


FMA Online Voting Instructions

1. On the login screen, key in the Voter ID and Voter Key.
 - a. **Voter ID = FMA ID**
 - b. Voter Key – Emailed separately to delegates
2. Click **Login to Vote** (bottom of page).



3. The voting page will open. Each section will indicate the required number of candidate(s)/option(s) that must be selected.
Select a candidate/option by clicking the radial button next to that candidate/option.
A green check  will appear to the left of the selected candidate/option.

4. Only the specified number of candidate(s)/option(s) for each section may be selected. If a selection requires more than one candidate, you will see a running total of selected candidates.

If the required number of candidate(s)/option(s) have been selected, another candidate/option may not be selected without first deselecting a candidate/option.

Otherwise, a warning message will appear when attempting to select more than the required number of candidate(s)/option(s).

5. When all required candidate(s)/option(s) for each section have been chosen, click **Submit Ballot**.
6. Are you sure you want to submit your ballot?
 - a. To submit the ballot, click **Yes**. This is the last opportunity the physician has to change their voting selection.
 - b. To make a change, click **Cancel**. The voter will be redirected to the previous voting screen.



INSTRUCTIONS

Select **8** options from the list below. * Required

0 of 8 Selected



The maximum number of options that can be selected for this question is 2. Please deselect an option and try again.

Okay

Submit Ballot



Are you sure you want to submit your ballot?

Cancel

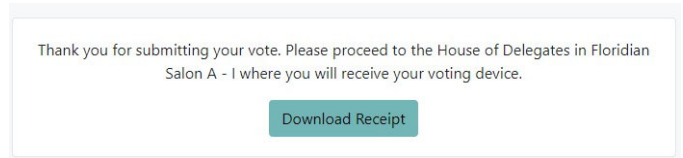
Yes

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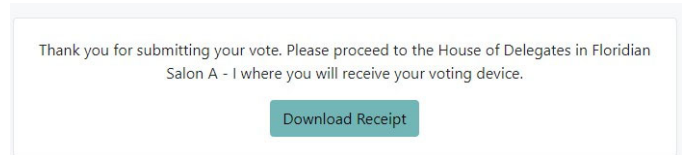
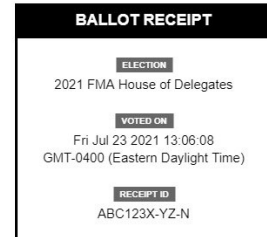
7. When the ballot has been submitted, a “Thank you for voting” message will be displayed. Click **Download Receipt** to see the Ballot Receipt.

8. To save a copy of the Ballot Receipt, right-click and select **Save Image As**. Close the Ballot Receipt by clicking the X in the top corner.

9. On the “Thank you for voting” page, close the webpage.



(Right-click and select Save Image As)

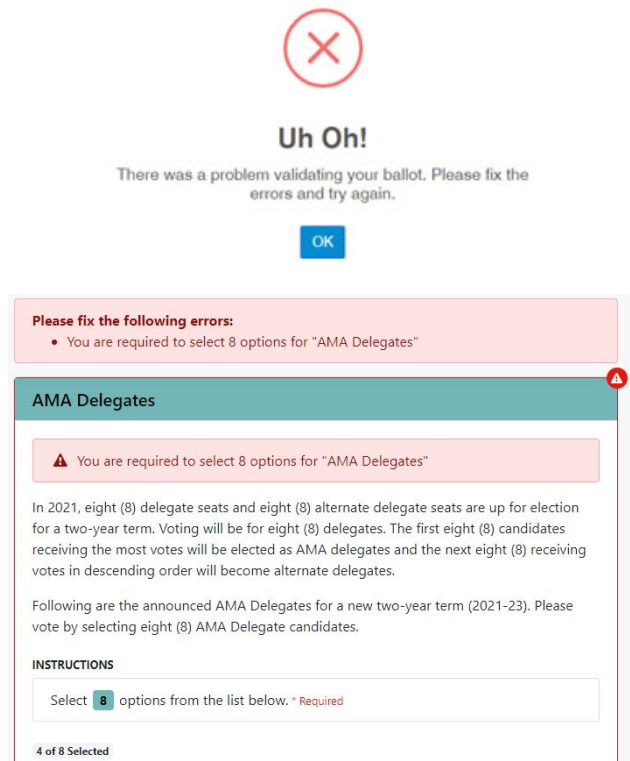


Possible Errors

If there is a problem with the ballot, a warning message will appear after clicking **Submit Ballot**.

Ballot Error: Missing required vote

a. Click **OK**. Scroll up to the top of the window, where the error will be listed in a message box.



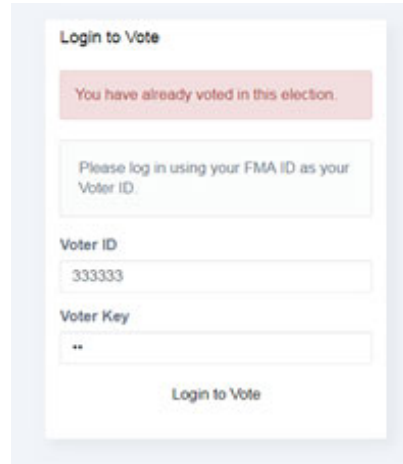
b. Once all errors have been corrected, click **Submit Ballot** and submit the ballot as previously instructed.



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Login Error 1: Voter has already voted

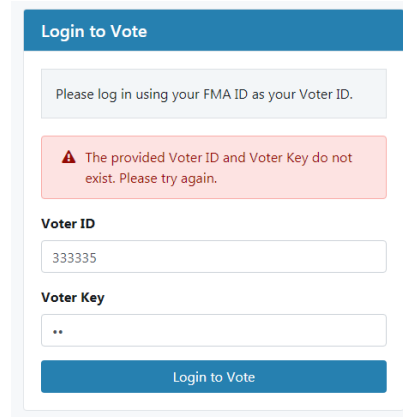
- Try to re-enter Voter ID and Voter Key
- If the message persists, contact Membership for tech support



The screenshot shows a web form titled "Login to Vote". At the top, there is a red message box that says "You have already voted in this election." Below this, a grey box contains the instruction "Please log in using your FMA ID as your Voter ID." The form has two input fields: "Voter ID" with the value "333333" and "Voter Key" with the value "**". A "Login to Vote" button is located at the bottom of the form.

Login Error 2: Voter ID and/or Voter Key does not exist

- Try to re-enter Voter ID and Voter Key
- If the message persists, contact Membership for tech support



The screenshot shows a web form titled "Login to Vote". A grey box at the top says "Please log in using your FMA ID as your Voter ID." Below it is a red error message box with a warning icon: "The provided Voter ID and Voter Key do not exist. Please try again." The form has two input fields: "Voter ID" with the value "333335" and "Voter Key" with the value "**". A blue "Login to Vote" button is at the bottom.

Login Error 3: Error Validating Token

Voter may have tried logging in to the election more than once in different windows/tabs.

- Fully close the browser window
- Try to login again using Voter ID and Voter Key
- If message persists, contact Membership for tech support

