

## Table of Contents

Voter Application.....	2
Overview – Adding Voter Application .....	3
Adding Voter Application .....	4
Enter Information from EB-131 Form .....	4
• Name .....	5
• Date of Birth.....	5
Voter Matches Found: Match and Link Voter .....	6
Enter and Validate Address .....	8
Enter Remaining Information from EB-131 Form .....	10
• Prior Address .....	10
• U.S. Citizen .....	10
• 18 YRS? .....	10
• Proof of Residence.....	10
• ID Required .....	11
• Date on Application and Effective Registration Date .....	11
• Application Source .....	11
• Special Registration Deputy Number, if any .....	12
Initiating HAVA Check .....	13
Processing Voter Application.....	14
Election Day Registration .....	16
Recording Incomplete Election Day Registrations .....	20
Forwarding a Voter Application and Processing a Forwarded Application .....	21
Managing New and Pending Application.....	24
Setting Defaults .....	27



## Voter Application

In real life, a person enters life as a voter by submitting a Voter Registration Application (EB-131). After a clerk approves an application, the person who submitted it is officially a voter. SVRS works the same way. A person enters life in SVRS by a clerk entering his or her **Voter Application**, which acts as an electronic copy of the actual EB-131. Once the clerk marks the electronic application as “Approved,” that person has a **Voter Record** created in SVRS and will appear on poll lists as entitled to vote.

In SVRS, the difference between a **Voter Application** and a **Voter Record** is very important. **Voter Applications** are used any time a person submits a paper EB-131 to a clerk. **Voter Records** are used to track the rest of that person’s activity as a voter, and to fix typos that were unnoticed before marking an application as “Approved”.

As a clerk, you know there are times you will receive EB-131s that are incomplete or illegible. These forms cannot be accepted and the person is not yet a voter. In SVRS, you can deal with this situation by marking a **Voter Application** as “Pending” or “Denied,” as opposed to “Approved”. You should mark an application as “Pending” if you expect to get the information that was missing or illegible. Once you have the new information, you can revisit the pended application and mark it as “Approved” or “Denied,” as appropriate. You should mark an application as “Denied” only if you know you know the person cannot be approved as a voter based on the submitted EB-131 (The person is 14 year old, or indicates he or she is not a citizen, etc.).

### Key Terms

District Combination (District Combo): A District Combo is a series of numbers that represent a unique combination of voting districts in which the voter lives. District Combos have a standard format of AABCC (the municipality’s HINDI number)-DDD-EE where:

- AA is the two digit code for the county
- B indicates the type of municipality (0=town, 1=village, 2=city)
- CC is the two digit code for the municipality
- DDD is the three digit code for the ward number
- EE are any divisions within a ward

For example, one of the District Combos for the Town of Blooming Grove is 13008-001-2. In this combination, 13 is for Dane County, 0 is for Town, 8 is for Blooming Grove, 001 is for Ward 1, and 2 is for the second division in the ward. If there are no divisions within a ward, the last digit will be 1.

Voter Matching: When you enter an application, SVRS checks to see if there is already a voter registration record or registration application for that person in SVRS.

Linking an Application: When a voter match is identified, SVRS allows you to link a voter record to the application. When you process the application, SVRS updates the voter registration record instead of creating a new voter record. In this manner, the voter is maintained with one voter registration number in SVRS.

## Overview of steps in Adding a Voter Application (EB-131)

1.	2.	3.	4.	5.
Enter Voter information	Validate Address	Choose Application Source	Run the HAVA Check	Process the Application
↓	↓			
Handle Voter Matches	If Address Range Match Screen appears, choose correct address range			
↓	↓			
Determine if a true match	If no matching ranges, fix address ranges and reenter app.			
↓				
Link if Match				
↓				
Close Match screen if not a true Match				

## Add Voter Application

### Enter Information from EB-131 Form

- Name
- Date of Birth



Follow these steps whenever an eligible elector submits a Voter Application (EB-131). If the application was submitted on Election Day, see the additional instructions for processing an Election Day Registration.

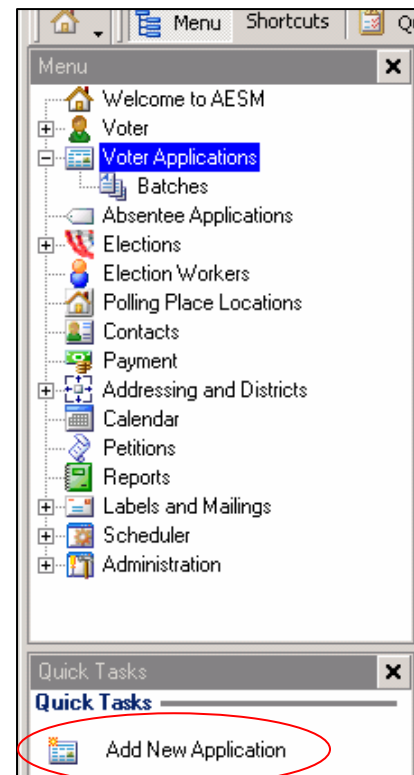


The following information is required for the voter registration application (EB-131) to be considered complete. Clerks may enter incomplete applications into SVRS, but only complete applications should be marked as "Approved":

- Name
- Date
- Residential Address
- Citizenship
- 18 years old on or before Election Day
- Date of Birth
- Valid Wisconsin driver's license or Wisconsin State ID number or the last 4 digits of the voter's Social Security Number. The voter may provide the Social Security Number only if he or she has not been issued a WI driver's license or state identification card. If the voter has neither a driver's license nor state ID, nor a Social Security Number, the voter must indicate that fact.
- An affirmative answer to the questions in Box 8
- An indication of having accepted the certification statement in Box 9
- Applicant's signature - If the applicant is unable to sign, another voter may be authorized to sign the form on his or her behalf.

1. Click on the **Voter Applications** node from the Main menu.

2. Click on the **Add New Application** Quick Tasks.



3. Enter information from the EB-131 form into the **Voter Application** screen.

a. **Begin** by entering:

- **Voter's Name**
  - If the EB-131 form is marked as a name change and lists a Prior Name, enter the **Prior name**.



*Do not enter a period (.) after a middle initial.*

- **Date of Birth.**

b. Wait for the **Matches Found!** to appear at the bottom center of the screen.

- If **0 Matches Found!** appears, go to **Step 9** and continue data entry.
- If **1 (or More) Matches Found!** Appears, follow **Steps 4-8**, below.

## Voter Matches Found: Match and Link Voter



When entering an application, SVRS checks statewide to see if there is already a **Voter Record** for that person. SVRS will suggest potentially matching records based on the entered information, and it is your job to evaluate and either confirm or deny these potential matches. Confirming a match links the application you are entering to an existing **Voter Record**. If that **Voter Record** exists in another municipality, making this link will automatically remove the voter record from its previous jurisdiction and transfer it to yours. This process, called Ad-Hoc voter matching, is one of the ways SVRS ensures each voter has one and only one voter record.



It is very important to carefully review the potential matches. Linking two records when the records belong to two different people will cause one of the voters to not be recognized as a registered voter in Wisconsin.

4. Double-click on the (number) **Match Found!** text located at the bottom center of the window.

5. Confirm or deny potential matches.

- a. The information in the search panel at the top of this pane is the information you have already entered from the EB-131.
- b. Each line in the match grid represents a voter SVRS is suggesting as potential match to the application you are entering.
- c. The **Match Basis** column will identify which information from the voter record matched what you have entered from the application.

- LN = last name match
- FN = first name match
- DB = date of birth match
- DL = Driver's license match

- d. Use the horizontal scroll bar to see additional information about the suggested match. Pay particular attention to the Driver's License listed in the last column.
- e. If you decide to confirm a suggested potential match, **double-click** on that line in the match grid voter

- If you decide to deny all suggested potential matches, close the Voter Matches screen by clicking the 'X' in the upper right corner of the Voter Matches screen.



Clicking on the **Match** button in the Voter Matches screen refreshes the Data Grid based on the contents in the fields. It does not 'Match and Link' the voter.

Voter/Applic...	Match Ra...	Match Basis	Regular/Fed...	Name	Date of Birth	Party
Voter Record	80	LN FN DB		ANDERSON, ROBERT R	1/1/1982	Not Applicable
Voter Record	70	LN DB		ANDERSON, REBECCA J	1/1/1982	Not Applicable
Voter Record	70	LN DB		ANDERSON, ROBIN M	1/1/1982	Not Applicable

6. If the voter's previous registration was in a different Wisconsin jurisdiction, click on the **Yes** button when the "Current jurisdiction differs from the matching voter..." message box appears.

**7. Manage the Results of the Match.**

- a. When you make a match, information from the previous voter record will auto-populate certain fields on Voter Application screen.
- **Name:** Make sure that, after the link, the name field matches the EB-131 you are entering. You will need to make changes if this application was submitted because the voter changed his or her name.
  - **Date of Birth:** If the date of Birth no longer matches what is on the EB-131, you have made a mistaken match.
  - **Mailing Address:** If you see a yellow triangle next to Mailing Address field, it means SVRS has copied a mailing address over from the record you have linked. If you mark this application as "Approved" and create a **Voter Record** for this person, you will have to open that **Voter Record** to delete the incorrect mailing address.



If you find that the voter link is incorrect, click on the **Unlink** button to unlink the records. Unlinking must be done before processing.

**8. Check the appropriate box under the heading of Application Details:**

**New:** There was no matching voter record

**Addr:** There was a matching record at a different address

**Name:** There was a matching record under a different name

**9. Enter the Driver's License number or last four digits of the social security number.**

- If you have linked to an existing record in previous steps, double-check that anything populated in this field matches what appears on the EB-131 you are entering.
- (If more than four digits of the social security number are completed on the form, enter only the last four digits.)
- Choose **Neither** in the drop down menu if the voter has neither a driver's license nor social security number.

## Enter and Validate Address



When entering a voter's address, SVRS will attempt to associate it (and therefore the voter) with the applicable voting districts. This is called **Address Validation**. **Address Validation** begins by placing an address within an **Address Range**. An **Address Range** is a set of addresses that the clerk has entered into SVRS, indicating that the addresses within the range (eg 1-100 Main St) all share the same **District Combo**. A **District Combo** is a code representing a unique combination of voting districts. Associating a voter to voting districts through his or her address is how SVRS ensures the voter appears on the correct poll book and receives the correct ballot(s) at the polls.

To summarize, **Address Validation** links a voter to voting districts in the following manner:

**Voters** have an → **Address**, which is part of an → **Address Range**, each of which is associated with a → **District Combo** that is simply a code representing a unique combination of → **Individual Voting Districts**



This green box with white check mark is the sign that the address has been validated. Each voter's home address in SVRS needs to show this box or the voter will not appear on a poll list.

### 10. Enter the Address:

- a. Click within the white rectangular field to the right of the Home Address button.
- b. Enter the **house number** in the first field and tab to the next field.
  - Full and partial grid addresses should be entered without spaces: Eg. W10N5429 or W1082
- c. Use the second field if the street name includes a fraction as part of the house number. Otherwise, leave it blank.
  - The "half" field name is also used if grid addresses end with a letter, e.g. W1234A.
- d. Begin to type in the **street name**, which will auto-populate based on your municipalities address ranges.



If the **street name** field does not auto-populate with the data you are looking for, it means that your municipality does not have an address range for the any street named as you typed it. Check the dropdown menu for appropriate alternatives. If you cannot find one, it may be that the person does not truly live in your municipality. Or it may be that you will have to make changes to your address ranges before proceeding (See the **Address Ranges Tab**). At this point, you could do the following with the application:

- Close the application without saving, by clicking on the "x" in the upper right corner of the window;
- Click on **Save and Close** in the toolbar, which will save the application with a status of "New"; or,
- Use a quick task to **Process** the application and save it with a status of "Pending".

In each of these three cases, you will have to take further steps to "Approve" the application and create a **Voter Record**. If you discover the address does not belong in your jurisdiction, forward the application to the correct jurisdiction. See [Forward an Application](#) for more information. If you have corrected an address range to include the address, see [Manage New and Pending Applications](#).

11. Tab past the final address field to **Validate the Address**. At this point, one of three things will happen:



- a. A white check mark within a green box appears in the address field. If it does, it means the address has been "**validated**" in SVRS and you should proceed to **Step 18** to continue data entry.
- b. The red "do not enter" circle appears in the address field. If this happens, **delete the house number and tab through the remaining fields**. This will prompt the result described as option c.



- c. The Address Range Match Screen opens. The information in the search pane is the information you have entered from the voter's EB-131. Each line of the results grid shows an address range SVRS is suggesting as one to which the voter's address might belong.
  - Determine whether the address belongs to an address range for your municipality, if any.
    - An address belongs to a address range if:
      - The house number you entered falls between the House Numbers for the range, inclusively (meaning that 1 would fit into the range 1-110).
        - A partial grid address only fits into a range with house numbers that begin with the same letter. (Eg. House number W10 fits into the range W10 – W100, but not S10 – S100)
        - A full grid address only fits into a range with house numbers that have the same first coordinate (both letter and number, the same letter for the second coordinate, and a final number falling between the final number in the address range. (eg. House number N10W100 would fit in N10W10 – N10W300).
      - The house number is:
        - Odd, if the range has an "O" in the OEB field,
        - Even, if the range has an "E" in the OEB field
        - If the range has a "B" in the OEB field, the house number can be either odd or even.
    - The city and zip on the EB-131 match the city and zip for the address range.
      - You may have conflicts here because Address ranges should be built to reflect the postal city that serves a particular address. This may not be the same name as the municipality name, and may not be what the voter understood by city and zip.
      - For example, the City of Fitchburg in Dane County does not have a post office. Therefore, every address and address range for Fitchburg is recorded with a city name of Madison. In this case, Madison is the postal city for a Fitchburg address.
  - If the address does fit into a range, **double-click** on that line of the results grid to **validate the address**. This will associate the voter with that address range, and will auto-fill the City and Zip code fields.
  - If the address does not fit into a range, close the Match Screen by clicking the "x" in the upper right corner of the window, and refer to the italicized note on the previous page..

12. Enter any missing address information, if appropriate. If not, go to step 14.

- a. Use Address Line 2 if the address contains additional information, such as the name of a dorm or trailer court. If none, tab to next field.
- b. Use the drop down menu in the next field (Unit is visible) to select an Apartment, Lot, etc, if needed. Tab to next field.
- c. Enter the Apartment, Lot or other unit number, letter, or other designation, if needed. Tab out of this field.
- d. Tab through the address range field to receive the green box and white check mark.

## Enter Remaining Information from EB-131 Voter Application

- Prior Address
- U.S. Citizen
- 18 YRS?
- Proof of Residence
- Date on Application and Effective Registration Date
- Application Source
- Special Registration Deputy Number, if any,

13. If the voter has completed the **Prior Address** (Section 7 of the EB-131) with an out-of-state address, enter it into the Prior Address fields. This does not need to be completed if the prior address is within Wisconsin.



*The State Elections Board will use this information to notify other states that a previous resident of theirs has registered to vote in Wisconsin. An out of state address will always have the red "do not enter" icon in the address field, and is unimportant in the prior address field.*

14. Complete the Citizenship Affirmation section by making the correct selection from the drop down menus.

- If a person has left these check boxes blank on the EB-131, but has checked the affirmation in Box 9, mark them as "Yes" in SVRS.



*Remember, using the Set Defaults button saves data entry keying. See the [Set Defaults](#) page in this section.*

15. **Record Proof of Residence Information.** Sometimes, registration requires a person to provide proof of residence information. The person who accepted the form is responsible for making sure the type of proof and any associated number is recorded on the EB-131.

- Select the type of Proof of Registration from the drop down menu.
- Enter the account number in the Account Number field
  - If the type of proof shown was a WI Drivers License or ID Card whose number you have already entered, you do not need to enter it here for a second time.

16. Adjust the **ID Required** check box, if necessary. Ignore this field, unless:

- The voter submitted the EB-131 by mail
- You did not link this application to an existing **Voter Record**.
- There was no proof of residence information sent along with the EB-131.

If all three of these are true, set the **ID Required** field to "Yes." This will cause an ID Required watermark to print on the poll list next to the voters name and will alert your poll workers to require the voter shows proof of residence at the polls before receiving a non-provisional ballot..

The screenshot shows the 'Citizenship Affirmation' section of the form. The 'US Citizen' field is set to 'Yes' and '18 YRS?' is set to 'Yes'. The 'Identity Check' section has a dropdown for 'Proof of Res/ID Chk.' set to 'WI Drivers License or ID Card'. The 'ID Required' field is set to 'Yes'. The 'Other' dropdown is open, showing 'No' and 'Yes' options, with 'Yes' selected. The 'Date on App:' field is set to 'No' and 'Mail' is selected. The 'Effec Reg Date:' field is set to 'Yes'. The 'Status-Reason:' field is empty. The 'Voter Reg Num:' field is set to '13008-003-2'. The 'Notices' field is empty.

17. Type the date on the application in both the **App. Date** and **Effec. Reg. Date** fields.

- If you have linked this application in previous steps, these fields will have incorrect dates in them. Type over them to correct this.

18. Choose the **App Source** using drop-down menu. This identifies how you received the EB-131 form. The choices are:

- Armed Services Recruiting:** Not used in WI
- Clerks Office:** If the person registered in the clerk's office between the day after an election and 5pm on the third Wednesday (20<sup>th</sup> day) before the next election (normal registration).
- Election Day Registration:** If a person registers on Election Day.
- Election Day Registration – No Ballot Issued:** If a person registers on Election Day but does not take a ballot and receive an election day voting number at the polls.
- Federal Postcard Application:** If the application is received from an overseas voter
- Late Registration:** The voter registers after 5pm on the third Wednesday (20<sup>th</sup> day) before an election but before election day.
- Mail:** The voter submitted the registration form through the mail

The screenshot shows the 'App Source' dropdown menu open, displaying a list of options: 'Armed Services Recruiting', 'Clerks Office', 'Election Day Registration', 'Election Day Registration - No Ballot Issued', 'Federal Postcard Application', 'Late Registration', 'Mail', 'Registration Drive', and 'Special Registration Deputy'. The 'Mail' option is selected. The 'App Date' field is set to '10/26/2006' and the 'Effec Reg Date' field is set to '10/26/2006'. The 'App Source' field is set to 'Mail'. The 'Language' field is set to 'New'. The 'District Combo' field is set to '40049'.

- h. **Registration Drive:** The form is submitted by a group or individual who collected it without being deputized to do so.
- i. **Special Registration Deputy:** The form was collected by a person deputized to do so by the State or a municipality.

**19. Enter Special Registration Deputy Number, if applicable.**

A Special Registration Deputy (SRD) accepting an EB-131 must record his or her SRD# on the form, next to his or her signature. Clerks need to record this number in SVRS.

- a. Click on the **Other Tab** of the voter application window
- b. In the **Comment field**, type "SRD#" and then, without a space, the deputy's actual number.
  - Eg. "SRD#13002001".

**20. If the voter indicated interest in becoming a poll worker on the EB-131 form, click on the tab "Other." Check the box "Poll Worker Interest." Click back to the Voter Application Tab before proceeding to Step 21.**

- This must be done before the application is processed.

The screenshot shows a software window titled "VoterApplication - Add Voter Application". It has a menu bar with "Save and Close", "Save and New", "Close", and "Quick Tasks". Below the menu bar are three tabs: "Voter Application", "Other", and "Activity | Documents". The "Other" tab is selected and circled in red. The form content includes a section titled "Other Information" with a text input field. Below this are fields for "Person Assisting:", "Email:", and "Comments:". At the bottom, there is a checkbox labeled "Assist. Requested Poll Worker Interest".

## Initiate the HAVA Check

21. Click on the **Quick Task** button in the toolbar.
22. Click the **HAVA Check** quick task.
23. A pop up message will ask if you wish to continue. Click **Yes**. Read the following note and then **go to step 24**.



See the **Managing HAVA Check** section of the **Voter** tab for instructions on steps you will need to take to manage the results of the HAVA check. The following note is taken from that section of the manual:

*When you perform a HAVA check on a voter application, the results are not real-time. Instead, SVRS communicates with the WI Department of Transportation (DOT) and Social Security Administration (SSA) on a nightly basis. When clerks arrive each morning, the SVRS will have run the checks and, where applicable, made changes to certain voter records. The system will also produce a report for clerks to use to audit the results of the check.*

*A HAVA check compares the Name, Date of Birth, and Driver's License or Social Security Number you have entered into SVRS against the information contained in databases maintained by DOT and SSA. If these pieces of information are not exactly the same in both databases, the voter will fail the check.*

*Your first job as clerk is to check for data entry errors that caused a person to fail the check. SEB has created a report that will allow you to do this quickly by comparing the information on the report against the information on the voter's EB-131. If you discover a typo, you will rerun the HAVA check for that voter.*

*If a voter fails a HAVA check and there was no typo, SVRS automatically flags his or her voter record as ID Required. This will cause an ID Required watermark to print next to the voter's name on the poll list, and your poll workers will not let the person vote without first showing acceptable Proof of Residence. To prevent this from causing a disturbance at the polls, you will send these voters a notice informing them of the problem and of the Election Day consequences if the issue is not resolved. Voters who resolve the issue before Election Day will have their HAVA check rerun and, if they pass, will have the ID Required flag removed from their record. Providers and Reliers must decide for themselves who will send the required notice and how to manage voter response to it.*



## Process Voter Application

24. Click on the **Quick Tasks** button from the Toolbar. The Quick Tasks side panel will open.

25. Click on the **Process Application** Quick Tasks.

**VoterApplication - Add Voter Application**

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

Voter Application Other Activity Documents

**Application Details**

☐ New ☒ Add ☐ Name

Driver's License: A1234519-8222-01

Soc Sec Num: Neither

Name: ANDERSON, ROBERT R

Date of Birth: 1/1/1982 Phone:

Address

Home Addr 3560 BEEGS RD 13008-003-2 MC FARLAND, WI 53558

Mailing Addr

Prior Registration

Prior Name:

Prior Addr

**Citizenship Affirmation**

US Citizen Yes 18 YRS? Yes

**Identity Check**

Proof of Res/ID Chk. WI Drivers License or ID Card

Account Number

ID Required

**Other**

Date on App: 10/26/2006 App Source: Mail

Effec Reg Date: 10/26/2006 Language:

Status-Reason: New

Voter Reg Num: 40049 District Combo: 13008-003-2

**Notices**

**Update Voter**

**Associated Voter**

ANDERSON, ROBERT R 40049  
4285 SPRECHER RD  
MADISON, WI 53718

Status-Reason Date of Birth Soc Sec Nu  
Registered 1/1/1982

Unlink

3 Matches Found!

**Quick Tasks**

Quick Tasks

Add New Application

Process Application

Forward Application

Send Mailing

HAVA Check

Smart Buttons

26. Select the **Status - Reason** from the drop-down menu.



The Status Reason identifies why you are approving, pending, or denying the voter registration application. The most common Status Reasons will be "Approved New Voter" and "Approved Update Voter."

**Process Voter Application**

**Application Details**

Status - Reason

Approved - Update Voter  
Denied - Application Incomplete  
Denied - Duplicate Application  
Denied - Felony Conviction  
Denied - Incompetent WI s.6.03  
Denied - Matching Death Record  
Denied - Not a Citizen  
New - Pending Approval  
Pending - Application Incomplete  
Pending - Missing Additional Da...

Process

(Optional) – Check **Send Mailing** checkbox



You might want to send a mailing if an application is incomplete (e.g. if the signature is missing) and you need to let the applicant know that their status will remain "inactive" until the application is complete. Or, during the Late Registration period, you might want to print the Certificate of Registration as you are processing the application.

**Process Voter Application**

**Application Details**

Status - Reason

☒ Send Mailing

**Mailing**

Mailing to be Sent

Send to Address

Comment on Mailing

☐ Submit For Printing Later

Process

Process Voter Application Quick Tasks

Select the type of Mailing to be Sent from the drop-down menu.

- Select the Send to Address from the drop-down menu.
- Add any comments to the Comment on Mailing text list.
- Check the Submit For Printing Later if you do not want to print the mailing immediately.



For more information on how to print mailings, please see [Mailings](#) section.

27. Click on the **Process** button.

The screenshot shows the 'Voter Application - Add Voter Application' window. The 'Process Voter Application' panel on the right has a 'Process' button circled in red. The main form contains fields for Application Details (New, Add, Name), Driver's License, Soc Sec Num, Name, Date of Birth, Address, Citizenship Affirmation, Identity Check, Proof of Res/ID Chk, Account Number, ID Required, Date on App, App Source, Language, Status-Reason, Voter Reg Num, District Combo, Notices, Prior Registration, Prior Name, Prior Addr, Associated Voter, and Update Voter. The 'Status-Reason' is set to 'New' and 'Voter Reg Num' is 40049.

28. When the message box of “**Application successfully processed...**” appears, do the following:

- Write the voter registration number onto the EB-131 application form in the upper right hand corner.
- Click **No** if entering voter applications is finished.
- Click **Yes** if there are additional voter applications to enter. A blank Voter Application form will appear with the Quick Task right side panel remaining open.
  - If the next application being entered is of the same Status Reason (New or Update Voter) type as the previous, continue to process.
  - If the previous voter was new and the next voter is an update because of an address or a name change (or vice versa), you will need to close and reopen the Quick Task Process Voter Application panel. Do this by double clicking on the Quick Tasks button. Doing this allows the correct Status Reason to be available.

The screenshot shows a message box titled 'Voter Application' with the text 'Application successfully processed. Voter Reg Number is 40049. Would you like to open a new data entry form?' and 'Yes' and 'No' buttons.

The screenshot shows the 'Voter Application - Add Voter Application' window. The 'Quick Tasks' button in the top toolbar is circled in red. The 'Process Voter Application' panel on the right has a 'Status-Reason' dropdown menu circled in red, showing 'Approved - Update Voter'.

## Election Day Registration

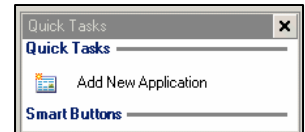
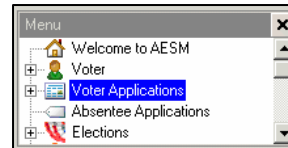


Have the voter's EB-131 form from a specific election. Adding a new application with "Election Day Registration" in the **application source** field will record a vote for that person for the election you select.



Election Day Registration is when a voter registers to vote on Election Day at the polling place and completes an EB-131 Voter Registration Application. Be sure to record the proof of residence on the paper copy of the application (EB-131), and enter that information into SVRS.

1. Click on the **Voter Applications** node from the Main menu.
2. Click on the **Add New Application** Quick Tasks.



3. Enter information from the EB-131 form into the **Voter Application** screen. Enter Last Name, First Name, Middle Name or Initial and Date of Birth.



*If entering a middle initial, the SVRS standard is to not enter a period [.] after the initial.*

4. Enter a phone number or tab through the Phone number field.
5. If **(number) Match Found!** appears in the bottom center of the screen, refer to the training guide for **Match and Link Voter**. Be sure to **enter the new address** in the Home Address fields after linking the voter record to the new application. If **0 Match Found!** appears in the bottom of the screen, proceed to the next step.
6. Application Details – Be sure to **check** either:
  - a. New – new voter application
  - b. Addr – address change application
  - c. Name – name change application
7. Enter the driver's license number or social security number.




*Choose Neither in the drop down menu if the voter indicates he or she has neither a driver's license number or social security number.*

8. To enter the **Address**, click within the white rectangular field to the right of the Home Address button.
  - a. Enter the **house number** in the first field and tab to the next field.
  - b. Use the second field if the street name includes a one-quarter, one-half, or three-quarters as a part of the street name. Tab to the next field.
  - c. Begin to type in the **street name**. The street name will begin to autopopulate as letters are typed in to the field. Tab to the next field.
  - d. Type in the **city name** in the city name field. Tab through the next field containing the state abbreviation of WI.
  - e. Type in the **zip code** in the zip code field. Tab to the next field.
  - f. Use the **next three fields**, as needed. Tab through the remaining address fields if no additional information is to be entered.



- i. Use the Address Line 2 if additional information is provided such as the name of a dorm or trailer court.
- ii. If none, tab to next field.
- iii. Use the drop down menu in the next field (Unit is visible) to select. Tab to next field.
- iv. Enter the number, letter, or other designation as provided. Tab out of this field.


9.  A white check mark within a green box should **appear** in the address field. This means the address has been **recognized or "validated"** in SVRS as an address belonging to the municipality and a District Combo will be assigned. Continue to process the voter application at Step 12.

10. If an Address Range Matches Search window appears, choose the correct Address Range by double clicking it to select. Continue to Step 12.
11. If a red "do not enter" circle appears, refer to the training guide for Address Range Match and Address Ranges. If unable to validate the address, be sure to choose the Status Reason of Pending - Address Not Verified when Step 21 is reached.


12. If the voter has completed the **Prior Address** (Section 7 of the EB-131) with an out-of-state address, the prior address is entered in the Prior Address fields. This does not need to be completed if the prior address is within Wisconsin.

13. Complete the Citizenship Affirmation section.
- a. Choose **Yes** if the voter has answered Yes in Section 8 of the EB-131 or has checked the dot in the certification field, Section 9.

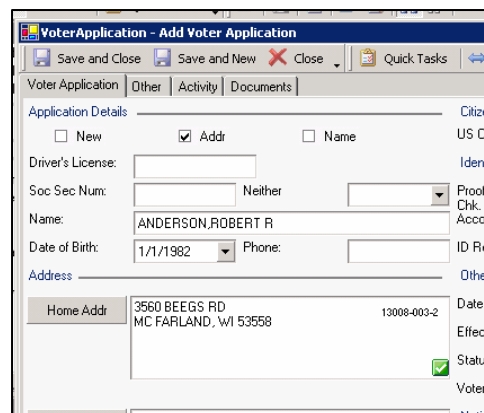
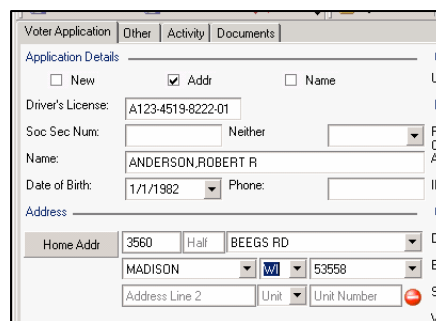
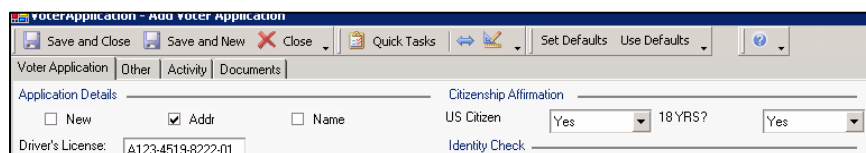
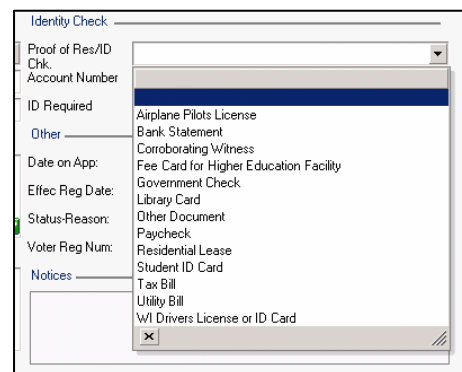
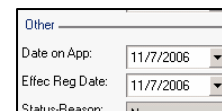
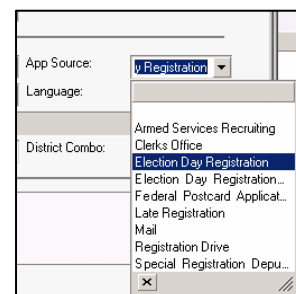
14. Choose from the drop down menu the **type of proof** provided at the polls.
- a. If WI Drivers License or ID Card, the number does not need to be entered a second time in the Account Number field since this has already been entered in the Driver's License field.
15. If another type of Proof was used, the applicable number needs to be entered in the Account Number field.

 Do not set the **ID Required** field to Yes because the ID was already provided at the polls. **ID Required** is used for mail in registrations that did not include proof of residence.

16. Using the date on the application, enter the **Date on App date**. This can be done by choosing the date through using the drop down calendar or by typing in the date.
17. **Effective Registration Date** is the same date as the Date on App.

 If the voter was previously registered in Wisconsin and the application was a "Match and Link", the Date on App and Effective Registration Date need to be changed to the date of the EDR application. Otherwise, the Effective Registration Date, when linked, will have the date of the previous registration.

18. If the voter cast a ballot, choose the **App Source** of Election Day Registration using the drop-down menu. If the voter completed an application and chose not to cast a ballot, choose the **App Source** of Election Day Registration – Ballot Not

Issued.

19. If the voter indicated interest in becoming a poll worker on the EB-131 form, click on the tab "**Other.**" Check the box "**Poll Worker Interest.**" This must be done before the application is processed.

20. **Process the application** by clicking on the **Quick Tasks** button from the Toolbar and then clicking on the **Process** button from the **Quick Tasks Panel**.

21. Choose a **Status – Reason** from the drop-down menu.



The **Status - Reason** identifies why you are approving or pending (Election Day Registrations cannot be denied within SVRS) the voter registration application.

22. Choose a Status – Reason from the drop down menu
- If this voter is registering for the first time in Wisconsin, and if the address validated (green check box and correct district combo), choose **Approved - New Voter**.
  - If this voter is updating the address through the "Match and Link" process, and the new address validated (green check box and correct district combo), choose **Approved - Update Voter**.
  - If this voter is either registering for the first time or is transferring from another Wisconsin municipality and the new address does not validate (has red "do not enter" or district combo is not correct), choose **Pending – Address Not Verified** (this means address not included in SVRS address ranges). If this status reason is chosen, a vote will not be recorded. You will need to create or expand the address range through the Address Range node then follow the steps for Searching for Status Reason of "New" or "Pending" instructions on next page, and process as an Election Day Registration.
  - If this voter is either registering for the first time or is transferring from another municipality and the new address does not validate because the voter voted in the wrong jurisdiction, contact the SVRS Help Desk.

23. In **EDR Election**, choose the election from the drop-down menu at which this application was completed by the voter.

24. Choose a **Polling Place Location** from the drop-down menu where the voter was issued the Election Day Registration.



By choosing the **EDR Election** and **Polling Place Location**, the voter's participation in this election is recorded at the same time the applicant is processed as a voter in SVRS. This means that there is no need to separately use the Record Vote node to record participation for EDR applications.

25. Click on the **Process** button.

26. Click **"Yes"** when the message "Do you want to process this application?" appears.

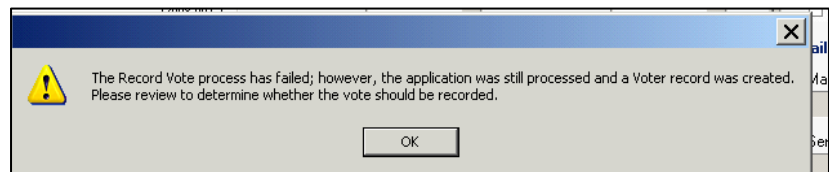
27. When the "Application successfully processed..." message box appears, **write the voter registration number** on the EB-131 application form.

28. If the voter left any portion of the EB-131 blank, go to Recording Incomplete Election Day Registrations on the next page for additional instructions.



*Note: You may receive an error message telling you the Record History process has failed but the application still processed. If so, you will need to manually record the vote history. To manually record vote history, do the following (for additional information, see Record Vote in the Post Election Activities section of the training guide):*

1. Expand the **Elections** node
2. Expand the node for the election for which you are trying to record votes
3. Click on **Record Votes** in the menu tree
4. Click on the **Record Vote** Quick Task
5. Click on the **Record Votes** tab
6. Type the voter's **SVRS ID#** in the Voter Reg Num: field
7. Select **At Polls** from the Method drop-down menu
8. Select the appropriate polling place
9. Click **Record**



## Recording Incomplete Election Day Registrations



A voter who cast a ballot and has an incomplete Election Day Registration must be processed first as an Election Day Registrant. Once the voter registration application is processed and the vote recorded, the status of the voter record should be changed to **"Inactive"**. Clerks should attempt to contact the voter to obtain the missing information, and only once the information is obtained should the status of the voter record be changed back to **"Active"**. To be on a future poll list, a voter record must have an **"Active"** status.



The following information is required for the voter registration application (EB-131) to be considered complete:

- Name
- Date
- Residential Address
- Citizenship
- 18 years old on or before Election Day
- Date of Birth
- Valid Wisconsin driver's license or Wisconsin State ID number or the last 4 digits of the voter's Social Security Number. The voter may provide the Social Security Number only if he or she has not been issued a WI driver's license or state identification card. If the voter has neither a driver's license nor state ID, nor a Social Security Number, the voter must indicate that fact.
- An affirmative answer to the questions in Box 8
- An indication of having accepted the certification statement in Box 9
- Applicant's signature - If the applicant is unable to sign, another voter may be authorized to sign the form on his or her behalf.

1. Follow all the steps found in the Election Day Registration process. After the application has been processed and the voter has been automatically assigned a SVRS Voter Registration Number, use the following steps.
2. Click on the **Voter** node
3. Search for and open the record for the voter whose application was incomplete.
4. Change the status to **Inactive – Incomplete EDR**
5. Click the **Save and Close** button.
6. Repeat steps for all voters with incomplete Election Day Registrations



*Note: Clerks should attempt to contact the voter and get the information required to complete the registration application. If able to do so, the following steps are then necessary. Voters must have a status of "Active" to appear on future poll books.*

1. Click on the **Voter** node.
2. Search for and open the record for the voter whose status was changed to Inactive – Incomplete EDR.
3. Change the status to **Active**.
4. Click the **Save and Close** button.
5. Repeat steps for all voters with incomplete Election Day Registrations whose application is now complete.

## Forwarding a Voter Application and Processing a Forwarded Application



If you receive a Voter Registration Application, and it is for another jurisdiction, or you are a Provider for several Reliers and an application has been entered in the wrong jurisdiction, you can use the Forward an Application Quick Task.

You may also receive a forwarded Voter Registration Application.

### To Forward an Application

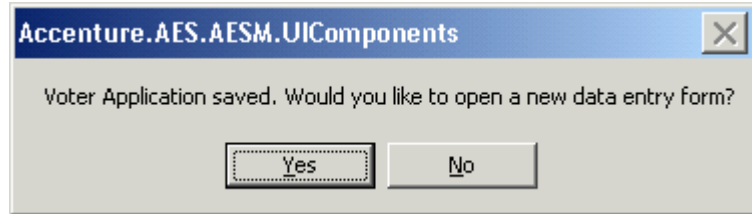
#### Instructions for the forwarding jurisdiction

1. Click on the **Voter Applications** node from the main menu.
2. If you have already entered the voter application, saved it because you were unable to validate the address or somehow determined that the voter does not live in your jurisdiction, search for the saved application. If not yet entered, use the **Add New Application** Quick Task to add a new voter application.
3. Enter information from the EB-131 to the Add Voter Application screen. Note that you will **not** be able to validate the address. Close the Address Ranges Matches screen whenever it appears by clicking on the small X in the upper right corner of that screen.
4. Follow all Business Processes for entering an application. Make notes on the EB-131 form if needed. It will be sent to the receiving jurisdiction's Municipal Clerk. If a Match Found appears, and it looks like a match, link the application. If not sure, make a note on the form. The receiving jurisdiction can complete a match and link when they process the application.
5. Click on the Quick Task button at the top of the screen.
6. Select **Forward Application** from the Task list in the pane on the right.
7. Select the Jurisdiction the application should be **forwarded to** from the drop down list.
8. Click on **Forward** button.

9. When the message box appears, explaining *"By transferring this application, you will no longer be able to view or work with this application.... Are you sure you want to forward the application?"* Click **Yes**.

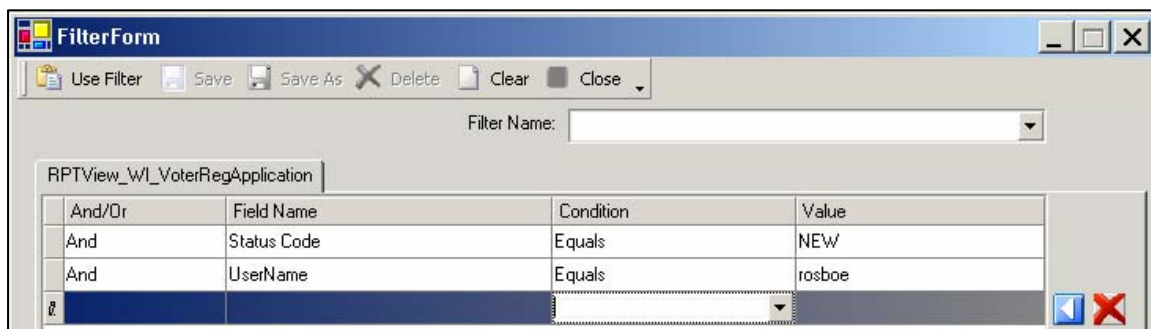
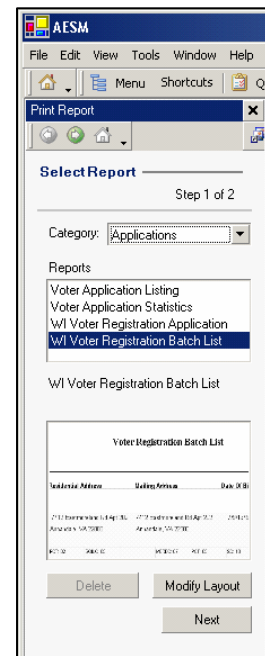


10. A message box asking if you want to enter more applications will appear. Click **No**.



*At this time, a problem occurs when entering multiple forwarded applications. If you clicked "Yes", when the new entry form appears, close the Quick Task pane that displays the Forward information. Click on Quick Task button to open the Quick Task pane again, and Forward Application again.*

11. Mail all EB-131s, plus notes, to the Clerk for the Jurisdiction you have forwarded the application(s) to.
12. You may wish to include a report listing the entered applications with the forwarded applications. If you choose to include a report, follow these instructions:
- From the Reports node, select Quick Task of **Print Reports**.
  - Select Category of **Applications**.
  - Select Report – **WI Voter Registration Batch List**
  - Filter** the report selecting **Status Code** equals **NEW** and **UserName** equals **your User Id** (lowercase). If more than one person entered the applications, include their ids also, with **OR** selected at the beginning of the filter line.



## To Process a Forwarded Application

### Instructions for the receiving jurisdiction

1. Expand the **Voter Applications** node by clicking on the plus sign to the left of Voter Applications
2. Click on **Batches**.
3. In the Search pane, each application forwarded will have its own batch name.
4. Expand to see the details of the Voter Application.

Active Jurisdiction: CITY OF MONONA - 13258

Created Between: and Batch Status: Batch Name: Batches Included: ☒ All Batches ☐ Image batches ☐ Non-Image Batch...

Image Status: Assigned To: Agency Source: Batch Type:

Records Returned: 1 ☐ Count Only Search Clear

Drag a column header here to group by that column

Date Created	Batch ID	Batch Name	Batch Type	Record Cou...	Batch Statu...	Assigned To	Priority
9/21/2006	70000001	Fwd App-QUAMME(S...	Voter Application	1	New		

5. To complete the process, search in the **Voter Application** node, using the applicant's name or using Application Status of "New".
6. Open the application by double clicking on the highlighted record, then Process as normal.

Active Jurisdiction: CITY OF MONONA - 13258

Last Name: First Name: Middle Name: Suffix: Status Reason:

Application Status: Application Type: Batch Name: Application Source: Voter Reg Num:

Date on Application Between: and Last Changed By: Last Changed Between: and

Records Returned: 3 ☐ Count Only Search Clear

Drag a column header here to group by that column

Name	Home Address	Home City/State/ZIP	Party	Date of Birth
Forcade, Rose	2021 16th Street	MONroe, WI 53566		9/15/1948
OLMAN, RALPH	104 ACACIA LN	MONONA, WI 53716	NA	4/4/1944
QUAMME, LOIS C	1200 MONONA DRIVE	MONONA, WI		1/1/1950

Quick Tasks: Add New Application, Delete Application, Send Mailing

## Manage New and Pending Applications



Applications entered into SVRS can be viewed in the Data Grid by entering the appropriate search criteria.

Applications can be saved or pended, and processed at a later time. To find the saved or pended applications, use the Application Status search choice in the Search Panel

Voter applications may have the status of **New** or **Pending** for a variety of reasons. Common reasons include:

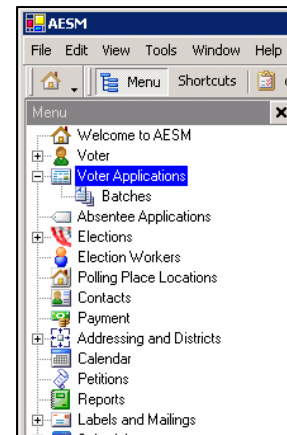
- Application “saved and closed” instead of Quick Task Process Voter Application
- Unable to validate address so processed with Status Reason of Pending
- Voter application received and entered at another jurisdiction (usually the State) and forwarded to voter’s jurisdiction for address validation and processing

Once processed as “Approved,” applications cannot be changed. Any necessary changes are made to the voter record (see [Update a Voter Record](#)).



Prior to an election, it is a good practice to search for new and pending applications. Use the Application Status search choice in the Search Panel. After identifying the new or pending applications, check the Voter node to see if a duplicate Voter Application was entered and processed.

1. Click on the **Voter Applications** node from the Main menu.



2. From the Search Panel, **enter the search criteria** into the appropriate field and click on the **Search** button or hit **Enter**.

Search Panel Details:

- Active Jurisdiction: TOWN OF BLOOMING GR...
- Search Criteria:
  - Last Name: [Empty]
  - First Name: [Empty]
  - Middle Name: [Empty]
  - Suffix: [Empty]
  - Status Reason: [Empty]
  - Application Status: **New**
  - Application Type: [Empty]
  - Batch Name: [Empty]
  - Application Source: [Empty]
  - Voter Reg Num: [Empty]
  - Last Changed By: [Empty]
  - Last Changed Between: [Empty] and [Empty]
- Results: 4 records returned.
 

Group by that column	Home Address	Home City/State/ZIP	Party	Date of Birth
Endres, Samuel J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/22/1977
Samuel, Endres J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/4/1978
Samuel, Endres J	1500 BELLAIRE AVE	Bloomington, WI 53716		8/20/1980



- a. Application Status is a commonly used search field with the following options.

Application Status Options	Application Record Created	Application Processed	Voter Record Created	Voter Number Issued
Approved	Yes	Yes	Yes	Yes
Denied	Yes	Yes	No	No
New	Yes	No	No	No
Pending	Yes	Yes	No	No



SVRS will only display 1000 records for any search. If more than 1,000 records meet your search criteria, the count of **Record displayed** will be 1000+.. By checking the **Count Only** check box, you can find the total number of records that meet the search criteria.

3. From the Data Grid results, you can view the Voter Application record in Data Grid mode or open in Data Entry Form mode.

Drag a column header here to group by that column

Name	Home Address	Application Status	Application Type	Application Source
EDWARD ROBERT SMITH	6714 TARTAN TRL	Approved	New Application	Clerks Office
ANN KATHERINE SMITH	6714 TARTAN TRL	Approved	Transfer Voter	Clerks Office
LAWRENCE WILLIAM SMITH	6782 NORTH STAR CIR	Approved	New Application	Election Day Registration
NORA BRIDGET SMITH	6782 NORTH STAR CIR	Approved	New Application	Election Day Registration

4 Record(s) returned

- a. To view the Voter Application in **Data Grid mode**, select the record to highlight and then use the horizontal scroll bar to view.
- b. To view the Voter Application in **Data Entry Form mode**, double-click on the record to open the **Voter Application Record**.

4. If you are reviewing prior to an election, it is likely that you will need the applicant's EB-131 available for reference.

5. **Review** these items:

- a. Is the driver's license number complete? If no driver's license, did the applicant provide the last four digits of the Social Security number? Or did the applicant indicate that neither DL or SSN has been issued to the applicant?
- b. Is the Name and Birth date correct?
- c. Has the address been validated and shows the correct district combo?
- d. Does it indicate Yes for US Citizen and 18 Yrs?
- e. If this was a first time registrant by mail, or an Election Day Registration, has the Proof of Residence information been entered?
- Note: If first time registrant by mail did not include Proof of Residence, mark ID Required as Yes.
- f. Is the Date on App and Effec Reg Date the date as written on the application?
- g. Has the correct App Source been chosen?

**VoterApplication - Update - Samel, Endres**

Save and Close Save and New Close Quick Tasks Set Defaults Use Defaults

Voter Application Other Activity Documents

**Application Details**

☒ New ☐ Addr ☐ Name

Driver's License: S435-9219-7798-88

Soc Sec Num: Neither

Name: Samel, Endres J

Date of Birth: 8/22/1977 Phone:

Address

Home Addr: 1500 BEllaire ALY, Blooming Grove, WI

Mailing Addr:

**Citizenship Affirmation**

US Citizen: Yes 18 YRS? Yes

**Identity Check**

Proof of Res/ID Chk: Airplane Pilots License

Account Number: 34762964

ID Required:

**Other**

Date on App: 11/7/2006 App Source: y Registration

Effec Reg Date: 11/7/2006 Language:

Status Reason: New

Voter Reg Num: District Combo:

**Notices**

Identity not confirmed

Prior Registration

New Voter

6. After reviewing for completeness, click the **Quick Task** button, choose the correct **Status-Reason** and **process** the application.

Process Voter Application

Application Details

Status - Reason

Approved - Update Voter  
Denied - Application Incomplete  
Denied - Duplicate Application  
Denied - Felony Conviction  
Denied - Incompetent w/ s.6.03...  
Denied - Matching Death Record  
Denied - Not a Citizen  
New - Pending Approval  
Pending - Application Incomplete  
Pending - Missing Additional Da...

Process

Process Election Day Reg App

Application Details

Status - Reason  
Approved - New Voter

EDR Election  
2006 FALL GENERAL ELECTI...

Polling Place Location  
PUBLIC LIBRARY

☐ Send Mailing

Mailing

Mailing to be Sent

Comment on Mailing  
(Select Message) Custom

Printer Settings

☐ Submit For Printing Later

Process

## Set Defaults Button



When entering several forms where the information in certain fields is always the same, you can use the Set Defaults and Use Defaults buttons from the Toolbar to auto-enter the repetitive values. Defaults are most useful with Election Day Registrations where the date on the application and application source remain the same for all applications. When using the default setting, ensure that all defaulted information is accurate for each application.

1. Click on the **Voter Applications** node from the Main menu.
2. Click on the **Add New Application** Quick Tasks.
3. From the Voter Application – Add Voter Application window, **enter information** into the fields that will be consistent for each Voter Application. Suggested information to enter: U.S. Citizen (Yes), 18 YRS? (Yes), Date on App, Efec Reg Date, and App Source.
4. In the Toolbar, click on the **Set Defaults** button. Be careful to not enter information such as Date of Birth before clicking the Set Defaults button.

5. Click on **Use Defaults** button. Information recorded from the Set Default button will be entered into the form.



*The Set Default options memory is cleared when you logout of SVRS. The values will need to be reset on your next login.*