# SOCIETY REGISTRATION – APPEAL PROCESS:

# CITIZEN'S PORTAL USER MANUAL

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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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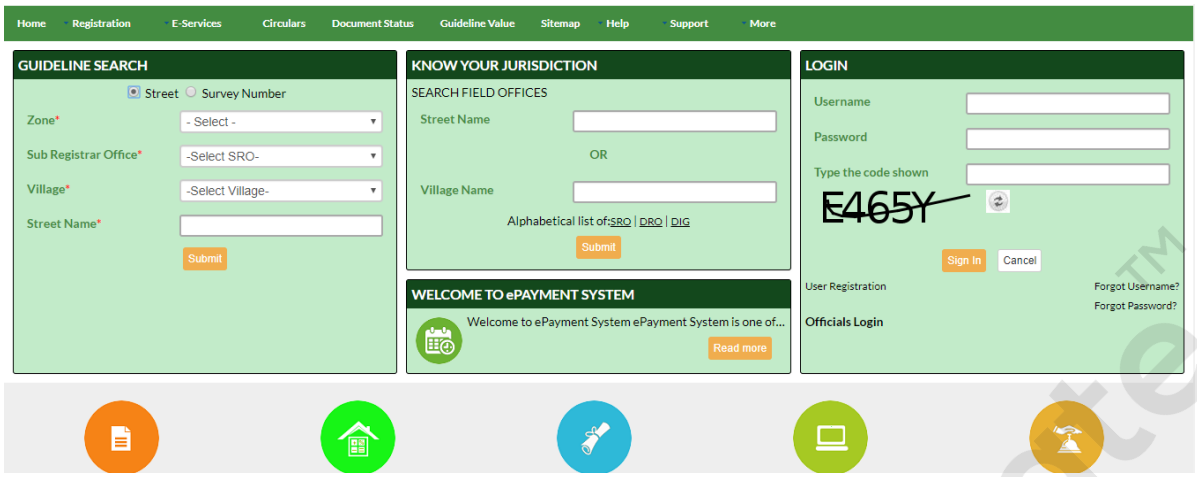



**FIGURE 1: LOGIN PAGE**

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

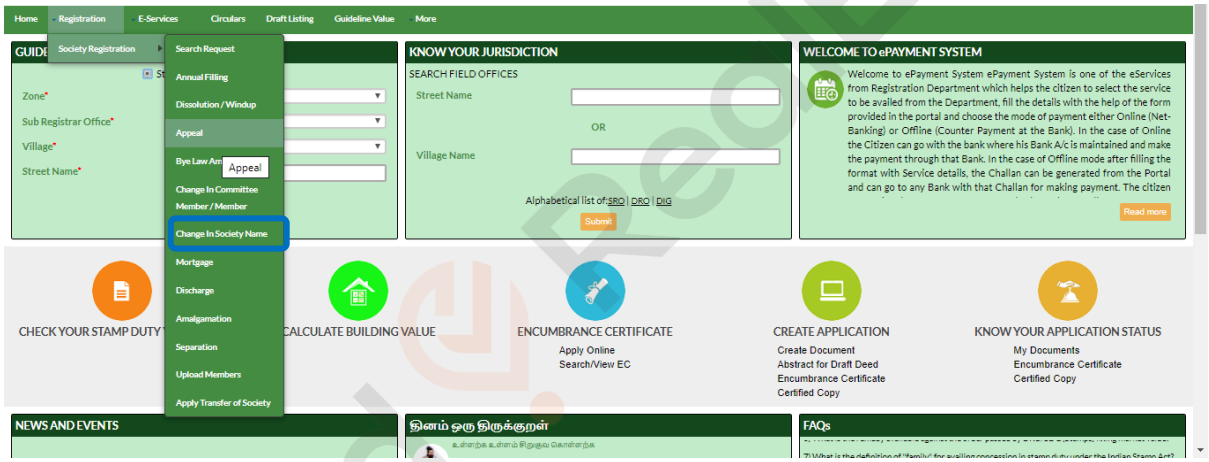



**FIGURE 2: CITIZEN'S PORTAL HOME PAGE**

Step 1: To apply for the society registration Appeal process, click on Registration

Step 2: Then select society registration

Step 3: Then click on Appeal

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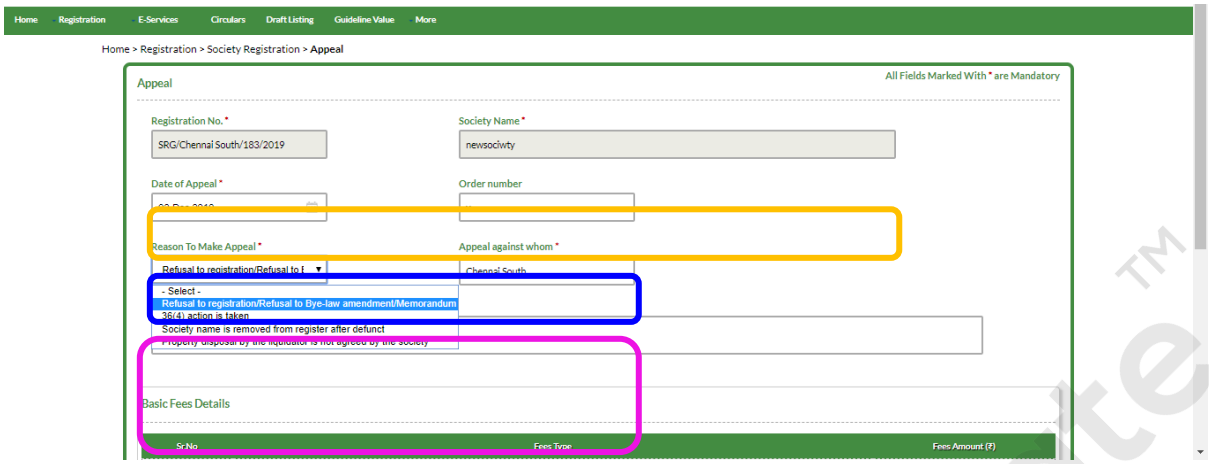



**FIGURE 3: SOCIETY REGISTRATION APPEAL PROCESS**

Step 1: Registration no. and Society name will be populated automatically.

Step 2: Select the date of column in Date of Appeal and enter the Order Number.

Step 3: Use drop down to select the Reason to make appeal and Appeal against whom

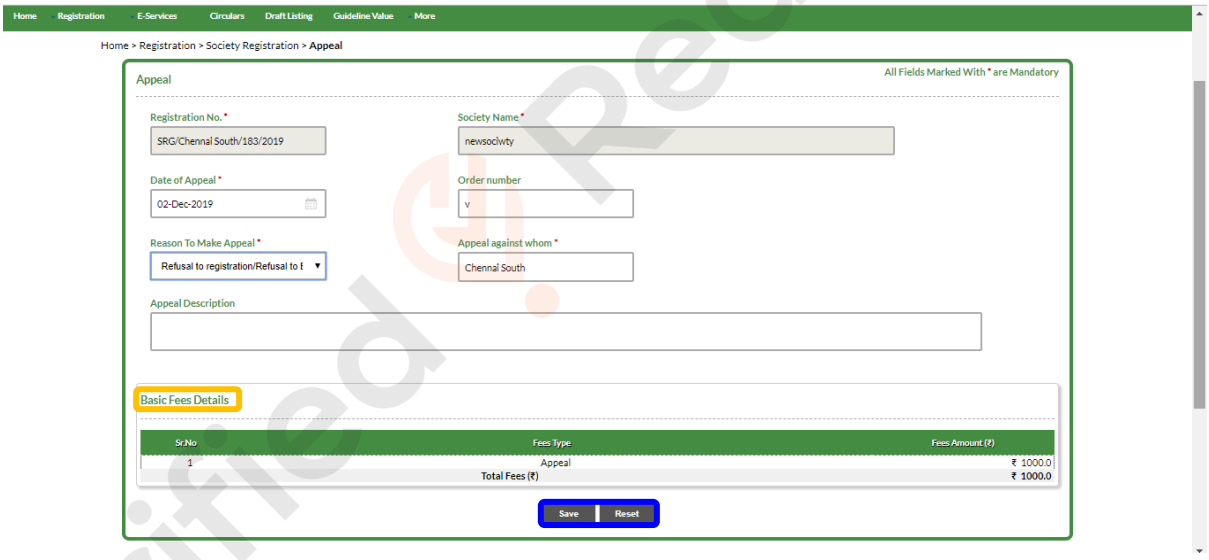



**FIGURE 4: BASIC FEE DETAILS**

Step 1: View the fee details

Step 2: click on save button or if else to click reset button.

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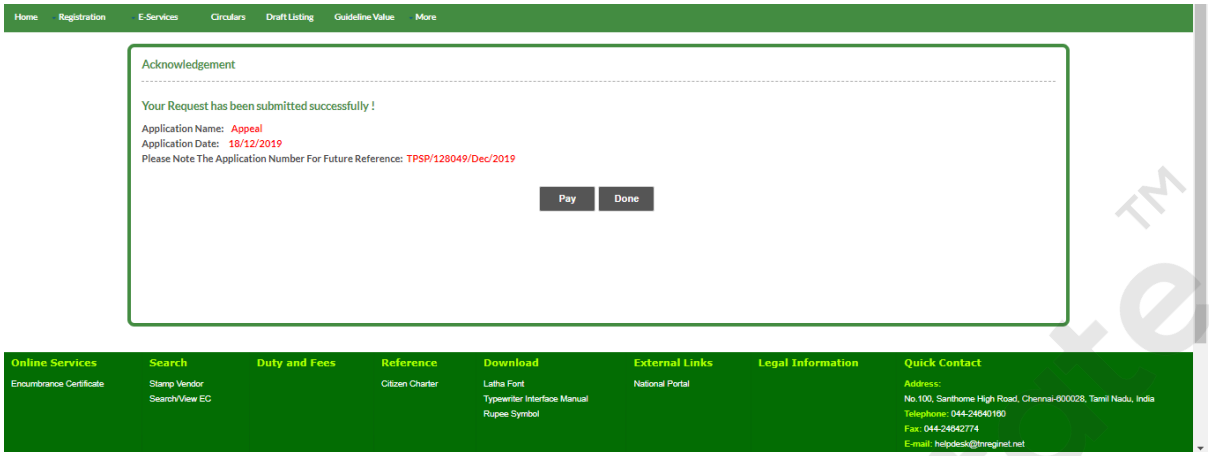



**FIGURE 5: ACKNOWLEDGEMENT 1**

Step 1: Application has been submitted successfully

Step 2: Make note of the Application Number for Future reference

Step 3: By clicking pay and done, we can do the action respectively.

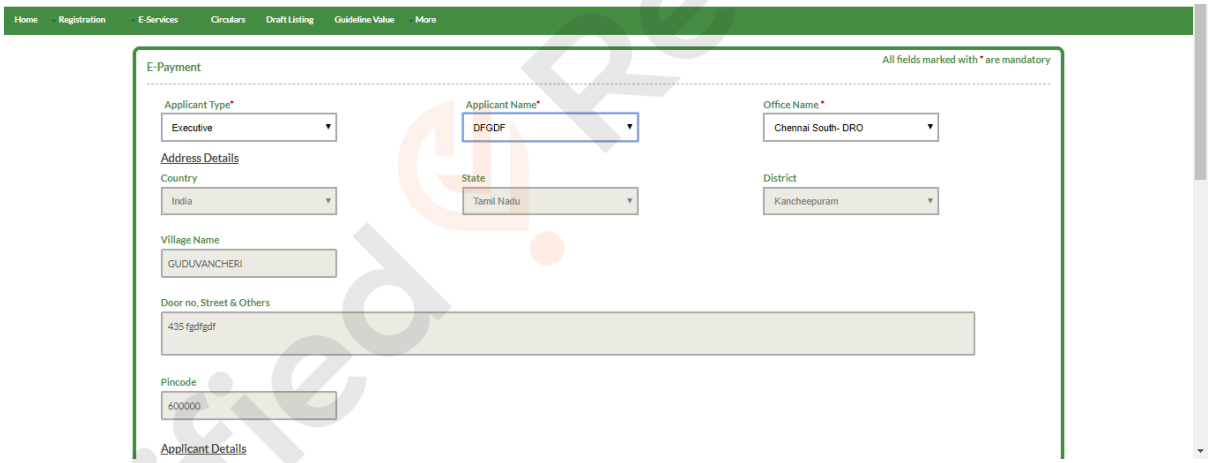



**FIGURE 6: E-PAYMENT 1**

Step 1: Use drop down to select the Applicant Type, Applicant Name and Office Name

Step 2: Address Details and Applicant Details will be populated automatically.

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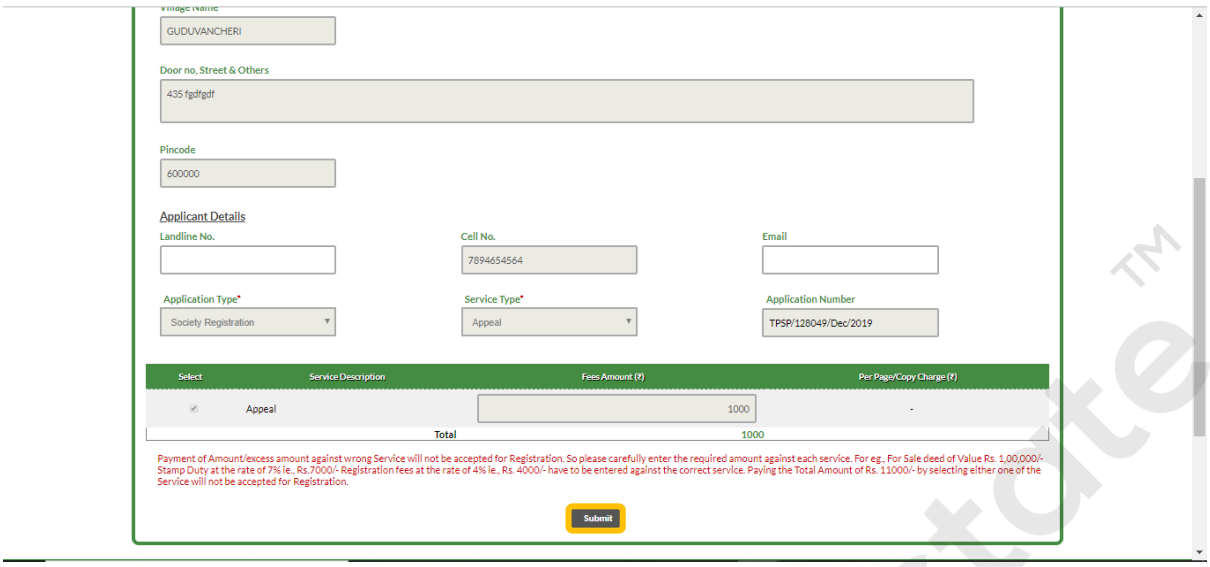



**FIGURE 7: E-PAYMENT 2**

Step 1: View on Service Description and click on Submit

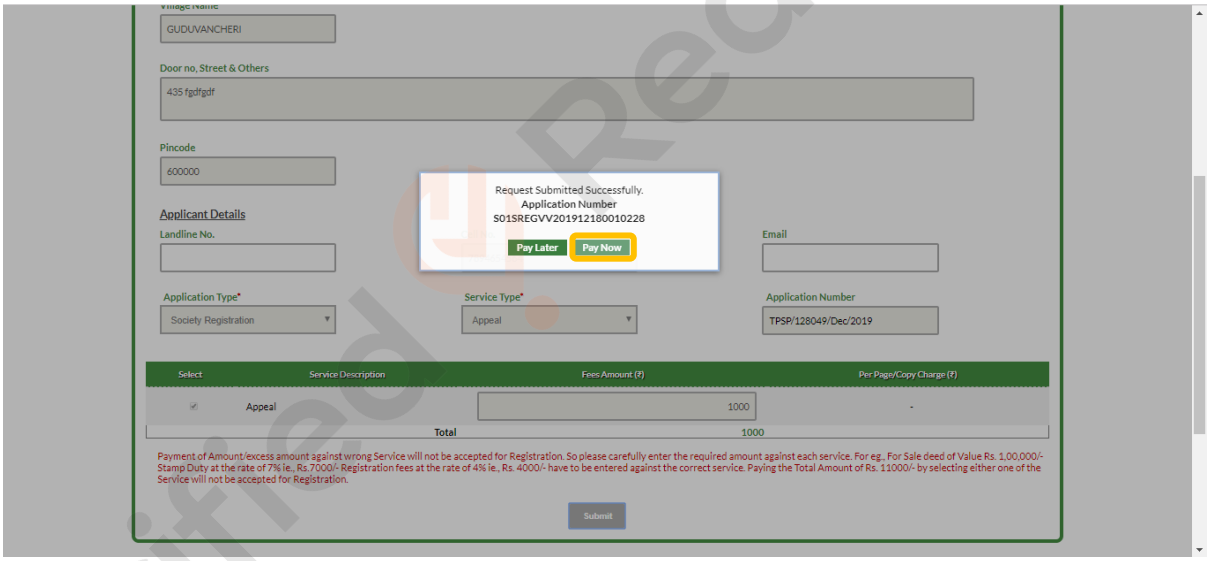



**FIGURE 8: E-PAYMENT 3**

Step 1: Once the Application is submitted and then click on Pay now to continue payment

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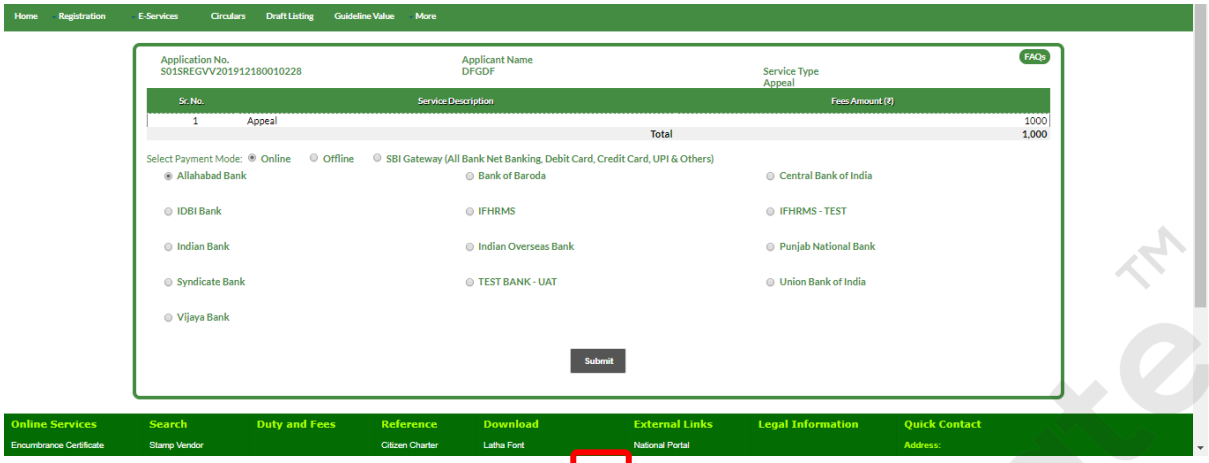



**FIGURE 9: E-PAYMENT GATEWAY**

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

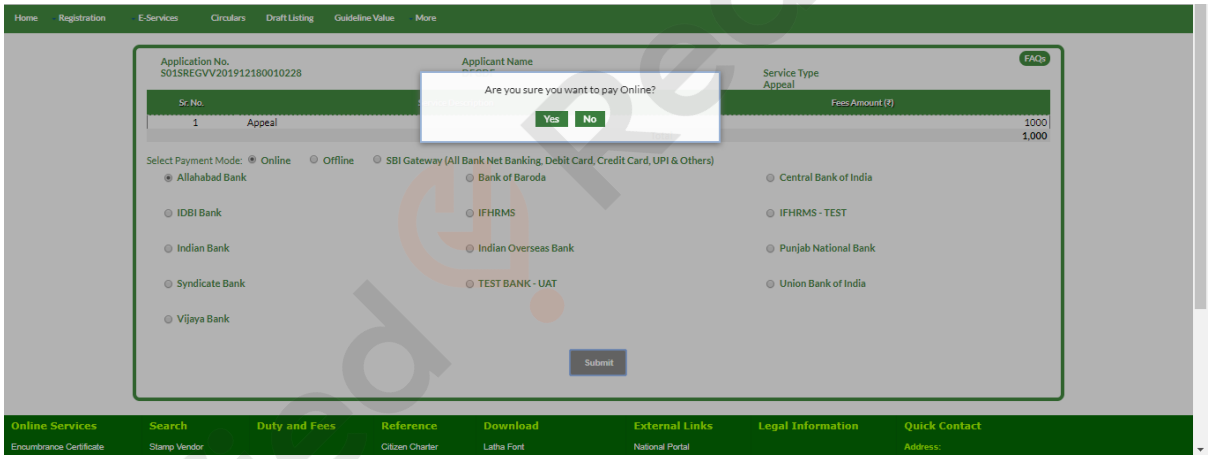
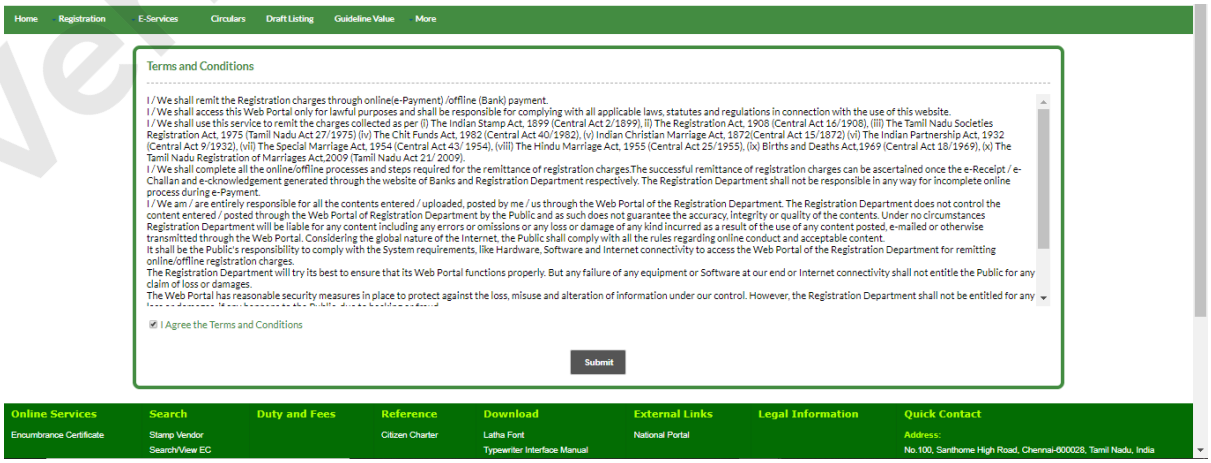



**FIGURE 10: ONLINE CONFIRMATION**

Step 1: Confirm if you want to pay online and click yes or no




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**FIGURE 11: 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

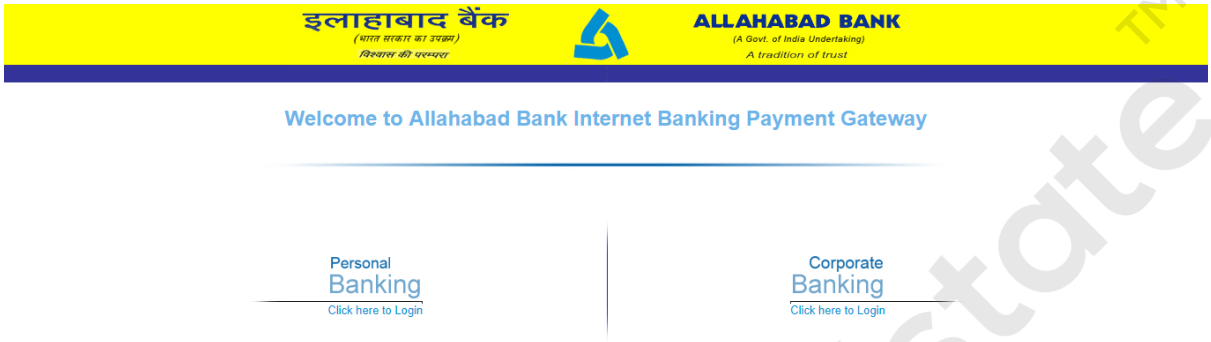



**FIGURE 12: ONLINE PAYMENT 1**

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




**FIGURE 13: ONLINE PAYMENT 2**

Step 1: On logging in complete the payment process

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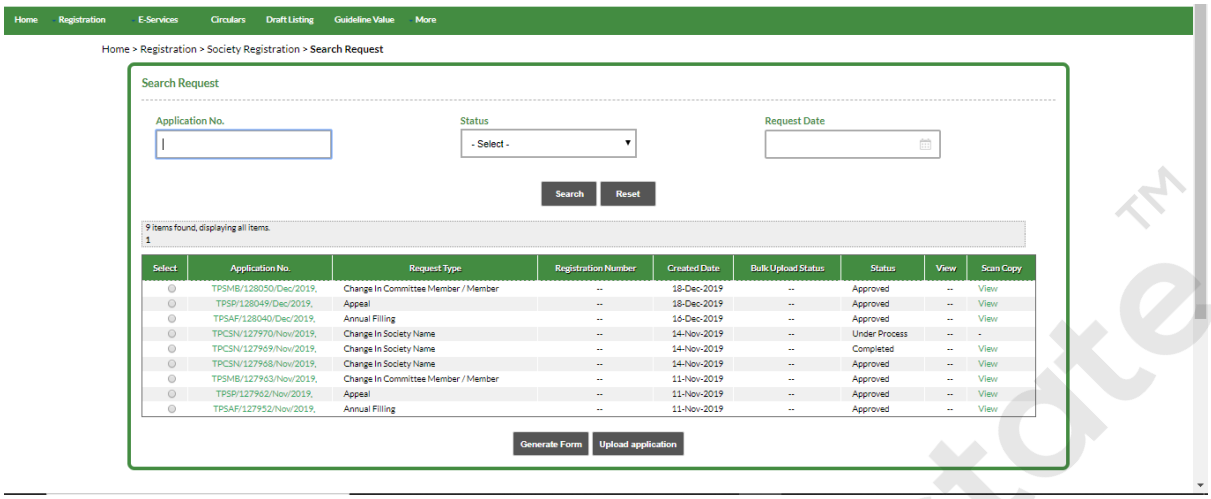



**FIGURE 14: REQUEST LIST**

Step 1: The Citizen can view the Status of the Request under Status

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