

Legal Practice Council (LPC) 2024 National Elections

Users' Guide to the Elections Platform





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# 1. Important information

## (a) Personal URLs (PURL)<sup>1</sup>

Each eligible practitioner will be provided with their own unique, personal URL, which will enable them to access the platform. It is important to note that **you may not share your unique, personal URL with any other practitioner** as it has been programmed to expect your specific SA ID number before a One Time Pin is issued as part of the login process.

#### (b) Mobile Networks and One Time Pins (OTP)

While the delivery of OTPs is normally quick to your mobile device, circumstances outside our control pertaining to the Mobile Networks can delay the delivery of OTPs. It is for this reason that the OTP is also sent to a practitioner's email address. If a practitioner keeps attempting to login before receiving their OTP, it is important to note that the newest OTP overwrites and cancels its predecessor.

#### (c) Time Out messages

The Nominations Platform has built-in security features that time out users after 5 minutes of no activity. If you get an error message that reads **Invalid CSRF Token**, **Form Ignored**, Members are then required to refresh their screen and login again.

(d) If you wish to review the candidates' bio details before logging in to vote The candidates' bio details are available on the LPC website or by clicking on the two links below:

For Advocate Candidate: <a href="https://lpc.virtual-elections.online/advocates-candidates">https://lpc.virtual-elections.online/advocates-candidates</a>

For Attorney Candidate: <a href="https://lpc.virtual-elections.online/attorneys-candidates">https://lpc.virtual-elections.online/attorneys-candidates</a>

### (e) Logging in and not completing your votes by logging out

The platform allows you to login, make voting selections and log out without submitting your final voting choices. When logging in a second time, should you not save your votes, the platform will display your previous selection(s) and you may proceed from where you left off.

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<sup>&</sup>lt;sup>1</sup> A personalised URL (PURL) is a unique and personalised landing page created especially for each legal practitioner.

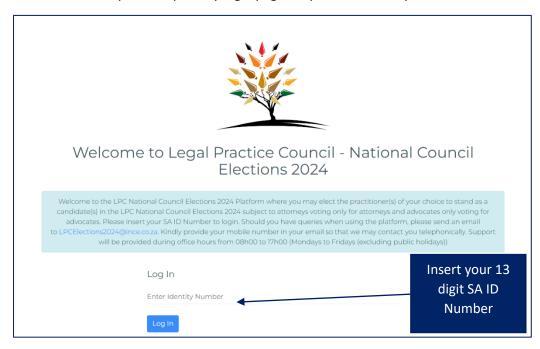


#### 2. Overview

This document explains the elections process using the LPC National Elections Platform accessed at <a href="https://lpc.virtual-elections.online.">https://lpc.virtual-elections.online.</a> The platform is accessed by Legal Practitioners using their unique PURL<sup>2</sup> that is contained in the emailed invitation sent to them, advising that the LPC National Elections have opened.

## 3. How to login

Each communication that a practitioner receives from the LPC contains a unique PURL. Clicking on the link or PURL opens the primary login page. To proceed, insert your SA ID number.



Should you make an input error, you will receive an error message (see below), at which point you should input the correct ID number to continue.

You have entered an invalid Identity Number

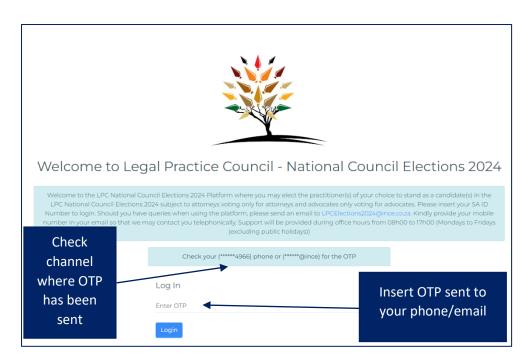
Once a correct SA ID number is input, the platform will send a One Time Pin to your mobile device and email address as recorded by the LPC (see below).

Insert the OTP and hit **Enter** to continue (see examples of OTP below). The OTP is a six-digit number. Please note that the OTP has a limited life span, and if you refresh your browser and log on again before getting your OTP, the next OTP requested overwrites the previous one.

<sup>2</sup> A personalised URL (PURL) is a unique and personalised landing page created especially for each legal practitioner.

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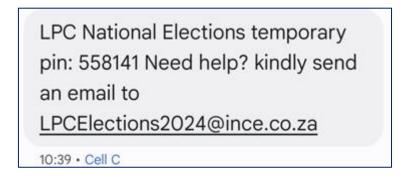




#### **Emailed OTP**



**SMS OTP** 



# 4. Making you voting selections if you are an Attorney

Depending on your professional designation, i.e. Attorney or Advocate, the platform will show you the electronic ballot paper you are entitled to cast votes on.

As an Attorney, you are entitled to cast 10 votes for Attorney candidates who have been nominated to stand for election to the LPC National Council. Please select the candidate(s) of your choice from

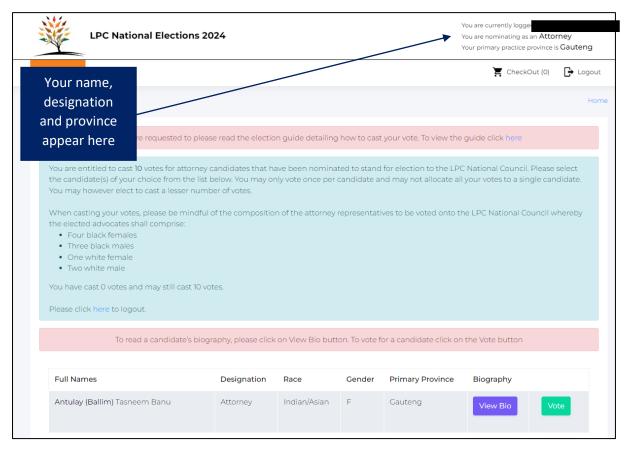


the list below. You may only vote once per candidate and may not allocate all your votes to a single candidate. You may, however, elect to cast a lesser number of votes.

When casting your votes, please be mindful of the composition of the Advocate representatives to be voted onto the LPC National Council, whereby the elected Advocates shall comprise:

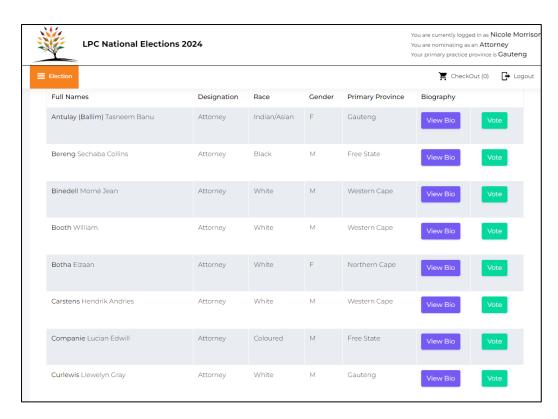
- Four black females
- Three black males
- One white female
- Two white males

The dashboard screen after you have logged in is shown overleaf.



Please note that there are 88 Attorney candidates displayed in Surname and then First Name(s) order. Keep scrolling down your screen to view all the candidates (see overleaf) for an example of the screen(s) that you will view.





## a) Viewing the candidates' bio details

Click on the purple View Bio button to view candidate's bio details.



The profile picture/image once you have clicked on the picture will show the following candidate information:

- Name
- Race
- Gender
- Designation





 Bio details supplied by each candidate

#### b) Selecting the candidate(s) of your choice

Make your voting selections by clicking on the green **Vote** button on the right-hand side of the candidates' grid (see below):

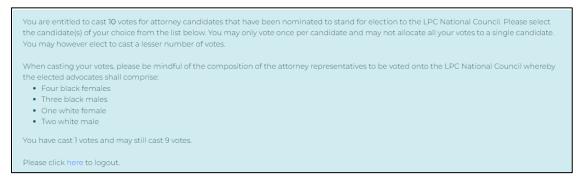


The platform will also show a confirmatory message (see below):



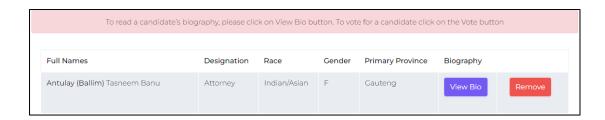
Click **OK** to add the candidate to your selections list.

The blue information box shows you have now cast **X** vote and that you still have **X** votes remaining (see below). As you make your selections, the numbers increment accordingly.



The block under your chosen candidate will then change to red in colour and state **Remove**.



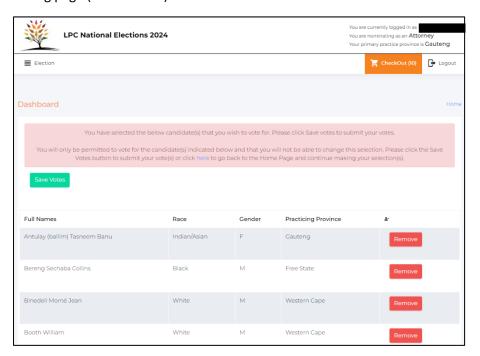




The **CheckOut** icon (top right of your screen below your name) also shows the number of candidates that you have selected as you make your selections (see left).

# c) Voting for the maximum number of candidates

If you voted for the maximum number of candidates, you are entitled to vote for (10 Attorney candidates). Once you have made your tenth selection, the platform takes you to the Complete Voting page (see overleaf).



Review your voting selections and if you are happy to proceed, click on the green **Save Votes** button at the top left-hand side of the screen, below the pink information box and at the bottom left of your screen.



Clicking on either **Save Votes** button causes the platform to show you a voting confirmation message (see below):





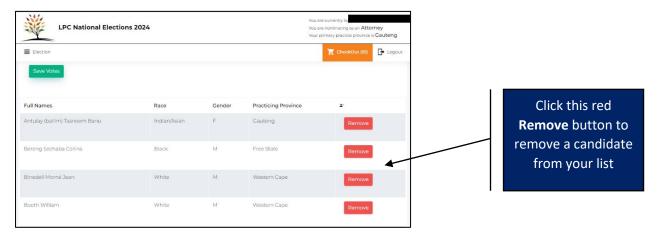
To save and commit your voting selection, you must click on the blue **OK** button.

d) Removing a candidate from your selection

There are two ways to remove a candidate from your selection:

(i) Before saving your votes, after completing your selections (6 votes)

Click on the red Remove button.



The platform will then ask you to confirm this selection (see below):



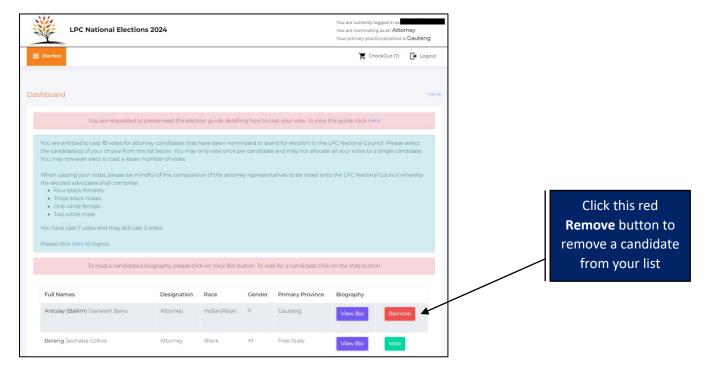
Once you click **OK**, the candidate is removed from your selection list, and you can now either click on the **Election** icon below the LPC logo to go back to the candidates' list, or click on the blue word **here** in the last sentence of the pink block on your screen (see below):





#### (ii) Before saving your votes, after completing your selections (6 votes)

The platform allows you to review your voting selections and make changes if applicable. Click on the red **Remove** button at the right of each candidate name you selected (see overleaf)





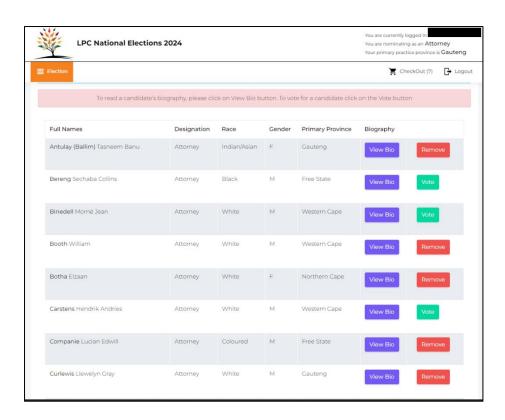
Clicking on this button requires you to confirm that you wish to deselect that specific candidate (see below):



Clicking **OK** will remove the candidate from your selections and then update the comment *You have cast X votes and may still cast X votes*.

You will now be able to continue to make voting selections (overleaf).





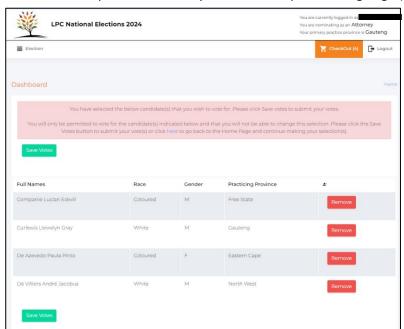
## e) Choosing to vote for less than the maximum number of candidates

The platform allows you to vote for fewer candidates i.e., less than 10.

Click on the **Checkout** icon on the right-hand side of the page, just below your name.

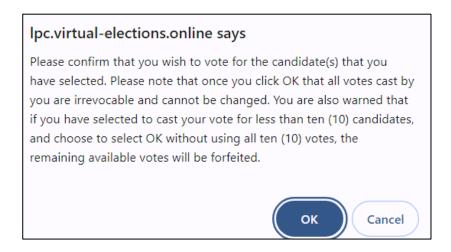


This causes the platform to take you to the Complete Voting Page (see below):





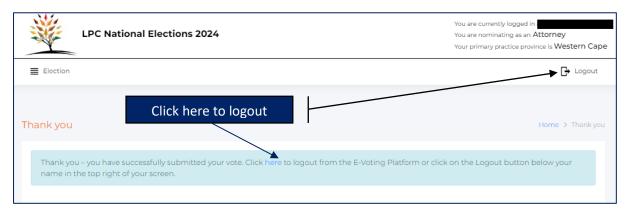
If you voted for less candidates than you are entitled to, i.e. less than 10 candidates, when you click on the green **Save Votes** button, the platform requires that you confirm your vote and warns you that any available votes will be deemed forfeited (see message below):



Click **OK** to submit your votes or click **Cancel** to change your selection. Once you click **OK** the platform acknowledges your votes have been successfully recorded (see overleaf).

## f) Confirmation that your vote has been recorded

Once you have made your selections and clicked **OK**, the platform acknowledges your vote (see below):



The wording in the message box is as follows:

Thank you – you have successfully submitted your vote. Click **here** to logout from the E-Voting Platform or click on the **Logout** button below your name in the top right of your screen.

The platform acknowledges you have logged out by changing the screen to show the following message:





#### This message reads:

You have successfully logged out of the platform. Should you have queries when using the platform, please email LPCElections2024@ince.co.za. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays))

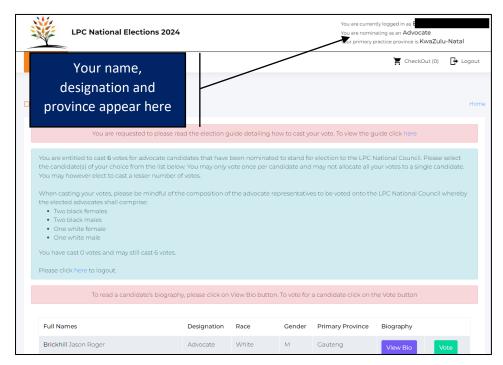
# 5. Making you voting selections if you are an Advocate

You are entitled to cast 6 votes for Advocate candidates that have been nominated to stand for election to the LPC National Council. Please select the candidate(s) of your choice from the list below. You may only vote once per candidate and may not allocate all your votes to a single candidate. You may, however, elect to cast a lesser number of votes.

When casting your votes, please be mindful of the composition of the Advocate representatives to be voted onto the LPC National Council, whereby the elected Advocates shall comprise:

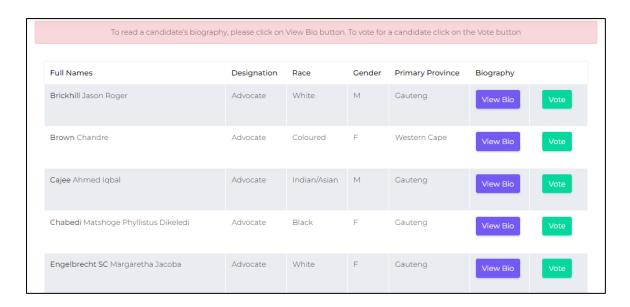
- Two black females
- Two black males
- One white female
- One white male

The dashboard screen after you have logged in is shown below:



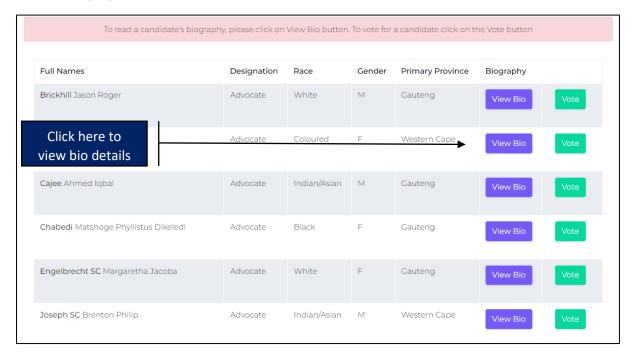
Please note that there are 38 Advocate candidates displayed in Surname and then First Name(s) order. Keep scrolling down your screen to view all the candidates (see below) for an example of the screen(s) that you will view.





# (a) Viewing the candidates' bio details

Click on the purple **View Bio** button to view candidates' bio details.



The profile picture/image once you have clicked on the image will show the following candidate information:

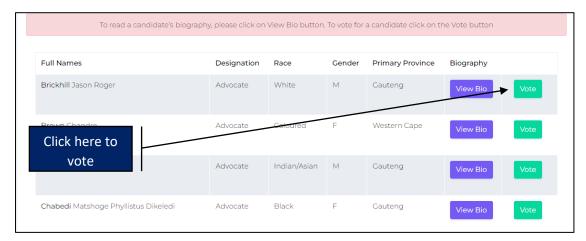
- Name
- Race
- Gender
- Designation
- Bio details supplied by each candidate





#### (b) Selecting the candidate(s) of your choice

Make your voting selections by clicking on the green **Vote** button on the right-hand side of the candidates' grid (see below):

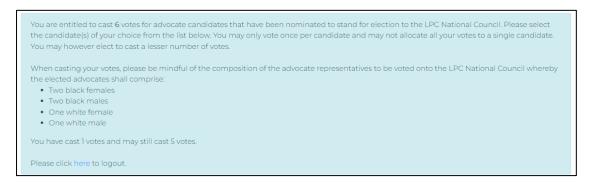


The platform will also show a confirmatory message (see below):



Click **OK** to add the candidate to your selections list.

The blue information box shows you have now cast X vote and that you still have X votes remaining (see below). As you make your selections, the numbers increment accordingly.



The block under your chosen candidate will then change to red in colour and state **Remove**.



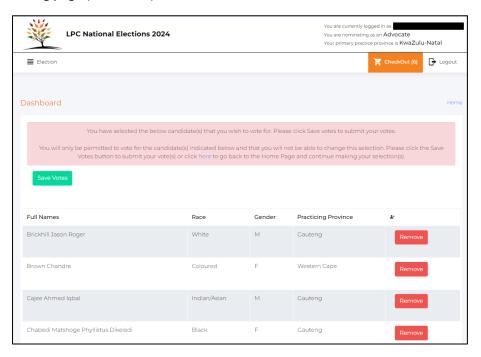




The **CheckOut** icon (top right of your screen below your name) also shows the number of candidates that you have selected as you make your selections (see left).

### (c) Voting the for the maximum number of candidates

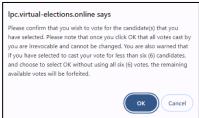
If you voted for the maximum number of candidates that you are entitled to vote for (6 Advocate candidates), once you have made your sixth selection, the platform takes you to the Complete Voting page (see below).



Please review your voting selections and if you are happy to proceed, click on the green **Save Vote** button in the top left of the screen, below the pink information box and at the bottom left of your screen.



Clicking on either **Save Votes** button, causes the platform to show you a voting confirmation message (see below):



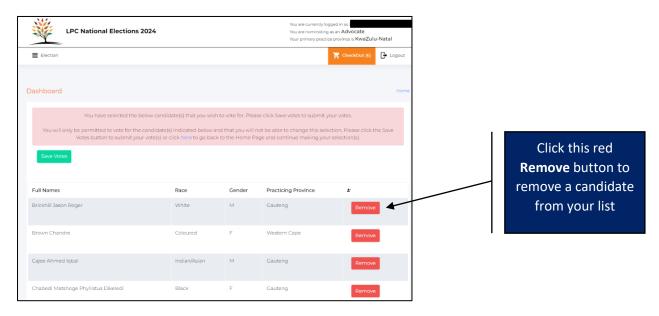
To save and commit your voting selection, you must click on the blue **OK** button.



## (d) Removing a candidate from your selection

There are two ways to remove a candidate from your selection:

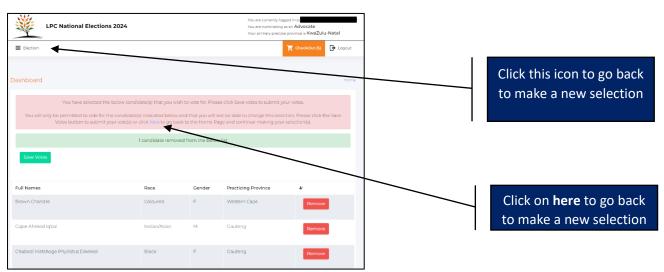
(i) Before saving your votes, after completing your selections (6 votes) Click on the red button that states **Remove**.



The platform will then ask you to confirm this selection (see below):



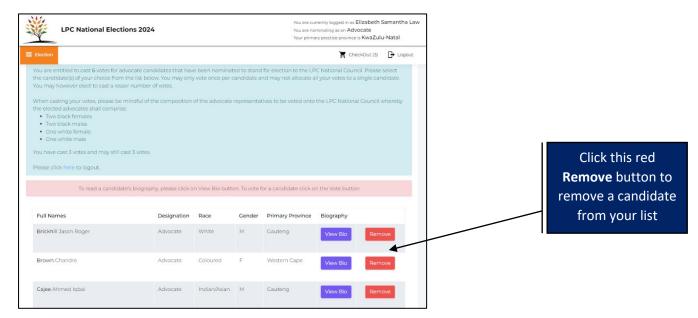
Once you click **OK**, the candidate is removed from your selection list, and you can now either click on the **Election** icon below the LPC logo to go back to the candidates' list, or click on the blue word here in the last sentence of the pink block on your screen (see below):





#### (ii) Before saving your votes, after completing your selections (6 votes)

The platform allows you to review your voting selections and make changes if applicable. Click on the red **Remove** button at the right of each candidate's name you selected (see overleaf).





Clicking on this button requires you to confirm that you wish to deselect that specific candidate (see below):

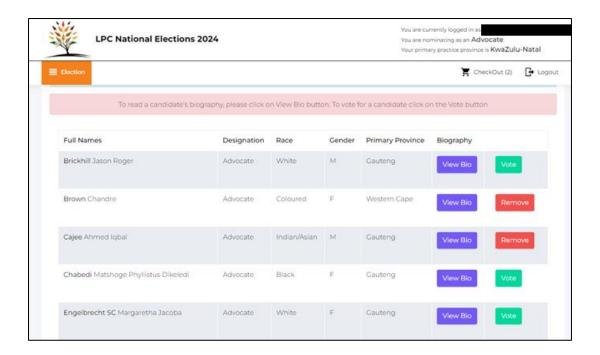


Clicking **OK** will remove the candidate from your selections and then update the comment *You have cast X votes and may still cast X votes*.

The platform then takes you to the candidates' page where you may make another selection (see overleaf).

You will now be able to continue to make voting selections (see below):





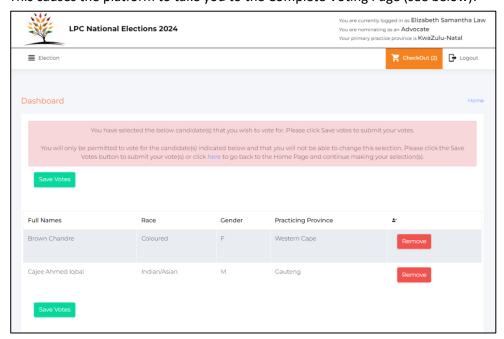
# (e) Choosing to vote for less than the maximum number of candidates

The platform is designed to allow you to vote for fewer candidates i.e., less than 6.

Click on the **Checkout** icon on the right-hand side of the page just below your name.

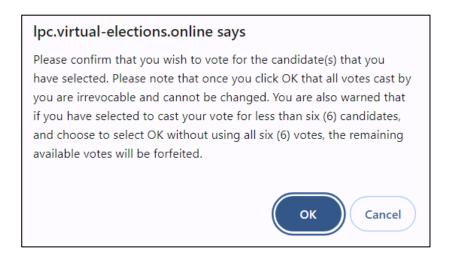


This causes the platform to take you to the Complete Voting Page (see below):





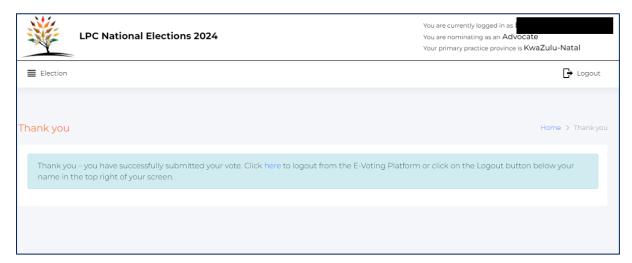
If you chose to vote for less candidates than you are entitled to, i.e. less than six candidates, when you click on the green **Save Votes** button, the platform requires that you confirm your vote and warns you that any available votes will be deemed forfeited (see message below):



Click **OK** to submit your votes or click **Cancel** to change your selection. Once you click **OK** the platform acknowledges your votes have been successfully recorded (see overleaf).

## (f) Confirmation that your vote has been recorded

Once you have made your selections and clicked **OK**, the platform acknowledges your vote (see below):



The wording in the message box is as follows:

Thank you – you have successfully submitted your vote. Click here to logout from the E-Voting Platform or click on the **Logout** button below your name in the top right of your screen.

The platform acknowledges you have logged out by changing the screen to show the following message:





#### This message reads:

You have successfully logged out of the platform. Should you have queries when using the platform, please email LPCElections2024@ince.co.za. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays))