

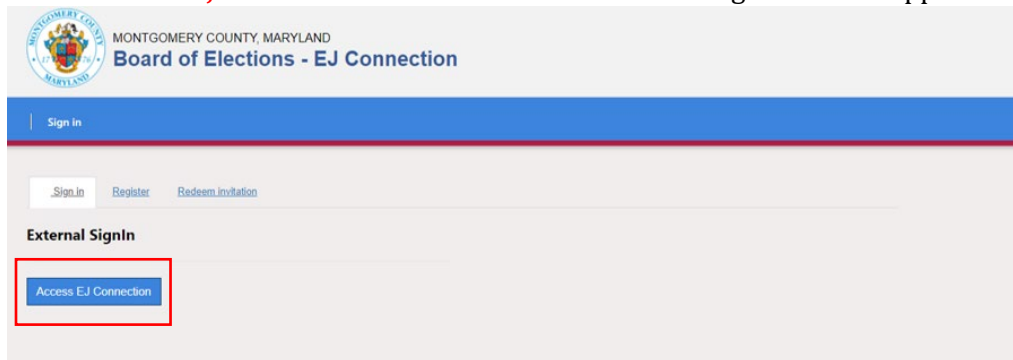
Montgomery County Board of Elections

EJ Connection Portal Sign Up Instructions

To renew your application, you must first create an account in the **NEW EJ Connection portal** and link it to your existing record. You will use your email address and create your own password. When you are ready to link your account, you will need your previous login credentials that were provided via email in August 2024 or February 2024. Please contact the Recruitment Office if you need the credentials.

EJ Connection Sign Up Instructions

1. Visit the Montgomery County Board of Elections website at www.777vote.org and select the **Election Workers** link.
2. Use the drop-down menu, select **EJ Connection** and the EJ Connection page is displayed
3. Select the **EJ Connection** link and the home page appears as shown below.
4. Select the **Access EJ Connection** button and the AccessMCG Sign In screen appears.



5. Select the **Sign up now** link and the AccessMCG User Details Screen appears.



6. Enter the email address to be used for the account and select the **Send Verification** button and the AccessMCG User Details screen is updated as shown below. A verification code is sent to the email address entered. The email is sent from **Microsoft on behalf of Montgomery County Government**

Montgomery County Board of Elections EJ Connection Portal Sign Up Instructions

< Cancel

Acc&ssMCG

User Details

Email Address is required.

 *

Send verification code

 * *

Create

7. Retrieve the verification code from your email and enter the code in the **Verification Code field**.

< Cancel

Acc&ssMCG

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

 * *

Verify code Send new code

8. Select the **Verify Code** button and if the code is verified, the AccessMCG User Details screen is updated and displays the message, ***"Email address verified. You can now continue"***

Montgomery County Board of Elections EJ Connection Portal Sign Up Instructions

< Cancel

AccessMCG

User Details

E-mail address verified. You can now continue.

scotlandamezion@outlook.com *

Change e-mail

New Password *

Confirm New Password *

First Name

Last Name

Create

9.

10.

11.

12.

9. Enter a password in the New Password field.
10. Re-enter the password in the Confirm New Password field.
11. Enter your first and last name in the designated fields.
12. Select the **Create** button and the Register your External Account screen appears as shown below

Sign in

Register your external account

The Email field is required.

Email

Provide an email address to complete the external account registration.

13.

Register

13. Enter the email used to create the account in the Email field and select **Register** and the Profile page is displayed.

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14. Enter your first name and last name only in the designated fields and select the **Update** button at the bottom of the page.

Profile

Please provide some information about yourself.
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.
The **Email Address** and **Phone** number will not be displayed on the site.
Your **Organization** and **Title** are optional. They will be displayed with your comments and forum posts.

Your Information

First Name *
Last Name *

Email
Business Phone
Provide a telephone number

Organization Name
Title

Nickname
Web Site

Public Profile Copy

Preferred Language

How may we contact you? Select all that apply

Email
 Fax
 Phone
 Mail

Update

15. Select the **Election Worker** button and the Election Worker Dashboard appears.

Please choose your module

Election Worker

Election Worker Dashboard

Actions

Add New Worker Application

Link Existing Worker Application

Resources

- Newsletters
- Training Materials
- Walk-in Training Schedule
- Maps of the Training Locations
- Update Contact Information
- Contact Recruiters

16. Select the **Link Existing Worker Application** button and the following screen appears. (next page)

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This page should only be used if you have previously served as an Election Worker. You will need to provide your Login ID and password provided to you and select "SUBMIT". If you do not have your previous Login ID and password, please contact Recruitment.

Login ID:

Voter ID:

Submit

17. Enter the Username provided via email in the **Login ID** field.

18. Enter the Password provided via email in the **Voter Id** field and select the **Submit** button. ****your Login Id and Voter Id are located in emails sent on either August 6, 2024 or February 7, 2024***

The screen is updated as shown below and displays the identifying information of the existing application that will be linked.

This page should only be used if you have previously served as an Election Worker. You will need to provide your Login ID and password provided to you and select "SUBMIT". If you do not have your previous Login ID and password, please contact Recruitment.

Login ID:
damods0502

Voter ID:

Submit

Here is your application from past. Click YES to pull your application in this portal.

First Name : BOE2	Last Name : STAFF
Date of Birth : 1981-05-02	Gender : MALE
Primary Email : boe.dts.test@gmail.com	Login ID : DAMODS0502

Yes No

Note: If the account to be linked is incorrect, select the **No** button and verify the information entered in the **Login ID** and **Voter ID** fields is correct, and re-enter the information.

19. Select the **Yes** button.

Note: This process can take up to a minute to complete. **Do not close this window while your application is being processed.**

The following confirmation message appears on the screen when the account is successfully linked.

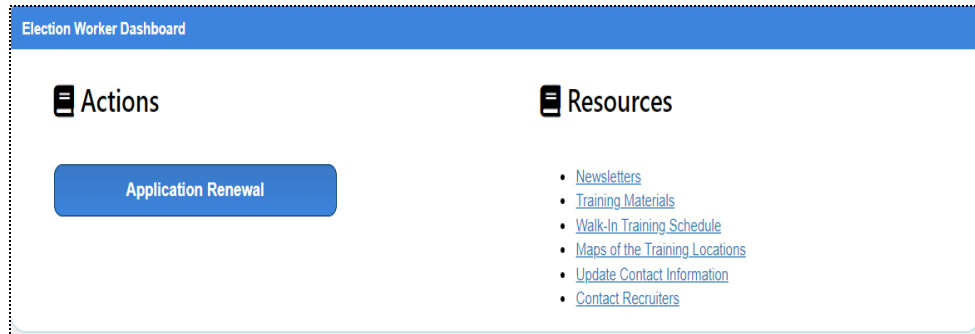
Information ✕

Your application has been linked successfully.

Close

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20. Select the **Close** button and the Dashboard screen is displayed with an **Application Renewal** button.



21. Select the **Application Renewal** button and the application is displayed. The application will be pre-populated with the data from the Election Worker database.
22. Review and/or update the data in the application.
23. Read the Affirmation Statement and select the **Confirm** button.
24. Submit the application and an email is forwarded with directions for the next step in the process. **Note:** *If the email entered in the application is not the same as the email used to access the EJ Connection portal, the email is sent to the email address entered on the application.*

Please contact the Recruiting Office by phone at 240-777-8533 if you need assistance.