

## **New Clerk Orientation**

**Wednesday, October 4, 2017**

**10:00 a.m. – 11:00 a.m.**

### **Program Presenters**

Wisconsin Elections Commission Staff

### **Agenda**

- Staff Directory
- Commission Website
  - Front Page
  - Recent Clerk Communications
  - EL-362: Clerk Contact Update Form
  - Calendar of Election Events
  - Education/Training
- Training Requirements & Resources
- Elections Security
- Absentee Certificate and Mailer Envelopes Revisions
- Other Websites:
  - WisVote: Statewide Voter Registration System Database
  - WisVote Learning Center: Online Training for the WisVote System
  - MyVote Wisconsin: Registration and Election Information
  - WEDC: Statistics Reports
  - CRM: Election Data
  - Canvass Reporting System: Election Results Reporting
  - BADGER Voters: Data Requests
  - Access Elections: Polling Place Accessibility Information
  - Election Assistance Commission (<http://www.eac.gov/>): Election Officials Resources





# Wisconsin Elections Commission

## New Clerk Orientation

### October 4, 2017

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## Agenda

<ul style="list-style-type: none"> <li>□ Staff Directory</li> <li>□ Commission Website           <ul style="list-style-type: none"> <li>• Front Page</li> <li>• Recent Clerk Communications</li> <li>• EL-362: Clerk Contact Update Form</li> <li>• Calendar of Election Events</li> <li>• Education/Training</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>□ Training Requirements &amp; Resources</li> <li>□ Elections Security</li> <li>□ Absentee Certificate/Mailer Revisions</li> <li>□ Other Websites</li> </ul>
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## Elections Commission Website



<http://elections.wi.gov>

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## Training Requirements

- ▶ Municipal Clerks
- ▶ Must be certified!
  - Attend initial 3-hour Municipal Clerk Core Training
  - Maintain certification by earning at least 6 hours of election training each term
    - Current term for clerks is 2015-2017
  - Municipal Clerk must report his or her training to WEC for recertification
  - All election officials are now on the same training cycle (1/1/even – 12/31/odd)!

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## Training Requirements

- ▶ Chief Election Inspectors
- ▶ Run polling place on Election Day
- ▶ Must be certified!
  - Attend initial 3-hour Baseline Chief Inspector Training
  - Maintain certification by earning 6 hours of election training each term
    - Current term is 2016-2017
  - Municipal Clerk must track the training received by the inspectors each term

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Additional Web Applications 

**Online Election Management Links**



<http://elections.wi.gov/clerks>

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Questions?

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**Thank You!**

Questions?  
Email: [elections@wi.gov](mailto:elections@wi.gov)  
Elections Helpdesk: 608-261-2028

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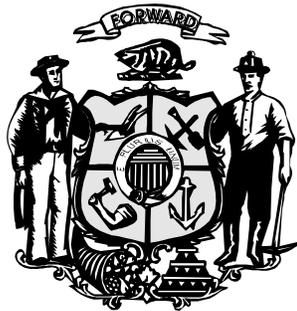
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# Wisconsin Elections Commission



Wisconsin Elections Commission  
212 East Washington Avenue, 3<sup>rd</sup> Floor  
P.O. Box 7984  
Madison, WI 53707-7984  
Phone: 608-261-2028  
FAX: 608-267-0500  
Website: <http://elections.wi.gov>  
Email: [elections@wi.gov](mailto:elections@wi.gov)

## General Information

Agency Main Number..... 608-266-8005  
FAX..... 608-267-0500  
email: [elections@wisconsin.gov](mailto:elections@wisconsin.gov)  
Agency Help Desk Number..... 608-261-2028

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## WISCONSIN ELECTIONS COMMISSIONERS

Beverly R. Gill                      Julie M. Glancey  
Ann S. Jacobs                      Jodi Jensen  
Dean Knudson                      Mark L. Thomsen (Chair)

## EL-362 WisVote Clerk/Deputy Contact Information Update Form

Please complete the form below for your municipality, if the only update you have is the name of the clerk and/or deputy **please continue to fill out the rest of the form** and return it to the Wisconsin Elections Commission as soon as possible. The information you provide will be updated in WisVote then posted to the Wisconsin Elections Commission website and used for MyVote searches. **If nothing has changed per the Clerks Directory on <http://elections.wi.gov> and/or the MyVote website you do not have to fill out the form.**

If you have questions, please contact the Wisconsin Elections Commission Help Desk at (608) 261-2028 or at [elections@wi.gov](mailto:elections@wi.gov).

Thank you in advance for your continued cooperation.

County(ies) \_\_\_\_\_

City \ Town\ Village (circle one)

Municipality Name \_\_\_\_\_

Clerk Name \_\_\_\_\_

Clerk Email (needed for MyVote Notifications) \_\_\_\_\_

Deputy Clerk Name \_\_\_\_\_

Deputy Clerk Email \_\_\_\_\_

Municipality Hall Address (not mailing address) \_\_\_\_\_

City and Zip Code \_\_\_\_\_

Phone Number 1 \_\_\_\_\_ Ext \_\_\_\_\_

Phone Number 2 \_\_\_\_\_ Ext \_\_\_\_\_

Fax number \_\_\_\_\_

Mailing Address (where mail is received) \_\_\_\_\_

Postal City and Zip Code \_\_\_\_\_

Website \_\_\_\_\_

Please submit to the Wisconsin Elections Commission using **one** of the following methods:

Email: [elections@wi.gov](mailto:elections@wi.gov)

**\*Please remember to save the file to your computer desktop, close it and then attach the file to the e-mail.**

Fax: (608)267-0500 Attn: Wisconsin Elections Commission Help Desk

US Mail: Wisconsin Elections Commission

Attn: Elections Help Desk

P.O. Box 7984

Madison, WI 53707-7984

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
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JULIE M. GLANCEY  
ANN S. JACOBS  
JODI JENSEN  
VACANCY

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** September 25, 2017

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

**FROM:** Allison Coakley  
Training Coordinator

**SUBJECT:** Local Election Official Training

The spring elections are right around the corner, so please take a moment to review the following reminders about local election official certification and training requirements. Please contact me if you have any questions: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

## Training Terms

- For training purposes, municipal clerks are currently in the 2015-2017 term and chief inspectors are currently in the 2016-2017 term. Starting next year, both municipal clerks and chief inspectors will be in the same training term, 2018-2019, 2020-2021, etc.
- Both municipal clerks and chief inspectors must complete at least six hours of election training by December 31, 2017 to recertify for the 2018-2019 term.

## Municipal Clerks

- New municipal clerks are required by state law to take the three-hour Municipal Clerk Core (MCT Core) training class before their first election to be considered certified to conduct elections in the current term. We have customarily offered this class using live webinars presented by Wisconsin Elections Commission staff and in-person training classes conducted by Commission-certified clerk-trainers. A list of current classes and online registration is available on our website: <http://elections.wi.gov/clerks/education-training/schedule>.
- Due to the large number of new municipal clerks this year, we will offer an additional MCT Core training opportunity using a recorded version of the presentation. This training will be posted in the WisVote Learning Center for clerks to review at their convenience before December 31, 2017. The MCT Core presentation will be posted by mid-October and new clerks will be notified when it is available. All clerks who started office after January 1, 2017 were notified of this policy change in an emailed communication in August.
- Municipal clerks must either report their training using the form on our website or enter it directly into WisVote for review and approval: <http://elections.wi.gov/forms/mct-hours-reporting>. A list of approved election training reported by municipal clerks and recorded in WisVote will be posted by early November so clerks can compare their records to ours

and provide an update, correct an error or simply take and report additional training hours before the end of the year.

### Chief Inspectors

- New chief inspectors are required by state law to take the three-hour Baseline Chief Inspector training class before their first election to be certified to conduct elections in the current term. This type of training is also offered using in-person certified clerk-trainers and live webinars conducted by Commission staff.
- Municipal clerks must track the training taken by their chief inspectors and other local election officials.
- Several classes are currently posted and we anticipate new classes will be added after Commission staff has completed the October 12 training session for a new class of certified clerk-trainers. Check the schedule periodically:  
<http://elections.wi.gov/clerks/education-training/schedule>.
- We will be conducting a live Baseline Chief Inspector training webinar for new chief inspectors in January in preparation for the February Primary. This class will be posted well in advance of the scheduled date so clerks can plan accordingly.

### Election Inspectors, Election Registration Officials (EROs):

- December 31, 2017 is the end of the current term of election inspectors (poll workers). At a meeting in December, the municipal governing body is charged with appointing election inspectors for a two-year term which begins January 1, 2018 and ends December 31, 2019.
- State law requires the municipal clerk to provide some type of election training for election inspectors and EROs every two years. State law does not prescribe the length of the training or the curriculum, but does dictate that EROs should be trained in the same manner in which you train your election inspectors.

### 2017-2018 Webinar Series

- We recently posted a new election administration training webinar schedule for the upcoming election cycle, starting with a *New Clerk Orientation* session on October 4:  
<http://elections.wi.gov/node/5196>.
- We also posted a new WisVote webinar training series for self-providers and providers of the WisVote system: <http://elections.wi.gov/node/5250>.
- Training can be taken in any order you like. Recorded presentations from our earlier webinar training series are available for viewing on our website:  
<http://elections.wi.gov/clerks/education-training/webinars>.

## ELECTION OFFICIALS' TRAINING REQUIREMENTS

Election Official	Current term	Required training for <u>new</u> official to be certified to conduct elections for the term.	Required training for <u>new</u> official to be recertified for the next term.	Required training for <u>currently-certified</u> official to recertify for the next term	Next term	Documents to be submitted to the WEC	Required training if certification is lost by required number of hours by the end of the term	Examples of activities that count toward recertification (please visit the WEC website for a complete list)
<b>Municipal Clerk</b>	1/01/15-12/31/17	3-hour municipal clerk core training class by first election	MCT Core plus three hours of election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Recertification reporting form	3-hour MCT Core plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Baseline Chief Inspector training</li> <li>• WEC staff presentations</li> <li>• WisVote training</li> <li>• Webinar election administration sessions</li> <li>• Training conducted by a county or municipal clerk</li> </ul>
<b>Chief Inspector</b>	1/01/16-12/31/17	3-hour baseline chief inspector training class by first election	CIT Baseline plus three hours of approved election-related training – for a total of six hours - by the end of the term	Six hours of approved election-related training	1/01/18-12/31/19	Agenda for recertification training as administered by clerk and approved by WEC	3-hour CIT Baseline plus three hours of election-related training by the first election	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> <li>• Voting equipment training or pre-election testing (1 hour per 2-year term)</li> </ul>
<b>Regular Election Inspectors EROs/SVDs</b>	1/01/16-12/31/17	Clerk is required to conduct election training every two years.	No recertification	No recertification	1/01/18-12/31/19	None	None	<ul style="list-style-type: none"> <li>• Training conducted by a county or municipal clerk</li> <li>• Webinar election administration sessions</li> </ul>



# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
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COMMISSIONERS

BEVERLY R. GILL  
JULIE M. GLANCEY  
ANN S. JACOBS  
JODI JENSEN  
VACANCY

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

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**DATE:** August 23, 2017

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

**FROM:** Richard Rydecki  
Elections Supervisor

Allison Coakley  
Training Coordinator

**SUBJECT:** Elections Administration Training webinar series  
(October 2017 – March 2018)

Our new webinar series continues our efforts to provide clerks and other local election officials with the timely information, election law updates and training you need to perform your job duties effectively. The security of election data and voting equipment will be a central component of a number of the webinars in this series.

Each webinar will generally focus on a particular topic and will be about one hour in length. This structure allows us to cover the topic in greater depth and give us enough time to answer any questions you may have during the webcast. The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification where indicated.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. A disc of the webcasts may also be ordered for a small fee to cover processing costs using the order form found on our website: <http://elections.wi.gov/node/2622>.

**Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar.** You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast on our webinar page: <http://elections.wi.gov/clerks/education-training/webinars>. The table of contents posted at the top of the webinar page identifies which type of election official may use a particular webinar for recertification purposes.

Please send any questions or comments you have to Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

# **2017-2018 Election Administration Training Webinar Series**

## **New Clerk Orientation**

**October 4, 2017, 10:00 a.m. – 11:00 a.m.**

***County and Municipal Clerks***

Congratulations on your new position! This webinar will introduce clerks to our agency and staff and provide information on training requirements for local election officials and the wide variety of resources available to help you do a great job before, during and after an election. We will also review the importance of election security preparation and incident prevention. Experienced clerks are welcome to attend and offer any insights they may have for running a smooth election.

## **School District Clerk Duties**

**October 18, 2017, 10:00 a.m. – 11:00 a.m.**

***County, Municipal and School District Clerks***

School district clerks have an important role to play in the administration of regularly scheduled spring elections as well as special elections for school district contests or referenda. This webinar will provide both new and experienced school district clerks with some critical guidance about their clerk duties during an election and offer some pointers for conducting a successful election.

## **Appointing Election Inspectors & Ballot Access Procedures**

**November 1, 2017, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Municipal clerks have the responsibility of providing their governing bodies with lists of election inspector nominees for appointment to the 2018-2019 term. This webinar will address the nomination procedure, including the submission of lists by the county's primary political parties. We will also review ballot access procedures utilizing the filing of nomination papers or the caucus system and answer some common questions about residency requirements for elected officials.

## **The Year in Review and a Look Ahead to 2018**

**December 6, 2017, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Some may consider 2017 an "off election year," but it was still a busy one! We will take a look at any legislative or administrative changes in laws and procedures that impact elections and local election officials and forecast what may be ahead for us in 2018. We know that election security will continue to be of primary interest next year. Also, we will also provide you with an update on the progress of electronic poll books and plans to pilot them in several municipalities during the 2018 February Primary and April Election.

## **Absentee Voting**

**January 10, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Absentee voting can commence as soon as ballots are available, which will be soon! This webinar will review absentee voting rules – by mail, in-person in the clerk's office and at the polls on Election Day. We will also take an in-depth look at the absentee certificate envelope and what constitutes an address of a witness.

## **Canvass**

**January 24, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

Election inspectors count the votes at the polls on election night, but the official results of the elections are not determined until each official board of canvassers – for the municipality, county, state, school district, or other special purpose district – has met and completed the official canvass of their respective offices. This webinar will outline the canvass process for the Municipal Board of Canvassers (MBOC), discuss the composition of the MBOC, review the canvass statement and other documentation and discuss when the MBOC can meet and if it needs to reconvene. We will also provide some guidance for the County Board of Canvassers' process after an election.

## **Counting Votes, Breaking Ties & Filling Vacancies**

**February 7, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

When do I count votes for only registered write-in candidates or all write-in candidates? Should I count Mickey Mouse or Donald Duck? What happens if there is a tie? What do I do if a winning candidate declines the position? This webinar will answer these common and not-so-common questions and provide a general review of counting votes at the upcoming elections.

## **Remaking and Spoiling Ballots**

**February 28, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

A Wisconsin voter can “spoil” his or her ballot up to three times and receive a new ballot within certain deadlines before Election Day and at the polling place if they make a mistake. We will review the deadlines for spoiling a ballot and requesting a new one and the process of spoiling and issuing ballots at the polling place on Election Day. This webinar will also review why a ballot may need to be remade at the polls on Election Day and the process for doing so.

## **Important Reminders for the April Election**

**March 14, 2018, 10:00 a.m. – 11:00 a.m.**

***Clerks, Chief Inspectors and Poll Workers***

This webinar will review what we've learned during this busy election cycle and offer some best practices for clerks and their election officials. We will highlight any legislative changes and the status of court decisions that impact election administration for the spring election. Elections security has been an ongoing concern and we will review our efforts toward ensuring the integrity of elections data and voting equipment. This is a good time to ask any questions you have and get the answers directly from Commission staff!



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JODI JENSEN  
VACANCY

MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

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**DATE:** September 22, 2017

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

**FROM:** Michael Haas  
Interim Administrator

Patrick Brennan  
WisVote Training Officer

Allison Coakley  
Elections Training Officer

**SUBJECT:** WisVote Training webinar series schedule  
(October 2017 – January 2018)

To supplement the online training available in the WisVote Learning Center, we will be conducting several WisVote webinars prior to the 2018 Spring election cycle on topics ranging from absentee ballot tracking to election readiness tasks.

**Live Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar.** You must be able to view videos on your computer using your computer’s speakers and a media application such as Windows Media Player.

The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast. The programs and materials are free for you to download from our website or a disc may be ordered for a small fee: <http://elections.wi.gov/node/2622>. The live or recorded webcasts may be counted toward the hours clerks need for recertification purposes.

We will continue to explore education, training and outreach methods that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Please send any questions or comments to Allison Coakley: [allison.coakley@wi.gov](mailto:allison.coakley@wi.gov) or (608) 261-2033.

## **2017-2018 WisVote Spring Election Training Webinar Series**

### **WisVote 101**

**October 31, 2017, 10:00 a.m. – 11:00 a.m.**

An overview and review webinar. This webinar will provide users with information about how to navigate WisVote, tips, tools & FAQs, accessing the WisVote Learning Center and basic navigation.

### **Election Set-Up**

**November 28, 2017, 10:00 a.m. – 11:00 a.m.**

This webinar will focus on creating election plans, reporting units, polling places and locations, poll books, printing options for poll books, and setting up contests and candidates.

### **WEDC Modernization**

**December 5, 2017, 10:00 a.m. – 11:00a.m.**

An introduction to results of the WEDC Modernization Project. We will cover the integration of statistics reporting into WisVote, clerk responsibilities, new reporting processes, and the introduction of automatic error-checking and data quality.

### **Absentee Ballots: tracking and entry**

**January 9, 2018, 10:00 a.m. – 11:00 a.m.**

This webinar will cover all aspects of absentee ballot entry and tracking in WisVote: adding new absentee applications, issuing absentee ballots in batches or singly; printing labels, recording returned ballots, cancelling a returned ballot and in-person absentee voting.

### **Canvass Modernization**

**January 23, 2018, 10:00 a.m. – 11:00 a.m.**

An introduction to the new Canvass and its integration into WisVote. We will cover election-night reporting requirements, how to enter results, and certification of elections.

### **WisVote Security**

**Dates and times TBD**

WisVote security changes and training. Due to the increased focus on cyber-security and elections, we will be creating several webinars to provide best-practices for securing your computers and WisVote. There will be additional webinars announced as Commission staff roll out new WisVote security procedures.

**Mail to:****Wisconsin Elections Commission**

P.O. Box 7984

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Phone: (608) 266-8005

FAX: (608) 267-0500

**MANUALS & WEBINARS ORDER FORM**

All of our forms and manuals are free to download from the agency website (<http://elections.wi.gov>). We encourage you to check this resource first, as you would be able to download and print out forms, manuals and other documents at your leisure.

Manuals are easily photocopied, and the Elections Commission gives you permission to make as many copies of them as you need. If you would like to order either the Election Administration Manual, Election Day Manual or a DVD of our webinar training series, please indicate the quantity and the total cost of all items you are ordering.

Quantity	Item Description	Unit Cost By Mail	Total Cost
	Election Administration Manual for Wisconsin Municipal Clerks (Rev. 10/2016)	\$15.00	
	Election Day Manual for Wisconsin Election Officials (Rev. 7/2016)	\$10.00	
	Election Administration Training Webinar Series (9/2014 – order date)	\$5.00	
		<b>Total</b>	

**Send Materials To:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Current Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

My check is enclosed. ***(Payment must accompany order!)***

Wisconsin Elections Commission use only.

Order filled by: \_\_\_\_\_

Date filled: \_\_\_\_\_



# Wisconsin Elections Commission

## State of Wisconsin

212 E. Washington Ave., Third Floor ▪ Madison, WI 53703 ▪ [elections@wi.gov](mailto:elections@wi.gov) ▪ (608) 266-8005 ▪ <http://elections.wi.gov>

FOR IMMEDIATE RELEASE:  
September 29, 2017

FOR MORE INFORMATION, CONTACT:  
Reid Magney, 608-267-7887

## Update on Wisconsin Elections Cyber Security

MADISON, Wis. – Wisconsin Elections Commission Chair Mark Thomsen and Administrator Michael Haas issued the following statement.

In 2016, Russian government cyber actors unsuccessfully targeted Wisconsin's voter registration system. The U.S. Department of Homeland Security (DHS) helped Wisconsin's Division of Enterprise Technology (DET) successfully protect our systems from attack. However, DHS did not inform DET or the Wisconsin Elections Commission of the Russian government's involvement in those specific attempts until last Friday. Also, DHS incorrectly claimed that DET had been notified in October 2016 of the Russian government's involvement in this targeting.

Because DHS did not previously inform DET or WEC of its conclusions, we were surprised by the DHS notification last Friday, and the resulting confusion over the past week has been an unnecessary distraction from the fact that Wisconsin's systems are secure and have not been breached in any way. We have all learned many important lessons and DHS officials have apologized and promised to improve their communications with state and local elections officials.

The past week has been dedicated to learning what actually happened and who knew what, and when. This has involved multiple meetings and phone calls with DHS, DET and other officials. We now understand that there were two separate events.

1. DHS has confirmed that Russian scanning activity on July 30 and 31, 2016 had actually occurred on an inactive IP address assigned to a Wisconsin Department of Workforce Development job center site. DET subsequently blocked access to Wisconsin systems from the suspicious IP address associated with the scanning activity.
2. In another event in August 2016, DET's firewalls blocked an advertisement embedded in a publicly available website from being displayed on a WEC computer. The ad could have led the user to a suspicious IP address, but DET's web content filtering system proactively blocked the ad, and the user had no opportunity to be directed to the suspect IP address. DET advised DHS of this suspect IP address, which DHS later determined is connected to Russian government cyber actors.

Since the initial notification Friday, WEC staff has had further discussions with high-level officials at DHS, we now understand that they consider Wisconsin to have been targeted based

on a variety of sources, including intelligence information that cannot be publicly disclosed. We also understand that while Wisconsin's elections systems were not scanned directly, DHS believes the DWD scans were looking for vulnerabilities in order to gain information about how to target elections systems. This is based on activity DHS observed in other states where election agencies were not scanned directly.

Unfortunately, DHS did not initially provide the information supporting its conclusion that Russian government cyber actors targeted Wisconsin's voter registration system by attempting to scan another state agency. DHS communications led the Elections Commission to believe that it had not been targeted, which we announced at the Commission's meeting Tuesday. In further discussions, DHS officials have acknowledged that they did not inform DET officials that Wisconsin's elections systems had been targeted by Russian government cyber actors in 2016.

DET routinely blocks approximately 9 million scanning attempts each year. The basic fact remains that Wisconsin's cyber security defenses protected our elections systems from any intrusion, theft or damage. These scanning attempts were unremarkable, except for the fact that DHS later identified their source as being Russian government cyber actors.

We are confident that DHS and other federal agencies worked closely with DET and provided critical information which DET used to protect all of Wisconsin's systems. We will continue to work with DET and DHS to protect Wisconsin's elections into the future.

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The Wisconsin Elections Commission is responsible for administration and enforcement of election laws in Wisconsin. The Commission is made up of six Commissioners – four appointed directly by the State Senate Majority Leader, Speaker of the Assembly and the Minority Leaders in the State Senate and Assembly. The remaining two Commissioners are by the Governor with confirmation by the State Senate from lists of former municipal and county clerks submitted by the legislative leadership in each party.

# WISCONSIN ELECTIONS COMMISSION

212 EAST WASHINGTON AVENUE, 3RD FLOOR  
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COMMISSIONERS

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ANN S. JACOBS  
JODI JENSEN  
STEVE KING  
MARK L. THOMSEN, CHAIR

ADMINISTRATOR MICHAEL HAAS

**DATE:** June 13, 2017

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

**FROM:** Michael Haas  
Administrator

**SUBJECT:** Important Election System Security Reminders

Recent news reports have addressed Russian attempts to hack U.S. state and local elections systems before the November 2016 General Election. The new twist in the reports is allegations that an elections systems vendor was targeted, and using information obtained from the vendor, email “spear-phishing” attacks attempted to trick election officials, including local election officials, into revealing system access credentials and passwords.

The vendor cited in recent reports does not do business in Wisconsin, and federal authorities have not notified the Wisconsin Elections Commission of any similar successful or unsuccessful attempts to breach the WisVote voter registration system or other state elections systems. However, the headlines highlight the important role of all state and local election officials in keeping the system secure by practicing safe computing, so that voter registration data is protected for all of us and from all points of entry.

In light of these attacks in other states, the Commission recommends that all county and municipal clerks review our 2016 Report on Contingency Planning and Election System Security. The report includes current security best practices for election IT systems, voting equipment and election night results, and is available on our website: <http://elections.wi.gov/publications/manuals/contingency-planning-and-election-system-security-report>

There are many small, simple steps that clerks can take to help secure election-related computer systems and the critical data they store. The following list is not exhaustive, but it provides a starting point for clerks to think about security. Following these simple recommendations from the 2016 report will dramatically improve the overall security of the system:

- 1. DO NOT share your WisVote user ID or password with anyone (even in your office), under any circumstances.** WEC staff will never ask you for your password, either over the telephone or via email.

2. Turn on automatic updates for your computer or promptly download all updates that come from your computer or operating system manufacturer.
3. Install anti-virus software on your computer.
4. **Do not click on links in emails unless they are from a trusted source.** Hover over all links to see where they actually are going before clicking on them. Sometime the link may appear legitimate but will direct you to a suspicious or malicious location.
5. Do not install unnecessary programs onto your computer. NEVER install programs that are not published by a trusted source.
6. Do not request a WisVote account for a user in your office unless you are confident the person knows how to use the system correctly and can be trusted with the information they will have access to. If feasible, perform background checks on staff before allowing them to use WisVote.
7. Promptly notify the WEC Help Desk whenever a WisVote user stops working in your office so the account can be disabled.
8. Upgrade your computer or operating system if it gets too old and is no longer supported. Unsupported operating systems do not get critical security patches and become easy targets for intrusion.
9. Remember that only WEC staff will contact you regarding the status of your WisVote username and password.

In coming months, WEC staff will update the WisVote training materials to include enhanced information about system security. The reality is that there is not one foolproof step that can guarantee complete elimination of all hacking and security threats. Constant vigilance and attention to system security will be required as techniques aimed at compromising election security change over time. Fortunately, taking simple actions as outlined above can go a long way towards protecting IT applications and ensuring the integrity of Wisconsin elections.

The WEC continues working closely with the Wisconsin Department of Administration's Division of Enterprise Technology (DET) on the security of its systems. DET is in regular contact with the Department of Homeland Security and other state and federal law enforcement agencies about possible security threats. As the Commission receives additional security information that would be helpful to clerks, our staff will pass it along to you.

If you have any questions about security, please contact the Elections Help Desk: [elections@wi.gov](mailto:elections@wi.gov) or (608) 261-2028. Thank you.

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ADMINISTRATOR MICHAEL HAAS

## MEMORANDUM

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

Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Diane Lowe  
Lead Elections Specialist  
Wisconsin Elections Commission

**DATE:** September 18, 2017

**SUBJECT:** Absentee Ballot Envelopes, Revision 2017-08:

1. **Standard Certificate Side** of Application/Certification Envelopes (EL-122/EL-122m)
2. **Special Certificate Side** of Application/Certification Envelope (EL-122sp) \*NEW\*
3. **Address Side** of Application/Certification Envelopes (EL-122 and 122m)
4. **Mailer Envelopes** (EL-120 and EL-120m)

The Absentee Ballot Application/Certification Envelopes and Mailer Envelopes have been revised. All form variations discussed in this memo have been posted to the “Forms” page of the [Wisconsin Elections Commission \(WEC\) website](#).

### 1. Certificate Side of Absentee Ballot Application/Certification Envelope (EL-122)

No *substantive* changes have been made to the certificate. The changes are focused on design, clarity and readability. *Clerks may use up older stock if it contains all statutorily-required text as outlined below:*

- (Official Use Only) The voter has met or is exempt...
- **Note:** With certain exceptions...
- The required elements of the voter’s name and address
- The Certification of Voter and signature line
- Space for date of birth of military and overseas voters.
- Witness Certification and signature lines for witness or 2 SVDs
- Certification of Assistant and signature line

Please do not ask WEC staff if a certificate with an older revision date is ok to use. Clerks should compare the version they would like to use to the current revision to determine if all required elements are included.

Improvements to the certificate design:

- Instructions to voters have been enhanced to prompt the voter to follow proper absentee voting procedure and to obtain more complete and accurate information, especially with respect to address information provided by the voter and witness.
- Each section required to be completed by the voter has been numbered to systematically guide the voter through the document.
- Shading has been added to distinguish between information required to be provided by the voter or witness and areas designated or meant only for election officials.
- Two sections (“Certification of Care Facility Authorized Representative” and “Municipal Clerk Marks this Section if Required”) have been removed from the **EL-122 Standard** Absentee Certificate and placed on the **EL-122 Special** Absentee Certificate. *See further explanation in section 2 of this memorandum.*

*The EL-122 certificate is no longer available in “landscape” design for the following reasons:*

**Postal Equipment issues:** There are at least three addresses on the certificate envelope: The clerk’s, the voter’s and the witness’. When using the landscape design, the text of the certificate and the address of the clerk on the other side of the envelope are both positioned horizontally. The horizontal placement of the certificate has occasionally caused postal equipment to pick up an address on the certificate resulting in the voted ballot being returned to the voter or to the witness, rather than to the clerk. Because the portrait design is positioned perpendicular to the clerk’s address and other information on the other side of the envelope, the likelihood that the postal equipment will pick up an address other than the clerk’s is reduced.

**Readability and Address Labels:** The revision of the certificate to include numbered sections draws the voter’s eye in a downward flow when displayed in the portrait style, rather than down, up and over as is the case with the landscape style. Also, it is impossible to provide a 2.25” space for the voter’s address label on a landscape template that is only 4.25 inches.

## 2. Special Certificate Side of Application/Certification Envelope (EL-122sp Special) \*New\*

As previously mentioned in this memo, the “*Certification of Care Facility Representative*” and “*Municipal Clerk Marks if Required*” Sections have been omitted from the **EL-122 Standard** Absentee Certificate. Since these sections of the certificate are only used in two rare situations, they have been placed on the **EL-122sp, Special** Absentee Certificate. The two situations when the **EL-122sp** would be required are described on the **EL-122sp**, itself. You are encouraged to read the descriptions so you are familiar with these situations should they arise.

Printing a supply of the **EL-122sp** is not necessary. If one of the situations described on the **EL-122sp** is encountered, this form can be printed from the WEC website and affixed to an EL-122 Standard envelope with glue or tape.

#### *Ten-Day Durational Residency Requirement*

As you are aware, Federal Judge James Peterson's decision in the *One Wisconsin Institute* lawsuit decreased the durational residency requirement for voting from 28 days to 10 days. The decision was appealed to the 7<sup>th</sup> Circuit Court of Appeals and oral arguments were heard in February. The Commission is still awaiting the Court of Appeals decision; therefore the durational residency requirement remains at 10 days.

**The court could issue its decision at any time, and the decision could be to reinstate the 28-day durational residency requirement.** If this occurs, the text of the certification will require remediation, either by a manual method or by purchasing revised envelopes. *Keep this in mind as you weigh the cost-effectiveness of purchasing a large quantity versus time spent manually correcting envelopes or the expense of having to make another purchase.*

#### 3. Address Side of Absentee Ballot Application/Certification Envelopes (EL-122 and EL-122m)

There was only **one change** made to the address sides of the EL-122 Absentee Ballot Application/Certification Envelope:

- **“Place stamp here”** was removed from the upper right corner of EL-122 NO FIM and EL-122 FIM A. No changes were made to the EL-122m FIM B or EL-122m FIM C.
- The Application/Certification Envelopes (EL-122 and EL-122m) are now available in two sizes: **#12** envelope (11” x 4.75”) and **#14** envelope (11.5” x 5”).

#### 4. EL-120 and EL-120m Mailer Envelopes

- There have been no formatting or textual changes to the EL-120 or EL-120m Mailer Envelopes
- The Mailer Envelopes are now available in two sizes: **#12** (11” x 4.75”) and **#14** (11.5” x 5”).

If you have questions about the envelopes, please contact the Elections Commission Help Desk at 608-261-2028 or [elections@wi.gov](mailto:elections@wi.gov).

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).

**Voter: Please complete steps 1 through 5 below, in the presence of your witness.**

**1 Place your voted ballot inside the envelope and seal it. Do not use tape or glue.**

**2 Complete the section below if not completed by the clerk.  
Provide your VOTING address.**

Date of Election (month, day, year) \_\_\_\_\_ County \_\_\_\_\_

Municipality (check type and list name) Town  Village  City  of \_\_\_\_\_

Voter's Name (Last, First, Middle) including suffix *(Please print legibly)* \_\_\_\_\_

Street Address--Provide house number and street name or fire number and street name. OR \_\_\_\_\_

If your rural address does not include a house number/fire number and street name, provide rural route number and box no. \_\_\_\_\_

City \_\_\_\_\_ WI \_\_\_\_\_ Zip Code \_\_\_\_\_

Official use only: Ward # \_\_\_\_\_ District (if applicable) \_\_\_\_\_ Voted in clerk's office

**3 Sign and date this section.**

**CERTIFICATION OF VOTER** *(Required)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
▲ Signature of Voter ▲ *(All voters must sign.)* Today's Date

REQUIRED OF MILITARY AND OVERSEAS VOTER ONLY: I further certify my birth date is: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_

**4 Have your witness sign and write their address below.**

**CERTIFICATION OF WITNESS** *(signature and address of witness are required)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. \_\_\_\_\_  
▲ Signature of ONE adult U.S. citizen witness▲

2. \_\_\_\_\_  
▲ If witnesses are Special Voting Deputies, both must sign. ▲  
▼ Address of witness or addresses of both SVDs ▼

1. \_\_\_\_\_  
2. \_\_\_\_\_

Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city, state and zip code.

**CERTIFICATION OF ASSISTANT** *(if applicable)* - assistant may also be witness

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X \_\_\_\_\_  
▲ Signature of Assistant ▲

**5 Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.**

**OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION**

*(Official Use Only) The voter has met or is exempt from the photo ID requirement. Municipal or Deputy Clerk initial here:*

**Note:** With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. §6.86(6).

**Voter:** Please complete steps **1** through **6** below, in the presence of your witness.

**1** Place your voted ballot inside the envelope and seal it. Do not use tape or glue.

**2** Complete the section below if not already completed by the clerk. Provide your VOTING address.

Date of Election (month, day, year) County

Municipality (check type and list name) Town  Village  City  of

Voter's Name (Last, First, Middle) including suffix (Please print legibly)

Street Address—Provide house number and street name or fire number and street name.

City WI Zip Code

Official use only: Ward # District (if applicable) Voted in clerk's office

**3** Sign and date this section.

**CERTIFICATION OF VOTER (Required)**

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 10 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted. I further certify that I requested this ballot.

X \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
▲ Signature of Voter ▲ (All voters must sign.) Today's Date

**4** Have your witness sign and write their address below.

**CERTIFICATION OF WITNESS (signature and address of witness are required)**

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

▲ Signature of ONE adult U.S. citizen witness▲

▲ Address of witness ▲

Provide house number and street name or fire number and street name, city, state and zip code. OR If your rural address does not include a house number/fire number and street name, provide rural route number and box number, city state and zip code.

**CERTIFICATION OF ASSISTANT (if applicable) - assistant may also be witness**

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability and that I signed the voter's name at the direction and request of the voter.

X \_\_\_\_\_  
▲ Signature of Assistant ▲

**5** Enclose a copy of acceptable photo ID, or complete this section

**CERTIFICATION OF CARE FACILITY AUTHORIZED REPRESENTATIVE**

I certify I am an authorized representative of the facility listed. I further certify that this facility is registered or certified as required by law, that the above voter is a resident, and I verify that the name and address of the voter described above are correct.

▲ Name of Facility▲ Signature of Authorized Representative ▲  
(Certification of Witness section must also be completed.)

(Official use only) MUNICIPAL CLERK MARKS THIS SECTION IF REQUIRED

Attention Election Inspectors! If box is checked, one of the following is required:  
✓ A copy of photo ID must be enclosed in this envelope OR  
✓ The Certification of Care Facility Authorized Representative section of this envelope must be completed (as well as the Certification of Witness Section).

\*If neither is included, this ballot must be rejected.

**6** Mail back your ballot. Allow 4-5 days for delivery to ensure your ballot is received by Election Day. Ballots received after Election Day will NOT be counted.

The EL-122 Special Absentee Certificate includes an extra section (Section 5). Section 5 is used only in two uncommon situations:

Number 1

- An absentee voter resides in an SVD-eligible facility that is NOT served by SVDs.
- Voter applies for an absentee ballot, but not as an indefinitely-confined voter.
- Voter does not have acceptable photo ID on file with the clerk and does not include ID with the request.
- Because the voter resides in a facility that is SVD-eligible, the clerk sends the ballot to the voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Number 2

- An absentee voter resides in a care facility served by SVDs.
- Voter has applied for an absentee ballot, but not as an indefinitely-confined voter.
- The SVDs have made two visits to the facility, but have not made contact with the voter.
- Voter does not have acceptable photo ID on file with the clerk.
- The clerk mails the ballot to voter with instructions to enclose a copy of acceptable ID with the ballot, or have the "Certification of Care Facility Authorized Representative" section completed.

Clerk checks the box in the shaded area of Section 5.

Clerk does not initial that "The voter has met or is exempt from the photo ID requirement."

Printing a supply of the **EL-122 Special** is not necessary. If one of the situations listed above is encountered, this form can be printed from the WEC website, trimmed to fit and affixed to an EL-122 Standard envelope with glue or tape.