# VISIT HOME PAGE AND CLICK LOGIN

- Visit **https://mmsy.hp.gov.in/** and click on the LOGIN link in the main menu of the website

# ON THE LOGIN PAGE ENTER YOUR EMAIL ID AND CLICK OTP BUTTON

- Make sure to fill in the email id correctly and the email id is never case-sensitive

# ENTER THE OTP AND SECUITY CODE THEN CLICK SIGN IN BUTTON

- You'll receive an OTP in your email inbox, make sure to enter the OTP correctly

- If security code seems unreadable click on the refresh button next to it for a new one

- If everything was done correctly you'll be logged in as soon as the SIGN IN button is pressed
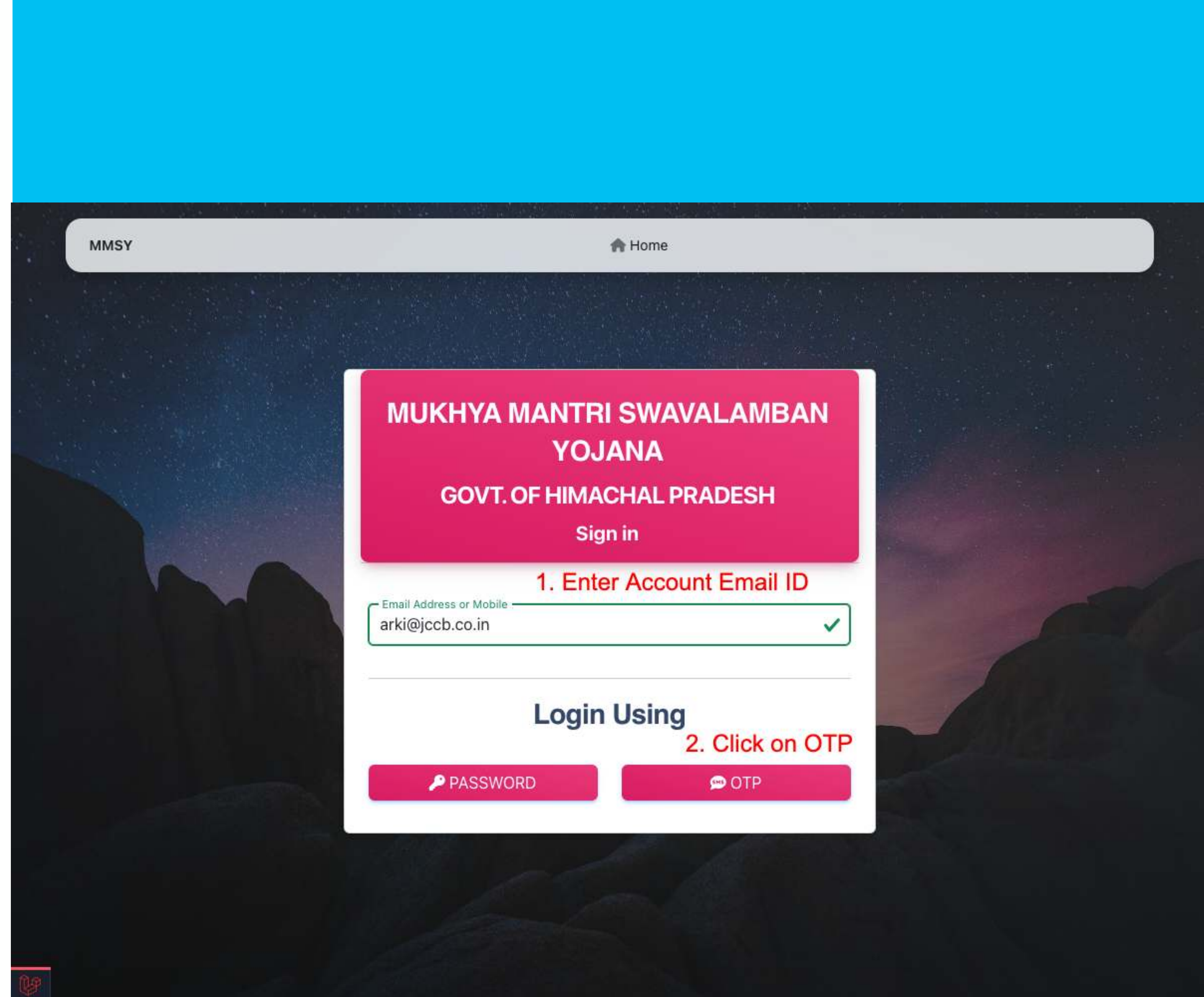
# EMAIL OTP AND LINK

- The OTP email contains a link also, clicking which will login you directly on the portal.

- Kindly note the validity time for the OTP as well as the link also.
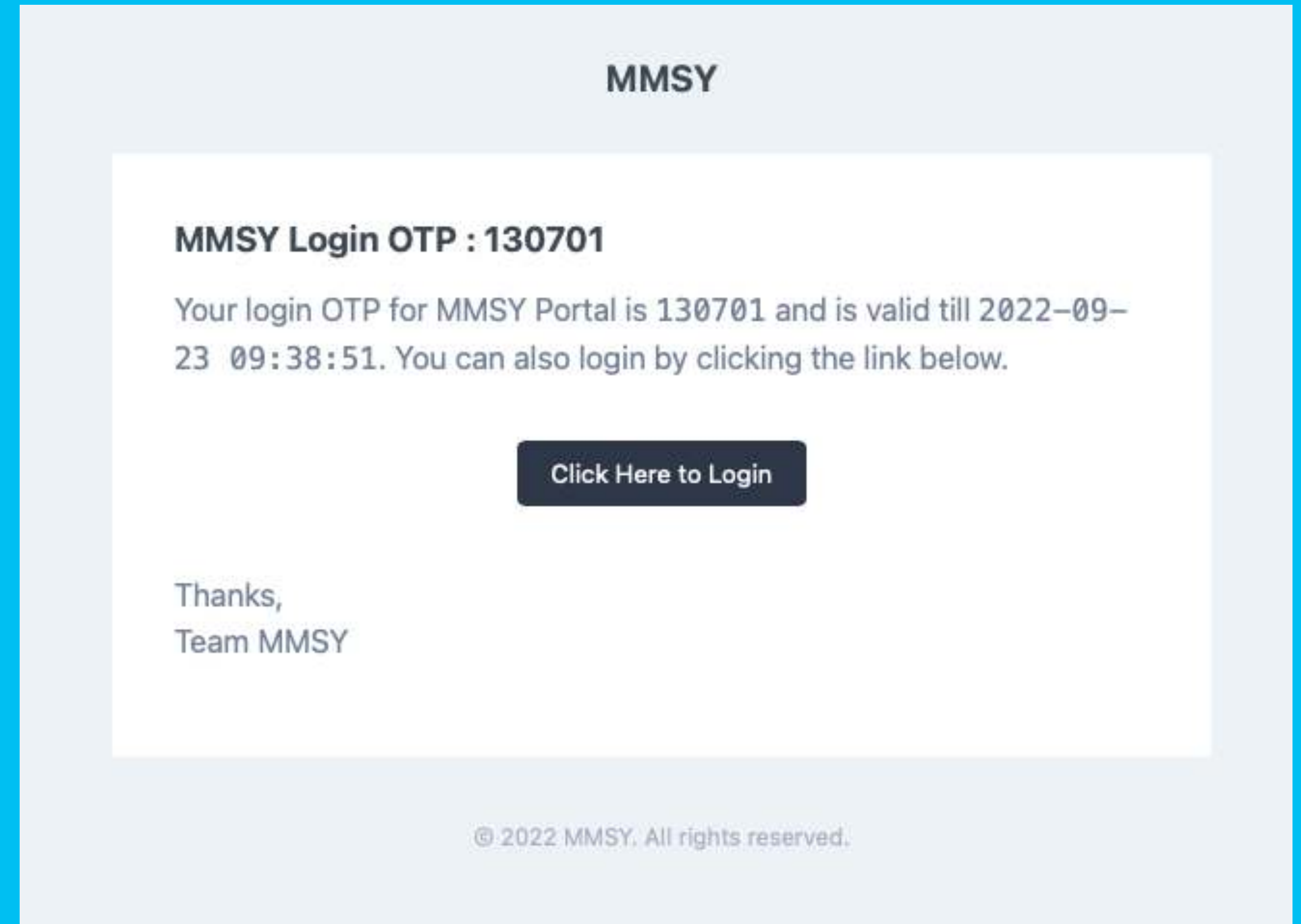
# ON THE LOGIN PAGE ENTER YOUR EMAIL ID AND CLICK PASSWORD BUTTON

- Make sure to fill in the email id correctly and the email id is never case-sensitive

# ENTER THE PASSWORD AND SECURITY CODE THEN CLICK SIGN IN BUTTON

- Use this option when you already know the password for your account.

- If security code seems unreadable click on the refresh button next to it for a new one

- If everything was done correctly you'll be logged in as soon as the SIGN IN button is pressed
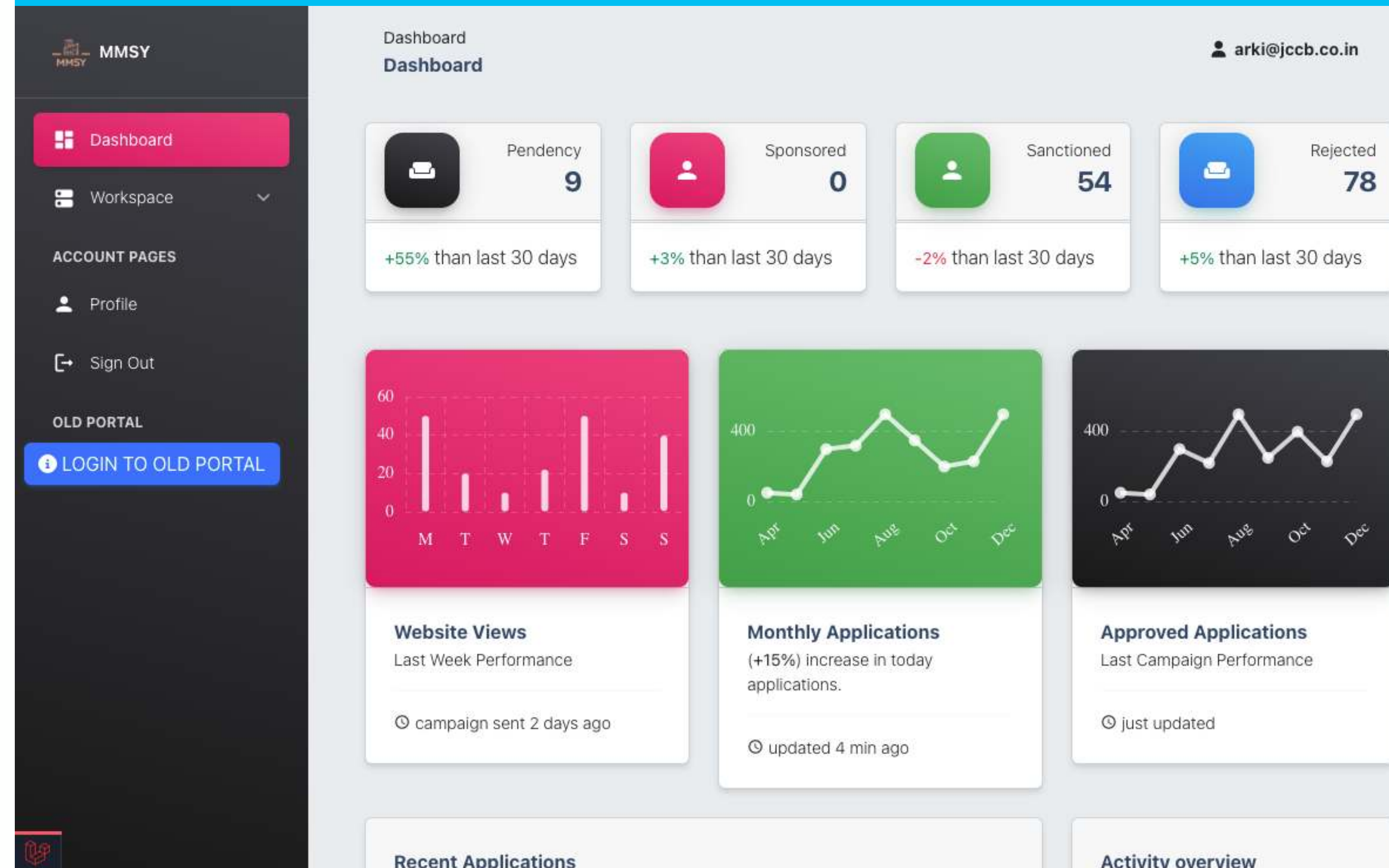
# DASHBOARD SHOWS THE STATS ABOUT THE APPLICATIONS

- On the dashboard you can view number of

  - Pending Application at your level

  - Sponsored application to your branch

  - Sanctioned cases by your branch

  - Rejected Cases by your branch

# PROFILE UPDATE



- You can update your profile form the sidebar menu item Profile

- You are allowed to change name and password and not email id

- You can find the details of your branch at the bottom of the page

# WORKSPACE FOR ACTIONS

- **Under workspace menu item in the sidebar menu there is pendency button**

- **There are two stages of an application when it is dealt by bank**

  - **For initial comments about viability and CIBIL check**

  - **For loan disbursal**

# VIEW/EDIT APPLICATION

- In the list of applications in the last column there are two button:

  - View- You can view all the details of the application and take action there

  - Edit - You can update the application if there is anything you find incorrect with it

# VIEW APPLICATION PAGE

- **The application view page have**

  - **Tabs at the top for the documents and application form**

  - **Application Details**

  - **Application Timeline**

# VIEW APPLICATION AND TAKE ACTION

- The details of the project cost are shown at the bottom of the page.

- If an application is pending at your level, then

  - At the bottom of application view page there is a drop down for taking action and input box for the comment about the action taken

# VIEW APPLICATION AND LOAN DISBURSEMENT

- **In case of disbursing the loan there will be additional inputs regarding the project parameters and subsidy transient account number other than remarks.**

## STEP 5 - OLD PORTAL ACCESS

# ACCESS TO THE OLD PORTAL

■ **Old cases will still be processed through the old portal of course and you can access the old portal directly from the link to the old portal on the sidebar link**