



## Zoom Guidance for Remote Voting

Zoom will be used to allow you to virtually attend the Annual Meeting and give you access to Remote Voting. Whether you are new to Zoom or an experienced Zoomer, please review the information below to help with the overall experience during the Annual Meeting.

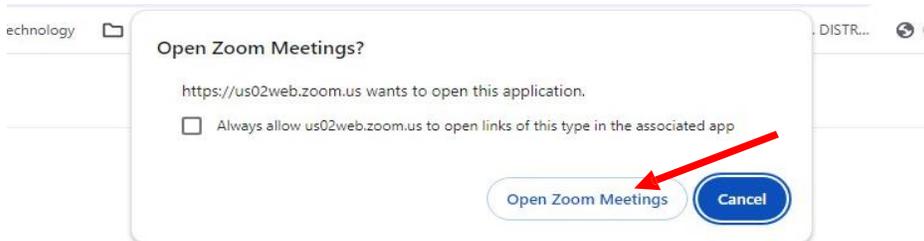
1. To minimize the risk of “zoom bombs” (uninvited and disruptive participants getting into a meeting), the guidance from Zoom is that all users must “authenticate”. All this means is you need to have your own Zoom account. Zoom accounts are free if you do not intend to host meetings. There’s absolutely no cost to you. You may already have an account through work or school. Just make sure you are logged into your Zoom account to remotely attend the BP Annual Meeting.
2. If you don’t have a Zoom account yet, go to [www.zoom.com](http://www.zoom.com). In the upper right corner of the screen, click Sign Up Free. That will walk you through how to set up the account. If you have an account, click on Sign In. If you forgot if you have an account, create a new one – it’s FREE!



3. Once you have signed in, this link will bring you to the Annual Meeting Zoom session:

<https://us02web.zoom.us/j/85119730515?pwd=ldvd9UAIrywtifauOy8pZb7UBwY62.1>

4. When you click on the meeting link, you are likely to get this window. This is the Zoom app. If you haven’t used Zoom in a while, it will probably run a quick update, so just be patient.



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

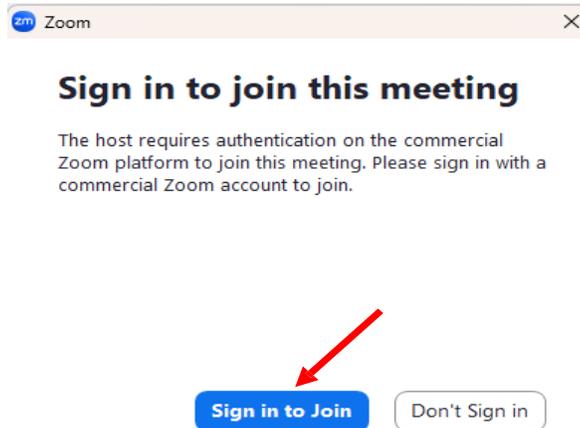
By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)



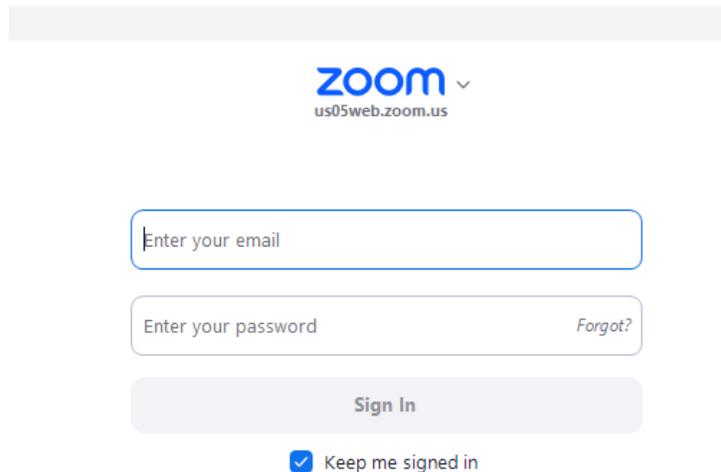
5. Click on Open Zoom Meetings.



- If you didn't sign in previously, you will get this alert, prompting you to sign in. Click Sign in to Join.



- You will be prompted to enter your email and password (aka, your Zoom account).



- You may be prompted with "Two Factor Authentication". The code will be sent to your email (or possibly a text message to your phone – it depends on how you set up your account). Get the code sent to you and enter it on this screen.

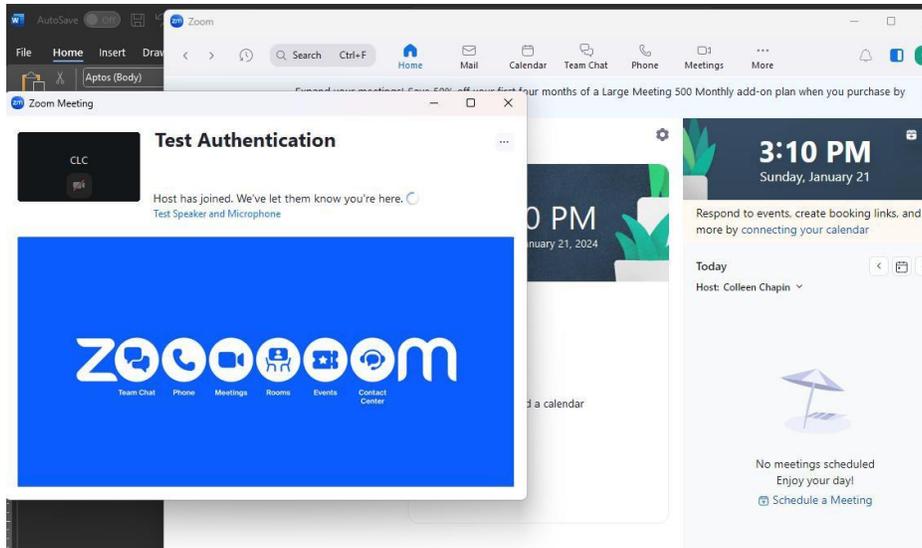
### One-Time Passcode

To sign in to your Zoom account, check your email (bpbog.chapin@gmail.com) and enter the verification code below.

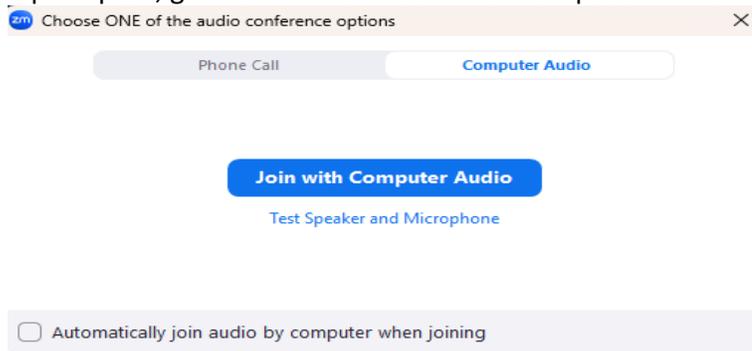
Can't find the email? Resend in 52s



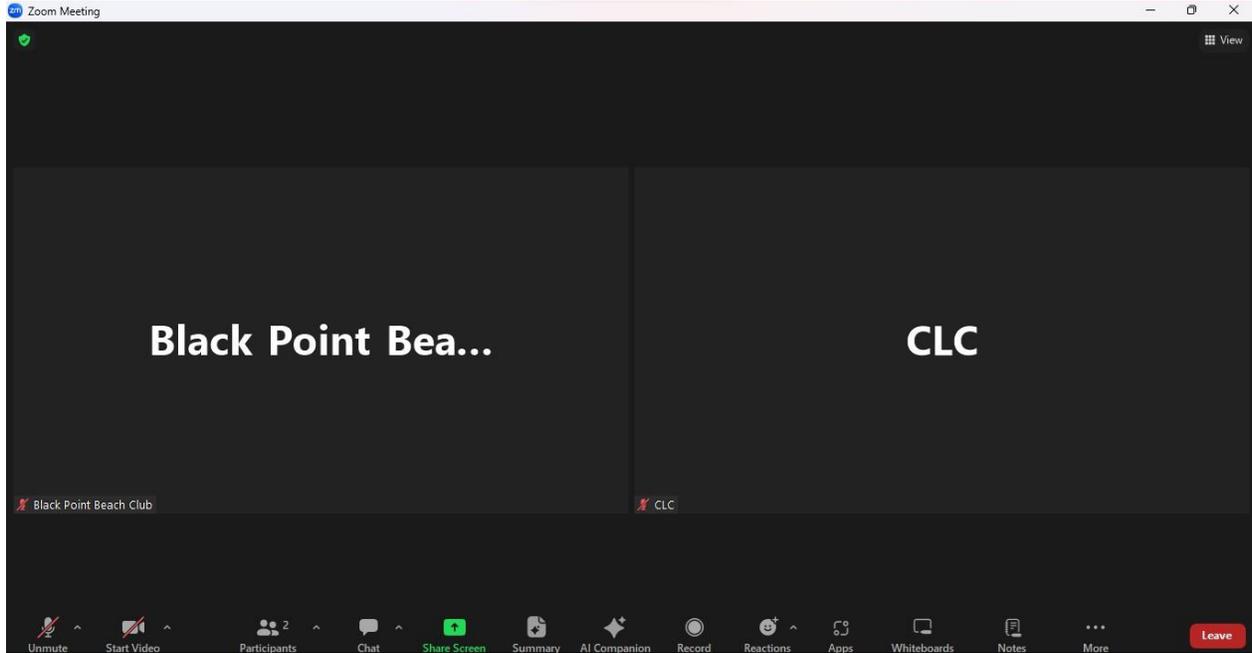
9. Then, you should be connected. It may take a few minutes to be moved from the virtual “waiting room” and added to the meeting.



10. If prompted, go ahead and click Join with Computer Audio



11. And then you should be in!



12. We will need to recognize who you are to authenticate for remote voting, so it is important to make sure your screen name matches your property address. Simply move your mouse to the upper corner of your name (maybe it's "iPad user" or something similarly generic). Click the three dots ... and select Rename. Then please provide your street address so we know you have arrived and can authenticate you.

