

Electa Platform Guide





Guide to Electa Platform

Introduction

The following is a guide to Electa, a digital elections solution that strictly complies with GDPR, ISO 27001, ISAE 3000 SOC2, and Cyber Essentials Plus. Electa is trusted by organisations such as the European Parliament, UN, OSCE, the Red Cross, and Transparency International. It offers end-to-end verifiability, strong authentication methods, and is administered by Lumi Global, one of the sponsors of ELI's Annual Conference.

There are two aspects to the election process:

- Candidacy, Endorsements and Nominations (more below)
- Elections (this section of the Guide will be updated once elections open)

Candidacy, Endorsements and Nominations

1. Create Candidacy

1.1 Log In

- Go to the Electa platform and sign up using your credentials. When entering your email address, please use the primary address through which you received information on the ELI elections from the Secretariat.
- Create a password that is at least 8 characters long and click 'Sign up'.
- A message with a confirmation link will be sent to your email address. Note that delivery may take some time depending on your email provider.
- If you do not receive the confirmation email, please check the junk folder. If it is not there, please go to Electa platform click 'Didn't receive confirmation instructions?' to request a resend. Enter the same email address and click 'Resend confirmation instructions'. If the 'Confirmation instructions' email still does not arrive after some time, please contact support at email Lumi.
- Once you receive the 'Confirmation instructions' email, click 'Confirm my account.' You will be directed to the 'Sign in' page.
- Sign in using your email address and password.
- You will be asked to prove your identity. Add email address and click 'Confirm identity'. Your identity has been successfully verified.

1.2 Create Candidacy

- Having confirmed your identity, you will be directed to the 'Welcome to your user panel' page.
- To return to the Home page, click A Home.
- For more information about the election process and key ELI documents, click
 Information.
- To view other candidates, click 🎎 Candidates.
- To run for elections, click 'Create vour candidacy profile' on confirming your identity or click 'Become a candidate' from the A Home page.
- It is recommended to have a profile photo ready, along with your biography (max 1,300 characters, including spaces) and statement (max 2,600 characters, including spaces), as the entire process must be completed in one sitting. Once you submit your candidacy, it cannot be edited.
- Once you have filled in all the required information, click 'Create Candidate'. Your candidacy has been successfully created. You will see a view of your candidate profile and the number of endorsements you have received, if any, at the bottom.

2. Create Candidacy After **Endorsing Another Candidate**

- endorsement' email.
- To activate your account, you then click 'Change Password'.
- 1.2. above.

3. Invite Endorsers

- Click A Home and View my account'. Then click 'Invite endorsers'.
- Complete form and click 'Send invitation'.
- address of the endorsee.
- 'Endorsement invitation was successfully created' and a be displayed.
- If you do not hear from the other ways too.

■ After endorsing a candidate, you will receive a 'Confirmation of will need to set up a password. Click 'Create Password', enter your desired password, confirm it, and ■ You will be directed to the user panel. Follow instructions under the Create Candidacy section in

- You will need to know the email preview of the invitation sent will
- individual you approached, it may be that the invitation went to their junk folder. We therefore encourage you to reach out in

4. Keep Track of Endorsement **Invitations You Sent and Endorsements You Received**

- Click **↑** Home and 'View my account' and the 'View endorsements' button.
- You will be directed to the page below where you can view details such as the endorsements received, the endorsement invitations sent, and the option to invite further endorsements.
- Please note that you can only receive a maximum of 5 endorsements.
- You cannot endorse yourself.

5.Endorse a Candidate

- When a candidate sends you an endorsement request, you will receive an automatic notification via email.
- If you wish to endorse the candidate, click 'Go to their profile'. You will be directed to the candidate's profile, where you can endorse them by clicking 'Accept invitation'.
- You will then be directed to the confirmation page. Your name will be automatically populated in the dedicated space. To confirm endorsement, click the 'Confirm' button.
- You will receive a notification on the platform and a confirmation email once your endorsement is successful.
- If you are directed to 'Proof of identity required to endorse' page, click 'Prove identity', enter email address, and select 'Confirm identity'. You will then be directed to the confirmation page. Follow the steps outlined above.

6. Keep Track of Endorsements Given to and Requested by Candidates

- If you are already logged in and have created your candidacy, click 🛖 Home, then select 'View my account'.
- Click 'Requested endorsements' to view the endorsements other candidates requested of you.
- Click 'View given endorsements' to see the endorsements you have given.

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ELI in Vienna

The Secretariat of the ELI, which is hosted by the University of Vienna, is located in the heart of the Austrian capital, close to the main building of the University, the representation of the European Commission in Austria as well as the information office of the European Parliament.

We cordially invite you to visit us whenever you are in Vienna.



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