

# - User Guide -

## REGISTRATION FOR E-MEETING

### Step 1 : Registration

Please use the **URL** or scan the **QR code** provided on the document to register for the meeting.

### Step 2 : Please fill in the information accordingly.

The screenshot shows the Emeet registration interface. At the top, it says 'Emeet' with a logo. Below that, the title is 'XYX CONDOMINIUM MCST NO. XXXX' and 'XXTH ANNUAL GENERAL MEETING'. The form fields are: 'Full Name as per NRIC/Passport \*' with sub-fields for 'Given Name' and 'Surname'; 'Email \* (to be used to login for meeting)' with a placeholder 'name@email.com'; 'Mobile (for otp)' with a placeholder '12345678'; 'Block & Unit \*' with a placeholder '111 #01-01'; 'User Type \*' with a dropdown menu showing options: 'Subsidiary Proprietor (SP)', 'Independent Proxy', 'Company Representative', 'Mortgagee', and 'Power of Attorney'. There are two 'Upload of photos (for verification)' sections, each with a 'Choose File' button and 'no file selected' text. At the bottom, there is a checkbox for 'I agree to the Terms & Conditions.' and a blue 'Register' button. Numbered callouts 1 through 4 point to the Block & Unit field, the User Type dropdown, the photo upload section, and the Terms & Conditions checkbox respectively.

**1 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
- 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.

**3.1 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



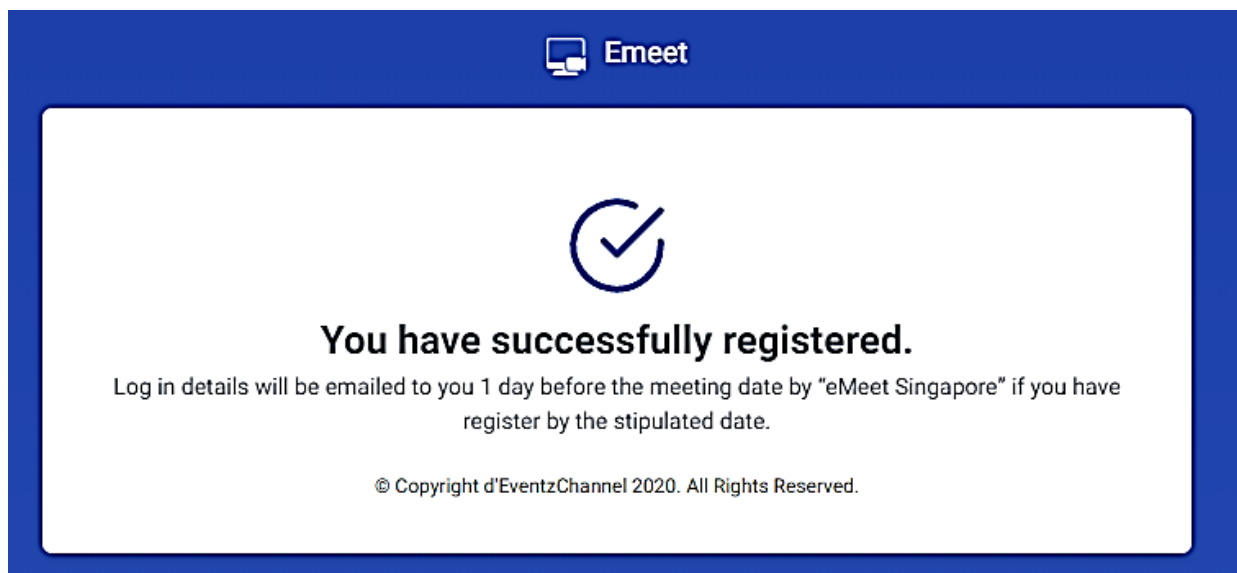
**4 Terms & Conditions :**

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

I agree to the [Terms & Conditions](#).

**5** Click  to complete the registration process.

**6** An acknowledgment page will appear as 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 **1 day before** the meeting day if you have registered before or on the stipulated date required.

Email sample as shown below.

**eMeet Singapore**

Dear xxxxxxxx

Thank you for your registration for the upcoming meeting of – xxx Condo MCST no. xxxx

**Log In Details :**

**Username :** [abc@gmail.com](mailto:abc@gmail.com) (the email you used to register)

**Password :** d5rvT9KX

**OTP :** will be sent to your registered email and/or sms to your mobile no. if you have registered.

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URL for the meeting : <https://emeet.sg/login/> will be opened for login 1 hour before stipulated ACTUAL meeting time. (Please refer to your AGM / EGM document).

**Please remember your Username and Password for you to sign in to [emeet.sg](https://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

**Personal Computer (PC)**  
(same screen)


**iPhone / iPad**  
(same screen)


**Phone (Android)**  
(same screen)



**Google Chrome** 

**OR**

**Microsoft Edge** 



Download  
emeet.sg apps  
from apple store

**Google Chrome**



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



**Highly Recommended ! Best User Experience !**

## 2. Things To Do Before The Meeting

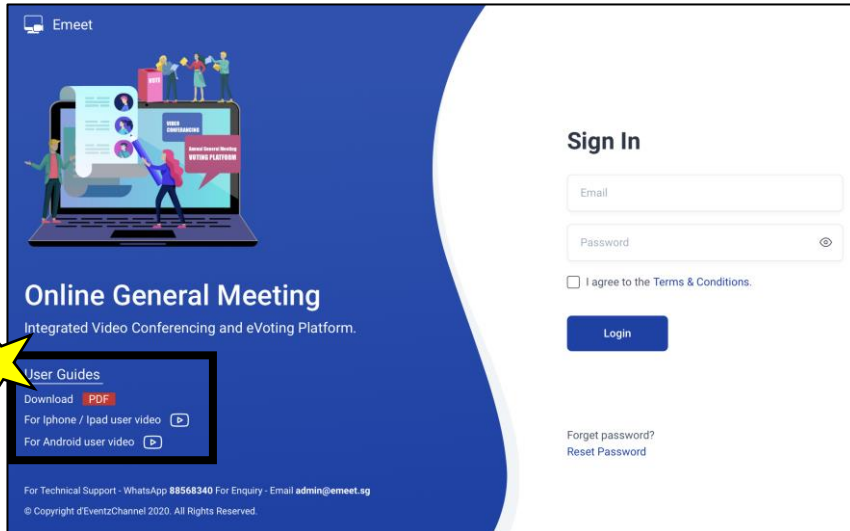
- a. Use of video and audio may be required. Please ensure you have built in camera for video conference and headset with microphone for audio.

### 3. Step By Step Guide To Login

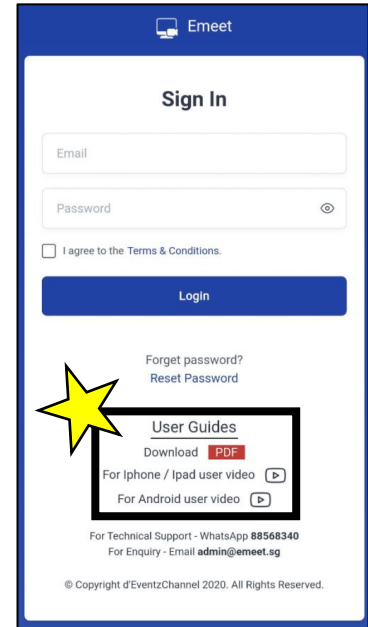
**Step 1 :** Please enter the URL **www.emeet.sg/login/**

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

#### Step 2 : Sign In



PC User



Phone User

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

## Sign In

→ **Username**

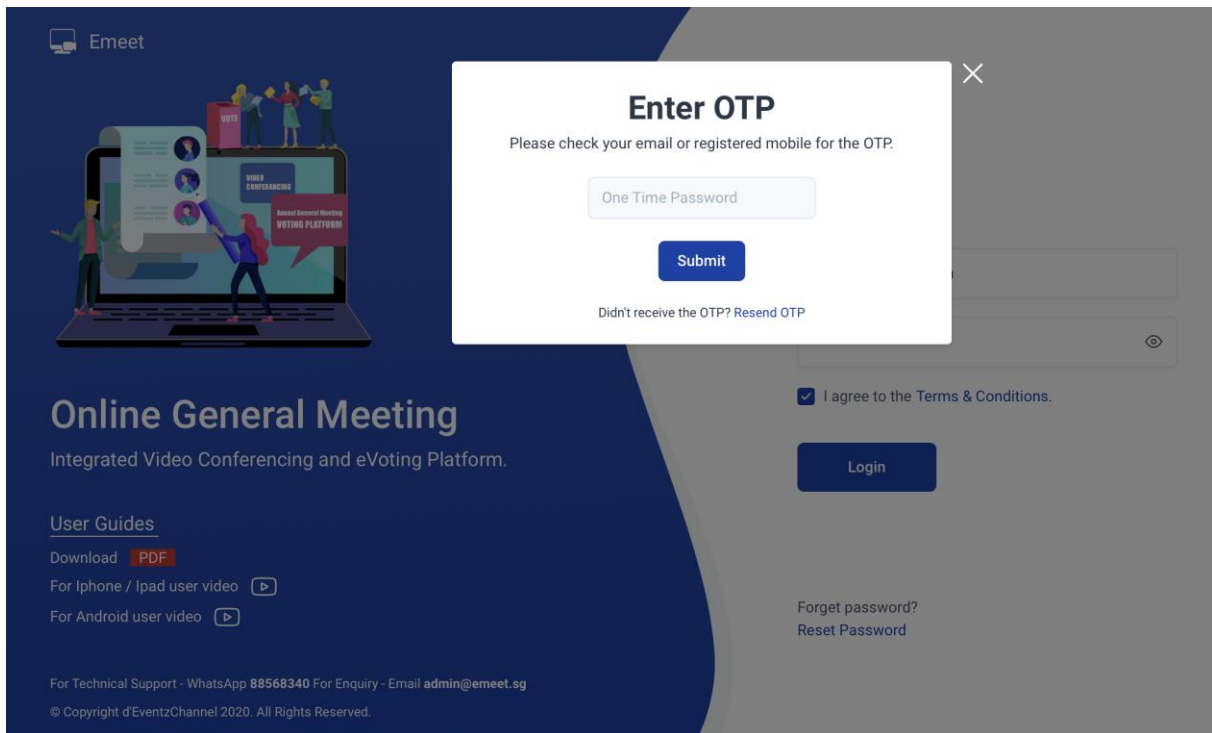
→ **Password**

**Step 4 :** Check the box if you agree after reading the Terms & Conditions.

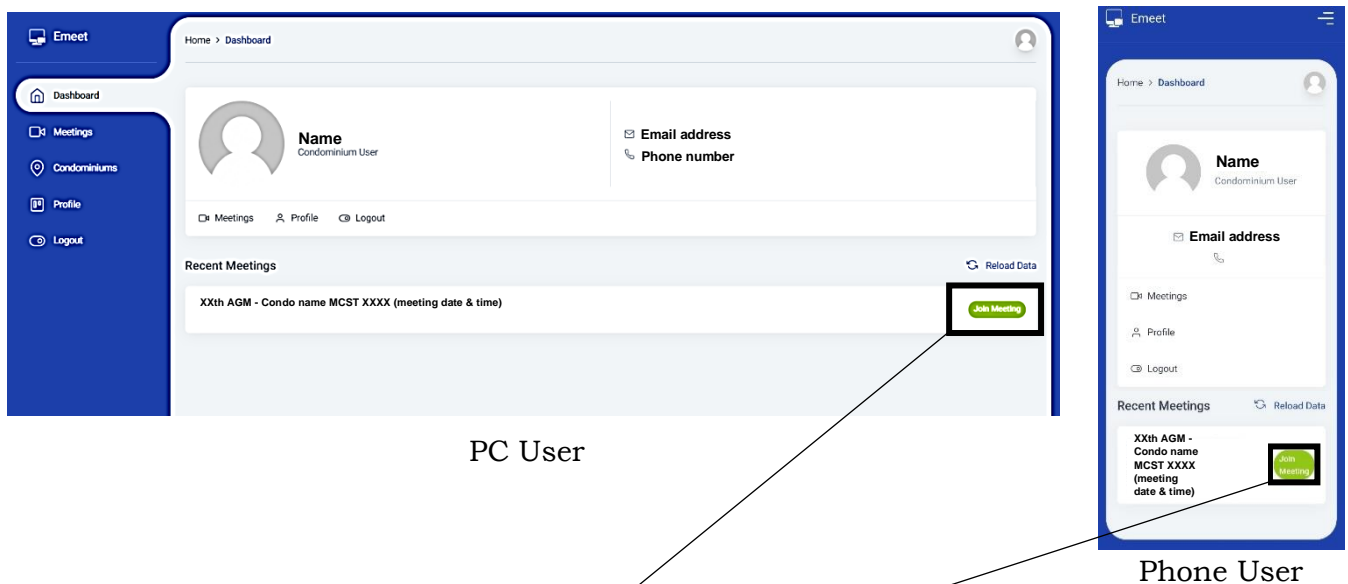
I agree to the Terms & Conditions.

**Step 5 :** Click  button.

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

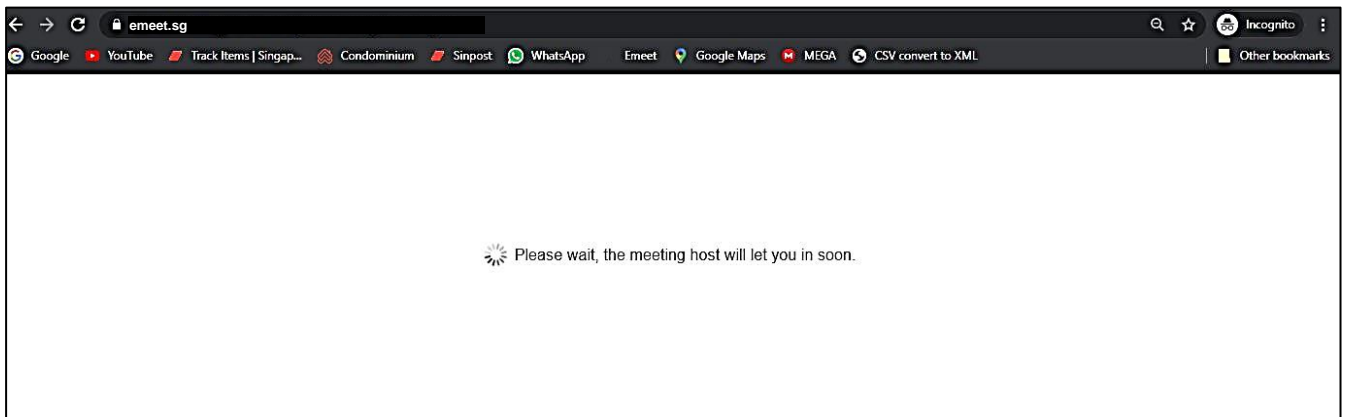


**Step 7 :** Successful login will bring you to the dashboard page as shown below.



**Step 8 :** Click  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

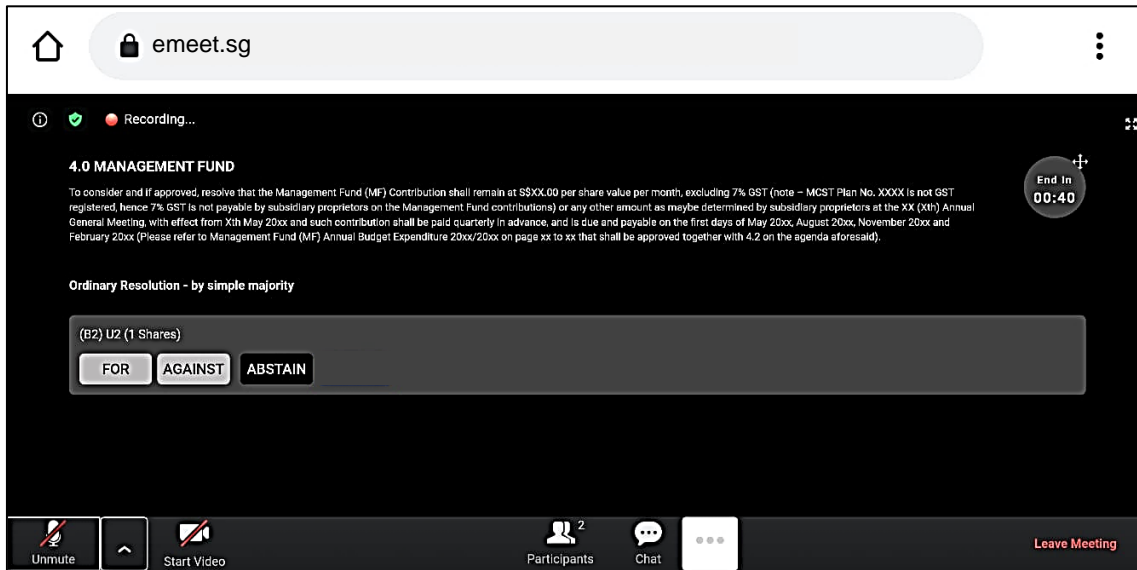
- Voting will appear on your screen when the moderator releases the resolutions to be voted for.
- Please cast your vote. A Confirm / Cancel pop up banner will appear.

- Once you click Confirm , **You are unable to change your vote.**
- If you click Cancel , choose again.

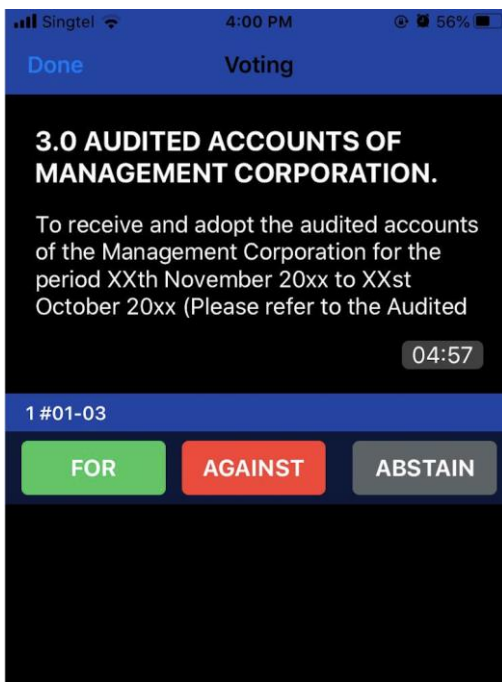
### 1. View on PC. (Voting appear within the same screen)



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



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



Kindly **scroll down** 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).