

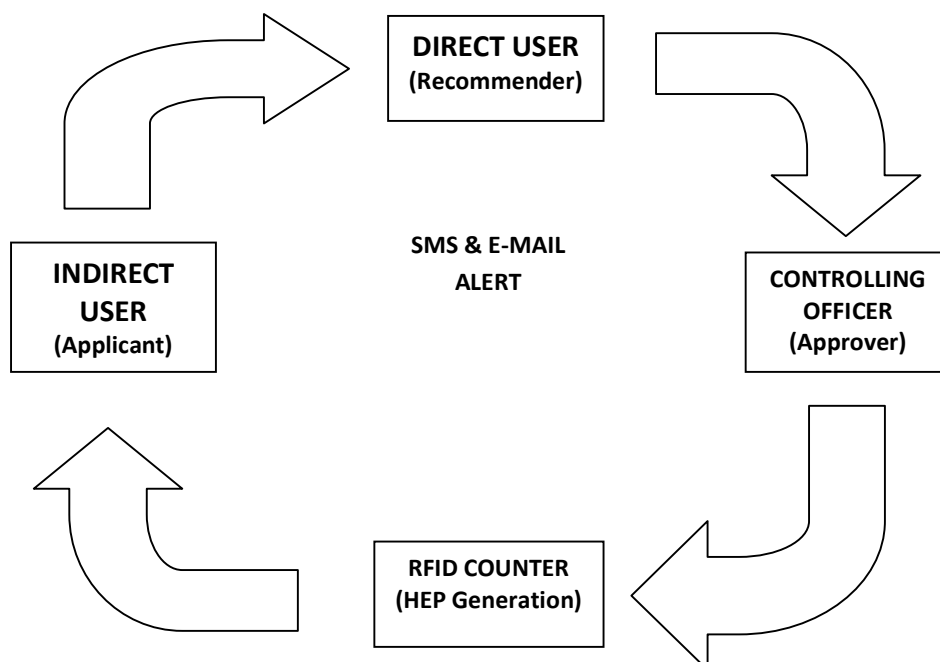
## **USER MANUAL ONLINE HEP APPLICATION**

**Introduction:** The web based online Harbour Entry Permit application is introduced to apply the Harbour Entry Permit application online without physical submission of HEP forms to the appropriate authority.

**Users:** All Direct and Indirect users of PPT already registered with RFID system and Controlling Officers (all Departments) of PPT.

### **Process:**

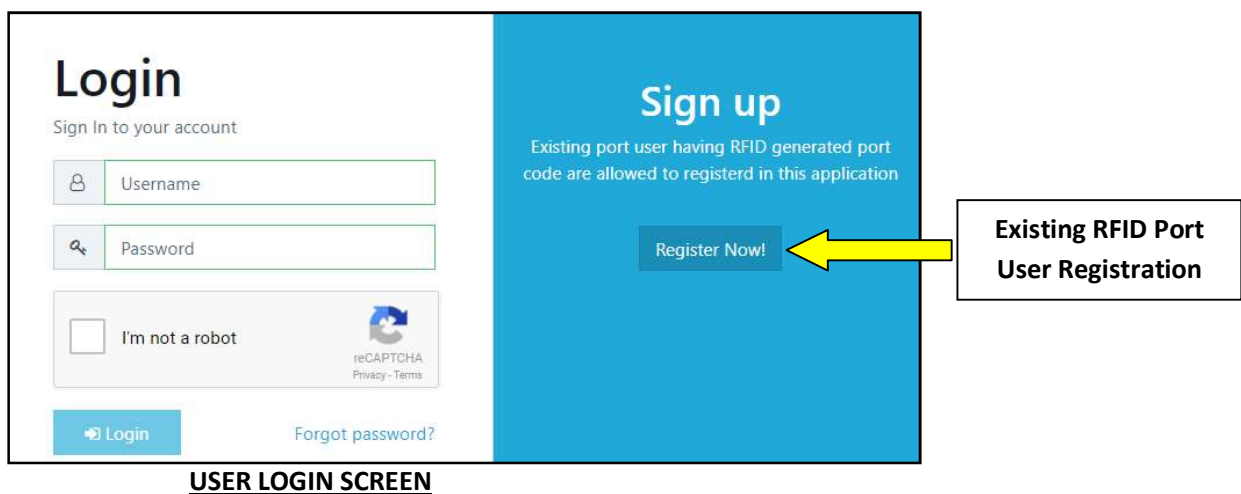
- There is a link provided in the PPT website in the button “Apply for Harbour Entry Permit”
- The Online HEP Application can be viewed from cell phone also.
- The online HEP application process starts with the registration of Port Users as well as Controlling officers to use the web based application.
- The e-mail will be verified with the link provided in their registered e-mail id.
- The Port Users can register their mobile (5 times Max.) for SMS based notification.
- Port users can login to the HEP application after entering their Login ID and Password and selecting the captcha value for security reason.
- After registration, the users (both Direct and Indirect) are eligible to request for HEP online to their respective recommending/controlling officers for recommendation/approval of their HEP application.
- The users can apply for the HEP after filling the details in the online form provided along with attachment of required documents.
- On successful submission of the application the recommender/controlling officer will get SMS based notification in their registered mobile for recommendation/approval.
- Once recommended and approved by respective recommender/controlling officer the approved application is available at the RFID counters for HEP generation.
- The user will get an SMS based notification about the approval to collect the HEP from the RFID counters with the request reference number (Print Out) generated after the approval.



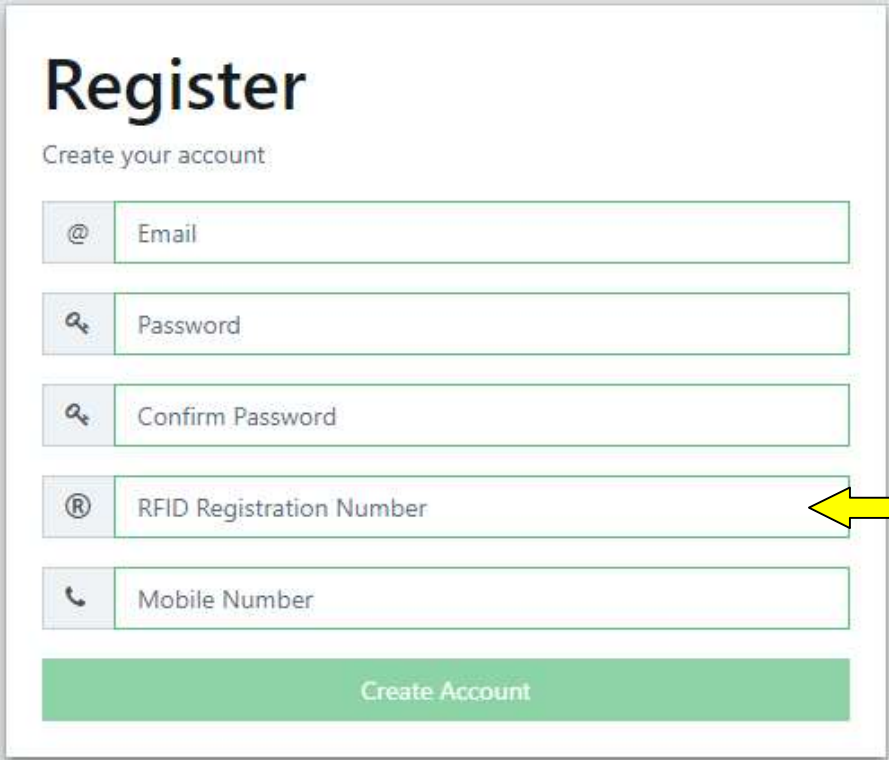
**Browsing:** Open the Paradip Port website [www.paradiport.gov.in](http://www.paradiport.gov.in) and press the link button “Apply for Harbour Entry Permit”



**Registration:** Existing Port Users will register themselves using the **Sign Up** condition with **Register Now** option.



On selection of “Register Now” option the registration screen will appear as below.

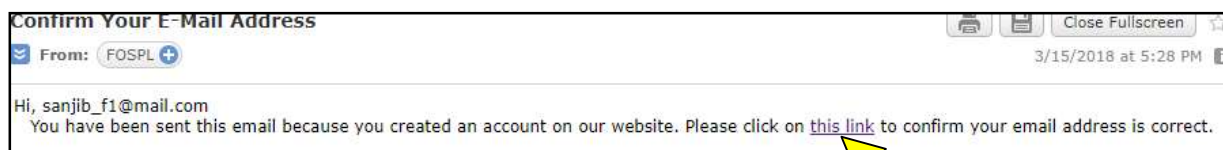


The registration screen is titled "Register" with the subtitle "Create your account". It contains five input fields: "Email" (with an @ icon), "Password" (with a key icon), "Confirm Password" (with a key icon), "RFID Registration Number" (with a registered trademark symbol icon), and "Mobile Number" (with a phone icon). A green "Create Account" button is at the bottom. A yellow arrow points from a text box to the "RFID Registration Number" field.

**Existing RFID Registration No.**

#### **USER REGISTRATION SCREEN**

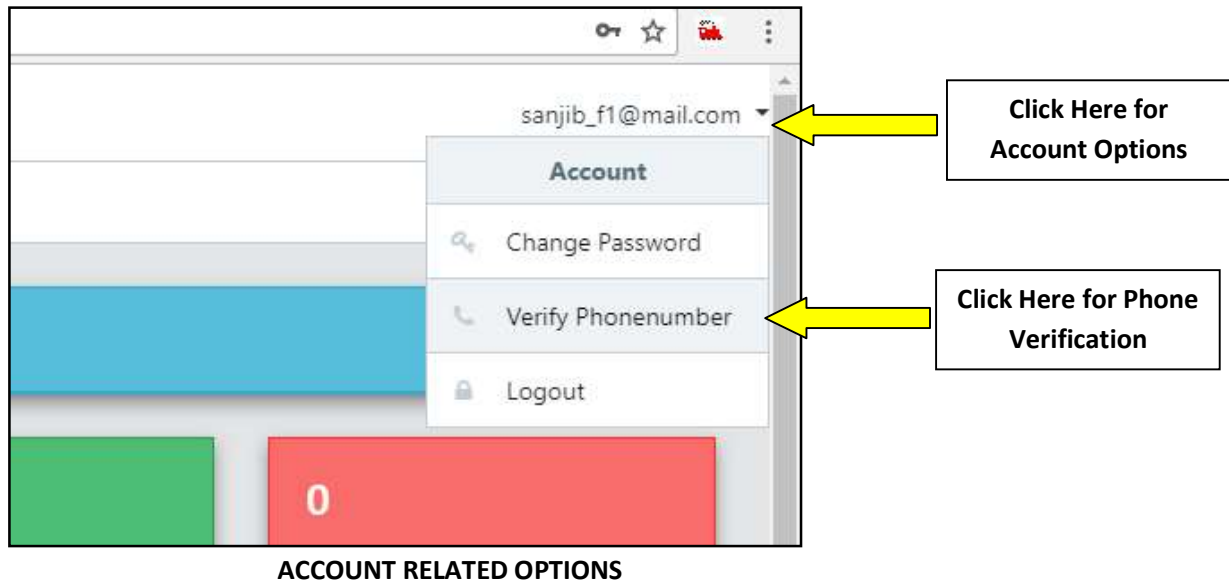
After Successful Account creation one e-mail link will be send to the registered e-mail ID for verification



#### **E-MAIL VERIFICATION SCREEN**

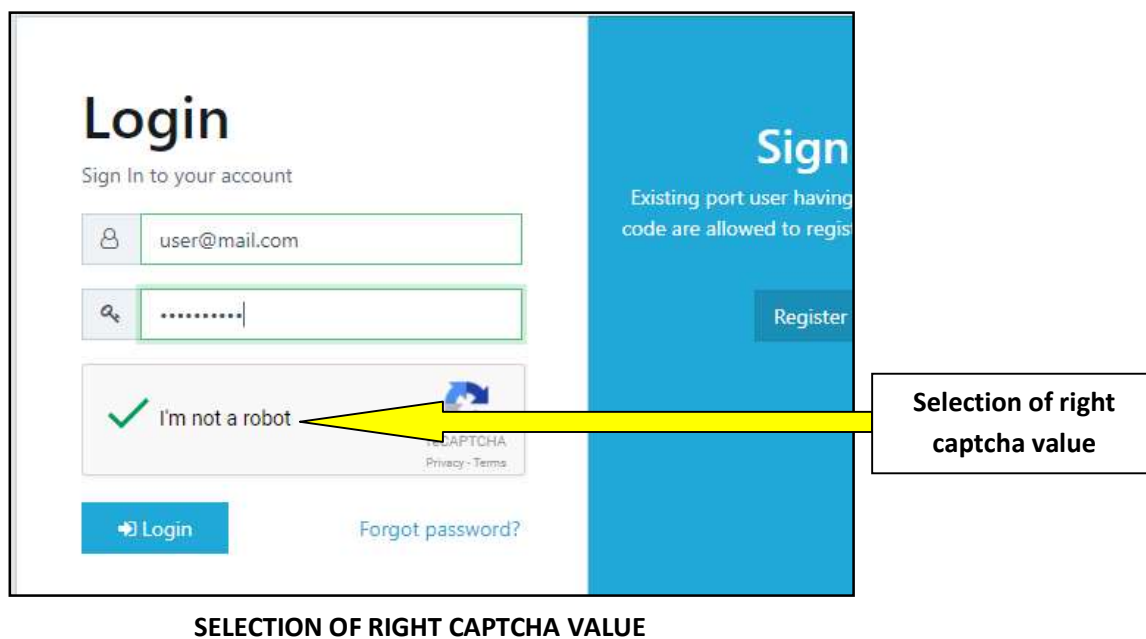
**Press this link to  
verify e-Mail**

On the right corner of the screen after login select the options for “Password Change, Verify Phone & Logout”

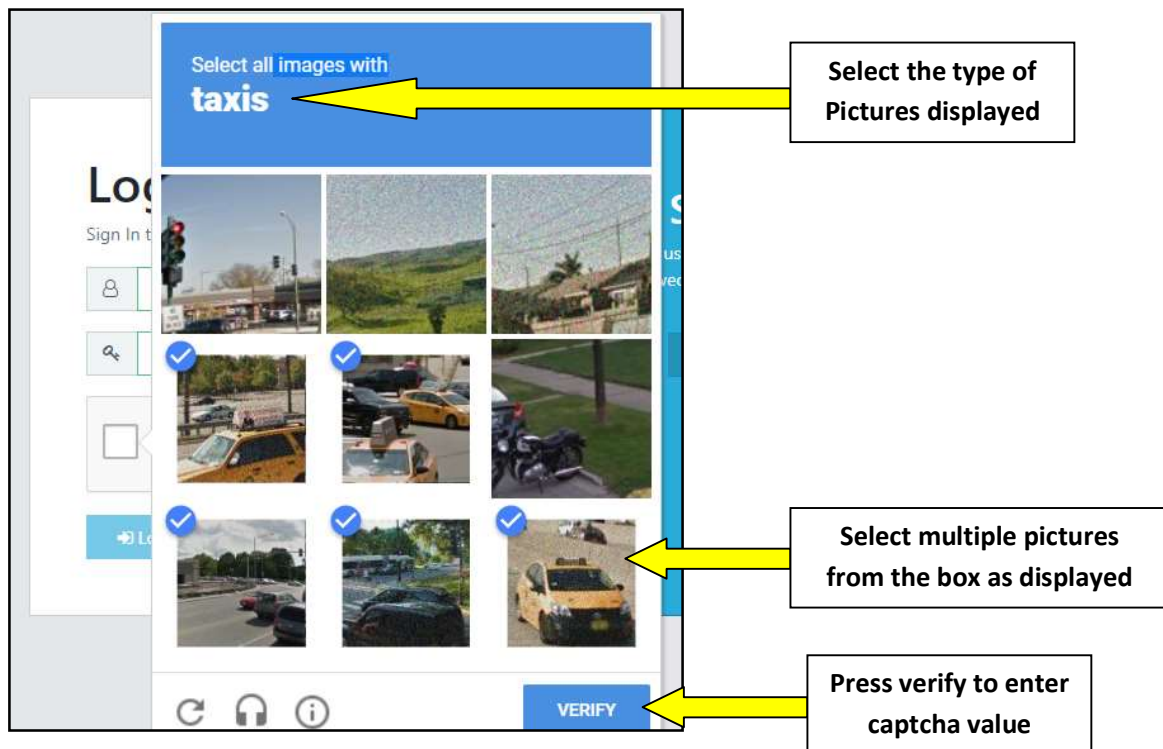


#### LOG IN:

On selection of appropriate pictures from the picture box the captcha option will be successfully selected with a “Tick” mark on the captcha option as shown in the picture for login in to the online HEP application.

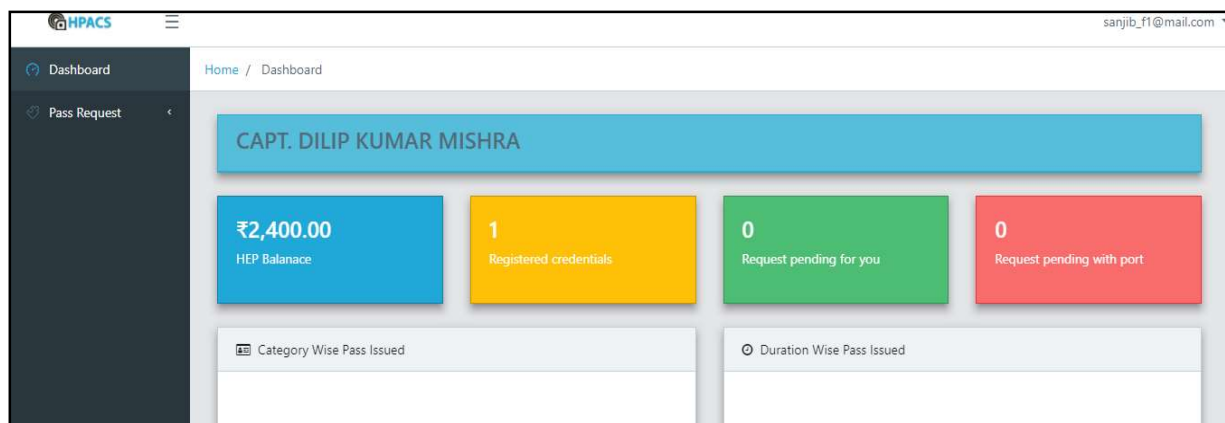


After entering the Login ID and Password, select the captcha option for physical human intervention as shown in the figure by selecting the picture as described in the title.

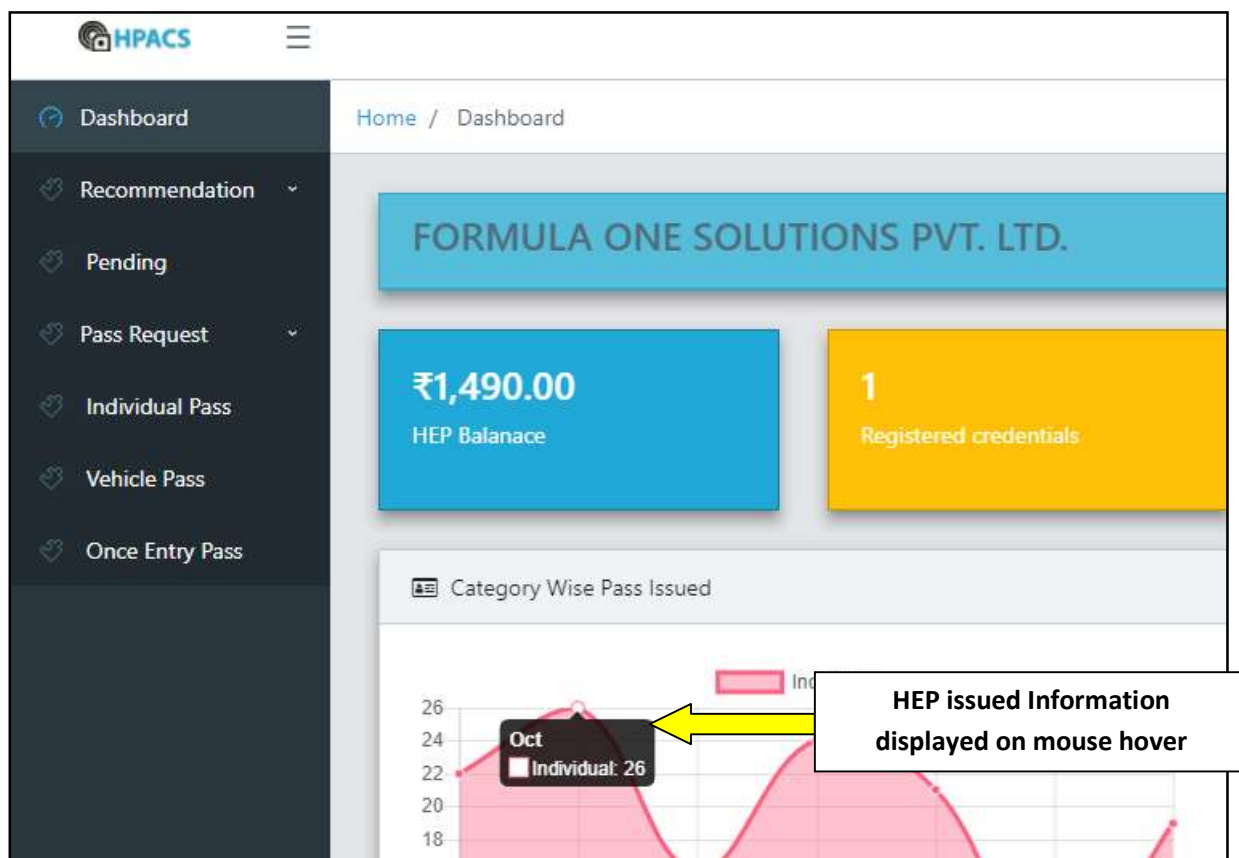


**CAPTCHA VERIFICATION**

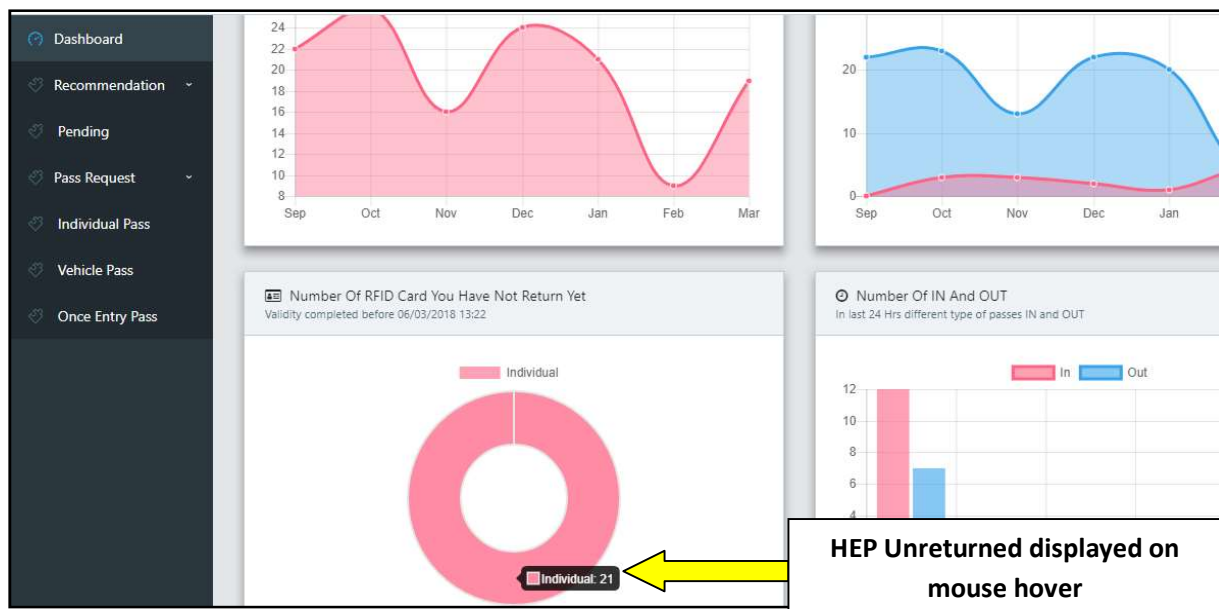
After successful login the dashboard of the Port User displaying their HEP balance and other HEP information as displayed in the picture.



**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**



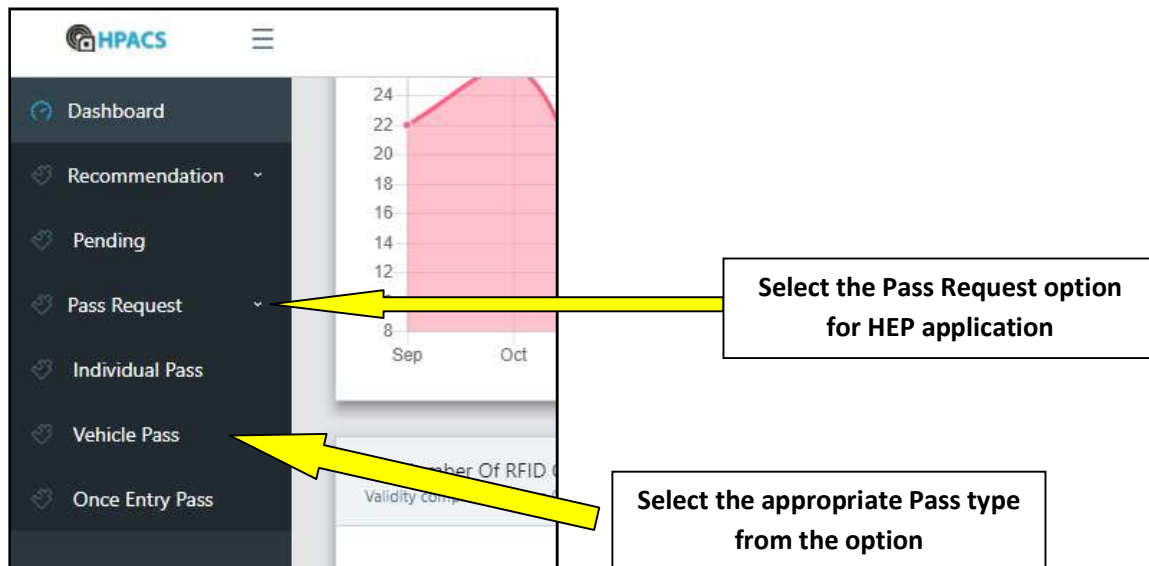
**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**



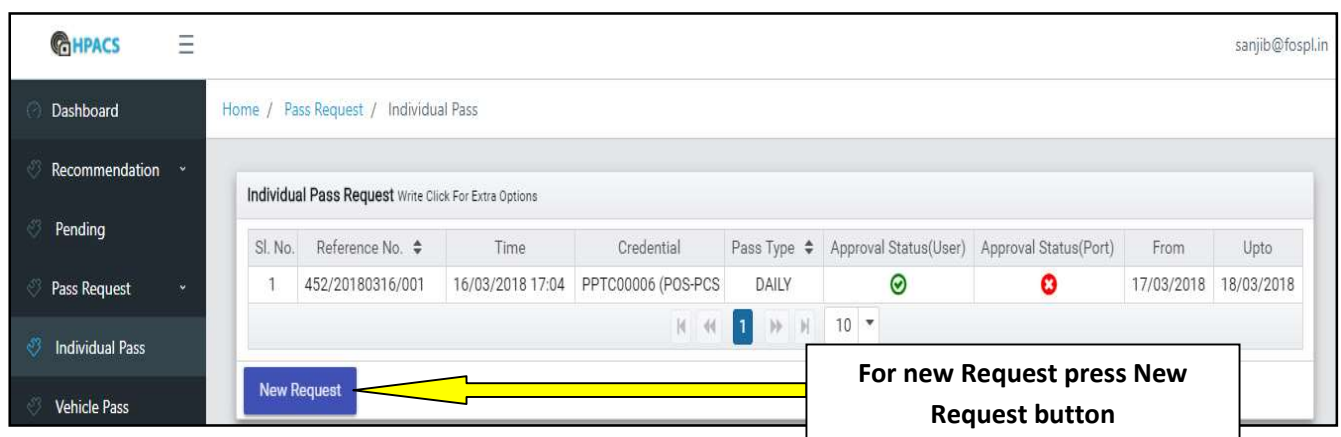
**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**

## HEP (Pass) Request:

Port users can request for new/renew HEP online after selecting the “**Pass Request**” option from the menu displayed in the left pane of the screen and choose appropriate sub-option like “Individual”, “Vehicle” or “Once Entry Pass” as displayed in the picture.



### HEP (PASS) APPLICATION REQUEST OPTIONS



### INDIVIDUAL HEP (PASS) APPLICATION SCREEN

After pressing the New Request option, the details of the Applicant with Firm credential like License copy, Work Order is to be attached once for view of Recommender in case of Indirect user and view of Port Controlling Authority, and after subsequent requests the credential will be remain for view and press Add button to enter the HEP applicant details (Individual Pass).

The screenshot shows the 'Add Individual Pass Request' form. The left sidebar contains a menu with options: Dashboard, Recommendation, Pending, Pass Request, Individual Pass (selected), Vehicle Pass, and Once Entry Pass. The main form area has the following fields: Credential \* (PPTC00006 (POS-PCS OPERATION)), Recommender \* (Sanjib Kumar Biswal (SYSTEMS ANALYST)), Port Controlling Authority \* (M. R. Mishra (Sr. Dy. Director(EDP Cell))), Request Type \* (New), Pass Type \* (Daily), Validity Commence \* (21/3/2018), and Validity Complete \* (21/3/2018). At the bottom, there is a 'Credential/Work Order Document' field with a 'View' button. To the right, there is a 'Person Detail' table with columns: Sl. No., Name, Designation, and Guardian. The table currently shows 'No records found'. A blue 'Add' button is located at the top right of the table. Annotations with yellow arrows point to the 'Add' button, the 'Recommender' field, the 'View' button, and the 'Add' button in the table.

**Press Add to enter individual applicant details**

**Fill the information for Individual HEP Application**

**Attach/View Firm credentials like License/Work Order**

**INDIVIDUAL HEP REQUEST SCREEN**

The screenshot shows the 'Add Person Detail' form. The left sidebar is the same as the previous screen. The main form area has the following fields: Person Name \*, Designation \*, Guardian Name \*, Date Of Birth \*, Sex \*, Blood Group \*, Address \*, ID Proof Document \*, ID Proof Document Number \*, a 'Browse / Drop Identity Proof Document file' button, Zone \*, and Gates \*. At the bottom, there is an 'Add' button and a 'Submit' button. Annotations with yellow arrows point to the 'Add' button and the 'Submit' button.

**Press Add to enter in the Personal detail list**

**After fill-up the Personal list press submit for HEP Request**

**PERSON DETAILS ENTRY SCREEN**



Similar to Individual HEP request the vehicle & Once Entry (Vehicle) HEP request will be placed after pressing the New Request option, the details of the Applicant with Firm credential like License copy, Work Order is to be attached once for view of Recommender in case of Indirect user and view of Port Controlling Authority, and after subsequent requests the credential will be remain for view and press Add button to enter the Vehicle details (Vehicle/Once Entry Pass).

The screenshot shows the 'Add Vehicle Pass Request' form in the HPACS system. A modal titled 'Add Vehicle Detail' is open, displaying the following fields:

- Registration Number \* (with error message: Vehicle registration number is required)
- Category \*
- Vehicle Model \*
- Vehicle Color
- Vehicle Owner Name
- Commodity/Cargo
- Cargo Mode
- Cargo Quantity(MT)
- Zone \*
- Gates \*

The background form includes fields for Pass Credentials, Recommender, Port Controlling Authority, Request Type, Pass Type, Validity Commence, and Credential/Work Order.

### VEHICLE HEP REQUEST SCREEN

The screenshot shows the 'Add Once Entry Pass Request' form in the HPACS system. A modal titled 'Add Once Entry Detail' is open, displaying the following fields:

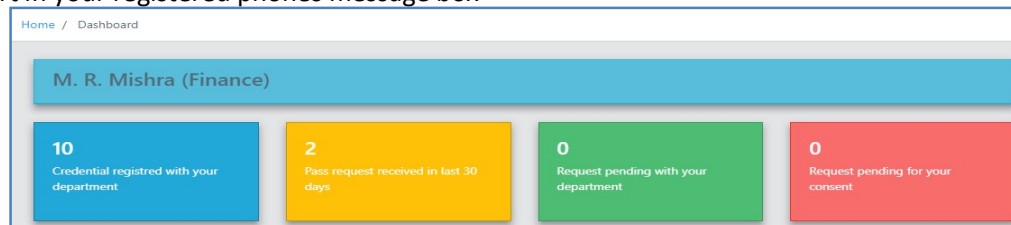
- Registration Number \*
- Category \*
- Vehicle Model \*
- Vehicle Color
- Vehicle Owner Name
- Commodity/Cargo \*
- Cargo Mode \*
- Cargo Quantity(MT) \*
- Driver Name \*
- Driving License Number \*
- Helper Name
- Security Name

The background form includes fields for Pass Credentials, Recommender, Entry Commence, and buttons for Submit and Cancel.

### ONCE ENTRY HEP REQUEST SCREEN

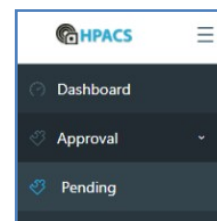
## Approval Process:

After successful login to the Online HEP application the dashboard displaying HEP related information will appear in the screen with HEP application requested for which you have already received one SMS based alert in your registered phones message box



Please go to the top left side of the screen to select the “Approval” option

Please select the “Pending” option to view the HEP requests pending with you for approval will be displayed in a list.



Now the pending HEP list will appear in your screen

Select individual record from the list to view the details of HEP request pending for approval

Upon selection the details of the HEP request will appear in the screen

Request Details of 452/20180316/001

Port User Name: FORMULA ONE SOLUTIONS PVT. LTD.  
Work Name: POS-PCS OPERATION  
Document Number: FA/EDP/POS-02(VOL.I)/2014/102  
Work Order: [View](#)  
Pass For: Individual  
Pass Type: DAILY  
Request Type: New  
Duration From: 17/03/2018  
Duration Upto: 19/03/2018  
Recommend By: FORMULA ONE SOLUTIONS PVT. LTD.  
Requested On: 16/03/2018 08:41

SN.	Name	Desig.	Zone	Gate	Document	Document No
1	P K Pati	WE	Central Store	V	AADHAAR Card	78979879

Your Consent

☐ Approve ☐ Reject

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

After verification of the detail information please approve or reject the HEP request by selecting the Approve/Reject option within 15 minutes.

On successful Approval by the Port Controlling Authority, the existing HEP will be renewed with change in validity of the HEP for “Renew Application” and the HEP data will be available in the RFID database for Photography for “New Application” with an SMS notification to the user about the approval.

Port Users will collect their HEP / Stickers by producing the successful request reference number at the RFID counters.

Port Users will collect their HEP from the RFID counters after producing the successful pass request number.

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END

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