



ACTION PLAN FOR  
**NCS 2023 ELECTION**

**August 9<sup>th</sup> – August 9<sup>th</sup> 2023.**

**Time 12noon – 6pm**

PREPARED BY VATEBRA

# STEPS TO VOTE ON THE NCS VOTING PLATFORM

1. As an eligible voter, you will receive a notification containing the url and their unique login details via email, WhatsApp and SMS to NCS e-voting platform
2. Use the received unique login details to login to [www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng)
3. Click the URL [www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng) provided in the notification message or click the link to the e-voting platform from NCS official website to access the e-voting portal
4. Once you login to the e-voting portal, kindly insert your username and Password (as contained in the unique details sent to you).
5. Once you have successfully inserted the login details and the password, the e-voting portal will be accessible.
6. Click on Proceed to vote
7. To vote, navigate to the 'Vote' icon on the e-voting platform to cast your vote.

# STEPS TO VOTE ON THE NCS VOTING PLATFORM

8. View the list of all elective positions as displayed on the voting page.
9. Click any position from the list of elective positions to view the profile of the contestants for that particular position. (The contestants information will be displayed in a grid format).
10. Click the 'View Profile' link provided below the photograph of each contestant to read their profile.
11. To vote for the candidate of your choice, click the 'Vote' button on the profile page of the candidate.
12. You will be prompted to validate (Confirm: Ok or Cancel). On clicking Ok, the vote is cast and cannot be reversed.
13. Please note that all positions ‘MUST BE VOTED FOR’ if you fail to vote for all positions, you will not be able to submit. In addition, a final confirmation page will be displayed on your screen and sent to your email.
14. You will not be able to vote again or alter your vote after you have cast your vote.

# Understanding NCS's process flow

- Vatebra receives NCS's eligible member list
- Vatebra confirms and document the accurate numbers of eligible voters
- Vatebra uploads the eligible list into the portal
- Scrutineers will thereafter confirms the eligible list, vote counts and approve for the portal to be opened.
- Thereafter an SMS alert, whatsapp notification and email login notifications would be sent to all eligible members
- The opening ceremony will be commissioned by three people namely the Chairman of the electoral committee, Special guest and the Head of the Scrutineer at a designated date and time



# Understanding NCS's process flow

- Voting commences and members will be allowed to use the received token to cast their vote.
- Members can vote for their preferred contestants
- Once a member select, confirms the selection and click on Vote button to vote such a member cannot change the selection again.
- A confirmation page will be displayed on the browser, thereafter a confirmation email is sent that you have just voted.



# Understanding NCS's process flow

- Closing of the Portal: The Chairman of the electoral committee, Special guest, the Head of the Scrutineer and the Head of Audit will be assigned to close the portal.
- The voting portal will display the final result on a dashboard.
- The Audit committee will verify, collate and print the result, download the result database while other areas of verifications on the system will be assessed.

Situation Room Expectation: A dashboard will display voting progression only without further information.

# Sample of Voting SMS Message / Notification

Dear XXX,

You have been created on NCS-Evoting Platform, kindly use the information below to access the portal.

- Member ID: A562450
- Unique Password: Lasptge5
- url: [www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng)



# Sample of Voting Email Message / WhatsApp Notification

Dear XXX,

You have been created on NCS-Evoting Platform, kindly use the information below to access the portal.

- Member ID: A562450
- Unique Password: Lasptge5
- [url:www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng)

## **VOTING GUIDE & INSTRUCTIONS**

1. You have received a notification message containing the URL to NCS e-voting platform.
2. Use the received unique login details to login to [www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng)
3. Click the URL [www.evoting.ncs-portal.org.ng](http://www.evoting.ncs-portal.org.ng) provided in the notification message or click the link to the e-voting platform from NCS official website to access the e-voting portal
4. Once you login to the e-voting portal, kindly insert your username as your Membership ID and the Password is also the unique details sent to you.
5. Once you have successfully inserted the login details and the password, the e-voting portal will be accessible.



# Sample of Voting Guide & Instructions

6. Click on Proceed to vote
7. You will be prompted to validate (Confirm: Ok or Cancel). On clicking Ok, the vote is cast and cannot be reversed.
8. Please note that all positions ‘MUST BE VOTED FOR’ if you fail to vote for all positions your vote for other positions will be null and void and it will not be counted. In addition, a final confirmation page will not be displayed on your screen or sent to your email
9. Upon successfully selection of all positions, an acknowledgement email notification will be sent to your email



# Thank You