# e-Gen: E- Registry for Generating Station Help Manual

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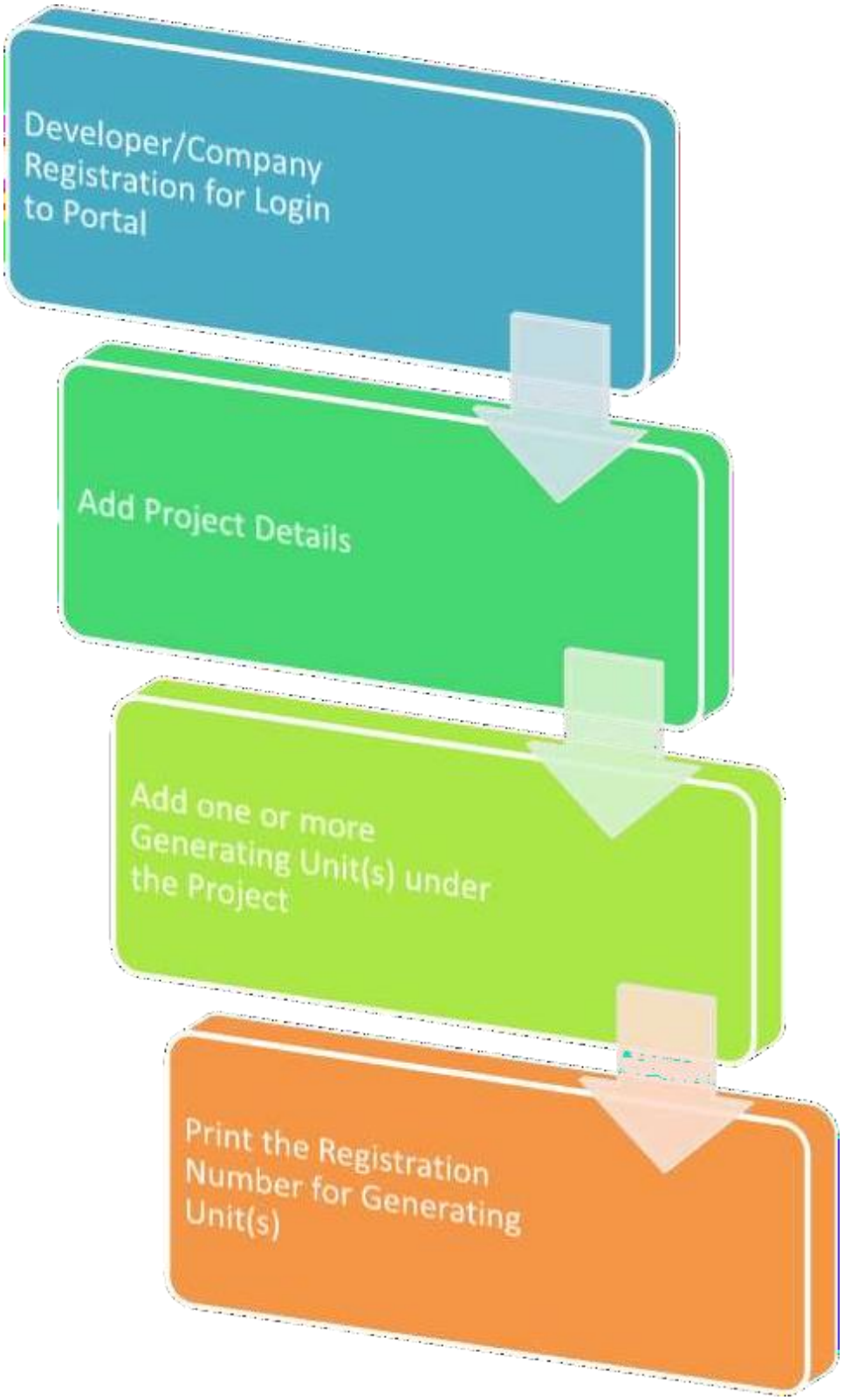
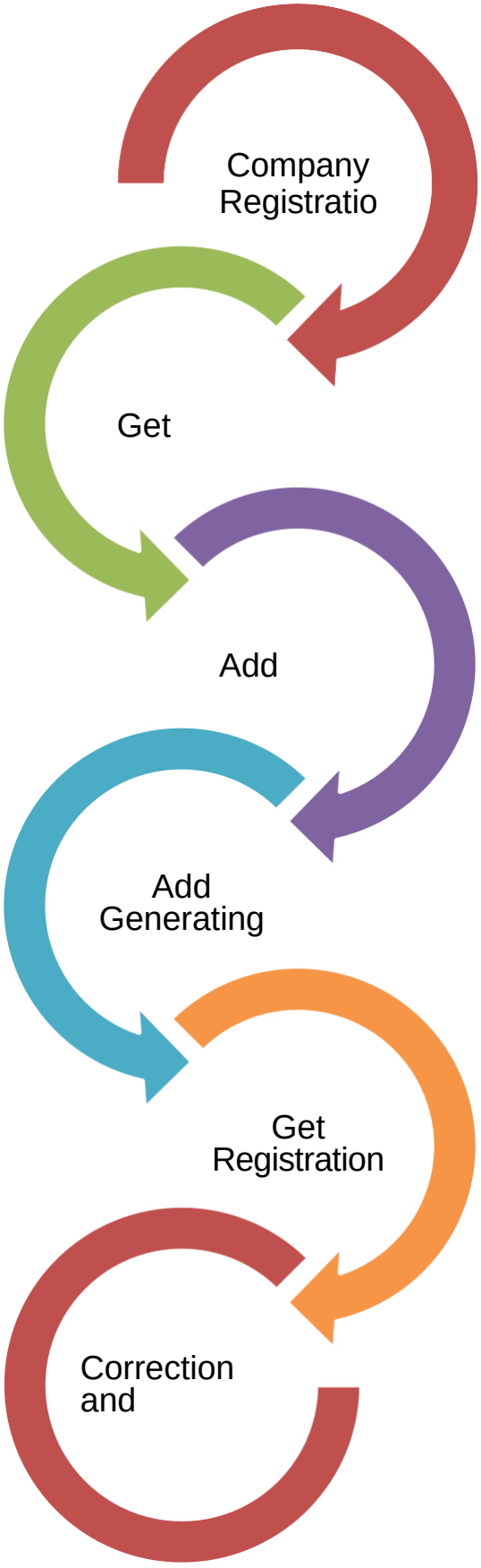
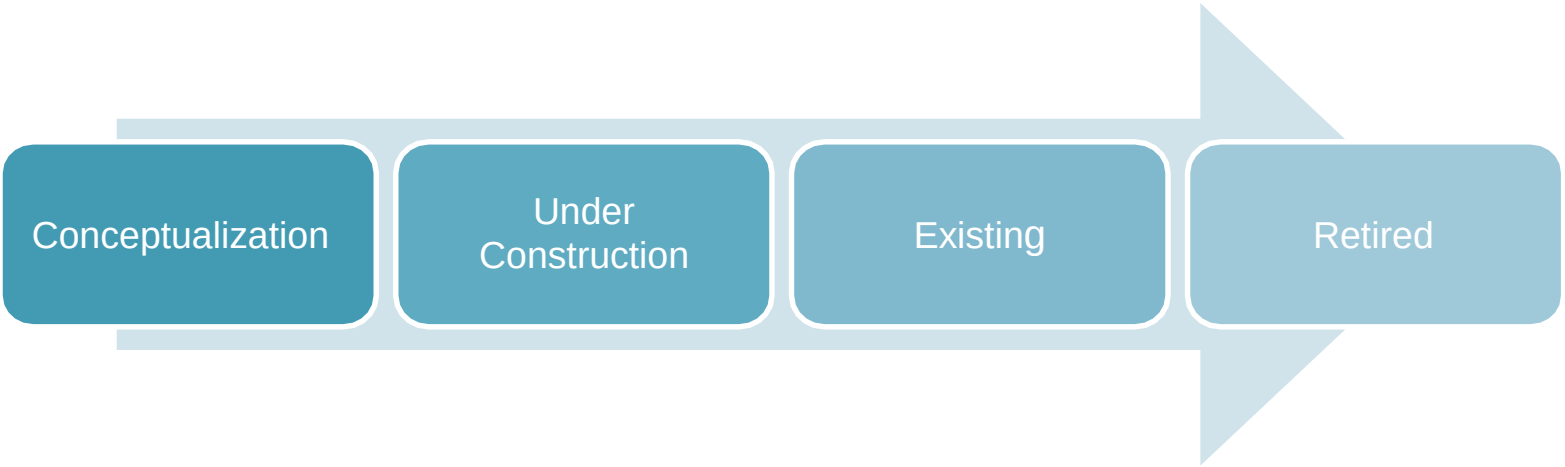
# e-Gen : Portal Interface for Project Developer/ Generating Company

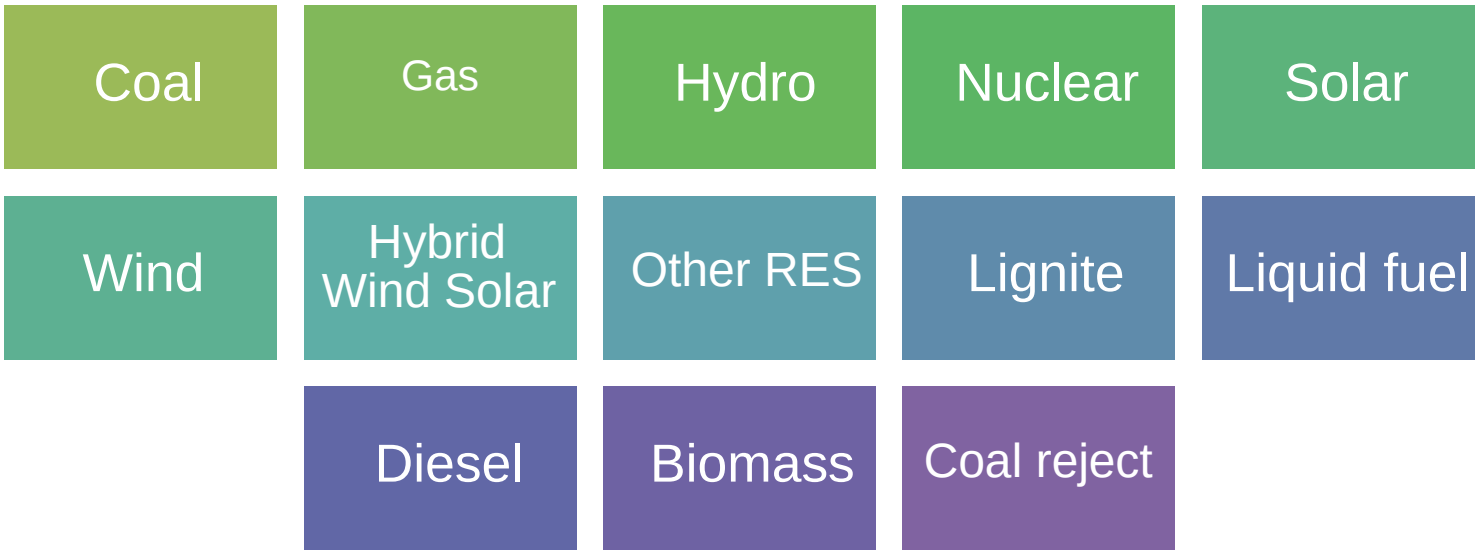



Company
Registratio
Get
Add
Add
Generating
Get
Registration
Correction
and

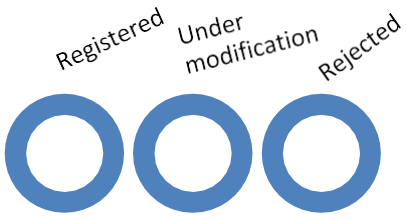
## Stages of Generating Units




## Types for Generating Unit

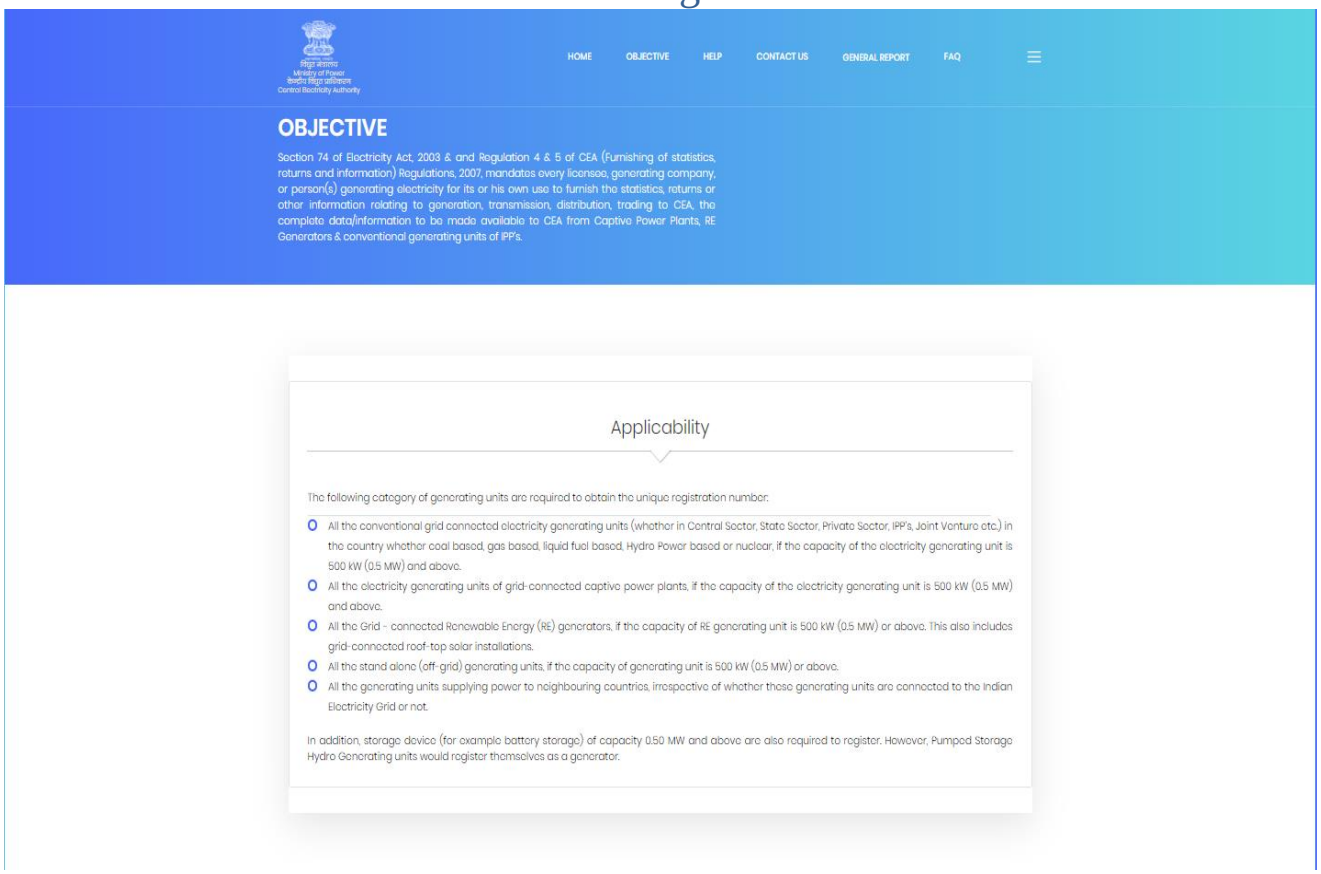



## Status of Generating Unit



Cancel project/Unit details, if required

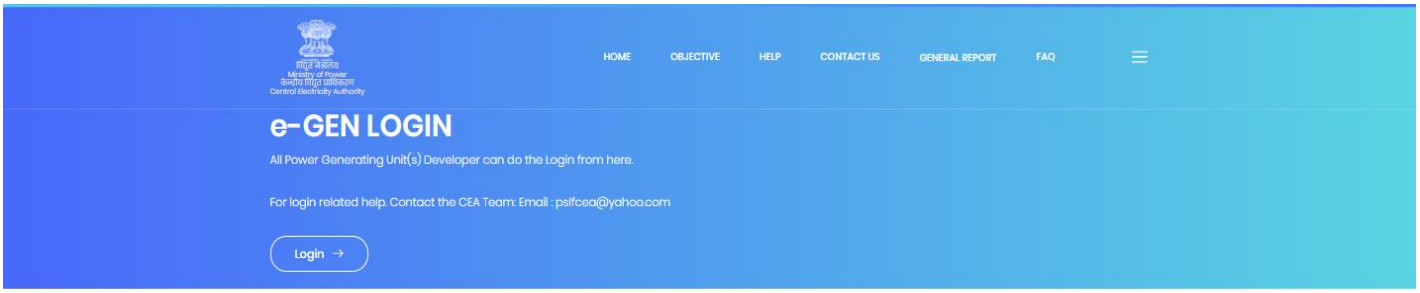
# Home Page

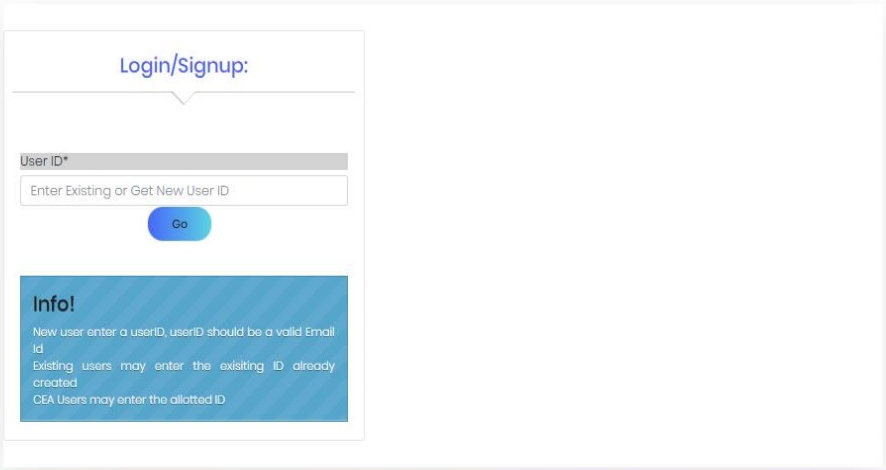



Open CEA Portal from https://egen.cea.gov.in (Don't forget to type https) Its mobile and Pad friendly.

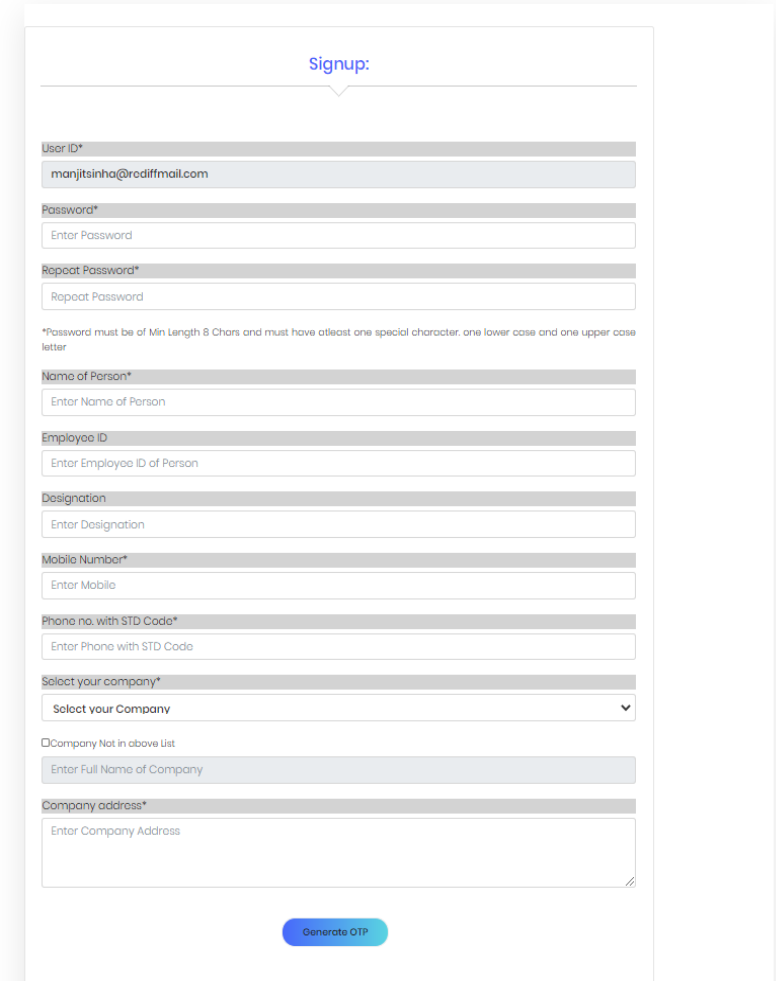
## *Generating Company/ Registration: One Time Process*

**SYSTEM IS INTELLIGENT ENOUGH TO IDENTIFY LOGIN OR SIGN UP. SO JUST ENTER A USER ID YOU WANT TO HAVE.**



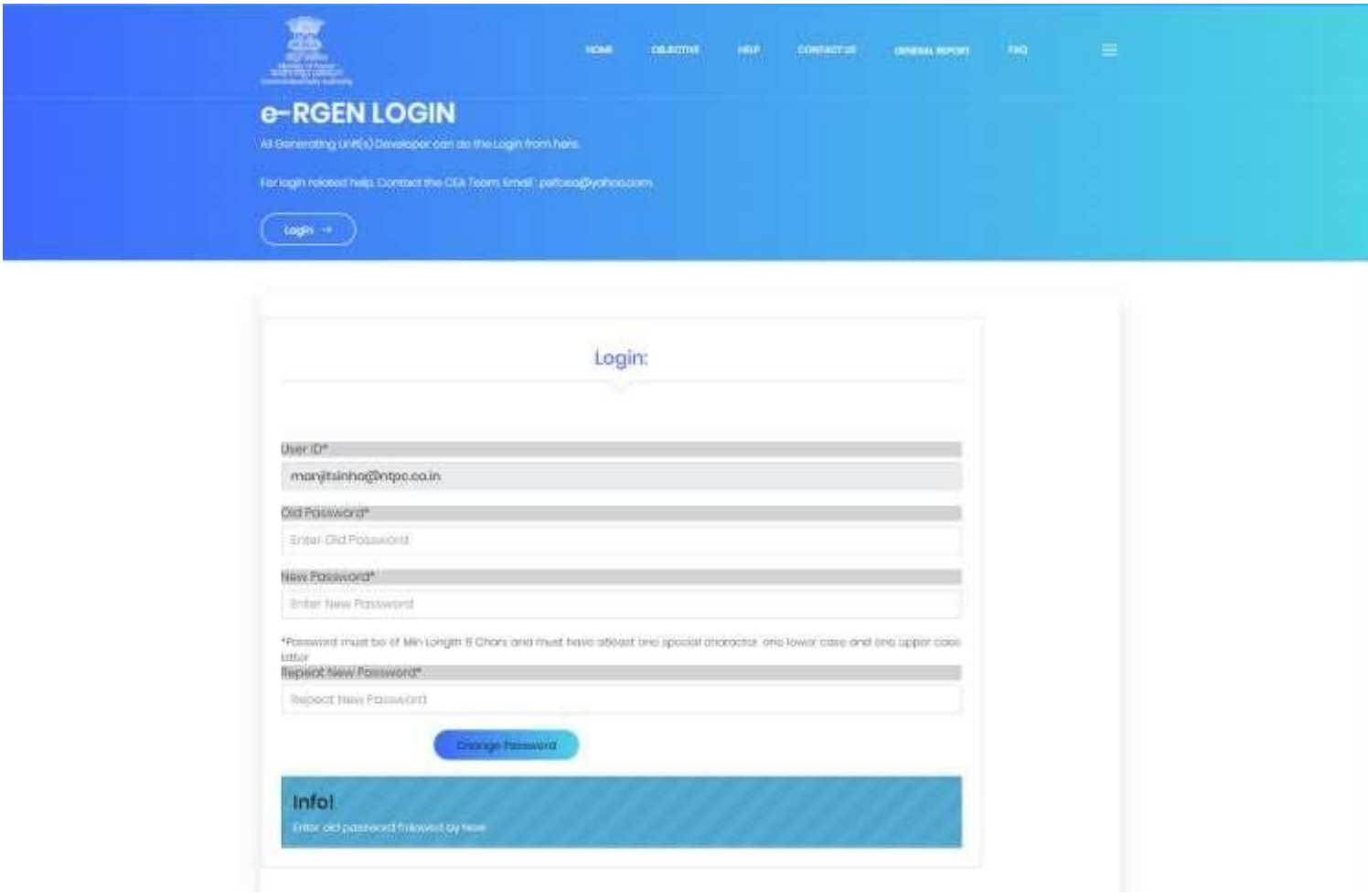
## PLEASE ENTER THE DETAILS SHOWN IN SIGNUP SCREEN. IF YOU COMPANY IS NOT AVAILABLE ON LIST THAN CLICK ON CHECKBOX AND ENTER COMPANY NAME.



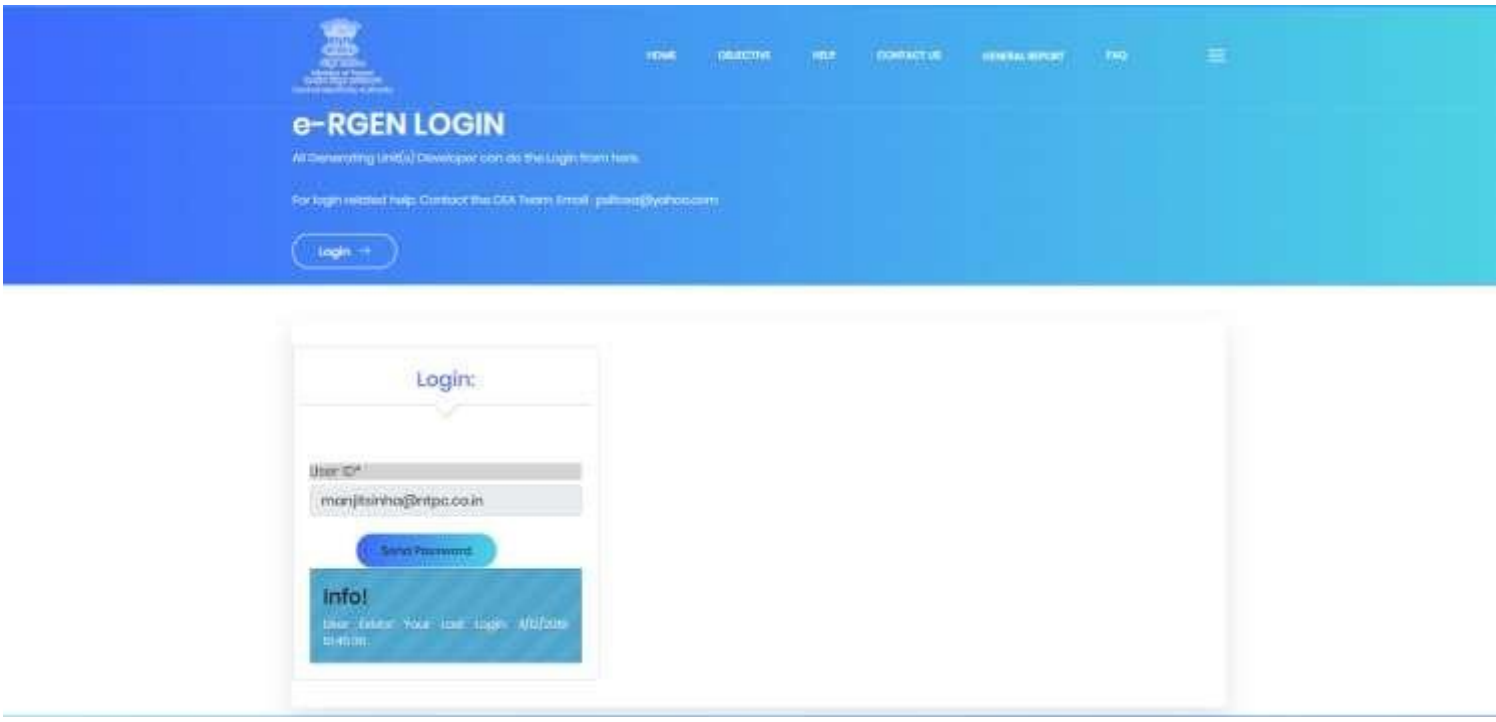
ON SUCCESFULL REGISTRATION YOU WILL SEE FOLLOWING MESSAGE “USER CREATED”. NOW ENTER YOUR USERNAME TO DO THE LOGIN.

NOW SYSTEM WILL ASK FOR PASSWORD AND CAPTCHA CHARACTER. YOU CAN ALSO CHANGE YOUR PASSWORD OR OPT FOR RESET PASSWORD FROM HERE.

## CHANGE PASSWORD



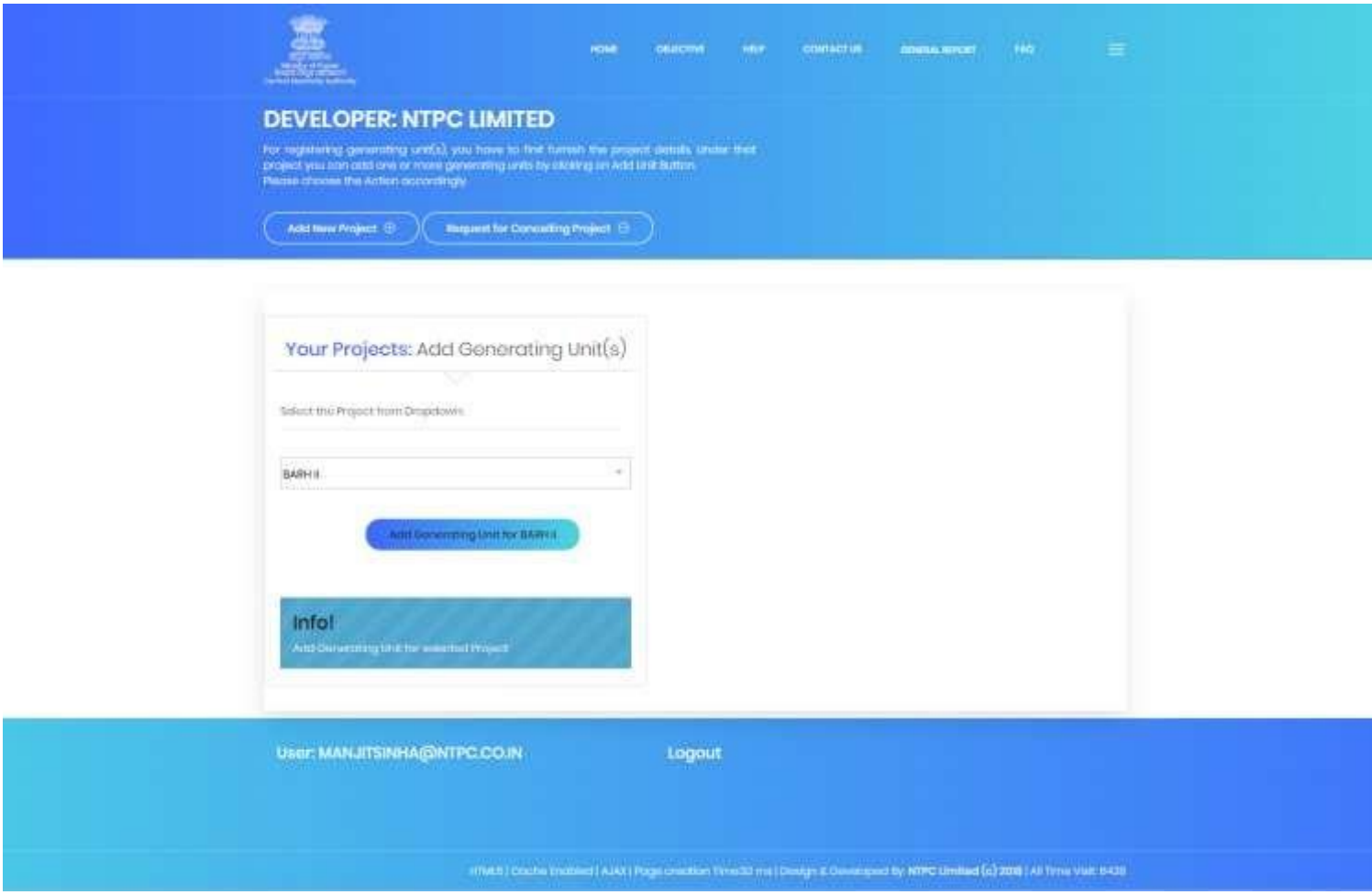

RESET PASSWORD: CLICK ON SEND PASSWORD BUTTON AND IT WILL BE MAILED AND SEND ON SMS




LOGOUT BUTTON IS ALWAYS AT BOTTOM

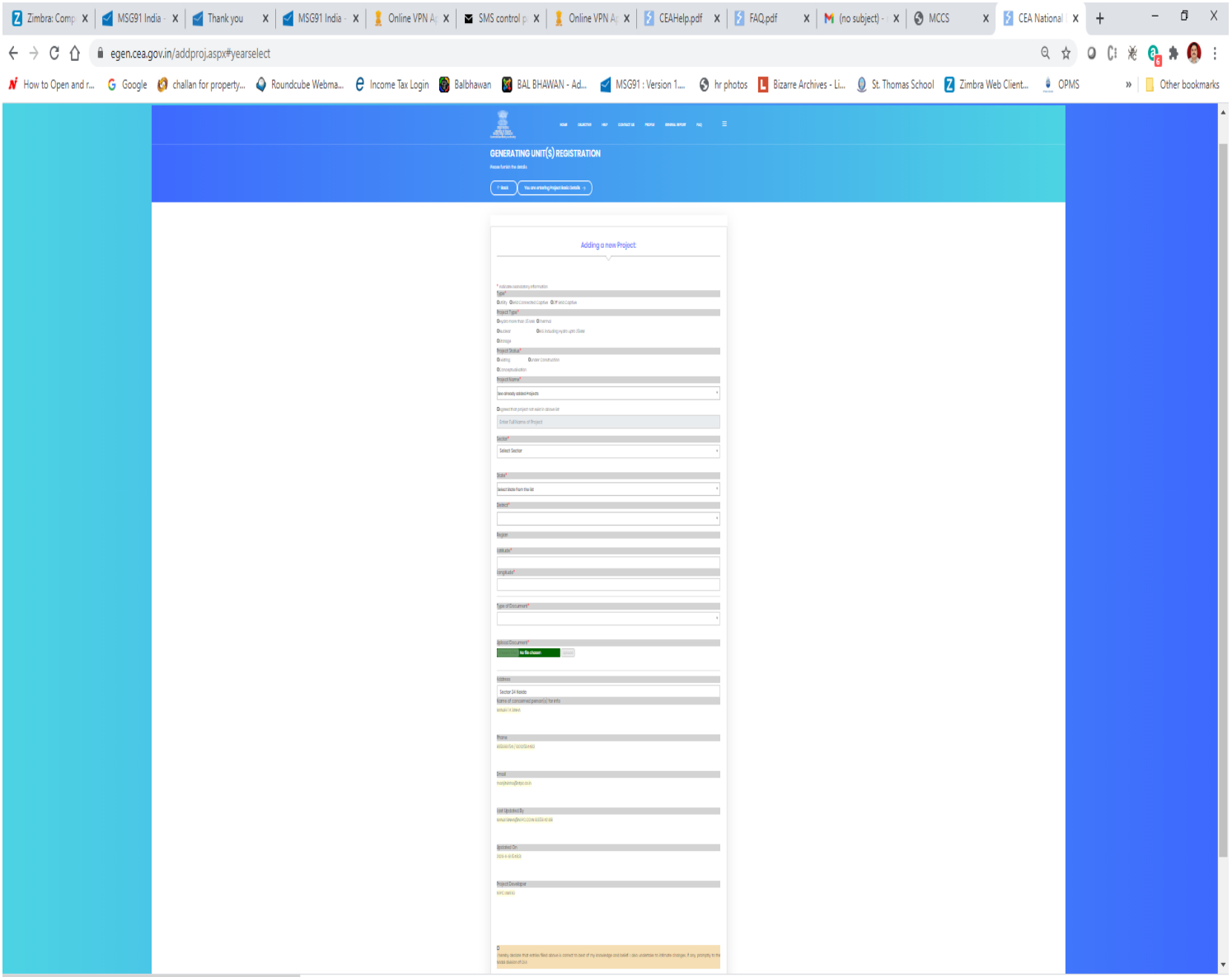
*Adding a New Project for Generating Unit(s)*

## AFTER SUCCESFULL LOGIN YOU WILL SEE FOLLOWING SCREEN. YOU HAVE TO ADD NEW PROJECT:

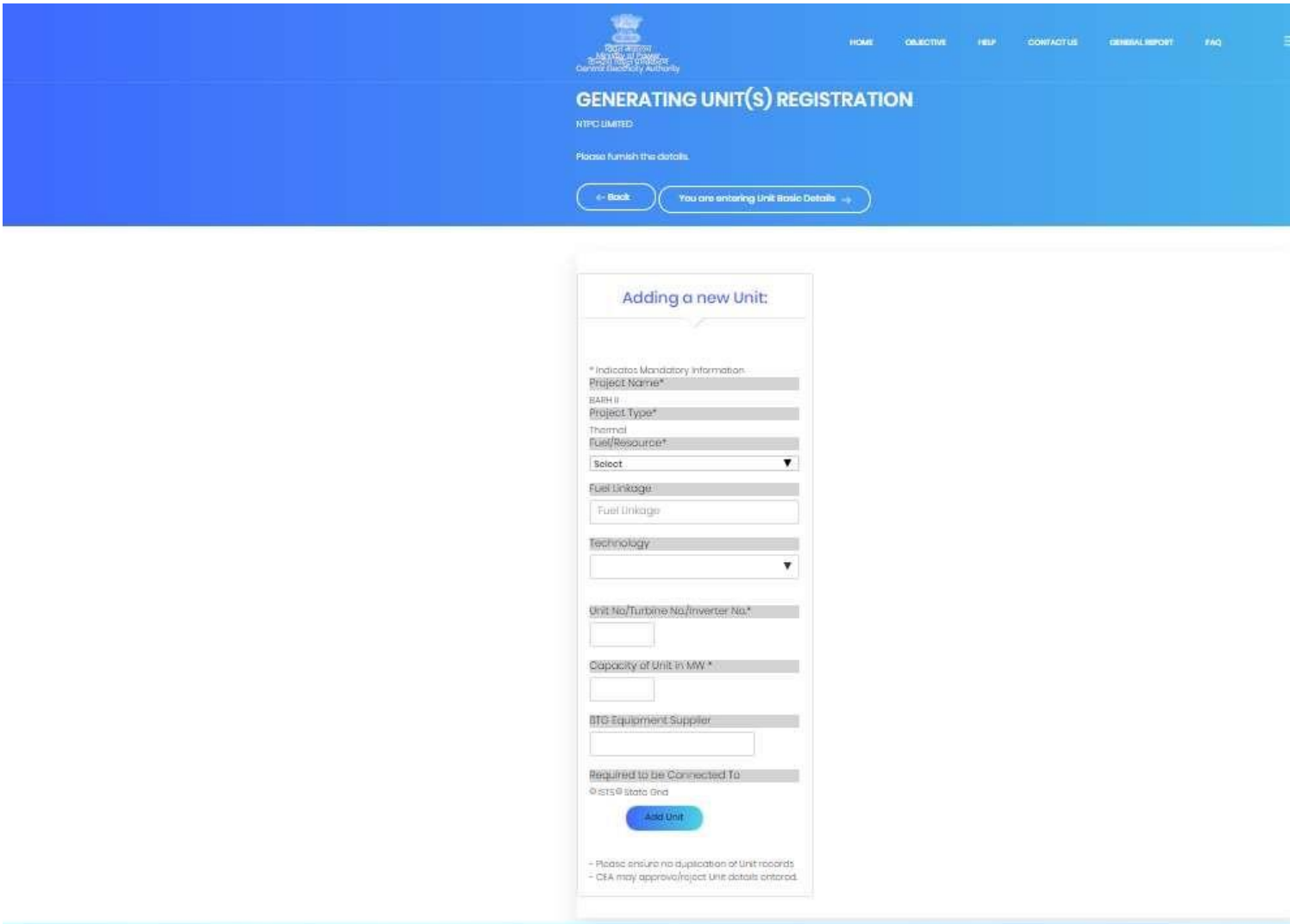



## FURNISH THE DETAILS OF YOUR PROJECT AS SHOWN:

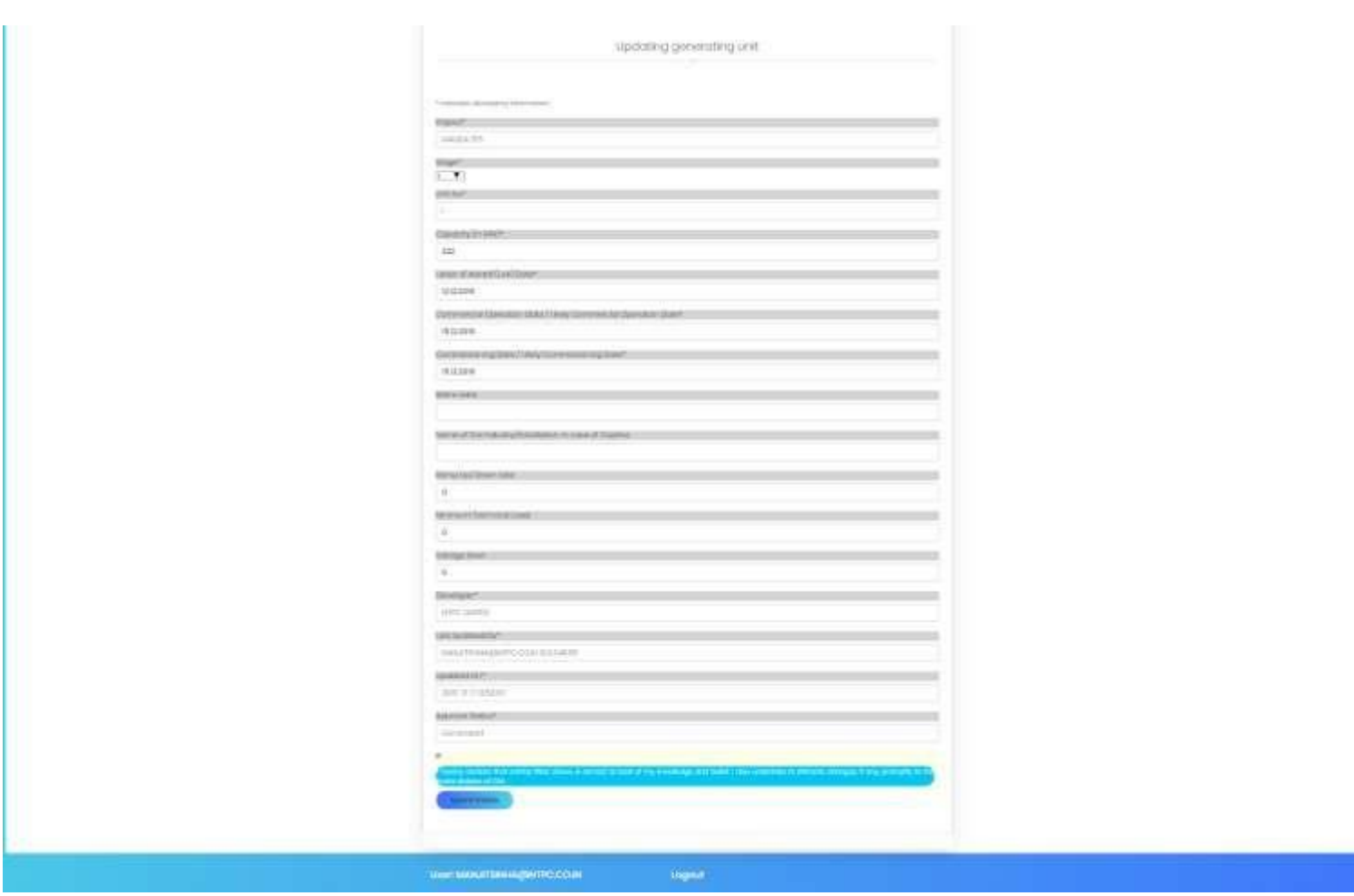
# Adding a new Project




**SUBMIT DETAILS AND YOUR PROJECT WILL BE CREATED.**

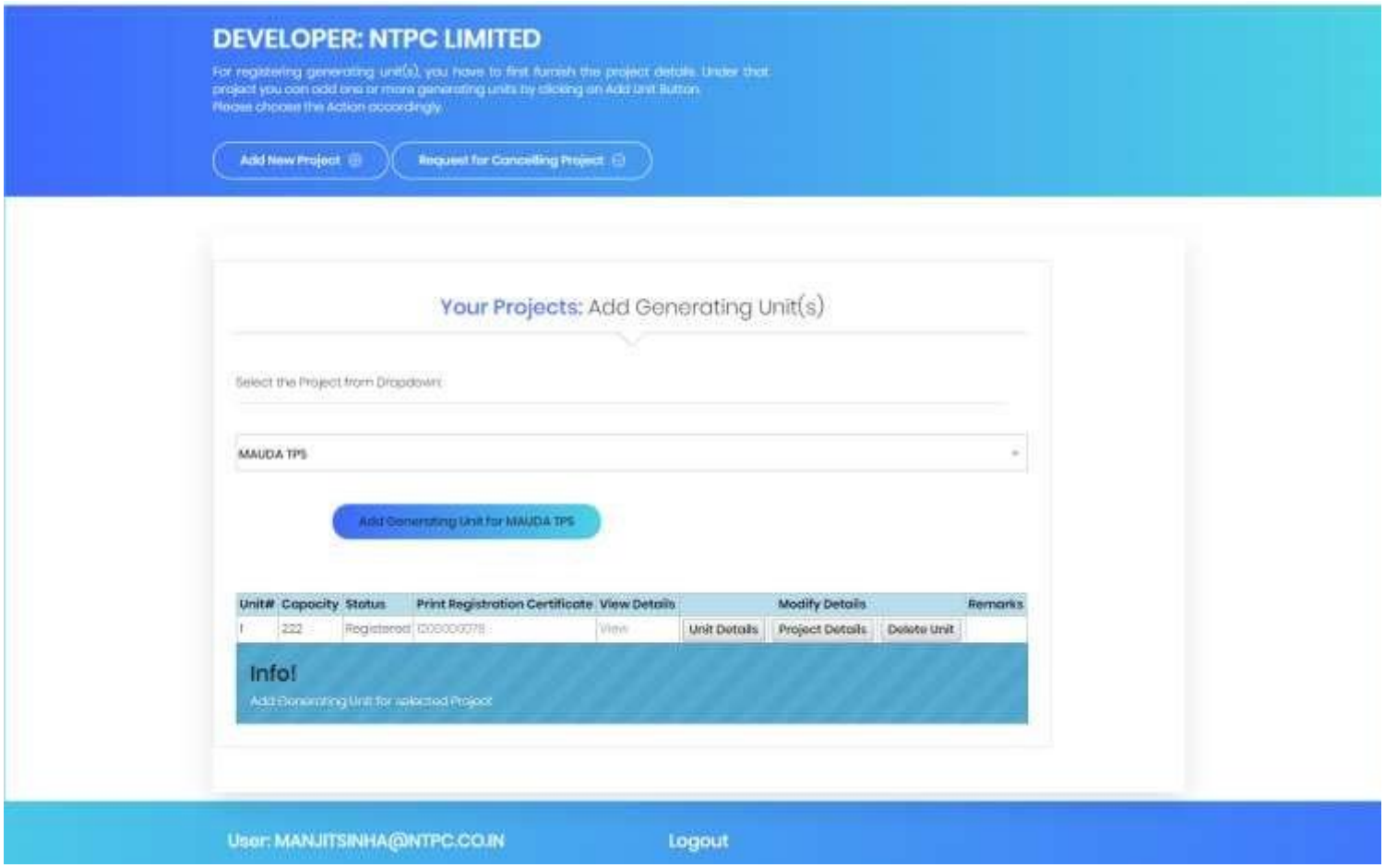



## FILL UP THE DETAILS OF UNIT AND CLICK ON SUBMIT BUTTON:




**TO ADD ANOTHER UNIT UNDER SAME PROJECT PLEASE CLICK AGAIN ON "ADD GENERATING UNIT BUTTON" AND REDO THE PROCESS EXPLAINED ABOVE.**

**ON ADDING THE GENERATING UNIT YOU WILL GET FOLLOWING SCREEN:**




**REGISTRATION NUMBER HAS BEEN ALLOTTED TO THE GENERATING UNIT.**

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*Help Manual for CEA Division*

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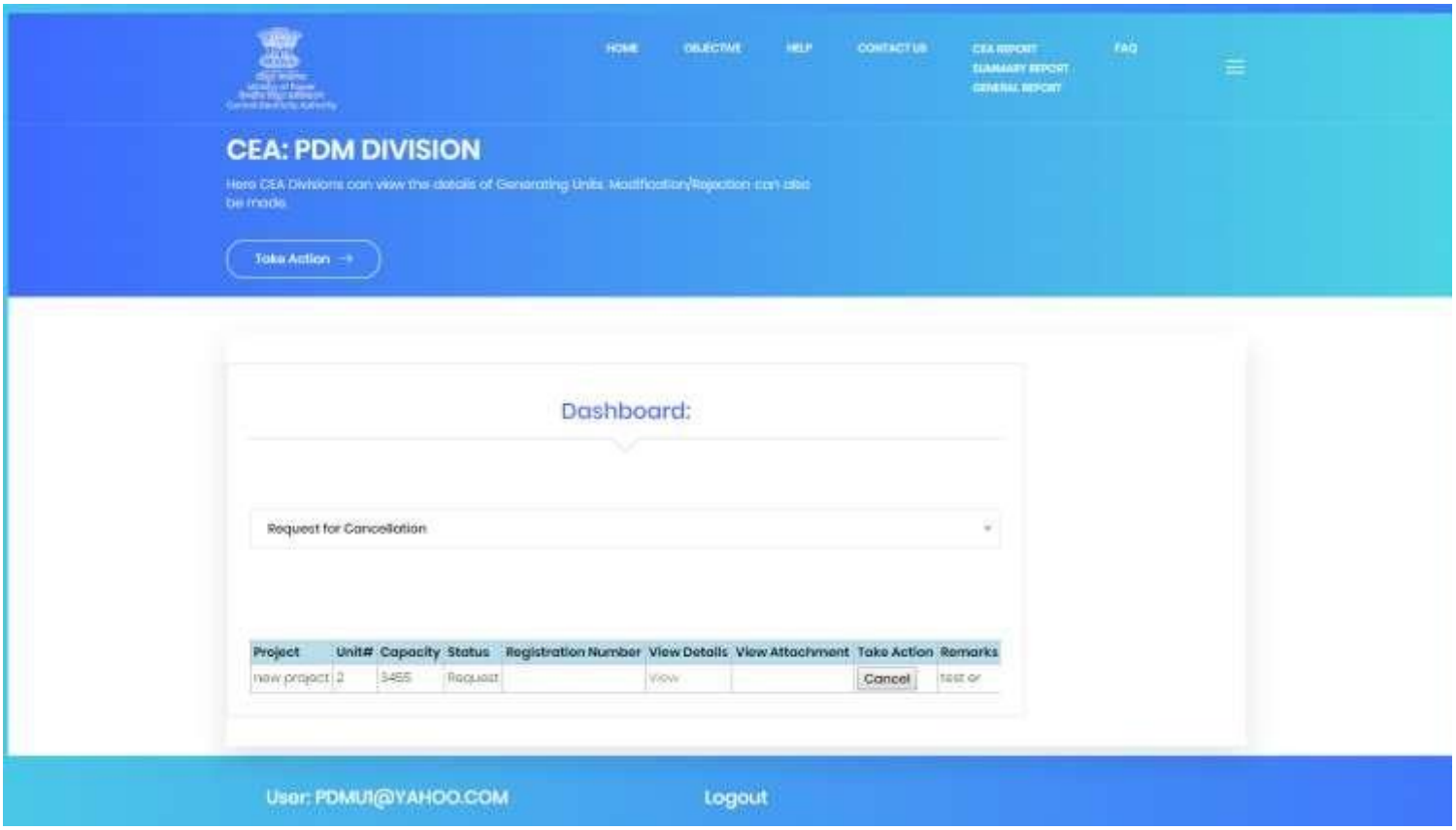
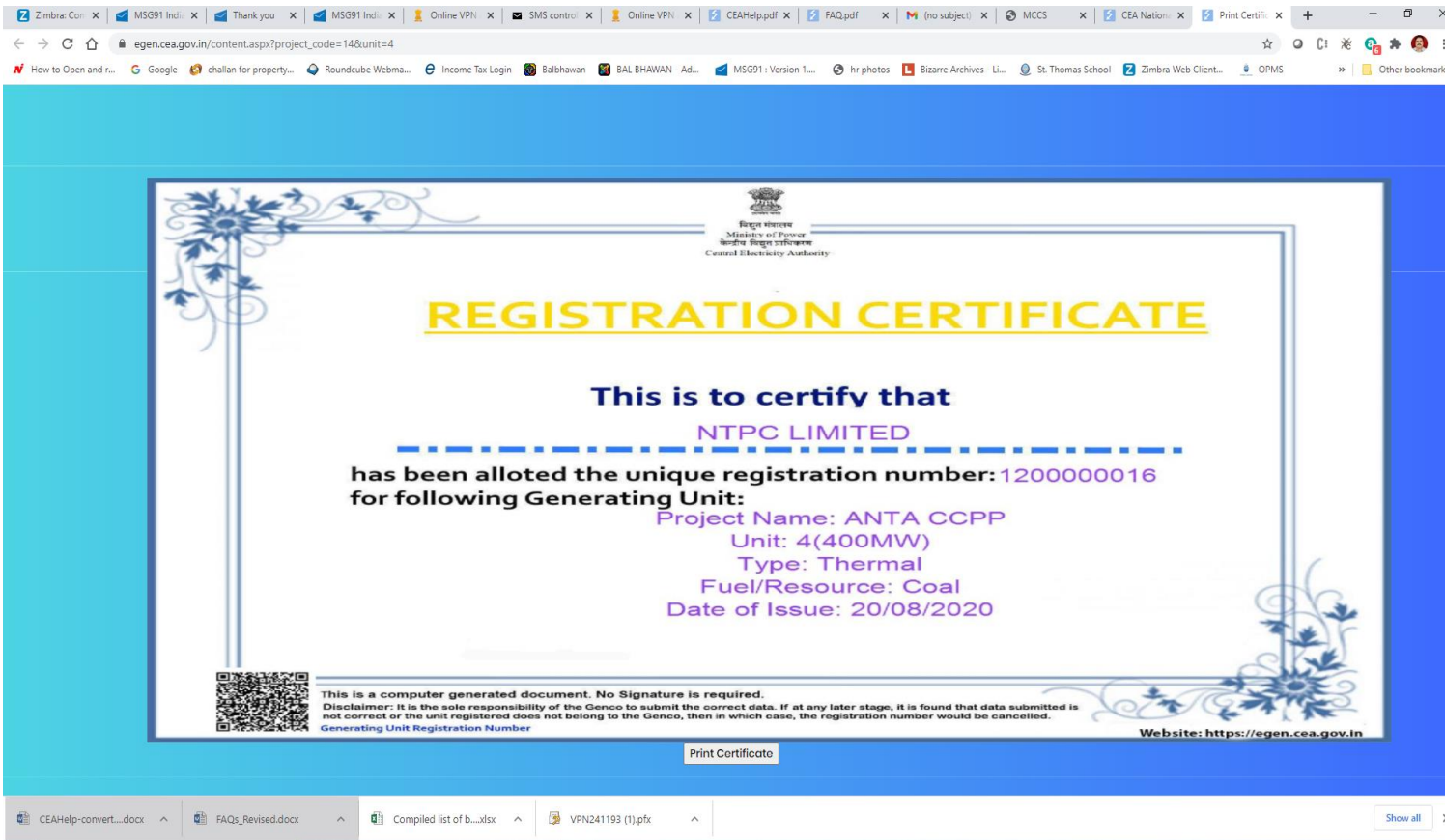
**ON LOGIN CEA DIVISION CAN TAKE FOLLOWING ACTION FOR CANCELLATION REQUESTS:**

View the details, Rejection of the Project / Unit




## CANCEL GENERATING UNIT:

If CEA Division receives the request for cancellation, it can proceed for cancelling a unit by clicking on Cancel Action Button

## PRINT OF THE REGISTRATION NUMBER CAN BE TAKEN: