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Educational Assessment And Examinations Service

Self Service National Digital Certificate System User Guide

April 2025



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Service
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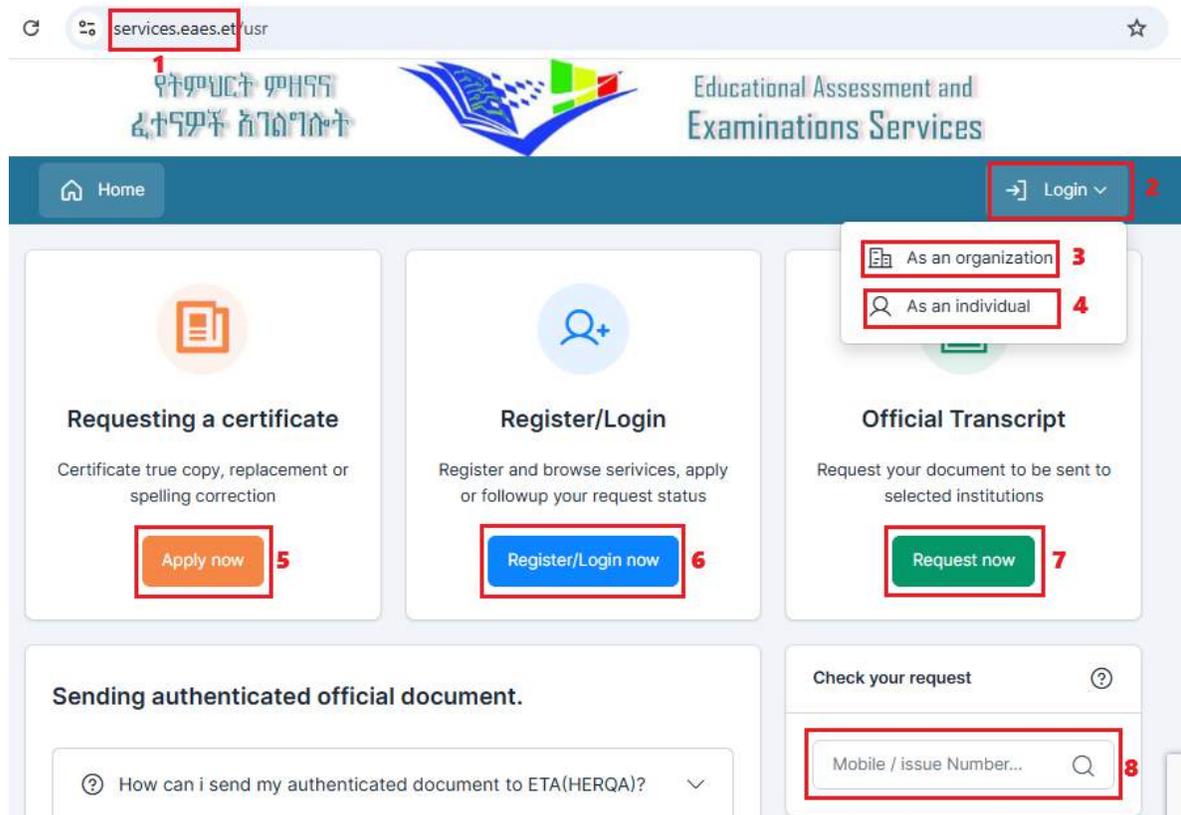


Self-Service Digital National Exam Certificate Management System - User Guide

This manual provides a clear and concise guide on how to navigate the self-service system for obtaining national exam certificates. It covers certificates for Grade 6 (old) and Grade 8 (old), Grade 10, Grade 12 (old) and Grade 12 preparatory.

Web Address

- **Enter the URL:** Open your browser and type the correct web address: services.eaes.et.
- **Sign Up:** If this is your first time using the system and you need to obtain your certificate, you must register first. Click on **Register**, indicated by number 6 in the image below.
- **Sign In:** If you are already registered, log in as an **Individual** by following steps 2 and 4 in the image below. Alternatively, click **Apply Now**, shown as number 5 in the image below, which will direct you to the sign-in page.



Sign Up

The sign-up process is simple and straightforward. Enter your **full name**, including your great-grandfather's name, along with your **email address** and an **Ethio telecom mobile phone number** (only numbers from Ethio telecom are accepted).

Next, click **Get Password**, as indicated by number 1 in the image below. Then, proceed by clicking **Register**, shown as number 2.

The screenshot shows a registration form with the following elements:

- Two tabs at the top: "Signup" (If you're new user) and "Sign in" (If you have an account).
- Form fields: "Full Name" (with placeholder "Your full name"), "Email", and "Phone Number" (with placeholder "+251 *****").
- Annotations: A red box labeled "1" highlights the "Get Password" button, and a red box labeled "2" highlights the "Register" button.
- Help text on the right side of the form:
 - For "Full Name": "Your full name. Please enter your correct full name. **It's required.**"
 - For "Email": "Your email. Enter your email if you have. We will send you notifications via this email."
 - For "Phone Number": "Your phone number. Your **mobile phone** number. **It's required.**"
 - For "Get Password": "Get password. Click on get password. A new password will be sent to your mobile number."
 - For "Enter Password": "Enter Password. Please write your password which you received on your phone."
 - For "Register": "Register. Click on register button to complete your registration."

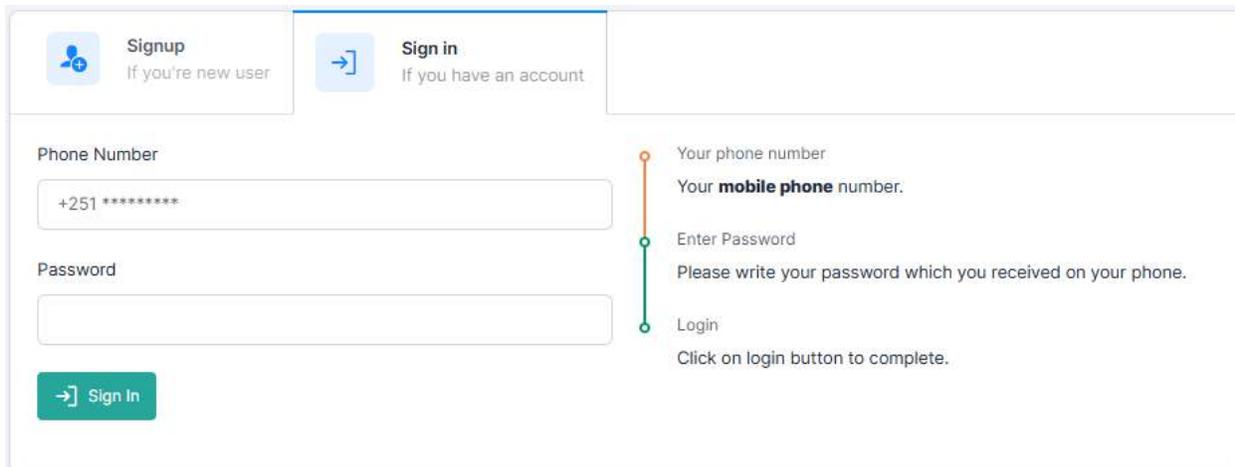
⚠ Caution:

- **Don't forget to click "Get Password" to receive your password. You'll need it later to sign in.**

Sign in

To log in, enter the **mobile number** you registered with, followed by the **password** you received from **6284** via message.

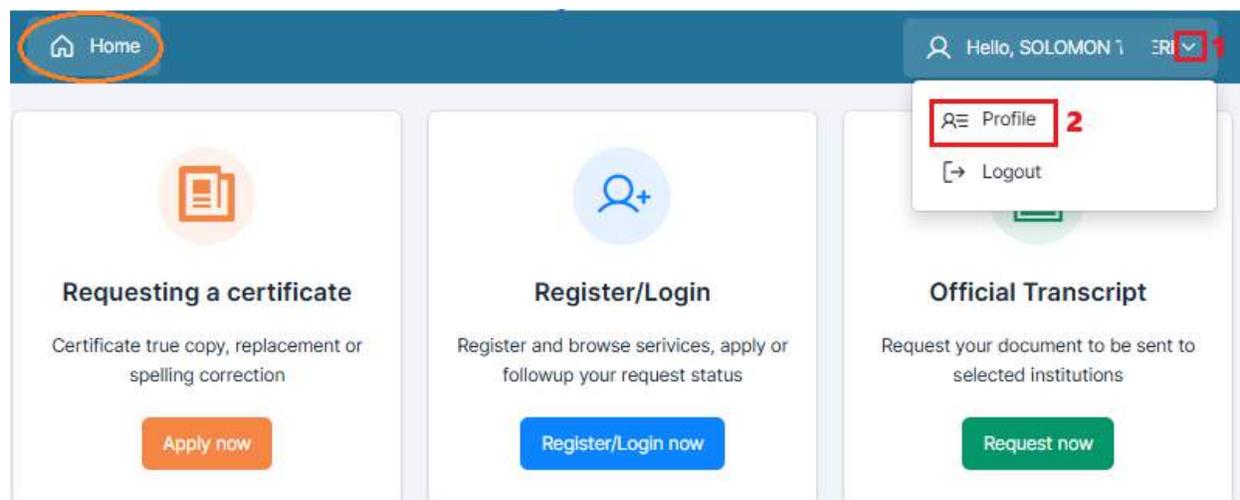
Please note that all your requests you made will be stored under your application using this **phone number and password** in the system. If you need to make another request for a different service, you do not need to sign up again, the system will recognize you as an already registered customer.



Profile

If you're on the home page, access your profile by clicking the **dropdown icon** next to your name (indicated by number 2 in the image below). Then, select **Profile** (also marked as number 2).

This will take you back to the page where you can request services.



New Request

Once you log in and, on your profile, you'll see the page below having:

- Your **account name** is displayed at the top.
- A list of all **service requests** you've made up to today displayed in the body.

If you wish to apply for a new service (such as a **recertificate** or **true copy** ...), simply click **New Request**.

The screenshot shows a user dashboard with a dark blue header containing a home icon and the text 'Home' on the left, and a user profile icon with the text 'Hello, SOLOMON' on the right. Below the header is a light grey banner with 'Welcome Back' and 'Find your request list' on the left, and a red-bordered button labeled 'New Request' on the right. The main content area features a search filter 'Type to filter...' and a 'Show: 10' dropdown. Below this is a table with columns: Issue Number, Type, Date, and Status. Two rows are visible, each with an issue number, a name, 'Personal' type, and a date 'more than 5 weeks ago'. The first row has status 'OnProgress(Paid)' and the second has 'New'. At the bottom, it says 'Showing 1 to 2 (of 2)' and a pagination control with a blue button labeled '1'.

Note: You can also apply for services on behalf of another person using your account. When doing so, please ensure you enter the **phone number of the student** requesting the certificate while completing the application form.

Select a Service

The available services include

- ✓ **Recertification,**
- ✓ **Spelling Correction,**
- ✓ **True Copy,**
- ✓ **Support Letter and**
- ✓ **Recertification with True Copy**

The screenshot shows a page titled 'Info: Please select service from the list'. Below this is a list of services. The first service is 'Recertification', which includes links for 'Documents' and 'Requirements' and a description: 'Offering a replacement for certificates'. The second service is 'Spelling Correction', which also includes links for 'Documents' and 'Requirements' and a description: 'This is merely a procedure of adjusting'.

Required Documents

Before filling out the form, scroll to the bottom of the page to review and prepare the required documents. Providing **clear scanned copies** of the necessary documents will help streamline the process of obtaining your certificate.

If any documents lack authenticity or clarity, your request will be placed **on hold**, and you will receive a **short message** prompting you to complete the requirements.

For **recertification**, you must submit specific documents, which are listed at the end of the page

Required Documents *	File (Max file size 2MB)
Valid kebele identity card	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
A 3 by 4 size photograph taken within the last 6 months <i>Our AI-based photo validator will check if your photo meets the requirements for use on the certificate. Please wait, as this process may take some time to complete.</i>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>
Police evidence letter	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Fill the Form

- **Fayda FIN (Optional, but Highly Recommended):** Enter your **National ID number** to significantly ease the application process and speed up the issuance of your certificate.
- **Certificate Information:** Ensure you correctly enter your **certificate details**, including the matching spelling of your name as it appeared on your original certificate.
- **School Details:** First, select your **admission type** (Regular or Private). Then, when typing your school name in the search box, the system will assist you in finding the correct name—simply select it from the list.

- **Means of Delivery:** We recommend selecting the **nearest Ethiopian Post Office** to your location for convenient certificate collection.
- **Required Documents:** Review and upload the necessary documents you have prepared.

New Request
Please fill the form to submit your request [Back to List](#)

 **Recertification**
Offering a replacement for certificates that have been lost or damaged. **ETB 400**
Service price

Fayda FIN

Certificate information

Given Name *	Grade Level *
<input type="text"/>	---Select---
Father Name *	Examination Year *
<input type="text"/>	---Select---
Grand Father Name *	Registration Number
<input type="text"/>	<input type="text"/>

Payment

Before proceeding, carefully **review all details** of your request, including your **delivery address** and **required documents**.

If you need to **change any required documents**, now is the time to do so to ensure everything is in place as you wish.

Once everything is correct, **reconfirm the selected service** and move forward to payment using either **TeleBirr** or **CBEBirr**, whichever is more convenient for you.

The page will resemble the image below.

Request Detail (Issue Number: B3032824120101)
↻ Back to List

Find your request details

Request detail	
NAME	ገብረመስቀል አብነት
Sex	Male
Grade Level	Grade 12(Prep.)
Reg. Number	98009
Exam. Year	2012 E.C.
Stream	Natural
Fayda ID (FIN)	
Phone Number	
School	
Admission Type	Regular

Delivery Address	
Mode	In-person
Location	
Address	

Required documents		
No.	Document Type	Status
1	Valid kebele identity card	Submitted Change
2	Police evidence letter	Submitted Change
3	A 3 by 4 size photograph taken within the last 6 months	Submitted Change

Selected services				
No.	Service Type	Quantity	Unit Price	Total Price
1	Recertification	1	400 ETB	400 ETB

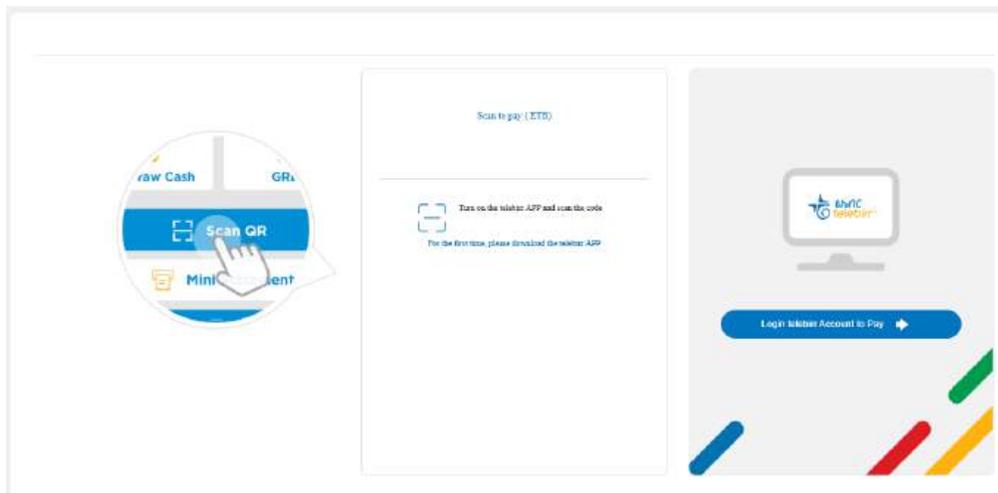
Payment Information	
Total Payment	1 ETB
Order Code	ZMYT78206070
Status	New

Pay using

Pay using

Pay with Tele Birr

Telebirr offers a simple and convenient payment method. You can either **scan the generated QR code** or **log in** to your account and complete the payment seamlessly.



Pay with CBE Birr

Enter a **phone number** registered with **CBE Birr Services**—this can be your own, or that of a relative or friend willing to make the payment on your behalf.

After entering the number, click **Proceed to Payment**, which will trigger CBE Birr to send a **One-Time Password (OTP)** to the provided phone number.

Enter the **OTP** in the second dialog box, then click **Verify Phone** to finalize the payment.

Further, you can refer to the **two images below**, labeled with step numbers, to visualize the process before making an actual attempt.

Enter Phone Number

Home Page CBE Birr Payment Gateway x +

→ ↻ 🔍 cbebirrpaymentgateway.cbe.com.et:8888/Default.aspx?r=cYs3GOJ19i9xiZ... ☆

Birr Home About Contact

Check Your Order Summary

Pay To: Educational Assessment and exam services
Till #: 393837
Amount: 2

Please enter your CBE Birr account Phone number and click on proceed to payment

1

Proceed to payment **2**

[Redirect to merchant site](#) **3**

Verify

Verify your Identity

We have sent a Verification code to your phone number 09652006**
Please confirm your identity by entering the received text message bellow.

1

[Edit Phone](#)

Your Transaction verification code will expire in 46 seconds.

[Verify Phone No.](#) **2**

Receipt

Payment Information	
Total Payment	ETB
Order Code	VWV847681826
Status	OnProgress(Paid)
Download proof of payment	

You will instantly receive a message from 6284, confirming that your request has been successfully submitted. You will also be notified once your request is processed and ready for collection.

Thank you! It is our honor and duty to serve you.