



ONLINE CREDENTIALING & PROXY VOTING INSTRUCTIONS

The Arc has developed an online credentialing form for submitting representative and proxy information for the annual meeting. Each state and local chapter will receive a unique user name and password to login to the form.

Credentialing Website | Login Page

http://bit.ly/Portal_Credentialing

Use the Provided Username & Password to gain access to the Credentialing Portal.

ANNUAL MEETING CREDENTIALING PORTAL

Using the information that was sent to you via email, please login to Credential your chapter for The Arc's Annual Business Meeting.

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Note: Password Reset uses the "To: E-mail" in the notice provided

General Information Page

Once you are logged in, the form will request information on who is submitting the form for your chapter as well as a Credentialing Menu with three options. You can either credential a representative, proxy your votes with direction or proxy your votes to another chapter.

Stored Results Page

If someone has started or already submitted credentialing for your chapter, you will see the following page. From here you can click "Edit" to change and re-submit your credentialing information.

Logged in as Chapter999

View your stored results below.

	Reference #	Updated	Chapter Name:	Your First Name:	Your Last Name:	Your Phone Number:	Your E-Mail:	I would like to:	Amendment 1 - To convert Le...	Amendment 2 - To d
<input type="button" value="Edit"/>	12375725	2019-08-14 14:14:19	The Arc	William	Washington					

Credentialing Representatives

If you know that someone from your chapter is able to attend and cast your votes, you should choose "Credential a Representative". Once you click this option the following information will appear.

Credential Representative

The following member has been designated by of our chapter as a representative:

Representative First Name: *

Representative Last Name: *

Representative E-Mail: *

Verify E-mail: *

Use this form to enter your representatives contact information. Once finished click "Submit" to record your responses.

Proxy Options

If your chapter is unable to attend the annual meeting, you may choose to cast your chapter's votes by proxy. A proxy is a written document that instructs an officer of the Corporation, or another specifically named person who is serving as a representative, to cast votes on behalf of your chapter. Using a **Directed Proxy**, you may direct exactly how your votes shall be cast on the matters that are to be decided at the meeting using the online form. Or you may use a **General Proxy**, and simply grant your designated representative the ability to cast votes in the best interests of your chapter, without specific instructions. A proxy may be revoked at any time prior to the date/time of the meeting at which the vote will take place.

Directed Proxy

If you choose to submit a direct proxy, select "Submit a Directed Proxy". Make your selections and hit submit and your votes shall be cast at the meeting. Once finished click "Submit" to record your responses.

Directed Proxy

BYLAWS AMENDMENTS: The Board of Directors proposes to amend Article 6 of the Bylaws to (a) convert the Legal Advocacy Subcommittee to be a Standing Committee of The Arc, and (b) to eliminate two subcommittees of the National Conference of Executives of The Arc which were never empaneled and are unnecessary. Various ministerial errors in the have also been corrected. A Memorandum describing the proposed Amendments, including a markup of the changes, may be found [here](#).

You have elected for your chapter's vote(s) to be cast by an Officer of The Arc on your behalf as follows:

Amendment 1 - To convert Legal Advocacy Subcommittee to a Standing Committee *

FOR

AGAINST

Amendment 2 - To delete the Chapter Excellence Subcommittee and the Program Excellence Subcommittee from the National Conference of Executives. *

FOR

AGAINST

General Proxy

If you choose to submit a general proxy, select “Designate a General Proxy”. Once you click this option the following information will appear.

General Proxy

You have elected to designate another representative to the cast your vote(s). Please note that your vote(s) will be cast without specific written instructions (unless you notify the representative directly.)

General Proxy Options: *

Our chapter designates an Officer of The Arc to cast our vote(s) as instructed by the Board of Directors

Our chapter designates the representative from our STATE CHAPTER to cast our votes

Our chapter designates the following individual, who is a representative in good standing, to cast our votes on all matters that come before the Congress of Delegates

Proxy First Name: * <input type="text"/>	Proxy Last Name: * <input type="text"/>	Proxy E-Mail: * <input type="text"/>
Verify E-mail: * <input type="text"/>		

Confirmation Page

Once you have successfully submitted your credentialing you will see the following message. You should also receive a confirmation e-mail from the system with your information. If you credentialed a representative or proxy representative, they will also receive an e-mail.

CREDENTIALING COMPLETE

Your credentialing for The Arc's upcoming Business meeting is complete.

You should receive an e-mail confirmation shortly. It may show up in your spam/junk folder, the confirmation e-mail will be coming from form_engine@fs16.formsite.com.

Additional information about The Arc's Annual Business Meeting can be found here: [The Arc's Annual Business Meeting](#)

If you do not receive your confirmation or have any questions please email Credential@TheArc.org.

Frequently Asked Questions

Who should complete the online credentialing / proxy form? The chapter president or vice president should fill out the online form.

If our chapter does not complete the online form, will the votes automatically be given to the state chapter? No. State chapters cannot automatically appropriate the votes of local chapters in their state. If you do not complete the form, your votes will be forfeited entirely.

When is the deadline for completing the online form? We ask that all chapters complete their online credentialing form on or before Monday, September 30th at 5pm.

What if I complete the form and then need to make a change? Simply use your assigned user name and the password you created to login to your chapter specific form. Note that the form will continue to alert you that you are overwriting your original submission.

TECHNICAL ASSISTANCE

Please email credential@thearc.org.