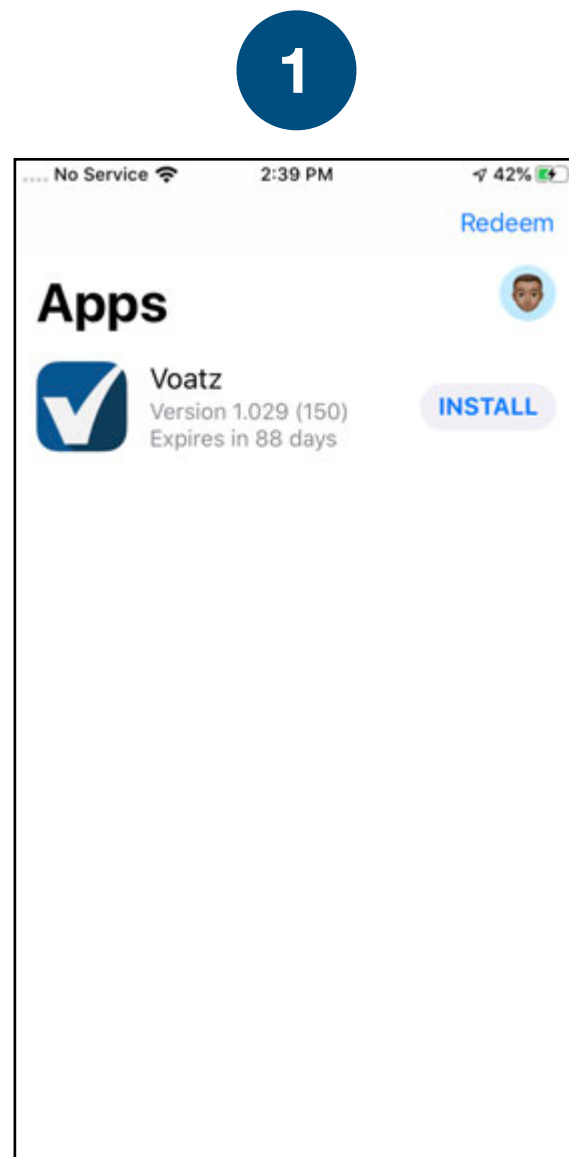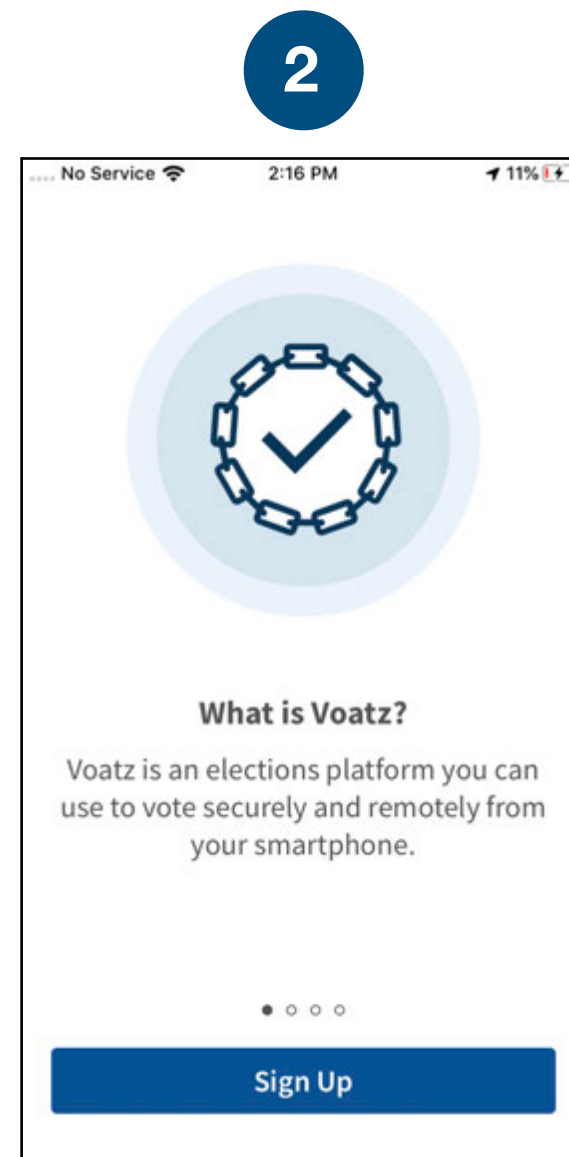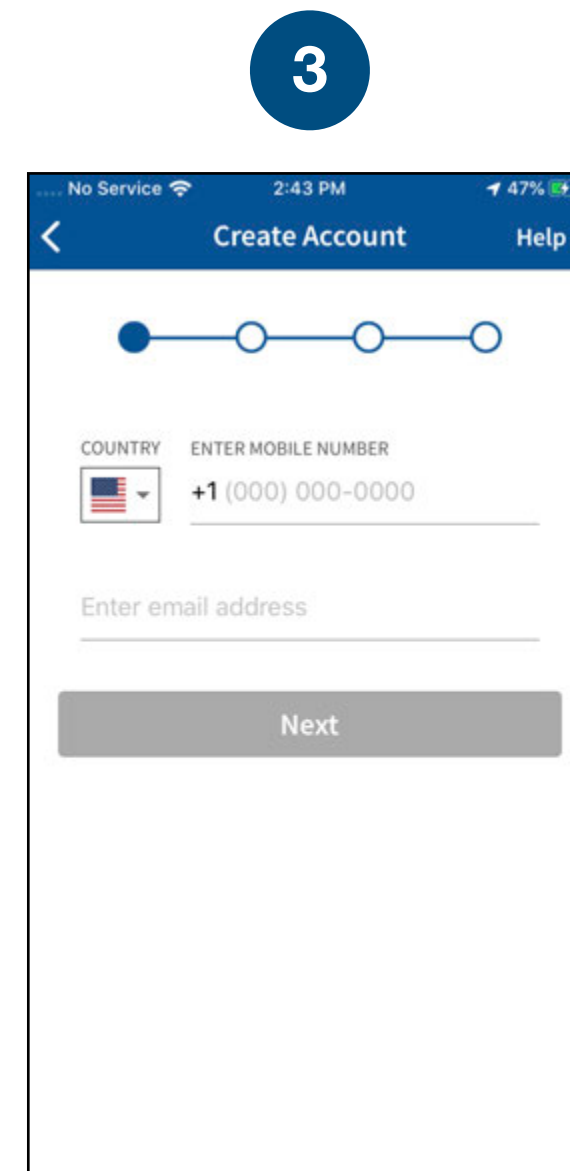# Instructions

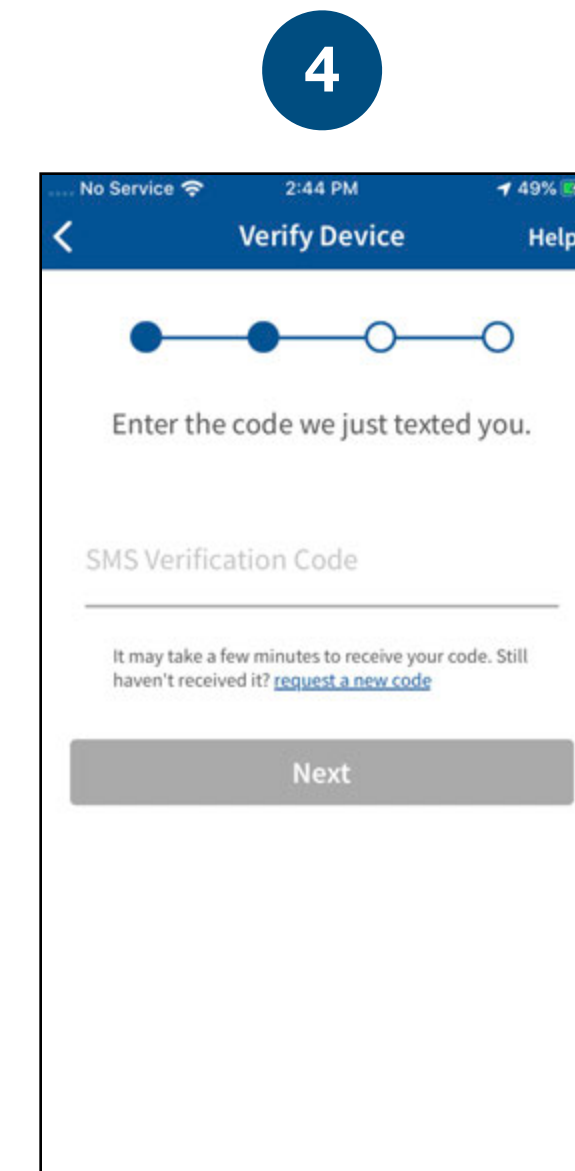## Digital Democracy Project - Florida

1

Download the Voatz app to your phone. (IOS 12.4+ or Android 8.0+ is required.)
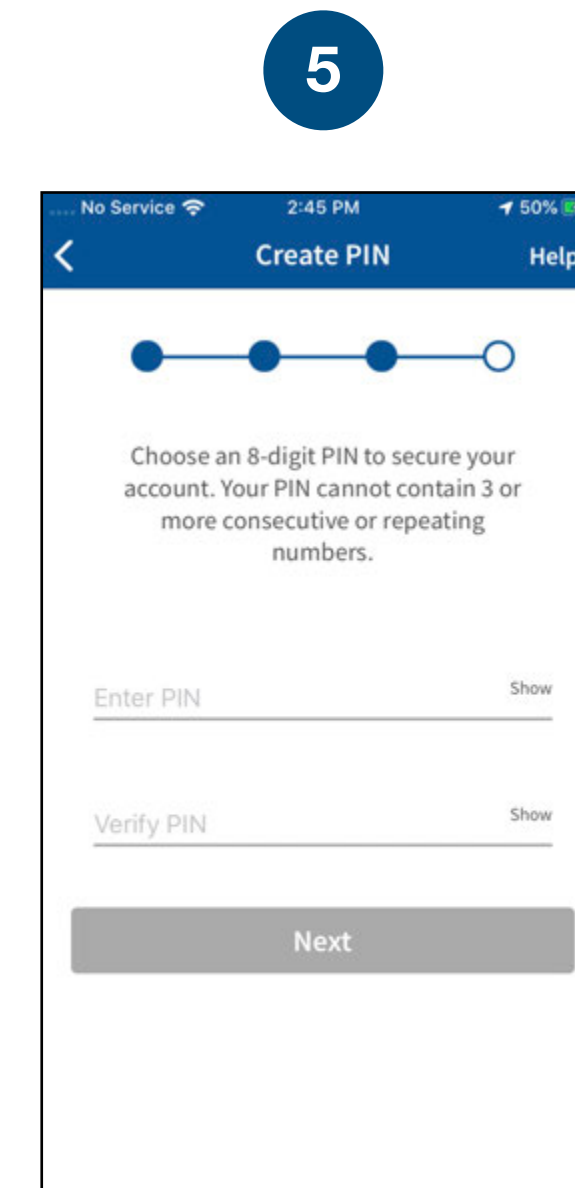
2

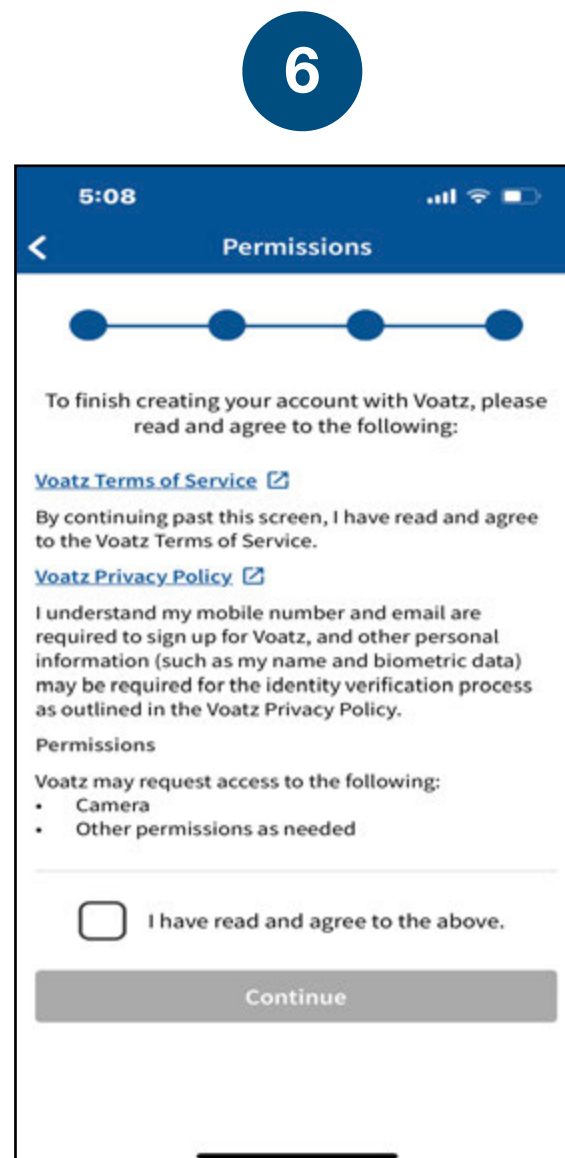Tap *Sign Up*. Make sure you have a strong and secure internet connection.

3

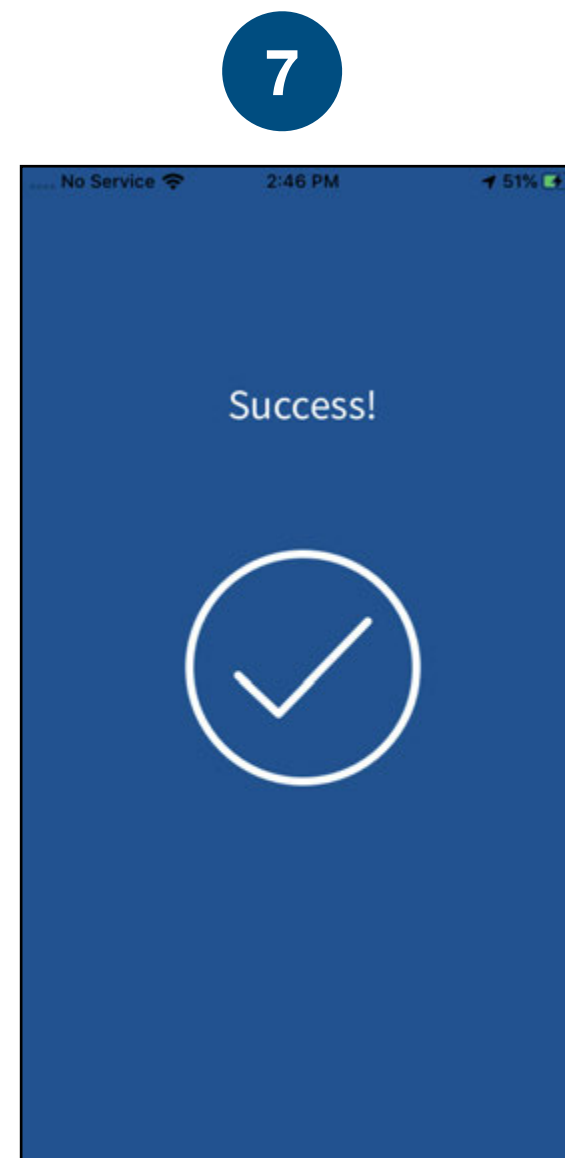Enter the mobile number and email address that you used to register for this election

4

Verify your mobile number by entering the SMS code you receive.
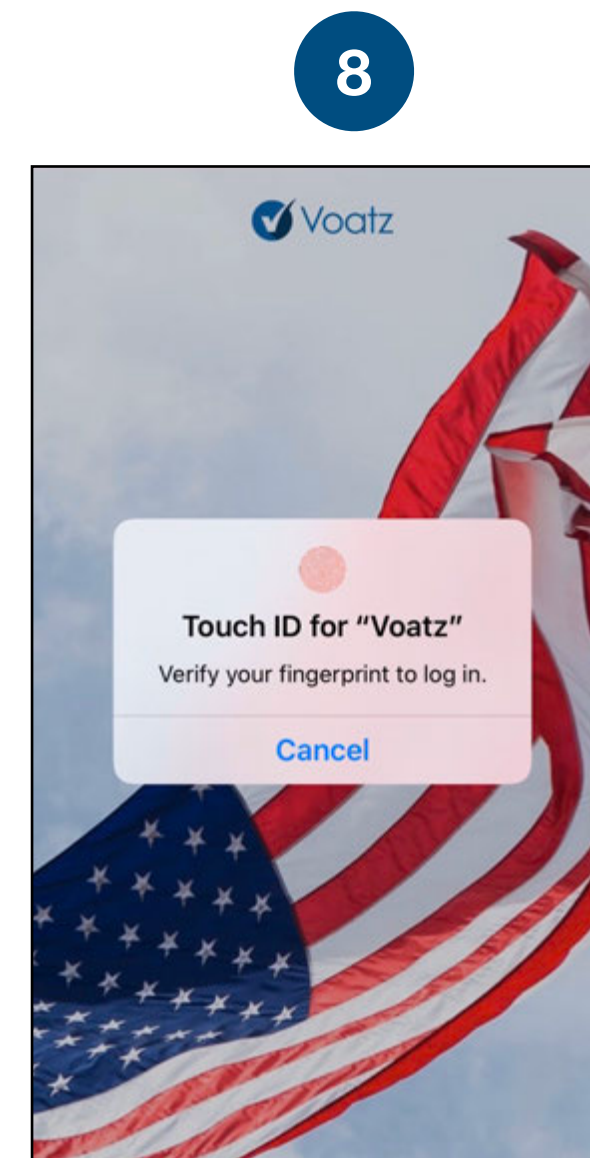
5

Follow the instructions on your device to create a Voatz PIN that you'll remember (Android phones require 12 digits). It cannot contain 3 or more sequential (678) or repeating (333) numbers.
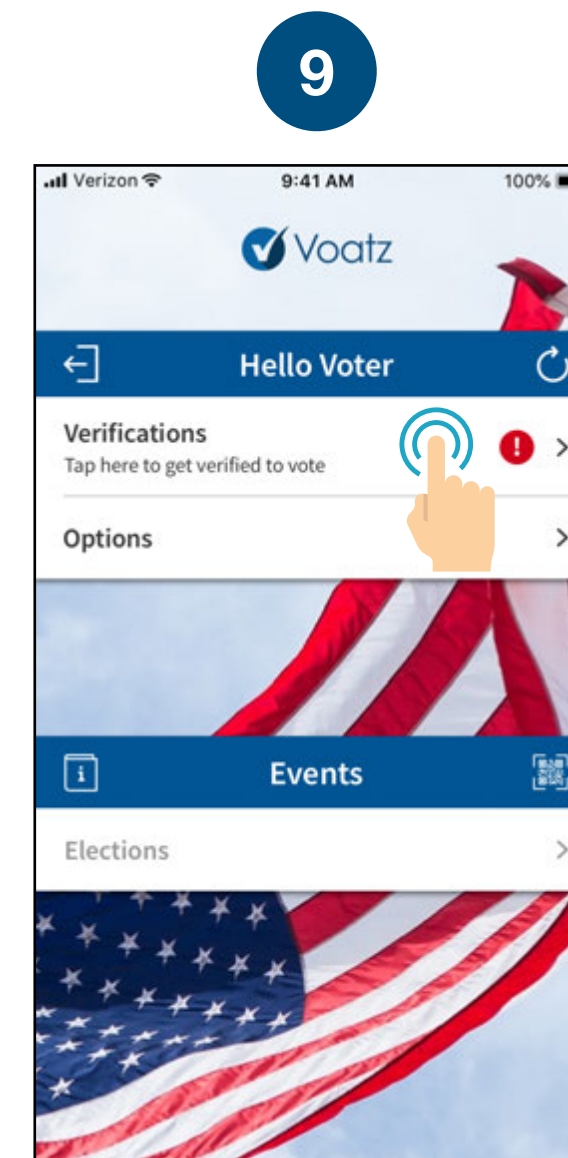
6

Scroll through the Terms and tap the box for "I have read and agreed to the above". Then tap *Continue*.
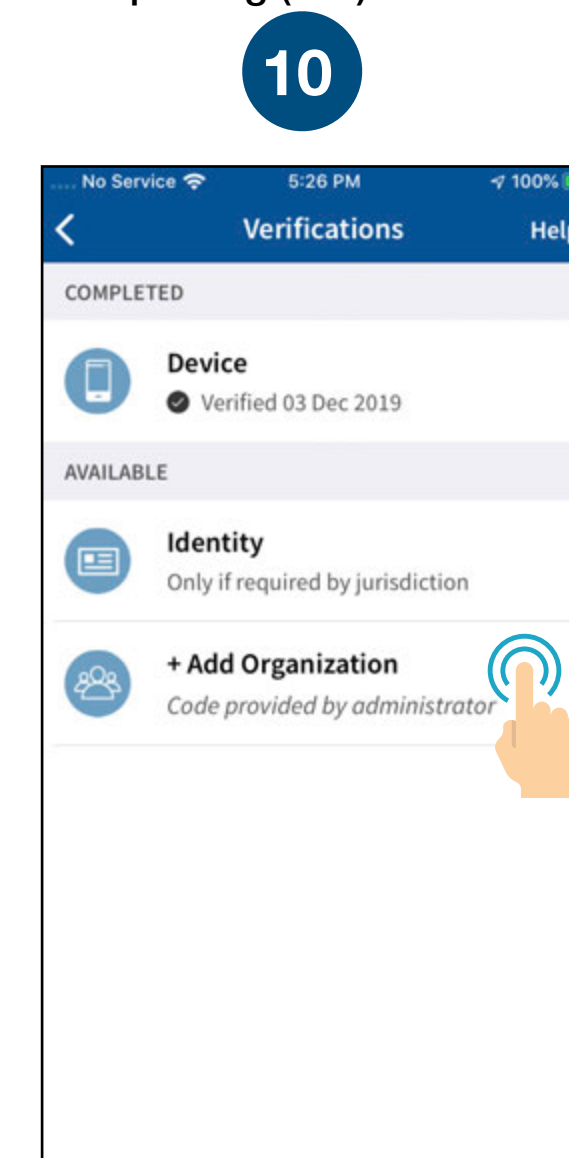
7

You have successfully signed up for Voatz!

8

Log in with your phone's Touch ID, Face ID, or the Voatz PIN you just created.

9

On the Home Screen, tap *Verifications*.

10

Tap the *+ Add Organization* button.

11

Enter your "**Verification Key**": **142184**

Then tap *Add*.

12

Enter your Last Name, First Name, Date of Birth, 5 Digit Zip-code and tap *Verify*.

13

On the Home Screen, tap the *Refresh Icon* that appears on the top right side of the screen.

If you are able to see Polls available, you have been successfully verified. No need to continue with the next steps.

If you are NOT able to see any Polls available, you will need to continue with the Alternate Verification option by following the upcoming steps of this user guide.

The most likely reason is that the the information you entered does not match what's on the voter file (e.g. name change or change in zip code)

Alternate Verification Option:
Identity Verification with a Photo ID
Continue with steps 14 to 31 >

14

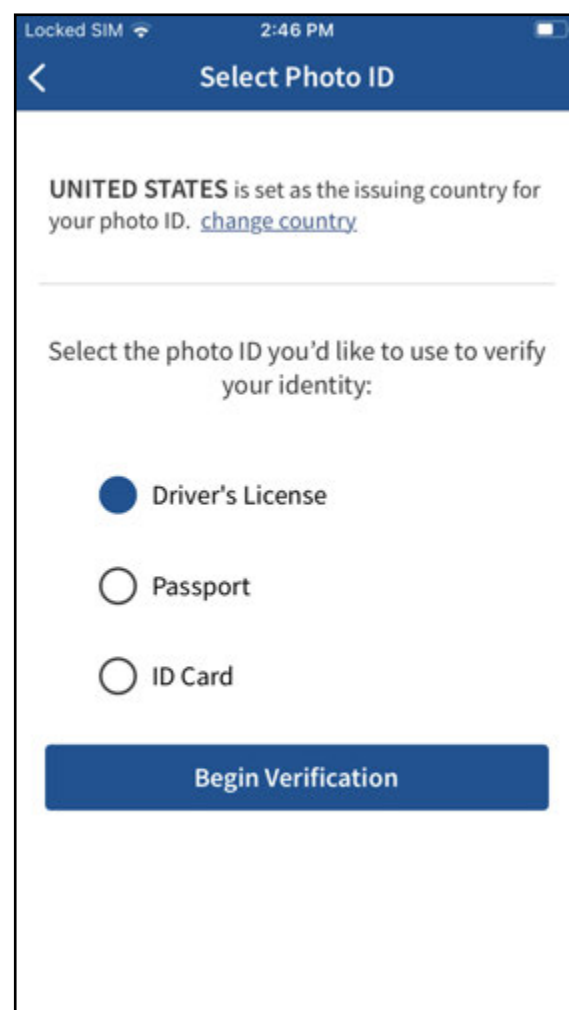On the Home Screen, tap *Verifications*.

20

Tap the *Identity* button.

21

Review the description and tap *Scan Photo ID.*

22

Tap *Continue* to proceed. Please note that Military IDs are not permitted
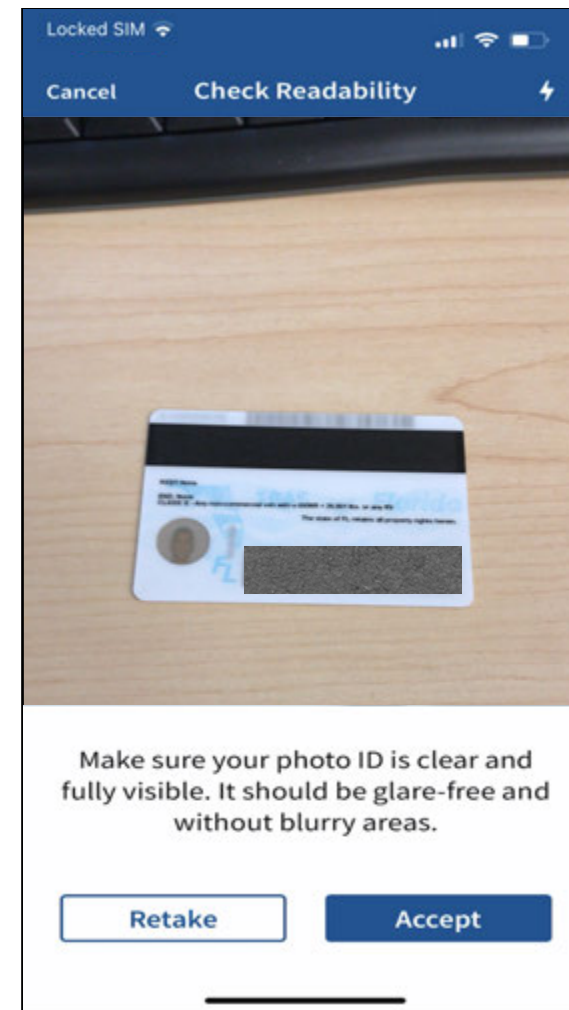
23

Choose the type of government-issued ID you'd like to scan and tap *Begin Verification.*
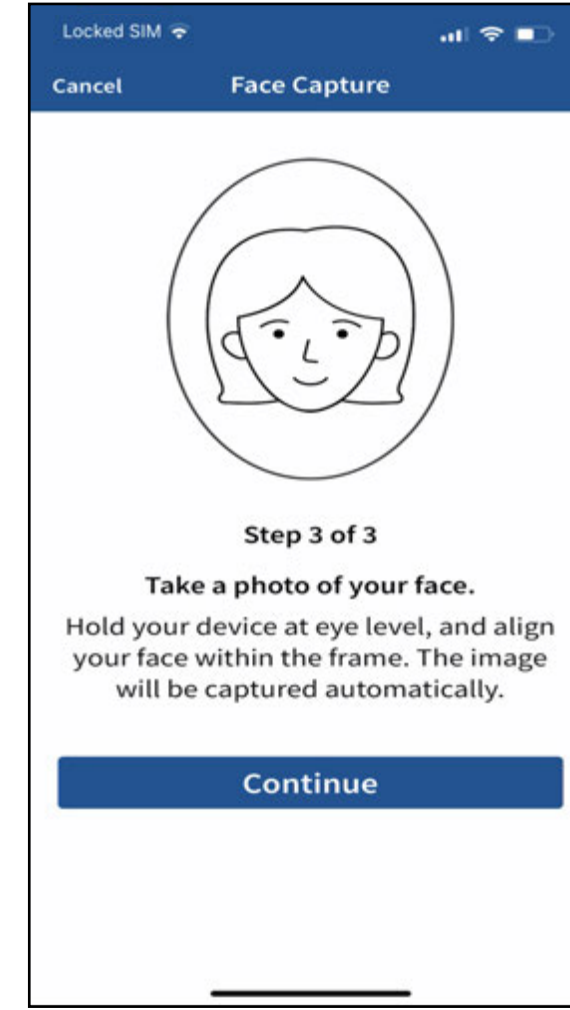
24

Follow the instructions on the screen to complete the process. Make sure your scan is on an opaque surface.
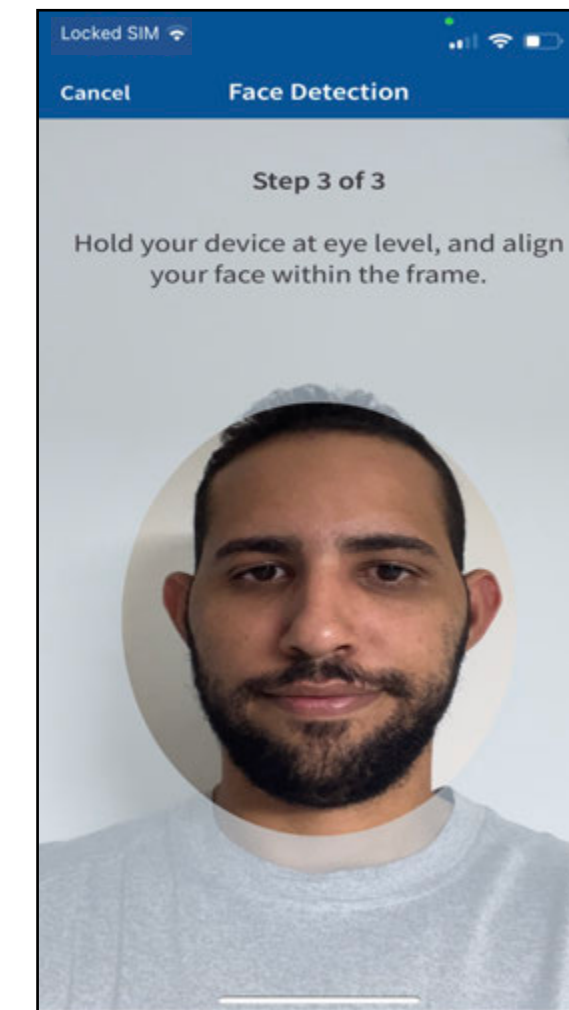
25

Depending on the type of ID, you may need take a photo of the back or enter additional information.
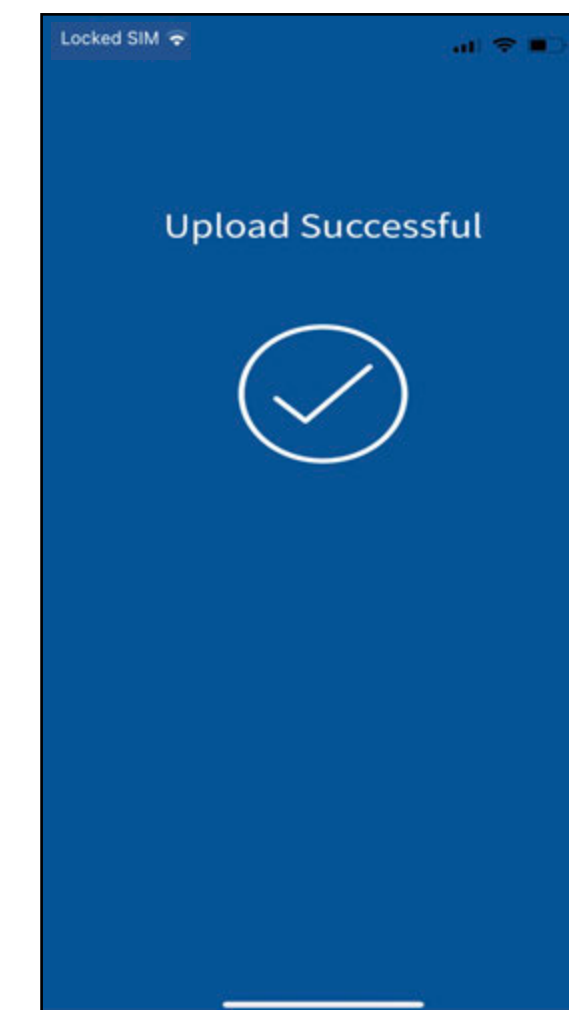
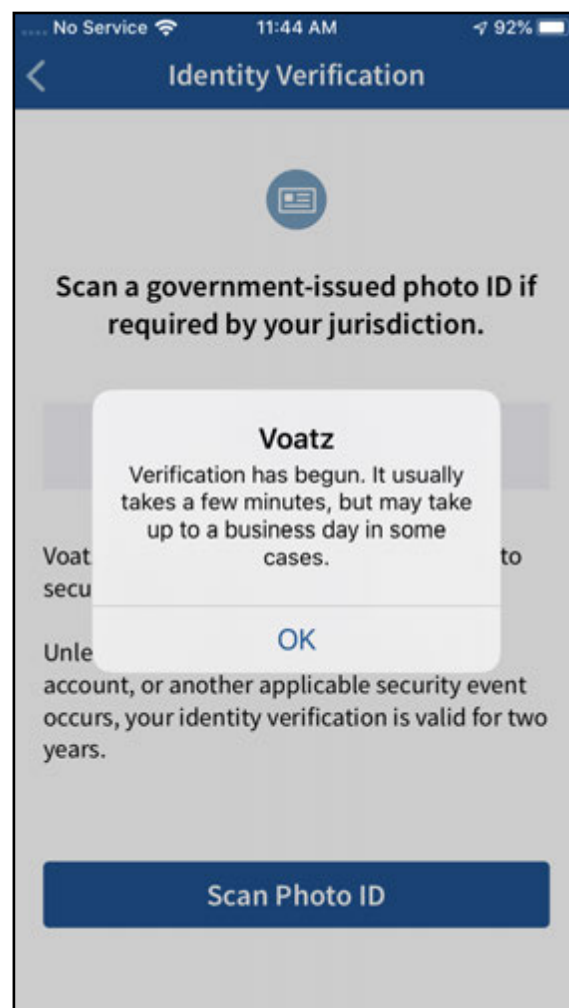**26**

Next, tap *Continue* to take a photo of yourself.

27

Follow the instructions on the screen to complete the process.
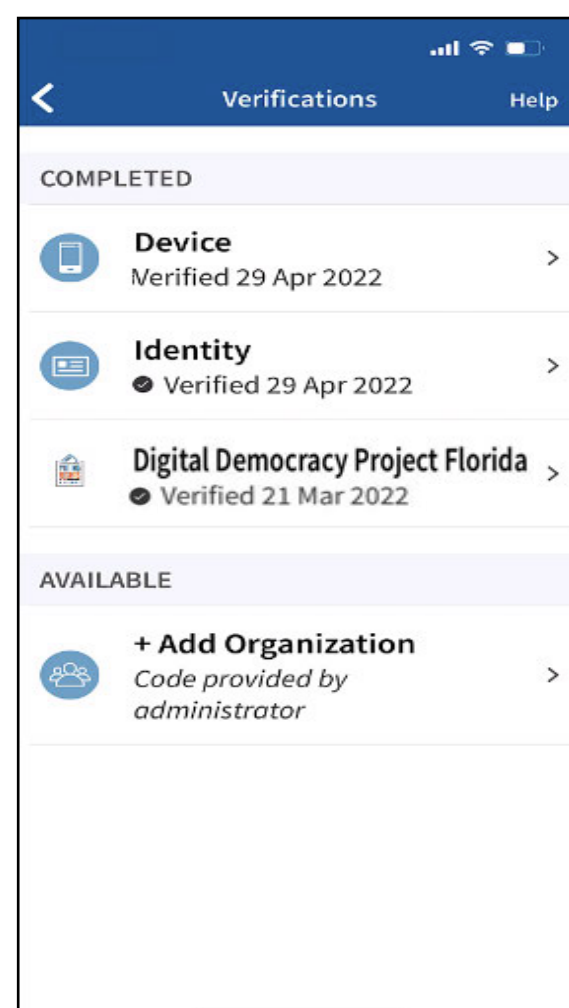
28

You have successfully uploaded your information.
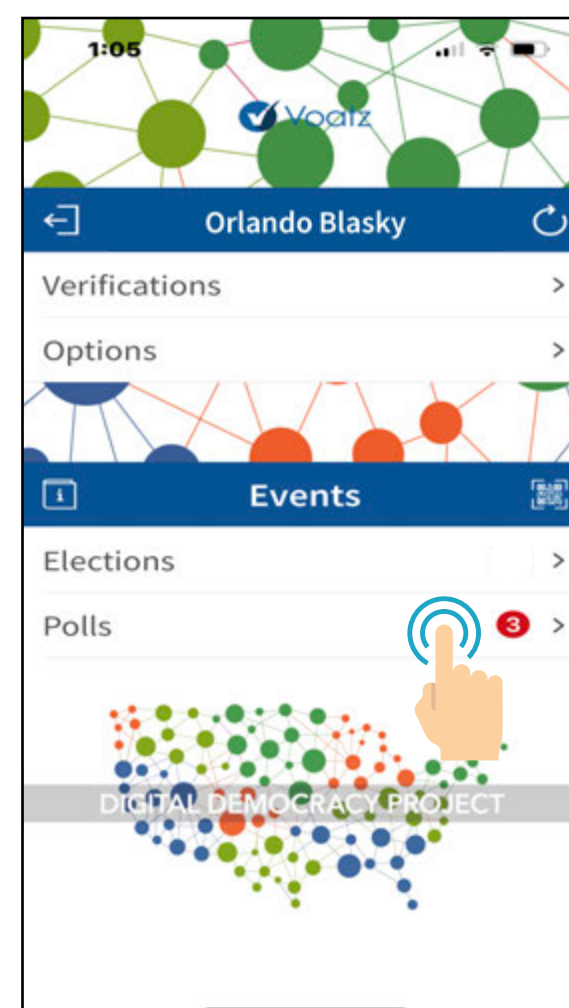
29

You'll receive confirmation that the verification process has begun. The process usually takes a few minutes, but may take 1-2 business days.

30

You're now verified! Tap the back arrow in the upper left to return to the home screen.

31

Tap *Polls* to get started.