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.
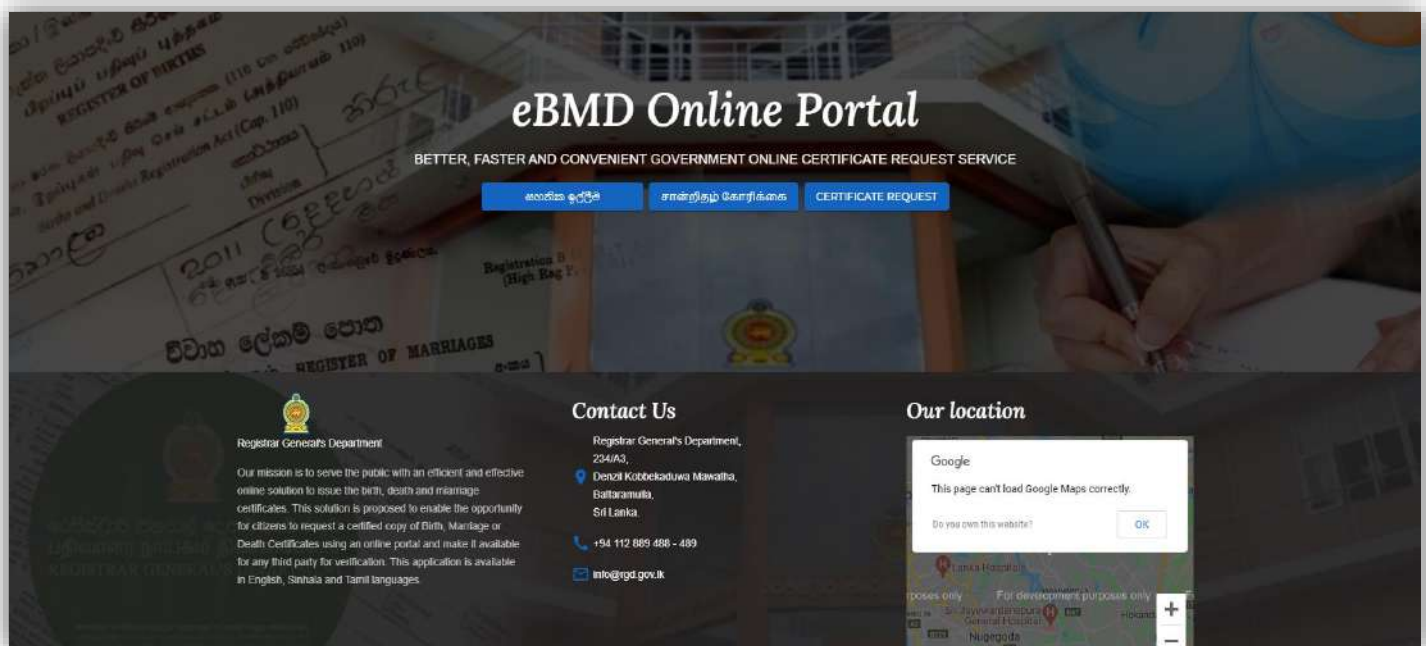
  Online.ebmd.rgd.gov.lk

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.

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.
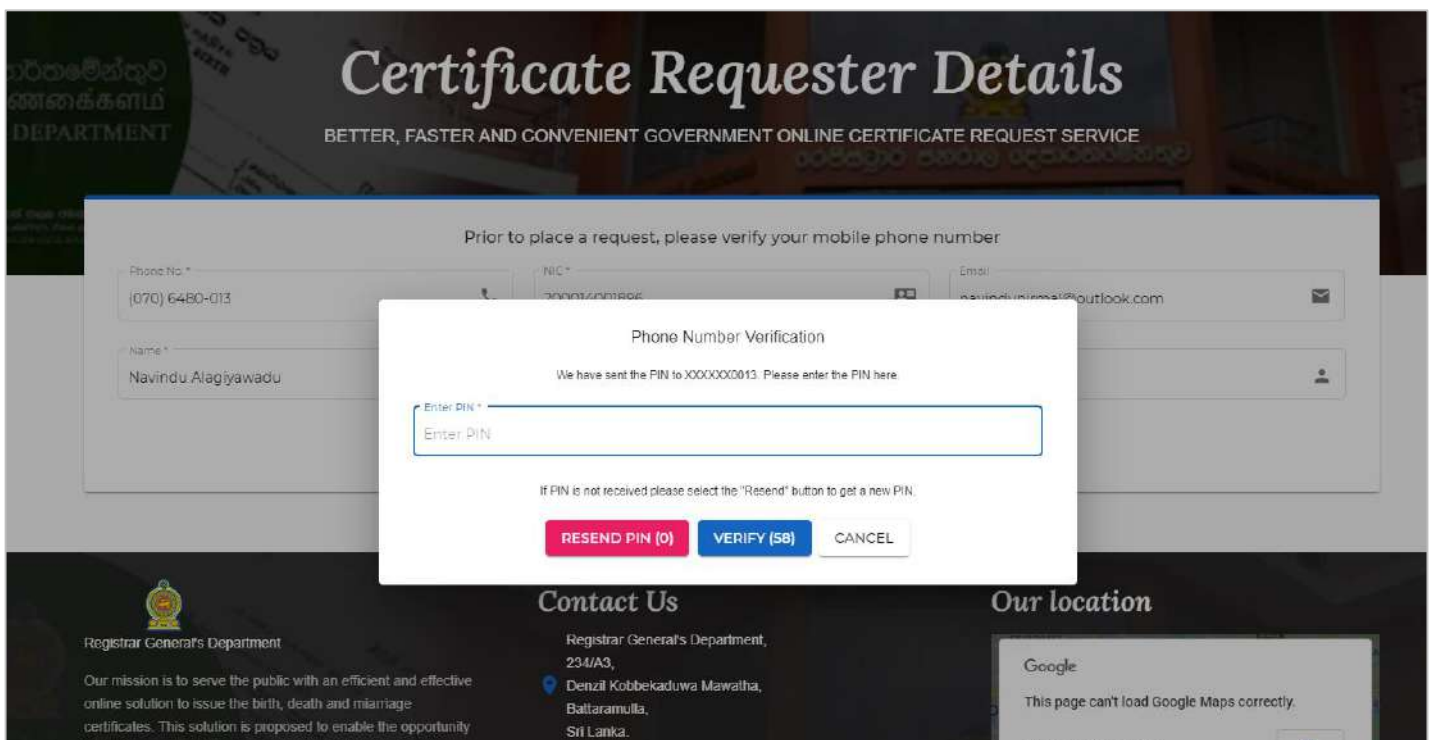

Figure 0.3: Screen for Phone Number Verification Function

- 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'.

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'.

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.

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.

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.

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.

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.

Figure 0.10: Screen for Payment function