

Visa Portal User's Manual

Online Visa Module



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Introduction

Welcome to the User's Manual of our online visa application. This document has been created to provide you with all the information you need to get the most out of our platform efficiently and securely.

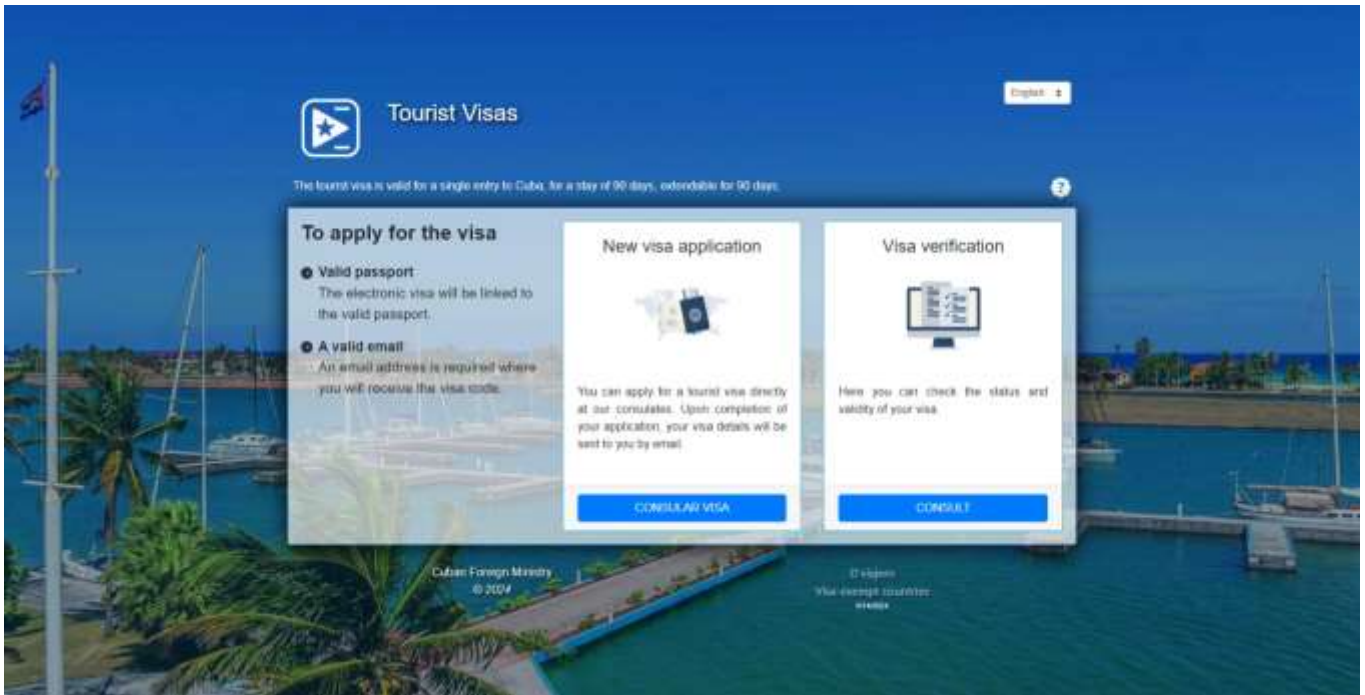
In this manual, you will find detailed instructions, helpful tips and step-by-step guides to help you navigate the application easily.

As you explore this manual, we encourage you to familiarize yourself with the different sections and use it as a handy reference. If at any time any questions arise or you need additional assistance, please do not hesitate to contact our support team, who will be happy to help you.



Home Page

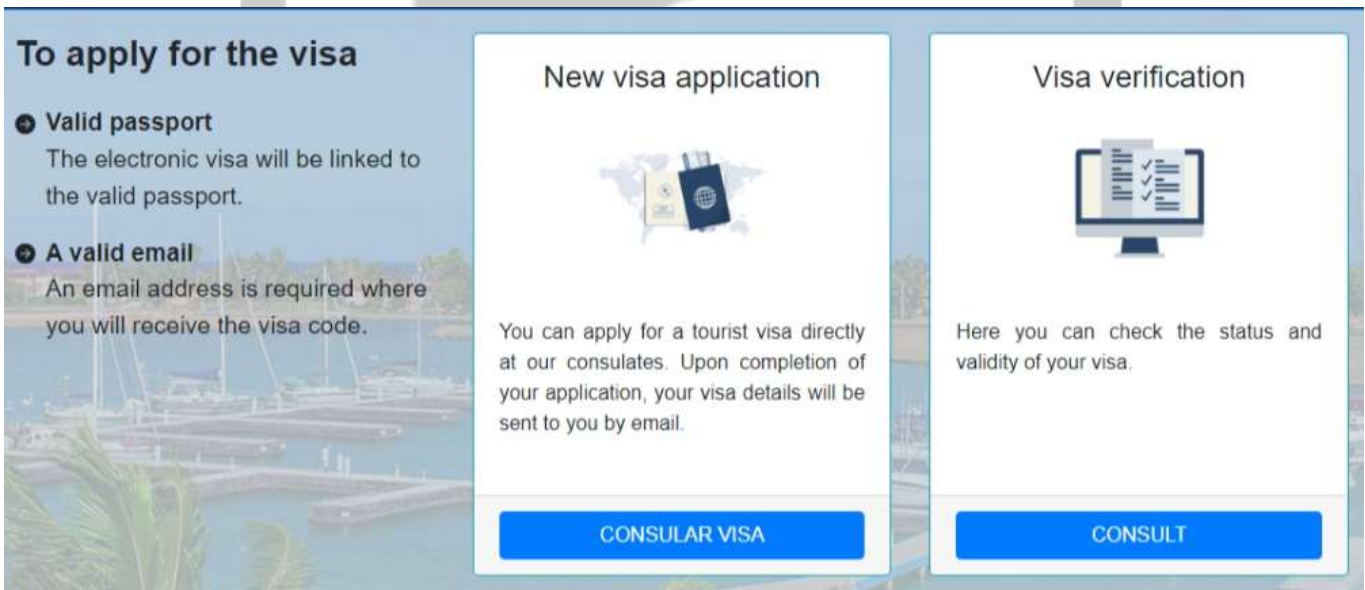
The welcome screen is the first screen you will see when accessing the site. You will find information about the procedure, the necessary requirements and some social networks where you can obtain more information. You can also choose the language in which to view the application.



Online services

The services provided by the portal are shown in the form of cards, with a brief explanation:

1. Apply for a tourist visa.
2. Verify the visa.



Apply for a tourist visa

You can apply for a tourist visa directly at our consulates. Upon completion of your application, you will receive an email with your visa information.

When you enter the form you will be asked to specify the country and consulate where you will apply. The application will show you the cost of the service and the contact information at that consulate.

You will need to specify the payment method to be used from those available on the website.

The screenshot shows a web form titled "Procedure Data". At the top, there are two dropdown menus: "Country where you apply *" with "SPAIN" selected, and "Consulate *" with "MADRID" selected. Below these are instructions: "Choose the country where you want to carry out your visa process" and "Choose the consulate where your application will be sent".

The middle section is titled "Consular Information" and includes a building icon, the text "Consular Information", and contact details: "Location: MADRID, ESPAÑA", "Address: CALLE G", "Mail: pita@test.pol", and "Phone: 55555555". To the right, under "Payment methods:", there are three radio buttons: "TRANSFER" (unselected), "CASH" (selected), and "MONEY ORDER" (unselected). Below this is an empty input field.

The bottom section is titled "Cost of service" and shows a Euro symbol icon above the text "15.00 EUR". At the very bottom, there is a large blue "CONTINUE >>" button and a smaller "Go back" button with a left arrow.

Step 1: Visa Application Form

Fill out the form with the requested information:

- - Nationality
- - Passport
- - First name
- - Middle name (optional)
- - First surname
- - Second last name (optional)
- - Date of birth (day, month and year)
- - E-mail address
- - Sex or Gender
- - Phone number (optional)

The screenshot shows a form titled "Apply for electronic visa". It is divided into two columns. The left column contains: "National of *" with "SPAIN" selected; "Name *" with a text input field and instruction "Enter your name as it appears on your passport."; "Surname *" with a text input field and instruction "Enter the name as shown on the passport."; "Birthdate *" with a date picker (day, month, year) and instruction "select your date of birth"; "Sex *" with a dropdown menu and instruction "Select your gender"; and "Phone:" with a text input field and instruction "Enter a phone number".

The right column contains: "Passport *" with a text input field and instruction "Travel document number (passport)"; "Second name" with a text input field and instruction "Enter your name as it appears on your passport."; "Second surname" with a text input field and instruction "Enter your second last name exactly as shown on your passport"; "Email *" with a text input field; and "Repeat email *" with a text input field.

Step 2: Additional procedures

You can add other procedures to your application, up to a maximum of 10. This gives you the possibility of not having to repeat the application process in case you require extra visas for friends or relatives.

Please note that these extra procedures will be linked to your application and specified email address, so the information and visa delivery will be sent to that email address.

Press the *Add another* button and a form will appear asking for the application data and with which you will be able to add other procedures to your initial application.


Once you have added an extra procedure you will also be able to remove it in case of error.

Apply for electronic visa

Additional Procedure

ADDITIONAL REQUESTS: 1 FROM 10

[Add another](#)


Name and surname	Passport	Origin	Birth date	Gender	Actions
Rosa Smith	EU650655	GRAN BRETAÑA	03/02/2022	F	

Step 3: Confirm payment method

In this step, in addition to redisplaying the information of the consulate where your application will be registered, it also allows you to confirm the method of payment to be used. Each consulate has different payment methods.

Apply for electronic visa

It's already ending...!!



Consular Information

Location: MADRID, ESPAÑA
Address: CALLE G
Mail: pita@test.pol
Phone: 55555555

Payment methods:

TRANSFER CASH MONEY ORDER

Step 4: Application Summary

This is the last step before submitting the application and where you will be able to review all the application data.

Application Summary

Carefully review all data provided

Details of the procedure

1

Name and surname	RODRIGO YASSER DIAZ
National of:	SPAIN
Birthdate:	01/01/1999
Passport:	SP541125
Email:	L1NK.DARCK@GMAIL.COM
Phone:	

2

Name and surname:	ROSA SMITH
National of:	GREAT BRITAIN
Birth date:	03/02/2022

Extra procedures: 1
Total procedures: 2

Payment details

Consulate:	MADRID
Payment method:	CASH

At any time you can go back to a previous step if you need to correct any data. To do this you must use the step menu at the top of the form.

1 Details of the procedure2 Details of extra procedures3 Payment details4 Review data5 Confirm and send

Once you have specified the Captcha and validated that you agree with the data submitted and the amount to be paid, you can conclude the application by clicking on the SEND button.

TOTAL COST


30.00 EUR

Type the sequence of characters shown in the image.

I have read and am responsible for the veracity of the information provided 🙄

You will receive an email notifying that your application was successful and once approved by the consulate, you will receive another email with the details of your application and the codes of the visas requested.

Verify your visa

You must provide the e-mail address you used to complete your application and once the information is complete, the information will be sent to you.

English

Tourist Visas

The tourist visa is valid for a single entry to Cuba, for a stay of 90 days, extendable for 90 days.

Check electronic visa

Email *

Enter the email with which you carried out the procedure.

Captcha * Ag843N

Type the sequence of characters shown in the image.

I have read and am responsible for the veracity of the information provided 😊

SEND

Go back