



## **Smartballot Electronic Voting Process – Step by Step Guide for Voters**

**STEP 1:** Watch your email. You will be sent an email with a confirmation link – click the verification link to confirm and activate your eligibility to vote electronically. This will be sent before the meeting (If you do not see the email – check your junk email folder).

**STEP 2:** During the meeting you will be sent another email which will have your secure link to the voting event - along with some instructions.

- Click the link in the email to Vote!

Read the instruction pages – click Next when ready to proceed

- Confirm that you want to vote electronically – check the box!

**STEP 3:** Follow the voting instructions and make your Vote!

Confirm your Vote.

Share your voting experience and encourage other Members to vote.

**\*\* THE WHOLE PROCESS WILL TAKE 2-3 MINUTES TO COMPLETE YOUR ELECTRONIC VOTING PROCESS \*\***