Internet Voting

Voter Guide

Voting for RSPO 11th Annual General Assembly

2014

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1 Introduction

The Roundtable on Sustainable Palm Oil (“RSPO”) has decided to introduce electronic voting (“E-Voting) at their upcoming 11th Annual General Assembly. The system implemented will allow voting in an easy, reliable and secure way. Therefore, RSPO members eligible to vote can participate in a secure online environment, regardless of the technological knowledge of the voter. This document describes the steps to vote through the E-Voting platform.

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:

Login to Credential Delivery System

Enter your credentials, i.e.: Membership ID and Date of Birth

- Membership ID: a 12 digit number provided by RSPO to be entered 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 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 Harshad Bende,

We are pleased to invite you to E-vote for the RSPO 11th General Assembly.

Before you log onto the voting page remember you need to have your RSPO Membership ID and the PIN you are going to obtain by using the one time link below.

This link is for single use only. Once you open the link you will need to note the PIN or print it.

For security reasons you CANNOT open the link again!

To get your PIN, click or copy the following link into your Internet browser:
https://prepnyx.scytl.com/rspopa11-oti/requestPIN?blanmpsp87rwsw3n3v8mtn34dlwddtt7lamdmc
and then copy or print your PIN.

Online voting process:

1. In the following link you can access the RSPO 11th General Assembly voting portal. Click or copy this link into your internet browser.


2. Enter the Membership ID.

3. Enter your obtained PIN.

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 complete. This is proof that your vote has been cast and counted.

PLEASE NOTE: The voting portal will be accessible from 00:00 hours (GMT+8) on 25 Oct 2014 to 15:00 hours (GMT+8) on 18 Nov 2014 ONLY.

THANK YOU for participating.

Roundtable on Sustainable Palm Oil

Note: The link is for ONE time use only. Hence, please note or print the password when it is shown.

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 password when it is displayed.

Note: Please note or print the password 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://pnyx.scytl.com/RSPOGA11
3.2 Resolution and Candidate details
Before you login to the portal, click on the “RSPO GA11 Resolutions” where you can find details of resolutions and bio-data of candidates 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
Identify yourself to the E-voting platform with your voter credentials, i.e. Membership ID and PIN (Use the PIN received in Step 2.3). If you have lost your credentials, please go to Section 4 of this document or contact RSPO.
- Membership ID: 12 digit number provided by RSPO 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.

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] At any point if 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 quit the voting application at any moment by pressing the Logout button in the upper right hand corner. If you do not cast a vote on any question, it will not be counted. 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.

**Note:** If you attempt to choose more than the allowed number of options in any question, you will receive an error message and you will not be allowed to continue.

### 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 through all the questions again or you can navigate to the selected 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 2.2 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.