User's Guide for Certification System

IECEE recognition certificate

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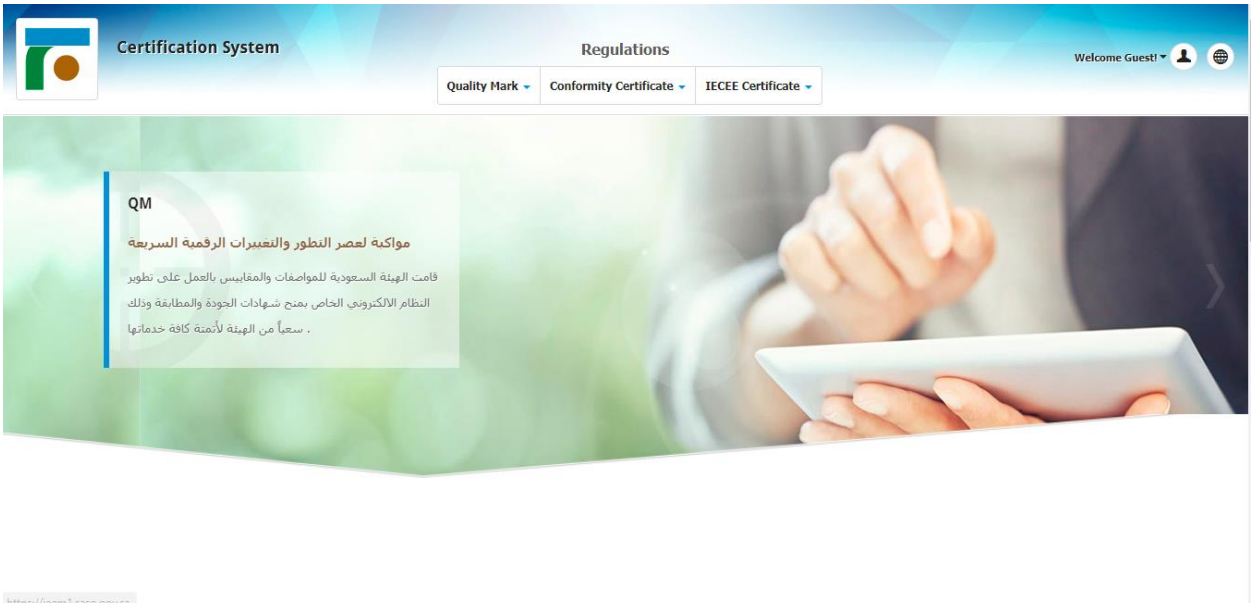
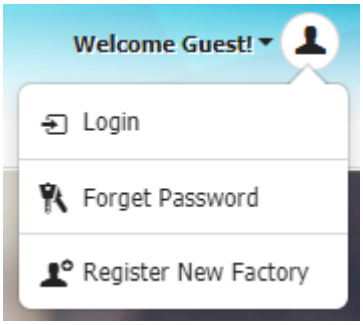
Homepage

The Certification System has two languages:

- Arabic
- English



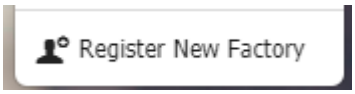
The main buttons:



Registration steps:

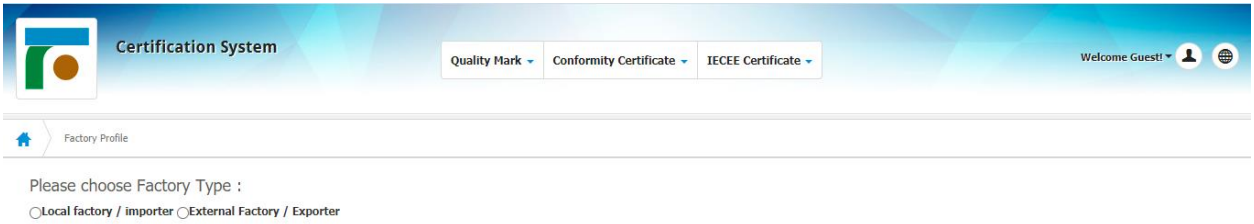
Register on Certification System

You can start registration by click on:

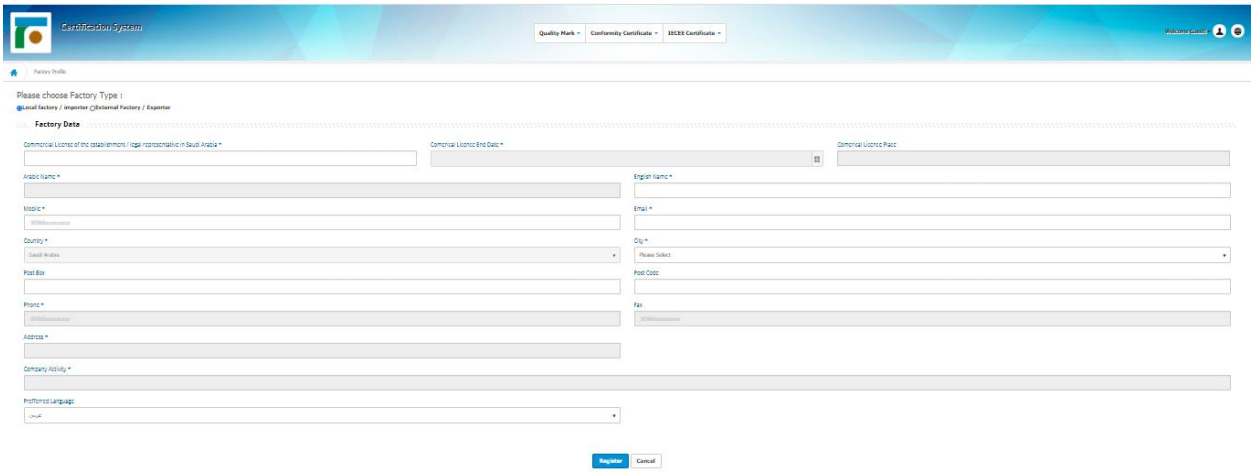


When you click on it, you will move to registration page:

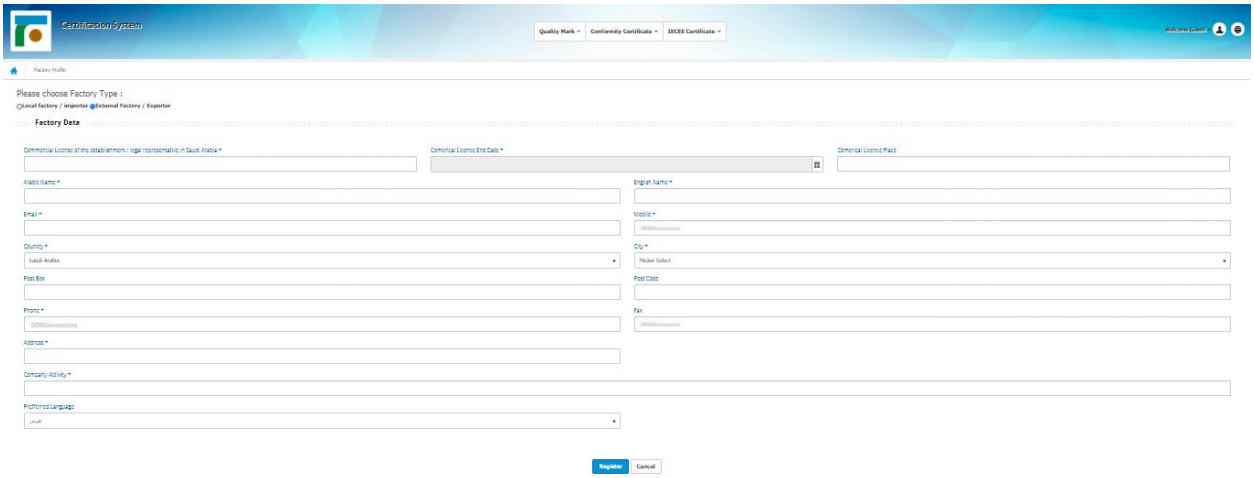
Choose if you are **Local factory / importer** or **External Factory / Exporter**



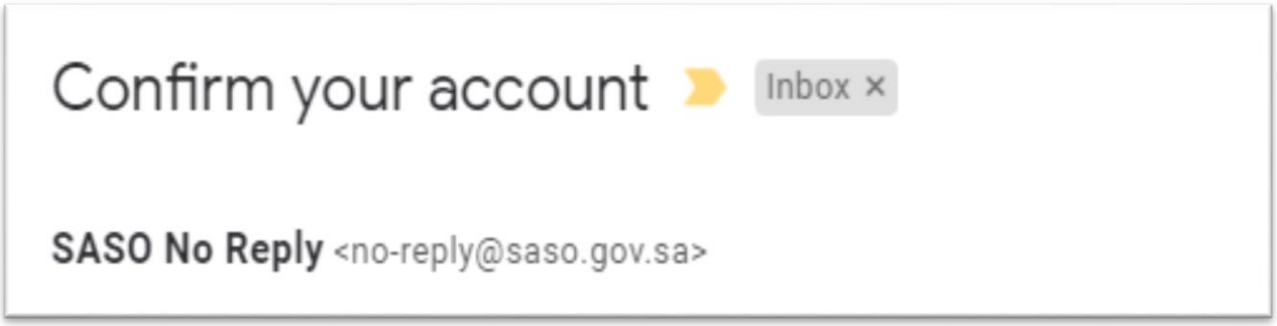
Fill out the required information in the registration form when choosing a local manufacturer / importer



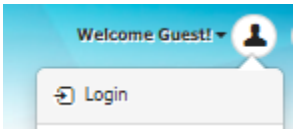
Fill out the required information in the registration form when choosing an **External Factory / Exporter:**



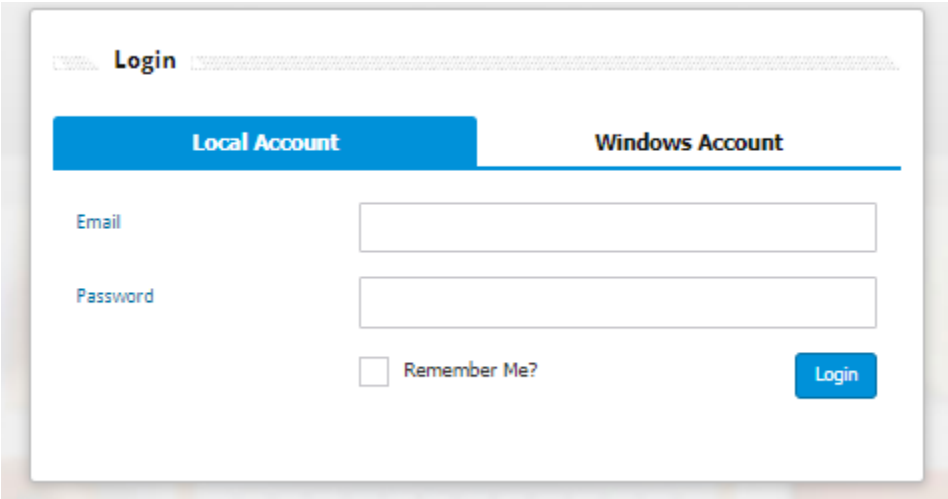
After filling out the user's form and clicking on the registration icon, an email will be sent with the user's password from the certification system to the email address that registered previously.



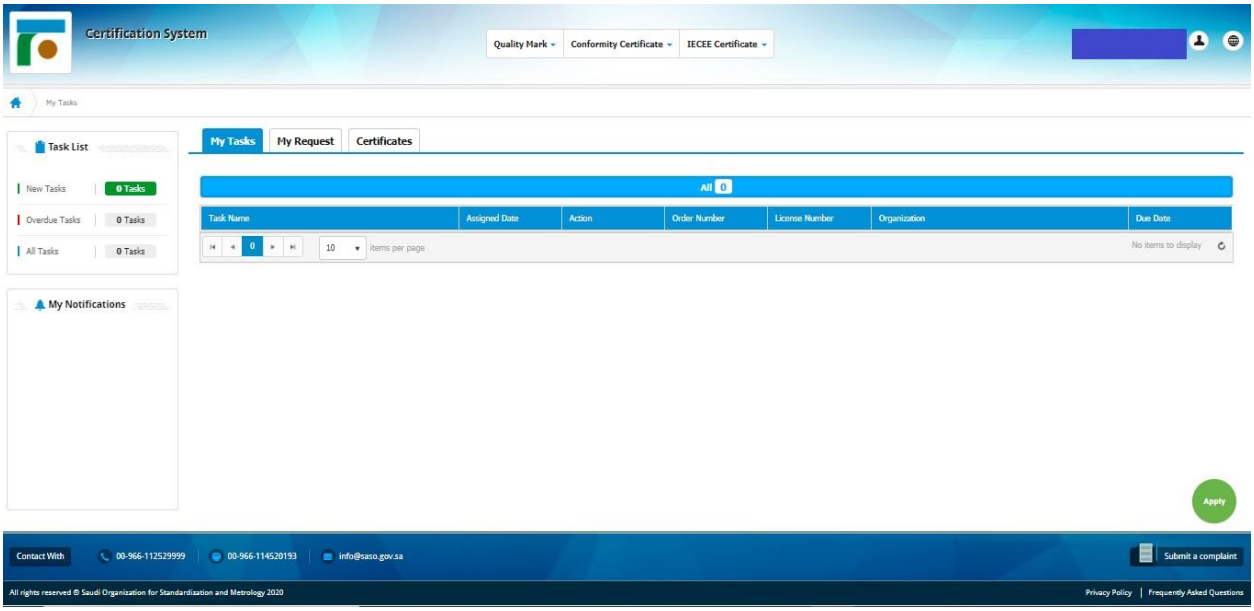
The beneficiary logs into the certification system by click on a button:



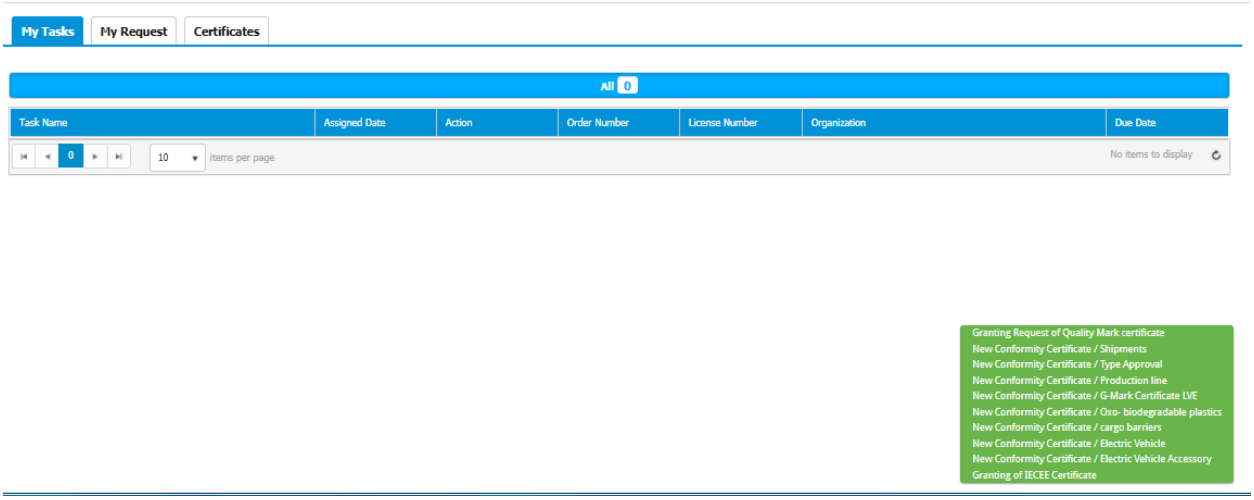
When clicking on the button, the login page appears (local account), where the beneficiary enters the username and password and click on login:



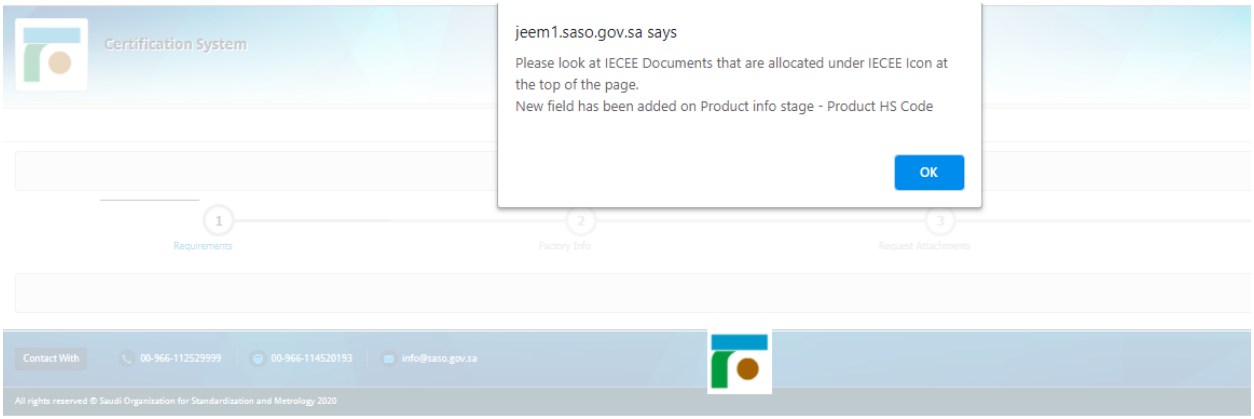
When logging in, the following page appears:



Then click on Apply and choose the Granting of IECEE certificate:



After clicking on the submission, a page appears as shown below, please do the needful then click on "**OK**":



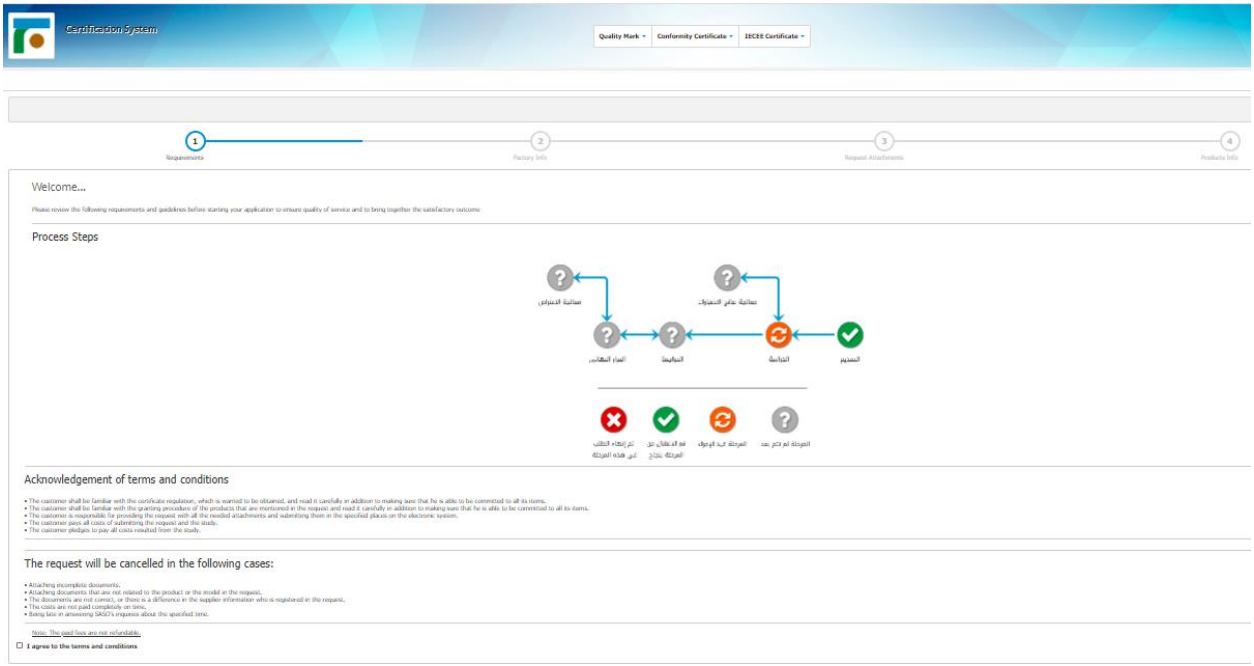
Important Notes:

Click on "IECEE Certificate" above the page and you can download:

- Declaration of Conformity (must fill out the DOC form).
- Manufacturer Declaration of Conformity (must fill out the DOC form).
- IECEE Certificate Regulations.

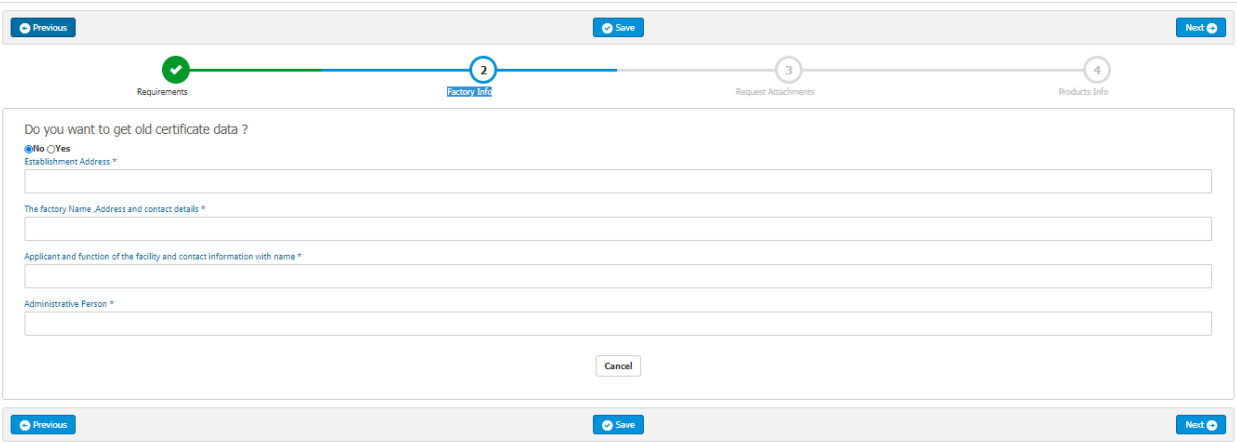
Process step 1 (Requirements):

The page shown below appears, please read the terms and conditions well and click on **"I agree to the terms and conditions"** to continue the service process, then click on Next :



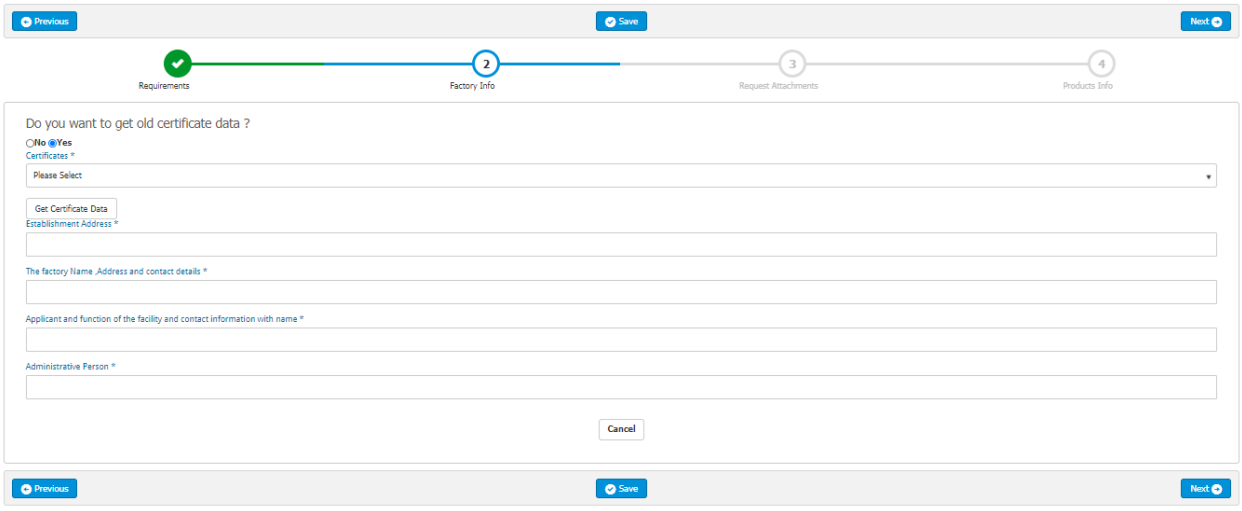
Process step 2 (Factory Info):

The page appears as shown below:

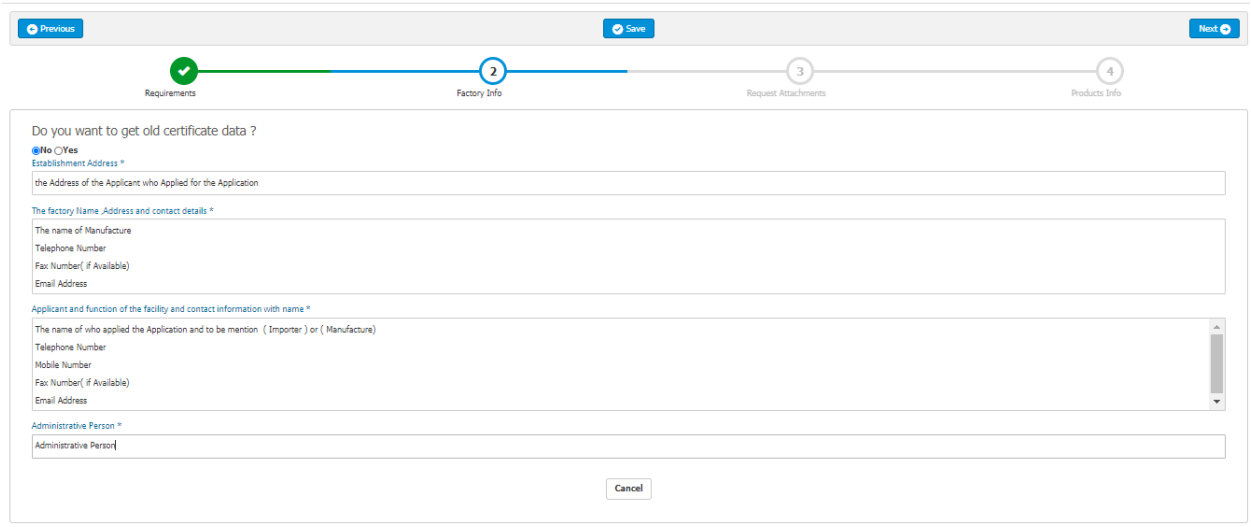


<u>Do you want to get old certificate data?</u> There are two options **"yes"** or **"no"**

If the answer is "yes", please select the previous license number, and the data that was in the previous license will be imported:

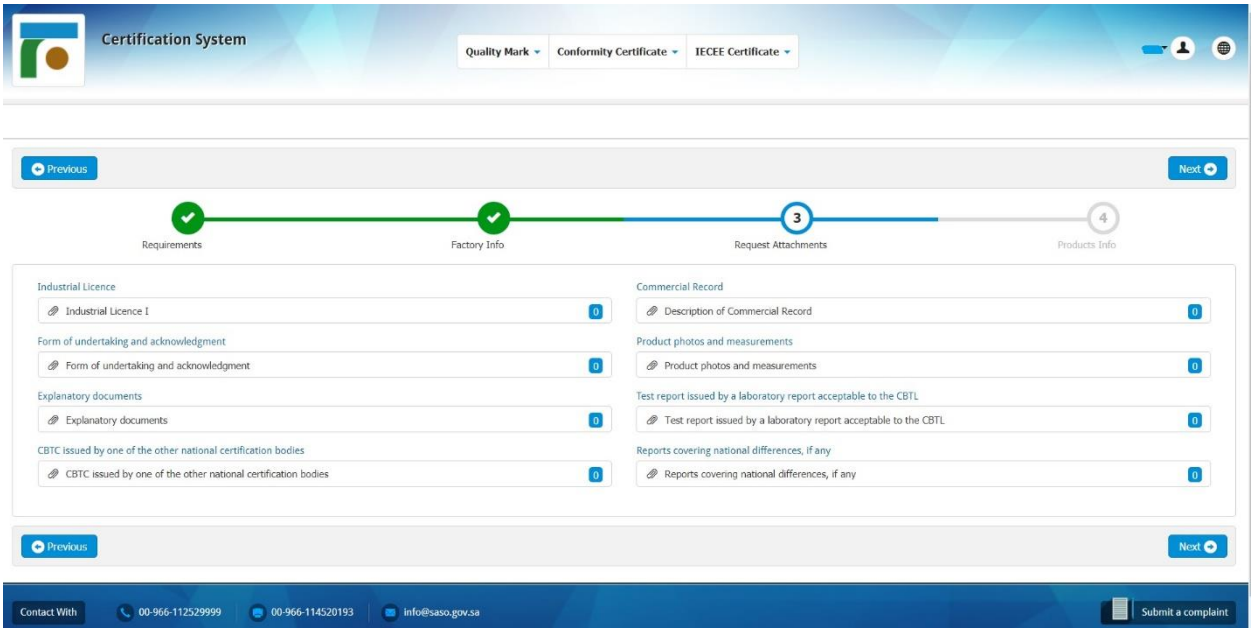


If the answer is "**no**", please enter the required information:



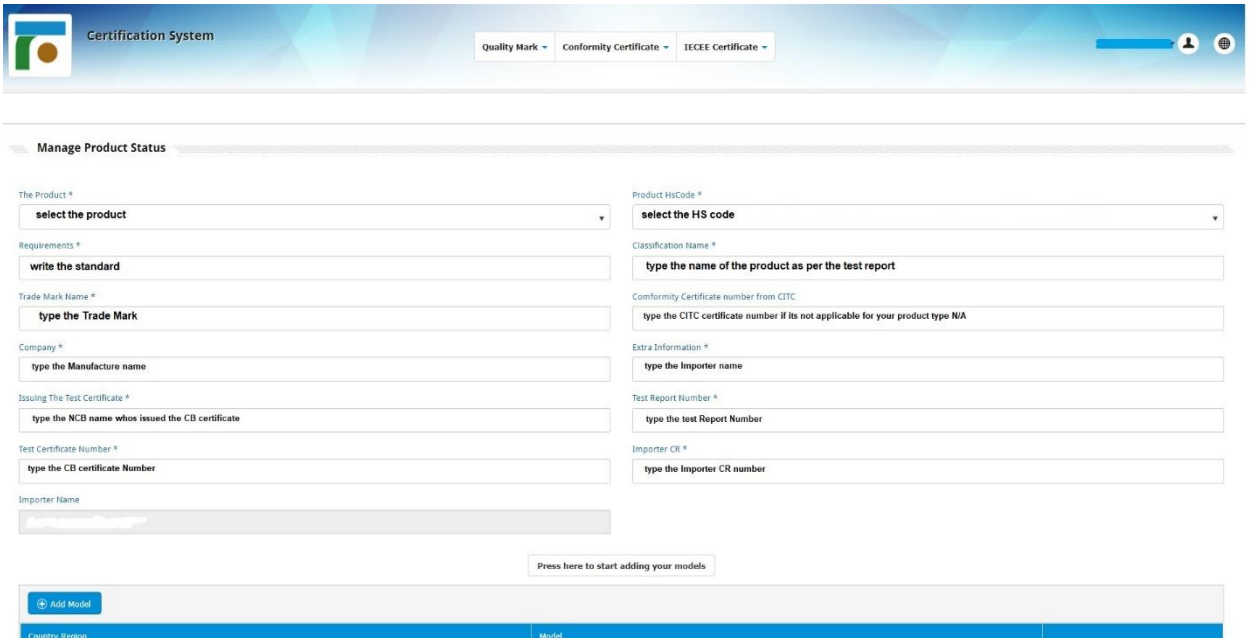
Process step 3 (Request Attachments):

Please enter the required files as shown below:

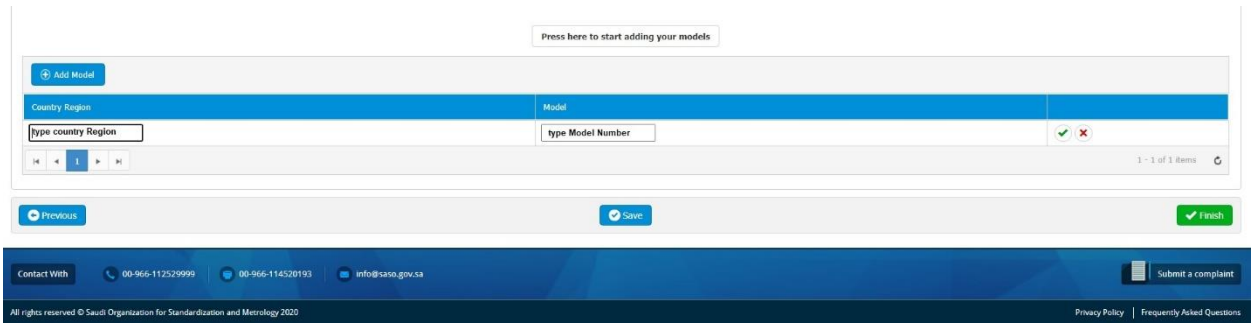
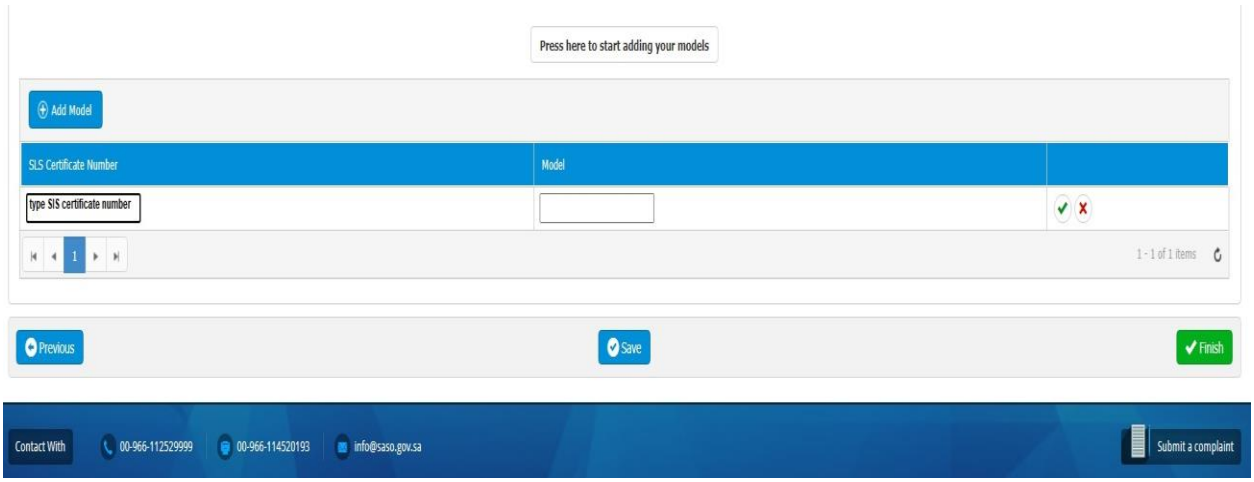


Fourth step (product data):

- Selection of the product and HS code of the product
- Entering the correct product data according to the attached technical documents and the importer Trade license
- Click on "Press here to start adding your models".
- Click on Add Model.



Then click on " Press here to start adding your models " and then press on Add Model and upon completion click on Finish :



If the product needs an energy efficiency certificate, please enter the certificate number, and the model numbers will come automatically and upon completion press Finish :