

Nepal Tourism Board (NTB)

Company User Registration & Authentication Manual

1. Introduction and Objectives

1.1 Overview

This manual provides authorized companies registered in Nepal with a comprehensive guide to utilizing the Nepal Tourism Board (NTB) Company Portal. The platform facilitates participation in official tourism events, promotional programs, and strategic initiatives organized by the NTB.

1.2 Eligibility Criteria

Criteria	Requirement Description
Registration Status	Entity must be legally registered within Nepal.
System Affirmation	Affirmative response ("Yes") to the residency question during registration.
Notice Relevance	Applies to Participation Notices for events and tourism initiatives.

1.3 Technical Prerequisites

- **Portal URL:** <https://tenders.ntb.gov.np/>
- **Browser Compatibility:** Chrome, Firefox, Safari, Edge (latest versions)
- **Internet Connection:** Required

2. Company Registration Procedure

2.1 Registration Workflow

Step 1: Open the Registration Page

1. Access the NTB Company Portal via the official URL.
2. Select the **Register** or **Create Account** option to initiate the process.

3. Complete the required fields in the registration form.
- Figure : Company Registration Form

Create your account
Register as a company to apply for tenders and event participation notices.

Authorized Person

Name *
Full Name

Company Official Email *
Company Official Email

Company Detail

Is the company registered in Nepal? *
☐ Yes ☐ No

Country *
Select Country

Company Name *

Company Registration Number *

Phone[फोन] *
Contact Number

After registration, a temporary password and activation link will be sent to your email. You must activate your account and set a new password before signing in.

Security code

ENTER CODE SHOWN ABOVE

Register

2.2 Documentation Requirements and Data Entry

Field	Description	Example
Name	Full name of the authorized person	Ram Sharma
Email	Official email address	ram.sharma@company.com

2.3 Formal Submission

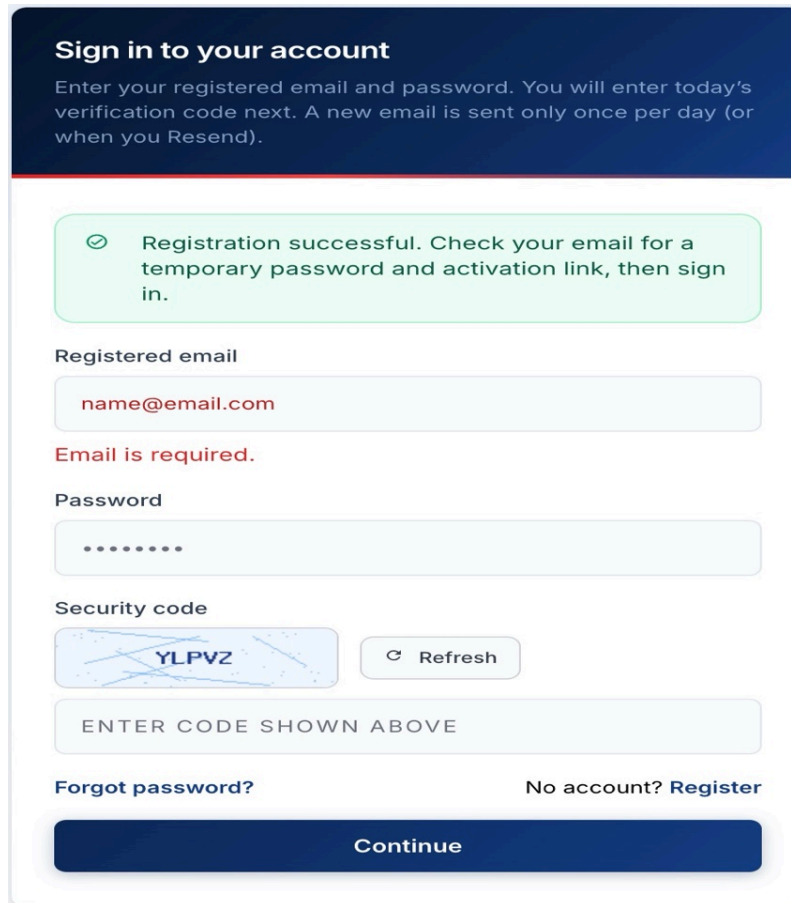
1. Conduct a final review of all provided information for accuracy.
2. Execute the security verification (CAPTCHA).
3. Submit the form by clicking the **Register** button.
4. Maintain the browser window until the confirmation message appears.

5. On success, you will see confirmation message

Success Message:

"Registration successful. Check your email for a temporary password and activation link, then sign in."

Figure : Registration Success Confirmation



The image shows a mobile application interface for signing in. At the top, a dark blue header contains the text "Sign in to your account" and a paragraph: "Enter your registered email and password. You will enter today's verification code next. A new email is sent only once per day (or when you Resend)." Below this, a green success message box states: "Registration successful. Check your email for a temporary password and activation link, then sign in." The form includes fields for "Registered email" (containing "name@email.com" with a red error message "Email is required."), "Password" (masked with dots), and "Security code" (displaying "YLPVZ" with a "Refresh" button). A text input field below the security code contains the placeholder "ENTER CODE SHOWN ABOVE". At the bottom, there are links for "Forgot password?" and "No account? Register", and a large blue "Continue" button.

Sign in to your account

Enter your registered email and password. You will enter today's verification code next. A new email is sent only once per day (or when you Resend).

✓ Registration successful. Check your email for a temporary password and activation link, then sign in.

Registered email

name@email.com

Email is required.

Password

.....

Security code

YLPVZ Refresh

ENTER CODE SHOWN ABOVE

[Forgot password?](#) [No account? Register](#)

Continue

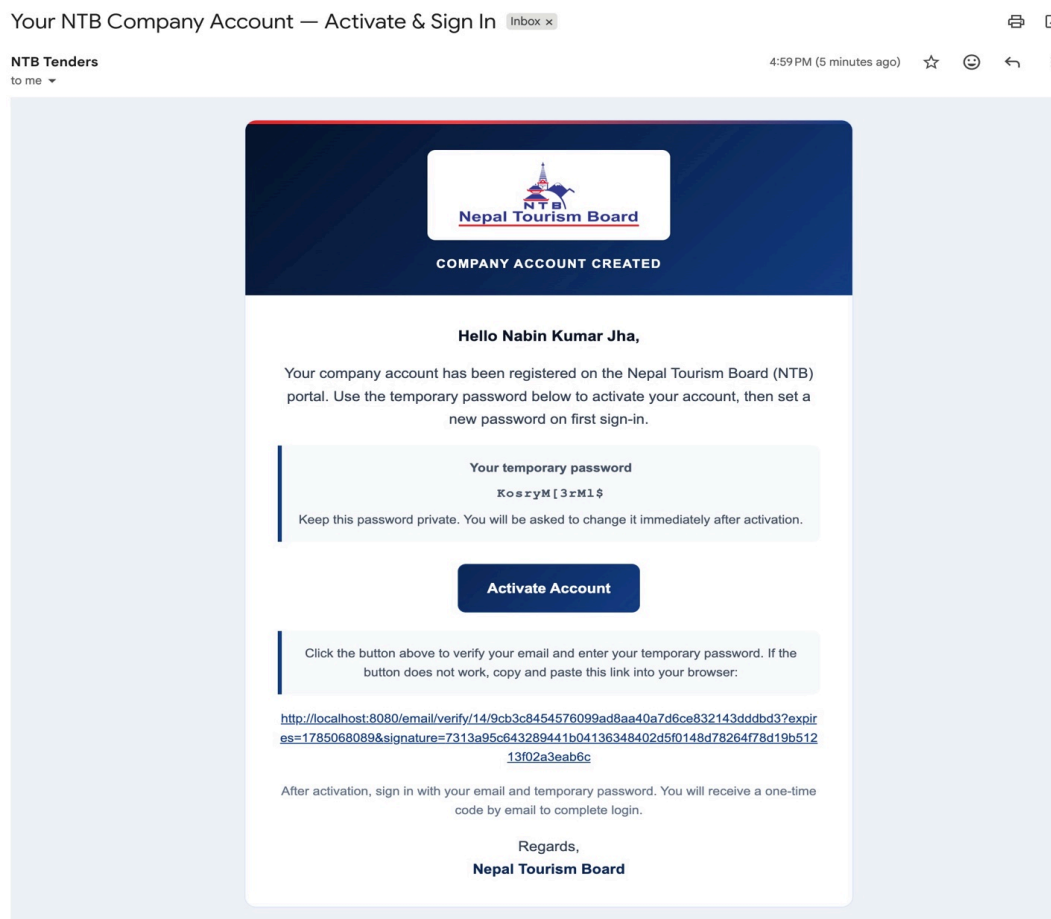
3. Account Activation and Authentication

3.1 Email Verification

After registration, you will receive an email from NTB:

Item	Description
Subject	Your NTB Company Account — Activate & Sign In
Content	Temporary password + Activation link

Figure : Welcome Email with Activation Link



3.2 Account Activation Steps

Step 1: Open the Activation Link

1. Open your email inbox
2. Click the **Activate Account** button or link
3. The portal will open the activation page

Step 2: Enter Temporary Password

You will see the "**Activate your account**" page:

Field	Instructions
Email	Read-only — confirms you're activating the right account
Temporary Password	Enter the password from the welcome email

4. Click **Verify & Continue**

Figure : Activate Your Account Page

Activate your account

Enter the temporary password from your welcome email to verify your account.

✓ Please enter the temporary password sent to your email to activate your account.

Email address

webdynait@gmail.com

Temporary password

.....

Verify & Continue

3.3 Credential Management

1. You will be redirected to "**Set New Password**" page
2. Enter your **New Password** (must meet security requirements)
3. Re-enter to **Confirm New Password**
4. Click **Save** or **Update Password**

Success Message:

"Account verified. Please set a new password to continue."

Figure : Set New Password Page

The screenshot shows the 'Set New Password' page of the Nepal Tourism Board's Tenders & Participation Portal. The page has a dark blue sidebar with the Nepal Tourism Board logo and navigation links: Dashboard, Profile, and My Participant Notice. The main content area has a header with the Nepal Tourism Board logo and the title 'Set New Password'. Below the header, there is a green notification bar stating 'Account verified. Please set a new password to continue.' The main form is divided into two sections: 'Choose Your Password' and 'Password Requirements'. The 'Choose Your Password' section has two input fields for 'New Password' and 'Confirm New Password', both with a red asterisk indicating they are required. Below these fields is a blue 'Save Password' button. The 'Password Requirements' section lists the following rules: At least 10 characters, One uppercase letter (A-Z), One lowercase letter (a-z), One number (0-9), One special character (!@#\$.), and Different from your temporary password. A yellow warning box at the bottom right states: 'You must set a new password before you can access any other part of the portal.' The footer of the page reads 'Nepal Tourism Board — Tenders & Participation Portal' and '© 2026'.

3.4 Login Procedure

1. Go to the **Login** page
2. Enter your **Email** and **New Password**
3. Complete OTP/verification if prompted
4. Click **Login**

Figure : Login Page

The screenshot shows the 'Sign in to your account' page. The header is dark blue with the title 'Sign in to your account' and a sub-header: 'Enter your registered email and password. You will enter today's verification code next. A new email is sent only once per day (or when you Resend).' The form has three main sections: 'Registered email' with a text input field containing 'name@email.com', 'Password' with a text input field containing '.....', and 'Security code' with a text input field containing '78CGH' and a 'Refresh' button. Below the security code field is a text input field with the placeholder 'ENTER CODE SHOWN ABOVE'. At the bottom, there are two links: 'Forgot password?' and 'No account? Register'. A large blue 'Continue' button is at the very bottom.

Enter verification code

We sent a 6-digit code to **we*****@gmail.com**. The same code is valid for all sign-ins today. If you deleted or missed it, use **Resend code** below.

✔ Credentials verified. A verification code has been sent to your registered email. It is valid for today.

Verification code

0 0 0 0 0 0

Please enter the 6-digit code.

Verify and sign in

Resend code

Use Resend only if you deleted or did not receive today's code. The new code replaces the previous one.

Back to sign in

Use Resend only if you deleted or did not receive today's code. The new code replaces the previous one.

Back to sign in

4. Support Contact

Contact NTB Support: 5356909 (Marketing Department)