

Procedure to register for a FDXM slot for *External Users*:

1. Visit the FDXM website ([link](#)) and click on “Book a slot”.
2. Create a login ID and password if you are a new user.
3. Once you are successfully logged in, click on Request Registration form.
4. Please fill in the Registration form carefully with personal and sample details and the Non-Dangerous Material Undertaking Form
5. Click on submit. A message with the registration details will be sent to your email ID
6. Based on the availability of the slots, date and time for the scanning will be intimated on the registered email ID of the user.
7. The user can either come in person or send the sample and the hard drive for data collection via courier to the facility @ *Four Dimensional X-ray Microscopy facility, Room no 103, Ground floor, SAIF building, IIT Bombay, Mumbai- 400076* on the day of the allotted slot.
8. After the scan, the proforma invoice will be provided to you with the payment details. The details regarding the charges are mentioned in the “Information Brochure”.
9. Payment has to be done through e-payment on the account details provided in the invoice. (please provide the UTR for the transaction)
10. Once the payment for the scan is received, user can collect the data in a hard drive in different formats: tiff, hdr, raw, dicom.
11. The technical staff will then close the slot by clicking on “Job complete” in job status.