



# User Manual for Passbook Printing through FI channel

**Bank of India**

**Version 1.0**

Version No	Date	Author	Reviewer
1.0	24 <sup>th</sup> Mar 2021	Aishvarya S	Varsha Masurkar

## Passbook Printing:

- As a part of Ease Banking Services and requested by FI HO, Bank has introduced Passbook printing feature through TCS provided FI BC channel.

### Prerequisites:

Please find below prerequisites for using Passbook printing facility at BC portal

1. Printer model EPSON PLQ 22 CS with the feature of reading barcode is compatible in FI application as per FI HO requirement.
2. Since the printer has the feature of barcode reading, Passbook containing Barcode with Serial number can only be used with this printer.
3. Customer account should be mandatorily seeded with Aadhar number in Bank CBS.
4. Account holder should only visit BC portal to print his passbook.

**Note: BC will be unable use this functionality if above mentioned requirements are not met.**

### Please find the Steps for using Passbook Printing feature:

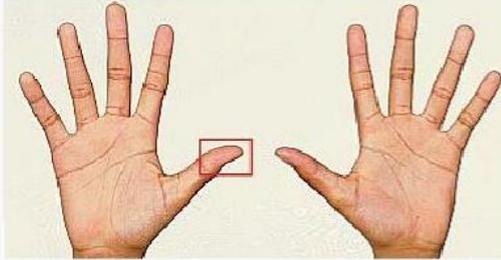
- Access the BOI FI Portal using below mentioned URL: <https://fi1.bankofindia.co.in/>
- To login the application, BCs user have to enter their User Id, Password and Captcha. Then click on “**Login**” button to continue.

A screenshot of the login form on the BOI FI Portal. It includes fields for 'User', 'Password', and 'Enter Text'. The 'Enter Text' field contains the captcha 'U d D j H y'. There is a 'Regenerate the image' link next to the captcha. A 'Login' button is located at the bottom right of the form.

- After that BCs/Aadhaar holder has to give the **Consent** before clicking on the Verify button in the given consent box and that is mandatory for capturing fingerprint of Aadhaar holder as per Aadhar Act and Regulations 2016 as mentioned in UIDAI guidelines. Then tick mark the consent box and click on “**Verify**” button for capturing and authenticating the fingerprint.

### Finger Print Verifying Process

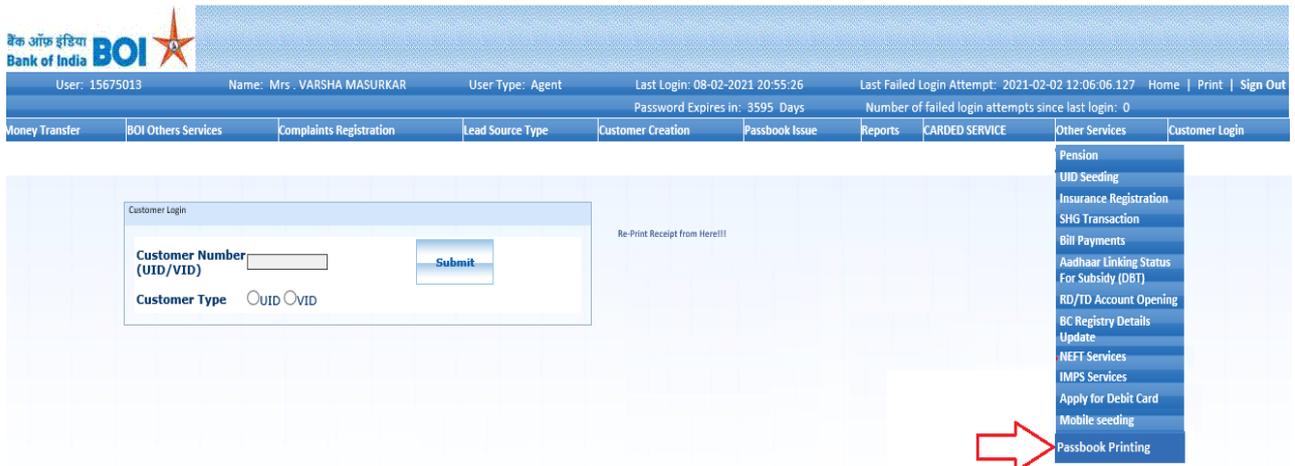
Verifying **finger** for User ID 11000127



I hereby provide my consent in accordance with Aadhaar Act 2016 and regulations made under, for being authenticated for this transaction initiated by myself using my above mentioned Aadhaar number. I declare that I am aware that this Aadhaar authentication will lead to authorization for a financial transaction from my Aadhaar-linked bank account. I understand that bank will not receive from Aadhaar any personal information other than positive/negative authentication response. Aadhaar number will be securely retained as per UIDAI guidelines.

[Verify](#)

- After successful login into the application, Go to → Other Services → **Passbook Printing**



The screenshot shows the Bank of India portal interface. At the top, there is a header with the Bank of India logo and user information: User: 15675013, Name: Mrs. VARSHA MASURKAR, User Type: Agent, Last Login: 08-02-2021 20:55:26, Last Failed Login Attempt: 2021-02-02 12:06:06.127, Password Expires in: 3595 Days, and Number of failed login attempts since last login: 0. Below the header is a navigation menu with options: Money Transfer, BOI Others Services, Complaints Registration, Lead Source Type, Customer Creation, Passbook Issue, Reports, CARDED SERVICE, Other Services, and Customer Login. On the right side, there is a vertical menu with options: Pension, UID Seeding, Insurance Registration, SHG Transaction, Bill Payments, Aadhaar Linking Status For Subsidy (DBT), RD/TD Account Opening, BC Registry Details Update, NEFT Services, IMPS Services, Apply for Debit Card, Mobile seeding, and Passbook Printing. A red arrow points to the 'Passbook Printing' option.

- After clicking on Passbook Printing option, Passbook Printing window will appear, in this page customer has to enter the “**Customer UID/VID**” and then click on “**Submit**” button.

### Pass Book Printing

**Customer Type \***  UID  VID

**Aadhaar Number \***

 Fields marked with \* are mandatory

### Pass Book Printing

**Customer Type \***  UID  VID

**Virtual ID \***

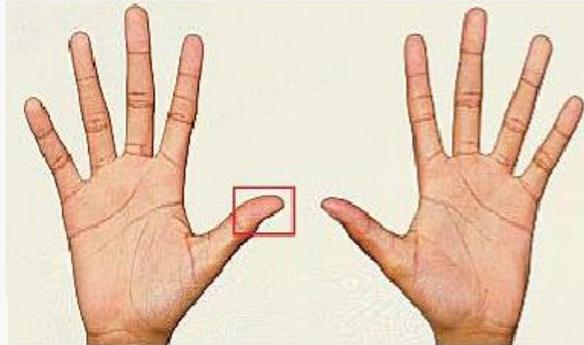
 Fields marked with \* are mandatory

- After click on submit button, “Customer have to capture Fingerprint for authentication”.
- After that BCs/Aadhaar holder has to give the **Consent** before clicking on the Verify button in the given consent box and that is mandatory for capturing fingerprint of Aadhaar holder as per Aadhar Act and Regulations 2016 as mentioned in UIDAI guidelines. Then tick mark the consent box and click on “**Verify**” button for capturing and authenticating the fingerprint.

## Finger Print Verifying Process

### Finger Print Verifying Process for PassBook Printing Services

Verifying finger for AADHAR number/User ID XXXXXXXXX2540



I hereby provide my consent in accordance with Aadhaar Act 2016 and regulations made under, for being authenticated for this transaction initiated by myself using my above mentioned Aadhaar number. I declare that I am aware that this Aadhaar authentication will lead to authorization for a financial transaction from my Aadhaar-linked bank account. I understand that bank will not receive from Aadhaar any personal information other than positive/negative authentication response. Aadhaar number will be securely retained as per UIDAI guidelines.\*

Capture FP

- Once Customer fingerprints are successfully authenticated, then **Account Selection** page will appear with “**Account number**” which is linked with provided Aadhaar number of the customer.
- 
- BC has to select the “**Account number**” for which customer has opted for passbook printing.

### Ease Banking Services - Passbook Printing Account Query

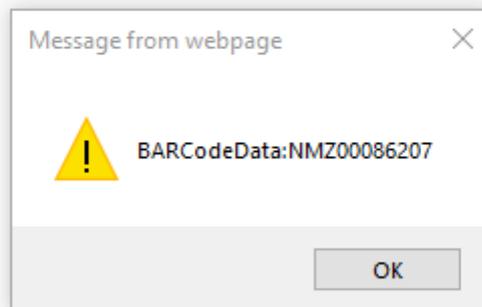
Account Number\*

Submit

 Fields marked with \* are mandatory

- Place the passbook in the printer for printing the account statement or transaction details.
- Once BC click on submit button after selecting the account number, Bar Code scanning page will appear.

Please scan bar code.....



- After the barcode scan is complete, BC's has to tick mark the consent box and click on print button to proceed with printing.

## Passbook Printing

The last Transaction Balance is: **35941.26**

- I hereby confirm that I have inserted the correct page in passbook for printing the customer transaction records on Passbook.



- If the requested account statement has printed within the respective page of the passbook that has been placed for sssprinting, then “**Success**” receipt will appear once printing is complete.

Passbook printing has been successfully completed, kindly eject the passbook and handover to Customer.

**Pass Book Printing**

Customer Type \*  UID  VID

Aadhaar Number\*

 Fields marked with \* are mandatory

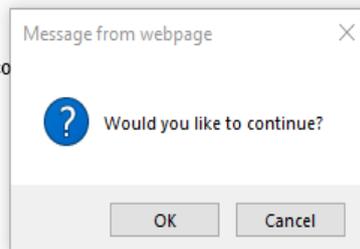
- If the passbook has reached the end of the page and still there are few records pending for printing for which the passbook page needs a turn over, then below pop up will appear.
- Click on ‘OK’ button for continuing the printing.

### Passbook Printing

The last Transaction Balance is: **35941.26**

I hereby confirm that I have inserted the co

ustomer transaction records on Passbook.



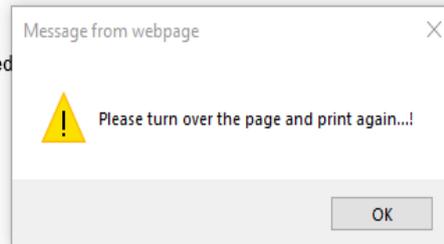
- Below pop up will be displayed, click on OK button, take the passbook from the printer, turn the page in the passbook and properly place it in the printer.

### Passbook Printing

The last Transaction Balance is: **35941.26**

I hereby confirm that I have inserted

the correct page in passbook for printing the customer transaction records on Passbook.



- Now, click on 'OK' button and below page will appear.

### Passbook Printing

The last Transaction Balance is: **35941.26**

I hereby confirm that I have inserted the correct page in passbook for printing the customer transaction records on Passbook.



- Tick mark the consent box and click on the Print button for printing remaining records.

- Once all the records are printed the below screen will be displayed.

Passbook printing has been successfully completed, kindly eject the passbook and handover to Customer.

**Pass Book Printing**

Customer Type \*  UID  VID

Aadhaar Number\*

 Fields marked with \* are mandatory

**Failure Case:**

- In case if BC has placed the passbook of some other customer in the printer, then below negative response will be displayed.

The Account Number validation failed, Customer selected Account number and Account number linked with the Passbook Serial Number did not match.

**Pass Book Printing**

Customer Type \*  UID  VID

Aadhaar Number\*

 Fields marked with \* are mandatory

THANK YOU