

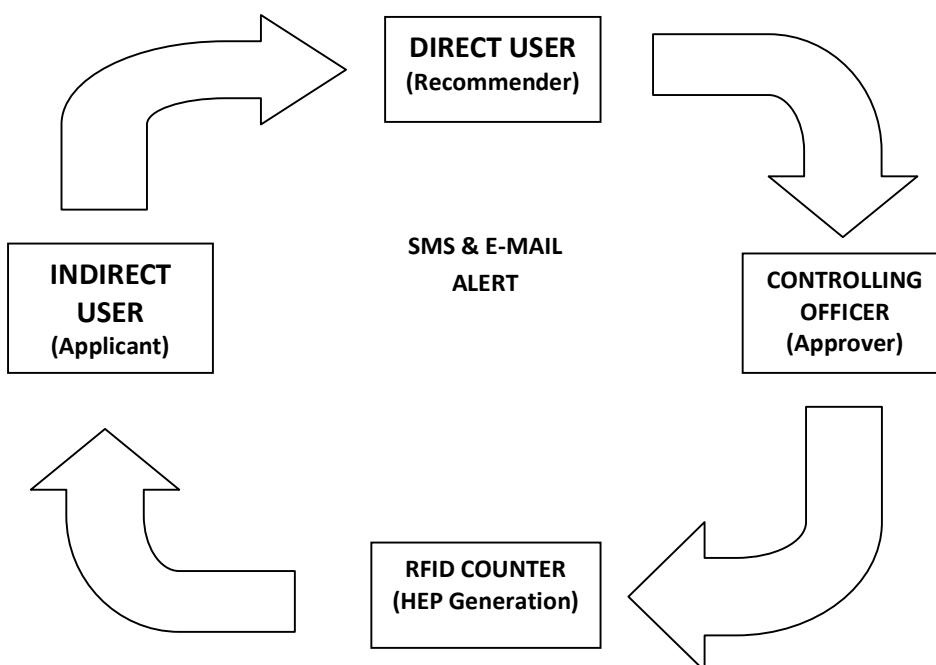
## **USER MANUAL ONLINE HEP APPLICATION**

**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.

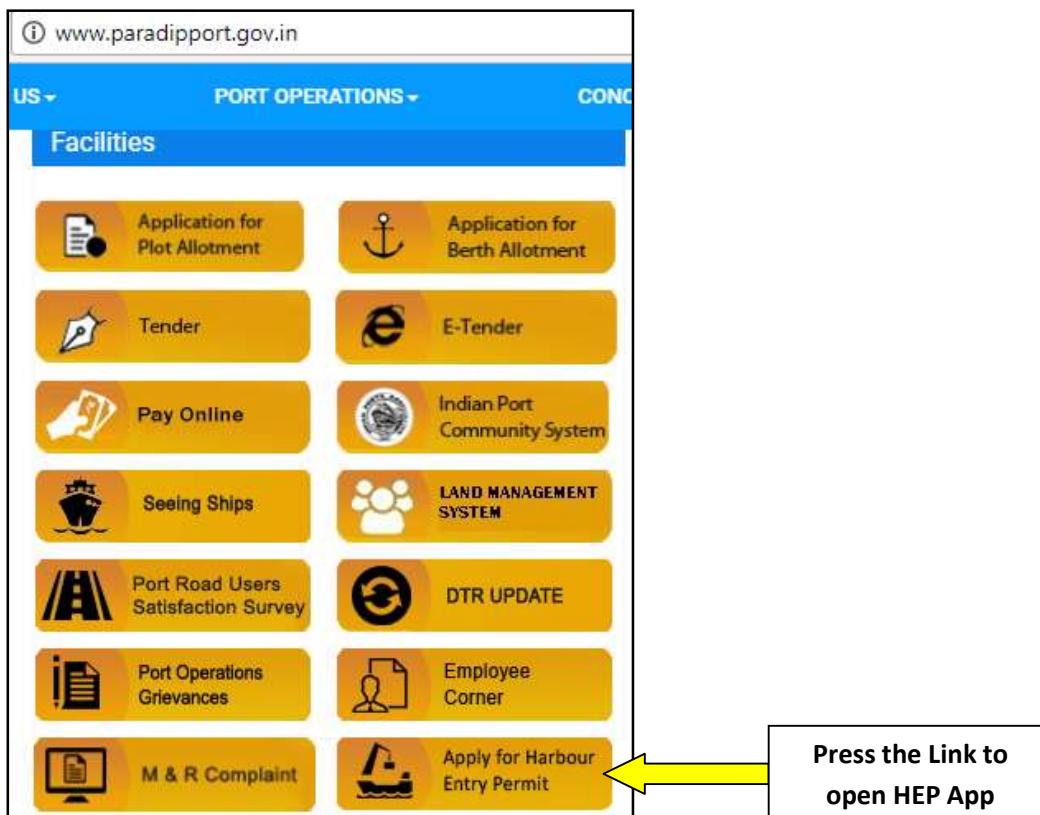
**Users:** All Direct and Indirect users of PPT already registered with RFID system and Controlling Officers (all Departments) of PPT.

### **Process:**

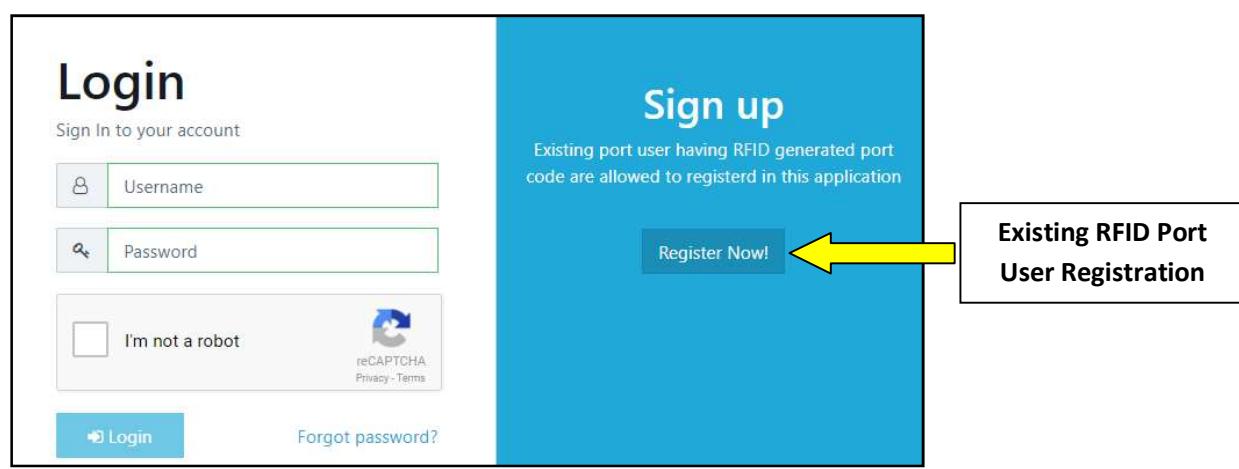
- There is a link provided in the PPT website in the button “Apply for Harbour Entry Permit”
- The Online HEP Application can be viewed from cell phone also.
- The online HEP application process starts with the registration of Port Users as well as Controlling officers to use the web based application.
- 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.paradipport.gov.in](http://www.paradipport.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.



USER LOGIN SCREEN

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

# Register

Create your account

Email

Password

Confirm Password

RFID Registration Number

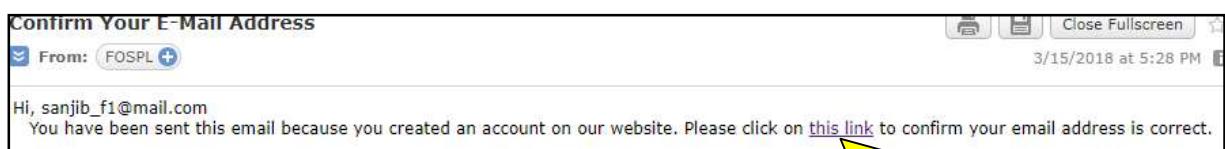
Mobile Number

**Create Account**

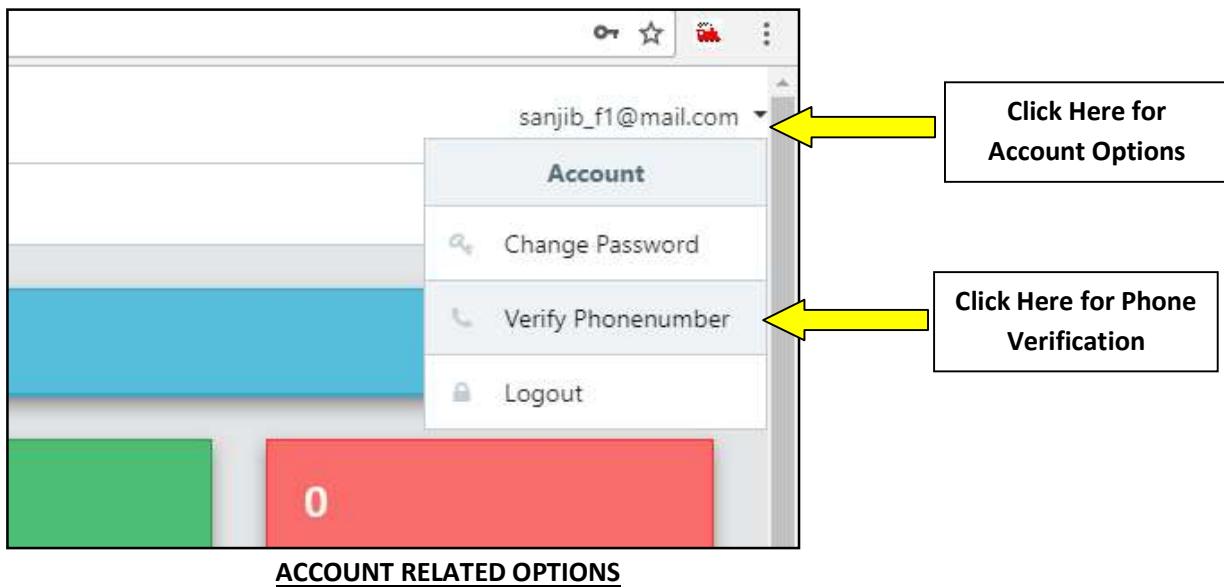
**Existing RFID Registration No.**

**USER REGISTRATION SCREEN**

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

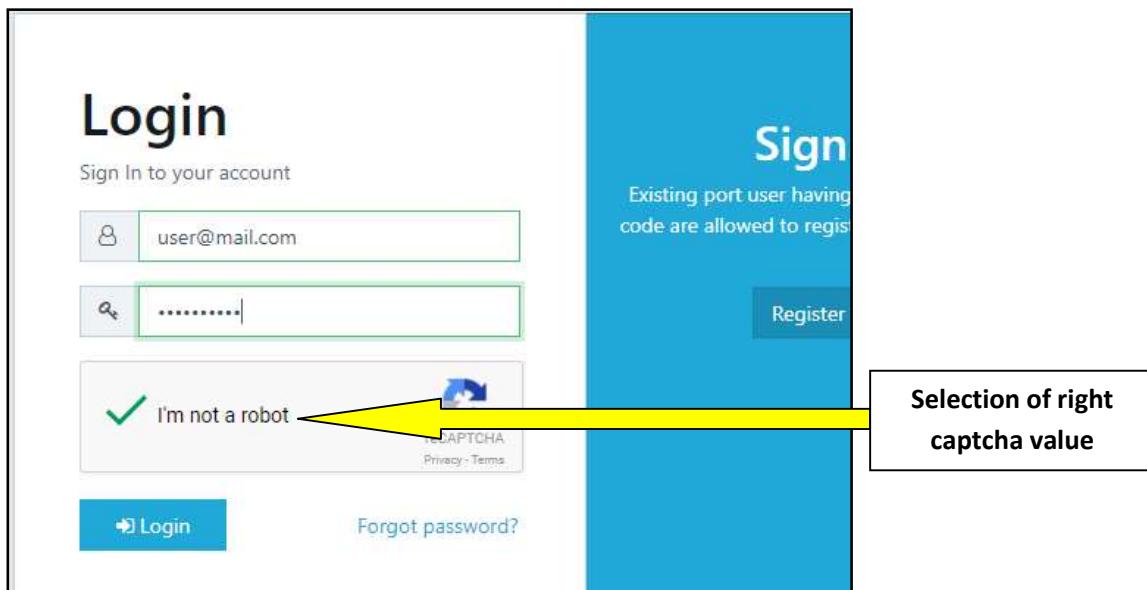
**E-MAIL VERIFICATION SCREEN****Press this link to verify e-Mail**

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

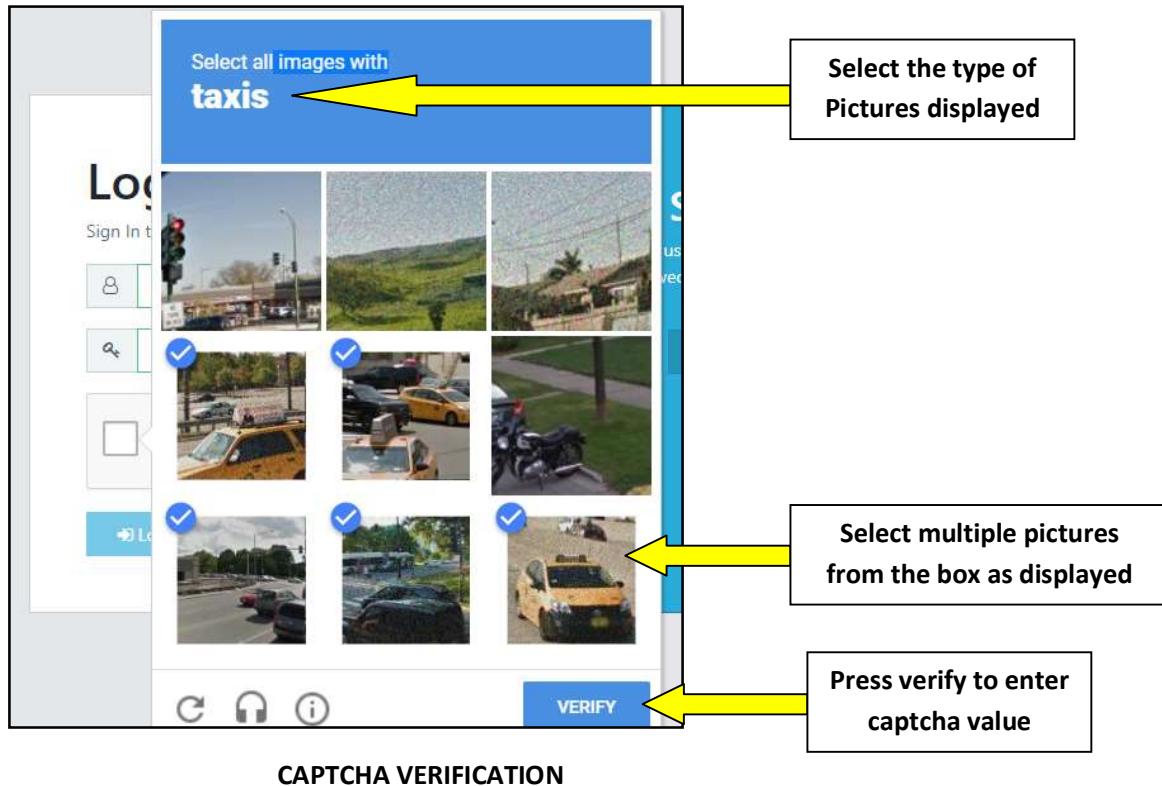


#### LOG IN:

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.



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

Dashboard

Pass Request

CAPT. DILIP KUMAR MISHRA

₹2,400.00  
HEP Balance

1  
Registered credentials

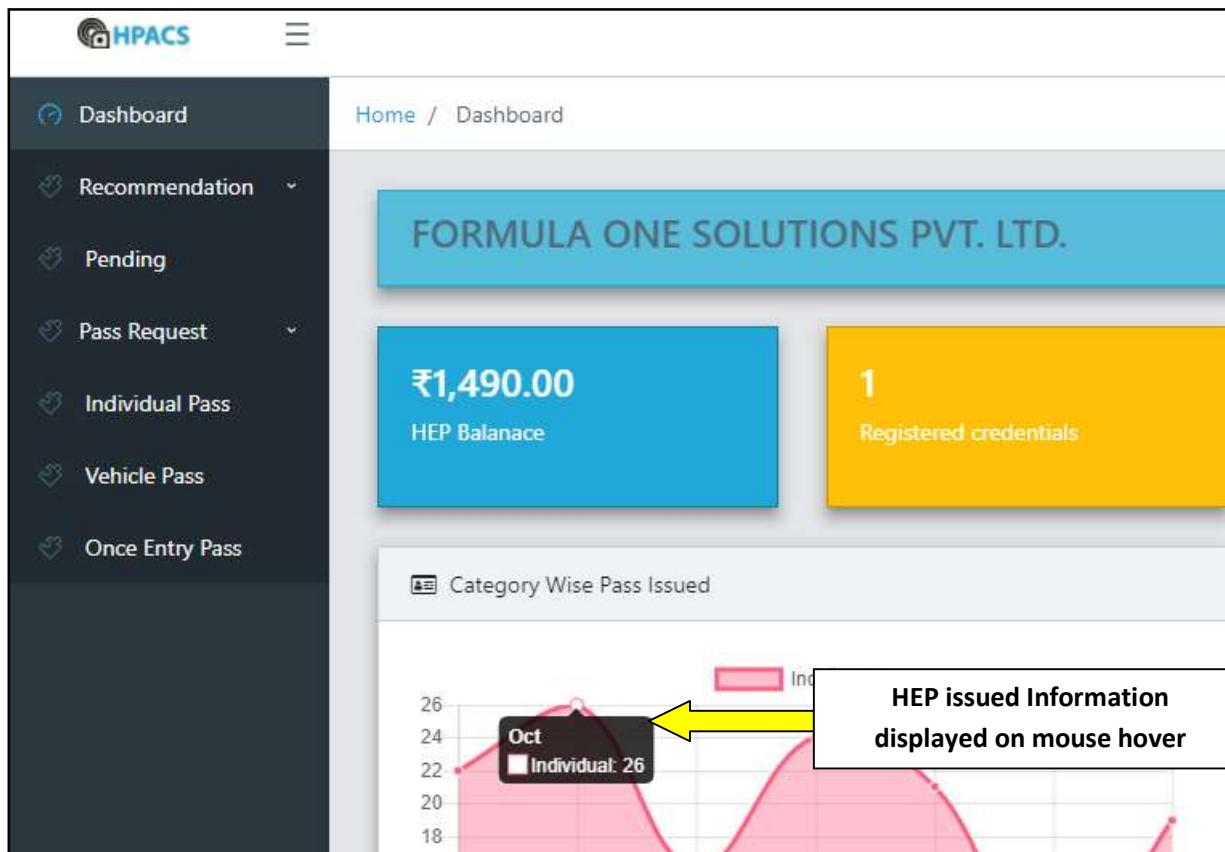
0  
Request pending for you

0  
Request pending with port

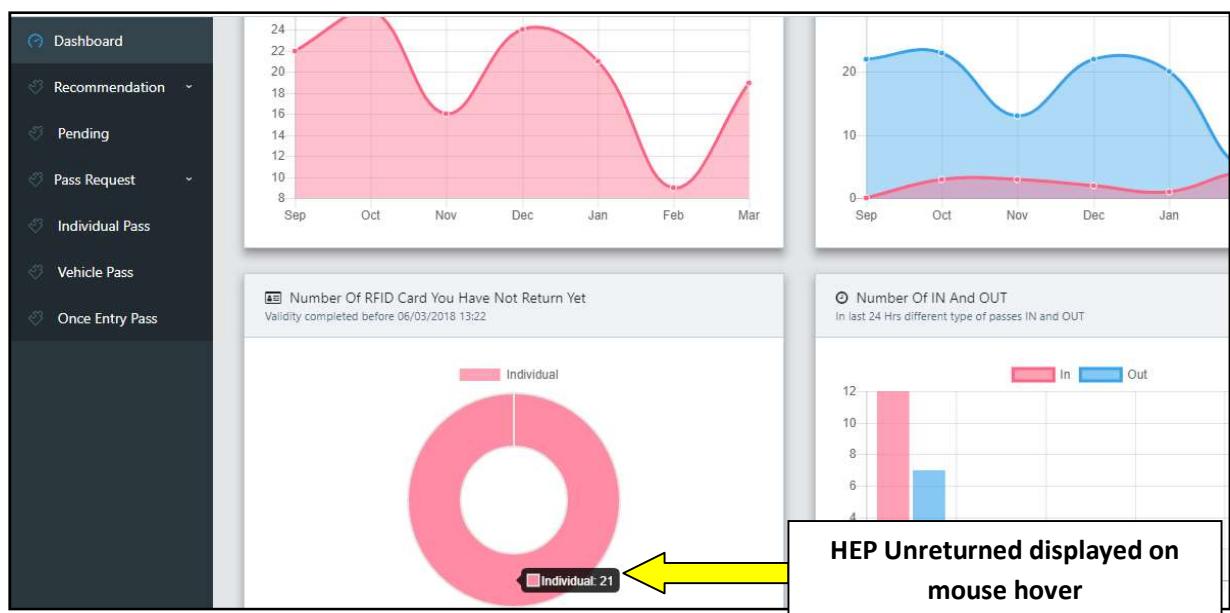
Category Wise Pass Issued

Duration Wise Pass Issued

**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**



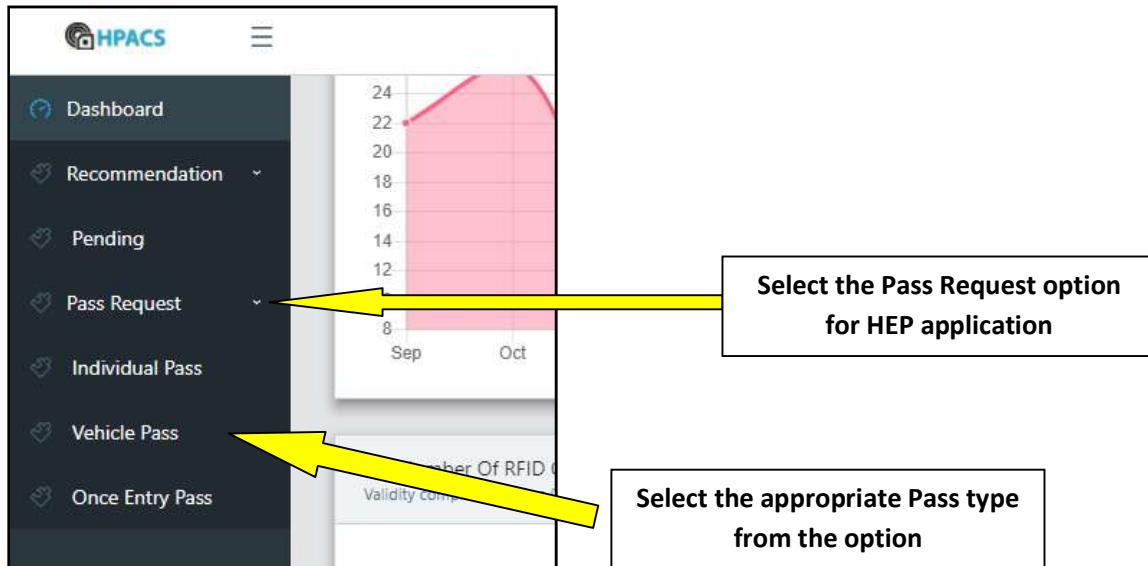
**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**



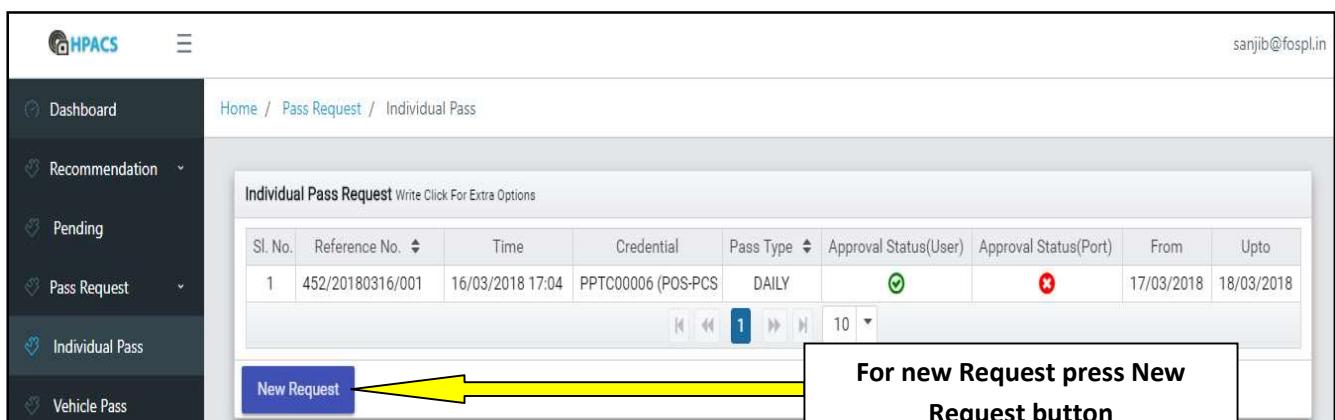
**DASHBOARD OF PORT USERS WITH DISPLAYED INFORMATION**

### 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).

HPACS

sanjib@fosp

Home / Pass Request / Individual Pass

Add Individual Pass Request

Pass Credentials

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

Validity Complete \* 21/3/2018

Credential/Work Order Document View Add

Person Detail

Sl. No. Name Designation Guardian

No records found

**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**

Home / Pass Request / Individual Pass

Add Individual Pass Request

Pass Credentials

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

Credential/Work Order Document View Add

Add Person Detail

Person Name \*

Designation \*  Guardian Name \*

Date Of Birth \*  Sex \*  Blood Group \*

Address \*

ID Proof Document \*  ID Proof Document Number \*

Zone \*  Gates \*

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

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

Submit Add

**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).

Home / Pass Request / Vehicle Pass

Add Vehicle Pass Request

Pass Credentials

Credential \* PPTC00006 (POS-PCS C)

Recommender \* Sanjib Kumar Biswal (S)

Port Controlling Authority \* M. R. Mishra (Sr. Dy. Dir.)

Request Type \* New

Pass Type \* Yearly

Validity Commence \* 1/4/2018

Credential/Work Order Document

Add Cancel

Submit Cancel

**VEHICLE HEP REQUEST SCREEN**

Home / Pass Request / Once Entry Pass

Add Once Entry Pass Request

Pass Credentials

Credential \* PPTC00006 (POS-PCS C)

Recommender \* Sanjib Kumar Biswal (S)

Entry Commence \* 21/3/2018

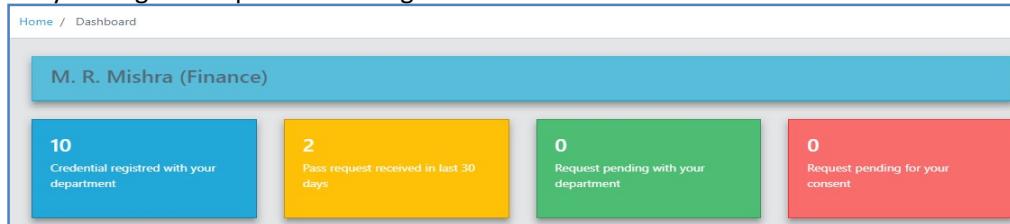
Submit Cancel

Add Cancel

**ONCE ENTRY HEP REQUEST SCREEN**

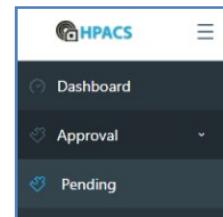
### Approval Process:

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

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

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

