USER MANUAL FOR NIGERIAN ENVIRONMENTAL SOCIETY (NES) MEMBERS

SUBMITTED BY MAXFRONT TECHNOLOGIES LTD

Contents

WHAT IS NES MEMBERSHIP SYSTEM

NES membership system is the acronym for the Nigerian Environmental Society Membership System. It's the vital aspects of the NES Technological Road-map for Growth and Sustainability.
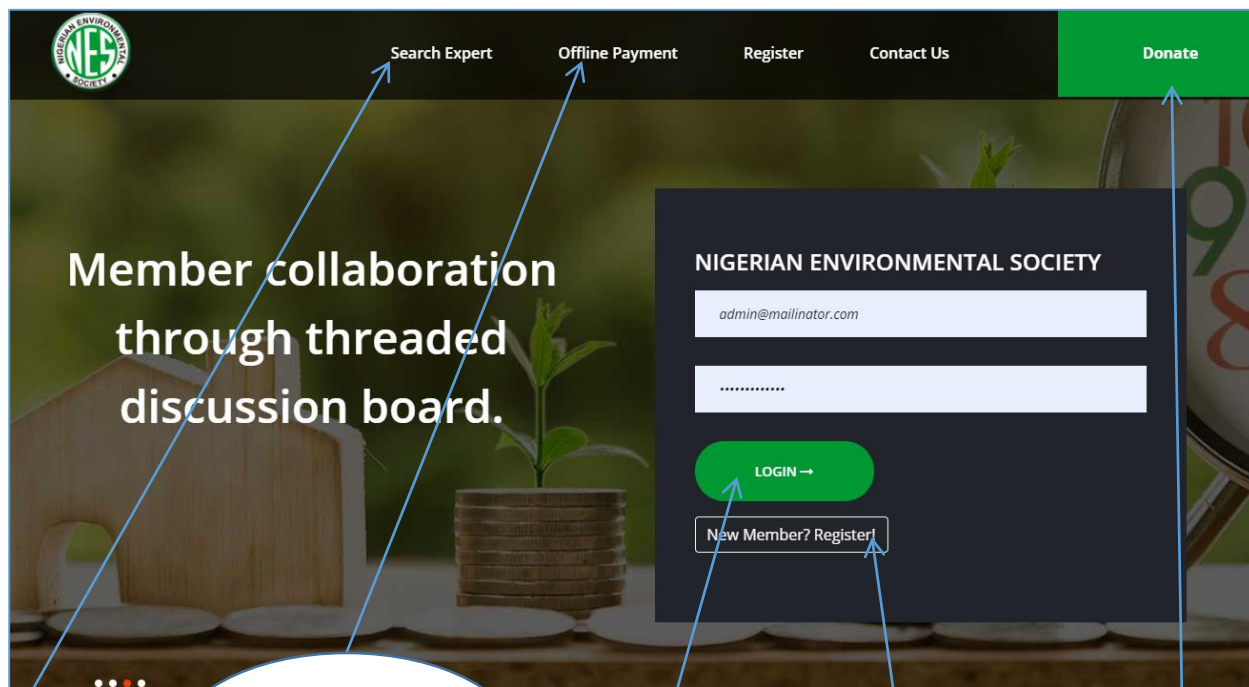
It was developed for the following reasons:
a. To understand our current and long-term database needs
b. To provide trust to local and international associates
c. Process payments quickly
d. Keep members' information secure and safe
e. Automated Membership Renewal and Upgrade
f. To appreciate all users' skill levels
g. Generate sustainable income
h. Easy Professional Capital Mining for local and international institutions
i. Innovation streaming
j. Increase in IGR from serving as a vehicle for corporate operations

Beyond the officers being able to work seamlessly, the very core benefits are:

- Membership database
- Professional Intellectual Capital
- Institutional Linkage with other organizations e.g DPR
- Fund-raising Capacity
- Identification & Solicitation of sponsors
- Donations and sponsorship made seamless as payment will be made online locally and internationally
- Self-service efficiencies and workload reductions
- Improved effectiveness
- Improved visibility into operations and performance
- Improved collaboration within and across business functions
- Improved accountability, even across business-function boundaries
- Brings standardization
- Improves access and communication channels, plus more effective communication

MAXFRONT™
Technologies Ltd.

NIGERIAN
ENVIRONMENTAL
SOCIETY
...established 1985

SYSTEM FEATURES

The Login Page

Search Expert   **Offline Payment**   **Register**   **Contact Us**   **Donate**

NIGERIAN ENVIRONMENTAL SOCIETY

admin@mailinator.com

LOGIN →

New Member? Register!

Click to search for an Expert

Click to make payment offline by uploading your "Proof of payment"

Login to have access into your account

Click to register

Click to make your donation

THE APPLICATION PROCESS

NES Portal Application Process

FOR NEW MEMBERS   −

- Click the "Sign up" button on your desired membership level
- Click on "I'M A NEW MEMBER" button
- Fill in your correct email address, State, Chapter and click the Continue to Payment" button
- Check your mail to get your login details: Your Email and password
- Click on the "Click This Link" button to verify your email
- Click the "Proceed to Login" button
- Login with your Email and Password
- Fill in your complete profile information and click the "Update

FOR EXISTING MEMBERS   +

Follow the above "New Members and Existing Members" processes for a seamless application.

Choose Membership

Student	Associate Member	Individual Member
₦ 5,485	**₦ 10,565**	**₦ 14,121**
Admission Form: ₦1,000	Admission Form: ₦1,000	Admission Form: ₦1,000
Enrollment Form: ₦1,500	Enrollment Fee: ₦5,000	Enrollment Fee: ₦6,000
Annual Subscription: ₦500	Annual Subscription: ₦1,500	Annual Subscription: ₦3,000
Secretariat Levy: ₦500	Secretariat Levy: ₦1,000	Secretariat Levy: ₦2,000
Portal Fee: ₦1,800	Portal Fee: ₦1,800	Portal Fee: ₦1,800
View Requirements	View Requirements	View Requirements
SIGN UP	SIGN UP	SIGN UP
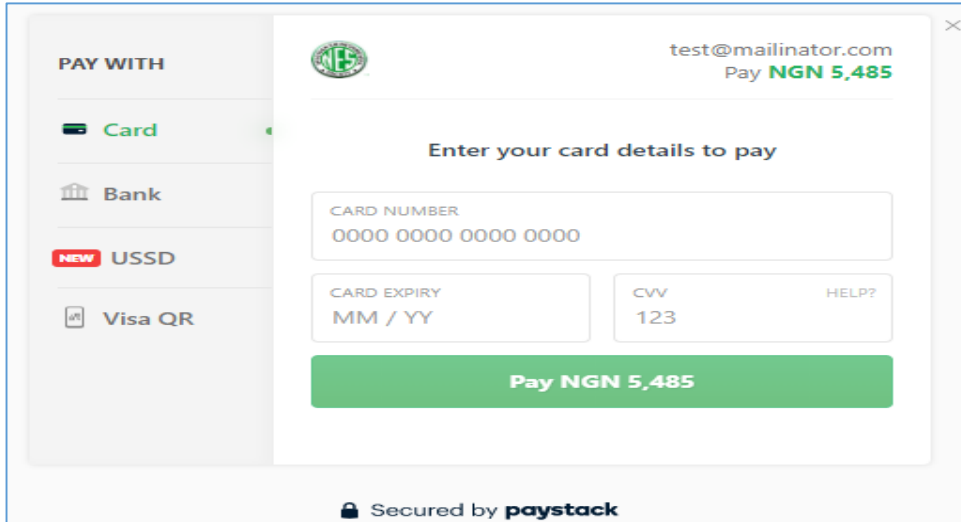
To become a member, do the following:

- Click on the "Sign Up" button of your desired membership subscription level to view the below page

Student Application ✕

I'M A NEW MEMBER —

Email

[   ]

State

[-- Select State --   ▾]

Chapter

[▾]

CONTINUE TO PAYMENT →

I'M AN EXISTING MEMBER +

- Click the "I'M A NEW MEMBER" button if you are a new member to fill in your correct details
- Click the "CONTINUE TO PAYMENT" button to make payment through a payment gateway as shown below

- Upon successful payment, the below page is displayed and a notification mail containing your login details (EMAIL and PASSWORD) sent to your mailbox

Account Registered

Your account has been registered. Details to contintue registration has been sent to your mail.

- Click on the "Click This Link" button to verify your email address
- Click on the "PROCEED TO LOGIN" button to input your login details into your profile page
- Fill in all correct details on your profile page
- Upload your profile image
- Upload all supporting documents in PDF format
- Click on the "Update" button to move to the induction page
- Accept the "terms and conditions" by clicking the "Continue" button and then "Yes" button
- Click on the "Applications" button on your side menu
- Click on to "Submit" button to submit your application.

APPLICATION PROCESS FOR EXISTING MEMBERS

- Click on the "Sign up" button on your desired membership level
- Click on the I'M AN EXISTING MEMBER" button
- Fill in your correct email address, membership number, and click the "Verify" button
- Make your annual payment with the portal fee
- Check your email box to get your login details: Your Email and password
- Click on the "Click This Link" button to verify your email
- Click the "Proceed to Login" button

- Login with your Email and Password
- Fill in your complete profile information and click the "Update" and "Continue" button to complete the process.
- Click on the "Applications" button on the side menu of the dashboard to view/print your certificate or
- Click on the "Upgrade" button to move to a higher membership type.

MEMBERSHIP PROFILE PAGE

On this page you can fill the following:
- Personal details
- Specialization/Area of Interest
- Other specializations
- International Certifications
- Educational Qualifications
- Professional Affiliations
- Upload profile image

Profile

Welcome to the Nigerian Environmental Society Portal

Upload Profile Photo

First Name
Bright

Surname
Star

Gender
Male | Female

Member Type
New Member

Phone
030224451xx

Email
for@mailinator.com

State
ENUGU

Chapter
ENUGU

Address
54 People Street

Date of Birth
12/23/1994

Specialization / Area of Interest
Environmental Justice

International Certification

Other Specializations

Total: 1
PDF Files only

Specialization

Institution

Date
mm/dd/yyyy

File
Choose File | No file chosen

+ Add

S/N	SPECIALIZATION	INSTITUTION	DATE	FILE	ACTIONS
1	Processing Testing	LASU	Sunday, March 4, 2012	File	Remove

International Certifications

Total: 0
PDF Files only

Institution

Certification

Date
mm/dd/yyyy

File
Choose File | No file chosen

+ Add

S/N	INSTITUTION	CERTIFICATION	DATE	FILE	ACTIONS

Educational Qualifications

Total: 0
PDF Files only

Institution

Qualification

Date
mm/dd/yyyy

File
Choose File | No file chosen

+ Add

S/N	INSTITUTION	QUALIFICATION	DATE	FILE	ACTIONS

Professional Affiliations

Total: 1
PDF Files only

Society

Membership Class

Date
mm/dd/yyyy

File
Choose File | No file chosen

+ Add

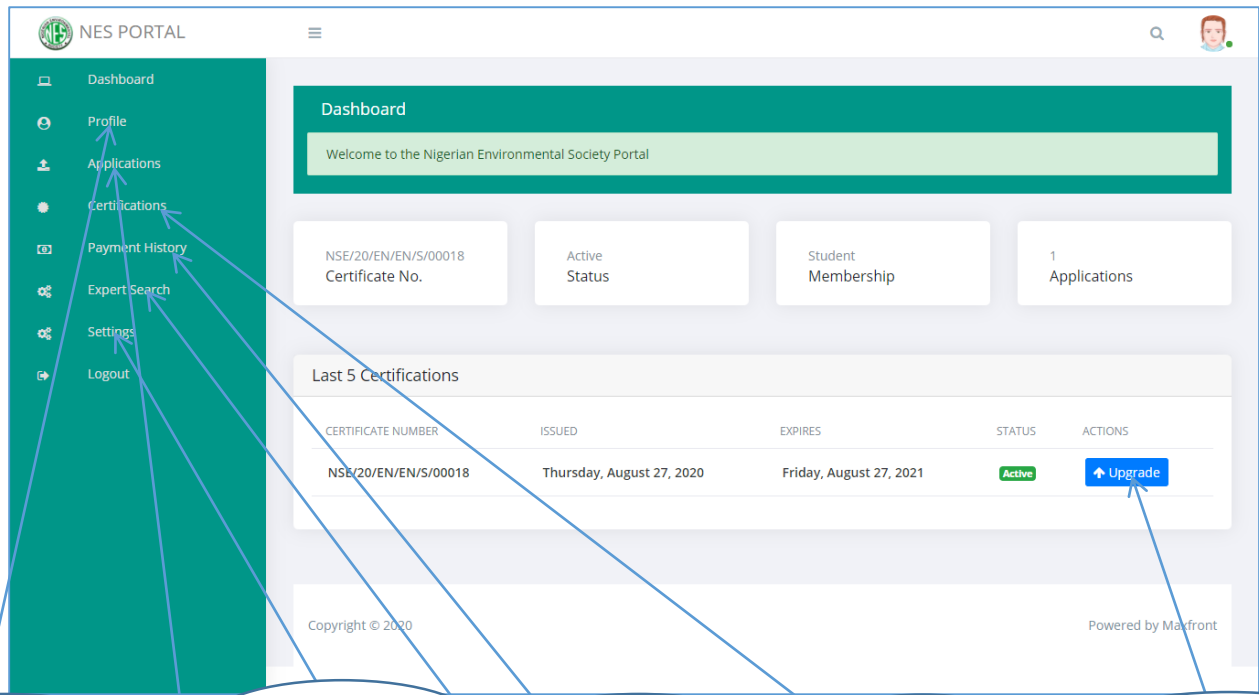| S/N	SOCIETY	MEMBERSHIP CLASS	DATE	FILE	ACTIONS
1	Society Of Engineers	Fellow	Sunday, September 2, 2018	File	Remove

Update

Click to move to
the induction page

- Click the "Continue" button to indicate that you have read and agree to the terms presented in the Ethics statements
- Click the "Yes" button to submit your application
- Upon submitting of application, check your inbox for Application Submission notification mail
- A notification mail is sent to you on approval of the application by the Society
- Log in to your membership dashboard via your login details as shown below.

MEMBERSHIP DASHBOARD

CERTIFICATE SAMPLE

To search for an expert do the following:
- Click on the "Search Expert" button at the top bar of the portal
- Fill in your correct name and email address, and click the "NEXT" button
- Select the desired Specialization
- Select your needed experts by ticking the box
- Click the "NEXT" button to continue the process

- Click the "CONTINUE" button to make payment
- Check your email address to extract your login details
- Click the "Click This Link" button to verify your email
- Click the "PROCEED TO LOGIN" button to input your extracted login details
- Login to your dashboard to view all the selected experts' details.

OFFLINE PAYMENT

To make Offline payment, do the following processes:
- Click on the "Offline Payment" button at the top bar of the portal
- Fill in all the required details as shown below
- Click the "Choose File" button to select your correct proof of payment document from your PC

- Click the "UPLOAD" button to upload your information
- Upon Admin approval, check your mailbox to extract your login details
- Click the "Click This Link" button to verify your email
- Click the "PROCEED TO LOGIN" button to input your extracted login details and login to your dashboard
- Fill in your correct details on your PROFILE PAGE and click the "Update" button to update your profile.
- Click on the "Certification" button on the menu option to print your Certificate

DONATION

To donate on this portal, do the following processes:
- Click on the "Donate" button at the top right corner of the portal as shown below

Donations

Adopt a School

Adopt a School

READ MORE

Plant a Tree

Plant a Tree

READ MORE

- Click on any "READ MORE" button of your donation choice
- Fill in all the required information as shown below

Adopt a School

Adopt a School

Powered by Froala Editor

Full Name

Frame Wire

Email

frame@mailinator.com

Amount

₦ 100000

DONATE

- Click the "DONATE" button to make your payment
- Kindly check your email for a donation confirmation message.

THANK YOU
NES PORTAL TEAM.