



Municipal Election Procedure	
Procedure Name:	Online Voting Workstep Procedure
Procedure Number:	CLK MEP-20
Creation Date:	April 20, 2026

1. Purpose

This Workstep Procedure provides electors with step-by-step instructions on how to access and use the online voting platform to securely cast a ballot during the 2026 Municipal and School Board Elections.

This Workstep Procedure supplements Procedure CLK MEP-16 (Alternate Voting Method) and is intended to assist electors in navigating the online voting system, including accessing the platform, entering voter credentials, completing the ballot, and submitting a vote.

2. Workstep Procedure

Step 1 Obtain Voting Credentials

1. Locate your PIN (16-digit code) on the front page of your mailed Voter Information Letter.
2. Keep this PIN secure and do not share it with anyone.

Step 2 Access the Online Voting Website

1. Open a web browser on a computer, tablet, or smartphone connected to the internet.
2. Enter the online voting website address provided in the Voter Information Letter.

Step 3 Log In to the Voting System

1. Enter the PIN from your Voter Information Letter.
2. Enter your date of birth as requested.
3. Click "Login."

Step 4 Election Details

1. On the Election Details screen, click "Vote Now."
 - i. This button will only appear once the voting period has opened.
2. On the eligibility screen, review the consent statement and select "Agree" to proceed, or "Cancel" to decline.

**Step 5 Complete the Ballot**

1. You will be directed to the ballot screen where a list of candidates will appear for each race.
2. Select the candidate(s) of your choice.
3. Click "Confirm Selection" to proceed.
4. Review your selection and click "Cast Ballot" to finalize your vote.

Step 6 Confirmation

1. Once your ballot has been successfully submitted, a reference code will appear on the screen confirming that your voting transaction has been completed.
2. Select "Copy Code" to save the reference code for your records (optional). Once you exit this screen, the code will no longer be accessible.
3. After your ballot has been cast, the voting status will change to "Voted."
4. If you wish to verify your voting receipt, click "Click here to check your voting status." Enter the confirmation code received after casting your vote and click "Submit."
5. A confirmation message will display the status of your ballot. If the confirmation code is incorrect, you will be prompted to re-enter the correct code.