

#### STANDARD OPERATING PROCEDURE FOR E-VOTING ####

(Please Read Instructions carefully before going for E Voting)

Please note : [1]. Vote can be casted only. Even if you try again, it will not allow.

[2]. If you have a smart phone, you can caste your vote from your mobile following the same procedure.

[3]. Voting can be done by Mobile Phone number given in Voter List. If you are not sure, mobile phone may be searched by typing your name in Voter List. If you are sure about Mobile Number you can start E Voting.

[3]. For the purpose of High Security, a separate domain and an encrypted SQL server is being used.

[4]. The Process can be run with mobile Network. If Network is slow, the process may be slow.

In case of any problem you can contact RO and solution of your problem will be provided as early as possible.

**EVOTING PROCEEDURE**

[1]. First Click on E-Voting on [www.arteeindia.org](http://www.arteeindia.org)  
or  
go to [www.arteeelections.in](http://www.arteeelections.in) directly.

[2]. One option will appear on screen to check your mobile phone given in Voter List. If you want, you can search your phone number by typing you name exactly as given in Voter List.

[3]. If you are sure about your mobile number, you can proceed for E Voting.

[4]. **Feed you 10 digit Mobile phone number** as given in Voter List

If phone number is correct then **Your ID, Zone, Wing, Name, Designation and Station all the details will be displayed.**

[5]. Press the button **Get OTP** and a **6 digit Unique OTP** will be send on your mobile phone. **Enter this OTP** correctly. This OTP will be valid for 10 Minutes and if you are not able to caste you vote within this time, you can ask to re send the OTP.

[6]. A new screen will appear with contestants as per your zone, wing and state. **Caste Vote as per your choice. All Contestants must be voted. Even if one Contestant's field is empty, it will not proceed.**

[7]. When Voting is Over, One 5 digit CAPTCHA will be there, **Please feed the CAPTCHA Correctly.** If it is not fed correctly, a new CAPCHA will appear but CAPCHA has to be entered. Without entering CAPTCHA it will not proceed. After feeding CAPTCHA, It will ask you to submit your Vote, **Click on Yes**, it will take a while.

Another screen will appear with Success Message, **It will ask to save your vote in a PDF File and when you click**, A PDF of your Voting will be created and downloaded automatically for your reference.

At the bottom of your screen an option to return to Home Page of E Voting is there. **Click on it** and It will take you to the home Page.

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