



Mercantile Exchange Nepal Limited
Where the Nation Trades
AN ISO 9001:2015 CERTIFIED EXCHANGE

MANUAL FOR E-SEWA ACCOUNT USER

- A. Registration process
- B. Account verification process
- C. Fund loading process in esewa wallet
- D. Fund deposit/transfer process for trading purpose

A. Registration Process [Creating a Wallet]

[Please **avoid** this step if you are already a registered User of e-Sewa]

There are 2 processes to create eSewa Wallet- through Web or Mobile.

Through web,

1. Login to www.esewa.com.np
2. Click on Register



3. Fill the registration form and complete the activation procedure as instructed.

Register for FREE!


- Register and Get your Free Mobile Account Instantly!
- Load Funds to your eSewa from your Bank or nearest Agents.
- Pay, Send and Receive Money Instantly! Enjoy CashBacks and Discounts!

Create eSewa wallet by using your mobile number. X

Email Address
myemail@example.com

Mobile Number
98#####

By Registering in eSewa, you agree to eSewa's T&C and Privacy Policy..

I'm not a robot 

REGISTER ALREADY HAVE TOKEN?

Through Mobile,

Type “REG” and send to 32121

B. Account Verification Process

[Please **avoid** this step if you are already a registered & verified User of e-Sewa]

Note: eSewa users can withdraw funds from their eSewa account directly to their Bank Accounts in one of Partner Banks. This feature is exclusively for eSewa users who have completed their verification process.

1. Click on Profile >> Personal Details as shown below

eSewa Search services/merchant by tags (e.g. ads!) NPR. 0.00

Statements Top Up Airlines Internet Bill Bank Transfer Send Money Load Fund Western Union

Profile > Personal Details

We need your personal information to know our customer. Please, feel free to submit your personal information.

Name:

Date of Birth: BS Year Month Day

Profile
Statements
Reward Points: 0
Last Login: less than a minute ago
Logout

2. Fill the details, provide the valid documents required and request for verification. Your details will be validated and approved by eSewa to ensure the completion of your verification process.

OR,

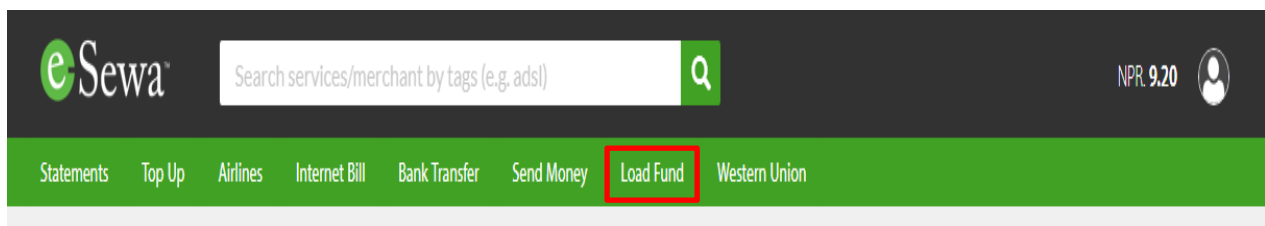
You can also visit your nearest eSewa Designated Bank counters or eSewa Zone with your identity card along with a recent pp size photo.

C. Fund Loading Process [Adding Money to your wallet]

1. Login e-Sewa with your newly/already created eSewa ID and Password

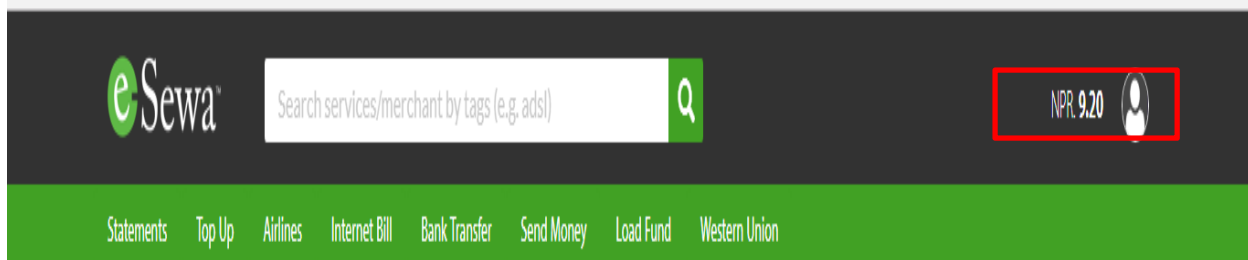


2. Click **Load Fund**



3. You have 4 ways to load funds in your wallet as shown below:
 - a. Internet Banking/ Mobile Banking
 - You can add funds to your eSewa wallet through the Internet Banking/Mobile Banking Facilities provided by one of eSewa's Partner Banks.
 - b. Request from Friends/Family
 - You can request for funds from your friends/Family. If you know any friends and Family who is already using eSewa; request them to send you some fund in your eSewa account.

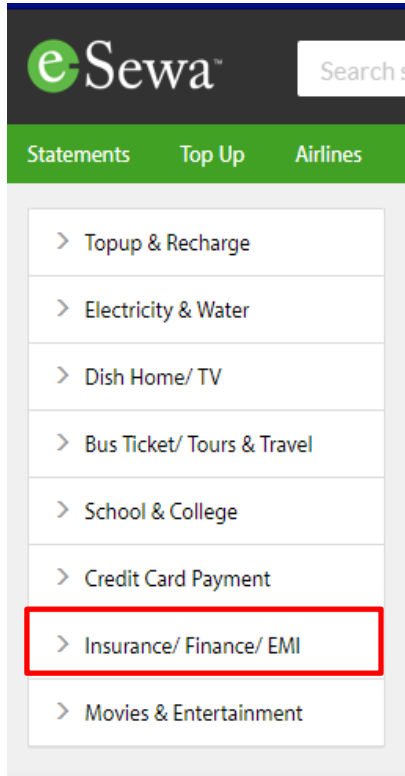
- c. eSewa Zone[Cash Deposit in your wallet]
 - You can visit the nearest eSewa Zone and deposit cash your eSewa wallet.
 - d. Deposit at eSewa designated banks [Cash Deposit in your wallet]
 - You can visit any of the below mentioned bank and deposit cash in your eSewa wallet
 - Prabhu Bank
 - Global IME Bank
 - Siddhartha Bank
 - Janata Bank
 - Mahalaxmi Bikas Bank
 - Tourism Development Bank
4. Choose one of the above ways. Read and follow the instructions given therein to load funds in your wallet.
 5. After loading funds, check your “Available Balance” to confirm whether you have received the funds in your wallet or not.



NOTE: For unverified eSewa Users (whose identity verification is not completed), total balance you can hold on wallet is NPR 9,999. If your balance reaches or exceeds NPR 10000, your eSewa Account shall be blocked. Please complete verification process (from Profile >> Personal Details>> Identity Verification) to enjoy unlimited transactions in eSewa.

D. Fund Deposit Process for Trading purpose [Paying Online/By Mobile]

1. Click “Insurance/Finance/EMI ” from the list of Services



2. Click ‘HCC Segregate Account’

Insurance	Finance	EMI
Himalayan General Insurance	Agni Incorporated	NGM Ezypay (hero)
Premier Insurance	Global IME Capital	United Finance Limited
Prudential Insurance	HCC Segregate Account	
Siddhartha Insurance	Kalika Infotech	
	Merolagani.com	
	Sharesansar	
	Siddhartha Capital Direct Pay	
	Siddhartha Capital Limited	

3. Enter your 'Full Name', correct 'Client Code' and amount to be transferred and click 'Proceed'.

The screenshot shows the eSewa website interface. At the top, there is a search bar with the text "Search services/merchant by tags (e.g. adsl)" and a magnifying glass icon. To the right of the search bar, it says "NPR 9.20" and has a user profile icon. Below the search bar is a green navigation bar with the following links: "Statements", "Top Up", "Airlines", "Internet Bill", "Bank Transfer", "Send Money", "Load Fund", and "Western Union".

On the left side, there is a vertical menu with the following categories:

- > Topup & Recharge
- > Electricity & Water
- > Dish Home/ TV
- > Bus Ticket/ Tours & Travel
- > School & College
- > Credit Card Payment
- > Insurance/ Finance/ EMI
- > Movies & Entertainment

The main content area is titled "HCC Segregate Account" and contains the following form fields:

- Customer Full Name :** A text input field with a red border.
- Client Code :** A text input field with a red border.
- Amount (NPR):** A text input field with a red border, containing the number "0".

Below the form fields are two buttons: "PROCEED" (green) and "CLEAR" (white). To the right of the form, there is explanatory text:

This facility is for MEX Traders to deposit funds for trading purpose.

Please enter your full name mentioned in your client registration form, client code provided by your broker and the amount to avail this service.

Note: Rs. 5 per transaction will be charged for amounts between Rs. 100 to Rs. 50,000. Likewise, Rs. 10 per transaction will be charged for amount Rs. 50,001 and above.

For further information, [Click here](#)