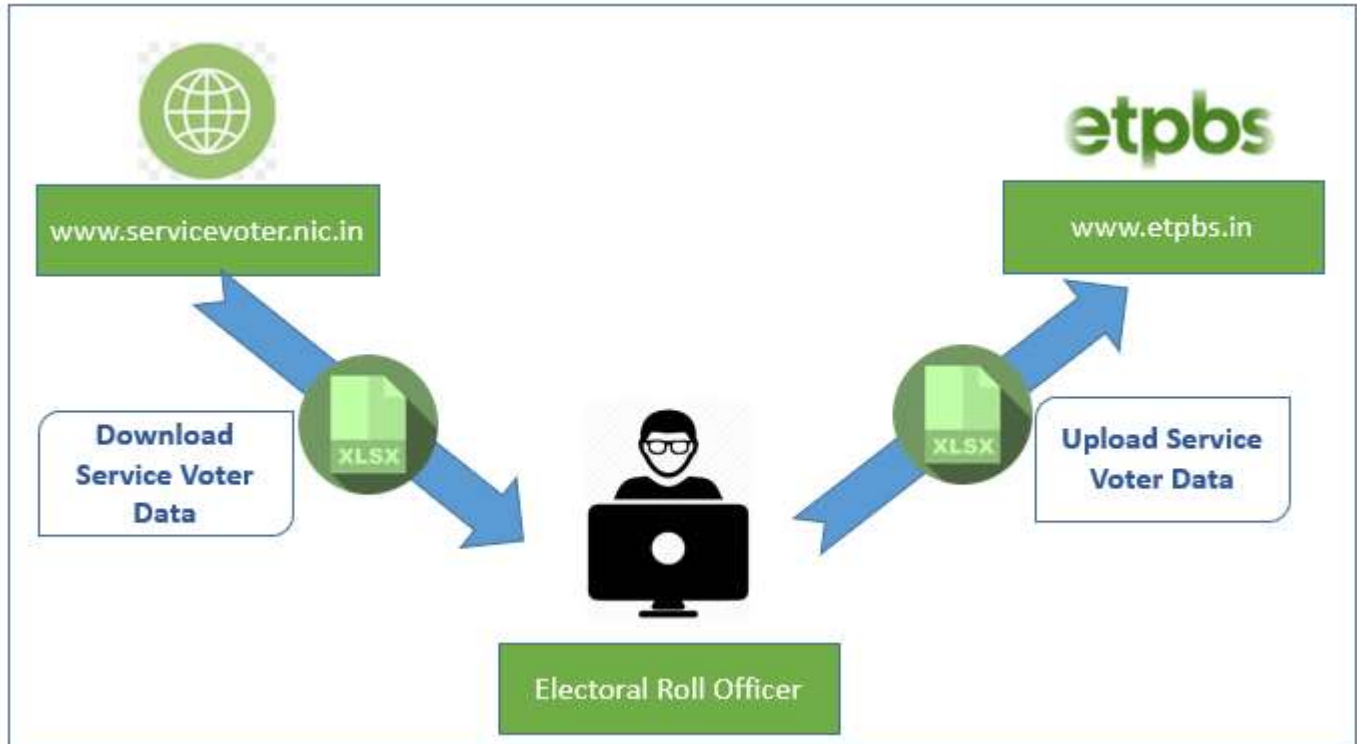




<b>Document Title</b>	User Manual to transfer Service Voter Data from 'servicevoter.nic.in' to 'www.etpbs.in'
<b>Intended Users</b>	Electoral Registration Officer
<b>Intended Level</b>	Assembly Constituency Wise
<b>Document Creation Date</b>	
<b>Document Version</b>	1.0

<b>GLOSSARY</b>	
<b>ECI</b>	Election Commission of India
<b>CEO</b>	Chief Electoral Office
<b>DEO</b>	District Election Office
<b>AC</b>	Assembly Constituency
<b>PC</b>	Parliamentary Constituency
<b>ERO</b>	Electoral Registration Officer
<b>PB</b>	Postal Ballot
<b>e-PB</b>	Electronic Postal Ballot
<b>e-PBID</b>	Electronic Postal Ballot Identification
<b>ETPB</b>	Electronically Transmitted Postal Ballot
<b>ETPBS</b>	Electronically Transmitted Postal Ballot System
<b>SV</b>	Service Voter
<b>NGS</b>	National Grievance Service
<b>RO</b>	Returning Officer

<b>Pre-requisites for the Activity</b>	
<b>Computer System</b>	
<b>MS Office</b>	
<b>Internet Connectivity</b>	
<b>CHECK LIST</b>	<b><i>Get ERO CHECK LIST, fill, Sign and Submit to Returning Officer, DEO and CEO - Mandatory</i></b>



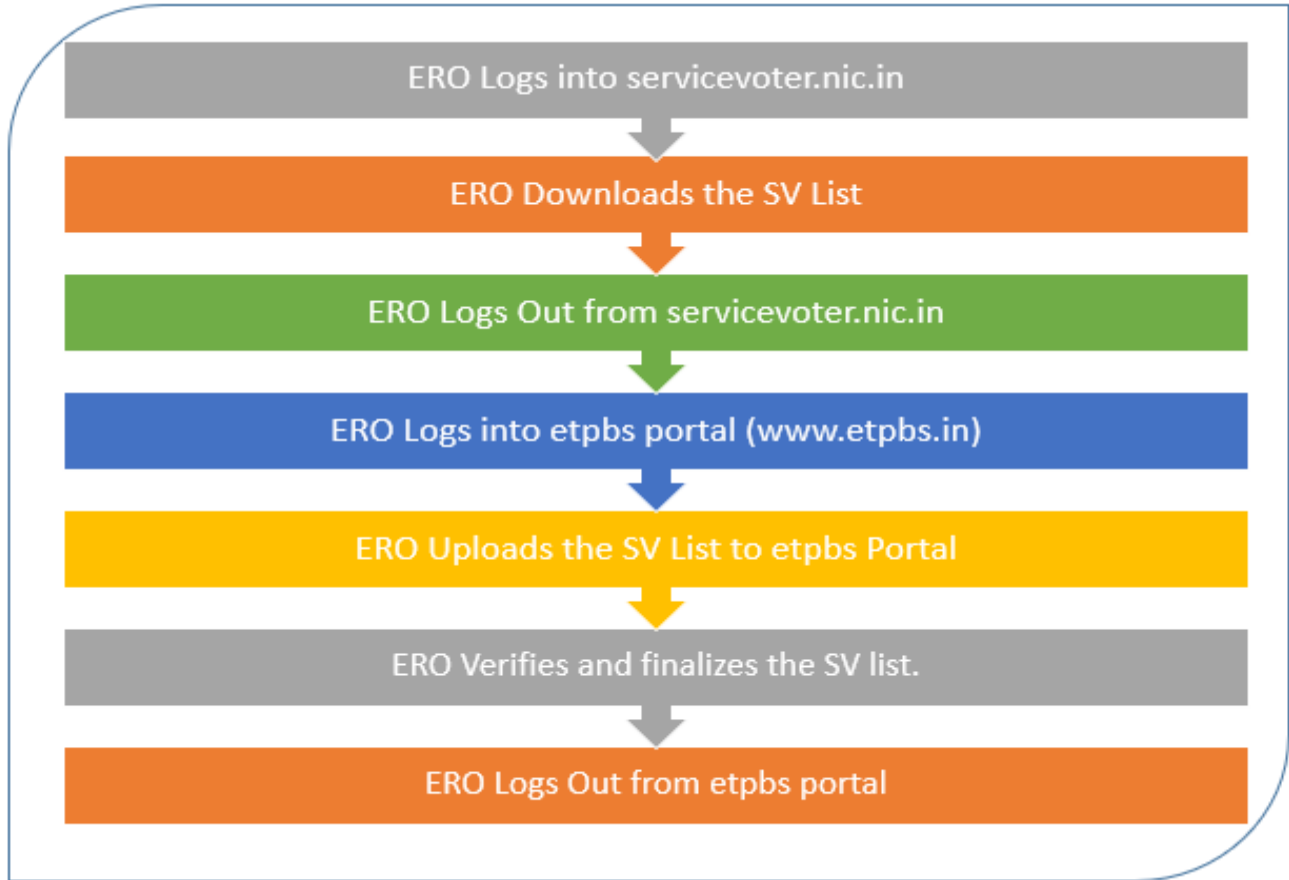
**Fig-1: A Picturesque View- Role of ERO**

### **ROLE OF ERO:**

The Electoral Registration Officer (ERO) as appointed in all ACs is required to download the SV List from the Service Voter Portal **after ONE DAY of Last date of Nomination**. The downloaded SV List is further uploaded by ERO at etpbs.in Portal, so that

- i) All the ROs of ACs (ROAC) are able to prepare the e-Postal Paper of AC elections and generate the e-PB PIN for all service Voters of his/her Assembly Constituency.
- ii) All the ROs of PCS (ROPC) are able to prepare the e-Postal Paper of PC elections and generate the e-PB PIN for all service Voters of his/her Parliamentary Constituency.

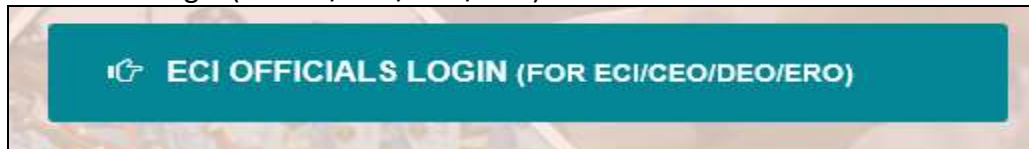
***Get ERO CHECK LIST, fill, Sign and Submit to Returning Officer, DEO and CEO - Mandatory***



**Fig-2: Steps for ERO**

**Step-1: How ERO Logs into servicevoter.nic.in:**

1. Open the URL (Web-address) [www.servicevoter.nic.in](http://www.servicevoter.nic.in)
2. Click on “ECI Officials Login (For ECI/CEO/DEO/ERO)”



3. Enter the User ID, Password and Verification Code in Login Screen



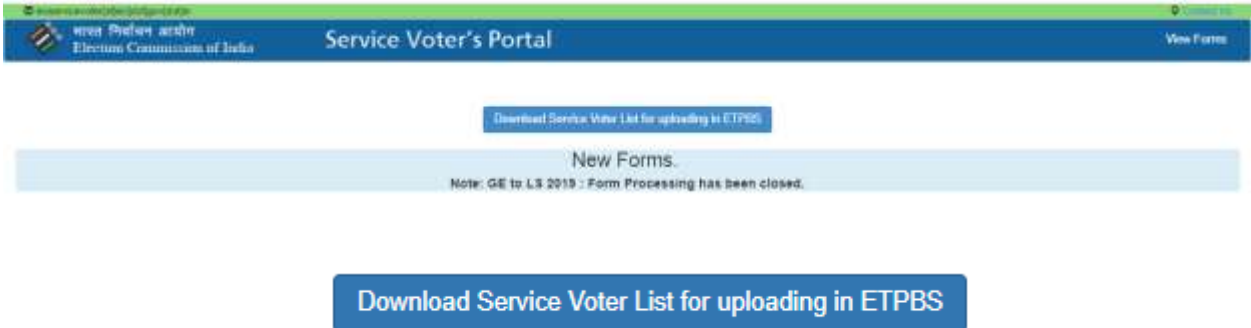
**Note:** The Credentials are same as NGS Portal.



**Step-2: How ERO Downloads the SV Data:**

Once User (ERO) logs-in, the user will be able to see **Download Service Voter List for uploading in ETPBS**

1. Click on “**Download Service Voter List for uploading in ETPBS**” and download service voter data.



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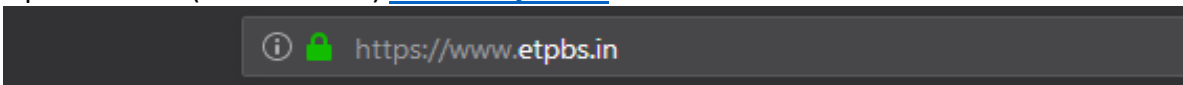
**Step-3: How ERO Logs-out from servicevoter.nic.in:**

1. Click on Log-Out Button at the Right-Top.

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**Step-4: How ERO Logs-into etpbs.in:**

1. Open the URL (Web-address) [www.etpbs.in](https://www.etpbs.in)



2. Click on ECI Official





3. Click on Upload Radio Button.

➔ Election Data Management - Sign In

Please enter your credential

ECI Official  Upload

Enter your credential

Submit Reset

4. Type-in the ERO ID and Submit (For ERO ID, refer to FAQ Section of this file)

➔ Election Data Management - Sign In

Please enter your credential

ECI Official  Upload

EROS02036AC

Submit Reset

5. Enter OTP received in Registered Mobile No. of ERO and click on validate OTP.

OTP sent on your registered Mobile No./Email Id.

Enter OTP (received on mobile)

Validate OTP Resend OTP Cancel

Note : OTP received is valid for 30 Minutes



- Once logged-in, ERO would be able to see his/her name, State Name, Constituency Type and Constituency Name along with its No.



### Step-5: How ERO Uploads the SV List (excel file) at etpbs.in

- Click on 'Select Type' Dropdown and select the file type as Excel, note the **file extension must be .xlsx**



- Click on Browse and Open the SV List file as saved in Step No.-02
- Click on Upload File. In case the system prompt for any special character, only remove the special character from the file.



### Step-6: How ERO finalizes the SV List at etpbs.in?

- Observe and View the uploaded SV List. Use Pagination at Right-Bottom to view the data.





2. In case of any wrong file uploaded, Click on 'Upload Again' to upload the file again.

The screenshot shows the 'Electronically Transmitted Postal Ballot System (ETPBS)' interface. At the top, it displays 'भारत निर्वाचन आयोग Election Commission of India' and 'Electronically Transmitted Postal Ballot System (ETPBS)'. Below this is a table with columns: State Code, Constituency Number, Part Number, Serial Number, First Name, Last Name, EPIC Number, AADHAAR Number, Mobile Number, Email, Passport, and Address. The table contains 20 rows of test data. At the bottom of the table, there are two buttons: 'Finalize' and 'Upload Again'. The 'Upload Again' button is circled in red.

3. Click on Finalize Button at the Bottom to Finalize the Data.

This screenshot is identical to the one above, showing the ETPBS interface with the table of voter data. In this version, the 'Finalize' button is circled in red, indicating the next step in the process.

**Note:** Once the SV List is finalized, the SV List data is reflected in the RO Login at etpbs portal.



**Step-7: How ERO logs-out from etpbs.in?**

1. Click on the 'Log-Off' link (Right-Top) to Log-out.



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**FREQUENTLY ASKED QUESTIONS:**

**Q: What is my ERO ID for log-in to etpbs.in?**

**A:** ERO<State\_Code><AC\_No.>AC wherein the State\_Code is the State Code and AC\_No. is the AC No. in three(03) digits.

For e.g 1) EROS02036AC is for Nari-Koyu Constituency(036) of Arunachal Pradesh (S02)

2) EROS02001AC is for Lumla Constituency(001) of Arunachal Pradesh (S02)

**PRECAUTIONARY MEASURES:**

1. Please do not upload any excel file as generated during Testing Period.
2. Please upload only the excel as downloaded from servicevoter.nic.in

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