

## **Steps of registration**

Steps of registration for the first time users:

1. Log on to <http://www.tecom-online.com/>
2. Fill the online form
3. Print the duly filled form and get it signed by the license holder
4. Submit the form at the GSO counters located in DMC 14

Once the request is approved by GSO, an 'Administrator Account' will be created and details will be forwarded to the Client Online Administrator-

5. The Administrator can then create account users for different responsibilities, viz.:
  - Data entry: the user can fill the online applications and submit it for approval to the Approver.
  - Approver: the user will have the privilege to approve the duly filled application before it is forwarded to GSO. Additionally, the user can also make payment through credit card or advance deposit. (click to fill the advance deposit form)
  - Enquiry: The user will only be able to view the status of requisitions submitted to GSO office without the privilege of entering data, editing, or making payment.

However, the choice of adding account users and dividing the associated responsibilities is left to the discretion of the license holder / administrator i.e. the account can be run by one user or multiple users.