

ONLINE CREDENTIALING & PROXY VOTING INSTRUCTIONS

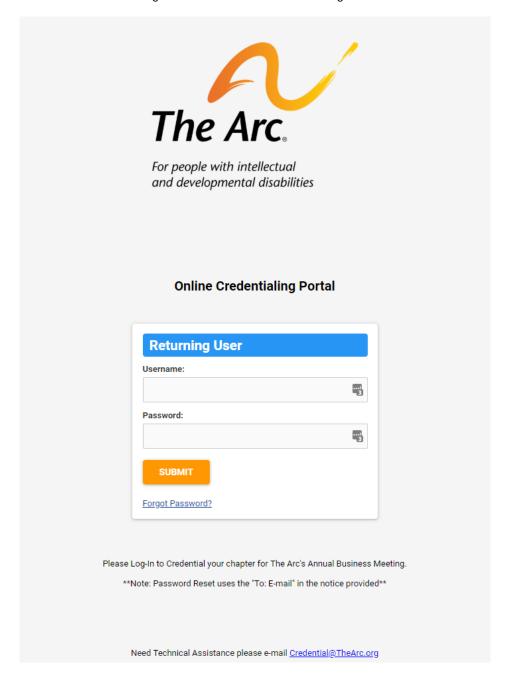
The Arc has developed an online credentialing form for submitting representative and proxy information for the annual meeting. Each state and local chapter will receive a unique user name and password to login to the form.

Credentialing Website

http://bit.ly/Portal_Credentialing

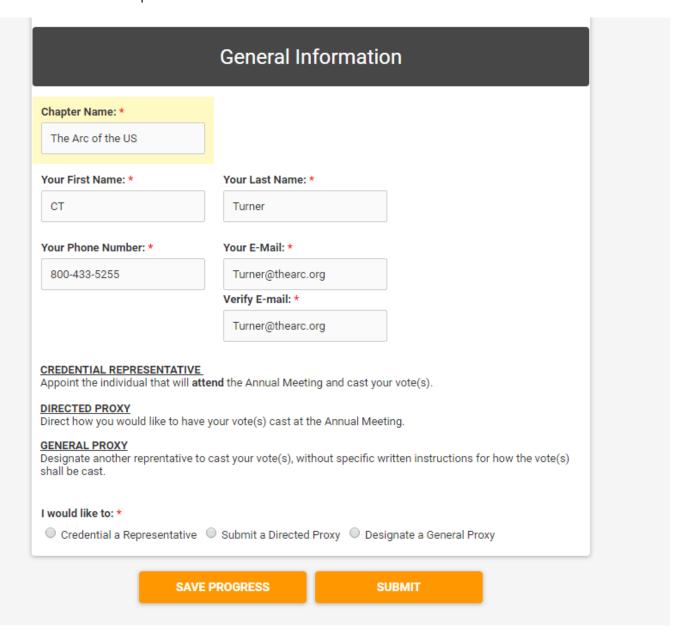
Log-In Page

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



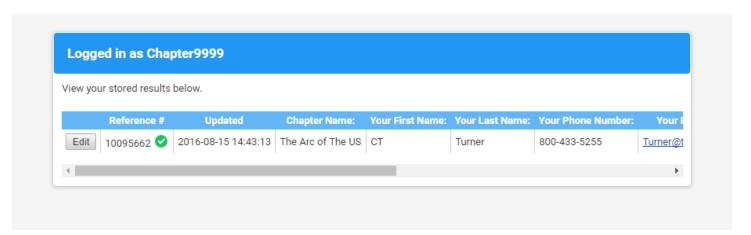
General Information Page

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.



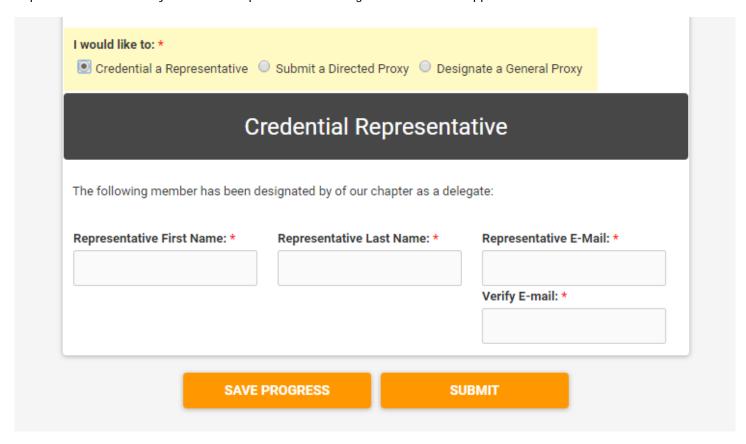
Stored Results Page

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.



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.



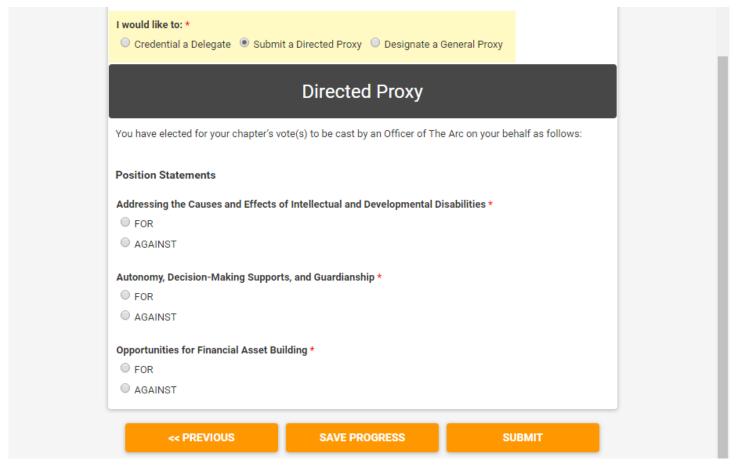
Use this form to enter your representatives contact information. Once finished click "Submit" to record your responses.

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

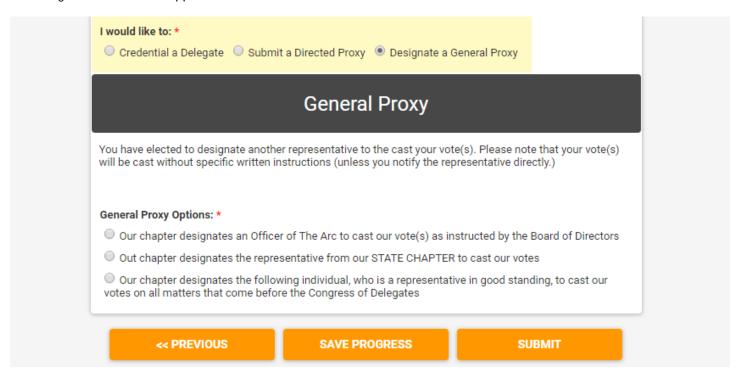
If you choose to submit a direct proxy you should choose "Submit a Directed Proxy". Once you click this option the following information will appear.



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.



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.

	General Prox	xy .
	ate another representative to the cast c written instructions (unless you notify	your vote(s). Please note that your vote(s) y 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
Out chapter designates	the representative from our STATE CH	HAPTER to cast our votes
	the following individual, who is a reprome before the Congress of Delegates	esentative in good standing, to cast our s
Proxy First Name: *	Proxy Last Name: *	Proxy E-Mail: *
		Verify E-mail: *

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 recieve 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.

Additional information about The Arc's Annual Business Meeting can be found here: The Arc's Annual Business Meeting

If you do not recieve your confirmation or have any questions please contact Solomon Lissanu at 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.