

Enhanced Results During Canvass Checklist – Primaries



The following is a list of everything that must be done in Enhanced Results before you can submit Abstracts to ELECT.

Dual Primary Reminder: Do NOT combine data for primaries. All data must be reported separately by primary.

Detailed information on each step can be found in the **Enhanced Results – Virginia Use Procedures – Primaries (rev. 6/5/25)** found in the **LMS Course: June 2025 Enhanced Results Training Materials**. Specific locations listed below.

Detailed Results Entry page (pg. 16) – repeat steps for each precinct page

If importing, review the [Import File](#) (pg. 12) and [Results Preview](#) (pg. 19) sections of Use Procedures for additional steps.

1. Select precinct from drop down menu..... ☐Dem ☐Rep
2. Enter/update ballots cast for the precinct for each vote method..... ☐Dem ☐Rep
 - a. Early Voting (EV) ☐D ☐R Election Day (ED) ☐D ☐R
Mailed Absentee (MA) ☐D ☐R Post-Election (PE) ☐D ☐R
 - b. Include accepted absentee ballots only, do **not** include rejected absentee ballots..... ☐Dem ☐Rep
3. Enter/update ballots cast and votes for all offices for each vote method ☐Dem ☐Rep
 - a. EV ☐D ☐R ED ☐D ☐R MA ☐D ☐R PE ☐D ☐R
 - b. Include accepted absentee ballots only, do **not** include rejected absentee ballots..... ☐Dem ☐Rep
4. Change Election Day Reporting Status to Fully Reported. ☐Dem ☐Rep
5. Select appropriate Change Reason, provide a Change Explanation, and click Save..... ☐Dem ☐Rep
6. Click Save in Update Reporting Status pop up box. ☐Dem ☐Rep
7. Do not leave the precinct page until it refreshes with a green Success bar at the top. ☐Dem ☐Rep
If the page refreshes with a red Error bar at the top, correct errors and save again. Must have the green Success bar at the top before leaving the page, otherwise all data entered after last successful save will be erased.
8. Repeat steps 1 through 7 for each precinct..... ☐Dem ☐Rep
9. Provisional precinct page – Enter Provisional (Pr) ballots cast for the locality. ☐Dem ☐Rep
 - a. Include accepted provisional ballots only, do **not** include rejected provisional ballots..... ☐Dem ☐Rep
10. Provisional precinct page – Enter Provisional (Pr) ballots cast and votes for all offices. ☐Dem ☐Rep
 - a. Include accepted provisional ballots only, do **not** include rejected provisional ballots..... ☐Dem ☐Rep
11. Provisional precinct page – Complete steps 4 through 7 above. ☐Dem ☐Rep

Summary Results Entry page (pg. 20) – all precincts combined totals

1. Enter/update ballots cast and votes for all offices for the each absentee vote method..... ☐Dem ☐Rep
 - a. EV ☐D ☐R MA ☐D ☐R PE ☐D ☐R
 - b. Include accepted absentee ballots only, do **not** include rejected absentee ballots..... ☐Dem ☐Rep
2. Select the appropriate Change Reason, provide a Change Explanation, and click Save..... ☐Dem ☐Rep
3. Click Save in the Update Reporting Status pop up box. ☐Dem ☐Rep
4. Do not leave Summary page until it refreshes with a green Success bar at the top. ☐Dem ☐Rep
If the page refreshes with a red Error bar at the top, correct errors and save again. Must have the green Success bar at the top before leaving the page, otherwise all data entered after last successful save will be erased.

Reporting Status page (pg. 22)

1. Status by Voting Method – Change all completed voting method statuses to Fully Reported. ☐Dem ☐Rep
EV ☐D ☐R ED ☐D ☐R MA ☐D ☐R Provisionals (Pr) ☐D ☐R PE ☐D ☐R
2. Status by Precinct – Change all precinct statuses to Fully Reported..... ☐Dem ☐Rep
3. Click Save..... ☐Dem ☐Rep
4. Do not leave Reporting Status page until it refreshes with a teal Save Success bar at the top..... ☐Dem ☐Rep
5. Confirm entered precinct and summary election results and statuses are showing on the [public site](#). ☐Dem ☐Rep

Continued

Statistics Entry page (pg. 24)

1. Curbside – Enter total number of curbside voters. ☐Dem ☐Rep
 - a. Enter Zero (0) if the locality did not have any curbside voters..... ☐Dem ☐Rep
2. Provisional Turnout Totals – Enter total number of provisional ballots, broken down by reason code. ☐Dem ☐Rep
 - a. Include all accepted **and rejected** provisional ballots..... ☐Dem ☐Rep

Voter Turnout Entry page (pg. 26)

1. Enter turnout for all precincts for each vote method. ☐Dem ☐Rep
 - a. EV ☐D ☐R ED ☐D ☐R MA ☐D ☐R Pr ☐D ☐R PE ☐D ☐R
 - b. Include all accepted **and rejected** provisional turnout. ☐Dem ☐Rep
 - c. Include all accepted **and rejected** absentee turnout. ☐Dem ☐Rep

Data Validation (pg. 27)

1. Review and fix or explain the errors found on the Validation Rules page..... ☐Dem ☐Rep
 - a. Do **not** report incorrect data to clear a validation error. Leave error and provide an explanation..... ☐Dem ☐Rep
 - b. Complete Word document listing explanation(s) for remaining Ballots Cast vs Turnout error(s)..... ☐Dem ☐Rep
 - c. Rejected provisional/absentee ballot(s) explains remaining Ballots Cast vs Turnout error(s). ☐Dem ☐Rep

Certification Page (pg. 31)

1. Declare local office winners. ☐Dem ☐Rep
2. Generate Certification Reports (Abstracts of Votes)..... ☐Dem ☐Rep
 - a. Have EB members certify Abstracts..... ☐Dem ☐Rep

Submit Required Documents and Information to ELECT

1. Complete and submit the Abstracts of Votes Submission Forms site form..... ☐Dem ☐Rep
 - a. Upload all *certified* Abstracts. ☐Dem ☐Rep
 - b. Upload all explanation/supporting documents, if necessary..... ☐Dem ☐Rep
 - c. Upload a voided ballot for every precinct, including every split if applicable. ☐Dem ☐Rep
 - d. Answer all questions accurately and completely. ☐Dem ☐Rep