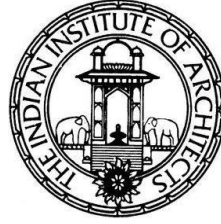




# **The Indian Institute of Architects**

Online Voting System for Election of IIA  
Representatives on COA

**2023 - 2026**



## PROCESS

- Election Ballot will be available on the scheduled dates for voting, to the Active members on their Member profile page in the IIA website.
- There is no separate link for the Ballot. It will be available in Member's profile page **in the IIA Website.**



## WHAT A MEMBER HAS TO DO

- Open IIA website <https://indianinstituteofarchitects.com> and click on Member login tab which is located at the top of the page.
- The member must enter his/her Membership Number & Password in order to access the Ballot.
- In case members do not know their password, they can reset it anytime by using [https://indianinstituteofarchitects.com/pdf/Password\\_Reset\\_Process.pdf](https://indianinstituteofarchitects.com/pdf/Password_Reset_Process.pdf)
- Once the member has logged into his/her account, he/she has to click on '**Ballot**' link from the Navigation panel of the screen to see the list of ballots.


# IIA Website Member Login Page

<https://nextgen.indianinstituteofarchitects.com/#/login>

## Member Login

*T z e 7 F f*

  
 [Forgot password?](#)



**Reference Membership Number Formats**  
**For Associate Members:**  
A00011-A00099, A00111-A00999, A01111-A09999, A10000-A99999  
**For Fellow Members:**  
F00011-F00099, F00111-F00999, F01111-F09999, F10000-F99999

USER MENU

 My Profile

 Receipts

E-VOTING

 Ballots



Welcome to The Indian Institute of Architects

Click on 'Ballot' link from the Navigation panel to see the list of ballot

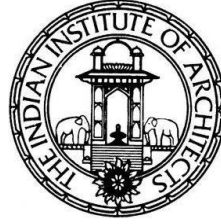
## Ballot page

The screenshot displays a web application interface for a ballot page. On the left, there is a dark blue sidebar with the user name 'IIA ADMIN' and a 'Dashboard' menu item with a 'NEW' badge. Below this are sections for 'USER MENU' (My Profile, Receipts) and 'E-VOTING' (Ballots). The main content area shows a table with the following data:

Ballot	For	Start From	End On	
Election of IIA Representative on COA 2023-2026 : Western Region (Goa Chapter)	Goa	24-03-2023 [6:00 AM]	24-06-2023 [11:59 PM]	<a href="#">Vote Now</a>

A red arrow originates from the bottom center of the page and points to the 'Vote Now' button in the table.

Click on 'Vote Now' to vote against respective ballot



- On the ballot page, the member can cast his/her vote.

- Example:

To vote for dummy001 for “IIA Representative on COA post”, click on the box next to his/her name.

- Once done, click on the “**Submit**” button at the bottom of the page

## USER MENU

 My Profile Receipts

## E-VOTING

 Ballots**THE INDIAN INSTITUTE OF ARCHITECTS**

PROSPECT CHAMBERS ANNEXE, DR. D. N. ROAD, FORT, MUMBAI 400 001

TEL NOS: 2204 6972 &amp; 2288 4805 FAX NO: 2283 2516

**Election of IIA Representative on COA 2023-2026 : Western Region (Goa Chapter)****ONLINE VOTING BALLOT****for: Goa**

(Before voting please read the instructions carefully)

**Instructions**

1. The Member, upon opening the Ballot, shall click on the Box against the name of the Candidate, he wishes to Vote
2. After clicking against the names of all the Candidates he wishes to vote, he shall click on 'Submit' button at the bottom.
3. After clicking on 'Submit', there will be another level of authentication, which will ask for 'Confirm Voting'. Only when you click on 'Confirm Voting', the Vote will be Casted. The mMember can change the votes he clicked earlier, until he Confirms the Voting
4. Once 'Confirm Voting' is clicked, the voting process is complete

**IIA Representative on COA [For post(s)]**

1) dummy001

2) dummy002

3) dummy003


4) dummy004

**Submit****Instructions**

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 My Profile Receipts

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**IIA Representative on COA [For post(s)]**

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2) dummy002



3) dummy003



4) dummy004

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- Once the voter clicks “**Submit**”, the voter will see a pop-up message that reads ‘**Please confirm your voting once and click confirm button**’.
- Once you Click ‘**Ok**’, the selected candidates will be visible for review.
- The voter can review and make changes, if any.
- After making sure that the choice is final, the voter can click on ‘**Confirm Voting**’ to cast his/her votes.

## USER MENU

## E-VOTING

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votingdemo.indianinstituteofarchitects.com says

Please confirm your voting once and click confirm button.

OK

**IIA Representative on COA [For post(s)]**

1) dummy001

2) dummy002

3) dummy003

4) dummy004

Submit

**Instructions**

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**IIA Representative on COA [For post(s)]****1) dummy001****2) dummy002****3) dummy003****4) dummy004****Confirm Voting****Instructions**

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Dashboard NEW

USER MENU

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Ballot	For	Start From	End On	
Election of IIA Representative on COA 2023 - 2026 - Western Region (Gou	Geo	24-03-2023 [6:00 AM]	24-06-2023 [11:59 PM]	You have voted



- After the Ballots are created and finalized by the Scrutineers the entire system will be locked. **The Passwords for the e-Voting module, admin and the server will be handed over to the Scrutineers who will change the passwords and keep it in their custody until the election process is over.**
- The system will be accessible to the voters only on the designated dates of voting. Once the election is over, the ballot link will not be visible to any member.
- Once the election is over, only Scrutineers will have access on the designated date of counting to view the results (no admin or members).
- The Scrutineers can view the report of the list of members who have voted along with time stamp and IP Addresses.
- The Scrutineers can save/take printout for records.