CHRISTIAN MARRIAGE REGISTRATION - BISHOP LOGIN - USER MANUAL

Verified RealEstate™

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Following is the legend of icons / signs / symbols used in this 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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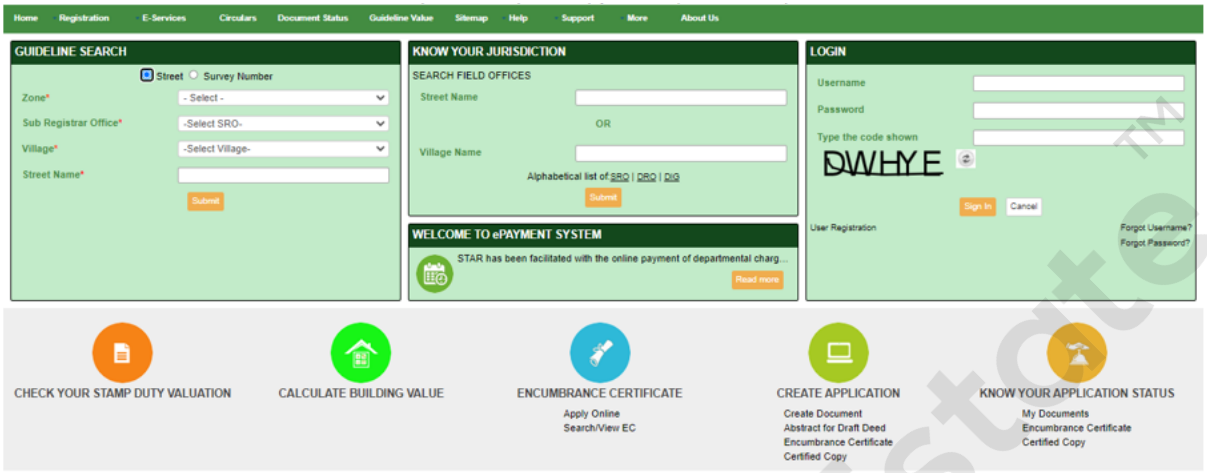


FIGURE 1: LOGIN PAGE

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

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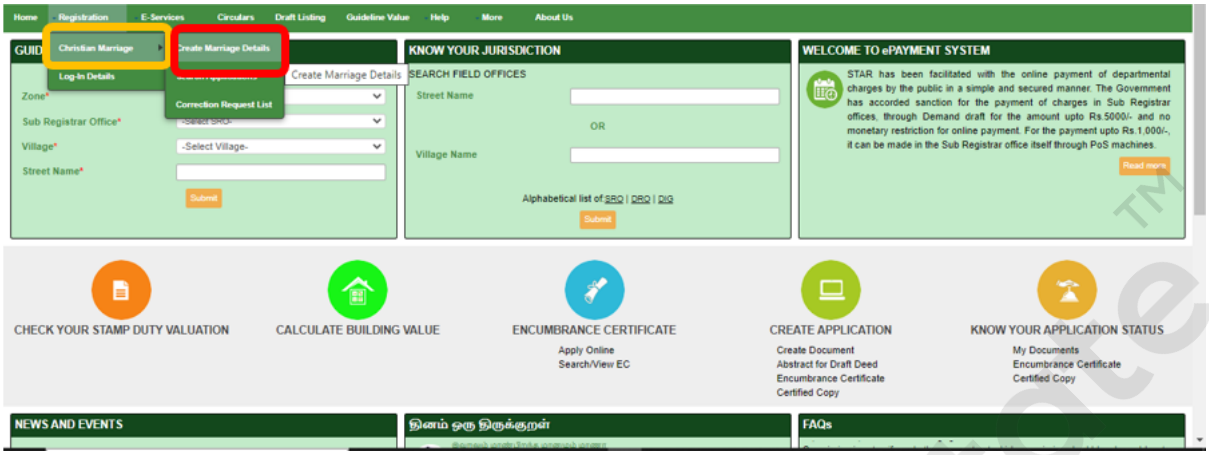


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To register for a Christian Marriage, click on Registration

Step 2: Then select Christian Marriage

Step 3: Then click on Create Marriage details

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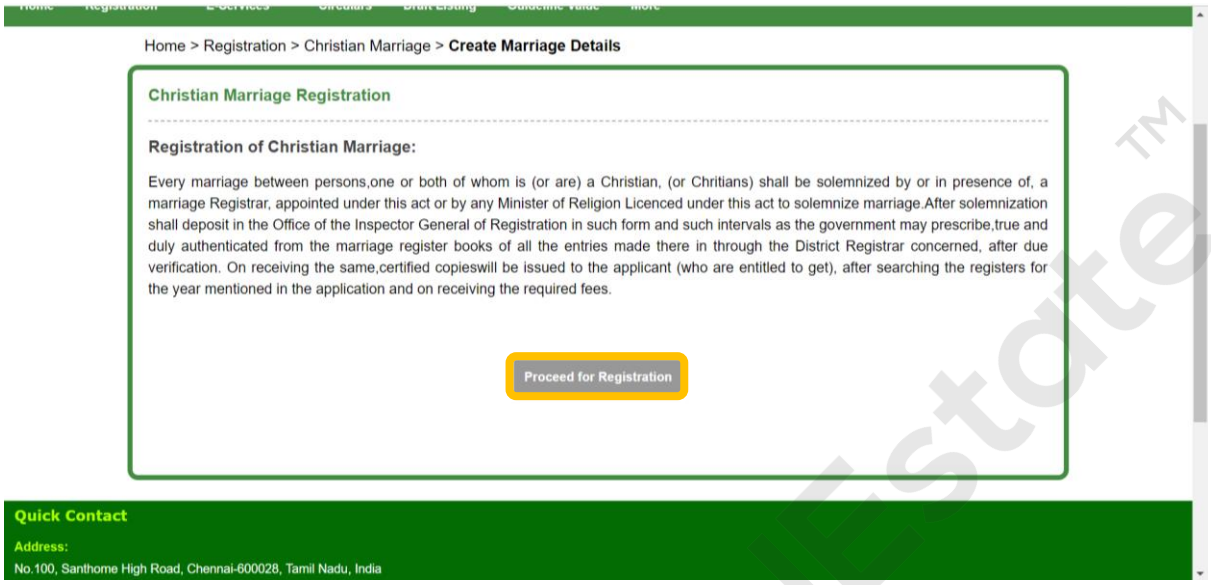


FIGURE 3: PROCEED FOR REGISTRATION

Guidelines for Registration of a Christian Marriage

Step 1: Either of the parties or both the parties should be a Christian/ Christians

Step 2: The Marriage can be solemnized by or in the presence of a Marriage Registrar or a person Licensed to solemnize the marriage

Step 3: Click on Proceed for Registration

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1. BRIDEGROOM DETAILS

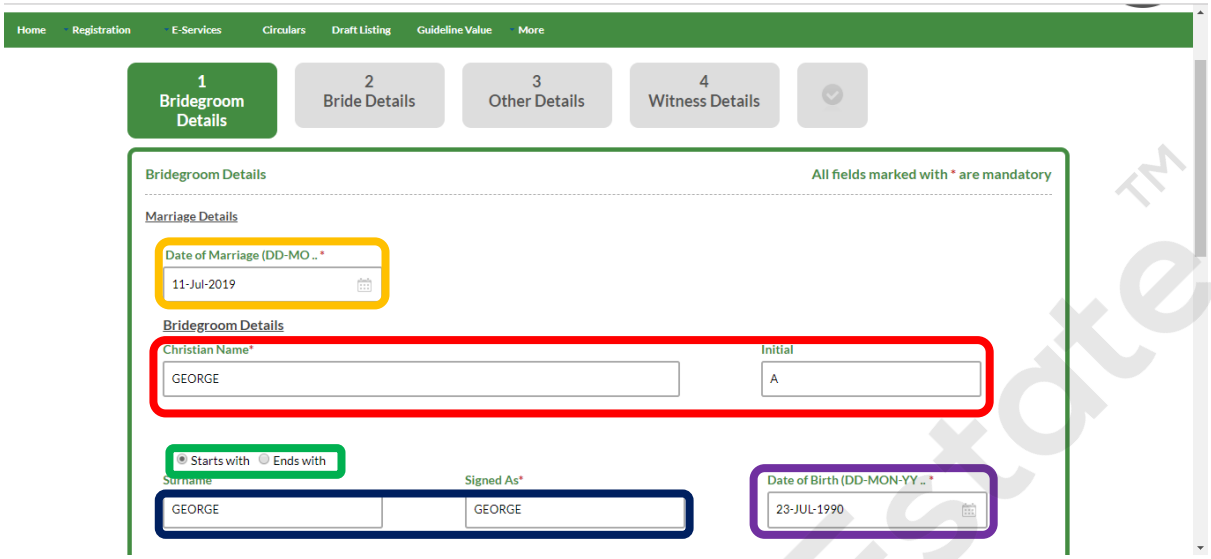


FIGURE 4: BRIDEGROOM'S DETAILS 1

Step 1: Select the Marriage date from the Calendar menu

Step 2: Enter the Bridegroom's Name and Initial as per records

Step 3: Select whether the Bridegroom's Surname is in the beginning or end of his name

Step 4: Enter Surname and how the Bridegroom signs his name

Step 5: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Bridegroom's age must not be less than 21 yrs.

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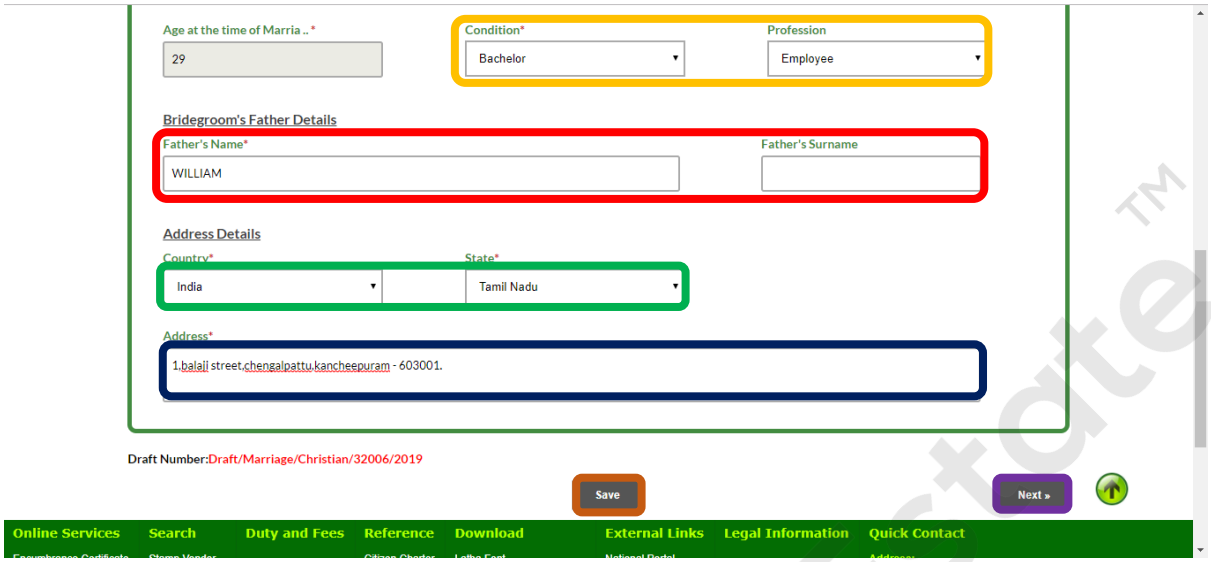


FIGURE 5: BRIDEGROOM'S DETAILS 2

Step 1: Select the Marital status of the Bridegroom/ Condition and Profession

Step 2: Enter the Bridegroom's father name and Surname

Step 3: Select the Country and State

Step 4: Enter the Address details

Step 5: Click on Save to save the details and click on Next to go to the Next page

2. BRIDE DETAILS

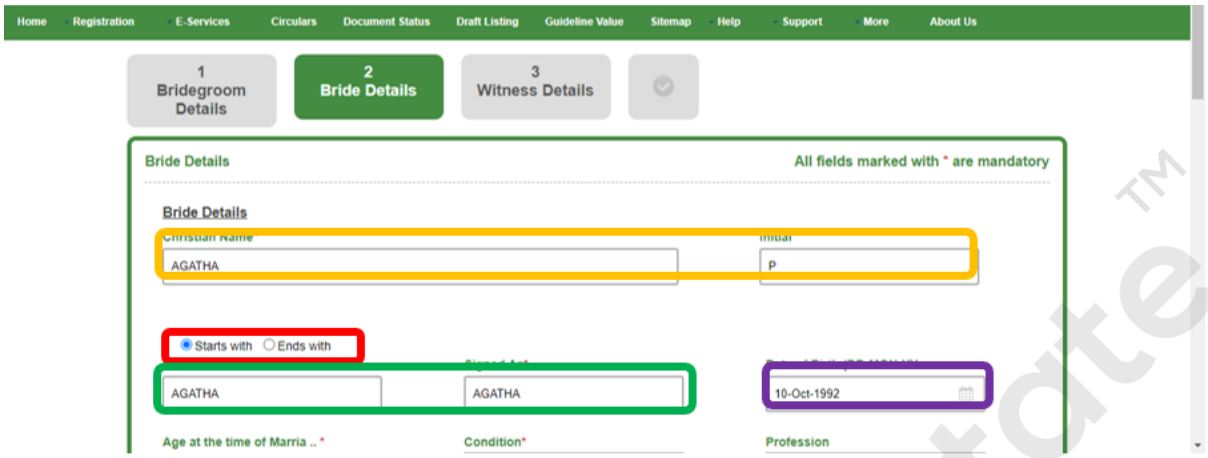


FIGURE 6: BRIDE'S DETAILS 1

Step 1: Enter the Bride's Name as per records and the Initial

Step 3: Select whether the Bride's Surname is in the beginning or end of her name

Step 4: Enter Surname and how the Bride signs her name

Step 5: Select the Date of Birth from the calendar Menu, the age is automatically populated. Note: The Bride's age must not be less than 18 yrs.

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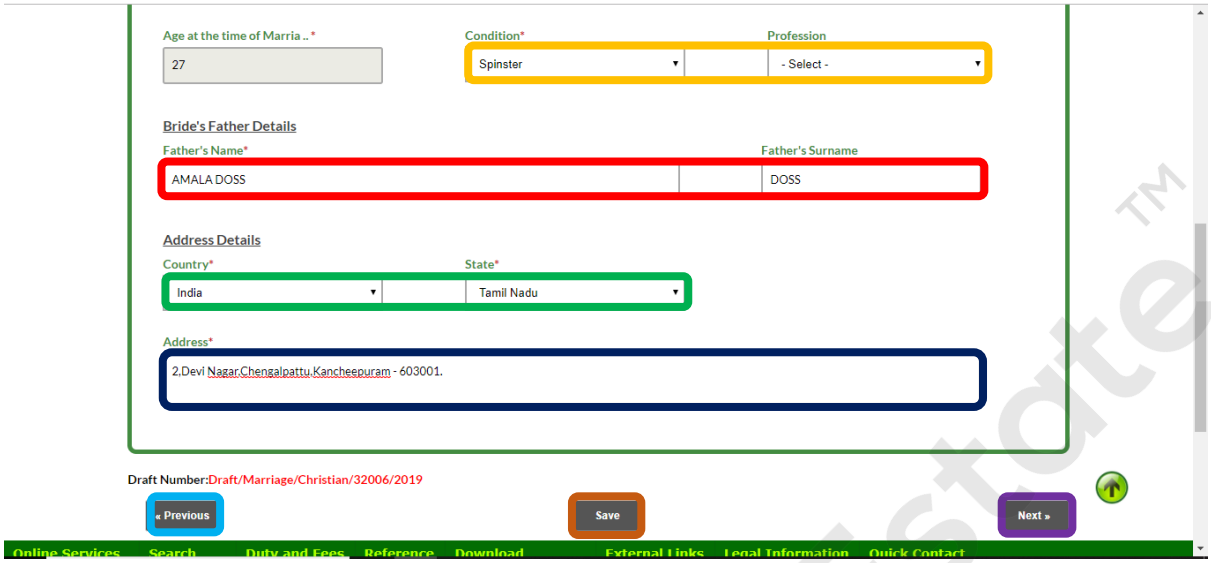


FIGURE 7: BRIDE'S DETAILS 2

Step 1: Select the Marital status of the Bride/ Condition and Profession

Step 2: Enter the Bride's father name and Surname

Step 3: Select the Country and State

Step 4: Enter the Address details

Step 5: Click on Save to save the details and click on Next to go to the Next page else click on Previous to go to the previous pages

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3. OTHER DETAILS

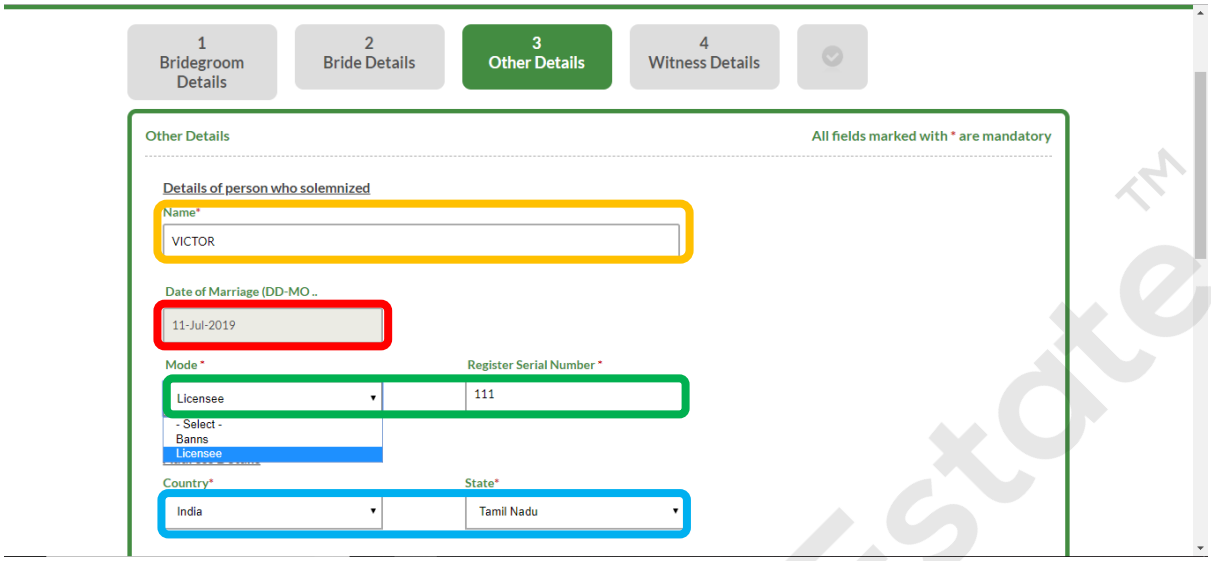


FIGURE 8: OTHER DETAILS 1

Step 1: Enter the details of the person who solemnized the marriage

Step 2: The Date of Marriage is automatically populated

Step 3: Select the Mode of Marriage and enter the Register serial number

Step 4: Enter the Address details by selecting the country and state

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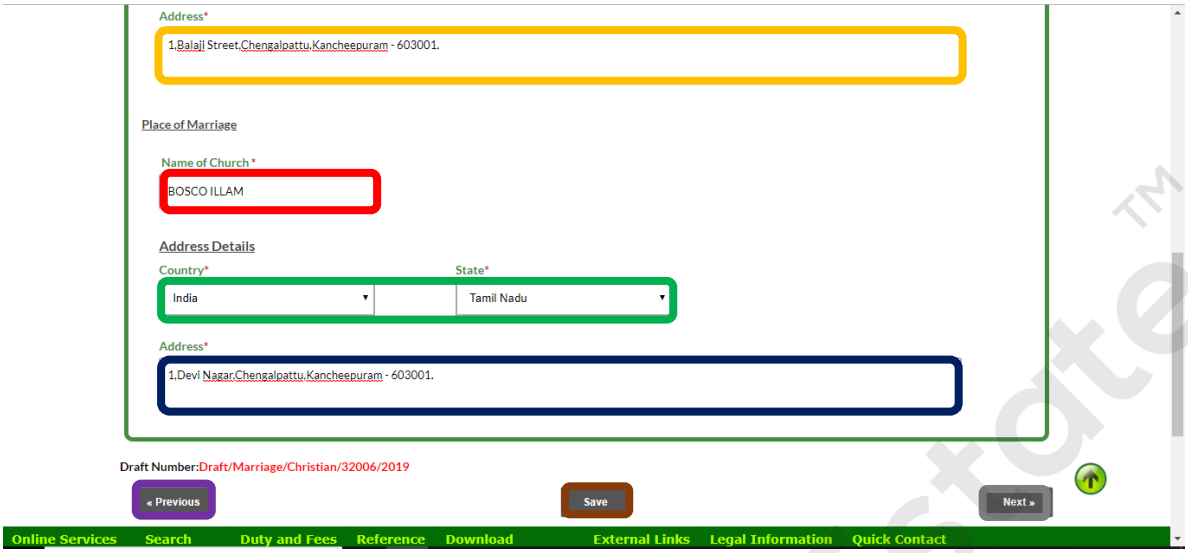


FIGURE 9: OTHER DETAILS 2

Step 1: Enter the address details

Step 2: The details of Marriage Name of the Church

Country and State of Marriage and Address details are populated

Step 3: Click on Previous to go to the Previous pages and Click on Save to save the details and continue later, or click on Next to go to the Next Page

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4. WITNESS DETAILS

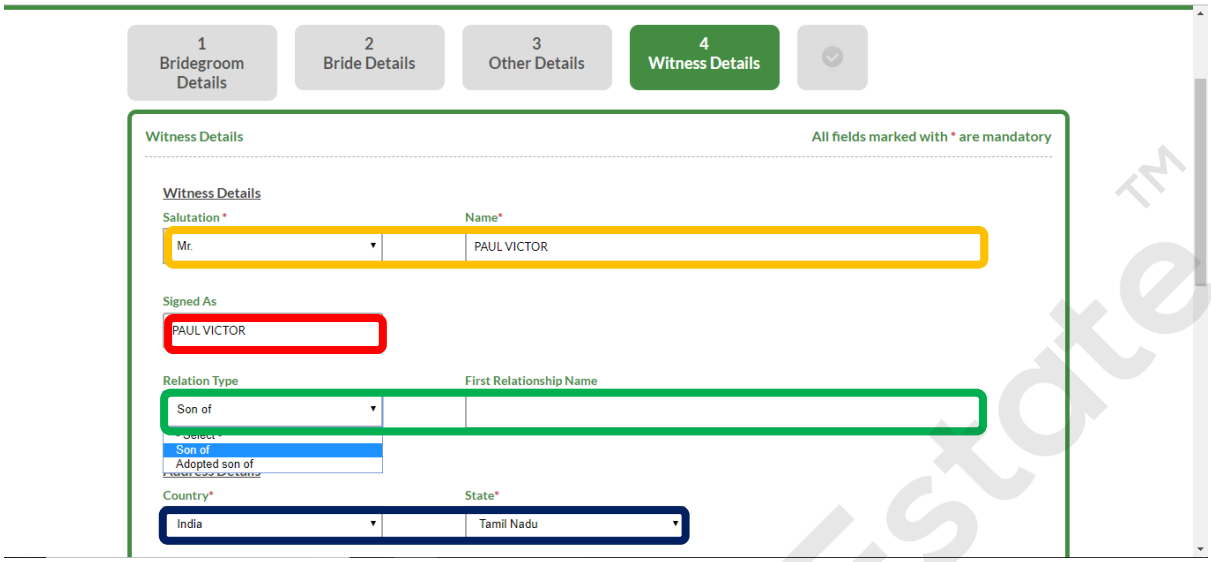


FIGURE 10: WITNESS DETAILS 1

Step 1: Select the salutation and enter the Witness Name

Step 2: Enter how the witness signs his name as

Step 3: Enter the relationship type and enter the First Relationship name

Step 4: Enter the Address details: Select the Country and State

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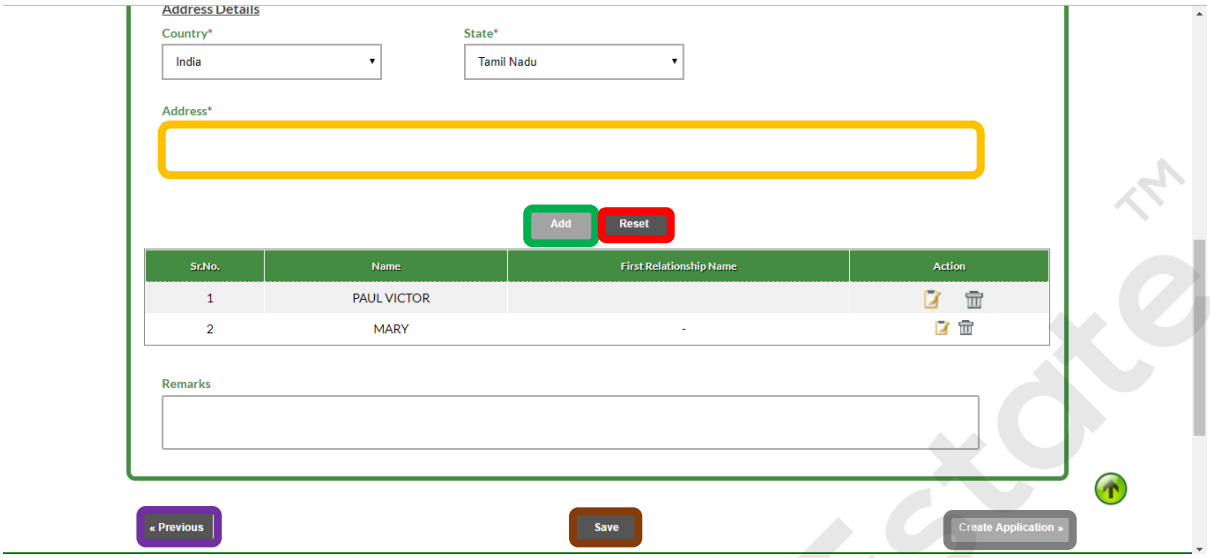


FIGURE 11: WITNESS DETAILS 2

Step 1: Enter the address

Step 2: Once the witness details is added in the tabular column, click beside the added witness details in the tabular column to edit any details if needed or to delete that particular witness details.

Step 3: Enter Remarks if any

Step 3: Click on Previous to go to the Previous pages and Click on Save to save the details and continue later, or click on Create Application to Continue

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5. APPLICATION CREATION

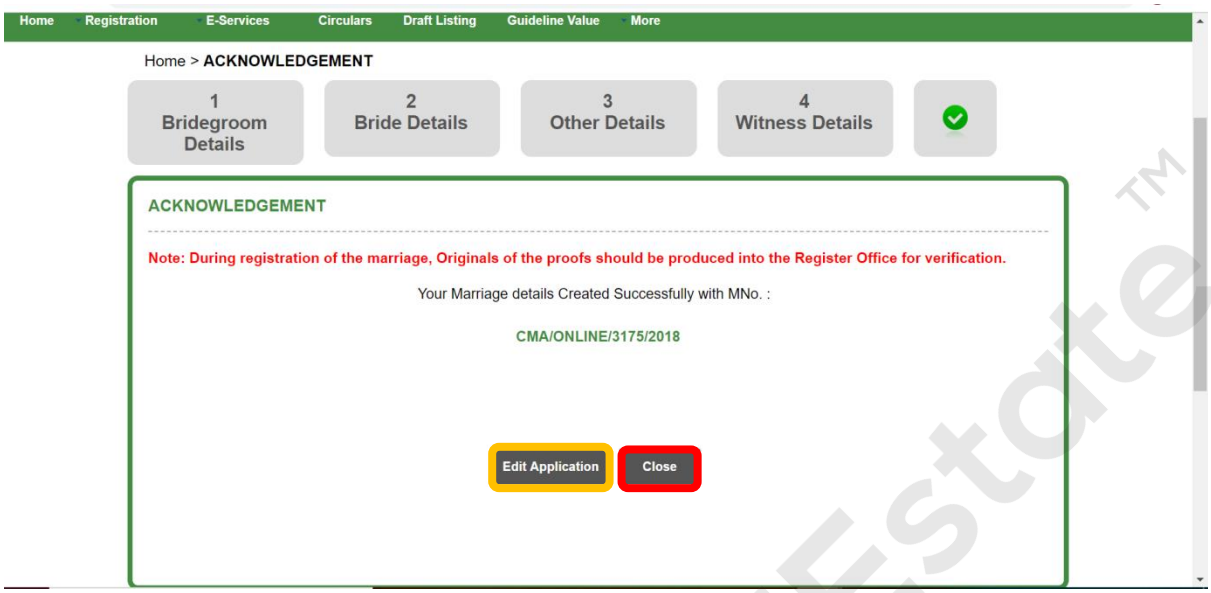


FIGURE 12: ACKNOWLEDGEMENT

On clicking on Create Application, a pdf file of the Marriage Application is created and can be edited by clicking on Edit Application else click on Close to close the site

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Click on Home > Registration > Christian Marriage > Search Applications for Application Edit

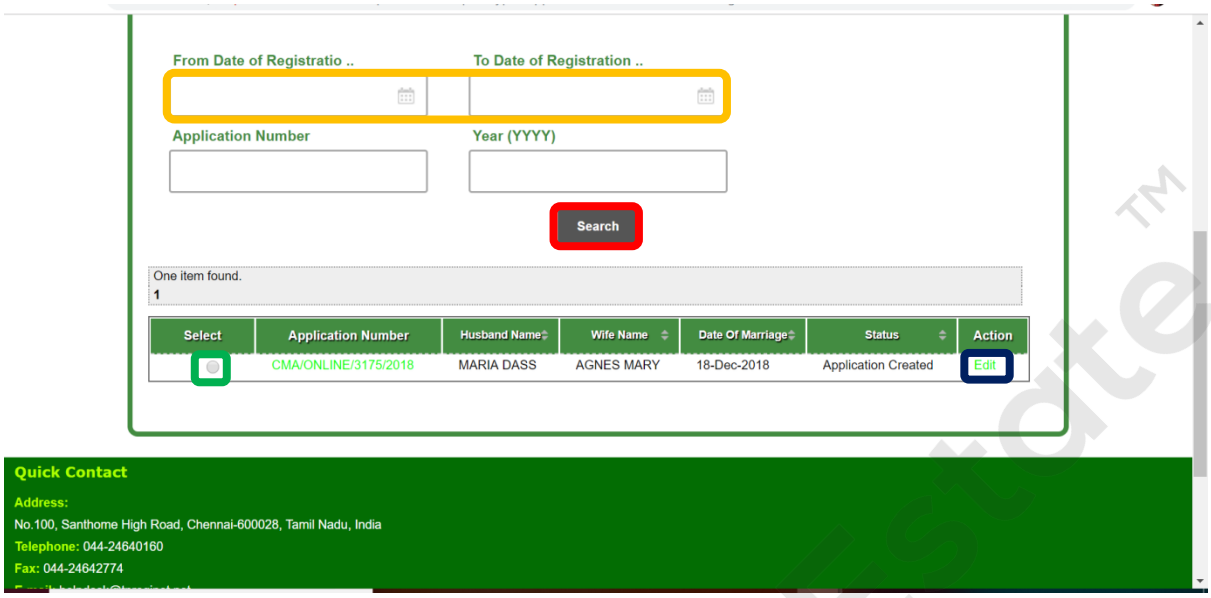


FIGURE 13: VIEW THE APPLICATION

Step 1: Select the period within which the application is created and enter application number and year if details are known

Step 2: Click on Search

Step 3: Click on Select to select the application and to Edit the application, click on Edit under the Action column.

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