1. Admin user will visit Ecotourism.mponline.gov.in and Click on Login option.

2. Department will login with his user id and password. After Login department will click on B2B registration Dashboard for Approving the applications.
3. Under Dashboard Admin user will see Application Pending for Approval

![Dashboard Image]

Admin user will click on “Pending Application for Approval”

4. As Admin user click on Applications Pending for Approval Will be able to see the pending list.

![Application List Image]

By Clicking on the Application number Admin user will be able to See details of the firm.
4.1 Admin user will be able to see details of the firm in the following manner

After checking details of Firm Admin user will click on “Action “ Button.

Admin user after checking the details will click on Approve/ Send Back to Applicant/ Reject option and put remark of his action in the text box given and click on submit.
5. After performing desired action on the application Admin user will be able to check the status of Application according to Action item mention below and shown in the Screen shot.
   a. Pending Application for Approval
   b. Clarification Submitted by Applicant
   c. Pending Application to Applicant for Clarification & Correction
   d. Approved Application

Process End