


Global PSP Project for Indian Embassies and Consulates

Quick Guide – Update Fee Details Screen

Login Using User ID, Password, and Grid Values


1. Visit Global PSP Office Portal (<https://embassy.passportindia.gov.in>)
2. Enter User ID
3. Press Submit button
4. Choose User Role as 'EO'
5. Press Submit button displayed below the User Role

User Login					
Enter the details to Login					
Fields marked with asterisk(*) are mandatory.					
	<table><tr><td>User ID*</td><td><input type="text" value="MISE08"/></td></tr><tr><td colspan="2"><input type="button" value="Submit"/></td></tr></table>	User ID*	<input type="text" value="MISE08"/>	<input type="button" value="Submit"/>	
User ID*	<input type="text" value="MISE08"/>				
<input type="button" value="Submit"/>					

User Role					
Please Select Role					
	<table><tr><td>User Role*</td><td><input type="text" value="EO"/></td></tr><tr><td colspan="2"><input type="button" value="Submit"/></td></tr></table>	User Role*	<input type="text" value="EO"/>	<input type="button" value="Submit"/>	
User Role*	<input type="text" value="EO"/>				
<input type="button" value="Submit"/>					

Login Using User ID, Password, and Grid Values (continued..)

1. Enter Password
2. Check your User Grid and enter the values for the three alphabets displayed on the screen
3. Enter the characters displayed in the CAPTCHA image
4. Press Submit button

User Login							
Enter Password to Login							
User ID*	MISE08						
Password*	<input type="password" value="....."/>						
Please Enter the Values *	<p>For each coordinate listed below, find the value on the grid</p> <table><tbody><tr><td>N</td><td>O</td><td>K</td></tr><tr><td>..</td><td>..</td><td>..</td></tr></tbody></table>	N	O	K
N	O	K					
..					
Please enter the characters*	<p>Characters are case sensitive</p>  <p>Change the picture displayed</p> <div><input type="text" value="LBAY4R"/> X</div>						
<input type="button" value="Submit"/>							
Unlock Account	Forgot Login Password						

Process Enrolment Worklist

1. Click on the Link 'Process Enrolment Worklist' displayed in the Vertical Menu
2. Select the record to be displayed, Claim and open in Work on Mode

POOLED WORKLIST

Filter By Service Type :

☒ ALL ☐ FRESH ☐ REISSUE

3 items found, displaying all items.1

SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
<input type="radio"/>	18-2097490781	ABHISHEK SINGH	FRESH	NORMAL
<input type="radio"/>	18-2097490791	ABHISHEK SINGH	FRESH	NORMAL
<input type="radio"/>	18-2097490795	ABHISHEK SINGH	REISSUE	NORMAL

Claim

Print OSP Letter

CLAIMED WORKLIST

9 items found, displaying 6 to 9.[First/Prev] 1, 2 [Next/Last]

SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
<input type="radio"/>	18-2097490691	CHANDAN SUMAN	FRESH	NORMAL
<input type="radio"/>	18-2097490711	CHANDAN	FRESH	NORMAL
<input checked="" type="radio"/>	18-2097490745	TEST APPLICANT GIVEN NAME SURNAME	FRESH	NORMAL
<input type="radio"/>	18-2097490747	FDGDFGFDG DFGDFGF	FRESH	TATKAAL

Work On

Unclaim

Refresh







Print OSP Letter

Process Enrolment Worklist (Continued..)

1. Click on the 'Fee Payment' button after viewing the Photo/Image and general details in the form, and pressing the 'View Draft' button

MIS Reports
Manage User Profile
Process Enrolment Worklist ▾
Enter New Application
Retrieve Part-entered Application
Update Fee Details
Search Application

ARN	18-2097490745	File Number		Type	ONLINE
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 Capture Photo/Sign	 View Draft	 Fee Payment	 Submit Form	 Print Receipt	 View/Upload Docs
Save As Draft	Send to VO	Escalate to Head-Consular			

EO.1.0

1. Service Required

1.1 Applying for * ☒ Fresh Passport ☐ Re-issue of Passport



If re-issue, specify reason(s)

<input type="checkbox"/> Validity Expired within 3 years/ Due to Expire	<input type="checkbox"/> Exhaustion of Pages	<input type="checkbox"/> Validity Expired more than 3 years ago
<input type="checkbox"/> Lost Passport	<input type="checkbox"/> Change in Existing Personal Particulars	<input type="checkbox"/> Damaged Passport

1.2 Type of Application * ☒ Normal ☐ Tatkaal

1.3 Type of Passport Booklet * ☒ 36 Pages ☐ 60 Pages

1.4 Validity Required ☐ 10 years ☐ Up to age 18 (For minors between 15 and 18 years)



Signature/Left Hand Thumb Impression of applicant

2. Applicant Details

2.1 Applicant's Given Name followed by Middle Name, if any * Surname *

TEST APPLICANT GIVEN NAME	SURNAME
---------------------------	---------

2.2 Are you known by any other names (aliases)? * ☐ Yes ☒ No

2.3 Have you ever changed your name? * ☐ Yes ☒ No

2.4 Date of Birth (DD-MM-YYYY) * 2 8 - 0 9 - 1 9 9 5

2.5 Place of Birth (Village or Town or City) * COX BAZAAR

Process Enrolment Worklist (Continued..)

1. Validate the Fee Details Captured/Uploaded for the File, and press Close button.

Note:

- A. In case any correction in fee amounts is required – that can be done through 'Update Fee Details' link after generation of File Number for the ARN by clicking the 'Submit Form' button in the current ('Process Enrolment Worklist') screen
- B. Do not enter any payment details (in the displayed check-boxes) and submit **unless** you are actually collecting that from the applicant at Mission

ARN	18-2097490745	File Number		Type	ONLINE
-----	---------------	-------------	--	------	--------

Gratis Case : ☐

Previous Payment Details

Payment Type	Amount Paid (GBP)	Date of Last Payment	Demand Draft No./Receipt No.
FEE	10.50	15/11/2018	USW766619152122
ICWF	1.00	15/11/2018	USW766619152122

Payment Details

Enter amount to be paid (GBP)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>







ICWF (GBP)

Total Amount Received: GBP 11.50

Process Enrolment Worklist (Continued..)

1. Submit Form after specifying due remarks related to need for correction in the fee amounts

ARN 18-2097490745 | File Number | Type ONLINE

 Capture Photo/Sign |  View Draft |  Fee Payment |  Submit Form |  Print Receipt |  View/Upload Docs

Save As Draft | Send to VO | Escalate to Head-Consular

EO.1.0

1. Service Required

1.1 Applying for ^{*} ☒ Fresh Passport ☐ Re-issue of Passport

If re-issue, specify reason(s)


☐ Validity Expired within 3 years/ Due to Expire ☐ Exhaustion of Pages ☐ Validity Expired more than 3 years ago


☐ Lost Passport ☐ Change in Existing Personal Particulars ☐ Damaged Passport

1.2 Type of Application ^{*} ☒ Normal ☐ Tatkaal

1.3 Type of Passport Booklet ^{*} ☒ 36 Pages ☐ 60 Pages

1.4 Validity Required ^{*} ☐ Up to age 18 (For minors between 15 and 18 years)





Signature/Left Hand Thumb Impression of applicant

2. Applicant Details

2.1 Applicant's Given Name ^{*} TEST APPLICANT

2.2 Are you known by any other name? ☐

2.3 Have you ever changed your name? ☐

2.4 Date of Birth (DD-MM-YY)

Enter Remarks

Submitting Form. The Fee details are to be corrected as follows

1. Application Fee from 10.5 GBP to 147 GBP
2. ICWF Fee from 1 GBP to 2 GBP

Submit Close


Process Enrolment Worklist (Continued..)


1. Copy the File Number generated after submitting the form. This will be required for making the corrections in the Fee details (amount and/or date) using the Update Fee Details link


ARN18-2097490745


File NumberUK1069000099418


TypeONLINE


 Capture Photo/Sign

 View Draft

 Fee Payment

 Submit Form

 Print Receipt

 View/Upload Docs

Save As Draft

Send to VO

Escalate to Head-Consular

EO.1.0



1. Service Required

1.1 Applying for ☒ Fresh Passport ☐ Re-issue of Passport
If re-issue, specify reason(s)
☐ Validity Expired within 3 years/ Due to Expire ☐ Exhaustion of Pages ☐ Validity Expired more than 3 years ago
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1.2 Type of Application ☒ Normal ☐ Tatkaal

1.3 Type of Passport Booklet ☒ 36 Pages ☐ 60 Pages

1.4 Validity Required ☐ 10 years ☐ Up to age 18 (For minors between 15 and 18 years)



Signature/Left Hand Thumb Impression of applicant

2. Applicant Details

2.1 Applicant's Given Name followed by Middle Name, if any

2.2 Are you known by any other names (aliases)?

2.3 Have you ever changed your name?

Application form submitted with file number:
UK1069000099418

OK

Update Fee Details screen

1. Click on Update Fee Details link
2. Enter File Number and press Search button
3. Existing Payment Records are displayed in the screen

MIS Reports
Manage User Profile
Process Enrolment Worklist
Enter New Application
Retrieve Part-entered Application
Update Fee Details ▾
Search Application

Update Payment Details

Please enter File No

File No

UK1069000099418



Search

Update Payment Details

File Number:

UK1069000099418

ARN:

18-2097490745

Applicant Name:

TEST APPLICANT GIVEN NAME SURNAME

Gender:

MALE

S No.	MODE OF PAYMENT	PAYMENT TYPE	AMOUNT PAID (GBP)	DATE OF PAYMENT	HOURS	MINUTES	SECONDS	RECEIPT No.
1	Cash	Fee	10.50	14/11/2018	20 ▾	00 ▾	00 ▾	USW766619152122
2	Cash	ICWF	1.00	14/11/2018	20 ▾	00 ▾	00 ▾	USW766619152122

REMARKS *

(MINIMUM 10 CHARACTERS)

500

Characters Remaining

SUBMIT

Update Fee Details screen (Continued...)

1. Make required corrections in fee amount (and date, if required)
2. Enter due remarks justifying the need for corrections
3. Press Submit button to save the changes in the payment details captured in the system

Update Payment Details

File Number:	UK1069000099418	ARN:	18-2097490745
Applicant Name:	TEST APPLICANT GIVEN NAME SURNAME	Gender:	MALE

S No.	MODE OF PAYMENT	PAYMENT TYPE	AMOUNT PAID (GBP)	DATE OF PAYMENT	HOURS	MINUTES	SECONDS	RECEIPT No.
1	Cash	Fee	147.00	14/11/2018	20	00	00	USW766619152122
2	Cash	ICWF	2.00	19/11/2018	15	30	00	USW766619152122

REMARKS *
(MINIMUM 10 CHARACTERS)

Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time

319 Characters Remaining

SUBMIT

Update Fee Details screen (Continued...)

1. Make required corrections in fee amount (and date, if required)
2. Enter due remarks justifying the need for corrections
3. Press Submit button to save the changes in the payment details captured in the system. Success message will be displayed now.

Update Payment Details

File Number:	UK1069000099418	ARN:	18-2097490745
Applicant Name:	TEST APPLICANT GIVEN NAME SURNAME	Gender:	MALE

S No.	MODE OF PAYMENT	PAYMENT TYPE	AMOUNT PAID (GBP)	DATE OF PAYMENT	HOURS	MINUTES	SECONDS	RECEIPT No.
1	Cash	Fee	147.00	14/11/2018	20	00	00	USW766619152122
2	Cash	ICWF	2.00	19/11/2018	15	30	00	USW766619152122

REMARKS *
(MINIMUM 10 CHARACTERS)

Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time

319 Characters Remaining

SUBMIT

Update Payment Details

Payment Details Updated succesfully

Process Enrolment Worklist

1. Go back to Process Enrolment Worklist after submitting the changes in Fee details
2. Search the application in the worklist and open in Work on mode

POOLED WORKLIST

Filter By Service Type :

☒ ALL ☐ FRESH ☐ REISSUE

3 items found, displaying all items.1

SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
<input type="radio"/>	18-2097490781	ABHISHEK SINGH	FRESH	NORMAL
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Claim

Print OSP Letter

CLAIMED WORKLIST

9 items found, displaying 6 to 9.[First/Prev] 1, 2 [Next/Last]

SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
<input type="radio"/>	18-2097490691	CHANDAN SUMAN	FRESH	NORMAL
<input type="radio"/>	18-2097490711	CHANDAN	FRESH	NORMAL
<input checked="" type="radio"/>	18-2097490745	TEST APPLICANT GIVEN NAME SURNAME	FRESH	NORMAL
<input type="radio"/>	18-2097490747	FDGDFGFDG DFGDFGF	FRESH	TATKAAL

Work On

Unclaim

Refresh

Print OSP Letter

Process Enrolment Worklist (Continued...)

1. Review the corrections made in the Payment Details by clicking the Fee Payment button

MIS Reports
Manage User Profile
Process Enrolment Worklist ▾
Enter New Application
Retrieve Part-entered Application
Update Fee Details
Search Application

ARN 18-2097490745

File Number UK1069000099418

Type ONLINE

Gratis Case : ☐

Previous Payment Details

Payment Type	Amount Paid (GBP)	Date of Last Payment	Demand Draft No./Receipt No.
FEE	147.00	15/11/2018	USW766619152122
ICWF	2.00	19/11/2018	USW766619152122

Payment Details

Enter amount to be paid (GBP)

.

ICWF (GBP)

.

Submit







Close

Total Amount Received: GBP 149.00

Process Enrolment Worklist (Continued...)

1. Submit the form again after entering due remarks, and Send to VO

ARN **18-2097490745** | File Number **UK1069000099418** | Type **ONLINE**

 Capture Photo/Sign |  View Draft |  Fee Payment |  Submit Form |  Print Receipt |  View/Upload Docs

Save As Draft | **Send to VO** | **Escalate to Head-Consular**

EO.1.0

1. Service Required

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1.2 Type of Application ^{*} ☒ Normal ☐ Tatkaal

1.3 Type of Passport Booklet ^{*} ☒ 36 Pages ☐ 60 Pages

1.4 Validity Required ☐ 10 years ☐ Up to age 18 (For minors between 15 and 18 years)

2. Applicant Details

2.1 Applicant's Given Name
TEST APPLICANT



2.2 Are you known by any other name? ☐ Yes ☒ No

2.3 Have you ever changed your name? ☐ Yes ☒ No

2.4 Date of Birth (DD-MM-YY)
18-08-1985

District (If born in India)
DELHI

State (If born in India)
DELHI


Signature/Left Hand Thumb Impression of applicant


Enter Remarks

Submitting the form again after verifying correction in Payment Details

Submit **Close**

Application 18-2097490745/UK1069000099418 sent to Verification Officer.

OK

Search Application screen

1. All remarks entered by EO can be checked in Search Application → View Attachment → View Processing Remarks screen

Application Remarks

File Number		UK1069000099418	Passport Number			Application Status	Verification Initiated
Sr. No.	Date & Time	User ID	User Name	User Role	Scenario	Remarks	
1	19/11/2018 11:21:53	MISEO8	CHANDAN KUMAR	EO	Application Submitted	Submitting Form. The Fee details are to be corrected as follows 1. Application Fee from 10.5 GBP to 147 GBP 2. ICWF Fee from 1 GBP to 2 GBP	
2	19/11/2018 11:26:24	MISEO8	CHANDAN KUMAR	EO	Payment Data Correction by EO	Payment Amounts corrected to 147.00 GBP Regular Fee from 10.50 GBP and 2.00 GBP ICWF Fee from 1.00 GBP . Payment Date Corrected for ICWF Fee from 14-Nov-18 to 19-Nov-18 1530 UK Time	
3	19/11/2018 11:35:15	MISEO8	CHANDAN KUMAR	EO	Application Submitted	Submitting the form again after verifying correction in Payment Details	

Close

**In case of additional information or clarification, please
contact Global PSP Support Team at**

Email : global.psp@tcs.com

Phone : +91-0120-672-9595/96

Mobile : +91-730-351-9595

Thank You
