

# 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.

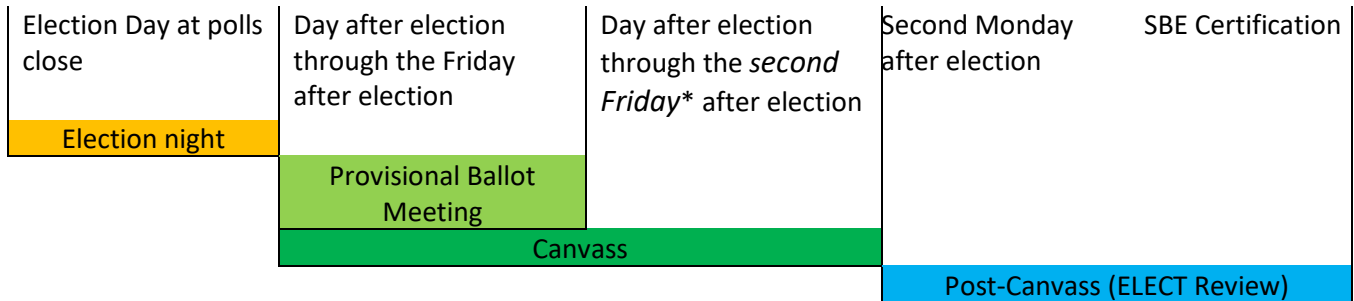
This How-To Supplement is an expanded version of the “What to do with your numbers after the polls close Elections Checklists” that will guide you through the steps involved in your post-election process and provide you with additional instructions, explanations, and ELECT/GR recommendations not found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

**Note: 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.**

# 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



*\*Monday 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: November 2024 Enhanced Results Training Materials
- ❑ **Prepare provisional ballot logs (if providing copies tonight)**
  - Read the ELECT Guidance – Provisional Ballot Logs located in FormsWarehouse > [Election Management](#) > Provisional.
  - 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**

**Redacted log**

**Provisional Ballot Log** Place in Envelope 8

GR/Satellite Office: \_\_\_\_\_ Log Date(s): \_\_\_\_\_  
 Election Type: \_\_\_\_\_ Election Type: \_\_\_\_\_  
 Locality: \_\_\_\_\_ 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 _____	Notes	1 3 4 5 6 7
1 First name _____ Suffix _____		
Address _____	<b>Registrar use only</b>	
City/Town _____ State _____ Zip code   _   _   _   _	Was this vote counted? YES NO	
Birth year only _____ Phone number _____	Why not?	
	Date:	

**Provisional Ballot Log** Place in Envelope 8

GR/Satellite Office: \_\_\_\_\_ Log Date(s): \_\_\_\_\_  
 Election Type: \_\_\_\_\_ Election Type: \_\_\_\_\_  
 Locality: \_\_\_\_\_ Locality: \_\_\_\_\_

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Last name _____ Middle _____	Notes	1 3 4 5 6 7
1 First name _____ Suffix _____		
Address _____	<b>Registrar use only</b>	
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 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 ELECT Advisory – Election Night Requirements – Reminder (located in FormsWarehouse > [Election Management](#) > Canvass Documents) and Enhanced Results Training Materials (located in ELECT’s [Learning Management System \(LMS\)](#) > My Courses > Course: November 2024 Enhanced Results Training Materials).

- Early Voting and Mailed Absentee results summaries by contest
- Election Day results by precinct
- 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

ELECT requests that localities email [ea@elections.virginia.gov](mailto: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:

- Read the ELECT Guidance – Provisional Ballot Logs located in FormsWarehouse > [Election Management](#) > Provisional
- 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: \_\_\_\_\_  
 Election Date: \_\_\_\_\_ Log Date(s): \_\_\_\_\_  
 Election Type: \_\_\_\_\_  
 Locality: \_\_\_\_\_

Place in Envelope 8

**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. Voter: 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	
Address _____	<b>Register use only</b>	
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: \_\_\_\_\_  
 Election Date: \_\_\_\_\_ Log Date(s): \_\_\_\_\_  
 Election Type: \_\_\_\_\_  
 Locality: \_\_\_\_\_

Place in Envelope 8

**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. Voter: 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	
Address _____	<b>Register use only</b>	
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 provisional ballot meeting.

**Review the SDR Duplicate report and research listed voters**

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

(Continued on next page.)

# 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](#) > Enhanced Results Training Materials

## Read the Enhanced Results Training Materials

Located in ELECT's [Learning Management System \(LMS\)](#) > My Courses > Course: November 2024 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: November 2024 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: November 2024 Enhanced Results Training Materials

- Early Voting and Mailed Absentee results summaries by contest
- Election Day 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: November 2024 Enhanced Results Training Materials

- Post-Election results summaries by contest
  - Post-Election ballots cast and results are approved/counted ballots only. Rejected post-election ballots are **not** included.
- Early Voting, Mailed Absentee, and Post-Election results by precinct
  - Post-Election ballots cast and results are approved/counted ballots only. Rejected post-election ballots are **not** included.
  - Pursuant to SBE Policy 001-2023, 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 (early voting, mailed absentee, and post-election) by precinct results must be entered in Enhanced Results **before noon (12:00 PM) on the Tuesday after the election.**
- Provisional results in the Provisional Precinct
  - Provisional ballots cast and results are approved/counted ballots only. Rejected provisional ballots are **not** included.
- Early Voting, Mailed Absentee, Post-Election turnout
  - Post-Election 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.
- Election Day turnout
- Provisional turnout (precinct totals)
  - Provisional turnout includes accepted and rejected ballots.
- 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: November 2024 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: November 2024 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 Same Day Registration)**
  - 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 the 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](mailto: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:

- Ellen Oakey, [ellen.oakey@elections.virginia.gov](mailto:ellen.oakey@elections.virginia.gov)
- [ea@elections.virginia.gov](mailto:ea@elections.virginia.gov)
- Your liaison
  - Regions 1, 2, 7: Viki Mainwaring, [victoria.mainwaring@elections.virginia.gov](mailto:victoria.mainwaring@elections.virginia.gov)
  - Region 3: Monique Simple, [monique.simple@elections.virginia.gov](mailto:monique.simple@elections.virginia.gov)
  - Region 4: Tanya Pruett, [tanya.pruett@elections.virginia.gov](mailto:tanya.pruett@elections.virginia.gov)
  - Region 5: Matthew Norcutt [matthew.norcutt@elections.virginia.gov](mailto:matthew.norcutt@elections.virginia.gov)
  - Region 6: Conrad Faett, [conrad.faett@elections.virginia.gov](mailto:conrad.faett@elections.virginia.gov)
- John Cronin, [john.cronin@elections.virginia.gov](mailto:john.cronin@elections.virginia.gov)
- Enhanced Voting, [support@enhancedvoting.com](mailto:support@enhancedvoting.com)

## For questions about elections administration:

- [ea@elections.virginia.gov](mailto:ea@elections.virginia.gov)
- Ellen Oakey, [ellen.oakey@elections.virginia.gov](mailto:ellen.oakey@elections.virginia.gov)
- Josh Young [joshua.young@elections.virginia.gov](mailto:joshua.young@elections.virginia.gov)
- John Cronin, [john.cronin@elections.virginia.gov](mailto:john.cronin@elections.virginia.gov)

## To reach ELECT's main line:

- Email [info@elections.virginia.gov](mailto:info@elections.virginia.gov)
- Call 804-864-8901