**The Absentee Ballot Process**

Hi, my name is Andy Kurtz and I am the Village Administrator for the Village of Marathon City.

This video tutorial explains what happens behind the scenes with Absentee Ballots and covers the steps in the processes including: receipt of voter request, mailing the ballot, updating the WisVote platform, receipt of returned ballots, updating the WisVot platform, Absentee Ballot security, Election Day Processing of Absentee Ballots and recording the voter participation.

When the Village of Marathon City receives an application for Absentee Ballot, either from the MyVoteWI site or via paper application, the application is reviewed and entered into the WisVote platform. WisVote is the Wisconsin Election System voter registration and election management platform. All election activity is completed by the Village within the WisVote platform.

An Absentee Ballot package is then created by the Clerk’s office. The package includes the ballot for the upcoming election and the postage paid return envelope. When the ballot package is delivered to the post office, the WisVote platform is updated to reflect that mailing has occurred. Within 3 to 4 business days of mailing, the voter should receive the ballot package.

The Voter and their witness complete the Absentee Voting process and mail the return envelope containing the voted ballot back to the Clerk’s Office. Upon receipt by the Clerk, the return envelope is reviewed for completeness and the Absentee Voter Record in WisVote is updated to indicate the ballot has been returned to the Clerk’s Office. Voters with incomplete return envelopes are contacted and requested to come to Village Hall to complete the envelope. The completed returned ballots are filed alphabetically and stored in a secure location at Village Hall until Election Day.

On Election Day, the Absentee Ballots are delivered to the polling site by the Clerk. The Chief Election inspector and Election Inspectors process the Absentee Ballots throughout the day. The Chief Election Inspector takes the first 10 returned envelopes alphabetically, obtains voter numbers at the poll book, and the poll books are updated with the voter number. The numbered return absentee envelopes are opened and the ballots removed for processing through the voting machine to be counted.

Occasionally, an Absentee Ballot is not accepted by the voting machine. There are several reasons this may occur and match the reasons an in-person ballot may not process. These include the voted marks may be unreadable by the machine or a voter may have voted for too many candidates for an office. In the situation where the ballot is unreadable, the Absentee ballot needs to be remade by the Chief Inspector identically to the voter’s original. That ballot remaking is logged in the poll book and on the inspectors report. The remade ballot is then processed through the voting machine.

The processing of Absentee Ballots continues until all Absentee Ballots have been counted. The day after the polls close, voter activity is updated in WisVote by electronically scanning the poll book indicating who voted either Absentee or in-person.

This data is reported to the MyVoteWI site and voters can following the processing of their Absentee Ballot and their voter activity by going to the <https://MyVoteWI.gov> website.

If you have any questions, please contact the Village Offices at 715-443-2221. Thank you.