Awareness program on "How to Obtain Entry Permission to Parliamentary Premises" using online application

Department of Information Systems & Management
Parliament of Sri Lanka

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Quick Guide - How to Obtain
Entry Permission to Parliamentary Premises
Using Online Application

Contents

Introduction

The objective is educating the government officials who visit the parliament for official purposes, to obtain entry passes using the online application.

Information to be Provided

Institute/ Coordinators details

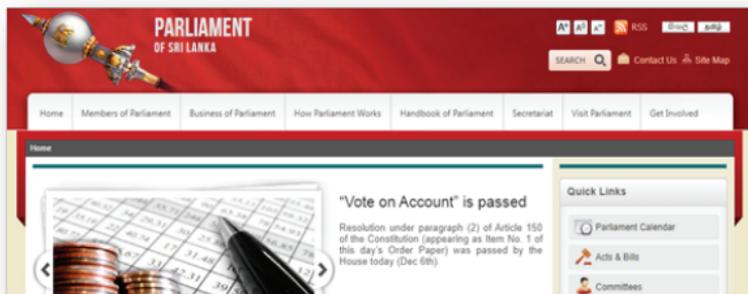Participant/s details + Reference Number (from parliament)

Vehicle/s Details

Equipment

Meal Requests

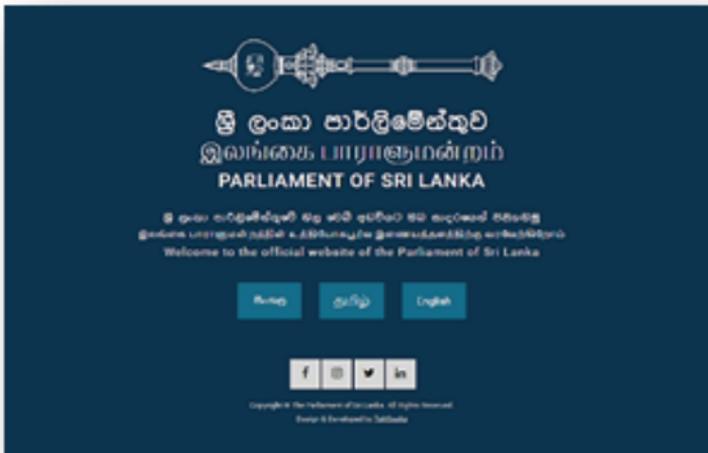## How to Link with Application

Visit -   https://www.parliament.lk

Select New Website (Beta Version) "Under Quick Links"

You will be directed to-
(https://beta.parliament.lk)

● Choose your preferred language and switch into home page.

● User must be registered with "My Parliament " to apply access permission. If you are already registered, you may Log into the System.

My Parliament
Login here to your account
→

Create an account

● Click on CREATE ACCOUNT

Enter the relevant data in the "Register Here" form -

Note –

● Your verification code will be sent to the phone number you have entered.

● You may need to check your e-mail to activate your account.

● The password must be at least eight characters long and include at least one capital letter, one simple letter, a number and one ASCII character.

Then You Can Log into "My Parliament"
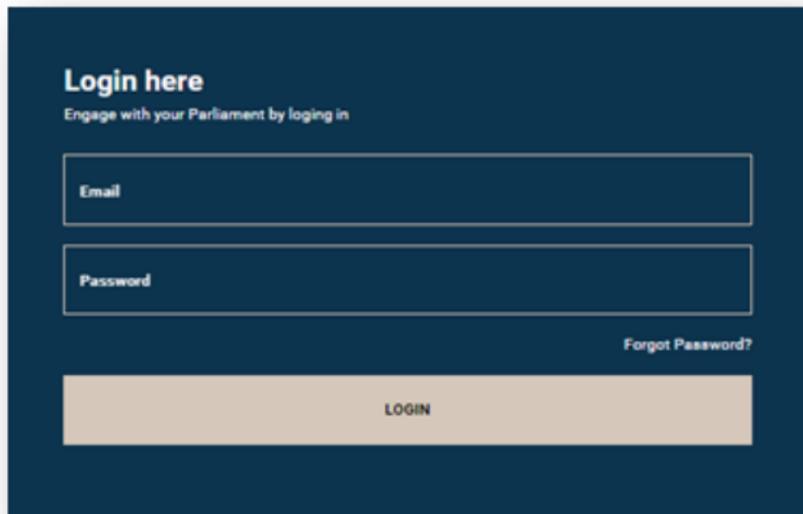
If You want to Change Your Account Information-

● Profile Details

● User Name

● Password

Link with Pass System - Click on "Visit"
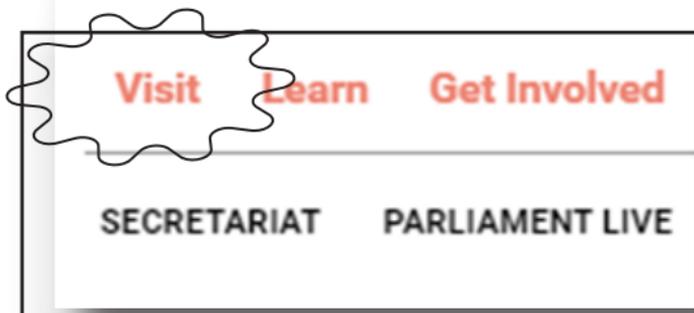
- **Select Visiting Parliament**

- **To create a new Visitor Pass, click on "Book a Visit"**

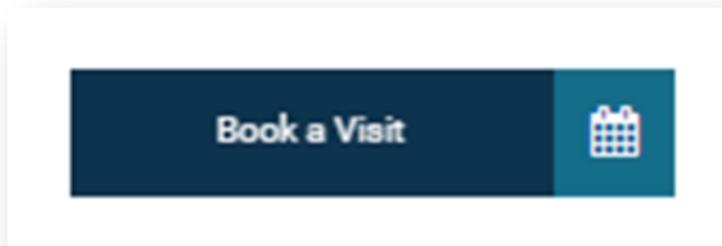**You will be redirected to the following screen**

● **Click on "New pass request" to apply new pass request.**
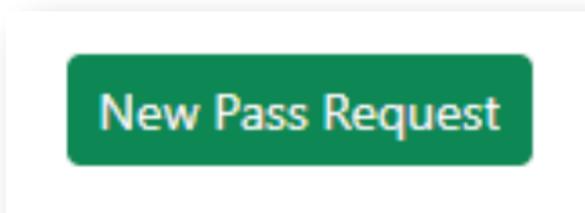
Note -

The following information must be submitted for a successful submission. Mandatory Information denote in Red Color * mark

Fill Application

Step 1 – Organization Details

● **Public Organizations :**
Institute Type
Institute
Visiting Date/ s
Time
Relevant Attachments (If any)

● **Coordinating Officer's :**
NIC/ Passport No
Address - Private
Address - Official
Additional Telephone Number
Photo

Then Press Submit

System provides a additional chance to edit
and correct details.

● **You can go ahead using
"Confirm" and "Submit"**

Step 2 – Participant/ s Information :

   Participant's NIC
   Participant's Name
   Participant's Contact/ Mobile Number
   Designation

Note - Add your all participants' details. You can Edit/ Remove participants' summary before Next step

Press "Confirm" & "Submit

Step 3 – Vehicle Information

Note - Add your all vehicle details. You can Edit/ Remove vehicle summary before Next step

Press "Confirm" & "Submit"

Step 4 – Equipment Information

Note - Add your all Equipment Information. You can Edit/ Remove Equipment Summary before Next step.

Press "Confirm" & "Submit"

Step 5 – "Information to Meal Request"

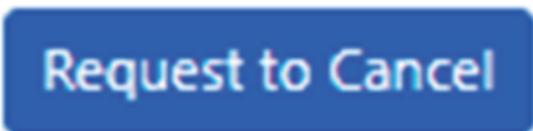Note - Add your Meal Request. You can Edit/ Remove Summary before Next step.
Press "Confirm" & "Submit"

● **Then Press**
"Submit to Parliament" & "Submit"

Submit to Parliament   **Exit**

● **"Request to Cancel"**

Note - If you are not satisfied with the above admission application you have prepared, you may request its cancellation.

Request to Cancel

Contact Us

Department of
Information Systems & Management

Help Desk for more information
0112777100 - **Ext - 6581**