



This module is an online application process of managing Housing Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Dept Receiver to Assign / Reject HL Application:

Maintain Housing Loan Application

- 1

In Fiori (ESS), click on **Application Department Receiver** tile

Application Department...

Application Receiver

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Housing Loan
- 2

User may **filter** application shown by using District and/or Status

District:

Status:
- 3

Select the **Dept Appraiser & Dept Appraiser Verifier** to assign application to

Department Appraiser

Department Appraiser Verifier
- 4

Tick records required to be assigned / reject

No

☐ 001

☐ 002

☐ 003
- 5

Click **Assign / Reject**

Assign

Reject

Please refer to the **User Guide** for a step-by-step guide. **Housing Loan User Guide** is available on **SSM Info Website**:

www.jp.gov.bn/SSM