

## Manage PA/PS from My Profile Section in Member Portal

### Step 1:

After logging into the Member portal, click on the Profile section on the top right corner. (Refer to Fig 1) The Hon'ble members will see two options here- My Profile and Sign out. (Refer to Fig 2)



Fig 1\_Profile section



Fig 2\_My Profile option

### Step 2:

On clicking My Profile, the Hon'ble members will be directed to the My Profile section where three sections are available – My Profile, Change Password and Mobile Number & Manage PA/PS. The Hon'ble members need to click on Manage PA/PS tab to view and manage information related to PA/PS. (Refer to Fig 3)

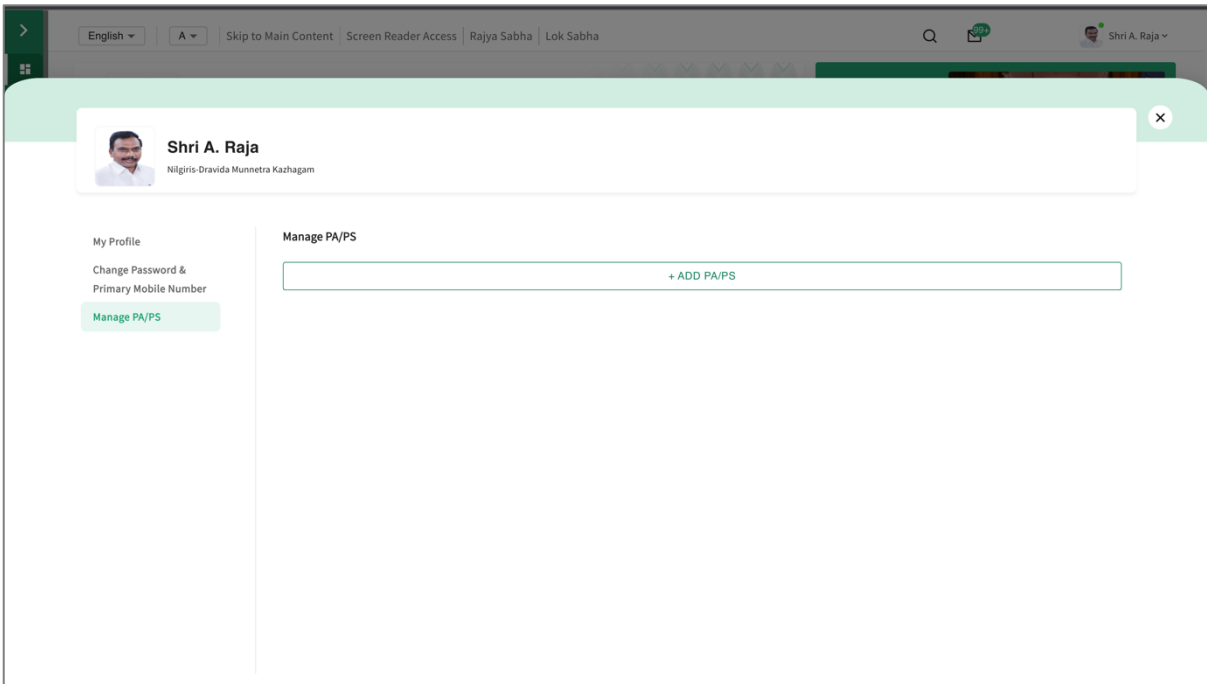
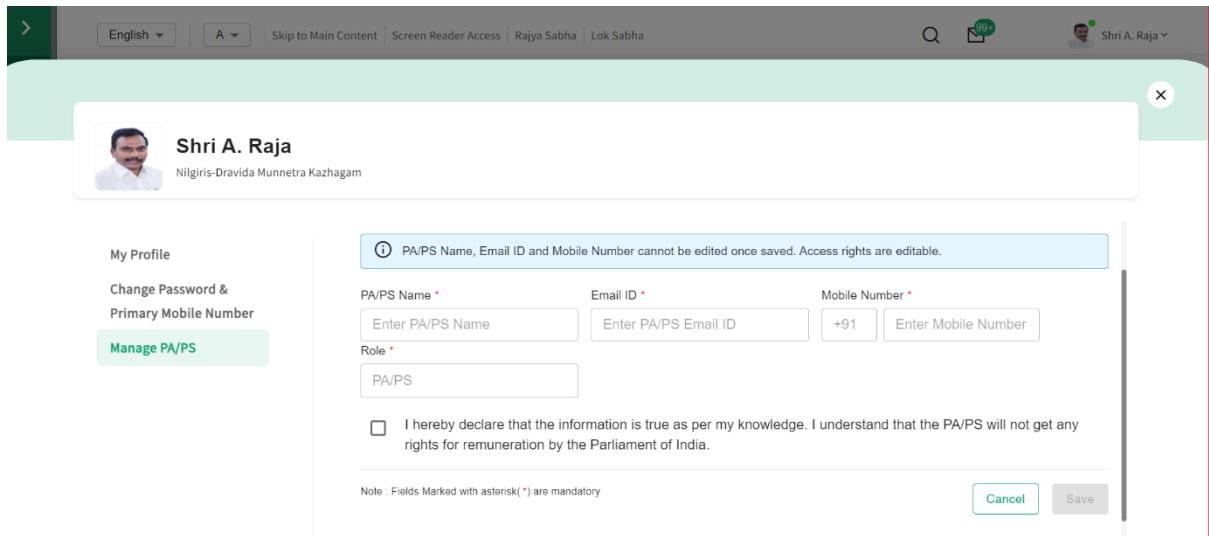


Fig 3\_Manage PA/PS option

## Login User Manual

### Step 3:

After clicking on Add PA/PS, the Hon'ble members need to fill details like Name of PA/PS, email ID of PA/PS and Mobile number. (Refer to Fig 4)

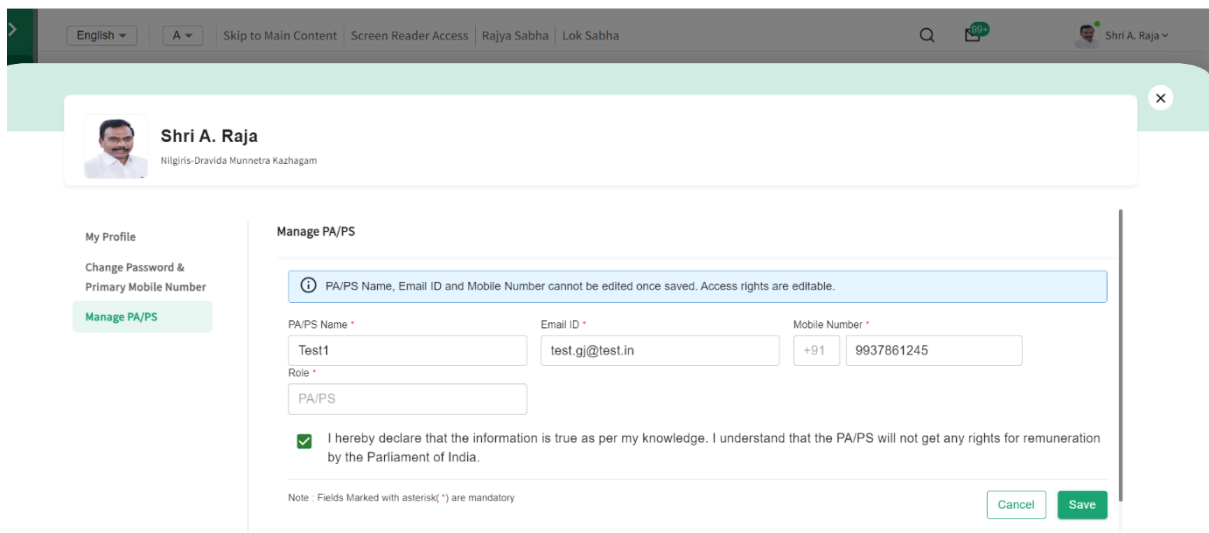


The screenshot shows the user profile page for Shri A. Raja. The 'Manage PA/PS' section is active. A blue warning box at the top states: "PA/PS Name, Email ID and Mobile Number cannot be edited once saved. Access rights are editable." Below this, there are input fields for PA/PS Name (placeholder: "Enter PA/PS Name"), Email ID (placeholder: "Enter PA/PS Email ID"), and Mobile Number (placeholder: "+91" and "Enter Mobile Number"). A dropdown menu for Role is set to "PA/PS". A checkbox is present with the text: "I hereby declare that the information is true as per my knowledge. I understand that the PA/PS will not get any rights for remuneration by the Parliament of India." The checkbox is currently unchecked. At the bottom, there is a note: "Note : Fields Marked with asterisk( \*) are mandatory" and two buttons: "Cancel" and "Save".

Fig 4\_Add PA/PS

### Step 4:

The Hon'ble members need to check the declaration "I hereby declare that the information is true as per my knowledge. I understand that the PA/PS will not get any rights for remuneration by the Parliament of India." The save button will be enabled after checking the declaration. (Refer to Fig 5)



This screenshot shows the same 'Manage PA/PS' form as in Fig 4, but with the declaration checkbox checked. The input fields are now populated: PA/PS Name is "Test1", Email ID is "test.gj@test.in", and Mobile Number is "+91 9937861245". The "Save" button is now green and enabled, while the "Cancel" button remains grey. The rest of the form structure and warning message are identical to the previous figure.

Fig 5\_Declaration

**Step 5:**

Post clicking on save, a confirmation pop-up will be triggered as the details entered cannot be edited later. The Hon'ble members need to click on save to confirm addition of PA/PS. (Refer to Fig 6)

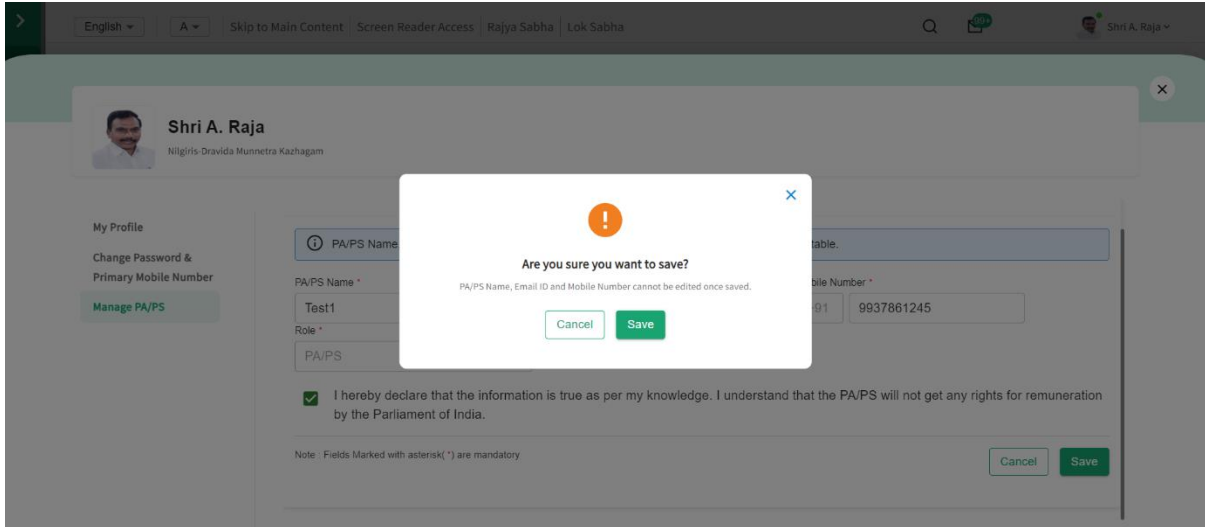


Fig 6\_Confirmation

**Step 6:**

A toast message will be visible on the top right corner confirming addition of PA/PS and also the PA/PS details will be shown upfront. The added PA/PS will receive a message on the mobile number provided by the Hon'ble member. The PA/PS can then proceed to login using the credentials. (Refer to Fig 7)

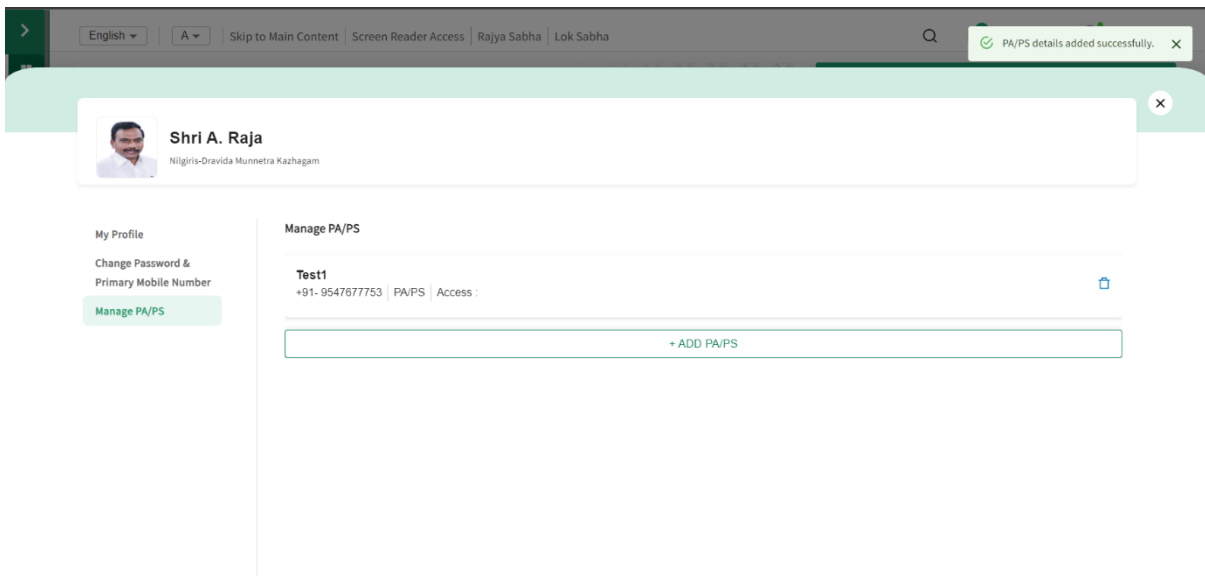


Fig 7\_PA/PS details added

**Step 7:**

The Hon'ble members can also delete the PA/PS details by clicking on the delete icon and confirming deletion of PA/PS. On clicking delete, the PA/PS will be removed, and the login rights will be revoked. (Refer to Fig 8,9)

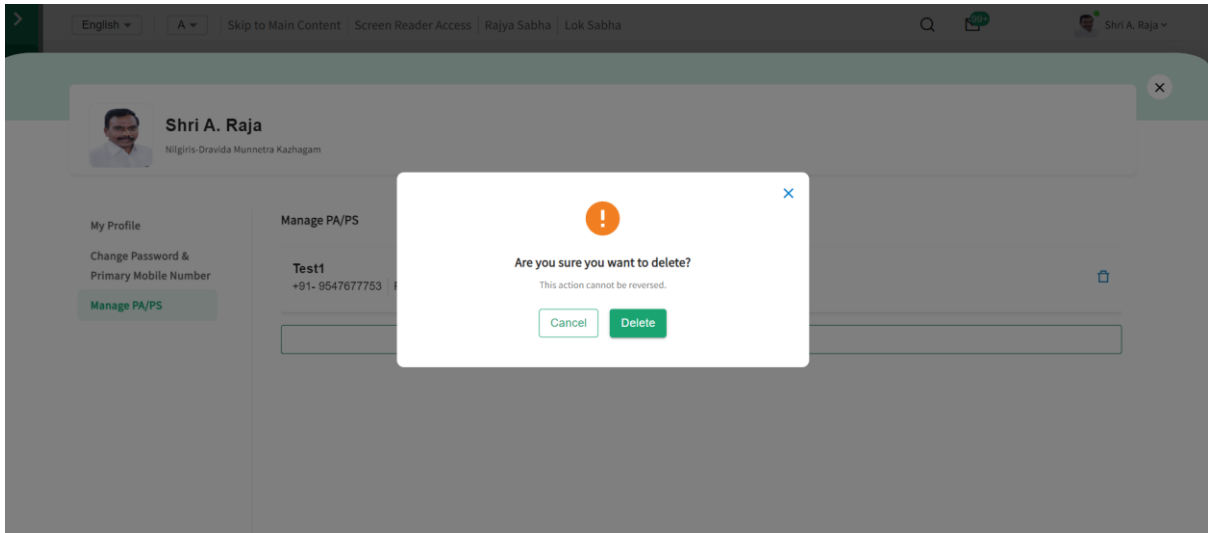


Fig 8\_Delete PA/PS

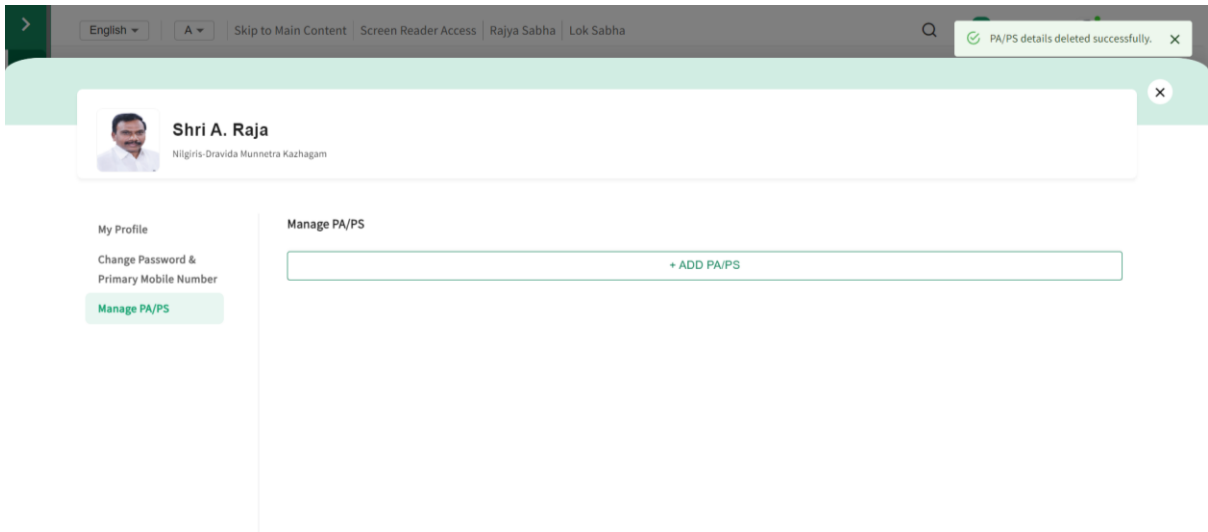


Fig9\_PA/PS details deleted

**Note: Any data visible here is for dummy purpose only.**