EcoNordic

CONSULTING GROUP

CLIENT PORTAL / FOR OUR CUSTOMERS

Your need.
A clear way forward.

Describe your requirements, keep the conversation together and choose the right consultant with EcoNordic.

Open portal.encg.se

FIND YOUR WAY

Sign in and find your way 02

Submit a request with an attachment 03

Dialogue and consultant proposals 04

Quotations and acceptance 05

Documents and versions 06

Extensions and closure 07

Quick help and support 08

English edition 2.0 • 17 October 2026
Based on the Swedish user guide, edition 2.0, 15 October 2026.
Illustrations contain fictitious data, not screenshots from your account.

© 2026 EcoNordic Consulting Group AB

01 / GET STARTED

Sign in without a password

Open portal.encg.se on a computer or mobile device. EcoNordic must first connect your email address to the correct customer account.

1. Use the registered email address

Enter the address EcoNordic has authorised and select Send sign-in link.

2. Open the email

Check your inbox and spam folder. Click the link to enter the portal. If you requested several links, use the latest one.

3. Find the right information

Overview shows status and next steps. Requests holds your needs and discussions. Documents contains customer files and accepted offers. Closed contains previous cases.

No password or ChatGPT account is needed

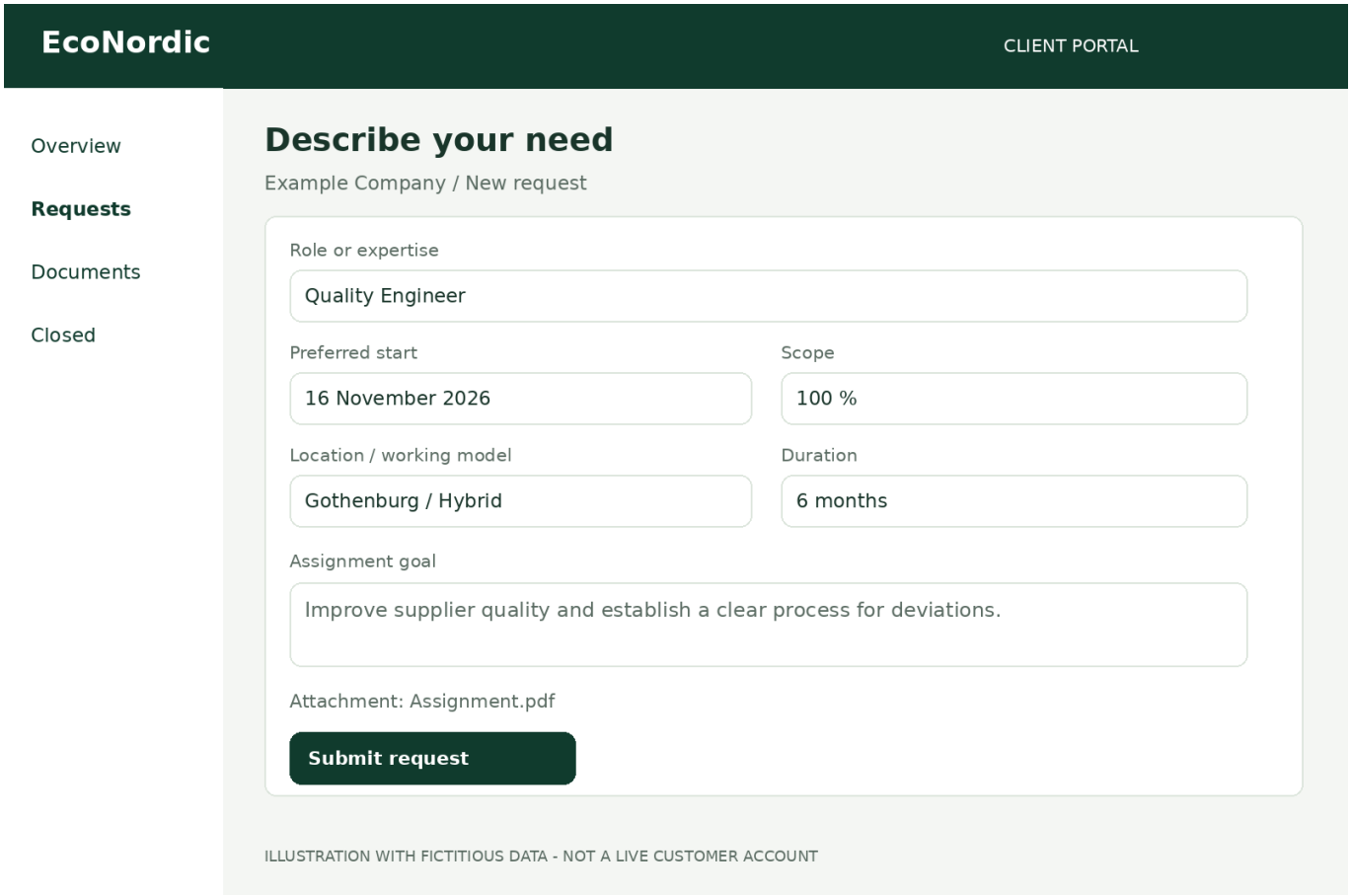
Choose Swedish or English on the sign-in page or in the header. Sign out using the button at the top. Do not share your sign-in link.

© 2026 EcoNordic Consulting Group AB

02 / NEW REQUEST

Describe the assignment

Select New request. You can attach a job advertisement or assignment description and keep your written description in the same request.



Set the scope: role, desired start, scope, location or working model, and duration.

Describe the goal: explain what should be achieved and separate essential requirements from preferences.

Attach and submit: PDF or Word, up to 25 MB. The description must still be completed. Open the request to follow the response.

You do not need a finished requirements profile

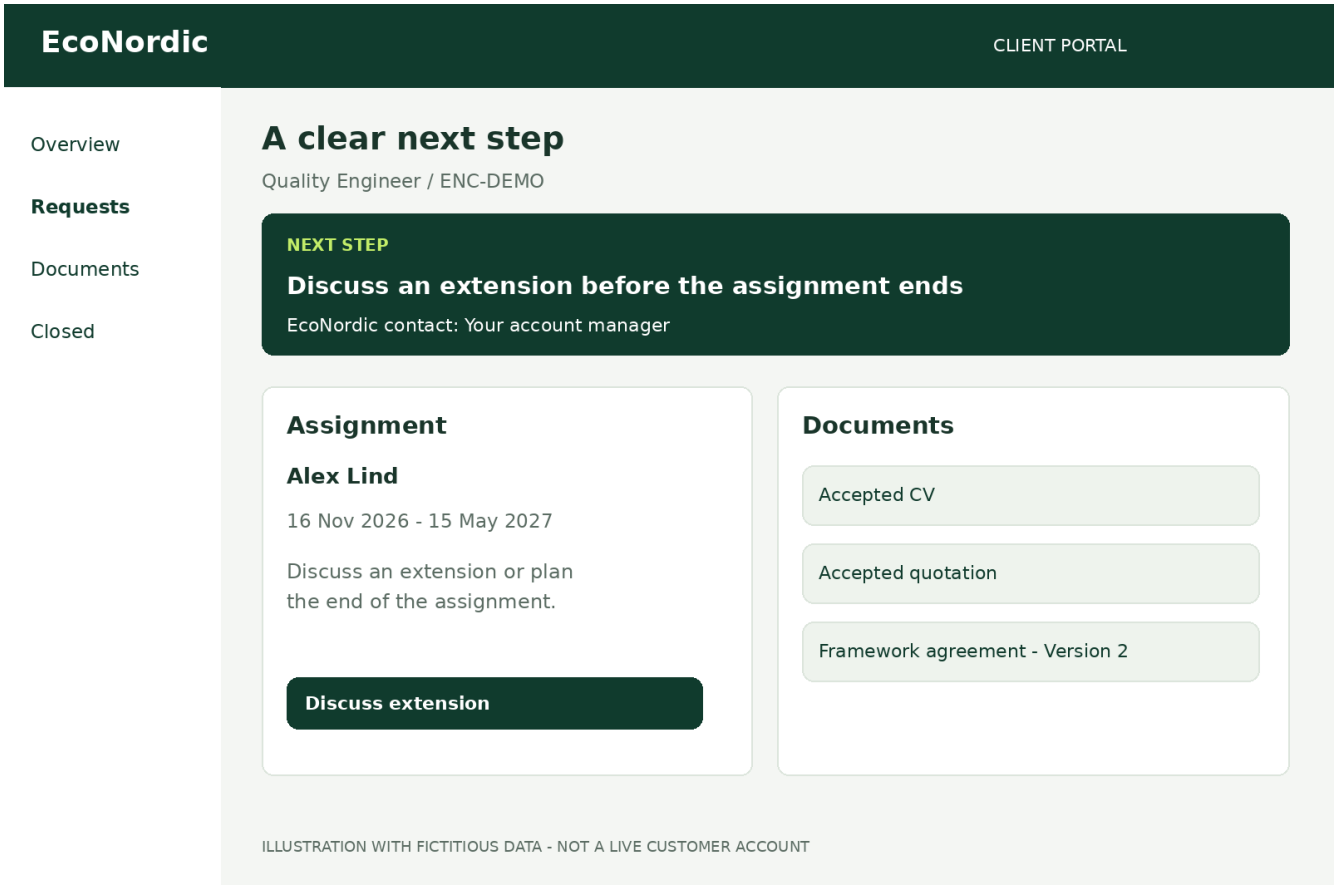
Choose a flexible start if needed. Scope is 1-100% in whole numbers and duration is 1-36 months. EcoNordic helps clarify the need.

© 2026 EcoNordic Consulting Group AB

03 / DIALOGUE AND NEXT STEPS

Keep the conversation together

Open the request. Your contact and the next step appear at the top. Select Dialogue to read and respond.



Follow the next step. Use Overview for the need and feedback, Dialogue for questions and answers, and Consultant proposals for shared CVs and quotations.

Ask about a particular consultant. Select Ask about this consultant, then Reply in thread and Send message. Unread messages are marked with a number.

Confirming the need is separate from accepting a quotation

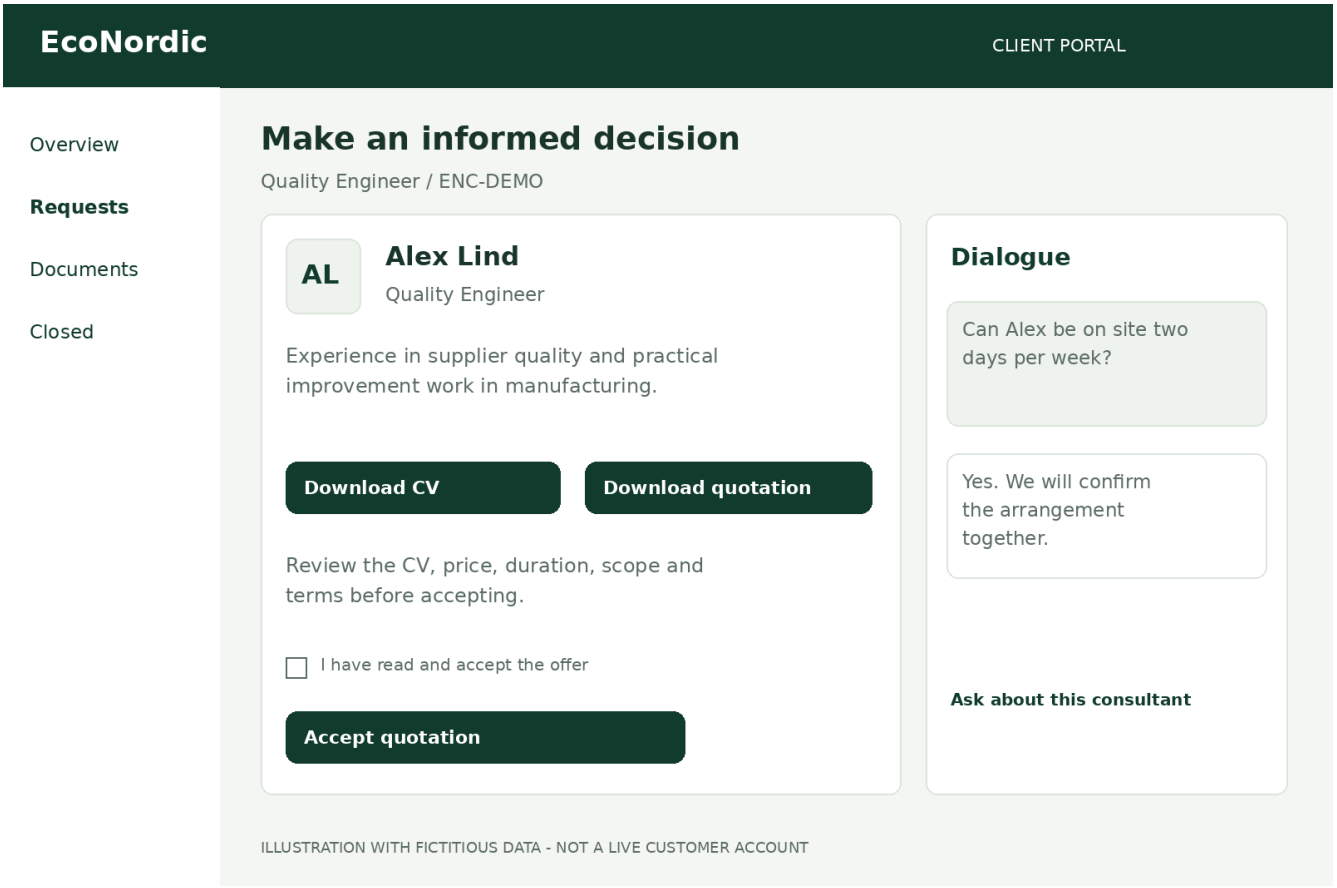
After EcoNordic has reviewed the request, you can confirm the requirements in Overview. Changes discussed in the dialogue need confirmation from EcoNordic.

© 2026 EcoNordic Consulting Group AB

04 / CONSULTANT PROPOSALS

Review the CV and quotation

Consultant proposals contains the consultants EcoNordic has shared with you. Each offer has a separate CV and quotation.



1. Read both files. Check experience, price, agreement period, scope and other terms.

2. Ask or give feedback. Expressing interest or asking a question is a next step; it is not acceptance.

3. Accept actively. When agreed, tick the confirmation and select Accept the consultant's quotation for the correct person.

Only accepted offers are archived in Documents

Interest or a decline does not move the files into Documents. If terms need to change after acceptance, EcoNordic will help prepare a new offer.

© 2026 EcoNordic Consulting Group AB

05 / DOCUMENTS

Documents and versions

Select Documents. This is where you find customer-specific files and the CVs and quotations from accepted consultant proposals.

Agreements and other files

EcoNordic publishes documents, validity dates and new versions. Use View version history to find older published files.

Accepted CVs and quotations

These belong to a particular consultant and accepted offer. They remain available after the case is closed.

Check the status before using a document

A forthcoming version may take effect later. An expired agreement has passed its stated validity date. Ask your contact if validity information is missing or unclear.

Keep the agreement and the portal case distinct

Closing a request in the portal does not, by itself, terminate an agreement. Contractual matters are handled separately.

© 2026 EcoNordic Consulting Group AB

06 / EXTENSIONS AND CLOSURE

Extensions and closure

Open the request and choose Overview. Find Assignment, extension and closure further down the page.

1. Reminder before the end date

Once EcoNordic has registered a confirmed end date, you and the responsible contact receive a reminder within the 30-day window.

2. Extension or planned end

Choose Discuss extension or End on the end date, add a comment if needed, and confirm the next step. An extension request does not automatically change the agreement period; EcoNordic must confirm new terms.

3. Close an inactive or completed request

Select Close request, choose a reason, add an optional comment and confirm closure and archiving. This closes the portal case; agreements are handled separately.

4. Find previous cases

Use Closed in the menu or the corresponding Overview filter. You can read the dialogue. Contact EcoNordic if the case needs to be reactivated.

Automatic archiving waits until assignments have ended

For a planned end, the whole end-date day must pass. A case with multiple accepted consultants is archived automatically only after every accepted assignment has ended.

© 2026 EcoNordic Consulting Group AB

07 / QUICK HELP

Quick help and support

Keep the request reference, such as ENC-A1B2C3D4, when contacting EcoNordic.

The sign-in email does not arrive

Check the address and spam folder. Wait a little before trying again. Ask EcoNordic to check the customer connection if the issue remains.

The link is invalid or has expired

Return to the portal and request a new link. Use the latest link and do not share it.

I can sign in but the information is wrong

Check which email address you used. EcoNordic must connect it to the right customer and give active access.

A request or document is missing

Clear search terms and filters. Check Closed. Consultant proposals appear only after EcoNordic has shared them.

I cannot accept or download

Check that you are signed in. Acceptance requires both the CV and quotation and your ticked confirmation. Contact EcoNordic if a file needs completing.

Need help?

Contact your responsible EcoNordic contact. Include the reference, what you tried to do and the error shown.

© 2026 EcoNordic Consulting Group AB