ANNEX

STEP-BY-STEP GUIDE ON HOW TO CAST YOUR VOTES ONLINE

ELECTION PAGE

Step 1: Please log in to the Professional Registration System (PRS) on SMC website using your SingPass. Once you have logged in to the PRS, you will see Screen 1. Please select the "*ELECTION*" tab on the left-hand side of the page.

Application	Welcome to PRS MOHALER				
Administration	Singapore Medical Council (SMC) Election 20XX				
Supervisory	The Singapore Medical Council (SMC) Election 20XX is ongoing from DD MMM YYYY (8.00am) to DD MMM YYYY (11.59pm) for				
CPE	candidates seeking to be members of the SMC. All fully registered medical practitioners resident in Singapore who have in force a practising certificate during the election period are required to vote.				
ELECTION	Since 2015, all eligible voters are to vote online via the Professional Registration System (PRS). You can cast your votes online via t				
DECLARATION	PRS from DD MMM YYYY (8.00am) to DD MMM YYYY (11.59pm). Please follow the steps outlined below to cast your votes: Select the "ELECTION" menu which can be found at the left side of the page; Select "Election Page" menu and go to "View" to read the candidates' CVs; and Select "Vote" to cast your votes; You will receive a notification email once you have successfully submitted your vote. * Please note that due to the weekly PRS system maintenance conducted every XXX from HH.MM pm to HH.MM pm, you will not be able to access the PRS to vote during the service maintenance period on DD MMM YYY and DD MMM YYYY. We apologise for any inconvenience caused. Please email us at SMC_elections@smc.gov.sg should you require any assistance.				

Step 2: Click on the "Election Page" link (Screen 2).

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VIEW CANDIDATES' CVS

Step 3: On the Election Page (Screen 3), select "*View*" under the "Action" header to view the candidates' CVs. Please note that the "*Vote*" button will only appear during election period.

Application	Election	Page	
Administration			
Supervisory	Election Title	85	
CPE	Voting Start Date Voting End Date		
ELECTION	Voted?	Vote Ref Number	Action
» Election Page	 No	-	View Vote
DECLARATION	Legend: • View – To view standing for • Vote – To ca	ew the CVs of the candidates the election st votes in the election	

Step 4: The names of all the candidates standing for the election will appear along with the links to their CVs (Screen 4). Please click on the link to view each candidate's CV.

Screen 4			
Application			I CANDIDATES
Administration			
Supervisory		Election Title:	
CPE		Voting Start Date:	Voting End Date:
ELECTION		Candidate	Candidate's CV
» Election Page		Candidate 1	CV_MCR1.pdf
DECLARATION		Candidate 2	CV_MCR2.pdf
		Candidate 3	CV_MCR3.pdf
		Candidate 4	CV_MCR4.pdf
		Candidate 5	CV_MCR5.pdf
		Candidate 6	CV_MCR6.pdf
		Important Notes /Instructions: Please remember to cast your votes fro Back	m DD MMM YYYY (8.00am) to DD MMM YYYY (11.59pm).

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CASTING YOUR VOTES

Step 5: To vote, please return to the *Election Page* and select "*Vote*" under the "Action" header. You will be re-directed to the Voting Page as shown in Screen 5.

At the Voting Page, vote for your desired candidates by checking the box next to the respective candidates' names. Once you have made your selection, select the "*Submit*" button below.

Screen 5			
Application		Voting Page	e
Administration			
Supervisory		Election Title: No. of Vacancies:	
CPE		Voting Start Date:	Voting End Date:
ELECTION		Tick to Vote Candidate	e Candidate's CV
» Election Page		Candidate	e 1 CV_MCR1.pdf
DECLARATION		Candidate	e 2 CV_MCR2.pdf
		Candidate	e 3 CV_MCR3.pdf
		Candidate	e 4 CV_MCR4.pdf
		Candidate	e 5 CV_MCR5.pdf
		Candidate	e 6 CV_MCR6.pdf
		Important Notes /Instru 1. You may select up 2. To cast your votes below. Back Subn	uctions: to X candidates. for your desired candidates, please tick the box next to the candidate's name and click on the "Submit" button nit

Step 6: You will be asked to confirm your selection (Screen 6).

	Screen 6		
Application Administration Supervisory CPE	You have selected the following candidate(s): 1) Candidate XXX (MCRX) 2) Candidate XXX (MCRX) 3) Candidate XXX (MCRX) 4) Candidate XXX (MCRX) 5) Candidate XXX (MCRX)		
ELECTION			
» Election Page	Please click "Confirm" to submit your vote. Once the vote is submitted, you will not be able to make further changes.		
DECLARATION	Cancel Confirm		

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ACKNOWLEDGEMENT

Step 7: Once you have confirmed your selection, you will be directed to the acknowledgement page as seen in Screen 7. Please note/jot down the voting reference (e.g. SMC2023-xxxx) for your reference. Select "*OK*" to return to the SMC PRS front page.

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		Successful Submission of Vote	
Application			
Administration		Your vote has been submitted successfully and your voting reference is SMCYYYY-< <xxxx>> You may</xxxx>	
Supervisory		wish to print / save this acknowledgement for your own reference.	
CPE		An acknowledgement email will be sent to < <voter's address="" email="" preferred="">> shortly.</voter's>	
ELECTION			
» Election Page		Thank you.	
DECLARATION		OK Print	

FOR ENQUIRIES

If you require assistance with regards to the online voting via PRS, please email us at SMC_Election@spb.gov.sg. You may also refer to the FAQ on the SMC website under "SMC Election" for general assistance.

If you encounter problems logging in with your SingPass account, you may contact SingPass Helpdesk at +65 63353533 or email them at support@singpass.gov.sg.

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