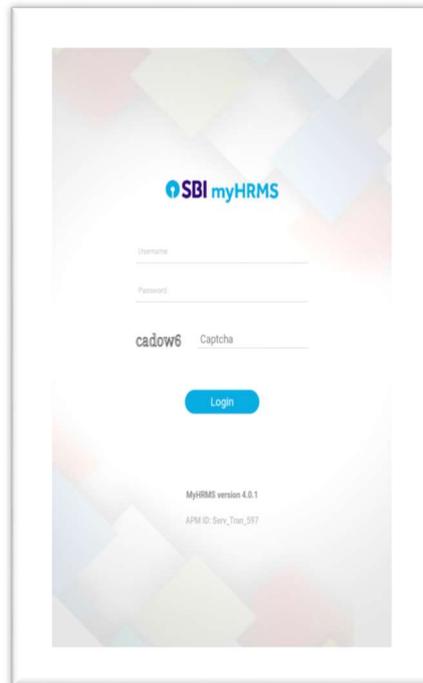
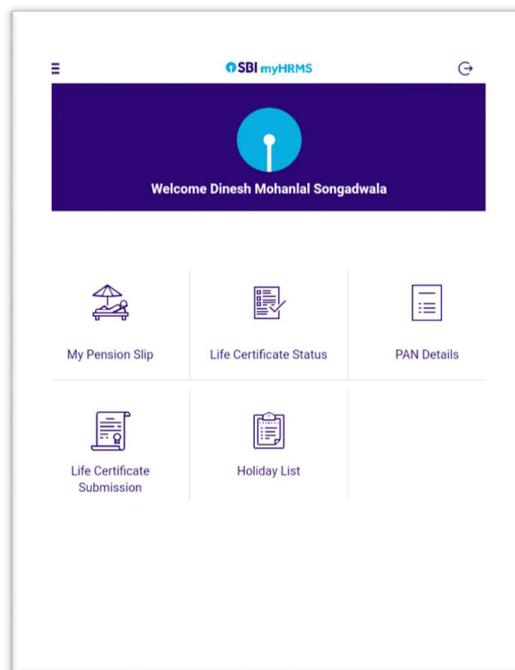


Video Life Certificate Submission – myHRMS

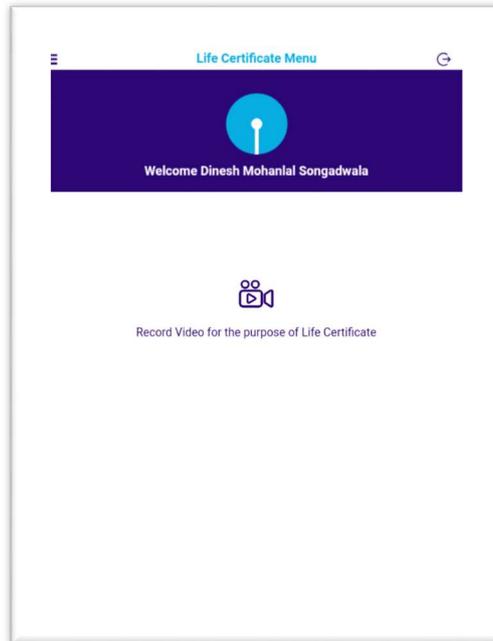
- Kindly download / update latest version of myHRMS app from Play store / App store
- Login to myHRMS app using HRMS user id and password



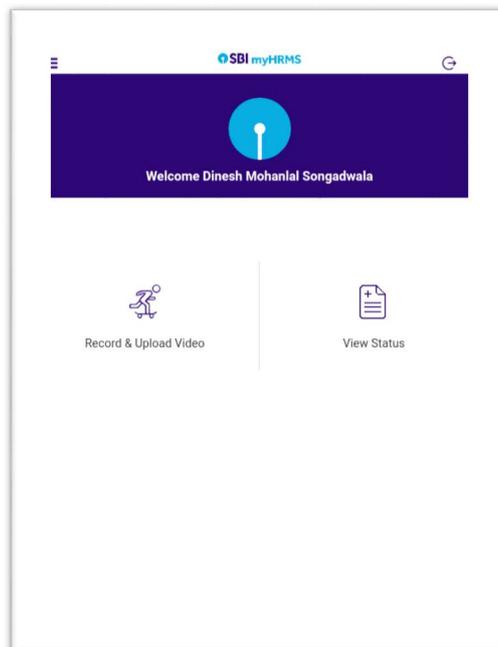
- Click on **Life Certificate Submission**



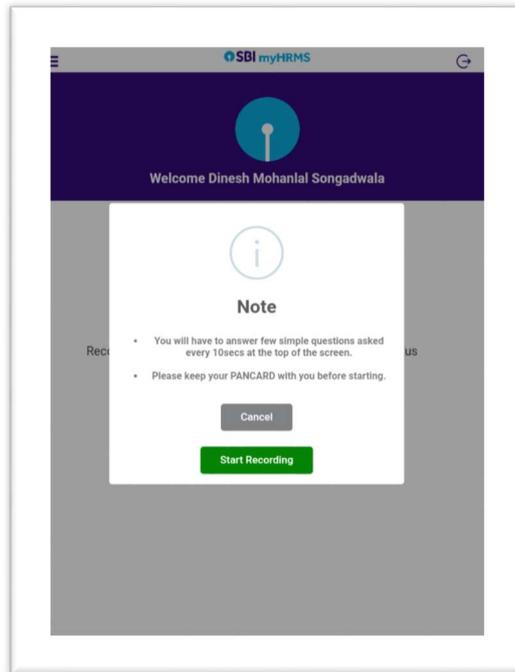
- Then click **Record Video for the purpose of Life Certificate**



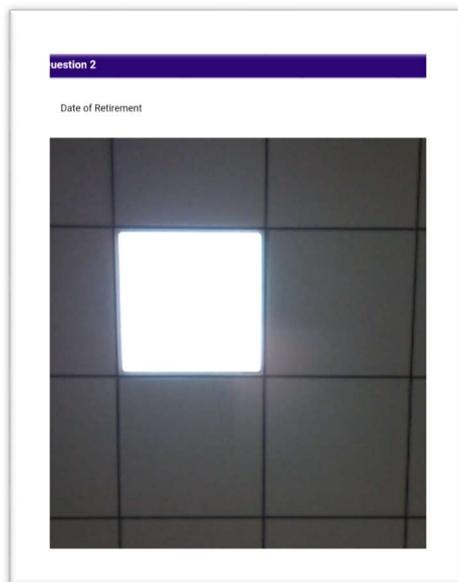
- Click **Record & Upload Video** to start video recording or
- Click on **View Status** to check the status of video record submitted



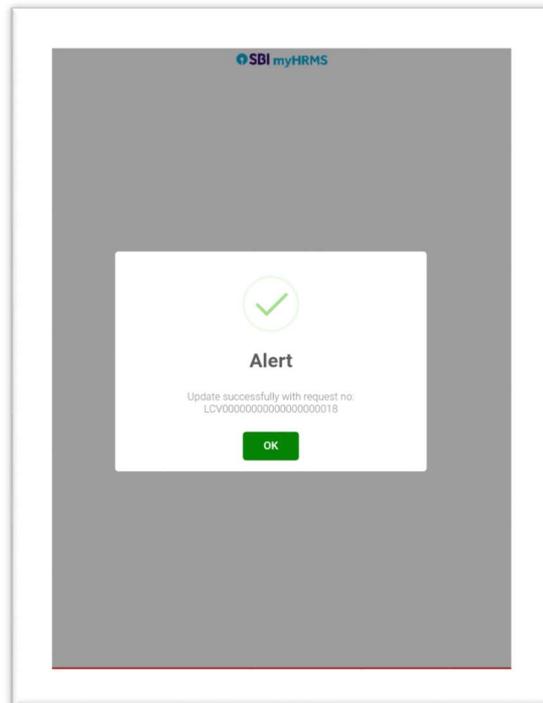
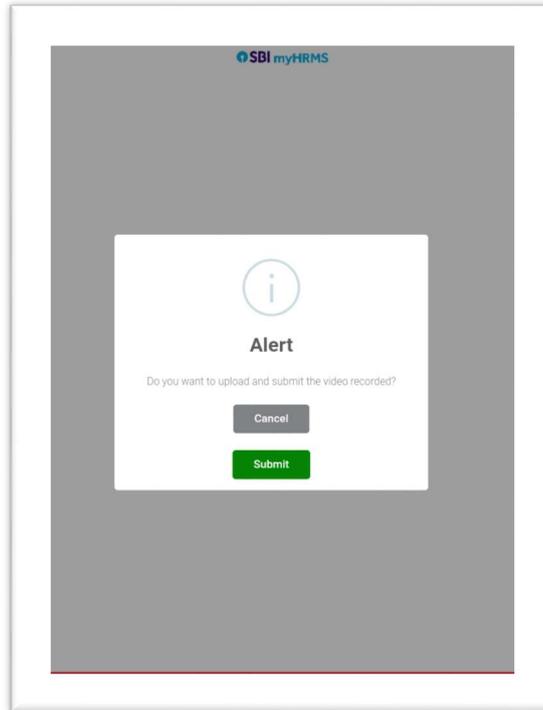
- After clicking on video Record and Upload video a prompt will displayed giving brief instruction to be followed during Video recording.



- Once the Recording is started app will display few simple questions related to your personal data maintained in HRMS on the top of the screen. Kindly answer the question loudly and clearly. You will be given **10 seconds** to answer each questions.
- Kindly ensure there is no background noise or sound around you and keep the mobile front camera in front of you then click **Start Recording** (if your device needs permission for recording video and audio kindly allow the same).



- Once the Recording Completed, a prompt will display to submit or cancel the recording. If the Pensioner cancels the recording, he can do the recording once again and submit.
- **Note:** If Pensioner wrongly submits the recording, he/she will be allowed to re-submit the video record one more time (maximum 2 records in a year) before the approver either approves or rejects the record.



- **Status of Life Certificate**

After the submission of the recording, Pensioner will be able to view the Status of Life Certificate Submission by clicking **View Status**

