

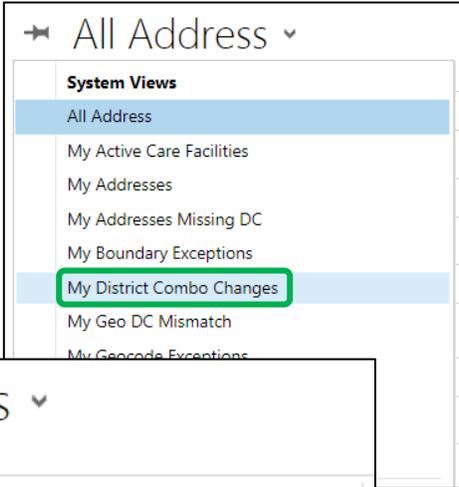
New Addresses Views

The following instructions refer to a new class of Address Exceptions. District combos have been corrected statewide using new GIS maps based on the wards and tax parcels that counties are now required to submit to the State. These maps update WisVote's wards, schools and sanitary districts. Some addresses have a different district combo than were previously assigned because of these new maps. If an address record has had a change to the assigned district combo when applied to the new map, the pin will display with a with a new icon that looks like a "pause" sign and the address will appear under the **My District Combo Changes**.

Please review these affected addresses and determine if the pin is located correctly or if it must be moved. Follow the instructions below to resolve these exceptions. When placing a pin, place it on the building, or as close to it as possible. Do not place or leave pins in the road or intersection.

Correct a District Combo Change

1. Click the *Addresses* tile
2. Change the view; click the drop-down arrow next to the *My Addresses* view, select *My District Combo Changes* to display the addresses in the municipality flagged as district combo changes
3. Click the name of the address in the *My District Combo Changes* grid to open the address record



The screenshot shows a dropdown menu titled "All Address" with a list of "System Views". The view "My District Combo Changes" is highlighted with a green box.



The screenshot shows a grid titled "My District Combo Changes" with two columns: "Name" and "Jurisdiction". The third row is highlighted with a green box.

Name	Jurisdiction
1469 E DIVISION AVE TRLR 15, BARRON, WI 54812-8787	CITY OF BARRON - BARRON COUNTY
1469 E DIVISION AVE TRLR 9, BARRON, WI 54812-8787	CITY OF BARRON - BARRON COUNTY
35 S 6TH ST, BARRON, WI 54812-1642	CITY OF BARRON - BARRON COUNTY

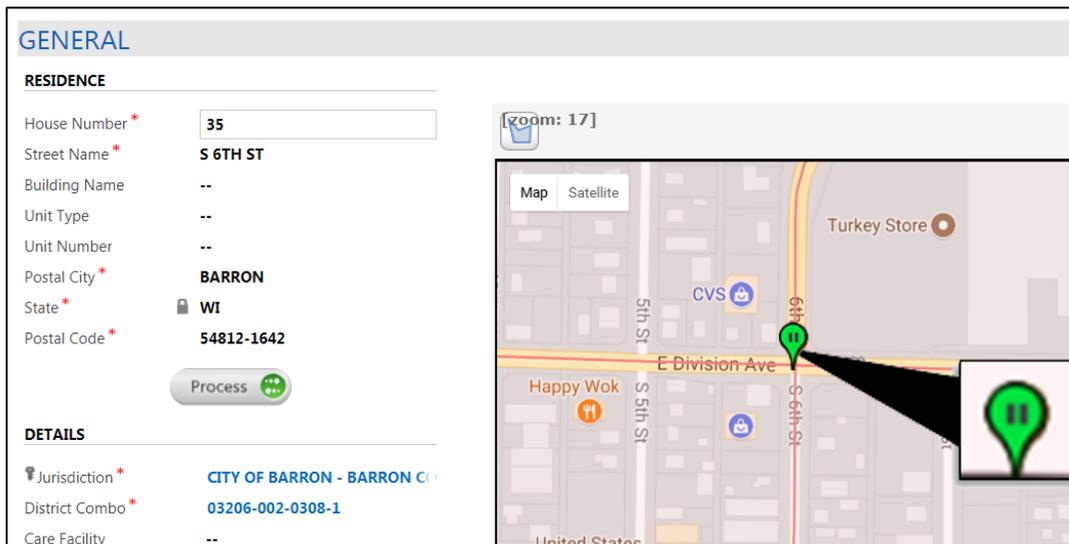
4. Verify the pin location of the address; click and move the address pin to the correct location

If the pin is already in the correct location and the district combo is correct, click *Confirm* to indicate you have reviewed the address and to clear all exceptions.



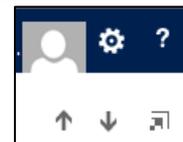
The screenshot shows a toolbar with the following buttons: SAVE, SAVE & CLOSE, CONFIRM (highlighted), NEW, CANCEL, and DEACTIVATE.

Note: If the pin is in the correct location and you believe the district combo is incorrect, contact the Elections Helpdesk.



5. Click *Save & Close* and return to the *My District Combo Change* view page or use the up and down arrows to scroll through the addresses in the view.

Note: The address will no longer appear in the *My District Combo Change* grid.

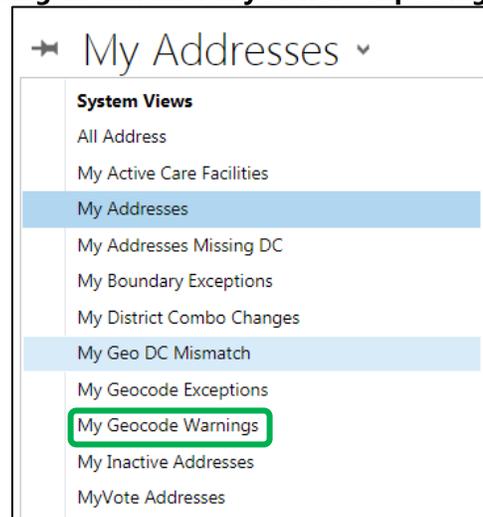


Correct a Geo DC Mismatch

The other exception created by the mapping update involves address records where the pin's geocode does not match the municipality it is assigned to. In these cases, the district combo will remain where the address was previously districted, however the District Combo by Geography will show the district combo where the pin is currently falling. The pin will appear on the map with a white square icon. Please review these addresses to determine if the pin is in the correct location. When placing a pin, place it on the building, or as close to it as possible. Do not place or leave pins in the road or intersection.

If the address is in an area that was annexed after the July 2017 county submission of ward shapes to the LTSB, you do not need to take any action at this time. The address record will be updated once the annexation is entered in WisVote. If you are not seeing an annexation you were expecting before that date, please contact the Elections Commission

1. Click the *Addresses* tile
2. Change the view; click the drop-down arrow next to the *My Addresses* view, select *My Geo DC Mismatch* to display the addresses in your municipality where the pin geocode does not match your municipality



3. Click the name of the address in the district combo changes grid to open the address record

My Geo DC Mismatch ▾	
✓ Name ↑	Jurisdiction
1810 W HART RD APT 4, BELOIT, WI 53511-6610	CITY OF BELOIT - ROCK COUNTY
1944 MCKINLEY AVE APT 5, BELOIT, WI 53511-2825	CITY OF BELOIT - ROCK COUNTY
1944 MCKINLEY AVE, BELOIT, WI 53511-2825	CITY OF BELOIT - ROCK COUNTY

- Verify the pin location; if the pin is not placed correctly, click and move the pin to the correct location

Note: If the correct pin location is outside of your jurisdiction, and it is not part of an unprocessed annexation, contact the Elections Helpdesk

GENERAL

RESIDENCE

House Number*

Street Name* **MCKINLEY AVE**

Building Name --

Unit Type **APT**

Unit Number* **5**

Postal City* **BELOIT**

State* **WI**

Postal Code* **53511-2825**

DETAILS

Jurisdiction* **CITY OF BELOIT - ROCK COUNTY**

District Combo* **54206-001-0413-1**

Care Facility --

Tip: If you are having trouble finding where a pin should be located, try the **Process** button.

- Click *Save & Close* and return to the *My Geo DC Mismatch* view page

Note: The address will no longer appear in the *My Geo DC Mismatch* grid