

Dear %%FirstName%% %%LastName%%,

To be ready for remote voting during the Annual Meeting, there are some **immediate actions required of you** to set up your eBallot account, and have Zoom in place.

### **STEP 1: SET UP YOUR EBALLOT ACCOUNT NOW**

Log into eBallot and use this User Name and Access Code to create a personal password

Access eBallot here <https://eballot.io/bpbca/login.cfm>

Here are your User Name and temporary Access Code:

- User Name: %%UserName%%
- Access code: %%AccessCode%%

Enter your **User Name and Access Code** EXACTLY as shown above. Follow the prompts to personalize your password. Then, you'll see, "*There are no active ballots that you are presently eligible to vote on.*" When it's time to vote during the meeting, your ballots will appear.

#### **Resources:**

- Step-by-step instructions on how to personalize your password, [click here](#).
- Step-by-step instructions on how to reset your password, [click here](#).

### **STEP 2: HAVE ZOOM IN PLACE**

**Make sure you are comfortable with the following, or there is someone to assist you:**

- You have Zoom set up on your computer, tablet or smartphone and know how to use the Zoom chat. Here is a link to where you can sign up for a free Zoom account. If you are joining Zoom from your smartphone, you must download the Zoom App.
- You can navigate between Zoom and your internet browser. The preferred browsers are the latest versions of Chrome, Firefox and Safari.

### **STEP 3: WATCH FOR THIS IMPORTANT EMAIL WITH DAY-OF-MEETING INFORMATION!**

You will receive an email around May 19th from the Black Point Remote Voting Team. It will include a PIN, information on how to access the meeting via Zoom, and how to cast your votes. If you don't see the email, first check your spam or junk folder for it; if you are still unable to find it, contact the Remote Voting Committee at [vote@blackpointbeachclub.com](mailto:vote@blackpointbeachclub.com)

#### **Additional Resources**

- Complete this [Member Representative Form](#) If your property is held by a trust, LLC, corporation or partnership.
- For additional information on using Zoom, [click here](#).
- For directions on how to turn on your camera, [click here](#).
- For questions about remote voting, refer to this [Q&A](#).

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