

BANGLADESH INSTITUTE OF PLANNERS (BIP)

MANUAL FOR ONLINE VOTERS

APPLICATION FOR ONLINE VOTING

➡ The website link for the online voting application will be sent to all voters via email by the Election Commission of BIP.

➡ Upon receiving the web link, the online application should be filled out by the voter with the necessary information.

BANGLADESH INSTITUTE OF PLANNERS
APPLICATION FOR ONLINE VOTING

APPLICATION

Name (Same as BIP website) *		Verified Email ID (Login ID) (Same as BIP website's) *	Example: xxx@gmail.com
BIP Membership No (Only Numbers) *	Example: 303	Confirm Email *	Confirm Email ID
BIP Voter No. (Only Numbers) *	Example: 303	Reasons for Online Voting *	Example: Because of staying abroad for study/job purpose
Present Location *	Example: Gazipur, Bangladesh	Upload Supporting Documents (Relevant to Reason Given) Example: Residence Permit/Job Document/University Letter/Other Relevant Documents	Choose file No file chosen
Contact No	Example: +8801817035308	Captured Photo 	

Capture Real Time Photo

NB: Please make sure your face to be recognized while capturing photo

➡ To complete the Online Voting Application, please click on the **Capture Real Time Photo** button to submit a real-time photo of the Voter.

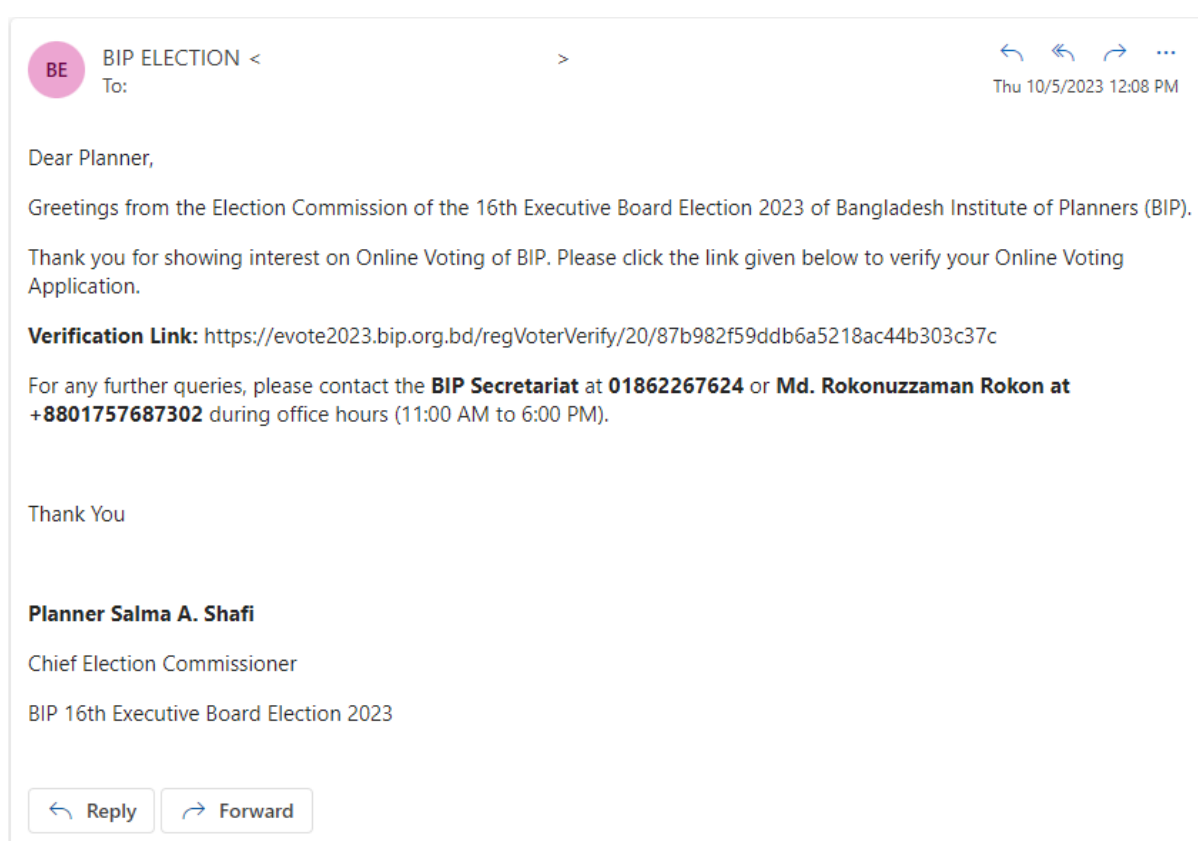
NB: Please make sure your face is recognizable while capturing the photo

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➡ Once the application is completed, click the **SUBMIT** button. After that, an Email with “**Verification Link**” will be sent for **Email Verification**. Click on the link to verify Email Address given in the application.

Please note that without verifying the email address, the application will not be submitted to the Election Commission for further processing.



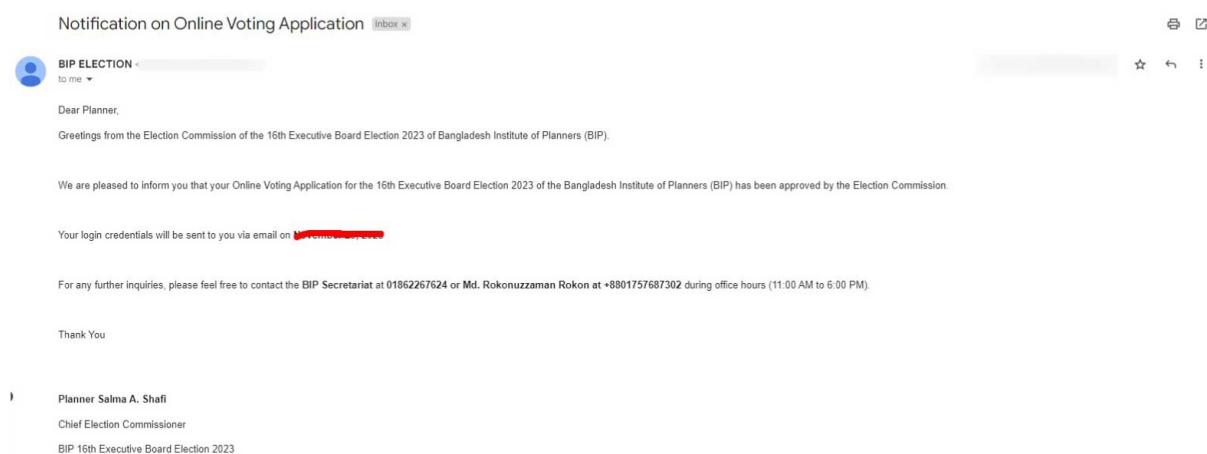
➡ After successful **Email Verification**, the Application for Online Voting will be submitted to the Election Commission for further approval.

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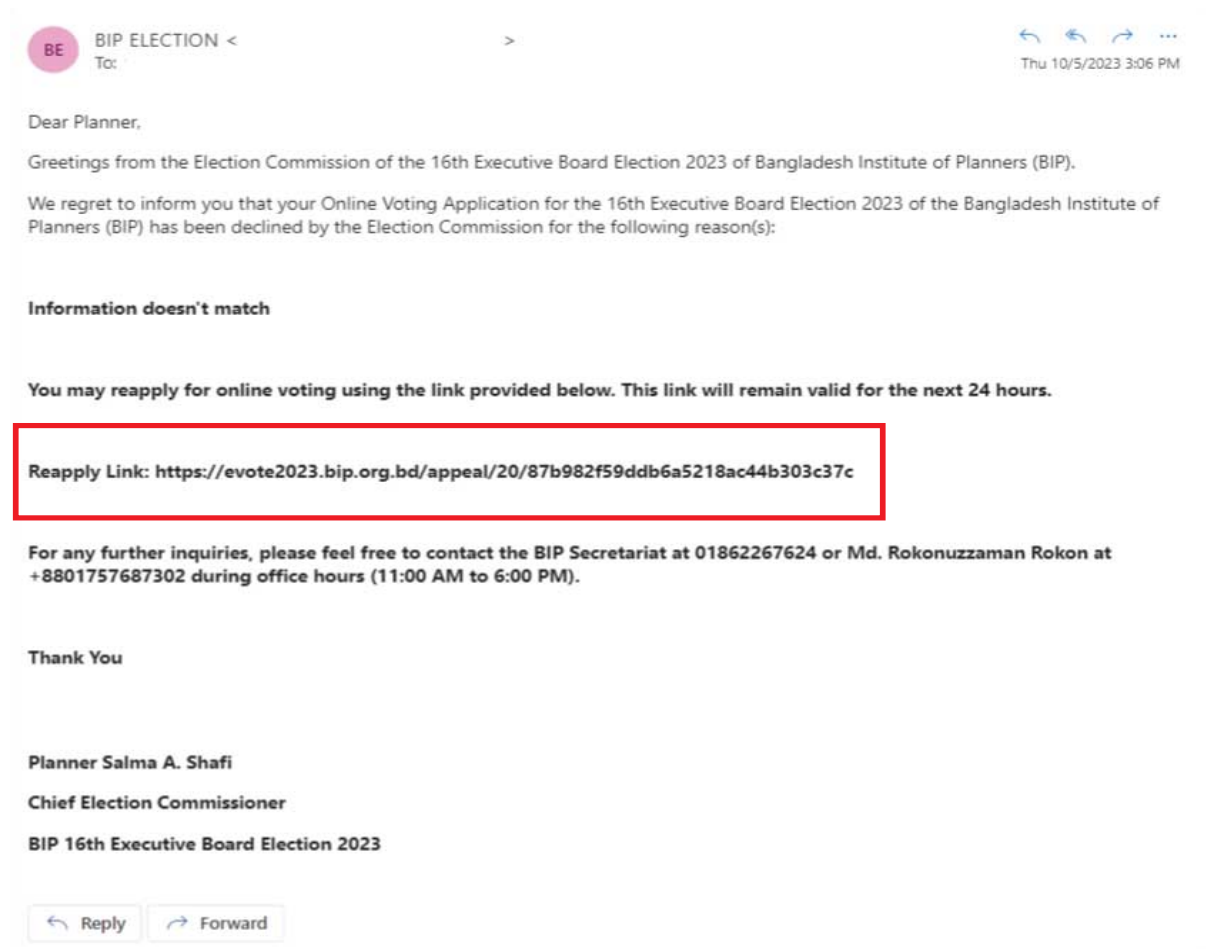


After cross-matching all the information with the BIP Database, the Election Commission will accept the application for online voting of a voter. Then, a **Confirmation Email** will be sent to the voter.



PROCESS OF RE-APPLICATION

➡ If there is any mismatch with the given information or documents, the **Application for Online Voting** will be **declined** by the Election Commission. Afterward, an email will be sent to the respective voter describing the reason for the declination.



➡ The voter can **Reapply** by clicking the re-application link provided in the email. The re-application link will be valid for the **next 24 hours** only.

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Login Information will be shared with all **Accepted Online Voters** through email by the Election Commission on time.

BE

BIP ELECTION <softwarenumeric@gmail.com>
To: tanmay_bd@live.com

Thu 10/5/2023 5:20 PM

Dear Planner,

We would like to inform you that Online Voting for the 16th Executive Board Election 2023 of the Bangladesh Institute of Planners (BIP) will commence at **Bangladeshi Standard Time (BST) 12:00 AM (GMT +6)** on **November 24, 2023** and will remain open until **BST 4:00 PM (GMT +6)** on the same day.

Your login details are provided below:

User ID: tanmay_bd@live.com

Password: b479702c03

Please [click here](#) to access the Online Voting Site.

We kindly request that you check your login credentials before casting your vote. If you encounter any difficulties while attempting to log in, please don't hesitate to contact **Md. Rokonzaman Rokon** at **+8801757687302**.

You may also access the Online Voting Application manual at this link:

[E-Voting Manual Link](#)

For any further inquiries, please feel free to contact the **BIP Secretariat** at **01862267624** during office hours (11:00 AM to 6:00 PM).

Thank You

Planner Salma A. Shafi
Chief Election Commissioner
BIP 16th Executive Board Election 2023

Reply

Forward

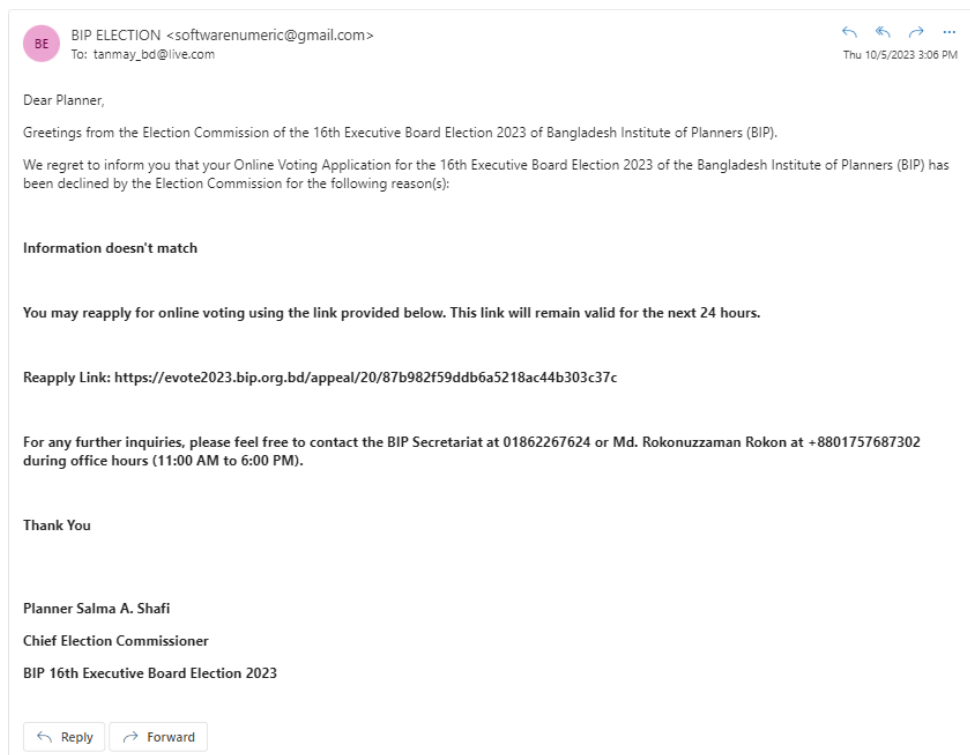
PROCESS OF CASTING VOTE

➡ On the Voting Day, log in to the **Online Voting Portal** using the credentials provided in the email.

➡ Click on the **Cast Your Vote** Button.



➡ A **PIN** will be sent to the voter's registered email address instantly.



➡ Enter the **PIN** code in the designated box and click on the **Capture Real Time Photo** button to submit a real-time photo of the voter. Then, press the **SUBMIT** button to proceed with the vote.

Note: Please ensure that your face is recognizable while capturing the photo.

The screenshot displays the BIP (Bangladesh Institute of Planners) online voting portal. At the top, there is a navigation bar with the BIP logo, the text 'BANGLADESH INSTITUTE OF PLANNERS', and a 'LOG OUT' button. Below the navigation bar, a section titled 'GIVE TO PIN NUMBER' is visible. A message box states: 'Your Email Address brittoprojekt.it@gmail.com Send 6 Digit Pin Which Will Use To Give Vote'. The main content area is titled 'Given PIN Number And Captuer Real Photo'. It contains several instructions: 'A Six Digit PIN has been sent to your registered Email Address', 'Please enter the PIN in the following box to proceed', 'Enter PIN Number and Capture Real-time Photo', 'Please wait atleast 5 Minutes to get the PIN Code', 'In case of not getting the PIN Code REQUEST FOR NEW PIN', 'N.B: If you dont get the Email in INBOX, please check in the SPAM Folder', and 'Please make sure your fce to be recognized clearly, while capturing photo'. There is a text input field for 'PIN Number *' with the value '167354' entered. Below the input field is a 'Take Real Photo' button. To the right of the input field, there is a 'Result' label and a small image placeholder.

➡ Now Post-wise candidate list will be shown sequentially to cast your vote.

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➡ Click on the Radio Button adjacent to your preferred candidate and click the **NEXT** button to proceed with your vote.

NB. After pressing this button, Voter won't be able to change his/her vote.

The screenshot displays the BIP online voting portal. The header includes the BIP logo, the text 'BANGLADESH INSTITUTE OF PLANNERS', a 'LOG OUT' button, and a 'Test Voter Name' dropdown menu. The main content area is titled 'Choose Your Candidate'. It specifies the 'ELECTION NAME : 16th Executive Board Election' and 'TOTAL POST : 2'. The current 'POST : President' is highlighted. Below this, there is a table with three rows, each containing a radio button and a candidate name: 'Mr. Candidate 1', 'Mr. Candidate 2', and 'SKIP THIS POST'. A blue 'NEXT' button is positioned below the table. The footer of the page contains the text '© 2022 Bangladesh Institute Of Planners' and 'Emergency Contact : 021 495336734'.

➡ On the last Post, the Voter will see the **Complete Vote** button. Click on this button will complete the voting process.

➡ At this point, the voter will be directed to the Summary Page of the Casted Vote. On this page, the voter can see their casted vote but won't be able to change or edit it.

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Click the **SUBMIT** button on the summary page to submit the casted vote. After submitting, the voter will receive a **Successful** message to his/her registered email.

The screenshot shows the BIP online voting interface. The header includes the BIP logo, the text "BANGLADESH INSTITUTE OF PLANNERS", and a "LOG OUT" button with a dropdown menu for "Test Voter Name". The main content area is titled "ELECTION" and displays a "TEMPORAY VOTE RESULT" section. This section contains a table for the "ELECTION : 16th Executive Board Election". The table has five columns: SI, Post, Ballot, All Candidates, and Choice Candidate. It lists two ballot items: Ballot 1 for the President position and Ballot 3 for the Executive position. Below the table is a blue "SUBMIT" button. The footer contains copyright information for 2023 and an emergency contact number.

SI	Post	Ballot	All Candidates	Choice Candidate
1	President	1	* Mr. Candidate 1 * Mr. Candidate 2	Mr. Candidate 2
2	Executive	3	* Mr. Candidate 4 * Mr. Candidate 5 * Mr. Candidate 6	Mr. Candidate 5

SUBMIT

2023 ©Bangladesh Institute Of Planners Emergency Contact: +880 1862267624