

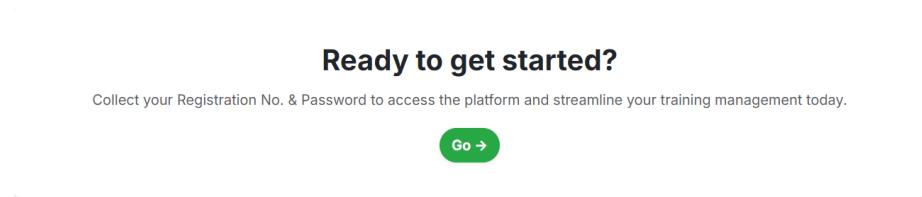
Operating Manual: Honorarium Bill Submission

This manual outlines the steps required to access the Honorarium Bill Submission, obtain login credentials, apply for the bill, and download the application form.

1. Get Access to the Dashboard

If you do not have your **Registration No. & Password**, you need to complete a quick process to obtain them.

- Navigate to the **home page** of the Honorarium Bill Submission.
- Scroll to the **bottom** of the home page.
- Click the "**Go**" Button of "Ready to get started?"



2. Obtain Access Credentials

After clicking "Go," you will be directed to a form to retrieve your access credentials.

- **Enter Pen No:** This is the Registration No. found on your FCPS Part-I Congratulation Letter (e.g., A-0000-0-00-0000).
- **Enter Mobile No:** Use the mobile number that was provided during your FCPS Part-I registration.
- **Enter Email:** Use the email address that was provided during your FCPS Part-I registration.
- **Select Preferred Delivery Method:** Choose how you wish to receive your credentials (SMS / Email / Both).
- Follow the remaining steps of the **application procedure** to successfully obtain your dashboard access credentials (Registration No. and Password).

Get Access to Dashboard
Enter your details to get access to portal.

User Details OTP Verification Success

Pen No

Mobile No

Email Address

Preferred Delivery Method
 Email SMS (Only 2 Times) Both

Next

Examinations De
BCPS No.355/Exam-2023/29107
Dated: 16 AUG 2023

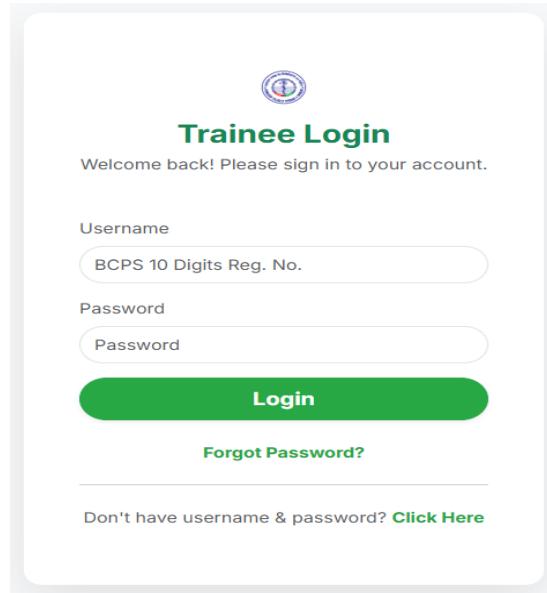
Roll No :
Registration No.: A-2020-2-24-0000
Specialty : Medicine (Medicine)

DEAR [REDACTED]
I have the privilege to congratulate you on being successful in the examination held on 16 AUGUST 2023 in the above mentioned specialty. The results have been issued by the Board of Council of Physicians and Surgeons (BCPS).
This requires that you report to the RTMD (Research and Training Management Department) for further formalities with regard to your registration and

3. Login to the System

Once you have your credentials, you can log in to the system.

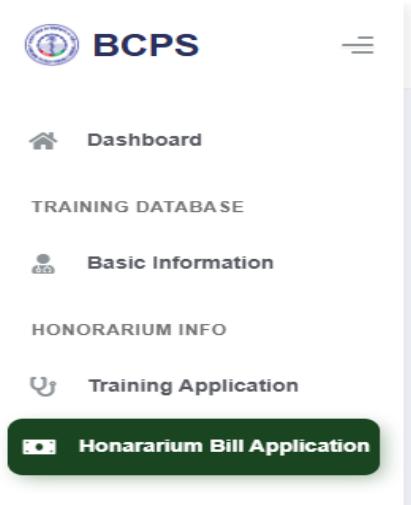
- Go back to the main login page.
- Enter your newly obtained **Registration No.** and **Password**.
- Click the **Login** button to access the dashboard.



4. Apply for the Bill (Non-Governmental Trainees Allowances)

To submit an application for the allowance:

- From the main dashboard, look at the **left menu**.
- Click on the menu item named "**Honorarium Bill Application**".
- Carefully **fill up the necessary information** in the application form.
- **Attach the required files** as specified.
- **Preview the application** to ensure all details are correct.
- Finally, **submit the form**.



5. Download the Bill Application Form

After a successful submission, you can download a copy of your application form.

- Go back to the **left menu** of the dashboard.
- Click on the "**Honorarium Bill Application**" menu item again.
- Follow the instructions on the resulting page to **download** the submitted bill application form.

The screenshot shows the BCPS Honararium Bill Application interface. On the left, there's a sidebar with links: Dashboard, TRAINING DATABASE, Basic Information, HONORARIUM INFO, Training Application, and Honararium Bill Application (which is highlighted). The main content area has a title "HONORARIUM APPLICATION" and a subtitle "(Bill of Non-Governmental Trainees Allowances)". A message says "You have already applied for July-December, 2025". Below this, there's a table titled "Honararium Bill Information:" with columns: HONORARIUM SESSION, TAINING TYPE, TRAINING INSTITUTE, DEPARTMENT, PREVIOUS TRAINING (IN MONTHS), HONORARIUM POSITION, and ACTION. The data in the table is: July-December, 2025, Core, Barisal General Hospital, Infectious Disease & Tropical Medicine, 12, 2nd. To the right of the table, there are two buttons: "View Trainings" and "Download". A red box highlights the "Download" button with the text "For Download Click Here".

HONORARIUM SESSION	TAINING TYPE	TRAINING INSTITUTE	DEPARTMENT	PREVIOUS TRAINING (IN MONTHS)	HONORARIUM POSITION	ACTION
July-December, 2025	Core	Barisal General Hospital	Infectious Disease & Tropical Medicine	12	2nd	View Trainings Download