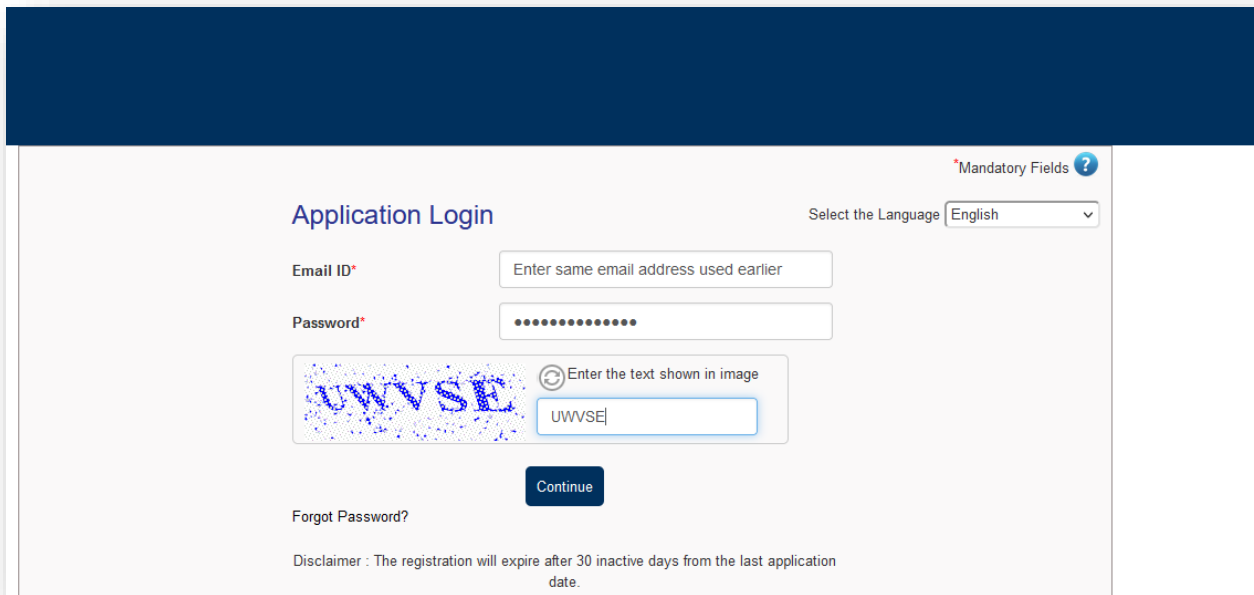


HOW TO CREATE INCOMING COURIER LABEL FOR INCOMPLETE APPLICATIONS

Step 1: Login to the system. You must use the same login credentials which were used to create a new application.



The screenshot shows the 'Application Login' page. At the top right, there is a 'Mandatory Fields' indicator with a question mark icon. Below it is a language selection dropdown menu currently set to 'English'. The main form area contains three input fields: 'Email ID*' with the placeholder text 'Enter same email address used earlier', 'Password*' with a masked password of ten dots, and a CAPTCHA field with the text 'UWVSE' and the instruction 'Enter the text shown in image'. The CAPTCHA input field contains the text 'UWVSE'. Below the CAPTCHA field is a dark blue 'Continue' button. At the bottom left, there is a 'Forgot Password?' link. At the bottom center, there is a disclaimer: 'Disclaimer : The registration will expire after 30 inactive days from the last application date.'

Step 2: Post login, in home page, click on "Create New Application, select the location where you had submitted your application and select "Courier label for Incomplete App"

Create New Application

Email Confirmation Letter

Retrieve Incomplete Application

Download Courier Labels

Select Centre

Create New Application > Select Centre *Mandatory Fields

Visiting Country*

Residing Country*

Centre*

Main Category*

Application Category*

Select Application Type* Postal

Select Payment Mode*

Note Please select the Application center that was suggested in the questionnaire

Continue

Step 3: Add Customer's details by clicking on "Add Customer Button"

Actions

Create New Application

Email Confirmation Letter

Retrieve Incomplete Application

Download Courier Labels

Welcome ROCKY RIKHI ! Logout

Search Application

Create New Application > Select Centre > Customer List

Note: Maximum one customer can be added for an application at a time.

Add Customer

First Name	Last Name	Government Reference Number (ARN)	Date Of Birth	Actions
No Customers are added				

Step 4: Retrieve customer's information by entering the Govt. Reference number (Application reference number or File number) & click on "Get Details button". Note: Incorrect Reference number will not fetch the information.

Create New Application

Email Confirmation Letter

Retrieve Incomplete Application

Download Courier Labels

Add New Customer

Select Centre > Customer List > Add New Customer

*Mandatory Fields

Government tracking number (ARN / File number)*

Email ID* [GET DETAILS](#)

Date Of Birth (DD/MM/YYYY)*

First Name*

Last Name*

Mobile Number*

State*

[Back](#) [Reset](#) [Submit](#)

Step 5: You will then be filling your courier address and make online payment.

Step 6: Click on download courier labels on the Menu to download the courier label which should be used to send your incomplete application.