# Nepal Rastra Bank Central Office Monetary Management Department Baluwatar, Kathmandu

## Foreign Employment Saving Bond Client End User Guide

Application URL/Link: <a href="https://obss.nrb.org.np/saving/">https://obss.nrb.org.np/saving/</a>

# 1. Landing Page or Home Page:

The landing page lists the notice for the application of Citizen Saving Bond and Foreign Employment Saving Bond as shown in the figure below:



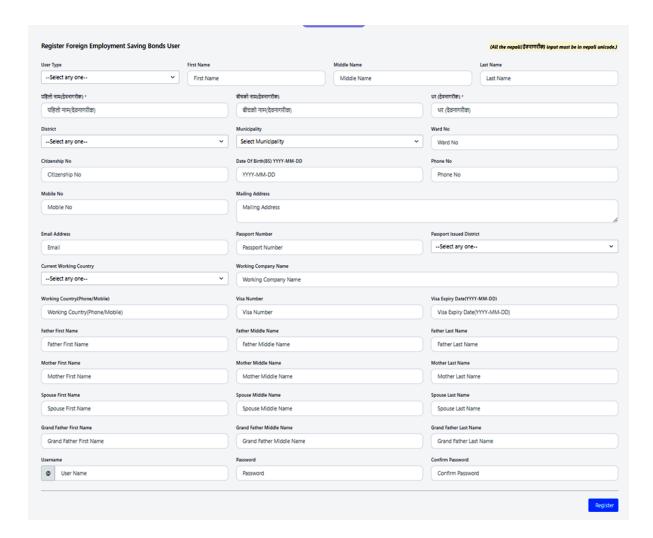
# 2. Apply Action Button:

Upon clicking on the **Apply** action button, the system is redirected to the login page as shown in the figure below. If user has already registered, then they can proceed after logging in the system.

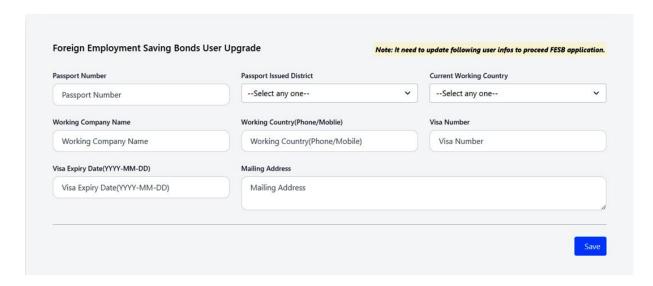
User Name				
User Name Here				
Password				
Password here				
Login				
Don't have a Citizen Bon	d Account? Register C	itizen Bond Accou	nt	
			n Employment Bond Acc	

### 3. User Registration:

However, if the applicant has not registered before, then they need to register as shown below:

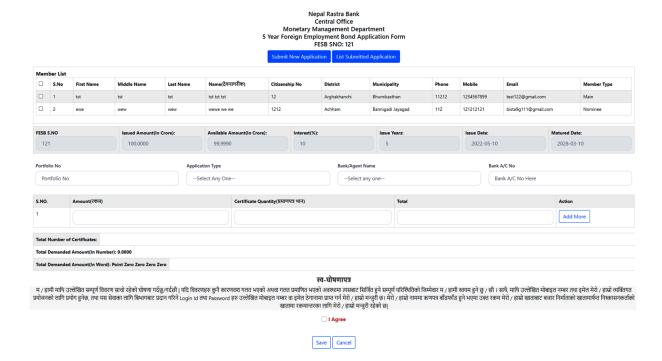


- a) Type all the information required for registration.
- b) Type the name asked to be filled in **Nepali language** in Standard Unicode font.
- c) The applicant must have unique mobile number, email id and user name. The system prohibits the duplication of these entities.
- d) Either **mobile number** or **email id** can be used in place of **username** to log into the system.
- e) If the applicant wishes to apply as **Joint members** (And / Or), then at first registration of the main user should be done. After registration, the system asks for the registration of the remaining members. More members can be added by clicking on **Manage Members** button upon logging in. Similar process can be followed if the applicant wishes to apply the saving bond in the name of minors.
- f) If the applicant has already registered as a Citizen Saving Bond User, then they need to further fill some remaining information if they wish to apply to Foreign Employment Saving Bond as well.



# 4. Application Submission Form Navigation:

- a) Once logged in, click on home page of main menu or Foreign Employment Saving Bond menu.
- b) Click on **Apply** action button which redirects the system to the application submission page.
- c) Click on **Submit New Application** Button.



- d) In order to apply, **Select Application Type**, **Bank Name** and fill up **Bank A/C Number** as well as **Portfolio Number** (if available).
- e) Fill in the applied **Amount**, **Quantity of Certificates** required of that amount. Click on **Add More** if you wish to apply more.
- f) After filling up these information, click on **Submit** button to submit the application.

g) To list all the submitted application, click on List Submitted Application button.

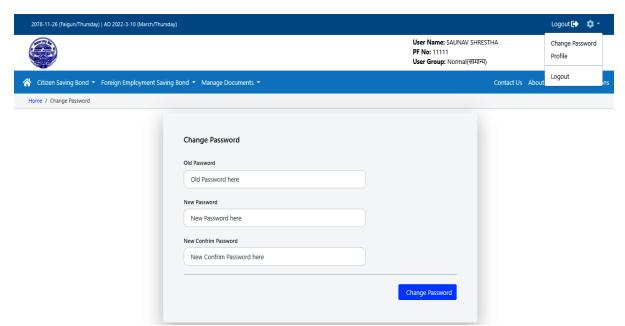
## 5. Document Upload:

- a) The applicant must upload all the required document through Manage Document tab.
- b) After choosing the file, click on **Upload** button.
- c) The applicant can also view the document by clicking on Click Here to View button.
- d) They can also download the document by clicking on **Download** button.



#### 6. Change Password

Applicant can change their password by clicking on the setting button on the right top end of their account. By clicking on the **Change Password** button, the following page appears. Applicants can simply type the desired password and the click on **Change Password**.



#### 7. Reset Password

If the applicant forgot their password, then they can reset their password by clicking on **Forget Password** on the **Log In** Page. They can either type their registered Username or their Email address to reset the password. The system then sends the link to reset the password to their registered email address.