Membership Registration User Guide

Revision History

Date	Version	Description	Author
09-10-2021	1.0	User Manual	IT Wing

Introduction

FGEHA is committed to providing better services to its members. Online membership registration is another step towards the same goal. An applicant now submits his/her membership registration application via online registration system which provides quick access and processing.

This manual will guide you through the registration process and give you more insight into the registration system and its usage.
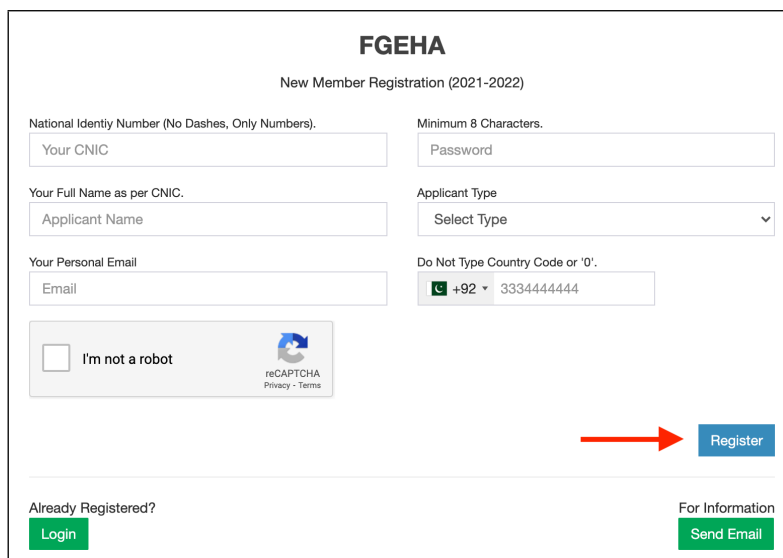
User Registration

The user has to register before applying for membership. After Registration, make sure you have a scanned copy of your CNIC and Photo. These will be required while filling in the membership registration form.

1. Register Yourself

- Enter your CNIC Number.

- Enter your Full Name.

- Enter your Cell Number.

- Enter your Email.

- Enter membership type (Govt. Employee, General Public)

After filling in all the required information, click on **Register** button. The form will be saved and verification email will be sent to your provided email address.

Figure 1: New Membership Registration

2. Account Activation

Email/Cell Number Your email/cell number will be activated after the verification of your email/cell number.
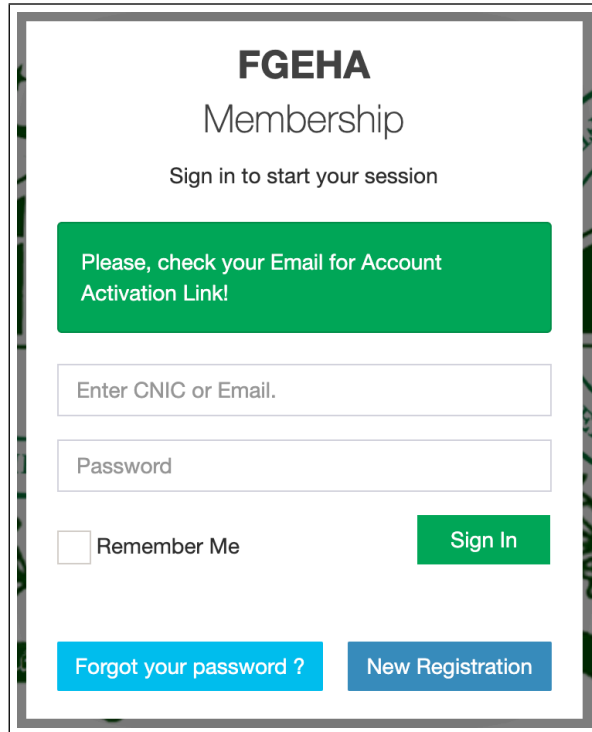

Figure 2: Verification

2.1 Email Activation

Email Inbox Go to your email inbox & open the email received from **FGEHA**.
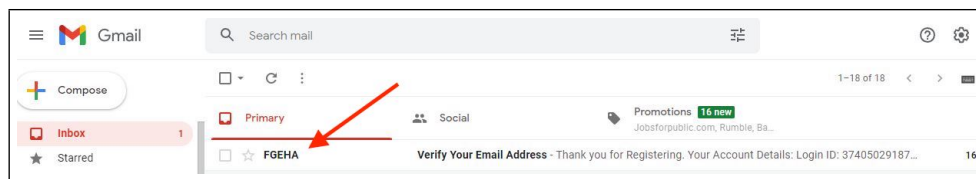

Figure 3: Email Inbox

Activation The activation email contents will be displayed on the screen. Click on **Activate My Account Link**
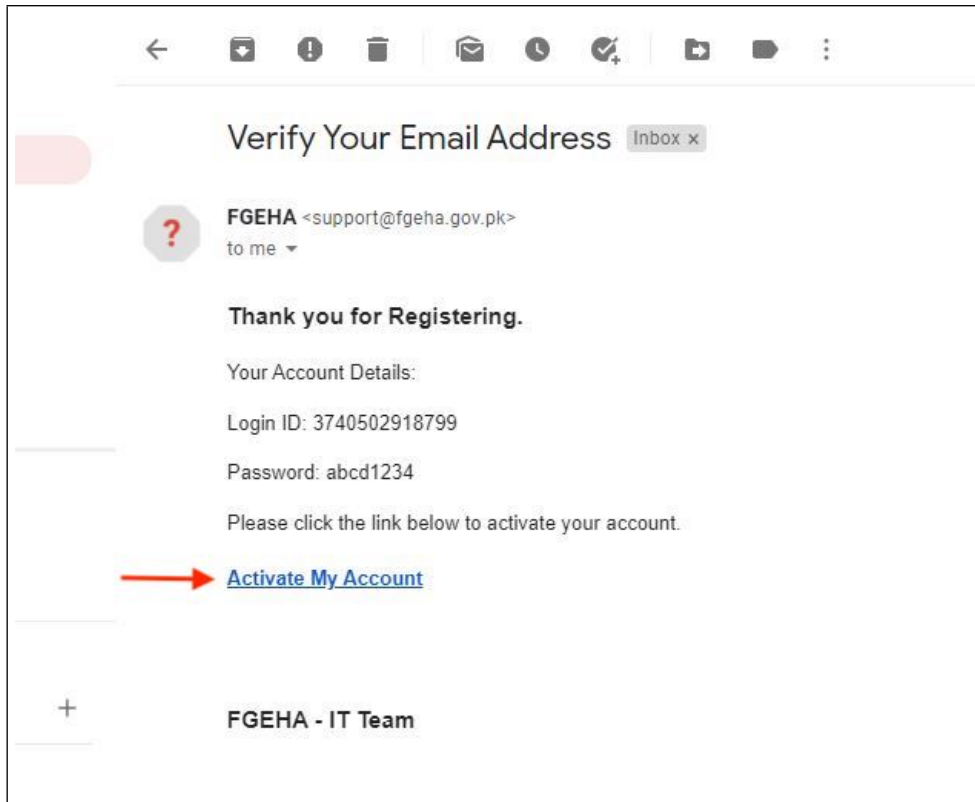

Figure 4: Activate Account

Login Screen On clicking "Activate My Account" you will be redirected to Login Screen.
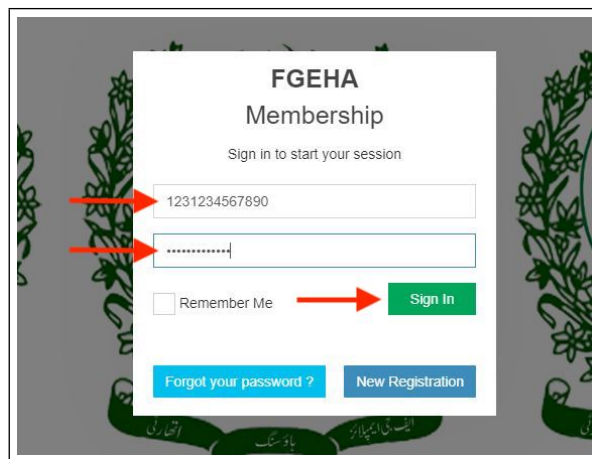

Figure 5: Login Screen

Login Enter your "CNIC or Email" and Password then Click on SignIn button to Login to the system. An "OTP" (one time password) will be sent to your Registered Email & Cell number. You have to type in the exact number into the OTP Screen and then press **Verify OTP** button.
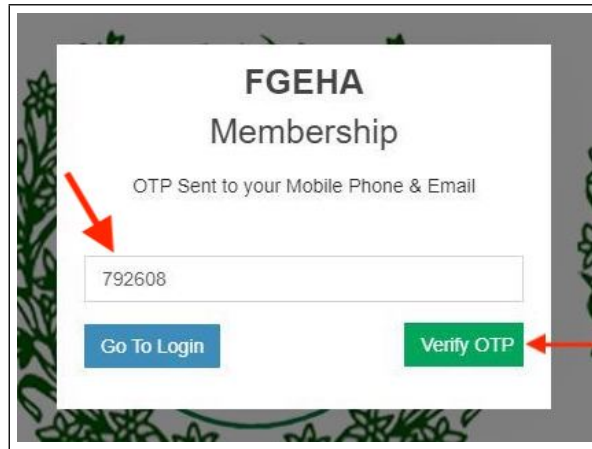

Figure 6: OTP Screen

User Dashbaord

On successful OTP verification, the user will be logged into the System, and the Dashboard will be displayed. Users can perform multiple operations from the Dashboard. It includes:

- View Profile and Account Details

- Apply for registration (New Form)

- Make correction into your form before submission

- View your application/form details

- Generate new payment challan/voucher

- View payment details

- Launch a complaint

- Upload user photo/cnic/signed forms and challan/vouchers.
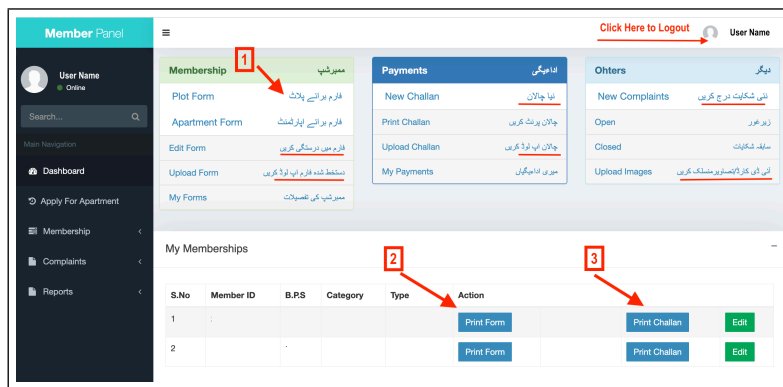
Figure 7: Instructions about Form

How to Fill in Membership Form?

To launch the stepwise process for the submission of the Registration Form after login, click on **Plot Form**, or for the apartment registration, click on the **Apartment Form** link under the "Membership" section available on the Dashboard. It will open a new window with instructions about the requirements of filling in the form. Read the instruction carefully, and proceed.
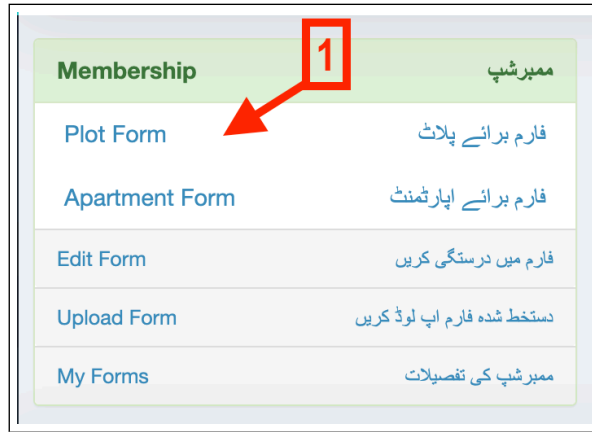
Figure 8: New Form

Lets start, filling in a Membership Form:

Personal Details Personal Information step is related to your applied category and quota. The rest of the part is about your personal information. Please, provide the correct information as providing incorrect information will disqualify you for membership.

After filling in all the required information, click on the **"Next"** button in the lower right corner.

Figure 9: Personal Details

Service Details Under the service details tab, provide your service related information. *(If you are a widow, please provide us with the service information of your deceased husband.)*

Figure 10: Service Details

After filling in all the required information, click on the **"Next"** button in the lower right corner.

CNIC/Photo On CNIC/Photo tab, upload your recent photogrph and CNIC images. Make sure your CNIC expiry date is valid.

Figure 11: Photo/CNIC Upload

After uploading the images, click on the **"Next"** button in the lower right corner.

Fee Collection On the Fee Collection tab, provide the fee information. The information entered over here will be used to generate your fee voucher. Please, use the correct deposit type and fee amount.

After filling in the information, click on the **"Next"** button in the lower right corner.

Figure 12: Fee Collection

Documents This section is required for widows only. In case you are applying on widow quota, please provide us with required documents.

- Death Certificate of deceased person.
- Copy of CNIC (Front/Back) of the deceased person.

After filling in the information, click on the **"Save"** button in the lower right corner. The system will save your information and take you to the Dashboard, from where you can download/print your form and challan/voucher.

Download Form Once the form is saved successfully, you can review it by opening it from the dashboard. Please read the form carefully and then download and print it out. The **Membership Form** and **Challan** will be downloaded together.

Figure 13: Print Form/Challan

Figure 14: Download Form

Upload Form Sign the form and get it verified from your department. The verification from your department is mandatory. Once your membership application is verified and signed, upload the membership form into the system.

Figure 15: Print Form/Challan

Upload Voucher/Challan Deposit your membership registration fee at any branch of **Askri Bank Limited** throughout Pakistan. Upload the voucher/challan duly signed/stamped by Bank Officer into the membership portal.
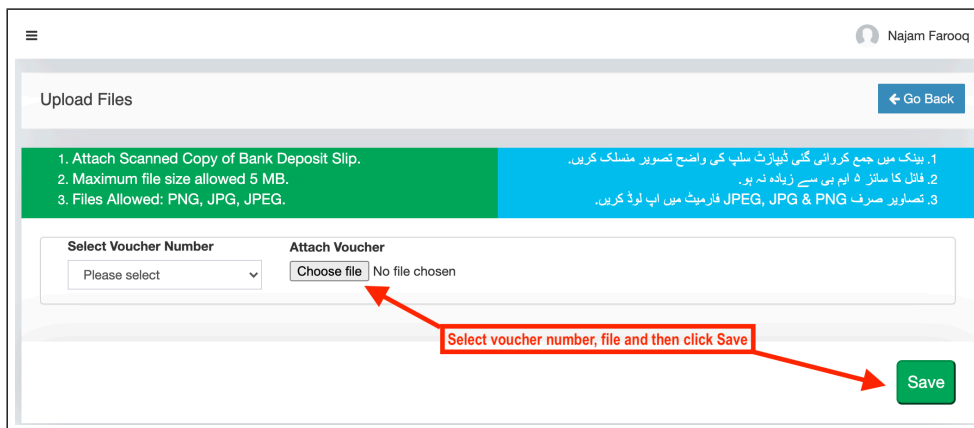

Figure 16: Upload Voucher

Figure 17: Uploading Voucher/Challan

Remember, uploading your form (duly verified/signed)and membership voucher slip (stamped by Bank) is mandatory. The registration process will end once you have finished uploading documents into the portal.