



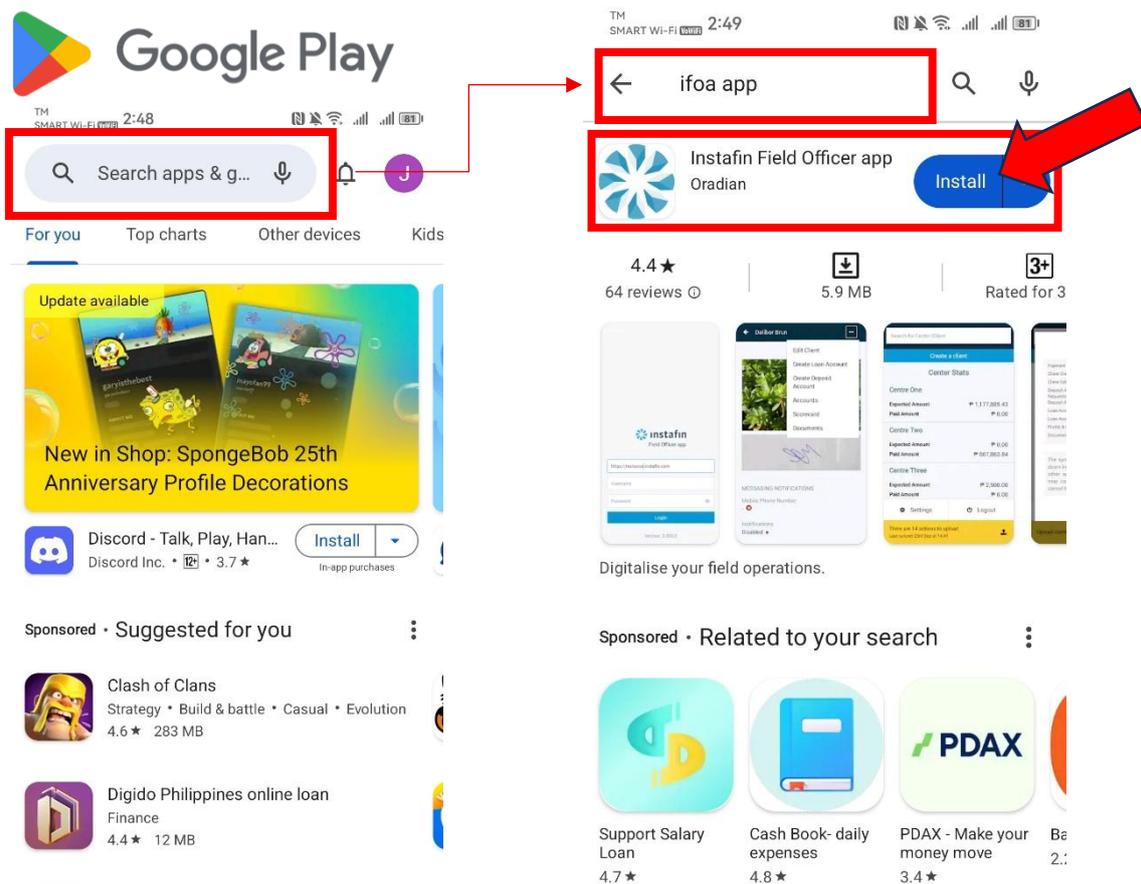
INSTALL & LOGIN TO IFOA

Description:

The Instafin Field Officer App (IFOA) allows field development officers to efficiently manage client information, record transactions, and access account details directly from their mobile devices, streamlining operations and enhancing productivity in the field.

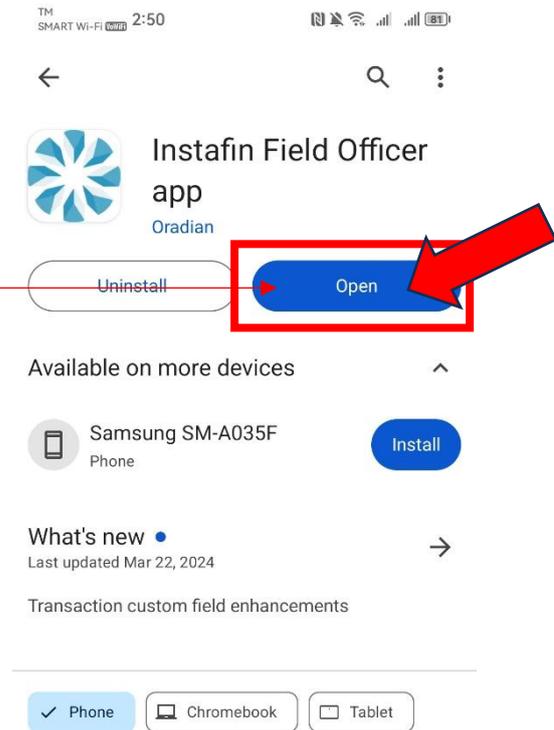
Steps to Install the Instafin Field Officer App:

1. Open the Google Play Store on your mobile device.
2. Tap the search bar at the top and type “IFOA app.”
3. Locate the **Instafin Field Officer App** from the search results.
4. Tap the **INSTALL** button to download and install the app on your device.



Steps to Log in to the IFOA App:

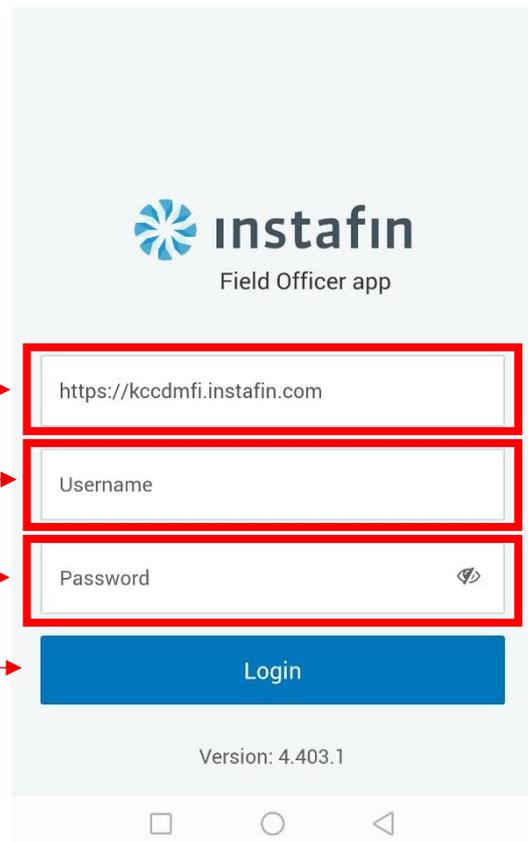
1. Once the installation is complete, tap the **Open** button.



2. In the IFOA app, enter **kccdmfi.instafin.com** in the server field.

3. Input your **Username and Password** provided by the MIS Team or your Cluster Manager.

4. Tap **Login** to access your account.



Important note:

- The username format follows this pattern: **"FirstName-LastName"**.
e.g., Juan-DelaCruz

Acknowledgement and Approval

This **Download and Login to IFOA** Standard Operating Procedure (SOP) has been reviewed and approved by the authorized signatories. Their signatures confirm acceptance of its content and authorize its official implementation.

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