USER MANUAL FOR GENERATING NEW CKYC FORM WITH SUPPORTING DOCUMENTS

THE PRE-REQUISITES AND SPECIFICATIONS FOR SCANNING THE SUPPORTING DOCUMENTS AND PHOTOGRAPH ARE STATED BELOW:

- DOCUMENT SHOULD BE SCANNED IN **GREY-SCALE WITH A SCANNING RESOLUTION OF 150-200 DPI.**

- PHOTOGRAPH MUST BE A RECENT PASSPORT STYLE PICTURE PREFERABLY IN COLOUR. **DIMENSIONS 200 X 230 PIXELS**. **SIZE OF PHOTOGRAPH SHOULD BE LESS THAN 50KB.**

- ACCEPTABLE FILE FORMAT: '.TIF', '.TIFF', '.PDF', '.JPEG', '.JPG'.

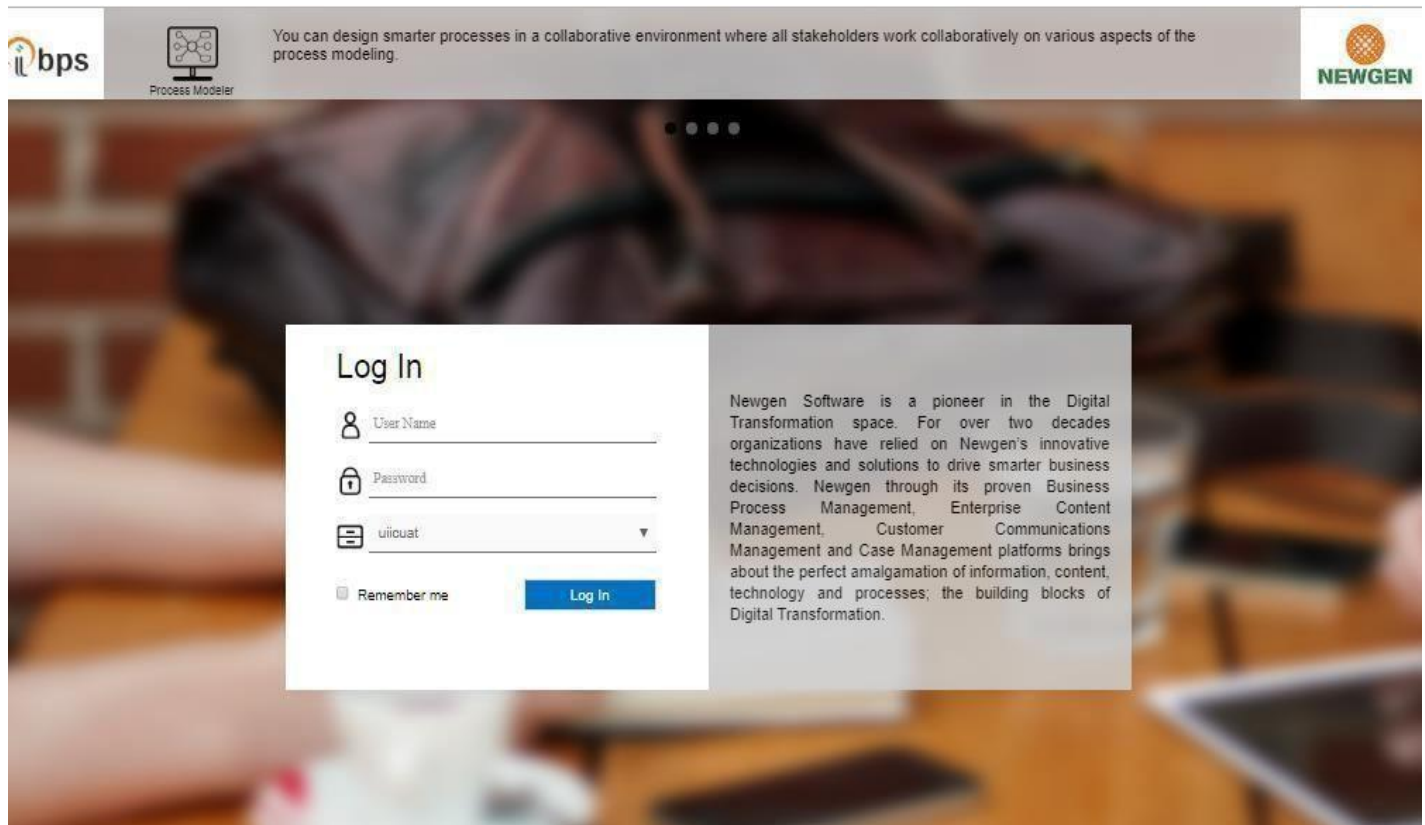- PLEASE ENSURE THAT THE DATA IS LEGIBLE AND PHOTOGRAPH SHOULD BE OF REASONABLE CLARITY.

Login into the iBPS using below url link present under :

Intranet Menu→ Document Management System → iBPS CKYC PORTAL
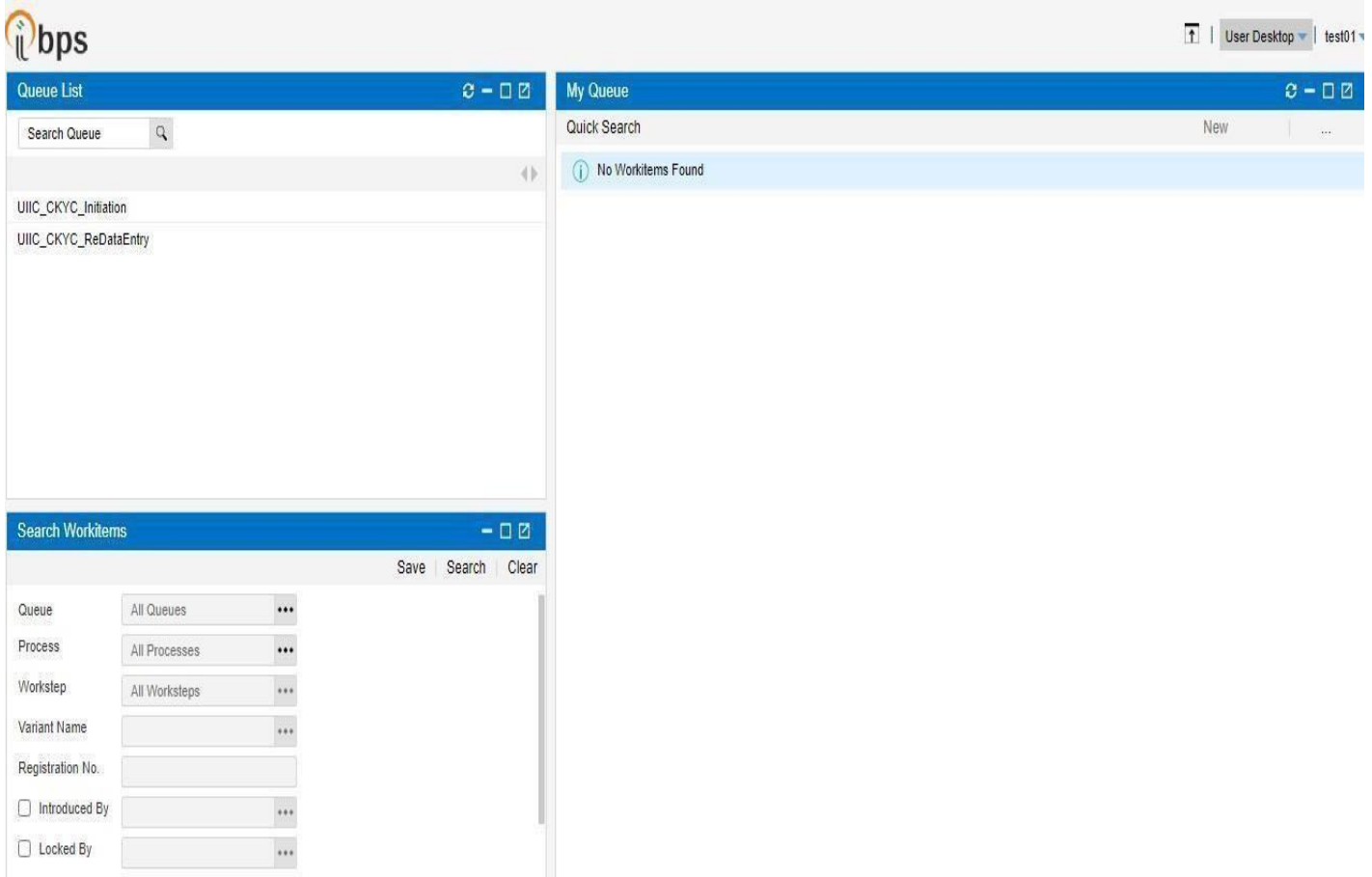
https://dms.uiic.in/omniapp

Access to IBPS portal:

- Using GC User ID and Password, users can to Login into iBPS Portal.
- With prior approval from Regional Office, the operating office users can contact HO DMS team to authorize their access to the portal.

Once the user logs into the iBPS portal, the below page will appear.

There will be 2 queues appearing on the left side of the screen.

A. UIIC_CKYC_Initiation

B. UIIC_CKYC_ReDataEntry

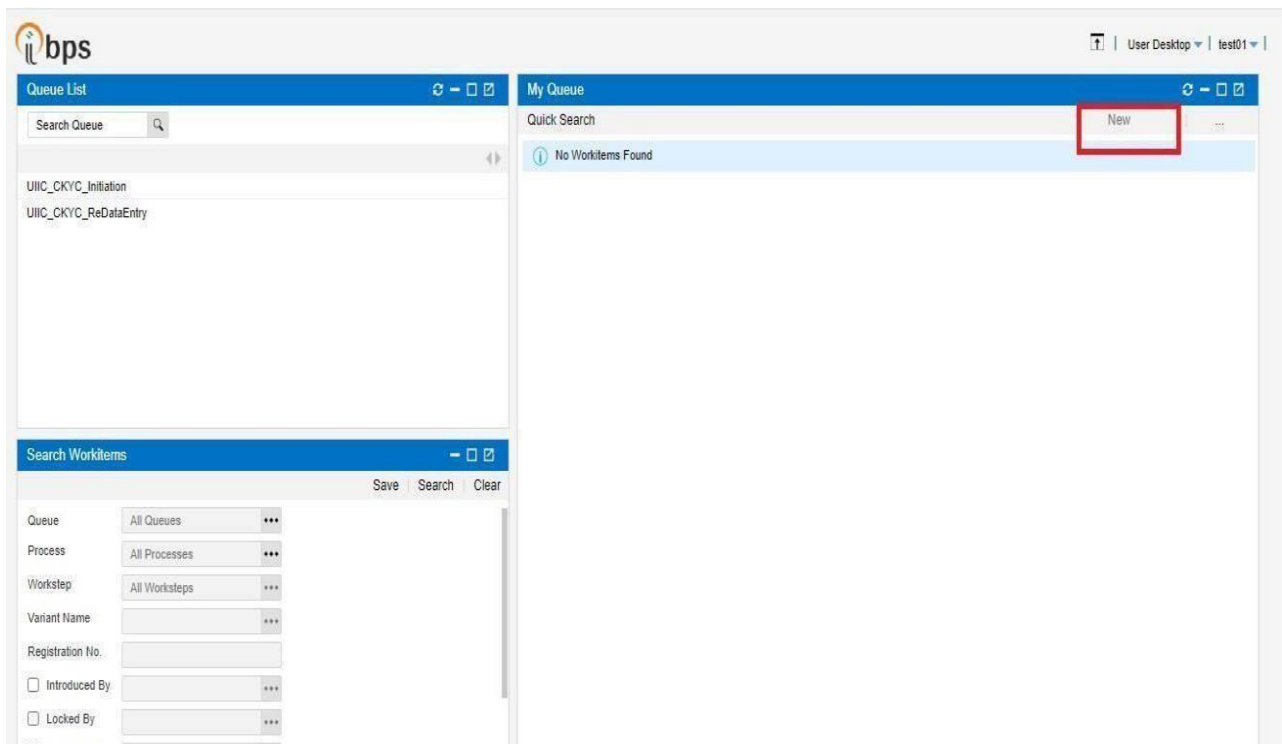## UIIC_CKYC_Intiation:

UIIC_CKYC_Intiation allows the user to generate a New CKYC form.
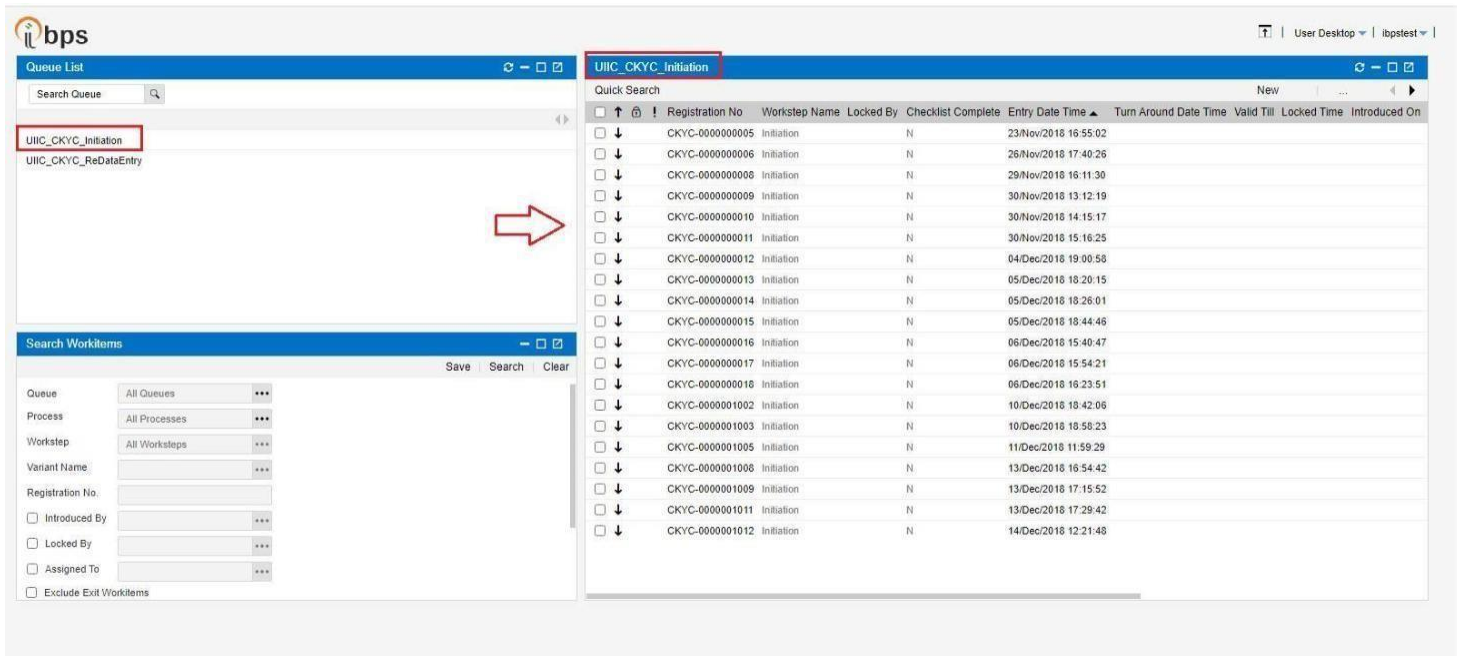
New Transaction:

- For creating a new transaction, click on **New**, which is available in right side of the screen.

After selecting **"NEW"**, the below screen will appear.

In the above screen, the CKYC form will appear on the left side.

- Fill in all the mandatory fields in the left side and upload the corresponding documents on the right side.

Add Document into the iBPS

Before uploading the documents User needs to read following specification to scan documents:

- Document should be scanned in grey-scale with a scanning resolution of 150-200 DPI.
- Photograph must be a recent passport style picture preferably in color.
- Dimensions should be 200 x 230 pixels.
- Size of photograph should be less than 50kb.
- The overall size of uploaded documents should be less than 350kb.
- Acceptable file format : '.tif', '.tiff', '.pdf', '.jpeg', '.jpg'.

Import Document into iBPS Portal:

- Click on the Import Document icon to upload already scanned documents (Shown as below).
- Once you click on the Import Document icon, you will find another dialog box which willappear as shown below.

Choose File: Select the document which we are going to upload.
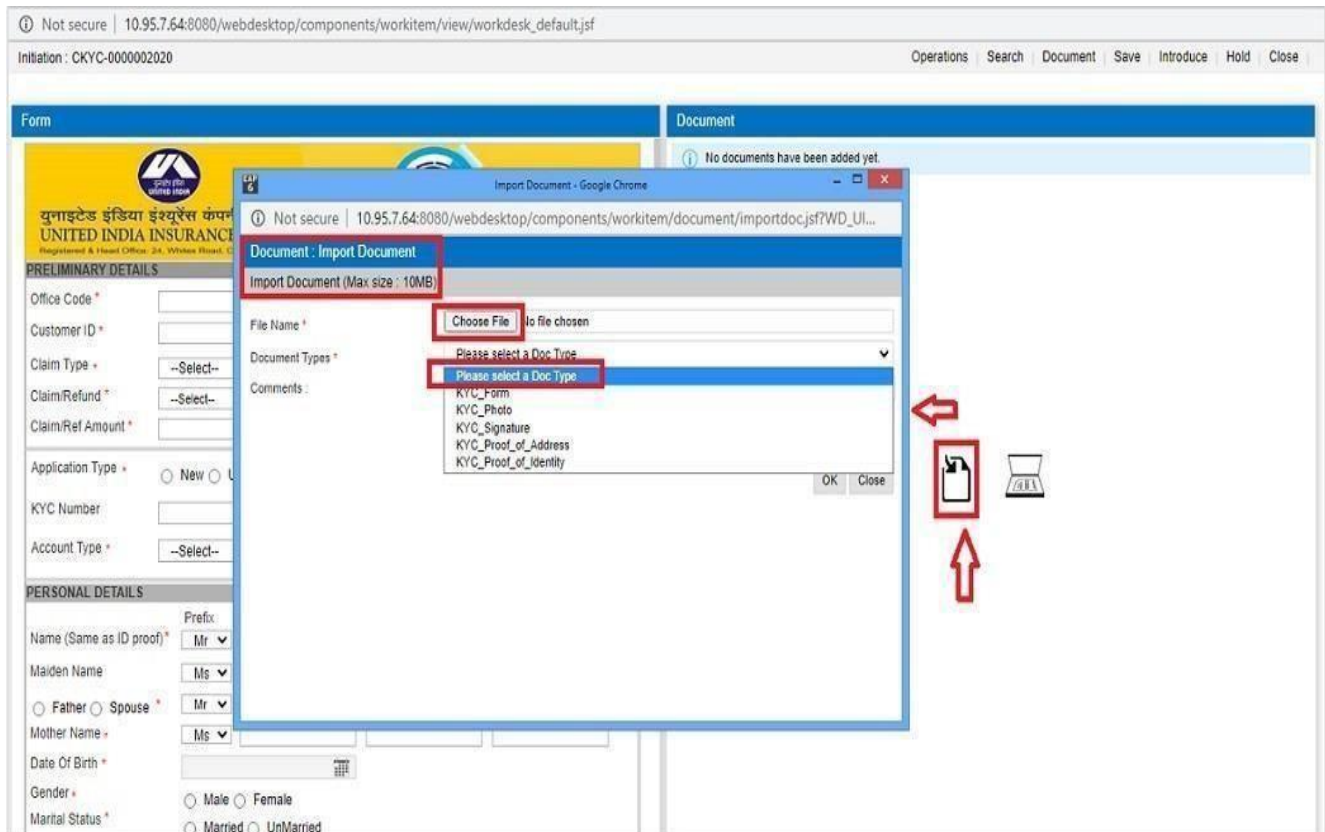
Note:

1. While uploading Aadhar card as document proof (POI and POA), users need to mask or redact First 8 digits of Aadhar Number.

2. Users need to upload one among the following documents as Proof Of Identity (POI)

- ➢ **Passport Number**
- ➢ **Voter ID Card**
- ➢ **Driving Licence**
- ➢ **Proof of Possession of Aadhaar**
- ➢ **NREGA Job Card**
- ➢ **National Population Register Letter**
- ➢ **Offline verification of Aadhaar**

3. Users need to upload one among the following documents as Proof Of Address (POA)

- ➢ **Passport Number**
- ➢ **Voter ID Card**
- ➢ **Driving Licence**
- ➢ **Proof of Possession of Aadhaar**
- ➢ **NREGA Job Card**
- ➢ **National Population Register Letter**
- ➢ **Offline verification of Aadhaar**
- ➢ **Deemed Proof of Address**

Save Transaction:

1. **SAVE** option in CKYC Form will save the transaction but not proceed to the next stage.

2. Saved transactions will be visible in the home page under **UIIC_CKYC_Intitiation**.

**Note: In the below screen, transaction saved by the user but not submited will display on the right side of the screen.**

3. Later we can open the same transaction and modify it to proceed for next stage.

View Multiple Attachments of Work Item:

If the user has uploaded multiple attachments to a Work Item, it can be viewed by clicking on the Dropdown Button shown below. Here you can select the attachment in the dropdown to view the corresponding document as shown in below screenshot.
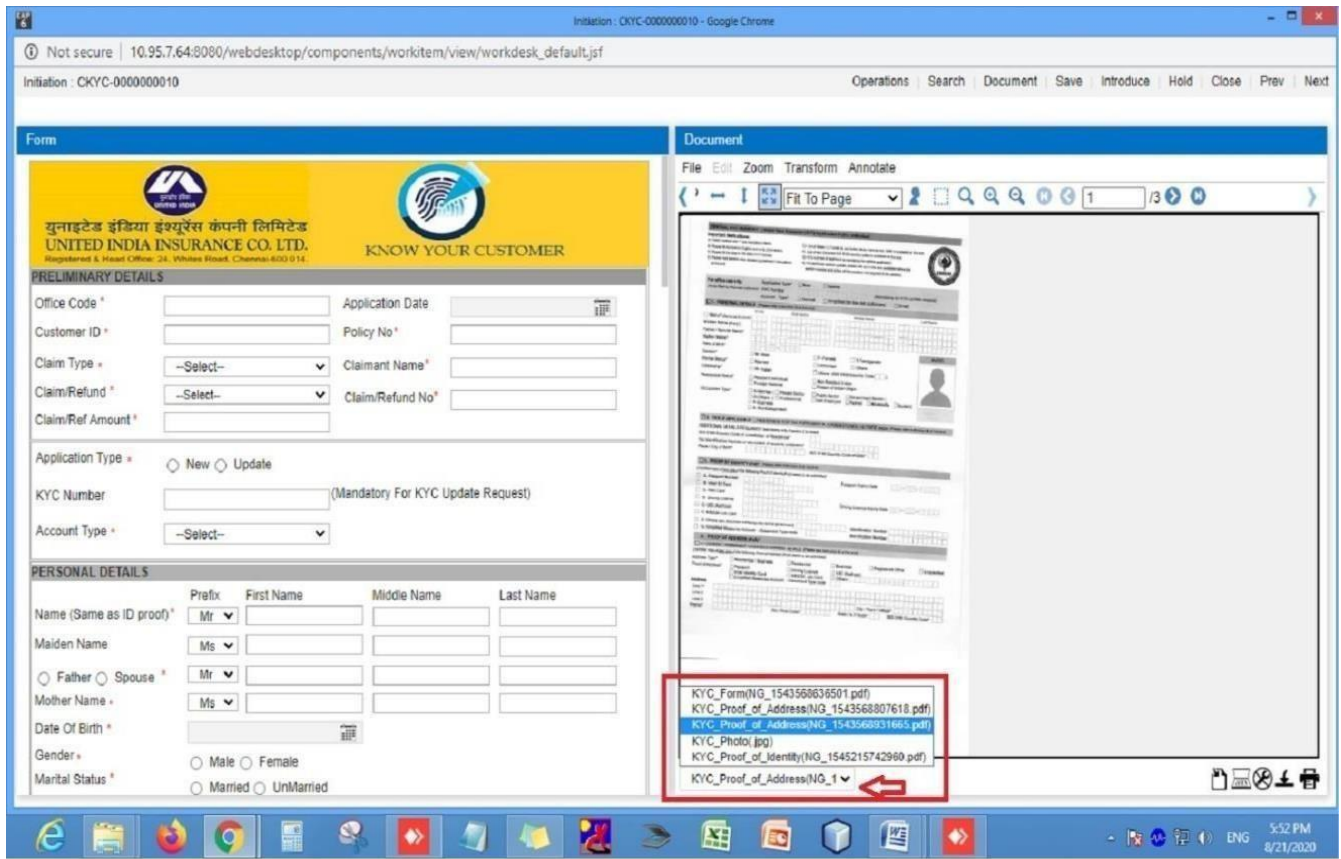
In order to attach another document, Click on the Import Document icon which is present at the bottom of the right Side Section which is indicated by arrow in the below screenshot.

After filling all the data with associate the documents, Click on **Submit** so that transaction will be routed to File generation queue.

UIIC_CKYC Re Data Entry:

- Important: This queue **"UIIC_CKYC_ReDataEntry Queue"** needs to be periodically reviewed by the user as it will contain data/documents rejected by Approver.

- Click on UIIC_CKYC_ReDataEntry in the left side of the screen and the list of work items will display on the right side of the screen.

- Once you Submit transactions in the ReDataEntry queue, it will again be routed to File generation queue.
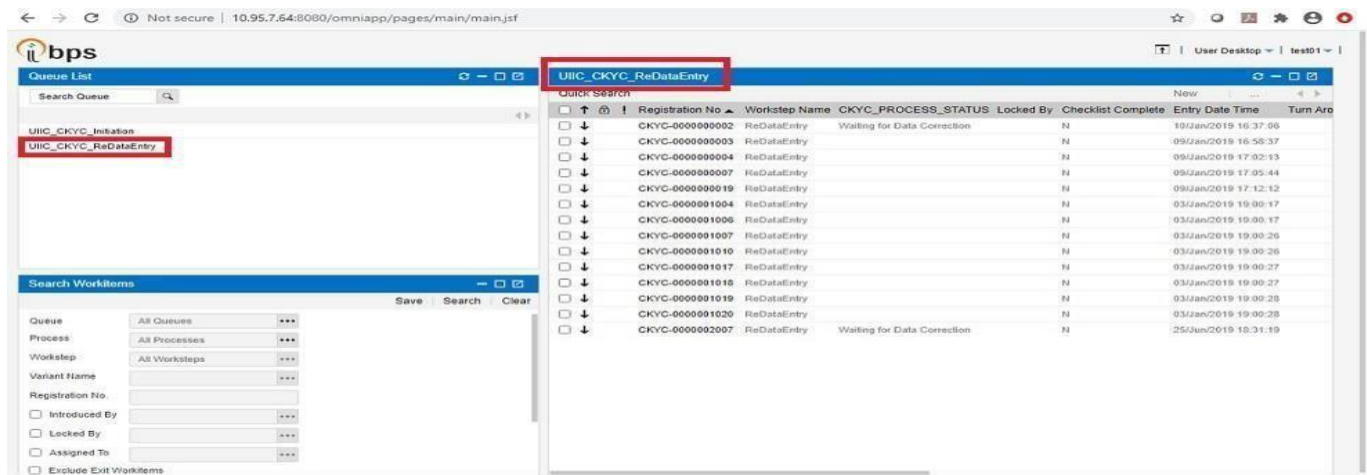
Note: There will be further development activity going on CKYC Modules, hence the user manual is subject to modifications in future.

"For Queries Related to CKYC Write us at ckychelpdesk@uiic.co.in"