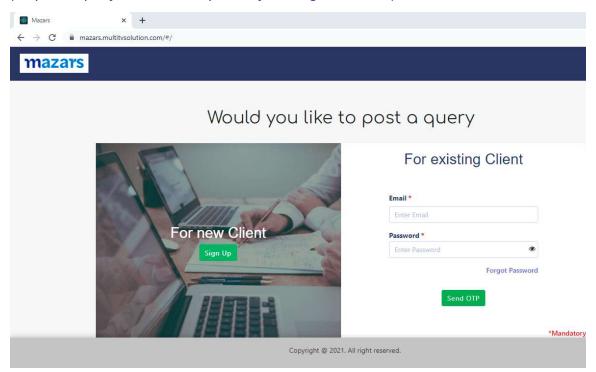
# mazars

#### **Contents:**

For New Client Registration
02
For Existing Client 05
Forgot Password
<u>06</u>
Change Password
09
Mazars Dashboard
<u>11</u>
Register Fresh Query 12
Query Detail Page – Basic Query Information
14
Proposal
<u>15</u>
Engagement Letter
<u>17</u>
Query Detail Page – Proposal 20
Assignments 21
Query Detail Page – Assignments
<u>23</u>
Payment Status
<u>24</u>
Inbox
<u>28</u>
Feedback 29

#### Visit: https://mazars.multitvsolution.com/#/

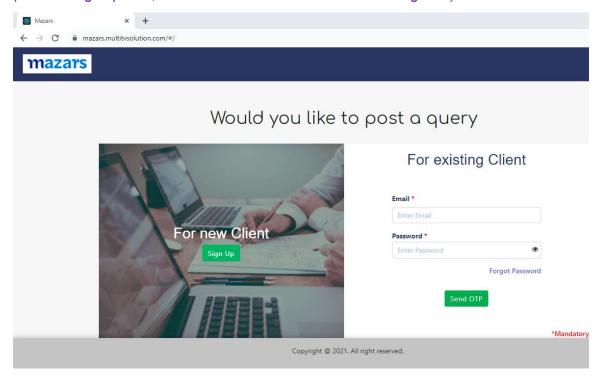
(To post a query, visit Mazar's portal by clicking above link.)





#### For New Client: Click on

(Click on sign up icon, mentioned below "For new client" to register.)

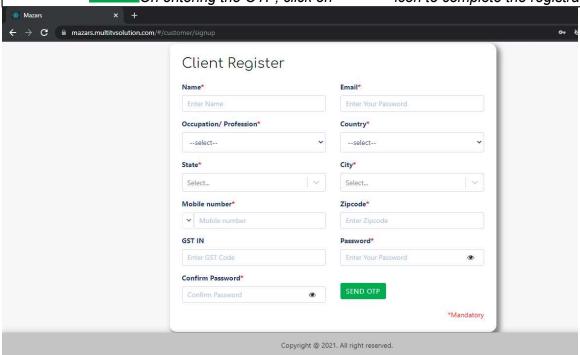


### Provide your basic information to complete the registration.

(On clicking sign up for registration, following screen will open to enter basic information.)

Name*	Enter full name or any chosen name
	<ul> <li>For registration of business/entity, enter the legal name of the business/entity</li> </ul>
Email Address*	<ul> <li>Enter personal email address or the email address of any representative or authorized signatory of the business/entity</li> </ul>
Occupation/Profession*	<ul> <li>From drop down list, select your occupation/profession</li> </ul>
	<ul> <li>In case of business/entity, select the occupation/ profession of the representative or authorized signatory, who is registering for query</li> </ul>
Country/State/City*	<ul> <li>From drop down list, select the Country/State/City. City or State may also be entered/typed.</li> </ul>
Mobile Number*	Enter the valid numeric mobile number

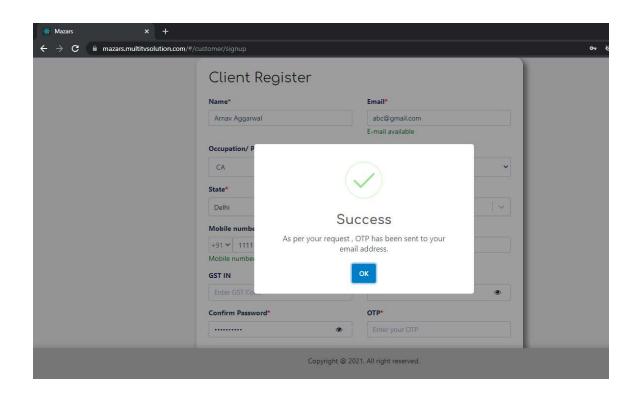
Zip Code*	Enter the valid Zip Code or Pin Code	
GST IN	<ul> <li>Enter the valid 15-digit, PAN based Alpha Numeric GST IN number of the business/entity, if applicable</li> </ul>	
Password*	<ul> <li>Choose a password that should be minimum of eight characters, including at least one upper case, lower case, special character and number.</li> </ul>	
After filling the above information, click on the     Send OTP icon.		
<ul> <li>An OTP will be sent to the above provided email address, valid for 180 seconds.</li> </ul>		
Submit On entering the OTP, click on icon to complete the registration.		



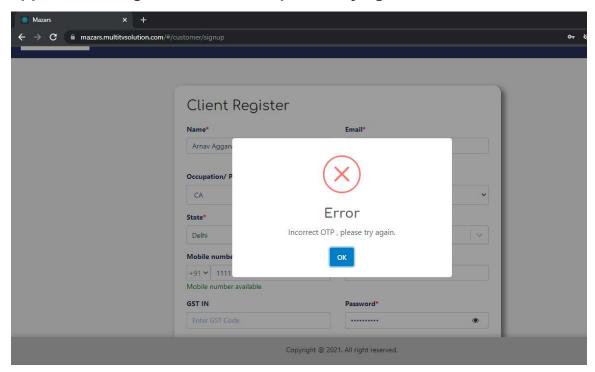
### Provide your basic information to complete registration.

(Details of information to be provided.) (\*Mandatory Fields)

Submit Send OTP After clicking on Success message will appear. Click ok and enter the OTP to register & click on

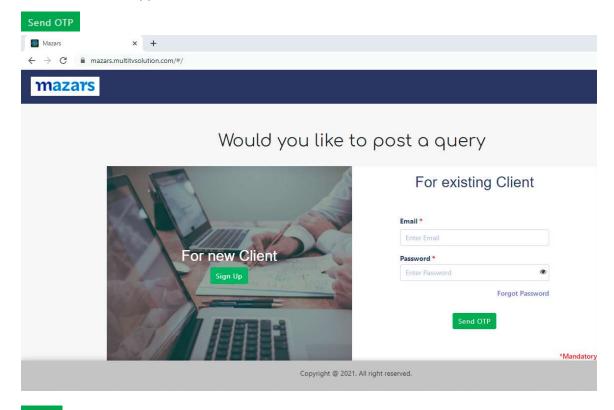


## If the OTP entered is incorrect then Error message window will appear showing "Incorrect OTP, please try again"

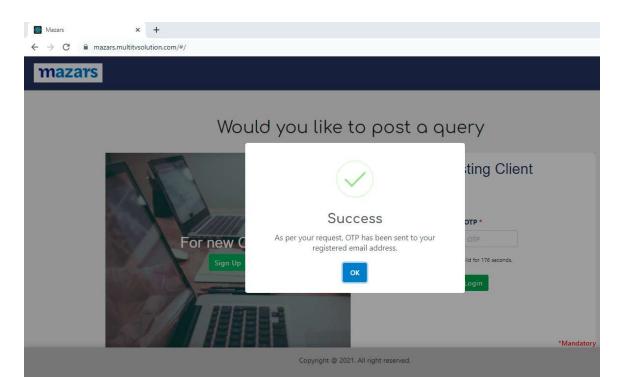


## Send OTP For Existing Client: Login with your registered Email id & Password.

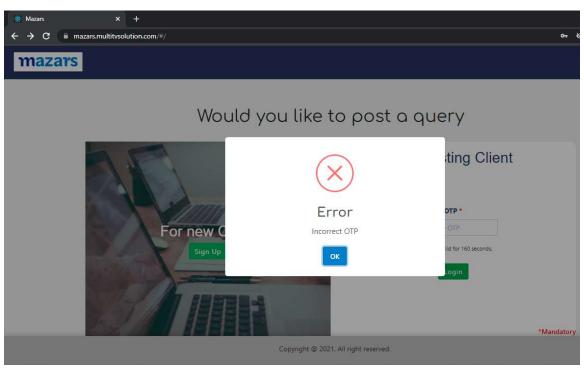
- Enter your registered email id and password, under "For existing client" and click on
- The OTP will be sent to your registered email id, valid for 180 Seconds
- Enter the OTP so received and click on
- Upon login, 'Login successfully' message will be displayed.
- In case incorrect OTP has been entered, error message window of "Incorrect OTP" will appear.



After clicking on Success message will appear. Click ok and enter the OTP received on your email id & click on

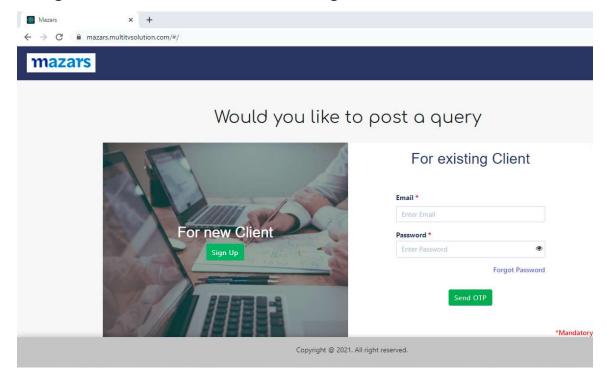


If the OTP entered is incorrect then Error message window will appear showing "Incorrect OTP"

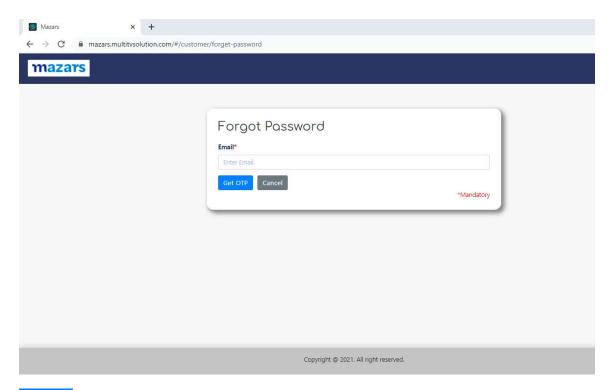


Forgot Password: If the client forgets the Password, then click on

### "Forgot Password" under "For existing client"

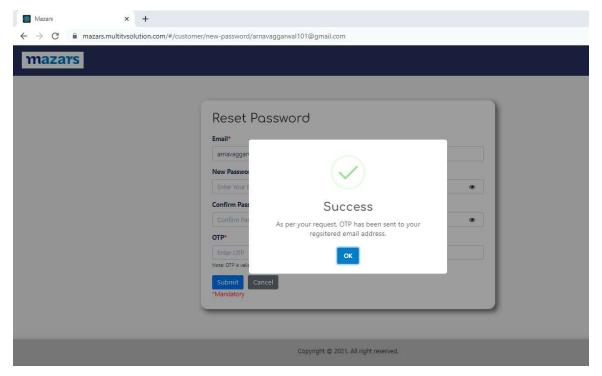


Get OTP Forgot Password: Enter your email id and click on

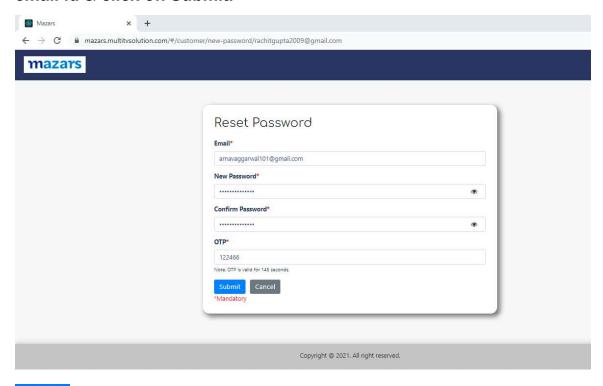


#### Get OTP

Forgot Password: After clicking on , success message window will appear & then click on OK.

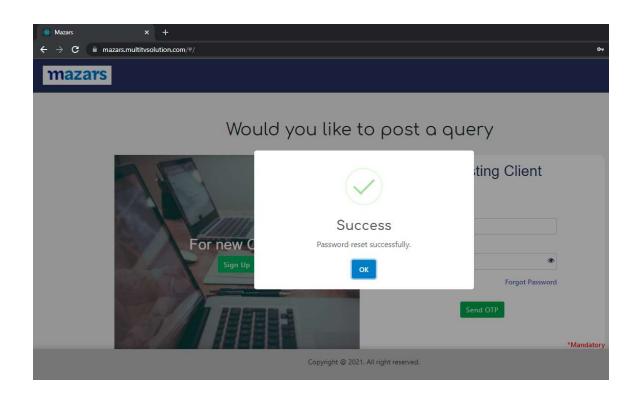


Forgot Password: Enter new password that should be minimum of eight characters, including at least one upper case, lower case, special character and number along with the OTP received on the email id & click on Submit.

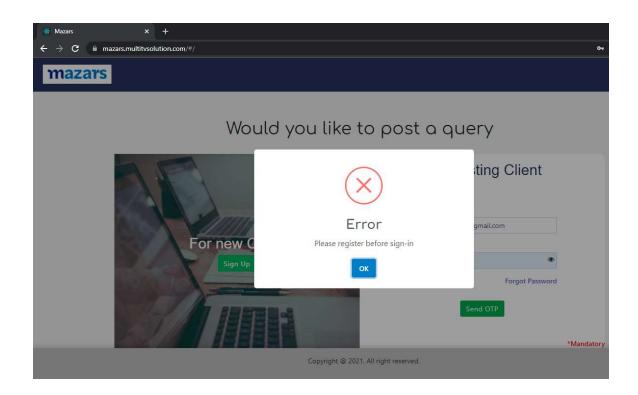


Submit

Password Forgot: After clicking on Success message window will appear, showing password reset successfully. Now login with the new password.



Incorrect Email Id: At the login page, if the email id entered is incorrect then Error message window will appear showing "Please register before sign-in". Click Ok & login with the correct credentials.



Incorrect password: At the login page, if the password entered is incorrect then Error message window will appear showing "Incorrect email or password". Click Ok & login with the correct credentials.