

HOW TO CREATE DATA OPERATOR

- Step No. 1 : Login as Agency Administrator at "<https://pfms.nic.in>"
- Step No. 2 : Go to "**Masters**"
- Step No. 3 : Go to "**Users**"
- Step No. 4 : Click on "**Add New**"
- Step No. 5 : Select the Type of User as "**Agency Data Operator**" and fill the **other fields**.
- Step No. 6 : Click on "**Submit**".

Note :
The Username and Password will be sent at the e-mail id provided at the time of registration.

HOW TO CREATE DATA APPROVER

- Step No. 1 : Login as Agency Administrator at "<https://pfms.nic.in>"
- Step No. 2 : Go to "**Masters**"
- Step No. 3 : Go to "**Users**"
- Step No. 4 : Click on "**Add New**"
- Step No. 5 : Select the Type of User as "**Agency Data Approver**"
- Step No. 6 : Select the Level of Approver as "**Level_1**" and fill the **other fields**.
- Step No. 7 : Click on "**Submit**".

Note :
The Username and Password will be sent at the e-mail id provided at the time of registration.