



Internet Voting

Voter Guide

Voting for RSPO 11th Annual General Assembly
2014

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ScytI - Secure Electronic Voting

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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: <https://pnyx.scytI.com/rspoga11-otI/requestPIN/sendOTL?lang=en>

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Accessibility ▾

RSPO 11th Annual General Assembly Credential Delivery

Please verify the following to retrieve your PIN

Membership ID:

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

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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.

From: RSPO <evote@rspo.org>
 Subject: **RSPO 11th General Assembly Voting PIN**
 Reply to: Evote@rspo.org
 To: Me

Dear Harshad Bendle,
 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://prepnx.scytl.com/rspoga11-otl/requestPIN/b9anxnps87rzwdwn3v8mtn34szlwdtti?lang=en>
 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.
<https://prepnx.scytl.com/rspoga11/index.html#!?electionId=ff808081488968640148897ae8af0063>
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.

o 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.



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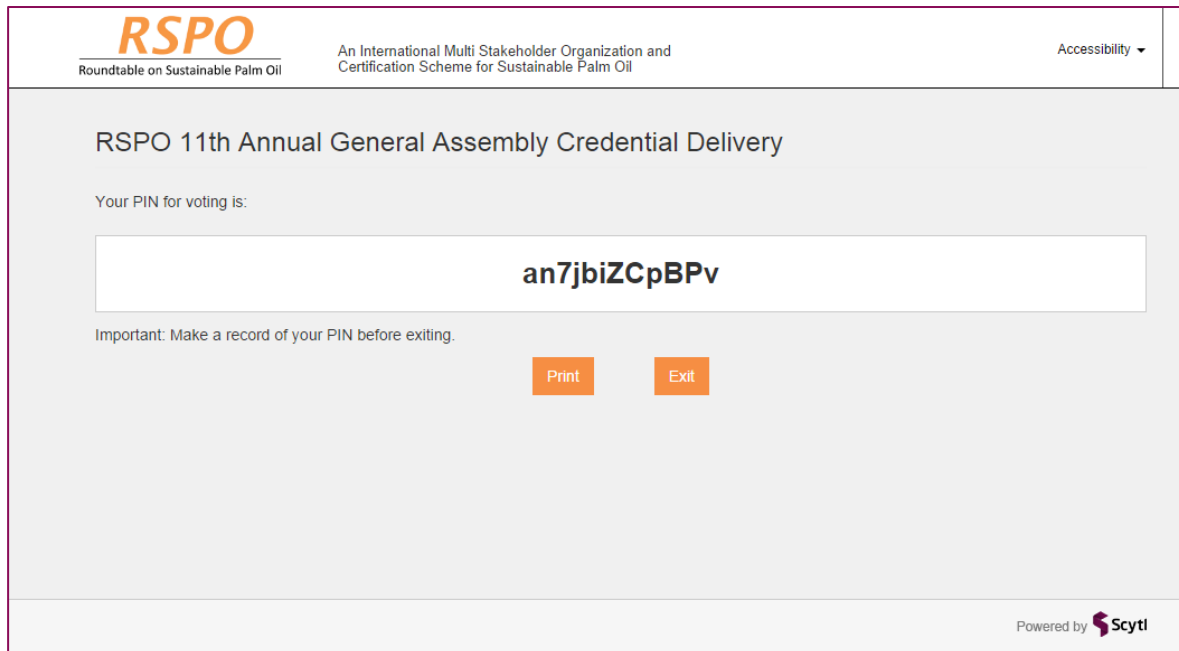
RSPO 11th Annual General Assembly Credential Delivery

Enter your Date of Birth:

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

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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.



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RSPO 11th Annual General Assembly Credential Delivery

Your PIN for voting is:

an7jbiZCpBPv

Important: Make a record of your PIN before exiting.

Print Exit

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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.scytI.com/RSPOGA11>

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Login

Membership ID

PIN

Read resolutions and bio-data of Board of Governor candidates here:
[RSPO GA11 Resolutions](#)

Login

[Forgot PIN?](#)

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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

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 and a user ID '333333333333'. Below this is a progress bar with three steps: '1 Vote' (highlighted in green), '2 Review Vote', and '3 View Receipt'. The main content area contains instructions: 'Browse through the questions with the "Previous" or "Next" buttons, select the answers you want and afterward review your selection with the "Review" button'. The first question is '1. Resolution 6a' with the text 'Appointment of PricewaterhouseCoopers as the auditors of the RSPO for the financial year ended 30 June 2014.'. Below the text 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. The bottom right corner of the interface 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] 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.

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Accessibility ▾ 33333333333333 ⌵

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 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.

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Accessibility ▾ 11111111111111 ⏏

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
70EfwJdZ8TA8kWiqe/cAE/wcZbH44oa9F

Control Code Show code

Exit Print

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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 ▾ 111111111111 ☰

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
70EfwJdZ8TA8kWge/cAE/wtZbH44oa9F

Control Code Hide code
c58ofa3+9b88ck7U2/3LIBj5oGBvuBYn v2FhO+V5s1sV5b4/EJhg8AydkQTIjHK
zB4hV4JvsBqJN6qNTAObq7prLuvQm2f MVZVeROM8GQmIEBjwJqks1A/e6Sa8GX
1lQy/k79e2McTRDndWX3SfPCWEhE1qJ vt0nZ6YJz+8NTdwxniyGhm2IdR8H1Bc
E6fY7g79Ym3K0czWEktME08zhaNSsD+ X6WIMg/+Lqtmp09HTCb45Cd3BvNEArj
senZSSwK7FJpjRo5n84Q977FS+c08ev dW8mvUGCt1uOd1P4w1/b8eWhXqv1y8F
w4Y/cUckWbFOCqkpxPnI/O3Ubuyi1Ilg ==#70EfwJdZ8TA8kWge/cAE/wtZbH44
oa9F#8a0d80a2490e20ed01490e2987 eb0063#111111111111#14133041143
40#HOKJLQgyhxftXvEacH23Mpfe#FQ2 nryNpujDp1kjBXyc//a2z+ERbs4K1fN
ltneo/bLXhB1TlB773QvMf+jZYlpWpD fHTIm/xA3FDVwVONw31TPhz6SksE6yG
kDSHOy1Q1sITv2EjkdXPCON3k1U5/7 krR+deT74D1z1RcUrp4D24zfcQvWfC
zweWLEaQhYds86GMKzZ9Qu/T++09b fsS2F4ArfS1aUKX4gPDx88iKZJf0j33
eEemNcm2gk4y12AuIGH6Acb/e3X6tN 6vyJ7QXevsv+vyEJFEKLaGR6RDkV64
80w+uh/qSuAXK6hw/DmjoNDA9wsd3X XH8A==

Exit Print

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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.