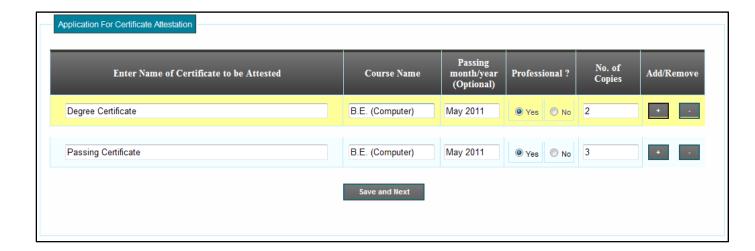
## **Instruction's for Certificate Attestation Process**

## • Fill Details of Certificate Attestation

- 1) Enter Name of Certificate to be attested. for e.g. Degree Certificate
- 2) Enter Course Name for e.g. B.E.(Computer)
- 3) Enter Month/year of Passing Course. For e.g. May 2011. (This field is optional).
- 4) Select the type of Course (Professional/Non-Professional).
- 5) Enter the Number of Copiesfor each Certificate that you want to attest.
- 6) To add more certificate click on + **button**, and to remove Certificate click on button.
- 7) Click on **Save and Next** button to proceed further.

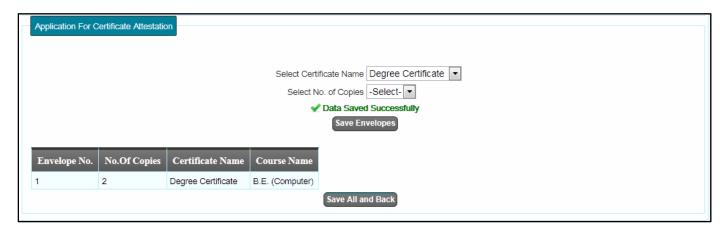


## • Fill Details of Envelope

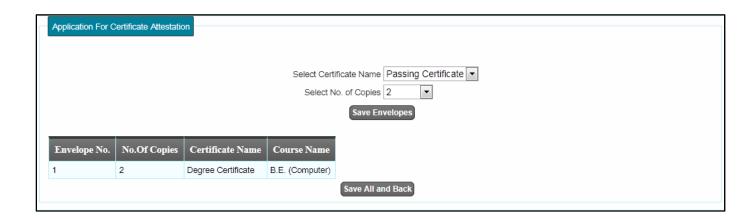
- 1. Select Certificate Name to fill Envelope Details.
- 2. After selecting Certificate Name, Number of Copies for Selected certificate will Displayed.
- 3. Select Number of Copies to Insert in Envelope



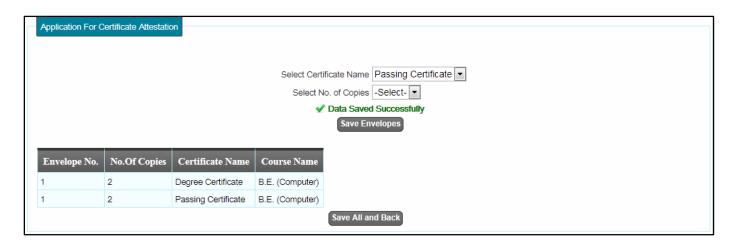
4. Click on Save Envelope Button. You will get Envelope Details of Selected Certificate Name.



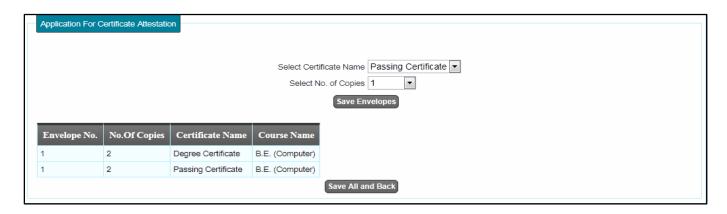
5. Select another Certificate Name and Number of Copies to insert in Same Envelope.



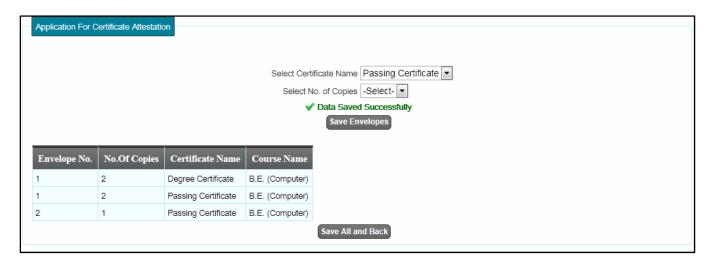
6. Click **on Save Envelope** button to insert Certificate in Envelope.



7. Select Remaining Number of Copies of Certificate to insert in New Envelope.



8. Click on **Save Envelope** button. You will get Envelope Details of Selected Certificate Name.



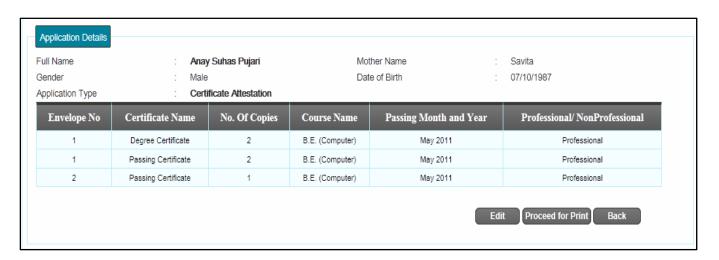
9. Click on Save All and BackButton. You will get List of Applied Applications.



10. Click on **Print Preview** Button to Edit/Update/Print your Application.

## • Edit Details of Application and Envelope

1. For Editing Your Application Click on **Edit** Button.



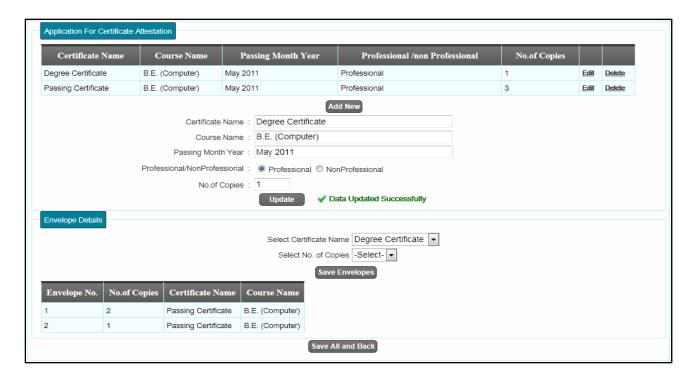
2. Click on Edit Button to Edit Particular Certificate.



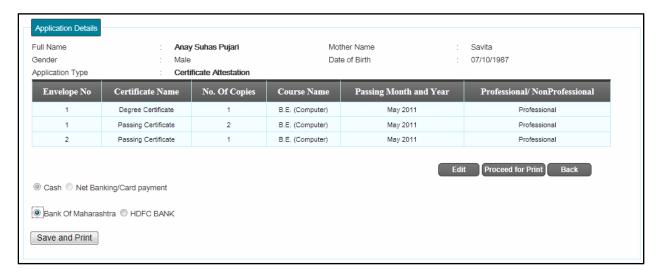
3. Insert New Certificate Details For Selected Certificate Name.



4. Click On **Update** Button, to Update Changes, and fill Envelope Details for Updated Certificate Name.



- 5. Click on **Save All and Back**Button to further process.
- 6. Click on **Proceed for Print** Button, you will Displayed Payment Mode and Bank Type.



- 7. Select Bank Type and Click on **Save and Print** Button.
- 8. Click on **Download Application** button to Print your Application, and Click on **Download Challan**button to print your Challan.

