

NATIONAL ENERGY BENCHMARKING PORTAL (NEBP)



User Guide

Company Portfolio Registration

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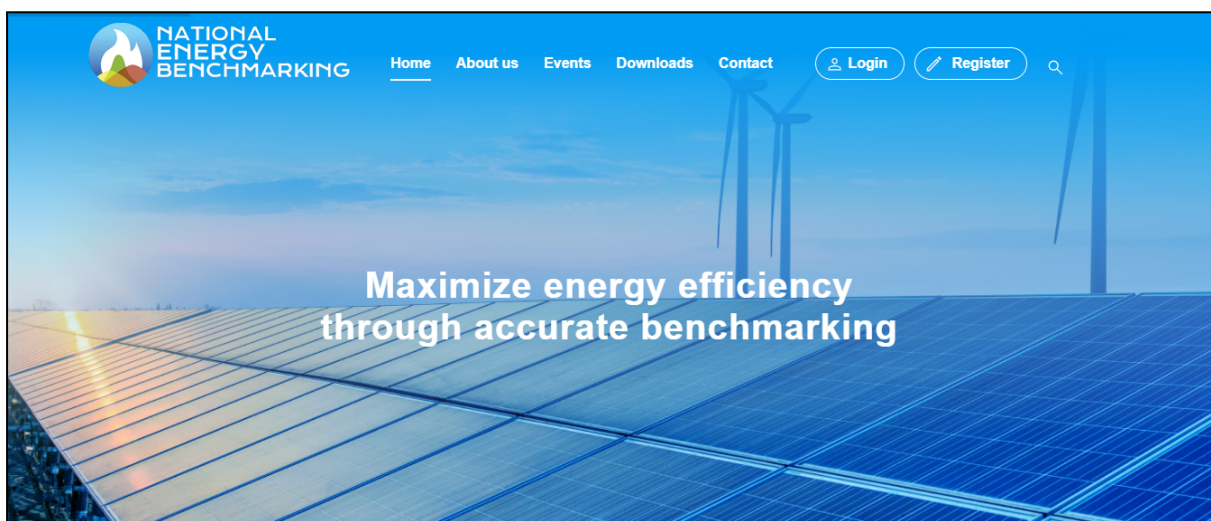
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Introduction

This is the first step of accessing the portal where you should register your company and create an account for the company. This will be followed with a quick registration process and you will get a temporary account. Once you submit your detailed application, it will be reviewed by the SEA and make necessary approvals. Then if it is accepted, you will be able to access the full system.

Quick Registration

Using the website URL, access to the NEBP website.



Click the Register button to start the registration process.



After clicking the register button, it will redirect to the Quick Registration form of the system.

Quick Registration

Company Name *

Business Registration No *

Main Sector *

Company Representative

First Name * Last Name *

Official Email Address *

Password * Confirm Password *

Please enter a valid email address

Please enter a password that includes a mix of uppercase and lowercase letters, numbers, and special characters and at least 8 characters long

Cancel Submit

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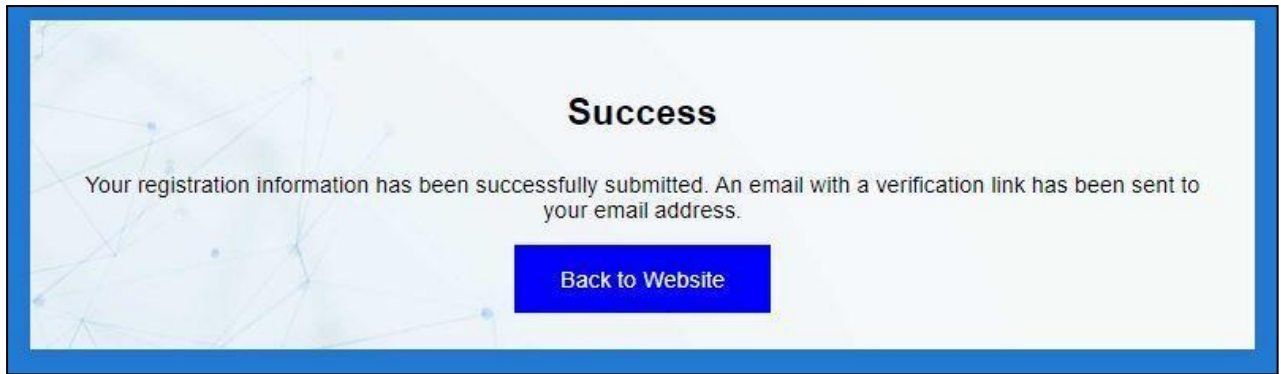
Enter the information to be entered in the textbook under quick registration.

1. Enter the Company Name
2. Enter Business Registration No
3. Select Main Sector & Sub Sectors - Here you can select multiple sub sectors under one main sector

Under Company Representative Section - This user we call as the Facility Manager who is responsible for the whole organization.

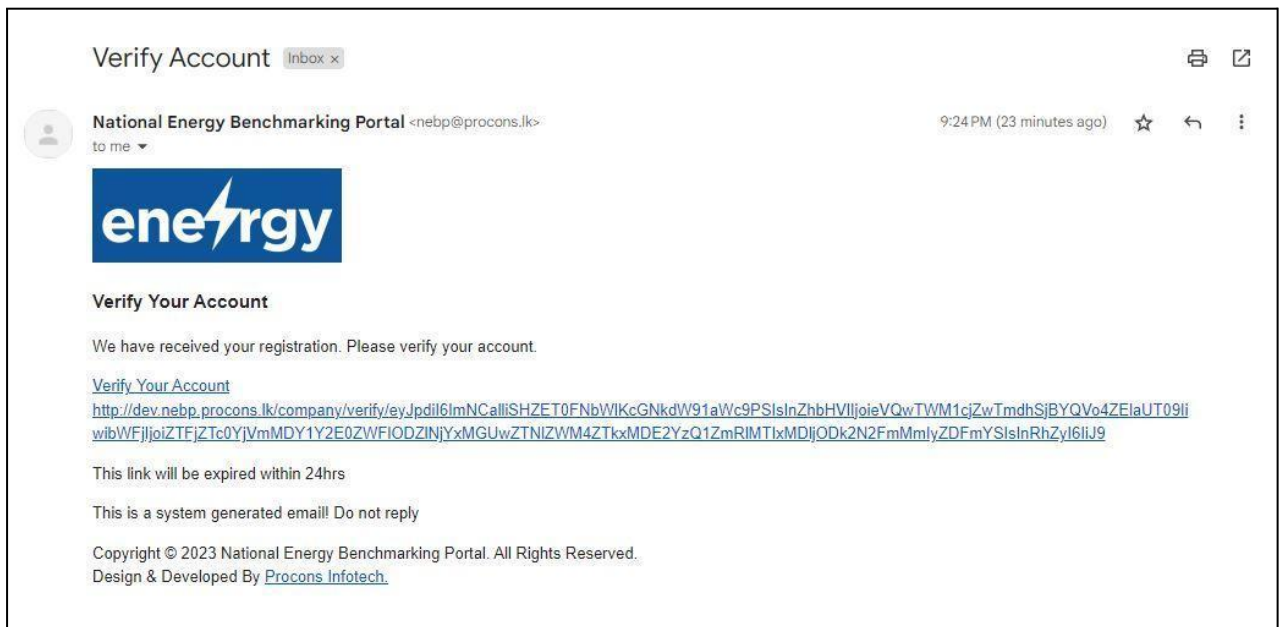
1. Enter First Name
2. Enter Last Name
3. Enter Valid Email Address - This email address will be the main email address that all other accounts under your company are bound with.
4. Enter Password & Confirm Password
5. Click the Submit button.

Then, a success message will be displayed.



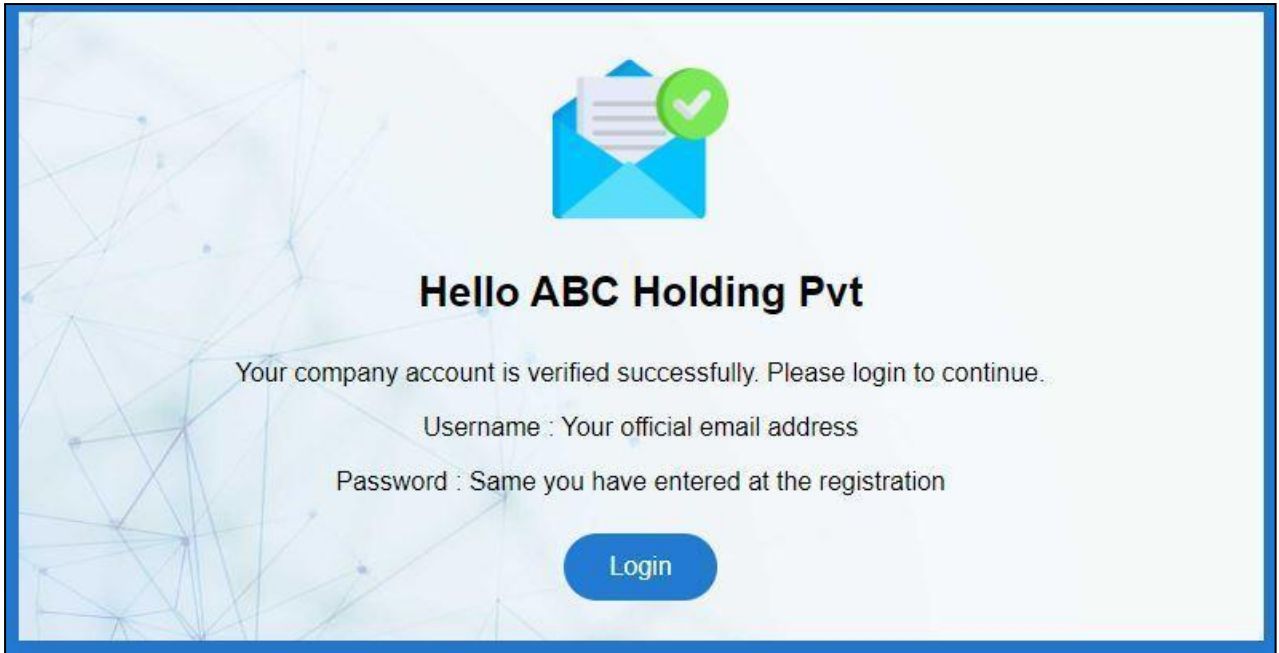
Clicking the "Back to Website" button, you will be redirected to the public web portal.

An email will be sent to the email address you entered to verify your account.



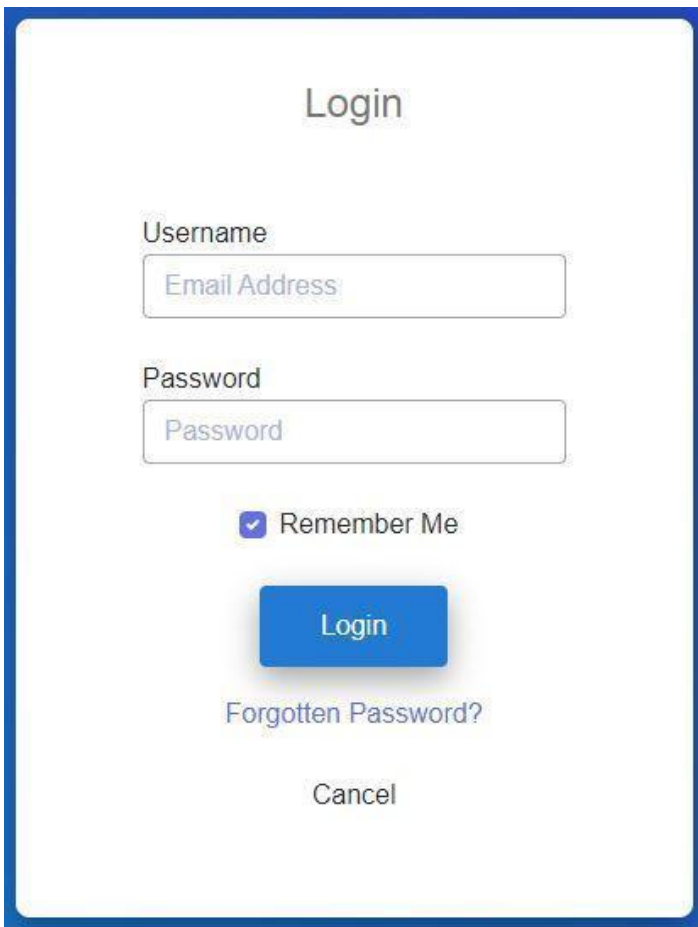
- Click the “Verify Your Account” link.

Then a pop-up message will show that your company account has been successfully verified.



Click the Login Button.

Then you will be redirected to the login Page.

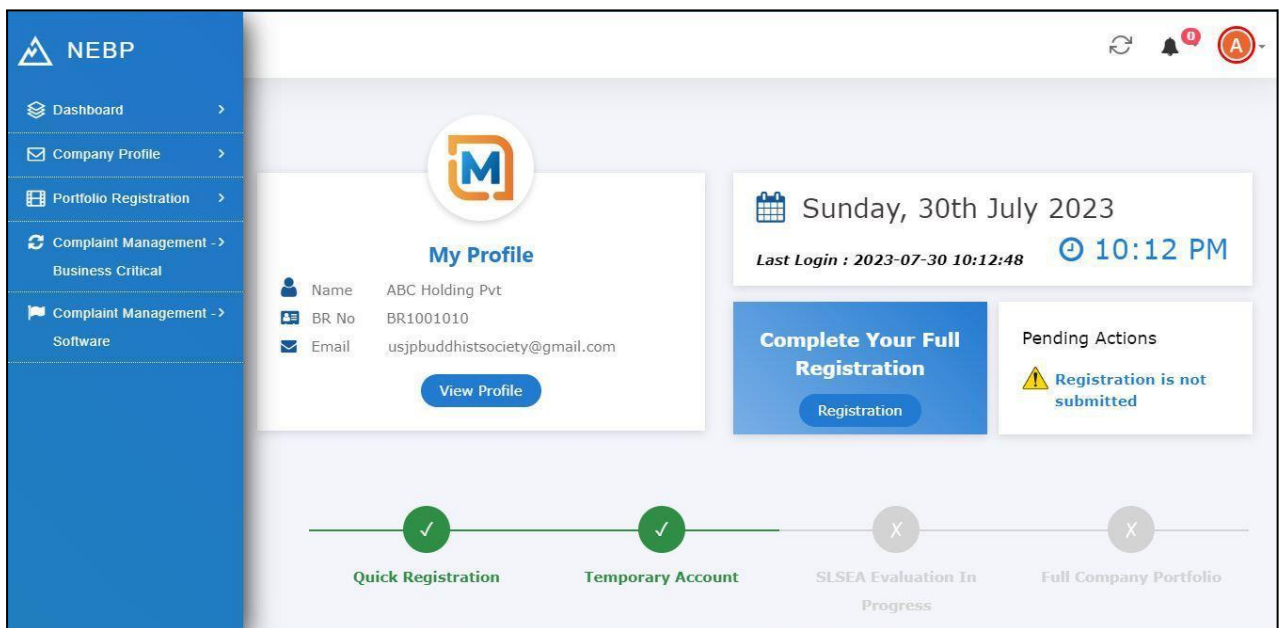


Log in as a Facility Manager by using username & password.

1. Enter the username you entered under the quick registration.
2. Enter the password you entered under the quick registration.
3. Click the login button.
4. If the user needs the system to remember the username & password click remember me checkbox

Temporary Company Account

Now your account is temporarily created in the portal.



At the top, it will display date, time and last login time information.



Under My Profile, the Company Name, Business Registration Number, and Official Email Address are included.

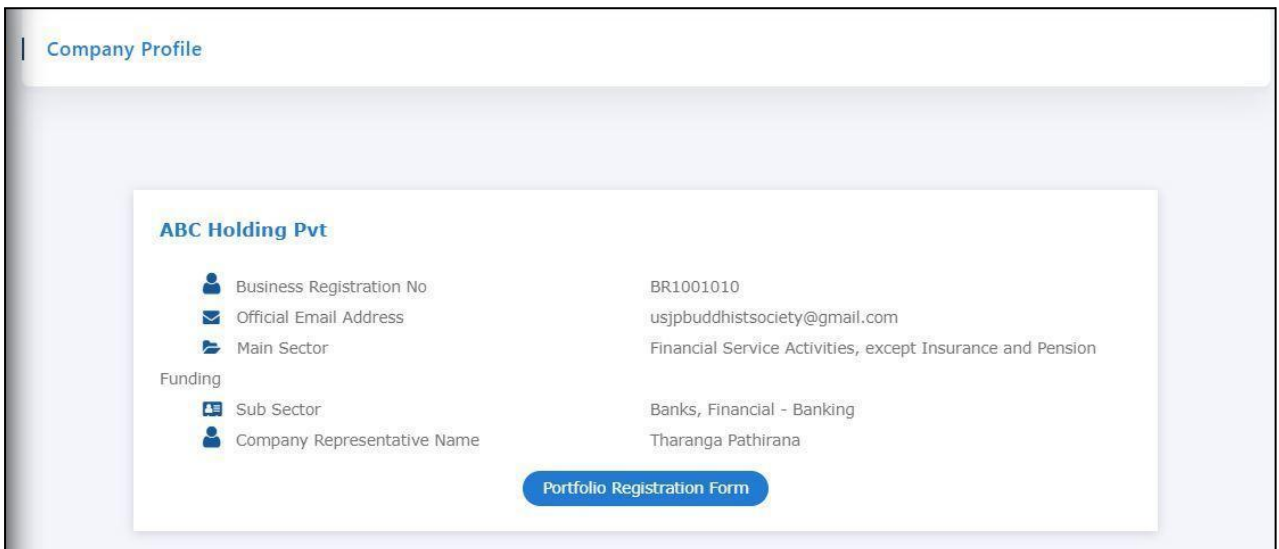


Click the “View Profile” button.

or else "View Company Profile" sub-menu under the Company Portfolio main menu.



You can view the Company Profile as shown below.



Now you should complete the full registration of the company profile. Click the registration button under Complete Your Full Registration in the dashboard menu.



It will redirect you to the full registration form. Or else you can access the same form as in the next step.

Full Company Registration

Manu Name: Portfolio Registration

Sub Menu Name: Create Portfolio Registration



It should load the Full Registration Form.

Company Portfolio Registration

Company Information

Company Name *

Business Registration No *

Business Registration Certificate *

Company Logo *

CEO Approval Letter *

Main Sector *

Sub Sector *

Website URL

ISIC Classification No *

Under Company Information Section

1. You will be able to change the Company Name you have entered under the quick registration.
2. You will be able to change the Business Registration Number you have entered under the quick registration.
3. Select Business Registration Certificate
4. Select Company Logo
5. Select CEB Approval Letter
6. You will be able to change the Main Sector you have entered under the quick registration.
7. In addition to the sub-sectors, you entered under quick registration, you can enter other sub-sectors.
8. Enter the Website URL.

Company Address

<p>Address Line 01 * <input type="text" value="Enter Address Line 01"/></p>	<p>Address Line 02 <input type="text" value="Enter Address Line 02"/></p>
<p>City <input type="text" value="Enter City"/></p>	<p>Province * <input type="text" value="Please Select"/></p>
<p>District * <input type="text" value="Please Select"/></p>	<p>DS Division * <input type="text" value="Please Select"/></p>
<p>Grama Niladhari Division * <input type="text" value="Please Select"/></p>	

Under Company Address Section

1. Enter the Address Line 01
2. Enter the Address: Line 02 – Not Mandatory
3. Enter the City – Not Mandatory
4. Select Province
5. Select District
6. Select DS Division
7. Select Grama Niladhari Division

Company Representative

<p>First Name * <input type="text" value="Tharanga"/></p>	<p>Last Name * <input type="text" value="Pathirana"/></p>
<p>Gender * <input type="text" value="Male"/></p>	<p>NIC * <input type="text" value="Enter NIC"/></p>
<p>Designation * <input type="text" value="Enter Designation"/></p>	<p>Official Email Address * <input type="text" value="usjpbuddhistsociety@gmail.com"/></p>
<p>Contact Number * <input type="text" value="eg: 0716414486"/></p>	

Under Company Representative

1. You will be able to change the First Name you have entered under the quick registration.
2. You will be able to change the Last Name you have entered under the quick registration.
3. Select Gender
4. Enter NIC
5. Enter Designation
6. Enter Contact Number
7. Click the Submit button.

Then the company portfolio registration is under the pending status.



A company portfolio registration form that is in pending status can be updated and resubmitted.

All updates about the company portfolio registration are contained in the evaluation log.

Evaluation Log		
Remarks	Application status	Updated time
Application Submitted	Pending	2023-07-31 08:45:13

Now your registration will be evaluated from the SEA side and make necessary approvals.

Company Portfolio Registration – Approved Status

After SLSEA approves the company portfolio registration, it will be notified through an email message as shown below. Once it is approved, your company account will be converted to a legitimate account.



Menu Name: Company Portfolio
 Sub Manu Name: View Portfolio Registration

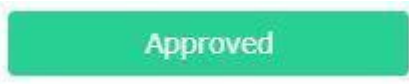
Then the company registration which is in approved status will be loaded.

Company Portfolio Approved

Company Information

Company ID * <input type="text" value="00016"/>	Company Code* <input type="text" value="MS00200016"/>
Company Name * <input type="text" value="ABC Holding Pvt"/>	
Business Registration No * <input type="text" value="BR1001010"/>	Business Registration Certificate * Download
Company Logo Download	CEO Approval Letter * Download
Main Sector * <input type="text" value="MS002 - Financial Service Activities, except Insurance and Pension Fur"/>	Sub Sector * <input type="text" value="100 - Banks"/> <input type="text" value="641 - Financial - Banking"/>

The current status of the company portfolio registration is displayed on the right side of the registration form.

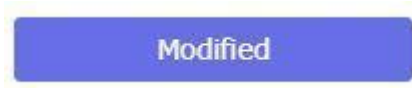


Click the edit button at the bottom of the form if you want to make any edit and resubmit the form for approval again.



Company Portfolio Registration – Modified Status

Once you make a change to an already approved company account, it will be submitted to SEA for approval again. Then the status will be marked as modified.

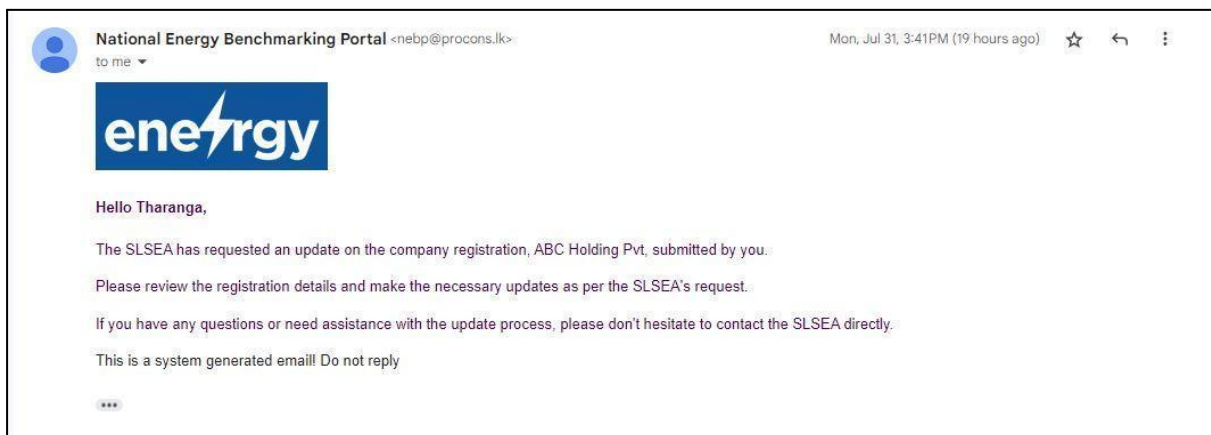


SEA will check the company portfolio registration which is in Modified status. SEA has the ability to approved, update required or rejected the form.

Then the company portfolio registration form will be entered under the modified status.

Company Portfolio Registration – Update Required Status

If SEA noticed that the data entered by you are not valid, or any inconsistencies, they will mark the company account status as Update Required. You will be notified it via an email.



The current status of the company portfolio registration form is displayed on the right side of the registration form.



The border of the textbox in the fields that need to be updated will appear in red.

After updating the required field, the border of the textbox will turn green.

After updating the required fields, click the submit button.

Then the Company Portfolio Registration is changing to re-submitted status.

Company Portfolio Registration – Re-Submitted Status

Once you make changes to the application as SEA expected, it will be submitted to SEA for approval again. Then the status will be marked as re-submitted.

Update Company Portfolio Re-Submitted

Company Information

Company ID * <input type="text" value="00016"/>	Company Code* <input type="text" value="MS00200016"/>
Company Name * <input type="text" value="ABC Holding PvtL"/>	
Business Registration No * <input type="text" value="BR1001010"/>	Business Registration Certificate ⓘ* <input type="text" value="Choose the file"/> <input type="button" value="Browse"/> Download ⚡
Company Logo ⓘ <input type="text" value="Choose the file"/> <input type="button" value="Browse"/> Download ⚡	CEO Approval Letter ⓘ* <input type="text" value="Choose the file"/> <input type="button" value="Browse"/> Download ⚡
Main Sector * <input type="text" value="MS002 - Financial Service Activities, except Insurance and Pension Fur"/>	Sub Sector * <input type="text" value="100 - Banks"/> <input type="text" value="641 - Financial - Banking"/>

The current status of the company portfolio registration form is displayed on the right side of the registration form.



It is not possible to update a company portfolio registration form that is in resubmitted status.

Company Portfolio Registration – Rejected Status

If SEA noticed that the account you created is not a legitimate account, they will reject your application. That will be notified via an email and your account access will be restricted from this point onwards. No longer will you be able to access your created account.

