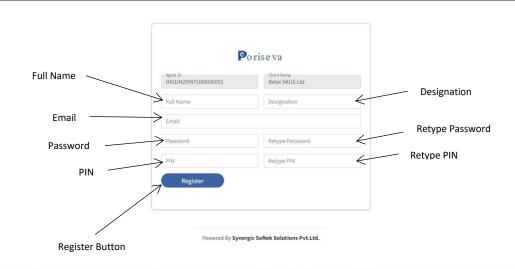
#### ePoriseva

# **User Registration**



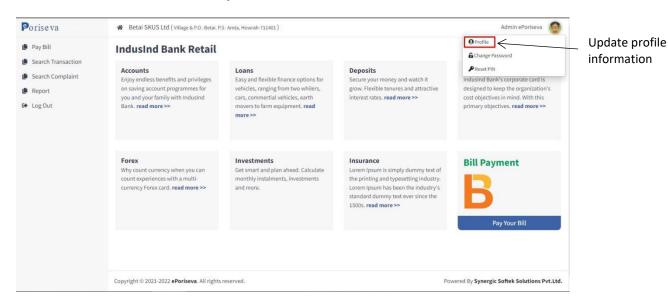
Fill all details into the required fields to register as a new user. After completing the entry please enter the register button to complete the registration process.

## Login

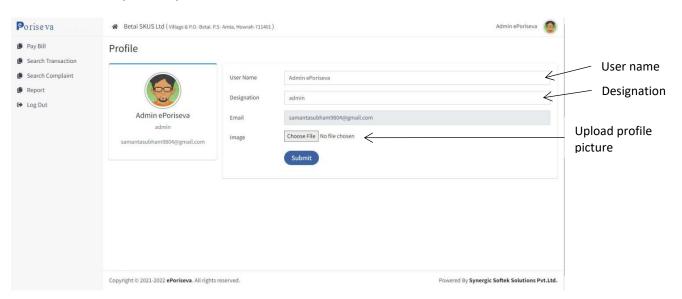


Provide your email id as user id and enter the password that you have set before on registration page. And click in sign in button to login our website and enjoy our services.

## **Update Profile Information**

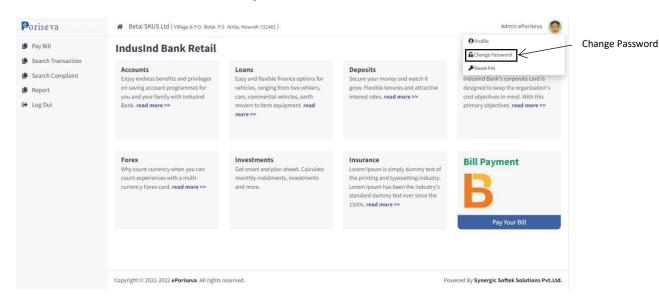


Click on the Profile option to update user's information.

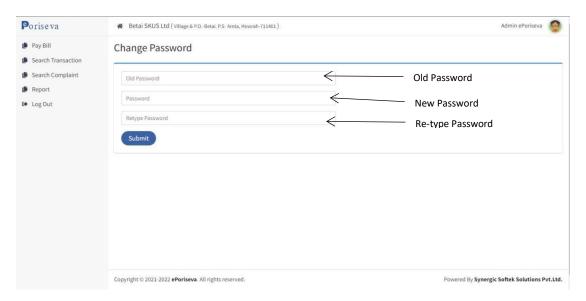


There is a option to update user's profile picture. Click on choose file and upload an image. After changing the image and information click on the submit button to save change.

## **Update Password**



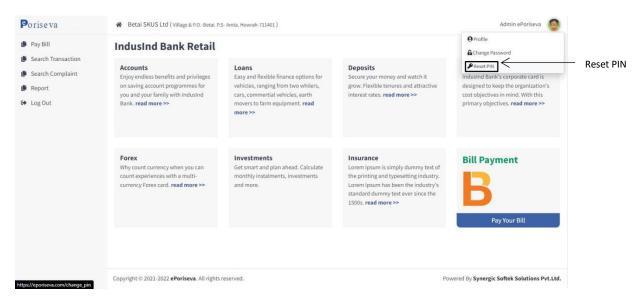
Click on the Change Password option to update user's password.



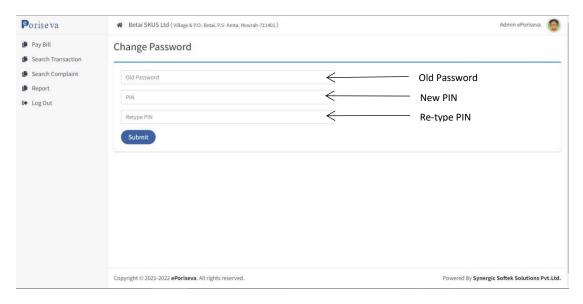
To update the password please provide the old password and after then type your new password. If old password doesn't match then new password would not be changed.

Note: New password must content one lowercase, uppercase letter, number, special character and length must be greater equal to eight.

## **Reset PIN**



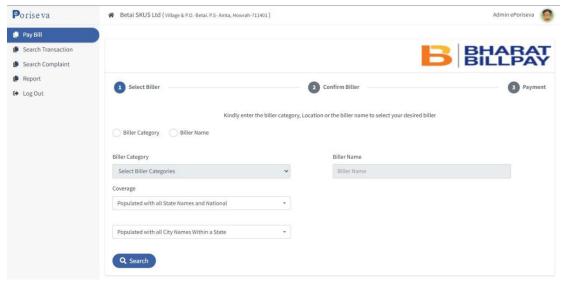
Click on the Change Password option to update user's PIN.



To update the PIN please provide the old password and after then type your new PIN and re-type the

If old password doesn't match then new PIN would not be changed.

#### Pay Bill



1<sup>st</sup> Step

Click on the Pay Bill option from the left side menu.

There are two options to select biller.

- Biller category
- II. Biller Name

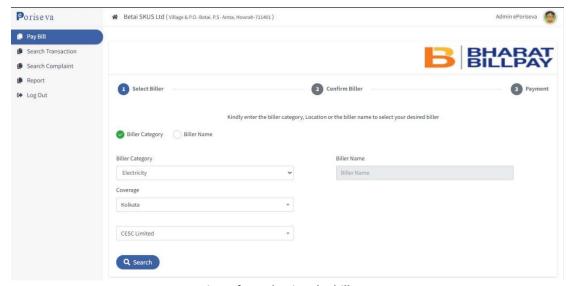
If user select biller category option, then the steps are as follow:

- a. Select biller category from the biller category dropdown list.
- b. Select coverage from the coverage dropdown, populated as respected to the biller category
- c. Select biller name from the dropdown list, populated as respected to the coverage.

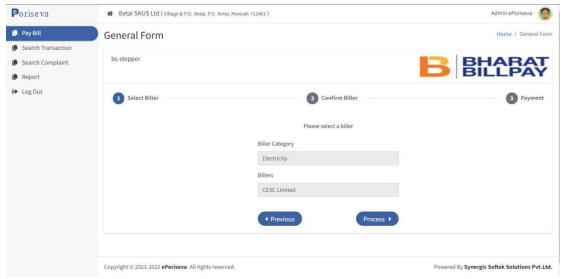
If user select biller name option, then the steps are as follow:

a. Type the biller name in the biller name section.

After filling up all details click on search button.

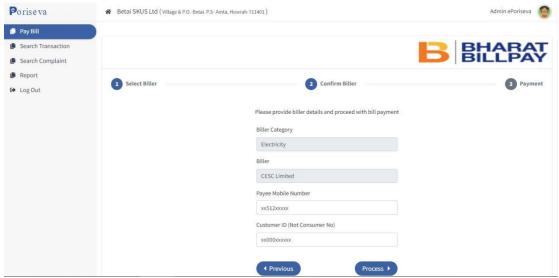


Ex. Preview after selecting the biller category



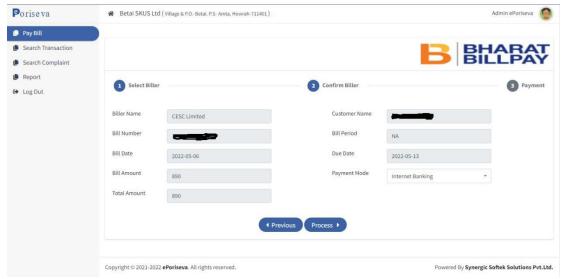
2<sup>nd</sup> Step

After clicking search button there is a preview page for the chosen biller category and biller name. If everything is all good then click the process button else click on the back button to re-enter the details.



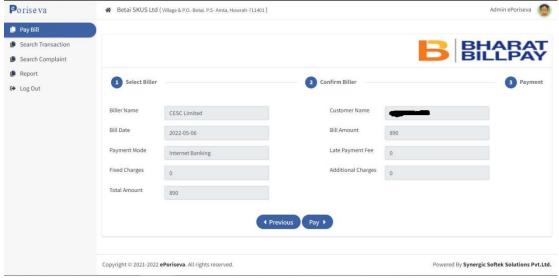
3rd Step

Fill all the fields to fetch their bill details.



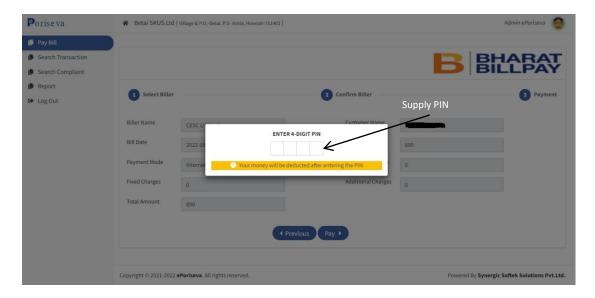
4th Step

Preview all bill details and select payment mode always Internet Banking. And click on process.

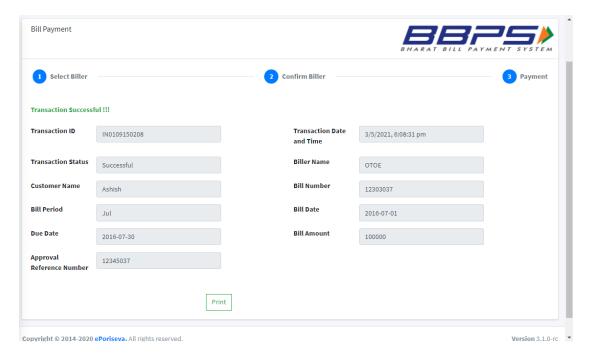


5<sup>th</sup> Step

A preview of bill details and amount will be show. If all details are correct then click on the pay button.



After clicking pay button PIN will come over the screen. After entering the pin a SMS will be fired if payment is success to the payee's mobile number. And then redirected to the payment success page.



After success the page will look like this.

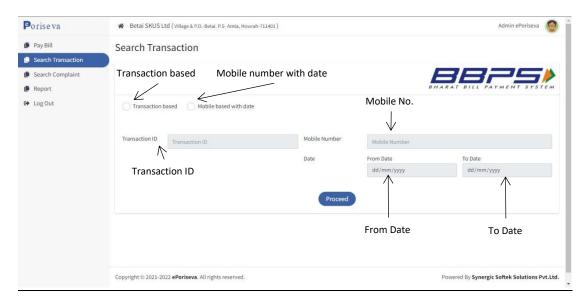


## Transaction Successfull...! Biller Name : OTME Biller Id : OTOE00005XXZ43 IN011151000000150386 Transaction Id : Customer Name : Mobile Number: Biller Date : 2021-05-31 Biller Period : Jul Biller Number : 12303037 Due Date : 2016-07-30 Bill Amount: 10000 CCF: 0.00 Total Amount : 10000.00 31/5/2021, 2:26:49 pm Tnx Date & Time: Init Channel: INT Pay Mode: Cash Transaction Status : Success Approval Number: 12345037

# **Print Payment Details**

After payment succeeded, and clicking the print option the invoice will show like that. User can print or download the invoice.

#### **Search Transaction**



Click on the Search Transaction option from the left side menu.

There are two options to search transaction.

- I. Transaction based
- II. Mobile based with date

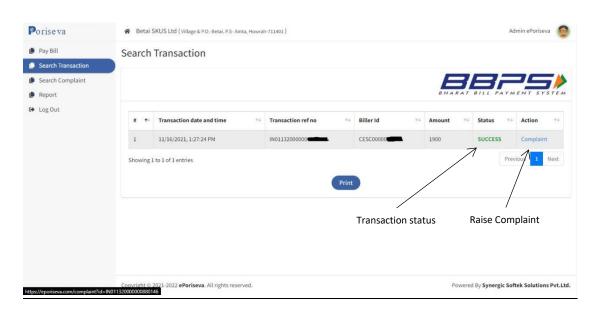
If user select Transaction Based option, then the steps are as follow:

- a. Supply transaction ID.
- b. Click on proceed button

If user select Mobile based with date option, then the steps are as follow:

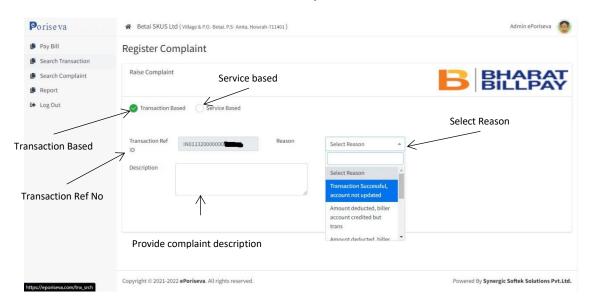
- a. Supply payee's mobile number.
- b. Select from date from From Date field.
- c. Select to date from To Date field.

After filling up all details click on proceed button.



User can view their all transaction history as Transaction date and time, transaction ref no, Biller Id, Amount and Status, they can download or print their transaction history by clicking Print button. If any problem occurs regarding payment, then user can raise complaint to BBPS by clicking the Complaint link under Action section.

## **Raise Complaint**



After clicking the Complaint option then user will authentically redirected to Register Complaint page with the Transaction Ref No.

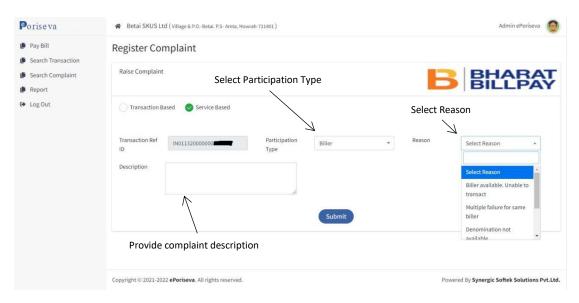
There are two options as

- I. Transaction Based
- II. Service Based

If user select Transaction Based then the steps are as follow

- a. Select Reason from reason field drop-down list.
- b. Fill the problem description in description field.
- c. Press submit button.

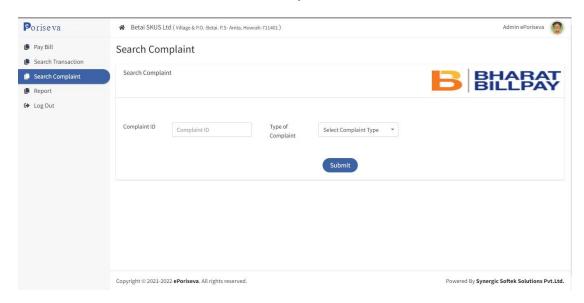
If user select Service Based then the steps are as follow:



- a. Select participation type from the drop-down list.
- b. Select reason from drop-down list of reason field depends on participation type list.
- c. Fill the problem description in description field.
- d. Press Submit button.

After clicking the Submit button the complaint will be registered to BBPS portal. And a complaint ID will be generated and display on screen.

# **Search Complaint**



User can track their complaint status from Search Complaint section. To view their complaint history please follow the steps:

- a. Provide Complaint ID.
- b. Select types of complaint from the drop-down list.
- c. Click on Submit button.

After clicking the submit button the history will populated and user can easily track their Complaint status.