

#### STEPS FOR ACQUIRING A PERMIT:

1. To register for permit, on the home page click on the overseas clients button.
2. Fill the form correctly, select the firm carefully (once you have selected the firm you cannot change it).
3. Submit the form and keep the print with you for the reference id.

#### STEPS TO BE FOLLOWED BY FIRM/AGENCY:

1. Login to your account selecting the firm name from the dropdown list.
2. Click on fresh clients, make a group of atleast two or more than two.
3. Select the circuits and the duration of stay in those areas and submit it.
4. Take out the print and produce it for verification to the admin along with original documents.
5. If a client has visited a particular circuit and wants to revisit the circuit, he can re-issue the permit from the same firm.
6. Firm/agency has to go to the permit verified option to reissue a permit and follow the above steps.
7. Fresh clients and reissued clients cannot form a group together.

#### STEPS TO BE FOLLOWED BY ADMIN OR OPERATORS:

1. Login as admin or operator.
2. Verify the permit with the help of the groupid provided by the agency .
3. Verify the passport no and other details carefully as whomsoever(admin/operators) verifies a particular group, his/her details will also be stored for future reference.
4. If all the details are correct, verify it.
5. For payment click on payment button.
6. Select the firm and pay the due.
7. Once paid an email will be sent to the concerned firm's email-id.
8. For reports click on reports/data button.