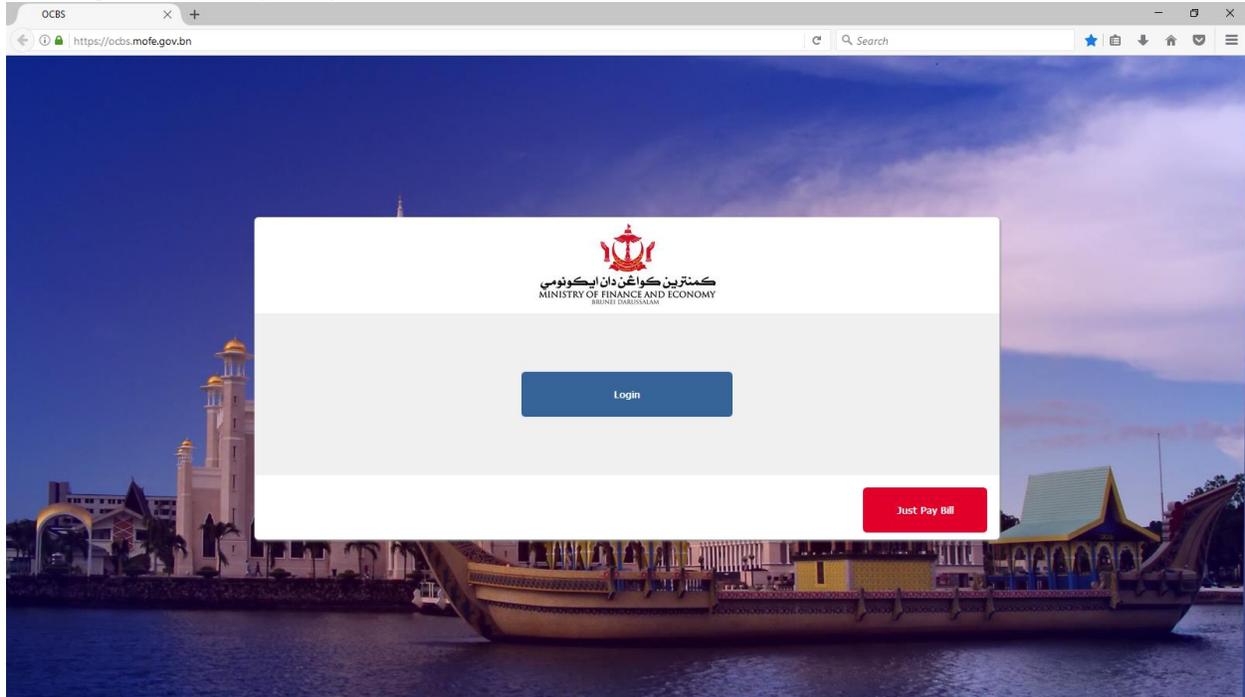


User Guide for activating customer personal details

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

STEP 1:

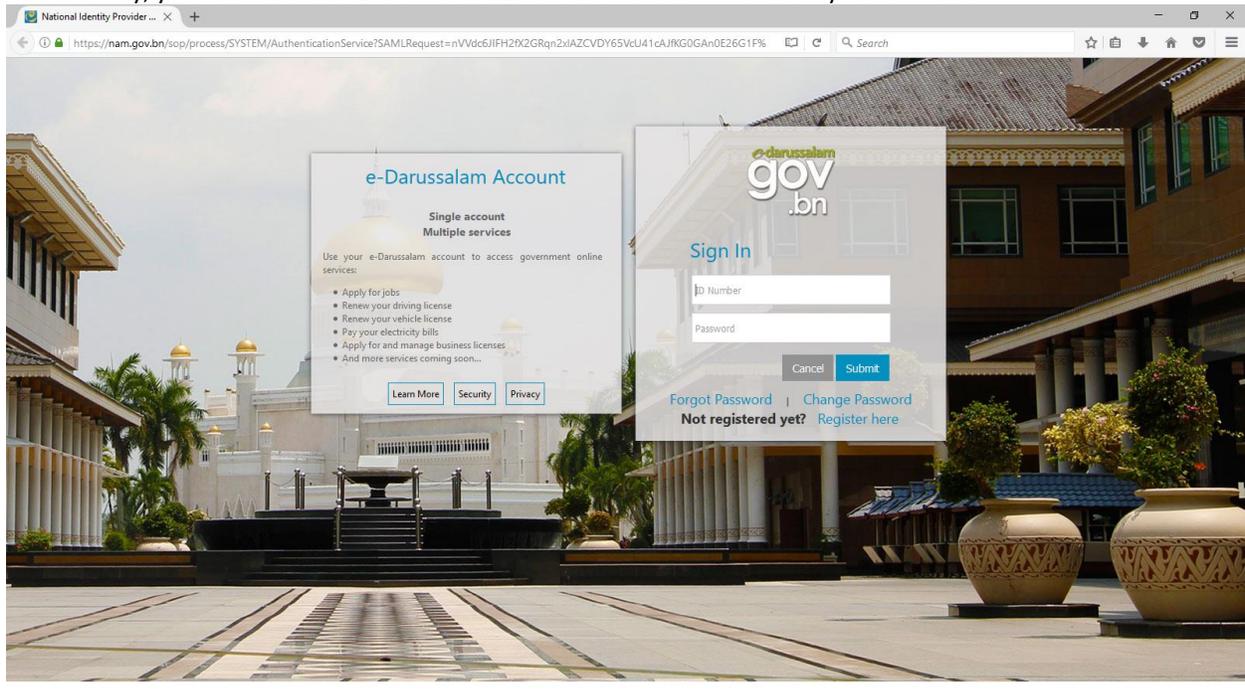
Click 'Login' button to update personal details.



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

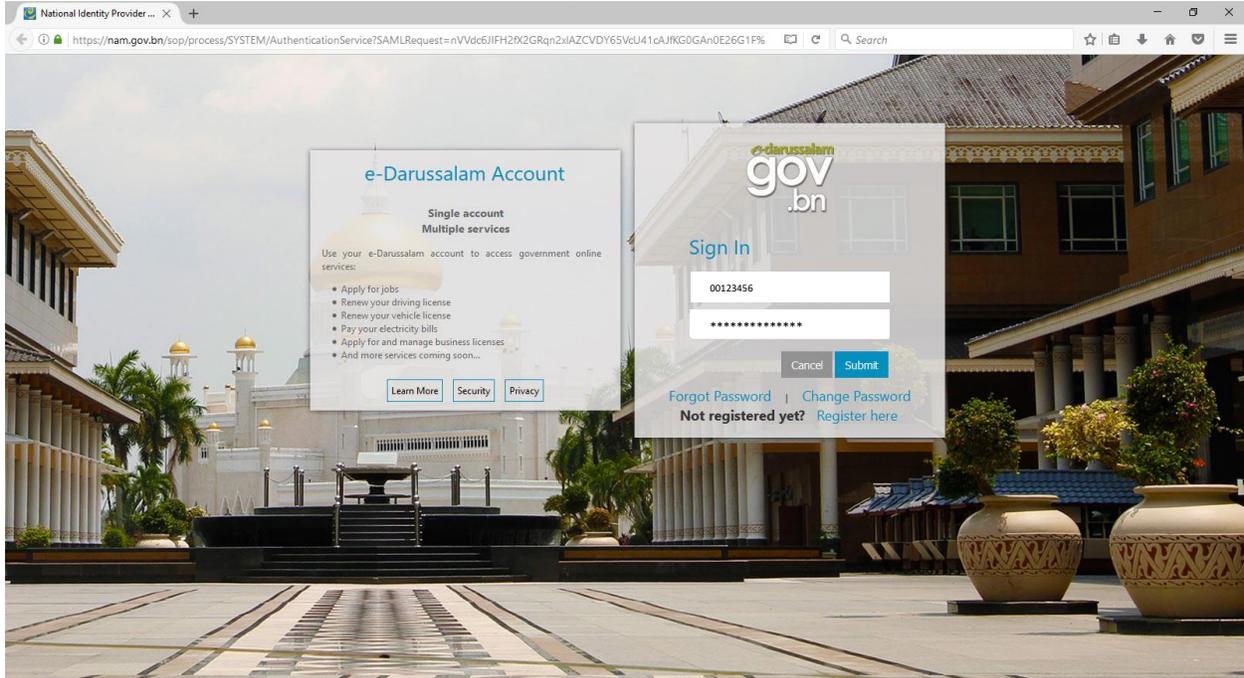
If your account is not activated, please drop by any NAM counters.

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



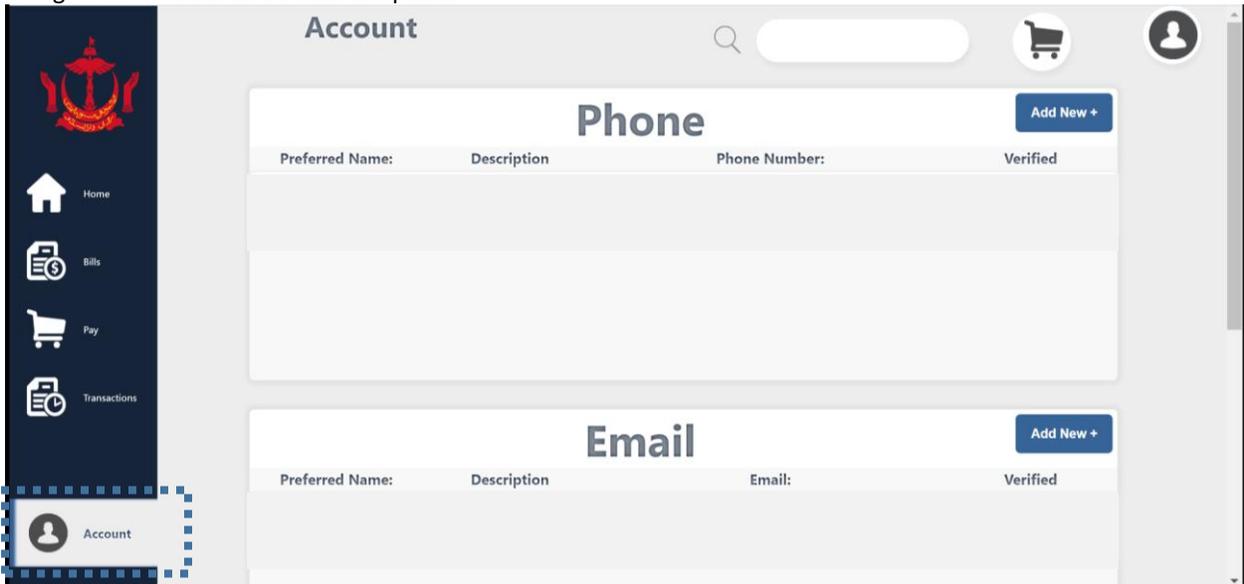
STEP 2:

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

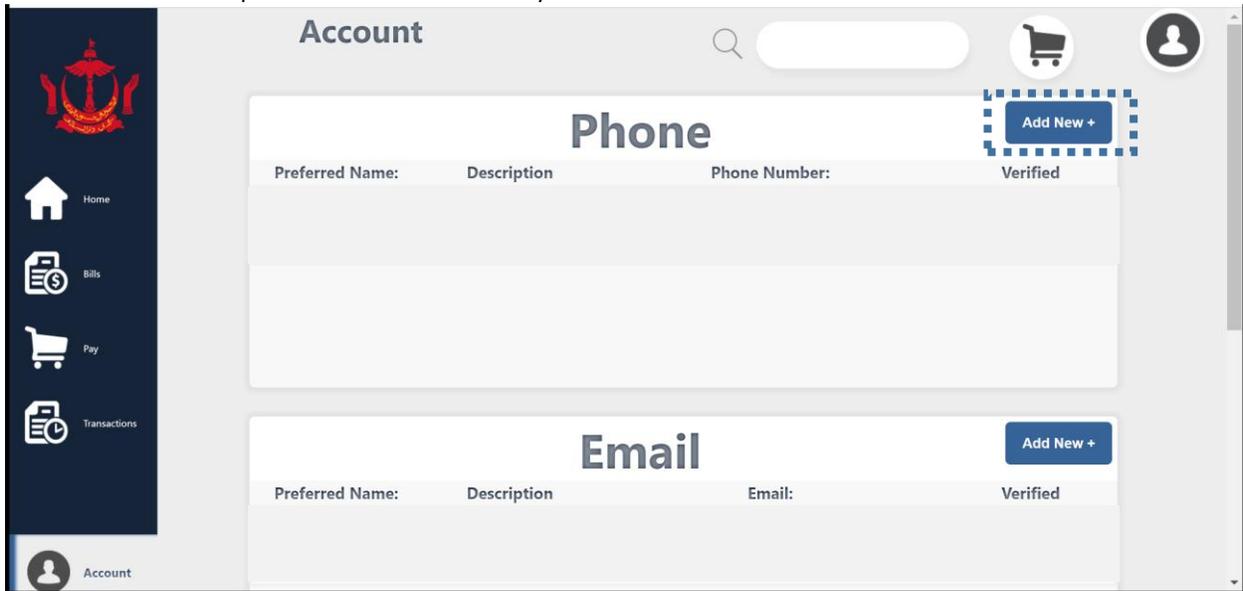


STEP 3:

Navigate to Account on bottom left panel.



To add new Phone details, click 'Add New' button.
Please ensure mobile phone and sim card is with you.



STEP 4:

Enter details as follow. Click 'Submit' button.

The 'New Phone' form contains the following fields and a button:

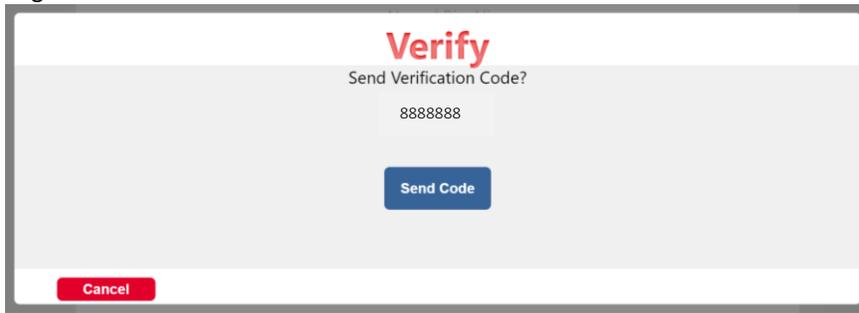
Preferred Name	Description	Number:
<input type="text" value="Ahmad Bin Ali"/>	<input type="text" value="Ahmad Bin Ali"/>	<input type="text" value="8888888"/>

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

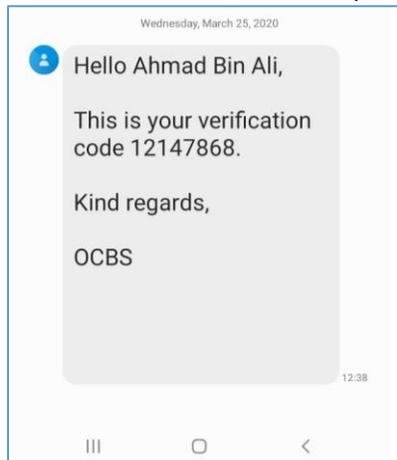
The 'New Phone' form displays the entered information:

Ahmad Bin Ali	Ahmad Bin Ali	8888888
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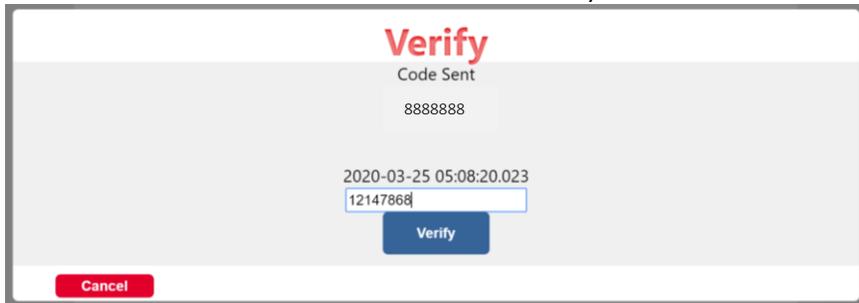
Page will ask to send verification code. Click 'Send Code' button.



Verification code will be sent to your phone via sms.

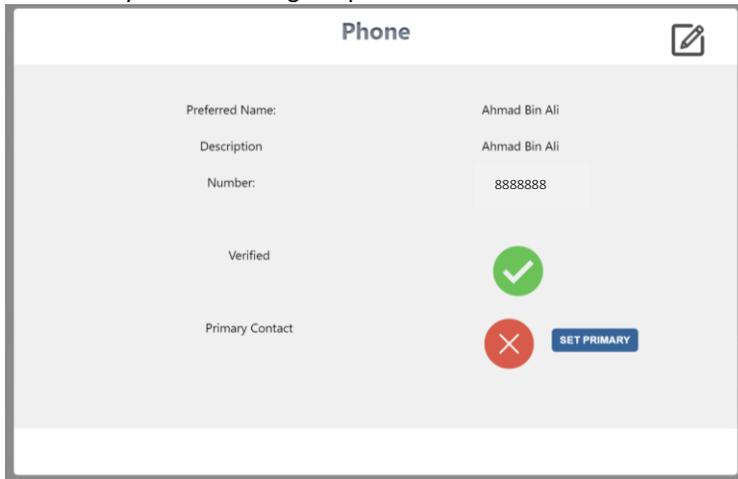


Enter the verification code into the screen. Click 'Verify' button.



The newly entered phone number is now verified.

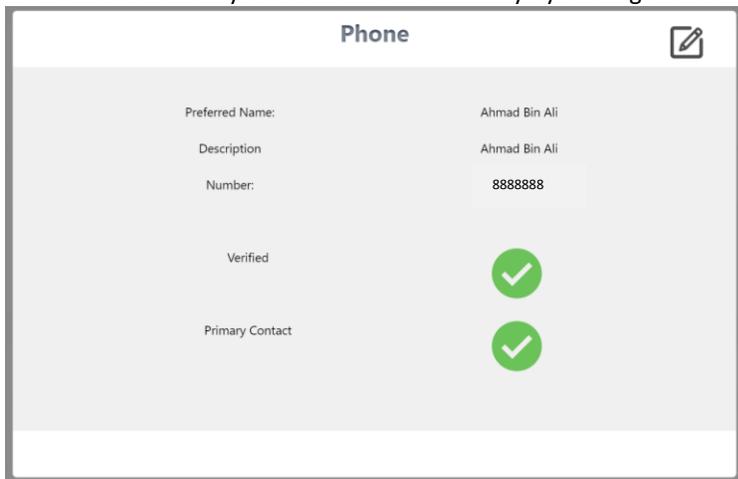
'Set Primary' means setting the phone number to receive bill and receipt notifications.



The screenshot shows a 'Phone' settings page with the following details:

Field	Value
Preferred Name:	Ahmad Bin Ali
Description	Ahmad Bin Ali
Number:	8888888
Verified	
Primary Contact	 SET PRIMARY

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



The screenshot shows the 'Phone' settings page after the 'Set Primary' button has been clicked. The 'Primary Contact' status is now indicated by a green checkmark icon.

Field	Value
Preferred Name:	Ahmad Bin Ali
Description	Ahmad Bin Ali
Number:	8888888
Verified	
Primary Contact	