

WisVote 101 Webinar Questions

How do you complete the certification in the learning center?

The certification paperwork must be submitted to the Elections Help Desk to be processed. The Access Certification (Clerk or Data Entry), Confidentiality Agreement, and Request to Add Authorized Users form can be emailed or faxed to the Elections Commission. If emailing, please scan the completed and signed forms and attach them to the email.

The Request to Add Authorized Users form is only needed if a new user ID is being requested. If you are requesting updated permissions to an already existing user ID, you do not need to include this form.

Is there a way to get more than 2,500 records?

Yes. The information regarding the 2,500-record limit provided during the webinar is out-of-date. WisVote has been updated to allow exporting of up-to 10,000 records without additional steps or using Advanced Find. With the exception of the Voter Search function, WisVote counts will be limited to referencing 2,500 records, but all records in excess of 2,500 will appear in any exported file.

I don't see a way to print the instructions in FAQ.

A PDF version of the FAQ can be found in the **Attachment** section if the FAQ has no other attachments. This can be downloaded and printed.

Are we required to print out & keep the online registrations to be put with all our other registrations?

Clerks are not required to print MyVote online voter registrations (OVRs). MyVote OVR notifications are only an acknowledgment that a voter has registered; no immediate action is required. For a more detailed discussion of MyVote OVR registrations see the communication to clerks dated December 30, 2016 [communication to clerks dated December 30, 2016](#) found on the WEC website under Archived Clerk Communications.

Should reliers forward the email notification to their provider of service?

Relier clerks do not need to forward the email notifications to their providers. MyVote OVR notifications are sent to the “notification email” address(es) listed in the municipal record within WisVote. OVR notifications will be sent to the same email address currently used to receive MyVote absentee ballot applications. If you wish to update where MyVote notifications are sent, please email elections@wi.gov.

You should check with your provider to see if they are receiving the emails or if they would like copies of your notices. If you do not receive a MyVote OVR notification for a voter or have

questions about a MyVote notification that you have received please contact the WEC helpdesk (608) 261-2020 or email elections@wi.gov.

Is there a new manual available?

The WisVote user manual is updated by section on an ongoing basis. Each time a section is updated, the full manual file will include any changes. Updated chapters will be noted on the Learning Center home page when they are released and individual chapters can also be found on the Elections Commission website. The User Manual Chapter Selections section on the Commission website also includes the date each section was updated. The listing can be sorted to list the most recently updated sections first.