



**Chennai Port Trust (ChPT)**  
**Implementation of RFID BASED HEPS**  
Harbor Entry Permit System

**Port User's Manual for**  
**RFID based Harbor Entry Permit System**

Submitted by:

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## Version History

Version No.	Date	Modified By	Modifications Made
1.0	25-Oct-2019	Giri Parthasarathy / Samraj	Initial Draft Version
1.1	09-Dec-2019	Giri Parthasarathy / Samraj	User Registration
1.2	10-Dec-2019	Giri Parthasarathy / Samraj	Pass request
1.3	26-Dec-2019	Giri Parthasarathy / Samraj	Pass request Criteria



**List of Abbreviations:**

Abbreviation	Description
HEPS	Harbor Entry Permit system
RFID	Radio Frequency Identification



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## Key Procedures:

1. One Time User Registration
2. Account Recharge
3. Card Request
4. Pass Request
5. Card Mapping

**Note** : HEP Includes QR Code pass for daily and RFID based cards for monthly and yearly pass



## 1. User Registration:

Enter URL: <https://gatepass.chennaiport.gov.in>

Click on User Registration link and provide all the relevant field details in user registration form along with supporting documents in the relevant space provided in the form.

There are around 33 User Type among them select your respective User Type.

CHENNAI PORT TRUST

Visitor Pass Login Registration Pass Status Pass Request Application Form

### User Registration

#### General Information

User Type\*  
-- Select --  
Steamer Agent  
CHA  
Stevedore  
Importer/Exporter  
CFS  
Console Agents/Main Line Operators/Exporter  
Transporting Firms  
Associations  
Govt Departments  
Chipping and Painting  
Container Operator  
Contractor  
Co-Operative Stores  
Custom House and Steamer Agent  
Custom House Agent  
Department  
Labour licence  
Lunch Operation  
Lease and Plot holder

Name of the Entity\*

Mobile No.\*

Email\*

Communication Preference\*  
Phone

Preferred Phone Type  
Mobile

Address Line 2

Address Line 3

Address Line 4

City\*

Post Code\*

Activate Windows  
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MyBeat Plus | Sign in to Outlook | (20) WhatsApp | AgentRegistration - CHENNAI PC

Not secure | gatepass.chennaiport.gov.in/Account/Registration

CHENNAI PORT TRUST | Visitor Pass | Login | Registration

### User Registration

#### General Information

User Type\*  Name\*  Mobile No.\*  Email\*

Land line No.  Fax  Communication Preference\*  Preferred Phone Type

Upload Customs License & Port approval letter\*  
 adhar card.pdf

#### Address Information

Address Line 1\*  Address Line 2\*  Address Line 3\*  Address Line 4\*

Country\*  Region\*  City\*  Post Code\*

Windows taskbar: 4:19 PM 10/24/2019

MyBeat Plus | Sign in to Outlook | (20) WhatsApp | AgentRegistration - CHENNAI PC

Not secure | gatepass.chennaiport.gov.in/Account/Registration

#### Address Information

Address Line 1\*  Address Line 2\*  Address Line 3\*  Address Line 4\*

Country\*  Region\*  City\*  Post Code\*

#### Identification Information

Type	Identification No.	Id copy	Remark
GST *	<input type="text" value="123456789"/>	<input type="button" value="Choose File"/> adhar card.pdf <small>* Only.pdf documents are allowed and size upto 400kb</small>	<input type="text" value="GST Enclosed"/>
PAN *	<input type="text" value="123456789"/>	<input type="button" value="Choose File"/> 28-JUN-2019.pdf <small>* Only.pdf documents are allowed and size upto 400kb</small>	<input type="text" value="PAN Enclosed"/>
TAN	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <small>* Only.pdf documents are allowed and size upto 400kb</small>	<input type="text"/>

Windows taskbar: 4:20 PM 10/24/2019

Pan card should be mandatory field for registration of transport associations/firms



MyBeat Plus | Sign in to Outlook | (20) WhatsApp | AgentRegistration - CHENNAI PORT TRUST

Not secure | gatepass.chennaiport.gov.in/Account/Registration

only.pdf documents are allowed and size upto 400kb

### Contact Information

Title\*  First Name\*  Last Name\*

Mobile Number\*  Email\*

### Terms & Conditions and Privacy Policy

I/We hereby certify that the above permits are required only for our official purpose. We hold responsibility for identification and all the activities of the above mentioned persons/vehicles inside the port.

- I/We hereby certify that the above officials contract workers are covered under the legislations including Workmen's Compensation Act, employees contributory Provident Fund Act, ESI Act, Minimum Wages Act.
- I/We hereby declare that the Chennai Port Trust will not be held responsible for any accident/ untoward incidents occurred to the above persons during their presence inside the port premises

I Read and Accept Terms & Conditions.

Activate Windows  
Go to Settings to activate Windows.

© 2019 CHENNAI PORT TRUST

BEST VIEWED IN CHROME

Windows taskbar: 4:21 PM 10/24/2019



Please tick the terms and agreement button and click on submit.

**Contact Information**

Title\*  First Name\*  Last Name\*

Mobile Number\*  Email\*

**Terms & Conditions and Privacy Policy**

I/We hereby certify that the above permits are required only for our official purpose. We hold responsibility for identification and all the activities of the above mentioned persons/vehicles inside the port.

- I/We hereby certify that the above officials contract workers are covered under the legislations including Workmen's Compensation Act, employees contributory Provident Fund Act, ESI Act, Minimum Wages Act.
- I/We hereby declare that the Chennai Port Trust will not be held responsible for any accident/ untoward incidents occurred to the above persons during their presence inside the port premises

I Read and Accept Terms & Conditions.

**Submit**

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**BEST VIEWED IN CHROME**

VERSION: 17.03.11.6 UPDATED ON: 07/05/2017 01:00

Activate Windows  
Go to Settings to activate Windows.



System generates a Request Reference number (as highlighted in the below screen) upon the successful submission of the form. The reference no. shall be used for any subsequent query purpose.

The User Registration Request will be submitted for competent authority's approval.

CHENNAI PORT TRUST

Visitor Pass Login Registration

### User Registration

Your request reference number is: **CHPT03152**

#### General Information

User Type\*  
-- Select --

Name\* Mobile No.\* Email\*

Land line No. Fax Communication Preference\* Preferred Phone Type

Phone Mobile

Choose File No file chosen

#### Address Information

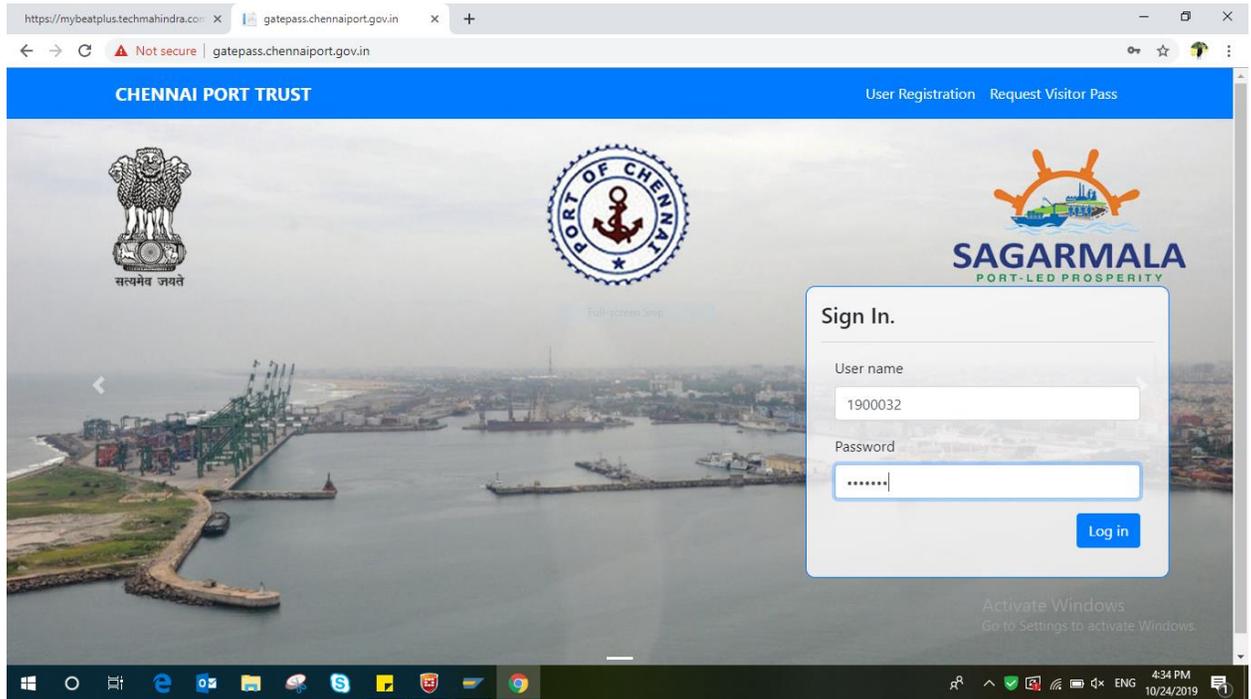
Address Line 1\* Address Line 2 Address Line 3 Address Line 4

Country\* Region\* City\* Post Code\*

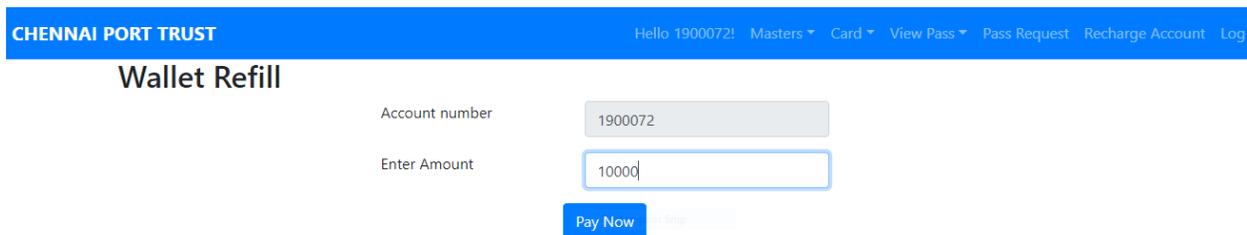
Activate Windows  
Go to Settings to activate Windows.



Upon Competent authority approval, a Login ID & Password will be generated and sent to the port user's registered mail id. Using the Login ID and Password, the port user shall raise request for Card / Pass, Check the status of the requests raised, Top-up wallet, Check wallet balance, etc.



Upon approval of user registration, the user has to recharge/debit the required amount in the wallet (online payment) so as to proceed further for RFID card request.





Enter the amount and click on Pay Now button

Enter the card details and click on pay Now button

The screenshot displays the 'Payment Details' section of the Port of Chennai website. On the left, there are two payment options: 'Debit/Credit Card' (selected) and 'Internet Banking'. The main area prompts the user to 'Please enter your card details'. It includes a 'Card Number' field with a 'Rectangular Snip' button and icons for VISA, MasterCard, and RuPay. Below this are 'Expiry Date/Valid Thru' fields for 'Month' and 'Year', and a 'CVV/CVC 4-DBC' field. A 'Name of the card holder' field is set to 'Name as on card'. There is a checked checkbox for 'Use your GSTIN for claiming input tax (Optional)'. A prominent yellow 'Pay Now' button is at the bottom, with a 'Cancel' link to its right. On the right side, the 'Order Summary' shows: Order No.: 091219192953, Merchant Name: Chennai Port Trust, Amount: 10000.00, Processing fee, GST, and Total. At the bottom of the summary, it shows 'APM ID: PG\_TRANS\_396' and a watermark for 'Activate Windows' with the text 'Go to Settings to activate Windows.'

Your amount will be shown to your dashboard on your registered ID



## 2. Card Request:

User can Request for new card by selecting the Card tab and click Request New card (as per the below screenshot).

The screenshot shows a web browser window with the URL <https://mybeatplus.techmahindra.com>. The page header includes 'CHENNAI PORT TRUST' and a user greeting 'Hello 1900032!'. A dropdown menu is open under the 'Card' tab, listing options: 'View Cards', 'Request New Card', 'Release', 'Card configuration', 'Relssue', and 'View card request'. To the right, a table shows account balances:

	Amount
Balance	10000.00
Amount Blocked	0.00
Available Balance	10000.00

Below the menu, four status boxes are displayed: 'Passes applied' (0), 'Waiting for action' (0), 'Approved passes' (0), and 'Rejected passes' (0). A transaction table is shown below:

#	Transaction Id	Payment Type	Amount	Transaction Type	Transaction For	Paid on
1	20158	Manual to up	10000	C	Manual payment done in counter	24-10-19 16:34

The Windows taskbar at the bottom shows the system tray with the date 10/24/2019 and time 4:34 PM.

There are 3 cards given as per the process

GREEN: Individual

RED: Driver

ORANGE: Vehicle



User can request for number of pre-owned cards based on the number of RFID cards assigned by the Port for individual, Driver & Vehicles separately as per the below screen. The card request screen will also display the amount with tax to be paid for the requested number of cards.

CHENNAI PORT TRUST Hello 1900032! Masters Card View Pass Pass Request Recharge Account Log off

### Request Pre Owned Card

User Code	1900032		
No of Person cards	<input type="text" value="2"/>	84.75	169.5
No of Driver	<input type="text" value="1"/>	84.75	84.75
No of Vehicle	<input type="text" value="1"/>	84.75	84.75
Gross Total		339.00	
GST		61.02	
Net Total		400.02	

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Windows taskbar: 5:09 PM 10/24/2019



Upon submitting the card request, a message displayed for successful submission of the request for approval by the competent authority.

Category	Quantity	Rate	Total
No of Person cards	2	84.75	169.5
No of Driver	1	84.75	84.75
No of Vehicle	1	84.75	84.75
<b>Gross Total</b>			<b>339.00</b>
<b>GST</b>			<b>61.02</b>
<b>Net Total</b>			<b>400.02</b>

Once the card request approved by the competent authority, the amount pertaining to the cards requested will be deducted from the wallet.

**NOTE:**

The user has to collect the RFID Card physically from Pass Section, Traffic Department of Chennai Port Trust.



### 3. Pass Request:

Documents Required for pass request:

Pass Type	Type of Card	Required Documents
Day	Person / Driver	<ol style="list-style-type: none"><li>1. Requisition Letter</li><li>2. Any Govt ID ( DL, PAN,Voter ID, Aadhar Card)</li><li>3. Driver Licence (Madatory for Driver)</li></ol>
	Vehicle	<ol style="list-style-type: none"><li>1. RC book</li><li>2. Insurance</li><li>3. PERMIT</li><li>4. Fitness certificate</li></ol>
MONTH/ YEAR	Person / Driver	<ol style="list-style-type: none"><li>1. Requisition Letter</li><li>2. Any Govt ID ( DL, PAN,Voter ID, Aadhar Card)</li><li>3. Police verification Certificate</li><li>4. Proof of employment</li><li>5. Copy of licence ( stevedore,CHA,Plot holder)</li><li>6. Passport</li><li>7. Driver Licence (Madatory for Driver)</li></ol>
	Vehicle	<ol style="list-style-type: none"><li>1. RC book</li><li>2. Insurance</li><li>3. Permit</li><li>4. Fitness Certificate</li><li>5. Request Letters</li><li>6. Tax</li><li>7. Emission Certificate</li></ol>



User can request for Passes for Individual, Drivers & Vehicles by clicking on Pass Request link.

Click the **Add more persons** link to request for pass for both individuals & Drivers

And

Click **Add more Vehicles** for Vehicle pass request.

Fill the Pass request details for Individuals, Drivers & Vehicles. Upload the relevant documents in the fields provided for the same (Pls. see the below screenshots for reference).

Photo should be uploaded in the JPG format. Maximum size limit is 40 KB

Other relevant document to be uploaded in PDF format. Maximum size is 400 KB



https://mybeatplus.techmahindra.com x PassRequestForCommercial - CH x +

Not secure | gatepass.chennaiport.gov.in/PassRequest/PassForNonCommercial

Current Balance Rs. 9599.98 Utilized Balance Rs.

Company Name ramparthi Purpose of Visit \* Inspection

Email Id remoram418@gmail.com Others

Mobile Number 8072048622 Authorised letter copy\* Choose File 28-JUN-2019.pdf View

DETAIL OF PERSONS: No of Persons 0

SNo.	Name	Proof Type	Pass Period	Date From	Date To	Amount	Edit
						Total Amount	Rs. 0

ADD MORE PERSON

DETAIL OF VEHICLES: No of Vehicles 0

SNo.	Reg. No.	Scanned Copy	Pass Type	No of Days	Date From	Date To	Amount	Edit
						Total Amount	Rs. 0	

Activate Windows  
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For the first time no need to enter the Card Number.

When you are applying the pass for the second time card number will be taken automatically

**New Person** \*All documents should be in .pdf format only

Type of HEP\* Personal Name\* parthii Aadhar Number\* 125767888989 Upload Aadhar(front&back)\* Choose File 30-AUG...19.pdf View

Card Number Enter the present RFID card number Mobile \* +91 5676898989 Email Id sam@gmail.com With Two Wheeler  TN03s3456

Nationality \* Indian Country \* INDIA Visa No.\* Visa number

Designation \* Employee Others Type of Id proof \* PAN CARD PAN CARD No. \* 343454556

Upload Photo\* Choose File photo.jpg Copy of Proof\* Choose File 30-AUG-2019.pdf View

Type of Pass *	Pass Period *	Date From *	Date To *	Total
Day	1 Days	31/10/2019 15:35	01/11/2019 05:59	5.90

Add Clear Close

Activate Windows  
Go to Settings to activate Windows.



After clicking Add button, the details entered will be added successfully.

DETAIL OF PERSONS: No of Persons 1

SNo.	Name	Proof Type	Pass Period	Date From	Date To	Amount	Edit
1.	sri	PAN CARD(122344566) <a href="#">View</a>	1 Days	24/10/2019 17:27	25/10/2019 05:59	Rs.5.90	<a href="#">Edit</a> <a href="#">Delete</a>
Total Amount						Rs. 5.90	

[ADD MORE PERSON](#)

DETAIL OF VEHICLES: No of Vehicles 1

SNo.	Reg. No.	Scanned Copy	Pass Type	No of Days	Date From	Date To	Amount	Edit
1.	tn03a5789 (Four wheeler)	<a href="#">View</a>	Day	1 Day	24/10/2019 17:27	25/10/2019 06:00	Rs.29.5	<a href="#">Edit</a> <a href="#">Delete</a>
Total Amount						Rs. 29.50		

[ADD MORE VEHICLE](#)

Activate Windows  
Go to Settings to activate Windows.

Read terms & conditions. Agree for request to be submitted for further competent authority's approval.



**TERMS AND CONDITIONS**

I/We hereby certify that the above permits are required only for our official purpose. We hold responsibility for identification and all the activities of the above mentioned persons/vehicles inside the port.

- I/We hereby certify that the above officials contract workers are covered under the legislations including Workmen's Compensation Act, employees contributory Provident Fund Act, ESI Act, Minimum Wages Act.
- I/We hereby declare that the Chennai Port Trust will not be held responsible for any accident/ untoward incidents occurred to the above persons during their presence inside the port premises.

Terms & Conditions\*

A confirmation message will be displayed upon successful submission of the pass request. Then the pass request will be sent for competent authority approval.

**CHENNAI PORT TRUST**

Hello 1900032! Masters Card View Pass Pass Request Recharge Account Log off

**Your Pass request is received successfully. Confirmation mail has been sent to your email**

Your Pass Id is: **2410190007**



Once the pass request approved by the competent Authority, a notification will be sent by the system for the approval of pass request to the user's registered mail id.

User then, login to HEP system using the user id and password, click on view pass in the menu bar and then click on Issue card.



## 4. Issue Card:

User then, login to HEP system using the user id and password, click on view pass in the menu bar and then click on Issue card.

CHENNAI PORT TRUST Hello 1900032! Masters Card View Pass Pass Request Recharge Account Log off

### Pass Request Details

Company Person Vehicle Payment

DETAIL OF PERSONS: No of Persons 1

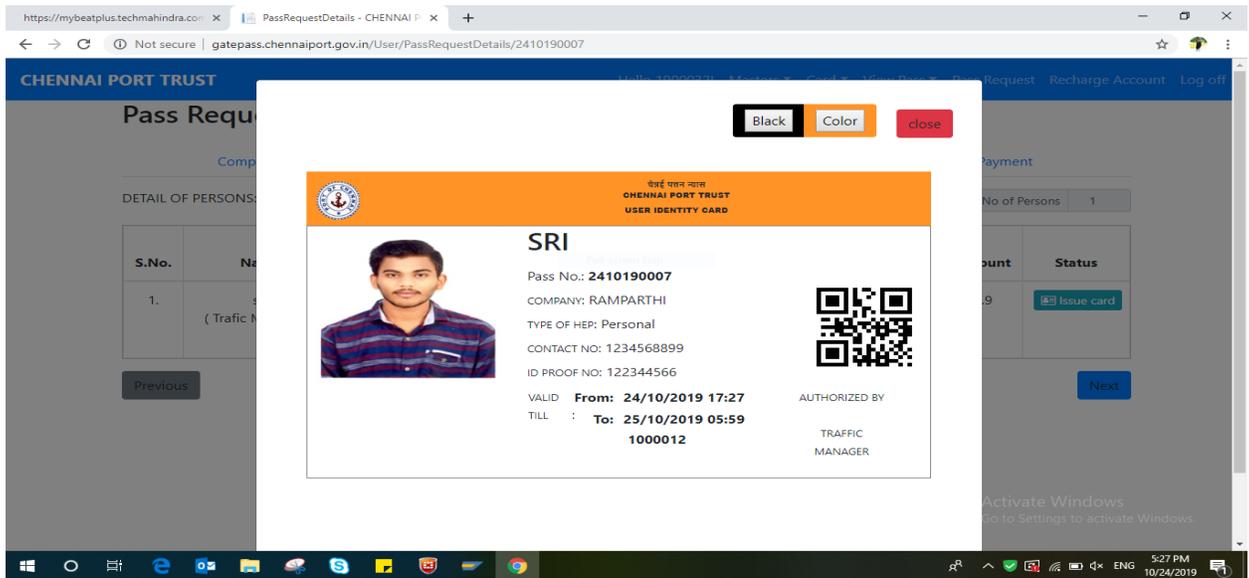
S.No.	Name	Pre Owned card	ID Proof type	Pass Period	Date From	Date To	Amount	Status
1.	sri (Traffic Manager)		122344566 (PAN CARD)	1 Day	24-10-2019 17:27	25-10-2019 05:59	5.9	Issue card

Previous Next

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Windows taskbar: 5:25 PM 10/24/2019

Finally, System will generate the QR Code, which contains the issued card details for individuals / Drivers.



Similarly, System will generate the QR Code, which contains the issued card details for vehicles.

System will generate the QR Code after mapping the RFID Card for the particular HEP for driver/vehicle/person.

After expiry of the period of HEP, the user can map the same RFID card to obtain another HEP for individual/driver/vehicle.

