



# Sustainable Energy Authority of Ireland

## PEP APPLICATION GUIDELINES

### CONTENTS

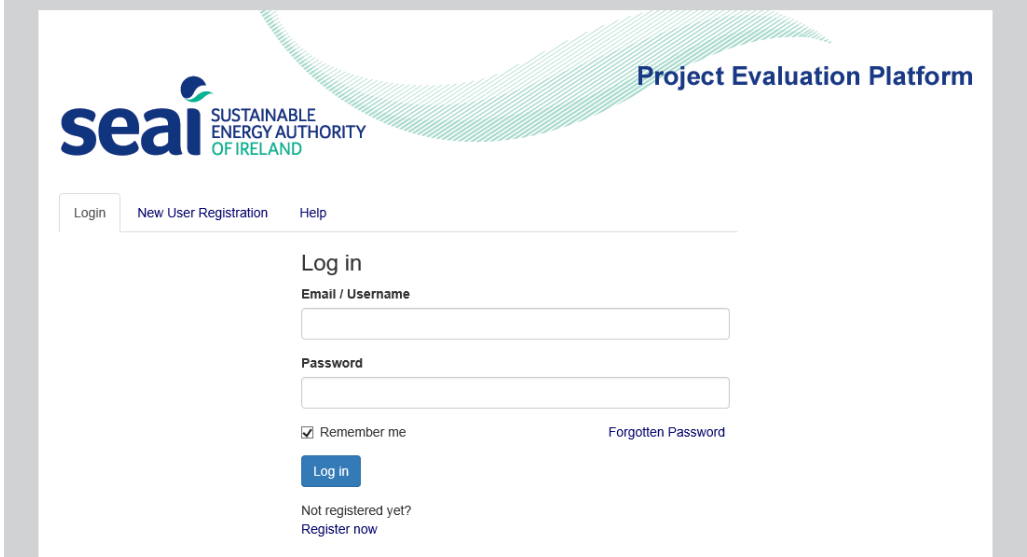
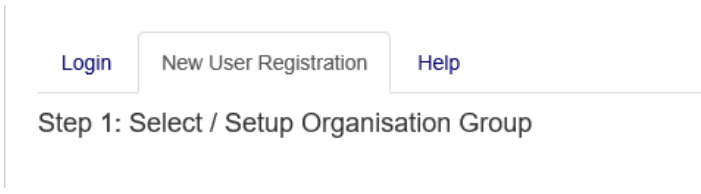
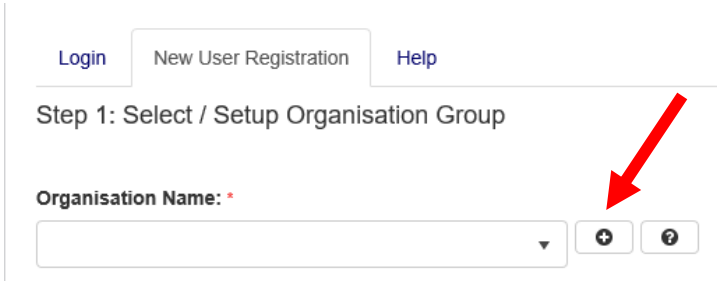
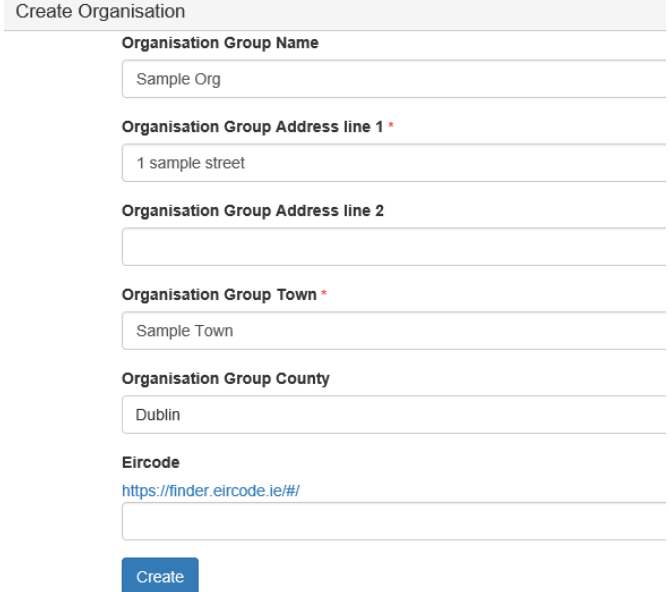
CONTENTS .....	1
1. INTRODUCTION .....	1
2. USER REGISTRATION .....	2
3. CREATING AN APPLICATION.....	4
4. FURTHER INFORMATION AND TROUBLESHOOTING.....	4
5. CHECKLIST .....	4

### 1. INTRODUCTION

Applicants are required to submit their application documentation via the SEAI Project Evaluation Platform (PEP) Portal. The PEP Portal may be accessed via the following link: <https://pepportal.seai.ie/>

In this document, please find further guidelines on how to submit your application via PEP.

## 2. USER REGISTRATION

Instructions	PEP Portal Display
<p>To access the portal please go to:</p> <p><a href="https://pepportal.seai.ie/">https://pepportal.seai.ie/</a></p>	 <p>The screenshot shows the Project Evaluation Platform (PEP) portal. At the top left is the seai logo (Sustainable Energy Authority of Ireland). At the top right is the text 'Project Evaluation Platform'. Below the logo are three tabs: 'Login', 'New User Registration', and 'Help'. The 'Login' tab is active. The login form includes fields for 'Email / Username' and 'Password', a 'Remember me' checkbox, a 'Log in' button, and a 'Forgotten Password' link. Below the login form is a link for 'Not registered yet? Register now'.</p>
<p>First time users will need to create a login, please go to the <b>New User Registration</b> tab.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text reads 'Step 1: Select / Setup Organisation Group'.</p>
<p>If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the <b>+ button</b>.</p>	 <p>The screenshot shows the PEP portal with the 'New User Registration' tab selected. Below the tabs, the text reads 'Step 1: Select / Setup Organisation Group'. There is a form field for 'Organisation Name: *' with a dropdown arrow. To the right of the dropdown are two buttons: a '+' button and a '?' button. A red arrow points to the '+' button.</p>
<p><b>Create Organisation</b></p> <p>The following pop-up will appear.</p> <p>Complete all fields and click <b>Create</b>.</p>	 <p>The screenshot shows the 'Create Organisation' form. It has the following fields: 'Organisation Group Name' (Sample Org), 'Organisation Group Address line 1 *' (1 sample street), 'Organisation Group Address line 2', 'Organisation Group Town *' (Sample Town), 'Organisation Group County' (Dublin), and 'Eircode' (with a link to <a href="https://finder.eircode.ie/#/">https://finder.eircode.ie/#/</a>). A 'Create' button is at the bottom.</p>

Once you have created your organisation you will return to the New User Registration page.

**Step 1.** Select your newly created Organisation Name.

**Step 2.** Under Selected User Type, select **Applicant**.

[Login](#) | [New User Registration](#) | [Help](#)

### Step 1: Select / Setup Organisation Group

**Organisation Name: \***

### Step 2: Selected User Type

**User Type: \***

**Step 3.** Complete new user information.

Create a username and password.

Please remember these details, as you will need your username and password for future access to your PEP account.

Click **Register**.

### Step: 3 New User

**First Name: \***

**Last Name: \***

**Email: \***

**Contact No.: \***

**Address line 1: \***

**Address line 2:**

**Town: \***

**County \***

**Eircode \***

<https://finder.eircode.ie/#/>

**Username: \***

**Password \***

**Confirm Password \***

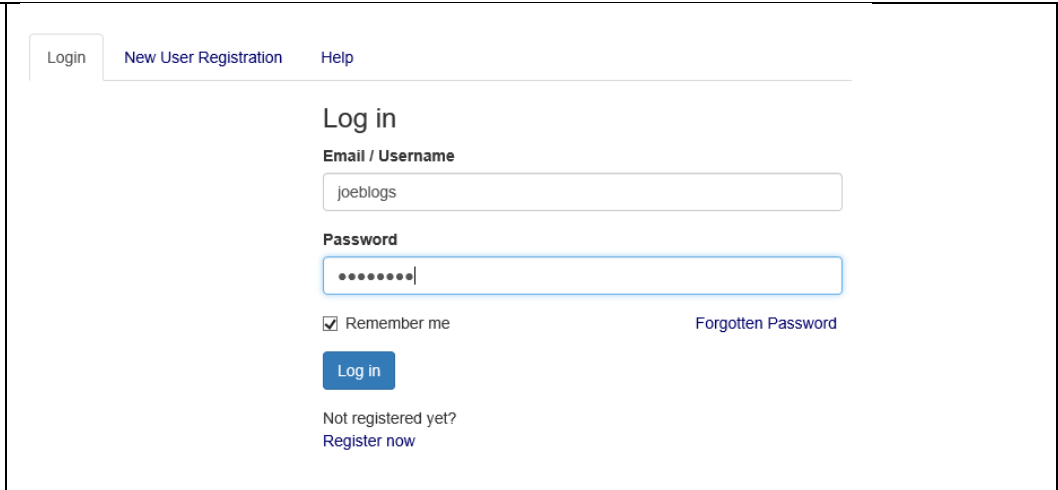
You will receive the following message:

[Login](#) | [New User Registration](#) | [Help](#)

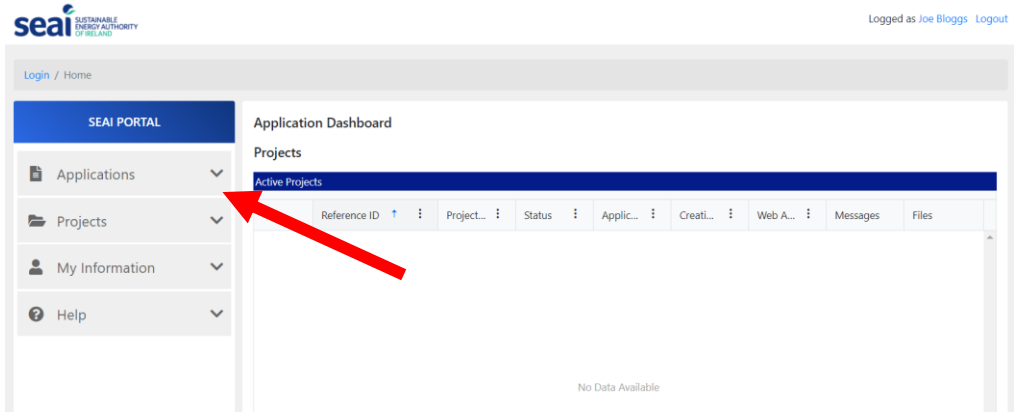
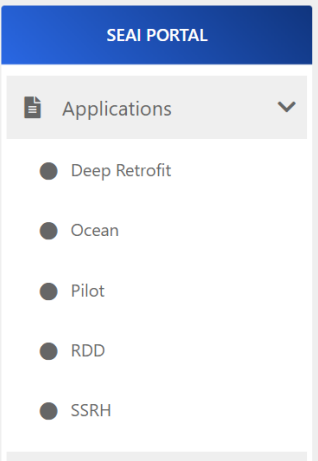
Success! Thanks for filling out our form!

Return to the login tab and enter your newly created username and password.

Click **Log in**.



### 3. CREATING AN APPLICATION

Instructions	PEP Portal Display
<p>After you log in, you will see the following home page.</p> <p>Please select the <b>Applications</b> tab from the sidebar menu.</p>	
<p>And select the specific program you wish to apply for from the dropdown menu.</p>	
<p>Under the 'Applications Under Review' heading.</p> <p>Click the <b>+ Add</b> button to create a new application.</p>	