

What to do with your numbers after the polls close

How-To Supplement



NOTE: Some items mentioned within include screenshots from Enhanced Results or VERIS. These screenshots show proprietary information, therefore the Enhanced Results and VERIS screenshots **must be redacted** before providing any of these items to someone who does not have Enhanced Results or VERIS access.

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Introduction

Congratulations - the polls are closed! Well done on running a successful election day.

As you know, even though the polls are closed there is still a lot to do. Your post-election work starts as soon as the polls close and your Election Officers call you with their results. While your provisional ballot meeting and canvass can last anywhere from 1 to 10 days (1 to 6 for a primary), **your post-election work is not done until the State Board certifies the election.** We may need to call upon you if we find errors or have questions about your results.

We know you worked very hard to get to this point. This final push is also very important so that we collect, certify, and publish the right numbers. If we do this right, we can avoid extra work for everyone.

This How-To Supplement is an expanded version of the “What to do with your numbers after the polls close Elections Checklists” that will guide you through the steps involved in your post-election process and provide you with additional instructions, explanations, and ELECT/GR recommendations not found in the VERIS Step-By-Step User’s Manuals or GR/EB Handbook.

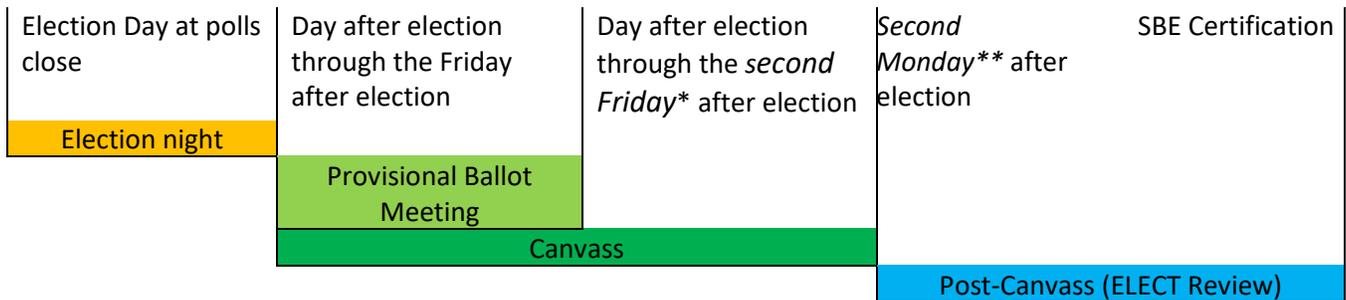
Primary Reminders:

- When using this document for a primary, ignore the instructions pertaining to referendums and write-ins, as there are no referendums or write-ins in primary elections.
- When conducting dual primaries, everything must be reported by primary in Enhanced Results. General registrars must ensure that all officers of election, office staff, and EB members are aware of the necessity to keep and record everything accurately and by primary and are provided with the resources and training needed to conduct Early Voting, Election Day, and the Post-Election process accordingly.

Post-Election Process Timeline

The post-election process includes 4 parts:

1. Election night (after polls close)
2. During the Provisional Ballot Meeting
3. During Canvass
4. After Canvass



****First Monday for a primary. **First Tuesday for a primary.***

Election Night How-To Supplement

- ❑ **Read [Chapter 10](#) of the GR/EB Handbook**
Find information on election night tasks in section 10.14.
- ❑ **Read the Definitions v3 document**
Located in FormsWarehouse > [Election Management](#) > Enhanced Results Training Materials
- ❑ **Read the Enhanced Results Training Materials**
Located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: [Election Month, Year] Enhanced Results Training Materials
- ❑ **Prepare provisional ballot logs (if providing copies tonight)**
 - Only political party authorized representatives and independent candidates are allowed to receive copies of the redacted provisional ballot logs.
 - Make copies of the original logs and redact the following information:
 - Any part of the SSN
 - Reason for issuing provisional ballot
 - Ballot status (counted/not counted)

Untouched log

Place in Envelope 8

Provisional Ballot Log
GR/Satellite Office:

Election Date: _____ Log Date(s): _____
Election Type: _____
Locality: _____

What to do at the end of the day
Enter the total number of Provisional Vote envelopes for each reason code.

| | | | Totals |
|---|---|--|--------|
| 1 | 1 | Same Day Registration (or not on pollbook) | |
| 2 | 2 | NOT on pollbook. | |
| 3 | 3 | Waiting after hours due to court order | |
| 4 | 4 | Vote by mail - no ballot to surrender | |
| 5 | 5 | Shown on pollbook as already voted | |
| 6 | 6 | Other (any reason not captured in the other codes) | |
| 7 | 7 | Voter does not have required ID and declined to complete ID confirmation statement | |

What to do during the day
Copy information from the Provisional Vote envelopes below

| | | |
|--|-------------------------------|-------------------|
| 1 Voter name | SSN# last 4 | Reason code |
| Last name _____ Middle _____ | | Notes 1 3 4 5 6 7 |
| First name _____ Suffix _____ | | |
| Address | | |
| City/town _____ State _____ Zip code [] [] [] [] [] [] | Registrar use only | |
| Birth year only _____ Phone number _____ | Was this vote counted? YES NO | |
| | Date: _____ | |

Redacted log

Place in Envelope 8

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GR/Satellite Office:

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What to do during the day
Copy information from the Provisional Vote envelopes below

| | | |
|--|--|--|
| 1 Voter name | | |
| Last name _____ Middle _____ | | |
| First name _____ Suffix _____ | | |
| Address | | |
| City/town _____ State _____ Zip code [] [] [] [] [] [] | | |
| Birth year only _____ Phone number _____ | | |

- Make additional copies of the redacted provisional ballot logs to share at the provisional ballot meeting.

(Continued on next page.)

Election Night How-To Supplement

Enter the required unofficial election data into Enhanced Results

Find instructions in the Enhanced Results Training Materials (located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials).

- Election Day (ED) results by precinct
- Early Voting (EV) and Mailed Absentee (MA) results summaries by contest
- Election Night Provisional Counts
- Reporting statuses

Check your work on ELECT's website:

<https://www.elections.virginia.gov/resultsreports/election-results/>

Email ELECT to confirm all election night requirements have been completed

Localities should email ea@elections.virginia.gov once you have entered all election night required data so we can confirm you are done before you leave the office.

Ensure election officers from all precincts deliver election materials to the Clerk of Court or General Registrar's office.

Find instructions in the Circuit Court Clerks Guidance located in FormsWarehouse > [Election Management](#) > Canvass Documents.

Provisional Ballot Meeting How-To Supplement

- ❑ Read [Chapter 10](#) and [Chapter 13](#) of the GR/EB Handbook

Find information on the provisional ballot meeting process in sections 10.15 through 10.19 and sections 13.6 and 13.7.

- ❑ Take the Same Day Registration (SDR) online training

Find in FormsWarehouse > [Training](#)

- ❑ Prepare provisional ballot logs

Before the provisional ballot meeting starts, you need to:

- Only political party authorized representatives and independent candidates are allowed to receive copies of the redacted provisional ballot logs.
- Make copies of the original logs and redact the following information:
 - Any part of the SSN
 - Reason for issuing provisional ballot
 - Ballot status (counted/not counted)

Untouched log

Provisional Ballot Log
GR/Satellite Office: _____ Place in Envelope 8

Election Date: _____ Log Date(s): _____
Election Type: _____
Locality: _____

What to do at the end of the day
Enter the total number of Provisional Vote envelopes for each reason code.

| | | Totals |
|---|--|--------|
| Voter's name IS NOT on pollbook. | 1 Same Day Registration (or not on pollbook) | |
| Voter's name IS on the pollbook, and voter: | 3 Voting after hours due to court order | |
| | 4 Vote by mail - no ballot to surrender | |
| | 5 Shown on pollbook as already voted | |
| | 6 Other (any reason not captured in the other codes) | |
| | 7 Voter does not have required ID and declined to complete ID confirmation statement | |

What to do during the day
Copy information from the Provisional Vote envelopes below

| Voter name | SSN# last 4 | Reason code |
|--|-------------------------------|-------------|
| Last name _____ Middle _____ | _____ | 1 3 4 5 6 7 |
| First name _____ Suffix _____ | Notes | |
| 1 Address _____ | Rejection use only | |
| City/town _____ State ____ Zip code _____ | Was this vote counted? YES NO | |
| Birth year only _____ Phone number _____ | Why not? _____ | |
| | Date: _____ | |

Redacted log

Provisional Ballot Log
GR/Satellite Office: _____ Place in Envelope 8

Election Date: _____ Log Date(s): _____
Election Type: _____
Locality: _____

What to do at the end of the day
Enter the total number of Provisional Vote envelopes for each reason code.

| | | Totals |
|---|--|--------|
| Voter's name IS NOT on pollbook. | 1 Same Day Registration (or not on pollbook) | |
| Voter's name IS on the pollbook, and voter: | 3 Voting after hours due to court order | |
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What to do during the day
Copy information from the Provisional Vote envelopes below

| Voter name | SSN# last 4 | Reason code |
|--|-------------------------------|-------------|
| Last name _____ Middle _____ | _____ | 1 3 4 5 6 7 |
| First name _____ Suffix _____ | Notes | |
| 1 Address _____ | Rejection use only | |
| City/town _____ State ____ Zip code _____ | Was this vote counted? YES NO | |
| Birth year only _____ Phone number _____ | Why not? _____ | |
| | Date: _____ | |

- Make additional copies of the redacted provisional ballot logs to share at the meeting.

- ❑ Process all SDR applications by 5:00 PM on the Friday after the election

All localities must have all SDR applications processed by the deadline so ELECT can run a complete SDR Duplicate report on the Saturday after the election. ELECT will email the SDR Duplicate Report to localities before noon on Saturday from ea@elections.virginia.gov.

- ❑ Review the SDR Duplicate report and research listed voters

ELECT will email the report to localities the day after the SDR application processing deadline.

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Provisional Ballot Meeting How-To Supplement

Run the provisional ballot meeting

- Work with your electoral board to help them go through provisional ballots.
- Find information on how to run the meeting in the GR/EB Handbook:
 - [Chapter 10](#), sections 10.15 through 10.19
 - [Chapter 13](#), sections 13.6 and 13.7

What if we need to open an envelope, unseal a ballot, or unlock voting equipment?

- Fill out an ELECT-659 - Request to Inspect Sealed Election Materials:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
- Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

Canvass How-To Supplement

Read [Chapter 10](#) and [Chapter 14](#) of the GR/EB Handbook

Find information on the canvass process in sections 10.15, 10.17, and 10.19, and all of 14.

Read the Definitions v3 document

Located in FormsWarehouse > [Election Management](#) > Canvass Documents

Read the Enhanced Results Training Materials

Located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: [Election Month, Year] Enhanced Results Training Materials

Run Canvass

- Work with your Electoral Board to help them go through all election results.
- Find information on how to run canvass in the GR/EB Handbook:
 - [Chapter 10](#), sections 10.15, 10.17, and 10.19
 - [Chapter 14](#)

Create candidate records for write-in winners in both Enhanced Results and VERIS

(This is a rare occurrence that happens in general and special elections only.)

- Find instructions in:
 - Enhanced Results Training Materials
 - ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: [Election Month, Year] Enhanced Results Training Materials
 - Reminder: The write-in winner's votes must be recorded in their new candidate row AND removed from the write-in row total
 - VERIS Step-by-Step User's Manual – Election Setup
 - VERIS > Election > Candidate search
 - **Additional instructions:** A NEW "write-in" candidate record must be set up for the winner, even if a candidate record already exists (for example, they attempted to qualify for the ballot but failed).
 - Chose "Write-In" as the political party.
 - If asked for, the filing date and qualified date will be the date the write-in certification is completed by the electoral board.
- In an election for a local office in a locality with **4,000 persons or less**, if the person with the highest number of voters for the office is elected by write-in and is not qualified to hold such office or declines to assume such office the person with the next highest number of votes will be deemed to have won and will be certified. ([Va. Code § 24.2-673](#))

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Canvass How-To Supplement

❑ If necessary, update the election data already in Enhanced Results to reflect changes discovered during canvass

Find instructions in the Enhanced Results Training Materials located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials

- Early Voting (EV) and Mailed Absentee (MA) results summaries by contest
- Election Day (ED) results by precinct

❑ Enter the rest of the election data into Enhanced Results

Find instructions in the Enhanced Results Training Materials located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials

- Post-Election (PE) results summaries by contest
 - Post-Election ballots cast and results are approved/counted ballots only. Rejected post-election ballots are **not** included.
- EV, MA, and PE results by precinct
 - PE ballots cast and results are approved/counted ballots only. Rejected post-election ballots are **not** included.
 - Pursuant to [SBE Policy 2023-001](#), the absentee ballot results, separated by mail-in or in-person and by precinct, must be posted to ELECT's website no later than noon (12:00 PM) the seventh calendar day following the election.
 - This means all absentee (EV, MA, PE) by precinct results must be entered in Enhanced Results before noon (12:00 PM) on the Tuesday after the election.
 - Best practice is to enter all election results into Enhanced Results as soon as possible so validation checks can be run, reviewed, and errors corrected before the deadline for submitting Abstracts to ELECT.
- Provisional results in the Provisional Precinct
 - Provisional ballots cast and results are approved/counted ballots only. Rejected provisional ballots are **not** included.
- Turnout by precinct and type (EV, ED, MA, Provisional, PE).
 - Provisional turnout includes accepted and rejected ballots.
 - MA and PE turnout includes accepted and rejected ballots.
 - CAP turnout does **not** include absentee ballots returned undeliverable or unused. These ballots are recorded on the absentee ballot unused count sheet and marked in the absentee EPB, but they are **not** reported in Enhanced Results.
- Curbside
- Provisional Turnout Totals (reason code breakdown)
 - Provisional turnout includes accepted and rejected ballots.

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Canvass How-To Supplement

Review Data Validation issues and Reports

Find information in the Enhanced Results Training Materials located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials

- If issues cannot be corrected, an explanation will need to be submitted to ELECT with the Abstract of Votes

Check your work on ELECT's website:

<https://www.elections.virginia.gov/resultsreports/election-results/>

Declare local winners and generate Abstracts of Votes

Find information in the Enhanced Results Training Materials located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials

Create any required ELECT-675 Write-In Certifications

(This is a rare occurrence that happens in general and special elections only.)

- FormsWarehouse > [Election Management](#) > Canvass Documents
- The abstract of votes will say if a write-in certification is required. The scenarios are:
 - A write-in candidate wins.
- OR**
- The *office's* total write-in percentage is 10% or more.
 - For multi-locality offices, look at the grand total, not just your locality's total.
- OR**
- There are qualified presidential write-in candidates.
- The completed ELECT-675 – Write-In Certification and Continuation form must be submitted to ELECT with the Abstract of Votes.

Import EPB voter credit into VERIS

- VERIS > Administration > Locality > Import Voter Credit
- Find instructions in the VERIS Step-by-Step User's Manual – Voter Credit Import.
- Review the Exception File.
 - VERIS > Administration > Locality > Import Voter Credit
 - Find instructions in the VERIS Step-by-Step User's Manual – Voter Credit Import.

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Canvass How-To Supplement

- Update voter history for voters in the exception file.
 - *VERIS > Voter > Voter Search*
 - *Voter Overview > Voting History*
 - Find instructions in the VERIS Step-by-Step User's Manual – Voter History

- **Enter provisional voter credit in VERIS (including SDR)**
 - Update voter history for provisional voters.
 - *VERIS > Voter > Voter Search*
 - *Voter Overview > Provisional History*
 - Find instructions in:
 - VERIS Step-by-Step User's Manual – Voter History
 - Same Day Registration Processes and Procedures, sections 20.7 and 20.8.

- **Compare Turnout to Credit**
 - Run the Voting Credit Audit – By Locality report in VERIS and the Voter Turnout report in Enhanced Results and compare to ensure there are no discrepancies in Voter Turnout and Voter Credit.

- **Create certificates of election for local winners**
(*General and special elections only.*)
 - FormsWarehouse > [Election Management](#) > Certificate of Election, Local

- **Have your electoral board certify the election results**
 - Ensure all electoral board members sign and date all abstracts, write-in certifications, and certificates of election.
 - Ensure your electoral board's seal is affixed/stamped on all abstracts, write-in certifications, and certificates of election.

- **What if we need to open an envelope, unseal a ballot, or unlock voting equipment?**
 - Fill out an ELECT-659 - Request to Inspect Sealed Election Materials:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
 - Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

Post-Canvass How-To Supplement

Submit required items to ELECT via online Formsite form

As soon as Canvass is complete the following items must be submitted **electronically** to ELECT through the [Abstract of Votes Submission Formsite form](#). This electronic submission meets the requirements set out in VA Code §§ [24.2-532](#) and [24.2-678](#).

- Original signed/dated/sealed abstracts of votes and (*general and special elections only*) abstracts of referendum votes (if applicable)
- If required, original signed/dated/sealed ELECT-675 Write-In Certification and Continuation (*general and special elections only*)
- Voided ballots (if possible, please provide all voided ballots in **ONE pdf**, or as few pdfs as possible).
- Any explanations/supporting documents required if unable to clear validation issues or for any other reason they may be requested.

Complete an Election Results Certification Checklist ELECT-103(A)

Only after ELECT has confirmed acceptance of the data entered in Enhanced Results and documents submitted via the submission form.

- The certification checklist can be found in FormsWarehouse > [Election Management](#) > Canvass Documents.

Mail required items to ELECT

Only after ELECT has confirmed acceptance of the data entered in Enhanced Results and documents submitted via the submission form, you must mail to ELECT, to the attention of Election Administration

- Original signed/dated/sealed abstracts of votes and (*general and special elections only*) abstracts of referendum votes (if applicable)
- If required, original signed/dated/sealed ELECT-675 Write-In Certification and Continuation (*general and special elections only*)
- Election Results Certification Checklist
- **Note:** you only need to submit your voided ballots electronically. Only mail original voided ballots if you cannot submit them electronically.

Mail required items to political party chairs

(Primaries only.)

- ELECT will email party contact information to localities via Official ELECT Advisory.

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Post-Canvass How-To Supplement

Mail required items to the Clerk of Court and winners

(General and special elections only.)

- Find information on where to send which items in the GR/EB Handbook, [Chapter 14](#), sections 14.3.3.7 and 14.4.1.

Mark rejected absentee ballots in VERIS

- *VERIS > Absentee > Absentee Search*
- Find instructions in the VERIS Step-by-Step User's Manual – Absentee Processing.

Mark rejected provisional ballots in VERIS

- *VERIS > Voter > Voter Search*
 - *Voter Overview > Provisional History*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter History.
- Find instructions for voters that are not in VERIS in the GR/EB Handbook, [Chapter 14](#), section 14.4.3.

Generate and send letters to voters whose absentee or provisional ballots were rejected

- *VERIS > Voter > Voter Search*
 - *Voter Overview > Correspondence*
- Find instructions in the VERIS Step-by-Step User's Manual – Voter Correspondence.

(Federal elections only) Put copy of memory cartridges from Envelope 7 in Envelope 7FED and give to Clerk of Court

Enter paper pollbook voter credit in VERIS

What if we need to open an envelope, unseal a ballot, or unlock voting equipment?

- Fill out an ELECT-659 - Request to Inspect Sealed Election Materials:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
- Wait for ELECT to approve and return the form to you before you open, unseal, or unlocking anything.

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Post-Canvass How-To Supplement

□ What if we find an error after submitting everything?

- Email a detailed explanation of the errors found and what needs to be done to correct the issue to ELECT at ea@elections.virginia.gov.
 - The “Subject” of the email should be “Election Reporting Error Found!”
- Once ELECT unlocks the election in Enhanced Results, make appropriate updates as needed.
- If required, run new abstracts and/or create new write-in certifications.
 - The correction process is considered an extension of canvass, therefore all board members that were present during canvass and that signed the original abstracts/write-in certifications, must also complete the new abstracts/write-in certifications.
- Email the new abstracts and/or create new write-in certifications to ELECT for approval.
- Wait for a response from ELECT. Keep all documentation handy as ELECT staff may want to discuss changes with you.
- Once ELECT gives the “OK”, perform the same mailing steps as you did for the original abstracts/write-in certifications.

Contact us with any questions

For help with VERIS:

- Submit a help ticket through JIRA

For help with Enhanced Results:

- ea@elections.virginia.gov
- Your liaison
 - Regions 1, 2, 7: Viki Mainwaring, victoria.mainwaring@elections.virginia.gov
 - Region 3: John Cronin, john.cronin@elections.virginia.gov
 - Region 4: Tanya Pruett, tanya.pruett@elections.virginia.gov
 - Region 5: Matthew Norcutt matthew.norcutt@elections.virginia.gov
 - Region 6: Angie Orange, angela.orange@elections.virginia.gov
- John Cronin, john.cronin@elections.virginia.gov
- Enhanced Voting, support@enhancedvoting.com

For questions about elections administration:

- ea@elections.virginia.gov
- Ellen Oakey, ellen.oakey@elections.virginia.gov
- Josh Young joshua.young@elections.virginia.gov
- John Cronin, john.cronin@elections.virginia.gov

To reach ELECT's main line:

- Email info@elections.virginia.gov
- Call 804-864-8901