

# STEPS TO ESIGN YOUR INVOICES

# Login to Website



## LOGIN

 DIREXIONS

 .....

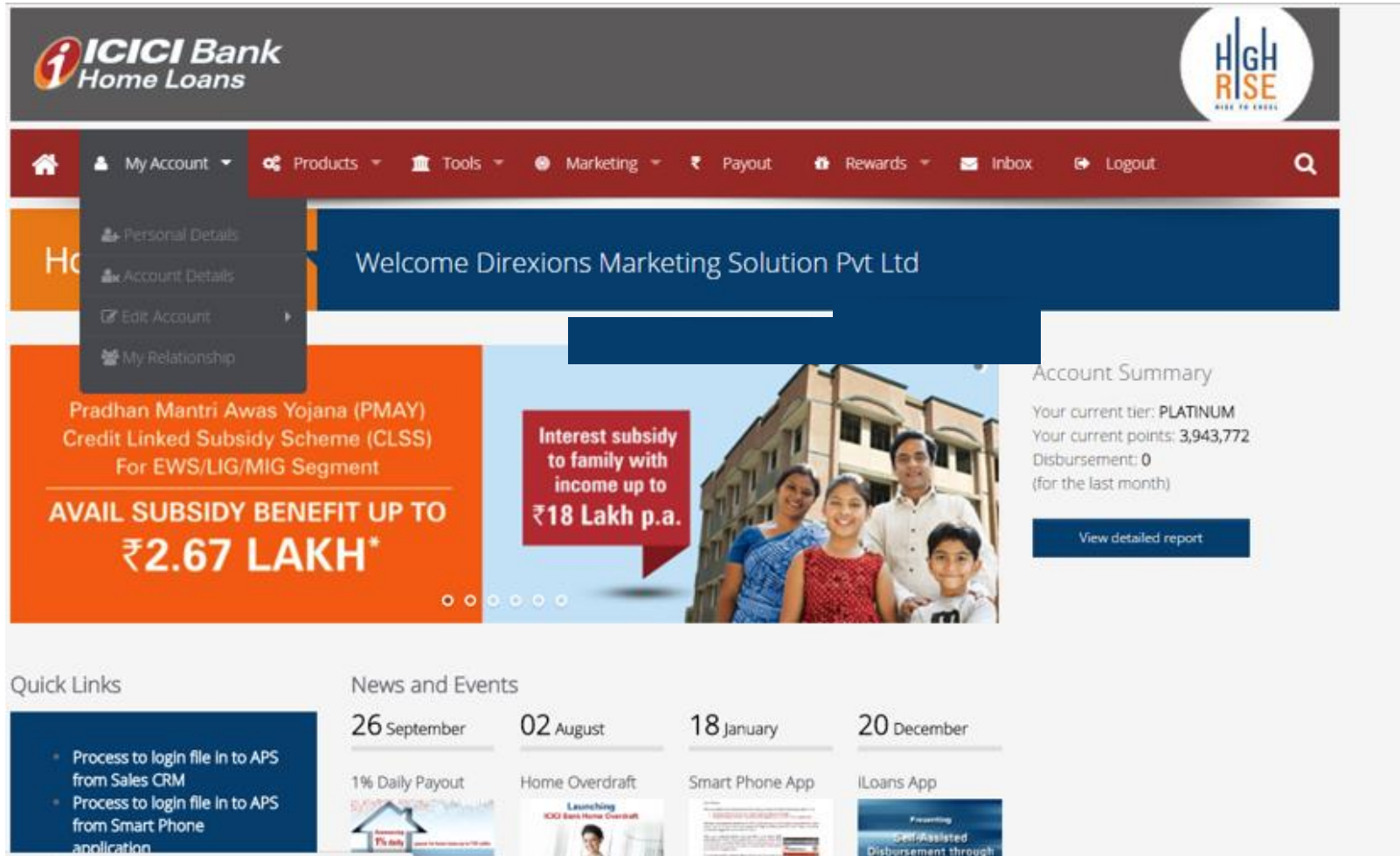
Log in

Forgot Password [Click Here](#)

New Member?

Enroll Now

# Go to My Account



**ICICI Bank Home Loans**

**High RISE**  
RISE TO EXCEL

Home | My Account | Products | Tools | Marketing | Payout | Rewards | Inbox | Logout

Welcome Direxions Marketing Solution Pvt Ltd

Personal Details  
Account Details  
Edit Account  
My Relationship

Pradhan Mantri Awas Yojana (PMAY)  
Credit Linked Subsidy Scheme (CLSS)  
For EWS/LIG/MIG Segment

**AVAIL SUBSIDY BENEFIT UP TO ₹2.67 LAKH\***

Interest subsidy to family with income up to ₹18 Lakh p.a.

Account Summary  
Your current tier: PLATINUM  
Your current points: 3,943,772  
Disbursement: 0 (for the last month)

View detailed report

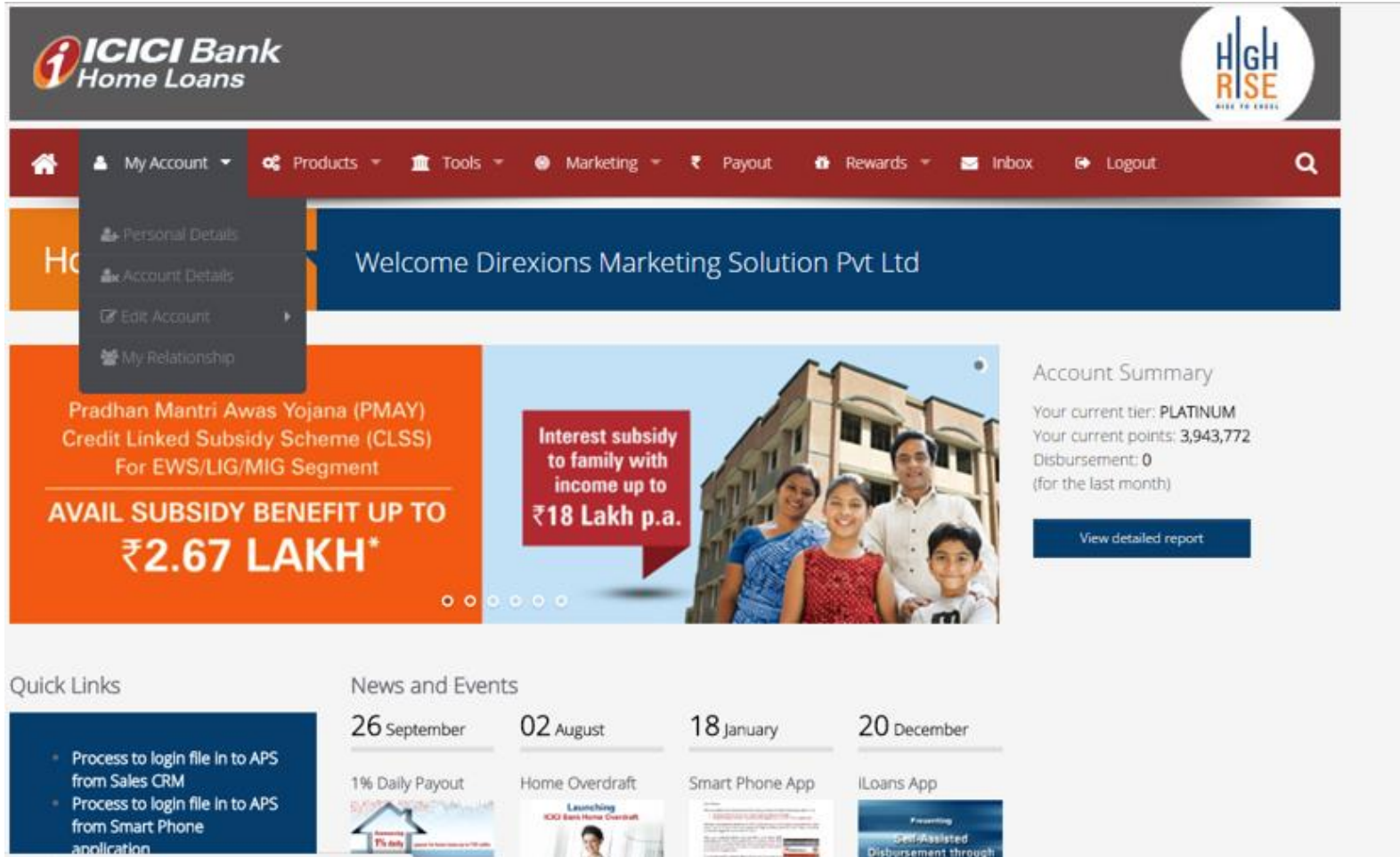
Quick Links

- Process to login file In to APS from Sales CRM
- Process to login file In to APS from Smart Phone application

News and Events

26 September	02 August	18 January	20 December
1% Daily Payout	Home Overdraft	Smart Phone App	iLoans App

# Go to Edit Account



**ICICI Bank Home Loans**

High RISE RISE TO EXCEL

Home My Account Products Tools Marketing Payout Rewards Inbox Logout

Personal Details  
Account Details  
**Edit Account**  
My Relationship

Welcome Direxions Marketing Solution Pvt Ltd

Pradhan Mantri Awas Yojana (PMAY)  
Credit Linked Subsidy Scheme (CLSS)  
For EWS/LIG/MIG Segment

**AVAIL SUBSIDY BENEFIT UP TO ₹2.67 LAKH\***

Interest subsidy to family with income up to **₹18 Lakh p.a.**

Account Summary  
Your current tier: **PLATINUM**  
Your current points: 3,943,772  
Disbursement: 0 (for the last month)

[View detailed report](#)

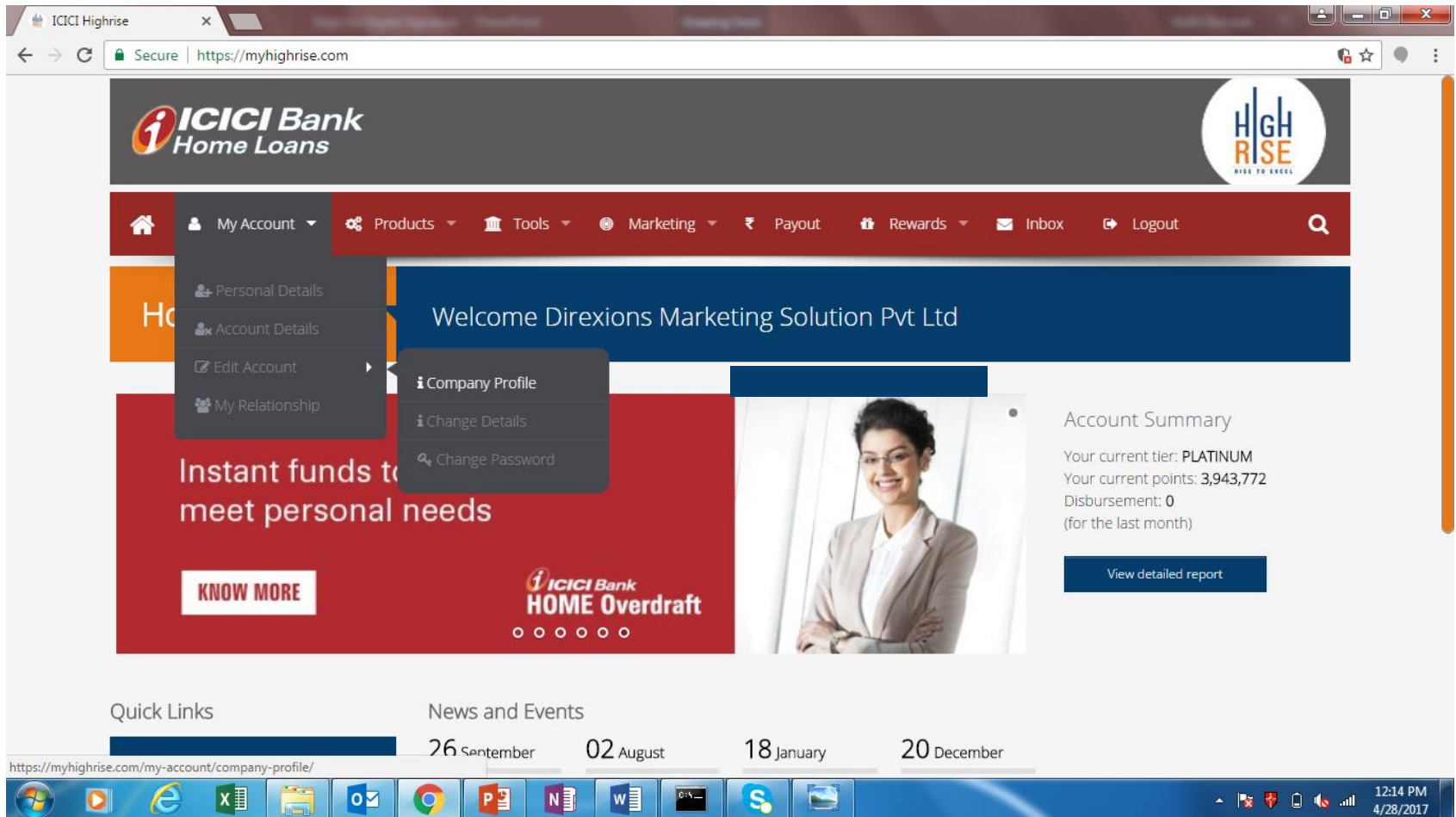
Quick Links

- Process to login file In to APS from Sales CRM
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News and Events

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# Click on Company Profile and Update Aadhaar Card details



The screenshot shows the ICICI Highrise website interface. The browser address bar displays "https://myhighrise.com". The page header includes the ICICI Bank Home Loans logo and the High Rise logo. A navigation bar contains links for Home, My Account, Products, Tools, Marketing, Payout, Rewards, Inbox, and Logout. The "My Account" dropdown menu is open, showing options: Personal Details, Account Details, Edit Account, My Relationship, Company Profile (highlighted), Change Details, and Change Password. The main content area features a welcome message for "Direxions Marketing Solution Pvt Ltd" and an "Account Summary" section with the following details:

- Your current tier: PLATINUM
- Your current points: 3,943,772
- Disbursement: 0 (for the last month)

A "View detailed report" button is located below the account summary. The footer includes "Quick Links" and "News and Events" sections with dates: 26 September, 02 August, 18 January, and 20 December. The browser's taskbar at the bottom shows various application icons and the system clock indicating 12:14 PM on 4/28/2017.

# Under Commission Tab click on Invoice



The screenshot shows the ICICI Bank Home Loans website interface. At the top left is the ICICI Bank Home Loans logo. At the top right is the HIGH RISE RISE TO EXCEL logo. Below the logos is a dark red navigation bar with icons and text for: My Account, Products, Tools, Marketing, Commission, Rewards, Inbox, and Logout. A search icon is on the far right. Below the navigation bar is a blue banner with 'Home' on the left and 'Welcome Direxions Marke' on the right. The 'Commission' dropdown menu is open, showing '₹ Payout' and '₹ Invoice' (which is highlighted). Below the banner are three promotional cards: 1. Credit Linked Subsidy Scheme (CLSS) For EWS/LIG/MIG Segment, AVAIL SUBSIDY BENEFIT UP TO ₹2.67 LAKH\*. 2. Interest subsidy to family with income up to ₹18 Lakh p.a. with an image of a family. 3. Account Summary: Your current tier: PLATINUM, Your current points: 3,943,772, Disbursement: 0 (for the last month).

# Month wise commission summary is shown

## COMMISSION

### Month wise commission summary

Month-Year	Gross Payout Amt.	Recovery	Revised Gross Payout Amt.	Govt Taxes	TDS Amt.	Final Payout Amt.	Digital Sign/E-Sign	Action
3-2017	100	0	100	16	1	89520		<a href="#">View</a>
2-2017	12345	0	12345	143	625	89520		<a href="#">View</a>

- ✓ in Digital Sign/E-Sign indicates you have successfully signed your Invoice
- (blank) in Digital Sign/E-Sign indicates that invoice is yet to be sign.
- All values in INR

For E-Sign Aadhaar card no is must. To update your Aadhaar card no [click here](#)

# Click on View and Go through the Invoice Summary

COMMISSION

Invoice Month

## April-2017 Invoice Summary

### Company Profile

Person Name	Hamza	I-box ID	441983
Company Name	Direxions Marketing Solution Pvt Ltd	SAP Vendor Code	DUMY000001
Aadhaar Number	513686090612	PAN No.	ASVPB5110B
Service Tax Category	12345678901q2345	Service Tax No.	123456712345671
Bank Name	ICICI BANK	Bank a/c no.	100000000000

### Payout Details

Gross Payout Amount (A)	100
Recovery Amount (B)	0
<b>Revised Gross Payout Amount (C = A-B)</b>	<b>100</b>
Service Tax (14%) (D)	14
Swachh Bharat Cess (0.5%) (E)	1
Krishi Kalyan Cess (0.5%) (F)	1
<b>Total Cost Taxes (G = D+E+F)</b>	<b>16</b>



# Post checking all the details click on Generate Invoice at the bottom

Home My Account Products Tools Marketing Commission Rewards Inbox Logout

Person Name	Rohita	FOOX ID	441963
Company Name	Direxions Marketing Solution Pvt Ltd	SAP Vendor Code	DUMY000001
Aadhaar Number	513686090612	PAN No.	ASVPB5110B
Service Tax Category	12345678901q2345	Service Tax No.	123456712345671
Bank Name	ICICI BANK	Bank a/c no.	100000000000

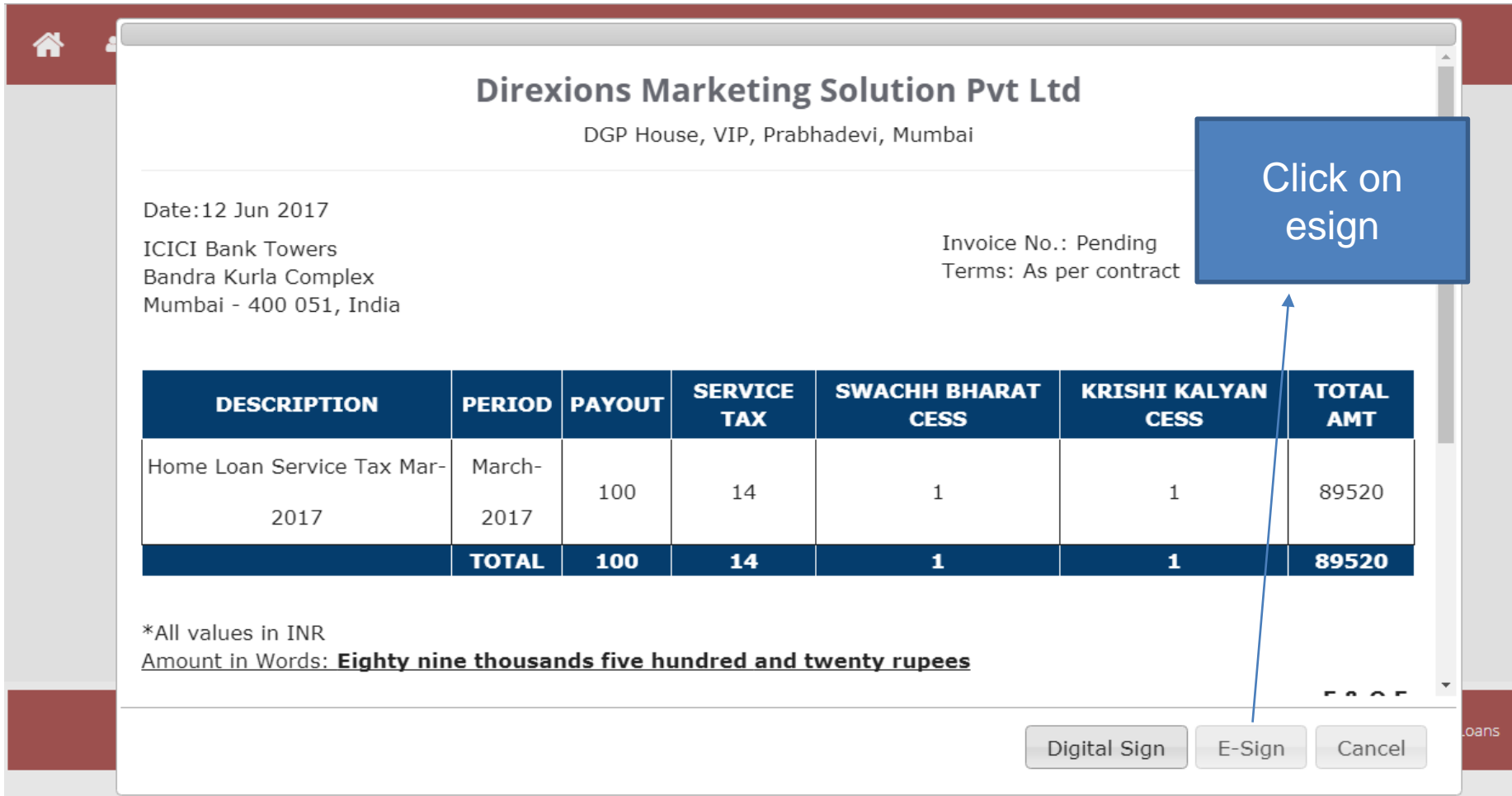
### Payout Details

Gross Payout Amount (A)	100
Recovery Amount (B)	0
<b>Revised Gross Payout Amount (C = A-B)</b>	<b>100</b>
Service Tax (14%) (D)	14
Swachh Bharat Cess (0.5%) (E)	1
Krishi Kalyan Cess (0.5%) (F)	1
<b>Total Govt Taxes (15%) (G = D+E+F)</b>	<b>16</b>
TDS Amount (H)	1
<b>Net Payout (I = C-G-H)</b>	<b>99</b>

Note:- Please check all records before submitting the invoice.

Generate Invoice

# Click on Esign



**Direxions Marketing Solution Pvt Ltd**  
DGP House, VIP, Prabhadevi, Mumbai

Date: 12 Jun 2017  
ICICI Bank Towers  
Bandra Kurla Complex  
Mumbai - 400 051, India

Invoice No.: Pending  
Terms: As per contract

DESCRIPTION	PERIOD	PAYOUT	SERVICE TAX	SWACHH BHARAT CESS	KRISHI KALYAN CESS	TOTAL AMT
Home Loan Service Tax Mar-2017	March-2017	100	14	1	1	89520
<b>TOTAL</b>		<b>100</b>	<b>14</b>	<b>1</b>	<b>1</b>	<b>89520</b>

\*All values in INR  
Amount in Words: **Eighty nine thousands five hundred and twenty rupees**

Page 1 of 1

loans

Buttons: Digital Sign, E-Sign, Cancel

Callout box: Click on esign

# Enter Aadhaar card no. Check the mandatory field Click on Generate OTP



## Note:-

- Enter the same Aadhaar No. which is in your company profile.
- OTP will be sent to the Mobile No. which is linked with the Aadhaar card.

Enter Aadhaar Number:

I agree that my Aadhaar card no. will be used to sign invoice digitally.

**Generate OTP**

# Enter OTP

click on ‘Validate OTP’  
to complete the process

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- Enter OTP received on mobile no. which link with your aadhar card.

Enter OTP:  [Validate OTP](#)

[Re-send OTP](#)

# For Final Invoice click on the tab “Download Final Invoice File”

Recovery Amount (B)	
<b>Revised Gross Payout Amount (C = A-B)</b>	
Service Tax (14%) (D)	
Swachh Bharat Cess (0.5%) (E)	1
Krishi Kalyan Cess (0.5%) (F)	1
<b>Total Govt Taxes (15%) (G = D+E+F)</b>	<b>16</b>
<b>TDS Amount (H)</b>	<b>1</b>
<b>Net Payout (I = C-G-H)</b>	<b>89520</b>

Congratulations! you have successfully E-Signed your invoice.

**Note:** Your payment for above invoice is still under process.

- All values in INR

You can download the final invoice

[Download Final Invoice File](#)



Thank you