★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Expedited Processing Cheat Sheet

Batch Ballot Process

As ballots are received by mail that have a VERIS barcode on the return address label:

1. Note on the outer envelope the date received
2. Open the outer envelope and remove the inner envelope (B)
3. Examine the inner envelope (B) containing the ballot to verify completion of the required voter information.
4. Note on the outer envelope (A) if the ballot is marked (accepted ballot) or unmarked (not eligible ballot) (based on requirements in previous step)
5. Save the inner envelopes (B) that can be pre-processed in a separate stack from the inner envelopes (B) designated with the status unmarked
6. Note on the outer envelope if an acceptable ID was included in the outer envelope
7. Batch the outer envelopes by Election, Date Received, Method Received (Mail, Mail (Non-USPS), In Person, Designated Representative), ID Included in the outer envelope or not.

VERIS Process - Individually Entering Ballots Pre-Processed (Not Recommended)

8. Go to "Absentee Search" in VERIS
9. Enter the voter's name or ID number on the return address label
10. Make sure you have the correct voter
11. Make sure you have the correct election from the drop-down box. If not, select the correct election from the crop-down box
12. At the "Absentee Ballots" line (Not the AB Application line) click on the pencil
13. Change the ballot status from "Marked" to "Pre-Processed" in the drop-down box
14. In the "Status Reason" box type "Pre-Processed" and the date of the pre-processing
15. Scroll down and click "Save"

VERIS Process - Batch Processing * (Recommended for High Volume of ballots)

16. For each batch with IDs, click the link under Absentee from the VERIS Home Page named "AB Batch Receipt – without IDs"
17. For each batch with IDs, click the link under Absentee from the VERIS Home Page named "AB Batch Receipt – with IDs"
18. Enter the Date Received
19. Enter the Received by Method (Mail, Mail (Non-USPS), In Person, Designated Representative)
20. Scan the barcode on the return address label for each outer envelope in the batch
21. The voters name will list on the VERIS page in the Received Ballots section with Status defaulted to Marked and Status Reason defaulted to Ballot Returned
22. After all the envelopes in the batch have been scanned, changed the Status for each voter as noted on the outer envelope and update the Status Reason as necessary
23. Click "Save"
    a. This will update the ballot status, status reason, receipt date, and receipt method for the matching ballot records in VERIS
    b. All entries with a ballot status of Marked, Pre-processed (Early Voting), or On Machine (Election Day or CAP) will record the voter's voting credit for that election.
    c. If the ballots are received using the "with ID" option, the Voter's Personal ID Provided flag is set to "Yes"
24. Continue steps 8 through 14 until all batches are processed.

Pre-Process Ballots

25. With a member from each party present, open the inner envelope (B) for each ballot to be pre-processed from the stack in Step 5
26. As each inner envelope (B) to be pre-processed is opened, flatten the ballot and feed into the voting machine or tabulator
27. Open the absentee ballot record in VERIS for each voter and change the ballot status to Pre-Processed

Glossary of Status Terms

Marked: This designation is for ballots that have been received in the inner envelope (B) with required voter information.

Unmarked: This designation is for ballots that are not eligible to be counted, including but not limited to:

- The ballot was enclosed in the outer envelope (A)
- The ballot was returned as undeliverable
- The ballot returned was missing required voter information
- The inner envelope (B) was not signed by voter and/or witness
- The ballot was not included in the inner envelope (B).

When processing these ballots in VERIS, **the reason must be provided as to why this ballot has been designated as unmarked.**

Pre-Processed: This designation is for absentee by mail ballots that have been received in the office before Election Day. These ballots also must have been fed into the voting machine or tabulator by two election officials before Election Day. After scanning the ballots, the ballot status in VERIS needs to be changed from Marked to Pre-Processed.

On-Machine : This designation only applies to absentee ballots that have been cast in-person.