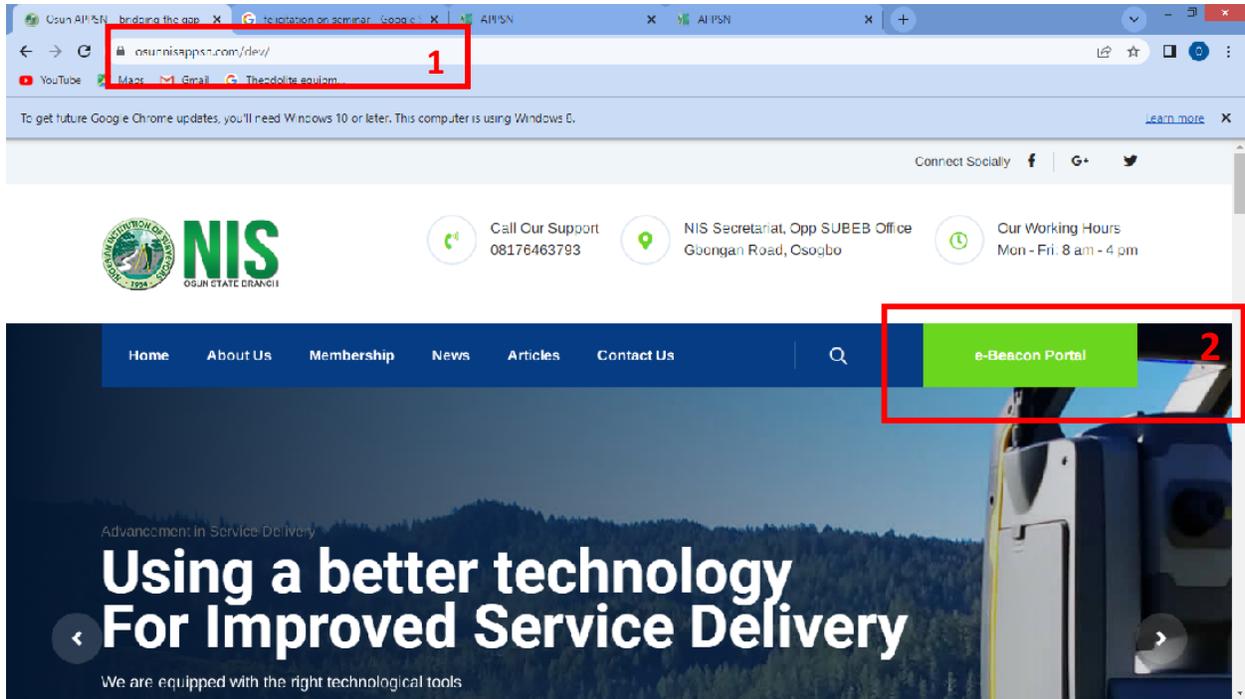
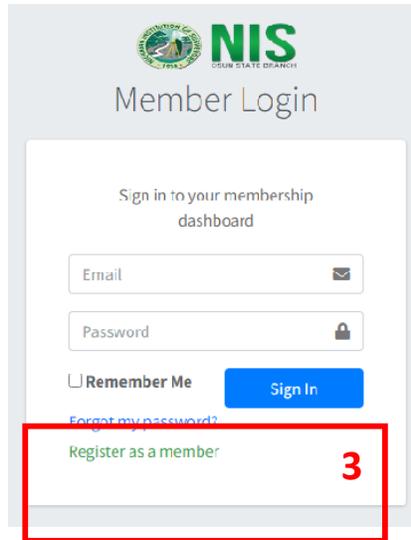


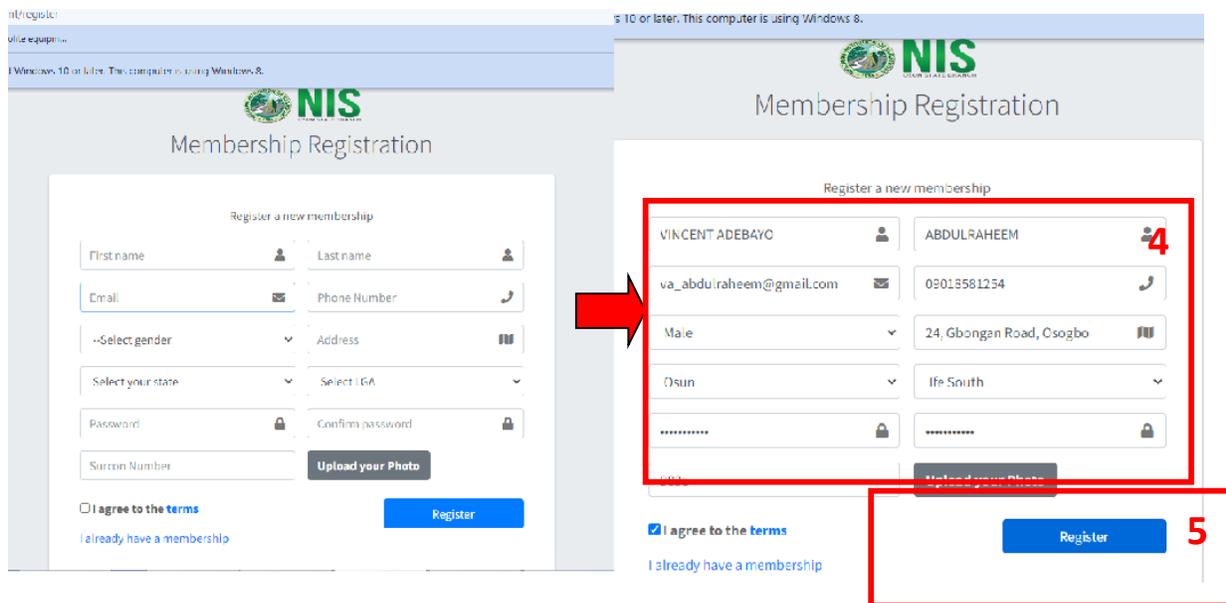
# SIMPLE GUIDE TO BEACON APPLICATION ON THE E-BEACON PORTAL



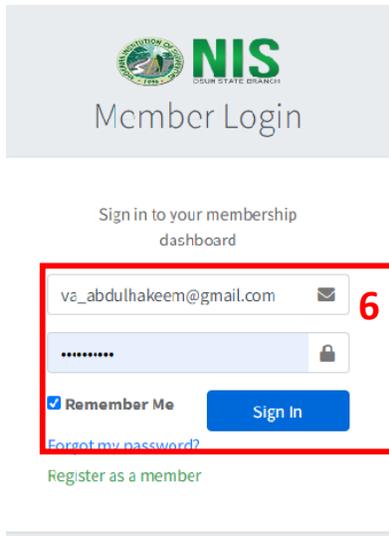
1. **Open a web-browser** e.g. Chrome or Mozilla Firefox  
Input <https://www.osunnisapps.com> and click enter
2. **Click on e-Beacon Portal** to get access to the Beacon Application Page



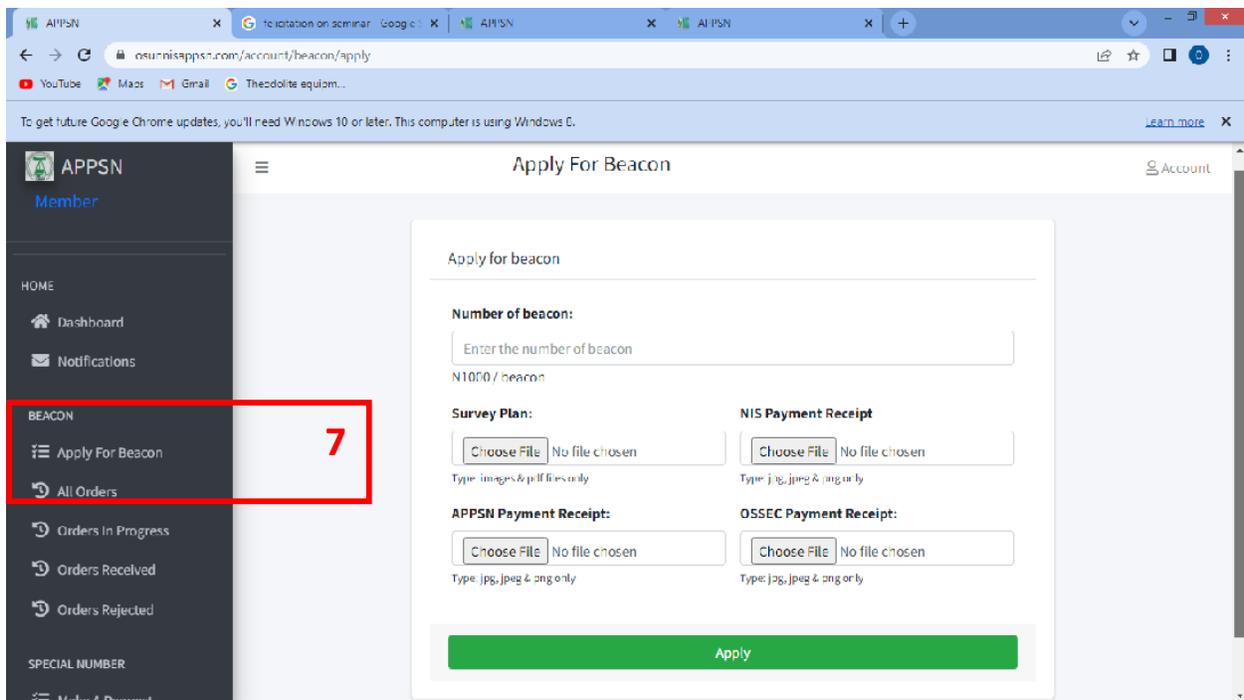
3. Click on **Register as member** to create an account.



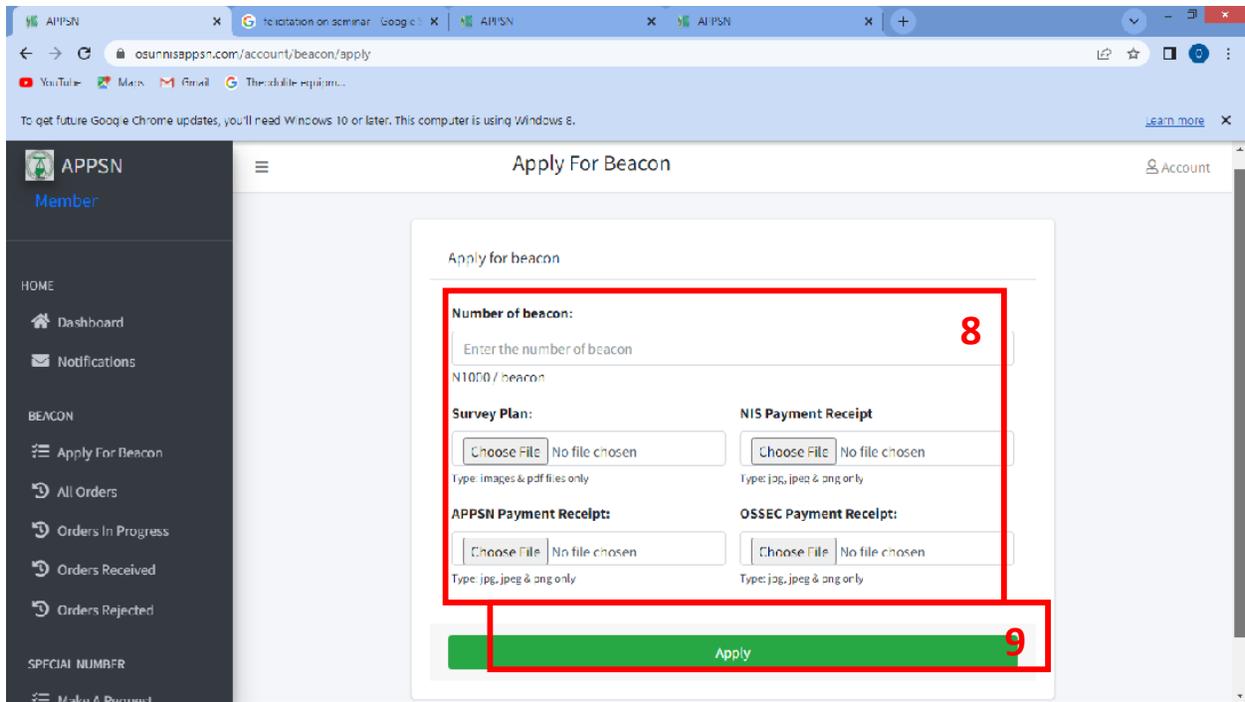
4. **Input First Name, Last Name (Surname), e-mail address, phone number, gender, address, state, LGA, SURCON Number, Passport Photo and Password**  
*Make sure to supply the correct information as this will be used to verify your identity. Keep the e-mail address and password safe for future reference and to avoid security bridges on your account*
5. Click on **Register**  
 Wait until the NIS Secretariat verifies your identity and approves your access to the e-beacon portal. You will get an e-mail notification and can proceed to log-in



6. Supply the e-mail address and Password and click log-in.  
If identity has been confirmed, and username and password is correct, the e-beacon Dashboard will launch.



7. Click **Apply for Beacon**



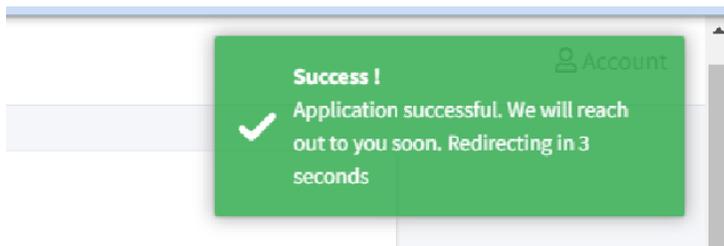
8. Input the following

- Number of Beacons
- Browse to select Survey Plan (This must have been prepared previously, pdf or jpeg format, no more than 500kb)
- Browse to select payment receipts (NIS, APPSN, OSSEC which must have been generated via your bank application, pdf or jpeg format, no more than 500kb)

*NB: All payment through bank transfers are subject to verification before request is processed. It is advisable to make all payments the day before making requests to give room for its confirmation.*

9. Click Apply

You will get a notification pop-up as shown below.



10. Check the Notifications Tab to monitor the progress of the Beacon request from time to time, until you get a notice that your beacon request has been checked.

The screenshot shows the 'My Notifications' page in the APPSN application. The left sidebar contains navigation options: HOME (Dashboard, Notifications, BEACON: Apply For Beacon, All Orders, Orders In Progress, Orders Received, Orders Rejected), and SPECIAL NUMBER (Make a Request). The main content area displays a list of notifications under the heading 'All Notifications'. The first notification is highlighted with a red box and has the number '10' overlaid on it. The notification text reads: 'Application for beacon Your beacon order (#NIS-II VODRGV27) application was successful. A staff will reach out to you soon.. Thank you. 9 hours ago'. Other notifications include 'Application for beacon' for order #NIS-RLUFHT1V26 (10 hours ago), two 'Application for beacon' notifications for orders #NIS-SIWE0IFH31 and #NIS-ALLJTD0X30 (both 1 minute ago), and a 'Beacon Order Progress' notification for order #NIS-HLVODRGV27 (8 hours ago) stating it has been checked and marked okay for confirmation.

Title	Body	Date
Application for beacon	Your beacon order (#NIS-II VODRGV27) application was successful. A staff will reach out to you soon.. Thank you.	9 hours ago
Application for beacon	Your beacon order (#NIS-RLUFHT1V26) application was successful. A staff will reach out to you soon.. Thank you.	10 hours ago
Application for beacon	Your beacon order (#NIS-SIWE0IFH31) application was successful. A staff will reach out to you soon.. Thank you.	1 minute ago
Application for beacon	Your beacon order (#NIS-ALLJTD0X30) application was successful. A staff will reach out to you soon.. Thank you.	1 minute ago
Beacon Order Progress	Your beacon order (#NIS-HLVODRGV27) has been checked and marked okay for confirmation	8 hours ago

## USEFUL TOOLS FOR e-beacon portal

### (A) WEB ONLINE TOOLS

#### 1. MERGE PDF

<https://smallpdf.com/merge-pdf>

**Use Case: Merge and Compress Survey Plans in the case of multiple beacon application at one**

#### 2. COMPRESS JPEG

<https://compressjpeg.com/>

**Use Case: Compress JPG file formats of screenshots and photos of plans usually larger than 3MB**

### (B) ANDROID APPS

#### 1. CAMSCANNER

(available on Google Play store)

Features:

- Merge PDF
- PDF to Long Image
- Scan to compressed PDF/JPEG
- PDF to JPEG, etc

**Use Cases: Merge PDFs for multiple applications, snap hardcopy plans and receipts to pdf or jpeg, compress files, convert pdf to jpg, convert multiple pdf to long Image.**