

Mobile Election App.

Creating your account

Firstly you will have received an email like the one below asking you to set up your account.



The Mobile Election App (MEA)

Welcome to the Mobile Election App (MEA), our new self-serve tool that enables you to communicate with the electoral team via your own secure MEA account.

Through the MEA you will be able to conduct a number of tasks, including;

1. Maintaining your personal information
2. Responding to requests for your availability to work at a forthcoming election
3. Responding to job allocation requests

In order to access this information, you are first required to create an MEA account.

How do I create my account ?

To create an MEA account, please do the following;

1. Click [here](#)
2. Enter your username (which will be your XXXXXXXXXX)
3. Enter your postcode
4. Select Create Account
5. Go to your email account and open the email MEA Create Password
6. Click the link [Create password](#)
7. Enter your username and create your new password
8. Select Create Password
9. Congratulations! You have successfully created your account

What next ?

Once your account has been created you will periodically receive email notifications to let you know when any secure correspondence has been sent to your MEA account for review. From here you simply log into your account, review the correspondence and respond accordingly.

In the meantime, you can now log in and review your personal details by selecting the My Details  icon. To save any changes, simply navigate to the bottom of the page and select Update Profile.

- Follow the instructions on the email by clicking on the link at number 1.
- That will take you to the box on the right. You will need to enter your username and postcode as per instructions 2 & 3. Your username (either your email address or name as stated) will be written in brackets beside instruction 2.
- Once both are entered, select “Create account”.
- A long green bar will appear across the bottom of the page saying “password email sent” but this page will remain.
- Check your emails and you will have received an email like this:

ME A Create Password

Click below to create your password (expires in 24 hours)
[Create password](#)

- Click on the link and you will go through to this page:
- You just need to enter your email address as your username again and create a password.
- If you enter anything incorrectly then there will be a warning come up under the boxes.

- Once you have put in 2 matching passwords and pressed create it will take you back to the original log in box to put in your username and password and then you can press “sign in”.

- Now your account is ready for you to put in your details. You will be greeted with the following page showing the different sections to be filled in. please go through box by box and input your details.

- General Details

Title	Miss	▼
Forename	Beyonce	
Surname	Knowles	
Date of Birth	10/10/1993	📅
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female	
NI Number	JK192536C ✕	

+ Address Details

+ Contact Details

+ Bank Account Details

+ Employment 1 Mandatory Field

+ Vehicle Ownership

+ Disability

Privacy Statement
We will only use the information you give us for electoral purposes and administering elections. We will look after personal information securely and we will follow the Data Protection legislation. We will not give personal information about you to anyone else or another organisation unless we have to by law.

- When you have finished the first section simply click on the following section to expand it so can you fill in the following details

+ General Details

- Address Details

Address 1	Grafton House
Address 2	15-17 Russel Road
Address 3	Ipswich
Address 4	Suffolk
Address 5	
Postcode	IP1 2DE

+ Contact Details

- Contact Details

Email Address

Telephone Home

Telephone Work

Telephone Mobile

- The next session is bank details. The first box says creditor number. You can leave this blank.

- Bank Account Details

Creditor Number

Bank Account Number

Bank Account Sort Code

Bank Account Name

+ Employment 1 Mandatory Field

- Employment

Employed

Employers Business

+ Vehicle Ownership

- Vehicle Ownership 1 Mandatory Field

Driving License

Vehicle Owner

Vehicle Registration

Vehicle registration required

+ Disability

- If you do not have a license of vehicle then please leave the Vehicle ownership box blank with the boxes unticked

– Disability

Registered Disabled

Disability

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The lawful basis to collect the information in this form is that it is necessary for the performance of a task carried out in the public interest and exercise of official authority as vested in the Electoral Registration Officer and Returning Officer as set out in Representation of the People Act 1983 and associated regulations.
The Electoral Registration Officer is the Data Controller. You should refer to the Privacy Notice on our council website for further information relating to the processing of personal data.

Submit Update

– Work Eligibility

Proof Of Eligibility

Please Select ▼

Proof

Browse...

Submit Documental Evidence

- Lastly if you have a disability and are registered disabled then please tick the box and inform us.
- Below that is the Privacy statement informing you of how your information is kept and used.
- Finally click “Submit Update” and your information will then be saved.
- At the bottom of the page there is a work eligibility box where you can provide documentation proof (i.e. passport) of your eligibility to work in the UK. Simply use the drop down list where the arrow, is to select what form of proof you are uploading and then use the browse button to select the document from your files on your computer, and then press “Submit Documental Evidence”.

If you encounter any issues when setting up your account then please contact Electoral services either by email (Electoral.Administration@ipswich.gov.uk) or by telephone (01473 432533).