



## **Smartballot Electronic Voting Process – A Guide for the Primary contact of your company.**

- SmartBallot is being used for VIATEC's electronic online voting.
- The email communications will flow between these dates Sept. 11th - 18th.
- Please follow the instructions provided in the email communications.
- The email instructions will be concise and include links to fulfill tasks. Each link or task will be specific to each voter based on your prior experience/interface with SmartBallot.
- If you don't see an email from SmartBallot within the given time frame please check or junk/spam folder first.
- If you cannot find the specific email then please contact Georgia at info@viatec.ca and she will send you the link.

### **Examples of email communications that will be sent to you**

#### **#1 Please confirm your registration with Smartballot Client(VIATEC) Site**

Hello Patrick,

You are one step away from being able to vote electronically with VIATEC.  
Please click here to complete your pre-registration.

Thanks for using Smartballot!

#### **#2 Voting Event Announced for VIATEC**

Hello Patrick,

The vote for VIATEC has been announced. Further instructions will be sent to you when the voting event begins. If you require any assistance whatsoever, please contact the Electoral Officer immediately.

Thank you, Smartballot Team

**\*\* THE WHOLE PROCESS WILL TAKE 2-3 MINUTES TO COMPLETE YOUR ELECTRONIC VOTING PROCESS \*\* support@smartballot3.ca**