



Smartballot Electronic Voting Process – Step by Step Guide for the Primary contact of your company.

STEP 1: Visit your organizations landing page at Smartballot page <https://www.smartballot.ca/organizations/viatec> to register with Smartballot and initiate the electronic voting process. Update your contact information and enter your personal email address – double check your email address to make sure it is correct.

- Click the red button.

STEP 2: Watch your email. You will be sent an email to confirm your email verification – click the verification link to confirm and activate your eligibility to vote electronically. (If you do not see the email within 5 minutes – check your junk email folder).

You will then be sent the voting event announcement email with a 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!
- Click the red Verify My Identity 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 ** support@smartballot3.ca**