e-GP New User Registration Process

STAGE 1: User e-mail ID Verification

1

User registers on e-GP with his e-mail ID and Password

Verification e-mail with verification code is sent to User's e-mail ID for confirmation

User confirms his e-mail ID by using verification code

Verification confirmation e-mail is sent to User with further Instructions.
User prints an e-mail

STAGE 2: Registration Fee Payment at the Bank

STAGE 2 Only after e-mail verification

Nothing to be done

If Bank does not have access to e-GP

If Bank has access to e-GP

2

User goes to bank with e-mail printout & pays money via Cash, Pay Order or through Bank Instructions and Bank gives ACKNOWLEDGEMENT (Payment Slip)
(User specifies his VERIFIED e-mail ID on deposit slip)

Bank updates in the Banking System about payment

Bank updates the payment details in e-GP
(Searches using valid and verified e-mail ID of User)

e-mail is sent to User about payment confirmation

STAGE 3: Document Upload and Profile Completion

3

User scans all mandatory documents including registration fee payment slip

User sends mandatory credentials documents to CPTU by post or courier

User logs to e-GP, enters his profile details and upload all mandatory documents

STAGE 4: Profile Verification and Approval / Rejection

Approved User starts using e-GP

Approval e-mail is sent

User Registration (CPTU) Primarily **APPROVED** if documents are found authentic

e-mail with Rejection Reasons is sent to User

4

User Registration (CPTU) **REJECTED** if documents are found not authentic

e-GP User Registration Desk (CPTU) verifies online details with hardcopies of attested documents including Payment slip

LEGENDS >>

USER

BANK

e-GP User Registration Desk