NACo Online Voting

electionbuddy

Instructions
How to Use this Guide

• This guide will walk you through:
  • How NACo online voting will work for both the second vice presidential election and all motions using electionbuddy
  • The voting process
  • How to ensure your vote counts
**Process**

**Step 1:**

You will receive an email that resembles the image to the right.

You can click on the link in the email to access your ballot (red circle).

You will need to enter your access code (unique to you) and the password.

For the voting landing page, click on the link in the green circle (use only after first motion is complete).
Process

Step 1 continued:

You will need to enter your access code (unique to you) and the password
Process

Step 1 continued:

As an alternative, you can also click on the link in the text message you receive by phone (if you provided your cell phone number to NACo)

You will need to enter the Access code and the password included in the text message

To provide your cell phone number for the election, visit our portal with this link: https://portal.naco.org/vc/delegate.cfm
Process

**Step 2:**

Your ballot for the first motions will look like the image on the right.

Select Yes or No or Abstain and click on **Verify your selection**

You will then see a screen to edit or submit vote.
Process

Step 3:

You will then see this screen to Edit or Submit Ballot

If you are satisfied with your vote, click on **Submit Ballot**
Process

Step 4:

You will then see this screen showing your receipt

Click on Next Vote to wait for next motion to be available
Process

Step 5:

You will be returned to this screen to wait for the next motion to appear (second image).

Please note that there are several motions and one election vote, so you will want to stay in your browser on this screen until the last motion is presented.
Step 6:

Your ballot for the second VP election will look like the image on the right, except with real candidates rather than meal choices.

You have three votes to cast in this example.

You can assign the votes between the four options.

Then select **Verify your selection**.
Step 7:

Once you have assigned your votes you will see this screen

If you wish to make a change, then select “Edit Ballot”

Otherwise, select *Submit Ballot*

Your total votes must match what you are permitted to cast
Process

Step 8:

You should see this screen, if you are successful
Troubleshooting Prior to July 20

Please ask your IT support staff to:

- Add invitations@mail.electionbuddy.com to your contact list
- Add https://electionbuddy.com to your “accept list” (formerly known as “whitelist”)
- Add the IP address of 147.253.212.171 to your “accept list” (formerly known as “whitelist”)

We also recommend that you check your spam folder if you do not receive the email shortly after the posted start time for each day.
Troubleshooting on July 20

If you have difficulties voting on July 20, you can call (202) 839-4090 and one of the NACo staff noted below will assist you.

• Rita Reynolds
• Kim Hall
• John Losh
• Ashley Gallagher
• Lauren Wilson
FAQs

What if I lose the email?
• If you provided your cell number, check your text messages and click on that link, enter the access code and password and vote

What if I close my browser?
• Go to NACo.org/voting and click on the electionbuddy line. You will need to enter your access code and password again

Can I type in my number of votes rather than using the + or – signs?
• Yes

Do I have to cast all of my votes?
• Yes, but they can be spread across candidate(s) or to abstain