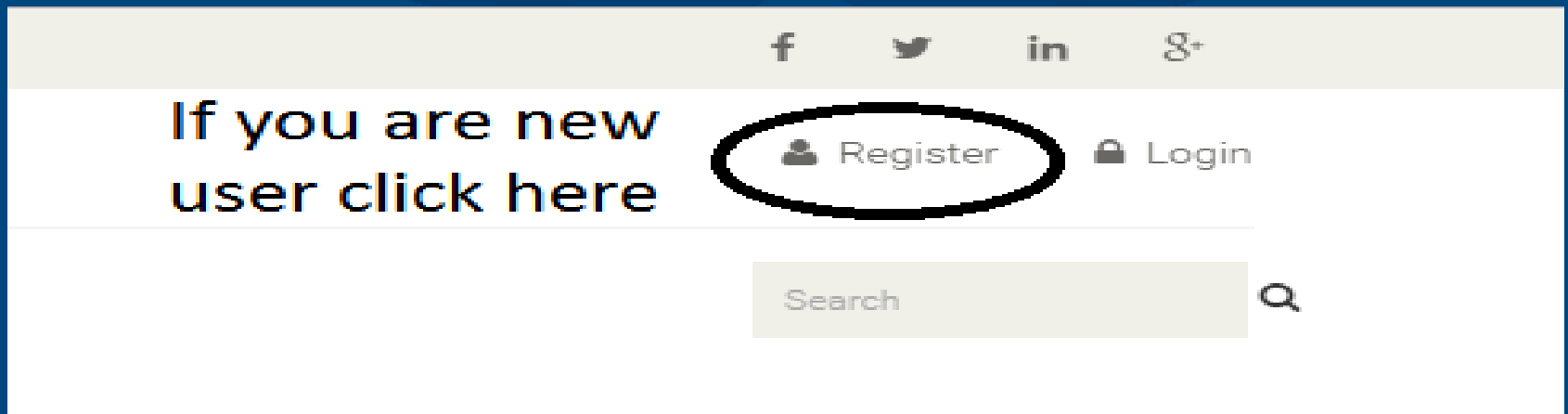


lesconcierges®

# STEP 1 - REGISTRATION

Website : [www.lesconcierges.in/eyespl](http://www.lesconcierges.in/eyespl)

Please create an account by clicking on Register.  
Create an account using your Official Mail ID  
([XXXXXXXX@in.ey.com](mailto:XXXXXXXX@in.ey.com) format) only , by clicking on REGISTER  
Which is on the top right hand corner



# STEP 1.1 - REGISTRATION

Website : [www.lesconcierges.in/eyespl](http://www.lesconcierges.in/eyespl)

Please key in the data required as per the below

Sign up

Key in all the details asked for here

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Mobile No.
<input type="text"/>	<input type="text"/>
Password	Confirm Password
<input type="text"/>	<input type="text"/>
City	
<input type="text"/>	

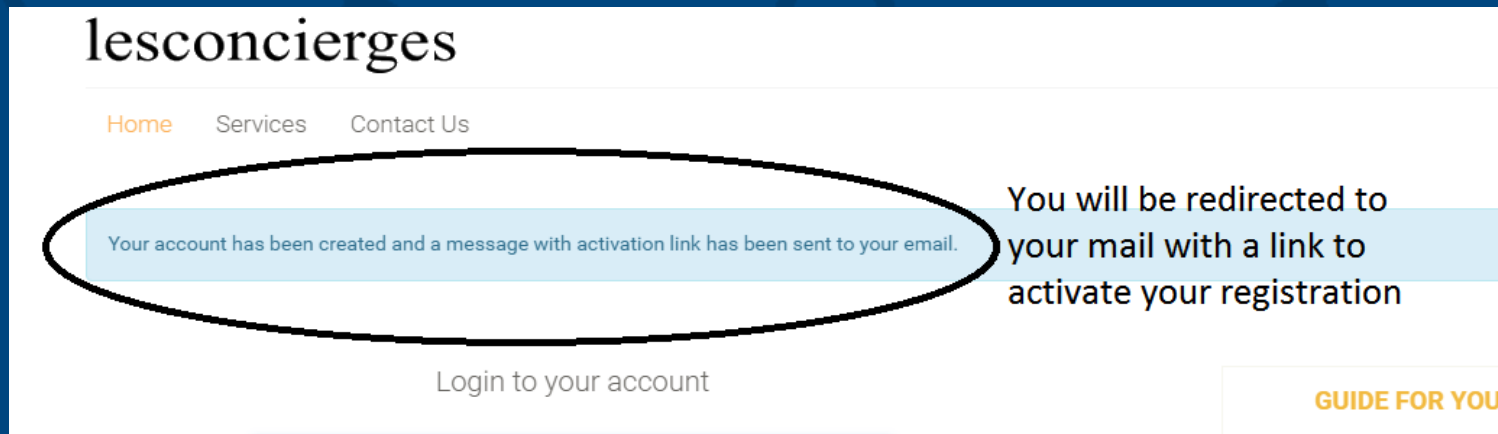
Click on Signup

[Already registered? Sign in!](#)

# STEP 1.2 - REGISTRATION

Website : [www.lesconcierges.in/eyespl](http://www.lesconcierges.in/eyespl)

Please key in the data required as per the below



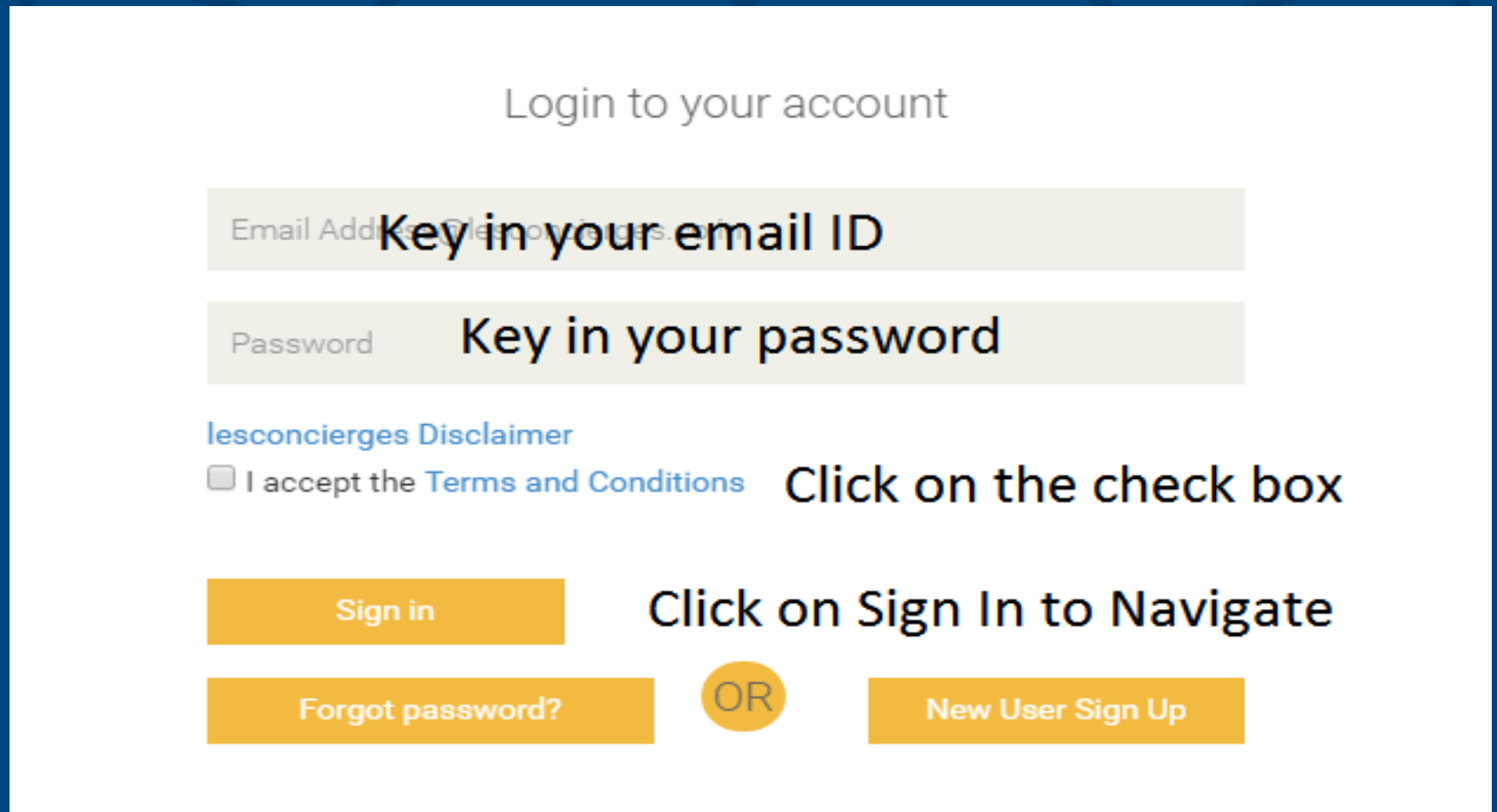
The screenshot shows the website header with the logo 'lesconcierges' and navigation links 'Home', 'Services', and 'Contact Us'. A light blue notification banner is highlighted with a black oval, containing the text: 'Your account has been created and a message with activation link has been sent to your email.' To the right of this banner, there is a text block: 'You will be redirected to your mail with a link to activate your registration'. Below the banner is a 'Login to your account' link, and a 'GUIDE FOR YOU' button is visible in the bottom right corner.



The screenshot shows an email confirmation message. It begins with 'Hello,' followed by 'Your account on Les Concierges has been created.' The next line says 'In order to complete your registration, please click the link below.' A blue hyperlink is provided: <http://lesconcierges.in/newsite/user/confirm/30/cilc1ocsG28JuCWFNgxiXUVJf8aNOkQW>. The message concludes with 'If you cannot click the link, please try pasting the text into your browser.' and 'If you did not make this request you can ignore this e mail.'

## STEP 2 – LOGON

Customer will be redirected to login page  
Follow the instructions to logon to your account



The image shows a login page with the following elements and annotations:

- Title:** "Login to your account"
- Email Field:** A text input field with the placeholder "Email Address (Email only)". An annotation "Key in your email ID" is overlaid on the field.
- Password Field:** A text input field with the placeholder "Password". An annotation "Key in your password" is overlaid on the field.
- Disclaimer:** "lesconcierges Disclaimer" with a link to "Terms and Conditions".
- Acceptance:** A checkbox followed by the text "I accept the Terms and Conditions". An annotation "Click on the check box" points to the checkbox.
- Sign In Button:** A yellow button labeled "Sign in". An annotation "Click on Sign In to Navigate" points to the button.
- Forgot Password Link:** A yellow button labeled "Forgot password?".
- OR:** A yellow circle containing the text "OR".
- New User Sign Up Button:** A yellow button labeled "New User Sign Up".

## STEP 2.1 – LOGON – FORGOT PASSWORD

Click on forgot password to regenerate your password  
Customer will be redirected to password generation page

Login to your account

Email Address **Key in your email ID**

Password **Key in your password**

[lesconcierges Disclaimer](#)

I accept the [Terms and Conditions](#)

**Click on the check box**

Sign in

**Click on Sign In to Navigate**

Forgot password?

OR

New User Sign Up

**Click on Forgot Password in case if you dont know your password**

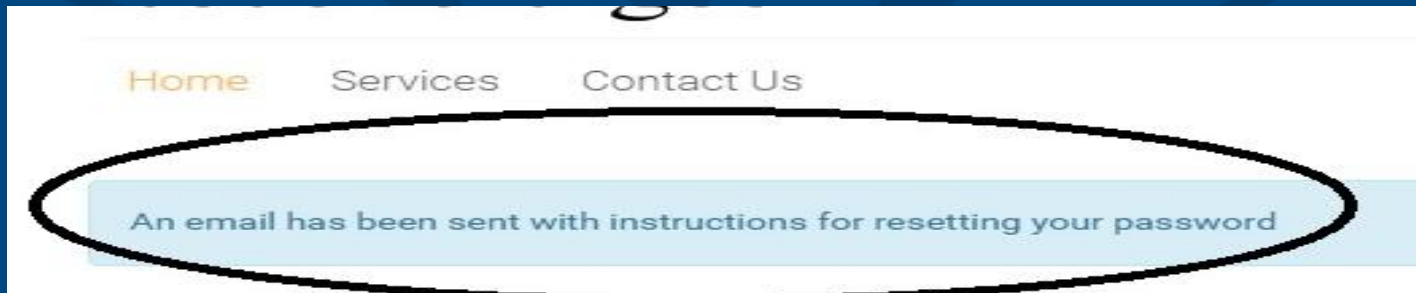
## STEP 2.2 – LOGON – FORGOT PASSWORD

Key in your Registered email ID

Click on Continue

An Email will be sent to your registered email for resetting the password with a link

Click on the link to reset your password



Hello,

We have received a request to reset the password for your account on Les Concierges. Please click the link below to complete your password reset.

<http://lesconcierges.in/newsite/user/recover/29/F6XYkY3GE my Jjj7yOvZHRnKLI9W gqsAr>

If you cannot click the link, please try pasting the text into your browser.

If you did not make this request you can ignore this email.

## STEP 2.3 – LOGON – FORGOT PASSWORD

Key in your new password

You will get a confirmation message on successful change of password

In case of any difficulty please write to [support@lesconcierges.in](mailto:support@lesconcierges.in)

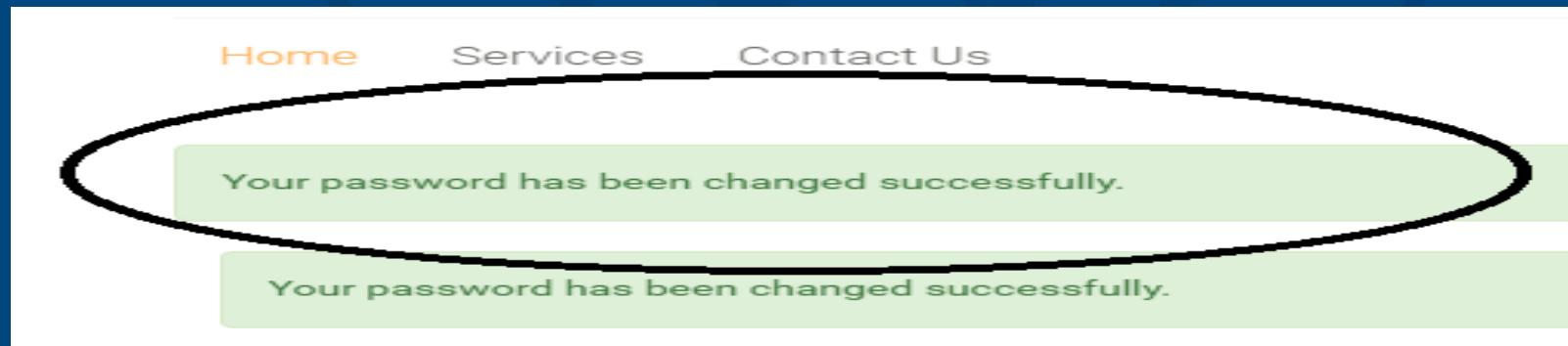
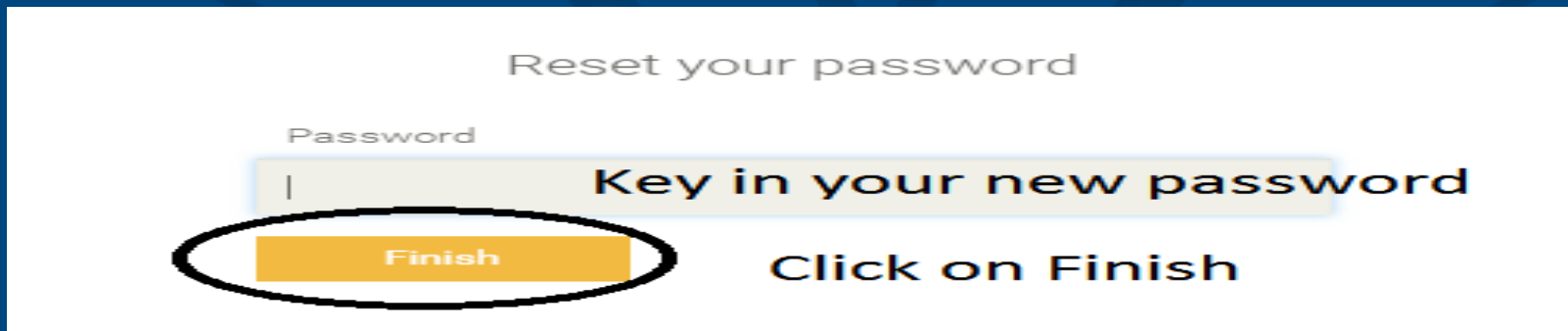
Reset your password

Password

| Key in your new password

Finish

Click on Finish



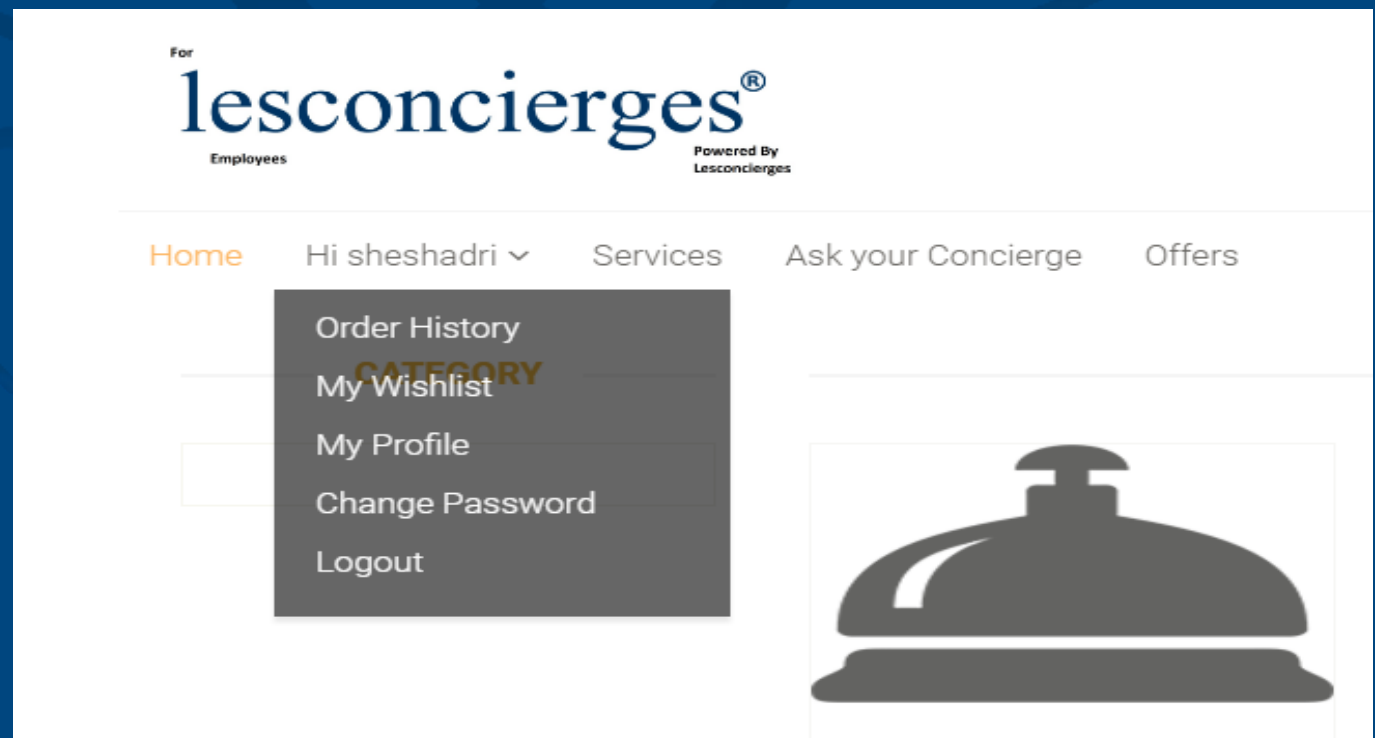


## STEP 2.4 – ACCESS SERVICE

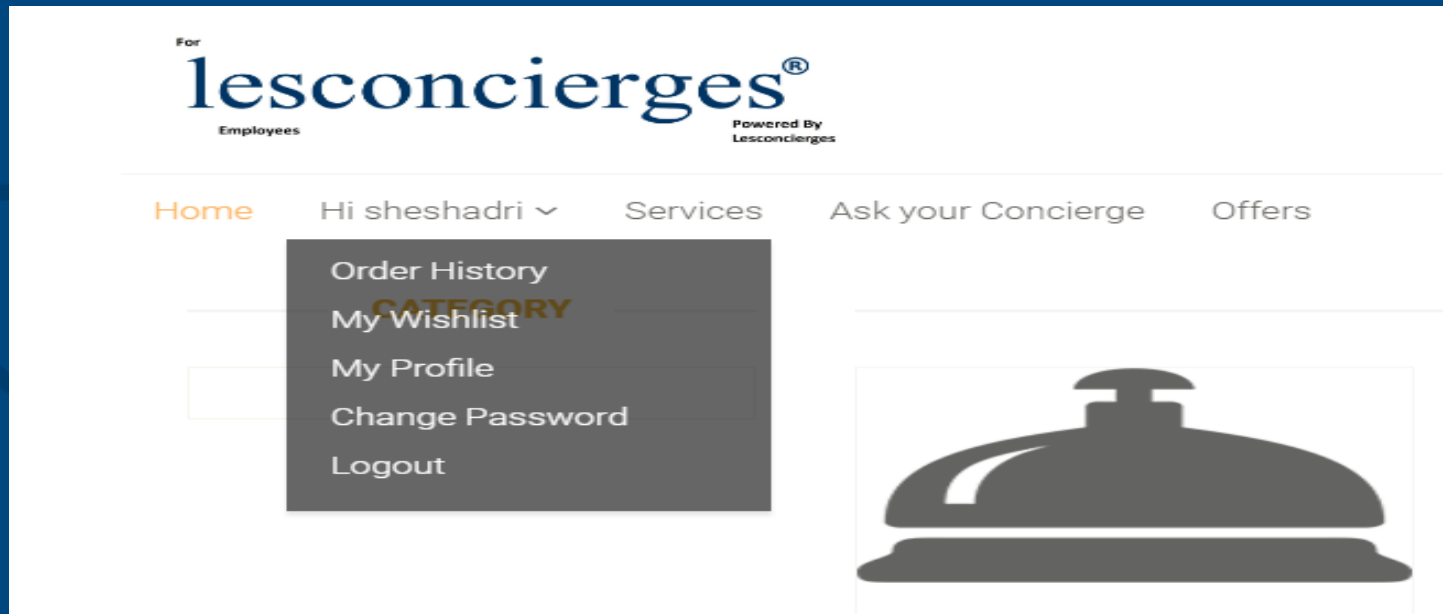
Customer will be redirected to home page

You will be able to see the below Tabs on the home screen

1. Home
2. Hi “CUSTOMER NAME”
3. Services
4. Ask Your Concierges
5. Offers



## STEP 2.5 – ACCESS SERVICE



1. Hi “ CUSTOMER NAME” - You can see your name

Order History – You can view the order history here

My wish list – You can view the services in wish list

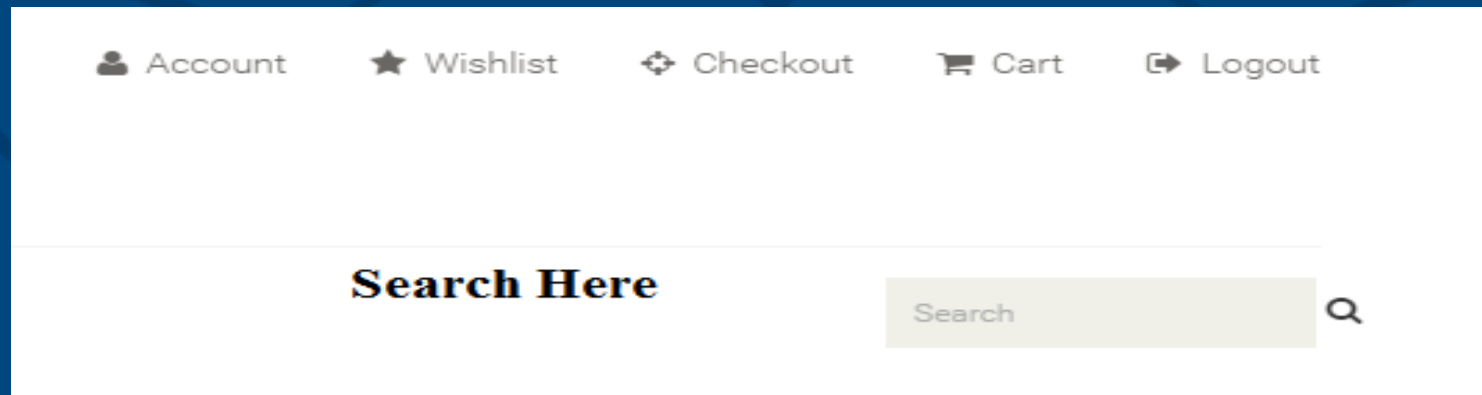
My Profile – You can update your profile here

Change Password – You can change your Password

Logout – Click here to log out from your account

## STEP 2.6 – ACCESS SERVICE

if you wish to search for the services type the name of the service on the right hand side as shown below



Type in the search tab

You will be able to see the services

Click on service

Choose the service

Add to the cart

Proceed to check out

## STEP 2.7 – ACCESS SERVICE

Click on Services TAB

You will be able to see the category of services

Click on category of services

Services are classified as below

Admin Defined – Eg – Passport services – In these type of services prices are defined by the admin

Request for Quote – RTO services – In these type of services customer has to request for a quote

User Defined – Bill payment services – In these type of services customer will define the cost of the service

# STEP 2.8 – ACCESS SERVICE

You will be able to see sub category of services

Click on sub category of services

You will be able to see all the services listed under sub category

The screenshot displays a user interface for a service menu. At the top, there is a navigation bar with the following items: "Home" (highlighted in orange), "Hi sheshadri" with a dropdown arrow, "Services", "Ask your Concierge", and "Offers". Below the navigation bar, the word "CATEGORY" is centered in orange. The main content area is divided into two columns. The left column contains a list of categories, each with a plus sign to its right: "ESSENTIAL PAPER WORK", "GOVERNMENT", "LEGAL", "RTO", "EVERYDAY ESSENTIALS", and "TRAVEL & ENTERTAINMENT". The right column features a large yellow square icon with a black bell symbol. Below the icon, the text reads "ADDRESS CHANGE IN RC BOOK (2 WHEELER) LOCAL". At the bottom of this section is a button with a shopping cart icon and the text "Add to cart".

Home Hi sheshadri Services Ask your Concierge Offers

**CATEGORY**

ESSENTIAL PAPER WORK +


GOVERNMENT +

LEGAL +


RTO +

EVERYDAY ESSENTIALS +

TRAVEL & ENTERTAINMENT +




ADDRESS CHANGE IN RC BOOK (2 WHEELER) LOCAL

 Add to cart


## STEP 2.9 – ACCESS SERVICE



Click on sub category of services  
Choose the services that you are looking for


### GOVERNMENT




ADVANCE TAX PAYMENT



 Add to cart


 Add to wishlist  View details




BIRTH CERTIFICATE



 Add to cart

 Add to wishlist  View details



BUILDING NOC


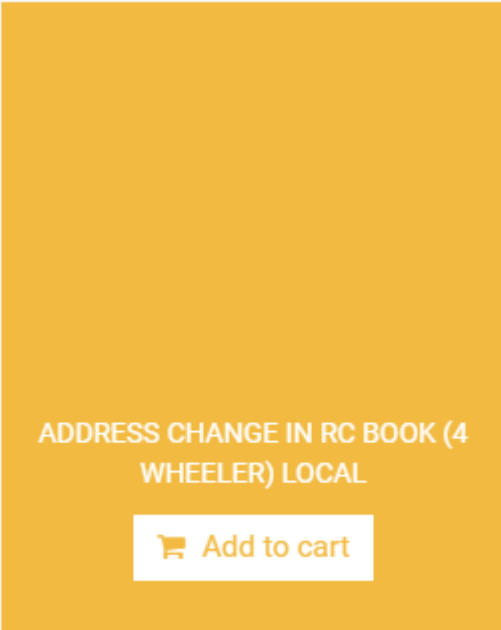

 Add to cart

 Add to wishlist  View details

## STEP 2.10 – ACCESS SERVICE

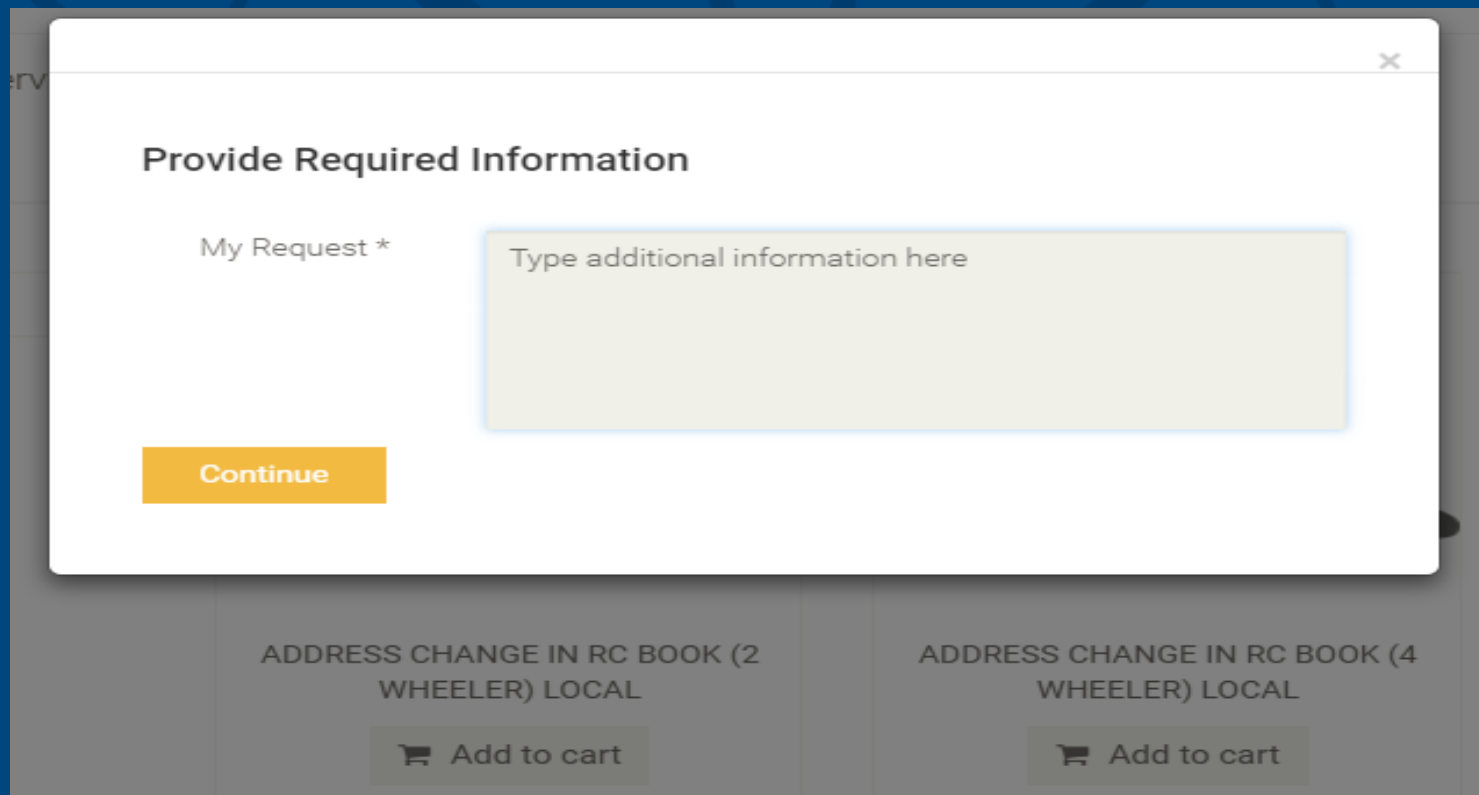
Choose the services that you are looking for  
Click on ADD TO CART as shown in yellow

**OUR SERVICES**

 <p>ADDRESS CHANGE IN RC BOOK (2 WHEELER) LOCAL</p> <p><b>Add to cart</b></p> <p><a href="#">+</a> Add to wishlist   <a href="#">☰</a> View details</p>	 <p>ADDRESS CHANGE IN RC BOOK (4 WHEELER) LOCAL</p> <p><b>Add to cart</b></p> <p><a href="#">+</a> Add to wishlist   <a href="#">☰</a> View details</p>	 <p>ADDRESS CHANGE IN VALID DL (STATE TO STATE)</p> <p>Add to cart</p> <p><a href="#">+</a> Add to wishlist   <a href="#">☰</a> View details</p>
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## STEP 2. 11 – ACCESS SERVICE

A window will open for additional information  
Type in the grey box if you wish to provide any other information  
After finishing Click on CONTINUE as shown below



The image shows a screenshot of a web application interface. A modal dialog box titled "Provide Required Information" is open, overlaying a product listing. The dialog box has a white background and a grey border. It contains a label "My Request \*" followed by a large, empty, light grey text input field with a blue border. Below the input field is an orange button labeled "Continue". The background shows two product cards, each with the text "ADDRESS CHANGE IN RC BOOK (2 WHEELER) LOCAL" and an "Add to cart" button with a shopping cart icon.

Provide Required Information

My Request \*

Type additional information here

Continue

ADDRESS CHANGE IN RC BOOK (2 WHEELER) LOCAL

ADDRESS CHANGE IN RC BOOK (4 WHEELER) LOCAL

Add to cart



Add to cart



# STEP 2.12 – ACCESS SERVICE

Now you can see the service is added to the cart  
Click on CHECK OUT as shown below to proceed for payment

Home > Shopping Cart

Item	Price	Quantity	Total
 ADDRESS CHANGE IN RC BOOK (4 WHEELER) LOCAL	On request	+ 1 -	

[Check Out](#)

# STEP 2.13 – ACCESS SERVICE

Confirm the shipping address  
Click on Generate request and get a quote to proceed further

## Shipping Address

Title

Name

Email

Address 1

Address 2

State

ZIP

Phone

Mobile

Fax

## Order Remarks

Remarks

Notes about your order, Special Notes for Delivery

## My Request

[Generate Request & Get a Quote](#)

# STEP 2.14 – ACCESS SERVICE

Confirm the shipping address

Choose the mode of payment

Click on Generate PAY NOW to make the payment

<h3>Shipping Address</h3> <p>Title</p> <input type="text"/> <p>Name</p> <input type="text" value="sheshadri srinivas"/> <p>Email</p> <input type="text" value="sheshadri.s@lesconcierges.co.in"/> <p>Address 1</p> <input type="text"/> <p>Address 2</p> <input type="text"/>	<h3>Order Remarks</h3> <p>Remarks</p> <input type="text" value="Notes about your order, Special Notes for Delivery"/>  <h3>Payment Options</h3> <p><input checked="" type="radio"/> Credit Card / Debit Card / Online Transfer (PayTM)</p> <p><input type="radio"/> Direct Bank Transfer</p> <p><input type="radio"/> Cheque Payment</p> <p><a href="#">Pay Now</a></p>
---	---

## STEP 2.15 – ACCESS SERVICE

You will be redirected to payment gateway

Pay the amount

You can see your order number

You will receive the quote from our backend team to make the payment

Select a payment method

---

Debit Card >

Credit Card

Net Banking

Your payment details are secured via 128 Bit encryption by Verisign

ENTER DEBIT CARD NUMBER

EXPIRY DATE

MM ▼ YY ▼

CVV

Pay now [Cancel](#)

## STEP 2.16 – SELECT SERVICE

You will be able to see the Order Number

[Home](#) [Hi sheshadri](#) ▾ [Services](#) [Ask your Concierge](#) [Offers](#)

Your Request ID for E STAMP PAPER Rs.10 is - LCT170111119. Expected delivery date is - 20-01-2017 18:54. Use this for future reference.



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