MEA Online Voting Instructions
2012

1. Launch a web browser.
2. Browse to the following address: https://www.mymea.org/onlinevoting/
3. On the login, enter the following information:
   a. First Name (as it appears in the MEA membership system, often times your legal first name)
   b. Last Name
   c. Last Four of SSN
4. Click the "Login" button.
5. If the application does not find your record…
   a. If you go by a different first name such as Rob/Robert/Bob, enter a different first name and try again by clicking the "Login" button.
   b. If your last name is hyphenated just try entering the first couple of letters of your last name and clicking the "Login" button.

   If you still have problems logging in, please contact the MEA IT Department at 517-337-5440.
6. If your record is found…
   a. If you have not yet cast your ballot and the polls are open, your ballot will be displayed. Continue onto step 7.
   b. If you have not yet cast your ballot and the polls are closed, you will be redirected to a page that will list your election and its polling times. You will have to revisit the web site when the polls are open in order to vote.
   c. If you have already cast your ballot, you will be redirected to a page that will list your election, its polling times, and it will display that your ballot has been cast.
7. Select the people that you would like to vote for. Clicking the "Additional Info" link next to a ballot item will allow you to read biographical information on the candidates if it has been submitted.
8. Once you have made your desired selections, click the "Confirm Ballot" button.
9. A preview of your ballot selections will be shown. To modify any of your selections, click the "Modify Ballot" button. To cast your ballot, click the "Cast Ballot" button.
10. Once the "Cast Ballot" button has been clicked, your ballot will be cast and you see a confirmation page.
11. Click the "Sign Out" link to log out of the system.

If you have any problems using the MEA Online Voting application, please contact the MEA IT Department at 517-337-5440. The phone is staffed from 8am-4pm, Monday through Friday. If you need assistance after hours, call Peggy Fallows at 734-673-3047.