



## 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.

### Credentialing Website

[http://bit.ly/Portal\\_Credentialing](http://bit.ly/Portal_Credentialing)

### Log-In Page

Use the Provided Username & Password to gain access to the Credentialing Portal.

The screenshot shows the login interface for The Arc's Online Credentialing Portal. At the top is the The Arc logo with the tagline "For people with intellectual and developmental disabilities". Below this is the title "Online Credentialing Portal". The login form is titled "Returning User" and contains fields for "Username:" and "Password:", each with a small icon of a document with a checkmark. Below the password field is an orange "SUBMIT" button. A link for "Forgot Password?" is located below the submit button. At the bottom of the page, there is a note: "Please Log-In to Credential your chapter for The Arc's Annual Business Meeting." followed by a disclaimer: "\*\*Note: Password Reset uses the 'To: E-mail' in the notice provided\*\*". At the very bottom, it says "Need Technical Assistance please e-mail [Credential@TheArc.org](mailto:Credential@TheArc.org)".

**The Arc**  
*For people with intellectual  
and developmental disabilities*

**Online Credentialing Portal**

**Returning User**

Username:

Password:

**SUBMIT**

[Forgot Password?](#)

Please Log-In to Credential your chapter for The Arc's Annual Business Meeting.

**\*\*Note: Password Reset uses the "To: E-mail" in the notice provided\*\***

Need Technical Assistance please e-mail [Credential@TheArc.org](mailto:Credential@TheArc.org)

### General Information Page

Once you are logged in, the form will request information on who is submitting the form for your chapter as well as a Credentialing Menu with three options. You can either credential a representative, proxy your votes with direction or proxy your votes to another chapter.

## General Information

**Chapter Name: \***

**Your First Name: \***

**Your Last Name: \***

**Your Phone Number: \***

**Your E-Mail: \***

**Verify E-mail: \***

**CREDENTIAL REPRESENTATIVE**  
Appoint the individual that will **attend** the Annual Meeting and cast your vote(s).

**DIRECTED PROXY**  
Direct how you would like to have your vote(s) cast at the Annual Meeting.

**GENERAL PROXY**  
Designate another representative to cast your vote(s), without specific written instructions for how the vote(s) shall be cast.

**I would like to: \***  
☐ Credential a Representative ☐ Submit a Directed Proxy ☐ Designate a General Proxy

SAVE PROGRESS

SUBMIT

### Stored Results Page

If someone has started or already submitted credentialing for your chapter you will see the following page. From here you can click "Edit" to change and re-submit your credentialing information.

Logged in as Chapter9999

View your stored results below.

	Reference #	Updated	Chapter Name:	Your First Name:	Your Last Name:	Your Phone Number:	Your E-Mail:
<a href="#">Edit</a>	10095662	2016-08-15 14:43:13	The Arc of The US	CT	Turner	800-433-5255	<a href="mailto:Turner@thearc.org">Turner@thearc.org</a>

### Credentialing Representatives

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

I would like to: \*

☒ Credential a Representative ☐ Submit a Directed Proxy ☐ Designate a General Proxy

## Credential Representative

The following member has been designated by of our chapter as a delegate:

Representative First Name: \*

Representative Last Name: \*

Representative E-Mail: \*

Verify E-mail: \*

SAVE PROGRESS

SUBMIT

Use this form to enter your representatives contact information. Once finished click “Submit” to record your responses.

### Proxy Options

If your chapter is unable to attend the annual meeting, you may choose to cast your chapter’s votes by 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. Using a **Directed Proxy**, you may direct exactly how your votes shall be cast on the matters that are to be decided at the meeting using the online form. Or you may use a **General Proxy**, and simply grant your designated representative the ability to cast votes in the best interests of your chapter, without specific instructions. A proxy may be revoked at any time prior to the date/time of the meeting at which the vote will take place.

### Directed Proxy

If you choose to submit a direct proxy you should choose "Submit a Directed Proxy". Once you click this option the following information will appear.

The screenshot shows a web form titled "Directed Proxy". At the top, a yellow box contains the text "I would like to: \*" followed by three radio button options: "Credential a Delegate", "Submit a Directed Proxy" (which is selected), and "Designate a General Proxy". Below this is a dark grey header with the title "Directed Proxy". The main content area states: "You have elected for your chapter's vote(s) to be cast by an Officer of The Arc on your behalf as follows:". It then lists three categories, each with two radio button options: "FOR" and "AGAINST". The categories are: "Addressing the Causes and Effects of Intellectual and Developmental Disabilities \*", "Autonomy, Decision-Making Supports, and Guardianship \*", and "Opportunities for Financial Asset Building \*". At the bottom of the form are three orange buttons: "<< PREVIOUS", "SAVE PROGRESS", and "SUBMIT".

Use this form to direct exactly how your votes shall be cast at the meeting. Once finished click "Submit" to record your responses.

### General Proxy

If you choose to submit a general proxy you should choose Designate a General Proxy". Once you click this option the following information will appear.

The screenshot shows a web form titled "General Proxy". At the top, a yellow box contains the text "I would like to: \*" followed by three radio button options: "Credential a Delegate", "Submit a Directed Proxy", and "Designate a General Proxy" (which is selected). Below this is a dark grey header with the title "General Proxy". The main content area states: "You have elected to designate another representative to the cast your vote(s). Please note that your vote(s) will be cast without specific written instructions (unless you notify the representative directly.)". It then lists "General Proxy Options: \*" with three radio button options: "Our chapter designates an Officer of The Arc to cast our vote(s) as instructed by the Board of Directors", "Our chapter designates the representative from our STATE CHAPTER to cast our votes", and "Our chapter designates the following individual, who is a representative in good standing, to cast our votes on all matters that come before the Congress of Delegates". At the bottom of the form are three orange buttons: "<< PREVIOUS", "SAVE PROGRESS", and "SUBMIT".

Use this form to enter select your General Proxy. Once finished click "Submit" to record your responses.

If you click to designate an individual, who is a representative in good standing, to cast your votes the following the following will appear.

**I would like to: \***  
☐ Credential a Delegate ☐ Submit a Directed Proxy ☒ Designate a General Proxy

## General Proxy

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

**General Proxy Options: \***  
☐ Our chapter designates an Officer of The Arc to cast our vote(s) as instructed by the Board of Directors  
☐ Our chapter designates the representative from our STATE CHAPTER to cast our votes  
☒ Our chapter designates the following individual, who is a representative in good standing, to cast our votes on all matters that come before the Congress of Delegates

**Proxy First Name: \***

**Proxy Last Name: \***

**Proxy E-Mail: \***  
  
**Verify E-mail: \***

<< PREVIOUS

SAVE PROGRESS

SUBMIT

Use this form to enter your proxy representatives contact information. Once finished click "Submit" to record your responses.

## Confirmation Page

Once you have successfully submitted your credentialing you will see the following message. You should also receive a confirmation e-mail from the system with your information. If you credentialed a representative or proxy representative, they will also receive an e-mail.

### **Credentialing Complete**

Your credentialing for The Arc's Annual Business meeting is complete. You should receive an e-mail confirmation shortly. It may show up in your spam/junk folder, the confirmation e-mail will be coming from [form\\_engine@fs16.formsite.com](mailto:form_engine@fs16.formsite.com).

Additional information about The Arc's Annual Business Meeting can be found here: [The Arc's Annual Business Meeting](#)

If you do not receive your confirmation or have any questions please contact Solomon Lissanu at [Credential@TheArc.org](mailto:Credential@TheArc.org).

## Frequently Asked Questions

**Who should complete the online credentialing / proxy form?** The chapter president or vice president should fill out the online form.

**If our chapter does not complete the online form, will the votes automatically be given to the state chapter?** No. State chapters cannot automatically appropriate the votes of local chapters in their state. 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 Friday, October 26, 2018 @ 5pm.

**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 email [credential@thearc.org](mailto:credential@thearc.org).