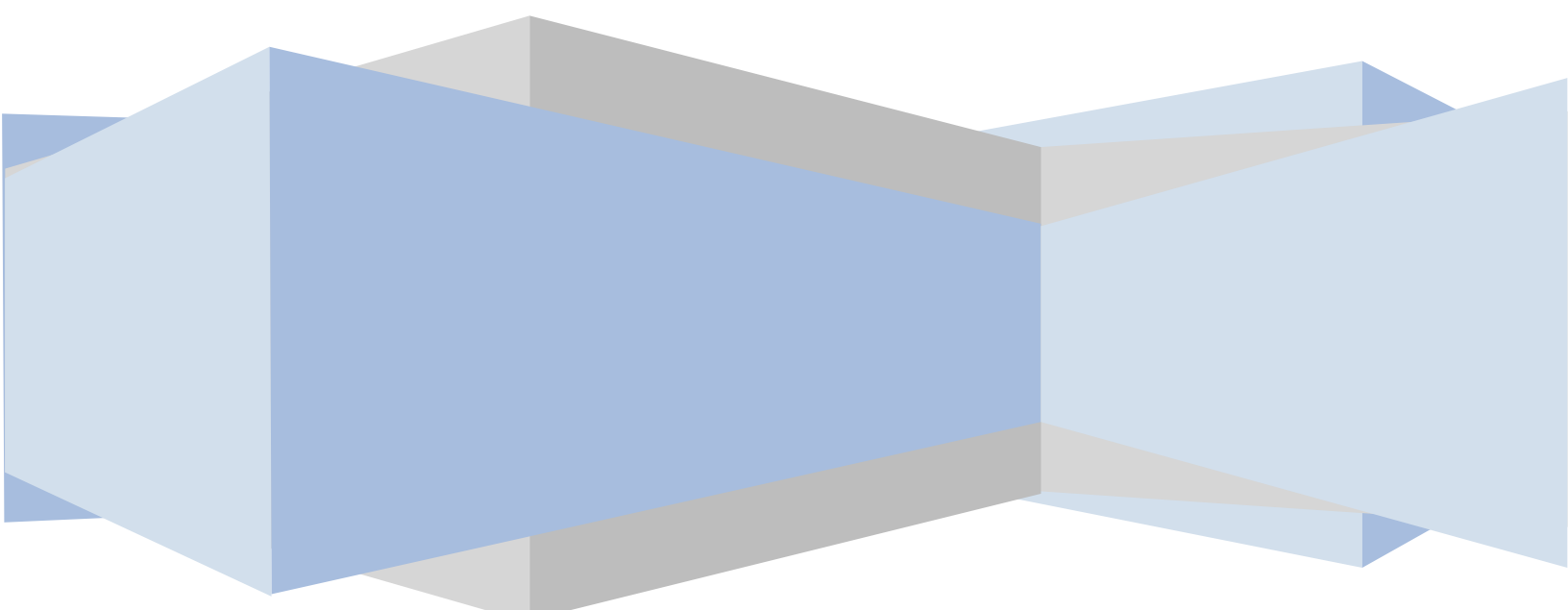




EINS E-PORT PASS MANAGEMENT SYSTEM

VISITOR SIGN UP

User Manual



E-PORTPASS MANAGEMENT SYSTEM

Visitor Sign Up

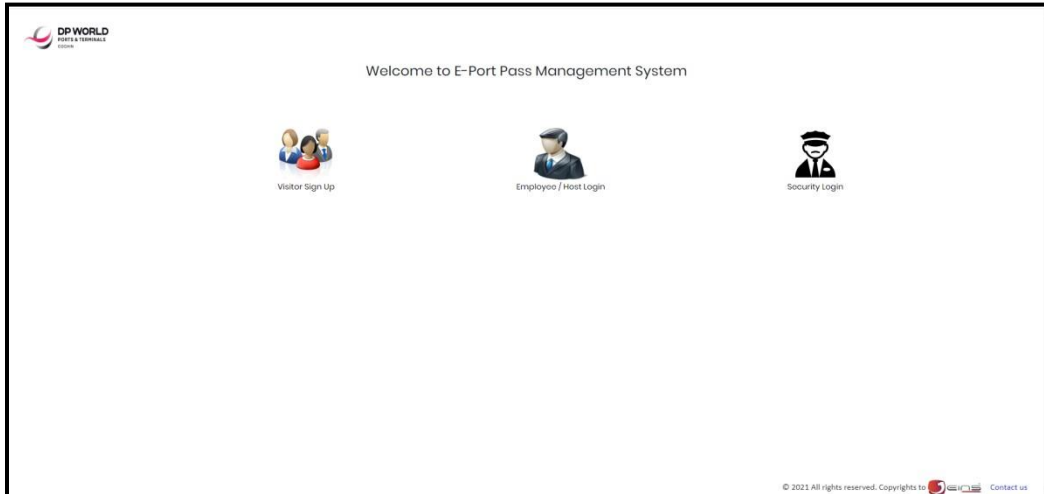


Fig No.1

From E-Port Pass Management System page Visitor can Sign up and put His/her application through this page.

Follow the Steps to sign up

1. Click on “**Visitor Sign up**” Icon then Visitor sign up Document mandatory Pop Message page will be display (Refer Fig No. 2)

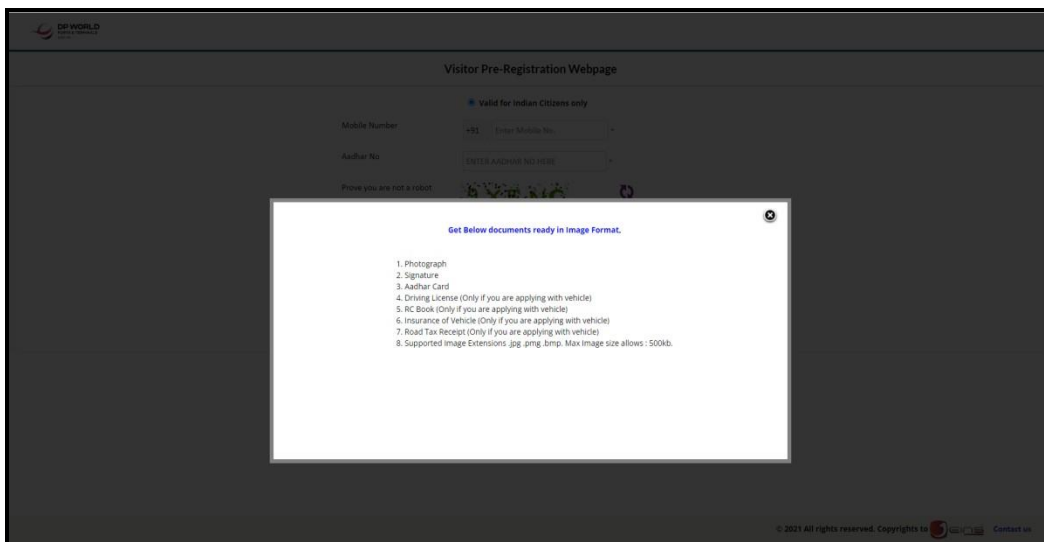


Fig No.2

EINS E-Port Pass Management System

(Get below documents ready to sign up as Visitor)

2. Click on **cancel button** of Pop screen of (Fig No.2) then, Visitor Registration Page will be open (Refer Fig No.3)

DP WORLD
Visitor Pre-Registration Webpage

Valid for Indian Citizens only

Mobile Number: +91 Enter Mobile No.

Aadhar No: ENTER AADHAR NO HERE

Prove you are not a robot

Enter the code as shown above

Continue

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Fig No.3

3. Insert **Mobile No.**
4. Insert **Aadhar card no.**
5. Enter the code as shown above **CAPTCHA**
(Prove you are not a robot)
6. Then, Click on **Continue** button to go further Visitor Registration Page will be open (Refer Fig No. 4)

DP WORLD
Visitor Registration

Visitor Photo: Click

Visitor Signature: Choose file No file chosen Upload

Add Items Details: Browse Details

Add Vehicle Details: Vehicle Details

Visit Details

App ID: App_79 App Type: Daily From Date: 06/03/2022 To Date: 06/03/2022 Visitor Type: Visitor Purpose of Visiting: Meeting

Visitor Information

Full Name: Mobile No.: +91 0101010101 Date of Birth: MM/DD/YYYY Age: Blood Group: Gender: ID Proof: Aadhar Card ID Proof Doc No.: 0101010101 Identification Mark: Company Address: City: Company Name: Occupation: Email ID: Visit Location: -Select--

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Fig No.4

EINS E-Port Pass Management System

Follow the Steps to Visitor Registration

Visitor Details:

1. Click on **Upload** Button and Browse the Photo or Else Click on Click Button and Click the Photo.
(Connect the Camera before clicking on Click Button or else Error Message will be shown)
2. Click on **Choose** Button and Browse the Signature Image and then Click on upload to upload the selected Signature Image.
3. **App ID** will be Auto generated.
4. Select **App Type** from the drop down list as daily, weekly or custom.
5. Select From **Date & to Date**.
6. Select **Visitor Type** from the drop down list as Visitor or Contractor.
7. Select **Purpose of Visiting** from the drop down list as meeting or discussion.

Visitor Information:

8. Insert **Full Name**.
9. Insert the **Mobile No**.
10. Select the **Date of Birth**.
11. Select the **Blood Group** from the drop down list as A+ or AB- etc.
12. Select the **Gender** from the drop down list as male or female.
13. Select **ID card proof** from the drop down list as Aadhar Card or Passport etc.
(Aadhar no will auto generate from Pre-Visitor Registration webpage)
14. Insert **Identification Mark** name.
15. Insert the **Company Name**.
16. Insert the **Company Address**.
17. Insert the **City Name**.
18. Insert **Occupation**.
19. Insert **E-mail ID**.

Work order details:

20. Insert **Work order no**.
21. Insert **Work start Date**.
22. Insert **Place of work**.

Host details:

23. Click on **Name field** radio button or **Mobile No** or else **E-mail** radio button.
24. Host **Company Name, Host Department & Host Designation** will auto get bind.

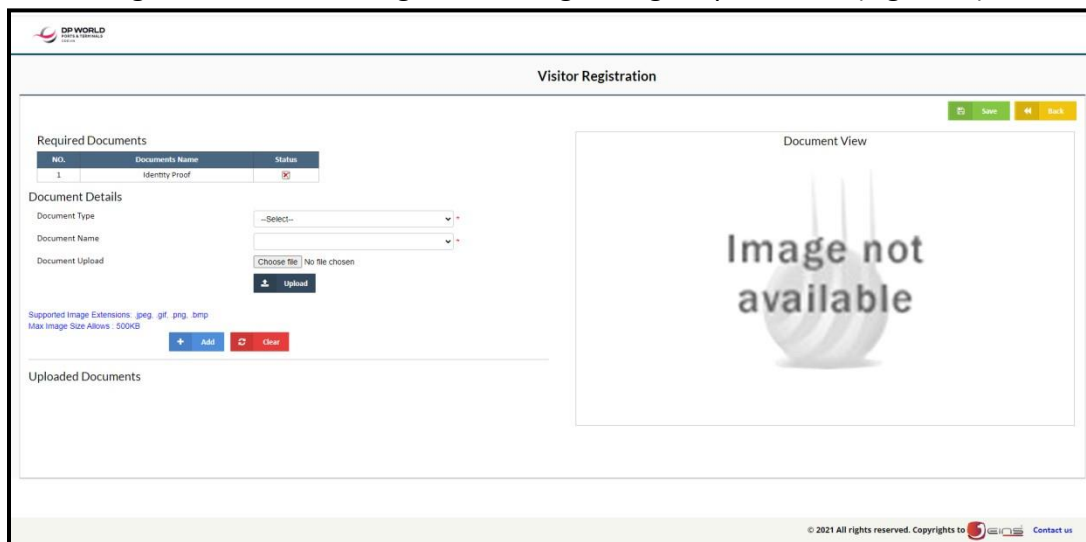
25. Clicking on Add item Visitor can add his/her item.

Fig No.5

1. Insert **Item** Name.
2. Insert **Serial** No.
3. Select **Item** as **Returnable** or **No Returnable**.
4. Insert **Quantity**.
5. Insert **Purchase Order** No.
6. Insert **Delivery Challan** No.
7. Insert **Special** Mark.
8. Insert **Make and Model** details.
9. Then, Click on **Add** button then item details will get added.

26. Clicking on Vehicle Details Visitor can add his/her Details of Vehicle.

1. Insert **Vehicle Registration No.**
 2. Insert **Owner's Name.**
 3. Insert **Owner's Address.**
 4. Insert **Particulars of Vehicle.**
 5. Select **Validity period of Registration.**
 6. Insert **purpose of Entry of Vehicle.**
 7. Insert **Driving License No.**
 8. Select **License Validity Date.**
 9. Select **Insurance Valid Date.**
 10. Then, Click on **Add** button the details will get added.
27. Once Visitor fills all the details then, click on Continue Button.
28. Visitor Registration Vehicle Registration Page will get open. Refer (Fig No. 7)



The screenshot displays the 'Visitor Registration' page. At the top left is the 'DR WORLD' logo. The page title is 'Visitor Registration'. Below the title, there are 'Save' and 'Back' buttons. A table titled 'Required Documents' shows one entry: 'Identity Proof' with a status of 'X'. Below this, the 'Document Details' section includes a 'Document Type' dropdown menu (currently showing '--Select--'), a 'Document Name' dropdown menu (currently showing '--'), and a 'Document Upload' section with a 'Choose file' button, a 'No file chosen' message, and an 'Upload' button. Below the upload section, there are 'Supported Image Extensions: .jpg, .gif, .png, .bmp' and 'Max Image Size Allows: 500KB'. At the bottom of the form, there are 'Add' and 'Clear' buttons. To the right of the form is a 'Document View' area showing a large watermark that says 'Image not available'. At the bottom right of the page, there is a copyright notice: '© 2021 All rights reserved. Copyrights to [DR WORLD] Contact us'.

Fig No.7

(Support only Image Extension .png, .gif, .png, .bmp Max image size allows 500KB not more than that)

1. For Id proof select the **Document Type** from the drop down list as ID Proof.
2. Select the **Document Name** from the drop down list which document selecting.
3. Click on **Choose** button and browse the document Image.
4. Click on **Upload** button then the Document will be appearing on Document View field.
5. Click on **Add button** the document will be uploaded.
6. Then, Click on **save** button to save the Details.

29. Appointment Notification for Induction mail will receive to the Visitor. (Refer Fig No. 8)



Fig No.8

1. (Fig No.7) will be receiving to the Visitor, Below “Click here” link will we shown.
2. Click on “Click here” (Fig No. 9) page will be open.

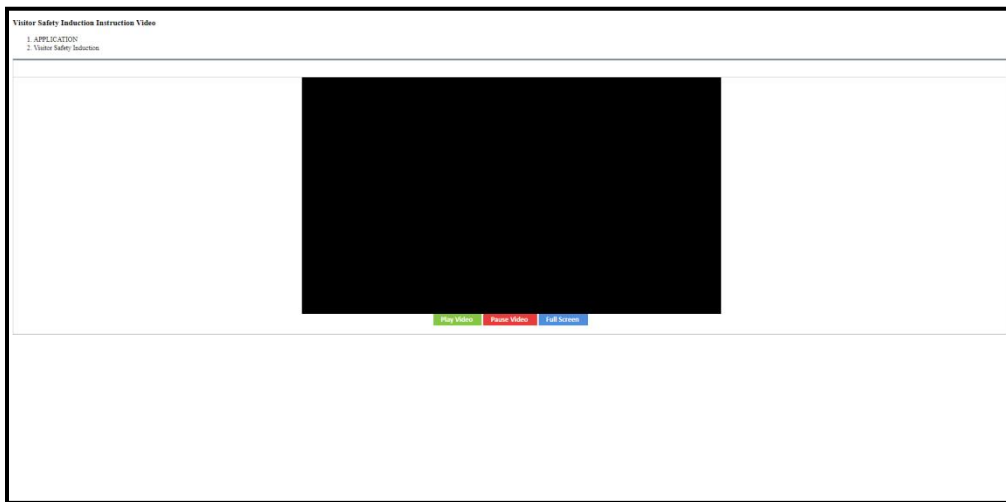


Fig No.9

3. Clicking **Play video** button the Induction video will start playing.
4. Clicking on **Pause video** button the Induction video will be Stop playing.
5. Clicking on **Full Screen** button the Induction video will be shown in wide Screen.
6. After video is completed Click on **Proceed** Button.
7. **10 Random Induction Questions** will be display.
(All Question's Answer is mandatory cannot skip the Answer)

EINS E-Port Pass Management System

- Once all Answers is given to all question. Click on Continue Button (Safety Induction Completed Successfully) Message will shown (Refer Fig No. 10) & (Refer Fig No.11)



Fig No.10

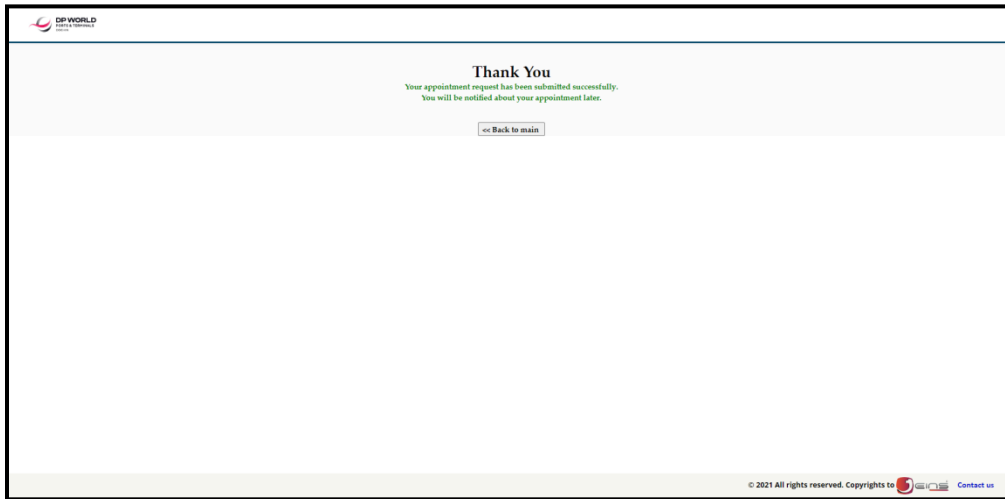


Fig No.11

- Once 2 level Approval is Completed from Host & Security End then Visitor will receive Appointment Approved mail (Refer Fig no.12)

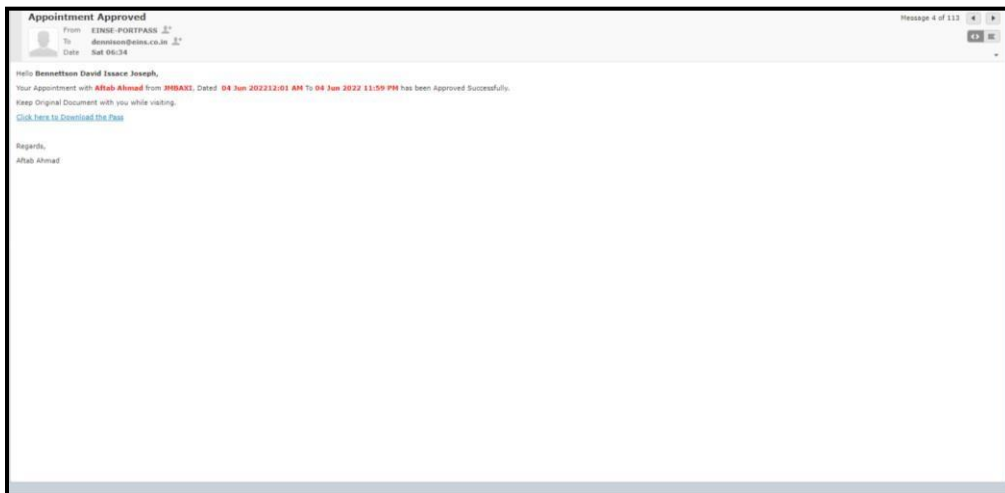


Fig No.12

EINS E-Port Pass Management System

10. Click on “Click here to Download the Pass” Then Pass page will get open (Refer Fig No.13)

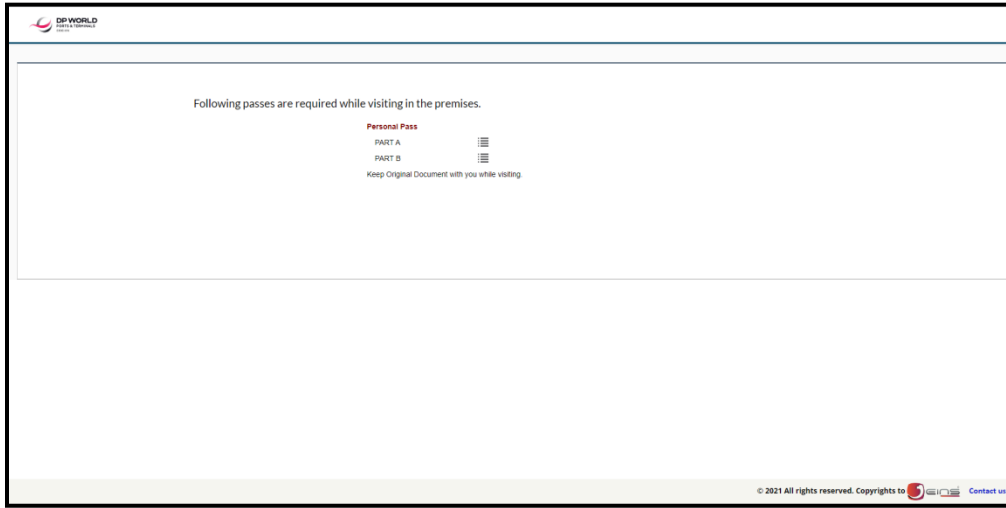


Fig No.13

11. Click on “Part A” option Application for Port Entry Pass page will be open (Refer Fig No.14)

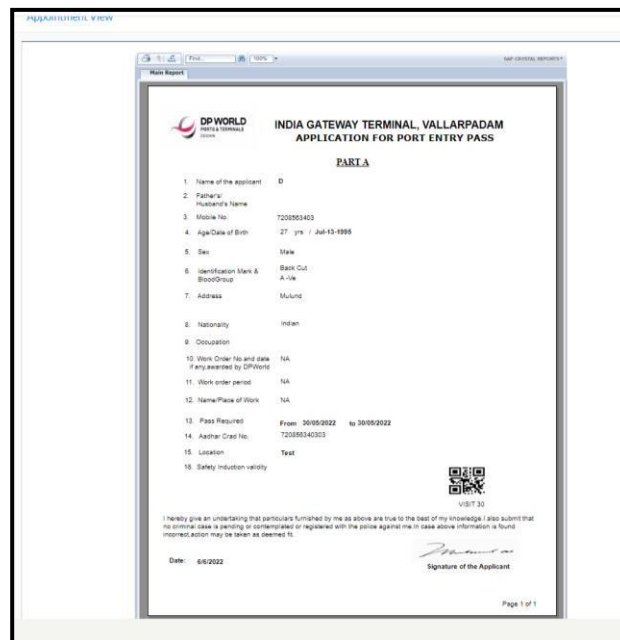


Fig No.14

EINS E-Port Pass Management System

12. Click on “Part B” option Application for port Entry Pass page will be open (Refer Fig No.15)

The screenshot displays a web browser window with the URL 'http://portal.eins.gov.in'. The page is titled 'PART B' and 'Annex- III'. It contains a declaration by the employer/applicant if self employed, a signature line for the authorized representative of the employer, and a 'PART C' section for 'Permitted' dates from 30-May-2022 to 30-May-2022. The form includes fields for Date (06/2022), Recommended (Admin), Host Department (Admin), Name Designation (Abhis Anand / Manager), and ID (EIMP01). It also lists 'Incidents' and a 'Job Pass (7 days)' section with a photo of the applicant. The 'Under Supervision (OTPL)' section includes Site of Work, Valid from date (30/05/2022), Valid upto date (30/05/2022), and DL NO. A table for recording pass usage is provided with columns for Pass No, Date, In Time, In SV Sign, Out Time, and Out SV Sign. The form is signed by the Pass Holder and includes a note: 'Note: Contractor must return Pass to Security Office on expiry date.' The page number 'Page 1 of 1' is visible at the bottom right.

Fig No.15

THE END