



USER MANUAL

**Online Registration on the
National Electronic Licensing System (NELS) platform.**

Ministry of Labour and Industrial Relations

A step-by-step guide for the online Portal Users

Disclaimer: Please note that the information provided in this user manual is for informational purposes only. The processes described herein are subject to change without prior notice, as part of continuous development program to enhance application's features and functionality.

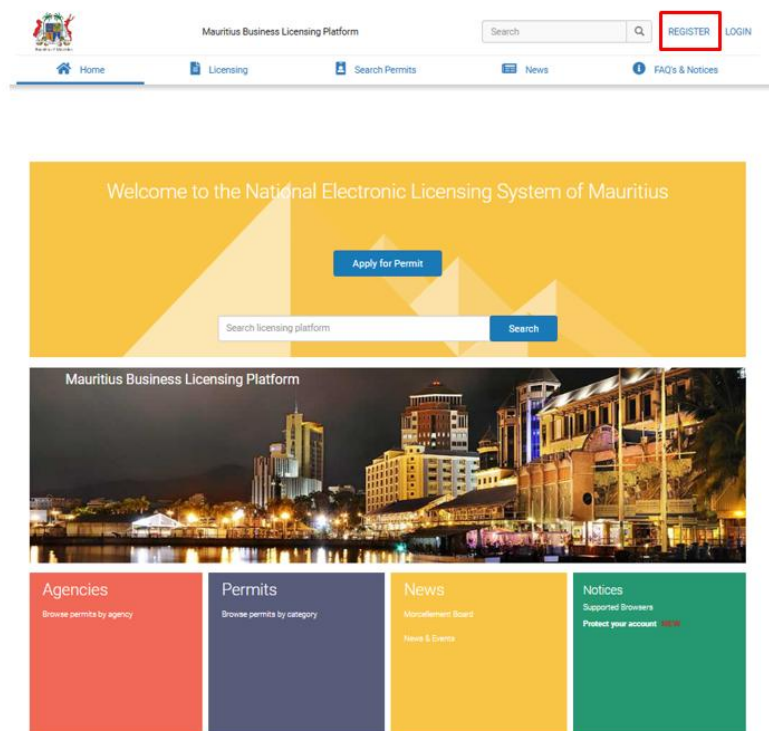
1.0 Introduction

This user manual is designed to guide companies, individuals, and any other bodies through the registration process on the National Electronic Licensing System (NELS) platform. Registration is a mandatory first step required to submit any application. Once registered, users can log in with their credentials to submit and manage applications at any time.

2.0 Register on NELS Platform

Step 1: Access the Portal

Visit the [Mauritius Business Licensing Platform](https://business.edbmauritius.org) on URL <https://business.edbmauritius.org> and click the **REGISTER** button located at the top right corner of the screen to begin setting up your account.



Step 2: Fill in the Registration Form

1. Complete the form by providing all required personal and company details, then click the **Register** button to submit your information and initiate account creation.

Register

For security and identification purposes, we need to validate both your email address and your mobile phone number before creating your user account.

Your user account will be identified by the email address which you provide below and will be required for login on the National E-Licensing System.

We recommend that you register with your work email address when representing a company, or your personal email address when acting as an individual.

During registration, an SMS token will be sent to your mobile number for validation and will expire after 24 hours.

Title
Mrs. 

First Name
John

Last Name
Doe

Gender
Male 

Email
john@gmail.com

Mobile Number
+230 4050100

Invalid phone number.

2. Once registered, an account activation message will be displayed on-screen, and a verification email will be sent to your registered inbox.

Account Activation

You should shortly receive a verification email in your mailbox: ~~XXXXXX@XXXXXX~~@gmail.com.

* If you did not receive the activation link in your inbox, please check your junk/spam folder.

Please navigate to the link provided in the verification email, and request an SMS token that will be sent to the provided number. If the number you provided is incorrect, please edit it in the referred page. Your password should be treated securely to safeguard the confidentiality of your information. We will never request you to disclose your password to anyone.

Once your user account has been activated, please login and complete your registration details to submit your application(s) on the National E-Licensing System.

Should you require any assistance to create your user account, kindly email us on nels@edbmauritius.org with a brief indication of the problem.

Step 3: Account Activation & Phone Verification

1. Open your email inbox and click the activation link provided in the message to proceed to the registration completion screen.
2. Verify that your mobile phone number is correct on the screen; if it is incorrect, update it before requesting or entering the code. Retrieve the confirmation code sent to your mobile phone.
3. Input the received confirmation code into the designated **Confirmation Code** box.
4. Enter a secure password that you will use to log in to the NELS platform in the future, then click **Next** to proceed to the next screen.

The screenshot shows the 'Register' screen with the following elements and annotations:

- SMS Code** section: A text input field for the 'Confirmation Code' with a red arrow labeled 'Step 1' pointing to the 'Request Code' button. Above the button is the text '* Kindly click on Request Code'.
- Mobile Number** section: A text input field showing '+230 1234567' with a red arrow labeled 'Check if phone no. is correct' pointing to it. An 'Edit' button is to the right.
- Password** section: Two text input fields, 'Create New Password' and 'Confirm new Password', with a red arrow labeled 'Step 2' pointing to the first field.
- Next** button: A blue button at the bottom right, enclosed in a red box with a red arrow labeled 'Step 3' pointing to it.

5. Once you have successfully completed the activation and verification process, the confirmation screen above will appear, stating: *"Thank you for your Register. You are now able to start using our e-licensing portal."* Click the **Start** button to proceed to the platform and begin using your new account.

Register

The screenshot shows the confirmation screen with the following elements:

- Text: "Thank you for your Register."
- Text: "You are now able to start using our e-licensing portal."
- Start** button: A blue button at the bottom, with a red arrow pointing to it.

3.0 Access the Login Page

1. After completing your registration, navigate to the login page on the Mauritius Business Licensing Platform.
2. Enter your registered email address in the User (e-mail address) field.
3. Input the password you created during registration into the Password field.
4. Click the LOGIN button to sign in to your account.

Note: If you ever need to reset your password, you can use the **Forgot Password?** link provided on this screen.

The screenshot shows the 'LOGIN AS...' page with a navigation bar at the top containing links for Home, Licensing, Search Permits, News, and FAQs & Notice. The main form has two input fields: 'User (e-mail address)' and 'Password'. Below the password field is a link for 'Forgot Password? Not Registered yet? Register here.' At the bottom right are 'Cancel' and 'LOGIN' buttons. Red annotations with arrows point to each field and button, labeled 'Step 1: Input your email used', 'Step 2: The password you just created', and 'Step 3' respectively. A note at the bottom left says 'In case you need to reset password' pointing to the forgot password link.

4.0 Additional Information & Submission

Complete the **Additional Information** Section, and click on **submit** button.

The 'Additional Information' form includes a dropdown menu for 'User Type (If you are a GBL Company please select User Type Individual)' with options: Local Company, Select User Type, Individual, Local Company (highlighted), and Global Company. Below this are text fields for 'Address' (containing 'Rose Belle') and 'BRN' (containing 'C06058329'). There are checkboxes for 'SMS' and 'Email' under the heading 'How do you want to receive notification from the system?'. A 'Disclaimer' section follows, containing a paragraph about data confidentiality and a checkbox for 'I consent'. At the bottom right are 'Cancel' and 'Submit' buttons.

Note: Applicant are advised to contact the Economic Development Board for any query pertaining to problem with regard to login and registration at:

URL: <https://edbmauritius.atlassian.net/servicedesk/customer/portal/13>

Email: nels@edbmauritius.org

Phone: (+230) 203 3800

5.0 Apply for Permit

After successful **Registration** and **Login** on the NELS Portal, you may now submit your application for Work Permit or Certificate of Exemption.

On the Welcome page on the NELS platform url: <https://business.edbmauritius.org/> choose the below steps:

The screenshot displays the NELS portal interface. At the top, a yellow banner reads "Welcome to the National Electronic Licensing System of Mauritius". Below this, a blue button labeled "Apply for Permit" is highlighted with a red arrow and the text "Step 1". A search bar with the placeholder "Search licensing platform" and a "Search" button is also visible.

Below the banner, the "Permits" section is shown. It includes a list of categories: Agriculture, Construction and Land Development, Education, Environment, Health, Manufacturing, Safety, Schemes, Study and Live, Tourism, and Veterinary. The "Work & Live" category is selected, indicated by a red arrow and the text "Step 2".

Under the "Work & Live" category, there are several permit types listed, each with an "APPLY" button:

- Occupation/Residence Permit: Legislation and useful information
- Premium Visa: Legislation and useful information
- Work Permit: Legislation and useful information
- Dependent - Occupation Permit: Legislation and useful information
- Request for Skilled Workers from India: Legislation and useful information
- Certificate of Exemption: Legislation and useful information

Red arrows point to the "APPLY" buttons for "Work Permit" and "Certificate of Exemption", with the text "Submit application for Work Permit" and "Submit application for Certificate of Exemption" respectively.