Steps to be followed if you would like to submit documents in India Energy Portal using the CMS (Content Management System)

Step 1: Logging in the CMS

Only registered users can submit a document in India Energy Portal using the CMS. If you are a registered user, you can login from the home page.
A login screen will also appear (if you have not logged from the home page), whenever you are trying to edit a document.
If you are a new user and need to register, then from the home page click on *New User? Register now!* link.
Step 2: Submitting a document using CMS
After logging, you will see the first screen of CMS
Select a submission form depending on the type of document to be submitted. For example, if you are submitting an article then you need to select article form.
There are some mandatory fields, which need to be filled. Otherwise, the document will not be submitted. Once the document is successfully submitted, the following screen appears.

More than one documents can be submitted by clicking on online submission form or one can even go to the home page.

**Step 3: Logging out from the CMS**
You can logout either from the first screen or from any form of CMS.