

User Registration Manual

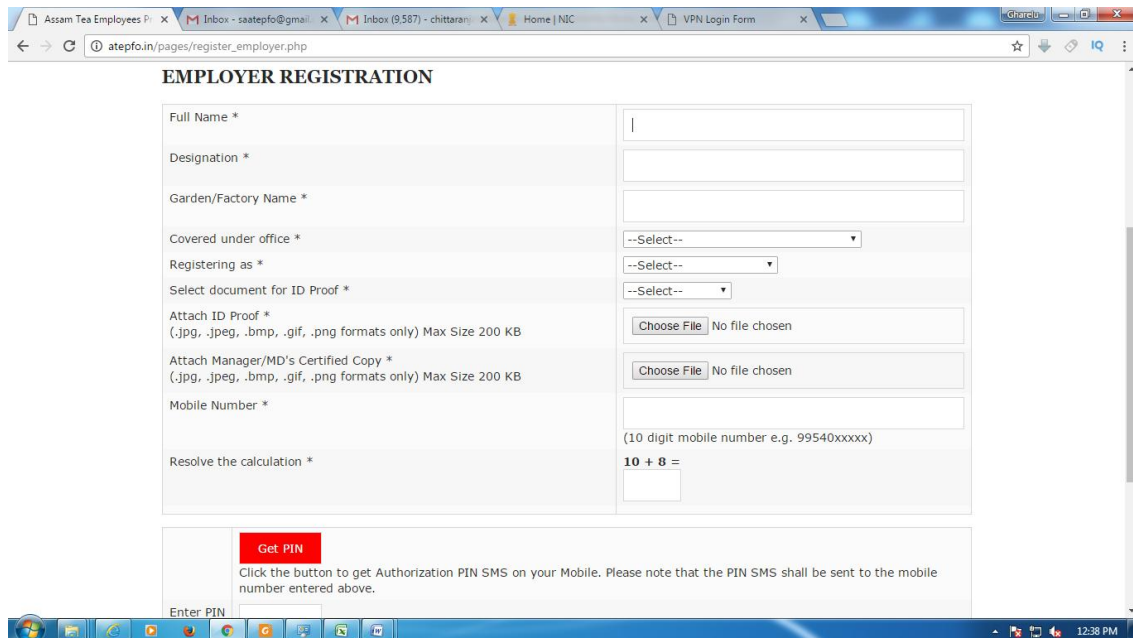
Functioning steps for User Registration.

Type the ATEPFO e-portal www.atepfo.in

Go To Registration>>Employer Registration.



On clicking it Employer Registration page will be displayed.



Step1: Type the full name as per official document.

Step2: Enter the Designation of the user under the Tea Estate/Tea Factory.

Step3: Enter Garden/Factory name under which the user has working for.

Step4: Select the Zonal/Inspectorate Office under which the T.E/T.Factory is covered.

Step5: Select the role of the User in Registering as Garden Entry Assistant or Garden Supervisor for which the user is authorized for. A Garden Entry Assistant can entry of the claims and get reports and status only. A Garden Supervisor is the approval authority of the claims in Garden level. He will approve the claims to the ATEPFO Zonal/Inspectorate office level.

Step6: Select the document as ID proof which is to be attached with the form.

Step7: Attach the ID proof in .jpg, .jpeg, .bmp, .gif, .png formats only having maximum size 200KB.

Step8: Attach the Manager/MD's Certified Copy in .jpg, .jpeg, .bmp, .gif, .png format only having maximum size 200KB.

Step9: Enter the 10 digit Mobile No. of the user where the PIN is to be sent.

Step10: Put the value of the calculation.

Step11: Click on Get PIN option. Please wait a while. PIN will be sent to the Mobile number entered above

Step12: Enter the PIN received on user Mobile number.

Step13: Click on the Declaration check box.

Step14: Click on the Register button.

A printed application will be generated on screen. Take a print copy of the application and submit the copy to the respective ATEPFO Zonal Office/Inspectorate office within 14 days from the date of online Registration carrying the originals of the documents which were attached with the Registration Form online. The authorized official of the corresponding ATEPFO Zonal/Inspectorate office will provide the UserID and Password after verification.

After collecting the UserID and Password the user can logIn to the ATEPFO e-portal online system and Login entering the UserID and Password and started the online mode of submission of forms.