



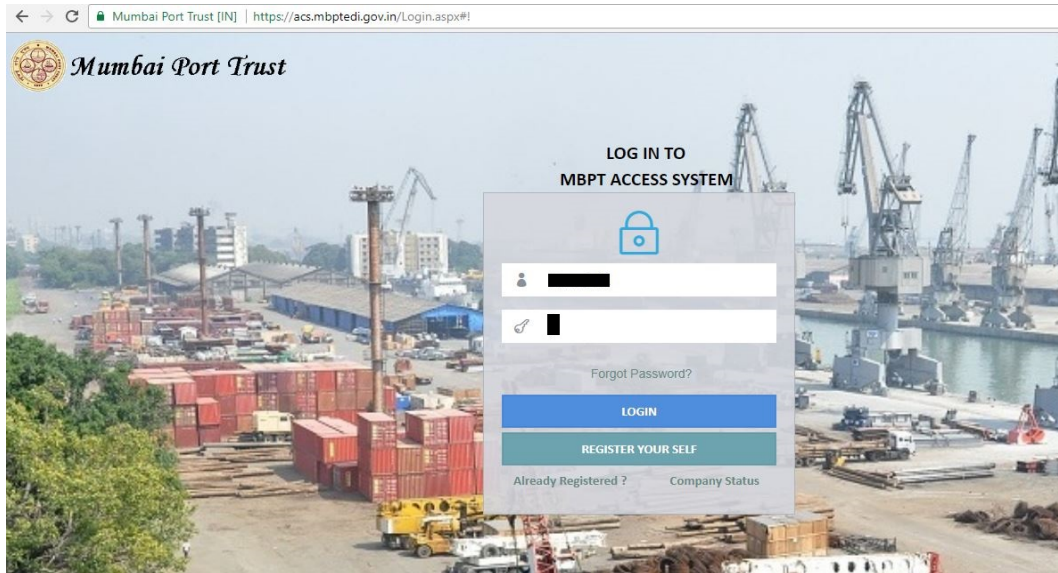
**Mumbai Port Trust  
Access Control System  
User Manual for Stream Permit**

Date: 12 July 2019

## User Manual - Stream Permit

Login through signatory credentials -

Navigate to <https://acs.mbptedi.gov.in/Login.aspx> - !

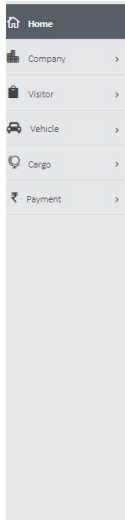


Navigate to Visitor -> Visitor Application

Enter details like Adhar no and visitor details will be auto populated (if registered) as shown below

Visitor Information	Visitor Address	Permit Information	Document	Material Info	Vehicle
Reg.Id	A0065	Aadhar No / Passport No		Visitor Photo *	
Master Category	Port User	Category	Custom House Agent	Supported Image Extension .jpg .png .jpeg .bmp .gif .JPG .PNG .JPEG .BMP .GIF Max Image Size Allows : 100 KB	
Reg.Date	01/01/2017	Validity Date	31/12/2026	Choose file   No file chosen	
Full Name	VISITOR FULL NAME	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	<input type="button" value="Upload"/>	
Blood Group	Select	DOB	DD/MM/YYYY	Age: *	
Mobile No	Enter Mobile no	Telephone No	Enter Telephone No	Visitor Sign *	
Identity Mark	Enter Identification Mark	Designation	Enter Designation	Supported Image Extension .jpg .png .jpeg .bmp .gif .JPG .PNG .JPEG .BMP .GIF Max Image Size Allows : 100 KB	
Nationality	Select	Email Id	Please Enter Email id	Choose file   No file chosen	
				<input type="button" value="Upload"/>	

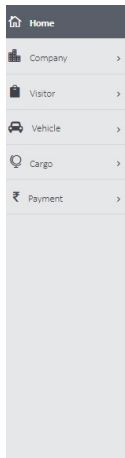
Select 'Pass duration', pass type, Issue date, permit validity period, group name (stream and other stream related location) and apply for the permit



Visitor Information	Visitor Address	Permit Information	Document	Material Info	Vehicle
Pass Duration	Select	<input type="checkbox"/> Crew Member		Pass Type	Chargeable
Quota				Visitor Type	<input type="radio"/> Visitor <input type="radio"/> Proprietor/Partner/Director
Old Permit	Enter Old Permit No			Balance	
Permit No				Card No	Please Enter Card No
Issue Date	DD/MM/YYYY			Date Of Visit	7/12/2019
Validity Date	DD/MM/YYYY			Permit Validity Period	1 Months
Group Name	Select			Visit Purpose	Select
Location	<ul style="list-style-type: none"> <li><input type="checkbox"/> Blue Gate</li> <li><input type="checkbox"/> New Yellow Gate</li> <li><input type="checkbox"/> Cruise Terminal</li> <li><input type="checkbox"/> Pir Pau</li> <li><input type="checkbox"/> GREEN GATE</li> </ul>				
				Remark	Enter Remark

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Next →

If user has applied for crew member, tick the checkbox 'Is crew' and concession rate would be applied, in this case, only stream location can be applied

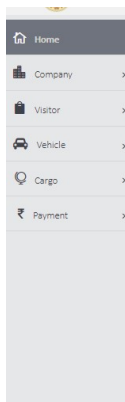


### Visitor Application

✔ Apply ✖ Cancel

Visitor Information	Visitor Address	Permit Information	Document	Material Info	Vehicle
For Crew Member only Stream Location is allowed, Please Uncheck the Crew Member.					
Pass Duration	Monthly	<input checked="" type="checkbox"/> Crew Member		Pass Type	Chargeable
Quota				Balance	
Old Permit	Enter Old Permit No			Card No	Please Enter Card No
Permit No					
Issue Date	DD/MM/YYYY			Permit Validity Period	Months
Validity Date	DD/MM/YYYY			Visit Purpose	Select
Group Name	Select			Remark	Enter Remark
Location	<ul style="list-style-type: none"> <li style="background-color: #007bff; color: white;">Stream</li> <li><input type="checkbox"/> New Yellow Gate</li> <li><input type="checkbox"/> Cruise Terminal</li> </ul>				

If 'Is crew' is checked, add the document 'Document for purpose for visit' and apply for the application.



### Visitor Application

✔ Apply ✖ Cancel

Visitor Information	Visitor Address	Permit Information	Document	Material Info	Vehicle
Document Type			Document Number		
Document Issue Date	DD/MM/YYYY		Document Validity	DD/MM/YYYY	
Document Description	<input type="text" value="Enter Document Description"/>				
			<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">Choose file</div> <div style="font-size: 0.8em; margin-right: 5px;">No file chosen</div> <div style="margin-left: 10px;"> <input type="button" value="Upload PDF"/> </div> </div>		
<span style="color: blue;">+ Add</span> <span style="color: red; margin-left: 20px;">✖ Clear</span>					

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Next →

Once application has been applied, it would go for MbPT approval  
Navigate to Visitor -> Approve/Reject

Once application is approved, user can make payment  
Navigate to Payment -> Online Payment List Wise -> Select Payment For -> Add ->  
Tick 'I accept the above Terms and Conditions' -> Pay Now

**Mumbai Port Trust**

**ONLINE PAYMENT PORTAL**

Multiple Payment Details

Company : A0065 Category Name : Custom House Agent

Payment For : Visitor Category Code : 008

Details not found

Add Cancel

Payment Details

Order No Total Applications

Total Amount Remarks

Disclaimer :

1. The transaction once done cannot be cancelled.
2. In case of duplicate payment, wrong payment, chargeback for card payments, refund request will have to be made by the port user to the respective service provider of Port.
3. If status of transaction is being shown as Failed on MbPT portal but the bank account of the port user has been debited, such transactions will be reverted and the corresponding amount shall be credited to the source account by the concerned bank authority.

I Accept the Above Term and Condition.

Pay Now

After successful payment, permit copy is available on signatory page for download.

For Permit print – Navigate to Visitor -> Visitor Permit Print -> Click on apply

Dashboard / Master / Visitor Permit Print

Visitor Permit Print

Search Filter

Visitor Permit Additional Access Permit

Registration Id Category

Apply Clear

Visitor Name	Aadhar No	Permit No	Issue Date	Expiry Date	Permit Type	Download
			14/07/2019	20/07/2019	Temporary	Download

Access Request Change – This functionality can be used when a visitor is already holding a DEP and requests for a stream/JD/Pirpau. This has to be applied within 'Issue Date' and 'Expiry Date'

Navigate to Visitor -> Visitor Access -> Enter Permit no as shown below

Dashboard / Visitor / Visitor Access

Visitor Access

Change Access Clear

Permit No Aadhar / Passport No

Full Name Permit Type

Issue Date Expiry Date

From Date To Date

Group Name Location

Visitor Photo

Supported Image Extension  
.jpg .png .jpeg .bmp .gif  
JPG .PNG .JPEG .BMP .GIF  
Max Image Size  
Allows : 100 KB

Visitor Sign

Supported Image Extension  
.jpg .png .jpeg .bmp .gif  
JPG .PNG .JPEG .BMP .GIF  
Max Image Size  
Allows : 100 KB

Request would be available for Visitor Access Approve/Reject at MbPT level  
Once the application is approved, permit print would be available.  
For Permit print – Navigate to Visitor -> Visitor Permit Print -> Click on apply

Dashboard / Master / Visitor Permit Print

### Visitor Permit Print

Search Filter

Visitor Permit  Additional Access Permit

Registration Id  Category

Visitor Name	Aadhar No	Permit No	Issue Date	Expiry Date	Permit Type	Download
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED	Temporary	

\_\_\_\_\_ End of Document \_\_\_\_\_