

Employers Guide

- Not Registered Employer Click the **Sign-up** Link.
 1. **Registration Form** will open.
 2. Select Local Office.
 3. Enter your 17th digit employer code.
 4. Enter Valid Email-Id & new password.
 5. Click Register Button and Login Details also shoot your entered email.

- Registered Employer Click the **Sign-In** Link.
 1. **Employer Log-In** form will open.
 2. Enter your registered email-id & password.
 3. **DF Form** will open with Employers particular and you must to enter your registered Unit code.
 4. Now you have to enter **IP Personal, nominee and family** particulars.
 5. Once you have fill-up the Form click **Add More** Button.
 6. To submit more Df Form click Add More Button.
 7. Click **Finish** button to get the report of all submitted DF Form.
 8. Please submit the print-out of this report at your Local Office.