



USERS GUIDE TO THE NOMINATION PLATFORM

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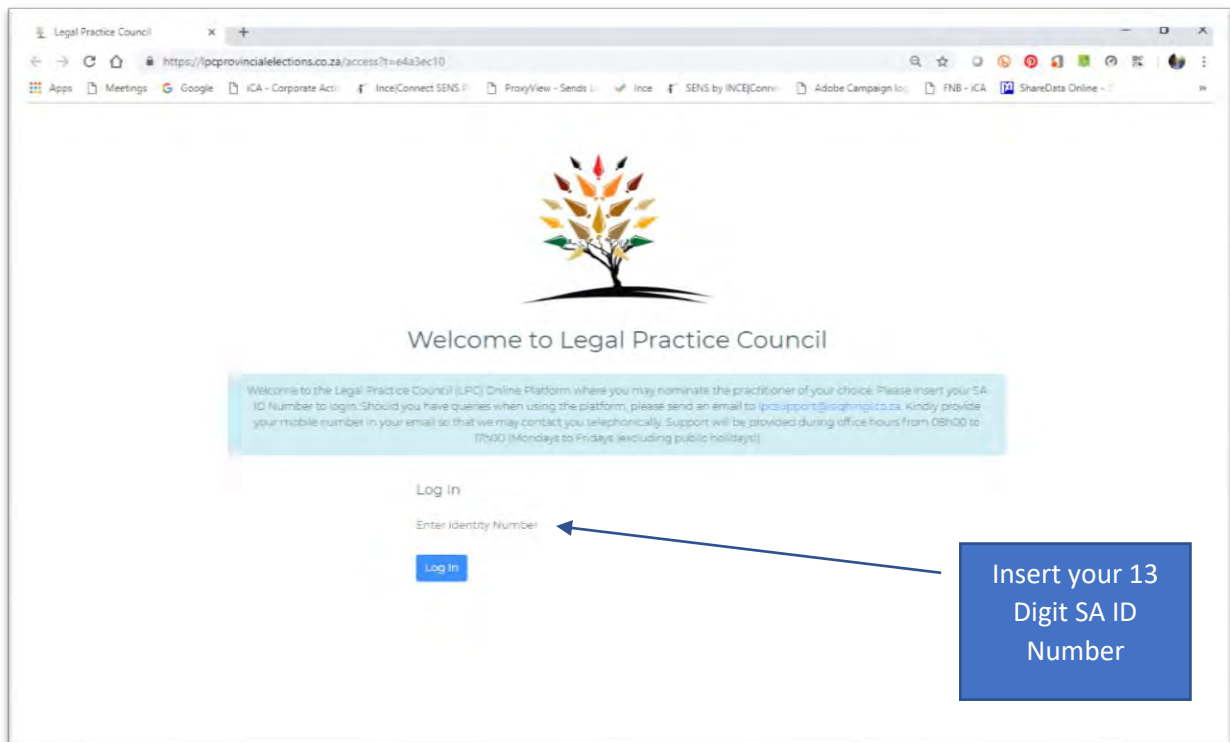
1. Overview

This document explains the nominations process using the LPC Online Nominations Platform accessed at <https://lpcprovincialelections.co.za/>

The platform is accessed by Legal Practitioners using their unique PURL¹ that is contained in the emailed invitation sent to them advising that nominations are open.

2. How to login

Each communication that a practitioner receives from the LPC contains a unique PURL. Clicking on the link or purl opens the primary login page. To proceed insert your SA ID Number.

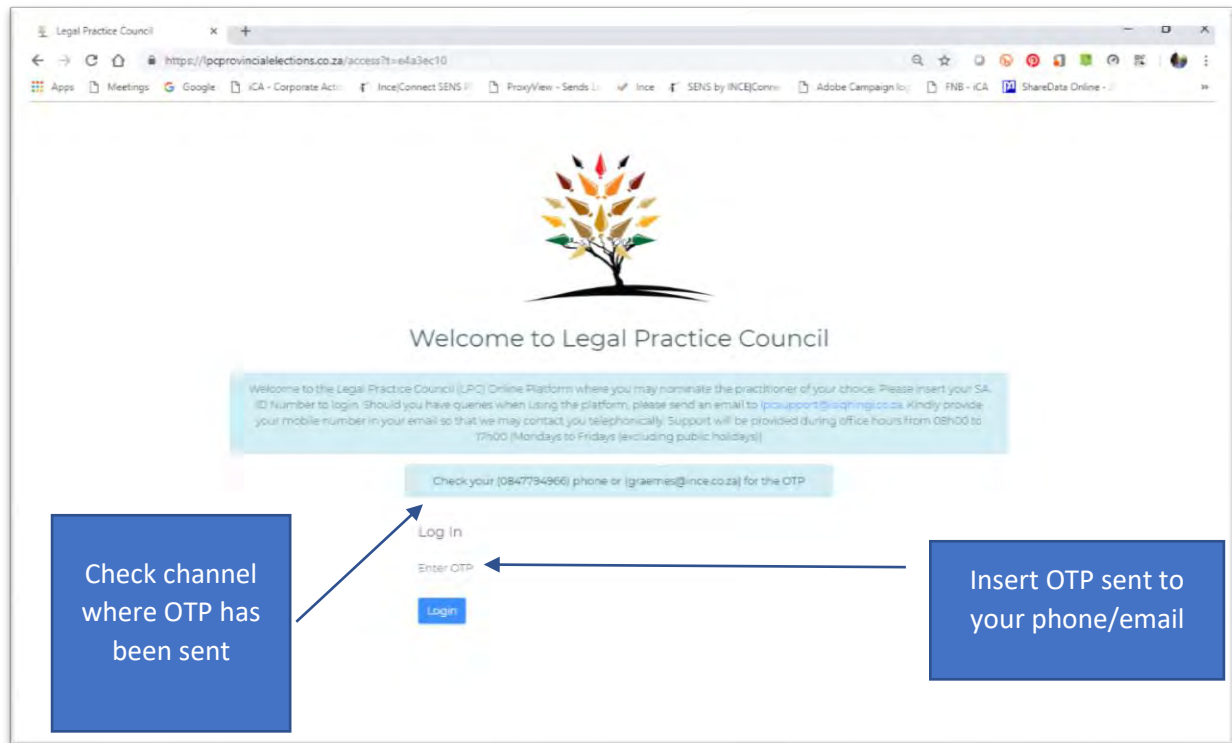


Should you make an input error the platform will indicate an error message (see below) at which point, please input the correct ID number to continue.



¹ A personalised URL (PURL) is a unique and personalised Landing Page created especially for each legal practitioner.

The Platform once a correct SA ID Number is input will send a One Time Pin to your mobile address and email address (see below).



Insert the OTP and hit enter to continue (see example of OTP below)



Dear [REDACTED]

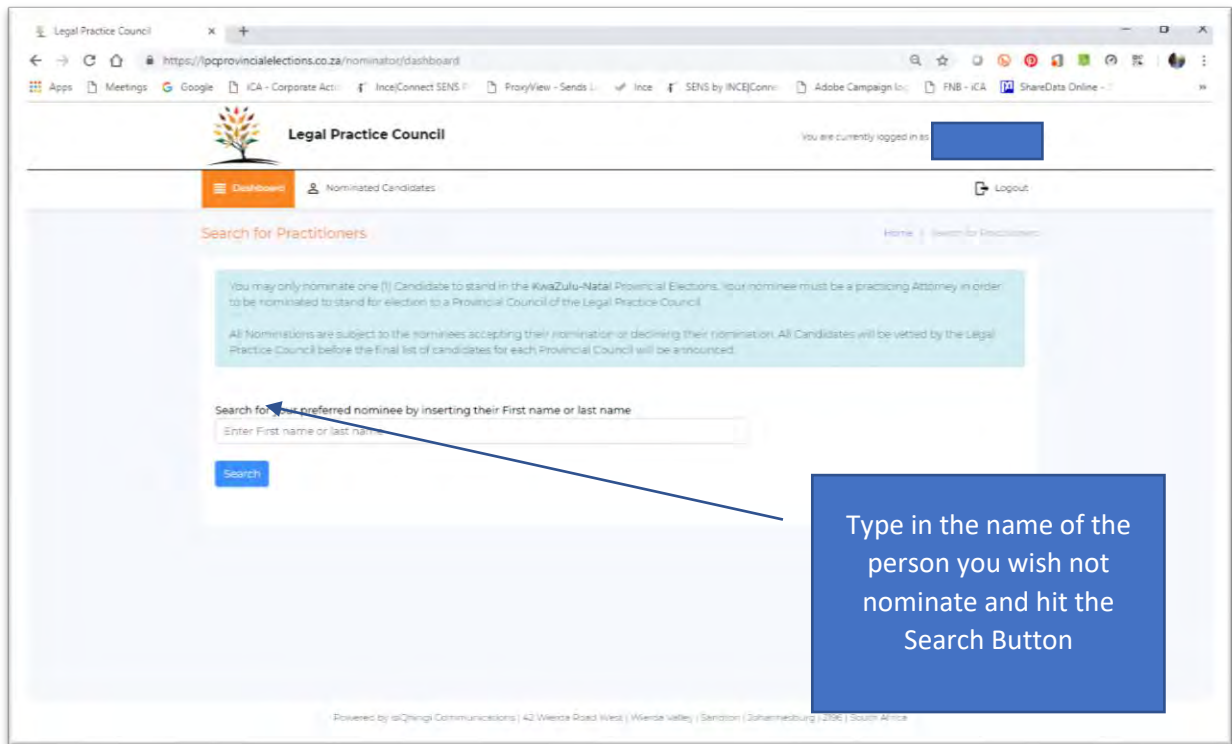
Your Legal Practice Council 2018 temporary pin is: 671771

Need help? kindly send an email to lpcsupport@isiqingi.co.za

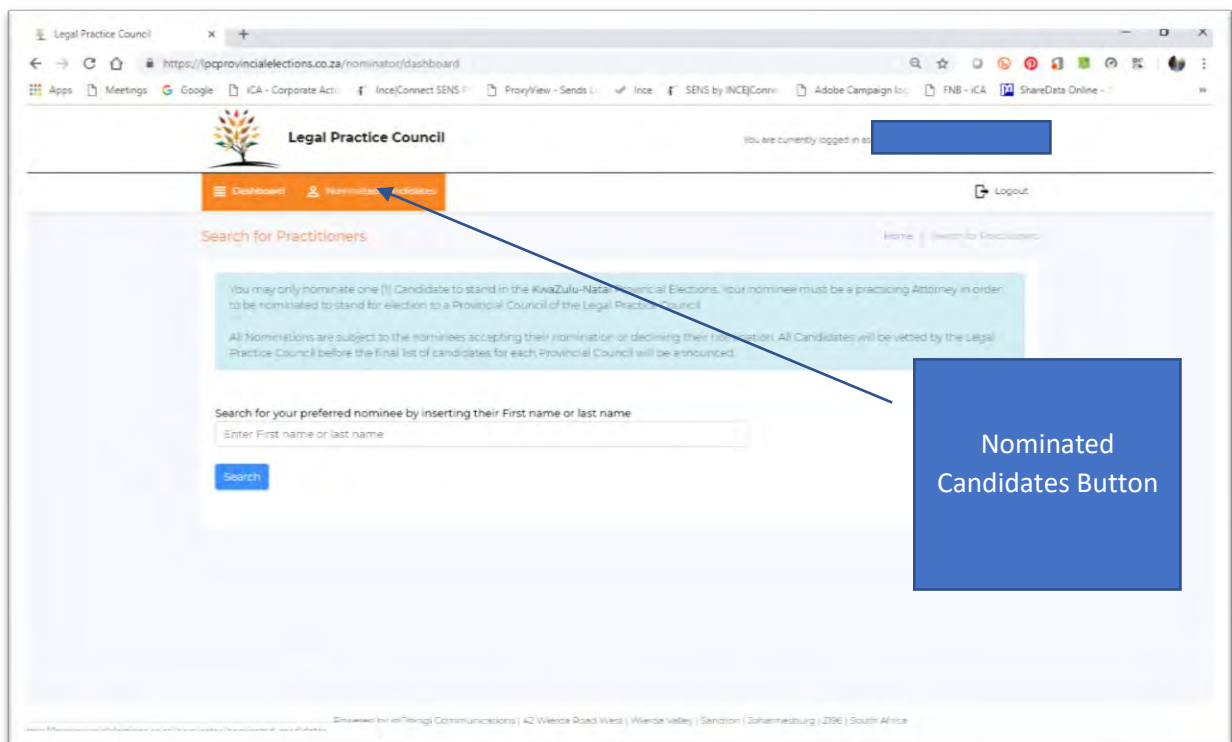
Thanks,
Legal Practice Council

3. Once you have logged on

The platform will present a screen that allows you to search for practitioners



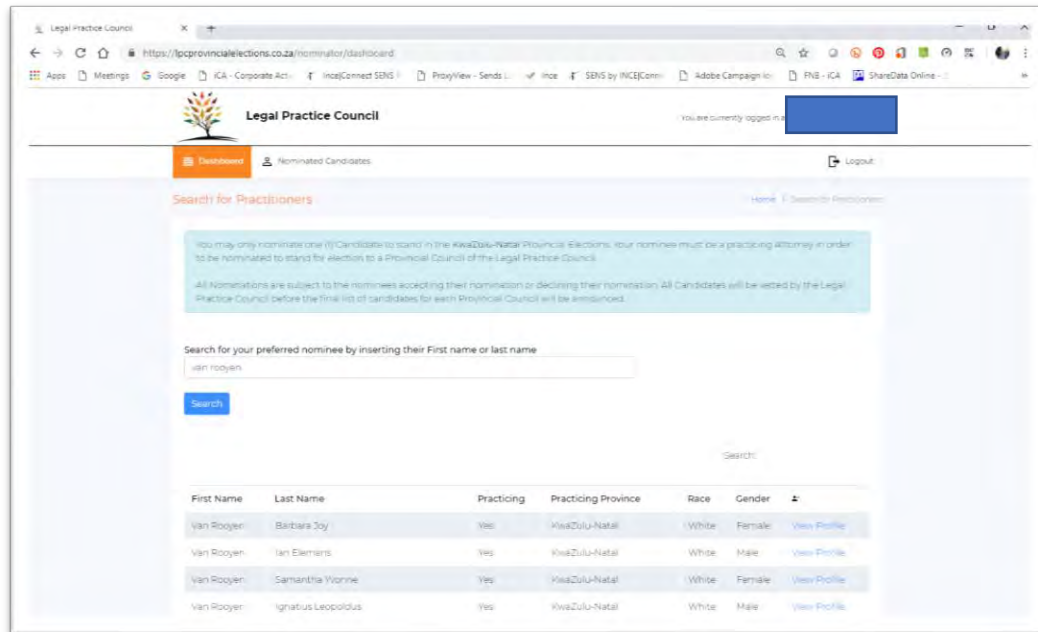
You may check to see which candidates have been nominated by clicking on the Nominated Candidates Button



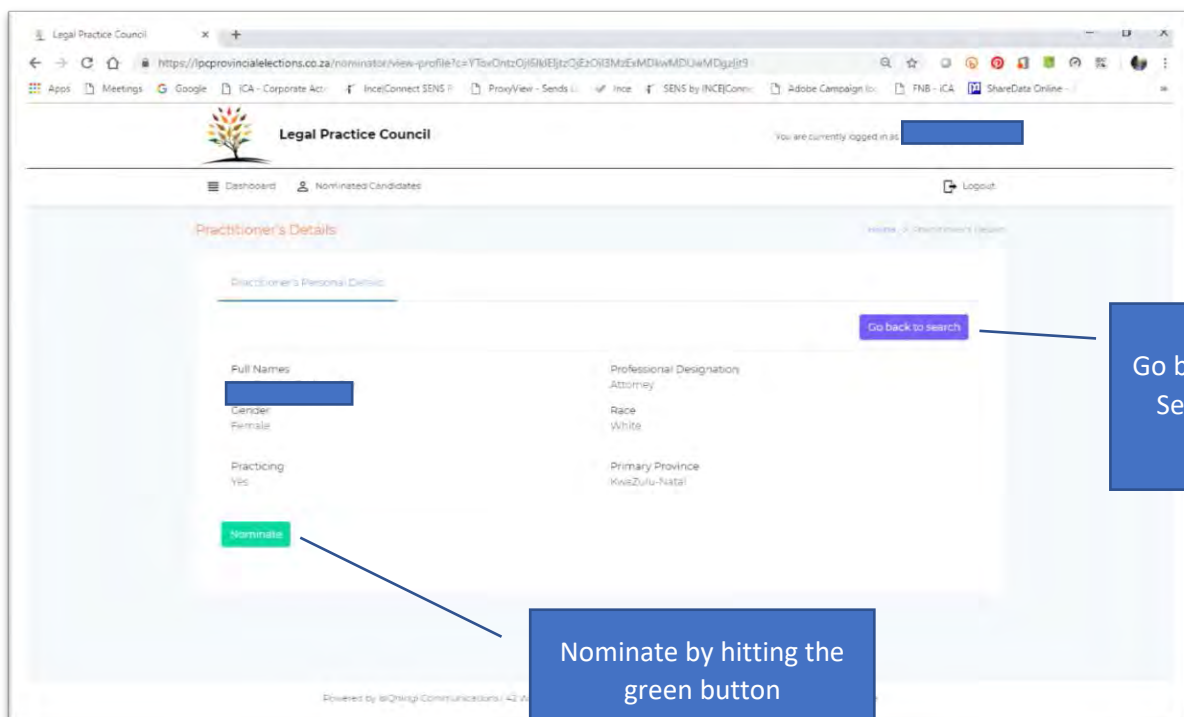
Once you have made your selection, hit the search button.

4. Make your selection or nomination

The platform will now display the results of your search (see below)

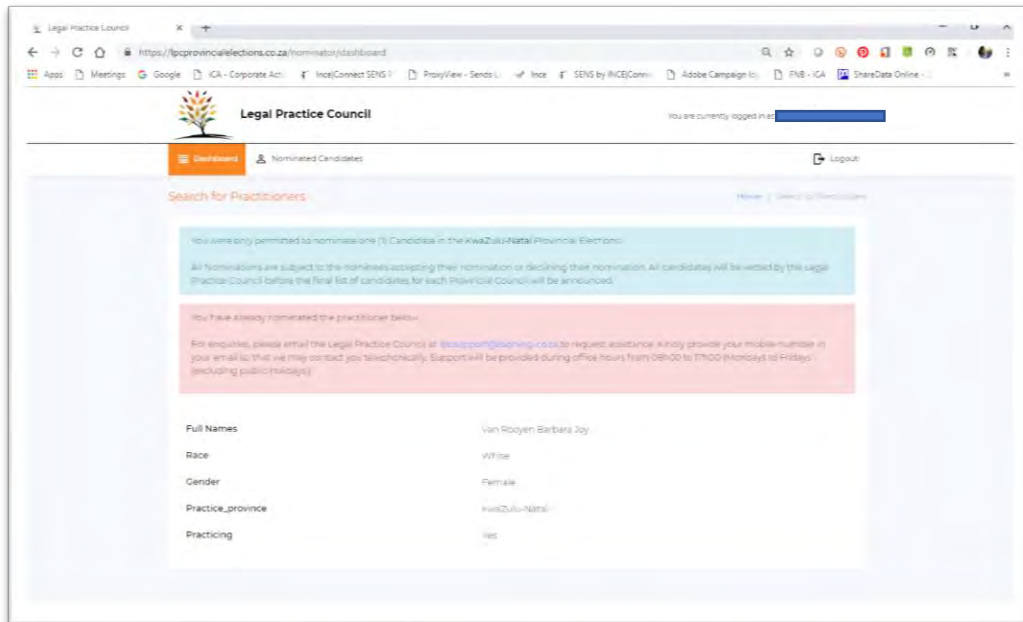


Select the practitioner of your choice and click on the View Profile button on the right of the screen. This will now open a screen that will show you an abbreviated profile of the practitioner that you have chosen.



If this is the person that you wish to nominate, click the green nominate button (bottom left) or if not hit the purple Go back to search Button (top right)

The Platform will now give you a confirmation message that you have nominated the practitioner of your choice (see below)



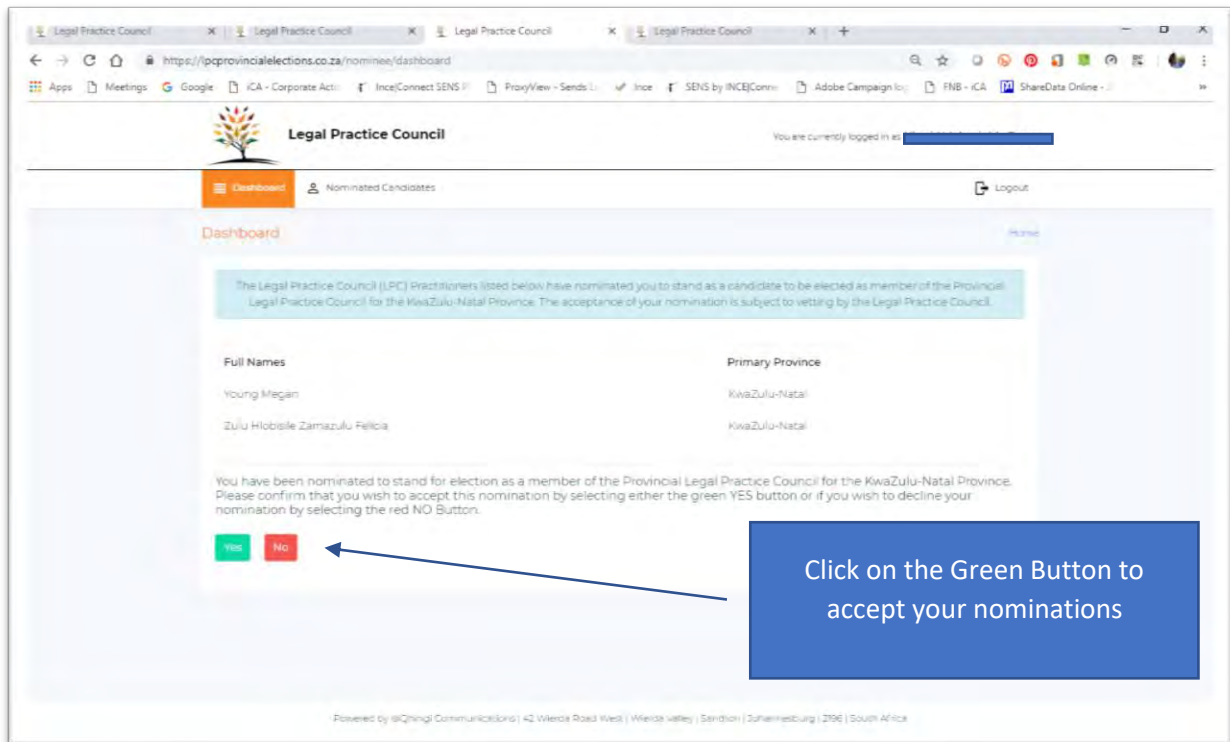
5. If you have been nominated

Practitioners that have been nominated will receive an email and SMS advising them of their nomination. You are required to click on the PURL contained in this communication and follow the onscreen prompts.

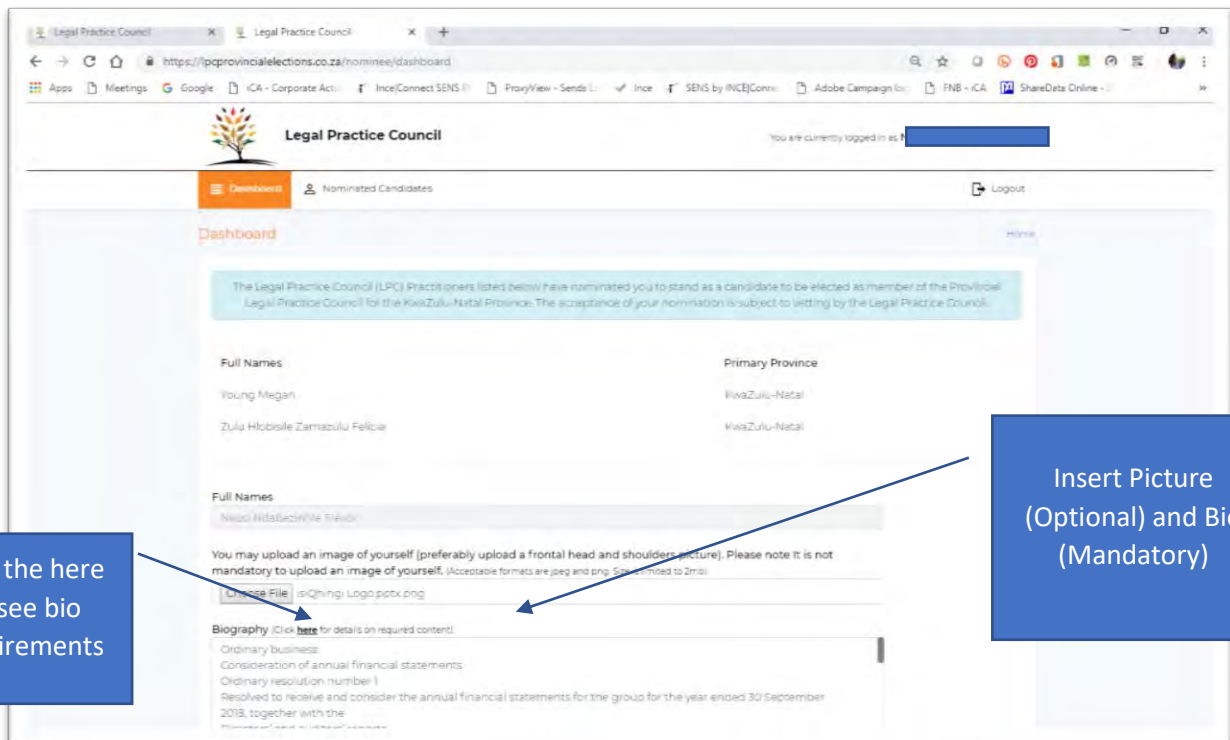
The Platform will then open into a screen indicating that you have been nominated by two of your peers (see overleaf).

The nominated practitioner is then required to either accept or decline your nomination by clicking on the red or green button at the foot of the screen.

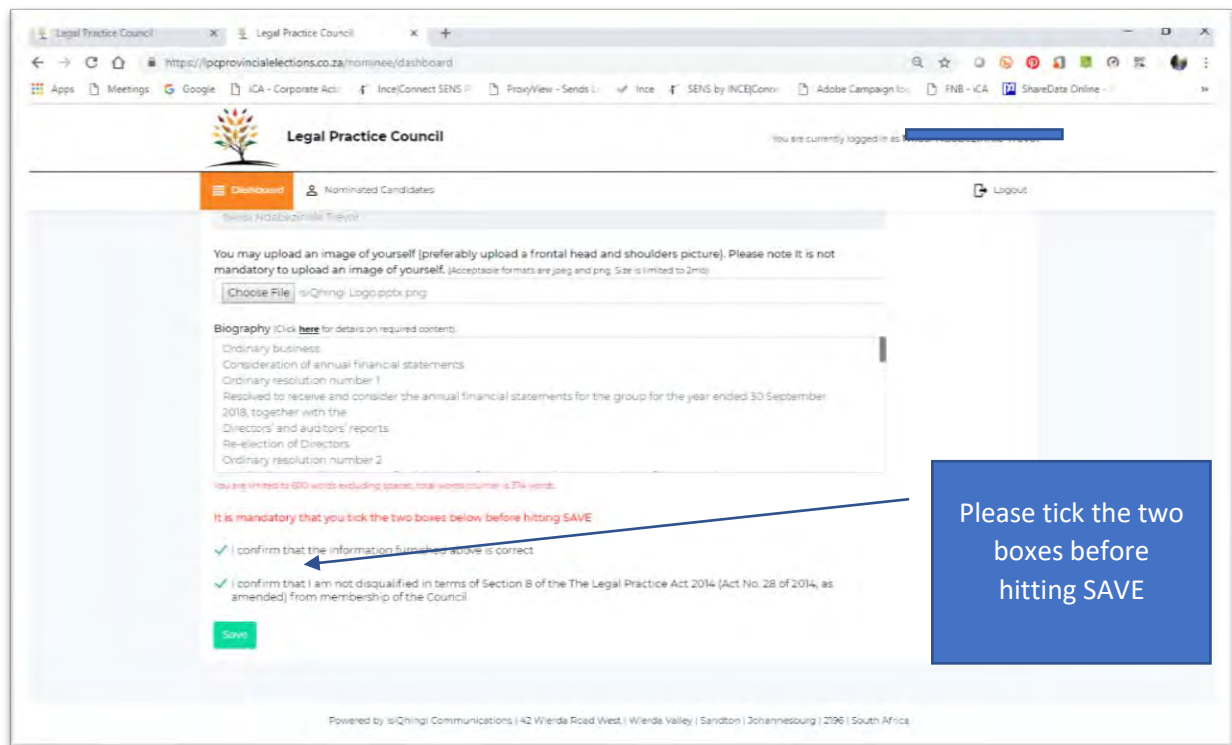
a. Accept your nomination



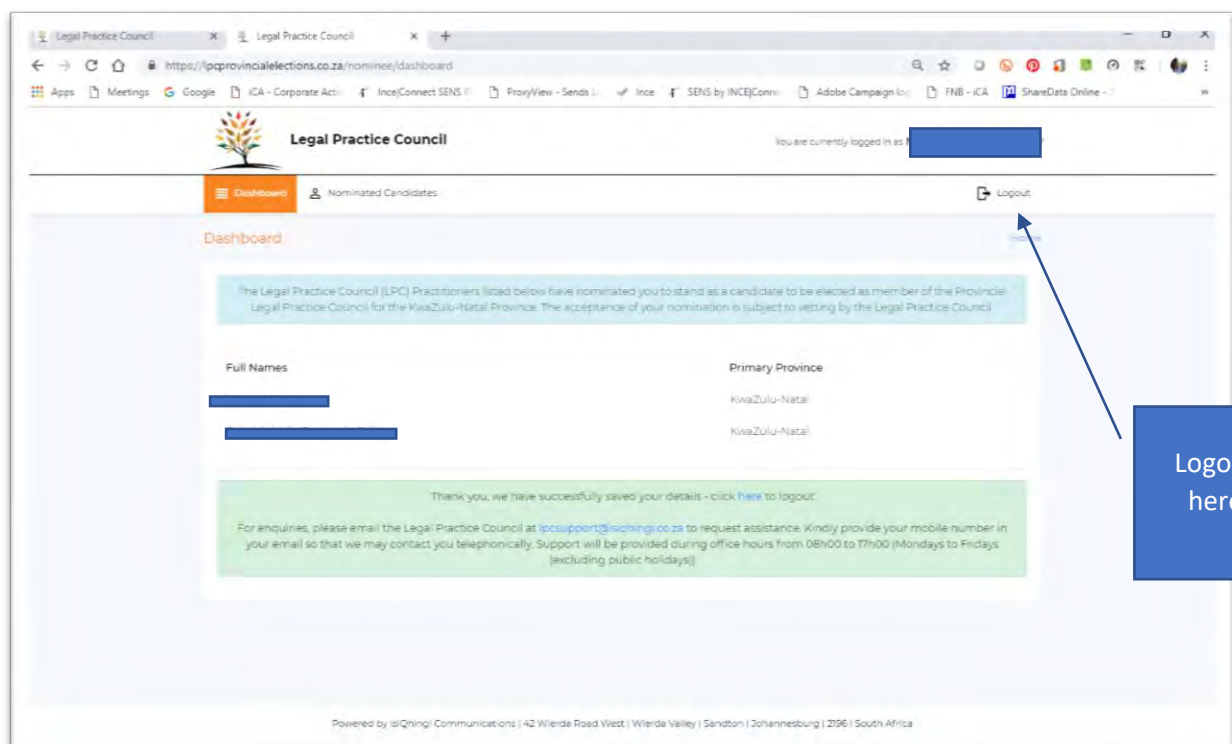
By clicking the Green Accept Button, a new screen opens wherein you are obliged to insert your biography details and upload a picture of you so choose. It is mandatory to upload your biography which may be 600 words in length. It is optional to upload a picture.



It is a requirement that you tick the two boxes at the foot of the page before hitting save (see below)



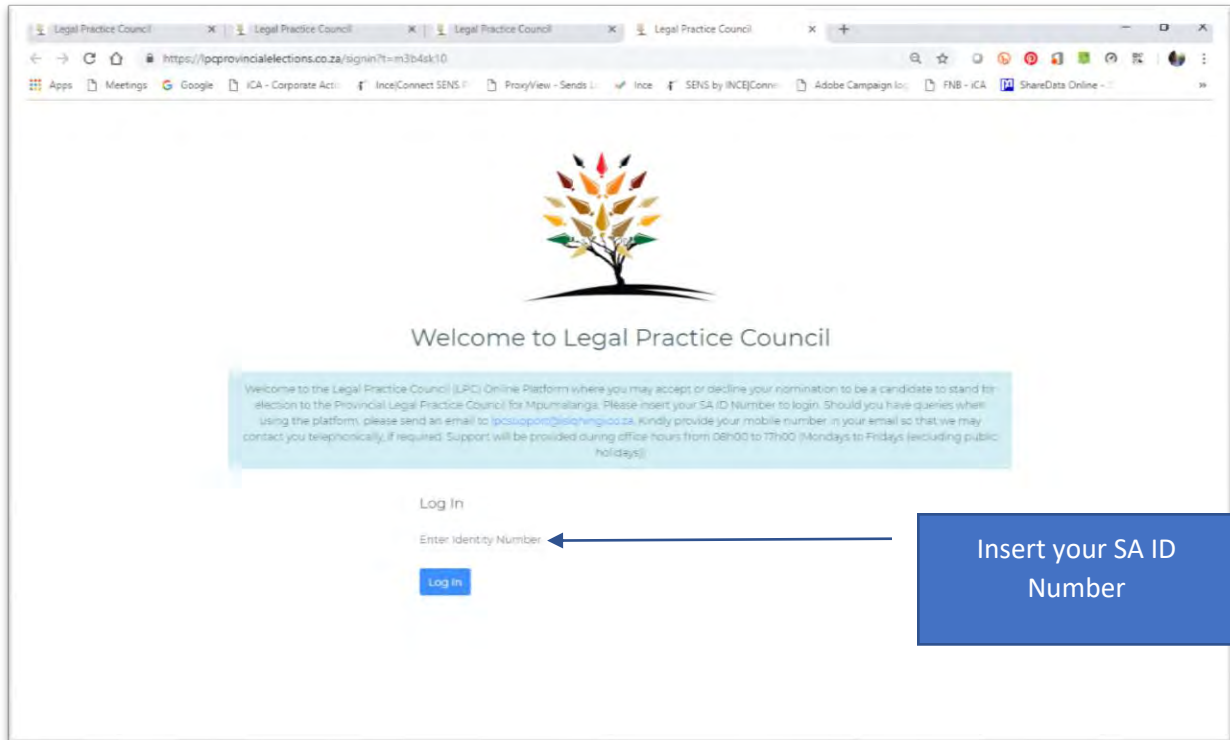
Once you have hit SAVE, the platform will advise that your details have been successfully submitted.



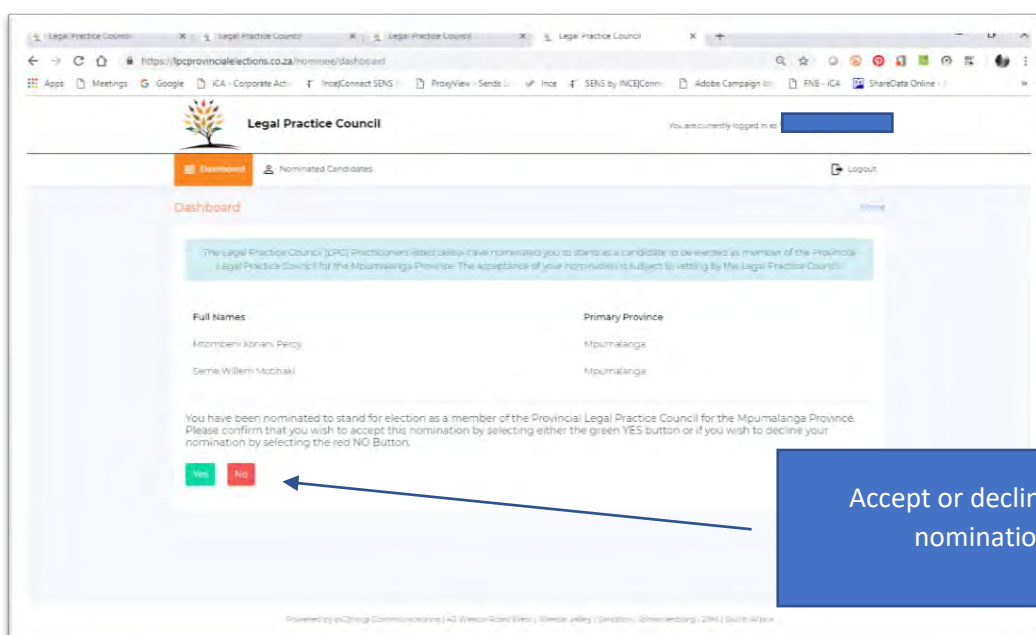
You may now click the logout button and exit the platform.

b. Declining your Nomination

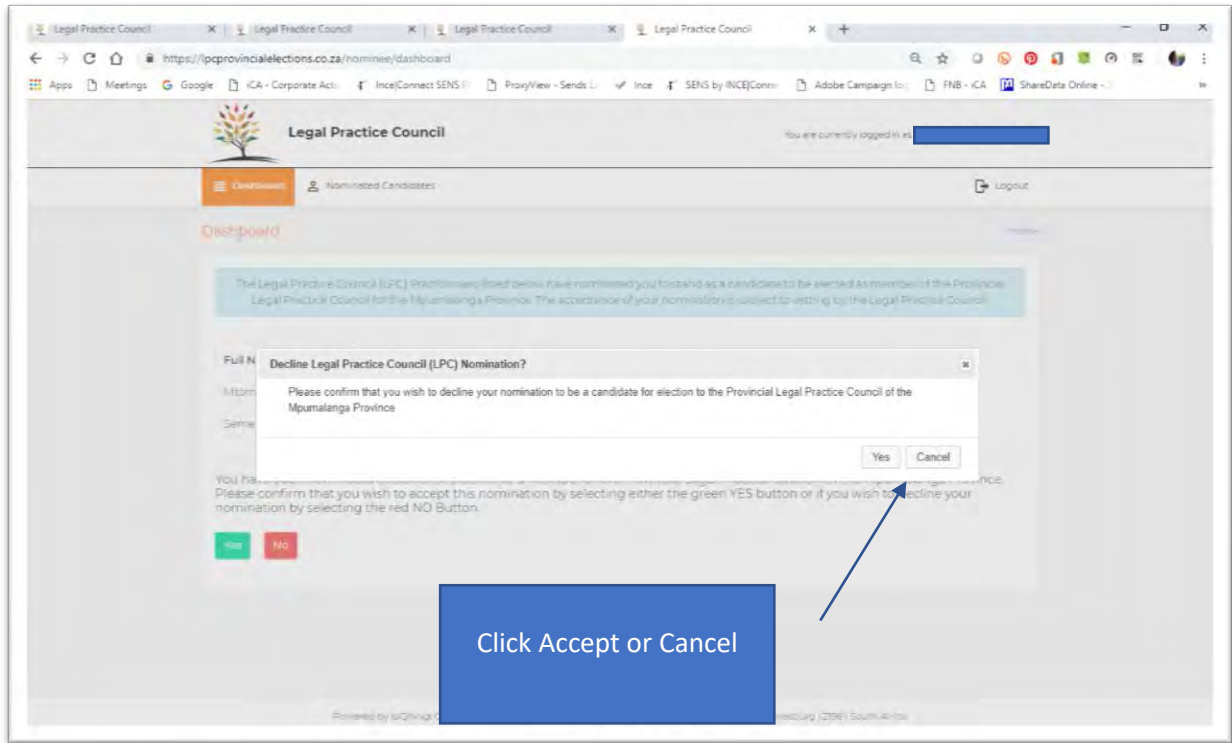
Practitioners may also decline their nominations. The process is very similar to the acceptance workflow. Once you have been nominated by two of your peers, you will receive an email and SMS advising you of your nomination. Click on the PURL contained therein and follow the on-screen prompts.



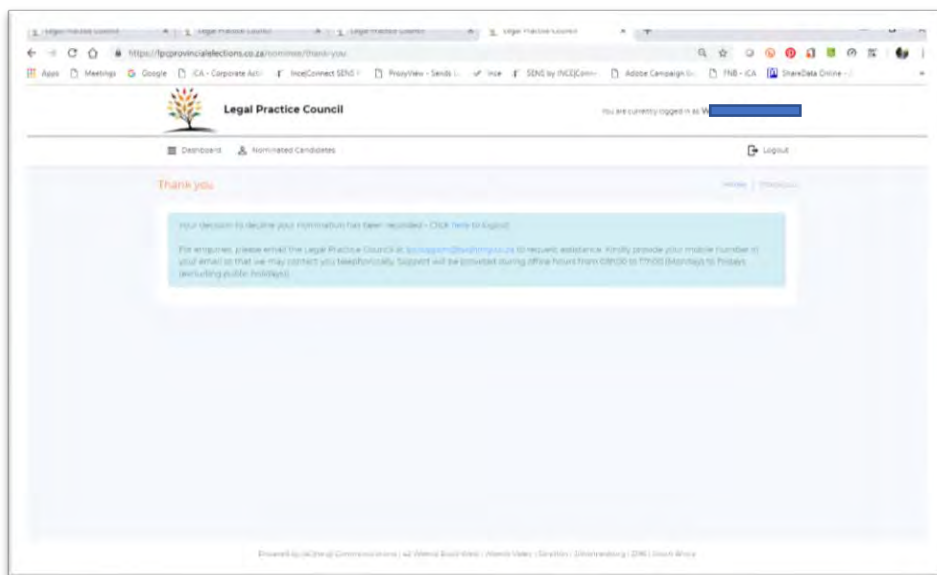
Insert your OTP that has been sent to your email or SMS. This will now open into a screen that requires you to accept or decline your nomination.



When you click the red No button, the screen pops up a message reading ***“Please confirm that you wish to decline your nomination to be a candidate for election to the Provincial Legal Practice Council of the ... Province”*** that you are required to click on by either clicking Yes to confirm or Cancel to go back to the previous screen.



Once you click on the Yes button, the platform accepts your input and returns you to a logout screen with a message that ***“Your decision to decline your nomination has been recorded”***



You may now click the comment [Click here to logout](#) or click the logout button (Top Right)