Go to:

http://10.5.0.55/office_mobile_app_manager/index.php

This system allows you to open new mobile applications from your branch without the need of sending the hard copy of the application to the head office. Read through this manual before using the system.

Login using your email id and given password.

There are two main tasks for a user

1. New Code Entry
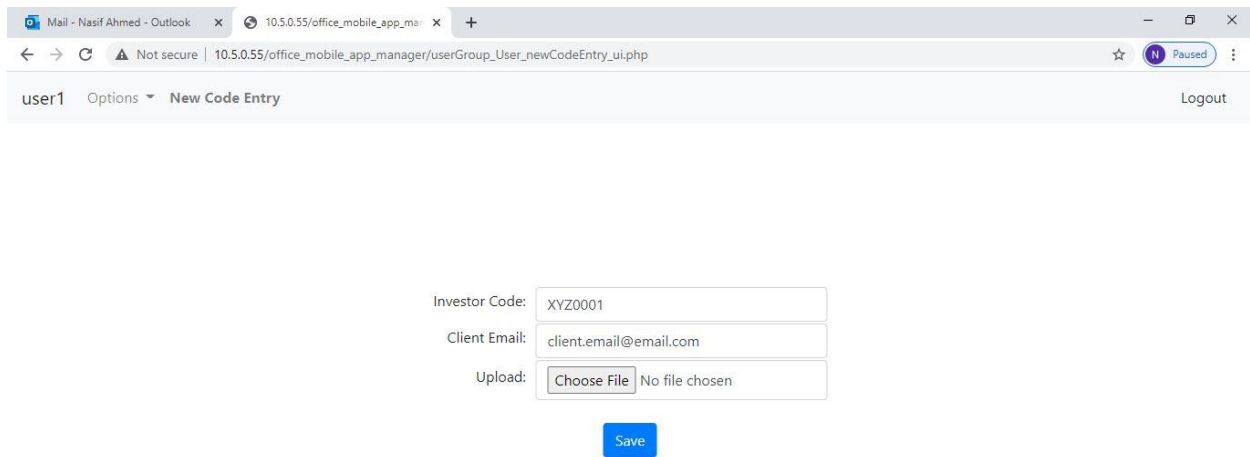2. Reupload a document if requested

**New Code Entry**

For opening a new mobile application search the code to check if the code already exists or not.

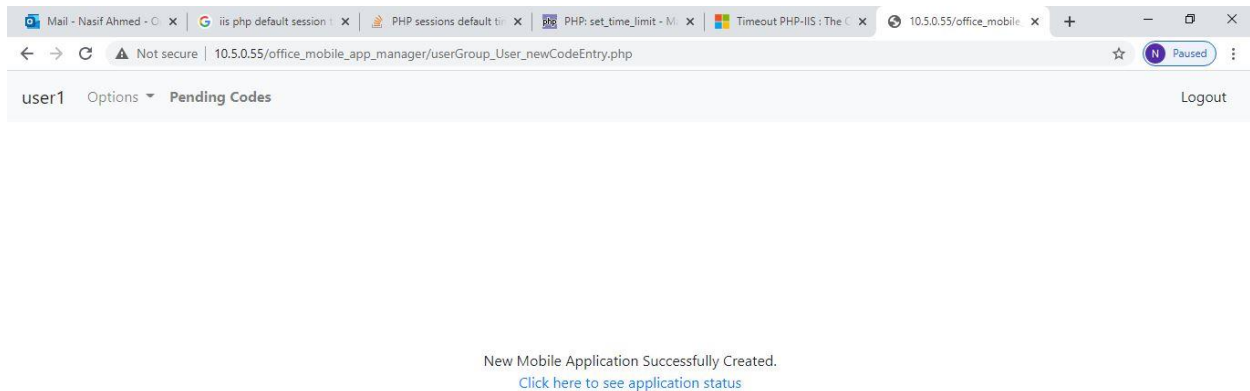If the code does not exist, you may create a new mobile application.



Pic-1: Search. Click on ''Options'' on the top left, Click "Search Code".

Pic-2: New Code Entry, click on ''Options'' on the top left, Click "New Code Entry".

Enter Investor details and click Save. If everything goes fine you will see the following message.



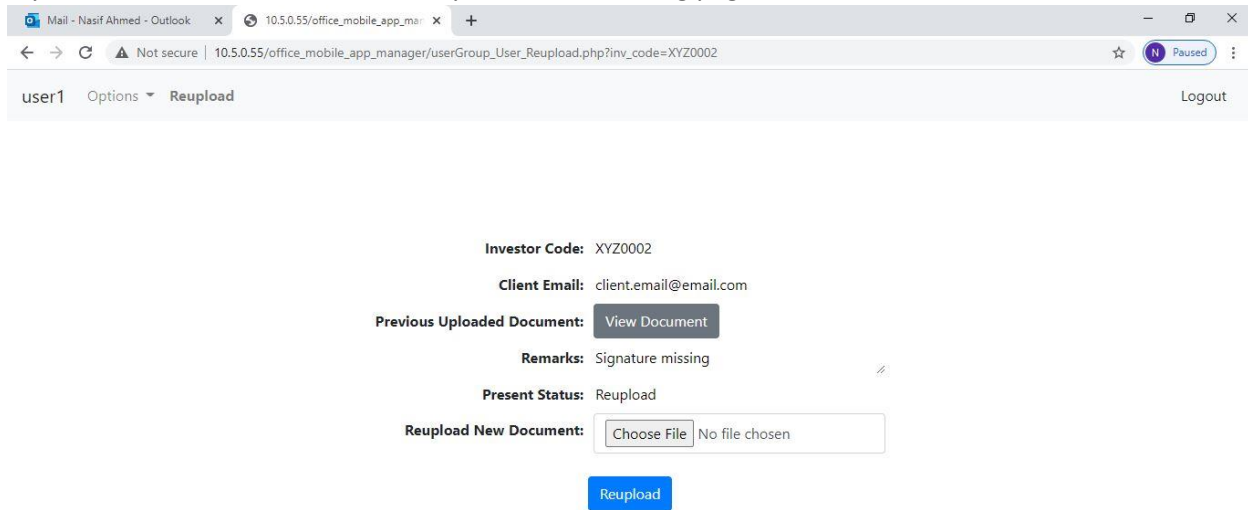Pic-3: Application successfully created.

Things to do after new code entry

1.Check the pending codes from options and you will see you're your code on the list. If you don't, please let IT admin know about this issue.

2.Check Approved Codes and Reupload Requested Codes.

3.If you are requested to reupload a document you will see it in "Options"->" Reupload Requests"



Pic-4:Reupload Requested Codes, click on ''Options'' on the top left, Click "Reupload Requested".

If you click "Click Here" it will take to you to the following page



Pic-5:Reupload a document.

Choose New file and reupload the document.

Other optional tasks:

- Frequently check "Approved Codes" if a code is approved.
- Frequently check "Reupload Requested" if a document needs to be reuploaded.
- At any time to check any code status use the search option.
- Keep a file for the hard copies of mobile applications.
- Change password after first login