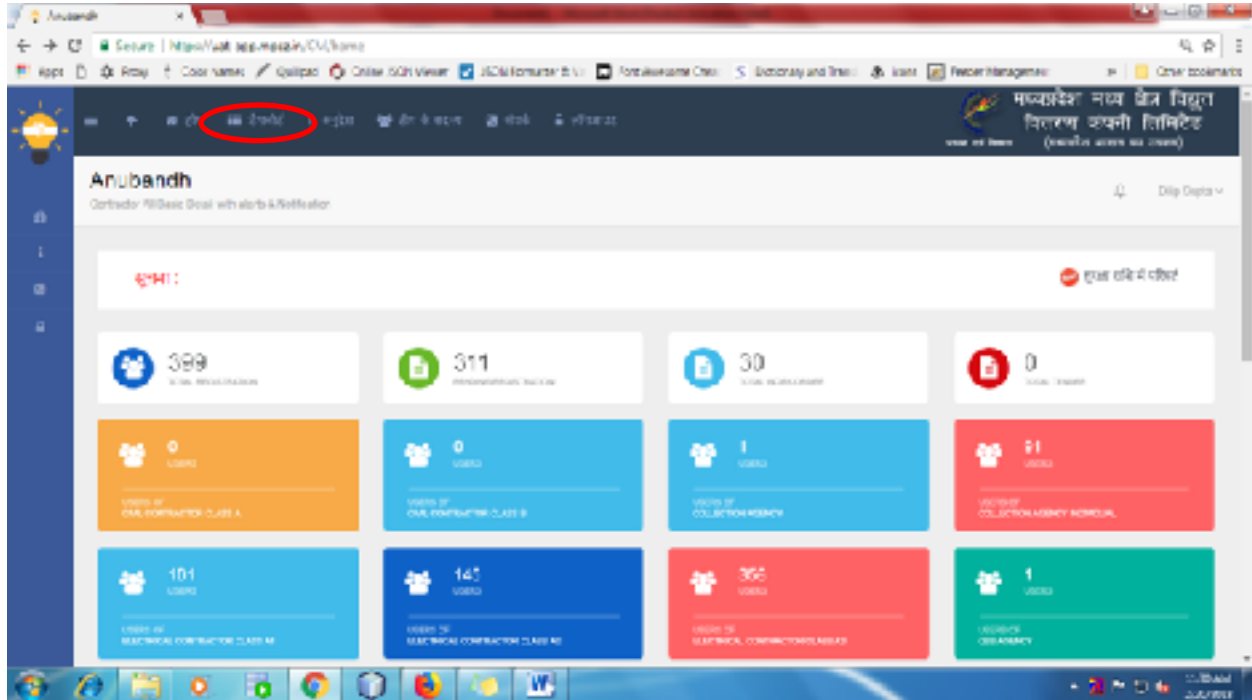


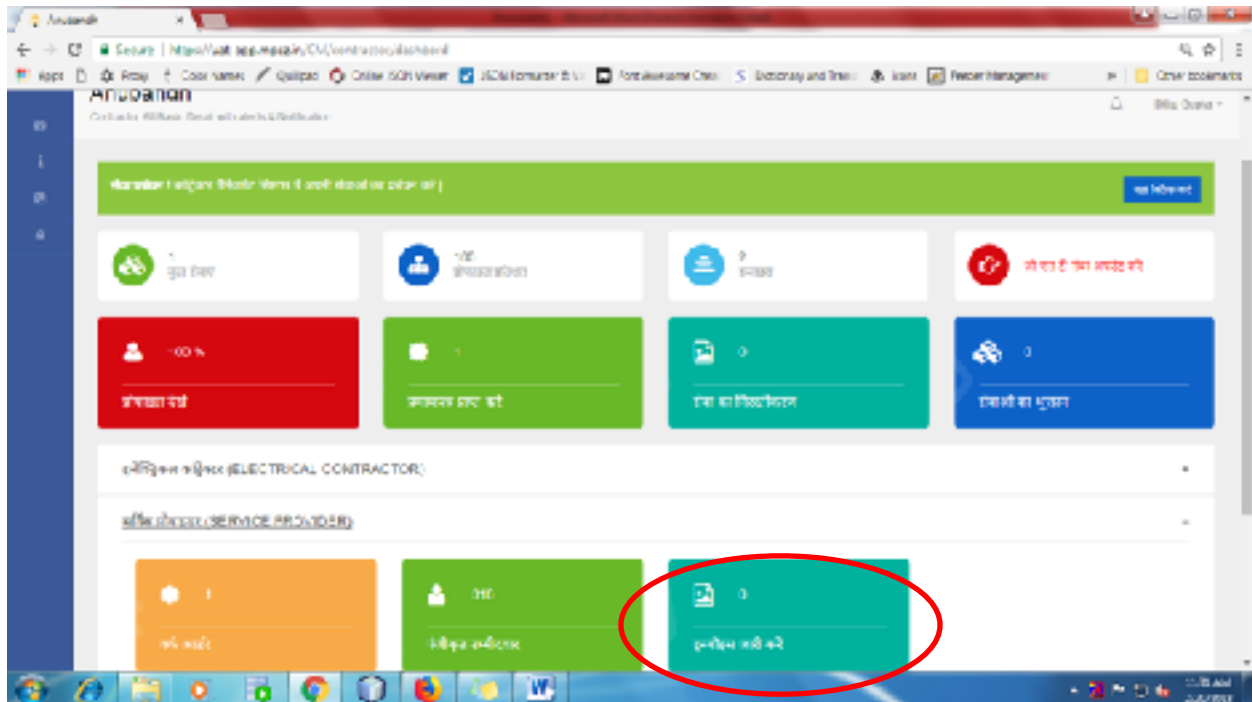
# Service Provider-SOP

## Login as a Service Provider:-

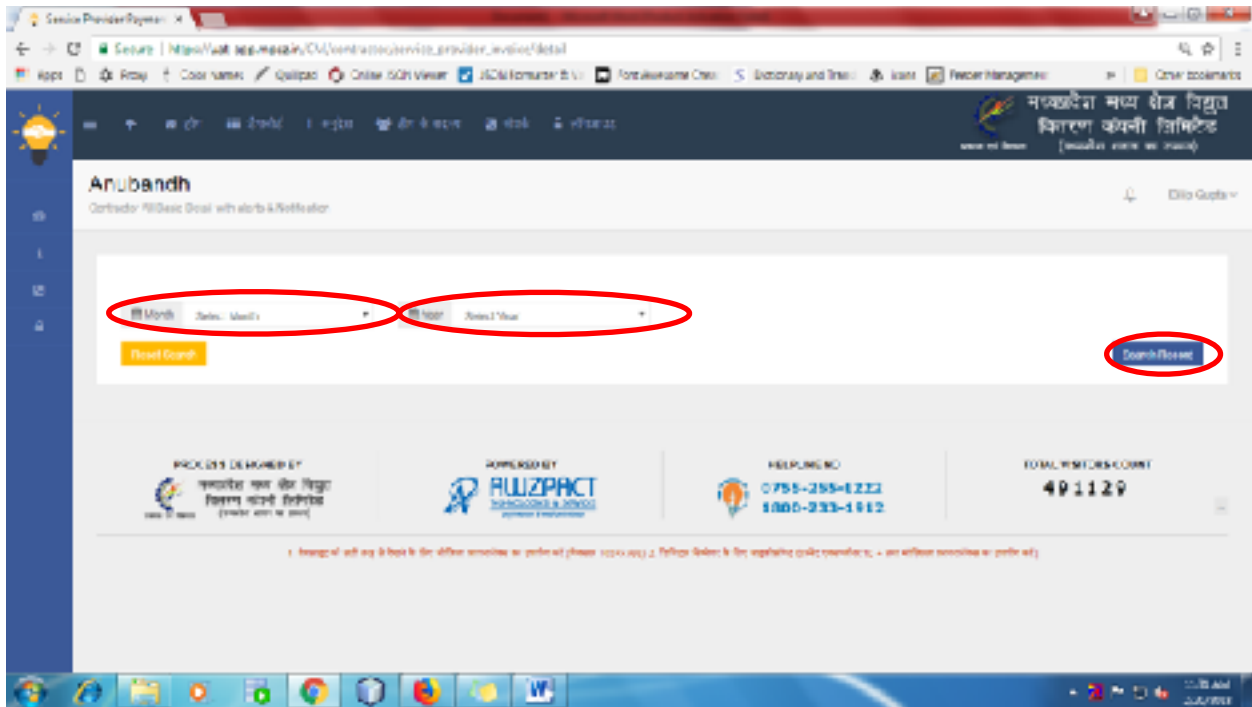
Step 1:- Click on dashboard.



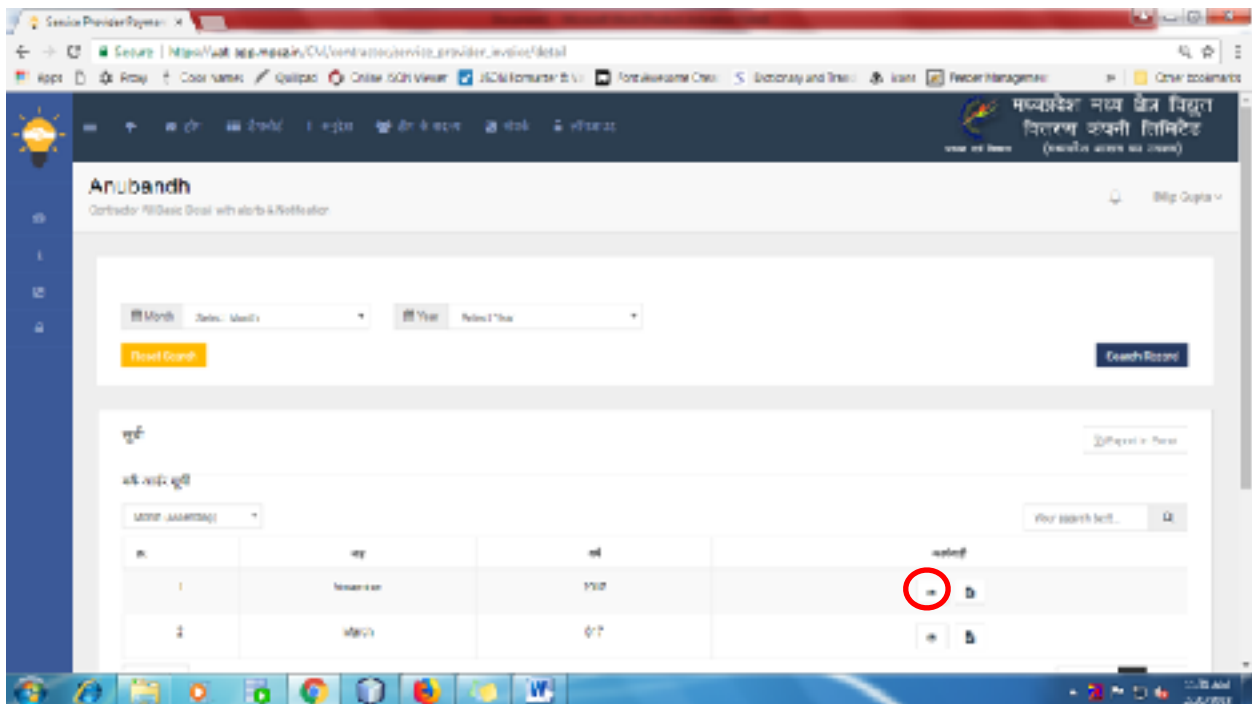
Step 2:- To create invoice click on “invoice jaarikare”.



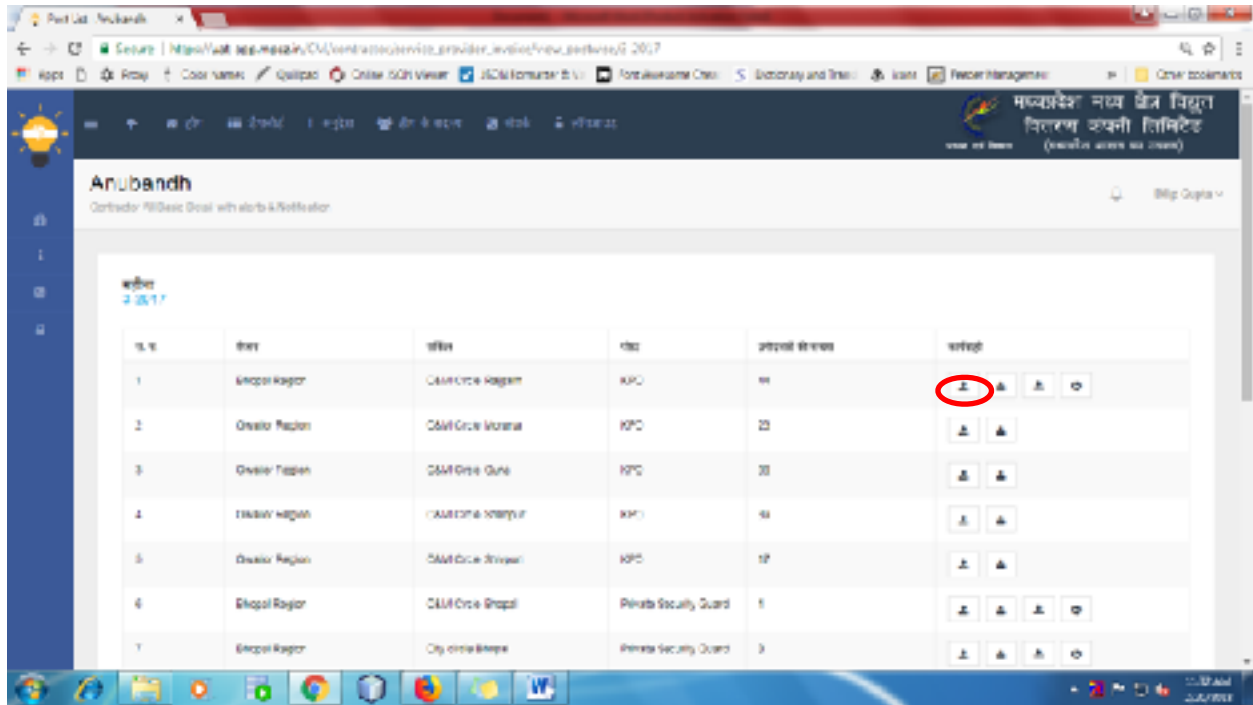
Step 3:- Select month and Year. To create new invoice please select current month and year and then search record.



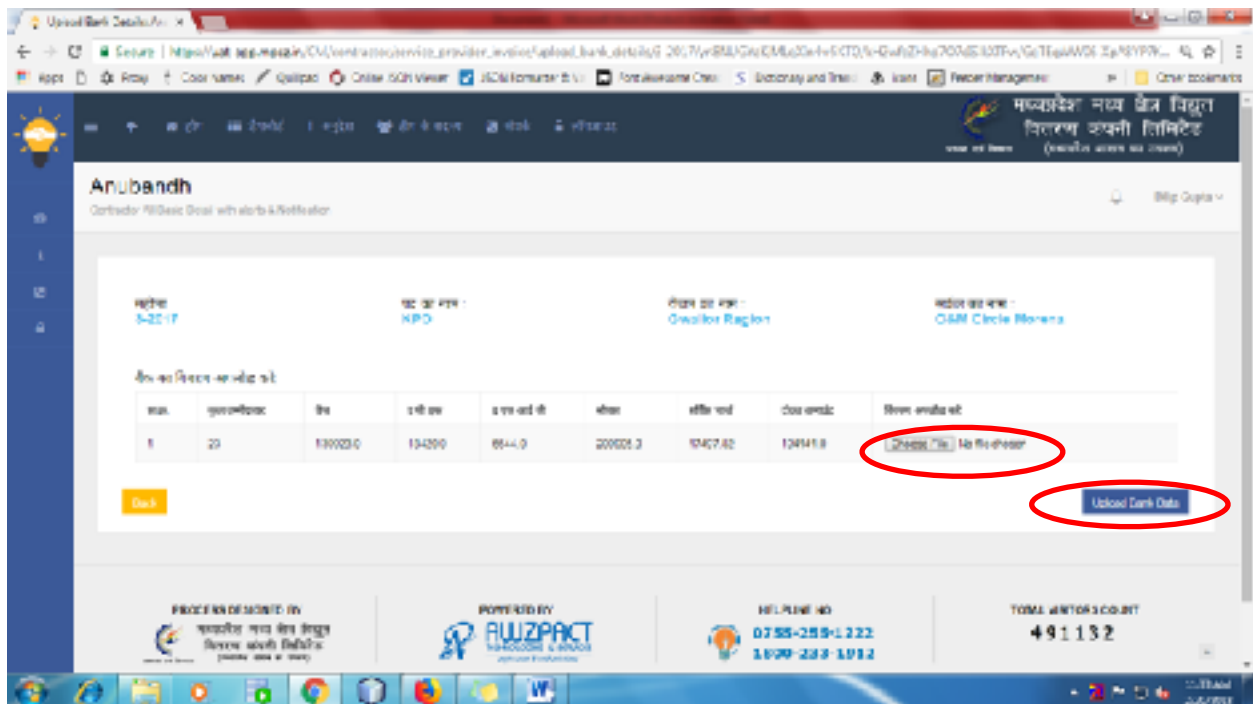
Step 4:- To view the list, click on red circle marked place.



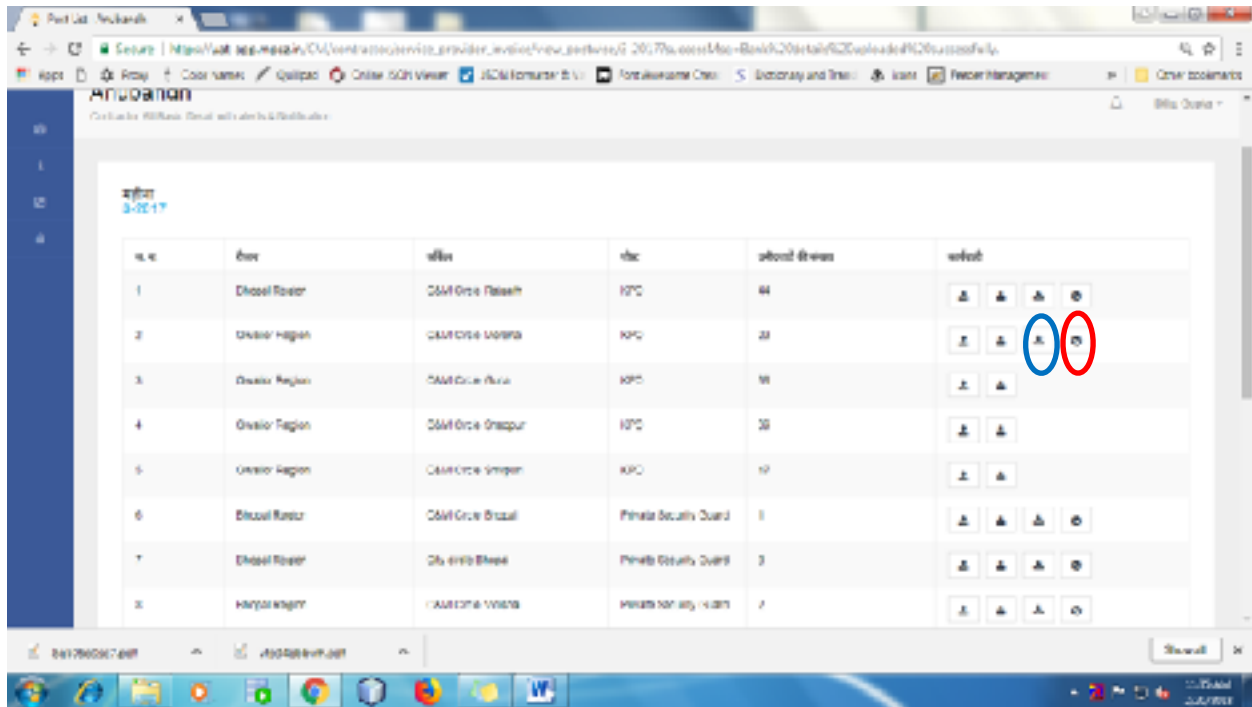
Step 5:- To upload bank details click on the upload icon



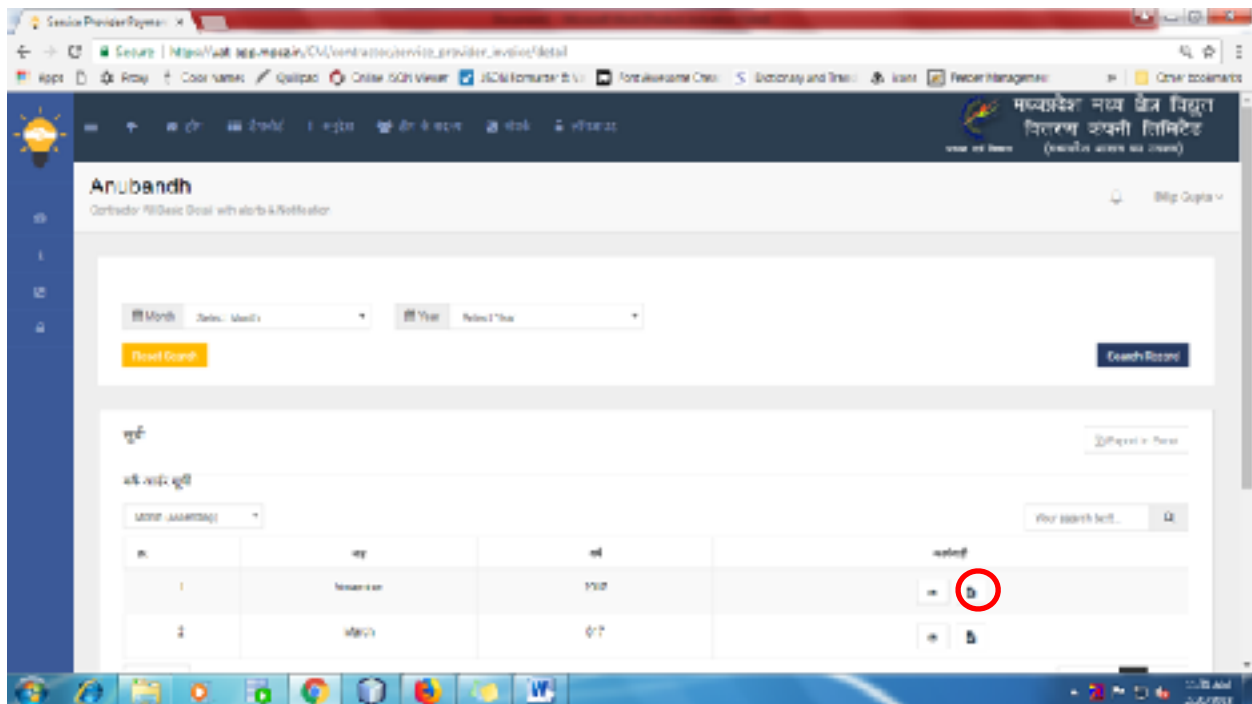
Step 6:-Select file and upload bank data.The charges are automatically calculated according to the candidate details.



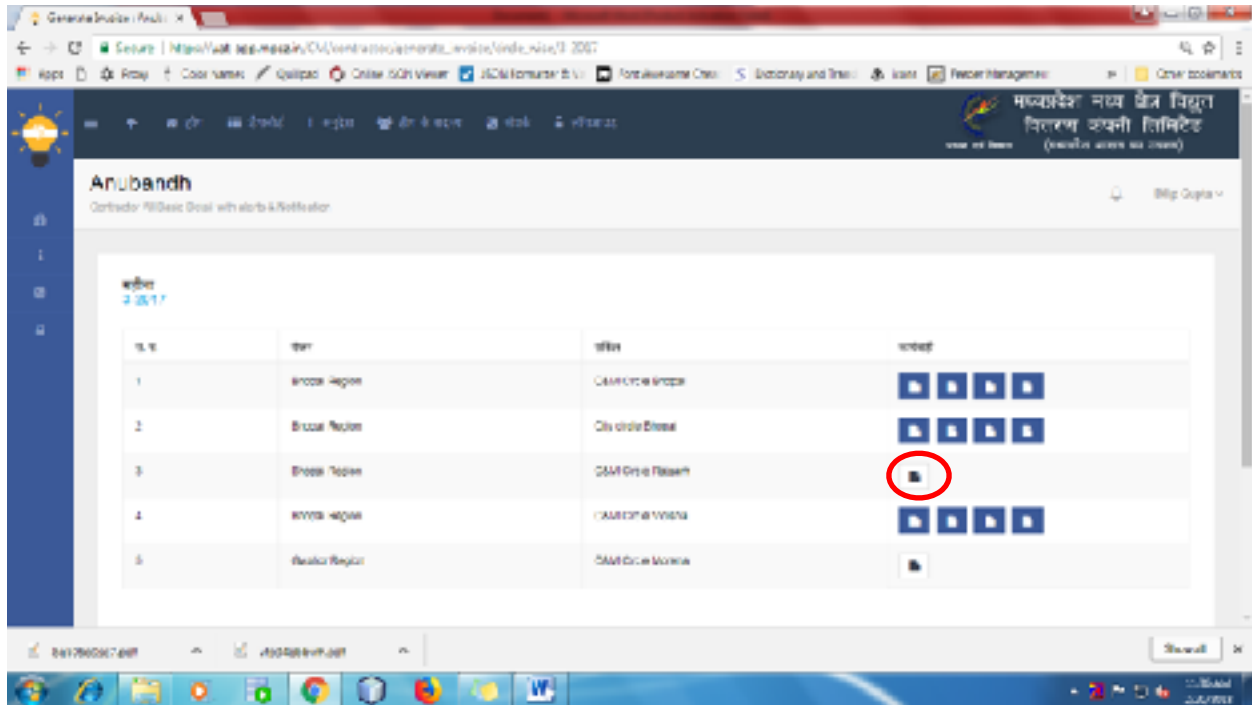
Step 7:-Service Provider can download the uploaded documents on click on blue bordered area and system generated invoice PDF from red bordered area.



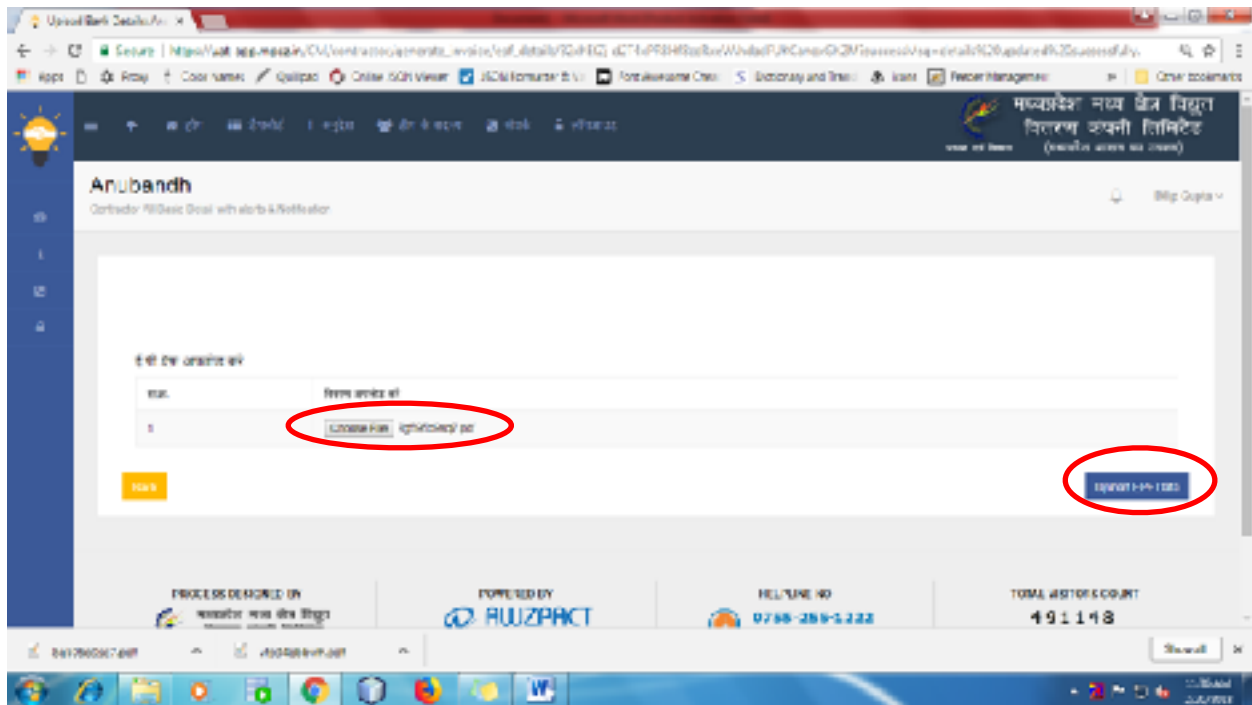
Step 8:- Click here to view the list where contractor will upload EPF ESIC and letter.



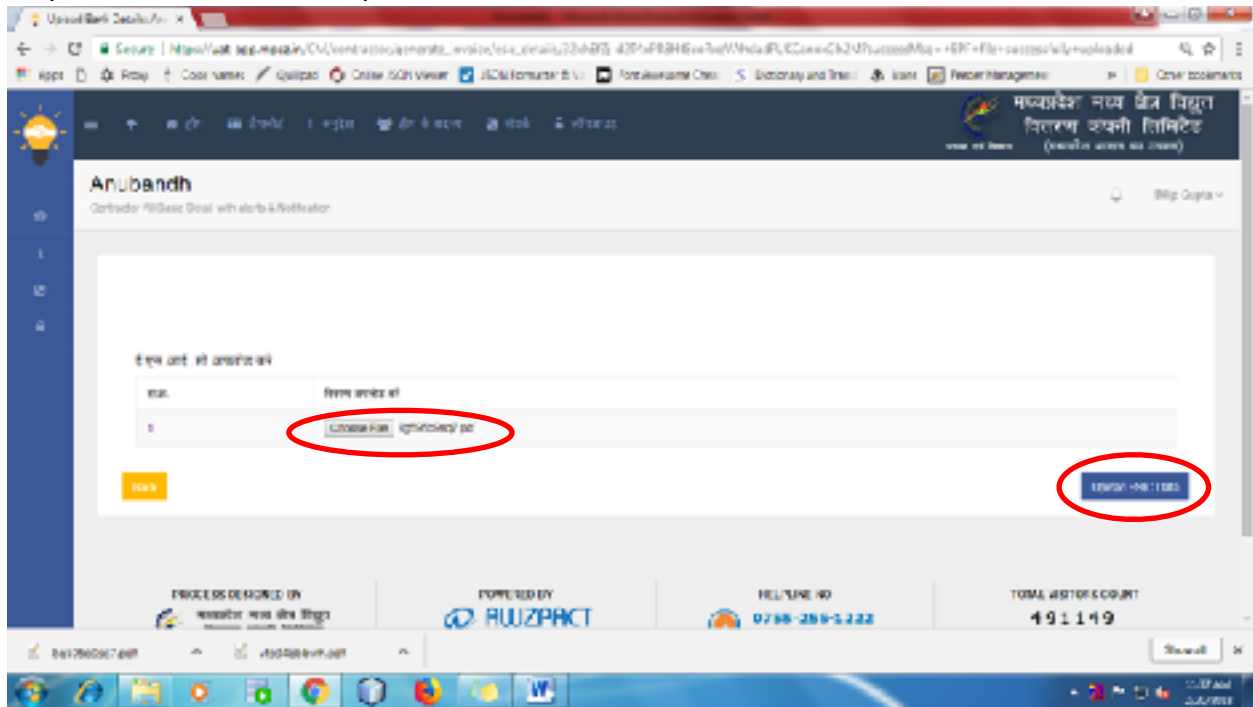
Step 9:- :- Click here to upload EPF ESIC and letter.



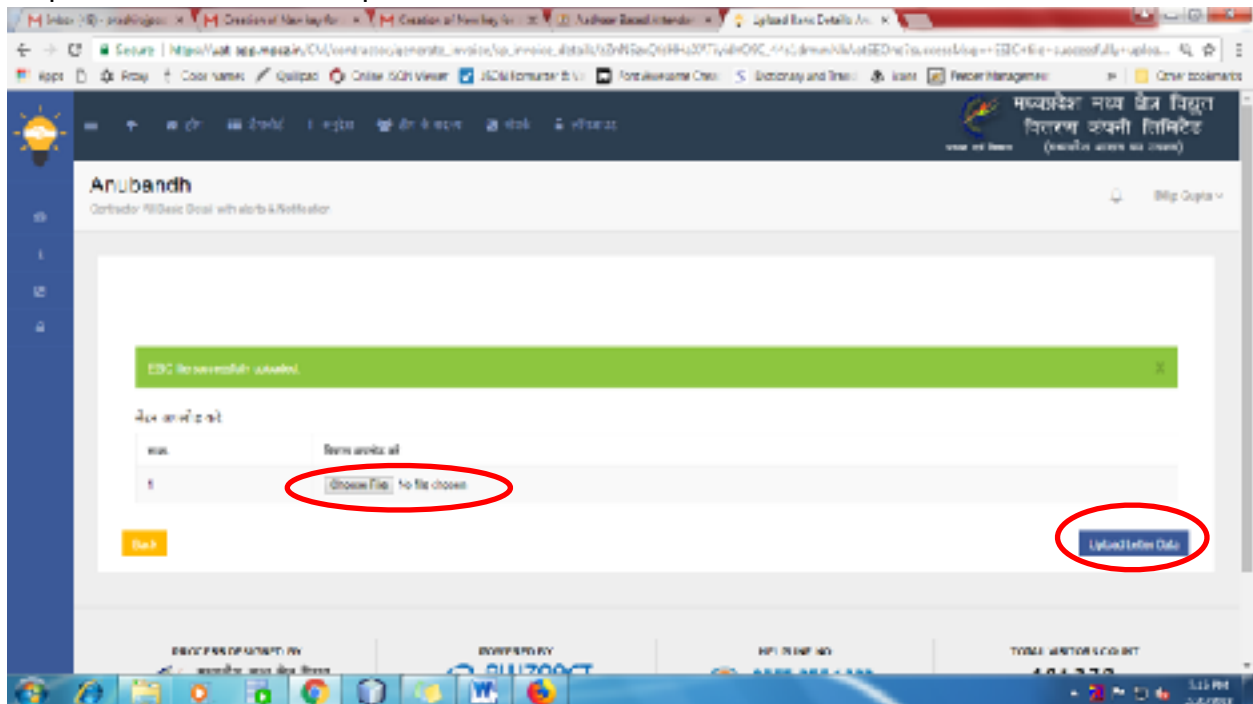
Step 10:- Choose file and upload EPF data.



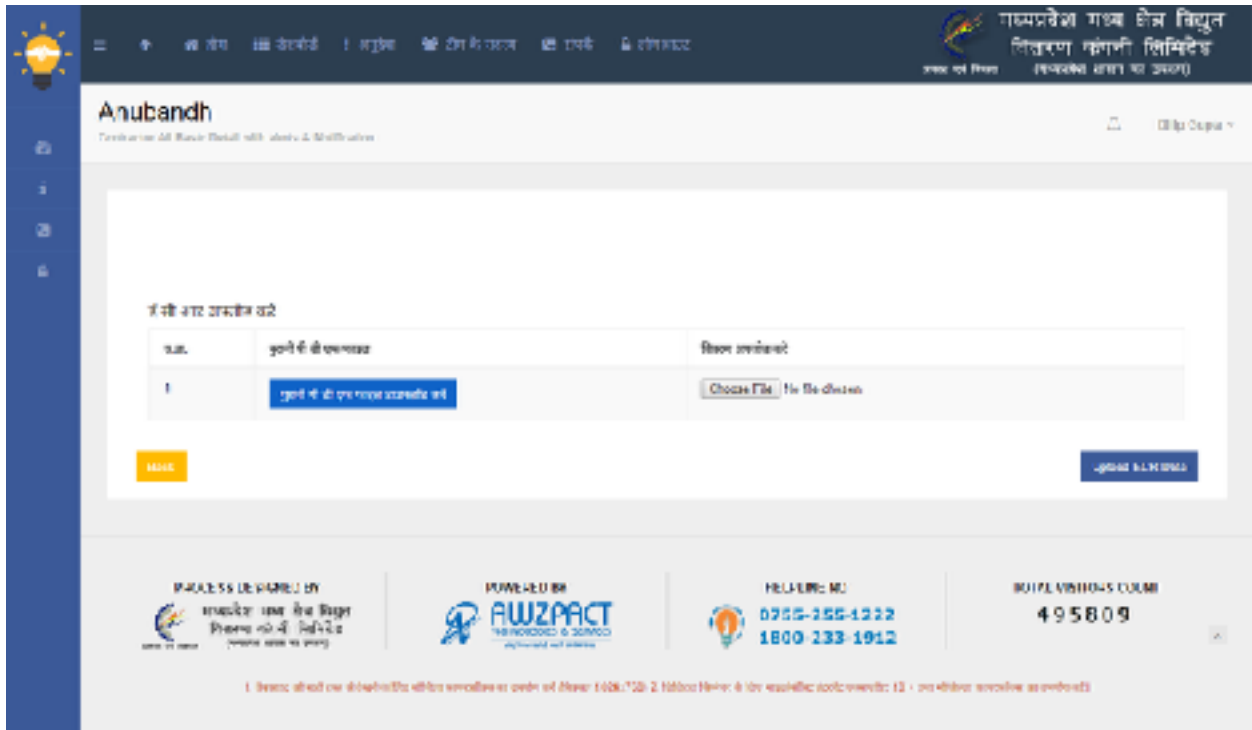
Step 11:- Choose file and upload ESIC data.



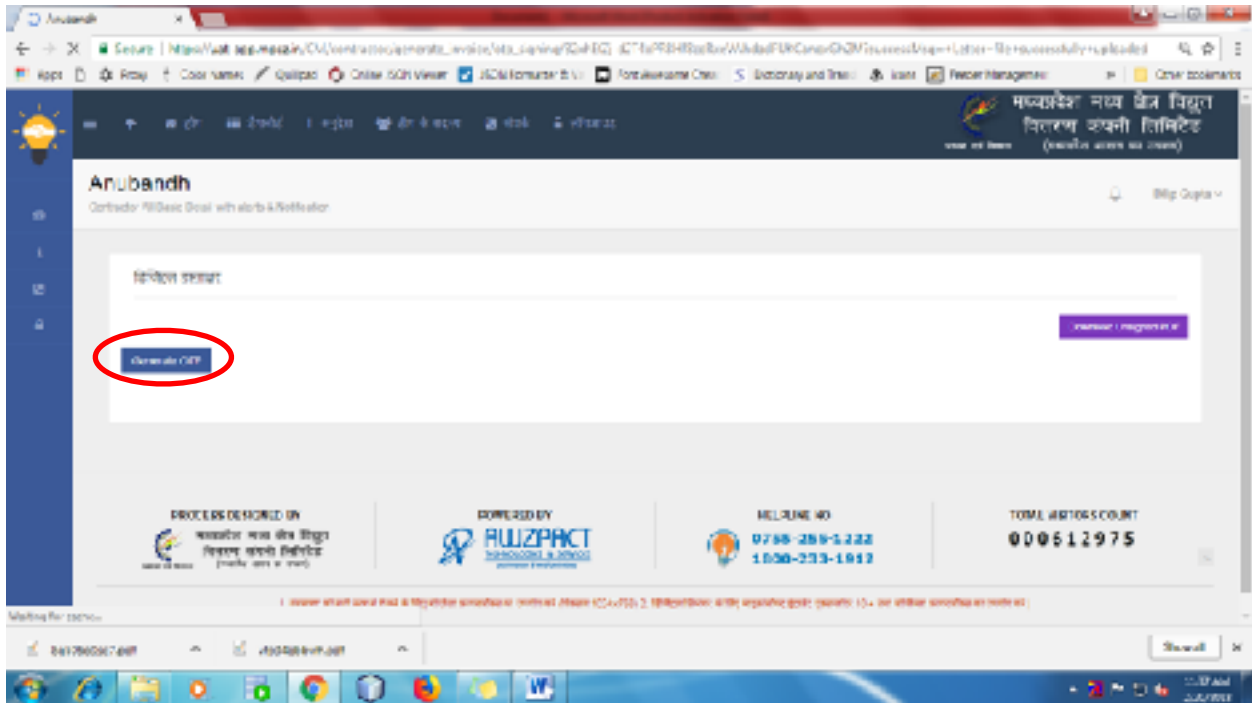
Step 12:- Choose file and upload letter data.



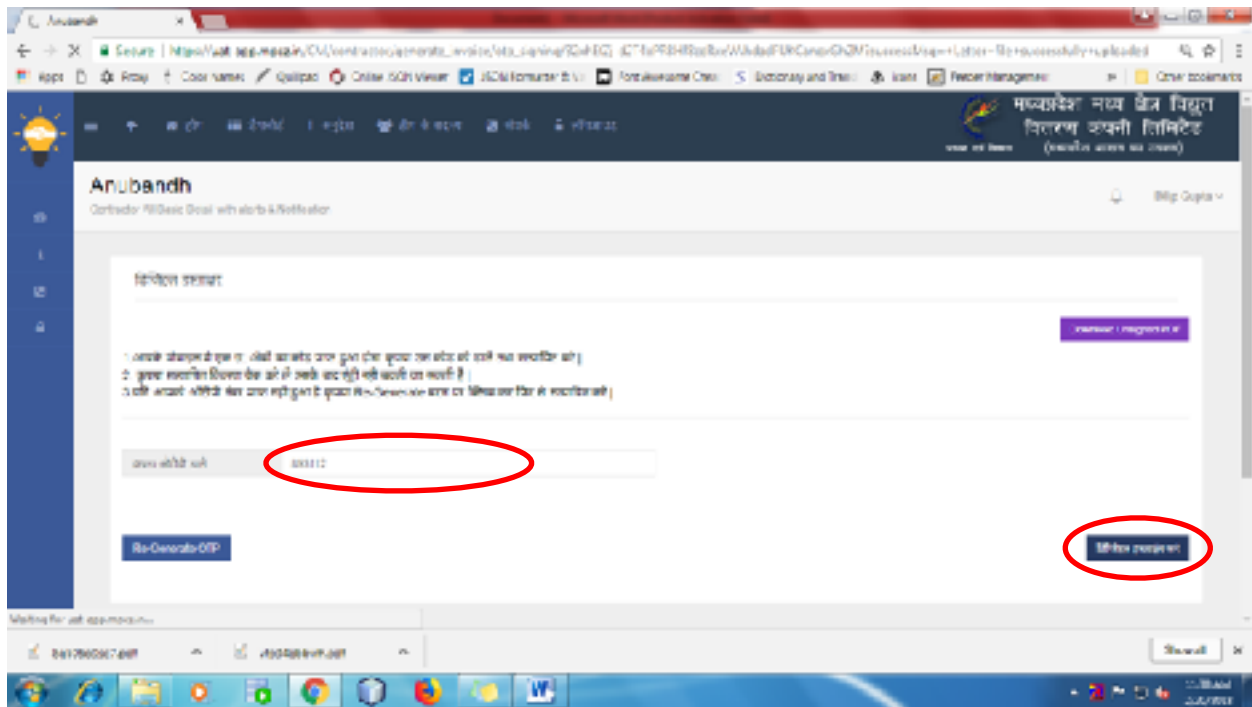
Step 13:- Choose file and upload ECR data.



Step 14:- After upload all three files application will proceed for digital signature. Click on Generate OTP.



Step 15:- Enter OTP and proceed the application.



Step 16:- From here service provider can download the uploaded documents and signed PDF.

