

Step 1: Create your account

1: Click on **Sign In / Register**

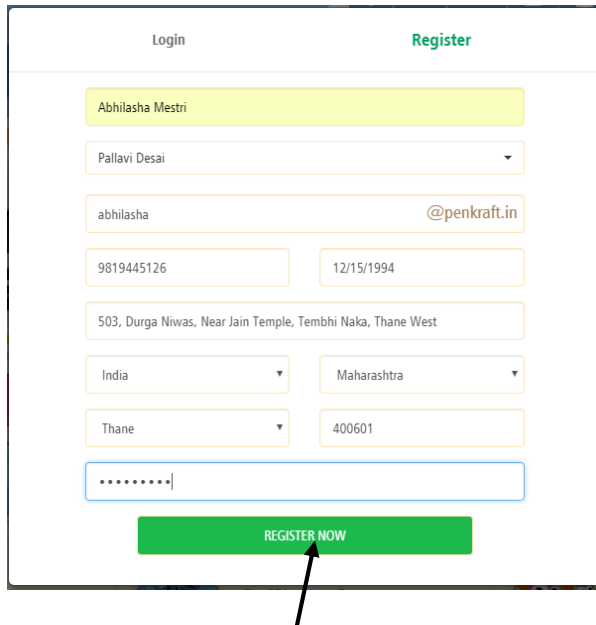


2: Click on **Register**

The image shows the registration form on the Penkraft website. The form has two tabs: 'Login' and 'Register', with 'Register' selected. The form fields are: 'Name' (text input), 'Pallavi Desai' (dropdown menu), 'E-mail Provided by Penkraft' (text input with '@penkraft.in' as a suffix), 'Mobile' (text input), 'Date of Birth' (text input), 'Address' (text input), 'Select Country' (dropdown menu), 'Select country first' (dropdown menu), 'Select state first' (dropdown menu), 'Pin Code' (text input), and 'Password' (text input). A green button labeled 'REGISTER NOW' is at the bottom of the form.

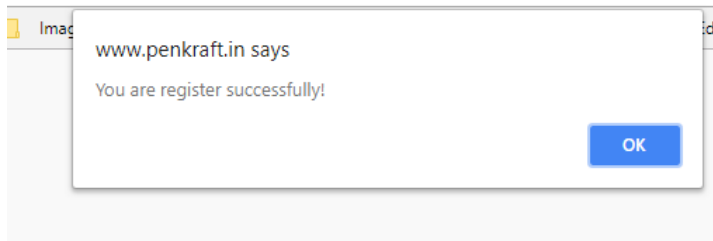
- Insert your **Complete Name**
- Select your **Master Trainer** from dropdown list
- Insert your **E-Mail Id** provided by **Penkraft**

- Insert your **Mobile Number**
- Insert your **Date of Birth**
- Insert your **Address**
- Select **Country**
- Select **State**
- Select **City**
- Insert **Pin Code**
- Insert **Password**
- Click on **Register Now**



The screenshot shows a registration form with the following fields and options:

- Full Name: Abhilasha Mestri
- Last Name: Pallavi Desai
- Email: abhilasha@penkraft.in
- Mobile Number: 9819445126
- Date of Birth: 12/15/1994
- Address: 503, Durga Niwas, Near Jain Temple, Tembhi Naka, Thane West
- Country: India
- State: Maharashtra
- City: Thane
- Pin Code: 400601
- Password: [Redacted]
- Register Now Button: A green button labeled "REGISTER NOW" with an arrow pointing to it.



3: Click on **Sign In / Register**

4: Click on **Sign In**

- Insert **E-Mail Id** and **Password**
- Click on **Log In**

Login Register

abhilasham@penkraft.in

LOG IN

Forgot Password?

www.penkraft.in says

Login Successfully!

OK

5: You will be able to see following window.

Penkraft®
Elegant Writing

Home About Us Courses Workshops Faculty Media Blog Contact Us

0

- 1 Profile Details
- 2 Add Courses Details
- 3 Order Now

No Kit available.

6: Click on Profile Details.

Penkraft®
Elegant Writing

Home About Us Courses Workshops Faculty Media Blog Contact Us

0

- 1 Profile Details
- 2 Add Courses Details
- 3 Order Now

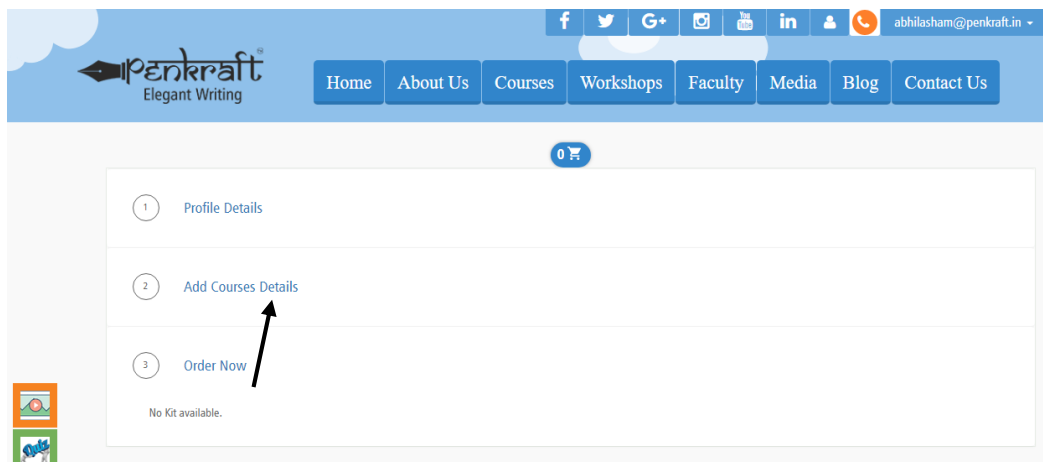
No Kit available.

- You will be able to see following window

1 [Profile Details](#)

Name:	abhilasha mestri	No record available.
Master Trainer Name:	Pallavi Desai	
Email:	abhilasham@penkraft.in	
Phone:	9819445126	
Address:	503, Durga Niwas, Near Jain Temple, Tembhi Naka, Thane West	
State:	Maharashtra	
City:	Thane	
Country:	India	

7: Click on Add Course Details



- You will be able to see following window

2 [Add Courses Details](#)

Select Course	Certificate No	Issued Date	+ Add
<input type="button" value="SUBMIT"/>			

- Select the **course** you are certified for
- Insert **Certificate Number** and **Issued Date** of **Certificate**

2 Add Courses Details

Cursive Handwriting 001 05/03/2018 + Add

SUBMIT

- Click on **Add**

2 Add Courses Details

Cursive Handwriting 001 05/03/2018 + Add

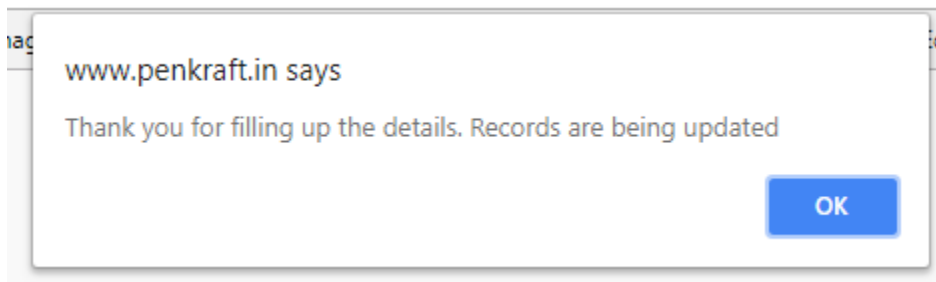
SUBMIT

- Click on **Submit**

2 Add Courses Details

Cursive Handwriting 001 05/03/2018 + Add

SUBMIT



Once you hit the Submit Button your all details will go for further verification.

After Verification from Penkraft you can start to Order your kits.

***Verification Process may take maximum 24 Hours for completion**

Once you get verified you will be able to order the kits.

How to Order kits?

3 Order Now

LKG-UKG-Cursive Handwriting Price : 600 Qty : 1 Add to Cart	I-II-III - Cursive Handwriting Price : 600 Qty : 1 Add to Cart	IV-V - Cursive Handwriting Price : 600 Qty : 1 Add to Cart	VI-X - Cursive Handwriting Price : 600 Qty : 1 Add to Cart
Activity Certificate Price : 18 Qty : 1 Add to Cart	Penkraft Bag Price : 50 Qty : 1 Add to Cart		

Step 1: Select the Kits you want to order.

www.penkraft.in/myaccount.php

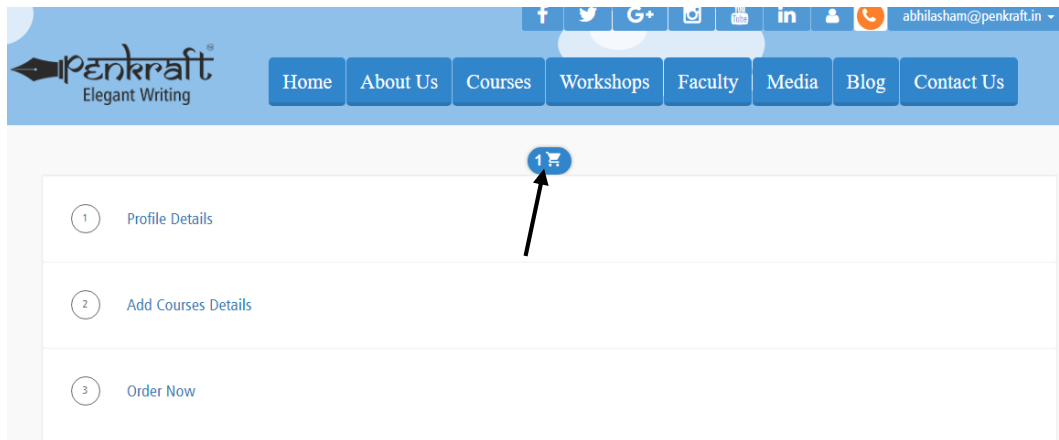
Report Download Accounts Images

www.penkraft.in says
Item added to Cart!
OK

3 Order Now

LKG-UKG-Cursive Handwriting Price : 600 Qty : 1 Adding...	I-II-III - Cursive Handwriting Price : 600 Qty : 1 Add to Cart	IV-V - Cursive Handwriting Price : 600 Qty : 1 Add to Cart	VI-X - Cursive Handwriting Price : 600 Qty : 1 Add to Cart
Activity Certificate Price : 18 Qty : 1 Add to Cart	Penkraft Bag Price : 50 Qty : 1 Add to Cart		

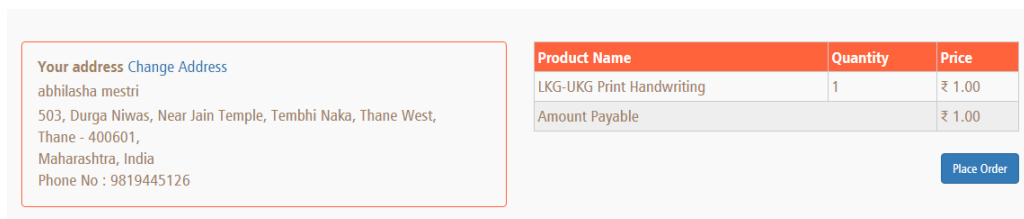
Step 2: Click on **Cart Symbol** above the Profile Details



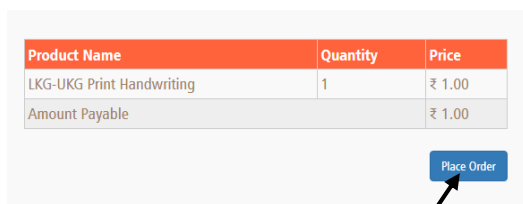
Step 3: Click on **Check Out**



Step 4: Change the Address if Delivery Address is different than Postal Address



Step 5: Click on **Place Order**



Step 6: Click on **Checkout with PayUmoney**




503, Durga Niwas,
Near Jain Temple, Tembhi Naka,
Thane(w) - 400 601
Maharashtra, India
Phone: +91 8097650735 / +91 9967455588
Email id: info@penkraft.in

Name : abhilasha mestri
503, Durga Niwas, Near Jain Temple, Tembhi
Naka, Thane West,
Thane - 400601
Maharashtra, India
Phone : 9819445126
Email id: abhilasham@penkraft.in

Sr No	Kit Name	Price
1	LKG-UKG Print Handwriting	1
Amount Payable		1

Checkout with PayUmoney

Step 7: Fill **Payment Details**

 PAY ₹1.00

9819445126 | abhilasham@penkraft.in [Show Details](#)

Payment Options : Cards (Credit/Debit)

Cards

Banks

UPI

Wallets

Credit / Debit Card Number


Expiry (MM/YY) CVV

Name on Card

Save Card Details

Pay Now

Step 8: Click on **Pay Now**

 PAY ₹1.00

9819445126 | abhilasham@penkraft.in [Show Details](#)

Payment Options : Cards (Credit/Debit)

Cards

Banks

UPI

Wallets

Credit / Debit Card Number

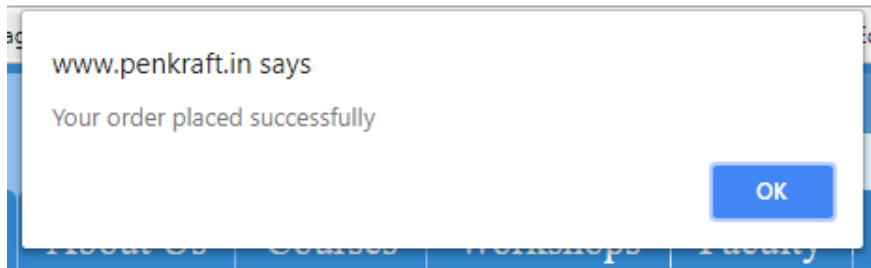
Expiry (MM/YY) CVV

Name on Card

Save Card Details

Pay Now

Step 9: Your order has been placed **Successfully**

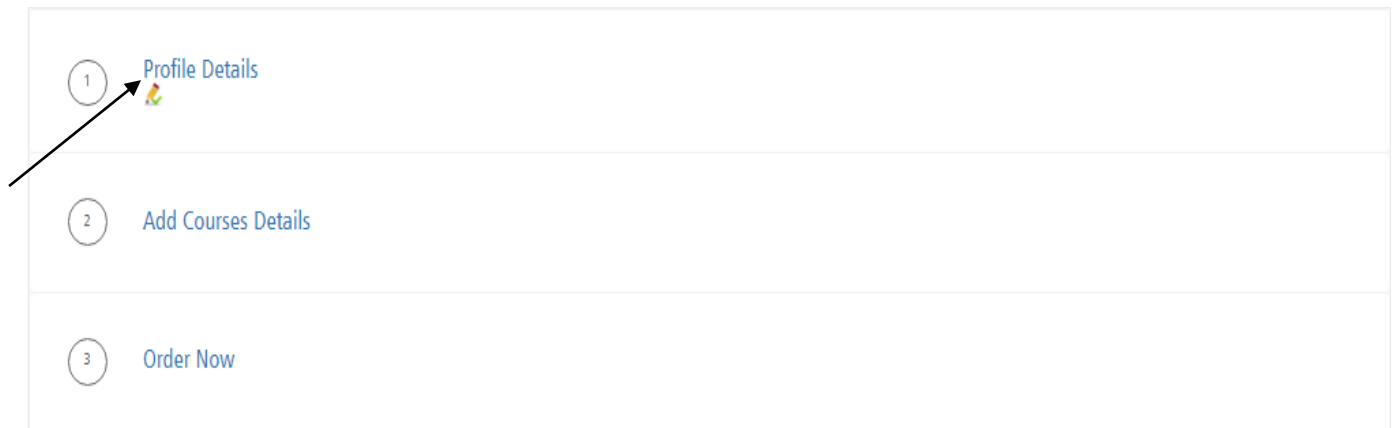


*Please place your order 15 days before your training.

*Please do not refresh the page or click somewhere until you get **Payment Successful** message.

How to edit profile?

Step 1: Click on Profile Details




Step 2: Click on Pencil

A screenshot of a profile page. At the top, there is a navigation menu with three items: "Profile Details", "Add Courses Details", and "Order Now". An arrow points to "Profile Details", which is marked with a circled "1". Below the menu is a table with two columns: personal details and course details.

Name:	abhilasha	Course Name	Certificate	Issued Date
Master Trainer Name:	Pallavi Desai	Print Handwriting	Test001	2018-05-01
Email:	abhilasha@penkraft.in	Calligraphy	Test002	2018-05-01
Phone:	9819445126	Abacus lev-1 to lev-2	Test003	2018-05-03
Address:	Thane	Abacus lev-3 to lev-5	Test004	2018-05-01
State:	Maharashtra	Cursive Handwriting	Test005	2017-01-01 
City:	Thane			
Country:	India			

Step 3: Edit the details and click on Submit

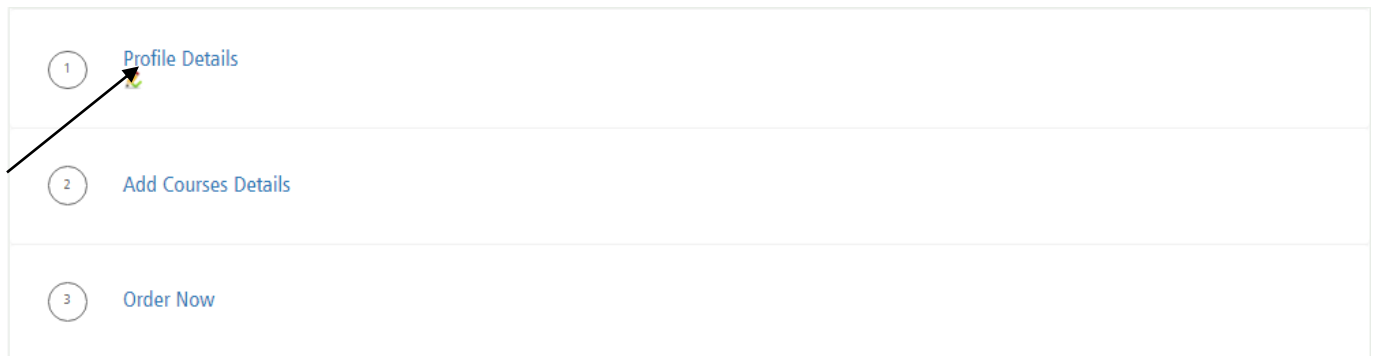
Teacher's Name:	<input type="text" value="Abhilasha"/>	
Master Trainer Name:	<input type="text" value="Pallavi Desai"/>	
Phone:	<input type="text" value="9819445126"/>	Date Of Birth: <input type="text" value="1994-05-09"/>
Email:	<input type="text" value="abhilasha@penkraft.in"/>	
Address:	<input type="text" value="Thane"/>	
Country:	<input type="text" value="India"/>	
State:	<input type="text" value="Maharashtra"/>	
City:	<input type="text" value="Thane"/>	



If your certificate has been expired you will not be able to place the order.


How to renew your certificate?

Step 1: Click on **Profile Details**



Step 2: Click on **Pencil** beside the **expired certificate date**

1 [Profile Details](#)

Name:	abhilasha	Course Name	Certificate	Issued Date
Master Trainer Name:	Pallavi Desai	Print Handwriting	Test001	2018-05-01
Email:	abhilasha@penkraft.in	Calligraphy	Test002	2018-05-01
Phone:	9819445126	Abacus lev-1 to lev-2	Test003	2018-05-03
Address:	Thane	Abacus lev-3 to lev-5	Test004	2018-05-01
State:	Maharashtra	Cursive Handwriting	Test005	2017-01-01 
City:	Thane			
Country:	India			

Step 3: Click on **Proceed to Payment**

Update Certificate

Name :	<input type="text" value="abhilasha"/>	Email :	<input type="text" value="abhilasha@penkraft.in"/>
Course Name :	<input type="text" value="Cursive Handwriting"/>	Certificate Number :	<input type="text" value="Test005"/>
Certificate Date :	<input type="text" value="01 Jan 2017"/>	Renewal Date :	<input type="text" value="01 Jan 2018"/>
Certificate Annual Charge :	<input type="text" value="800"/>		

Step 4: Fill Payment Details

PayU PAY ₹1.00

9819445126 | abhilasham@penkraft.in [Show Details](#)

Payment Options : Cards (Credit/Debit)

Cards

Save Card Details

Step 5: Click on **Pay Now**

PayU PAY ₹1.00

9819445126 | abhilasham@penkraft.in [Show Details](#)

Payment Options : Cards (Credit/Debit)

Cards

Save Card Details

Your certificate will be renewed and you will be able to place the order!