

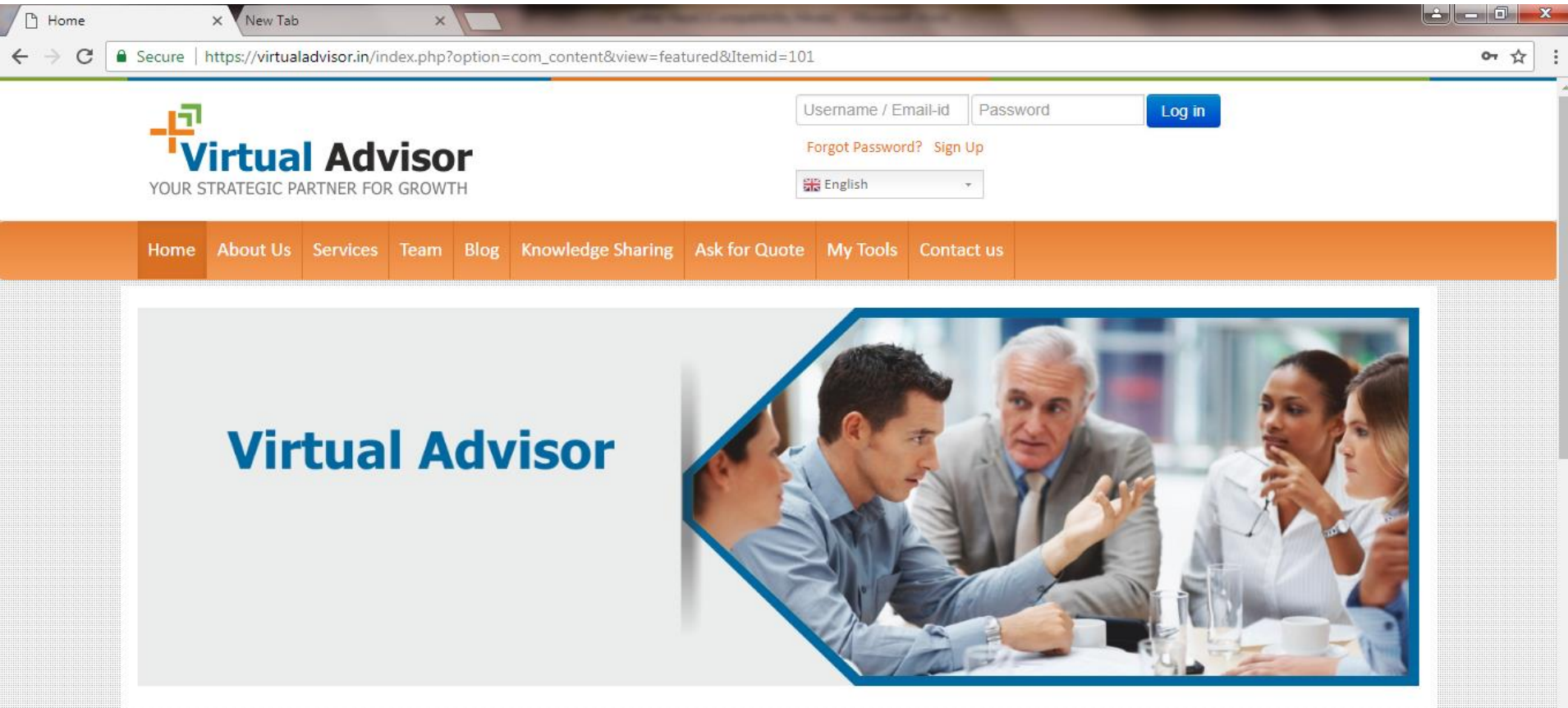
# **Virtual Process Assessor**

## **User Guide for SIGN UP (Registration) & SIGN IN**

# SIGN UP

# Step:1

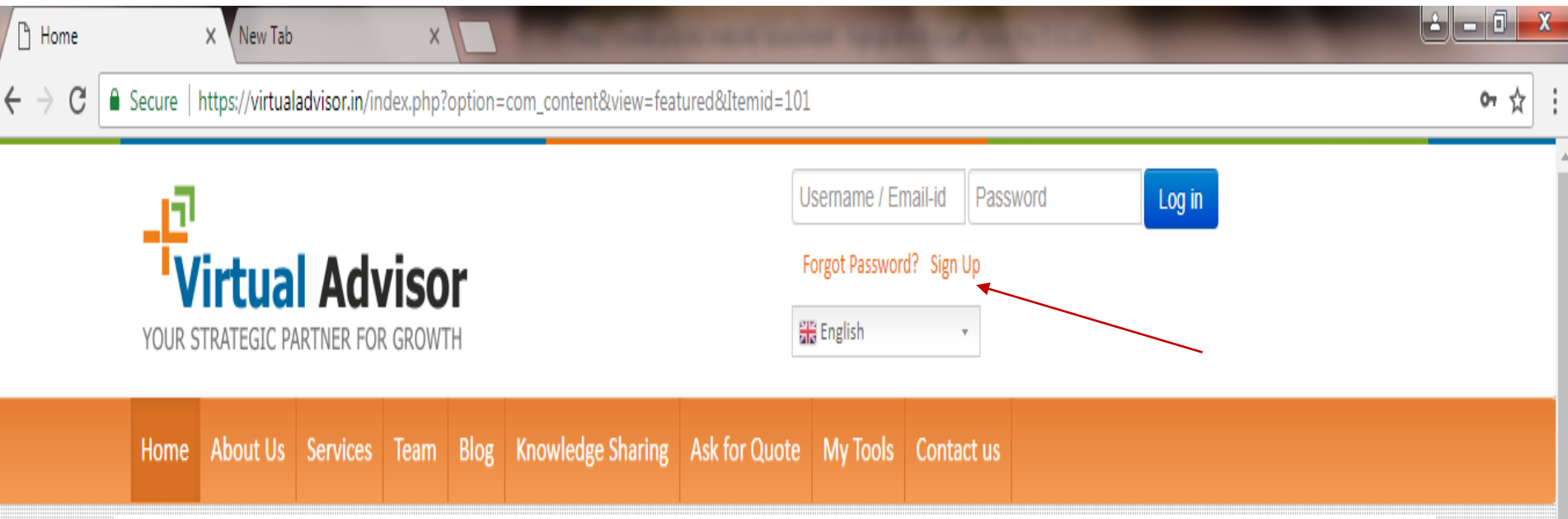
Goto → [www.virtualadvisor.in](https://www.virtualadvisor.in) website.



The screenshot shows a web browser window displaying the Virtual Advisor website. The browser's address bar shows the URL: [https://virtualadvisor.in/index.php?option=com\\_content&view=featured&Itemid=101](https://virtualadvisor.in/index.php?option=com_content&view=featured&Itemid=101). The website header features the Virtual Advisor logo and tagline "YOUR STRATEGIC PARTNER FOR GROWTH". To the right of the logo is a login section with input fields for "Username / Email-id" and "Password", a "Log in" button, and links for "Forgot Password?" and "Sign Up". Below the login section is a language dropdown menu set to "English". A navigation menu below the header includes links for "Home", "About Us", "Services", "Team", "Blog", "Knowledge Sharing", "Ask for Quote", "My Tools", and "Contact us". The main content area features a large banner with the text "Virtual Advisor" on the left and a photograph of four business professionals in a meeting on the right.

## Step:2

**New users - Click on “Sign Up”**

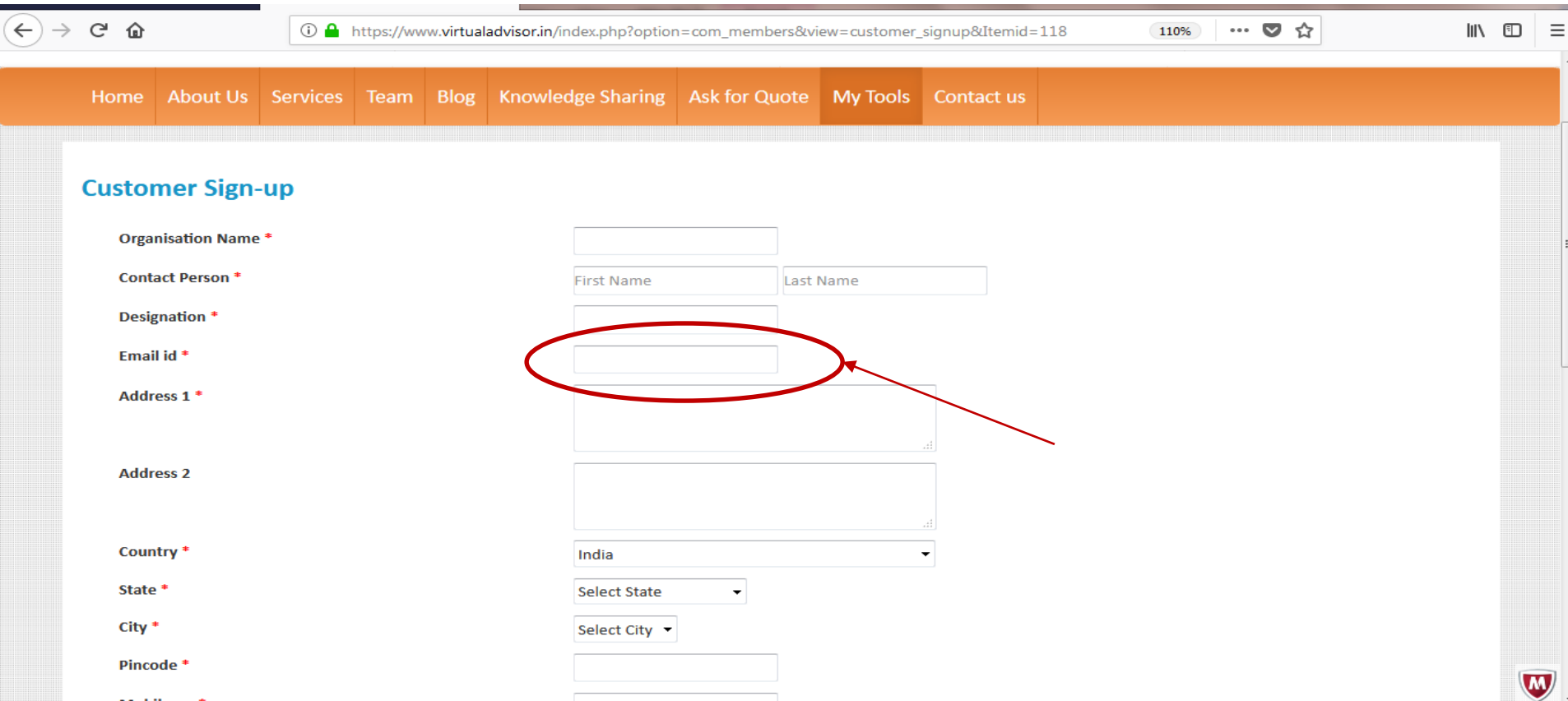


The screenshot shows a web browser window with the URL `https://virtualadvisor.in/index.php?option=com_content&view=featured&Itemid=101`. The page features the Virtual Advisor logo and tagline on the left. On the right, there is a login form with two input fields: "Username / Email-id" and "Password", followed by a blue "Log in" button. Below the login form, there are links for "Forgot Password?" and "Sign Up". A red arrow points to the "Sign Up" link. At the bottom of the page, there is a navigation menu with the following items: Home, About Us, Services, Team, Blog, Knowledge Sharing, Ask for Quote, My Tools, and Contact us.

## Step:3

### Fill the Basic Information asked for:

1. Please enter your valid Email. This will be your Login ID. All communication mails will be sent to this Email.



Home About Us Services Team Blog Knowledge Sharing Ask for Quote My Tools Contact us

### Customer Sign-up

Organisation Name \*

Contact Person \*  
First Name Last Name

Designation \*

Email id \*

Address 1 \*

Address 2

Country \*  
India

State \*  
Select State

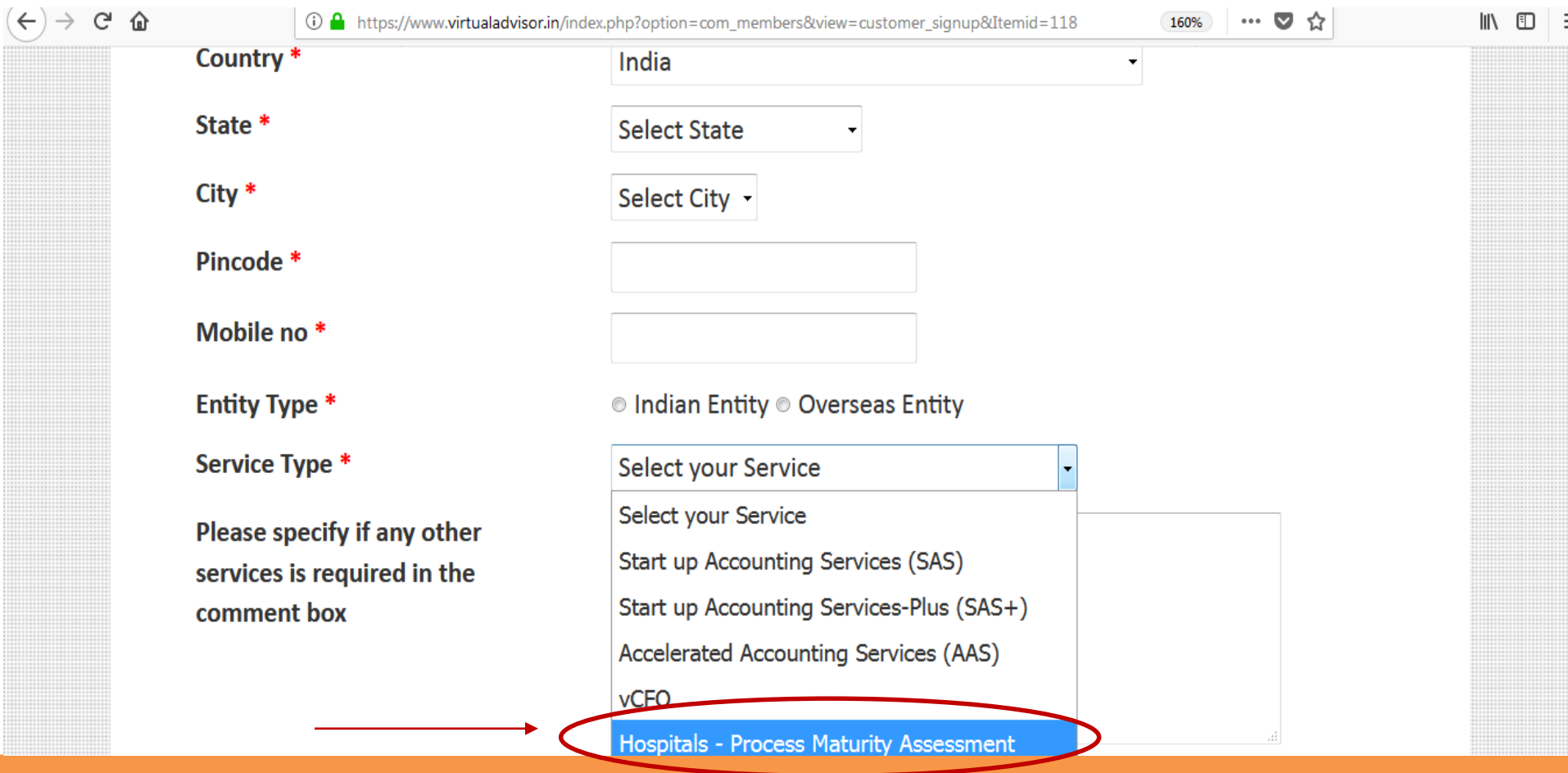
City \*  
Select City

Pincode \*

...

## Step: 4

For Service Type choose “**Hospitals – Process Maturity Assessment**” as shown in the drop box.



Country \* India

State \* Select State

City \* Select City

Pincode \*

Mobile no \*

Entity Type \*  Indian Entity  Overseas Entity

Service Type \* Select your Service

Select your Service

- Start up Accounting Services (SAS)
- Start up Accounting Services-Plus (SAS+)
- Accelerated Accounting Services (AAS)
- vCEO
- Hospitals - Process Maturity Assessment**

Please specify if any other services is required in the comment box

## Step: 5

Choose **“I’m not a Robot”** for the **“Security code”** for authentication process.

Security Code \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

Click on **“Submit”** button.

Entity Type \*       Indian Entity  Overseas Entity

Service Type \*      Select your Service

Please specify if any other services is required in the comment box

Security Code \*

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

## Step: 6

A confirmation email will be sent to your mail box. You have to activate your account with the “**Login ID and Password**” given in your email.

Gmail ▾



More ▾

11 of 595



COMPOSE

Inbox (291)

Starred

Sent Mail

Drafts (11)



priya ▾



Images are not displayed.

[Display images below](#) - Always display images from info@virtualadvisor.in

Hi ,

Thank you for registering with us. Please use the following credentials to access our site.

Your registered Username is [xxxxxxx@gmail.com](#)

Your registered password is [xxxxxxx@12](#)

Kindly change the password after you login for the first time.

To activate your account please click on the link below

[Activate Account](#)

No recent chats

[Start a new one](#)

Best wishes

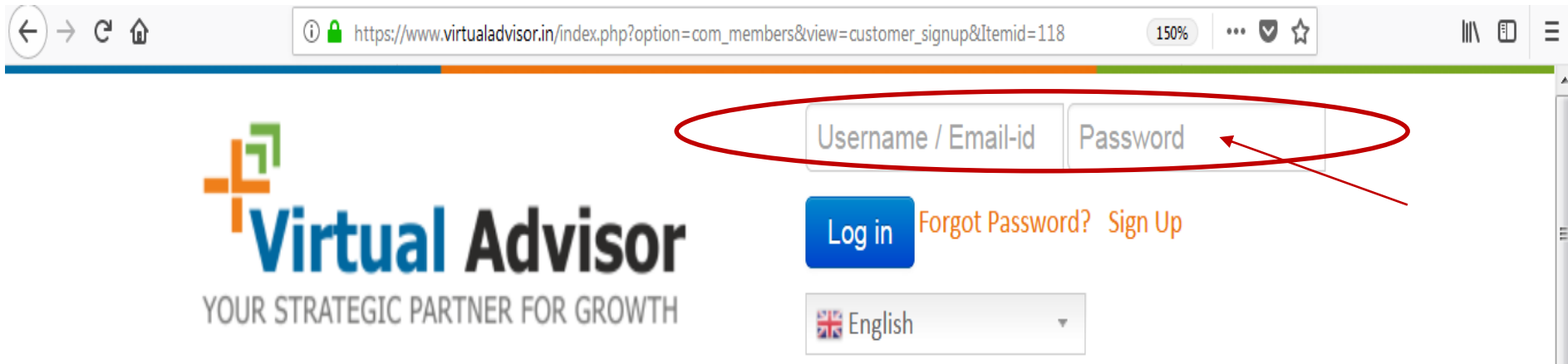
VirtualAdmin



**SIGN IN**

## Step:1

Goto → [www.virtualadvisor.in](https://www.virtualadvisor.in) website.



Browser address bar: [https://www.virtualadvisor.in/index.php?option=com\\_members&view=customer\\_signup&Itemid=118](https://www.virtualadvisor.in/index.php?option=com_members&view=customer_signup&Itemid=118)

Virtual Advisor  
YOUR STRATEGIC PARTNER FOR GROWTH

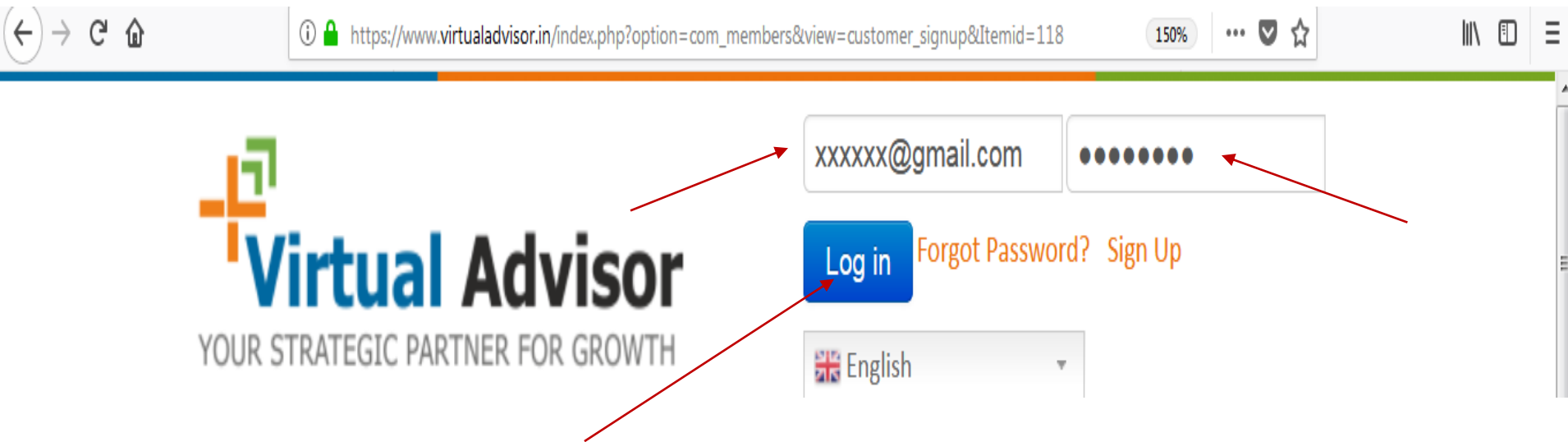
Username / Email-id Password

Log in [Forgot Password?](#) [Sign Up](#)

English

## Step:2

Enter your **Username & Password**; Click **“Login”**.



The screenshot shows the login page of the Virtual Advisor website. The browser's address bar displays the URL: [https://www.virtualadvisor.in/index.php?option=com\\_members&view=customer\\_signup&Itemid=118](https://www.virtualadvisor.in/index.php?option=com_members&view=customer_signup&Itemid=118). The page features the Virtual Advisor logo and tagline "YOUR STRATEGIC PARTNER FOR GROWTH". The login form includes a text input field for the username containing "xxxxxx@gmail.com", a password input field with masked characters, and a blue "Log in" button. There are also links for "Forgot Password?" and "Sign Up". A language dropdown menu is set to "English". Three red arrows point to the username field, the password field, and the "Log in" button, respectively.

## Step: 3

You will have access to the following page. In case, you are not able to view this page, choose “**My Tools**” from the menu to get to this page as below

### My Tools

#### Profile



My Profile



Change Password

#### Virtual Process Assessor



Assessment Tools at  
a Glance



My Orders



My Maturity  
Assessments



Buy Other Services



Assessment Tools at  
a Glance

[Click here to view the list of available assessments](#)



My Orders

[Click here to view the list of purchased assessments](#)



My Maturity  
Assessments

[Click here to view the status of your purchased assessments](#)



Buy Other Services

[Click here for other services](#)

## Contact Us

Ms. Jayapradha – [jayapradha@valueadded.in](mailto:jayapradha@valueadded.in)

Ms. Padma – [padma@valueadded.in](mailto:padma@valueadded.in)

Ms. Selvapriya – [priya@valueadded.in](mailto:priya@valueadded.in)



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