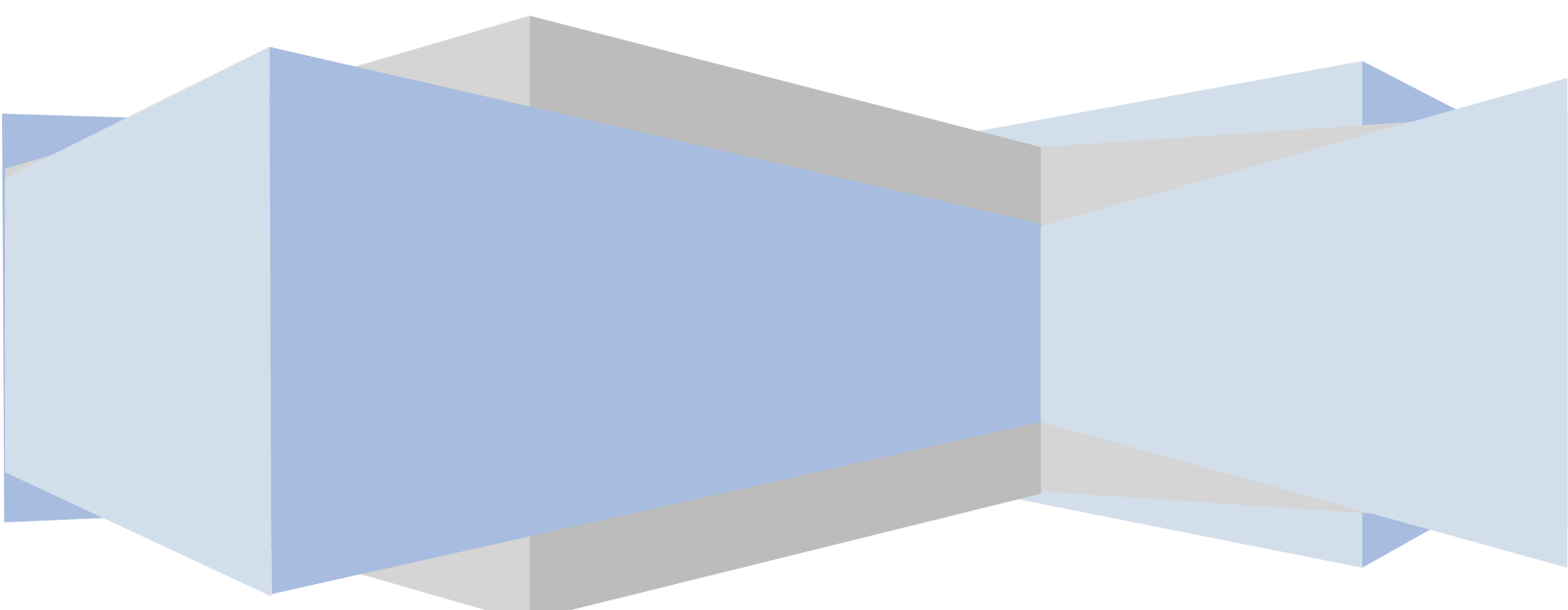




EINS E-PORT PASS MANAGEMENT SYSTEM

VISITOR SIGN UP

User Manual



E-PORTPASS MANAGEMENT SYSTEM

Visitor Sign Up

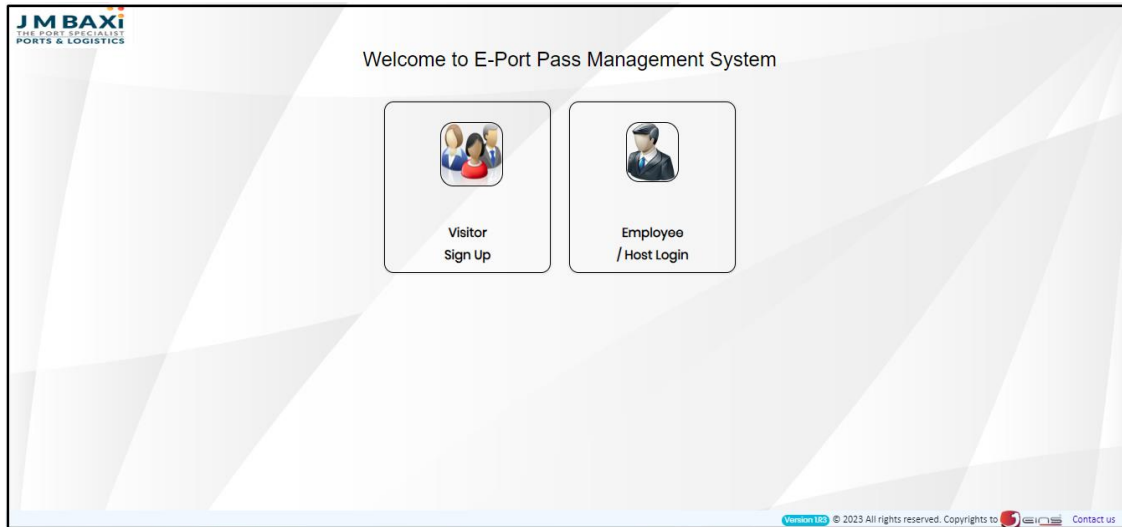


Fig No.1

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)

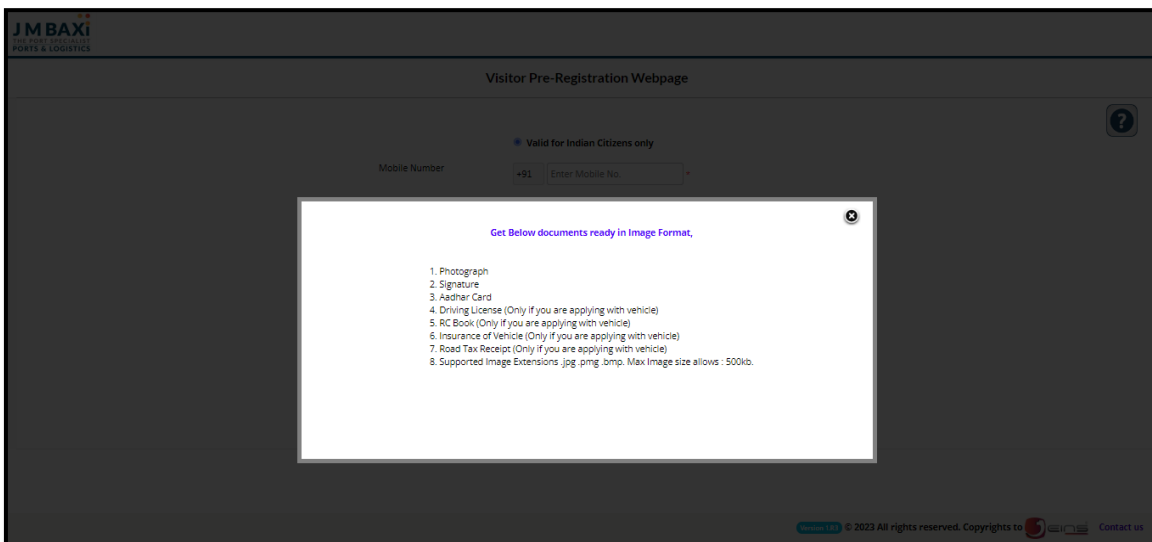


Fig No.2

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)

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)

Visitor Registration

Visitor Photo

Add Items Details

Add Vehicle Details

Visit Details

Visitor Information

Host Details

Continue Clear

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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. **App ID** will be Auto generated.
3. Select **App Type** from the drop down list as daily, weekly or custom.
4. Select From **Date & to Date**.
5. Select **Visitor Type** from the drop down list as Visitor or Contractor.
6. Select **Purpose of Visiting** from the drop down list as meeting or discussion.

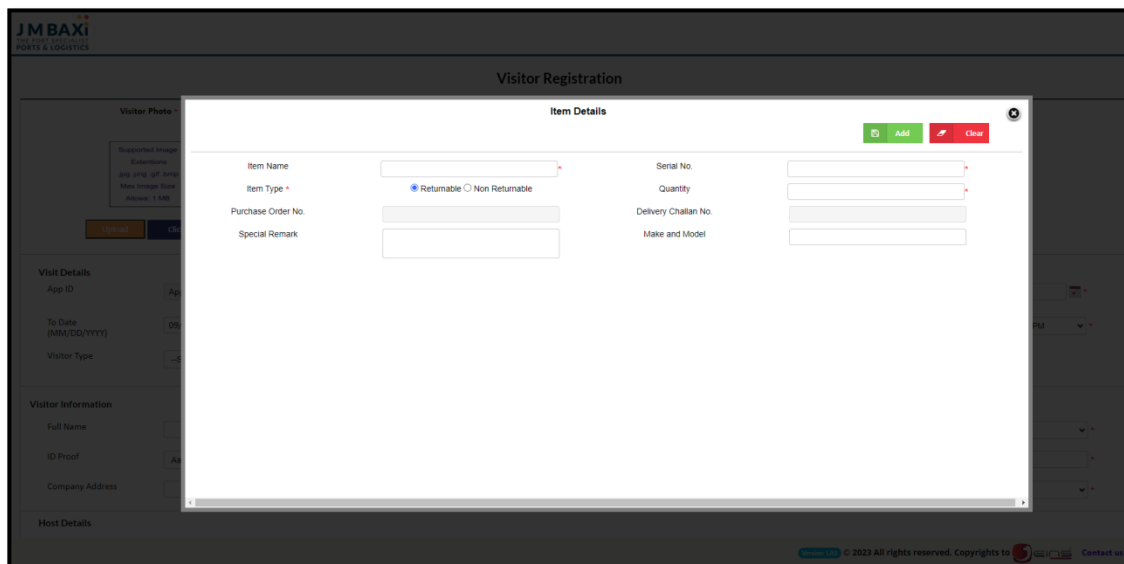
Visitor Information:

7. Insert **Full Name**.
8. Insert the **Mobile No**.
9. Select the **Gender** from the drop down list as male or female.
10. 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)
11. Insert the **Company Name**.
12. Insert the **Company Address**.
13. Insert **E-mail ID**.

Host details:

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

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

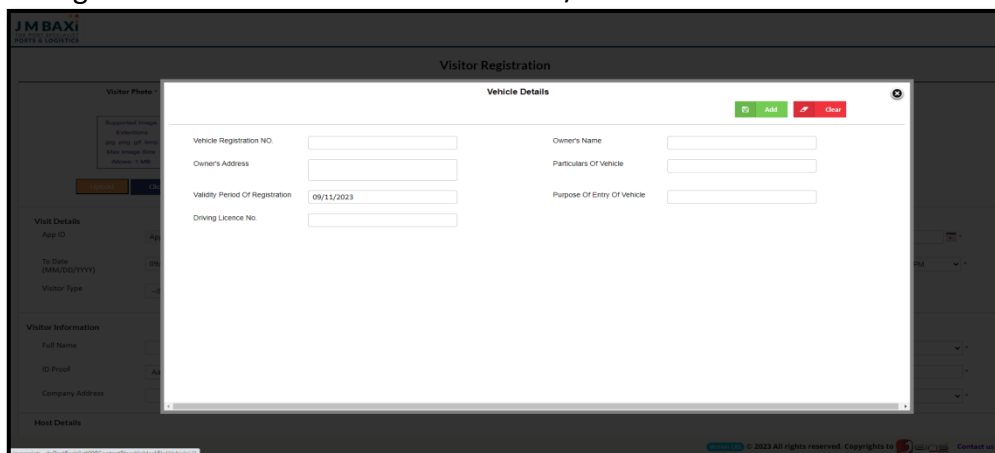


The screenshot displays the 'Visitor Registration' interface. On the left, there is a sidebar with sections for 'Visitor Photo', 'Visit Details', 'Visitor Information', and 'Host Details'. The main area is titled 'Item Details' and contains a form with the following fields: 'Item Name' (text input), 'Serial No.' (text input), 'Item Type' (radio buttons for 'Returnable' and 'Non Returnable'), 'Quantity' (text input), 'Purchase Order No.' (text input), 'Delivery Challan No.' (text input), 'Special Remark' (text input), and 'Make and Model' (text input). At the top right of the form, there are 'Add' and 'Clear' buttons. The footer of the page includes a copyright notice: '© 2023 All rights reserved. Copyrights to JMBAXI 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.

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



The screenshot displays the 'Visitor Registration' interface. On the left, there is a sidebar with sections for 'Visitor Photo', 'Visit Details', 'Visitor Information', and 'Host Details'. The main area is titled 'Vehicle Details' and contains a form with the following fields: 'Vehicle Registration NO.' (text input), 'Owner's Name' (text input), 'Owner's Address' (text input), 'Particulars Of Vehicle' (text input), 'Validity Period Of Registration' (text input, showing '09/11/2023'), 'Purpose Of Entry Of Vehicle' (text input), and 'Driving Licence No.' (text input). At the top right of the form, there are 'Add' and 'Clear' buttons. The footer of the page includes a copyright notice: '© 2023 All rights reserved. Copyrights to JMBAXI Contact us'.

Fig No.6

EINS E-Port Pass Management System

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.
18. Once Visitor fills all the details then, click on Continue Button.
19. Visitor Registration Vehicle Registration Page will get open. Refer (Fig No. 7)

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Visitor Registration

Save Back

Required Documents

NO.	Documents Name	Status
1	Identity Proof	OK

Document Details

Document Type: --Select--

Document Name: --Select--

Document Upload: Choose File | No file chosen

Upload

Supported File Extensions: .jpeg, .gif, .png, .bmp
Max File Size Allows: 500KB

+ Add - Clear

Document View

Image not available

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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.

20. Appointment Notification mail will receive to the Visitor. (Refer Fig No. 8)



Fig No.8

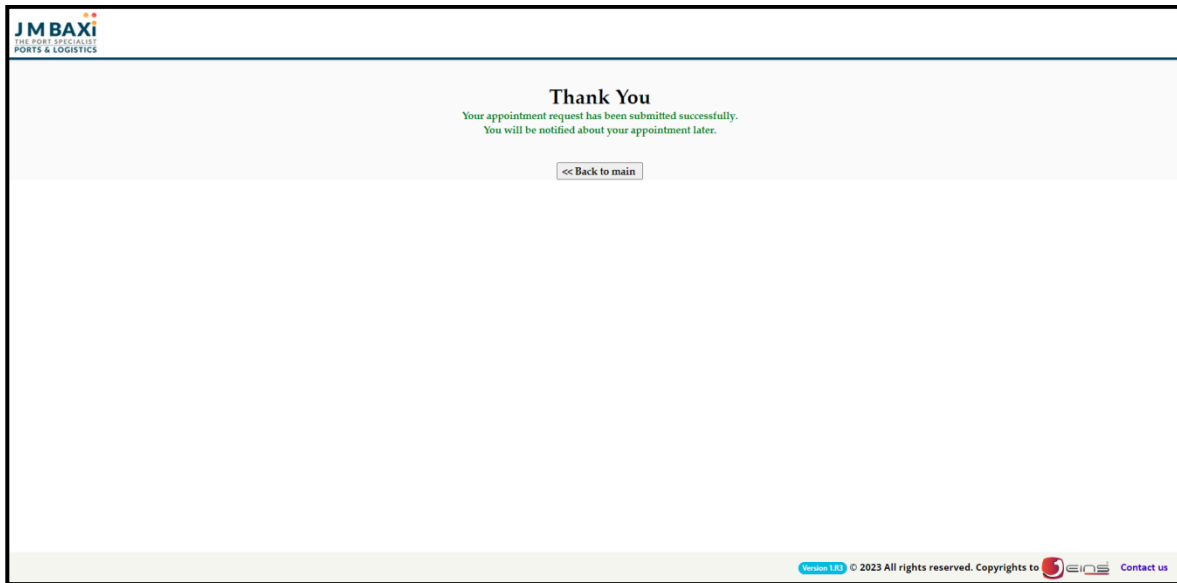


Fig No.9

EINS E-Port Pass Management System

1. Once 1 level Approval is Completed from Host End then Visitor will receive Appointment Approved mail (Refer Fig no.10)

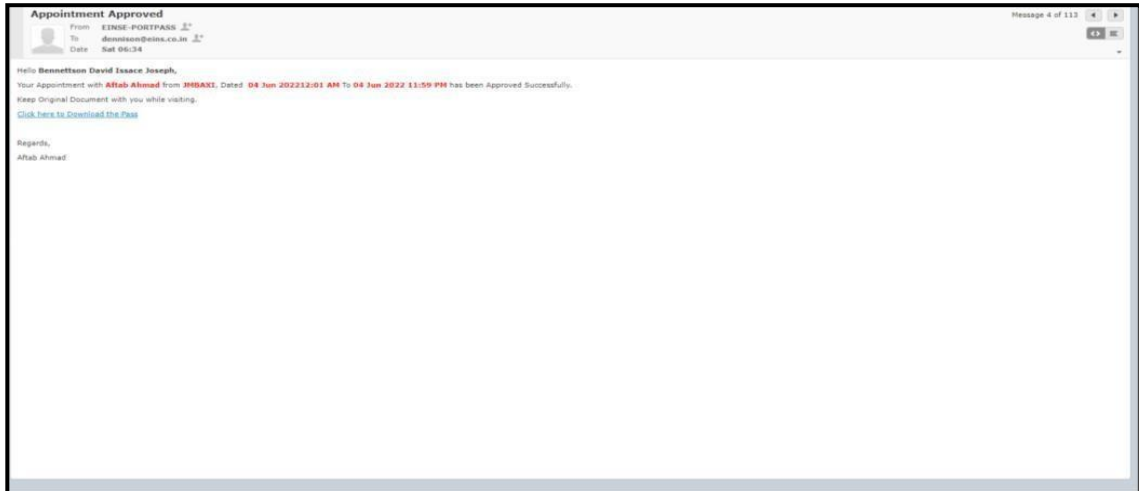


Fig No.10

2. Click on “Click here to Download the Pass” Then Pass page will get open (Refer Fig No.11)

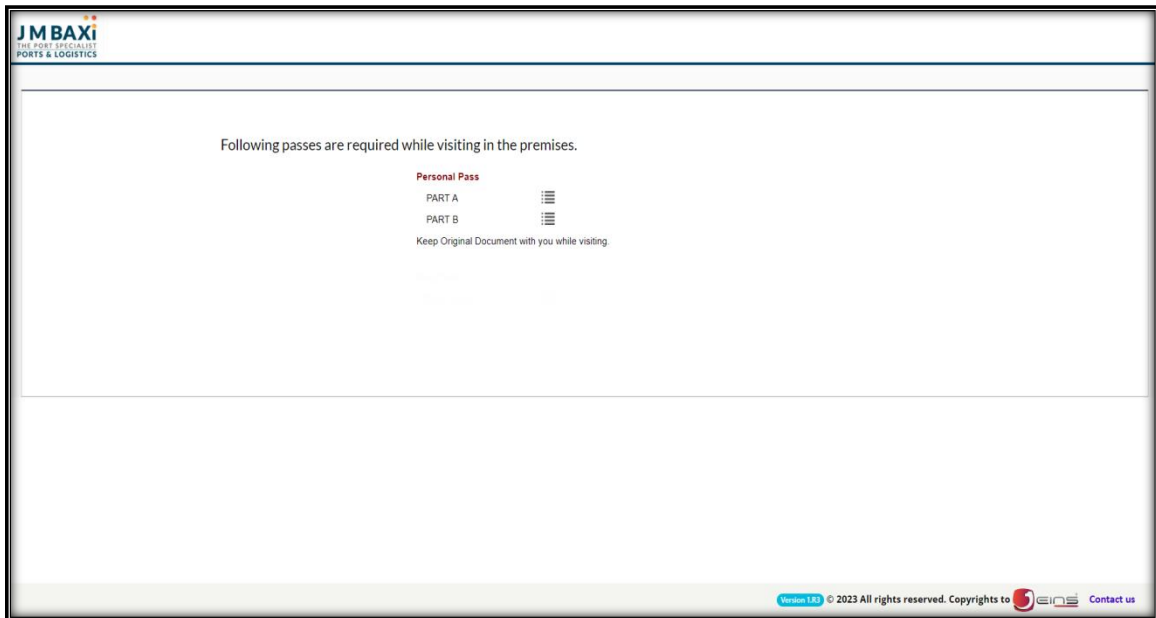


Fig No.11

EINS E-Port Pass Management System

3. Click on “Part A” option Application for Port Entry Pass page will be open (Refer Fig No.12)

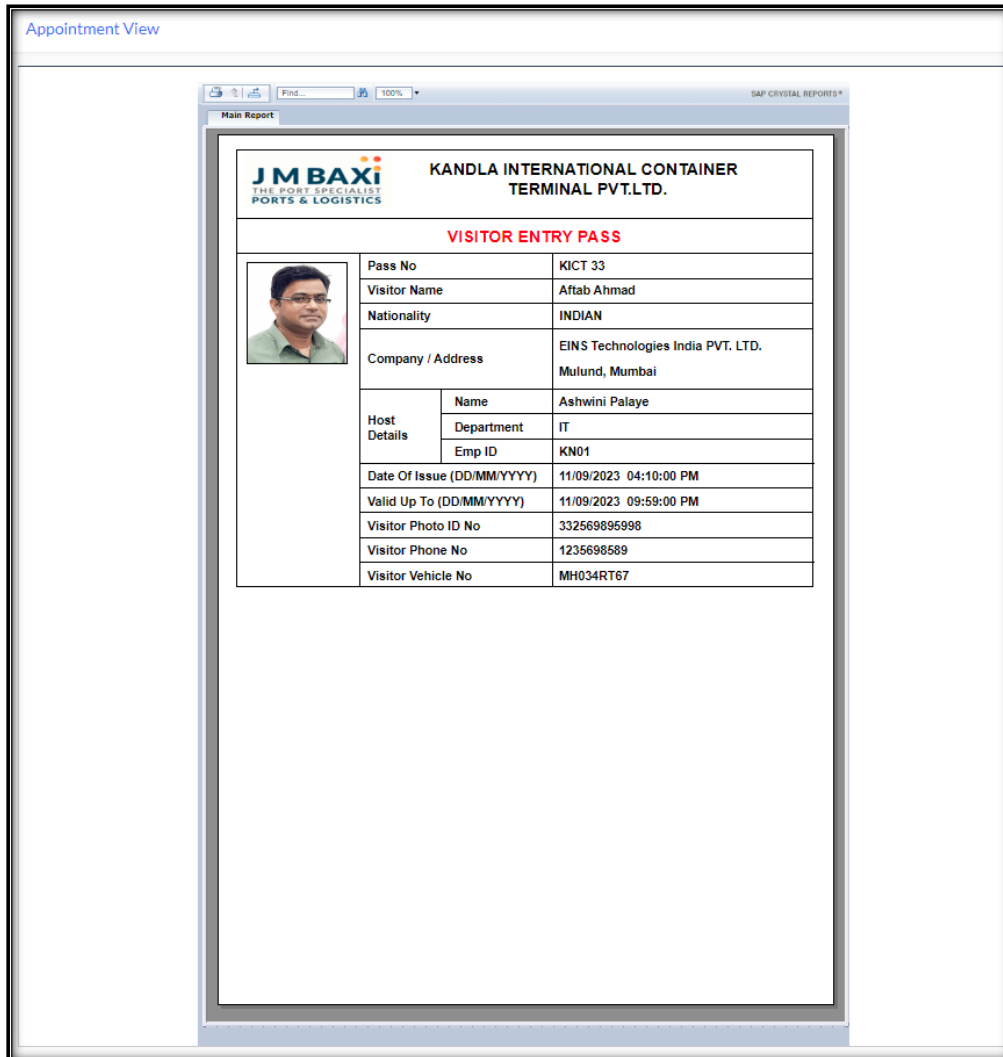


Fig No.12

EINS E-Port Pass Management System

- Click on "Part B" option Application for port Entry Pass page will be open (Refer Fig No.13)

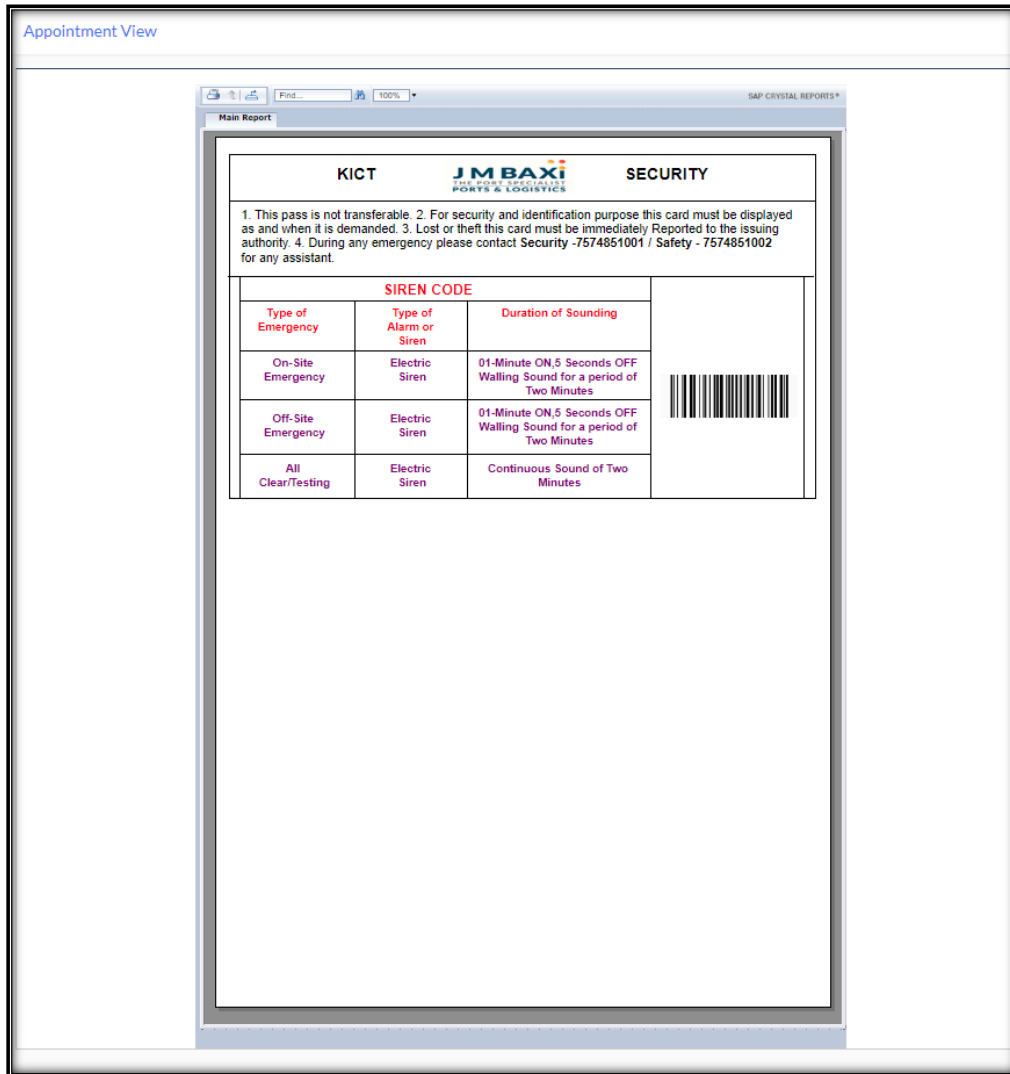


Fig No.13

THE END