

### **E-VOTE Protocol**

# **IMPORTANT NOTICE:** Please be aware of the following voting guidelines:

**One-Time Voting:** You are allowed to cast your vote only once. Once your vote has been submitted, the link will expire.

**Election Results:** The election results will be collected and managed through the EBallot platform under the oversight of the EMC (Election & Membership Committee).

**Voting Deadline:** It is essential to note that no votes can be cast after the specified deadline. **DEADLINE FOR VOTING:** November 10th, 2023, at noon (Paris time).

# To proceed to the e-vote:

1. Please, click on the link received from AICA International office. This is an example of the message that you will receive:

Dear voter,

You've been invited to vote in our election!

Click here to start %%EmbedLink%%

If you're having trouble accessing the election, use the login details below:

URL: %%LoginURL%%

Username: %%UserName%%

Access code: %%AccessCode%%

How it works: You'll need to enter your Username and Access code (listed above). Once you're in the system, please review all questions and choices. You can access the ballot from any smartphone or device that has full browser capabilities.

Rest assured, keeping your votes safe is our top priority. Once you've finished filling out your ballot, you'll receive a confirmation number. Hold on to this as proof that your vote has been successfully transmitted to Ballot's secure database.

Have a good vote!

**2.** A new page will open. Please be aware that this operation may take a moment, so we kindly ask for your patience. You will be prompted to enter your provided Username and Password to log in. Click on the "LOGIN" button to proceed.

Enter your details to access your voter portal



- **3.** You will be prompted to create a new password. Please proceed to enter and confirm your new password as instructed. Your password must be at least 6 characters, containing one capital letter and one lowercase letter and one numeric value. You will need to type the new password twice. Click on "SUBMIT" button to proceed.
- 4. A new page will open.

Click on "VOTE"

Seleccionar VOTE (voto)

Cliquer sur VOTE (voter)

# ACTIVE 2023 International President Election - 1st Round Closes in 23 Days Not Voted COMPLETED

there are no active ballots

**5.** Now you are looking at the ELECTION BULLETIN. Please make your selection and remember to choose only one option.



Who do you want to vote as AICA International President? | ¿Por quién quiere votar como Presidente Internacional de AICA? | Pour qui voulez-vous voter pour la présidence de AICA Int. ?

Only one choice / Un seul choix / Sólo una opción



6. Then, click on "CONTINUE".

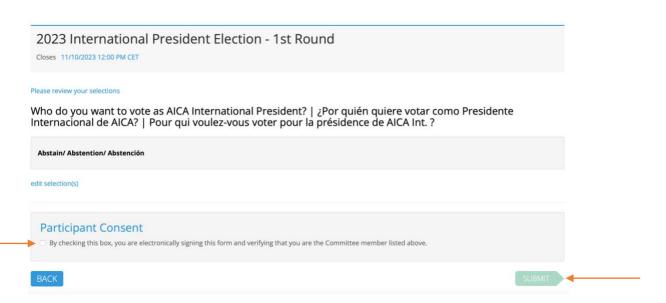
# 2023 International President Election - 1st Round Closes 11/10/2023 12:00 PM CET Instructions Please view the questions and choices and make your selections. A red star indicates that a response is required.

Who do you want to vote as AICA International President? | ¿Por quién quiere votar como Presidente Internacional de AICA? | Pour qui voulez-vous voter pour la présidence de AICA Int. ?

Only one choice / Un seul choix / Sólo una opción



**7.** A new page will open, showing you your choice. To proceed, please check the "Participant Consent" box, and then click the "SUBMIT" button.



Check this box and Click on SUBMIT to finally cast your vote

Cochez cette case et cliquez sur SUMBIT pour finaliser votre vote

Marque esta casilla y haga clic aquí para finalmente emitir su voto

## 8. LOG OUT

