Chennai Port Trust (ChPT)
Implementation of RFID BASED HEPS
Harbor Entry Permit System

Port User’s Manual for
RFID based Harbor Entry Permit System

Submitted by:

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## Version History

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date</th>
<th>Modified By</th>
<th>Modifications Made</th>
</tr>
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<tbody>
<tr>
<td>1.1</td>
<td>09-Dec-2019</td>
<td>Giri Parthasarathy / Samraj</td>
<td>User Registration</td>
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<td>1.2</td>
<td>10-Dec-2019</td>
<td>Giri Parthasarathy / Samraj</td>
<td>Pass request</td>
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List of Abbreviations:

<table>
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<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>HEPS</td>
<td>Harbor Entry Permit system</td>
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<td>RFID</td>
<td>Radio Frequency Identification</td>
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1. **User Registration:**

Enter URL: [https://gatepass.chennaiport.gov.in](https://gatepass.chennaiport.gov.in)

Click on User Registration link and provide all the relevant field details in user registration form along with supporting documents in the relevant space provided in the form.

There are around 33 User Type among them select your respective User Type.
Pan card should be mandatory field for registration of transport associations/firms
Contact Information
Title: Mr.
First Name: rain
Last Name: parthi
Mobile Number: 8072048622
Email: ramcram418@gmail.com

Terms & Conditions and Privacy Policy
I/We hereby certify that the above permits are required only for our official purpose. We hold responsibility for identification and all the activities of the above mentioned persons/vehicles inside the port.

- I/We hereby certify that the above officials/contract workers are covered under the legislations including Workers' Compensation Act, Employees' Provident Fund Act, ESIC Act, Minimum Wages Act.
- I/We hereby declare that the Chennai Port Trust will not be held responsible for any accident/unfortunate incidents occurred to the above persons during their presence inside the port premises.

I read and accept Terms & Conditions.
Submit
Please tick the terms and agreement button and click on submit.
System generates a Request Reference number (as highlighted in the below screen) upon the successful submission of the form. The reference no. shall be used for any subsequent query purpose.

The User Registration Request will be submitted for competent authority’s approval.
Upon Competent authority approval, a Login ID & Password will be generated and sent to the port user’s registered mail id. Using the Login ID and Password, the port user shall raise request for Card / Pass, Check the status of the requests raised, Top-up wallet, Check wallet balance, etc.

Upon approval of user registration, the user has to recharge/debit the required amount in the wallet (online payment) so as to proceed further for RFID card request.
Enter the amount and click on Pay Now button

Enter the card details and click on pay Now button

Your amount will be shown to your dashboard on your registered ID
2. Card Request:

User can Request for new card by selecting the Card tab and click Request New card (as per the below screenshot).

There are 3 cards given as per the process:

GREEN: Individual
RED: Driver
ORANGE: Vehicle
User can request for number of pre-owned cards based on the number of RFID cards assigned by the Port for individual, Driver & Vehicles separately as per the below screen. The card request screen will also display the amount with tax to be paid for the requested number of cards.

<table>
<thead>
<tr>
<th>User Code</th>
<th>1900032</th>
</tr>
</thead>
<tbody>
<tr>
<td>No of Person cards</td>
<td>2</td>
</tr>
<tr>
<td>No of Driver</td>
<td>1</td>
</tr>
<tr>
<td>No of Vehicle</td>
<td>1</td>
</tr>
<tr>
<td>Gross Total</td>
<td>339.00</td>
</tr>
<tr>
<td>GST</td>
<td>61.02</td>
</tr>
<tr>
<td>Net Total</td>
<td>400.02</td>
</tr>
</tbody>
</table>

Submit
Upon submitting the card request, a message displayed for successful submission of the request for approval by the competent authority.

Once the card request approved by the competent authority, the amount pertaining to the cards requested will be deducted from the wallet.

**NOTE:**
The user has to collect the RFID Card physically from Pass Section, Traffic Department of Chennai Port Trust.
3. Pass Request:

User can request for Passes for Individual, Drivers & Vehicles by clicking on Pass Request link.

Click the Add more persons link to request for pass for both individuals & Drivers

And

Click Add more Vehicles for Vehicle pass request.

Fill the Pass request details for Individuals, Drivers & Vehicles. Upload the relevant documents in the fields provided for the same (Pls. see the below screenshots for reference).

Photo should be uploaded in the JPG format. Maximum size limit is 40 KB

Other relevant document to be uploaded in PDF format. Maximum size is 400 KB
For the first time no need to enter the Card Number.

When you are applying the pass for the second time card number will be taken automatically.
After clicking Add button, the details entered will be added successfully.

Read terms & conditions. Agree for request to be submitted for further competent authority’s approval.
A confirmation message will be displayed upon successful submission of the pass request. Then the pass request will be sent for competent authority approval.
Once the pass request approved by the competent Authority, a notification will be sent by the system for the approval of pass request to the user’s registered mail id.

User then, login to HEP system using the user id and password, click on view pass in the menu bar and then click on Issue card.
4. Issue Card:

User then, login to HEP system using the user id and password, click on view pass in the menu bar and then click on Issue card.
Finally, System will generate the QR Code, which contains the issued card details for individuals / Drivers.

Similarly, System will generate the QR Code, which contains the issued card details for vehicles.

System will generate the QR Code after mapping the RFID Card for the particular HEP for driver/vehicle/person.

After expiry of the period of HEP, the user can map the same RFID card to obtain another HEP for individual/driver/vehicle.