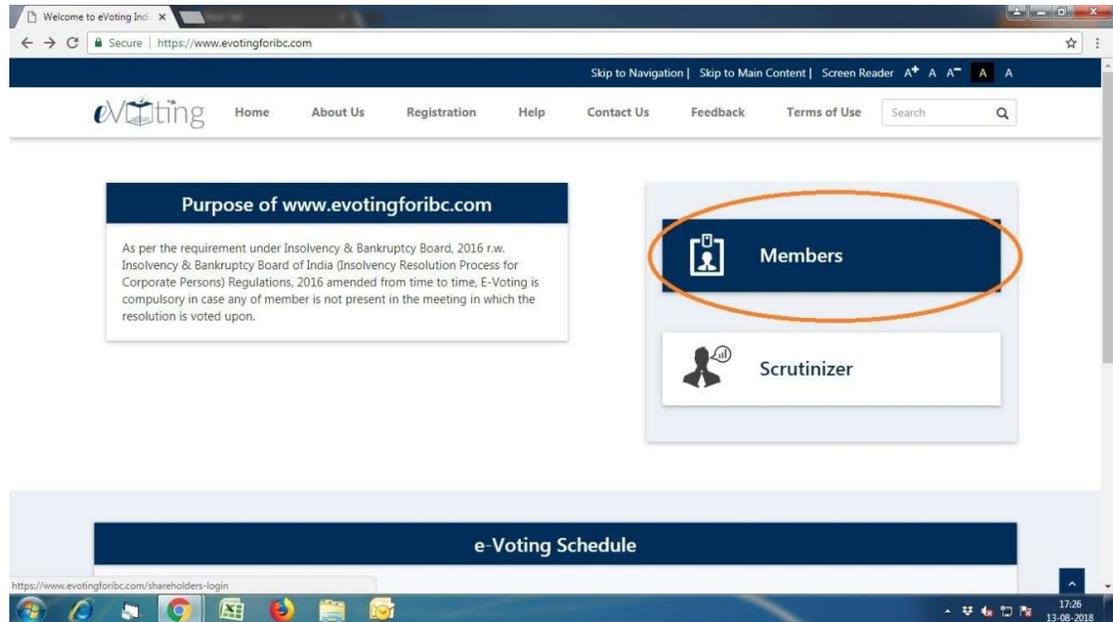# LINKSTAR INFOSYS PRIVATE LIMITED (LIPL)

TUTORIALS FOR USE OF E-VOTING SERVICE

E-VOTING INSTRUCTION FOR MEMBERS & FAQ

Sr.No	Particular	PageNumber
1	**E-Voting Member Formalities**	1
2	**E-Voting FAQ**	5

1) Go to the home page https://evotingforibc.com and click on ***Members*** login.
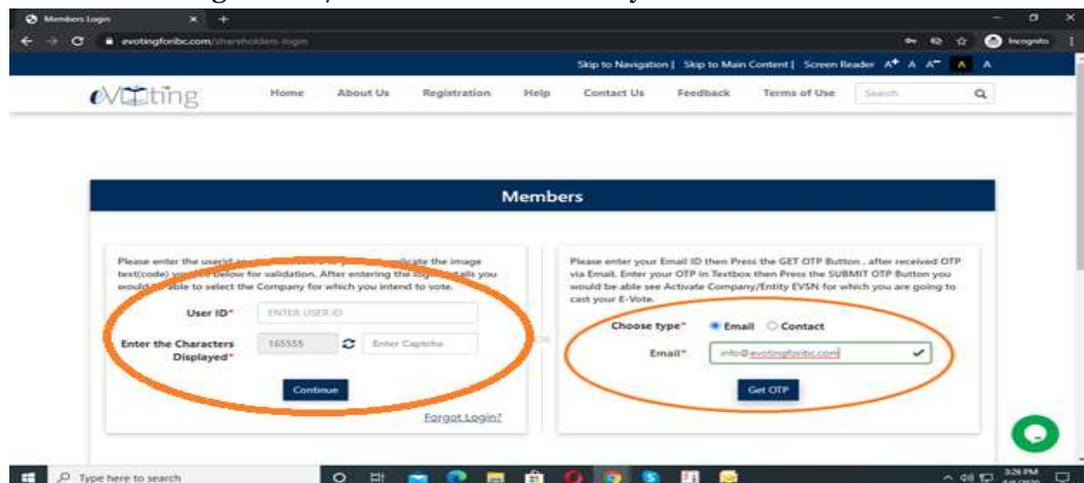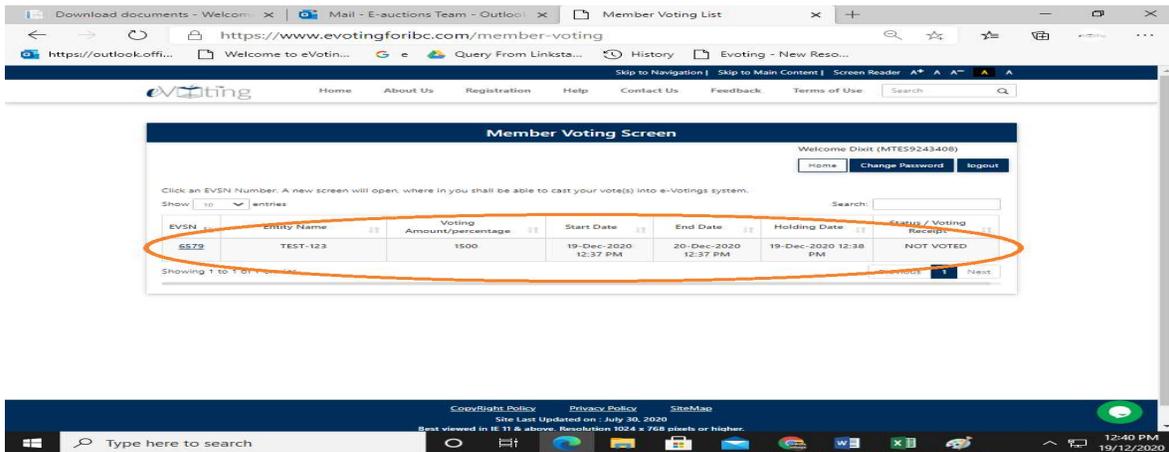

2) Enter and CAPTCHA and click on ***Continue.*** User ID and password will be sent through email by LIPL to the registered e-mail id of member. Thereafter enter the password provided in the e-mail
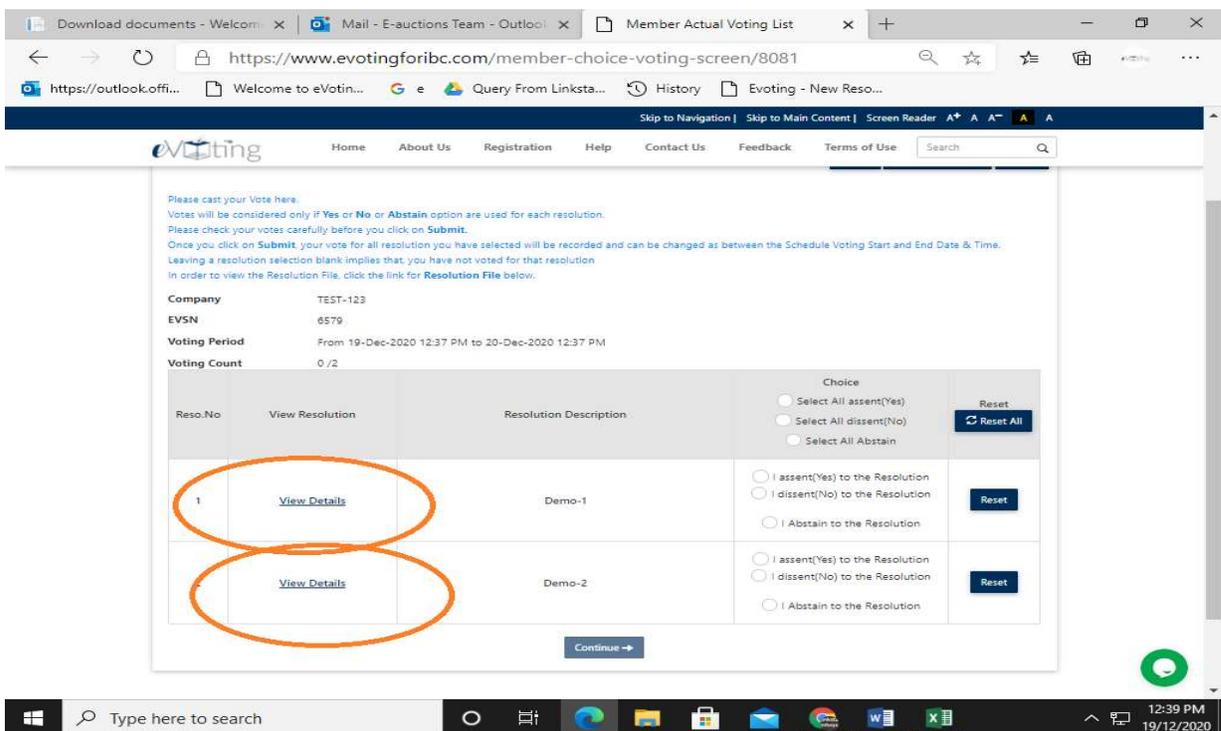
Or

Enter Email id/Mobile Number and click on Get OTP Button. System will be sent OTP through email/SMS Thereafter enter your OTP in OTP Box.

3) You will be directed on the following page of Member Voting Screen. The EVSN will be shown here once the E-voting schedule starts. Click on **_EVSN_** Number for starting e-voting process.

4) After clicking on EVSN number, member will be directed to the voting window. Member can see number of resolutions for which the vote is to be casted. By clicking on **_View Details_** the member will be able to see the PDF file of resolutions which are to be voted.

5) Now member will have to caste the vote either assent (yes) or dissent (no) against or Abstain each resolution. If member want to either assent on all resolution or dissent on all the resolutions, he can select either assent or dissent from the header. After selecting the resolution, click on ***Continue***.

6)

7) After clicking on ***continue***, member still has option to modify the vote. If member wish to modify the vote, then he has to click on ***Modify***. Otherwise, click on ***Submit*** for final submission of vote casted.

8) After submitting the resolution, new dialogue box will open and member has to click on **OK,** to record the vote.

8. By clicking on **OK** member will get another dialogue box stating *"Thank you! Your vote has been casted successfully."*

\

9) After casting the vote, member will be given an option to print the vote which is been casted by the member. Member can save the same for future reference and can take the printout for documentation.

E-mail reminders to the members.

1) Member will get Log-in ID and password from LIPL once the resolution and members detail uploaded by the scrutinizer is approved by admin at LIPL

2) *reminder email* will be sent *before the 12 hours of voting ends*.

E-Voting FAQ

1) When someone is clicking on EVSN and EVSN is not open then what to do?

Answer:
Members has to see the timings of E-Voting i.e Start Date & Time of E-Voting as well as close Date & Time of E-Voting. System will always share fresh Log in credential for each EVSN.

2) Authentication Failed?

Answer:
Kindly Verify your Username & Password Received on your Mail. For Example it can be Capital 0 or 0 (Zero) . We are requesting you to use Copy and paste method i.e while putting log in credentials at time of E-voting.

3) Members has not received Login Credentials on their Respected Email ID?

Answer:
There are two ways to Login to the Screen if not Received login details on your Email ID.
1) OTP Based System (Email ID or Mobile Number (IF Register on E-Voting Portal by Authorized Person)
EMAIL BASED OTP SYSTEM:
- Voters should log on to the E-Voting website **www.evotingforibc.com** during the voting period.
- Click on Members.
- Please enter your Email ID then press the GET OTP Button.
- After OTP is received via Email, Enter your OTP in Textbox.
- Press the SUBMIT OTP Button.
  You would be able see E-Voting session for which you are going to cast your E-Vote
2) Forgot/not received your Login Credentials Steps:

- Navigate to the https://www.evotingforibc.com/
- Click on member for member login page
- Click on "Forgot Login?" below the sign-in section.
- Select the Valid Name of Entity
- Enter your Valid Email ID into the field.
- Type the characters provided to you on-screen by E-voting for IBC site and click "Submit"

- The Email will be sent to register Email ID, provided in above step, providing Username and Password

4) Multiple Email-ID on E-Voting how to do?

Answer:

You have to do the OTP Based System.

5) How to Cast the E-Voting?

Answer:

E-Voting Procedure:

- Voters should log on to the e-voting website **www.evotingforibc.com** during the voting period.

Either Member can vote through **LOGIN ID PASSWORD or** Member can opt for **EMAIL Based OTP System for login.**

EMAIL BASED OTP SYSTEM:

- Voters should log on to the E-Voting website **www.evotingforibc.com** during the voting period.
- Click on Members.
- Please enter your Email ID then press the GET OTP Button.
- After OTP is received via Email, Enter your OTP in Textbox.
- Press the SUBMIT OTP Button.
- You would be able see E-Voting session for which you are going to cast your E-Vote.
-

LOGIN ID PASSWORD BASED SYSTEM

- Voters should log on to the E-Voting website **www.evotingforibc.com** during the voting period.
- Click on Members.
- Enter your User ID as provided in E mail.
- Next enter the Image Verification as displayed and Click on Login.
- Enter your Password as provided in E mail.
- After entering these details appropriately, click on "SUBMIT" tab.
- Select the EVSN of on which you choose to vote.
- On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "ASSENT/DISSENT/ABSTAIN" for voting. Select the option ASSENT or DISSENT or ABSTAIN as desired. The option ASSENT implies that you assent to the Resolution and option DISSENT implies that you dissent to the Resolution and option ABSTAIN implies that you abstain from voting to the Resolution.
- Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- After selecting the Resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.

6) How to Modify the Member Vote?

Answer:

Kindly Login to the Login Credential or OTP through then Click to the EVSN Number then again Click to the Modify Button then you Submit your Vote after submitting Voting Receipt Received on your Email Id or you can Download the E-Voting Screen.

7) How to Ensure You Casted You E-Vote?
   Answer:
First check your Email Id after clicking on Submit Button or Check your EVSN Screen Last Column it showing Status Voted or not Voted.

8) Session log out issue?
   Answer:
If you faced every time Session log out issue you have to do first log out your E-Voting Screen, then Closed your browser then open Re-Open your Browser than go to the E-voting Website Then Click to the Member Button after the put the Login Details on you E-Voting Screen.

9) Either your email ID is not registered as a member or your E-Voting is right now not active?
   Answer:

   1) May be you E-Voting not started or May be your E-Voting Closed.
   2) Your Email Id/ Mobile Number Not Register at our Records.

   Note: if not Register your Email Id or Mobile Number Kindly Contact to your Authorized Person.

10) Trouble at Casting the Vote?
   Answer:
   Kindly Mail us at **info@evotingforibc.com**

11) **How to View Updated Resolution?**
   Answer:
   Kindly Clear your Cookies or you Refresh on your PDF Files.