



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:

**Tech
Mahindra**

**Plot No. 58 A & B,
Noida Special Economic Zone,
Uttar Pradesh-201305**

www.techmahindra.com



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



Table of contents

1. User Registration:	6
2. Card Request:	13
3. Pass Request:	16
4. Issue Card:	22



Key Procedures:

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

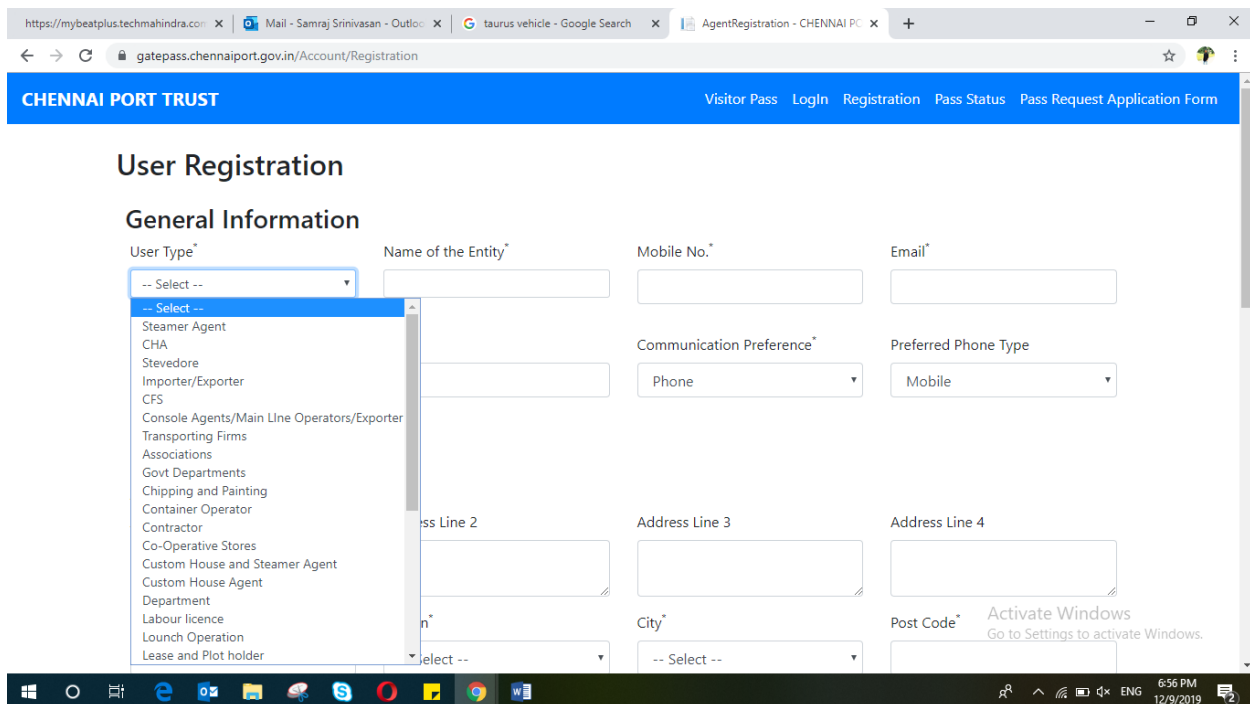
Note : HEP Includes QR Code pass for daily and RFID based cards for monthly and yearly pass

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
Go to Settings to activate Windows.



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*
Steamer Agent

Name*
PARTHI

Mobile No.*
8072048622

Email*
remoram418@gmail.com

Land line No.

Fax

Communication Preference*
Phone

Preferred Phone Type
Mobile

Upload Customs License & Port approval letter *
Choose File | adhar card.pdf

Address Information

Address Line 1*
81

Address Line 2
srm street

Address Line 3

Address Line 4

Country*
India

Region*
Tamil Nadu

City*
Chennai

Post Code*
600001

Activate Windows
Go to Settings to activate Windows.

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

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

Address Information

Address Line 1*
81

Address Line 2
srm street

Address Line 3

Address Line 4

Country*
India

Region*
Tamil Nadu

City*
Chennai

Post Code*
600001

Identification Information

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

Activate Windows
Go to Settings to activate Windows.

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.

[Submit](#)

Activate Windows
Go to Settings to activate Windows.

© 2018 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.

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

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

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.

[Full-screen Snap](#)

[Submit](#)

© 2019 - CHENNAI PORT TRUST

BEST VIEWED IN CHROME

Activate Windows
Go to Settings to activate Windows.

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

Windows taskbar: 4:22 PM 10/24/2019



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.

https://mybeatplus.techmahindra.com x AgentRegistration - CHENNAI PC x +

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

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

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.

The screenshot shows a web browser window with the URL <https://mybeatplus.techmahindra.com> and gatepass.chennaiport.gov.in. The page header includes "CHENNAI PORT TRUST" and links for "User Registration" and "Request Visitor Pass". The main content area features a large background image of a port with a ship. On the left, there is the State Emblem of India with the motto "सत्यमेव जयते". In the center, there is the "PORT OF CHENNAI" logo. On the right, there is the "SAGARMALA PORT-LED PROSPERITY" logo. A "Sign In" form is overlaid on the right side of the page. The form has two input fields: "User name" with the value "1900032" and "Password" with masked characters "*****". Below the password field is a "Log in" button. At the bottom of the page, there is a Windows taskbar with various application icons and a system tray showing the time as 4:34 PM on 10/24/2019.

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.

The screenshot shows the "Wallet Refill" page on the Chennai Port Trust website. The page header includes "CHENNAI PORT TRUST" and a greeting "Hello 1900072!". There are several links in the header: "Masters", "Card", "View Pass", "Pass Request", "Recharge Account", and "Log". The main content area is titled "Wallet Refill". It contains two input fields: "Account number" with the value "1900072" and "Enter Amount" with the value "10000". Below the "Enter Amount" field is a "Pay Now" button. The page is displayed in English and the system tray shows the time as 4:34 PM on 10/24/2019.



Enter the card details and click on pay Now button

100% 100% 100% 100% 100% 100% 100% 100% 100% 100%

Go to Settings to activate Windows.



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 the Chennai Port Trust user interface. The user is logged in as 'ramparthi' with ID 81 and email 8072048622 | remoram418@gmail.com. The 'Card' tab is selected in the top navigation bar. A dropdown menu is open, showing options: View Cards, Request New Card, Release, Card configuration, Relssue, and View card request. The 'Request New Card' option is highlighted. Below the user profile, there are four boxes showing the status of passes: Passes applied (0), Waiting for action (0), Approved passes (0), and Rejected passes (0). At the bottom, there is a table of transactions.

#	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

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

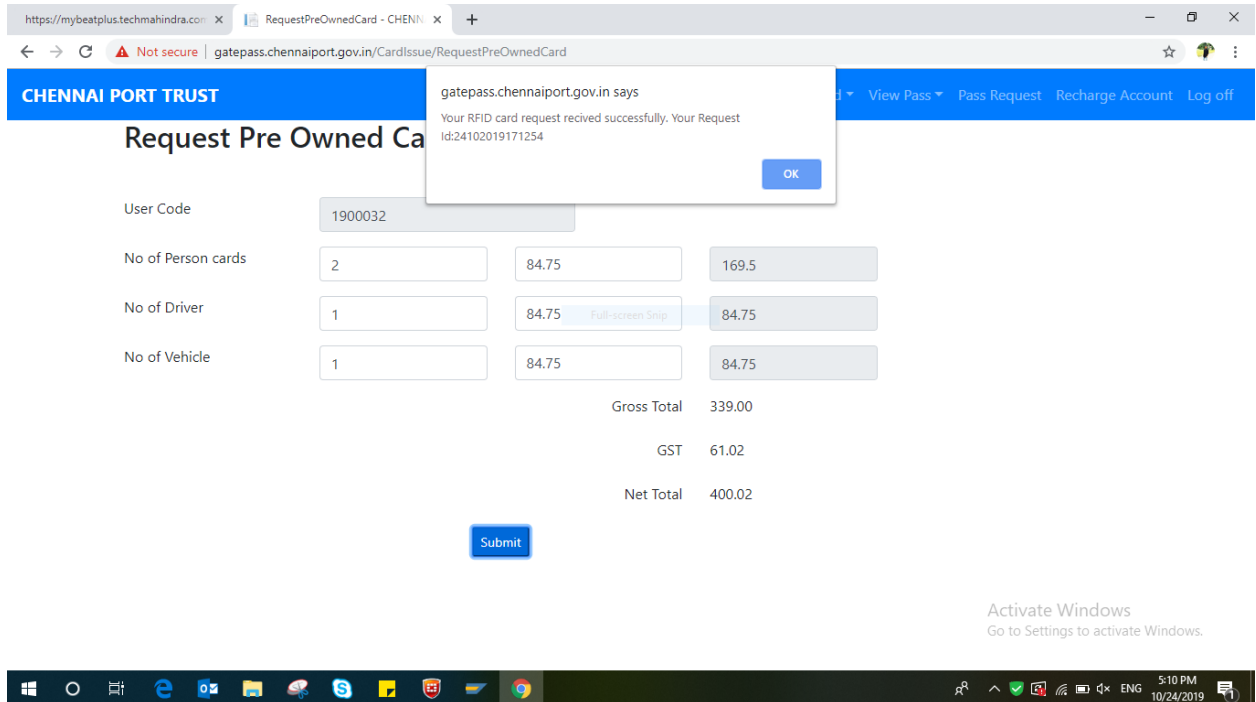
Gross Total	339.00
GST	61.02
Net Total	400.02

[Submit](#)

Activate Windows
Go to Settings to activate Windows.

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.



CHENNAI PORT TRUST

Request Pre Owned Card

User Code: 1900032

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

Gross Total: 339.00

GST: 61.02

Net Total: 400.02

Submit

gatepass.chennaiport.gov.in says
Your RFID card request received successfully. Your Request Id:24102019171254

Activate Windows
Go to Settings to activate Windows.

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	1. Requisition Letter 2. Any Govt ID (DL, PAN,Voter ID, Aadhar Card) 3. Driver Licence (Madatory for Driver)
	Vehicle	1. RC book 2. Insurance 3. PERMIT 4. Fitness certificate
MONTH/ YEAR	Person / Driver	1. Requisition Letter 2. Any Govt ID (DL, PAN,Voter ID, Aadhar Card) 3. Police verification Certificate 4. Proof of employment 5. Copy of licence (stevedore,CHA,Plot holder) 6. Passport 7. Driver Licence (Madatory for Driver)
	Vehicle	1. RC book 2. Insurance 3. Permit 4. Fitness Certificate 5. Request Letters 6. Tax 7. Emission Certificate



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: Fullscreen Copy 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
Go to Settings to activate Windows.

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.

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

← → ↻ ⚠ Not secure | gatepass.chennaiport.gov.in/PassRequest/PassForNonCommercial ☆ 📶

DETAIL OF PERSONS: No of Persons 1

SNo.	Name	Proof Type	Pass Period	Date From	Date To	Amount	Edit
1.	sri 	PAN CARD(122344566) View	1 Days	24/10/2019 17:27	25/10/2019 05:59	Rs.5.90	Edit Delete
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)	View	Day	1 Day	24/10/2019 17:27	25/10/2019 06:00	Rs.29.5	Edit Delete
Total Amount						Rs. 29.50		

[ADD MORE VEHICLE](#)

Activate Windows
Go to Settings to activate Windows.

Windows taskbar: 5:20 PM 10/24/2019

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



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

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

SNo.	Reg. No.	Scale	Date To	Amount	Edit
1.	tn03a5789 (Four wheeler)	View	10/2019	Rs.29.5	Edit
			9.50		

ADD MORE VEHICLE

Base Total: Rs. 30.00
Gross Total: Rs. 30.00
GST: Rs. 5.40
Net Amount: Rs. 35.40

Activate Windows
Go to Settings to activate Windows.

5:20 PM
10/24/2019

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.

I Agree Disagree

Terms & Conditions*

Apply Now

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

https://mybeatplus.techmahindra.com x PassRequestSuccess - CHENNAI x +

Not secure | gatepass.chennaiport.gov.in/PassRequest/PassRequestSuccess/2410190007

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**

Full-screen Step

Activate Windows
Go to Settings to activate Windows.

5:21 PM
10/24/2019



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

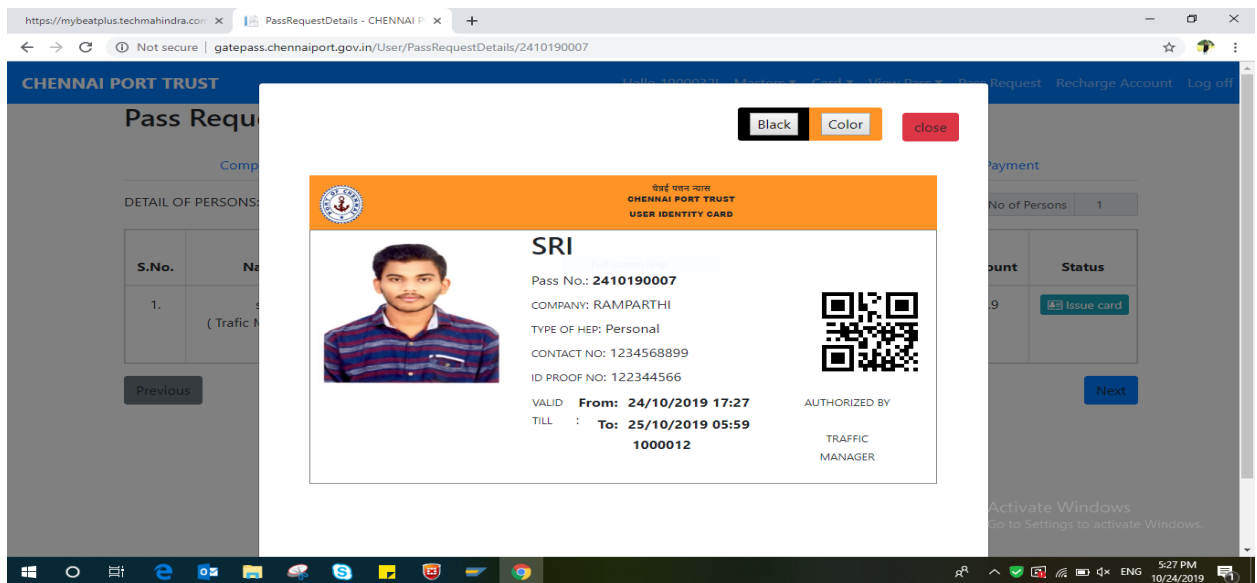
S.No.	Name	Pre Owned card	ID Proof type	Pass Period	Date From	Date To	Amount	Status
1.	sri (Traffic Manager)		122344566 (PAN CARD)	1 Day	24-10-2019 17:27	25-10-2019 05:59	5.9	Issue card

Previous Next

Activate Windows
Go to Settings to activate Windows.

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.

