

Step for DDO to Onboard and use the Meghalaya eBilling System.

1. DDO are requested to write an application to the Treasury Officer mention in the DDO Code and valid eMail ID.
2. Treasury Officer will onboard the DDO on the Meghalaya eBilling System on the link <https://ebilling.megfinance.gov.in/>
3. DDO will login in the above URL with the above mention email and the default password will be the DDO Code (9 digit).
4. Once login the DDO Admin will be ask to change the Password.
5. The DDO admin will have to login to <https://ebilling.megfinance.gov.in/> with the email and the new password (refer to step 4)
6. DDO admin will have to create minimum 2 user
That is the maker and the checker users
Valid email IDs for the maker and the checker users is required for registration.
7. The DDO admin will also assigned roles for each user operating the application.

DDO ADMIN LOGIN

e-mail@nic.in

(email mention by the DDO in step 1 above)

default password: DDOCODE

DDO ADMIN Modules:	New User
<ul style="list-style-type: none"> • DDOAdmin 1. New User 2. User Module 3. Set Bill No Sequence 	<ul style="list-style-type: none"> • User Code is auto-populated • User Name is Name of User • Email Address is e-mail Address of User • Role is always Operator • Click on Create Use
User Module	
Maker	Checker
<ul style="list-style-type: none"> • Select User from Select Input • Tick the checkbox based on Modules Used by the User • For Maker modules are: <ol style="list-style-type: none"> 1. Bill Preparation 2. Payee Registration 3. Treasury Objected Bills 4. Form TR 5. Payee List 	<ol style="list-style-type: none"> 1. Bill Approval 2. Payee Verification 3. Form TR 4. Payee List 5. Deactivated Bills

For preparing and finalizing Bills please contact Treasury Office.