

# Welcome to your online voting platform

## Vote from anywhere, at anytime

- ✓ View and read meeting documents online
- ✓ Download and save meeting documents for your records
- ✓ Cast a vote for each motion
- ✓ Have a summary of your vote emailed for your records

## How to get started

- 1 Ensure the use of online voting has been approved at a formal meeting
- 2 Opt-in for email delivery of voting invites
- 3 Click on the online voting link "Click here to vote" in your email meeting notice

## How to vote online



### Open

If you have opted-in for email delivery of voting invites, click on the online voting link in your email notice.



### Read

View and read your agenda and supporting documents. These documents can be downloaded and saved for your records.



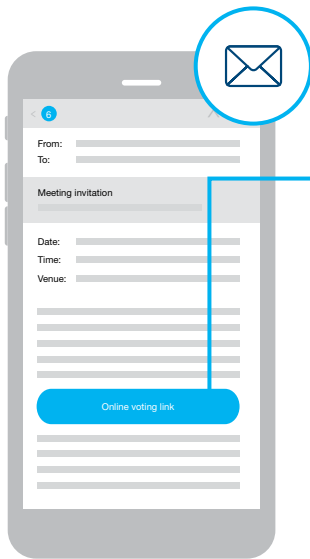
### Vote

View your voting form under the voting paper tab. Select "yes", "no" or "abstain" for each motion. When completed, click the "submit" button to finalise your vote.

## Contact us

[enquiries@picagroup.com.au](mailto:enquiries@picagroup.com.au)

# Step by step voting process

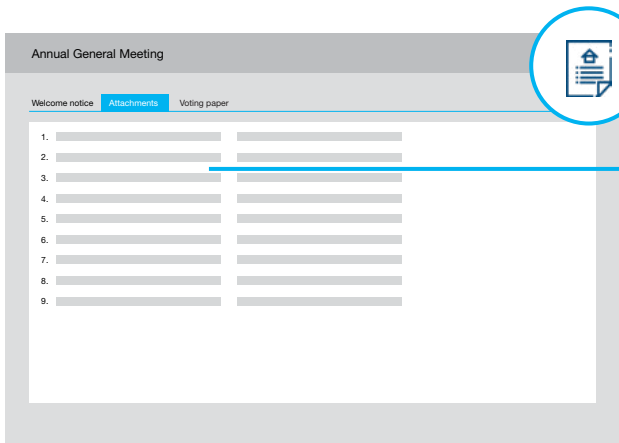


## Step 1. Open



### Online voting link

If you have opted-in for email delivery of voting invites, click on the online voting link “Click here to vote” in your email notice



## Step 2. Read



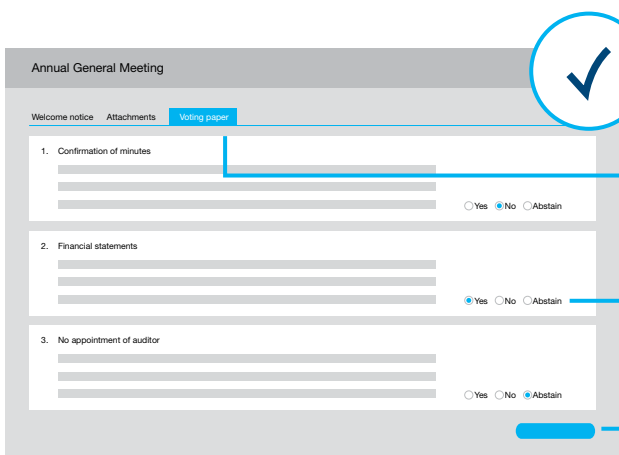
### View and read

Your meeting documents can be viewed and downloaded for your records in the “attachments” tab



### Download documents

Once the document is open, you can download and save each file for your records



## Step 3. Vote



### Review voting form

View your voting form under the “voting paper” tab at the top of the page



### Cast your vote

Select “yes”, “no”, or “abstain” down the right-hand side for each motion



### Submit

Click the submit button in the bottom right hand corner

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