USER MANUAL FOR BASL – MEMBERSHIP ENROLMENT
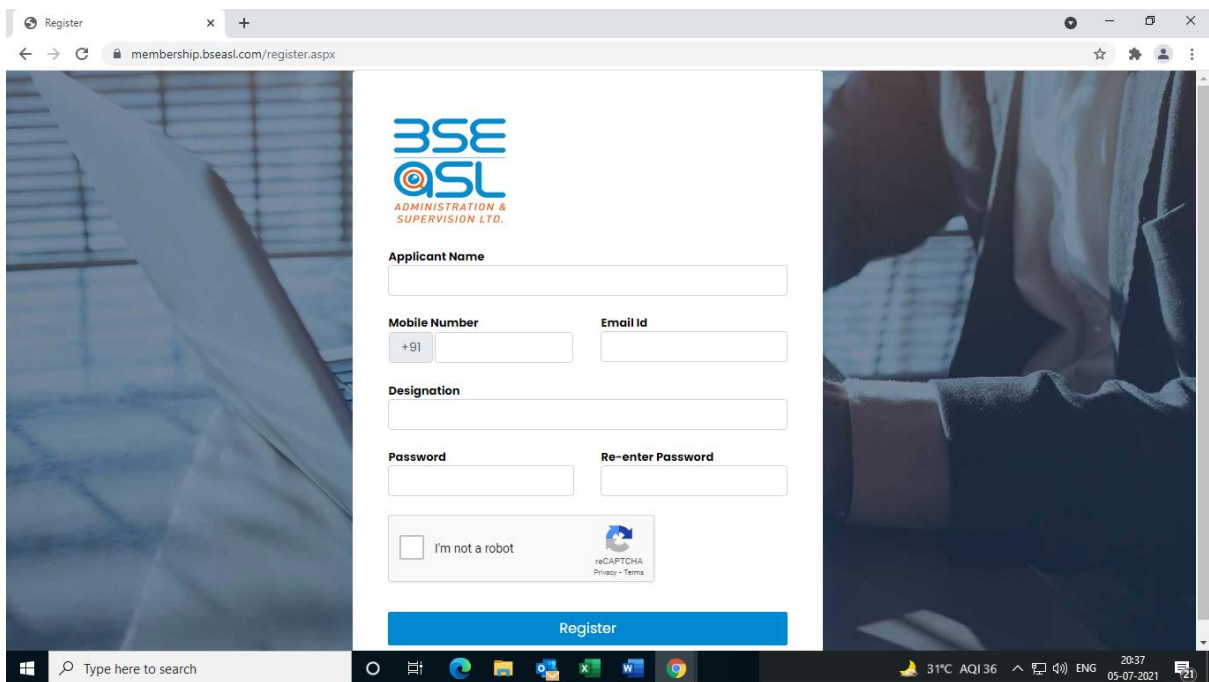
- For access to BASL – Membership Enrolment module use the below url link :

  https://membership.bseasl.com/

- For access to the BASL – Membership Enrolment module user applicants will first be required to register themselves by providing their email address and mobile no. details. On providing the relevant registration details (as per below screen) OTPs will be generated and sent to the respective email address and mobile nos. which need to be updated for verification.
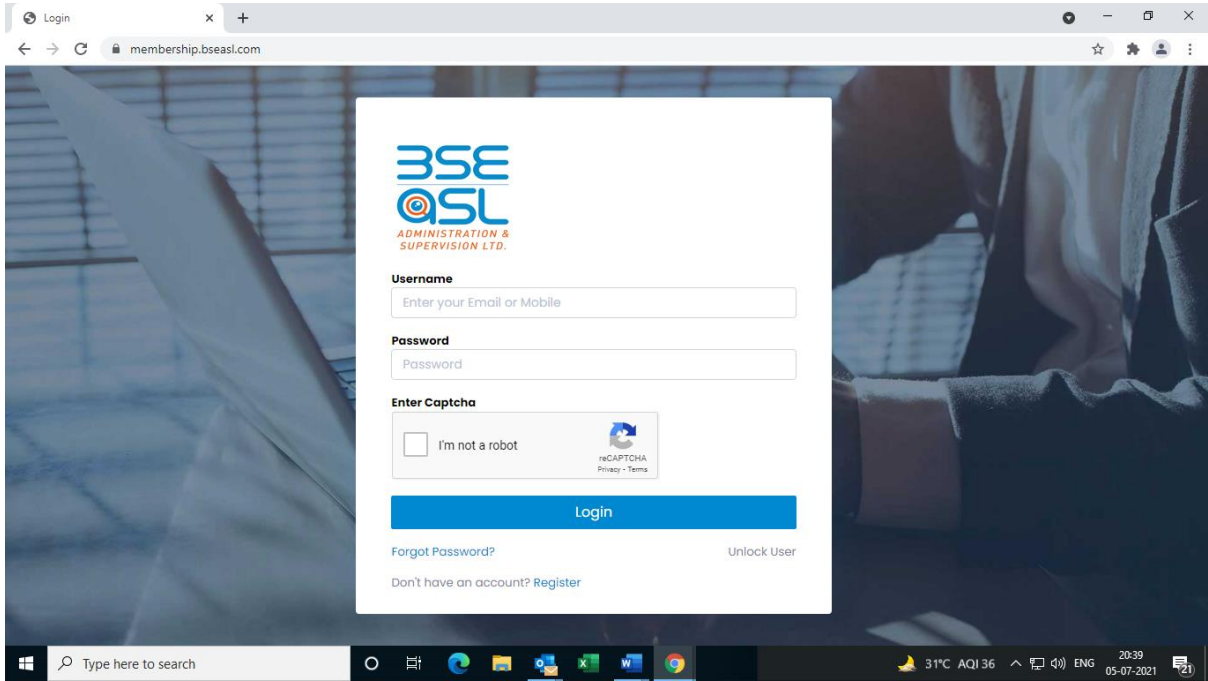

- On completion of above login registration process user applicants can re-login by providing their login credentials as per below mentioned screens and access their BASL Membership module.

- After re-login to the BASL – Membership module, the below screen will appear for user applicants to select their "**Application Type**" and "**Entity Type**" options.
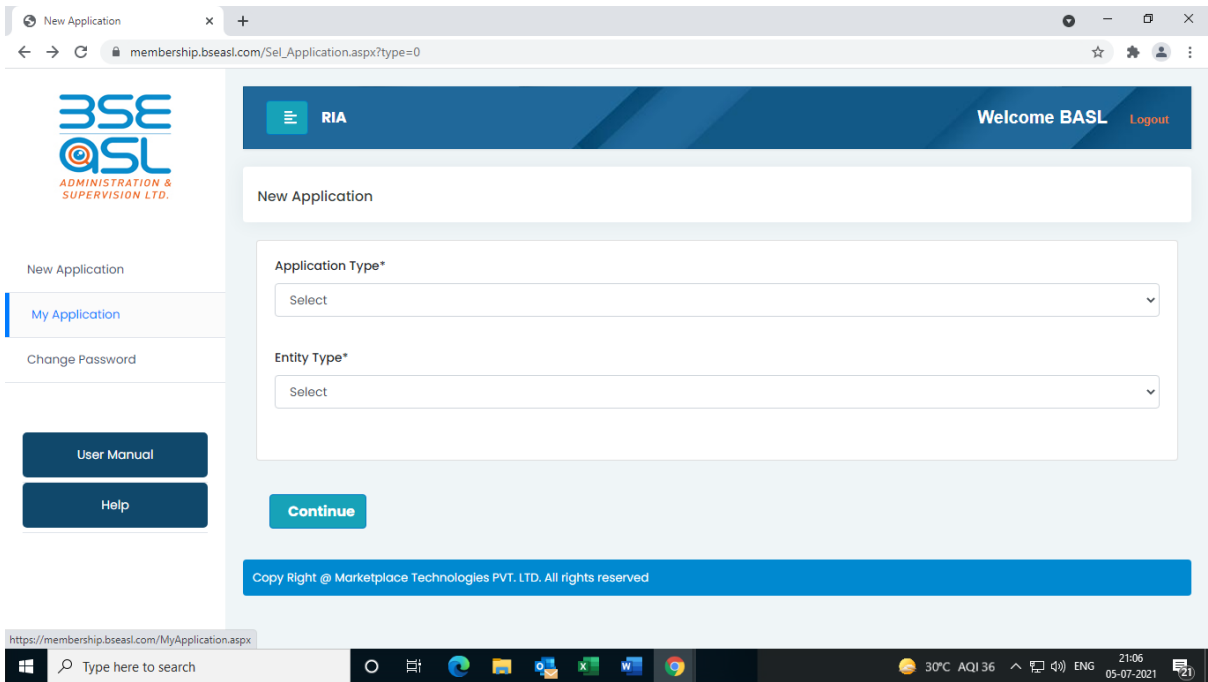
- On selection of "**Application Type**" and "**Entity Type**" options and clicking on to "**Continue**" option user will be guided to the below next screen wherein at the top the relevant screens no s. indicate the multiple screen option details that are required to be updated by user.
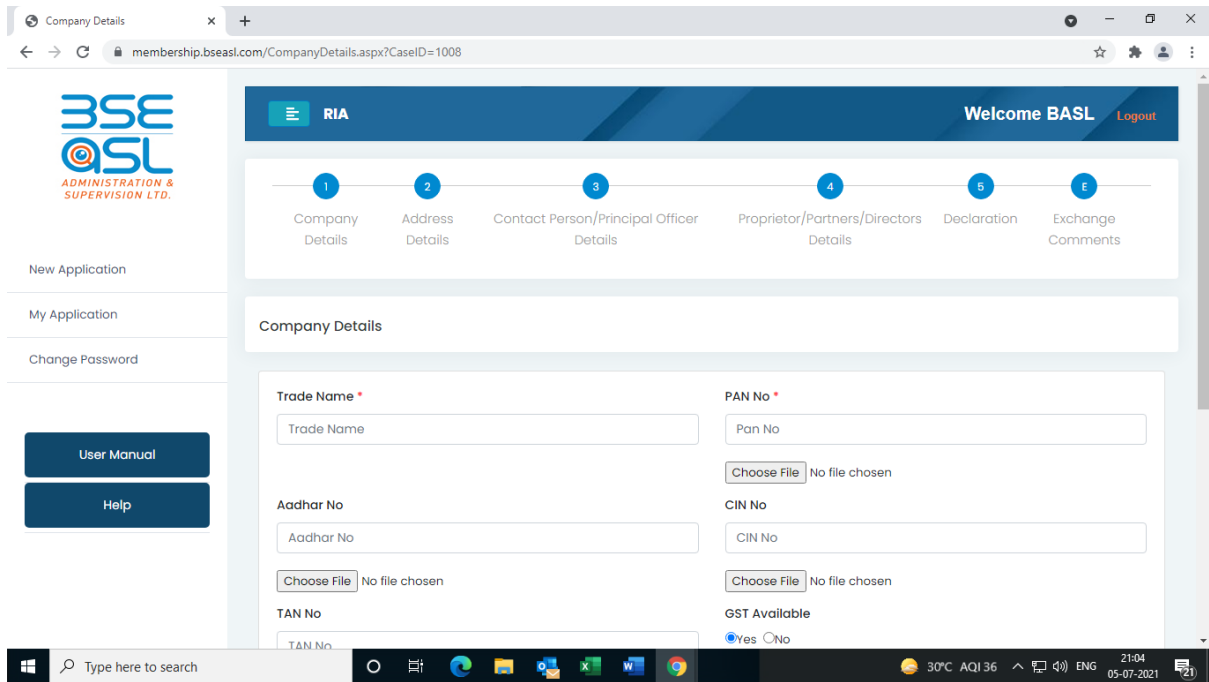
- User can click on sequentially or any of multiple screen nos for uploading of KYC details for membership enrolment. The screens as made available in the module depending on entity type are as under :

Entity Type Sr. No.	Individual	Sole Proprietor	Partnership/LLP/Corporate Body
Screens for Membership Application			
1.	Application Details	Company Details	Company Details
2.	Address Details	Address Details	Address Details
3.	Contact Person/Principal Office Details	Contact Person/Principal Office Details	Contact Person/Principal Office Details
4.	Declaration	Proprietor Details	Partners/Director Details
5.	Exchange Comments	Declaration	Declaration
E		Exchange Comments	Exchange Comments

- The user is required to fill all the relevant fields appearing on the screen. The mandatory fields are marked as * and need to be provided failing which the membership enrolment application will not get saved/submitted. The users are also required to provide the supporting document attachments for the relevant fields failing which the application will not get saved/submitted.
- In case of users not having GST registration, they are mandatorily required to provide the duly signed declaration as per format provided in the portal for download.
- All documents uploaded on the portal need to be self – attested.
- Applicants can save the updations carried out till a particular instance by clicking on "**Save as Draft**" option at respective screens.

- After updation of all the relevant details in the application screens, the user in the "**Declaration**" screen need to click on to the "I Agree" button for declarations as appearing on the screen and then click on to the "**Submit**" button to complete their membership enrolment application process.
- A message will be sent to the applicant on their registered mobile and email address, confirming the successful upload of the BASL – Membership Application. The message will contain the "BASL Application No./Case ID" which will be system generated.
- The Applicant can also view the uploaded application details by clicking on to the Option of "**My Application**" appearing on the left hand side of the screen.
- The Applicant can change his login password by clicking on to the "**Change Password**" option appearing on the left hand side of the screen.
- Applicants may note that "**Case Id**" as referred in the "**My Application**" is the "**BASL Application No.**"
- BASL will process the application submitted by the member and in case of any observation will highlight the same vide message in the "**Exchange Comments**" screen. Applicant will be required to carry-out the relevant rectifications highlighted in the "Exchange Comments" and re-submit the application. On re-submission the application will resend a message in context to same to the registered mobile and email address.
- User can use the "Forgot Password" option and follow process on portal to have the new password.