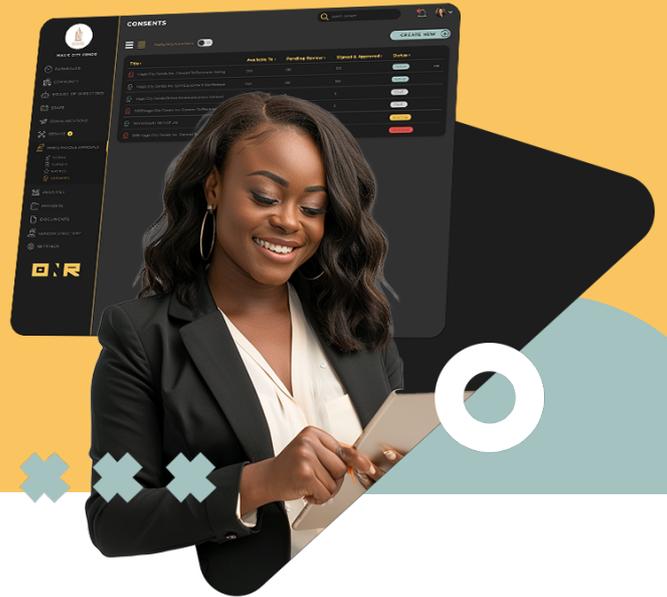




# OPTING UNITS INTO ONLINE VOTING: STEP-BY-STEP MANUAL PROCESS

This comprehensive guide provides a step-by-step process for manually opting a unit into online voting through the Consents Module using Power Admin.



This method is specifically for cases where unit owners have signed their consent forms **outside of the Consents Module**.

**NOTE:** You can either upload the **completed opt-in form** OR enter the signing date to quickly enable the unit for online voting.



1

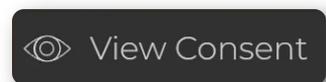
**Access the Consents Module via Participation & Approvals:** Start by navigating to the Participation & Approvals Module within your Power Admin account. You can do this by clicking on the **"hand inserting a paper ballot"** icon in the left-side menu options and selecting **"CONSENTS."**

**Locate Active Consent Form:** You should now see listed the active consent forms for your membership. Identify the **Opt-in Consent Form for Online/Electronic Voting**.

2

Title	Available To	Pending Review	Signed & Approved	Status
CS Wonderland - Opt-in Consent to Online Voting	15	1	8	Active

Click on the **three dots icon** next to the form, and from the dropdown menu, choose **"View Consent."**

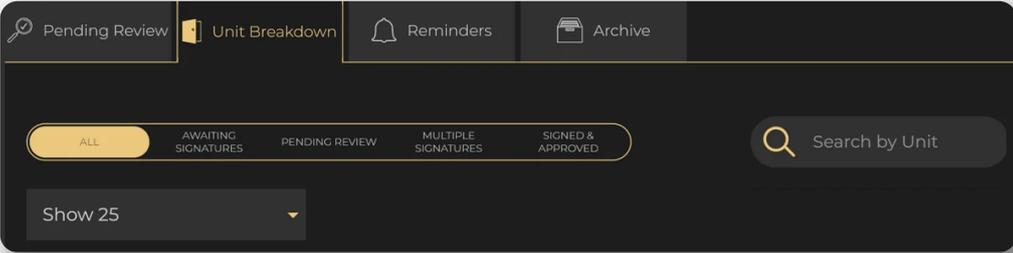


**3** **Locate Unit Breakdown Tab:** Scroll down and locate the **Unit Breakdown** tab and click to select it.



**Search for Unit:** Using the **"Search by Unit"** feature, enter the unit number you wish to opt-in for online voting. As you enter the name, it should start populating and appear.

**4**



The screenshot shows a dark-themed interface with navigation tabs: Pending Review, Unit Breakdown (selected), Reminders, and Archive. Below the tabs are filter buttons: ALL (selected), AWAITING SIGNATURES, PENDING REVIEW, MULTIPLE SIGNATURES, and SIGNED & APPROVED. A search bar labeled "Search by Unit" is on the right. A "Show 25" dropdown is at the bottom left.

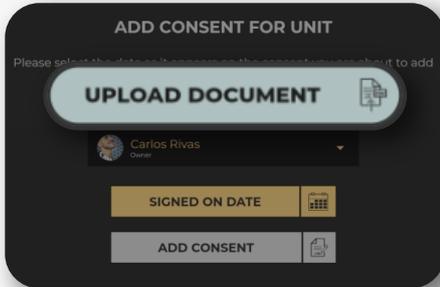
**5** Select the three dots icon and select **"Add Consent"**.



Unit #	User	Email	Status	Date
102	N/A	N/A	Awaiting Signature	N/A

On this next screen, you have the option to select **"UPLOAD DOCUMENT"** which will allow you to **upload the opt-in form** from your computer files.

**6**

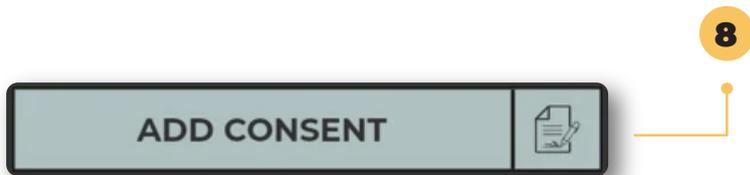
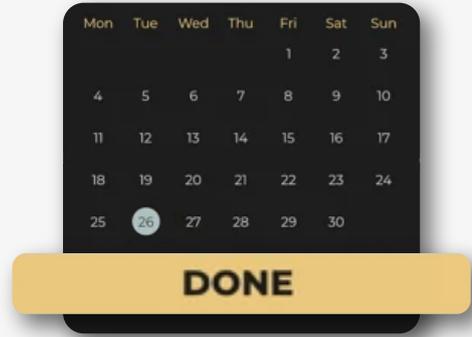


The screenshot shows the "ADD CONSENT FOR UNIT" screen. It includes a prompt: "Please select the date and signature for the consent document to add". A large "UPLOAD DOCUMENT" button is highlighted. Below it, the user "Carlos Rivas" is listed as the owner. There are buttons for "SIGNED ON DATE" and "ADD CONSENT".

**This is not mandatory, and if you wish to solely enter the opt-in date for this unit, move on to the next step.**



Click the **"SIGNED ON DATE"** button, which will present a calendar for you, please **enter the date** the unit owner signed their opt-in consent form for online voting.



**Final Action:** click the **"ADD CONSENT"** button now that it is enabled.



**Success!:** You've successfully enabled the unit for online voting. To exit this screen, simply click **"Close (X)"** in the top right corner.

If you have any problems or need additional assistance, don't hesitate to reach out to our dedicated support team at [support@onrapp.com](mailto:support@onrapp.com)