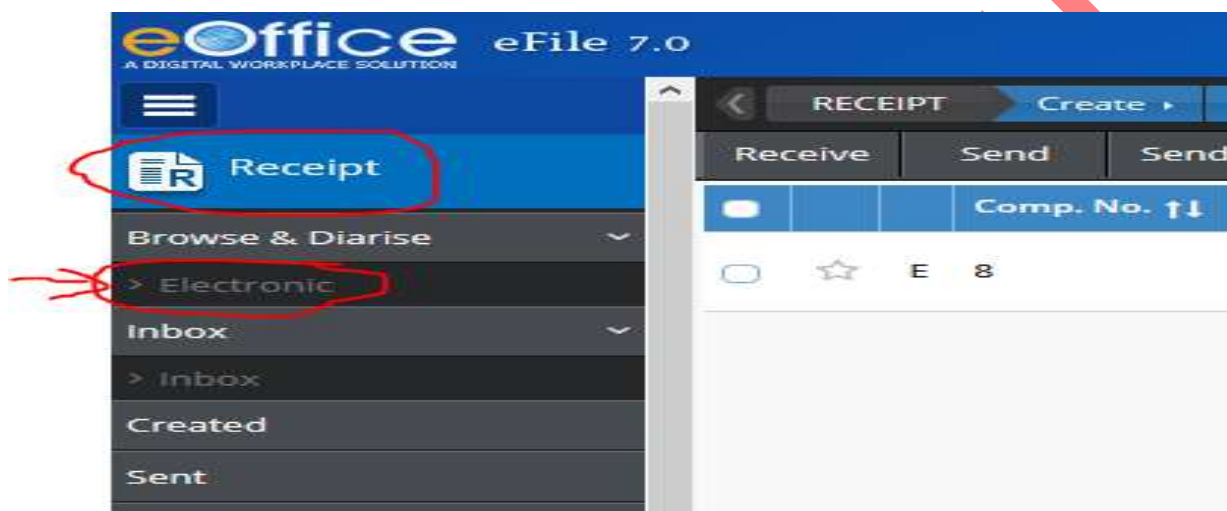


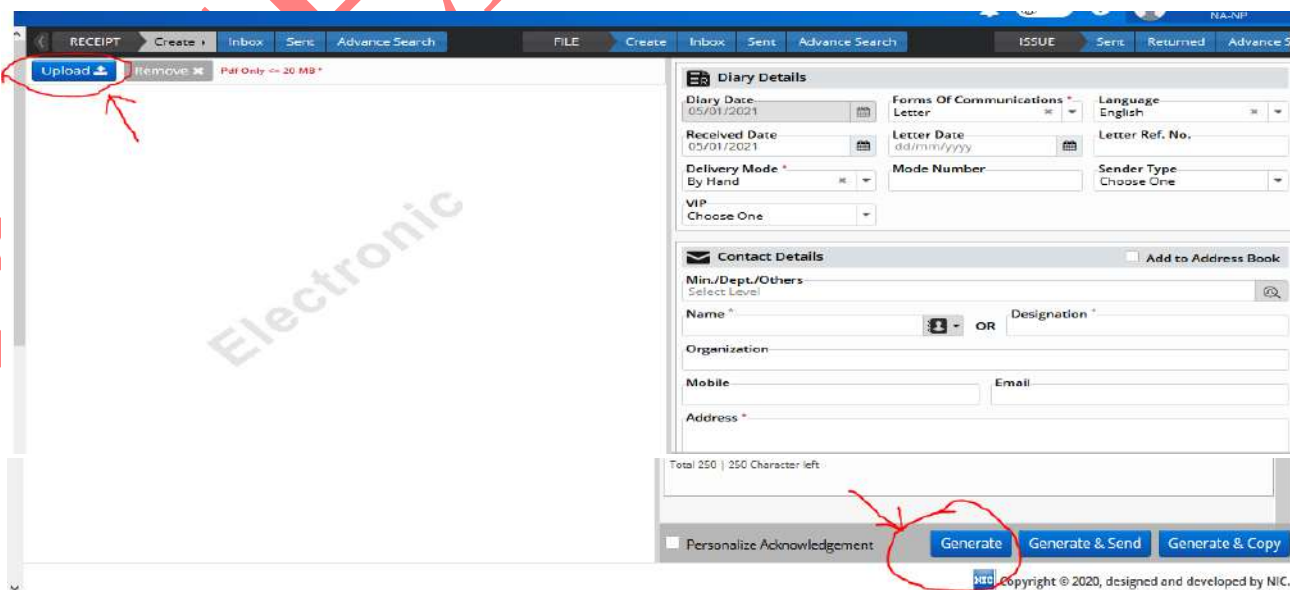


STEPS TO ATTACH CORRESPONDING PAGES OF OLD FILES in E-OFFICE FILE

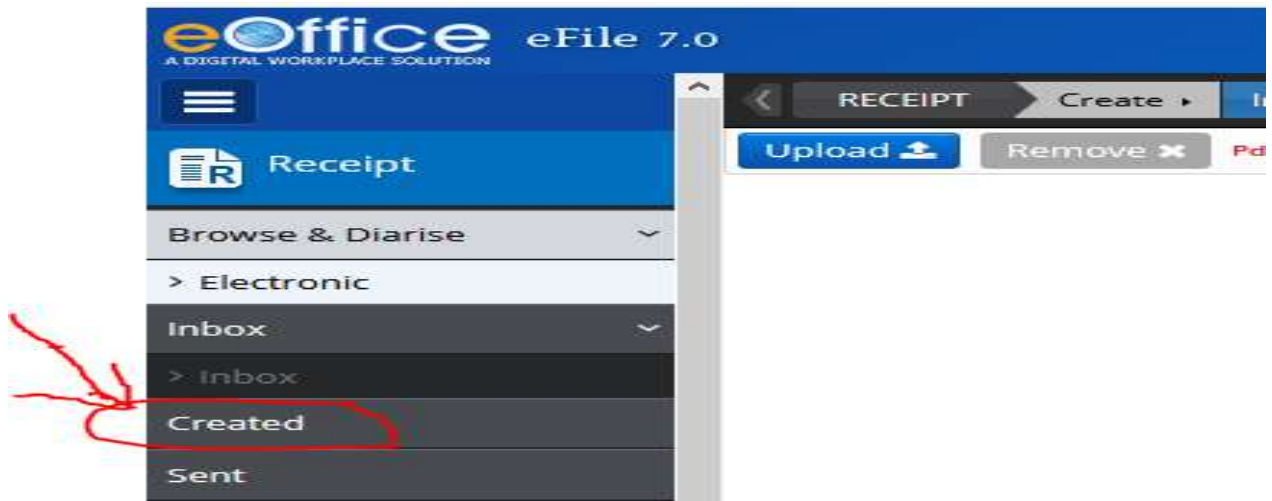
1. Login to e-office Account.
2. Open Receipt and Click on Electronics



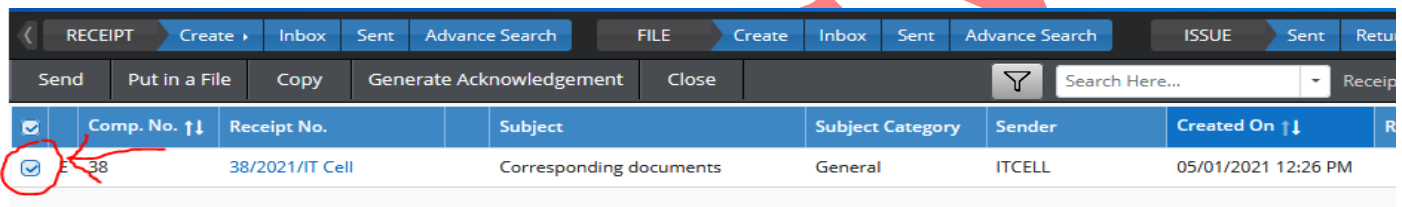
3. Upload the Required CP DOCUMENTS in pdf format. And Fill the required Details on right side about the documents.
4. Click on Generate



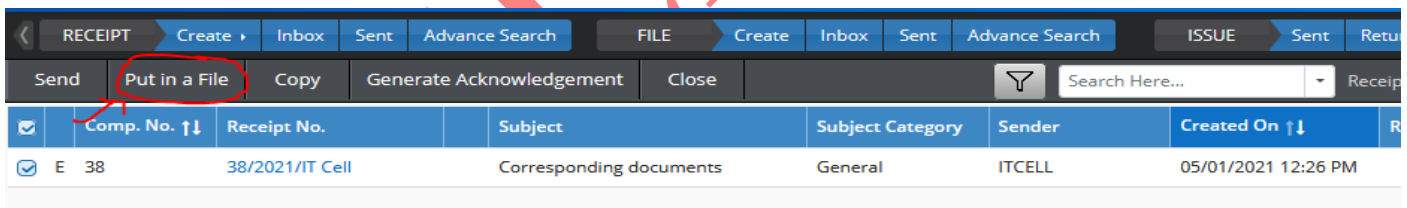
5. Open CREATED TAB in RECIPT option



6. Select the receipt created (If there are multiple receipts select the one which is to be attached in the main file)



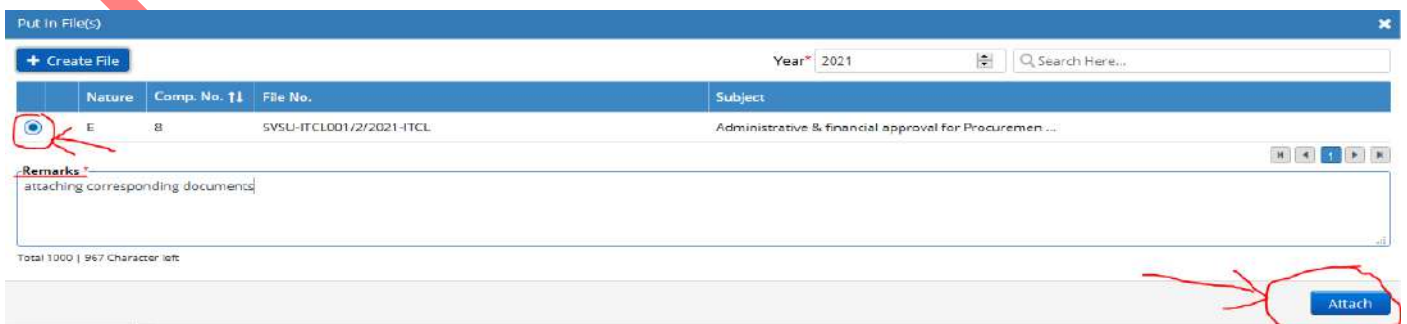
7. Click on PUT IN A FILE option



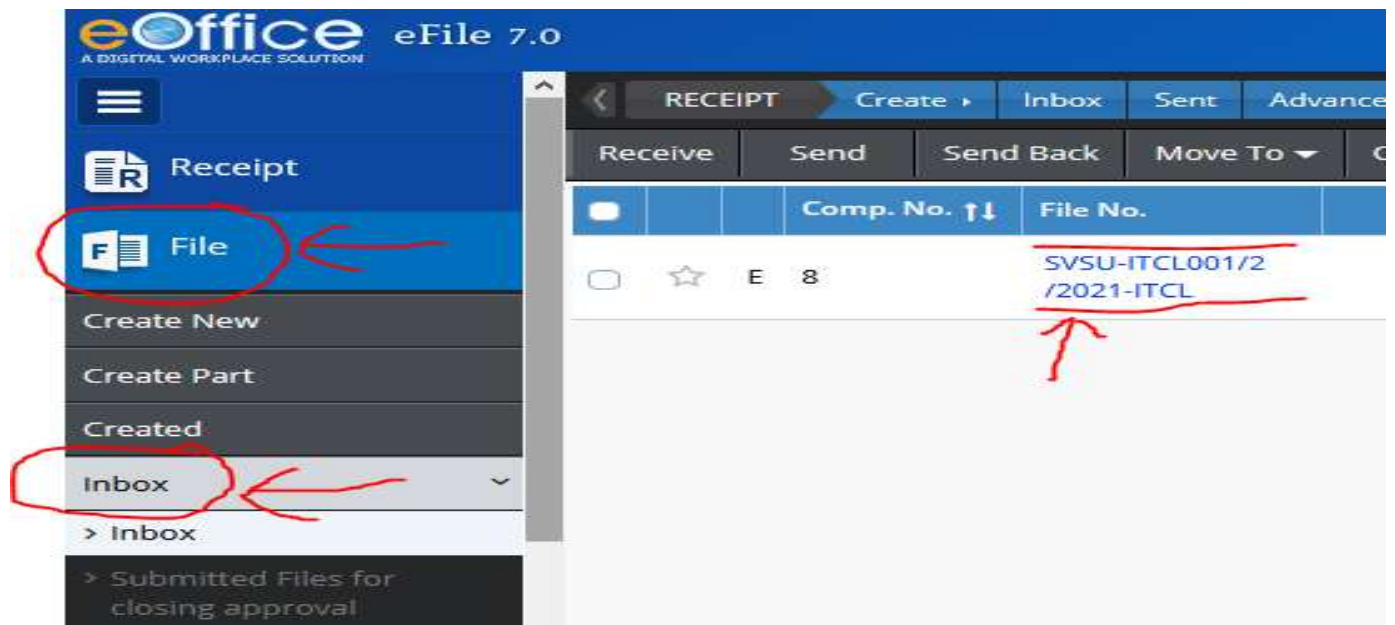
8. Select the File to which CP Documents are to be attached.

9. Write Remarks as per your requirement

10. Click on the ATTACH button.



11. Open FILE option
12. Click on INBOX
13. Open the concerned file. Attached CP documents will be shown on right hand side of the screen.



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