

Process Flow Document for Service Partner

DLD Document Vault – Go Paperless Strategy



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1 Document Review

1.1 Revision History

Date	Version	Author	Description
20/04/2021	1.1	ERES	First draft document creation



2 Document Process

DLD Document Vault makes it easy to digitize your documents and move to a totally paperless workflow. It is a secured digital document storage where you can store files and share them with service partners as required.

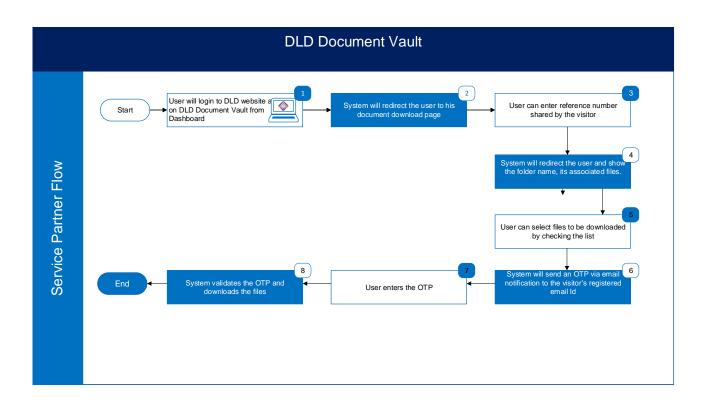
2.1 Feature Overview and Business Drivers

- Enabling the paperless strategy, to eliminate pieces of paper used for government transactions every year.
- A simpler way for user to manage their document digitally.
- Ability for service partners to download the files from the DLD website



2.2 Steps for Service Partners

- 1. Login to DLD Web application
- 2. On DLD Account Dashboard, Click on "DLD Document Vault"
- 3. System will redirect to document's download page.
- 4. User can enter reference number shared by the visitor and click on Proceed
- 5. System will redirect and show the folder name, its associated files.
- 6. User can select which files need to be downloaded by checking the list
- 7. User can click on proceed button
- 8. System will send an email notification to the visitor's registered email Id.
- 9. The email has the OTP and list of files requested for download
- 10. Visitor can share the OTP with the user
- 11. User enters the OTP and files are downloaded
- 12. If the user wants to download any other files which are not selected, he needs to repeat the steps from point 6.

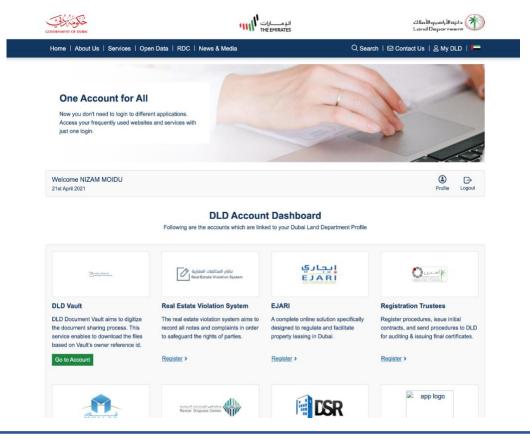


2.3 Process Flow



2.4 Screenshots

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