

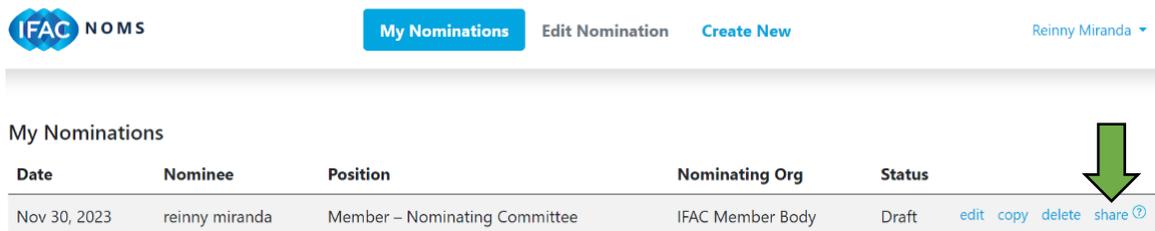
Instructions for Sharing Nominations

This feature enables self-nominees and nominating organizations to invite others to provide input to the nominations form. Examples include inviting nominees to provide their information, asking staff members to fill out "housekeeping" information, or assisting in transferring information from a CV, etc.

For Account Owners¹

Sharing a Nomination for Input:

1. To share a particular nomination with a nominee (or someone else), please click the "share" button link on the right side of the nomination you wish to share (refer to **green** arrow below) and enter the email address.



The screenshot shows the IFAC NOMS interface. At the top, there is a navigation bar with the IFAC NOMS logo, a "My Nominations" button, and links for "Edit Nomination" and "Create New". The user's name "Reinny Miranda" is displayed on the right. Below the navigation bar, there is a section titled "My Nominations" containing a table. The table has columns for "Date", "Nominee", "Position", "Nominating Org", and "Status". A single row is visible with the date "Nov 30, 2023", nominee "reinny miranda", position "Member – Nominating Committee", and nominating org "IFAC Member Body". The status is "Draft". To the right of the row are links for "edit", "copy", "delete", and "share". A green arrow points to the "share" link.

Date	Nominee	Position	Nominating Org	Status	
Nov 30, 2023	reinny miranda	Member – Nominating Committee	IFAC Member Body	Draft	edit copy delete share ?

2. Once the nomination has been shared, the owner will not have access to the nomination until the nominee completes their respective section and sends it back to the owner. The "shared nomination" will appear in a different section of the owner's account.



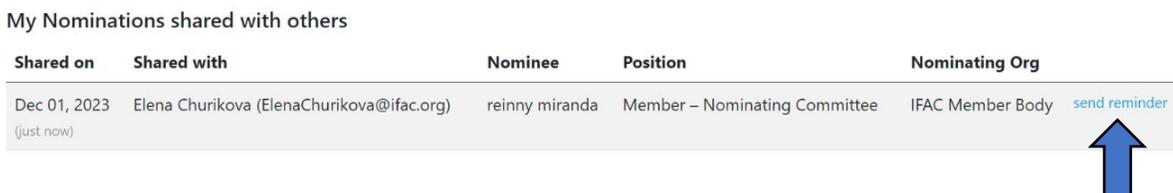
The screenshot shows the "My Nominations shared with others" section. A purple arrow points to the section title. Below it is a table with columns for "Shared on", "Shared with", "Nominee", "Position", and "Nominating Org". A single row is visible with the date "Dec 04, 2023" (3 hours ago), shared with "Reinny Miranda (Reinny Miranda@ifac.org)", nominee "Elena Churikova", position "Deputy President", and nominating org "IFAC Member Body". A "send reminder" link is visible to the right of the row.

Shared on	Shared with	Nominee	Position	Nominating Org	
Dec 04, 2023 (3 hours ago)	Reinny Miranda (Reinny Miranda@ifac.org)	Elena Churikova	Deputy President	IFAC Member Body	send reminder

Important Note: Nominee or another person with whom the owner shares a nomination only has editing rights, and can not submit it to IFAC or have access to this nomination once they send it back to the owner.

Sending a Reminder:

3. The owner has an option to send reminders to individuals with whom they've shared nomination but haven't received a response. Simply click the "send reminder" link on the right side of the page (refer to the **blue** arrow below), and an automatic reminder will be generated for you.



The screenshot shows the "My Nominations shared with others" section. Below it is a table with columns for "Shared on", "Shared with", "Nominee", "Position", and "Nominating Org". A single row is visible with the date "Dec 01, 2023" (just now), shared with "Elena Churikova (ElenaChurikova@ifac.org)", nominee "reinny miranda", position "Member – Nominating Committee", and nominating org "IFAC Member Body". A "send reminder" link is visible to the right of the row. A blue arrow points to the "send reminder" link.

Shared on	Shared with	Nominee	Position	Nominating Org	
Dec 01, 2023 (just now)	Elena Churikova (ElenaChurikova@ifac.org)	reinny miranda	Member – Nominating Committee	IFAC Member Body	send reminder

¹ Those who initiate a nomination and want to have rights to keep, share, edit, and submit nomination to IFAC.

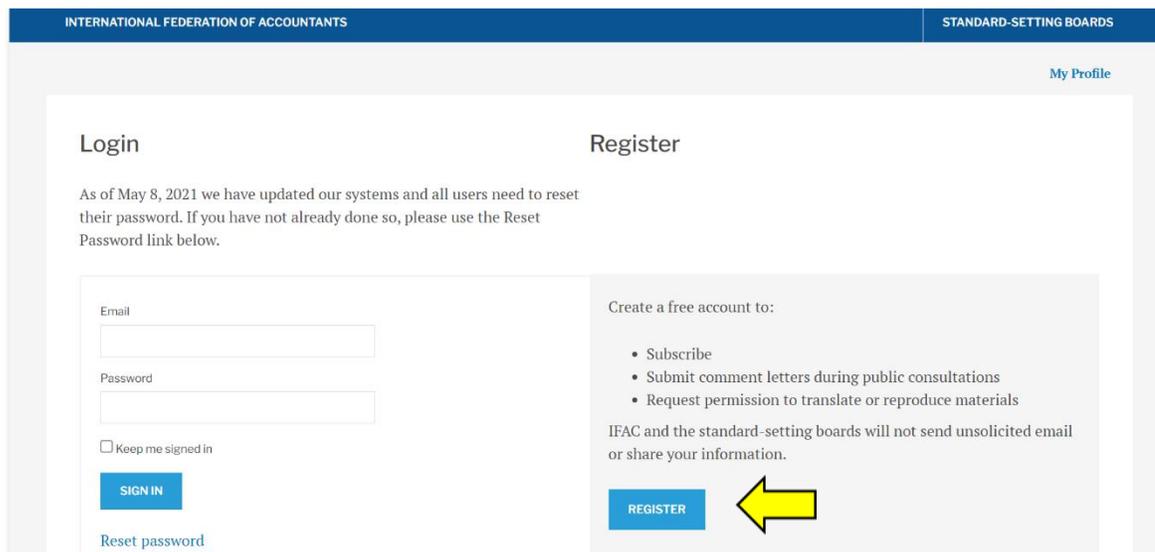
4. Similar to “Sharing Your Nomination”, the individual to whom you sent a reminder (i.e., the person you shared the nomination with) will receive a notification inviting them to provide their information.

Receiving a Nomination back from Sharing:

5. Once the recipient completes their section of the nomination and returns it to the owner, the owner will receive a notification from the system (an automatically generated email from IFAC (communications@ifac.org) containing the link to the updated nomination. The updated nomination will also appear in your account under “My Nominations”.
6. If after reviewing the updating information, you find some information missing or needing corrections, or wish to obtain input on this nomination from another individual, you could share the nomination again (see repeat step 1). There is no limit on how many times or how many individuals you can share the nomination with.

For Nominees and Other Receptients:

1. Once the nomination has been shared, a nominee (or other receipt) will receive an automatically generated email with the link to access the nomination and to provide their input.
2. If a nominee (or other receipt) do not have an IFAC account, they will need to register in order to access and edit the nomination.
3. Please refer to the **yellow** arrow below to register to the nominations database. Once registered, please go to <https://apps.ifac.org/nominations/my> to activate the nominations account.



The screenshot shows the IFAC website interface. At the top, there is a blue header with "INTERNATIONAL FEDERATION OF ACCOUNTANTS" on the left and "STANDARD-SETTING BOARDS" on the right. Below the header, there is a "My Profile" link. The main content area is divided into two sections: "Login" and "Register".

Login Section:

- Text: "As of May 8, 2021 we have updated our systems and all users need to reset their password. If you have not already done so, please use the Reset Password link below."
- Form fields: "Email" and "Password".
- Checkbox: "Keep me signed in".
- Button: "SIGN IN".
- Link: "Reset password".

Register Section:

- Text: "Create a free account to:"
- List of benefits:
 - Subscribe
 - Submit comment letters during public consultations
 - Request permission to translate or reproduce materials
- Text: "IFAC and the standard-setting boards will not send unsolicited email or share your information."
- Button: "REGISTER". A yellow arrow points to this button.

4. Once a nominee login into their account, they will see a nomination that has been shared with them. Click “edit” button to review and provide information.

Important Note: You do not have to provide all information at once. You can edit the nomination and save the progress. You have full access to the nomination until you send it back to the owner.

5. Once the nominee (or other recipient) completes their section of the nomination, they should send it back to the owner.

Nominations shared with me

Shared on	Created by	Nominee	Position	Nominating Org	
Dec 04, 2023 (1 day ago)	Elena Churikova (ElenaChurikova@ifac.org)	Elena Churikova	Deputy President	IFAC Member Body	edit send back to owner 



Important Note: Once you send the nomination back to the owner, you won't have access to it. You will need to email to the owner directly asking to share the nomination again for any additional input.