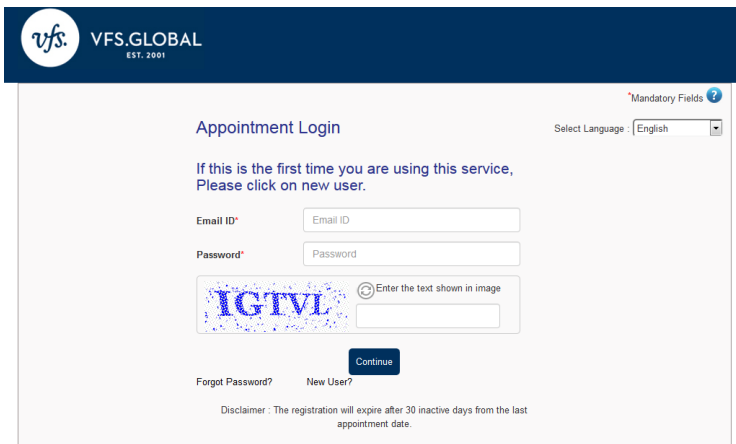


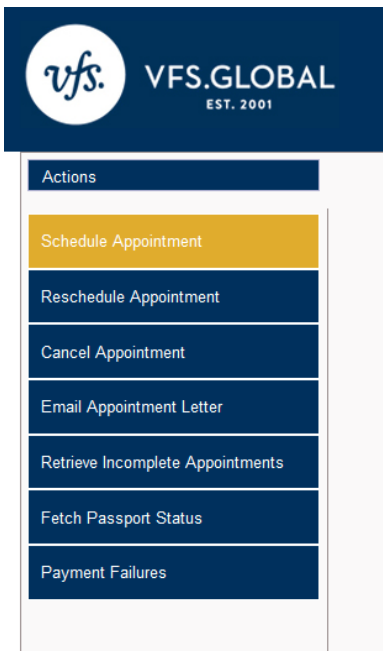
HOW TO SCHEDULE AN APPOINTMENT

1. Log in using your registered account.



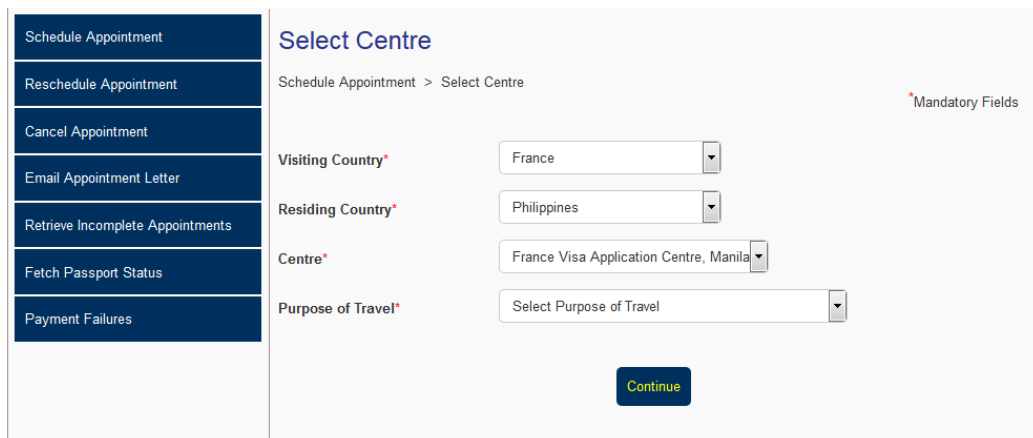
The screenshot shows the 'Appointment Login' page. At the top left is the VFS.GLOBAL logo with 'EST. 2001' below it. The page title is 'Appointment Login'. On the right, there is a 'Select Language' dropdown menu set to 'English' and a 'Mandatory Fields' icon. Below the title, a message reads: 'If this is the first time you are using this service, Please click on new user.' The form contains three input fields: 'Email ID*', 'Password*', and a CAPTCHA image with the text 'IGTVL'. Below the CAPTCHA is a 'Continue' button. At the bottom left, there are links for 'Forgot Password?' and 'New User?'. A disclaimer at the bottom states: 'Disclaimer : The registration will expire after 30 inactive days from the last appointment date.'

2. Click "Schedule Appointment".



The screenshot shows a vertical menu titled 'Actions' under the VFS.GLOBAL logo. The menu items are: 'Schedule Appointment' (highlighted in yellow), 'Reschedule Appointment', 'Cancel Appointment', 'Email Appointment Letter', 'Retrieve Incomplete Appointments', 'Fetch Passport Status', and 'Payment Failures'.

3. Select purpose of travel then click "Continue".



The screenshot shows the 'Select Centre' page. On the left is a sidebar with the same 'Actions' menu as in the previous step. The main content area is titled 'Select Centre' and has a breadcrumb 'Schedule Appointment > Select Centre'. On the right, there is a 'Mandatory Fields' icon. The form contains four dropdown menus: 'Visiting Country*' (set to 'France'), 'Residing Country*' (set to 'Philippines'), 'Centre*' (set to 'France Visa Application Centre, Manila'), and 'Purpose of Travel*'. A 'Continue' button is located at the bottom center.

4. Click **“Add Applicant”**. Note: Maximum of 5 Applicants can be added for a group appointment.

Schedule Appointment	<h2>Applicant List</h2> <p>Schedule Appointment > Select Centre > Applicant List</p> <p>Note: Maximum 5 Applicants can be added for group appointment</p> <p style="text-align: right;">Add Applicant</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Passport Number</th> <th>Date Of Birth</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="5" style="text-align: center;">No Applicants are added</td> </tr> </tbody> </table> <p>Note: If you are having issues scheduling your appointment please contact us at +63 2 790 4903</p>	First Name	Last Name	Passport Number	Date Of Birth	Actions	No Applicants are added				
First Name		Last Name	Passport Number	Date Of Birth	Actions						
No Applicants are added											
Reschedule Appointment											
Cancel Appointment											
Email Appointment Letter											
Retrieve Incomplete Appointments											
Fetch Passport Status											
Payment Failures											

5. Fill out the fields required. Click **“Submit”** then **“Continue”**.

Schedule Appointment	<h2>Edit Applicant</h2> <p>Select Centre > Applicant List > Edit Applicant</p> <p style="text-align: right;">*Mandatory Fields</p> <p>Passport Number* <input type="text" value="P0123456A"/></p> <p>Date Of Birth (DD/MM/YYYY)* <input type="text" value="16/08/1990"/></p> <p>Passport Expiry Date* <input type="text" value="16/08/2028"/></p> <p>Select Nationality* <input type="text" value="PHILIPPINES"/></p> <p>First Name* <input type="text" value="TEST"/></p> <p>Last Name* <input type="text" value="TEST"/></p> <p>Gender* <input type="text" value="Female"/></p> <p>Contact Number* <input type="text" value="+63"/> <input type="text" value="27904903"/></p> <p>Email ID* <input type="text" value="test@gmail.com"/></p> <p style="text-align: center;"> Back Reset Submit </p>
Reschedule Appointment	
Cancel Appointment	
Email Appointment Letter	
Retrieve Incomplete Appointments	
Fetch Passport Status	
Payment Failures	

Schedule Appointment	<h2>Applicant List</h2> <p>Schedule Appointment > Select Centre > Applicant List</p> <p style="text-align: right;">Reference Number: FRP8933263432</p> <p>Note: Maximum 5 Applicants can be added for group appointment</p> <p style="text-align: right;">Add Applicant</p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Passport Number</th> <th>Date Of Birth</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>TEST</td> <td>TEST</td> <td>P0123456A</td> <td>16/08/1990</td> <td>Edit Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Continue</p> <p>Note: If you are having issues scheduling your appointment please contact us at +63 2 790 4903</p>	First Name	Last Name	Passport Number	Date Of Birth	Actions	TEST	TEST	P0123456A	16/08/1990	Edit Delete
First Name		Last Name	Passport Number	Date Of Birth	Actions						
TEST		TEST	P0123456A	16/08/1990	Edit Delete						
Reschedule Appointment											
Cancel Appointment											
Email Appointment Letter											
Retrieve Incomplete Appointments											
Fetch Passport Status											
Payment Failures											

6. Select preferred date and time then click **“Confirm”**.

- Schedule Appointment
- Reschedule Appointment
- Cancel Appointment
- Email Appointment Letter
- Retrieve Incomplete Appointments
- Fetch Passport Status
- Payment Failures

Appointment Booking

Schedule Appointment > Select Centre > Applicant List > Appointment Booking

Reference Number: FRP8933263432

Main Visa Category Tourist

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

- Holidays
- Available
- Date Selected
- Not Available

Select	Time range
<input type="radio"/>	7:15-7:30
<input type="radio"/>	7:30-7:45
<input type="radio"/>	7:45-8:00
<input type="radio"/>	8:30-8:45
<input type="radio"/>	8:45-9:00
<input type="radio"/>	9:15-9:30
<input type="radio"/>	10:00-10:15
<input type="radio"/>	10:15-10:30
<input type="radio"/>	11:45-12:00
<input type="radio"/>	13:30-13:45
<input type="radio"/>	13:45-14:00

Back **Cancel** **Confirm**