

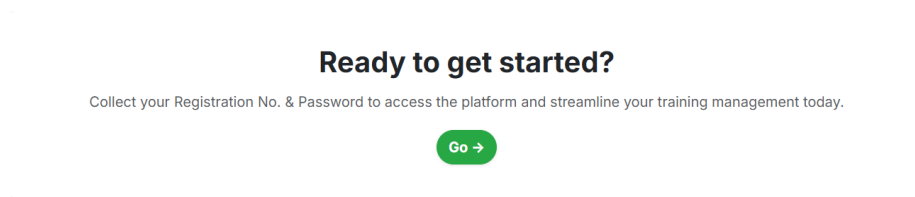
Operating Manual: Honorarium Bill Submission

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.

1 User Details 2 OTP Verification 3 Success

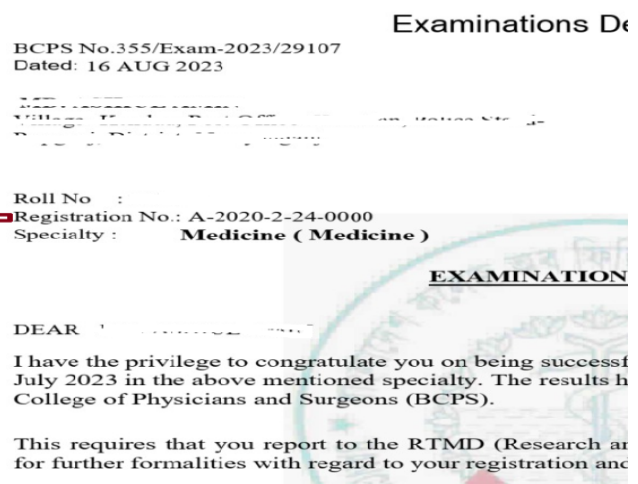
Pen No
A-0000-0-00-0000

Mobile No
01700000000

Email Address
example@example.com

Preferred Delivery Method
☒ Email ☐ SMS (Only 2 Times) ☐ Both

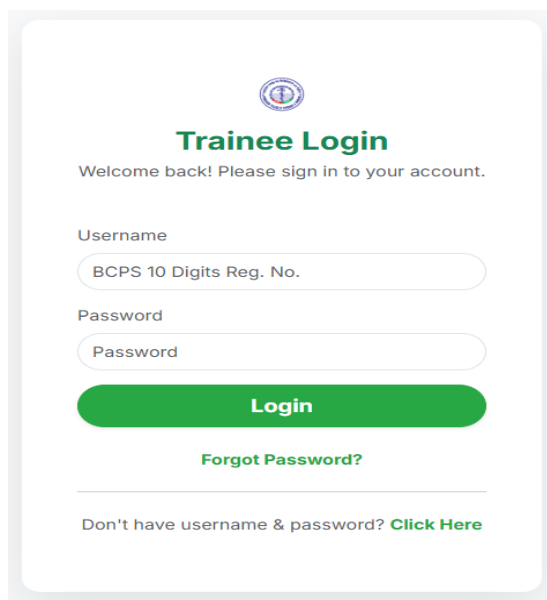
Next



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.

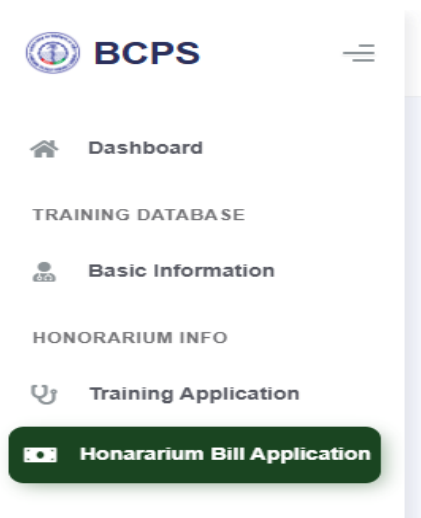


The image shows a 'Trainee Login' form. At the top is the BCPS logo. Below it, the text 'Trainee Login' is displayed in green, followed by 'Welcome back! Please sign in to your account.' The form has two input fields: 'Username' with the placeholder 'BCPS 10 Digits Reg. No.' and 'Password' with the placeholder 'Password'. A green 'Login' button is centered below the fields. Below the button is a green link 'Forgot Password?'. At the bottom, there is a link 'Don't have username & password? Click Here'.

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

To submit an application for the allowance:

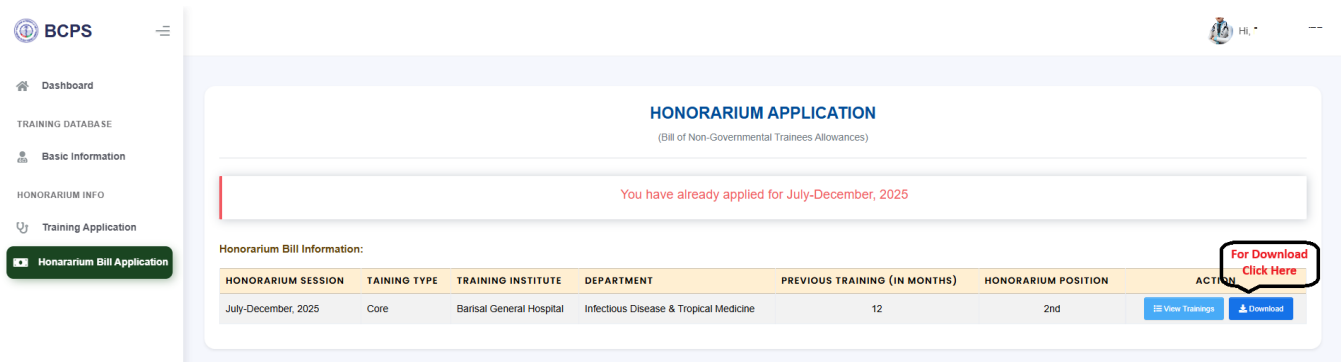
- From the main dashboard, look at the **left menu**.
- Click on the menu item named "**Honorarium Bill Application**".
- Carefully **fill up the necessary information** in the application form.
- **Attach the required files** as specified.
- **Preview the application** to ensure all details are correct.
- 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 Honorarium Application dashboard. The left sidebar contains a menu with items: Dashboard, TRAINING DATABASE, Basic Information, HONORARIUM INFO, Training Application, and Honorarium Bill Application (highlighted). The main content area is titled "HONORARIUM APPLICATION (Bill of Non-Governmental Trainees Allowances)". A message states: "You have already applied for July-December, 2025". Below this, a table displays the application details. A red box highlights the "Download" button in the "ACTION" column.

HONORARIUM SESSION	TRAINING 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