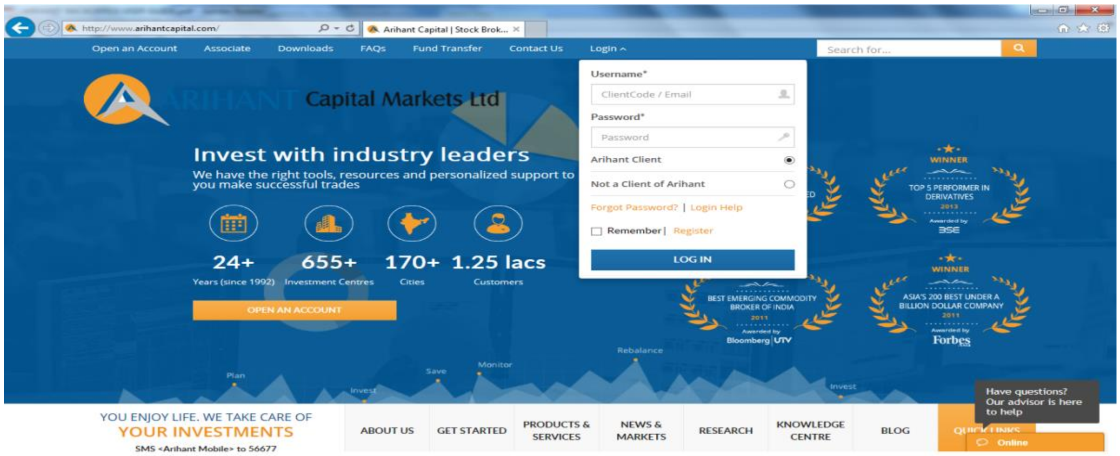
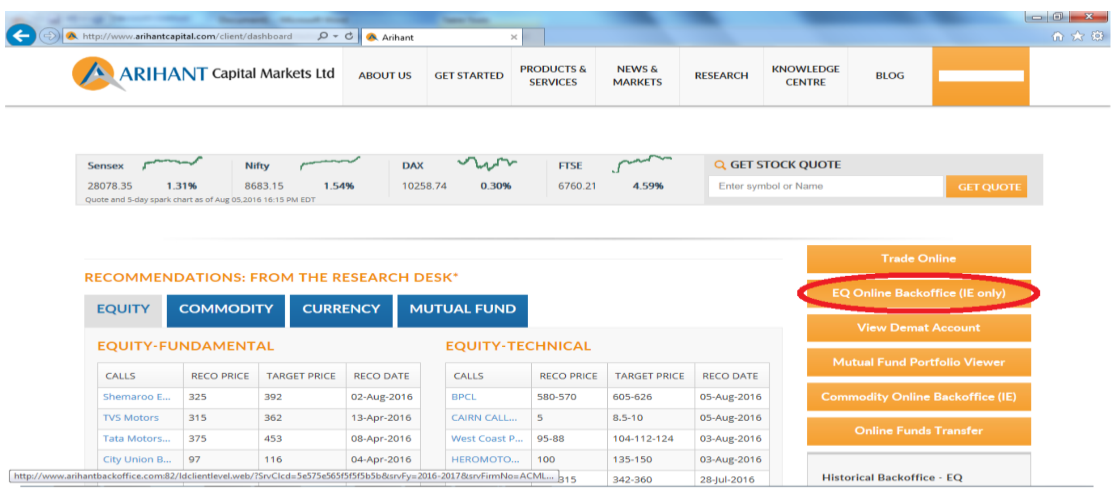
Step 1 : Go to www.arihantcapital.com and then select Login on top side of homepage (please ensure your pop-up blocker is disabled before you proceed further). Please note Arihant Backoffice is best viewed in Internet Explorer.



Your ClientCode is your terminal code and password is your PAN number for the first time users.

Step 2: After the successful login kindly click on EQ Online Backoffice (Note: It will open in Internet Explorer only)



Step 3: The first time you log-in to New Online Backoffice, you shall be prompted to download Microsoft Silverlight on your system. Click on “Click now to Install” tab to install and run the same.

COMPATIBILITY:

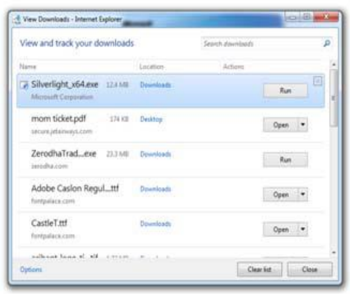
Hardware Requirement:

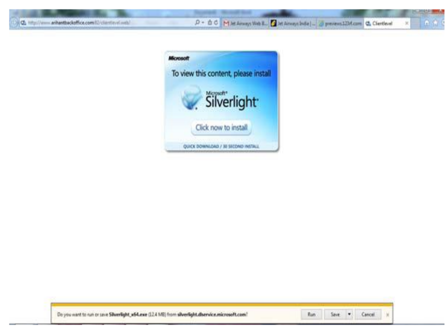
Category	Requirement
Processor	Pentium 4 and above
Memory	Minimum 512MB and higher
HDD	Minimum 40GB and higher

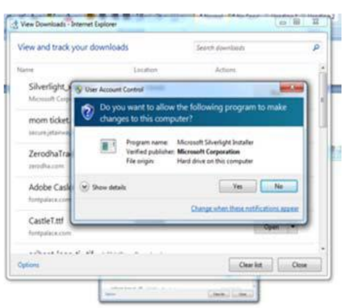
Software Requirement:

Category	Requirement
O.S.	Any 32 bit operating system like win 2k,winxp etc
Internet Explorer	IE9, Mozila Firefox, Opera, Googlecrome etc.

To install, you will have to download and run the file on your system. The following screenshots will guide you to step-by-step process to install Microsoft Silverlight on your system:

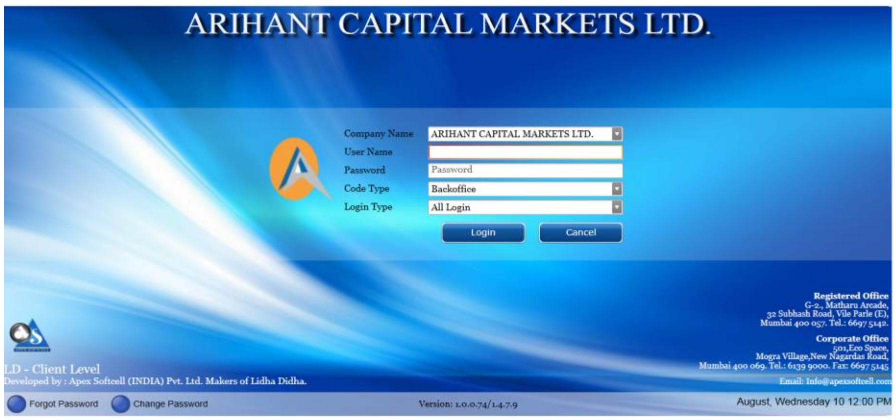






Step 4:

Now you shall be directed to the user log-in page:



The inputs in the user log-in page are categorized into the following sections.

Company Name: You will find two companies- Arihant Capital Markets Ltd and Arihant Futures Commodities Ltd. Select the respective company that you wish to check the details of. Further, all your transactions are categorized as per financial year, click on the respective year you wish to log into.

User Name: This will be your 9 digit backoffice code with Arihant provided to you at the time of opening your account. You can also log in through your terminal code alternatively provide to you.

Password: Password is the same as provided to you in a perforated sheet along with the welcome kit at the time of opening the account. If you wish to get the password reset in the future you can e-mail us at backofficec@arihantcapital.com or alternatively call us at 0731-4217154/150.

Code Type: Select **backoffice or terminal code:** whichever you have keyed in while typing user name.

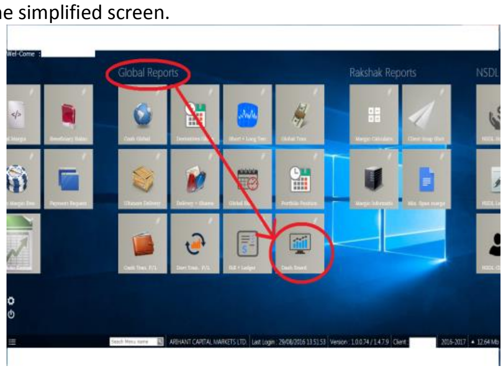
Login Type: Select **All** Login/**CDSL Login**/**NSDL Login** as required. When you select **All Login,** you will be able to view all types of reports while if you select CDSL/NSDL Login you will able to view reports of selected type only.

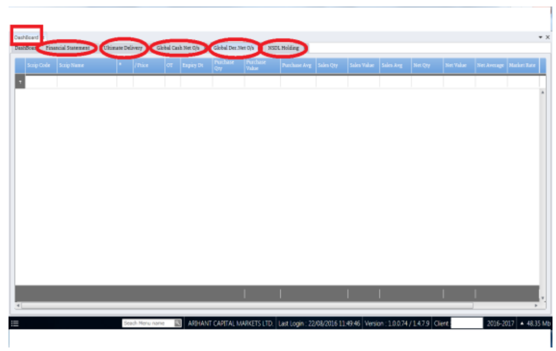
Step 5:

Once you log-in your Account, the home screen of the online backoffice software will appear as below:

Step 6: The online backoffice is divided in following sections for the purpose of various reports.

Each one has an independent set or reports as defined below in details. For a quick understanding of your financial details, holdings and your profit and loss account, click on Dashboard option in Global Reports. After clicking on refresh button it will show you 5 major reports – Financial Statement, Ultimate delivery, Global Cash Net O/S, Global Derivatives Net O/S and NSDL Holding in one simplified screen.





Daily Reports: It contains the following reports –

1. **Daily Transaction:** In this section, you will be able to view daily transactions/delivery details and your bill in cash and derivatives segment.
2. **Notional Profit & Loss:** It shows notional profit and loss scrip wise on a particular date.
3. **Initial Margin:** This report shows details of bill/margin, collateral, span/MVM margin, transactional details, notional P&L and net outstanding position in derivatives segment.
4. **Beneficiary Balance:** Its shows holding details in beneficiary account of client – quantity and its market and factored value.
5. **Financial Statement:** This shows your financial ledger for the entire year till date and the running balance in your account.
6. **Bill Summary:** It shows exchange wise bill summary of the entire year till date with the bill number, debit and credit amount and the margin details.
7. **Span Margin Breakup:** This report shows the break up between span and MVM margin.
8. **Payment Request:** With this option, you can request the company to make payment from your trading account to your bank account.
9. **Digital Contract:** It gives you date wise digital contract notes for a defined time period.
10. **Daily Bills:** It shows client's bill on a particular date.
11. **Portfolio Entries**: With this option, you can enter your scripts manually.

Global Reports: It contains the following reports –

1. **Cash Global:** It shows profit & loss and details of transactions undertaken in cash segment in detailed and summary view for a defined time period.
2. **Derivatives Global:** It shows profit & loss and details of transactions undertaken in derivatives segment in detailed and summary view for a defined time period.
3. **Short + Long Term Capital:** This report bifurcates scrip wise profit and loss into short term/ long-term and speculation category.
4. **Global Transaction:** This report shows date wise and transaction wise summary of all your purchase and sells trades executed for a defined time period.

5. **Ultimate Delivery:** It shows inward/outward details of scrip from/to exchange in detailed and summary view as on a particular date.
6. **Delivery + Shares Details:** It shows scrip details of inward and outward of securities in pool and client demat account for a defined time period.
7. **Global Bill:** It shows date wise bill summary with bill number, debit and credit amount and margin details for a defined time period.
8. **Portfolio Position:** It shows portfolio position for a defined time period and bifurcates the same to calculate scrip wise actual, M2M, speculation and total profit/loss.
9. **Cash Transaction P/L:** It shows scrip wise and date wise profit/loss of trades executed in cash segment for a defined time period.
10. **Derivatives Transaction P/L:** It shows scrip wise and date wise profit/loss of trades executed in derivatives segment for a defined time period.
11. **Bill + Ledger:** This shows your financial statements and bill details for the period selected.
12. **Dash Board:** It is your one screen view of all the major reports that you would want in client backoffice to get featured at a go. This is explained as above before Daily Reports.

Rakshak Reports: It contains the following reports –

1. **Margin Calculator:** It shows margin levied on outstanding position in your account exchange wise and date wise. The breakup of total margin into span and MVM is detailed in this report.
2. **Client Snap Shot:** This report is your one snap view of the net margin, financial ledger balance, demat stocks, collateral and POA stocks kept in your account. It also shows the utilization in % terms.
3. **Margin Information:** It shows margin details with detailed break up of cash, bill, F&O notional margin; stock position with bifurcation in POA stocks and collaterals.
4. **Minimum Span Margin:** It shows the total margin per lot and its break up into span margin and exposure margin for all the contracts of the exchange selected.

NSDL Reports: It contains the following reports –

1. **NSDL Holding:** It shows client holding in NSDL demat account in terms of quantity and market value.
2. **NSDL Transaction:** It shows transactions details of NSDL account of client in detail and the consolidated holding at its market value for a defined time period.
3. **NSDL Ledger:** It shows your financial statement of NSDL account.
4. **NSDL Instruction:** It shows slip details of NSDL account.
5. **NSDL Client Information:** It shows client master details of your NSDL depository account.

CDSL Reports: It contains the following reports –

1. **CDSL Holding:** It shows client holding in CDSL demat account in terms of quantity and market value.
2. **CDSL Transaction:** It shows transactions details of CDSL account of client in detail and the consolidated holding at its market value for a defined time period.
3. **CDSL Ledger:** It shows your financial statement of CDSL account.
4. **CDSL Instruction:** It shows slip details of CDSL account.
5. **CDSL Client Information:** It shows client master details of your CDSL depository account.

For detailed explanation, go to our video tutorial: http://arihantcapital.com/demo and watch Arihant Website: Client Dashboard.

For further guidance on the same, you can email us at backoffice@arihantcapital.com or speak to our backoffice team at 0731-4217151.