

To ensure that your Unofficial and Official Canvasses are conducted properly, please refer to the checklist below.

UNOFFICIAL CANVASS

I Election Day

- ☐ Carefully read [Chapter 10](#) of the Election Official Manual (EOM).
- ☐ Ensure all memory cards containing tabulated results are properly processed within your Election Management Software (EMS), using a checklist or chart to track all memory cards.
- ☐ After 7:31 p.m. on Election Day, begin tabulating all absentee ballots.
- ☐ By 7:45 p.m. on Election Day, log into the County Submission System (CSS).
- ☐ By 8 p.m. on Election Day, upload vote totals for absentee ballots (partial, if necessary) to the CSS.
- ☐ Upload summary level files at assigned intervals until 100 percent of precincts are reported, using Secretary of State provided purple USB drives.
- ☐ Report supplemental statistics in the CSS, including:
 - Total regular Election Day ballots cast and counted from Election Day precincts, not including absentee.
 - Total absentee ballots, including early, in person, and by mail, counted.
 - Total regular Election Day and absentee ballots cast and counted as part of the Unofficial Canvass.
 - Total number of outstanding UOCAVA absentee ballots (issued but not yet counted).
 - Total number of provisional ballots (issued at the polls or the board office before or on Election Day).
- Print the Current County Results from the CSS, and proof against results in your EMS.
- ☐ Print and sign:
 - Vote Total Summary Report (from EMS)
 - Group Detail Report (EMS)
 - Signature Form (provided by Secretary of State)
- ☐ Scan and email printed and signed documents to Results@OhioSoS.gov.
- ☐ Await release call/email from Secretary of State.
- ☐ GO HOME. THANK YOU!

II Post-Election Day

- ☐ For less-populous counties, submit your results for offices, questions, or issues in multicounty jurisdictions to the most-populous county as soon as possible on May 6, 2026.
- ☐ For most-populous counties, submit your most-populous report to the Secretary of State's office by noon on May 6, 2026. The report must include the total number of votes recorded for the office, question, or issue from each county in a multicounty jurisdiction and the sum total for all counties.
- ☐ Submit your write-in reports to the Secretary of State's office by noon on May 6, 2026.
- ☐ Each board of elections must be open to the public 8 a.m. - 5 p.m. the four calendar days immediately following Election Day to allow voters to cure deficiencies, unless the board has no voters with deficiencies on their absentee or provisional ballot after Election Day.
- ☐ By 6 p.m. on Saturday, May 9, 2026, transmit the information in the completed affidavits ([Form 12-O](#)) to the Secretary of State office via the provided spreadsheet to SWVRD@ohiosos.gov; if the county has none, they still must notify the Secretary of State that their county had zero.
- ☐ Contact any voters who submitted an absentee ballot ID envelope that is missing required information, sending [Form 11-S](#):
 - No later than two business days after a "defective" absentee ballot identification envelope is received by the board of elections from the start of absentee voting through the third Saturday prior to the election.
 - No later than one calendar day after a "defective" absentee ballot identification envelope is received by the board of elections between the third Monday and the last Friday prior to the election.
 - The same day that a "defective" absentee ballot identification envelope is received by the board of elections, between the Saturday prior to the election and 7:30 p.m. on Election Day.

OFFICIAL CANVASS

You must begin the Official Canvass no earlier than Sunday, May 10, 2026, and no later than Wednesday, May 20, 2026. Prior to Election Day, your board will have answered a survey from the Secretary of State office indicating when your board will conduct your Official Canvass. Should your board decide to move your Official Canvass, please notify the Secretary of State office immediately.

I Process and Procedures

- ☐ Test your automatic tabulating equipment before starting the count and after concluding the count, to verify the central tabulation system's accurate count of the votes cast for all offices and on all questions and issues.
- ☐ Tally all eligible ballots that were not included in your Unofficial Canvass, including:
 - UOCAVA ballots postmarked on or before the day before Election Day and received on/before Saturday, May 9, 2026.
 - Challenged ballots the board has determined are eligible.
- ☐ Reconcile results with records from the pollbooks and voter registration system to ensure that only one ballot per voter is counted.
- ☐ Ensure that all returned absentee ballots are entered into the voter registration system and reconcile the list of voters whose ballots were returned with the number of physical ballots returned.

A. Optical Scan Counties

- ☐ Upload the memory cards containing votes that were centrally counted during the Unofficial Canvass or re-import the data from a saved location if results are directly written to a hard drive.
- ☐ Upload the precinct/polling location memory cards containing votes that were counted during the Unofficial Canvass, if applicable.
- ☐ Verify the count matches the unofficial count **(if the count does not match the unofficial count, the board must contact a Secretary of State's Elections Administrator before continuing the canvass)**.
- ☐ If the counts match, the board must combine the results of the re-run memory card tabulation of the Unofficial Canvass with the results of those ballots that had not been included in the Unofficial Canvass.

B. DRE Counties

- ☐ Upload the data on the removable memory devices containing votes that were counted during the Unofficial Canvass.
- ☐ Verify the count matches the unofficial count **(If the count does not match the unofficial count, the board must contact a Secretary of State's Elections Administrator before continuing the canvass).**
- ☐ If the counts match, the board shall combine the re-run results of the Unofficial Canvass with the results of those ballots that had not been included in the Unofficial Canvass

II Reports

You must submit the following reports via email, generated from your Election Management Software to the Secretary of State office at Results@OhioSoS.gov within 24 hours of the completion of the Official Canvass:

- ☐ Reports from your EMS:
 - Statement of Votes Cast
 - Summary Report
 - Group Detail Report
 - Ballots Cast File (this will either be a CSV or two TXT files)
 - Turnout Detail by Precinct
- ☐ Email your Absentee and Provisional workbook to Results@OhioSoS.gov.
- ☐ For most-populous counties, submit your most-populous report to the Secretary of State's office at Results@ohiosos.gov. The report must include the total number of votes recorded for the office, question, or issue from each county in a multicounty jurisdiction, and the sum total for all counties.
- ☐ Sign and scan the Signature Form provided by the Secretary of State office to Results@OhioSoS.gov with the following wet signatures:
 - Director
 - Deputy Director
 - Board Members
- ☐ Send completed [Form 126-B](#) for any Liquor Options that appeared on the ballot to the Secretary of State office via email to Results@OhioSoS.gov.

- ☐ Send completed [Form 126-B](#) for any Liquor Options that appeared on the ballot to both the Ohio Division of Liquor Control via email to LocalOption@com.Ohio.gov.
- ☐ Send results of the election to the Supreme Court of Ohio at JudicialElectionResults@SC.Ohio.gov.

A. Most Populous Counties Only

The board of elections must certify the results of an election on tax levies and bond issues to the following offices and agencies:

- ☐ The county auditor of each county in which the election was held
- ☐ The fiscal officer of the subdivision in which the election was held
- ☐ The Tax Commissioner of the State of Ohio at DTE@Tax.State.Oh.us
- ☐ The Secretary of State

The board of elections must certify the results of an election on a school district income tax on [Form 125-A](#) to the following offices and agencies:

- ☐ The board of education that placed the issue on the ballot
- ☐ The Tax Commissioner of the State of Ohio at: Tax Equalization Division, 30 E. Broad St., 21st floor, P.O. Box 530, Columbus, OH 43216-0530
- ☐ The Secretary of State

If there is a recount to be conducted for a multicounty jurisdiction:

- ☐ Notify the Secretary of State's office, and the Secretary of State will issue the notice of recount to all affected counties

III Voter History

- ☐ A voter should be recorded as having voted in an election, only if any of the following are true:
 - The voter signed the pollbook on Election Day.
 - The voter timely returned the voter's identification envelope (including UOCAVA and Federal Write-In Absentee Ballot (FWAB), regardless of whether the ballot was eligible to be counted.
 - The voter was issued an absentee ballot in person during the period for early in-person absentee voting.
 - The voter is an eligible elector of the State of Ohio and cast a provisional ballot that was counted. If a provisional ballot affirmation is used to register an individual to vote, the newly registered voter must be assigned voter history for casting a provisional ballot.
- ☐ Upload voter history no later than 14 days after official certification, using election name 2026_MAY_PR_SP.
 - If your county has more than 100,000 registered voters, email Lauren Price at LPrice@OhioSoS.gov to schedule your upload in advance.

IV Cancellation of Voter Records

IV A provisional ballot cannot be counted because the voter failed to provide the board of elections the details needed to verify their voter registration information after a mismatch between Ohio's voter registration database and the databases of the Bureau of Motor Vehicles and/or the Social Security Administration.

- ☐ The board must cancel the voter's record within 10 days of the board's official canvass.
- ☐ The voter must be notified by [Form 255-I](#).