

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 (ELECT Review)

Election Day at polls close	Day after the election through the Monday after the election	Day after the election through the <i>second</i> Friday* after the election	<i>Second</i> Monday** after the election	SBE Certification Meeting
Election night				
	Provisional Ballot Meeting			
	Canvass			
			Post-Canvass (ELECT Review)	

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

Election Night How-To Supplement

☐ **Read [Chapters 10 and 11](#) of the GR/EB Handbook**

Specifically, Chapter 10, section 10.14, and Chapter 11, Appendix B.

☐ **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

☐ **Read ELECT advisories related to election night requirements and the post-election process**

Located in Okta > Elections Secure Access Portal > Advisory Archive.

☐ **Enter the required unofficial election data into Enhanced Results using the Enhanced Results Election Night Checklist**

Instructions and checklists located in ELECT's Learning Management System (LMS) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials.

- Election Day (ED) election results (ballots cast and vote totals) by precinct
- Early Voting (EV) and Mailed Absentee (MA) election results summaries by contest
 - Reminder: election results are approved/counted ballots only. Rejected/not counted ballots are not included.
- **November 2025 Process Change!** 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.**

Resource: Circuit Court Clerks Guidance located in FormsWarehouse > [Election Management](#) > Canvass Documents.

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Election Night How-To Supplement

❑ Prepare provisional ballot logs (if providing copies tonight)

- Only political party authorized representatives and independent candidates are allowed to receive copies of provisional ballot logs. The copies must be redacted.
- Make copies of the original logs and redact the following information on the copies:
 - Any part of the SSN
 - Reason for issuing provisional ballot
 - Ballot status (accepted/counted, rejected/not counted)
- Make additional copies of the redacted provisional ballot logs to share at the provisional ballot meeting.

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.	1	Same Day Registration (or not on pollbook)	
Voter:			
Voter's name IS on the pollbook,	3	Voting after hours due to court order	
and voter:	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 Last name _____ Middle _____ First name _____ Suffix _____ Address City/town _____ State _____ Zip code _____ Birth year only _____ Phone number _____ Date _____	SSN last 4 _____ Reason code 1 3 4 5 6 7 Notes Registrar use only Was this vote counted? YES NO Why not? _____ Date _____
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Redacted log

Provisional Ballot Log

GR/Satellite Office:

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

Place in Envelope 8

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

Provisional Ballot Meeting How-To Supplement

☐ Read [Chapters 10 and 13](#) of the GR/EB Handbook

Specifically, Chapter 10, sections 10.15 through 10.19, and Chapter 13, sections 13.6 and 13.7.

☐ Take the Same Day Registration (SDR) online training

Located in FormsWarehouse > [Training](#)

☐ Read ELECT advisories related to provisional ballots (SDR and non-SDR) and the post-election process

Located in Okta > Elections Secure Access Portal > Advisory Archive.

☐ Prepare provisional ballot logs

- Only political party authorized representatives and independent candidates are allowed to receive copies of provisional ballot logs. The copies must be redacted.
- Before the provisional ballot meeting starts, you need to:
 - Make copies of the original logs and redact the following information on the copies:
 - Any part of the SSN
 - Reason for issuing provisional ballot
 - Ballot status (accepted/counted, rejected/not counted)
 - Make additional copies of the redacted provisional ballot logs to share at the provisional ballot meeting.

Untouched log

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
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 _____	Register 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: _____
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
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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 _____		
1 Address _____		
City/town _____ State _____ Zip code _____		
Birth year only _____ Phone number _____		

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

- In certain cases, ELECT may extend the SDR processing deadline (for example, in presidential and statewide elections). ELECT will notify localities if there will be an extension to the SDR processing deadline.

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Provisional Ballot Meeting How-To Supplement

- Instructions located in VERIS Home > General Info > VERIS User's Manual – Step by Steps > Add-Update Voter
- Localities must have all SDR applications processed by the deadline so ELECT can run a complete SDR Duplicate report the day after the processing deadline.

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

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

☐ **Research all non-SDR provisional ballot voters**

Gather the information the electoral board will need to make a determination on each provisional ballot.

☐ **Run the provisional ballot meeting**

Work with your electoral board to help them adjudicate all provisional ballots.

☐ **Enter SDR and non-SDR accepted/counted and rejected/not counted provisional voter credit in VERIS**

- Instructions located in:
 - VERIS Home > General Info > VERIS User's Manual – Step by Steps > Voter History.
 - **NEW Provisional Credit Upload Process!** VERIS Home > General Info > VERIS User's Manual – Step by Steps > Voter Credit Import
- If voter is not registered in VERIS, use VERIS Home > Voter > Non-Registrant Provisional page to enter credit.

☐ **Send VERIS generated letters to voters whose provisional ballots were rejected/not counted**

If voter is not in VERIS, a voter registration application must be sent with the letter.

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

- Before you open, unseal, or unlock anything, submit to ELECT for approval an ELECT-659 - Request to Inspect Sealed Election Materials online form:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
- The approved form will be emailed to you. Provide a copy to the Clerk of Court.

Canvass How-To Supplement

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

Specifically, Chapter 10, sections 10.15 through 10.19, and all of Chapter 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

☐ Read ELECT advisories related to Canvass and the post-election process

Located in Okta > Elections Secure Access Portal > Advisory Archive.

☐ Run Canvass

Work with your Electoral Board to help them review and confirm all election results.

☐ If applicable, create candidate records for write-in winners in Enhanced Results and VERIS

- Instructions located in:
 - ELECT's Learning Management System (LMS) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials
 - VERIS Home > General Info > VERIS User's Manual – Step by Steps > Election Setup
- Locality/Town With 4,000 Persons or Less: In an election for a local office in a county, city, or town with a population of no more than 4,000 persons, when there is a write-in winner, for the purpose of certifying the election, the person having the highest number of votes, is to be declared the winner on the Abstract, regardless of who ends up taking office.

☐ Enter/update all data in Enhanced Results using the Enhanced Results During Canvass Checklist

Instructions and checklists located in ELECT's Learning Management System (LMS) > My Courses > Course: *[Election Month, Year]* Enhanced Results Training Materials.

- Early Voting (EV), Mailed Absentee (MA), and Post-Election (PE) election results (ballots cast and vote totals) summaries by contest.
 - Reminder: election results are approved/counted ballots only. Rejected/not counted ballots are **not** included.

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Canvass How-To Supplement

- Early Voting (EV), Mailed Absentee (MA), Election Day (ED), and Post-Election (PE) election results by precinct.
 - Reminder: election results are approved/counted ballots only. Rejected/not counted ballots are **not** included.
- **July 1, 2025 Process Change!** Provisional (PR) election results are now reported by precinct. There is no longer a Provisional Precinct.
 - Reminder: election results are approved/counted ballots only. Rejected/not counted ballots are **not** included.
- Turnout by precinct and voting method (EV, MA, ED, PR, PE).
 - Reminder: Turnout includes all ballots; accepted/counted and rejected/not counted.
 - CAP (EV, MA, PE) 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 for the locality as a whole.
- **November 2025 Process Change!** Provisional turnout totals by reason code.
 - Reminder: Turnout includes all ballots; accepted/counted and rejected/not counted.

☐ Review, research, and correct or explain Data Validation errors

- Instructions 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 must be submitted to ELECT with the Abstracts 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

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

☐ If applicable, create any required ELECT-675 Write-Ins Certifications

- Form templates located in FormsWarehouse > [Election Management](#) > Canvass Documents
- The Abstract of Votes will say if a Write-Ins Certification is required.
- The completed ELECT-675 Write-Ins Certification and Continuation form must be submitted to ELECT with the Abstracts of Votes.

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Canvass How-To Supplement

☐ Import EPB voter credit into VERIS

Instructions located in VERIS Home > General Info > VERIS User's Manual – Step-by-Steps > Voter Credit Import.

☐ Review the voter credit import Exception File and update voter histories in VERIS

Instructions located in:

- VERIS Home > General Info > VERIS User's Manual – Step-by-Steps > Voter Credit Import.
- VERIS Home > General Info > VERIS User's Manual – Step-by-Steps > Voter History.

☐ Enter rejected/not counted absentee voter credit in VERIS

- Instructions located in: VERIS Home > General Info > VERIS User's Manual – Step-by-Steps > Voter History.
- If voter is not registered in VERIS, use VERIS Home > Absentee > Non-Registrant Absentee page to enter credit.

☐ Send VERIS generated letters to voters whose absentee ballots were rejected/not counted

If voter is not in VERIS, a voter registration application must be sent with the letter.

☐ Compare Turnout to Credit

Run the following reports:

- **NEW!** SDR Voter File located in VERIS Home > Reports > Reports Library > Category: Election.
- Voting Credit Audit – By Locality located in VERIS Home > Reports > Reports Library > Category: Election.
- Voter Turnout located in Enhanced Results > [election] > Reports.

☐ Create certificates of election for local winners

(General and special elections only.)

Form templates located in 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-Ins Certifications, and Certificates of Election.
- Ensure your electoral board's seal is affixed/stamped and a second secretary signature is on all certified copies of Abstracts, Write-Ins Certifications, and Certificates of Election.

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Canvass How-To Supplement

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

- Before you open, unseal, or unlock anything, submit to ELECT for approval an ELECT-659 - Request to Inspect Sealed Election Materials online form:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
- The approved form will be emailed to you. Provide a copy to the Clerk of Court.

Post-Canvass How-To Supplement

☐ Submit required items to ELECT via Abstract of Votes Submission online form

<https://fs28.formsite.com/vaelect/submitabstracts/index.html>

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

- Abstracts of Votes (*certified copies*)
- If applicable, Abstracts of Referendum Votes (*certified copies*)
- If applicable, ELECT-675 Write-Ins Certifications with Continuation pages (*certified copies*)
 - Template located in FormsWarehouse > Election Management > Canvass Documents.
- If applicable and obtained from the candidate, ELECT 673(B) Form for Write-In Refusal
 - Template located in FormsWarehouse > Election Management > Canvass Documents.
- Voided ballots from each precinct/split
 - Please provide all voided ballots in ONE pdf or as few pdfs as possible. The PDF must include the front and back side of each, marked VOID.
- If applicable, any explanations/supporting documents if unable to clear validation issues or for any other requested reason.

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

- Complete **after** ELECT confirms acceptance of the data entered in Enhanced Results and documents submitted via the submission form.
- Located in FormsWarehouse > [Election Management](#) > Canvass Documents.

☐ Mail required items to ELECT

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:

- ELECT-approved Abstracts of Votes (*certified copies*)
- If applicable, ELECT-approved Abstracts of Referendum Votes (*certified copies*)
- If applicable, ELECT-approved ELECT-675 Write-Ins Certifications with Continuation pages (*certified copies*)
- Completed 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 certified copies of ELECT-approved Abstracts of Votes as appropriate

- For primaries: To appropriate political party chairman. ELECT will provide party contact information.
- For general and special elections: To appropriate clerk of court. See VA Code § [24.2-675](#).

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Post-Canvass How-To Supplement

☐ Research local winners' compliance with VA Code § [24.2-948.2](#) requirements

Notify winners not in full compliance:

- What they need to do to be in full compliance.
- They must fully comply before their Certificate of Election can be sent to them.
- They are not qualified to hold the office sought until all requirements are met.

☐ Mail certified copies of local winner Certificates of Election as appropriate

- To the winner, **only after** they have complied with VA Code § [24.2-948.2](#).
- To the clerk of court/officer administering the oath of office, if they request a copy.

☐ 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

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

- Before you open, unseal, or unlock anything, submit to ELECT for approval an ELECT-659 - Request to Inspect Sealed Election Materials online form:
<https://fs28.formsite.com/vaelect/InspectRequest/index.html>
- The approved form will be emailed to you. Provide a copy to the Clerk of Court.

☐ 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 email subject 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-ins certifications.
 - The correction process is considered an extension of canvass, therefore all board members that were present during canvass and signed the original abstracts/write-ins certifications, must also complete the new abstracts/write-ins certifications.
- Submit certified copies of the new abstracts/write-ins certifications to ELECT for approval via the Abstract of Votes Submission form: <https://fs28.formsite.com/vaelect/submitabstracts/index.html>. Include explanation/supporting documents justifying the changes being made.
- **After** ELECT has confirmed acceptance of the updated data entered in Enhanced Results and documents submitted via the online submission form, you must mail certified copies of the new ELECT-approved abstracts/write-ins certifications to ELECT.

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