

Instructions for E-voters

Dear E-voters for the IESL Elections to the Council for the Session - 2020/2021,

IESL Elections to the council will commence at 0830 hours (Sri Lanka time) on 07th Aug 2020 and closes at 1400 hours (Sri Lanka time) on 04th Sep 2020. All of you are kindly requested to read following instructions which are related to the e-voting procedure of the election.

1. Please carefully read the instructions given in the E-voting procedure which will be available on IESL website as well as e voting portal (once you access it).
2. E-voting email will be sent to email addresses of eligible voters that are registered in IESL database from the IESL MIS system. This e mail will carry the link to the e-voting portal as well as your User ID.
3. Please note down your User ID before you open the e-voting portal (you may need it number of times) or you may open the e-voting portal in a different tab.
4. Once you open the e-voting portal, it will provide access to following;
 - a. Links or tabs for Bio-data and election statement of each candidate. Carefully read them and make your selection prior to proceed further.
 - b. Detailed instructions for e voting procedure (read it carefully)
 - c. Video displaying e-voting procedure. Watch it carefully if you need further clarifications.
 - d. Tabs to select the preferred authentication method (either SMS or email) to obtain your One Time Password (OTP)/Voting Code. Select accordingly.
5. Enter the User ID and registered mobile number or registered email as per your preference to obtain OTP/Voting Code. If you are not sure which mobile number you have registered in IESL Database, it is recommended to use email as the choice to receive the OTP/Voting Code.
6. Obtain your OTP/Voting Code which is valid for 60 minutes after you receive it from the e-voting service provider to **your email address OR your mobile** number registered with IESL.

7. If you use email option, you will get a separate email from Civici.com, which is the service provider and not IESL indicating the OTP/Voting Code. If you do not see your email, check the other folders (eg. Spam, Junk-email, Social, Promotions, Updates, Forums etc) of your e-mail account. If you use the correct mobile number, your mobile phone will receive the OTP/Voting Code.
8. Submit the OTP/Voting Code to the E-voting portal to access the E-voting Ballot.
9. Once you log into voting portal by entering OTP/Voting Code, you have only 10 minutes to complete the voting. Proceed from screen to screen whether you vote for a post or not, until you come to the final screen and click CONFIRM to submit your vote. You cannot redo voting after submission.
10. You will get an onscreen message with confirmation (Receipt).
11. Your Credentials are blocked after 3 unsuccessful attempts.