Instructions

„How to cast your vote in the GCP online Board elections 2023"
via Polyas

Step 1: Accessing the online voting system

Click on the **link in the email invitation** your received from Polyas or copy it into the address bar of your browser to access the Polyas online voting system. A log-in window opens.
Type in your **Voter ID (your email address)** and **your individual password (see email invitation)**.
Remember that the password is case-sensitive. Please enter exactly as shown in the invitation email.

The system will now check whether you are eligible to vote and registered in the electoral roll.
If you are, you will see this confirmation:

Welcome to the POLYAS online voting system. Your login was successful.

You are registered in the electoral roll. In the following step you can fill in your ballot paper or edit your selection. If you have not yet clicked on the "Confirm vote" button, you can cancel voting at any time.

In this case, your ballot paper will not be saved. You will then have the opportunity to log in again at any time during the election period and to vote.

Please note that your personal information is processed anonymously during voting to protect voter secrecy.

You can now continue to the virtual voting booth. Please make sure you are not being observed while voting.

[Cancel vote]   [Continue to vote]

Click on the green button "Continue to vote" to proceed.

Step 2: Selecting your candidate(s) for each of the four stakeholder groups

You now see four ballot papers: one for the 'Producer', 'Civil Society', 'Industry' and 'Trade' stakeholder groups respectively.

Open seats per stakeholder group and number of candidates:

=> 2 open seats for the Producer Stakeholder group, i.e. you have **two available votes** for this ballot paper
(1 seat for a candidate from the African coffee producing region and 1 seat for a candidate from the Brazilian coffee producing region):
There are 4 candidates to choose from.

=> **2 open seats for the Civil Society Stakeholder group**, i.e. you have **two available votes** for this ballot paper
There are 5 candidates to choose from.

=> 3 open seats for the Industry (Roaster/Retailer) Stakeholder group*:* i.e. you have **three available votes** for this ballot paper
There are 4 candidates to choose from.

=> 1 open seat for the Trade Stakeholder group*:* i.e. you have **one available vote** for this ballot paper
There are 3 candidates to choose from.

The number of available votes is also indicated in the ballot paper, for example:

Industry (Roaster/Retailer) Stakeholder group - three open seats - select three candidates

Number of available votes: 3

The Candidates are listed in alphabetical order.

GCP Candidates for three open Industry (Roaster/Retailer) seats

Please make your choice! Kindly pay attention to the voting rules stated in the ballot paper.

Note that you have to cast a vote to be able to proceed with each ballot. If you don't want to select any of the candidates listed on one ballot, tick the box "abstain" and proceed to the next ballot.

When you have made your choices for all four ballot papers, click on the button "Review vote".

Cancel vote   Review vote

Confirming your vote or changing your selection

Your selection is then shown for your confirmation. You can edit your selection (see button "change selection" or "confirm vote". As long as you have not yet clicked on the "Confirm vote" button, you can edit or cancel voting at any time (e.g. to restart later).

Change selection   Cancel vote   Confirm vote

Step 3: Confirm your vote to finalize the voting process
If you click the "confirm vote" button, your vote will be counted and the voting process is finished.

Step 4: Confirmation screen that your vote has successfully been received.
Congratulations - you have finished the voting process. Thank you for your participation!

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Your vote has been successfully received in the digital ballot box!

You can close this window now.

POLYAS

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