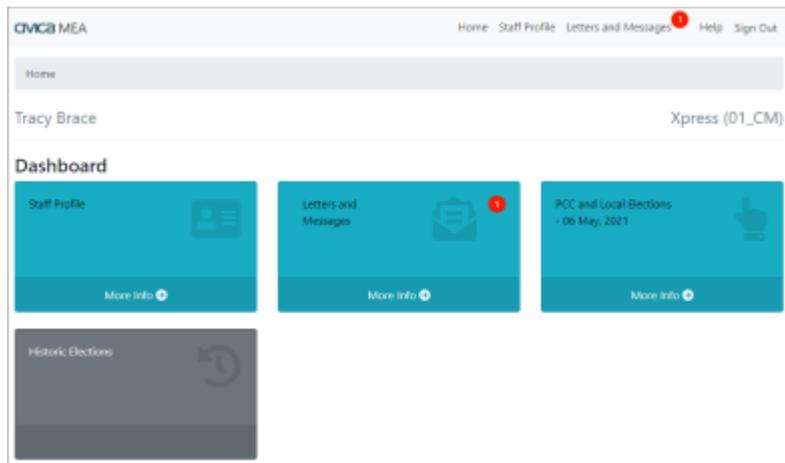


## Mobile Election App.

### How to select a ballot box collection slot



- You will receive a notification email containing a link to the MEA sign in screen.
- Log on as normal with your username and password.
- Once you have signed in a red circle indicates a letter is waiting for you to read.

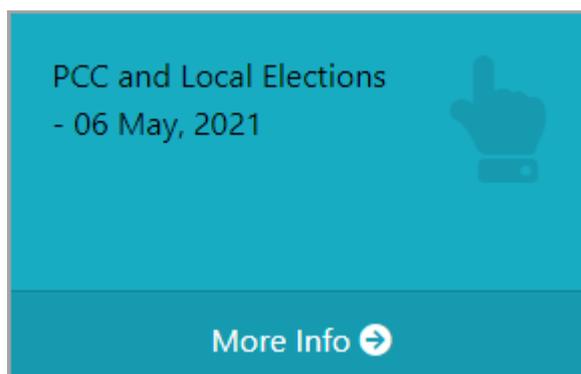


Select the *Letters and Messages* tile.

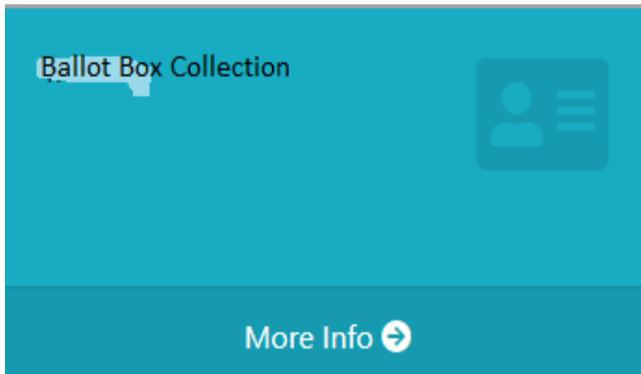
Document Type	Received	Election Description	Election Date	Job	View Letter	Response	Notes
Job Request	30 November 2020 10:16	PCC and Local Elections	6 May 2021	PO		Accepted	<input type="button" value="Edit Notes"/>
Training Request	30 November 2020 10:33	PCC and Local Elections	6 May 2021			N/A	

Click on the blue paper icon in the *View Letter* column to open the letter.

Next click on the Election tile:

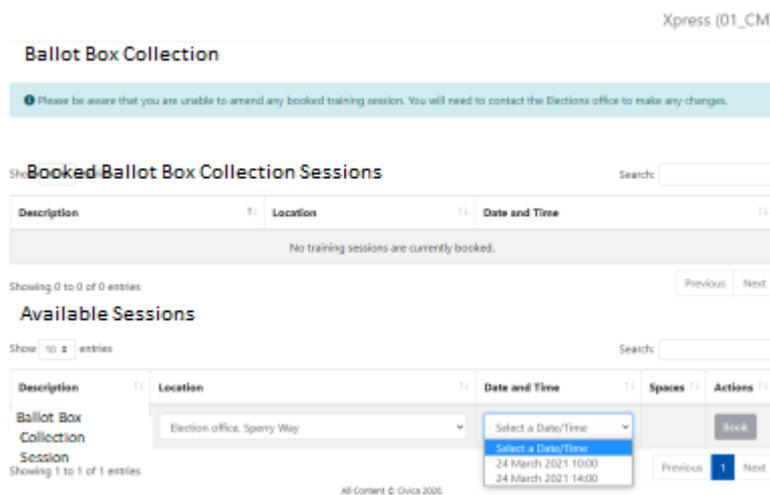


And select the Ballot Box Collection tile from within:

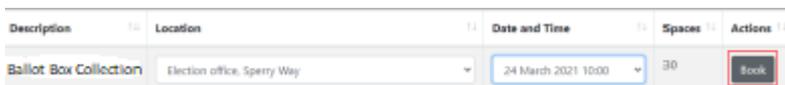


The Ballot Box Collection page opens showing the available collection sessions at the bottom of the screen.

The location for the Ballot Box Collection will be shown. Select the drop-down arrow in the *Select a Date/Time* column – this reveals the times available.



**Select a time and date.** The number of spaces available on the selected session will be displayed. Click on *Book* for your preferred session.



A summary of your booking will then be shown. Click *Confirm Booking* or *Close* and choose another session.

## Confirm Booking

Training: Ballot Box Collection

Location: Gipping Room, Grafton House

Date and Time: 24 March 2021 10:00

⚠ Please be aware, you can not undo this booking.  
For any changes please contact the Election Office.

Confirm Booking

Close

Your booking details will now be shown in the Booked Ballot Box Collection Sessions area and will stay visible until the end of the election.

Ballot Box Collection

Please be aware that you are unable to amend any booked training sessions. You will need to contact the Elections office to make any changes.

Booked Ballot Box Collection Sessions

how: 10 entries Search:

Description	Location	Date and Time
Ballot Box Collection	Election office, Sperry Way, .	24 March 2021 10:00

Showing 1 to 1 of 1 entries

Previous 1 Next

To change it you will need to contact the Electoral Services [electoral.services@ipswich.gov.uk](mailto:electoral.services@ipswich.gov.uk) so that it can be changed for you.

### Browsers compatible:

- Desktop: Chrome, Firefox, Edge (Chromium), Safari.
- Mobile: IOS – Safari, IOS - Chrome, IOS – Firefox, Android – Chrome, Android – Firefox
- Not compatible: Internet Explorer, Edge Legacy

### GMail

When accessing gmail accounts on a mobile device, it may open the website within gmail meaning you have to close out of the site in order to read the verification code email. To get around this, copy and paste the website URL to another browser such as Safari before you click on the Send Verification Code button.

If you encounter any issues when resetting your username and/or password and can't resolve these yourself by checking the detailed user guide, please contact Electoral Services either by email [electoral.services@ipswich.gov.uk](mailto:electoral.services@ipswich.gov.uk) or by telephone (01473 432000).

MEA is hosted within Microsoft Azure, a PaaS cloud environment offering security and scalability. All MEA services are hosted over a secure HTTPS connection, via CloudFlare which offers real-time protection against common internet attacks such as Denial of Service. Data exchange between Xpress Management and MEA is secured via a unique access token that ensures complete data confidentiality and security over the internet. All data is stored and encrypted at rest within the Azure PaaS environment within a private network that is only accessible to MEA services. Authentication to the MEA is done via OpenID Connect, an industry-standard authentication protocol ensuring secure login and session management.