



## How To Log Into eBallot and Create Your Personal Password

**Step 1:** Click on the dedicated URL <https://eballot.io/bpbca/login.cfm>

**Step 2:** Enter the eBallot Username and Access Code you received in your email, paying special attention to upper and lower cases.\* You can copy and paste the Username and Access Code from your email to ensure it's accurate. Then, you will get an automatic message asking if you want to save this information. **DO NOT** automatically save the Access Code yet. You are going to change this to your own personal password (see Step 3).

*\*Note: If you have used eBallot to vote with another organization, or in an earlier test cycle with Black Point, the site may offer you the option to enter your saved information from this other use. You can't use this info and must use the new information provided for Black Point.*

# Welcome, BP Voter!

Enter your details to access your voter portal

To login for the first time, use the **Username** and **Access Code** that you received in your email from eBallot. Once logged in, you will be prompted to change the access code to a personal password.

eBallot  
Login to Vote!

Username as assigned

Password (Access Code)

LOGIN

[Reset Access Code](#)

**Should you experience any issues while using eBallot, please contact the Remote Voting team at [vote@blackpointbeachclub.com](mailto:vote@blackpointbeachclub.com)**



**Step 3:** Once you hit in the LOGIN button, eBallot will prompt you to create a personal passcode.

The screenshot shows the "eBallot Set Password" interface. At the top, the "eBallot" logo is displayed with a blue checkmark icon, followed by the text "Set Password" in blue. Below this is a yellow password input field containing seven black dots and a toggle eye icon on the right. Underneath is a white input field labeled "Retype New Password" with a toggle eye icon. A text instruction states: "Password should contain at least 6 characters, one upper case alphabet, one lower case alphabet and one numeric value." At the bottom is a blue button with the word "SUBMIT" in white capital letters.

**Step 4:** After creating your new password, keep this information in a place where you can easily find it. You must use this exact password the next time you sign in. Otherwise, if you don't enter it properly, the system will temporarily lock your account after three failed attempts for 5 minutes.