# - User Guide -

## **REGISTRATION FOR E-MEETING**

### **Step 1 : Registration**

Please use the  ${\bf URL}$  or scan the  ${\bf QR}$   ${\bf code}$  provided on the document to register for the meeting.

Step 2 : Please fill in the information accordingly.

Given Name		700700	
Given Name	Su	Indine	
Email * (to be used to login for	r meeting)		
name@email.com			
Mobile (for otp)	1 Block & Unit *	<b>2</b> User Type *	
12345678       111 #01-01       ✓ Please Select         Upload of photos (for verification)       3       Independent Proxy         Photo Identification Containing Full Name as Above       Mortgagee       Power of Attorney			
Choose File no file sel	ected		
Selfie Holding Photo Identi	fication		

Block & Unit : Your block & unit number. (whichever is applicable)

[ Add " **#** " in front of your unit number. (e.g : #01-01) ] [ Add " **,** " to separate the units you own. (e.g : #01-01, #01-02) ]

# 2 User Type : (select one of the following for admin verification)

- Subsidiary Proprietor (SP) the owner of the unit/units.
- Independent Proxy Assigned proxy holder who is not a Subsidiary Proprietor
- Company Representative Representative of the company who owns the unit/units.
- Mortgagee

1

• Power of Attorney

# **3 Upload of Photos :**

You will have to visit the management office with your photo ID for verification if you **do not upload** your photo identification and a selfie with the identification.



### Photo Identification Containing Full Name As Follows :



#### **Important Reminder :**

Please ensure photos uploaded show **your photograph** and **full name** clearly.

You may redact or hide sensitive information that is not required for this verification.

3.2

Selfie Holding Photo Identification : \*This is required to prevent impersonation





### Terms & Conditions :

Check the box if you agree after reading the Terms & Conditions.

I agree to the Terms & Conditions.



Click

Register

to complete the registration process.

You will be directed to an acknowledgment page **as shown below** for all successful registration.



# **Compliance with the Personal Data Protection Act**

The provision of personal data on emeet, shall be for the limited purpose of using this platform for the electronic general meeting such as verification of information and pushing out emails with username, password and one time password to the individual users. The MCST is entitled to retain the information for audit purpose.

d'Eventz Channel Pte Ltd, owner of emeet shall not collect, use or disclose personal data obtained for any other purposes.

## **BEFORE THE MEETING**

You will receive an email from "**eMeet Singapore**" containing your Username and Password at least  $\underline{1 \text{ day before}}$  the meeting day if you have registered before or on the stipulated date required.

Email sample as shown below.

aank you for your registration for the upcoming meeting of – xxx Condo MCS o. xxxx og In Details : sername : <u>abc@gmail.com</u> (the email you used to register)	Dear xxxxxxx	
<b>bg In Details :</b> <b>Gername :</b> <u>abc@gmail.com</u> (the email you used to register)	Thank you for 10. xxxx	your registration for the upcoming meeting of – xxx Condo MCST
sername : <u>abc@gmail.com</u> (the email you used to register)	log In Details	s :
ssword · d5rvT9KX	Jsername : <u>al</u>	oc@gmail.com (the email you used to register)
	Password : d5	rvT9KX
<b>TP :</b> will be sent to your registered email and/or sms to your mobile no. if yo we registered.	<b>DTP :</b> will be a nave registered	sent to your registered email and/or sms to your mobile no. if you 1.

# Please remember your Username and Password for you to sign in to emeet.sg on the day of meeting.

### **Important Reminder :**

Do check your **JUNK/SPAM** mail folder on **Webmail** as certain email apps will not show junk/spam mail.

# **MEETING DAY**

## **1. Supported Operating Platform**



Device	Browser	Zoom App Needed	To Meet & Vote	
PC Google Chrome / (windows) Microsoft Edge No		Within the same screen 🤞		
PC (Mac)	Google Chrome	No	Within the same screen	
	Safari	Yes	2 Apps (Toggle / Switch between safari & zoom app)	
Phone (Android)	Google Chrome	No	Within the same screen	
iPhone / iPad	emeet.sg apps	et.sg apps No Within the same screen		
	Safari	Yes	2 Apps (Toggle / Switch between safari & zoom app)	



# Highly Recommended ! Best User Experience !

## 2. Things To Do Before The Meeting

a. Use of video and audio may be required. Please ensure you have built in camera for video conference and headset with microphone for audio.

### 3. Step By Step Guide To Login

Step 1 : Please enter the URL www.emeet.sg/login/

(Do note that you can only login **1 HOUR BEFORE** the stipulated meeting time.)

Step 2 : Sign In		🖵 Emeet
📮 Erneet		Sign In
	Sign In	Email Password
Online General Meeting	Email Password © I agree to the Terms & Conditions.	Login Forget password? Reset Password
Integrated Video Conferencing and eVoting Platform. User Guides Download PDF For Jphone / Ipad user video  For Android user video  For Android user video  For Technical Support- WhatsApp 928829900 For Enquiry - Enall admin@emeet.sg	Login Forget password? Reset Password	User Guides Download PDF For Iphone / Ipad user video D For Android user video D For Technical Support - WhatsApp 93882990 For Enquiry - Email admin@emeet.sg © Copyright dEventzChannel 2020. All Rights Reserved.
Copyright d'EventzChannel 2020. All Rights Reserved.      PC User		Phone User

Step 3 : Please fill in the Username (registered email) and the Password accordingly.

Sign lı	ו	
Email	→ Username	
Password	$\rightarrow$ Password	]





**Step 6** : OTP will be sent to your registered email as well as mobile phone if you have provided your mobile number.



**Step 7** : Successful login will bring you to the dashboard page as shown below.

Emeet	Home > Dashboard	9	Emeet =
Dashboard      A Meetings      Condominiums      Profile	Name Condominium User	≌ Email address ஒ Phone number	Home > Dashboard
() Logout	Da Meetings 옷 Profile @ Logout		া Email address জ
	Recent Meetings XXth AGM - Condo name MCST XXXX (meeting date & time)	C Reload Data	⊖i Meetings ⊖ Profile
			G Logout      Recent Meetings     G Reload Data
	PC Use	r	XXth AGM - Condo name MGST XXXX (meeting date & time)
			Phone User
Step 8	Click Join Meeting to	enter the meeting room.	

Step 9 : The host will admit you into the meeting.



(Note: **DO NOT** refresh the page while waiting)

# **EXAMPLE OF YOUR VOTING SCREEN**

- Voting will appear on your screen when the moderator releases the resolutions to be voted for.
- Please cast your vote. A Confirm / Cancel pop up banner will appear.
  - > Once you click Confirm , You are unable to change your vote.
  - > If you click Cancel , choose again.
- 1. View on PC. (Voting appear within the same screen)



### 2. View on Android Phone (Voting appear within the same screen)

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(j)	🤣 🥚 Re	cording							2
	4.0 MANAG To consider and registered, hend General Meetin February 20xx ( Ordinary Res	GEMENT FUND df apgrowd, resolve that the Mana ce 7% GST is not payable by subsidi gwith effect from Xih May 20xa gwith effect from Xih May 20xa (Please refer to Menagement Fund ( solution - by simple majority	gement Fund (MF) Contribution shell rem ary proprietors on the Management Fund d such contribution shall be paid quarterh (MF) Annual Budget Expenditure 20cc/20)	iain at \$\$XX.00 per share v contributions) or any other y in advance, and is due an ox on page xx to xx that sh	value per month, c r amount as may nd payable on the all be approved to	excluding 7% G8 be determined i first days of M ogether with 4.2	ST (note – MCST Plan No. XXXX is sy subsidiary proprietors at the XX y ZDxx, August 2Dxx, November 2t on the sgenda aforesald).	not GST (Xth) Annuel (xx and	End in 00:40
	(B2) U2 (1 FOR	Shares)	1						
Unmut	~	Start Video		R <sup>2</sup>	Çee Chat	000			Leave Meeting

3. View on iPad/iPhone. (via emeet.sg apps on apple store)

📶 Singtel 🗢	4:00 PM	@ 🖉 56% 🔳 🤆	
Done	Voting		
3.0 AUDITE		SOF	
MANAGEM	ENTCORPOR	CATION.	
To receive and of the Manage period XXth N October 20xx	d adopt the aud ement Corporati lovember 20xx t (Please refer to	ted accounts on for the o XXst the Audited	
		04:57	
		04.57	
1 #01-03			
FOR	AGAINST	ABSTAIN	Kindly <b>scroll down</b> to see the full description

#### **PLEASE NOTE :**

The MCST and emeet.sg shall not be LIABLE for any interruption, transmission blackout, and delayed transmission due to individual's internet connection / device usage issue. Also, the MCST and emeet.sg shall not be liable to any party for any damages, claims, expenses or losses of any kind (whether direct, indirect, special, incidental or consequential or otherwise (i) suffered by user or any party: and/or (ii) arising from or in connection with any access , use or inability to access or use this website or service (including but not limited to casting of vote/s).