

ELECTIONS TO THE COUNCIL FOR SESSION 2019/2020
E Voting INSTRUCTIONS TO THE VOTERS

Following instructions will help you to successfully cast your votes through E-voting option. Please go through the procedure outlined below prior to casting your vote.

1. Eligible voters will have the option of selecting, e-voting, or paper voting or both. If any voter casts his/her vote by using both the paper voting and electronic voting options, only the paper vote will be counted, and the **electronic vote will be disregarded**.
2. **E-Voting procedure:**
 - a. The voting portal will be open from the day of commencement of the voting (**at 8.30 am (Sri Lanka time) on 01st August 2019**) until closing time and date for voting (**at 2.00 pm (Sri Lanka time) on 29th August 2019**).
 - b. The **URL** (<https://au.civici.com/ww/iesl>) for the electronic voting portal along with the **User ID (Voter ID)** will be sent to eligible voters by the E-voting Service Provider via the email registered in the IESL database.
 - c. Voter can login to the voting portal using the URL received through the email. Voter is advised to first read the election statement and bio-data of each candidate to be voted (optional).
 - d. Eligible voter may then select the option for receiving the **Voting Code/One Time Password (OTP)**, via SMS or Email by entering the User ID (Voter ID) and Email Address/Mobile number.
 - e. Service provider will match the credentials entered and then send the **Voting Code (OTP)** to registered mobile number or email (based on the preference in step (d)) of the voter.
 - f. This will provide access to the electronic ballot paper in the usual manner. OTP is valid only for One (01) hour.
 - g. Electronic Ballot paper is visible only for 10 minutes. If you could not fill it and submit within 10 minutes (session-out time), you should request for a fresh OTP by starting from item (d) above.

IMPORTANT:

▪ **Validity of credentials you enter**

Make sure that credentials including your Email/Mobile no/User ID (Voter ID) /Voting Code (OTP) etc should comply with following.

- should not have any spaces
- verified upper/lower case letters

- mobile number should not have country code. Country should be separately selected (by clicking the flag).

▪ **Receiving User/Voter ID via Email**

- If you do not receive this email into your usual 'Inbox', please check spam folder, Promotions folder, Social folder etc.

▪ **Take advantage of the double option (Email and Mobile)**

If for some reason the first option does not work, try the other option to receive your Voting Code (OTP).

Required instructions are provided in the voting portal as a Video Clip, to assist the voter. Once the vote is cast using the User/Voter ID and Voting Code (OTP) sent to him/her, no one will be able to cast a vote using the same User/Voter ID and Voting Code (OTP).

3. **Closing time of the Ballot:** Both e-voting and paper voting will be closed at **2.00 pm (Sri Lanka time) on Thursday - 29th August 2019.**

4. If a voter, attempting the e-voting option cannot successfully Login at the first instance, he/she can make multiple attempts. If there is any recurring problem, he/she could seek the assistance of one of the Election Officials listed below who would respond on priority basis. Once successfully voted, a confirmation message will appear on the screen. All voters are advised to use their vote very early.

Contact Details:

- **Chief Returning Officer – Eng (Rear Admiral) Ravi Ranasinghe:**
mobile: 071-7682900
email: cro@iesl.lk
- **Assistant Returning Officer – Eng. P.W. Sarath:**
mobile: 071-4736791
email: pwsarath@slt.com.lk
- **Chief Executive Officer/Executive Secretary – Eng. Neil Abeysekera:**
mobile: 071-0551109
email: es@iesl.lk

Eng. Neil Abeysekera
CEO/Executive Secretary

01st August 2019