Sustainable Energy Authority of Ireland

PEP APPLICATION GUIDELINES

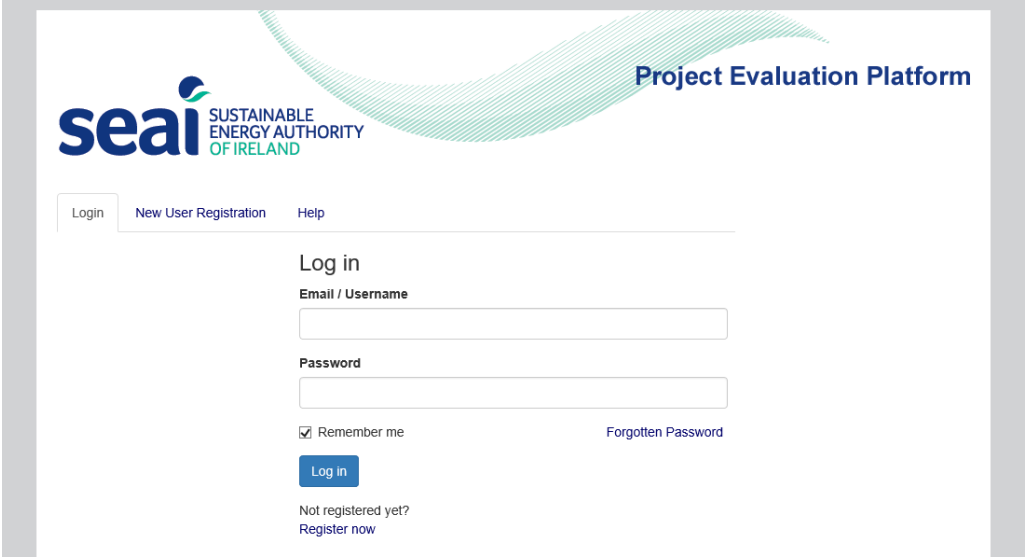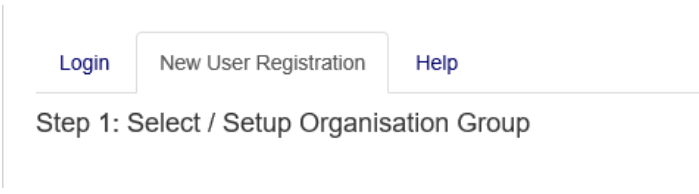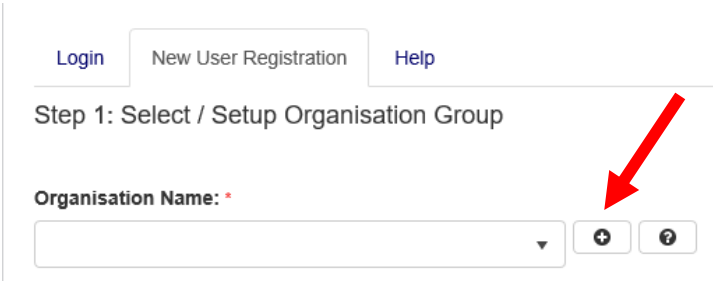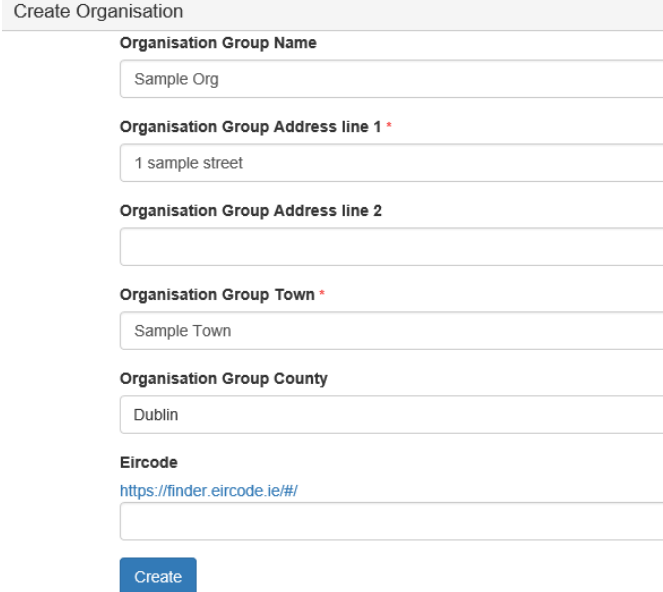### CONTENTS

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.

Instructions	PEP Portal Display
To access the portal please go to: https://pepportal.seai.ie/	
First time users will need to create a login, please go to the *New User Registration* tab.	
If your Organisation name is not included in the dropdown list, please set up a new organisation by selecting the **+ button.**	
Create Organisation The following pop-up will appear. Complete all fields and click **Create.**	

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:** * Sample Org ▼ ⊕ ❓ Step 2: Selected User Type **User Type:** * Applicant ▼ ❓
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** * Register
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.**	

Instructions	PEP Portal Display
After you log in, you will see the following home page. Please select the **Applications** tab from the sidebar menu.	
And select the specific program you wish to apply for from the dropdown menu.	
Under the 'Applications Under Review' heading. Click the **+ Add** button	

to create a new application.	