

## SI 8.3B: Procedure first-time registration of PIA in PFMS

- Log in to PFMS
- At the PFMS homepage, go to Agencies → Agency Registration
- Click on “New Registration”
- Choose “DDU- GKY”
- Choose Institution Type as “PIA” under DDU-GKY APS/YPS
- On the registration page, provide the following details:
- Contact and location details of the PIA, as per their PRN registration
- Bank account details as per the provided cheque
- After providing all required details, at the PFMS homepage go to Agencies → Approve
- Review the entered registration details of the agency. If found to be correct, click “Approve”. If found to be incorrect, click “Reject” and return to Step 1 detailed above