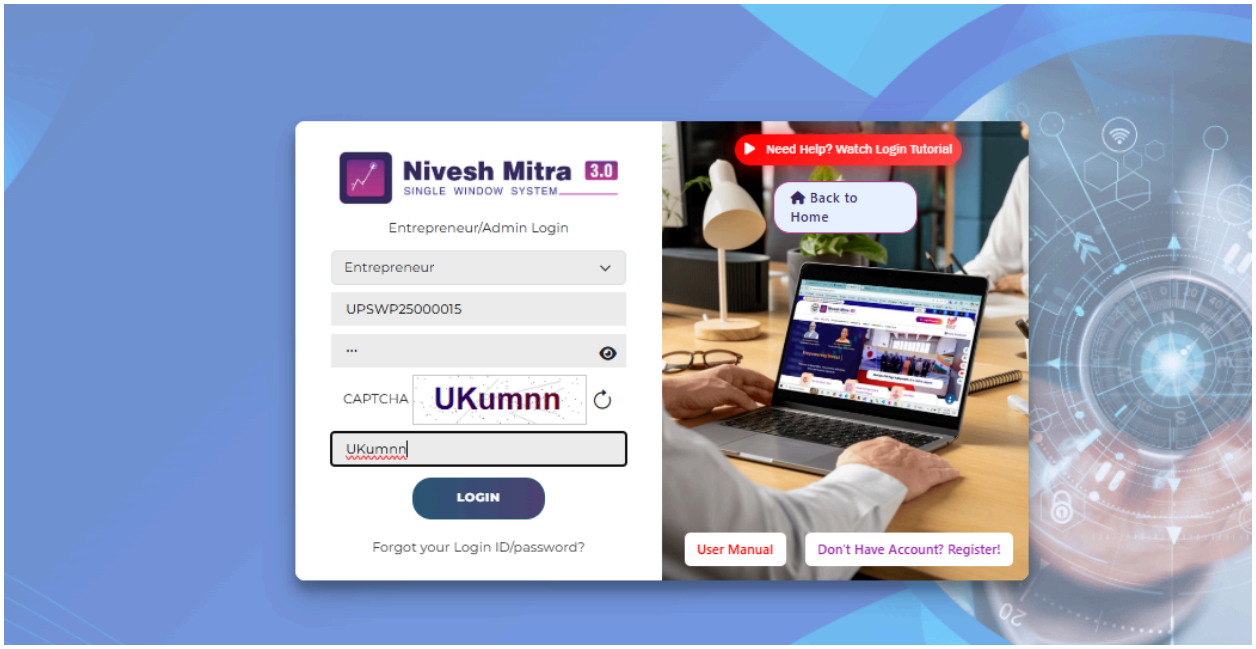
Applying for Disbursement Services on the Portal

This guide walks you through the steps to log in, select a disbursement service, apply, submit the application, and pay the fees where applicable.

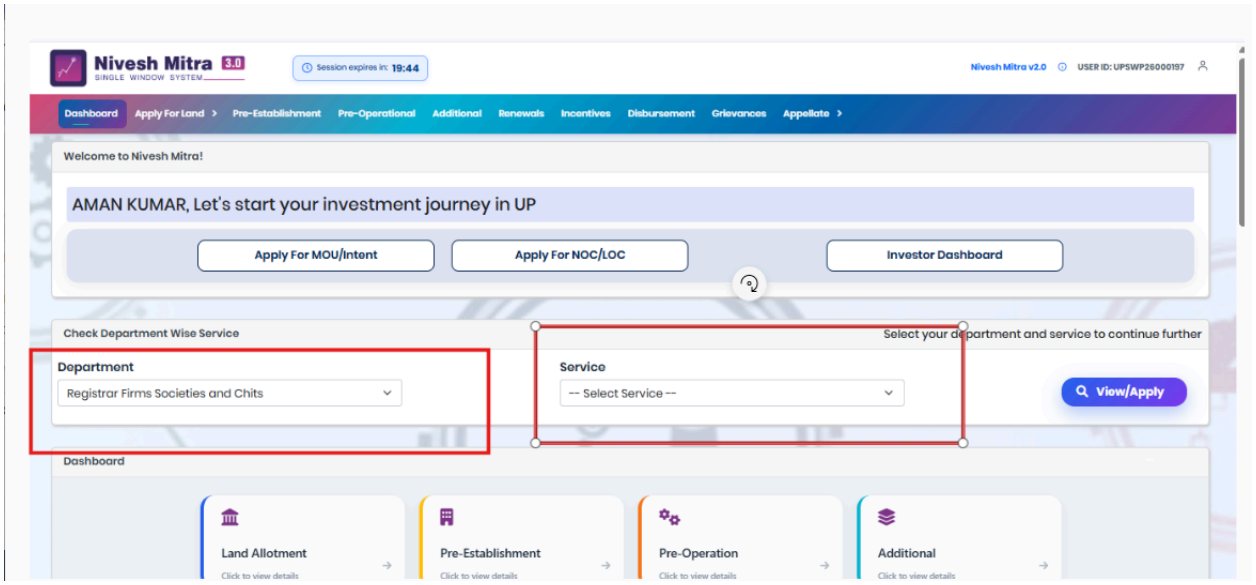
Step 1: Log in to the portal

Log in to the portal using your credentials.



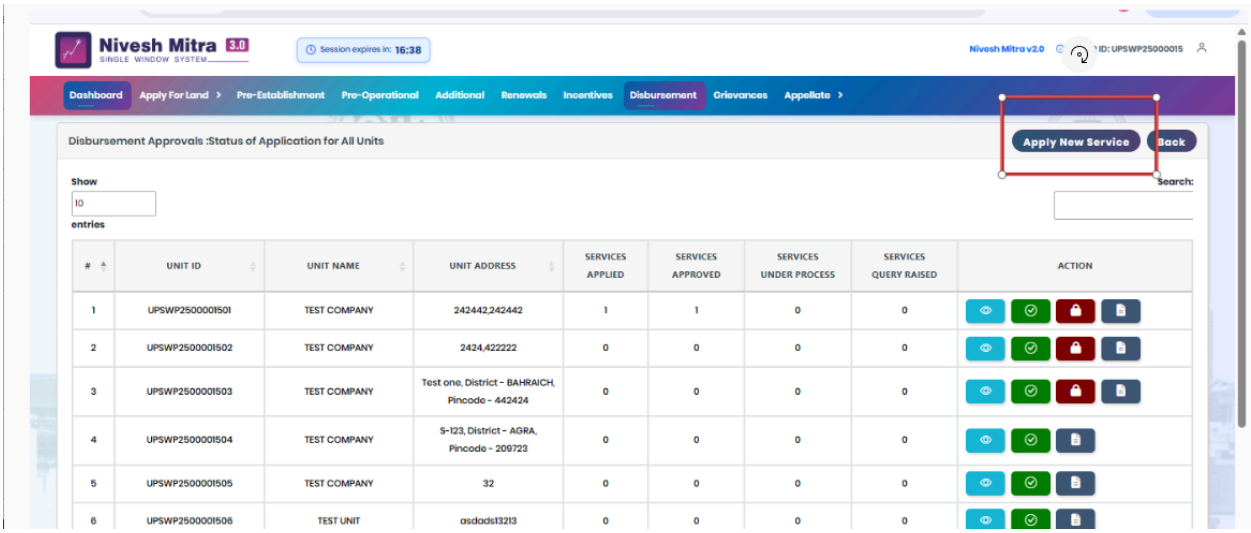
Step 2: Open the department service list

From the dashboard, navigate to the relevant department, select the service, and click View.



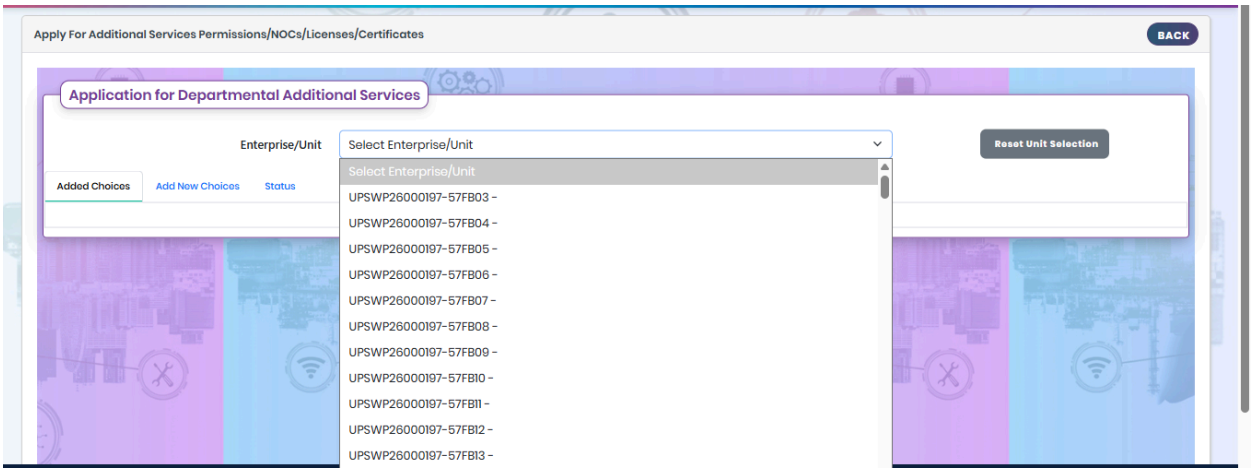
Step 3: Click Apply New Service

On the Disbursement Approvals page, which lists the status of applications for all units, click Apply New Service.



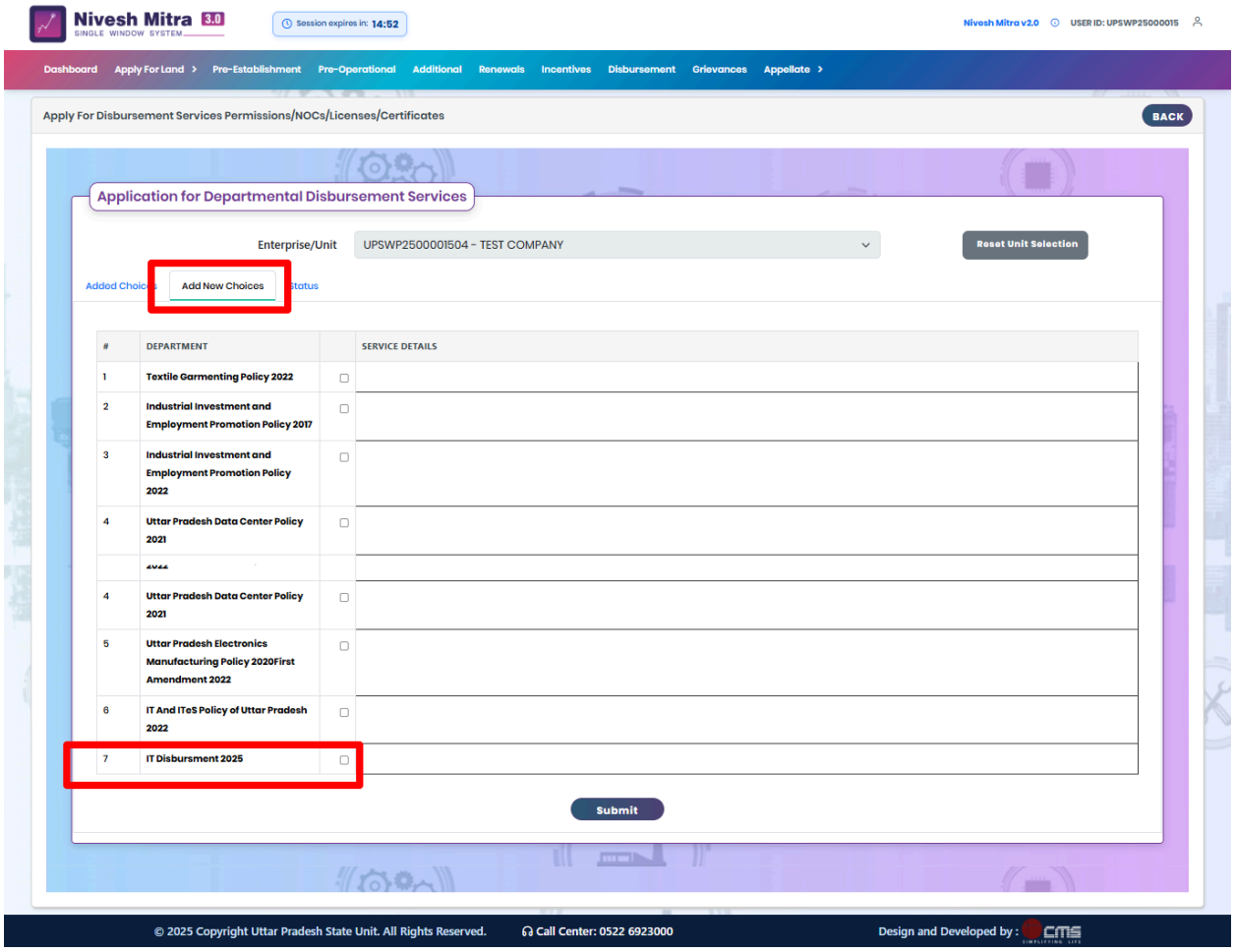
Step 4: Select the unit

Select the unit for which you want to apply from the Enterprise/Unit drop-down.



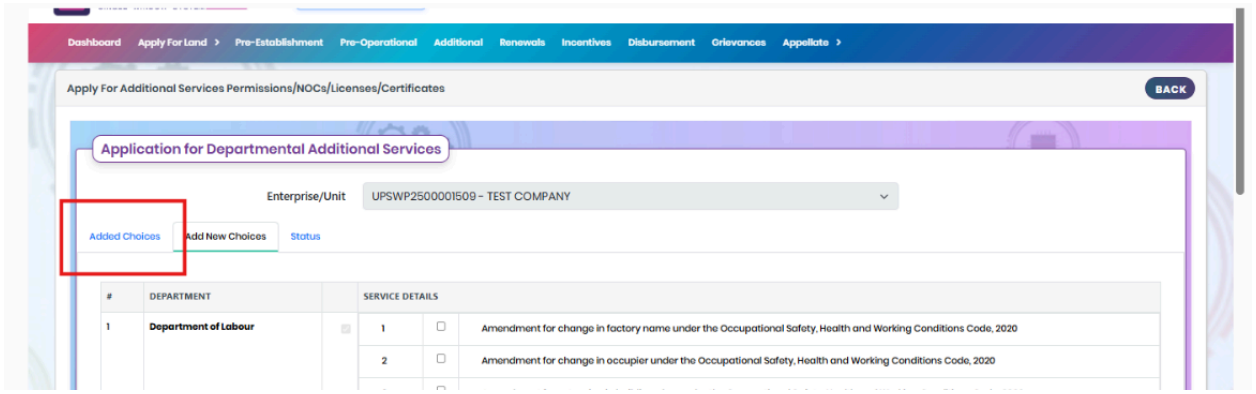
Step 5: Select the disbursement service

On the Add New Choices tab, tick the required disbursement service and click Submit.



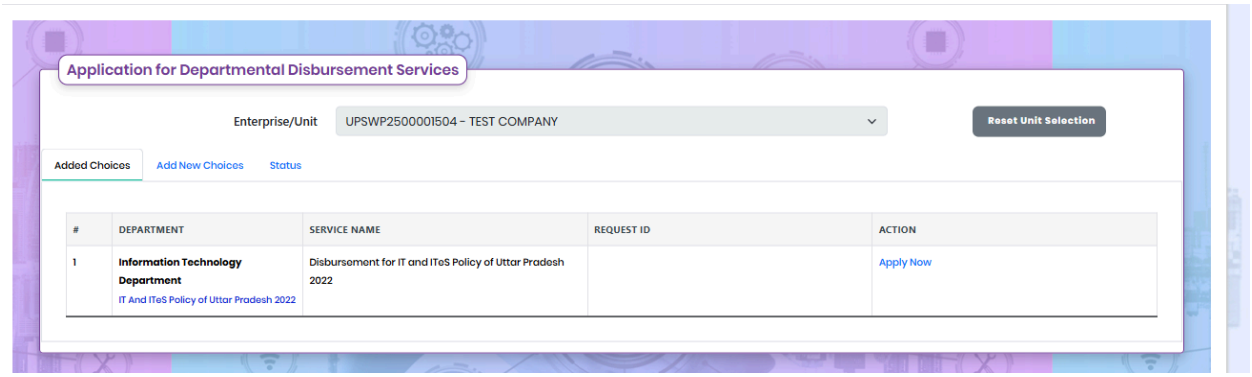
Step 6: Open the Added Choices tab

Click the Added Choices tab, from which you apply for the service.



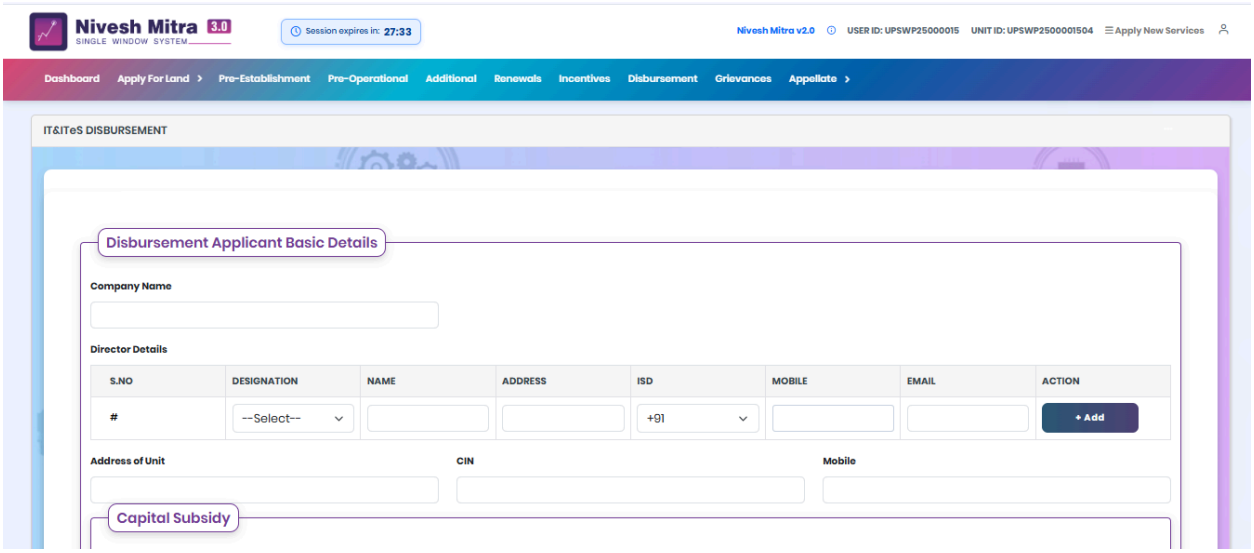
Step 7: Click Apply Now

Click Apply Now against the required service. If an application has already been saved, an option to edit it is shown instead.



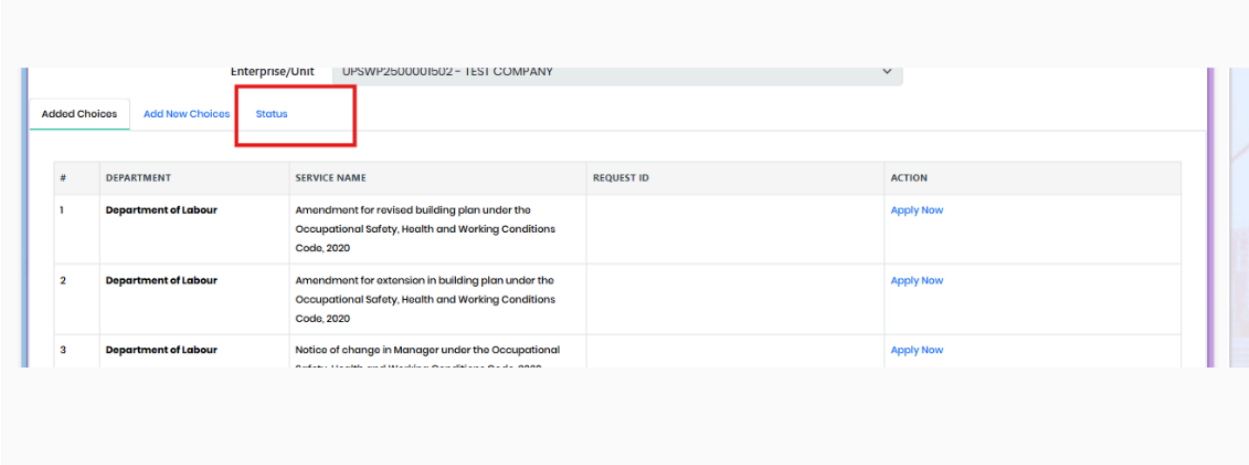
Step 8: Fill in and submit the form

You are redirected to the application form. Fill in the applicant details and the remaining sections, then submit the form.



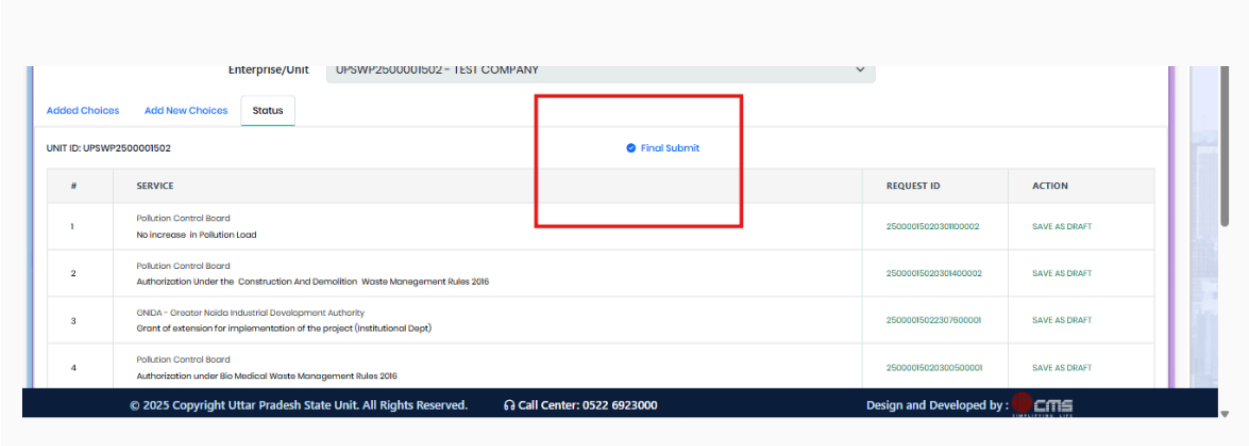
Step 9: Open the Status tab

After saving the form, click the Status tab.(Dashboard⟶disbursement⟶Apply new service ⟶ status tab ⟶



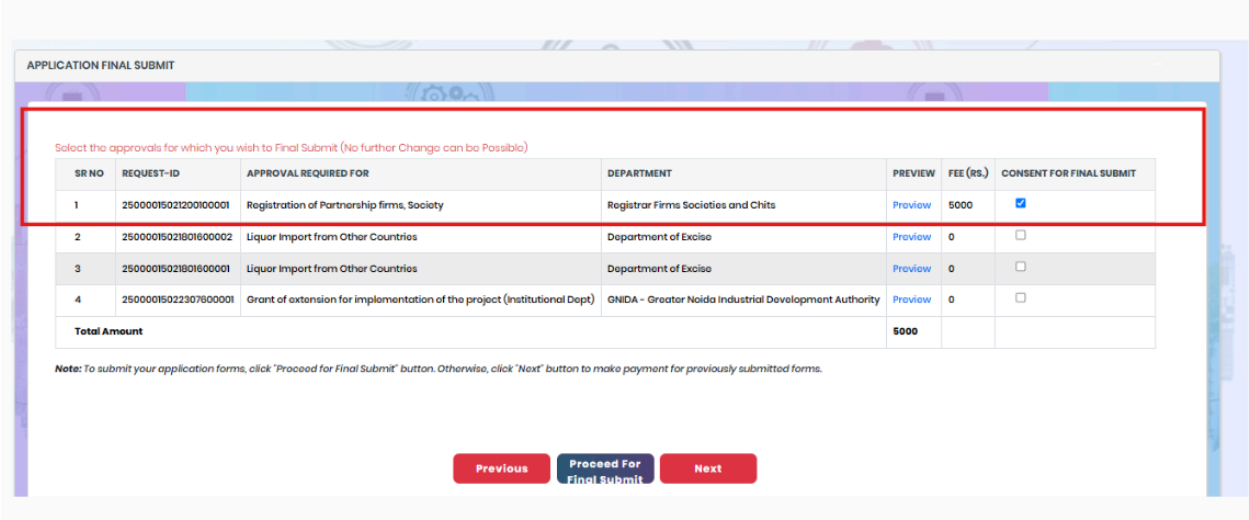
Step 10: Click Final Submit

On the Status tab, click Final Submit.(dashboard⟶ pre operation ⟶ select unit



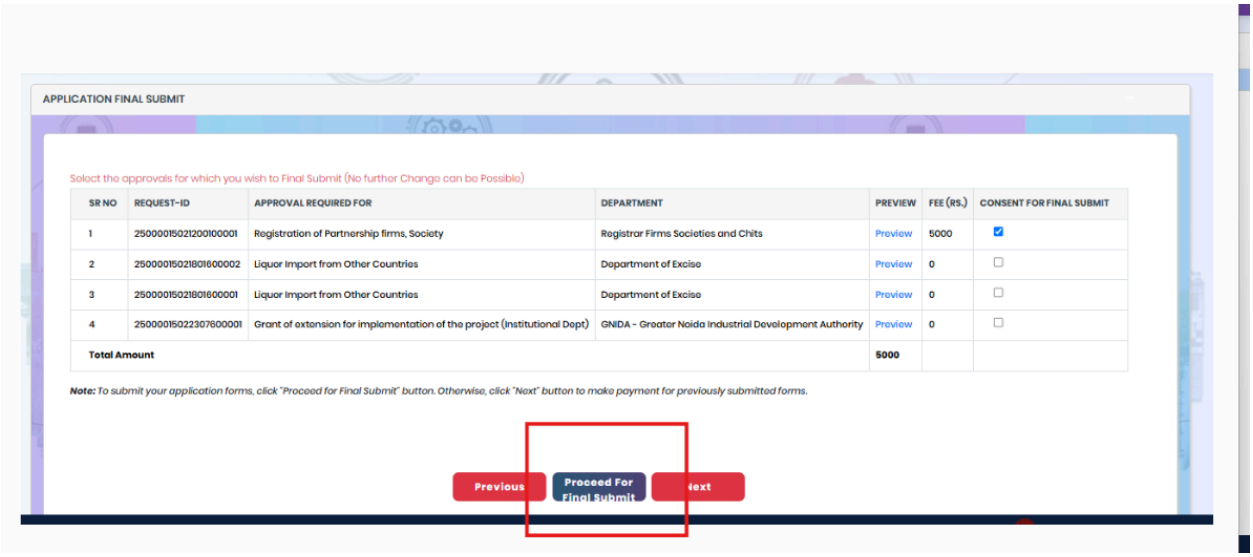
Step 11: Select the service to submit

On the Application Final Submit page, tick the Consent for Final Submit box against the service(s) you want to submit. If a fee applies, it is shown here.



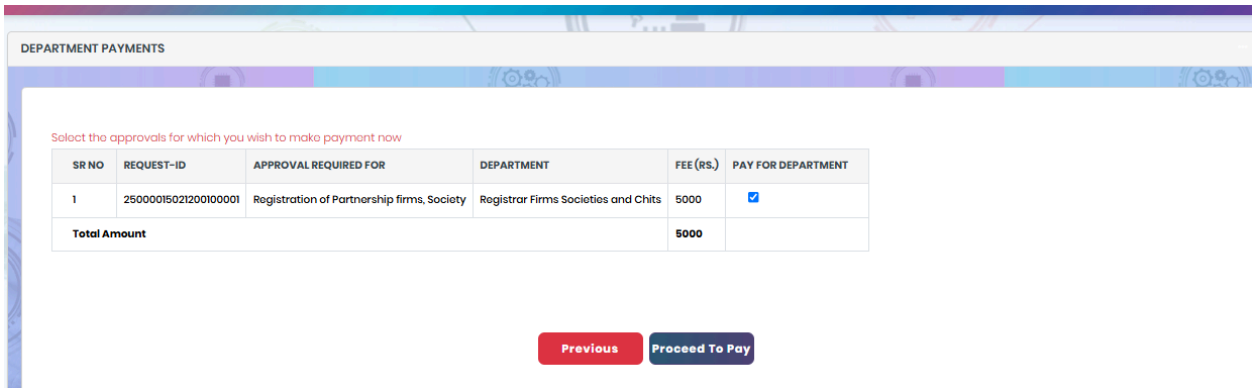
Step 12: Proceed for Final Submit

Click Proceed for Final Submit.



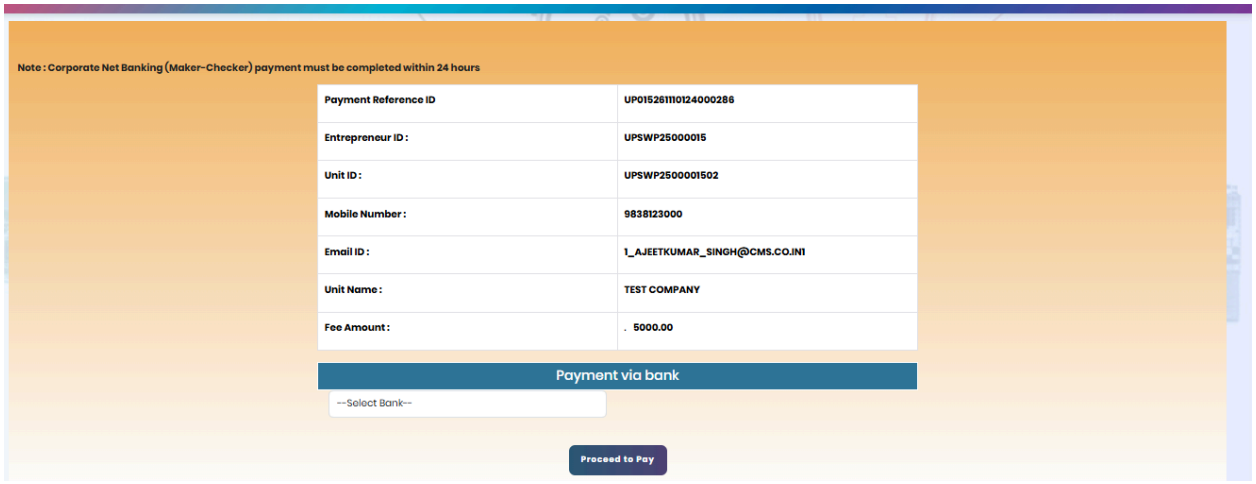
Step 13: Review the payment details

The Department Payments page is displayed. Confirm the service(s) to pay for and click Proceed To Pay.



Step 14: Complete the payment

The payment page is displayed. Complete the payment online.



Step 15: View the acknowledgement

After successful payment, an acknowledgement is displayed. Use the Print button if you need a copy.

