How to submit Online MRF?

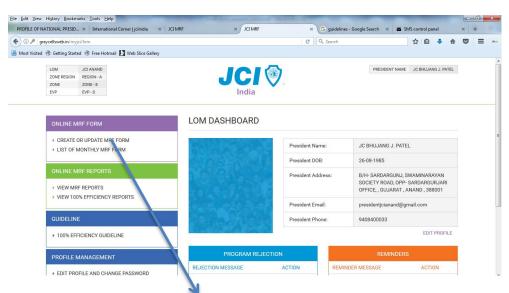
Step 1: open www.jciindia.in and click on online MRF



Step 2:

Type 1.User name

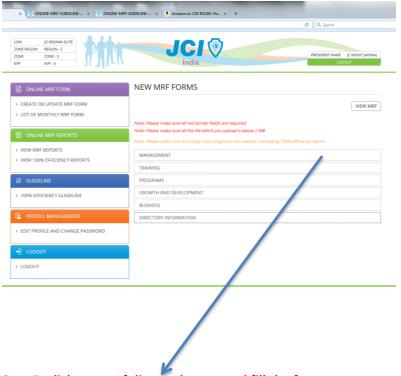
- 2. Password,
- 3. Select User type.
- 4. Put above addition.



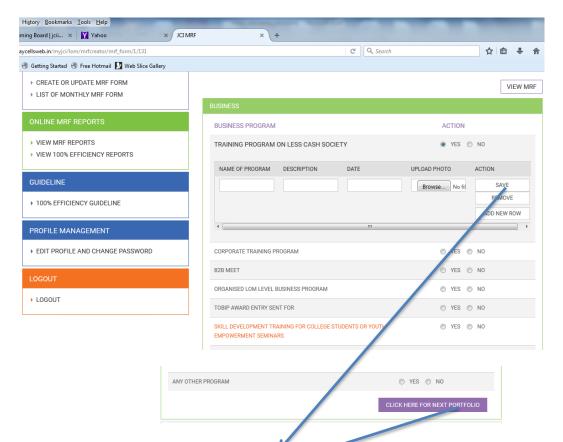
Step 3: click on CREATE OR UPDATE MRF FORMS



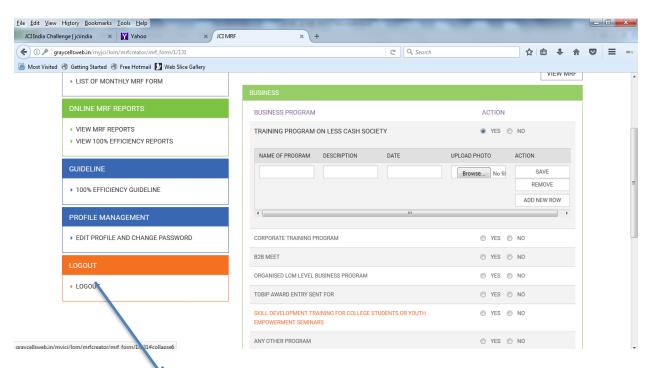
Step 4: select month under "Newly Created Month" and click on SUBMIT AND CONTINUE.



Step 5: click on portfolio one by one and fill the form as per your completed events.



Step 6: Kindly never forget to click on save or update after each fields. To go to next portfolio kindly click on click HERE FOR NEXT PORTFOLIO.



Step 7: Kindly click on logout after finishing your entries.

NOTE- Between $\mathbf{1}^{\text{st}}$ to $\mathbf{10}^{\text{th}}$ of the current month you can submit of edit your last month MRF, but after $\mathbf{10}^{\text{th}}$ you cannot edit the MRF.

Every Month the MRF must be submited within in the deadline (before 10th of every Month). All other points and activities and information (membership growth,LMC and NATCON etc.) will be updated to 100% efficiency only after submitting the basic MRF.