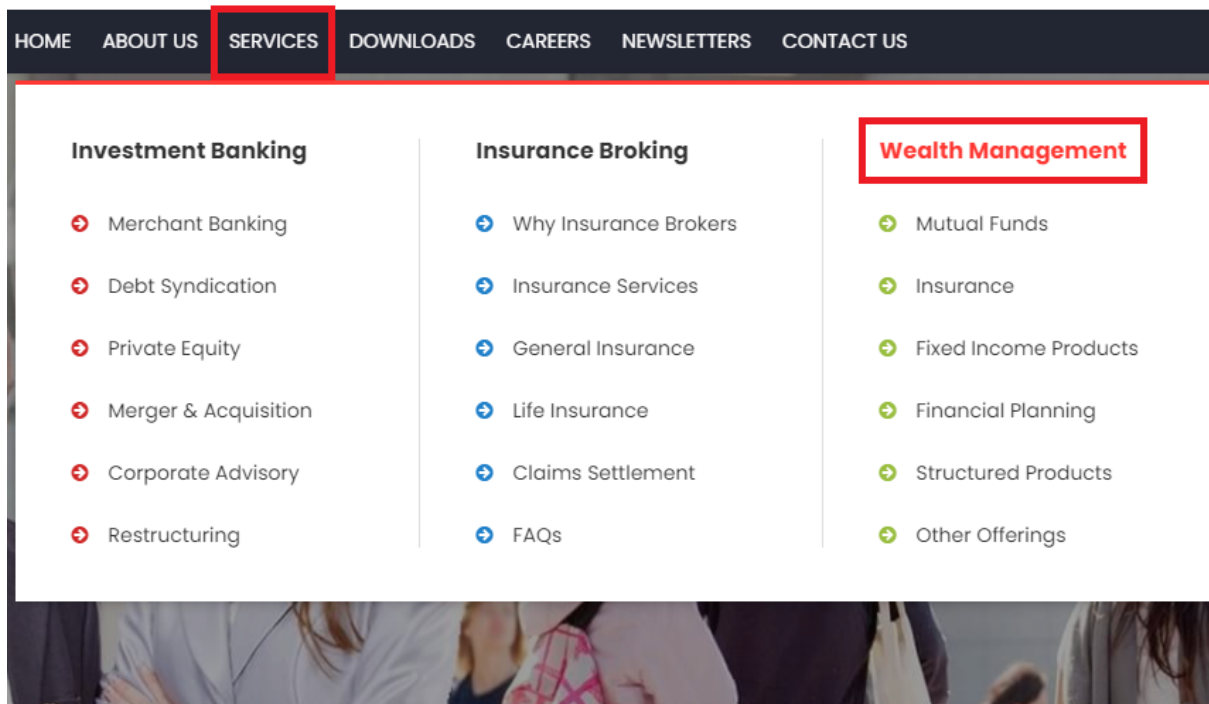
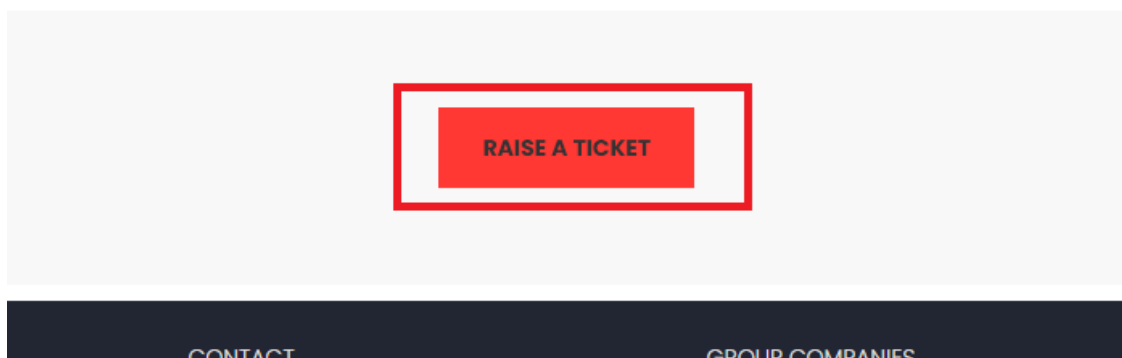


HOW TO RAISE A TICKET AND CHECK ITS STATUS

1. Hover to **SERVICES** on the top menu and click on **Wealth Management**



2. Scroll down to bottom of the page and click on **RAISE A TICKET**



3. Click on **Register now** if you haven't already registered, otherwise Sign In with your existing credentials.

Please sign in

 Remember me

[Forgot your password?](#)

4. Fill in the required fields and click on Sign Up.

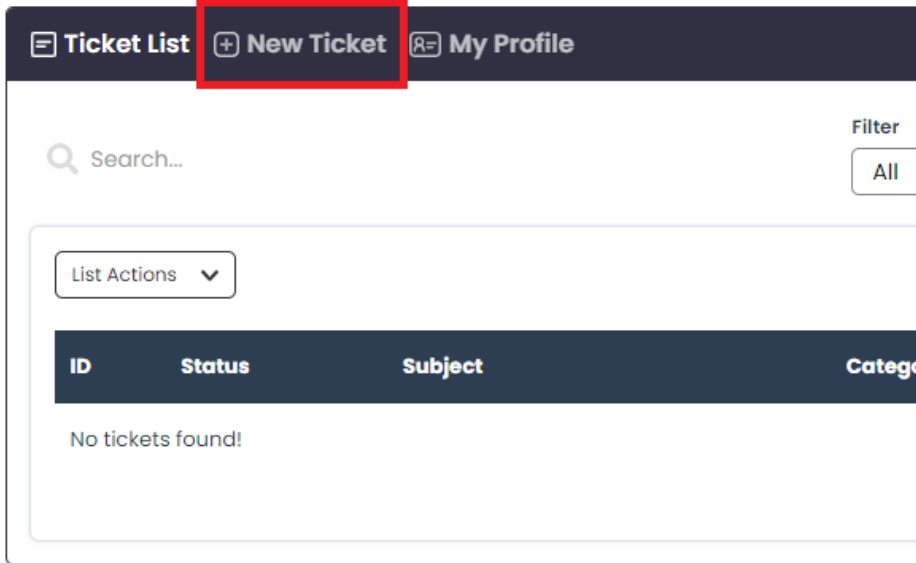
Please sign up

5. Enter the OTP you will receive in your provided email address in next screen.

Please sign up

We have sent 6-digit one time password on your given email address.

6. After entering the correct OTP, your account is successfully created, and you will be redirected to Ticket Module, now click on **New Ticket**



7. Enter Subject & Description, accept the terms and click on **Submit**.

Subject *
Short description of the ticket

Description *
Detailed description of the ticket

Attach Files

I understand my personal information like Name, Email address, IP address, etc. will be stored in database.

I agree to the terms and conditions

Submit Reset Form

8. Once done, you will receive confirmation message with direct link to the ticket as shown below

[Ticket List](#) [New Ticket](#) [My Profile](#)

Thanks for reaching out, we've received your request!

[https://capitalsquare.in/ticket/\[redacted\]](https://capitalsquare.in/ticket/[redacted])

9. Click on **Ticket List**, and you will see the status of your Ticket, To view more details or submit additional response, click on the Ticket as shown below

[Ticket List](#) [New Ticket](#) [My Profile](#)

Search... Filter: All

List Actions ▾

ID	Status	Subject	Category
#2	Open	[redacted]	General

1 Ticket

10. Here you will find all communication, you will receive email notification when one of our agent replies to your ticket.


[Ticket List](#) [New Ticket](#) [My Profile](#)

Refresh | Close | Copy URL

[Ticket #2] [redacted]

B I U [Quote] [List] [List] [List] [List] [List] [Link] [Image]

Attach Files Submit Reply & Close

 **John Doe** reported

52 minutes ago

[redacted]