User Manual for OCAS Applicants

Contents

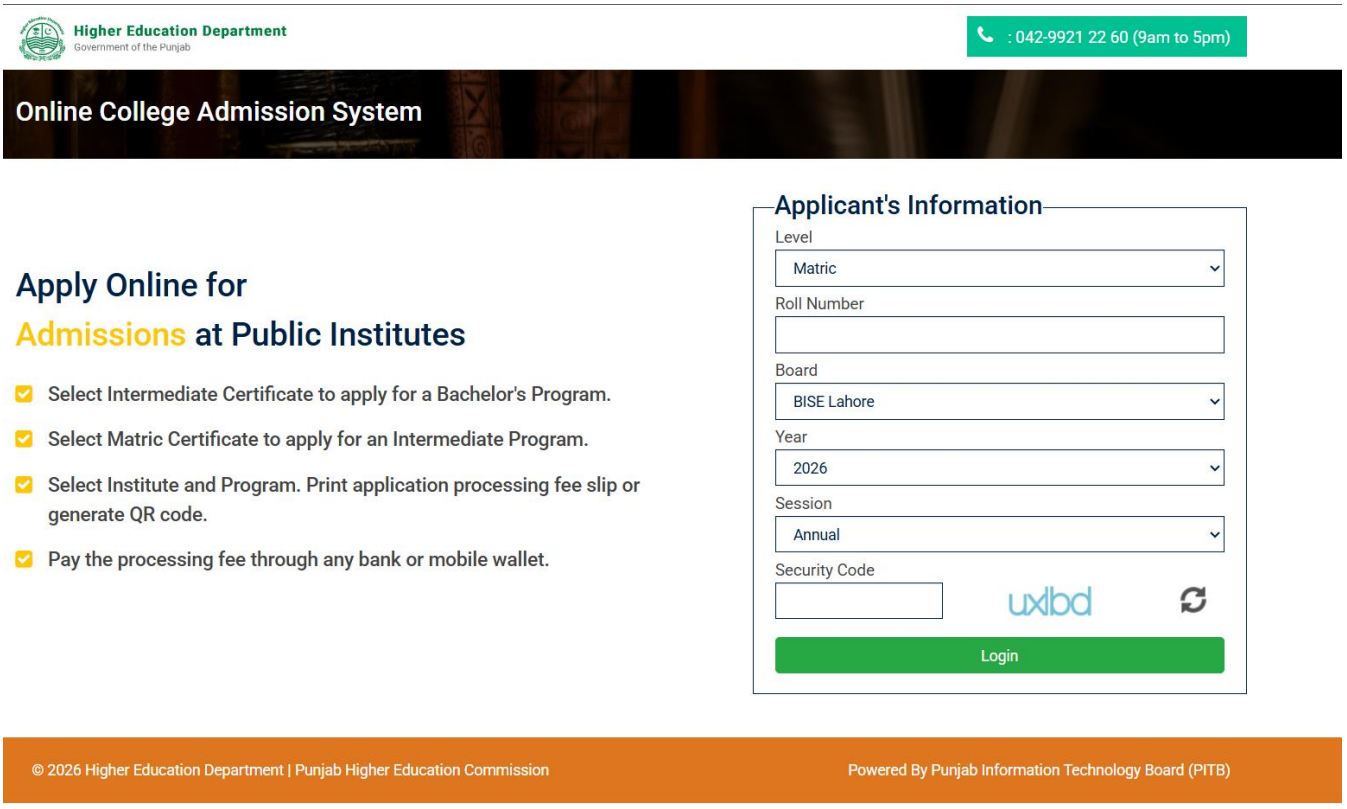
How to Login 3
Applicant Information Page 4
View Personal Information 4
Check Status of Applications 5
Fee Submission Process 6
Creating a new Application 8
HED Helpline 11

How to Login

Applicants can access the Online College Applications System by going to www.ocas.punjab.gov.pk and pressing on *'Apply Online'*, from any computer that is connected to the Internet, as shown below:

In order to log into the system, applicants must provide following information;

- Certificate (Default set as Intermediate)
- Roll Number
- Board
- Year
- Session
- Random Generated Security Code

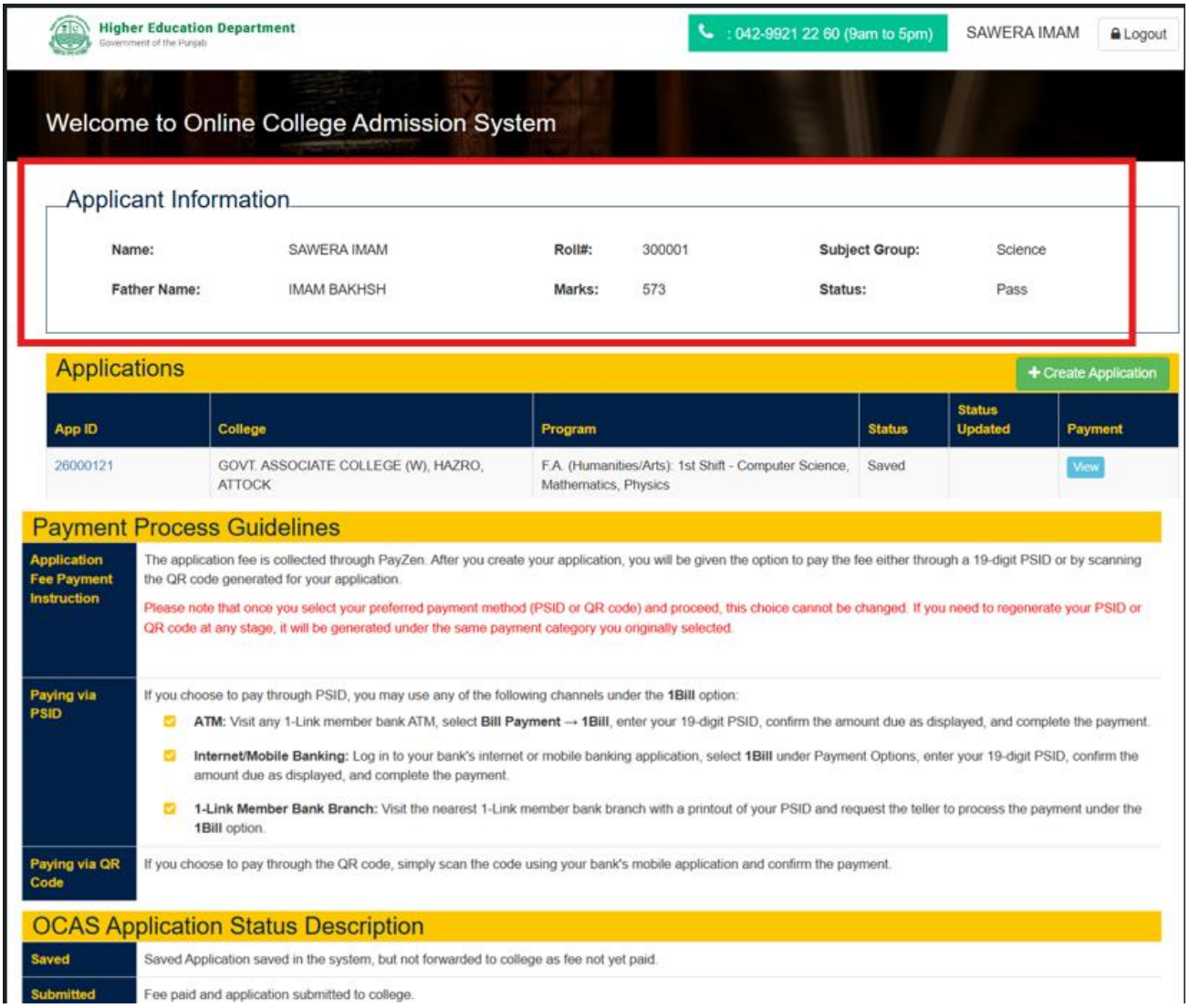


Applicant Information Page

When an applicant logs into the system, Applicant Information Page is displayed

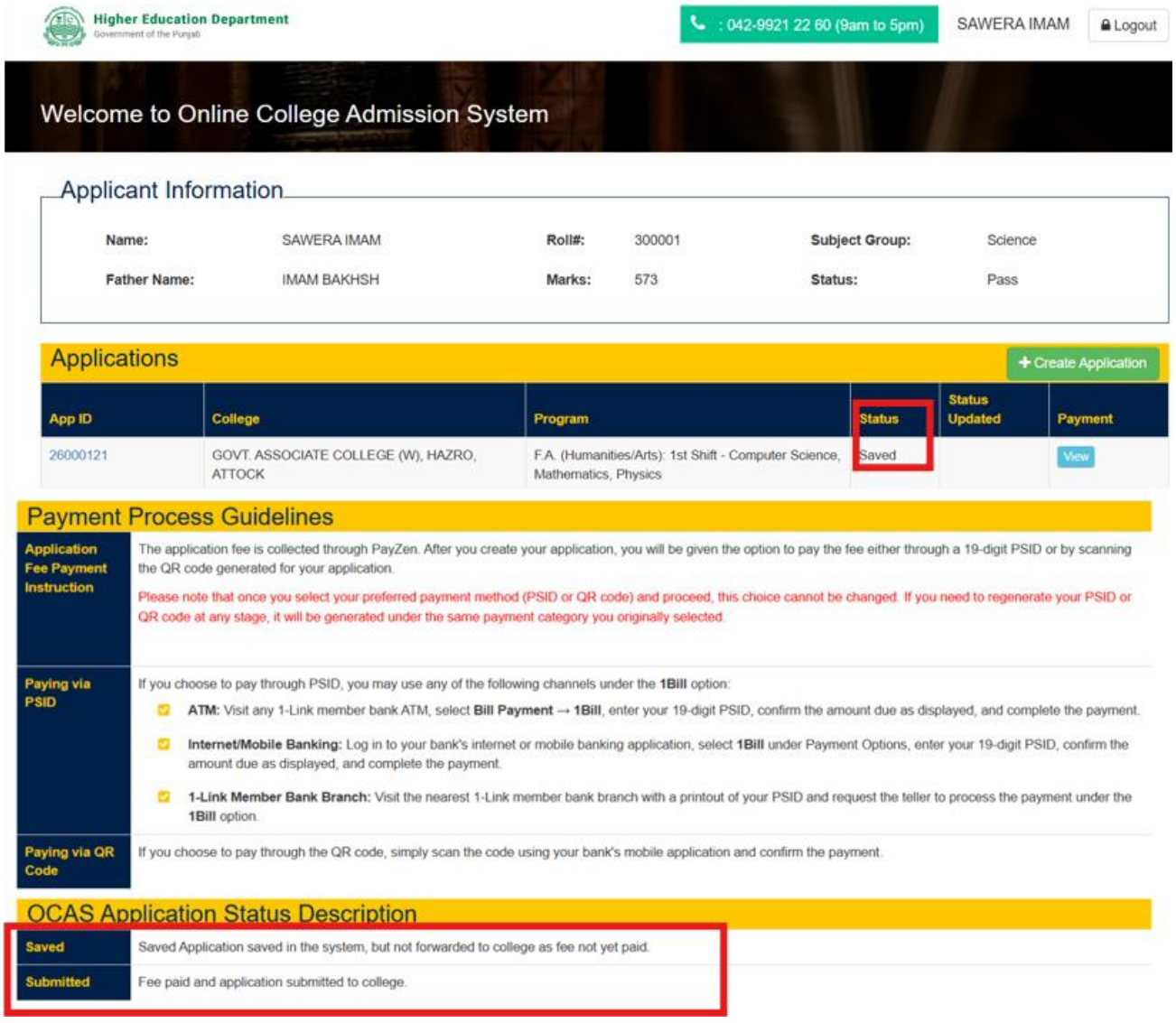
View Personal Information

Applicant can view his/her Personal Information related to his/her enrollment with the relevant Board of Intermediate and Secondary Education of Punjab.



Check Status of Applications

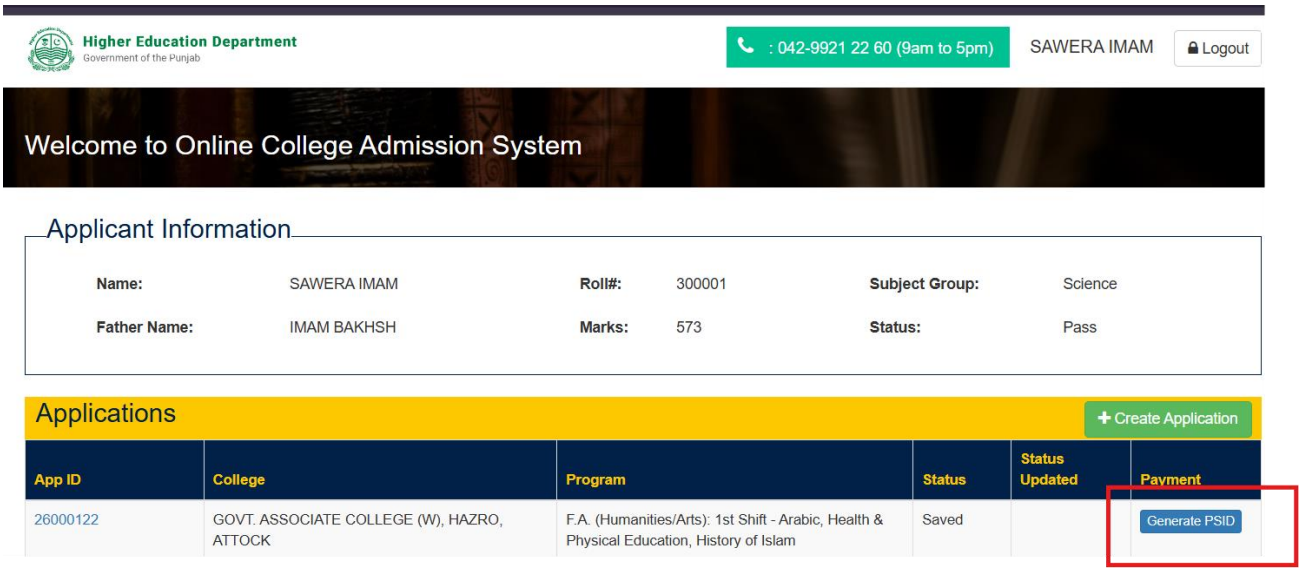
Applicant can view all the applications he/she has created



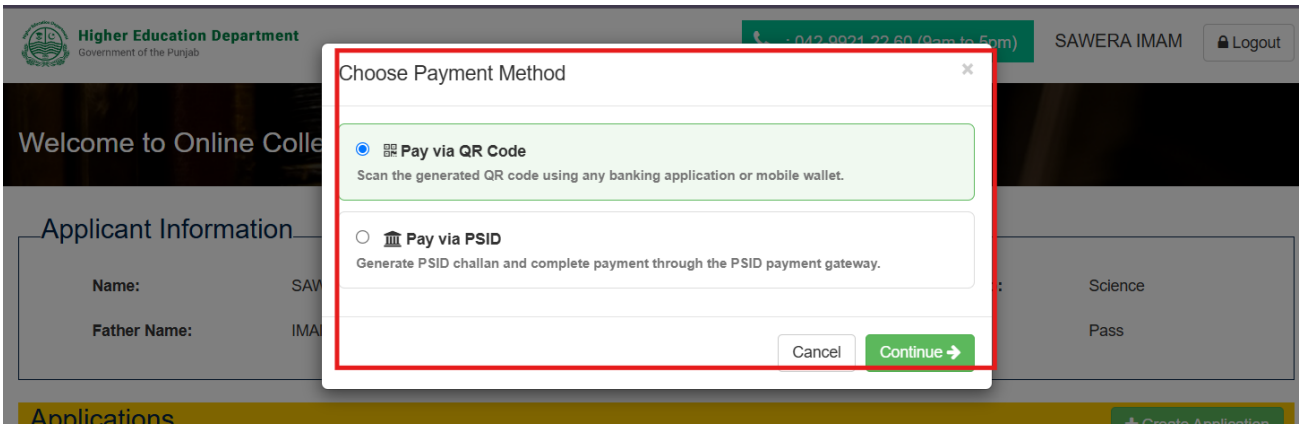
Fee Submission Process

Application fee is Rs. 25 per application.

After you create your application, click '*Generate PSID*' to proceed with payment.



A "Choose Payment Method" window will appear, allowing you to select either Pay via QR Code or Pay via PSID.

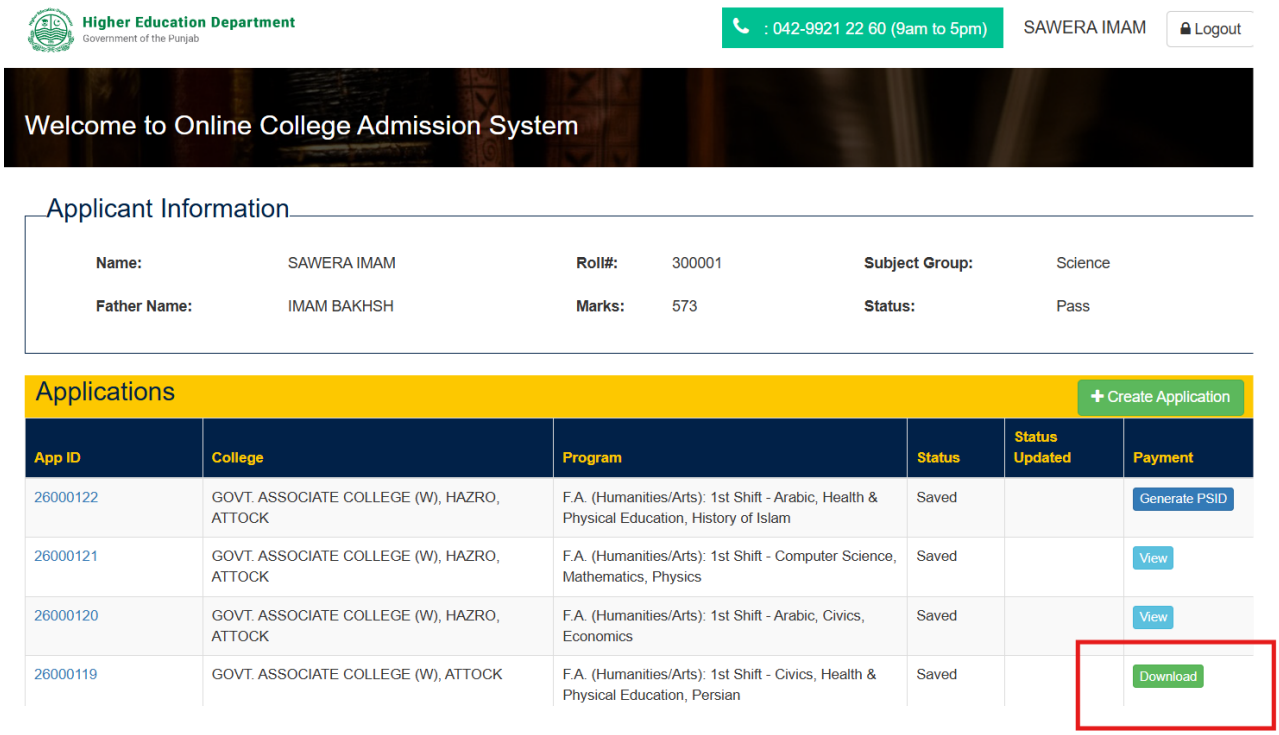


Please note that once you select your preferred payment method (PSID or QR code) and proceed, this choice cannot be changed. If you need to regenerate your PSID or QR code at any stage, it will be generated under the same payment category you originally selected.

A. Paying via PSID

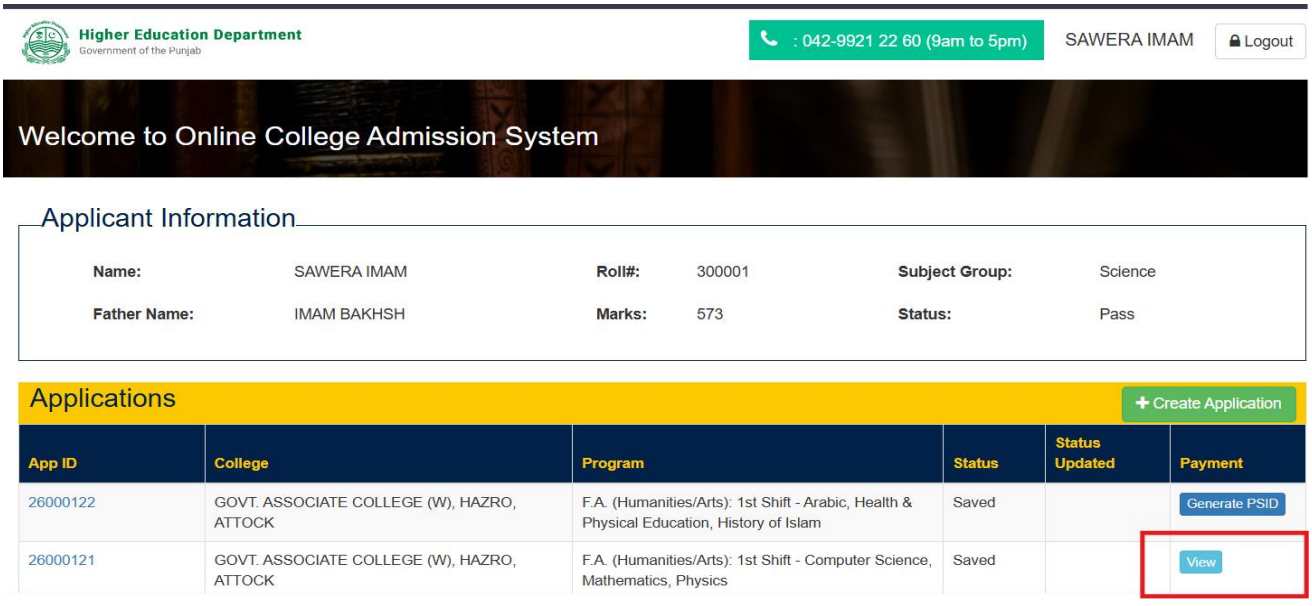
If you choose to pay through PSID, after downloading the challan form, you may use any of the following channels under the "1Bill" option:

- ATM: Visit any 1-Link member bank ATM, select Bill Payment → 1Bill, enter your 19-digit PSID, confirm the amount due as displayed, and complete the payment.
- Internet/Mobile Banking: Log in to your bank's internet or mobile banking application, select 1Bill under Payment Options, enter your 19-digit PSID, confirm the amount due as displayed, and complete the payment.
- 1-Link Member Bank Branch: Visit the nearest 1-Link member bank branch with a printout of your PSID and request the teller to process the payment under the 1Bill option.



B. Paying via QR Code

If you choose to pay through the QR code, simply select 'View' scan the code using your bank's mobile application and confirm the payment.

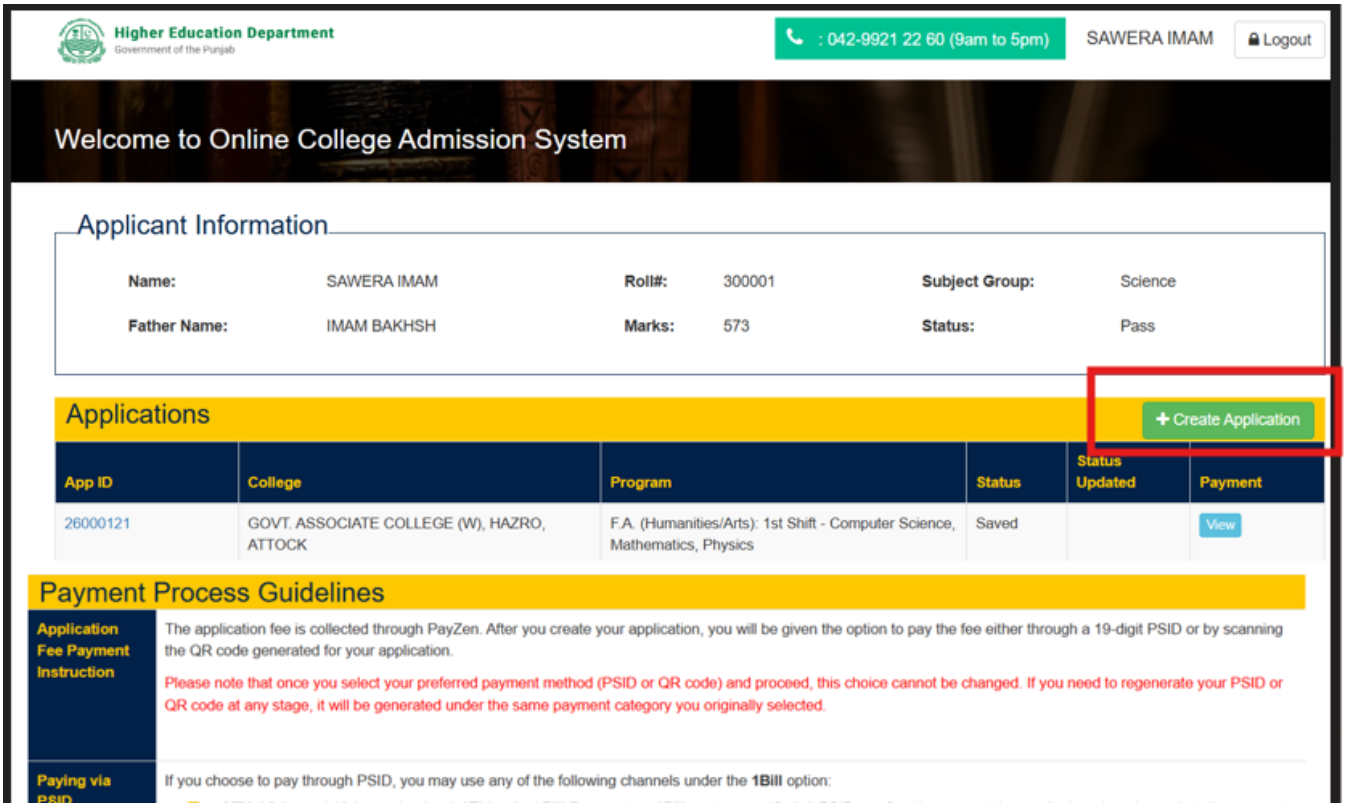


IMPORTANT NOTES:

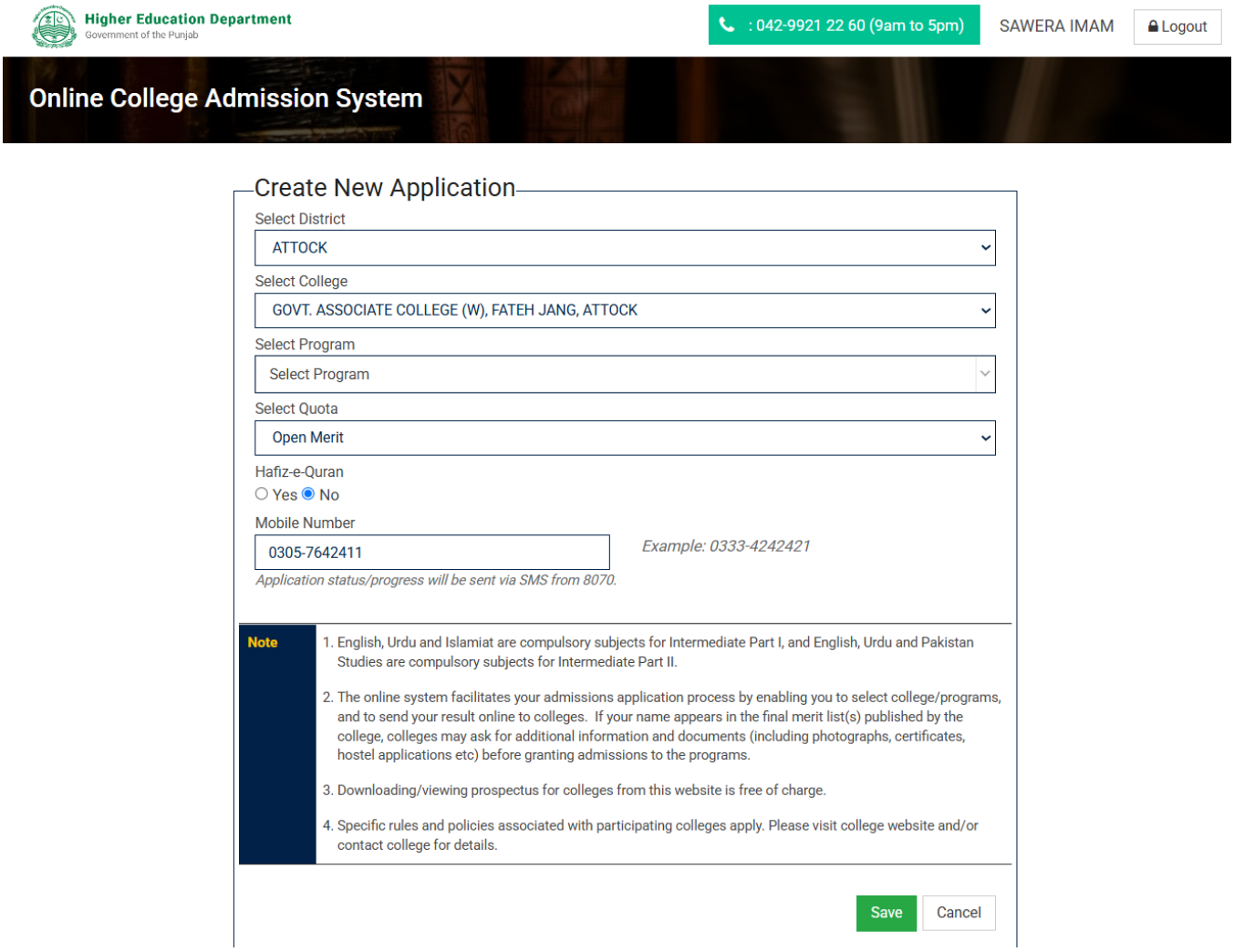
- Your application will not be forwarded to the college until the fee is paid. Simply saving the application does not complete your submission — payment via QR Code or PSID must be received and confirmed before your status changes to "Submitted."
- Status of application in the HEP portal should change from "saved" to "submitted" once the fee for the application has been paid and intimation has been received in the system. This can take up to 24 hours from the time the fee was paid.
- For future reference, applicants should retain their payment confirmation after paying the application fee via QR Code or PSID.
- Pay before the voucher expires. The expiry date/time on your fee voucher is the last date to apply to the college. Applications with an unpaid or expired voucher will not be considered, and no extension will be granted after expiry.

Creating a new Application

Applicant can apply online to any program of a participating college of his/her preference, by pressing *'Create Application'*, as shown below.



Once the user clicks on the *'Create Application'* button, they are directed to the following screen



Applicants may apply to any college by performing the following steps:

1. Select District. Districts will be displayed in the dropdown.

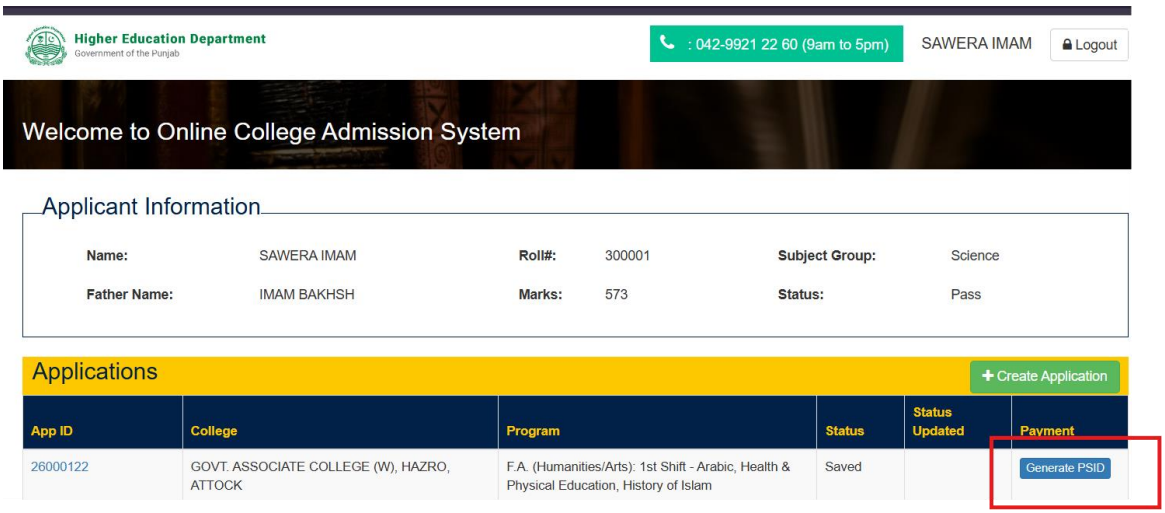
2. Select College. The college located in the district selected in the previous step will be displayed.

3. Select Program. Programs offered by the college (chosen in the previous step) will be shown

4. Click Hafiz-e-Quran. Applicant may check this option if he/she is a Hafiz-e-Quran.

5. Press 'Save' to save the application in the system

The applicant can click '*Generate PSID'* to proceed with payment.



HED Helpline

For general queries on the online college application system, or to log your complaints, you can call the OCAS helpline (042-99212260) – 6 days a week, 9 am to 5 pm

- Complainant may call back in case the problem has not been resolved