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

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

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
( )	18-2097490781	ABHISHEK SINGH	FRESH	NORMAL
( )	18-2097490791	ABHISHEK SINGH	FRESH	NORMAL
( )	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]

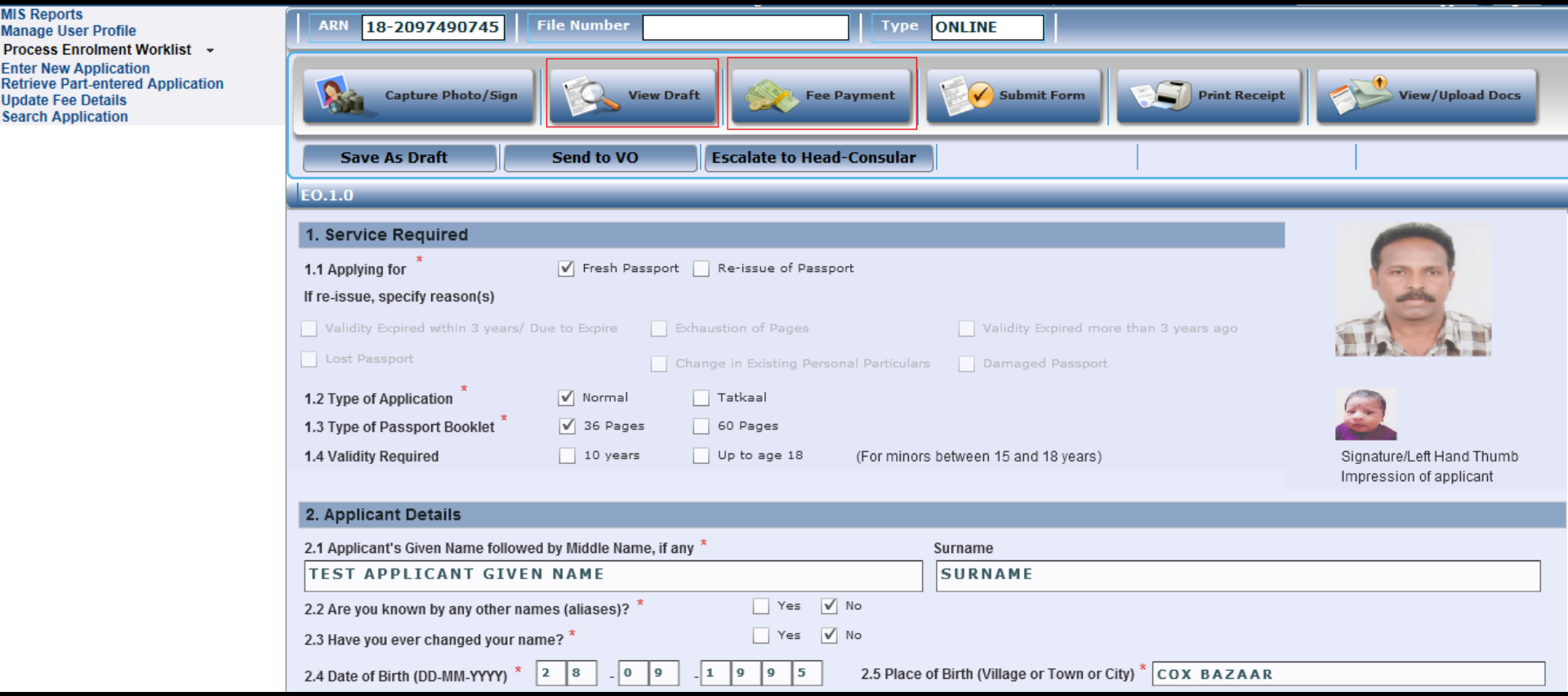
SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
( )	18-2097490691	CHANDAN SUMAN	FRESH	NORMAL
( )	18-2097490711	CHANDAN	FRESH	NORMAL
(•)	18-2097490745	TEST APPLICANT GIVEN NAME SURNAME	FRESH	NORMAL
( )	18-2097490747	FDGDFGFDG DFGDFGF	FRESH	TATKAAL

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**



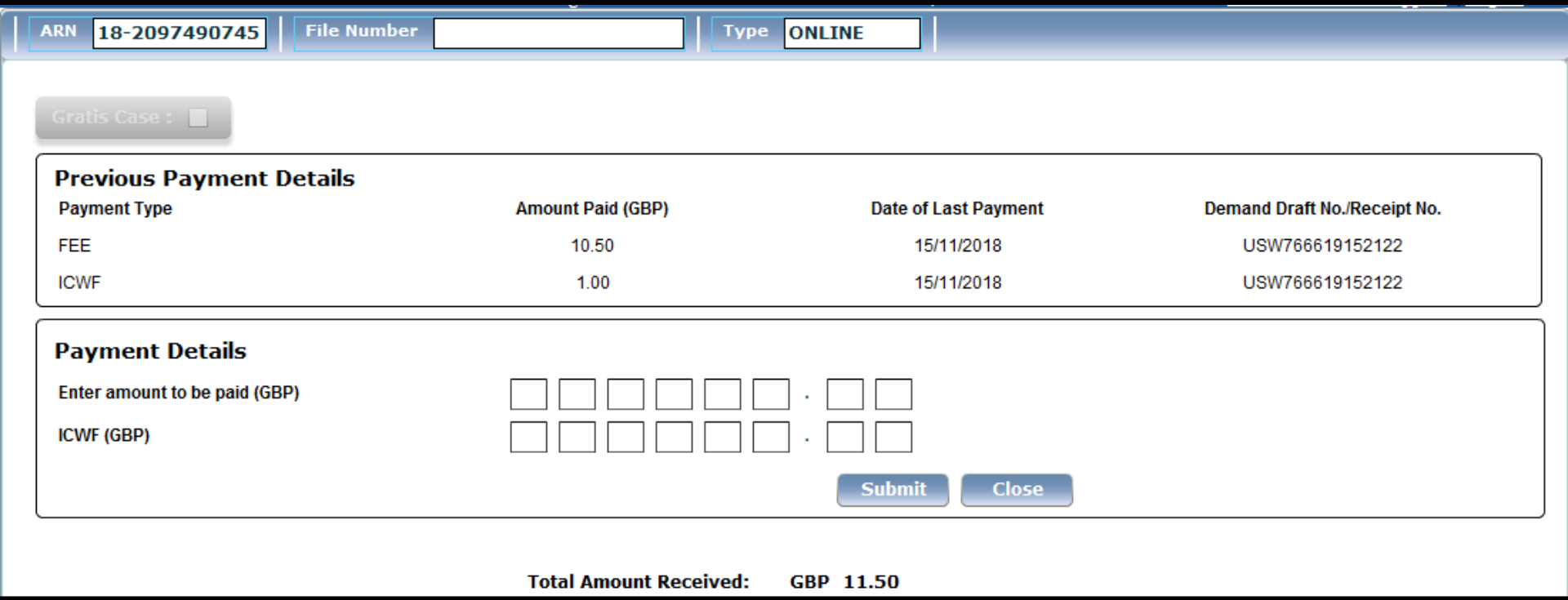
Process Enrolment Worklist *(Continued..)*

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

Note:

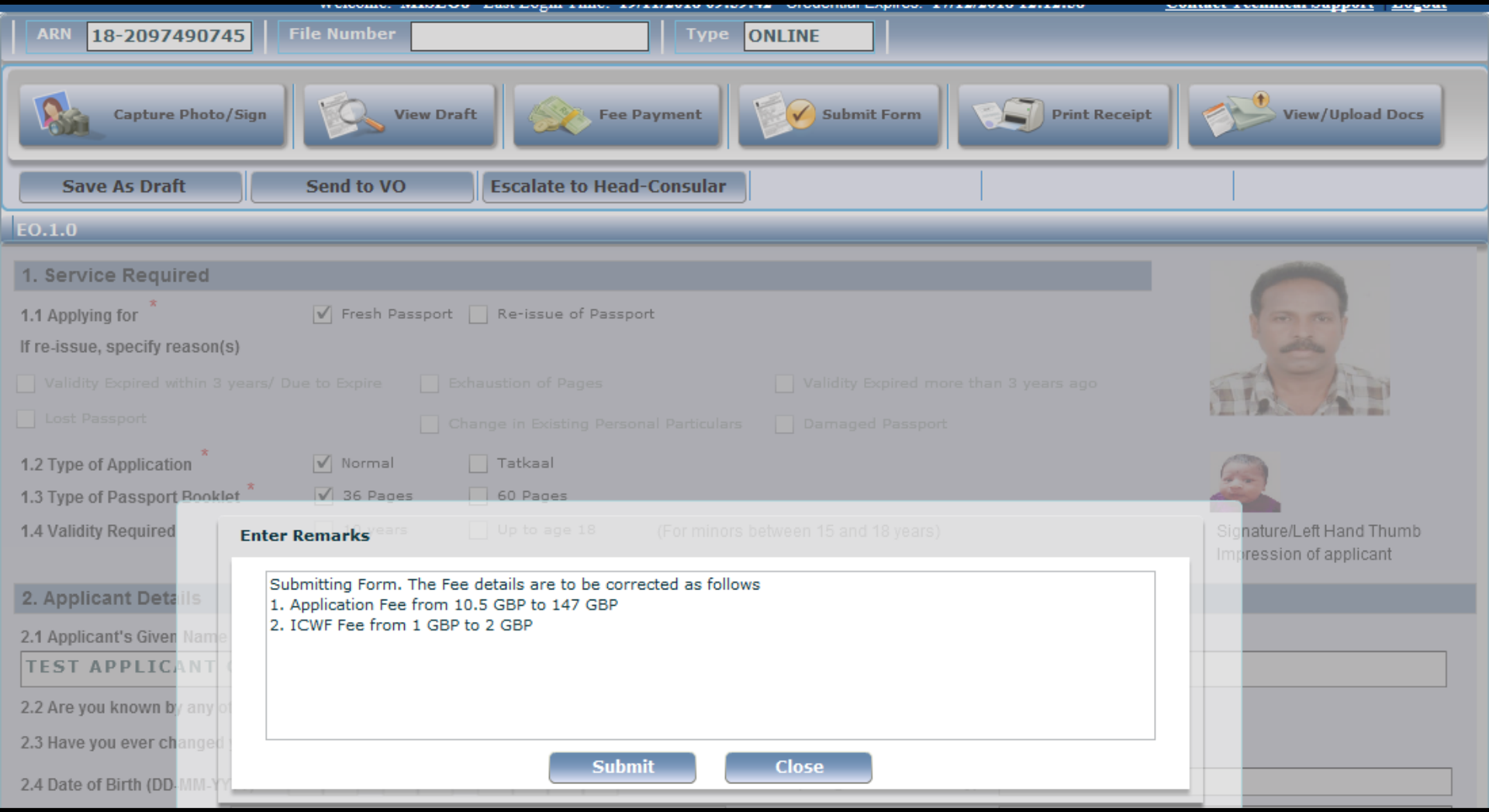
A. In case any correction in fee amounts is required – that can be done through 'Update Fee Details' link after generation of File Number for the ARN by clicking the 'Submit Form' button in the current ('Process Enrolment Worklist') screen

*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*



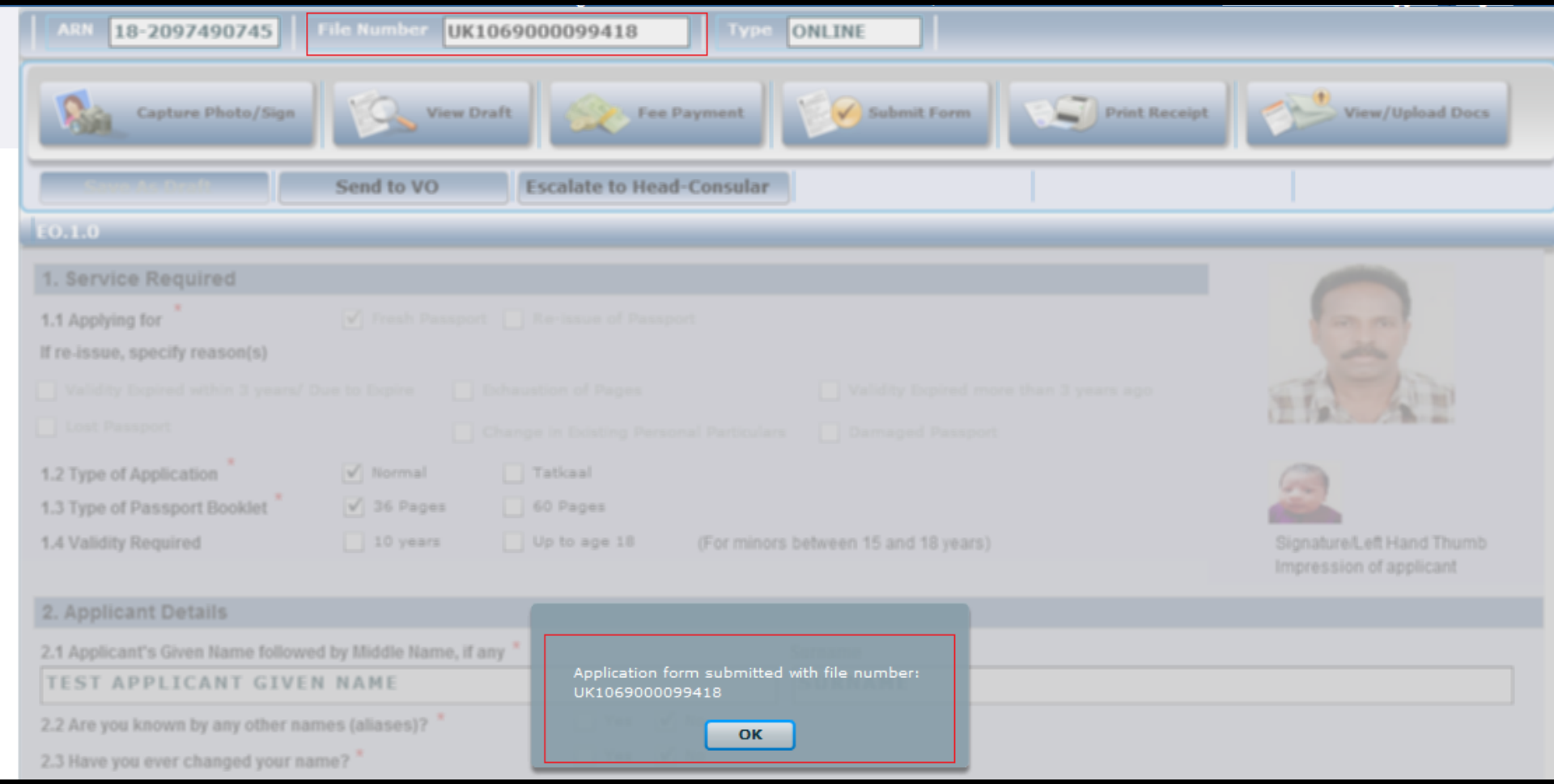
Process Enrolment Worklist *(Continued..)*

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



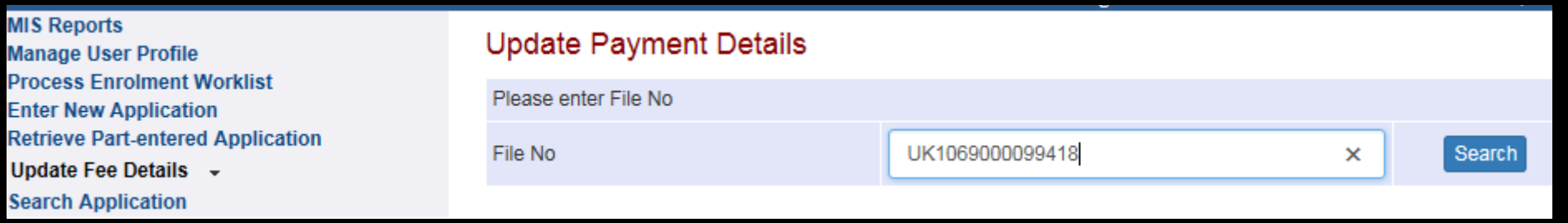
Process Enrolment Worklist *(Continued..)*

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**



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



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**

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Claim | Print OSP Letter

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SELECT	ARN / FILE NUMBER	APPLICANT NAME	SERVICE TYPE	SCHEME TYPE
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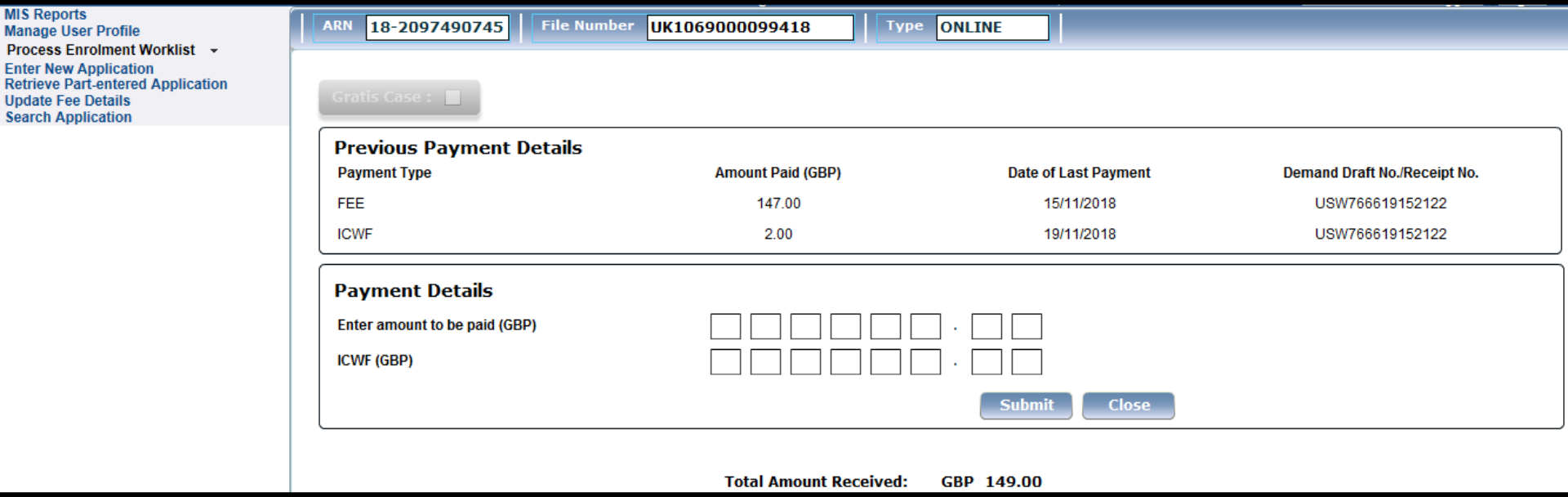
○	18-2097490711	CHANDAN	FRESH	NORMAL
(•)	18-2097490745	TEST APPLICANT GIVEN NAME SURNAME	FRESH	NORMAL
○	18-2097490747	FDGDFGFDG DFGDFGF	FRESH	TATKAAL

Work On | Unclaim

Refresh | Print OSP Letter

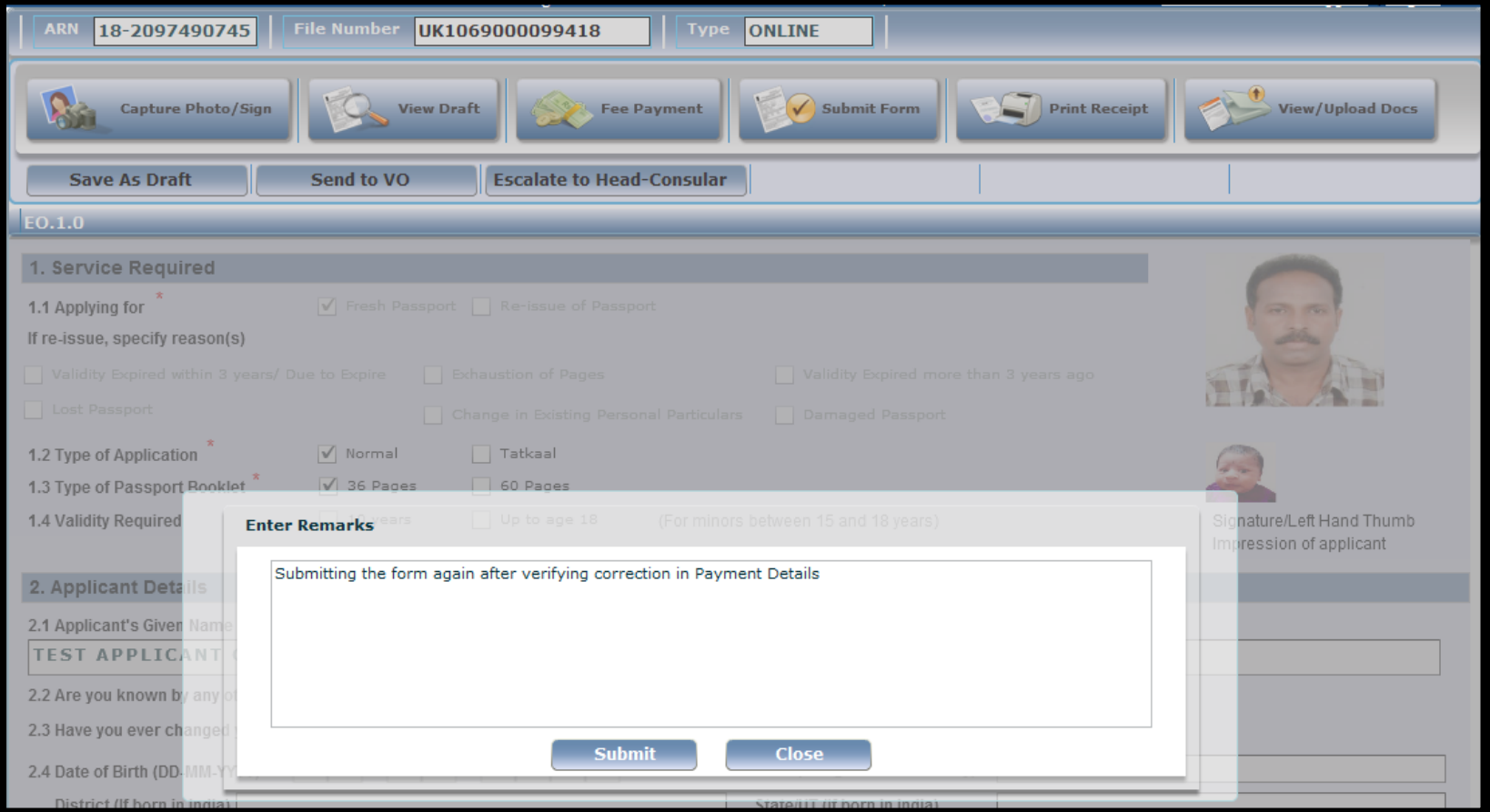
Process Enrolment Worklist *(Continued…)*

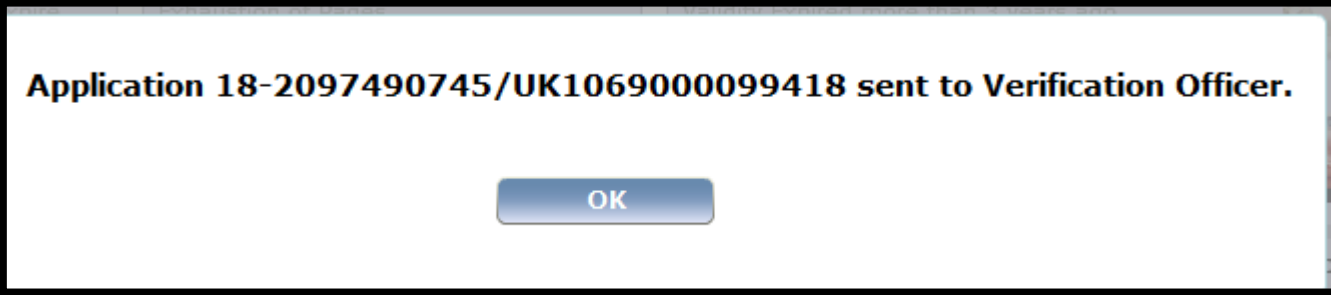
1. Review the corrections made in the Payment Details by clicking the Fee Payment button



Process Enrolment Worklist *(Continued…)*

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





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