

GOVERNMENT OF NEPAL  
*Ministry of Forests and Environment*

# NFC

Nepal Forest Certification System

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## USER MANUAL

*Version: [ 1.0 ]*  
*Published: [ June, 2026 ]*

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## Table of Contents

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Acronyms.....	4
1.1 Background.....	5
1.2 Purpose of this Manual .....	5
1.3 Scope.....	5
2.1 System Requirements.....	7
2.2 Accessing the Platform .....	7
2.3 Creating an Account .....	8
2.3.1 Create an Applicant.....	8
2.3.2 Create an Examiner.....	16
2.4 Logging In.....	24
2.4.1 Logging In for any user role .....	24
2.4.2 Forgot Password.....	26
2.5 Leave a Message .....	28
2.6 Profile Page.....	32
2.7 Change Language.....	34
2.8 Logout.....	36
3.1 Filling the Application Form .....	38
3.2 Editing the Application.....	50
3.3 Uploading Required Documents.....	53
3.3 Full Application Form Submission.....	56
3.4 Tracking Application Status .....	60
4.1 Registering as an Examiner .....	63
4.2 Editing the Examiner Application .....	66
4.3 Upload the Documents.....	68
4.4 Reviewing and Evaluating Applications.....	71
5.1 Dashboard Panel .....	78
5.2 Contacts.....	80
5.3 Form Management .....	81
6.1 User Management .....	85
6.1.1 Applicants .....	85
6.1.2 Examiners .....	89

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6.1.3 Admins.....	94
6.1.4 Approvers.....	97
6.1.5 Issuers .....	100
6.2 Application Management.....	103
6.2.1 NFC Applications .....	103
6.2.2 Examiner Applications.....	109
6.3 Verification Process .....	113
6.3 Certification .....	119
6.3.1 Under Approval .....	119
6.3.2 Under Issuance.....	124
7.1 Download & Installation.....	133

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## Acronyms

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Acronym	Full Form
DFO	Division Forest Office
MoFE	Ministry of Forests and Environment
NFC	Nepal Forest Certification
REDD	Reducing Emissions from Deforestation and Forest Degradation
GoN	Government of Nepal
URL	Uniform Resource Locator
API	Application Programming Interface
CSV	Comma-Separated Values
GPS	Global Positioning System

# 01

## Introduction

*Background, purpose and scope*

### 1.1 Background

NFC certification is a role-based application for managing forest certification and verification workflows. The system supports five main user roles: Applicant, Examiner, Admin, Approver, and Issuer. Each role has dedicated dashboards, permissions, and workflows.

### 1.2 Purpose of this Manual

This User Manual provides comprehensive guidance for using the Nepal Forest Certification (NFC) System available at [nfc.redd.gov.np](http://nfc.redd.gov.np). The manual is designed to help users understand and effectively utilize the platform's features and services.

The document serves as a reference for all user groups, including applicants seeking forest certification, examiners responsible for reviewing and evaluating applications, system administrators managing users and certificates, and other authorized stakeholders. It explains the procedures for account registration, application submission, document management, application review, certificate issuance, and system administration.

The objective of this manual is to ensure consistent and efficient use of the NFC platform while promoting transparency, accuracy, and accountability throughout the forest certification process.

### 1.3 Scope

This manual covers the functionality and operational procedures of the NFC Certification System. It includes instructions and guidance for the following areas:

- User registration and authentication for applicants, examiners, and administrators.
- Submission of certification applications and supporting documents.
- Application review, evaluation, and decision-making processes conducted by examiners.
- Tracking application status and managing certification records.
- Certificate generation, issuance, verification and administration.
- Dashboard features, document management tools, reporting capabilities, and audit logs.
- Mobile application usage for field data collection, GPS-based information capture, and synchronization with the central system.

This manual applies to all authorized users of the NFC platform and focuses on the use of the system's web and mobile applications. It does not cover internal software development, server administration, or technical implementation details beyond what is necessary for end users to operate the system effectively.

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**Data Notice**

*All data and certification records managed in the NFC system are the property of the Division Forest Office, Government of Nepal. Access is governed by national forest policy.*

# 02 Getting Started

*System requirements, access and account creation*

## 2.1 System Requirements

To use the NFC Certification System, the following are recommended:

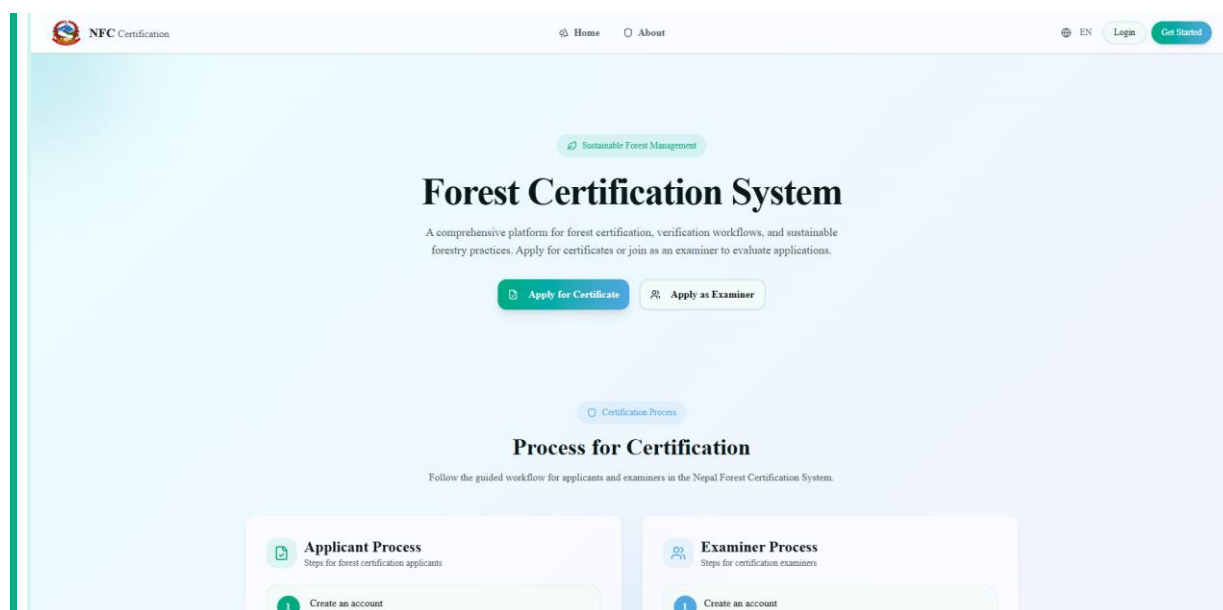
Requirement	Recommendation
Internet Connection	Minimum 2 Mbps for smooth operation
Browser	Google Chrome or Mozilla Firefox (latest versions)
Screen Resolution	Full HD (1920×1080) or higher recommended
Mobile App	Android device for field data collection app

## 2.2 Accessing the Platform

Open any supported web browser and navigate to:

<https://nfc.redd.gov.np>

**Troubleshoot**  
 If the page does not load, press *Ctrl+F5* to hard-refresh. Check your internet connection or contact your system administrator.

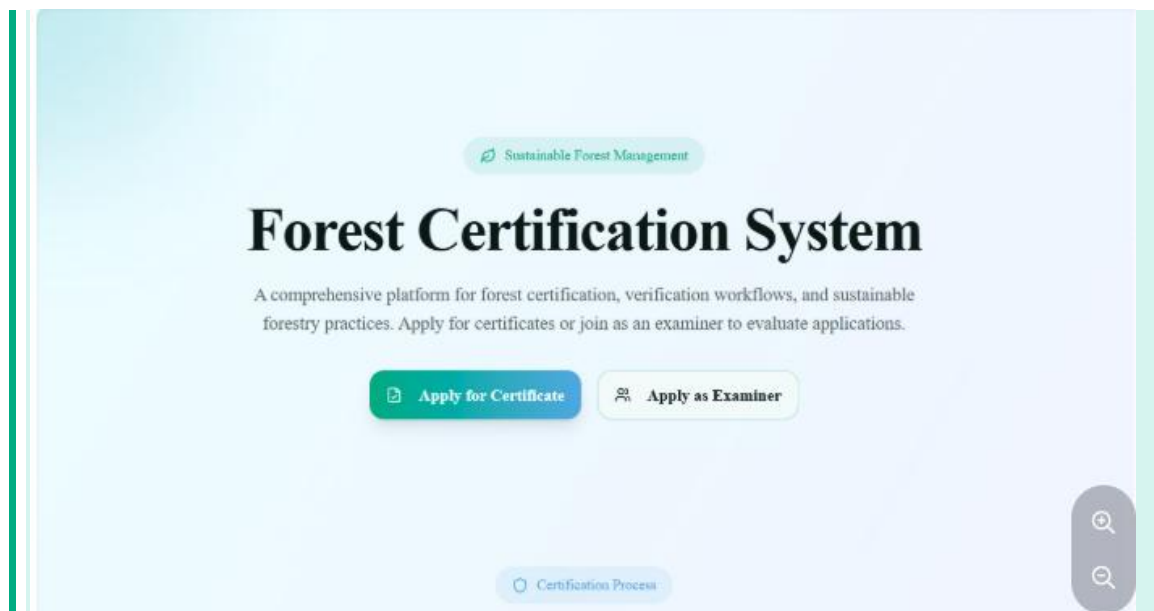


## 2.3 Creating an Account

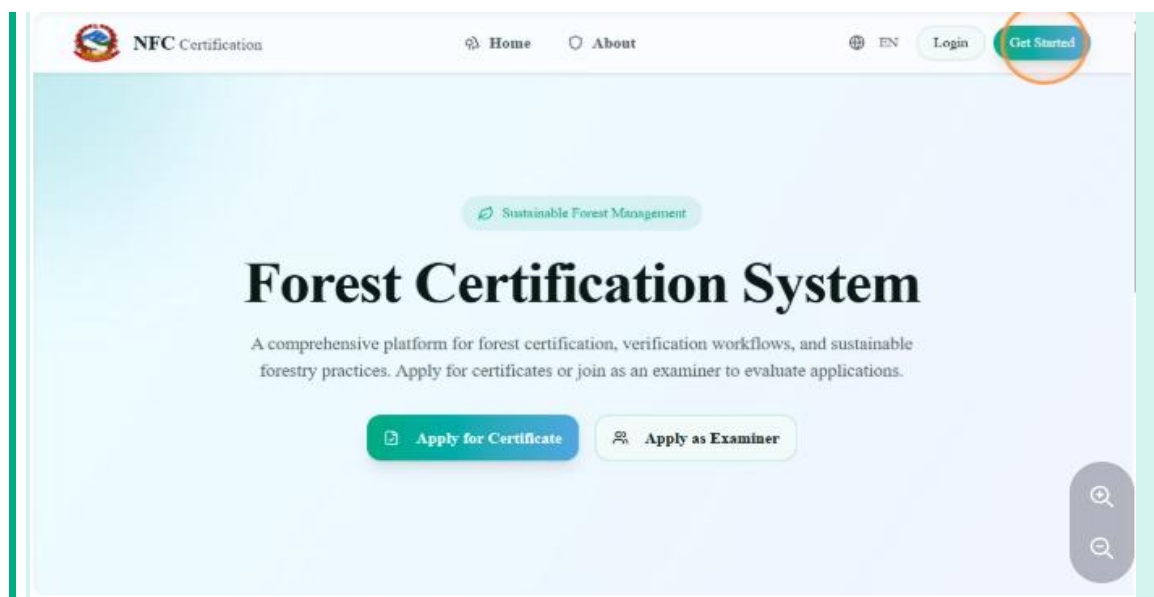
New users must register before accessing the system. Follow the steps below:

### 2.3.1 Create an Applicant

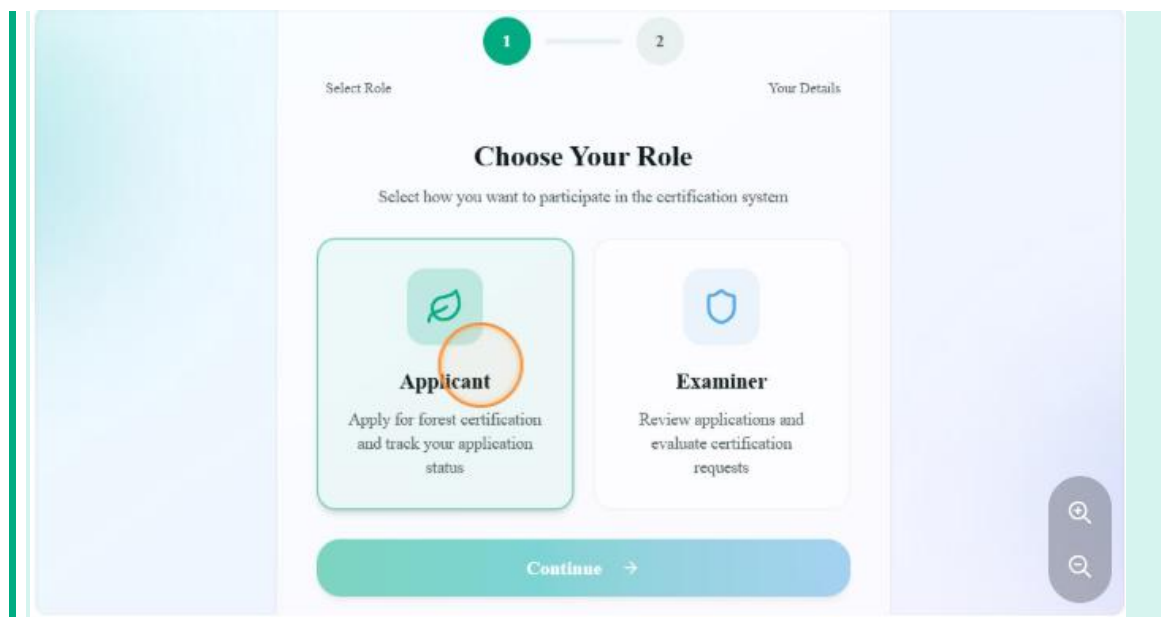
1. Navigate to <https://nfc.redd.gov.np/>.



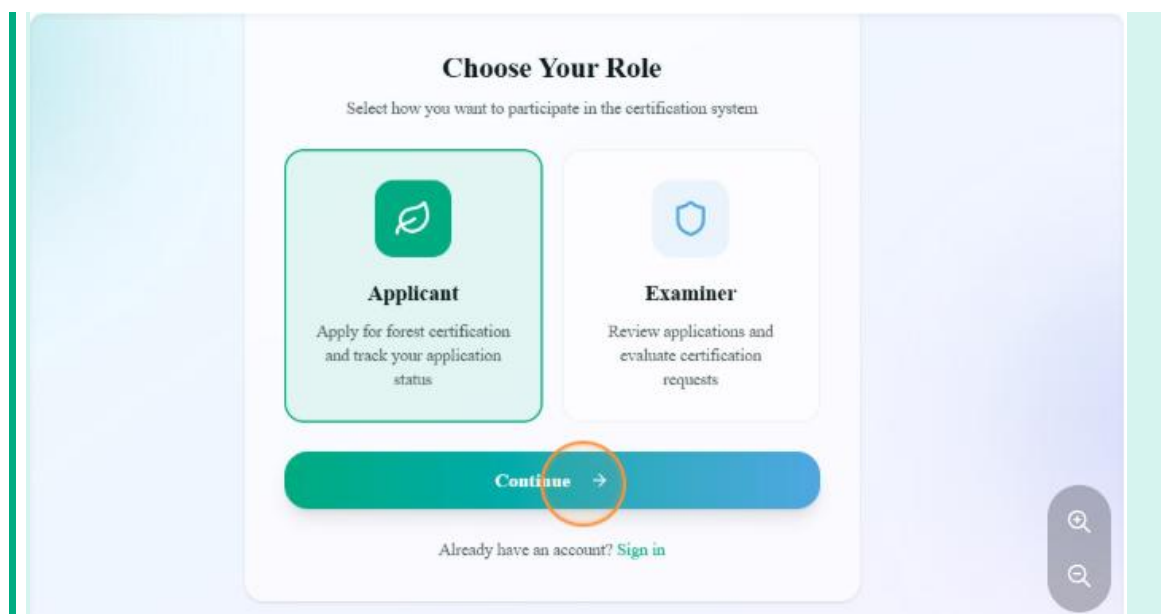
2. Click "Get Started".



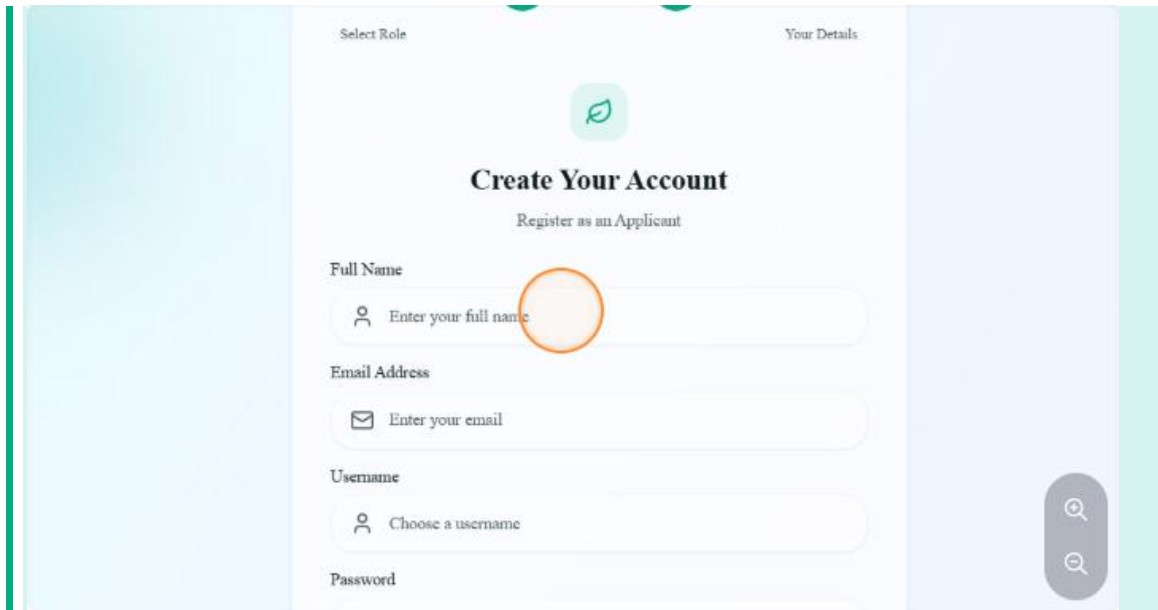
3. Click "Applicant".



4. Click "Continue".

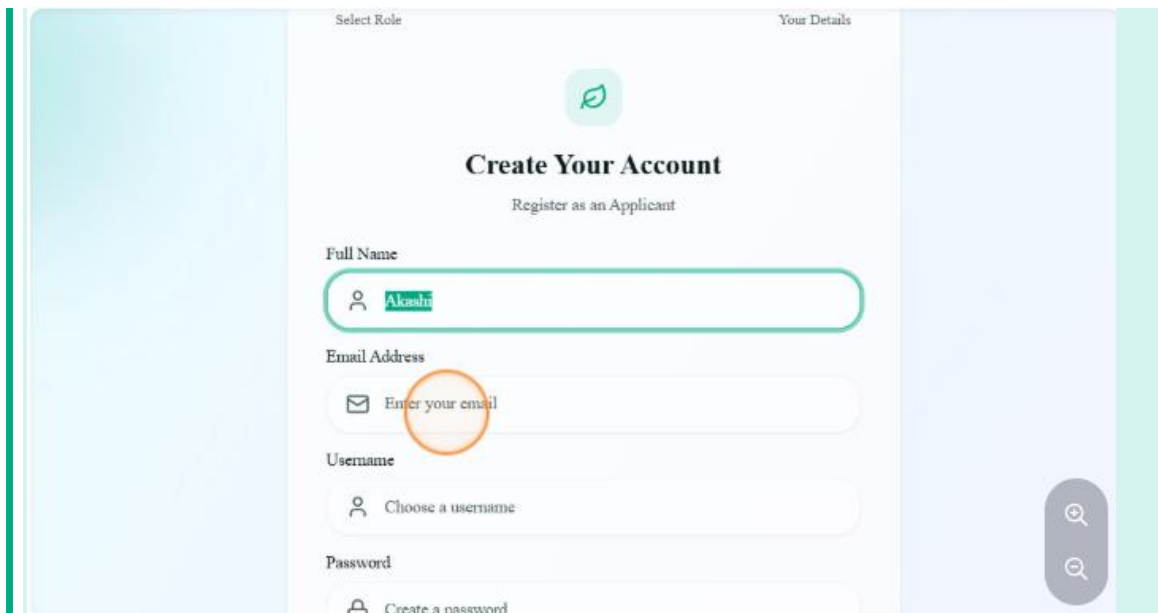


5. Click the "Full Name" field. Type your name.



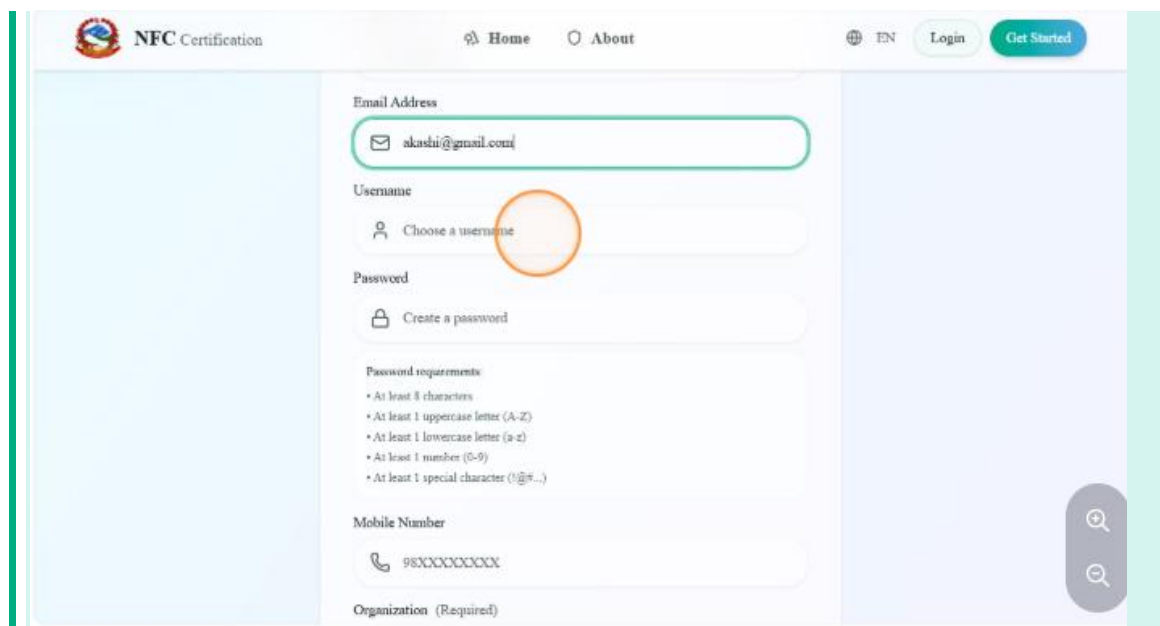
The screenshot shows a registration form titled "Create Your Account" with the subtitle "Register as an Applicant". The form includes fields for "Full Name", "Email Address", "Username", and "Password". The "Full Name" field is highlighted with an orange circle, indicating it is the current step. The "Full Name" field contains the placeholder text "Enter your full name". The "Email Address" field contains the placeholder text "Enter your email". The "Username" field contains the placeholder text "Choose a username". The "Password" field is empty. The form is set against a light blue background with a green sidebar on the right.

6. Click the "Email Address" field. Type your email.



The screenshot shows the same registration form as above, but now the "Full Name" field is filled with the text "Akash". The "Email Address" field is highlighted with an orange circle, indicating it is the current step. The "Email Address" field contains the placeholder text "Enter your email". The "Username" field contains the placeholder text "Choose a username". The "Password" field contains the placeholder text "Create a password". The form is set against a light blue background with a green sidebar on the right.

7. Click the "Username" field. Type your Username.

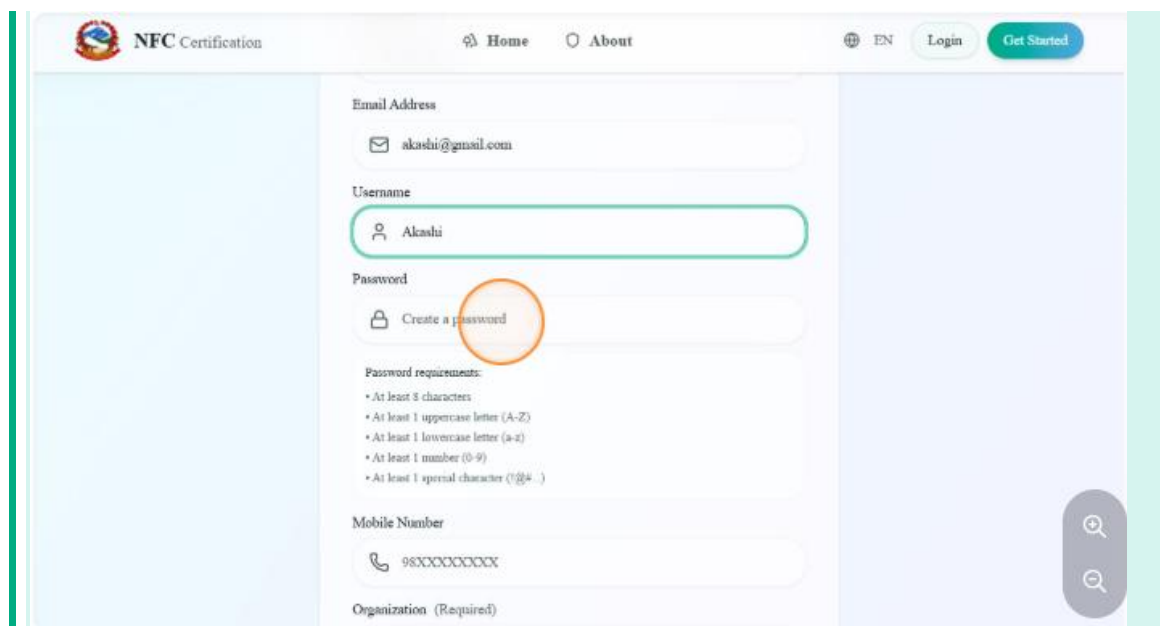


The screenshot shows the registration form for the NFC Certification system. The form includes the following fields and elements:

- Email Address:** akashi@gmail.com
- Username:** Choose a username (highlighted with an orange circle)
- Password:** Create a password
- Password requirements:**
  - At least 8 characters
  - At least 1 uppercase letter (A-Z)
  - At least 1 lowercase letter (a-z)
  - At least 1 number (0-9)
  - At least 1 special character (@!#%...)
- Mobile Number:** 98XXXXXXXX
- Organization (Required):** (empty field)

The top navigation bar includes the NFC Certification logo, Home and About links, language selection (EN), and Login and Get Started buttons.

8. Click the "Password" field. Type your Password.

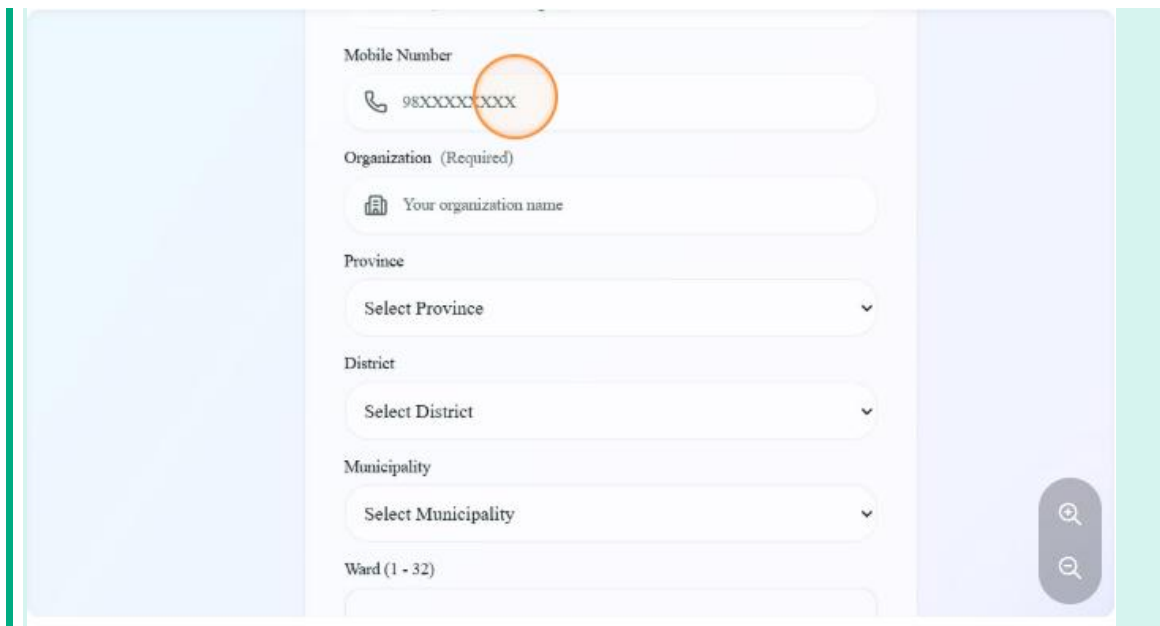


The screenshot shows the registration form for the NFC Certification system. The form includes the following fields and elements:

- Email Address:** akashi@gmail.com
- Username:** Akashi
- Password:** Create a password (highlighted with an orange circle)
- Password requirements:**
  - At least 8 characters
  - At least 1 uppercase letter (A-Z)
  - At least 1 lowercase letter (a-z)
  - At least 1 number (0-9)
  - At least 1 special character (@!#%...)
- Mobile Number:** 98XXXXXXXX
- Organization (Required):** (empty field)

The top navigation bar includes the NFC Certification logo, Home and About links, language selection (EN), and Login and Get Started buttons.

9. Click the "Mobile Number" field. Type your Mobile Number.

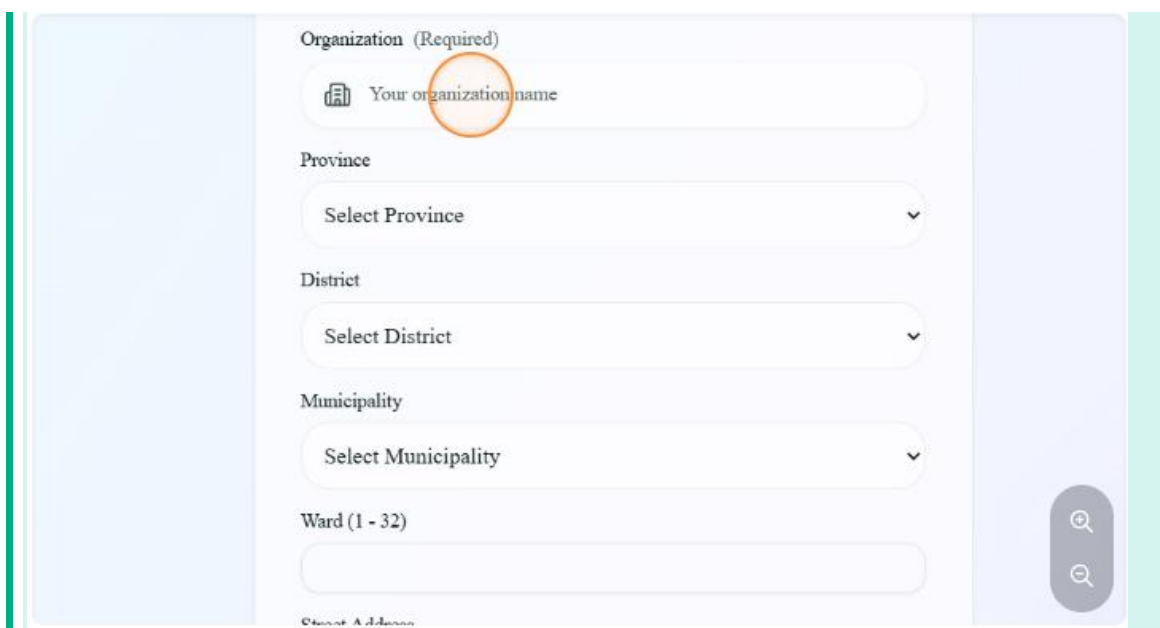


The screenshot shows a registration form with the following fields:

- Mobile Number:** A text input field containing "98XXXXXXX" with a telephone icon on the left. This field is circled in orange.
- Organization (Required):** A text input field with a building icon on the left and the placeholder text "Your organization name".
- Province:** A dropdown menu with the text "Select Province".
- District:** A dropdown menu with the text "Select District".
- Municipality:** A dropdown menu with the text "Select Municipality".
- Ward (1 - 32):** A text input field.

On the right side of the form, there are two magnifying glass icons stacked vertically.

10. Click the "Organization (Required)" field. Type your organization name.

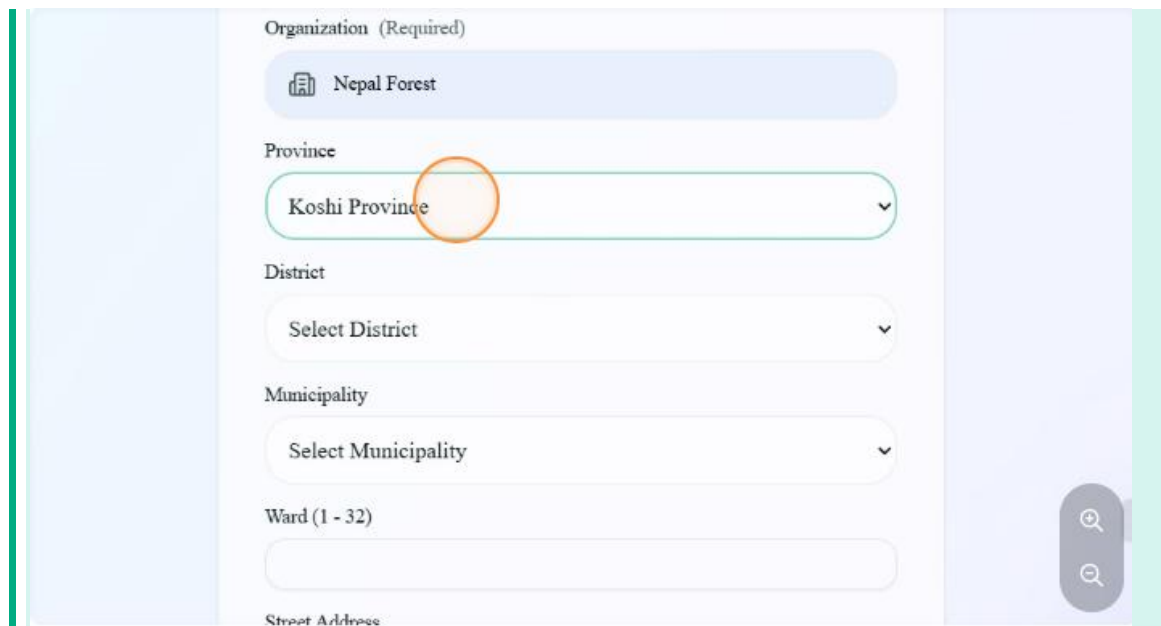


The screenshot shows the same registration form as above, but with the "Organization (Required)" field circled in orange. The other fields are:

- Province:** A dropdown menu with the text "Select Province".
- District:** A dropdown menu with the text "Select District".
- Municipality:** A dropdown menu with the text "Select Municipality".
- Ward (1 - 32):** A text input field.

The "Street Address" field is partially visible at the bottom of the form. The magnifying glass icons are also present on the right side.

11. Select your Province from the provided options.

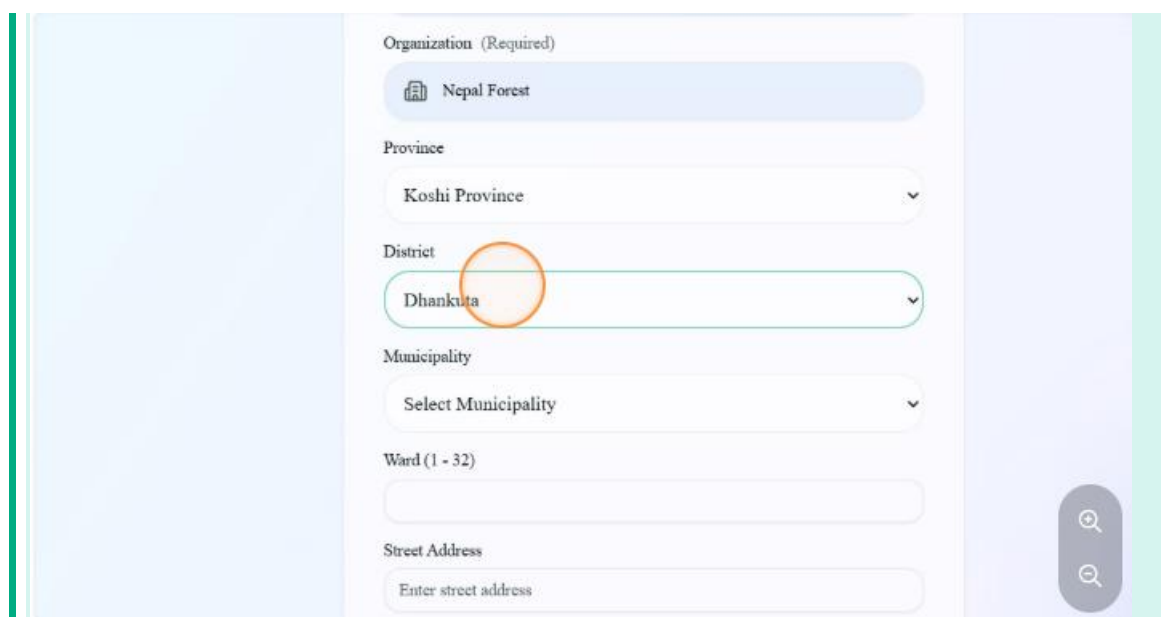


The screenshot shows a registration form with the following fields:

- Organization (Required): Nepal Forest
- Province: Koshi Province (highlighted with an orange circle)
- District: Select District
- Municipality: Select Municipality
- Ward (1 - 32): [Empty field]
- Street Address: [Empty field]

On the right side, there are two magnifying glass icons for search.

12. Select your District from the provided options.

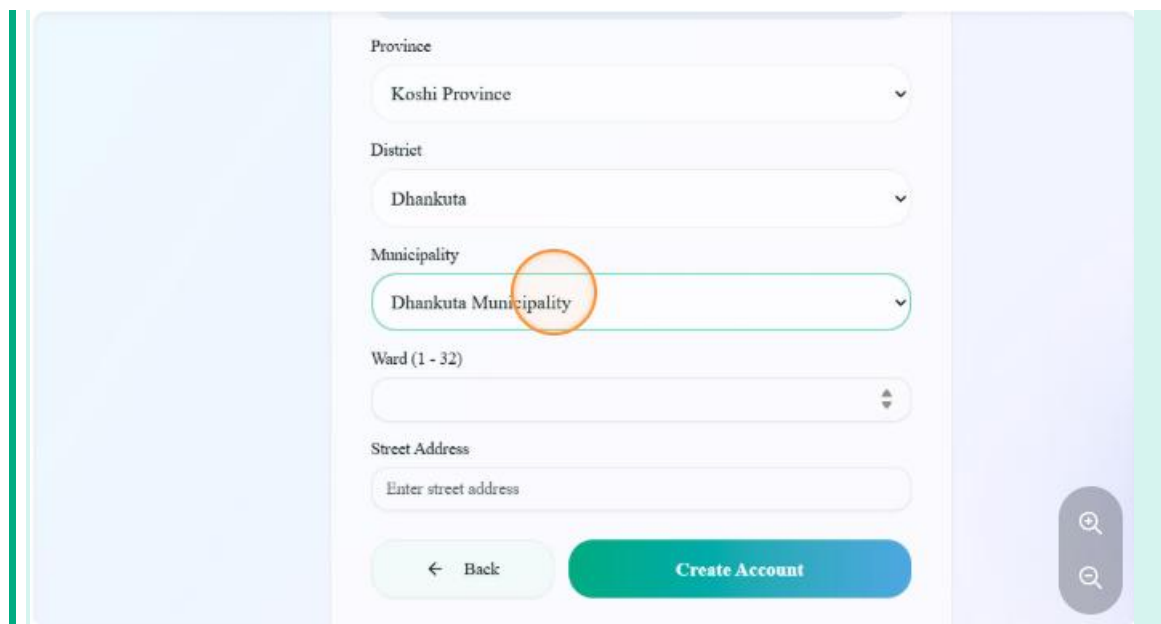


The screenshot shows the same registration form as above, but with the District field selected:

- Organization (Required): Nepal Forest
- Province: Koshi Province
- District: Dhankuta (highlighted with an orange circle)
- Municipality: Select Municipality
- Ward (1 - 32): [Empty field]
- Street Address: Enter street address

On the right side, there are two magnifying glass icons for search.

13. Select your Municipality from the provided options.

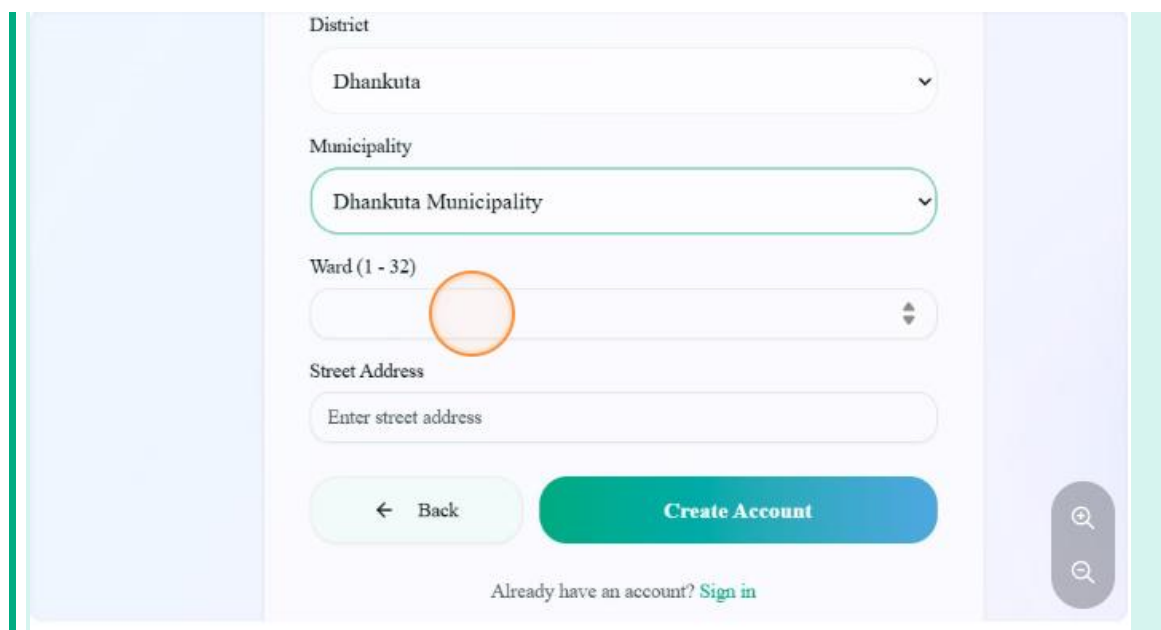


The screenshot shows a registration form with the following fields and options:

- Province: Koshi Province
- District: Dhankuta
- Municipality: Dhankuta Municipality (highlighted with an orange circle)
- Ward (1 - 32): (empty dropdown)
- Street Address: Enter street address

At the bottom, there are two buttons: a light blue "Back" button with a left arrow and a dark blue "Create Account" button. On the right side, there are two magnifying glass icons in a vertical stack.

14. Click the "Ward" field. Type your Ward number.

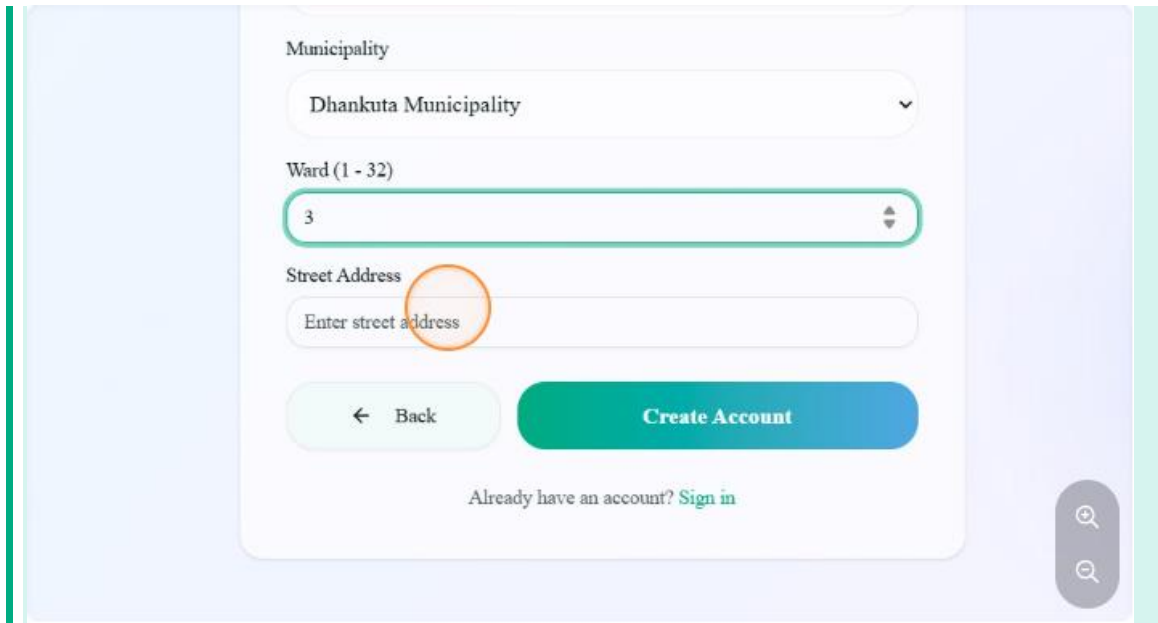


The screenshot shows the registration form with the following fields and options:

- District: Dhankuta
- Municipality: Dhankuta Municipality
- Ward (1 - 32): (empty dropdown, highlighted with an orange circle)
- Street Address: Enter street address

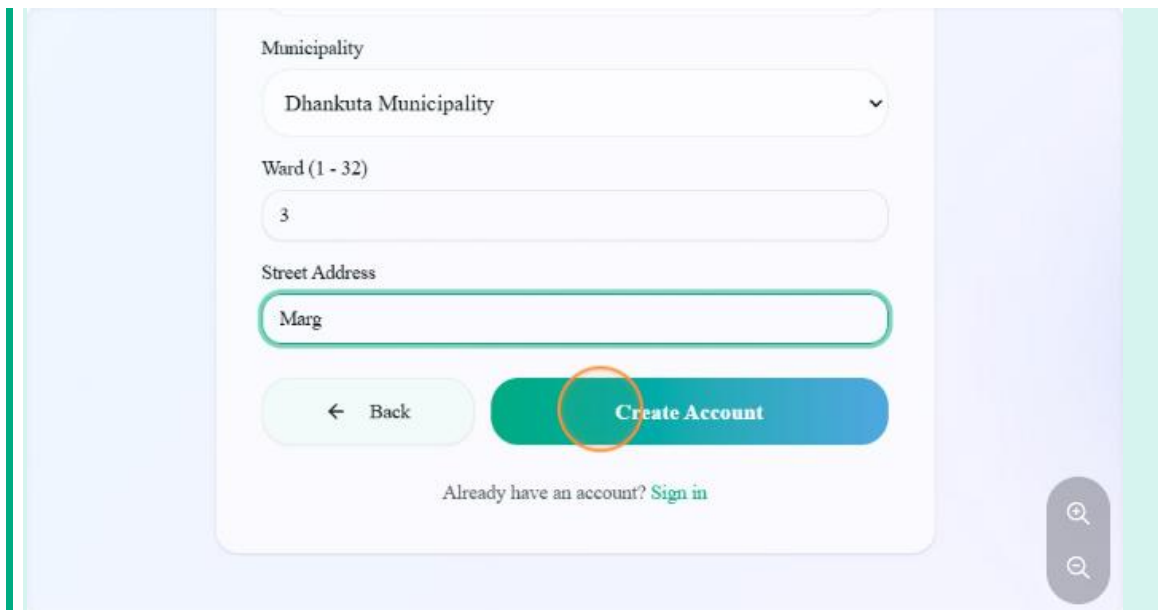
At the bottom, there are two buttons: a light blue "Back" button with a left arrow and a dark blue "Create Account" button. Below the "Create Account" button, there is a link: "Already have an account? [Sign in](#)". On the right side, there are two magnifying glass icons in a vertical stack.

15. Click the "Street address" field. Type your Street address.



The screenshot shows a mobile application interface for account creation. It features three input fields: 'Municipality' (a dropdown menu with 'Dhankuta Municipality' selected), 'Ward (1 - 32)' (a text input field with '3' entered), and 'Street Address' (a text input field with the placeholder text 'Enter street address'). The 'Street Address' field is highlighted with an orange circle. Below the fields are two buttons: a light blue 'Back' button with a left arrow and a dark blue 'Create Account' button. At the bottom, there is a link that says 'Already have an account? Sign in'. On the right side of the screen, there are two magnifying glass icons in a vertical stack.

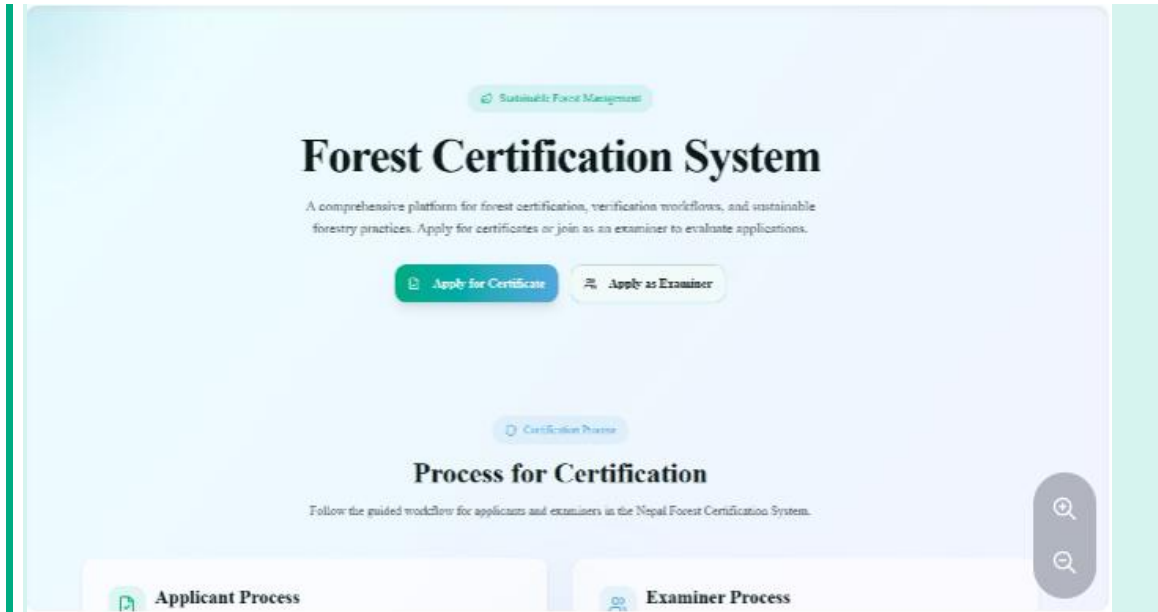
16. Click "Create Account".



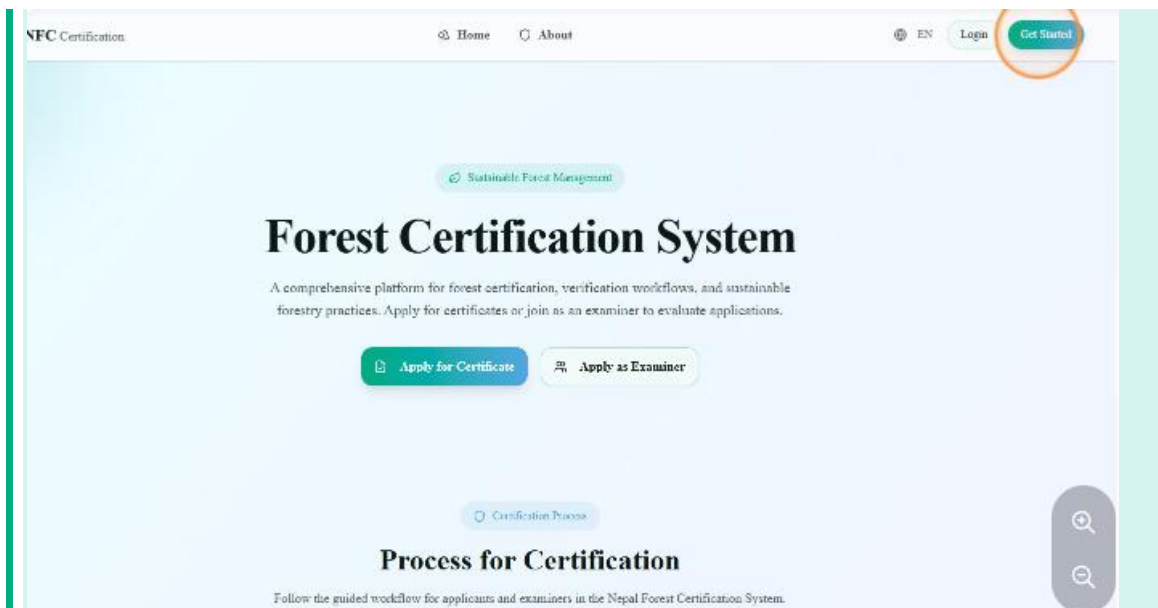
The screenshot shows the same mobile application interface as in the previous step. The 'Street Address' field now contains the text 'Marg'. The 'Create Account' button is highlighted with an orange circle, indicating it is the next step to click. The 'Back' button and the 'Sign in' link remain visible at the bottom. The magnifying glass icons are still present on the right side of the screen.

## 2.3.2 Create an Examiner

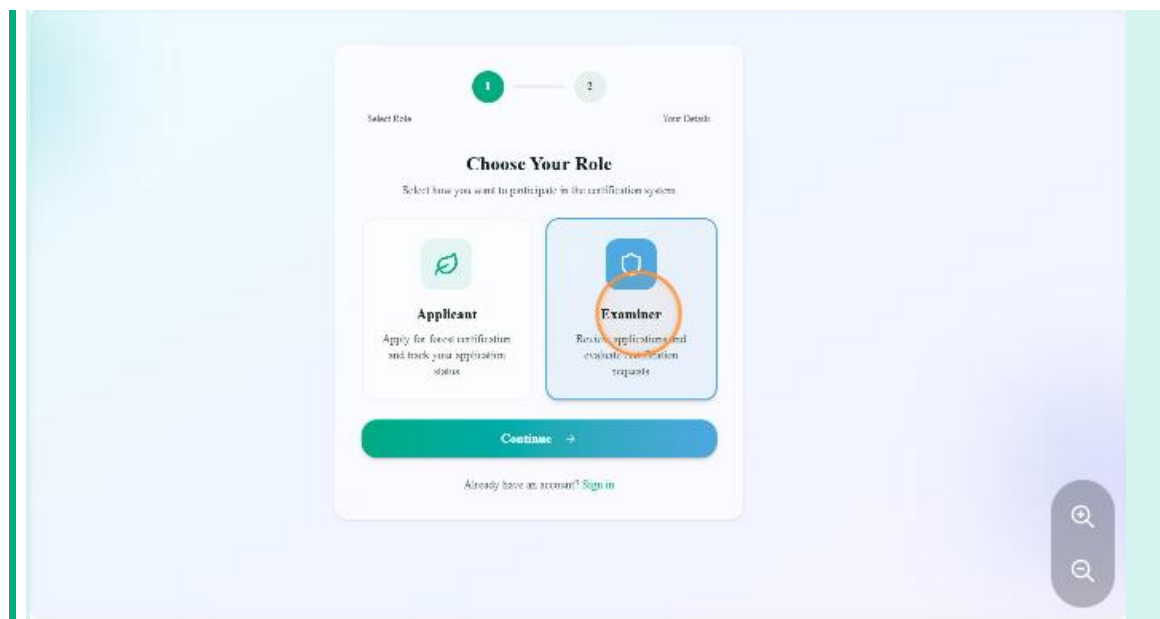
1. Navigate to <https://nfc.redd.gov.np/> .



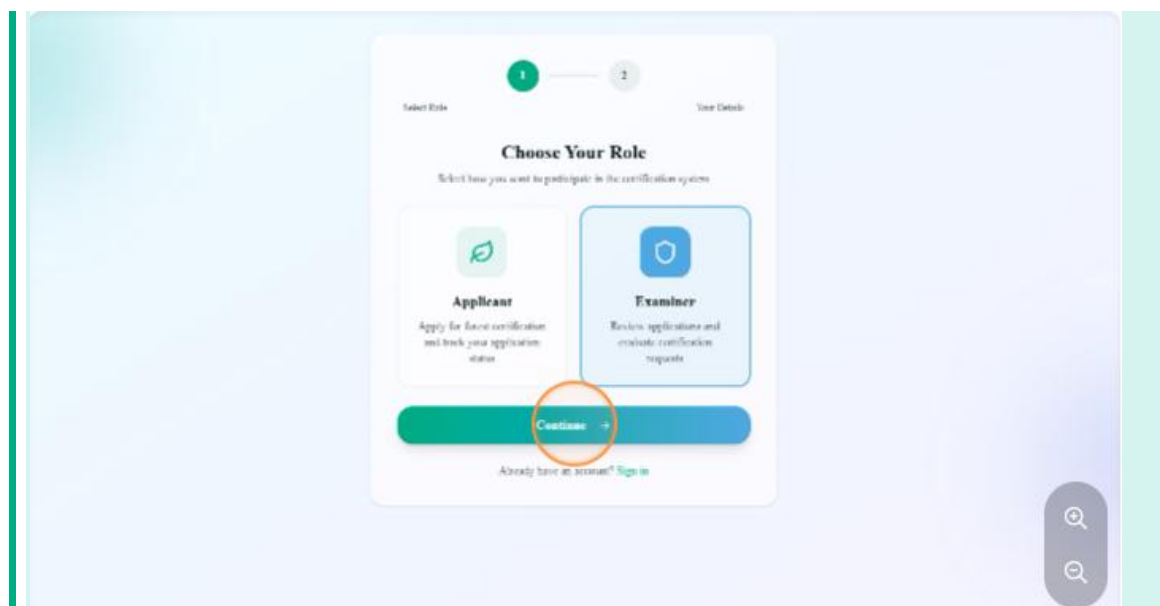
2. Click "Get Started".



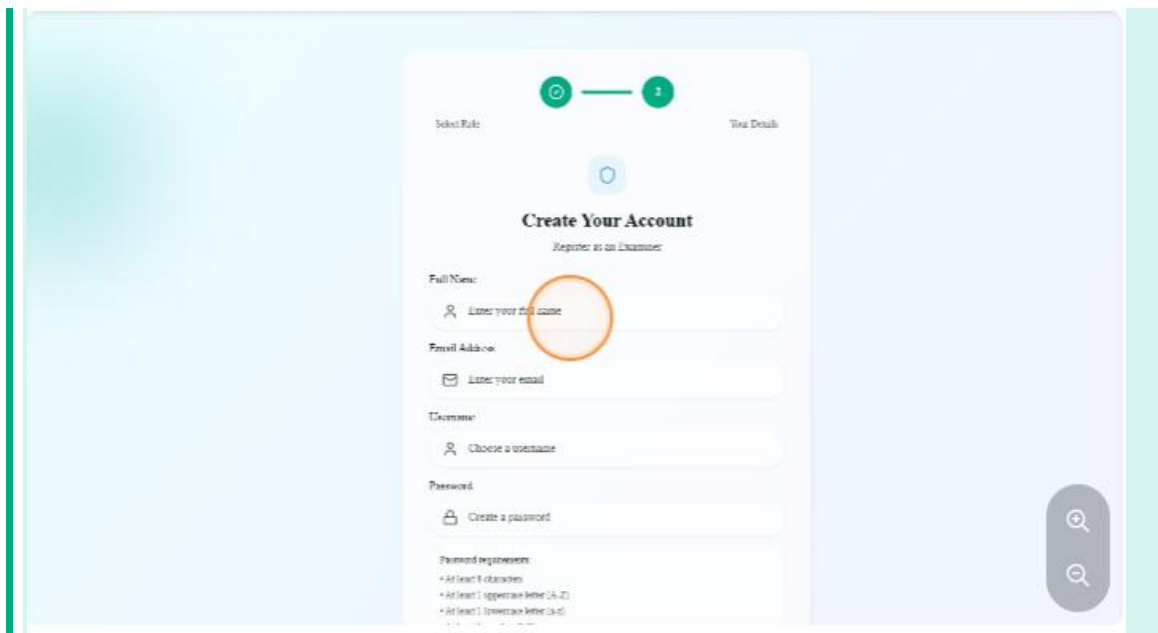
3. Click “Examiner”.



4. Click "Continue".



5. Click the "Full Name" field. Type your name.



The screenshot shows a registration form titled "Create Your Account" with the subtitle "Register as an Examiner". The form includes the following fields:

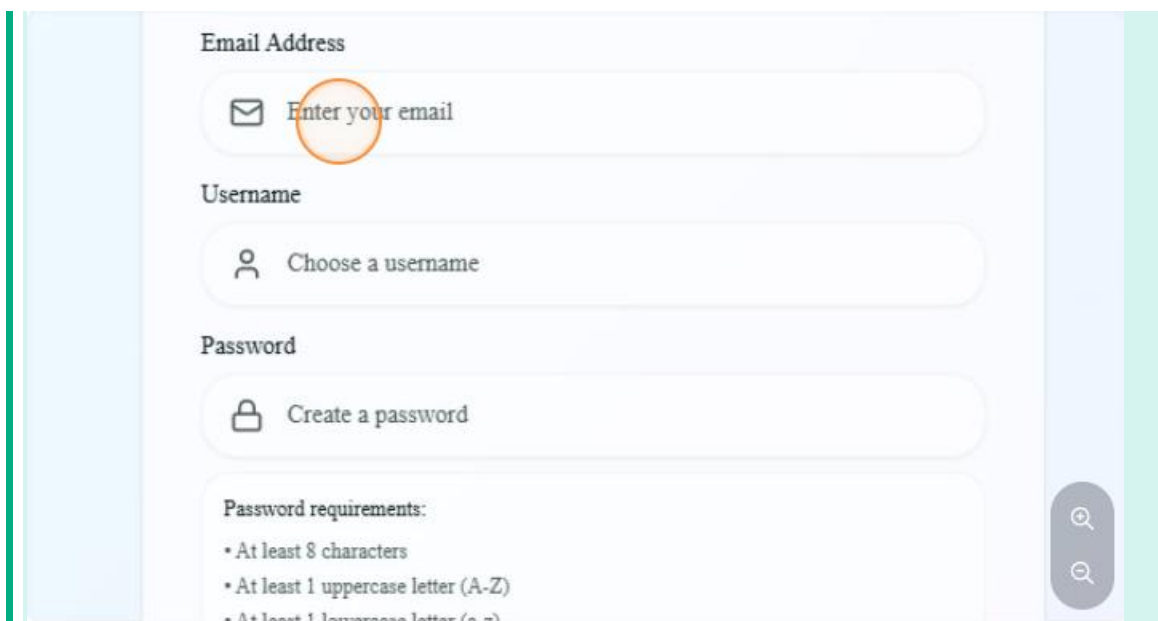
- Full Name:** A text input field with a person icon and the placeholder text "Enter your full name". This field is circled in orange.
- Email Address:** A text input field with an envelope icon and the placeholder text "Enter your email".
- Username:** A text input field with a person icon and the placeholder text "Choose a username".
- Password:** A text input field with a lock icon and the placeholder text "Create a password".

Below the password field, there are "Password requirements:" listed as:

- At least 8 characters
- At least 1 uppercase letter (A-Z)
- At least 1 lowercase letter (a-z)

At the top of the form, there are two radio buttons labeled "Select Role:" and "Use Default:". On the right side of the form, there are two magnifying glass icons.

6. Click the "Email Address" field. Type your email.

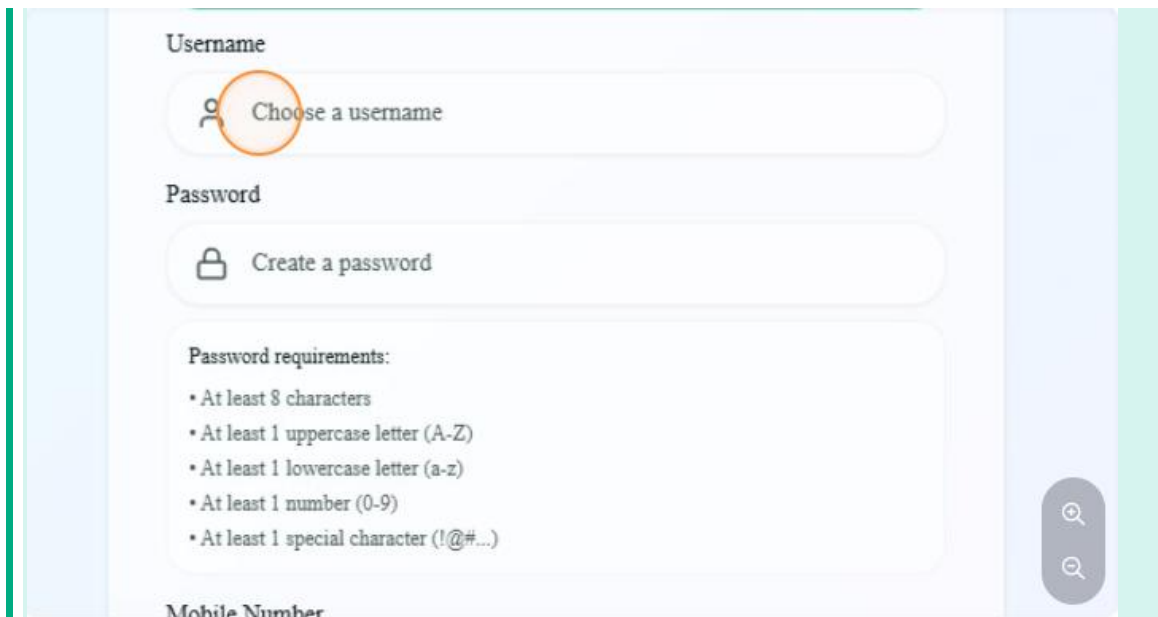


This is a close-up view of the registration form, focusing on the "Email Address" field. The field is a text input with an envelope icon and the placeholder text "Enter your email". It is circled in orange. Below it are the "Username" and "Password" fields, which are not highlighted. The "Username" field has a person icon and the placeholder "Choose a username". The "Password" field has a lock icon and the placeholder "Create a password". Below the password field, the "Password requirements:" are listed as:

- At least 8 characters
- At least 1 uppercase letter (A-Z)
- At least 1 lowercase letter (a-z)

On the right side of the form, there are two magnifying glass icons.

7. Click the "Username" field. Type your Username.

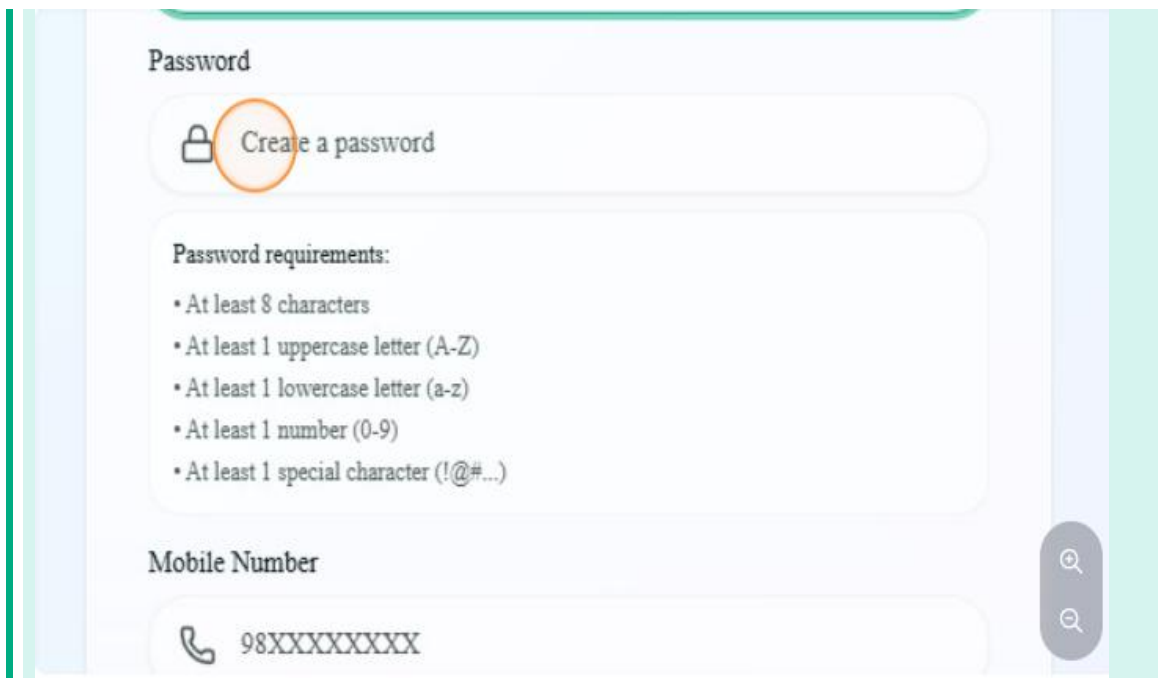


The screenshot shows a registration form with the following fields and requirements:

- Username:** A text input field with a person icon and the placeholder text "Choose a username". This field is highlighted with an orange circle.
- Password:** A text input field with a lock icon and the placeholder text "Create a password".
- Password requirements:**
  - At least 8 characters
  - At least 1 uppercase letter (A-Z)
  - At least 1 lowercase letter (a-z)
  - At least 1 number (0-9)
  - At least 1 special character (!@#...)
- Mobile Number:** A text input field with a telephone icon and the placeholder text "98XXXXXXXX".

On the right side of the form, there are two circular icons: a magnifying glass (search) and a refresh icon.

8. Click the "Password" field. Type your Password.

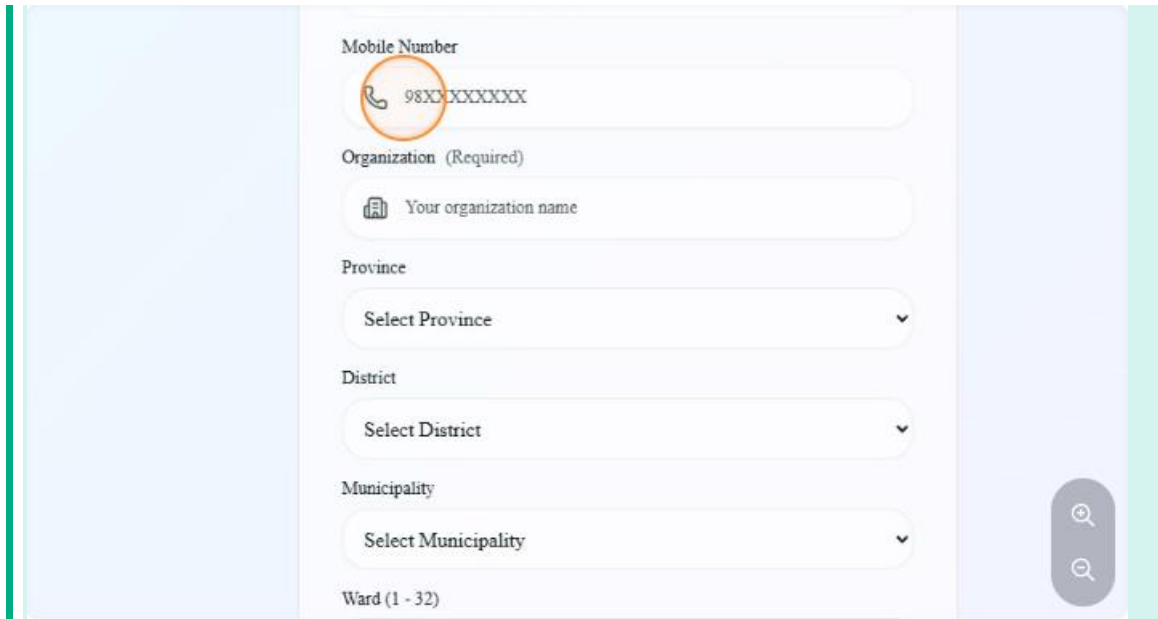


The screenshot shows the same registration form as above, but with the Password field highlighted by an orange circle. The Mobile Number field now contains the text "98XXXXXXXX".

- Password:** A text input field with a lock icon and the placeholder text "Create a password". This field is highlighted with an orange circle.
- Password requirements:**
  - At least 8 characters
  - At least 1 uppercase letter (A-Z)
  - At least 1 lowercase letter (a-z)
  - At least 1 number (0-9)
  - At least 1 special character (!@#...)
- Mobile Number:** A text input field with a telephone icon and the text "98XXXXXXXX".

On the right side of the form, there are two circular icons: a magnifying glass (search) and a refresh icon.

- Click the "Mobile Number" field. Type your Mobile Number.

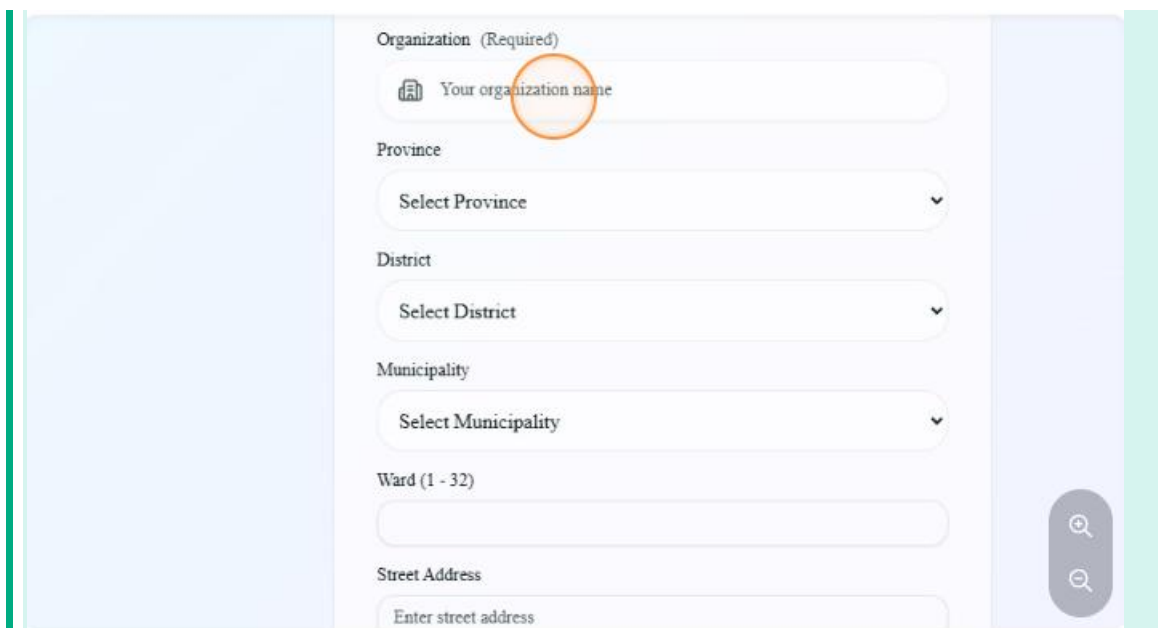


The screenshot shows a registration form with the following fields:

- Mobile Number:** A text input field containing "98XX XXXXXX" with a mobile phone icon on the left. This field is circled in orange.
- Organization (Required):** A text input field with a building icon on the left and the placeholder text "Your organization name".
- Province:** A dropdown menu with the text "Select Province".
- District:** A dropdown menu with the text "Select District".
- Municipality:** A dropdown menu with the text "Select Municipality".
- Ward (1 - 32):** A text input field.

On the right side of the form, there are two circular buttons with magnifying glass icons, likely for search or navigation.

- Click the "Organization (Required)" field. Type your organization name.

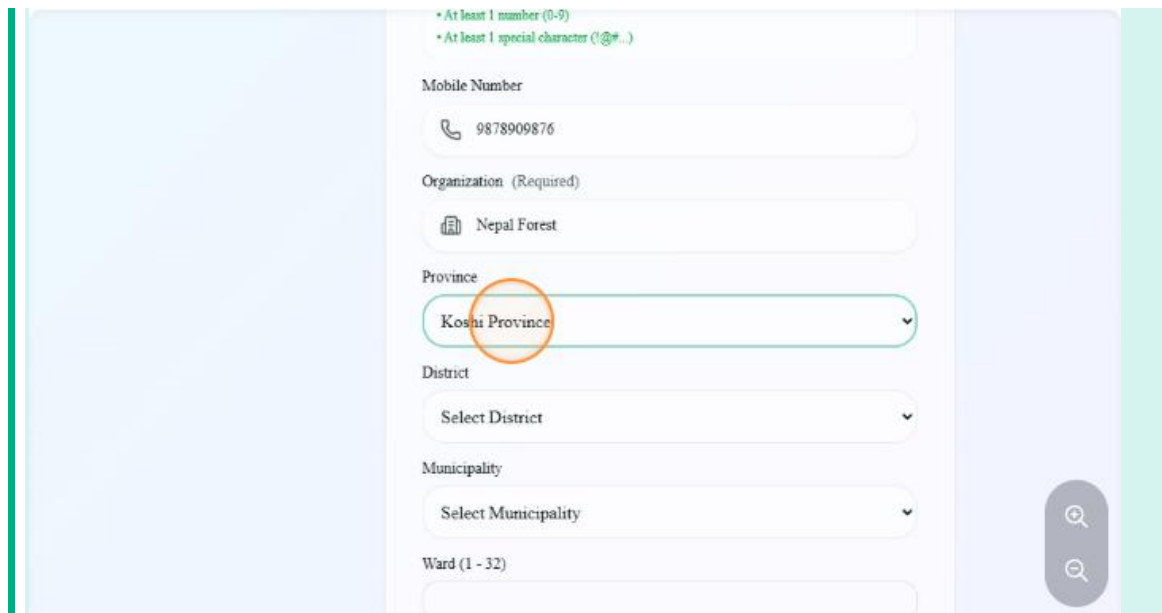


The screenshot shows the same registration form as above, but with the "Organization (Required)" field circled in orange. The fields are:

- Organization (Required):** A text input field with a building icon on the left and the placeholder text "Your organization name". This field is circled in orange.
- Province:** A dropdown menu with the text "Select Province".
- District:** A dropdown menu with the text "Select District".
- Municipality:** A dropdown menu with the text "Select Municipality".
- Ward (1 - 32):** A text input field.
- Street Address:** A text input field with the placeholder text "Enter street address".

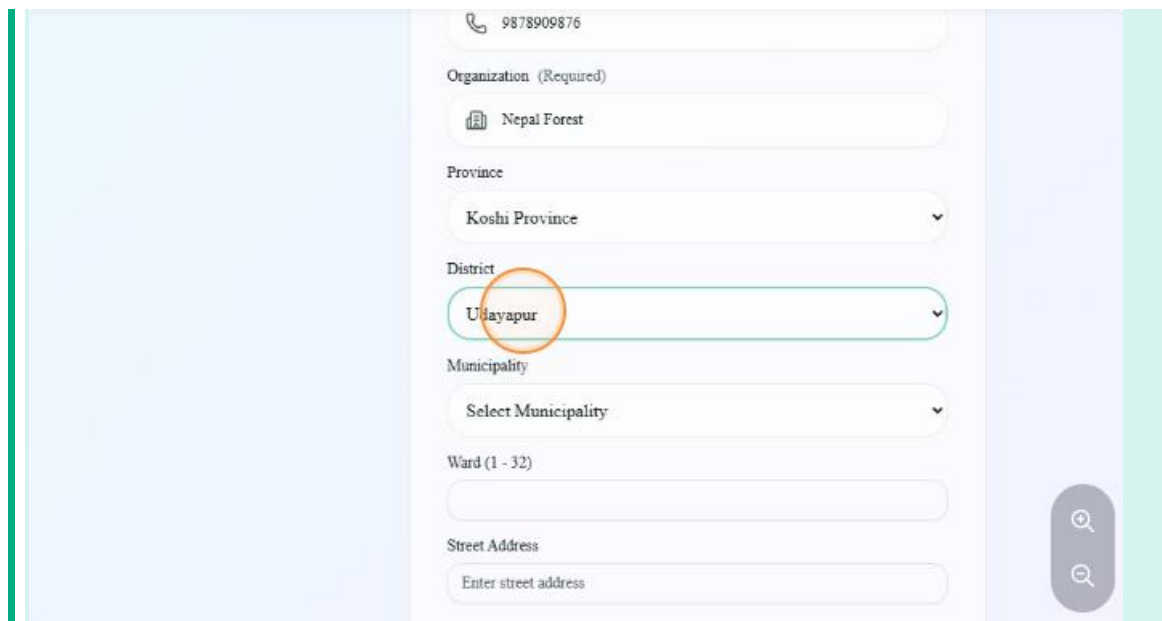
On the right side of the form, there are two circular buttons with magnifying glass icons.

11. Select your Province from the provided options.



A screenshot of a registration form with the following fields: Mobile Number (9878909876), Organization (Nepal Forest), Province (Koshi Province), District (Select District), Municipality (Select Municipality), and Ward (1 - 32). The 'Koshi Province' dropdown is circled in orange. Validation messages at the top indicate 'At least 1 number (0-9)' and 'At least 1 special character (!@#...)'. A search icon is visible on the right side.

12. Select your District from the provided options.



A screenshot of the registration form with the following fields: Mobile Number (9878909876), Organization (Nepal Forest), Province (Koshi Province), District (Udayapur), Municipality (Select Municipality), Ward (1 - 32), and Street Address (Enter street address). The 'Udayapur' dropdown is circled in orange. A search icon is visible on the right side.

13. Select your Municipality from the provided options.

The screenshot shows a registration form for 'Nepal Forest'. The form includes the following fields: Province (Koshi Province), District (Udayapur), Municipality (Triyuga Municipality), Ward (1 - 32), and Street Address (Enter street address). The 'Municipality' dropdown menu is highlighted with an orange circle. At the bottom, there are 'Back' and 'Create Account' buttons. A search icon is visible on the right side of the form.

14. Click the "Ward" field. Type your Ward number.

The screenshot shows the same registration form as above, but with the 'Ward (1 - 32)' field highlighted by an orange circle. The 'Municipality' dropdown menu is still set to 'Triyuga Municipality'. The 'Street Address' field is 'Enter street address'. At the bottom, there are 'Back' and 'Create Account' buttons. A link for 'Already have an account? Sign in' is visible below the 'Create Account' button. A search icon is visible on the right side of the form.

15. Click the "Street address" field. Type your Street address.

The screenshot shows a registration form with the following fields:
 

- Koshi Province (dropdown)
- District: Udayapur (dropdown)
- Municipality: Triyuga Municipality (dropdown)
- Ward (1 - 32): 3 (dropdown)
- Street Address: Enter street address (text input, highlighted with an orange circle)

 At the bottom, there are two buttons: a light green "Back" button with a left arrow and a blue "Create Account" button. Below the buttons, it says "Already have an account? [Sign in](#)". On the right side of the form, there are two circular icons: a magnifying glass and a speech bubble.

16. Click "Create Account".

The screenshot shows the same registration form as in step 15, but with the following changes:
 

- The "Street Address" field now contains the text "Marg".
- The "Create Account" button is highlighted with an orange circle.

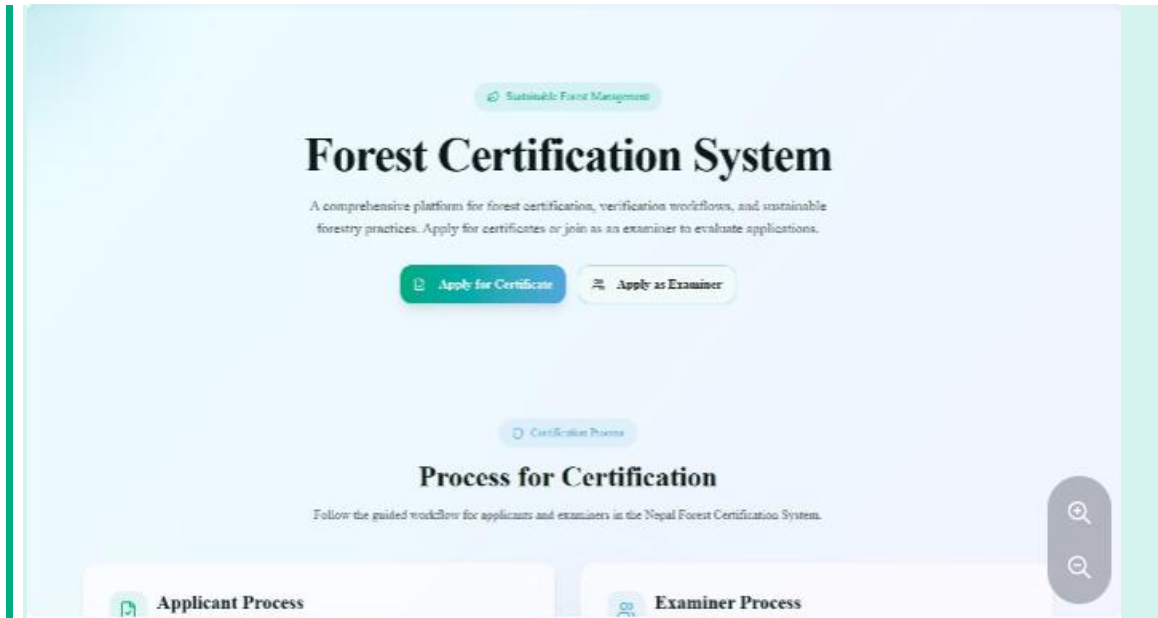
 The "Back" button and the "Sign in" link remain visible at the bottom of the form.

## 2.4 Logging In

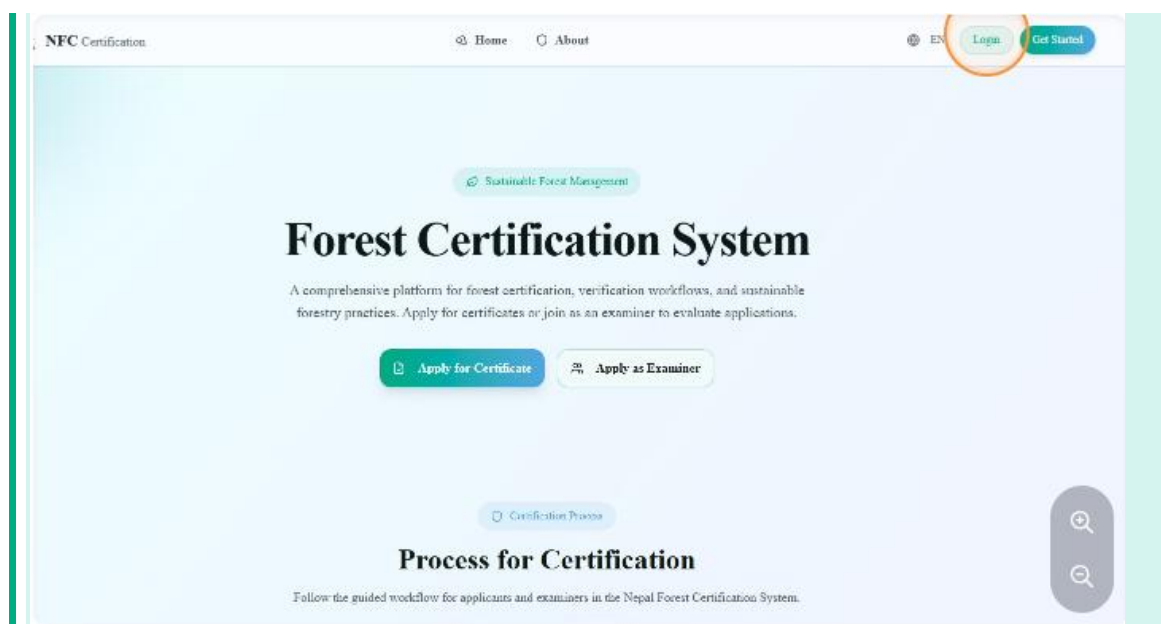
Users who have an account can login to the system using their username and password.

### 2.4.1 Logging In for any user role

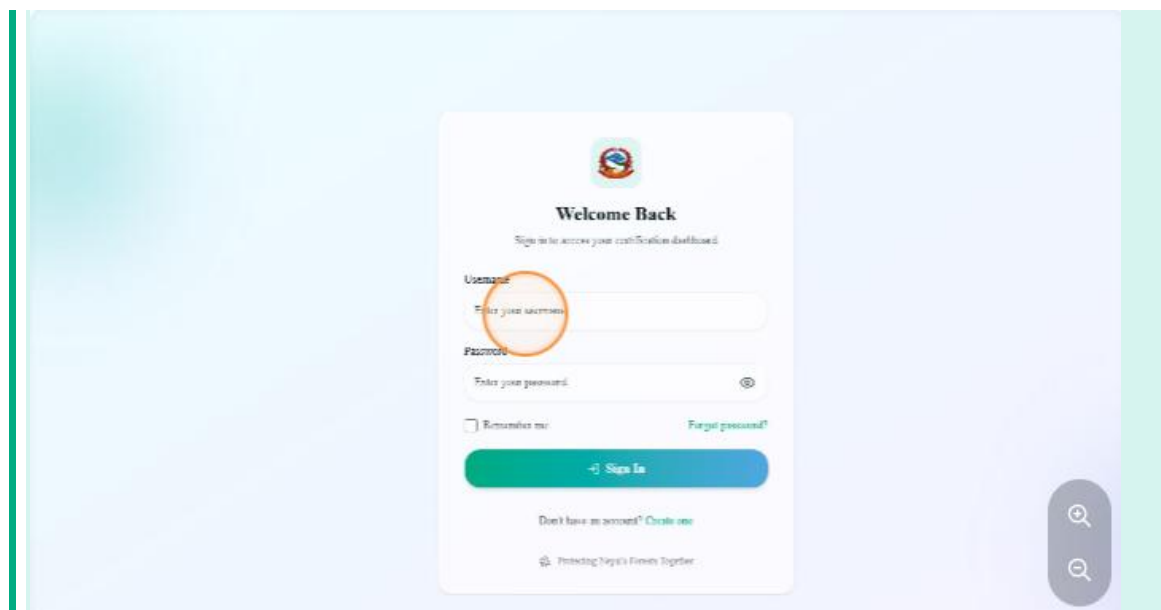
1. Navigate to <https://nfc.redd.gov.np/>



2. Click "Login"



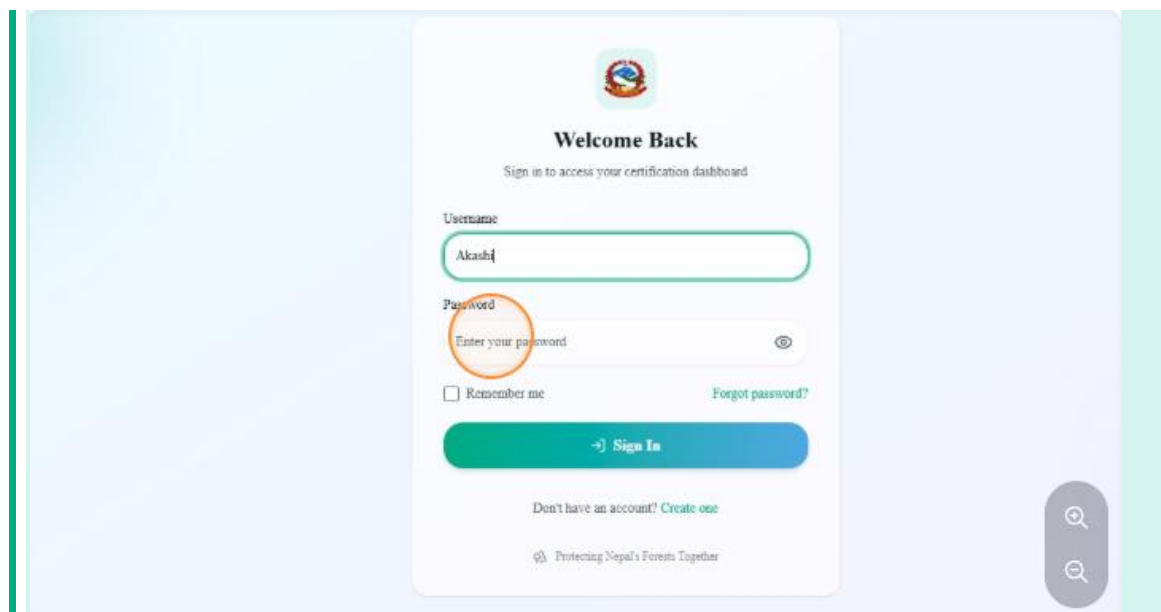
3. Click the "Username" field and fill in your username.



The screenshot shows a login form titled "Welcome Back" with the subtitle "Sign in to access your certification dashboard". The form contains the following elements:

- Username:** A text input field with the placeholder "Enter your username". This field is highlighted with an orange circle.
- Password:** A text input field with the placeholder "Enter your password" and a toggle icon for visibility.
- Remember me
- [Forgot password?](#)
- 
- [Don't have an account? Create one](#)
- Protecting Nepal's Forests Together

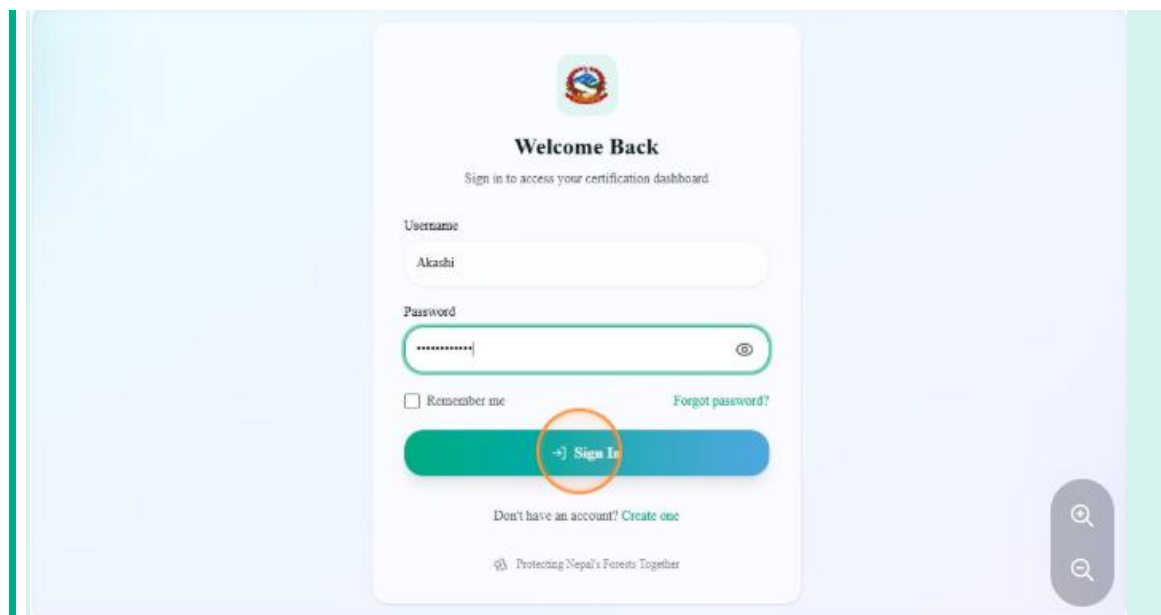
4. Click the "Password" field and fill in your password.



The screenshot shows the same login form as above, but with the "Password" field highlighted by an orange circle. The "Username" field now contains the text "Akash".

- Username:** A text input field containing "Akash".
- Password:** A text input field with the placeholder "Enter your password". This field is highlighted with an orange circle.
- Remember me
- [Forgot password?](#)
- 
- [Don't have an account? Create one](#)
- Protecting Nepal's Forests Together

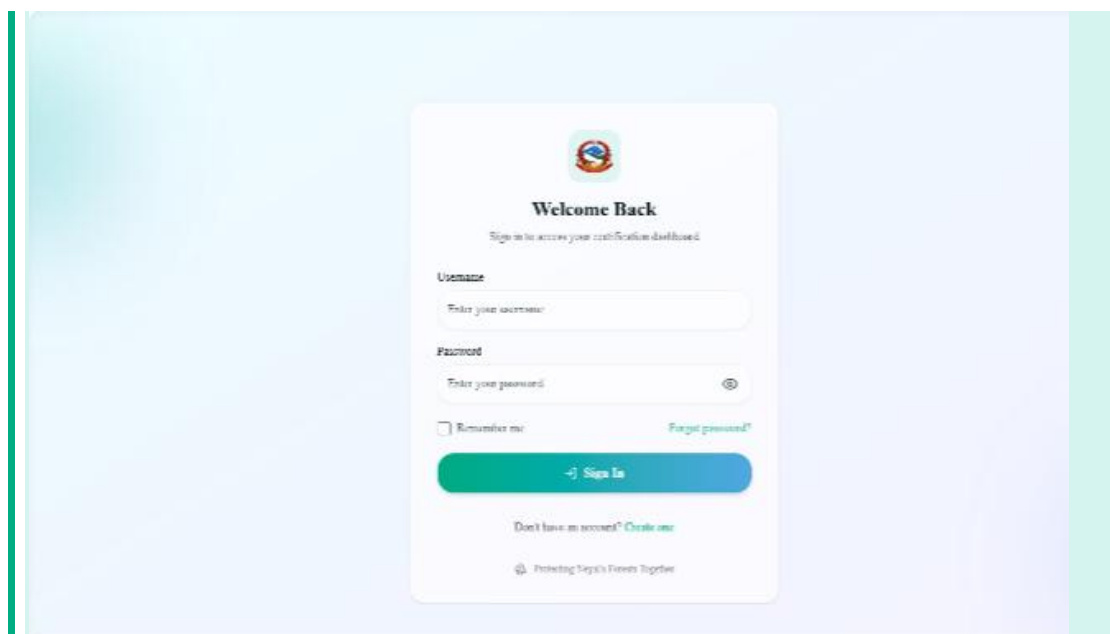
## 5. Click "Sign In"



The screenshot shows a login form titled "Welcome Back" with the subtitle "Sign in to access your certification dashboard." The form includes a "Username" field with the text "Akashi", a "Password" field with masked characters "\*\*\*\*\*", a "Remember me" checkbox, and a "Forgot password?" link. A blue "Sign In" button is highlighted with an orange circle. Below the button, there is a link "Don't have an account? Create one" and a footer logo with the text "Protecting Nepal's Forests Together".

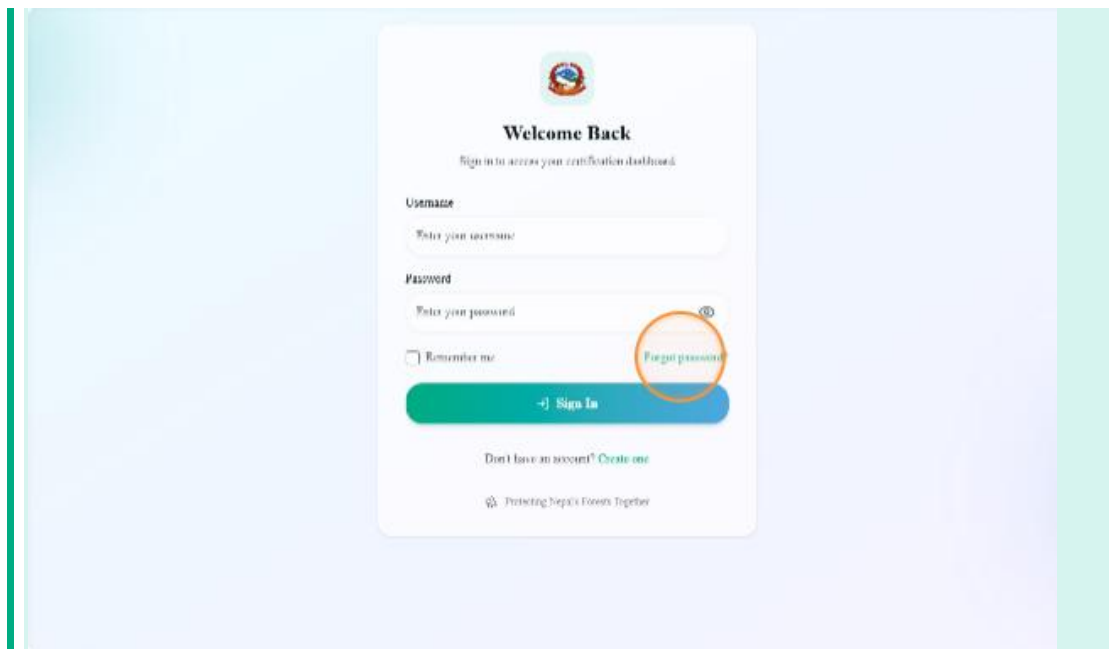
### 2.4.2 Forgot Password

1. Navigate to <https://nfc.redd.gov.np/login>

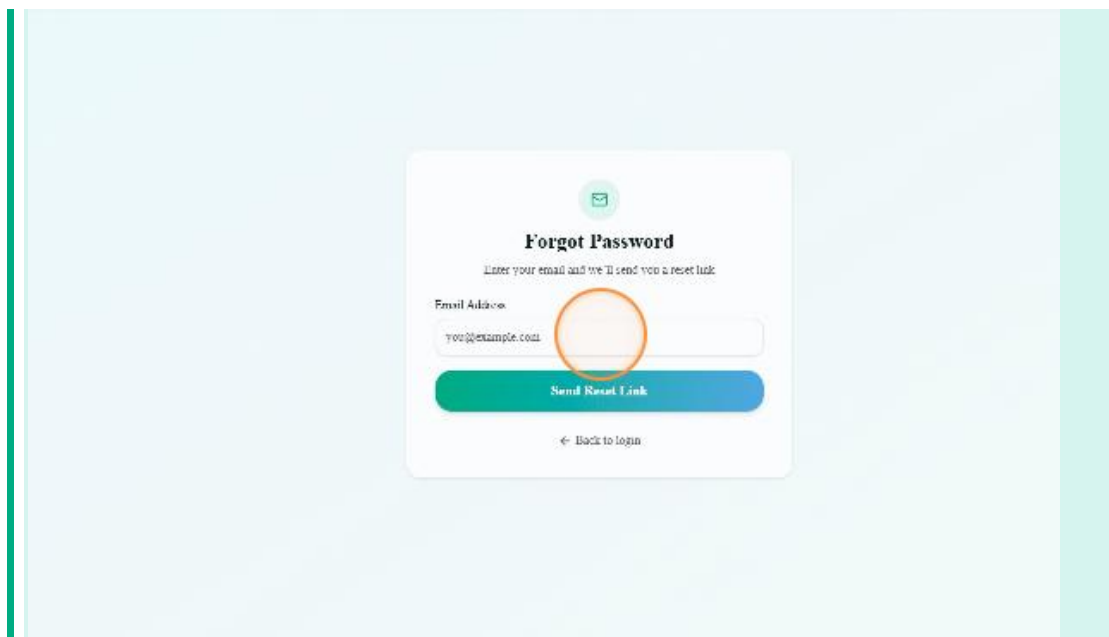


This screenshot is identical to the one above, showing the "Welcome Back" login page. The "Sign In" button is not circled in this version.

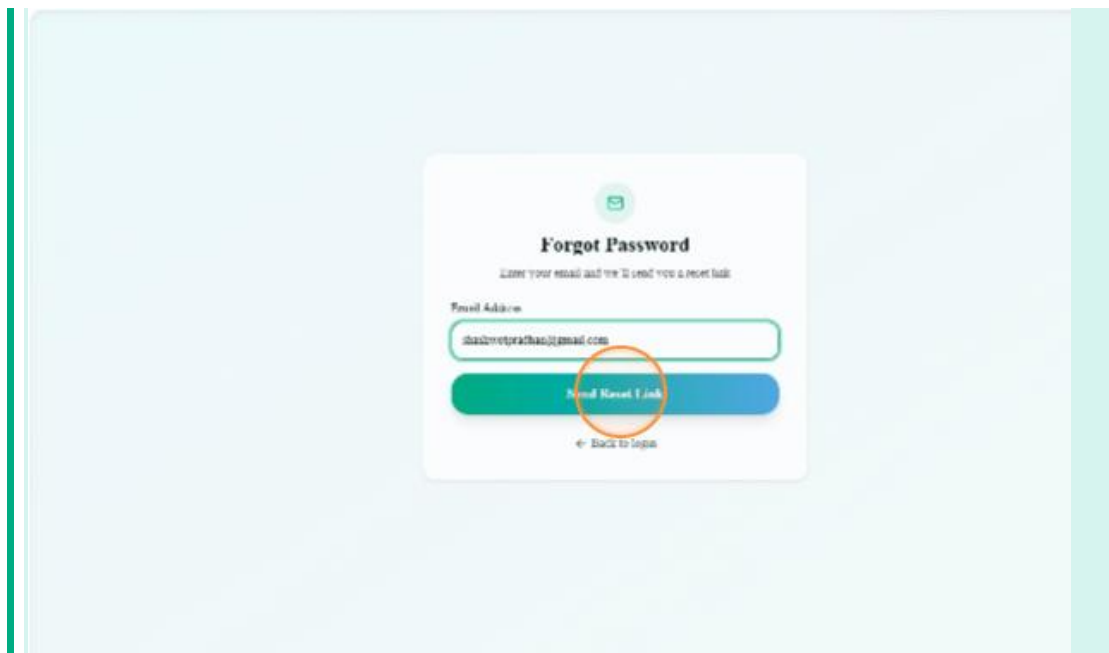
2. Click "Forgot password?"



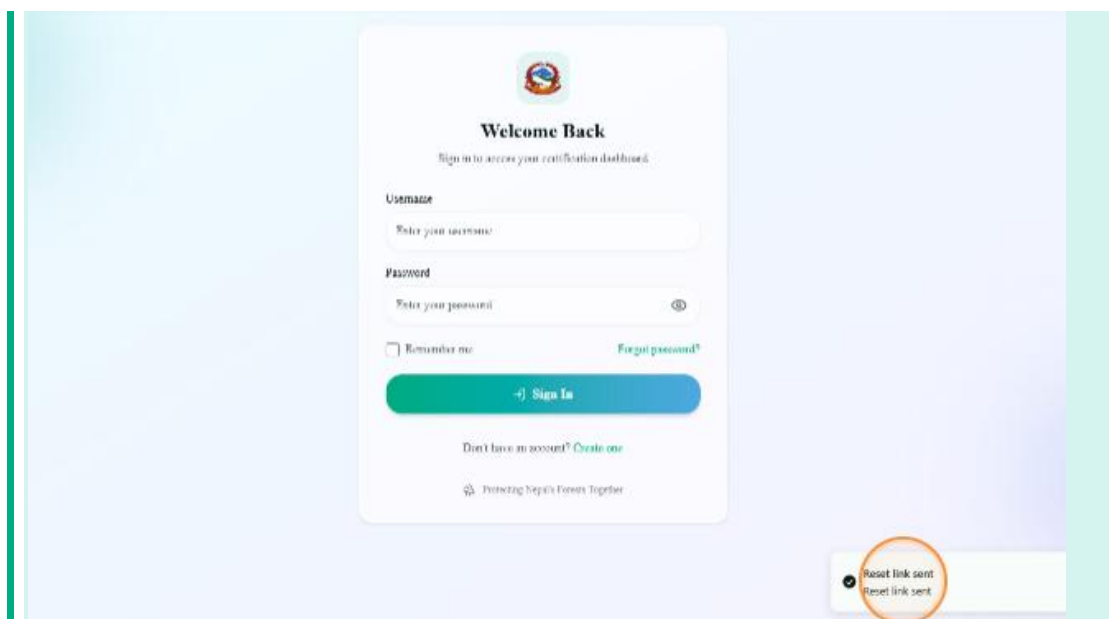
3. Click the email field and enter your email.



4. Click "Send Reset Link"

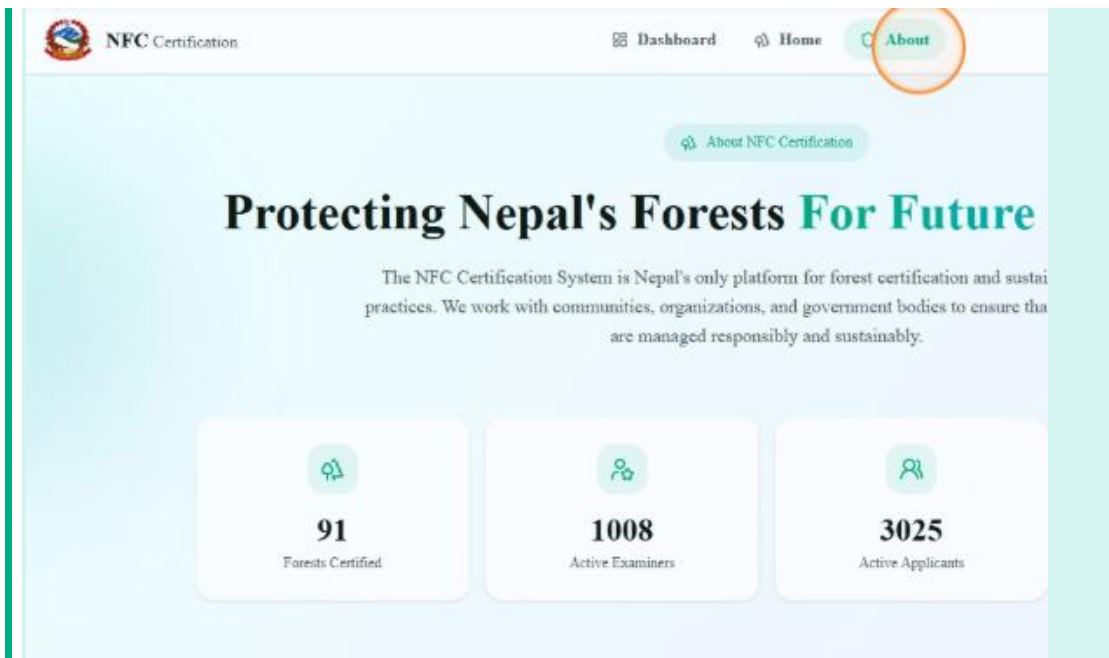


5. Notification "Reset link sent" appears. Check your email to reset the password.

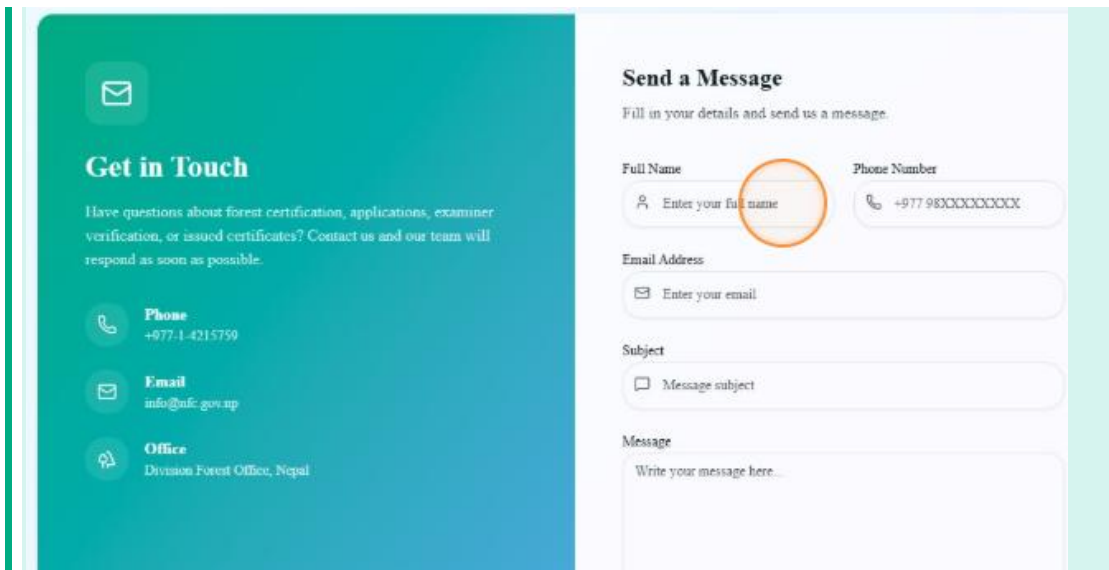


## 2.5 Leave a Message

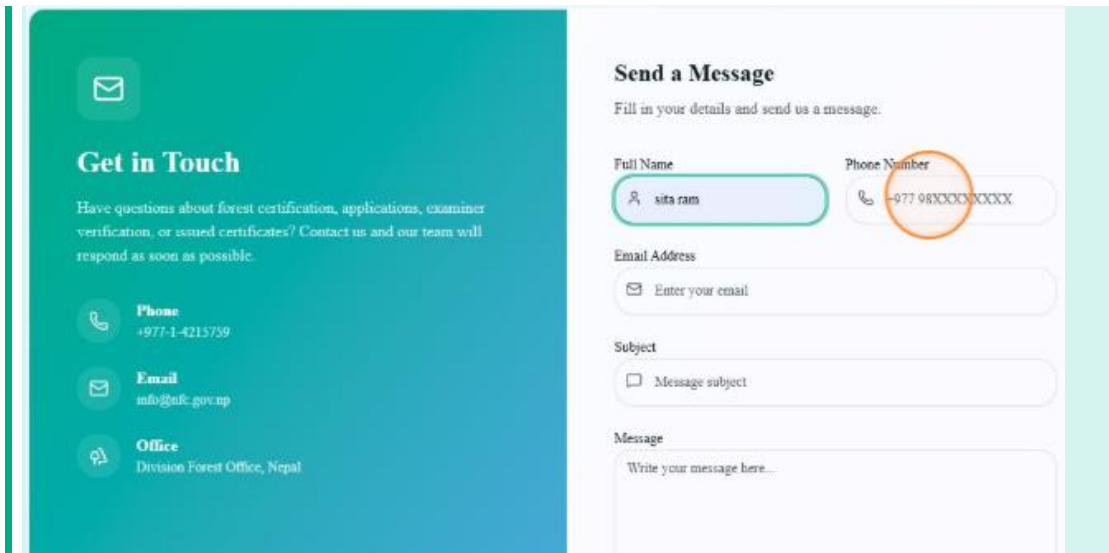
1. Navigate to about page. <https://nfc.redd.gov.np/about> . Click "About".



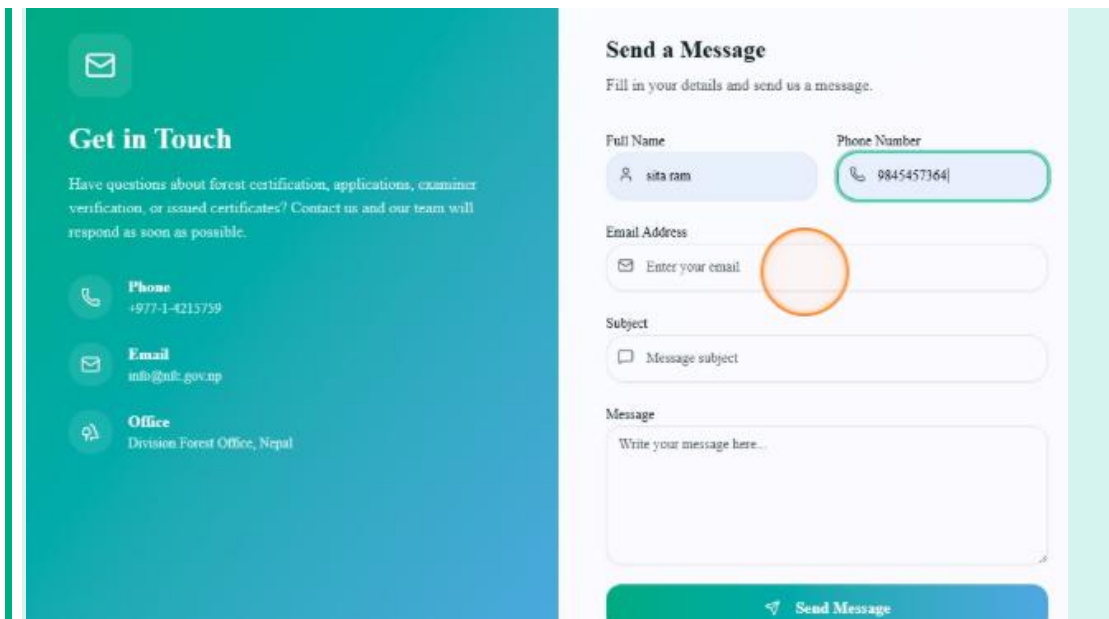
2. Click the "Full name" field and fill your name.



3. Click the "Phone number" field and fill your number.



4. Click the "Email Address" field and fill your email.



5. Click the "Subject" field and fill your subject.

**Get in Touch**

Have questions about forest certification, applications, examiner verification, or issued certificates? Contact us and our team will respond as soon as possible.

**Phone**  
+977-1-4215739

**Email**  
info@nfc.gov.np

**Office**  
Division Forest Office, Nepal

**Send a Message**

Fill in your details and send us a message.

Full Name: sita ram      Phone Number: 9845457364

Email Address: sita@gmail.com

Subject: Message subject

Message: Write your message here...

Send Message

6. Click the "Message" field and fill your message.

**Get in Touch**

Have questions about forest certification, applications, examiner verification, or issued certificates? Contact us and our team will respond as soon as possible.

**Phone**  
+977-1-4215739

**Email**  
info@nfc.gov.np

**Office**  
Division Forest Office, Nepal

**Send a Message**

Fill in your details and send us a message.

Full Name: sita ram      Phone Number: 9845457364

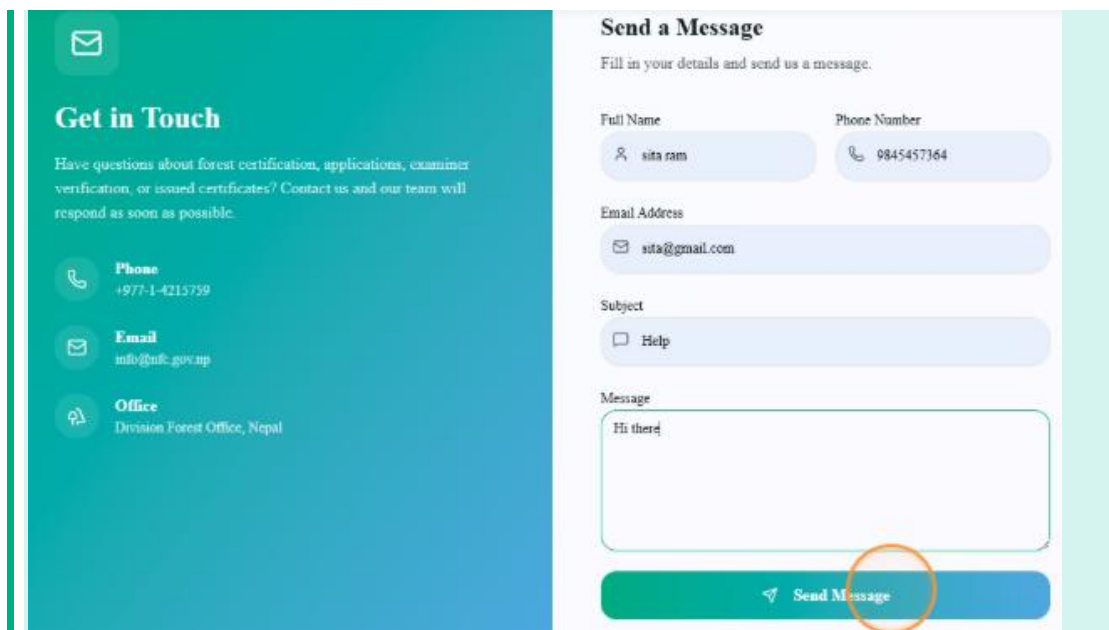
Email Address: sita@gmail.com

Subject: Help

Message: Write your message here...

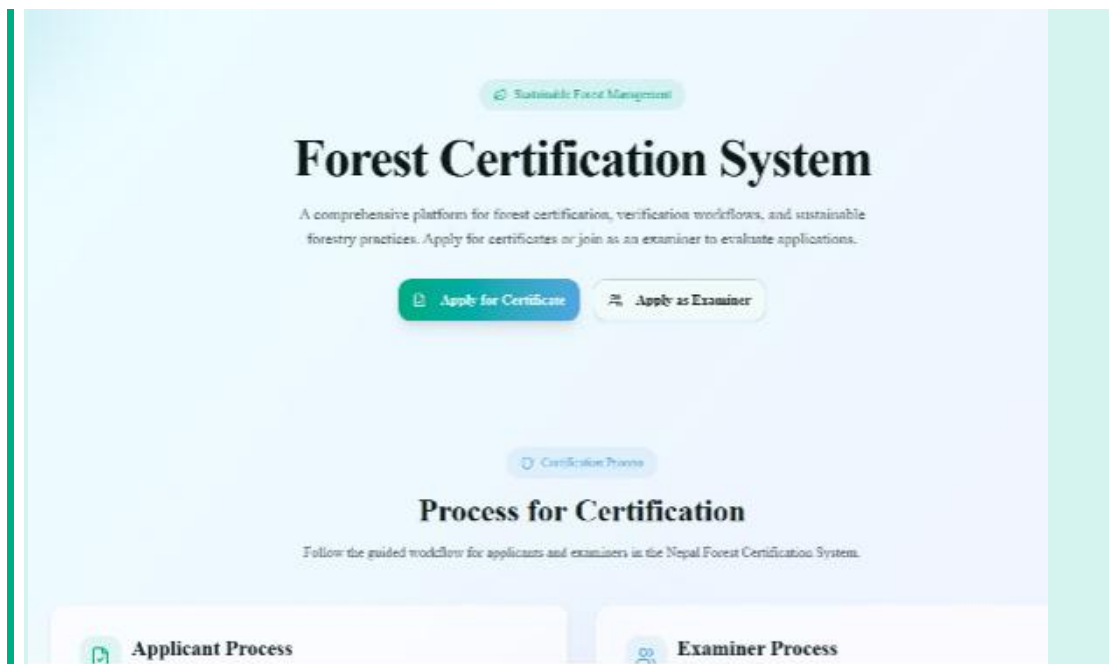
Send Message

7. Click "Send Message"

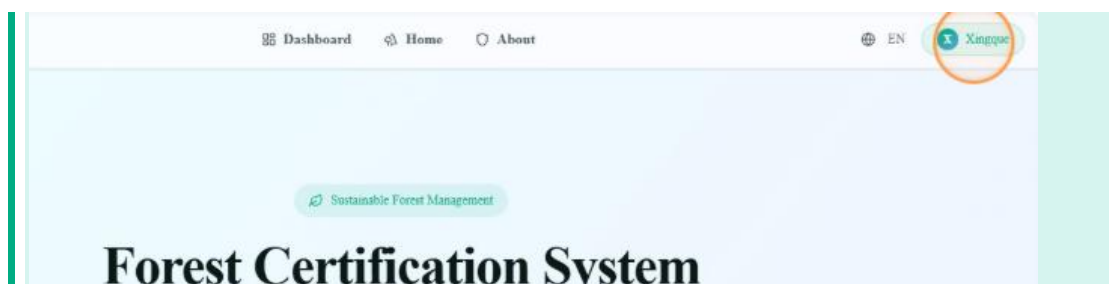


## 2.6 Profile Page

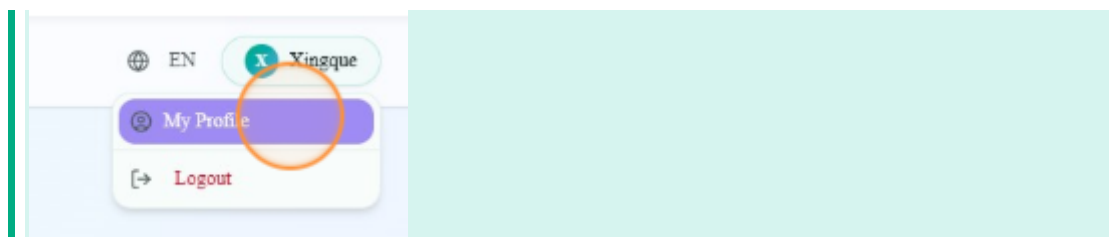
1. Navigate to <https://nfc.redd.gov.np/>.



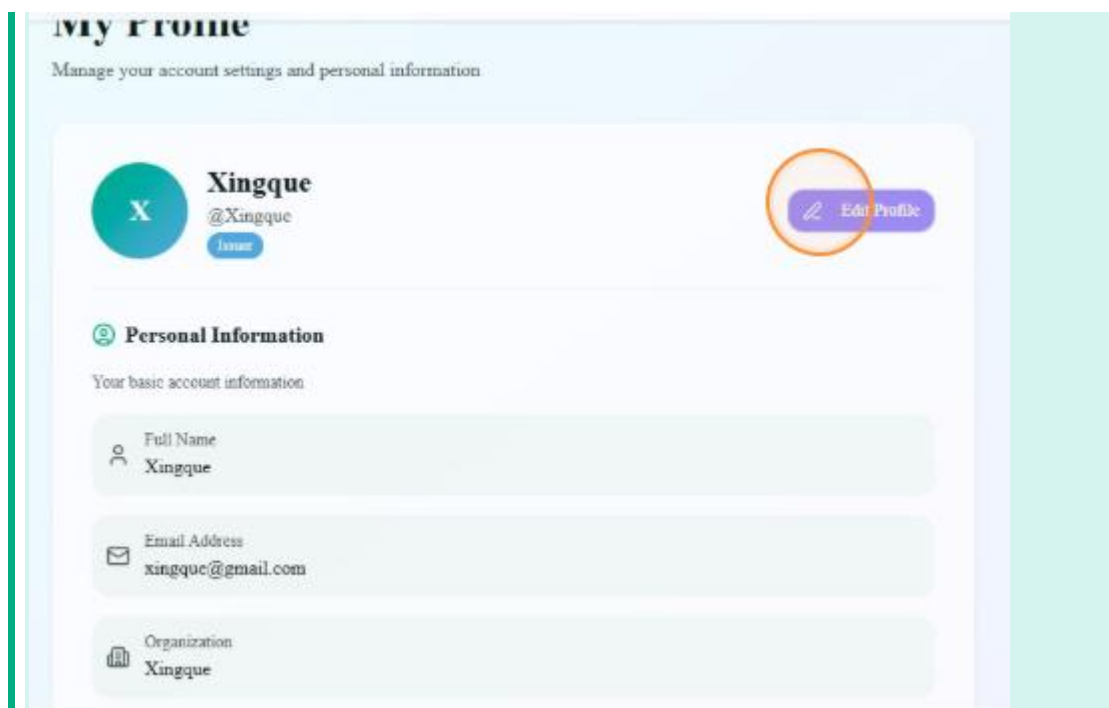
2. Click "Your Name" at top right corner of page.



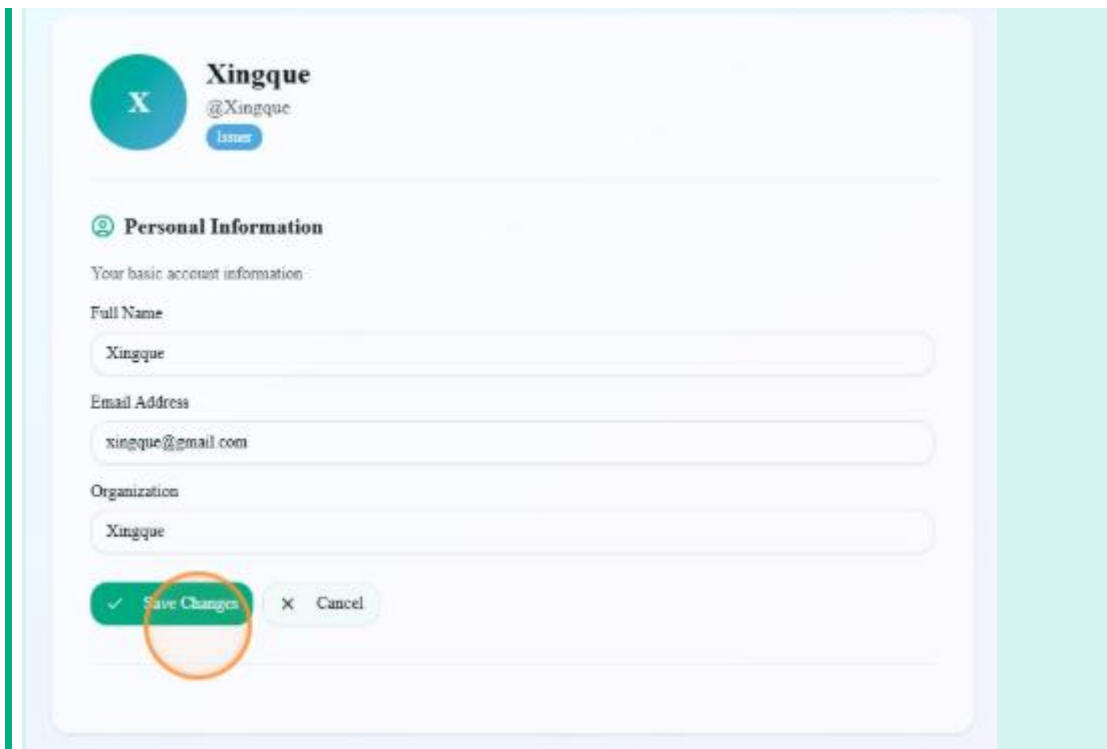
3. Click "My Profile"



4. Click "Edit Profile"

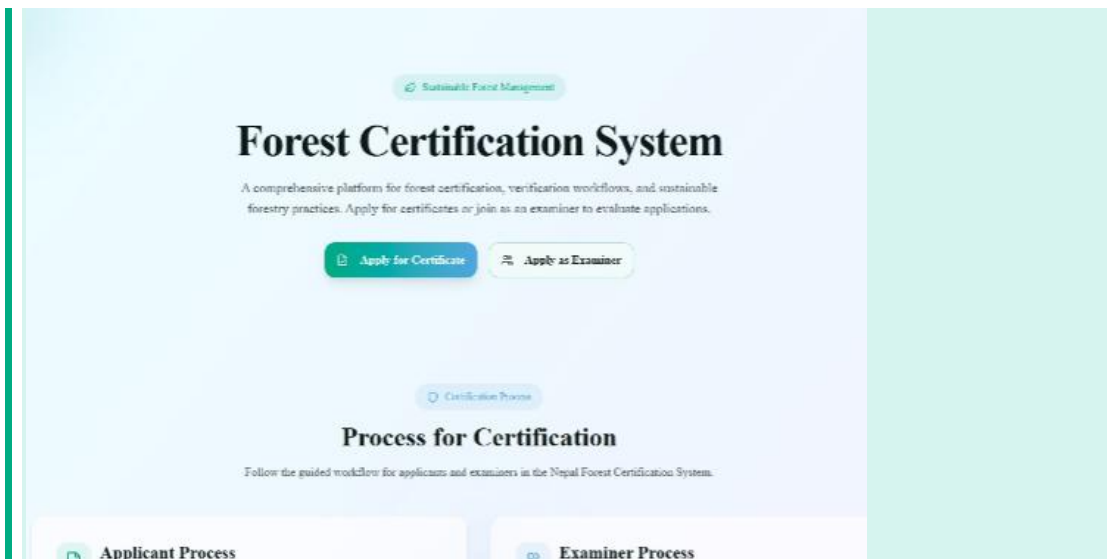


5. Make any changes and click "Save Changes".



## 2.7 Change Language

1. Navigate to <https://nfc.redd.gov.np/>.



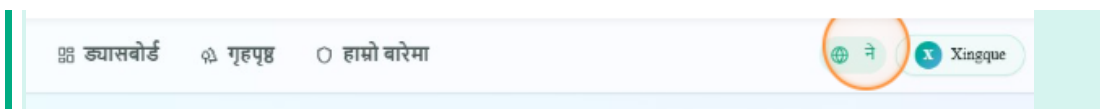
2. Click "EN"



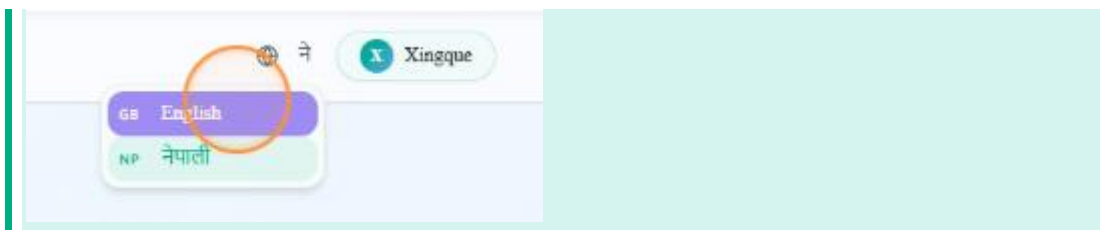
- Click "नेपाली" to change to Nepali Language.



- Click "ने"



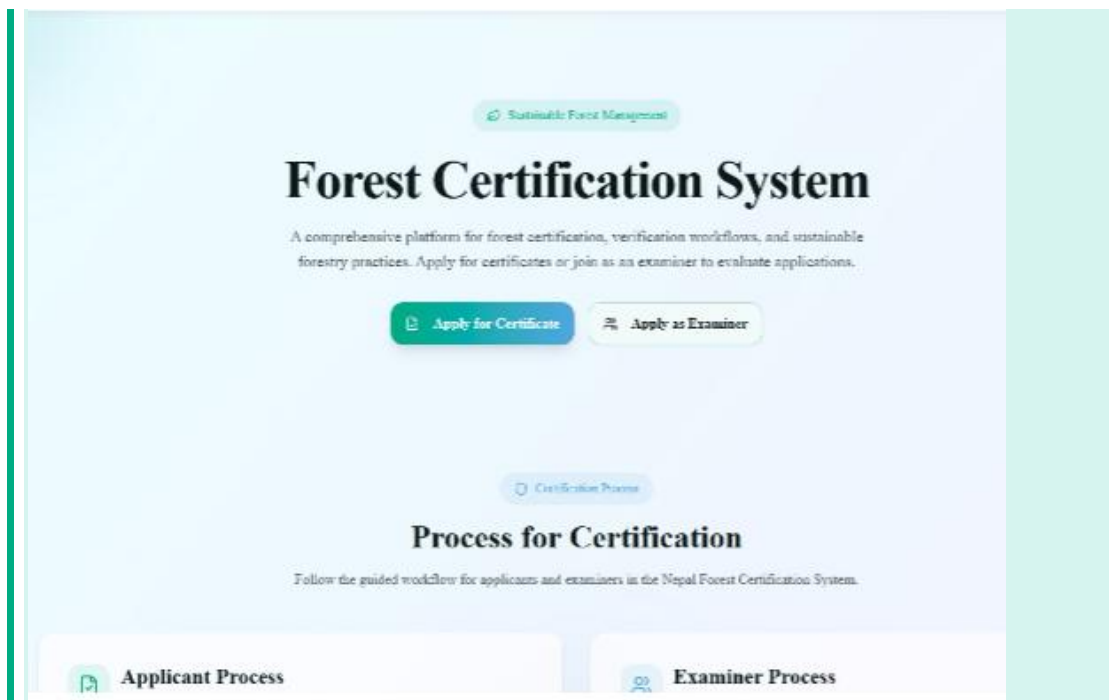
- Click "English" to change to English Language.



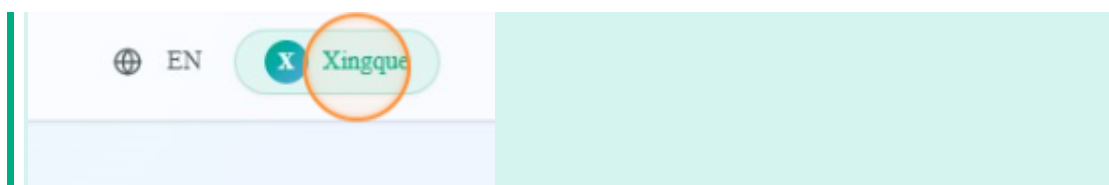


## 2.8 Logout

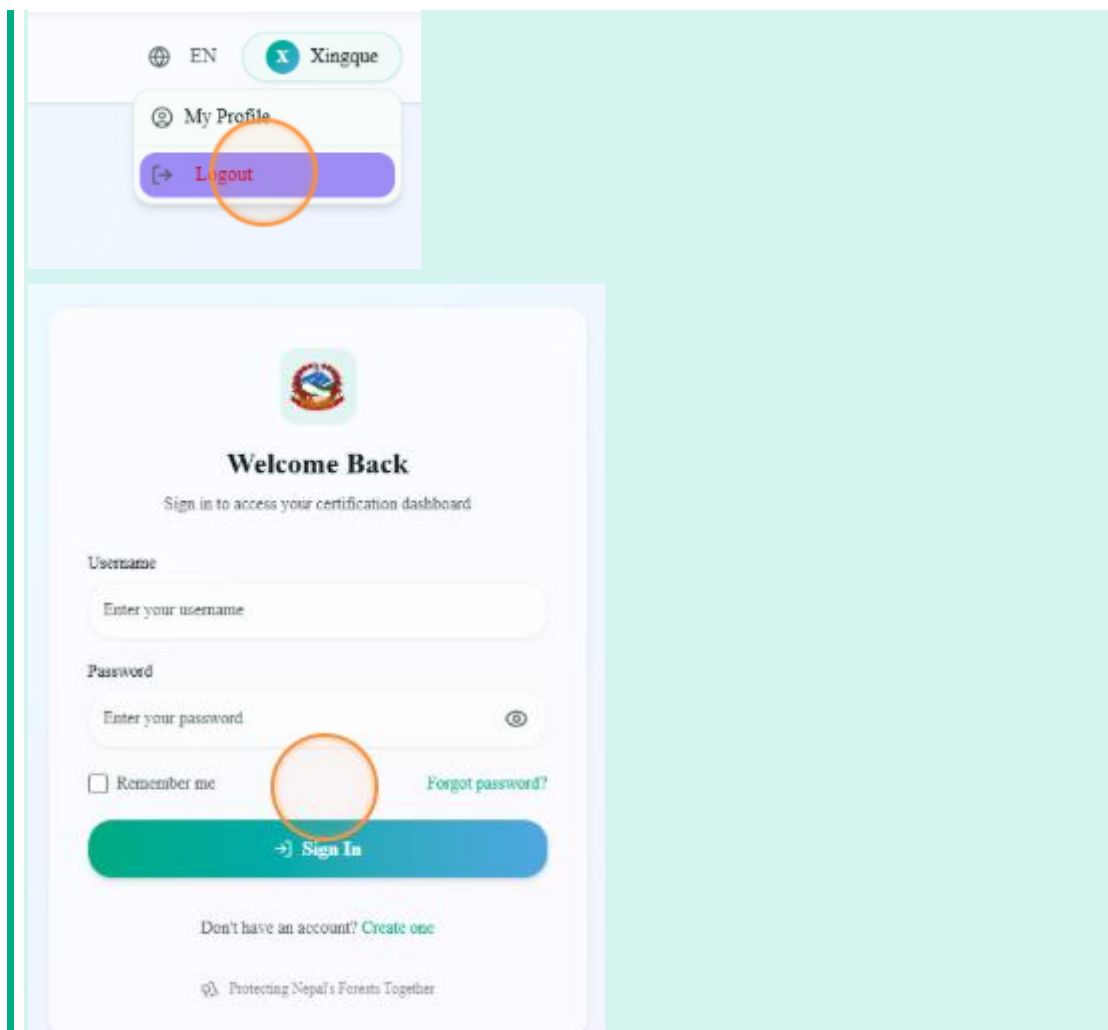
1. Navigate to <https://nfc.redd.gov.np/>



2. Click "Your Name"



3. Click "Logout". You will be redirected to login page.



### Tip

*If you forget your password, click 'Forgot Password' on the login page. A reset link will be sent to your registered email address.*

# 03

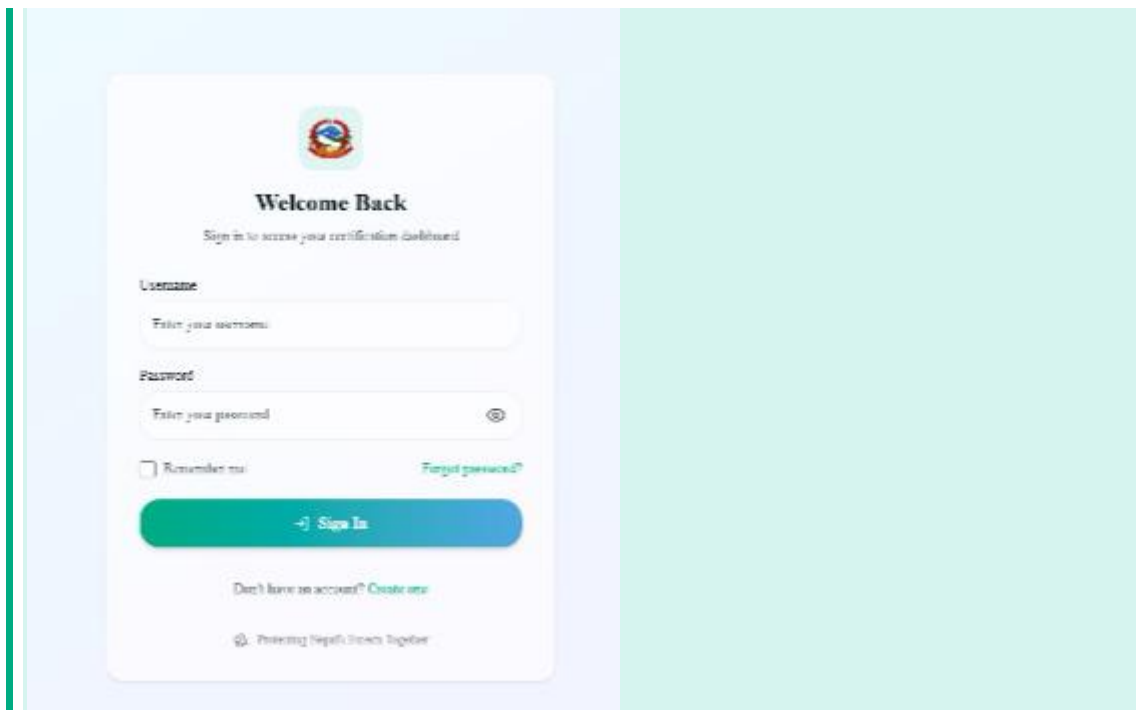
## Applicant Process

*Certificate application workflow*

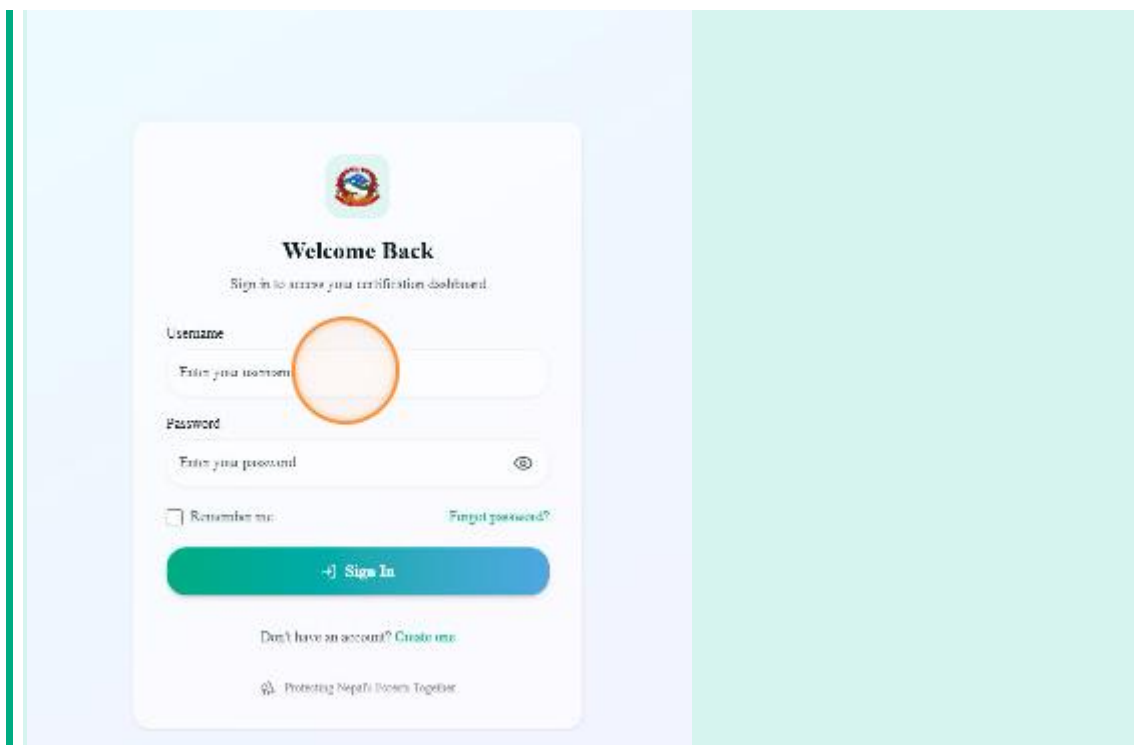
This chapter describes the full process for applicants applying for forest certification through the NFC system.

### 3.1 Filling the Application Form

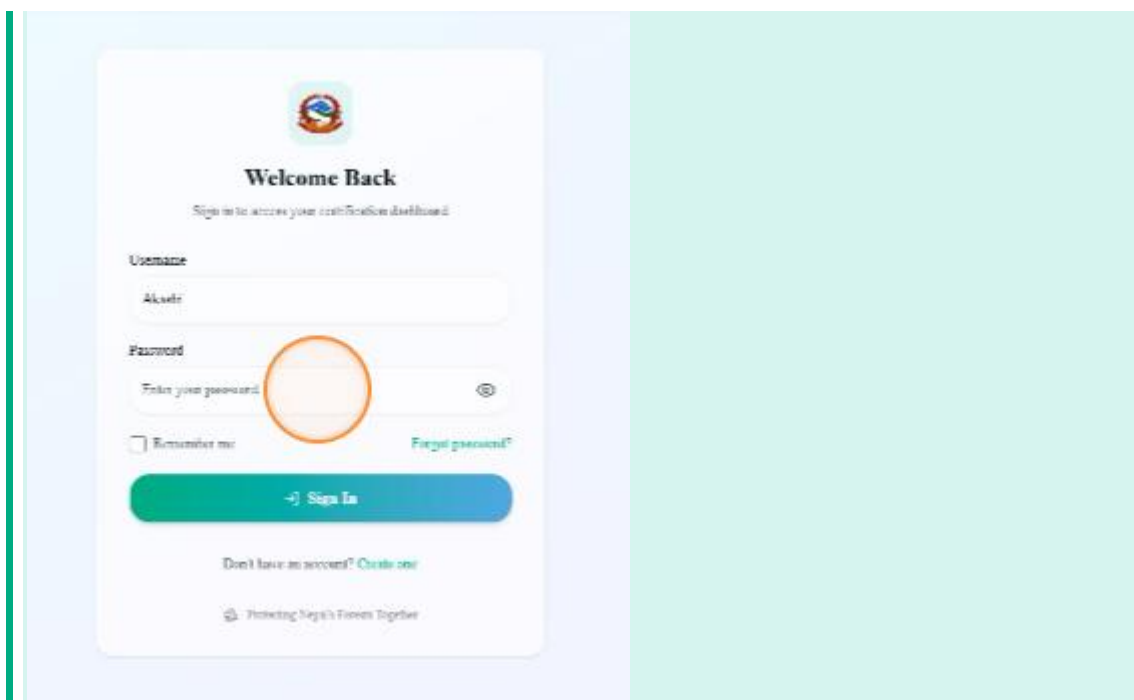
1. Navigate to <https://nfc.redd.gov.np/login>.



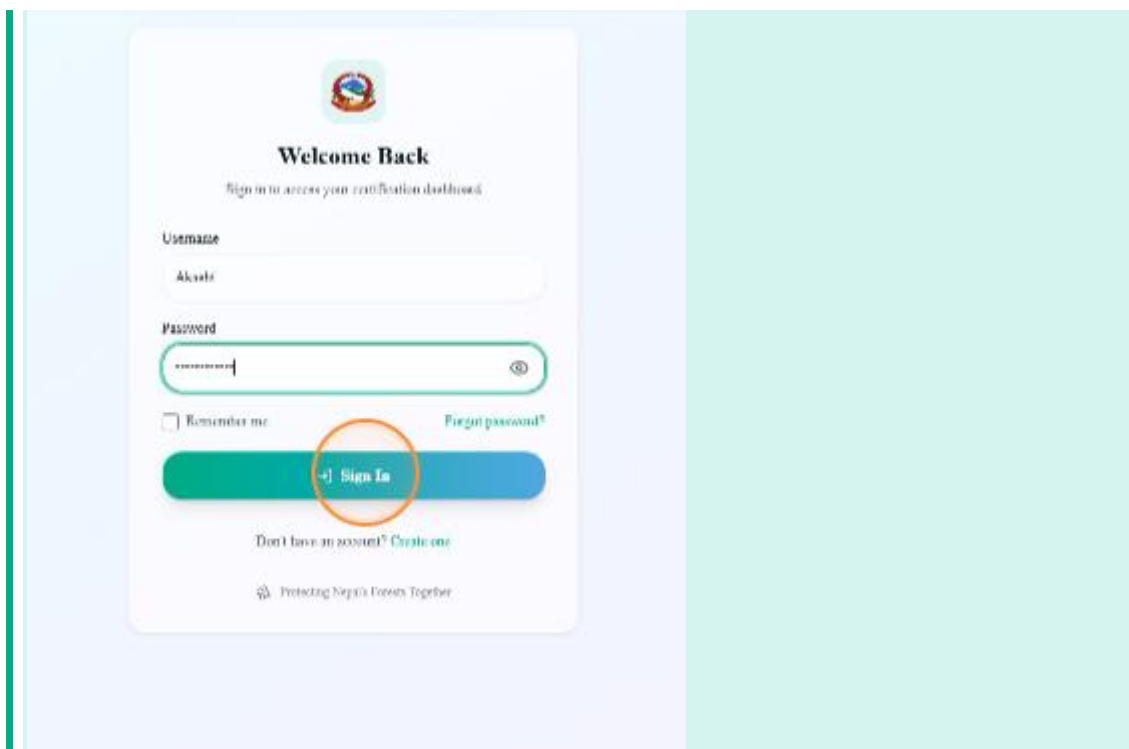
2. Click the "Username" field and enter it.



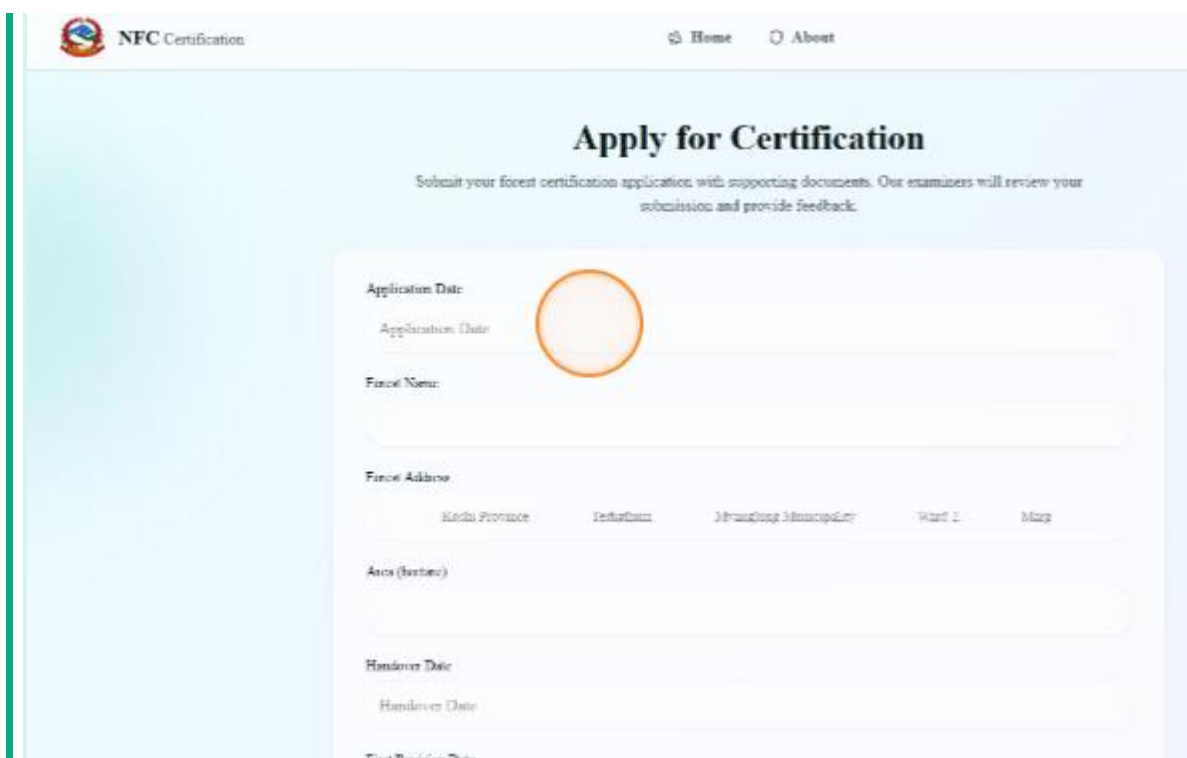
3. Click the "Password" field and enter it.



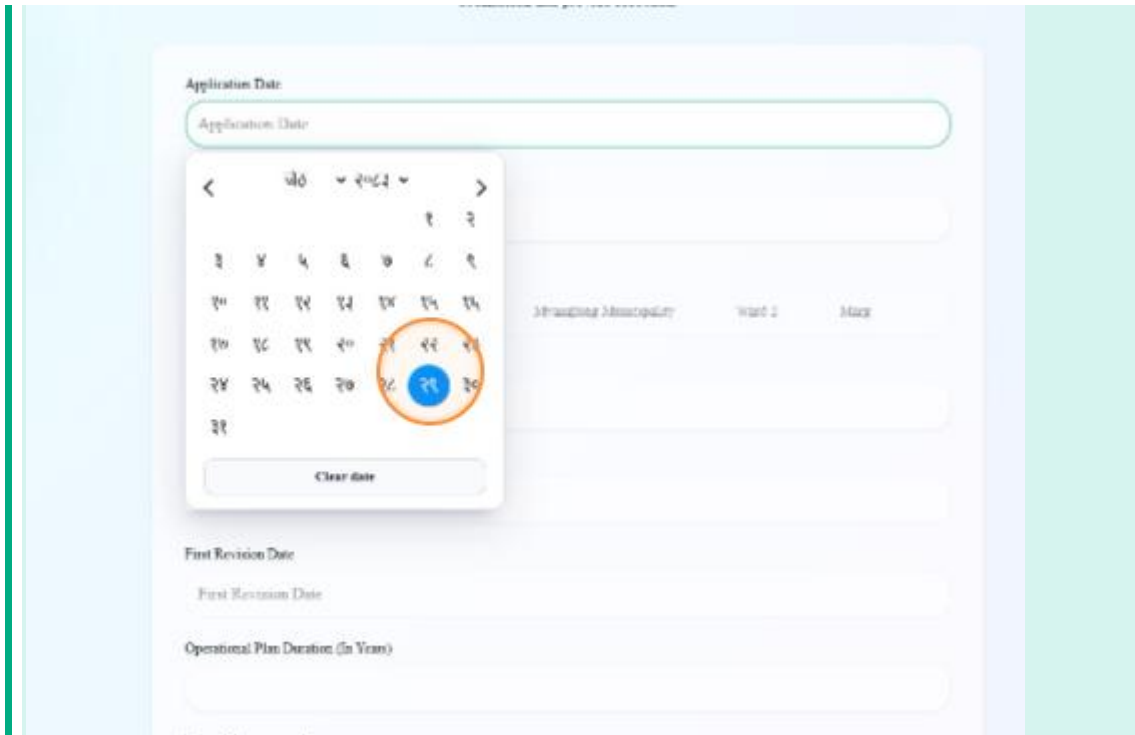
4. Click "Sign In"



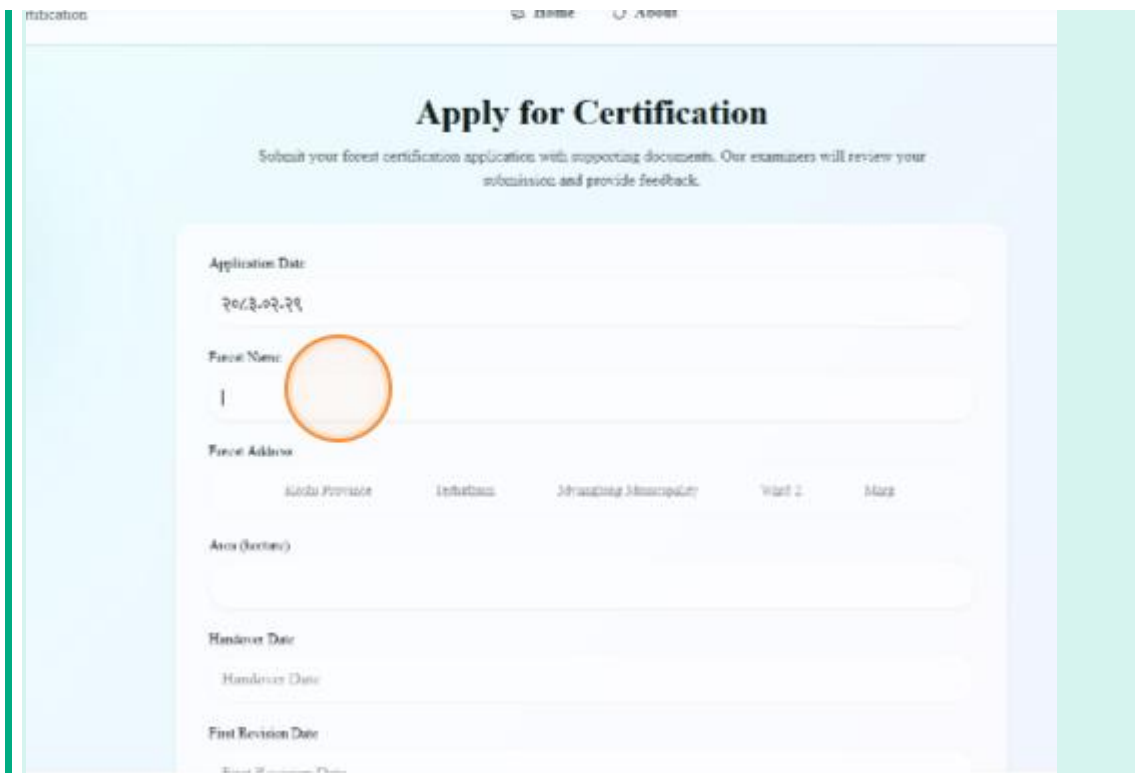
5. Click the "Application Date" field.



6. Click the date.



7. Click the "Forest Name" field and type the name.



8. Click the "Area (hectare)" field and enter the area.

Application Date: २०/३-०३-२१

Forest Name: Nepal Forest

Forest Address: Koshi Province, Terathum, Myanglung Municipality, Ward 2, Marg

Area (hectare): [Empty field highlighted with an orange circle]

Handover Date: Handover Date

First Revision Date: First Revision Date

Operational Plan Duration (In Years): [Empty field]

Forest Management System: [Empty field]

9. Click the "Handover Date" field.

Forest Address: Koshi Province, Terathum, Myanglung Municipality, Ward 2, Marg

Area (hectare): 1234

Handover Date: [Empty field highlighted with an orange circle]

First Revision Date: First Revision Date

Operational Plan Duration (In Years): [Empty field]

Forest Management System: [Empty field]

Forest Type: Select Forest Type

Divisional Forest Officer Name: [Empty field]

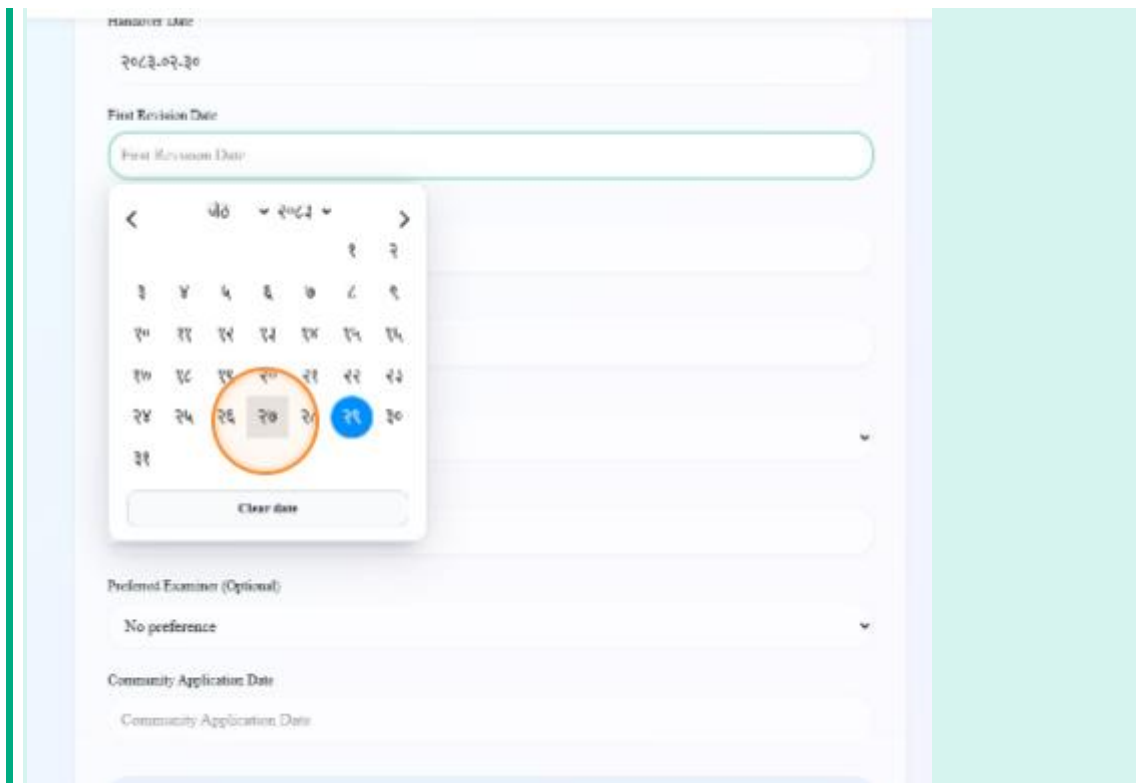
10. Click the date.

A screenshot of a web form with the following fields: 'Area (hectare)' with value '1234', 'Handover Date' with a date picker open, 'Divisional Forest Officer Name', 'Preferred Examiner (Optional)' with value 'No preference', and 'Community Application Date'. The date picker shows the Nepali calendar with the date २०८०-०३-३० highlighted in blue and circled in orange.

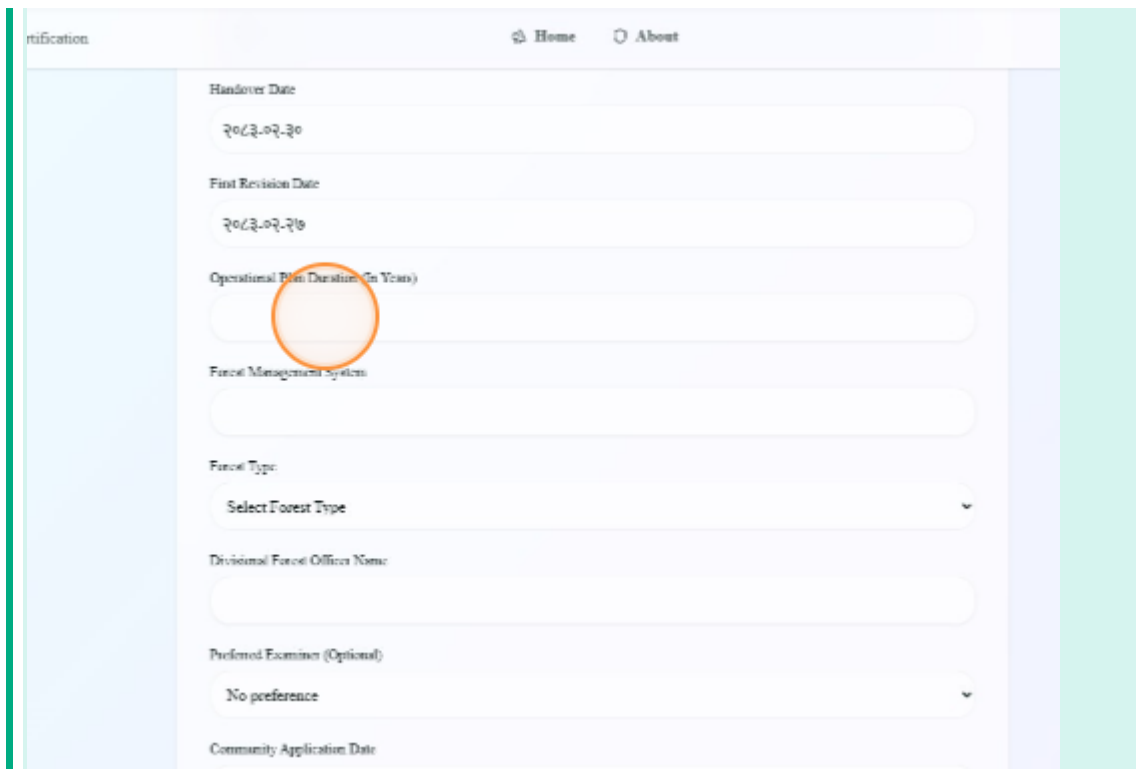
11. Click the "First Revision Date" field.

A screenshot of a web form with the following fields: 'Area (hectare)' with value '1234', 'Handover Date' with value '२०८३-०३-३०', 'First Revision Date' with value 'First Revision Date' and highlighted by an orange circle, 'Operational Plan Duration (In Years)', 'Forest Management System', 'Forest Type' with value 'Select Forest Type', 'Divisional Forest Officer Name', and 'Preferred Examiner (Optional)'. At the top right, there are links for 'Home' and 'About'.

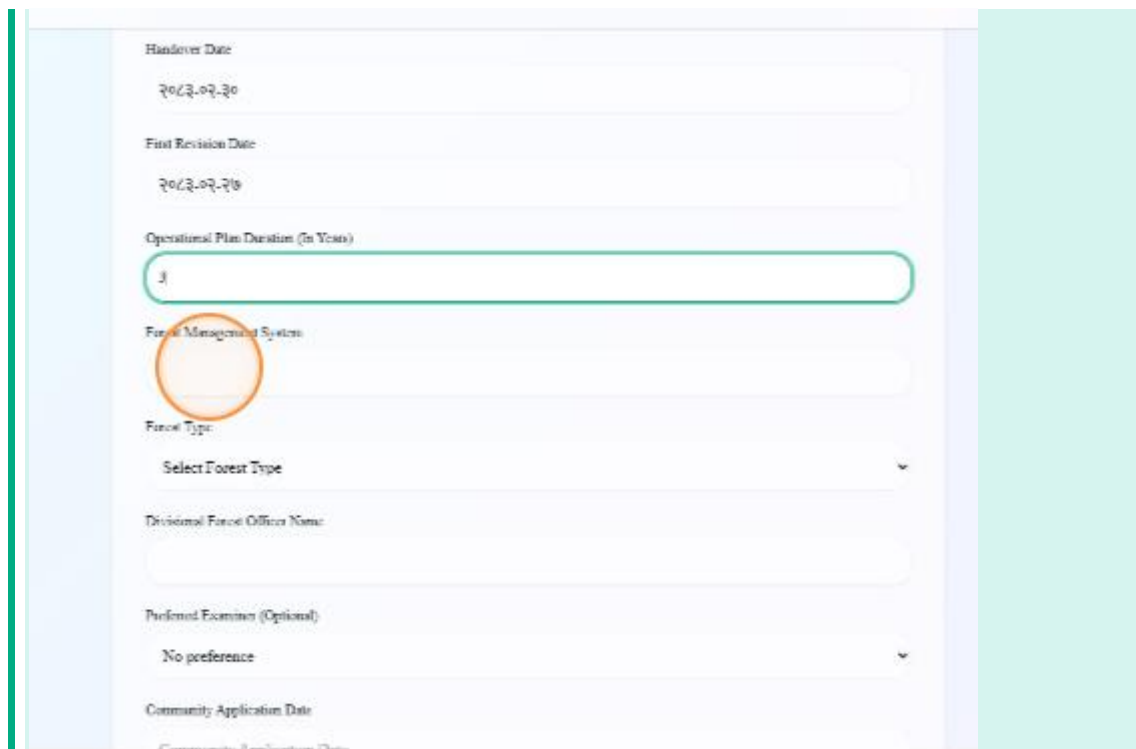
12. Click the date.



13. Click the "Operational Plan Duration (In Years)" field and enter the year.



14. Click the "Forest Management System" field and enter the value.



The screenshot shows a web form for the Forest Management System. The fields are as follows:

- Handover Date: २०८३-०३-३०
- First Revision Date: २०८३-०३-३०
- Operational Plan Duration (in Years): ३
- Forest Management System: This field is highlighted with a red circle.
- Forest Type: Select Forest Type (dropdown menu)
- Divisional Forest Officer Name: (text input field)
- Preferred Examiner (Optional): No preference (dropdown menu)
- Community Application Date: (text input field)
- Community Representative Name: (text input field)

15. Select the "Community Forests" option. [Note: Will ask for the name of chairman. If other types are chosen then it will ask the name of the Divisional Forest Officer.]

२०८३-०९-२७

First Revision Date  
२०८३-०९-२७

Operational Plan Duration (In Years)  
3

Forest Management System  
Silviculture

Forest Type  
Community Forests

Chairman Name

Preferred Examiner (Optional)  
No preference

Community Application Date  
Community Application Date

**Before submitting**  
Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision.

16. Click the "Chairman Name" field and enter the name.

२०८३-०९-२७

Operational Plan Duration (In Years)  
3

Forest Management System  
Silviculture

Forest Type  
Community Forests

Chairman Name

Preferred Examiner (Optional)  
No preference

Community Application Date  
Community Application Date

**Before submitting**  
Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision.

17. Select the "National Parks" option.

The screenshot shows a web form with the following fields and values:

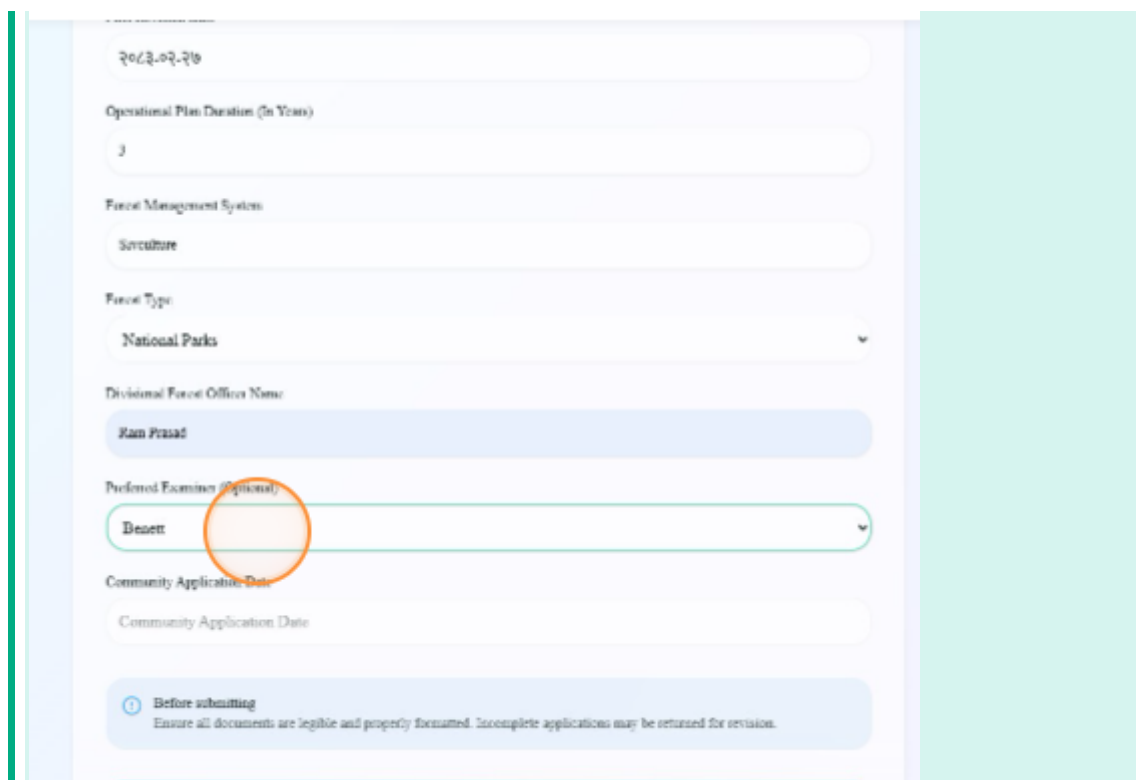
- First Revision Date: २०८३.०२.३०
- Operational Plan Duration (In Years): ३
- Forest Management System: Silviculture
- Forest Type: National Parks (highlighted with an orange circle)
- Divisional Forest Officer Name: (empty field)
- Preferred Examiner (Optional): No preference
- Community Application Date: Community Application Date

At the bottom, there is a blue box with a warning icon and the text: "Before submitting: Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision."

18. Click the "Divisional Forest Officer Name" field and enter the name.

The screenshot shows the same web form as above, but with the "Divisional Forest Officer Name" field highlighted by an orange circle. The other fields and values remain the same as in the previous screenshot.

19. Select the Preferred Examiner's name from the provided options.



The screenshot displays a web form for the Nepal Forest Certification System. The form includes several input fields: a date field for '२०८३.०१.२७', a text field for 'Operational Plan Duration (In Years)' with the value '3', a text field for 'Forest Management System' with the value 'Silviculture', a dropdown menu for 'Forest Type' with 'National Parks' selected, a text field for 'Divisional Forest Officer Name' with 'Raj Prasad', a dropdown menu for 'Preferred Examiner (Optional)' with 'Benett' selected and highlighted by an orange circle, and a text field for 'Community Application Date'. At the bottom, there is a blue informational box with a warning icon and the text: 'Before submitting Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision.'

20. Click the "Community Application Date" field.

The screenshot shows a web form for submitting an application. The fields are: a text input with '3', 'Forest Management System' with 'Silviculture', 'Forest Type' with 'National Parks', 'Divisional Forest Officer Name' with 'Ran Prasad', 'Preferred Examiner (Optional)' with 'Desert', and 'Community Application Date' which is highlighted with an orange circle. Below the form is a blue box with a warning icon and text: 'Before submitting Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision.' At the bottom is a green 'Submit Application' button.

21. Click the date.

This screenshot is similar to the previous one, but with a date picker calendar overlaid on the 'Community Application Date' field. The calendar shows the Nepali month 'चैत्र' and year '२०८३'. The date '२१' (21) is highlighted with an orange circle. The 'Submit Application' button is visible at the bottom.

## 22. Click "Submit Application"

The screenshot shows a web form for submitting an application. The form includes the following fields:

- Forest Management System: Silviculture
- Forest Type: National Parks
- Divisional Forest Officer Name: Ram Prasad
- Preferred Examiner (Optional): Ramon
- Community Application Date: २०८३-०२-२२

Below the form, there is a note: "Before submitting: Ensure all documents are legible and properly formatted. Incomplete applications may be returned for revision." At the bottom of the form, a large green button labeled "Submit Application" is circled in orange.

## 3.2 Editing the Application

1. After submitting the application, you will be redirected to the Application review page.

The screenshot shows the application review page. At the top, there are buttons for "Edit Application" and "Print", and a "Continue to Documents" button. The main content is a document with the following text:

मिति: २०८३-०२-०९

श्रीमान महा/निर्देशकजी  
वन तथा भू-संरक्षण विभाग  
बनसगंज, काठमाडौं ।

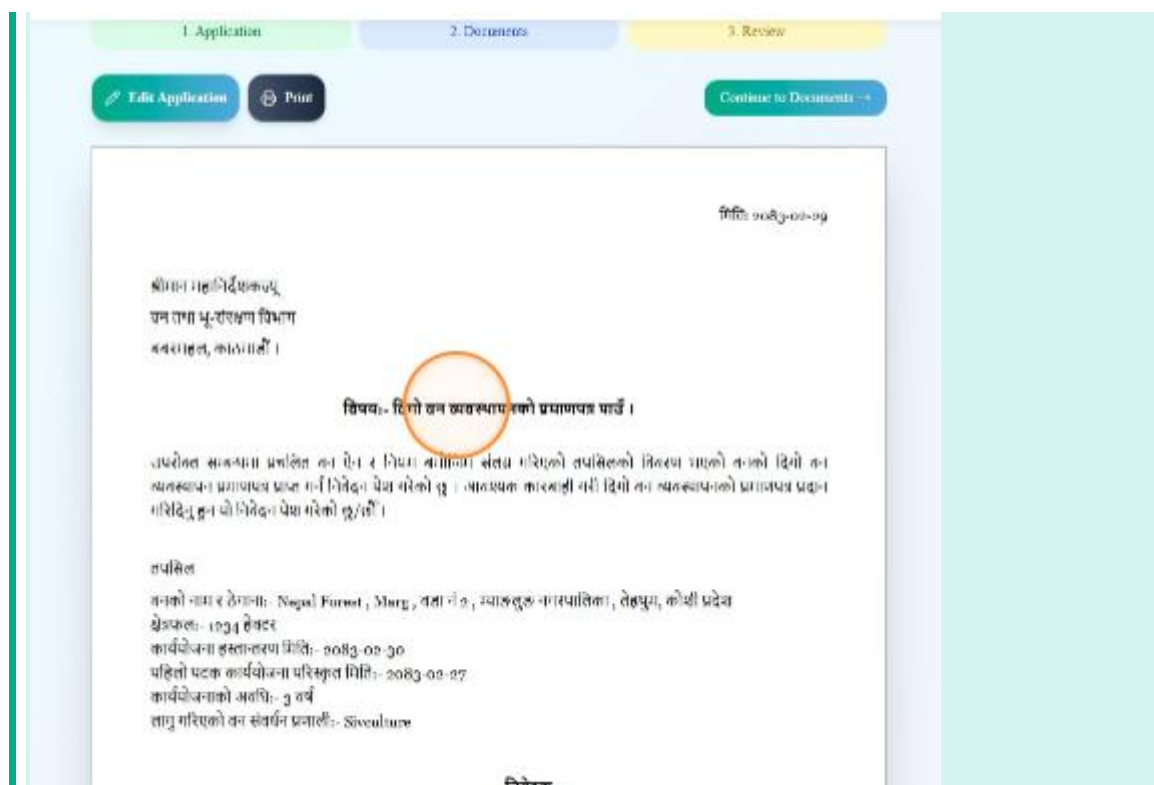
**विषय:- दिगो वन व्यवस्थापनको प्रमाणपत्र पाठो ।**

उपरोक्त सम्बन्धमा प्रस्तुत वन ऐन र नियम कार्यान्वयन संलग्न गरिएको तथ्यांकको निवेदन भएको तथ्यांकको दिगो वन व्यवस्थापन प्रमाणपत्र प्राप्त गर्न निवेदन पेश गरेको तथ्यांकको कार्यान्वयन गरिने गरिने तथ्यांकको प्रमाणपत्र प्रदान गरिने हुन यो निवेदन पेश गरेको हुन/छैन ।

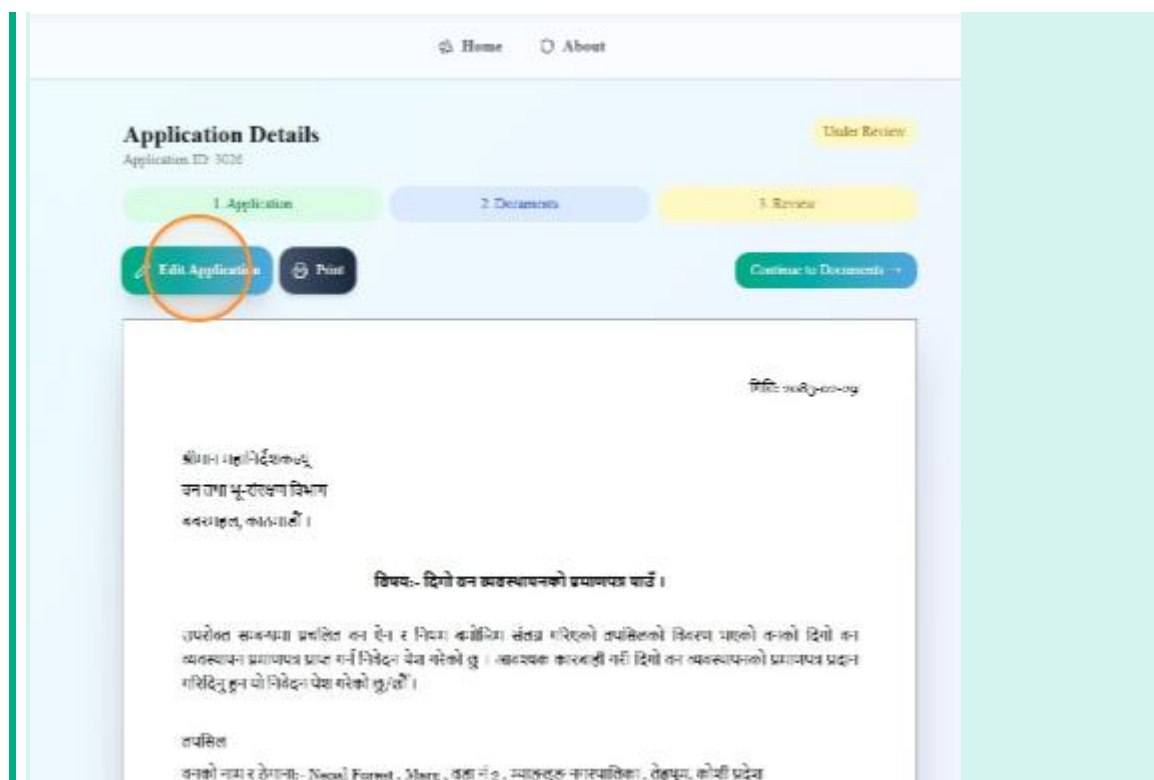
तथ्यांक  
वनको नाम र ठेगाना:- Nepal Forest, Mardy, पत्रा नं ०, ग्याङ्गुलु नगरपालिका, तेह्रथुम, कोशी प्रदेश  
क्षेत्रफल:- १२३५ हेक्टर  
कार्ययोजना हस्तातरण मिति:- २०८३-०२-३०  
पहिलो पटक कार्ययोजना परिसूचक मिति:- २०८३-०२-२७  
कार्ययोजनाको अवधि:- ३ वर्ष  
सामु गरिएको वन संरक्षण प्रणाली:- Silviculture

निवेदन:-

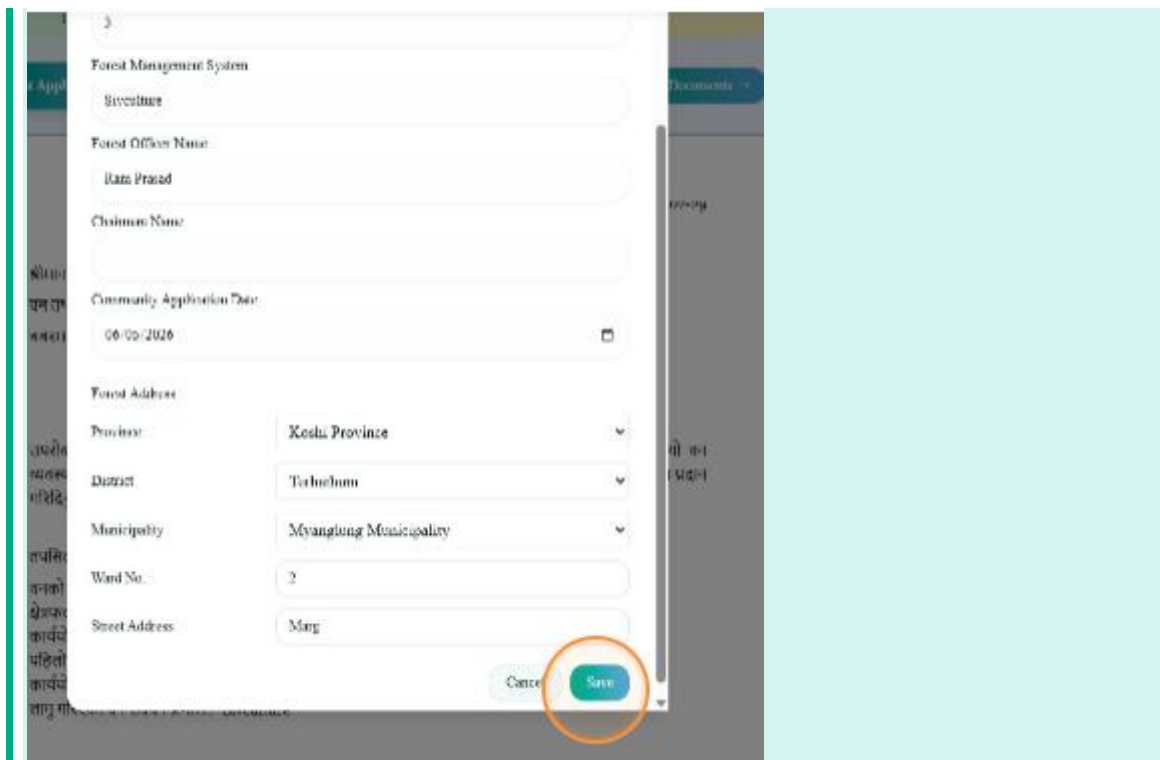
2. Check the application properly.



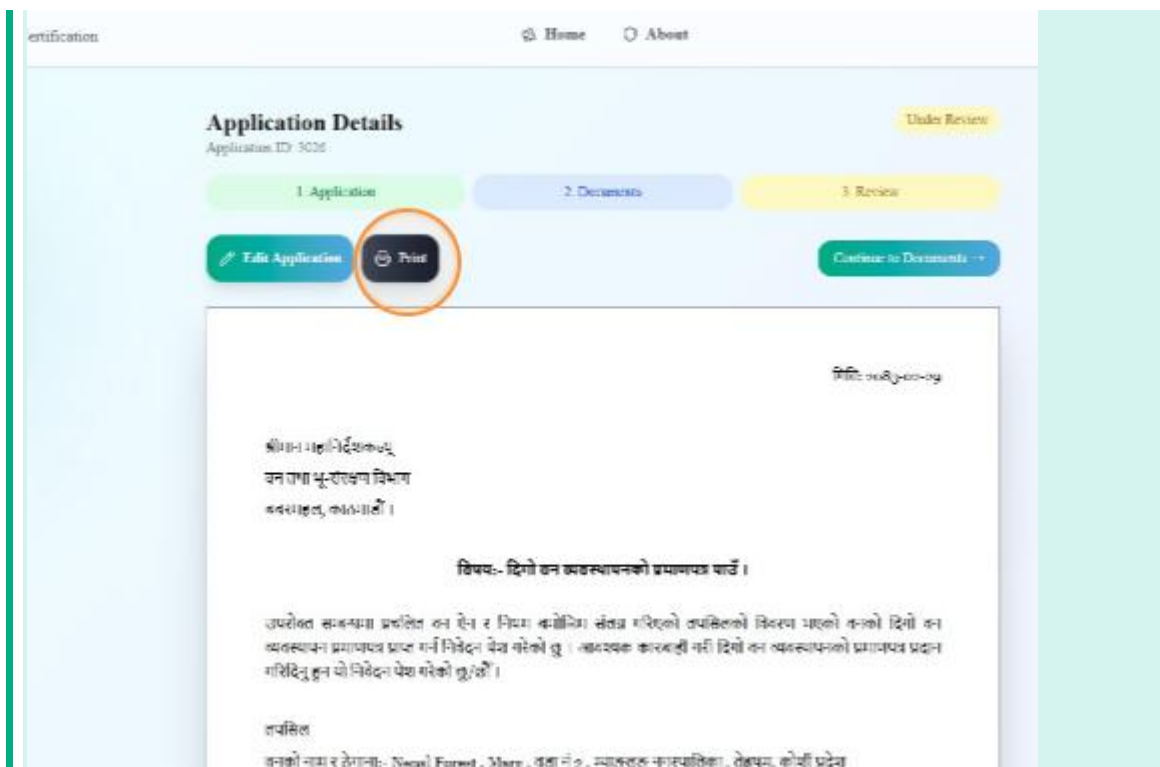
3. Click "Edit Application"



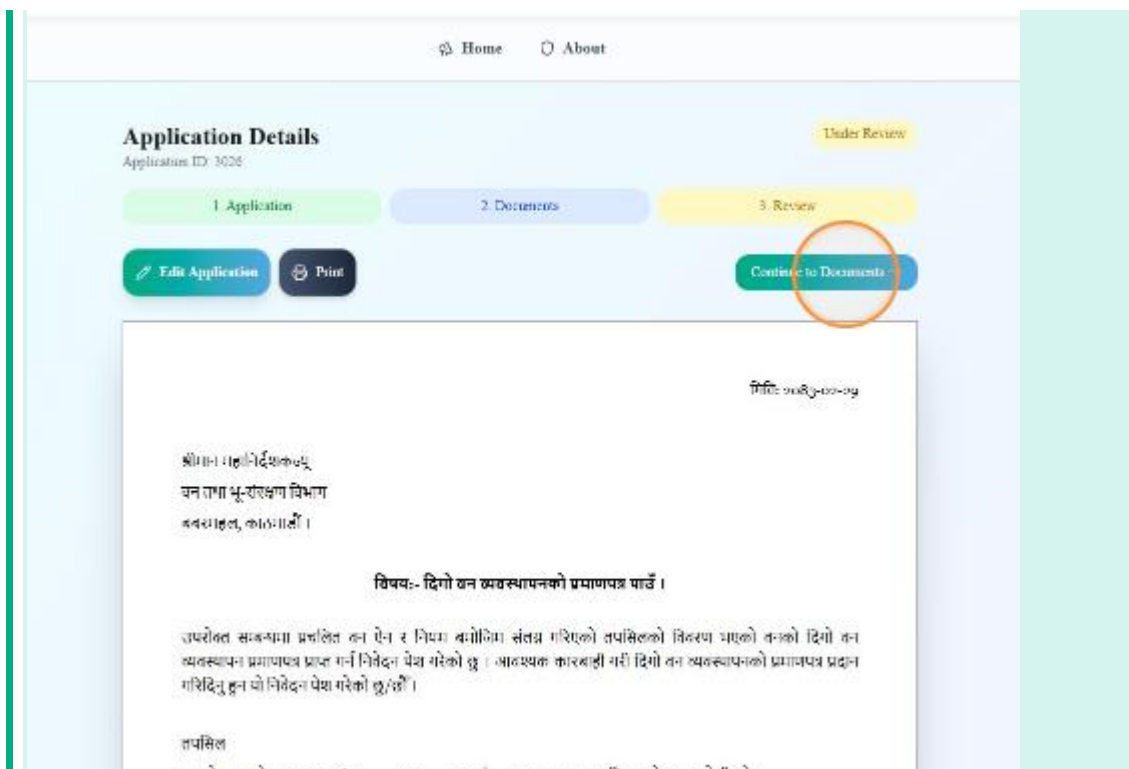
4. Click "Save" after your edit has been completed.



5. Click “Print” to print the page.



6. Click "Continue to Documents"

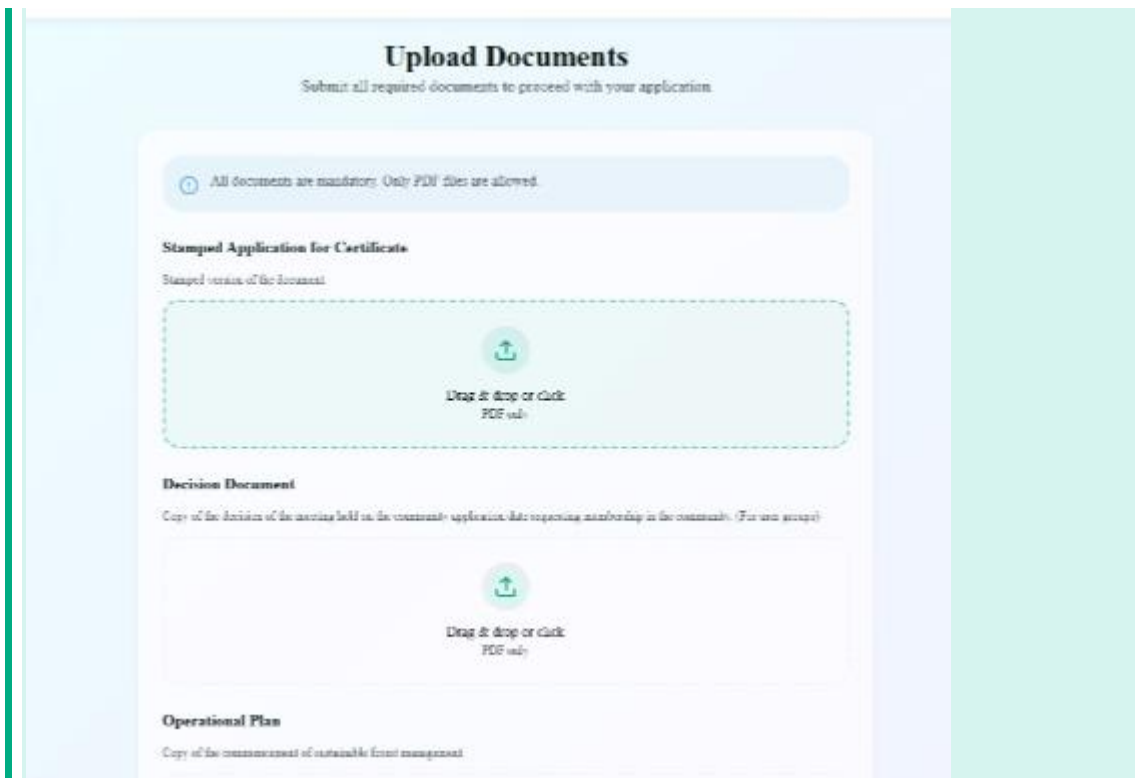


### 3.3 Uploading Required Documents

The following documents must be uploaded with your application:

Document	Format / Requirement
Stamped Application for Certificate	PDF, max 5 MB
Decision Document	PDF, max 5 MB
Operational Plan	PDF, max 5 MB
Handover Certificate	PDF, max 5 MB

1. After submitting the application and reading the form the applicant is redirected to the documents upload page.



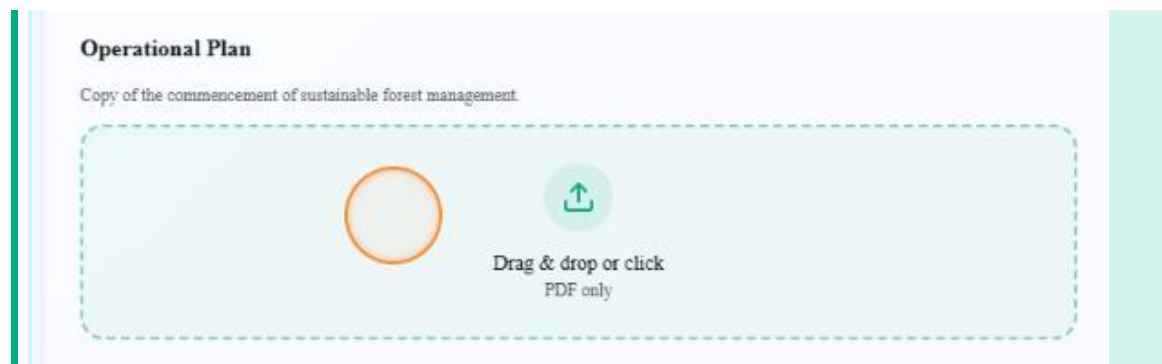
2. Upload the stamped application for the certificate.



3. Upload the Decision Document.



4. Upload the Operational plan.



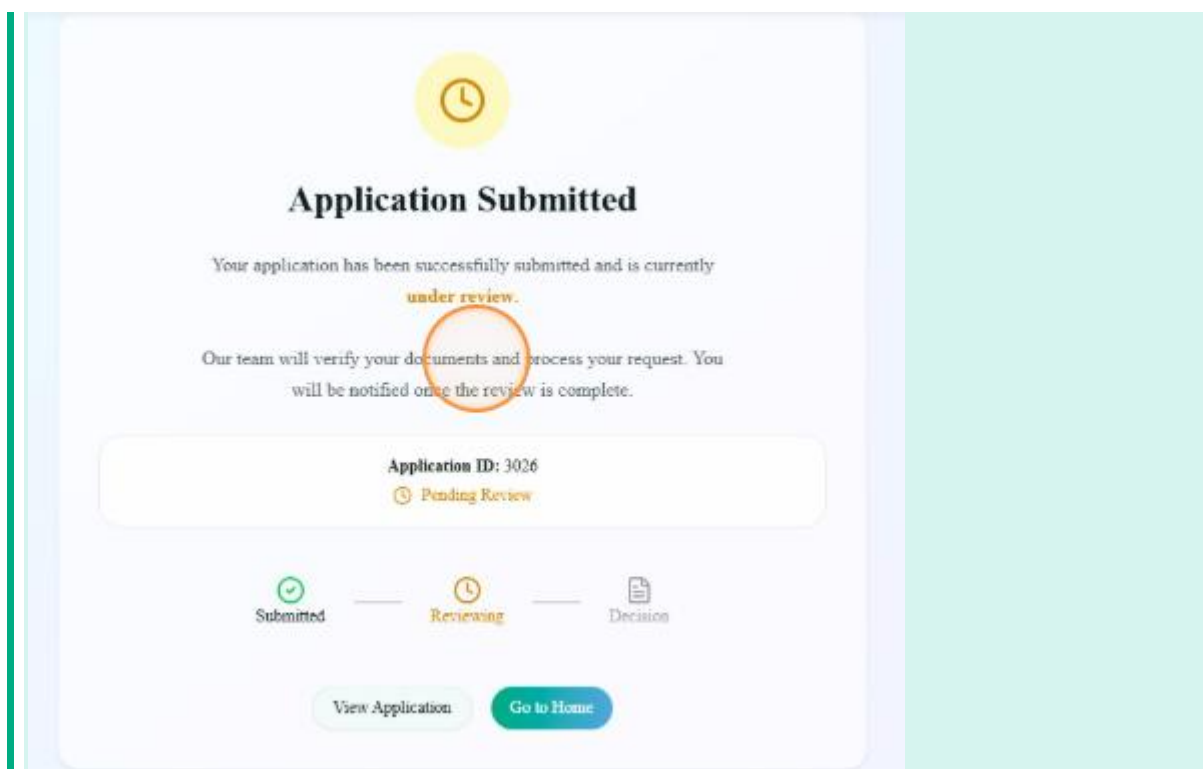
5. Upload the Handover Certificate.



6. Click "Submit Documents"

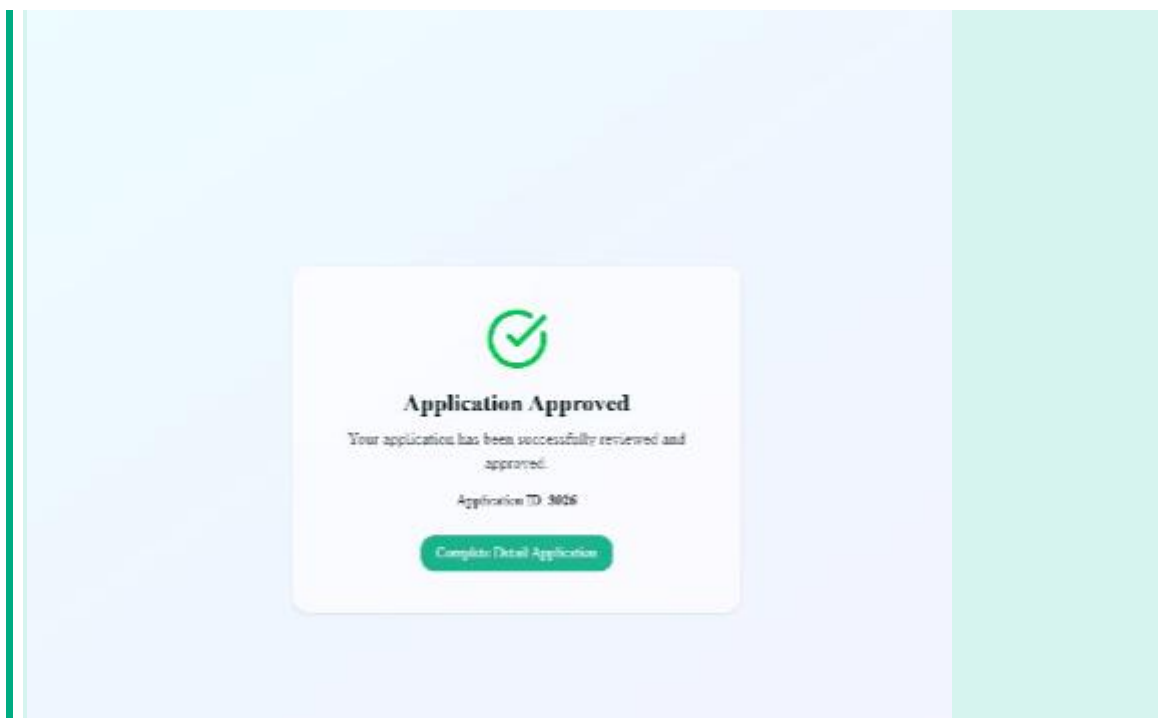


7. Your application has been submitted successfully for further processing.

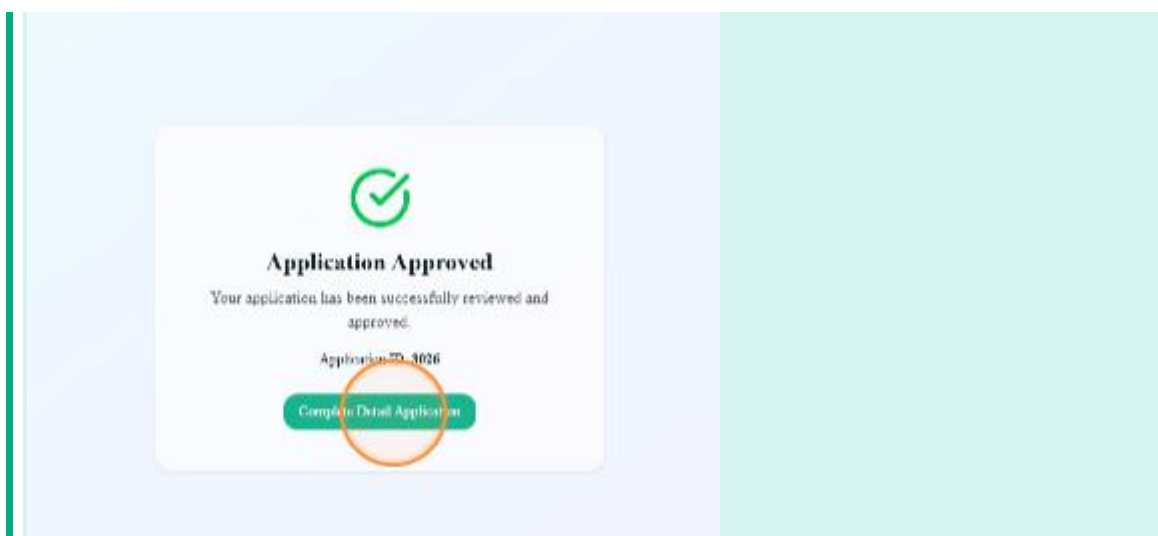


### 3.3 Full Application Form Submission

1. After the Issuer accepts the application, the applicant gets an email regarding the acceptance of their application.
2. The applicant logs in to the system and fill the full application form.



3. Click "Complete Detail Application"



4. Start to fill the form.

वन व्यवस्थापनको प्रकार: national\_parks  
संगठनको नाम: नारायणी वन

मूल्यांकन मिति: 2028-06-12  
सूचक 1: वनको व्यवस्थापन गर्ने वन व्यवस्थापक प्रचलित कानून बमोजिम अधिकार प्राप्त निकाय वा समूह हुनु पर्नेछ।

सूचक 2: वनको व्यवस्थापन र यससँग सम्बन्धित क्रियाकलापहरू सञ्चालनका लागि वन कार्यालय वा प्रचलित कानूनमा व्यवस्था भए बमोजिमको उपभोक्ता समूह वा निकाय रहनेछ।

\* के यो तपाईंको वनमा सान्दर्भिक छ ?

छ

छैन

सूचक 3: प्रचलित कानूनमा व्यवस्था भए बमोजिमको निकायबाट स्वीकृत वन व्यवस्थापन कार्ययोजना बमोजिम वनको संरक्षण, विकास, व्यवस्थापन र सदुपयोग भएको हुनेछ।

\* के यो तपाईंको वनमा सान्दर्भिक छ ?

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छैन

मापदण्ड 1.2: वन पैदावारको चोरी निकासी, अतिक्रमण तथा अन्य गैरकानूनी क्रियाकलापहरू नियन्त्रण गरी वनलाई व्यवस्थित रूपमा संरक्षण गर्नेको लागि उपयुक्त उपायहरूको अवलम्बन गर्नु पर्नेछ।

सूचक 4: वन व्यवस्थापन योजनामा वन पैदावारको चोरी निकासी, चोरी शिकार, गैरकानूनी संकलन गर्ने, वन अतिक्रमण गर्ने जस्ता अवैधानिक क्रियाकलापहरू नियन्त्रणका उपायहरू उल्लेख भएको हुनेछ।

5. Click the option that is applicable to your application.

सूचक 1: वनको व्यवस्थापन र यससँग सम्बन्धित क्रियाकलापहरू सञ्चालनका लागि वन कार्यालय वा प्रचलित कानूनमा व्यवस्था भए बमोजिमको उपभोक्ता समूह वा निकाय रहनेछ।

\* के यो तपाईंको वनमा सान्दर्भिक छ ?

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छैन

\* के यो प्रमाण (प्रमाण: उपभोक्ता समूहको विधान र दर्ता प्रमाण पत्र (PDF/तस्वीर अपलोड गर्नुहोस्)) तपाईंसँग छ ?

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छैन

\* के यो प्रमाण (प्रमाण: वन कार्यालयको स्वीकृत संगठन संरचना) तपाईंसँग छ ?

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छैन

सूचक 2: प्रचलित कानूनमा व्यवस्था भए बमोजिमको निकायबाट स्वीकृत वन व्यवस्थापन कार्ययोजना बमोजिम वनको संरक्षण, विकास, व्यवस्थापन र सदुपयोग भएको हुनेछ।

\* के यो तपाईंको वनमा सान्दर्भिक छ ?

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छैन


6. Upload the evidence as required.

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 छैन

\* के यो प्रमाण (प्रमाण: उपभोक्ता समूहको विधान र दर्ता प्रमाण पत्र (PDF/तस्वीर अपलोड गर्नुहोस्)) तपाईंसँग छ ?

छ  
 छैन

**प्रमाण: उपभोक्ता समूहको विधान र दर्ता प्रमाण पत्र (PDF/तस्वीर अपलोड गर्नुहोस्)**  
 उपभोक्ता समूहको विधान तथा दर्ता प्रमाण पत्र

Click here to upload file. (< 5MB) 

\* के यो प्रमाण (प्रमाण: वन कार्यालयको स्वीकृत संगठन संरचना) तपाईंसँग छ ?

छ  
 छैन

सूचक २: प्रचलित कानूनमा व्यवस्था भए बमोजिमको निकायबाट स्वीकृत वन व्यवस्थापन कार्ययोजना बमोजिम वनको संरक्षण, विकास, व्यवस्थापन र सदुपयोग भएको हुनेछ।

\* के यो तपाईंको वनमा सान्दर्भिक छ ?

छ  
 छैन

7. Complete the form and click on “Submit”.

\* समग्र मूल्याङ्कन: वन व्यवस्थापनको स्तर  
 सबै सिद्धान्त र मापदण्डको समग्र मूल्याङ्कनको आधारमा

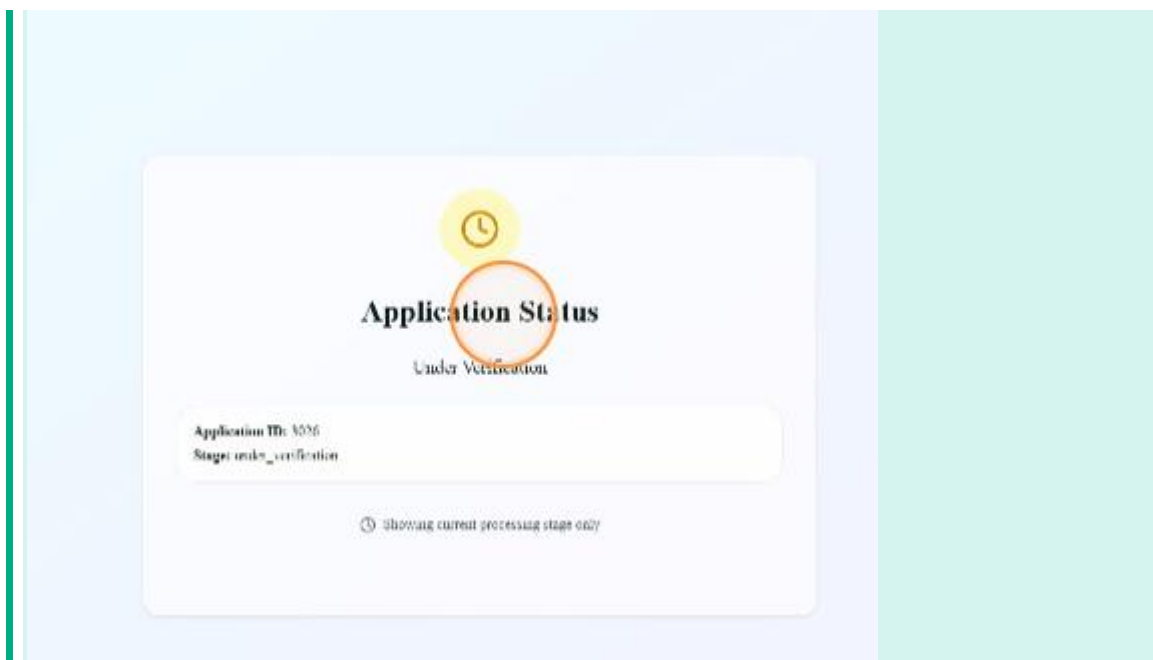
पूर्ण प्रमाणीकरण (≥80%)  
 सशर्त प्रमाणीकरण (60-79%)  
 सुधार आवश्यक (<60%)

**थप अवलोकन र टिप्पणीहरू**  
 मूल्याङ्कनका क्रममा देखिएका अन्य महत्त्वपूर्ण बुझाइहरू

Good Work



8. The applicant’s application status is shown.

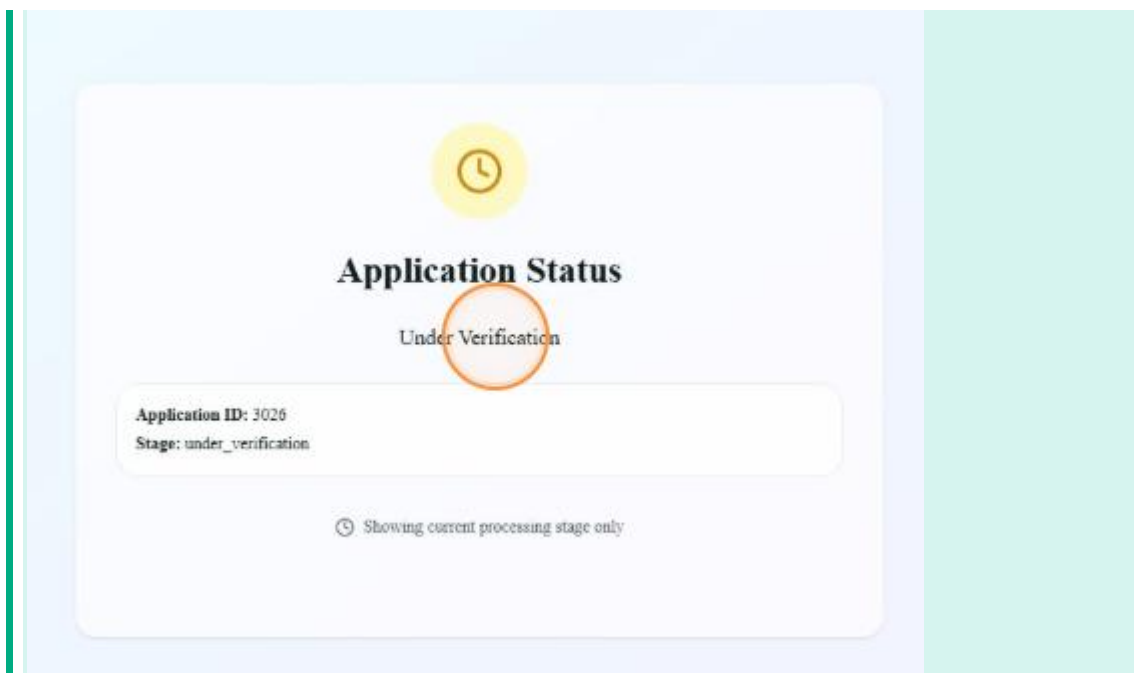


### 3.4 Tracking Application Status

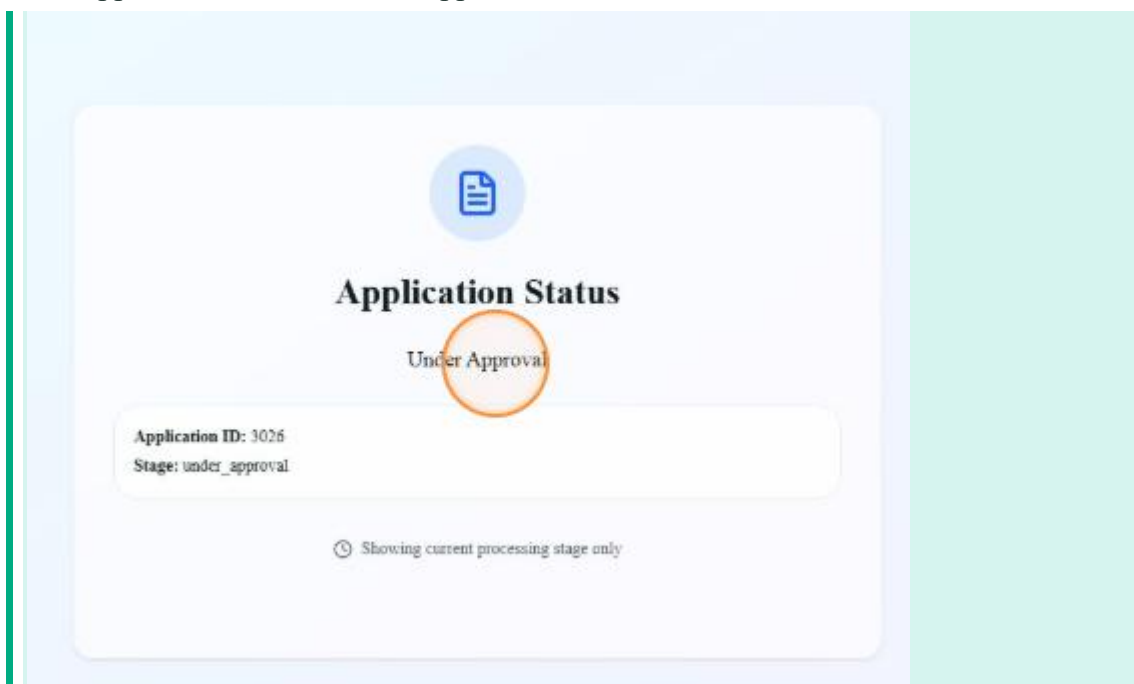
The applicant can login to view their application status.

Status	Meaning
Under Verification	Application received; pending assignment to an examiner
Under Approval	An examiner is currently evaluating the application
Under Certification	An approver is currently evaluating the application
Certificate Issued	The application is under Issuer’s supervision and they are working on issuing the certificate.

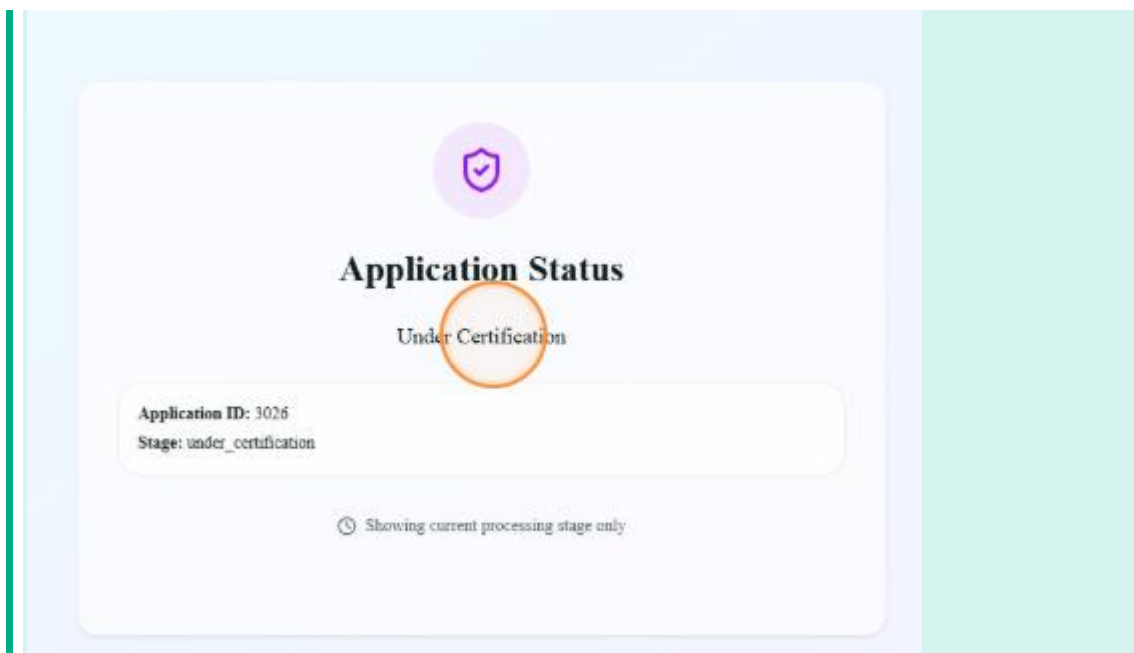
1. The application status “Under Verification”.



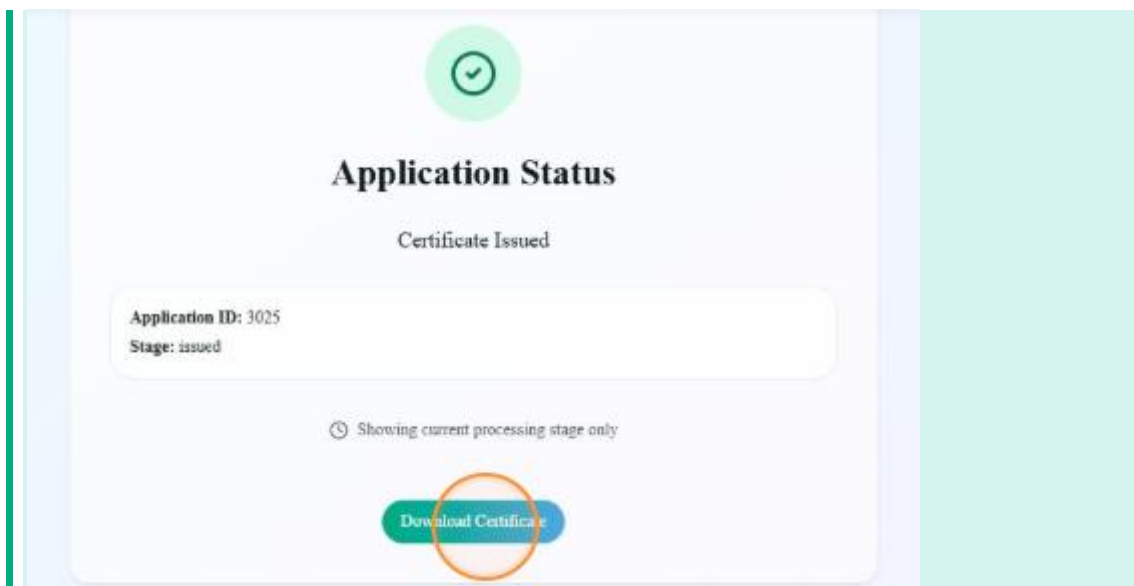
2. The application status “Under Approval”.



3. The application status “Under Certification”.



4. The application status “Certificate Issued”. The applicant can click on “Download Certificate” button to download it.



5. The applicant also receives an email along with their stamped certificate.

# 04

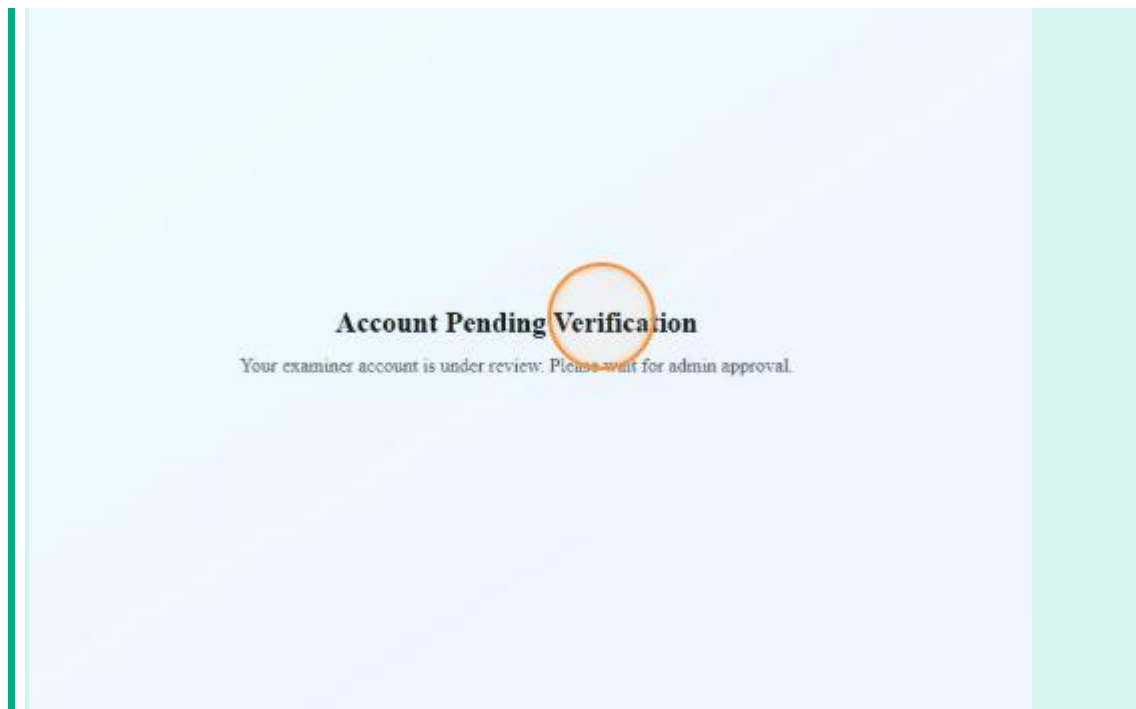
## Examiner Process

*Reviewing and evaluating applications*

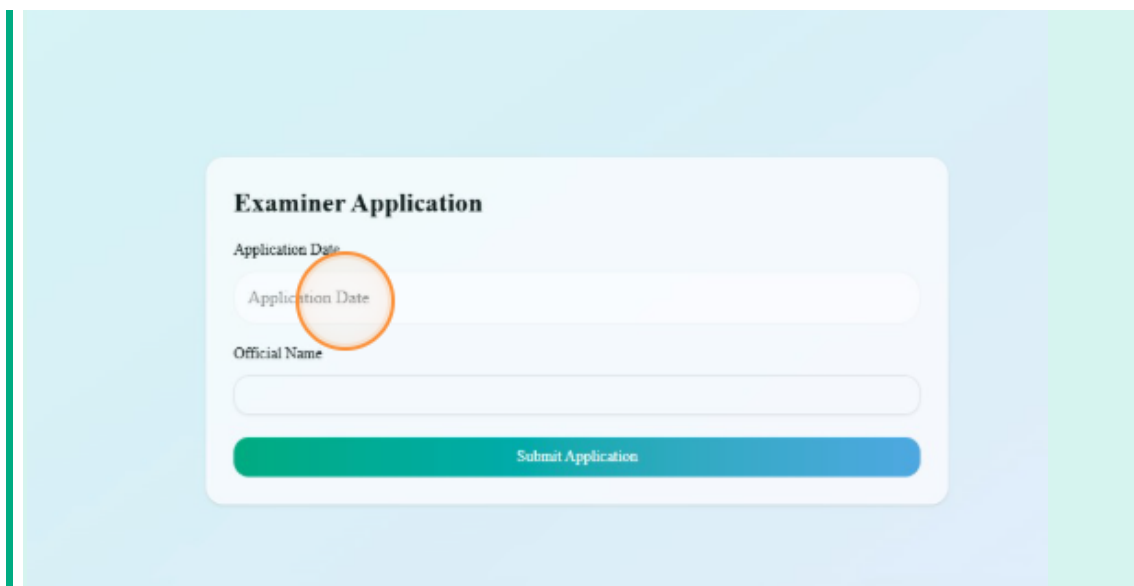
Examiners are certified professionals registered in the NFC system to evaluate forest certification applications.

### 4.1 Registering as an Examiner

1. After registering as an examiner. The admin needs to activate examiner's account in order for examiners to complete the application process.



2. After account activation the examiner can fill the application form.



**Examiner Application**

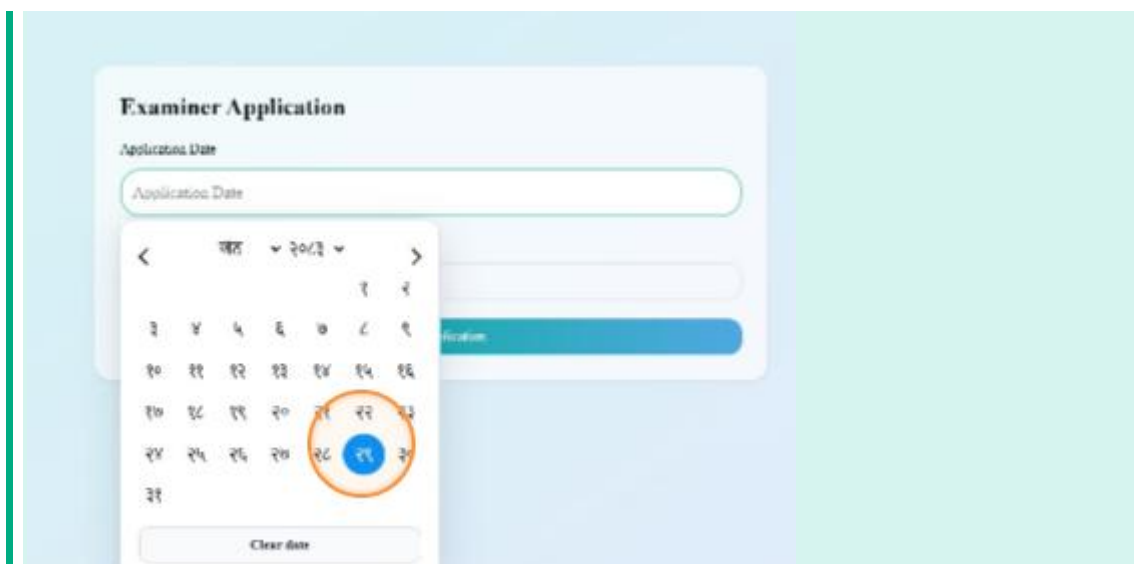
Application Date

Application Date

Official Name

Submit Application

3. Click the "Application Date" field and fill the date.



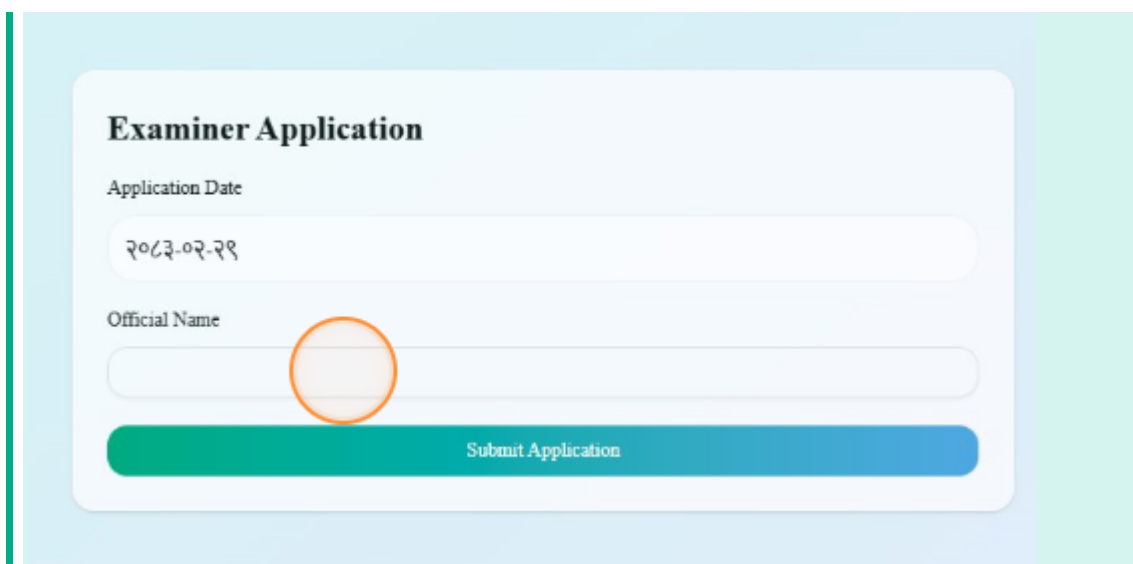
**Examiner Application**

Application Date

Application Date

Clear date

4. Click the "Official Name" field and fill the name.



**Examiner Application**

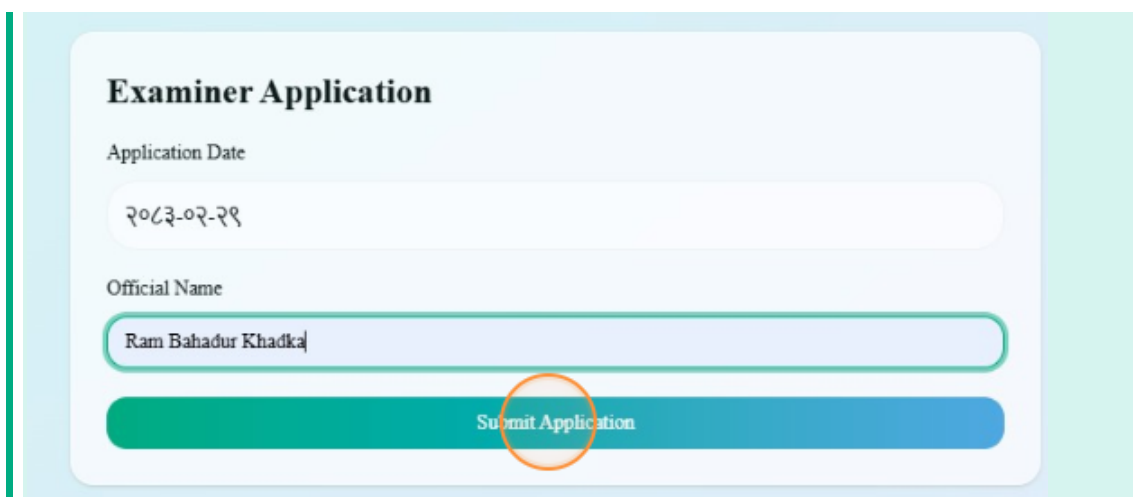
Application Date

२०८३-०२-२९

Official Name

[Submit Application](#)

5. Click "Submit Application"



**Examiner Application**

Application Date

२०८३-०२-२९

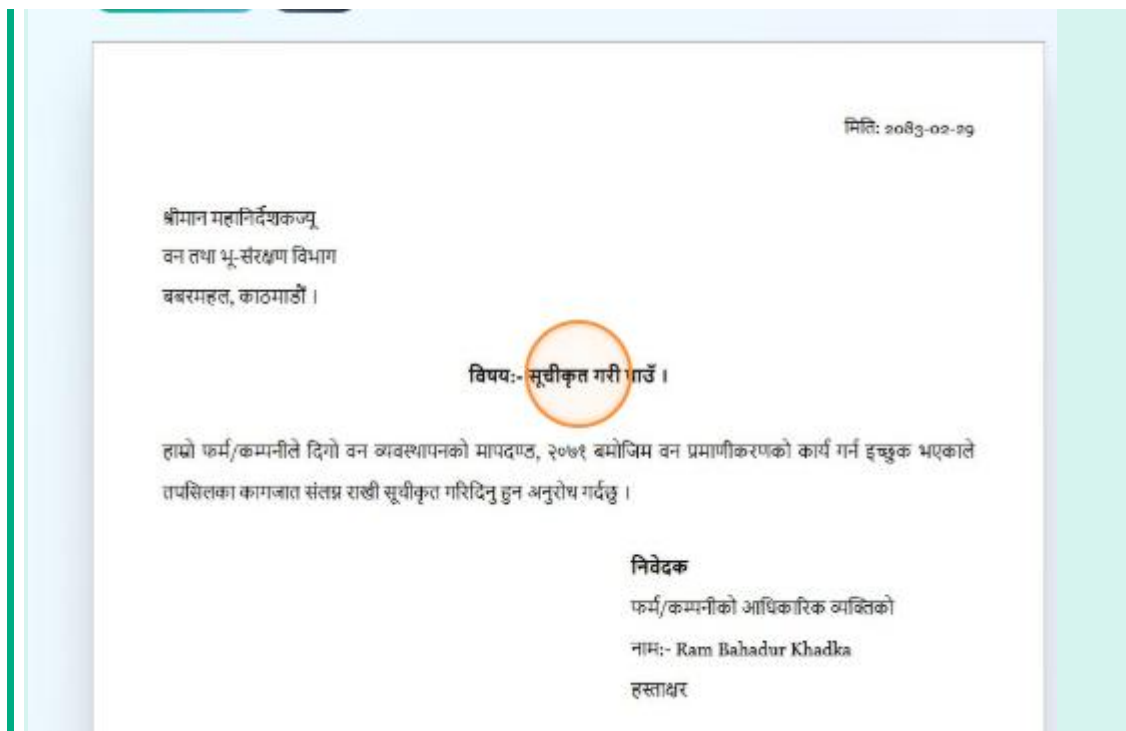
Official Name

Ram Bahadur Khadka

[Submit Application](#)

## 4.2 Editing the Examiner Application

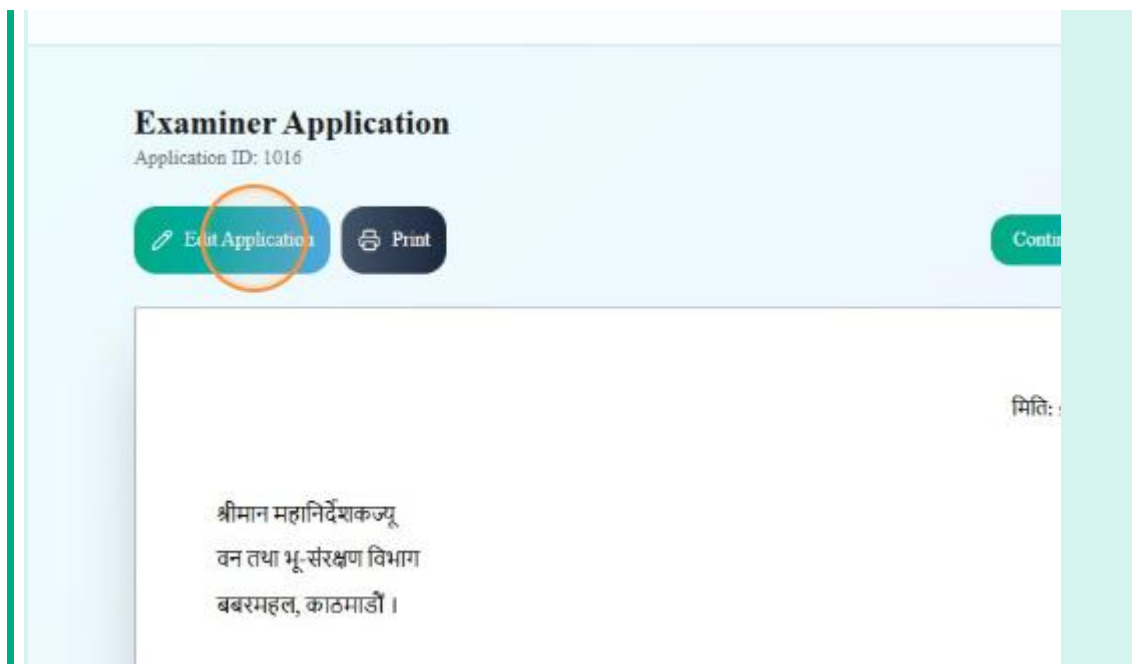
1. Read the application.



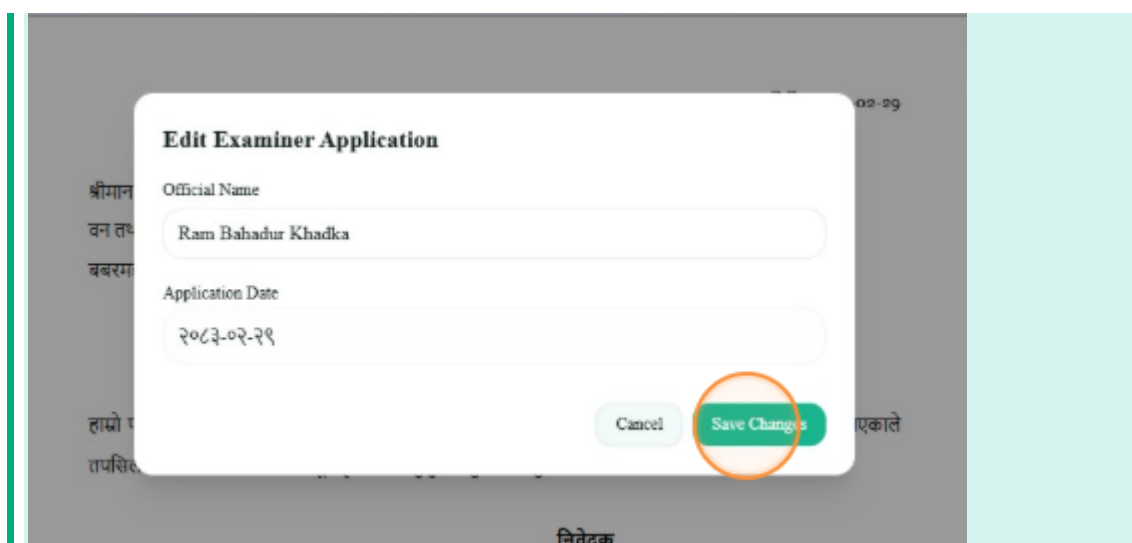
2. Click "Print" to print the document.



3. Click "Edit Application"



4. Edit any information and Click "Save Changes".



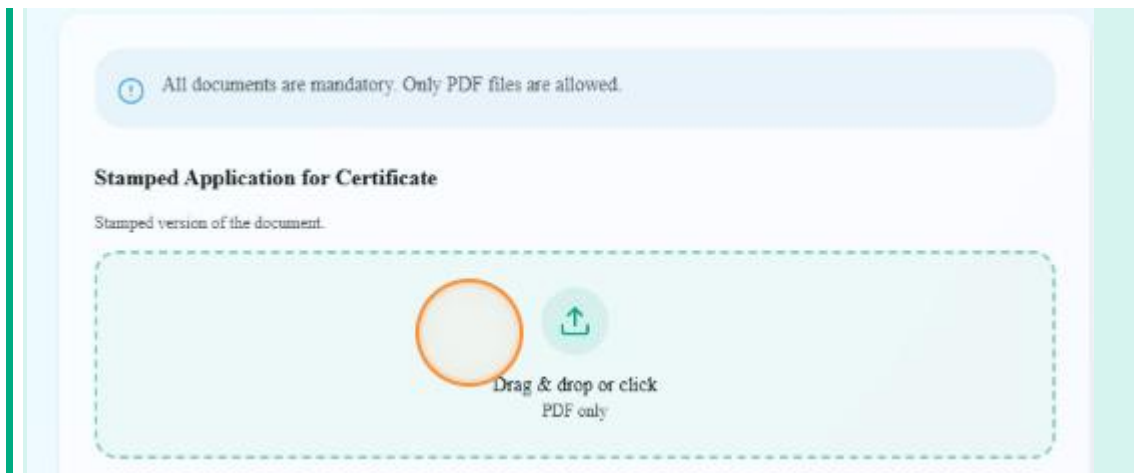
5. Click "Continue to Documents "

### 4.3 Upload the Documents

The following documents must be uploaded with your application:

Document	Format / Requirement
Stamped Application for Certificate	PDF, max 5 MB
Company Registration Certificate	PDF, max 5 MB
Technical Person Document	PDF, max 5 MB
PAN Certificate	PDF, max 5 MB
Certificate Document	PDF, max 5 MB
Other Documents	PDF, max 5 MB

1. Upload the “Standard Application for Certificate” document.



2. Upload the “Company Registration Certificate” document.



3. Upload the “Technical Person Document” document.



4. Upload the “PAN Certificate” document.

**PAN Certificate**  
Permanent Account Number (PAN) registration certificate.



Drag & drop or click  
PDF only

5. Upload the “Certificate Document” document.

**Certificate Document**  
Tax clearance certificate.



Drag & drop or click  
PDF only

6. Upload the “Other Documents” document.

**Other Documents**  
Any other documents required by the department.

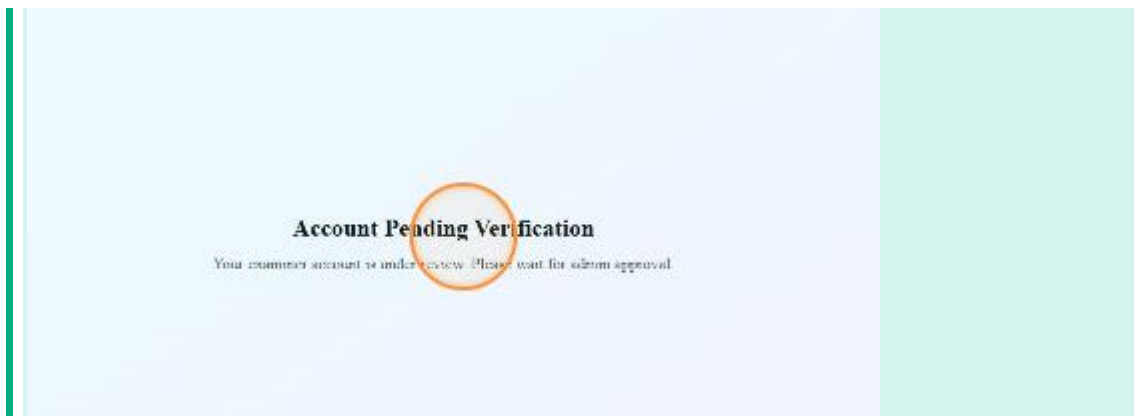


Drag & drop or click  
PDF only

7. Click "Submit Documents"

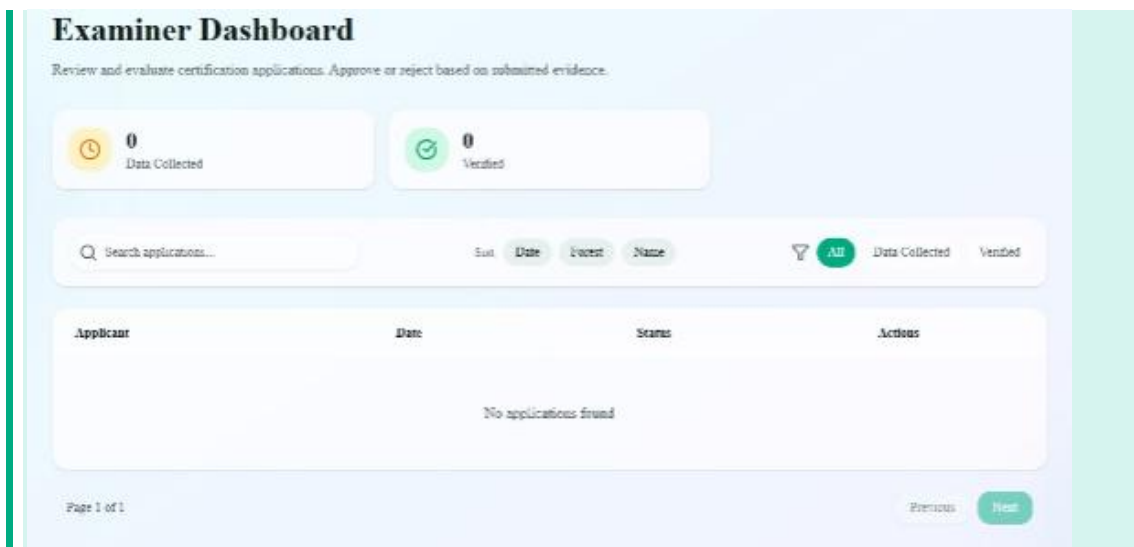


- The examiner application is submitted for further processing.

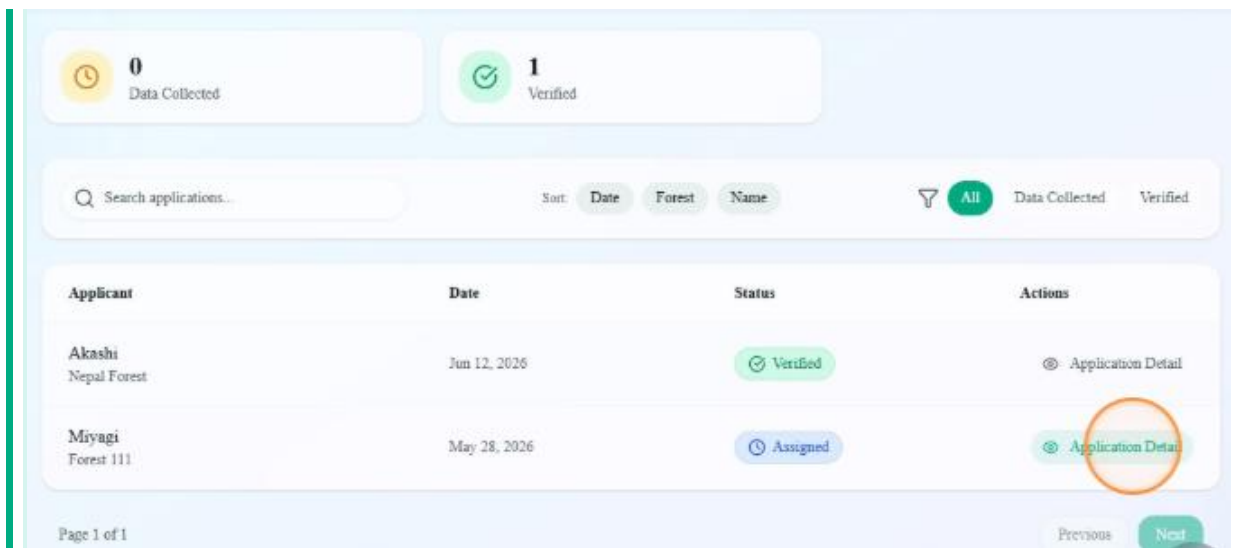


## 4.4 Reviewing and Evaluating Applications

- After the admin approves the examiner’s application they can view the examiner dashboard.



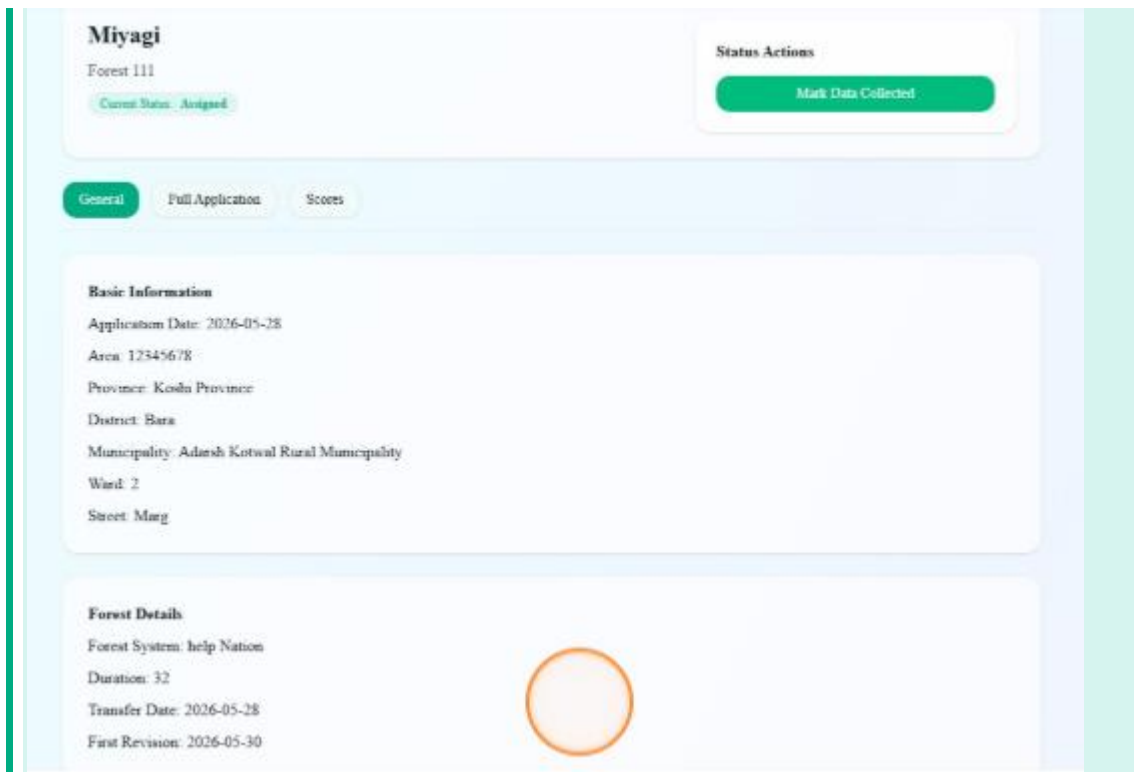
2. Assigned applicants will be visible on the Examiner dashboard.



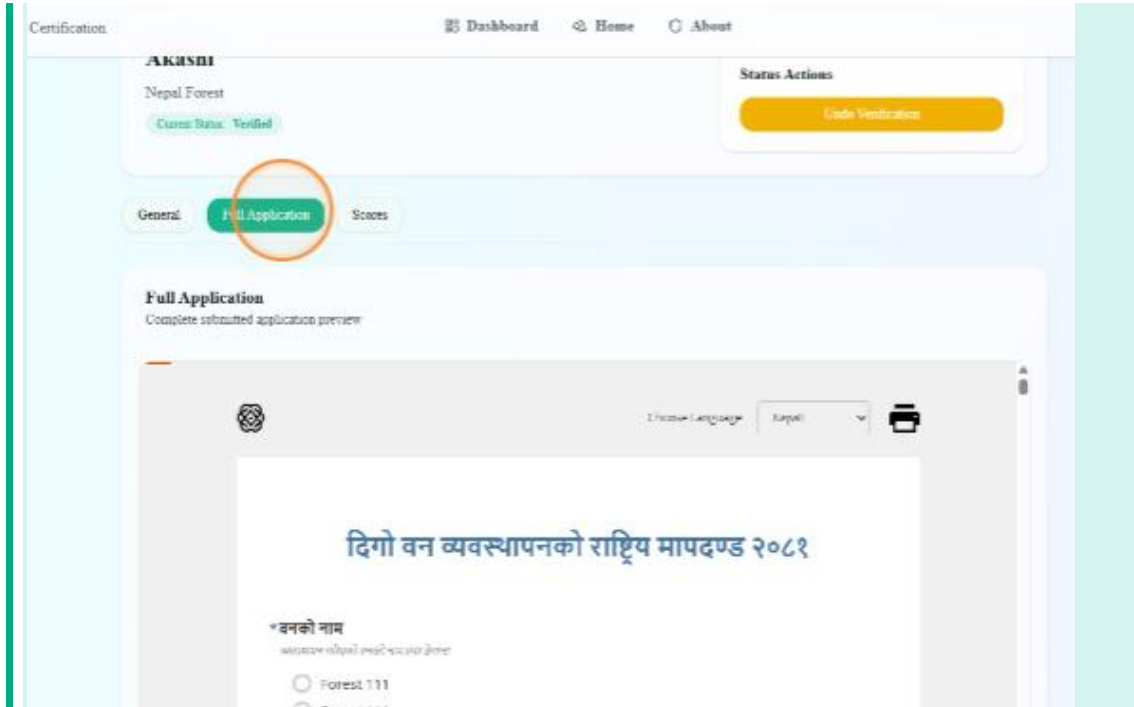
3. Click "Application Detail" to view the details.



4. Check whether all details have been submitted or not.




5. Click "Full Application" to view the all application.



6. Read the application and edit the application if there is anything that need editing.

**प्रमाण: वन व्यवस्थापन योजना।**  
वन व्यवस्थापन योजना

Click here to upload file. (< 5MB) 

समग्र मूल्यांकन सारांश

**\*समग्र मूल्यांकन: वन व्यवस्थापनको स्तर**  
सबै सिद्धान्त र मापदण्डको समग्र मूल्यांकनको आधारमा

पूर्ण प्रमाणीकरण (≥80%)

सशर्त प्रमाणीकरण (60-79%)

सुधार आवश्यक (<60%)

**थप अवलोकन र टिप्पणीहरू**  
मूल्यांकनका क्रममा देखिएका अन्य महत्वपूर्ण कुराहरू

Good Work day

7. Click "Submit"

**\*समग्र मूल्यांकन: वन व्यवस्थापनको स्तर**  
सबै सिद्धान्त र मापदण्डको समग्र मूल्यांकनको आधारमा

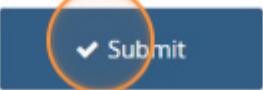
पूर्ण प्रमाणीकरण (≥80%)

सशर्त प्रमाणीकरण (60-79%)

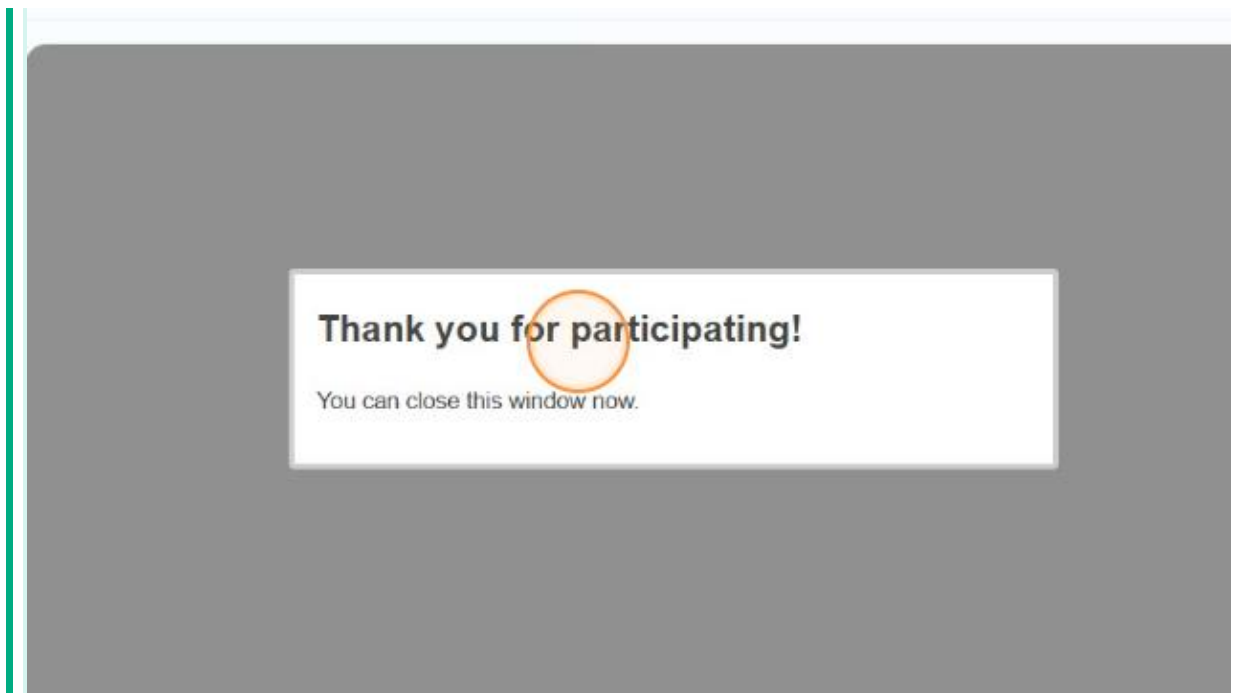
सुधार आवश्यक (<60%)

**थप अवलोकन र टिप्पणीहरू**  
मूल्यांकनका क्रममा देखिएका अन्य महत्वपूर्ण कुराहरू

Good Work day



8. "Thank you for participating!" message is displayed for successful editing.



9. Click "Scores" and check the score of applicants.

General
Full Application
Scores

### वन प्रमाणीकरणका लागि स्थलगत रूपमा प्रयोग गरिने फारम

वनको नाम:  
Nepal Forest

ठेगाना:  
Marg, बडा नं. 2, म्याङलुङ नगरपालिका,  
तेह्रथुम, कोशी प्रदेश

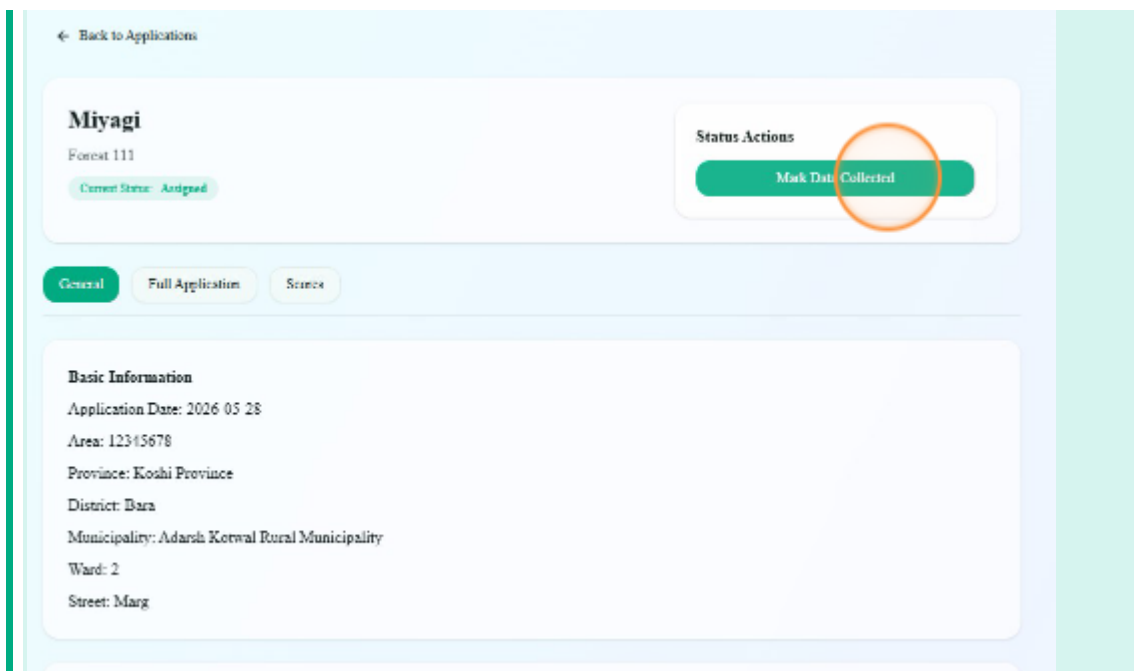
विभागको कोड:

क्र.सं.	मापदण्ड	सूचक	अनिवार्य शर्त	मूल्याङ्कनमा समावेश गर्ने		मूल्याङ्कन गर्दा प्राप्त गरेको अंक	आवश्यक कागजात पेश भएको / नभएको
				सान्दर्भिक (एलिकेबल)	असान्दर्भिक (नन एलिकेबल)		
1	1.1	1	हो	1		0.5	
2	1.1	2	हो	1		0	
3	1.2	1	होइन	0		0	4
4	1.2	2	होइन	1		1	
100	5.1	5	होइन	1		1	
101	5.1	6	होइन	1		1	
102	5.1	7	होइन	1		0	
103	5.1	8	होइन	1		1	
104	5.2	1	होइन	1		1	
105	5.2	2	होइन	1		1	
106	5.2	3	होइन	1		1	
107	5.2	4	होइन	1		1	
जम्मा				106	0	143.50	
प्राप्त गरेको अंक प्रतिशत						97.91%	

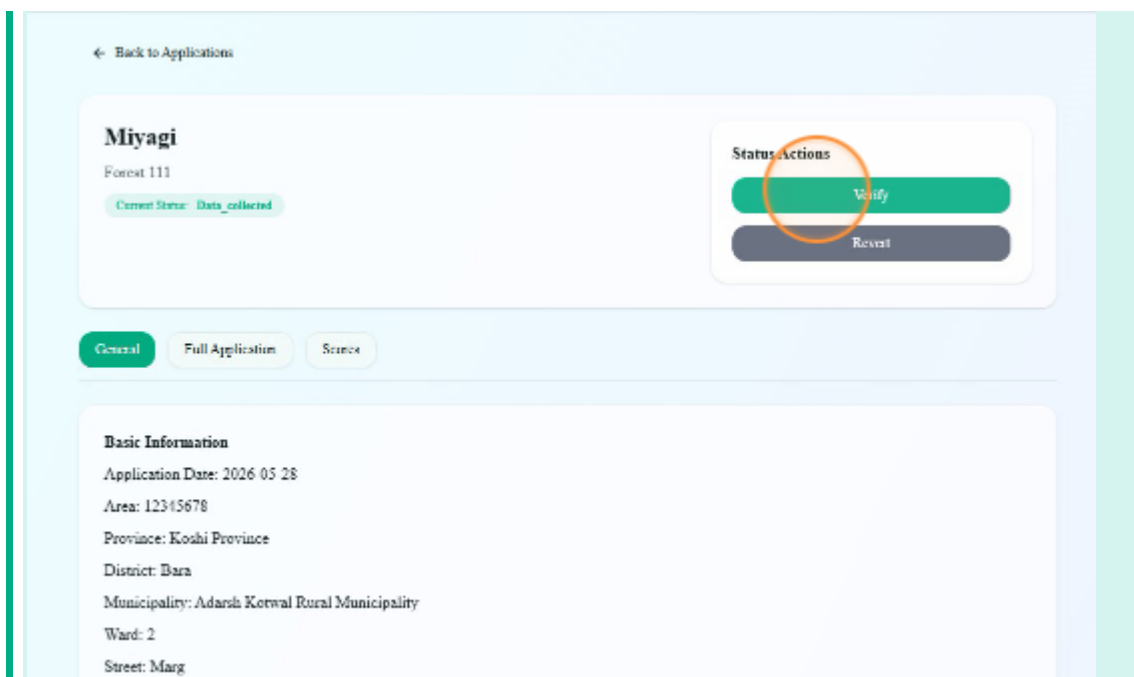
प्रमाणपत्र ल्याइ, लेगेसु खट्टिमा वा शर्मा खट्टिमा मा नभएको कुन हो खुलाउने।

.....

10. Click "Mark Data Collected" if all required data is present.



11. Click "Verify" if the application is good to go for further certification process.



# 05

## Admin/Approver/Issuer Dashboard & Features

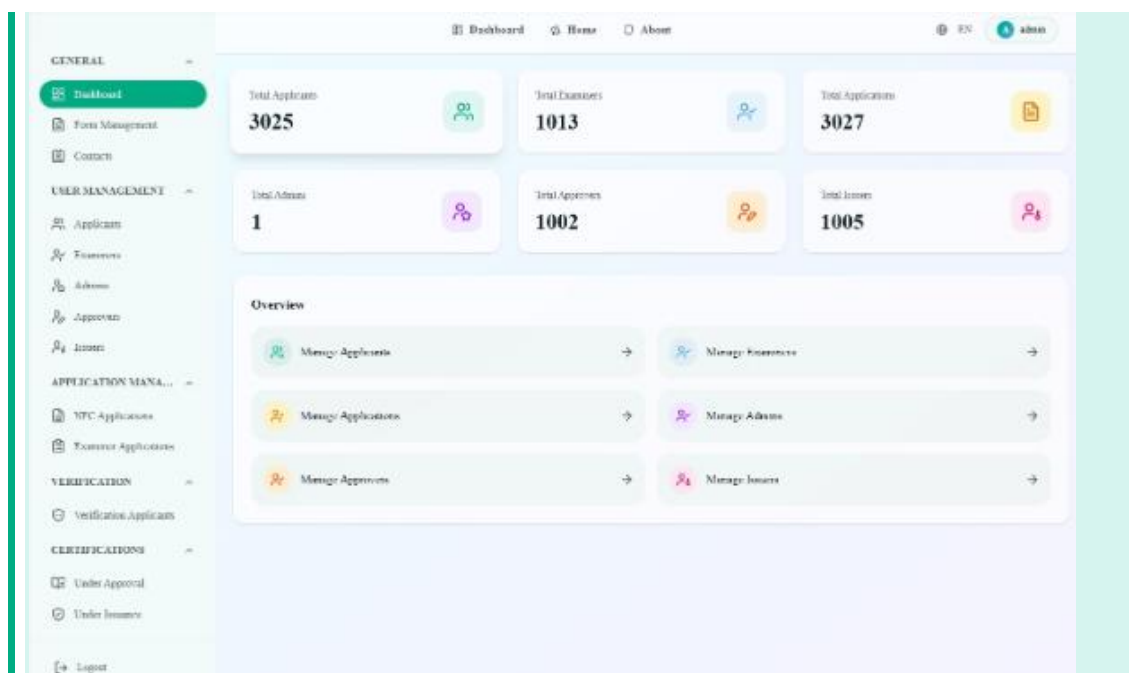
*Navigation, panels and tools*

The Admin Dashboard provides a high-level operational overview of the entire system. It features a top navigation bar and a persistent left-hand sidebar containing system-wide management modules:

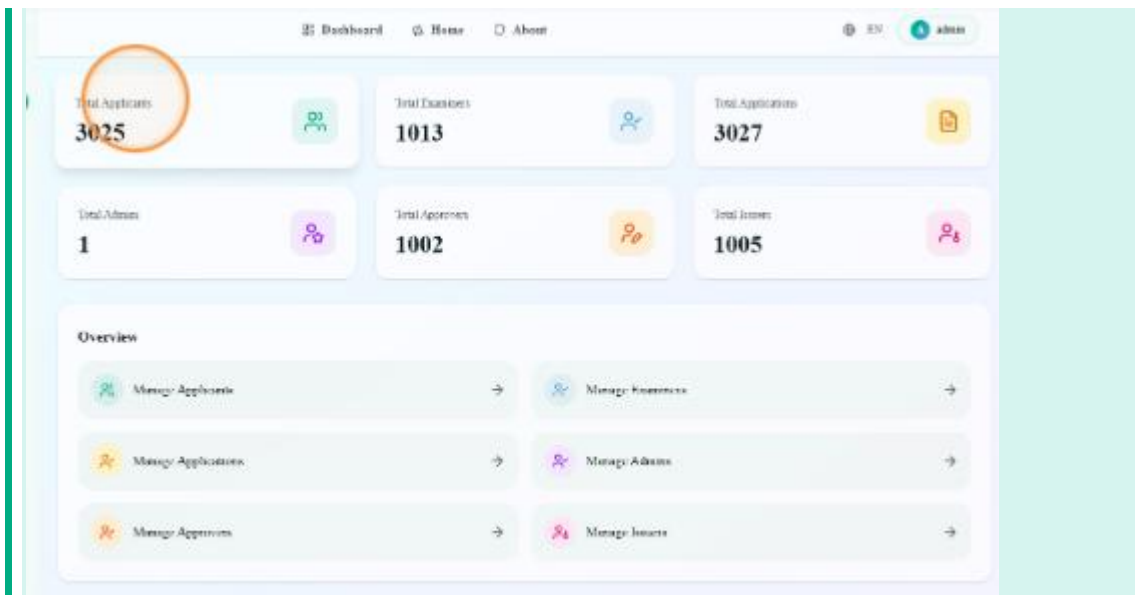
- **General:** Dashboard, Form Management, and Contacts.
- **User Management:** Applicants, Examiners, Admins, Approvers, and Issuers.
- **Application Management:** NFC Applications and Examiner Applications.
- **Verification:** Verification Applicants.
- **Certifications:** Under Approval and Under Issuance.

### 5.1 Dashboard Panel

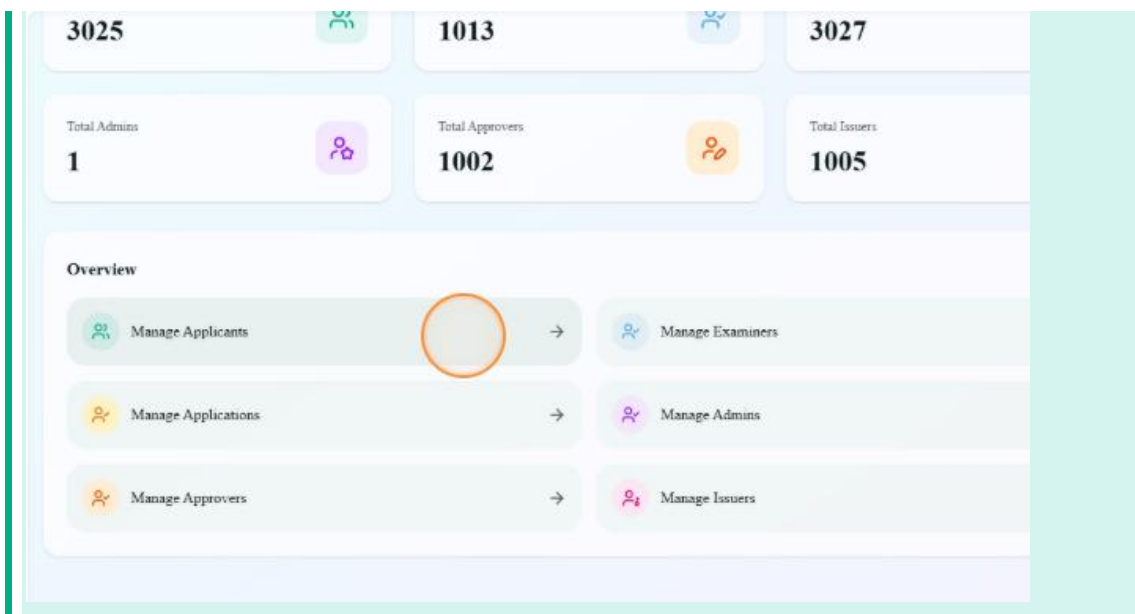
1. Login as an admin, approver or issuer. You will be redirected to <https://nfc.redd.gov.np/admin>.

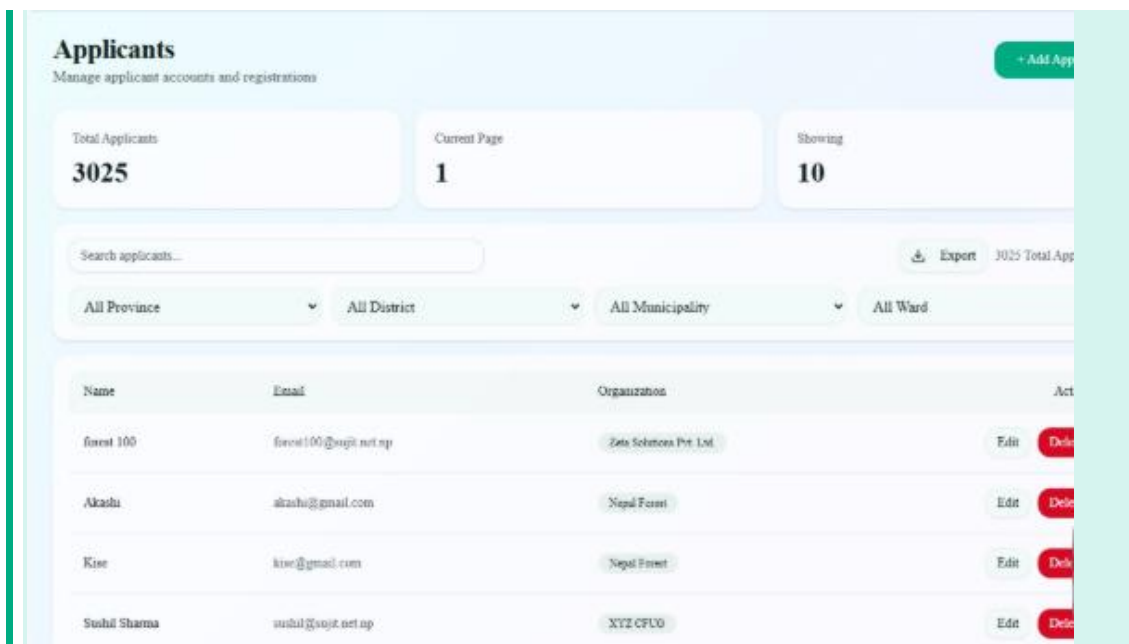


2. View the Total Applicants, Examiners, Admins, Approvers, Issuers, and Applications on the dashboard panel.



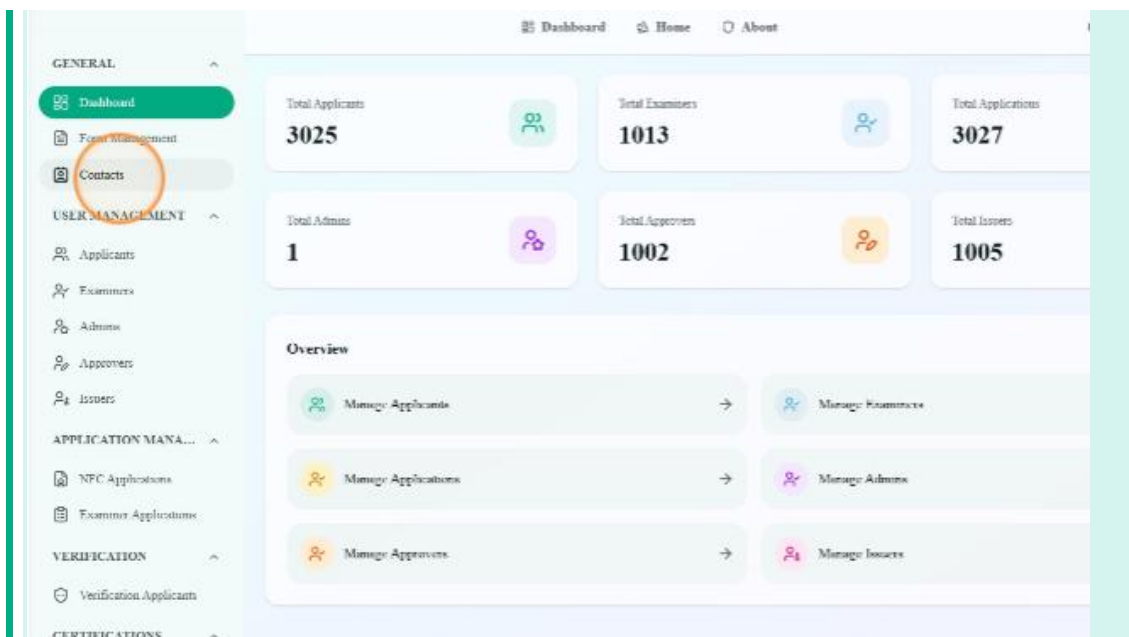
3. You will be redirected to respective page if you click on any part of the Overview Section. If you click on “Manage Applicants” you will be led to the Applicants page.



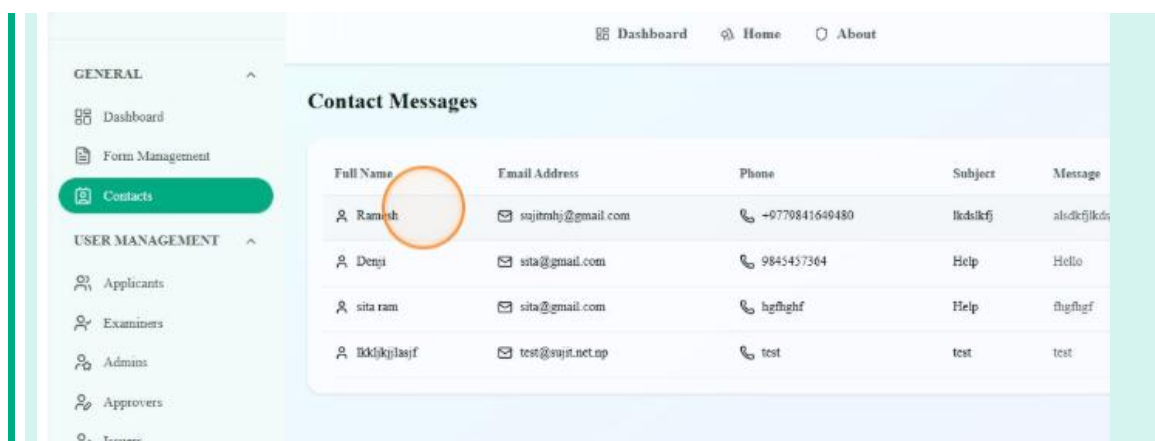


## 5.2 Contacts

1. Login to the system. Click "Contacts"

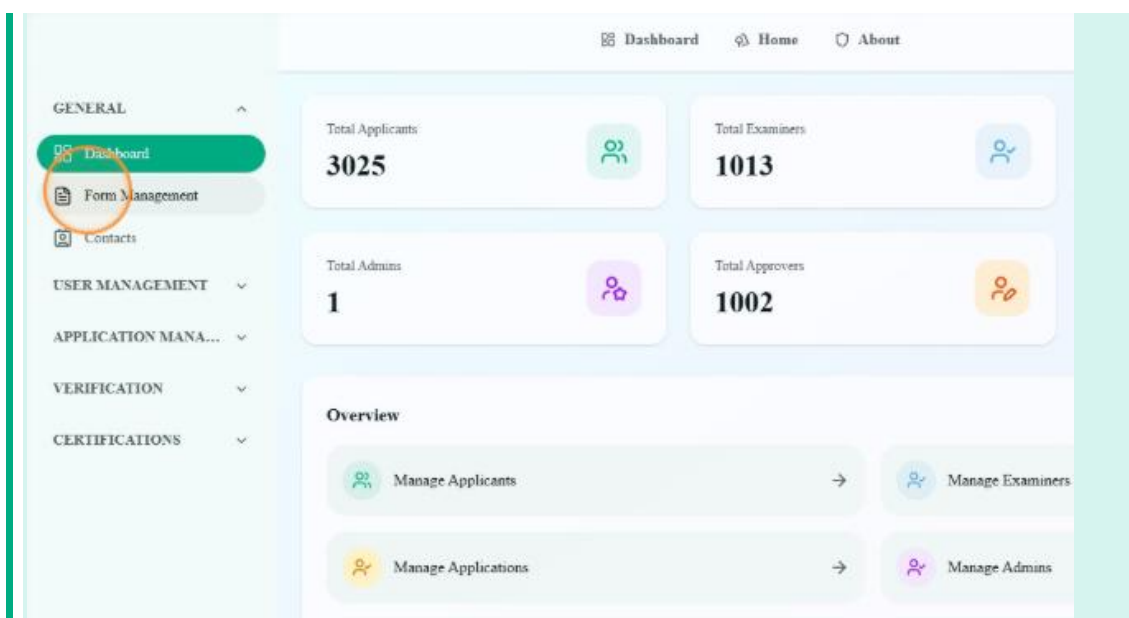


2. If a user has left a message from contact form it will appear in the “Contacts” tab.

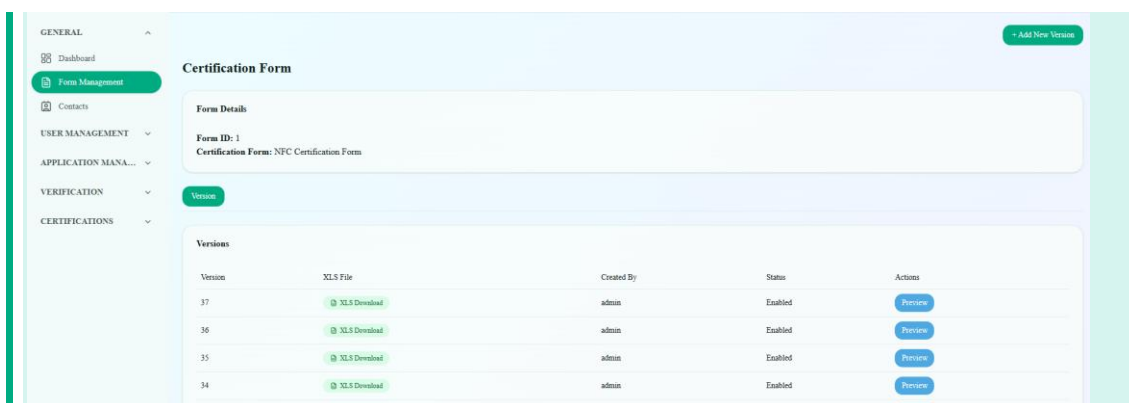


### 5.3 Form Management

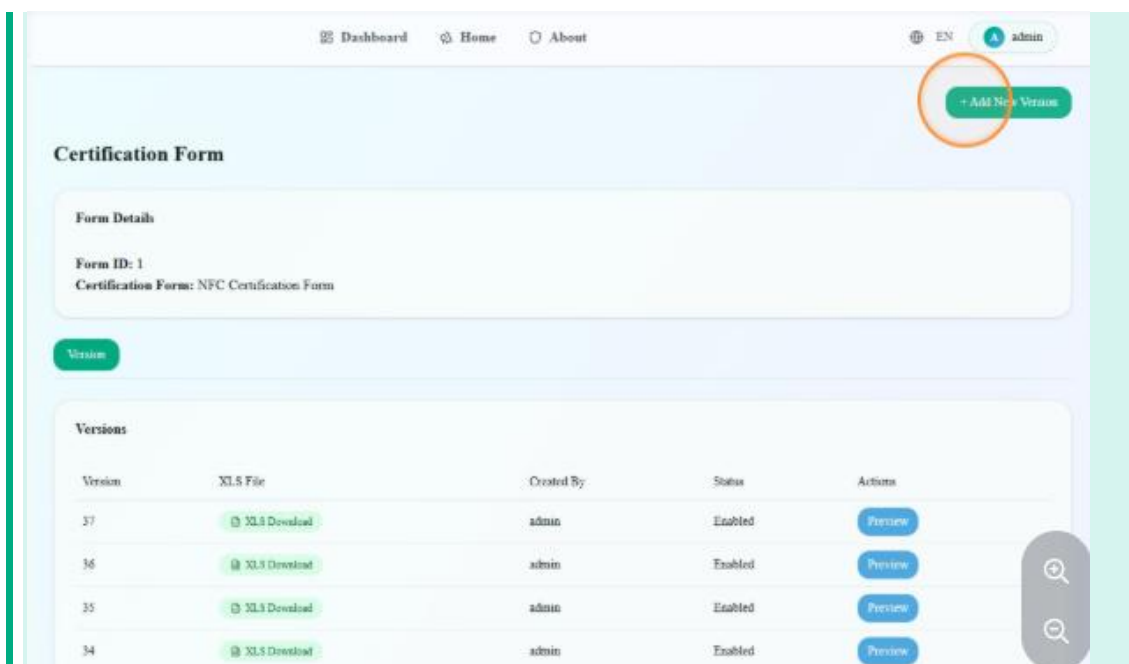
1. Login to the system and then click "Form Management".



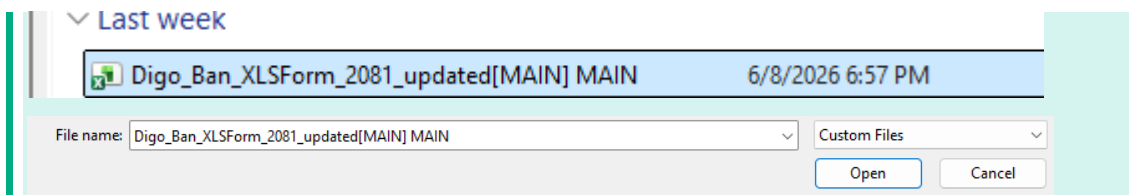
2. View the certification form details present on the page. The form uploaded here needs to be filled by the applicant to complete their application process and receive the scores for certification.



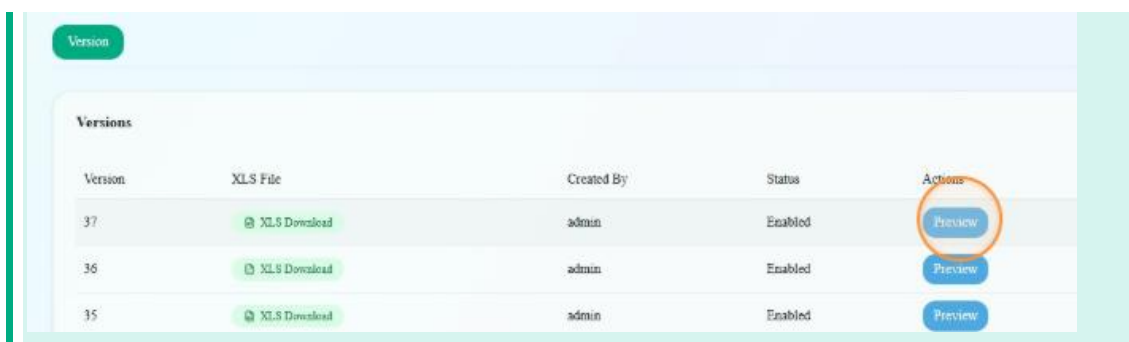
- Click "Add New Version".

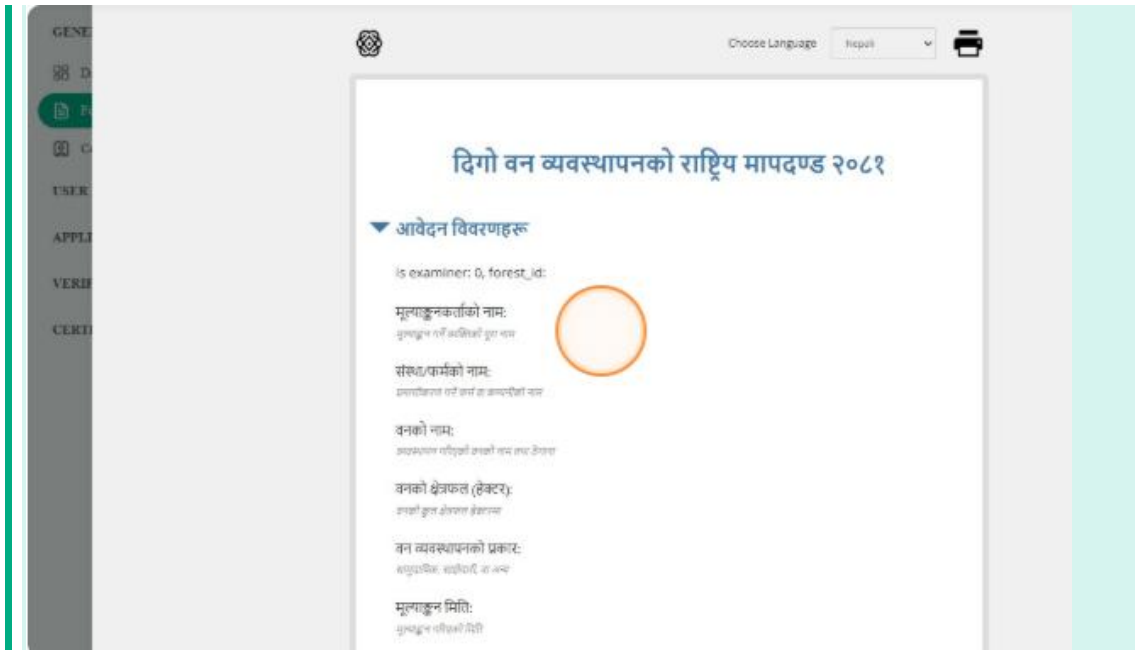


- Add the new excel form to update the version of the form.

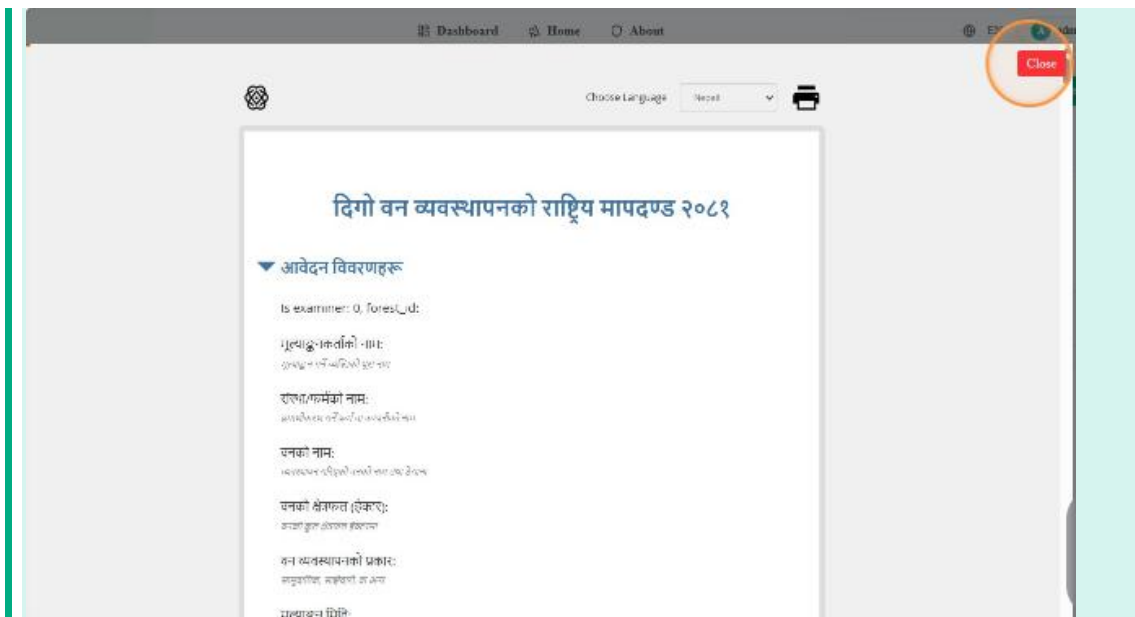


- After upload is completed click "Preview". View the uploaded form. This is the same view of the form that will be visible to the applicants.

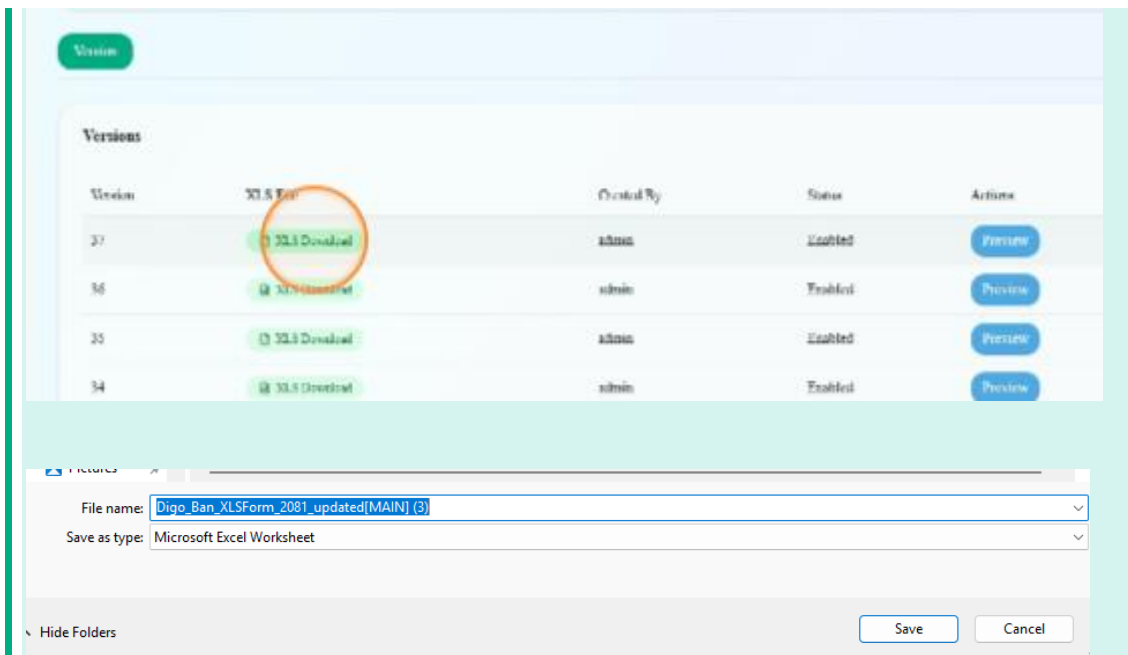




6. Click "Close"



7. Click "XLS Download" to down the excel form of the certification form. Click save to save it in your system.



### Unique Features

- Real-time application status updates
- Role-based access control (Applicant / Examiner / Admin / Approver / Issuer)
- Downloadable certificate PDFs
- Full audit log for all user actions

# 06 Administration

*User and certificate management (Admin only)*

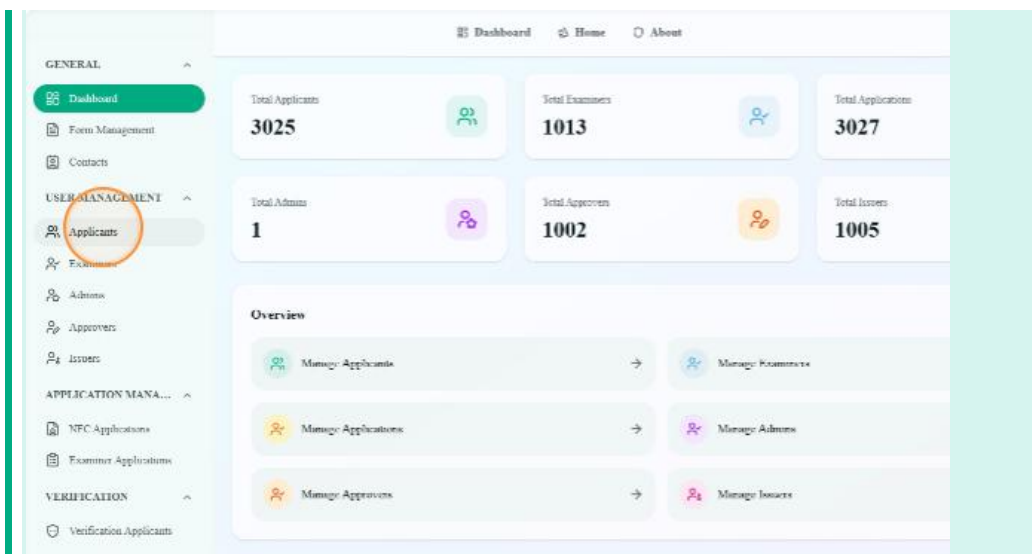
**Access Restricted**  
 This chapter is for system administrators only. Standard users do not have access to the Administration panel.

## 6.1 User Management

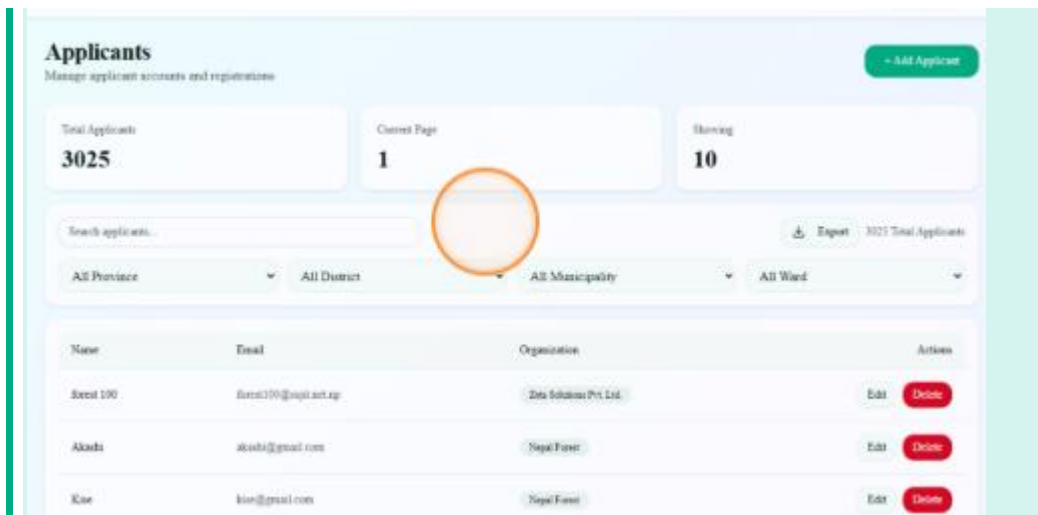
Admins, approvers, and issuers can add other applicants or examiners to the system. They can grant access to examiners to activate their account and carry out their tasks. Similarly, they can add, remove, or edit other user’s credentials if they are having any issue with their application process.

### 6.1.1 Applicants

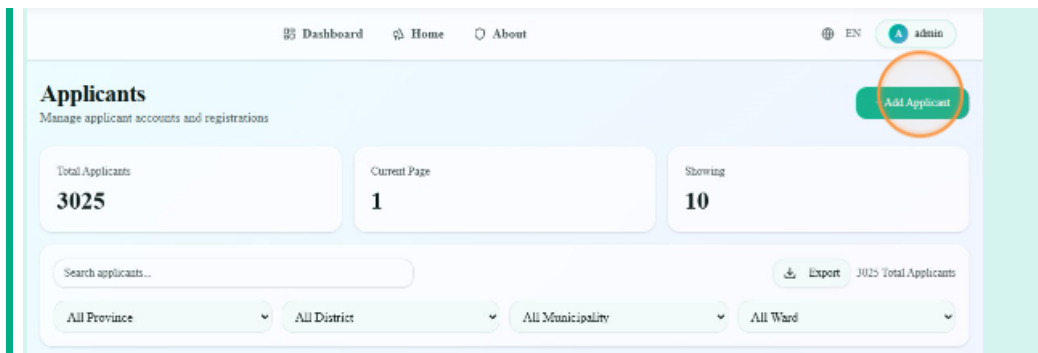
1. Login to the system and Click "Applicants".



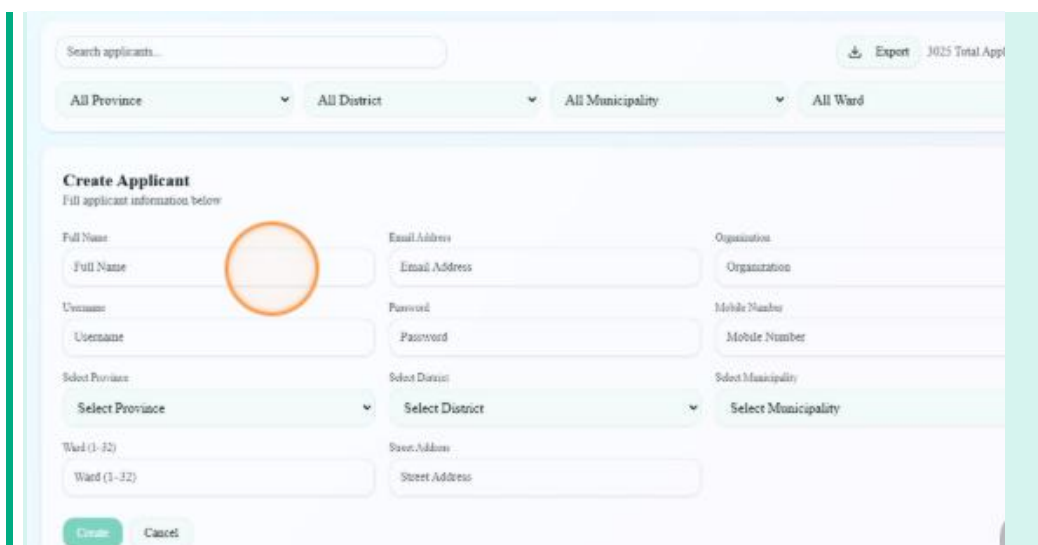
2. View the applicant’s page.



3. Click "Add Applicant" to add new applicants.



4. Click the "Full Name" field and fill the value. Do the same for all the fields.



5. Click "Create" to add the new applicant.

**Create Applicant**  
Fill applicant information below

Full Name: Full Name  
Email Address: Email Address  
Organization: Organization

Username: Username  
Password: Password  
Mobile Number: Mobile Number

Select Province: Select Province  
Select District: Select District  
Select Municipality: Select Municipality

Ward (1-32): Ward (1-32)  
Street Address: Street Address

Buttons: Create, Cancel

6. Click "Edit" to edit any details of that applicant.

Name	Email	Organization	Actions
forest 100	forest100@zeta.np	Zeta Solutions Pvt. Ltd.	<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>
Akash	akash@gmail.com	Nepal Forest	<div style="display: flex; gap: 5px;"> <span>Edit</span> <span>Delete</span> </div>

7. Click "Update" after editing is completed.

**Edit Applicant**  
Fill applicant information below

Full Name: forest 100  
Email Address: forest100@zeta.np  
Organization: Zeta Solutions Pvt. Ltd.

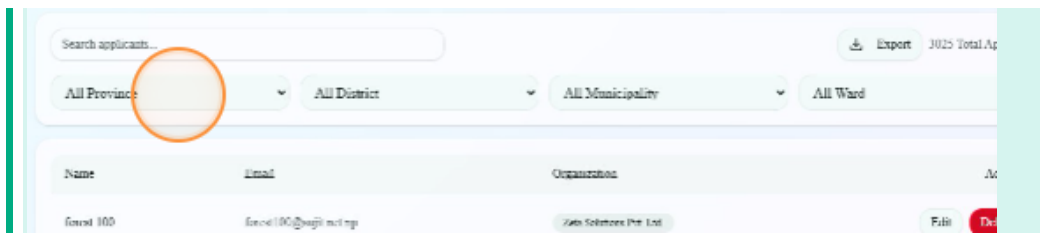
Username: forest100  
Password: New Password (leave blank to keep current)  
Mobile Number: 9811019180

Select Province: Dhanu  
Select District: Chitwan  
Select Municipality: Dhanu Metropolitan City

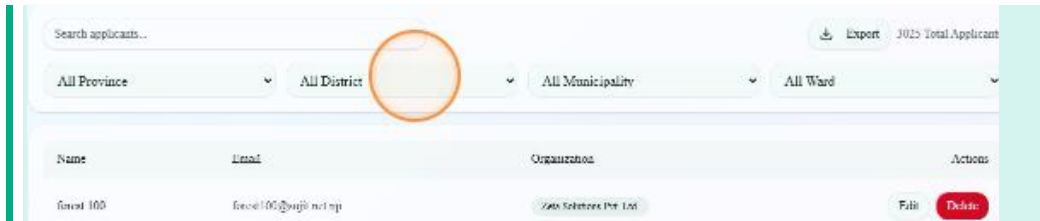
Ward (1-32): 1  
Street Address: Kumpur Municipality

Buttons: Update, Cancel

8. Click the Province dropdown. It will provide filtered response.



9. Click the District dropdown. It will provide filtered response.



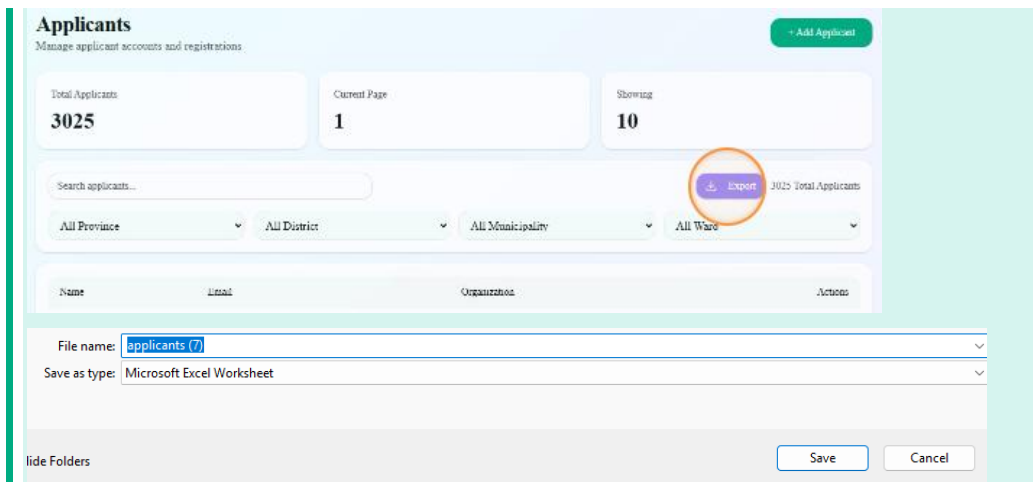
10. Click the Municipality dropdown. It will provide filtered response.



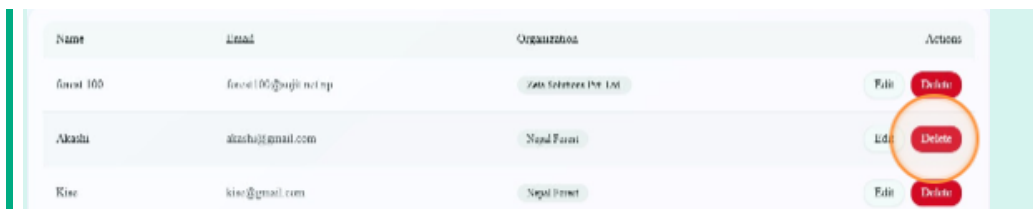
11. Click the Ward dropdown. It will provide filtered response.



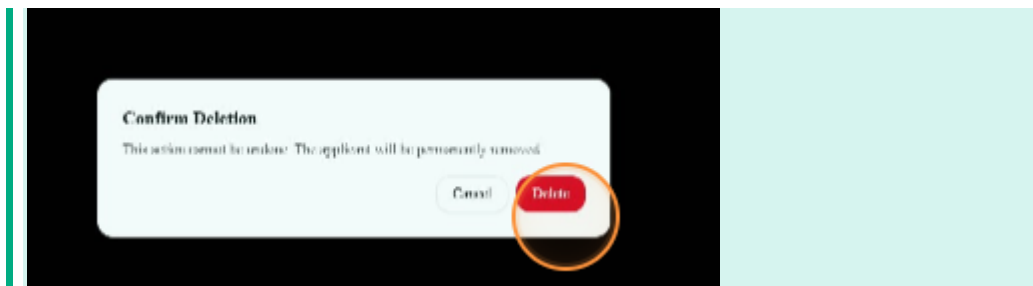
12. Click "Export" to get all the details of the applicants.



13. Click "Delete" to delete the user.

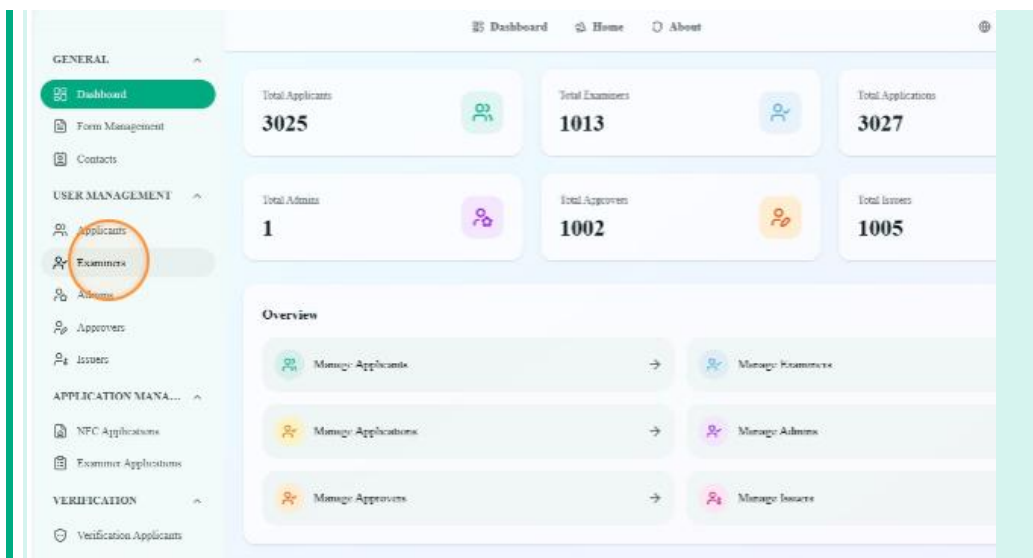


14. Click "Delete" in the pop-up to confirm the deletion of that user.

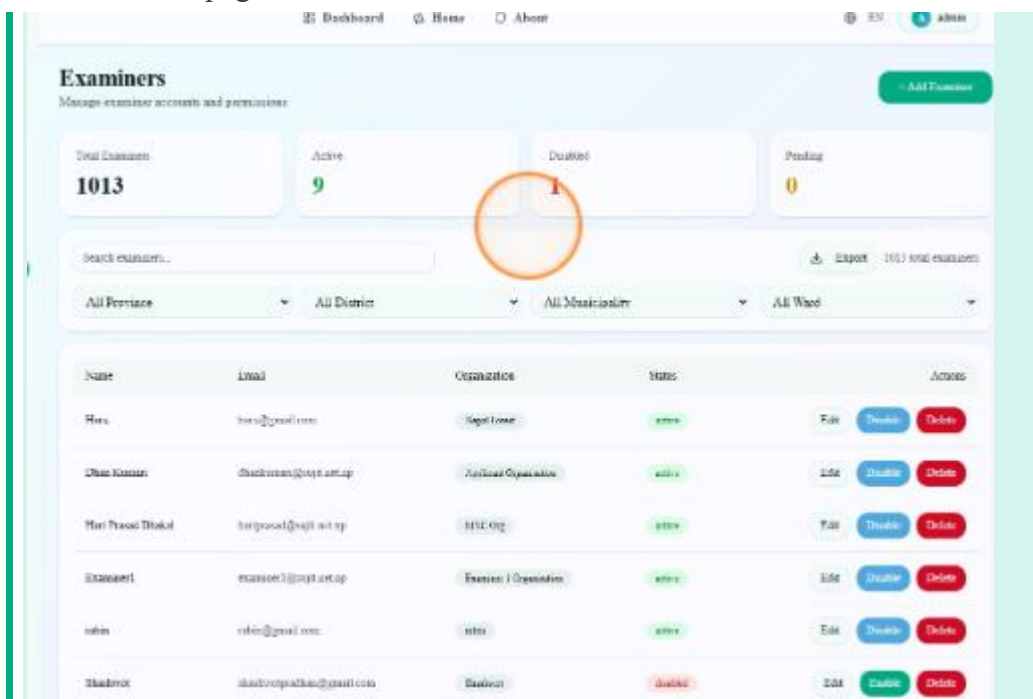


### 6.1.2 Examiners

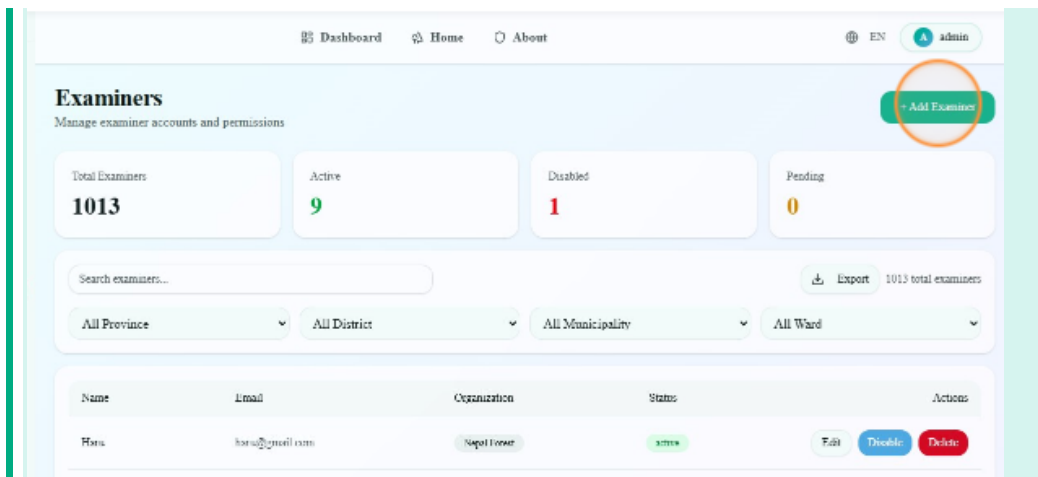
1. Login to the system and Click "Examiners".



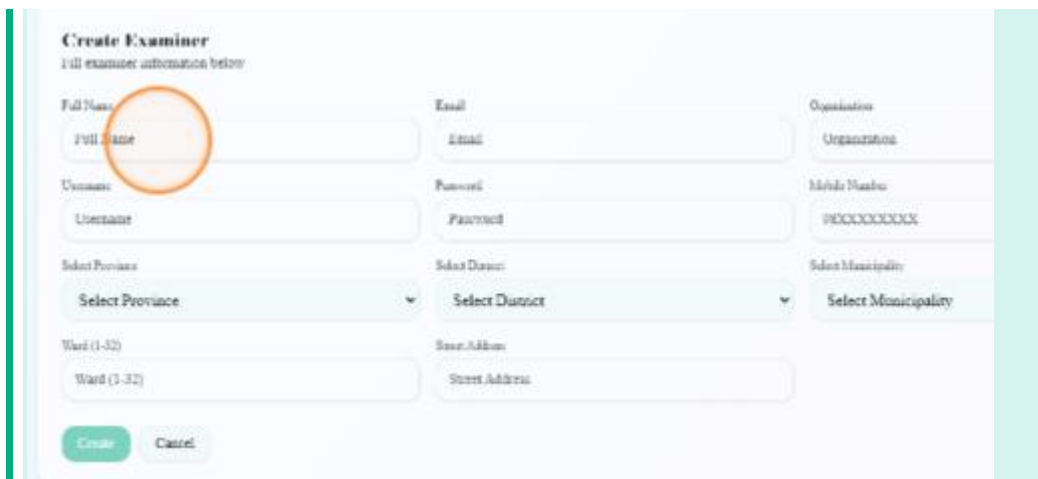
2. View the examiner’s page.



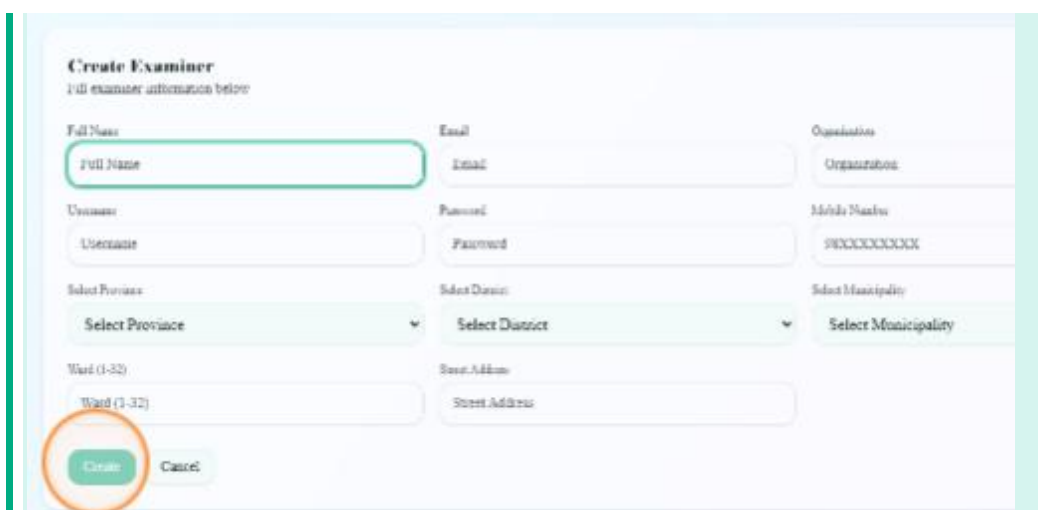
3. Click "Add Examiner" to add new examiners.



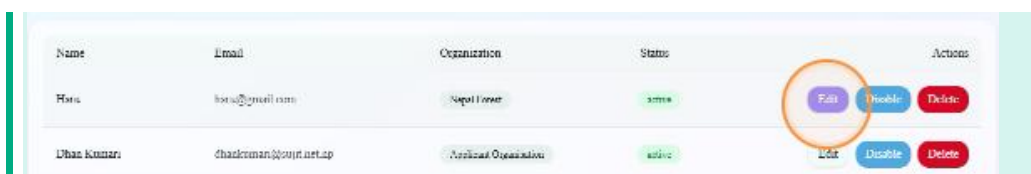
4. Click the "Full Name" field and fill the value. Do the same for all the fields.



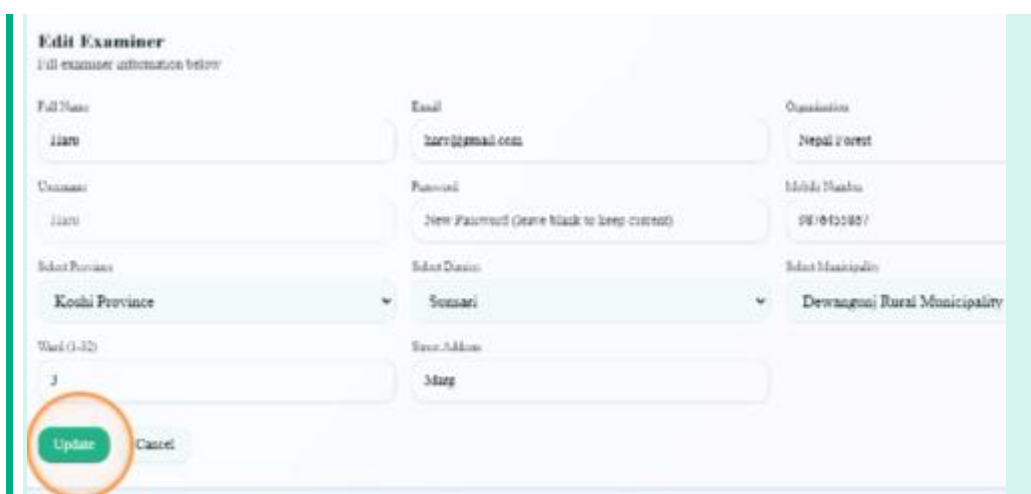
5. Click "Create" to add the new examiner.



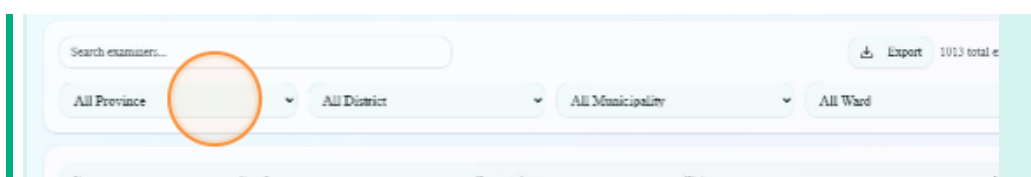
6. Click "Edit" to edit any details of that examiner.



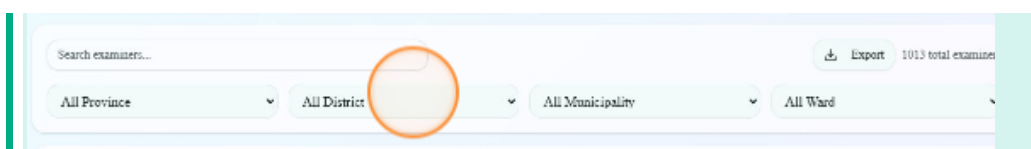
7. Click "Update" after editing is completed.



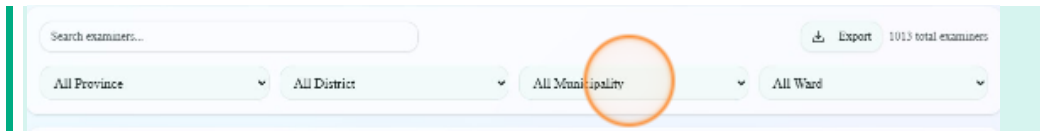
8. Click the Province dropdown. It will provide filtered response.



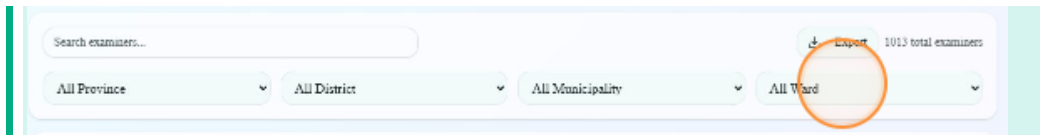
9. Click the District dropdown. It will provide filtered response.



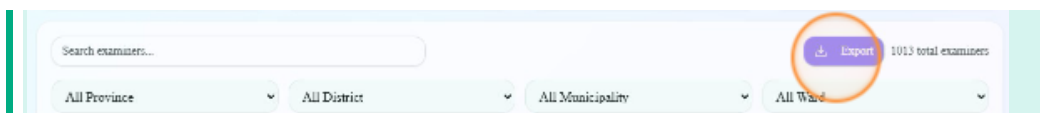
10. Click the Municipality dropdown. It will provide filtered response.



11. Click the Ward dropdown. It will provide filtered response.



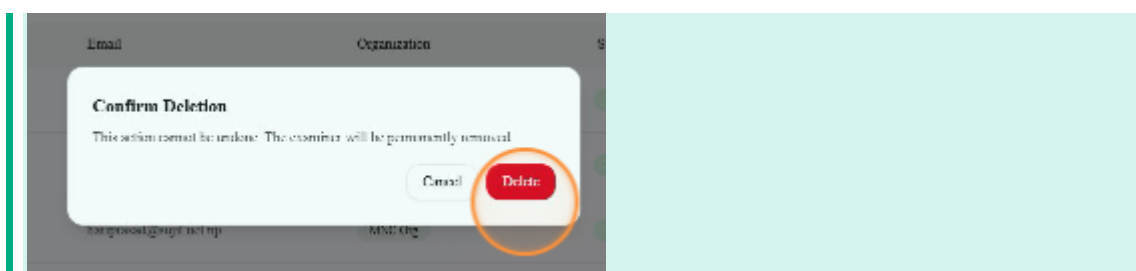
12. Click "Export" to get all the details of the examiners.



13. Click "Delete" to delete the user.

Name	Email	Organization	Status	Actions
Hari	hari@gmail.com	Nepal Forest	active	Edit Disable Delete
Dhan Kumar	dhankumar@gmail.net.np	Applicant Organization	active	Edit Disable Delete

14. Click "Delete" in the pop-up to confirm the deletion of that user.



15. Click Enable to allow examiners to continue with their application process.

EXAMINER1	examiner1@nfc.gov.np	Examiner / Organization	active	Edit	Disable	Delete
rahin	rahin@gmail.com	rahin	active	Edit	Disable	Delete
Shashwet	shashwetpradhan@gmail.com	Shashwet	disabled	Edit	Enable	Delete
Kitty	kitty@gmail.com	Nepal Forest	active	Edit	Disable	Delete

16. If the examiner seems suspicious click on Disable which does not allow them to move forward with the application process.

rahin	rahin@gmail.com	rahin	active	Edit	Disable	Delete
Shashwet	shashwetpradhan@gmail.com	Shashwet	active	Edit	Disable	Delete

### 6.1.3 Admins

1. Login to the system and Click "Admins".

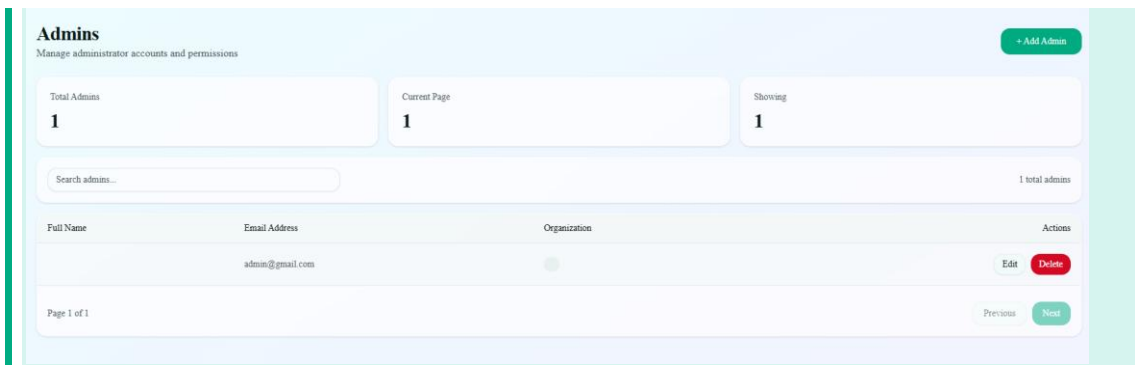
The screenshot shows a dashboard with a sidebar menu on the left. The 'Admins' menu item is circled in orange. The main content area displays several statistics cards and an overview section with management links.

Total Applicants	3025	Total Examiners	1013	Total Applications	3027
Total Admins	1	Total Approvers	1002	Total Issues	1005

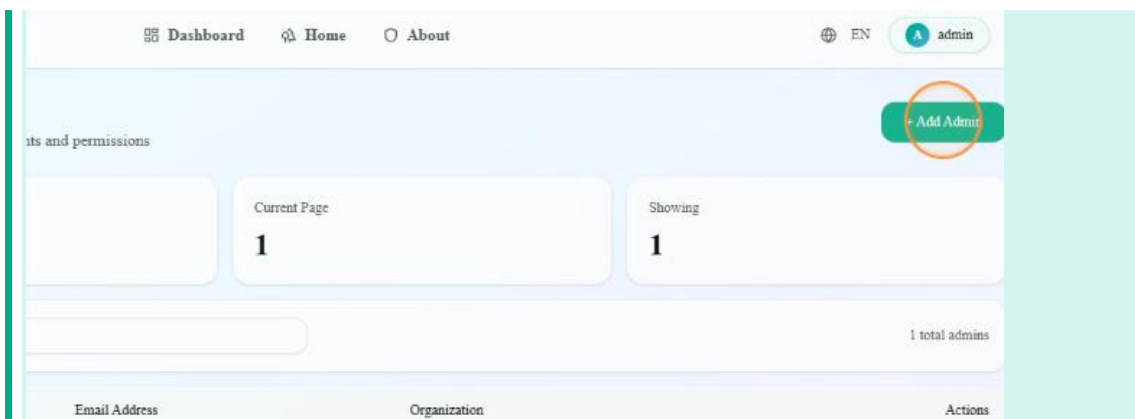
**Overview**

- Manage Applicants → Manage Examiners
- Manage Applications → Manage Admins
- Manage Approvers → Manage Issues

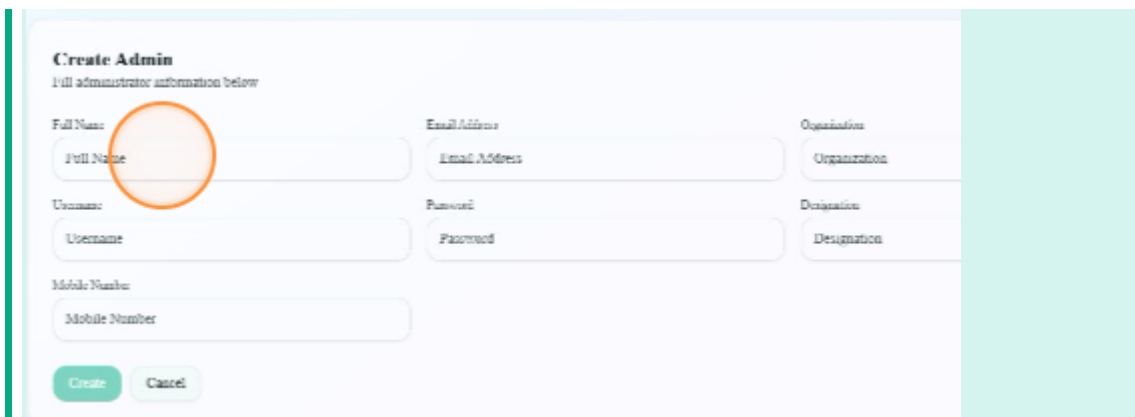
2. View the admin’s page.



3. Click "Add Admin" to add new applicants.



4. Click the "Full Name" field and fill the value. Do the same for all the fields.



5. Click "Create" to add the new admin.

**Create Admin**  
Fill administrator information below

Full Name:  Email Address:  Organization:

Username:  Password:  Designation:

Mobile Number:

6. Click "Edit" to edit any details of that admin.

Search admin... 1 total admin

Full Name	Email Address	Organization	Actions
	admin@gmail.com		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Page 1 of 1

7. Click "Update" after editing is completed.

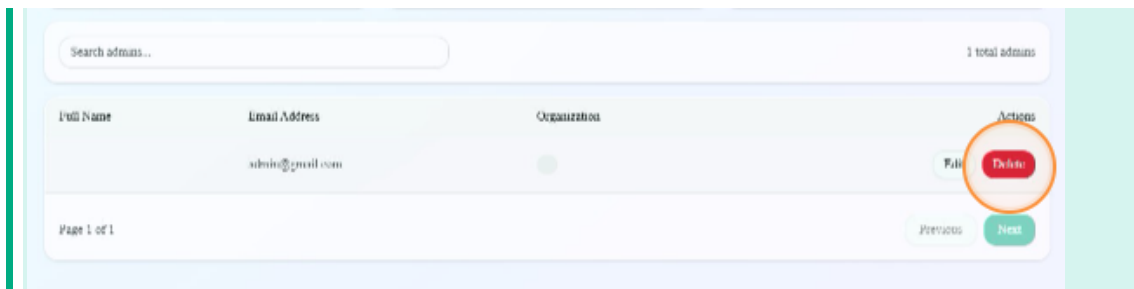
**Edit Admin**  
Fill administrator information below

Full Name:  Email Address:  Organization:

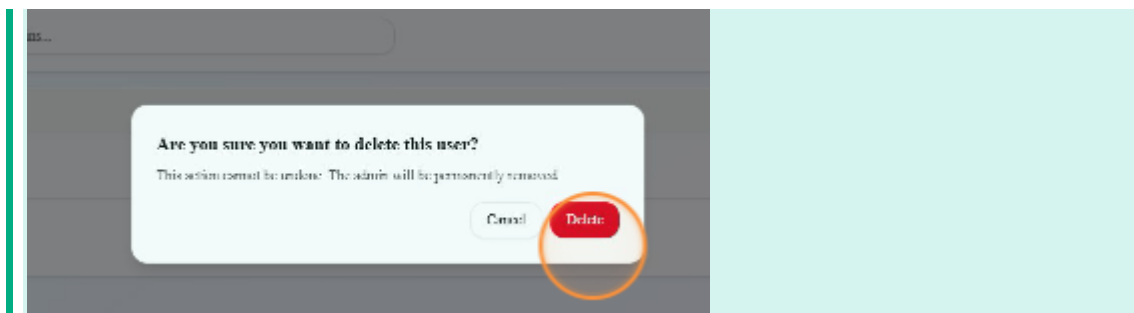
Username:  Password:  Designation:

Mobile Number:

8. Click "Delete" to delete the user.

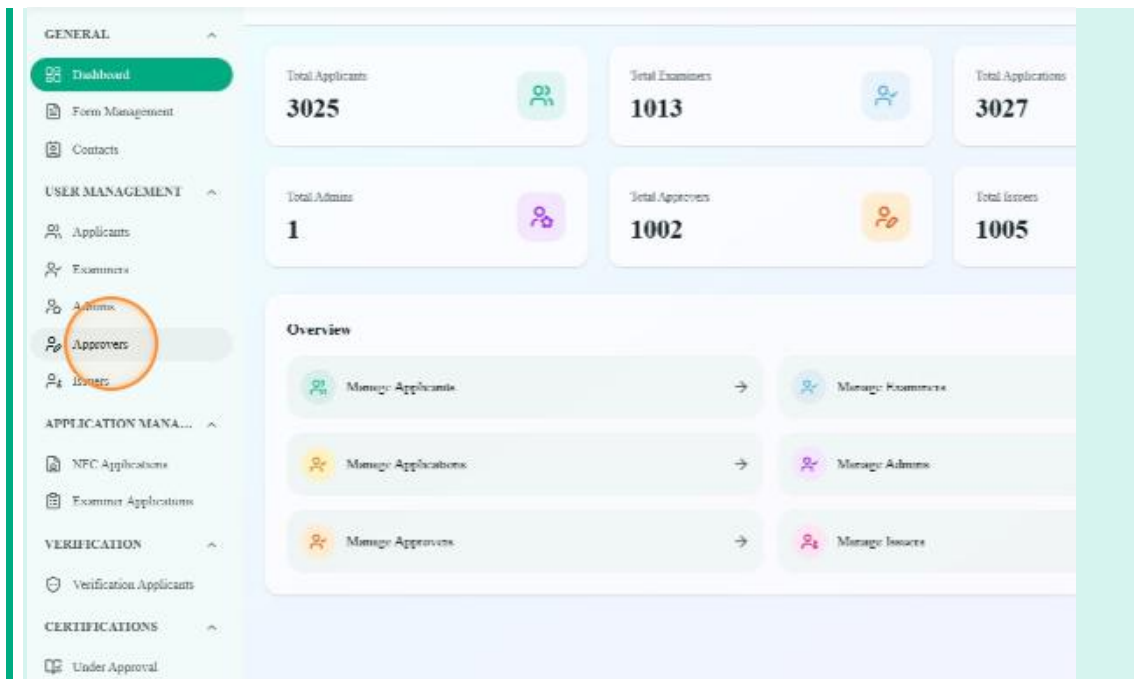


9. Click "Delete" in the pop-up to confirm the deletion of that user.

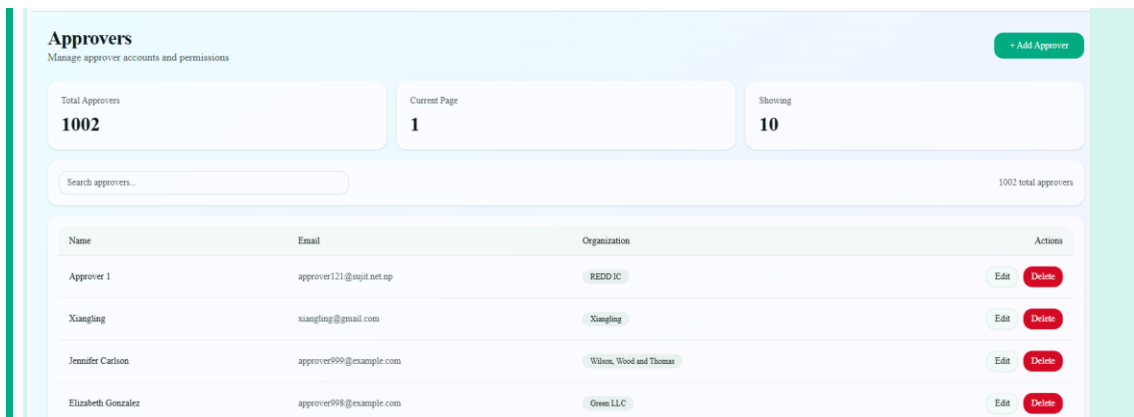


### 6.1.4 Approvers

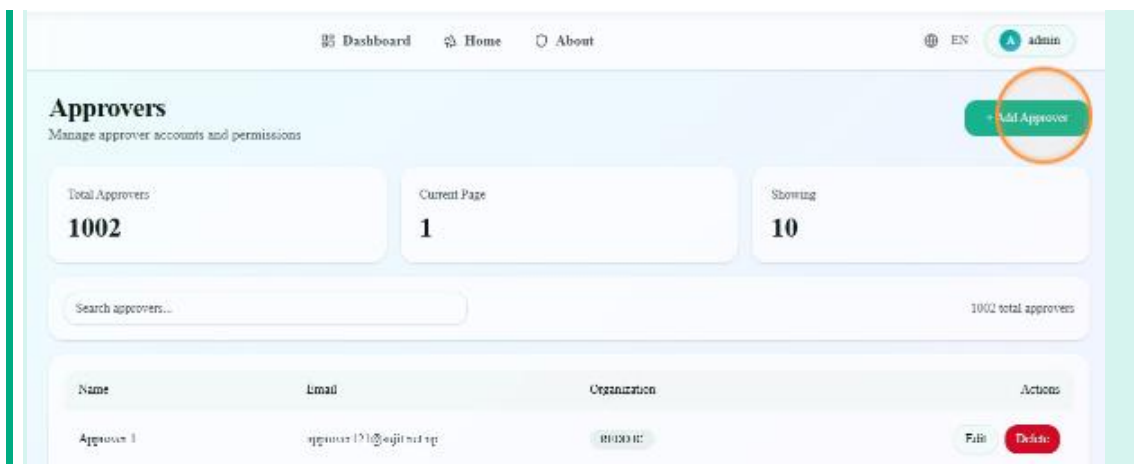
1. Login to the system and Click "Approvers".



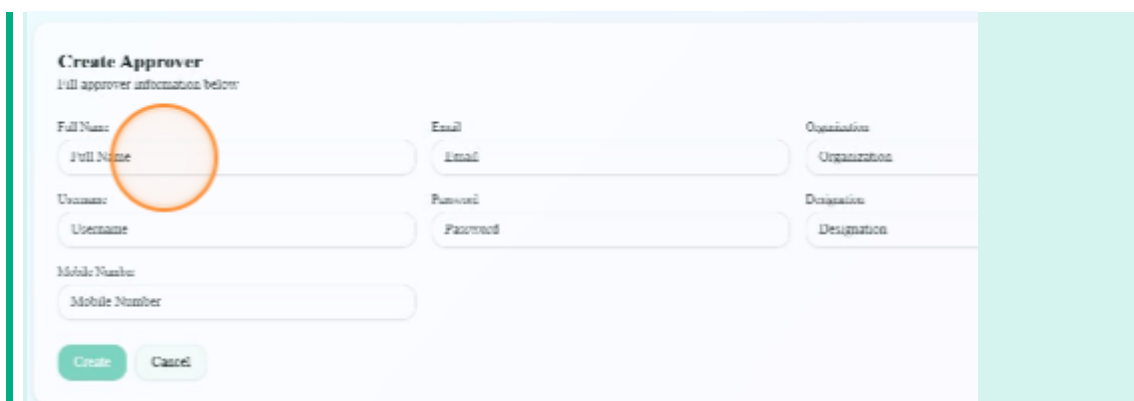
2. View the approver's page.



3. Click "Add Approver" to add new approvers.



4. Click the "Full Name" field and fill the value. Do the same for all the fields



5. Click "Create" to add the new approvers.

**Create Approver**  
Fill approver information below:

Full Name:  Email:

Username:  Password:

Mobile Number:

6. Click "Edit" to edit any details of that approver.

Name	Email	Organization	Actions
Approver 1	approver121@example.com	BOBCH	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Xiangling	xiangling@gmail.com	Xiangling	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

7. Click "Update" after editing is completed.

**Edit Approver**  
Fill approver information below:

Full Name:  Email:  Organization:

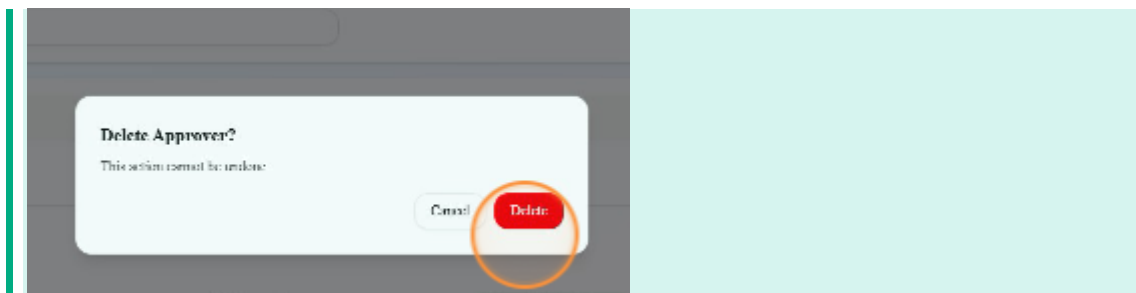
Username:  Password:  Organization:

Mobile Number:

8. Click "Delete" to delete the user.

Name	Email	Organization	Actions
Approver 1	approver121@example.com	BOBCH	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Xiangling	xiangling@gmail.com	Xiangling	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Jennifer Carlson	approver999@example.com	Wilson, Wood and Thomas	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Click "Delete" in the pop-up to confirm the deletion of that user.

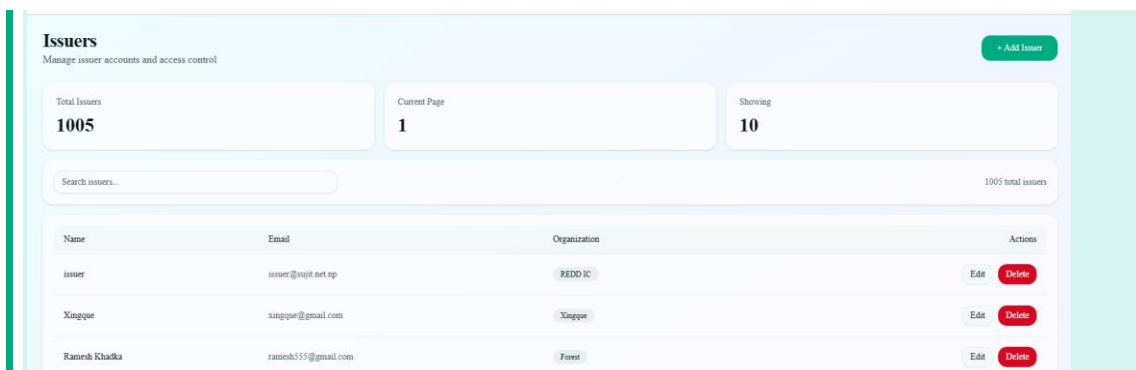


### 6.1.5 Issuers

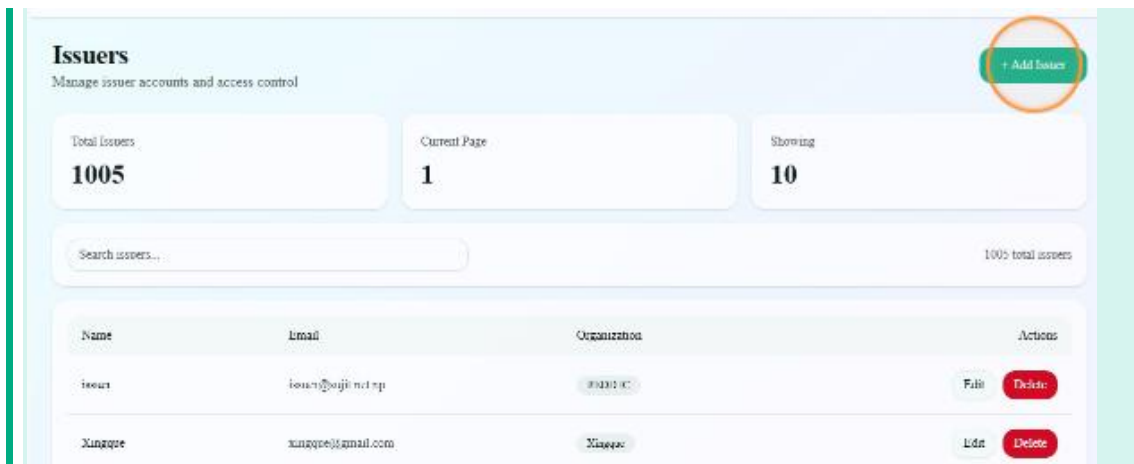
- Login to the system and Click "Issuers".



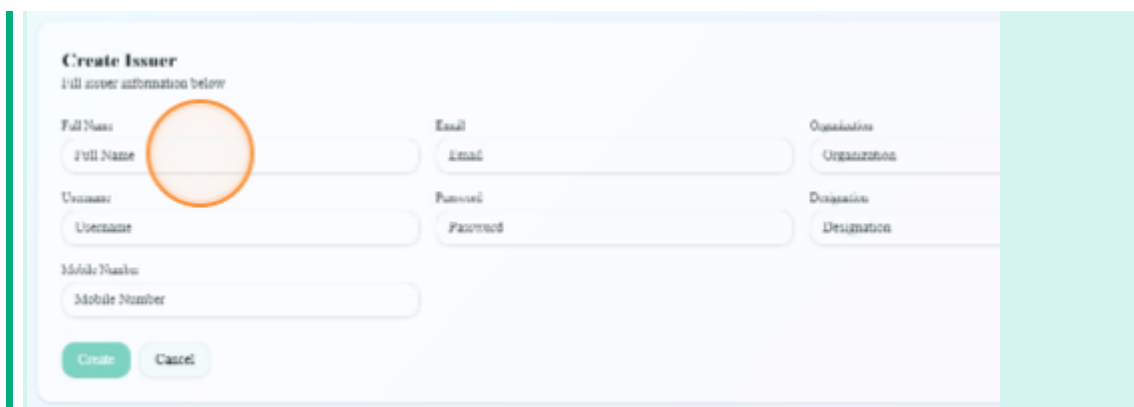
- View the issuer's page.



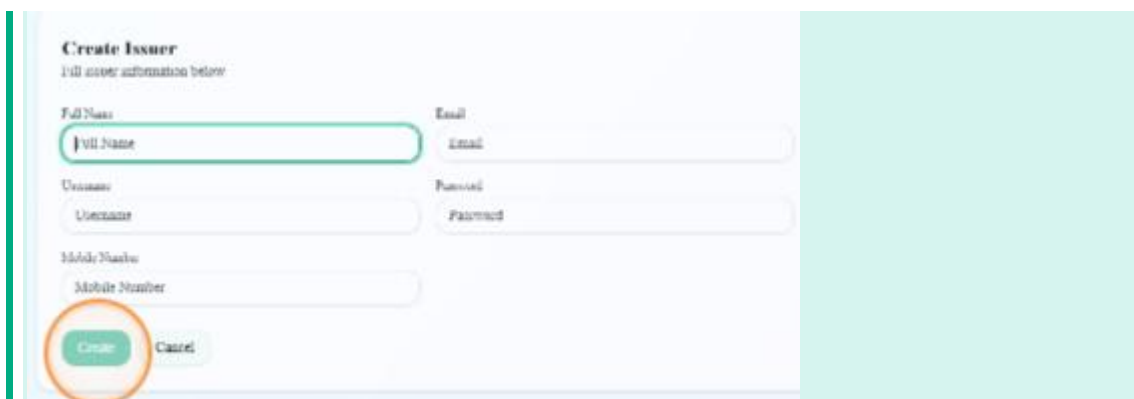
3. Click "Add Issuer" to add new applicants.



4. Click the "Full Name" field and fill the value. Do the same for all the fields



5. Click "Create" to add the new issuer.



6. Click "Edit" to edit any details of that issuer.

Name	Email	Organization	Actions
Issar	issar@puli.nrc.np	ISSAR	Edit Delete
Xinque	xinque@gmail.com	Xinque	Edit Delete
Ramesh Khadka	ramesh515@gmail.com	ISSAR	Edit Delete

7. Click "Update" after editing is completed.

**Edit Issuer**  
Fill issuer information below.

Full Name:       Email:       Organization:

Username:       Password:       Designation:

Mobile Number:

8. Click "Delete" to delete the user.

Name	Email	Organization	Actions
Issar	issar@puli.nrc.np	ISSAR	Edit Delete
Xinque	xinque@gmail.com	Xinque	Edit Delete
Ramesh Khadka	ramesh515@gmail.com	ISSAR	Edit Delete

9. Click "Delete" in the pop-up to confirm the deletion of that user.

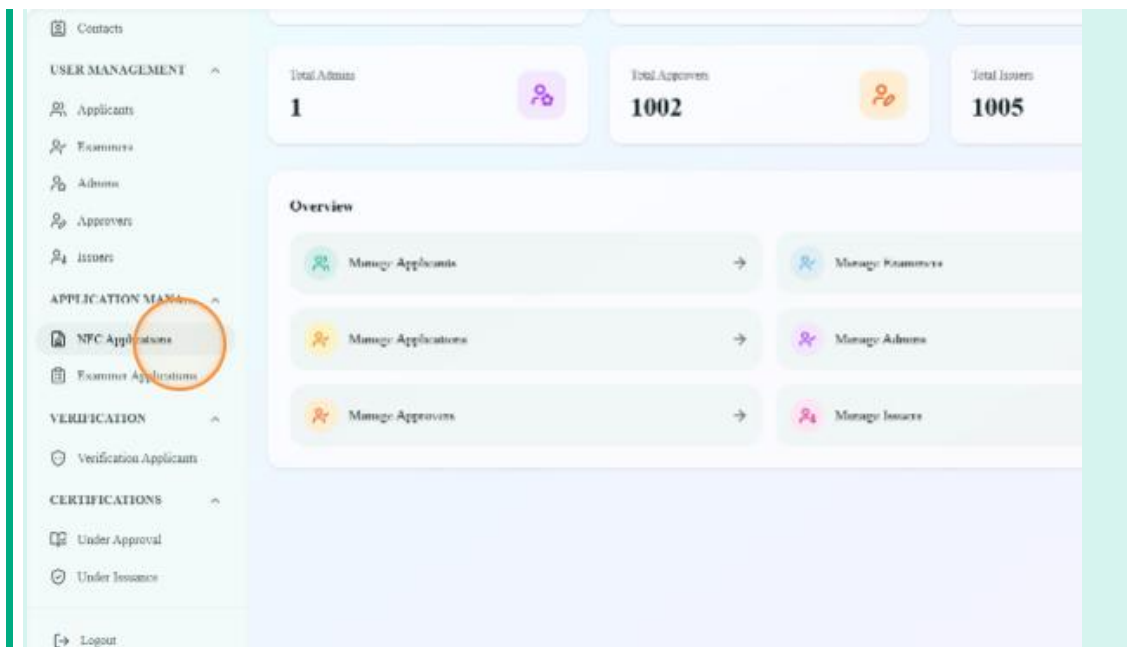
**Delete Issuer?**  
This action cannot be undone.

ramesh515@gmail.com      ISSAR

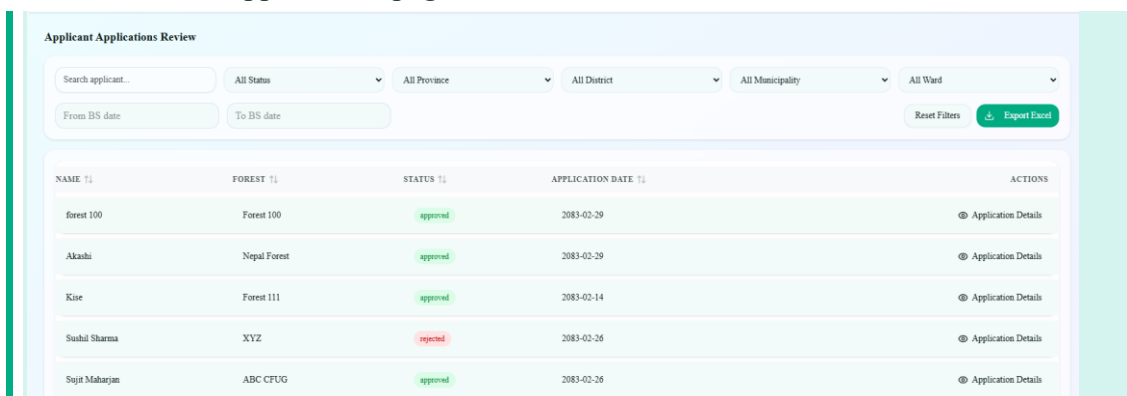
## 6.2 Application Management

### 6.2.1 NFC Applications

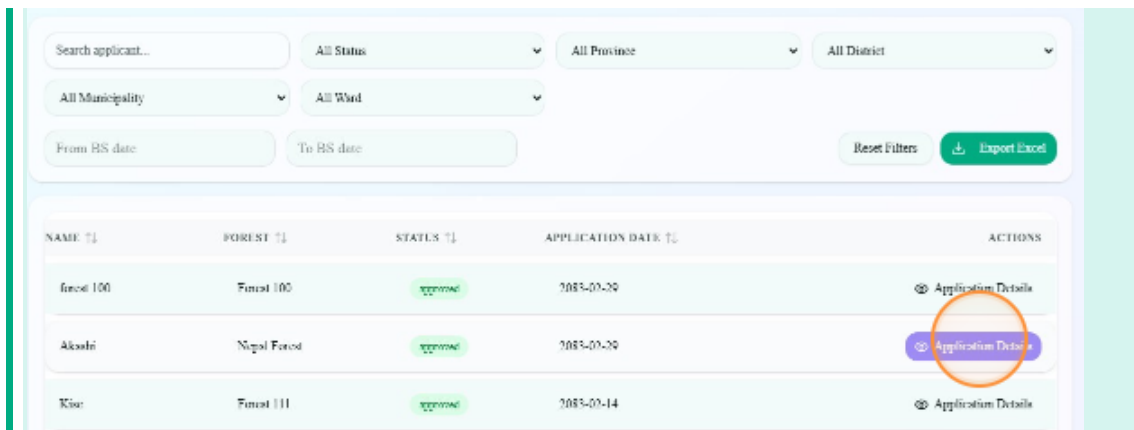
1. Login in to the system as an Issuer. Click “NFC Applications”. [Note: Only Issuers can approve the applicant’s applications. Admins and Approvers can view the details but cannot accept or reject the applications.]



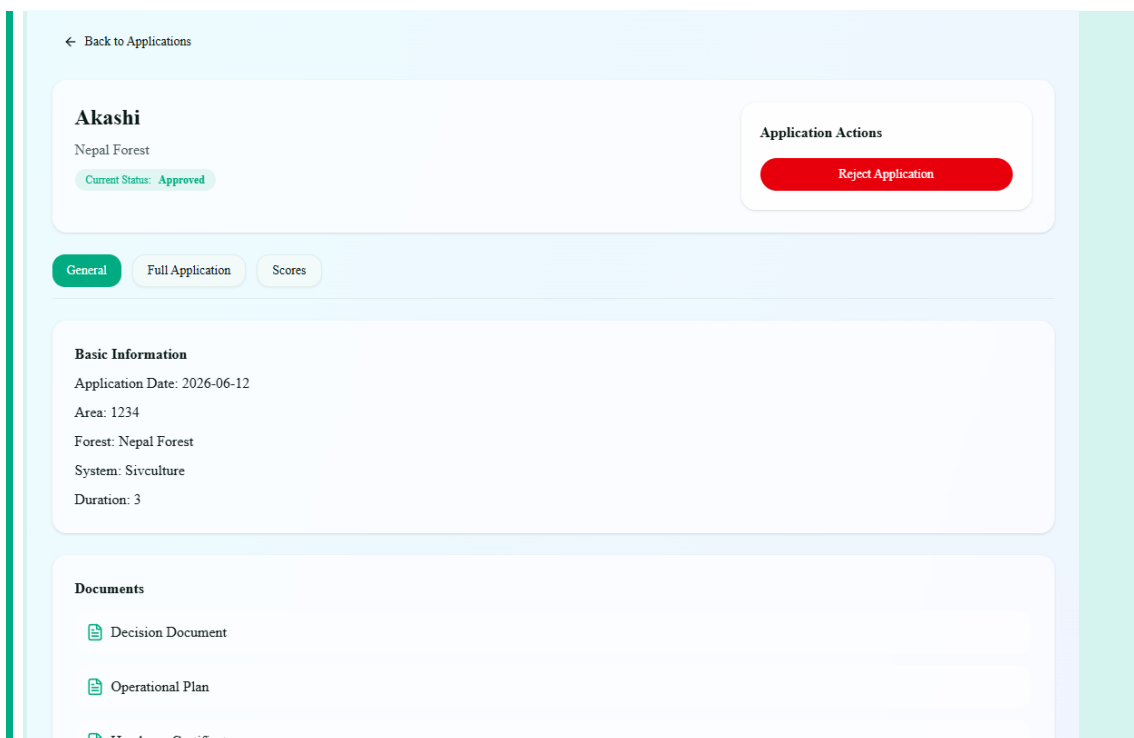
2. View the NFC Applications page.



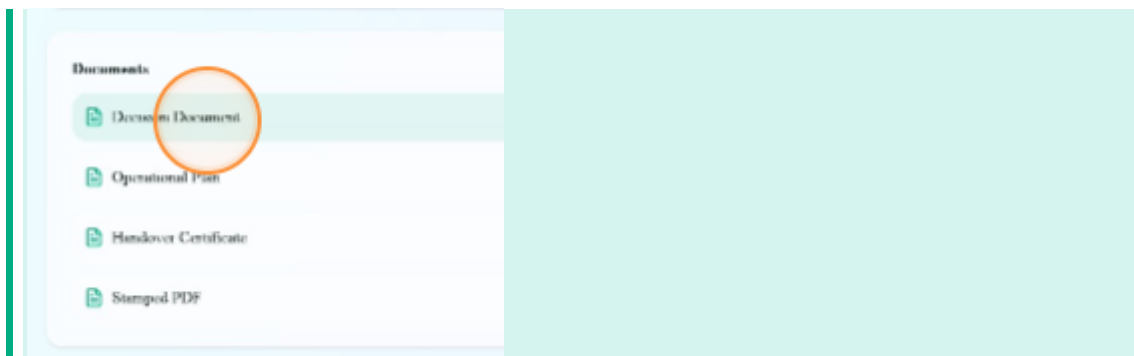
3. Click on “Application Details” to view the detailed information of any applicant.



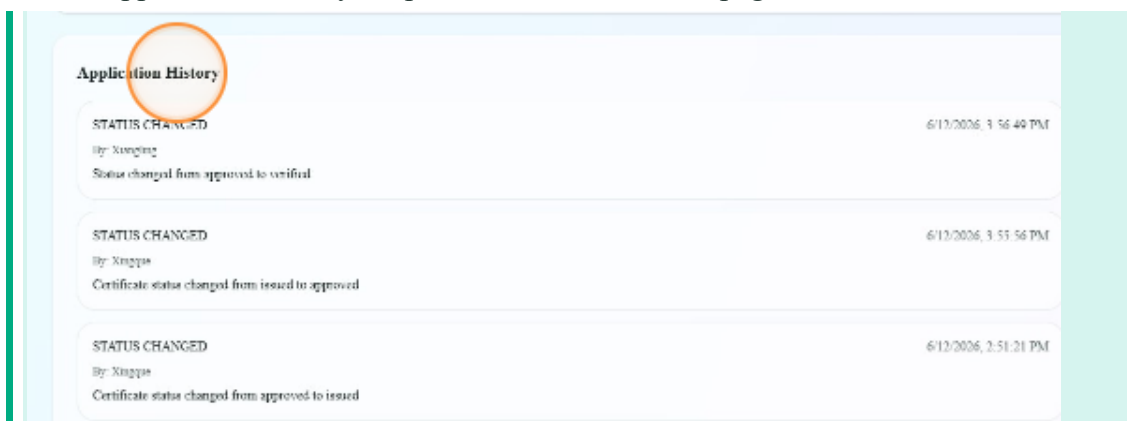
- In the “General” tab there is detailed information about the applicant’s application process.



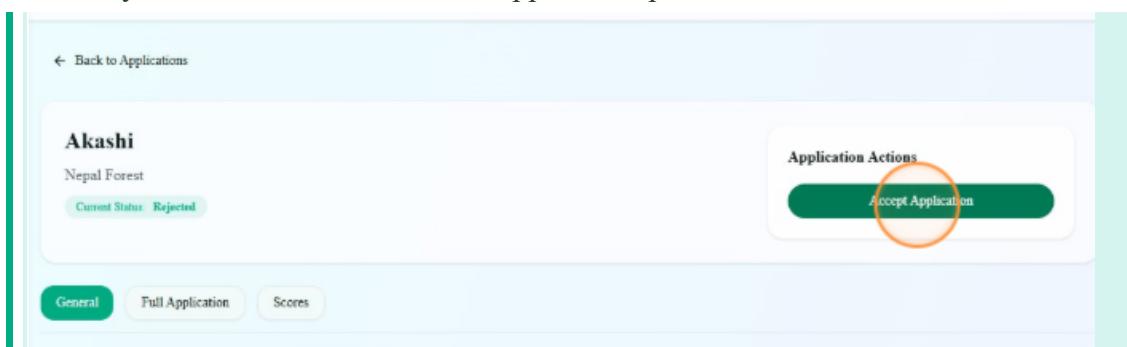
- Click “Decision Document” to view the submitted document. Do the same for other documents too. The document will open in another page.



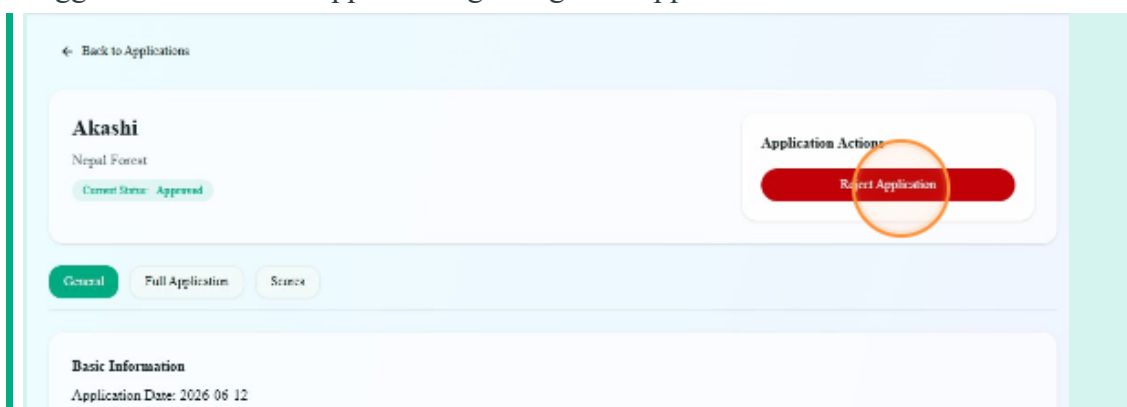
- The “Application History” is present at the end of the page.



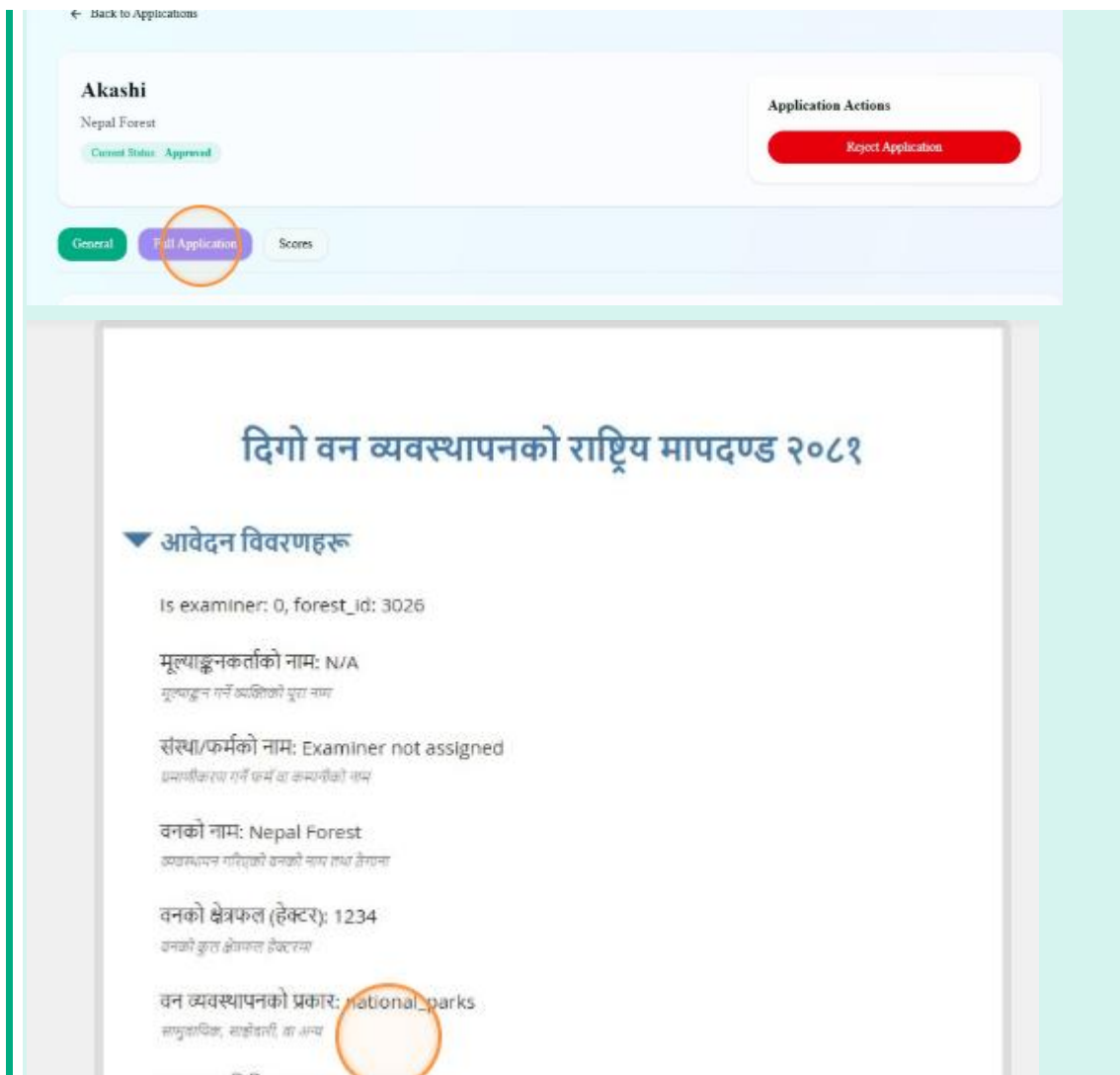
- After checking the application click “Accept Application” so that the applicant moves forward with filling up the full application. The applicants will receive an email so that they can move forward with the application process.



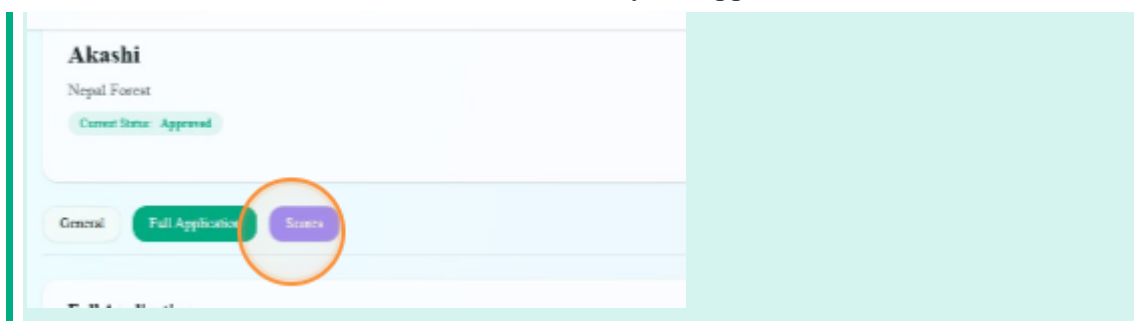
- If the documents are missing or insufficient click on “Reject Application”. This will trigger an email to the applicant regarding their application.



- Click “Full Application” tab to view the full application submitted by the applicant.



10. Click “Scores” tab to view the score received by the applicant.



W	5.1	4	पैसा	1	1
100	5.1	5	पैसा	1	1
103	5.1	6	पैसा	1	1
102	5.1	7	पैसा	1	0
101	5.1	8	पैसा	1	1
104	5.2	1	पैसा	1	1
103	5.2	2	पैसा	1	1
106	5.2	3	पैसा	1	1
107	5.2	4	पैसा	1	1
जम्मा				116	103.50
प्राप्त गरेको अंक प्रतिशत				97.81%	

11. Click the Province dropdown. It will provide filtered response.

**Applicant Applications Review**

Search applicant... All Status All Province All District

All Municipality All Ward

From BS date To BS date

Reset Filters Export Excel

12. Click the District dropdown. It will provide filtered response.

**Applicant Applications Review**

Search applicant... All Status All Province All District

All Municipality All Ward

From BS date To BS date

Reset Filters Export Excel

13. Click the Municipality dropdown. It will provide filtered response.

**Applicant Applications Review**

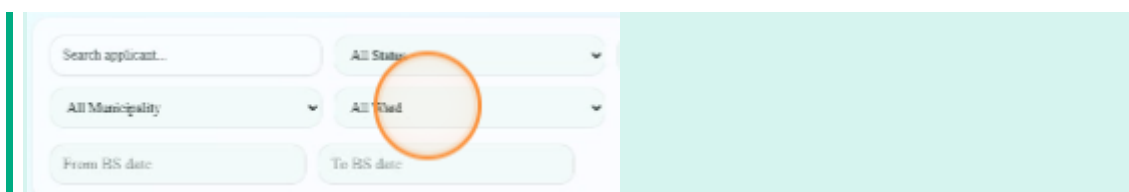
Search applicant... All Status All Province All District

All Municipality All Ward

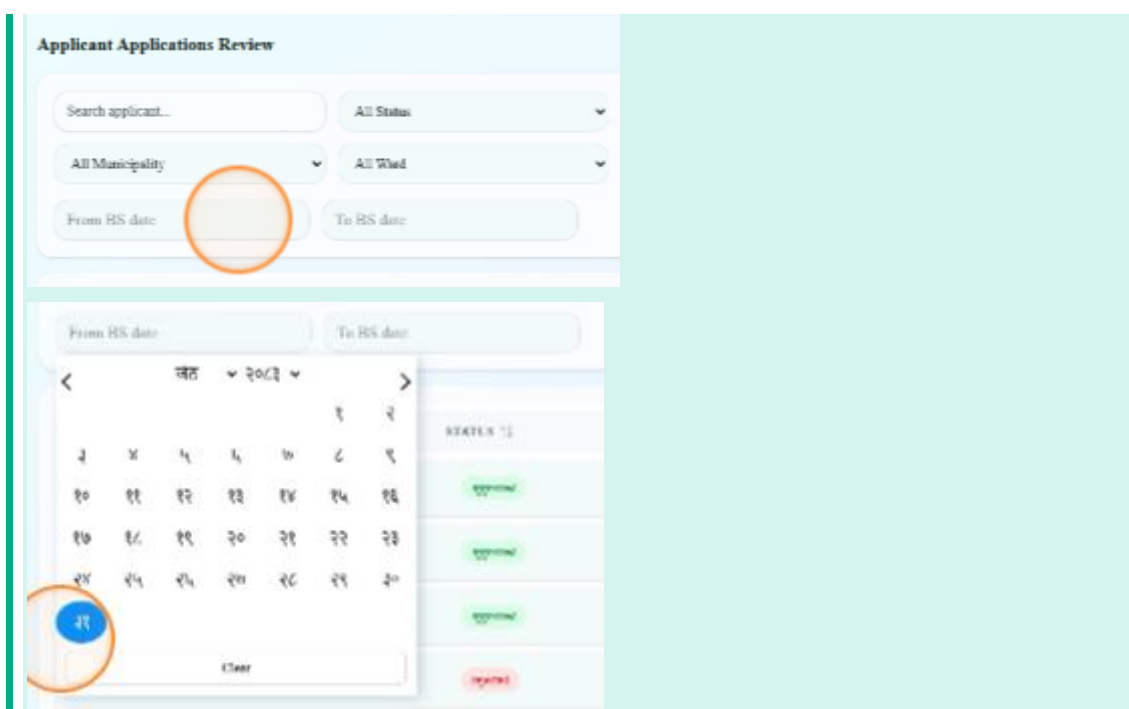
From BS date To BS date

Reset Filters Export Excel

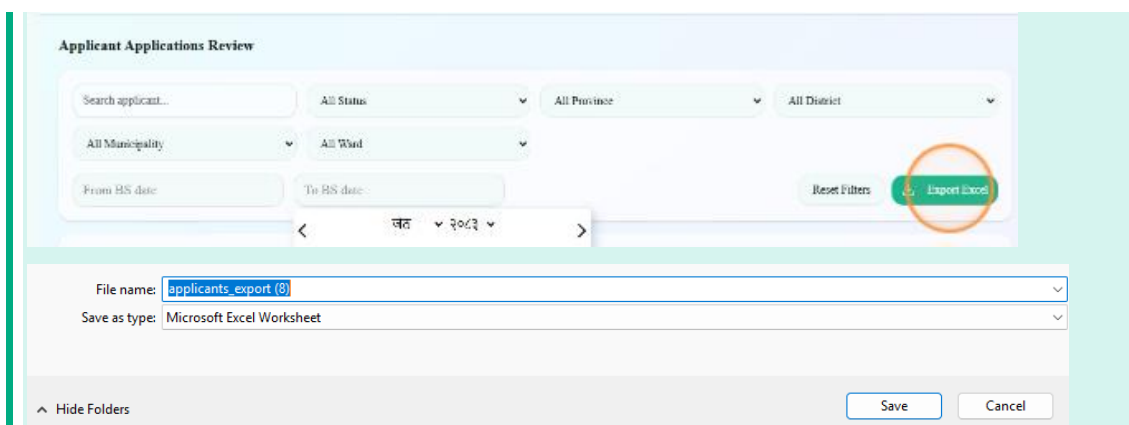
14. Click the Ward dropdown. It will provide filtered response.



15. Click the Dates to filter response accordingly.

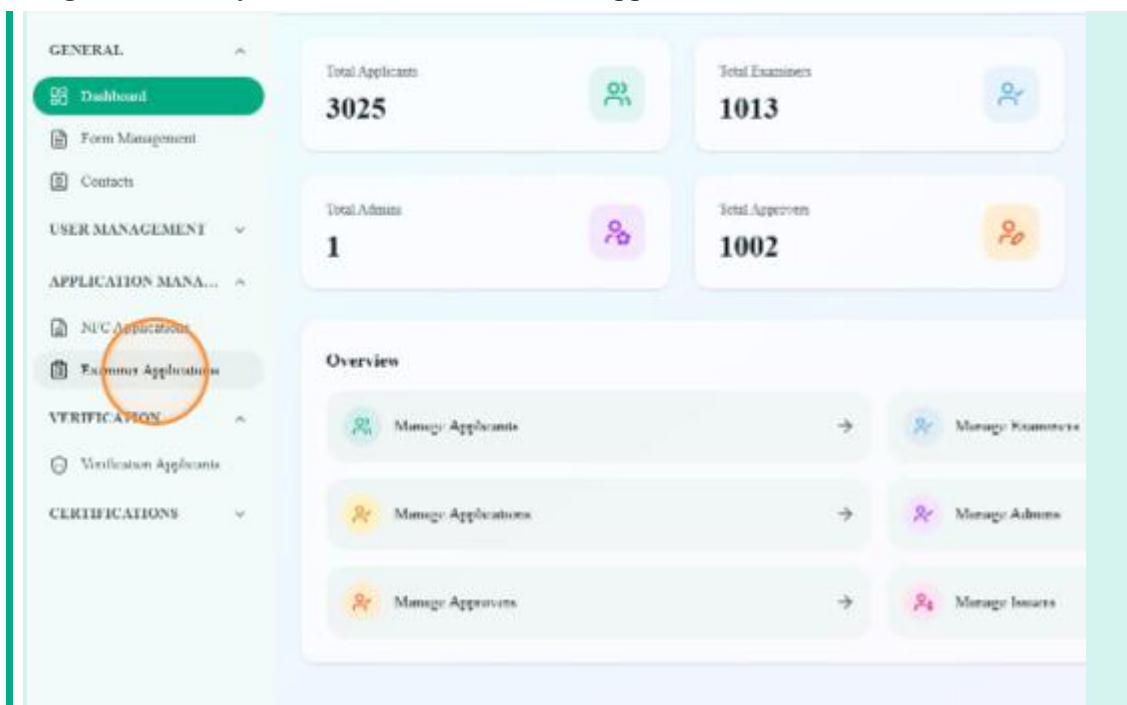


16. Click "Export" to get all the details of the applicants.



## 6.2.2 Examiner Applications

1. Login in to the system and click “Examiner Applications”.



2. View the Examiner Applications page.

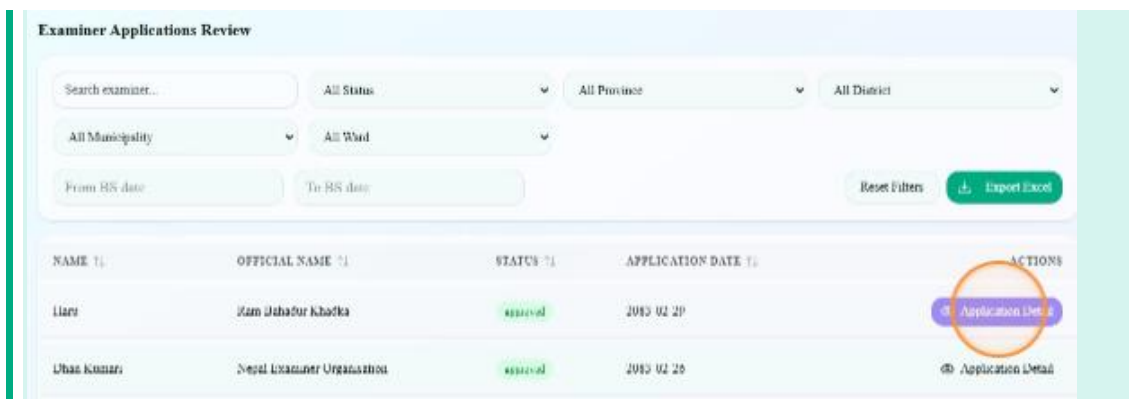
Examiner Applications Review

Search examiner... All Status All Province All District All Municipality All Ward

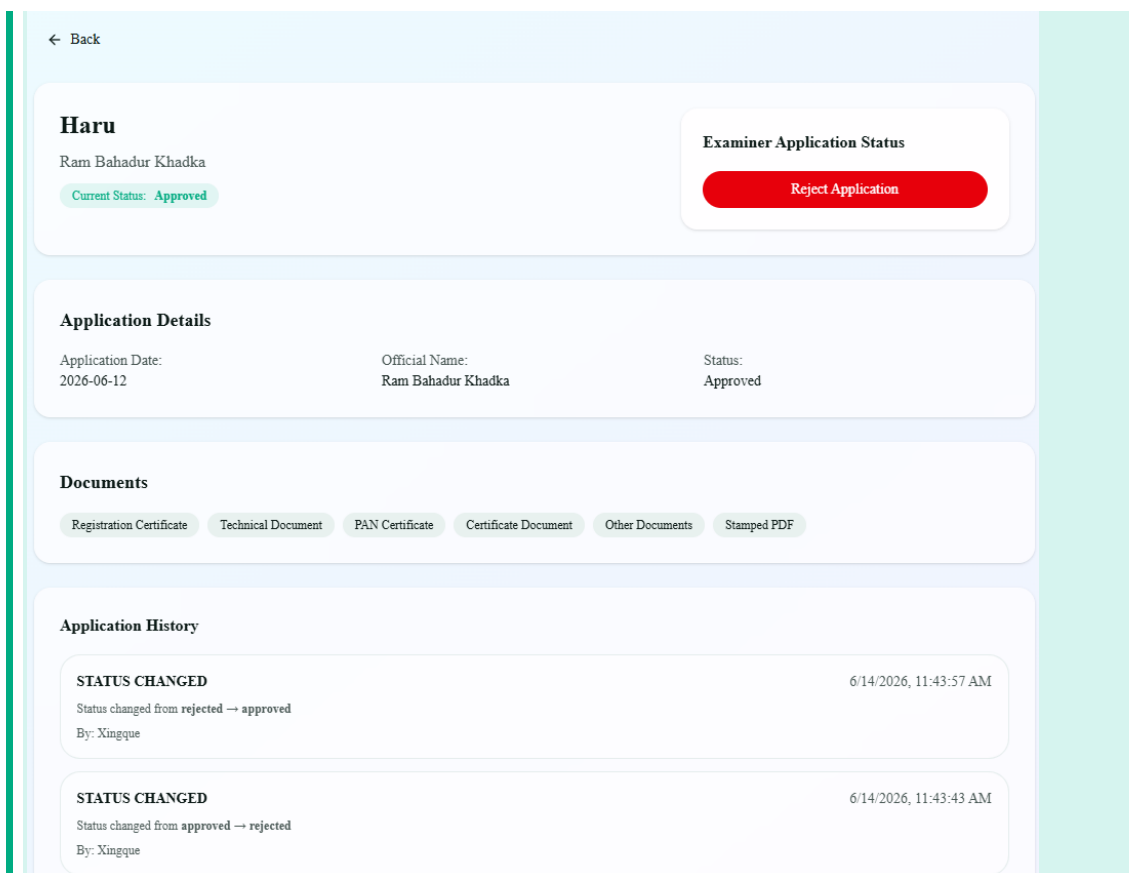
From BS date To BS date Reset Filters Export Excel

NAME	OFFICIAL NAME	STATUS	APPLICATION DATE	ACTIONS
Haru	Ram Bahadur Khaika	approved	2083-02-29	Application Detail
Dhan Kumari	Nepal Examiner Organisation	approved	2083-02-26	Application Detail
Hari Prasad Dhakal	MNC org	approved	2083-02-25	Application Detail
Examiner1	Nepal Examiner Organisation	approved	2083-02-25	Application Detail
rahin	ijjki	approved	2083-02-17	Application Detail
Shashwot	Ram Bahadur Khaika	rejected	2083-02-06	Application Detail
Kity	Ram Bahadur Khaika ji	approved	2083-02-05	Application Detail
Besett	Ram Bahadur Khaika	approved	2083-02-04	Application Detail
Mason White	Whitney Franklin	submitted	2081-07-16	Application Detail

3. Click on “Application Details” to view the detailed information of any examiner.



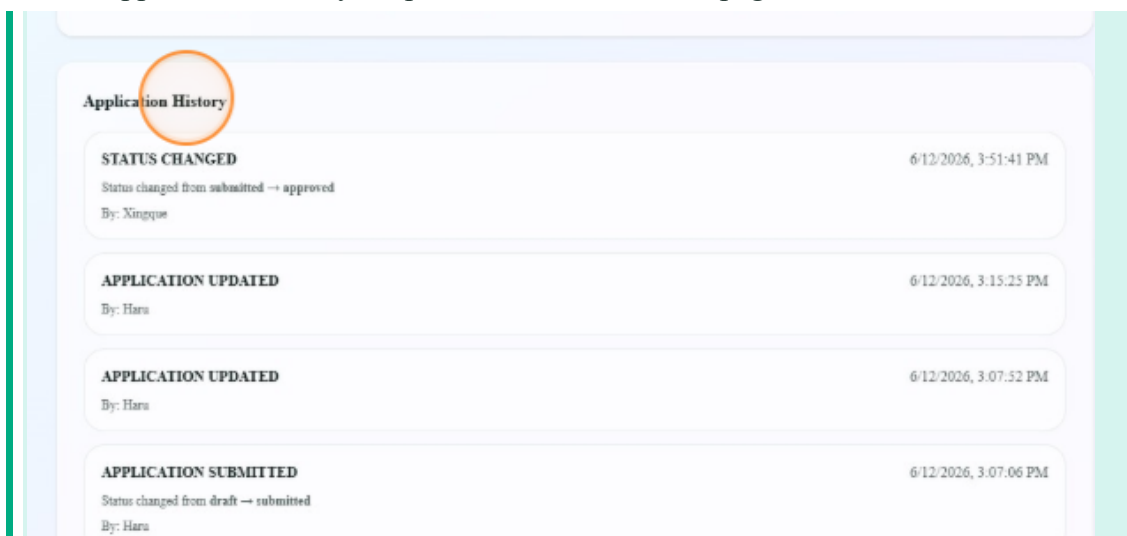
4. View the application details page.



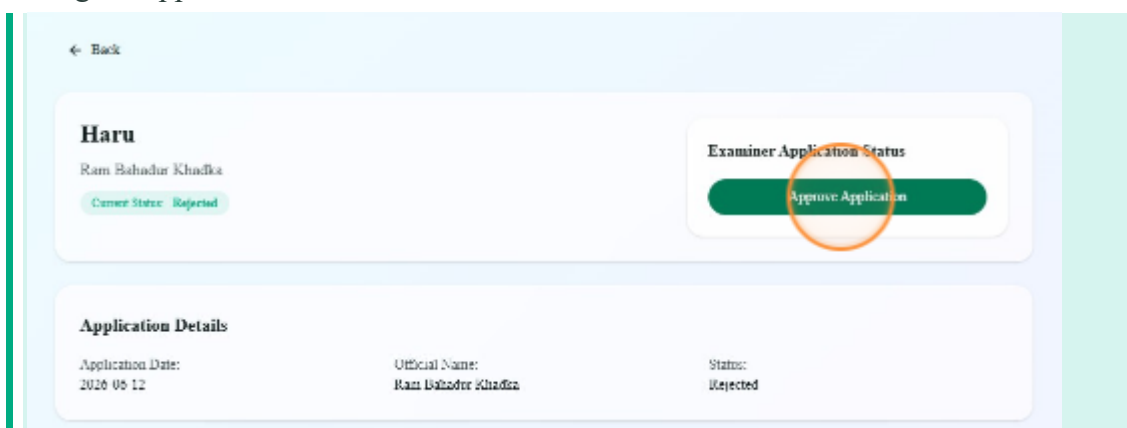
5. Click “Registration Certificate” to view the submitted document. Do the same for other documents too. The document will open in another page.



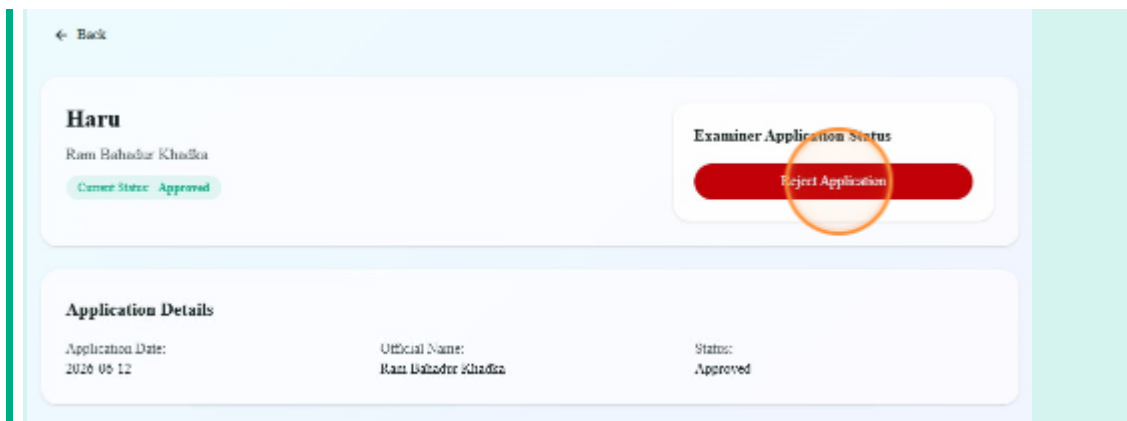
6. The “Application History” is present at the end of the page.



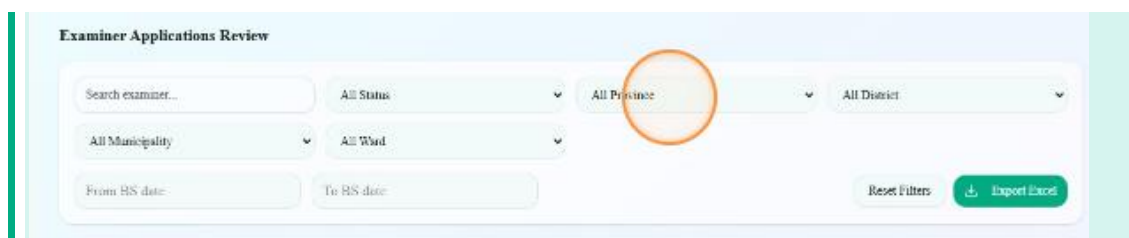
7. After checking the application click “Accept Application” so that the examiner can view the dashboard. The examiners will receive an email so that they can check the assigned applicant’s details.



8. If the documents are missing or insufficient click on “Reject Application”. This will trigger an email to the examiner regarding their application.

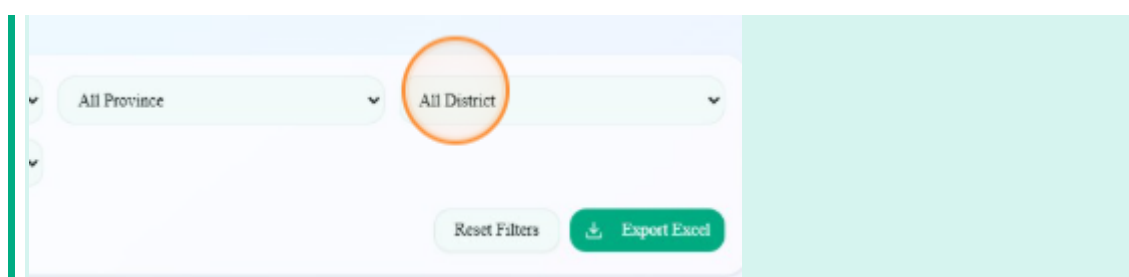


- Click the Province dropdown. It will provide filtered response.



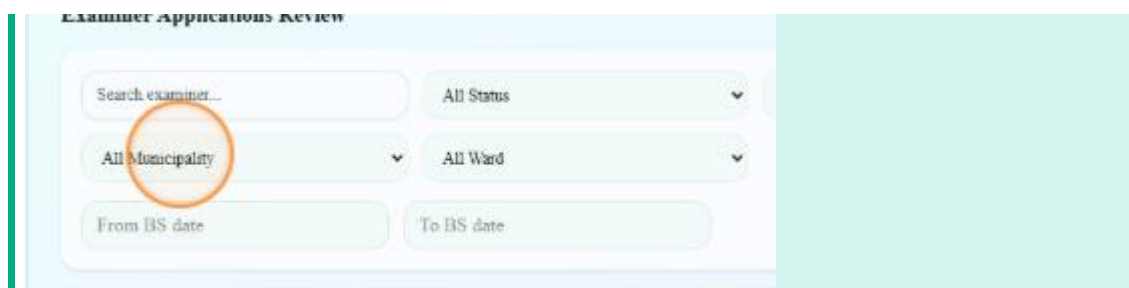
The screenshot shows the 'Examiner Applications Review' filter panel. It includes a search bar for 'Search examiner...', dropdown menus for 'All Status', 'All Province' (circled in orange), and 'All District', dropdown menus for 'All Municipality' and 'All Ward', and date input fields for 'From BS date' and 'To BS date'. There are also 'Reset Filters' and 'Export Excel' buttons.

- Click the District dropdown. It will provide filtered response.



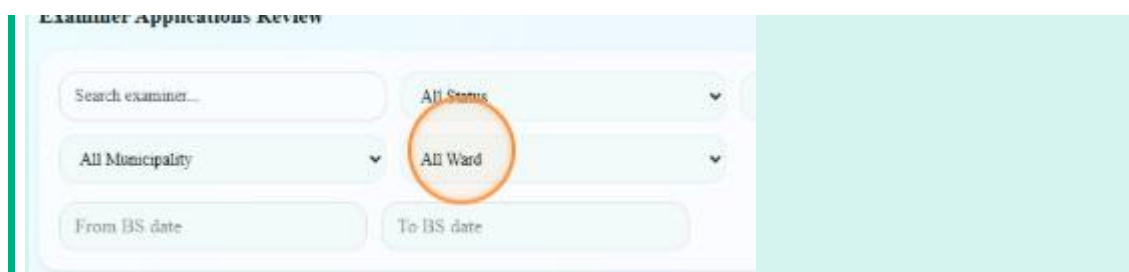
The screenshot shows the 'Examiner Applications Review' filter panel. The 'All District' dropdown menu is circled in orange. Other elements include the 'All Province' dropdown, 'Reset Filters', and 'Export Excel' buttons.

- Click the Municipality dropdown. It will provide filtered response.



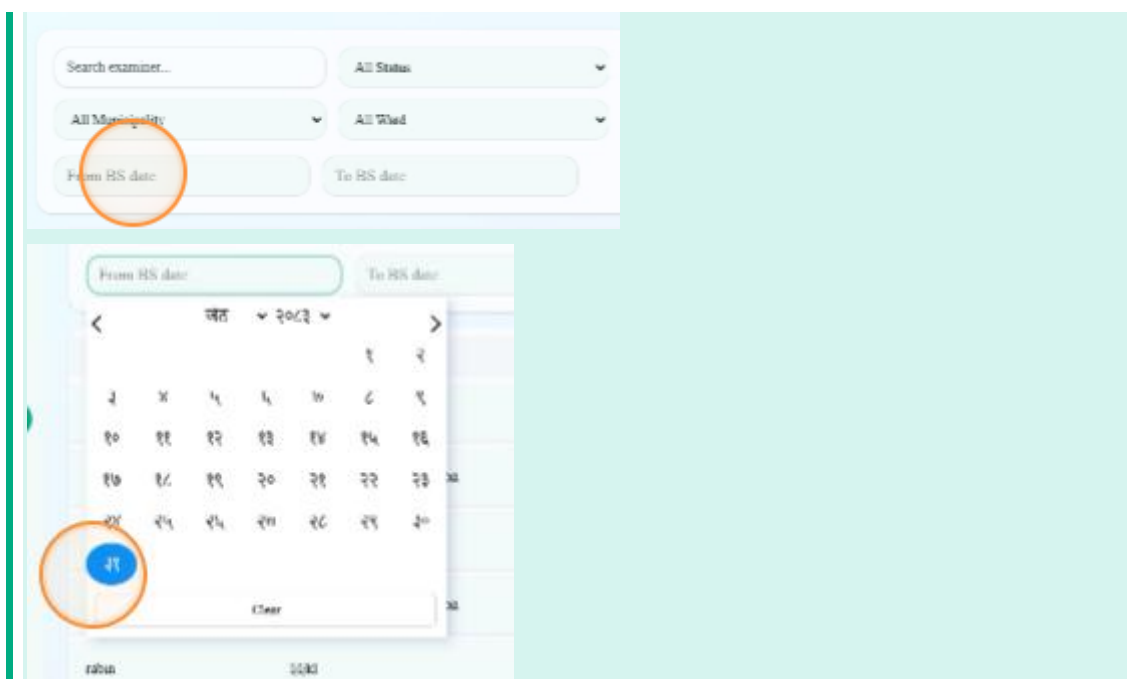
The screenshot shows the 'Examiner Applications Review' filter panel. The 'All Municipality' dropdown menu is circled in orange. Other elements include the search bar, 'All Status', 'All Ward', and date input fields.

- Click the Ward dropdown. It will provide filtered response.

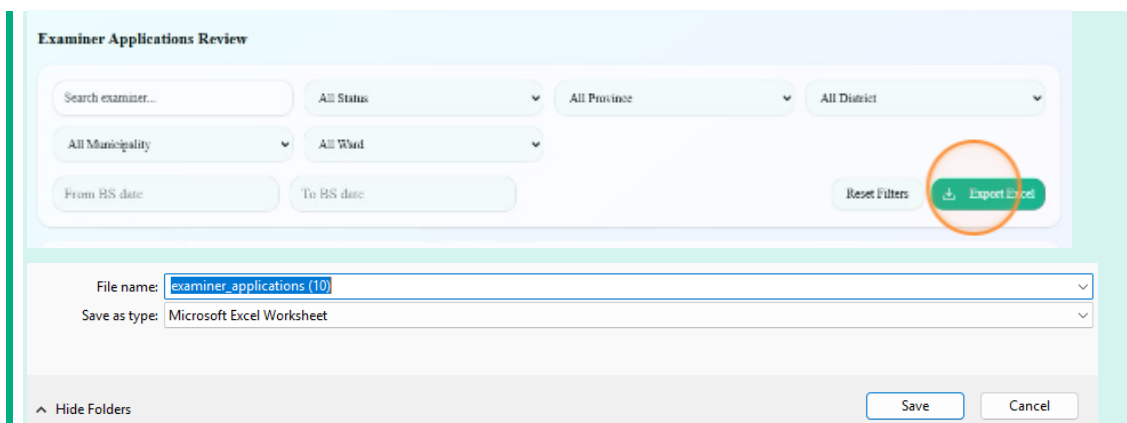


The screenshot shows the 'Examiner Applications Review' filter panel. The 'All Ward' dropdown menu is circled in orange. Other elements include the search bar, 'All Status', 'All Municipality', and date input fields.

- Click the Dates to filter response accordingly.



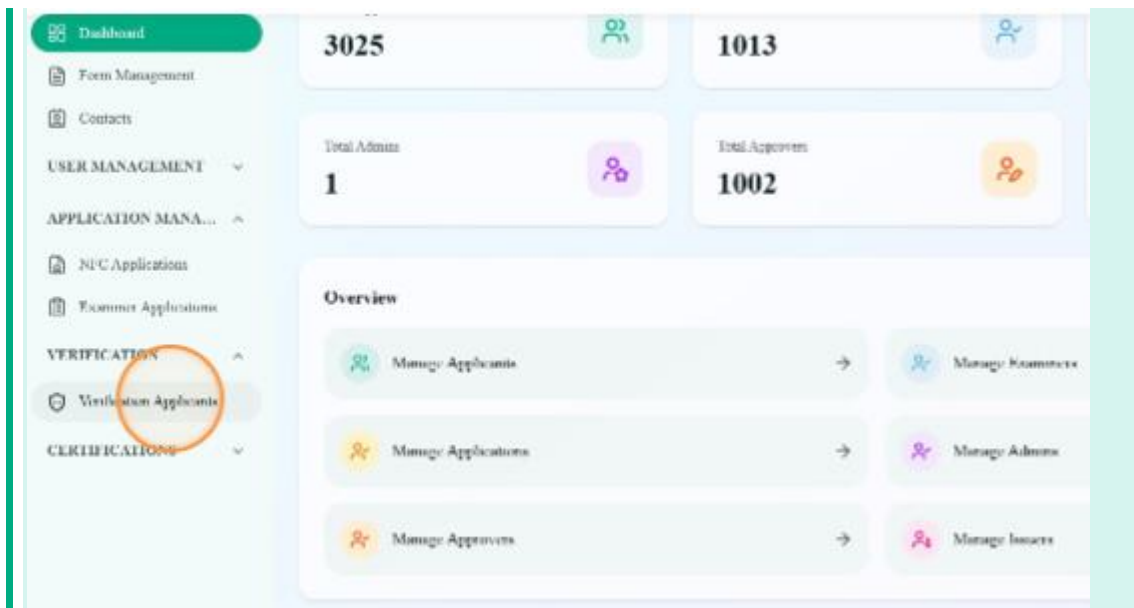
14. Click "Export" to get all the details of the examiners.



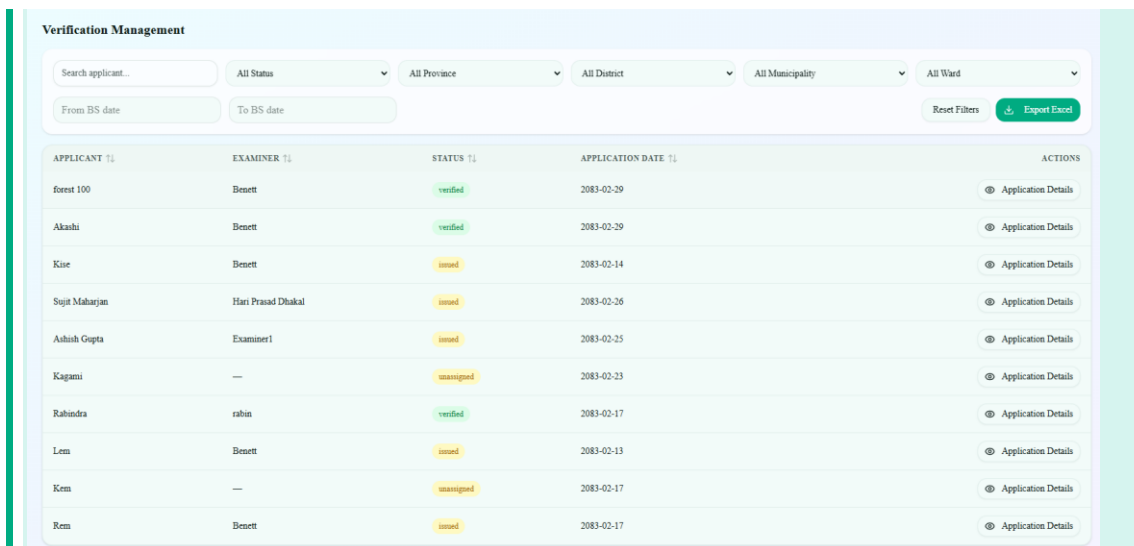
### 6.3 Verification Process

For application verification process the applicants are assigned with their respective examiners. The examiners will receive the applicants’ details and they can review their application process for further processing.

1. Login to the system and click “Verification Applicants”.



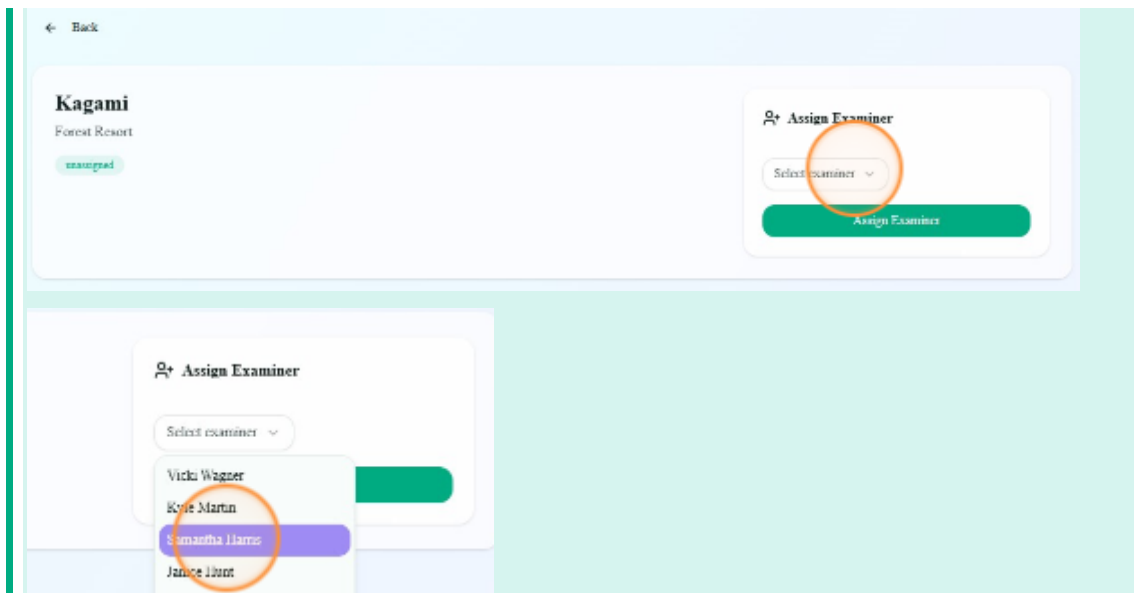
2. View the Verification Applicants page.



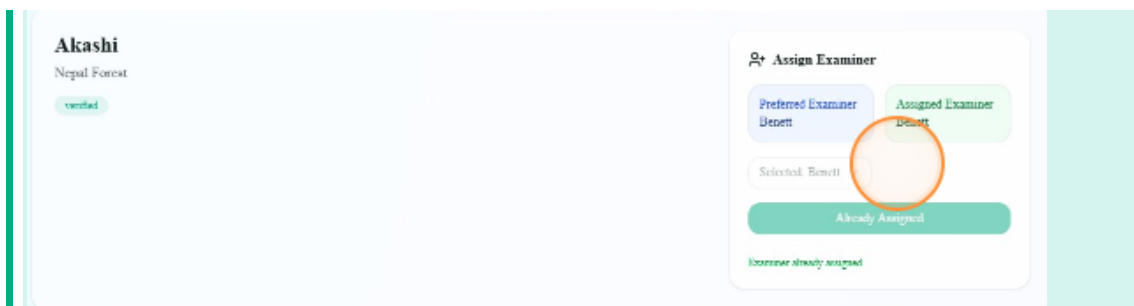
3. Click on “Application Details” to view the details of applicants.



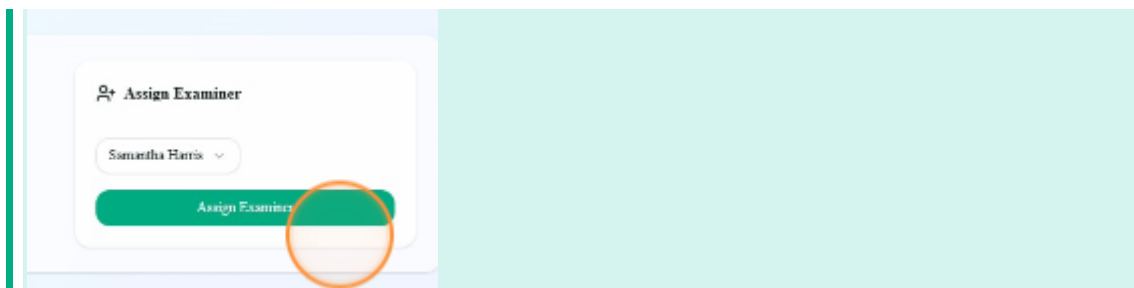
4. Click “Select Examiner” dropdown to select the respective examiner.



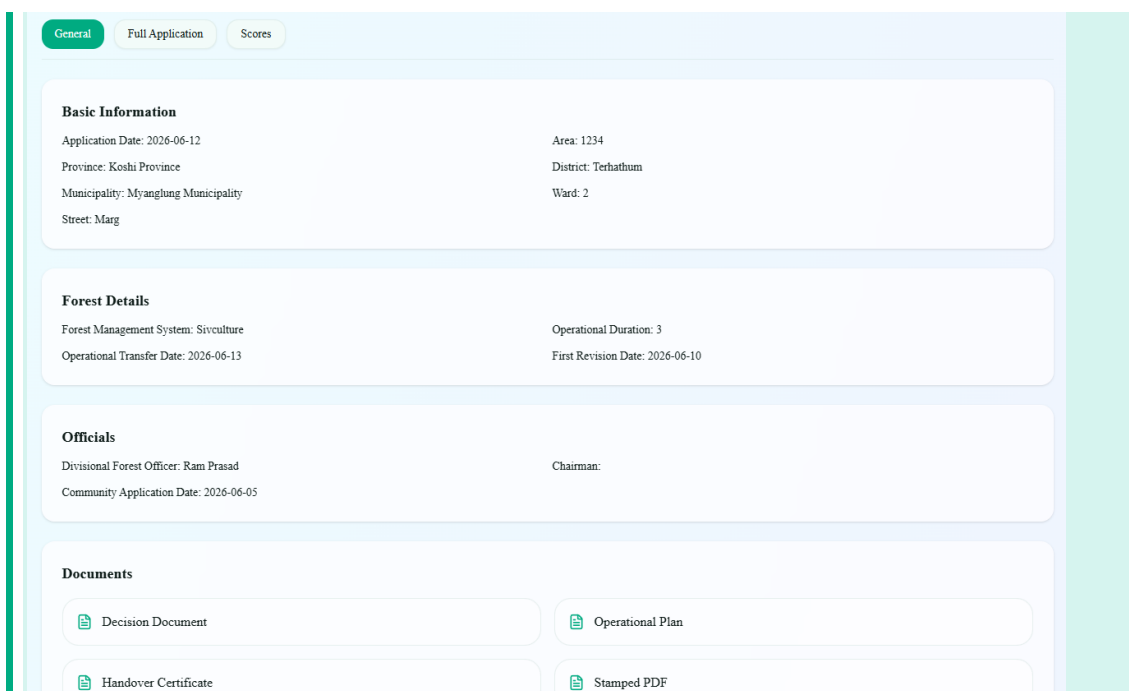
5. If the applicant has selected a preferred examiner during their application process then the preferred examiner will appear at the top. You can assign the same examiner or any other examiner.



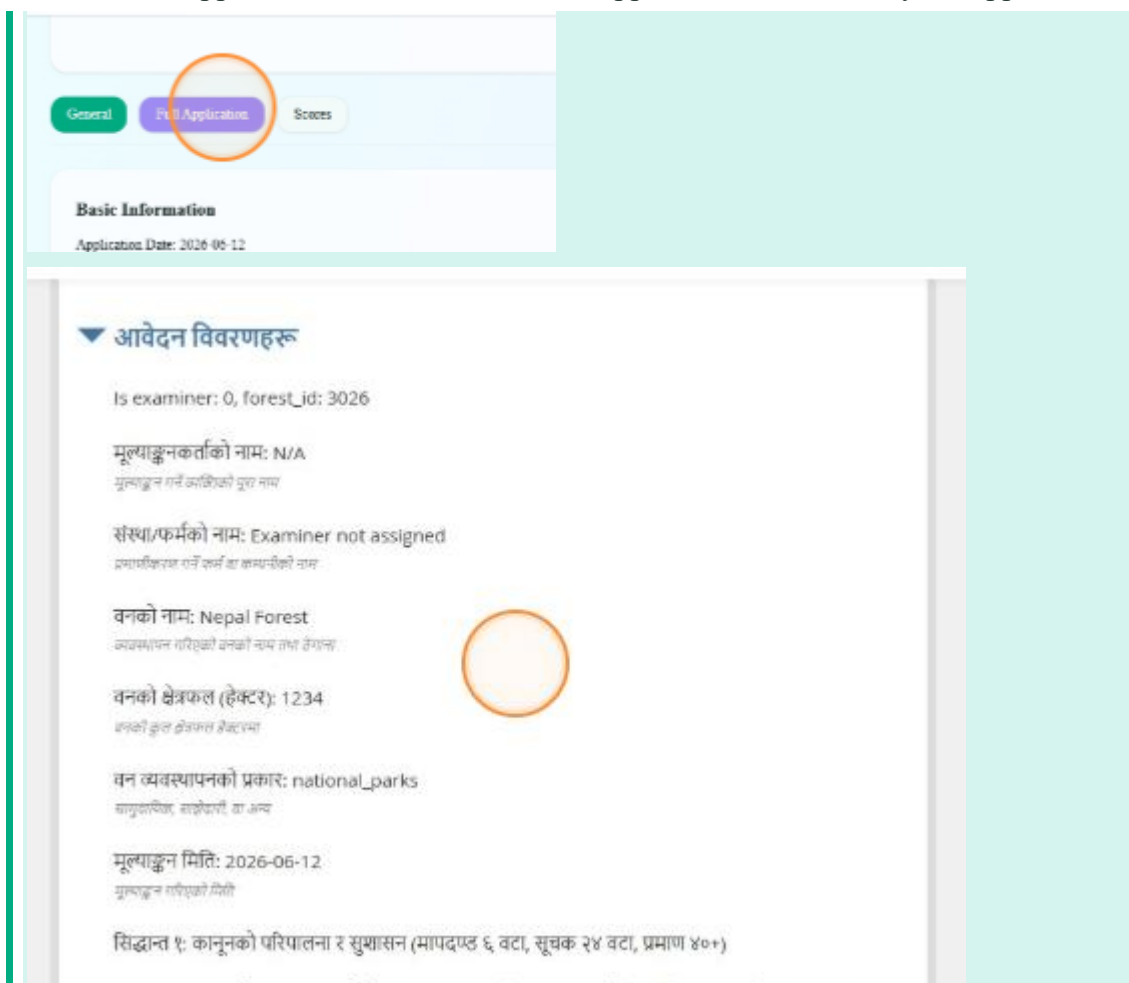
- 6.
7. Click “Assign Examiner”. The examiner will be assigned.



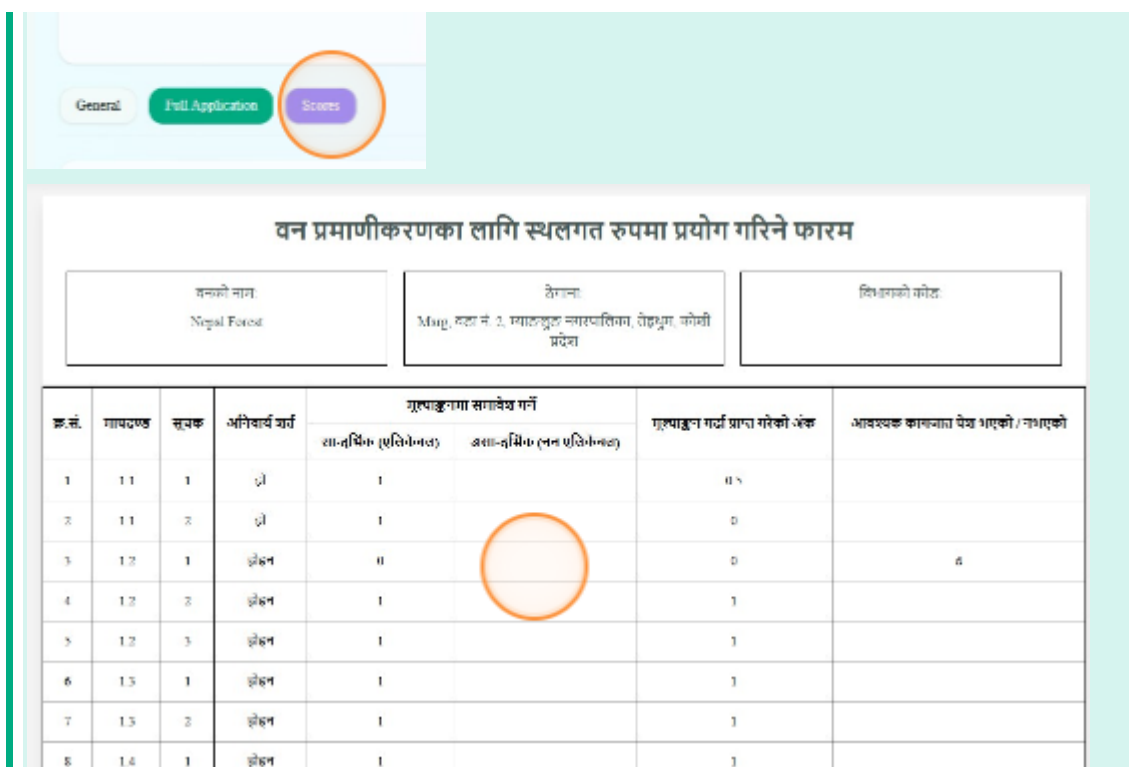
8. In the “General” tab there is detailed information about the applicant’s application process.



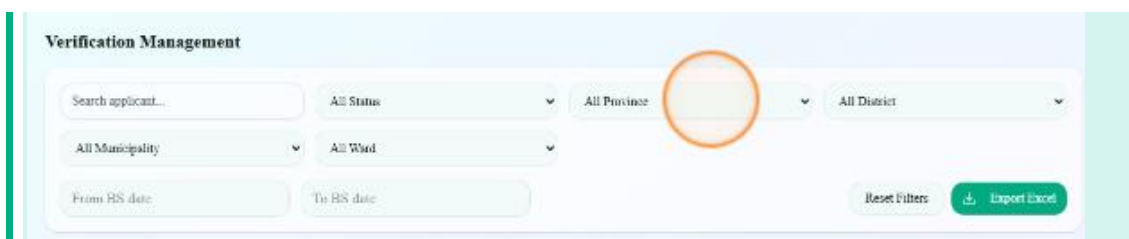
9. Click “Full Application” tab to view the full application submitted by the applicant.



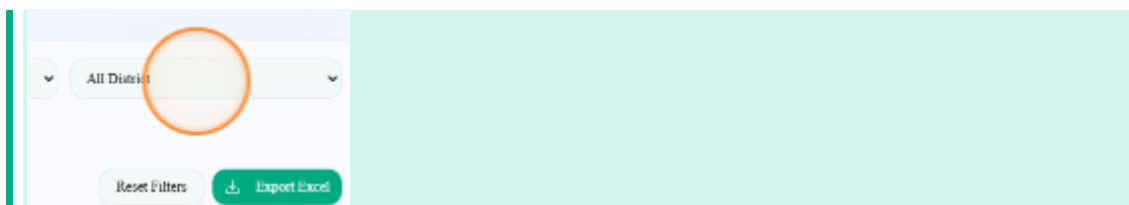
10. Click “Scores” tab to view the score received by the applicant.



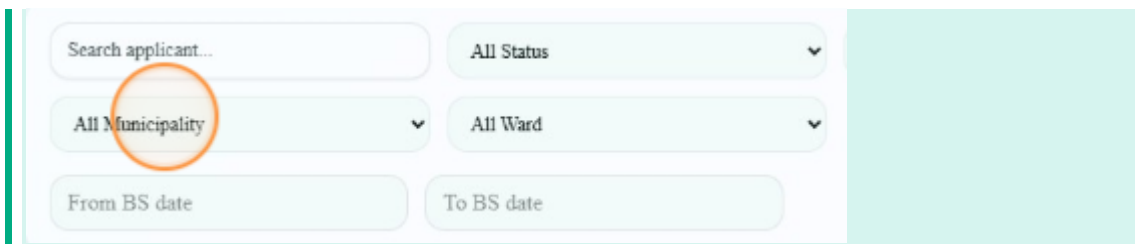
11. Click the Province dropdown. It will provide filtered response.



12. Click the District dropdown. It will provide filtered response.



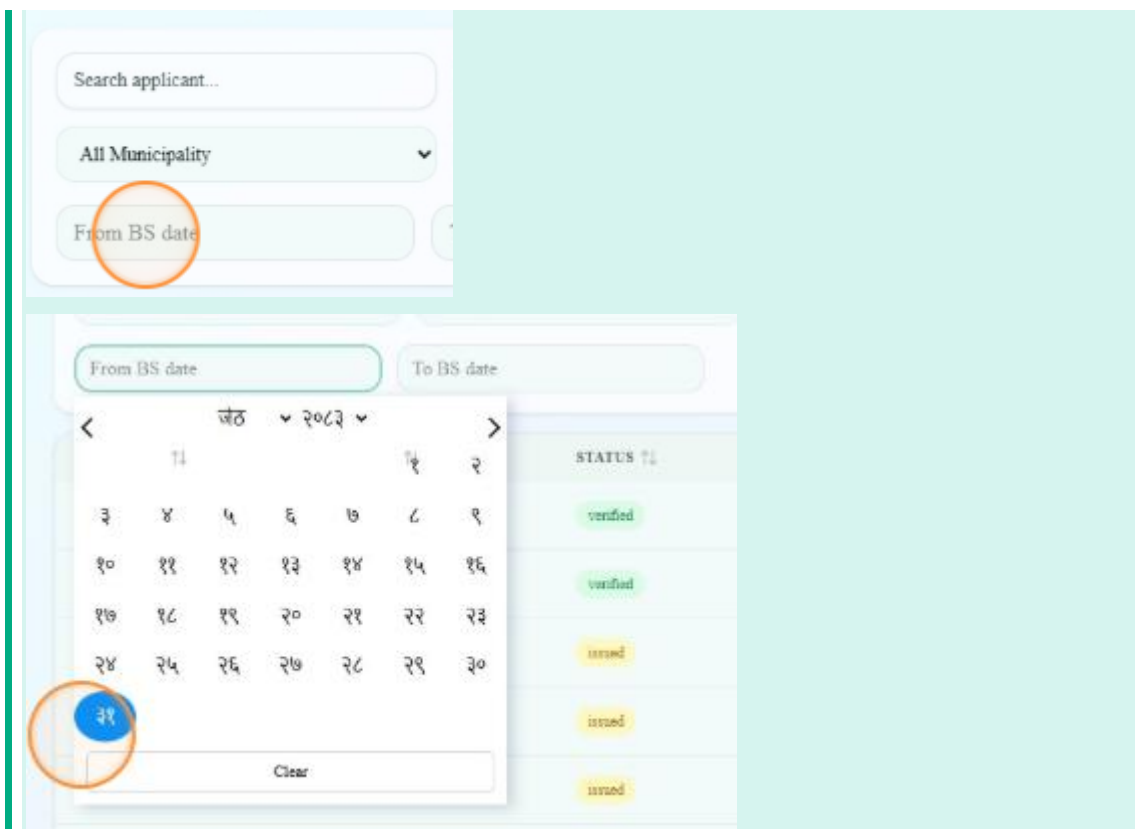
13. Click the Municipality dropdown. It will provide filtered response.



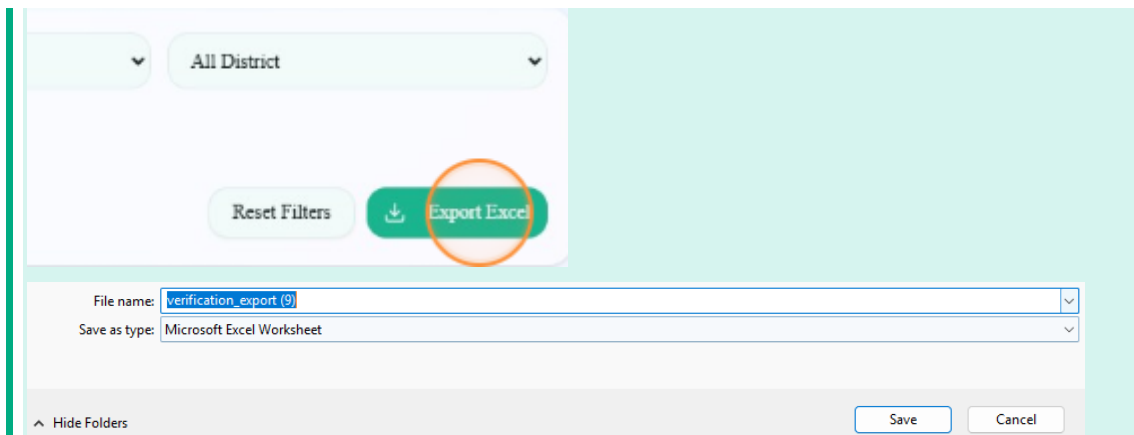
14. Click the Ward dropdown. It will provide filtered response.



15. Click the Dates to filter response accordingly.



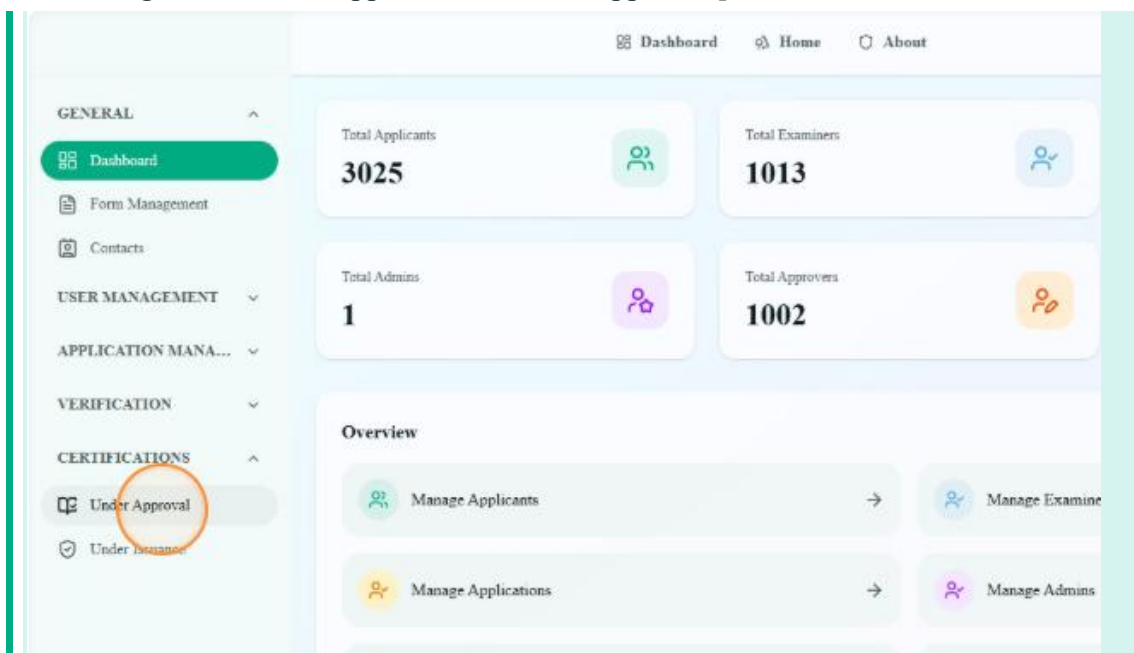
16. Click "Export" to get all the details of the applicants.



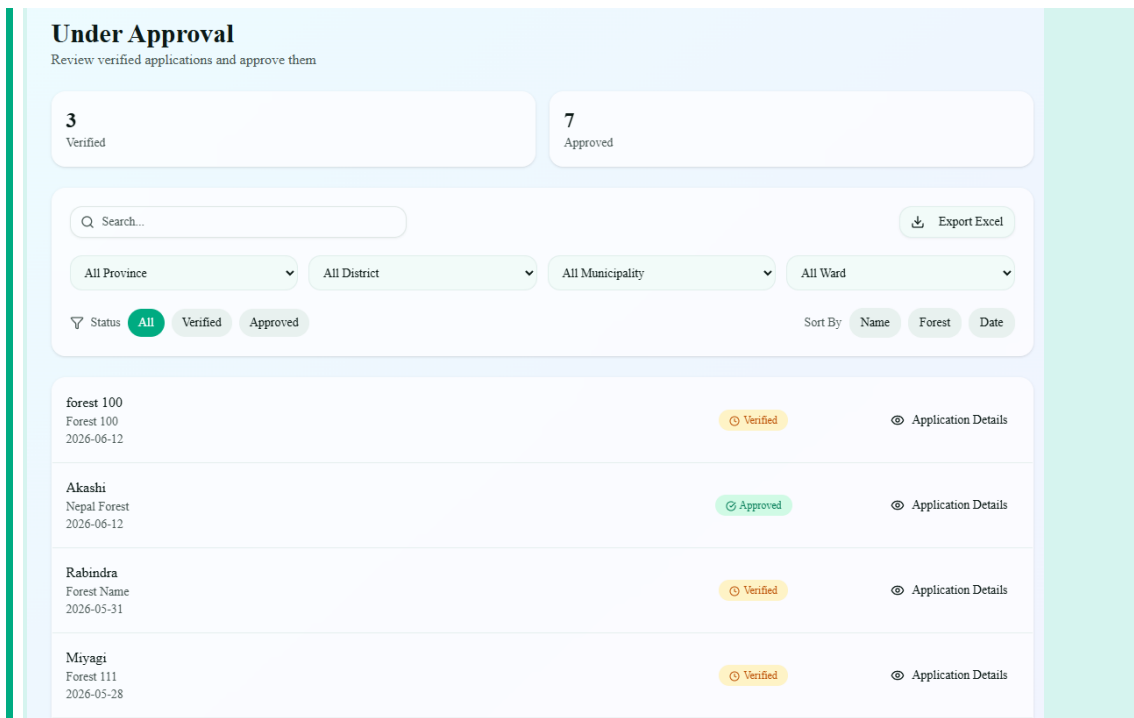
## 6.3 Certification

### 6.3.1 Under Approval

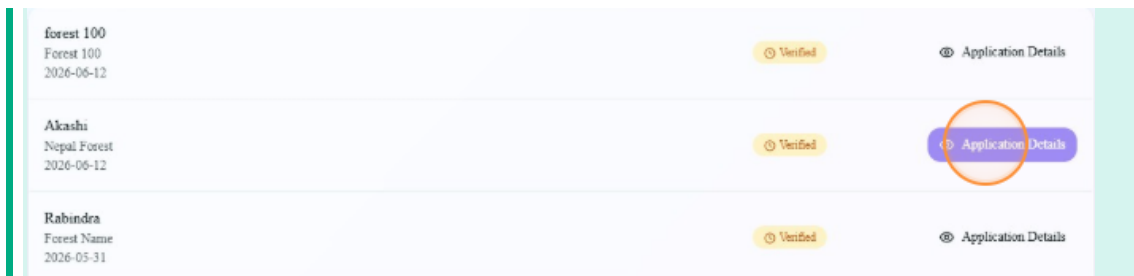
1. Login to system as an Approver and click “Under Approval”. [Note: Only Approvers can change status while application is under approval.]



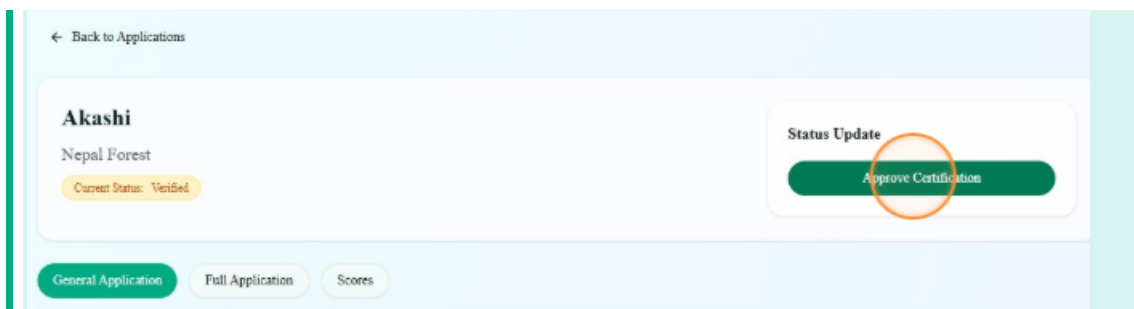
2. View the Under Approval page.



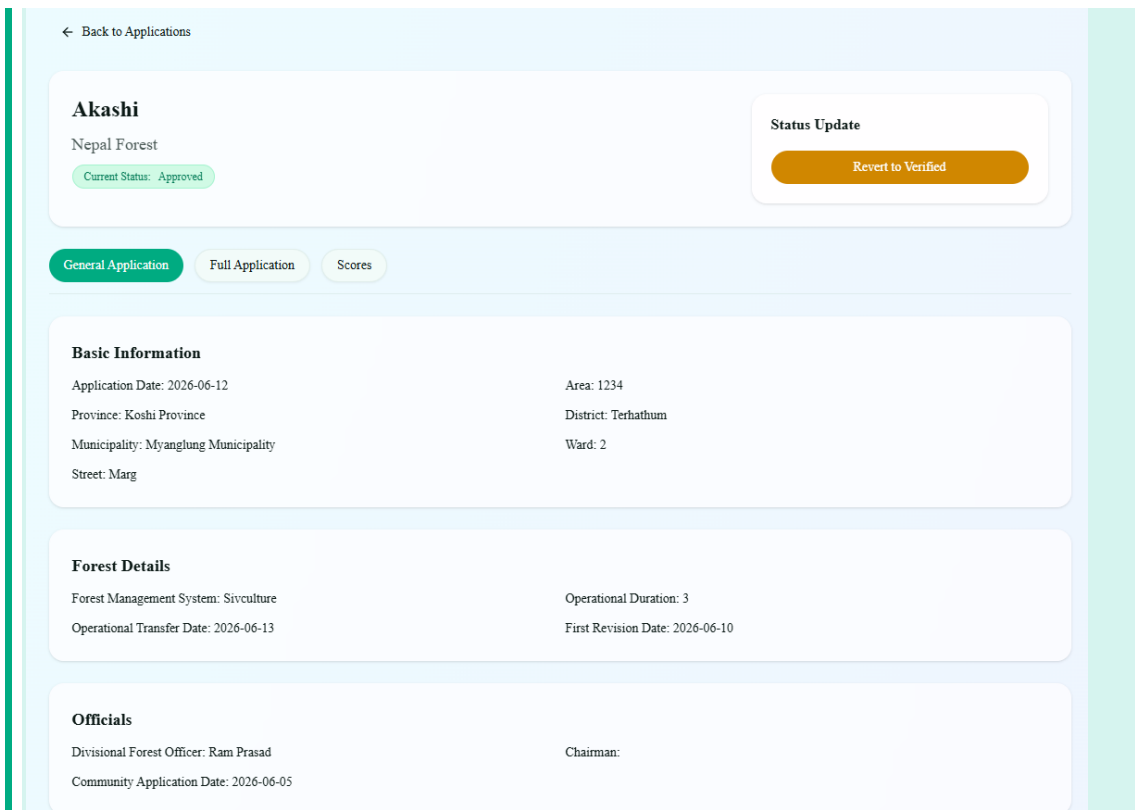
3. Click “Application Details”.



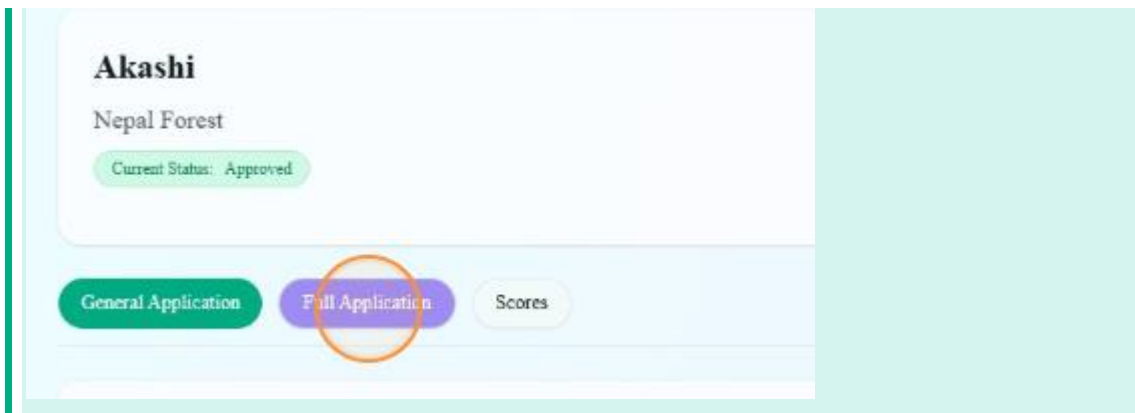
4. Click “Approve Certification” to process the application further.

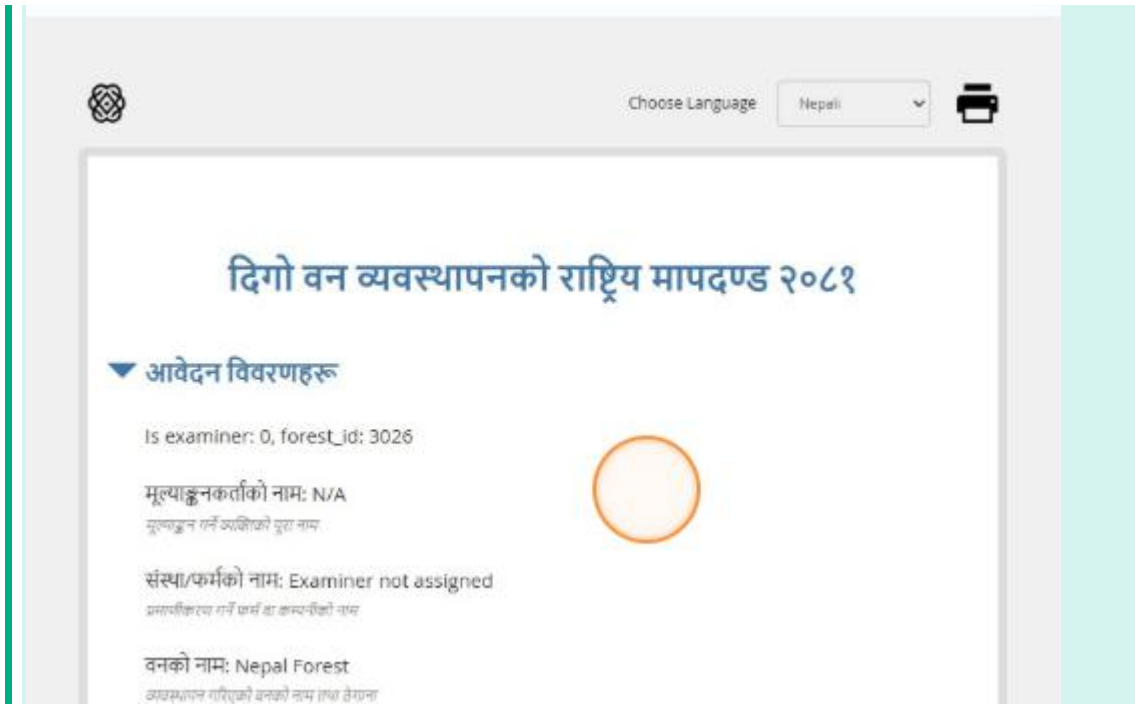


5. In the “General” tab there is detailed information about the applicant’s application process.

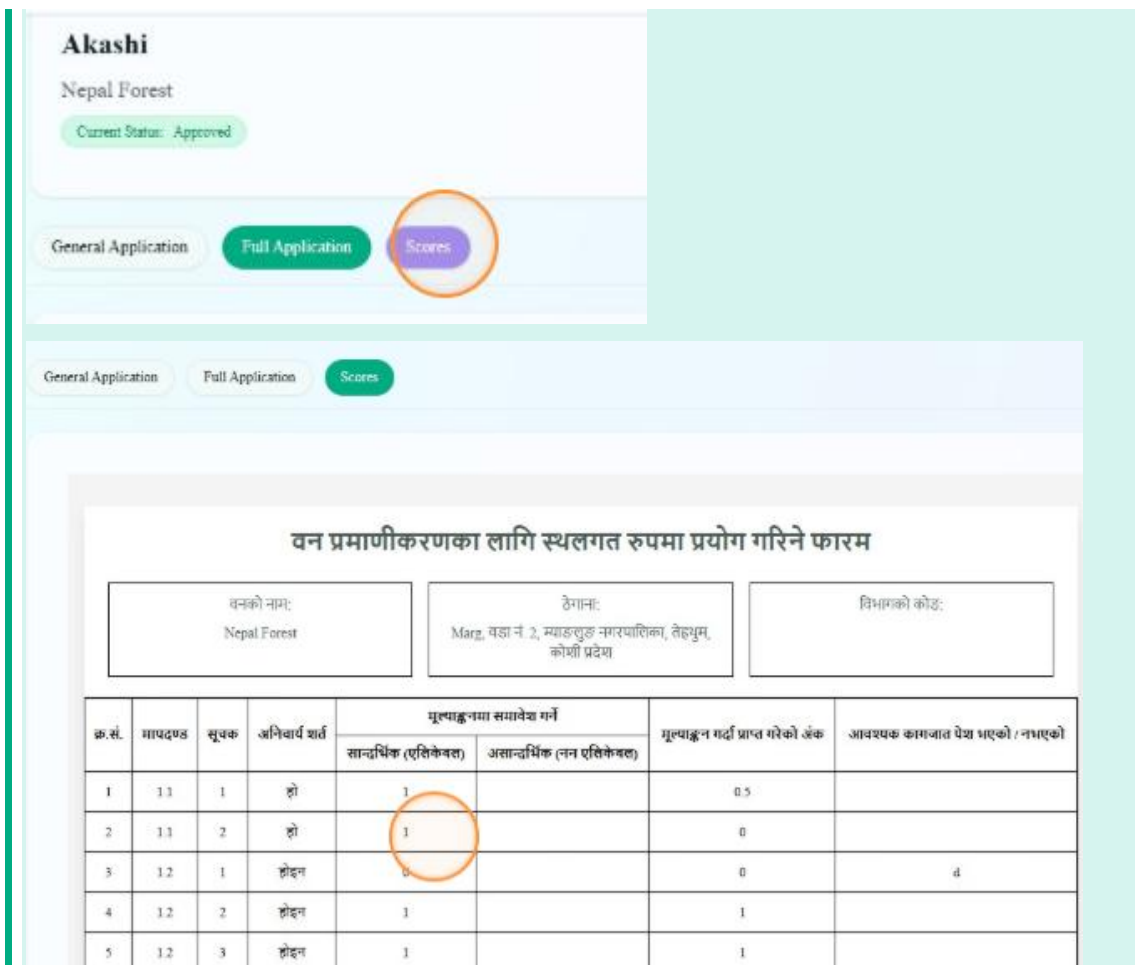


6. Click “Full Application” tab to view the full application submitted by the applicant.





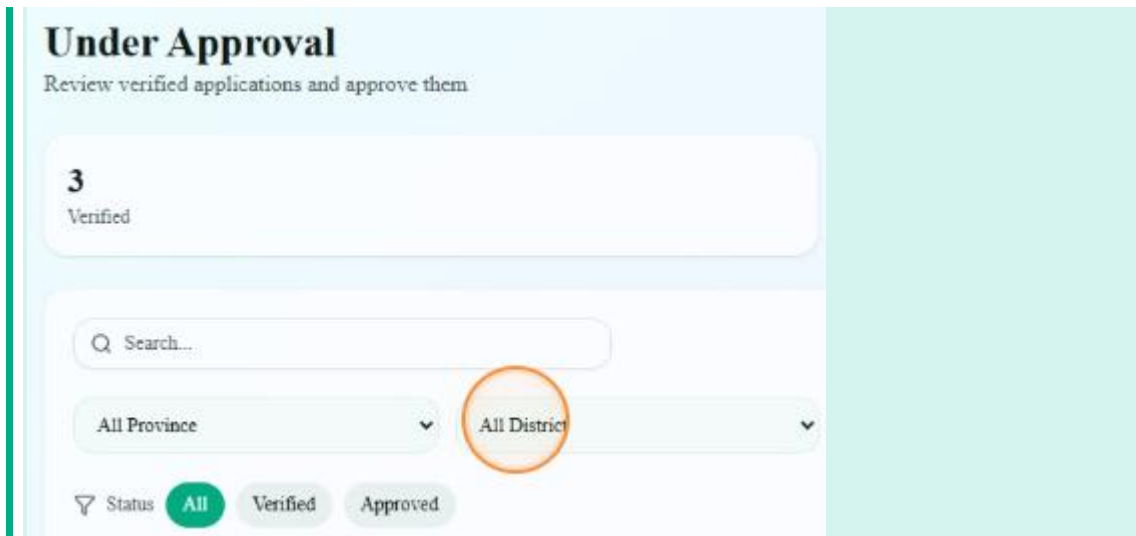
7. Click “Scores” tab to view the score received by the applicant.



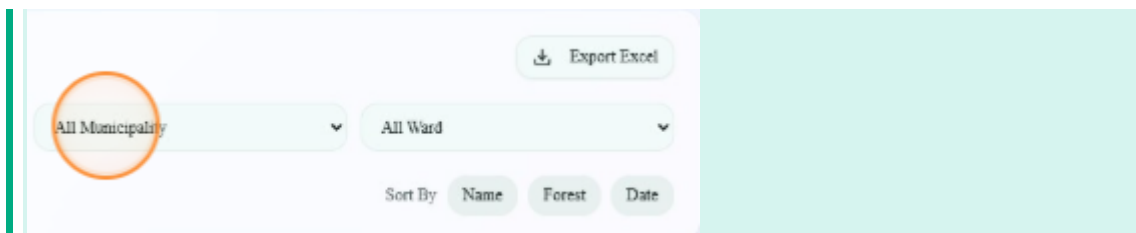
- Click the Province dropdown. It will provide filtered response.



- Click the District dropdown. It will provide filtered response.



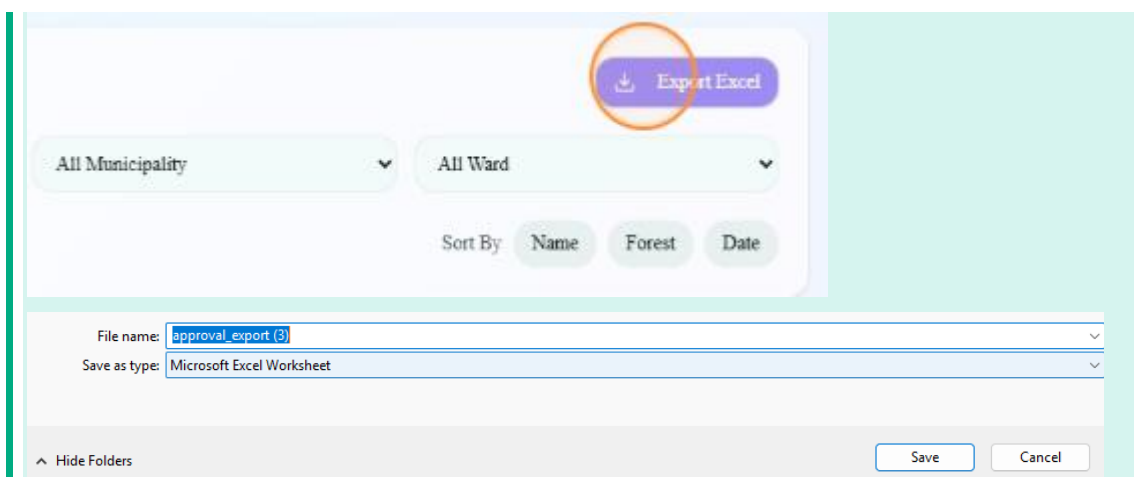
- Click the Municipality dropdown. It will provide filtered response.



11. Click the Ward dropdown. It will provide filtered response.

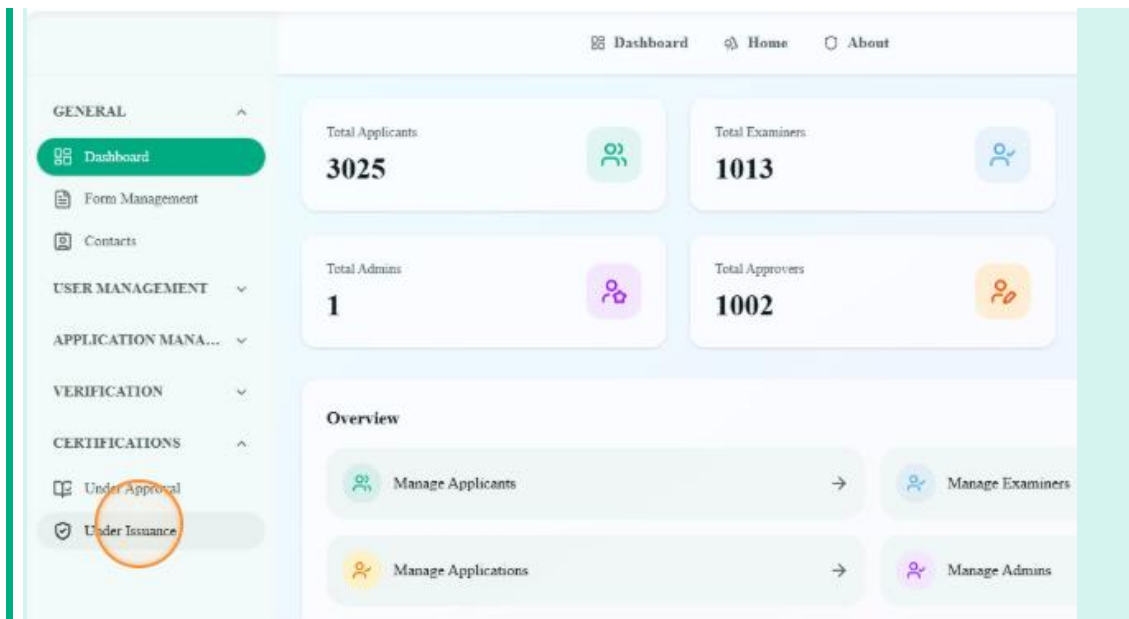


12. Click "Export" to get all the details of the applicants.

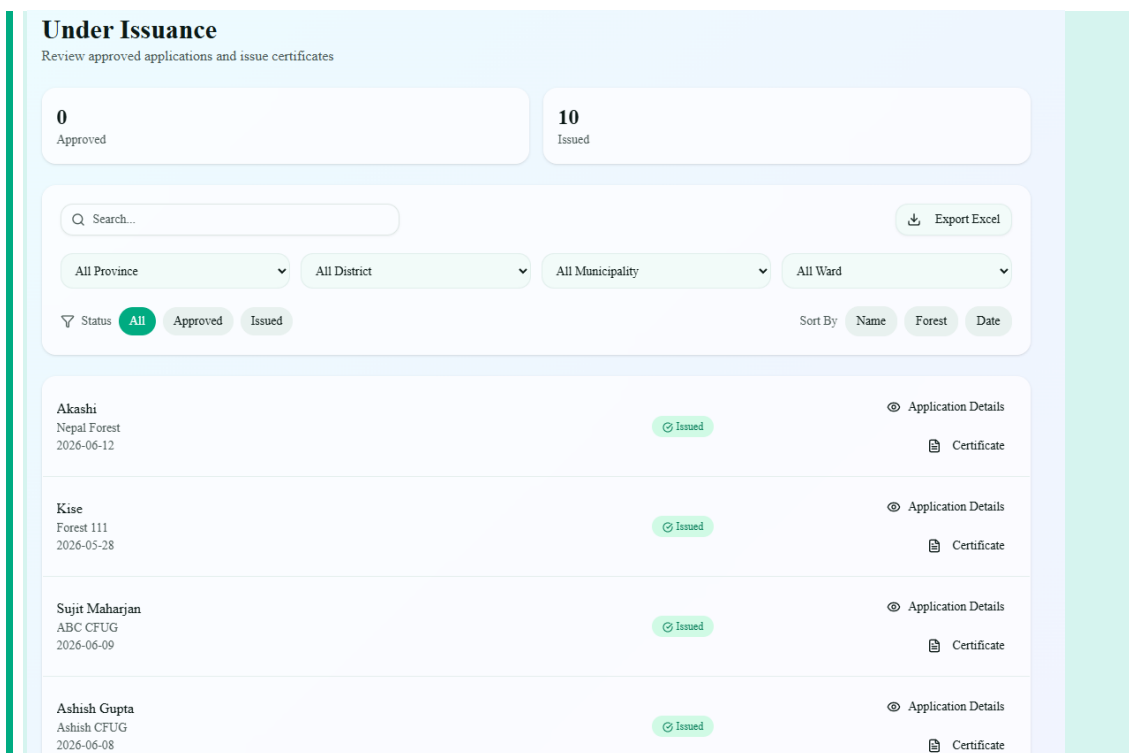


### 6.3.2 Under Issuance

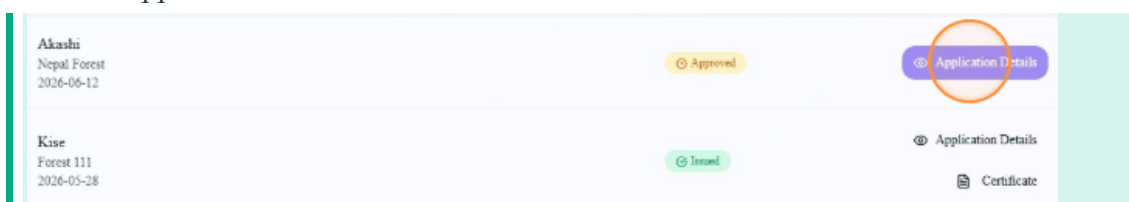
1. Login to system as an Issuer and click “Under Issuance”. [Note: Only Issuers can change status while application is under issuance.]



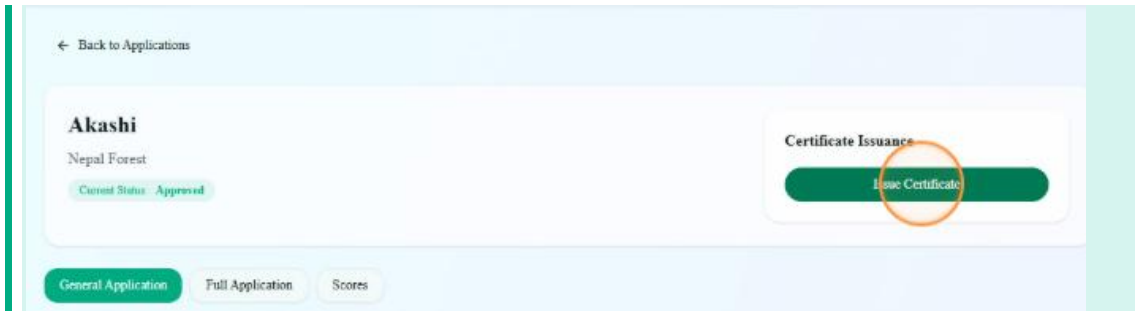
2. View the Under Issuance page.



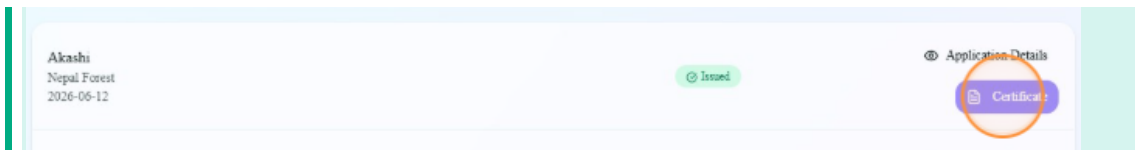
3. Click “Application Details”.



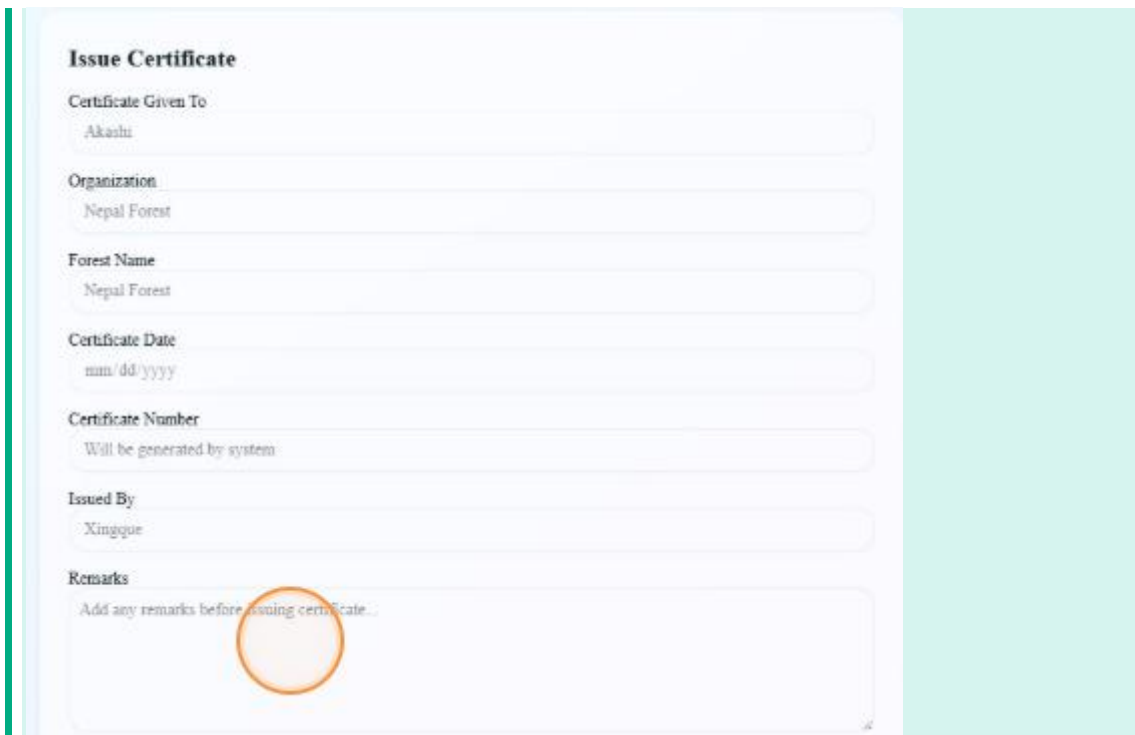
4. Click “Issue Certificate” to process the application further.



5. Click “Certificate”. It will appear below “Application Detail” after “Issue Certificate” has been clicked.

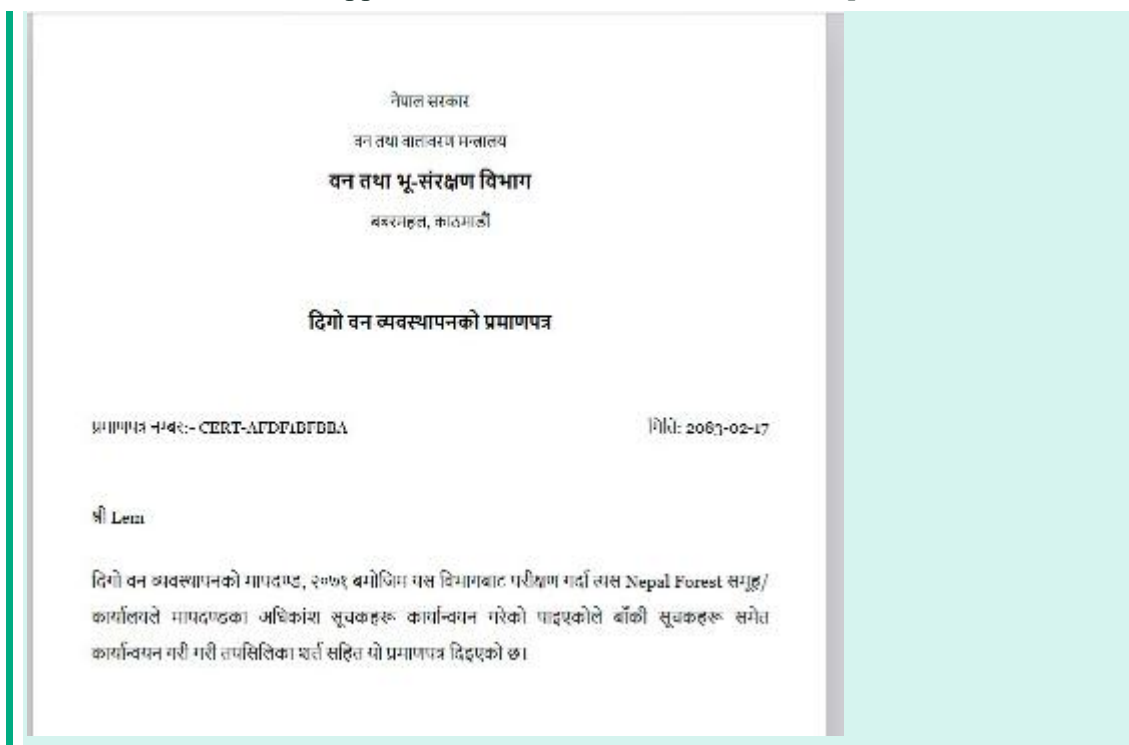


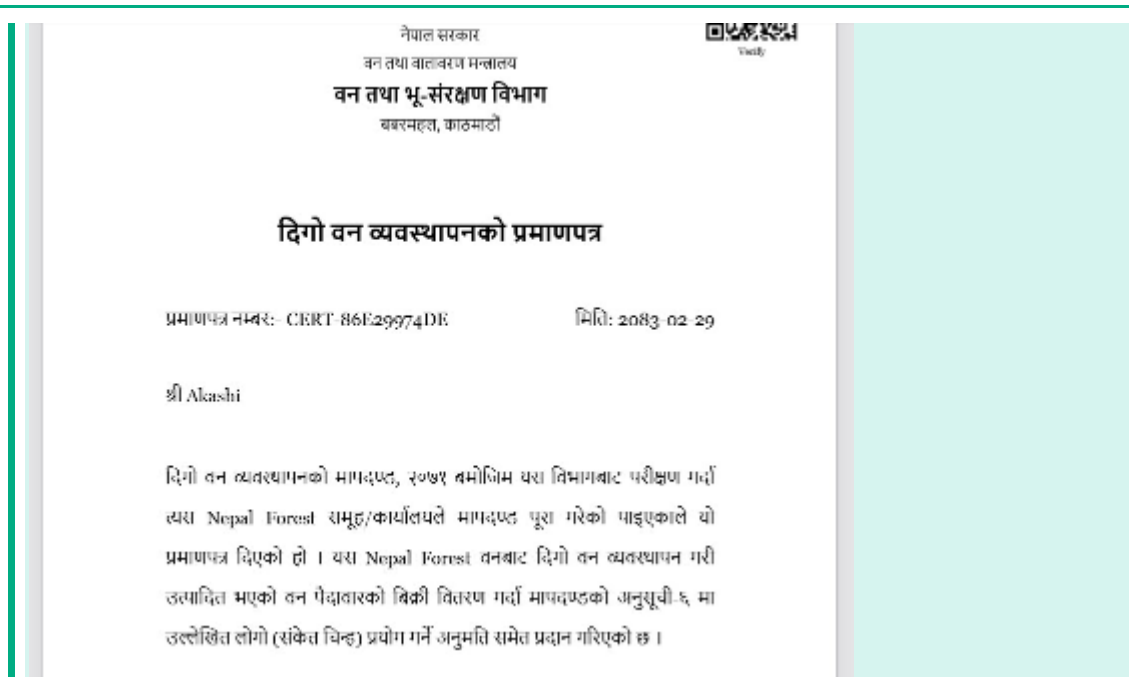
6. The issuer has to read the details that will be printed in the certificate. Remarks field is left for them to fill.



7. Click “Issue Certificate” to generate the certificate.

- The certificate is generated. The certificate will be shown according to the applicant’s scores. [Note: If the score is higher than 80% certificate with logo will be shown. If score is between 60% and 80% then the certificate without logo will be shown. If the score is below 60% the applicant will not receive the certificate.]





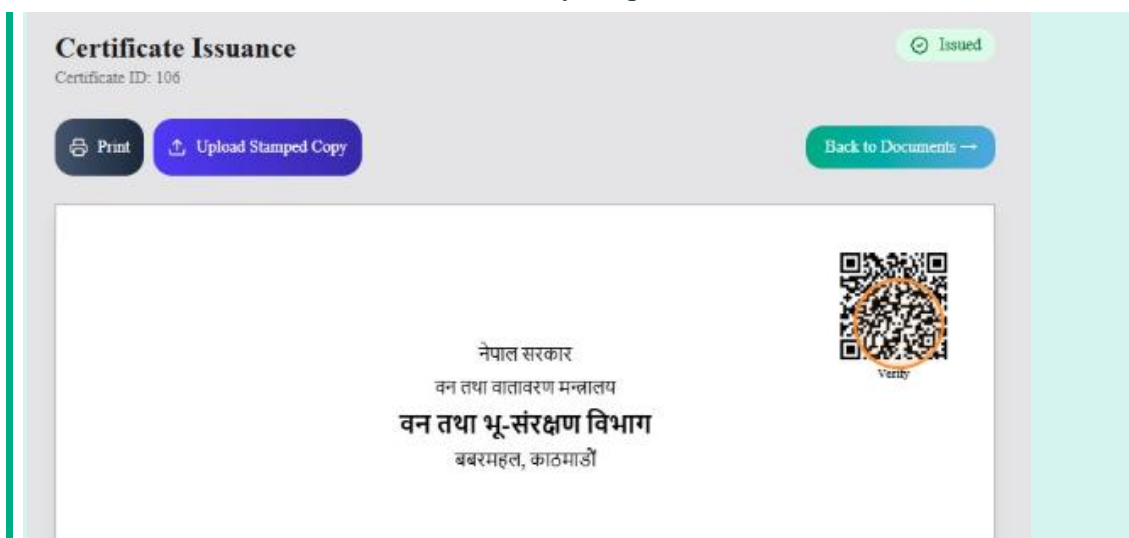
9. Click “Print” to print the certificate.



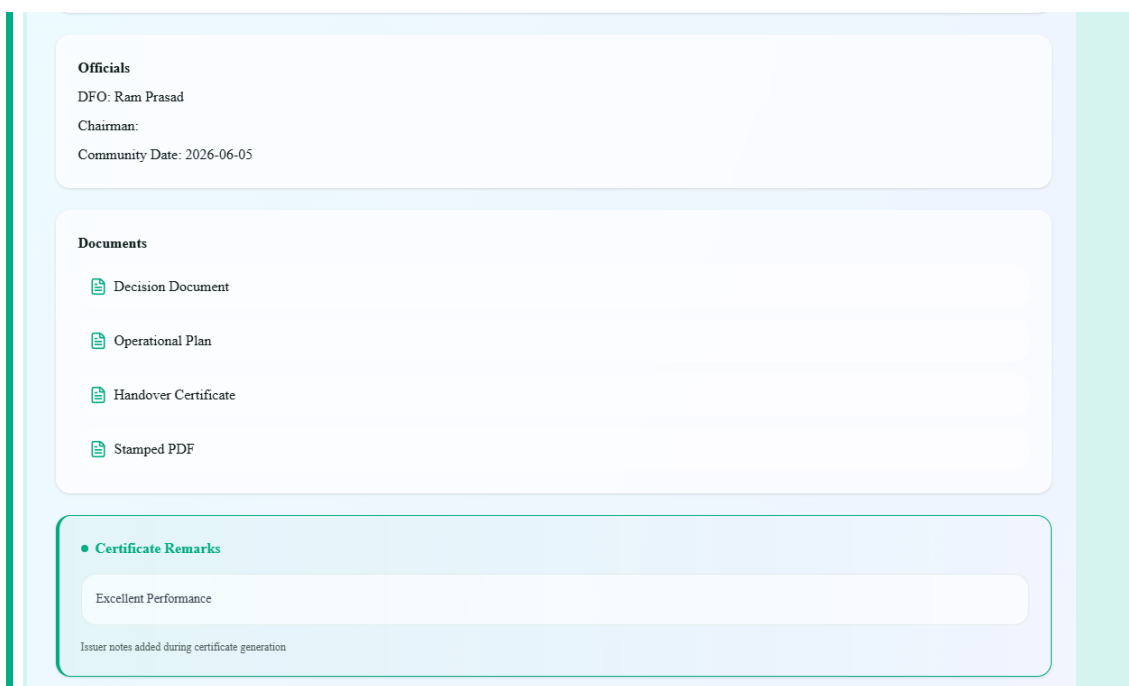
10. Click “Upload Stamped Copy” to upload the stamped copy of certificate. This will send an email to the applicant along with their stamped certificate.



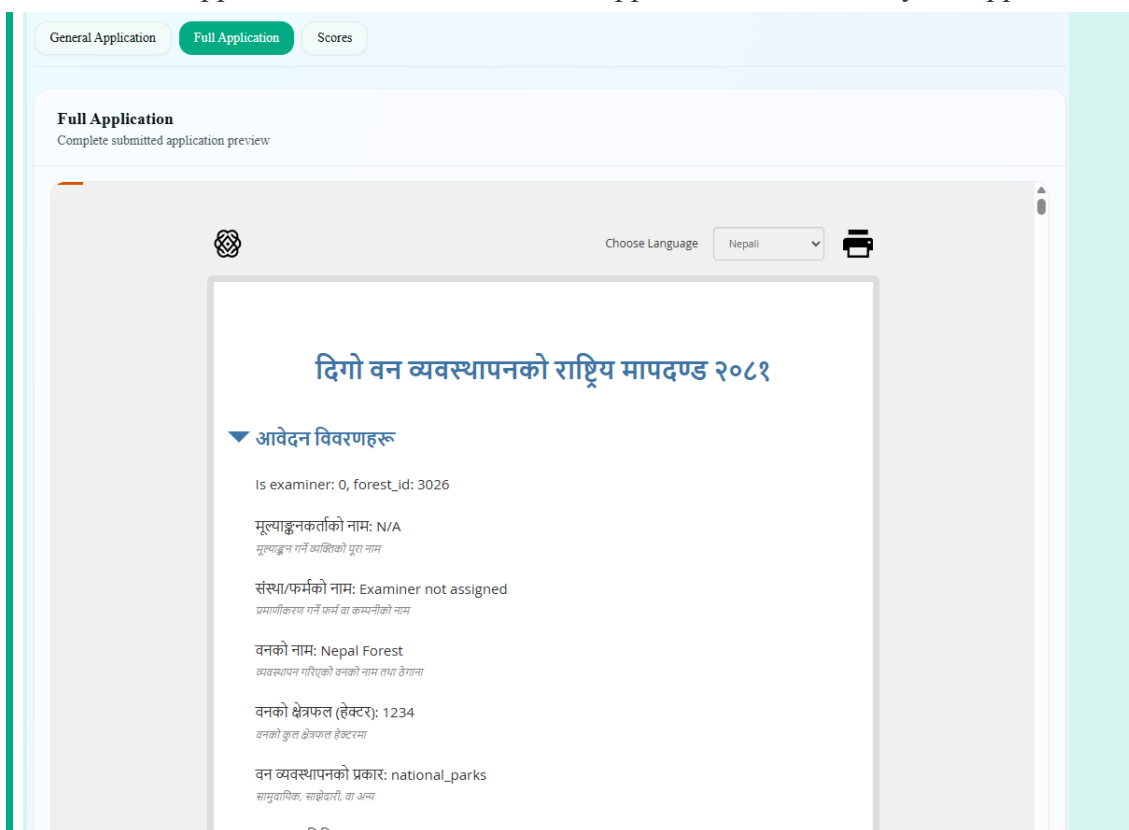
11. Use the QR code to view certificate from your phone.



12. In the “General” tab there is detailed information about the applicant’s application process. The remarks will appear in this tab to show issuer’s comment.



13. Click “Full Application” tab to view the full application submitted by the applicant.



14. Click “Scores” tab to view the score received by the applicant.

General Application
Full Application
Scores

### वन प्रमाणीकरणका लागि स्थलगत रूपमा प्रयोग गरिने फारम

वनको नाम:  
Nepal Forest

ठेगाना:  
Marg, वडा नं. 2, म्याङलुङ नगरपालिका, तेह्रथुम,  
कोशी प्रदेश

विभागको कोड:

क्र.सं.	मापदण्ड	सूचक	अनिवार्य शर्त	मूल्याङ्कनमा समावेश गर्ने		मूल्याङ्कन गर्दा प्राप्त गरेको अंक	आवश्यक कागजात पेश भएको / नभएको
				सान्दर्भिक (एलिकेबल)	असान्दर्भिक (नन एलिकेबल)		
1	1.1	1	हो	1		0.5	
2	1.1	2	हो	1		0	
3	1.2	1	होइन	0		0	d
4	1.2	2	होइन	1		1	
5	1.2	3	होइन	1		1	
6	1.3	1	होइन	1		1	
7	1.3	2	होइन	1		1	
8	1.4	1	होइन	1		1	
9	1.4	2	होइन	1		1	
10	1.5	1	होइन	1		1	
11	1.5	2	होइन	1		1	
12	1.5	3	होइन	1		1	

15. Click the Province dropdown. It will provide filtered response.

All Province
▼

All District
▼

▼ Status

All

Approved

Issued

16. Click the District dropdown. It will provide filtered response.

All Province
▼

All District
▼

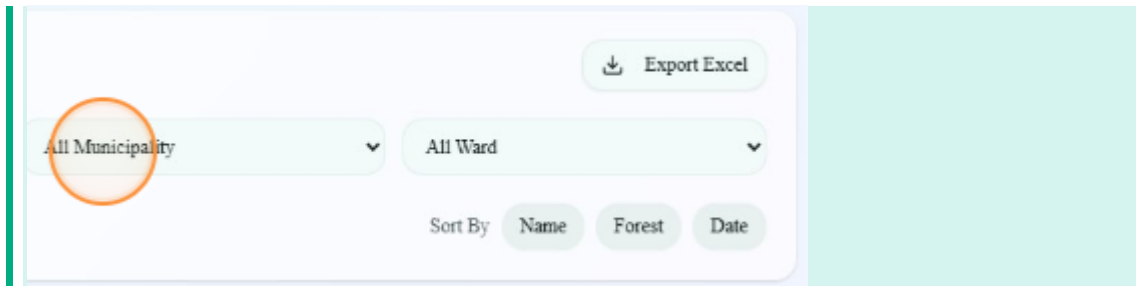
▼ Status

All

Approved

Issued

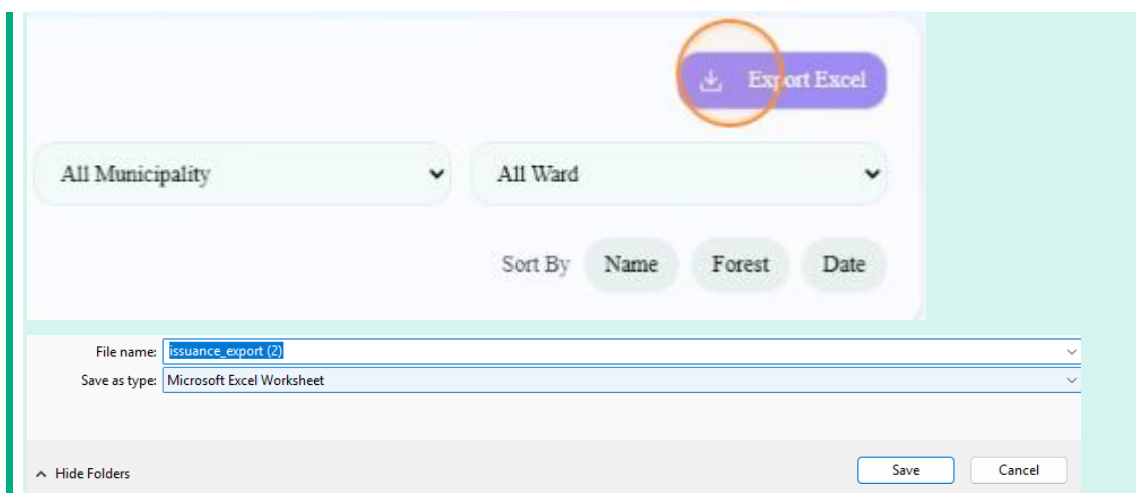
17. Click the Municipality dropdown. It will provide filtered response.



18. Click the Ward dropdown. It will provide filtered response.



19. Click "Export" to get all the details of the applicants.



# 07

## Mobile Application

*Android app for field data collection*

### 7.1 Download & Installation

The NFC mobile application is available for Android devices on the Google Play Store.

Step	Action
1	Open the Google Play Store on your Android device
2	Search for 'NFC' or 'Nepal Forest Certification'
3	Tap Install and wait for the download to complete
4	Open the app and log in with your NFC portal credentials
5	Access the application to be filled.
6	Complete the application.
7	Click on Ready to Send
8	Select the form to be sent and send it
9	Application is submitted successfully for further processing.

#### Direct Download Link

<https://play.google.com/store/apps/details?id=np.gov.redd.nfc>

## 08

## Troubleshooting &amp; FAQ

*Common issues and solutions*

Issue / Question	Solution / Answer
Page not loading	Press Ctrl+F5 to hard-refresh; check your internet connection (minimum 2 Mbps required)
Login credentials not working	Use 'Forgot Password' link; check for typos; ensure Caps Lock is off
Confirmation email not received	Check spam/junk folder; wait 30 minutes; contact support if not received
Document upload failing	Verify file format (PDF/JPG/PNG) and size (max 10 MB per file)
Application status not changing	Log out and back in; allow up to 24 hours for status updates
Mobile app not syncing	Ensure internet connection; tap Sync in the app menu; update to the latest app version

## 09

## Glossary &amp; Acronyms

*Key terms and definitions*

Term	Definition
Certification	Formal recognition that a forest meets defined standards of sustainable management
Applicant	A person or organization applying for forest certification via the NFC system
Examiner	A qualified professional registered to evaluate certification applications
REDD+	UN framework for Reducing Emissions from Deforestation and forest Degradation
Dashboard	Main screen displayed after login, showing activity summary and application statuses
Return Period	The average time between events of a given magnitude (used in hazard mapping)

# 10

## Contact & Support

*How to get help*

For technical support or queries related to the NFC REDD Certification System, please use the following contacts:

Contact Type	Details
Website	<a href="https://nfc.redd.gov.np">https://nfc.redd.gov.np</a>
Email	<a href="mailto:info@nfc.gov.np">info@nfc.gov.np</a>
Office	Division Forest Office, Government of Nepal
Office Hours	[Sunday–Friday, 10:00–17:00 ]