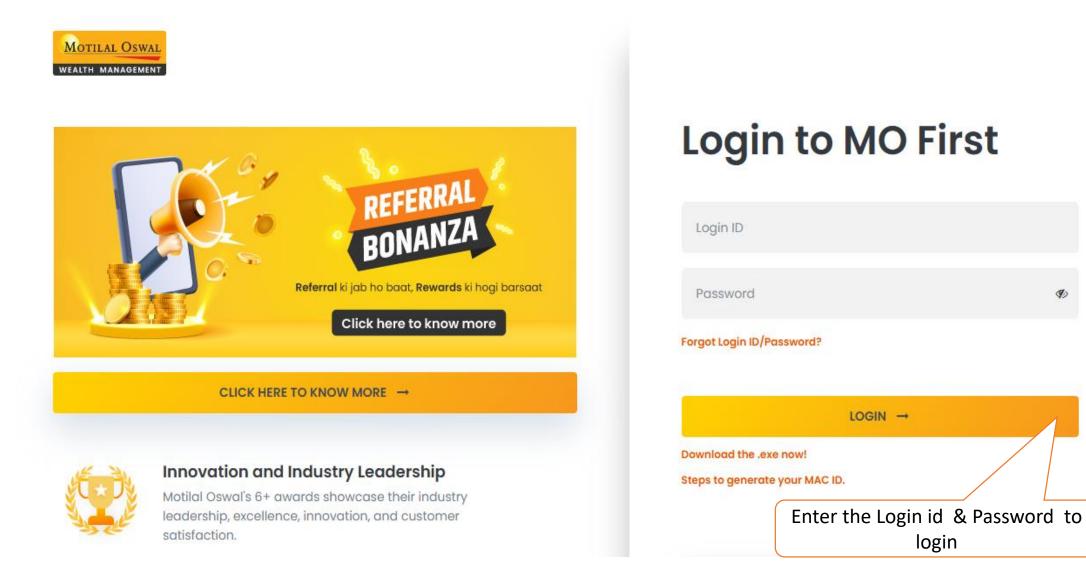
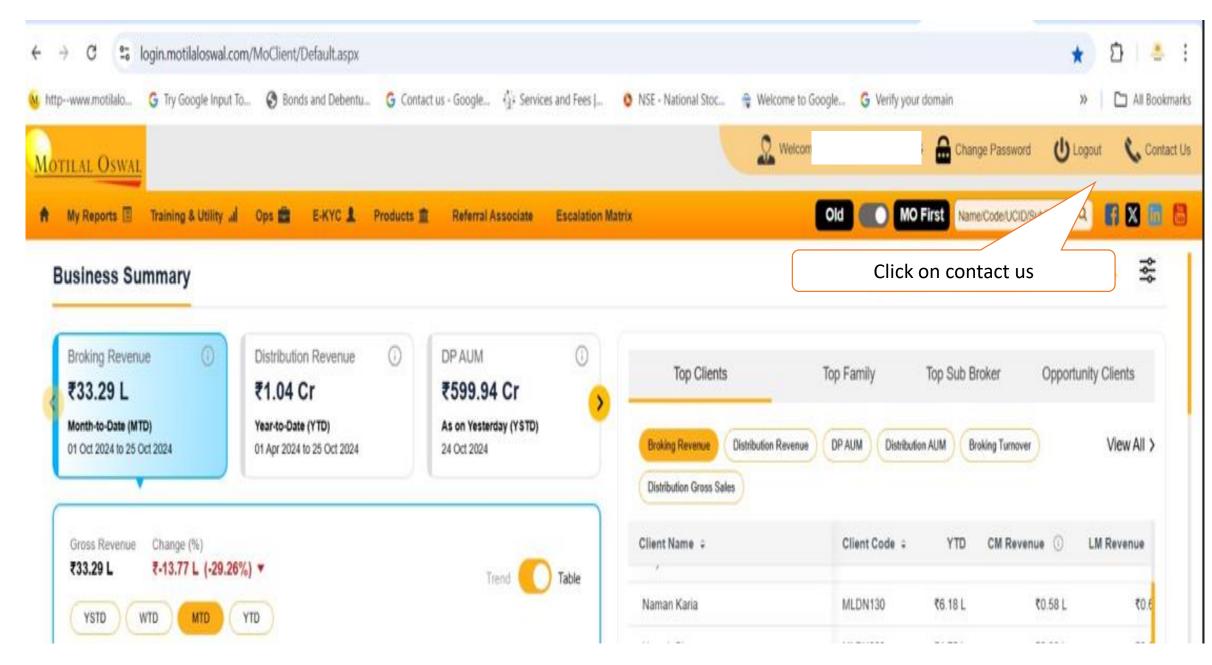


Login in to Upper Most /MO First

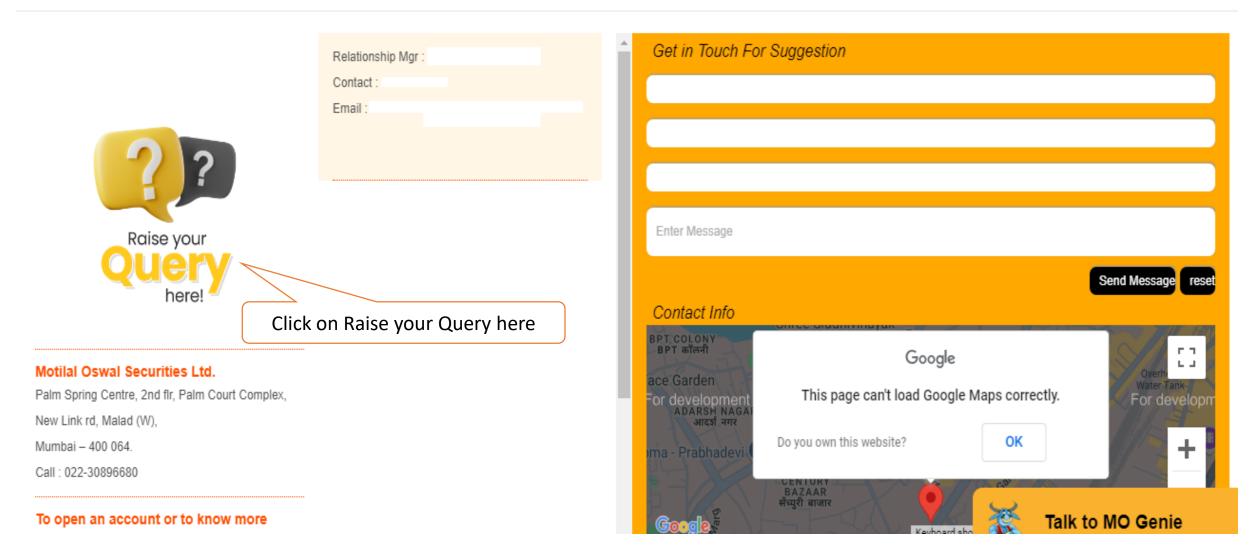


Home Page



Contact Us Page

Contact Us



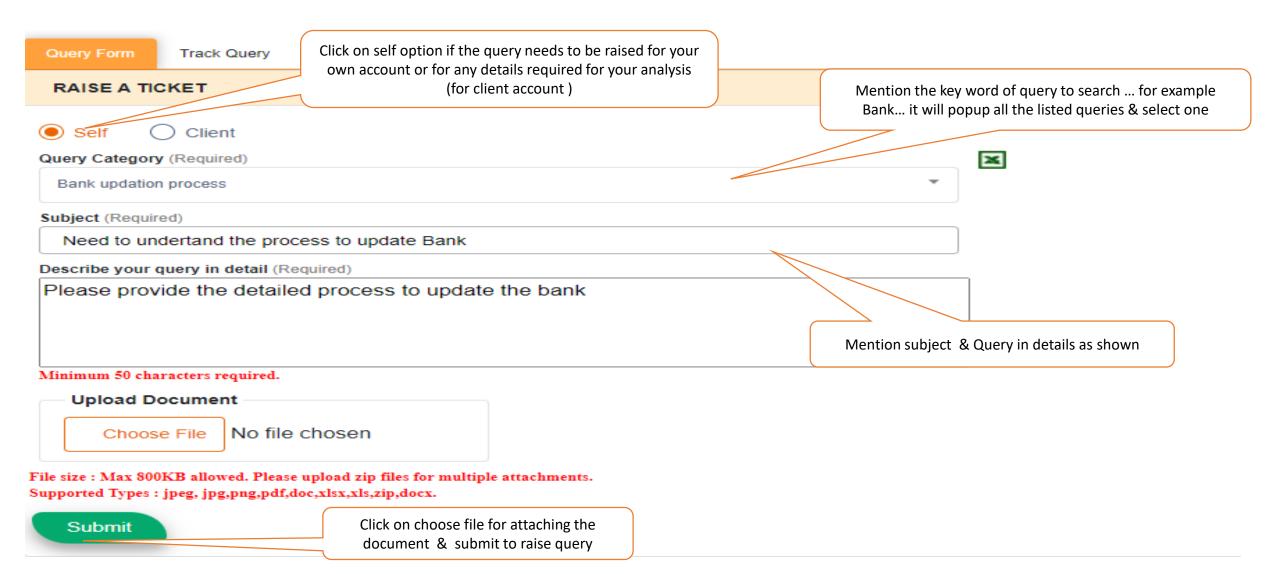
X

How to raise query through Query Form - (SELF)

Click on SELF- If you need the customer information for your OWN review for list of clients.

Click on **CLIENT**- If you need the **particular** client's information.

Email will be triggered to your email id in both the above scenarios.



How to raise query through Query Form - (Client)

RAISE A TICKET			Vention client code & sear	ch	
Self Olient Client Co	de Client Code	Q			
Query Category (Required) Select an option			×		In case if you are not able to understand which query type then you can download excel to check the list
add		-	word of query to search will popup all the listed que select one		
Address updation process					
Address updation status Rejection details -address updation					
Subject (Required)					
Describe your query in detail (Required) Mention your query in detail (Re	quired)			Mention subject 8	ል Query in details
Minimum 50 characters required.					
Choose File No file chose			Click on Choose file fo multiple doc	or attaching the doo umentPlease att	
File size : Max 800KB allowed. Please upload : Supported Types : jpeg, jpg,png,pdf,doc,xlsx,x		-			
	it to raise the query				

Query raised for Mapped customer

Self Olient	Q
Query Category (Required)	X
Bank updation process	×
Subject (Required) Need to undertand the process to update Bank	
Describe your query in detail (Required)	Your ticket has been created with Interaction
Please provide the detailed process to update the bank	ID: 20252599. You will get a response from our support team within 6 working hours.
Minimum 50 characters required. Upload Document Choose File No file chosen	Done Once you click on Submit ,the Interaction id will be created , which can be referred for query tracking
File size : Max 800KB allowed. Please upload zip files for multiple attachments. Supported Types : jpeg, jpg,png,pdf,doc,xlsx,xls,zip,docx.	



Query Tracking for self and Client



Interaction Detail

INTERACTIONID	CREATED DATE	CLIENTCODE	SUBJECT	STATUS
21049669	25 Oct 2024		testing	Resolved
21049559	25 Oct 2024		testing	Resolved
21046541	25 Oct 2024		test	Resolved
21044725	25 Oct 2024		test	Resolved
21044592	25 Oct 202		Test	Resolved

By default you will be able to view latest 5 queries raised by you (self/client)

Query Tracking for self and Client

Query Form Track Query			Enter the Interaction id to search any particular query raised by you					
Track Your Query					٥			
_ Interaction ID*Q		Q	From date :	To date :)24		Q Search	
Interactio	on Detail							٥
INTERAC	TIONID		CREATED DATE	CLIENTCODE	E	SUBJECT		STATUS
21049669			25 Oct 2024			testing		Resolved
	Click on Interaction id for checking detailed conversation							

Query details

InteractionID	Content	
20252951	Your interaction id is: 20252951	
	Further for swift assistance on your query we request you to send all communications from your registered email address along with your Client Code in	
	While we strive to respond promptly, please allow us up to 06 working hours to address your query.	
	If you have any additional information to add or if there are any updates on your end regarding the query, please feel free to reply to this email.	
	Regards, MOFSL Customer Service Team	
	*Note: Please note that our operating hours are Monday to Friday, from 9:00 AM to 6:00 PM (excluding Saturdays and Public holidays). Responses may be delayed outside of these hours	
	Original Message From: Haresh Kumbhar [haresh.kumbhar@motilaloswal.com] Sent: Friday, Aug 23 2024 12:40PM To: Open [support@motilaloswal.com] Subject: Need to undertand the pr	
	Please provide the detailed proce Click on New Query TAB if you want to raise any NEW query	
20252951	Please provide the detailed proces	

Query details

Further for swift assistance on your query we request you to send all communications from your registered email address along with your Client Code in
While we strive to respond promptly, please allow us up to 06 working hours to address your query.
If you have any additional information to add or if there are any updates on your end regarding the query, please feel free to reply to this email.
Regards, MOFSL Customer Service Team
*Note: Please note that our operating hours are Monday to Friday, from 9:00 AM to 6:00 PM (excluding Saturdays and Public holidays). Responses may be delayed outside of these hours
Original Message From: Sent: Friday, Aug 23 2024 11:30AM To: Open [support@motilaloswal.com] Subject: Testing for reopen new
From: Sent: Friday, Aug 23 2024 11:30AM To: Open [support@motilaloswal.com]

Need more clarity on this interaction? kindly click here

In case if the query is Resolved/closed and you want more clarity on the same interaction ---Kindly click here 0

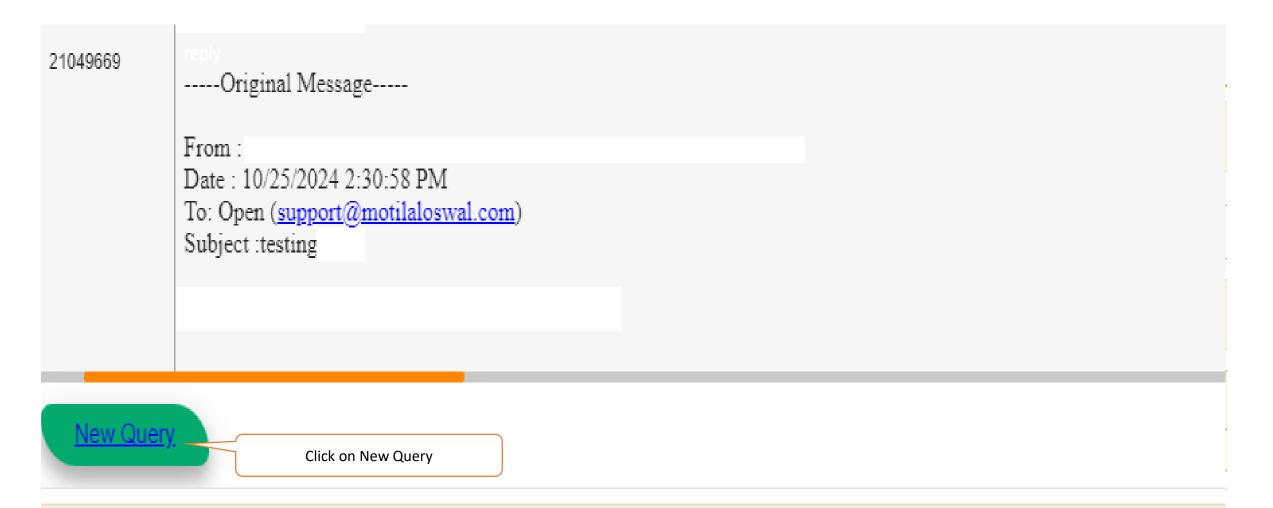
How to Reopen Query



How to Reopen Query

		This is	applicable for Broking and Distribution employees on	ly l
Query Form	Track Query			
Track Your	Query		×	۵
Interaction IE)*	From date : 16-Aug-2024		Q Search
Interactio	n Detail		Your Interaction ID 20250796 has been	٥
MEDIA		INTERACTIONID	successfully opened.	STATUS
Portal		20252951		Open
Portal		20251501	Done	Pending
Portal		20252599	Done	Open
Portal		20251331	23 Aug 2024	Open
Portal		20250796	23 Aug 2024	Resolved
		Once we submit the query we will get message as shown. Click done to continue		

How to create New Query



Need more clarity on this interaction? kindly click here

New Query creation page

Query Form	Track Query
RAISE A TI	CKET
🔿 Self (Client Code Client Code Q
Query Category	y (Required)
Select an opti	ion
Subject (Requir	red)
Describe your	query in detail (Required)
Mention you	ur query in detail (Required)
Minimum 50 cha	aracters required.
Choos	
	IB allowed. Please upload zip files for multiple attachments. : jpeg, jpg,png,pdf,doc,xlsx,xls,zip,docx,msg.

Submit