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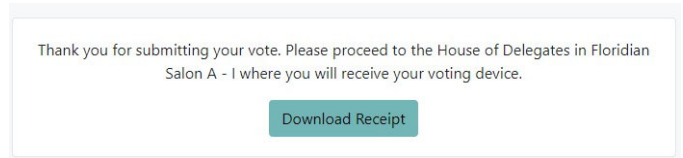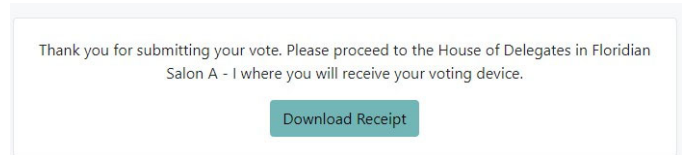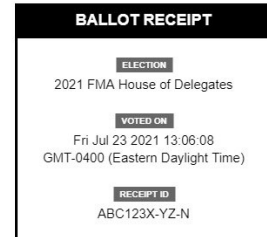
7.  When the ballot has been submitted, a "Thank you for voting" message will be displayed. Click **Download Receipt** to see the Ballot Receipt.



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.



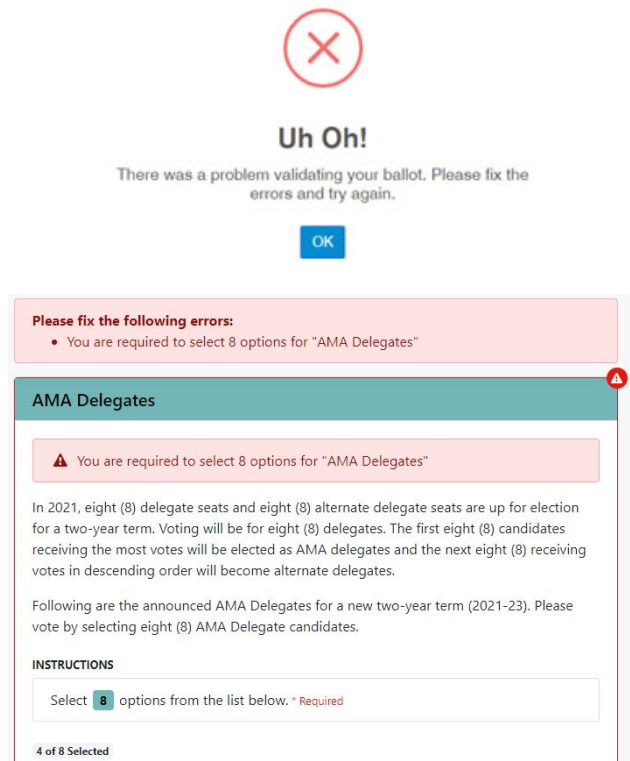9.  On the "Thank you for voting" page, close the webpage.



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*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.
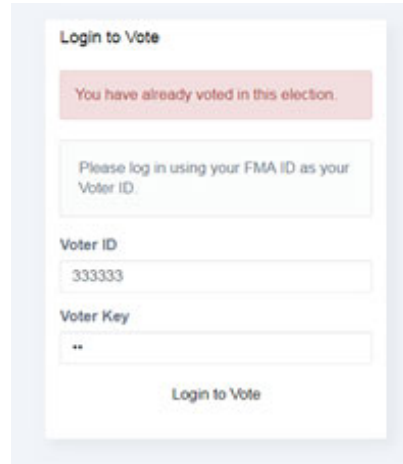


  b. Once all errors have been corrected, click **Submit Ballot** and submit the ballot as previously instructed.
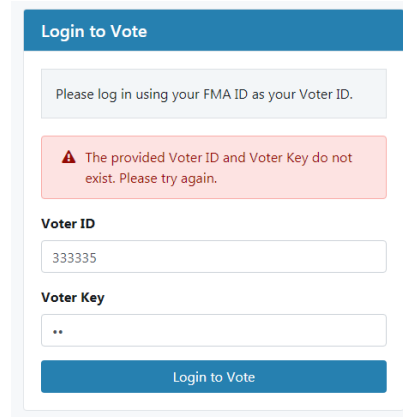
Login Error 1: Voter has already voted
- a. Try to re-enter Voter ID and Voter Key
- b. If the message persists, contact Membership for tech support



Login Error 2: Voter ID and/or Voter Key does not exist
- a. Try to re-enter Voter ID and Voter Key
- b. If the message persists, contact Membership for tech support



Login Error 3: Error Validating Token
Voter may have tried logging in to the election more than once in different windows/tabs.
- a. Fully close the browser window
- b. Try to login again using Voter ID and Voter Key
- c. If message persists, contact Membership for tech support