Each voter will receive in their registered email address a unique voting token/number, voting link and voting instructions. In case a voter does not receive the email, he/she will notify the secretariat for updating of email and/or resend of token. Voters will also have a portal to trigger a resend of the voting token to their registered email.

The voter will click the link provided in the email to access the online voting system.

The voter will then log-in to the voting system by entering his/her email address and the unique voting token. (Note: Login is enabled after set start date/time and before end date/time of the election)

Once the voter logs in, he/she will be redirected to the Terms of Use section, where he/she will read and agree to the terms of usage of the Online Voting System.

Once the voter agrees to the terms of use, he/she will be redirected to the voting area to select the preferred candidate for each available position on the e-ballot form.

Once the candidate(s) of choice are selected, the voter will click on the Cast Vote button provided. (The e-ballot will be accepted if it meets ballot validity requirements, after which the voter will be issued with a report of the candidates selected.)

The voter will then log out of the Online Voting System. Once voting is completed, the voting token cannot be re-used to vote.