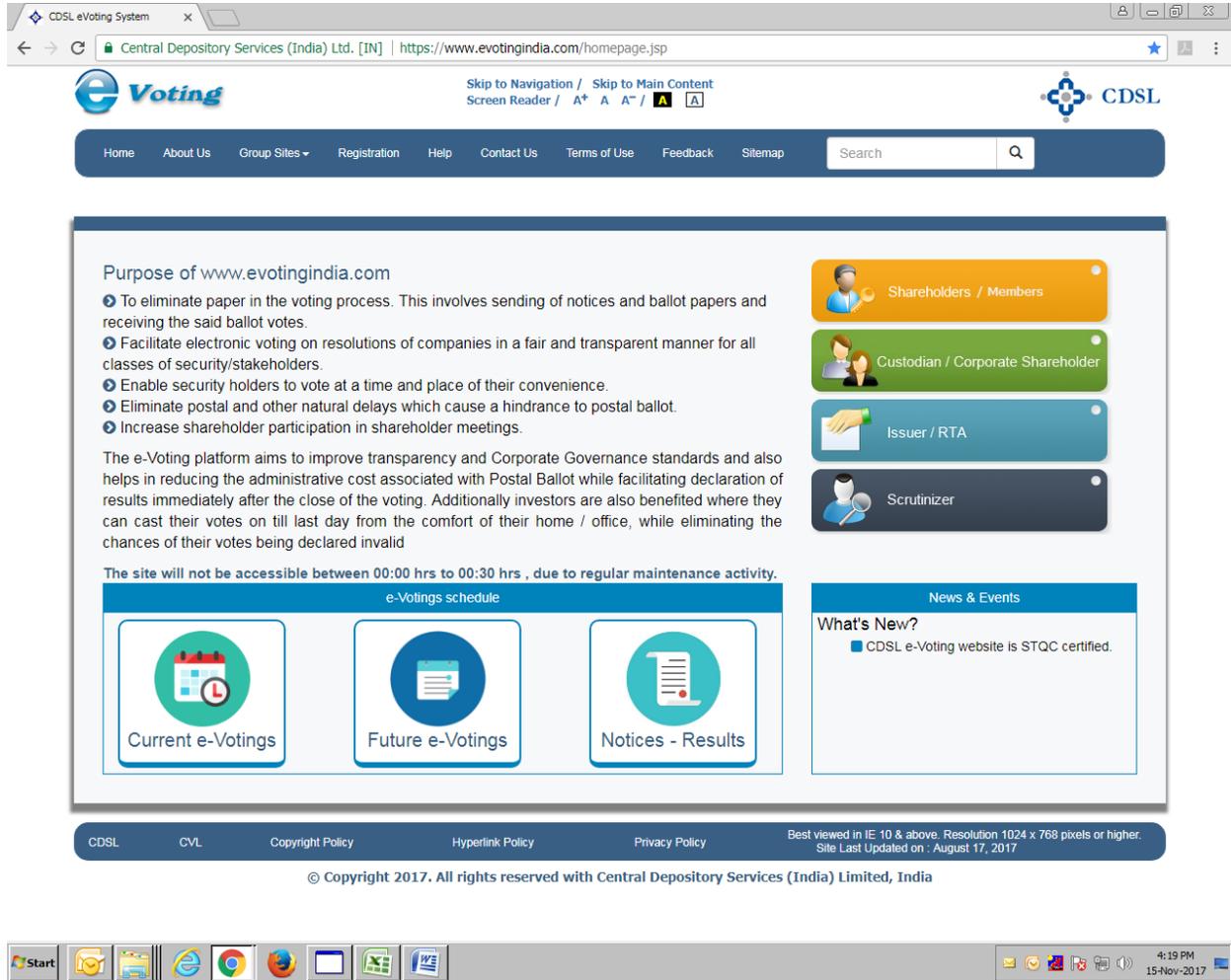


# User Manual on e-Voting system for Scrutinizers



## For Scrutinizers

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## 1. Login to e-Voting

Type the following address in the address bar [www.evotingindia.com](http://www.evotingindia.com) and click Enter.

CDSL eVoting System

Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/homepage.jsp>

**eVoting** Skip to Navigation / Skip to Main Content  
Screen Reader / A+ A A- / [A] [A]

CDSL

Home About Us Group Sites Registration Help Contact Us Terms of Use Feedback Sitemap Search

**Purpose of [www.evotingindia.com](http://www.evotingindia.com)**

- To eliminate paper in the voting process. This involves sending of notices and ballot papers and receiving the said ballot votes.
- Facilitate electronic voting on resolutions of companies in a fair and transparent manner for all classes of security/stakeholders.
- Enable security holders to vote at a time and place of their convenience.
- Eliminate postal and other natural delays which cause a hindrance to postal ballot.
- Increase shareholder participation in shareholder meetings.

The e-Voting platform aims to improve transparency and Corporate Governance standards and also helps in reducing the administrative cost associated with Postal Ballot while facilitating declaration of results immediately after the close of the voting. Additionally investors are also benefited where they can cast their votes on till last day from the comfort of their home / office, while eliminating the chances of their votes being declared invalid

The site will not be accessible between 00:00 hrs to 00:30 hrs , due to regular maintenance activity.

**e-Votings schedule**

- Current e-Votings
- Future e-Votings
- Notices - Results

**Shareholders / Members**

**Custodian / Corporate Shareholder**

**Issuer / RTA**

**Scrutinizer**

**News & Events**

**What's New?**

- CDSL e-Voting website is STQC certified.

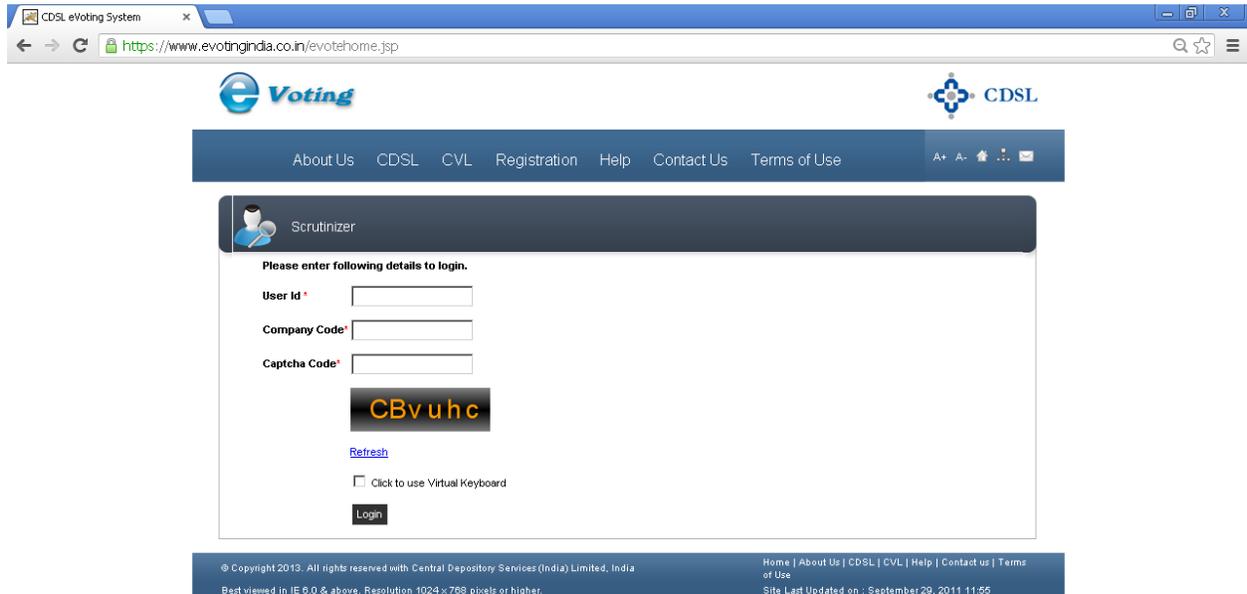
CDSL CVL Copyright Policy Hyperlink Policy Privacy Policy Best viewed in IE 10 & above. Resolution 1024 x 768 pixels or higher. Site Last Updated on : August 17, 2017

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Start [Taskbar icons] 4:19 PM 15-Nov-2017

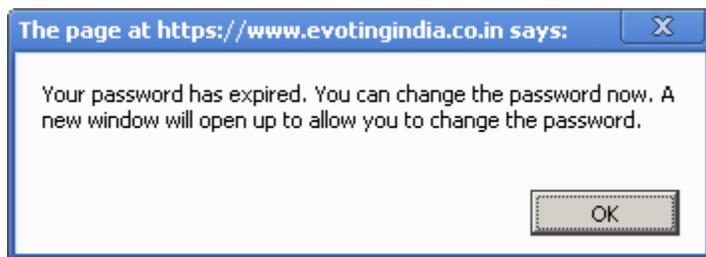
# e-Voting User Manual for Scrutinizers

## Click on Scrutinizer



Now enter the User id, Entity Id as received by email for e-Voting and Captcha Code click on Login.

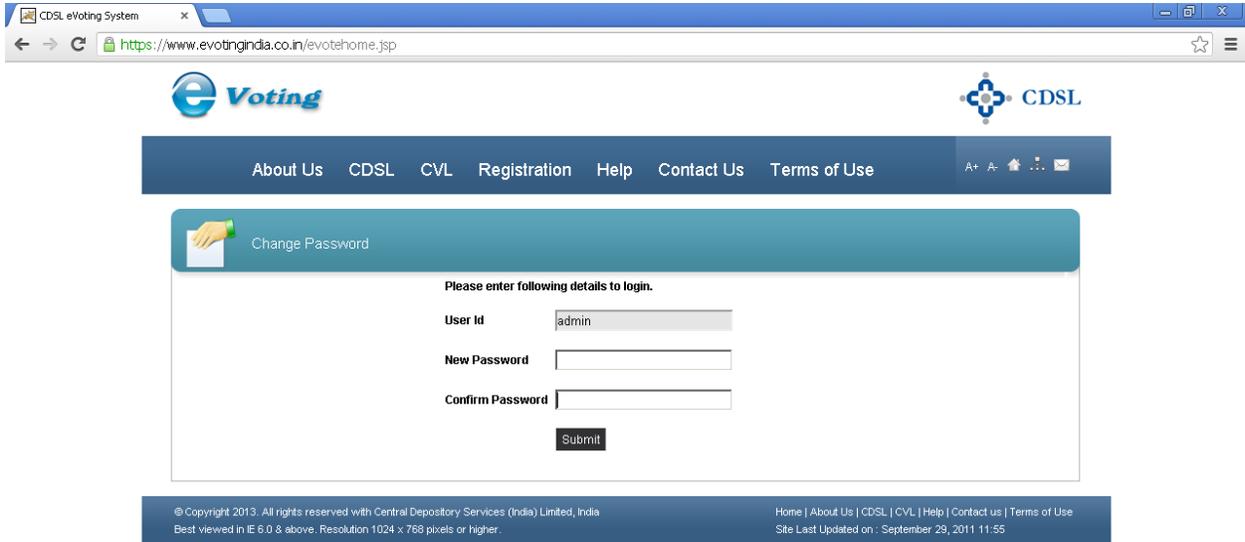
Once you click on Login the system will take you to the password screen, enter the password as mentioned in the email for e-Voting and the system will display the prompt provided below.



The user has to enter a password of their choice in the New Password and Confirm Password field. Please note the new password has to be minimum eight characters consisting of one

## e-Voting User Manual for Scrutinizers

alphabet, one numeric value and a special character. After changing the password the system will direct the user to re-login again with the new password.



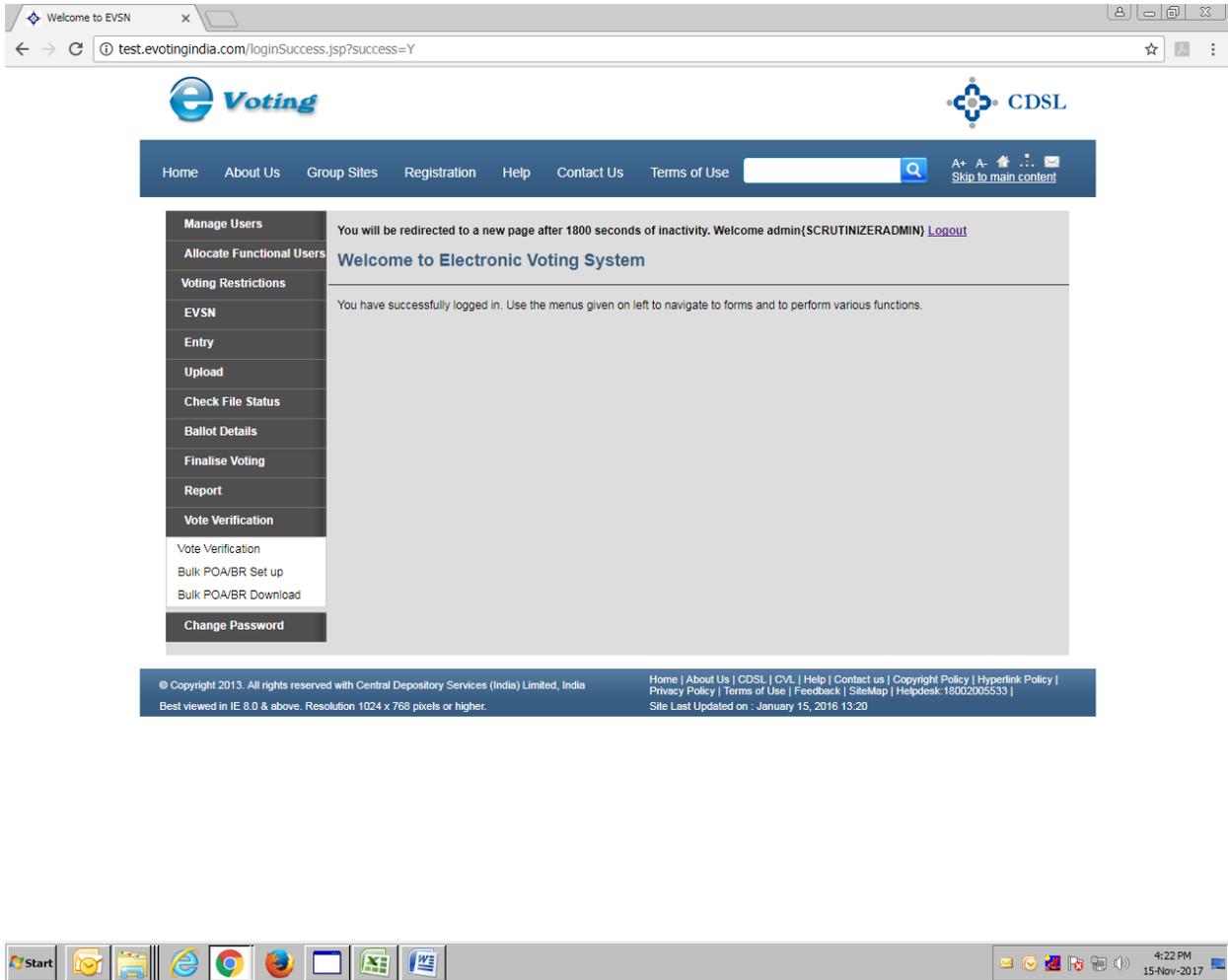
The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the 'eVoting' logo on the left and the 'CDSL' logo on the right. A navigation menu includes links for 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Change Password' and contains a form with the following fields and controls:

- Please enter following details to login.**
- User Id**:
- New Password**:
- Confirm Password**:
- Submit**:

At the bottom of the page, there is a footer with copyright information: © Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher. On the right side of the footer, there are links for 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use' and a date: 'Site Last Updated on : September 29, 2011 11:55'.

## 2. Different Menus for Scrutinizers

After the user has logged in the following screen would be displayed to the user.



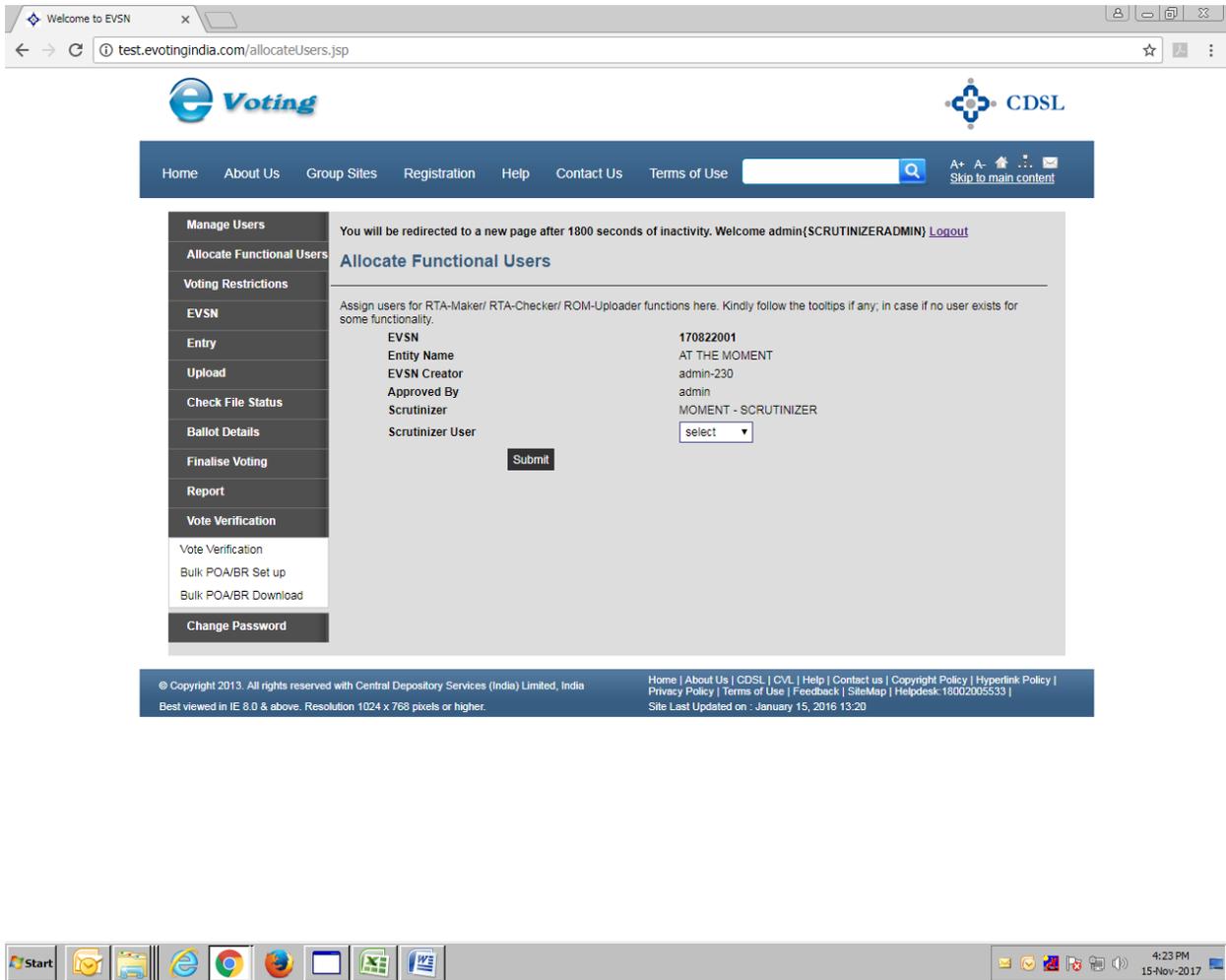
## e-Voting User Manual for Scrutinizers

- (i) **Manage Users:** In this menu the Scrutinizer Admin can do the following functions:
- Create New users,
  - Edit Details of Users already created,
  - Reset Password of Users created in case the password has been forgotten and
  - Invalidate a user created by them.

Following screen would be displayed.

The screenshot shows a web browser window displaying the 'Manage Users' page of the e-Voting system. The browser's address bar shows the URL: `test.evotingindia.com/listUsers.jsp?evmtoken=77aaf2bb-2890-482b-a9e5-22ba01dc4073`. The page features a navigation menu with options like Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a list of menu items, with 'Manage Users' selected. The main content area is titled 'Manage Users' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(SCRUTINIZERADMIN) Logout'. Below this, there are input fields for 'Entity Id' (containing '232') and 'User ID', and a 'User Type' section with a checkbox for 'Scrutinizer User'. A 'Submit' button is located to the right of these fields. Below the form, there are buttons for 'Create New', 'Edit Details', 'Reset Password', 'Invalidate', and 'Refresh'. A table with columns 'User Type', 'User ID', 'Name', and 'Select' is visible below the buttons. The footer of the page contains copyright information for Central Depository Services (India) Limited, India, and the date 'Site Last Updated on : January 15, 2016 13:20'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '4:22 PM' and date '15-Nov-2017'.

- (ii) **Allocate Functional Users:** Here the Admin need to allocate the EVSN to users created by him/her in the system. Till admin does not allocate a particular EVSN to the users the users will not be able to view that EVSN in their login. Following screen would be displayed. Click on this menu select the EVSN for which you wish to allocated users and click on submit.



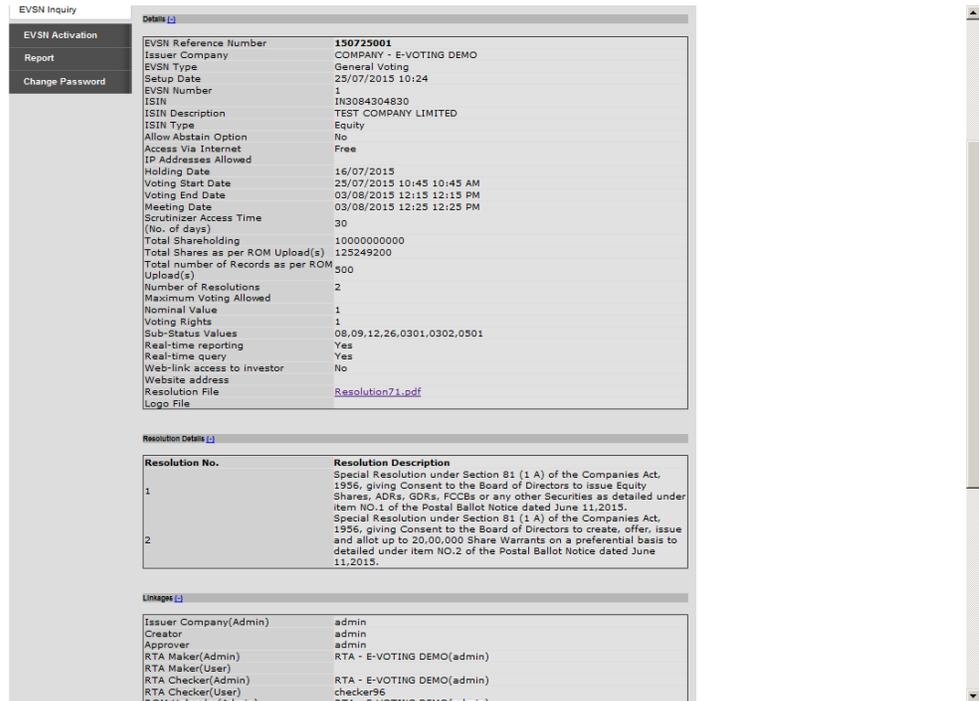
**(iii) Voting Restrictions:**

**(a) Add/Modify Restrictions:** If a particular Shareholder needs to be restricted for voting for a particular Resolution in a EVSN or Number of shares to be restricted this menu can be used.

**(b) View Restricted Users:** Here the report comes for Shareholders who are restricted for voting.

**(iv) EVSN**

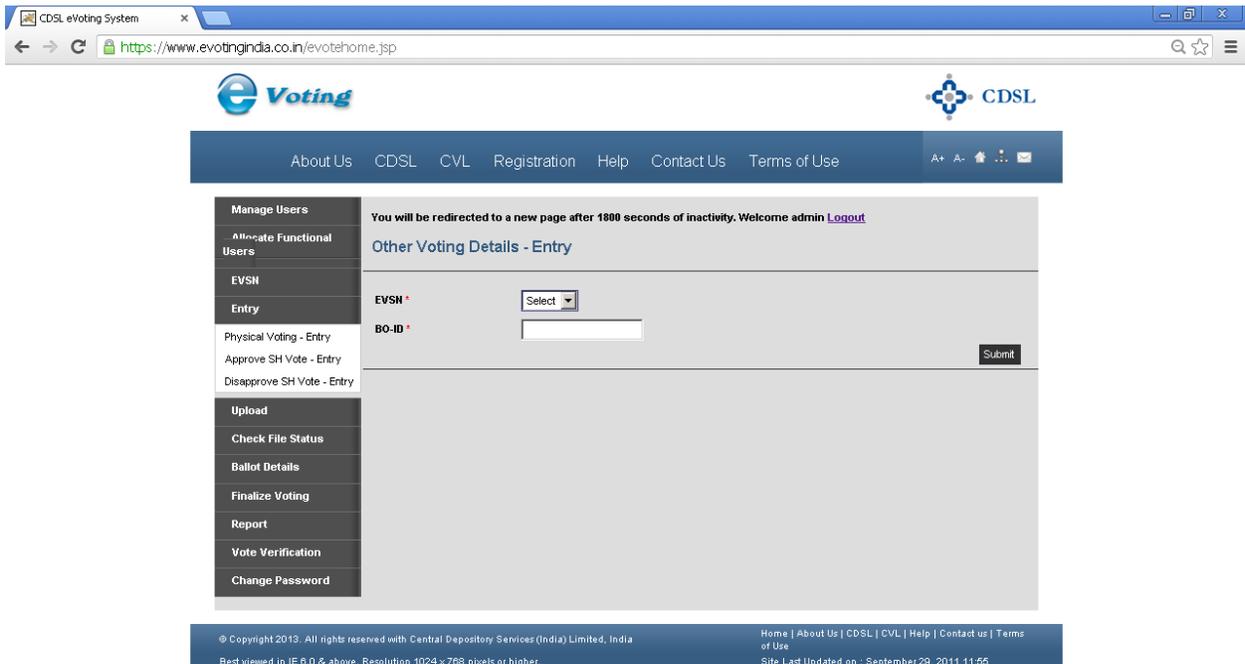
**(a) EVSN Inquiry:** This menu will display all the details of the EVSN including the status of the EVSN. Select the desired EVSN you wish to see the details for and click on submit. The following Screen would be displayed.



(b) **Reg Ballot Mkr/Chckr:** This menu can be used if the scrutinizer wants to enter the Physical votes received through Maker/Checker concept.

(v) **Entry:**

(a) **Voting – Entry:** In order to enter votes received through Postal Ballot, the user should click on Voting - Entry. The following screen would be displayed.



## e-Voting User Manual for Scrutinizers

Select the relevant EVSN from the drop down menu provided and enter the Member ID of the investor and click on Submit. After clicking on Submit the user will be able to vote for the investor on the screen displayed.

The screenshot shows the CDSL eVoting System interface. The browser address bar displays <https://www.evotingindia.co.in/evotehome.jsp>. The page title is "Other Voting Details - Entry".

**Entry**

You will be redirected to a new page after 1000 seconds of inactivity. Welcome scrutinizer103 [Logout](#)

**Other Voting Details - Entry**

**Company** USER MANUAL [Resolution file](#)

**EVSN** 140331001

**Voting Period** From 31-Mar-2014 14:20 Hours to 30-Apr-2014 17:00 Hours

**User Id** 0214760000204324 - PREM NAZEER R K

**Total number of securities held in your demat account / folio** 123456789012

Reso. No.	Resolution Description	Choice	Reset
1	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to issue Equity Shares, ADRs, GDRs, FCCBs or any other Securities as detailed under Item NO.1 of the Postal Ballot Notice dated June 11,2009.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	<a href="#">Reset</a>
2	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to create, offer, issue and allot up to 20,00,000 Share Warrants on a preferential basis to detailed under Item NO.2 of the Postal Ballot Notice dated June 11,2009.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	<a href="#">Reset</a>

[Submit](#)

© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Home | [About Us](#) | [CDSL](#) | [CVL](#) | [Help](#) | [Contact us](#) | [Terms of Use](#)  
Best viewed in IE 9.0 & above. Resolution 1024x768 pixels or higher. Site Last Updated on - September 20, 2011 11:56

The user can then select the relevant options as per the Postal Ballot Form and then click on the Submit. The user will then receive a pop-up as shown below depending on the number or resolutions voted on out of the total number of resolutions available for voting.

## e-Voting User Manual for Scrutinizers

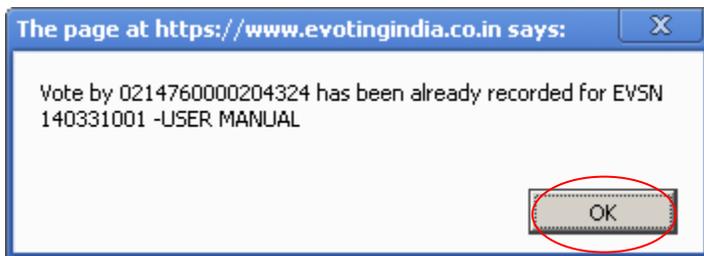


The user should click on OK to confirm the vote. If the user clicks on Cancel then the user can complete the voting and then click on Submit once again. After which the confirmation message shown above would be displayed. Click on OK and the screen as shown below would be displayed.



It should be noted that the user will not be able to login and vote for the same userid again after voting on the resolutions, even if the full number of votes have not been cast. Click on OK again and they will be taken back to the Other Voting Entry screen.

If the user is entering a vote for a security holder whose votes have already been recorded electronically then the system will provide the following message.



Click OK to exit the screen.

## e-Voting User Manual for Scrutinizers

(b) **Approve SH Vote - Entry:** In case if a member ID is disapproved from Voting for a particular EVSN & you want to approve that user id for voting for a particular EVSN then from this menu enter the user id and the select the EVSN from the drop down menu. Following screen will be displayed.

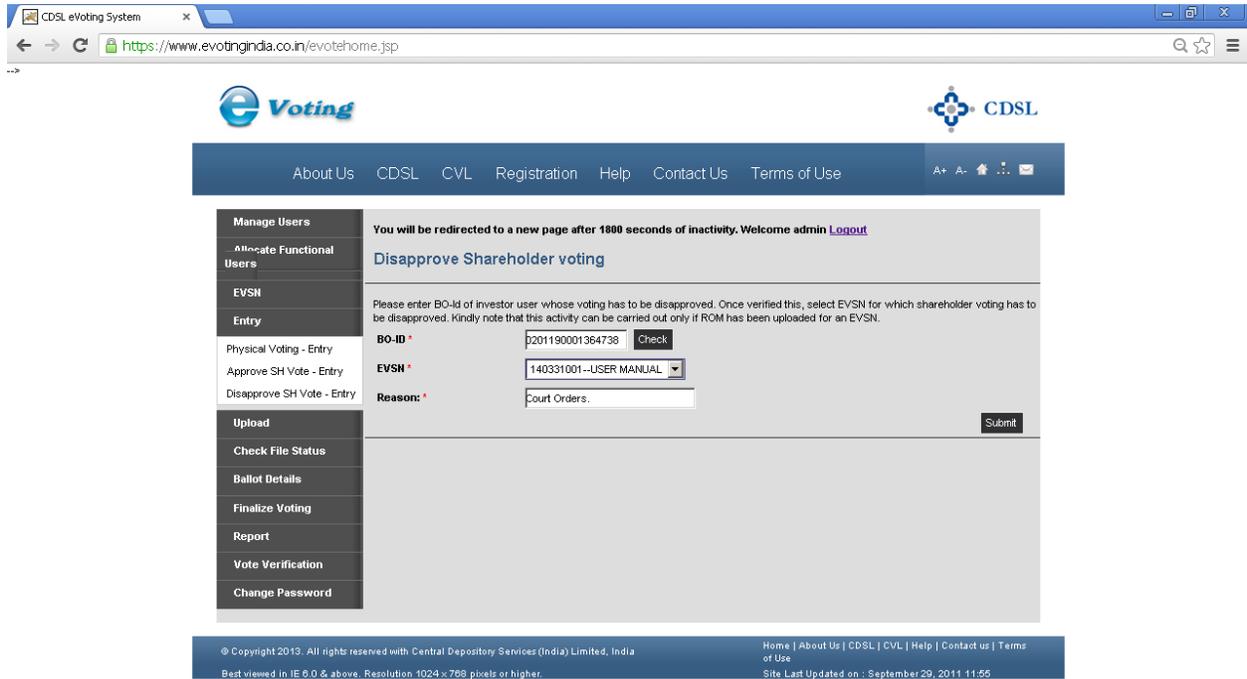
The screenshot displays the 'Approve Shareholder voting' interface. At the top, there is a navigation bar with links for 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. A sidebar on the left lists various functions: 'Manage Users', 'Allocate Functional Users', 'EVSN', 'Entry', 'Physical Voting - Entry', 'Approve SH Vote - Entry', 'Disapprove SH Vote - Entry', 'Upload', 'Check File Status', 'Ballot Details', 'Finalize Voting', 'Report', 'Vote Verification', and 'Change Password'. The main content area features a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin Logout'. Below this is the title 'Approve Shareholder voting'. The instructions state: 'Please enter BO-Id of investor user whose voting was disapproved. Once verified this, select EVSN for which shareholder voting has to be approved. Kindly note that this activity can be carried out only if ROM has been uploaded for an EVSN.' The form includes a 'BO-ID \*' field with the value '214760000204324' and a 'Check' button. The 'EVSN \*' field is a dropdown menu showing '140331001--USER MANUAL'. A red arrow points to this dropdown. A 'Submit' button is circled in red. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 20, 2011.

## e-Voting User Manual for Scrutinizers

Click on submit. A confirmation screen will be displayed as below and the Member ID will be approved for voting for that EVSN.

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the CDSL logo and a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, Allocate Functional Users, EVSN, Entry, Physical Voting - Entry, Approve SH Vote - Entry, Disapprove SH Vote - Entry, Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area displays a confirmation message: "Shareholder 0214760000204324 has been approved for voting for EVSN :140331001-USER MANUAL". A warning at the top of the main area states: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:56.

(c) **Disapprove SH Vote – Entry:** If you want a Member ID to be disapproved for voting for a particular EVSN then you can use this menu. Enter the Member ID, Select the EVSN from the drop down for which you want that user id to be disapproved and then enter the reason for it. Following screen will be displayed.



## e-Voting User Manual for Scrutinizers

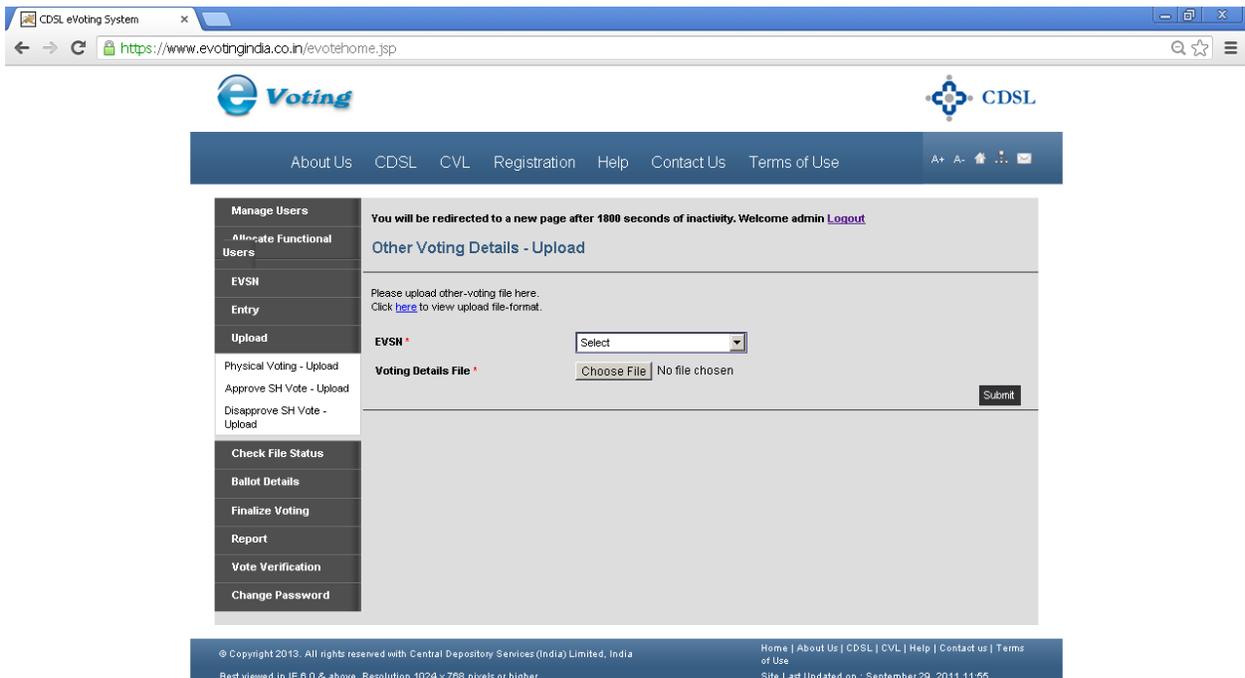
Click on Submit. A confirmation screen will be displayed as shown below and the user id will be disapproved for voting for that EVSN.

The screenshot shows a web browser window with the address bar displaying <https://www.evotingindia.co.in/evotehome.jsp>. The page features the CDSL eVoting logo and a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, Allocate Functional Users, EVSN, Entry, Physical Voting - Entry, Approve SH Vote - Entry, Disapprove SH Vote - Entry, Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area displays a confirmation message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, the heading "Disapprove Shareholder voting" is shown, followed by the text: "Shareholder 0201190001364738 has been disapproved for voting for EVSN:140331001-USER MANUAL". The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:56.

(vi) **Upload:**

(a) **Voting - Upload:** The user has an option to Upload all the Votes received, then the user can also do so through the Voting - Upload option.

The user should click on Voting – Upload. The following screen will be displayed. The Voting Upload file has to be as per format given. Click on Choose file and select it. Click on Submit.



<https://www.evotingindia.co.in/otherVotingUpload.jsp>

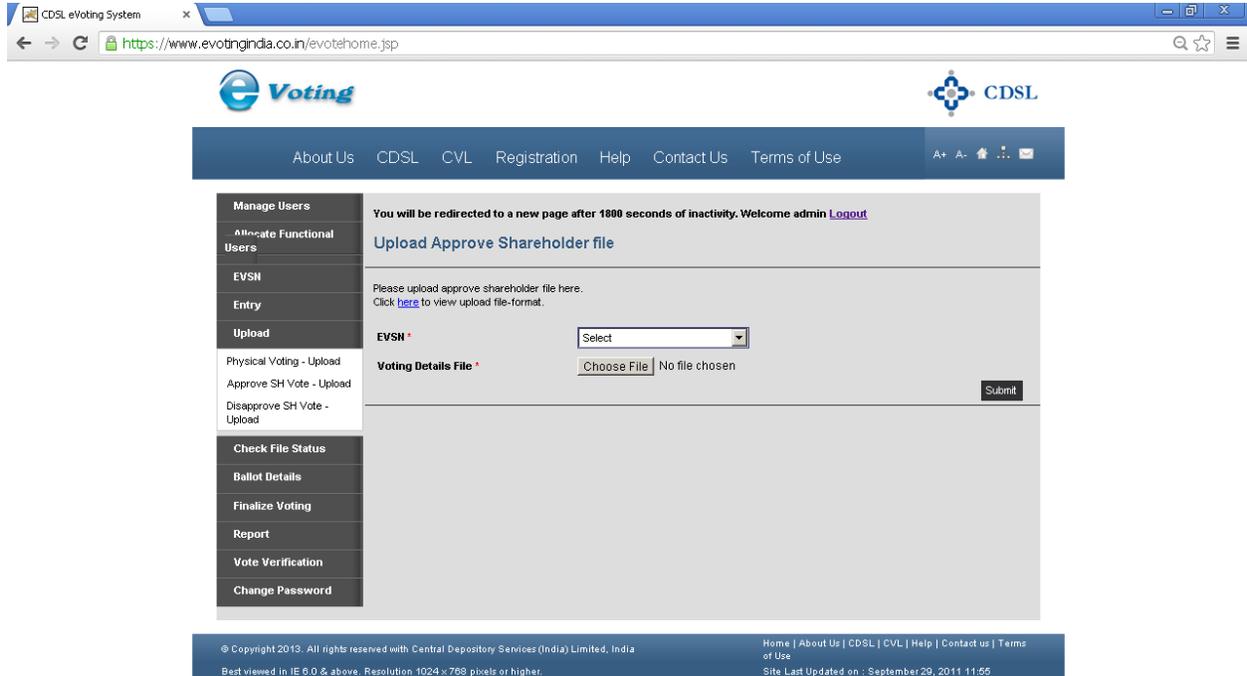
## e-Voting User Manual for Scrutinizers

Select the relevant EVSN from the drop down menu and Click on Browse and go to the location where the file is saved. The user should select the file to be uploaded as per the format provided by CDSL by clicking on Browse and then click on Submit to complete the upload process.

The screenshot displays the CDSL eVoting System interface. The browser address bar shows the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, Allocate Functional Users, EVSN, Entry, Upload, Physical Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area is titled "Other Voting Details - Upload" and includes a warning: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, there is a section for "Voting Details File" with a dropdown menu for "EVSN" (currently showing "140331001--USER MANUAL") and a "Choose File" button. A file named "User Manual f...inizers.docx" is listed. A "Submit" button is located at the bottom right of the form area. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:55.

(b) **Result – Upload:** This menu can be used to upload the Result (Single pdf) after the voting is completed.

(c) **Approve SH Vote - Upload:** The user has an option to upload Members IDs permitted for voting, which were disapproved earlier for a particular EVSN, through the Approve SH Vote – Upload. Click on the Approve SH Vote – Upload. The following screen will be displayed.



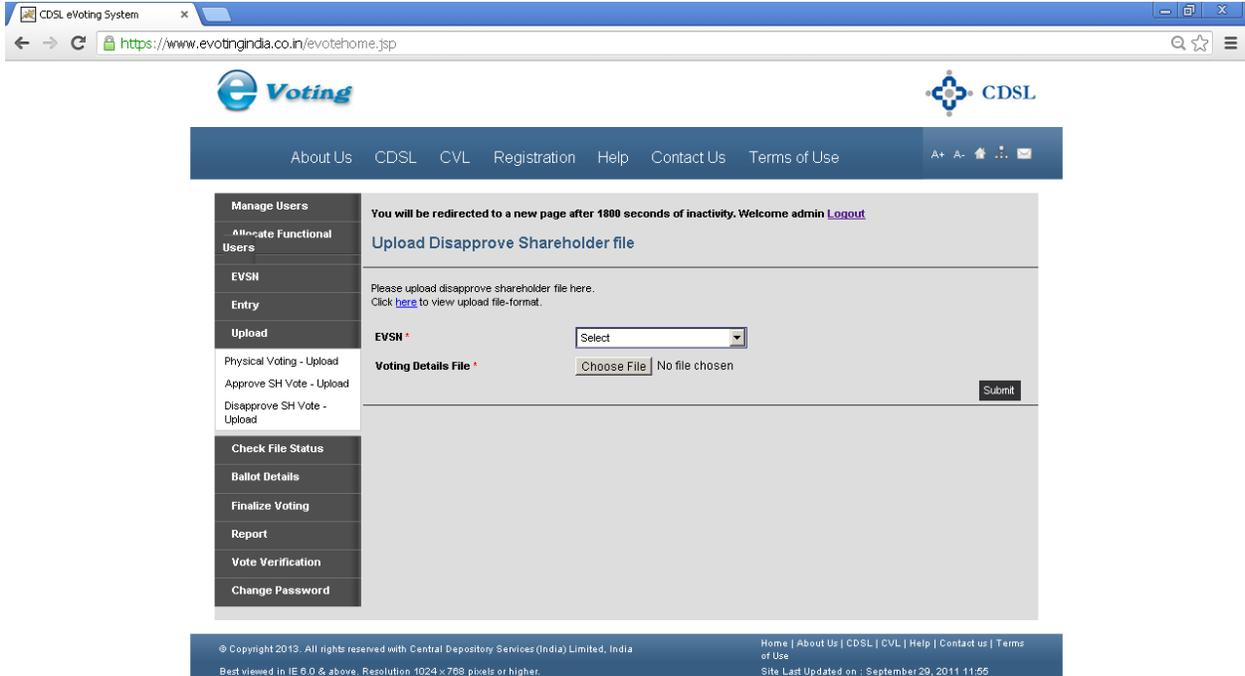
<https://www.evotingindia.co.in/uploadApproveVoting.jsp>

## e-Voting User Manual for Scrutinizers

Select the relevant EVSN from the drop down menu and Click on Browse and select the file. The file to be uploaded should be as per the format provided by CDSL by clicking on Browse and then click on Submit to complete the upload process.

The screenshot displays the CDSL eVoting System interface. The browser address bar shows the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, Allocate Functional Users, EVSN, Entry, Upload, Physical Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area is titled "Upload Approve Shareholder file" and includes a warning: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, it instructs the user to "Please upload approve shareholder file here. Click [here](#) to view upload file-format." The "Upload" section shows a dropdown menu for "EVSN" with the value "140331001--USER MANUAL" selected. Underneath, there is a "Voting Details File" section with a "Choose File" button and the filename "User Manual f...inizers.docx". A "Submit" button is located at the bottom right of the form. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:55.

(d) **Disapprove SH Vote - Upload:** The user can upload Members IDs disallowed for voting on an EVSN, which were permitted to vote earlier through the Disapprove SH Vote – Upload. Click on the Disapprove SH Vote – Upload. The following screen will be displayed.



<https://www.evotingindia.co.in/uploadDisapproveVoting.jsp>

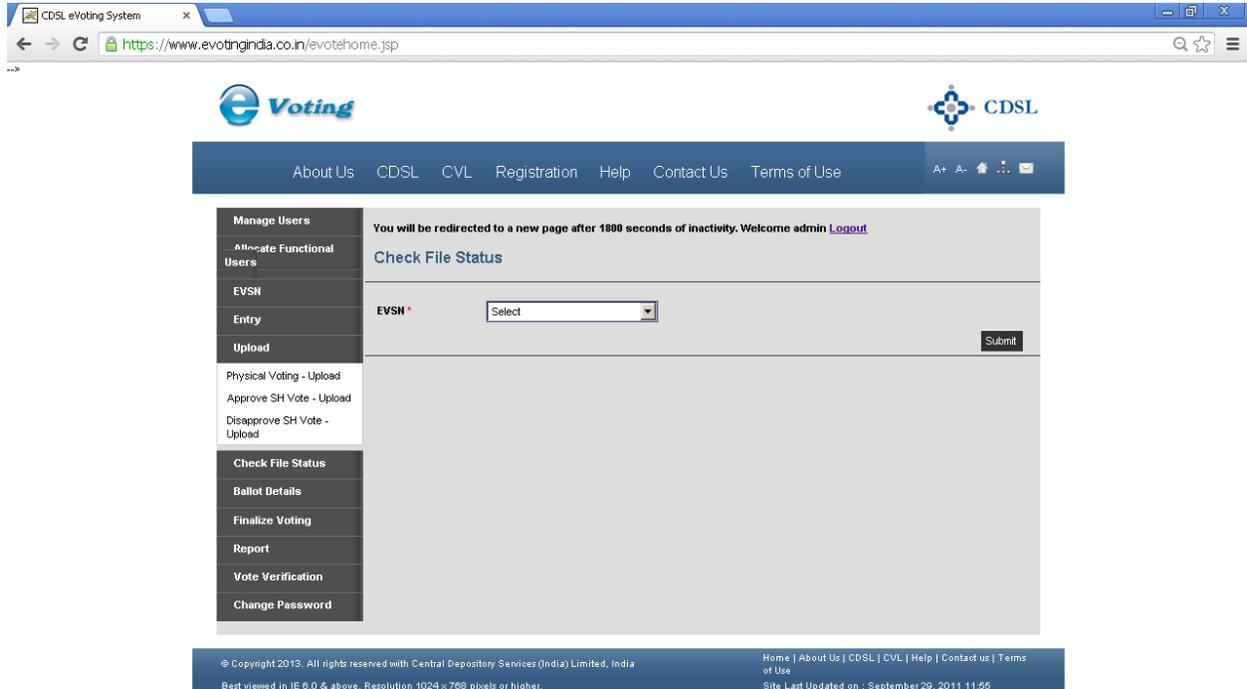
## e-Voting User Manual for Scrutinizers

Select the relevant EVSN from the drop down menu and Click on Browse and go to the location where the file is saved. The user should select the file to be uploaded as per the format provided by CDSL by clicking on Browse and then click on Submit to complete the upload process.

The screenshot displays the CDSL e-Voting System interface. The browser address bar shows the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, Allocate Functional Users, EVSN, Entry, Upload, Physical Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area is titled 'Upload Disapprove Shareholder file' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin Logout'. Below this, instructions state: 'Please upload disapprove shareholder file here. Click [here](#) to view upload file-format.' The 'Upload' section contains a dropdown menu for 'EVSN' with the value '140331001--USER MANUAL' selected, a 'Choose File' button, and a 'Submit' button. The file name 'User Manual f...inizers.docx' is visible next to the 'Choose File' button. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:55.

## e-Voting User Manual for Scrutinizers

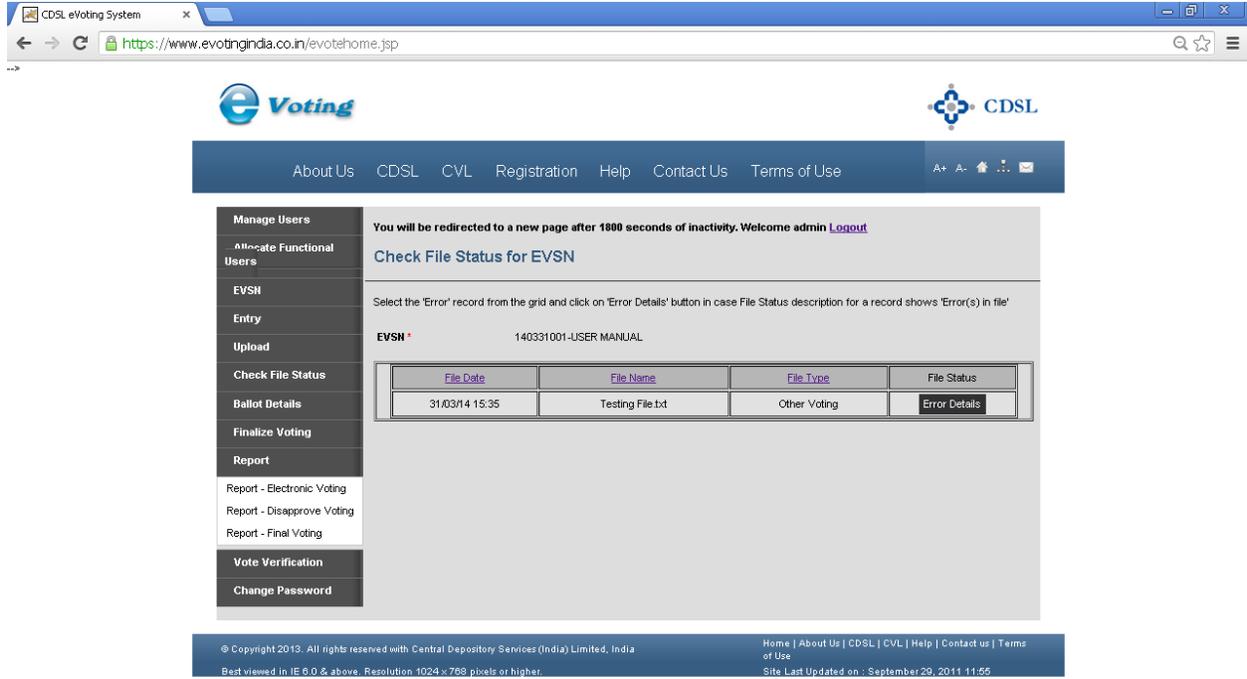
(vii) **Check file Status:** In order to check if the file has been uploaded successfully the user should click on Check File Status. The following screen would be displayed.



<https://www.evotingindia.co.in/checkedFileStatusAll.jsp>

## e-Voting User Manual for Scrutinizers

Select the relevant EVSN from the drop down and click on Submit. The following screen would be displayed.



The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options like Manage Users, Allocate Functional Users, EVSN, Entry, Upload, Check File Status, Ballot Details, Finalize Voting, Report, Report - Electronic Voting, Report - Disapprove Voting, Report - Final Voting, Vote Verification, and Change Password. The main content area displays a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this is the heading "Check File Status for EVSN" and a instruction: "Select the 'Error' record from the grid and click on 'Error Details' button in case File Status description for a record shows 'Error(s) in file'". A table is shown with the following data:

File Date	File Name	File Type	File Status
31/03/14 15:35	Testing File.txt	Other Voting	Error Details

At the bottom of the page, there is a footer with copyright information: "© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 9.0 & above. Resolution 1024 x 768 pixels or higher." and a site update notice: "Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use. Site Last Updated on - September 29, 2011 11:55".

This would give the user a list of all the files uploaded in their login and the status of each of those files. If any files are in process then the status would show as Processing and if it has been successfully processed it would show as Success.

If there are any errors in the file the Status of the file will contain Errors Details and the user has to click on Error Details under File Status Column. A new window giving the steps to be followed to download and view the error file will be provided as shown below.

# e-Voting User Manual for Scrutinizers

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evserrorlog.jsp?evsn=140331001&filename=Testing%20File.txt>. The page features the 'e-Voting' logo on the left and the 'CDSL' logo on the right. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Error Details' and contains the following text:

List of Errors in File Name : **Testing File.txt** for EVSN : **140331001-USER MANUAL**.

To view the file in Excel the following actions are to be performed.

1. Open the file Microsoft Excel.
2. Select the first column and select "Data -> Text to Columns"
3. In the Pop-Up that appears select option "Delimited" and click "Next"
4. In the next screen check "Others", enter "-" in the textbox alongside and click "Next"
5. Click Finish in the screen that appears.
6. If any further pop-up screen click on "Yes/Accept".
7. Click the link to View the File or **Download** button to download the file

[Testing File.txt\\_errors.txt](#)

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The user should then rectify the records for which an error was displayed the then upload a second file for only the unprocessed or incorrect records.

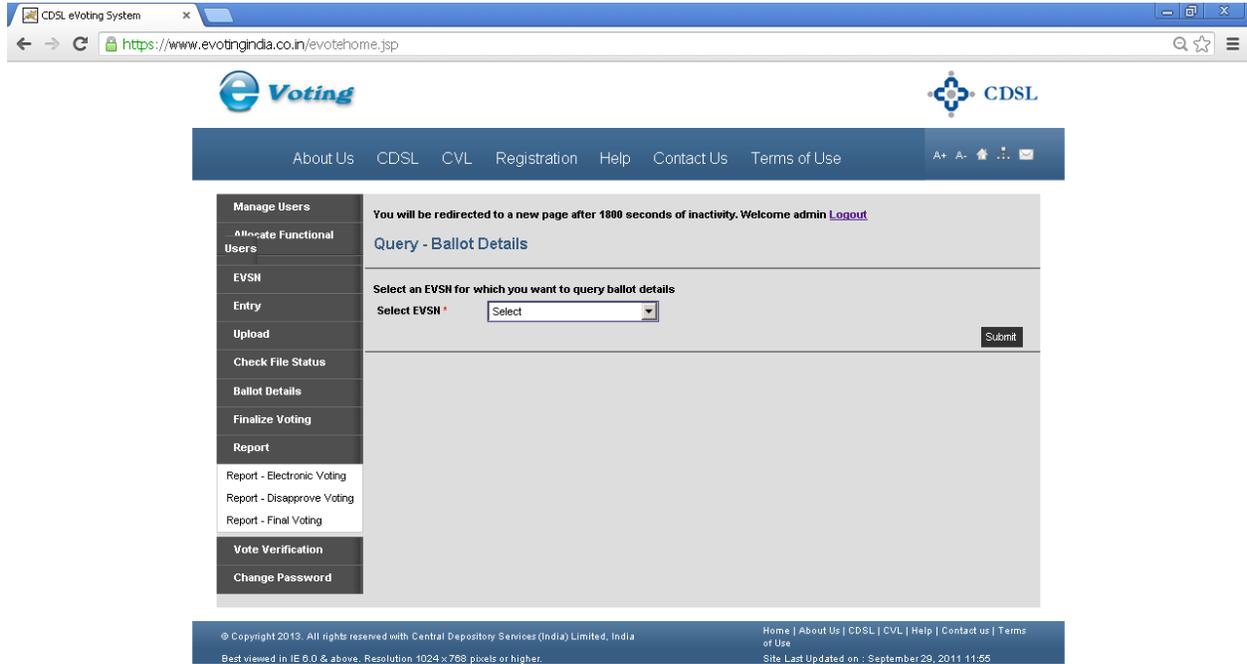
If the file had the incorrect header record and was not uploaded then the file should be rectified and uploaded with a different name after rectification of the errors.

If the status of the upload is processing click on Refresh File Status and the file status on the screen would change to **Success** if the processing has been completed successfully.

For any queries regarding the File Formats and other operational issues you may send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

## e-Voting User Manual for Scrutinizers

- (viii) **Ballot Details:** This option enables the user to view the summary of votes cast for the EVSN by the shareholders in the e-Voting System. The screen shown below would be displayed clicking on Ballot Details.



<https://www.evotingindia.co.in/selectEvsns.jsp?F=17>

Select the EVSN from the drop down and click on Submit.

## e-Voting User Manual for Scrutinizers

- (ix) **Finalise Voting:** The scrutinizer has to execute this option to receive the Final Voting Report. Once the Scrutinizer finalises the voting, no voting uploads or entries would be permitted for the EVSN. Click on Finalise Voting. The screen will be displayed as shown below.

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotefhome.jsp>. The page features the CDSL eVoting logo and a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a list of menu items: Manage Users, Allocate Functional Users, EVSN, Entry, Upload, Physical Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, Check File Status, Ballot Details, Finalize Voting, Report, Vote Verification, and Change Password. The main content area displays a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this, the "Finalize Voting" option is highlighted, with the instruction "Select an EVSN for which voting has to be finalized." and a dropdown menu labeled "Select EVSN" with a "Submit" button.

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Best viewed in IE 9.0 & above, Resolution 1024 x 768 pixels or higher.

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<https://www.evotingindia.co.in/selectEvsns.jsp?m=12>

(x) **Report**

(a) **Report – Disapprove Voting:** After clicking on this menu select the EVSN and click on submit. In case if user has voted and after voting the RTA or the Scrutinizer has disapproved that shareholder than disapprove voting would be available in this menu.

(b) **Report – Final Voting Setup:** After clicking on this menu select the EVSN and click on submit & wait for the status of Report to become download. This report will contain voting done by all users in the system including voting done through upload on behalf of a shareholder for a particular EVSN. The report would be made available only after the close of the voting period. The differential reports as specified by MCA for General Meeting Voting's would be available through this option only. The list of shareholders who have voted would be made available after the close of the voting period and the complete voting details would be made available after end of the Meeting Date and time specified by the Company / RTA.

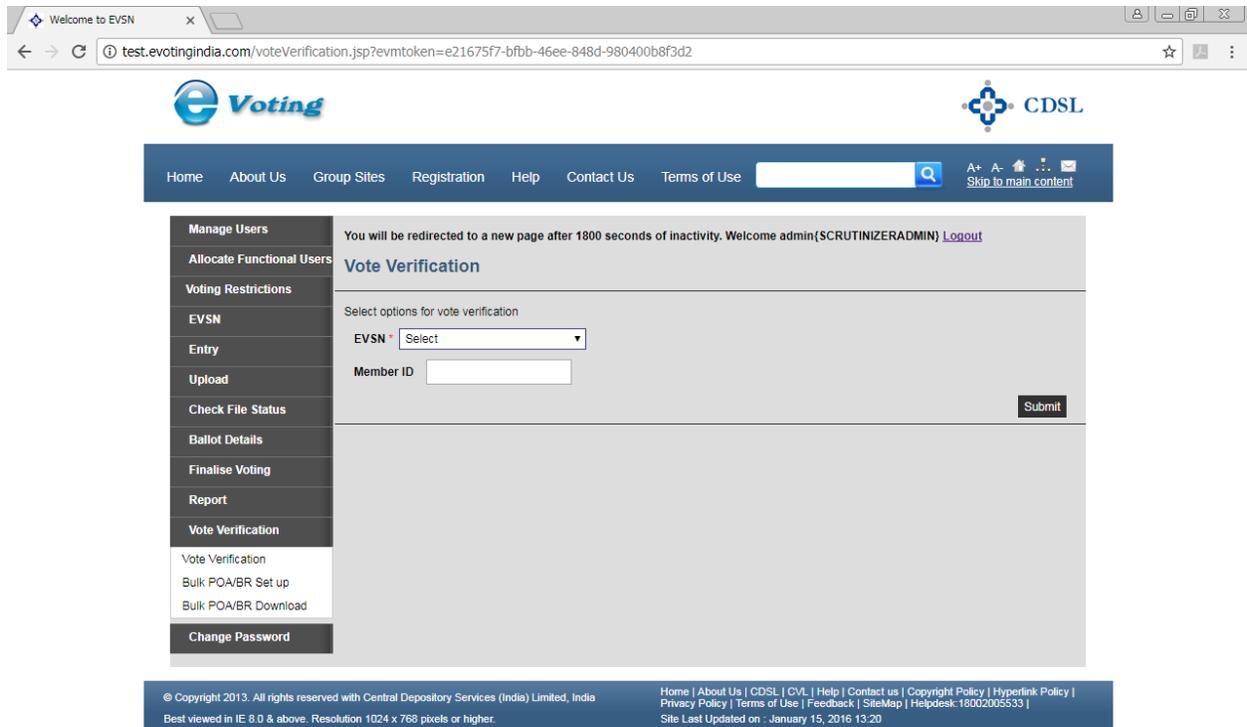
(c) **Report – Final Voting Download:** After clicking on this menu, the Report which is already setup earlier can be downloaded. The Report(s) will be downloaded in zip file which will contain the report.

(d) **Report - SEBI Substatus:** If the RTA has mapped with the sub-status mentioned in the Register of Members (ROM) file the scrutinizer will be able to download this report.

(xi) **Vote Verification:** This option enables a user to verify a vote. Clicking on Vote Verification displays the following screen.

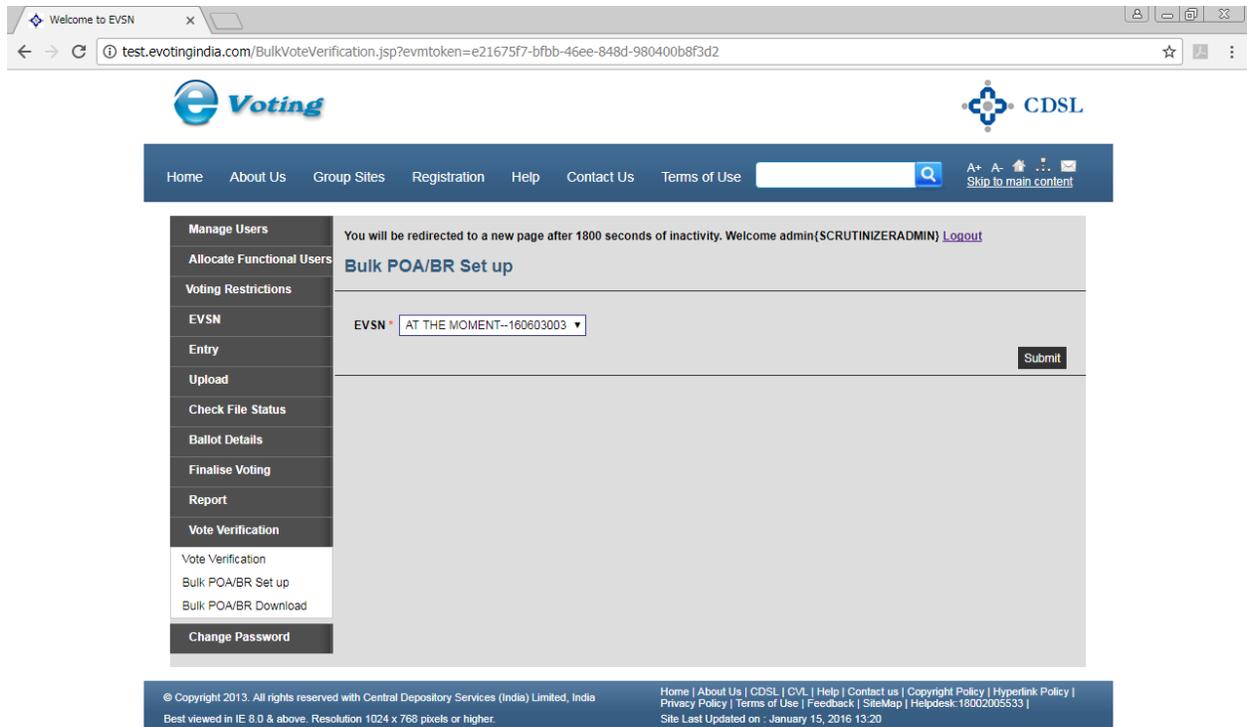
(a) **Vote Verification:** Select the EVSN from the drop down for which vote is to be verified and then enter the Member ID and click on submit. The voting along with the Board Resolution and POA files wherever applicable will be shown.

# e-Voting User Manual for Scrutinizers



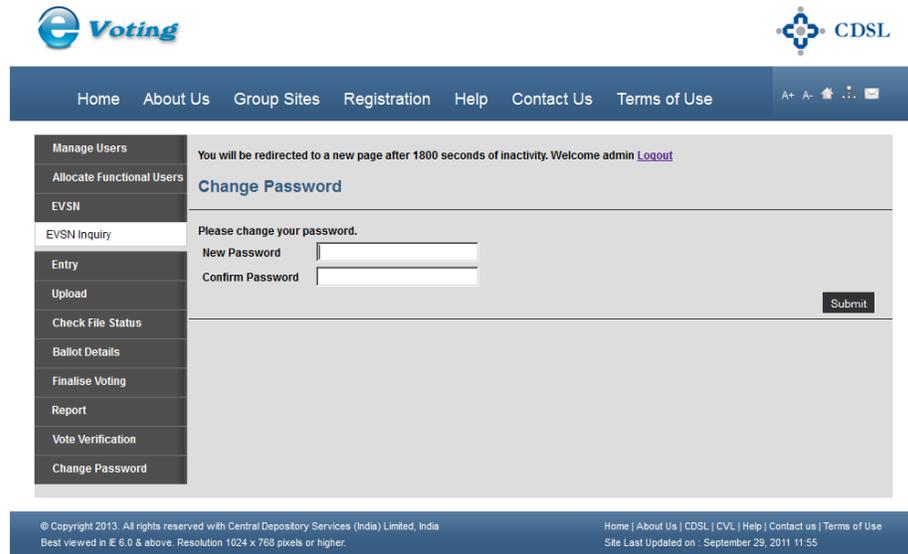
**(b) Bulk POA/BR Set up:** Select the EVSN from the drop down for which bulk download of Board Resolution and POA files needs to be set up.

# e-Voting User Manual for Scrutinizers



(c) **Bulk POA/BR Download:** Select the EVSN from the drop down for which bulk download of Board Resolution and POA files needs to be checked.

- (xii) **Change Password:** The user can change the password through this menu. The screen which is displayed when Change Password is clicked is shown below.



The user should enter the New Password and re-type the same password in the Confirm Password box. Once the password has been changed the user will be logged out. The user has to re-login with the revised password.

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