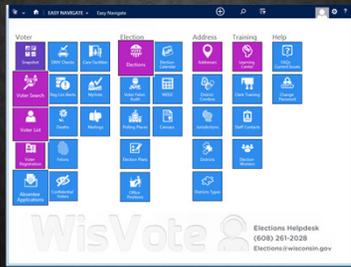


ADD A NEW ABSENTEE APPLICATION



ADD A NEW ABSENTEE APPLICATION



Single-election absentee
(Candidates and Contests Complete checkpoints not required)

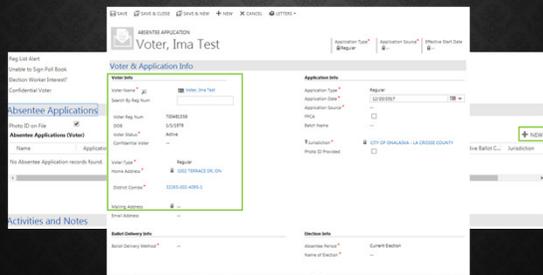
In-person absentee



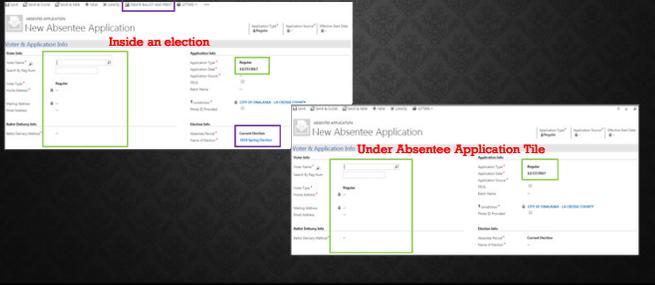
Calendar-Year requests
(For current year only!)

Indefinitely-confined requests

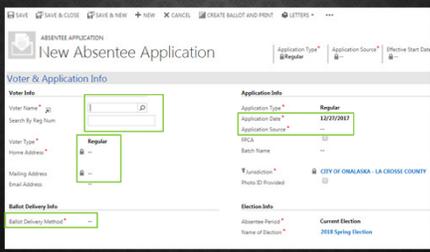
ADD A NEW ABSENTEE APPLICATION



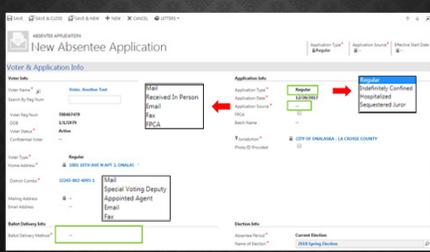
ADD A NEW ABSENTEE APPLICATION



ADD A NEW ABSENTEE APPLICATION



ADD A NEW ABSENTEE APPLICATION



ADD A NEW ABSENTEE APPLICATION

Changes to Ballot Delivery Method can change/add fields

Ballot Delivery Info Ballot Delivery Method * Email Ballot Delivery Method * Email	Ballot Delivery Info Ballot Delivery Method * Mail Different Absentee Address <input checked="" type="checkbox"/> Absentee Address * ---	Ballot Delivery Info Ballot Delivery Method * Fax Fax * ---
---	---	---

ADD A NEW ABSENTEE APPLICATION

Absentee Address
Three formats available
Address is not validated

Mailing Address Address Format * Foreign Address Line 1 * Foreign Address Line 2 * --- City * --- State * WI Postal Code * --- Cap Facility --- Jurisdiction * CITY OF ONALASKA - LA CROSSE COUNTY Override Postal Star <input type="checkbox"/>	Foreign Address Line 1 * --- Address Line 2 * --- Address Line 3 * --- Address Line 4 * --- Jurisdiction * CITY OF ONALASKA Override Postal Star <input type="checkbox"/>	PO BOX Address Format * PO BOX Address Line 1 * --- Address Line 2 * --- City * --- State * WI Postal Code * --- Cap Facility --- Jurisdiction * CITY OF ONALASKA - LA CROSSE COUNTY Override Postal Star <input type="checkbox"/>
--	---	---

ADD A NEW ABSENTEE APPLICATION

Voter, Another Test

Voter & Application Info

Voter Info

View Name * **John Doe**

View Type * **People**

View Address * **1000 10th Street S, Onalaska, WI 54651**

View Email * **john.doe@onlaska.gov**

Application Info

Application Type * **Ballot**

Application Date * **1/1/2018**

Application Status * **Not**

Jurisdiction * **CITY OF ONALASKA - LA CROSSE COUNTY**

Override Postal Star

Ballot Delivery Info

Ballot Delivery Method * **Mail**

Different Absentee Address

Absentee Address * **1000 10th Street S, Onalaska, WI 54651**

Ballot Info

Ballot Type * **Ballot**

Ballot Delivery Method * **Ballot Delivery**

ISSUING ABSENTEE BALLOTS



ISSUING ABSENTEE BALLOTS

Batch Process

No minimum number of ballots required to use
If issuing less than ~150 ballots, still best to use Absentee Application View



ISSUING ABSENTEE BALLOTS

Plus

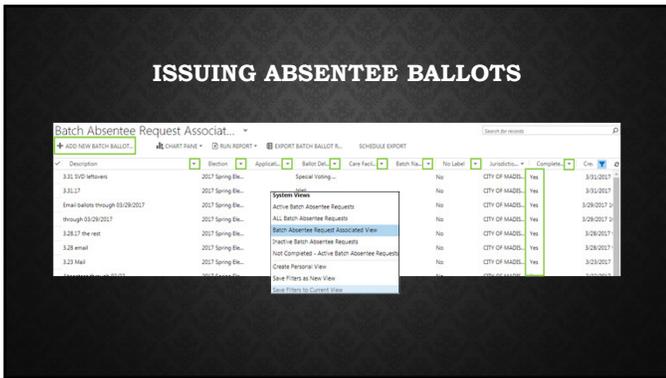
- Run in the background; set-and-forget
- Labels can be issued as part of the process
- Cannot issue duplicate ballots



Minus

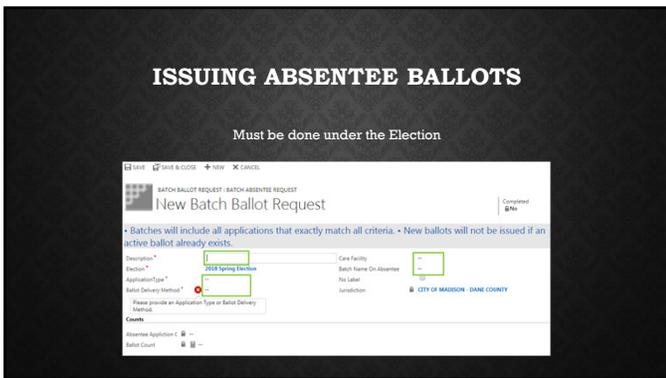
- Only create ballots that match all criteria – extremely strict
- Errors won't be apparent until after batch returns zero or unbalanced results
- Cannot issue ballots quickly
- Cannot be used after Election

ISSUING ABSENTEE BALLOTS



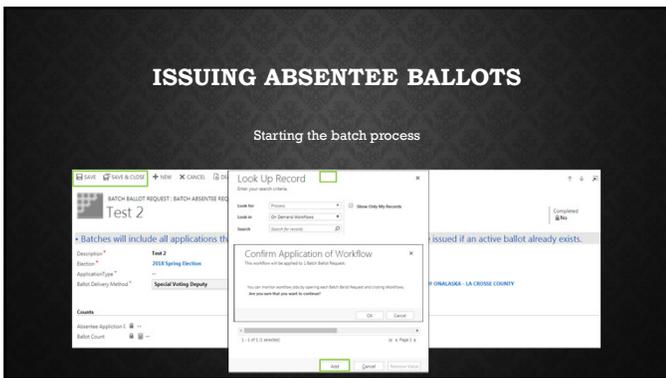
ISSUING ABSENTEE BALLOTS

Must be done under the Election



ISSUING ABSENTEE BALLOTS

Starting the batch process



GENERATING LABELS

Can generate from Batch Process, inside Absentee Ballot record,
From Absentee Ballot Associated View, Absentee Application

Only Batch Process and Absentee Ballot Associated View provide ability to
generate more than one label at a time

Print via Dymo or using sheet labels

Two labels generated requests that are mailed (2nd is for return envelope)

In-Person only generates one label



GENERATING LABELS

Batch Process and Absentee Ballot Associated View instructions are the same

Name	Ballot Status	Batch Name	Case Facility No.	Mailing ID	Date Ballot Sent	Date Ballot Return	Ballot Status	Print	Chart	Export	Special Voting	Official
Alan, Denny M	Active	N012	SPRINGBROOK	58484	12/21/2017		Not Returned	Chart Pane				Official
Caroleigh, Carol Ann	Active	N008	CHLA ON MAIN	58482	12/21/2017		Not Returned	Start Charting				Official
Choi, Dana H	Active	N012	SPRINGBROOK	58483	12/21/2017		Not Returned	Run Report				Official
Collin, Louise-Diane	Active	N008	CHLA ON MAIN	58485	12/21/2017		Not Returned	Export Absentee Ballots				Official
Correa, Rosa May	Active			58480	12/21/2017		Not Returned	Schedule Report				Official
Dufourne, Howard B	Active			58481	12/21/2017		Not Returned	Import/Export				Official
Feuchtmay, Sarah A	Active			58488	12/21/2017		Not Returned	Import/Export				Official
Francis, Carol Loretta	Active	N008	CHLA/ALASKA, CA.	58485	12/21/2017		Not Returned	Import/Export				Official
Gibberston, Joanne Mae	Active	N008	CHLA ON MAIN	58482	12/21/2017		Not Returned	Import/Export				Official
Gray, Jane M	Active			58480	12/21/2017		Not Returned	Import/Export				Official



GENERATING LABELS

DO NOT SELECT ALL RECORDS!!!

Selected Records

Maximum of 50 records

Only those marked with
a checkmark

Select Records

Select which records you want to use in this report.

Report: Absentee Labels dymo
Description: Absentee Labels dymo - Mail Report

Use these records:

750 records

All records on all pages in the current view

Run Report Cancel

All Records, Current View

Maximum of 3,000 records

All records in the Associated View

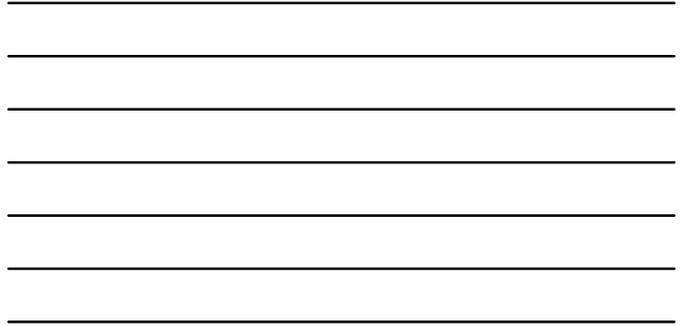
Subject to active filters



GENERATING LABELS

Dymo label

Sheet label

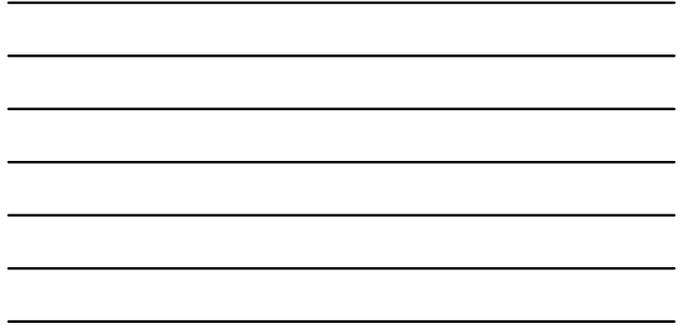
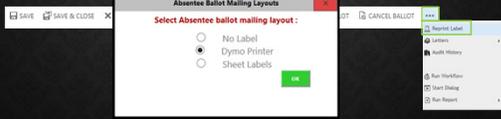


GENERATING LABELS

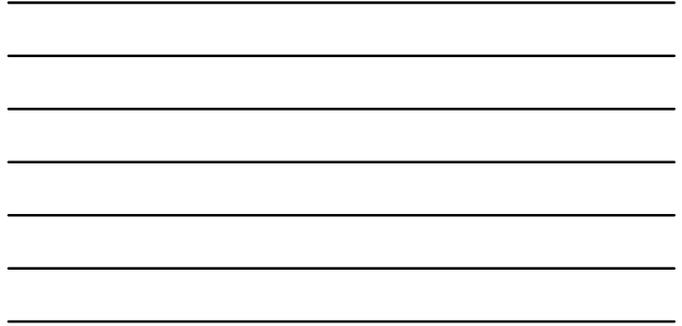
Inside Absentee Application



Inside Absentee Ballot Record



IN-PERSON ABSENTEE



IN-PERSON ABSENTEE

Found under the Elections tile, in the Election Information view



Available when Contests Complete and Candidates Complete checkpoints are checked



Available until the Election Closed checkpoint is checked

The ONLY way In-person Absentee ballots should be entered into WisVote!

IN-PERSON ABSENTEE

IN-PERSON ABSENTEE

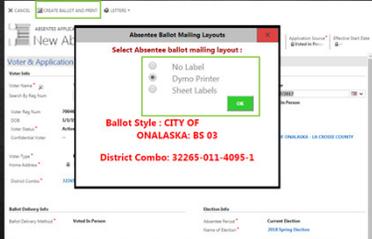
Search by name or voter number

First-name first or Last-name first

Click on the correct voter record form will auto-fill with voter's info

Application Date will default to today's date but can be changed

IN-PERSON ABSENTEE



IN-PERSON ABSENTEE

Name search may not work in certain circumstances

Full name may still return Too Many Results error



IN-PERSON ABSENTEE

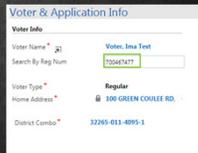
Search by Voter Registration Number

Does not provide list of options like Name Search

No magnifying glass icon, press Enter to "search"

Result will only return on exact match

If wrong record fills due to typo, you can reenter registration number - No need to close/reopen window



MANAGING ABSENTEE BALLOTS



MANAGING ABSENTEE BALLOTS

Absentee Ballots Associated View

Name	Ballot Status	Batch Name (L)	Care Facility No.	Mailing ID	Date Ballot Sent	Date Ballot Returned	Ballot Status Reason	Application Ty...	Ballot Delivery ...
Miles, Shirley M	Active	N0012	SPRINGBROOK	564.604	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Larnting, Carol Jean	Active	N0008	CHA ON MASN	564.612	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Lark, Diane M	Active	N0012	SPRINGBROOK	564.603	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Larkin, Joseph-Dane	Active	N0008	CHA ON MASN	564.621	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Lewis, Rose May	Active			564.592	12/21/2017		Not Returned	Indefinitely Con...	Mail Official
McChesney, Wanda M	Active			564.591	12/21/2017		Not Returned	Indefinitely Con...	Mail Official
McIntosh, Sarah A	Active		EAGLE CREST	564.593	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Morris, Carol Loraine	Active	N008	ONALASKA CAL.	564.605	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Robertson, Joanne Mae	Active	N0008	CHA ON MASN	564.610	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Rowe, June M	Active		CHA ON MASN	564.589	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official

MANAGING ABSENTEE BALLOTS

Absentee Ballots Associated View

Hidden Menu Options

Name	Ballot Status	Batch Name (L)	Care Facility No.	Mailing ID	Date Ballot Sent	Date Ballot Returned	Ballot Status Reason	Application Ty...	Ballot Delivery ...
Viter, Lisa Test	Active			564.625	12/21/2017	12/21/2017	Returned	Regular	Voted In Person Official
Viter, Another Test	Active			564.625	12/21/2017		Not Returned	Regular	Mail Official
Yusufzade, Peggy S	Active		EAGLE CREST	564.581	12/21/2017		Not Returned	Indefinitely Con...	Mail Official
Yonker, Mikayla M	Active	N0001	EAGLE CREST	564.620	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Yusef, Gabriela Hernandez	Active		ONALASKA CAL.	564.600	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Thompson, Cynthia Mae	Active		ONALASKA CAL.	564.602	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Schulz, Maurine Elaine	Active		EAGLE CREST	564.590	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Shawler, Nora Ann	Active		EAGLE CREST	564.589	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Sheets, June	Active		EAGLE CREST	564.588	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official
Seeger, Jane Marie	Active	N0008	CHA ON MASN	564.619	12/21/2017		Not Returned	Indefinitely Con...	Special Voting... Official

REISSUING ABSENTEE BALLOTS



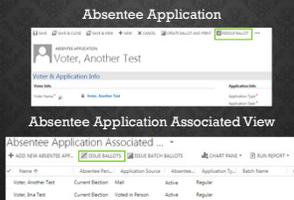
REISSUING ABSENTEE BALLOTS

Only when a new ballots is needed because original was cancelled for legitimate reason!

- Spoiled Ballot
- Original Ballot Not Received
- Etc.

If a ballot was cancelled in error, contact Elections Help Desk to have it reactivated

REISSUING ABSENTEE BALLOTS



REISSUING ABSENTEE BALLOTS

Once reissued, a reissue ballot is no different than any other in WisVote

Activities and Notes

Absentee Ballot Info

Ballot Number	Election Name	Ballot Status	Ballot Status Reason	Mail	Date Ballot Sent	Date Ballot Received	Waiting For	Ballot Type
1	2018 Spring Election	Issued	Vote Returned	City of Onalaska - Ward 2	12/28/2017	1/5/2018	REASON	Official

The absentee application will have record of all issued ballots

Absentee Ballot Info

Absentee Application	Application Type	Election Name	Ballot Delivery	Ballot Type	Ballot Style	Ward	Ballot Number	Created On	Date Ballot Sent
1	Regular	2018 Spring Election	Mail	Official	CITY OF ONALASKA... City of Onalaska - Ward 2		1	12/28/2017 12:...	12/28/2017
2	Regular	2018 Spring Election	Mail	Official	CITY OF ONALASKA... City of Onalaska - Ward 2		2	12/28/2017 12:...	12/28/2017
3	Regular	2018 Spring Election	Mail	Official	CITY OF ONALASKA... City of Onalaska - Ward 2		3	12/28/2017 12:...	12/28/2017

POST-ELECTION ACTIVITIES



POST-ELECTION ACTIVITIES

Do not close the election until all absentee tracking activities are complete!
 Election Close does the following

- Deactivates all election-specific absentee applications
- Deactivates all absentee ballots listed as Not Returned
- Changes all "to be rejected" ballots to "Rejected:reason"

If you close the election too soon, you must contact the Help Desk to reactivate untracked ballots and applications

POST-ELECTION ACTIVITIES

Indefinitely Confined Letters

Not required after Primary Elections!

Needed following Special Election*, April Spring Election, and November General Election

30-days to respond, deactivate absentee application if no response or voter indicates they no longer want ballots

*If time between elections allows

Senate 10 and Assembly 88 & 66 Special Elections are scheduled less than 30 days from absentee dates for February Primary

POST-ELECTION ACTIVITIES

Calendar-year Absentee

Must be renewed every year, do not carryover

Same Election participation criteria as Indefinitely Confined letters

No 30-day notification

If ballot is not returned, application is cancelled and Notice of Cancellation is sent to voter

WRAP-UP

One Wisconsin Institute v. Thompsen

Pending decision can impact and of the following aspects of absentee voting

In-person absentee availability timeframes

Issuing ballots via email or fax to non-military and non-overseas voters

Residency requirements to register and request an absentee ballot

Use of expired University, college, or technical college IDs when providing photo ID for an absentee application

QUESTIONS?