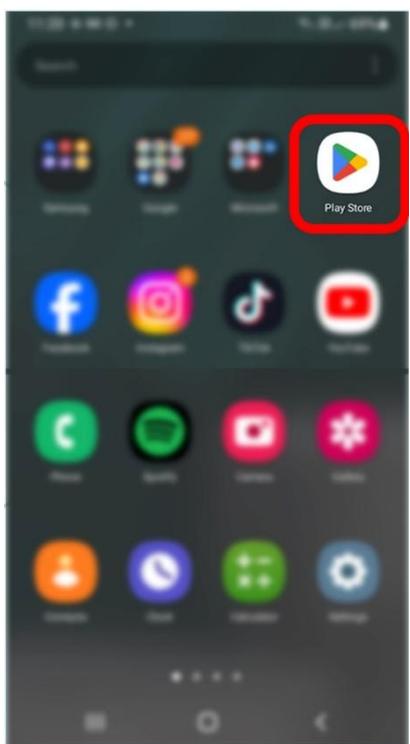


IFOA UPDATE

Updating the Instafin Mobile App (IFOA) Field Development Officer Guide

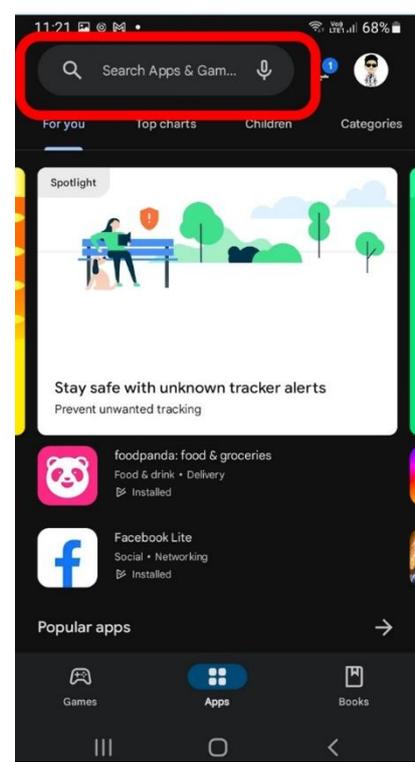
Keeping the Instafin mobile app (IFOA) up to date is essential for field development officers to ensure smooth and secure access to the system. Regular updates provide the latest features and improvements, security enhancements, and smooth functionality for loan processing and client management

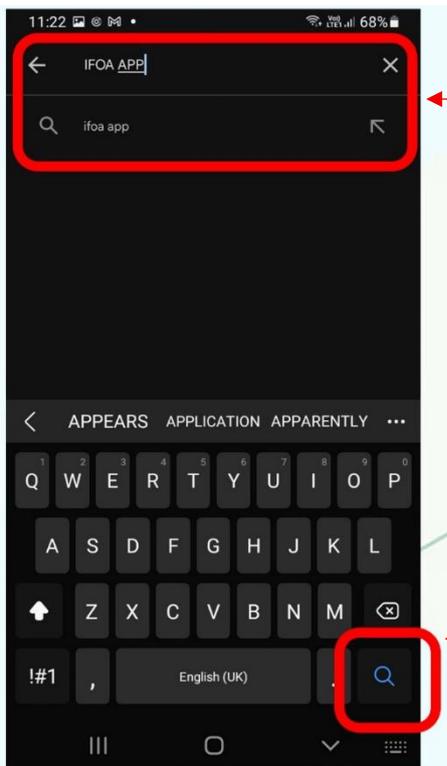
This guide explains the steps to update and open the IFOA app on your mobile device.



1. On your phone, find the **Play Store App** and tap to open it.

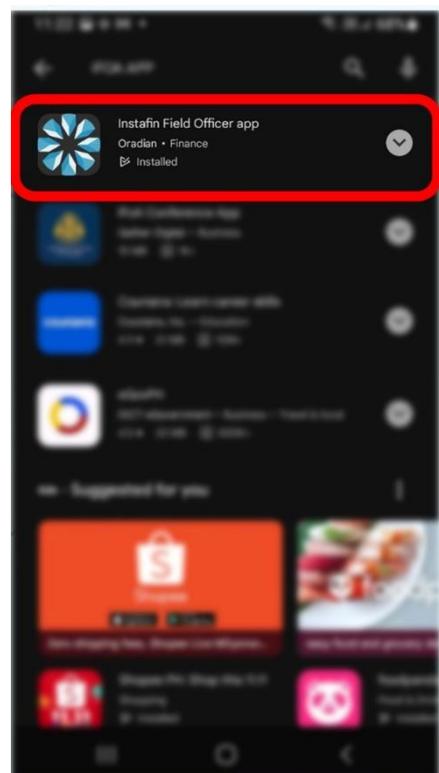
2. Look for the **Search Bar** at the top of your screen, which may appear as a bar or a magnifying glass.

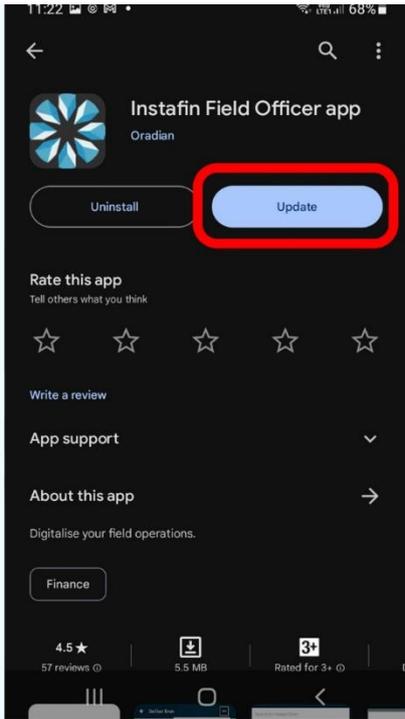




3. In the search bar, type '**IFOA App**' and click **Search**.

4. Search and tap the '**Instafin Field Officer**' app.

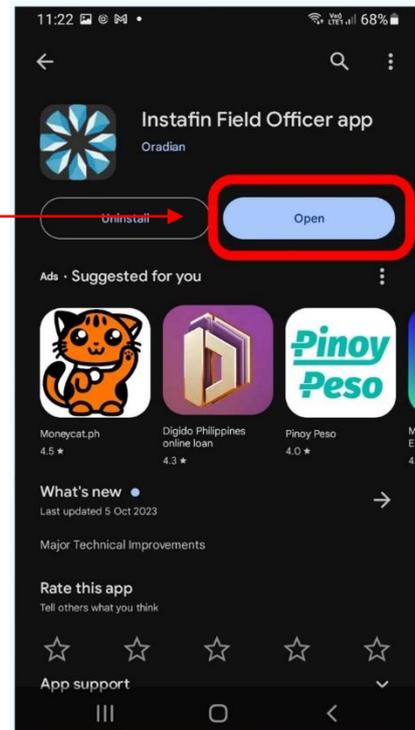


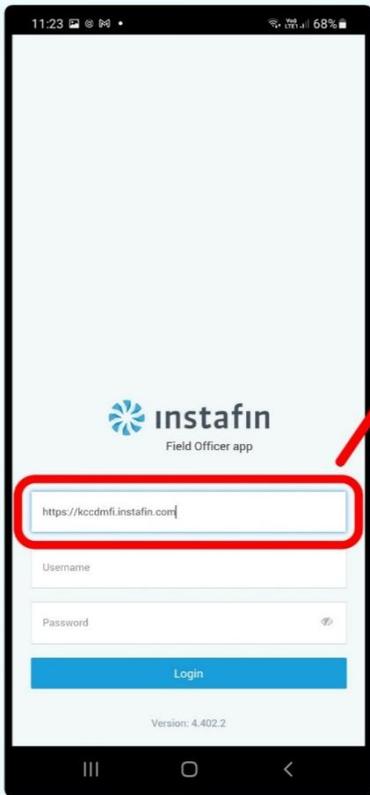


5. In the IFOA, click the **Update button**.

Note: *If no updates are available, your app is already up to date.*

6. Once the app has **been successfully updated**, tap **Open** to access the **IFOA application**.





kccdmfi.instafin.com

7. **Log in to your IFOA account using your Instafin username and password.**

Acknowledgement and Approval

This **Update Instafin Field Officer App (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.

Prepared by:

JORISH PAUL E. BANAT
MIS Junior Officer

Noted by:

NUR-ALIN A. MATBA
Legal Unit Head

CATHERINE A. ELUMBRA
Operations Director

Reviewed and enhanced by:

ALSIVATATA A. SAPPAYANI
MIS Senior Officer

Approved by:

MERCEDES G. FAUSTINO
President and CEO