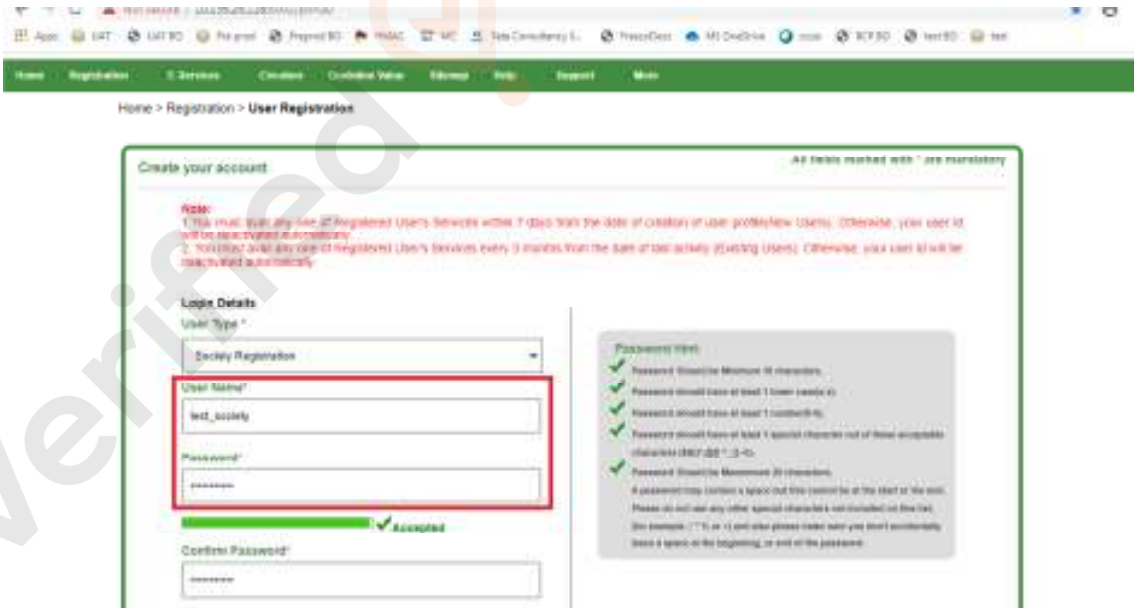
SOCIETY ONLINE REGISTRATION – FLOW

1. In Home Page click on Registration --> User Registration to create new Login for Society.

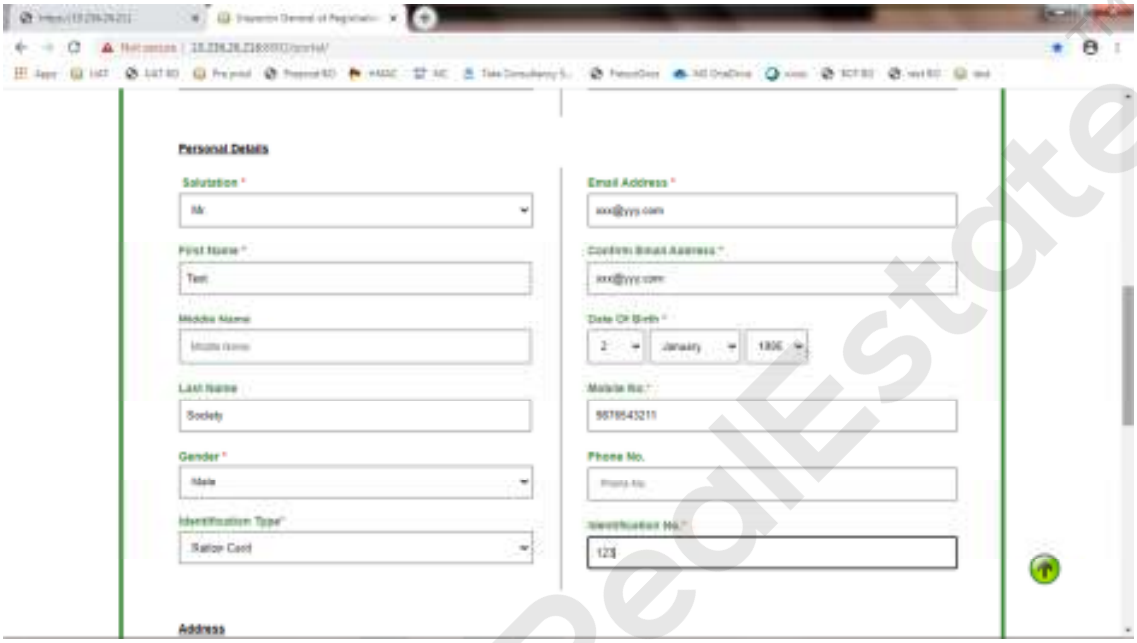


2. Create a new login for Society by choosing “User Type” as “Society Registration” and give Username and Password for Society to Login.



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3. Enter Society name, E-mail address, Mobile number and other details under Personal Details and Society 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 Society Credentials to Login in Portal.

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

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

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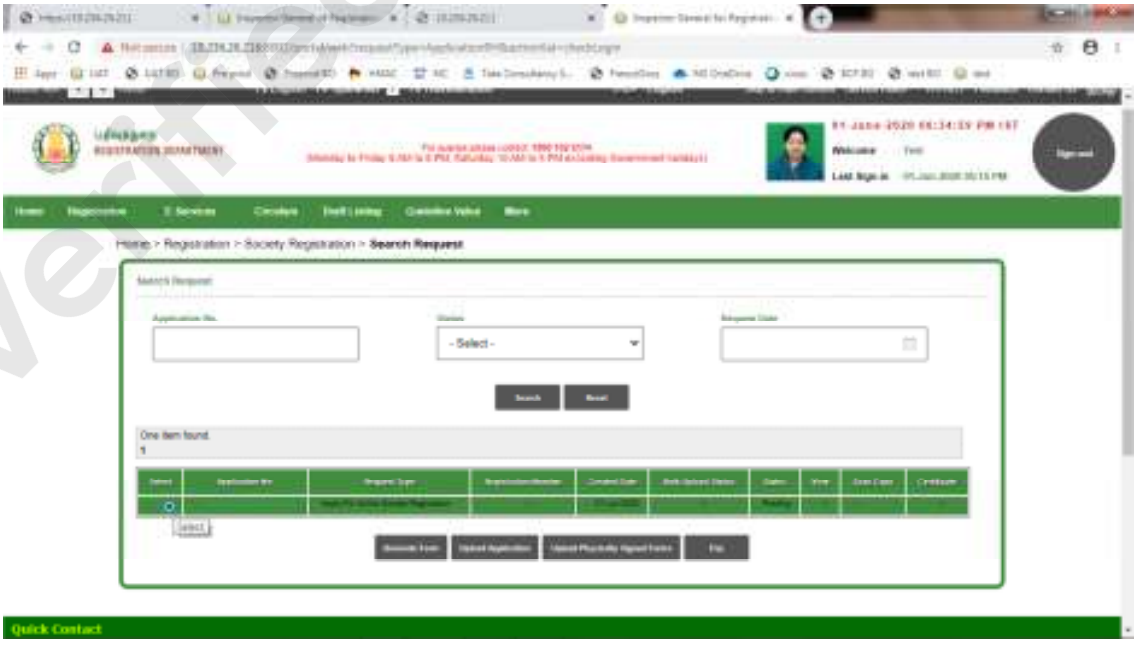
8. Enter the Society Name, Date of Formation, Address Details, Category & Sub-Category, AGM Due Date. Also add minimum Seven Members with minimum 3 Executive members and 4 Non-Executive Members and Two Witness. After Entering all the Required Details click on “Save&Next” and the Society Application will be created.

9. Now go to Registration --> Society Registration --> Search Request. On Clicking the Radio Button three options will be displayed.

i) Upload Application

ii) Upload Physically Signed Forms

iii) Pay



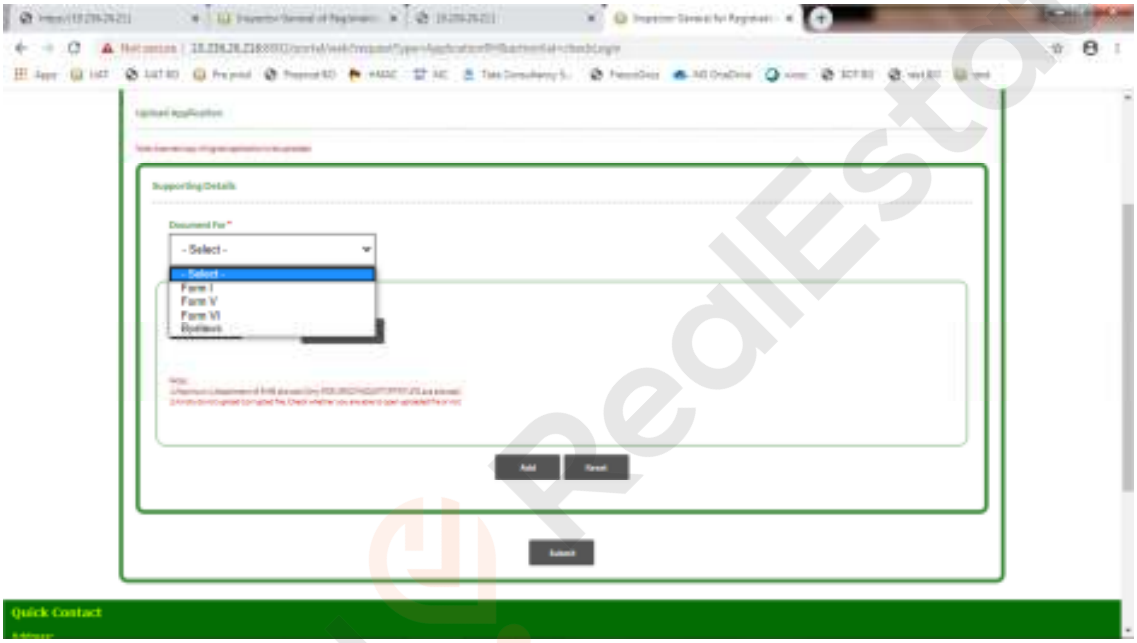
10.Click on “Upload Physically Signed Forms” in which user should upload Document the following documents.

i) Form I

ii) Form V

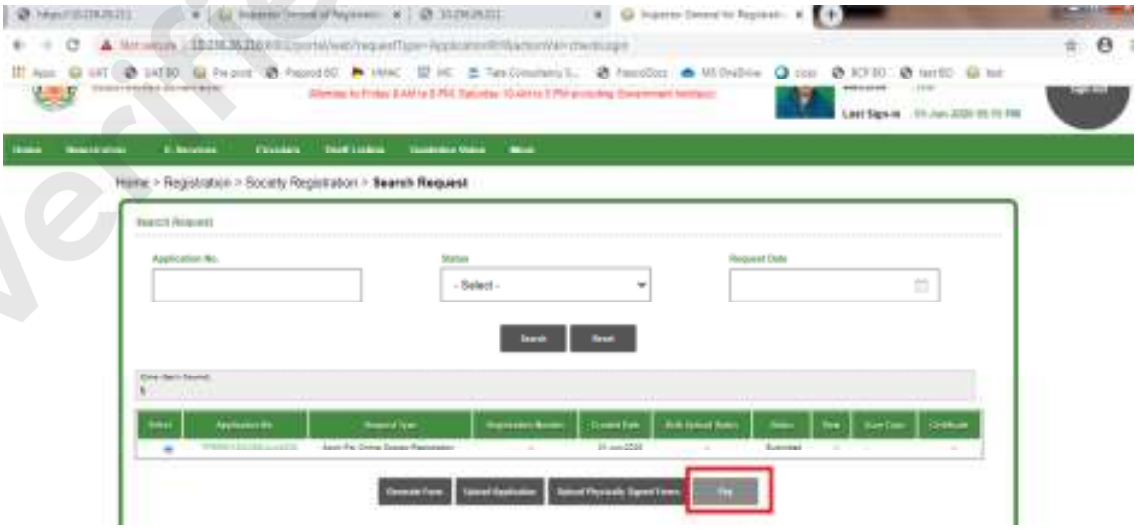
iii) Form VI

iv) Byelaws



11. After adding all the four Documents click on Submit button.

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



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