SPECIAL MARRIAGE OTHERS – CERTIFIED COPY – REQUEST:

CITIZEN'S PORTAL USER MANUAL

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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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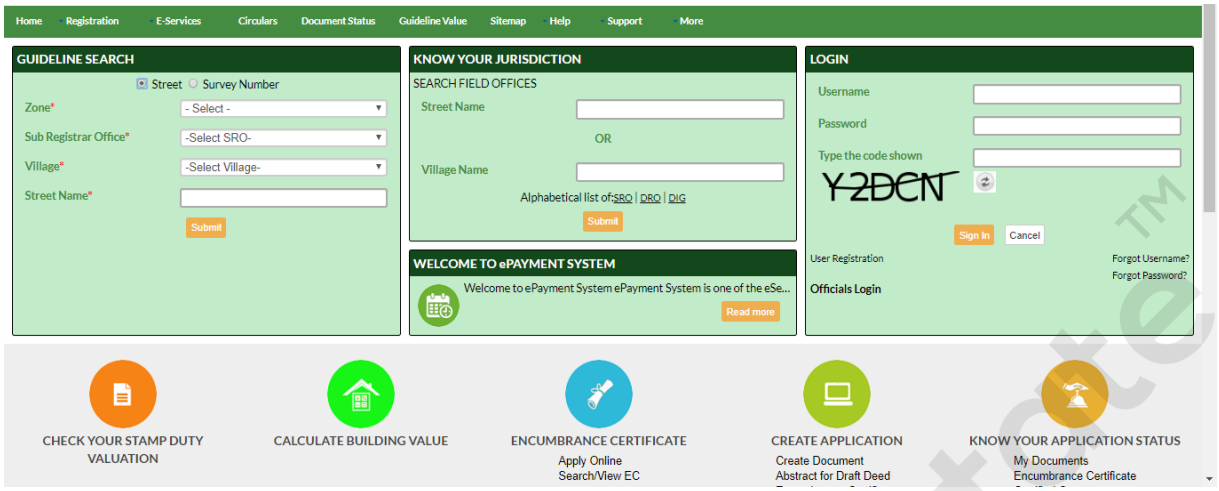


FIGURE 1: LOGIN PAGE

Login to the website with your user name and password

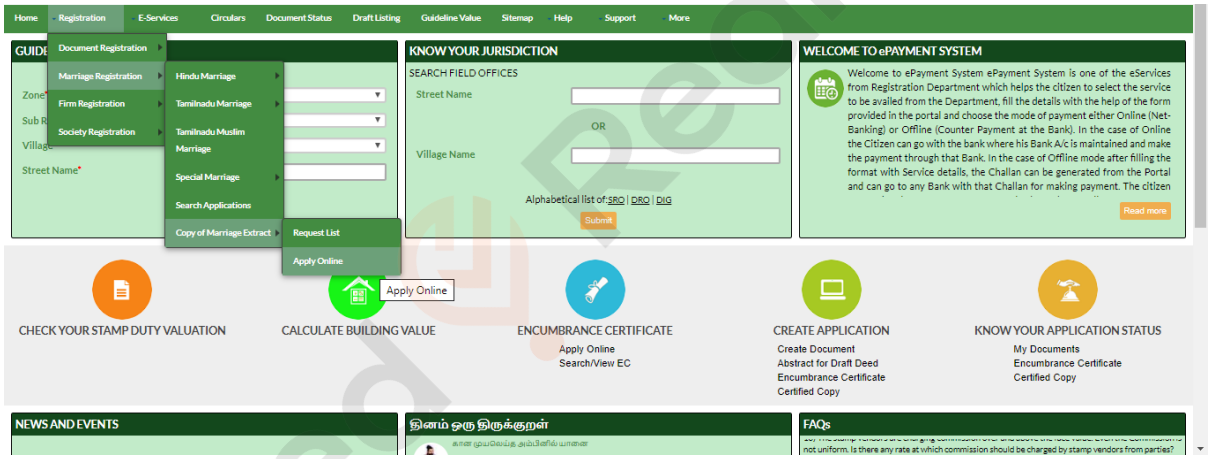


FIGURE 2: CITIZEN'S PORTAL HOME PAGE

Step 1: To apply for a copy of the Hindu Marriage Extract, click on Registration

Step 2: Then select Marriage registration

Step 3: Then click on Copy of Marriage Extract and Apply online

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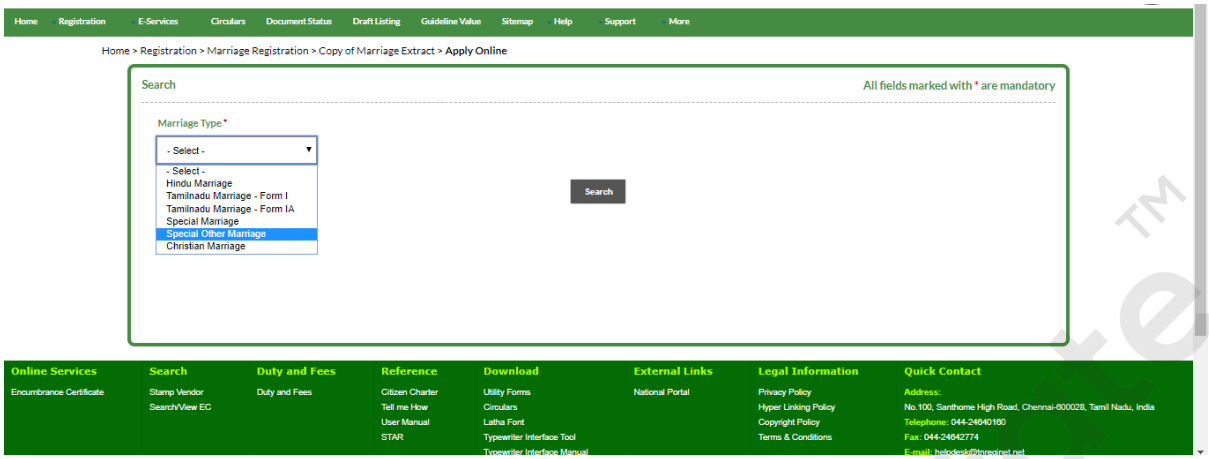


FIGURE 3: MARRIAGE TYPE

Using drop down to select the Marriage type

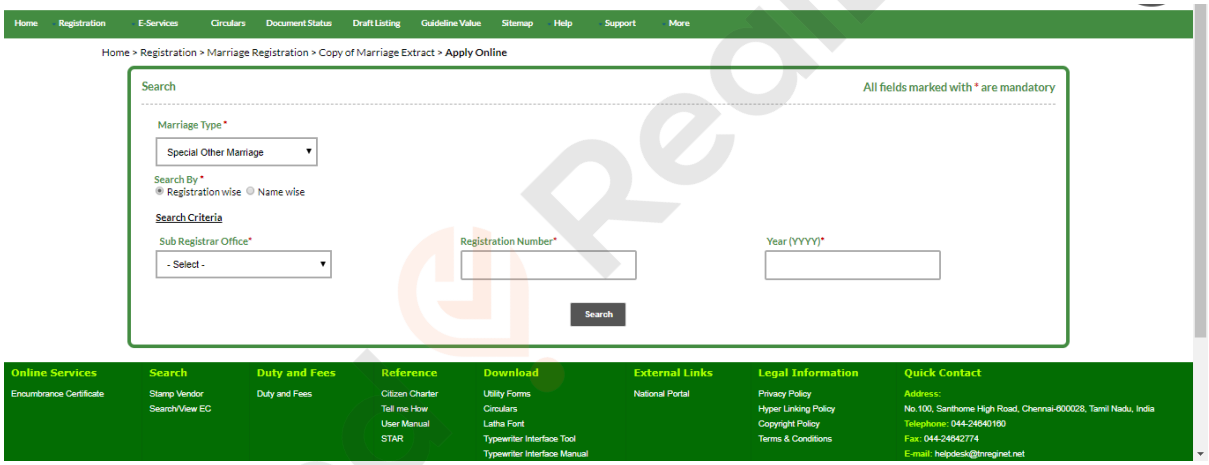


FIGURE 4: SEARCH FOR MARRIAGE DETAILS

Step 1: Click the radio button either in registration wise or name wise

Step 2: Click radio button to view on search criteria

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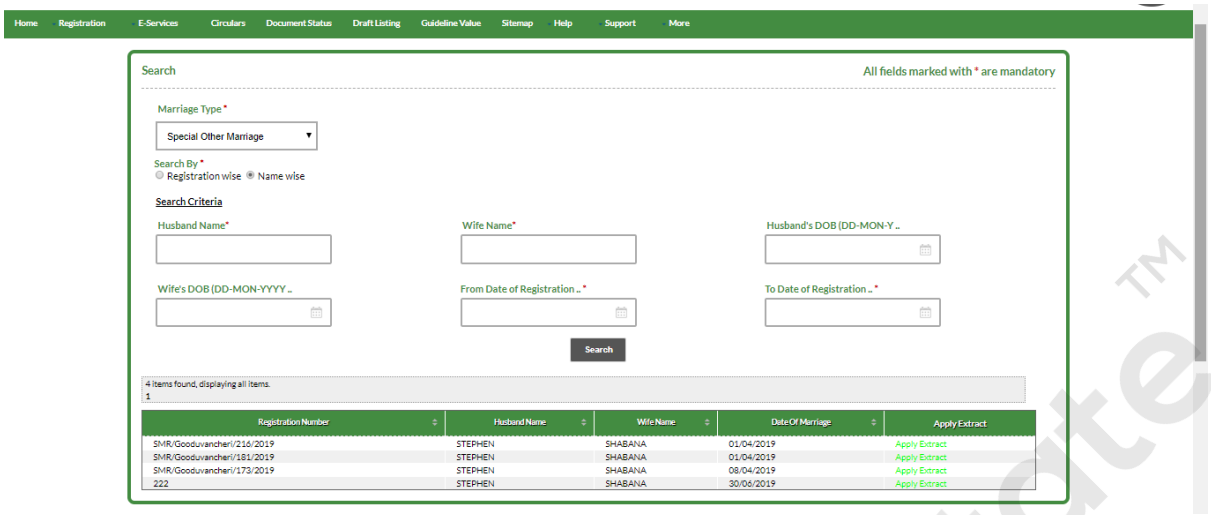


FIGURE 5:SEARCH FOR MARRIAGE DETAILS 2

Step 1: Click on name wise radio button

Step 2: Enter the search Criteria manual options and click search

Step 3: View to the Marriage list,click on Apply extract

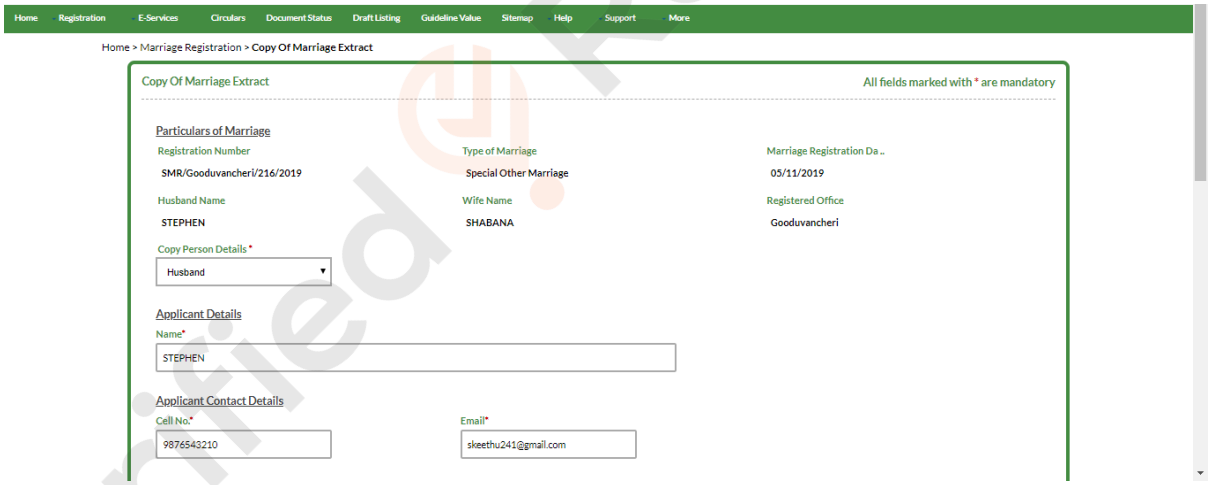


FIGURE 6: COPY OF MARRIAGE EXTRACT 1

Step 1: The particulars of the Marriage are displayed with the Registration no, Type of Marriage, Marriage Registration date, Husband name, wife name and the registered office.

Step 2: Use drop down to select the person who is applying for the copy

Step 3: Auto Polluted to the Applicant Details

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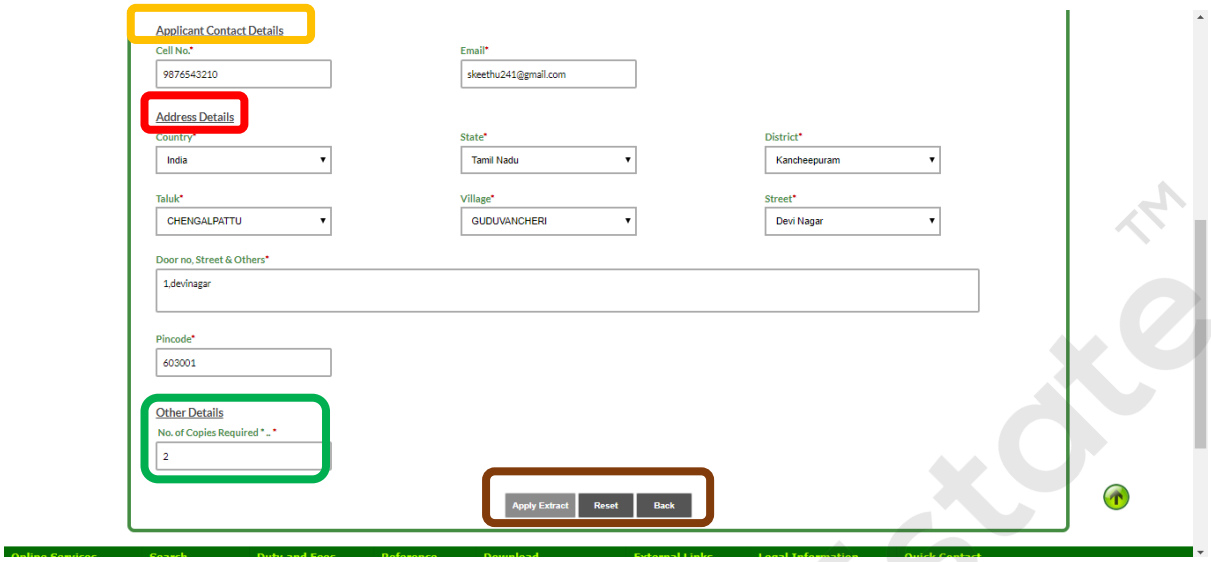


FIGURE 7: COPY OF MARRIAGE EXTRACT 2

Step 1: Enter the Applicant Contact Details

Step 2: Enter the Address Details

Step 3: Enter the Others Details

Step 4: Click on Apply Extract to open the acknowledge copy, Reset to clear all the fields or Back to go to the previous pages

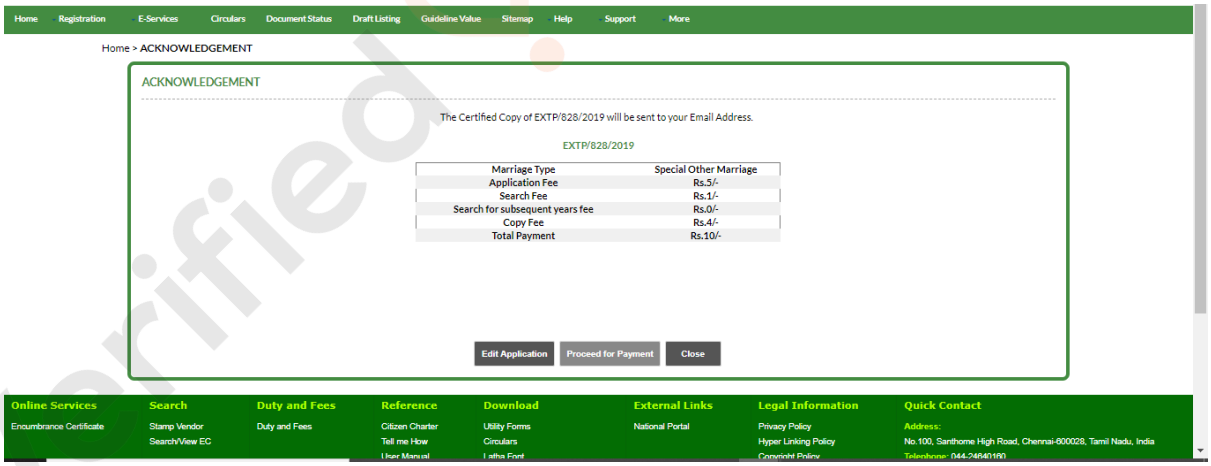


FIGURE 8: PAYMENT

Step 1: The copy of the extract is sent to the registered e-mail address

Step 2: If any changes need to be done click on edit application

Step 2: Click on Proceed for payment else click on close

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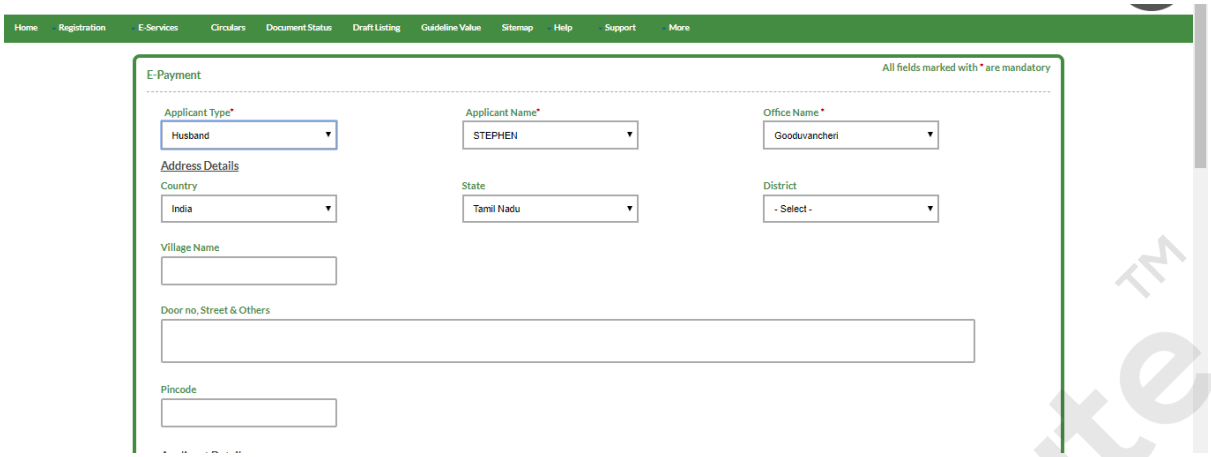


FIGURE 9: E-PAYMENT 1

Step 1: Select the Applicant type, Applicant name and Office name

Step 2: Enter the address details and it is optional

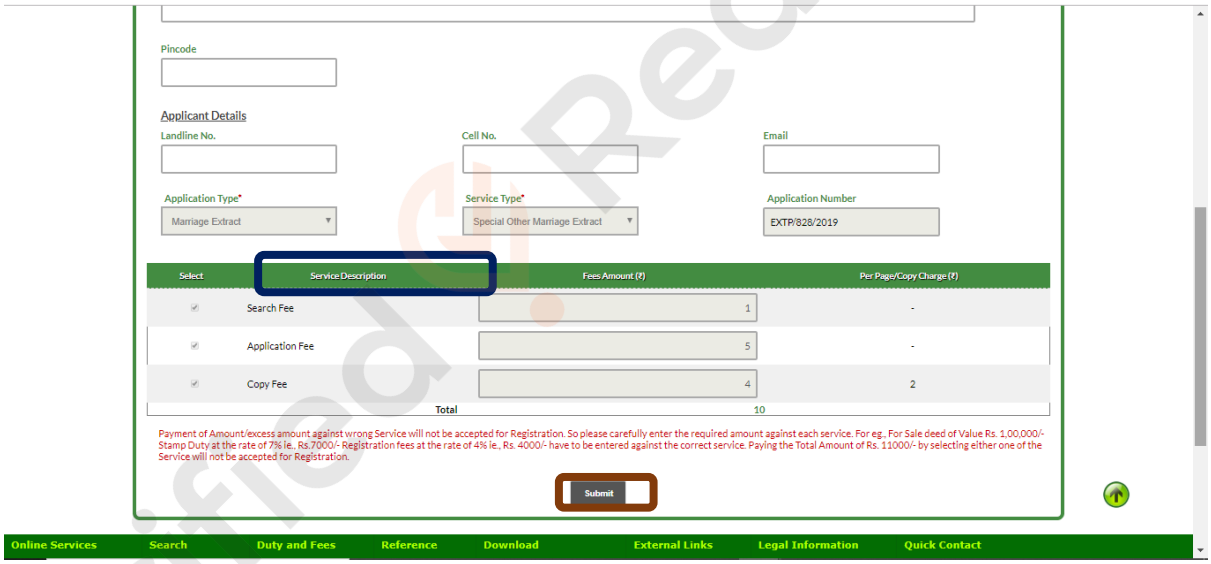


FIGURE 10: E-PAYMENT 2

Step 1: Enter the Application details, Landline no, Cell No and Email

Step 2: Application type, Service type and Application number are auto populated

Step 3: View on service description and click on the submit button

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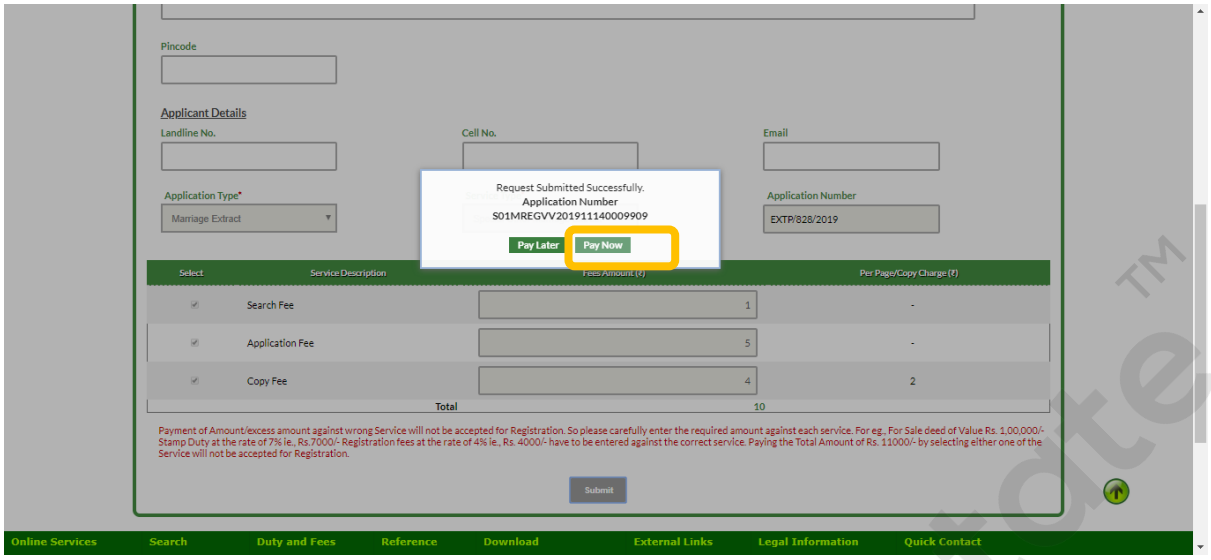


FIGURE 11: PAYMENT 3

The Application is submitted, then click on Pay now to continue payment

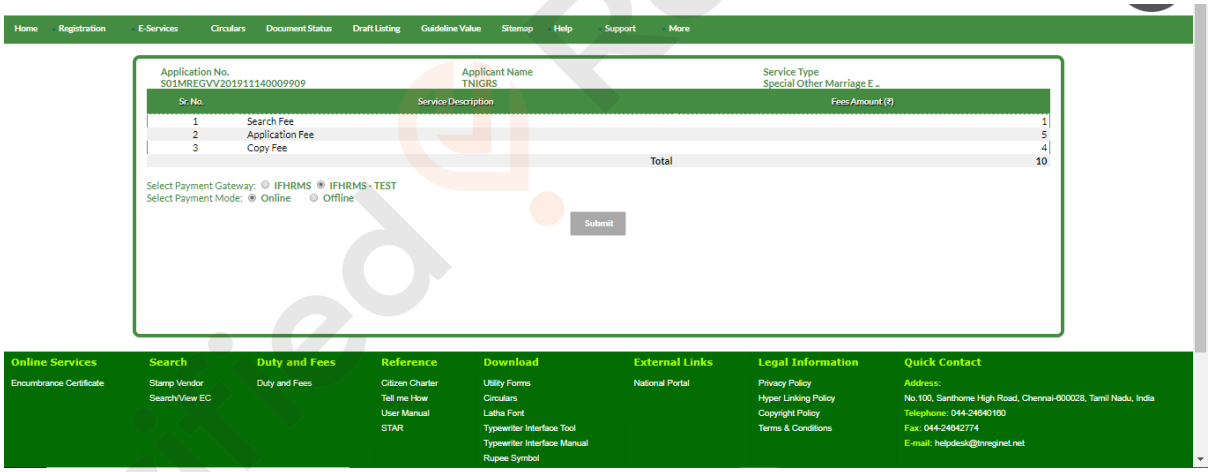


FIGURE 12: PAYMENT GATEWAY

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

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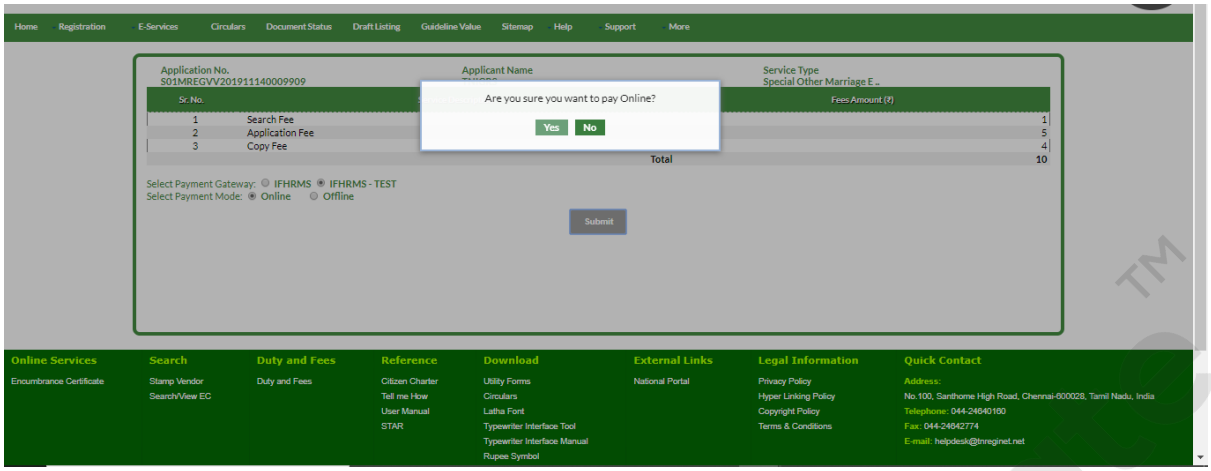


FIGURE 13: ONLINE CONFIRMATION

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

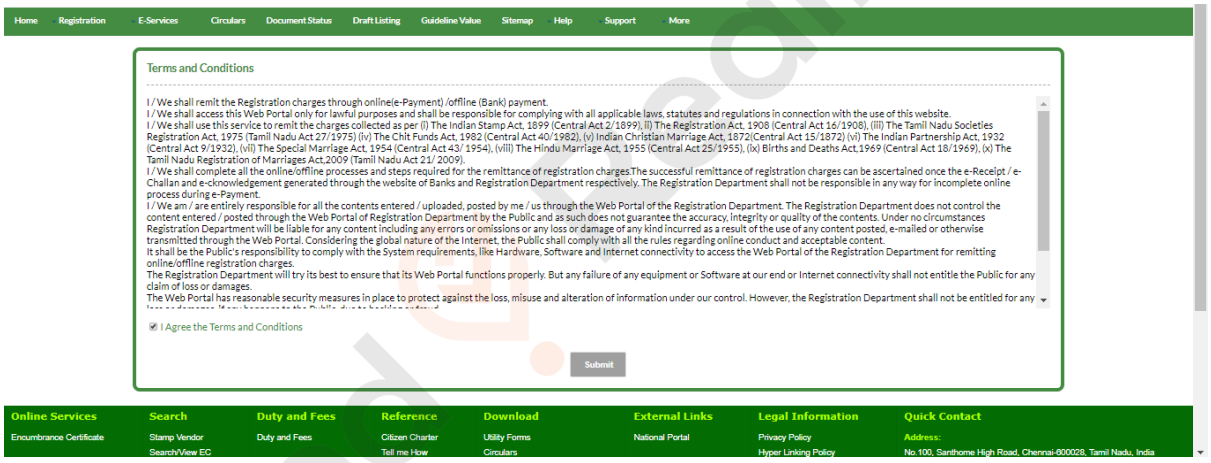


FIGURE 14: TERMS AND CONDITIONS

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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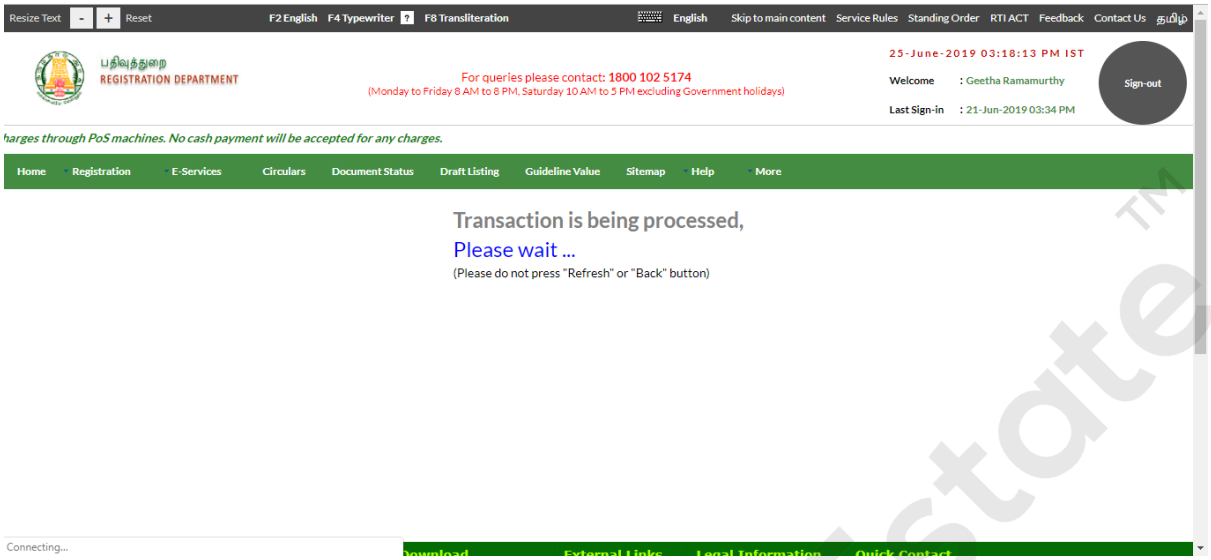


FIGURE 15: TRANSACTION PROCESSING

The page is directed to the selected banks payment gateway.



FIGURE 16: ONLINE PAYMENT

The page is directed to a payment gateway for online payment

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FIGURE 17: ONLINE PAYMENT

On logging in complete the payment process

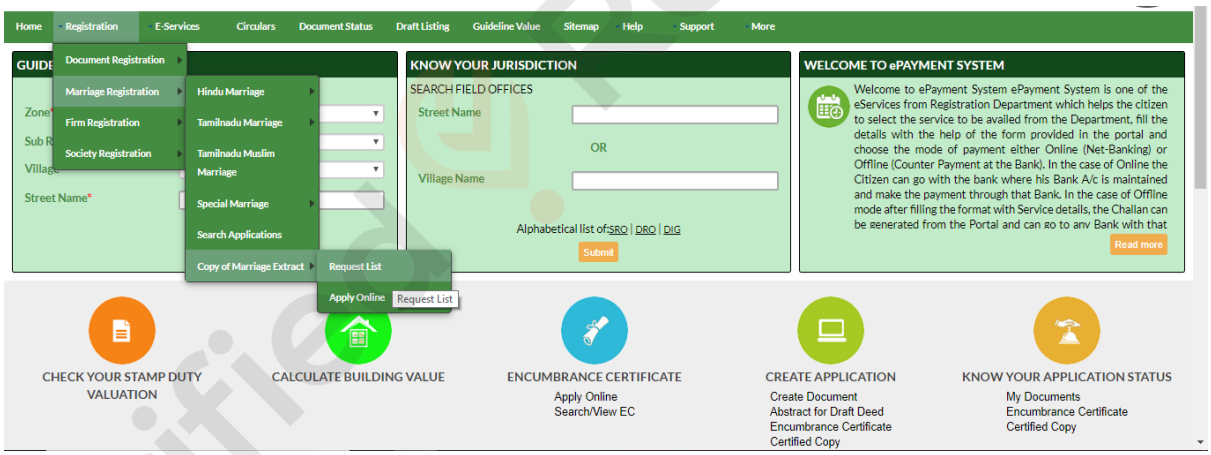


FIGURE 18: STATUS OF REQUEST LIST 1

Step 1: To Know the Status of the Request, the applicant can go to Registration

Step 2: Click on Marriage registration and then click on Copy of Marriage Extract and then Request List

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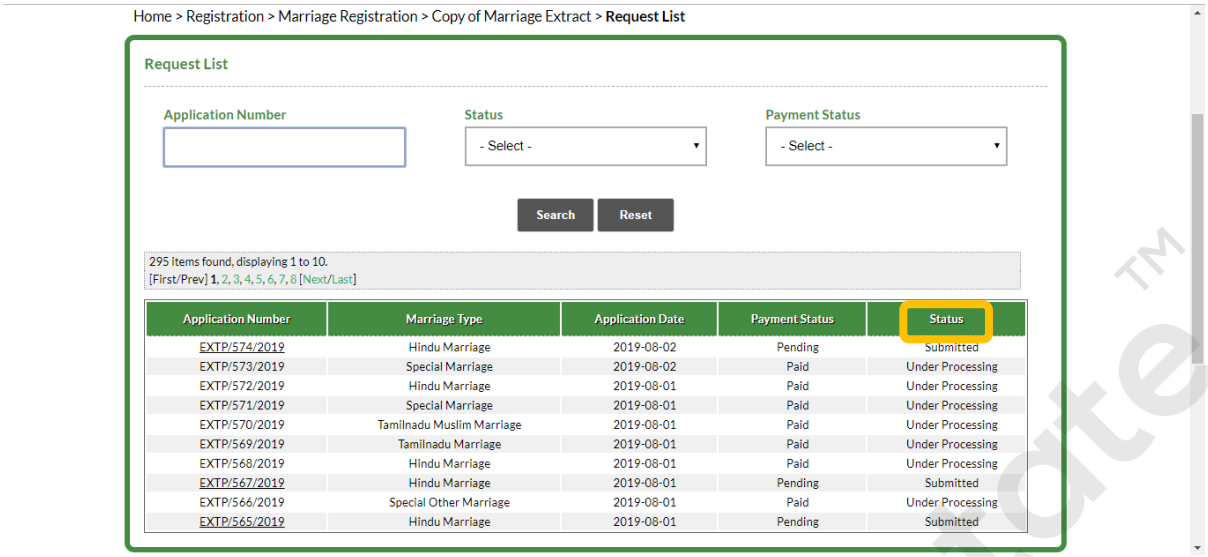


FIGURE 19: STATUS OF REQUEST LIST 2

The Citizen can view the Status of the Request list under Status

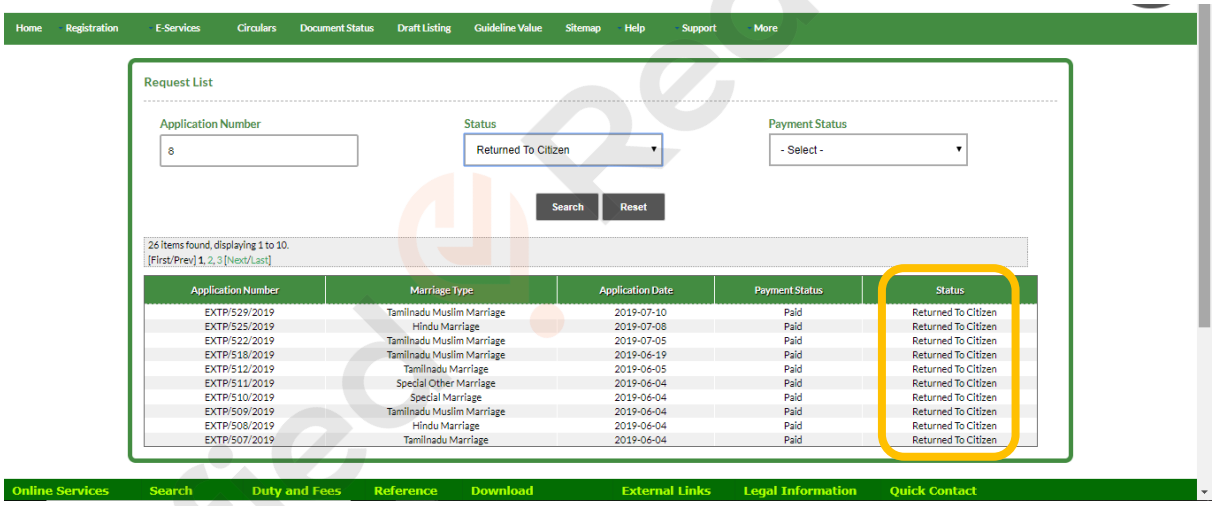


FIGURE 20: STATUS OF REQUEST LIST 3

Once the Marriage copy certificate is approved and given, the status changes into Returned to citizen

A certified copy of the above, will be sent to the Citizen's registered E-mail address.

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