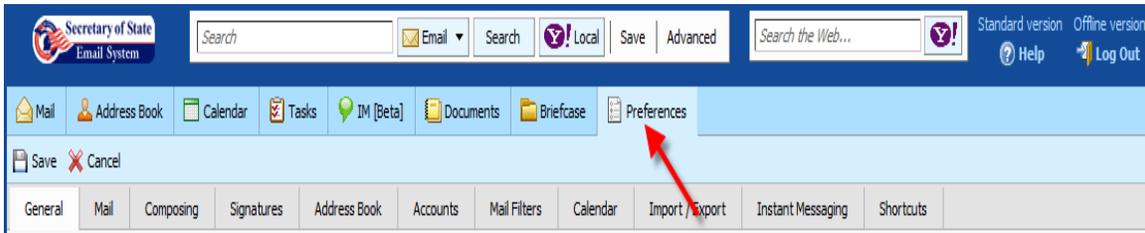


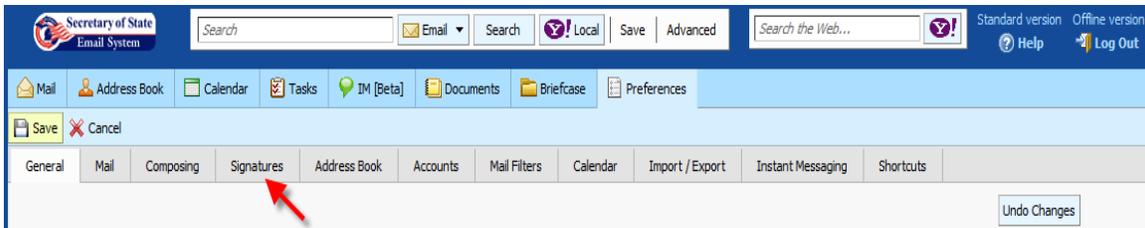
“MOVE” Act

Instructions for Creating a Customized Signature in Merit E-mail

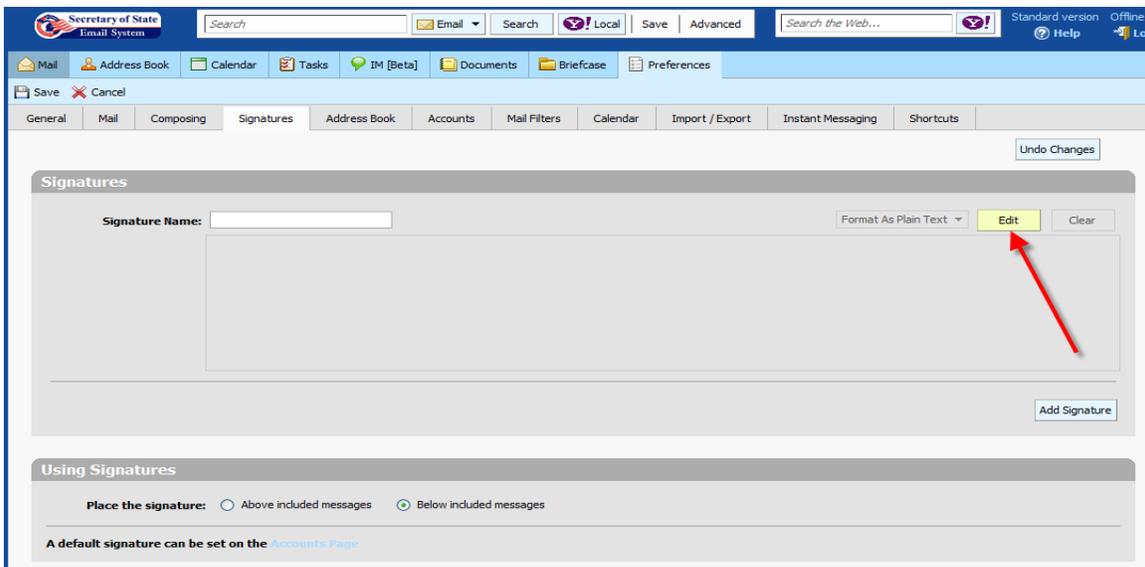
1) Open MeritMail and select the “Preferences” tab.



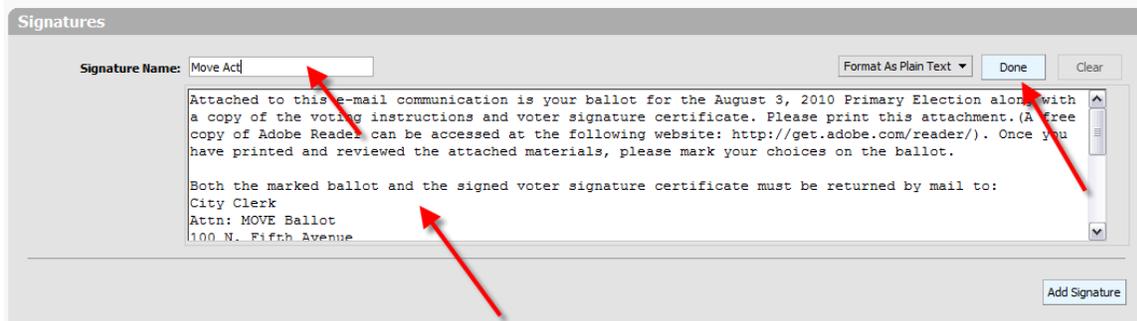
2) Next, select the “Signatures” tab.



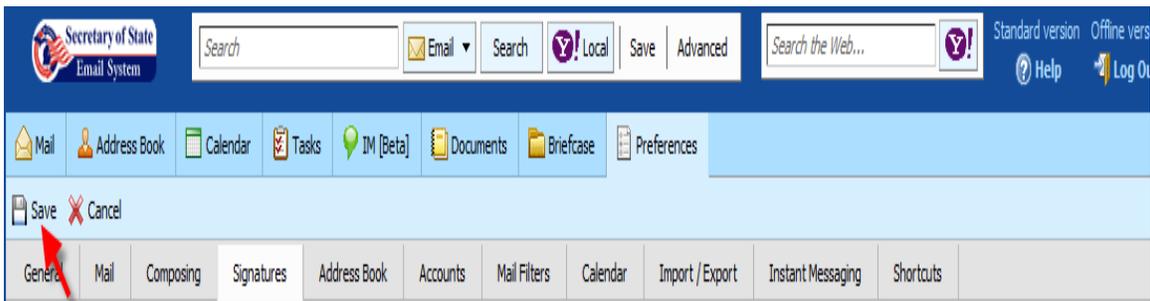
3) Select the “Edit” button.



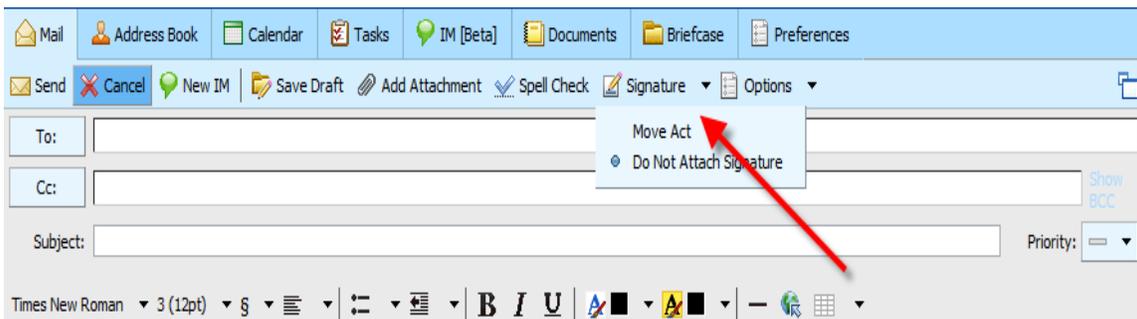
4) Key enter the e-mail communication in the open field (Note: There is a 1024 character limit) and assign a Signature Name (e.g.: Move Act) in the box in the upper left hand corner of the screen. Next, select “Done.”



5) Click the “Save” button.



6) When sending a ballot, Voting Instructions and Voter Signature Certificate by e-mail, select “Signature” from the menu bar and “Move Act” from the drop down list.



The e-mail communication that you created and saved as a signature will automatically appear in the body of the e-mail communication.

