

# User's Guide for eRegulations Nicaragua

## The eRegulations system is based on procedures detailed from the user's prospective

Sometimes **administrative act** call be called **administrative procedure** and refers to the exact same concept.

In order to execute an administrative act (as strating a company, buy a land, manage passport renovation, register business, legalize documents originated in foreign countries, etc...) the investor have to go through a serie of steps, generally registering and permissions. Those acts must be conducted in different public officies.

In this present system, the investor will find the detail of each steps, following the sequence described as:

Tip: Every time I need to queue in line, I am accomplishing one step!

**OBJECTIVE** = What the investor is seeking as final result (Exemple: Legalization of foreign documents)

**BLOCK** = A division of the objective, that contains a series of steps (Exemple: Legalization of documents by the "Cancillería")

**STEPS** = Concrete explanation of the act: person in charge, location, price, etc... (Exemple: Paying for the legalization of signatures)

## The basic on what needs to be known for each step:

1. What am I looking for? (Result of the step)
2. Who is going to provide it to me? (Person in charge)
3. What do I need to provide to obtain the document? (Requirements)
4. How much does it cost? (Cost)
5. How long does it take? (Time)
6. To which entity could I eventually complain? (Make a comment about the service)
7. What is the legal act that proves the legality of the step and it modality? (Official Source)
8. Who confirms that all those informations are true? (Certifications)

## To search for an information in the system

To access the steps of your chosen objective, locate it in the top-bar menu and click on the dedicated subdivision of the menu.

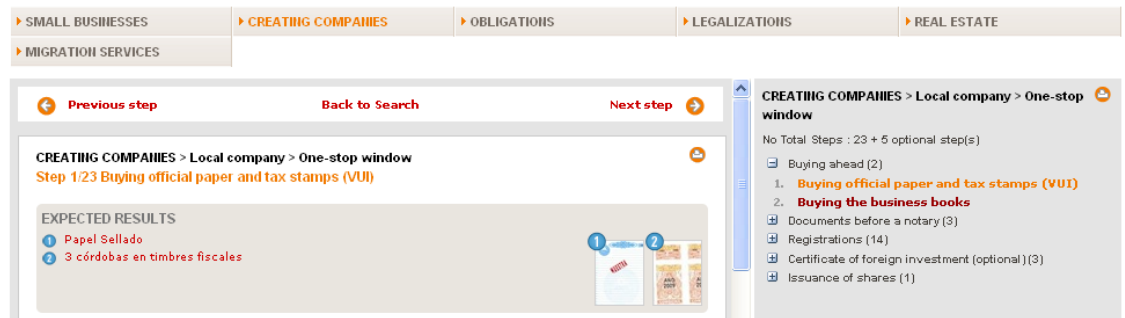


Each objective contains the blocks, each of those corresponding to a specific purpose. In the case of "Creating company", let's choose to see how to create a "Local Company": you are prompted to 2 options. The first one is called "One-Stop Window", that is only available for the City of Managua, the second one is the "Ordinary Process", available in the whole country. To select the case that best applies to you, click on it.





When you select a specific purpose, a new window opens with the list of the expected steps in the right side of the page. You will then have to follow the step-by-step process until making your objective complete. For accessing the information of each step, click on the + sign.

The screen gives you the names of your objective, the specific purpose and the steps to reach it.



### Processus Guide

You are also invited to print your own administrative guide by clicking on the icon  on the top-right part of the steps. If you prefer to print the precise step of your interest, click on the icon  in the expected step.

