

**BOARD DIRECTORS' DATABASE and EVALUATION
SYSTEM (BDES)**

USER MANUAL

For



**Department of Macro-Fiscal and Development Finance (DMDF)
Ministry of Finance**

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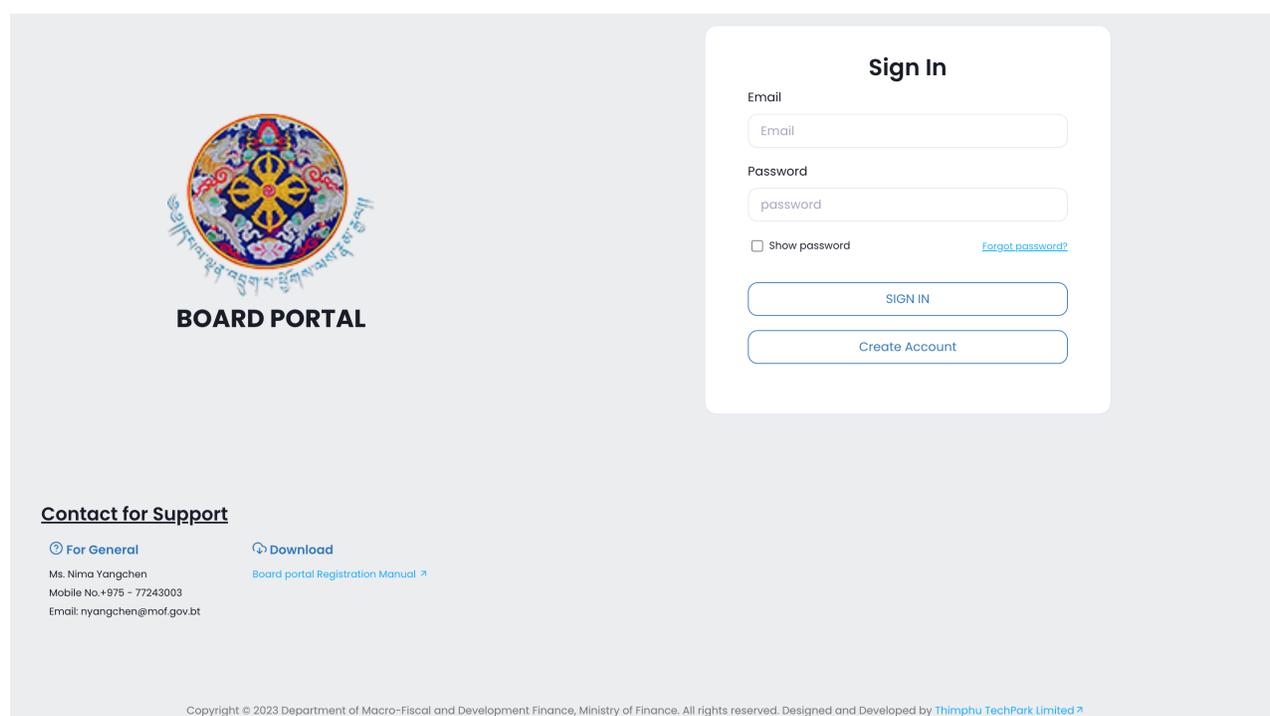
1. Registration in BDES System

Interested applicants/individuals are requested to note the following before creating a User Account in the BDES Board Portal system:

- Ensure that you have valid email ID before initiating the process of registration.
- Ensure that you have scanned a copy of your required documents which will be required to be uploaded/attached during the registration process.
- All fields are mandatory, while creating an account.
- Ensure that the document size is less than 10MB.

2. Process for the registration in the BDES System

1. To access the BDES Board portal system, follow the following links:
 - Direct url link: <https://bddes.mof.gov.bt/login>
2. Once clicked on above link it will redirect to the login page.



BOARD PORTAL

Sign In

Email
Email

Password
password

Show password [forgot password?](#)

SIGN IN

Create Account

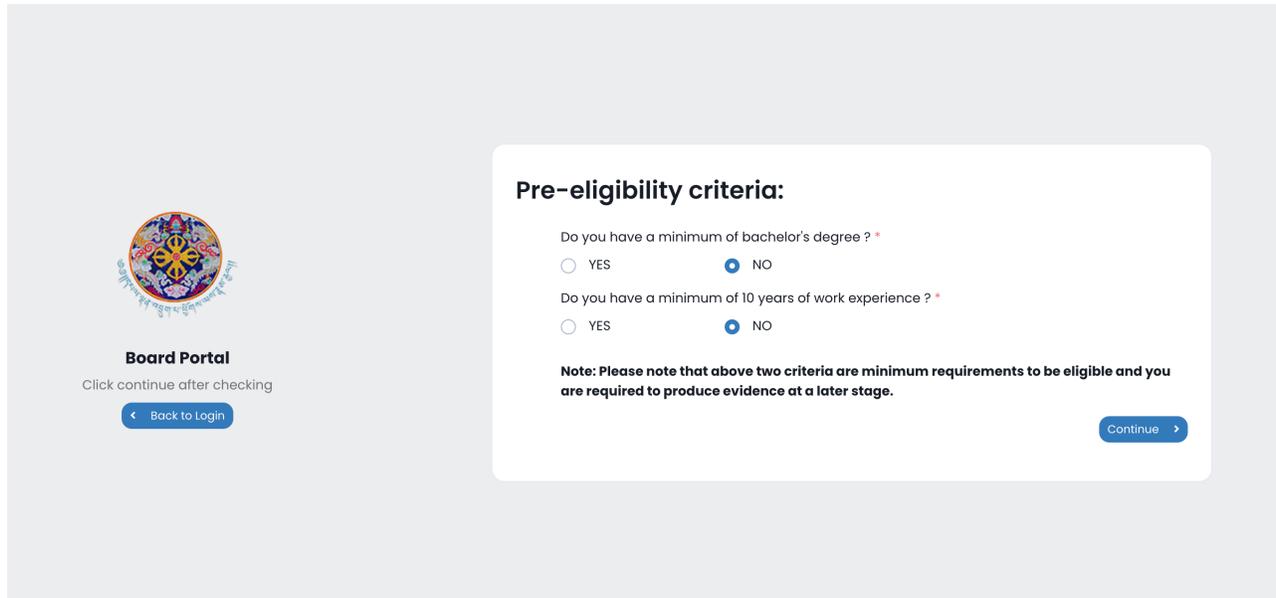
Contact for Support

[For General](#)
Ms. Nima Yangchen
Mobile No. +975 - 77243003
Email: nyangchen@mof.gov.bt

[Download](#)
[Board portal Registration Manual](#)

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3. On the login page, click on the create an account link to create your account. It will redirect to pre-eligibility criteria page. If you are not eligible, you can redirect back by clicking on “Back to Login”.

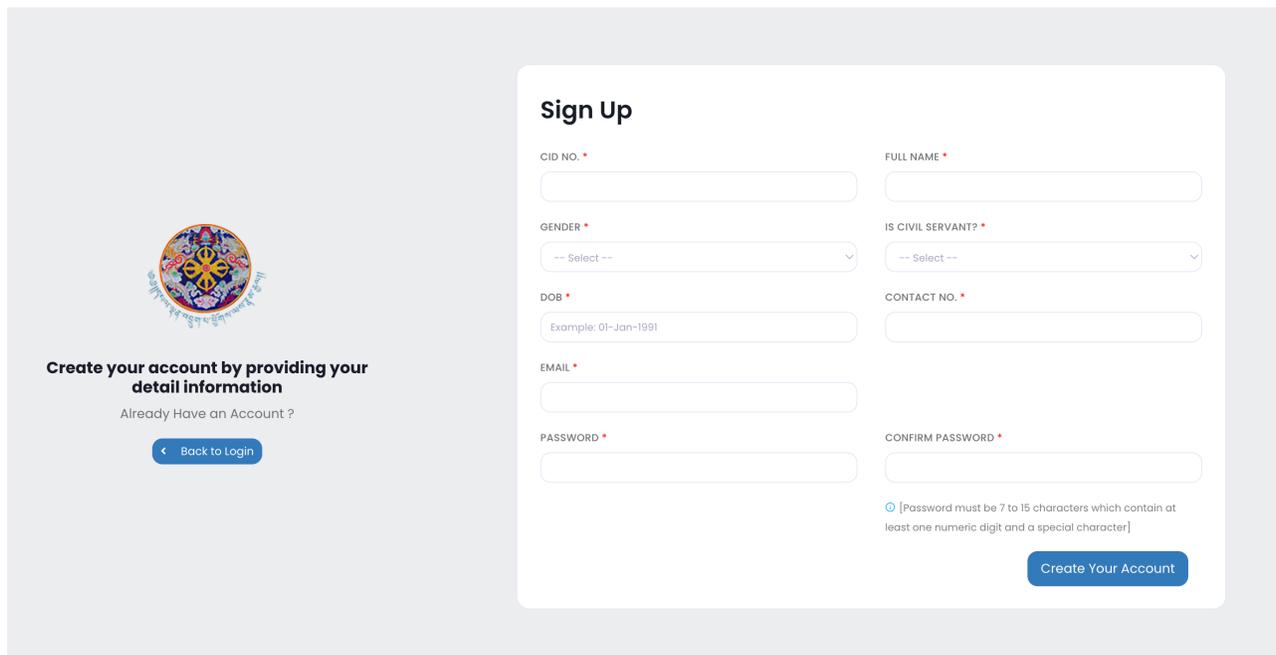


The screenshot shows the 'Board Portal' interface. On the left, there is a circular logo with the text 'Board Portal' and 'Click continue after checking' below it, with a 'Back to Login' button. The main content area is titled 'Pre-eligibility criteria:' and contains two questions with radio button options:

- Do you have a minimum of bachelor's degree ? *
 YES NO
- Do you have a minimum of 10 years of work experience ? *
 YES NO

A note states: 'Note: Please note that above two criteria are minimum requirements to be eligible and you are required to produce evidence at a later stage.' There is a 'Continue' button on the right and a 'Back to Login' button on the left.

4. If you have met the eligibility criteria, you will be redirected with the sign-up page to input the information for the registration as shown below. You need to provide strong alphanumeric password to be accepted by the system.

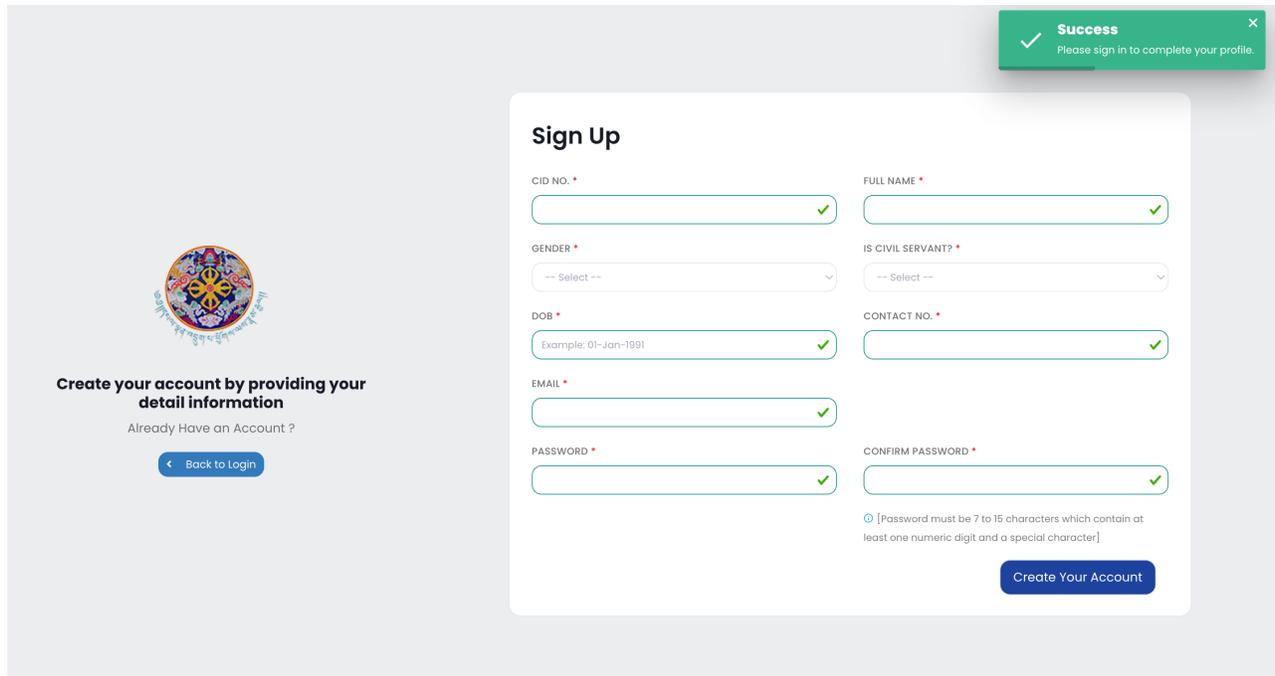


The screenshot shows the 'Sign Up' page. On the left, there is a circular logo with the text 'Create your account by providing your detail information' and 'Already Have an Account?' below it, with a 'Back to Login' button. The main content area is titled 'Sign Up' and contains several input fields:

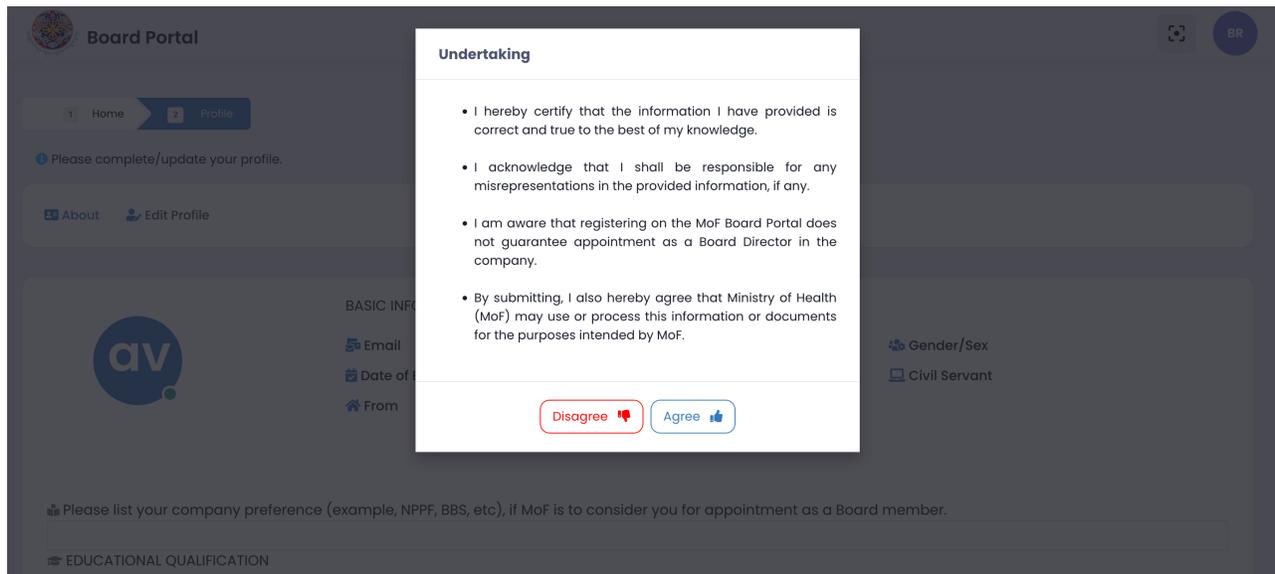
- CID NO. *
- FULL NAME *
- GENDER * (dropdown menu: -- Select --)
- IS CIVIL SERVANT? * (dropdown menu: -- Select --)
- DOB * (Example: 01-Jan-1991)
- CONTACT NO. *
- EMAIL *
- PASSWORD *
- CONFIRM PASSWORD *

A note states: '[Password must be 7 to 15 characters which contain at least one numeric digit and a special character]'. There is a 'Create Your Account' button at the bottom right.

5. Once clicked on the “Create Your Account” button your profile will be created successfully and the following screen will appear. Applicants will be notified with the email of successful registration to the BDES Board Portal.



6. After successful registration applicants, individuals can use email to login to the system to update the profile. Once successfully logged in below screen will appear.



7. On the profile page update your profile and other information by clicking on “Edit Profile”, Basic Information, Education Qualification, Work Experience, Board/Committee Experience and upload the document as required and save the information.

1 Home 2 Profile

Please complete/update your profile.

About Edit Profile

EDIT PROFILE INFORMATION

Your profile information will be used during Board Director selection.

Basic Information

GENERAL

FULL NAME * Dawa CID NO. * 11123074526

DATE OF BIRTH * 04-Apr-2024 GENDER * Male IS CIVIL SERVANT? * NO

CONTACT INFO

PHONE NUMBER * 17345690 EMAIL * test@gmail.com

CURRENT ADDRESS * PERMANENT ADDRESS *

3. Support Help Desk

For any support, please contact the following contact officials:

For General:

Ms. Nima Yangchen
Tel: +975 - 77243003
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