Guide to iVoting

Law Society Annual Council Election
October 2020

Registration Process

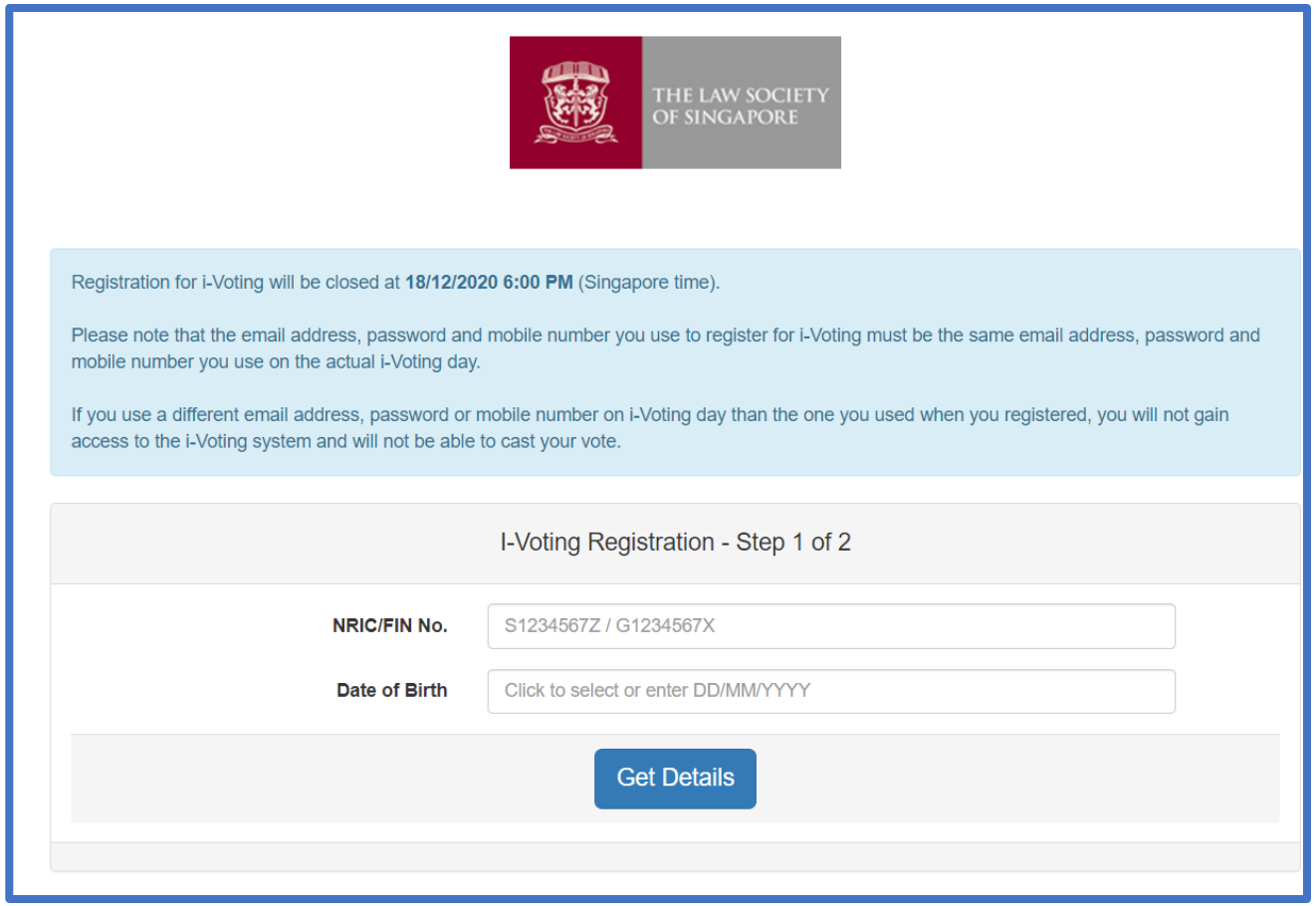
Part I – iVoting Registration Process

Voter Registration

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

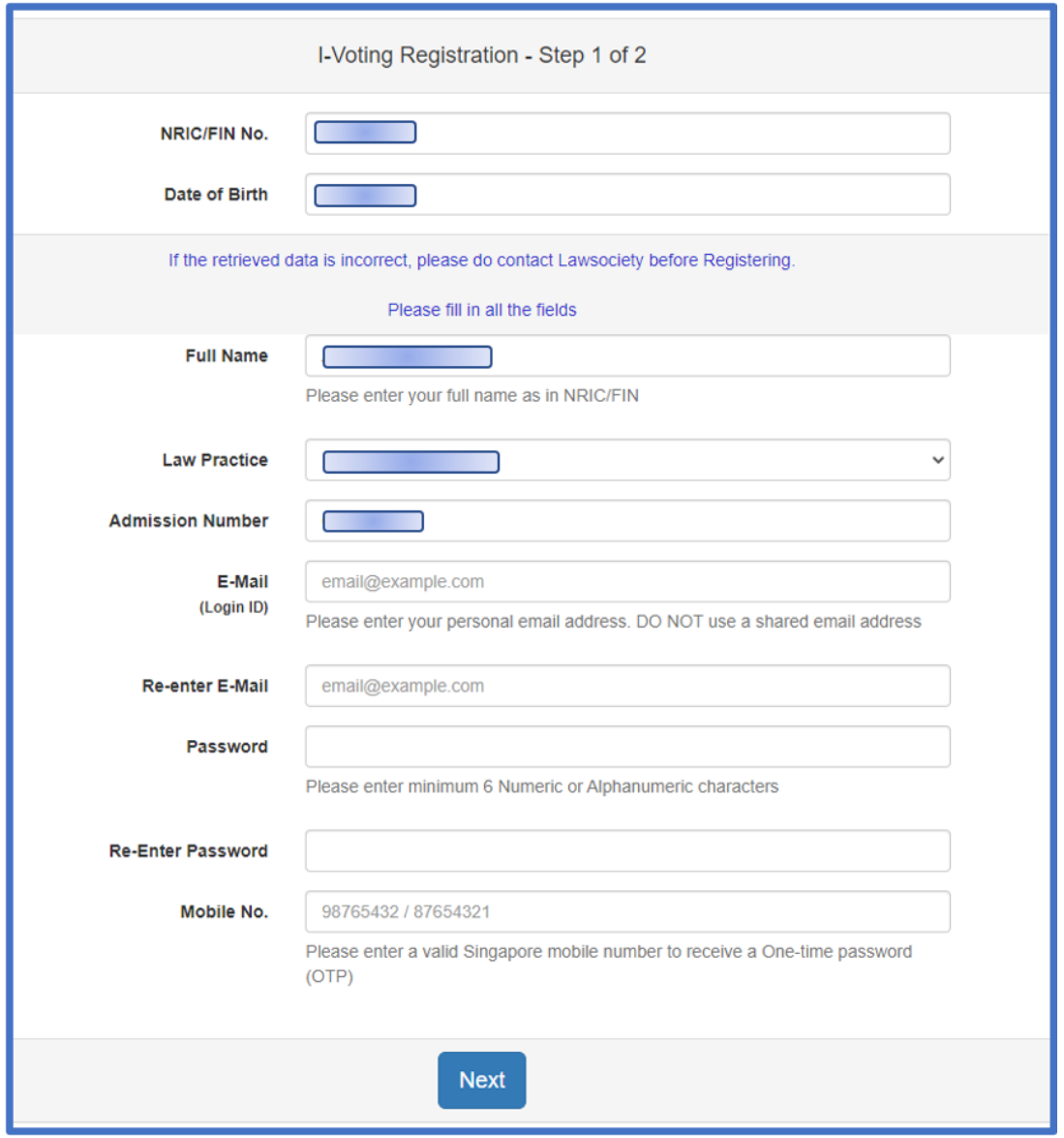
https://ivoting.lawsoc.org.sg/register.aspx

- 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



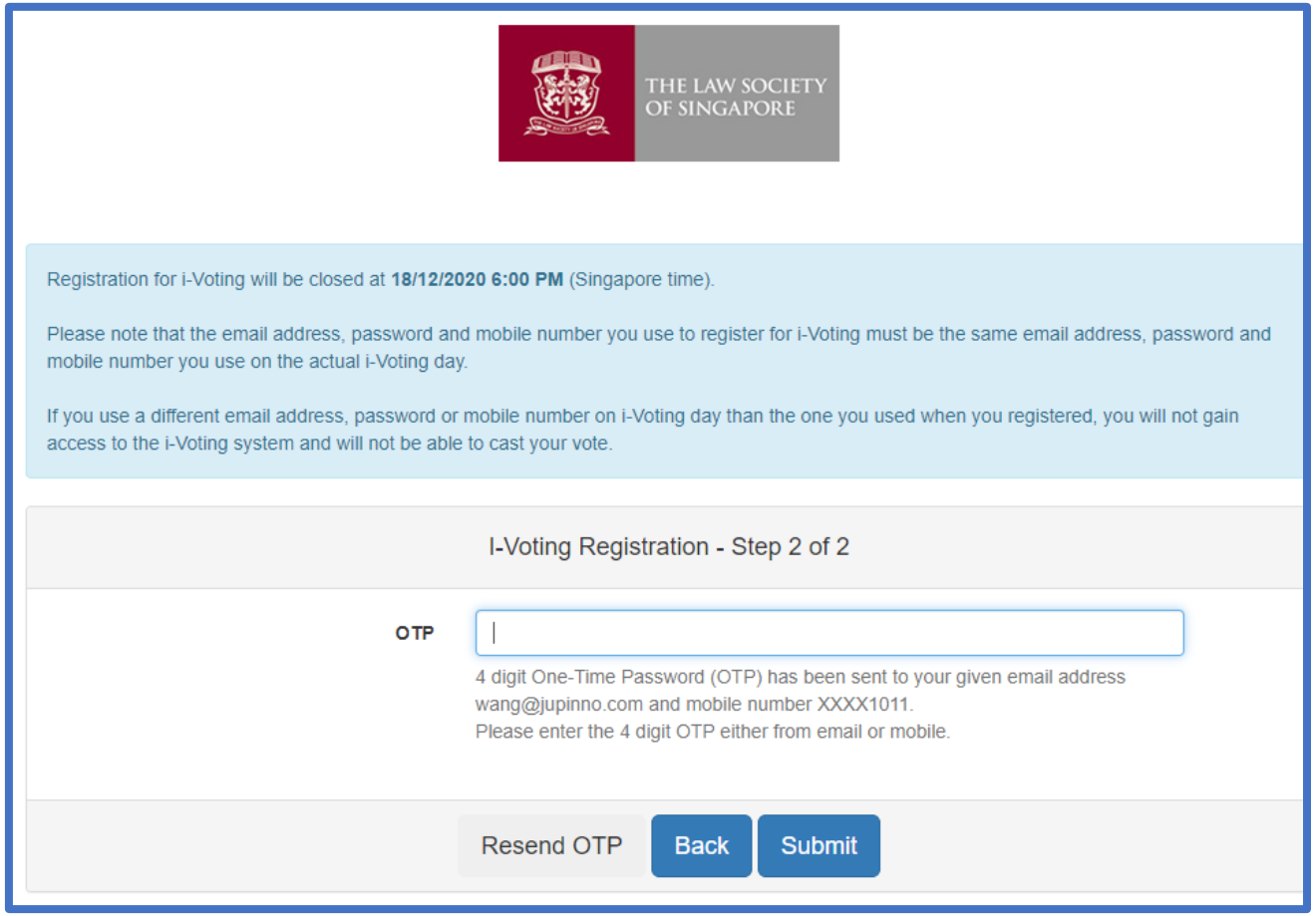
Detail Verification

- 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



Key in your One-Time Password

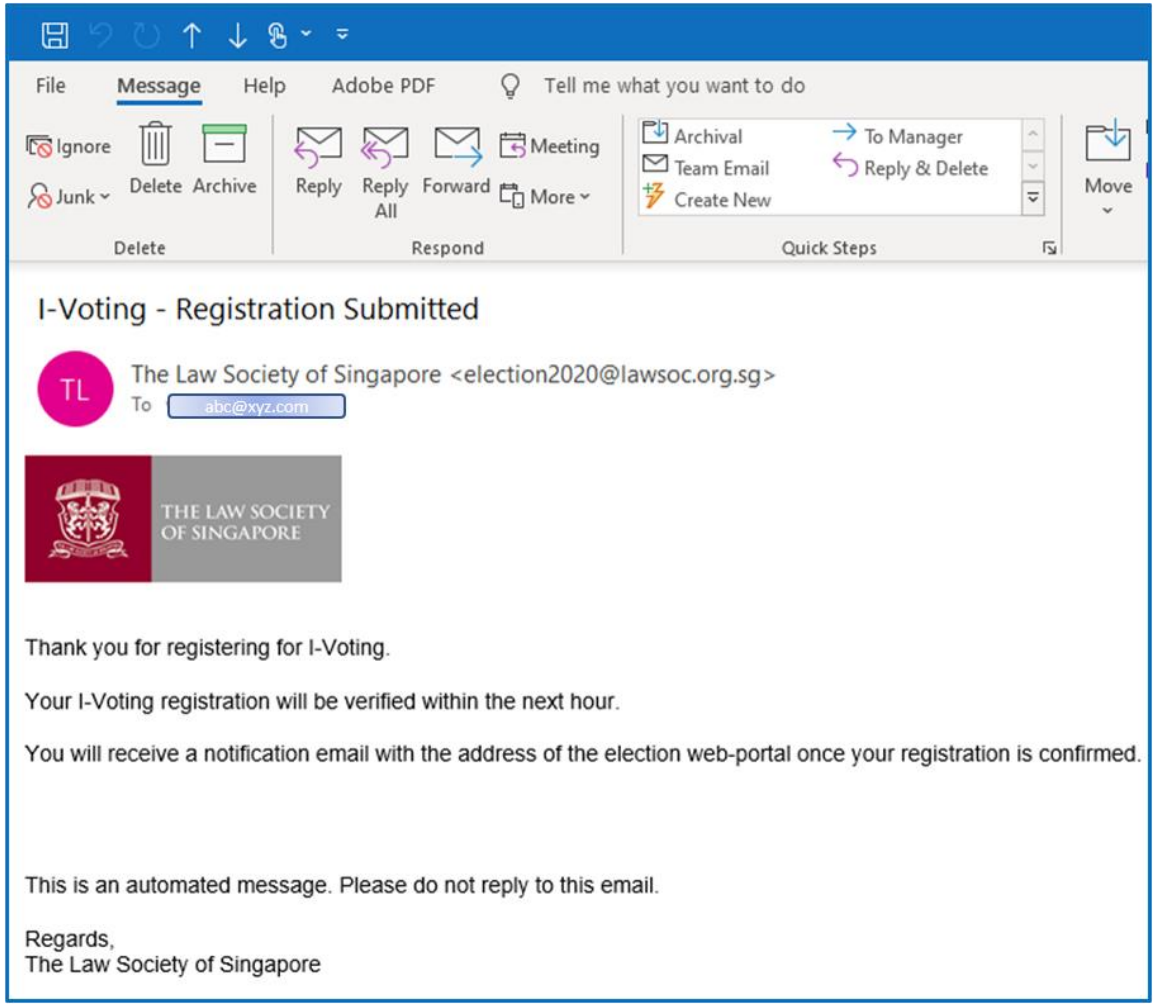
- The OTP will be sent to your mobile phone via SMS and to your registered email address
- Key in the received OTP and click SUBMIT.



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

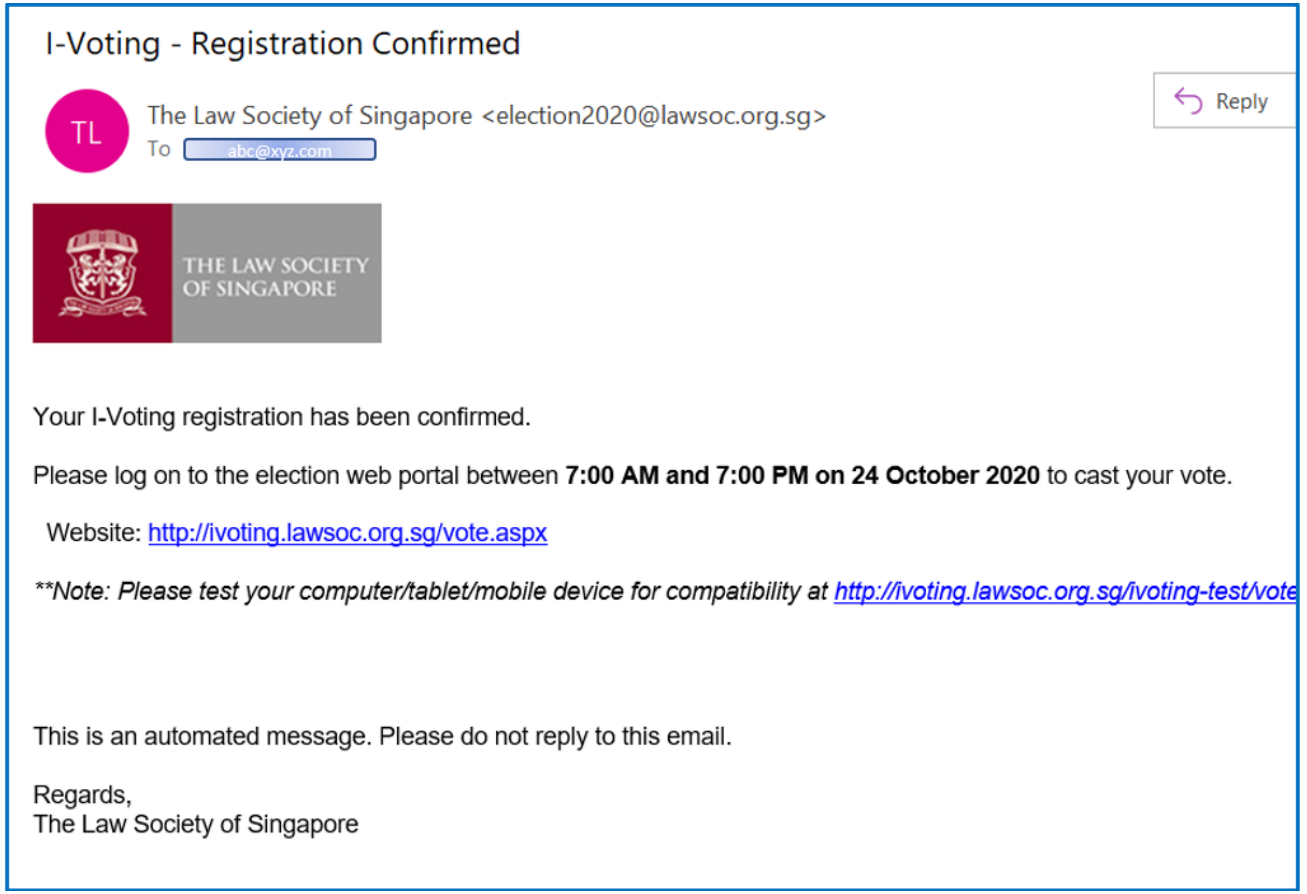
  The Law Society of Singapore <election2020@lawsoc.org.sg>
- Your registration is successful and will be verified by the system.
- Then click on Next



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.



I-Voting - Registration Confirmed

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

To abc@xyz.com

Reply

THE LAW SOCIETY OF SINGAPORE

Your I-Voting registration has been confirmed.

Please log on to the election web portal between **7:00 AM and 7:00 PM on 24 October 2020** to cast your vote.

Website: http://ivoting.lawsoc.org.sg/vote.aspx

***Note: Please test your computer/tablet/mobile device for compatibility at http://ivoting.lawsoc.org.sg/ivoting-test/vote*

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

Regards,
The Law Society of Singapore

END OF REGISTRATION PROCESS

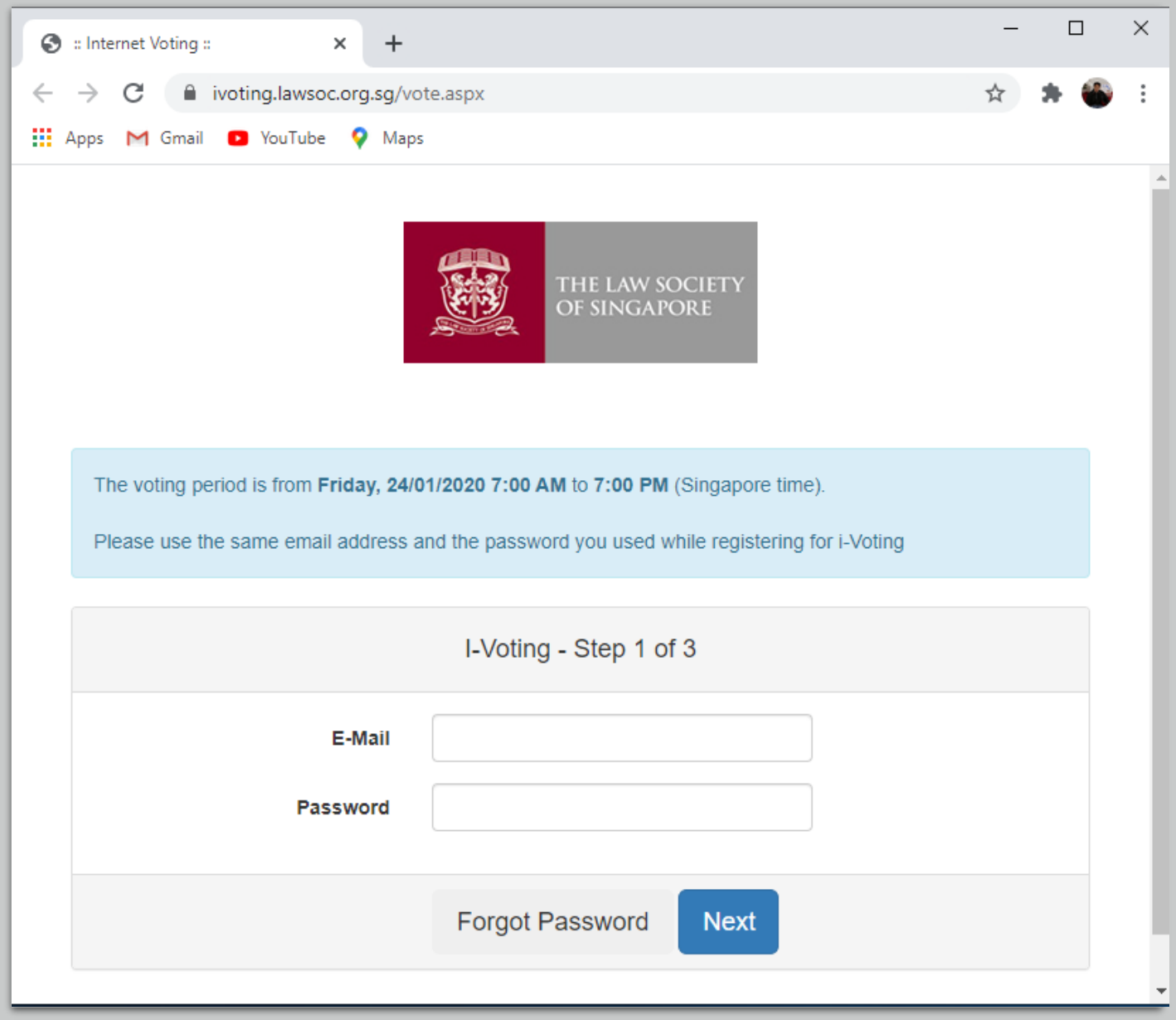
PART I – iVoting Registration Process

Casting Vote

Part II – iVoting Election Day

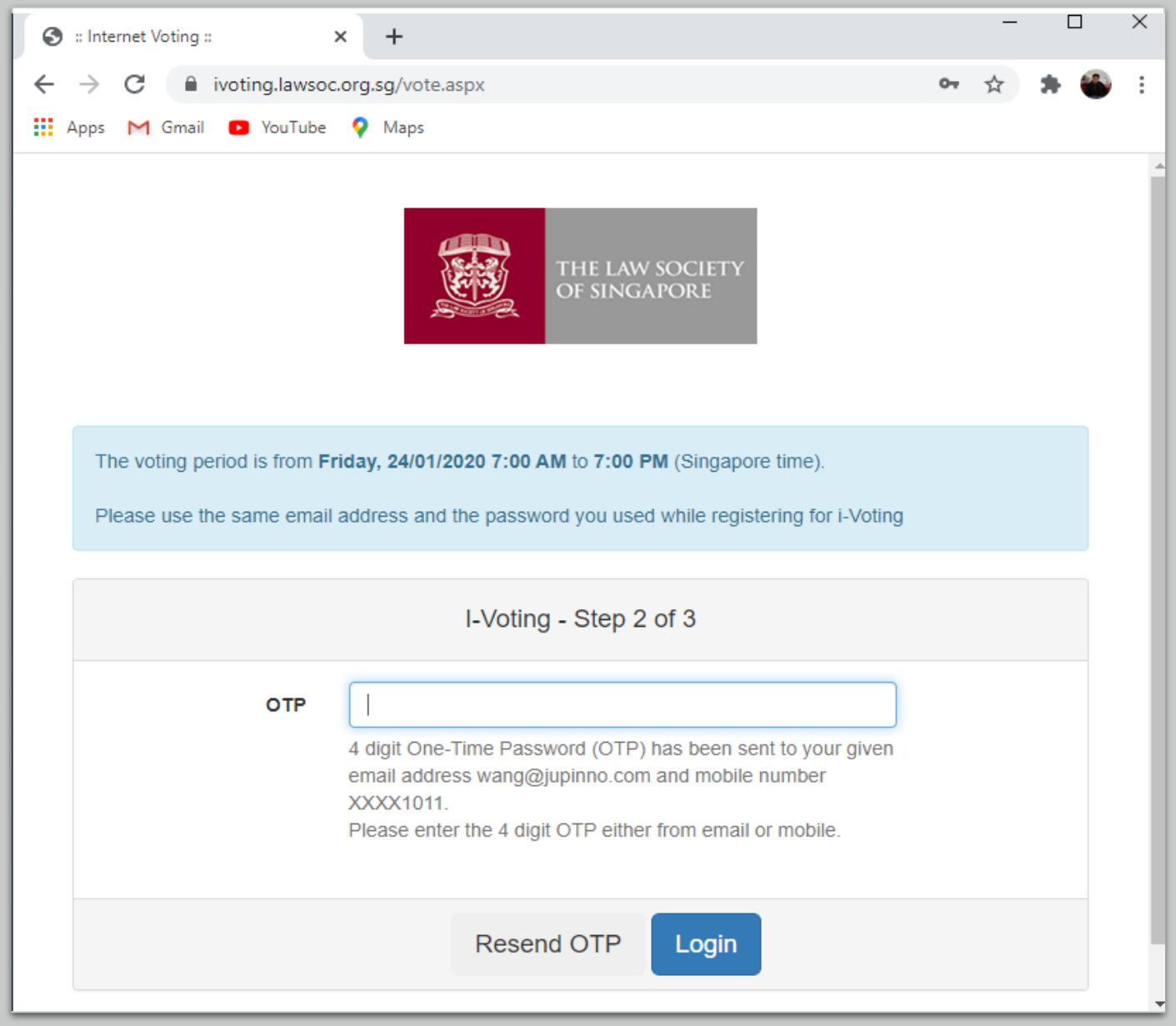
Step 1 Of 3

- 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)



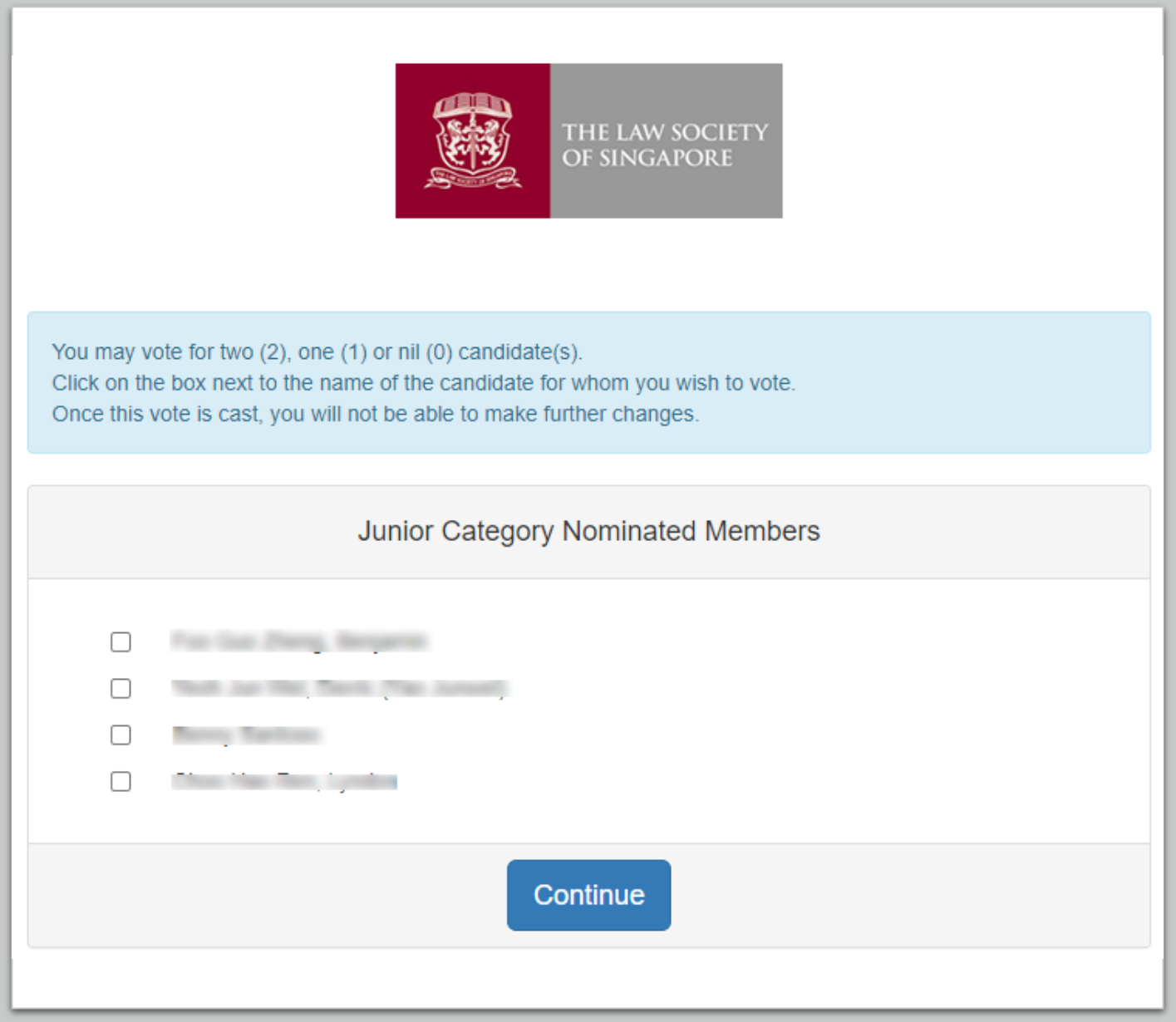
Step 2 Of 3

- 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.



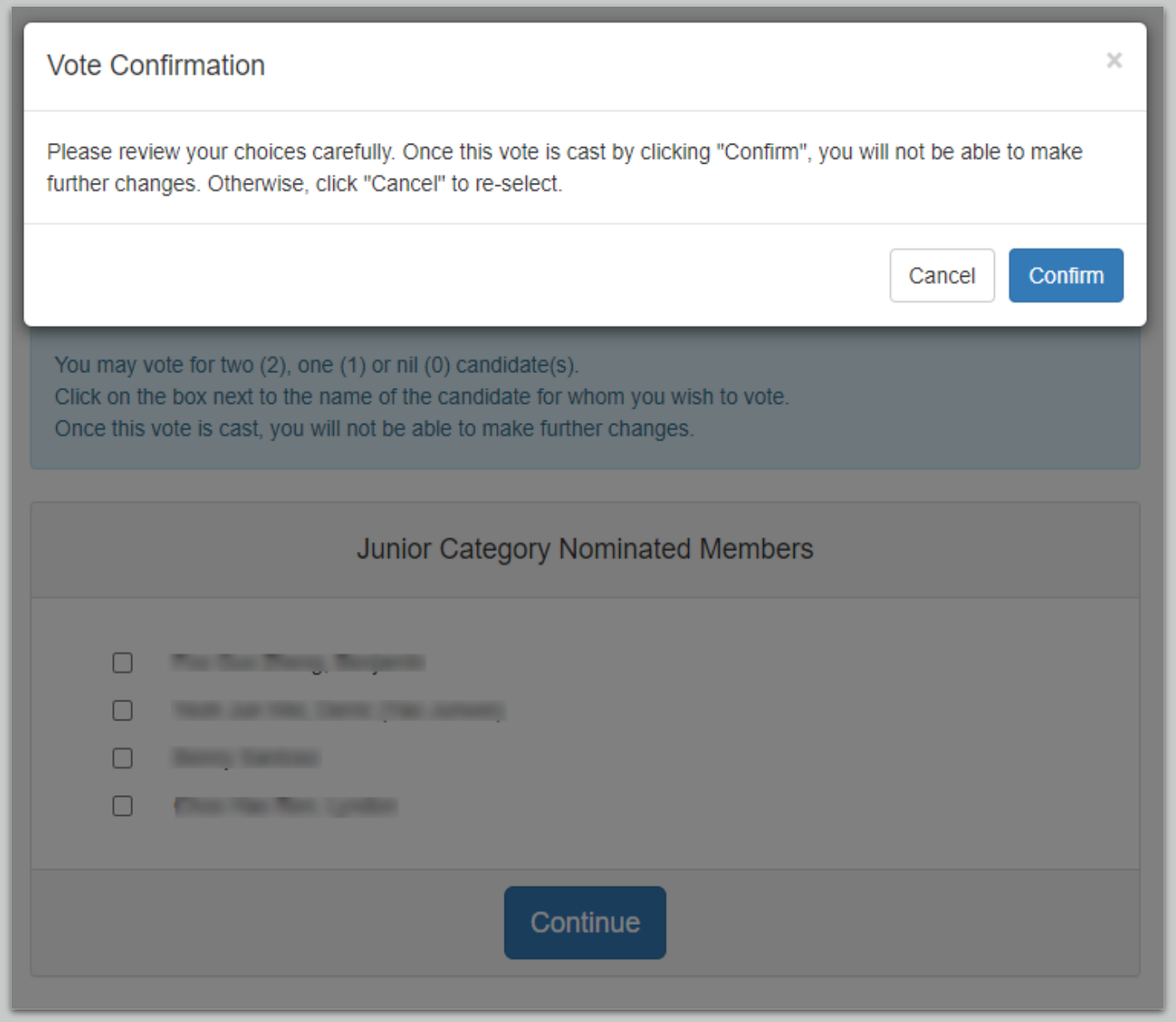
Step 3 of 3

- 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



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 Recorded Notification

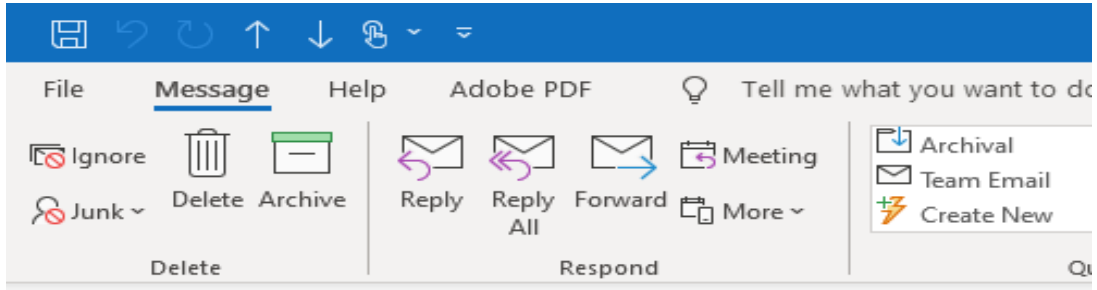
THE LAW SOCIETY OF SINGAPORE

Successful Submission of Vote

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

An acknowledgement email will be sent to [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

TL

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

THE LAW SOCIETY OF SINGAPORE

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

END OF CASTING VOTE PROCESS

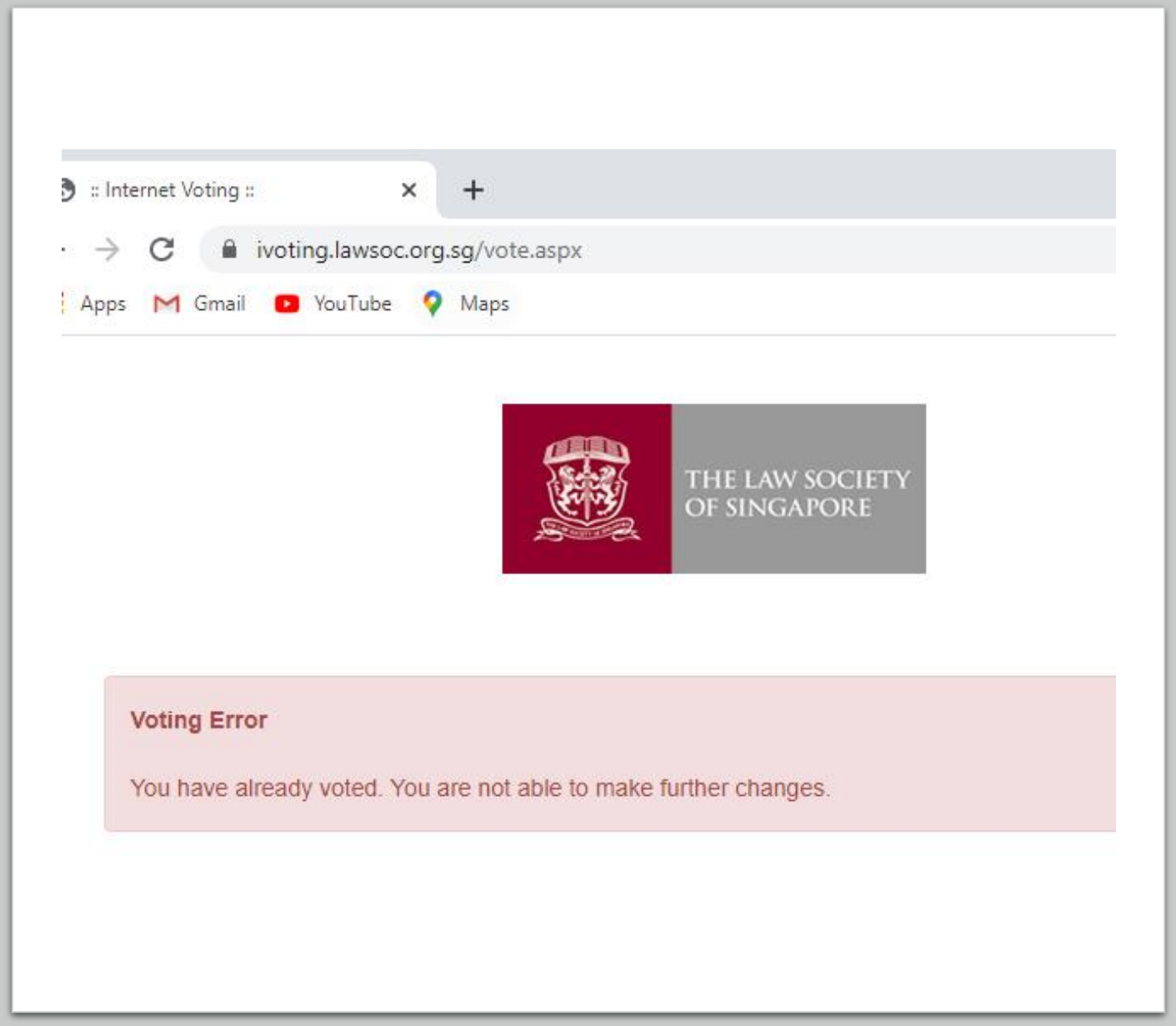
PART II – iVoting CASTING VOTE Process

Additional Information

Part III – iVoting Additional Information

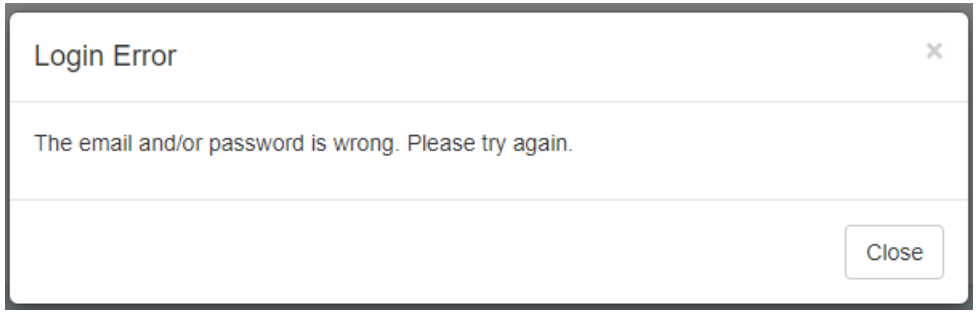
Cast your Vote ONLY ONCE

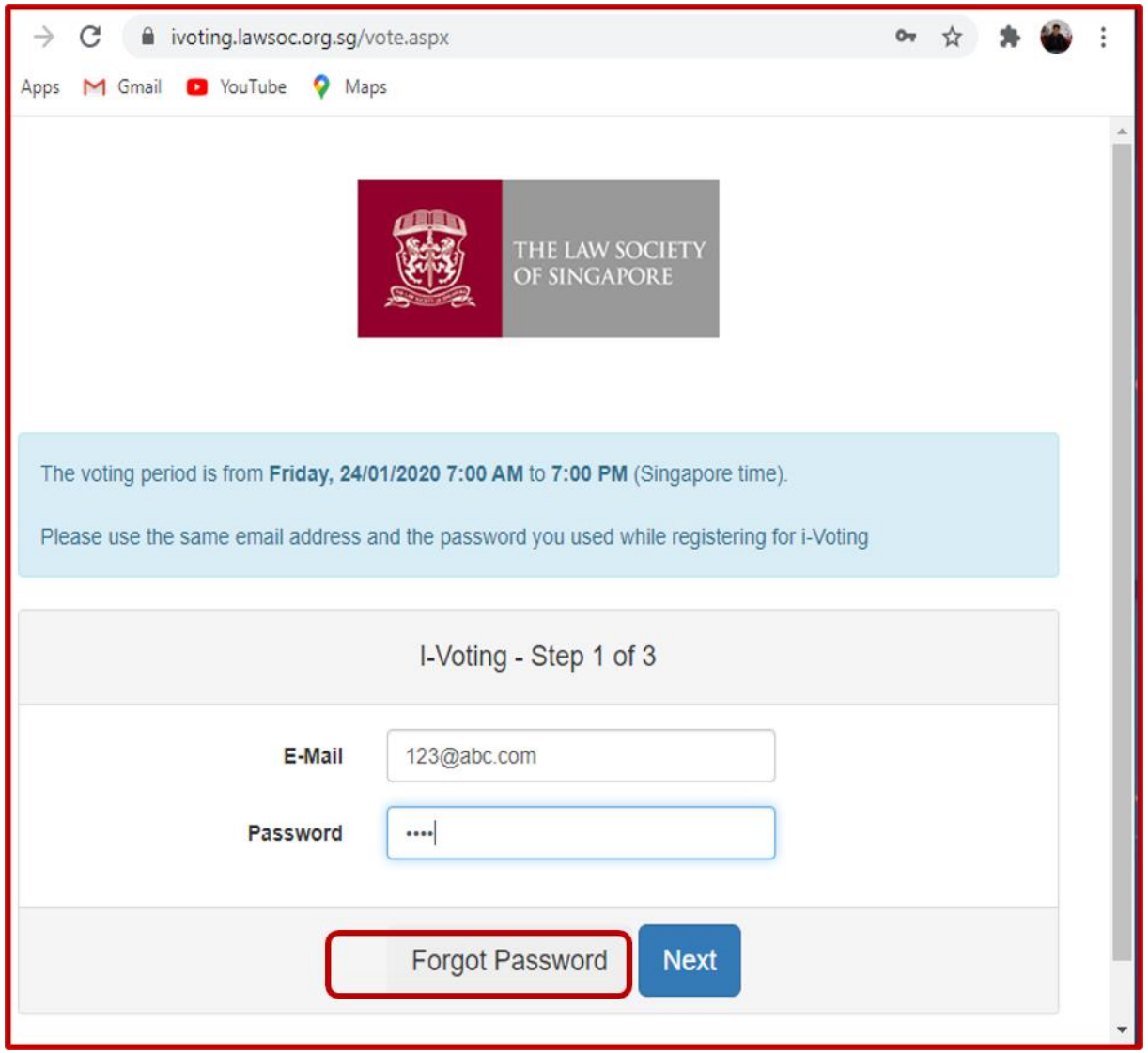
- Each member may only cast their vote ONLY ONCE
- If you see the error message on the right, this means that the registered email address holder has exercised his/her right to vote and the system has recorded the entry.



Password Reset (Forget Password)

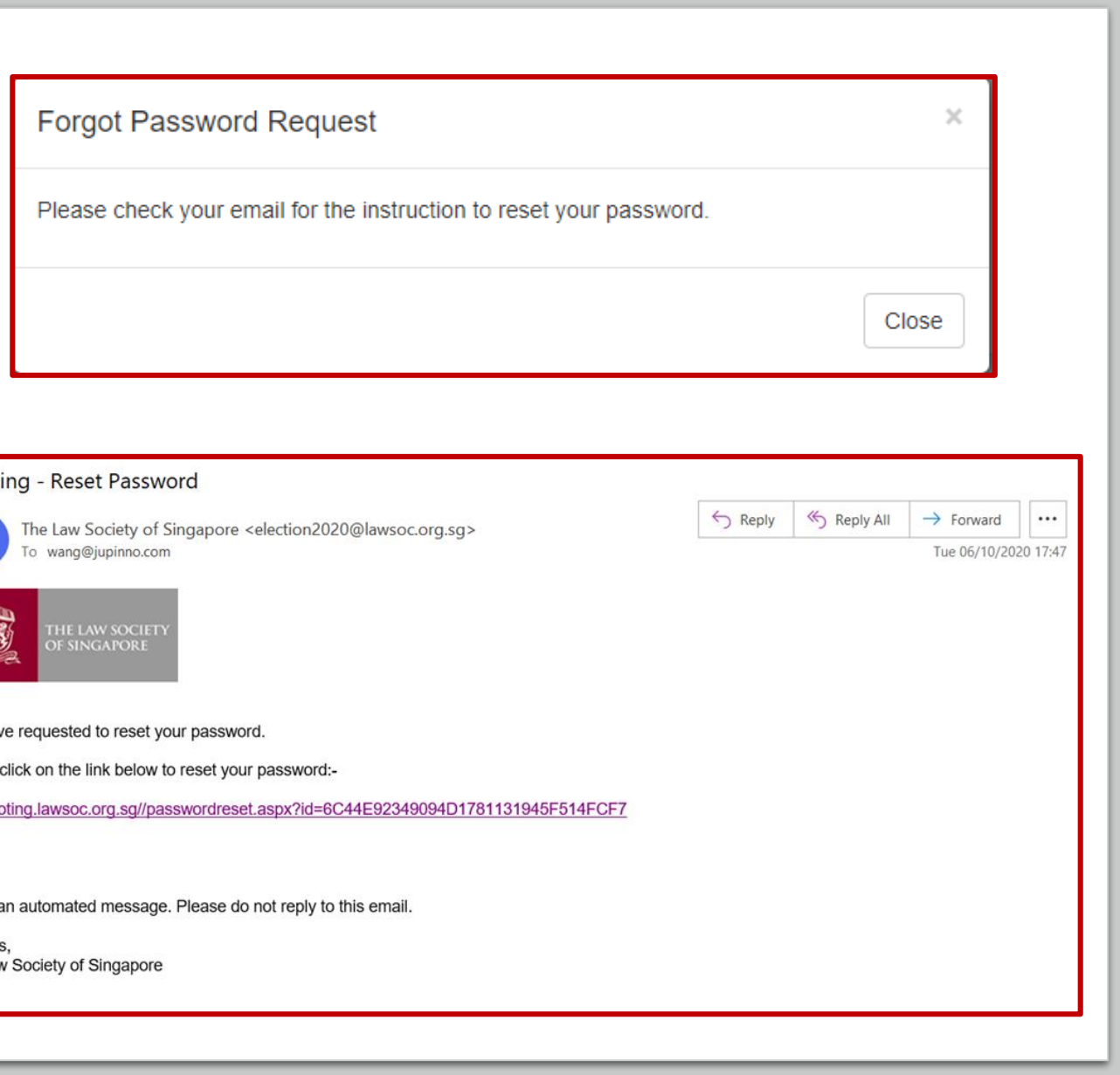
- If your have entered a wrong password, you will receive an error message to inform you of the wrong entry.
- Close the window to try again.
- If you decide to reset your password, click on “Forgot Password





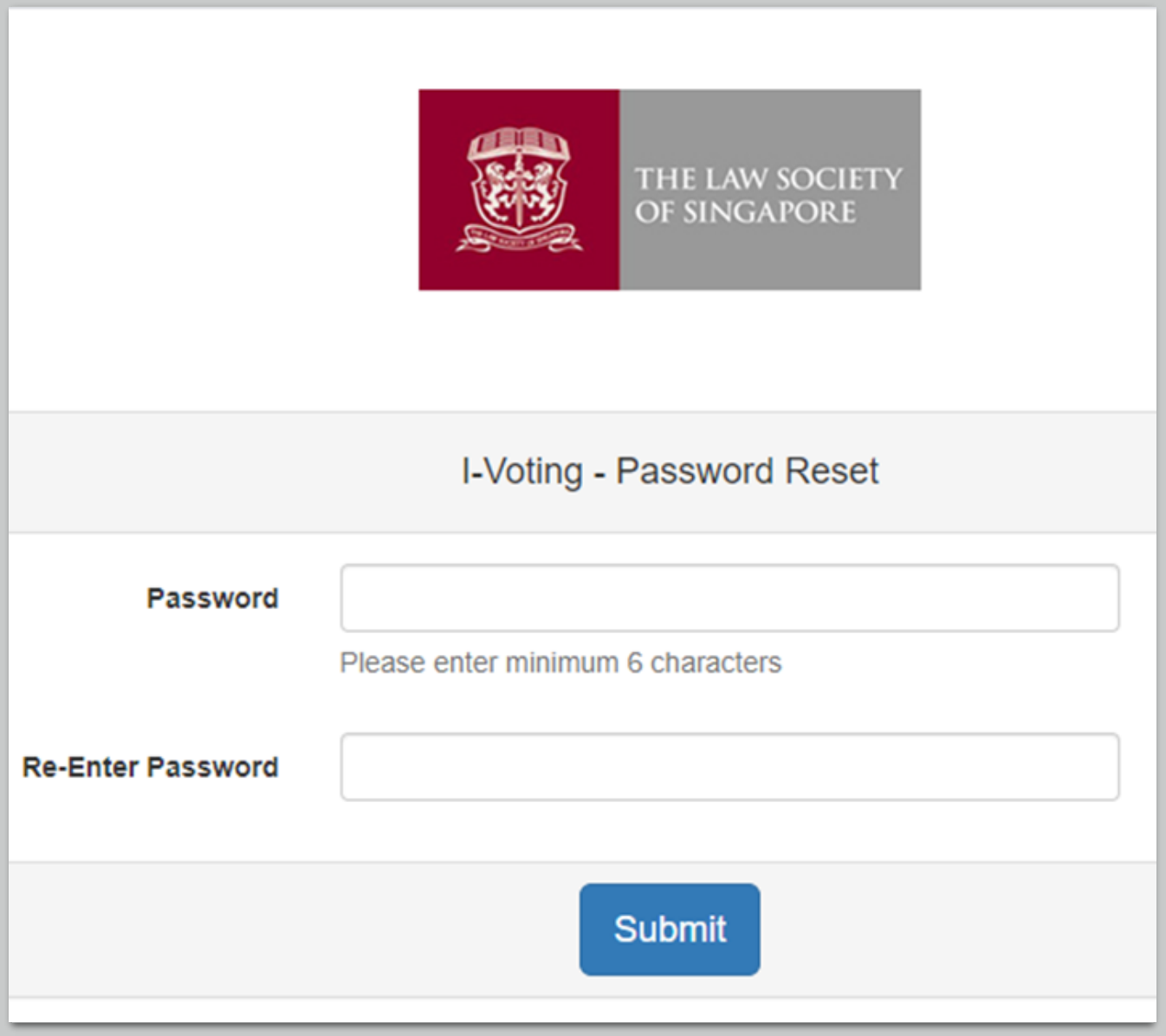
Password Reset Step 1

- 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



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.



End of Additional Information

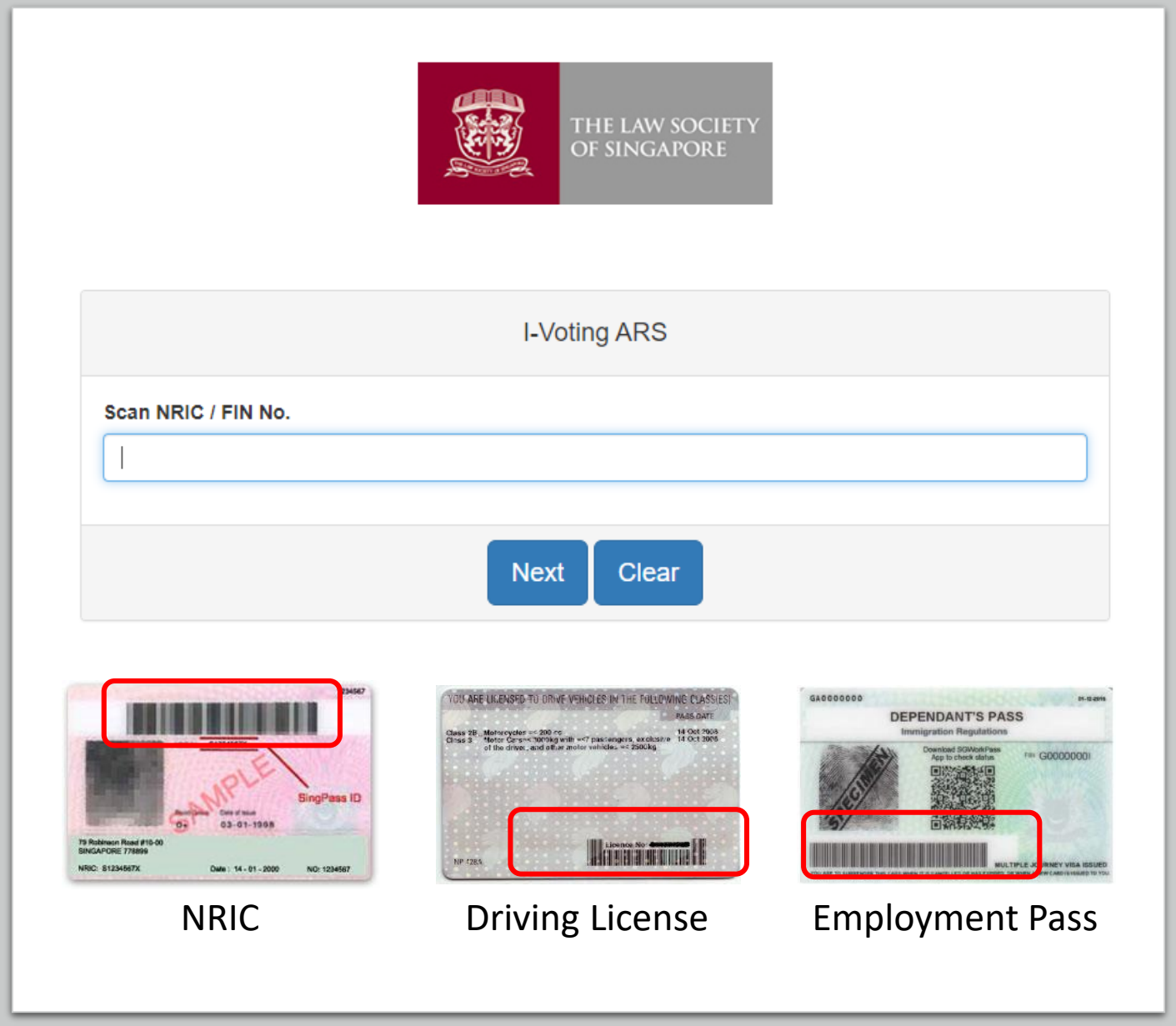
Part III – iVoting Additional Information

Walk-In Process

Part IV – Walk-in Process

Step 1 of 2

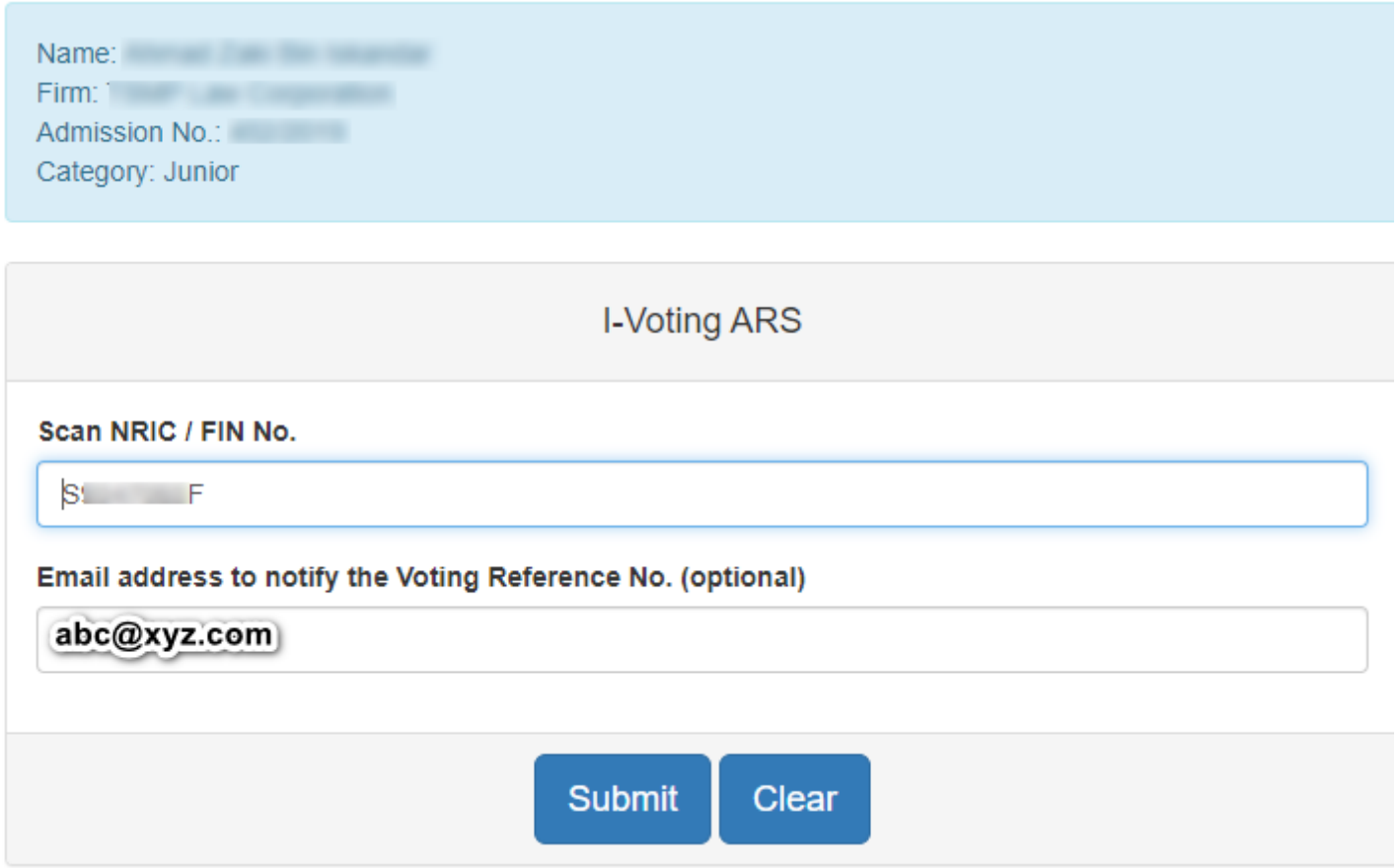
- Proceed to the Registration Counter.
- There will be a Barcode Scanner beside the Terminal
- The Officer on duty will verify your details.
- Scan your NRIC / ID, the barcode facing up.
- Your ID will be displayed
- Click NEXT



NRIC | Driving License | Employment Pass

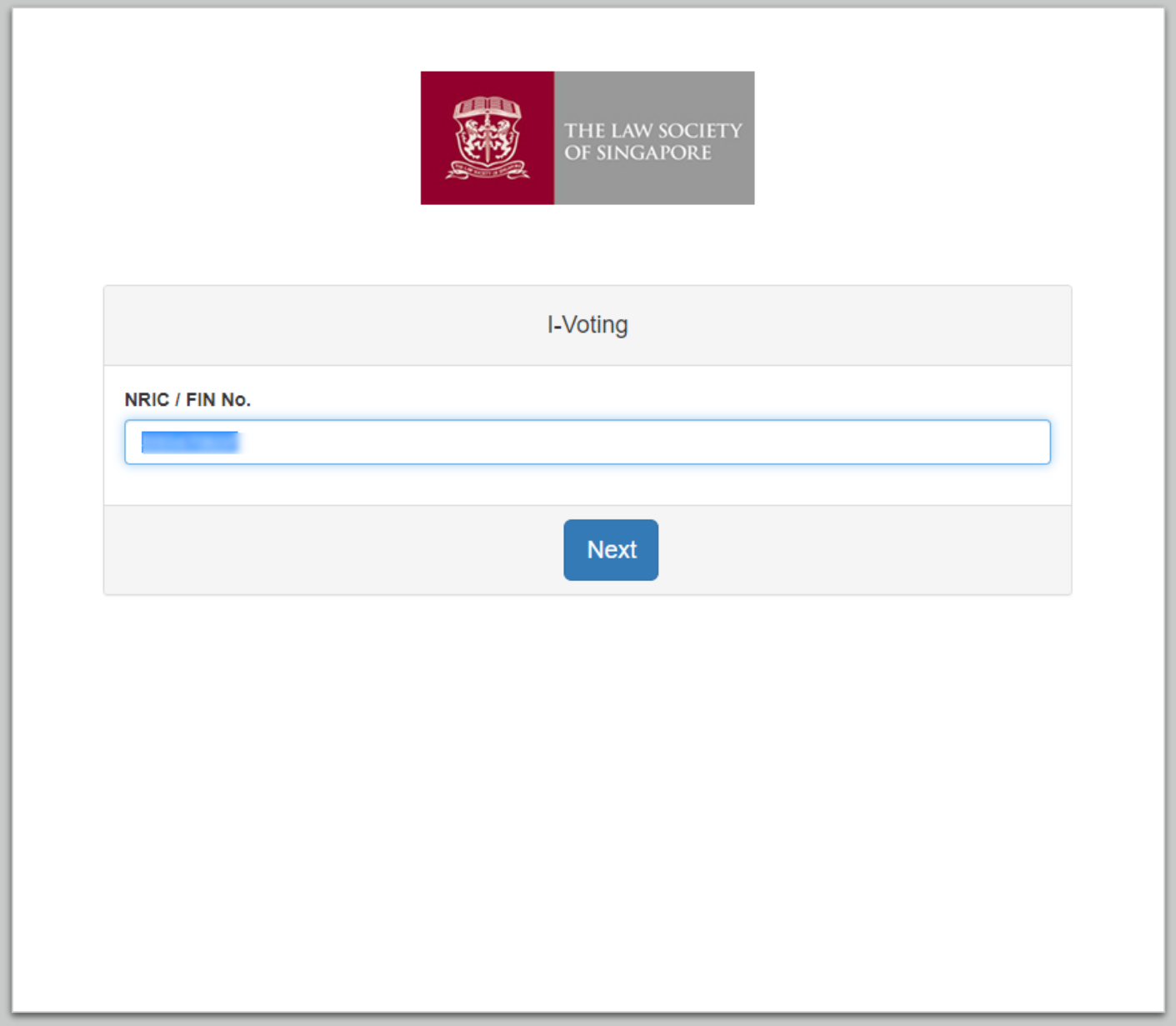
Step 2 of 2

- 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.



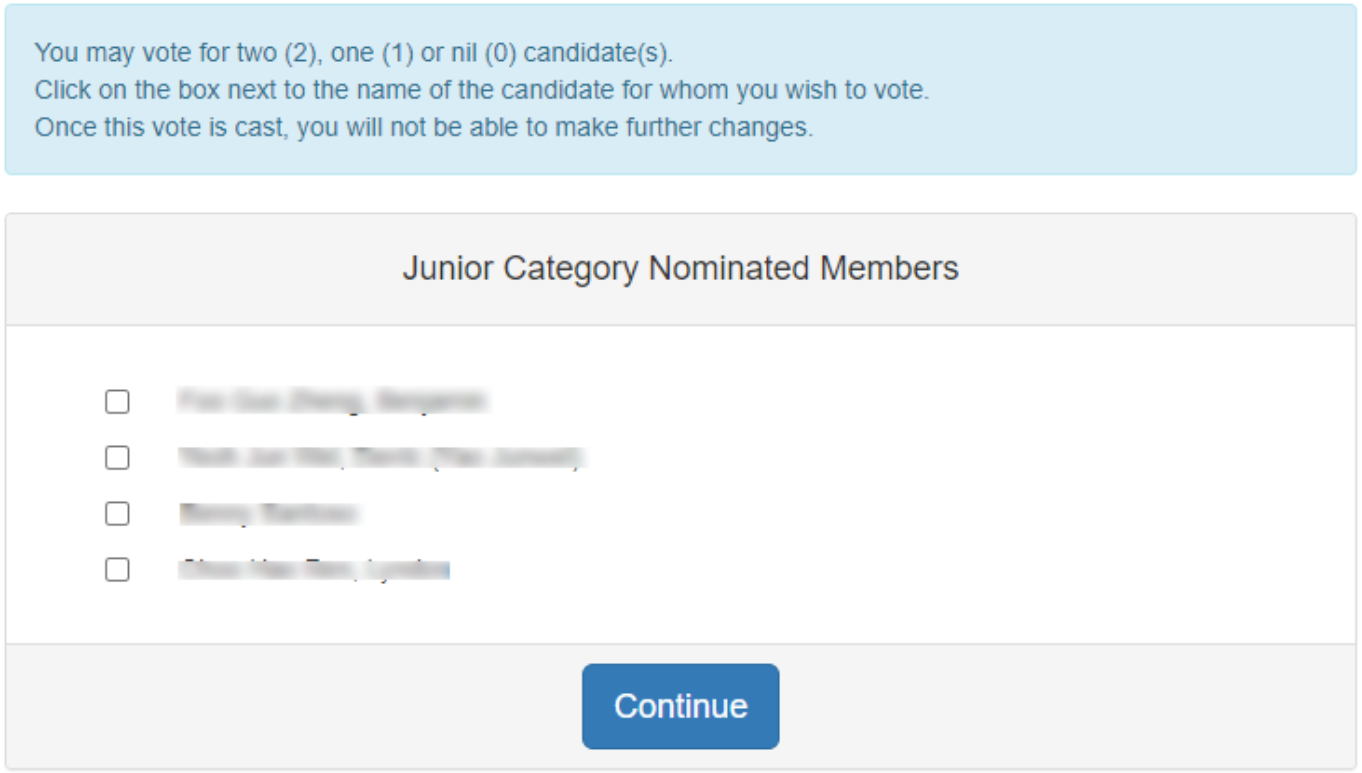
Cast Your Vote

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



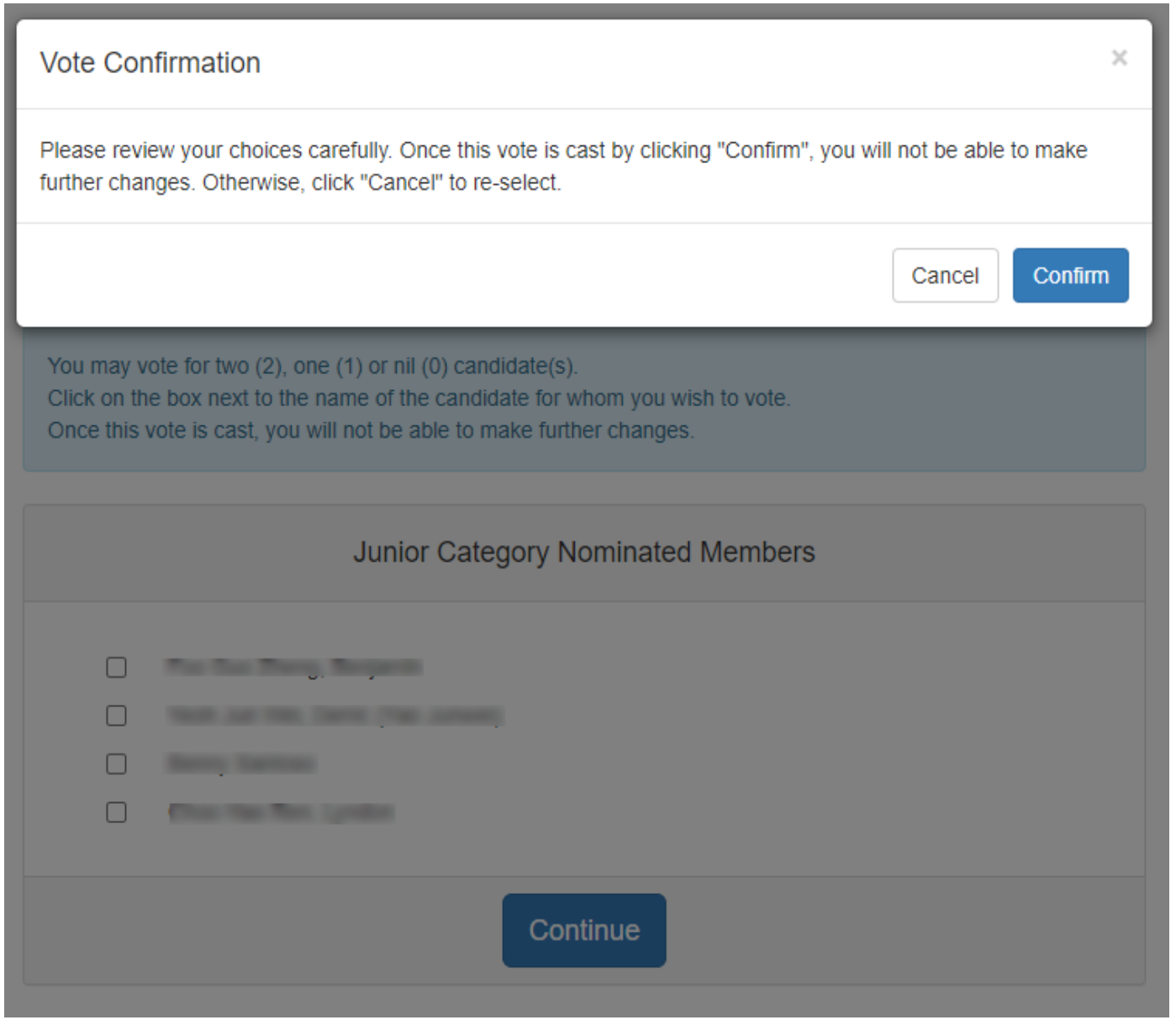
Pick Your Choice

- 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



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 Recorded Notification

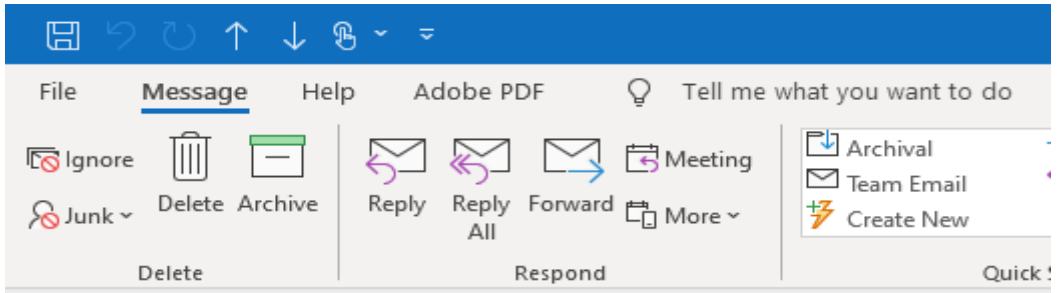
THE LAW SOCIETY OF SINGAPORE

Successful Submission of Vote

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

An acknowledgement email will be sent to [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

TL

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

THE LAW SOCIETY OF SINGAPORE

Your vote has been successfully recorded.

Voter's Details:

Name : [redacted]

Law Practice : [redacted]

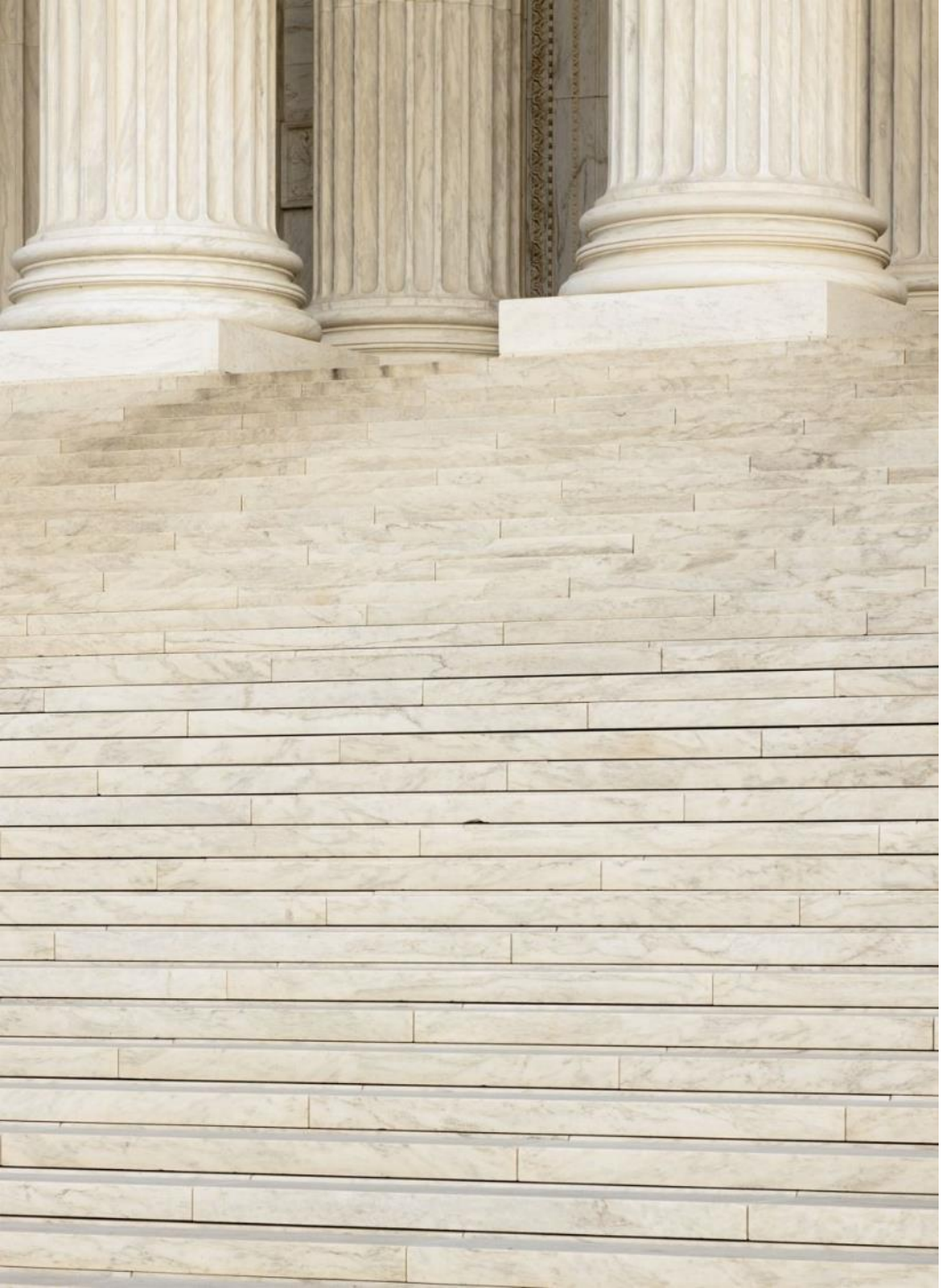
Voting Reference No. 2020J10X13489126886

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