(Please read **Detail Manual** from **Questionnaire Website**)

1. Click npo.gov.bd



1. Click on sugar tab (As Respective)



1. Click and Create **Managerial ID**



1. Sign In with managerial ID and Password just created and create (**Focal Point**)-🡪 Click admin info -🡪 click create user



1. Login with institute user same as above. Check the form, edit if needed and submit.

Note: Please check carefully before approve, you can not change after approve.

1. Sign in with focal point user name and password
2. Click Questionnaire🡪 click Sugar and food (as respective) 🡪 click next 🡪 fill up your form and submit.



1. Login with institute user again (same as above). Check the form, edit if needed and submit.

**Note: Please check carefully before approve, you can not change after approval.**

**Thank You**