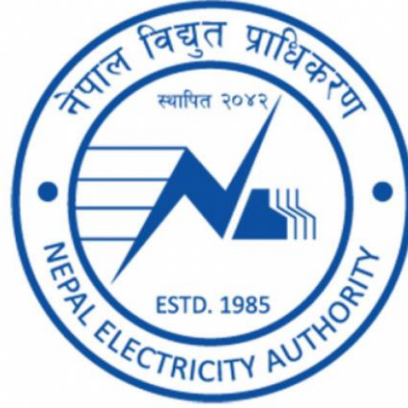


**Nepal Electricity Authority**

**(NEA)**



**User Manual**

**For DMS**

**Company Registration**



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**Kumaripati, Lalitpur**

## Table Of Content

1. Introduction: .....	3
2. Glossary.....	3
3. System Overview: .....	3
4. Common Functionality.....	3
5. Company Registration Process .....	4
6. Admin Approval Process .....	6
7. Login Process.....	9
8. Change Password Process.....	12
9. Dashboard Overview.....	13
10. Profile Management .....	13
11. Company Information:.....	14

## 1. Introduction:

The purpose of this user manual is to provide a comprehensive guide to users for successfully completing the **Company Registration** process on the **NEA DMS Portal**. This manual covers all necessary steps, from accessing the registration page, submitting company information, and completing the login process to updating company details and managing the company profile.

## 2. Glossary

NEA	Nepal Electricity Authority
DMS	Document Management System
PAN	Permanent Account Number

## 3. System Overview:

The **Company Registration System** allows users to register their companies online, have the registration verified and approved by the admin, and access their company dashboard upon approval. Key system features include:

- Company registration submission
- Admin verification and approval
- Secure login with email credentials
- Dashboard for managing company projects and information

## 4. Common Functionality

- **Company Registration:** Allows users to register their companies.
- **Login:** Provides access to the system after successful registration.
- **Save Button:** Submits form data to the system.
- **Profile Icon:** Allows access to change the password and logout options.
- **Remember Me Checkbox:** Enables automatic login for future visits.

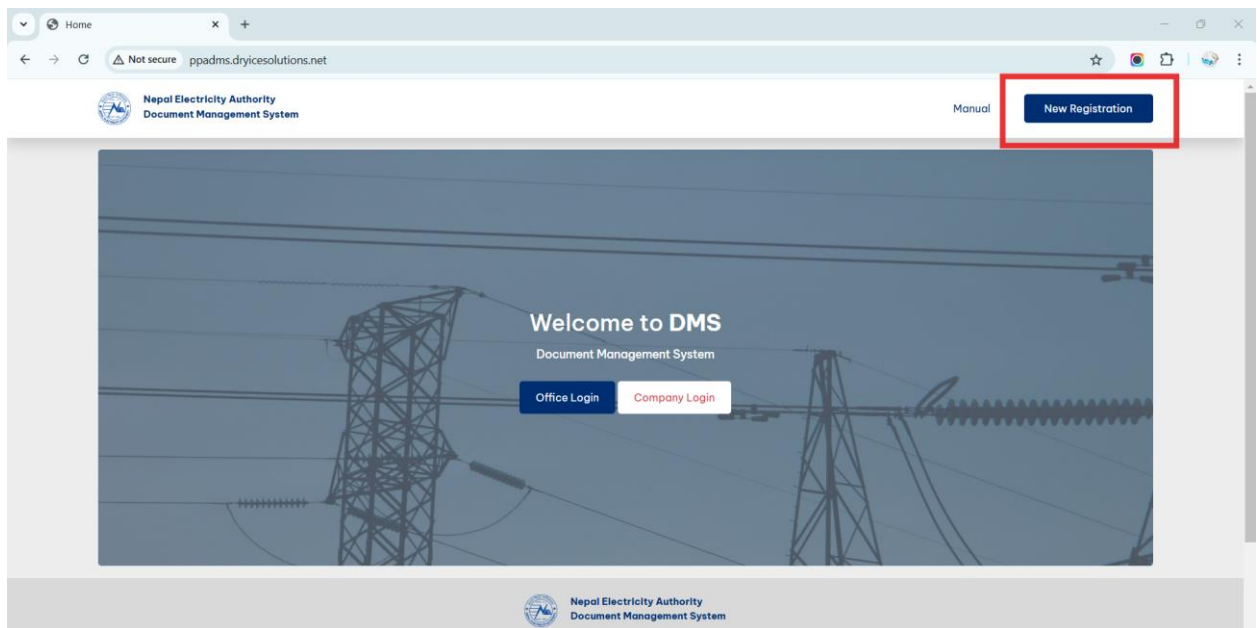
## 5. Company Registration Process

- **Open your preferred web browser.**
- **Enter the URL:**

Navigate to <http://ppadms.dryicesolutions.net>.

- **Click on "New Registration":**

On the navigation bar, click the "New Registration" button.



- Once you clicked on the New Registration button the form will opened to register the company.Fill out the registration form:

The screenshot shows a web browser window with the URL `ppadms.dryicesolutions.net/frontend/register`. The page title is "Nepal Electricity Authority Document Management System". A "Need Help?" popup is visible on the right. The registration form is highlighted with a red border and contains the following data:

Company Name	Tech Solutions Pvt. Ltd.				
Pan Number	1234567890	Registered Date	2081-04-32		
Province	बागमती प्रदेश (Bagmati)	District	Ramechhap	Municipality	Manthali
Ward	5	Tole/Street	Manthali		
Contact Person	Shiwani Lama	Contact Person Phone	9818621515	Contact email	testshiwaniama@gmail.com
License Number	45216-44561	Upload License	Choose File	1.jpg	

A "Save" button is located at the bottom of the form.

- **Submit the registration:**

Click on the "Save" button to submit the form for admin verification.

Once the save button is clicked there will be success message displayed on the screen which indicates the registration form is send for approval process.

The screenshot shows the same registration form as in the previous image, but now a green success message is displayed at the top, highlighted with a red border. The message reads: "Your registration form has been successfully submitted. Please wait for admin approval. You will receive an email notification once your registration is approved!". The form fields are now empty, and the "Save" button is still visible at the bottom.

## 6. Admin Approval Process

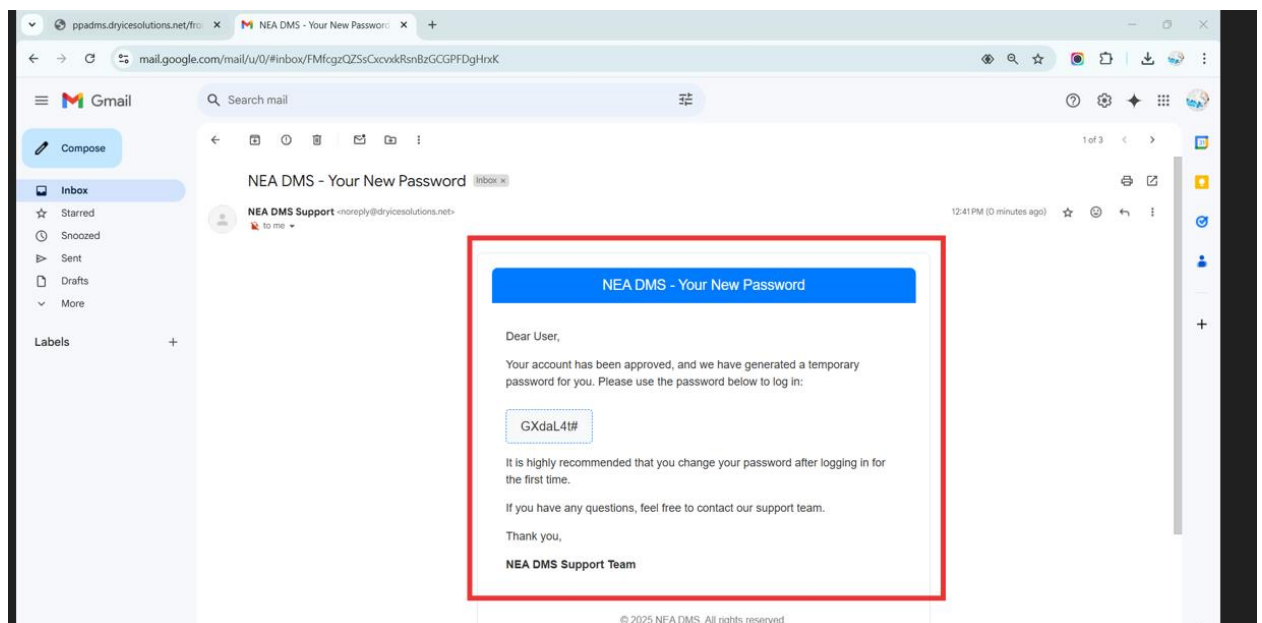
After the company form is registered it send for **Admin to Approval Process** involves the review of submitted company details by the admin. The admin will either approve or reject the registration based on the accuracy and completeness of the information.

### 6.1 Approval Process

Once the registration form is submitted, the system allows the admin to review and approve the company registration.

#### Steps included when Admin Approval Process:

1. **Admin Review:** The admin reviews the submitted details for completeness and accuracy.
2. **Approval Action:** If all information is valid, the admin clicks the "**Approve**" button to approve the registration.
3. **Email Notification to Company:** Upon approval, the system sends an **email notification** to the company's registered email address. This email contains:
  - a. Confirmation of the registration approval.
  - b. **Login credentials** (username and password) for the company to access the system.



4. **Company Login:** The company can log into the system using the provided credentials with email that was used while registering the company to access their dashboard and manage their details.

The screenshot shows a web browser window with the URL 'ppadms.dryicesolutions.net/frontend/login'. The page header includes the Nepal Electricity Authority logo and the text 'Nepal Electricity Authority Document Management System'. A 'Manual' link and a 'New Registration' button are visible in the top right. The main content area features a 'COMPANY LOGIN' form with the following elements:

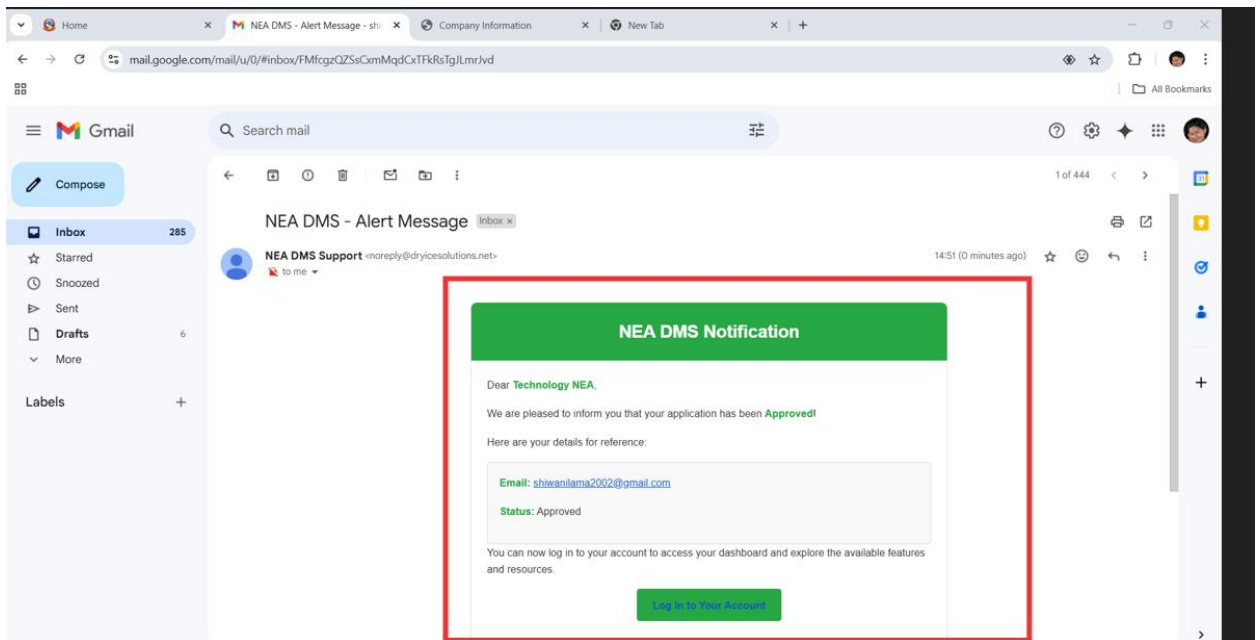
- Username field: testshivanilama@gmail.com
- Password field: masked with dots
- Remember Me checkbox: checked
- Forgot password link
- Sign in button
- Back to Home link

## 6.2 Rejection Process

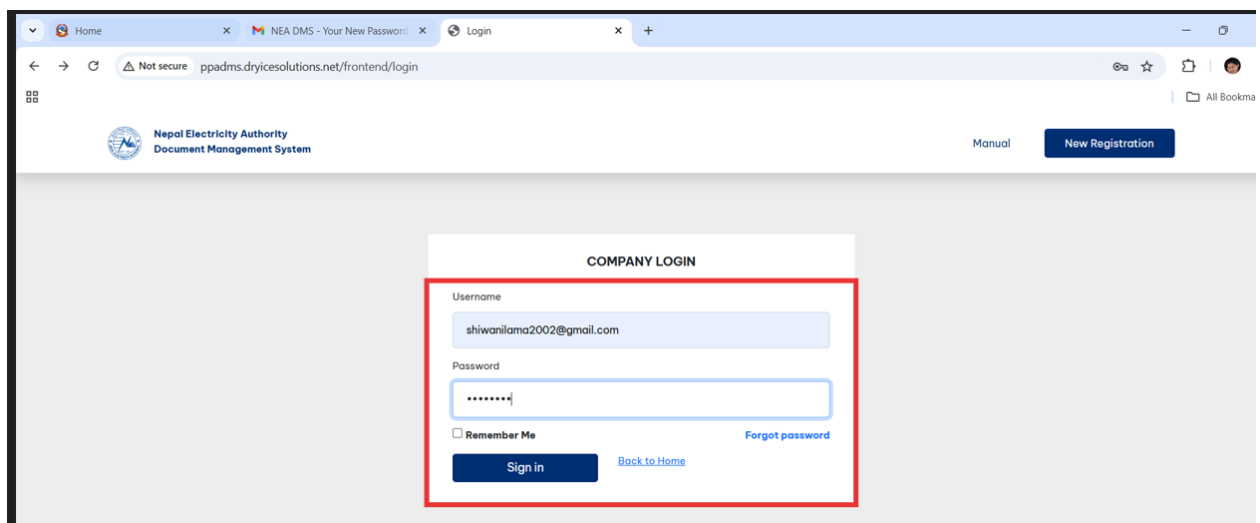
If the registration details are found to be incorrect or incomplete, the admin may reject the registration.

### Steps included when Admin Rejection the Process:

1. **Admin Review:** The admin reviews the registration details and identifies any issues such as:
  - a. Invalid PAN numbers or registration details.
  - b. Missing required documents.
  - c. Incomplete or inaccurate information.
2. **Rejection Action:** If any issues are found, the admin clicks on the "Reject" button. The admin provides remarks specifying the reason(s) for the rejection.
3. **Email Notification to Company:** After rejection, the system sends an **email notification** to the company. The email includes:
  - a. A message of rejection explaining the reason(s) for the rejection.
  - b. **Temporary password** for the company to log into the system.
  - c. Instructions on how to update and resubmit the registration.



4. **Company Login and Update:** The company logs into the system using the temporary password provided in the rejection email. Upon first login, the company is required to **change the password** for security reasons.



5. **Update Registration:** The company updates the necessary fields in the registration form based on the admin's remarks.

PPA Process Setup

Company Name: Technology NEA

Pan Number: 45222

Registered Date: 2081-03-31

Province: बागमती प्रदेश (Bagmati)

District: Sindhuli

Municipality: Dudhauri

Ward: 5

Toile/Street: Dudhauri

Contact Person: Cwani Lama

Contact Person Phone: 9800000000

Contact Email: shiwaniama2002@gmail.com

License Number: 452222

Upload License: Choose File 1.jpg

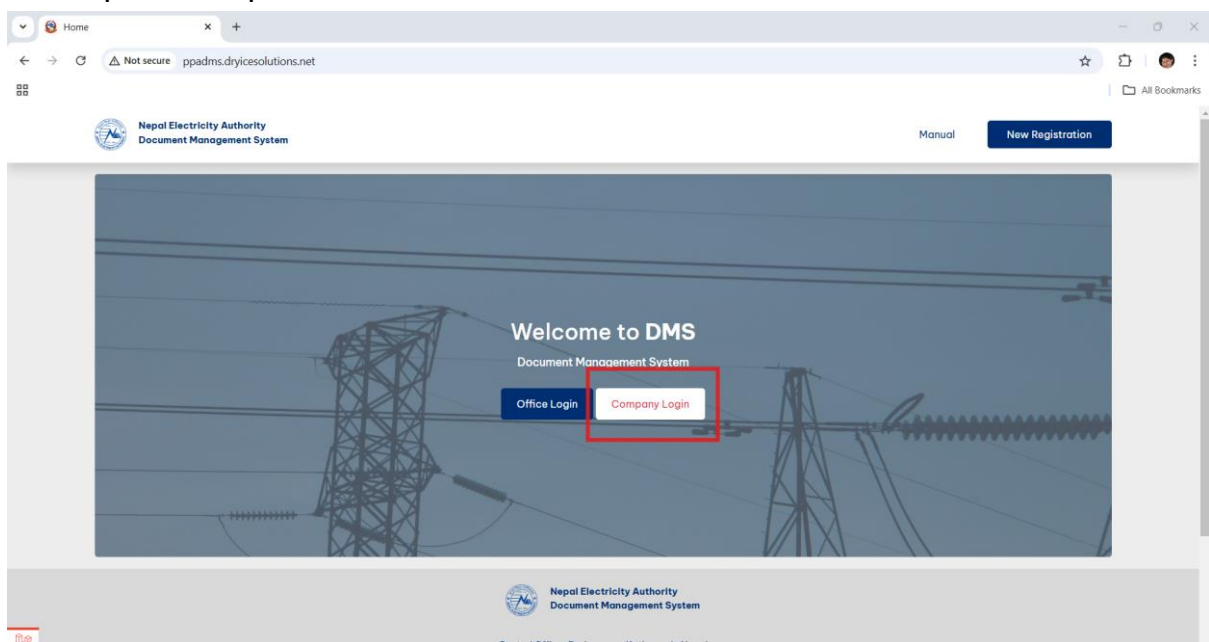
Update

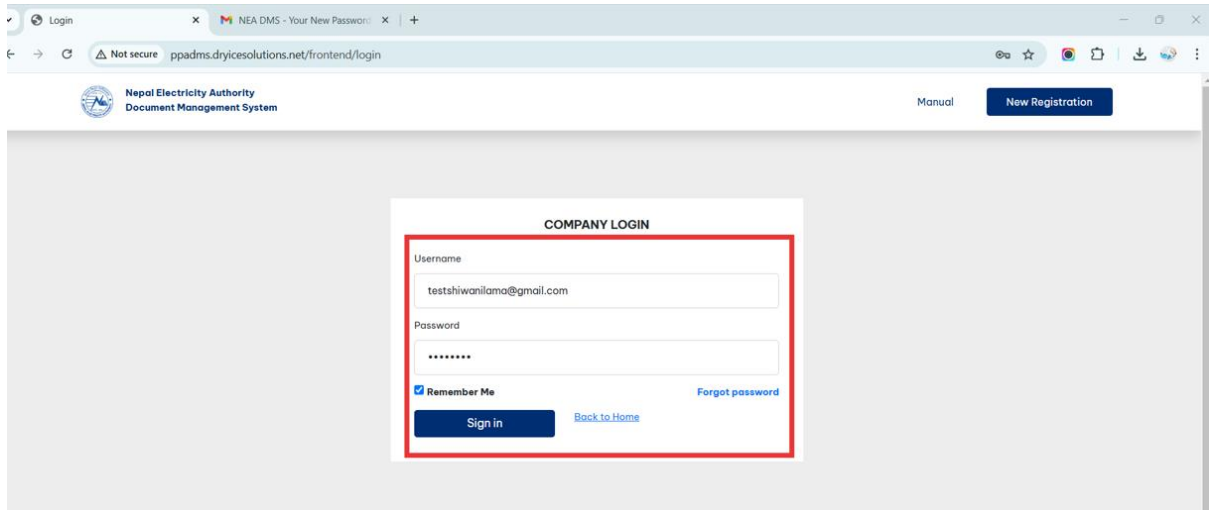
6. **Resubmission:** After updating the details, the company can **resubmit** the registration for admin review.

If the corrected details meet the criteria, the admin will approve the registration.

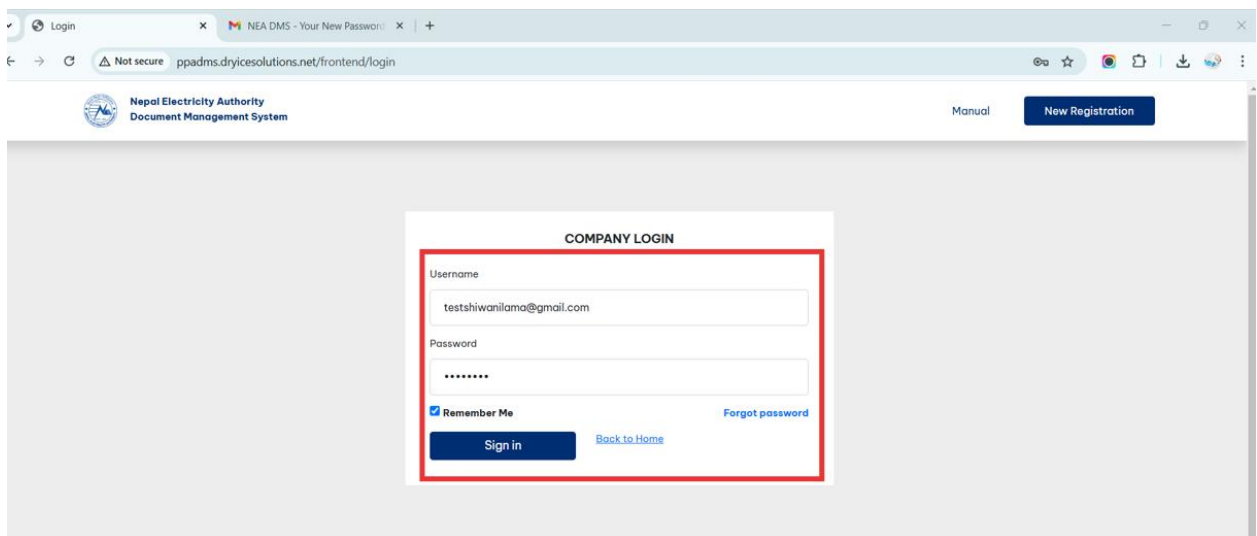
## 7. Login Process

- i. **Return to Landing Page:** Open the login page <http://ppadms.dryicesolutions.net>.
- ii. **Enter Credentials:** Click on the Company registration on the landing page of the system enter the registered email as the username and the provided password.





- iii. **Remember Me:** Optionally, check the "Remember Me" box to remain logged in on future visits.
- iv. **Sign In:** Click the "Sign In" button to access the system.



On the sign in form when clicked on back to home navigates you the landing page of the system where you see the below mentioned page on your screen.

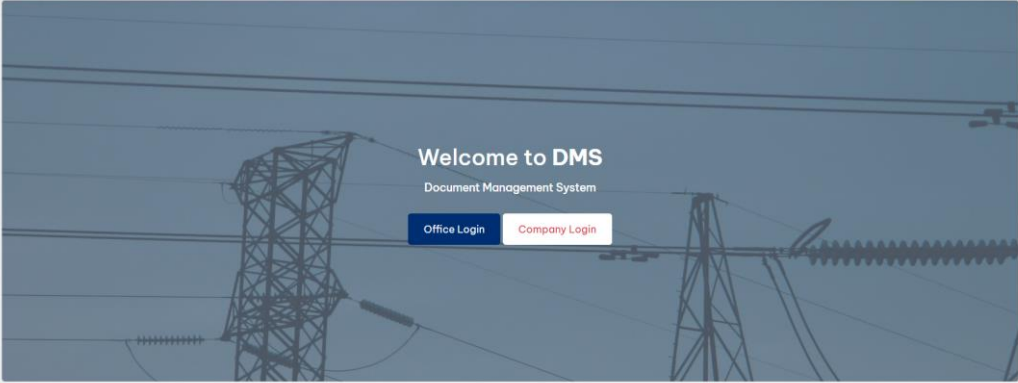
Home | Inbox (2/5) - shivanilama2002 | +

Not secure ppadms.dryicesolutions.net

All Bookmarks

Nepal Electricity Authority  
Document Management System

Manual [New Registration](#)



# Welcome to DMS

Document Management System

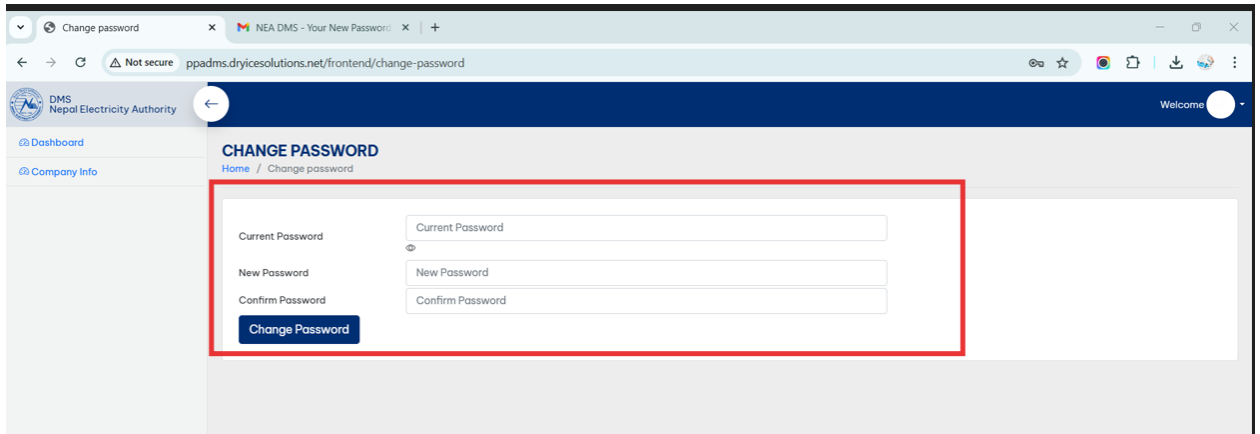
[Office Login](#) [Company Login](#)

Nepal Electricity Authority  
Document Management System

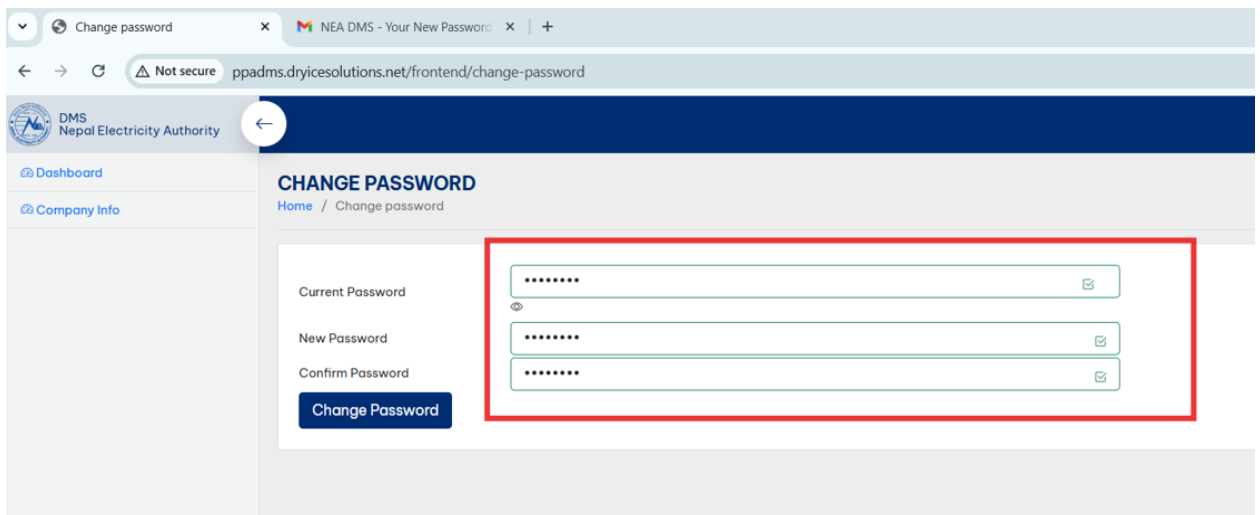
Central Office, Durbarmarga Kathmandu Nepal

## 8. Change Password Process

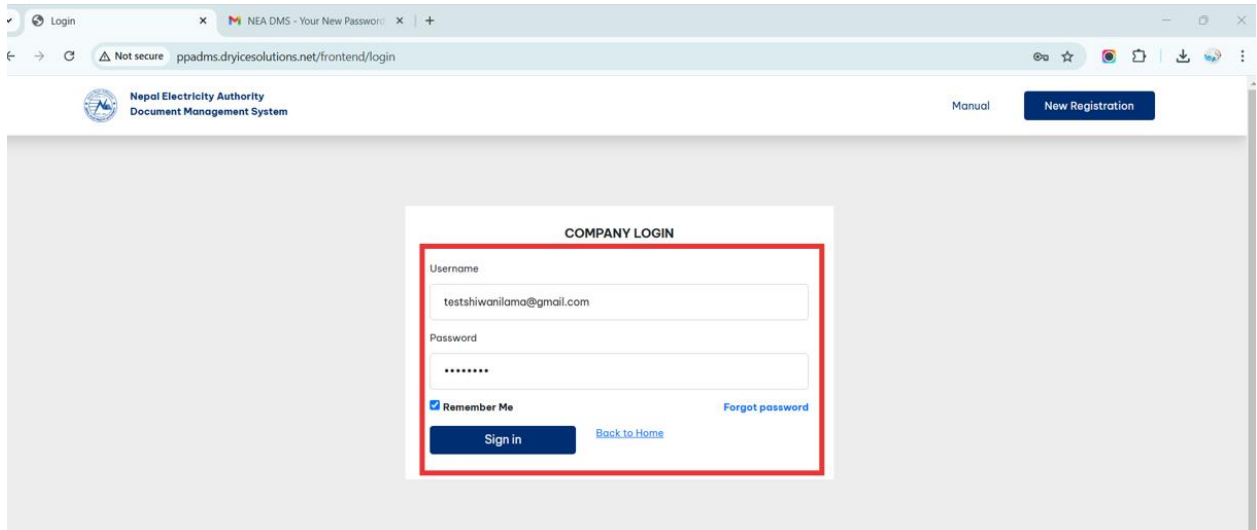
- i. **First Login:** Upon first login, a "Change Password" form will appear.



- ii.
- iii. **Enter Current Password:** Input the current password.
- iv. **Enter New Password:** Provide a new password for the system.
- v. **Save Changes:** Click "Change Password" button to update the password.



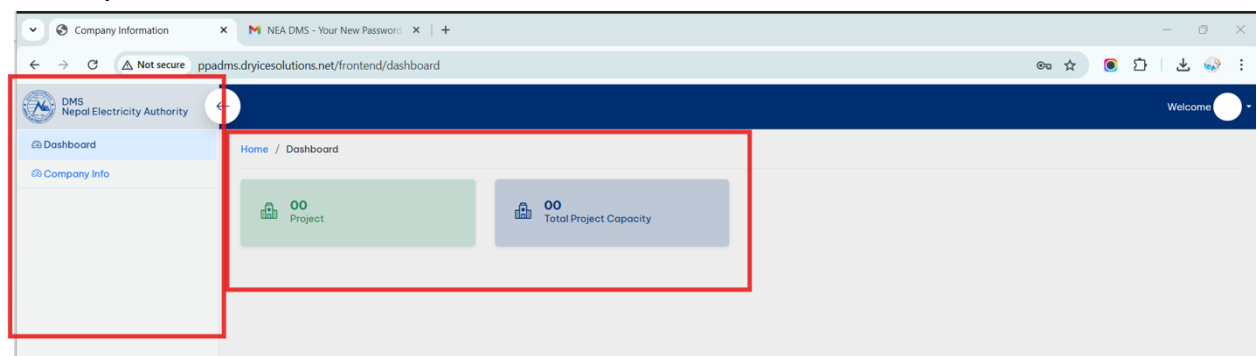
- vi.
- vii. **Login Again:** The system returns you to the login page and log in using the new credentials.



## 9. Dashboard Overview

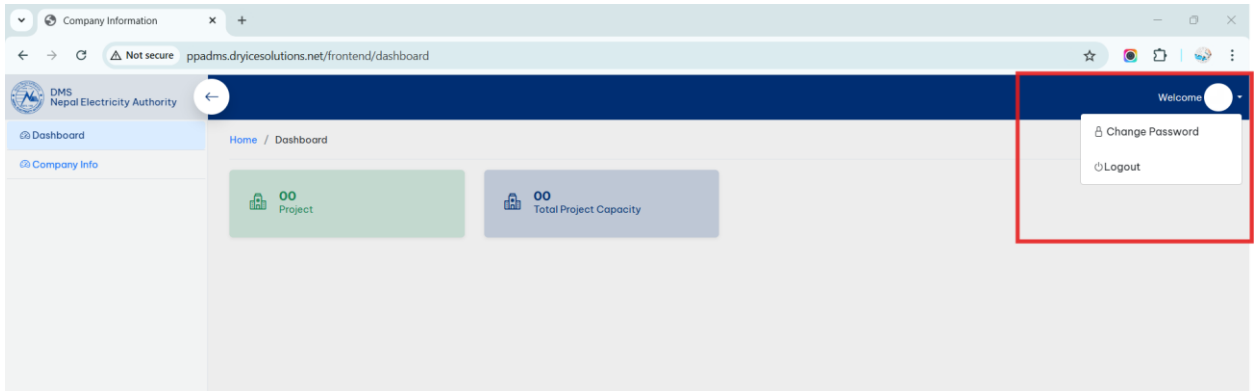
Upon successful login, the company is directed to the dashboard, which includes the following sections:

- **Project Overview:** Displays the number of active projects and the total project capacity.
- **Company Info:** Contains the details entered during the registration process.



## 10. Profile Management

- Access Profile:** On the navigation bar, find the "**Welcome**" message and the profile icon (circle icon).
- Change Password:** Click on the profile icon and select "**Change Password**" to update your password.
- Logout:** Select "**Logout**" to sign out of the system.



## 11. Company Information:

This section displays all the data entered during the registration process, including company details, address, contact information, and license document.

