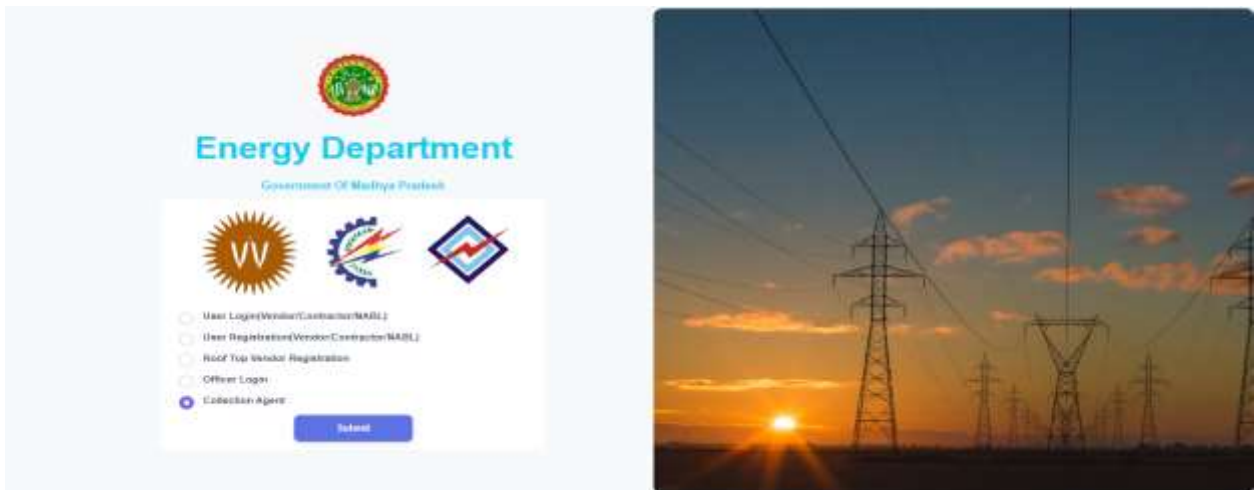
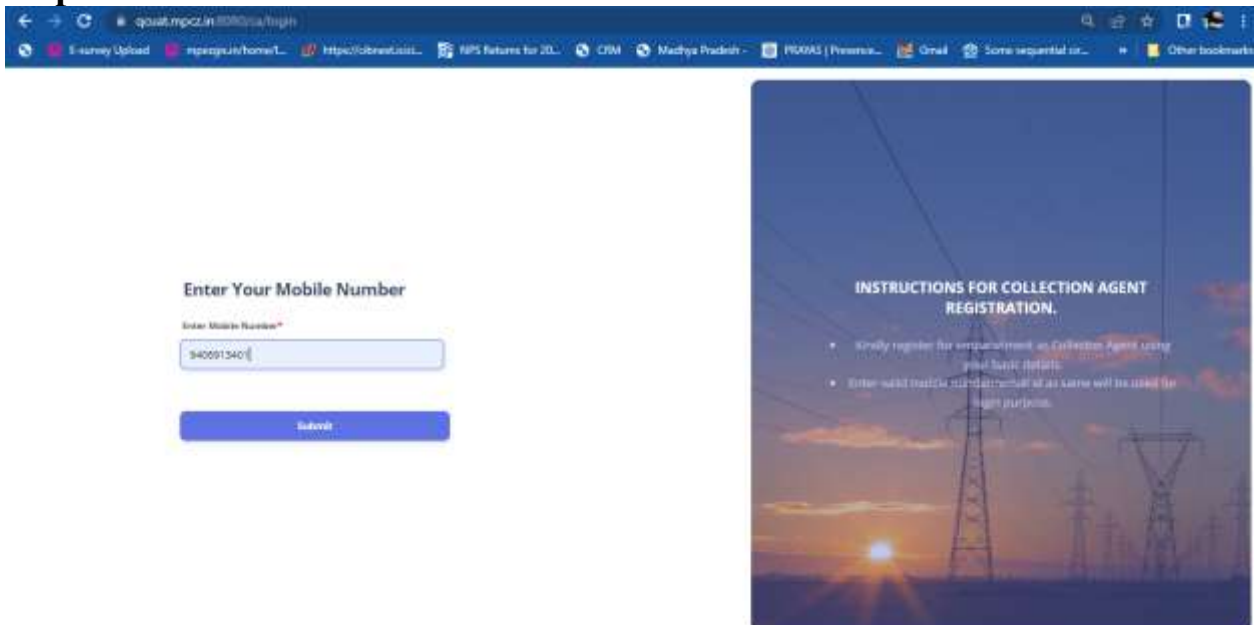


SOP For New Collection Agent Registration

Step 1: User has to open the Portal <https://qcportal.mpcz.in/> and Click on Collection Agent Button



Step 2: User have to enter his mobile Number and Click Submit



Step 3: After Enter OTP user need to Enter Some Basic Details

Registration Form

Name*

Author Card Number*

Email ID*

Energy Bill Number*

Pin Card Number*

GST Number

Address Details

Address Line 1*

Address Line 2

Full Name *

Mobile number (Number will used for login)

Upload File Energy Bill Number (Pdf Format)*

Upload File Pin Card Number (Pdf Format)*

Upload File GST Number (Pdf Format)

Instructions

- All * marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.

Step 4: After Entering Basic Details User have to click declaration and Click on Submit

Address Details

Address Line 1*

Address Line 2

Pincode*

State*

City*

Bank Details

Bank Name*

IFSC Code*

Account Holder Name*

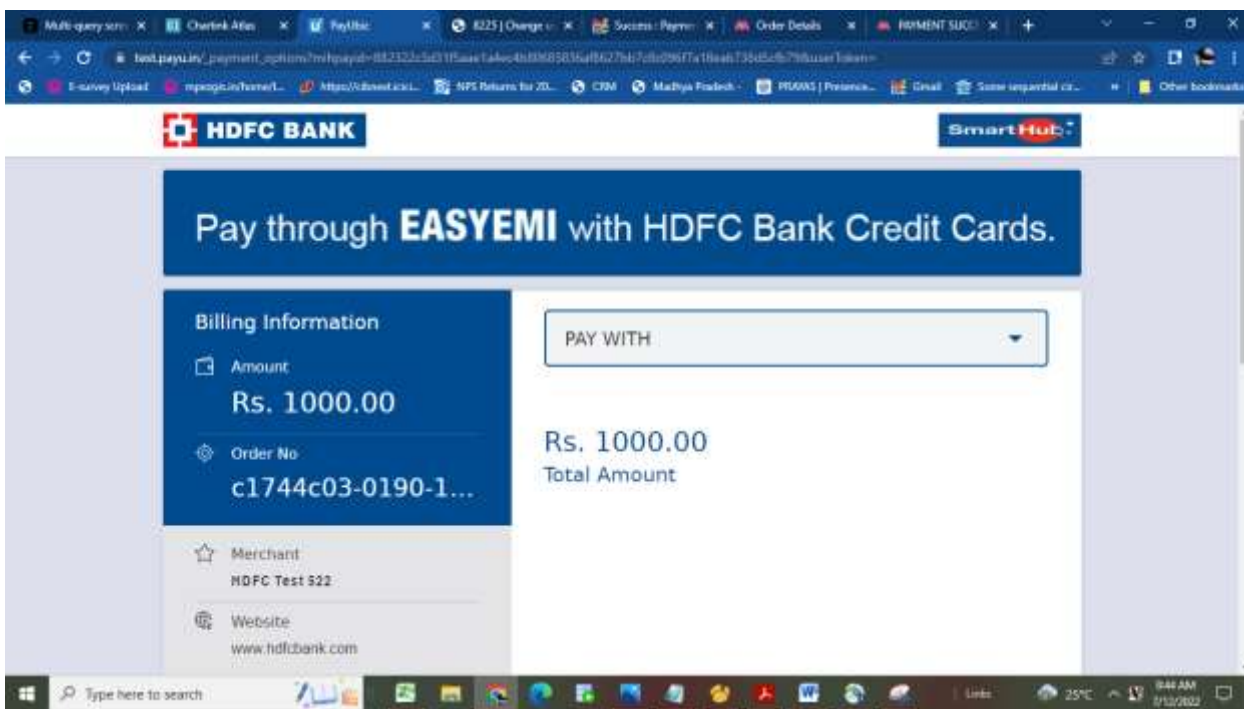
Account Number*

I hereby acknowledge that the above details are correct and true. If any change is required, I will update the details in the system. If any information is found incorrect during the verification, your application may be cancelled.

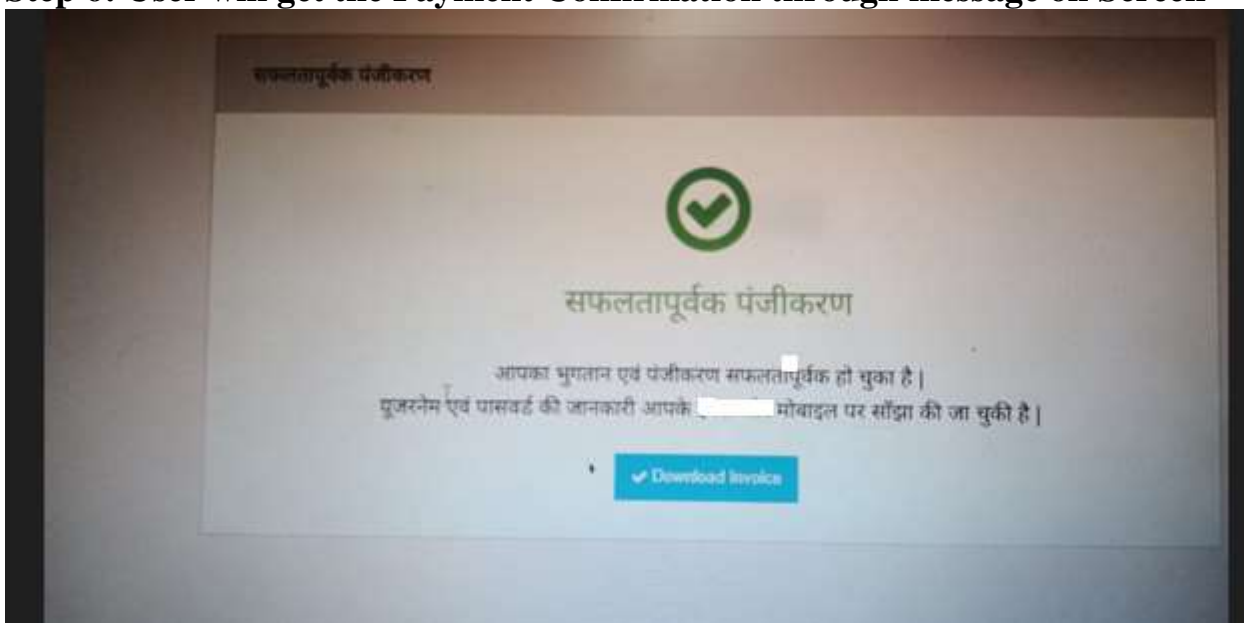
Instructions

- All * marked fields are mandatory.
- Please provide correct details, if any information is found incorrect during the verification, your application may be cancelled.

Step 5: Now User have to Pay 1000 Rs as a Refundable Money Via HDFC Payment Gateway



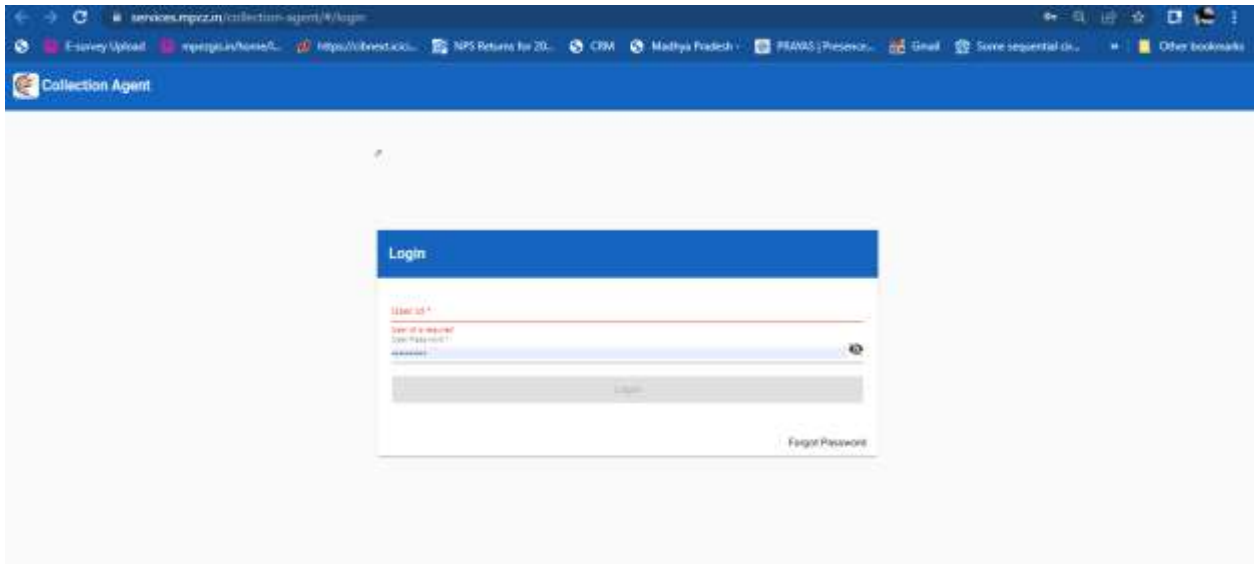
Step 6: User will get the Payment Confirmation through message on Screen



Step 7: User will get the username, password and Application and Portal Download Link on registered Mobile.

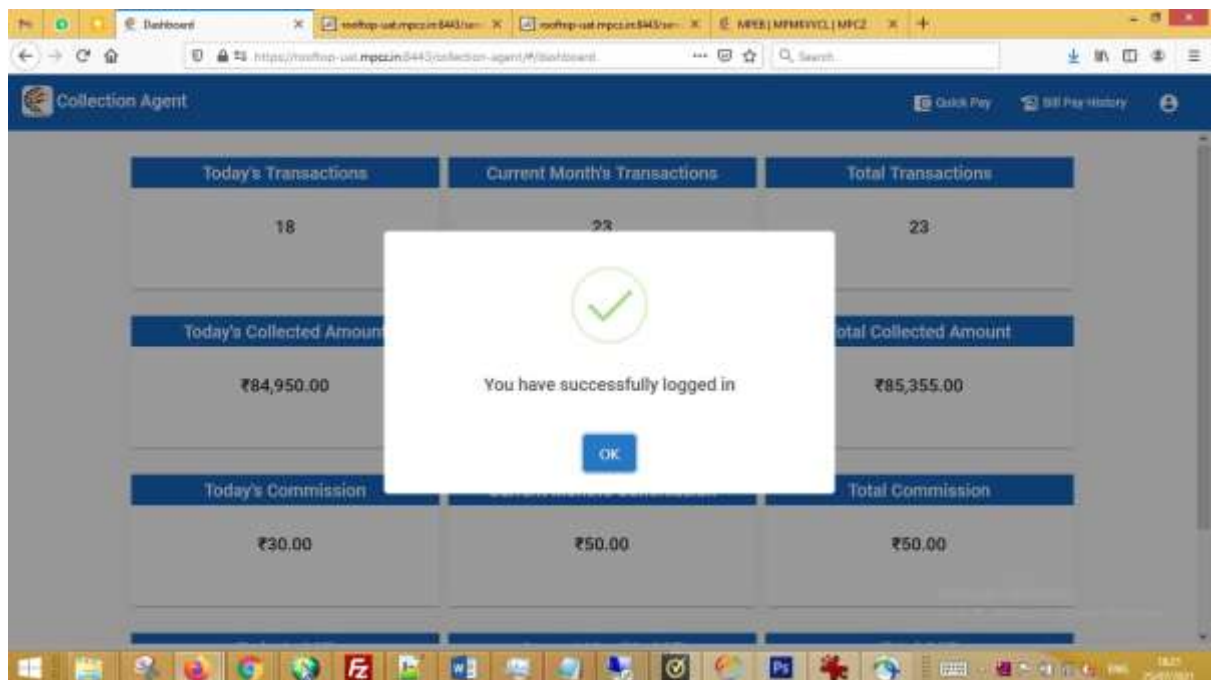
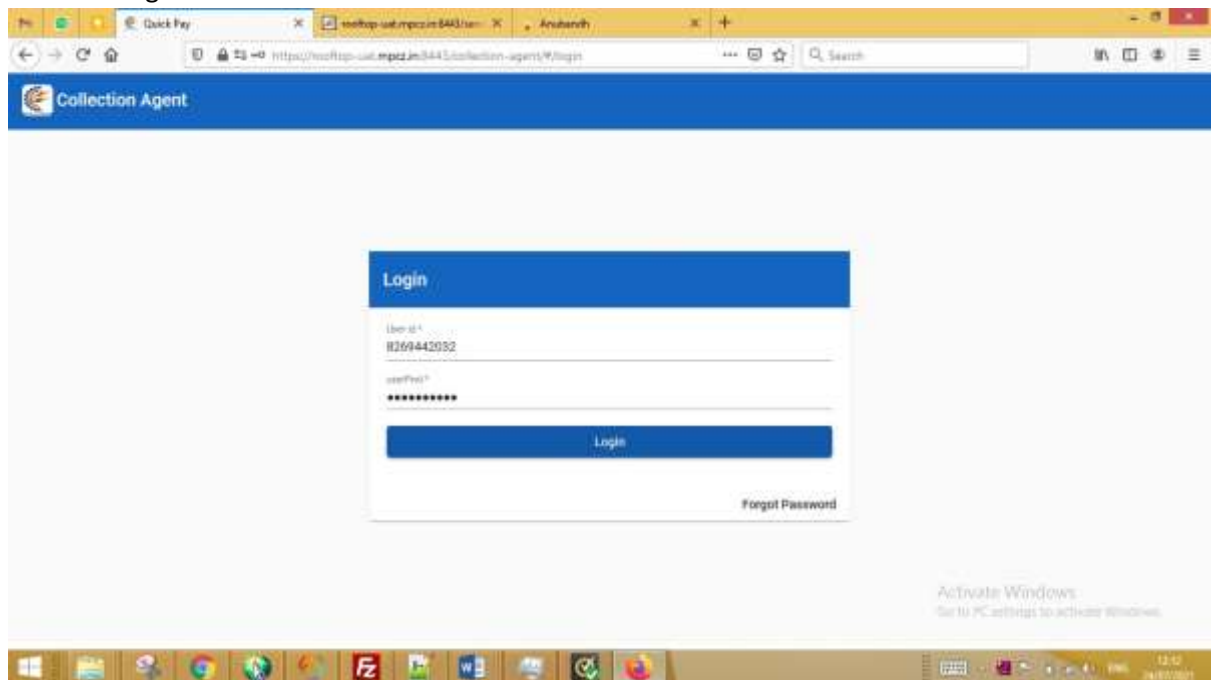
प्रिय उपयोगकर्ता, आप का निष्ठा कलेक्शन एजेंट का पंजीयन सफलतापूर्वक हो गया है।
आपका यूजरनेम 8130553979 एवं पासवर्ड jIxkJDhxZ है। सेवार्ये आप पोर्टल -
<https://py.mpcz.in/ncportal> एवं मोबाइल ऐप - <https://py.mpcz.in/ncapk> के माध्यम से
उपयोग कर सकते हैं। - म.क्षे.वि.वि.क.लि.

Step 8: After Successful Registration Collection Agent need to Login on <https://services.mpcz.in/collection-agent/#/login> for Payment Collection with the credentials shared over Email.

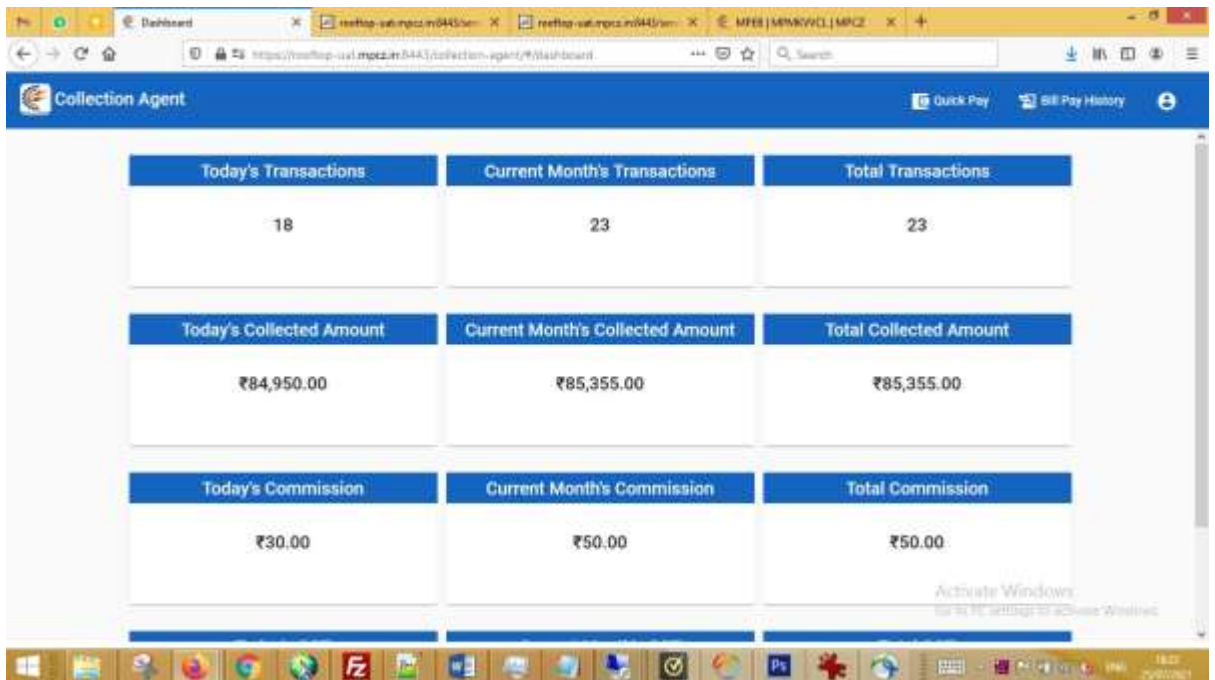


Collection Portal User Manual

1. User will Login into the Portal with the credentials received over SMS.



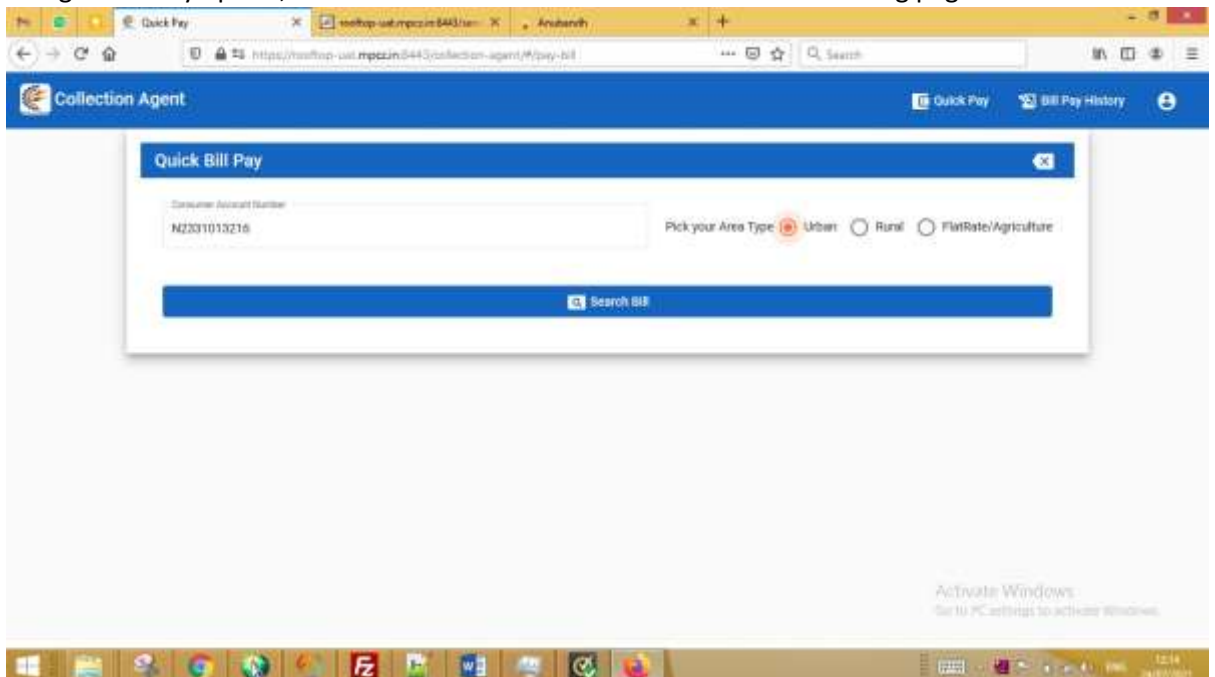
2. Summary of Transactions will be visible on Dashboard.



The screenshot shows the 'Collection Agent' dashboard with a summary of transactions and collections. The data is presented in three rows of three columns each. The first row shows the number of transactions, the second row shows the collected amount in Indian Rupees (₹), and the third row shows the commission in Indian Rupees (₹). The 'Total' column values are consistent across the rows.

Today's Transactions	Current Month's Transactions	Total Transactions
18	23	23
Today's Collected Amount	Current Month's Collected Amount	Total Collected Amount
₹84,950.00	₹85,355.00	₹85,355.00
Today's Commission	Current Month's Commission	Total Commission
₹30.00	₹50.00	₹50.00

3. Using Quick Pay option, User will enter connection number on the following page



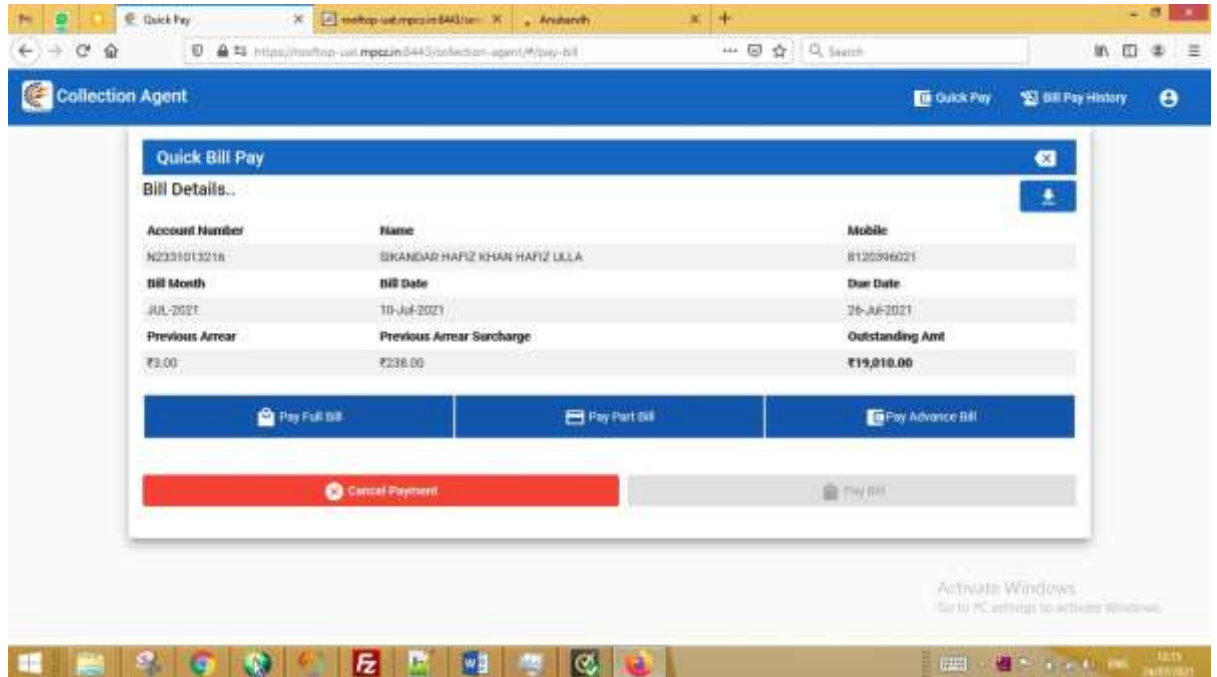
The screenshot shows the 'Quick Bill Pay' form. It includes a text input field for the 'Consumer Account Number' with the value 'N2331013216'. To the right, there are radio buttons for 'Pick your Area Type' with options: 'Urban' (selected), 'Rural', and 'FlatRate/Agriculture'. A blue 'Search Bill' button is located below the input field.

Consumer Account Number: N2331013216

Pick your Area Type: Urban Rural FlatRate/Agriculture

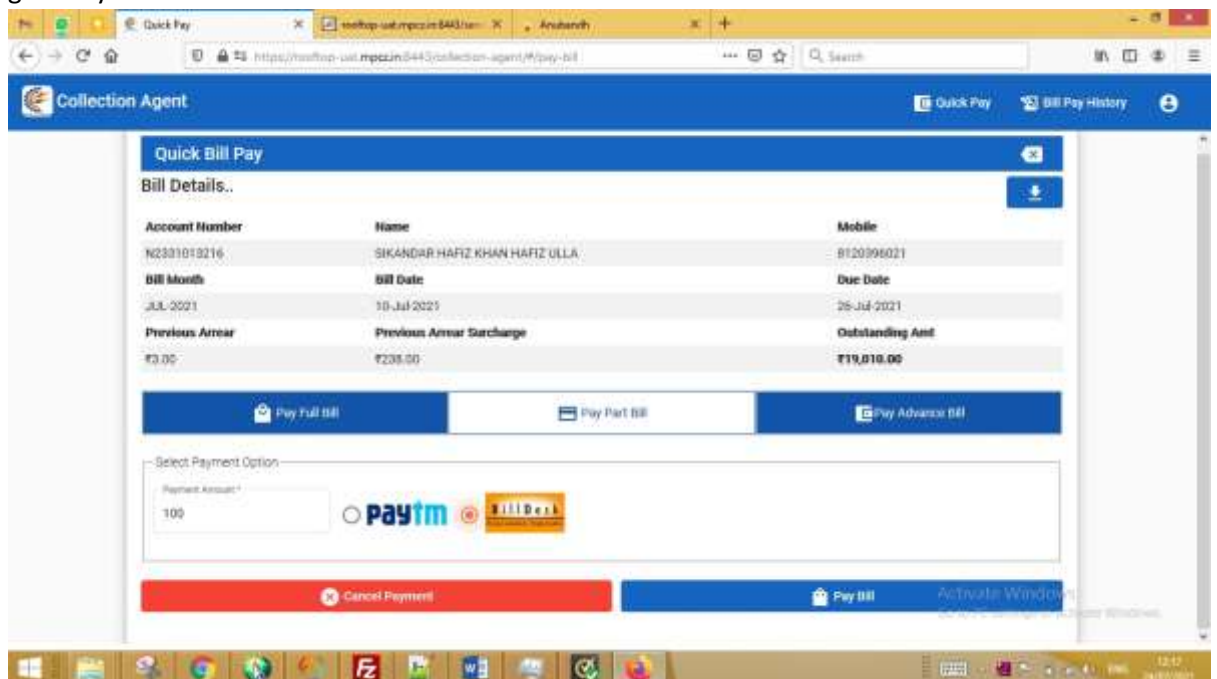
Search Bill

4. Now, user will click on search Bill.

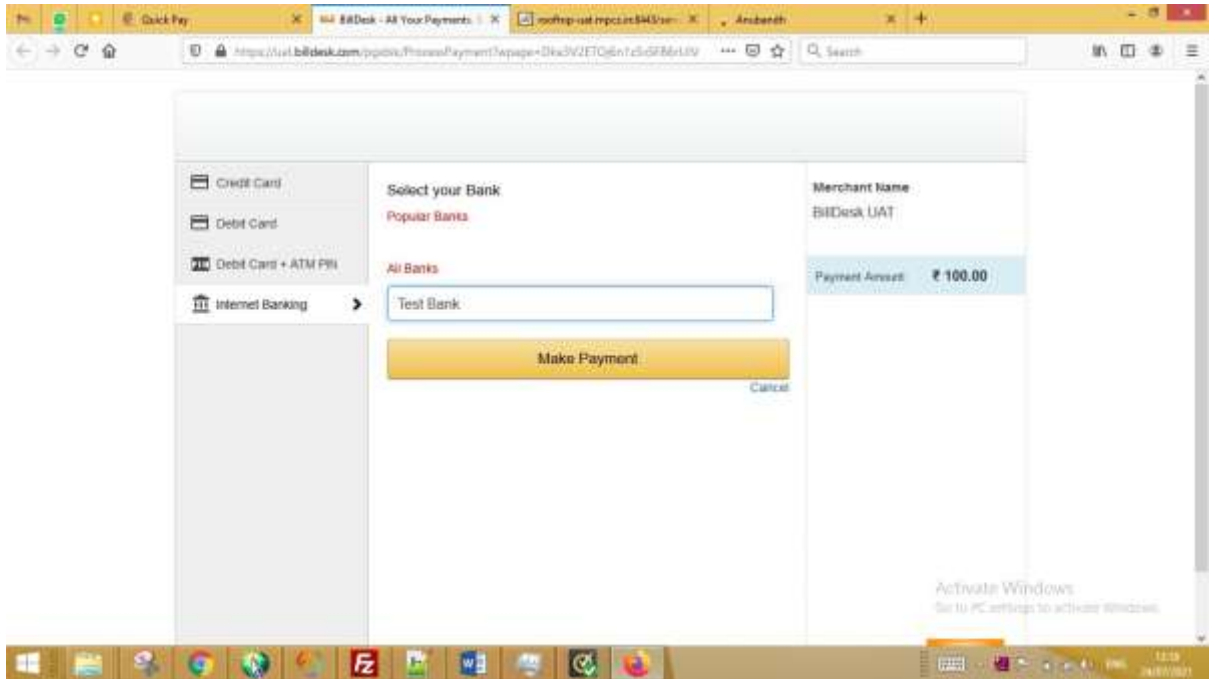


5. User will have the option to pay the bill in full, or make part payment or advance payment.

6. Upon selecting Part Payment, the user can enter the amount and select the payment gateway channel.



7. Now, user will be redirected to payment gateway page.



8. Upon successful transaction, a receipt will be generated.



9. In the Portal, user will also have the option to view payment his

The screenshot displays a web browser window with the URL <https://testtop-uit.mpczin5443/collection-agent/#/pay-bill/history>. The page title is 'Collection Agent' and it includes a 'Quick Pay' button and a 'Bill Pay History' link. The main content is a table titled 'Bill Payment History' with a search bar and a refresh icon. The table has the following data:

SN	Order Id	IVRS Number	Consumer Name	Mobile No	Area Type	Bill Date	Bill Month	Bill Amount	Commission Amt
1	202107253019502	N3443031014	M/SVINDO PATTERNS FURNITUR	9826583946	ngb	25-JUL-21	JUL-2021	78833	10
2	202107253019501	384206100331	SHR ANANDPUR TRUST	9301209282	ma	25-JUL-21	JUN-2021	1000	0
3	202107253019489	384206100331	SHR ANANDPUR TRUST	9301209262	ma	25-JUL-21	JUN-2021	200	0
4	202107253019488	N2412019663	SUNIL KUMAR SINHA	7772677133	ngb	25-JUL-21	JUL-2021	100	0
5	202107253019487	N2502012691	RAAMIZ SHAH W/O S N SHAH	9755199166	ngb	25-JUL-21	JUL-2021	200	0

At the bottom of the table, there is a pagination control showing 'Items per page: 5' and '1 - 5 of 23' with navigation arrows. An 'Activate Windows' watermark is visible in the bottom right corner of the browser window.