

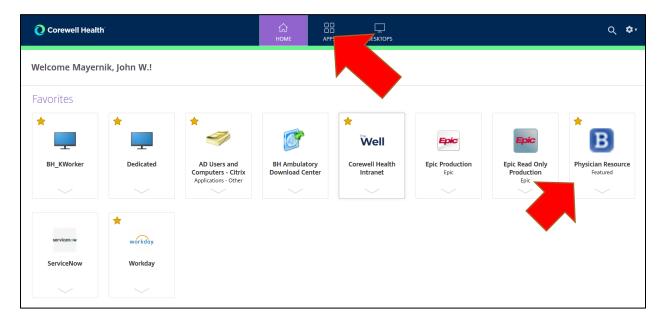
## **Medical Election**

Welcome to the secure and convenient online Medical Elections program. Here are instructions to help you in the process.

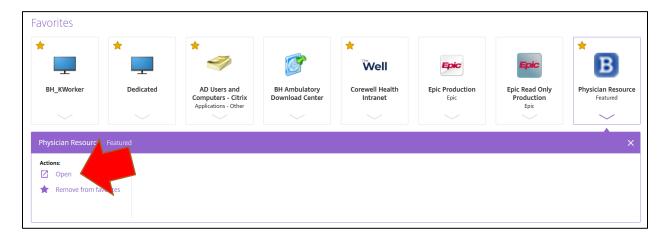
## From an Office or Home Computer

Due to security issues, there are extra steps to login from a non-Corewell device.

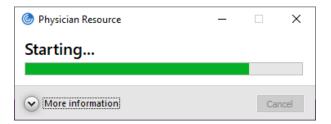
- 1. Visit <a href="https://chaccess.spectrum-health.org">https://chaccess.spectrum-health.org</a>
- 2. Log into CH Access.
- 3. Under the APPS screen, find and click on the Physician Resource box.



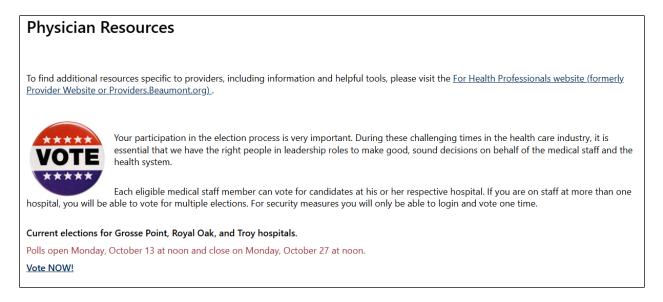
4. Click on the down arrow in the Physician Resource box.



- 5. Click on Open in that drop-down box.
- **6.** An .ica file will download. Depending on your browser, it should be noticed on the bottom or top of your browser. **Open that file.** The Physician Resources page appears.



**7. Click on the Vote Now link on the top of the page**. Depending on your browser, you might have to expand the window to see the entire page.

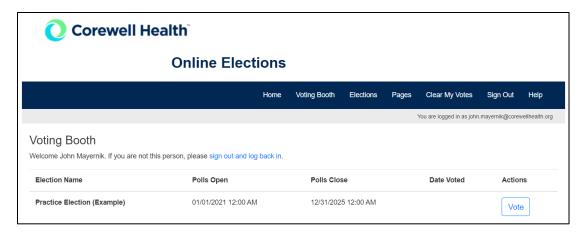


**8.** Click on Sign In on the navigation bar or in the body text of the page. Because the program is using your Corewell Single Sign-On account, you might already be logged in and you may not see step 9.

**9.** You will be asked for your Corewell Microsoft ID. In some cases, you should see your account listed. If you do not see your account, click on Use Another Account and login as asked.



**10.** Once you passed the login, you will see the "voting booth" page. Or, if you are on a different page, click on Voting Booth link on the top navigation bar. This page is a list of the elections you are eligible to cast a vote. **Click on the Vote button next to the election you wish to vote.** 



- 11. Complete the ballot.
- 12. Click on Submit. You are complete.

