

## Elections Reconciliation Process

Both the Inspectors' Statement and the Election Reconciliation Form have associated views. Municipal users will see a record for each reporting unit in the election. County clerks will see all reporting units in the county, grouped by municipality. There is one statement and one form for each reporting unit. Please wait to check Election Closed until after the Election Reconciliation form is completed.

### Entering a New Inspectors' Statement

1. Click the **Elections** tile
2. Click the name of the election to open the Election Information page
3. On the top navigation menu, click the chevron to the right of the name of the election
4. Click the **Inspectors' Statements** tile in the sub-navigation bar to open the Inspectors' Statement (EL-104) Associated View page



5. Click the record **Name** to open the Inspectors' Statement form (These must be accessed at the municipality level)

MUNICIPALITY

Order ↑	Name	Election
41,226,001	<b>CITY OF FRANKLIN WARD 1</b>	2018 Partisan Primary
41,226,002	CITY OF FRANKLIN WARD 2	2018 Partisan Primary
41,226,003	CITY OF FRANKLIN WARD 3	2018 Partisan Primary

COUNTY

Order ↑	Name	Election
2,201,012	CITY OF ASHLAND WARD 12	2018 Partisan Primary
4,002,001	TOWN OF BARKSDALE WARD 1	2018 Partisan Primary
4,004,001	TOWN OF BARNES WARD 1	2018 Partisan Primary

6. Enter the **Inspectors' Statement** information in the appropriate fields

INSPECTORS' STATEMENT (EL-104) : INFORMATION

### TOWN OF ASHIPUN WARDS 1-4

**General**

Order	14,002,001	Total Number of Voters *	--
Election	2018 Partisan Primary	Number of Absentee Voters *	--
Name *	TOWN OF ASHIPUN WARDS 1-4	Number of Provisional Ballots *	--
County	DODGE COUNTY	Total Number of Ballots Cast *	--
Jurisdiction	TOWN OF ASHIPUN - DODGE COUNTY	Total Number of EDRs *	--

**Number of Votes Cast On:**

Paper (Hand Count) *	--
Optical Scan *	--
DRE (Touch Screen) *	--

Number of Votes Cast On section

- a. **Paper (Hand Count):** Total number of ballots counted by hand on election night and not run through a counting machine or cast on a DRE
- b. **Optical Scan:** Total number of ballots cast on an optical scan machine at the polling place (e.g. DS200)
- c. **DRE (touch screen):** Number of ballots cast on a direct recording entry (DRE) machine

Number of Votes Cast On:	
Paper (Hand Count) *	--
Optical Scan *	--
DRE (Touch Screen) *	--

General

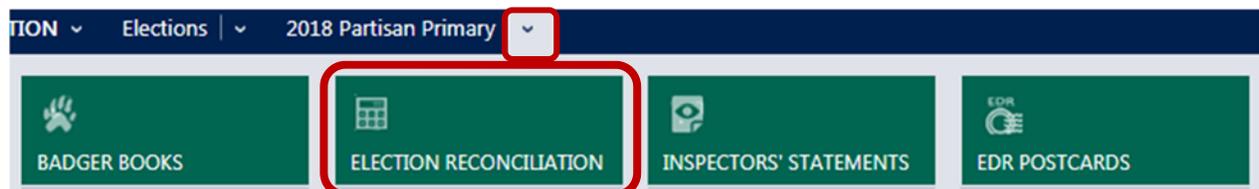
- d. **Total Number of Voters:** Total number of voters to cast a ballot (incl. Absentee and EDRs, but not Provisionals)
- e. **Number of Absentee Voters:** Total number of absentee ballots cast
- f. **Number of Provisional Ballots:** Total number of provisional ballots cast
- g. **Total Number of Ballots Cast:** Total number of ballots counted
- h. **Total Number of EDRs:** Total number of election day registrations

Total Number of Voters *	--
Number of Absentee Voters *	--
Number of Provisional Ballots *	--
Total Number of Ballots Cast *	--
Total Number of EDRs *	--

- 7. Click **Save & Close**

**Completing Election Reconciliation Form**

- 1. Click the **Elections** tile
- 2. Click the name of the election to open the Election Information page
- 3. On the top navigation menu, click the chevron to the right of the name of the election
- 4. Click the **Election Reconciliations** tile in the sub-navigation bar to open the associated view page



- 5. The Click the record **Name** to open the Election Reconciliation (These must be accessed at the municipality level)

MUNICIPALITY

Election Reconciliation Associated...		
Order ↑	Name	Voter Statistics
45,020,001	TOWN OF GRAND CHUTE WARDS 1-3	No
45,020,004	TOWN OF GRAND CHUTE WARDS 4-6,9-14	No
45,020,005	<b>TOWN OF GRAND CHUTE WARDS 15-17</b>	No

COUNTY

Election Reconciliation Associated...		
Order ↑	Name	Voter Statistics Ma...
3,186,002	VILLAGE OF TURTLE LAKE WARD 2A	No
3,186,003	VILLAGE OF TURTLE LAKE WARD 2B	No
49,002,001	TOWN OF ALDEN WARDS 1-4	No

The associated view will show the match status of each section. All fields are locked except for **Comment** fields. If all reporting unit sections list **Yes**, you do not need to take further action for that reporting unit record. For discrepancies, corrections must be made outside the Election Reconciliation form.

- Review any section(s) missing a checkmark in the match box

**Election Statistics**

General		Voter Statistics	
Jurisdiction	TOWN OF PRAIRIE FARM - BARRON COUNT	Total Votes (Canvass)	214
Election	2018 Partisan Primary	Total Voters (EL-104)	214
Poll Book Name	Wards 1-2	Total Voters (WisVote)	214
Reporting Unit	Wards 1-2	Total Ballots (EL-104)	214
EL-104	TOWN OF PRAIRIE FARM WARDS 1-2	Voter Statistics Match	<input checked="" type="checkbox"/>
Order	3,034,001	Voters Comments	--
Provisional Ballots		Election Day Registrations	
Provisionals Issued (EL-104)	1	EDRs (EL-104)	8
Provisionals Issued (WisVote)	1	EDRs w/ Recorded Vote (WisVote)	7
Provisionals Match	<input checked="" type="checkbox"/>	EDRs w/o Recorded Vote (WisVote)	1
Documents Provided	0	EDRs Match	<input checked="" type="checkbox"/>
Provisionals Counted	0	EDRs Comments	--
Absentee			
Absentees Counted (EL-104)	14	Regular Absentees Counted	8
Absentee Ballots Returned (WisVote)	13	Temporary Overseas Counted	0
Absentee Participation (WisVote)	13	Military Absentees Counted	3
Absentees Match	<input type="checkbox"/>	Perm Overseas Counted	2
		FWABs Counted	0

- Determine the source of the mismatched information (unchecked) and correct it within WisVote
- If information in WisVote cannot be adjusted to correct a discrepancy, use the Comment fields to override the error (these comments are publicly posted and should be valid reasons for the disparity)

Voter Statistics Match

Voters Comments --

EDRs Match

EDRs Comments --

- If the error is in the **Voter Statistics** or **Election Day Registrations** sections, enter the reason and click **Save** or **Save & Close**
- If the error is in the **Absentee** or **Provisional Ballots** sections, contact the Election Commission for a state override

Continue the update/comment process until all reporting units are listed as **Complete**. The Election Reconciliation form will update overnight to include any data updates. If all sections match, or include a comment, the reporting unit will flip to **Complete**. After new or corrected data is processed the Elections Closed box can be checked on the progress bar on the elections page.