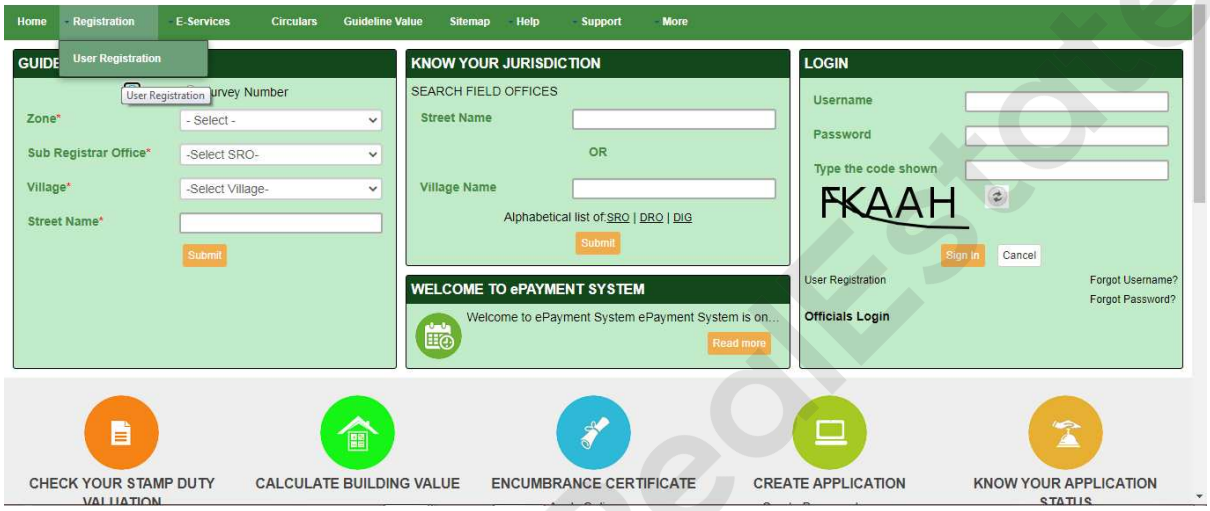
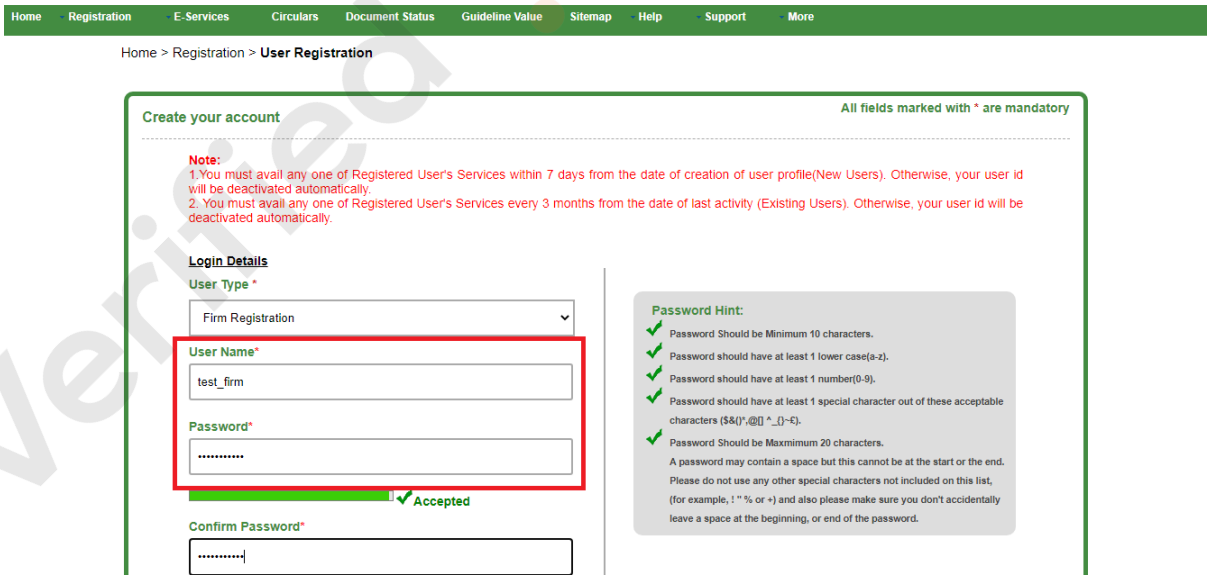
FIRM ONLINE REGISTRATION – NEW FLOW

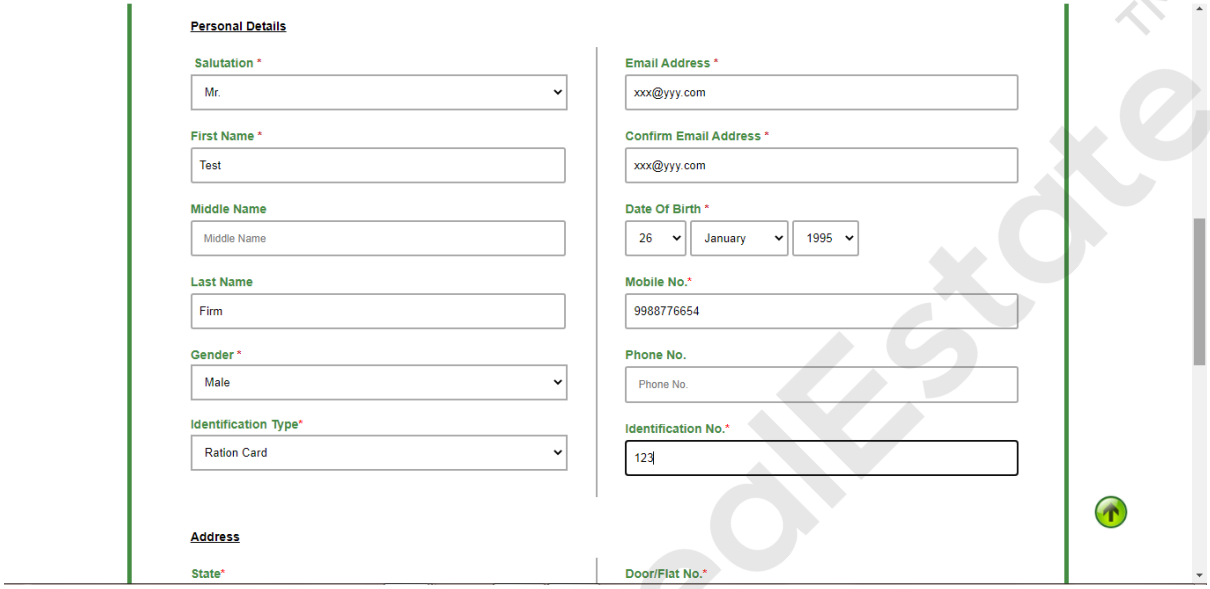
1. In Home Page click on Registration --> User Registration to create New Login for Firm.



2. Create a new login for Firm by choosing “User Type” as “Firm Registration” and give Username and Password for Firm to Login.



3. Enter Firm name, E-mail address, Mobile number and other details under “Personal Details” and Firm address under “Address Details”.



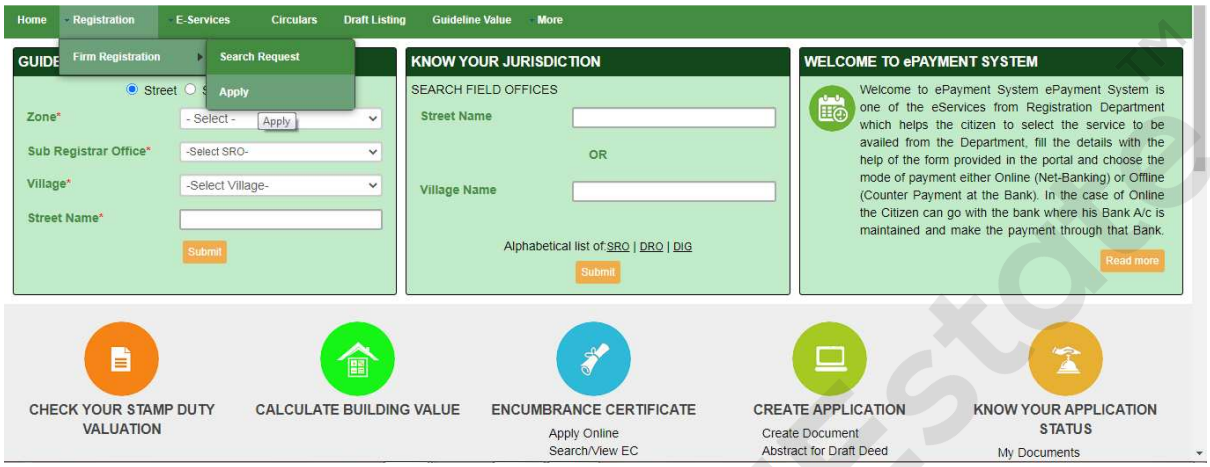
4. After entering all the Required Details, enter the Captcha and click on “Complete Registration”. On clicking on Complete Registration, an Activation Link will be sent to the given E-MAIL address.

5. Open the E-mail and click on Activation Link to activate the Firm Credentials to Login in Portal.

6. After Activating the Link, enter the same Username and Password (See step 2) in Portal to Login to Firm.

7. After Login, click on Registration --> Firm Registration --> Apply to Apply for New Firm.

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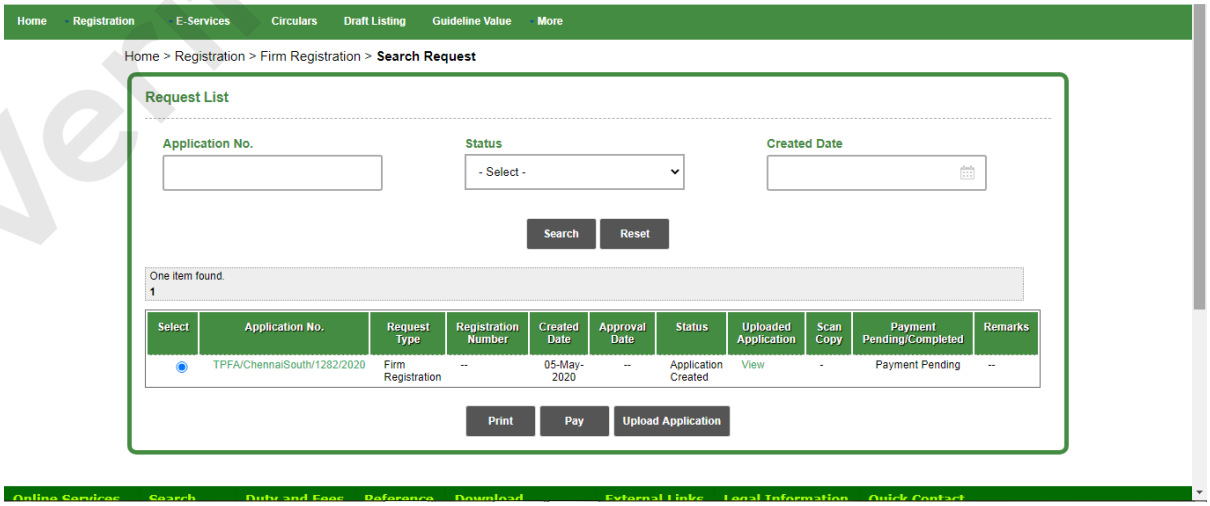
8. Enter the Firm Name, Date of Formation, Address Details. Also add minimum Two Members and One Witness. After entering all the Required Details click on “Save” and the Firm Application will be created.

9. Now go to Registration --> Firm Registration --> Search Request. Three Options will be displayed.

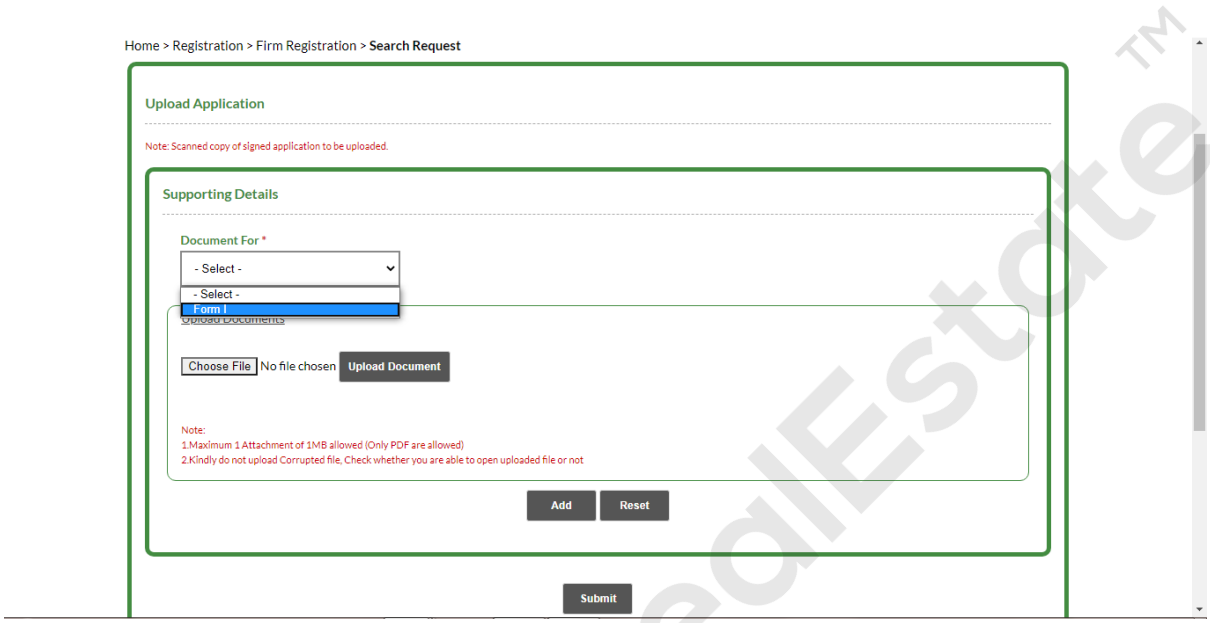
i) Print

ii) Pay

iii) Upload Application

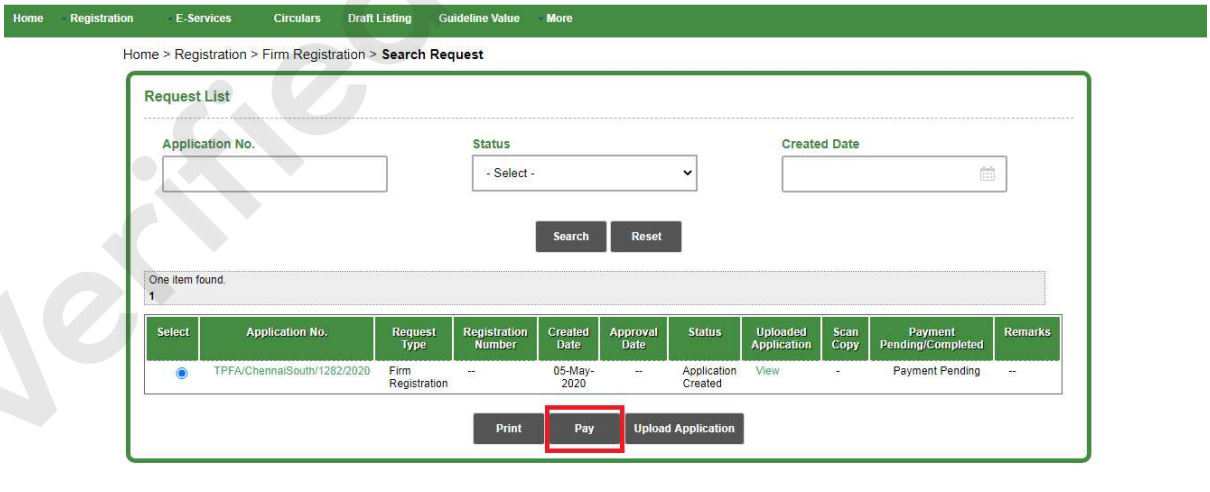


10.“Form I” has to be Uploaded first before Payment. Click on the Radio Button and then click on “Upload Application” button to upload “Form I”.



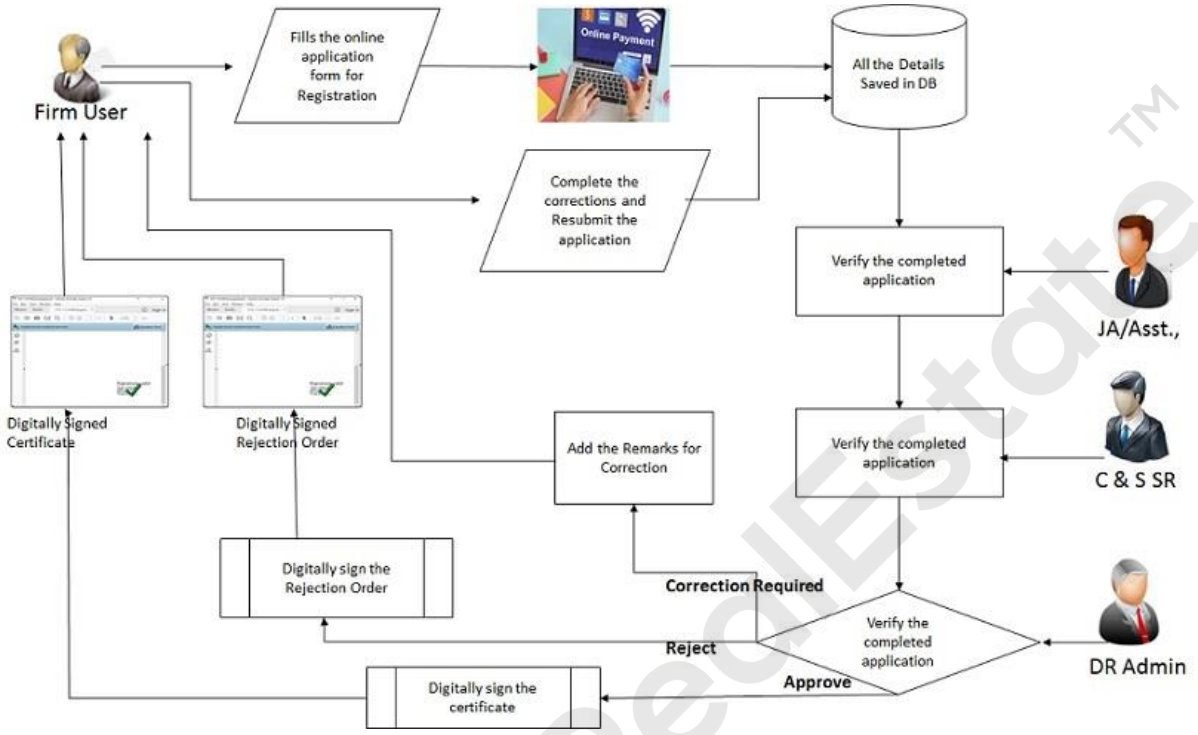
11. After Adding Form I click on Submit button.

12. Now complete the Payment by clicking on “Pay” button.



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Process Flow Chart



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