



Guide to iVoting

Law Society Annual Council Election
October 2020

Registration Process

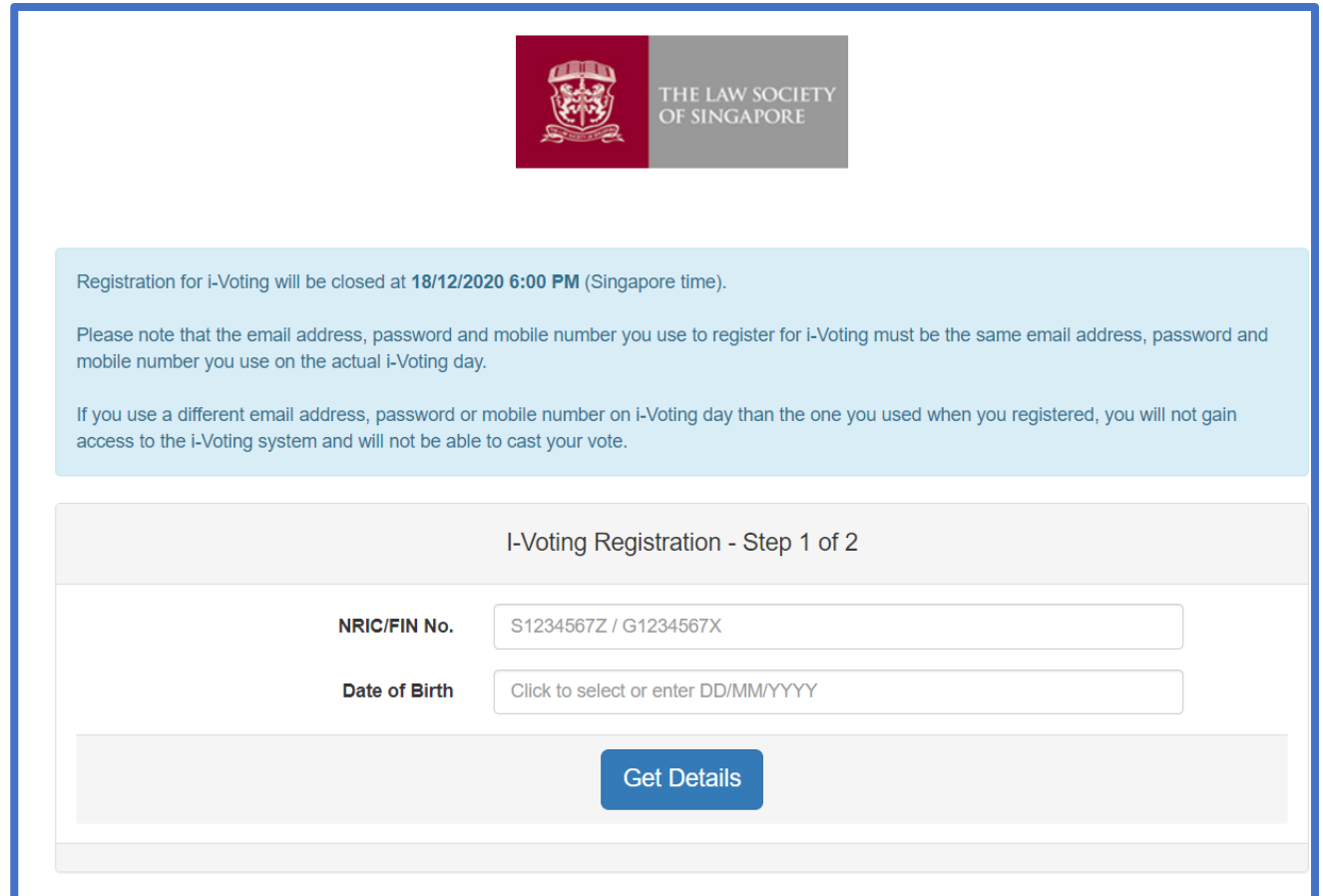
Part I – iVoting Registration Process

Voter Registration

- Voter will be given a URL to register election
- The URL is as follows:

<https://ivoting.lawsoc.org.sg/register.aspx>

- In this NEW registration page, voter need **ONLY** to key in
 - NRIC/FIN number AND
 - Date of Birth (DD/MM/YYYY)
- Click on the GET DETAILS button
- The rest of the data will be automatically populated



The screenshot shows the 'I-Voting Registration - Step 1 of 2' page. At the top, there is a header with the Law Society of Singapore logo and name. Below the header, a light blue box contains important information: 'Registration for i-Voting will be closed at 18/12/2020 6:00 PM (Singapore time).', a note that the email, password, and mobile number must be the same as used on the actual i-Voting day, and a warning that using different details will result in no access to the system. The main form area has a title 'I-Voting Registration - Step 1 of 2'. It contains two input fields: 'NRIC/FIN No.' with the value 'S1234567Z / G1234567X' and 'Date of Birth' with a placeholder 'Click to select or enter DD/MM/YYYY'. A blue 'Get Details' button is located at the bottom right of the form area.

THE LAW SOCIETY OF SINGAPORE

Registration for i-Voting will be closed at 18/12/2020 6:00 PM (Singapore time).

Please note that the email address, password and mobile number you use to register for i-Voting must be the same email address, password and mobile number you use on the actual i-Voting day.

If you use a different email address, password or mobile number on i-Voting day than the one you used when you registered, you will not gain access to the i-Voting system and will not be able to cast your vote.

I-Voting Registration - Step 1 of 2

NRIC/FIN No. S1234567Z / G1234567X

Date of Birth Click to select or enter DD/MM/YYYY

Get Details

Detail Verification

- The system will direct you to the Registration page if your NRIC/FIN and DOB are found, and your detail will be displayed. Contact the Law Society if the information is incorrect.
- Fill in your email and password (the same email and password have to be used for voting on Election day)
- Fill in your mobile number (Singapore mobile number only, will be used for One-Time Password verification)
- Then click on NEXT

I-Voting Registration - Step 1 of 2

NRIC/FIN No.

Date of Birth

If the retrieved data is incorrect, please do contact Lawsociety before Registering.

Please fill in all the fields

Full Name

Please enter your full name as in NRIC/FIN

Law Practice

Admission Number

E-Mail
(Login ID)

email@example.com

Please enter your personal email address. DO NOT use a shared email address

Re-enter E-Mail

email@example.com

Password

Please enter minimum 6 Numeric or Alphanumeric characters

Re-Enter Password

Mobile No.


98765432 / 87654321

Please enter a valid Singapore mobile number to receive a One-time password (OTP)

Next

Key in your One-Time Password

- The OTP will be sent to your mobile phone via SMS and to your registered email address
- Key in the received OTP and click SUBMIT.



THE LAW SOCIETY
OF SINGAPORE

Registration for i-Voting will be closed at **18/12/2020 6:00 PM** (Singapore time).

Please note that the email address, password and mobile number you use to register for i-Voting must be the same email address, password and mobile number you use on the actual i-Voting day.

If you use a different email address, password or mobile number on i-Voting day than the one you used when you registered, you will not gain access to the i-Voting system and will not be able to cast your vote.

I-Voting Registration - Step 2 of 2

OTP

4 digit One-Time Password (OTP) has been sent to your given email address wang@jupinno.com and mobile number XXXX1011.
Please enter the 4 digit OTP either from email or mobile.

Resend OTP

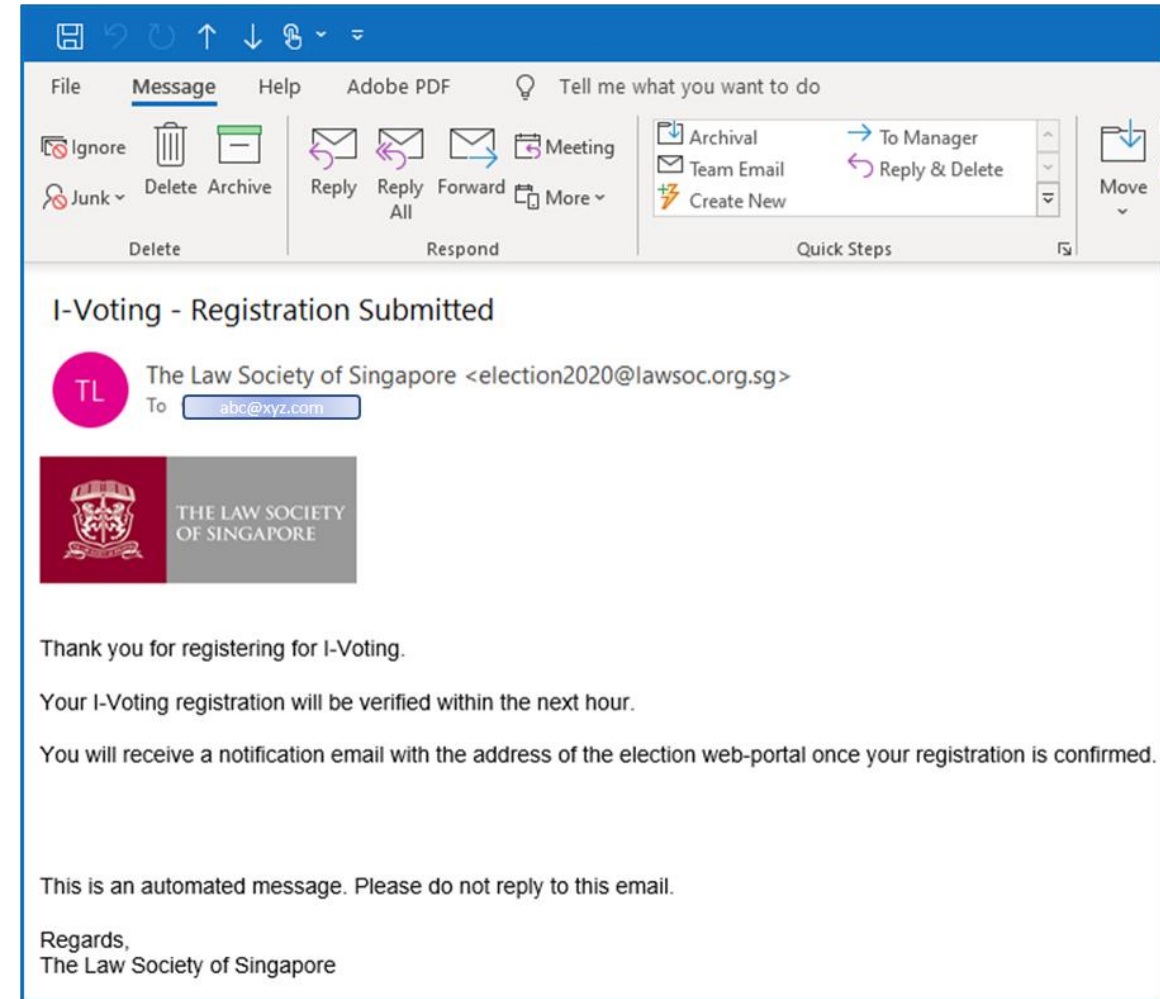
Back

Submit

Registration Notification

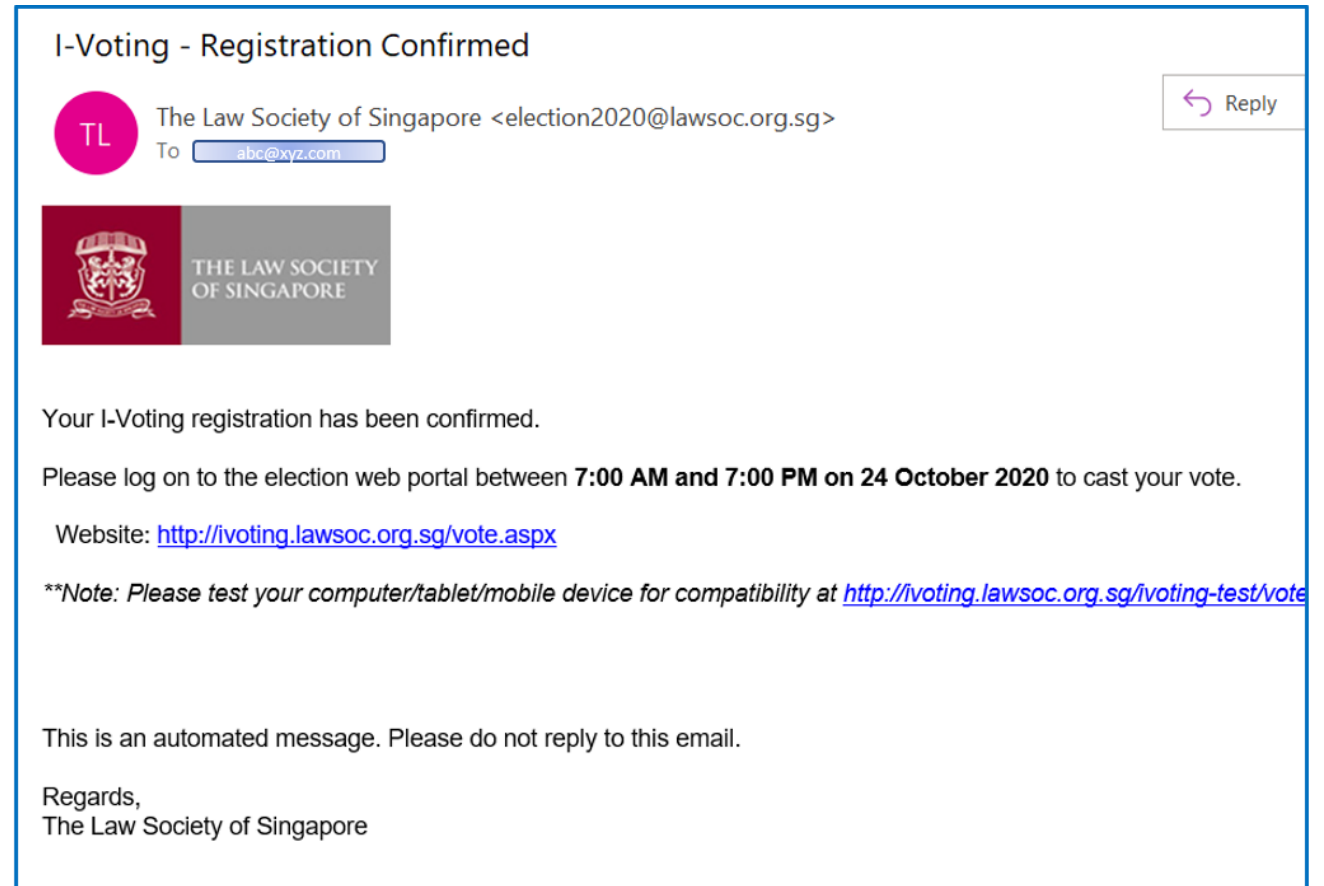


- After clicking on SUBMIT on the previous step, you will receive a Registration Successful notification message.
- Check your email for the Registration Notification email from
The Law Society of Singapore <election2020@lawsoc.org.sg>
- Your registration is successful and will be verified by the system.
- Then click on Next



Registration Confirmation Email

- The system has verified your details and confirmed your registration
- Take note of the election date and time, indicated in bold letter.
- The first link is the website to cast your vote on the actual day.
<http://ivoting.lawsoc.org.sg/vote.aspx>
- You may test your devices for compatibility with the second link in the email. There is no limit on the number of times to do your test.
- This test link will be closed on Election day. If you click on the test link on the actual day, the system will bring you to the **ACTUAL VOTING PORTAL**.



END OF REGISTRATION PROCESS

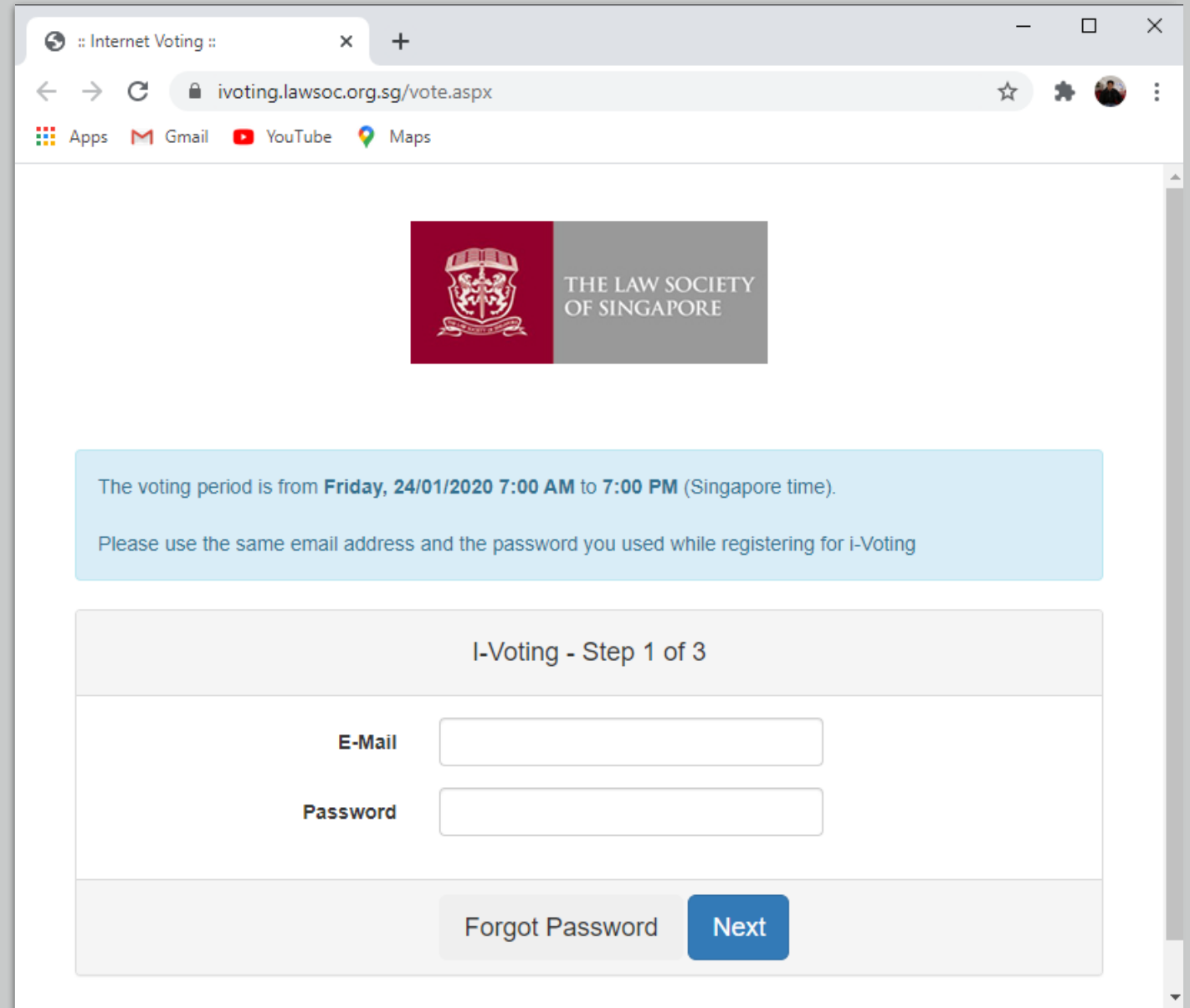
PART I – iVoting Registration Process

Casting Vote

Part II – iVoting Election Day

Step 1 Of 3

- Click on the link provided in your confirmation email.
<https://ivoting.lawsoc.org.sg/vote.aspx>
- Key in your email address (the same one you registered with, where you received your confirmation email)
- Key in your Password (the one you set during registration)
- Click on NEXT to proceed to your Voting Page
- Click on “Forgot Password” ONLY if you have forgotten your last password and follow the process to reset your password. (Refer to Additional Information Section)



The screenshot shows a web browser window with the address bar displaying `ivoting.lawsoc.org.sg/vote.aspx`. The page header features the Law Society of Singapore logo and name. A light blue banner provides the voting period: **Friday, 24/01/2020 7:00 AM to 7:00 PM (Singapore time)**, with a note to use the same email and password as during registration. The main form, titled "I-Voting - Step 1 of 3", contains two input fields: "E-Mail" and "Password". At the bottom of the form are two buttons: "Forgot Password" and a blue "Next" button.

Step 2 Of 3


- Check for the One-Time Password (OTP) that you received in your registered phone SMS message, or your registered email.
- The OTP is a 4 Digit Number.
- You may use the OTP received from your email or from your phone SMS, they are the same 4 digits.
- Click on the “Resend OTP” if you do not receive the OTP.

The screenshot shows a web browser window with the address bar displaying "ivoting.lawsoc.org.sg/vote.aspx". The page header features the Law Society of Singapore logo and name. A light blue banner provides voting period information: "The voting period is from Friday, 24/01/2020 7:00 AM to 7:00 PM (Singapore time). Please use the same email address and the password you used while registering for i-Voting". The main content area is titled "I-Voting - Step 2 of 3" and contains an "OTP" label next to a text input field. Below the input field, a message states: "4 digit One-Time Password (OTP) has been sent to your given email address wang@jupinno.com and mobile number XXXX1011. Please enter the 4 digit OTP either from email or mobile." At the bottom, there are two buttons: "Resend OTP" and "Login".

Internet Voting ::

ivoting.lawsoc.org.sg/vote.aspx

Apps Gmail YouTube Maps

 THE LAW SOCIETY OF SINGAPORE

The voting period is from **Friday, 24/01/2020 7:00 AM to 7:00 PM** (Singapore time).
Please use the same email address and the password you used while registering for i-Voting

I-Voting - Step 2 of 3


OTP

4 digit One-Time Password (OTP) has been sent to your given email address wang@jupinno.com and mobile number XXXX1011.
Please enter the 4 digit OTP either from email or mobile.

Resend OTP Login

Step 3 of 3

- Follow the instructions carefully in this stage.
- In this example, you may vote up to 2 candidates.
- You may choose not to check any, and vote for none.
- Once you click on CONTINUE, you will be asked to CONFIRM



You may vote for two (2), one (1) or nil (0) candidate(s).
Click on the box next to the name of the candidate for whom you wish to vote.
Once this vote is cast, you will not be able to make further changes.

Junior Category Nominated Members

☐

Mr. Tan Cheng Biao

☐

Mr. Tan Joo Koh, Mr. Tan Joo Keng

☐

Mr. Tan Joo Koh

☐

Mr. Tan Joo Koh

Continue

Confirmation Stage

- Once you click on “CONFIRM”.
- Your vote will be recorded.
- Click on “CANCEL” if you want to change your choice, and return to the previous page

The image shows a 'Vote Confirmation' modal dialog box. The dialog has a title bar with a close button (X). The main text inside the dialog reads: 'Please review your choices carefully. Once this vote is cast by clicking "Confirm", you will not be able to make further changes. Otherwise, click "Cancel" to re-select.' At the bottom right of the dialog are two buttons: 'Cancel' (light gray) and 'Confirm' (blue). The background is a blurred screenshot of a voting interface. It features a section titled 'Junior Category Nominated Members' with a list of four candidates, each preceded by an unchecked checkbox. At the bottom of the background page is a blue 'Continue' button.

Vote Confirmation

Please review your choices carefully. Once this vote is cast by clicking "Confirm", you will not be able to make further changes. Otherwise, click "Cancel" to re-select.

Cancel Confirm

You may vote for two (2), one (1) or nil (0) candidate(s).
Click on the box next to the name of the candidate for whom you wish to vote.
Once this vote is cast, you will not be able to make further changes.

Junior Category Nominated Members

- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ [Candidate Name]
- ☐ [Candidate Name]

Continue

Vote Recorded Notification



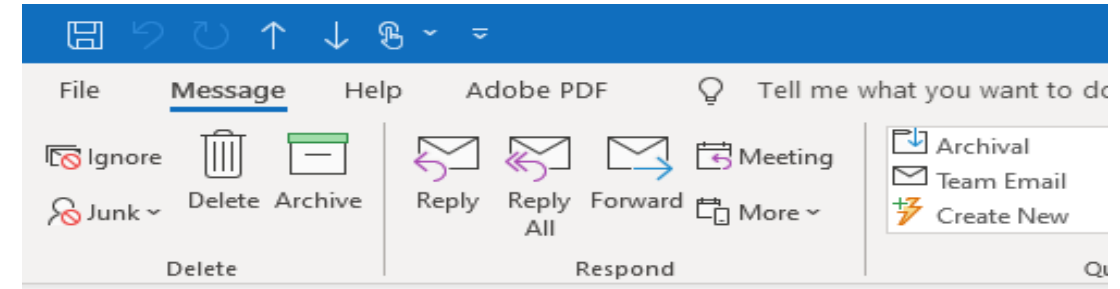
Successful Submission of Vote

Your vote has been successfully recorded.

Your voting reference number is [redacted].

An acknowledgement email will be sent to [redacted]@[redacted].com shortly.

- Once you click on the CONFIRM button. You will receive a message to acknowledge your vote has been successfully recorded, together with your voting reference number.
- An acknowledgement email will be sent to your registered email with the same detail.



I-Voting - Voted Successfully



The Law Society of Singapore <election2020@lawsoc.org.sg>

To [redacted]



Your vote has been successfully recorded.

Voter's Details:

Name : [redacted]

Law Practice : [redacted]

Voting Reference No. 2020J05W45220455290

Voting Date Time : 5/10/2020 10:45:22 PM

Please print or save this message, as a record that you have voted.

This is an automated message. Please do not reply to this email.

Regards,
The Law Society of Singapore

Who wins?
You decide

Register and cast
your votes now...



END OF CASTING VOTE PROCESS

PART II – iVoting CASTING VOTE
Process

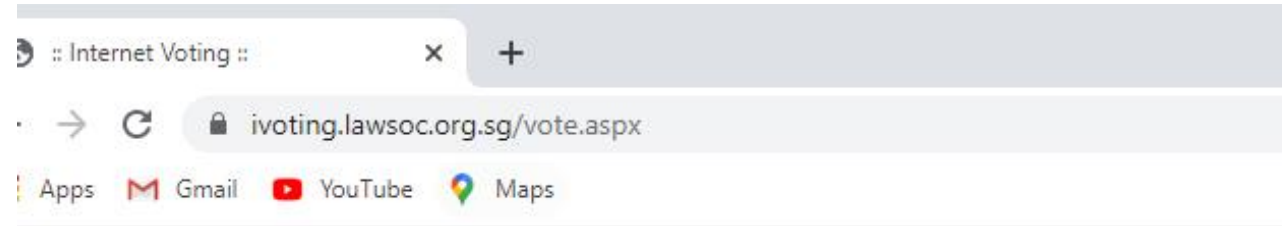


Additional Information

Part III – iVoting Additional Information

Cast your Vote ONLY ONCE

- Each member may only cast their vote ONLY ONCE
- If you see the error message on the right, this means that the registered email address holder has exercised his/her right to vote and the system has recorded the entry.

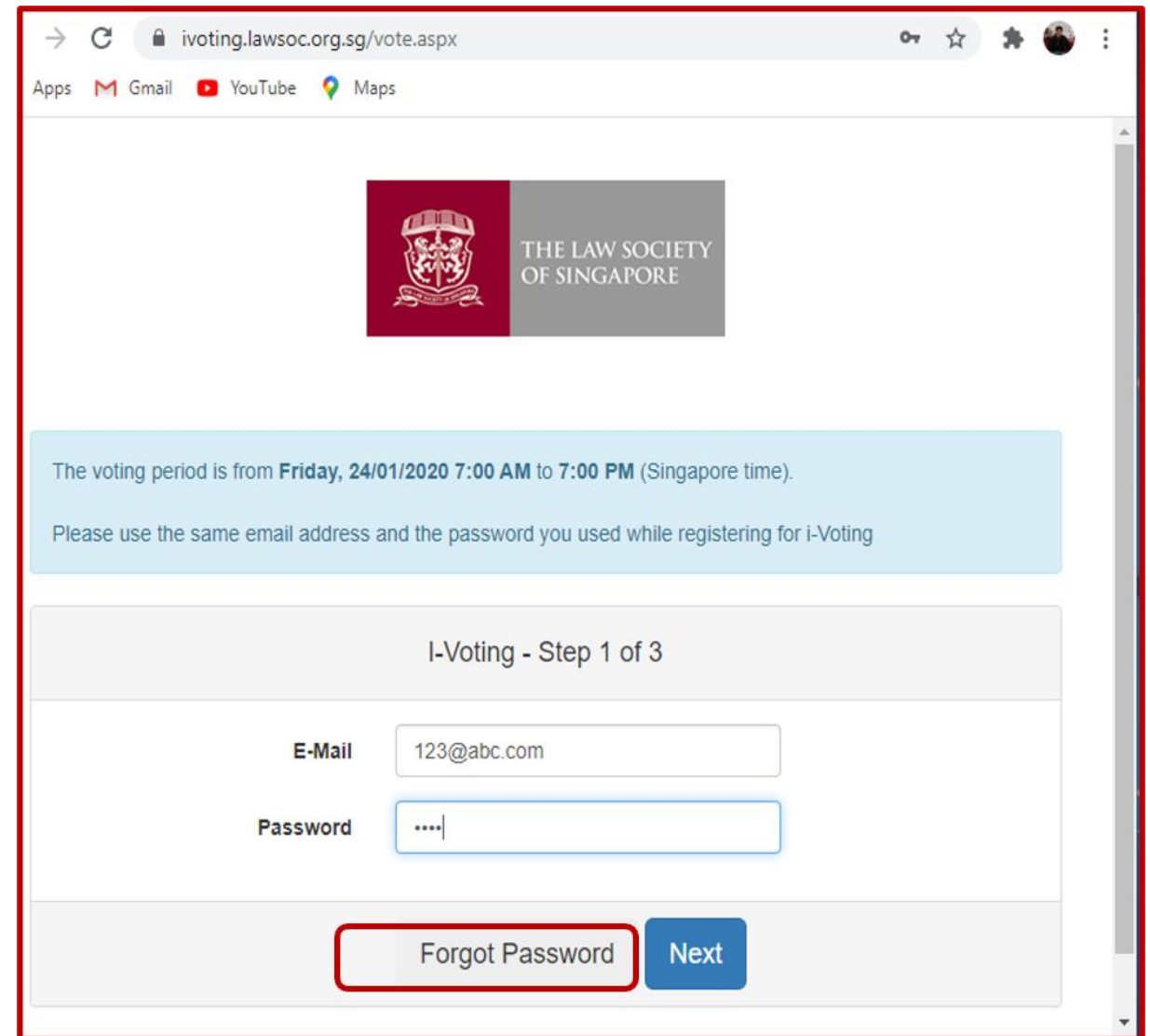
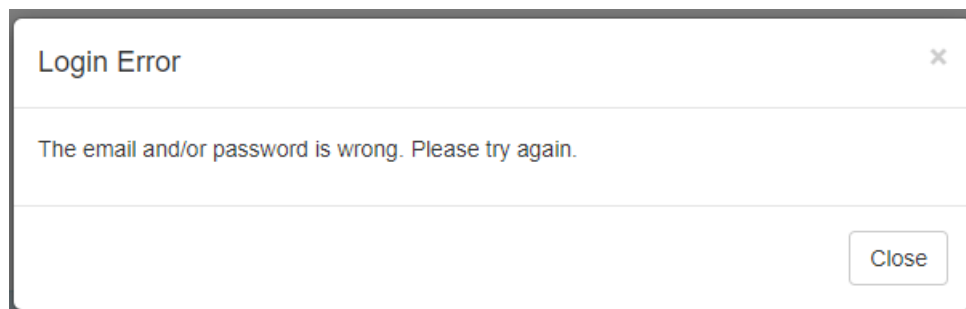


Voting Error

You have already voted. You are not able to make further changes.

Password Reset (Forget Password)

- If you have entered a wrong password, you will receive an error message to inform you of the wrong entry.
- Close the window to try again.
- If you decide to reset your password, click on "Forgot Password"

A screenshot of the i-Voting login page for The Law Society of Singapore. The browser address bar shows 'ivoting.lawsoc.org.sg/vote.aspx'. The page header includes the Law Society of Singapore logo and name. A blue banner states: 'The voting period is from Friday, 24/01/2020 7:00 AM to 7:00 PM (Singapore time). Please use the same email address and the password you used while registering for i-Voting'. Below this, the page is titled 'I-Voting - Step 1 of 3'. It features two input fields: 'E-Mail' with the value '123@abc.com' and 'Password' with masked characters '....'. At the bottom, there are two buttons: 'Forgot Password' (highlighted with a red rectangle) and 'Next'.

Password Reset Step 1

- You MUST key in the same email address that you registered with
- Once you click on “Forgot Password”
- You will receive a notification to check your email for the instruction to reset your password.
- Follow the instruction as given

Forgot Password Request

Please check your email for the instruction to reset your password.

Close

I-Voting - Reset Password



The Law Society of Singapore <election2020@lawsoc.org.sg>
To wang@jupinno.com

Reply Reply All Forward ...

Tue 06/10/2020 17:47



You have requested to reset your password.

Please click on the link below to reset your password:-

<http://ivoting.lawsoc.org.sg/passwordreset.aspx?id=6C44E92349094D1781131945F514FCF7>

This is an automated message. Please do not reply to this email.

Regards,
The Law Society of Singapore


Password Reset Step 2

- Enter your new password and click SUBMIT.
- You will receive a notification and may use the new password to login to cast your vote.



Password Reset Success

Your password was successfully reset.



I-Voting - Password Reset

Password

Please enter minimum 6 characters

Re-Enter Password

Submit



End of Additional Information

Part III – iVoting Additional Information

Walk-In Process

Part IV – Walk-in Process

Step 1 of 2

- Proceed to the Registration Counter.
- There will be a Barcode Scanner beside the Terminal
- The Officer on duty will verify your details.
- Scan your NRIC / ID, the barcode facing up.
- Your ID will be displayed
- Click NEXT



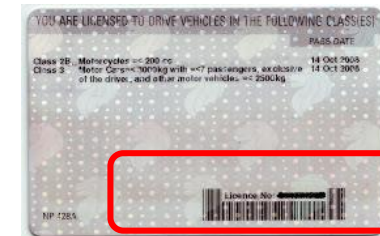
I-Voting ARS

Scan NRIC / FIN No.

Next Clear



NRIC



Driving License



Employment Pass

Step 2 of 2

- Verify your detail
 - Name
 - Your Law Firm
 - Your AAS number
 - Your Category
- Key in the email address you would use to receive your notification.
- Click on SUBMIT
- The screen will display “Your Registration is successful” for about 5 second.
- Please PROCEED to the VOTING ROOM to cast your vote.



Name: [REDACTED]
Firm: [REDACTED]
Admission No.: [REDACTED]
Category: Junior

I-Voting ARS

Scan NRIC / FIN No.

S[REDACTED] F

Email address to notify the Voting Reference No. (optional)

abc@xyz.com

Submit

Clear

Cast Your Vote

- Go to the Terminal
- Scan your ID Card Barcode
- Your ID will appear in the box
- Click on NEXT



I-Voting

NRIC / FIN No.

Next

Pick Your Choice

- Follow the instruction carefully in this stage.
- In this example, you may vote up to 2 candidates.
- You may choose not to check any, and vote for none.
- Once you click on CONTINUE, you will be asked to CONFIRM



You may vote for two (2), one (1) or nil (0) candidate(s).
Click on the box next to the name of the candidate for whom you wish to vote.
Once this vote is cast, you will not be able to make further changes.

Junior Category Nominated Members

- ☐ Tan Guan Zheng, Singapore
- ☐ Tan Guan Zheng, Singapore
- ☐ Tan Guan Zheng, Singapore
- ☐ Tan Guan Zheng, Singapore

Continue

Confirmation Stage

- Once you click on “CONFIRM”
- Your vote will be recorded.
- Click on “CANCEL” if you want to change your choice, and return to the previous page

Vote Confirmation

Please review your choices carefully. Once this vote is cast by clicking "Confirm", you will not be able to make further changes. Otherwise, click "Cancel" to re-select.

Cancel

Confirm

You may vote for two (2), one (1) or nil (0) candidate(s).
Click on the box next to the name of the candidate for whom you wish to vote.
Once this vote is cast, you will not be able to make further changes.

Junior Category Nominated Members

☐

☐

☐

☐

Continue

Vote Recorded Notification

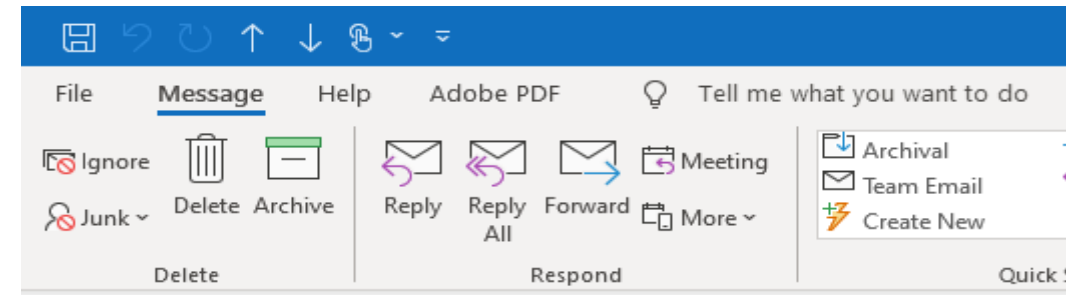


Successful Submission of Vote

Your vote has been successfully recorded.
Your voting reference number is 2020J10X13489126886.

An acknowledgement email will be sent to [redacted]@[redacted].com shortly.

- Once you have clicked on the CONFIRM button, you will receive a message acknowledging that your vote has been successfully recorded, together with your voting reference number.
- An acknowledgement email will be sent to your registered email with the same detail.



Walk-in I-Voting - Voted Successfully



The Law Society of Singapore <election2020@lawsoc.org.sg>
To [redacted]



Your vote has been successfully recorded.

Voter's Details:

Name : [redacted]

Law Practice : [redacted]

Voting Reference No. 2020J10X13489126886

Voting Date Time : 10/10/2020 11:13:48 PM

Please print or save this message, as a record that you have voted.

This is an automated message. Please do not reply to this email.

Regards,
The Law Society of Singapore



END OF WALK-IN VOTING PROCESS

PART IV – iVoting Walk-in Process