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EINS E-PORT PASS MANAGEMENT SYSTEM

VISITOR SIGN UP – USER MANUAL

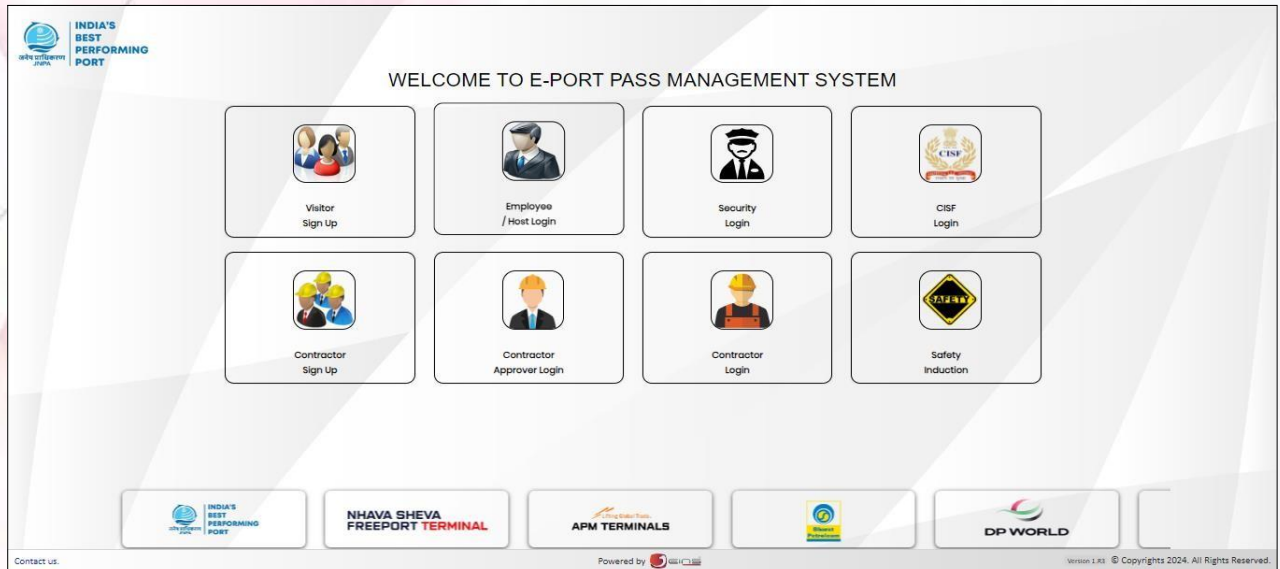


Fig No.1

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)

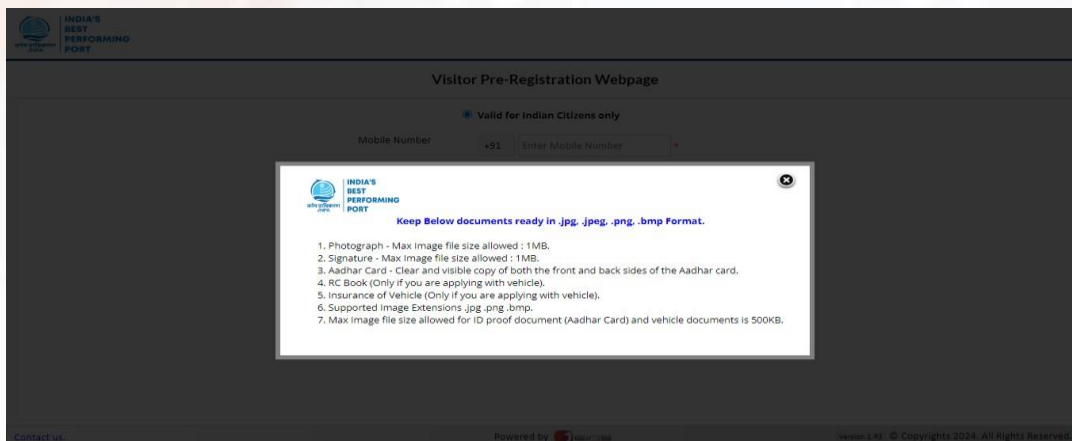


Fig No.2

(Get below documents ready to sign up as Visitor)

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

INDIA'S BEST PERFORMING PORT

Visitor Pre-Registration Webpage

Valid for Indian Citizens only HELP!

Mobile Number: +91

Aadhar Number:

Prove you are not a robot:

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Fig No.3

3. Insert Mobile No. , Aadhar card no. and enter the code as shown above CAPTCHA.
4. Then, Click on Continue button to go further Visitor Registration Page will be open(Refer Fig No.4)

INDIA'S BEST PERFORMING PORT

Visitor Pre-Registration Webpage

Visitor Photo *
Supported Image Extensions jpg png gif temp Max Image Size Allows: 1 MB

Item Details

Vehicle Details

Visitor Signature *
Supported Image Extensions jpg png gif temp Max Image Size Allows: 1 MB

Location Access
Location Name: Terminal

Visit Details
App ID: App_88 App Type: Daily From Date (MM/DD/YYYY): 09/17/2024 To Date (MM/DD/YYYY): 09/17/2024 From Time: 03:01 PM To Time: 03:31 PM

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Fig No.4 (A)

(MM/DD/YYYY)

Visitor Type: --Select-- Purpose of Visiting: Meeting

Visitor Information

Full Name: Father Name: Mobile No.: +91 5675678675

Date of Birth (MM/DD/YYYY): Age: Blood Group: --Select-- Gender: --Select--

ID Proof: Aadhar Card ID Proof Doc No: 675675676756 Identification Mark:

Company Name: Company Address: Email ID:

Host Details

Terminal Name: --Select--

Name: Full Name Mobile: Mobile Number Email Id: Email Id

Company: Company name Department: Department Designation: Designation

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Fig No. 4(B)

Follow the Steps for Visitor Registration Details:

1. Click on **Upload** Button and Browse the Photo or Else Click on Click Button and Click the Photo. *(Connect Camera before clicking on Click Button or else Error Message will be shown).* Upload Signature.
2. Select **App Type** from the drop down list as daily, weekly or custom.

3. Select **From Date & to Date** and select **Visit from Time & To Time**.
4. Select **Visitor Type** and **Purpose of Visiting** from the drop down list.

Visitor Information:

1. Insert **Name, Father Name, Date of Birth, Blood Group, Gender, Identification Mark, Company Name, Company Address, Email ID**.

Host details:

1. Click on terminal name drop down button to select the terminal to be visited.
2. Click on Name field radio button or Mobile No. radio button or else E-mail radio button.
3. Insert Host name or Mobile No. or Email respectively.
4. Host Company Name, Host Department & Host Designation will auto get bind.

Add item.

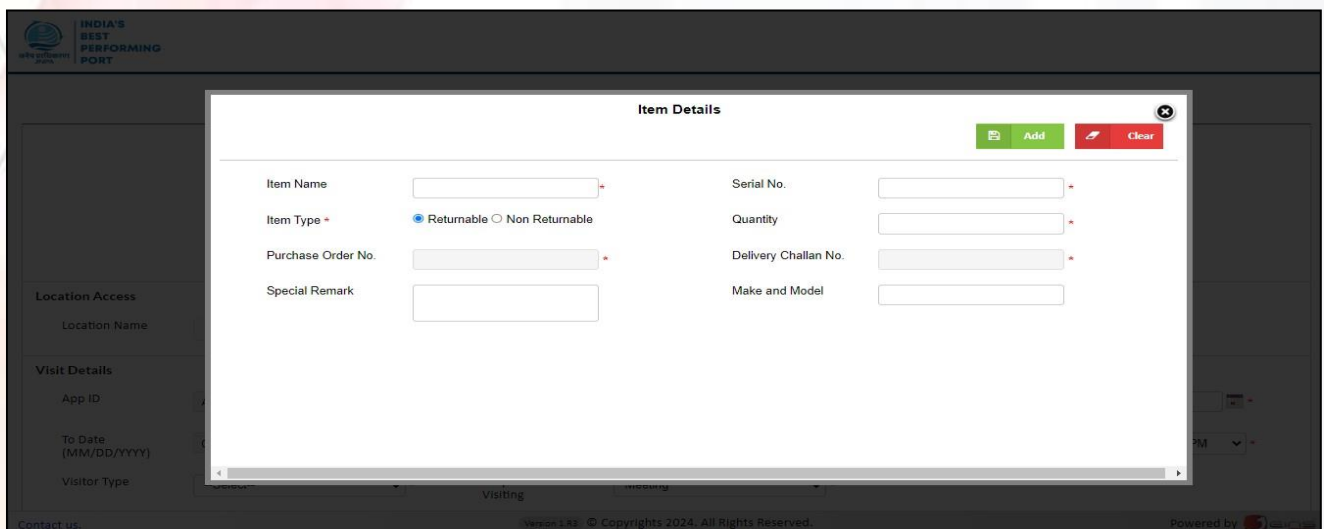


Fig No.5

1. Insert Item Name, Serial No., Quantity, Special Remark, Make and Model details.
2. Purchase order no and Delivery challan no to be entered only if item is non returnable
3. Then, Click on Add button then item details will get added.

Add Vehicle Details

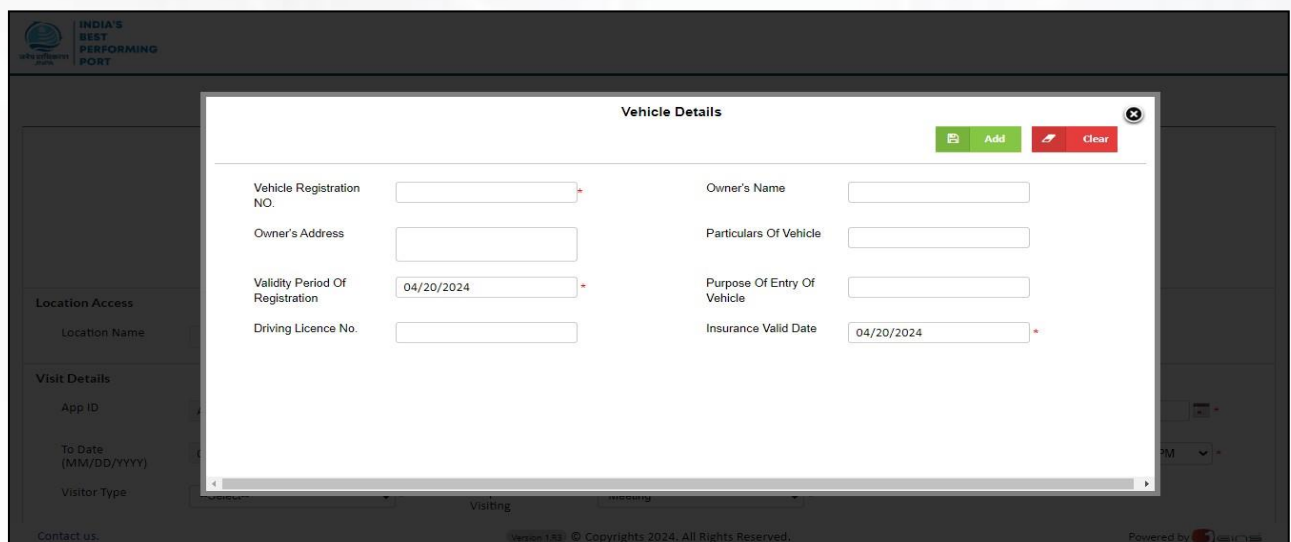


Fig No.6

1. Insert Vehicle Registration No., Owner's Name, Owner's Address, Particulars of Vehicle
2. Insert validity period of registration, purpose of Entry of Vehicle, Driving License No, Insurance Valid Date.
3. Then, Click on Add button the details will get added.

Once Visitor fills all the details then, click on Continue Button.

1. Visitor Registration & Vehicle Document upload page will get open. Refer (Fig No. 7)

NO.	Documents Name	Status
1	Identity Proof	X
2	RC Book	X
3	Insurance Document	X

Fig No.7

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

1. For Id Proof/Vehicle select the Document Type from the drop down list as ID Proof/Vehicle.
2. Select the Document Name from the drop down list which document selecting.
3. Click on Choose button and browse the document Image and then click on upload.
4. Click on Add button the document will be uploaded. Then, Click on save button to save the Details.

Visitor Safety Induction video will appear

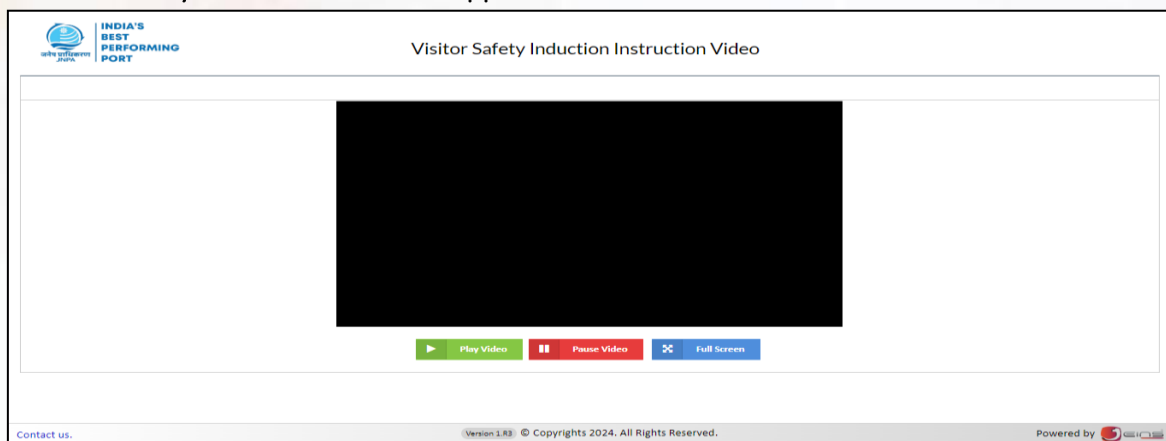


Fig No.8

1. Clicking Play video button the Induction video will start playing.
2. Clicking on Pause video to Stop playing and Full Screen button to show video in wide Screen.
3. After video is completed Click on Proceed Button.
4. Random Induction Questions will be display.(All Question's Answer is mandatory cannot skip the Answer)
5. Once all Answers is given to all question. Click on Continue Button (Appointment saved successfully) Message will shown (Refer Fig No. 9)

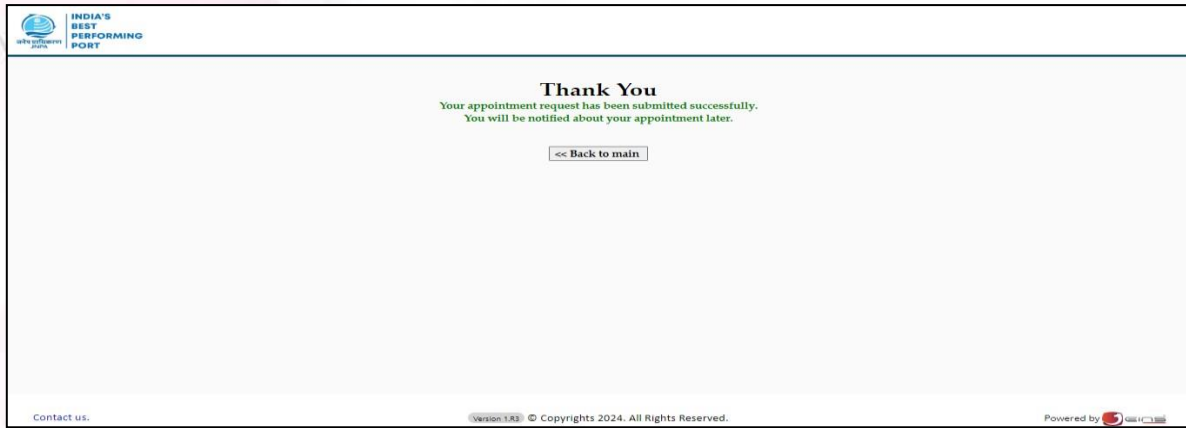


Fig No.9

Visitor will also receive induction link on email (Fig No. 10). Click on “Click here for Induction”(Fig No. 8) page will be open.



Fig No.10

Once visitor appointment is approved Visitor will receive Appointment Approved mail (Refer Fig no.11) and a SMS will be received regarding the confirmation. By clicking on Click here to download pass visitor can download their visitor passes. **Makesure to keep original documents of id proof with you while visiting along with the visitor pass received on email.**



Fig No.11

OUR PRESENCE

- SOUTH AFRICA
- SAUDI ARABIA
- UAE
- INDIA
- SRI LANKA
- BANGLADESH
- THAILAND
- MALAYSIA
- SINGAPORE
- INDONESIA
- PHILIPPINES



+91 887 9977 600

www.eins.co.in

57, Jamnadas Industrial Estate, Dr. R. P. Road,
Mulund (West), Mumbai - 400 080. INDIA

info@eins.co.in

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