

## Apply for Honorarium Help Document

1. Go to WEA login
2. Go to "Apply for Honorarium" from side menu
3. Enter Church Details as shown below

The screenshot shows the 'Application for Honorarium' page in the EBC-NESTHAM system. The page title is 'Enter Church details'. There are two input fields: 'Name of church' and 'Church Address'. A green 'Next' button is located below the fields. The left sidebar menu is visible, with 'Apply for Honorarium' highlighted by a red circle. Other menu items include 'Search & Rollback To WEA AP...', 'Update Bank Details for IFSC', 'List for Verification', 'Update Social audit Status', 'In-Eligible Beneficiary List', 'Search and Edit Bank Details', 'Honorarium to Pastors', 'Pastors Application Status', and 'and Rollback Pastor'.

- a. All fields are mandatory

The screenshot shows the 'Application for Honorarium' page with validation errors. The 'Name of church' field contains 'a' and has a red error message: '\* ENTER VALID NAME, USE ROMAN DIGITS IF NUMBERS INCLUDED IN NAME'. The 'Church Address' field contains 'a' and has a red error message: '\* ENTER VALID NAME, NO SPECIAL CHARACTORS ALLOWED USER !' OR !' INSTED'. A green 'Next' button is located below the fields.

- b. Enter the required details and click NEXT button.

The screenshot shows the 'Application for Honorarium' page with the 'Name of church' field filled with 'BAPTIST' and the 'Church Address' field filled with 'BAPTIST CHURCH, ABV Palem'. A green 'Next' button is located below the fields.

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4. Enter the bank details of Church as shown below
  - a. All bank details including Bank passbook is mandatory
  - b. Choose the bank passbook PDF and click select to upload the PDF.
  - c. After bank details entry click NEXT button.

Application for Honorarium

### Add Bank Details of Church

Account Number	:	*	<input type="text"/>
Bank Name	:	*	--Select Bank--
Branch Name	:	*	--Select Branch--
Ifsc Code	:		<input type="text"/>
church bank account passbook	:		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload File"/>

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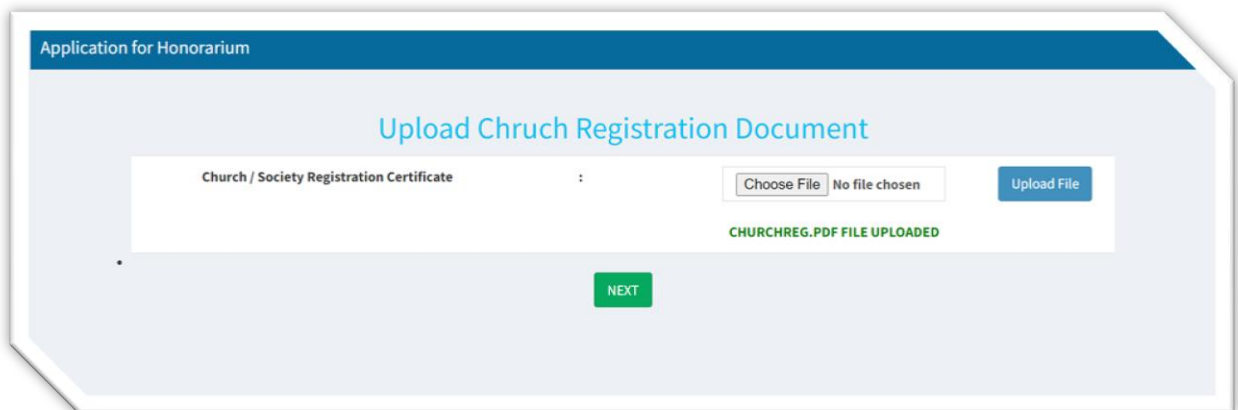
### Add Bank Details of Church

Account Number	:		85965263123
Bank Name	:		Union Bank of India
Branch Name	:		A B V PALEM
Ifsc Code	:		UBIN0541737
church bank account passbook	:		<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload File"/>

**BANK PASSBOOK.PDF FILE  
UPLOADED**

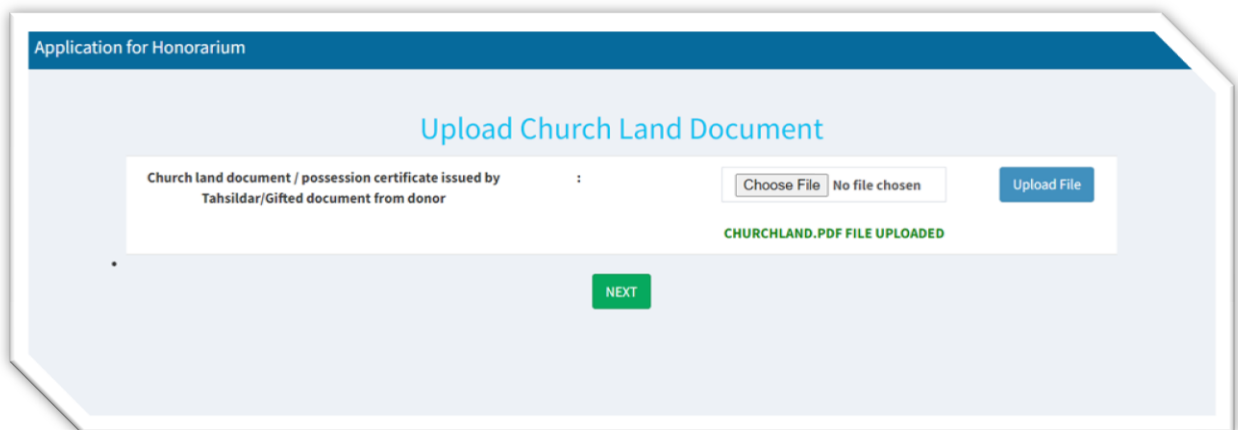
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5. Now provision asks to upload the “Church / Society Registration Certificate”, upload the same and click NEXT.



The screenshot shows a web interface for an "Application for Honorarium". The main heading is "Upload Church Registration Document". Below this, there is a form field labeled "Church / Society Registration Certificate" followed by a colon. To the right of the field is a "Choose File" button, which currently displays "No file chosen". Further right is a blue "Upload File" button. Below the form field, a green message states "CHURCHREG.PDF FILE UPLOADED". At the bottom center of the form area is a green "NEXT" button.

6. Now provision asks for “Church land document / possession certificate issued by Tahsildar/Gifted document from donor” upload the same and click NEXT.



The screenshot shows a web interface for an "Application for Honorarium". The main heading is "Upload Church Land Document". Below this, there is a form field labeled "Church land document / possession certificate issued by Tahsildar/Gifted document from donor" followed by a colon. To the right of the field is a "Choose File" button, which currently displays "No file chosen". Further right is a blue "Upload File" button. Below the form field, a green message states "CHURCHLAND.PDF FILE UPLOADED". At the bottom center of the form area is a green "NEXT" button.

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7. Now provision asks for “self declaration affidavit stating that there is no income from other sources” upload the same and click NEXT button.

The screenshot shows a web interface for an 'Application for Honorarium'. The main heading is 'Upload Income Document'. Below this, there is a text input field containing the text 'self declaration affidavit stating that there is no income from other sources'. To the right of the input field is a file selection button labeled 'Choose File' with the text 'No file chosen' next to it. Further right is a blue 'Upload File' button. Below the input field, the text 'INCOME\_DECLARATION.PDF FILE UPLOADED' is displayed in green. At the bottom center, there is a green 'NEXT' button.

8. Now on successful submission of application the successful message will appear as shown below with reference number.
9. You can click 'GOTO NEW APPLICATION' button to Enter New Application Details.

The screenshot shows a confirmation screen titled 'Successfully Submitted'. The main heading is 'Successfully Submitted'. Below this, there is a green message: 'Application for Honorarium is submitted Successful,'. Underneath, it says 'The Reference ID for this application is' followed by the reference number 'H031117355674'. At the bottom center, there is a blue button labeled 'GOTO NEW APPLICATION'.