User guide to the electronic service ES 17

Certification of compliance of the investment project with the Energy policy long-term concept

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1. Introduction

The Ministry of Economy of the Slovak Republic has through its electronic services ensured communication with the public, which is realized without the need for personal visit and without the need for paper documents that were replaced by electronic documents.

1.1. The purpose of the document

This document contains general information on how to use the electronic service and is intended for public using the Electronic Services Portal.

1.2. Service description

The service allows you to submit an application for issuing of a certificate for the construction of energy facility pursuant to Act no 251/2012 Coll. on energy, and on amendment and supplement to certain laws.
The certificate for the construction of energy facility is a documentation for planning proceedings and building permit proceedings, and as a document for the application on connection of the facility for the generation of electricity to the transmission system or to the distribution system.

1.3. Related services

Overview of related services:

Service	Description
ES 18	Certification of conformity of the development of the system of thermal installations in preparation or a part thereof with the Energy policy long-term concept
ES 23	Information on certification criteria ensuring compliance with the Energy policy long-term concept
ES 35	Publishing the list of certificates of compliance with the Energy policy long-term concept

Table 1 - Related services

1.4. Terms and abbreviations

List of terms and abbreviations listed in the document:

Abbreviation, Term	Explanation
eDesk	Electronic mailbox of the citizen
MoE SR	The Ministry of Economy of the Slovak Republic
SME	Small and medium-sized enterprises
PDF	Portable Document Format
SARIO	Slovak investment and trade development agency
SBA	Slovak Business Agency (formerly NADSME, NARMSP)
CGP	Central Government Portal (slovensko.sk web portal; ÚPVS)
Workdesk	Screen for working with the submission
QES	Qualified electronic signature

Table 2 - List of terms and abbreviations

2. The use of the electronic service

The service allows you to submit an application for issuing of a certificate for the construction of energy facility.

2.1. Orientation on the Electronic Services Portal

The agenda of electronic service is accessible through:
- Thematic blocks
- List of electronic services
- Searching by term / phrase
- Filtering by selected request

Figure 1 - Orientation on the Portal

2.2. Service detail

After selecting the desired service, the system displays a page with a detailed description of the service accompanied by additional information on administrative charges, required attachments, information for whom the service is intended and with a brief manual.

Figure 2 - Service detail

2.3. The use of the service

The service provides the following options:
- Submission of an electronic application - the user is able to communicate with public authority through the submission of an electronic application without the need for personal visit.
- The results of submissions and communication with representatives of the public authority should be checked in the electronic mailbox (eDesk) of the user on the Central Government Portal - www.slovensko.sk.

3. Submission of an electronic application

The user can by submitting of an electronic application **request issuing of a certificate for the construction of energy facility.**

Detailed description on how to submit an electronic application is described in this chapter.

3.1. Login via the Central Government Portal (slovensko.sk)

For the submission of application, you need to choose specific submission in the service detail (see Figure 2 – Service detail), at the top of the screen in the section Submissions.

Submission can be realized only by natural persons or legal entities that are logged in on the Central Government Portal - www.slovensko.sk. This login can be realized through the option "Login" in the upper right corner of the ES Portal, or by clicking on the submission in the relevant service detail after which the user gets redirected to the Central Government Portal (slovensko.sk) login screen.
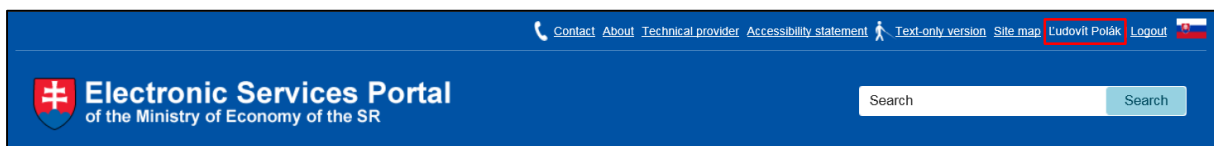
Figure 3 - Logged in user
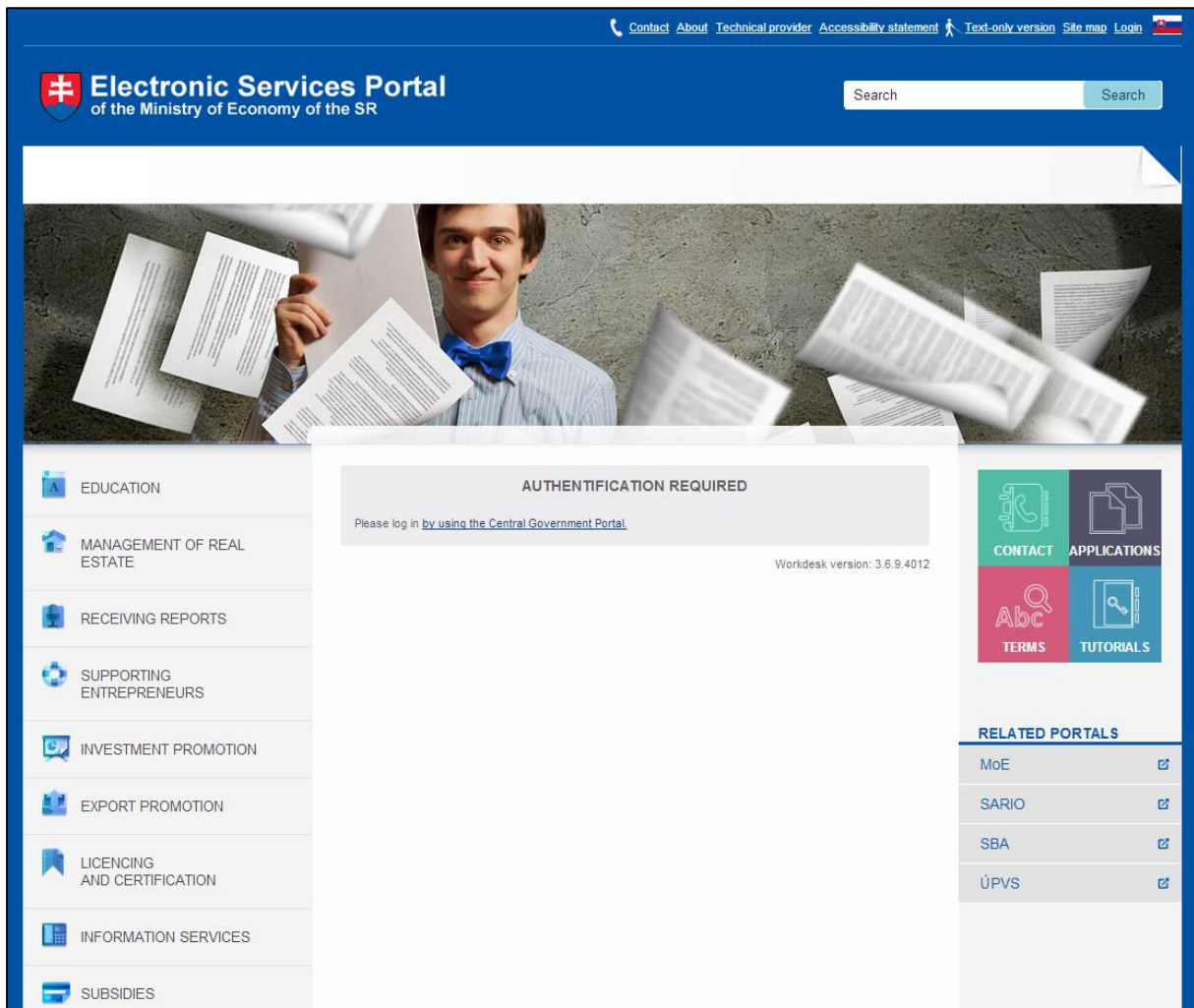
Figure 4 - Login via the service

After logging in via the Central Government Portal, the user gets redirected to the ES Portal website - portal.mhsr.sk. The information about the registered user will be displayed at the top right corner of the screen.
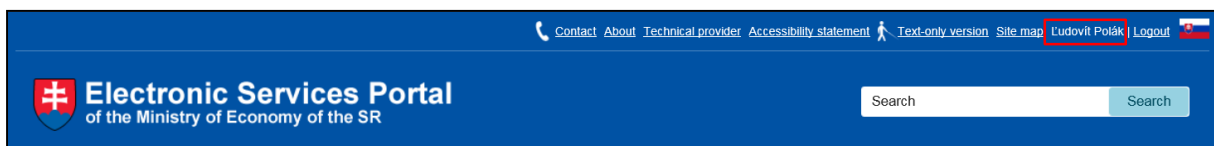
Figure 5 - Logged in user

3.2. Screen for working with the submission

After logging in, if you are interested in realization of a submission to the relevant service, you need to select the option for a particular submission in the relevant service detail. You will be redirected to the screen for working with the submission (workdesk). More detailed information can be found at https://portal.mhsr.sk/files/esluzby/navody/prirucka_portal_sk.pdf.
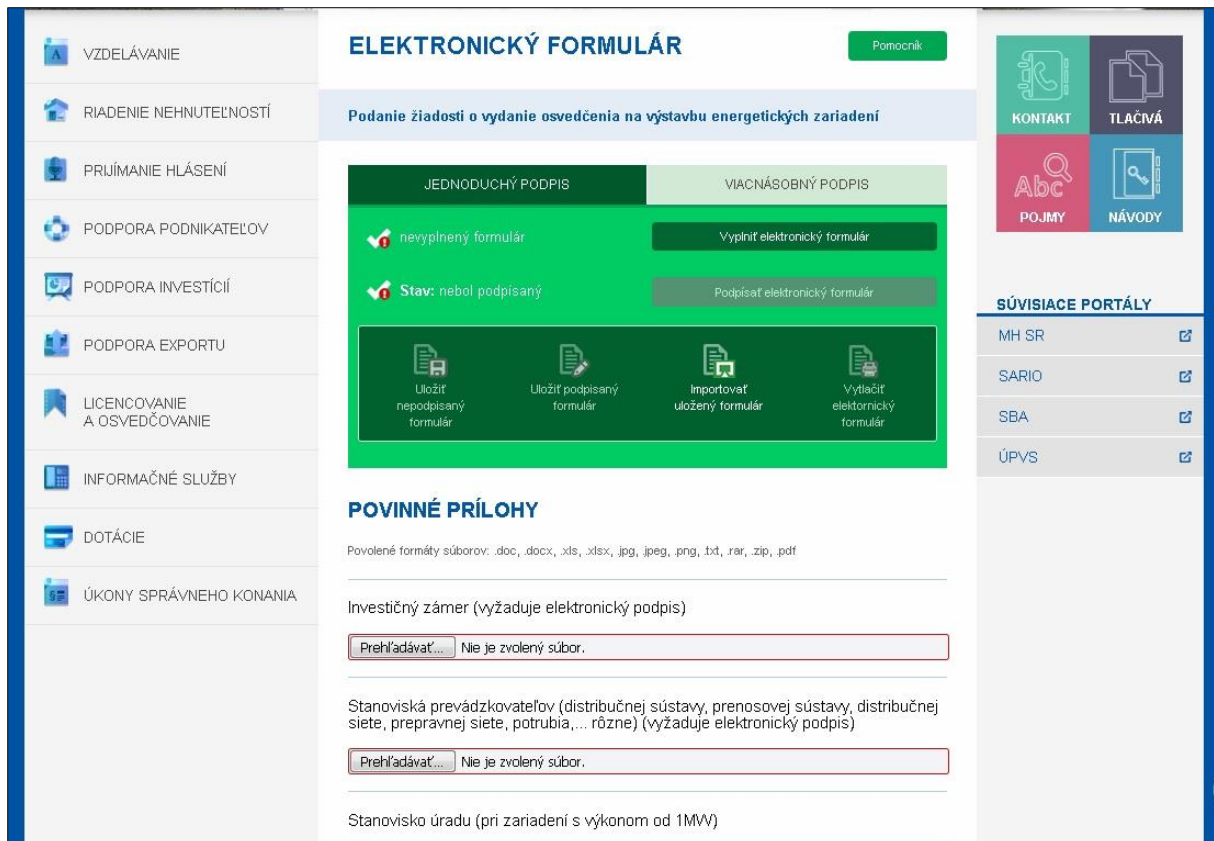
Figure 6 - Screen for working with the submission

Note: This service contains electronic form only in Slovak language.

3.3. Submission form

By selecting the option "Fill e-form", the system displays an electronic form that should be completed. Then the user selects the option "Validate and close". Validation is used to verify the completion of mandatory items. It checks the completion and format of selected fields, but not the substantive content.

Figure 7 - Submission form

Note: This service contains electronic form only in Slovak language.

3.4. Submission attachments

Mandatory attachments

The section Mandatory attachments contains a list of mandatory attachments, without which it is impossible for relevant organization to process submitted application. For the successful processing of your submission, it is necessary to attach these attachments to you submission in electronic form.
In the event that the submission is not accompanied by the mandatory attachment, you will receive the following warning.

Figure 8 - Mandatory attachments

In this case, the submission will be sent to the processing organization, but you will be asked by this organization to deliver these attachments in other than electronic form.

User attachments

User attachments are additional attachments that you may consider relevant and necessary for successful and fast execution of your agenda. These attachments are not required by the organization which handles the submission.

3.5. Signing of a submission (QES)

Before the submission of an application it is necessary to sign it by qualified electronic signature (QES) by the eID card that contains a qualified certificates for signing.

Manual for working with QES is available on https://zep.disig.sk/Content/PriruckaWebSigner.pdf.
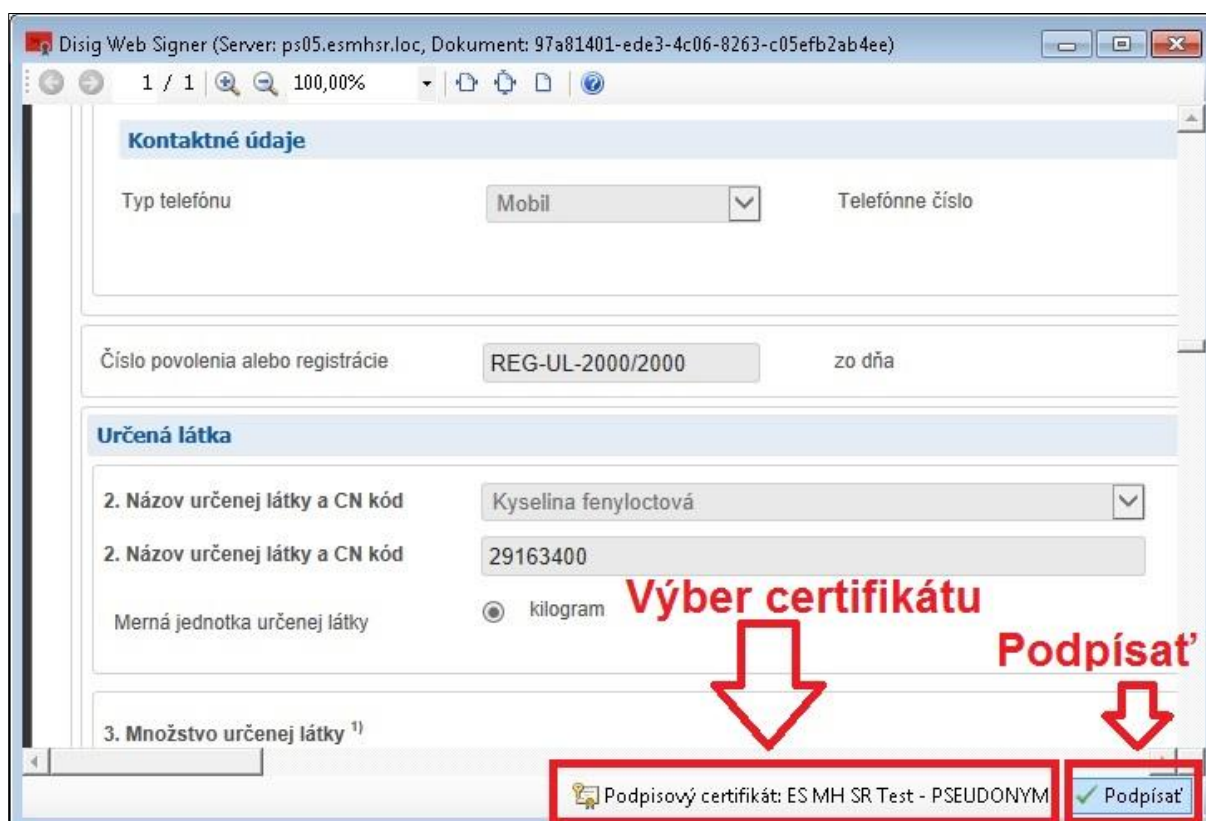

Figure 9 - Signing of a submission

3.6. Sending a submission

After completing the electronic form and its signing, it is necessary to send the submission for processing to the addressee through the option "Submit".

SUBMIT

Figure 10 - Send a submission (submit)

3.6.1. Successful submission

After successful sending of the submission, the system displays information on the successful realization of a submission on the screen. In this case, the copy of the submission (completed electronic form) is delivered to your electronic mailbox (eDesk). In parallel, the submission is sent electronically to the registry of the competent organization. System registers the submission and the sender receives delivery confirmation to his eDesk, where it can be checked. Only the delivery confirmation in the eDesk is a confirmation of successful realization of the submission to a selected organization. More detailed information on the work with eDesk is given in chapter Electronic mailbox of the citizen.

The realization of successful submission is followed by the process of it's processing by representative of the organization concerned. All communication is usually sent to Electronic mailbox of the citizen (eDesk) and, where appropriate, to other communication channels indicated in the submission.

3.6.2. Unsuccessful submission

In the event that you receive an error message after the submission of your application, it is necessary to retry to send a request, because your request has been sent incorrectly or it was not sent at all. In this case, you will not receive a copy of your request to your eDesk.

3.7. Payment

The provision of this service is charged. The payment prescription will be delivered to your electronic mailbox after receiving your application by the organization. After receiving the payment prescription to your eDesk, you can make the payment by standard methods:

- Bank transfer
- Electronic revenue stamp (*e-kolok*).

After paying the required amount depending on the payment method, the processor receives information about the payment and then it will be possible to continue in the administrative procedure.

4. Electronic mailbox of the citizen

4.1. About eDesk

National Agency for Network and Electronic Services (NASES), as an organization of the Government office of the Slovak Republic, has from 1 January 2014 launched a pilot operation of electronic mailboxes on the Central government portal (www.slovensko.sk) according to the Act no. 305/2013 Coll. on E-government. Electronic mailboxes are automatically created for Slovak citizens who have reached 18 years of age at that date.

Logging into electronic mailboxes according to the Act on E-government is possible only through an ID card with an electronic chip, issued after 1 December 2013. The ID card with a chip must have activated online eID function.

Mailboxes established under the Act on E-government are available at the webpage https://schranka1.slovensko.sk.

4.2. Login to the eDesk

Login process instructions *(available only in Slovak language):*
https://www.slovensko.sk/sk/elektronicka-schranka/postup-pri-prihlaseni-do-elekt

User manual for electronic mailbox *(available only in Slovak language):*
https://www.slovensko.sk/_img/CMS4/Navody/ES_pouzivatelska_prirucka.pdf

4.3. The use of eDesk

The eDesk is very similar to a classic email mailbox with received (Inbox) and sent messages (outbox). It allows communication of the public with public administration in electronic form.

Receiving messages

Inbox contains received massages from public authorities as a responses to user submissions, call applications, decisions, etc. Inbox also contains a delivery confirmations of a submission and delivery confirmations for massages with binding received response (similar to a registered letter). The acceptance of binding received response should be confirmed on received notice in the eDesk through the requested login. Only then the system can display the actual response / decision.

Warning:

Messages (responses) can be delivered to the eDesk only if its mailbox is enabled to receive massages. Otherwise, the inbox contains only send massages created by electronic submissions on public authorities' portals or directly in the eDesk. Therefore, if you want to communicate with authorities electronically, you need to activate the electronic mailbox after entering it. For more information about electronic mailboxes and their activation, please visit www.slovensko.sk.

After successful sending of a submissions on the ES Portal of the MoE SR, a copy of your submission will be also received to your eDesk, where you can view its detail. Only the delivery confirmation in the eDesk is a confirmation of successful realization of the submission to a selected organization.

Sending messages

Outbox contains messages sent as submissions on public authorities' portals, where the sender is public.

Acts of administrative procedure

The processes of administrative procedure under the Act no. 71/1967 Coll. on Administrative Proceedings (Administrative Code), following the receipt of the applicant's submissions at the public authority can be completed electronically through the electronic inbox where you have the option to send amendments and cancellation applications etc. for execution as an response to a delivery confirmation or to the call of service provider of your request.

4.4. Log out of the eDesk

After completing the work with eDesk, it is necessary to log out through the option "Logout" (Red Cross) next to the name of currently signed in person.

5. Useful information

Electronic Services Portal contains information which serves for faster execution of your agenda and answering of any questions.

Figure 11 - Useful information

Contact

The section "Contact" contains the contact information that may be used in the case of questions / problems arising in the process of execution of the relevant agenda. You can also use the online form to request for information.

Applications

The section "Applications" contains PDF thumbnails of all electronic forms sorted by thematic blocks.

Terms

The section "Terms" contains the explanations of the terms and abbreviations used on the Electronic Services Portal of the Ministry of Economy of the Slovak Republic has

Tutorials

The section "Tutorials" contains instructional videos as well as a brief manual on how to work with the Electronic Services Portal.