**Inputs to be added the portal**

**CLIENT REGISTRATION**

* client name
* entity sector
* dpo name
* dpo phone number
* dpo email address
* password
* confirm password

**NCSA REGISTRATION**

* NCSA email address
* NCSA employee name
* password
* confirm password

one super user

two admins

**CLIENT DASHBOARD**

**Upload necessary files**

* Letter addressed to the Chief Executive Officer of NCSA
* Certificate of incorporation
* License from Regulator (if applicable) e.g. license issued by RURA, MINICOM
* Legal instrument establishing the entity (in case of public entity)
* Contract with the representative (only for those Data Controllers/ Data Processors that are neither established nor reside in Rwanda but process personal data of Data Subjects located in Rwanda)
* Any other supporting document (e.g. a contract between Data Controller and Data Processor, privacy notice)

**Compliance steps**

* Summary about the law
* General data mapping questionnaire
* Gap analysis
* Risk asssessment
* Risk recommendation
* Employee training

**FEEDBACK FROM NCSA**

* RECEIVED
* pending
* Completed

**FEEDBACK FROM AQS**

* RECEIVED
* pending
* Sent to ncsa

**NCSA DASHBOARD**

* received
* under review
* rejected
* completed