

KYC Document Management



MSCS/CR/1140/2014

SAHAYOG

MULTI STATE CREDIT CO-OPERATIVE SOCIETY LTD.

Maharashtra, Karnataka

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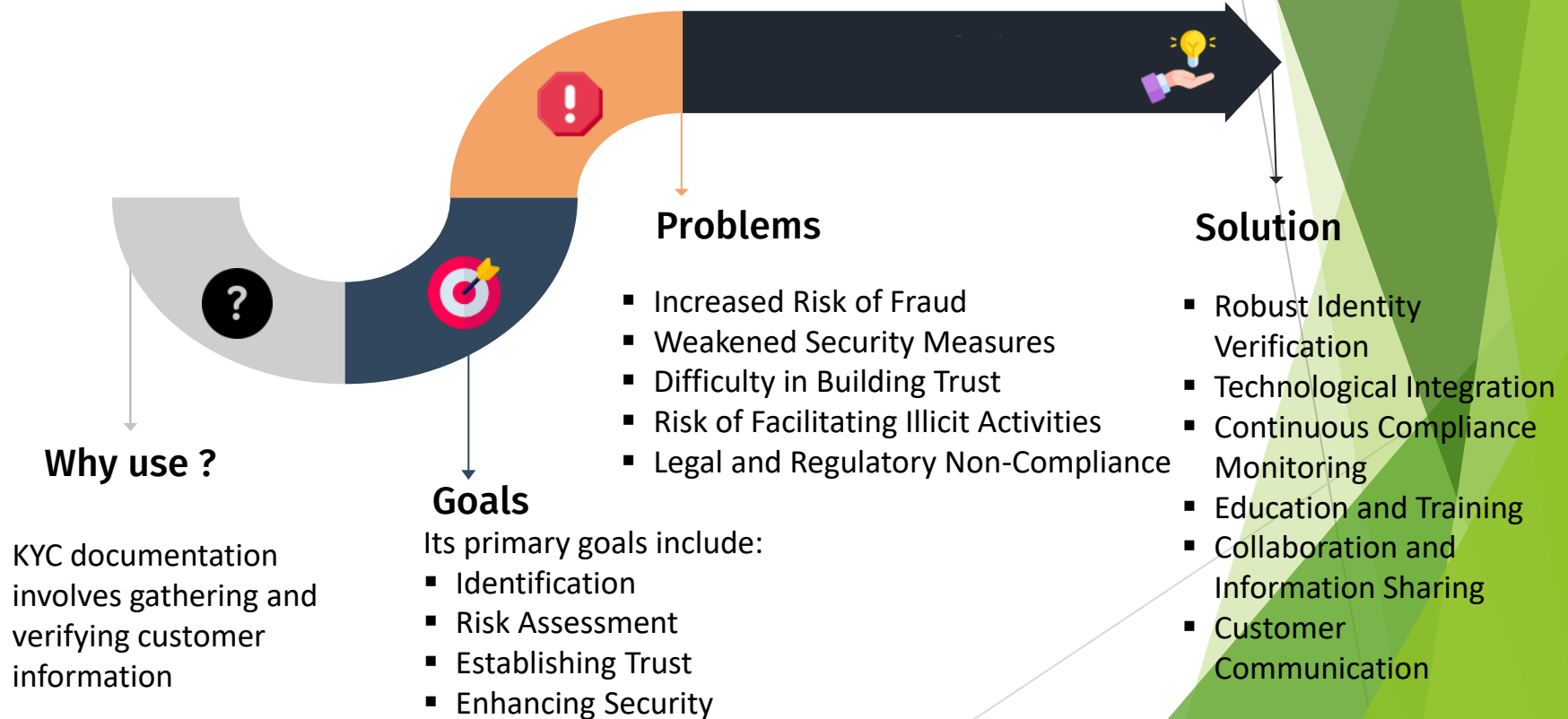
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Introduction to KYC Documentation

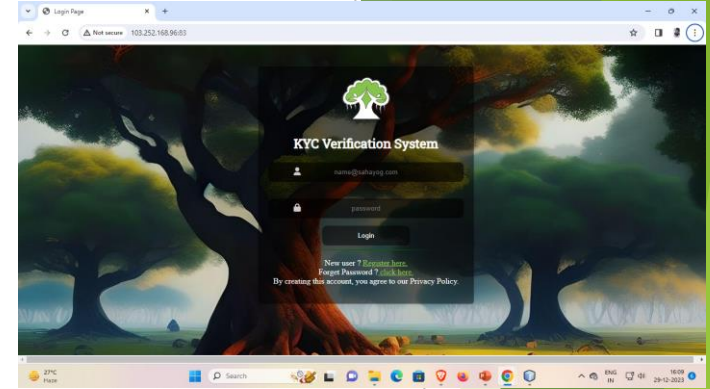


Sign up Page

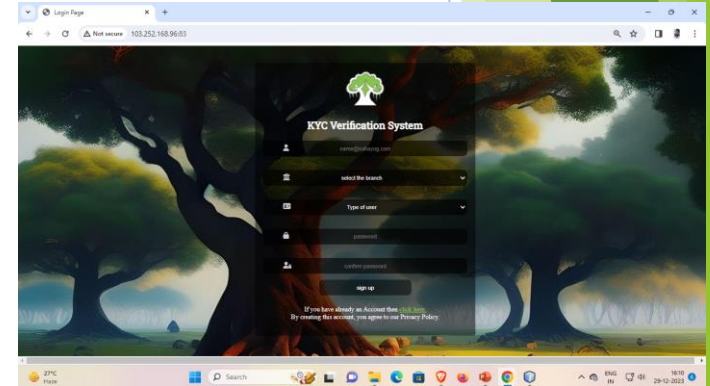
The user must have to create an account.

There are three types of users :

- Branch Operation Manager(BOM)
- Central Operation Process Team (COPs)
- Super User



Login Page

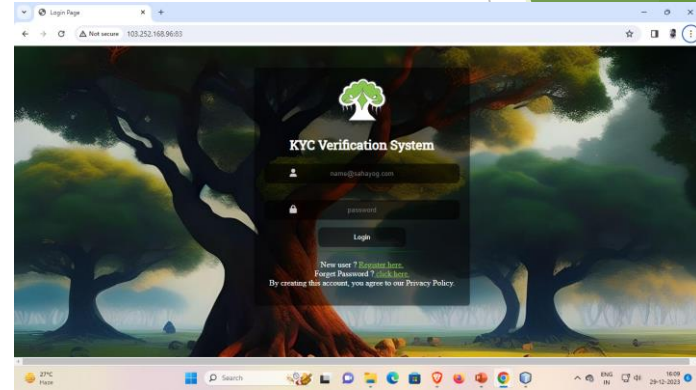


Sign up Page

Login as a **BOM**

Username :- employee_Id (3200)

Password :- password (abc123)



Login Page

BOM List View

After login as BOM it will redirect to BOM list view .


1. In the list, **there is the status of the application like,**

1. Pending at COPs
2. Pending at BOM
3. Approved

2. The list view contain Remark filed in which BOM will get application's remark.

3. There is Field like **Uploaded by** and **Approved by** which show data of whom uploaded or approved form respectively.

4. The BOM have access of **only one** branch data.



12/29/2023, 4:13:09 PM

KYC Verification System

Branch Operation Manager (BOM)

User: 1033

Approved Pending at COPs Pending at BOM All

Ack.No.	Name	Aadhar No.	Acc. Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
01_GONDIA	Gopal Das	125423565341	Silver Saving	GONDIA MAIN BRANCH					29/12/2023 13:51:46 PM	Pending at COPs	BOM: Data Submitted	1033	
02_GONDIA	RADHESHYAM KOLHE	635214789658	Normal Saving	GONDIA MAIN BRANCH					29/12/2023 13:08:43 PM	Pending at COPs	BOM: Data Submitted	1033	
04_GONDIA	YOGESH GEDAM	21456234785	Normal Current	GONDIA MAIN BRANCH					29/12/2023 15:25:52 PM	Pending at COPs	BOM: Data Submitted	1033	
03_GONDIA	DILESH YEDE	985623148596	Current Gold	GONDIA MAIN BRANCH					29/12/2023 15:16:11 PM	Pending at COPs	BOM: Data Submitted	1033	

BOM List View

KYC fill-up Form

After clicking on KYC form button in BOM list view, a KYC fill-up form is shown.

1. BOM will have to fill all the mandatory fields.

2. The document can be uploaded in format as jpg,png,jpeg,pdf.

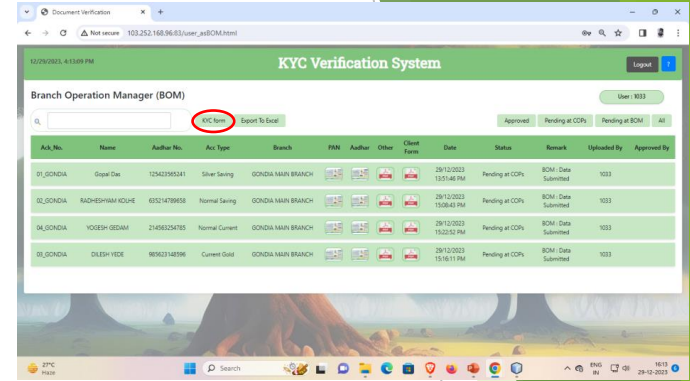
3. Account Type :

I) Saving

- i. Silver Saving
- ii. Normal Saving

II) Current

- i. Current Gold
- ii. Current Wealth
- iii. Basic / Normal Current



BOM list view

A screenshot of the "KYC FORM" fill-up page. The form is divided into two main sections: "APPLICANT" and "DOCUMENTS". The "APPLICANT" section includes fields for Name (First Name, Middle Name, Last Name), Branch Name (a dropdown menu), Aadhar Number, Account Type (a dropdown menu), and Mobile Number. The "DOCUMENTS" section includes fields for PAN Card / Form-60/61, ADHAR Card, Other Docs, and Client Form, each with a "Choose File" button and a "No file chosen" message. At the bottom of the form are "Submit" and "Cancel" buttons.

KYC form

Sample Form for Account type as a CURRENT WEALTH

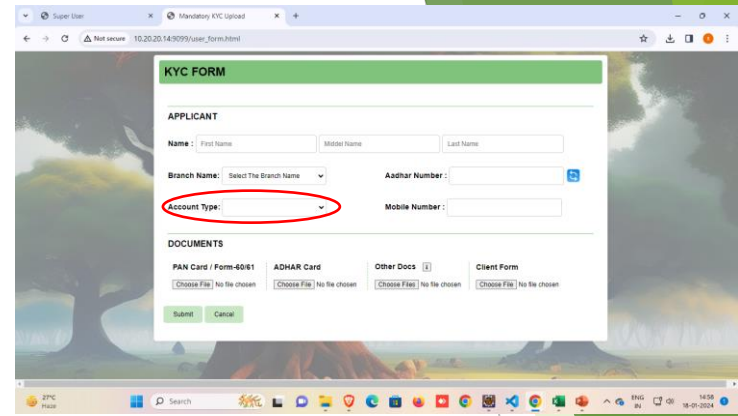
Step 1 : Fill up the mandatory details like Name , Surname,
Bank Branch , Account Type,Aadhar number, Mobile number.

Step 2: Upload the required document by clicking on
the choose file button.

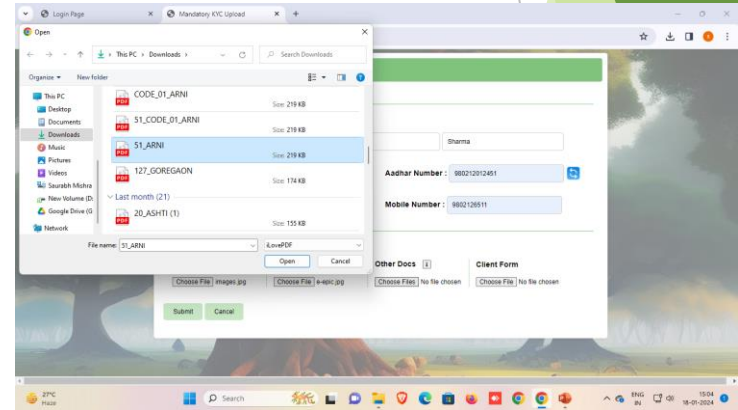
Step 3: Upload all the required document.

Step 4: press the “Submit” button.

It will **Submit** the Data and **Refresh** the Form for new entry.



KYC form



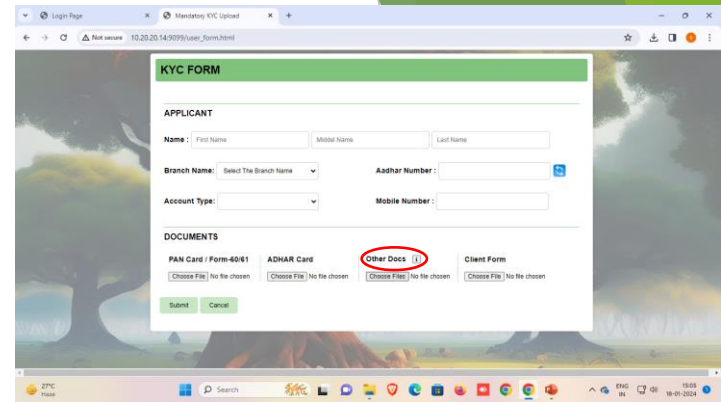
Document Upload

For uploading other Docx field in the KYC form

Step 1: Click on “i” icon button. It will show a pop-up contains **Other Document List**.

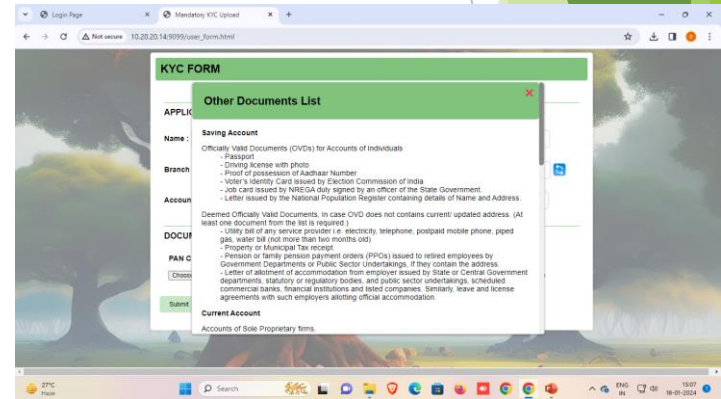
Step 2: Read out the required document need as per requirement of the form against the Account Type.

Step 3: Click on the “X” icon to close the pop-up view.



The screenshot shows a web browser window with the URL 'Mandatory KYC Upload'. The page displays a 'KYC FORM' with sections for 'APPLICANT' and 'DOCUMENTS'. The 'APPLICANT' section includes fields for Name (First Name, Middle Name, Last Name), Branch Name (a dropdown menu), Aadhar Number, Account Type (a dropdown menu), and Mobile Number. The 'DOCUMENTS' section has four buttons: 'PAN CARD / Form-60/61', 'ADHAR Card', 'Other Docs', and 'Client Form'. Each button has a 'Choose File' link and a 'No file chosen' status. The 'Other Docs' button is circled in red.

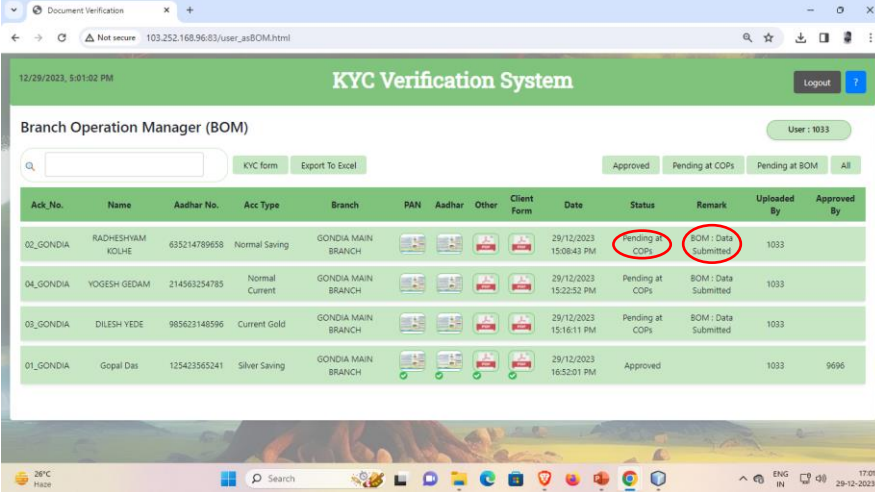
KYC form



The screenshot shows a pop-up window titled 'Other Documents List' with a close button (X) in the top right corner. The window is divided into two sections: 'Saving Account' and 'Current Account'. The 'Saving Account' section lists 'Officially Valid Documents (OVDs) for Accounts of Individuals' and includes a list of documents: Passport, Driving license with photo, Proof of possession of Aadhaar Number, Voter's Identity Card issued by Election Commission of India, Job card issued by NREGA duly signed by an officer of the State Government, and Letter issued by the National Population Register containing details of Name and Address. It also mentions 'Deemed Officially Valid Documents, in case OVD does not contains current/ updated address. (At least one document from the list is required)' and lists: Utility bill of any service provider (i.e. electricity, telephone, postpaid mobile phone, piped gas, water bill (not more than two months old)), Property or Municipal Tax receipt, Pension or family pension payment orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address, Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, and public sector undertakings, scheduled commercial banks, financial institutions and listed companies, and agreements with such employers allotting official accommodation. The 'Current Account' section lists 'Accounts of Sole Proprietary firms'.

Other Document List

After the Form is Submitted it will shown up in the BOM list view having status as Pending at COPs.



12/29/2023, 9:01:02 PM

KYC Verification System

Branch Operation Manager (BOM)

User : 1033

KYC form Export To Excel

Approved Pending at COPs Pending at BOM All

Ack No.	Name	Aadhar No.	Acc Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
02_GONDIA	RADHESHYAM KOLHE	635214789658	Normal Saving	GONDIA MAIN BRANCH					29/12/2023 15:08:43 PM	Pending at COPs	BOM : Data Submitted	1033	
04_GONDIA	YOGESH GEDAM	214563254785	Normal Current	GONDIA MAIN BRANCH					29/12/2023 15:22:52 PM	Pending at COPs	BOM : Data Submitted	1033	
03_GONDIA	DILESH YEDE	985623148596	Current Gold	GONDIA MAIN BRANCH					29/12/2023 15:16:11 PM	Pending at COPs	BOM : Data Submitted	1033	
01_GONDIA	Gopal Das	125423565241	Silver Saving	GONDIA MAIN BRANCH					29/12/2023 16:52:01 PM	Approved	BOM : Data Submitted	1033	9696

29°C Pune

Search

ENG IN 17:01 29-12-2023

BOM list view

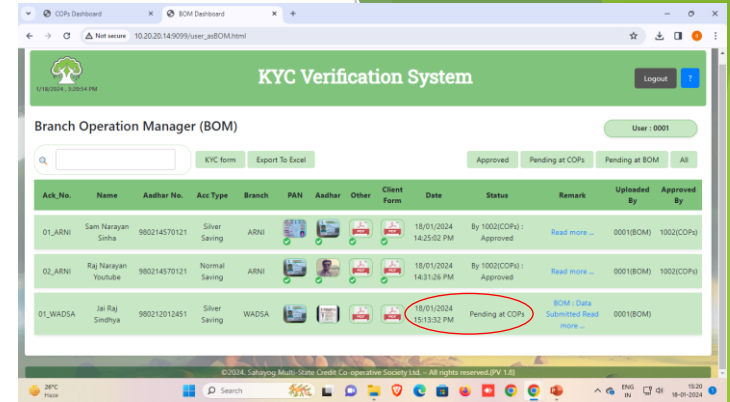
If status show Pending at BOM in BOM List view:-

Step 1: BOM will be able to edit the form by clicking on the **id** field in the list view.

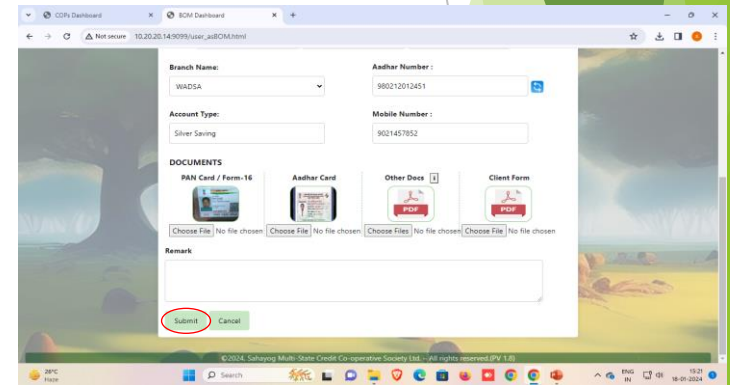
Step 2: The BOM will update the field against the remark.

Step 3: Add the mandatory Remark.

Step 4: Press **“Submit”** button.



BOM list view



BOM KYC edit form

After the Form is edited it will shown up in the BOM list view having status as Pending at COPs.

12/28/2023, 5:53:21 PM

KYC Verification System

Central Operation Team (COPs)

User: 9696

Search: Sul [] Export To Excel

Approved Pending at COPs Pending at BOM All

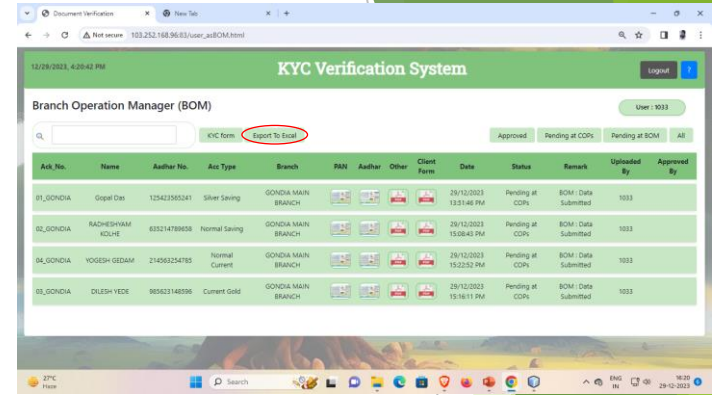
Ack.No.	Name	Aadhar No.	Acc Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
04_GONDIA	YOGESH GEDAM	214563254785	Normal Current	GONDIA MAIN BRANCH					29/12/2023 13:22:52 PM	Pending at COPs	BOM : Data Submitted	1033	
03_GONDIA	DILESH YEDE	985623148596	Current Gold	GONDIA MAIN BRANCH					29/12/2023 13:16:11 PM	Pending at COPs	BOM : Data Submitted	1033	
01_GONDIA	Gopal Das	123423565341	Silver Saving	GONDIA MAIN BRANCH					29/12/2023 16:52:01 PM	Approved		1033	9696
02_GONDIA	RADHESHYAM KOLHE	635214789658	Normal Saving	GONDIA MAIN BRANCH					29/12/2023 17:52:52 PM	Pending at COPs	BOM : updated	1033	

24°C Place ENG IN 17:53 29-12-2023

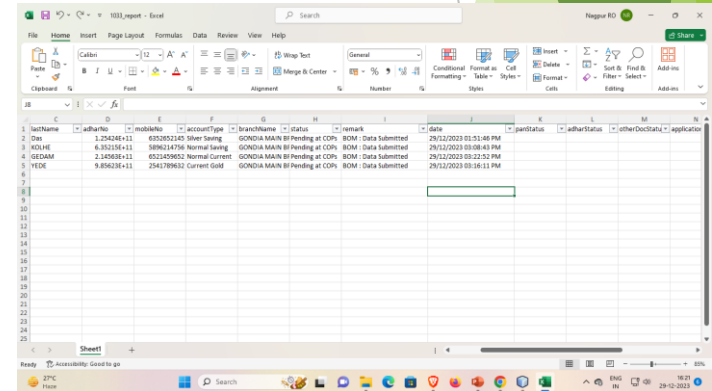
COPs list view

Export Data to Excel

On clicking , Export To Excel BOM can download the customers detail in the excel.



BOM list view

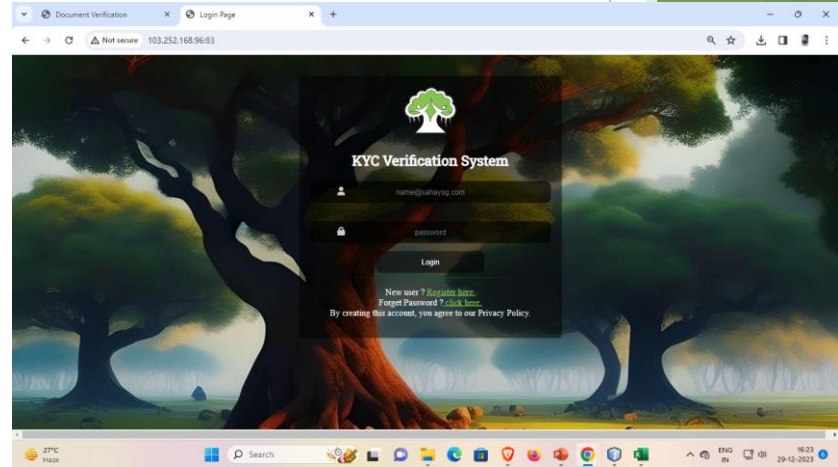


BOM Excel Data

Login as a **COPs**

Username :- employee_Id (2230)

Password :- password (abc123)

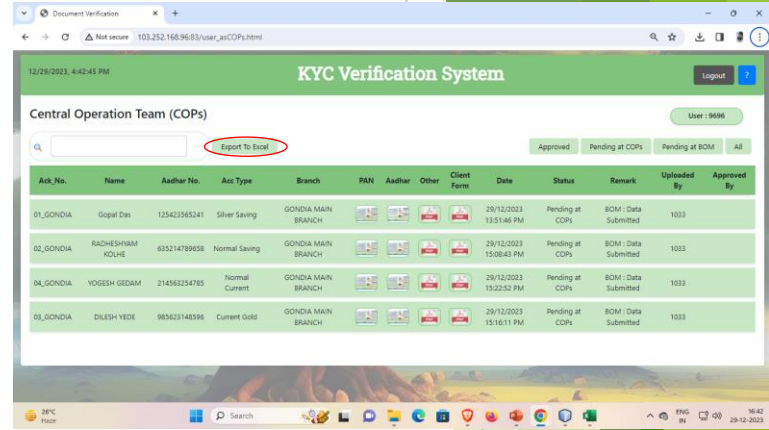


Login Page

COPs List View

After login as COPs it will redirect to COPs list view.

1. In the list, **there is the status of the application like,**
 1. Pending at COPs
 2. Pending at BOM
 3. Approved
2. The list view contain Remark filed in which, get's application remark.
3. There is Field like Uploaded by and Approved by Which show data of whom uploaded or approved form respectively.
4. The COPs have access of all branches data.



COPs List View

If status show Pending at COPs:-

Step 1: COPs will able to verify the form by clicking on the id field in the list view.

Step 2: COPs will able to **Accept** or **Reject** each document individually.

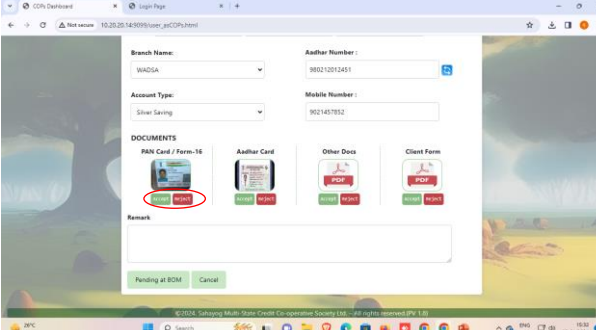
Step 2: The COPs will remark for any-wrong filled field by the BOM.

Step 3: The COPs will, **Approve** or send **Back to Branch**.



Ask No.	Name	Aadhar No.	Acc Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
SL_BHANDAR	a b c	111111111112	Silver Saving	BHANDARA					18/01/2024 12:32:16 PM	Pending at COPs	BOM - Data Submitted Based on...	0002(BOM)	
SL_BHANDAR	a b c	111111111112	Normal Saving	BHANDARA					18/01/2024 12:32:26 PM	Pending at COPs	BOM - KYC Verification Not...	0002(BOM)	
01_BHANDA	Jai Raj Sindhya	990212012451	Silver Saving	WADSA					18/01/2024 12:26:29 PM	By 0001(BOM) - Pending at COPs	BOM - Aadhar Verification Based on...	0001(BOM)	

Cops List View



Branch Name: WADSA

Account Type: Silver Saving

Aadhar Number: 990212012451

Mobile Number: 9921457852

DOCUMENTS

PAN Card / Form-16: [Verify] [Reject]

Aadhar Card: [Verify] [Reject]

Other Docs: [Verify] [Reject]

Client Form: [Verify] [Reject]

Remark:

[Pending at BOM] [Cancel]

Cops Verification Form

If all the document is **accepted** by the COPs then only the form shows the **Approve** button .

The screenshot displays the 'New Card' form in the COPI Dashboard. The form is divided into two main sections: 'Branch Name' and 'Account Type' on the left, and 'Author Number' and 'Mobile Number' on the right. Below these are four card type options: 'PAN Card / Form-16', 'Aadhar Card', 'Driver Data', and 'Caste Form'. A 'Remarks' field is located below the card type options. At the bottom of the form are three buttons: 'Approve', 'Pending at BOM', and 'Cancel'. The 'Approve' button is highlighted with a red circle.

Cops Verification Form

After the Form is **edited** it will shown up in the **BOM list view** having status as **Pending at COPs**.

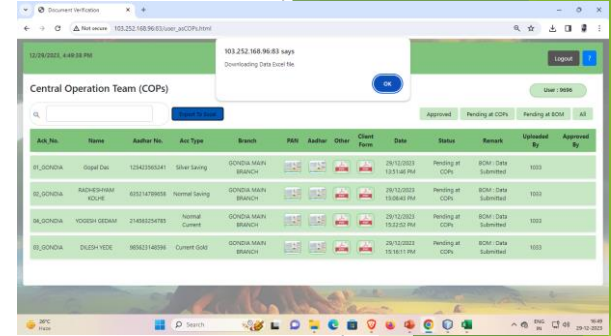
The screenshot shows a web browser window displaying the 'KYC Verification System' interface. The browser's address bar shows the URL 'http://192.20.201.14:20101/user_jaiCOPs.html'. The page has a green header with the system name and a 'Logout' button. Below the header, there's a section for the 'Central Operation Team (COPs)' with a search bar containing 'Approved' and a filter button 'Export To Excel'. A table lists verification records. The first record is for 'Jai Raj Sindhya' with a status of 'Approved', which is circled in red. The table also shows columns for 'Auth No.', 'Auth Type', 'Branch', 'PAN', 'Aadhar', 'Other', 'Client Form', 'Date', 'Status', 'Remark', 'Uploaded By', and 'Approved By'.

Auth No.	Name	Auth No.	Auth Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
01_WADSA	Jai Raj Sindhya	980212012401	Silver Saving	WADSA					16/01/2024 15:37:36 PM	Approved		000180M	100180M

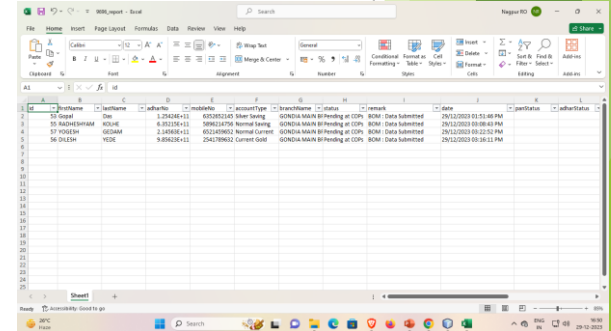
Cops List View

Export Data to Excel

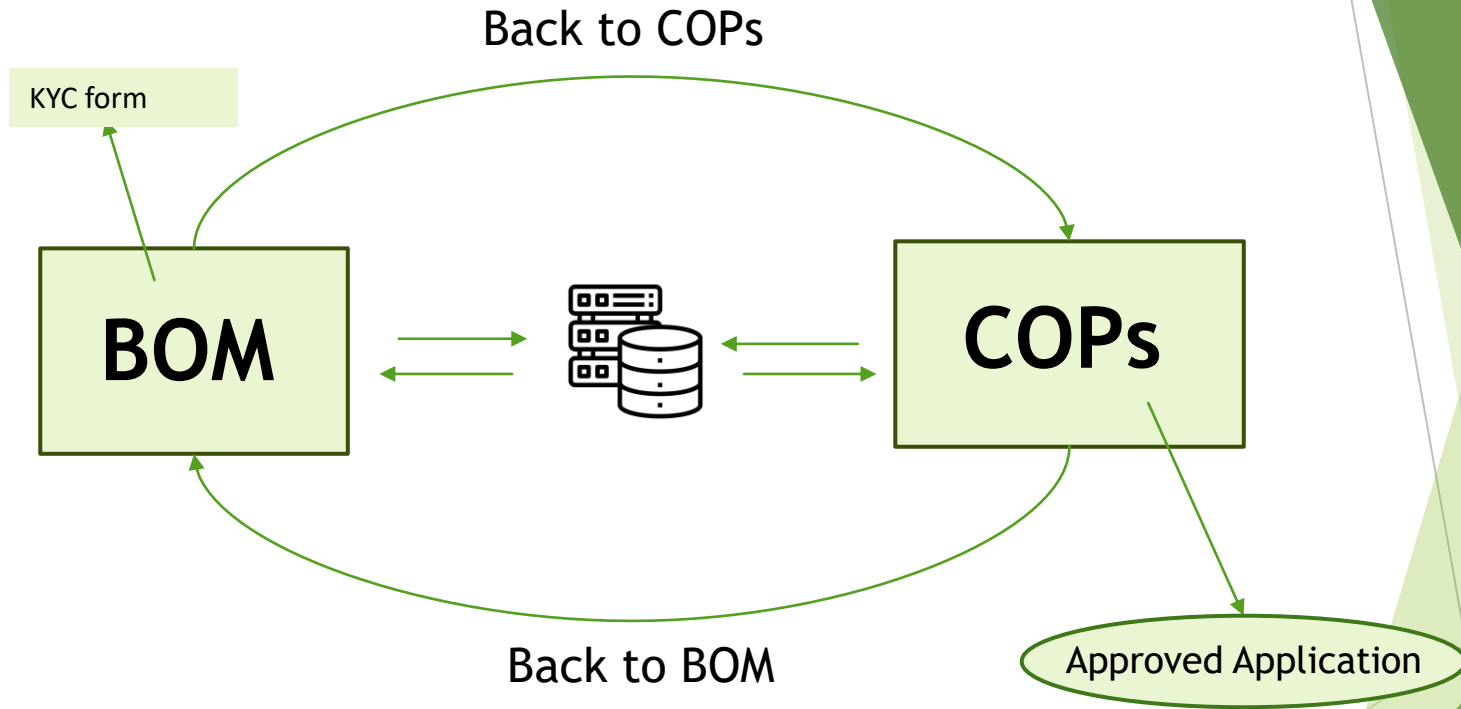
On clicking , Export To Excel COPs can download the customers detail in the excel.



Cops List View



Cops Excel Data



Life Cycle of KYC Document System

After getting **Approval** from COPs

```
graph TD; A[After getting Approval from COPs] --> B[KYC completed]; B --> C[Logout];
```

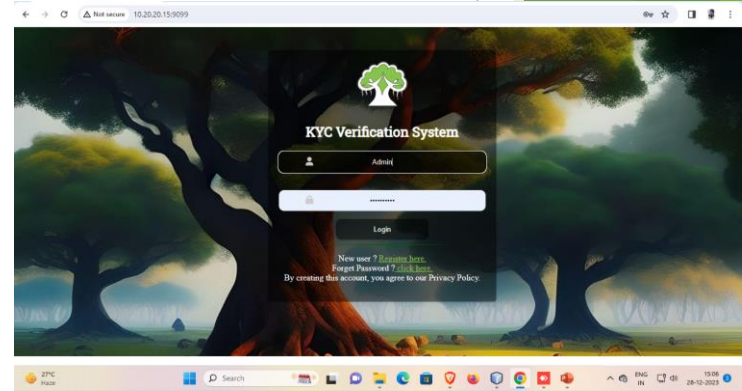
KYC completed

Logout

Login as a **SUPER USER**

Username :- Admin

Password :- password (1234)



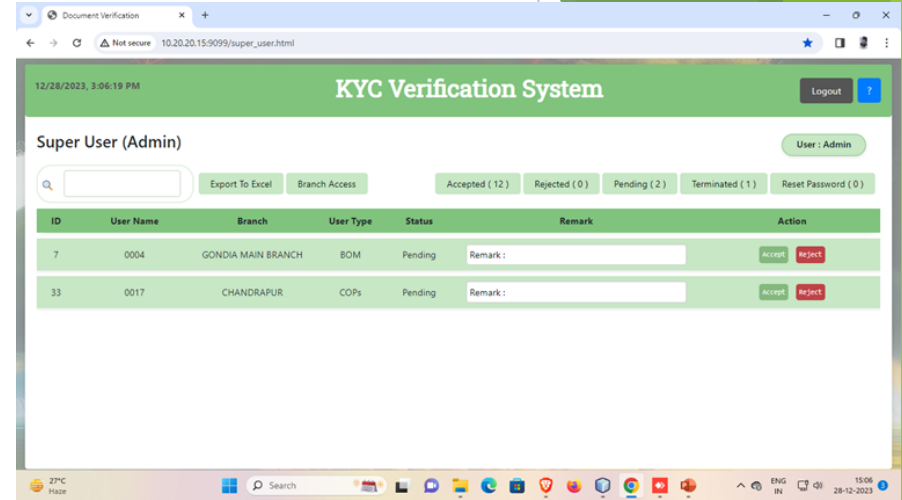
Login Page

SUPER USER Dashboard

After login as Super User it will redirect to Super User Dashboard.

1. In the Dashboard, **there are seven buttons** like,

1. Accepted
2. Requested
3. Pending
4. Terminated
5. Reset Password
6. Export To Excel
7. Branch Access



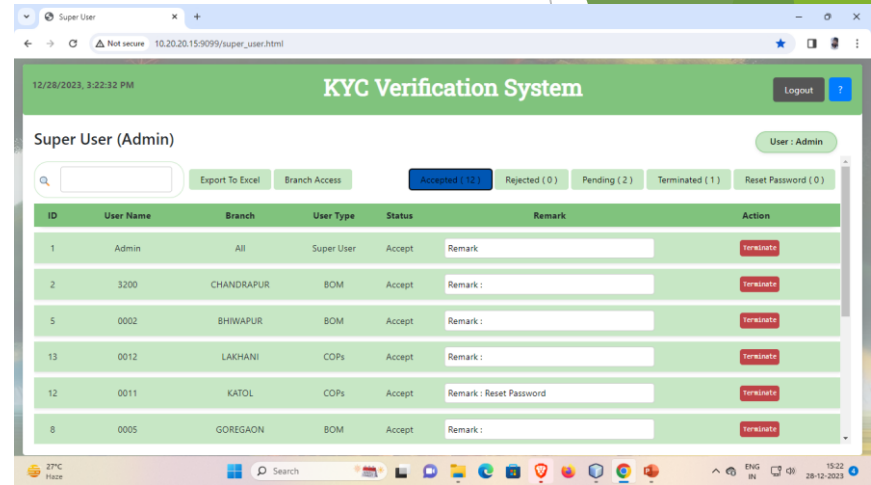
Super User List View

Functionalities of **Dashboard** buttons

1. Accepted

On clicking on the **ACCEPTED** button it will show all Accepted user_id in the list view.

The list view also contain **TERMNATE** button for each row by which **super user** can able to terminate any user at any time as required.

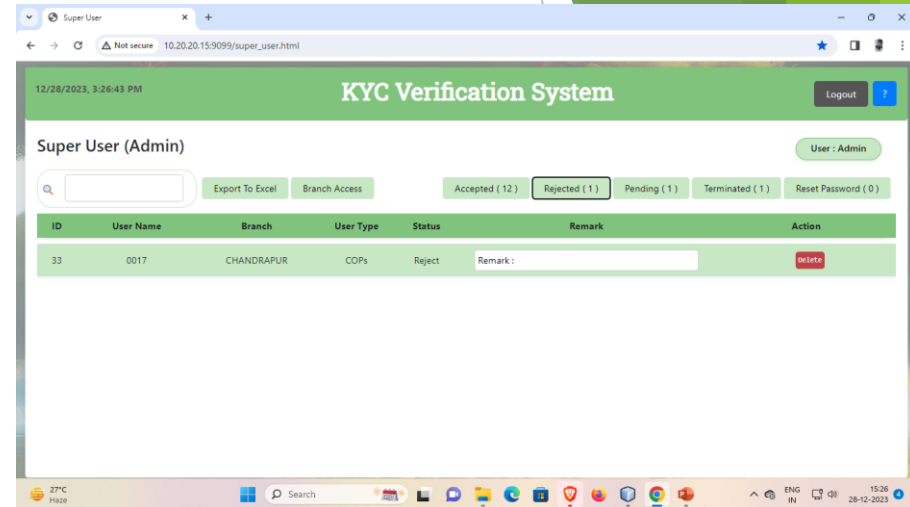


Super User List View

2. Rejected

On clicking on the **REJECTED** button it will show all rejected user_id in the list view.

The list view also contains **TERMNATE** button for each row by which **super user** can able to terminate any user at any time as required.

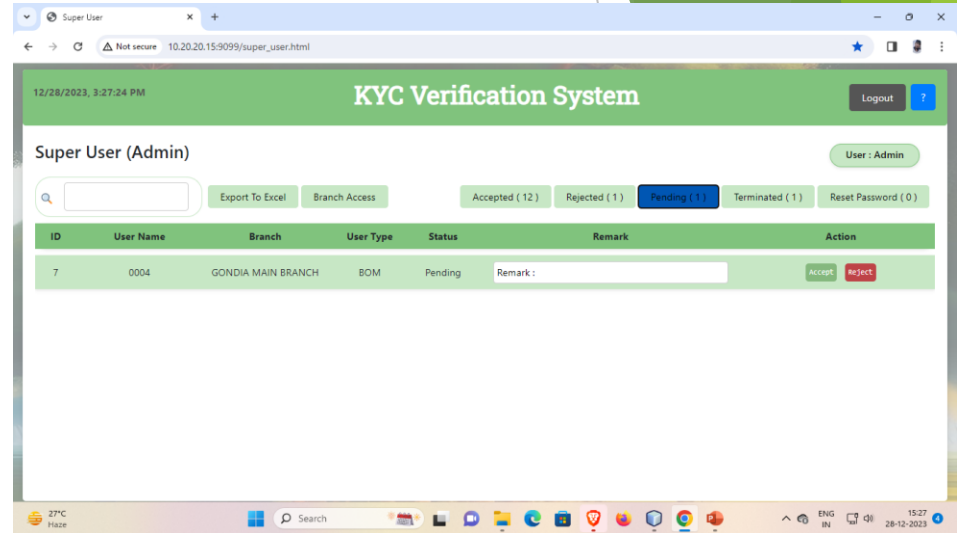


Super User List View

3. Pending

On clicking on the **PENDING** button it will show all pending user_id in the list view.

The list view also contains **ACCEPT** or **REJECT** button for Accept or reject user_id respectively.

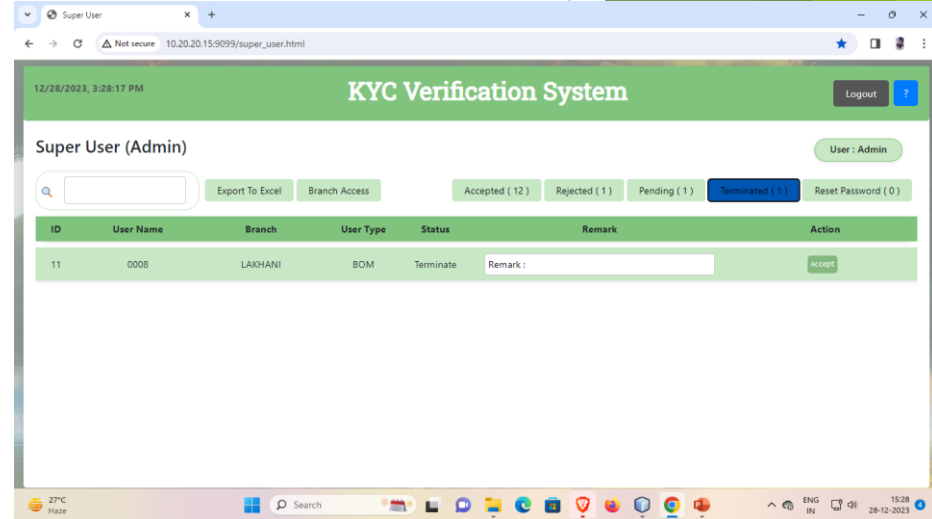


Super User List View

4. Terminated

On clicking on the **TERMINATED** button it will show all terminated user_id in the list view.

The list view also contains **ACCEPT** button for Accepting the user_id for each row by which **super user** can be able to accept any terminated user.

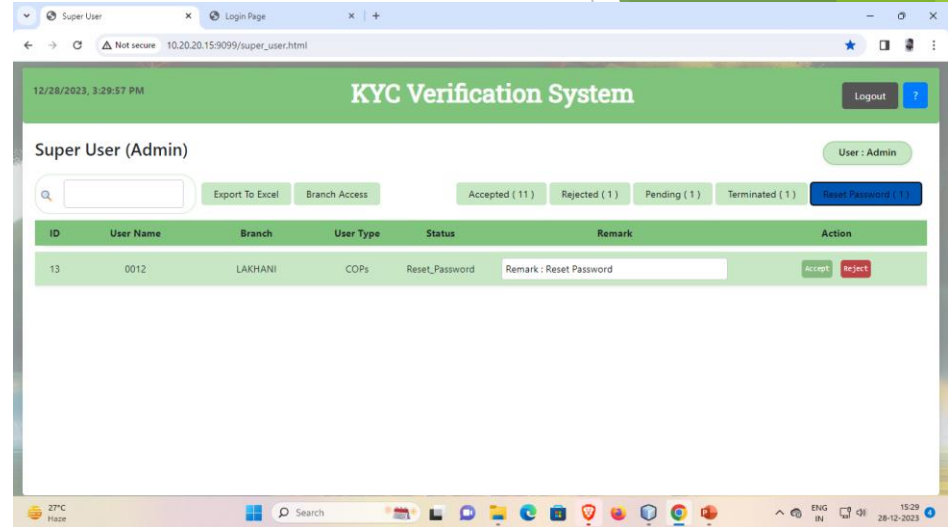


Super User List View

5. Reset Password

On clicking on the **RESET PASSWORD**, the view show all the user_id waiting for reset password.

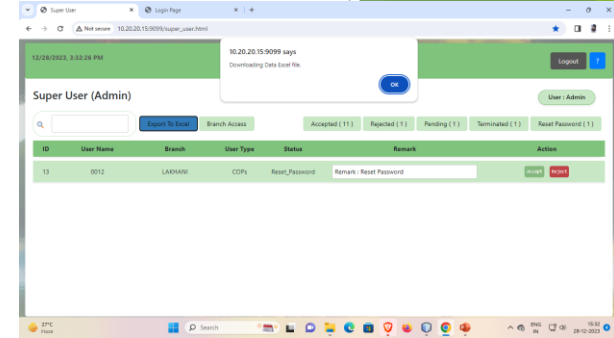
The list view contain ACCEPT or REJECT button
For accepting or rejecting changed password by the user.



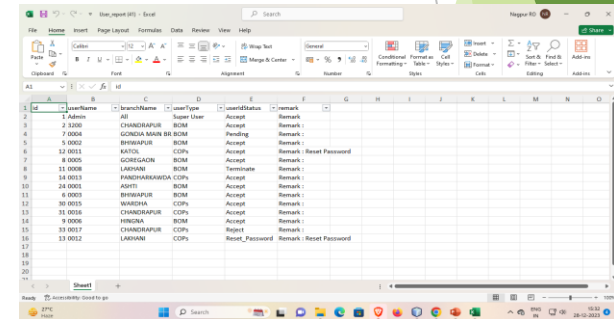
Super User List View

6. Export To Excel

The Super User Dashboard provide functionality to get all the user data in Excel.



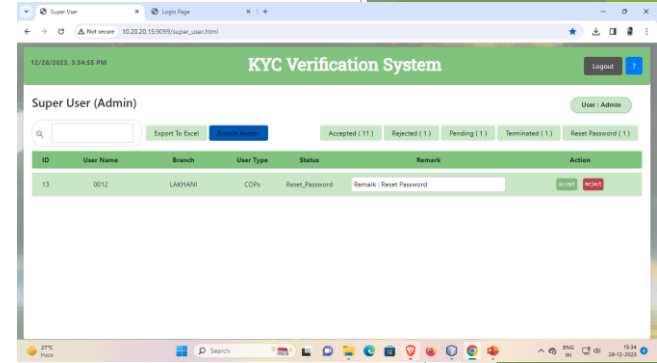
Super User List View



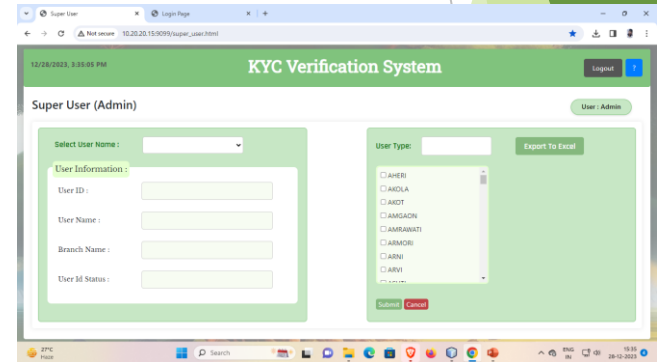
Super User Excel Data

7. Branch Access

Branch Access is the module by which super user can able to assign any numbers of branches to a perticular COPs.



Super User List View



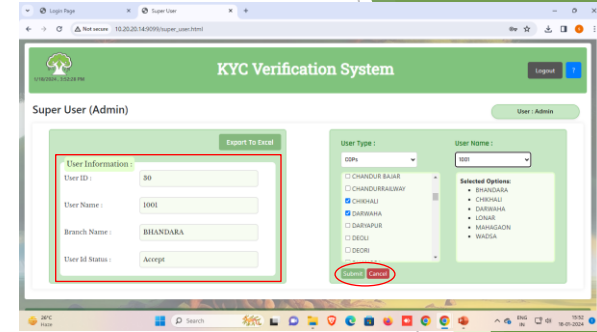
Branch Access Module

Branch Access module

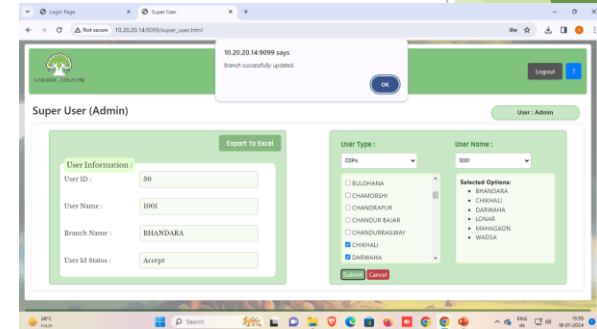
Branch Access is the module by which super user can able to assign any numbers of branches to a particular COPs.

The **Branch Access** module contain,

1. User Information
2. Branch List
3. Export To Excel
4. Submit button
5. Cancel button



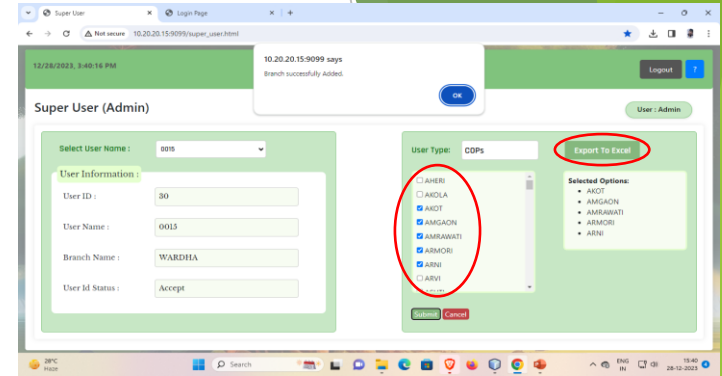
Branch Access Module



Branch Access Module

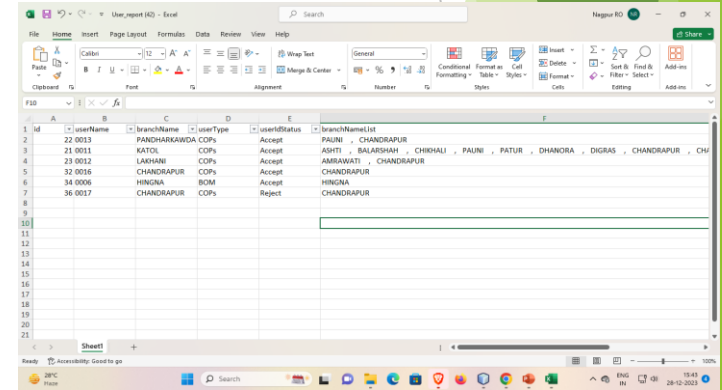
Steps for assigning Branches to COPs

- Step 1 : Select the user name. It will automatically fill up the form for the selected user from the list.
- Step 2: Choose the branch which you want to assign to the COPs.
- Step 3: Press submit button.
- Step 4: Press cancel button.



Branch Access Module

Note: On clicking on Export To Excel button it will generate Excel list containing name of the COPs with the branch list assign to it.



Branch Export Data

How to fill up KYC-Form ?

Following are the steps to fill-up KYC-Form :-

Step 1 : Press “ **KYC Form** ” to open KYC verification form.

Step 2 : Fill up all the required field in the KYC verification form.

Step 3 : After that press the **submit** button.

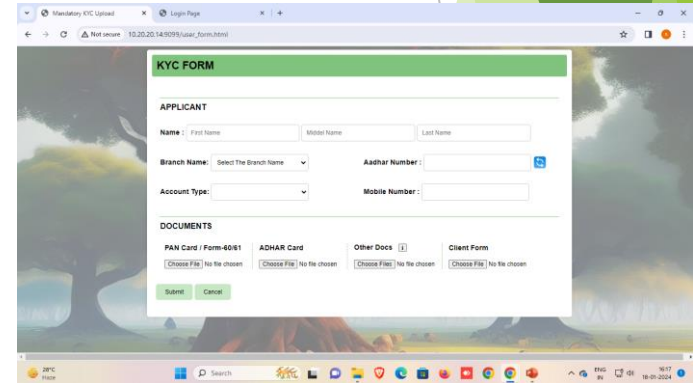
Step 4 : Stop.



The screenshot shows the 'KYC Verification System' interface. At the top, there's a 'Branch Operation Manager (BOM)' section with a search bar, 'Export To Excel' button, and filters for 'Approved', 'Pending at COPs', 'Pending at BOM', and 'All'. Below this is a table with the following columns: Ack.No., Name, Aadhar No., Acc Type, Branch, PAN, Aadhar, Other, Client Forms, Date, Status, Remark, Uploaded By, and Approved By. The table contains three rows of data.

Ack.No.	Name	Aadhar No.	Acc Type	Branch	PAN	Aadhar	Other	Client Forms	Date	Status	Remark	Uploaded By	Approved By
01_ARNI	Sam Narayan Sinha	980214570121	Silver Saving	ARNI					18/01/2024 14:25:02 PM	By 1002(COP) : Approved	Read more ..	0001(BOM)	1002(COP)
02_ARNI	Raj Narayan Youtube	980214570121	Normal Saving	ARNI					18/01/2024 14:31:26 PM	By 1002(COP) : Approved	Read more ..	0001(BOM)	1002(COP)
01_WAGDA	Jai Raj Sindhya	9802120712451	Silver Saving	WAGDA					18/01/2024 15:37:36 PM	By 1001(COP) : Approved	Read more ..	0001(BOM)	1001(COP)

BOM list view



The screenshot shows the 'KYC FORM' interface. It has sections for 'APPLICANT' and 'DOCUMENTS'. The 'APPLICANT' section includes fields for Name (First Name, Middle Name, Last Name), Branch Name (dropdown), Aadhar Number, Account Type (dropdown), and Mobile Number. The 'DOCUMENTS' section includes fields for PAN Card / Form-60/61, ADHAR Card, Other Docs (1), and Client Form, each with a 'Choose File' button and a 'No file chosen' message. There are 'Submit' and 'Cancel' buttons at the bottom.

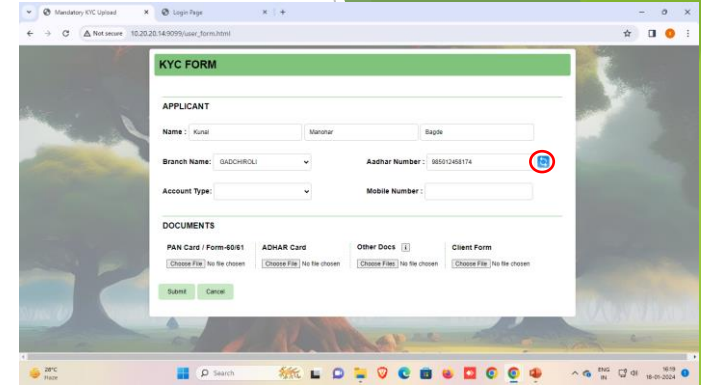
BOM KYC form

For Aadhar does not exist in the KYC verification system :-

Step 1 : After filling **Aadhar Number** field, press the **verify** icon.

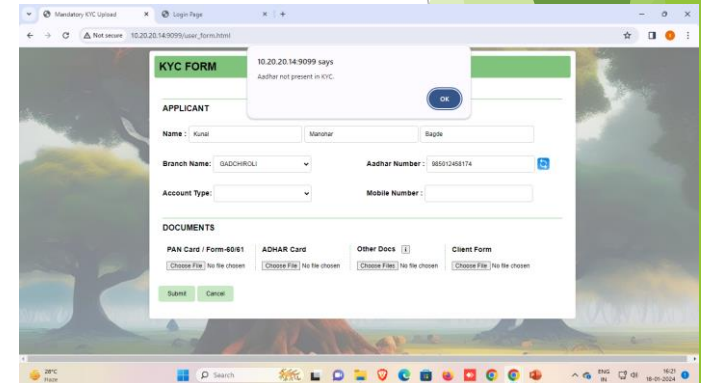
Step 2 : If Aadhar number is already present in the system, it will show a popup-list. Otherwise it show a alert “ **Aadhar not present in KYC** ”.

In this example, the aadhar doesn't exist in the system. So, you can continue to fill up the form.



The screenshot shows a web browser window with the URL '10.20.20.14:9099/User_Form.html'. The page title is 'BOM KYC form'. The form is titled 'KYC FORM' and has two main sections: 'APPLICANT' and 'DOCUMENTS'. In the 'APPLICANT' section, the 'Name' field is filled with 'Kunal Manohar Baple', the 'Branch Name' is 'GADCHHOLI', the 'Aadhar Number' is '95512458174', and the 'Mobile Number' is empty. A blue verify icon is highlighted with a red circle. In the 'DOCUMENTS' section, there are four tabs: 'PAN Card / Form-60/61', 'AADHAR Card', 'Other Docs', and 'Client Form'. Each tab has a 'Choose File' button and a 'No file chosen' label. The 'Submit' and 'Cancel' buttons are at the bottom of the form.

BOM KYC form



The screenshot shows the same BOM KYC form as the previous one, but with an alert message displayed at the top. The message reads: '10.20.20.14:9099 says: Aadhar not present in KYC'. The alert has an 'OK' button. The form fields and buttons remain the same as in the previous screenshot.

BOM KYC form

Step 3 : Fillup the remaining field and press Submit.
(It will show a alert containing “ **Data succefully Submitted** ”
with the Acknowledgement number of that KYC form)

Step 4 : Press “ **ok** ”.

The screenshot shows a web browser window with the title 'Mandatory KYC Upload'. The page contains a 'KYC FORM' section with the following fields: 'Name' (Kunt, Manohar, Bagle), 'Branch Name' (GADCHROU), 'Aadhar Number' (98012458174), 'Account Type' (Normal Saving), and 'Mobile Number' (9802126501). Below these fields is a 'DOCUMENTS' section with four categories: 'PAN Card / Form-60B1', 'ADHAR Card', 'Other Docs', and 'Client Form'. Each category has a 'Choose File' button. At the bottom of the form are 'Submit' and 'Cancel' buttons. The browser's address bar shows the URL '10.20.20.14:9099/User_Form.html'.

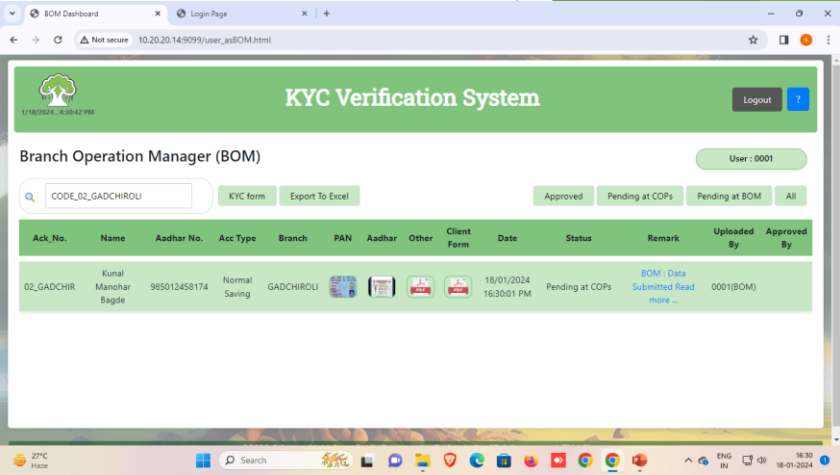
BOM KYC form

This screenshot is identical to the previous one, but it includes a success alert. The alert is a white box with a green border, containing the text '10.20.20.14:9099 says Data successfully submitted: Ack_Nbr: "CODE_00_GADCHROU"'. There is an 'OK' button in the top right corner of the alert. The 'Submit' button on the form is now disabled and greyed out.

BOM KYC form

Step 5: Search the submitted form Ack no. in the search list.

Note : If a form is submitted first time against a Aadhar number, then the remark will show as “BOM : Data Submitted.



BOM list view

For Aadhar already exist in the KYC verification system :-

Step 1 : After filling **Aadhar Number** field, press the **verify** icon.

Step 2 : If Aadhar number is already present in the system, it will show a popup-list. Otherwise it show a alert “ **Aadhar not present in KYC** ”.

In this example, there is existing account against the aadhar number. So, it will show a pop containing **KYC Verification Details**.

The KYC Verification Details conatins :

- Ack_no.
- Name
- Aadhar no.
- Acc Type
- Branch
- Status
- Uploaded By
- Approved By

KYC FORM

APPLICANT

Name : Kumar

Branch Name : GADCHROLI

Aadhar Number : 98012012451

Account Type :

DOCUMENTS

PAN Card / Form-40/51

ADHAR Card

Other Docs

Client Form

Submit Cancel

BOM KYC form

KYC FORM

KYC Verification Details

Ack_No.	Name	Aadhar No.	Acc Type	Branch	Status	Uploaded By	Approved By
01_WACSA	Jai Raj Sawhaya	98012012451	Silver Saving	WACSA	1001(COPs) Approved	0001(BOM)	1001(COPs)

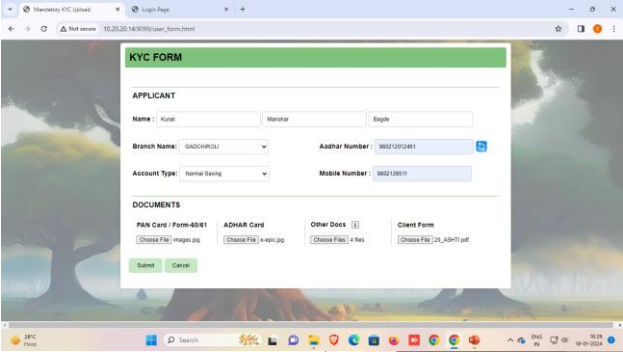
Submit Cancel

BOM KYC form

Step 3 : Choose the different account type for that aadhar number that was not present in the **KYC Verification Details**.

Step 4 : Fillup the remaining field and press Submit.
(It will show a alert containing “ **Data succcessfully Submitted** ” with the Acknowledgement number of that KYC form)

Step 5 : Press “ **ok** ”.

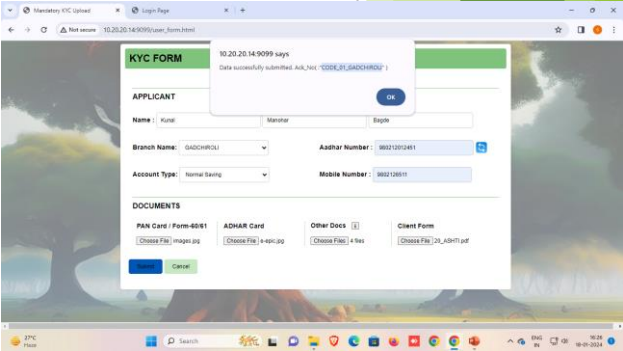


The screenshot shows a web browser window with the title 'BOM KYC form'. The page displays a 'KYC FORM' with the following fields and values:

- APPLICANT**
 - Name : Kunt (with a dropdown menu)
 - Branch Name : GADCHIROLI (with a dropdown menu)
 - Account Type : Normal Saving (with a dropdown menu)
- ADHAR**
 - Aadhar Number : 992212034611 (with a dropdown menu)
 - Mobile Number : 9922128511 (with a dropdown menu)
- DOCUMENTS**
 - PAN Card / Form-6061 (with a 'Choose File' button and 'image.jpg' text)
 - ADHAR Card (with a 'Choose File' button and 'adp.jpg' text)
 - Other Docs (with a 'Choose File' button and '1' text)
 - Client Form (with a 'Choose File' button and '24_ADR01.pdf' text)

At the bottom of the form, there are 'Submit' and 'Cancel' buttons.

BOM KYC form

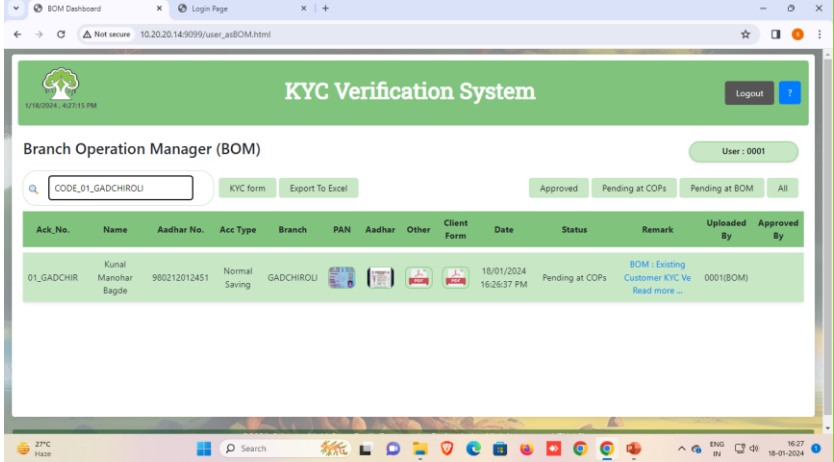


The screenshot shows the same 'KYC FORM' as the previous image, but with a success alert displayed. The alert message is: '10.20.20.14.9099 says Data successfully submitted. Ack No: "CODE_01_GADCHIROLI"'. The alert has an 'OK' button. The form fields and buttons remain the same as in the previous image.

BOM KYC form

Step 6: Search the submitted form Ack no. in the search list.

Note : If a form is submitted second or multiple time against a Aadhar number, then the remark will show as “BOM : Existing Customer KYC Verification for XYZ Account Type”.



The screenshot displays the 'KYC Verification System' interface. At the top, there's a green header with the system name and a 'Logout' button. Below the header, the user is identified as 'Branch Operation Manager (BOM)' with 'User : 0001'. A search bar contains the text 'CODE_01_GADCHIROLI'. To the right of the search bar are buttons for 'KYC form' and 'Export To Excel'. Below these are filter buttons: 'Approved', 'Pending at COPs', 'Pending at BOM', and 'All'. The main area features a table with the following columns: Ack_No., Name, Aadhar No., Acc Type, Branch, PAN, Aadhar, Other, Client Form, Date, Status, Remark, Uploaded By, and Approved By. A single row is visible with the following data: Ack_No. 01_GADCHIR, Name Kunal Manohar Bagde, Aadhar No. 980212012451, Acc Type Normal Saving, Branch GADCHIROLI, PAN, Aadhar, Other, Client Form, Date 18/01/2024 16:26:37 PM, Status Pending at COPs, Remark BOM : Existing Customer KYC Va Read more ..., Uploaded By, and Approved By. The bottom of the screen shows a Windows taskbar with various icons and the system clock indicating 16:27 on 18-01-2024.

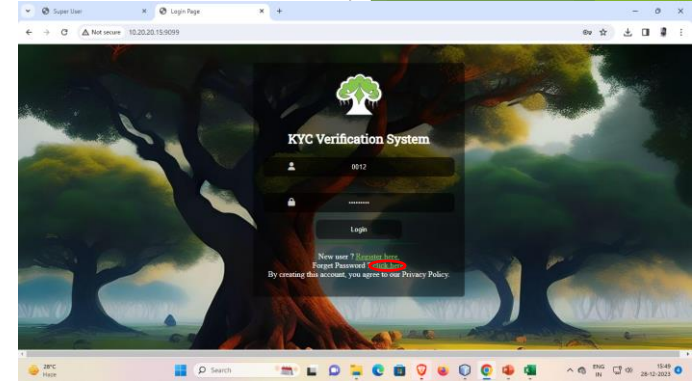
Ack_No.	Name	Aadhar No.	Acc Type	Branch	PAN	Aadhar	Other	Client Form	Date	Status	Remark	Uploaded By	Approved By
01_GADCHIR	Kunal Manohar Bagde	980212012451	Normal Saving	GADCHIROLI					18/01/2024 16:26:37 PM	Pending at COPs	BOM : Existing Customer KYC Va Read more ...	0001(BOM)	

BOM list view

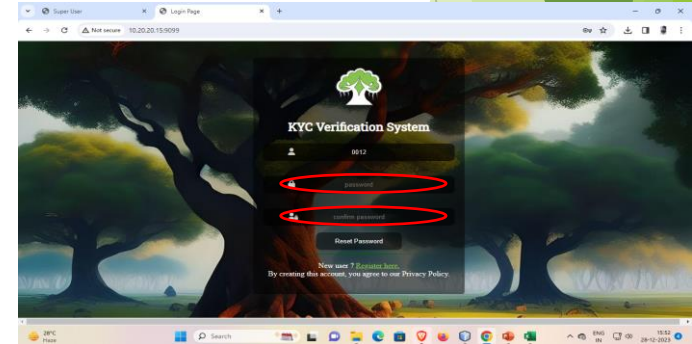
How to **Reset Or Change** the password ?

Step 1: Click on **Forget Password** to change or reset the password.

Step 2: Set new password and also confirm password



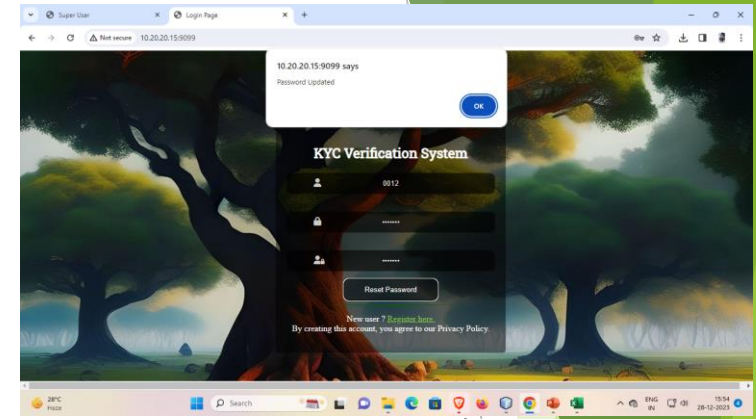
Login Page



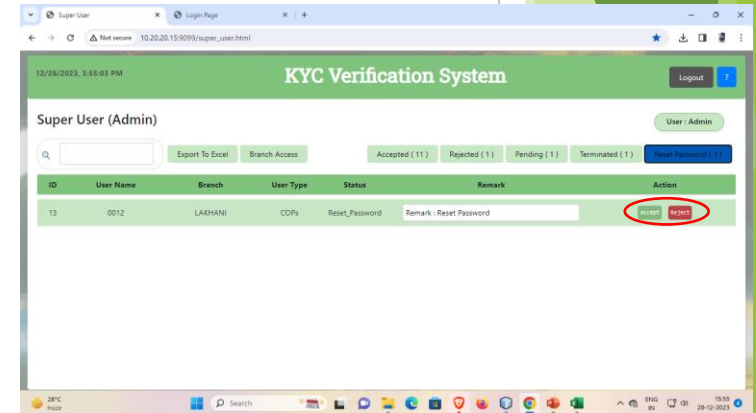
Reset Password Page

Step 3: Click on **Reset Password** to update the password.

Note : After completing the 3 steps the password is reseted but, the user is not able to login until Admin doesn't give the permission.

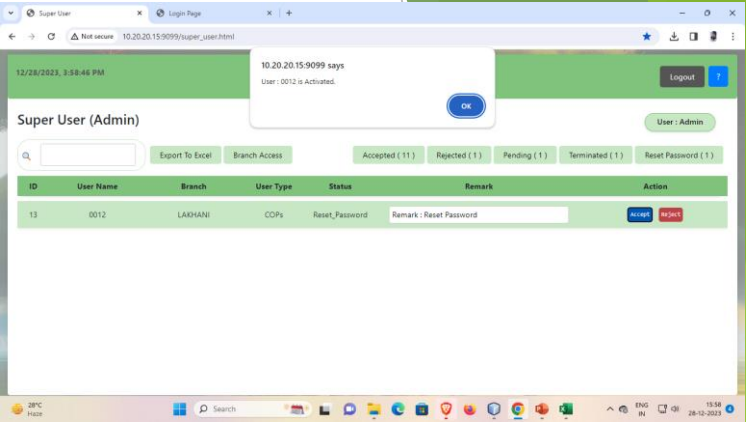


Reset Password Page

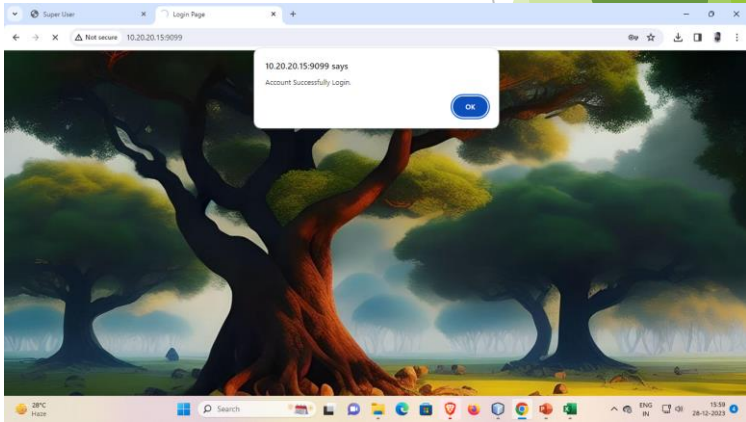


Super User List View

If the **super_user** accept the **reset password** request for a **user_id**, the **user_id** will be able to successfully login.



Super User List View



Super User List View

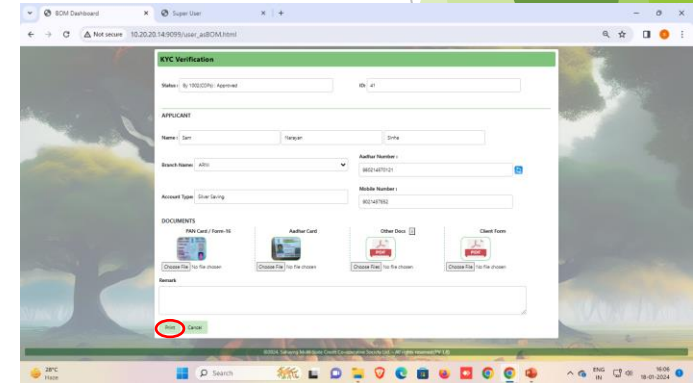
How to download KYC Verification detail ?

If the status is showing as Approved for a particular applicant in the BOM list view, then BOM will be able to download the KYC Verification detail of that user.

- Step 1: After getting approval, click on the Ack_no of the applicant from BOM list view.
- Step 2: Press “Print” button from the user editable form.
- Step 3: Save the file in desired file location.
- Step 4: Stop.



BOM List View



BOM Verification Form

How to do Epson printer setting for Document Scan ?

Step 1: Open the Epson Scan 2

Step 2: Select the Image Format.

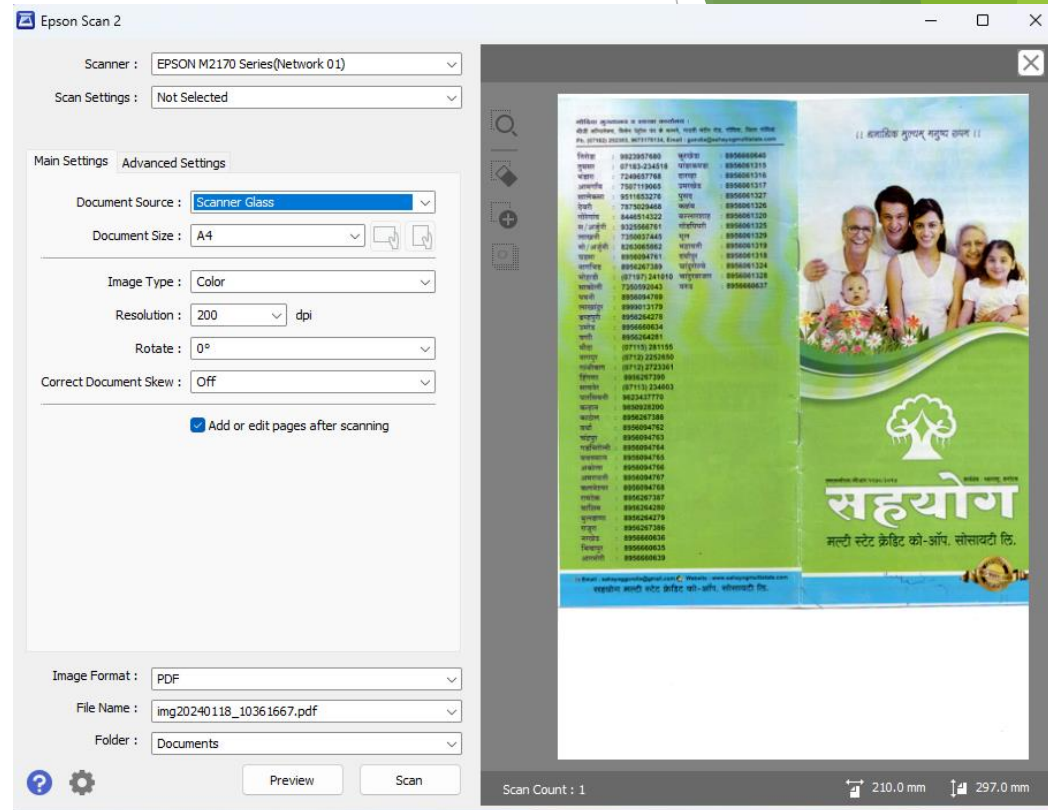
Step 3: Enter the file name.

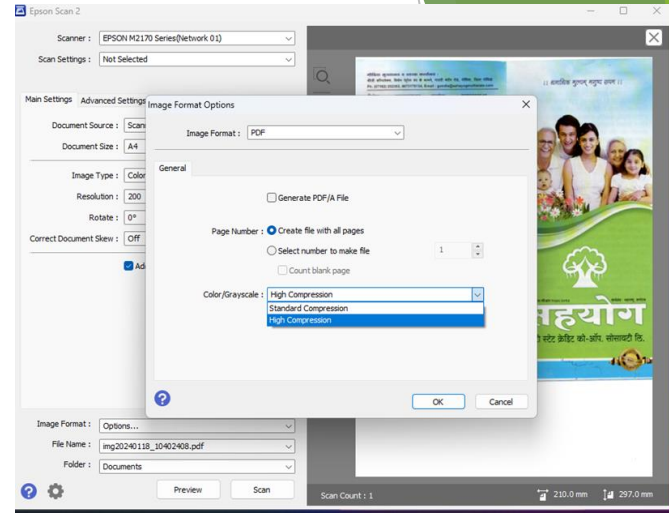
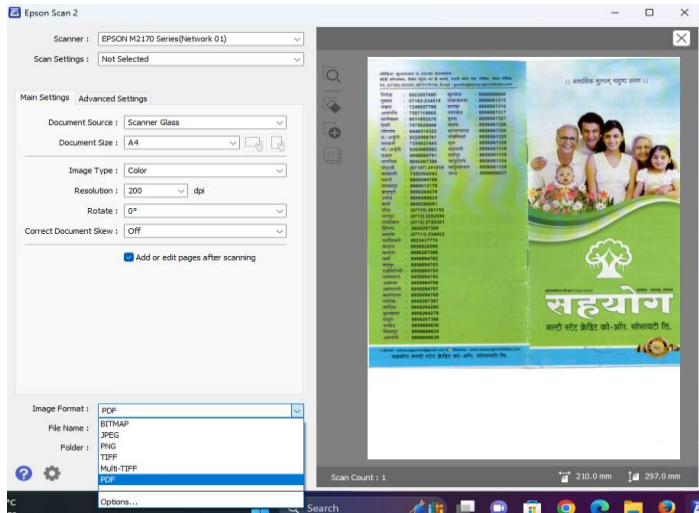
Step 4: Select the Location. Where you want to store.

Step 5: Go to **Main Settings**.

Step 6: Do the required setting as shown in the image.

Step 7: Press “Scan”.





Setting for the Quality,

Step 1: After selecting the Image Format as “ PDF ”.

Step 2: It will open up general setting for Image Format as “ PDF ”.

Step 3: In **Color/Grayscale** choose the **High Compression**.

Step 4: press “ **OK** ” button.

Step 5: Stop.



THANK YOU!!!