



Contract No. 7176212

Project: Business Registration System Upgrade in Dominica

Dominica Online Company Registry How to Monitor Application Status

Version 1.3

For the International Finance Corporation and Government of Dominica

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By dotGov Solutions, LLC



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Prepared by dotGov Solutions, LLC

How to Monitor Application Status

After you have submitted an application you can monitor its status from your E-Filer Workplace page (see **Error! Reference source not found.** above). To find out application case status please do the following:

1. At the right top of the web site page click **User Name → My Cases**.
2. At the left, click folder that corresponds to case status.
3. Use the search form to find your case by entering **Company Name** the case refers to or the date period it was **Created On**.
4. Double-click the case record displayed below the search form. **Case Result** displays as shown below (see Figure 1).
5. If the case is **“Approved”** you will be asked to click **“Next”** button to see approved documents / certificate (s) and download and/ or print them out. If case is **“Rejected”** you will be able to see the **“Rejection Letter”**. If case is **“Reverted”**, you will see the application forms and be able to make the updates.

Caribbean Online Company Registry

Case Result

Knowledge base

Video tutorial

Case Number

EF-0897/11-15

Company Name

ASDFG

Your application was approved, click Next to view approved documents / certificate(s)

Next

For more information on what is required to complete the process successfully click here to access the [knowledge base](#) or here to access the [video tutorial](#)

Figure 1 Case Result