



# Internet Voting

## Voter Guide

Voting for RSPO Annual General Assembly  
2015

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**ScytI - Secure Electronic Voting**

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## Revision chart

<i>Version</i>	<i>Date</i>	<i>Primary Author(s)</i>	<i>Reviewed by</i>	<i>Description</i>
1.2	15 Oct 2015	HB		GA11 Document
1.3	13 Oct 2015	HB		GA12 preliminary document
1.3	20 Oct 2015		PC (RSPO)	RSPO review and edits
1.4	22 Oct 2015	HB		Edits after RSPO review. Updated email screenshot.

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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>

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Accessibility ▾

### RSPO 11th Annual General Assembly Credential Delivery

Please verify the following to retrieve your PIN

RSPO Membership No.:

Date of Birth (DD-MM-YYYY):  -  -

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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](mailto: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.

From:  [rspoga@secured.vote](mailto:rspoga@secured.vote)  
 To:  [REDACTED]@scytI.com  
 Cc:  
 Subject: RSPO 12th Annual General Meeting Voting PIN (No-Reply Email)

---

Dear Ms. [REDACTED],

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://rspo.secured.vote/rspoga-otl/requestPIN/6huvic8ilsawcvxsw6cmhmd4u62zdyhj?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 or copy this link into your Internet Browser.  
<https://rspo.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:**

- o 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.
- o Should you have any questions relating to e-voting you may either refer to the [e-Voter's Guide](#) or email to [ga@rspo.org](mailto:ga@rspo.org) or [salmiah.hasbullah@rspo.org](mailto:salmiah.hasbullah@rspo.org)

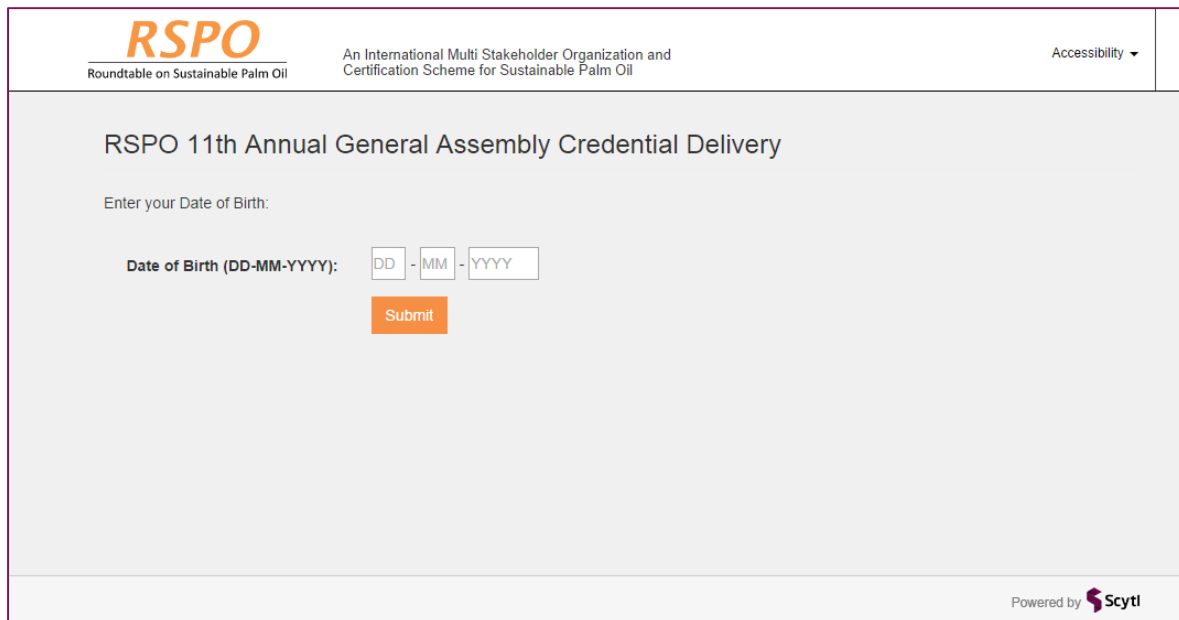
THANK YOU for participating.

Roundtable on Sustainable Palm Oil

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

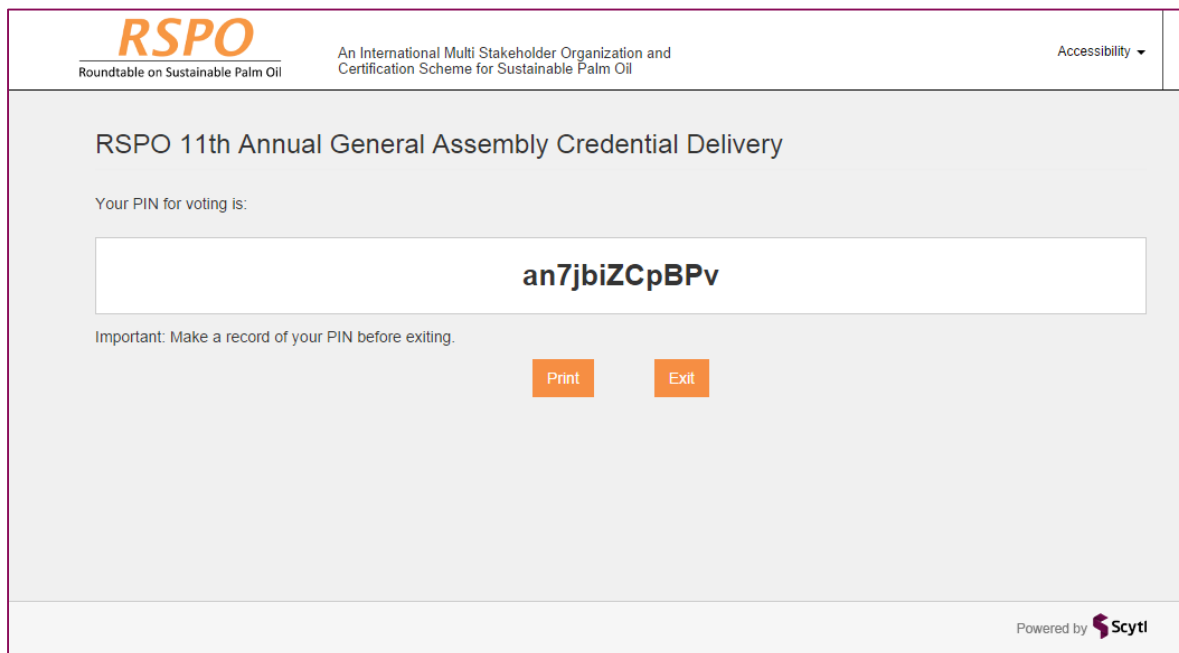
## 2.3 Access Voting PIN

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



The screenshot shows the top navigation bar with the RSPO logo and name, the full name of the organization, and an Accessibility dropdown menu. The main heading is "RSPO 11th Annual General Assembly Credential Delivery". Below this, it asks the user to "Enter your Date of Birth:" and provides a form with three input fields for "DD", "MM", and "YYYY", separated by hyphens. A "Submit" button is located below the form. At the bottom right, it says "Powered by ScytI".

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.



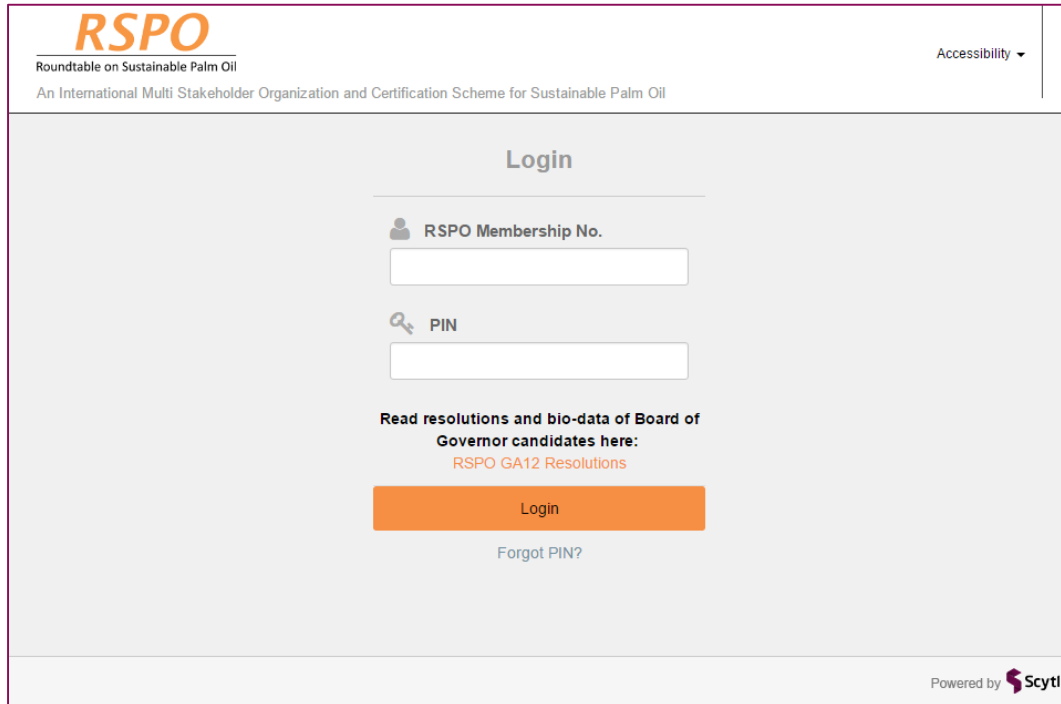
The screenshot shows the same top navigation bar. The main heading is "RSPO 11th Annual General Assembly Credential Delivery". Below this, it asks the user to "Your PIN for voting is:" and displays the PIN "an7jbiZCpBPv" in a large white box. Below the box, it says "Important: Make a record of your PIN before exiting." and provides two buttons: "Print" and "Exit". At the bottom right, it says "Powered by ScytI".

**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>



The screenshot shows the RSPO Voting Login Page. At the top left is the RSPO logo and text: "Roundtable on Sustainable Palm Oil" and "An International Multi Stakeholder Organization and Certification Scheme for Sustainable Palm Oil". At the top right is an "Accessibility" dropdown menu. The main content area is titled "Login" and contains two input fields: "RSPO Membership No." and "PIN". Below the input fields is a link: "Read resolutions and bio-data of Board of Governor candidates here: RSPO GA12 Resolutions". At the bottom of the login area is an orange "Login" button and a link "Forgot PIN?". At the bottom right of the page is the text "Powered by ScytI".

#### 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

The screenshot shows the RSPO voting interface. At the top left is the RSPO logo and name. At the top right, there is an 'Accessibility' dropdown menu and a user ID '333333333333'. Below the header is a progress bar with three steps: '1 Vote' (highlighted in green), '2 Review Vote', and '3 View Receipt'. The main content area contains the following text: 'Browse through the questions with the "Previous" or "Next" buttons, select the answers you want and afterward review your selection with the "Review" button'. Below this is the question: '1. Resolution 6a' followed by 'Appointment of PricewaterhouseCoopers as the auditors of the RSPO for the financial year ended 30 June 2014.'. There are two radio button options: 'For' and 'Against'. At the bottom of the question area are two buttons: 'Reset' and 'Next' with a right-pointing arrow. At the bottom right of the interface, it says 'Powered by ScytI'.

### 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.

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Accessibility ▾ 33333333333 ⏻

1 Vote > 2 Review Vote > 3 View Receipt

Browse through the questions with the "Previous" or "Next" buttons, select the answers you want and afterward review your selection with the "Review" button

**6. Election of Board of Governor Seat**

For members of the Category : Retailers ONLY

Note: There are two seats up for election. Please select 2 candidates.


Mr. A, Sainsbury

Mr. B, Carrefour

Mr. C, Marks & Spencer

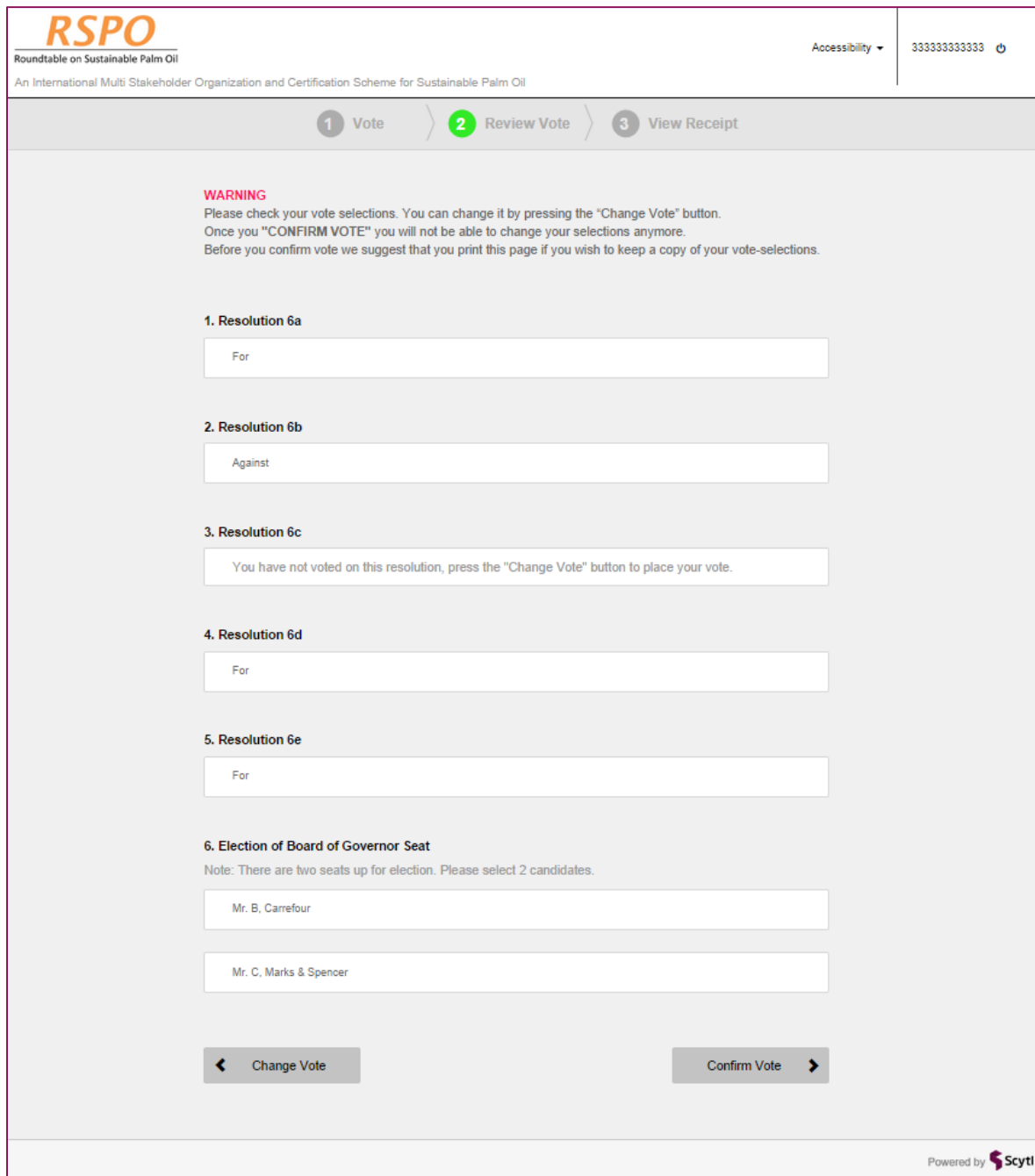
◀ Previous    Reset    Review ▶

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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.



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Accessibility ▾ 333333333333

1 Vote > 2 Review Vote > 3 View Receipt

**WARNING**  
Please check your vote selections. You can change it by pressing the "Change Vote" button.  
Once you "CONFIRM VOTE" you will not be able to change your selections anymore.  
Before you confirm vote we suggest that you print this page if you wish to keep a copy of your vote-selections.

**1. Resolution 6a**  
For

**2. Resolution 6b**  
Against

**3. Resolution 6c**  
You have not voted on this resolution, press the "Change Vote" button to place your vote.

**4. Resolution 6d**  
For

**5. Resolution 6e**  
For

**6. Election of Board of Governor Seat**  
Note: There are two seats up for election. Please select 2 candidates.  
Mr. B, Carrefour  
Mr. C, Marks & Spencer

< Change Vote Confirm Vote >

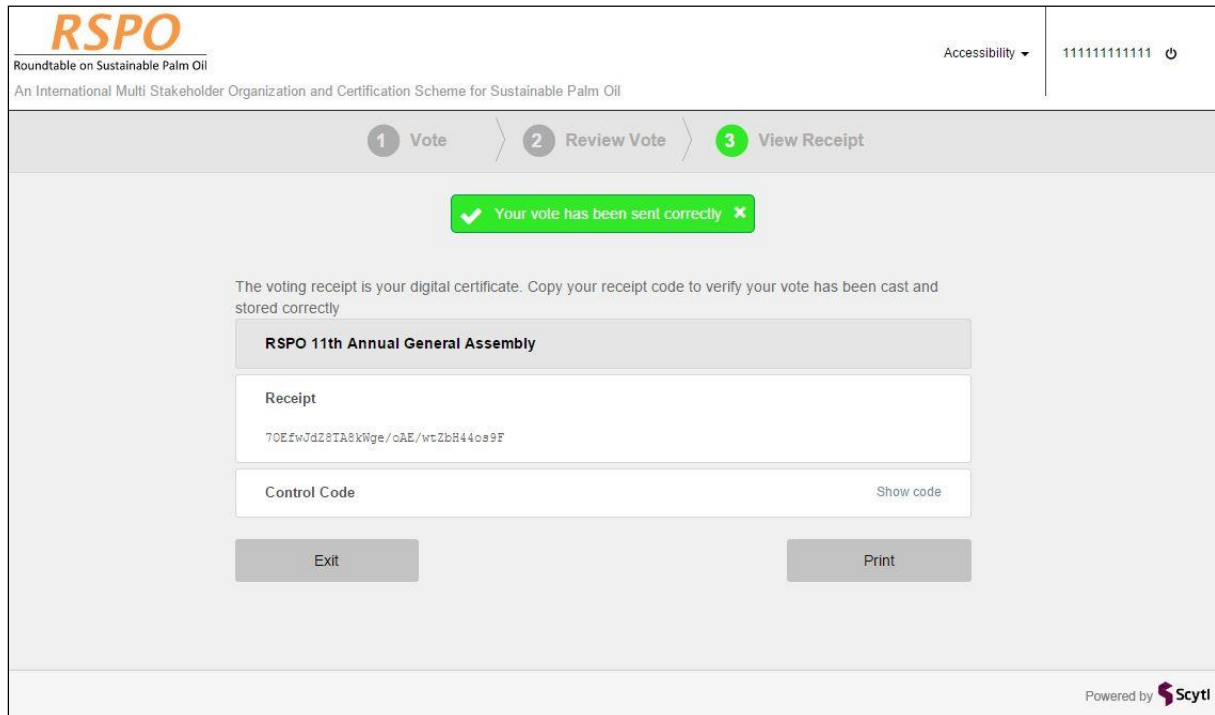
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If you wish to change any of the selected options, press the "Change Vote" button and you will be taken back to the first question. By default your selected options before the "Change Vote" button is pressed will remain. If you choose to review all 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.

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Accessibility ▾ 1111111111111111 🔊

1 Vote > 2 Review Vote > 3 View Receipt

✔ Your vote has been sent correctly ✕

The voting receipt is your digital certificate. Copy your receipt code to verify your vote has been cast and stored correctly

**RSPO 11th Annual General Assembly**

**Receipt**

70EfwJdZ8IA8kNge/cAE/wtZbH44os9F

**Control Code** Hide code

```
c58ofs3+9b8GtK7U2/3LIBj5oGBvudBYn v2FhO+V5s1eV5b4/EUhgBAYdkQITjHK
zB4hV4JvsBqUN6qNTAObq7prLuvQm2f MVZVeAOM8GQm1EBJxJqKa1A/e6SaBGX
1lQv/k78e2McTRDndWX88fPCWheE1qJ vtOn26YJz+8WtdwxniyShm2IdR8H1Bc
E6f7g79Ym3KUozWfktMf08rhaNSeD+ X6WTMg/+LqtmpO9HTCb45Cd3BvNEArj
senZSSwK7PjppjRo5n34Q977FS+c08ev dW5mVUGCt1uOd1P4w1/b8wWhXqv1y8F
w4Y/cUckWbFOCqkpXFnI/03UbuyiIiig ==#70EfwJdZ8IA8kNge/cAE/wtZbH44
os9F#8a0d80a2490e20ed01490e2987 eb0069#111111111111111114133041143
40#HOKJlQGyhxPcXvEacR23MpfefFQZ nrylNpujDp1kjBXyc//a2z+ERbs4Klfn
1tneo/bLXhB1Iib773QvMf+j2YLPWpD fH7Tm/xA3PDVwVONw31TPhz6SszE6yG
kDSNOy1Q1eITv2Ej kdtXPCON3k1US/7 krR+deI74D1z1RcUrp4D24zfcQvbWfC
zwevLwEaQhYdse86GMKz29Qu/I+r09b fsSzF4Arf51aJXK4gPDx88iKZJf0j33
eEemNom2gk4yK12AuIgh6Aob/e3X6tN 6vyJ7QXevsv+wyEJFEKL1aGRbRDKV64
8Ow+uh/qSu2XKk6hw/DmjcnDA9wad3X XH9A==
```

Exit Print

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### 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.