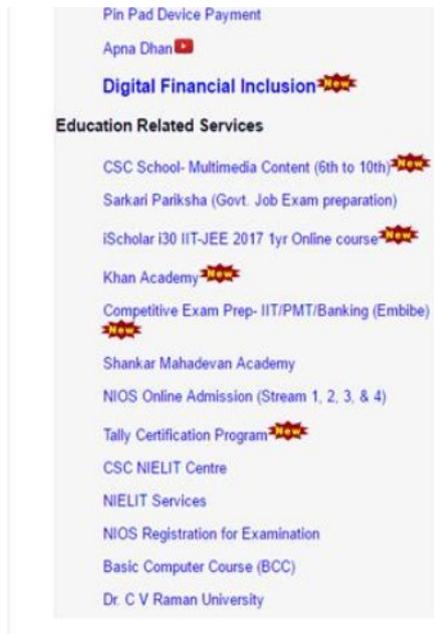VLE manual

Step 1: Log on to the Apna CSC portal and click on the "Digital Financial Inclusion "service

Step 2: Fill the one time registration form
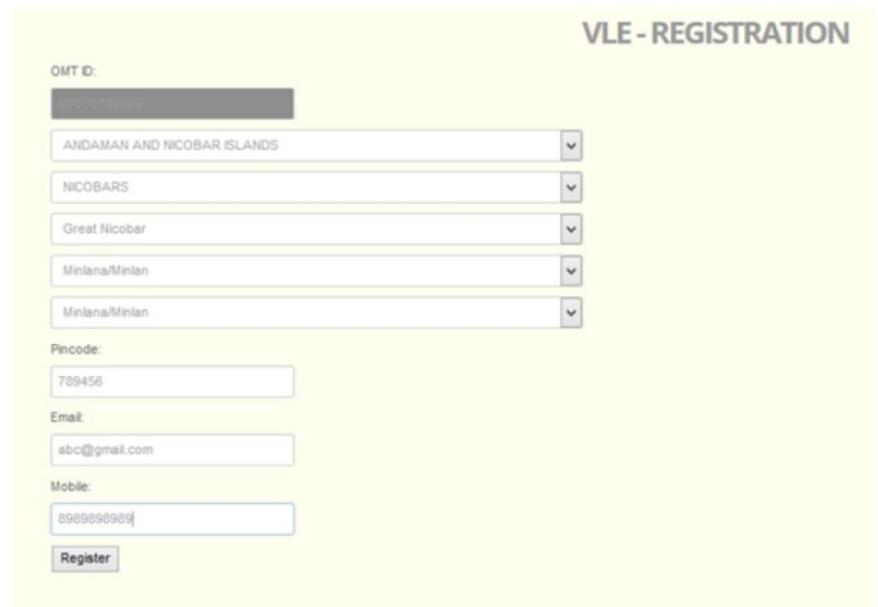
OMT ID: Auto filled
Pincode:
Email:
Mobile:

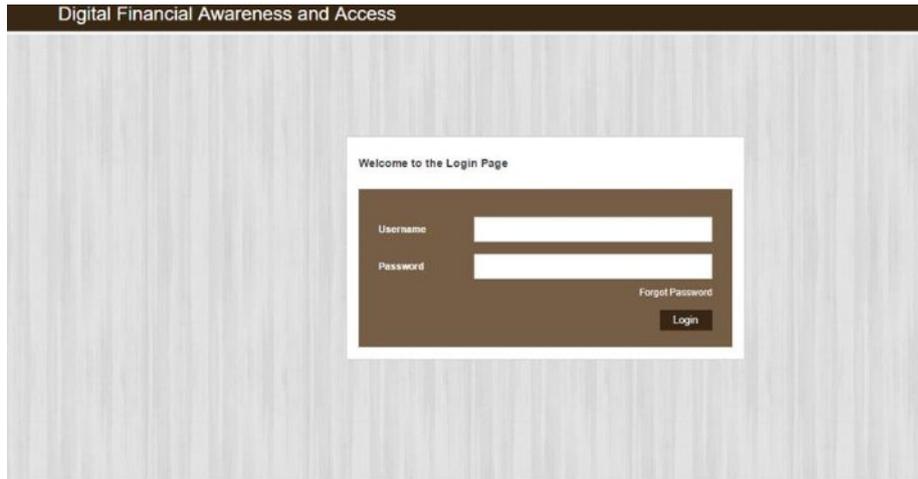Once the VLE has registered, Login page will be displayed.

Step 3: Notification of Username, OMT ID and Password, and Mobile number will be sent as an alert message.

Step 4: Use this username and password on the portal www.digitaljagriti.in to login and access the VLE dashboard.
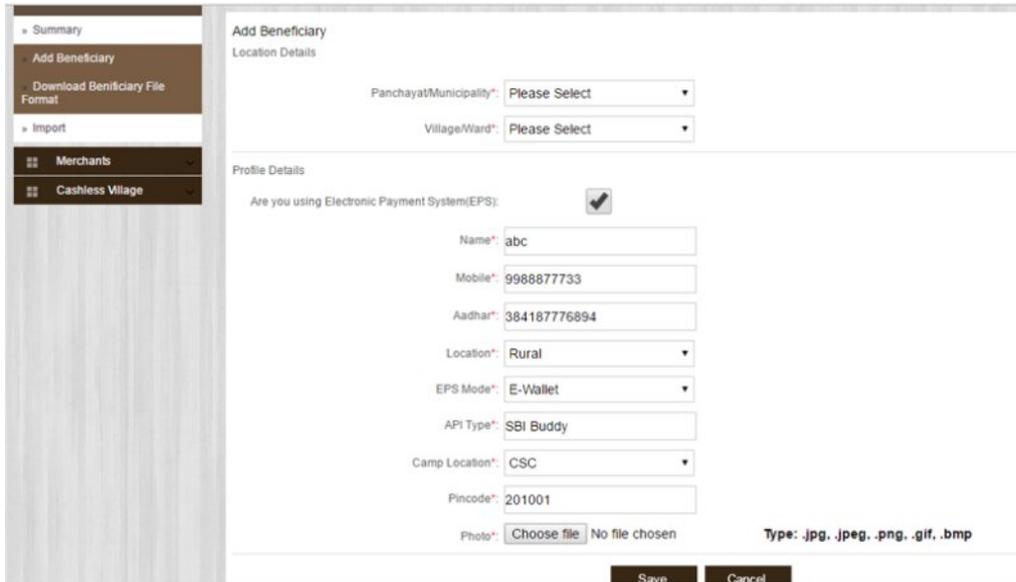
Step 5: VLE may reset his/her password after logging-in. Password may be recovered by clicking on Forget Password link. Enter OMT ID and password and the new password will be sent on your registered e - mail ID.

Step 6: Now VLE can fill up the beneficiary form by clicking on the Add Beneficiary tab displayed on the top left of the page. He can download the excel format to import offline data. (40 entries max)

Panchayat*:
Village*:
Are you using Electronic Payment System (EPS):
Name*:
Mobile*:
Aadhar*:
Location*:
EPS Mode*:
API Type*:
Camp Location*:
Pincode*:
Photo*:

Step 7: Transaction Verification form needs to be filled before the merchant is added.

VLE will transfer Re. 1 to merchant and merchant will transfer Re. 1 to CSC-SPV through one of the following modes of payment. This Re.1 will be credited back to the VLE.

- ➢ Use details given below for USSD/Credit/Debit Card and Net-banking transactions
    - o Bank Name: State Bank of India
    - o Account No: 32223085269
    - o IFSC Code: SBIN0007837

- ➢ AEPS: CSC- VLE through Apna Dhan account

- ➢ Use Mobile number 8700298585 to transact through Jio Money, SBI Buddy, PayUmoney, Freecharge and Paytm or scan Paytm QCR code

Step 8: VLE can now add a merchant on-board by clicking on Add Merchant form on the add beneficiary tab (displayed below).

Panchayat*:
Village*:
Name*:
Mobile*:
Aadhar*:
Trade*:
EPS Mode*:
API Type*: (Application Program Interface (app) installed by you for example SBI/ICICI bank UPI, SBI buddy/Paytm e-Wallet, Board bank USSD etc.)
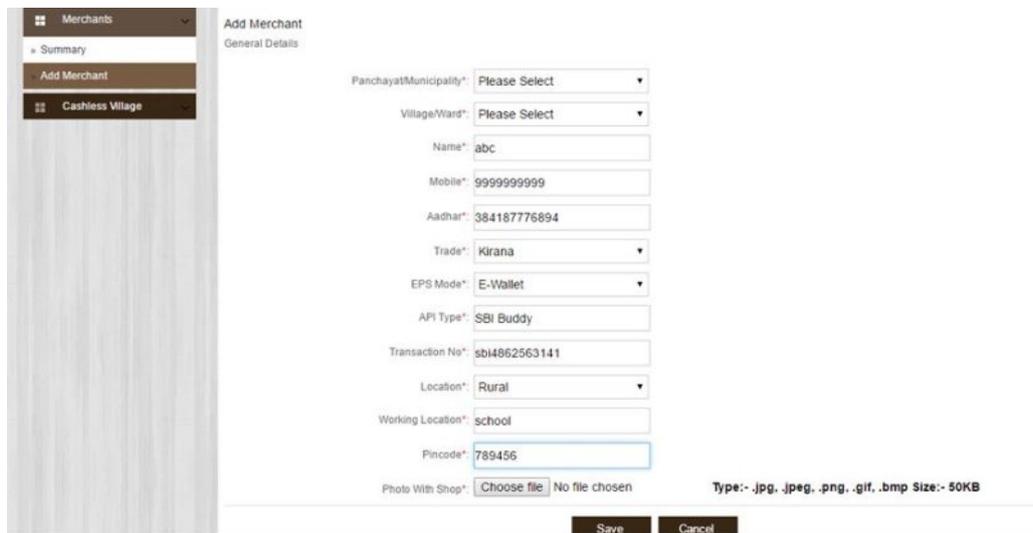Transaction No*: (Transaction detail after transferring Re. 1 to CSC-SPV from on-boarded merchant)
Location*:
Working Location*:
Pincode*:

Photo of the Shopkeeper in his shop*:

Step 9: If the VLE is successful in making the whole village cashless, he can fill the declaration form for the same.

Panchayat*:
Village*:
Sarpanch Certificate*:
Press Coverage*:

I declare that, I have on boarded all the merchants of my village on electronic payment system and hence my village is now cashless.

Click on Save button.

The Study Material can be accessed at:

➢ Handbook:
https://s3.amazonaws.com/DFIAA/Handbook%20Digital%20Finance%20for%20Rural%20India-%20FINAL%20Final%20%281%29.pdf