



To: **APMI Members**

From: APMI Principal Officer

Subject: **Steps for uploading the query on the 'Query Management Module'**

Steps for uploading the query on the 'Query Management Module'

- Log into APMI Portal <https://www.apmiindia.org/apmi/login.htm> using your login credentials.
- After clicking on the main menu button (3 red horizontal bars):
 - a. Click on **'Utilities'**.
 - b. Go to **'Query Management'**.
 - i. Click on **'Add'**.
 - ii. Under **'Subject'**- Narrate the subject to your query.
 - iii. Under the **'Module name'** dropdown, (listing of activities, issues) select the issue you could be facing or have a query to raise.
 - iv. **'File Attachment'**, in case you want to further specify your query by attaching a file.
 - v. **'Description'** wherein you can provide a brief description of your query.
 - vi. Click on **'Submit'**, post which you will get a pop-up message on your screen, giving you the **unique ticket number** for your query.
 - vii. Click on **'View'** to check the live status of all your queries.

Regards,

Association of Portfolio Managers in India
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Note: Query Management tool is available only for APMI Members.

APMI

ASSOCIATION OF
PORTFOLIO MANAGERS
IN INDIA

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