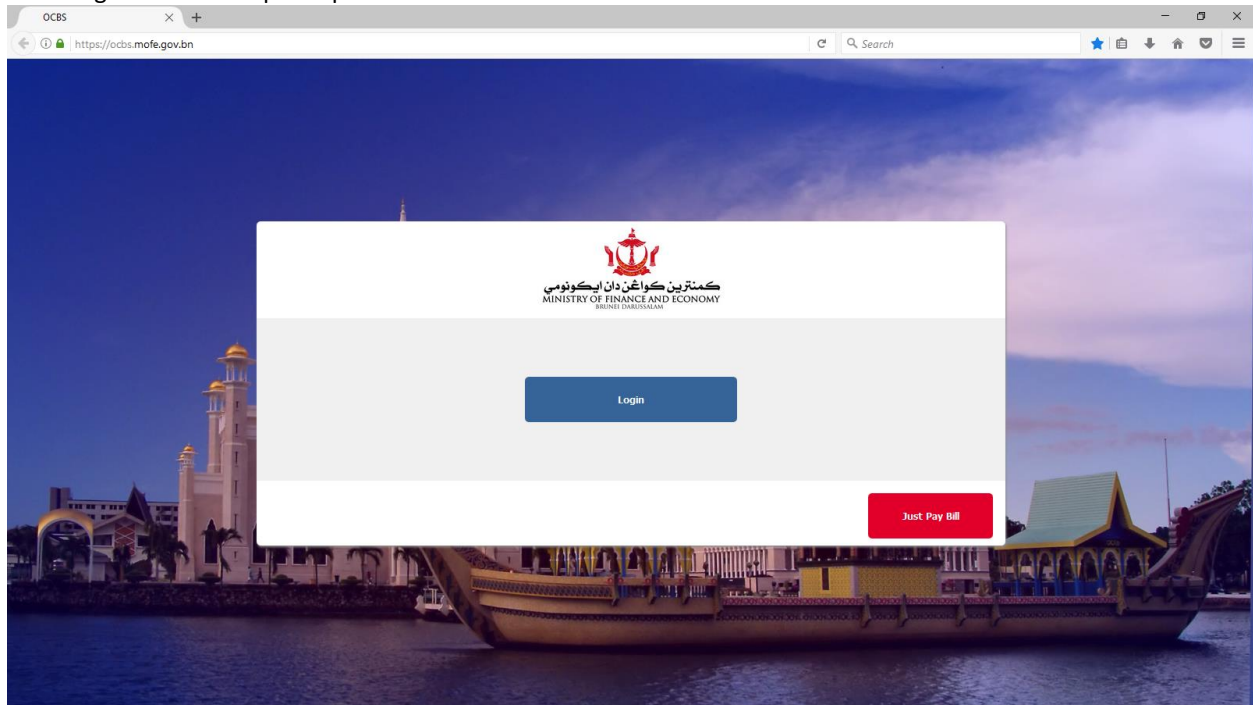


## User Guide for activating customer personal details

To start, please visit OCBS Portal at <https://ocbs.mofe.gov.bn>

### STEP 1:

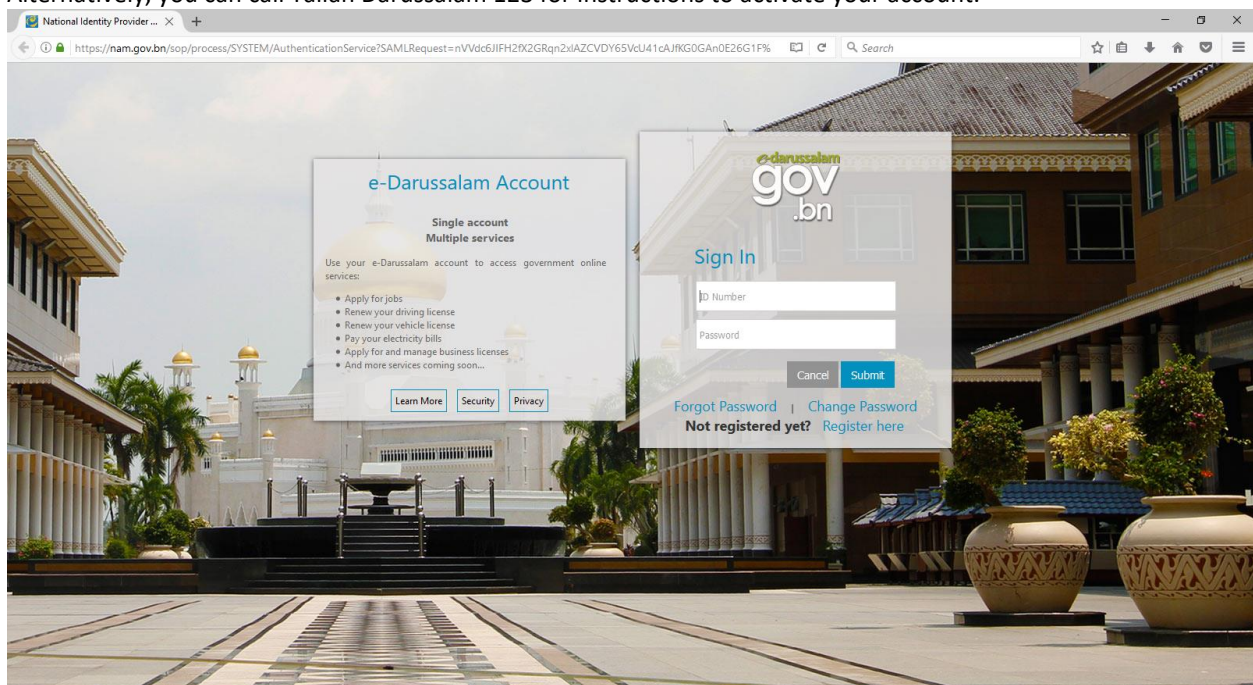
Click 'Login' button to update personal details.



You will be redirected to Sign in via e-Darussalam page.

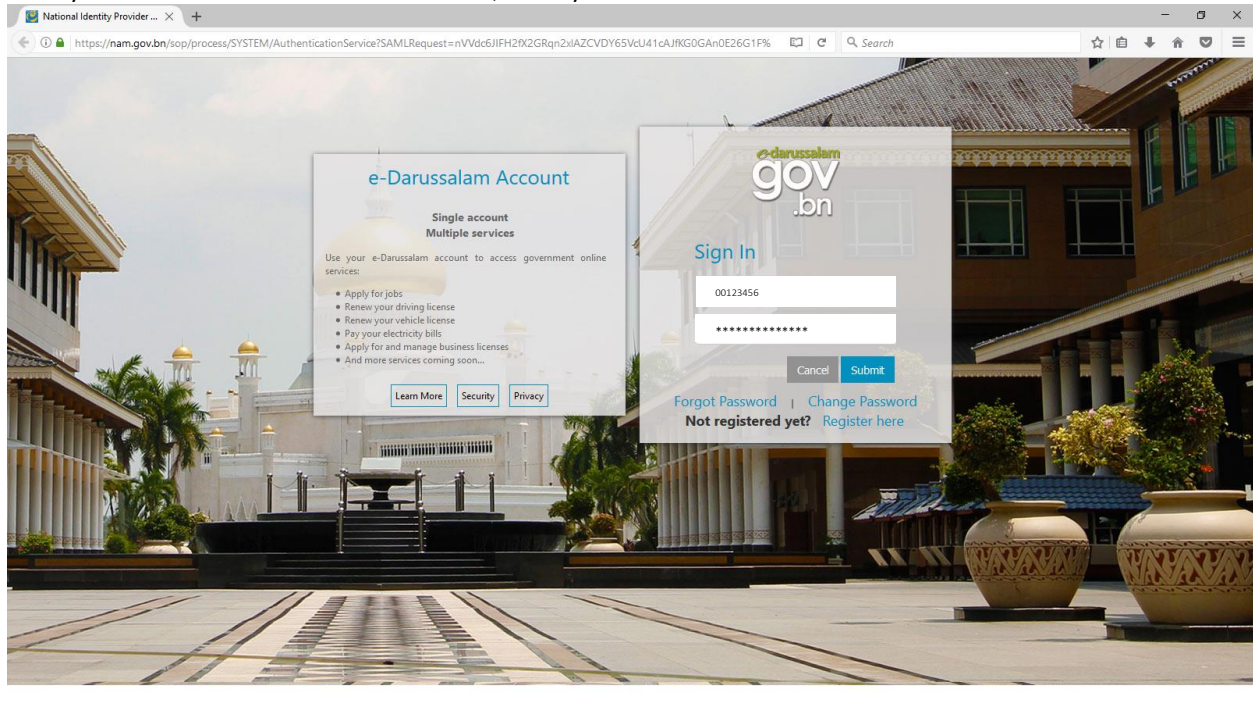
If your account is not activated, please drop by any NAM counters.

Alternatively, you can call Talian Darussalam 123 for instructions to activate your account.



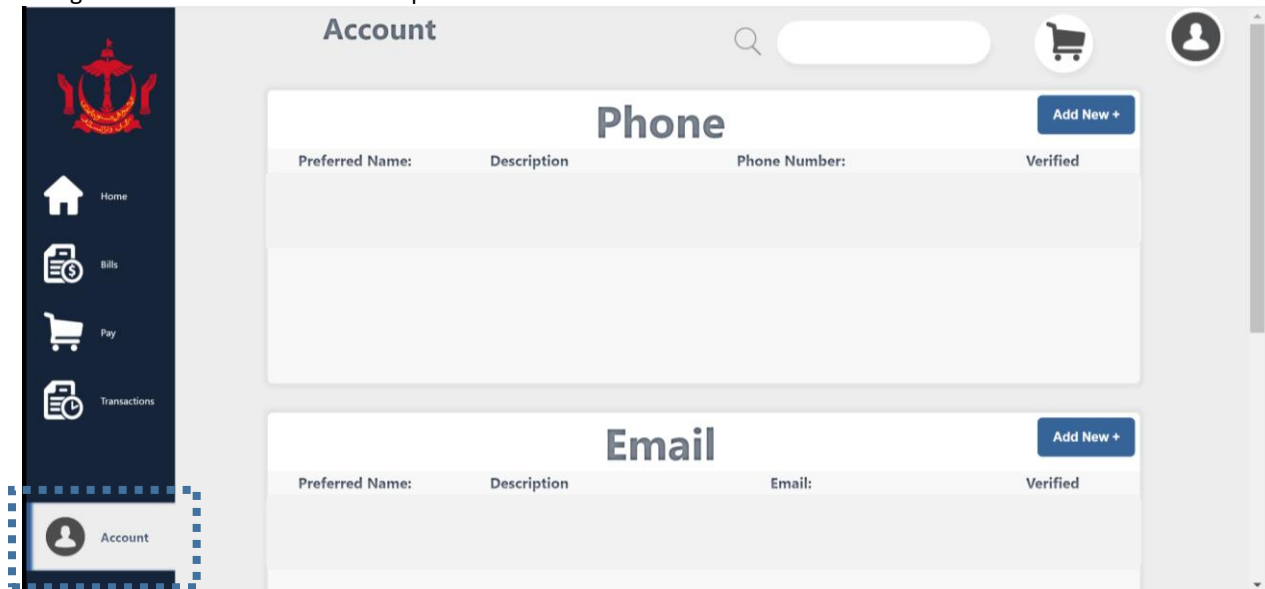
## STEP 2:

Once your e-Darussalam account is activated, enter your Username and Password. Click 'Submit' button.

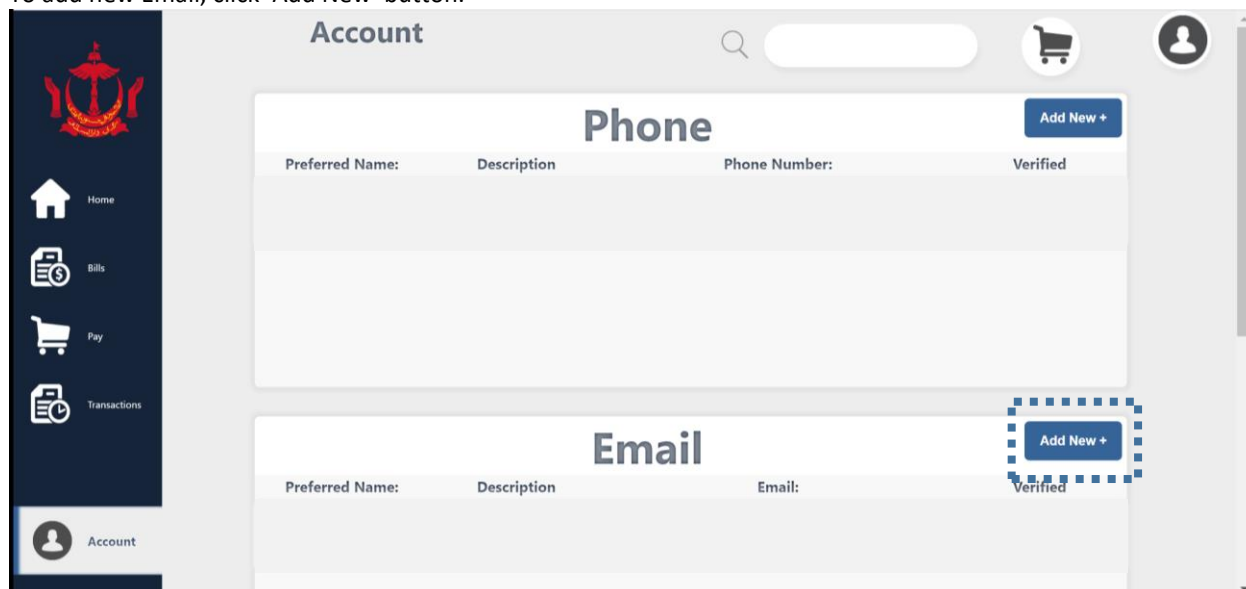


## STEP 3:

Navigate to Account on bottom left panel.



To add new Email, click 'Add New' button.



#### STEP 4:

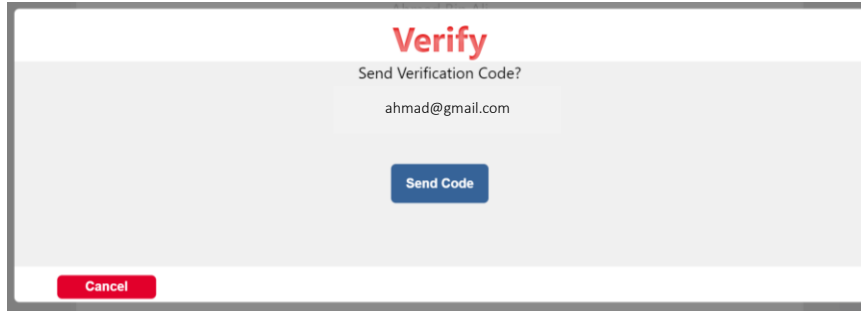
Enter details as follow. Click 'Submit' button.

The 'New Email' form is displayed. It has three input fields: 'Preferred Name' with the value 'Ahmad Bin Ali', 'Description' with the value 'Ahmad Bin Ali', and 'Email' with the value 'ahmad@gmail.com'. A 'Submit' button is located below the input fields.

Page will show the entered information. Click 'Verify' button.

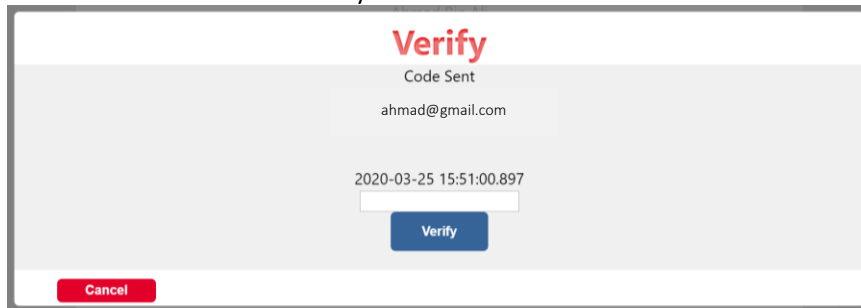
The 'New Email' form shows the entered information: 'Ahmad Bin Ali' for Preferred Name, 'Ahmad Bin Ali' for Description, and 'ahmad@gmail.com' for Email. A 'Verify' button is now visible below the input fields.

Page will ask to send verification code. Click 'Send Code' button.

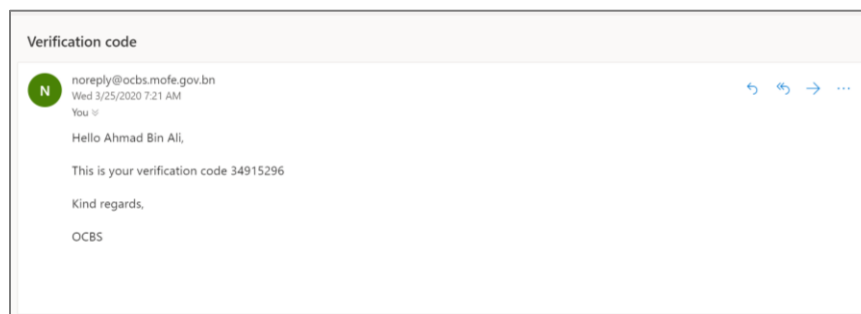


The screen displays the 'Verify' title in red. Below it, the text 'Send Verification Code?' is shown. The email address 'ahmad@gmail.com' is entered in a text field. A blue 'Send Code' button is centered below the field. At the bottom left, there is a red 'Cancel' button.

Verification code will be sent to your email.

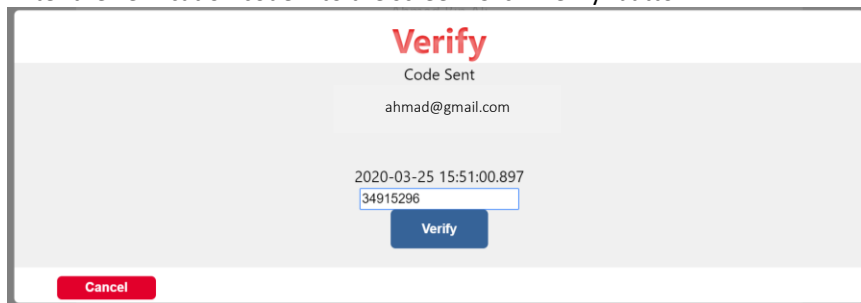


The screen displays the 'Verify' title in red. Below it, the text 'Code Sent' is shown. The email address 'ahmad@gmail.com' is displayed. A timestamp '2020-03-25 15:51:00.897' is shown above an empty text input field. A blue 'Verify' button is centered below the field. At the bottom left, there is a red 'Cancel' button.



The email preview shows the subject 'Verification code'. The sender is 'noreply@ocbs.mof.gov.bn' with a green 'N' icon. The date and time are 'Wed 3/25/2020 7:21 AM'. The recipient is 'You'. The body text reads: 'Hello Ahmad Bin Ali, This is your verification code 34915296 Kind regards, OCBS'. Navigation icons are visible on the right.

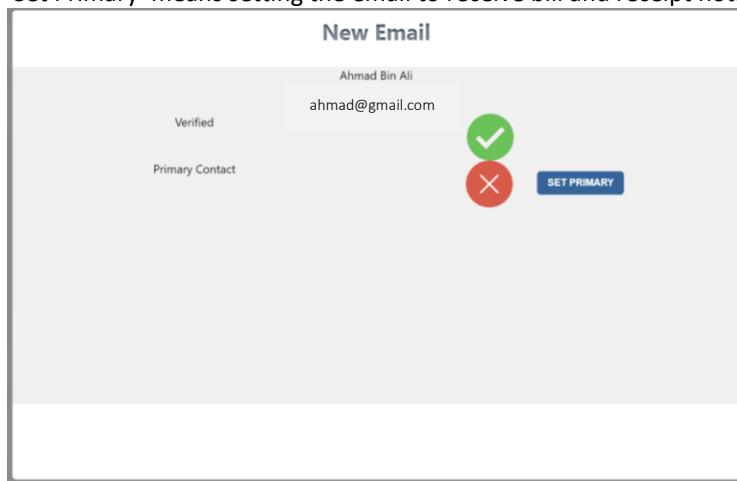
Enter the verification code into the screen. Click 'Verify' button.



The screen displays the 'Verify' title in red. Below it, the text 'Code Sent' is shown. The email address 'ahmad@gmail.com' is displayed. A timestamp '2020-03-25 15:51:00.897' is shown above a text input field containing the code '34915296'. A blue 'Verify' button is centered below the field. At the bottom left, there is a red 'Cancel' button.

The newly entered email is now verified.

'Set Primary' means setting the email to receive bill and receipt notifications.



You can set the newly added email as Primary by clicking 'Set Primary' button.

