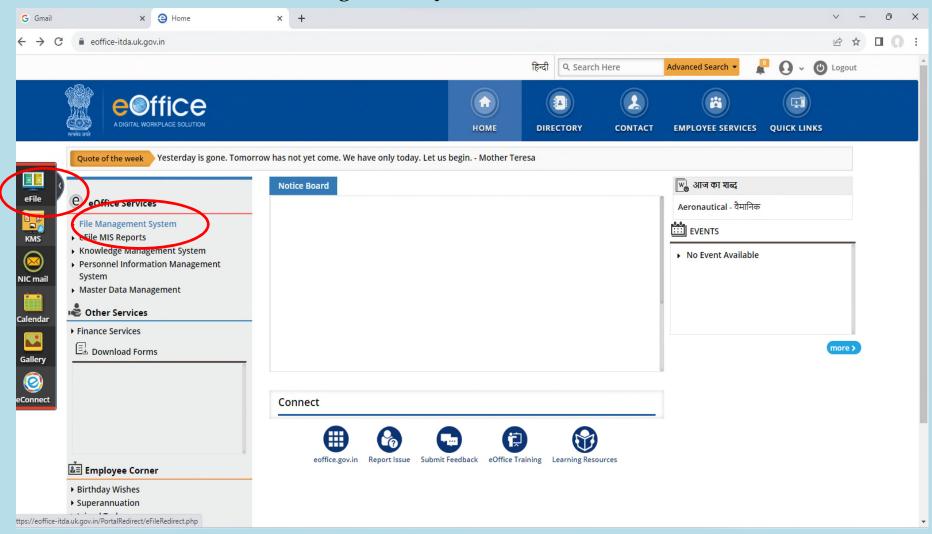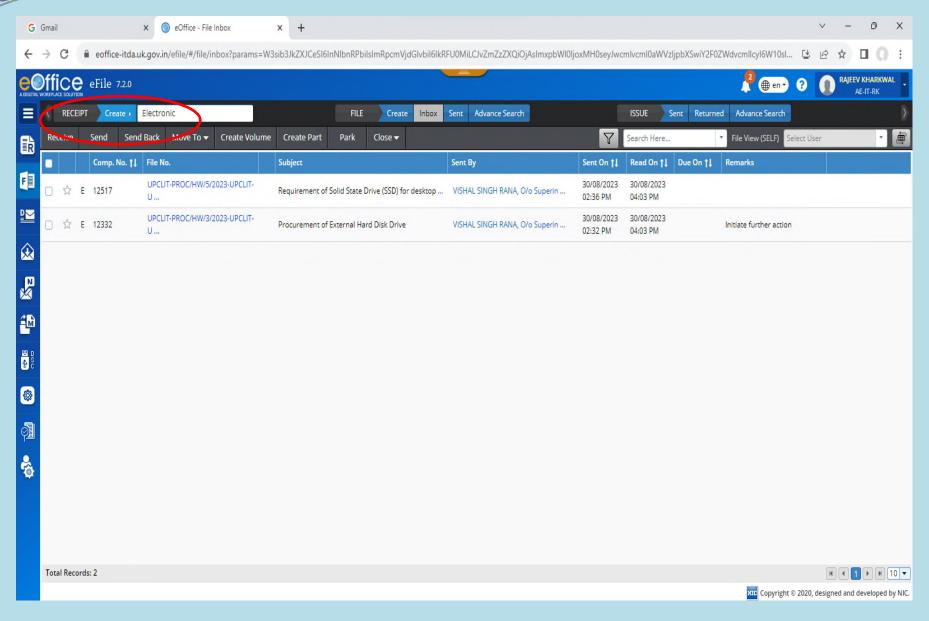# Create a Receipt in E-office
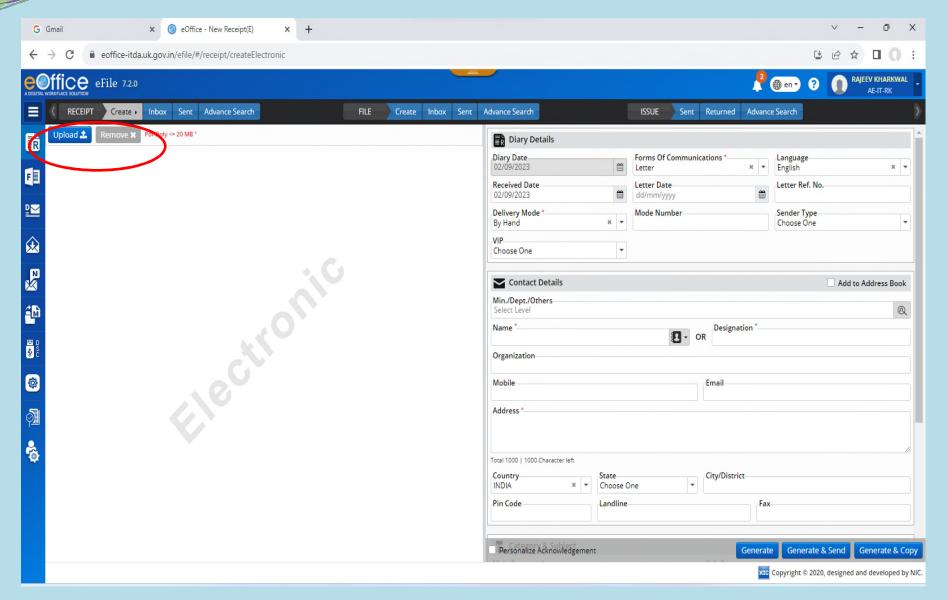
1- Click e-file or File Management System as shown below.
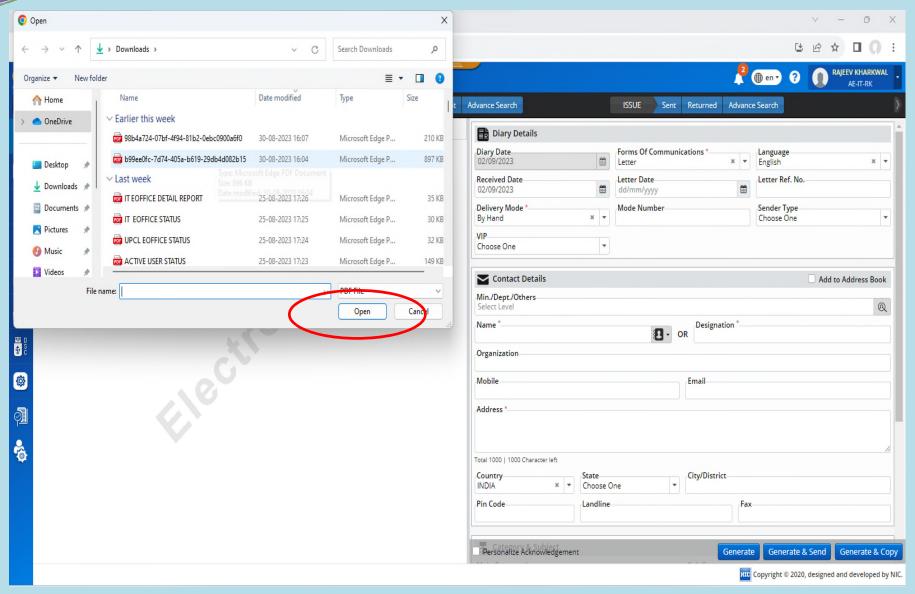
2- Click **Create / Electronic** as shown below.
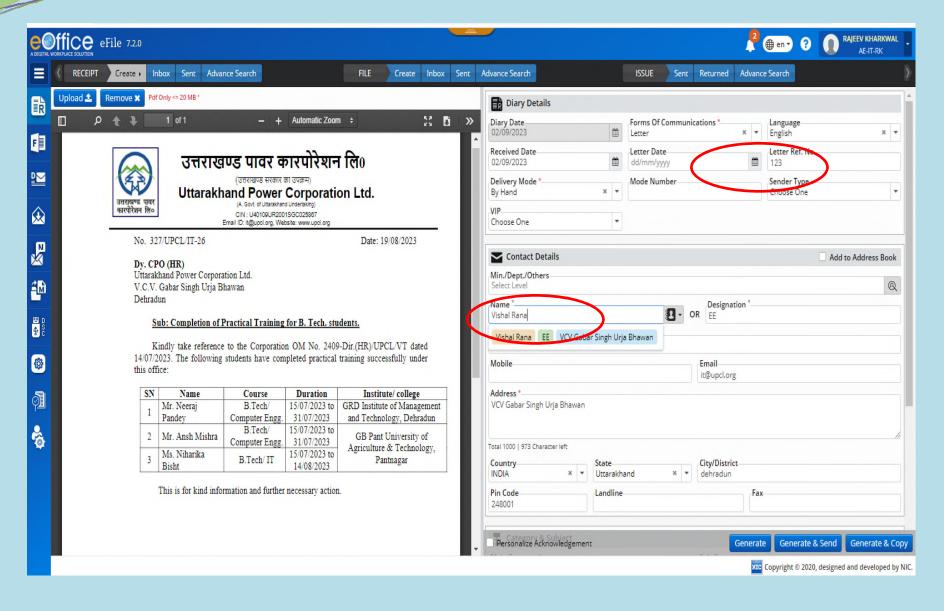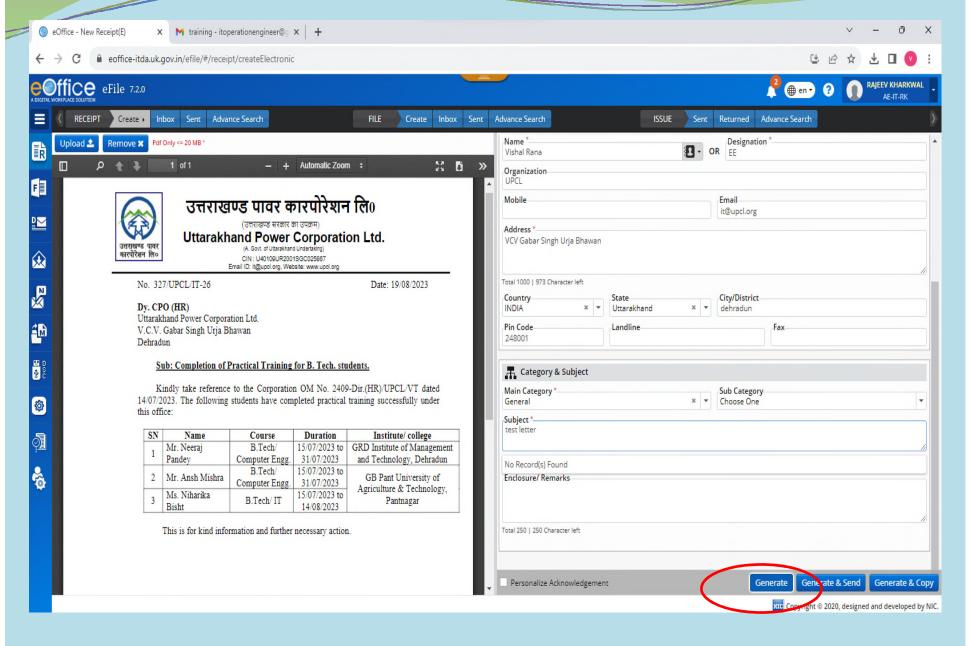
3- Click Upload_ as shown below.
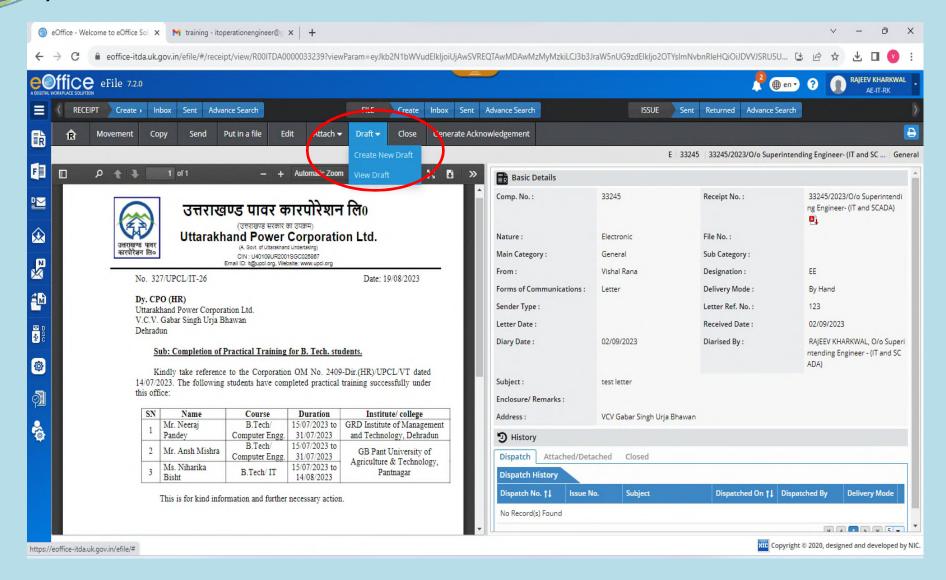
4- Select the PDF & click Open as shown below.

5- Fill the relevant Dairy details as shown below.
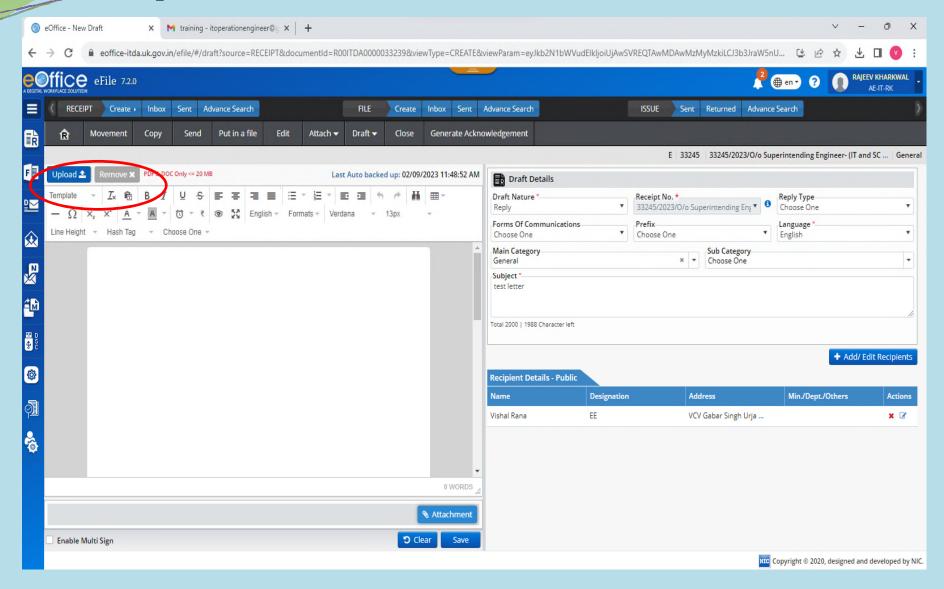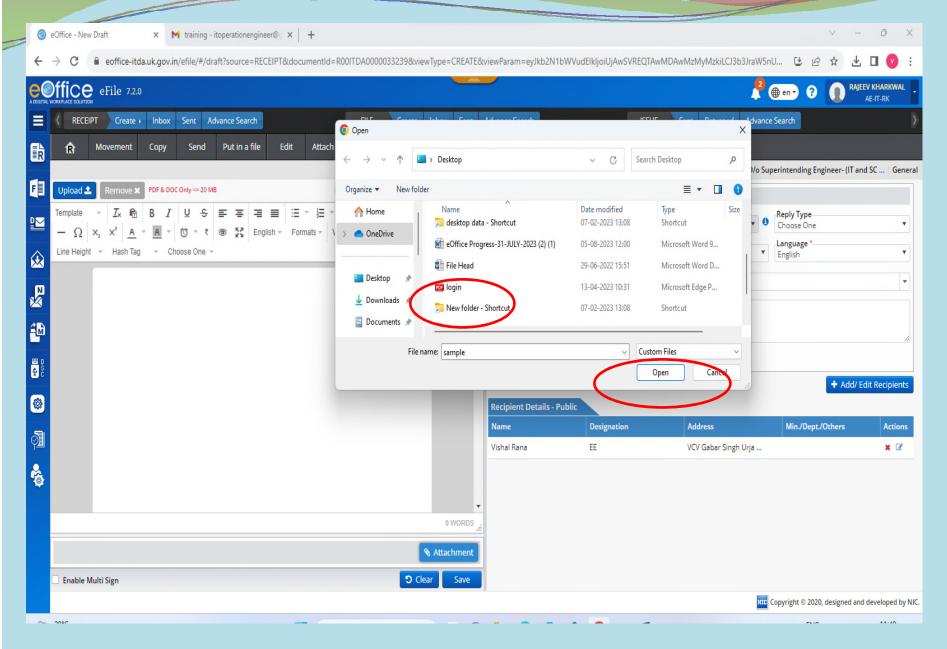
6- **Click Generate** _ as shown below.
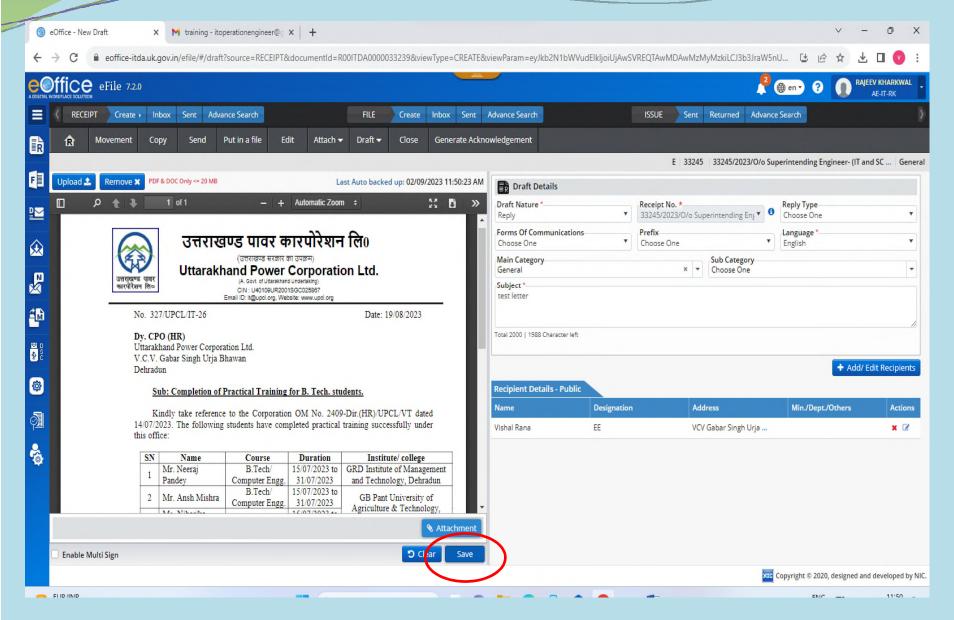
7- Click Draft & Create New Draft as shown below.
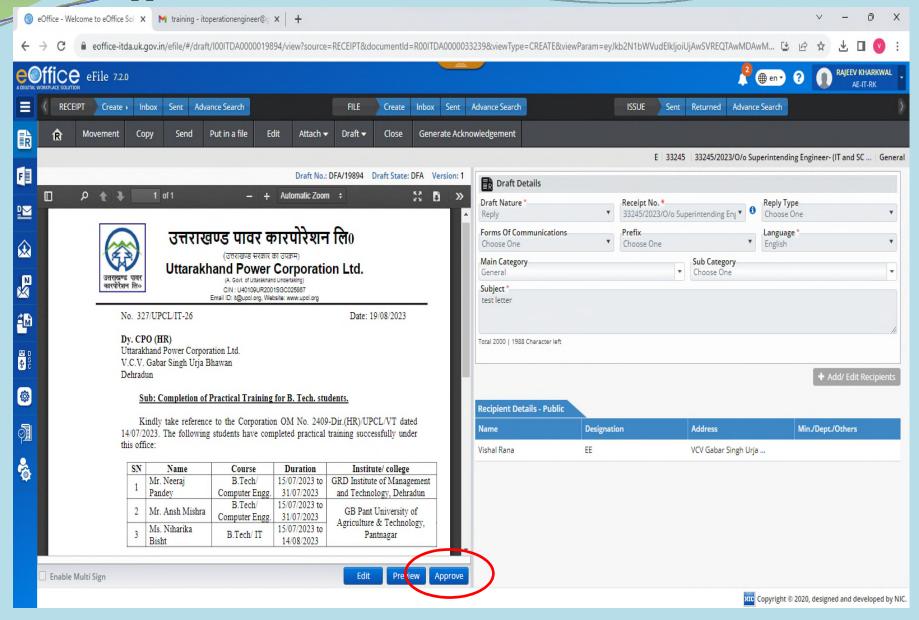
8- Click Upload as shown below .
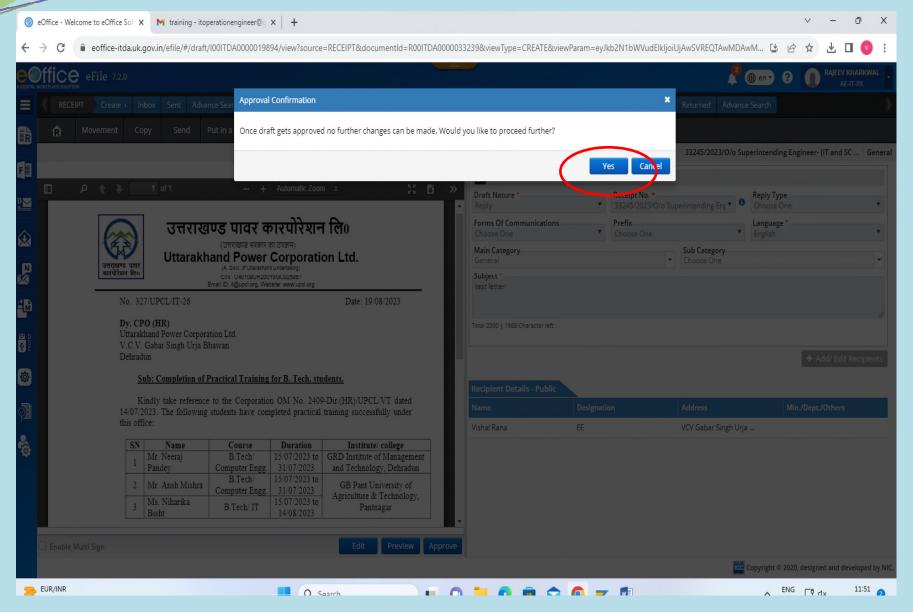
9-Select the PDF & click Open as shown below.

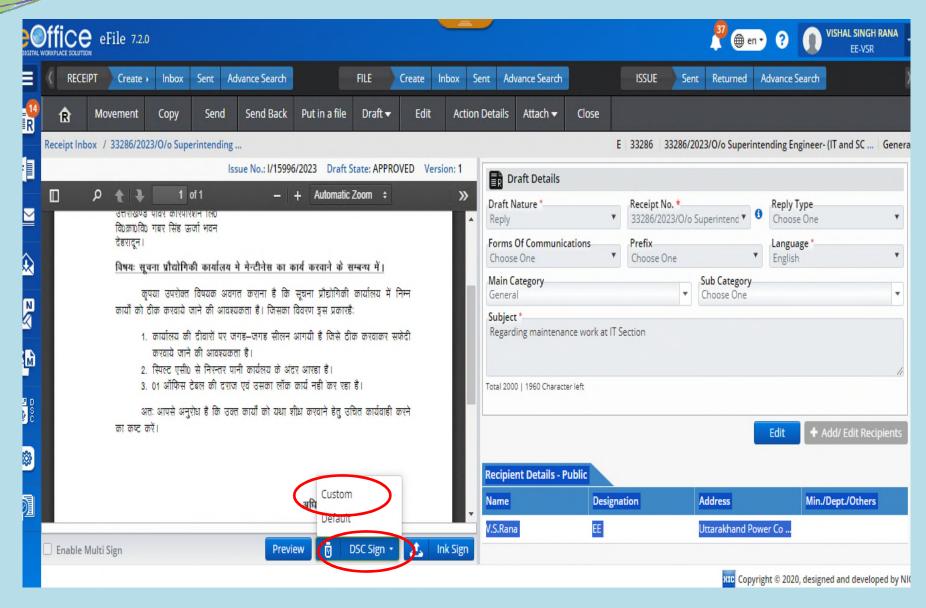**10- Click Save** as shown below .

11- Click Approve as shown below .

12-Approved Confirmation dialogue box appears, click the Yes button as shown below.

13- Click DSC sign & Custom as shown below

14- Click & Customize the box then click on sign icon for digital as shown below.