**Help Manual for EC-SQUAD (THEORY EXAM) Team Creation by Visiting Squad Institute/ Parent Institute**

**Step 1 : go to** [**www.msbtebill.com**](http://www.msbtebill.com) **website**

**Step 2 : Login to Institute /Exam Center Login window**



**Step 3 : Click on Theory Exam Vigilance Squad Team Creation link . (Note this link will be shown to only those institutes/EC which are set as parent institute by RBTE in RBTE login – EC-Squad Module)**

**Step 4 : Email Verification through OTP , while accessing this link email verification is mandatory .OTP will be sent to principals authorized email id provided by msbte. Kindly check inbox as well as Spam Folder for OTP.**



**Step 5 : Create EC-Vigilance Squad Team like below**



Team Password will be sent on email and on mobile by SMS to Chairman.

Step 6 : Reset Team Password - If chairman do not get password , you can reset password of team by using **reset team password link**

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**Step 7 – Team Report**

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**Step 8 – Allocate Institutes to EC Vig.Squad Team.**

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**Step 9 – Institute Allocation Report - Institute can print the allocation report from here**

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**Step 10 – Send order to Chairman by email as below**

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**In preview Order – If mail is not sent, Order number and Order Date will not be shown**

**Order is sent by email, Preview order will show proper order/outward number and order date.**

**Step 11 – Institute / Exam Center can check allocated institutes/EC by RBTE to be visited by Squad and can print report**

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**IF any Query, kindly contact on 8308825860 / 7588685522 or you can send message on WhatsApp also for technical support.**