Internet Voting

Voter Guide

Voting for RSPO Annual General Assembly
2015

23/10/2015
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1 **Introduction**

This document describes the steps for RSPO members who are eligible to vote to participate in a secure online environment to vote through the E-Voting platform. The use of this guide assumes that you have already registered to e-vote on the RSPO online GA registration website and have received an email confirmation to proceed.

2 **Credential Delivery System**

Credential delivery system is used to deliver credentials to the voter securely via a One-time link.

2.1 **Access Credential Delivery System Home page**

Start your internet browser and go to the Credential Delivery System homepage at: [https://rspo.secured.vote/rspoga-otl/requestPIN/sendOTL?lang=en](https://rspo.secured.vote/rspoga-otl/requestPIN/sendOTL?lang=en)

Login to Credential Delivery System and enter your credentials, i.e.: RSPO Membership No. and Date of Birth

- **RSPO Membership No.**: 12 digit number of your RSPO membership without hyphens “-“
- **Date of Birth**: your date of birth in DD-MM-YYYY format

Press the Submit button and a One-time link to access your voting PIN will be emailed to you.
2.2 One-time link email

You will receive an email from rspoga@secured.vote email address at the email address that you registered when registering your GA participation on the RSPO website. The email will contain a One-time link to access your voting PIN. A sample of the email is shown below.

Dear Ms. [Email Address]

Thank you for choosing to e-vote for the RSPO 12th General Assembly.

Access Your PIN

You will start by obtaining your PIN by clicking or copying the following link into your Internet browser:

https://rsпо.secured.vote/rspo-get/requestPIN/huvic63l02qwx56m4h64u62tjy?lang=en

This link is for single use only. For security reasons you CANNOT open the link again!

You will be asked to enter your birth date to retrieve the PIN. Once the PIN is displayed it is important that you note down the PIN or print out the page.

Online Voting Process

Before you log onto the voting page remember you need to have your RSPO Membership No. and the PIN you are going to obtain by using the one-time link above.

1. In the following link you can access the RSPO 12th General Assembly voting portal. Click on or copy this link into your Internet Browser.

https://rsпо.secured.vote

2. Enter your RSPO Membership No.

3. Enter your obtained PIN, and click “Login”.

4. In the voting screen, a ballot will be shown and you will be able to select your preferences and confirm your vote.

5. Please keep a record of the voting receipt that will be generated once your ballot is completed. This is proof that your vote has been cast and counted.

PLEASE NOTE:

- The voting portal will be accessible from 27 Oct 2015, 00:00 hours (GMT+8) to 17 Nov 2015 15:00 hours (GMT+8) ONLY.
- Should you have any questions relating to e-voting you may either refer to the e-Voter’s Guide or email to ga@rsпо.org or salmiah.haibullah@rsпо.org

THANK YOU for participating.

Roundtable on Sustainable Palm Oil

Note: The One-time link given to obtain your PIN is for ONE time use only.
2.3 Access Voting PIN

Click on the One-time link to go to the PIN recovery page.

Enter your date of birth in DD-MM-YYYY format and press the Submit button. You are advised to either print the page or note down the PIN when it is displayed.

Note: Please note down or print out the PIN when it is shown.
3  Vote Using the Internet

3.1  Access the Voting Login Page
Start your internet browser and go to the Voting Login page at https://rspo.secured.vote

![Login Page](image)

3.2  Resolution and Candidate details
Before login to vote please click on “RSPO GA12 Resolutions” where you can find details of the resolutions and bio-data of nominees contesting for the Board of Governor seats. It is recommended that you keep the page open in another tab/window of the browser so you can refer to the details of the resolution while voting.

3.3  Login to the Voting Portal
Login to the E-voting platform by entering your RSPO Membership No. and PIN (Obtained in Step 2.3). If you have lost your credentials, please go to Section 4 of this document or contact RSPO.

- **RSPO Membership No.**: 12 digit number of your RSPO membership without hyphens “-”
- **PIN**: your 12 character PIN

Click the Login button to access the voting page.

**ATTENTION: DO NOT** use the “Back” or “Forward” buttons on your web browser while inside the voting portal.

3.4  Vote
You will be allowed to vote on the questions displayed on the screen one at a time.

- For Resolution questions select “For” or “Against”
• For Board of Governor seat select one of the options presented

Ballot question

Note:

[1] If you do not wish to vote on any question you can simply move to the next question by pressing the “Next” button

[2] If you wish to clear your selected option choice press the “Reset” button

[3] If at any point you want to see the previous question press the “Previous” button

[4] You have 60 minutes to submit the vote after logging in.
You can exit from the voting portal at any moment by pressing the Logout button found in the upper right hand corner. If you do not cast a vote on any question, no vote will be counted and it will be taken that you have abstained. After the last question you will see a “Review” button. Pressing this button will lead you to the Review page which contains a summary of the votes that you have cast for each question.
3.5 Confirm your vote

At the Review page you will be requested to confirm your vote.

If you wish to change any of the selected options, press the “Change Vote” button and you will be taken back to the first question. By default your selected options before the “Change Vote” button is pressed will remain. If you choose to review all your votes, then navigate to the question that you wish to change your vote selection.
Otherwise proceed to confirm your vote selections by pressing the “Confirm Vote” button, and your vote will be cast.

3.6 Get the receipt

Once your vote has been cast, the application will show a voting receipt on screen. This screen includes the receipt and a control code.

The receipt and control code is used to verify if your vote has been cast, please print or save this receipt. The control code is used by the election management team only in the case of a dispute about the validity of the receipt. Press the Show code button to display the control code.
3.7 Exit
Press the Exit button to close the application.

4 Password recovery
Refer to Step 2.1 or click on the “Forgot PIN?” link on the Voting portal Login page and perform the steps again.

Note: You are allowed to retrieve the password up to 3 times only.