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1. Getting Started

This chapter provides information on how to use ERC Web Application. The application can be accessed using a web browser.

1.1 Signup

This section explains how a user can Signup (Create Account) to ERC Application.

Enter [http://erc.mppcb.org/login](http://erc.mppcb.org/login) in your Browser’s address bar. The page will appear as shown below:
When you click on “Don’t have an account yet? Create an account” link page will appear as shown below:

Enter all information and click on Submit button. Confirmation of Phone number and Email will be send to your mobile phone and email-id respectively.
1.2 Login

This section explains how a user can login to ERC Application. To login to the Application, follow these steps:

Enter [http://erc.mppcb.org/login](http://erc.mppcb.org/login) in your Browser's address bar.

User will enter **UserName** and **Password** as shown below. Check the Remember Password checkbox if a user wants to remember the password.

![Login Screen]

Click on **Sign me in** button then **Home** screen will appears.
1.3 Preferred Language

User can select Preferred Language i.e. Hindi or English from the top right corner after Login. Once user select Hindi as language, page appears as:

1.4 Forgot Password

This section explain how user can recover password.
Go to Login page and click on “I forgot my password” page will appear as shown below:

![Forget Password Page](image)

Enter **Username** and **Email**, User will get email for recover password.

### 1.5 Signout

This section helps a Web User to logout from ERC Application. To logout from the application, follow these steps:

Click on **Signout** button from the top right corner of web Application.

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### 2. Industries
2.1 Chemical Inventory

Chemical Inventory page appears as:

User can search chemicals by using Quick Search bar, can Export to Excel by Clicking on Excel Icon and can Print by Clicking on Print Icon.

For adding Chemical Inventory go to Chemical Inventory >> Create button,
When User Click on Create button page appears as shown below:
Fill required Details and Click on Save button to save and to Cancel Click on Discard button.

2.2 Chemical Import

Chemical Import page appears as shown below:
User can Search Imported Chemical by using Quick Search bar, can Export to Excel by Clicking on Excel Icon and can Print by Clicking on Print Icon.

For adding Imported Chemical and its Details go to Chemical Import >> Create button
When User Click on Create button page appears as shown below:
Fill required details and click on Save button to Save and to Cancel click on Discard button.

### 2.3 Accidents

Accidents page with the added Accidents Details will appears as shown below:
User can Search Accidents by using Quick Search bar, can Export to Excel by Clicking on Excel Icon and can Print by Clicking on Print Icon.

For adding Accidents Details go to Accidents >> Create button, When User Click on Create button page appears as shown below:
Fill required details and click on **Save** button to Save and to Cancel click on **Discard** button.

### 2.4 Assistance Inventory

Assistance Inventory page appears as shown below:
User can Search Assistance Inventory by using Quick Search bar, can Export to Excel by Clicking on Excel Icon and can Print by Clicking on Print Icon.

For adding Assistance Inventory and its Details go to Assistance Inventory >> Create, When User Click on Create button page appears as shown below:
Fill required details and click on **Save** button to Save and to Cancel click on **Discard** button.

3 Chemical

3.1 Chemical Data Bank
Chemical Data Bank page will appear as:

User can search Chemical by using Quick Search bar, can export to Excel by clicking on Excel icon and can print by clicking on Print icon.

Industry User cannot add Chemical in Chemical Data Bank but can view Chemical Details by clicking on respective View Link.

4 Profile

4.1 Industry Profile
Industry Profile page will appears as:

User can Update Profile and Save by Clicking on **Next** button. By Clicking on Next Button user is navigated to Hazardous Process Page.

4.2 Hazardous Process
For Hazardous Process page go to Industry Profile>>Next or Click on Hazardous Process from Side Menu Hazardous Process page will appears as :

Check Checkboxes and Click on Save button to save, to go back to Previous page Click on Back button or to go to Product Details page Click on Next Button.

**4.3 Product Details**

For Product Details page go to Hazardous Process>>Next or Click on Product Details from Side Menu Product Details page will appears as :
For adding Product Details, fill required details and Click on Save button to save and to Cancel Click on Clear button.

When User save the product it’s added to the below product List, User can View and Edit Products by clicking on respective View, Edit Links.

User can Export Product List to Excel by Clicking on Excel Icon and can Print by Clicking on Print Icon.

To go back to Previous page Click on Back button or to Proceed further Click on Next Button.

### 4.4 Raw Material
For Raw Material page go to **Product Detail>>Next** or Click on Raw Material from Side Menu

Raw Material Detail page will appears as:

For adding Raw Material, fill required details and Click on **Save** button to save and to Cancel Click on **Clear** button.

When User save the Raw Material it’s added to the below List, User can Edit Raw Material Details by clicking on respective **Edit** Link.

User can Export Raw Material List to Excel by Clicking on **Excel** Icon and can Print by Clicking on **Print** Icon. To go back to Previous page Click on **Back** button or to Proceed further Click on **Next** Button.

**4.5 Other Details**
For Other Details page go to Raw Material>>Next or Click on Other Details from Side Menu Other Details page will appears as:

For adding other details file, User can Browse and Upload files here and can save by clicking on Save button.To go back to Previous page Click on Back button or to Proceed further Click on Next Button.

4.6 Fee Details
For Fee Details page go to Other Detail>>Next or Click on Fee Details from Side Menu
Fee Details page will appears as:
User can apply for New Membership or to Renewal by filling the details in Fee Details Page. Click on **Save** button to save and to Cancel Click on **Clear** button.

When User save the Fee Details it’s added to the below List, User can View DD receipt by clicking on respective **View** Link, and can download Certificate after its Generated by MPPCB Employee, by Clicking on Respective **Download** Link.

User can Export List to Excel by Clicking on **Excel** Icon and can Print by Clicking on **Print** Icon. To go back to Previous page Click on **Back** button or to Submit Click on **Submit** button.
5. Contact Us

If you need any further assistance regarding ERC please contact us on the details mentioned below:

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