User Manual KP

1- Login
   a. Registered Agent /Member/Non Member needs to do login for import/export application
   b. url - https://gjepc.org/kp/login.php

2- New Agent / Non Member can register them self and generate their Username and Password for doing further activities.
   a. For Nonmember registration - https://gjepc.org/kp/non_member_registration.php
   b. For Agent registration - https://gjepc.org/kp/agent_registration.php

3- Post login – User can fill import/export application
   c. User can apply for multiple applications using the same form.
4- Payment Against the filled application.
   a. User can pay for one application at a time
   b. In case user has submitted a single cheque against multiple application then he needs to select **advance payment** option and submit the form.
   c. There is an option (Billing to) that will be available to Agents – So Agent can decide billing will be done against them or Member/Non Member.
   d. Payment page url- [https://giepc.org/kp/payment_cart_e.php](https://giepc.org/kp/payment_cart_e.php)
5- Application success page
   a. Post submitting the payment form – success page will be looks like below Screen Shot.
   b. User can save the generated application number for further assistance/help.

6- User Dashboard
   b. User can view the status of all applied applications
Agents can MAP members /Nonmembers under his account for which they are filling the application form. See the red circle.

7- Agent can Map member/non member under his account
   a. Select member / non member type which would like add
   b. Search the party using at-least 3 characters
8- Search result
   a. Click on multiple checkboxes and map to agents account.