**OPENING AN AGENY SETTLEMET ACCOUNT**

1. Select the menu – “OCA” **Open Current Account**
2. Key in CIF ID
3. Select Scheme Code **CURNT** from the searcher
4. Click on **Go**
5. CIF Details Will be displayed
6. Set Statement Frequency
7. Click **Continue** Button
8. Skip from additional Details Page to **MIS Details**
9. Select the appropriate **Sector Code** & **Subsector** **Code** (Ensure they match)
10. Click on **Free Codes**
11. Select the **DSO Code** from the searcher
12. Select the appropriate **Business Economic Activity Code** from the searcher
13. Under product segment use the searcher > select **AGSTL AGENCY SETTLEMENT**
14. Click on **Free Text**
15. Key In **Purpose of account**
16. Key In **Source of funds**
17. Select **Bank Specific Sector Code**
18. Select **Bank Specific Sub Sector Code**
19. Select **ARO Code**
20. Click **Submit** Button and note down the account Number generated.

**Account Opening Form**

1. Invoke **CACOF** Menu
2. Using Webcam & Signature pad, capture **Photo**, **Signature**, **ID Front** & **Back**
3. Click **Submit** Button
4. Invoke PQR menu to download and print the Account Opening Form

**Account Opening Verification**

1. Invoke Menu **VCAO** **(**Verify Current Account Opening**)**
2. From the Searcher select the account pending for verification
3. Click on **Go**
4. Customer Details Displayed
5. Click continue button to and view all the details captured during account opening.
6. Click Submit Button