

## Instruction Sheet to Access E-Compostable Plastics:-

- a. User has to open the E-Compostable Plastics web portal using URL (<http://164.100.43.186:8080/compostable/>).
- b. Application for manufacturer/seller should be filled as per SOP.
- c. For New Registration, Click on Sign up New User Button.
- d. A form opens up and a partial information has to be filled by the Applicant regarding Company Name, Contact Person Name, Mobile Number, and Company Pan Card No.
- e. Select the user type as '**Seller**' and '**Manufacturer**'.
- f. Email Address of only Authorized person shall be entered here.
- g. After an applicant registers and logged into the system, select on 'New Application'; details are auto-fetched from the registration form that were filled at the time of registration.
- h. The information filled can be saved and confirmed.
- i. All the files to be uploaded should in PDF format of maximum size of 2MB.
- j. Undertaking letter on ₹100/- Stamp paper should be Duly Notarized and signed by Authorized person.
- k. A chat box is provided for the users in case of any query they may contact us using this chat box for prompt reply.
- l. Timely alerts will be received in the form of SMS/E-mail.
- m. Application status can be viewed on the Applicant **DASHBOARD**.
- n. Applicant is advised to check the portal on regular intervals for updates regarding application form.
- o. In case any user may forget the password; click on 'Forget Your Password' option and enter the corresponding email ID, a link for setting up of new password will be received on that mail ID; click on that link to reset the new password.

*Note: - It is advisable to keep all the uploading documents handy for seamless filling up of application.*

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