THE CEYLON CHAMBER OF COMMERCE

Membership Application Portal — Member Guideline

Step-by-step instructions for applying for membership with The Ceylon Chamber of Commerce, Affiliated Associations, Business Councils, and GS1 Sri Lanka.

Overview: Prospective and existing members can submit and manage membership applications online through the Chamber Membership Portal at **https://portal.chamber.lk**. Follow the steps below to register your organization, complete your company profile, submit an application, and complete your membership payment.

1. Portal Access & Account Registration

Step 1: Access the Membership Portal

Open your web browser and navigate to **portal.chamber.lk**. The Membership Portal login screen will appear as shown below.

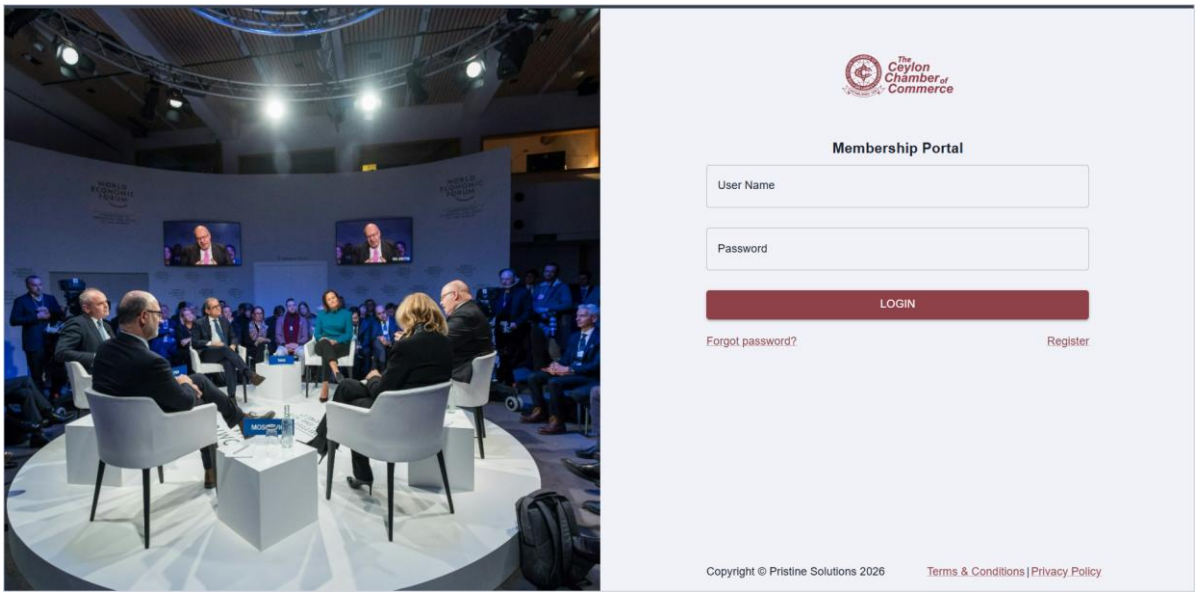


Figure 1: Ceylon Chamber of Commerce Membership Portal — Login Screen

- **Existing Members:** If your organization is already a member of The Ceylon Chamber of Commerce, an Affiliated Association, or a Business Council, log in directly using the credentials previously shared with you via email.
- **New Applicants:** If you do not have an account, click **Register** (located below the **LOGIN** button) to create a new portal account.

Step 2: Create a New Account & Verify Your Email

On the **Create Account** page, complete all mandatory fields marked with an asterisk (*):

- **E-Mail:** Enter the official email address of your organization's key contact person.
- **Password:** Enter and confirm a secure password (use **View Password** to verify your entry).

- **Your Company:** Type your company or organization name. **If your organization name automatically appears in the dropdown list, select it from the list.**
- **Contact Number:** Provide a valid contact telephone or mobile number.

Click **REGISTER** to submit your registration.

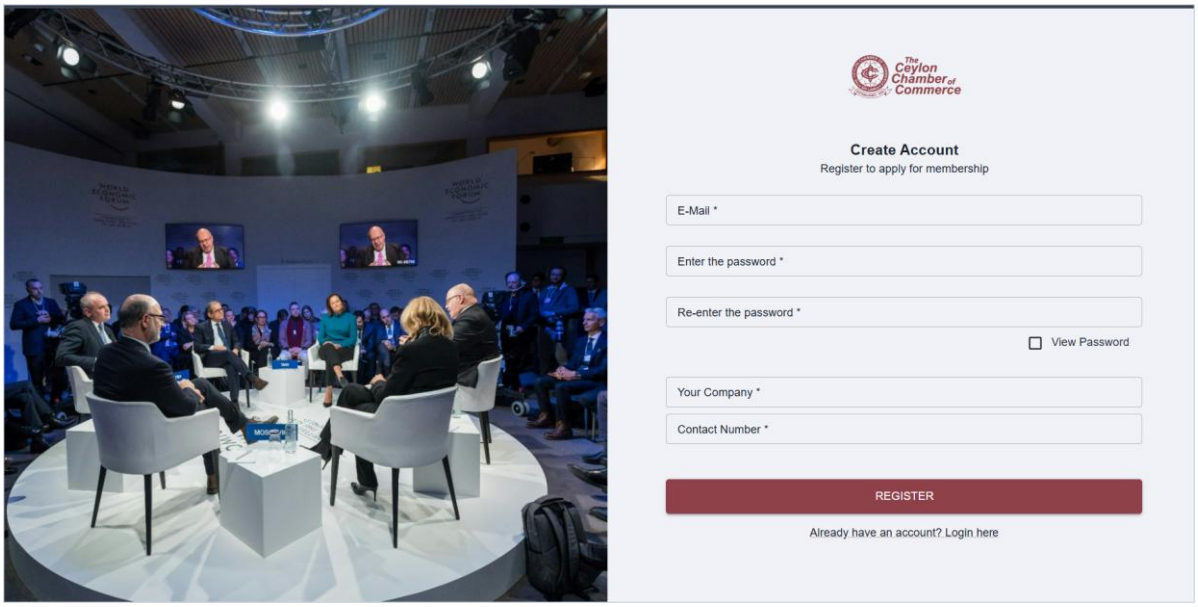


Figure 2: New Account Registration Form

Email Verification Required: Upon registration, an automated account activation email will be sent from **finance@chamber.lk** to your registered email address. Open the email and click the **verification link** to activate your account before logging in.

Step 3: Log In to the Portal

Return to **portal.chamber.lk** and log in using your registered email address and password. Once authenticated, you will be directed to the **Manage Your Applications** dashboard.

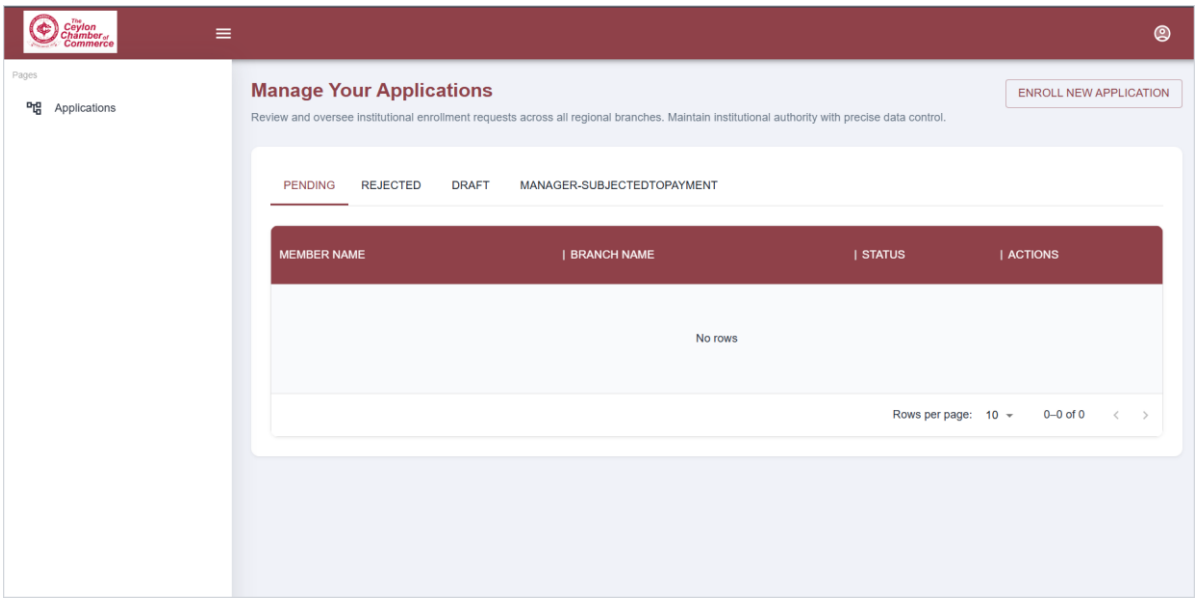


Figure 3: Membership Portal Dashboard — Manage Your Applications

2. Completing Your Organization Profile

Step 4: Navigate to Profile Creation

Before submitting a membership application, you must complete your organization's profile. Select **Profile** from the left-hand navigation menu, then click the **CREATE PROFILE** button on the right-hand Applicant Summary panel.

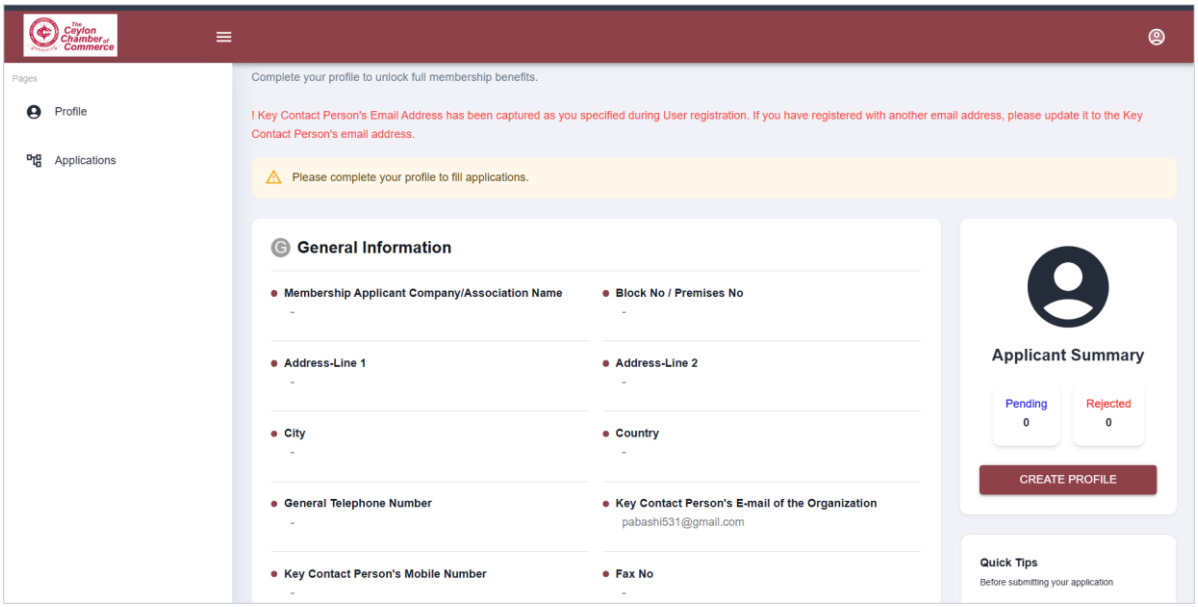


Figure 4: Member Profile Overview — Selecting 'Create Profile'

Step 5: Enter Company & Key Executive Details

Complete all required sections of the Member Profile form accurately:

- **General Information:** Enter your Company/Association Name, Premises/Block Number, Street Address, City, Country, Telephone/Mobile Numbers, Key Contact Person's Email Address, Website, Executive/Non-Executive Employee Counts, and Type of Organization.
- **Nature of Business:** Specify your Nature of Business, Product Category, Main Products or Services, and Import/Export Countries (if applicable).
- **Key Executive Details:** Provide details of your organization's senior leadership/key executives as requested on the form.

Once all required fields have been completed, scroll to the bottom and click **Update Profile** to save your information.

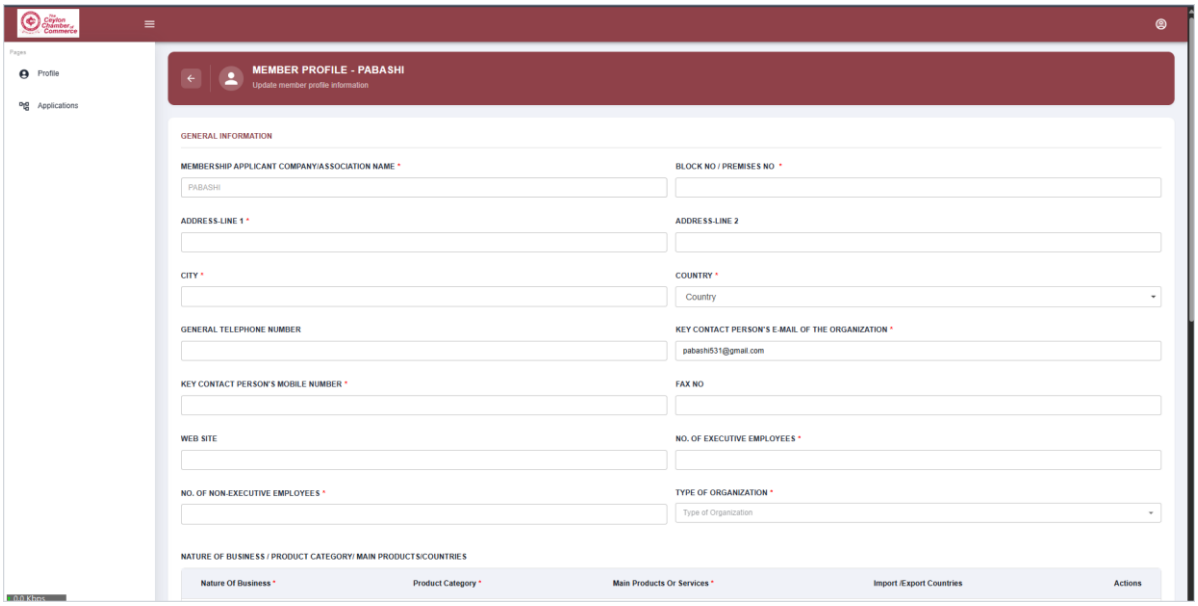


Figure 5: Member Profile Form — General Information & Nature of Business

3. Submitting a Membership Application

Step 6: Open the Applications Module

Click **Applications** in the left-hand navigation menu to return to the application management screen.

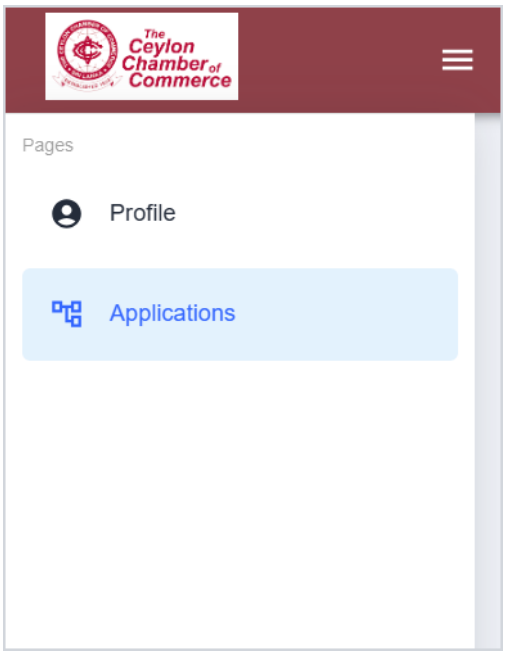


Figure 6: Left Navigation Sidebar — 'Applications' Tab

Step 7: Start a New Application

Click the **ENROLL NEW APPLICATION** button in the top-right corner of the **Manage Your Applications** page.

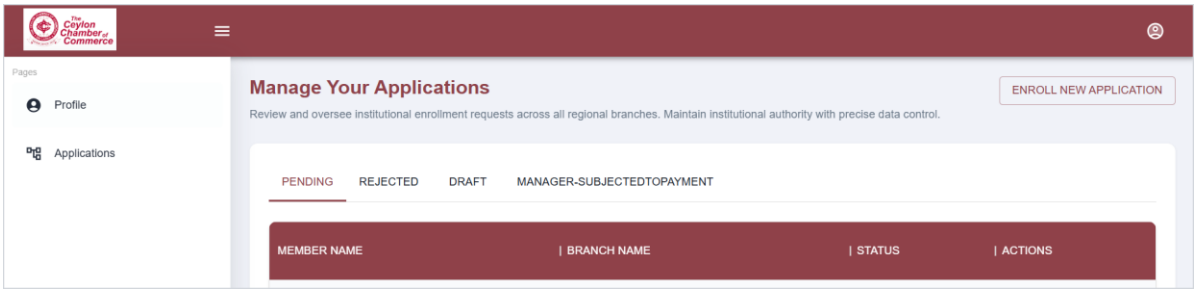


Figure 7: Initiating a New Membership Application

Step 8: Select the Relevant Membership Category

From the **Select Branch** dropdown menu, select the entity you wish to apply for — such as **The Ceylon Chamber of Commerce**, an **Affiliated Association**, a **Business Council**, or **GS1 Sri Lanka**.

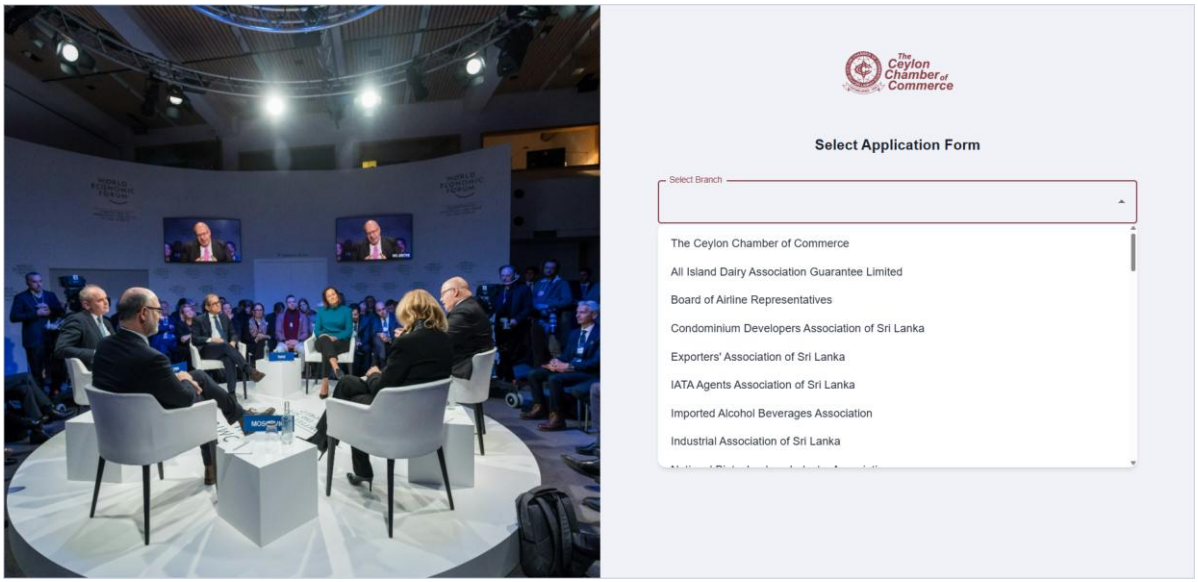


Figure 8: Selecting the Chamber, Association, Business Council, or GS1 Form

Step 9: Complete & Submit the Application Form

- **Form Completion:** Complete the application form in accordance with the on-screen guidelines. *Note: If your organization has previously submitted profile details or is already a member of another Chamber entity, those details will auto-populate and do not need to be re-entered.*
- **Proposer & Seconder:** Select your Proposer and Seconder companies from the list (applicable only to membership categories that require endorsement).
- **Submission:** Review all entered details and submit the application for Chamber review.

4. Review, Approval & Membership Payment

Step 10: Chamber Review & Verification

Once submitted, your application proceeds through the Chamber's multi-stage review and approval workflow:

- **Application Confirmed:** If all documentation and details are in order, the Chamber will approve your application.

- **Reverted for Correction:** If any discrepancies or missing details are identified, the application will be returned to your portal account for amendment and resubmission.
- **Email Notification:** You will receive an automated email notification once your application has been approved or declined.

Step 11: ERP Customer Number & Membership Fee Payment

Upon formal approval by the Chamber, you will receive an email containing your assigned **Chamber ERP Customer Number (Username)**. To finalize your membership:

- **Log In with Customer Number:** Log in to **portal.chamber.lk** using your newly assigned **Customer Number** as your Username together with your **initially registered password**.
- **Complete Payment:** Settle your membership fee directly via the **online payment gateway** or by **uploading your bank transfer slip** through the portal.

Quick Reference — Login Credentials by Stage

Application Stage	Portal Username	Portal Password
Registration & Application Submission	Registered Email Address	Initially Created Password
Post-Approval & Fee Payment	Assigned ERP Customer Number	Initially Created Password

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