

## General guidelines on the web based Electronic Voting System

1. All the valid voters would be provided with the link (<https://ioa2017evs.com>) on their registered (with IOA) email ID/ SMS - which can be used either on smart phones or upon typing the same on the computer/ desktop to take you to the voting system. You can also click on the same link available on IOA website/mobile phone app. *Please note that the link will be active only from the start of online election i.e. 12Noon on 20<sup>th</sup> October, 2017 till 5PM on 24<sup>th</sup> November, 2017*
2. ON the landing page, you will enter your LM number and will get an OTP on your mobile/ email which will permit you to login to the voting system post entering the captcha code.
3. On the next page, you will be displayed the Election Officer letter which gives you details of the posts, etc. You need to press "Continue" to go to the next page.
4. On the next page of the application, you would accept the Terms and Conditions; then only you would be allowed further to the next page.
5. On the next page, you will be entering your membership number with IOA once again; this page is Declaration from your side on being the legitimate voter, using the system to vote from the registered email ID/ SMS with the hyperlink. You can proceed only post entering another OTP sent to your mobile on this step.
6. On the next page you would be displayed the ballot paper with check box to select the candidates.
7. Once selected and submitted; the user will be shown a VIEW page, wherein his marked votes will be displayed with option to "Submit" or "Change my Option". Change my option will take you to the Ballot paper page, wherein you could alter your vote.
8. Pressing final Submit button will cast your vote; post which your links gets de-activated. You cannot access the system/ neither can you alter the vote. On this step, another email/ SMS of acknowledgement goes to the voter
9. Voters voting for The Punjab state election will also use another link, i.e. <https://www.ioa2017evspb.com> for the voting
10. For any problem in the online voting system, please send email to [info@finesseim.com](mailto:info@finesseim.com) or [deepak@finesseim.com](mailto:deepak@finesseim.com) with CC to [electionofficerioa@gmail.com](mailto:electionofficerioa@gmail.com) or call on 011-41587206 (9:30AM to 6:30PM) from your registered email ID only else it will not be entertained

### Security:

1. OTP based login ensures security
2. The complete application is hosted on a web domain which is using 256 bit Secured Socket Layer (SSL) for encryption of data to and from the server
3. You cannot use back button to move back anywhere in the application similar to online banking/ transaction sites. If you are logged out/ thrown out on any page, you will have to use the link which came in your email to start the process again
4. The IP of the connection through which you vote is saved while voting for security purpose.