



ESS PORTAL-INVESTMENT PROOF SUBMISSION

User Manual

Abstract

This document describes how to submit investment proofs in APPI ESS Portal

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1. Introduction

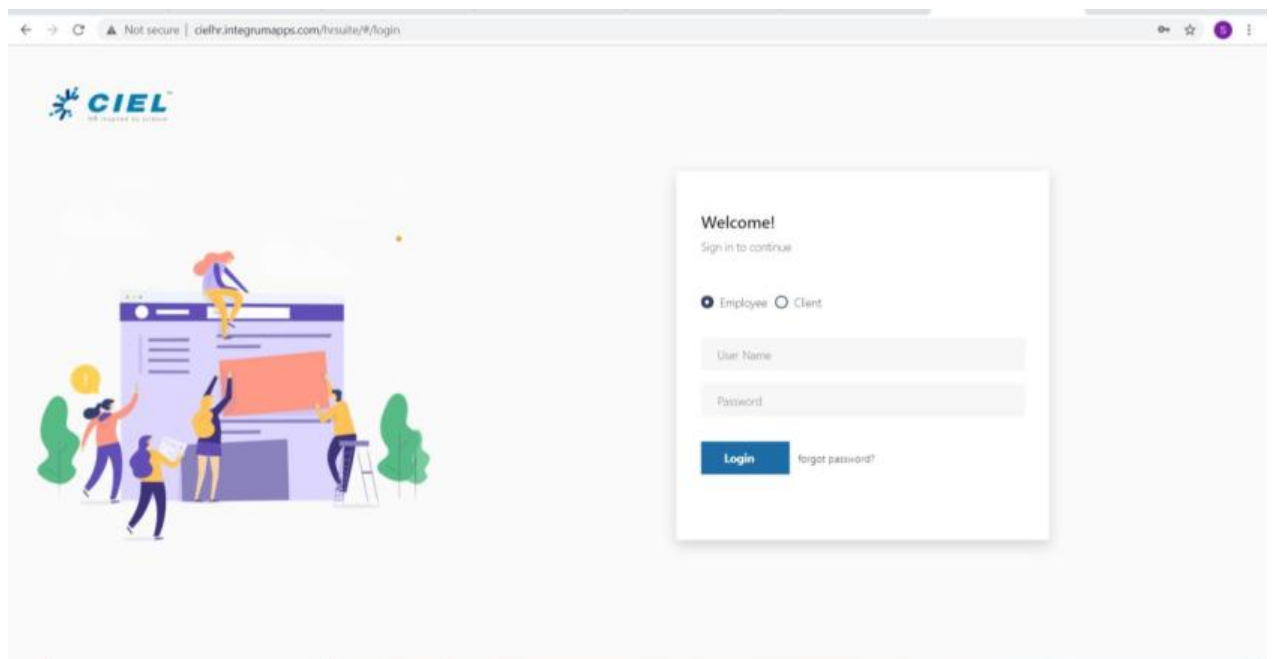
The ESS is an online Employee Portal that allows you to view, download and print all your payslips and tax slips and to review your personal information.

This document will help you understand how to submit the investment proofs from APPI ESS portal.

2. Login to APPI ESS portal

1. To login to the APPI ESS portal, click the below link:

<http://cielhr.integrumapps.com/hrsuite/#/login>



2. Login page will be displayed. Enter the **User Name** and **Password**.

Note:

- If you haven't received the login credentials, email us at helpdesk@cielhr.com.

3. Click **Login** button.

3. Add Investment Proofs

1. Click **MyInvestment** menu from the left pane.

The screenshot shows the CIEL Tax Investment(s) page. The left sidebar contains navigation links: My Investment, Resignation, Dashboard, Profile, Bank Accounts, Payslips, Previous Employment, Tax Slip, and Documents. The main content area is titled 'Tax Investment(s)' and includes an 'Edit' button. Below the title, there are settings for 'Financial Year' (2020_2021), 'Mode' (Proof), and 'New Tax Regime' (No). The 'OVERVIEW' section displays three boxes: 'Investments' (No records!), 'Deductions & Exemptions' (No records!), and 'Tax Liability' (0.00 ₹). The 'Tax Saved' section shows 0.00 ₹. At the bottom, there is a motivational quote: 'This is a true story and totally not made up. This is going to be better in the long run but for now this is the way it is.' and an illustration of people celebrating.

2. Tax Investments page will be shown. By default, Proof mode will be selected.
3. If you want to opt for new tax regime option, click on No button to toggle to Yes (indicates opting for new tax regime). Refer screenshot below

This screenshot shows the same CIEL Tax Investment(s) page, but with the 'New Tax Regime' toggle set to 'Yes'. The 'Mode' remains 'Proof'. The 'OVERVIEW' section now includes 'Add' buttons next to the 'Investments' and 'Deductions & Exemptions' sections. The 'Tax Liability' and 'Tax Saved' sections remain at 0.00 ₹. The motivational quote and illustration at the bottom are also present.

4. Click **Edit** button. **Add** button will be shown against each section – Investments, Deductions & Exemptions.

← → Not secure | 35.209.219.112

CIEL™
THE INSURANCE TO GROW

Home / Investment Information

TE

My Investment

Resignation

Dashboard

Profile

Bank Accounts

Payslips

Previous Employment

Tax Slip

Documents

Cancel Save Save and Submit Proof

Tax Investment(s)

Financial Year: 2020_2021

Mode: ☒ Proof ☐ No

New Tax Regime: ☐ No

OVERVIEW

Investments: No records! Add

Deductions & Exemptions: No records! Add

Tax Liability: 0.00 /- Tax Saved: 0.00 /-

This is a true story and totally not made up. This is going to be better in the long run but for now this is the way it is.

← → Not secure | 35.209.219.112

CIEL™
THE INSURANCE TO GROW

Home / Investment Information

TE

My Investment

Resignation

Dashboard

Profile

Bank Accounts

Payslips

Previous Employment

Tax Slip

Documents

Cancel Save

NAME: Test docs CODE: 52049 MOBILE NUMBER: 6563544444 GENDER: Male EMAIL: dsafas@gmsadf.com DOB: 08-02-1995 DATE OF JOINING: 15-10-2020

Tax Investment(s)

Financial Year: 2020_2021

Mode: ☐ Declarations ☒ No

New Tax Regime: ☐ No

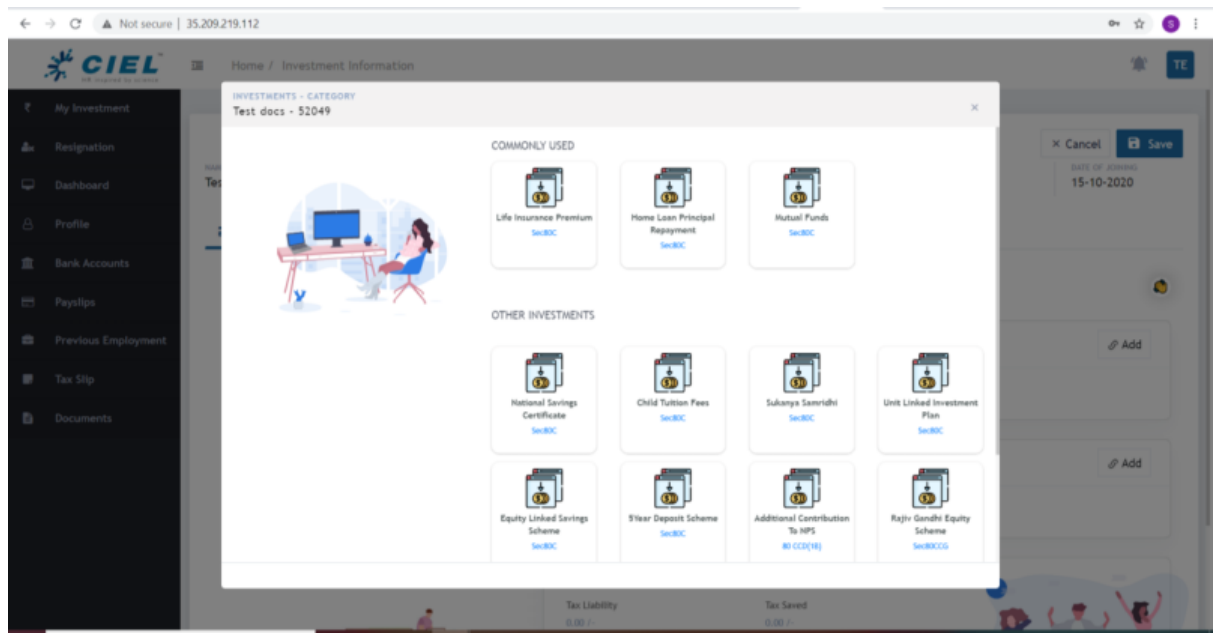
OVERVIEW

Investments: No records! Add

Deductions & Exemptions: No records! Add

Tax Liability: 0.00 /- Tax Saved: 0.00 /-

- For instance, click **Add** button in Investments section. A dialog appears with the list of investments. Click on the required investments, and option to enter the amount will be shown. Enter the amount and click **Save**.



3.1 Add Investment Details (Sec 80C)

1. To add LIC policy details, click on Life Insurance Premium box.

- Enter the amount, and add remarks if any.
- Click Upload option to upload LIC premium receipts. Please note multiple documents can be attached.
- Click Save. To add multiple LIC premium details repeat the same steps.

Browser tabs: Inbox, Integr, Data, My Dr, APPI, TC, APPI, Login, user g, Micro, Emplo, incom, pneur, +

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CIEL Home / Investment Information

My Investment

Resignation

Dashboard

Profile

Bank Accounts

Payslips

Previous Employment

Tax Slip

Documents

NAME: Test docs CODE: 52049 MOBILE NUMBER: 656354444 GENDER: Male EMAIL: dsafasi@gmsadf.com DOB: 08-02-1995 DATE OF JOINING: 15-10-2020

Tax Investment(s)

Financial Year: 2020_2021

Mode: ☐ Declarations

New Tax Regime: ☐ No

OVERVIEW

Investments

Life Insurance Premium
Amt Invested : ₹ 20000 | Amt Approved : ₹ 0
PENDING

Deductions & Exemptions

Donations
Amt Declared : ₹ 10000 | Amt Approved : ₹ 0
PENDING

Type here to search

2030 05-11-2020

- To add Home Loan Principal Repayment, click on Home Loan Principal Repayment box.

Not secure | 35.209.219.112

CIEL Home / Investment Information

My Investment

Resignation

Dashboard

Profile

Bank Accounts

Payslips

Previous Employment

Tax Slip

Documents

INVESTMENTS - CATEGORY
Test docs - 52049

COMMONLY USED

Life Insurance Premium
Sec 80C

Home Loan Principal Repayment
Sec 80C

Mutual Funds
Sec 80C

OTHER INVESTMENTS

National Savings Certificate
Sec 80C

Child Tuition Fees
Sec 80C

Sukanya Samriddhi
Sec 80C

Unit Linked Investment Plan
Sec 80C

Equity Linked Savings Scheme
Sec 80C

5 Year Deposit Scheme
Sec 80C

Additional Contribution To NPS
Sec 80CC(1B)

Rajiv Gandhi Equity Scheme
Sec 80CCG

Tax Liability: 0.00 /-

Tax Saved: 0.00 /-

Home Loan Principal Repayment

Test Mail five
Emp. Email: asfd@abcde.com

Investment Name: Home Loan Principal Repayment Qualifying Limit: 150000

Amount: ₹50,000

Remarks: Type your message here...

Attachment (Max file size 2MB)
Upload

Cancel Save

3.2 Add Exemptions (Sec 10)

1. Click **Add** button shown in Deductions & Exemptions section.

Home / Investment Information

NAME: Test docs CODE: 52049 MOBILE NUMBER: 6563544444 GENDER: Male EMAIL: dsafas@gmsadf.com DOB: 08-02-1995 DATE OF JOINING: 15-10-2020

Cancel Save

Tax Investment(s)

Financial Year: 2020_2021

Mode: Declarations

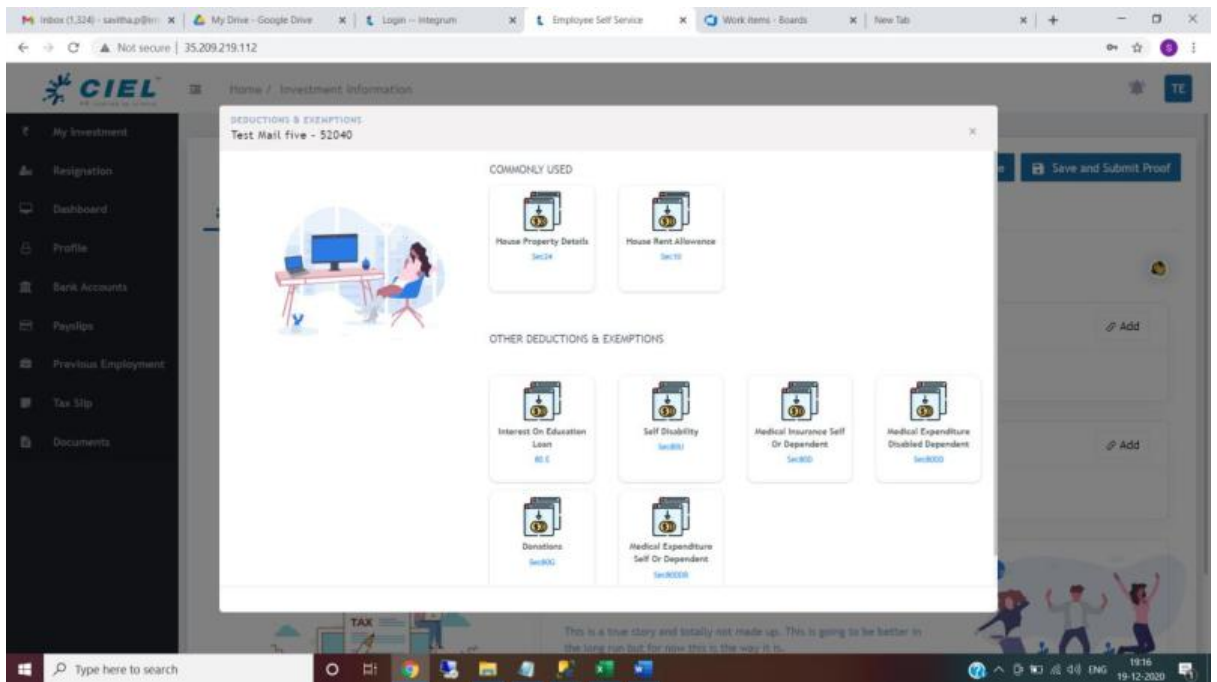
New Tax Regime: No

Investments: No records! Add

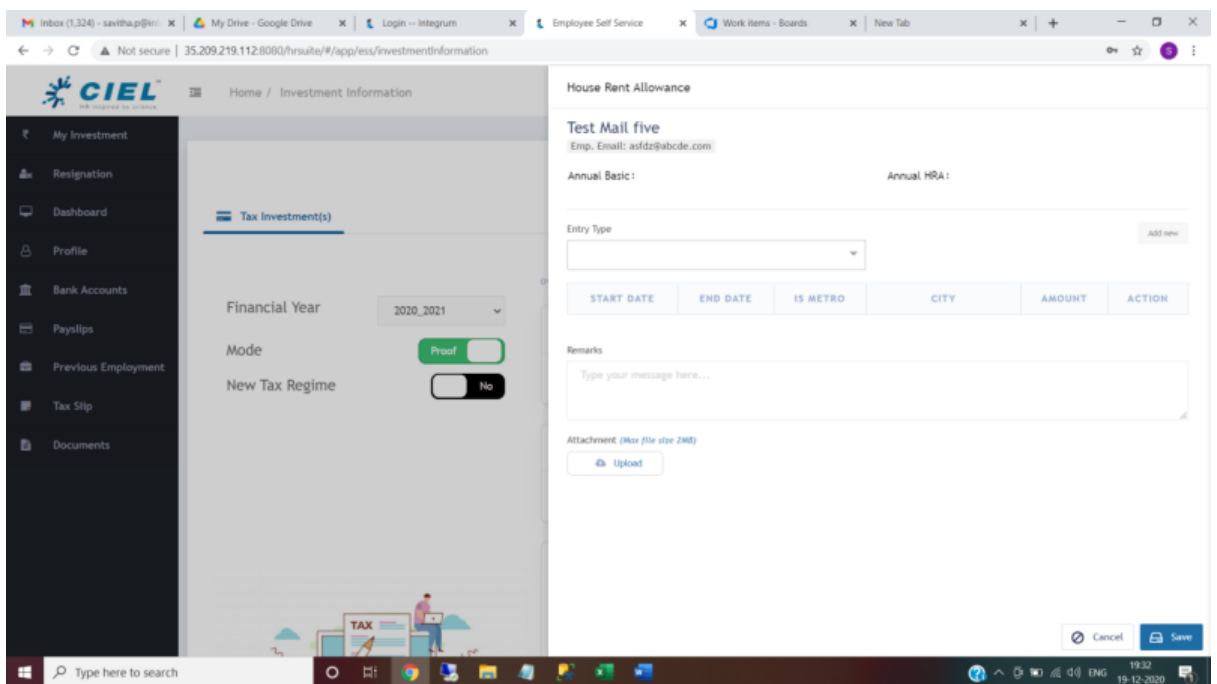
Deductions & Exemptions: No records! Add

Tax Liability: 0.00/- Tax Saved: 0.00/-

2. Deductions & Exemptions page is displayed. Click on the respective boxes to add the details.



3. To add house rent details, click on House Rent Allowance box.



- Select the Entity Type as Monthly.

House Rent Allowance

Test Mail five
Emp. Email: asfde@abde.com

Annual Basic: Annual HRA:

Entry Type
Month Wise

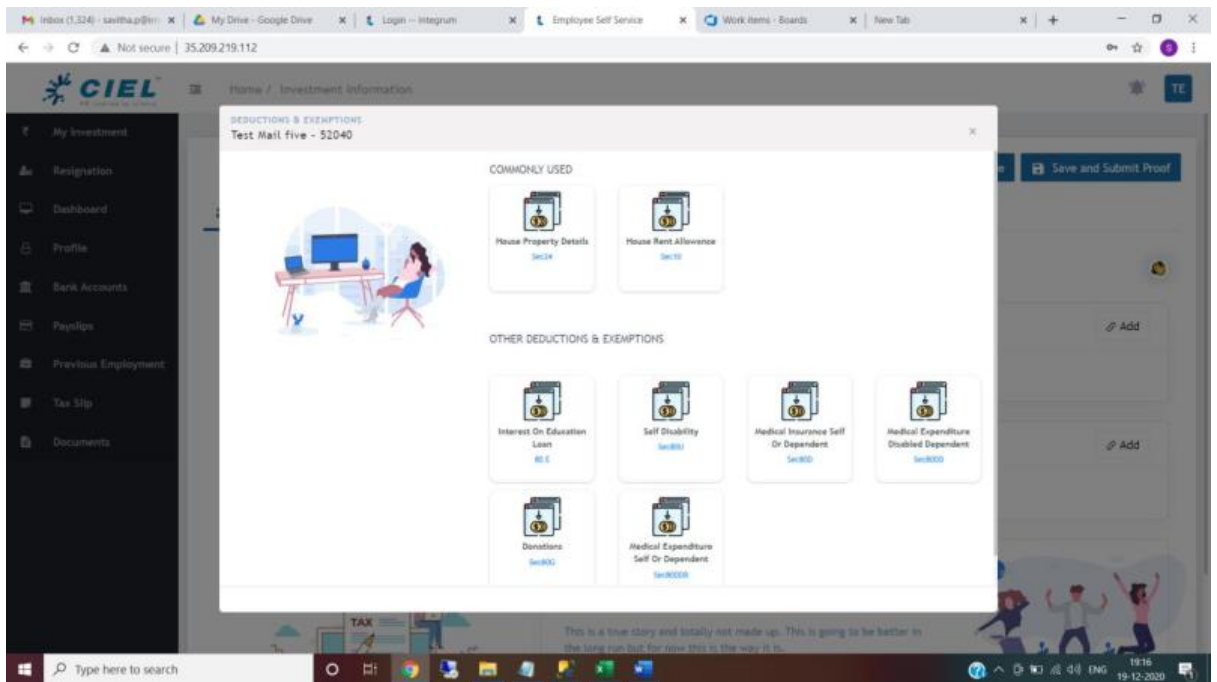
START DATE	END DATE	IS METRO	CITY	AMOUNT	ACTION
01-04-2020	30-04-2020	<input type="checkbox"/>		0	fill below delete all
01-05-2020	31-05-2020	<input type="checkbox"/>		0	
01-06-2020	30-06-2020	<input type="checkbox"/>		0	
01-07-2020	31-07-2020	<input type="checkbox"/>		0	
01-08-2020	31-08-2020	<input type="checkbox"/>		0	
01-09-2020	30-09-2020	<input type="checkbox"/>		0	

Cancel Save

- Enter the required in the first row and click Fill below option. Data entered in first row will be automatically updated for all 12 months.
- Click delete all to delete the entered values.
- Click Upload option to upload house rent receipts. Please note multiple documents can be attached.

3.3 Enter Loss from House Property Details

1. Click **Add** button shown in Deductions & Exemptions section. Deductions & Exemptions page is displayed.
2. Click on House Property Details box.



- Click Upload button to upload a single document. Click Upload button again to add another document. Similarly, add multiple documents.

Financial Year: 2020_2021

Mode: ☒ Proof ☐ No

New Tax Regime: ☐ Yes ☒ No

Loan Availed Date (DD-MM-YYYY):

Property Possession Date (DD-MM-YYYY):

Interest Paid: 6000

Principal Amount: 40000

Pre-Construction Interest: 1500

Installment Number: 5

Name of Lender: Name of Lender

PAN of Lender: BGDF7865H

Address of Lender: Type your lender address here...

Remarks: Type your message here...

Attachment (Max file size 2MB):

Upload

Images (1).jpg, Images (2).jpg, Images (3).jpg

Cancel Save

- Click Save. To add multiple house property details, repeat the same steps.

3.4 Medical Insurance and Expenditure Details (Sec 80 D/DD/DDB)

- Click **Add** button shown in Deductions & Exemptions section. Deductions & Exemptions page is displayed.
- To add medical insurance and expenditure details, click on respective box.

DEDUCTIONS & EXEMPTIONS

Test Mail five - 52040

COMMONLY USED

House Property Details Sec 24

House Rent Allowance Sec 10

OTHER DEDUCTIONS & EXEMPTIONS

Interest On Education Loan Sec 80 E

Self Disability Sec 80 U

Medical Insurance Self Or Dependent Sec 80 D

Medical Expenditure Disabled Dependent Sec 80 DD

Donations Sec 80 G

Medical Expenditure Self Or Dependent Sec 80 DDB

Add

- Click Add Dependent Details button to add dependent details

- Enter Name of Dependent, Relationship, DOB and Insurance amount and click Save.

3.5 Save or Submit Investment Proof Details

1. Click **Save** button to save and edit investment details till the cut-off period.
2. Click **Save and Submit Proof** button to save and submit for verification. After which you will not be able to edit the investment proof details.

× Cancel
Save
Save and Submit Proof

2020_2021

Proof

☐ No

 Add

Amt Invested : ₹ 75000 | Amt Approved : ₹ 0

PENNINGTON ET AL.

Amt Invested : ₹ 35000 | Amt Approved : ₹ 0

PRENATAL 113

Amt Invested : ₹ 0 | Amt Approved : ₹ 0

•

Amt Invested : ₹ 1000 | Amt Approved : ₹ 0

PENDING (13)

Amt Invested : ₹ 1000 | Amt Approved : ₹ 0

•

