FIRM REGISTRATION - 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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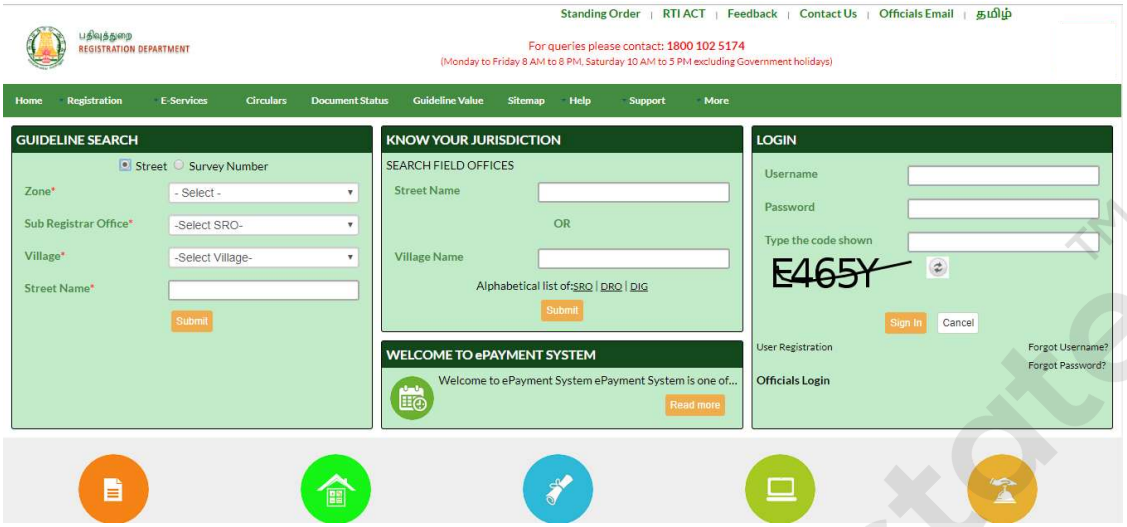


FIGURE 1: LOGIN PAGE

Step 1: Login to the website with your username and password

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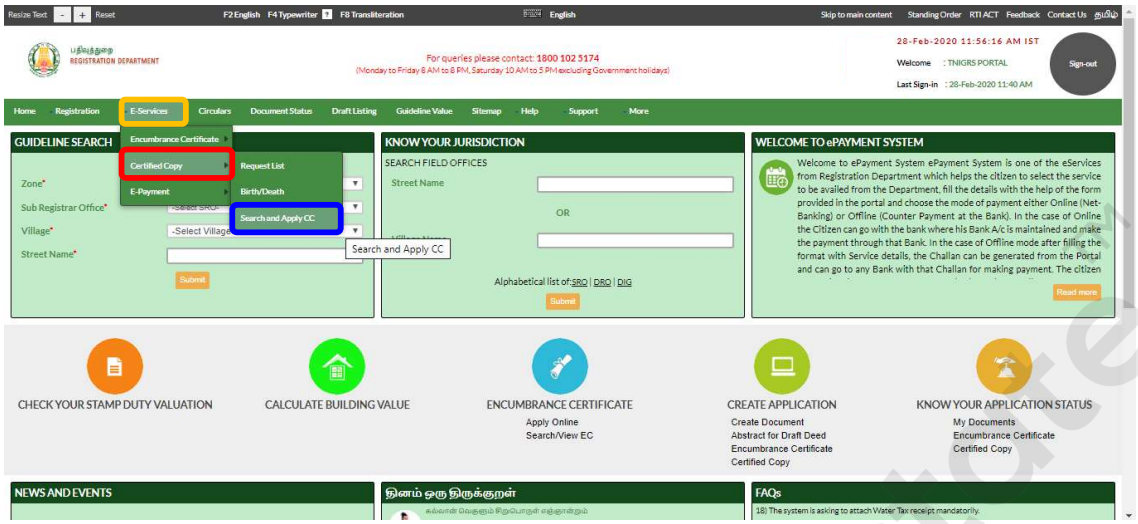


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a copy of the Firm Certificate, click on E-Services

Step 2: Then select Certified Copy

Step 3: Then click on Search and Apply CC

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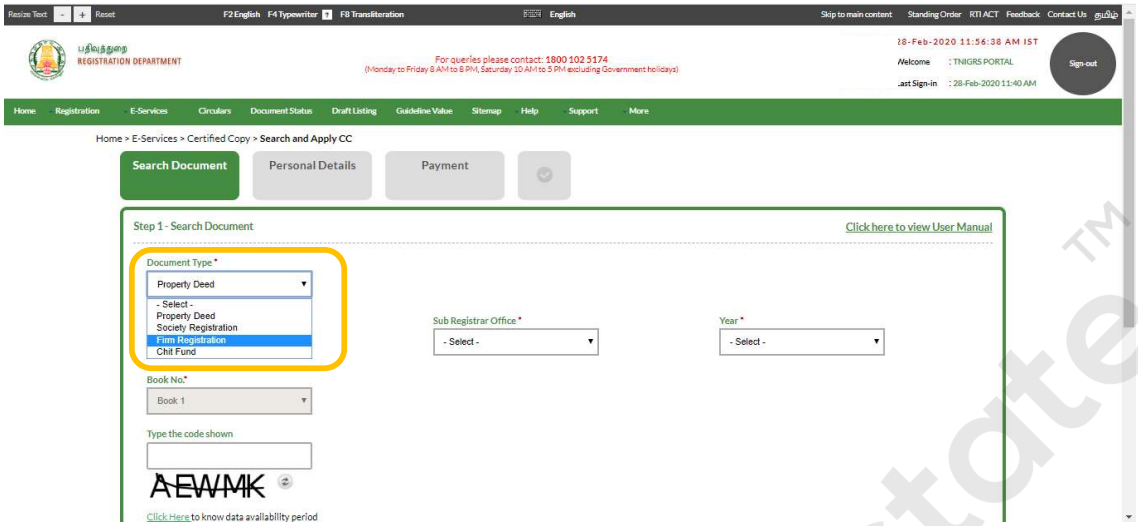


FIGURE 3: SEARCH DOCUMENT 1

Step 1: Select the Document Type from the drop-down menu.

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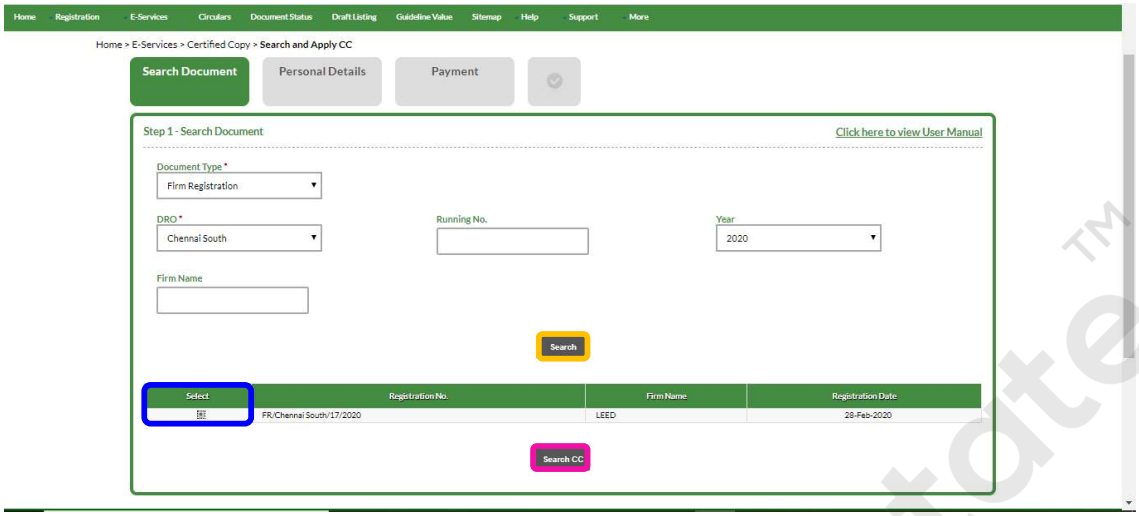


FIGURE 4: SEARCH DOCUMENT 2

Step 1: Enter the document details and then click on Search button.

Step 2: View on Registration details click Select button and then click on Search CC.

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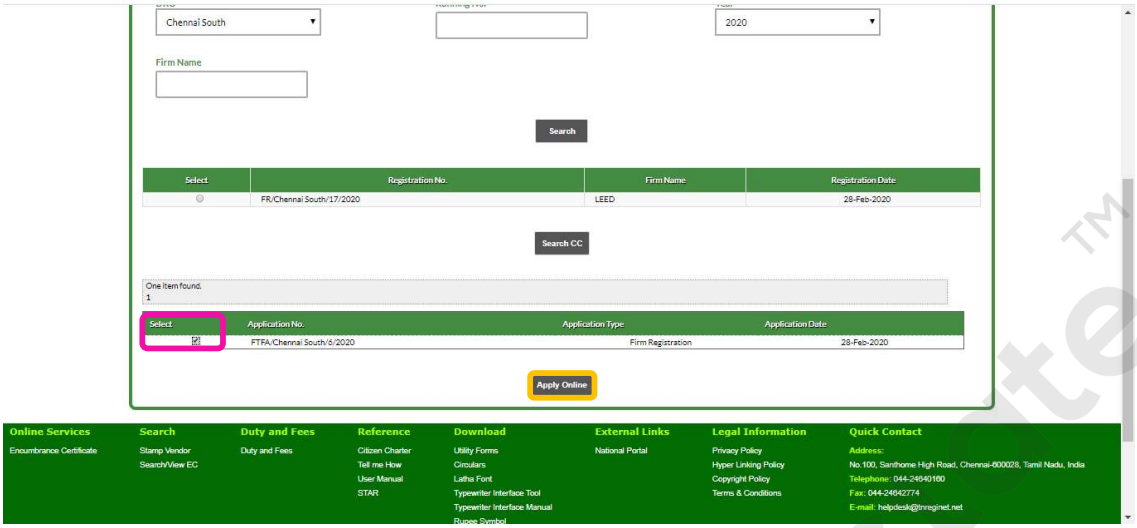


FIGURE 5: SEARCH DOCUMENT 3

Step 1: View the application details click Select button and then click on Apply Online for further processing.

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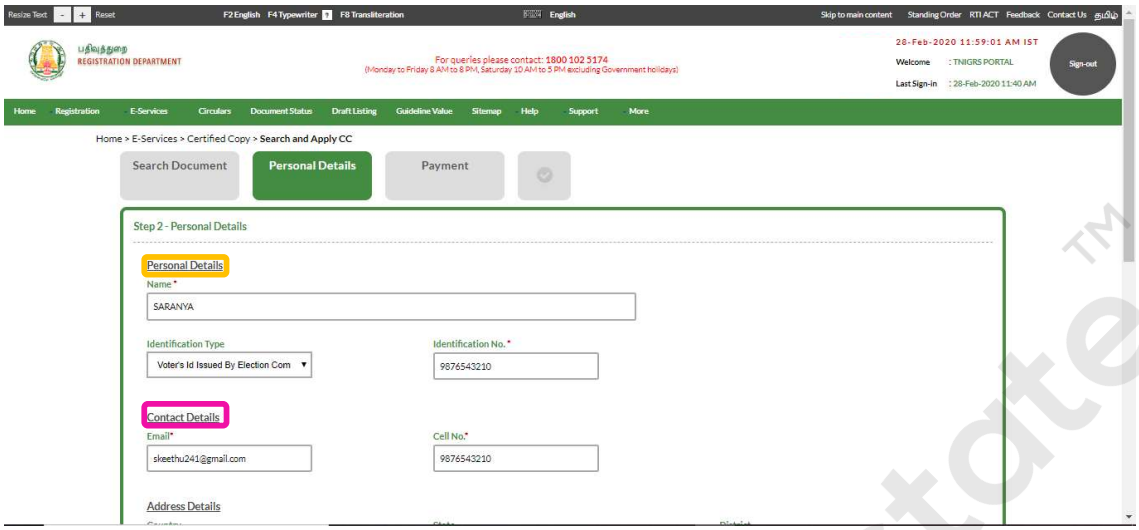


FIGURE 6: PERSONAL DETAILS 1

Enter the Personal Details:

Step 1: Enter the Name.

Step 2: Select the Identification Type from the drop down menu and enter the Identification No.

Enter the Contact Details:

Step 3: Enter the Email address and Cell No.

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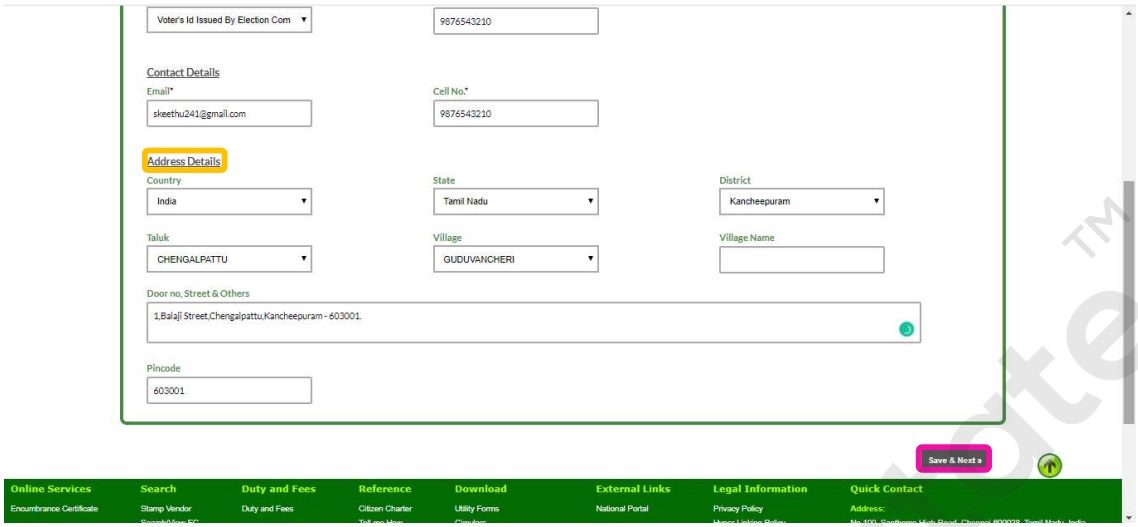


FIGURE 7: PERSONAL DETAILS 2

Enter the Address Details:

Step 1: Use drop down to select the Country, State, District, Taluk and Village.

Step 2: Enter the Village Name, Door no., Street &Others and Pincode.

Step 3: Click on the Save & Next tab.

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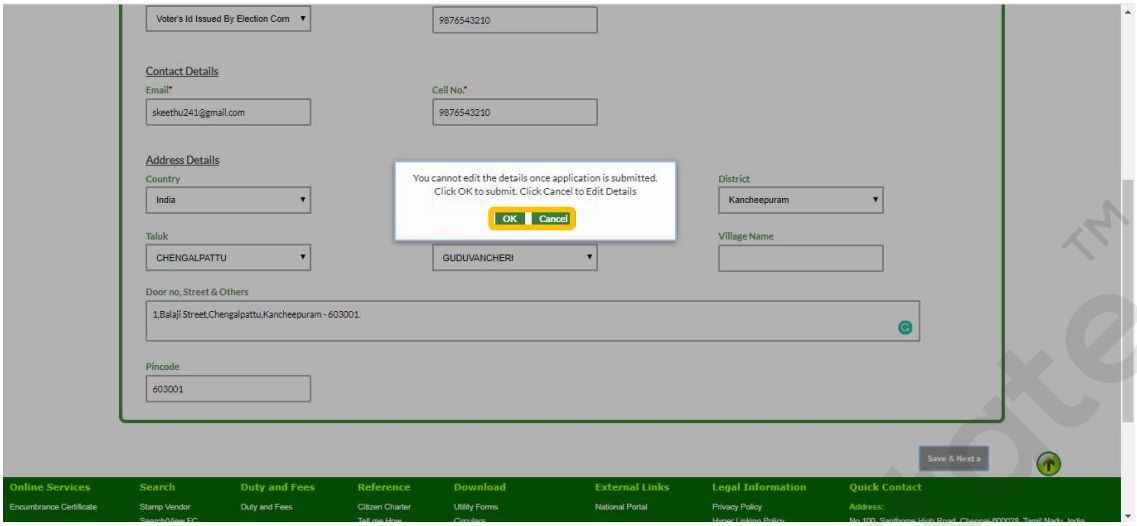


FIGURE 8: PERSONAL DETAILS 3

Step 1: We cannot edit the details once application is submitted.

Step 2: Click ok to submit or Click cancel to edit details.

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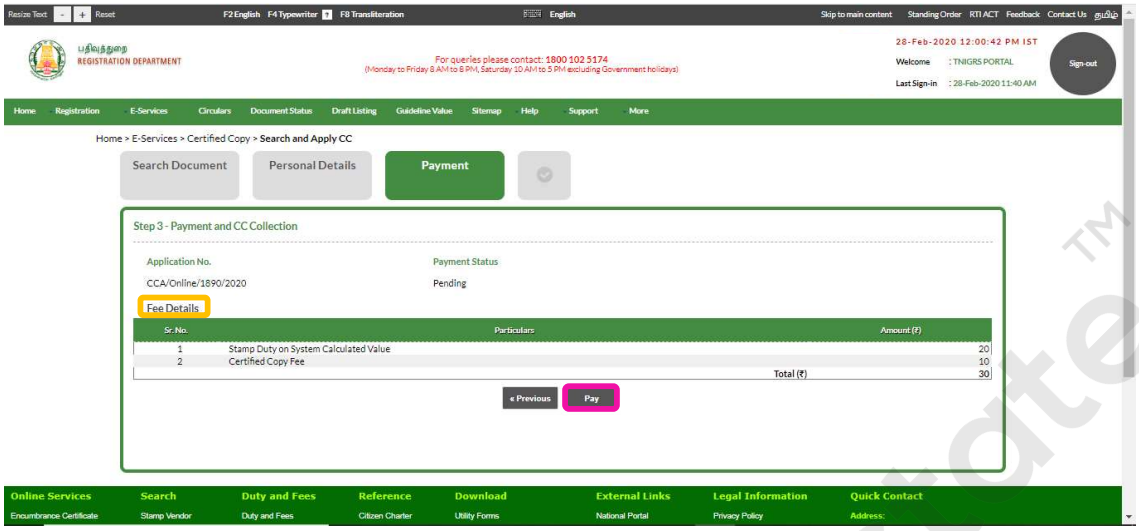


FIGURE 9: PAYMENT DETAILS 1

Step 1: View the Fee details and then click on the Pay button to continue.

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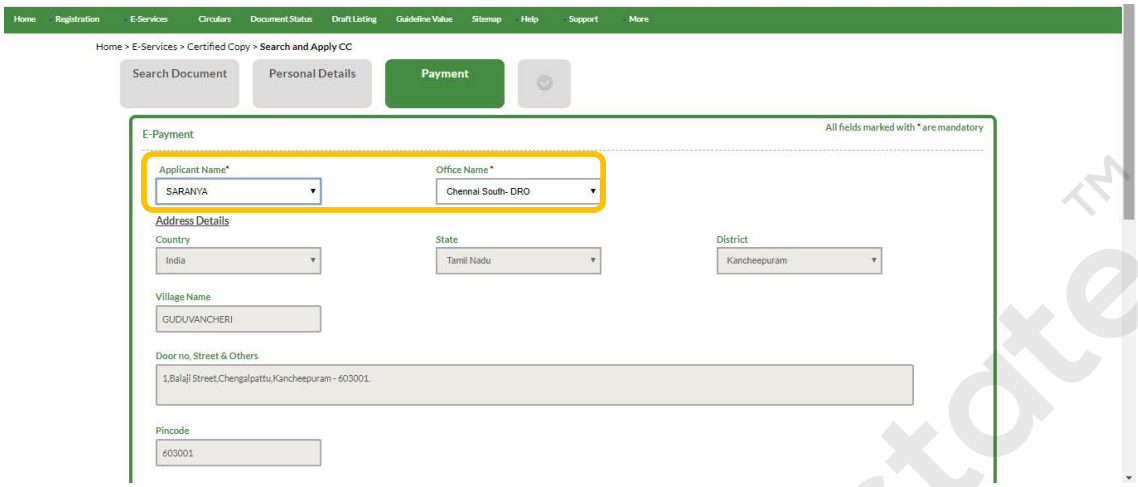


FIGURE 10: E-PAYMENT 1

Step 1: Select the Applicant Name and Office Name.

Step 2: All the other details will be populated automatically.

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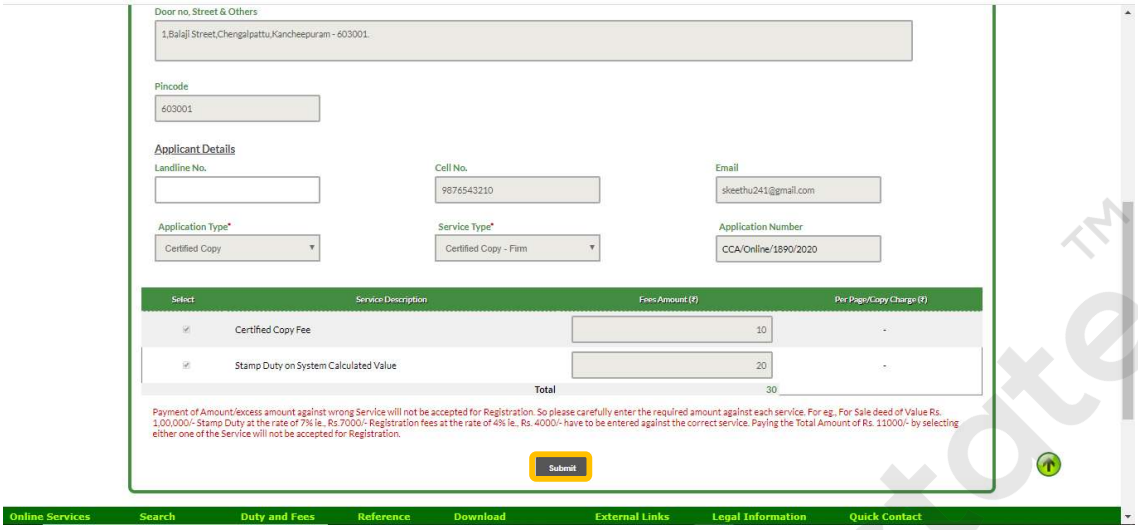


FIGURE 11: E-PAYMENT 2

Step 1: Click on submit button.

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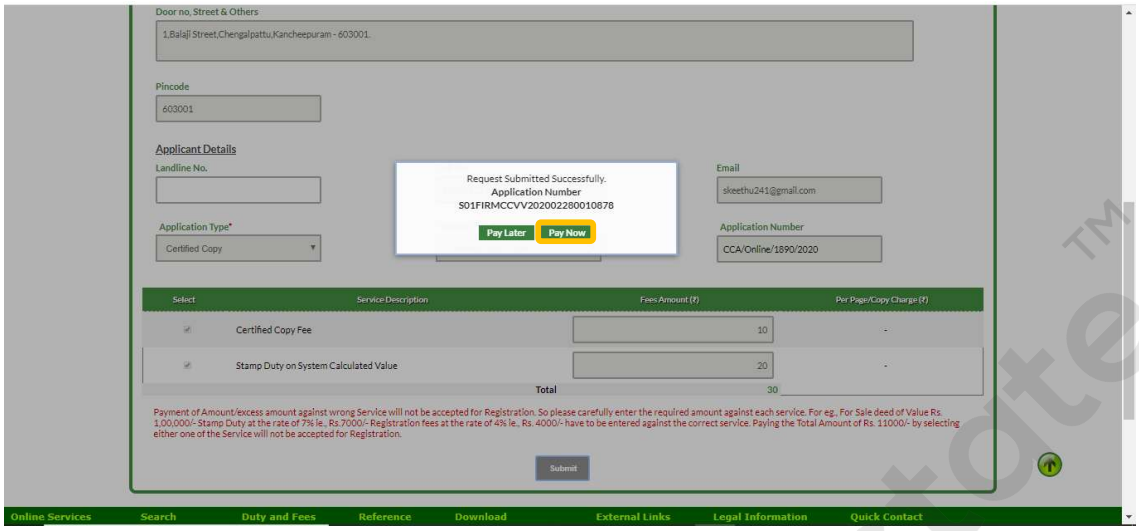


FIGURE 12: E-PAYMENT 3

Step 1: Request Submitted Successfully and Application Number got generated.

Step 2: Click on pay now

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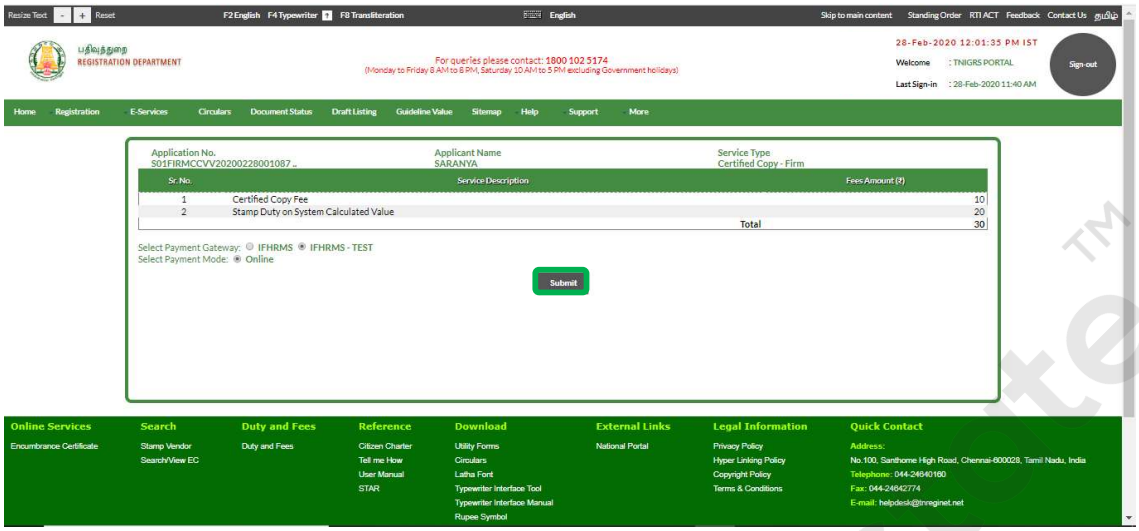


FIGURE 13: APPLICATION DETAILS

Step 1: Select the Payment Gateway and Payment Mode.

Step 2: Click on the Submit button.

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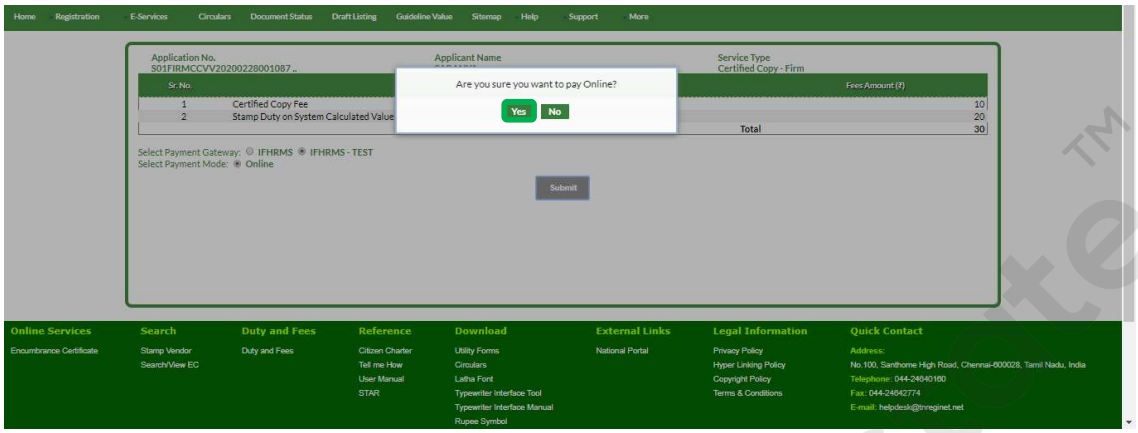


FIGURE 14: ONLINE PAYMENT 1

Step 1: If you want to pay Online and then click yes

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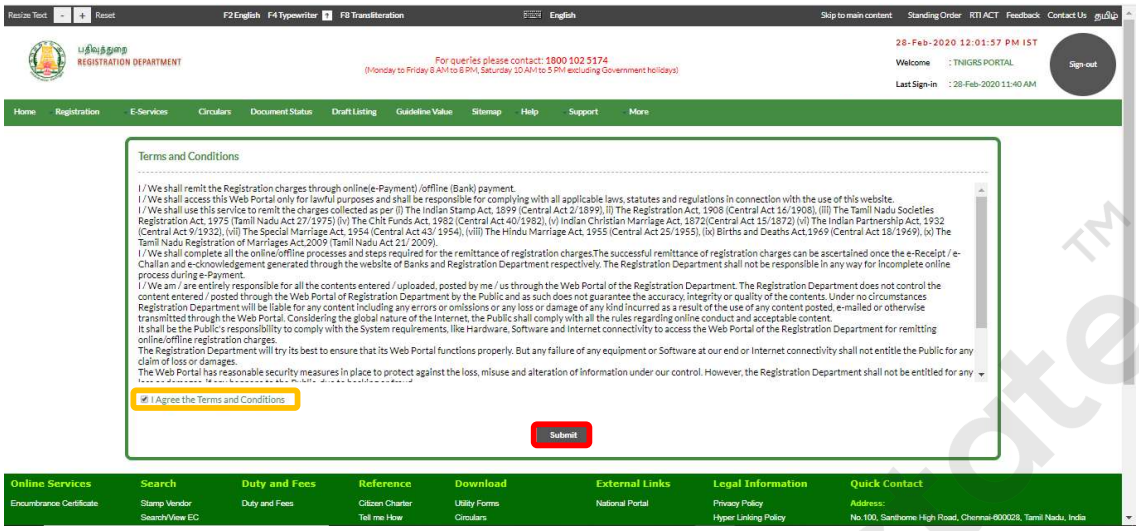


FIGURE 15: TERMS AND CONDITIONS

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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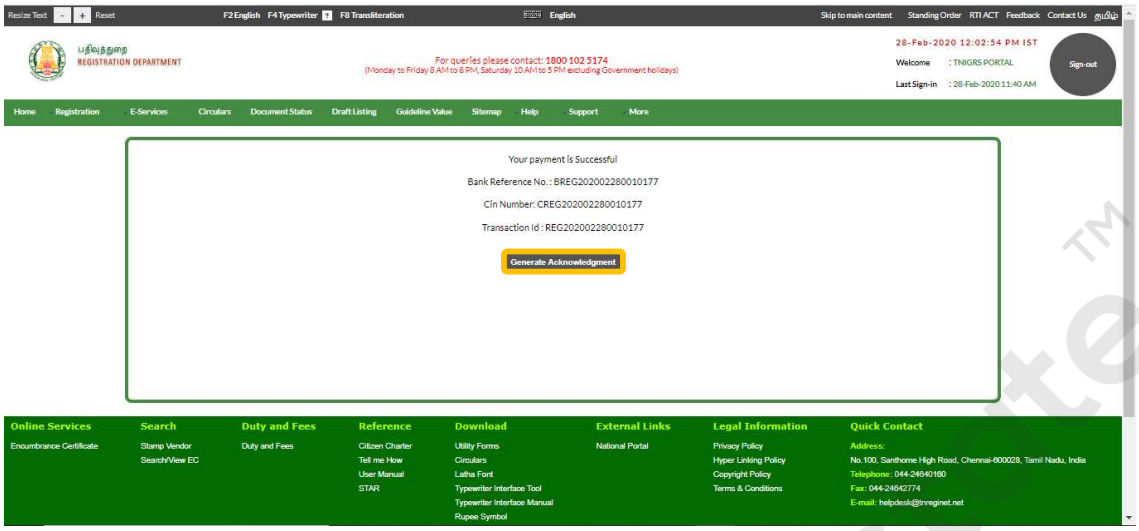


FIGURE 16: PAYMENT DETAILS 2

Step 1: Your Payment is successfully done and then Click Generate Acknowledgment

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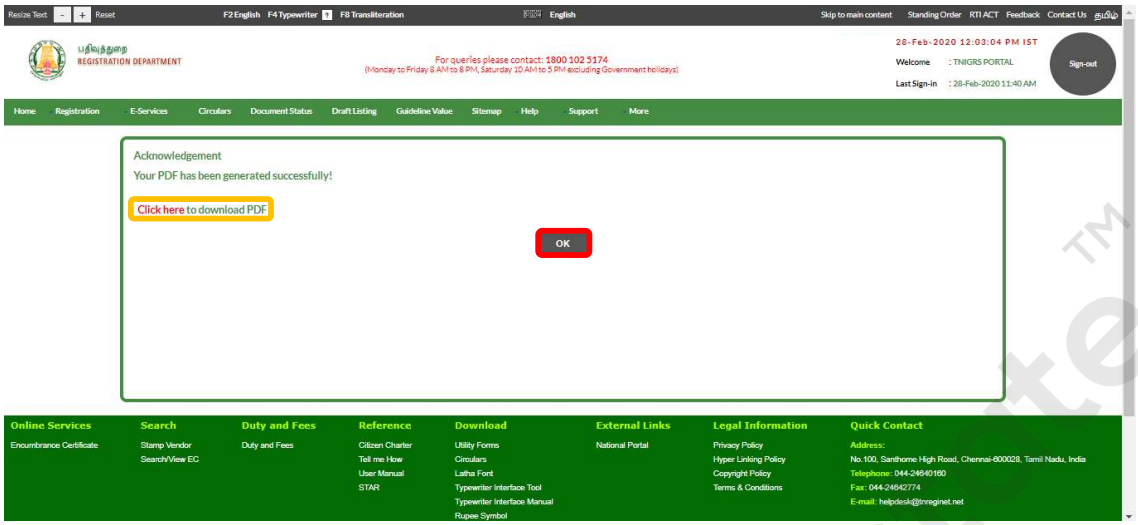


FIGURE 17: ACKNOWLEDGEMENT COPY

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

Step 2: Click ok button to complete the process.

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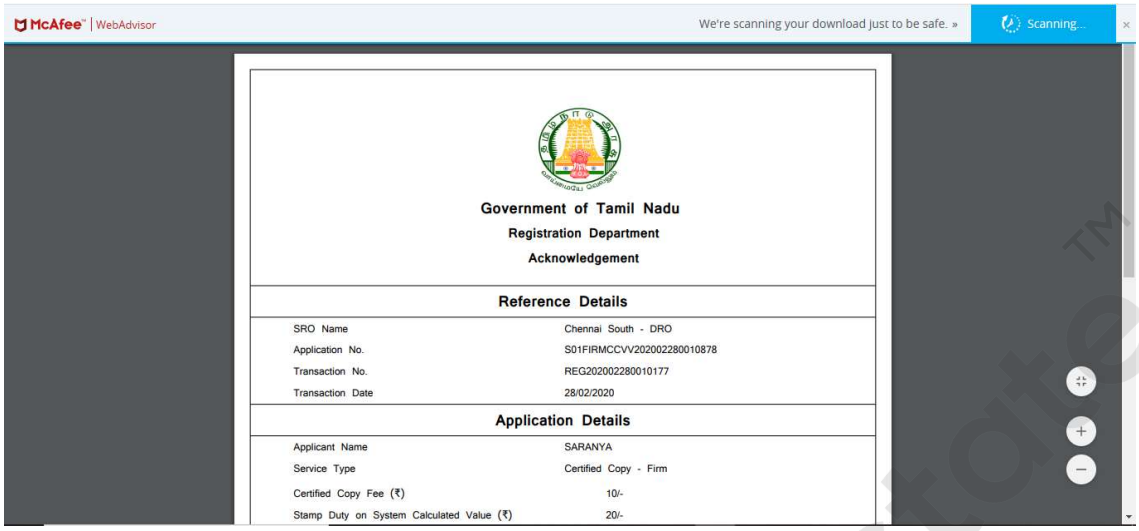


FIGURE 18: PRINT ON ACKNOWLEDGEMENT COPY

Step 1: Print the acknowledgement copy.

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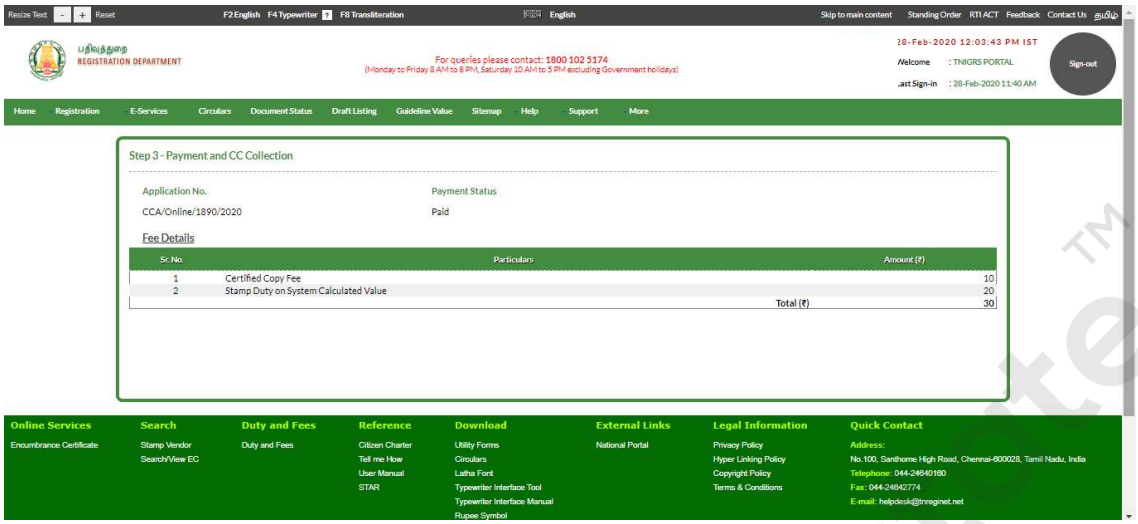


FIGURE 19: PAYMENT AND CC COLLECTION

Step 1: View on your Application No., Payment Status and Fee Details.

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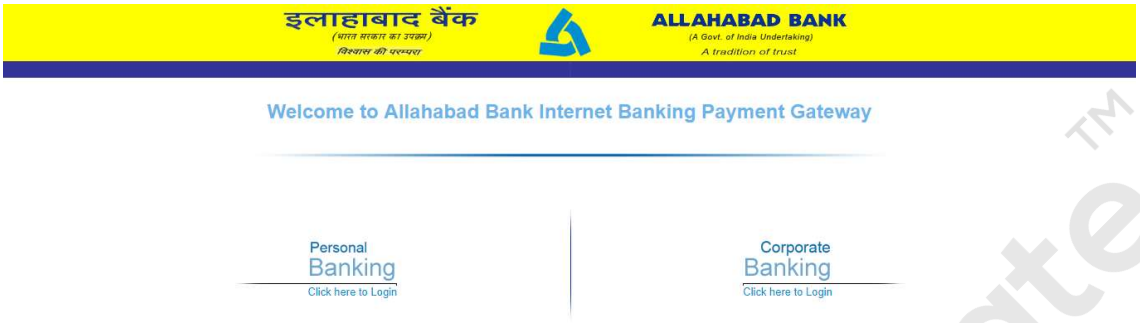


FIGURE 20: ONLINE PAYMENT 2

Step 1: The page is directed to a payment gateway for online payment.

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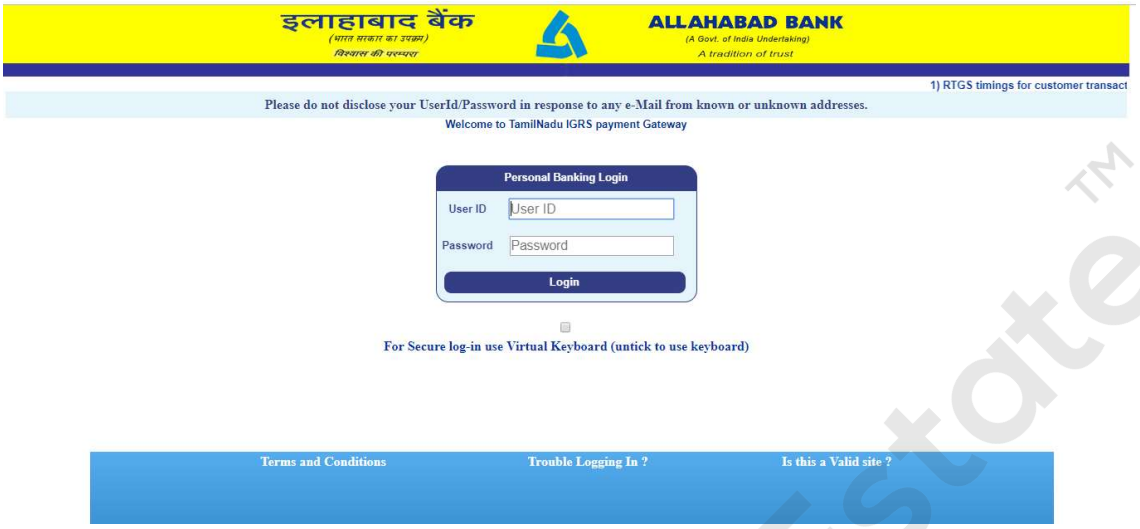


FIGURE 21: ONLINE PAYMENT 3

Step 1: On logging in complete the payment process.

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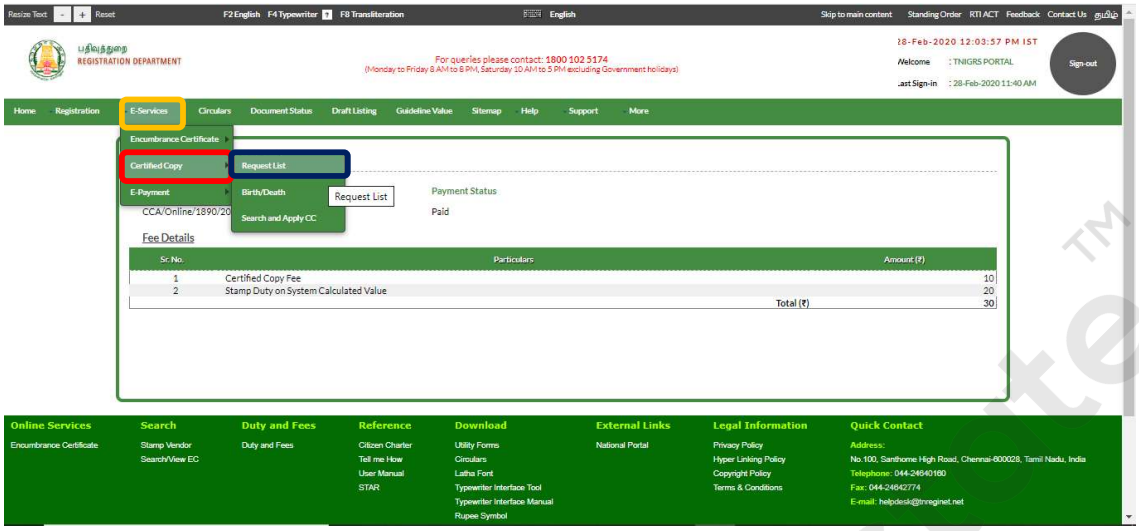


FIGURE 22: STATUS OF REQUEST LIST 1

Step 1: To know the status of the request, the applicant can go to E-Services

Step 2: Click on Certified copy and then click on Request List

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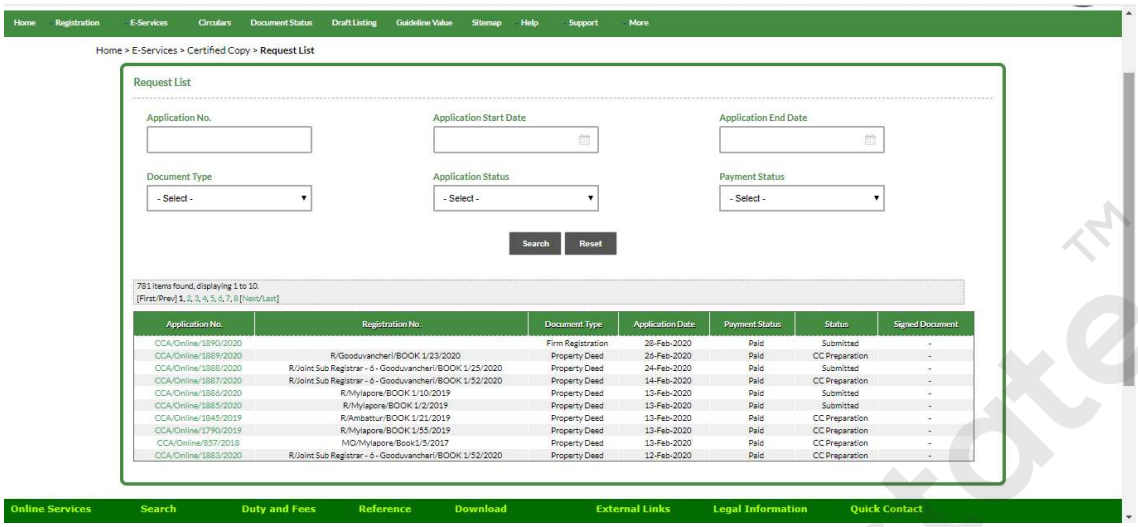


FIGURE 23: STATUS OF REQUEST LIST 2

Step 1: The Citizen can view the status of the request list under status.

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