From the appropriate “Group” (committee/forum) page, select **Ballots**...

...and the resulting screen will show all open letter ballots for that particular group.
Use the **Take Action** menu, which will show your action items, including all open letter ballots for which you need to cast a vote.

**NOTE:** Your landing page will also show all open letter ballots requiring action.
How to find open letter ballots (option 3):

Under the Groups menu, select My Ballots, and all open letter ballots for all groups (resulting page below) will be displayed (NOTE: In this example, there are no open letter ballots available).
1. Read the question and open the referenced items (balloted text in question).

2. Select one option.

3. Use when attaching comments. Otherwise, skip to “Vote”.

4. Submit vote.