



ONLINE CREDENTIALING & PROXY VOTING INSTRUCTIONS

The Arc has developed an online credentialing form for submitting representative and proxy information for the annual meeting. Each state and local chapter will receive a unique user name and password to login to the form.

Once you are logged in, the form will generate your chapter specific information as well as a Credentialing Menu with two options. You can either credential a representative or proxy your votes.

SAMPLE

Chapter: The Arc

State: District of Columbia

Chapter#: 9999

Total Votes: 11

Credentialing Menu

CREDENTIAL REPRESENTATIVE

Appoint the individual that will attend the Annual Meeting.

GENERAL PROXY

Designate another person to attend the meeting on your behalf.

Credentialing Representatives

If you know that someone from your chapter is able to attend, you should choose “Credential Representative”. Once you click this option the following information will appear.

SAMPLE

Chapter: The Arc

State: District of Columbia

Chapter#: 9999

Total Votes: 11

Credentialing Form

The following representative has been designated by of our chapter:

First Name: *

Last Name: *

E-mail: *

*=Required Field

General Proxy Option

If your chapter is unable to attend the annual meeting, you may choose to proxy. A proxy is a written document that instructs an officer of the Corporation, or another specifically named person who is serving as a representative, to cast votes on behalf of your chapter (if applicable).

Proxy Form

You have elected to designate another representative to cast your vote(s). Please note that your vote(s) will be cast without specific written instructions (unless you notify the representative directly.)

☐ Our chapter designates an Officer of The Arc to cast our vote(s) as instructed by the Board of Directors.

☐ Our chapter designates the following individual to cast our votes on all matters.

Name: _____ Chapter: _____

If our chapter does not complete the online form, will the votes automatically be given to the state chapter? No. If you do not complete the form, your votes will be forfeited entirely.

When is the deadline for completing the online form? We ask that all chapters complete their online credentialing form on or before Monday, July 29, 2013.

What if I complete the form and then need to make a change? Simply use your assigned user name and the password you created to login to your chapter specific form. Note that the form will continue to alert you that you are overwriting your original submission.

TECHNICAL ASSISTANCE

Please call 1-800-433-5255 and ask to speak to either Solomon Lissanu or Darcy Littlefield.