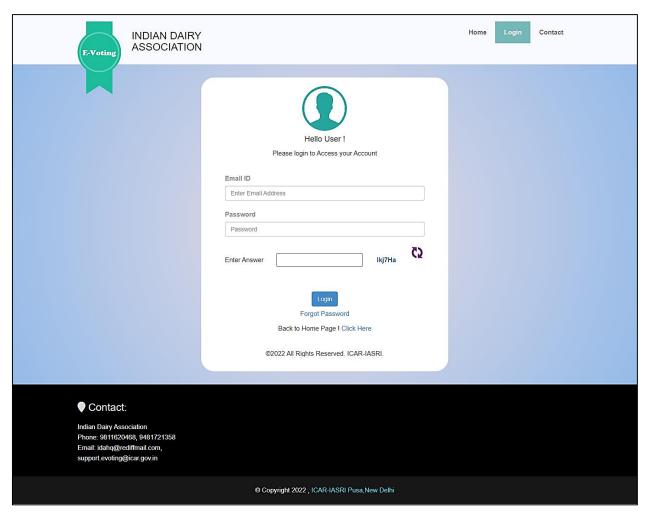
Reference Manual

Home Page



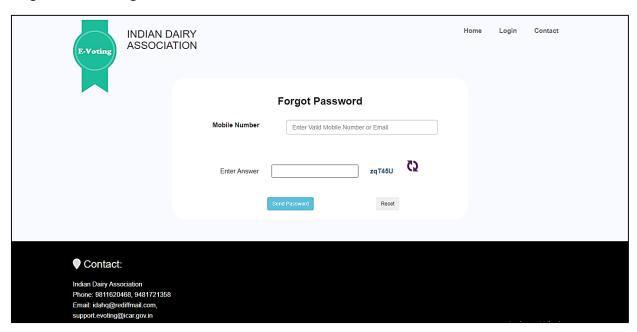
i. Click on "login" link on home page to login into the e-Voting system of IDA

Login Page



- i. Enter Email-id registered in IDA in the login.
- ii. For the first time login, use numeric part of your IDA Membership ID as password. For example, if your Membership ID is PP/WZ/LM/2345/DL, then your Password will be 2345
- iii. Type the Captcha provide in the given image.
- iv. Click on "Login" button to log into the e-Voting system of IDA.

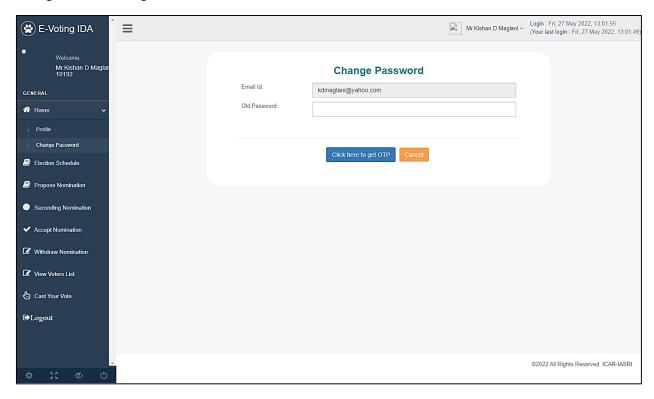
Forgot Password Page



Generate forgotten password

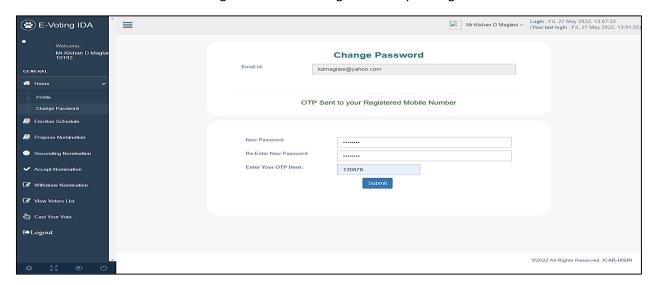
- ii. Click on "Forgot Password" link on login page
- iii. Enter your registered mobile number
- iv. Type the Captcha provide in the given image.
- v. Click on "Send Password" to get your password on your registered email-id
- vi. To clear the entered details, click on "Reset" button.

Change Password Page



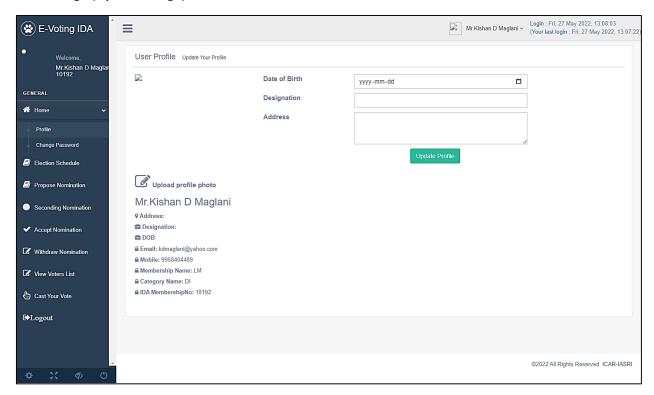
To Change Your Password

- i. Enter Old Password
- ii. Click on "Click here to get OTP" button to get OTP on your registered mobile number



- iii. Enter new password
- iv. Re-Enter new password
- v. Enter OTP in the OTP box
- vi. Click on "Submit" to change the existing password
- vii. To clear the entered details, click on "Reset" button.

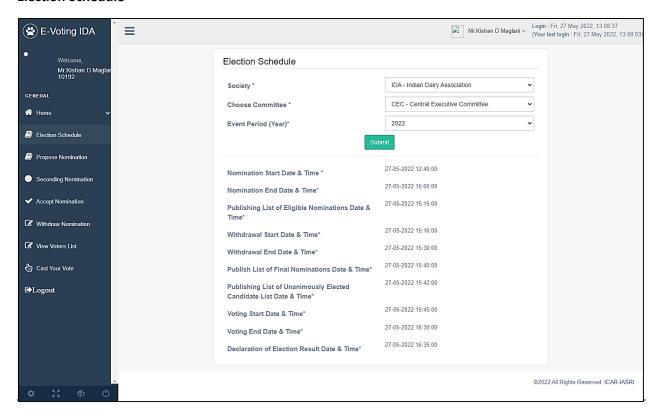
Profile Page (Optional Page)



To Edit Your Profile

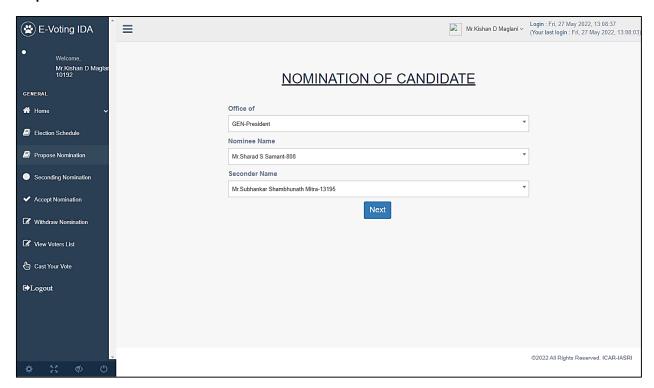
- i. Enter Date of Birth (Optional)
- ii. Enter Designation (Optional)
- iii. Enter Address (Optional)
- iv. Click on "Update Profile" button on profile page

Election Schedule



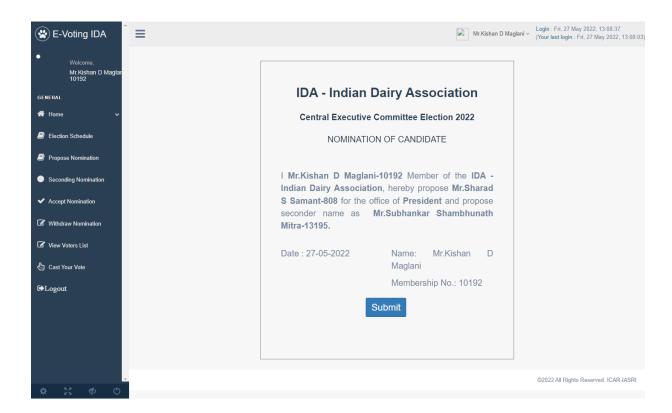
Election schedule button should show the above.

Propose Nomination



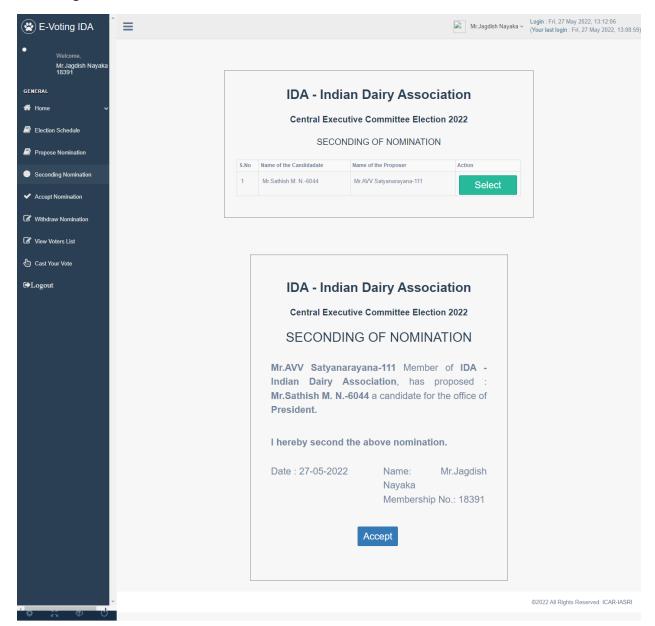
To Propose Nomination

- I. Select "Office of"
- II. Select "Nominee Name"
- III. Select "Seconder Name"
- IV. Click on "Next" Button



- V. Check Details filled by you in Nomination of Candidate form
- VI. Click on "Submit" button.
- VII. Inform seconder to second the nominee.

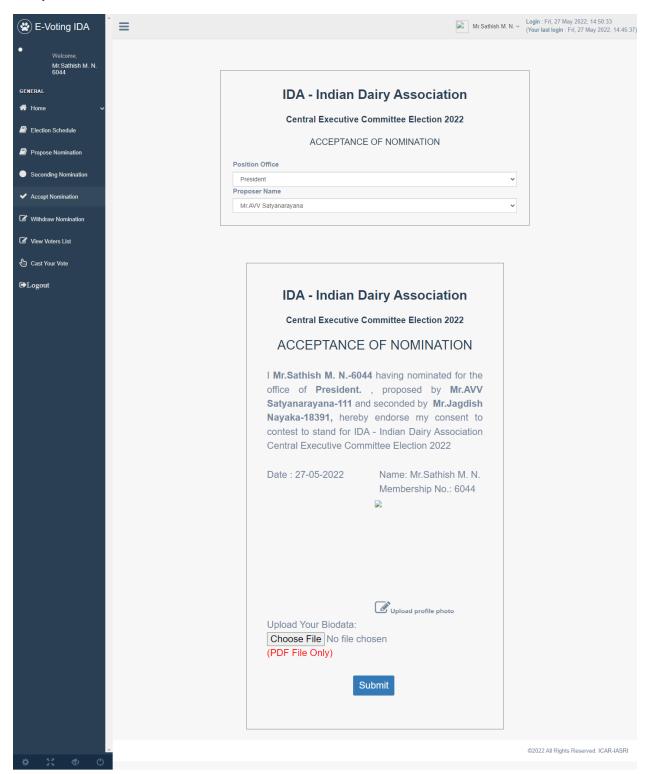
Seconding Nomination



To Seconding Nomination

- I. Select any one combination of candidate and proposer from table by clicking "select" button from the table
- II. When you select any one combination from the table all other combinations of candidate and proposer will get a mail regarding rejection.
- III. Check Details in the "Seconding of Nomination form"
- IV. Click on "Accept" Button
- V. Inform the candidate to accept their nomination.

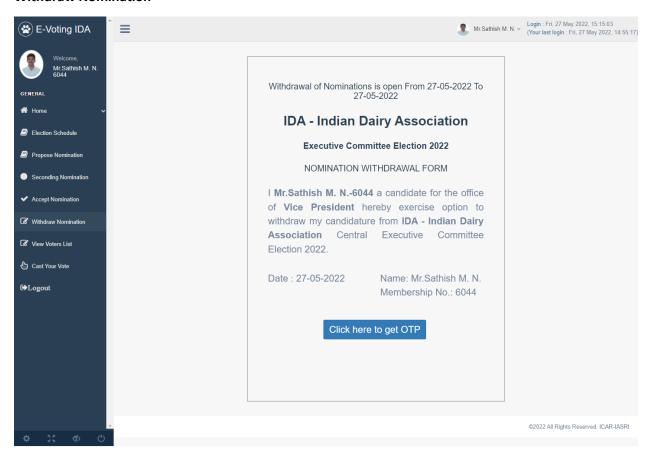
Accept Nomination



To accept nomination

- I. Select position
- II. Select proposer name
- III. Check Details in the "Acceptance of Nomination" form
- IV. Upload your Photo by clicking on "upload Profile Photo"
- V. Upload your Biodata by clicking on "Choose file"
- VI. Click on the "Submit" button
- VII. Your Nomination will go to returning officer for approval.

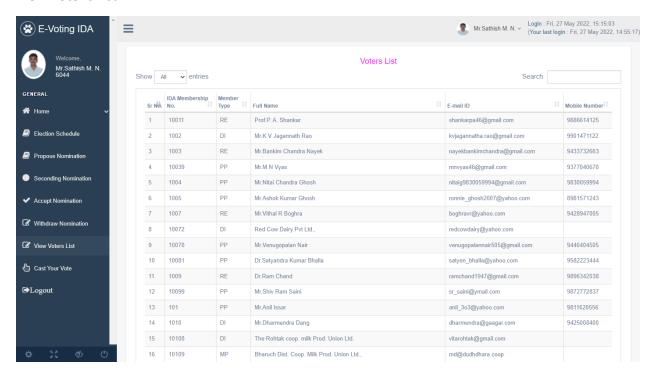
Withdraw Nomination



To withdraw Nomination

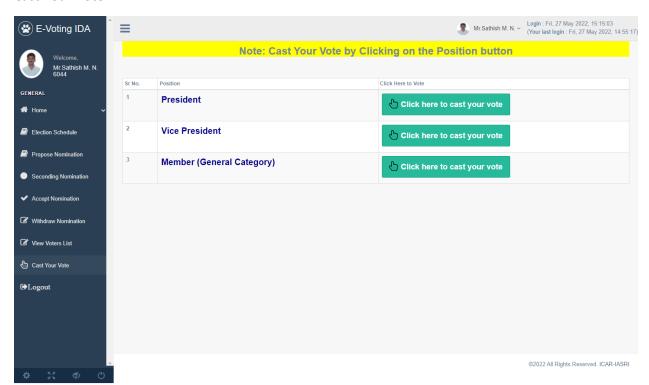
- I. Click on the "Click here to get OTP" button
- II. You will get OTP on your registered mobile number
- III. Enter the OTP and withdraw your nomination

View Voter's List



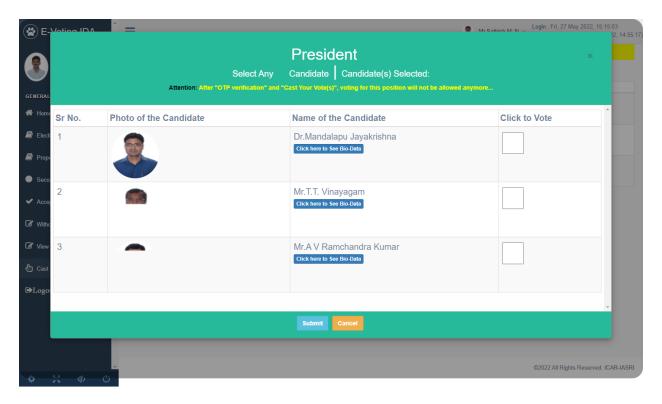
To view Voter's list, click on "View voter's list" menu available in the left side menu.

Cast Your Vote

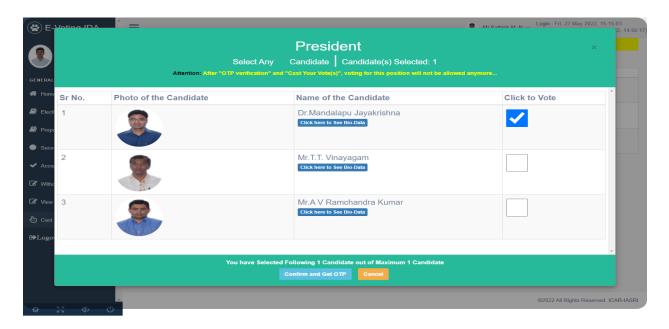


To cast your vote

- I. Click on the "Cast Your Vote" link in the menu
- **II.** Select any 1 position at a time.
- III. You will see the pop up shown in next screenshot



- IV. Select Candidates as per the limit of posts.
- V. Click on "Submit" button



- VI. Click on "Confirm and Get OTP" button.
- VII. Enter OTP in the textbox
- VIII. Click on Submit Button.
- IX. Your Vote will be casted successfully.
- X. Once your vote is casted for any position that position will be removed from the list of positions and no change will be allowed in any circumstances.
- XI. Now, select any other position and cast your vote for next position.
- XII. For each position you will get a different OTP for casting their vote.