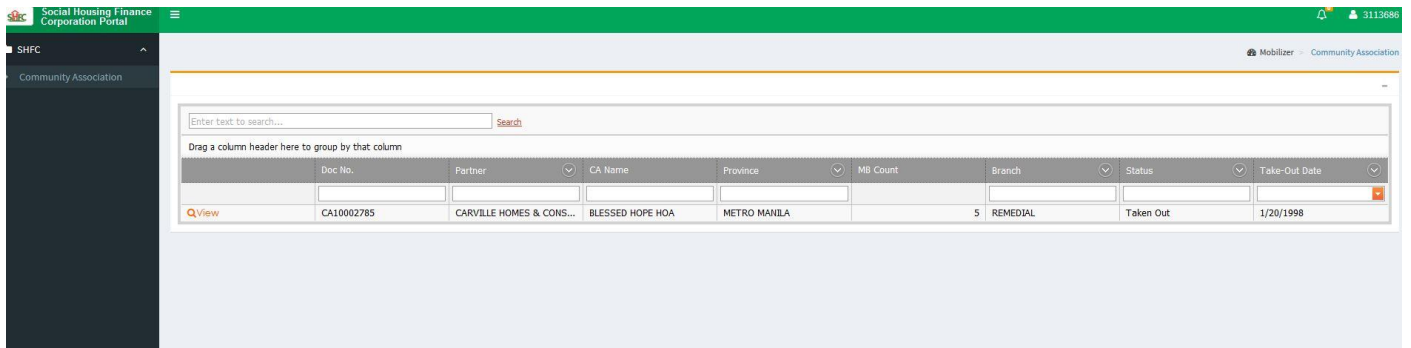# ZEUS-SHFC Portal Guide

Login Page

1. **Logging on ZEUS-SHFC Portal**, enter account number as username then enter the CA enrolled password.

   You may change the password after login, it is located on the upper right corner under your profile name after you clicked.

2. **Main Menu Page**, Click the beside the basic info of the CA to view the full profile about your CA and status.

ZEUS-SHFC Portal Guide

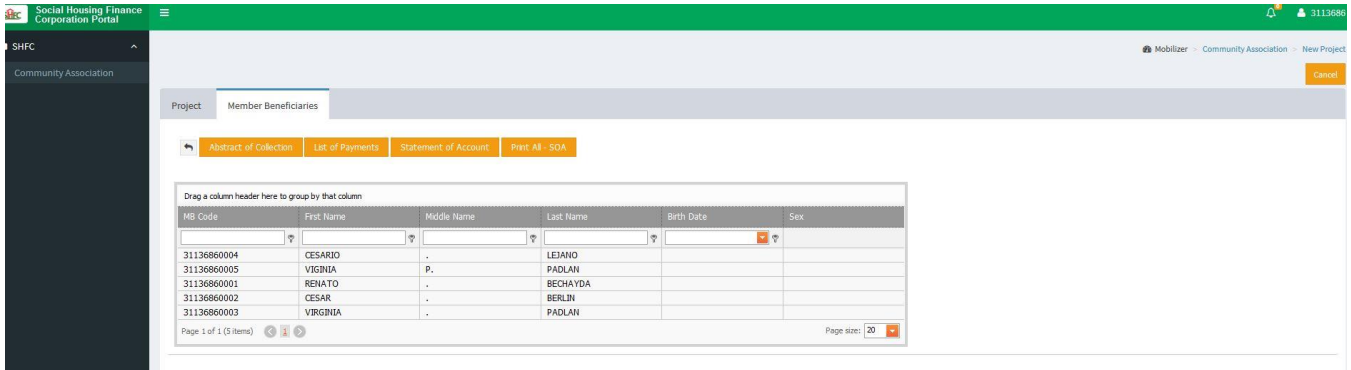3. **CA Project Profile**, You may scroll for complete viewing of the CA profile. By clicking on the Member Beneficiaries tab. You may completely create transactions and generate MB account status.


3.1. Abstract Of Collection, input Actual Payment and Penalty at the right of corresponding MB on the row. After every entries or changes click Save Changes at the right lower part of the window.

Choose from Payment Type: Direct Payment to SHFC or Thru Bank Payment, and if service fee is needed just check the box. ☑Include Service Fee

After completing the encoding, Submit and Print your work
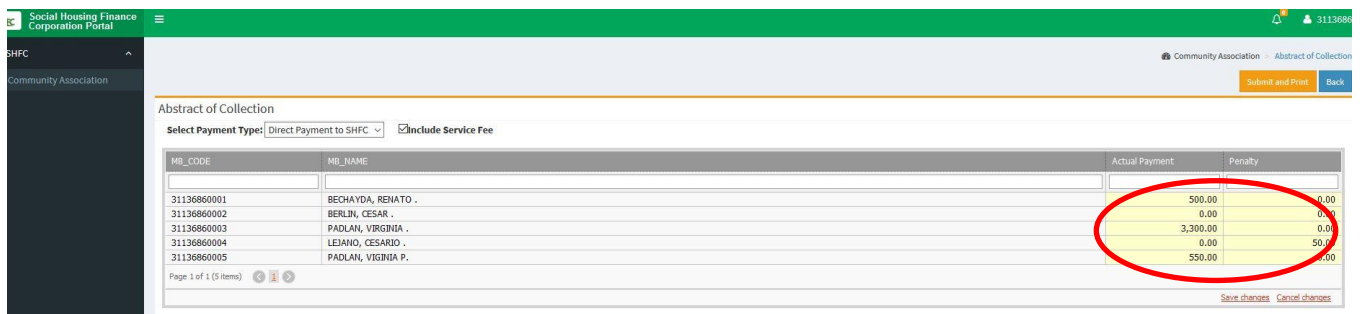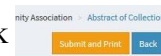
If MB list is long, use pagination at the lower left part of the window.
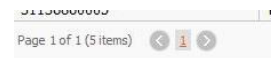
4.2 List of Payments and **Statement of Account**, Choose MB first then select List of Payments or Statement of account button at the top.

4.3 Print All – SOA, will generate all the SOA of the MB on the list. Please wait until print preview is generated.