**4 SIMPLE STEPS OF OPENING ONLINE BO ACCOUNT FORM**

**STEP -1**

**REGISTRATION PANEL**

* CLICK ON APPLY ONLINE BO ACCOUNT FORM
* REGISTRATION/USER LOG IN PANEL IS APPEARED
* TYPE YOUR FIRST AND LAST NAME (SAME AS NID **OR** BIRTH CERTIFICATE **OR** STUDENT ID)
* TYPE YOUR VALID EMAIL ADDRESS
* TYPE YOUR REGISTERED MOBILE NUMBER
* YOU WILL GET AN EMAIL IF REGISTRATION IS SUCCESSFUL
* PLEASE OPEN YOUR EMAIL AND USE GIVEN USER ID AND PASSWORD TO FINISH THE REGISTRATION PROCESS.

**STEP – 2**

**ONLINE BO FORM PAGE**

* IF REGISTRATION IS SUCCESSFUL, ONLINE BO FORM IS APPEARED
* FILL UP CLIENT`S/ NOMINEE`S / POWER OF ATTORNEY`S DETAILS INFORMATION
* CLICK ON THE SUBMIT BUTTON TO APPEAR ATTACHMENT PANEL

**STEP – 3**

**ATTACHMENT PANEL**

* ATTACHMENT PANEL IS APPEARED
* PLEASE UPLOAD CLIENT`S RECENT PICTURE, SCAN COPY OF BANK CHEQUE/ROUTING NUMBER, NATIONAL IDENTIFICATION NUMBER (NID), (BOTH SIDE) **OR** BIRTH CERTIFICATE **OR** DRIVING LICENSE)
* PLEASE UPLOAD SCAN COPY OF NOMINEE`S RECENT PICTURE, NATIONAL IDENTIFICATION NUMBER (NID), (BOTH SIDE) OR BIRTH CERTIFICATE **OR** DRIVING LICENSE OR STUDENT ID)
* PLEASE UPLOAD SCAN COPY OF POWER OF ATTORNEY`S RECENT PICTURE, NATIONAL IDENTIFICATION NUMBER (NID), (BOTH SIDE) OR BIRTH CERTIFICATE **OR** DRIVING LICENSE OR STUDENT ID)
* APPLY SUBMIT TO ENTER PAYMENT PANEL

**STEP – 4**

**PAYMENT PANEL**

* USE ANY OF THE PAYMENT OPTIONS WHICH IS AVAILABLE FOR THE CLIENT
* TYPE YOUR SSN/PIN NUMBER
* TYPE EXPIRY DATE OF YOUR CARD (FOR CREDIT/DEBIT)
* CLICK SUBMIT FOR SUCCESSFUL SUBMISSION OF ONLINE BO ACCOUNT
* YOU WILL GET A CONFIRMATION EMAIL IF SUBMISSION IS SUCCESSFUL