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**](#_Detailed_Results_Entry_1) **(pg. 16) – repeat steps for each precinct page**

*If* ***importing****, review the* [Import File](#_Import_File_Page) *(pg. 12) and* [Results Preview](#_Results_Preview_Page) *(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
   1. Early Voting (EV) D R Election Day (ED) D R

Mailed Absentee (MA) D R Post-Election (PE) D R

* 1. Include accepted absentee ballots only, do **not** include rejected absentee ballots. Dem Rep

1. Enter/update ballots cast and votes for all offices for each vote method Dem Rep
   1. EV D R ED D R MA D R PE D R
   2. Include accepted absentee ballots only, do **not** include rejected absentee ballots. Dem Rep
2. Change Election Day Reporting Status to Fully Reported. Dem Rep
3. Select appropriate Change Reason, provide a Change Explanation, and click Save. Dem Rep
4. Click Save in Update Reporting Status pop up box. Dem Rep
5. 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.*

1. Repeat steps 1 through 7 for each precinct. Dem Rep
2. Provisional precinct page – Enter Provisional (Pr) ballots cast for the locality. Dem Rep
   1. Include accepted provisional ballots only, do **not** include rejected provisional ballots. Dem Rep
3. Provisional precinct page – Enter Provisional (Pr) ballots cast and votes for all offices. Dem Rep
   1. Include accepted provisional ballots only, do **not** include rejected provisional ballots. Dem Rep
4. Provisional precinct page – Complete steps 4 through 7 above. Dem Rep

[**Summary Results Entry page**](#_Summary_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
   1. EV D R MA D R PE D R
   2. 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**](#_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

1. Status by Precinct – Change all precinct statuses to Fully Reported. Dem Rep
2. Click Save. Dem Rep
3. Do not leave Reporting Status page until it refreshes with a teal Save Success bar at the top. Dem Rep
4. Confirm entered precinct and summary election results and statuses are showing on the [public site](https://www.elections.virginia.gov/resultsreports/election-results/). Dem Rep

**Continued**

[**Statistics Entry page**](#_Statistics_Entry_Page) **(pg. 24)**

1. Curbside – Enter total number of curbside voters. Dem Rep
   1. 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
   1. Include all accepted **and rejected** provisional ballots. Dem Rep

[**Voter Turnout Entry page**](#_Voter_Turnout_Entry_1) **(pg. 26)**

1. Enter turnout for all precincts for each vote method. Dem Rep
   1. EV D R ED D R MA D R Pr D R PE D R
   2. Include all accepted **and rejected** provisional turnout. Dem Rep
   3. Include all accepted **and rejected** absentee turnout. Dem Rep

[**Data Validation**](#_Export_Fillable_Excel) **(pg. 27)**

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

[**Certification Page**](#_Certification_Page) **(pg. 31)**

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

[**Submit Required Documents and Information to ELECT**](#_Submit_to_ELECT)

1. Complete and submit the Abstracts of Votes Submission Formsite form. Dem Rep
   1. Upload all *certified* Abstracts. Dem Rep
   2. Upload all explanation/supporting documents, if necessary. Dem Rep
   3. Upload a voided ballot for every precinct, including every split if applicable. Dem Rep
   4. Answer all questions accurately and completely. Dem Rep