



Eastern Bank PLC.



User Manual- Chittagong Port Authority Bill Payments

EBLConnect

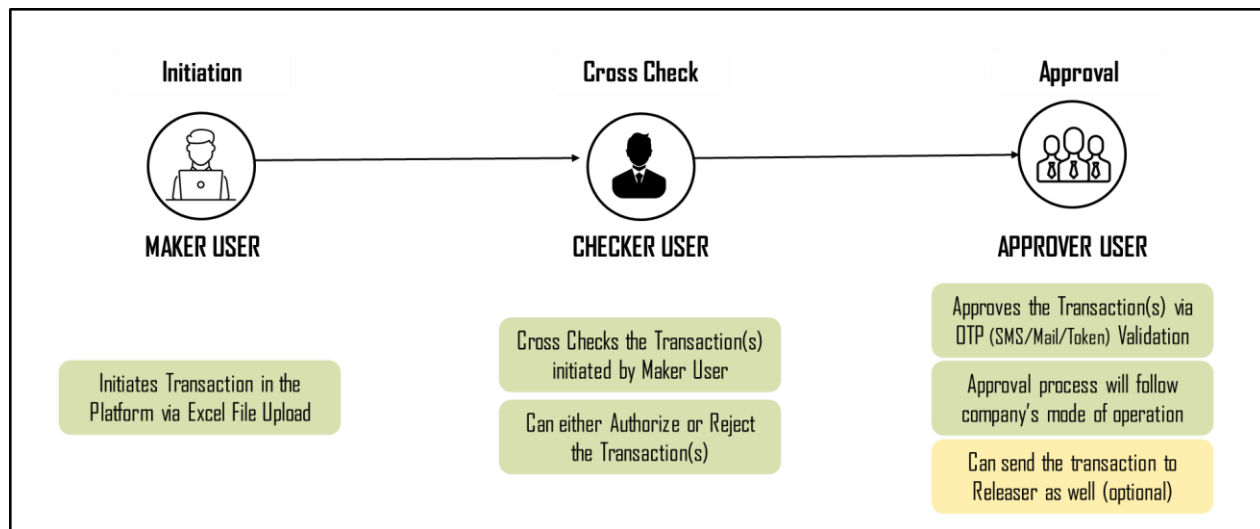
Eastern Bank PLC.

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Document Details	
Platform	EBLConnect
Module	Utility & Statutory Bill Payments
Transaction Type	CPA Bill Payments

#### Process Flow:



#### User Login:

EBL will provide an URL to the registered customer to perform uploading and approving transaction from anywhere in the world. The Customer must have a stable internet connection. The URL and User login credential will be sent to customer via email after user registration.

**URL:** <https://eblconnect.ebl-bd.com/eblconnect/>

Username and Password will be sent to customer email addresses from the EBLConnect Payment System after registration. After getting the user login user ID and password, customer must have to change the password after the first login.

#### Types of Users at Customer end:

- Maker
- Checker
- Approver



## Maker Operation:

Maker user will login to EBLConnect with user credentials and go to **Utility/Govt. Payment > CPA Bill Payment**.

The screenshot shows the Eastern Bank Ltd. EBLConnect Payment Portal. The navigation menu includes Home, Report, My Account, Payment, Utility/Govt. Payment, Services, Send to Checker, Trade Services, Transaction Status, Search, Pull Authorization, and Thai Visa Collection Report. The CPA Bill Payment option is highlighted under the Utility/Govt. Payment section. The main content area displays a welcome message for test\_maker and a list of payment options including Single Utility Bill Payment, Bulk Utility Bill Payment, Tax/VAT Payment, and CPA Bill Payment. A sample file download link is also provided.

Field Input Details for CPA Bill Payments are highlighted below:

Field Name	Mandatory	Expected Input	Example
Debit Account No.	Yes	Select Debit Account from drop down	EBL Account
CPA Reference No.	Yes	Input Port Bill Reference Number	10061525010000010

Maker user will click on 'Validate'. If bill Reference number is valid, then system will show bill breakdown in the right side. If bill reference number is invalid, then system will show an error message.

The screenshot shows the Chittagong Port Authority Utility Bill Payment form. It includes a Debit Account dropdown, a CPA Reference No. input field, and a Validate button. The CPA Bill Details table is displayed on the right side of the form.

CPA BILL DETAILS	
Revenue Amount	3395982.24
VAT Amount	509397.34
Welfare Amount	2
AIT	339598.22
Total Payable Amount	4244979.8

Maker user can use the 'Add to Queue' option for making multiple port bill payments. After adding to queue, maker user can send the transaction for further processing. Maker user can also delete the port bill after it has been added in the queue table. Maker user will agree to the Terms & Conditions and click on 'Send to Checker' to send the transaction to the next layer.



Chittagong Port Authority Utility Bill Payment

Debit Account\*

Select Debit Account

☒ Bill Ref No
☐ AIN & Password

CPA Reference No.\*

Reset

Validate

CPA BILL DETAILS

Revenue Amount	
VAT Amount	
Welfare Amount	
AIT	
Total Payable Amount	

<input type="checkbox"/>	Debit Account	CPA Reference No.	Revenue Amount	VAT Amount	Welfare Amount	AIT	Total Amount	Beneficiary Name	Action
<input type="checkbox"/>	1041060396336	10061525010000017	3395982.24	509397.34	2	339598.22	4244979.8	CONTAINER & TERMINAL SERVICES LTD.	
<input type="checkbox"/>	1041060396336	10061525010000019	1428869.86	214330.48	1	142886.99	1786088.33	CONTAINER & TERMINAL SERVICES LTD.	

☐ I accept **Terms & Conditions** for making CPA Payments\*

Send to Checker

If Send to Checker is successful, user will see the below system notification:

Debit Account\*

Select Debit Account

☒ Bill Ref No
☐ AIN & Password

CPA Reference No.\*

Reset

Validate

## Success!

Successfully sent to checker : 508500981

OK

### Checker Operation:

Checker user will login to EBLConnect with his user credentials. In the landing page, checker user will see the transaction pending in his dashboard for Authorization.

EBLConnect Payment Portal									
Lot No	File Name	Uploaded Date	Lot Count	Lot Amount	Prepared By	Checked By	Checked By	Action	
2500201	Tax_Sample (5).xlsx	2025-03-05	1	1,233.00	sarwar1			<a href="#">Reject</a>	<a href="#">View</a> <a href="#">Download</a> <a href="#">Send To Approver</a>

Checker can see the details of the transaction by clicking on **'View'** under Action tab or can authorize the transaction by clicking on **'Sent to Approver'**.

User will see the below message if transaction is sent to Approver successfully from Checker end:



# Success!

Sent to Approver Successfully!

OK

This will conclude the Checker operation.

## Approver Operation:

Approver user will login to EBLConnect with his user credentials. In the landing page, approver user will see the transaction pending in his dashboard for Approval.

Approver Dashboard								
1. BEFTN Approval Cut-off Time : 0:59 PM.								
Ref No	File Name	Uploaded Date	Lot Count	Lot Amount	Prepared By	Checked By	Approver 1	Action
508500981	CPA_COLLECTION	2025-07-13	2	6,031,068.13	test_maker	test_maker		<a href="#">View</a>
508500970	CPA_COLLECTION	2025-06-30	1	10.13	test_maker	test_maker		<a href="#">View</a>
508500966	CPA_COLLECTION	2025-06-29	6	60.60	test_maker	test_maker		<a href="#">View</a>
508500964	CPA_COLLECTION	2025-06-29	1	28,250.25	test_maker	test_maker		<a href="#">View</a>

Approver can see the details of the transaction by clicking on **'View'** under Action tab

From this **'View'** window Approver user can provide OTP and approve the transaction. After approval process is completed, the transaction cycle will end at EBLConnect and go to Bank for further processing.