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Government Chemist Laboratory Authority

CCMP II

USER MANUAL

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Open any browser Edge, Chrome, Mozilla etc. key the web address below and press Enter

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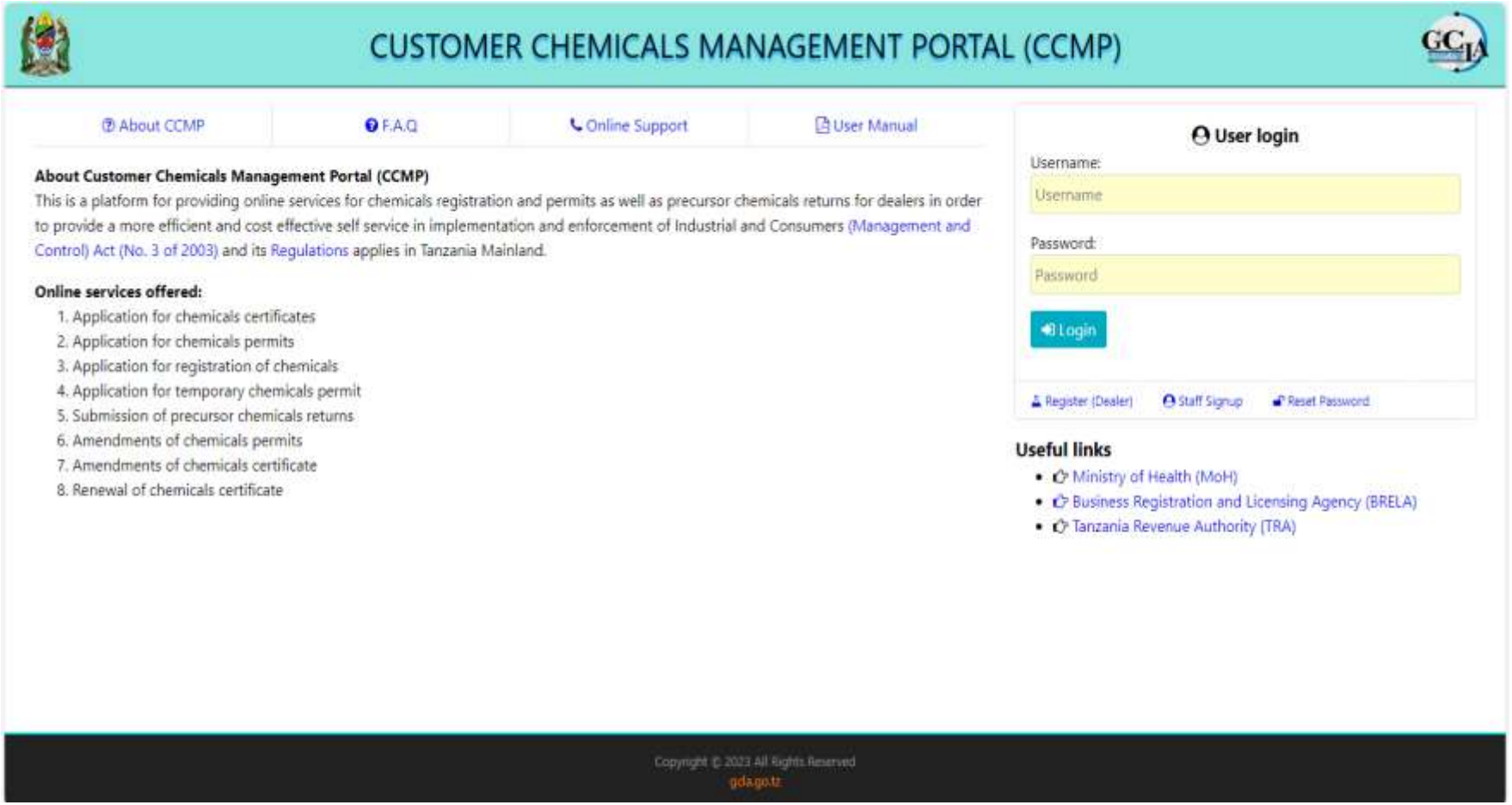
CCMP II page will display…….



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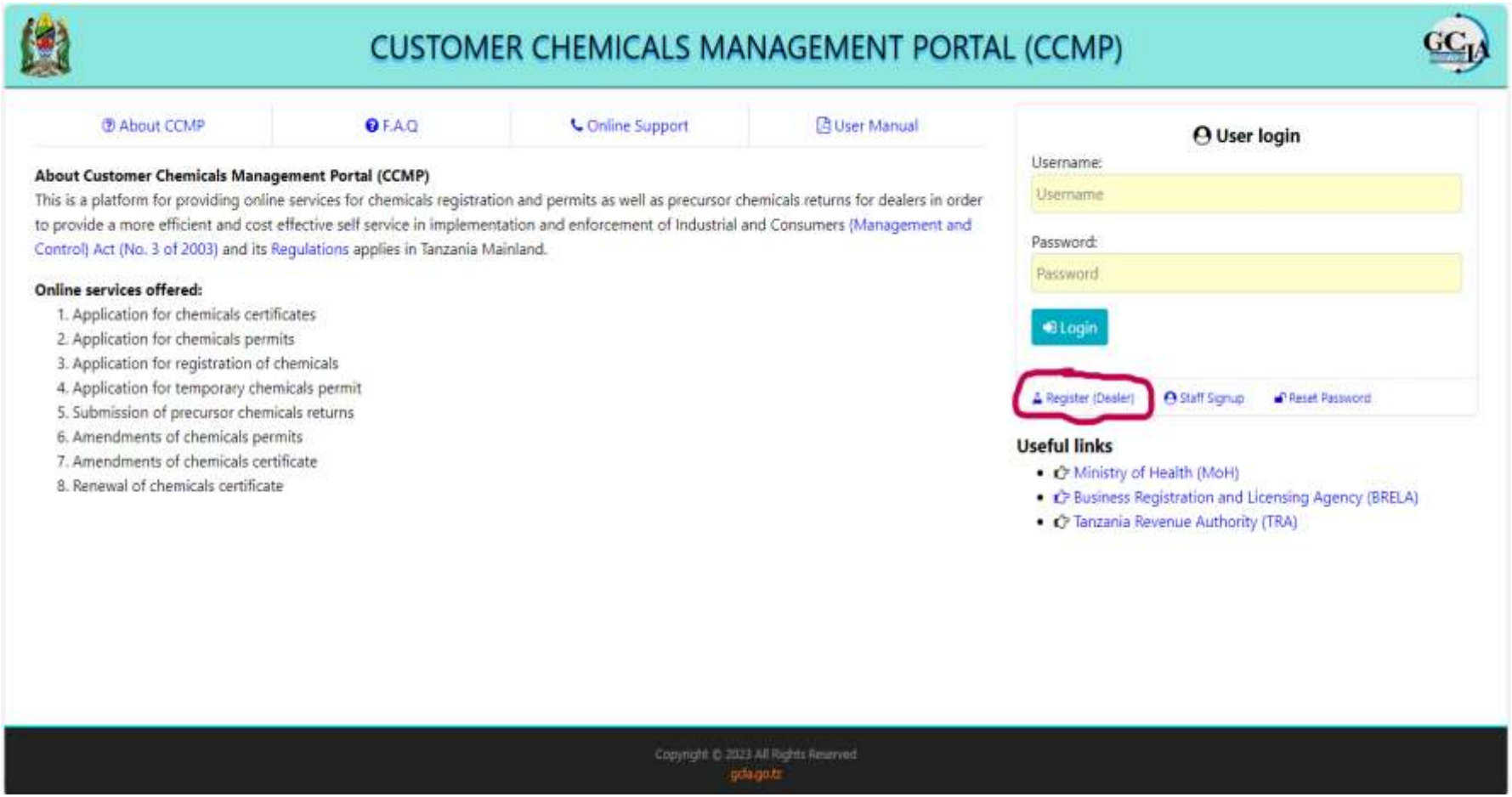
Click Register (Dealer).....



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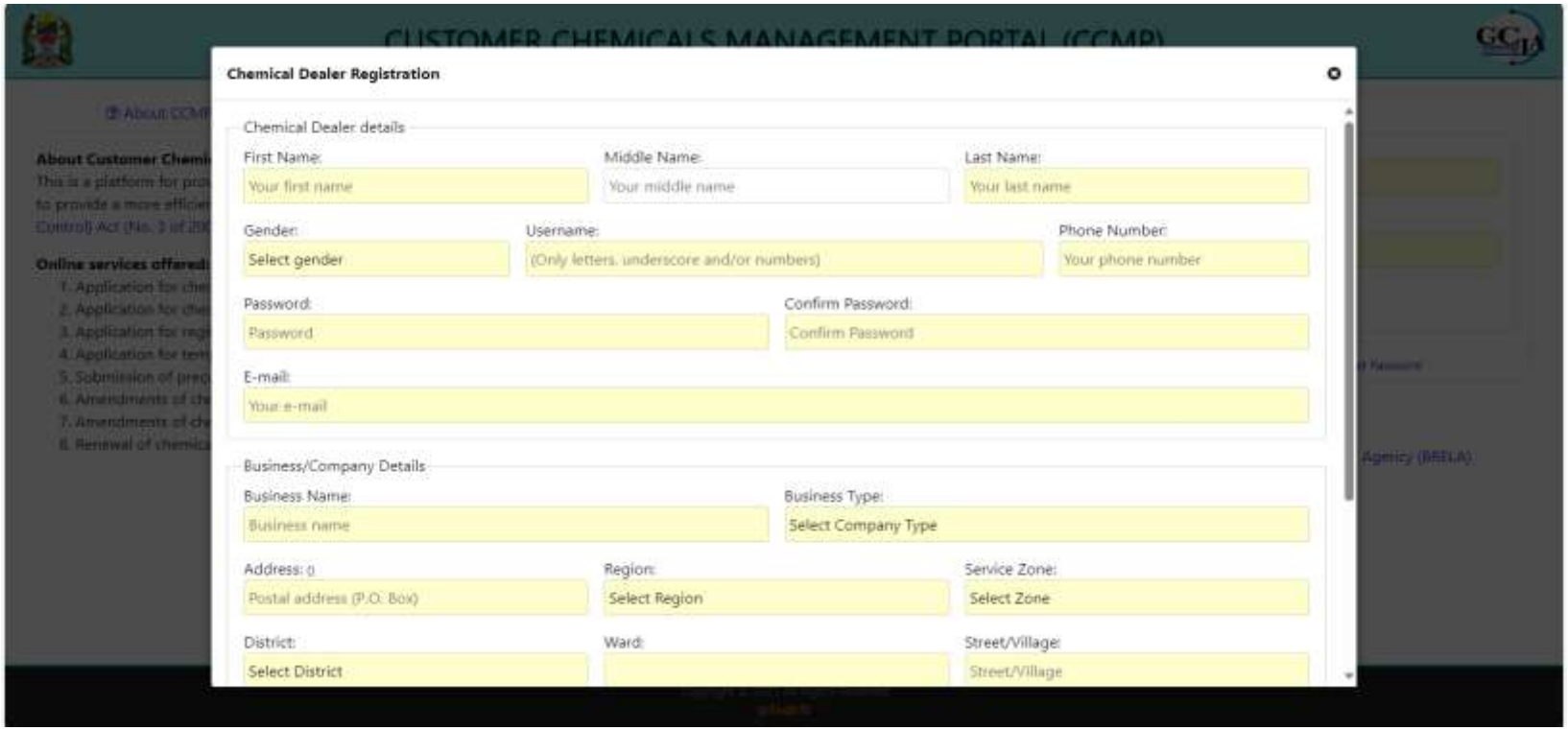
Chemical registration form will display...

- Fill details
- Upload TIN and Certificate of Incorporation
- Click Sign up



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By clicking Sign up the application will be sent to GCLA for verification

- Gcla Officer can either Accept or Reject the request depending on the attached documents
- If the request is Accepted, the customer will get the Notification through email that his/her request has been accepted so he/she can proceed
- If the request is Rejected, the customer will also get the Notification and reason of rejection through email.

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If the request is Accepted….

- The customer can use the credentials he/she provided during registration to login

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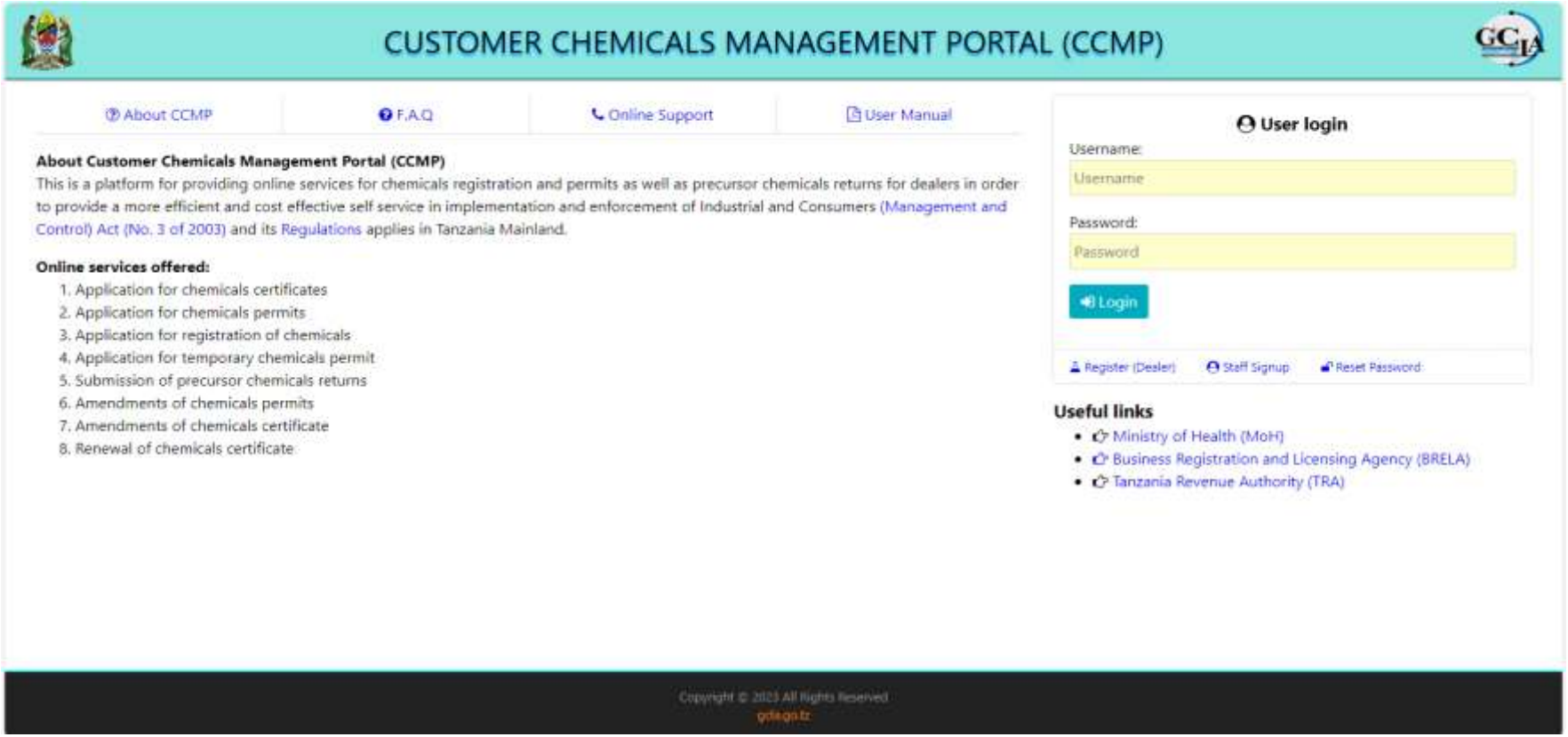
Login….

- Type the Username and Password



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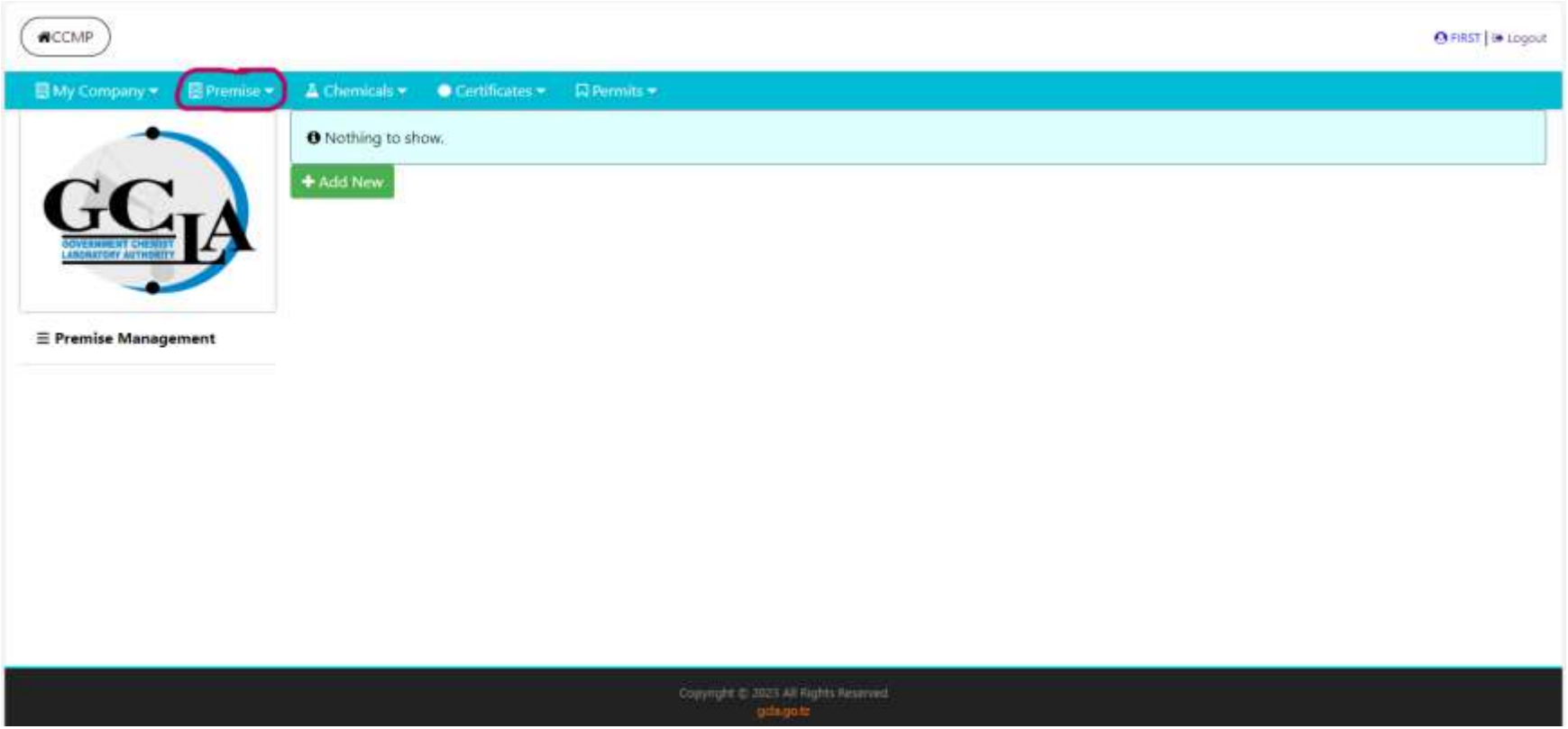
Premise registration

- Click Premise on the above menu
- Click Add New(Premise registration form will display)



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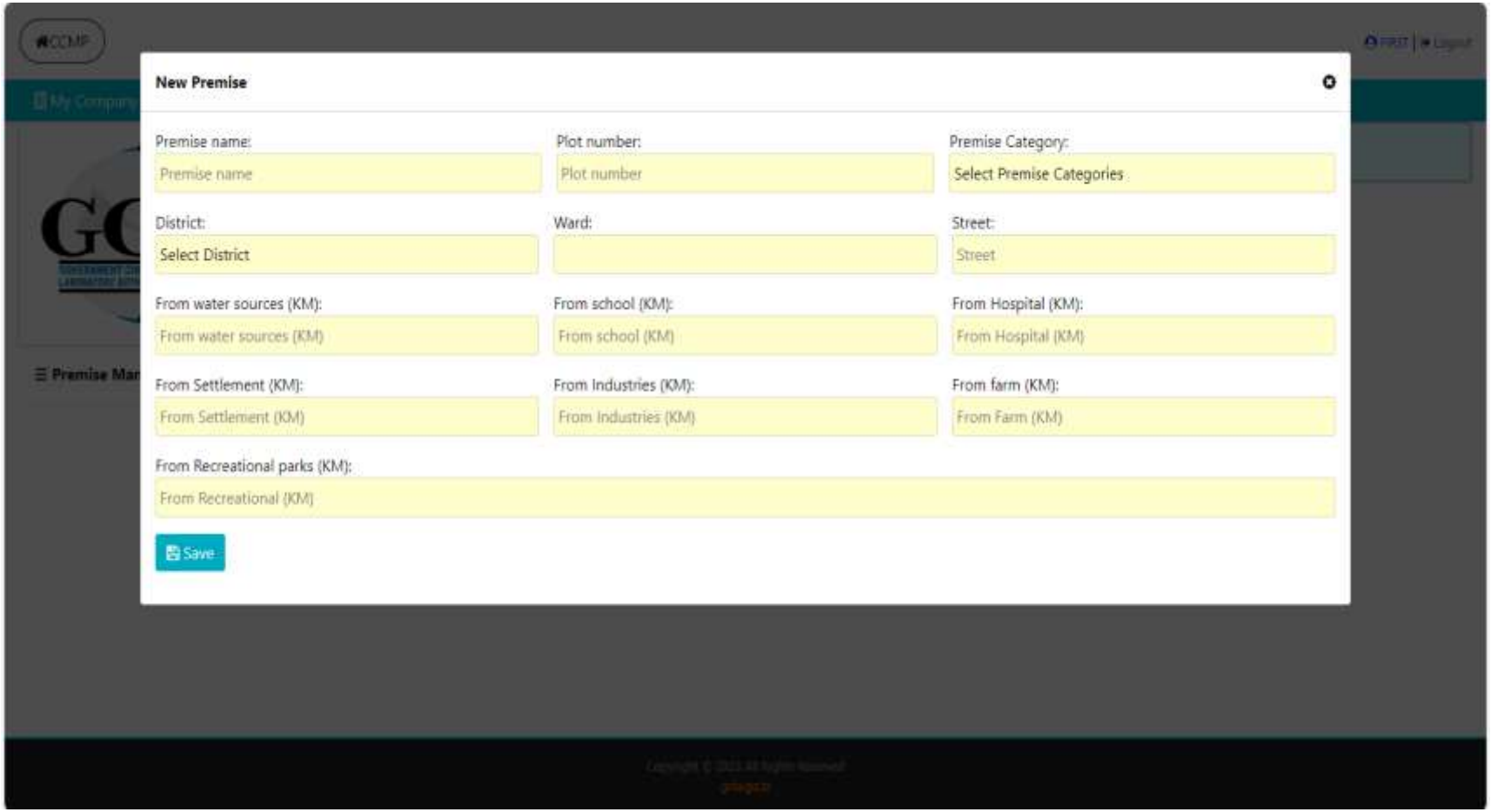
Fill Premise details

- Click Save



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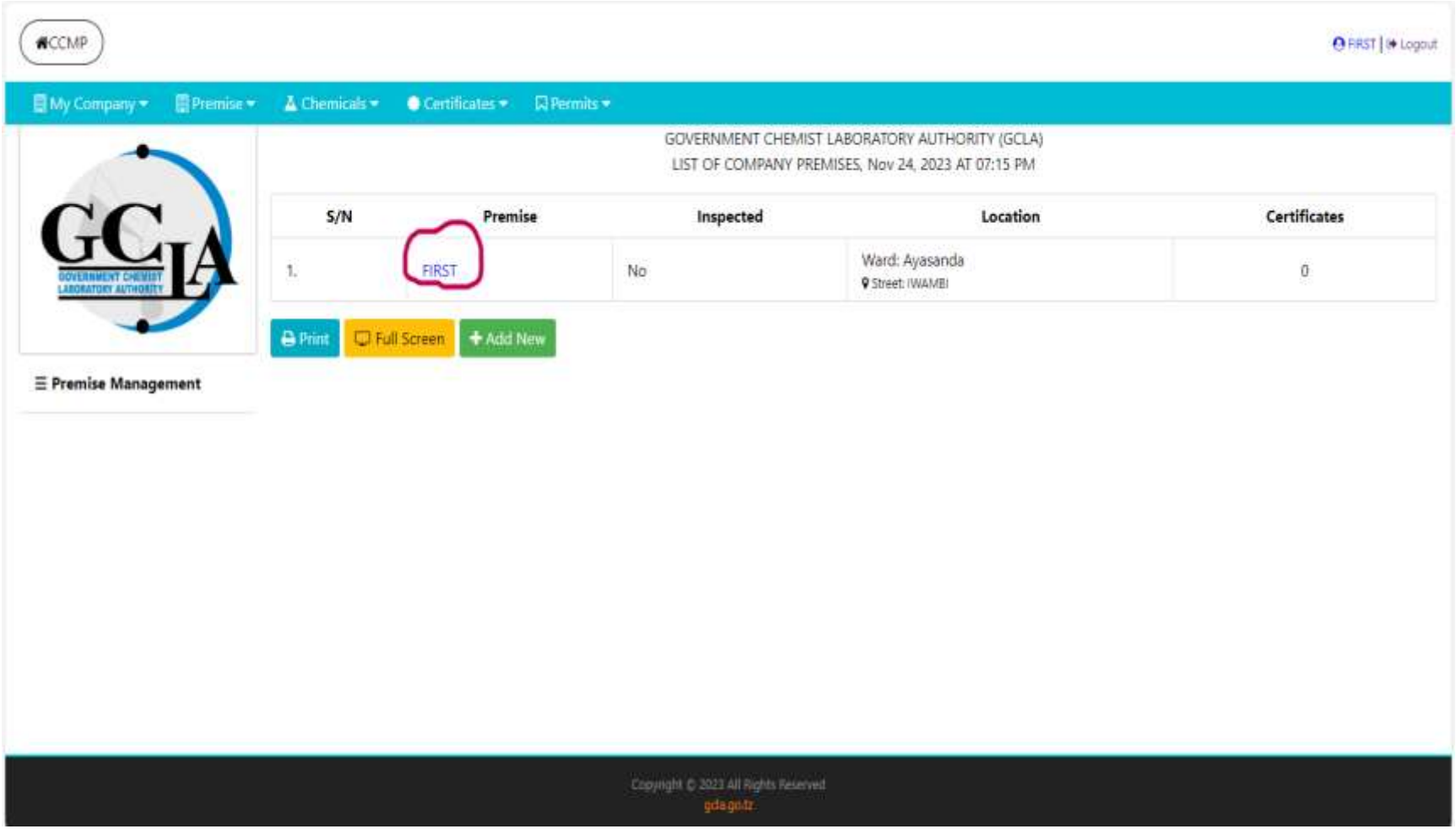
Click on Premise name



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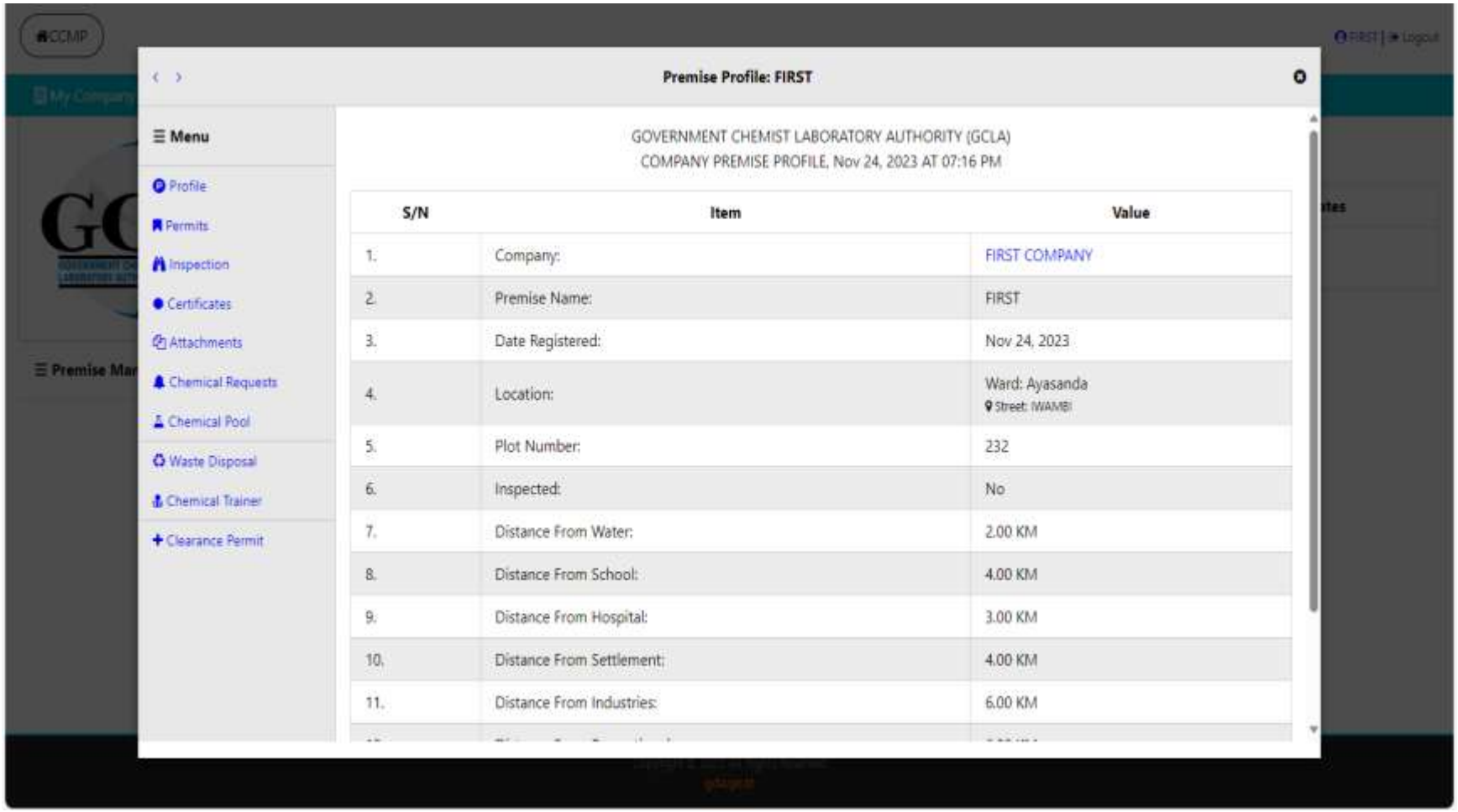
The page that displays the Premise Profile will open..



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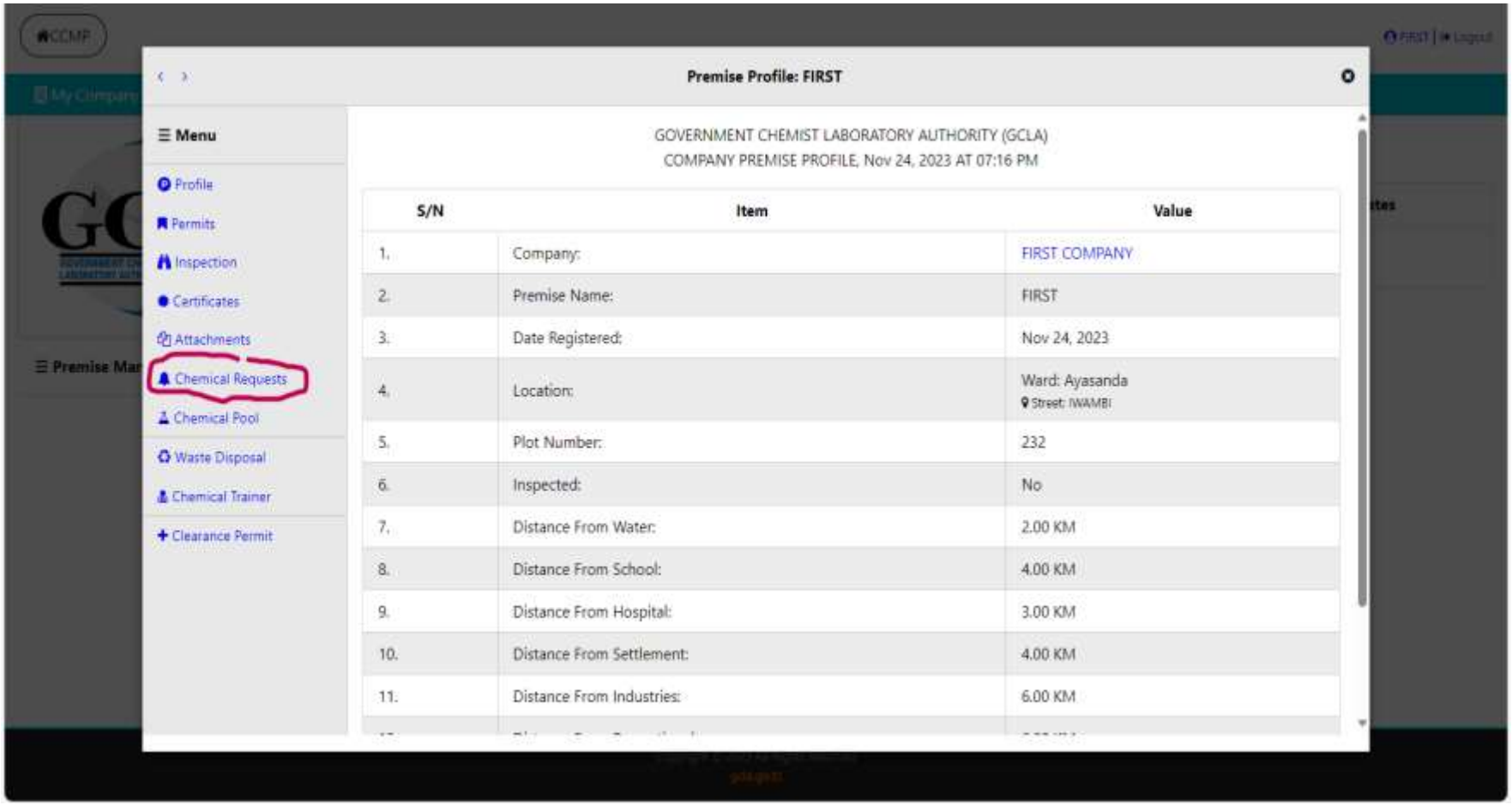
Click Chemical Requests

- Apply for a premise chemical



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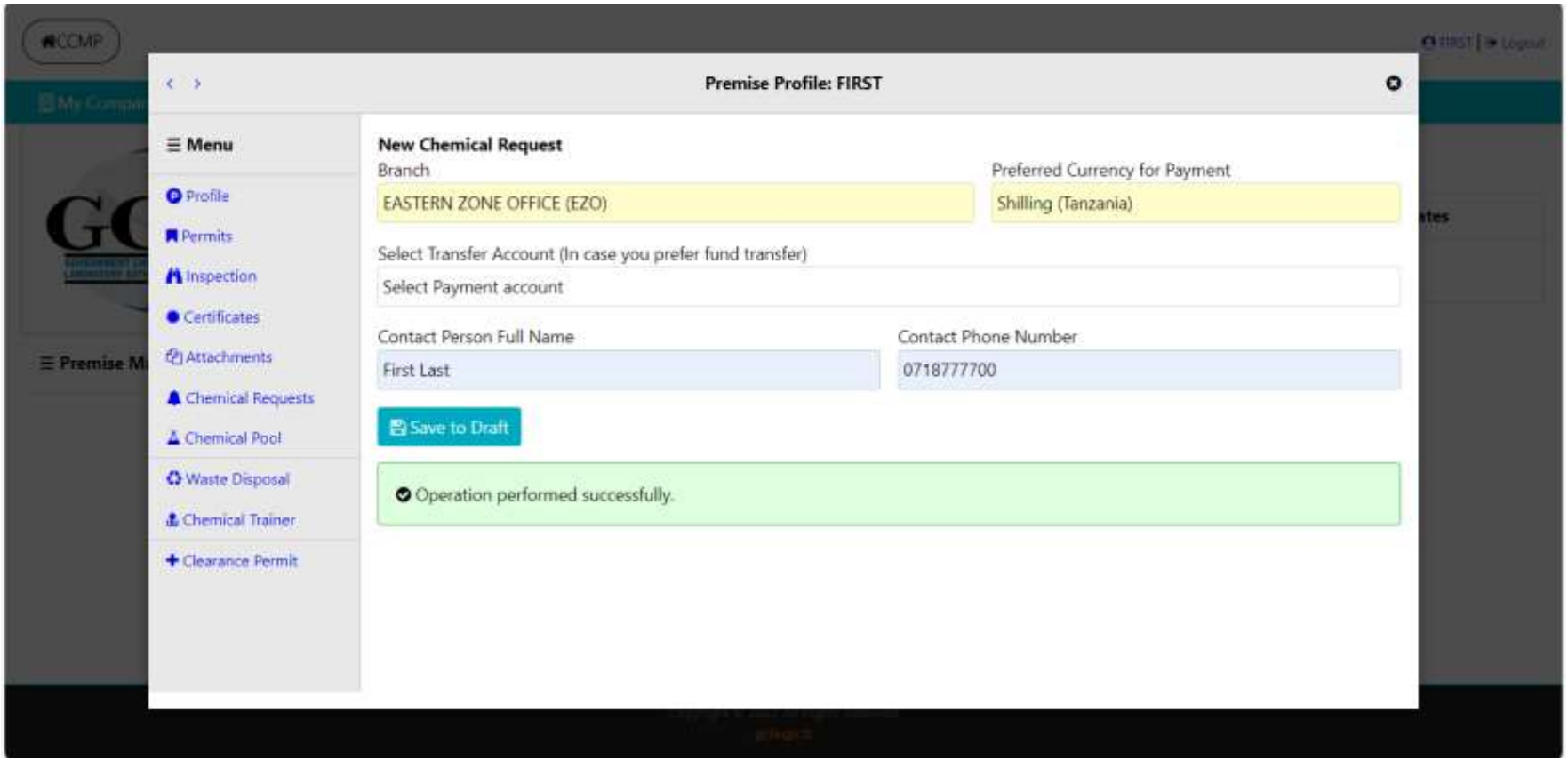
New Chemical Request form will open…

- Fill details
- Save to Draft



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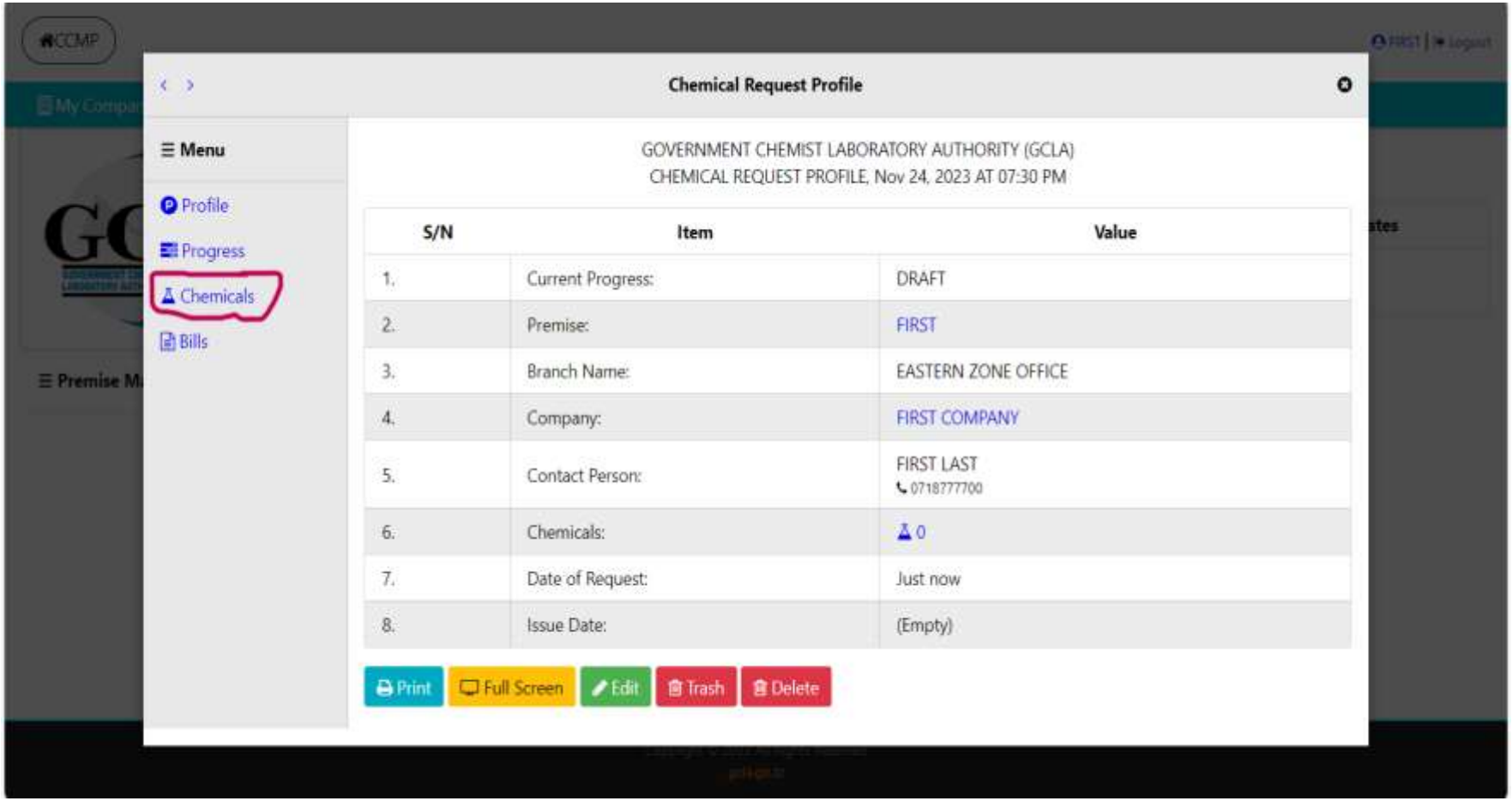
Click Chemical…



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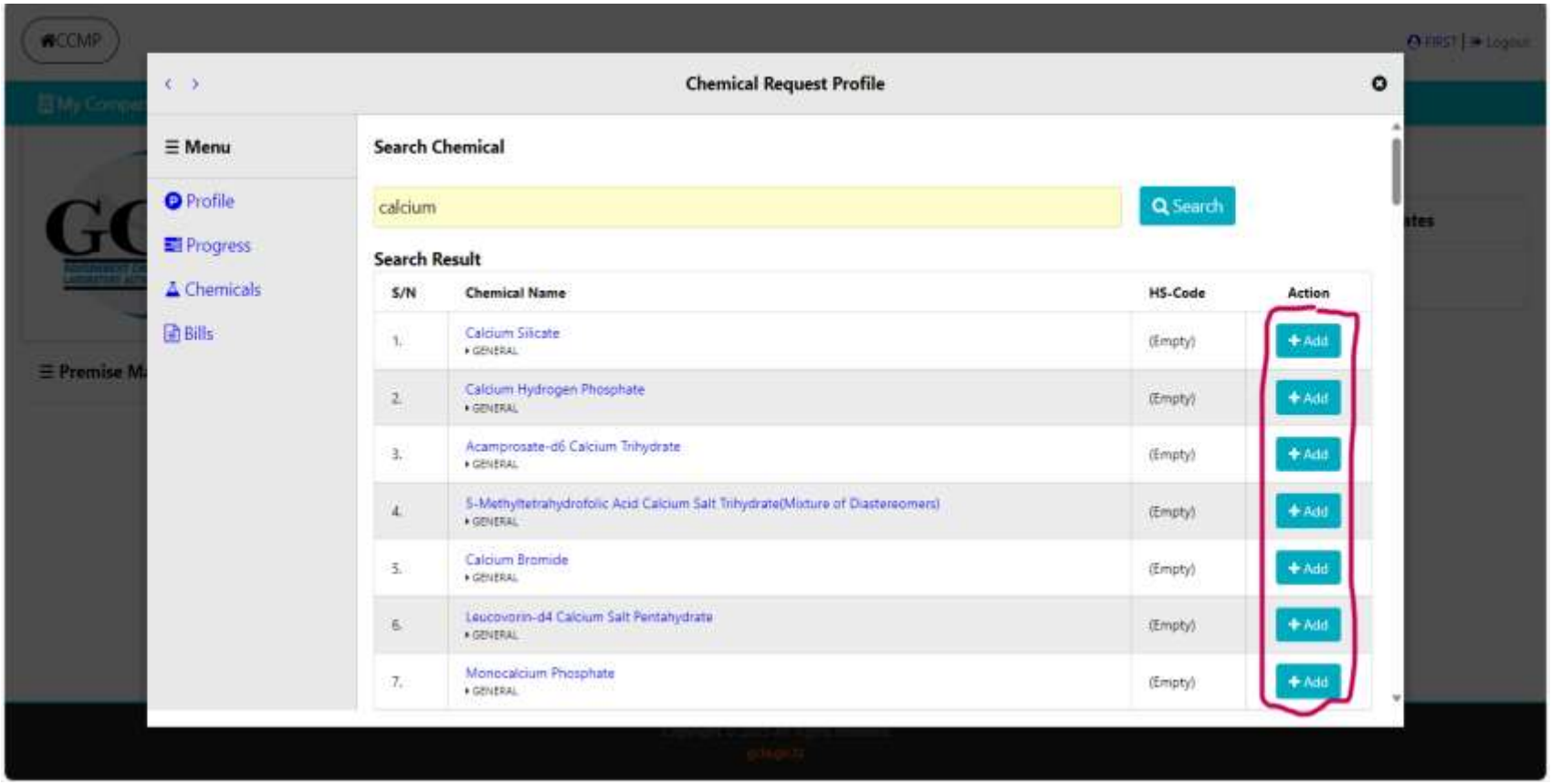
Add Chemical.....

- Search Chemical
- Click Add



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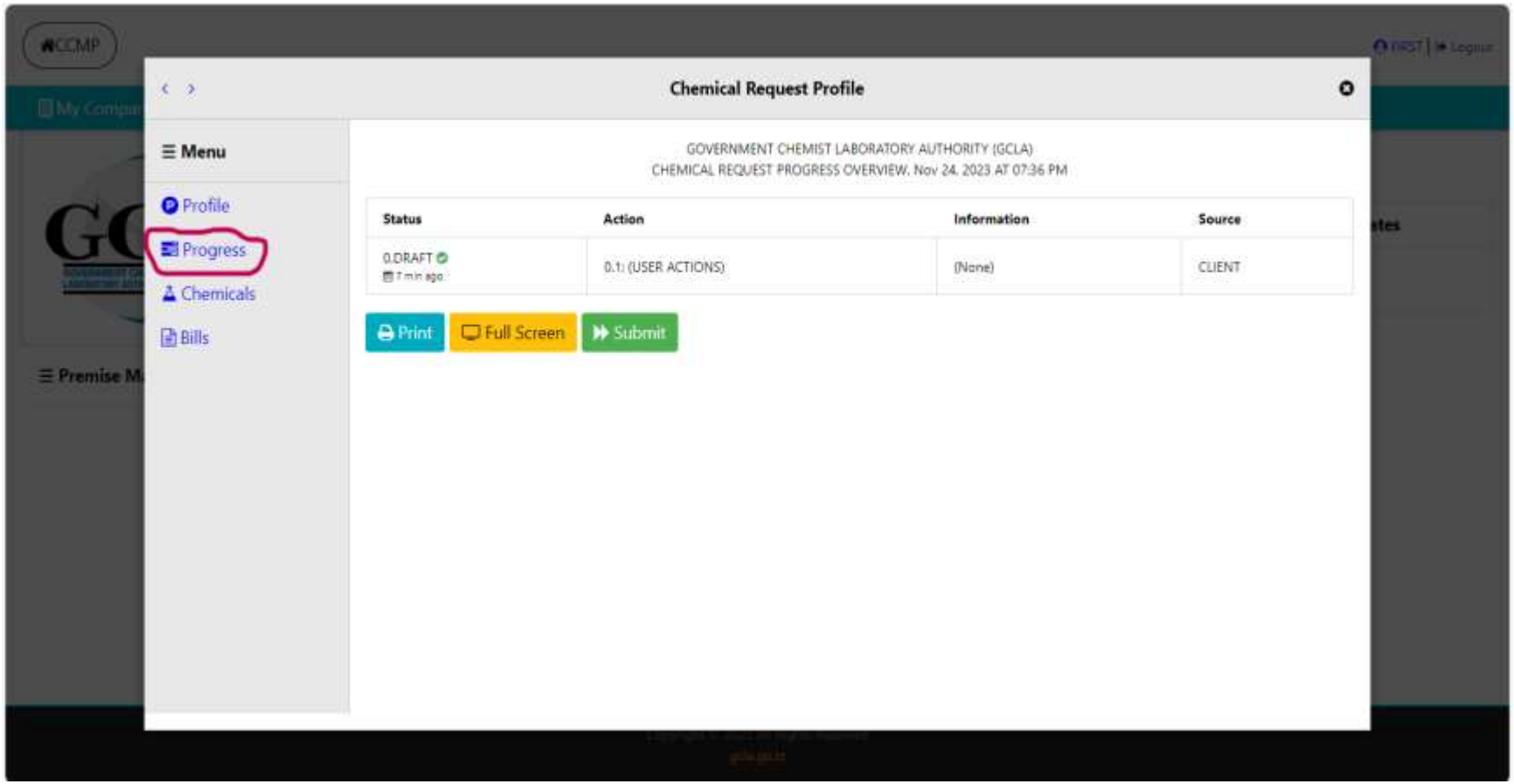
Click progress…….

- Click Submit (the chemical request will be sent to GCLA)



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Chemical Request execution…

- Gcla Officer will execute the chemical request after finishing it the chemicals will be added to the customers chemical pool.

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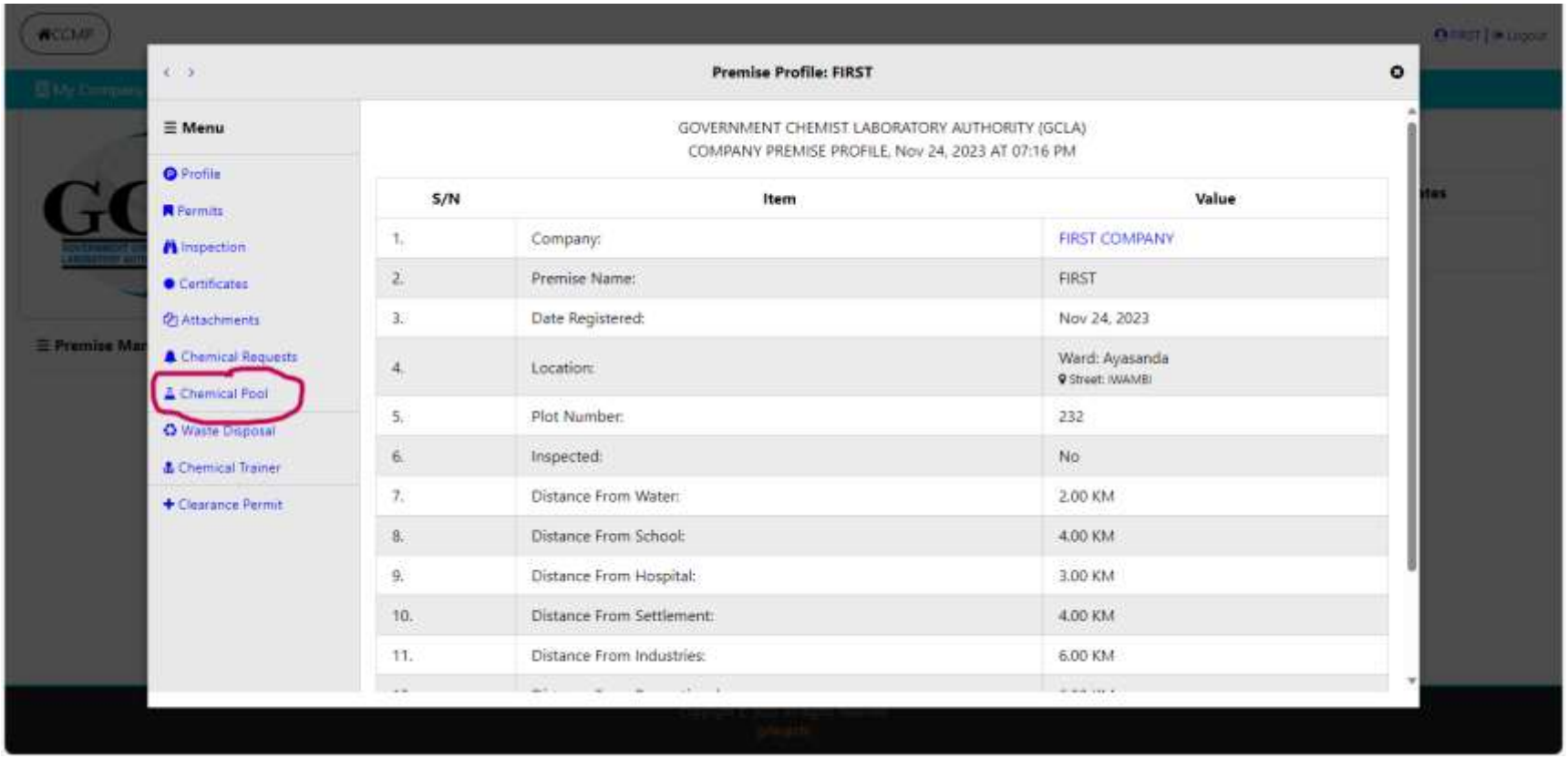
Click Chemical Pool….

- Verify if chemicals have been added to the pool



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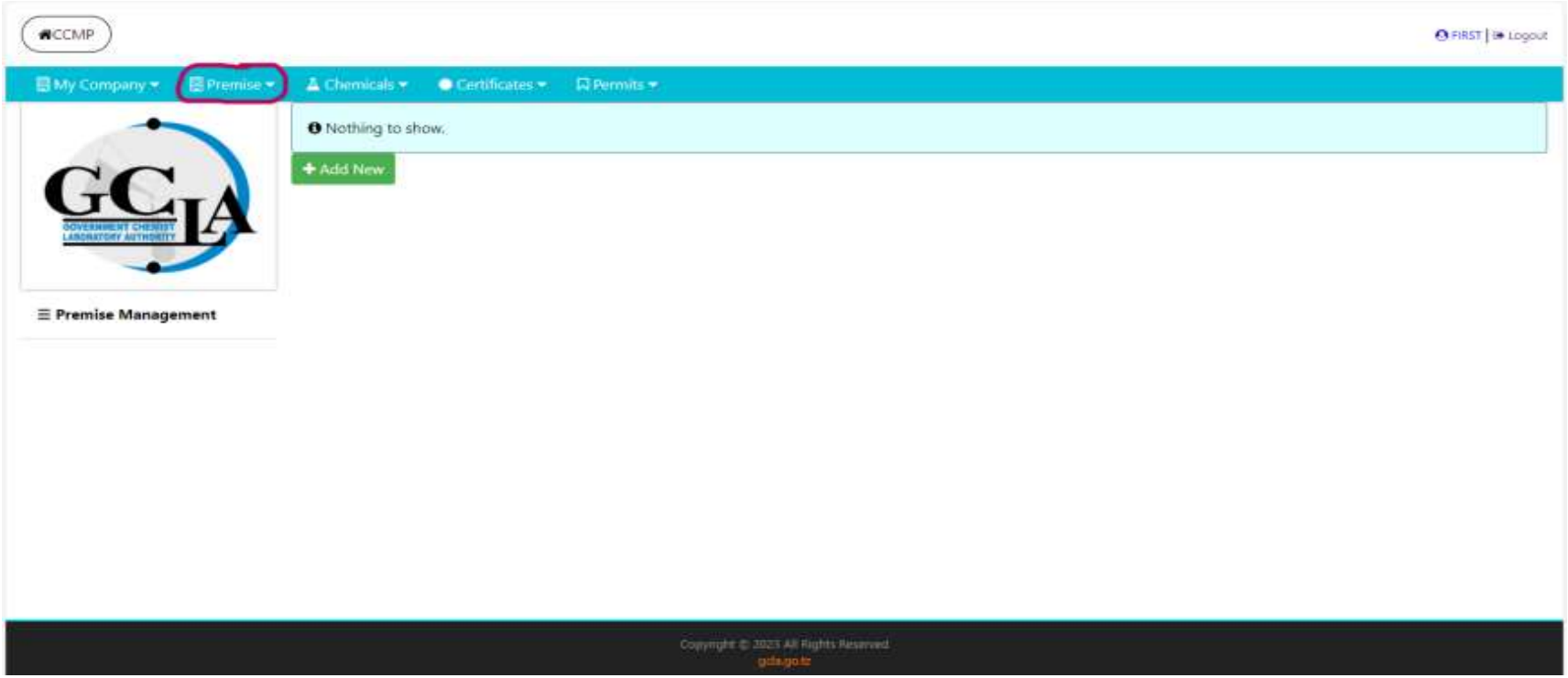
Certificate application….

- Click Premise
- List of registered Premise will display
- Select the Premise you want to apply a certificate



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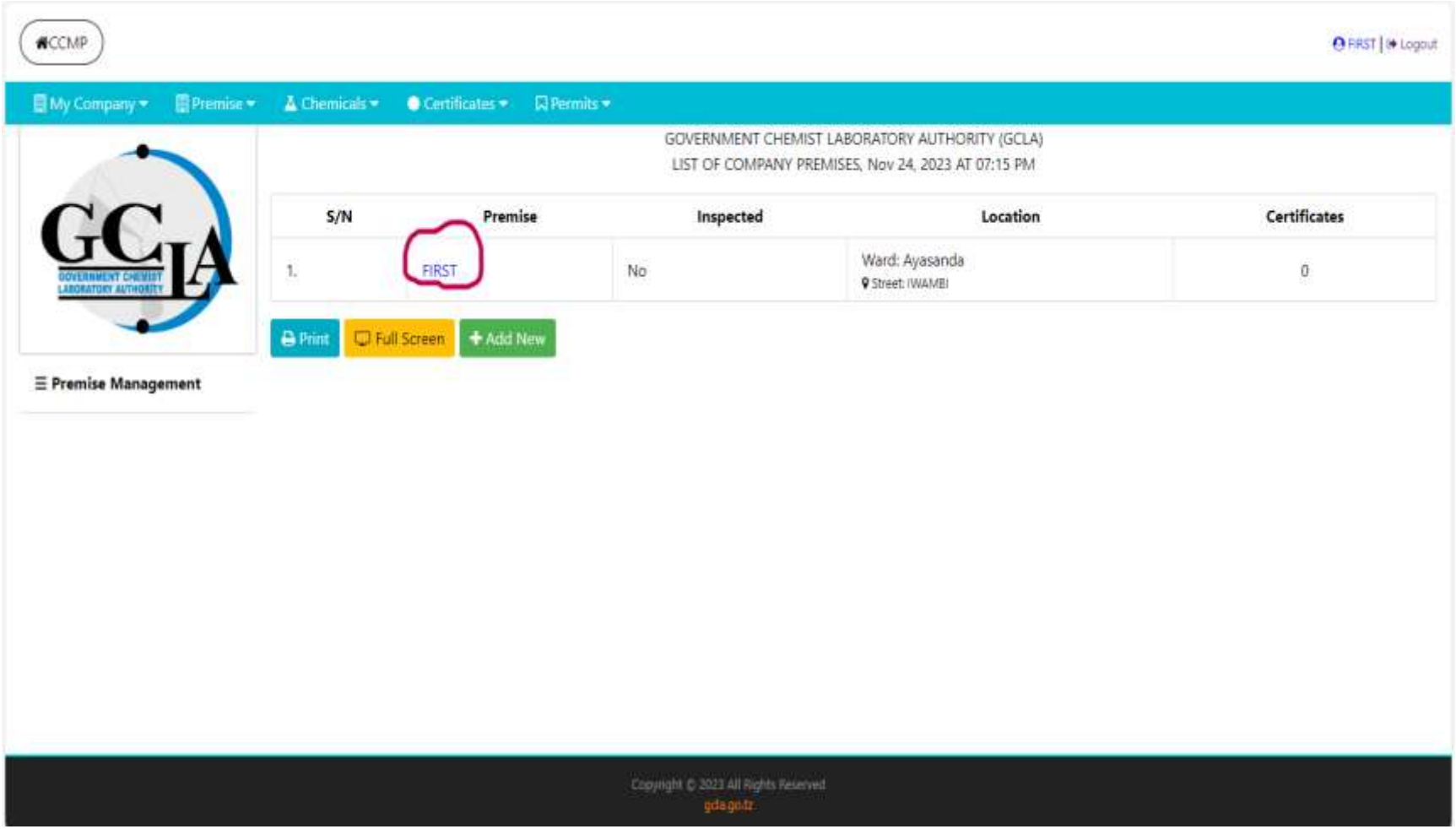
Click on Premise name



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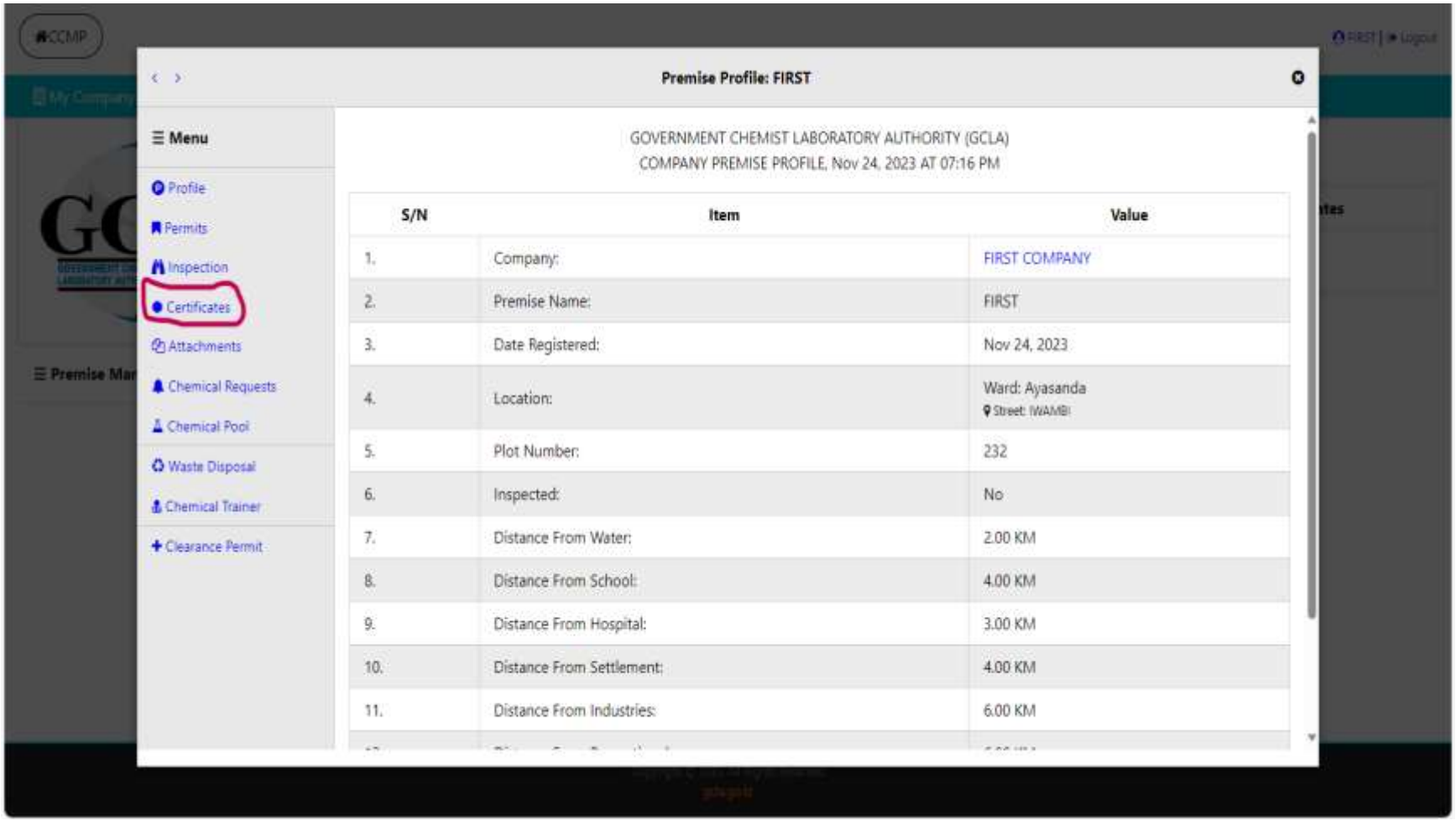
Click Certificates….



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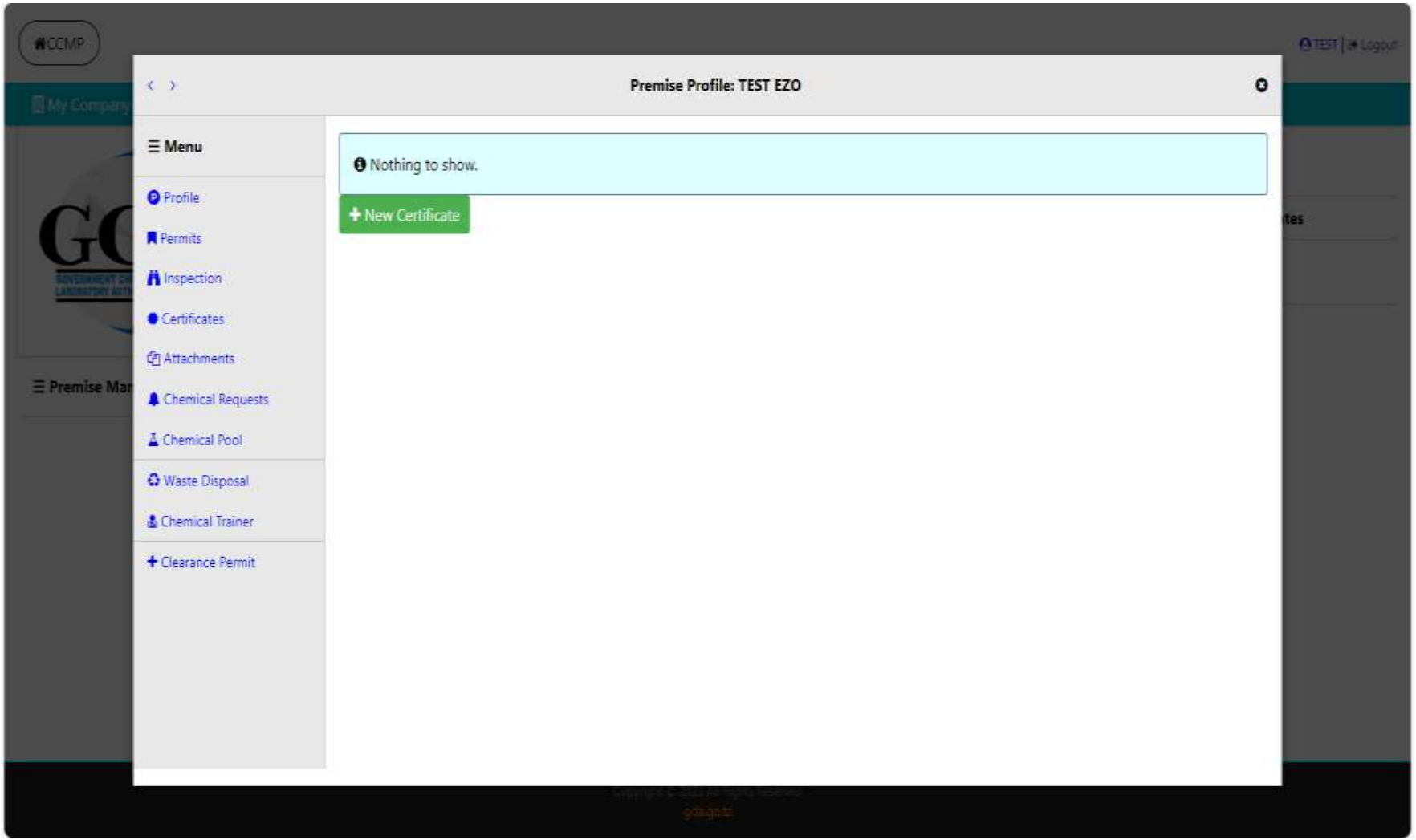
Click New Certificate…



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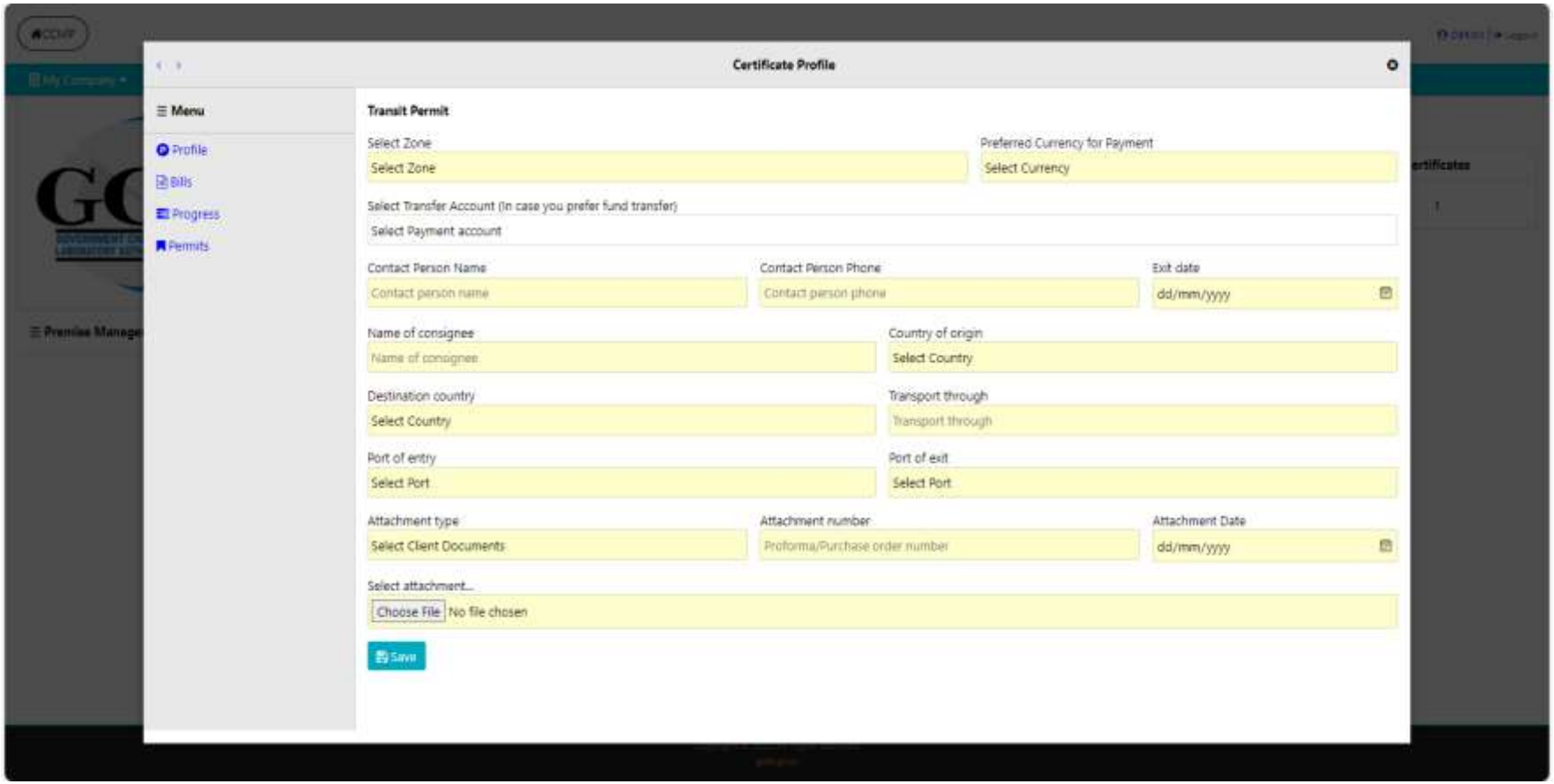
Fill certificate details...

- Click Save



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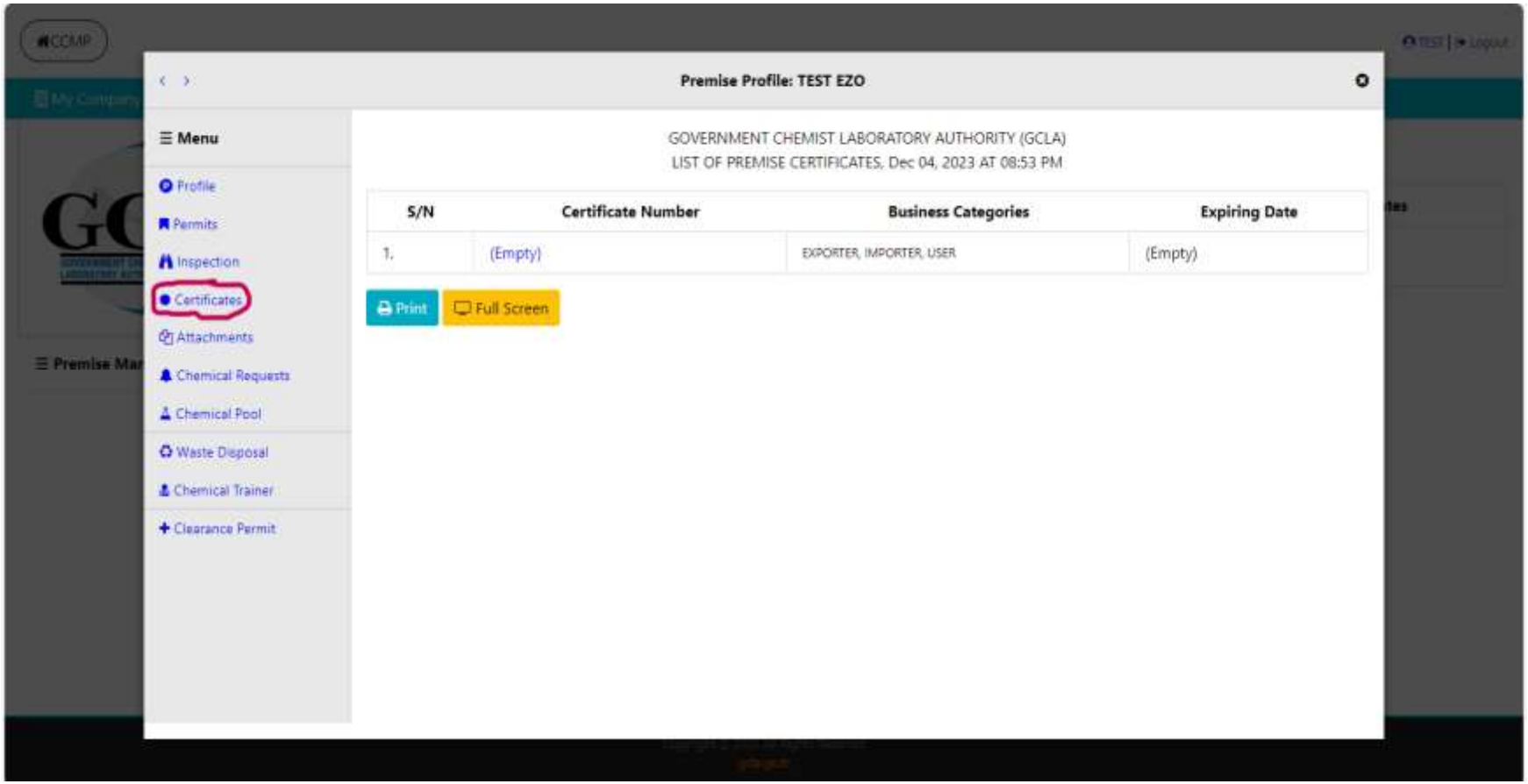
Click certificate...

- Then Click Empty



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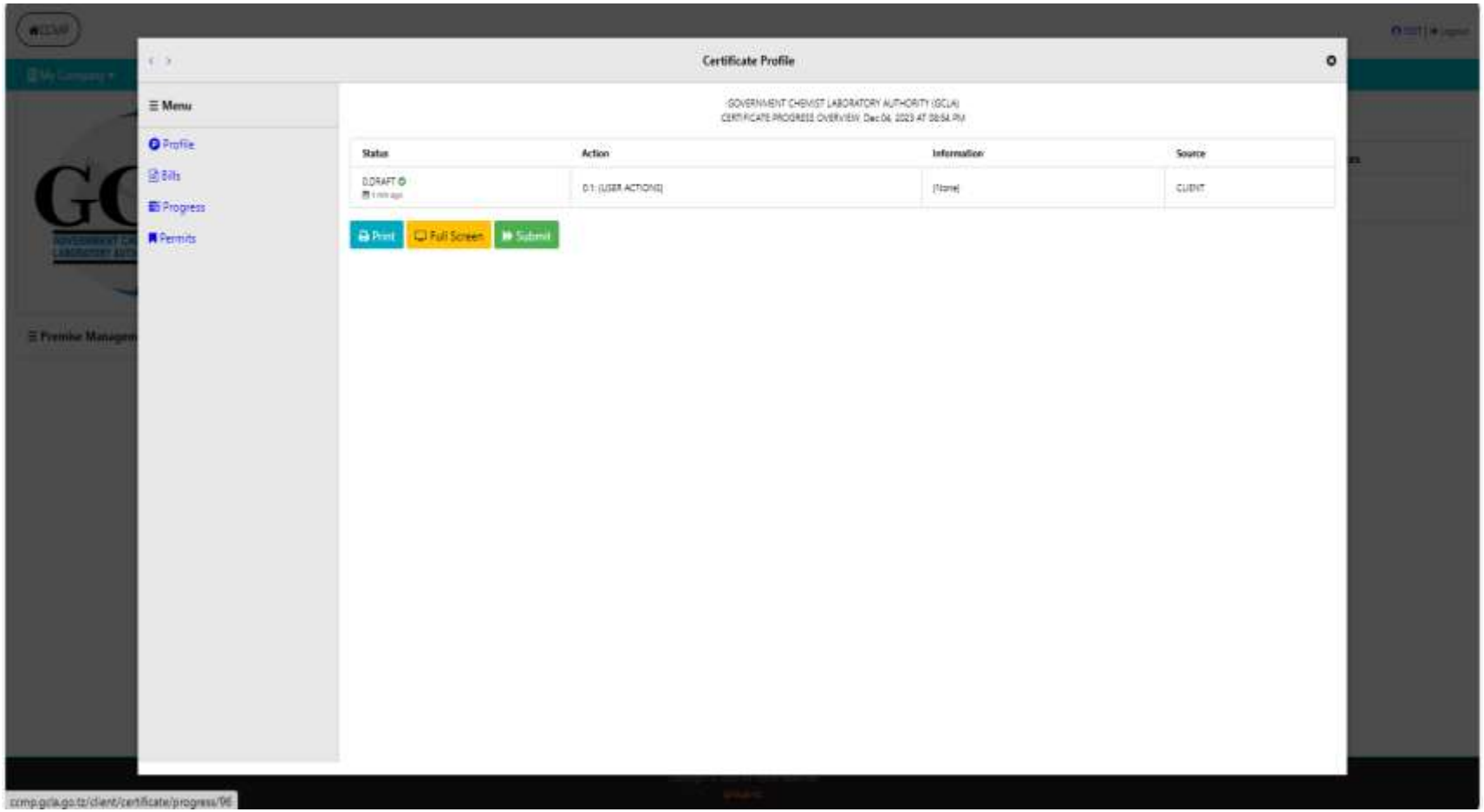
Click Progress...

- Then Submit (certificate request will be sent to GCLA)



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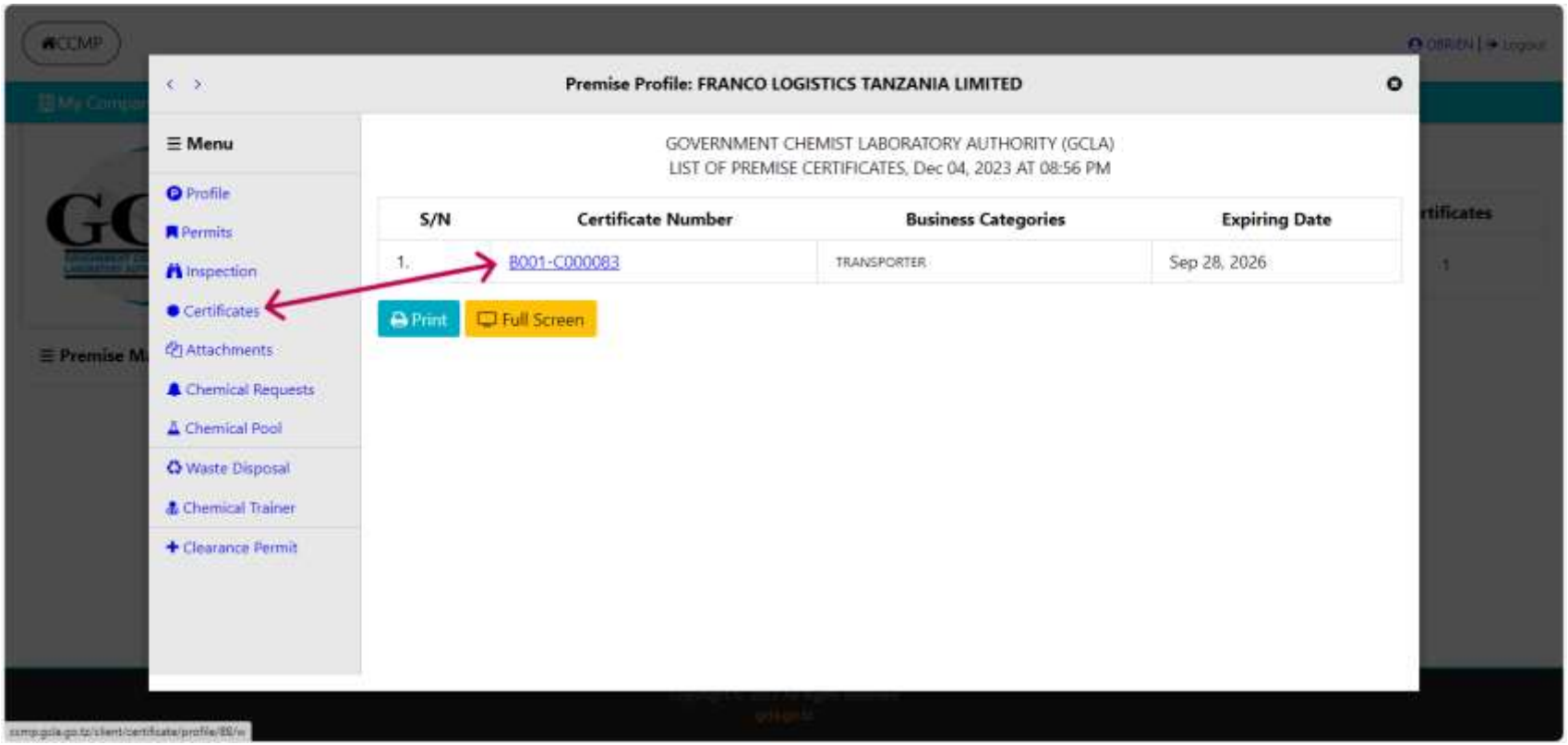
Permit application….

- Go to the Premise
- Click Certificate
- Then Certificate Number



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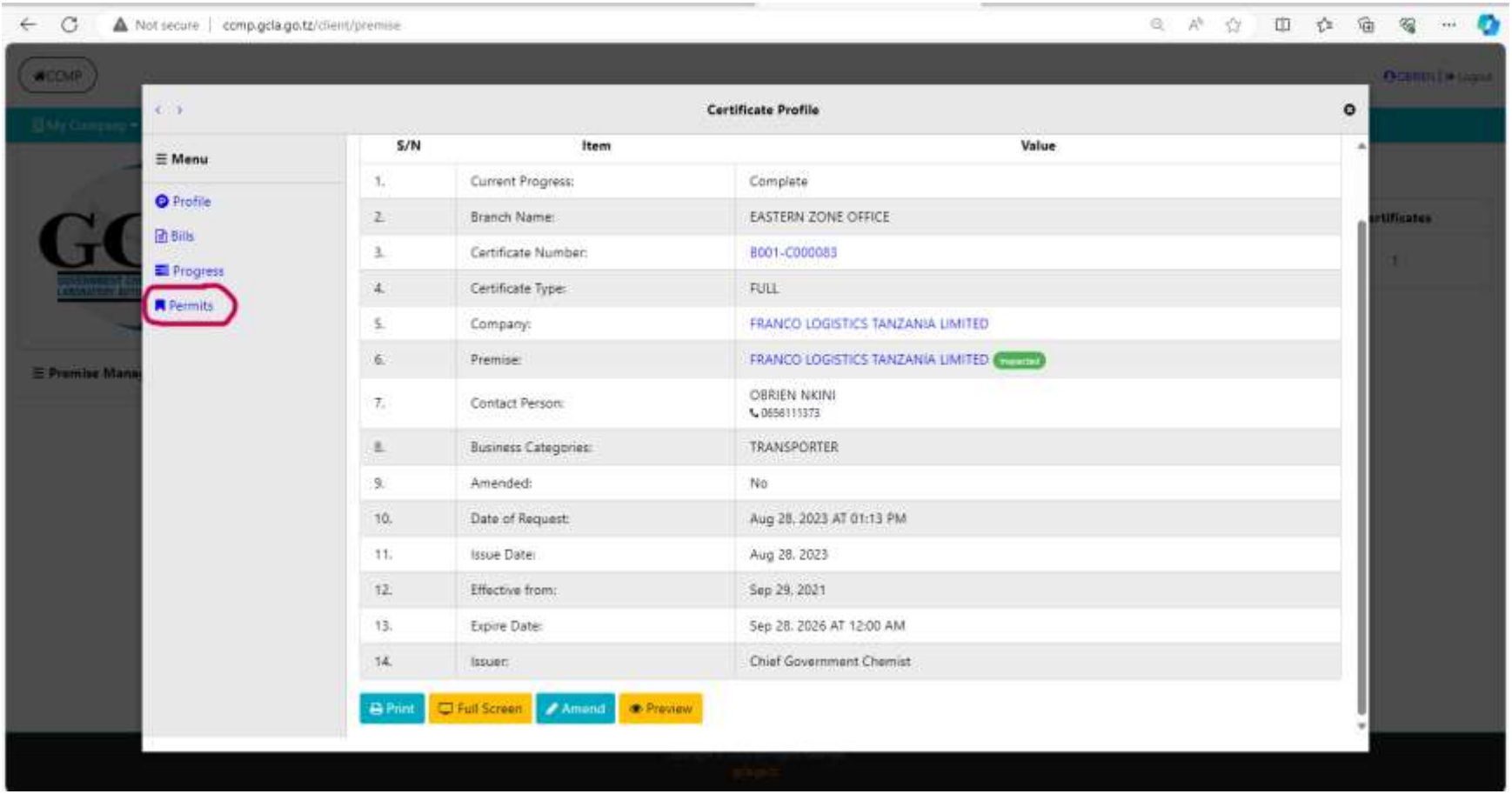
Certificate profile will open….

- Click Permit



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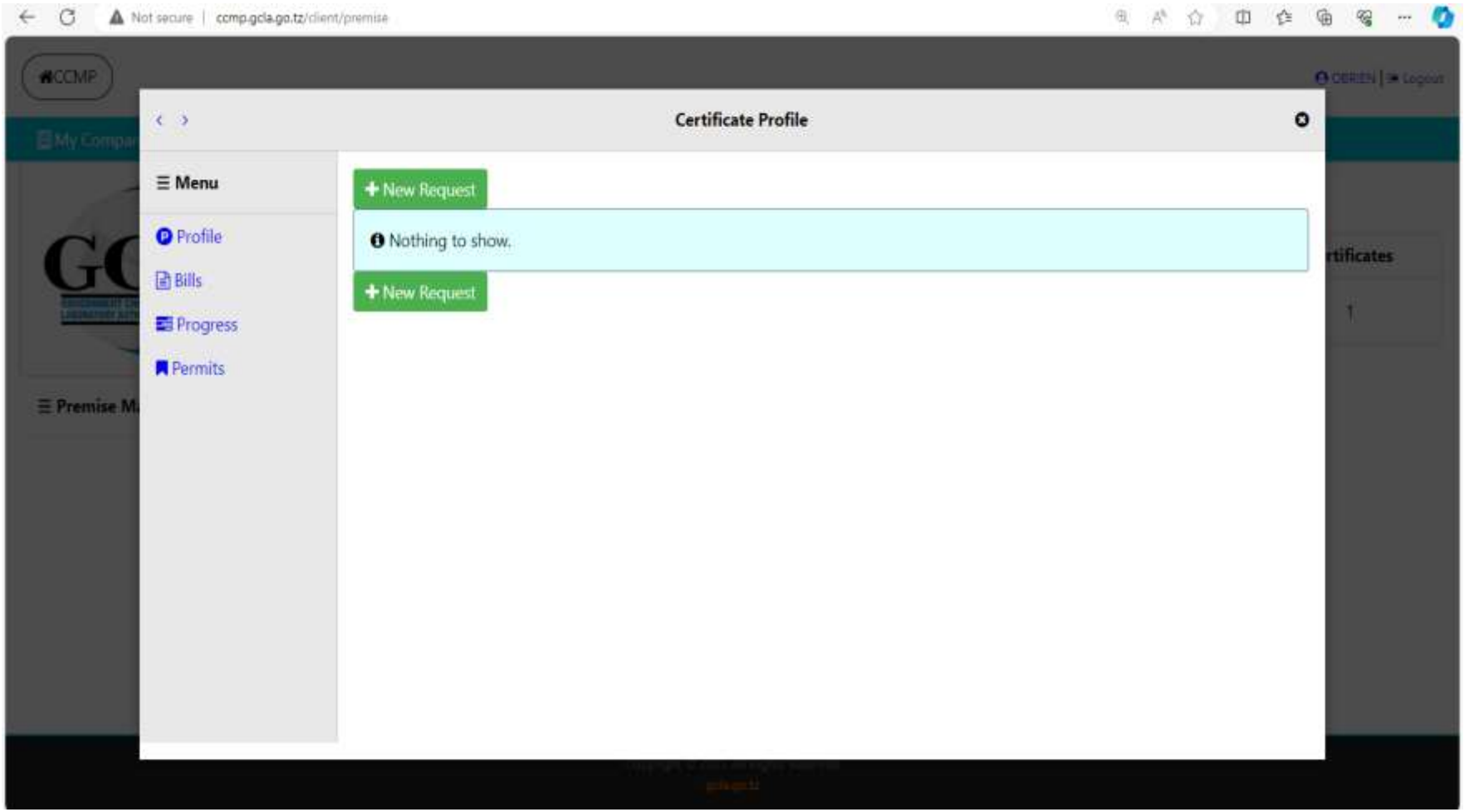
Click New Request….



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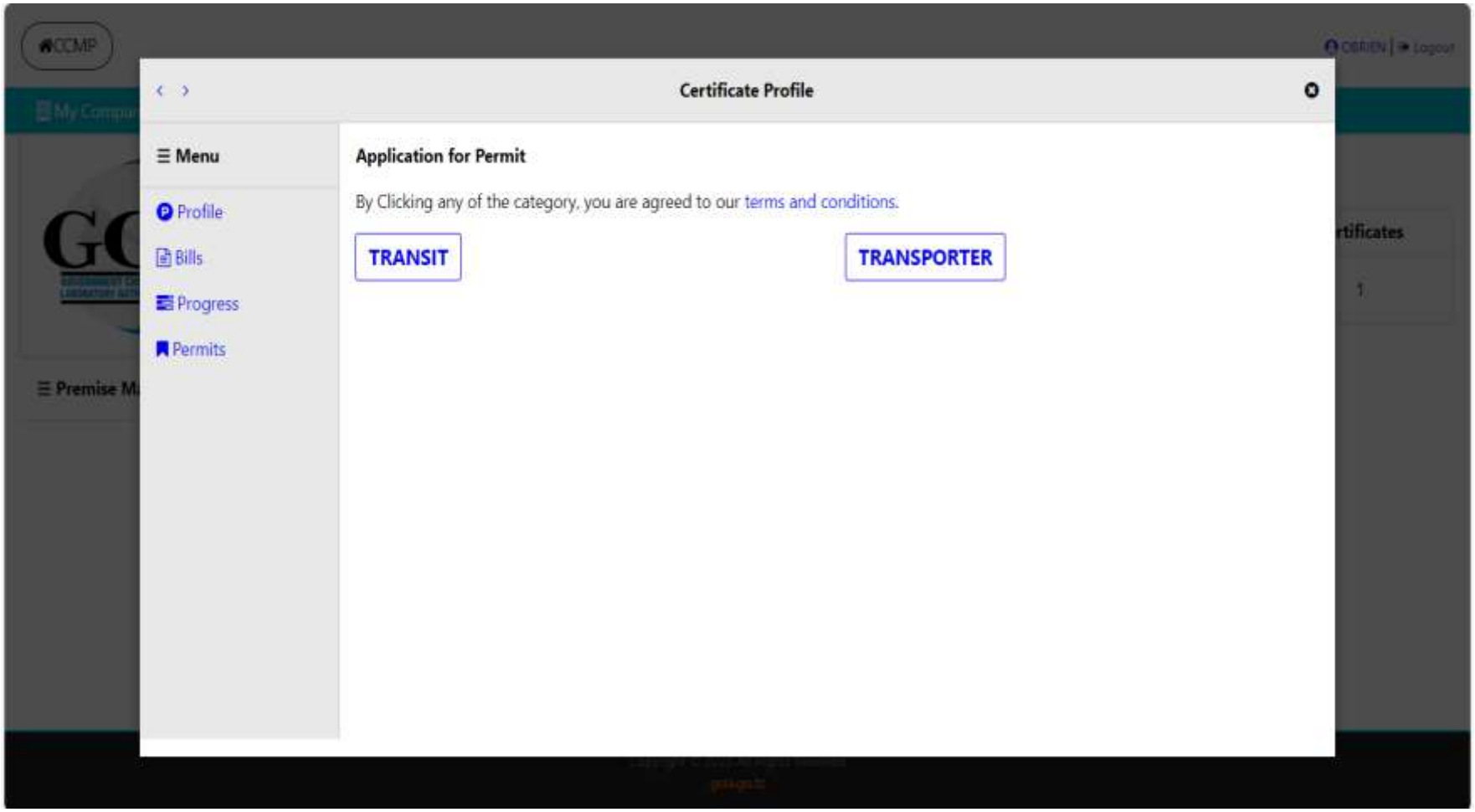
Select Business Category….



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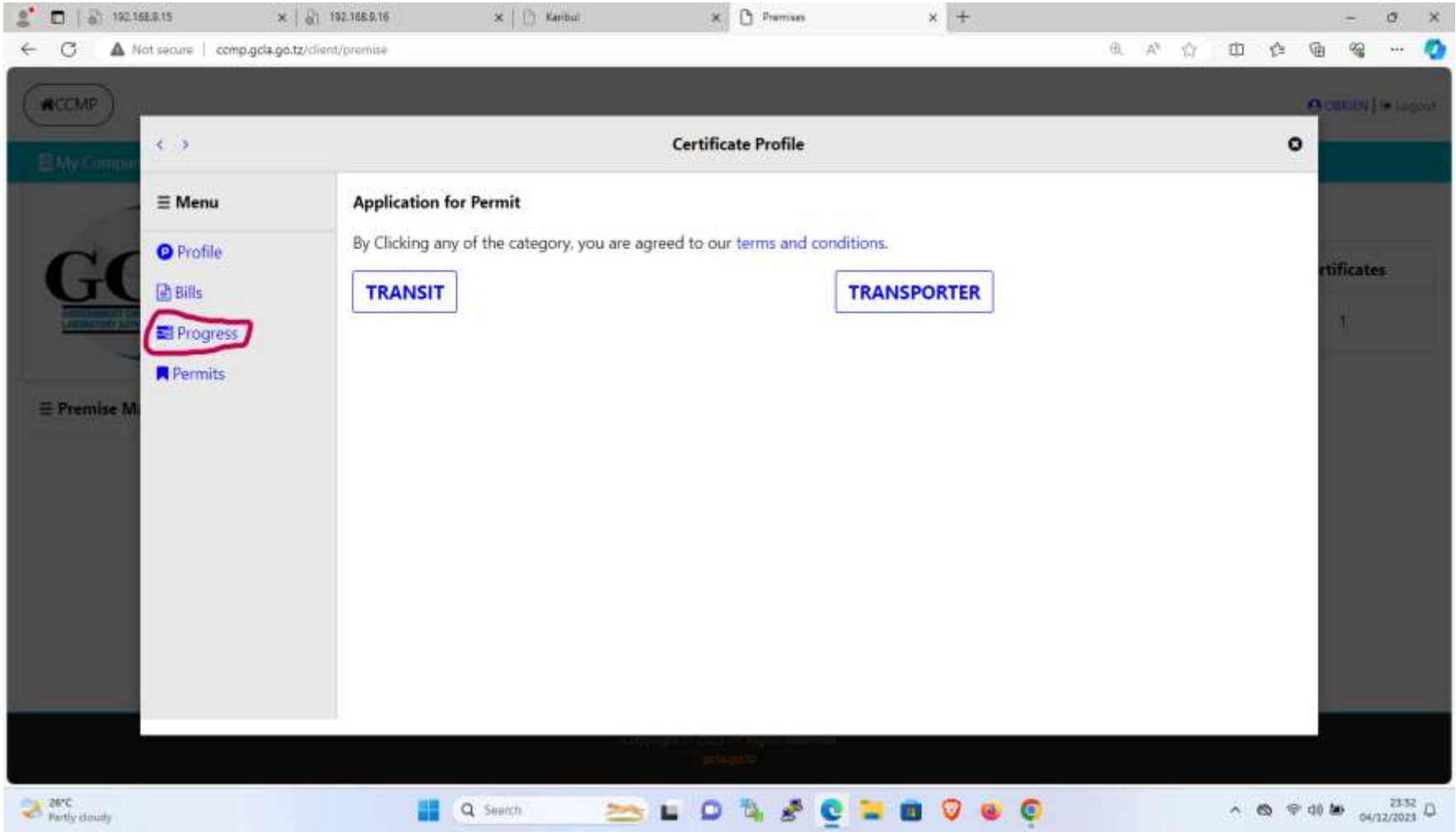
Click Progress to submit the permit request….



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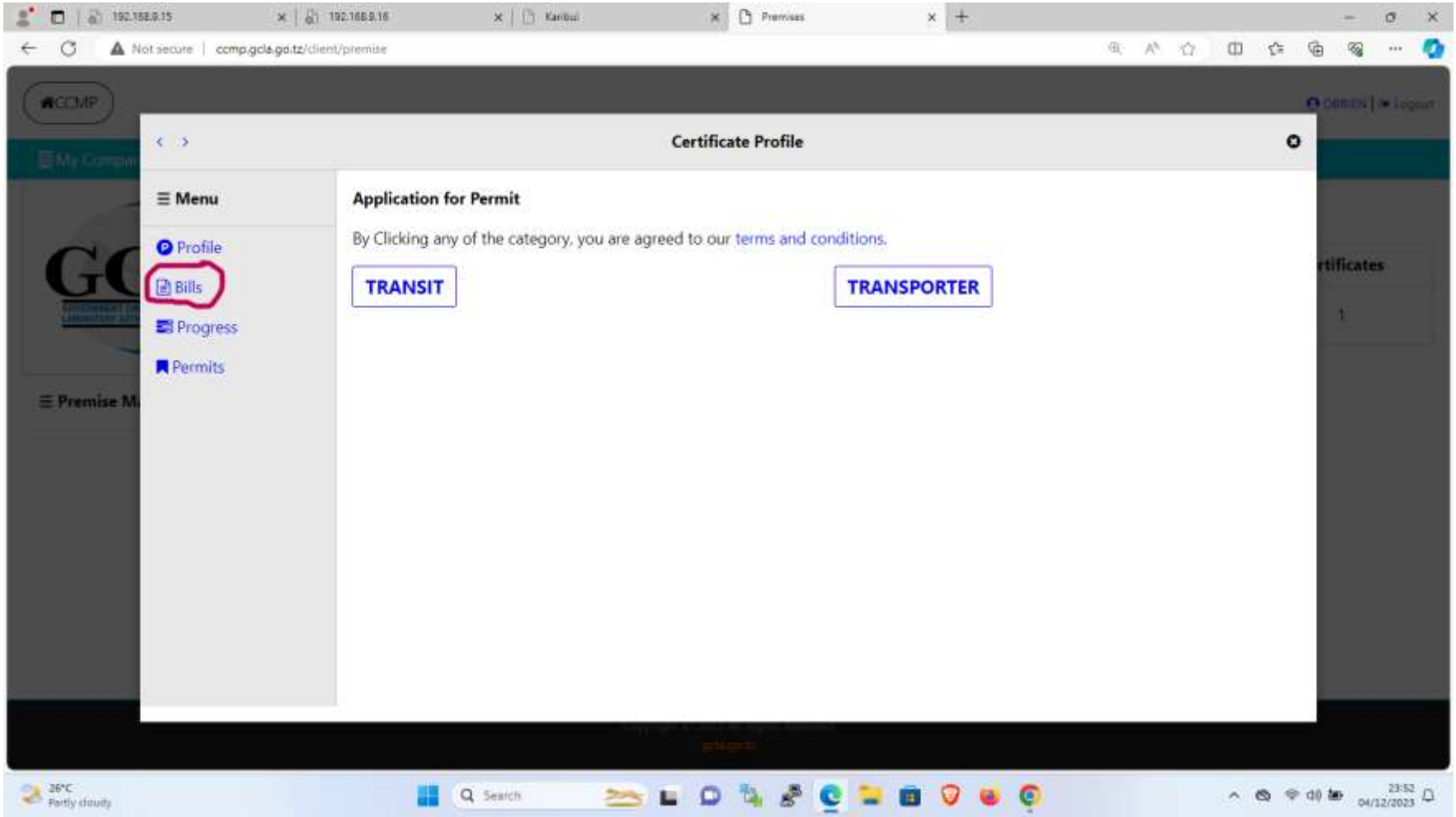
Click Bill to view control no. that should be paid….



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Thank You