

1. Your voter will receive an email from “Southern District of the Lutheran Church – Missouri Synod”. This email will include a link that your voters will use to take them to the meeting page and their access key and password. This email comes from invitations@mail.electionbuddy.com.
2. On the meeting page, the voter will select the orange button to access the first vote. Clicking the orange button will bring the voters to the sign in page. The voter will enter their access key and password exactly as depicted on the notice. Successful entry of your credentials will bring them to the first vote.
3. The voter will read the ballot carefully and follow the instructions provided on the ballot to vote on the motion. After they have made their selections, they will select the “Continue” button at the bottom of the ballot.
4. They will be brought to a page where you can review the choices they made on the previous page. They will confirm their choice is correct and then select the “Submit ballot” button.
5. They will then be brought to the “Thank You!” page. This page includes your confirmation code for this vote. At the bottom of the page is an orange “Next Vote” button. The voter will select this button.
6. The “Next Vote” button will take them to the meeting page. This meeting page will be blank (without an orange button) until the next vote goes live. **Do not close this web page or navigate away from it.**
7. Once the next vote goes live, a new button will appear on the meeting page. The voter will select this button to proceed through the voting process for the next vote, and repeat steps 3 through 6 until all voting has been completed.
8. If the voter gets out of the voting flow (i.e. by closing their browser or needing to use a different device) they can go to the following link:
<https://secure.electionbuddy.com/m/solcms>
The above link will return them to the flow of voting and the next motion will appear when ready.