



Phumlet.com

USER PORTAL GUIDE

How to Use the Phumlet.com User Portal

A quick user guide for registration, wallet funding, service requests, order tracking, referral sharing, and result collection from your dashboard.

Simple Steps

Short instructions for new users

Real Portal Flow

Matches the current Phumlet.com workflow

Quick Access

Use this guide before placing any order

1 Brief Introduction

Phumlet.com is an online service portal where users can create an account, fund their wallet, request services, submit requirements, track order progress, and receive completed results directly from their dashboard.

2 Registration Process

New users can create an account from the registration page in a few steps.

Go to Register Page > Full Name > Email Address > Phone Number > Country / Location > Password > Referral Code > Create Account

Referral code for new users: **OJO184217**

Referral link: <https://phumlet.com/register.php?ref=OJO184217>

3 Referral Process

Each user gets a referral code and referral link from the dashboard referral section. You can share either one with friends.

Dashboard > Referral Section > Copy Referral Code or Link > Share with Friends > Earn 5% Referral Benefit

The current portal pays referral commission when a referred user completes their first successful wallet funding event. The dashboard currently highlights first manual wallet funding from admin, and the referral rate is set to **5%**.

4 Wallet Funding Process

Users fund their wallet before placing most paid orders.

Login > Dashboard > Fund Wallet > Choose Funding Option > Transfer Amount > Wallet Balance Updates

Automated option: create your PayVessel static virtual account once using your valid NIN, then transfer to the displayed account number. When payment is confirmed, the wallet updates automatically.

Manual option: copy any listed bank account, make your transfer, then send payment proof to support on WhatsApp for confirmation and wallet credit.

5 Services Section

After login, users can browse services by category, check pricing, review requirements, and continue to order.

Login > Services > Choose Service Category > Select Service > Read Instructions > Continue

Examples already available on the portal include **NIN services**, **BVN services**, **CAC registration**, **WAEC services**, **JAMB services**, **NPC attestation certificate**, **digital affidavit services**, **state certificate of origin**, and other active services.

NIN Services Workflow:

Login > Services > Select NIN Service > Enter NIN or Phone Number > Verify > View Biodata Result > Choose Slip Type if Needed > View / Download Slip

BVN Workflow:

Login > Services > Select BVN Service > Enter BVN Number > Verify > BVN Slip Page Opens > View / Print / Download PDF

6 Submit Requirements

Each service may ask for text details, dates, state selection, or file uploads depending on the service setup.

Choose Service > Fill Required Fields > Upload Required Documents if Needed > Review Details > Submit Order

Check every detail carefully before you submit. The information and files you send may be used exactly as entered to process your order.

7 Track Order Status

Users can follow their order progress from the order history section in the dashboard.

Login > Dashboard > My Orders / Transactions > View Order > Check Status

- **Pending:** Order submitted and waiting for review.
- **Processing:** Order is being worked on.
- **Completed:** Result is ready.
- **Rejected / Cancelled / Failed:** Order could not be processed or was declined based on portal rules.

If your result is ready: **My Orders > View Order Details > Scroll Down > Download / View Result**

8 Support Section

If you have payment issues, wrong submission details, delayed processing, or result problems, contact support from the portal support details or WhatsApp contact shown in your dashboard and order pages.

Dashboard > Support Details / Contact Admin > Send Complaint > Wait for Response

9 Quick Tips

- Keep your email address and phone number active.
- Use correct names, dates, and document files.
- Always confirm your wallet balance before placing a paid order.
- Check your order detail page for admin notes, updates, and downloadable results.