



# Madhya Pradesh Gramin Bank

( A Joint Venture of Govt of India, MP Govt. & Bank of India )

## SVS SOP FOR SIGNATURE UPLOAD

1. SCAN THE IMAGE FROM SCANNER , CROP AND SAVE IN FORMAT “.JPG” FORMAT.
2. SWITCH TO SVS SERVER.
3. GO TO SIGNATURE AND PHOTOGRAPHS>>SELECT MAINTAIN SIGNATURE AND PHOTOGRAPHS

User: PA2154    Calendar: Gregorian    Time Zone: IST    Solution: SVSServer

**Maintain Signatures and Photographs**

Function *	---Select---	A/c. Type *	N-Normal A/c.
A/c. ID	<input type="text"/>	CIF ID	<input type="text"/>
Bank Code	<input type="text"/>	Employee ID	<input type="text"/>
Signature Power No.	<input type="text"/>	SOL ID	<input type="text"/>

Go Clear

4. SELECT FUNCTION CODE AS “ADD”

User: PA2154    Calendar: Gregorian    Time Zone: IST    Solution: SVSServer

**Add Signatures and Photographs**

Function *	A-Add	A/c. Type *	N-Normal A/c.
A/c. ID	<input type="text"/>	CIF ID	<input type="text"/>
Bank Code	<input type="text"/>	Employee ID	<input type="text"/>
Signature Power No.	<input type="text"/>	SOL ID	<input type="text"/>

Go Clear

5. ENTER ACCOUNT NUMBER IN FIELD A/C ID AND CLICK ON GO

**Add Signatures and Photographs**

User ID : PA2154

Function \* A-Add

A/c. ID 601310110001333

A/c. Type \* N-Normal A/c.

Bank Code

Signature Power No.

Help

Go | Clear

**Add Signatures and Photographs**

User ID : PA2154

Function \* A-Add

A/c. ID 601310110001333

A/c. Type N

**Signature and Photograph Details**

Signature ID | Signature | Photograph

**Add Signature Details**

Signature Upload Mode L-Scan Later

Signature Effective From

Customer Name

Signature Group Name ---SELECT---

Image Access Code \* ---SELECT---

Signature Expires On

Remarks

Keyword

Submit | Cancel

6. Add signature details>>signature upload mode >>upload from file

**Add Signatures and Photographs**

User ID : DS4638

Function \* A-Add

A/c. ID 601310110001333

A/c. Type N

**Signature and Photograph Details**

Signature ID | Signature | Photograph

**Add Signature Details**

Signature Upload Mode L-Scan Later

Signature Effective From

Customer Name

Signature Group Name ---SELECT---

Image Access Code \* ---SELECT---

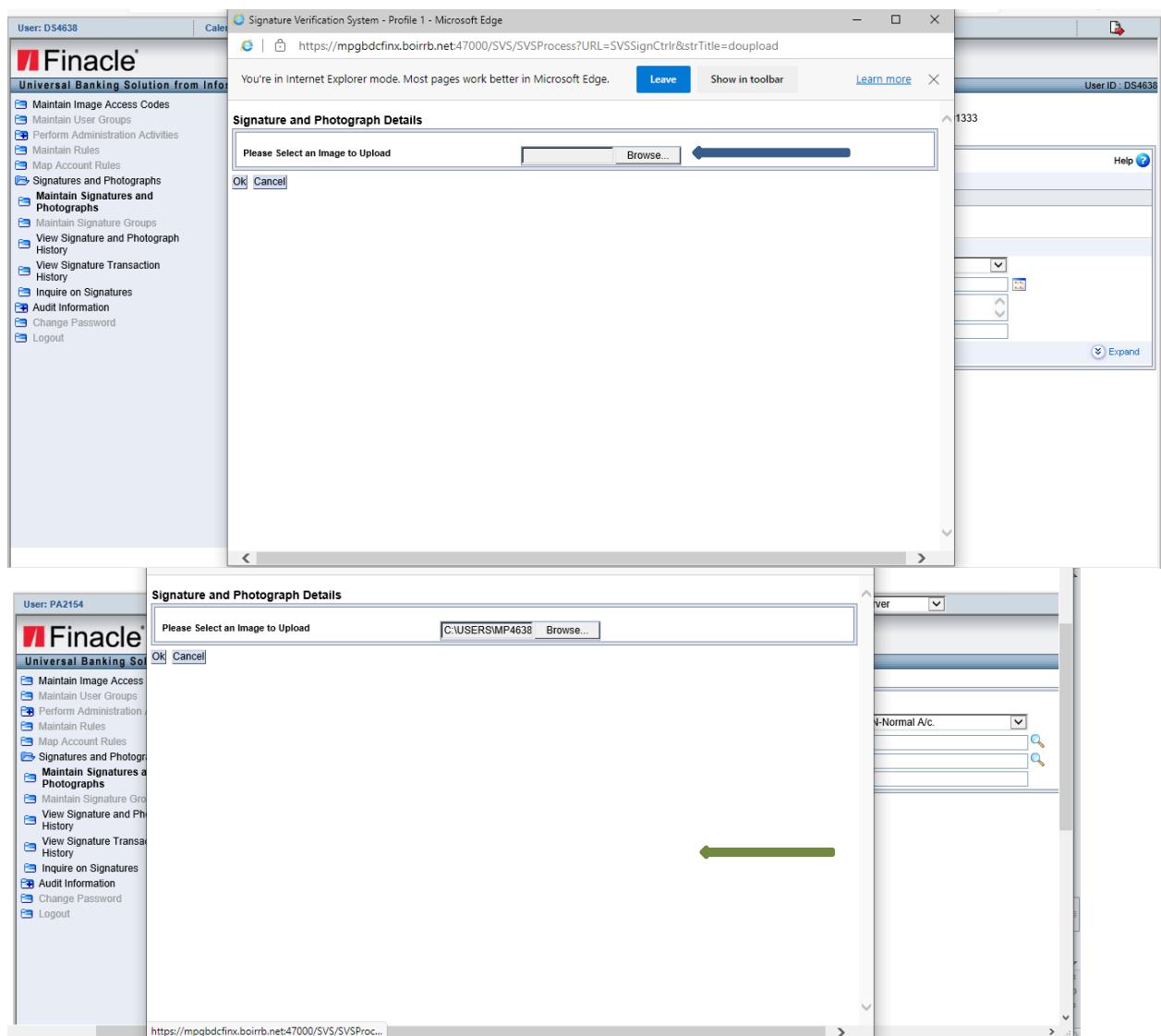
Signature Expires On

Remarks

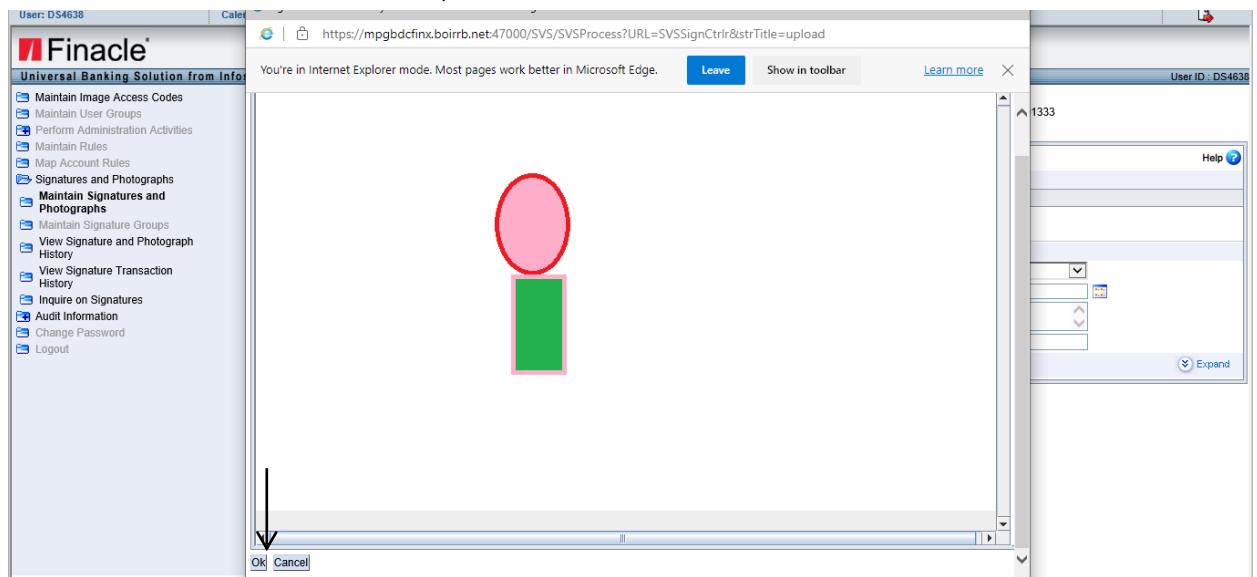
Keyword

Submit | Cancel

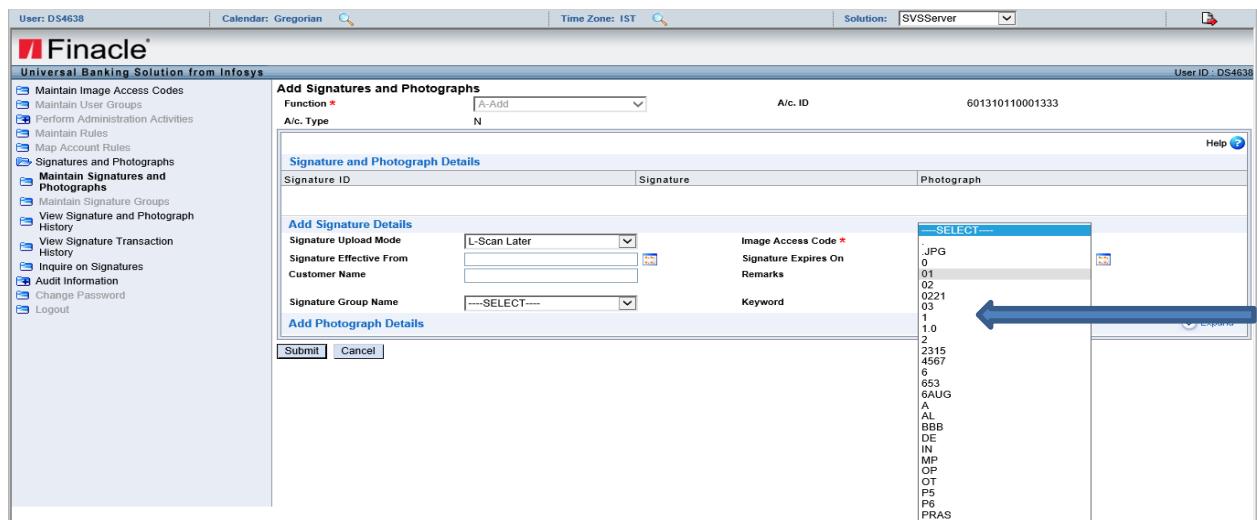
**7. TO UPLOAD THE SAVED SIGNATURE CLICK ON BROWSE**



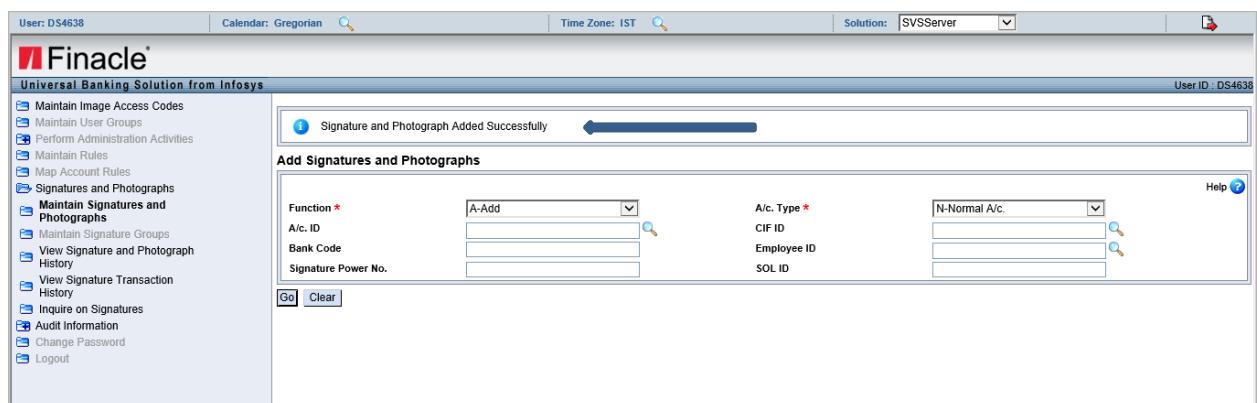
8. UPLOADED IMAGE WILL BE VIEWED , CLICK OK



9. SELECT IMAGE ACCESS CODE AS "01".



10. AFTER SUBMITTING “SIGNATURE AND PHOTOGRAPH ADDED SUCCESSFULLY”.



NOW USER HAS TO VERIFY THE SAME USING FUNCTION CODE “V-VERIFY”.