



ONLINE BILL CORRECTION (BILL.ADJ PORTAL)

USER CREATION / PASSWORD RESET FORM

Please choose from one option:

New User Creation	<input type="checkbox"/>	Password Reset	<input type="checkbox"/>
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Note: Please fill in capital letters

User Name & (SAP ID): _____

Designation: _____

Cell No: _____

LOGIN ID: _____

Sub Div/Div/Circle Code: _____

Please choose role(s) from one office only:

1-Window		Sub-Division Office		Revenue Office	
IWINDOW(OP)	<input type="checkbox"/>	TCC	<input type="checkbox"/>	BCA	<input type="checkbox"/>
IWINDOW(AD)	<input type="checkbox"/>	MI	<input type="checkbox"/>	BCS	<input type="checkbox"/>
IWINDOW(DD)	<input type="checkbox"/>	SDO	<input type="checkbox"/>	CS	<input type="checkbox"/>
				RO	<input type="checkbox"/>
				DCS	<input type="checkbox"/>

Letter No. _____

Dated: _____

Recommended By

Sanctioned By

Name: _____

Name: _____

Designation: _____

Designation: _____

Cell No: _____

Cell No: _____

Stamp: _____

Stamp: _____

Signature: _____

Signature: _____

Forwarded to

INCHARGE OF YOUR MCC

IT Directorate

MEPCO

Email the duly filled scanned form at (snaps.mcchq@gmail.com) for MCC Multan only.

Instruction regarding filling document

- 1- User Name is a user of a person who will use it. Mentioned his/her name with SAP ID.
- 2- Recommendation and sanctioned will be sign and stamp as follow.

Sr. #	User Rights	Recommended by	Sanctioned By
1	SDO Office (1 Window)	SDO (Op)	XEN (Op)
2	RO/XEN Office (1 Window)	RO	XEN (Op)
3	Circle Office (1 Window)	DCM	SE(Op)

- 3- After filling the form send the soft file to mentioned email address and hard copy to IT Directorate MEPCO H/Q Multan.
- 4- For the users of other than MCC Multan, please send the proforma to your computer center Incharge or contact to concerned Dy. Director (IT).

Note: Make sure the only authorized user uses the allocated ID; system may block the user if multiple logins found.