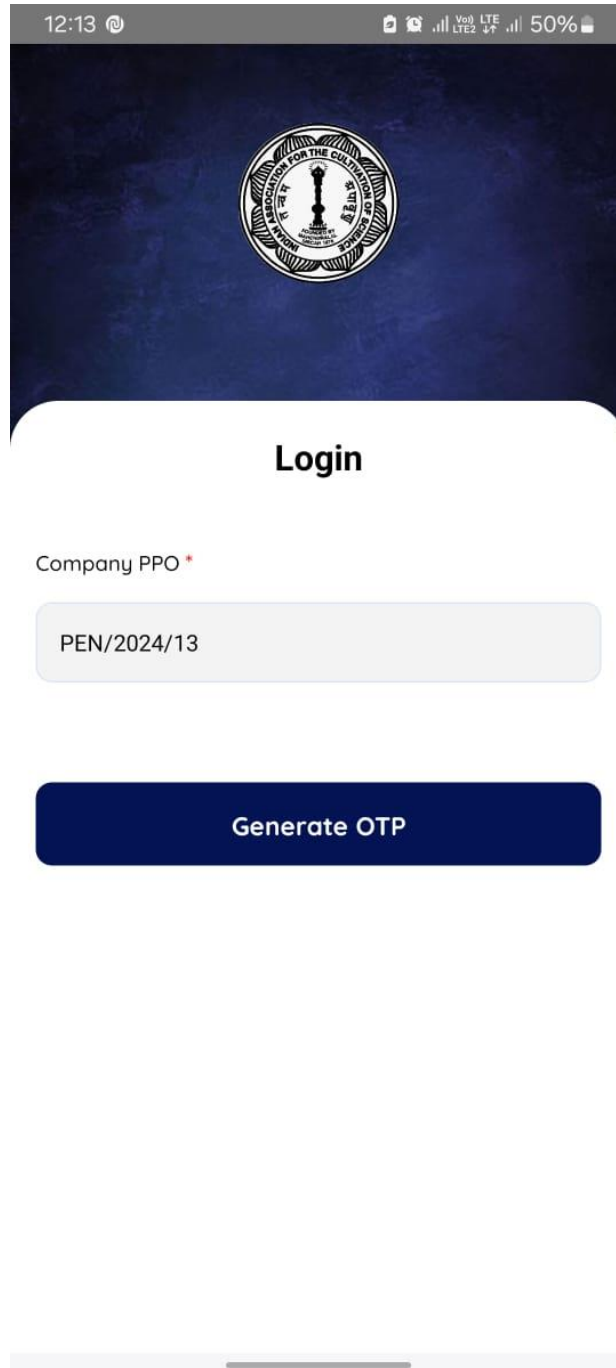


Steps to Log In

1. **Enter Company PPO:**
 - Click on the "Company PPO" field.
 - Type in your unique company PPO (e.g., TEST/2024/01).
2. **Generate OTP:**
 - After entering your PPO, click on the "Generate OTP" button.



12:13

VoLTE 50%

Login

Company PPO *

PEN/2024/13

Generate OTP

- **Receive OTP:**

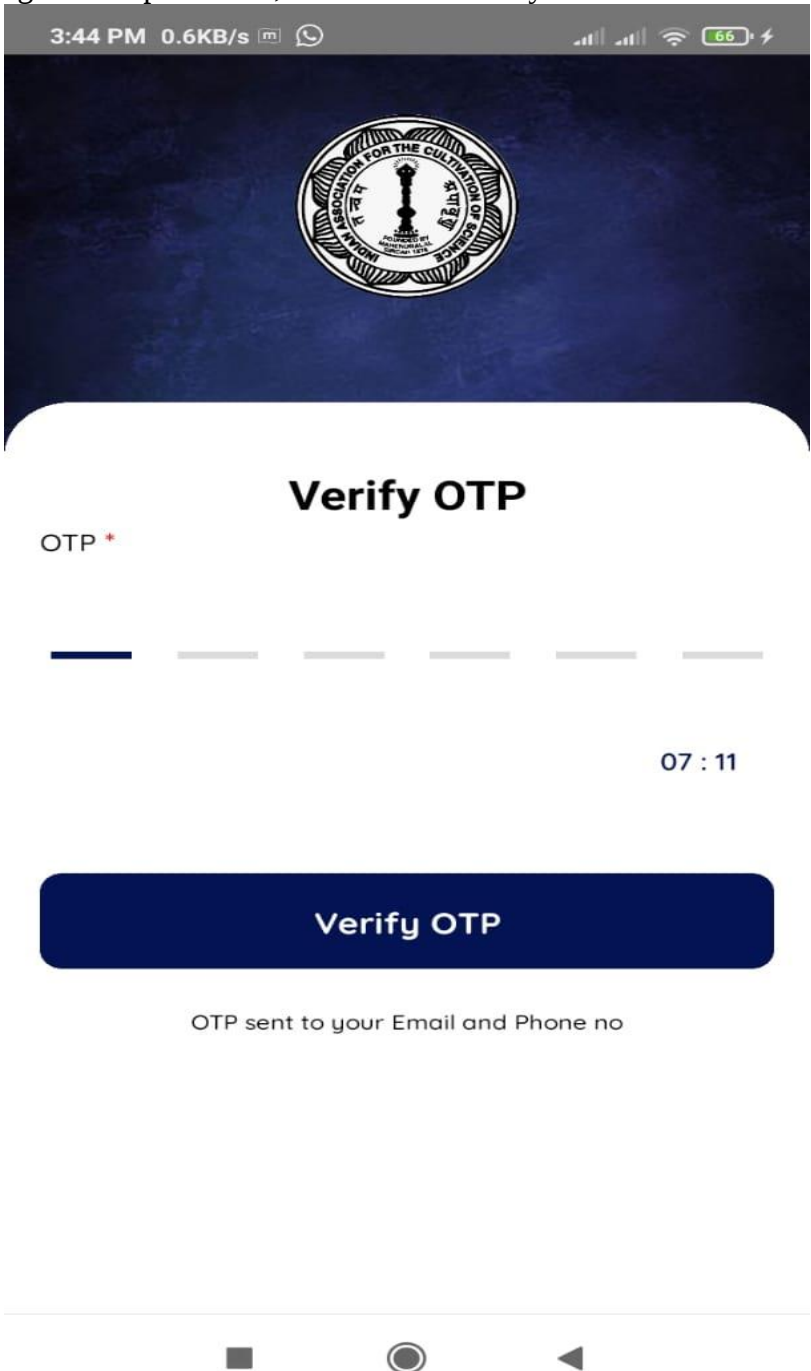
- Check your registered email and phone number for the OTP.

- **Enter OTP:**

- Click on the first box in the OTP entry field.
- Enter each digit of the OTP into the corresponding boxes.

- **Verify OTP:**

- After entering the complete OTP, click on the "Verify OTP" button.



3:44 PM 0.6KB/s m WhatsApp

66

ASSOCIATION FOR THE CULTIVATION OF SCIENCE

Verify OTP

OTP *

07 : 11

Verify OTP

OTP sent to your Email and Phone no

3:44 PM 0.6KB/s



Verify OTP

OTP *

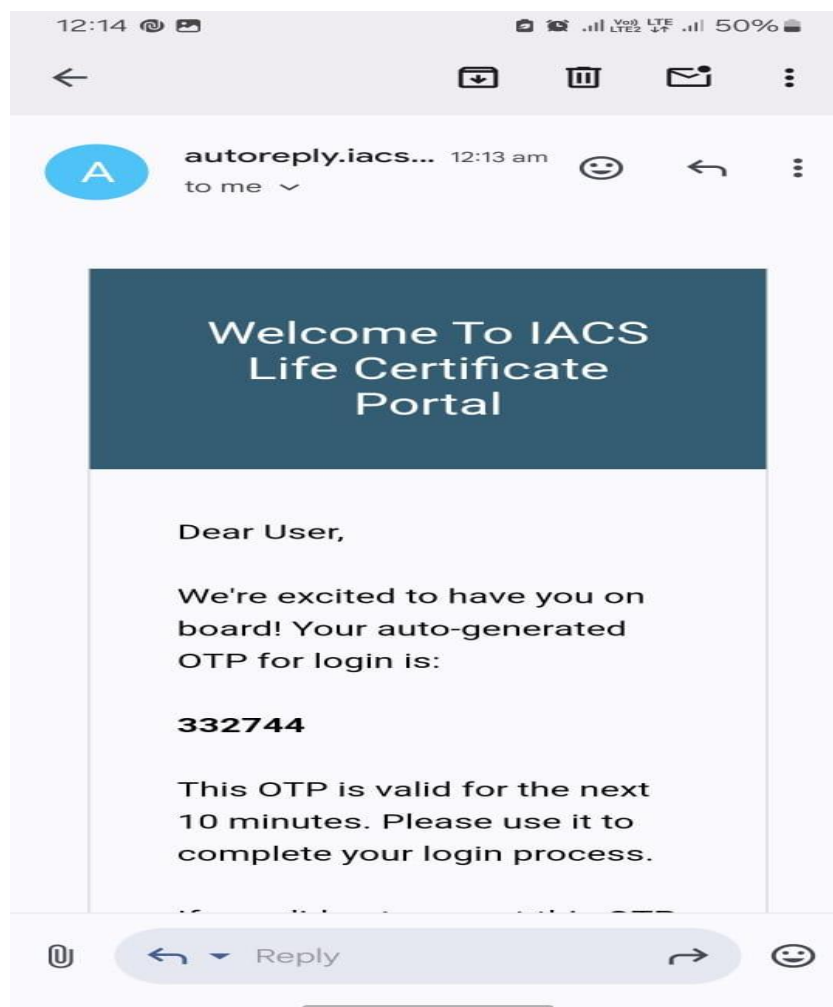
07 : 11

Verify OTP

OTP sent to your Email and Phone no



- **OTP Message:** A message containing your OTP sent to your registered e-mail id.
- **OTP Validity:** Each OTP is valid for 10 minutes.
- **OTP Entry Screen:** The screen where you enter the received OTP to complete the verification.

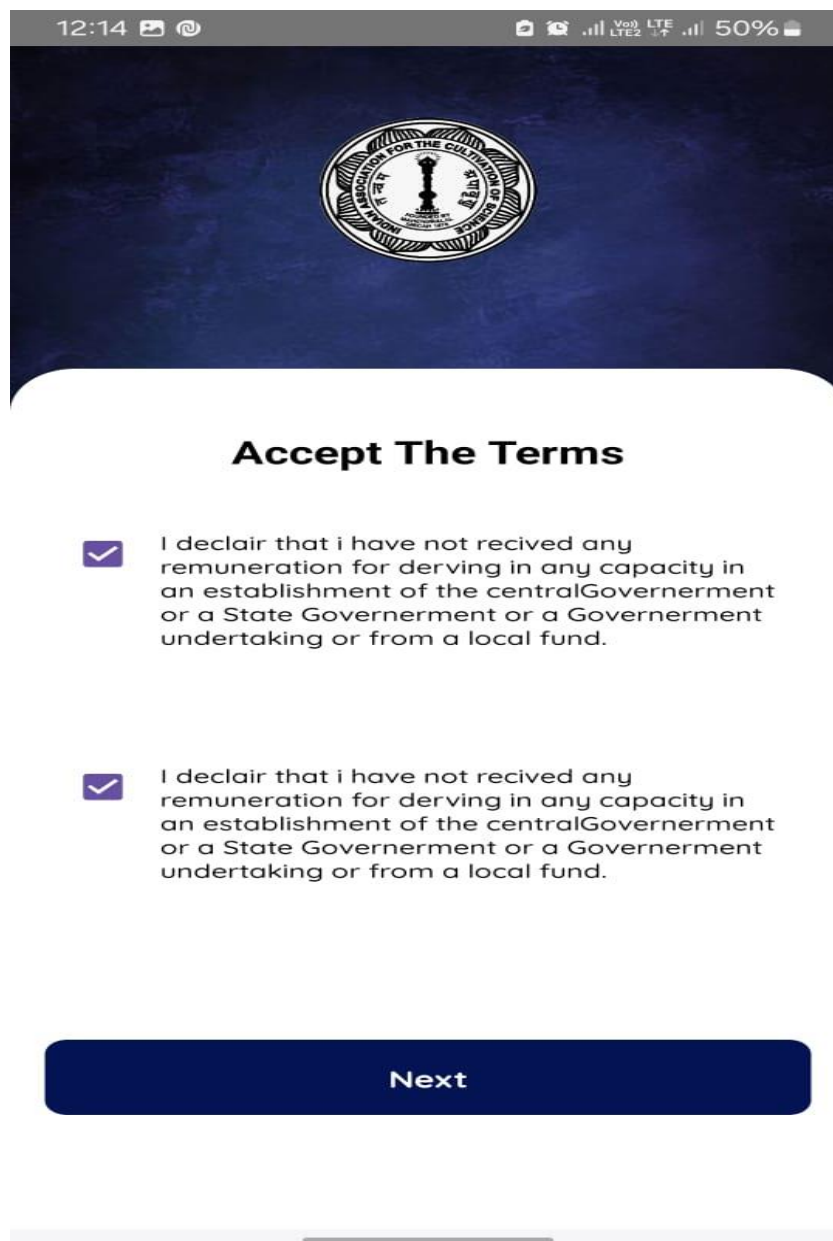


- **Check the Checkboxes:**

- Click on the first checkbox to mark it as checked.
- Click on the second checkbox to mark it as checked.

- **Proceed to the Next Step:**

- After checking both checkboxes, click on the "Next" button to move to the next screen.



The screenshot shows a mobile application interface. At the top, a status bar displays the time 12:14, signal strength, VoLTE, LTE, and 50% battery. Below the status bar is a dark blue header with a white circular logo in the center. The logo features a central emblem and the text 'COMMISSION FOR THE CULTURAL HERITAGE' around the perimeter. The main content area has a white background. It starts with the title 'Accept The Terms' in bold black text. Below the title are two identical terms of service entries, each preceded by a checked checkbox icon. The text for each entry reads: 'I declair that i have not recived any remuneration for derving in any capacity in an establishment of the centralGovernerment or a State Governerment or a Governerment undertaking or from a local fund.' At the bottom of the form is a large, dark blue button with the word 'Next' in white text. A thin horizontal line is visible at the very bottom of the screen.

12:14 50%

Accept The Terms

☒ I declair that i have not recived any remuneration for derving in any capacity in an establishment of the centralGovernerment or a State Governerment or a Governerment undertaking or from a local fund.

☒ I declair that i have not recived any remuneration for derving in any capacity in an establishment of the centralGovernerment or a State Governerment or a Governerment undertaking or from a local fund.

Next

Steps to Verify and Proceed

1. **Check PPO ID:**
 - Verify that the PPO ID displayed is correct.
2. **Check Full Name:**
 - Verify that your full name is correct.
3. **Check Aadhaar Number:**
 - Verify that your Aadhaar number is correct.
4. **Check PAN Number:**
 - Verify that your PAN number is correct.
5. **Check Mobile Number:**
 - Verify that your mobile number is correct.
6. **Check Email ID:**
 - Verify that your email address is correct.
7. **Check Postal Address:**
 - Verify that your postal address is correct.
8. **Proceed to Next Step:**
 - After verifying all the information, click on the "Next" button to proceed to the next step.

12:14 50%

← Step 1

PPO ID *
IACS/PPO/10

Full Name *
Aritra Sanyal

Aadhaar Number *
123456789012

Pan Number *
ABCDE1234F

Mobile Number *
1234567890

Email ID *
aritra.sanyal510@gmail.com

Postal Address *
23, ABCD Street, ParkCircus, Kolkata, 700014.

Next

Steps to Upload Documents

1. Upload Aadhaar Card:

- Click on the "Upload Aadhaar card" section.
- Select the Aadhaar card file from your device (ensure it is in JPG or PDF format).
- The file name will appear in the placeholder.
- If you need to remove the file, click on the red "X" button next to the file name.

2. Upload PAN Card:

- Click on the "Upload PAN card" section.
- Select the PAN card file from your device (ensure it is in JPG or PDF format).
- The file name will appear in the placeholder.
- If you need to remove the file, click on the red "X" button next to the file name.

3. Upload Supporting Document:

- Click on the "Upload Supporting Document" section.
- Select the supporting document file from your device (ensure it is in JPG or PDF format).
- The file name will appear in the placeholder.
- If you need to remove the file, click on the red "X" button next to the file name.

4. Proceed to Next Step:

- After uploading all required documents, click on the "Next" button to proceed to the next step.

The screenshot shows a mobile application interface for document upload. At the top, a status bar displays the time 12:15, signal strength, LTE network, and 49% battery. Below this is a blue header bar with a back arrow and the text "Step 2". The main content area has a light blue background and contains three document upload sections. Each section has a title, a dashed border, a file name, a red 'X' icon, and a note. The sections are: "Upload Aadhaar card", "Upload PAN card", and "Upload Supporting Document". Each section shows a file named "Screenshot_20241112_00" and a note that says "*JPG and PDF are allowe to upload". At the bottom of the form is a dark blue button labeled "Next".

12:15 49%

← Step 2

Upload Aadhaar card *

Screenshot_20241112_00

*JPG and PDF are allowe to upload

Upload PAN card *

Screenshot_20241112_00

*JPG and PDF are allowe to upload

Upload Supporting Document *

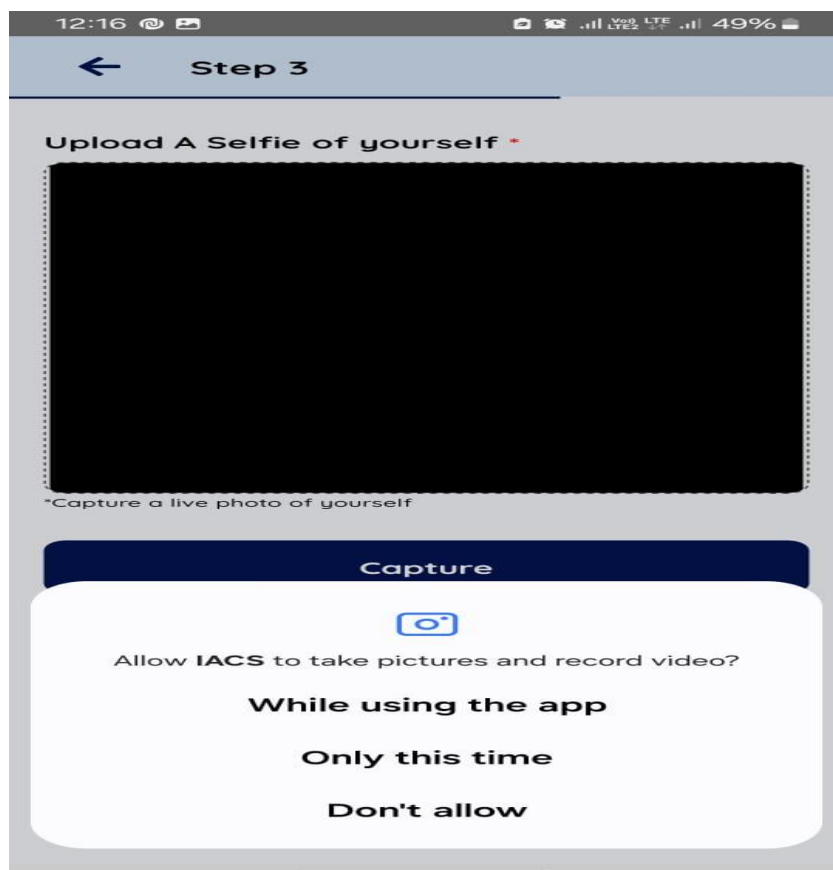
Screenshot_20241112_00

*JPG and PDF are allowe to upload

Next

- **Grant Permission:**

- When prompted with the permission request pop-up, select "While using the app" or "Only this time" to allow the app to access your camera.
- **Capture Selfie:**
 - Click on the "Capture" button.
 - Position yourself in front of the camera ensuring good lighting and a clear background.
 - Follow any additional on-screen instructions to take a live photo.
- **Review Selfie:**
 - Once the photo is captured, review it to ensure it is clear and meets the required standards.
 - If the photo is not satisfactory, retake it by clicking the "Capture" button again.
- **Proceed to Next Step:**
 - After capturing and reviewing your selfie, the photo will be displayed in the placeholder area.



- Check the checkbox to confirm you agree with the declaration.

- **Submit:**
- After uploading your selfie and checking the declaration checkbox, click on the "Submit" button to complete this step.

12:17 49%

← Step 3

Upload A Selfie of yourself *

*Capture a live photo of yourself

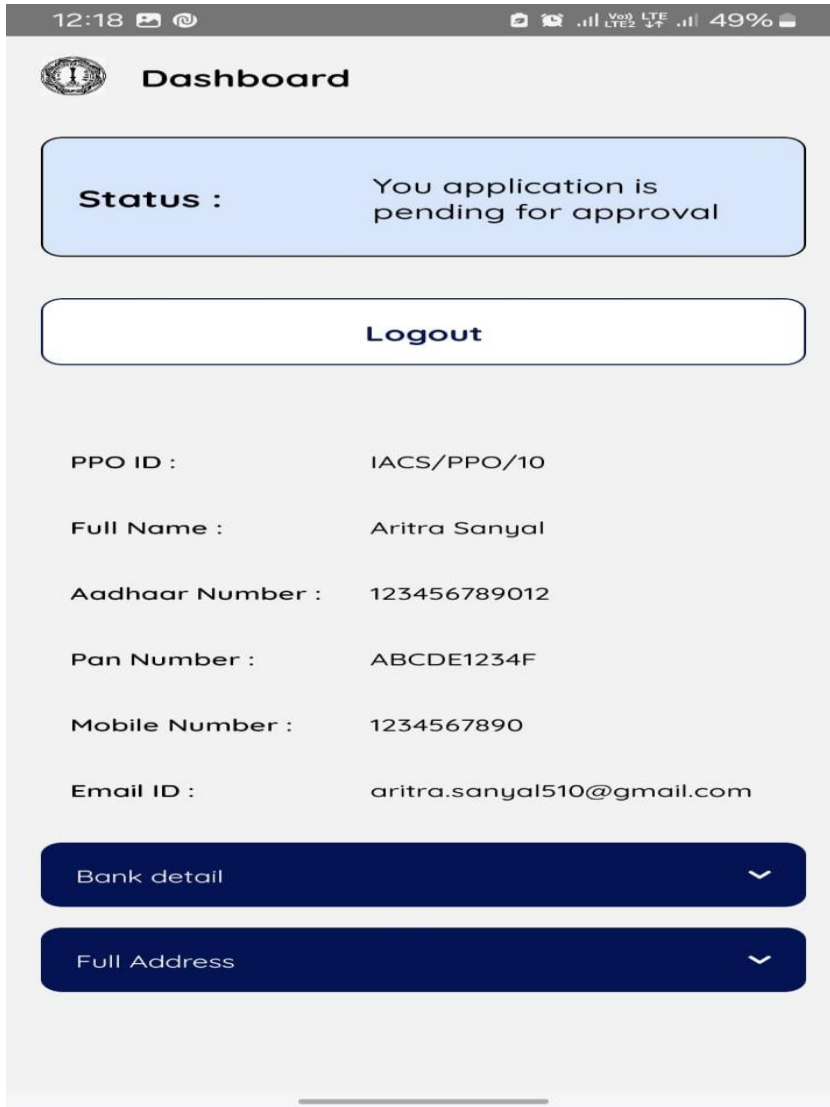
☐ I hereby declare that all the documents uploaded by me are true, accurate, and authentic to the best of my knowledge and belief. I take full responsibility for any discrepancies or inaccuracies that may arise.

Submit

Declaration Text: A statement confirming the authenticity of the uploaded documents.

Check Application Status:

- Review the status message at the top of the dashboard to check the current status of your application.
- Example: "Your application is pending for approval."



The screenshot shows a mobile application dashboard. At the top, the status bar displays the time 12:18, signal strength, VoLTE and LTE indicators, and a 49% battery level. The dashboard header includes a circular profile icon and the title "Dashboard". A prominent blue box contains the status message: "Status : You application is pending for approval". Below this is a white "Logout" button. The user's details are listed in a table-like format. At the bottom, there are two dark blue expandable sections for "Bank detail" and "Full Address", each with a downward arrow icon.

PPO ID :	IACS/PPO/10
Full Name :	Aritra Sanyal
Aadhaar Number :	123456789012
Pan Number :	ABCDE1234F
Mobile Number :	1234567890
Email ID :	aritra.sanyal510@gmail.com

Bank detail

Full Address

