



LPFF Board Elections 2020 Users' Guide to the Nomination Platform



Contents

1. Overview	2
2. How to login	2
3. Once you have logged on	4
4. Make your selection or nomination	5
5. If you have been nominated	9
a. Accept your nomination.....	12
b. Declining your Nomination	15

Important Information

1. Personal URLs (PURL)¹

Each eligible practitioner will be provided with their own unique personal URL which will enable them to access the platform. It is important to note that **you may not share your unique personal URL with any other practitioner** as it has been programmed to expect your specific SA ID Number only before a One Time Pin is issued to you as part of the login process.

2. Mobile Networks and One Time Pins (OTP)

Whilst the delivery of OTPs is normally quick to your mobile device, circumstances outside our control pertaining to the Mobile Networks can delay the delivery of OTPs. It is for this reason that the OTP is also sent to a practitioner's email address. If a practitioner keeps attempting to login in before receiving their OTP it is important to note that the newest OTP overwrites and cancels its predecessor.

3. Time Out messages

The Nominations Platform has built-in security features that time out users after 5 minutes of no activity. If you get an error message that reads Invalid CSRF token. Form ignored, Members are then required to refresh their screen and login again.

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

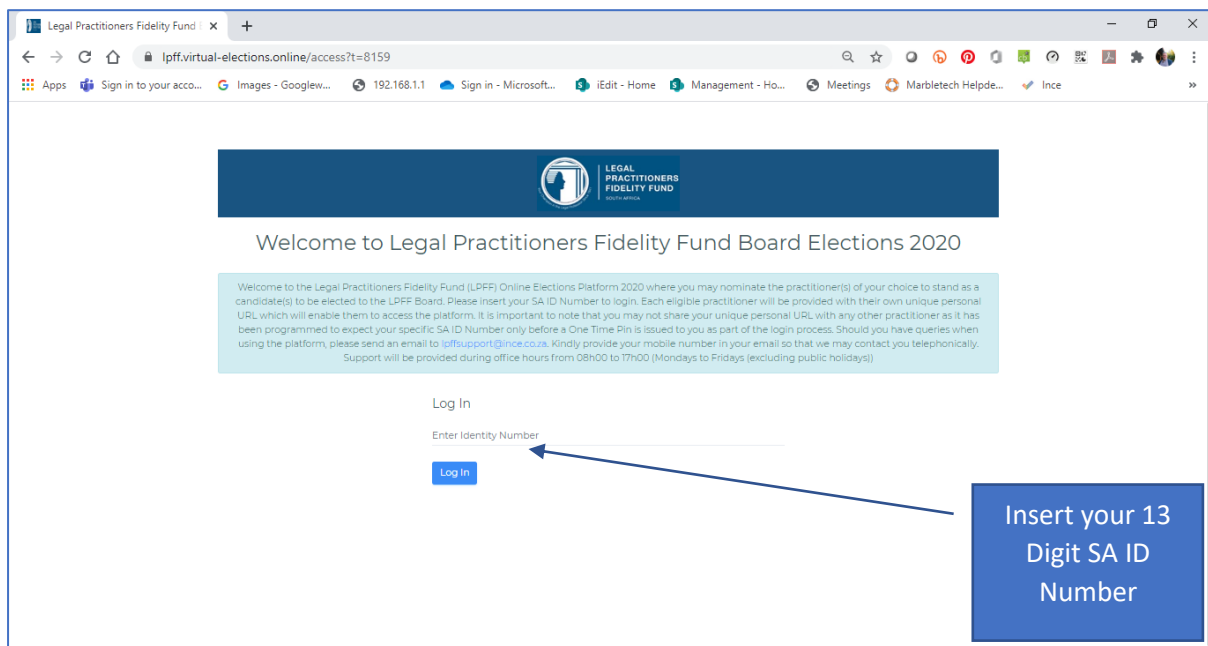
1. Overview

This document explains the nominations process using the Legal Practitioners Fidelity Funds (LPFF) Nominations Platform accessed at <https://lpff.virtual-elections.online/>

The platform is accessed by Legal Practitioners using their unique PURL² that is contained in the emailed invitation sent to them advising that nominations for the 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.



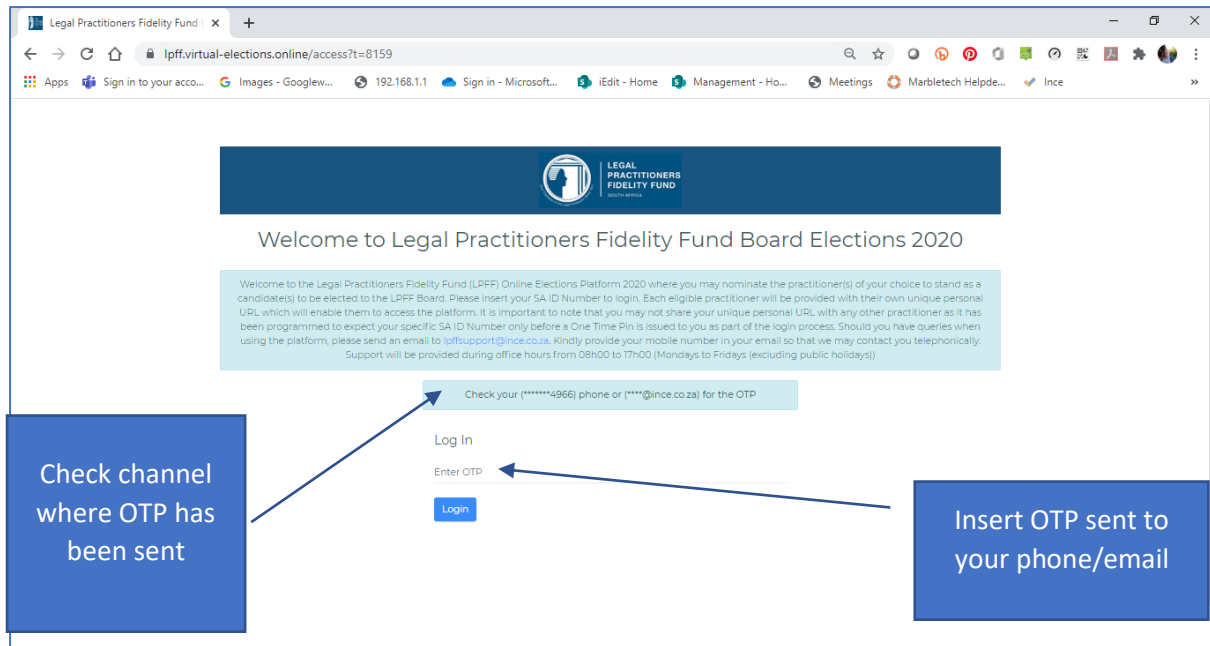
Should you make an input error the platform will indicate an error message (see below) at which point, please input the correct ID number to continue.

You have entered an invalid Identity Number

The Platform, once a correct SA ID Number is input, will send a One Time Pin to your mobile device and email address as recorded by the LPC (see below).

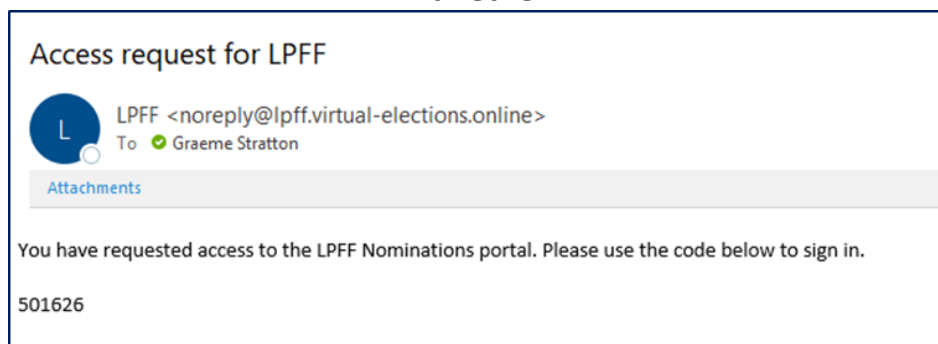
Insert the OTP and hit enter to continue (see examples of OTP below). The OTP is a 6-digit number

² A personalised URL (PURL) is a unique and personalised landing page created especially for each legal practitioner.



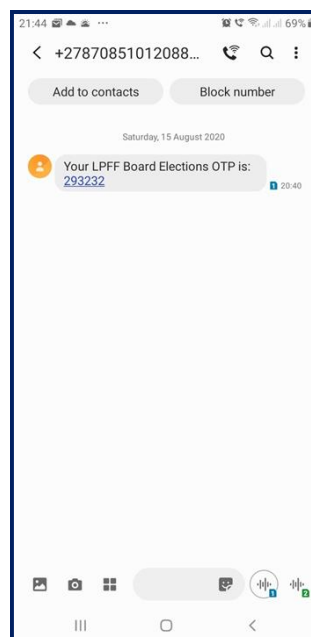
The screenshot shows the LPFF Online Elections Platform 2020 login page. The URL in the browser is lpff.virtual-elections.online/access?t=8159. The page has a dark blue header with the LPFF logo and the text "Welcome to Legal Practitioners Fidelity Fund Board Elections 2020". Below the header, there is a light blue box with instructions: "Welcome to the Legal Practitioners Fidelity Fund (LPFF) Online Elections Platform 2020 where you may nominate the practitioner(s) of your choice to stand as a candidate(s) to be elected to the LPFF Board. Please insert your SA ID Number to login. Each eligible practitioner will be provided with their own unique personal URL which will enable them to access the platform. It is important to note that you may not share your unique personal URL with any other practitioner as it has been programmed to expect your specific SA ID Number only before a One Time Pin is issued to you as part of the login process. Should you have queries when using the platform, please send an email to lpffsupport@ince.co.za. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays))". Below this, there is a light blue box with the text "Check your (*****4966) phone or (****@ince.co.za) for the OTP". Below that, there is a "Log In" section with an "Enter OTP" input field and a "Login" button. Two blue callout boxes with arrows point to the "Check your" box and the "Enter OTP" field. The left box says "Check channel where OTP has been sent" and the right box says "Insert OTP sent to your phone/email".

Emailed OTP



The screenshot shows an email titled "Access request for LPFF". The sender is "LPFF <noreply@lpff.virtual-elections.online>" and the recipient is "To: Graeme Stratton". Below the email header, there is a section titled "Attachments". Below the attachments, there is a message: "You have requested access to the LPFF Nominations portal. Please use the code below to sign in." followed by the code "501626".

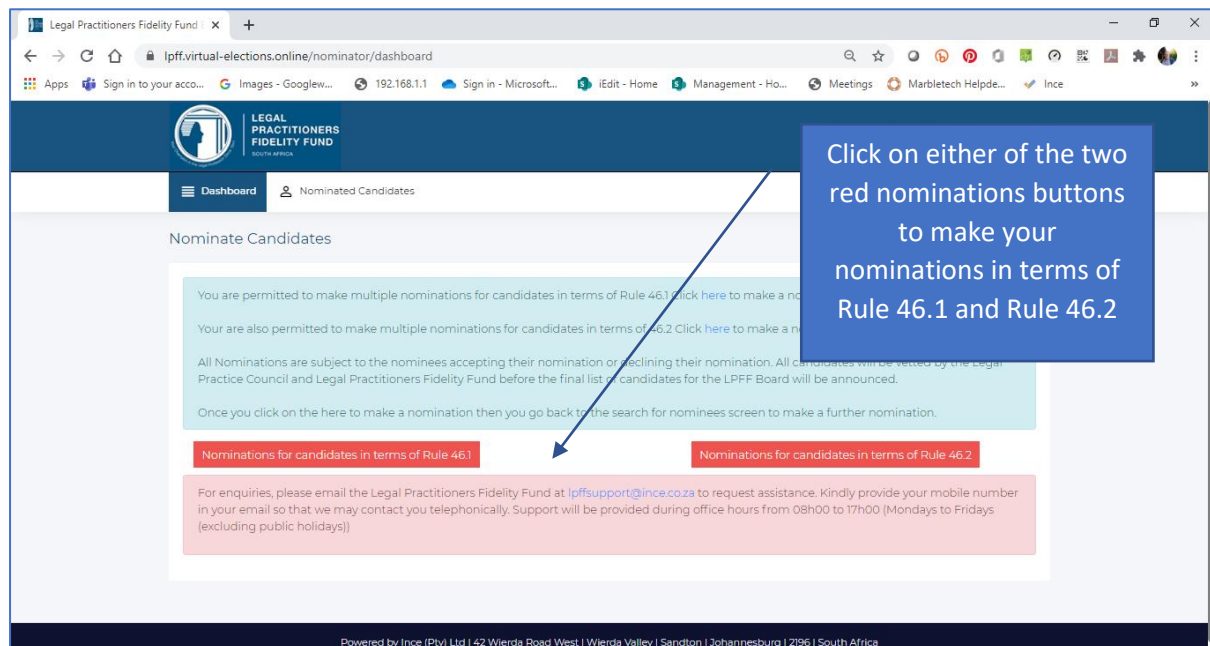
SMS OTP



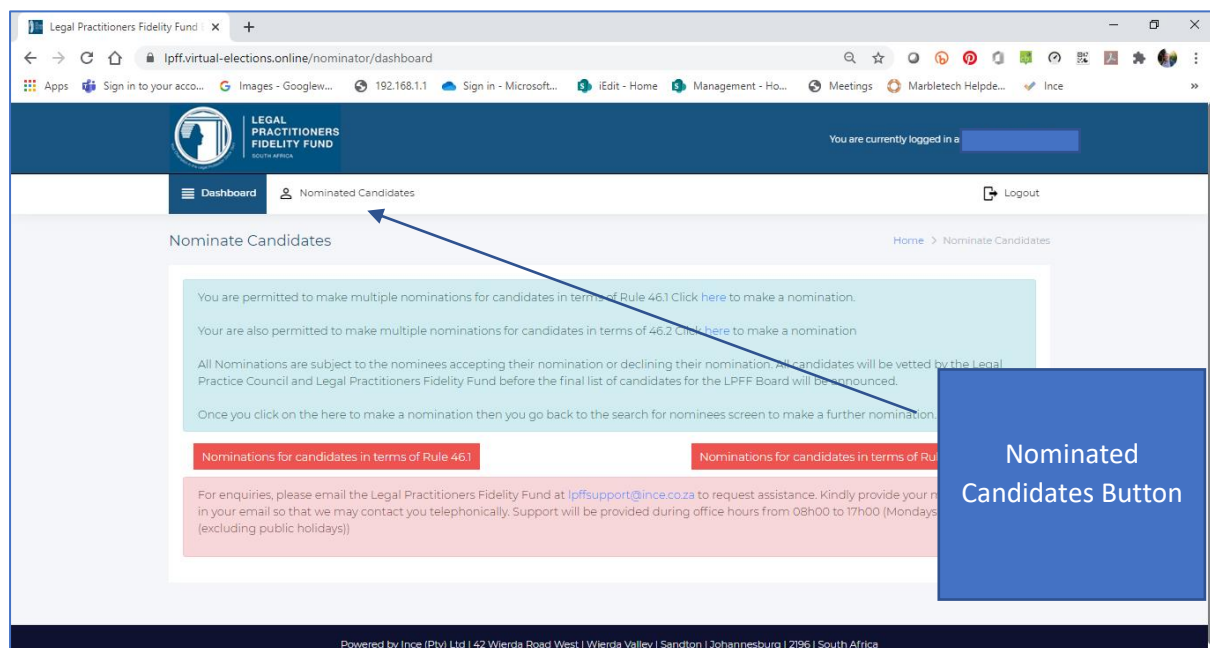
The screenshot shows a mobile phone screen displaying an SMS message. The status bar at the top shows the time as 21:44 and the battery level as 69%. The message is from a contact named "+27870851012088...". The message text is "Your LPFF Board Elections OTP is: 293232". The message was received on "Saturday, 15 August 2020" at "20:40".

3. Once you have logged on

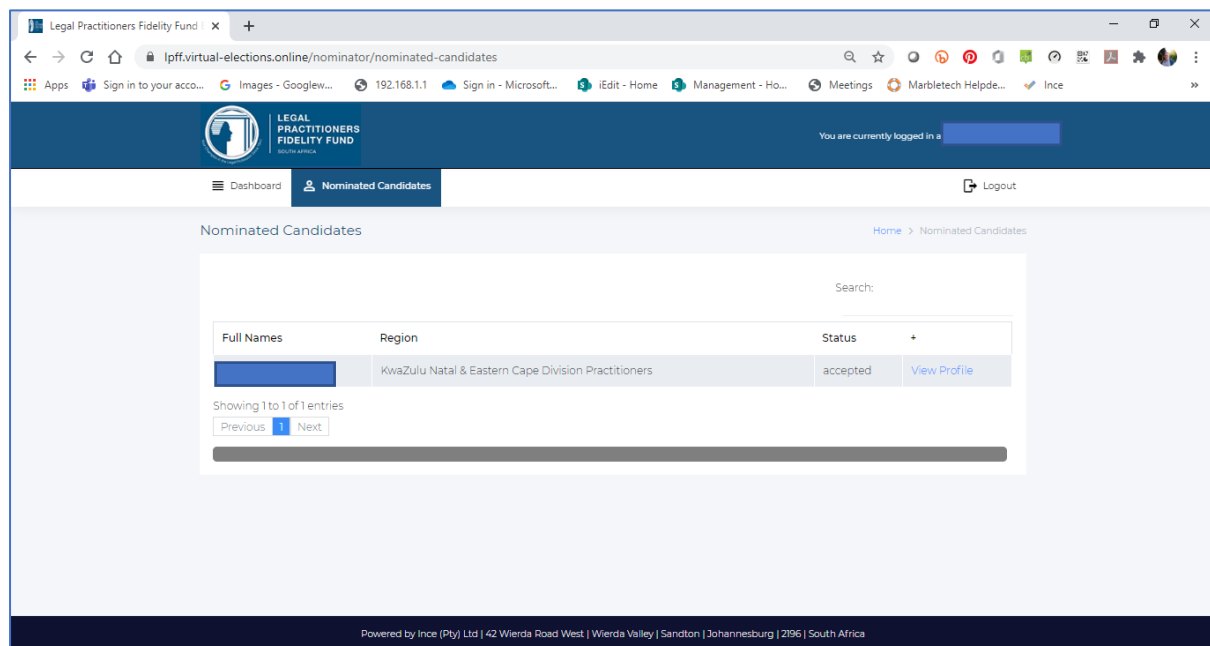
The platform will present a screen that allows you to search for practitioners



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



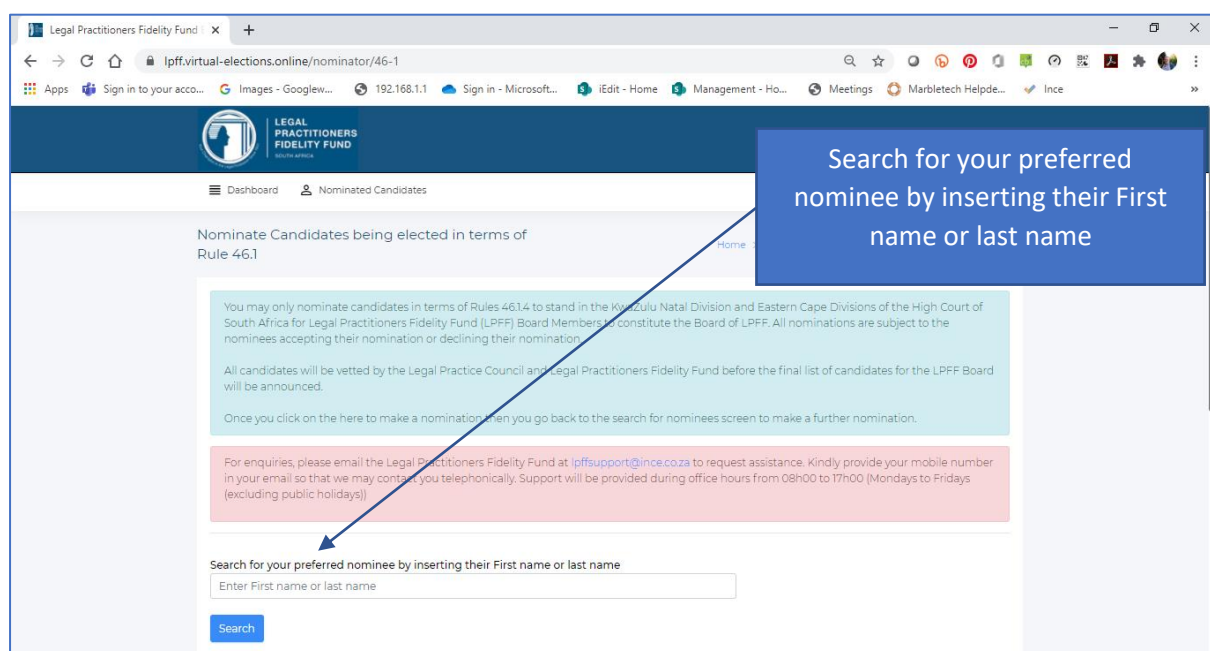
The Platform will display candidates that have accepted their nominations in terms of Rule 46.1 based on the geographic region that the practitioner that has logged in falls under as defined in Rules 46.1.1, 46.1.2, 46.1.3, 46.1.4 (see below).



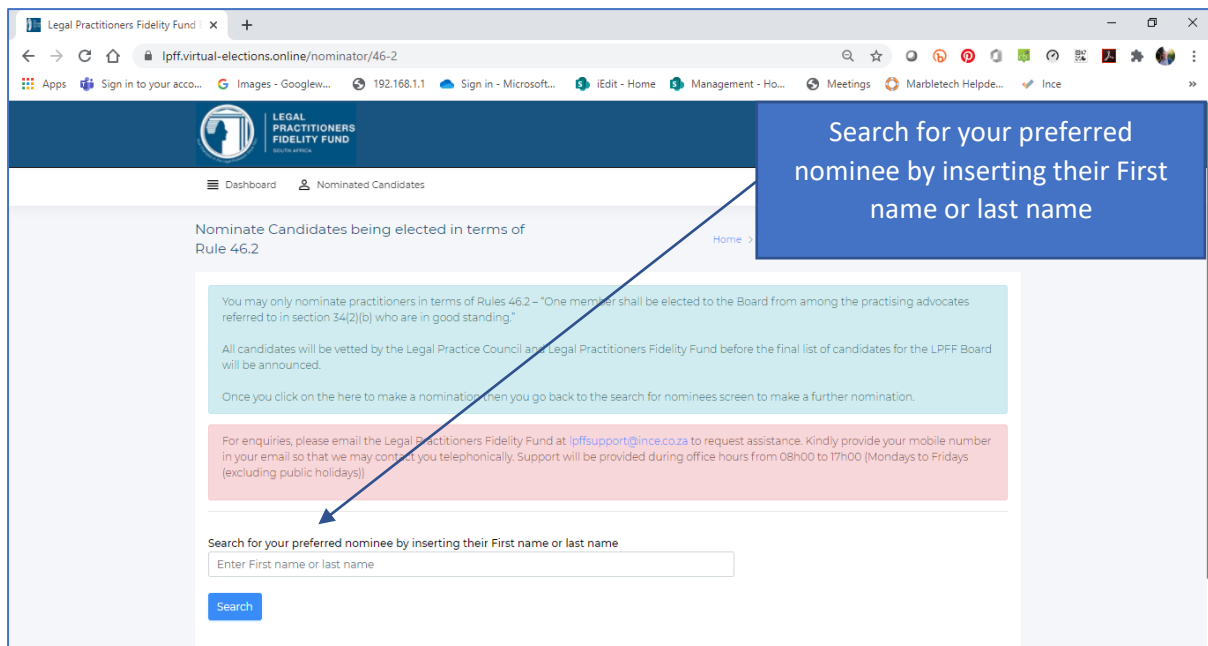
4. Make your selection or nomination

Click on either of the nomination buttons. The platform will now display the search screen (see below) depending on which Rule you are making a nomination for and this fact is displayed in the top right of the screen in blue text indicating either ***Nominate Candidates being elected in terms of Rule 46.1*** or ***Nominate Candidates being elected in terms of Rule 46.2***

Rule 46.1 screen view



Rule 46.2 screen view



Legal Practitioners Fidelity Fund

lpff.virtual-elections.online/nominator/46-2

Search for your preferred nominee by inserting their First name or last name

Nominate Candidates being elected in terms of Rule 46.2

You may only nominate practitioners in terms of Rules 46.2 – "One member shall be elected to the Board from among the practising advocates referred to in section 34(2)(b) who are in good standing."

All candidates will be vetted by the Legal Practice Council and Legal Practitioners Fidelity Fund before the final list of candidates for the LPFF Board will be announced.

Once you click on the here to make a nomination then you go back to the search for nominees screen to make a further nomination.

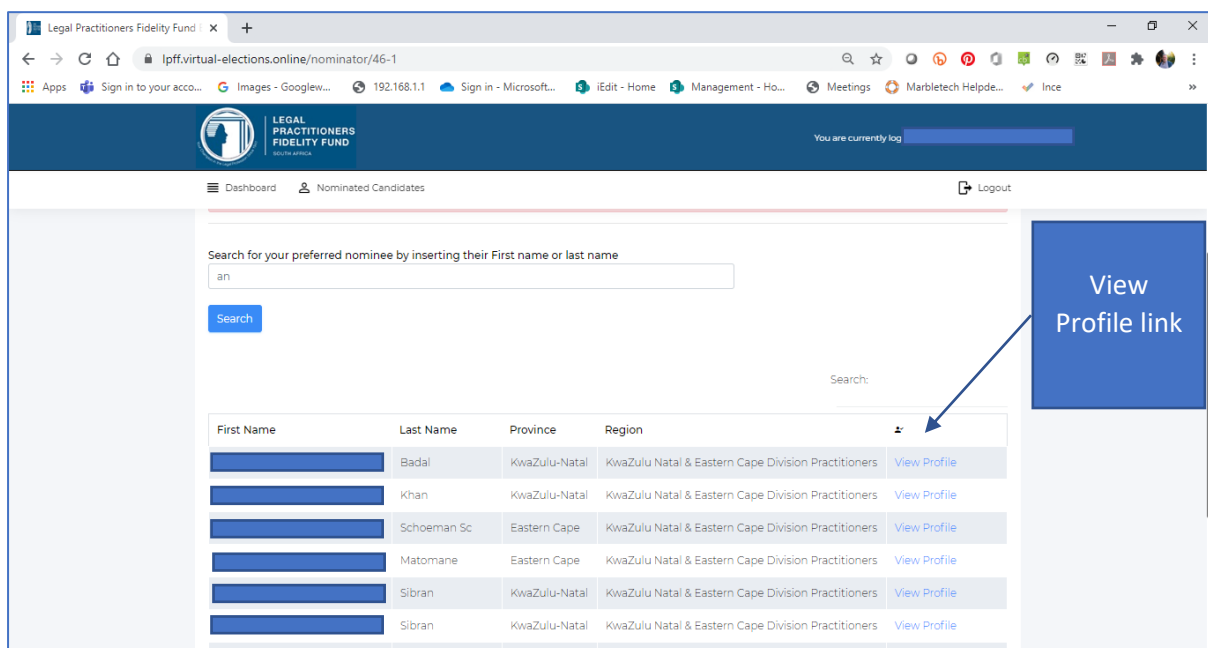
For enquiries, please email the Legal Practitioners Fidelity Fund at lpffsupport@ince.co.za to request assistance. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays)).

Search for your preferred nominee by inserting their First name or last name

Enter First name or last name

Search

Search for your preferred nominee by inserting their First name or last name and then hit the submit button. This will show you the list of practitioners that match your search (see below)



Legal Practitioners Fidelity Fund

lpff.virtual-elections.online/nominator/46-1

You are currently log

Search for your preferred nominee by inserting their First name or last name

an

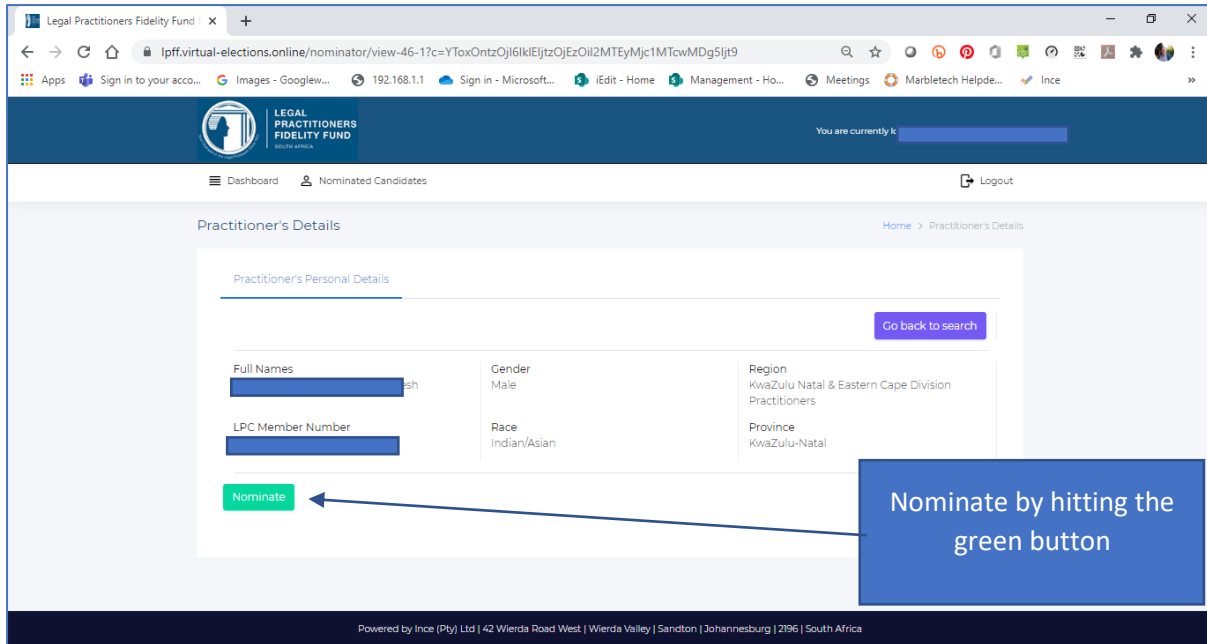
Search

Search:

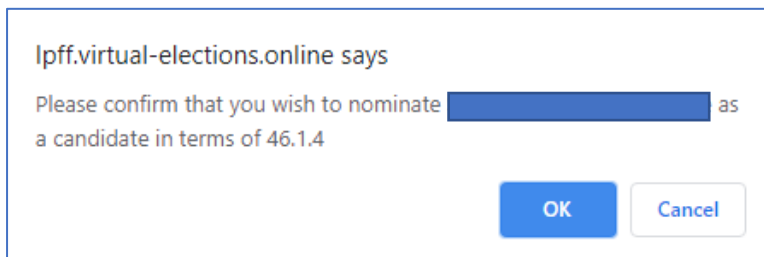
First Name	Last Name	Province	Region	
	Badal	KwaZulu-Natal	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile
	Khan	KwaZulu-Natal	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile
	Schoerman Sc	Eastern Cape	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile
	Matomane	Eastern Cape	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile
	Sibran	KwaZulu-Natal	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile
	Sibran	KwaZulu-Natal	KwaZulu Natal & Eastern Cape Division Practitioners	View Profile

View Profile link

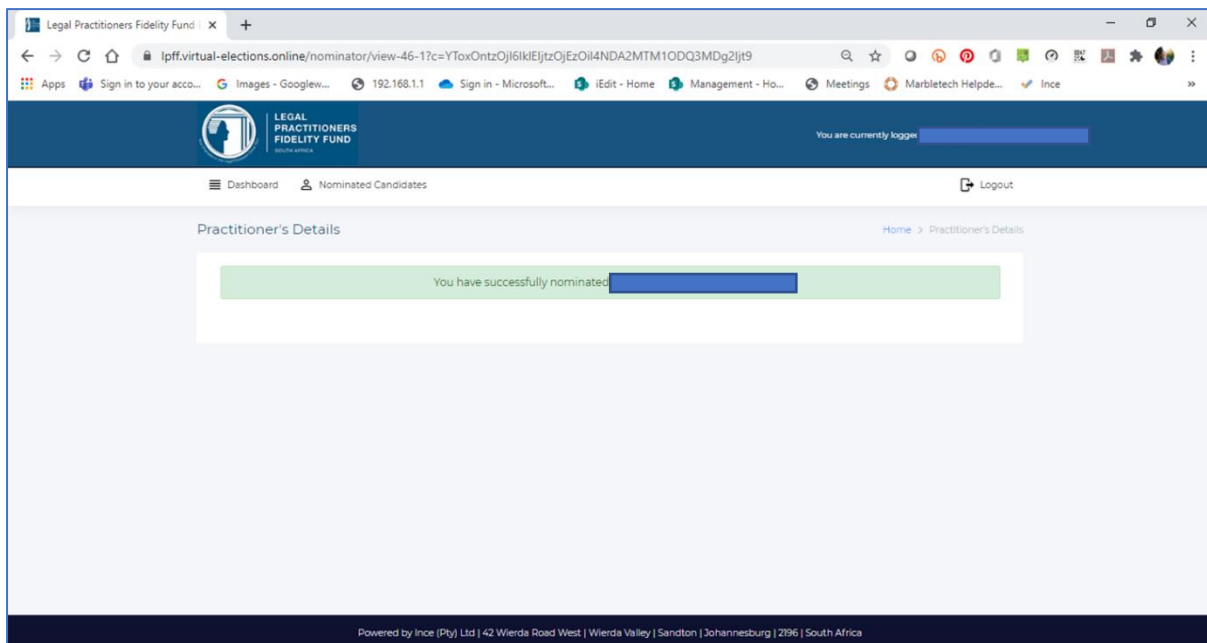
Click on the practitioner of your choice by clicking on the **View Profile** Link on the right-hand side of the screen (see below)



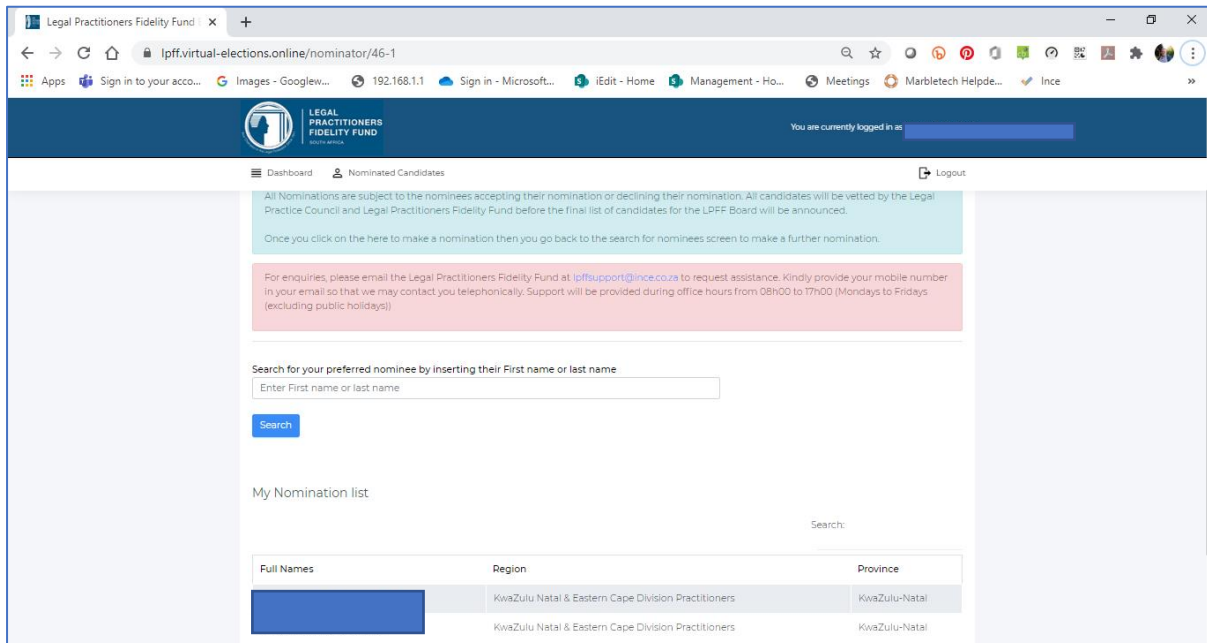
If this is the person that you wish to nominate, click the green nominate button (bottom left) or if not, hit the purple **Go back to Search** Button (top right). The Platform requires that you confirm your input (see below)



Once your input has been confirmed, the platform shows the message



This screen then changes after a few seconds to the screen below where a practitioner may make a further nomination(s). The screen also displays the nominations that you have made



Legal Practitioners Fidelity Fund

lpff.virtual-elections.online/nominator/46-1

Dashboard Nominated Candidates Logout

All Nominations are subject to the nominees accepting their nomination or declining their nomination. All candidates will be vetted by the Legal Practice Council and Legal Practitioners Fidelity Fund before the final list of candidates for the LPFF Board will be announced.

Once you click on the here to make a nomination then you go back to the search for nominees screen to make a further nomination.

For enquiries, please email the Legal Practitioners Fidelity Fund at lpffsupport@ince.co.za to request assistance. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays))

Search for your preferred nominee by inserting their First name or last name

Enter First name or last name

Search

My Nomination list

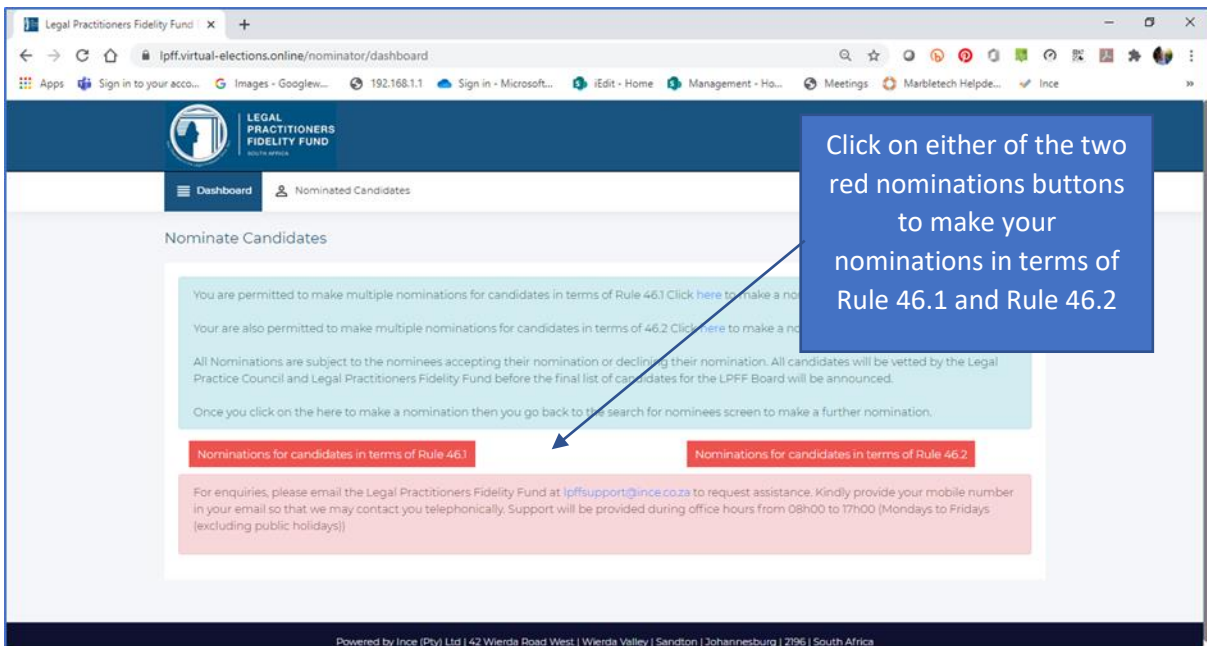
Search:

Full Names	Region	Province
	KiwaZulu Natal & Eastern Cape Division Practitioners	KiwaZulu-Natal
	KiwaZulu Natal & Eastern Cape Division Practitioners	KiwaZulu-Natal

NB: You may make multiple nominations in terms of either rule 46.1 or 46.2 by clicking on the nominations buttons which are shown below.

Nominations for candidates in terms of Rule 46.1

Nominations for candidates in terms of Rule 46.2



Legal Practitioners Fidelity Fund

lpff.virtual-elections.online/nominator/dashboard

Dashboard Nominated Candidates

Nominate Candidates

You are permitted to make multiple nominations for candidates in terms of Rule 46.1 Click here to make a nomination

You are also permitted to make multiple nominations for candidates in terms of Rule 46.2 Click here to make a nomination

All Nominations are subject to the nominees accepting their nomination or declining their nomination. All candidates will be vetted by the Legal Practice Council and Legal Practitioners Fidelity Fund before the final list of candidates for the LPFF Board will be announced.

Once you click on the here to make a nomination then you go back to the search for nominees screen to make a further nomination.

Nominations for candidates in terms of Rule 46.1

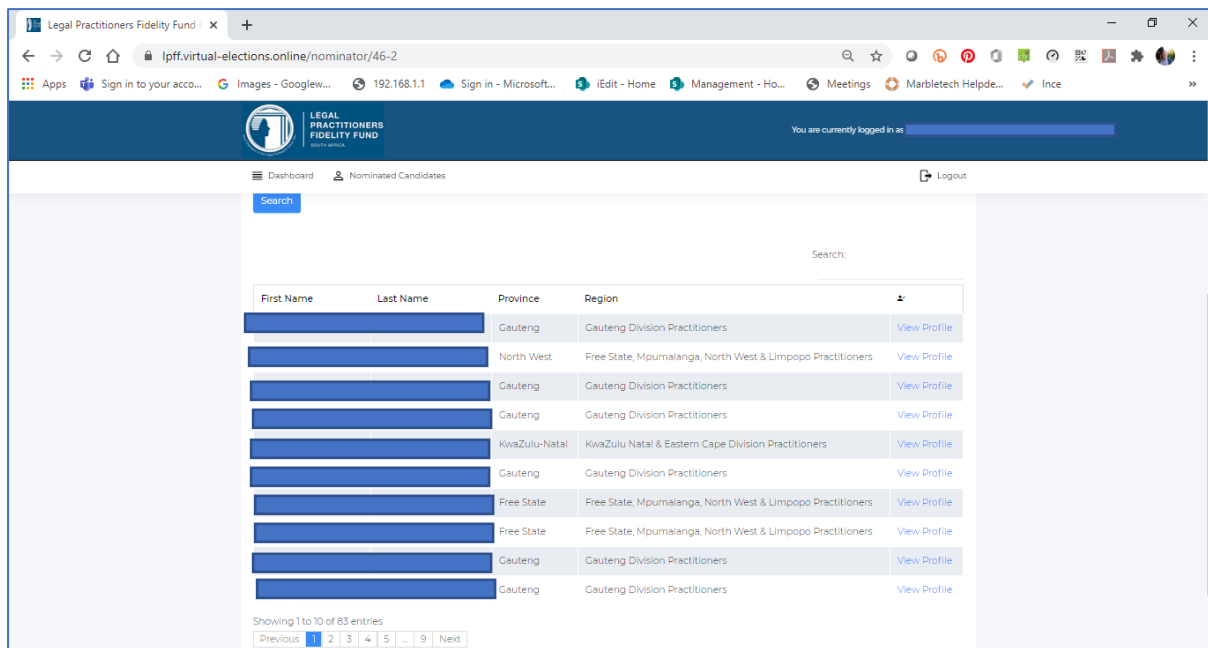
Nominations for candidates in terms of Rule 46.2

For enquiries, please email the Legal Practitioners Fidelity Fund at lpffsupport@ince.co.za to request assistance. Kindly provide your mobile number in your email so that we may contact you telephonically. Support will be provided during office hours from 08h00 to 17h00 (Mondays to Fridays (excluding public holidays))

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Unlike nominations under Rule 46.1 where nominations are determined in a geographic region based on the sub rules 46.1.1, 46.1.2, 46.1.3 and 46.1.4, nominations under Rule 46.2 encompass all practitioners as defined in Rule 46.2.

The search feature indicates this (see below)



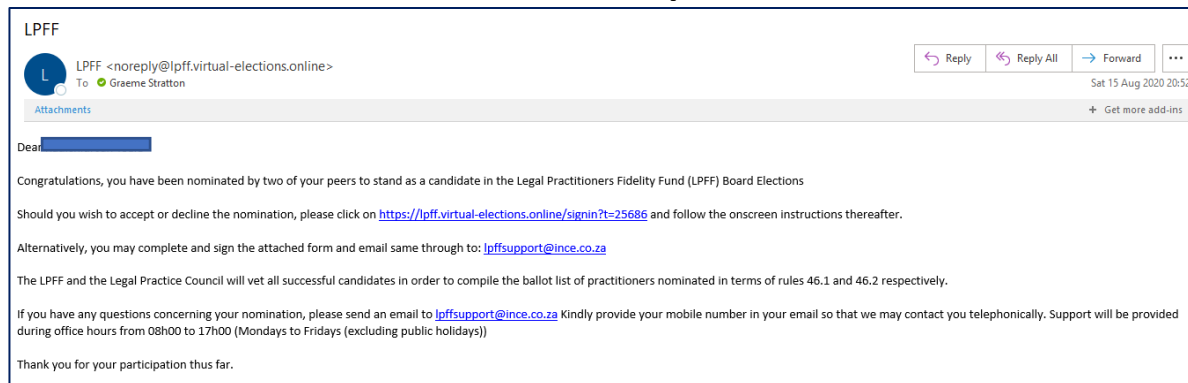
5. If you have been nominated

Practitioners require two of their peers to nominate them to stand as a candidate in terms of either Rule 46.1 and Rule 46.2 before they may accept or decline their nomination. **NB You must receive two separate nominations in terms of each separate rule before you may accept or decline same.**

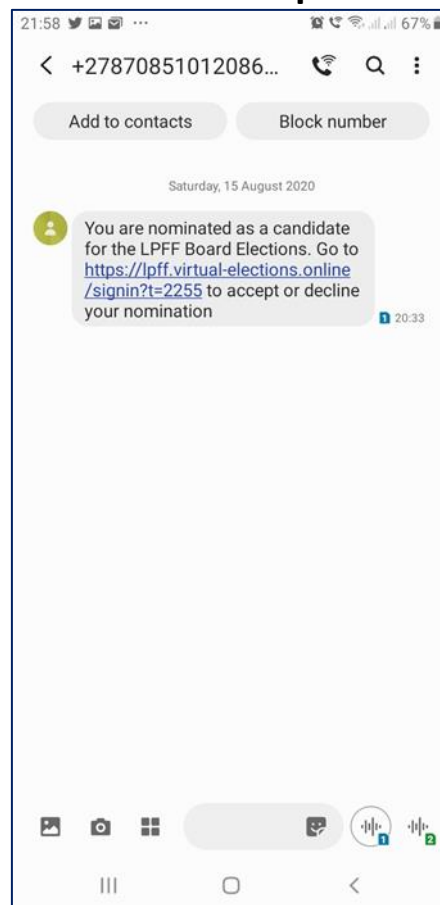
Once you have received your second nomination, the platform will send you an email and sms advising you of your 2nd nomination and that you are invited to accept or decline your nomination.

Examples of the email and sms message that you will receive are displayed on the next page.

Email Example

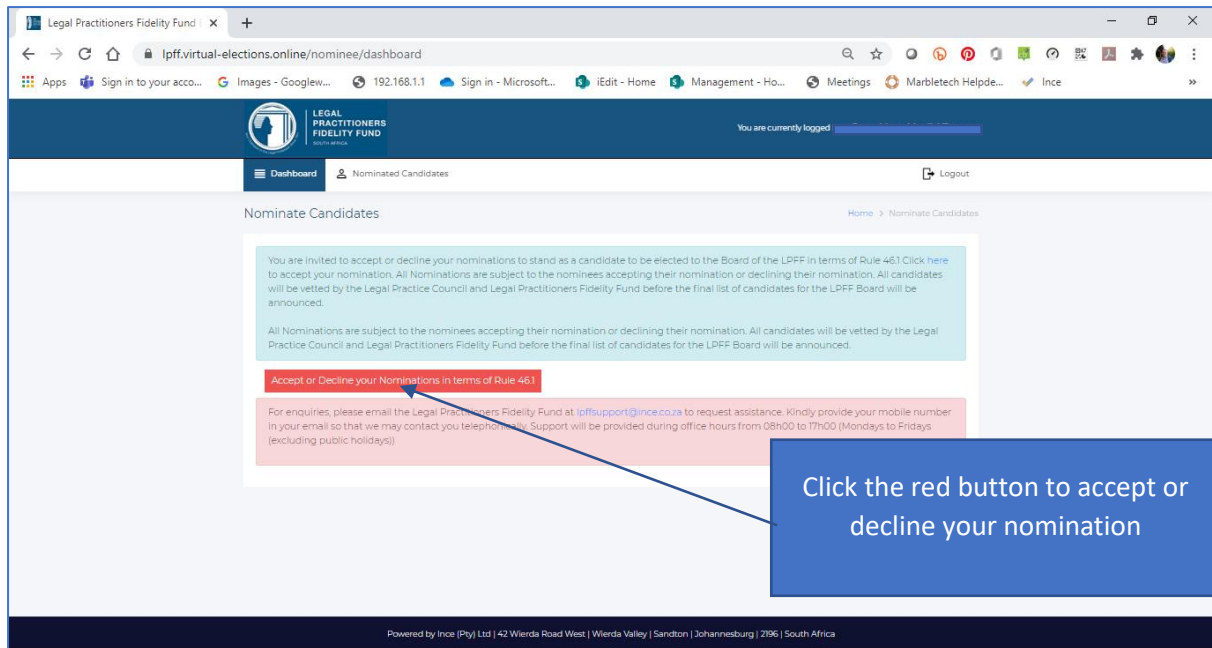


SMS Example

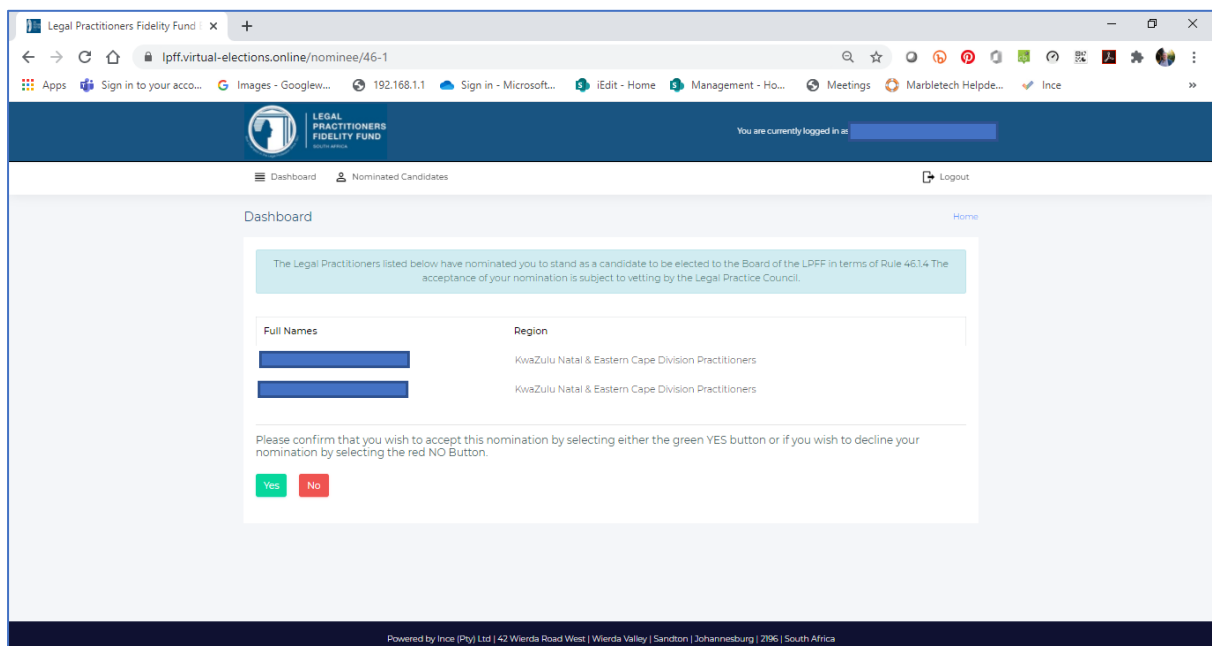


You are required to click on the PURL contained in this communication to you and follow the onscreen prompts.

Once you have logged in the screen to accept or decline your nomination is shown (see below)



The Platform will then open into a screen indicating that you have been nominated by two of your peers (see below). The nominated practitioner is then required to either accept or decline their nomination by clicking on the red or green button at the foot of the screen.



a. Accept your nomination

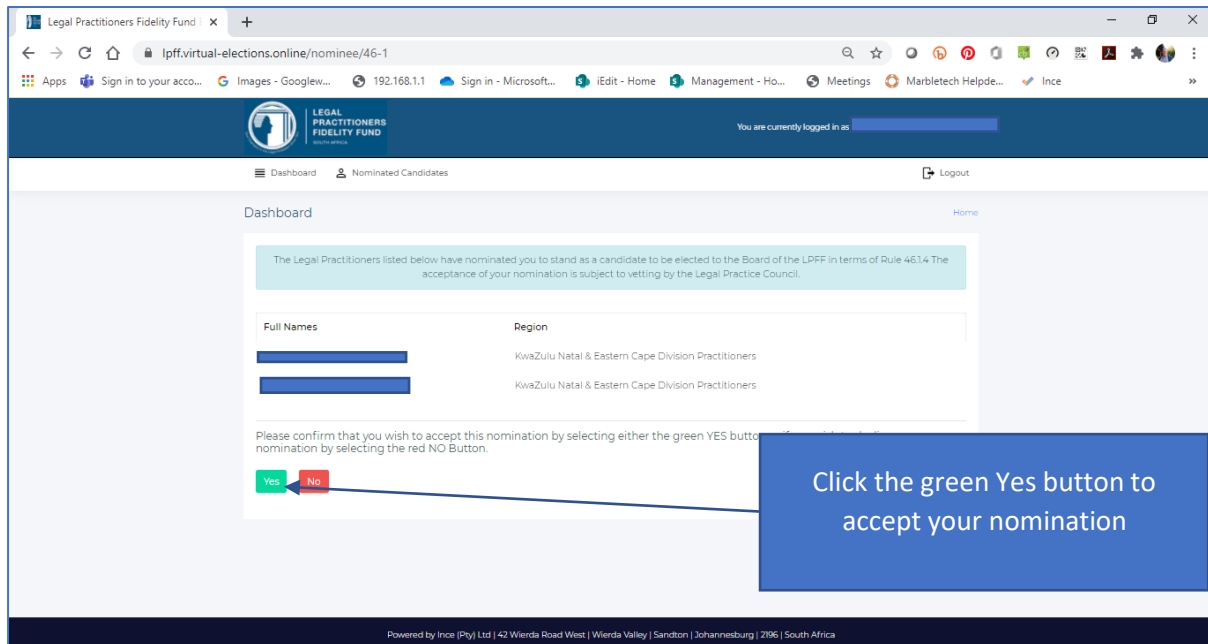
To accept your nomination, click on the green Yes Button

Yes

Please confirm that you wish to accept this nomination by selecting either the green YES button or if you wish to decline your nomination by selecting the red NO Button.

Yes

No



Legal Practitioners Fidelity Fund | X

lpff.virtual-elections.online/nominee/46-1

Apps Sign in to your acco... Images - Googlelew... 192.168.1.1 Sign in - Microsoft... iEdit - Home Management - Ho... Meetings Marbletech Helpde... Ince

LEGAL PRACTITIONERS FIDELITY FUND

You are currently logged in as

Dashboard Nominated Candidates Logout

Dashboard

The Legal Practitioners listed below have nominated you to stand as a candidate to be elected to the Board of the LPFF in terms of Rule 46.1.4 The acceptance of your nomination is subject to vetting by the Legal Practice Council.

Full Names	Region
	KwaZulu Natal & Eastern Cape Division Practitioners
	KwaZulu Natal & Eastern Cape Division Practitioners

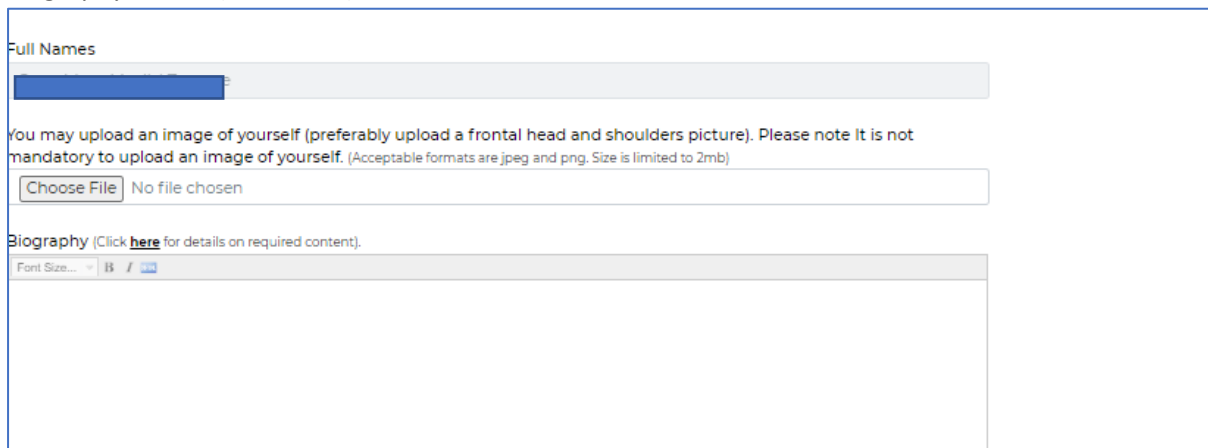
Please confirm that you wish to accept this nomination by selecting either the green YES button or if you wish to decline your nomination by selecting the red NO Button.

Yes No

Click the green Yes button to accept your nomination

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Clicking on the green Yes button opens a new section on the screen wherein you may insert your biography details (see below)



Full Names

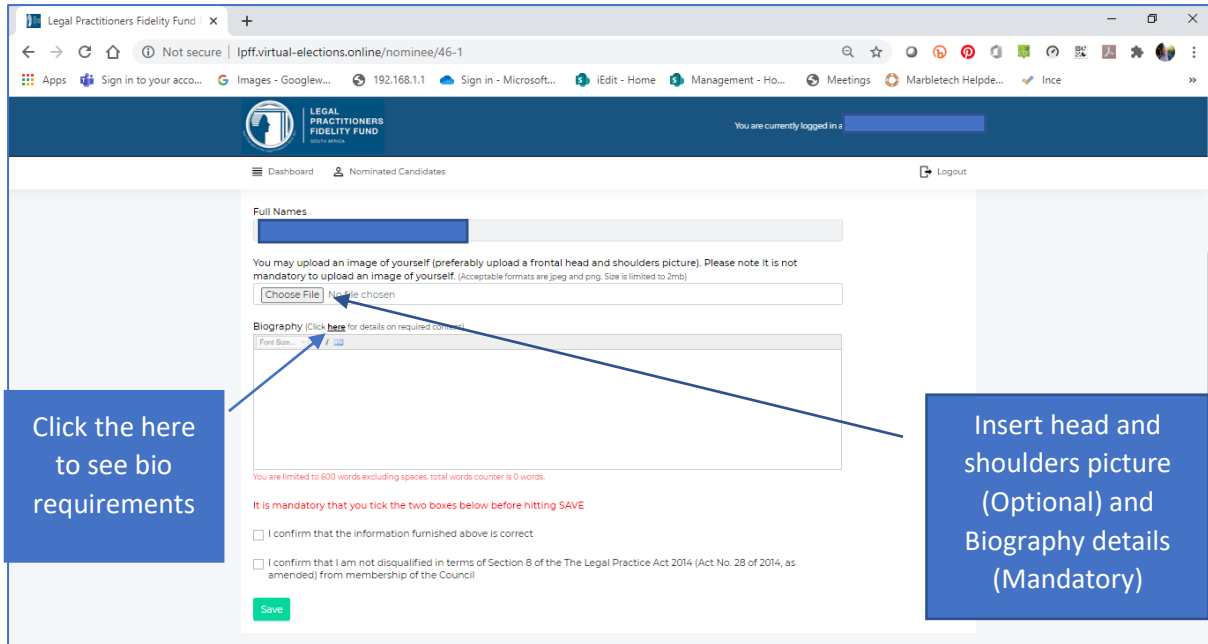
You may upload an image of yourself (preferably upload a frontal head and shoulders picture). Please note It is not mandatory to upload an image of yourself. (Acceptable formats are jpeg and png. Size is limited to 2mb)

Choose File No file chosen

Biography (Click [here](#) for details on required content).

Font Size... B I U

NB: The biography requirements are defined in Rule 46.6



Legal Practitioners Fidelity Fund | X | + | Not secure | lpff.virtual-elections.online/nominee/46-1

LEGAL PRACTITIONERS FIDELITY FUND

You are currently logged in as [Name]

Dashboard | Nominated Candidates | Logout

Full Names

You may upload an image of yourself (preferably upload a frontal head and shoulders picture). Please note it is not mandatory to upload an image of yourself. (Acceptable formats are jpeg and png. Size is limited to 2mb)

Choose File | No file chosen

Biography (Click [here](#) for details on required content)

Font Size: [12] [14] [16] [18] [20] [22] [24] [26] [28] [30] [32] [34] [36] [38] [40] [42] [44] [46] [48] [50] [52] [54] [56] [58] [60] [62] [64] [66] [68] [70] [72] [74] [76] [78] [80] [82] [84] [86] [88] [90] [92] [94] [96] [98] [100] [102] [104] [106] [108] [110] [112] [114] [116] [118] [120] [122] [124] [126] [128] [130] [132] [134] [136] [138] [140] [142] [144] [146] [148] [150] [152] [154] [156] [158] [160] [162] [164] [166] [168] [170] [172] [174] [176] [178] [180] [182] [184] [186] [188] [190] [192] [194] [196] [198] [200] [202] [204] [206] [208] [210] [212] [214] [216] [218] [220] [222] [224] [226] [228] [230] [232] [234] [236] [238] [240] [242] [244] [246] [248] [250] [252] [254] [256] [258] [260] [262] [264] [266] [268] [270] [272] [274] [276] [278] [280] [282] [284] [286] [288] [290] [292] [294] [296] [298] [300] [302] [304] [306] [308] [310] [312] [314] [316] [318] [320] [322] [324] [326] [328] [330] [332] [334] [336] [338] [340] [342] [344] [346] [348] [350] [352] [354] [356] [358] [360] [362] [364] [366] [368] [370] [372] [374] [376] [378] [380] [382] [384] [386] [388] [390] [392] [394] [396] [398] [400] [402] [404] [406] [408] [410] [412] [414] [416] [418] [420] [422] [424] [426] [428] [430] [432] [434] [436] [438] [440] [442] [444] [446] [448] [450] [452] [454] [456] [458] [460] [462] [464] [466] [468] [470] [472] [474] [476] [478] [480] [482] [484] [486] [488] [490] [492] [494] [496] [498] [500] [502] [504] [506] [508] [510] [512] [514] [516] [518] [520] [522] [524] [526] [528] [530] [532] [534] [536] [538] [540] [542] [544] [546] [548] [550] [552] [554] [556] [558] [560] [562] [564] [566] [568] [570] [572] [574] [576] [578] [580] [582] [584] [586] [588] [590] [592] [594] [596] [598] [600] [602] [604] [606] [608] [610] [612] [614] [616] [618] [620] [622] [624] [626] [628] [630] [632] [634] [636] [638] [640] [642] [644] [646] [648] [650] [652] [654] [656] [658] [660] [662] [664] [666] [668] [670] [672] [674] [676] [678] [680] [682] [684] [686] [688] [690] [692] [694] [696] [698] [700] [702] [704] [706] [708] [710] [712] [714] [716] [718] [720] [722] [724] [726] [728] [730] [732] [734] [736] [738] [740] [742] [744] [746] [748] [750] [752] [754] [756] [758] [760] [762] [764] [766] [768] [770] [772] [774] [776] [778] [780] [782] [784] [786] [788] [790] [792] [794] [796] [798] [800] [802] [804] [806] [808] [810] [812] [814] [816] [818] [820] [822] [824] [826] [828] [830] [832] [834] [836] [838] [840] [842] [844] [846] [848] [850] [852] [854] [856] [858] [860] [862] [864] [866] [868] [870] [872] [874] [876] [878] [880] [882] [884] [886] [888] [890] [892] [894] [896] [898] [900] [902] [904] [906] [908] [910] [912] [914] [916] [918] [920] [922] [924] [926] [928] [930] [932] [934] [936] [938] [940] [942] [944] [946] [948] [950] [952] [954] [956] [958] [960] [962] [964] [966] [968] [970] [972] [974] [976] [978] [980] [982] [984] [986] [988] [990] [992] [994] [996] [998] [1000]

You are limited to 600 words excluding spaces, total words counter is 0 words.

It is mandatory that you tick the two boxes below before hitting SAVE

☐ I confirm that the information furnished above is correct

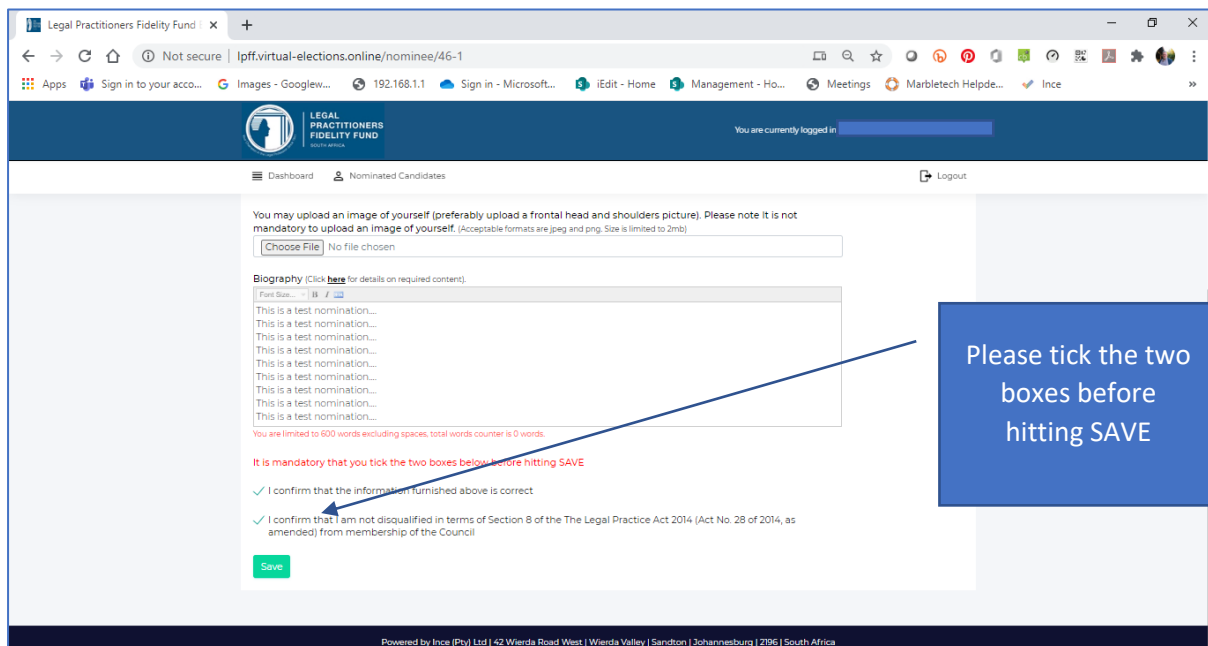
☐ I confirm that I am not disqualified in terms of Section 8 of the The Legal Practice Act 2014 (Act No. 28 of 2014, as amended) from membership of the Council

Save

Click the here to see bio requirements

Insert head and shoulders picture (Optional) and Biography details (Mandatory)

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



Legal Practitioners Fidelity Fund | X | + | Not secure | lpff.virtual-elections.online/nominee/46-1

LEGAL PRACTITIONERS FIDELITY FUND

You are currently logged in as [Name]

Dashboard | Nominated Candidates | Logout

You may upload an image of yourself (preferably upload a frontal head and shoulders picture). Please note it is not mandatory to upload an image of yourself. (Acceptable formats are jpeg and png. Size is limited to 2mb)

Choose File | No file chosen

Biography (Click [here](#) for details on required content)

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You are limited to 600 words excluding spaces, total words counter is 0 words.

It is mandatory that you tick the two boxes below before hitting SAVE

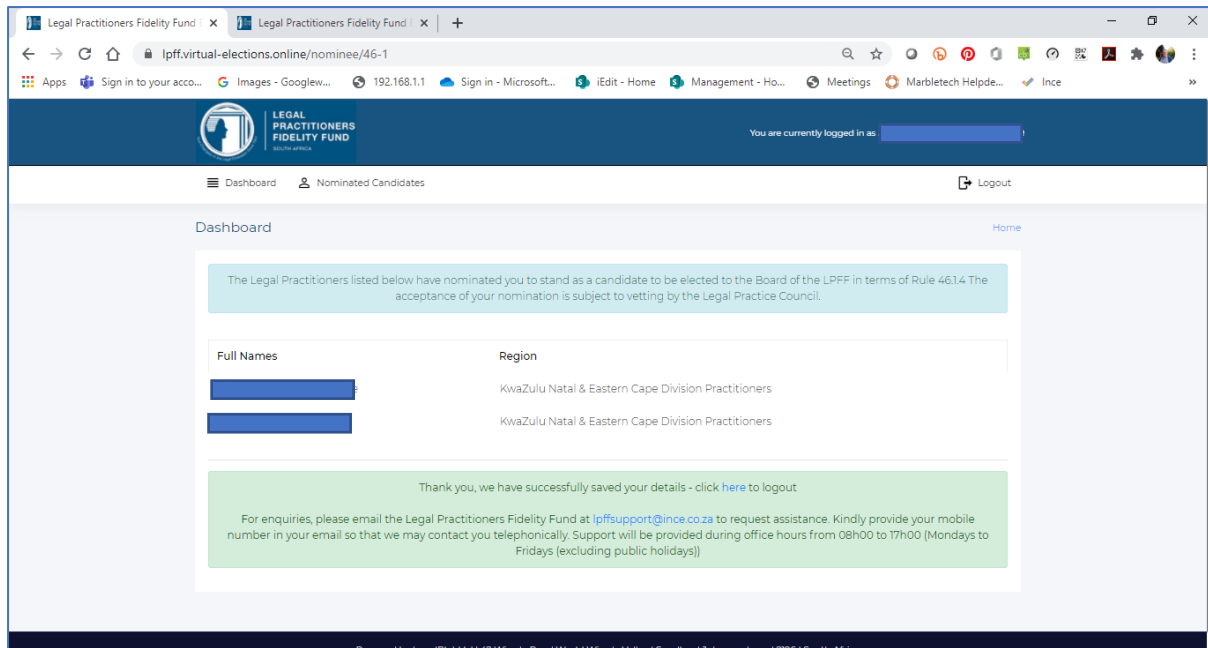
☒ I confirm that the information furnished above is correct

☒ I confirm that I am not disqualified in terms of Section 8 of the The Legal Practice Act 2014 (Act No. 28 of 2014, as amended) from membership of the Council

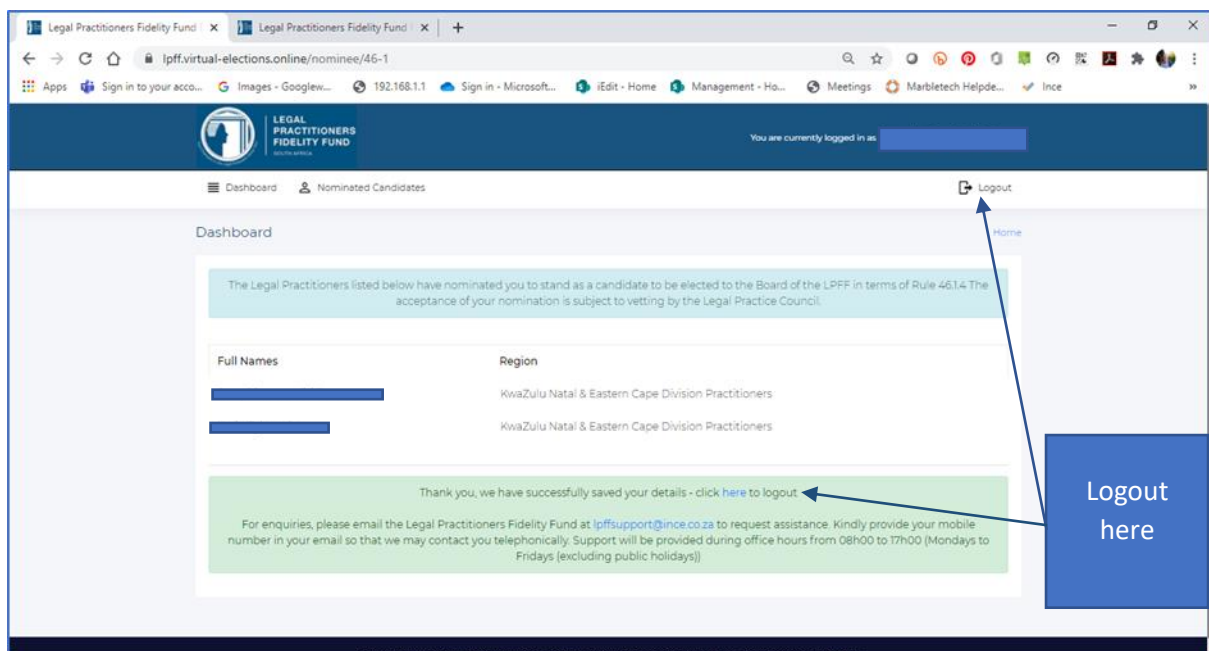
Save

Please tick the two boxes before hitting SAVE

Once you have hit SAVE, the platform will advise that your details have been successfully submitted (see next page)



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.

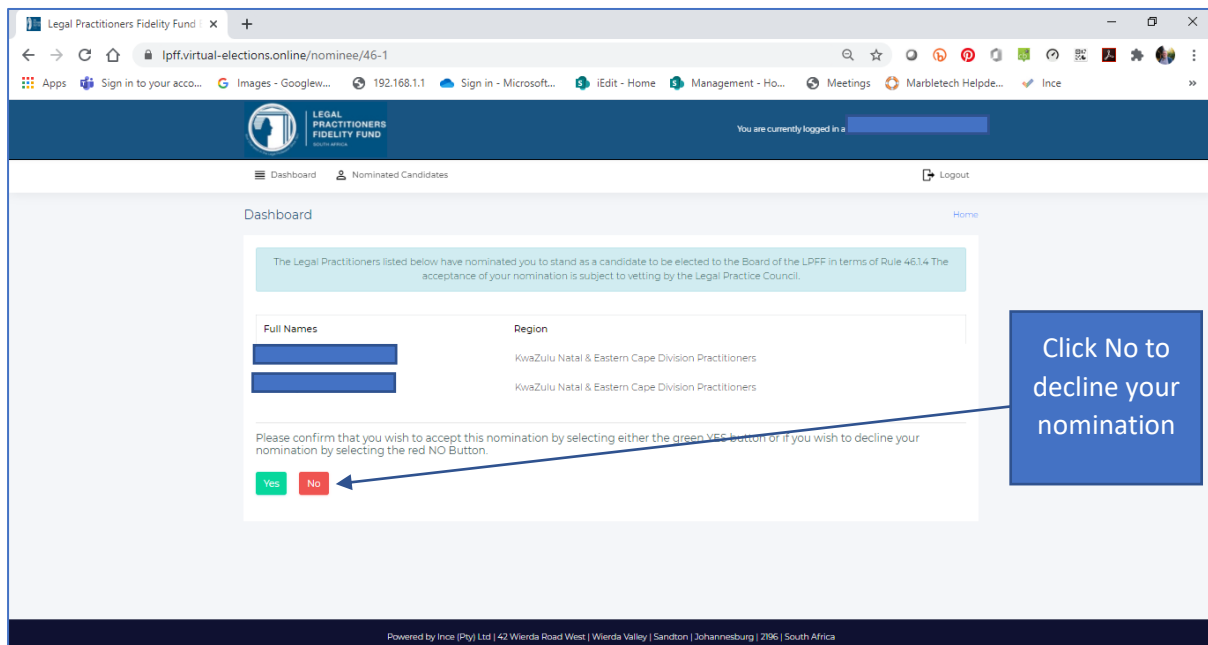
Once you have logged in the platform, you are required to click on the No Button

No

Please confirm that you wish to accept this nomination by selecting either the green YES button or if you wish to decline your nomination by selecting the red NO Button.

Yes No

The full screen is shown below



Legal Practitioners Fidelity Fund | x

lpff.virtual-elections.online/nominee/46-1

Sign in - Microsoft... iEdit - Home Management - Ho... Meetings Marbletech Helpde... Ince

LEGAL PRACTITIONERS FIDELITY FUND

You are currently logged in as [User Name]

Dashboard Nominated Candidates Logout

Dashboard Home

The Legal Practitioners listed below have nominated you to stand as a candidate to be elected to the Board of the LPFF in terms of Rule 46.1.4 The acceptance of your nomination is subject to vetting by the Legal Practice Council.

Full Names	Region
[Redacted]	KwaZulu Natal & Eastern Cape Division Practitioners
[Redacted]	KwaZulu Natal & Eastern Cape Division Practitioners

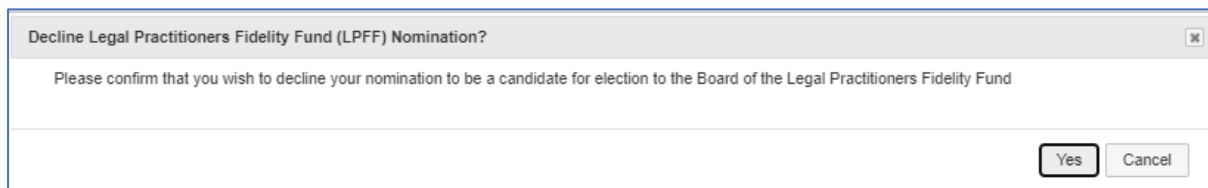
Please confirm that you wish to accept this nomination by selecting either the green YES button or if you wish to decline your nomination by selecting the red NO Button.

Yes No

Click No to decline your nomination

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When you click the red No button, the screen pops up a message reading:

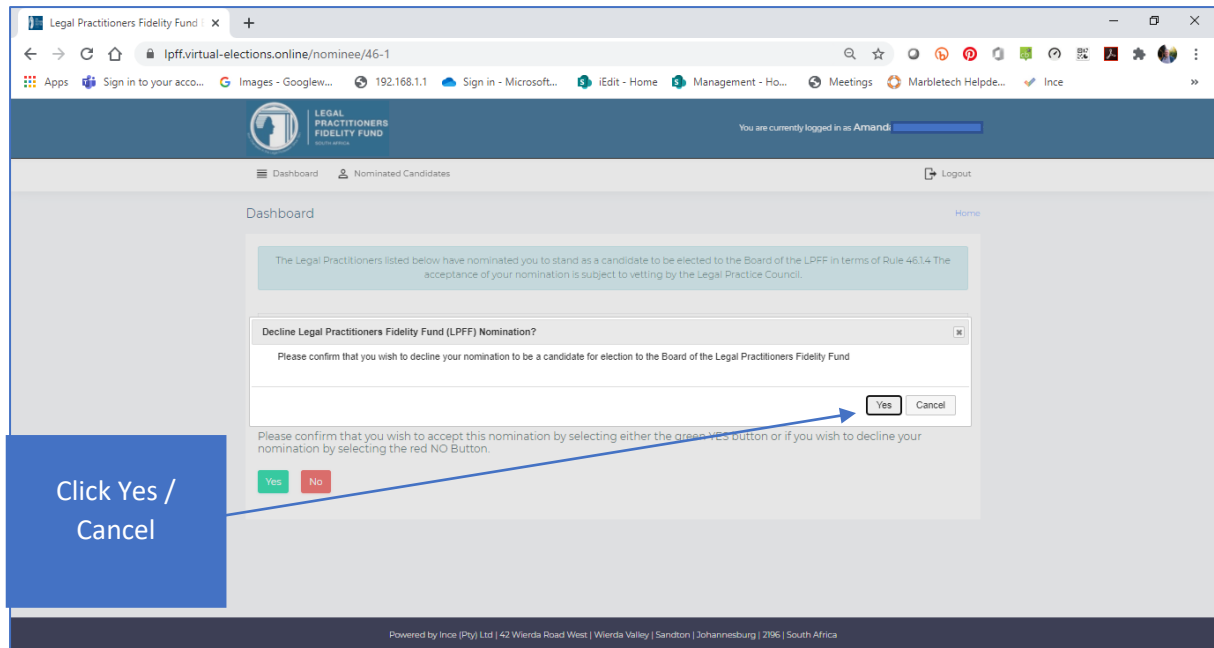


Decline Legal Practitioners Fidelity Fund (LPFF) Nomination?

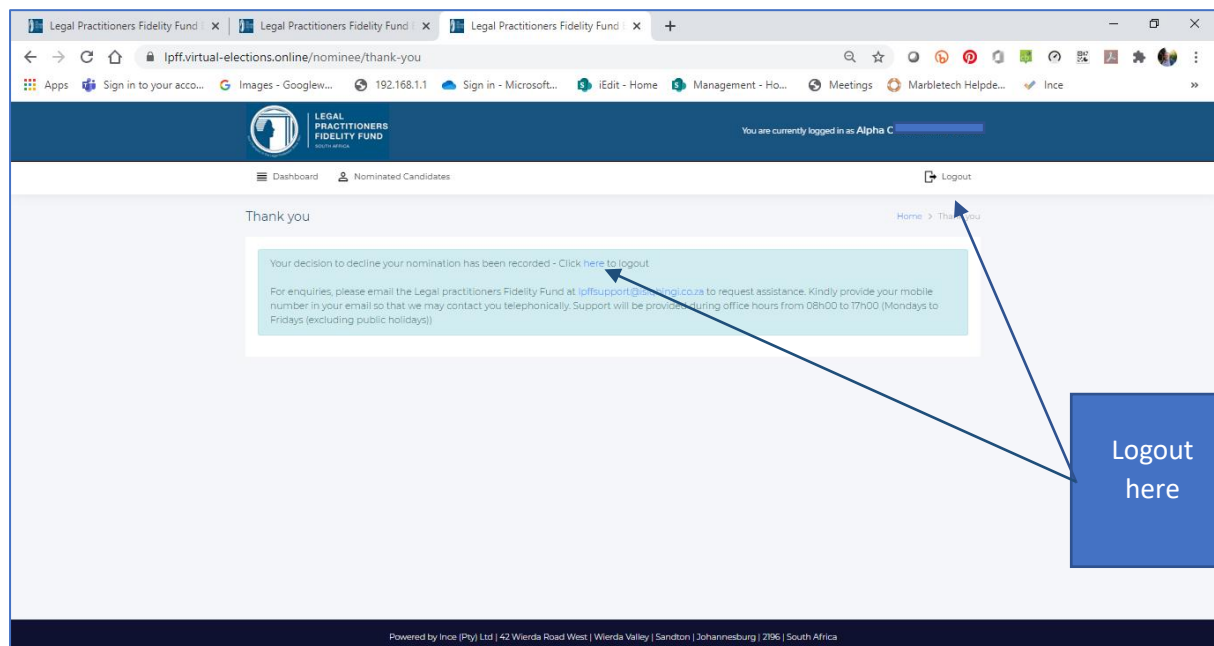
Please confirm that you wish to decline your nomination to be a candidate for election to the Board of the Legal Practitioners Fidelity Fund

Yes Cancel

You are required to click on by either clicking Yes to confirm your declination 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)