# USER MANUAL



# MUNDRA CUSTOM BROKER ASSOCIATION

## RENEWAL PROCESS

# RENEWAL PROCESS

## USER MANUAL

Open Your browser and type : http://www.themcba.com



Click on Member Login on the top Right corner highlighted.
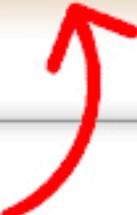
# RENEWAL PROCESS

## USER MANUAL

Enter your MCBA Username & Password.

## LOGIN

Enter Your Username

Enter Your Password

☐ Keep me signed in

**LOGIN**

Forgot Password ?

# RENEWAL PROCESS

## USER MANUAL

Once login, you would get this menu at he top right corner under WELCOME tab.



Welcome | User Name ⌄

EDIT PROFILE
CFS PASSES
CONTACT MANAGER
CHANGE PASSWORD
MY GRIEVANCES
RENEW MEMBERSHIP
RECEIPT AND INVOICE
LOGOUT
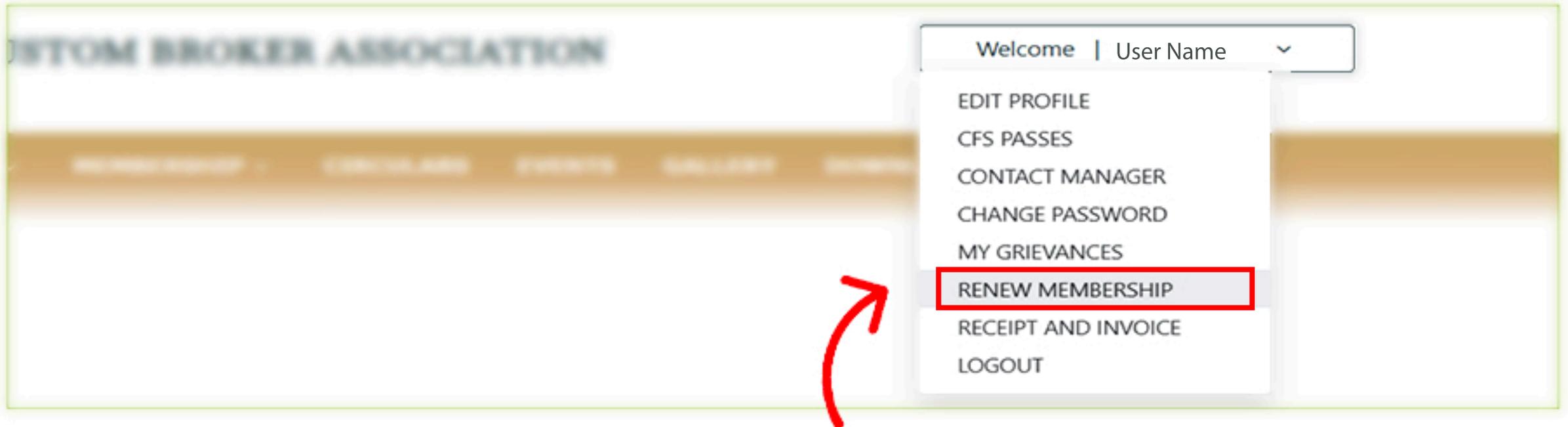
Click on RENEW MEMBERSHIP.

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1)  We shall esnure that we don't take much time for this. We want to ensure that all the data you provide is correct.

2)  We also request you to please keep all the files that would be required handy so that your session time do not get expires and you didn't refill the complete form.

3)  You may now start to apply for the Renewal Process

4)  Click any one Payment method

**RENEW MEMBERSHIP**

Pay with cheque | Pay Online
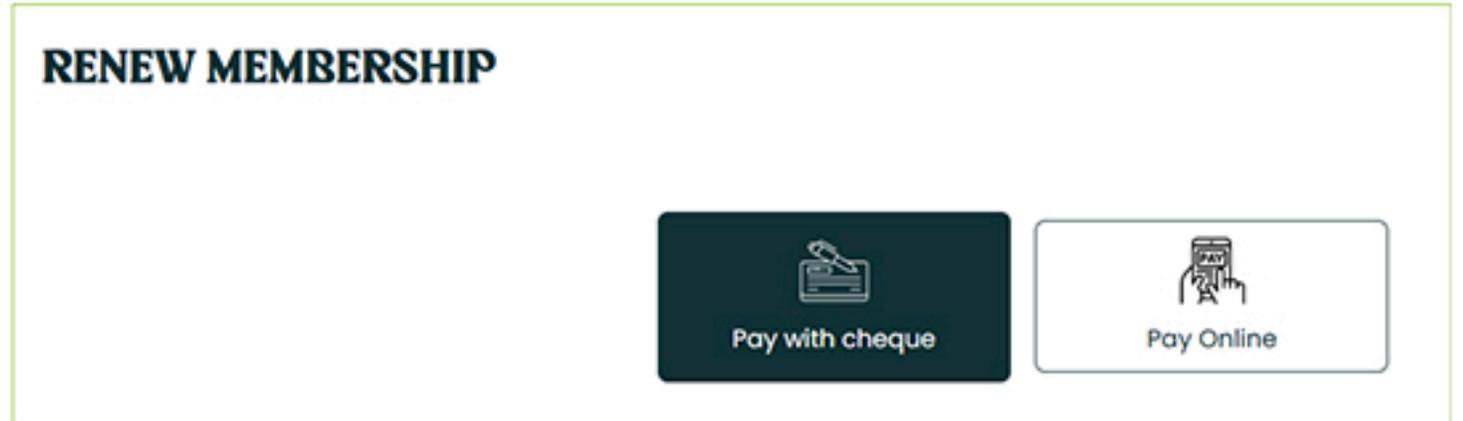
# RENEWAL PROCESS

Fill the correct Payment information through which you intend to proceed.

## MEMBER CHEQUE PAYMENT

○ Payment Method

| Cheque No./ UTR | Bank | Branch |
|---|---|---|
| | | |

| Date of Cheque | Amount | |
|---|---|---|
| 13/03/2025 | 5000 | Submit |

Once your payment information is done, click SUBMIT.

The MCBA team would then start the payment followup with bank and update you when they get the payment and process your application.

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Click on the download pdf button.



MUNDRA CUSTOM BROKER ASSOCIATION

Welcome | Madhavi Bharaskar ⌄

HOME    ABOUT MCBA ⌄    MEMBERSHIP ⌄    CIRCULARS    EVENTS    GALLERY    DOWNLOAD    CONTACT US

**THANK YOU**

**WE HAVE RECEIVED YOUR RENEWAL MEMBERSHIP AMOUNT.**

Download Receipt ⬇

Download Invoice ⬇
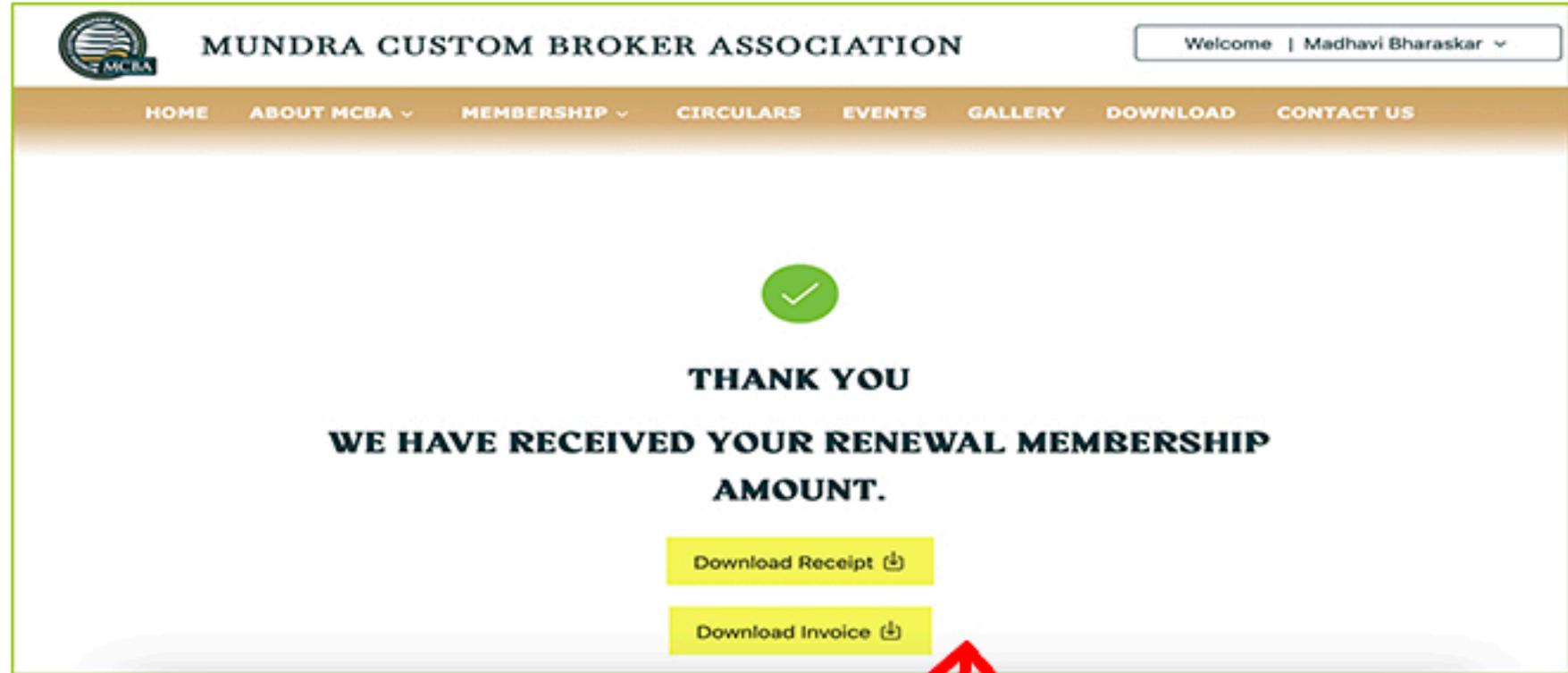
Take a print of the PDF file which you have downloaded. (Application request letter)

Sign the print our and send this to MCBA along with your payment advice.

You can track your application status by logging into https://themcba.com/ > Login -> My account -> RENEWAL PROCESS.

In case of any issue, please send us an email to info@themcba.com

## THANK YOU 👍