



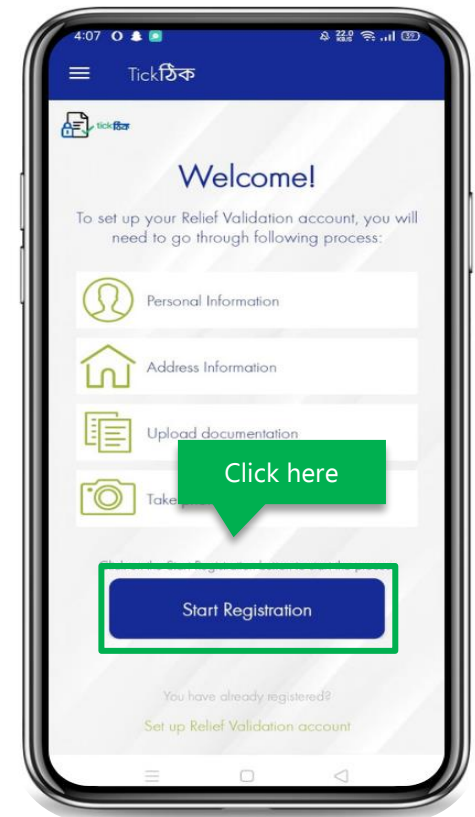
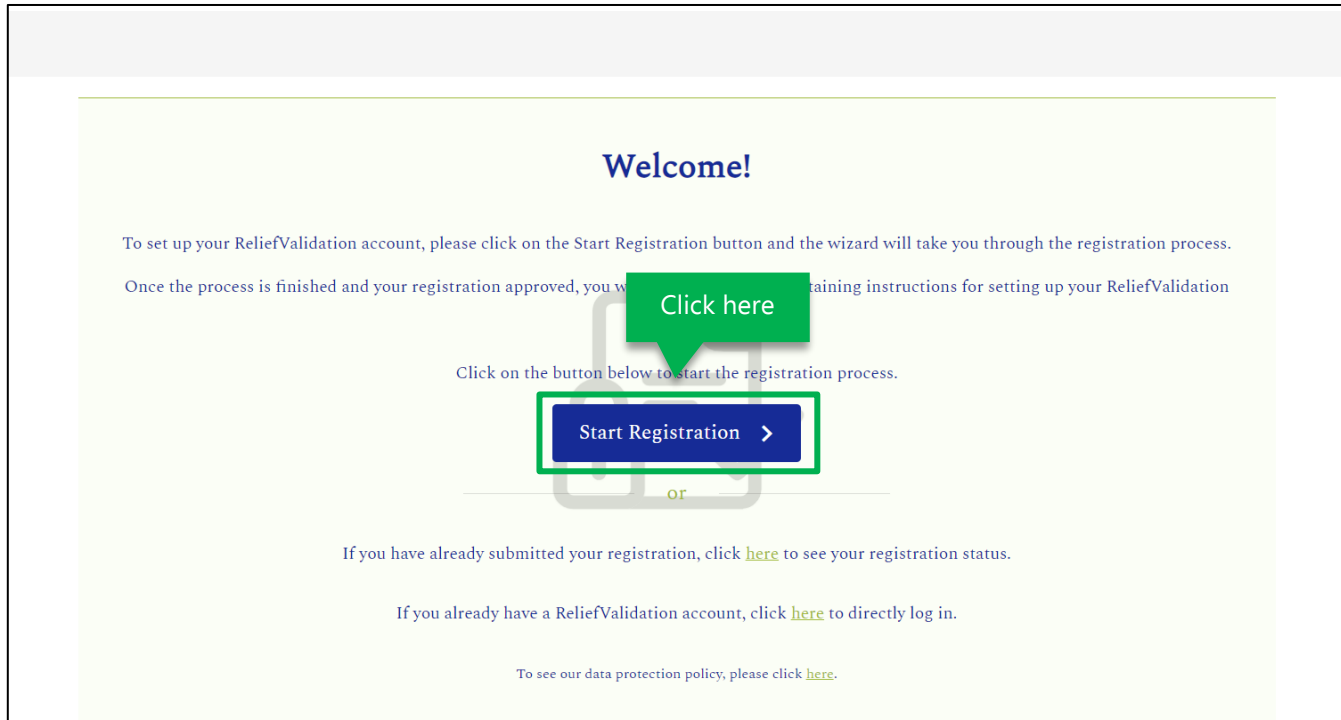
Enrollment Guide

This document outlines the detailed steps for the onboarding/registration process and account setup, covering both the browser and mobile app.

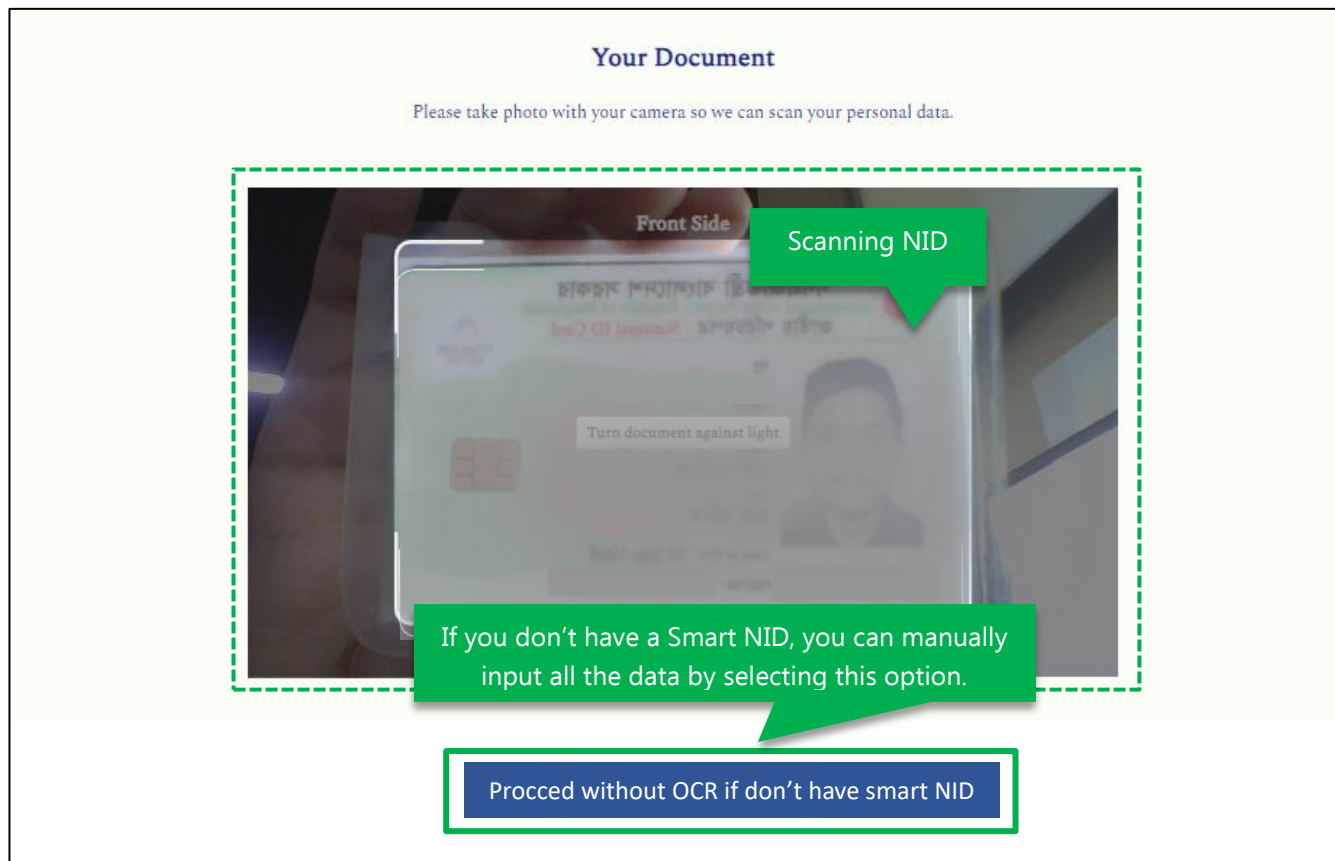
Registration Process

There are two registration methods available: you can use the mobile app (Tickটিক) or choose the browser (accessible on both mobile and laptop). This guide will guide you through both registration processes. The left side outlines steps for the browser, while the right side provides steps for the mobile app. You can follow either of these methods.

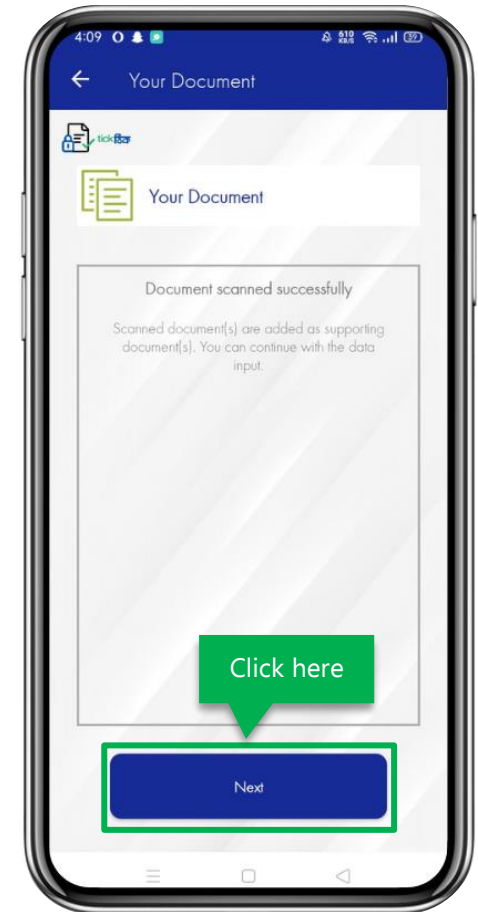
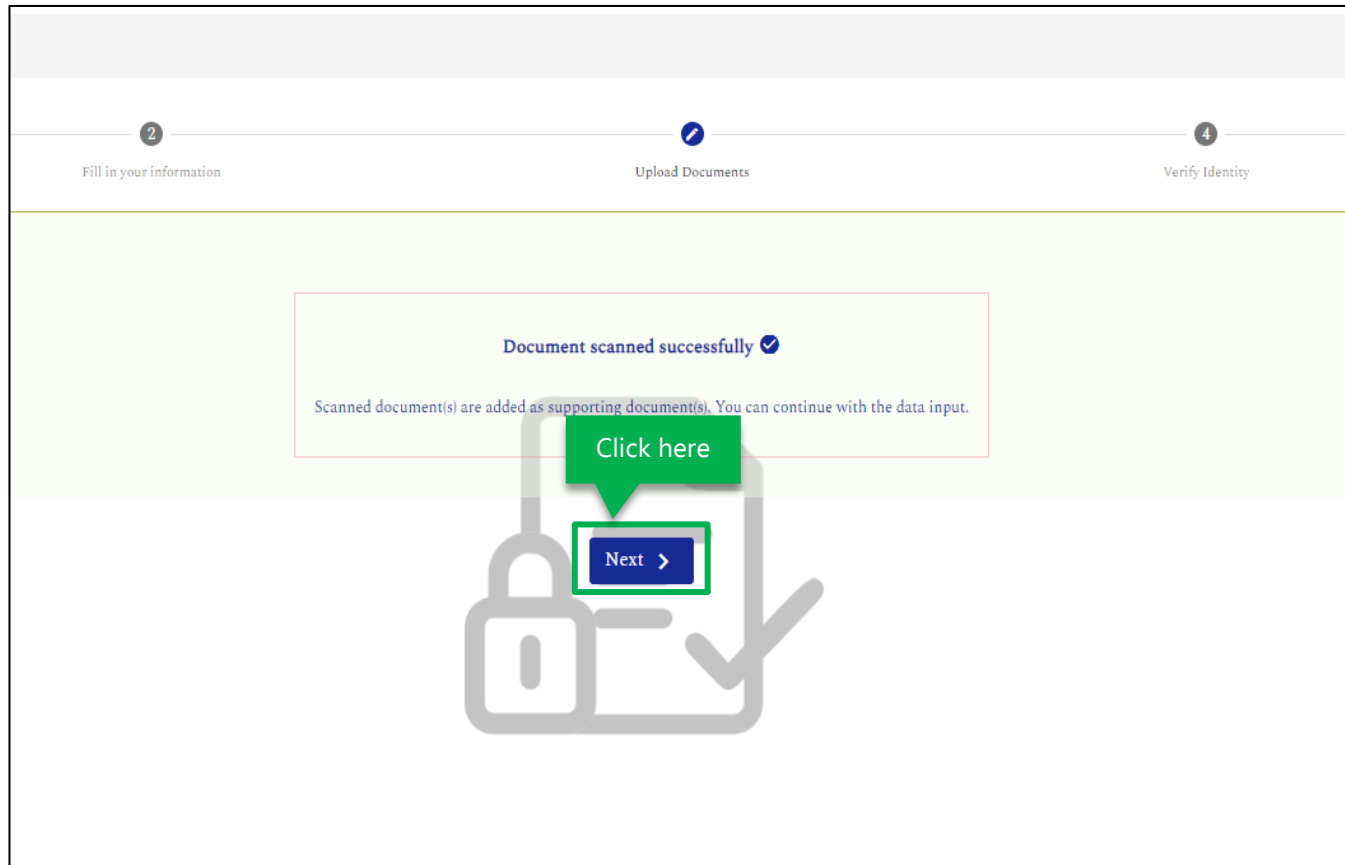
Step 1: For registration through a browser, visit <https://reg.reliefvalidation.com.bd>. If you prefer completing the registration via the mobile app, first download the ' Tickটিক' app (search with thicktheek from play store). Afterward, click on the 'Start Registration' button in the registration portal or mobile app to proceed with the registration process.



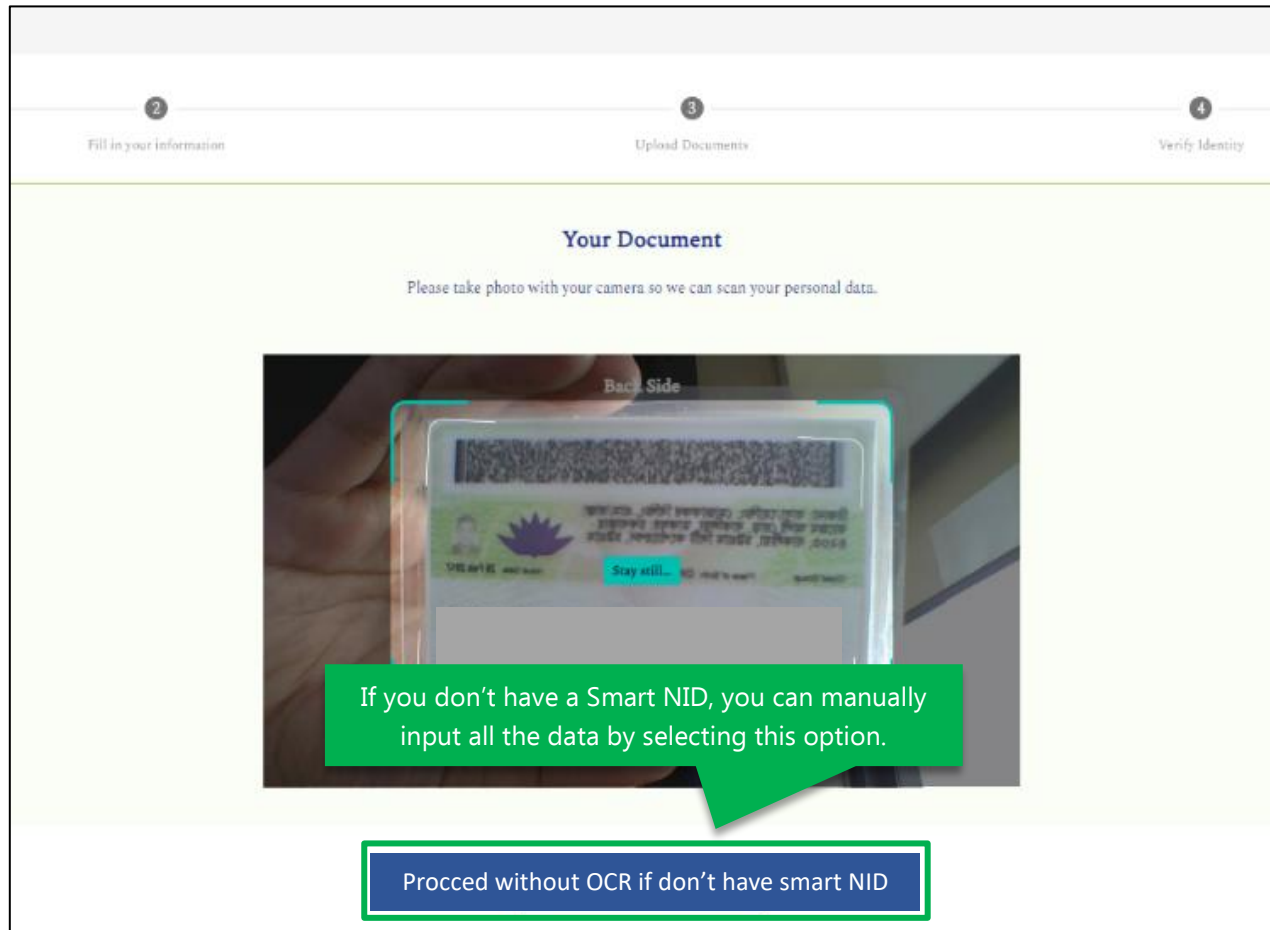
Step 2: Scan your NID using the browser by holding it in front of the webcam. In the Tickটিক app, choose the 'Scan Document' option and place the NID on a plain surface with a clear background. If you don't have a Smart NID then select proceed without OCR selecting this option.



Step 3: Your document is now successfully OCR'd. click on "Next" button to proceed.



Step 4: Scan the back side of you NID and click on the “Next” button.



Step 5: Please fill out the form with your personal information and click on the “Next” button. During OCR processing, data such as Name, NID Number, and DOB will be automatically extracted. If you chose to proceed without OCR earlier, you have to input this data manually. Additionally, you have to input your email address and phone number.

After providing all the details click on Next button.

If you have successfully OCR'd your document, the marked information (NID number, Name, DOB) will be automatically inputted.

Personal information

National Identity Number *

44444444444

This personal number already exists!

E-mail

Confirm E-mail

This will be your Relief/Validation username.

Initial Name (Optional)

First Name

Last Name

FTAH

RAN/K

Date of Birth

+880 Phone

Home Phone

10:08

Personal Information

Fill in your personal information

Initial name

First name*

Last name*

National identity number*

E-mail*

Confirm E-mail*

Next

Step 6: Please provide your address details; you can provide your present or permanent address. It is not mandatory for the address to match with your NID address.

After providing all the details click on Next button.

Please enter your village/house and road number/block/sector number. From the dropdown menu, select your division, district, police station, and post office.

Address

Village/House

Road/Block/Sector

Division ▼ District ▼

Police Station ▼

Post Office ▼ Post Code

4:11

← Address Information

Fill in your address information

Village/House*

Borguna

Road/Block/Sector*

Ward 09

Division*

Barishal ▼

District*

Barguna ▼

Police Station*

Amali ▼

Post Office*

Next

Step 7: For browser, Upload your NID photo if you could not OCR your NID in the previous step. After uploading your NID photo, click on "Next" button.







For mobile app click on "add new document". You will get two options "take picture" or "upload document" you can choose upon your convenience. If you have OCR'd your NID you can skip this option by clicking on "Next" button.

Your Documentation

Please upload the following supporting documents to confirm your identity:

- ID Card (front side)
- ID Card (back side)

Your personal info and uploaded data are confidential and will be used for registration purpose only. Your data will not be used, published or available for third parties.

Document Type	Comment	Actions
ID Card (front side)	Id card front image	  
ID Card (back side)	Id card back image	  

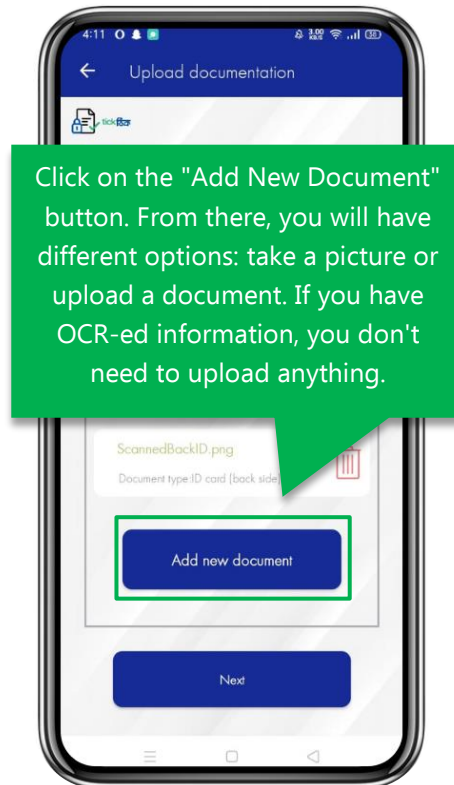
Items per: 20 1 - 2 of 2

Select the file, choose the document type, and click the Add button. Repeat this process for both the NID front and back

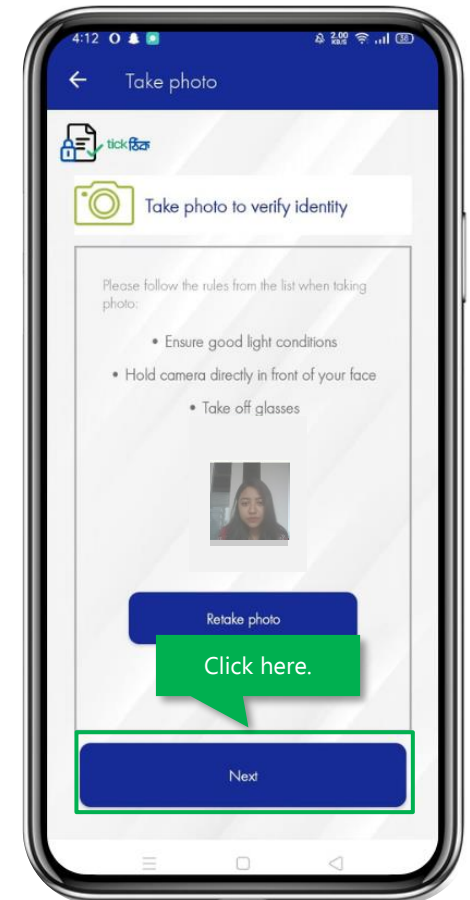
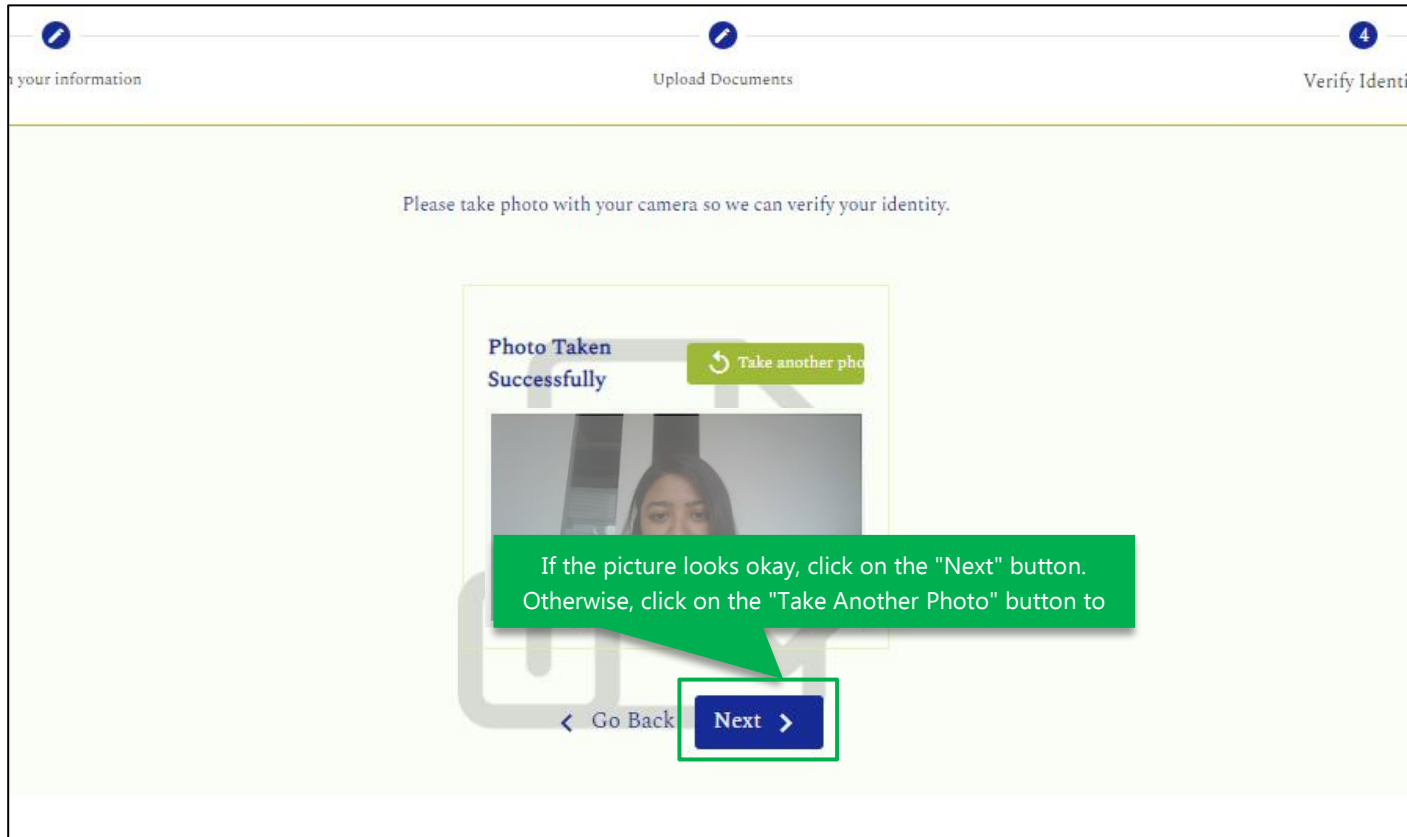
Choose file	Document Type	Comment	+ Add
You can upload PDF, JPG, BMP and PNG files.			

Click here.

< Go Back **Next** >



Step 8: Follow the portal instructions to take a photo for face verification, and the system will capture it automatically.



Step 9: Review all entered data and click on the "Next" button.


Registration Summary

Please verify the information summarized below and then hit Register to complete the registration.

Personal information

Full name	Date of Birth	National Identity Number	E-mail	Phone
			ss@gmail.com	
Home Phone				







Identity



Address

Village/House	Road/Block/Sector	Division	District	Police Station
fdg	fgdfg	CHATTOGRAM	CHANDPUR	CHANDPUR SADAR
Post Office	Post Code			
ACHALCHILA	3640			

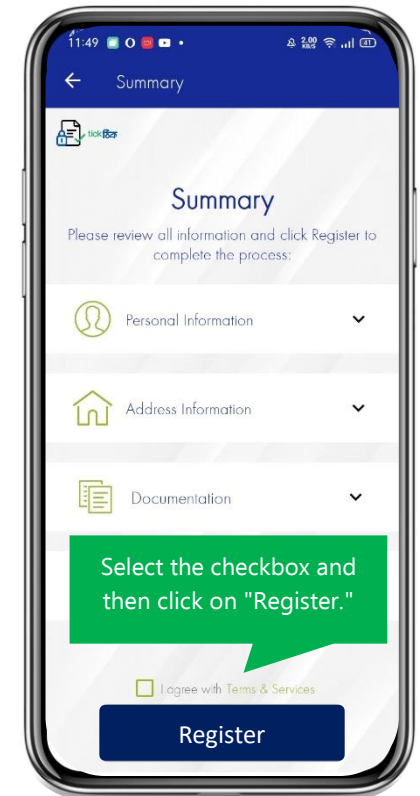
Documents

Document Type	Comment	Actions
ID Card (front side)	Id card front image	  
ID Card (back side)	Id card back image	  

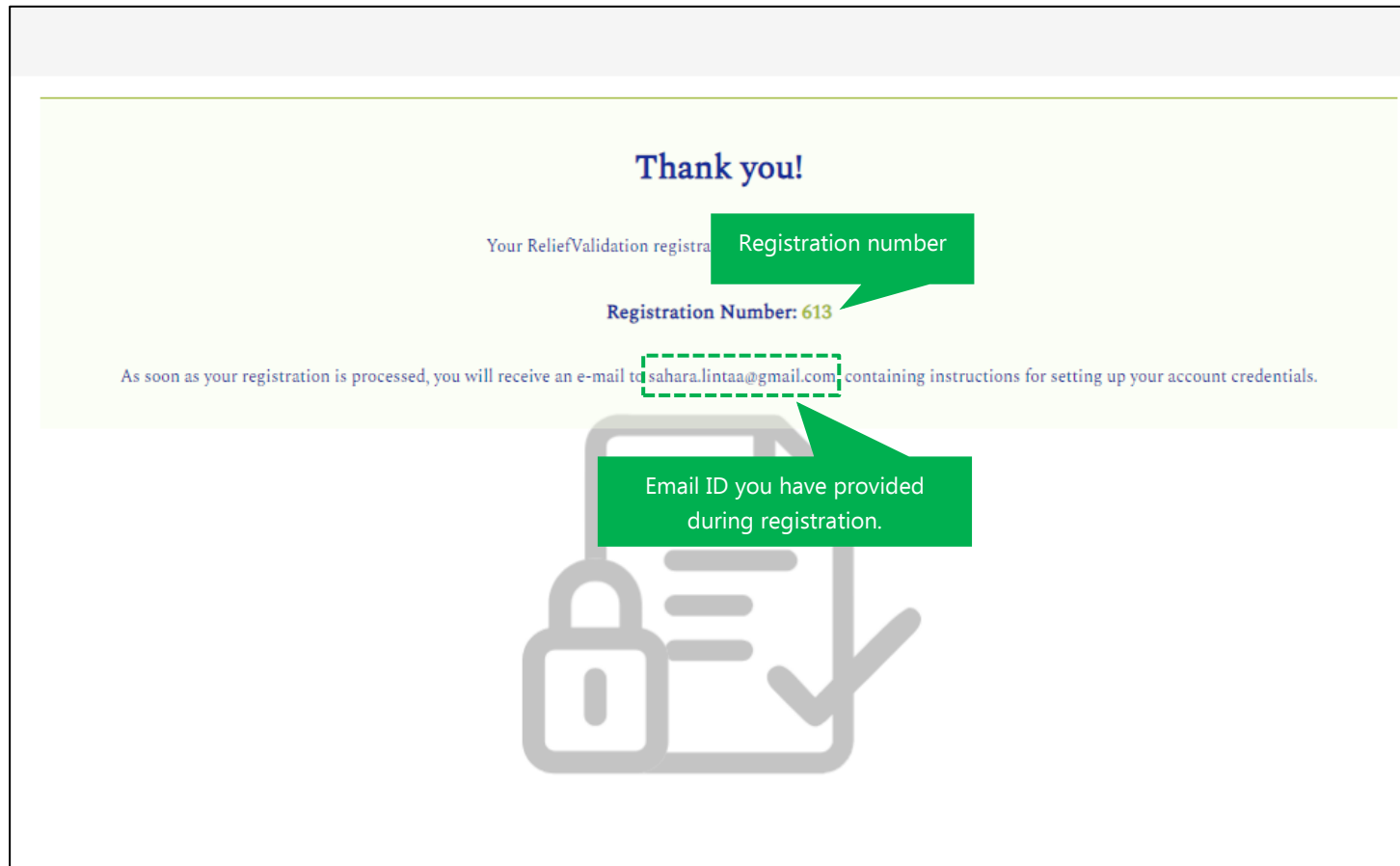
☒ I agree with the [Terms of Service.](#)

[< Go Back](#)

[Register >](#)



Step 10: After successful registration you will get to see the below page where registration number will appear.

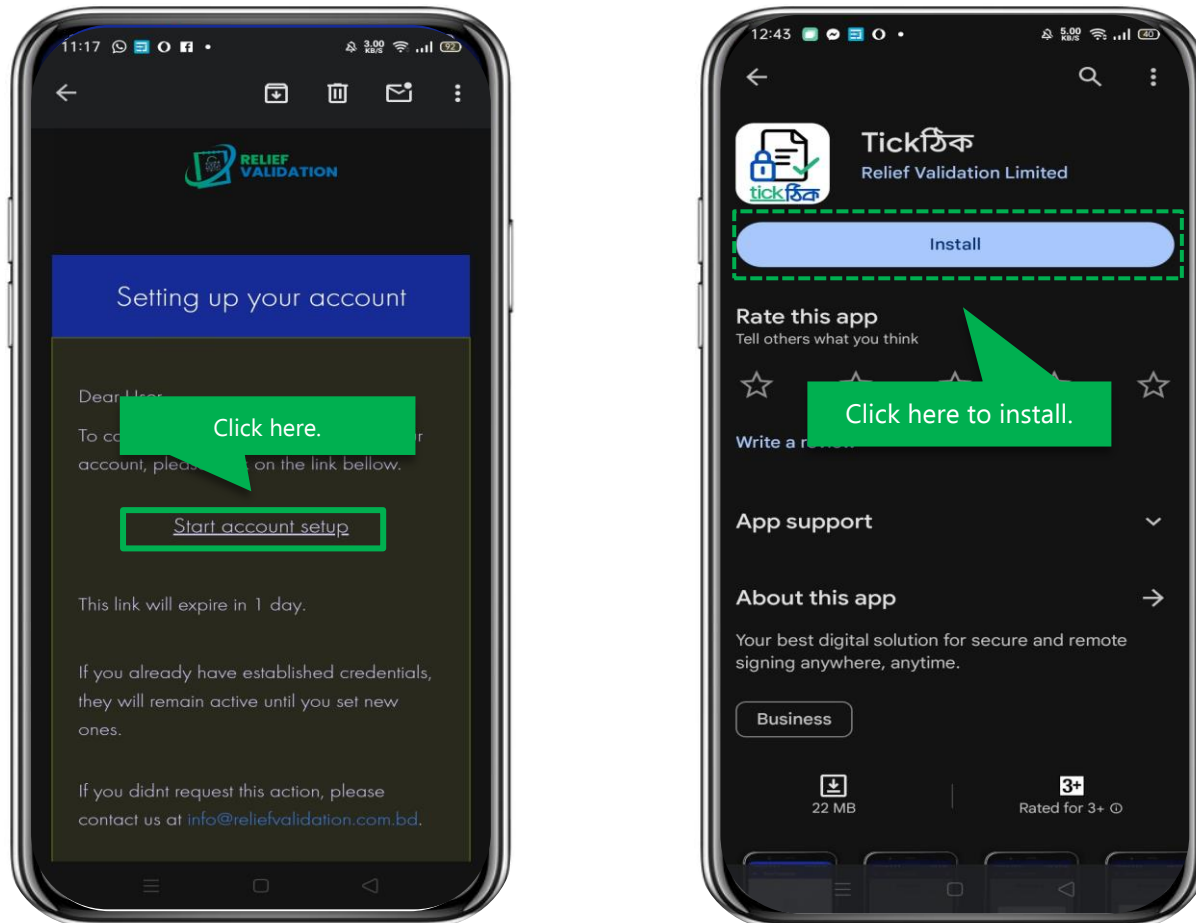


Account setup

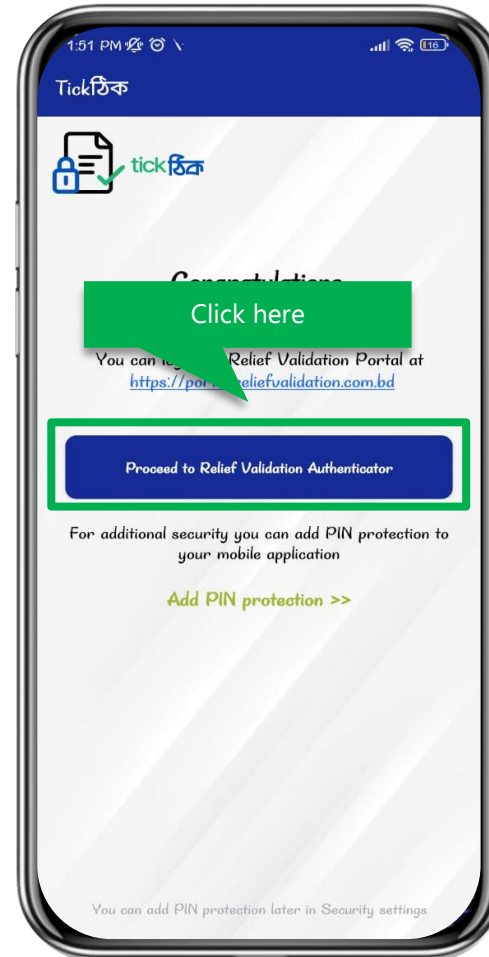
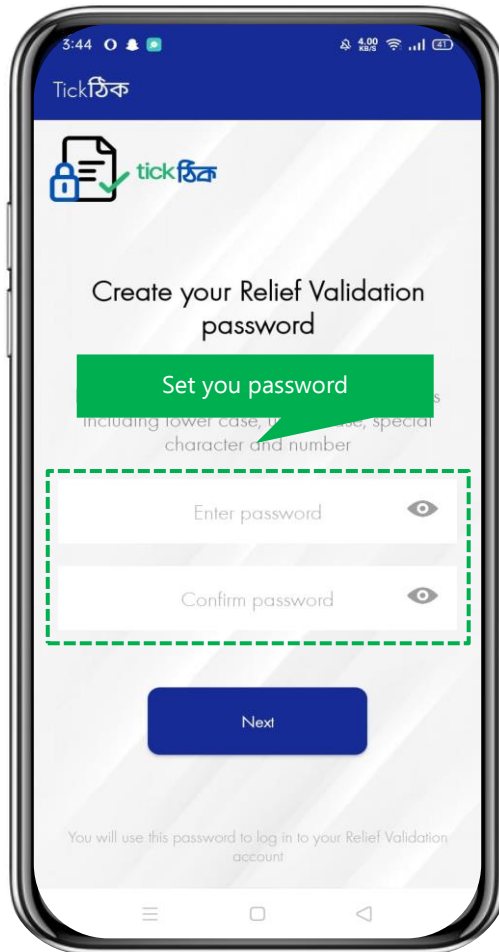
There are two ways to set up your account: one is when you are logged into the provided email on the mobile app, and the other is when you have access to the email on another device, such as a laptop.

Option 1 (A single device is required.)

Step 1: Open the account set up email then click on the "start account setup" option from email. It will directly redirect you to the Tickঠিক app to download Or you can download Tickঠিক by searching with "ticktheek" in the play store.

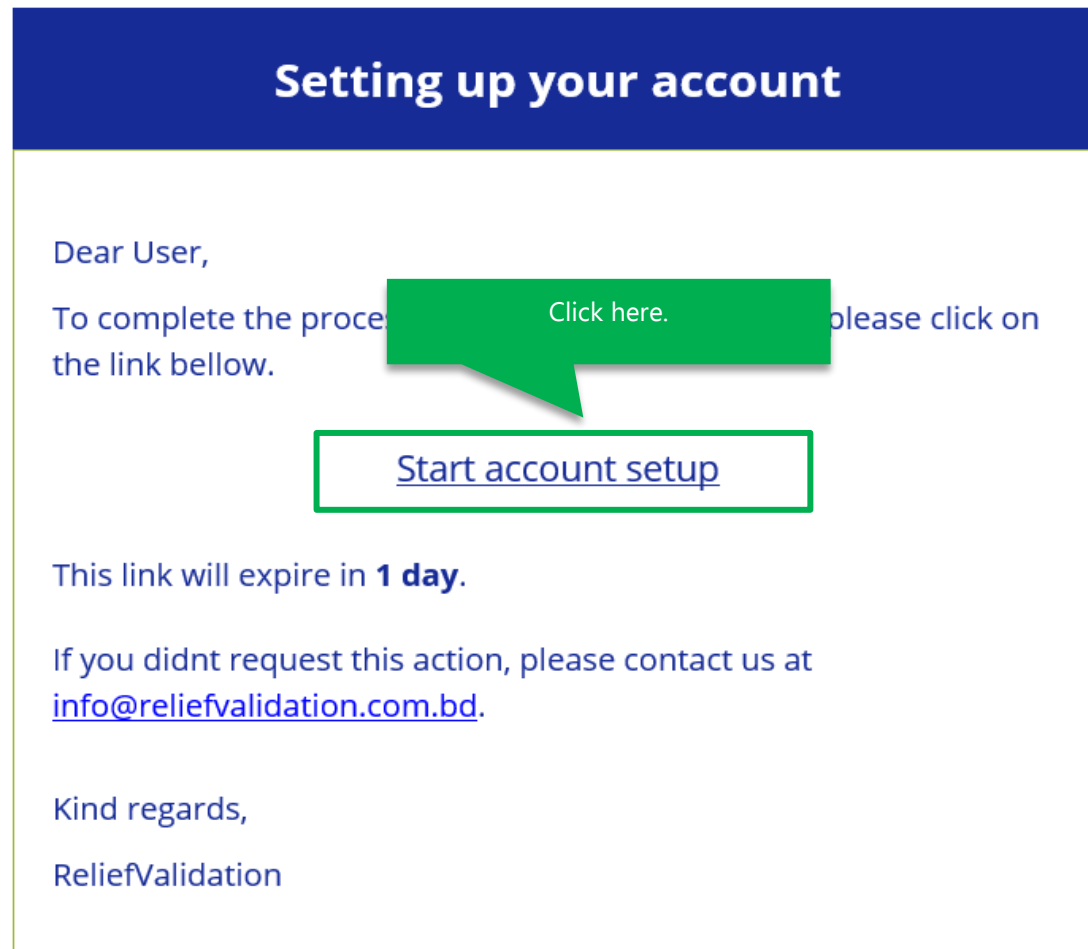


Step 2: When system will bind(it will take few seconds) the app with your profile you will get the option to set the password (It should contain both upper lowercase characters (e.g., a–z, A–Z), digits, punctuation characters, and letters and at least eight alphanumeric characters long.) and click on "Next".

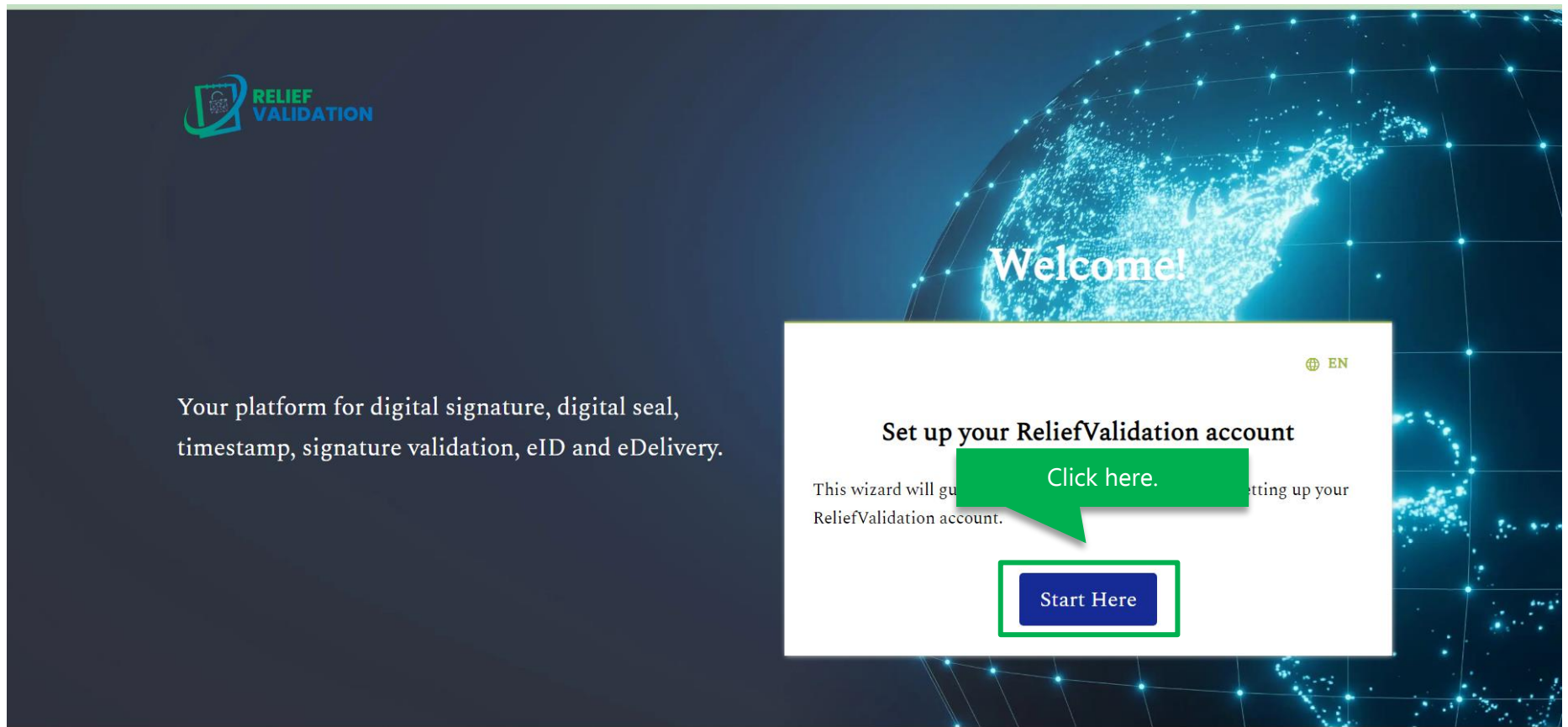


Option 2 (Requires 2 separate devices)

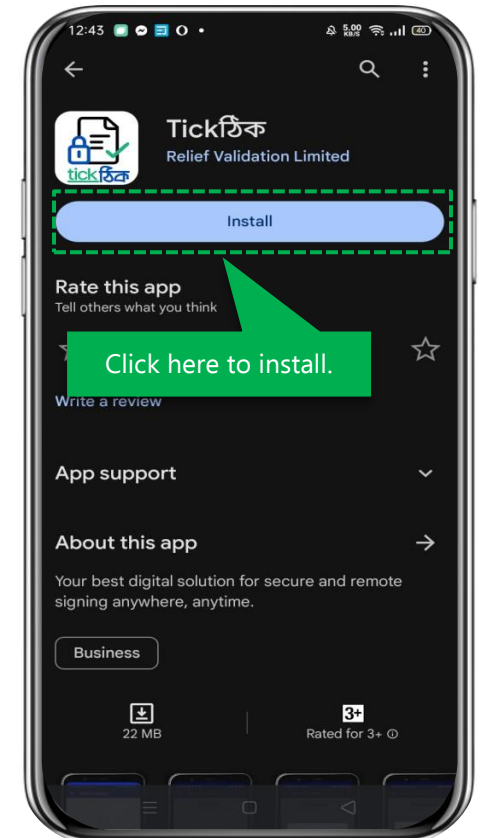
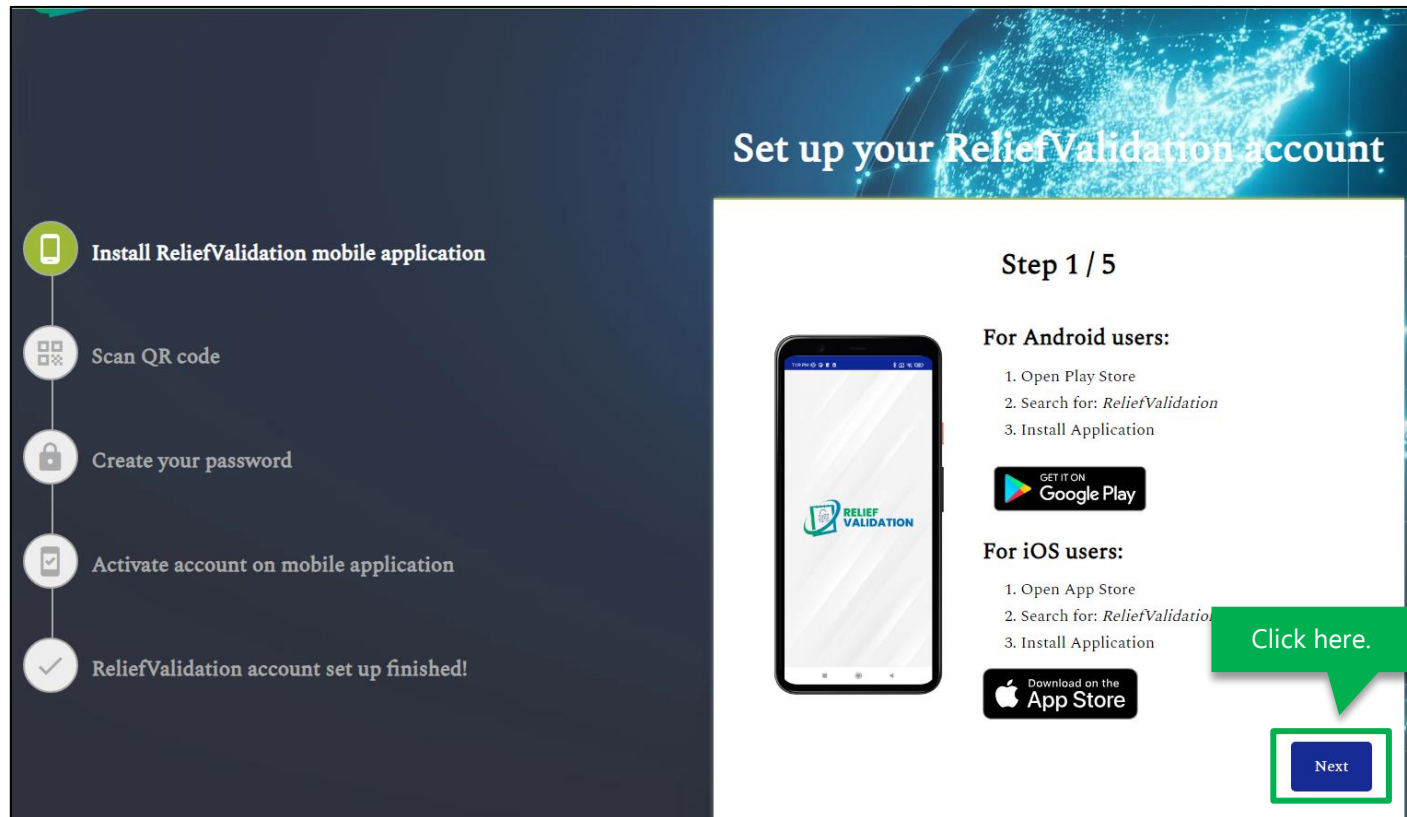
Step 1: Open the account setup email. From now on, you will simultaneously use the mobile app and browser for account setup. Click on the “start account setup” option from email. It will redirect you to the account setup portal/page.



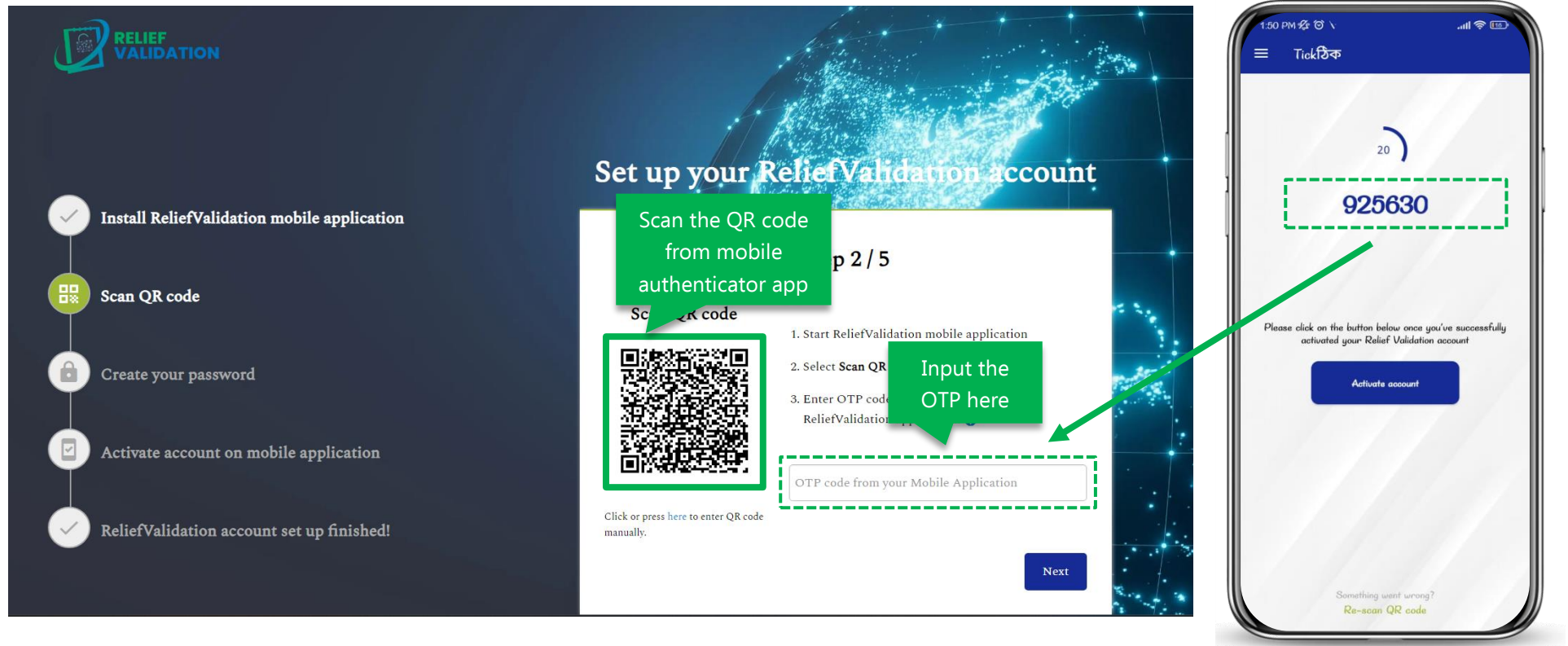
Step 2: Click on "start here" to proceed to the next step.



Step 3: For this step, download our mobile authenticator app (Tickটিক). If you've already downloaded the app, there's no need to download it again.



Step 4: Scan the QR code in the browser using the "scan QR code" option in the mobile app. Then, enter the OTP you receive in your mobile authenticator app into the browser



Step 5: Set your password (It should contain both upper lowercase characters (e.g., a–z, A–Z), digits, punctuation characters, and letters and at least eight alphanumeric characters long.) and click on “Next”.

The screenshot shows the 'Set up your ReliefValidation account' interface. On the left, a vertical progress bar with five steps: 1. Install ReliefValidation mobile application (checked), 2. Scan QR code (checked), 3. Create your password (active, highlighted with a green circle), 4. Activate account on mobile application, and 5. ReliefValidation account set up finished!. The main content area is titled 'Set up your ReliefValidation account' and 'Step 3 / 5'. It features a 'Create your password' section with two password input fields, each containing six dots. A green callout bubble points to the first field with the text 'Set your password here.' Below the fields, a green dashed box highlights them. A green callout bubble points to the 'Next' button with the text 'Click on “Next”'. The 'Next' button is a blue rectangle with white text. At the bottom, a note states: 'Make sure to remember your password. You will need it to log in to your ReliefValidation account.'

RELIEF VALIDATION

Set up your ReliefValidation account

Step 3 / 5

Create your password

Set your password here.

Password must be at least 8 characters long and must contain at least: one capital letter, one lower case letter, one special character, and one number.

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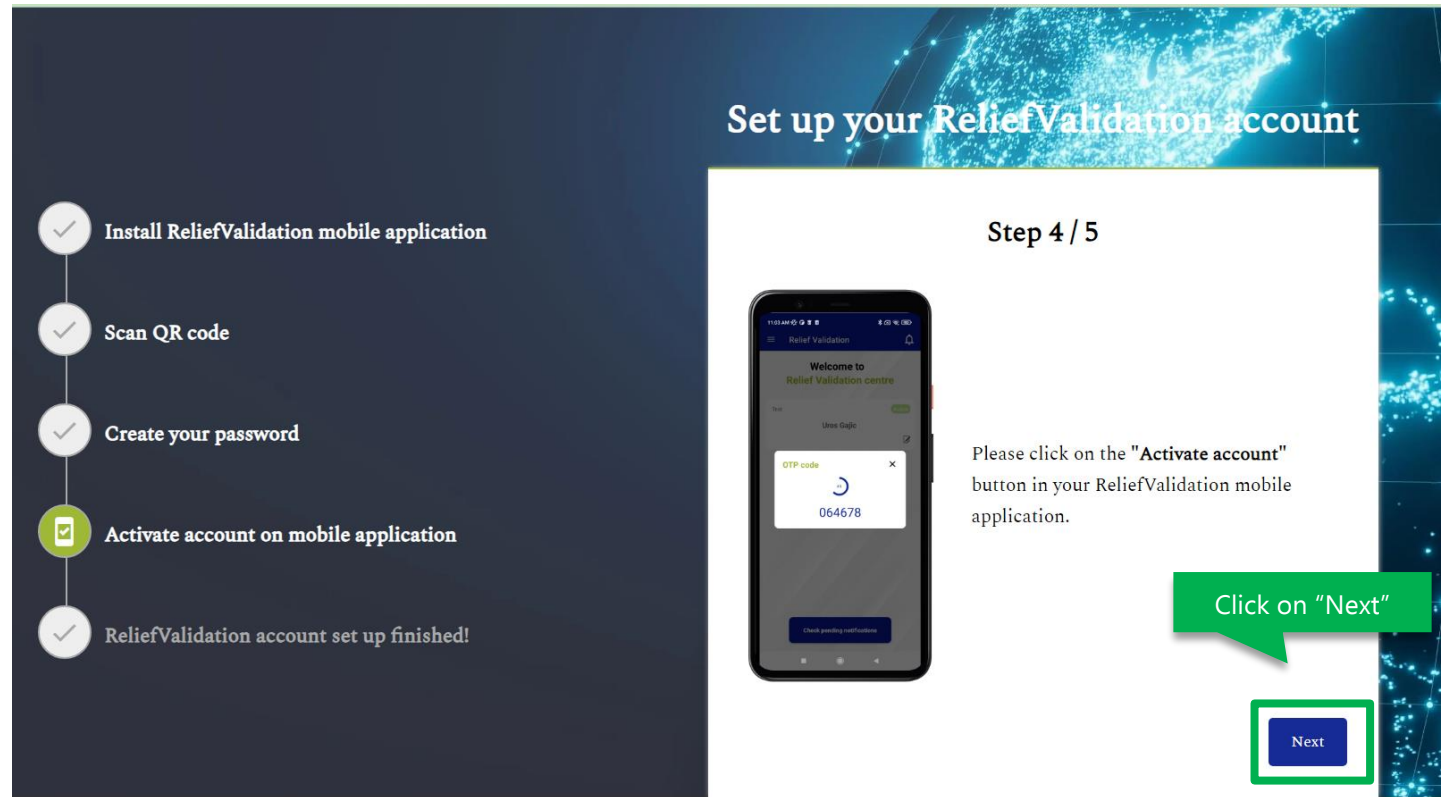
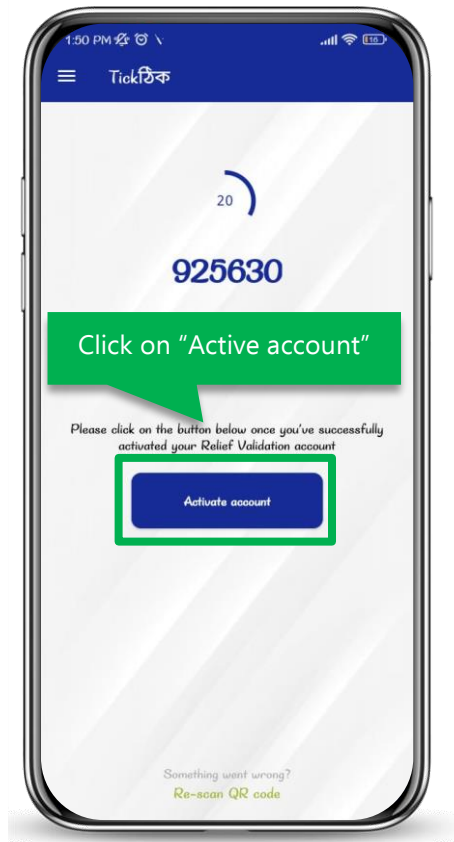
.....

Click on “Next”

Next

Make sure to remember your password. You will need it to log in to your ReliefValidation account.

Step 6: Click on "Active account" from the mobile authenticator app and from the portal click on "next".



Step 7: Click on “Proceed to Relief Validation” from portal and mobile authenticator app.

