

Mobile Election App.

How to Respond to Job Requests.

You will receive an email like the one below.

Good morning

A secure job request has been sent to your MEA account.

To respond, please do the following:

1. Click [here](#) to log into your MEA account
2. Enter your username and password
3. Navigate to the My Requests icon
4. Go to the Job Requests section of the My Requests page
5. Click on the PDF icon to review the correspondence
6. Review the correspondence and close the document
7. In the acceptance column select Accept or Decline
8. Optional: add notes to your response
9. Select Finish & Save

Useful tips

1. Your username is your email address
2. If you have forgotten your password, navigate to the MEA login screen and select the option Forgot Password and follow the onscreen prompts

If you have any difficulties accessing or responding to your secure correspondence, please contact us.

Kind regards,
Electoral Services Team
Ipswich Borough Council

Email: elections@ipswich.gov.uk
Website: www.ipswich.gov.uk/elections

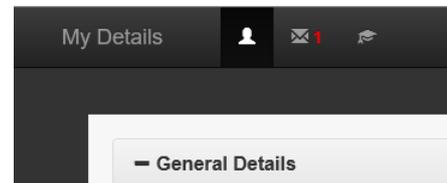
Ipswich Borough Council | 2 West | Grafton House | 15-17 Russell Road | Ipswich | IP1 2DE



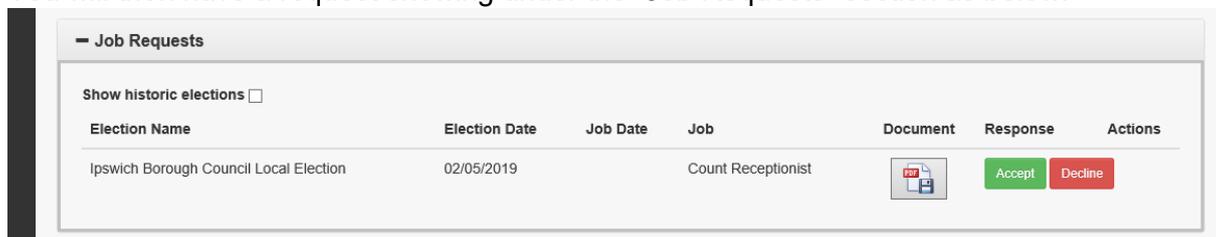
Follow the steps in the email by clicking “[here](#)” at step one to go to the log in page.

Log in as normal.

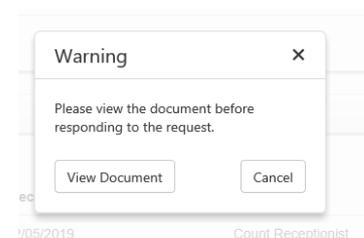
When you have been sent a request, your account will show a red “1” near the message tab at the top of the left hand corner of the page.



- Click on the message/requests icon with the “1”.
- This will take you to the message page where you will be able to see any “General Messages,” “Availability Requests,” “Job Requests” and “General Documents.”
- You will then have a request showing under the “Job Requests” section as below.



- You will be required to view the document before either accepting or declining the request. If you click to accept or decline first, then the warning message will pop up.
- Press “View Document” on the warning, or click on the PDF Document. Select either open or save (depending on which you would like to do) on the bar that pops up at the



bottom of the screen.

Do you want to open or save Staff Availability Letter.PDF (67.5 KB) from ierservices.electoralreform.co.uk?

Open

Save

Cancel

- The letter will be addressed to you from the Returning Officer and will include the date of the election, the position being offered, your duties and rate of pay. (See below example)

Dear [REDACTED]

IPSWICH BOROUGH LOCAL COUNCIL ELECTION – THURSDAY 02 MAY 2019

I would like to offer you an appointment as [REDACTED] for the above election. Please read the following information carefully and then accept or decline the appointment.

Date:	Thursday 02 May 2019
Election details:	This session will include the verification and counting of Ipswich Borough Council Local Election ballot papers.
Duties:	You will be [REDACTED] [REDACTED]
Time:	You should arrive at the Grand Hall by 9.00pm . The Count will commence at 10pm . It is not possible to determine the exact time that the Count will finish.
Location:	The Grand Hall, Corn Exchange / Town Hall Complex, Cornhill, Ipswich IP1 1DH.
Entry:	Please enter via Ipswich Film Theatre doors in King Street.
Payment:	The rate of pay will be [REDACTED] per hour, less any income tax liability. You will receive your payment on Friday 21 June 2019 , as the Returning Officer's payroll must be run simultaneously with the Ipswich Borough Council payroll.

Training:	You will be briefed by a member of the Elections Team prior to the day.
Ipswich Borough Council Staff only	Please inform your line manager that you will be taking part in the Count.
Other employment	On acceptance of this appointment you cannot be employed by or on behalf of any candidate or political party for the above election.
Secrecy requirements	<p>This applies to every person attending the Count</p> <p>REPRESENTATION OF THE PEOPLE ACT, 1983 Section 66:</p> <p>2. Every person attending at the counting of the votes shall maintain and aid in maintaining the secrecy of voting and shall not -</p> <p>(a) ascertain or attempt to ascertain at the counting of the votes the number or other unique identifying mark on the back of any ballot paper;</p> <p>(b) communicate any information obtained at the counting of the votes as to the candidate for whom any vote is given on any particular ballot paper.</p>

Please respond to this offer of appointment by **Friday 01 February 2019**, using your Mobile Elections Account (MEA.)

If you have any queries about this letter please contact Anna Last on the above number or email.

Yours sincerely,



Russell Williams
Returning Officer

- Once you have read the letter you are then able to “Accept” or “Decline” the role. It will show a notes box and an option to “Finish and Save” or “Cancel”. Any notes written in the box will be visible to the elections team.

— Job Requests

Please enter your notes here...

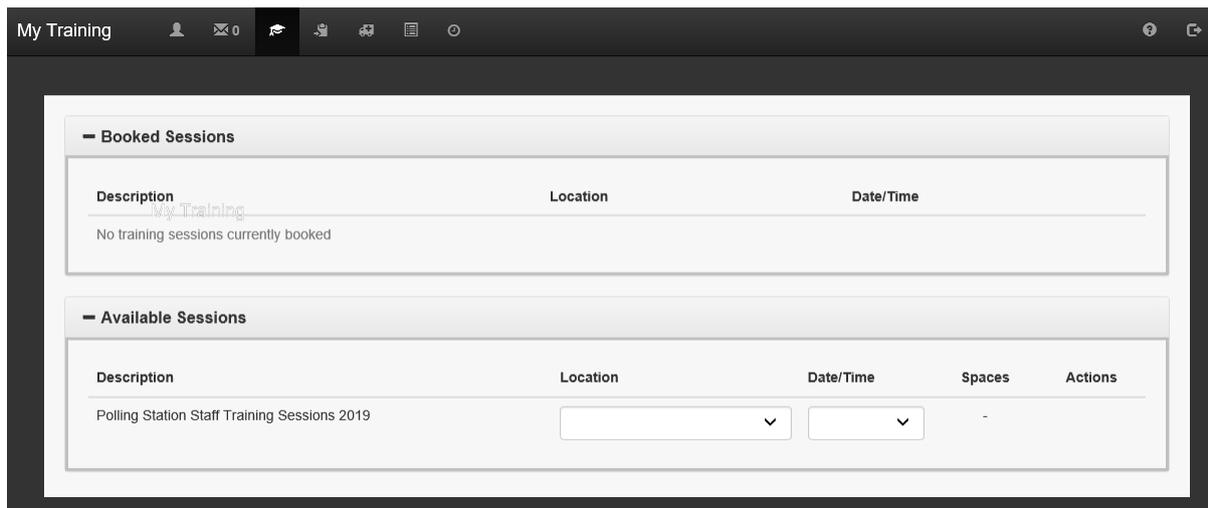
Finish & Save
Cancel

- Once you have pressed “[Finish and Save](#),” a green box will appear at the bottom of the screen to say it has been successfully submitted and your request will now show as either accepted or declined.
- You will not be able to change your request if you have submitted the wrong answer. To change it you will need to contact the Elections team at electoral.administration@ipswich.gov.uk so that it can be changed for you.

Job Requests						
Show historic elections <input type="checkbox"/>						
Election Name	Election Date	Job Date	Job	Document	Response	Actions
Ipswich Borough Council Local Election	02/05/2019		Count Receptionist		Accepted	 Edit Notes

How to select a training session.

- If you have accepted the position you will then be able to book onto a training session. Click on the training icon at the top of the page
- This will take you to the following page where you can then book onto “Available sessions” of training and view the session(s) that you are booked onto.

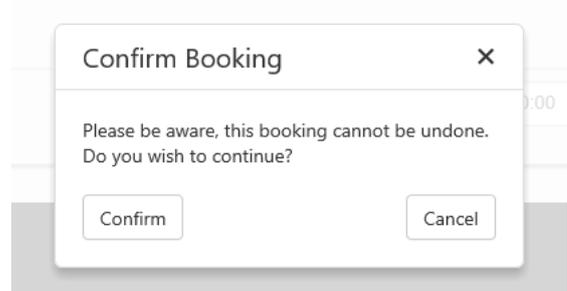
The screenshot shows the 'My Training' interface. At the top, there is a navigation bar with a 'My Training' icon. Below this, there are two main sections:

- Booked Sessions:** A table with columns 'Description', 'Location', and 'Date/Time'. It currently displays 'No training sessions currently booked'.
- Available Sessions:** A table with columns 'Description', 'Location', 'Date/Time', 'Spaces', and 'Actions'. It lists 'Polling Station Staff Training Sessions 2019' with dropdown menus for 'Location' and 'Date/Time', and a '-' in the 'Spaces' column.

- Select the drop down box for “Location” to give you the options of the “Orwell room” or “Grafton House.”
PLEASE NOTE: All training sessions, with the exception of that to be held on 17 April 2019, will take place in the Orwell Room on the ground floor of Grafton House. The session on 17 April 2019 will be held within Grafton House, in an upper floor room.
- When you select the location, view the dates available under the “Date/Time” drop down box. Select the best one for you and it will show you how many spaces are left on that session.

- Available Sessions				
Description	Location	Date/Time	Spaces	Actions
Polling Station Staff Training Sessions 2019	Orwell Room	15/04/2019 - 17:00:00	40	Book Space

- To confirm your place, select “Book Space.” A warning will pop up to let you know that the booking cannot be undone.
- If you select confirm and find you have made the wrong decision then you will need to change it you will need to contact the Elections team at electoral.administration@ipswich.gov.uk so that they can change it for you.



- Once you have confirmed your session, it will show under the “Booked Sessions” box.

- Booked Sessions		
Description	Location	Date/Time
Polling Station Staff Training Sessions 2019	Orwell Room	15/04/2019 - 17:00:00