

What to do with your numbers after the polls close

✓ Elections Checklists



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.

Table of Contents

Introduction	3
Election Night Checklist	4
Provisional Ballot Meeting Checklist	5
Canvass Checklist.....	6
Post-Canvass Checklist	7
ELECT Contact Information.....	8

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.

The following pages have basic checklists that will guide you through the tasks you need to complete on election night through the end of the post-election process.

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 (ELECT Review)

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.

Election Night Checklist

- ☐ Read [Chapters 10 and 11](#) of the GR/EB Handbook
- ☐ Read the Definitions v3 document
- ☐ Read the Enhanced Results Training Materials
- ☐ Read ELECT advisories related to election night requirements and the post-election process
- ☐ Enter the required unofficial election data into Enhanced Results using the Enhanced Results Election Night Checklist
(Data entry process change!)
- ☐ Check your work on ELECT's website
<https://www.elections.virginia.gov/resultsreports/election-results/>
- ☐ Email ELECT (ea@elections.virginia.gov) to confirm all election night requirements have been completed
- ☐ Ensure election officers from all precincts deliver election materials to the Clerk of Court or General Registrar's office
- ☐ Prepare provisional ballot logs (if providing copies tonight)

Provisional Ballot Meeting Checklist

- ☐ Read [Chapters 10 and 13](#) of the GR/EB Handbook
- ☐ Take the Same Day Registration (SDR) online training
- ☐ Read ELECT advisories related to provisional ballots (SDR and non-SDR) and the post-election process
- ☐ Prepare provisional ballot logs
- ☐ Process all SDR applications by 5:00 PM on the Friday after the election
(In certain cases, ELECT may extend this deadline. Localities will be notified.)
- ☐ Review the SDR Duplicate report and research listed voters
- ☐ Research all non-SDR provisional ballot voters
- ☐ Run the provisional ballot meeting
- ☐ Enter SDR and non-SDR accepted/counted and rejected/not counted provisional voter credit in VERIS
(Data entry process change!)
- ☐ Send VERIS generated letters to voters whose provisional ballots were rejected/not counted

Canvass Checklist

- ☐ Read [Chapters 10 and 14](#) of the GR/EB Handbook
- ☐ Read the Definitions v3 document
- ☐ Read the Enhanced Results Training Materials
- ☐ Read ELECT advisories related to Canvass and the post-election process
- ☐ Run Canvass
- ☐ **If applicable**, create candidate records for write-in winners in Enhanced Results and VERIS
- ☐ Enter/update all data in Enhanced Results using the Enhanced Results During Canvass Checklist
(Data entry process change!)
- ☐ Review, research, and correct or explain Data Validation errors
- ☐ Check your work on ELECT's website
<https://www.elections.virginia.gov/resultsreports/election-results/>
- ☐ Declare local winners and generate Abstracts of Votes
- ☐ **If applicable**, create any required ELECT-675 Write-Ins Certifications
- ☐ Import EPB voter credit into VERIS
- ☐ Review the voter credit import Exception File and update voter histories in VERIS
- ☐ Enter rejected/not counted absentee voter credit in VERIS
- ☐ Send VERIS generated letters to voters whose absentee ballots were rejected/not counted
- ☐ Compare Turnout to Credit
(New VERIS report!)
- ☐ Create certificates of election for local winners
(General and special elections only.)
- ☐ Have your electoral board certify the election results

Post-Canvass Checklist

- ☐ Submit required items to ELECT via Abstract of Votes Submission online form <https://fs28.formsite.com/vaelect/submitabstracts/index.html>
- ☐ Complete an Election Results Certification Checklist ELECT-103(A)
- ☐ Mail required items to ELECT
- ☐ Mail certified copies of ELECT-approved Abstracts of Votes as appropriate
- ☐ Research local winners' compliance with VA Code § [24.2-948.2](#) requirements
- ☐ Mail certified copies of local winner Certificates of Election as appropriate
- ☐ Put copy of memory cartridges from Envelope 7 in Envelope 7FED and give to Clerk of Court (*Federal elections only*)
- ☐ Enter paper pollbook voter credit in VERIS

Contact us with any questions

For help with VERIS:

- Submit an ELECT System Support JIRA ticket

For help with Enhanced Results:

- ea@elections.virginia.gov
- Ellen Oakey, ellen.oakey@elections.virginia.gov
- Josh Young joshua.young@elections.virginia.gov
- Your liaison
 - Region 1: Viki Mainwaring, victoria.mainwaring@elections.virginia.gov
 - Region 2: Viki Mainwaring, victoria.mainwaring@elections.virginia.gov
 - Region 3: Sarah Baker, sarah.baker@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
 - Region 7: Viki Mainwaring, victoria.mainwaring@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