

Tutorial for the Wisconsin Online Voter Registration System

RevApril2018 (V2)



League of Women Voters[®]
of Wisconsin

Your Role as a Voter Registration Advocate



- ★ Treat every voter with respect.
- ★ Remain impartial; treat every voter the same.
- ★ If you don't know the answer, contact someone who does.
- ★ Protect voters' information and privacy.
- ★ Check paper forms carefully and deliver them promptly.
- ★ Know that your assistance is appreciated.

Who can vote in Wisconsin?



A person can vote in Wisconsin if they are:

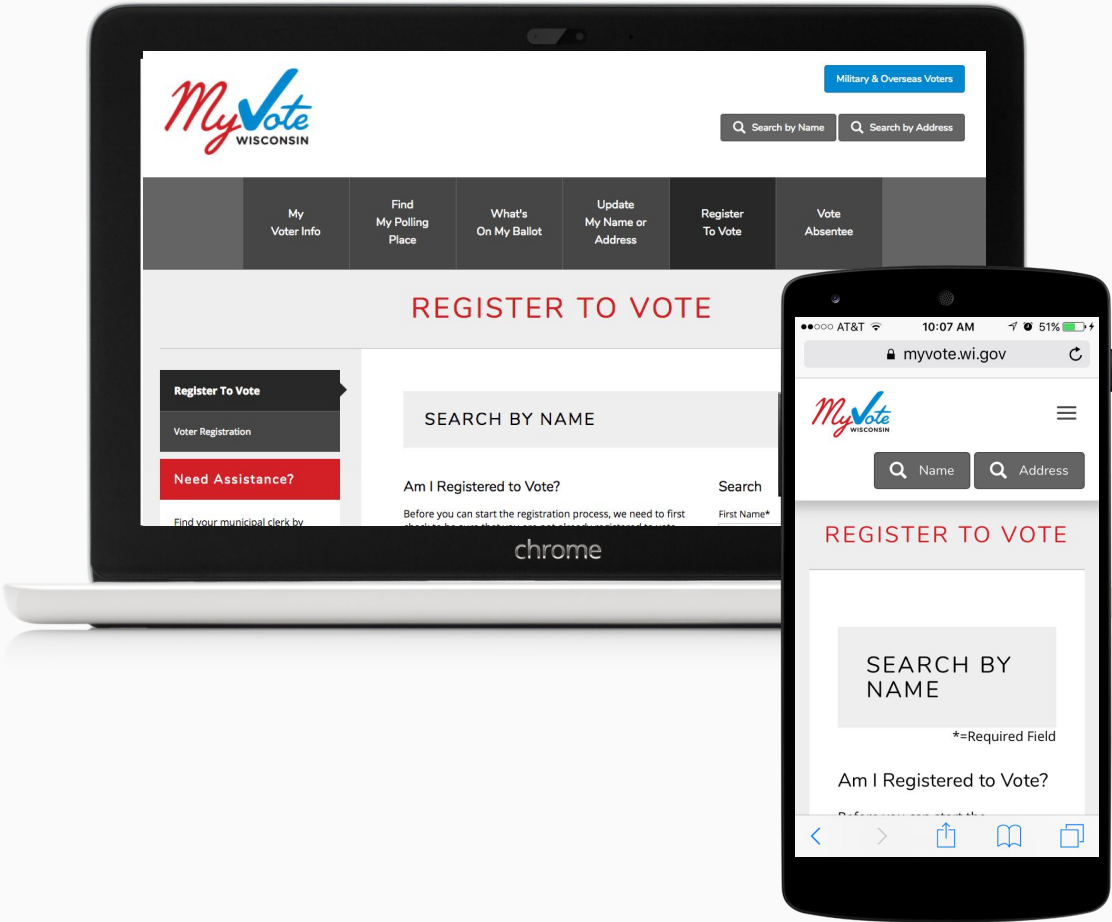
- a US Citizen
- a resident of Wisconsin for at least 10 days
- 18 years old on or before the next Election Day
- not currently serving a sentence for a felony including probation, parole, or extended supervision Must be “off paper”

To vote in Wisconsin, you must register to vote one of the following ways:

- **Online at myvote.wi.gov** up to 20 days before Election Day.
- **By mail** up to 20 days before Election Day.
- **In person at your municipal clerk's office** until the Friday before Election Day.
- **At your polling location** on Election Day when you go to vote.

An eligible Wisconsin resident can complete their registration online at myvote.wi.gov if ALL of these are true:

1. The voter has an unexpired Wisconsin driver's license or Wisconsin State ID.
2. The voter's name, address and date of birth on file at the DMV match the name, address, and date of birth when registering to vote online.
3. The voter is already 18 years old.



Where to start when assisting voters to use the MyVote online voter registration process:

Ask these questions when assisting voters:

1. Do you have a valid WI driver's license or state ID?
2. Is your address with the Department of Motor Vehicles (DMV) current?
3. Have you changed your name?



Valid WI driver's license or WI state issued ID

Does the voter have a valid WI driver license or state issued ID?

Yes

Continue to next slide

NO

Follow this process

If the voter DOES NOT have a Wisconsin driver's license or state ID, they may register to vote using a paper registration form.

The registration process can start online and then be printed, but the form and proof of residence need to be mailed/delivered to the municipal clerk's office.

Remind the voter they will need a photo ID to vote.

Address change

Has the voter moved and needs to change their address?

NO

Continue to next slide

YES

First, complete this process

If the voter has a change of address:

- 1. Make the change of address first with the DMV. This can be done online at the DMV website (instructions to follow).**
- 2. Register to vote online at myvote.wi.gov.**

If the person registering does not have their ID on them – look it up at wisconsindot.gov or call the DMV.

The voter registration form requires the Wisconsin driver's license or state ID number and the date of expiration.

Online go to:
wisconsindot.gov
DMV ONLINE SERVICES
All DMV online services
Check the status of your driver license
Check driver license information

Or call:
608-266-2261
Option 4
Option 4

Do you have a WI driver license or a WI state identification card?*

Yes No

[+ More Information](#)

Drivers License or State ID*

Expiration Date*

My WI ID card does not have an expiration date*

Yes



Has the voter's name changed?

If a voter's name has changed, but they have not updated their photo ID, they can continue to vote under their previous name. If they need to register or re-register, they must provide a proof of residence with their previous name and current address.

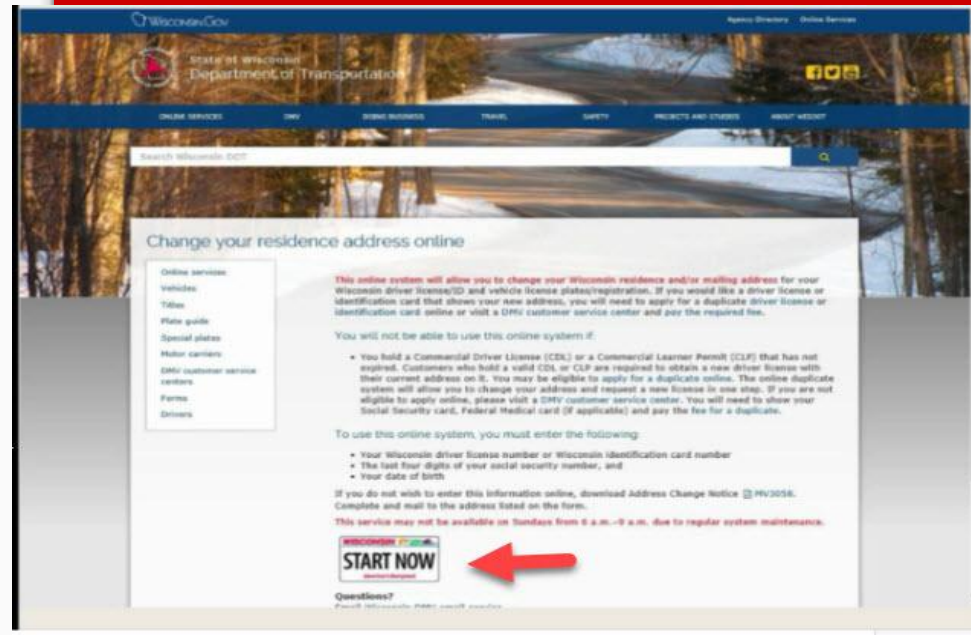
In order to update a driver's license or state ID after a name change, a person must:

1. Go to the Social Security office IN PERSON to register their new name.
2. Go to the WI DMV office IN PERSON to register their new name.
3. Once the DMV has issued an updated photo ID, the voter can register or re-register at myvote.wi.gov.

Making an Address Change

DMV Address Change

Open a new browser window and go to: <http://wisconsindot.gov> click on the "online services" link in the upper left hand corner of the screen and then choose "change address" from the drop down menu.



Address may be changed online thru the DMV for no fee. There is no charge unless you want a new card showing your new address.

Registering to Vote



Online Voter Registration

The Voter will:

1. Go to myvote.wi.gov
2. Click “Register to Vote”
3. Enter first name, last name, and date of birth (MM/DD/YYYY)
4. Click the green “Search” button

The OVR search function will match the information entered with information currently at the Election Commission.

The screenshot shows the MyVote Wisconsin website interface. At the top, there is a logo for MyVote WISCONSIN and a navigation menu with options like 'View My Voting Activity', 'Find My Polling Place', 'What's On My Ballot', 'Update My Name or Address', 'Register To Vote', and 'Vote Absentee'. A search bar is located in the top right corner with options to search by name or address. The main content area is titled 'REGISTER TO VOTE' and features a 'SEARCH BY NAME' section. This section includes a 'SEARCH BY NAME' input field, a 'SEARCH' button, and a 'SEARCH TIP' icon. Below the search bar, there is a section titled 'Am I Registered to Vote?' with instructions on how to use the search function. To the left of the search bar, there is a 'Need Assistance?' section with a 'Find My Clerk' button and a 'Next Statewide Election' section with a '1/24/2017 Special Election Test deadlines' notice. The search form includes fields for 'First Name*' (jane), 'Last Name*' (Doe), and 'Date of Birth*' (05/05/1955), with a green 'Search' button and a 'Clear' link.

If the search returns

“You are not registered to vote”

a voter can begin the registration process by clicking the red “Register to Vote” button and following the online instructions.

REGISTER TO VOTE

Register To Vote

Voter Registration

Need Assistance?

Find your municipal clerk by searching for your name or address

Find My Clerk

My Next Election

SEARCH BY NAME *=Required Field

You are not registered to vote

We did not find any registered voter in the system that matches the information you entered. Would you like to register to vote?

Register to Vote

MyVote is unable to find the name and birthdate you entered. When searching again, try entering:

- Variations of your first name
- No spaces or special characters (For instance, if your last name is O'Neil, try entering ONEIL.)
- 01/01/1900 as your birthdate (Some voter registration records do not have a birthdate, so 01/01/1900 is entered as the default.)

If you are still unable to find your record and believe that you are registered to vote, please [contact your municipal clerk](#).

If you are a military voter, you do not need to register.

Military Voters

Search **Search Tip**

First Name*

Last Name*

Date of Birth*

[Clear](#) **Search Q**



If the voter is registered, myvote will show the address on file and give the option “update name and address”. If an update is needed, click on the tab; the following screen will give the option to update either or both.

The voter will be prompted to:

1. Verify eligibility
2. Update name and address
3. Review registration
4. Email/Print registration

Anytime the system cannot continue, an error message with explanation and additional information and support will be provided.



VOTER REGISTRATION

Register To Vote

Voter Registration

Need Assistance?

Find your municipal clerk by searching for your name or address

Find My Clerk

My Next Election

What you will need

Am I eligible to vote?

Update my Name

Update my Address

Review and certify my registration

Print or save my registration

Mail or deliver my registration

*=Required Field

Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?*



Yes No

[More Information](#)

Will you be at least 18 years old at the time of the next election?*



Yes No

[More Information](#)

Do you have a WI driver license or a WI state identification card?*



Yes No

[More Information](#)

Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?*



Yes No

[More Information](#)

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?*



Yes No

[More Information](#)

Are you otherwise disqualified from voting?*



Yes No

[More Information](#)

[Previous](#)

Continue to Step 3

Am I eligible to vote?

The registrant must answer all eligibility questions on this page.

The answers will determine if the person is qualified to vote.

If the person is ineligible to vote, an explanation will appear explaining why.

More Information button explains the question.

My Voter Info

Find My Polling Place

What's On My Ballot

Update My Name or Address

Register To Vote

Vote Absentee

VOTER REGISTRATION

Register To Vote

Voter Registration

Need Assistance?

Find your municipal clerk by searching for your name or address

Find My Clerk

My Next Election

What you will need

Am I eligible to vote?

Update my Name

Update my Address

Review and certify my registration

Print or save my registration

Mail or deliver my registration

*=Required Field

Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?*

Yes No

[More Information](#)

Will you be at least 18 years old at the time of the next election?*

Yes No

[More Information](#)

Birth Date*

03/31/1999

Fills automatically

Do you have a WI driver license or a WI state identification card?*

Yes No

[More Information](#)

Drivers License or State ID*

Expiration Date*

My WI ID card does not have an expiration date*

Yes

Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?*

Yes No

[More Information](#)

Answering some “yes” “no” questions will reveal fields requiring more information.

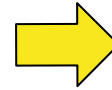
The “Birth Date” field updates automatically from an earlier page.

If the registrant has a WDL or ID that is not expired or cancelled, the number and expiration date **must** be entered.

Never had a license or State ID?

If you have not been issued a Wisconsin driver license or State of Wisconsin ID card, you must provide the last 4 digits of your Social Security Number.

If you have not been issued a WI driver license, a State of Wisconsin ID card, or a Social Security Number, you may indicate that on the form.



Step 2: Am I eligible to vote?

Please verify that you are eligible to register:

Are you a United States Citizen?*

Yes No

[+ More Information](#)

Will you be at least 18 years old at the time of the next election?*

Yes No

[+ More Information](#)

Birth Date*

09/18/1999

Do you have a WI driver license or a WI state identification card?*

Yes No

[+ More Information](#)

Do you have a social security number?*

Yes No

[+ More Information](#)

Last Four Digits of SSN*

5571

Confirm the Last four Digits of your SSN*

5571

Will you have resided at your current residential address for at least 10 consecutive days prior to the next election, with no present intent to move?*

Yes No

[+ More Information](#)

Are you currently serving a sentence for a felony conviction, including probation, parole, or supervision?*

Yes No

[+ More Information](#)

Are you otherwise disqualified from voting?*

Yes No

[+ More Information](#)

[Previous](#)

[Continue to Step 3](#)

If the registrant has never been issued a license or state ID, if the license or ID is no longer valid, or if the registrant is not yet 18 years old, but will turn 18 before the date of the next election, they can continue to use the online system to fill out the application and then print and deliver/mail in their registration with an acceptable proof of residence.

The date of birth that you have entered indicates that you are not yet eligible to vote because you are not 18 years of age. You may not register to vote online at this time.

If you entered your date of birth incorrectly, please close out of this message and fix the error in your date of birth and then click "Continue to Step 3."

If you will be 18 before the next election and you wish to register in advance, you may pre-fill your voter registration application using the manual voter registration process. If you choose this option, you will need to print, sign, and deliver this form to your municipal clerk along with proof of residence. Instructions will be provided. **YOU MAY NOT VOTE IN ANY WISCONSIN ELECTION UNTIL YOU ARE 18 YEARS OF AGE.**

To continue with the manual voter registration process, [click here](#).

✓ What you will need	✓ Am I eligible to vote?	Update my Name	Update my Address	Review and certify my registration	Print or save my registration	Mail or deliver my registration
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*=-Required Field

Step 3: Update my Name

Please verify your current name:

If you have a Wisconsin Driver License or Wisconsin State ID card, you must enter your name exactly as it appears on your card.

First Name* <input type="text" value="Riverside"/>	Middle Name* <input type="text" value=""/> <input type="checkbox"/> I don't have a middle name	Last Name* <input type="text" value="Highschoolstudent"/>	Suffix <input type="text" value=""/>
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Birth Date*

Have you recently changed your name? if you need to update your name with Wisconsin DMV. [Please click here.](#)

I have a prior name

I have one of the following voter statuses

- As a member of the military, you do not need to register to vote. Please provide your information as part of an absentee ballot request. [Provide your information now](#) + More Information
- I live in permanently overseas with no intent to return to the United States. + More Information

[Previous](#)

Continue to Step 4



Update my Name

The name entered by the registrant is compared with the name on file at the DMV. The registrant should enter his/her name **exactly** as it appears on his/her **WDL** or **ID**.

If the registrant has no middle name, check the corresponding box.

Step 4: Update my Address

Please enter your current Wisconsin home address

[+ More Information](#)

Street Address*

1615 E Locust St

Apartment/Unit Type

Apartment/Unit Number

City*

Milwaukee

Zip Code*

53211

I have a prior address

[+ More Information](#)

I have a mailing address that is different from the address above.

Please enter your contact information (optional):

Email Address

riveersidehs@gmail.com

Phone

() -

Additional Information (optional)

I am interested in becoming a poll worker

I need the following accommodations at my polling place:

[Previous](#)

Continue to Step 5

Update my Address



- The voter's home address is the address where the voter has lived for at least 10 consecutive days.
- A PO Box or out-of-state address does not qualify as a Wisconsin home address.
- The address entered must match what is on file at the DMV. The address on the physical WI License / ID card does NOT have to match the current address on file with the DMV.

Things to keep in mind about the address

- There are two error messages concerning a voter's address:
 - 1. The **address does not match** the information on file with the DMV. In this case, access the DMV website to verify what is on file and change it if necessary.
 - 2. The **address has not been found**. The address may have been deactivated or never been in the system. It can be activated by calling the Election Commission at 608-261-2028. Activation happens immediately, so the voter can simply continue to the next step once the address has been activated.
- If your mailing address is different from your physical residence, select the **“I have a mailing address that is different from the address above”** checkbox to enter a separate mailing address. The mailing address CAN be a U.S. mailing address (in or out-of-state), a foreign mailing address or a P.O. Box.
- If the voter was previously registered to vote at another address (either in Wisconsin or in another state) check the box next to **“I have a prior address”** and enter the address where previously registered. The information does not have to be exact; the voter should put in whatever they can remember. The checkbox for a prior name also refers only to a name under which a person was previously registered.

Review and Certify my Registration

The voter must confirm the information summarized on the screen.

If any information needs to be edited, click the **Edit** button next to the field that needs to be changed.

Once the voter has verified that the information is correct and has read the Voter Certification, they should select the **“I certify that the above information is true and correct”** checkbox and click submit.



4. Print and Email Certificate

When the submitted online form has been accepted, the voter can email and/or print a **Certificate of Voter Registration** for their records.

The registration information will be on file with their clerk and their name will appear in the poll book on Election Day.

CONGRATS!

		CERTIFICATE OF VOTER REGISTRATION Wisconsin Online Voter Registration	
<p>The following voter has registered to vote online using the State of Wisconsin Elections Commission's website MyVote.wi.gov. The voter information listed below has been entered into the statewide voter registration system WisVote. The voter should appear on the poll book for the polling place listed below. This certificate can be used as proof that the voter is registered. The voter's information matched the information on file with the Wisconsin DMV. The voter does not need to provide additional proof of residence, and the voter does not need to provide a signed voter registration form.</p>			
VOTER'S POLLING PLACE:	CITY HALL, 123 MAIN ST, CITYVILLE, WI 54123		
WARD NUMBER:	37	STATE OF WISCONSIN	
MUNICIPALITY:	CITYVILLE		
COUNTY:	BIG COUNTY		
<p>To Wisconsin Election Officials, this is to certify that the voter listed below has completed the online voter registration application using the State of Wisconsin's online voter registration system and said elector should be permitted to cast his or her vote for the election to be held on: FEBRUARY 21, 2017</p>			
VOTER'S NAME:	TEST Q. SAMPLE		
VOTER'S STREET ADDRESS:	78 FIRST STREET		
VOTER'S CITY, STATE, ZIP:	CITYVILLE, WI 54321		
VOTER REGISTRATION #:	23231231		
DATE OF VOTER REGISTRATION:	01/10/2017		

Mail or deliver hard copy of registration form

If the voter is unable to complete the registration online, the last step in the process will explain how to print and mail or deliver the form to the municipal clerk.

Remember, when mailing, delivering, or taking the form to the polls on Election Day, the voter will need to provide a **PROOF OF RESIDENCE** document* along with the registration form.



*Proof of residence documents can be presented as a hard copy or an electronic version. Examples can be found from a link in slide 32.

Take the time to

Congratulate

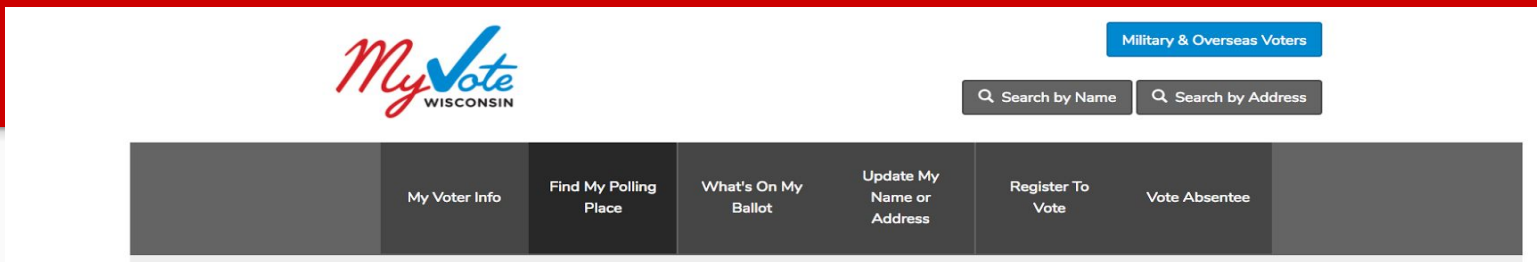
the newly registered voter!

Be sure to congratulate the voter once the registration process is complete. Registering to vote is an important step to being an engaged citizen.

Provide the voter with voting information like upcoming election dates, polling location, and additional voter resources.

Clear the voter's information from MyVote by returning to the "Register to Vote" page and clicking the "clear" button at the bottom of the page.

Other voter information found on MyVote



Once voters are registered, they can...

- ★ Find their polling place.
- ★ See what is on their ballot.
- ★ Update their address if they move.
- ★ Request an absentee ballot.
- ★ Find their municipal clerk.

Review and Final Thoughts

Remember...

1. Online Voter Registration is only available during the **OPEN** registration period (up to 20 days before the Election); during the closed period, registrants will be redirected to the paper process.
2. **ADDRESS changes** should be updated **FIRST** at the DMV site, then proceed to myvote.wi.gov. If you use the link to the DMV from myvote.wi.gov, you will lose the information already entered into myvote.
3. A voter may only use the online voter registration **once every 10 days**. If a change needs to be made within that 10 days, use a paper voter registration application.
4. If the online voter registration is not working out, **don't give up!** All WI voters can still register on paper by mail, in person at their municipal clerk's office, or at the polls on Election Day when they go to vote. MyVote also provides a help form. Use this to communicate any problems and receive assistance.

Tips to Navigate Online Voter Registration

Using myvote.wi.gov

- To return to the home page:
Click the “My Vote” logo on the upper left of the screen.
- * = **required field**. It must be completed or the next page will not load.
- English and Spanish available.
- **Red Outlines or Letters show errors.**

If a search fails and the voter is sure that they are registered try these:

- Variations of first name
- No special characters:
oneil NOT O’Neil
- Try a birthdate of 01/01/1900.
Some people registered before birthdates were required

Additional Websites for Voter Assistance

WI Photo ID - Official site - bringitwisconsin.com

Wisconsin Election Commission - Official site -
elections.wi.gov/voters

Accessible Voting - Official site -
elections.wi.gov/voters/accessibility

Proof of Residence Documents -
elections.wi.gov/publications/voter-guides/proof-of-residence

Find the nearest DMV -
<https://trust.dot.state.wi.us/cscfinder/cscsearch.do>

Find a local League of Women Voters -
<https://my.lwv.org/wisconsin/find-your-local-league>

Presented by



and



For More Information
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