

USER MANUAL

Registrar General's Department

eBMD Online Application Public Portal

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Functionality – Online Portal

1.1 Select Language

- Select the preferred language by clicking on the relevant button. (Sinhala, English, and Tamil)
- Users navigates to this screen upon entering the below URL of the web application in a web browser.

Online.ebmd.rgd.gov.lk

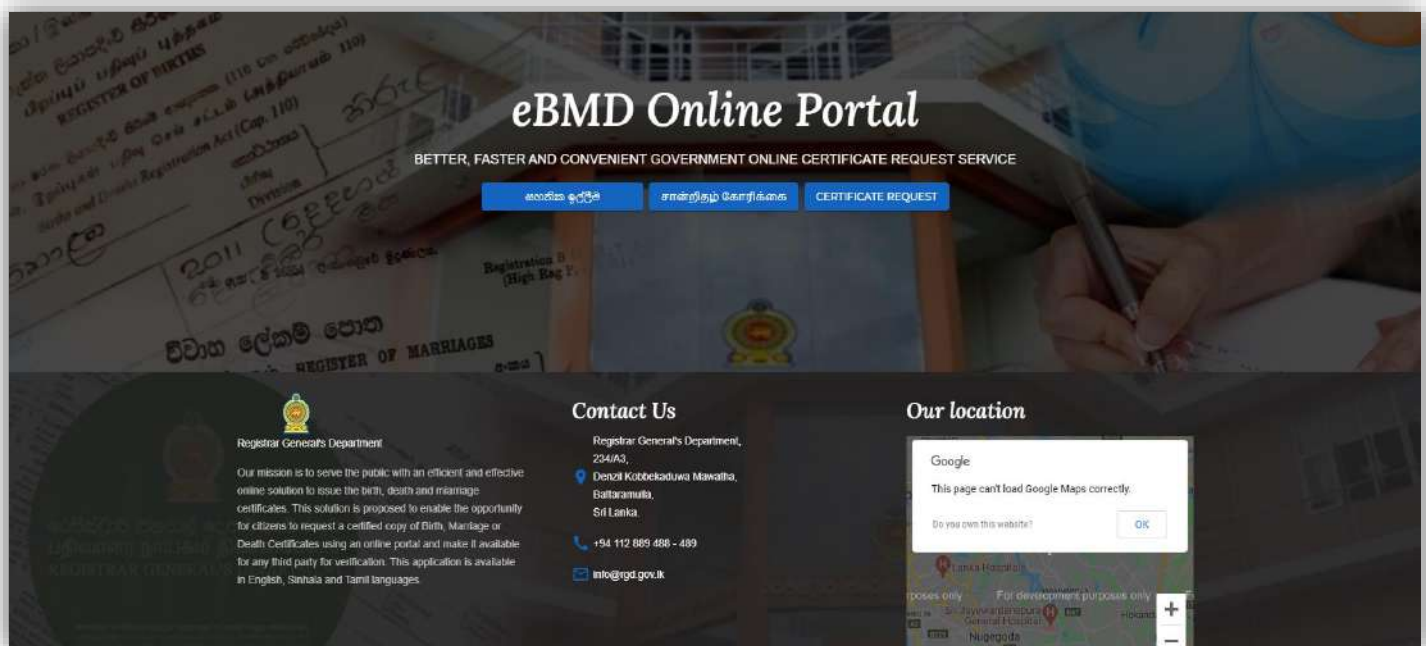


Figure 0.1: Screen for Language Selection Function

1.2 Requester Details

- Here user should verify the requester with the mobile and details of the requester will be captured.
- User enters the required details and clicks on the 'Send PIN' button to get the PIN.

The screenshot shows a web application interface for the Registrar General's Department. The main heading is "Certificate Requester Details" with the tagline "BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE". Below the heading, a message states: "Prior to place a request, please verify your mobile phone number". The form contains four input fields: "Phone No. *" with a phone icon, "NIC *" with a NIC icon, "Email" with an email icon, and "Name *" with a person icon. A blue "SEND PIN" button is located below the "Name" field. The footer section includes the Registrar General's Department logo and mission statement, contact information (234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla, Sri Lanka, phone +94 112 889 488 - 489, and email info@rgd.gov.lk), and a "Our location" section with a Google Maps placeholder showing an error message: "This page can't load Google Maps correctly. Do you own this website? OK".

Figure 0.2: Screen for Capturing Requester Details function

- Upon clicking on the 'Send Pin' Button, user views the 'Phone Number Verification' popup to enter the Pin.
- A message is displayed with the masked phone number (only last two digits should be displayed) which the pin has been sent.
- User can request another PIN after 60 seconds of receiving the previous PIN by clicking on the 'Resend PIN' button.
- User clicks on the 'Verify' button to verify the phone number and continue.

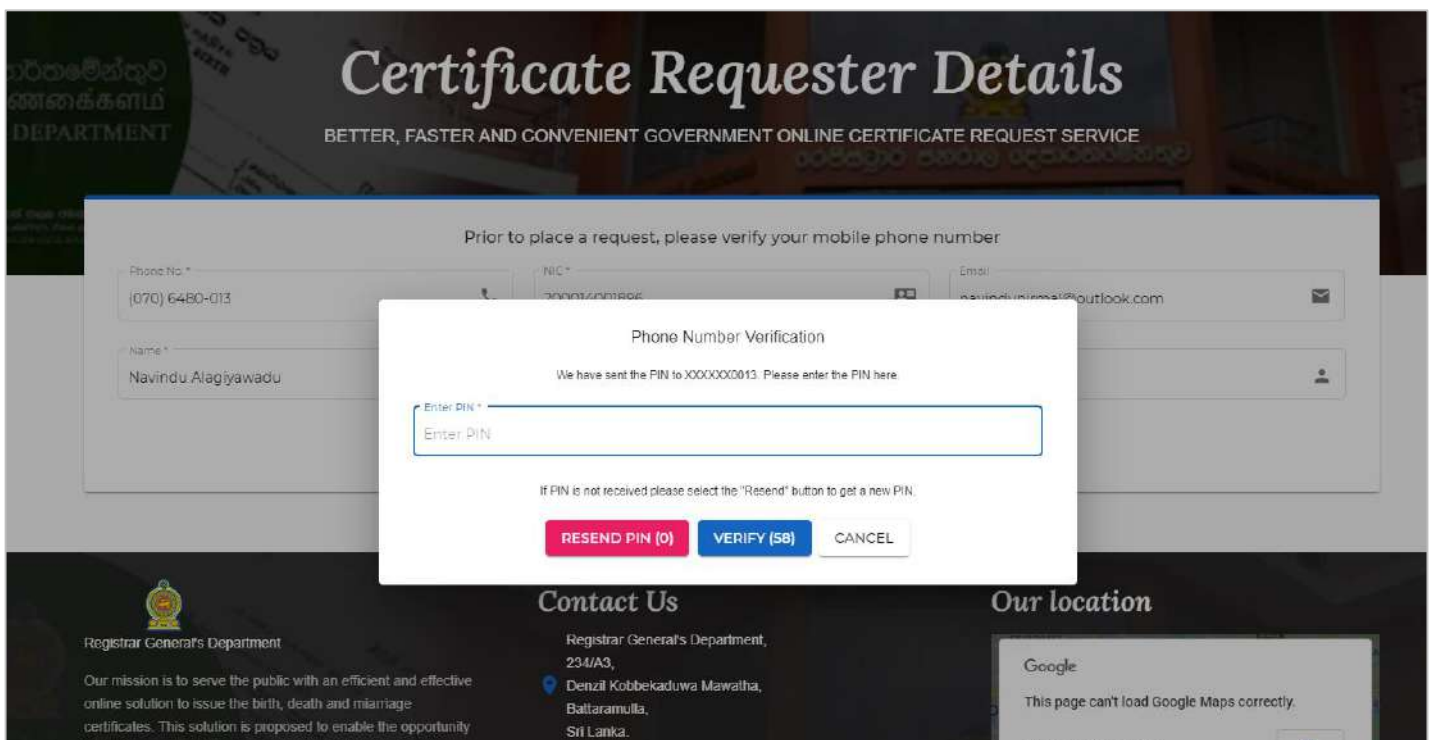


Figure 0.3: Screen for Phone Number Verification Function

- Upon verifying the phone number, user views the screen to select the certificate type and delivery/collection details.
- If 'Courier' or 'Collect from DS' is selected as the delivery type, address fields are enabled and if 'Collect' is selected as the delivery type, 'District' and 'Collection DS' fields are enabled.
- The request will be landed on the DS office which is being selected by the customer when entering the Collection/Address Details.

Please refer below screen of the Requester Details function when delivery type is 'Registered Post' or 'Courier'.

The screenshot displays the 'Request Completion' interface of the eBMD- Online Application. At the top, the header includes the 'Registrar General's Department' logo and the text 'HOME'. The main heading is 'Request Completion', followed by the tagline 'BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE'. A message states: 'Your phone number is successfully verified. Please complete your request by completing the below form.' The form contains the following fields:

- Name:** Navendu Alagiyewada
- NIC:** 200074001896
- Phone No.:** (070) 6480-013 VERIFIED
- Email:** navendu1991@gmail.com
- Certificate Type:** Birth Certificate
- Delivery Type:** Courier
- Address Line 1:** (empty)
- Address Line 2:** (empty)
- City:** (empty)
- District:** (empty)
- DS:** (empty)

At the bottom of the form, there are two buttons: 'SUBMIT' (blue) and 'CANCEL' (red).

Figure 0.4: Screen for Requester Details-Delivery Type= 'Registered Post' or 'Courier' function

Please refer below screen of the Requester Details function when delivery type is 'Collect'.

The screenshot shows a web application interface for the Registrar General's Department. The header includes the department name and a 'HOME' link. The main heading is 'Request Completion' with the tagline 'BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE'. A message states: 'Your phone number is successfully verified. Please complete your request by completing the below form.' The form contains the following fields:

- Name:** Navindu Alekyaenadu
- NIC:** 200074001896
- Phone No.:** (070) 6480-013 VERIFIED
- Email:** navindunimal@outlook.com
- Certificate Type:** Birth Certificate
- Delivery Type:** Collect
- Collection District:** (dropdown menu)
- Collection DS:** (dropdown menu)

At the bottom of the form are two buttons: 'SUBMIT' (blue) and 'CANCEL' (red).

Figure 0.5: Screen for Requester Details-Delivery Type= 'Collect' function

1.3 Request Birth Certificate

- Purpose of this functionality is to capture the birth certificate details that the customer is requesting.
- Users navigates to this screen upon selecting 'Birth Certificate' as the certificate type in the requester details page.
- User clicks on the 'Upload certificate' button to upload a sample of the certificate.
- If user clicks on the 'Consular' checkbox, 'Country' field should be enabled to select the country.
- If user clicks on the 'Amendment Done' checkbox, 'Amended Date' field should be enabled to select the 'Amended Date'.
- User enters the required details and clicks on the 'Submit' button and will be directed to the 'Request Confirmation' screen.

Registrar General's Department HOME

Birth certificate request

BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE

Please fill the form with the requesting birth certificate information.

Certificate No.	Consular Birth Certificate: <input type="checkbox"/>	Country
Registered District *	Registered DS *	Registered Division *
DOB *	Name *	Gender *
Mother's Name	Amendment Done: <input type="checkbox"/>	Amended Date

NO IMAGE

UPLOAD CERTIFICATE

SUBMIT CANCEL

Figure 0.6: Screen for Request Birth Certificate function

1.4 Request Marriage Certificate

- Purpose of this functionality is to capture the marriage certificate details that the customer is requesting.
- Users navigates to this screen upon selecting 'Marriage Certificate' as the certificate type in the requester details page.
- User clicks on the 'Upload certificate' button to upload a sample of the certificate.
- User enters the required details and clicks on the 'Submit' button and will be directed to the 'Request Confirmation' screen.

The screenshot displays the 'Request Marriage Certificate' web application interface. At the top, there is a blue header with the 'Gov.IL' logo and the text 'Registrar General's Department HOME'. Below this, a large banner features the title 'Request Marriage Certificate' in a serif font, with the tagline 'BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE' underneath. The main content area contains a form titled 'Please fill the form with the requesting marriage certificate information.' The form includes several input fields: 'Certificate No.' with a document icon, 'Consular Marriage Certificate:' with a checkbox, 'Country' with a dropdown arrow, 'Registered Date *' with a calendar icon, 'Male Name *' and 'Female Name *' with person icons, 'Name of Registrar' with a person icon, 'Registrar Division' with a location pin icon, 'Registered District *' with a dropdown arrow, 'Registered DS' with a dropdown arrow, and 'Division' with a dropdown arrow. Below the form, there is a large gray camera icon and the text 'NO IMAGE'. At the bottom of the form, there is a blue bar with the text 'UPLOAD CERTIFICATE', and below that, two buttons: 'SUBMIT' (blue) and 'CANCEL' (red).

Figure 0.7: Screen for Request Marriage Certificate function

1.5 Request Death Certificate

- Purpose of this functionality is to capture the death certificate details that the customer is requesting.
- Users navigates to this screen upon selecting 'Death Certificate' as the certificate type in the requester details page.
- User clicks on the 'Upload certificate' button to upload a sample of the certificate.
- User enters the required details and clicks on the 'Submit' button and will be directed to the 'Request Confirmation' screen.

Please fill the form with the requesting death certificate information.

Certificate No.	Consular Death Certificate: <input type="checkbox"/>	Country
Name *	Death Date *	Place of Death
Death District	Death OS	Death Division
Gender *		

NO IMAGE

UPLOAD CERTIFICATE

SUBMIT CANCEL

Figure 0.8: Screen for Request Death Certificate function

1.6 Request Details Confirmation

- Purpose of this functionality is to display the request details to the requester to confirm.
- Users navigates to this screen upon clicking on the 'Submit' button from the relevant certificate request screen after entering the certificate details.
- User views the request details and a preview of the uploaded sample of the certificate.
- User clicks on the 'Back' button to go back and edit the request details.
- User clicks on the 'Confirm' button to confirm the request and submit the request to the system.

The screenshot shows the 'Request Confirmation' screen of the Registrar General's Department. The header includes the department name and a 'HOME' link. The main title is 'Request Confirmation' with the tagline 'BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE'. A message states: 'Your request creation is almost completed. Please check the details provided and confirm.' The form contains the following details:

Field	Value
Name	Nayindu Alagayewadu
NIC	20004001896
Phone No.	(070) 6480-013
Email	nayindunimai@outlook
Date of Birth	Birth Certificate
Certificate Type	Collect
Collection District	Galle
Collection ID	Galle Four Gravets

At the bottom of the form are two buttons: 'CONFIRM' (blue) and 'BACK' (red).

Figure 0.9: Screen for Request Details Confirmation function

1.7 Payment

- Purpose of this functionality is to display the payment details to the requester and direct the requester to the payment process.

- Users navigates to this screen upon clicking on the Payment Link sent by the eBMD via SMS and Email.
- User views the payment details and a masked preview of the certificate to be printed.
- User can select up to maximum number of 5 copies.
- Once user selects the number of copies, the total amount should be calculated accordingly.
- Upon clicking on the 'Pay' button after selecting the number of copies, user navigates to the payment gateway to proceed the payment.

Registrar General's Department, Home

Certificate Print & Payment Details

BETTER, FASTER AND CONVENIENT GOVERNMENT ONLINE CERTIFICATE REQUEST SERVICE

Payment

Number of copies: 5

Amount: 25000.00

Masked preview of the certificate:

S.No	Name	Age	Sex	Religion	Caste	Address	Signature
1.	சுமரேஸ்வரி	1973	Female	Hindu	செங்குந்தர்	செங்குந்தர்	சுமரேஸ்வரி
2.	சுமரேஸ்வரி	1973	Female	Hindu	செங்குந்தர்	செங்குந்தர்	சுமரேஸ்வரி
3.	சுமரேஸ்வரி	1973	Female	Hindu	செங்குந்தர்	செங்குந்தர்	சுமரேஸ்வரி
4.	சுமரேஸ்வரி	1973	Female	Hindu	செங்குந்தர்	செங்குந்தர்	சுமரேஸ்வரி
5.	சுமரேஸ்வரி	1973	Female	Hindu	செங்குந்தர்	செங்குந்தர்	சுமரேஸ்வரி

Upon clicking on the "PAY" button, you agree our Terms & Conditions

[PAY](#) [CANCEL](#)

Figure 0.10: Screen for Payment function