



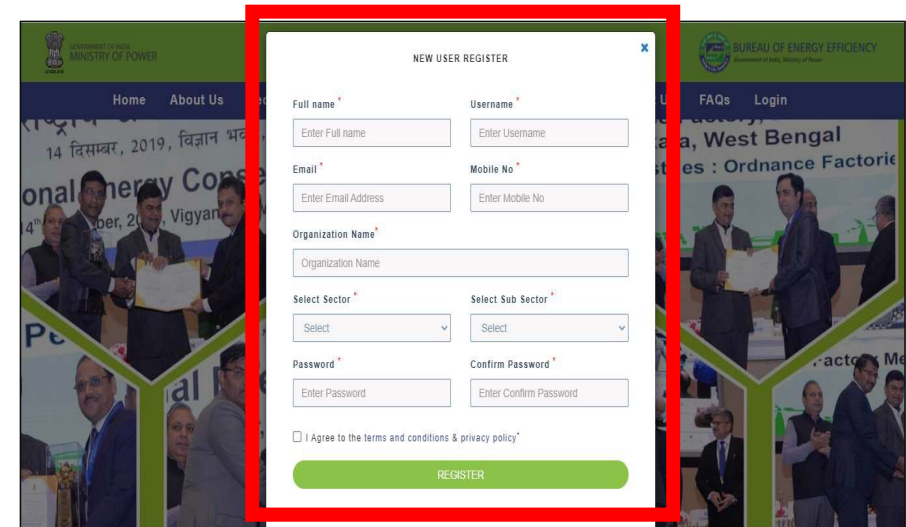
## How to apply for NECA Awards 2022

### Step 1: Registration on NECA Portal

- Go to the NECA Portal [www.bee-neca.in](http://www.bee-neca.in)
- Click the “**APPLY FOR NECA 2022**” button located on the homepage.
- Fill in the details as stated in the page
- Please ensure to provide a valid email id as verification link shall be sent to the email id submitted
- Please select the correct “Sector” and “Sub Sector” for which you want to apply for awards.
- Once all information is filled and checked, click on “**REGISTER**” button.

### Step 2: Verification of account

- Once submitted, the email verification link shall be sent to the email id submitted while registering. Only after successful email verification, the user can login





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### Step 3: Login on NECA Portal

- Visit the NECA Portal [www.bee-neca.in](http://www.bee-neca.in)
- Click “**LOGIN**” tab on top right corner of homepage
- Enter “**USERNAME** or **EMAIL ADDRESS**” and the corresponding “**PASSWORD**” used while registering
- Click “**LOGIN**” button

### Step 4: Login on NECA Portal

- After login, user has to click on the “**FORM**” tab present in the application page.
- On clicking “**FORM**”, user would be directed on the application page from where user needs to download the sector specific form by clicking “**DOWNLOAD THE FORM**”.
- Applicant can fill the details offline in the downloaded form and prepare the documents & reports as asked in respective application from
- Upload the completed application form in the field “**UPLOAD THE FILLED FORM**” and supporting documents in “**UPLOAD ATTACHMENTS**”





## Step 5: Submission of documents

- User can upload maximum 15 nos. of attachments up-to 10 MB each.
- Once application form and relevant supporting attachments have been uploaded, Pop-Up will display “**FORM SUCCESSFULLY UPLOADED**” and attachment list will show uploaded supporting documents.
- User can “**SAVE AS DRAFT**” the uploaded application form and attachments for reviewing later. Once application form and relevant supporting attachments have been uploaded, click on “**SUBMIT**” button.
- Application status will be displayed “**SUBMITTED**”.
- No further modification is allowed once form is submitted. User can only download and view the submitted form and its attachments

### Note: Following types of participants shall not be considered:

1. Applicants having legal issues, blacklisted, defaulters in any of the government schemes.
2. Defaulters/repeated defaulters under Perform Achieve and Trade scheme.

The screenshot displays the NECA web portal interface. The header includes the NECA logo and the text 'FORM NAME - IRON'. A navigation menu on the left contains 'Profile' and 'Form'. The main content area is titled 'Form & Documents Upload' and features a 'Check' button in the top right corner. Below the title, there is a 'Download the Form' button. The 'UPLOAD THE FILLED FORM (XLS,XLSX)' section contains a 'Choose File' button and a file name 'No fi...osen'. The 'UPLOAD ATTACHMENTS (JPG,PNG,PDF)' section contains a 'Choose File' button, a file name 'No ...osen', and a 'Clear All' button. A red box highlights the 'Choose File' buttons and the file names. Below the upload sections, there is a table with columns 'S.No', 'Attachment Name', and 'Action'. The table currently shows 'No Records'. A red box highlights the 'Save as Draft' and 'Submit' buttons. A red arrow points from the 'Submit' button to the 'Form & Documents Submission' label at the bottom right of the screenshot.

**Form & Documents Upload**

**Form & Documents Submission**