

Instructions for Voting and Commenting on Ballots:

Login to the ballot at <http://ballots.api.org>

Step 1: Login

Your login information is provided in the email sent to you at ballot initiation and in the subsequent reminders. Use the BALLOT ID number and your PERSON ID number and click the submit button.

Step 2: Terms & Conditions

You must accept the terms and conditions in order to proceed.

Step 3.1: Enter Your Vote

Enter your vote using one of the radial buttons that come on the screen after you've accepted the Terms & Conditions. Your vote will automatically be saved once you click "Vote now." You can then add comments.

Step 3.2: Enter Your Comments

Enter your comments using the fields provided.

The best way to enter several multiple comments is to type them in a Word document or other similar program and then cut and paste your comments into the comment system. Please use one set of fields for each comment. Your comments are saved, so you may login and return to the comments you submitted before. Once the ballot closes, all comments will be dumped into one spreadsheet and will be sorted by section.

Step 3.3: Accessing the ballot draft

The ballot draft is posted to the group's ballot webpage:
<http://committees.api.org/standards/tdc/ballots.html>.

Step 4: Getting your confirmation of your comments

When you are done, please click the submit button and then the LOG OFF link. You should receive an automated response with all your comments listed.