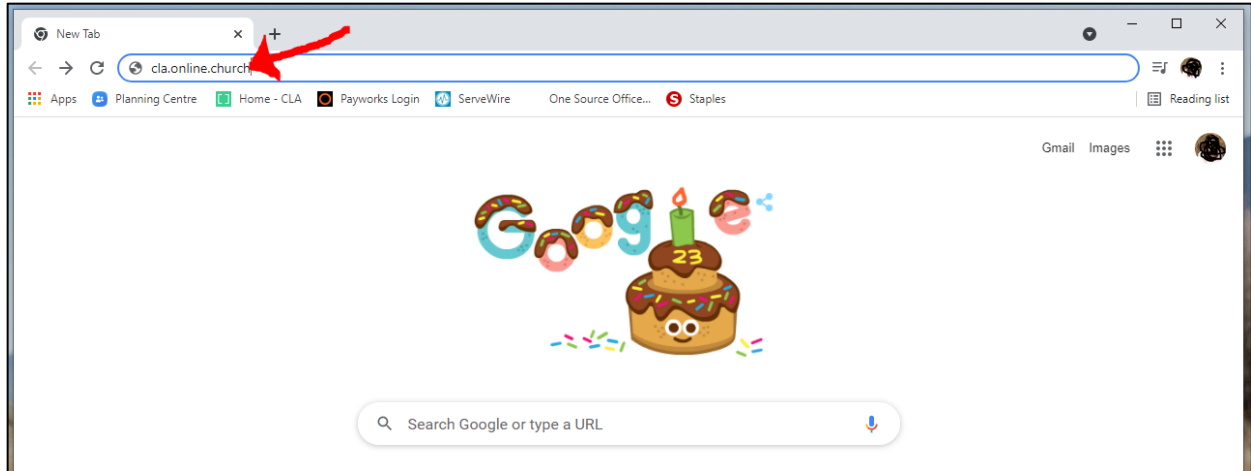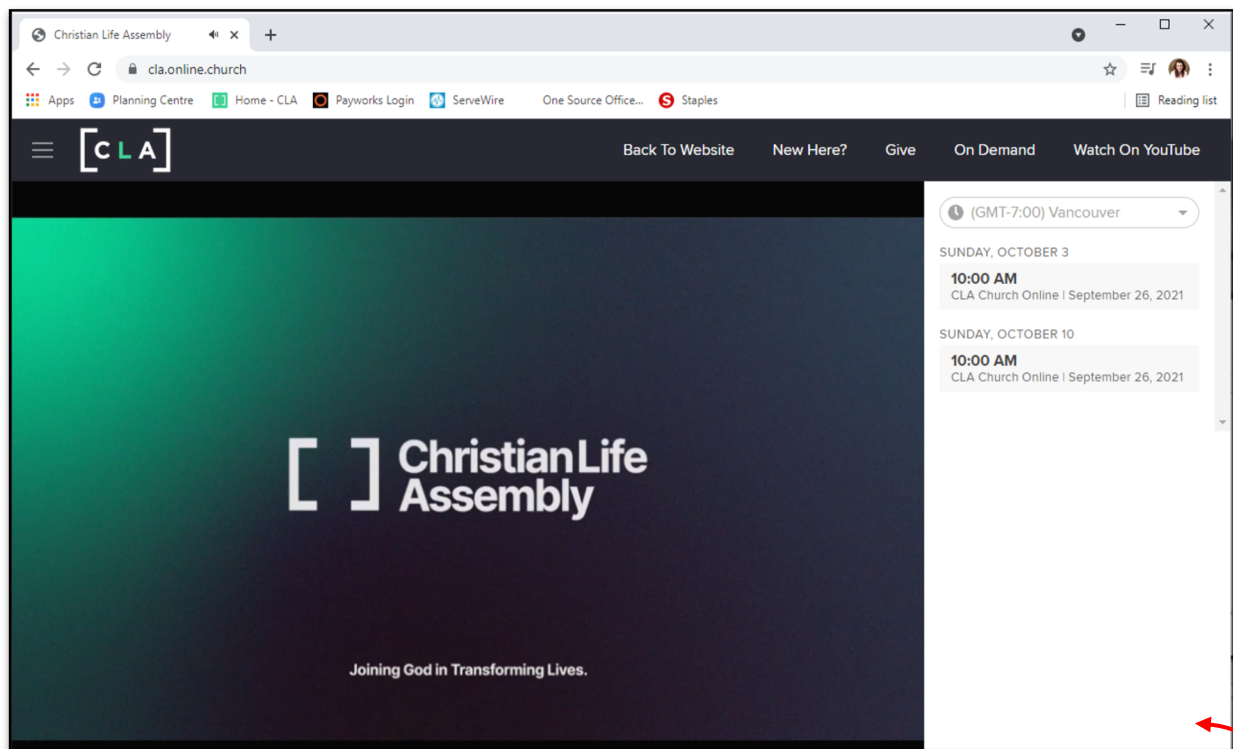# AGM Online Process

1. To join the AGM remotely simply open your web browser and in the search bar type in cla.online.church and press enter.

2. This will bring you to our Live Stream Page; the same page that we use to stream our Sunday Morning Services. We will be using this page to live stream the AGM.

3. On the right-hand side of the page you will notice a white chat bar. Watch for a link from our team about "check-in" and click on it.

4. When you click on the link in the chat bar it will open a new tab that looks like this.

5. Fill it out and hit submit. If you are a couple signing in on the same electronic device, you will need to repeat this step a second time to sign in your spouse as well so that both of you can vote.
<u>You will not be checked in or be able to receive a ballot if you do not complete this step.</u>
You can make sure everything is submitted properly by checking your email for an email notification that you are checked in
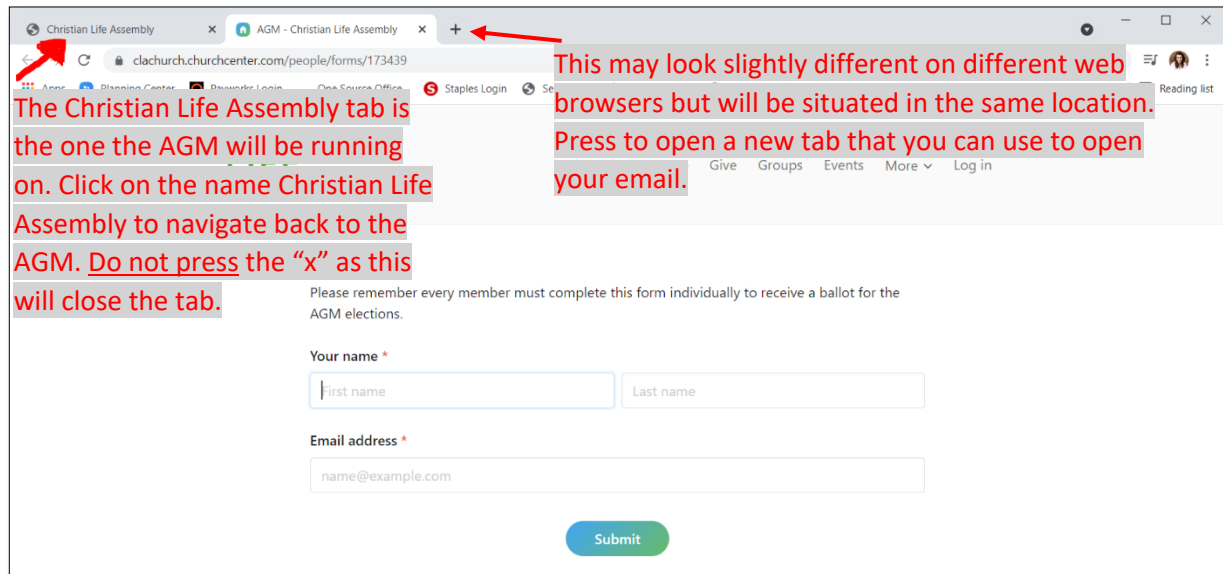
6. Once complete all you need to do is click on the Christian Life Assembly tab to return to the live stream.
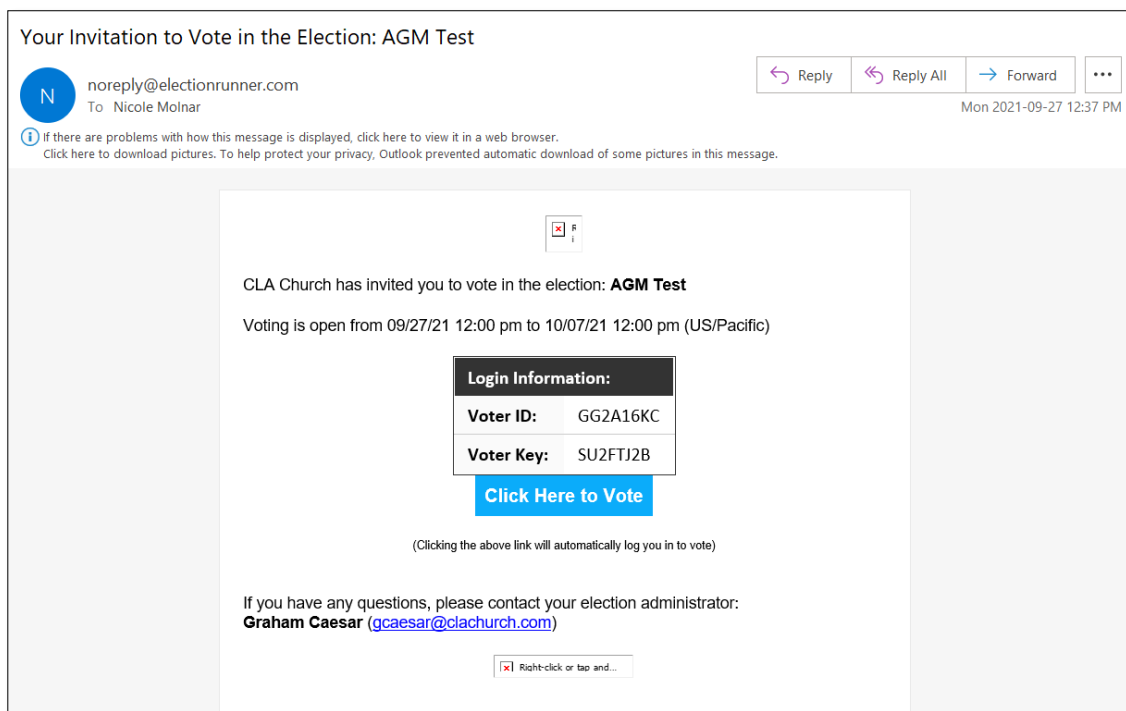

7. When the time for voting comes you will be emailed a ballot for you to fill out.
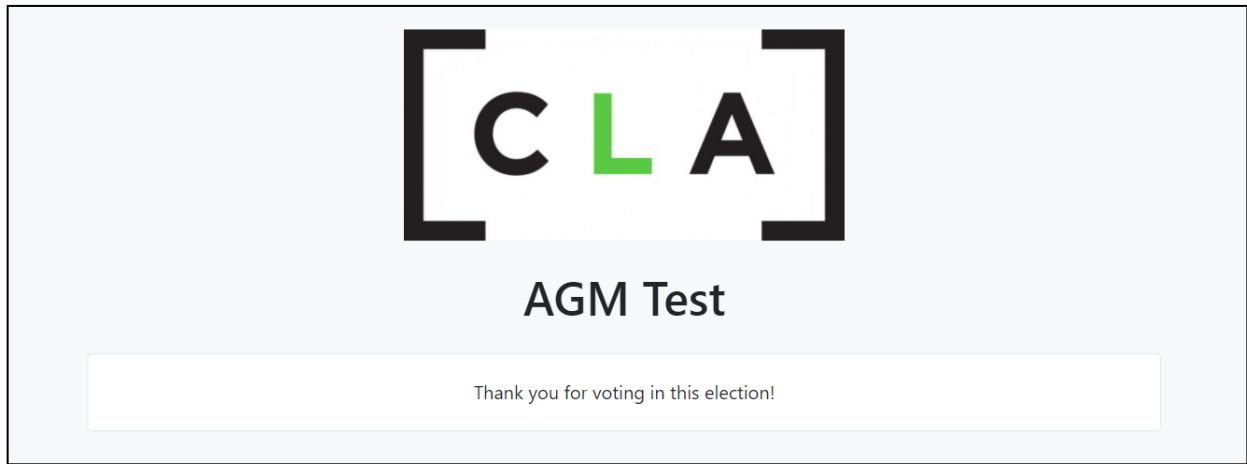
To Vote

1. If you need to use a web browser to access your email you DO NOT need to close the AGM. Simply go to the top of the web browser and press the "+" arrow to open a new tab and then you can access your email from the webpage you have opened in a new tab.
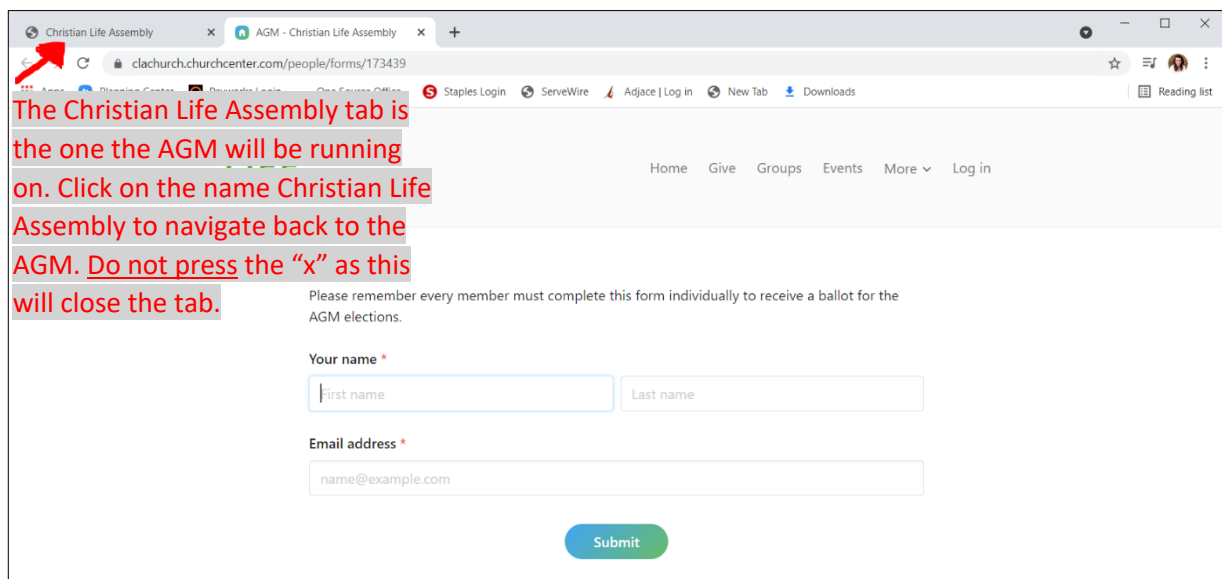

2. Open the email from CLA Church and press the blue "Click Here to Vote" button in the email. It will open a new tab in your web browser.

3. Simply follow the instructions, make your selections, and then press "Submit Ballot". It will then show you a confirmation page like the one below. If you are a couple signing in on the same electronic device, you will need to repeat this step a second time.

Reminder that you can navigate between your email, the voting tab, and the AGM by clicking on the name of the tab (at the top of your web browser) that you would like to go to.

4. Once you have voted click on the Christian Life Assembly tab to return to the live stream to finish participating in the AGM.