## zkVoting2.0 Manual

zkVoting2.0 Manual – Members(Organizations), Voters



# User Manual for Members (Organizations)

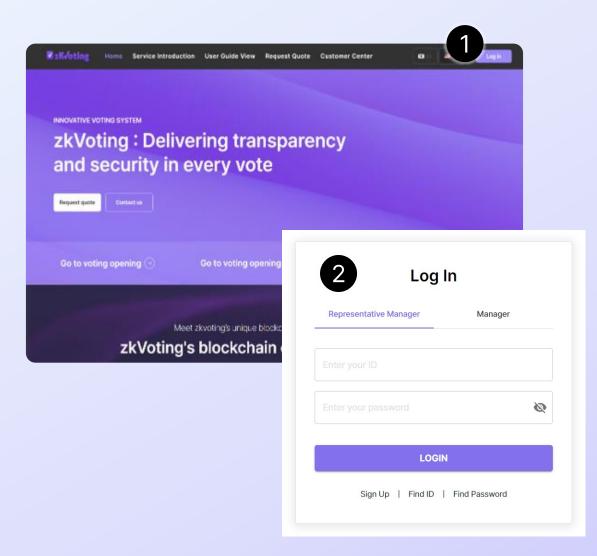
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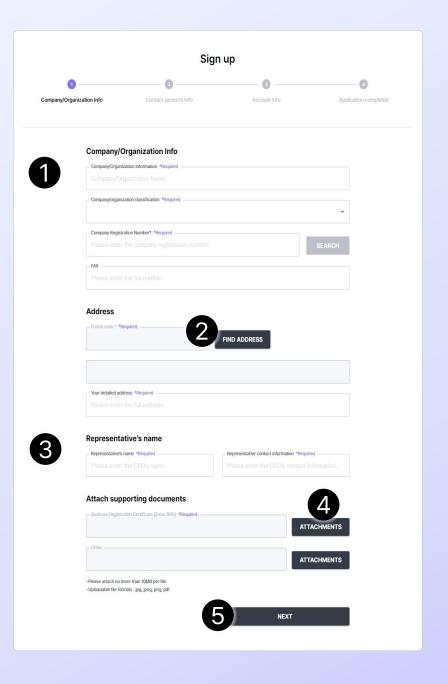
- 1) Company/Organization Information-Part 1/2
- 1 Go to https://www.zkvoting.com/ and Click the

  Log in button
- 2 On the login page, click Sign up



#### 1) Company/Organization Information- Part 2/2

- 1 Enter Company/Organization Information
  - 1. Enter the name of the company/organization.
  - 2. Select the type of company/organization.
  - Enter the business registration number.
     \*Click "Verify" to confirm the validity of the business registration number before completing the registration.
  - 4. Enter the fax number.
- 2 Enter Address Information
  - 1. Click "Search Postal Code" to enter the postal code.
  - 2. Enter the detailed address.
- 3 Enter Representative Information
  - 1. Enter the representative's full name.
  - 2. Enter the representative's contact information.
- 4 Attach Supporting Documents
  - 1. Click **Attach File** to upload the business registration certificate (or unique identification n umber file).
    - \*Accepted file formats are jpg, jpeg, pdf, doc, docs, and hwp, with a maximum file size of 10MB per file.
  - 2. Additional files can also be attached if necessary.
- If all fields are completed without any missing information and meet the requirements, click Next.

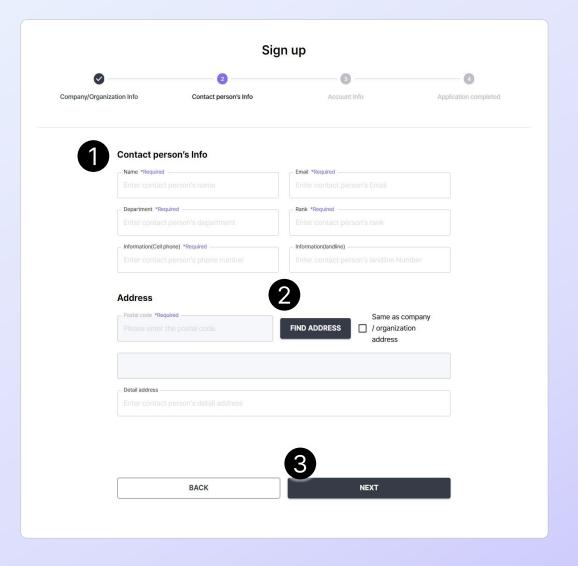


#### 2) Manager Information

- 1 Enter Contact Person Information
  - 1. Enter the contact person's name.
  - 2. Enter the email address.
  - 3. Enter the department they belong to.
  - 4. Enter their position/title.
  - 5. Enter their phone number (mobile).
- 2 Enter Address Information
  - 1. Click **Search Postal Code** to enter the postal code.
  - 2. Enter the detailed address.

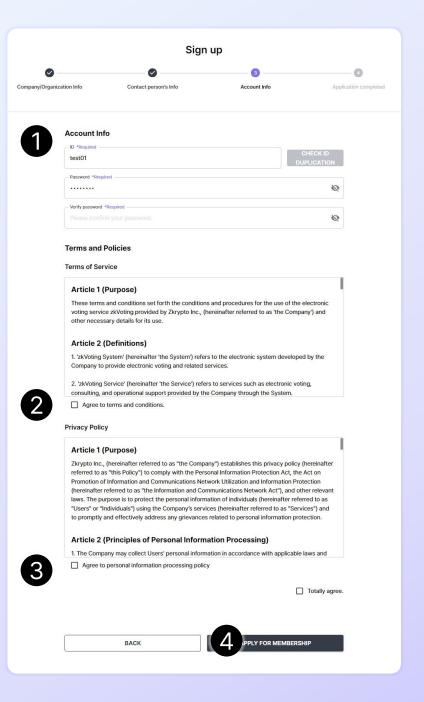
\*You can select the "Same as Company/Organization Address" checkbox to set it as the same address.

If all fields are completed without any missing information and meet the requirements, click Next.



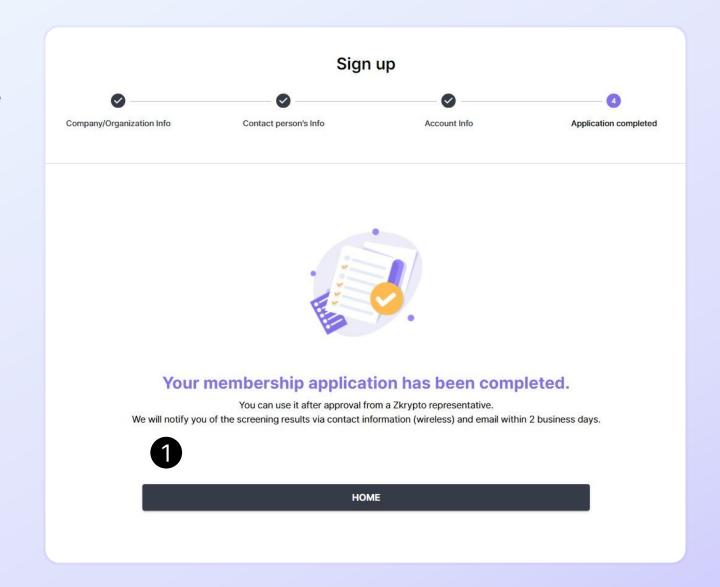
#### 3) Account Information

- 1 How to Enter Account Information
  - 1. Enter a username.
  - Enter a password.
     \*The password must be 8–18 characters long and include a combination of letters, numbers, and special characters.
  - 3. Read the terms and policies, then click the checkbox to agree.
- Read the terms and policies, then click the checkbox to agree
- If all fields are completed without any missing information and meet the requirements, click Next.



#### 4) Membership Registration Complete

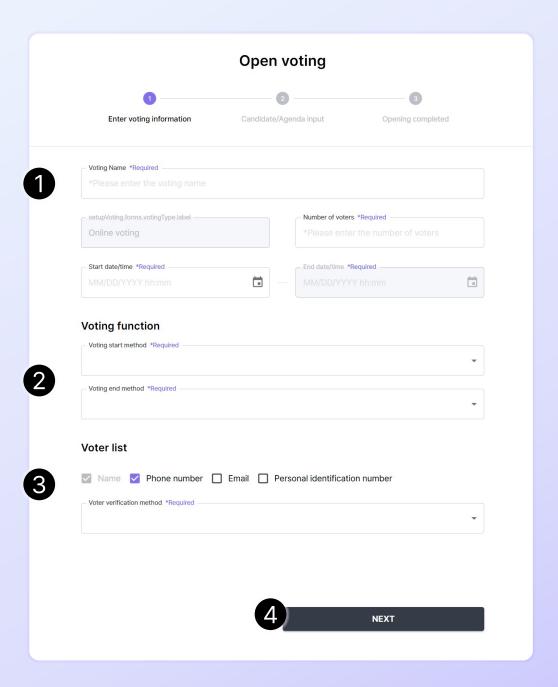
- 1 Your membership registration request has been successfully submitted.
  - 1. You can start using the service after approval by Zkrypto.
  - 2. The review results will be sent to your contact number and em ail within 2 business days.
  - 3. Click **Home** button to return to the main page.



## 2. Voting Opening

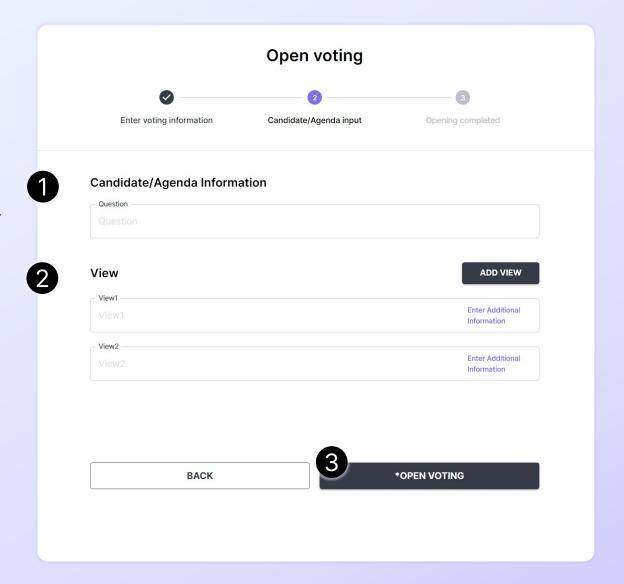
#### 1) Enter Voting Information

- **1** Enter Basic Information
  - 1. Enter the main voting title.
  - 2. Enter the number of voters.
- 2 Select Voting Features
  - 1. Choose between Automatic Start or Manual Start.
- 3 Set Voter List
  - 1. Select the type of information to include in the voter list: mobile phone number, email, or personal identification number.
  - 2. Choose the voter verification method based on the selected voter list information.
- If all fields are completed without any missing information and meet the requirements, click Next.



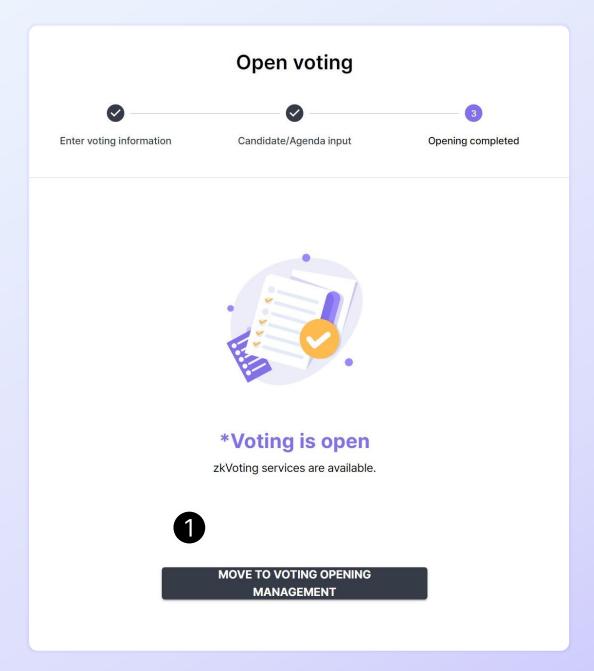
## 2. Voting Opening

- 2) Enter Candidates/Agenda
- 1 Enter the candidates or agenda items.
- 2 Add options
  - 1. Click the **Add Option** button to add options.
  - 2. Click **Add Additional Information** to provide more details about each option.
- 3 Click Create Voting to finalize the setup.



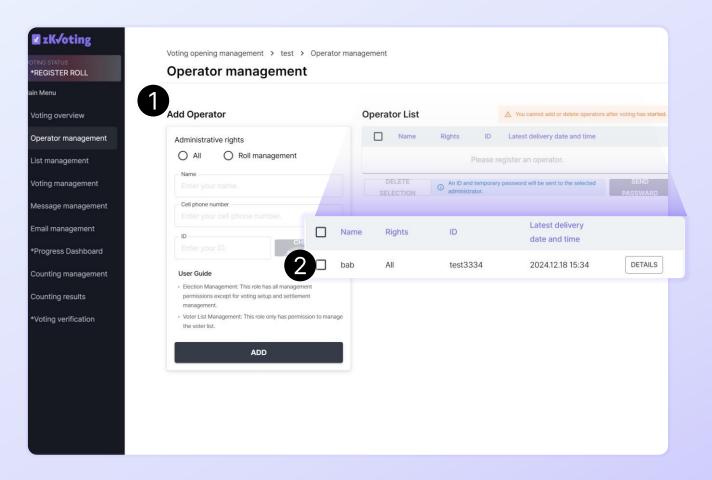
## 2. Voting Opening

- 3) Voting Setup Complete
- 1 Click the Go to Voting Management button to navigate to the Voting Management page.



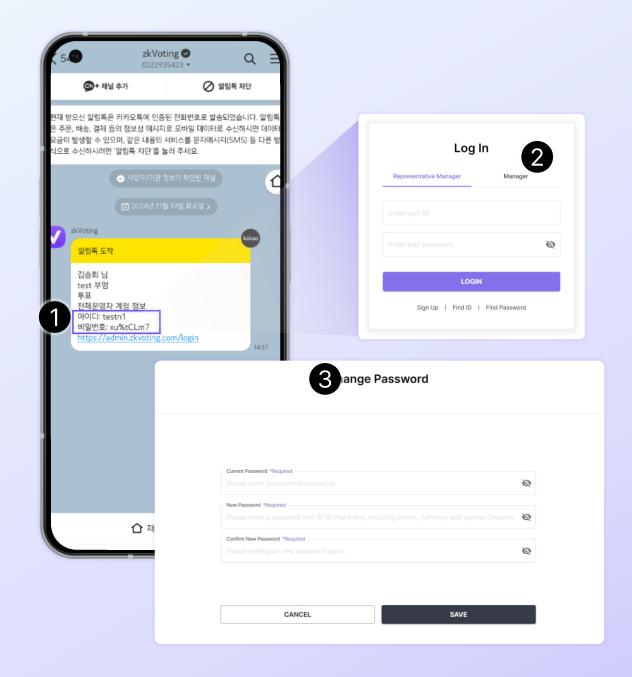
#### 1) Register Administrator – Part 1/2

- 1 How to Add an Administrator
  - 1. Select the management permissions for the administrator.
  - Enter the administrator's name.
  - 3. Enter the administrator's mobile phone number.
  - 4. Enter a username and click 아이디중복확인
  - 5. Click Add, and the added administrator will appear in the administrator list.
- **2** From the Administrator List, Click the Checkbox:
  - 1. The selected administrator will receive a username and temporary password.
  - 2. Click **View Details** to see the administrator's detailed information.
  - 3. Click Reset Password to reset the administrator's password.
  - \*Administrators cannot be added or removed after voting has started.



#### 1) Register Administrator – Part 1/2

- 1 Verify the Username and Password via Notification
  - \*Check the **Notification Talk** for the username and password. Click the link to log in directly from your mobile phone.
- 2 Log in as an Administrator on the zkVoting Login Page
  - Click Administrator, then enter the username and password receiv ed via Notification Talk
- 3 Set a New Password
  - 1. On the password change page, set a new password.
  - 2. Click **Save**, then log in again using the newly set pass word and the previously received username.

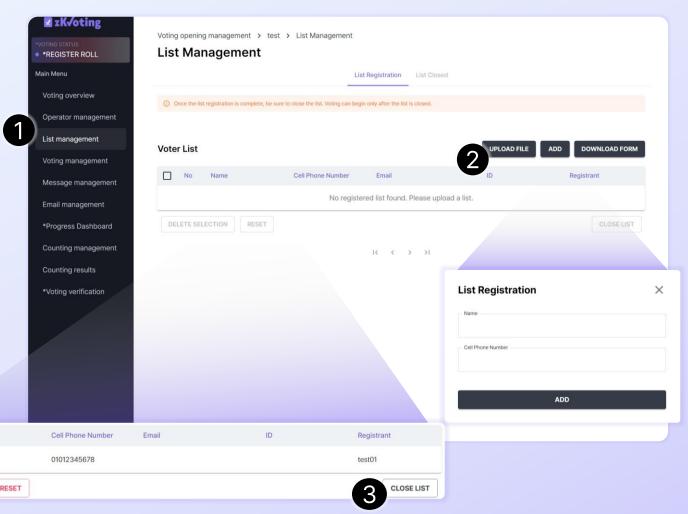




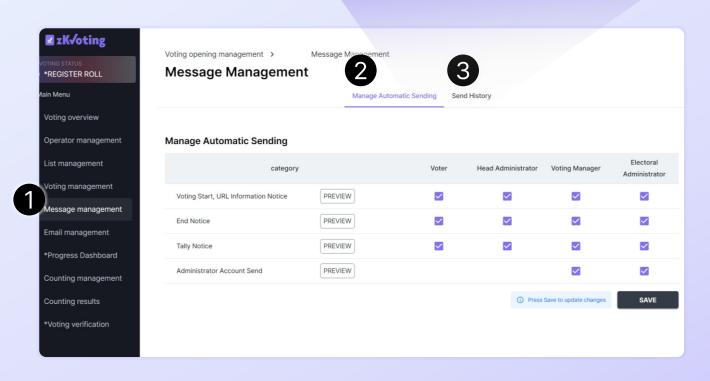
- 1 Click on the Roster Management menu
- 2 Add a voter list
  - 1. Click **Download Template** to download the form, then click **Upload File** to upload the roaster
  - 2. Alternatively, click **Add Individually** to manually add voter names an d the voter information specified earlier.

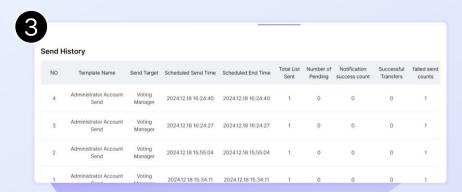
DELETE SELECTION

3 Click Finalize Roster to complete the roster setup.



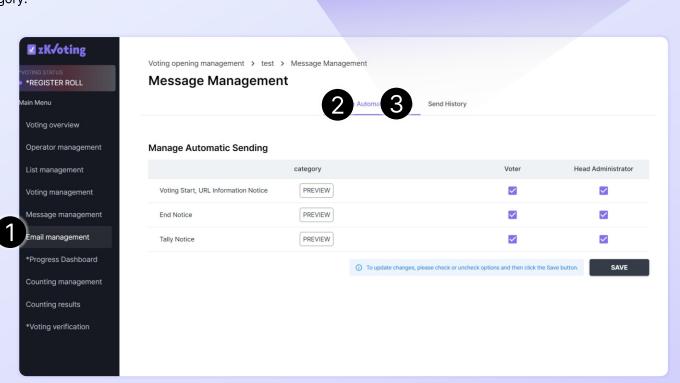
- 3) Message Management
- Click on the Message Management menu.
- 2 In the Auto-Send Management section, you can select senders for each category
  - 1. Check the boxes to select the desired senders for each category.
  - 2. Click Save to save the changes.
- 3 Click Message History to review the message delivery history.

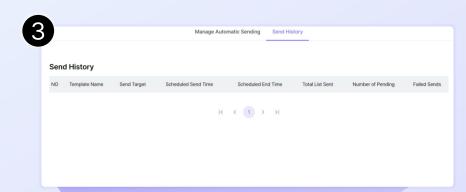




#### 4) Email Management

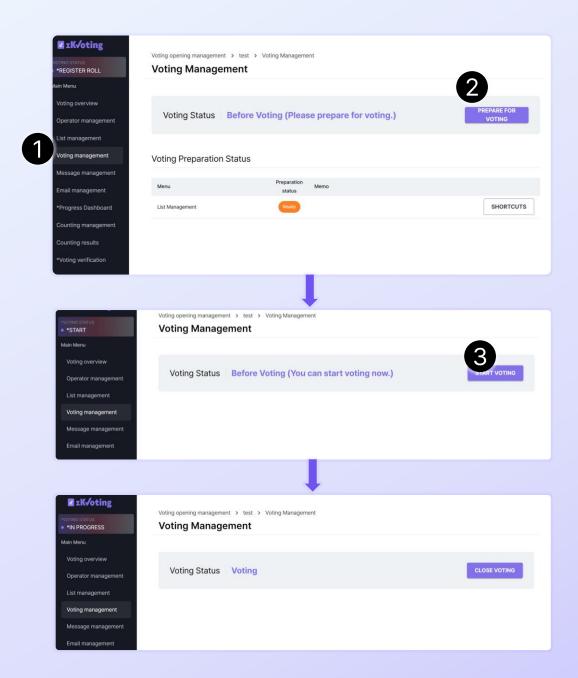
- 1 Click on the Email Management menu.
- 2 In the Auto-Send Management section, you can select senders for each category
  - 1. Check the boxes to select the desired senders for each category.
  - 2. Click Save to save the changes.
- Click Email History to review the Email delivery history.



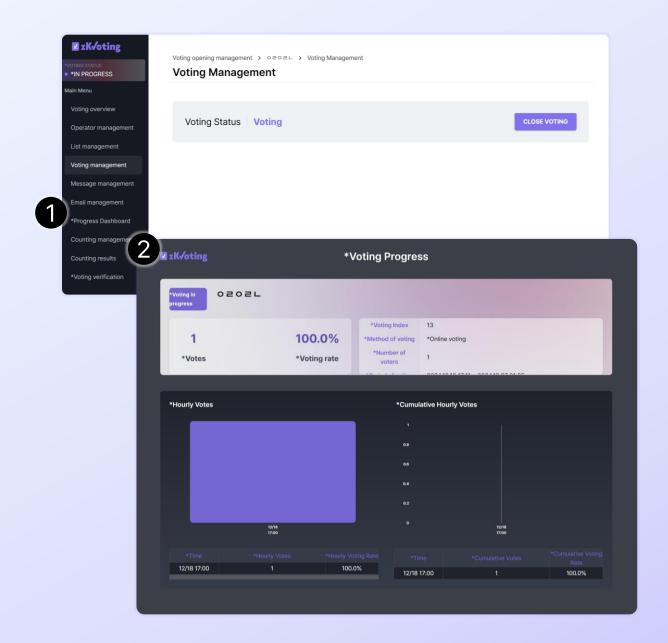


#### 5) Start Voting

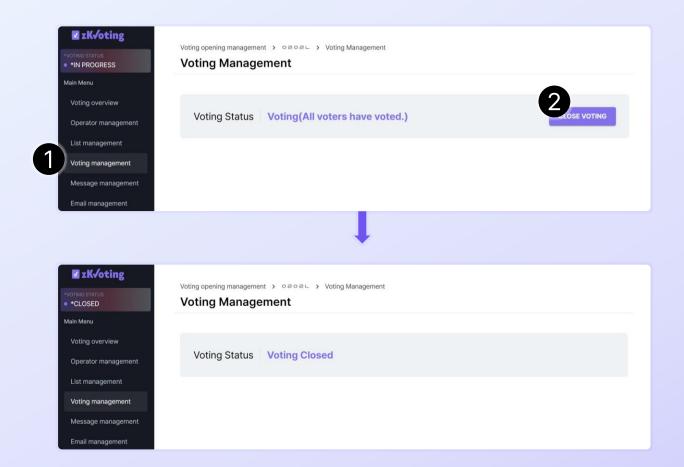
- 1 Click on the Voting Management menu.
- 2 Click Prepare Voting to begin setting up the vote.
- 3 Click Start Voting to initiate the voting process.



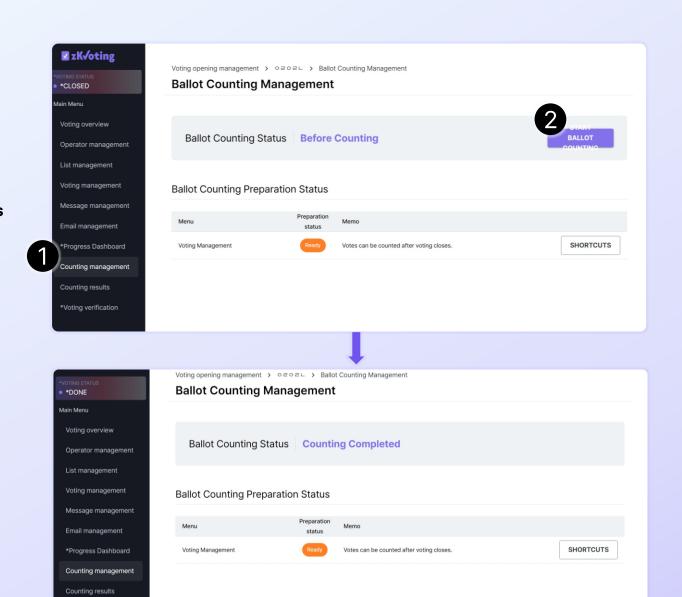
- **6) Monitor Voting Progress**
- 1 Click on the Voting Progress menu.
- 2 You can check the current status of the voting process.



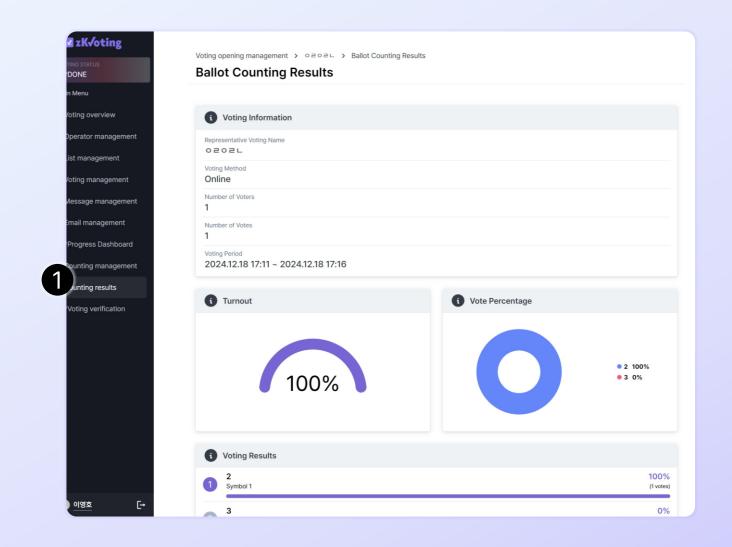
- 7) Close Voting
- 1 Click on the Voting Management menu.
- 2 Click Close Voting to end the voting process.



- 1) Counting Votes
- 1 Click on the Counting Votes Management menu.
- 2 Click Start Counting to finialize the counting process

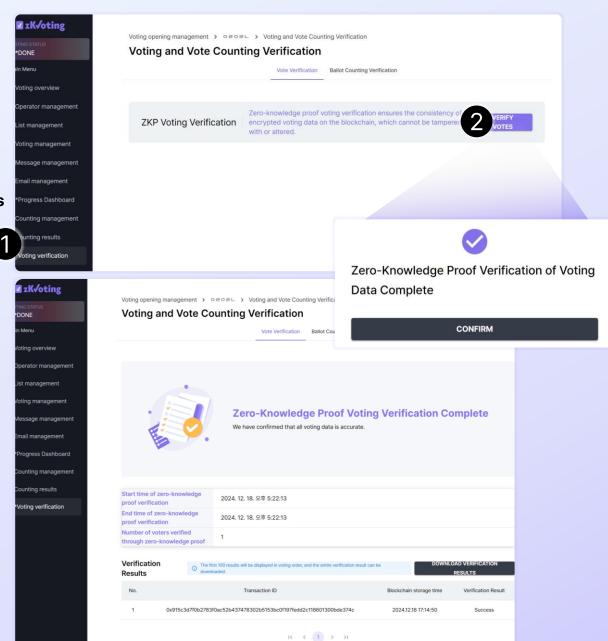


- 2) View Voting Results
- 1 Click on the Voting Results menu to view the Voting results



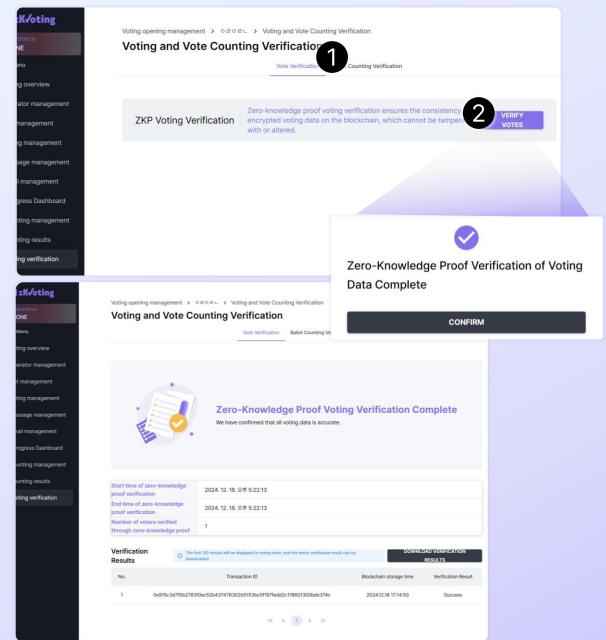
#### 3) Verify Voting Process

- 1 Click on the Voting and Counting Verification menu
- 2 Click Vote Verification to finalize the vote verification process
  - When a notification appears confirming that the Zero-K nowledge Proof verification of the voting data is complete, click Confirm.
- 3 You can check the vote verification results.
  - Click **Download Verification Results** to download the verification results.



#### 4) Verify Counting Results

- 1 Click on the Voting and Counting Verification menu
- 2 Click Couting Verification to finalize the vote verification process
  - 1. When a notification appears confirming that the Zero-K nowledge Proof verification of the voting data is complete, click **Confirm**.
- 3 You can check the vote verification results.



## 5. Accouting

1) Issuance of Usage Details by Zkrypto Administrator (sent to Member's Email)



2) View Member Usage Details



3) Issuance of Tax Invoice by Zkrypto Administrator



4) Member Payment

## **User Manual for Voters**

#### **CONTENT**

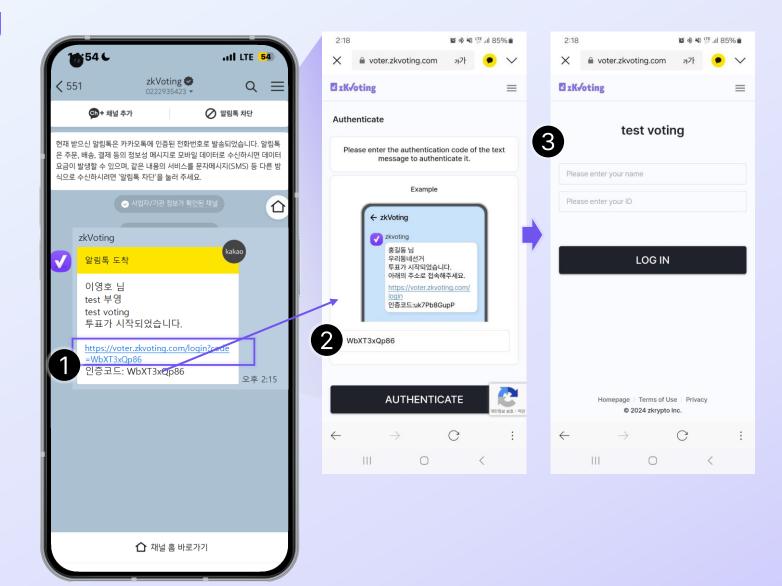
- 1 Participating in Voting
  - 1) Check URL Received
  - 2) Participate in Voting
  - 3) My Ballot Box
- **2** Viewing Voting Results
  - 1) Check URL Recieved
  - 2) Log In
  - 3) View Voting Results

#### 1. Participating in Voting

#### 1) Check URL Received

- Confirm receipt of the URL via Alert Talk.

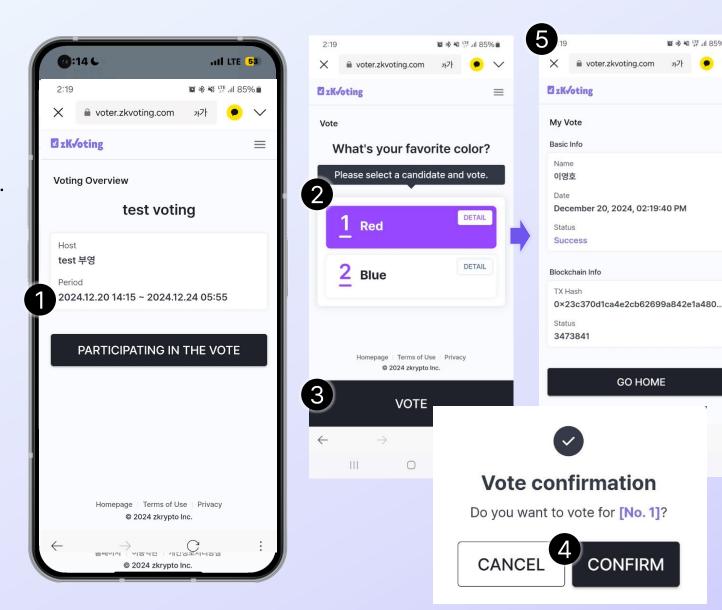
  \*Click the link to log in on your phone.
- 2 Click the URL to log in.
  - 1. If the authentication code is entered correctly, click the Login button.
- 3 Enter your name and phone number, then click Login.



#### 1. Participating in Voting

#### 2) Participate in Voting

- **Click Participate in Voting to join the vote.**
- Select the item you wish to vote for from the list. \*Click View Details to see more information about each voting item.
- Click Vote.
- When the confirmation window appears, click Confirm.

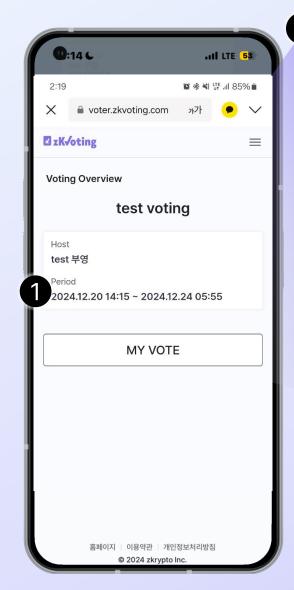


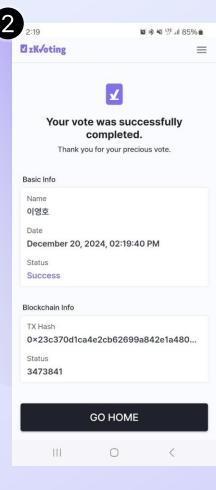
★ ※ 5 5 1 85% ■

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## 1. Participating in Voting

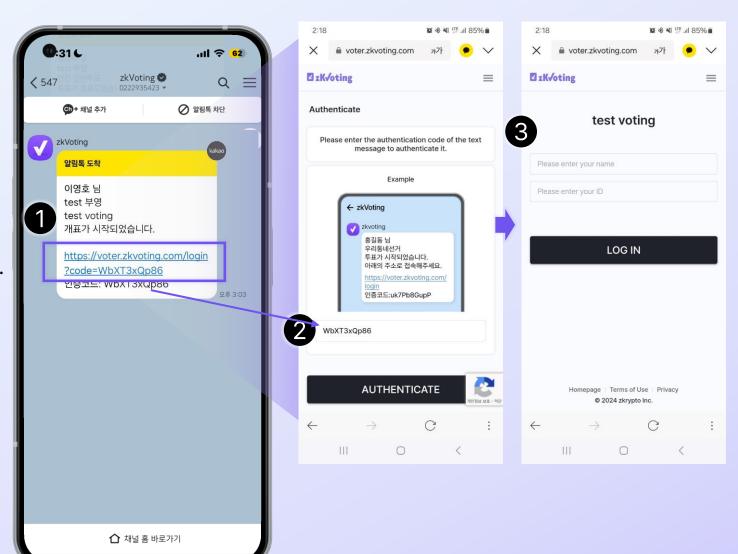
- 3) My Ballot Box
- 1 Click on My Ballot Box
- In the ballot box, you can view your information and blockchain data





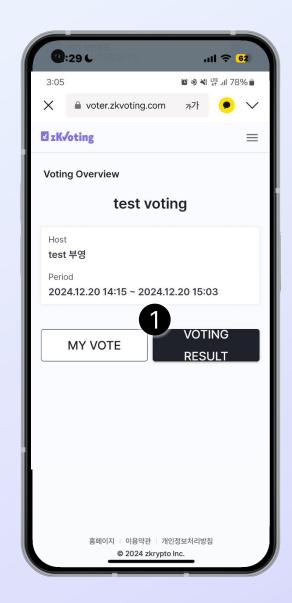
#### 2. View Voting Results

- 1) Confirm Receipt of URL and Log In
- 1 Confirm receipt of the URL via Alert Talk.
  - 1. \*Click the link to log in on your phone.
- 2 Click the URL to log in.
  - 1. If the authentication code is entered correctly, click the Login button.
- 3 Enter your name and phone number, then click Login.



## 2. View Voting Results

- 2) View Voting Results
- 1 Click on Voting Results
- 2 You can view the voting results for the agenda items





# zkVoting2.0

**Contact Us** 

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