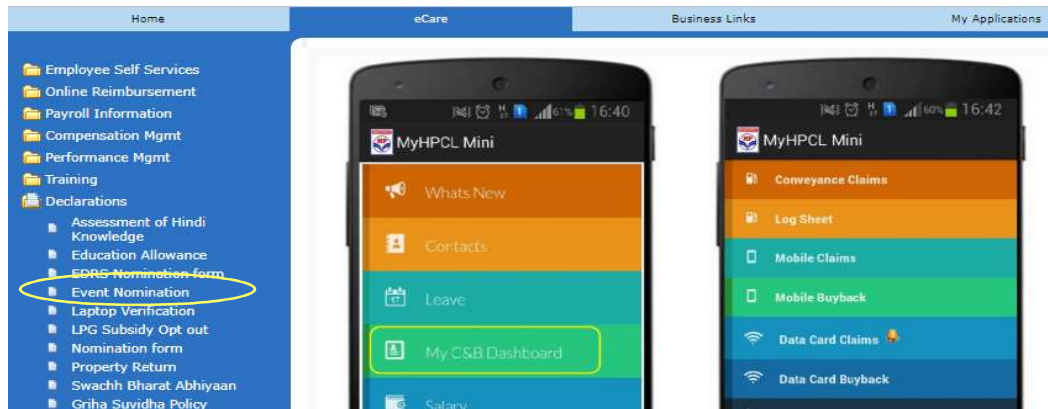
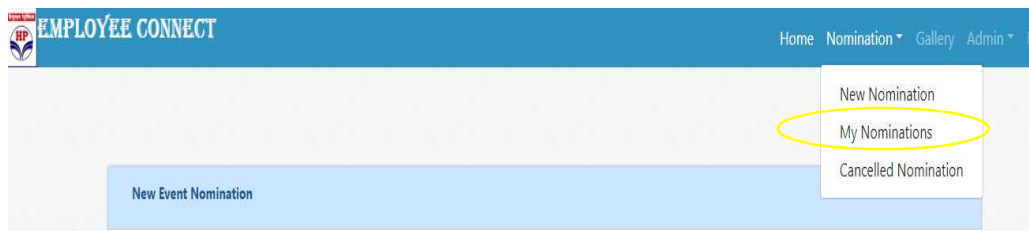


Know how for Team Formation

1. Go to HP portal Home page <http://my.hpcl.co.in>
2. Login using your Employee ID and Password.
3. Go to eCare.
4. Click on Declarations.



5. On the pop down menu, click on Event Nomination option.
6. The employee connect portal would open as shown below.



7. Go to Nomination in the top right corner, and click on My Nomination from the drop down menu.
8. Once My Nomination page opens, you would notice curved arrow button under Action column in the Hum Fit toh HP fit row.

My Nominations							
Event Name	Tickets	Event Date	Last Date to Apply	Boarding point	Payment	Action	Feedback
test Event after Modification21	1	29-Jun-2018	22-Jun-2018	borivali	50.0		
Hum Fit to HP Fit	2	28-Jul-2018	27-Jul-2018	Not Applicable	0.0		

9. Click on the curved arrow button to form your team.
10. The team formation page would appear with the list of participants from your competing Zone.

11. Type your team name in the Team Name text box.

12. Select the remaining team members.

Choose your Team

TEAM NAME

Raptors

Submit

#	Name	Gender	Relation	Age	Contact No
<input checked="" type="checkbox"/>	PANDA ARUN KUMAR	MALE	EMPLOYEE	45	14785203
<input checked="" type="checkbox"/>	PALLISHREE	FEMALE	SPOUSE	42	1234567
<input checked="" type="checkbox"/>	KARWARKAR SMITA P	FEMALE	EMPLOYEE	59	+919821207579
<input checked="" type="checkbox"/>	PRADEEP	MALE	SPOUSE	64	+919821207579
<input type="checkbox"/>	RANADE MANASI MUKUND	FEMALE	EMPLOYEE	58	+919867602204

13. Click on Submit button at the top right corner.

14. A system generated email will be received by all team members confirming the team details.

Please Note: Last date for registration and Team formation is 31st July 2400 Hrs.