Ministry of Trade, Co-operatives, Micro, Small and Medium Enterprises and Communications

CO-OPERATIVE BUSINESS INFORMATION SYSTEM [CBIS]

Mobile App User Guide

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Overview

The Co-operative Business Information System (CBIS) mobile app version 1.0 aims to encapsulate most of the department of Co-operative processes. CBIS mobile app streamlines co-operative business processes and allows co-operative members to easily perform several tasks such as, but not limited to submitting grant application, activating user account, request registration certificate, update user profile, change login password, etc.

Users

- Co-operative Members

Mobile Platform

- Android

Getting Started

Download the CBIS.apk zip file from the Department of Co-operative website on the following URL: https://cooperative.mcttt.gov.fj/download/ and extract zip file on your mobile app. Click on the executable to install and follow setup screen. One installation completed you can open the app by clicking on the CBIS icon.

Splash Screen

First screen that will be displayed are the 4 splash screen with some information on CBIS mobile app. Click the "Skip" link to go to login screen.
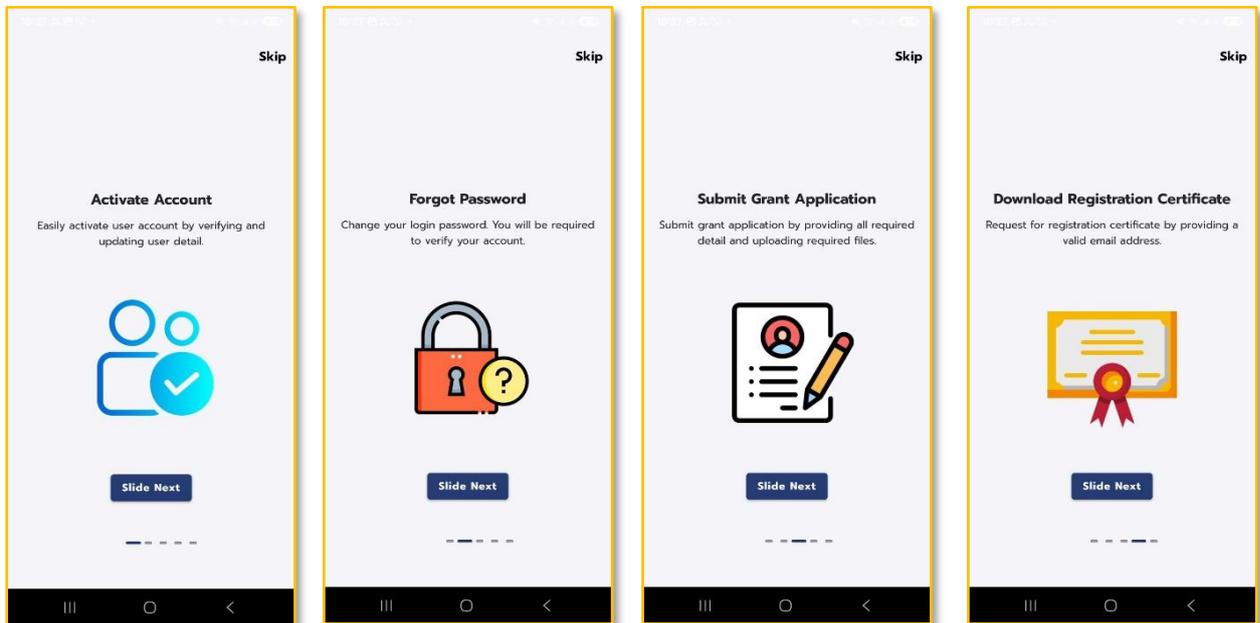

Activate User Account

On the login screen click the "Activate Account" Fill your personal details, upload a photo of your voter ID, joint card, Drivers License or passport and signature and click "Save" button. The information that you submitted will be collected and verified against the data that we have on our database recorded during registration process. You will be notified via email and will be provided with your user credentials once your account is activated.
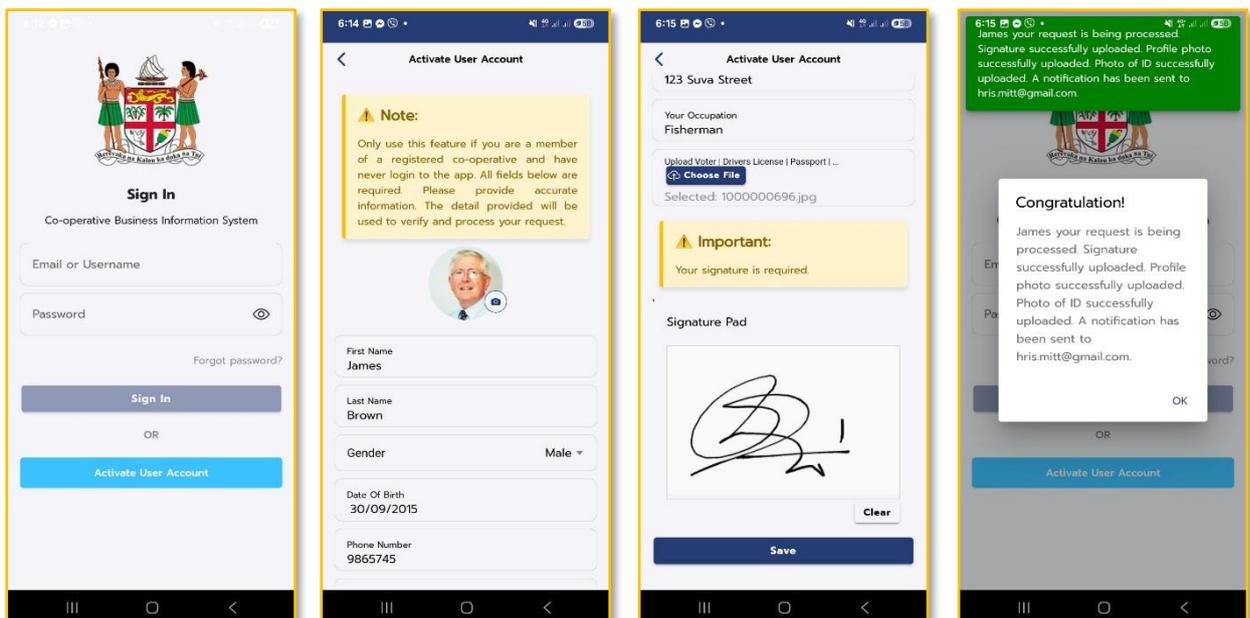
Login

Fill in email and password and click "Login" button. If user is registered to more than one co-operative they with be asked to select which co-operative they want to login to.
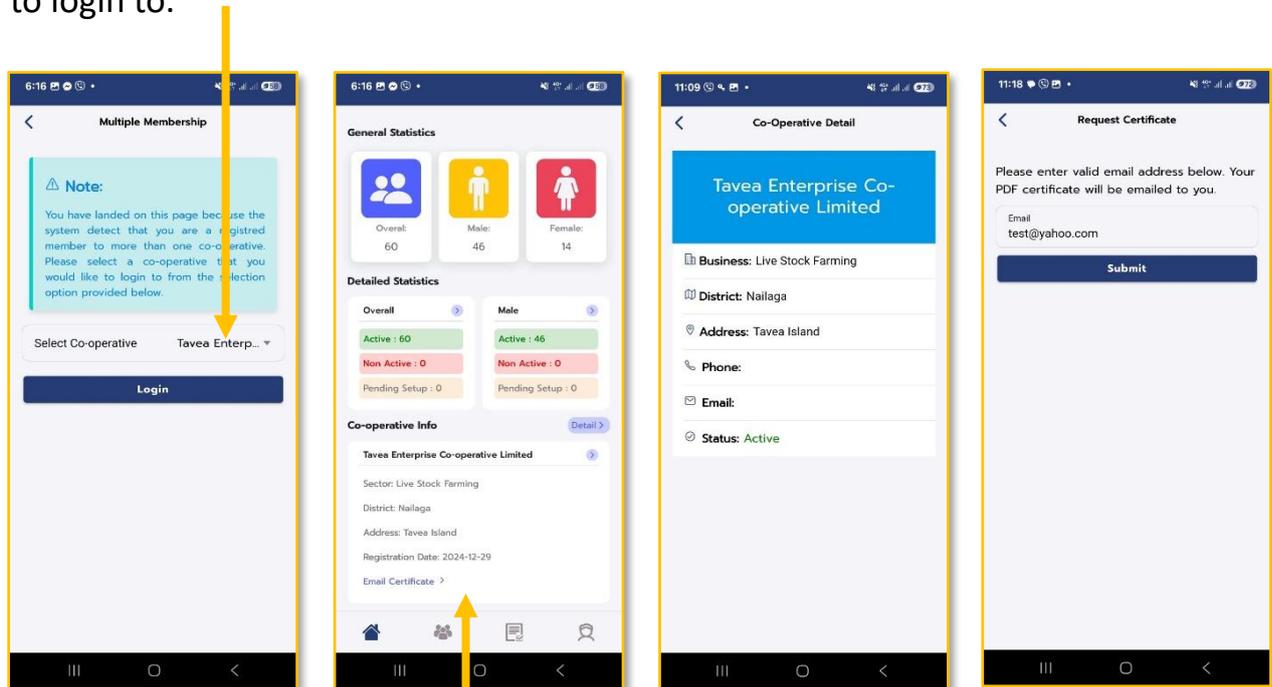
Home

Home shows statistics about membership and co-operative data with two links.
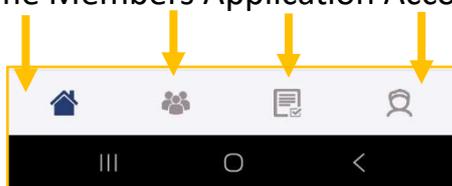
Co-operative Detail

Click on the "Detail" link on the home tab to view co-operative detail information.

Request Certificate

Click on the "Email Certificate" link on the home tab. Enter your email address, this field will be auto filled from record from our database if there is any, you can also provide an email of your choice and click "Submit" button. A copy of Co-operative Registration Certificate will be emailed to you.
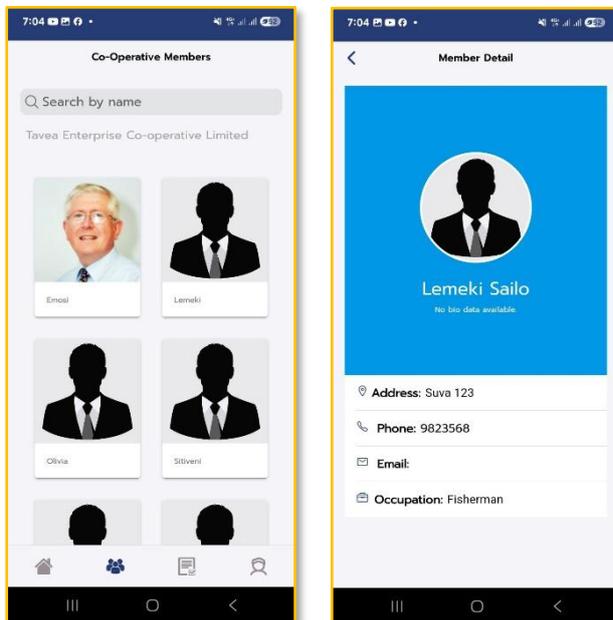
Tabs

Home Members Application Account

Members

You can click on the members tab to view all members of the co-operative. Click on the members photo to view members' personal detail.


Application

Click on the application tab to apply for the Co-operative Development Fund. Only one application per co-operative can be submitted by any member. Click on the "New Application" button to submit your application. If the button is unavailable, then you will see a submitted application and you can view application, view application trail and delete application.
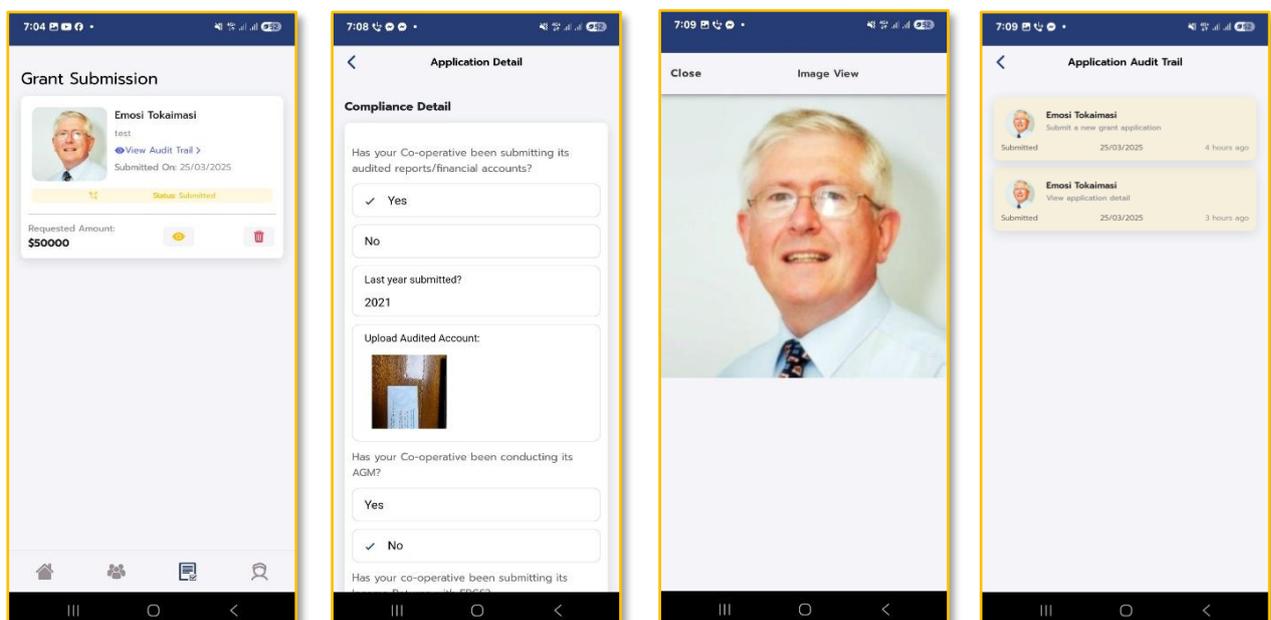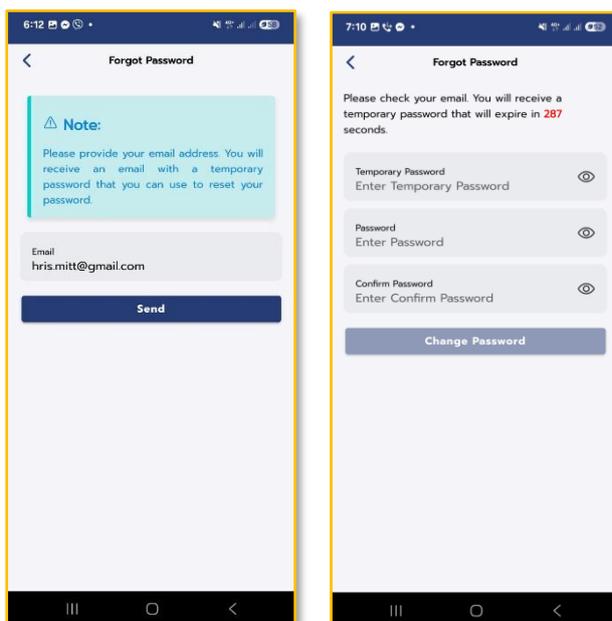
Account

Under account tab you can view profile, update profile, change password and submit a contact form.
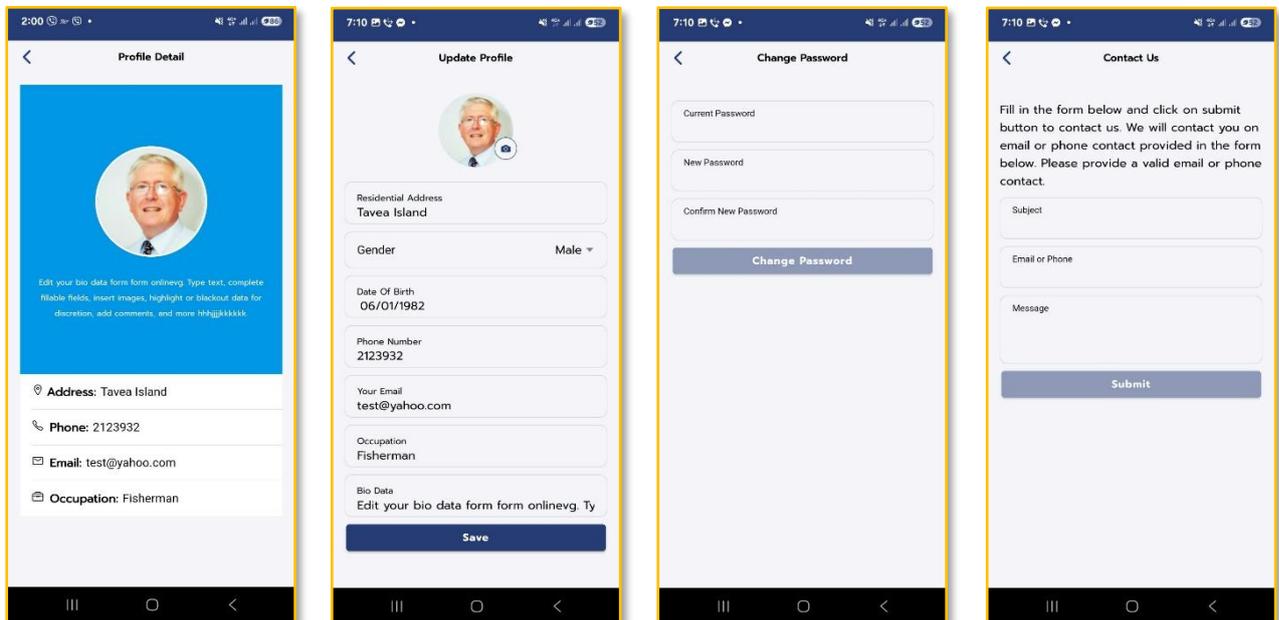
Forgot Password

Click on the "Forgot password" button on the login screen and enter your registered email address. A OTP will be sent to your email which will expire in 300 seconds. Enter your OTP and new password then click "Change Password" button.

Contact Us

For more information please contact:

The Department of Co-operative

Ministry of Trade, Co-operatives, Small Micro and Medium Enterprises and Communications

Level 2, Civic Tower, Victoria Parade, Suva

Phone: +679 3305411

Email: support@mcttt.gov.fj