CHRISTIAN MARRIAGE - CERTIFIED COPY REQUEST:

CITIZEN'S PORTAL USER MANUAL

Verified RealEstate ™

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Following is the legend of icons / signs / symbols in the Application and in the User Manual

Buttons/Icons	Functionality	Usage/Remarks
Previous	Previous	To go back to the previous tab / section
Next	Next	To move to next tab
Proceed	Proceed	To save data on screen and proceed to the next Tab
Update	Update	While editing a record, to save the modified data
Cancel	Cancel	To cancel all data entered in the current step
Add	Add	To add another record in the table
Reset	Reset	To clear screen of all values entered and populate the default values on screen
	Edit	To Modify/change data entered
	Delete	To delete data entered
	Mandatory	Values for these fields must be entered
	Check box	To select a given option
	Search	To search for File from database
Search	Search	To search to a file after providing file details
Tamil English	Radio Button	To select between two options given
Save as Draft	Save as Draft	To save the present data entered as a draft to continue later
Save and Continue	Save and Continue	To save the present data entered and continue further

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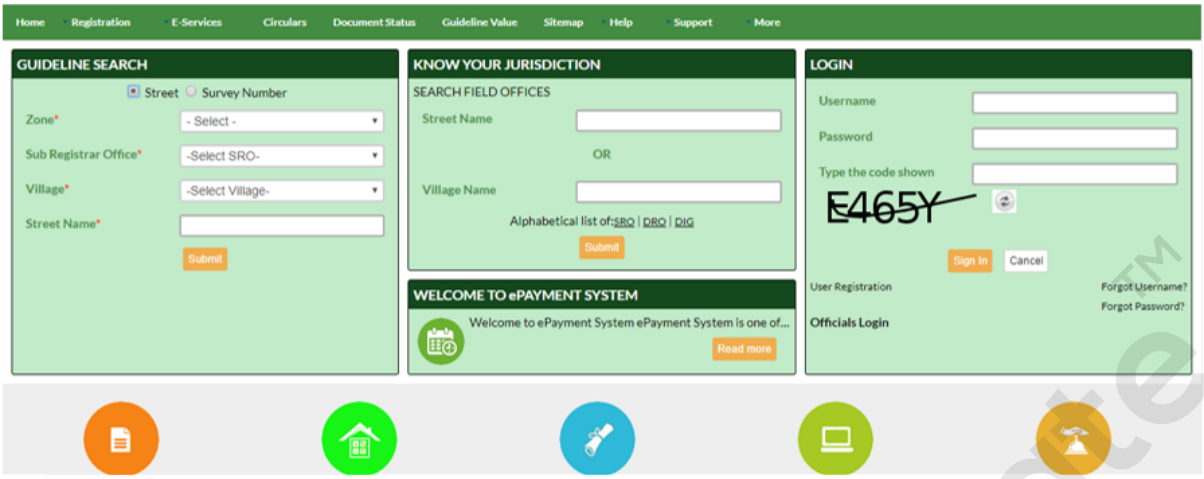


FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your user name and password

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FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a copy of the Christian Marriage Certificate, click on Registration

Step 2: Then select Marriage Registration

Step 3: Then click on Copy of Marriage Extract

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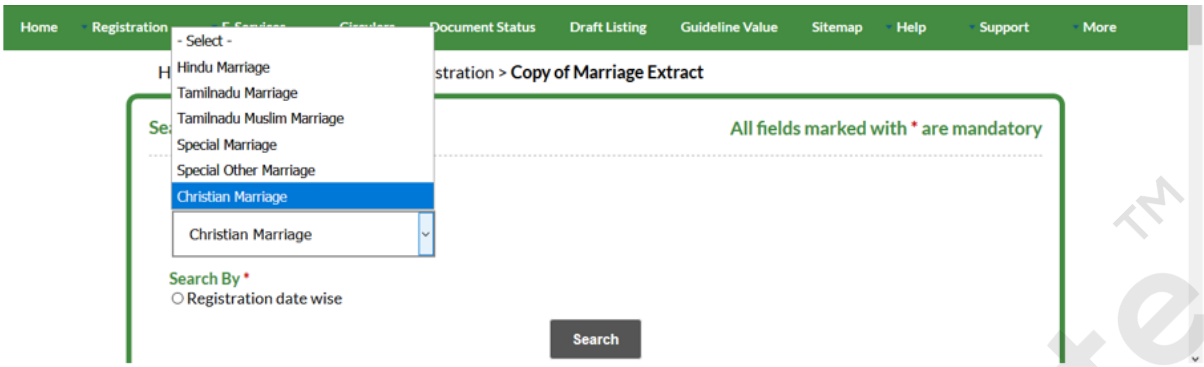


FIGURE 3: MARRIAGE TYPE

Use drop down menu to select the Marriage type

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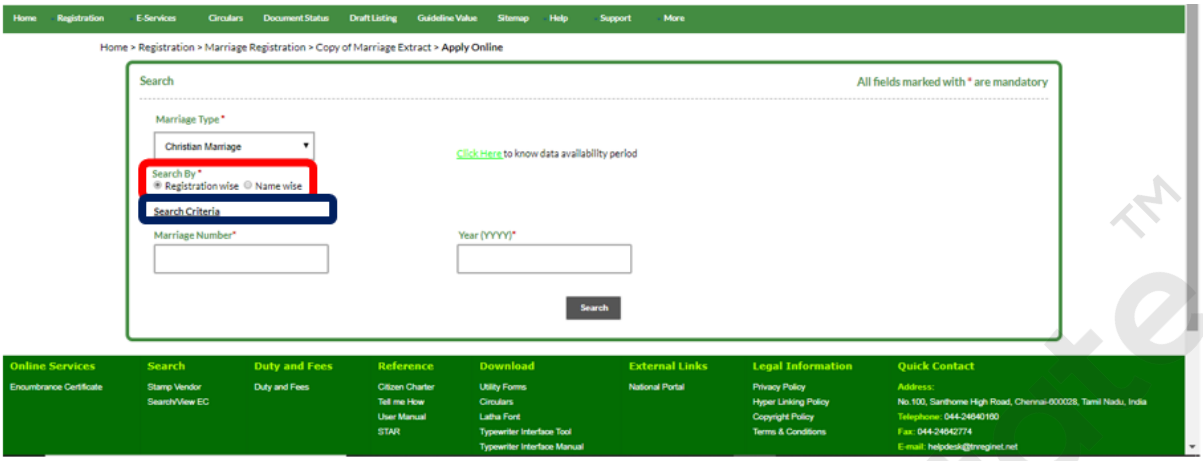


FIGURE 4: SEARCH FOR MARRIAGE DETAILS

Step 1: Please select search by radio button to click registration wise or name wise

Step 2: Click radio button to view on search criteria

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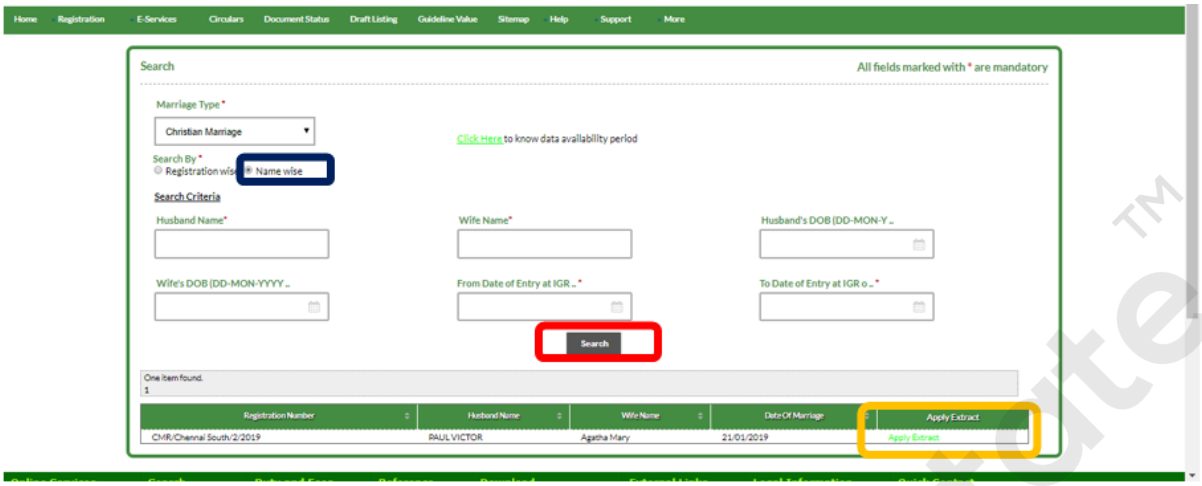


FIGURE 5:SEARCH FOR MARRIAGE DETAILS 2

Step 1: Click on name wise radio button

Step 2: Enter the search Criteria manual options and click search

Step 3: View to the Marriage list,click on Apply extract

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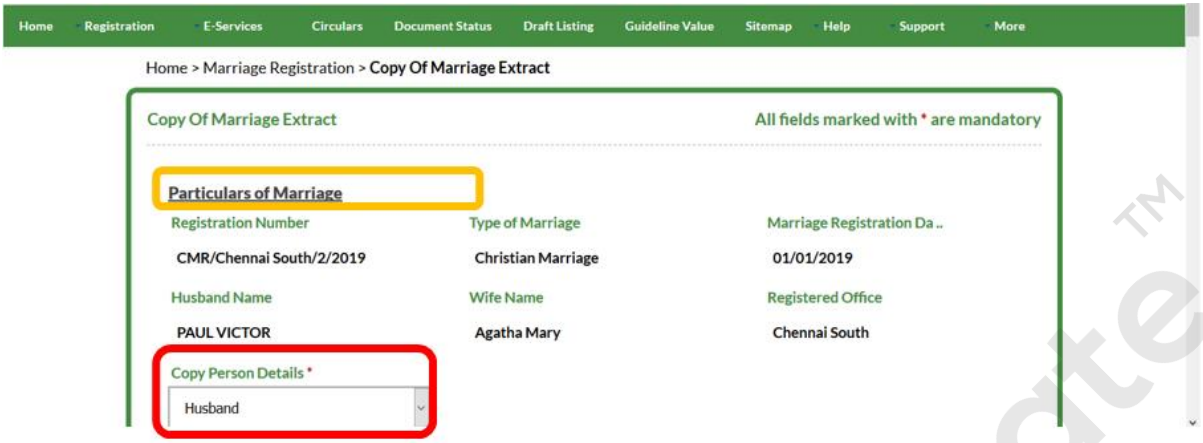


FIGURE 6: COPY OF MARRIAGE EXTRACT 1

Step 1: The particulars of the Marriage are displayed with the Registration no, Type of Marriage, Marriage Registration date, Husband name, wife name and the registered office.

Step 2: Use drop down menu to select the person who is applying for the copy

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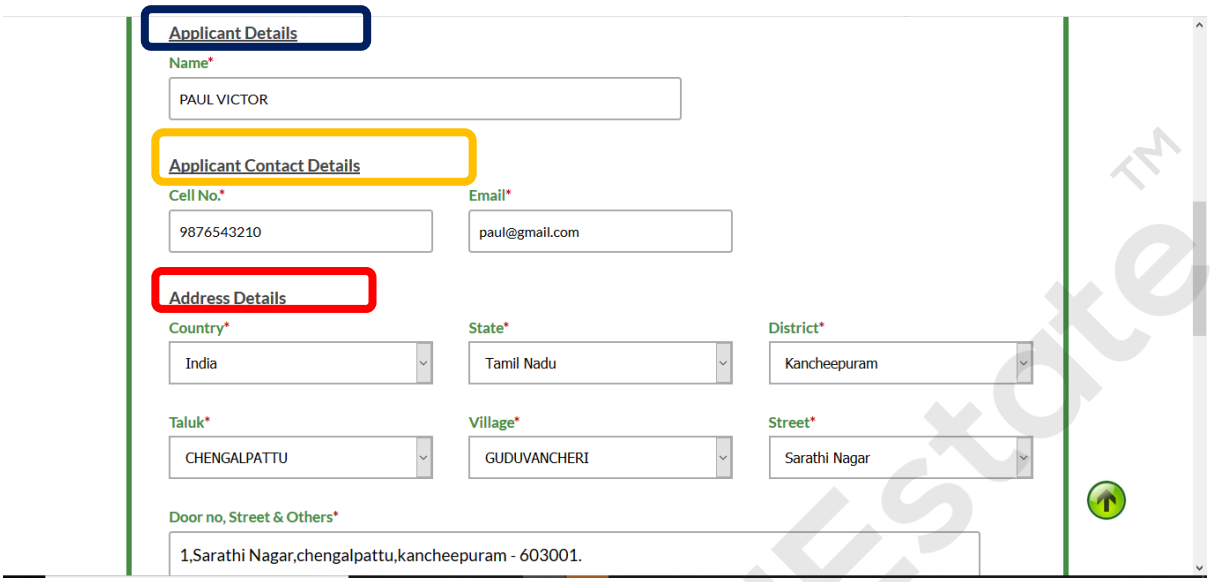


FIGURE 7: COPY OF MARRIAGE EXTRACT 2

Step 1 Applicant Details will be auto populated

Step 2: Enter the Applicant Contact Details

Step 3: Enter the Address Details

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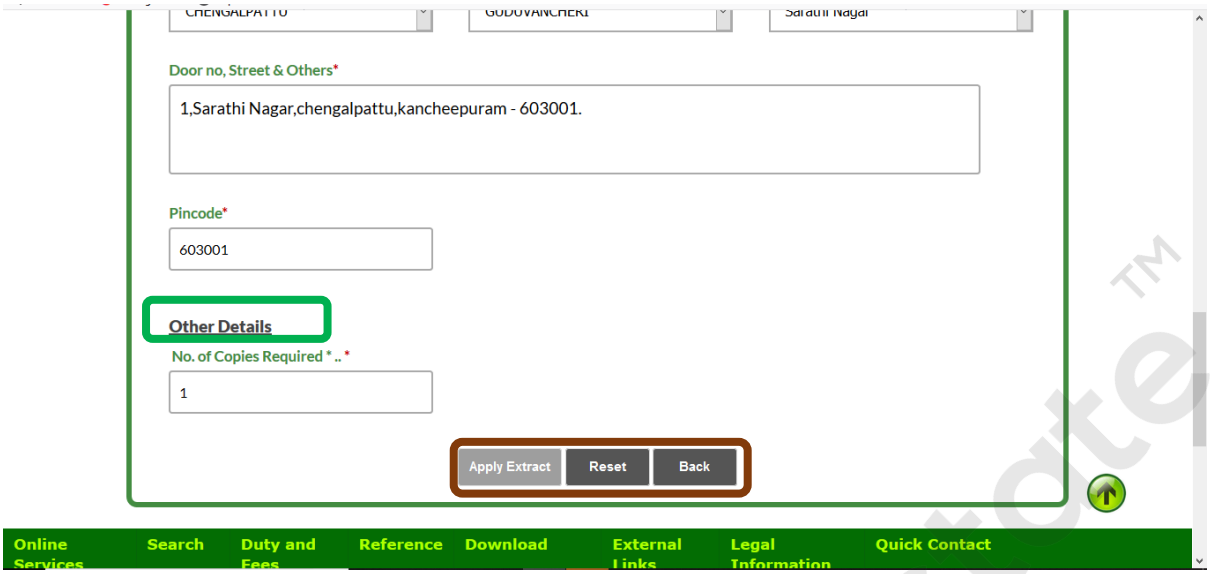


FIGURE 8: COPY OF MARRIAGE EXTRACT 3

Step 1: Enter the Others Details by manual

Step 2: Click on Apply Extract to open the acknowledge copy, Reset to clear all the fields or Back to go to the previous pages

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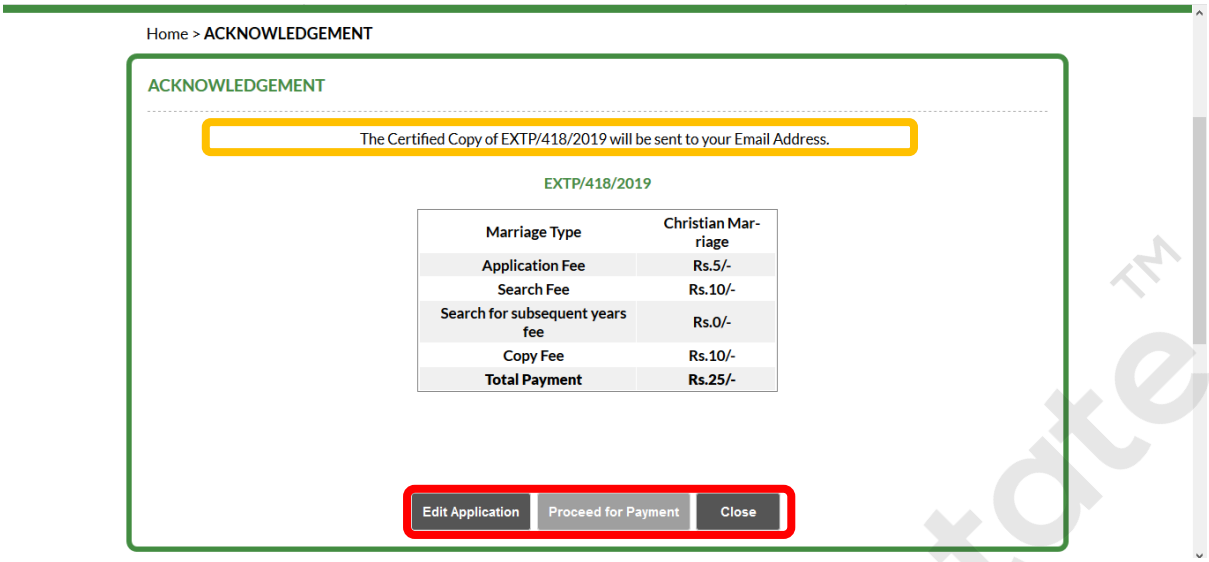


FIGURE 9: PAYMENT

Step 1: The copy of the extract is sent to the registered e-mail address

Step 2: If any changes need to be done click on edit application

Step 3: Click on Proceed for payment else click on close

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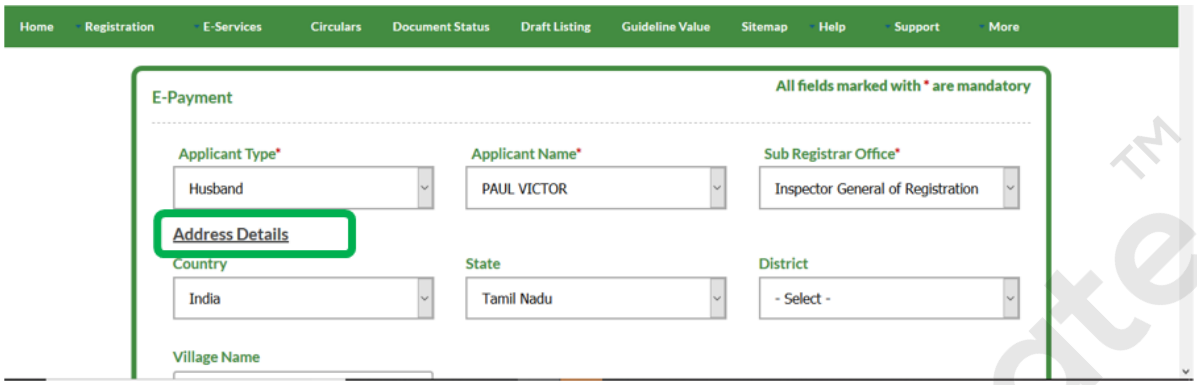


FIGURE 10: E-PAYMENT 1

Step 1: Select the Applicant type, Applicant name and Office name

Step 2: Enter the address details is optional

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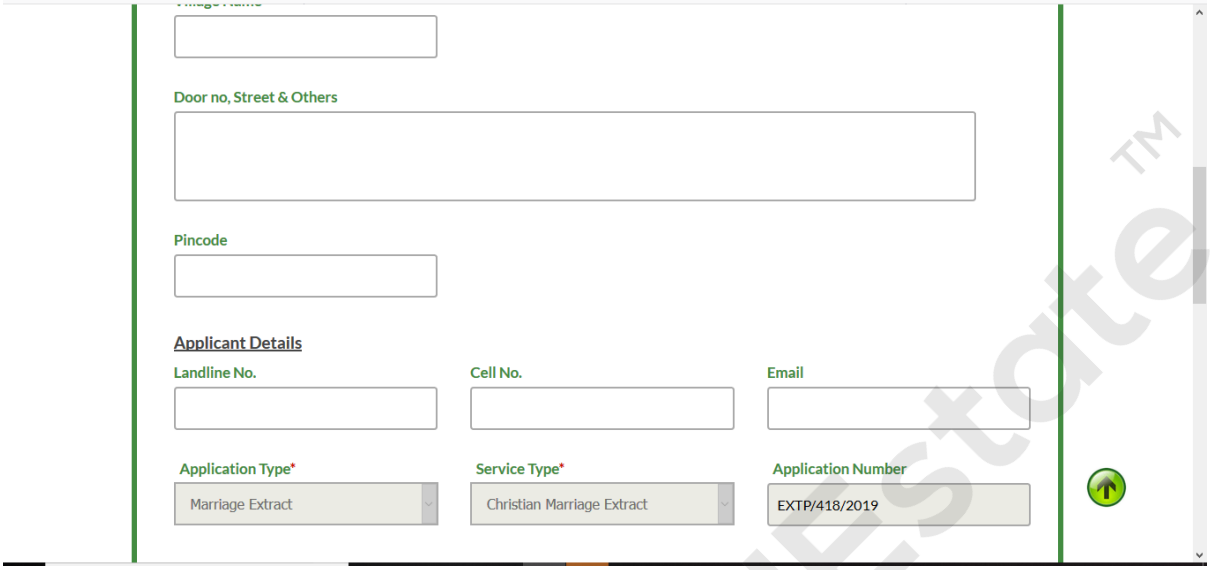


FIGURE 11: E-PAYMENT 2

Step 1: Enter the Application details, Landline no, Cell No and Email

Step 2: Application type, Service type and Application number are auto populated

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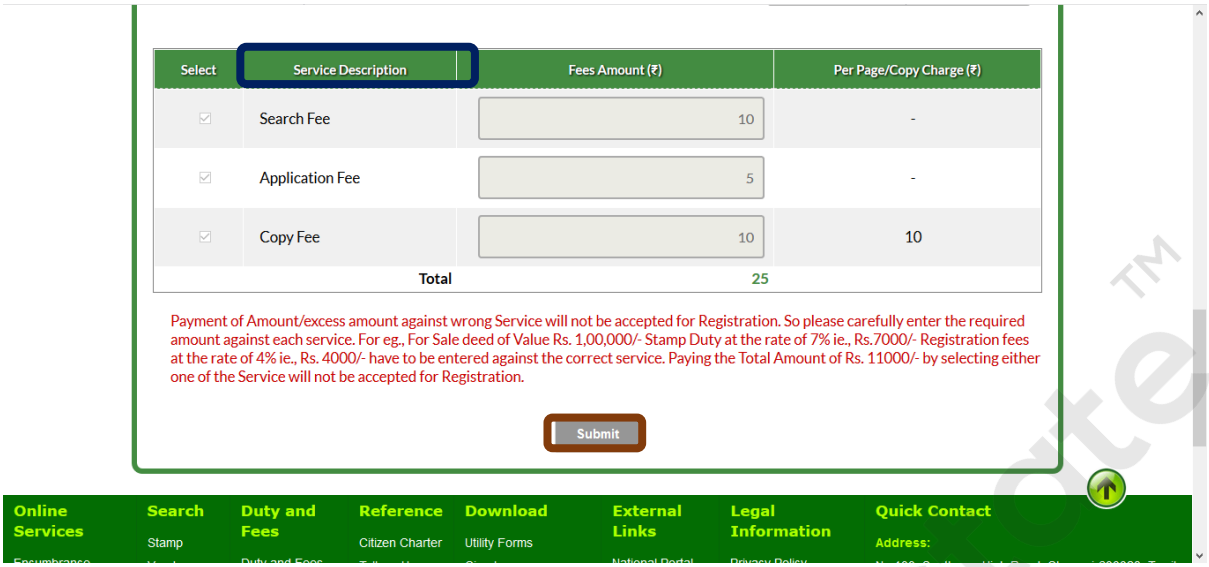


FIGURE 12: E-PAYMENT 3

View on service description and click on the submit button

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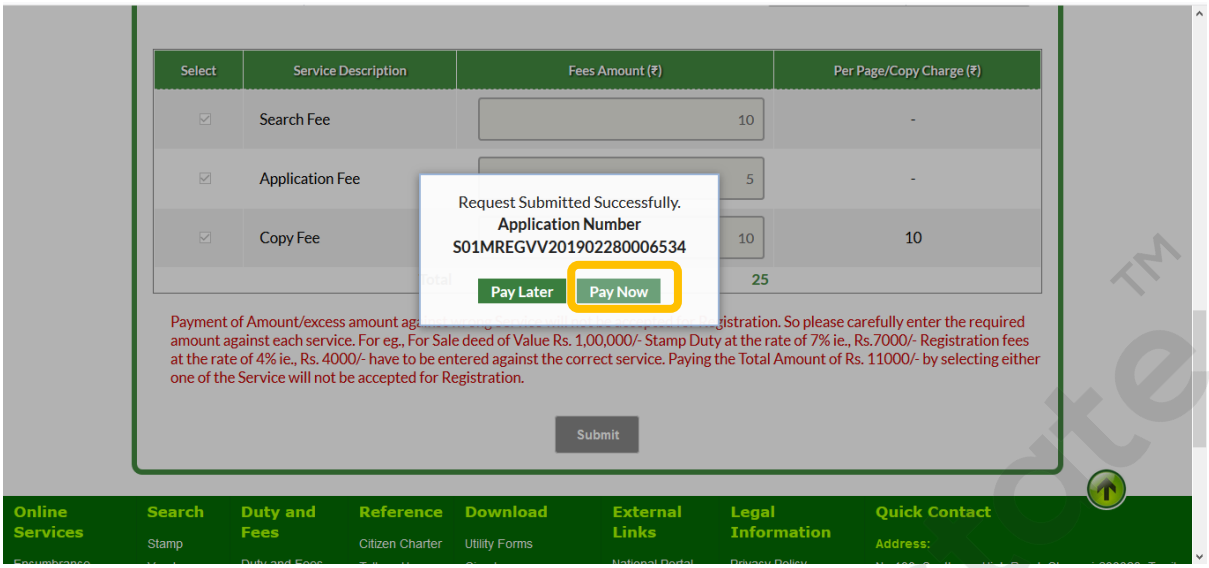


FIGURE 13: PAYMENT 4

The Application is submitted, then click on Pay now to continue payment

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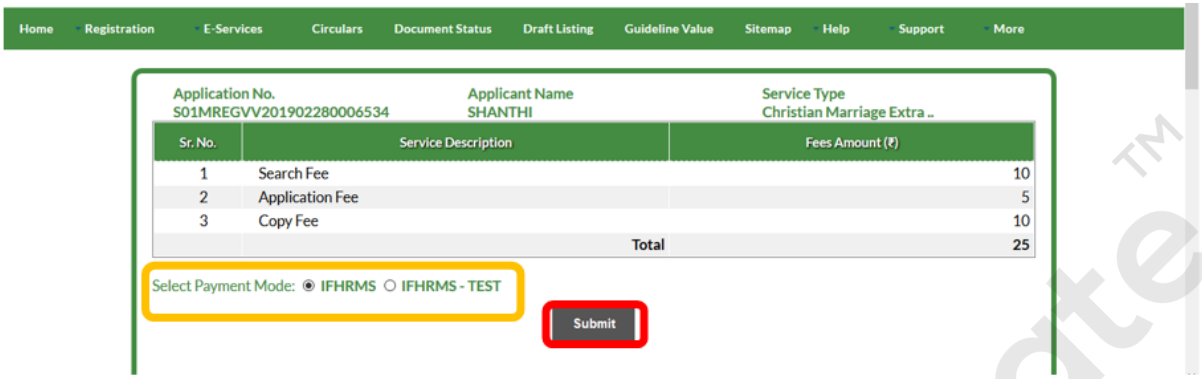


FIGURE 14: PAYMENT GATEWAY

Step 1: On clicking on Pay now, the site takes us to a payment gateway

Step 2: Select the mode of payment either online or offline

Step 3: Click on the Submit button

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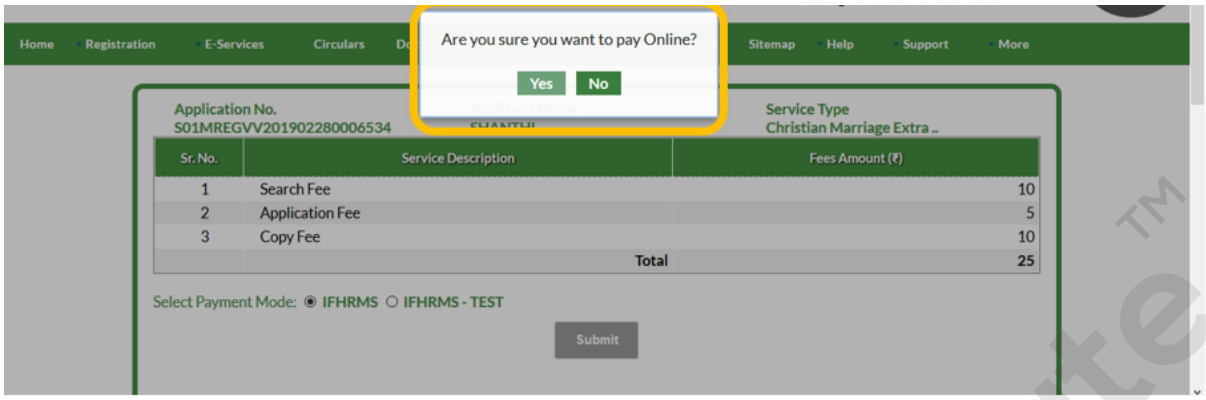


FIGURE 15: ONLINE CONFIRMATION

Confirm if you want to pay online and click yes or no

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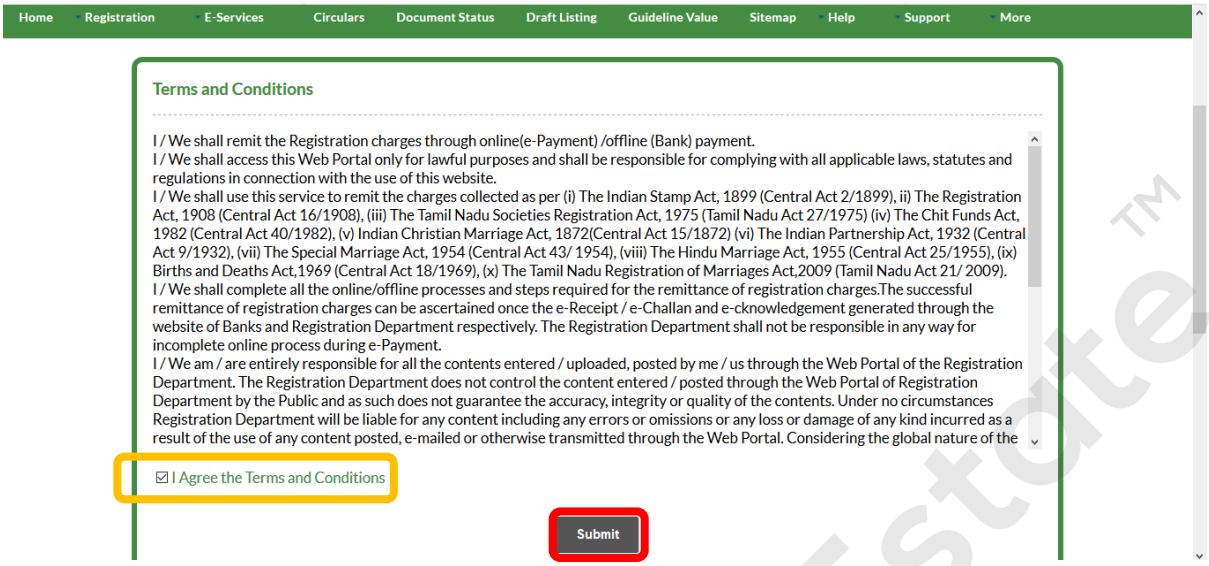


FIGURE 16: TERMS AND CONDITIONS

Step 1: Read the terms and conditions then check the box I Agree to the terms and conditions

Step 2: Click on the Submit button

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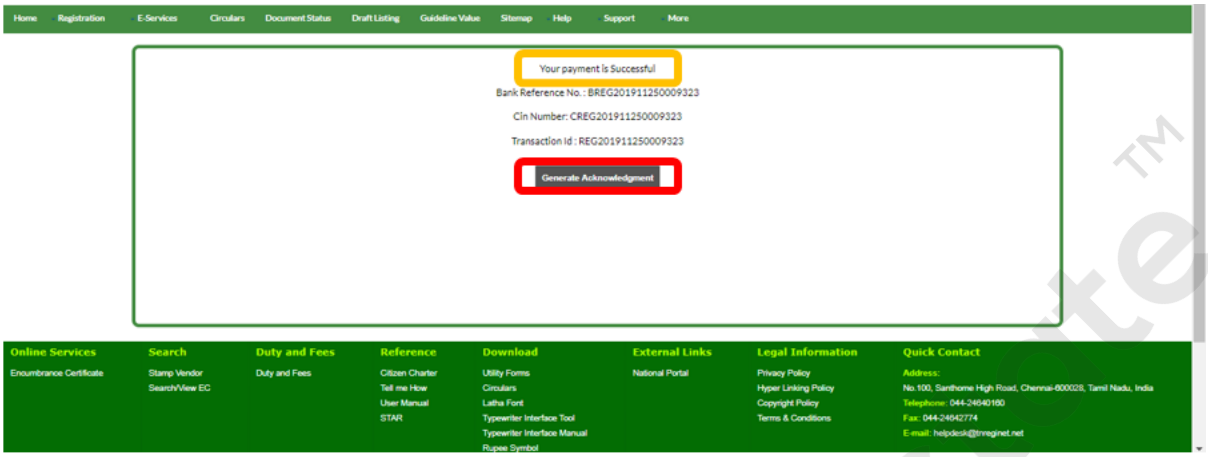


FIGURE 17: ACKNOWLEDGEMENT COPY 1

Step 1: Payment Successfully

Step 2: Click on Generate Acknowledgement button

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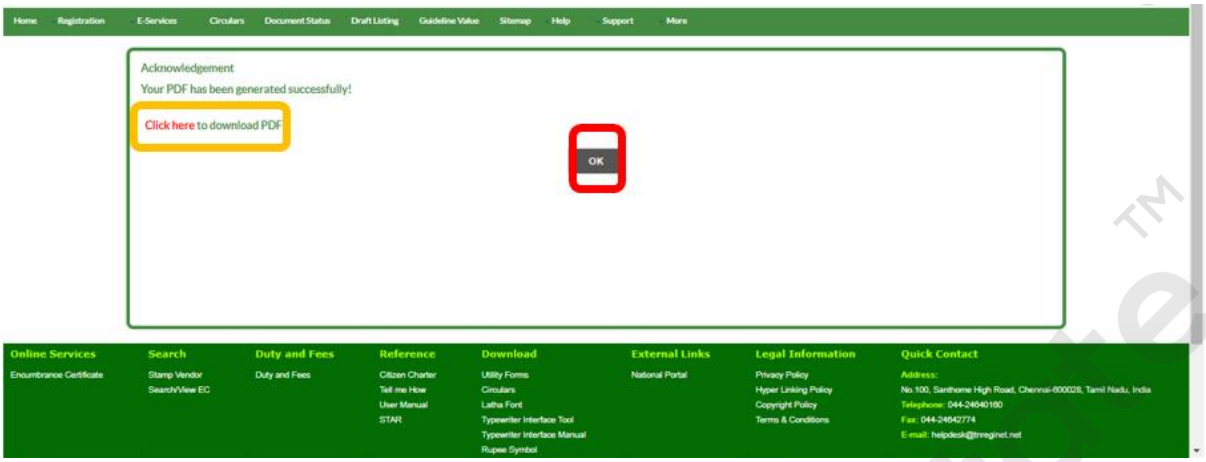


FIGURE 18: ACKNOWLEDGEMENT COPY 2

Step 1: Click on click here to download the PDF files

Step 2: Click ok button to your payment was successfully

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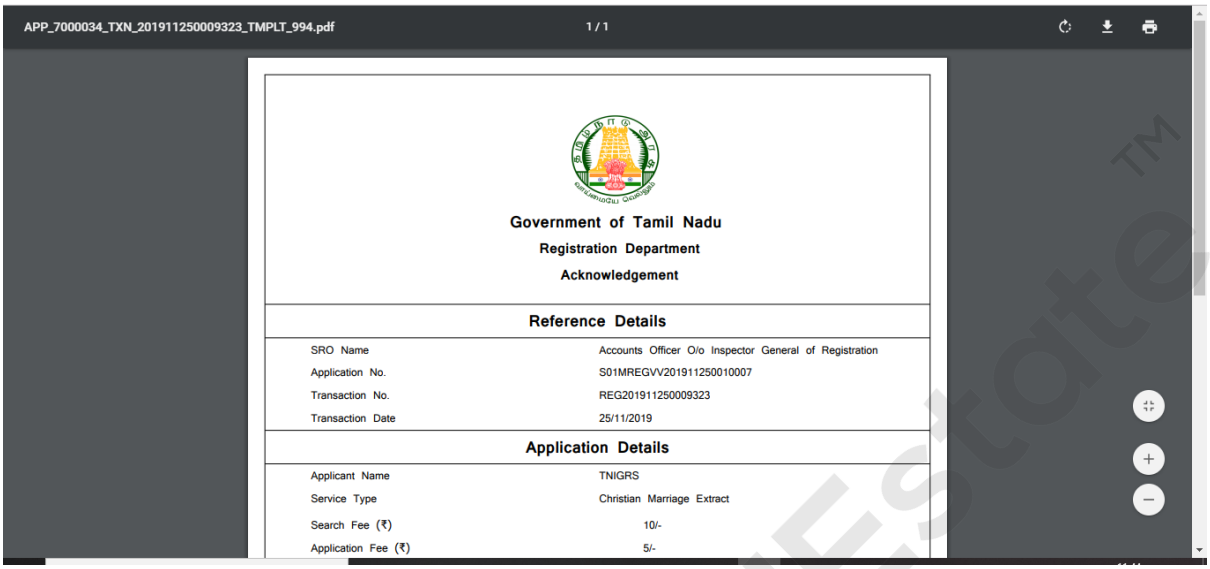


FIGURE 19: PRINT ON ACKNOWLEDGEMENT COPY

Printed the acknowledgement copy

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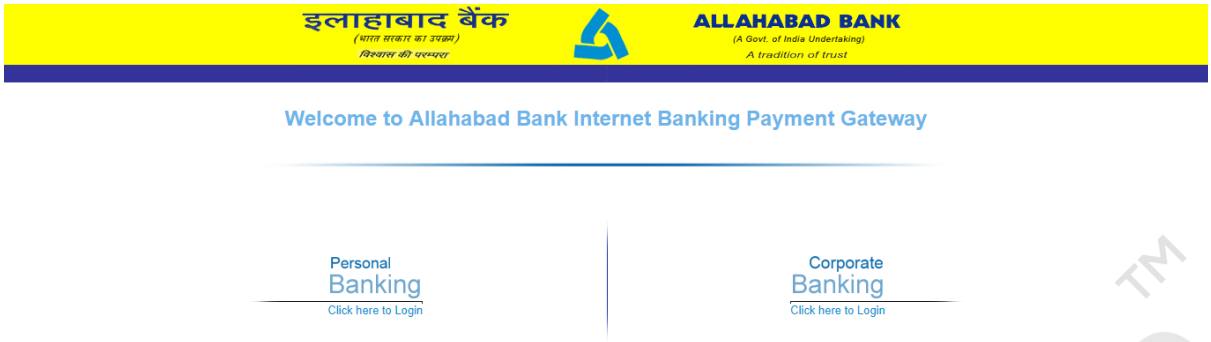


FIGURE 20: ONLINE PAYMENT

The page is directed to a payment gateway for online payment

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FIGURE 21: ONLINE PAYMENT

On logging in complete the payment process

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