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DATE: February 14, 2017

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Commission Administrator

Mai Choua Thao
WisVote Elections Specialist

SUBJECT: WisVote Checklist II for the 2017 Spring Primary

WisVote Checklist II for the February 21, 2017 Spring Election is now available. The Checklist contains guidance on how to handle post-election activities and the EL-190NF and EDR Postcards Statistics information.

Please review the document carefully and thoroughly. This is the best source of information regarding WisVote related election cycle tasks and information. This checklist includes information and guidance on the following items:

- Processing of Late Registrations and Election Day Registrations; recording voter participation in WisVote, and making sure the voter participation total corresponds to the total number of voters in your poll book.
- There are tasks to be completed in WEDC once the election is closed in WisVote:
 - All municipalities must complete the EL-190NF (Election Voting and Registration Statistics Report) within 30 days after the election.
 - Enter your EDR Postcard Statistics. WEC will mail out the EDR postcards and clerks are required, per state law, to enter EDR postcard statistics by May 22, 2017. WEC will post statistics after 90 days and the clerk shall update on a monthly basis, should any statistical information change.

Thank you for your attention to these important WisVote tasks for the Spring Primary.