**Customer Portal**

**Index**

1.Log in

2.New Institute registration

3.New Card user Registration

4. Dash Board

5.Dose report Download

6.Account statement,Invoices,Receipts,Credit note Debit Note.

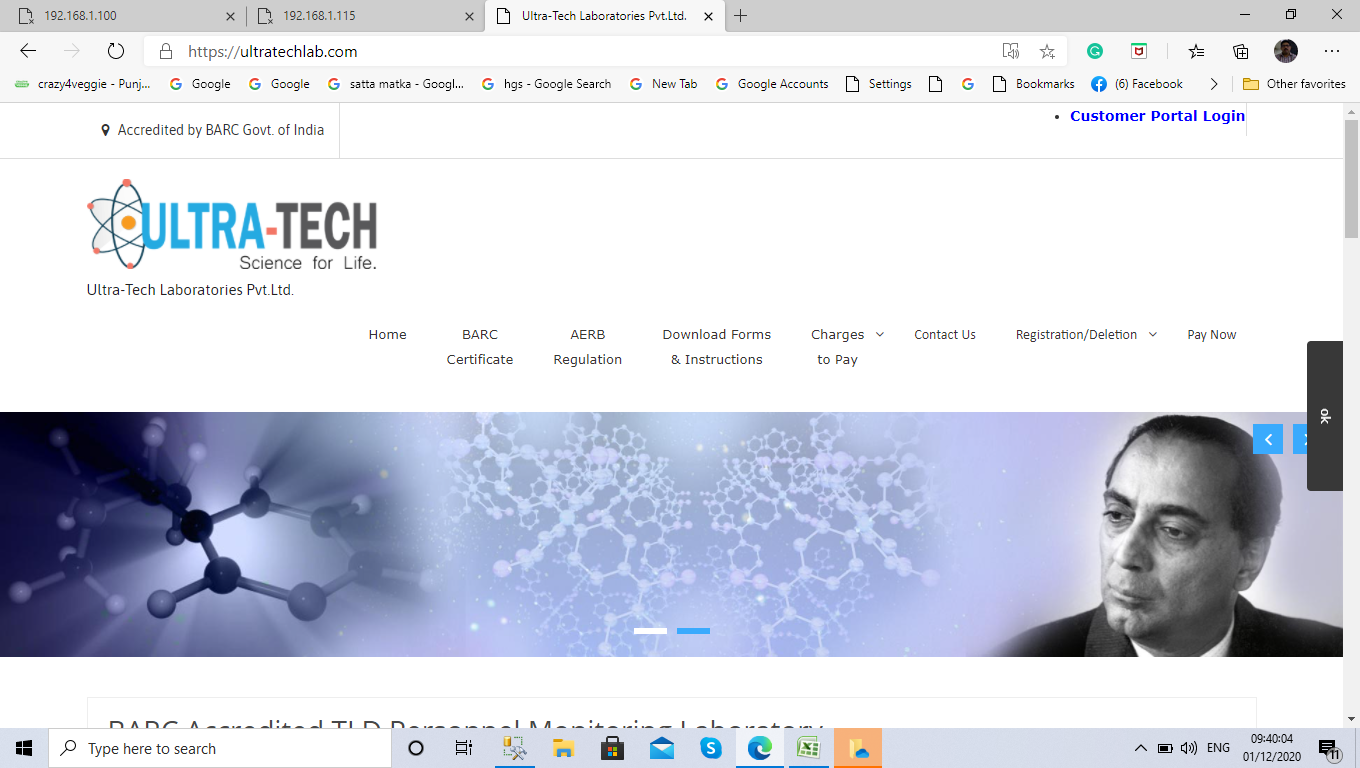
7.online Payment

8.Notification/mails

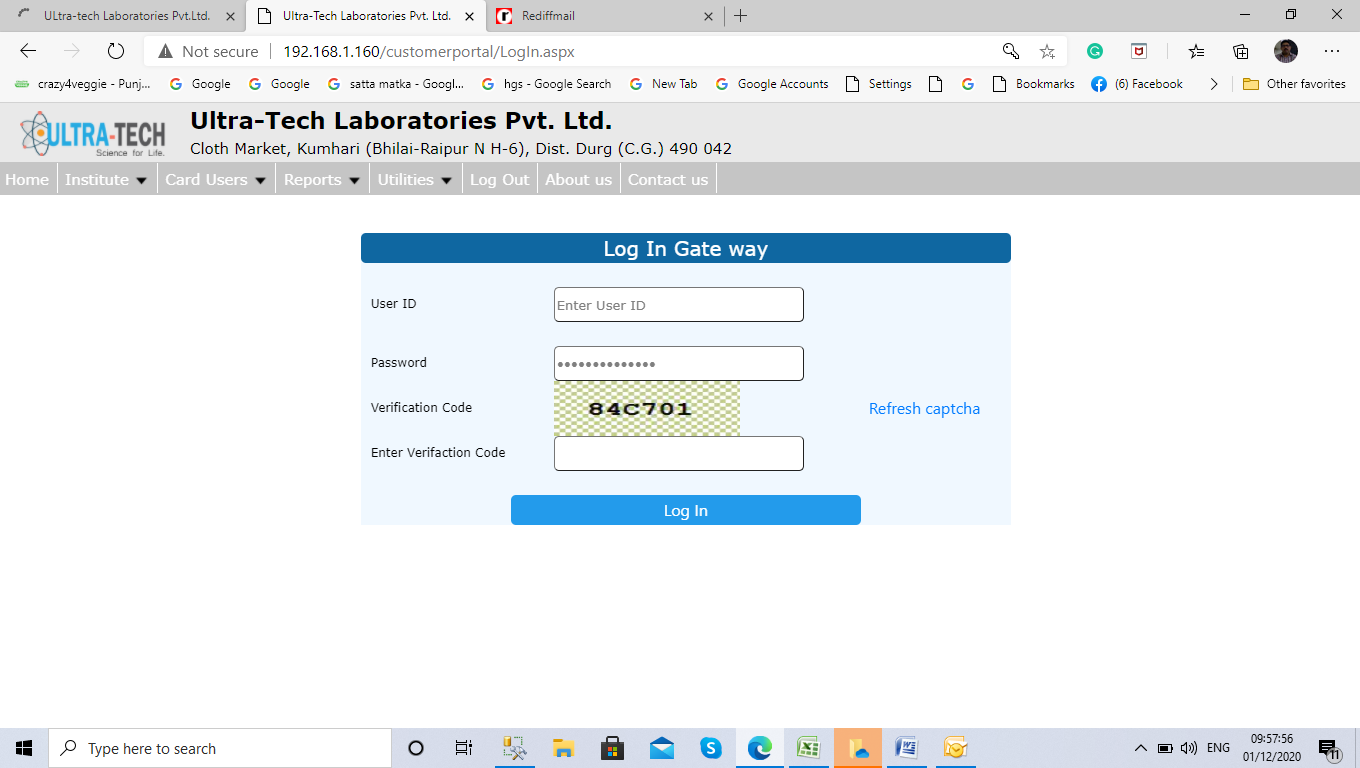
**1.Log In**

**Click Here**

1. Log on to <www.ultratechlab.com>

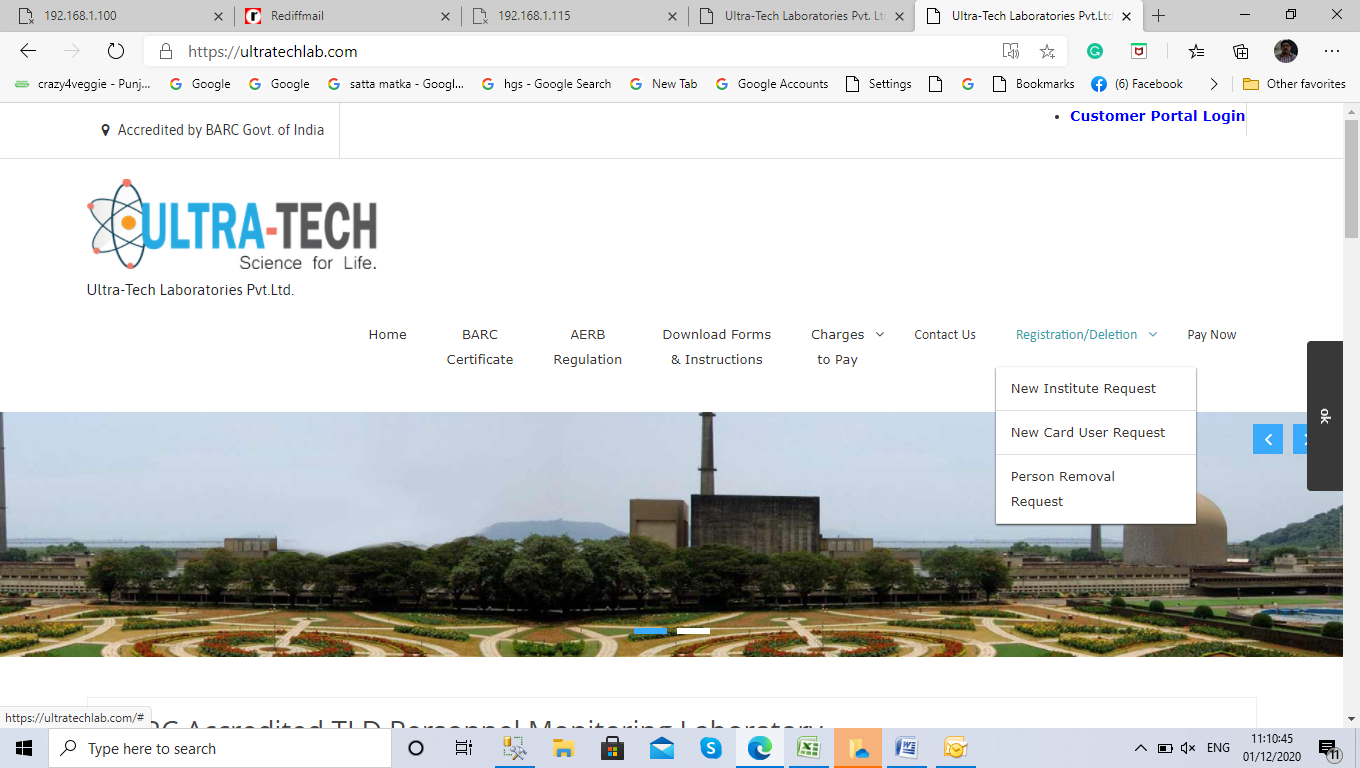


1. Enter user id Password (default user name: 6 digit Institutecode,Password:1234)& Captcha



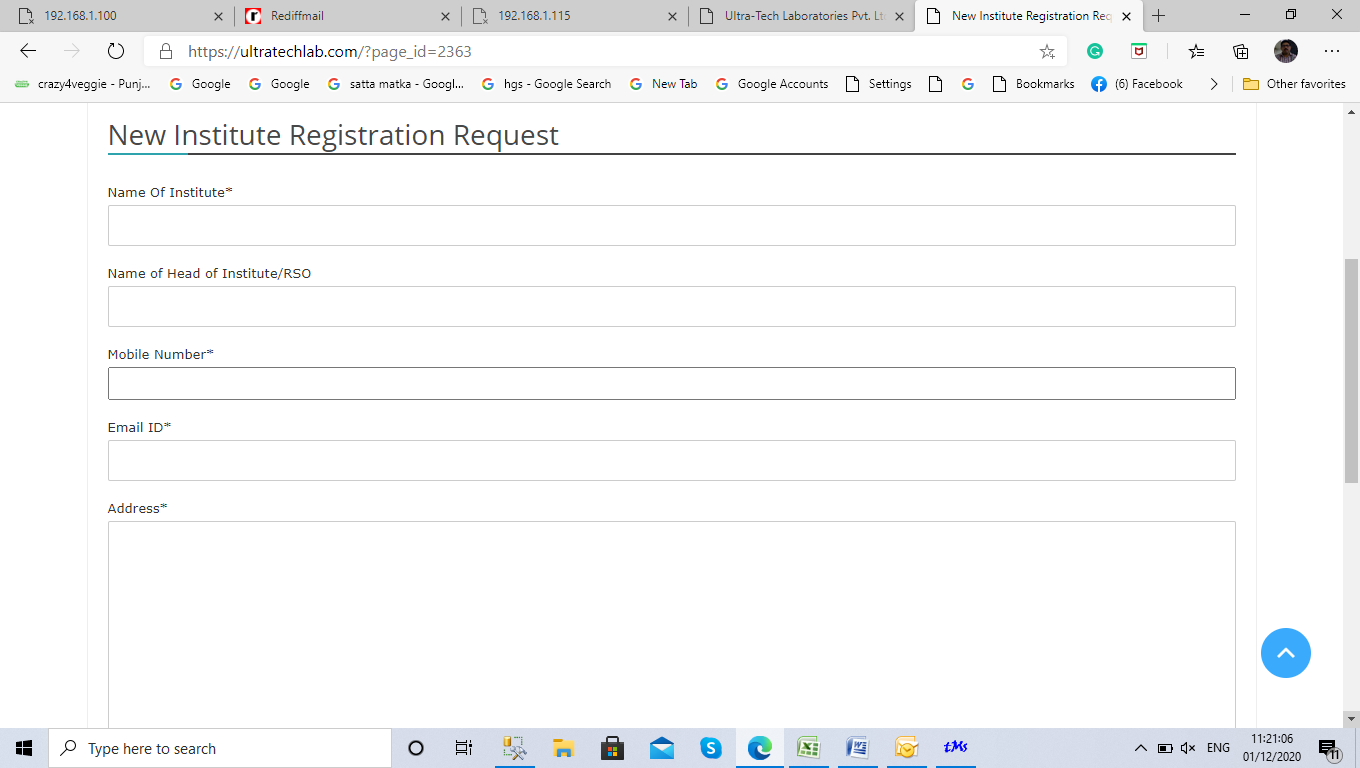
**2.New Institute Registration**

Visit website <www.ultratechlab.com> and click on new Registraion request

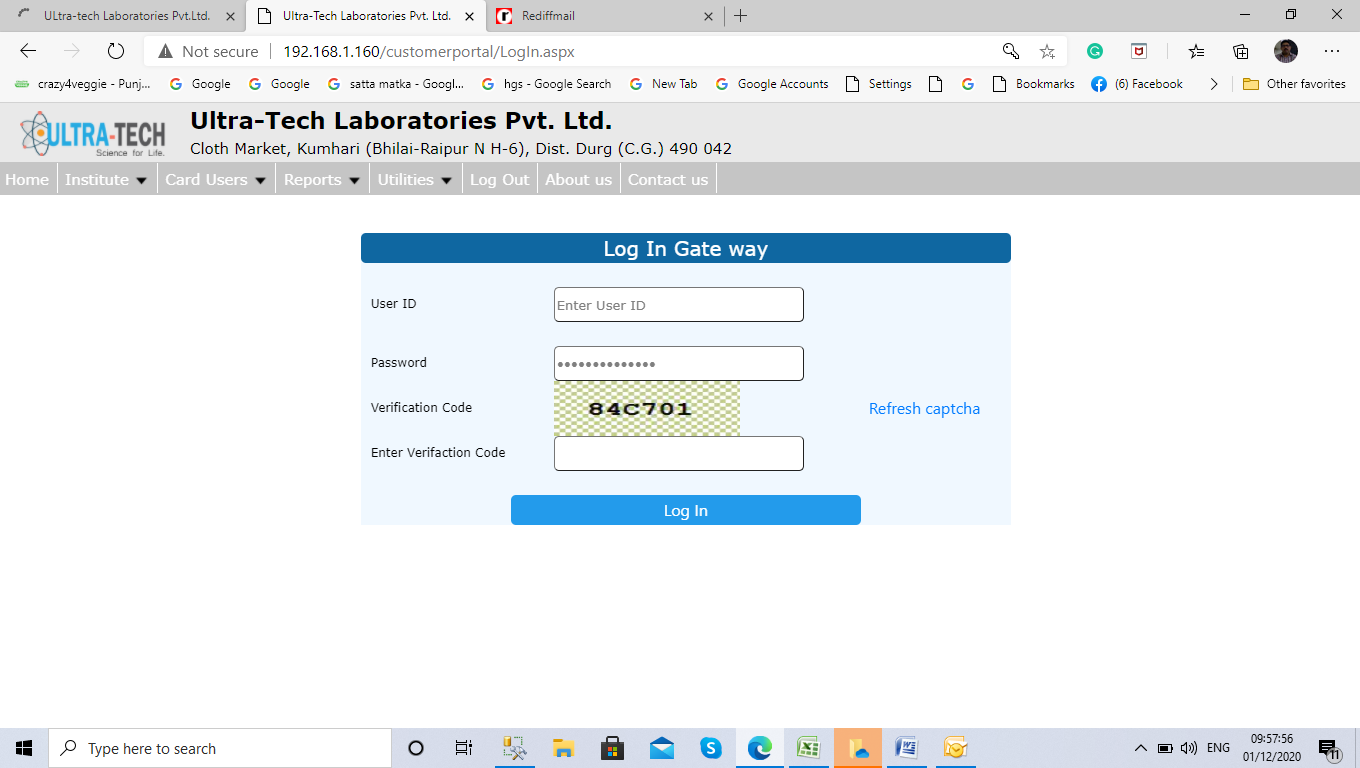


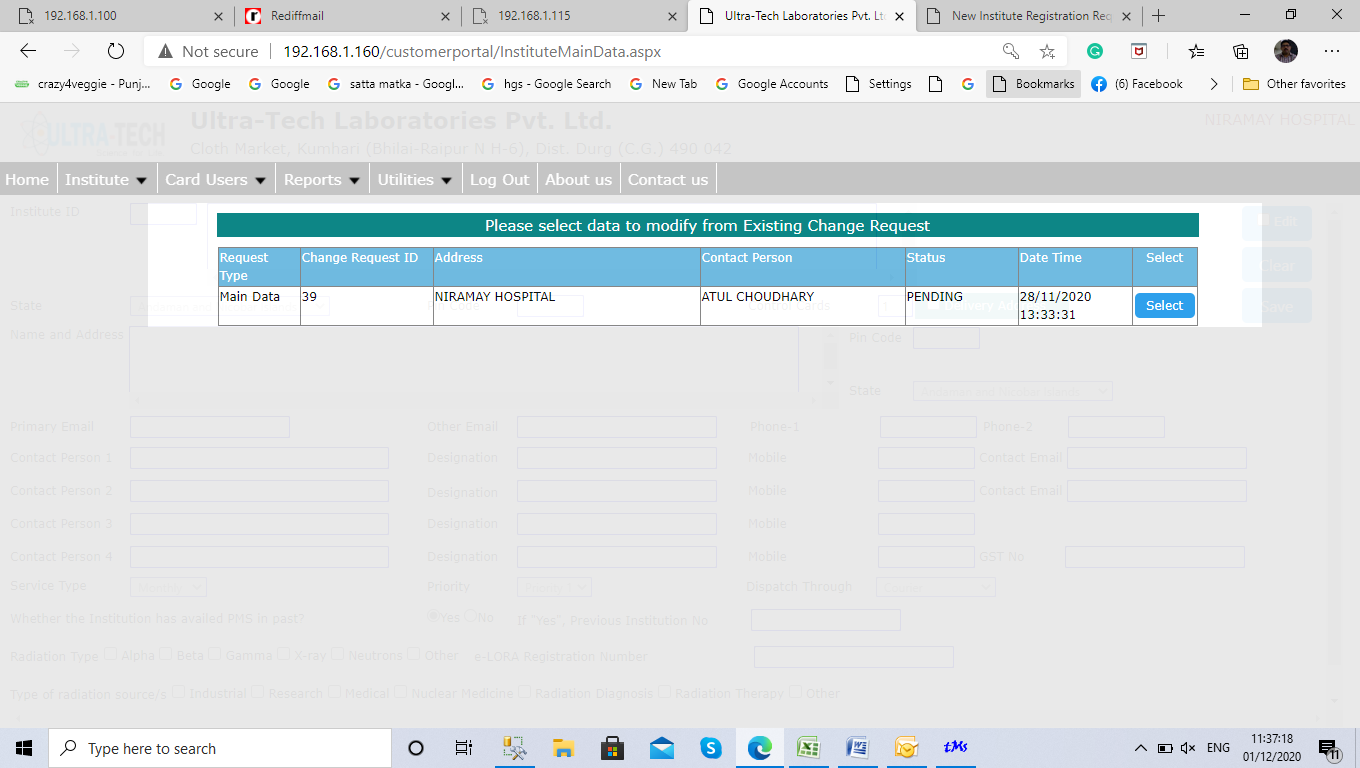
Person deletion request

New registration request

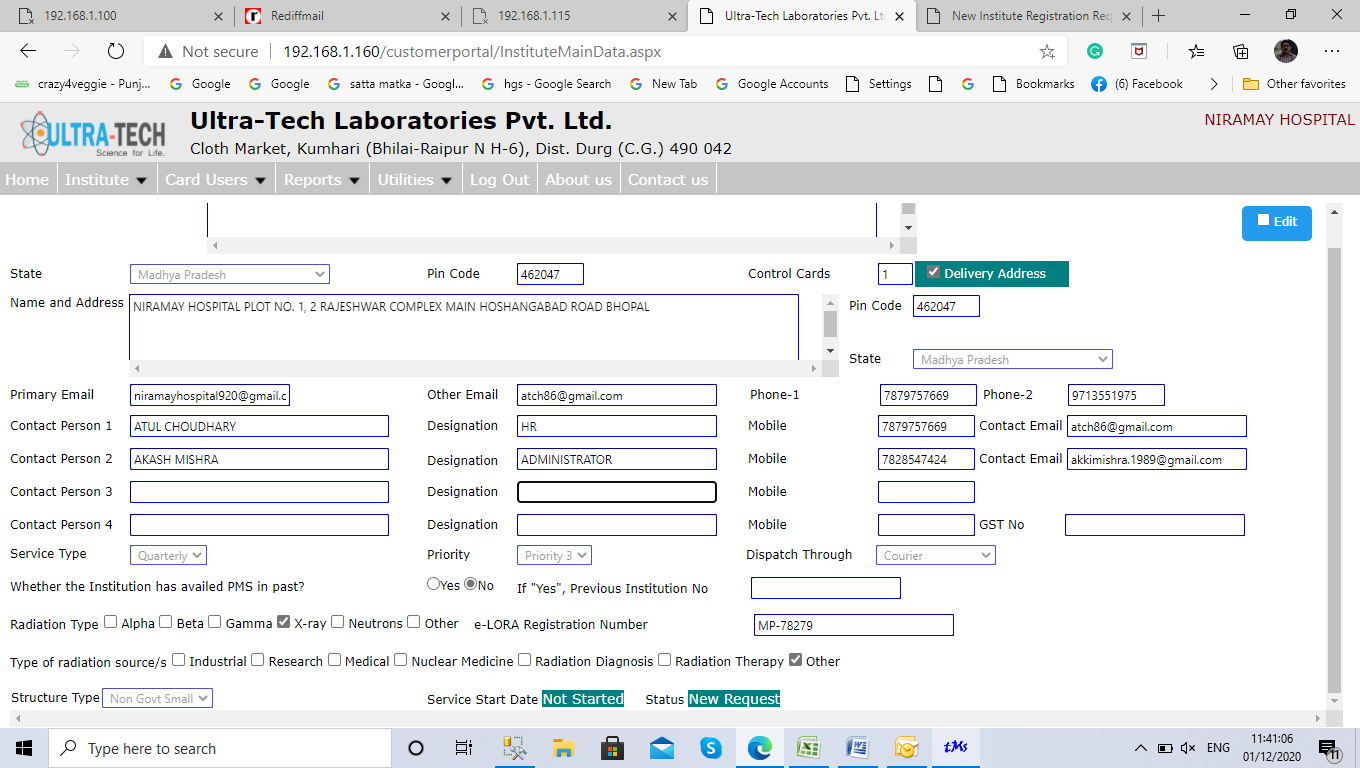
Enter Details and submit. You will get temporary id and Password for customer portal. Through Email.

1. Enter user id Password (default user name: 6 digit Institutecode,Password:1234)& Captcha



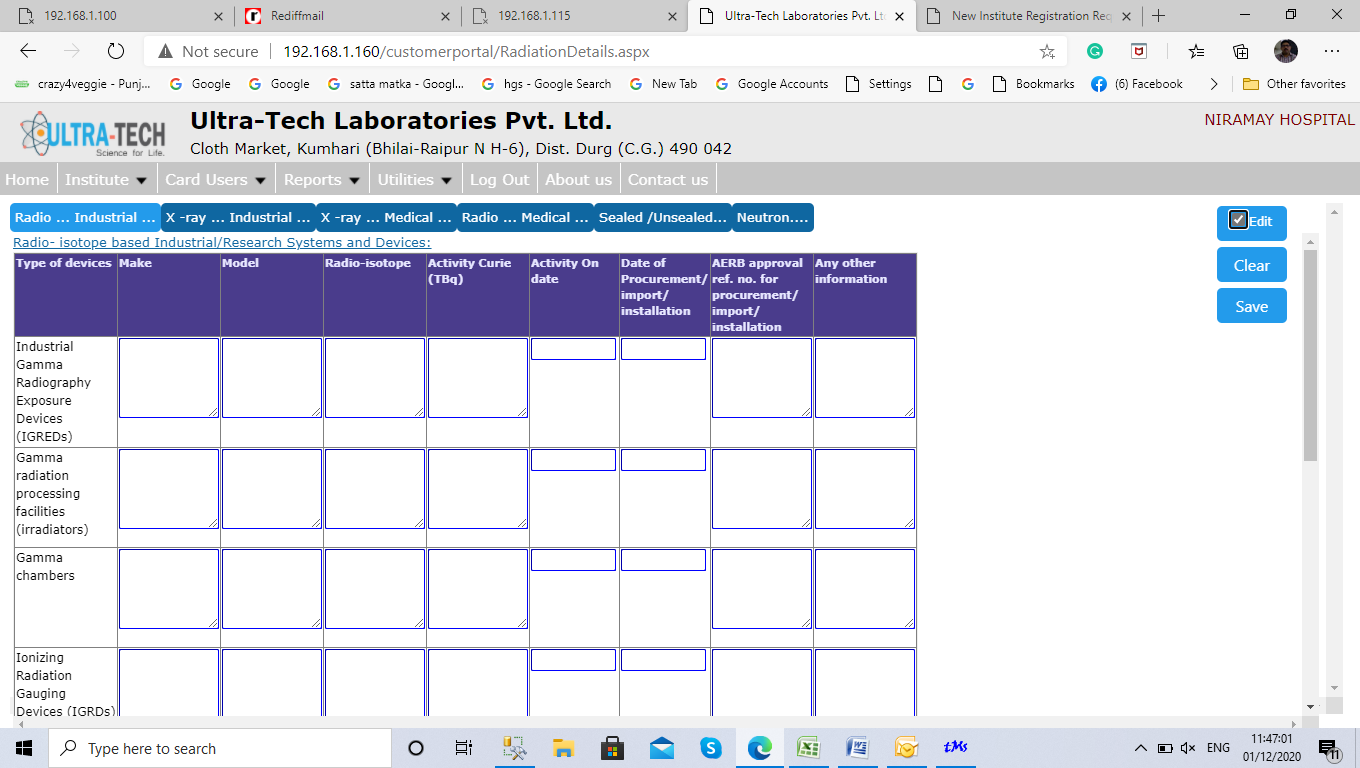


Click here for enter data

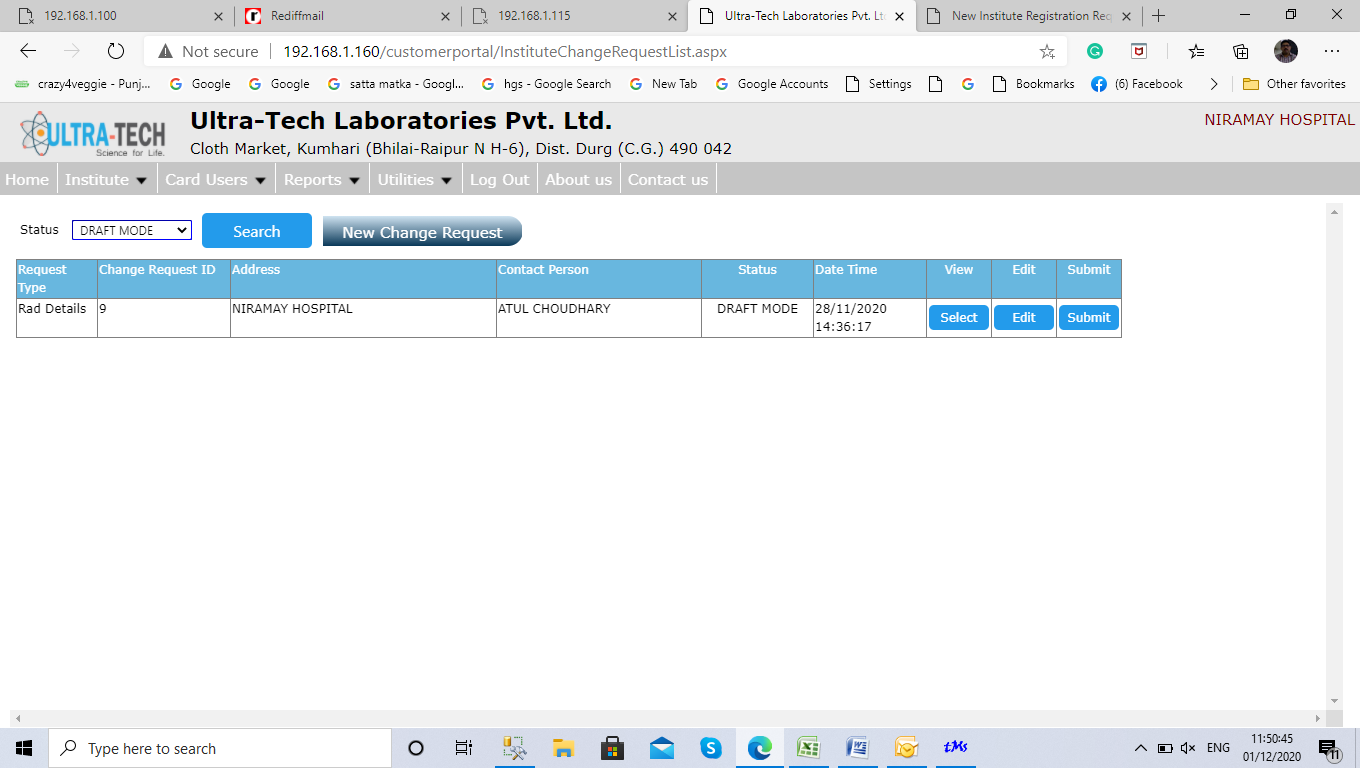


Click Edit checkbox & enter data

Enter machine details & save



Go to Institute>change request list .select status draft mode & search and click on **submit**

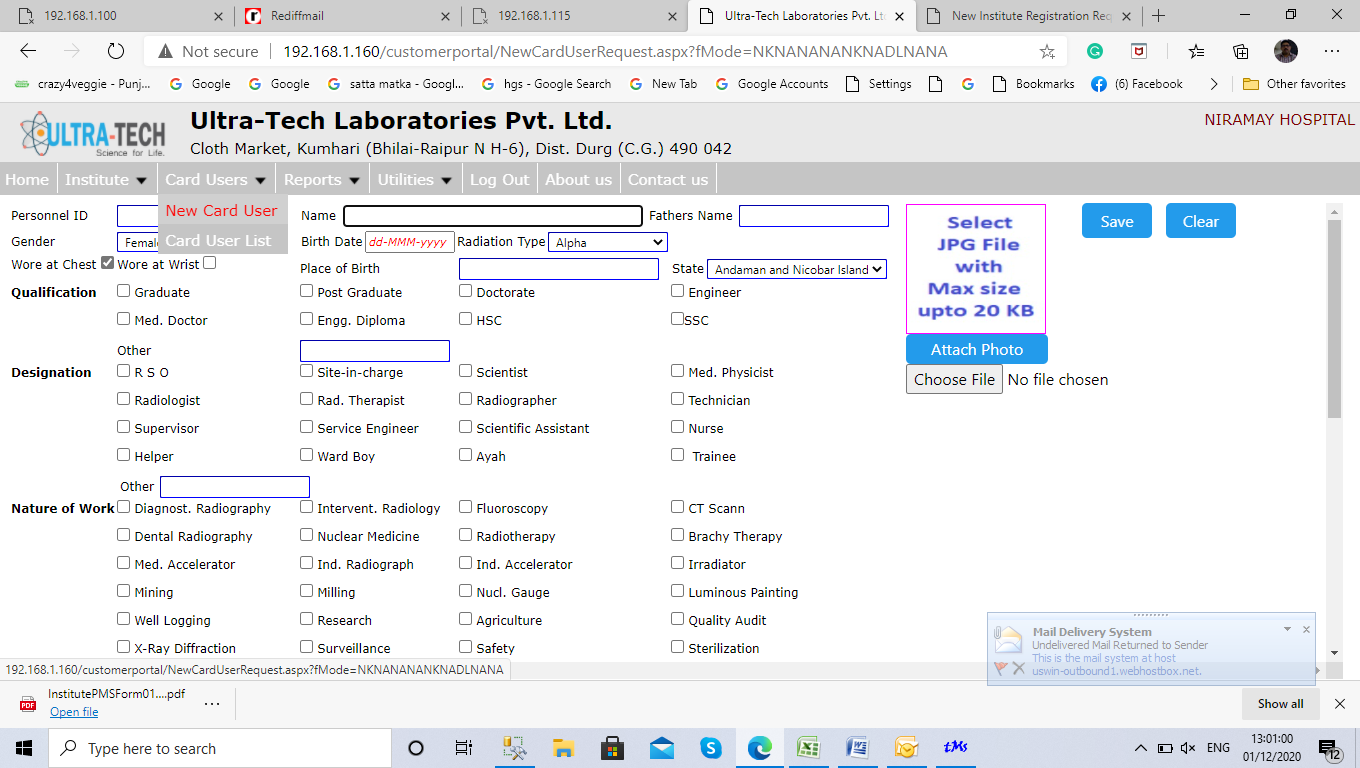


Click here

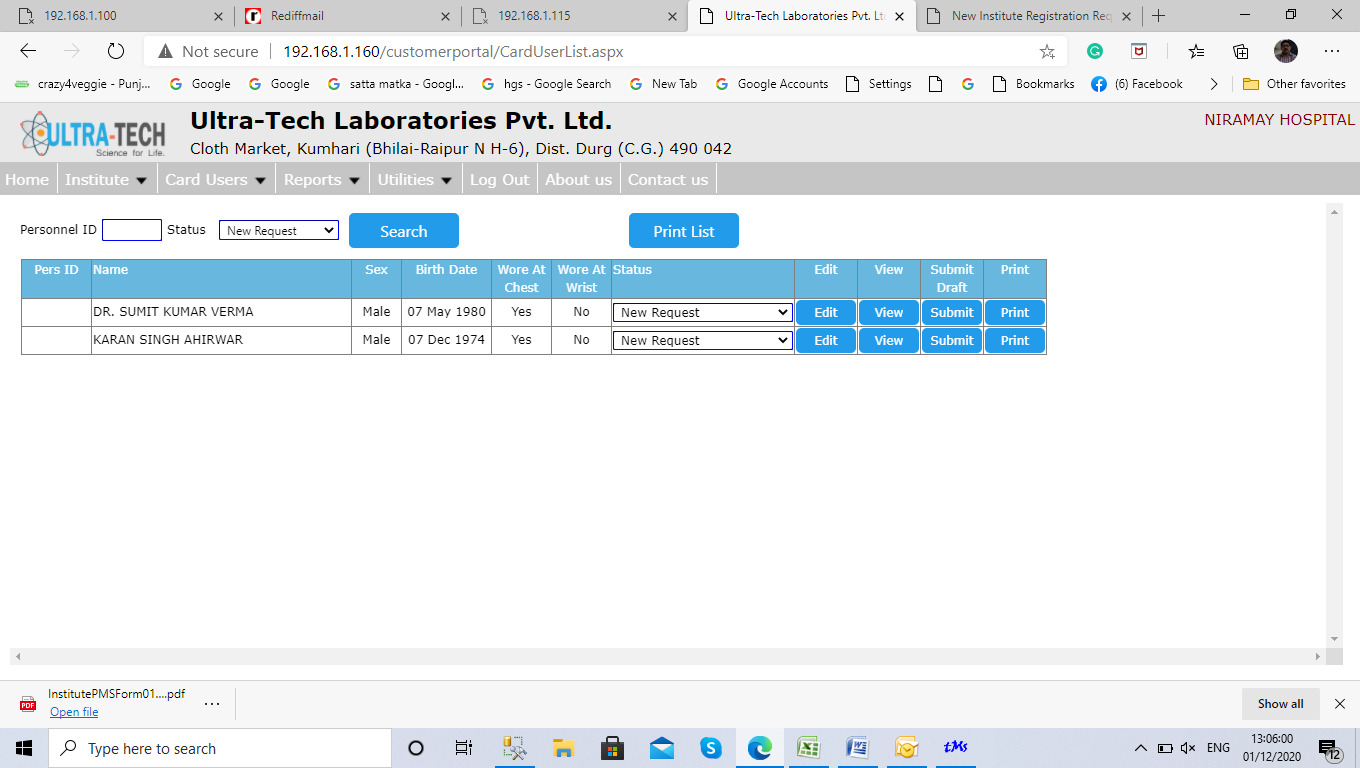
After approval of admin go to reports >PMS forms final and take print of PMS form Put seal and sign and send hard copy to ultra tech Laboratories Pvt ltd. Contact **Mr. Manoj on 6269470003**

**Add Card Users (Persons)**

Go to Card user>New card user and fill the form and save.

****

Go to Card user list select status to new request click on search and submit request



Click to submit

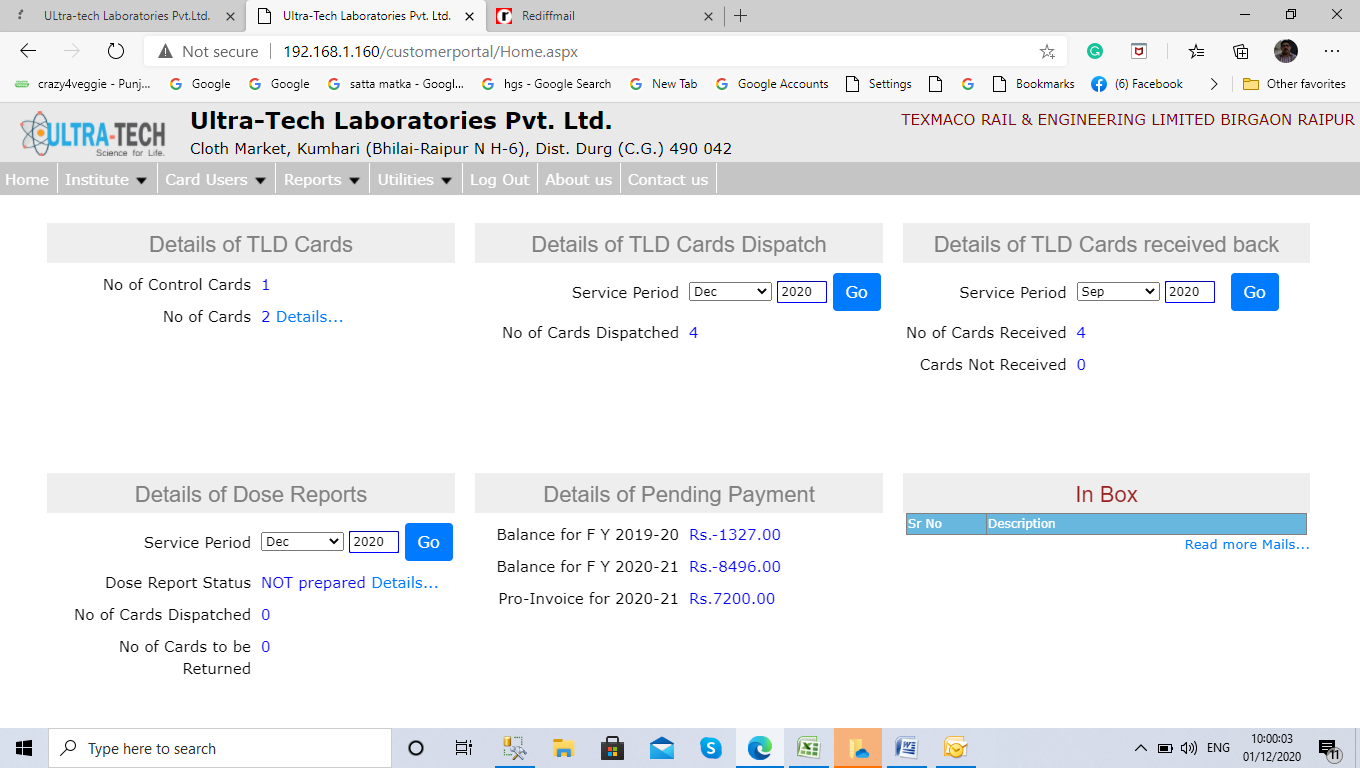
3.Dash Board

Download

1.Dose Report

2.Accounts statement

3.Receipt Invoice



New Institute

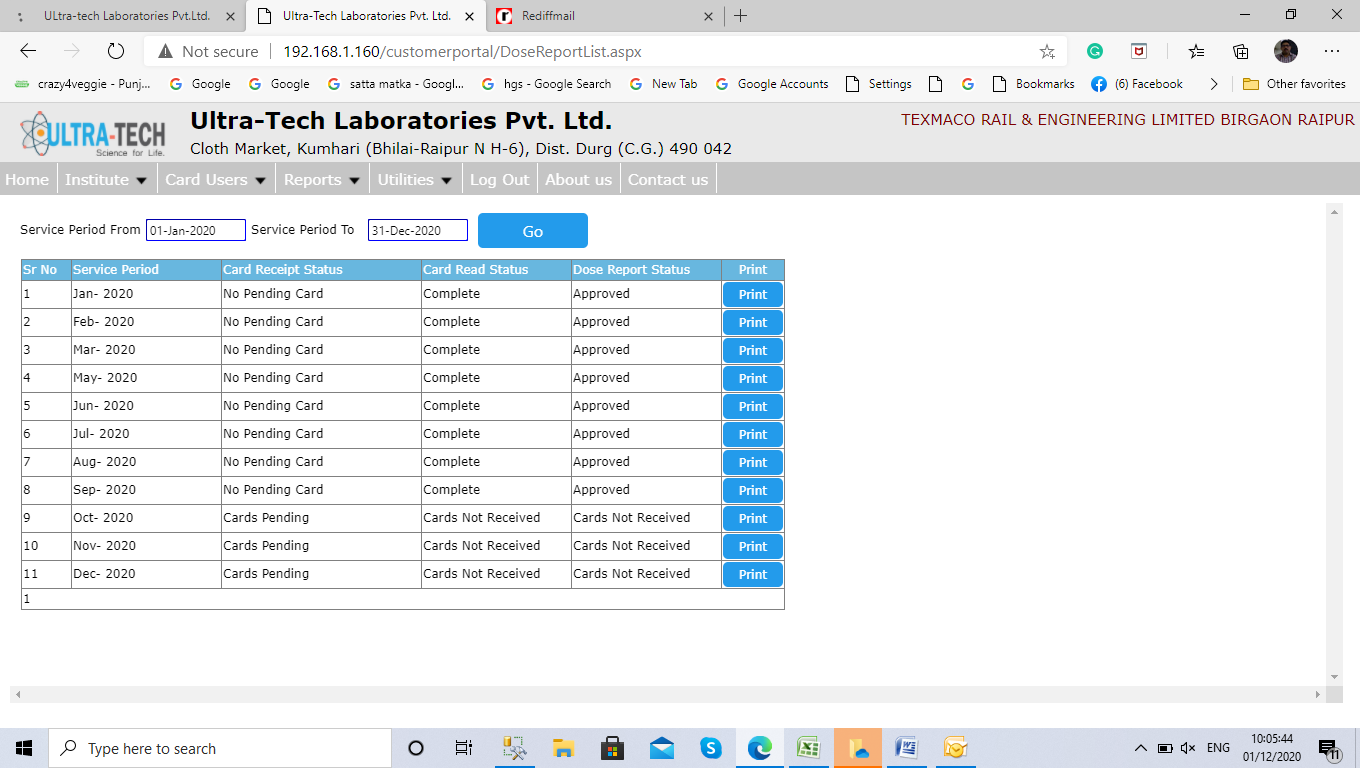
Registration

Card user List

Last cards Receipt

Last Cards Dispatch

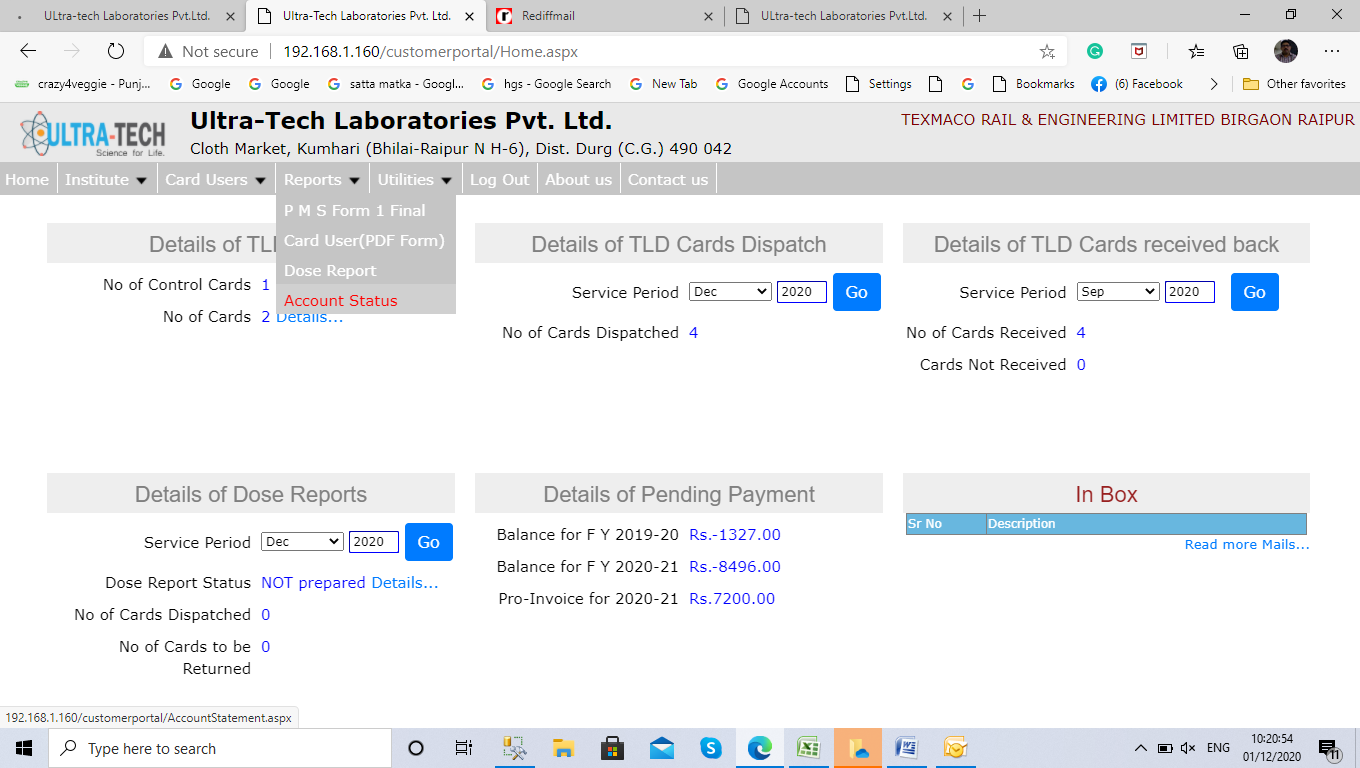
New Notifications

4.Dose Report

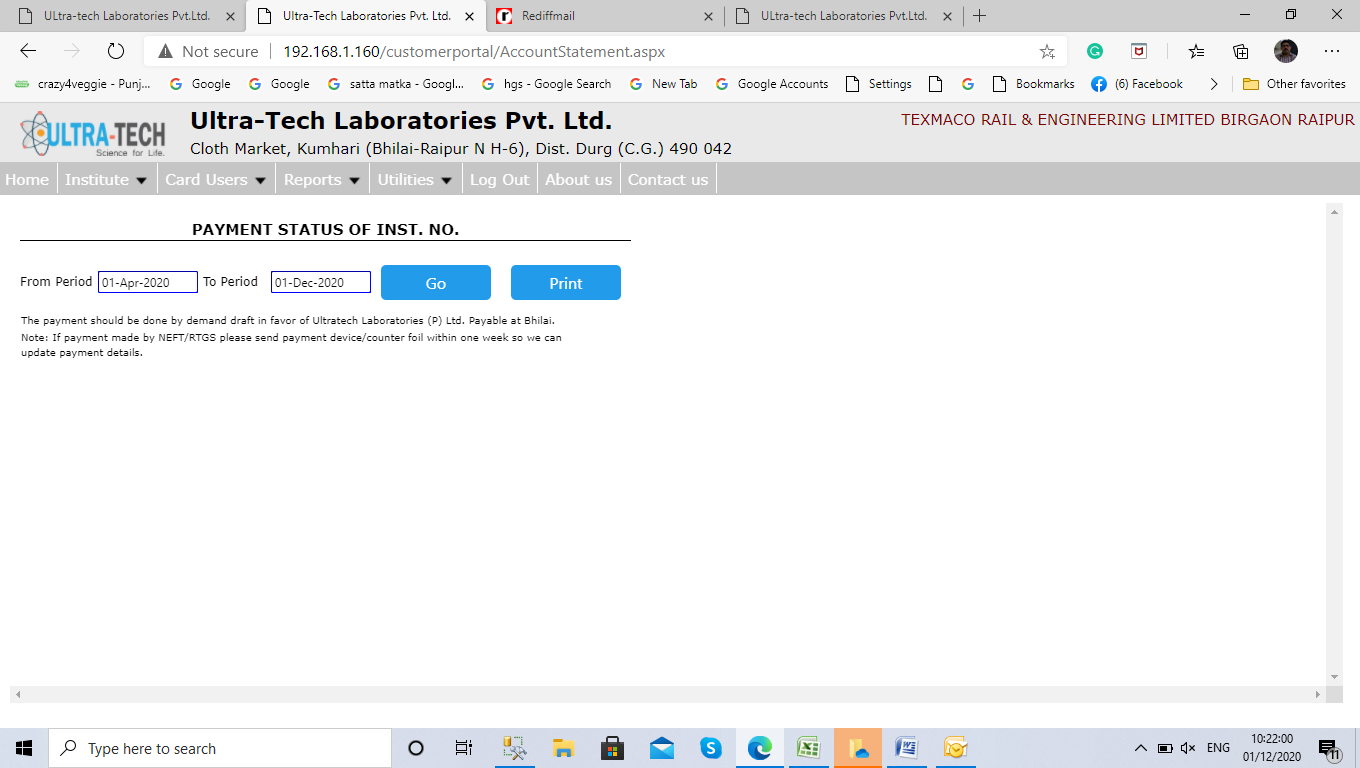
Enter from and to dates

Only approved status can be download.

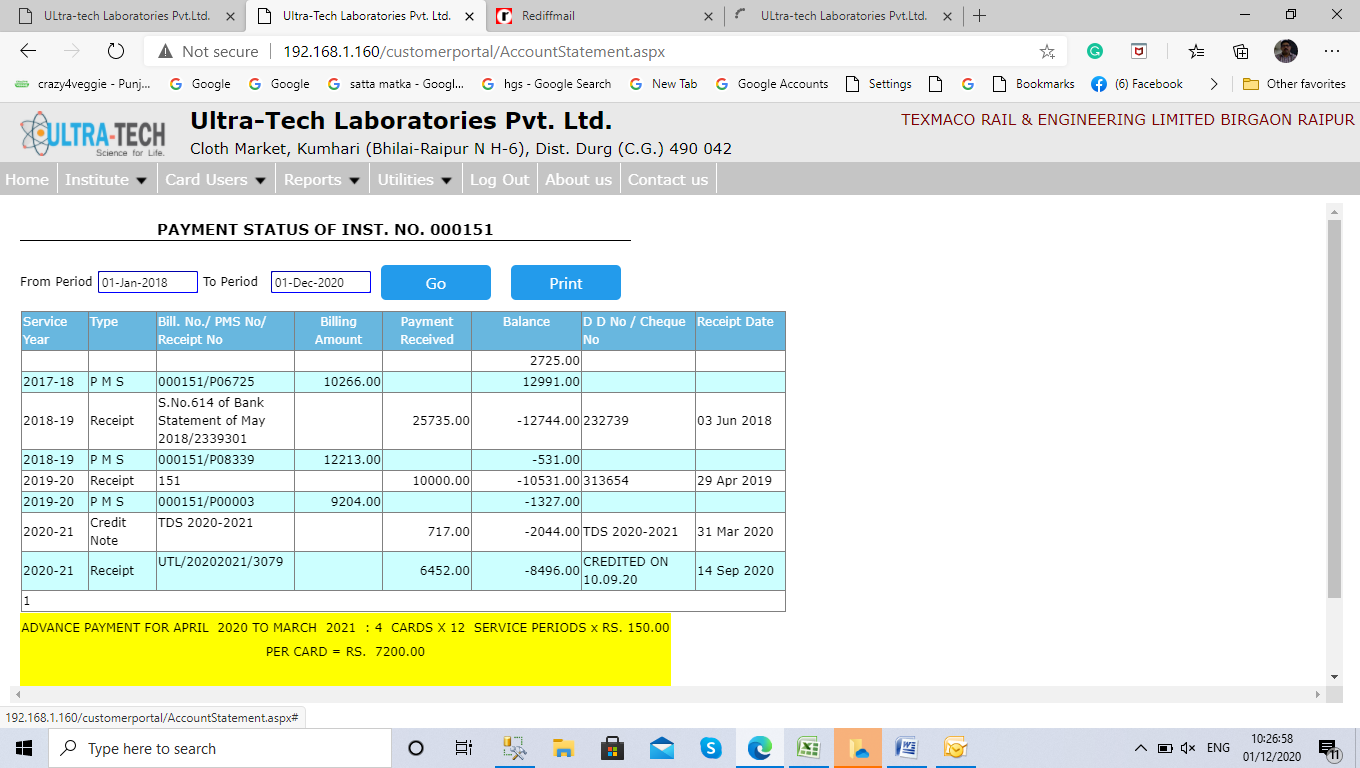
5. Account statement



Click here



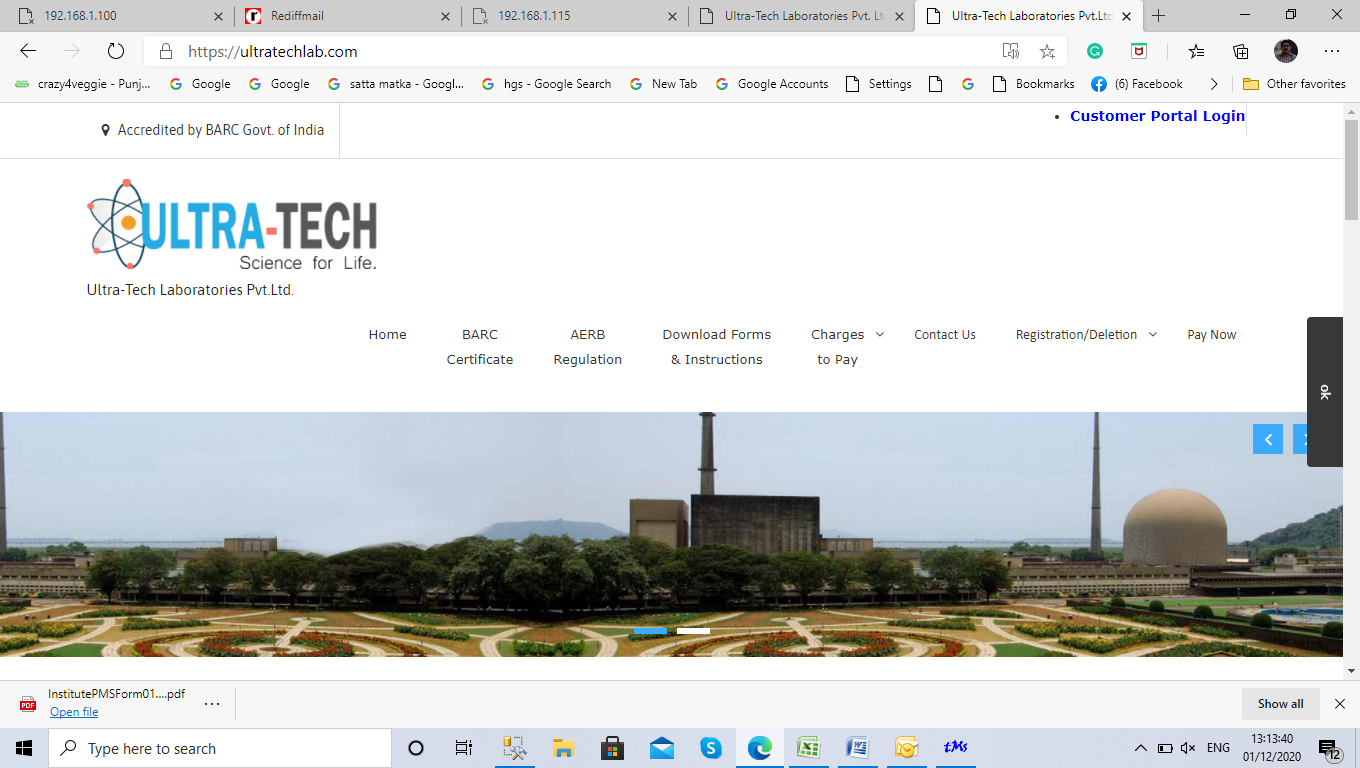
Enter Dates then Click **Go** Button



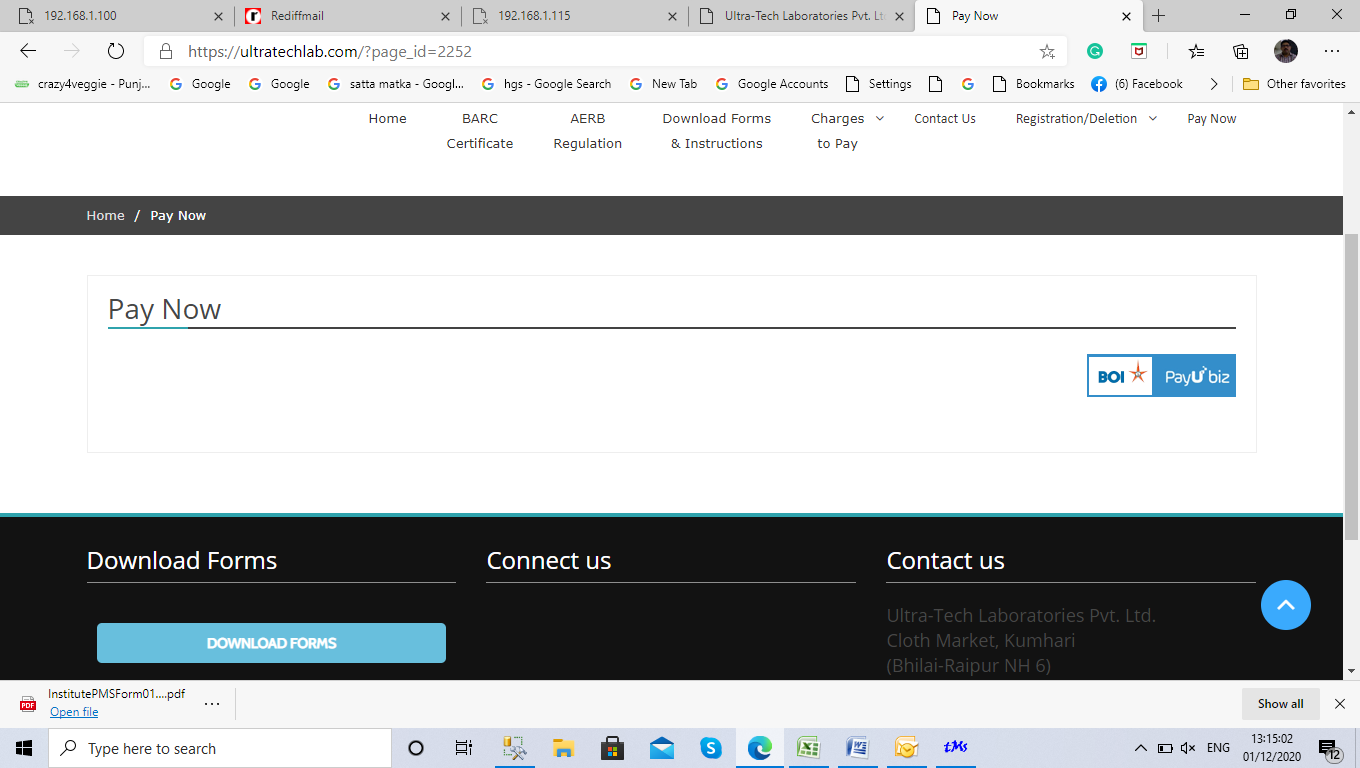
Print account statement

Click here to download invoice, Receipts, credit debit notes etc.

**How To Pay Online**

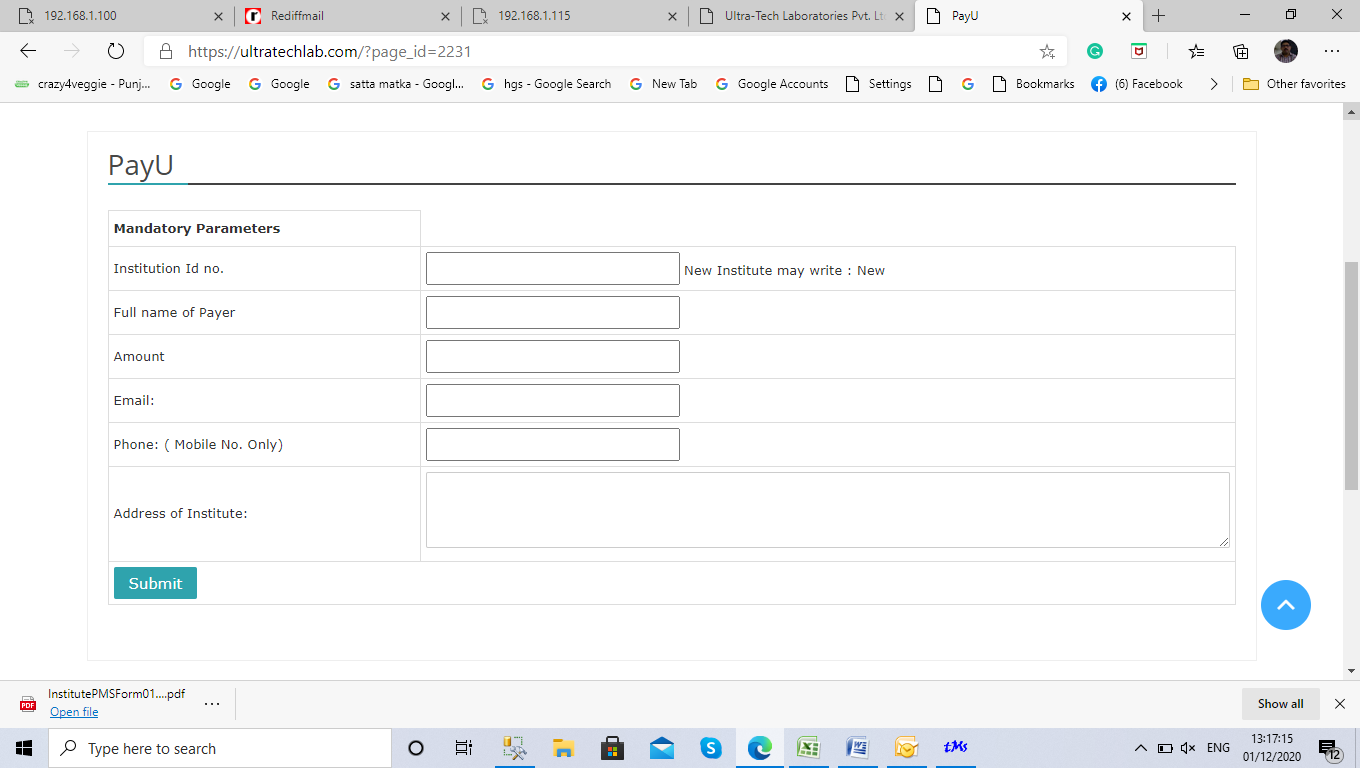
****

Click here

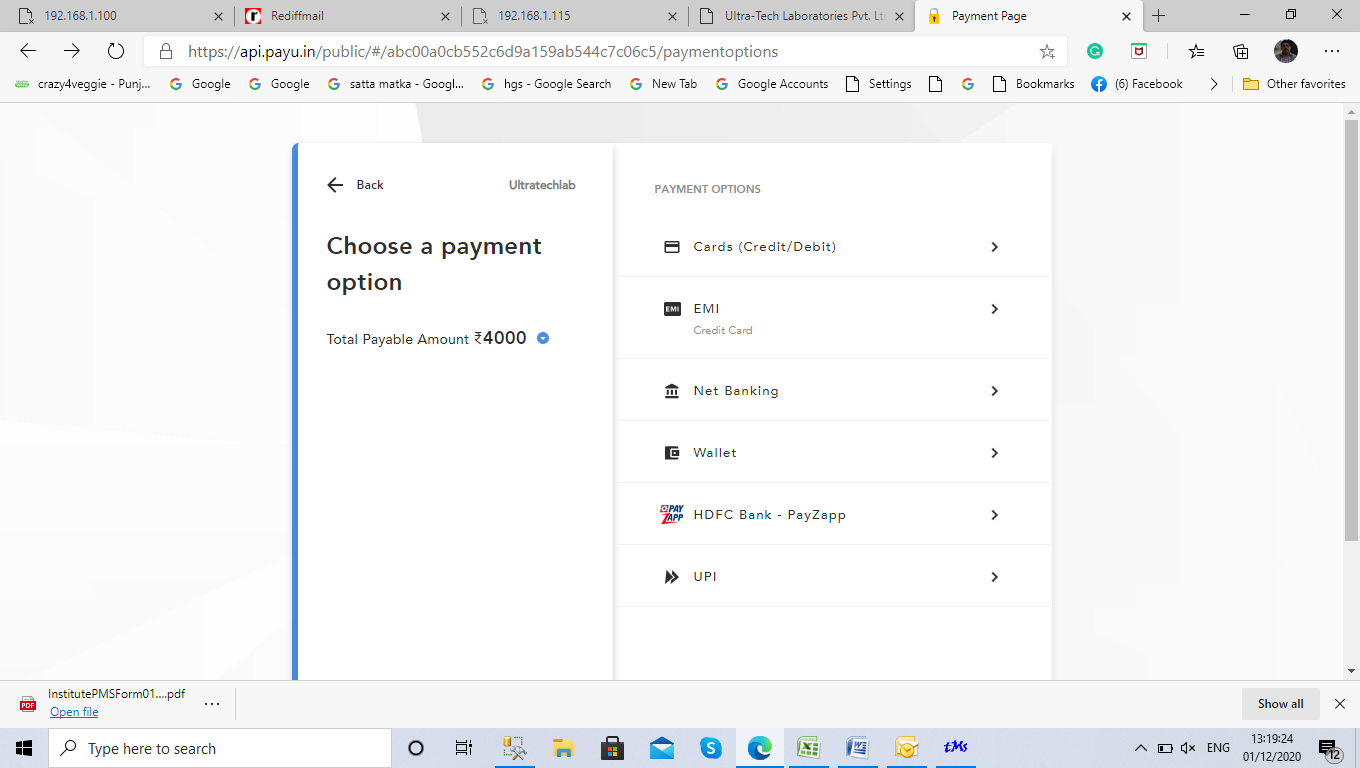
****

Click here

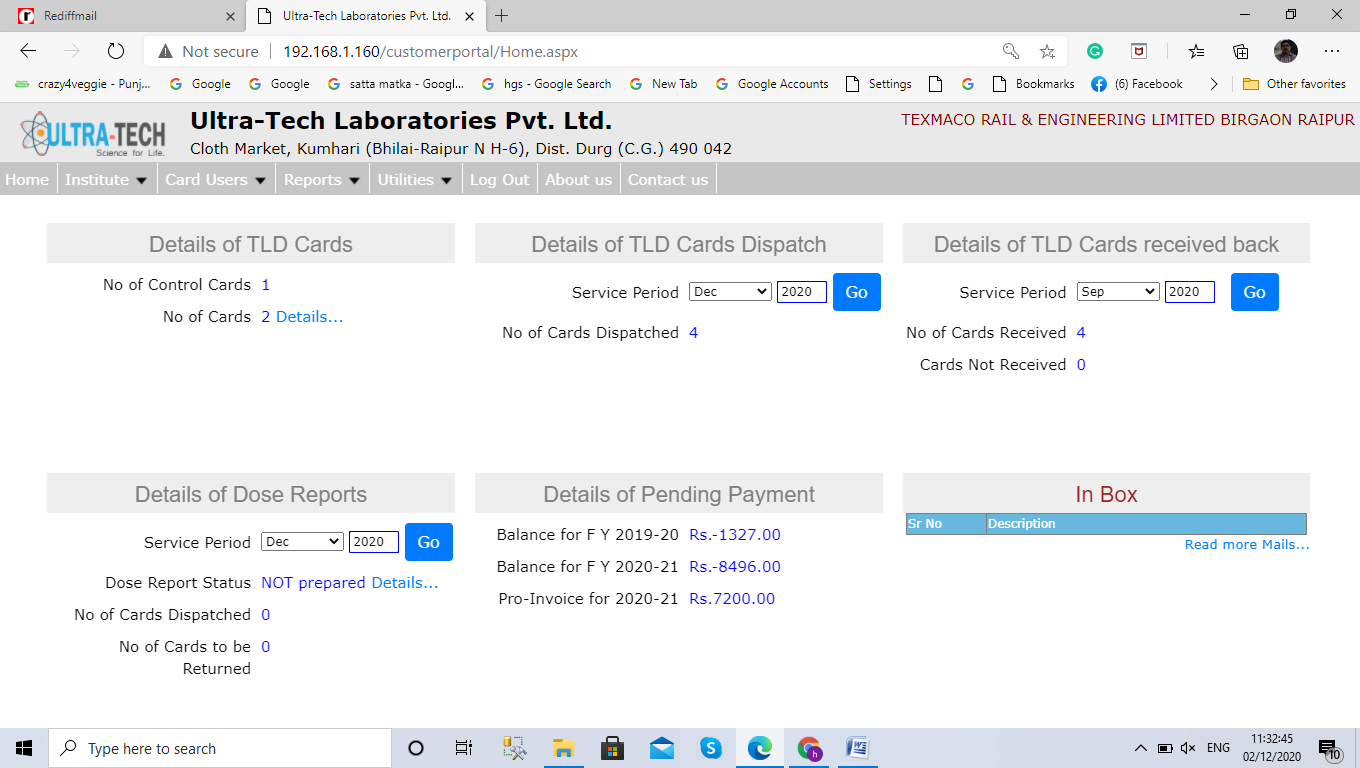
**Enter Details and submit**

****

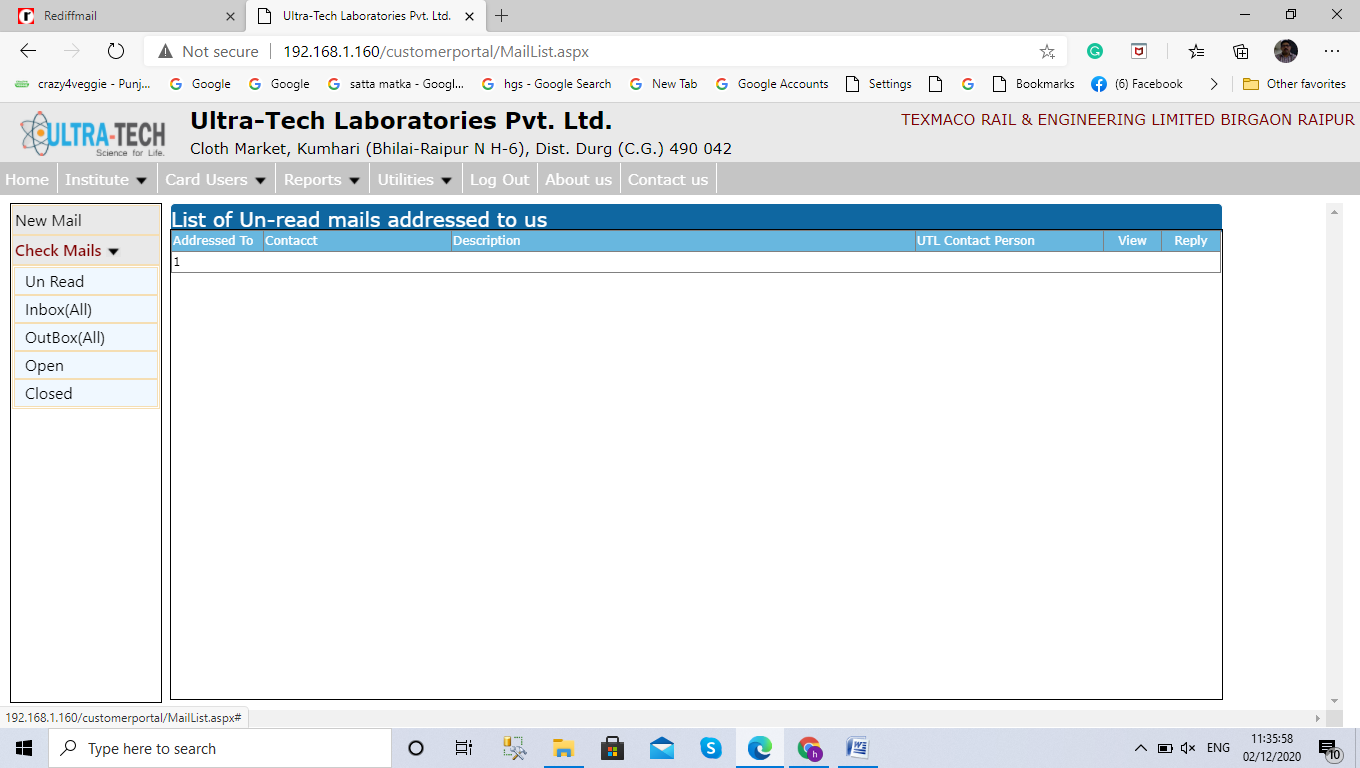
**Select Payment mode & pay .**

****

6.Notifications



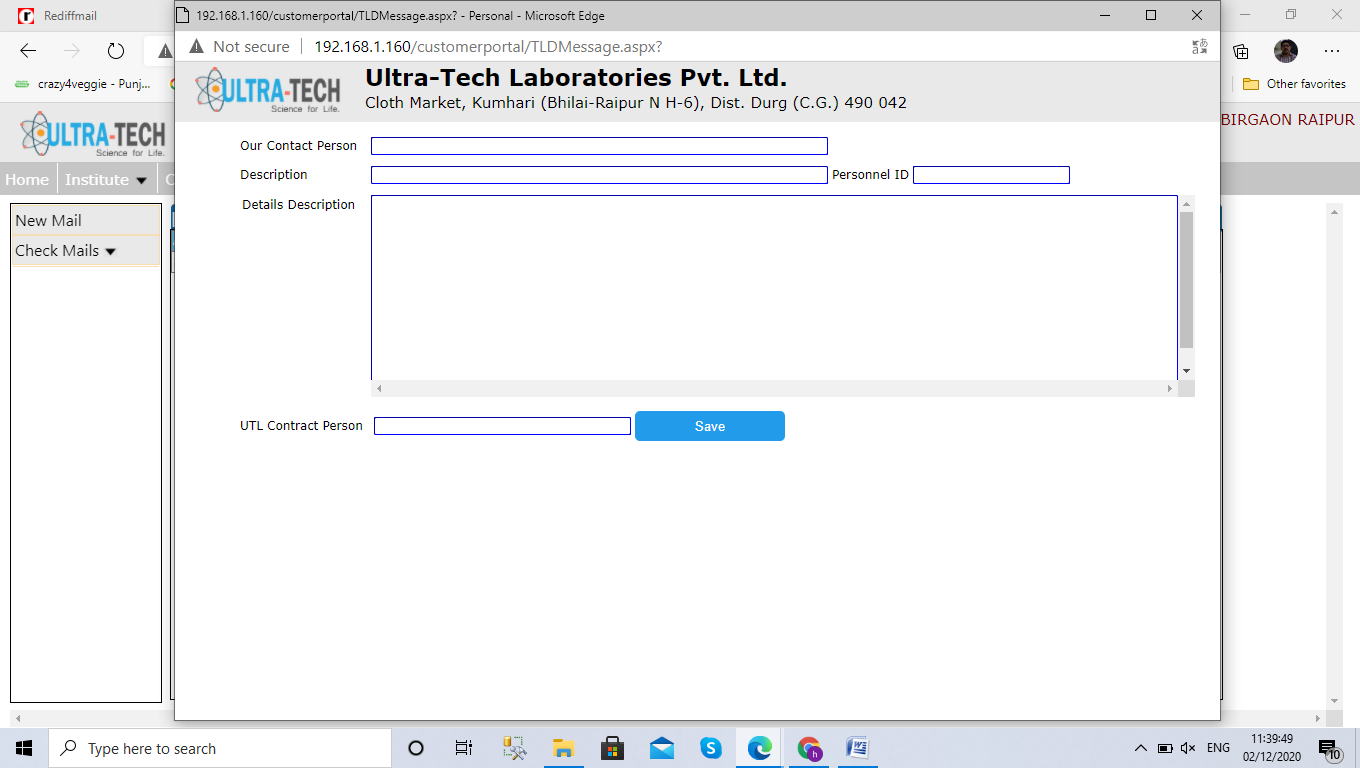
Here You can read new Notifications For any query or complaint Click Here

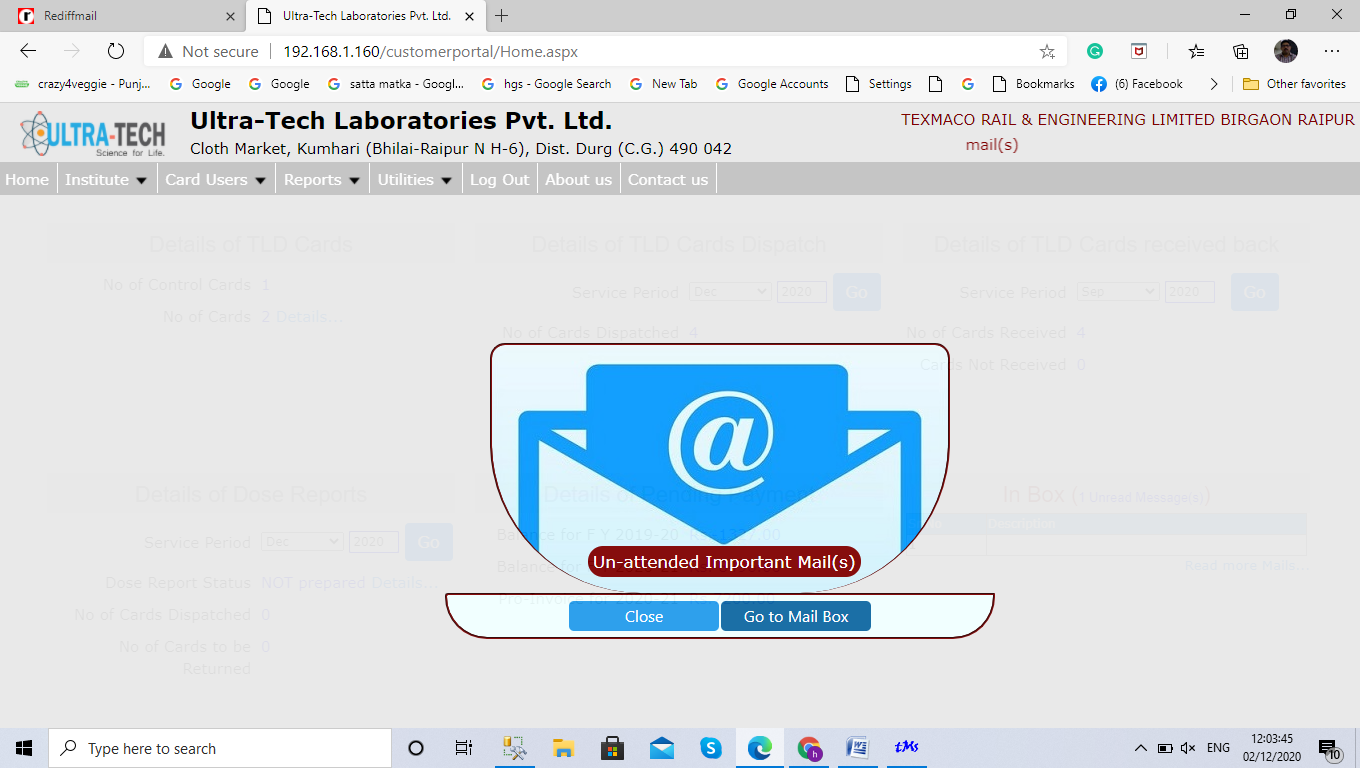


Replay Message

Write mail to

Admin





**If you see this message on screen .Please go mail box and check mail & reply and contact admin on 6269470003.**