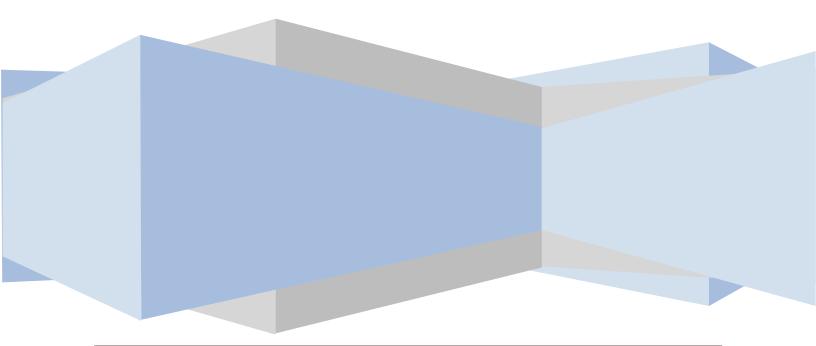


EINS E-PORT PASS MANAGEMENT SYSTEM

VISITOR SIGN UP

User Manual



HELP DOCUMENT PRIVATE & CONFIDENTIAL

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

(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)

BP WORLD International	
	Visitor Pre-Registration Webpage
Mobile Number Audhar No Prose you are not a robot Enter the code as shown above	Valid for inclusion solutions The main of the main o
	© 2021 All rights reserved. Copyrights to Social Social Contact us

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)

			Vi	sitor Registration				
Visitor Phot	o *	Visitor	Signature *	Add Items De	tails		Add Vehicle Details	
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/isit Details								
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To Date	06/03/2022	-	Visitor Type	Visitor	~]-	Purpose of Visiting	Meeting	v]*
itor Information								
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Blood Group	Select	• -	Gender	Select	•	ID Proof	Aadhar Card	•
ID Proof Doc No	010101010101	-	Identification Mark		-	Company Name		
Company Address		-	City		•	Occupation		
Email ID			Visit Location	-Select-	v -			

Fig No.4

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.

The second s		Item De	ails	🛱 Add 🛷 Clear	•
United Fields - House the second sec	Rem Name Rem Type - Purchase Order No. Special Remark	Returnable O Non Returnable	Sentil No. Quantify Delivery Challan No. Make and Model		
App ID App To Care OR Victor Type Vi					
Visitor Information full Name Biond Group -8					T Ann -
				Company Name © 2021 All rights reserved. Copyrights t	Contact us

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.

			Vehi	cle Details	10 Add	Ø Gase	0
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And Address of the Ad	alidity Period Of Registration	MM/DD/YYYY		Purpose Of Entry Of Vehicle		÷	
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- 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)

		Visitor Re	egistration
Required Documents No. Document Name Document Details Document Name Document Name Document Uplad Supported Image Extensions: goeggt, proj. b Max image Size Alons : 500K8 Uploaded Documents 4	Seect- Choose file I No file choose I Upbool	v)* v	Document View
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(Support only Image Extension .png, .gif, .png, .bmp Max image size allows 500KB not more than that)

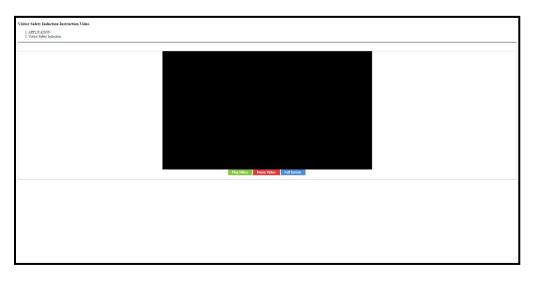
- 1. For Id proof select the **Document Type** from the drop down list as ID Proof.
- 2. Select the **Document Name** from the drop down list which document selecting.
- 3. Click on **Choose** button and browse the document Image.
- 4. Click on **Upload** button then the Document will be appearing on 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)





- 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.





- 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)

8. 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)

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Fig No.10

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Thank You Your appointment request has been submitted successfully. You will be notified about your appointment later.	
« Back to main	
	© 2021 All rights reserved. Copyrights to 🌑 🖘 🖂 Contact us

Fig No.11

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



Fig No.12

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

C DPWORLD The Names	
Following passes are required while visiting in the premises.	
Personal Pars PART A I PART B I Keep Original Document with you while visiting.	
	© 2021 All rights reserved. Copyrights to Selon Contact us

Fig No.13

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

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Fig No.14

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



Fig No.15

THE END