

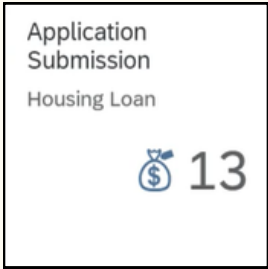


This module is an online application process of managing Housing Loan in SSM, subject to employee’s eligibility and Treasury Department’s final approval.

Below are the quick guide for Employee to Submit / Edit / Delete Drafted HL Application:

Submit Housing Loan Application

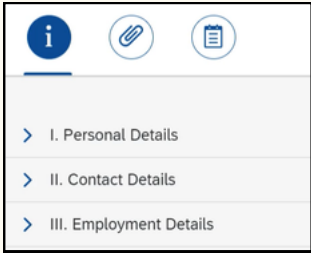
1 In Fiori (ESS), click on **Application Submission** tile



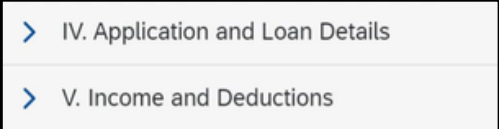
2 Click on **Add** button



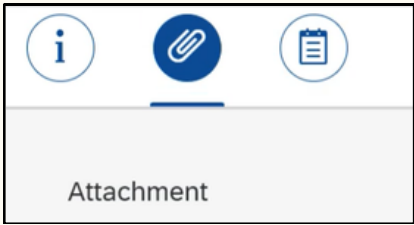
3 Review details of the first three section in application tab



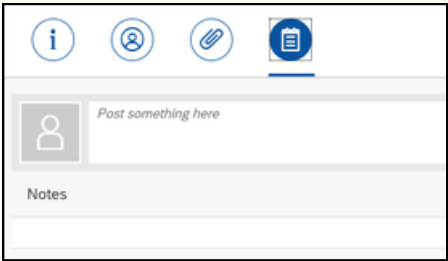
4 Go to section IV & V and fill in all the required details



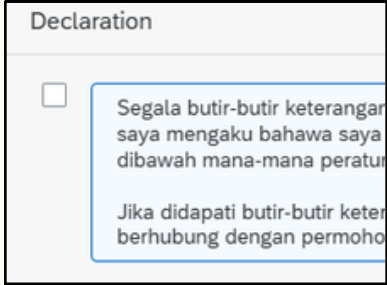
5 Upload **Supporting Documents**



6 Fill in **Notes**



7 Tick **Declaration** Checkbox



8 Click **Submit**



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

www.jpa.gov.bn/SSM



Edit Drafted HL Application

- 1

In Fiori (ESS), click on **Application Submission** tile
- 2

Click on **Drafted Application**
- 3

Click **Edit** button at the bottom right corner
- 4

Fully **maintain/review** all 3 tabs:
- 5

Tick **Declaration** Checkbox
- 6

Click **Submit**

Delete Drafted HL Application

- 1

In Fiori (ESS), click on **Application Submission** tile
- 2

Click on **Drafted Application**
- 3

Click on **Delete** button

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