

CENTRAL COUNT SIGN-IN



- Inspectors sign in
- Party affiliation verification, shift verification
- Issue color coded-bracelets to identify party

INTAKE & RECEIVING



TASK 1

- Complete Chain of Custody
- Log and confirm seal number

TASK 2 (SECURED ROOM)

- Scan Certificate Envelopes into the statewide WISVote database
- Confirm envelopes are signed and witnessed
- Separate rejected or incomplete envelopes
- Sort envelopes by last name and ward for distribution

REVIEW, NUMBERING & EXTRACTION



PERFORMED BY BIPARTISAN TEAMS

TASK 1: REVIEW

- Second review to confirm envelopes' ward and that they are signed and witnessed
- Remove rejected or incomplete envelopes and log the reason
- Track all rejected envelopes on the EL-104
- Number certificate envelope and track on the pink Voter Number sheet

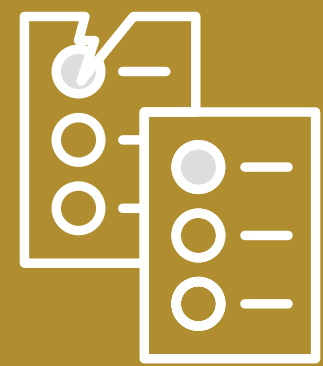
TASK 2: OPENING

- Only verified envelopes
- Tapped to protect ballots during opening
- Envelopes placed opening side facing machine

TASK 3: EXTRACTION

- Remove ballot from envelope
- Record voter number on the ballot and Absentee poll log
- Sort ballots into groups: Paper, ExpressVote, Reconstruction
- Flatten all ballots to prepare for tabulation
- Band and store empty envelopes
- Ensure tray includes ballots to be tabulated, original reconstructed envelope, secure plastic ballot bag, and completed forms envelope

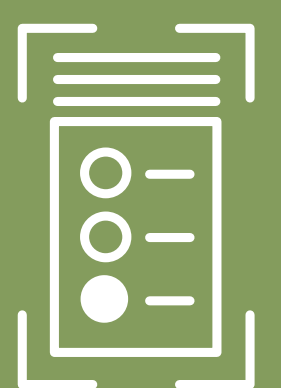
BALLOT RECONSTRUCTION



PERFORMED BY BIPARTISAN TEAMS

- Pull blank ballots for the same ward
- Record original and reconstruction information on ballots and EL-104
- Duplicate original ballot selections onto reconstructed ballot
- Confirm that duplicate ballot and original ballot match
- Place original ballot into the designated Reconstructed envelope

TABULATION



- Review and confirm zero report and tabulator seal numbers
- Review and sign Tabulator EL-104
- Work one ward at a time, review all forms in the complete forms envelope
- Flatten all ballots
- Scan ballots and complete Tabulator Tracking sheet
- Secure in a ballot bag and sign ward's EL-104



In Milwaukee, processing is open to:

- Partisan citizen observers
- Nonpartisan citizen observers
- International nonpartisan observers
- Academic research observers

Have questions? Ask the election official in charge, or learn more at milwaukee.gov/election.