LUCENT IAS LIBRARY

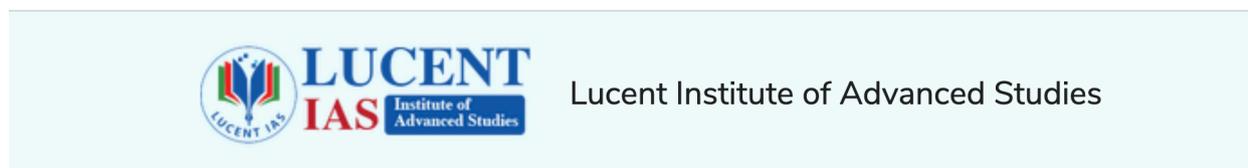## USER REGISTRATION GUIDE

Scan to Register

Prepared by

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1st Floor, Above Maruti Suzuki Arena
Chandmari, Guwahati - 781003

library@lucentias.com | 0361-4080767

User Registration Process

1. Visit Library subscription Link (URL) / Scan the QR

Lucent Institute of Advanced Studies

Order Summary		
Item	Quantity	Price
Library Monthly Plan ⓘ Billed every 1 month(s)	1	Rs.1.00
Setup Fee		Rs.0.10
Total		Rs.1.10

Account Information

First Name	Last Name
Email Address*	Mobile*

Billing Address

India

State*	City*
Address*	ZIP Code*

Payment Information
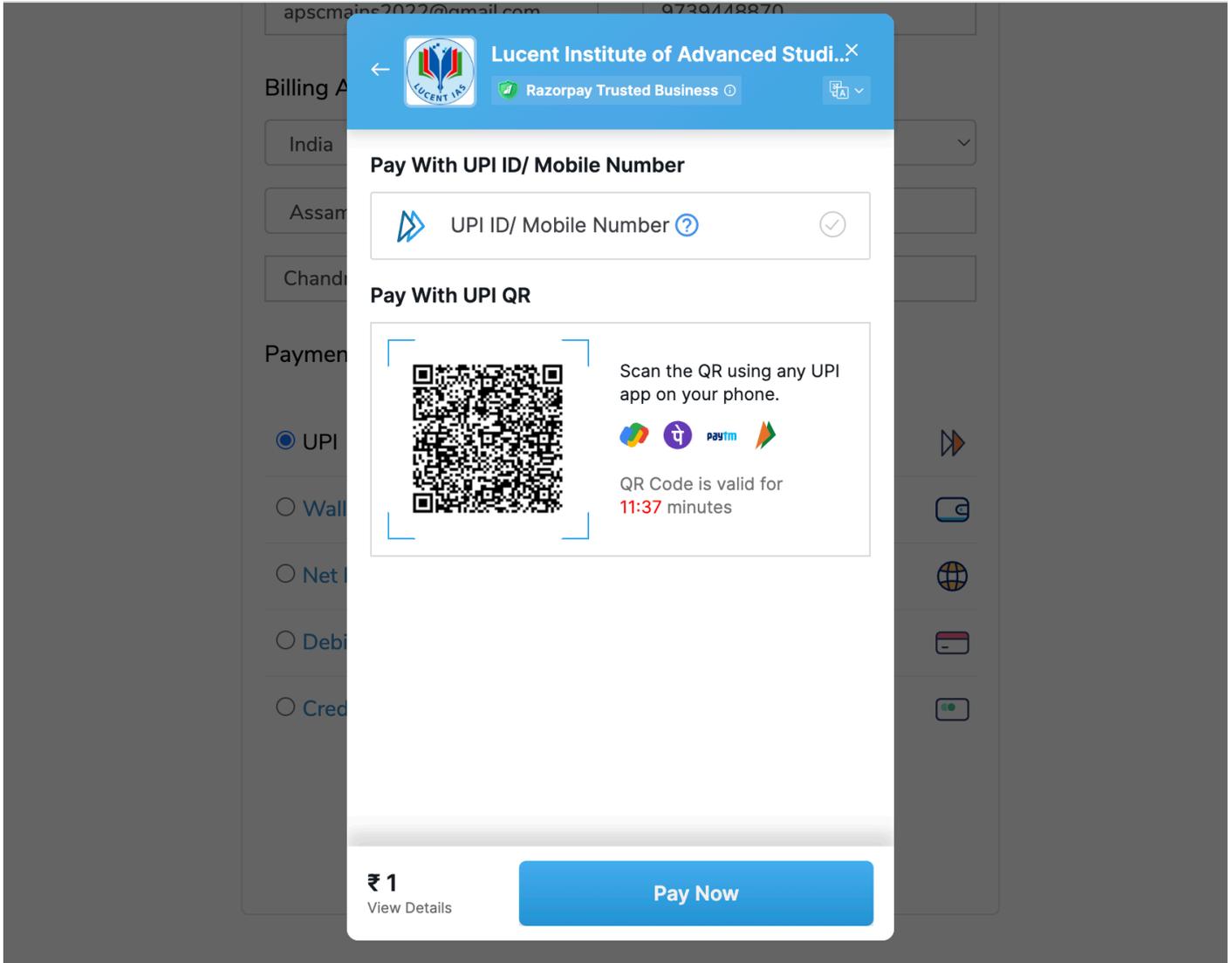
- ● UPI
- ○ Wallet
- ○ Net Banking
- ○ Debit Card
- ○ Credit Card

Checkout with Razorpay

2. Fill up the one-time registration form and select the payment method and make the payment.

3. After successful payment, the user will receive a confirmation message on the screen and the invoice via email.

Thank You!

Your subscription to Lucent IAS Library-Library Monthly Plan is successful. An amount of Rs.1.00 will be charged on 19/09/2023.

Need Help? Contact Us

POWERED BY Zoho Subscriptions

Do more with our Customer Portal

Invoices

✓ Manage subscriptions

✓ View and pay for invoices

✓ Update contact and payment information

Sign Up

4.   The customer can click on the "Sign Up" button to set up his own account.

5.　An invite link will be sent to his registered email.
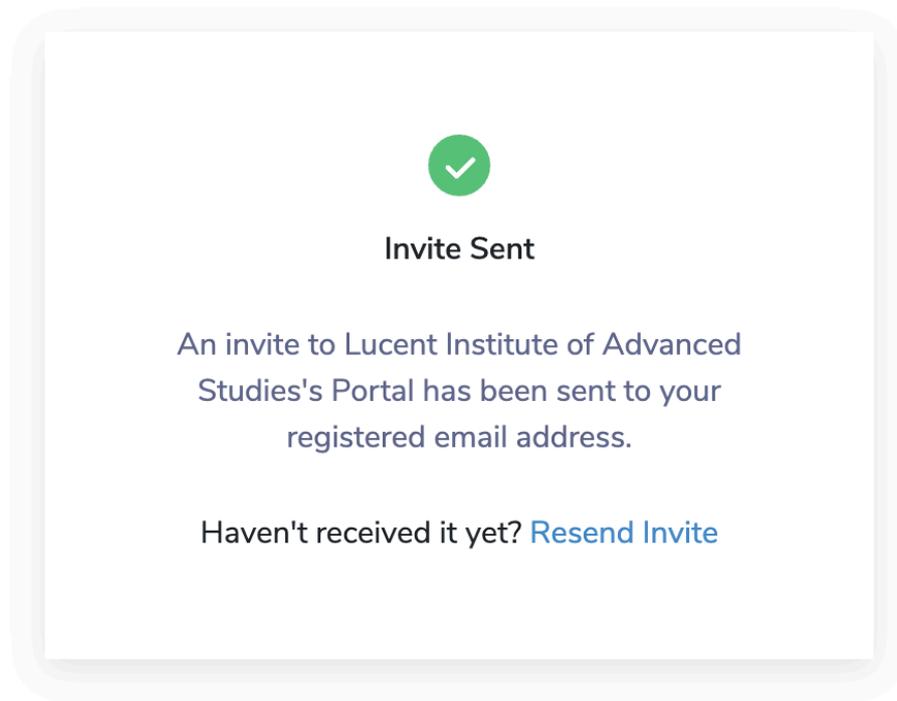
6.　The user has to accept the invitation received in their email and set up their account password.
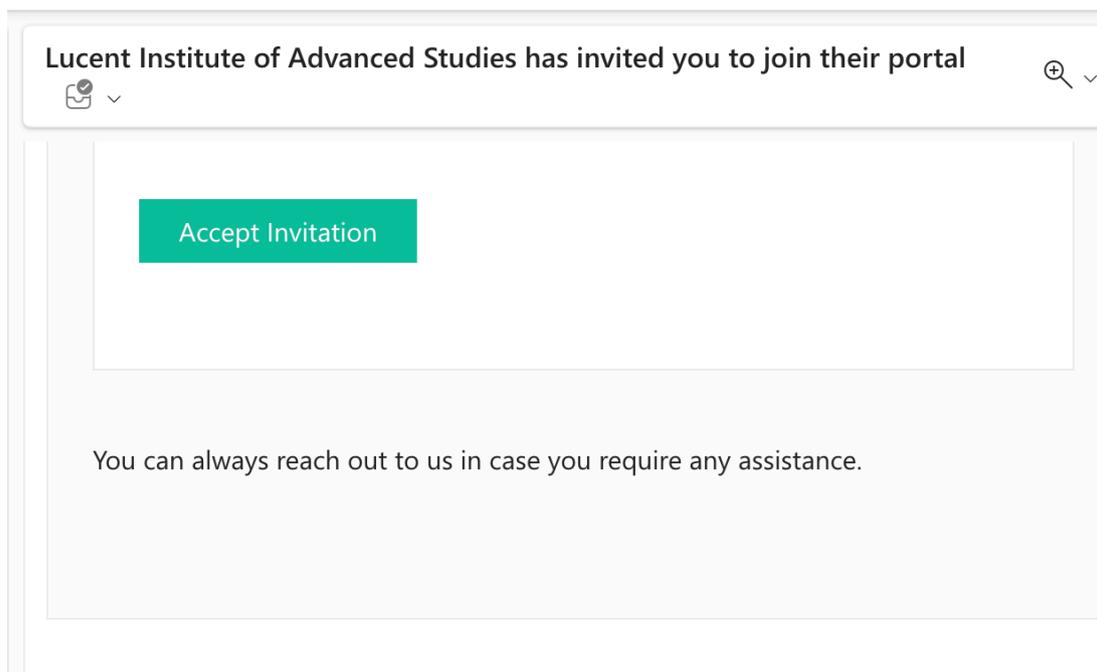
Enter a password that you wish to use for this service

Password

Confirm Password

UPDATE

Password Instructions:

- The password should contain both upper and lower case, a numeral and a special character.
- The password should contain 8-60 characters with no dictionary words.
- The password should not contain sequential characters and should not be same as the login name.

7. The user will be taken to their own account dashboard where they can manage their payment, plans and profile details.


Welcome to Lucent Institute of Advanced Studies - Portal!

This portal provides a convenient way to share, discuss and collaborate.

Here are some of the things you can do in this portal.

Subscriptions

View all the details of your subscriptions. You can also cancel a subscription if you wish.

Invoices

View, comment, download or print all Invoices.

Payments Made

View all the payments you've made so far.

Statements

View, download or print statement of accounts.

Got it, thanks!
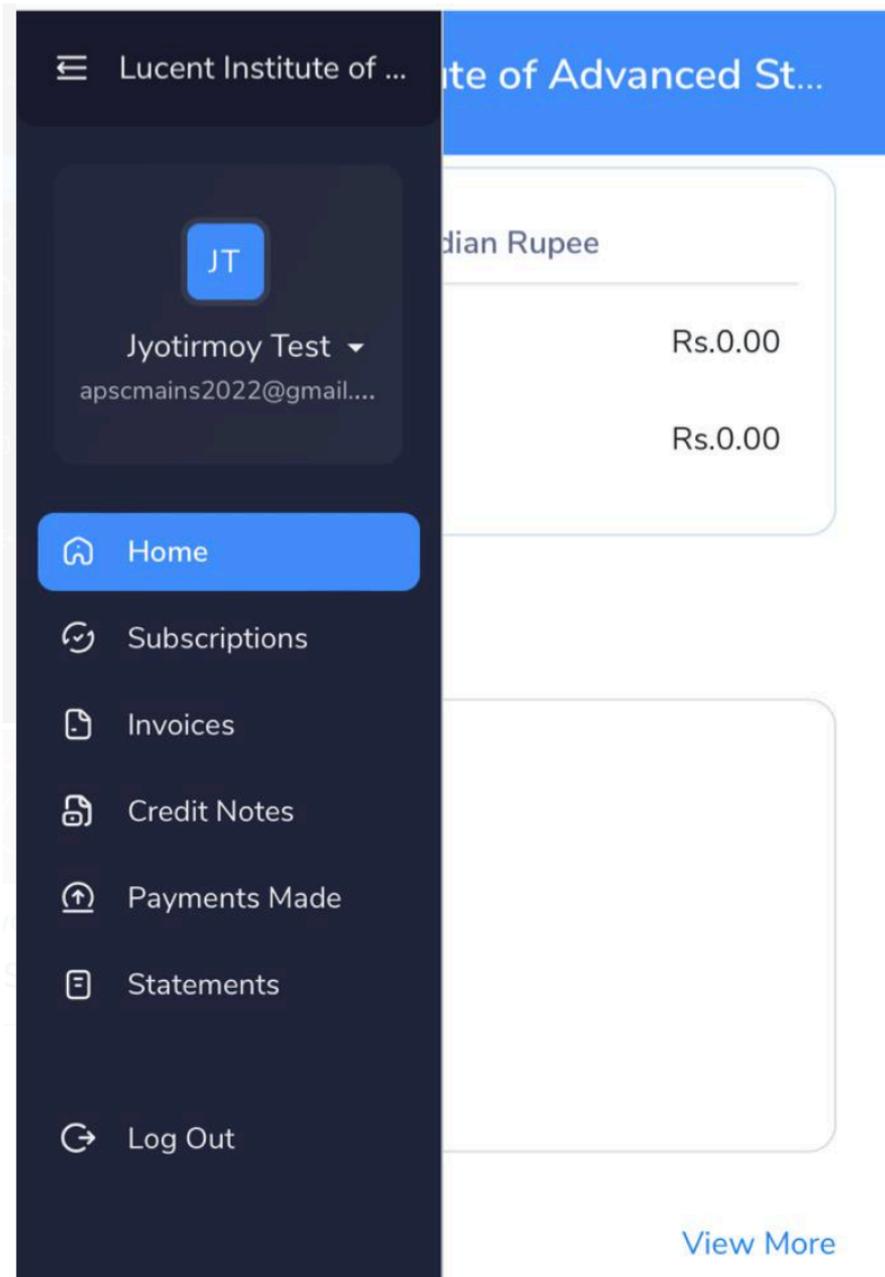
8. The user's fingerprint will be then enrolled by the library administrator for access to the study hall.
9. The user will be allowed access during operational hours as per his active subscription plan.
10. The user may send his support request to **library@lucentias.com** or call **6913007777**