OSSTF TORONTO ONLINE VOTING INSTRUCTIONS
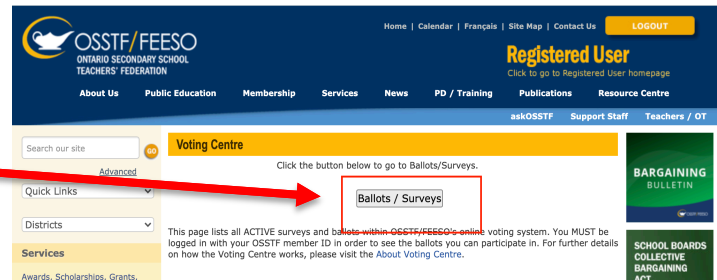
STEP 1: Login to the **Registered Users** section of the Provincial OSSTF website with your **OSSTF Member ID:** https://www.osstf.on.ca/services/member-login/members-login.aspx

STEP 2: Once you log in, click on the "Voting Centre" badge located on the bottom right margin of the page.

STEP 3: Now click on **Ballots / Survey** at the top of the page.

STEP 4: In the **Current Ballots** section, click the link to the desired ballot and follow the instructions to cast your vote. **A ballot will only appear once a motion is ready to be voted upon. When the ballot is announced by the chair that it is ready, refresh the webpage for the ballot to appear.**

Troubleshooting Tips:

Need Member Profile or Voting Centre assistance?
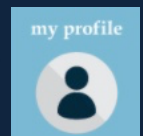Email: **membership-database@osstf.ca or
call 416-751-8300 / 1-800-267-7867 between 8:30 a.m. and 5 p.m.**

A Not Seeing the Voting Centre Badge?

Please disable any Ad-Blockers in your browser. This can prevent the Voting Centre badge from displaying in some browsers. If this fails, try switching to a Private / Incognito / InPrivate browsing session.

B Not Seeing an active ballot? You must login with your member ID

To add your membership ID to your account profile, click the **My Profile** badge. Select the **Edit My Profile** button and provide the missing details in the available fields. Click the **Update My Profile** button to commit the changes.

C Verify your details

Verify your membership status (seen in My Profile) and affiliation / group affiliation matches the intended audience of the ballot as indicated on the Voting Centre Landing page.

D Ballots are time sensitive AND targeted

a. You will only see ballots where your OSSTF member ID is identified as a valid participant.
b. Once the ballot expiration time has passed, you will not be able to cast a vote.
c. If you login prior to the ballot start time, the ballot will be visible but inactive until the scheduled start time.