

## **Digital Sign Up for New clients.**

### **Process Steps for the Marcellus Digital Sign Up in Part 1 & Part B.**

To process with the Digital Sign Up for the New client, below are the criteria's to be fulfilled.

- Client is KRA verified.
- Client's Mobile no. to be linked with the Aadhar and the no. should be active as the OTP will be sent to the registered no.

### **PART 1- Process and documentation.**

1. Client will receive an email from Silver Bullet (email ID : No-reply@marcellus.in) and it will have a pdf with Fee Schedule & Power of Attorney and guidance to complete the process. (We will also courier hard copy of these documents to the client hence the requirement for printing the copy can be ignored)

2. Tick the consent box, upload the wet signature and then capture a live picture of client. (The signature can be made on a blank page, a picture of it to be clicked and then uploaded. Client may get a prompt to allow camera / enable live location- kindly permit the same; do not reject)

3. The highlighted fee clause needs to be typed word to word. If there is any word mis-spelt or missed out, the system will not allow client to move forward.

4. An OTP will be generated and sent to client's registered mobile No. Client will have to enter the OTP and SUBMIT. The first part of the digital onboarding is complete here and client will receive a message stating that another email will be sent in a few minutes.

### **PART 2- E signing Process**

1. Once all the Part 1 activity is completed, client will receive an email from Signdesk (Email ID : Siddharth via SignDesk – joshino-reply@signdesk.com) for E-signatures.
2. Client will have to tick the consent box to enable consent for capturing photo .(Live Photo to be captured)
3. The site will re-direct client to NSDL page where client will have to enter the Aadhaar number; next - click on 'Send OTP'.
4. An OTP will be sent to client's registered mobile number. On punching in the OTP, e-signature will be captured.
5. A pop-up message saying that the e-signing is successful / completed.