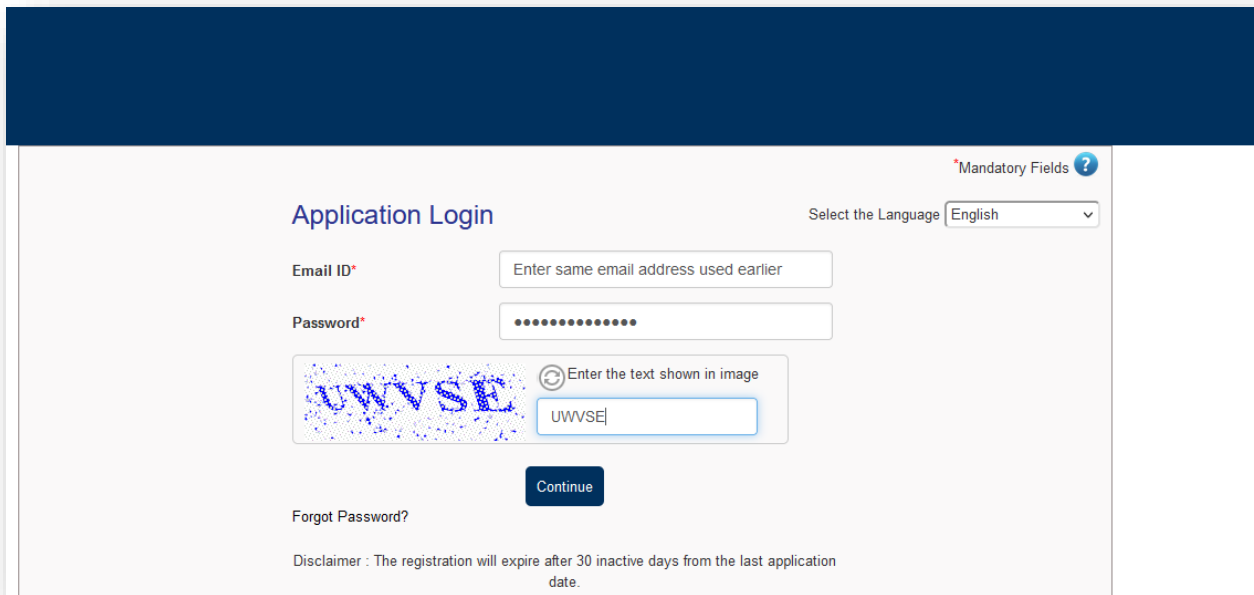# HOW TO CREATE INCOMING COURIER LABEL FOR INCOMPLETE APPLICATIONS

Step 1: Login to the system. You must use the same login credentials which were used to create a new application.

Step 2: Post login, in home page, click on "Create New Application, select the location where you had submitted your application and select "Courier label for Incomplete App"

Step 3: Add Customer's details by clicking on "Add Customer Button"

Step 4: Retrieve customer's information by entering the Govt. Reference number (Application reference number or File number) & click on "Get Details button". Note: Incorrect Reference number will not fetch the information.

Step 5: You will then be filling your courier address and make online payment.

Step 6: Click on download courier labels on the Menu to download the courier label which should be used to send your incomplete application.