

Registering Availability as an Election Official

1. You will receive the interest letter from Madison.Votes@wi.moduselections.com.
2. Click on the blue link that says, “indicate availability.”

Register your availability online: [indicate availability](#)

OR open a browser and enter this **ElectionService.Me/WI/|**

URL:

Then enter your personal code: Personal Code: **12-AA-3BC**

3. The website will open to your employee portal. You will need to confirm that you are filling out the availability for yourself. Click the box to confirm it is you. Then click the blue “I Agree” button.

Poll Worker Info Center
for Wisconsin

WELCOME! **Ima Voter**

 **City of Madison**
210 Martin Luther King Jr. Boulevard
Madison, WI 53703

Please verify your identity before continuing.

Ima Voter
MADISON, WI

I confirm that I am the person named in the box above.

4. The next screen will ask you whether you are available or not available to work the first two scheduled elections in 2022: February 15 Spring Primary and April 5 Spring Election. Check the box next to available or not available for each election. When you have made your selections click the blue “Save and Continue” button.

The City of Madison is requesting that you indicate your availability to work as an election worker on the dates listed below. Poll worker needs have not yet been determined for these upcoming elections. If you indicate that you are available, you may be assigned as an election worker at a later time.

Important: You must select an option for each shift listed below.

Tue, Feb 15, 2022: 2022 Spring Primary
 Available
 Not available

Tue, Apr 5, 2022: 2022 Spring Election
 Available
 Not available



5. The next page will ask you to tell us your work preferences. **Note: We will do our best to accommodate requests, but we cannot guarantee that all requests will be granted.**

- a. Preferred Work Location: Choose the polling place you would prefer to work on Election Day. Click the down arrow to the right of “{make a selection}” and scroll to the location you prefer. You must make a selection.

Preferred Work Location

Indicate your preferred work location: { make a selection } ▼

If you had previously told us your preferred work location, it will look like this:

Preferred Work Location

Do you prefer to work at **Alicia Ashman Library**?

Yes, this is my preferred location.

No, I want to select a different location: { make a selection } ▼

If the location listed is still your preference, mark “Yes, this is my preferred location.” If you’d prefer to work at a different location, mark “No, I want to select a different location” and make a selection in the drop-down menu.

- b. Flexible Work Location: Tell us whether you are flexible with your assigned location. If you choose the middle option, you can let us know that you prefer to work in a certain area.

Flexible Work Location

Are you able to be flexible with your assigned work location?

No, I prefer to only work at **my regular polling place**.

Yes, I am willing to work anywhere within the selected area: { make a selection } ▼

Yes, I am willing to work at any location within the City of M

Isthmus
Downtown/Campus
Near West
Northwest
West
South



- c. Preferred Timeframe: Confirm if you'd like to work the timeframe stated in the question or let us know if there is a different shift you'd prefer to work.

Preferred Timeframe

Do you want to work **6am - Close**?

Yes, I want to work this timeframe.

No, I will select a different timeframe:

All Day ▼

All Day

6am to 1:30pm

1pm to close

Either shift (but not both)

4pm to close

- d. Other Preferences: Tell us if you are part of a community organization that is helping to work the polls. Type the name of the organization in the box. This section is not required.

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

- e. Once you have entered all of the information, click the blue "Save and Continue" button at the bottom.



Please review and update your work preferences below. Note that The City of Madison has many roles to fill in order to properly administer elections. All requests will be considered, but The City of Madison cannot guarantee that every assignment request will be fulfilled.

Preferred Work Location

Indicate your preferred work location: { make a selection }

Flexible Work Location

Are you able to be flexible with your assigned work location?

- No, I prefer to only work at my regular polling place.
- Yes, I am willing to work anywhere within the selected area: { make a selection }
- Yes, I am willing to work at any location within the City of Madison.

Preferred Timeframe

Do you want to work 6am - Close?

- Yes, I want to work this timeframe.
- No, I will select a different timeframe: All Day

Other Preferences

If you are part of a community organization helping to staff the polls, please name it here so we can assign you as a group

(optional)

Save and Continue >>

6. The final page is the confirmation page. If you see this page, we have received your availability for the February 15 Spring Primary and the April 5 Spring Election. Thank you! Close out of the browser window.

Thank you. Your availability has been registered with The City of Madison.
Poll worker needs have not yet been determined for upcoming elections. If you have indicated that you are available, you may be assigned as an election worker at a later time.

