BELAPS

Portal System

User Manual

- General Public User -

Version 2.1

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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.

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

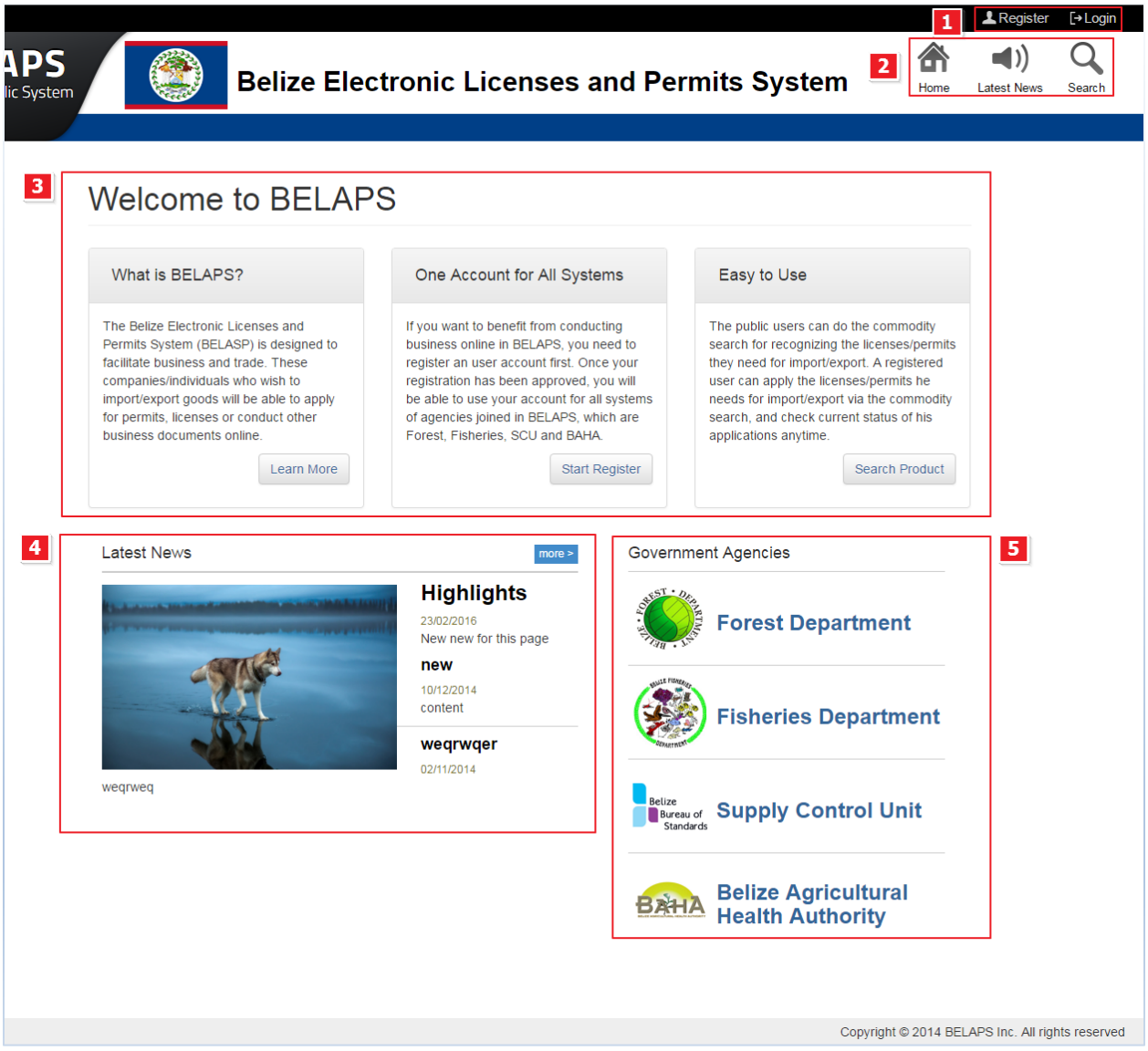
  Fax: 822-3724

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

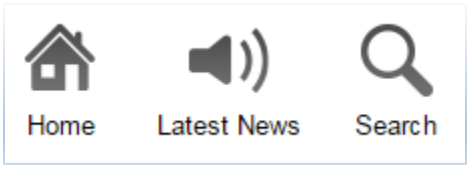
   You can find a list of agencies associated with BELAPS here and go to their electronic licenses and permits system by clicking on them.

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.

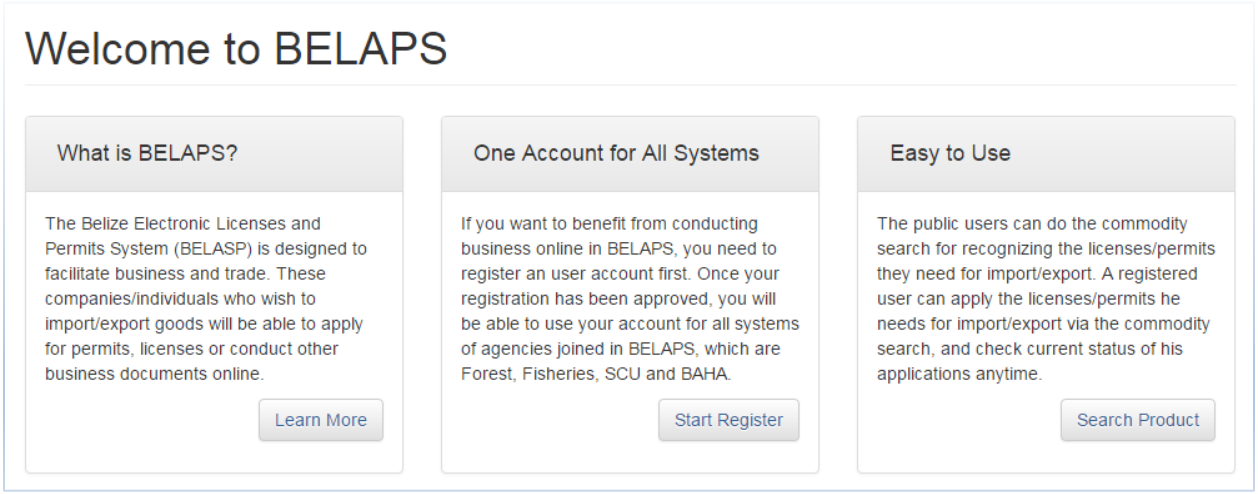
2) Latest News

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!



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

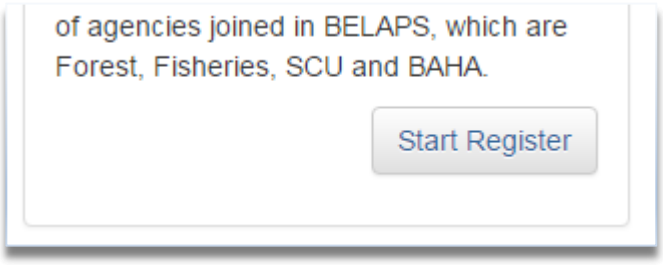
Although you can surf the website of BELAPS to get some information without logging in to the system, we strongly recommend you to register a user account for yourself. It is free and your user account has the ability use to log in to every system in BELAPS now and in the future. As aligned with the 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.

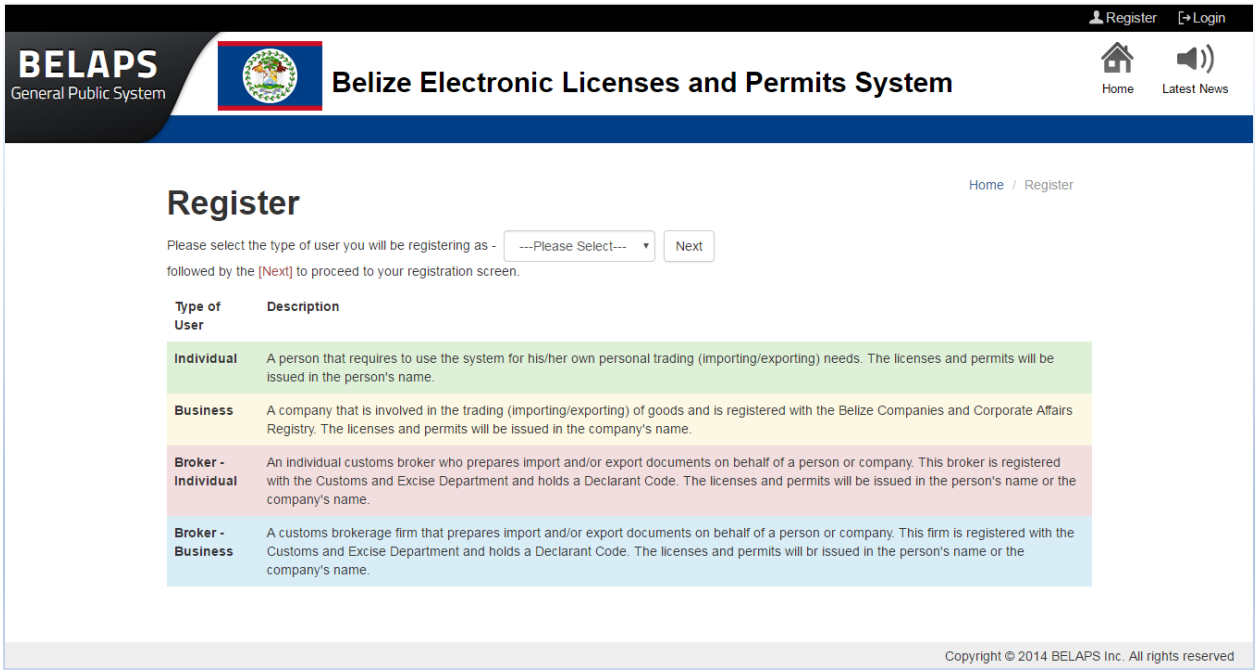
Business: A company that is involved in the trading (importing/exporting) of goods and is registered with the Belize Companies and Corporate Affairs Registry. The licenses and permits will be issued in the company's name.

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.



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

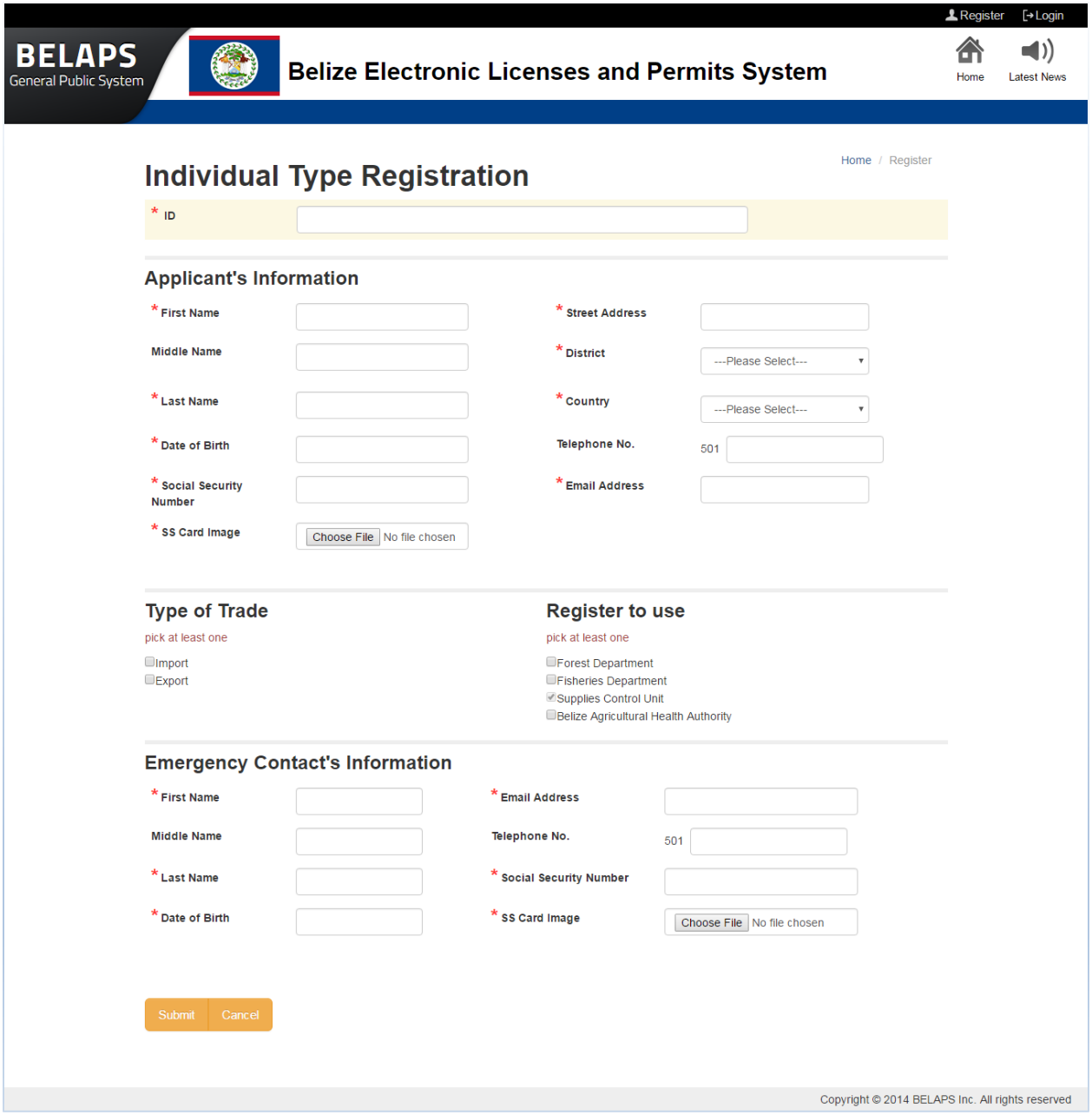
   It is the email address you use for receiving notifications from BELAPS. It is very important for you to use the online services of BELAPS. Please make sure you have proper access to the email address and input it correctly.

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.

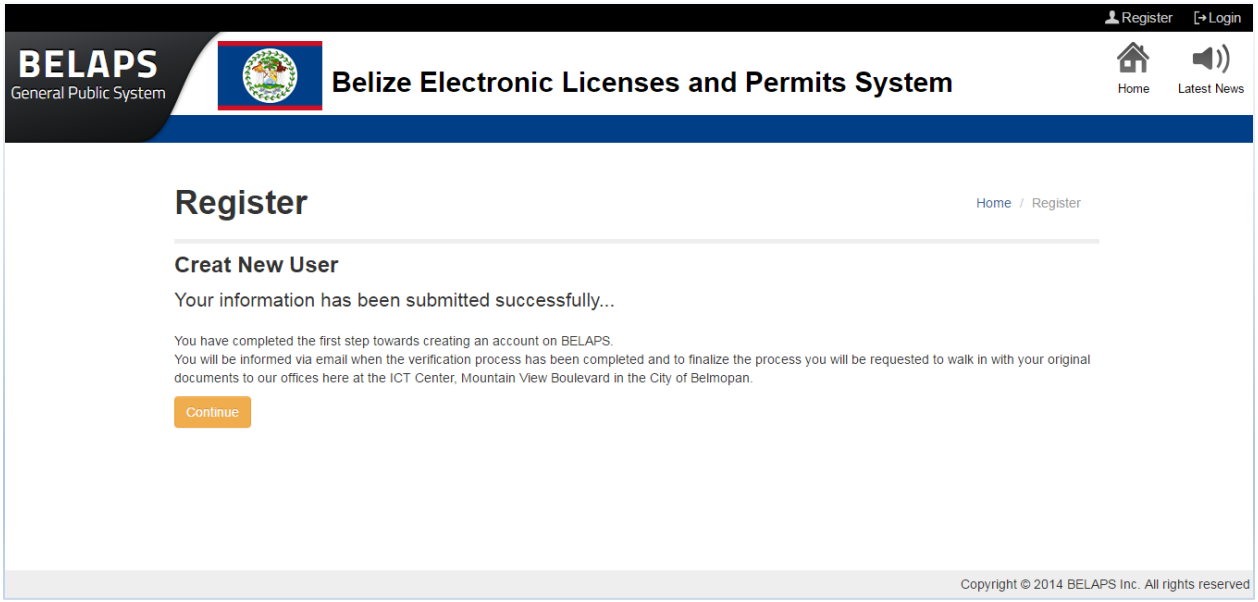
4) Register to Use

   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.



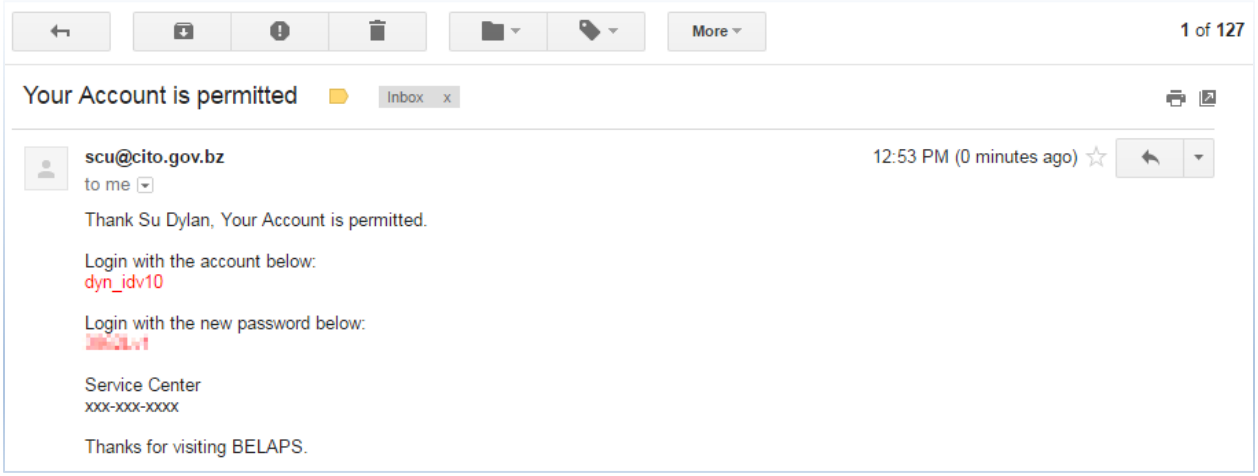
4.4 Submit Your Registration

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



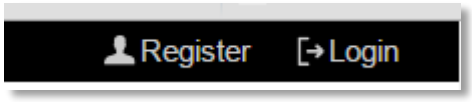
4.5 Check Your Email Box

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.



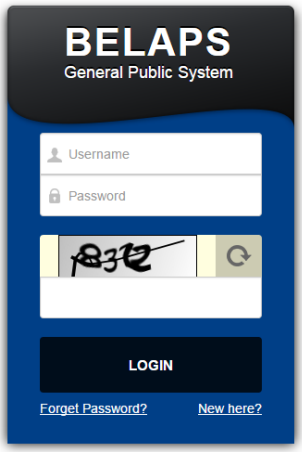
5 Login

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.

1) Username

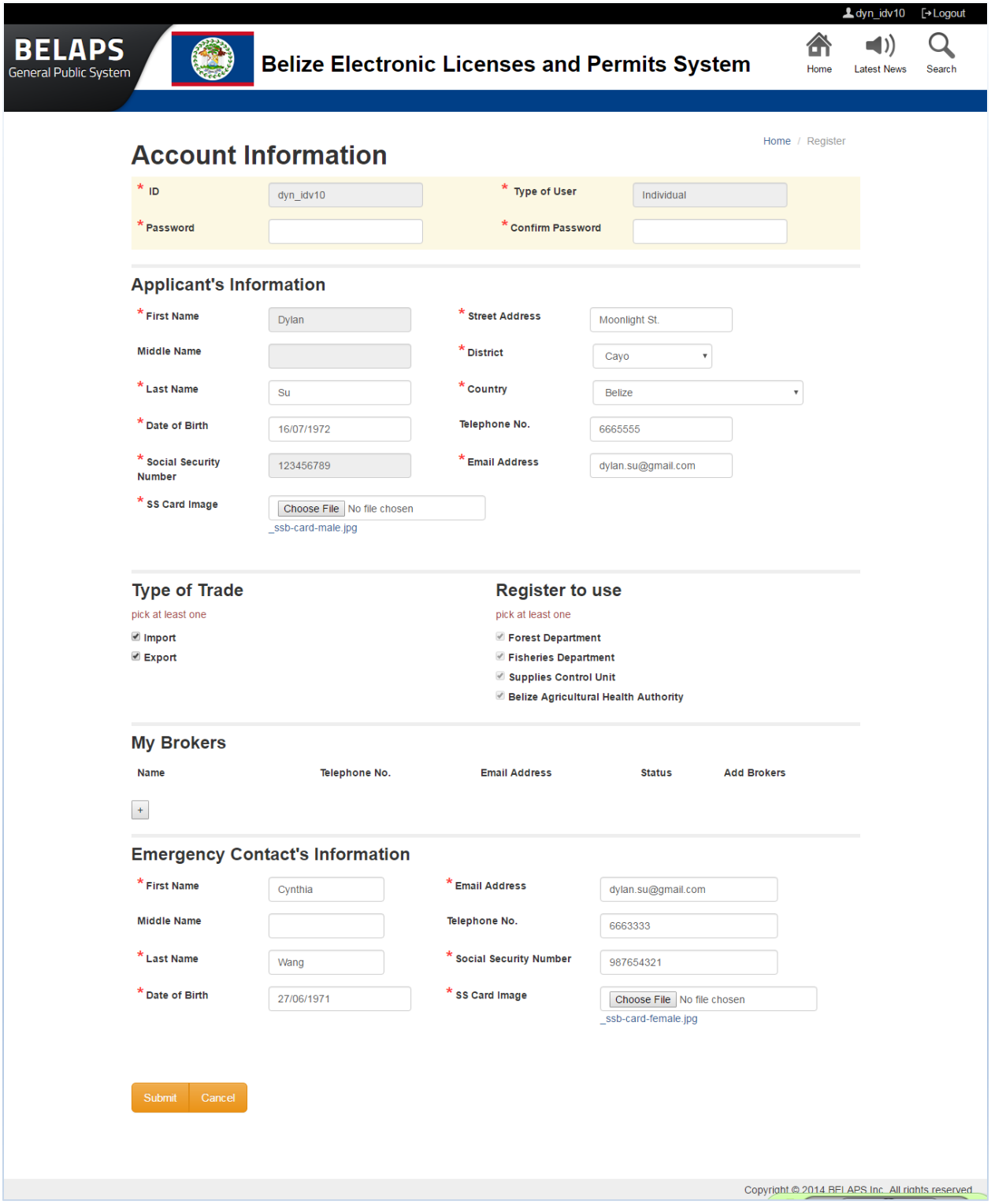
   “Username” is the ID you input in your registration form. You could click on it to view/modify your personal information

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.

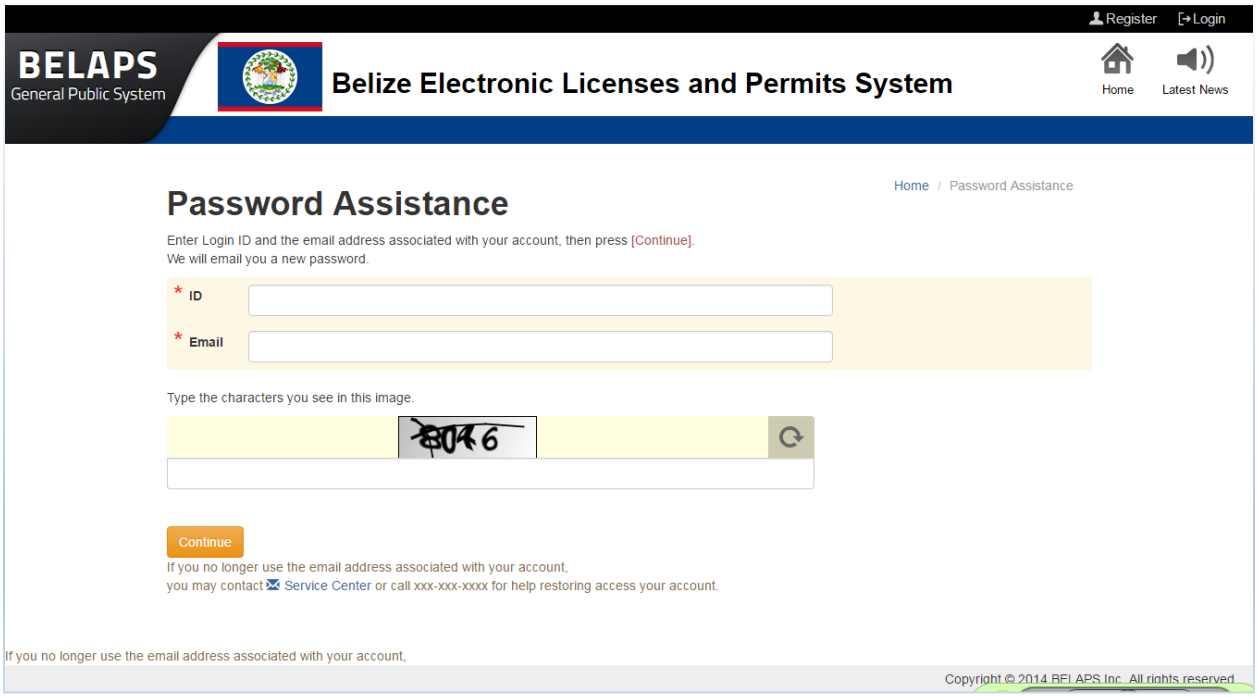
5.3 View / Modify Personal Information

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”).



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.



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

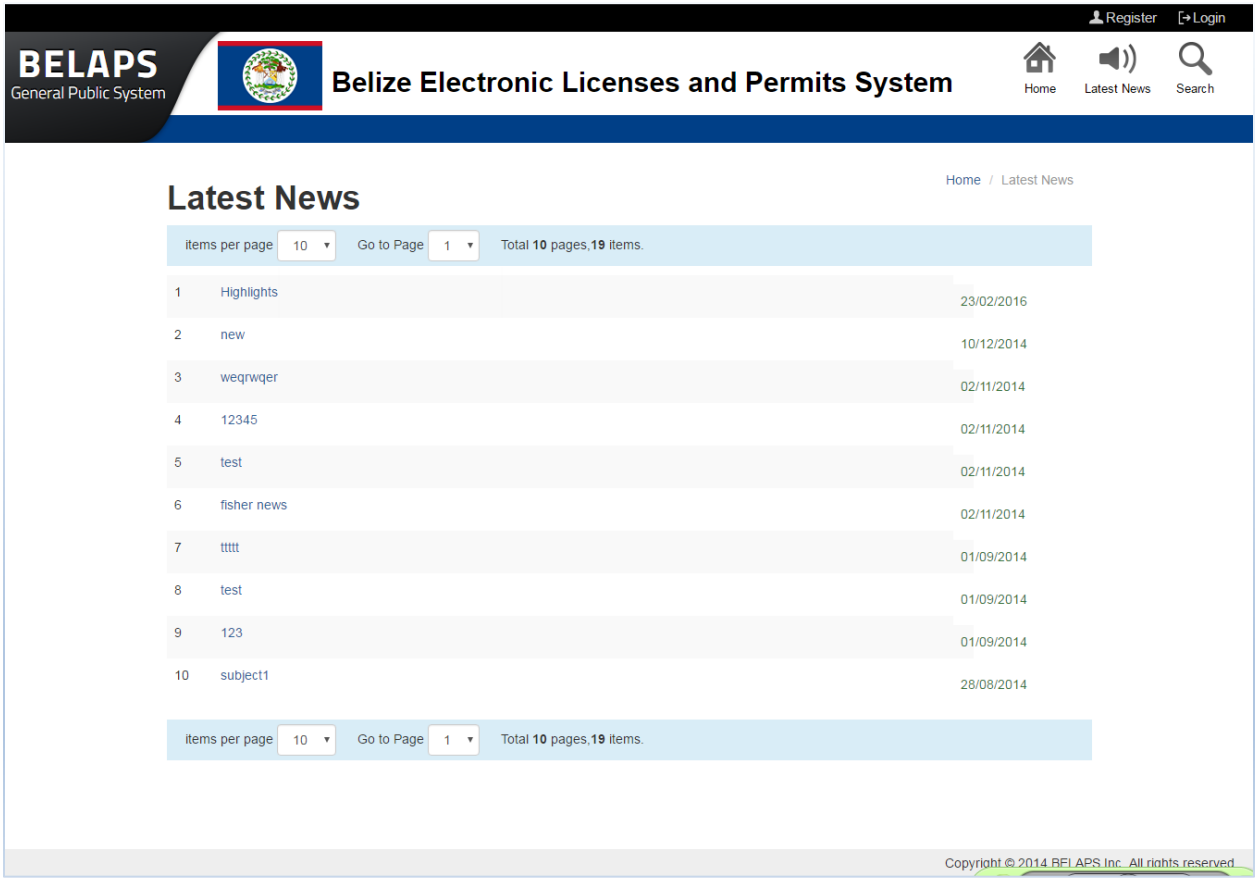
You could click on the title of a news to read the details of it.

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.



6.2 Detail of Latest News

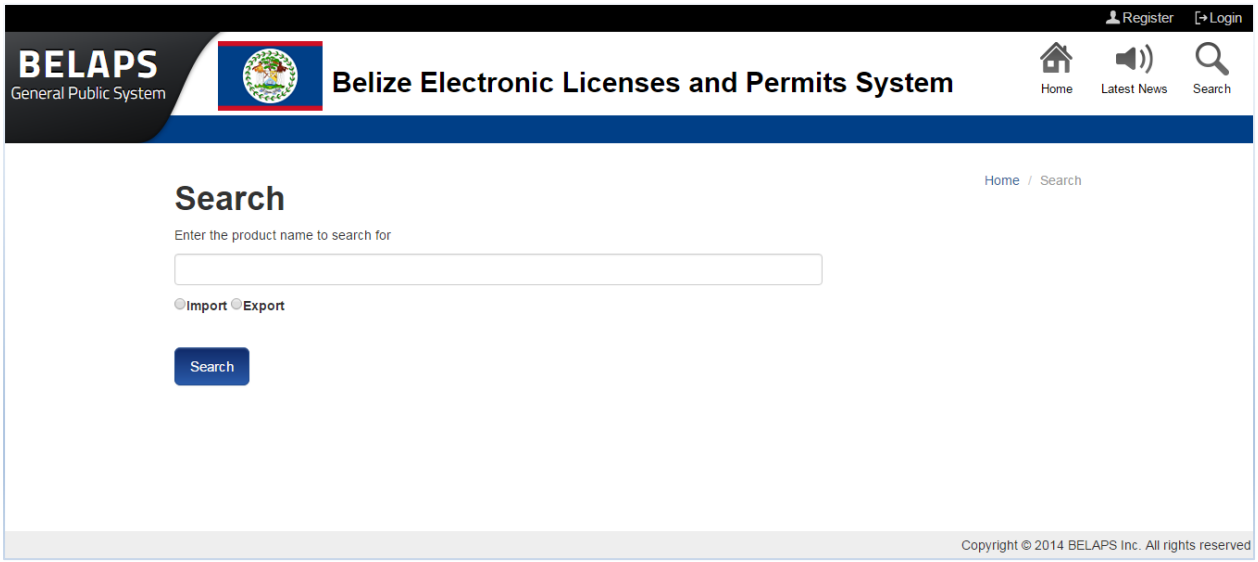
You could click on the title of top 5 news on the landing page or listing page to go to detail page of a news.

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.

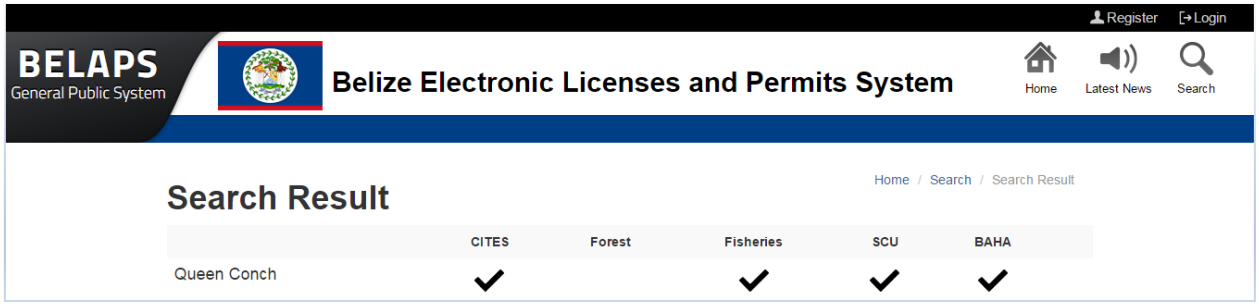
7.1 Search

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).



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.



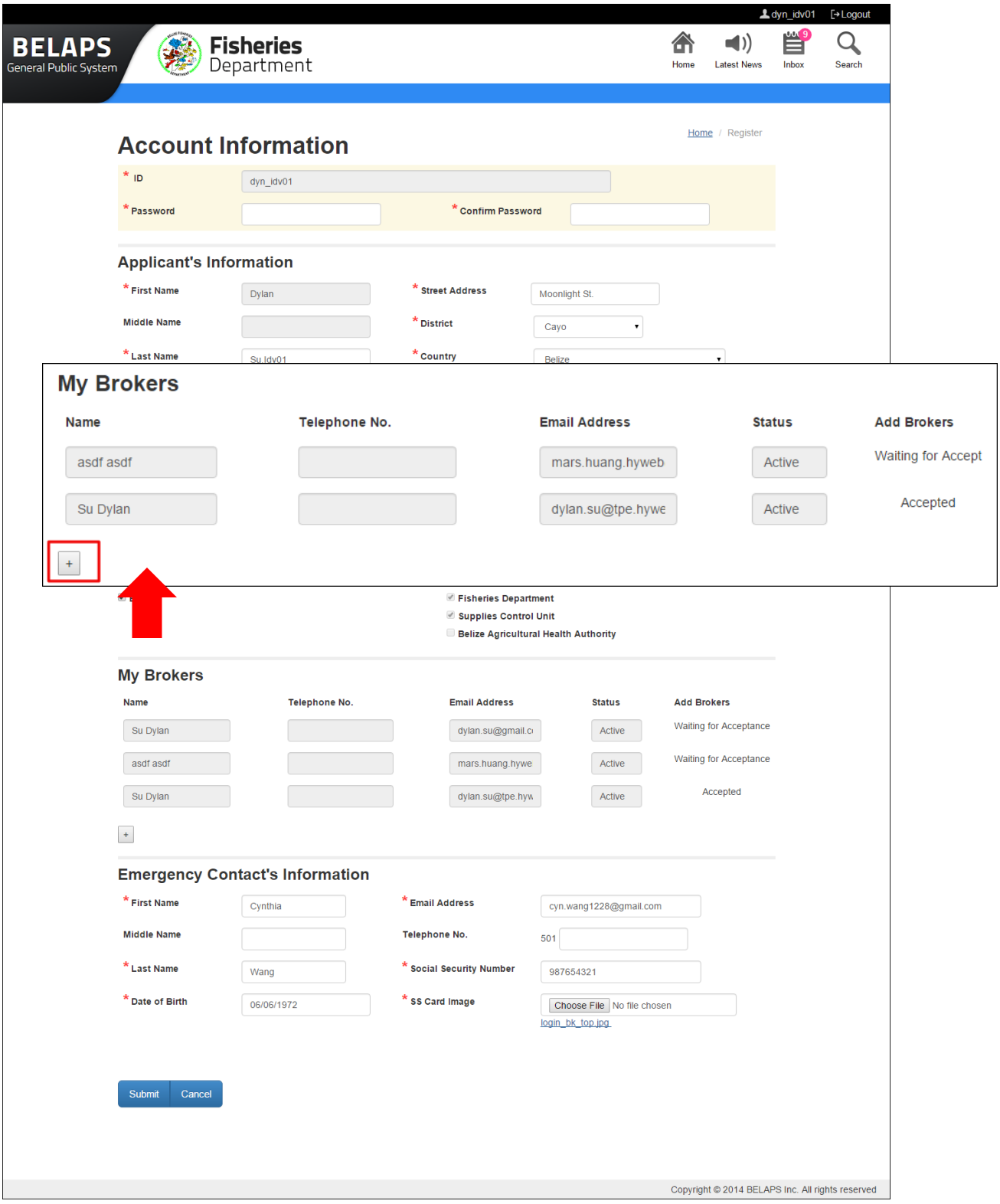
8 Broker and Client

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.

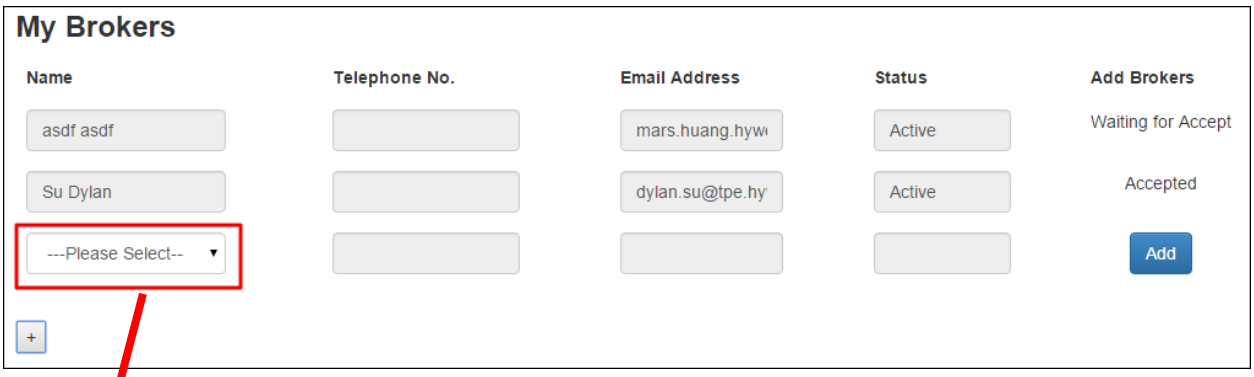
8.1 Add Your Brokers (For Individual/Business user)

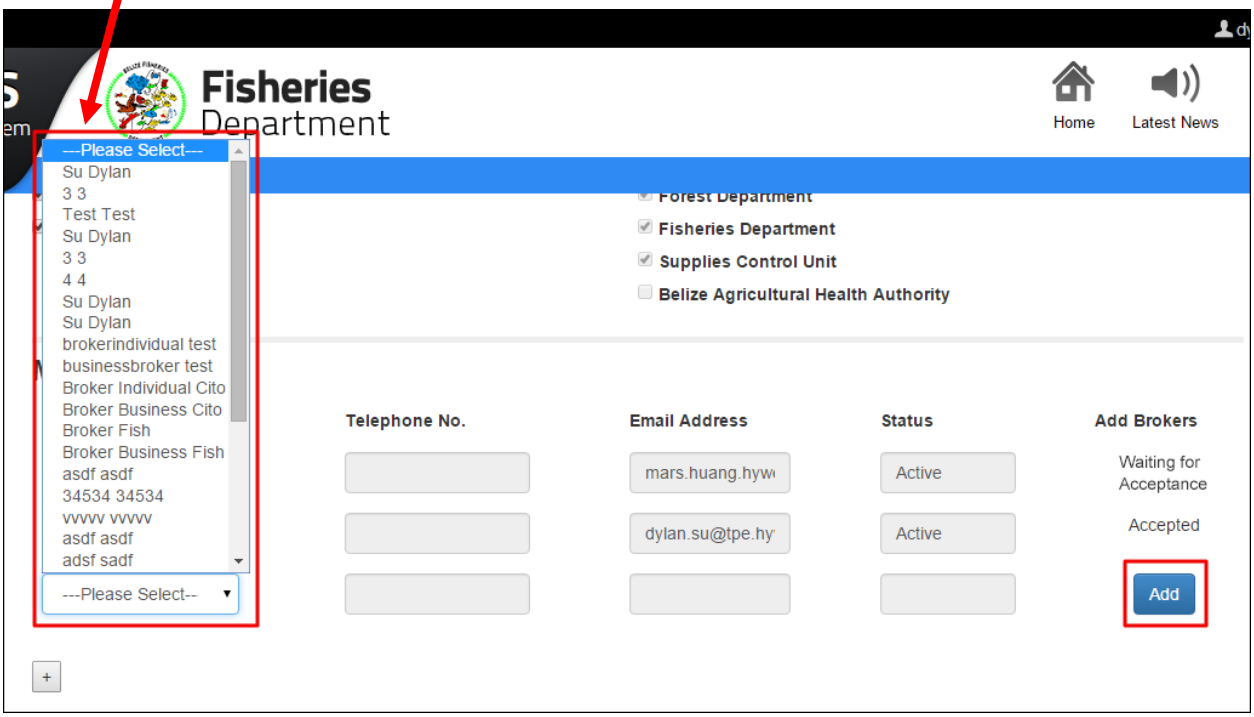
Please log in to the system and click on your username to edit your personal information.

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

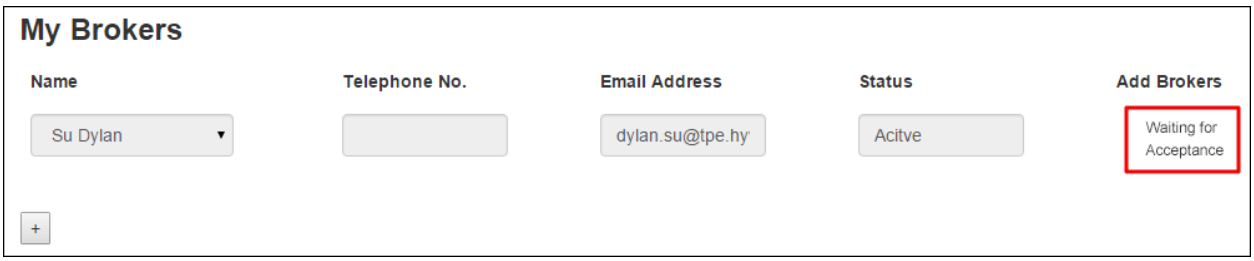


Select brokers in drop-down then click on [Add] button.

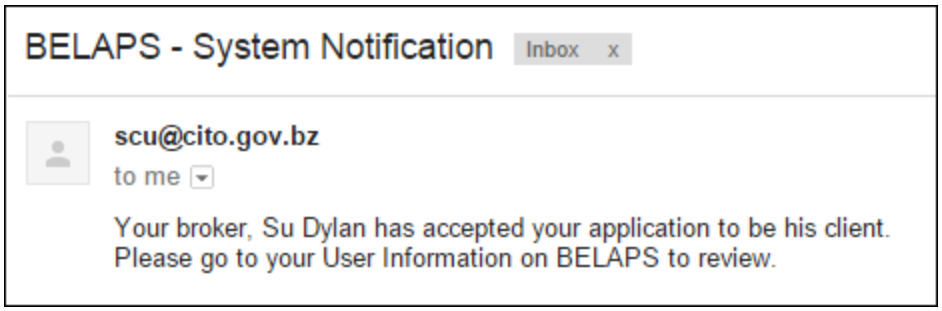




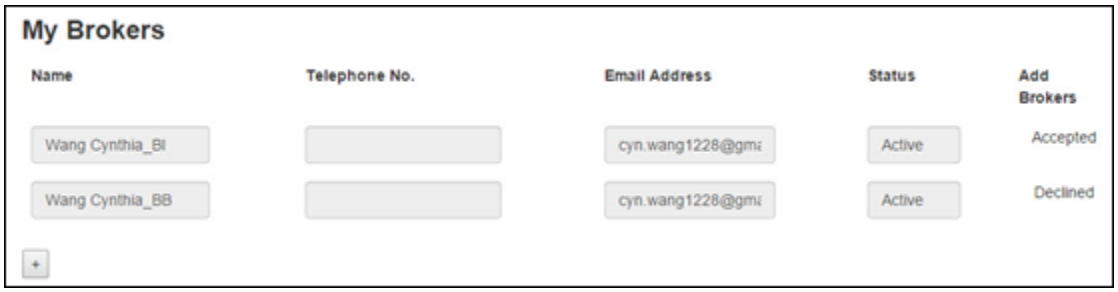
After clicking on [Add] button, it will show 'Waiting for Acceptance'. The broker will review your request.



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

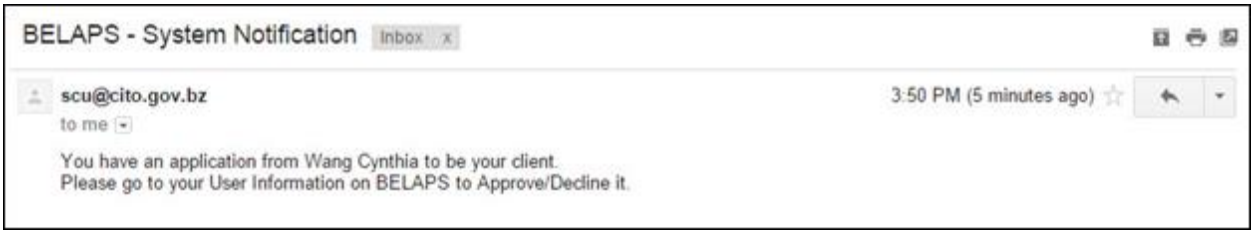


Also, you can log in to the system and check the status of your request in your personal information page.



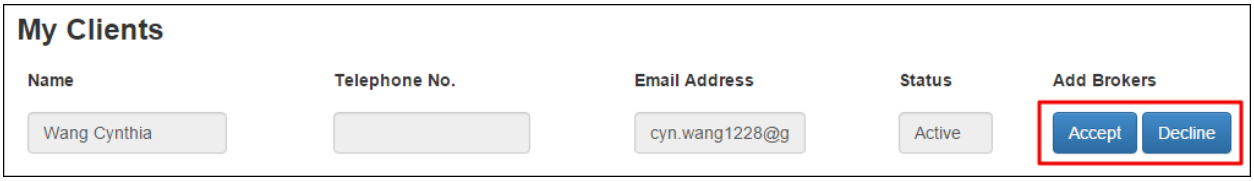
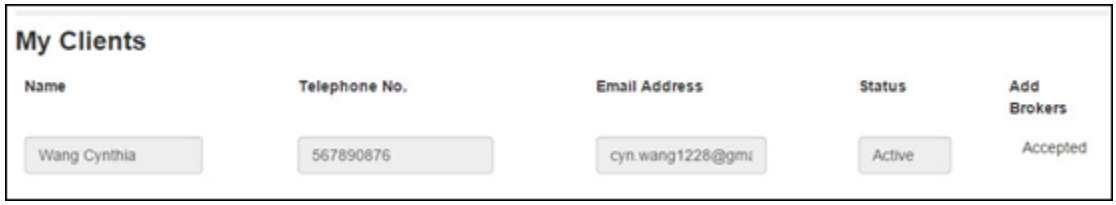
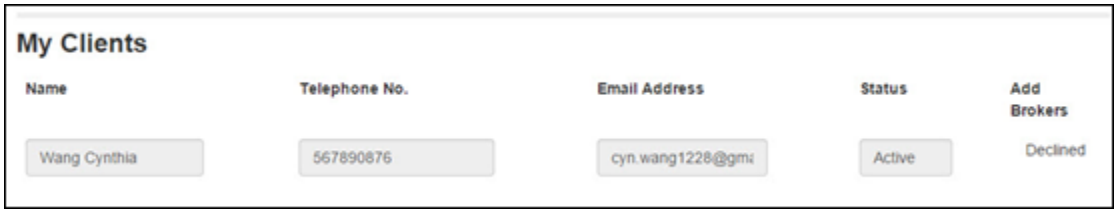
8.2 Accept Your Client (for Broker Individual/Broker Business user)

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.