a poll worker. Do not include ballots rejected by machine. Do not include military and permanent overseas absentee voters.

f) Late (Received after the election)? .....

The number of absentee ballots that were received after 8:00 P.M. on Election Day. Do not include military and permanent overseas absentee voters. Include all ballots that were received late by the time you complete this report.

11. **FWAB.** How many Federal Write-In Absentee Ballots were:

The FWAB is a federal write-in ballot that military and overseas voters can print from the Federal Voting Assistance Program’s website or obtain from military bases and embassies, and mail to the appropriate clerk. In order for the FWAB to be counted, the military or overseas voter must already have an absentee application on file or have included one with the FWAB. Currently the declaration/affirmation that accompanies the FWAB is an absentee application for military voters, but not overseas voters. A sample of the FWAB can be seen at <http://www.fvap.gov/uploads/FVAP/Forms/fwab2013.pdf>

a) Received by Election Day? .....

The number of FWABs received in your office. Include all ballots, even those missing information.

b) Counted? .....

This is the number of FWABs that were actually counted, either by machine or by hand. In other words, this is the number of FWABs that were given a voter number at the polls on Election Day.

c) Rejected? .....

This is the number of FWABs that were rejected by a poll worker for any reason. Do not include ballots rejected by the voting equipment.

d) Late (Received after the election)? .....

This is the number of Federal Write-In Absentee Ballots (FWABs) that were not received by 8:00 P.M. on Election Day. Include all ballots that were received late by the time you complete this report.

12. **Military Voters (official ballot).** How many ballots, excluding FWAB, were:

These numbers should include the official absentee ballots that you sent out to your military absentee voters. A military voter is defined as a member of the uniformed service or merchant marine, a civilian employee of the United States and civilians officially attached to a uniformed service who are serving outside the United States, a Peace Corps volunteer, or a dependent of those listed above residing with or accompanying them. Do not include the Federal Write-In Absentee Ballot (FWAB) that military or permanent overseas voters can send to your office. For a definition of FWAB please see question 11.

a) Total ballots issued? .....

This is the number of official absentee ballots that you mailed out, emailed, faxed, and issued in your office to military absentee voters. Include only the official ballot that you sent to the military voter(s). Also include

ballots issued online through [MyVote.WI.gov](http://MyVote.WI.gov). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

b) Sent but not returned?.....

The number of official military absentee ballots that you mailed out, emailed, or faxed to military absentee voters that were not returned to your office. These ballots are outstanding. Also include ballots issued online through [MyVote.WI.gov](http://MyVote.WI.gov) but were not returned to your office. Do not include ballots that were returned late. Include only the official ballot that you sent to the military voter(s). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

c) Returned undeliverable?.....

The number of official military absentee ballots issued that were returned to your office because the post office could not deliver them to the voter. These ballots do not go to the polling place. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

d) Received by Election Day? .....

The number of official absentee ballots returned to you, from military voters, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable). In other words, this is the number of absentee ballots that were returned to your office then sent to the polling place (or absentee central count location) by 8:00 P.M. on Election Day. This includes those absentee ballots that were voted in your office and returned to you immediately and those returned via mail. Do not include Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

i. Counted? .....

The number of official military absentee ballots that were actually counted, either by voting equipment or by hand, on Election Day, including ballots that were returned unvoted (but not undeliverable). In other words, this is the number of absentee ballots from military voters that were given a voter number at the polls on Election Day. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

ii. Rejected? .....

The number of official military absentee ballots rejected by poll workers for any reason other than being late. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

e) Late (Received after the election)? .....

This is the number of official military absentee ballots that returned to your office later than 8:00 P.M. on Election Day. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11. Include all ballots that were received late by the time you complete this report.

**13. Permanent Overseas Voters (federal only official ballot).** How many ballots, excluding FWAB, were:

These numbers should include the absentee ballots that you sent out to your permanent overseas absentee voters - U.S. citizens residing overseas with no intent to return to the U.S. Permanent overseas absentee voters only



receive absentee ballots for federal elections, and only for federal offices. Also include ballots issued online through [MyVote.WI.gov](http://MyVote.WI.gov) but were not returned to your office. Do not include the official ballot you sent or the Federal Write-In Absentee Ballot (FWAB) that military or overseas voters can send to your office. For a definition of FWAB please see question 11.

a) Total ballots issued? .....

The number of federal-only absentee ballots that you mailed, emailed, and/or faxed to permanent overseas absentee voters. Also include ballots issued online through [MyVote.WI.gov](http://MyVote.WI.gov). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

b) Sent but not returned?.....

This is the number federal-only of absentee ballots that you mailed, emailed, or faxed to permanent overseas absentee voters that were not returned to your office. Include only the federal-only ballots that you sent to the permanent overseas absentee voters. Also include ballots issued online through [MyVote.WI.gov](http://MyVote.WI.gov), but were not returned to your office. These ballots are outstanding. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11

c) Returned undeliverable?.....

The number of permanent overseas absentee ballots issued that were returned to your office because the post office could not deliver them to the voter. These ballots do not go to the polling place. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

d) Received by Election Day? .....

The number of federal-only permanent overseas absentee ballots returned to you, by the voter, including ballots that were missing signatures on the certificate envelope or were returned unvoted (but not undeliverable). In other words, this is the number of federal-only absentee ballots from permanent overseas voters that were returned to your office then sent to the polling place (or absentee central count location) on Election Day. Include only the federal-only ballots in this section. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

i. Counted? .....

The number of permanent overseas absentee ballots that were actually counted, either by voting equipment or by hand, on Election Day, including ballots that were returned unvoted (but not undeliverable). Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

ii. Rejected? .....

This is the number of permanent overseas absentee ballots that were rejected by a poll worker for any reason. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of FWAB please see question 11.

e) Late (Received after the election)? .....

This is the number of absentee ballots that were returned to your office later than 8:00 P.M. on Election Day. Do not include any Federal Write-In Absentee Ballots (FWAB). For a definition of Federal Write-In Absentee Ballot please see question 11. Include all ballots that were received late by the time you complete this report.