

BELAPS

Portal System

User Manual

- General Public User -

Version 2.1

INDEX

1	Introduction	4
1.1	Purpose	4
1.2	User Roles	4
1.3	Client Specifications	4
2	System Information.....	6
2.1	Overview	6
2.2	Website URL.....	8
2.3	Contact Information.....	8
3	Getting Start	8
3.1	Register / Login	10
3.2	Main Menu.....	10
3.3	Welcome to BELAPS!	11
3.4	Latest News.....	12
3.5	Government Agencies.....	12
4	User Registration.....	12
4.1	Start Register	13
4.2	Select the Type of User	13
4.3	Fill out the Registration Form	14
4.4	Submit Your Registration	16
4.5	Check Your Email Box.....	17
5	Login	17
5.1	Log in to BELAPS.....	18
5.2	Username / Logout	19
5.3	View / Modify Personal Information	20

5.4	Forget Your Password	22
6	Latest News	23
6.1	List of Latest News	23
6.2	Detail of Latest News	24
7	Search Product	24
7.1	Search	25
7.2	Search Result.....	25
8	Broker and Client.....	26
8.1	Add Your Brokers (For Individual/Business user)	26
8.2	Accept Your Client (for Broker Individual/Broker Business user)	30

1 Introduction

1.1 Purpose

This document is made for describing the user manual of BELAPS Portal. Here we will describe how to use the system step by step. By reading the document, you will learn what the system is and how it works. With the knowledge in this document, you can easily use your desktop or laptop to use the system via a browser and conduct your business online.

1.2 User Roles

This manual is for the person with the following needs:

- Searching commodities for import/export
- Reading latest news from BELAPS
- Registering a user account for BELAPS
- Editing personal information of your user account
- Maintaining broker-client relationship

1.3 Client Specifications

Before getting started, you have to prepare your device and system environment by fulfilling the following software and hardware criteria.

- Browser

Browser	Version	Language
MS Internet Explorer	9.0 or above	English
Mozilla Firefox	30.0 or above	English
Google Chrome	36.0 or above	English

Although the system is designed to be compatible with all browser versions, there might be some functionalities that may fail or not work fully due to technical constraints in older versions. Therefore, we recommend the above browser specifications for optimal user

experience. If you cannot get proper functionality or layout of the system, please install or upgrade your browser.

■ Device

Device	Screen Resolution
Desktop	1024 X 768 or above
Laptop	1024 X 768 or above
Pad	not support yet
Mobile	not support yet

BELAPS user interface is designed to the specifications of most default screen resolution. Should any issues arise while viewing the system, the above screen resolutions are recommended.

■ Operating System

Operating System	Version
Windows	Windows XP, Windows Vista, Windows 7, Windows 8
Apple Mac OS	OS 8.x, OS 9.x
Linux	Native Linux with X-Window, Fedora, CentOS, Ubuntu

As described above, BELAPS client application is compatible with most popular browsers which are on different operation systems. The following table is the specification of operation systems for the client application.

■ Networking

The device must have proper connectivity to BELAPS system including from the LAN and the WAN.

2 System Information

2.1 Overview

BELAPS Portal is the major website of Belize Electronic Licenses and Permits System, and also the entrance for electronic licenses and permits system of other agencies, which are involved in the process of import/export.

The system is designed with the web interface and accessed from all places via the internet. The methodology of operation, which is the same as any other websites, provides an easy and efficient way to start using the system. The landing page is designed as follows in the screenshot below.




Belize Electronic Licenses and Permits System

[Register](#) [Login](#)

 [Home](#)
 [Latest News](#)
 [Search](#)

Welcome to BELAPS

What is BELAPS?

The Belize Electronic Licenses and Permits System (BELASP) is designed to facilitate business and trade. These companies/individuals who wish to import/export goods will be able to apply for permits, licenses or conduct other business documents online.

[Learn More](#)

One Account for All Systems

If you want to benefit from conducting business online in BELAPS, you need to register an user account first. Once your registration has been approved, you will be able to use your account for all systems of agencies joined in BELAPS, which are Forest, Fisheries, SCU and BAHA.

[Start Register](#)

Easy to Use

The public users can do the commodity search for recognizing the licenses/permits they need for import/export. A registered user can apply the licenses/permits he needs for import/export via the commodity search, and check current status of his applications anytime.

[Search Product](#)

Latest News more >



Highlights

23/02/2016
New new for this page

new
10/12/2014
content

weqrwqer
02/11/2014

Government Agencies

 **Forest Department**

 **Fisheries Department**

 **Supply Control Unit**

 **Belize Agricultural Health Authority**

Copyright © 2014 BELAPS Inc. All rights reserved

BELAPS Portal provides the major functionality listed as below:

- 1) Search Commodity
- 2) Register
- 3) Log in / Log out
- 4) Latest News
- 5) Linkage to Electronic Licenses and Permits System of Other Agencies

2.2 Website URL

- BELAPS Portal

<http://belaps.ict.gov.bz/BELAPS> (Training Site)

- Forest Electronic Licenses and Permits System

<http://belaps.ict.gov.bz/FOREEST> (Training Site)

- Fisheries Electronic Licenses and Permits System

<http://belaps.ict.gov.bz/FISHERIES> (Training Site)

- SCU Electronic Licenses and Permits System (Training Site)

<http://belaps.ict.gov.bz/SCU>

- BAHA Electronic Licenses and Permits System

<http://belaps.ict.gov.bz/BAHA> (Training Site)

2.3 Contact Information

- Central Information Technology Office (CITO)

Website: <http://cito.gov.bz/>

Address: Corner Dry Creek Street & Mountain View Blvd, City of Belmopan, Belize

Telephone: 822-4822 / 2478, 802-0601

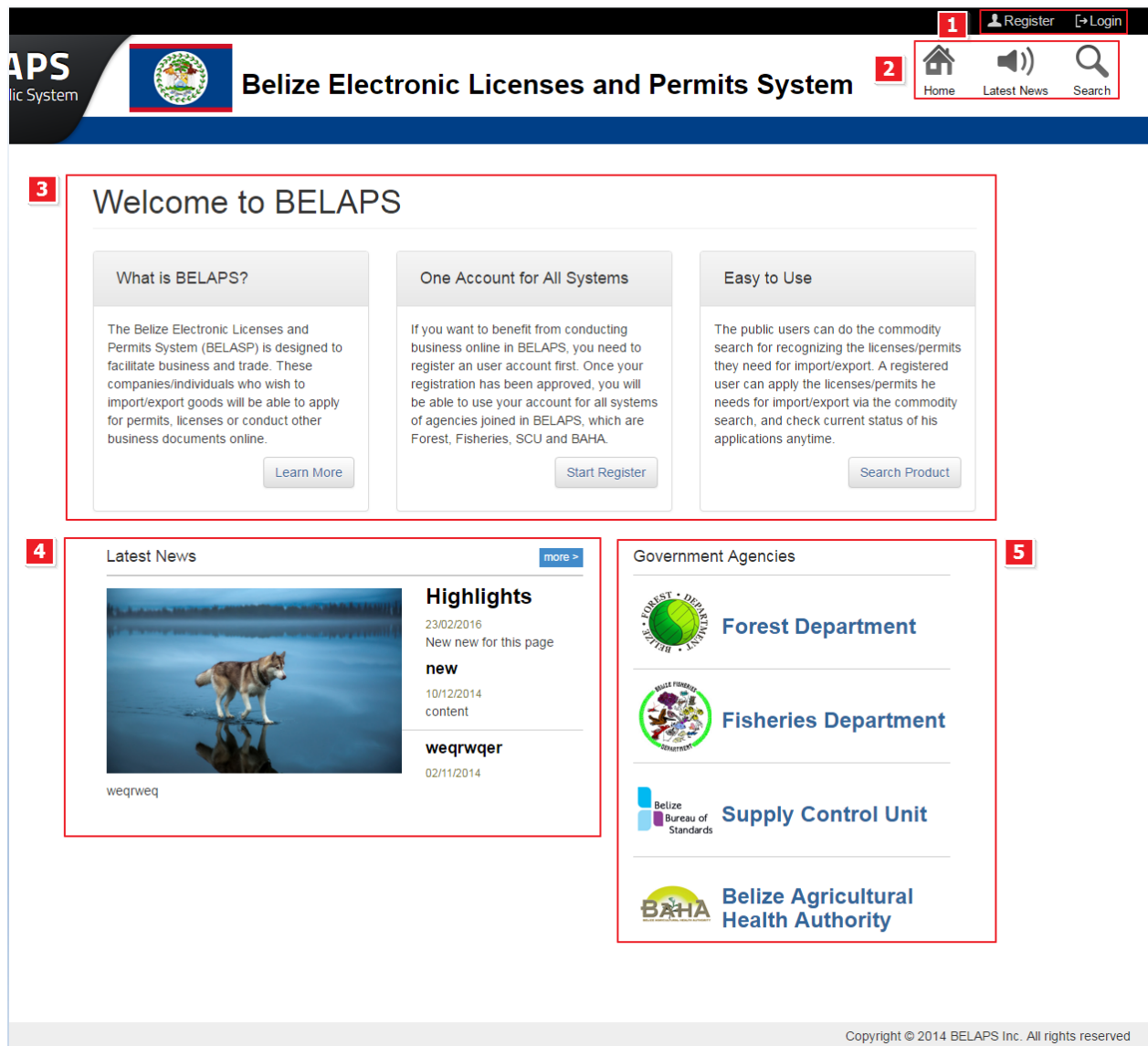
Fax: 822-3724

3 Getting Start

Before getting started, you have to ensure that your device is connected to the internet via WIFI or networking cable. You can open a browser, type the URL of Google Search (<http://www.google.com>) in your browser, to test if you could

see the landing page of Google Search. If you can connect to the internet, you can start a tour of BELAPS.

Please open your browser and type the URL of the BELAPS Portal (<http://belaps.ict.gov.bz/BELAPS/>) in your browser. Then you will see the landing page of the BELAPS as the following screenshot.



There are five major sections on landing page:

1) Register / Login

You can start your registration process or log in to BELAPS from here.

2) Main Menu

You can find the most important functionality of the system here.

3) Welcome to BELAPS!

You can read the description about the BELAPS and its major functionalities here.

4) Latest News

You can read top 5 latest news for BELAPS here and find more via clicking on “more” if you want.

5) Government Agencies

You can find a list of agencies associated with BELAPS here and go to their electronic licenses and permits system by clicking on them.

3.1 Register / Login

If you are first here and will apply for licenses and permits, you could click on “Register” to start the process of user registration. If you have a user account already, you could click on “Login” to go to the login page.

3.2 Main Menu

This is an area for you to access main functions in the system. You can find three icons with different functionalities on Main Menu. They are “Home”, “Latest News”, and “Search”:



1) Home

The “Home” icon is a shortcut leading you back to the landing page. You can click on it from page you are in the system.

2) Latest News

The “Latest News” icon is a shortcut leading you to the listing page of “Latest News” for you to view the data of them.

3) Search

The “Search” icon is a shortcut leading you to the search page of the commodities which you want to apply for import or export.

3.3 Welcome to BELAPS!

Welcome to BELAPS

What is BELAPS?

The Belize Electronic Licenses and Permits System (BELASP) is designed to facilitate business and trade. These companies/individuals who wish to import/export goods will be able to apply for permits, licenses or conduct other business documents online.

[Learn More](#)

One Account for All Systems

If you want to benefit from conducting business online in BELAPS, you need to register an user account first. Once your registration has been approved, you will be able to use your account for all systems of agencies joined in BELAPS, which are Forest, Fisheries, SCU and BAHA.

[Start Register](#)

Easy to Use

The public users can do the commodity search for recognizing the licenses/permits they need for import/export. A registered user can apply the licenses/permits he needs for import/export via the commodity search, and check current status of his applications anytime.

[Search Product](#)

There are three panels in this section:

1) What is BELAPS?

Here is the abstract of BELAPS system description. If you want more information, you could click on [Learn More] to download a PDF file of BELAPS Introduction.

2) One Account for All System

Here is the abstract of BELAPS user registration. If you want to register a user now, you could click on [Start Register] to start the process of user registration.

3) Easy to Use

Here is the abstract of BELAPS commodity search. If you want to know what licenses or permits you need for importing/exporting your product, you could click on [Search Product] to go to search page. It is the same as the short cut “Search” on “Main Menu”.

3.4 Latest News

This is the section to display top five articles of “Latest News”. It displays the title, date of modification and the image of an article. You can click on the “more” button to see more articles.

3.5 Government Agencies

This is the section to list the other systems of the agencies associated with BELAPS. You could click on the name of those agencies to go to those system, then get latest information about them or apply proper licenses and permits you need.

4 User Registration

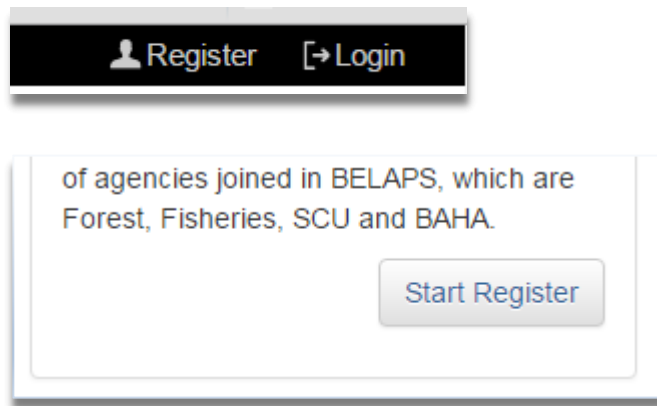
Although you can surf the website of BELAPS to get some information without logging in to the system, we strongly recommend you to register a user account for yourself. It is free and your user account has the ability use to log in to every system in BELAPS now and in the future. As aligned with the purpose of BELAPS project, we are going to build a system which you could apply online to a variety of license and permits in Belize. The earlier you have the user account, the earlier you can benefit from using the system to conduct your business online or save your time by avoiding traveling to many agencies around the country. The system will keep your application status and records online, you

could check them at any time. The most important is, if you don't have a user account, you can not apply for any license and permits on BELAPS.

Do not hesitate! Let's start to register for a user account.

4.1 Start Register

You could click on "Register" in section 1 or [Start Register] in section 2 of landing page.



4.2 Select the Type of User

There are four types of user you could register:

Individual: A person that requires to use the system for his/her own personal trading (importing/exporting) needs. The licenses and permits will be issued in the person's name.

Business: A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.

Broker - Individual: An individual customs broker who prepares import and/or export documents on behalf of a person or company. This broker is registered with the Customs and Excise Department and holds a Declarant

Code. The licenses and permits will be issued in the person's name or the company's name.

Broker - Business: A customs brokerage firm that prepares import and/or export documents on behalf of a person or company. This firm is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

The system also provides the functionality for you to build the relationship of brokers and clients. This will be described in another chapter.

The screenshot shows the BELAPS (General Public System) website. The header includes the BELAPS logo, the Belize coat of arms, and the text "Belize Electronic Licenses and Permits System". Navigation links for "Register" and "Login" are in the top right, along with "Home" and "Latest News" icons. The main content area is titled "Register" and contains a dropdown menu for selecting the user type, a "Next" button, and a table of user types. The table has two columns: "Type of User" and "Description".

Type of User	Description
Individual	A person that requires to use the system for his/her own personal trading (importing/exporting) needs. The licenses and permits will be issued in the person's name.
Business	A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.
Broker - Individual	An individual customs broker who prepares import and/or export documents on behalf of a person or company. This broker is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.
Broker - Business	A customs brokerage firm that prepares import and/or export documents on behalf of a person or company. This firm is registered with the Customs and Excise Department and holds a Declarant Code. The licenses and permits will be issued in the person's name or the company's name.

Copyright © 2014 BELAPS Inc. All rights reserved

4.3 Fill out the Registration Form

Please input every field of the registration form. All fields with “*” in red are required. If any required field is missing, the system will show a warning message in red beside the field and stop you from submitting the application.

- 1) ID

It is the user identification for the system. It can be any combination of letters and numbers; however, it cannot be more than 10 characters long. And also, the system will check automatically if it is a duplicate of any other user account.

2) Email Address

It is the email address you use for receiving notifications from BELAPS. It is very important for you to use the online services of BELAPS. Please make sure you have proper access to the email address and input it correctly.

3) Type of Trade

It is the role your business will require (Import/Export). If you are an importer, you have click on the box located beside “Import”. Please note that if you are an importer only, the system will not allow you to apply export licenses and permits.

4) Register to Use

It is the permission setting for you to sign in other system of agencies. If the products you import or export need licenses and permits from agencies other than Supply Control Unit, you have to click on the box beside the name of the agency.



Individual Type Registration

* ID

Applicant's Information

* First Name	<input type="text"/>	* Street Address	<input type="text"/>
Middle Name	<input type="text"/>	* District	---Please Select---
* Last Name	<input type="text"/>	* Country	---Please Select---
* Date of Birth	<input type="text"/>	Telephone No.	501 <input type="text"/>
* Social Security Number	<input type="text"/>	* Email Address	<input type="text"/>
* SS Card Image	<input type="button" value="Choose File"/> No file chosen		

Type of Trade

pick at least one

- Import
- Export

Register to use

pick at least one

- Forest Department
- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

Emergency Contact's Information

* First Name	<input type="text"/>	* Email Address	<input type="text"/>
Middle Name	<input type="text"/>	Telephone No.	501 <input type="text"/>
* Last Name	<input type="text"/>	* Social Security Number	<input type="text"/>
* Date of Birth	<input type="text"/>	* SS Card Image	<input type="button" value="Choose File"/> No file chosen

4.4 Submit Your Registration

If your registration form is submitted successfully, you will see the message page. Your application will be sent for verification by the BELAPS administrators.

BELAPS
General Public System

Belize Electronic Licenses and Permits System

Register [→] Login

Home Latest News

Register

Home / Register

Creat New User

Your information has been submitted successfully...

You have completed the first step towards creating an account on BELAPS. You will be informed via email when the verification process has been completed and to finalize the process you will be requested to walk in with your original documents to our offices here at the ICT Center, Mountain View Boulevard in the City of Belmopan.

[Continue](#)

Copyright © 2014 BELAPS Inc. All rights reserved

4.5 Check Your Email Box

Once your application is approved by the BELAPS administrators, you will receive an email with your authentication. You can find the password of your user account in the email and use it to sign in to the system. The email might take a while to reach your mail box depending on mailing system you are using (outlook, gmail, etc). If you did not get the email after several days, please contact the BELAPS service center.

← [Icons] More ▾ 1 of 127

Your Account is permitted [Inbox x]

scu@cito.gov.bz 12:53 PM (0 minutes ago) ☆ [Reply] [More]

to me ▾

Thank Su Dylan, Your Account is permitted.

Login with the account below:
dyn_idv10

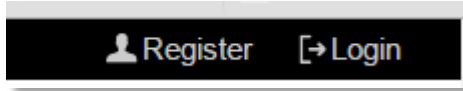
Login with the new password below:
!@#QWERT

Service Center
xxx-xxx-xxxx

Thanks for visiting BELAPS.

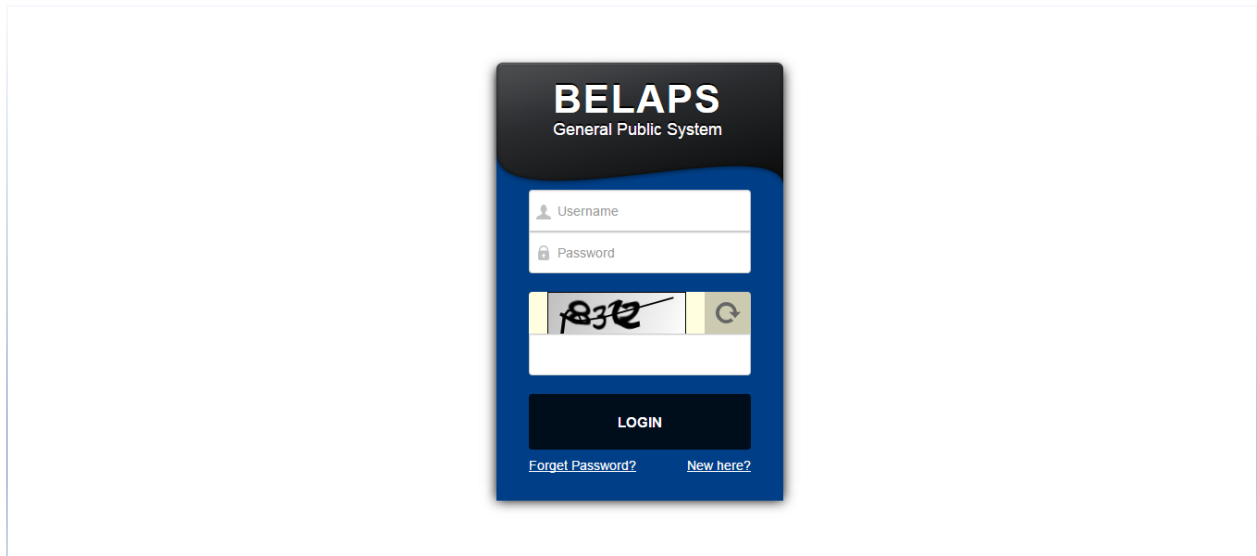
5 Login

Now you have your user account and you can use it to sign in to BELAPS. After you login, you could use more functions from landing page. Please click on “Login” in the section 1 and go to login page.



5.1 Log in to BELAPS

Please input your user name, password and verification code on login page.




1) Username

“Username” is the ID you input in your registration form.

2) Password

“Password” is the password you set for your user account. If you are logging in to BELAPS for the first time, you have to find your password in the email sent by BELAPS for user registration.

3) Verification Code

The verification code is a type of challenge-response test used in computing to determine whether or not the user is human. It also called CAPTCHA (a backronym for "Completely Automated Public Turing test to tell Computers and Humans Apart"). You have to input the number you see in the picture to this field. If the number in the picture is too fuzzy to identify, you could click on  to get another one.

4) Forget Password

If you forgot your password, you could click on "Forget Password". You will go to the forget-password page and submit for re-generation of your password.

5.2 Username / Logout

After you log in successfully, you will be redirect to the landing page with different information in section 1.

BELAPS
General Public System

Belize Electronic Licenses and Permits System

Home Latest News Search

Welcome to BELAPS

What is BELAPS?

The Belize Electronic Licenses and Permits System (BELASP) is designed to facilitate business and trade. These companies/individuals who wish to import/export goods will be able to apply for permits, licenses or conduct other business documents online.

[Learn More](#)

One Account for All Systems

If you want to benefit from conducting business online in BELAPS, you need to register an user account first. Once your registration has been approved, you will be able to use your account for all systems of agencies joined in BELAPS, which are Forest, Fisheries, SCU and BAHA.

[Start Register](#)

Easy to Use

The public users can do the commodity search for recognizing the licenses/permits they need for import/export. A registered user can apply the licenses/permits he needs for import/export via the commodity search, and check current status of his applications anytime.

[Search Product](#)

Latest News [more >](#)

Highlights
16/07/2016
UB SCIENCE OPEN DAY EXPO 2015

new
10/12/2014
content

weqrwqer
02/11/2014
weqrwqer

Government Agencies

Forest Department

Fisheries Department

Supply Control Unit

Belize Agricultural Health Authority

Copyright © 2014 BELAPS Inc. All rights reserved

1) Username

“Username” is the ID you input in your registration form. You could click on it to view/modify your personal information

2) Logout

If you have finished your operations on BELAPS this time, you could click “Logout” to log out the system. It is a safer way to prevent someone using your user account to operate the system.

5.3 View / Modify Personal Information

After logging in to the system, you could click on your username in section 1 of the landing page to view/modify your personal information. On this page, you can change your password if the password that the system gave you is too difficult to remember. Please note that, for security reasons, some fields there are not allowed to be changed (ex: “Social Security Number”).



Account Information

Home / Register

* ID	<input type="text" value="dyn_idv10"/>	* Type of User	<input type="text" value="Individual"/>
* Password	<input type="password"/>	* Confirm Password	<input type="password"/>

Applicant's Information

* First Name	<input type="text" value="Dylan"/>	* Street Address	<input type="text" value="Moonlight St."/>
Middle Name	<input type="text"/>	* District	<input type="text" value="Cayo"/>
* Last Name	<input type="text" value="Su"/>	* Country	<input type="text" value="Belize"/>
* Date of Birth	<input type="text" value="16/07/1972"/>	Telephone No.	<input type="text" value="6665555"/>
* Social Security Number	<input type="text" value="123456789"/>	* Email Address	<input type="text" value="dylan.su@gmail.com"/>
* SS Card Image	<input type="button" value="Choose File"/> No file chosen _ssb-card-male.jpg		

Type of Trade

pick at least one

- Import
- Export

Register to use

pick at least one

- Forest Department
- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
<input data-bbox="354 1199 375 1224" type="button" value="+"/>				

Emergency Contact's Information

* First Name	<input type="text" value="Cynthia"/>	* Email Address	<input type="text" value="dylan.su@gmail.com"/>
Middle Name	<input type="text"/>	Telephone No.	<input type="text" value="6663333"/>
* Last Name	<input type="text" value="Wang"/>	* Social Security Number	<input type="text" value="987654321"/>
* Date of Birth	<input type="text" value="27/06/1971"/>	* SS Card Image	<input type="button" value="Choose File"/> No file chosen _ssb-card-female.jpg

5.4 Forget Your Password

If you forgot your password, you could click on “Forget Password”. You’ll go to this page. Please input ID, email, verification code and submit it. The system will re-generate a new password and send to your email. Once you get the email, you can use the new password to log in to the system. Please note that, you must use the new password generated. You cannot use the previous password anymore.

BELAPS
General Public System

Belize Electronic Licenses and Permits System

Register Login

Home Latest News

Password Assistance

Home / Password Assistance

Enter Login ID and the email address associated with your account, then press [Continue].
We will email you a new password.

* ID

* Email

Type the characters you see in this image.

3046

If you no longer use the email address associated with your account,
you may contact [Service Center](#) or call xxx-xxx-xxxx for help restoring access your account.

If you no longer use the email address associated with your account.

Copyright © 2014 BELAPS Inc. All rights reserved

6 Latest News

You could see top 5 articles of Latest News on landing page. If you want to see more, you could click on “Latest News” in the section 2 of landing page, or click on “more” in the section of Latest News.

6.1 List of Latest News

If you click on “Latest News” in the section 2 of landing page or click on “more” in the section of Latest News, you will go to the listing page of Latest News.

1) Title of a news

You could click on the title of a news to read the details of it.

2) Items Per Page

You can select in the drop-down after “Items per Page” to set how many items you prefer to display per page of this list.

3) Go to Page

You can select in the drop-down after “Go to Page” to go to the page of this list. Pages will differs from “Items per Page” you set.

The screenshot shows the BELAPS website interface. At the top, there is a navigation bar with the BELAPS logo, the system name, and links for Register, Login, Home, Latest News, and Search. The main content area is titled "Latest News" and features a list of 10 news items. Each item is displayed with a number, a title, and a date. Below the list, there are pagination controls including "items per page" (set to 10), "Go to Page" (set to 1), and "Total 10 pages, 19 items." The footer contains the copyright notice: "Copyright © 2014 BELAPS Inc. All rights reserved."

Item Number	Title	Date
1	Highlights	23/02/2016
2	new	10/12/2014
3	weqrwqer	02/11/2014
4	12345	02/11/2014
5	test	02/11/2014
6	fisher news	02/11/2014
7	ttttt	01/09/2014
8	test	01/09/2014
9	123	01/09/2014
10	subject1	28/08/2014

6.2 Detail of Latest News

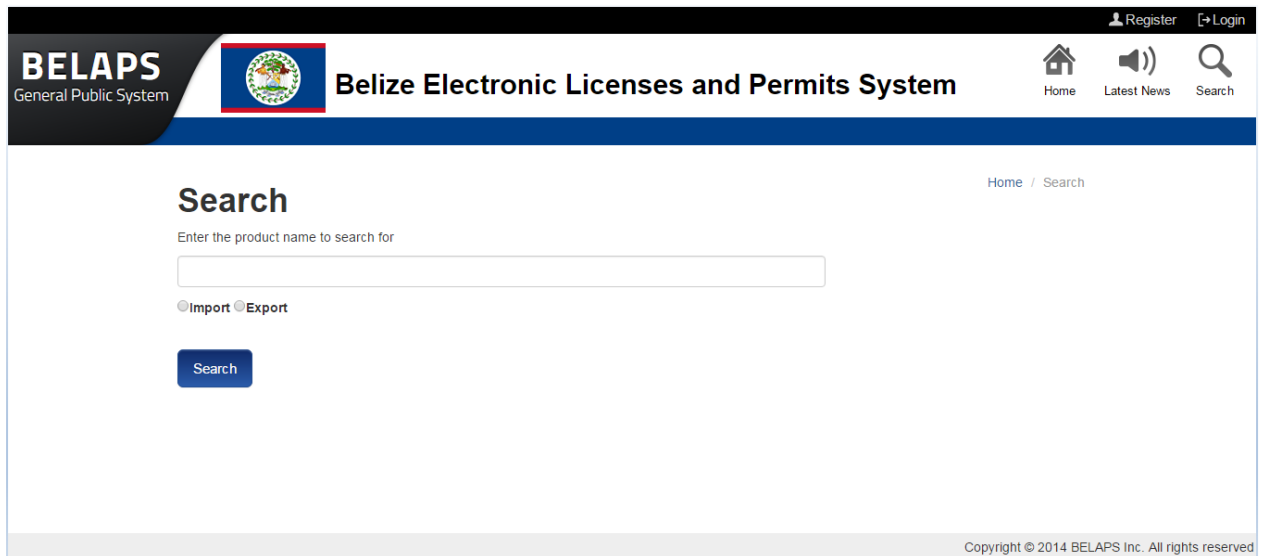
You could click on the title of top 5 news on the landing page or listing page to go to detail page of a news.

7 Search Product

If you want to conduct import/export business in Belize, you are required to apply for import/export licenses and permits. Different products might require licenses and permits from different agencies. How will you know what kinds of licenses and permits you need for your products? The answer is here! This function will facilitate your search for all kinds of products which are controlled and managed by Customs according to the international Harmonized Code (HS Code), and give you the agencies you need to apply for the licenses and permits from. You could click on “Search” in section 2 or “Search Product” of the landing page. Then you will go to the search page of commodity.


7.1 Search

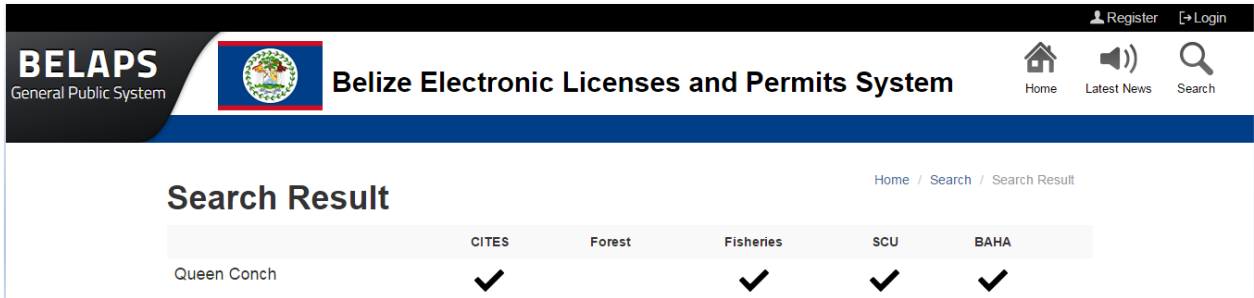
Please input the keyword for the name of the product you want to search and select type of trade for the product (Import or Export).



The screenshot shows the BELAPS (Belize Electronic Licenses and Permits System) search interface. The header includes the BELAPS logo, the Belize coat of arms, and the system name. Navigation links for Home, Latest News, and Search are present. The main content area features a search form with a text input field, radio buttons for 'Import' and 'Export', and a 'Search' button. A breadcrumb trail shows 'Home / Search'. The footer contains the copyright notice: 'Copyright © 2014 BELAPS Inc. All rights reserved.'

7.2 Search Result

After you submit from the search page of commodity, you will get a result with product name and agencies. The agencies with  are the agencies you need to apply for licenses or permits. Please note that, “CITES” means you are required to upload cites certification while applying your licenses or permits.

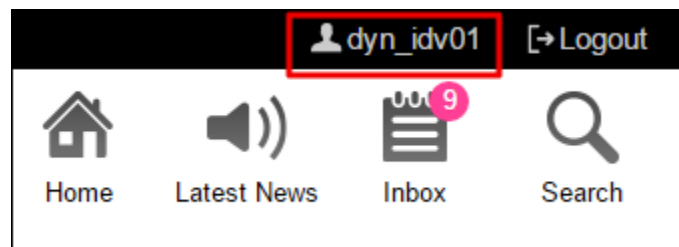



8 Broker and Client

If you are a client needing a broker or broker company to do your import/export application on your behalf, you could request for your broker(s) in your personal information. Once your request is accepted, the broker can process the application on BELAPS on your behalf. On the contrary, if you are a broker or broker company looking for your client to do their import/export applications, you could accept your client's request in your personal information. Once you accept your client, you can process the application on BELAPS on behalf of your client. Please note that a client can remove any broker he is linked to at any time.

8.1 Add Your Brokers (For Individual/Business user)

Please log in to the system and click on your username to edit your personal information.



You will find the section of “My Brokers” in the bottom of the page. Click on the icon  in “My Brokers” section.

Account Information

[Home](#) / [Register](#)

* ID
* Password
* Confirm Password

Applicant's Information

* First Name * Street Address
Middle Name
* District
* Last Name * Country

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
<input type="text" value="asdf asdf"/>	<input type="text"/>	<input type="text" value="mars.huang.hyweb"/>	<input type="button" value="Active"/>	Waiting for Accept
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@tpe.hywe"/>	<input type="button" value="Active"/>	Accepted



- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@gmail.co"/>	<input type="button" value="Active"/>	Waiting for Acceptance
<input type="text" value="asdf asdf"/>	<input type="text"/>	<input type="text" value="mars.huang.hywe"/>	<input type="button" value="Active"/>	Waiting for Acceptance
<input type="text" value="Su Dylan"/>	<input type="text"/>	<input type="text" value="dylan.su@tpe.hyw"/>	<input type="button" value="Active"/>	Accepted



Emergency Contact's Information

* First Name * Email Address
Middle Name Telephone No.
* Last Name * Social Security Number
* Date of Birth * SS Card Image No file chosen
[login_bk_top.jpg](#)

Select brokers in drop-down then click on [Add] button.

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
asdf asdf		mars.huang.hyw	Active	Waiting for Accept
Su Dylan		dylan.su@tpe.hy	Active	Accepted
---Please Select---				<input type="button" value="Add"/>

Fisheries Department

Home Latest News

- Forest Department
- Fisheries Department
- Supplies Control Unit
- Belize Agricultural Health Authority

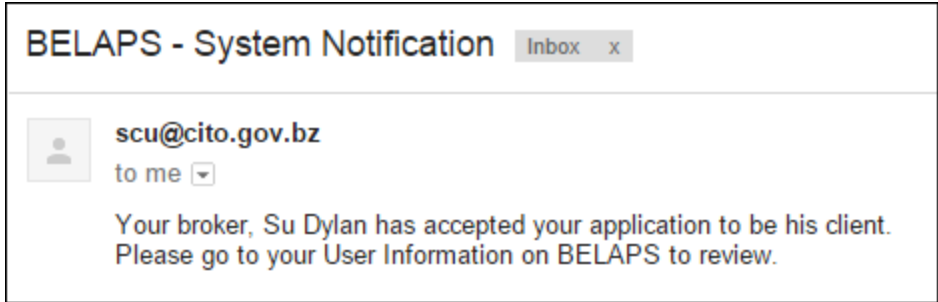
Telephone No.	Email Address	Status	Add Brokers
	mars.huang.hyw	Active	Waiting for Acceptance
	dylan.su@tpe.hy	Active	Accepted
			<input type="button" value="Add"/>

After clicking on [Add] button, it will show 'Waiting for Acceptance'. The broker will review your request.

My Brokers

Name	Telephone No.	Email Address	Status	Add Brokers
Su Dylan		dylan.su@tpe.hy	Acitve	Waiting for Acceptance

When the broker accepts or declines your request, the system will send an email to you.

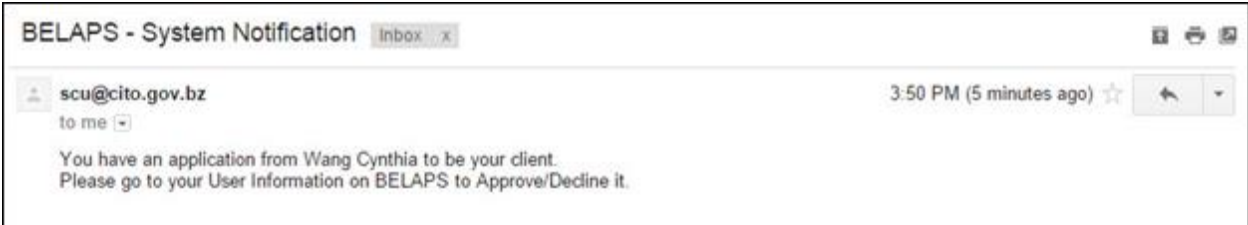


Also, you can log in to the system and check the status of your request in your personal information page.

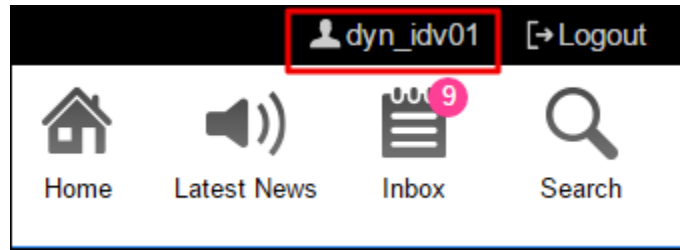
Name	Telephone No.	Email Address	Status	Add Brokers
Wang Cynthia_BI		cyn.wang1228@gmz	Active	Accepted
Wang Cynthia_BB		cyn.wang1228@gmz	Active	Declined

8.2 Accept Your Client (for Broker Individual/Broker Business user)

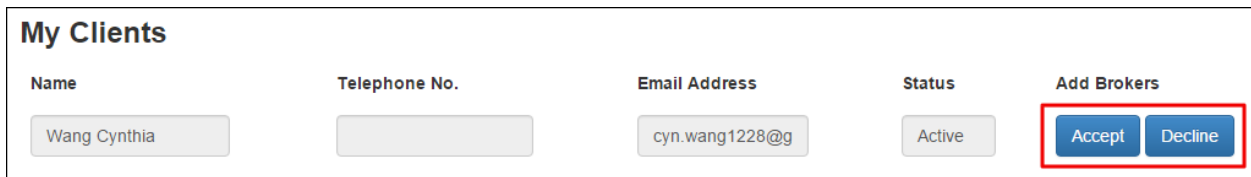
After a user submit the request to you as his broker, you will receive an email notice from our system.



Please log in to the system and click on your username to edit your personal information.



You will find the section of “My Clients” in the bottom of the page. You could click on the “Accept” button to accept the user being your client, or you could click on the “Decline” button to decline the request.



Also you can log in to the system and check the status of your clients in your personal information page.

