

Subject: ARBV 2019 ELECTION OF TWO (2) ARCHITECTS FOR NOMINATION TO THE BOARD - PASSWORD AND VOTING INSTRUCTIONS

VOTING INSTRUCTIONS FOR:-

ARCHITECTS REGISTRATION BOARD OF VICTORIA
2019 ELECTION OF TWO (2) ARCHITECTS FOR NOMINATION TO THE BOARD

Attention: <Given Name> <Surname>

The Election OPENS Wednesday 4 September, 2019 and CLOSES Wednesday 2 October, 2019 at 4:00pm AEST. Voting in the Election is in the form of a secret online Ballot.

Your Password is **XXXX**.

You can view the profile information submitted by Candidates in the Election by clicking the link <https://promo-manager.server-secure.com/download/files/05590/325670/ARBV%20Candidate%20Statements%202019.pdf> or visiting the ARBV web site at <https://www.arbv.vic.gov.au/for-architects/arbv-2019-board-member-election/>

To cast your vote, go to <https://ivote.electionz.com/e/ARBV> by clicking this link or copying the address into your web browser's address line (usually top left of screen).

A logon screen will be displayed and you will be required to enter your ARBV Registration Number and the four (4) digit personal Password shown above, before clicking the "Logon" button.

If the ARBV Registration Number and Password entered are valid and you have not previously voted, you will be asked to cast your vote.

You will be able to indicate your preference for up to two (2) Candidates by clicking in the box(es) adjacent to their names. Ticks will appear in the selected box(es).

If you make a mistake, click in the box for a second time and the "tick" will be cleared.

To clear all selections and start again, click the "Clear Votes" link at the bottom of the screen.

When you are satisfied with your selections, click the "Next" button.

A confirmation screen will be displayed, listing your selected Candidates. To confirm your selections, click the "Submit" button.

To amend your vote selection, click the "Back" button and change your vote.

Click the "Log Off" button (or icon on smaller screens) to terminate your voting session and return to the "Welcome" logon screen.

This completes the voting process.

Should you have any difficulty with voting, please contact the helpdesk at Australian Election Company on FreeCall 1800 224 420 or by email at help@austelect.com.