

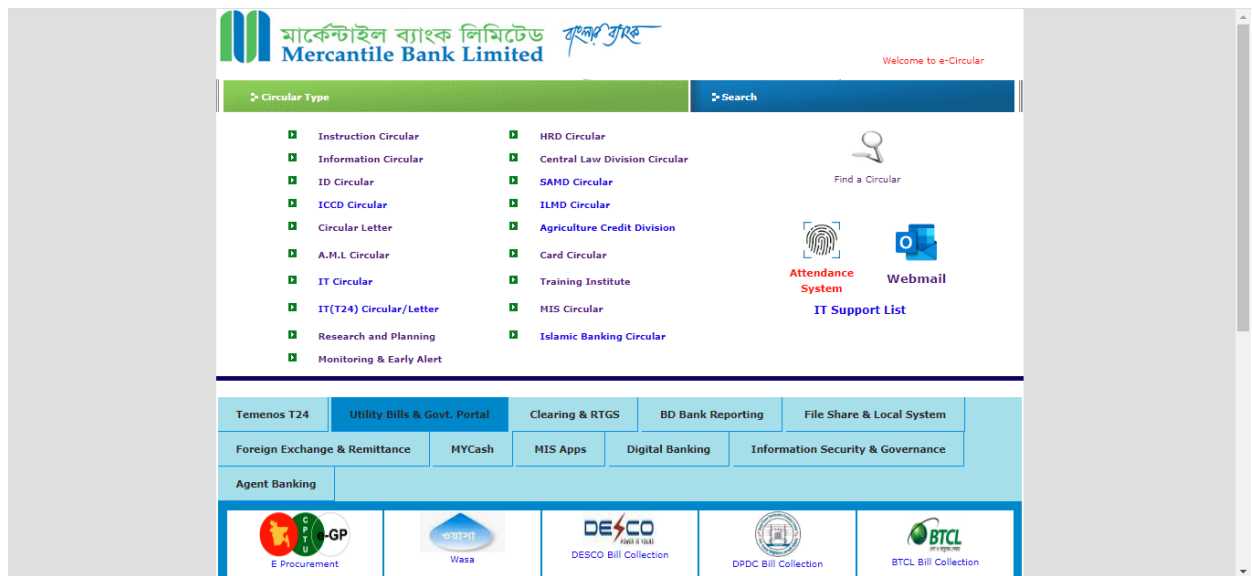
Mercantile Bank Limited

Charter Life Insurance Premium Collection

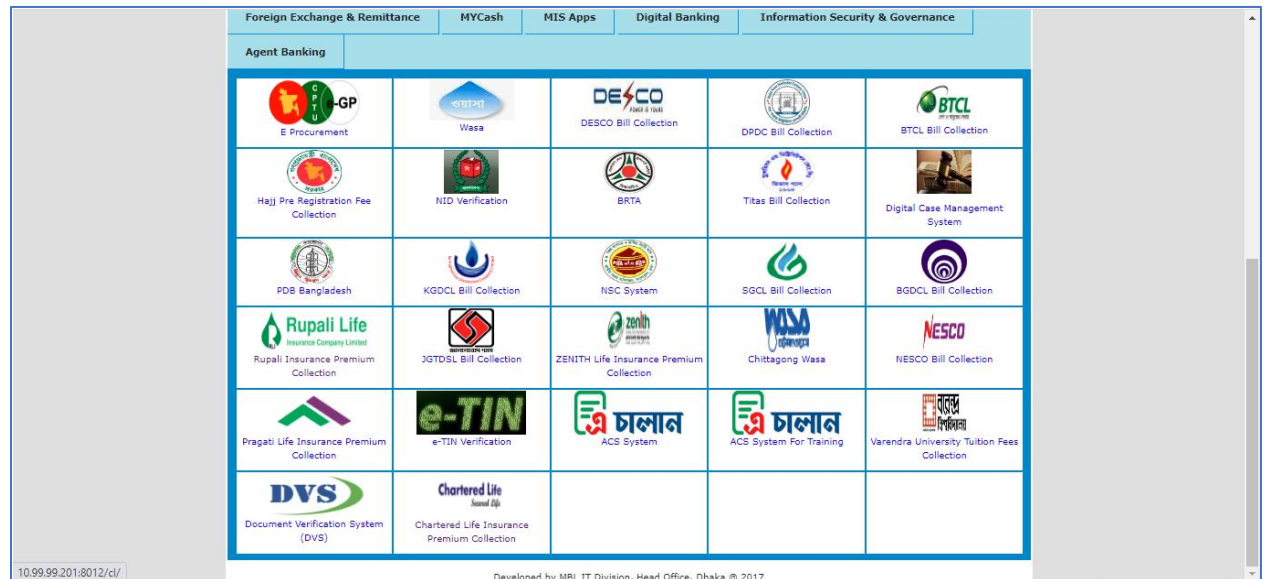
User Manual

IT Division
8-8-2022

1. Go to 10.10.100.35 portal and click utility bills & govt Portal tab .



2. Select CharterLife Insurance Premium Collection button.




3. This link will Send the user to the login page of the premium collection portal.

The screenshot shows a web application titled "Chartered Life Insurance Premium Collection". On the left, there is a sidebar with a hamburger menu icon and a small icon. The main content area contains a "Login !" section with two input fields labeled "Domain" and "Password", and a blue "SIGN IN" button below them.

4. In order to login user have to fillup and send user creation form to the IT Division. After user creation the user can login to the system.

The screenshot shows the same web application, but now it displays a "user creation Form" in the sidebar. The main content area still contains the "Login !" section with "Domain" and "Password" input fields and a "SIGN IN" button. At the bottom left of the page, there is a small text string: "10.00.00.001:8012/static/files/User_Creation_Form.xlsx".

5. Enter your Mercantile Bank Domain login credentials to enter.
6. After login user can entre policy premium through home section.



Chartered Life Insurance Premium Collection

nusher.jamil@mbibd.com Logout

Home

Reports

Enter Policy Informations

Policy

Policy number

Amount

Amount

Contact No.

Payer Mobile No.

Remarks


Remarks (Optional)

Next

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For Better Experience Please use Google Chrome.

7. Enter policy number, amount to be paid, contact number and a remark to identify the submission



Chartered Life Insurance Premium Collection

nusher.jamil@mbibd.com Logout

Home

Reports

Enter Policy Informations

Policy

XXXXXX

Amount

XXXXXX

Contact No.

XXXX

Remarks

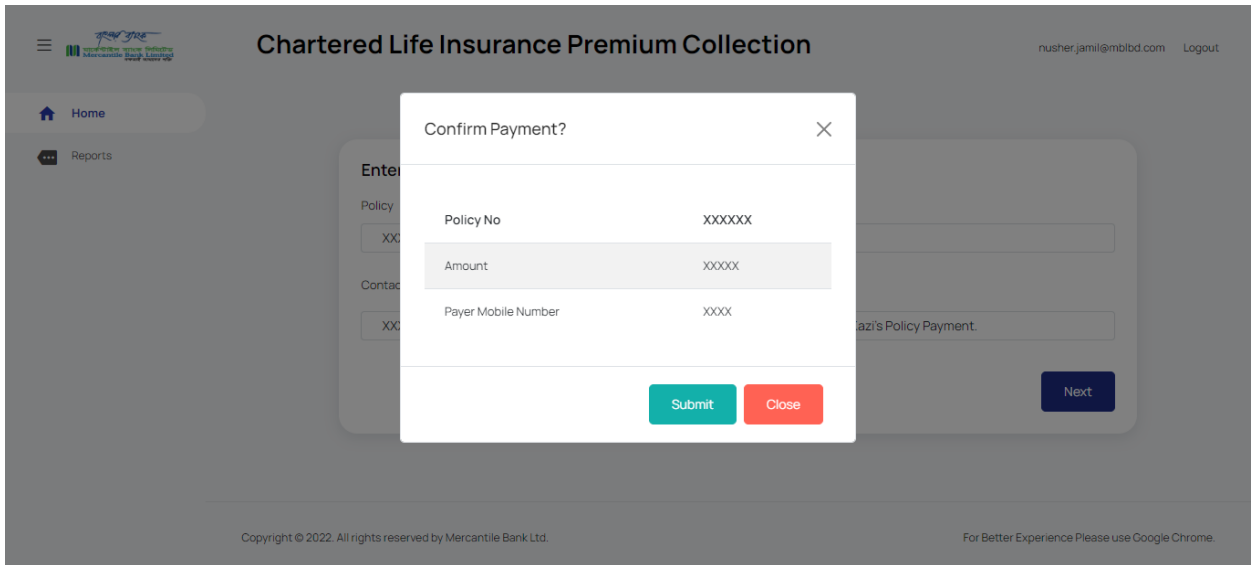
Nusher Jamil Kazi's Policy Payment.

Next

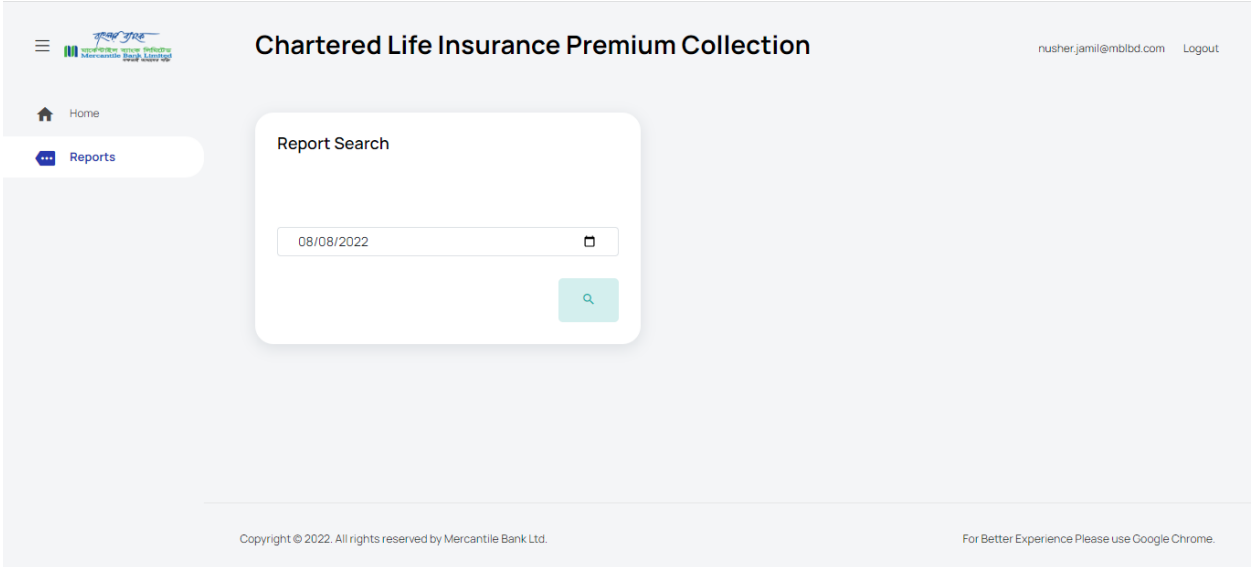
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For Better Experience Please use Google Chrome.

8. Hit next to check your inputs in the popup, if there are any problems cancel the submission. If everything is correct then submit the payment



9. Users can view submission reports in the reports menu.



10. Users will be able to search policy payments by date into their own respective branch. They will also view the transaction summary of a particular date they searched for.

Chartered Life Insurance

Report & Analytics

Home

Reports

Chartered Life Insurance Premium Collection

nusher.jamil@mbitbd.comLogout

Report Search

08/02/2022

Transaction Summary For IT Division

- Aug. 2, 2022

- IT Division

Total Transactions - 0

Total Premium Collection - 0 TK

Transaction List

- Aug. 2, 2022

Status	Transaction ID	Policy	Amount	Mobile Number	Date	Branch
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For Any Queries please Contact IT Division.