Passport Endorsement Manual

1. Process Overview:

Step by step process at a glance:

1. Login into jbsolutions
2. Go to Passport Endorsement

Exchange Rate Issue Process:

3. Go to FC Rate on menu bar
4. Click on FC Rate Entry Menu, Fill Up And Save
5. Go to FC Rate Approve on menu bar
6. Click Authorize To Authorize Or Reject To Reject (Different User)
7. Go to FC Rate Edit on menu bar If any mistakes has been made
8. Click Edit to Edit
9. Follow Process 4 to 8 as required

Passport Endorsement Process:

10. Go to Endorse Passport
11. Click on Endorsement Entry , Enter Passport Number and click show, Fill up the form with required information and Save
12. Click on Endorsement Approve (Different User), Click Authorize to Authorize OR click Reject to reject and Edit Later
13. Click Endorsement Edit To edit rejected Passport

Download Certificate:

14. Go to Reports on menu bar
15. Click on Download Certificate To Download certificate

Bangladesh Bank Reporting:

16. Go to Reports on menu bar
17. Click on Download XML File to download xml file and save it into desire location for later use.

Reporting Process:

18. Go to Reports on menu bar
19. Click on Daily Endorsement Report To See date wise Endorsed Passport

20.Click on Daily FC rate Report To see daily Exchange Rate

Whole Process In Short:

| Exchange Rate Setup | → | Passport & Data Entry | → | Download Certificate & XML File | → | Report |