

**STEP-BY-STEP GUIDE**  
**ON HOW TO CAST YOUR VOTES IN PRS**

**ELECTION PAGE**

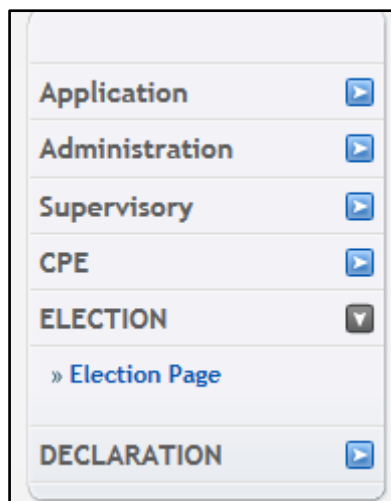
**Step 1:** Once you have successfully logged in into PRS portal, you will see Screen 1. Please click on the “**ELECTION**” tab on the left-hand side of the page.

Screen 1



**Step 2:** Once you have selected “**ELECTION**” tab, the “**Election Page**” link should appear (see Screen 2). Please click on it to enter the Election Page.

Screen 2



# SINGAPORE MEDICAL COUNCIL ELECTION 2016

## [VIEW CANDIDATES' CVS](#)

**Step 3:** On the Election Page (Screen 3), click on “**View**” under Action header to view the CVs of the candidates standing for the election. Do note that if the voting period has not started, the “**Vote**” button will not appear.

Screen 3

Election Page		
Election Title		
No. of Vacancies		
Voting Start Date		Voting End Date
Voted?	Vote Ref Number	Action
No	-	<a href="#">View</a> <a href="#">Vote</a>

Legend:

**Step 4:** After clicking on “**View**”, you should see the names of the candidates standing for the election and the link to their CVs next to their names (Screen 4). Please click on each link to view each candidate’s CV.

Screen 4

LIST OF ELECTION CANDIDATES	
Election Title:	
No. of Vacancies:	
Voting Start Date:	
Voting End Date:	
Candidate	Candidate's CV
Candidate 1	CV_MCR1.pdf
Candidate 2	CV_MCR2.pdf
Candidate 3	CV_MCR3.pdf

Important Notes /Instructions:

[Back](#)

# SINGAPORE MEDICAL COUNCIL ELECTION 2016

## CAST YOUR VOTES

**Step 5:** To cast your votes, return to the Election Page and click on “**Vote**” under the Action header. After you have done so, you will be re-directed to the Voting Page as shown in Screen 5.

At the Voting Page, you may select your desired candidates by checking the box next to the candidates’ names. Once you have made your selection, click on the “**Submit**” button below.

Screen 5

Tick to Vote	Candidate	Candidate's CV
<input type="checkbox"/>	Candidate 1 (MCR1)	CV_MCR1.pdf
<input type="checkbox"/>	Candidate 2 (MCR2)	CV_MCR2.pdf
<input type="checkbox"/>	Candidate 3 (MCR3)	CV_MCR3.pdf

**Step 6:** After you have submitted your votes, you will be directed to Screen 6 where you will be asked to confirm your selection.

Screen 6

You have selected the following candidate(s):

- 1) Candidate 1 (MCR1)
- 2) Candidate 2 (MCR2)

Please click "Confirm" to submit your vote. Once the vote is submitted, you will not be able to make further changes. Otherwise, click "Cancel" to re-select your candidates.

# SINGAPORE MEDICAL COUNCIL ELECTION 2016

## ACKNOWLEDGEMENT

**Step 7:** Once you have confirmed your selection, you will be directed to the acknowledgement page as seen in Screen 7. Click “**OK**” to return to the SMC PRS front page.

Screen 7

**Successful Submission of Vote**

Your vote has been submitted successfully and your voting reference is SMC2016-XXXX. You may wish to print / save this acknowledgement for your own reference.

An acknowledgement email will be sent to <<voter's email address>> shortly.

Thank you.

## CONTACT US

If you have any queries or require any assistance in voting, please email us at [smc\\_elections@smc.gov.sg](mailto:smc_elections@smc.gov.sg) or contact one of the following Assistant Returning Officers:

- Mr Ernie Lim : 6355 2469
- Ms Guessie Chan : 6355 2394
- Mr Lim Heng Seng : 6355 2390
- Ms Jaslyn Ng : 6372 3140
- Mr Wilson Low : 6355 2470

Thank you for participating in the SMC Election 2016.