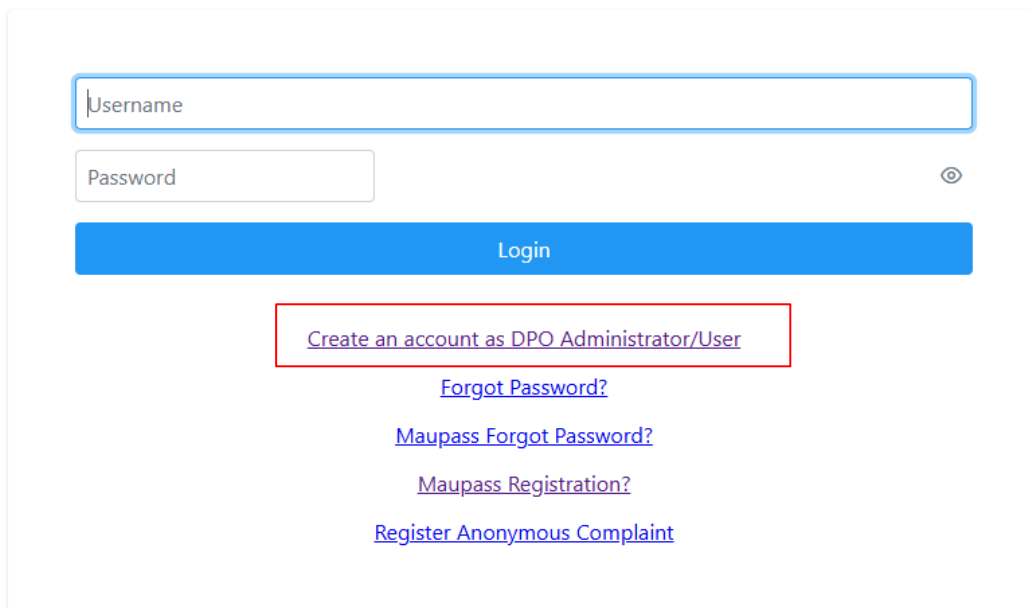


EDPO: <https://dataprotection.govmu.org/Pages/eDPO.aspx>


Online Portal

Basic Steps for Organisation

STEP 1: Create an account as administrator. KINDLY ENSURE **USERNAME** CHOSEN IS NOT SAME AS YOUR MAUPASS USERNAME



Username

Password 

Login

[Create an account as DPO Administrator/User](#)

[Forgot Password?](#)

[Maupass Forgot Password?](#)

[Maupass Registration?](#)

[Register Anonymous Complaint](#)

STEP 2: Select organisation

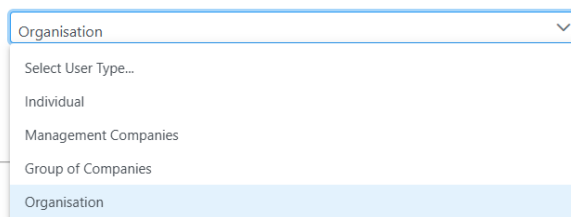
Select '**Register with BRN**' and upload a scan copy

 Already a user!

REGISTER AS ADMINISTRATOR

User Type:

Register using Business
Registration Number(BRN)?



Organisation

Select User Type...

Individual

Management Companies

Group of Companies

Organisation

STEP 3: Submit the application form and wait for account activation email from DPO Administrator.

STEP 4: After receipt of email for account activation, log on the portal using credentials provided in the email

Username USERNAME

Password PASSWORD

Login

[Create an account as DPO Administrator/User](#)

[Forgot Password?](#)

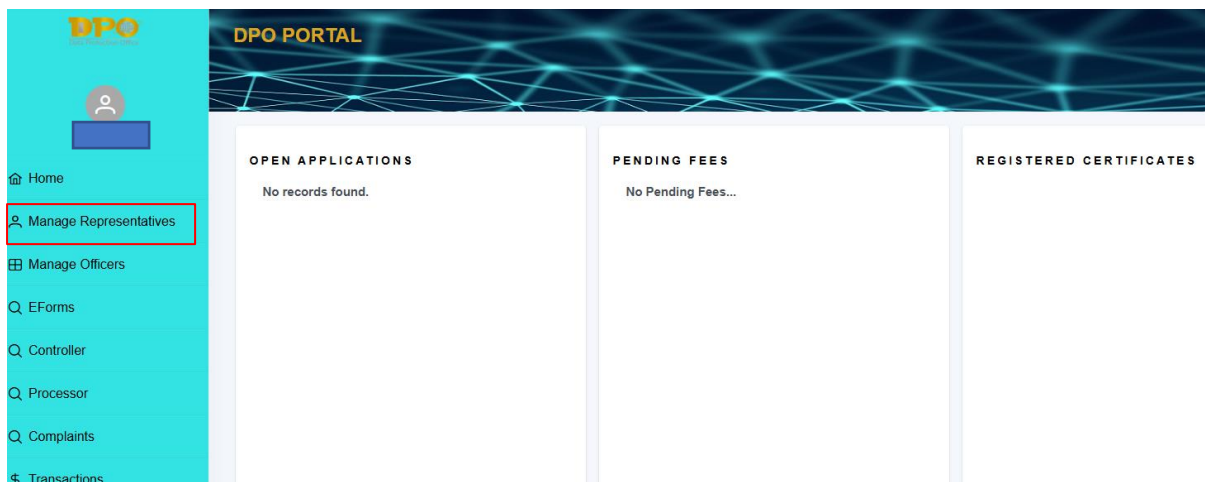
[Maupass Forgot Password?](#)

[Maupass Registration?](#)

[Register Anonymous Complaint](#)

STEP 5: Click Manage Representative to add a representative (person who will submit the application form). Submit a copy of National Identity Card and Proof of address of the representative.

Representative will receive an email indicating access has been granted.



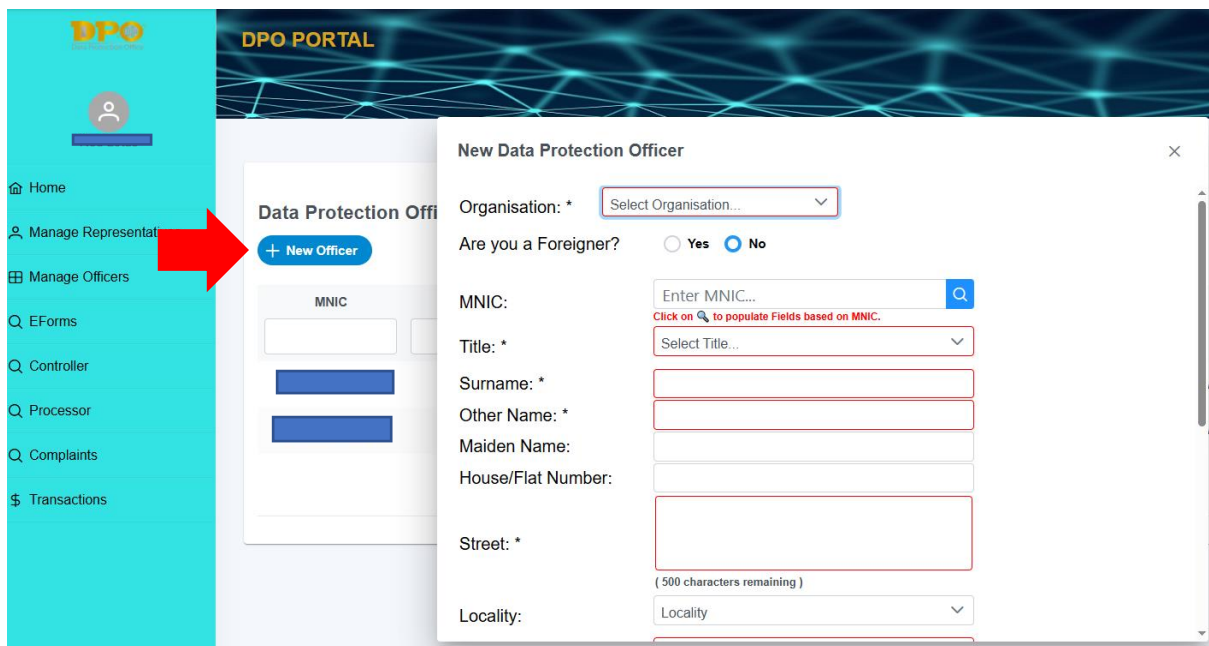
Select 'New Representative' and fill the required details and add copy of ID and proof of address and save.

The screenshot shows the DPO Portal interface. On the left is a teal sidebar with navigation options: Home, Manage Representatives, Manage Officers, EForms, Controller, Processor, Complaints, and Transactions. The main content area is titled 'DPO PORTAL' and 'Representative(s)'. A red arrow points to the '+ New Representative' button. Below this button, there are three input fields for 'MNIC'. A modal window titled 'New Representative' is open, containing the following fields: 'Are you a Foreigner?' (radio buttons for Yes and No, with 'No' selected), 'MNIC:' (text input with a search icon and a note 'Click on [magnifying glass] to populate Fields based on MNIC.'), 'Title: *' (dropdown menu), 'Surname: *' (text input), 'Other Name: *' (text input), 'Maiden Name:' (text input), 'House/Flat Number:' (text input), 'Street: *' (text input), and 'Locality:' (dropdown menu). A character count '(500 characters remaining)' is visible below the Street field.

STEP 6: Click 'Manage Officers' to add the data protection officer of the organisation.

The screenshot shows the DPO Portal interface. The sidebar on the left is teal and contains the same navigation options as the previous screenshot. The 'Manage Officers' option is highlighted with a red rectangular box. The main content area is titled 'DPO PORTAL' and displays three columns: 'OPEN APPLICATIONS' with the text 'No records found.', 'PENDING FEES' with the text 'No Pending Fees...', and 'REGISTERED CERTIFICATES'.

Select 'New Officer' and fill the required details and save



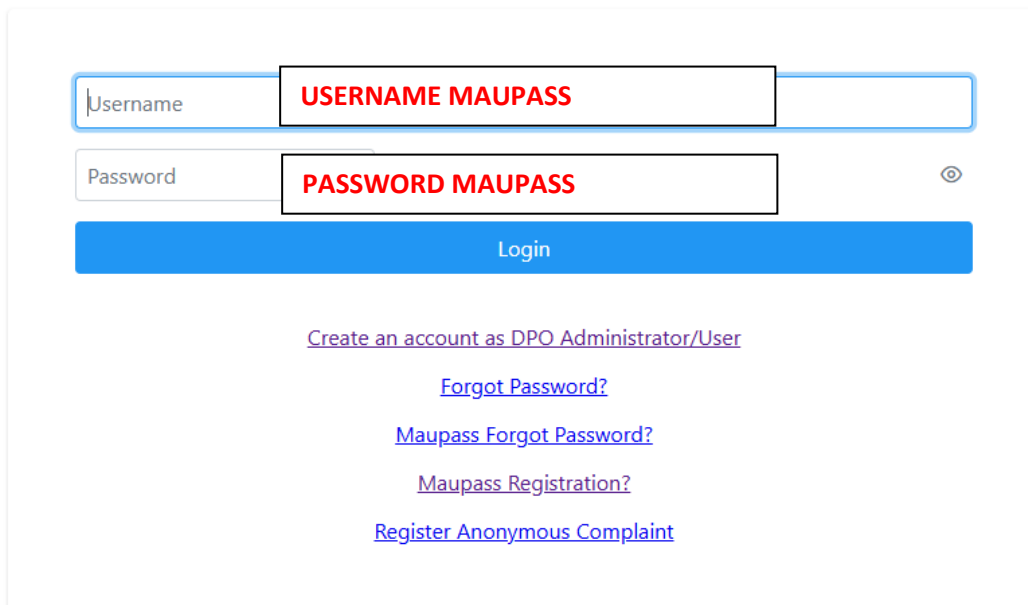
The screenshot displays the DPO Portal interface. On the left, a teal sidebar contains a navigation menu with the following items: Home, Manage Representative, Manage Officers, EForms, Controller, Processor, Complaints, and Transactions. A red arrow points to the '+ New Officer' button located under the 'Manage Officers' section. The main content area shows a 'Data Protection Officer' form with a '+ New Officer' button. A modal window titled 'New Data Protection Officer' is open, containing the following fields:

- Organisation: * (Dropdown menu: Select Organisation...)
- Are you a Foreigner? (Radio buttons: Yes, No)
- MNIC: (Text input: Enter MNIC... with a search icon and a note: Click on 🔍 to populate Fields based on MNIC.)
- Title: * (Dropdown menu: Select Title...)
- Surname: * (Text input)
- Other Name: * (Text input)
- Maiden Name: (Text input)
- House/Flat Number: (Text input)
- Street: * (Text input)
- (500 characters remaining)
- Locality: (Dropdown menu: Locality)

STEP 7 : Log out

STEP 8 : After vetting, representative will receive a welcome email to log on the portal using MauPass credentials.

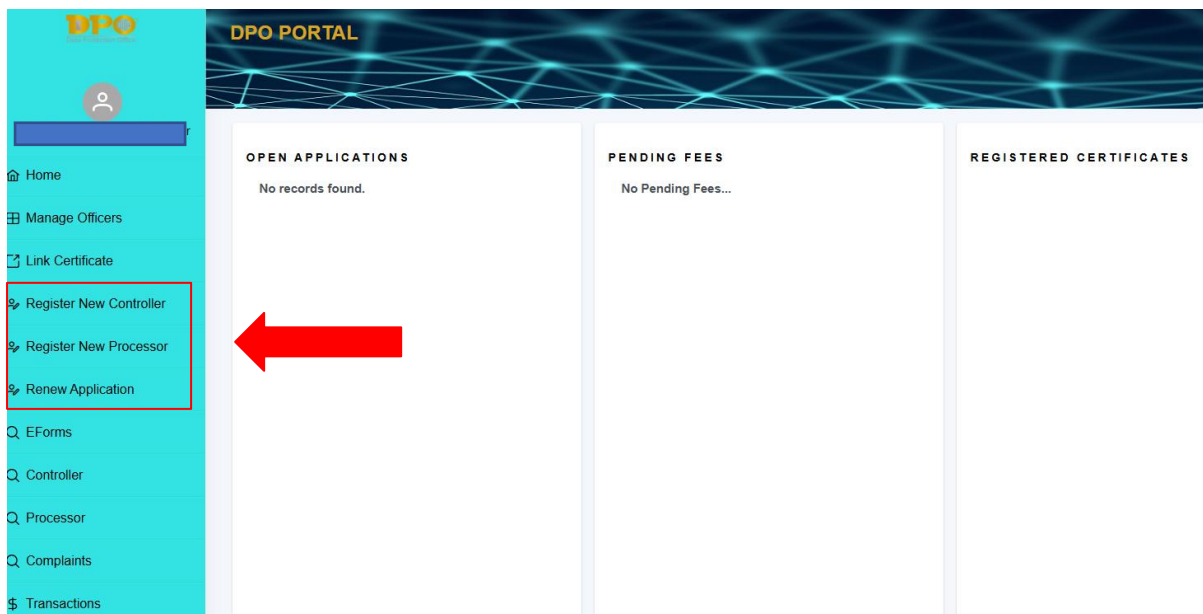
Representative log on the portal using their **MauPass** credentials



The image shows a login form for the MAUPASS system. It features two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'USERNAME MAUPASS' and the 'Password' field contains 'PASSWORD MAUPASS'. Below the fields is a blue 'Login' button. Underneath the button, there are several links: 'Create an account as DPO Administrator/User', 'Forgot Password?', 'Maupass Forgot Password?', 'Maupass Registration?', and 'Register Anonymous Complaint'.

STEP 9: Click on 'Register New Controller' and/or 'Register New Processor'

If renewal is required click on 'Renew Application'



STEP 10: Submit application and effect payment accordingly

STEP 11: After receipt of an email indicating application has been approved, long on the portal again to download the certificate

