How to review and vote on a ballot

1. From the website, www.asabe.org using the login member number and password provided. The Forums link is found at the top of each page. Three of your open Forum ballots will show on the home page. You can access them directly by selecting the title.

2. You can access Forums from each of the Standards related pages using the picture link.
3. You will only have access to those committees that you are listed on. Click on your committee name.

**ASABE Forums**

Forums for your committees will be listed here. Select the committee you wish to work with. Selecting the Ballot button next to the committee name will take you directly to the open committee ballots.

A red *Balloons* button indicates that your committee has a ballot that you have not yet registered a vote on. The *Balloons* button will turn green when you have submitted your vote. You may access the ballot to update your comments or change your vote as long as the button is visible. The button will disappear when the ballot closes.

<table>
<thead>
<tr>
<th>List Name</th>
<th>Threads</th>
<th>Posts</th>
<th>Members</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kansas Section all members</td>
<td>0</td>
<td>0</td>
<td>233</td>
<td>--</td>
</tr>
<tr>
<td>M-160 Evelyn F. Rosenzweig Standards Award</td>
<td>0</td>
<td>0</td>
<td>11</td>
<td>--</td>
</tr>
<tr>
<td>Ballots PAFS-03 Plant, Animal, &amp; Facilities Systems Standards Oversight</td>
<td>33</td>
<td>43</td>
<td>25</td>
<td>Nov 29, 2018</td>
</tr>
<tr>
<td>Professional Engineering Institute (PEI) members</td>
<td>7</td>
<td>15</td>
<td>156</td>
<td>Aug 21, 2018</td>
</tr>
</tbody>
</table>

a. To read email communications and access attachments that you received in emails, scroll the subject lines and dates.
b. To access ballots or documents, refer to the menu at the top right of the list of notices. Or select the red "Ballots" button to the left of the committee title.

c. Selecting Library from the menu will allow you to access reference and shared information for the committee.

d. Select "ballots" to see available ballots for review. A red ballot shows an open ballot for you to access.
e. Review the ballot question and attachments. Follow the directions on the ballot.

As a member of the PAFS Community PAFS-03 Standards Committee, please review the PAFS-20 SDC report for X433.1. Verify that due process has been followed in the development of this standard in accordance with Section 9.1.3 of the Standardization Procedures. NO TECHNICAL COMMENTS WILL BE ACCEPTED FOR INCLUSION AT THIS POINT IN THE APPROVAL PROCESS.

Do you approve PAFS Community approval of the project X433.1, Loads Exerted by Free-Flowing Grain on Bins?

- [x] Approve
- [ ] Disapprove – vote shall be accompanied with rationale and proposed resolution. Disapproval votes without comments or suggestions will be counted as “Disapprove without comments” and shall not be considered for numerical consensus requirements.
- [ ] Abstain

Once you have reviewed the documents, filled in and attached your comment form and voted, select submit your vote and exit.

As long as the ballot is open and showing on your Forums committee, you may re-enter it, review other votes and comments submitted to the committee, download comments uploaded by others for review, change your vote, add or delete comments that you upload.

If you have any problems, please contact Jean Walsh at walsh@asabe.org.