

## **USER MANUAL FOR E-FILING**

### **Step 1: Registration**

- Go to the Tribunal's website and click on the e-filing link
- Register as a user by providing required information
- Activate your account through the verification email sent to you

### **Step 2: Document Preparation**

- Scan and save your documents in PDF format
- Ensure documents are clear and legible
- Name files according to the SOPs

### **Step 3: Logging In**

- Log in to your account on the Tribunal's website
- Click on the e-filing link

### **Step 4: Filing Documents**

- Select the case number or create a new case
- Upload your documents
- Pay the required fee (if applicable)

### **Step 5: Submission**

- Review and confirm your submission
- Receive a confirmation receipt

## **TECHNICAL REQUIREMENTS**

- Internet connection
- Scanner or digital documents
- PDF software

- Compatible browser

### **TROUBLESHOOTING**

- Refer to the SOPs or contact the Tribunal's IT department for technical issues

### **SECURITY**

- Use a secure internet connection
- Keep your login credentials confidential

By following this user manual, parties can easily file documents electronically and take advantage of the convenience and efficiency offered by e-filing at the Khyber Pakhtunkhwa Service Tribunal Peshawar.