

# Getting Set Up to Vote in Your Meeting

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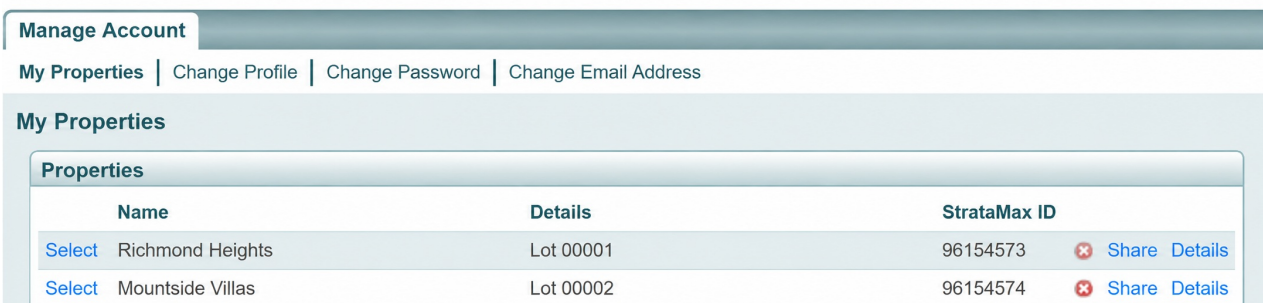
If you have received a meeting notice or agenda and want to vote online for the first time, here is how to get set up and cast your vote. You will need a StrataMax Portal account with your property linked.

## 1. Create your Portal account

If you do not have a StrataMax Portal account yet, create one first. Go to the StrataMax Portal and click *Create an account*, then follow the steps in the email you receive. See [Creating a StrataMax Portal Account](#). Use the same email address your strata manager has for you on the roll, so your property links automatically.

## 2. Check your property is linked

Log in and confirm your property appears under *My Properties*. If you see no properties, your email may not match the one on the roll. Ask your strata manager to add or update your email on your lot.



The screenshot shows the 'Manage Account' section of the StrataMax Portal. Under 'My Properties', there is a table with the following data:

Properties				
	Name	Details	StrataMax ID	
<a href="#">Select</a>	Richmond Heights	Lot 00001	96154573	<a href="#">Share</a> <a href="#">Details</a>
<a href="#">Select</a>	Mountside Villas	Lot 00002	96154574	<a href="#">Share</a> <a href="#">Details</a>

## 3. Open VoteMax and select the meeting

Once your manager has opened the meeting for voting, a *VoteMax* tab appears. Click *VoteMax*, then click *Select* next to your meeting to see the agenda, motions, and meeting details.

VoteMax A Strata

Meeting List **Cast Votes**

## Annual General Meeting - MEETING HUB

### Agenda Items & Motions

Registration of Attendance  
Apologies  
Motions

- STRATAPAY**  
*Motion by Ordinary Resolution*
- Painting of Complex**  
*Motion by Ordinary Resolution*
- Confirm the last General Meeting Minutes**  
*Motion by Ordinary Resolution*

General Business


- Bob's Request**  
*Motion by Ordinary Resolution*

### Meeting Details

1/175 Varsity Parade  
Boardroom  
Sunday 17 November 2019 at 12:00 PM (AEST)

**Online voting closed**

**Meeting held**



The map displays the meeting location at 1/175 Varsity Parade, marked with a red pin. The area includes Varsity College Secondary Campus, LiteracyPlanet, OntheNet, and Lake Orr. A 'Meeting held' icon is visible on the map. The map data is from 2019.

## 4. Cast your votes

Click *Cast Votes*, confirm the capacity in which you are voting, then vote *Yes*, *No*, or *Abstain* on each motion. If you own more than one lot linked to your account, you vote once and your vote applies to all of them.

**VoteMax** A Strata

Agenda Introduction 1 Declaration

## General Ballot - MEETING HUB

Online voting closing in 23 hours and 13 minutes

### Introduction

**Important voting instruction:**  
To submit your votes on any of the motions contained in this meeting you must accept the voting declaration and press the 'Declare Votes' button on the declaration page.  
Please note: When votes are declared, a confirmation of your votes will be emailed to you automatically.

Name  
A Strata

Representing  
Lot 1

Capacity

Owner  
-- Select One --  
Owner  
Company Nominee  
Mortgagee  
Power of Attorney  
Other Authorised Representative

Proceed

## 5. Declare your votes

After voting on every motion, tick the declaration box and click *Declare Votes*. Your vote is only counted once declared. You will receive a confirmation email.

VoteMax A Strata

Agenda Introduction Election **2** 3 Declaration

### General Ballot - MEETING HUB Online voting closing in 7 hours and 14 minutes

#### Declaration

**Voting Declaration:**  
I declare that I am authorised to vote in the capacity stated below and that my votes will be recorded for the following lots. I acknowledge that my attendance will be noted as 'by electronic vote', and will contribute to the meeting quorum.

Name  
A Strata

Representing  
Lot 1

Capacity  
Owner

Committee Election Motion	<b>Chairperson: ANDERSON, Alfred</b>
	<b>Secretary: BROWN, Bert</b>
	<b>Treasurer: BROWN, Bert</b>
	<b>Ordinary member: CARTER, Colin</b>

Painting of Complex <i>Motion by Ordinary Resolution</i>	<b>No</b>
Vote on Options Only <i>Motion by Ordinary Resolution</i>	<b>A</b>

**1**  I warrant that the information I have provided is true and correct and accept the above voting declaration.

**2** **Declare Votes**

For the detail on each motion type, including motions with alternatives, options only, and committee elections, see [Casting Votes](#).

## Can't see the meeting, or hit a problem?

See [VoteMax Troubleshooting](#).