Society Registration System User Manual

General Operating Instructions

Citizen User Registration:

- ➤ The URL '**https://** should be explored using the browser.
- ➤ Society Registration website Home page screen will be displayed as shown below:

(1) Click on **Apply Online** link under Services menu as shown above.
- ➤ Citizen Registration form will be displayed as shown below:
- ➤ Important guidelines will come when you open the Registration form. Please read all the important instructions and Click on **Proceed** as shown below:

➢ After click on Proceed button all fields will be visible to you as shown below:

Fields with Red Asterisk (*) are mandatory /compulsory fields.
Fields not showing Red Asterisk (*) are optional.
Password Policy: Password should comprise of at least one uppercase alphabet, one lowercase alphabet, one digit and one special character.

1. Initially you have to type the **Applicant Name** as per any valid Proof/Certificate.
2. Select **Designation** from list is it a President or Secretary.
3. The **Address** Field is for to enter the complete address (like Building Name/Floor, Street/Locality, City)
4. Select **District** from list is it residing in North Goa or South Goa.
5. Enter correct **Mobile No** which will be used for further communication and for SMS.
6. Enter **Email** id in this field it is optional (not mandatory).
7. Read the characters from the **Captcha image** and enter the text in the field provided.
8. Click on **Send OTP** button to get the OTP on Mobile No which you have provided at the time of Registration.
9. Enter the **OTP** which came into your mobile in the space provided.
10. By clicking on **Submit** button, the user will be re-directed to the **Login** Page and Credentials will be shared with Applicant/User through SMS.

Citizen User Login:

➢ **Login Page:**
Click on Citizen Login link on Home Page to open login page.

1. Enter **Login Id/Name**.
2. Read **Captcha** from image.
3. Enter 8 digit **Captcha** code as shown in image.
4. Click on **Get OTP** button to receive OTP on your registered mobile.
5. **Enter OTP** and **Resend OTP** button feature is also provided in case of delay more than 5 minutes.
6. Click on **Submit** button to log into the system.

Specific Operating Instructions

Citizen/Applicant Pre-Registration Activity:

➢ Welcome page upon successful login by citizen user will be displayed as shown below:

➢ Click **Edit Application** button for filling the form.

With reference to the above screen,

1. Applicant Name and Login Id of the Applicant listed on the top.
2. Home button will be used to come on Dashboard/Welcome Page from any page.
3. Click on **Edit application** button to edit the Application.
4. **Dashboard** link is used to come on Home Page/Welcome Page.
5. **Society** link is used to enter the details of Society.
6. **Members** link are used to enter the details of Members which are part of the Society.
7. **Document Upload** link is used to upload the necessary documents required for Society Registration.
8. Get the Pre Registration Form preview of document entry by simply clicking on **View Form link**.
9. **Payment Receipt** button is used to print out the e-Receipt after Successful payment.
10. **FAQ** (Frequently Asked Questions also helps to solve your query) related to filling the application
11. **Logout** button to logout successfully from your account.

* Documents and Information entered by citizen user which is not finally submitted (incomplete documents) will be available for modification.

➢ Side Menu contains 6 submenus in which 3submenus is for form entry named as Society, Members and Document Upload will be filled by Citizen and all other are navigation tabs.

    A. **Society**
    B. **Members**
    C. **Document Upload**
    D. **Payment Receipt**

A. Society Info.:

Society Details ::

The fields marked with (*) are mandatory.

Society Type* → 1	Women Self Help Group ▾
Society Name* → 2	HELLOSSSSSS
	Society name available ← 3
Address of Society* → 4	ABCD
	(कृपया इस क्षेत्र में शहर, जिला का नाम नहीं लिखे /Please do not write Taluka,district name in this field).
Society District* → 5	North Goa ▾
Society Taluka:* → 6	Bardez ▾
Society Pincode:* → 7	403521
Registration Fee	₹50/-
Proccessing Fee → 8	₹500/-
Total Fee to be paid	₹550/-
	Save and Next ← 9

1. Select the **Society Type** for data entry from the given options.
2. Select the **Society Name** on which you want to register your Society.
3. **Society Name** should be unique or you can check by entering the Society Name is available or not.
4. Enter full **Address of Society** where you want to register your society.
5. Select **Society District** in which you want to register your society from the dropdown list i.e. North Goa or South Goa.
6. Enter the **Society Taluka** Name from the dropdown list.
7. Enter **Society Pin code** in the given field.
8. **Registration Fees, Processing Fees and Total Fees** will automatically fetched according to the **Society Type**.
9. To proceed click on **Save and Next** button.

B. Member Details.:

1. Click on **Add Members** button to add the details of Members.

   One popup will open as shown on next Page (**A. Member Modal**)

   Enter the details of **minimum 7 members** which are mandatory to form a society. Please see how to fill Member Details on next page.

2. **The information of Members** will be listed as shown above.

3. You can **edit** the information of any member if you filled anything wrong.

4. You can also **view** the file/identity which you have uploaded.

5. You can also **delete** the full entry of member if you don't want that member to be part of your society.

6. The **Total number of Members** will be listed.

7. Click on **Next** button to proceed further for Document Upload.

Member Details

Full Name* → (1)	[ ]
Designation* → (2)	-- Select -- ▾
Occupation* → (3)	-- Select -- ▾
Address:* → (4)	[ ]
ID Proof* → (5)	-- Select -- ▾
	Please do not Upload your Aadhaar Card Number as ID Proof.
(6) ← Managing Committee*	Yes ▾
Upload ID* → (7)	Choose File No file chosen
	Add → (8)

* Only PDF File Type & Maximum File Size Allowed is 5 MB

(9) ← Close

A. Member Modal :-

1   Enter the **Full Name** of the Member.

2   Select the **Designation** of the Member from the dropdown list.

3   Select the **Occupation** fo the Member from the dropdown list.

4   Enter the complete **Address** address (like Building Name/Floor, Street/Locality,City, District/State)

5   Select the **Identity proof** which you want to uplaod form the dropdown list.Please do not upload your Aadhar Card Number as ID Prood.

  5.1 Enter the **Document No** in the field visible after you select the Identity Proof which you want to upload.

6   Select Yes or No accordingly if you want to become the part of **Managing Committee** or not.

7   **Upload** the Identity Proof as selected above.

8   Click on **Add** button to save the information as filled above.

9   If you don't want to save the information filled above click on **Close** Button.

C. Document Upload:

1. Information related to Document Upload – **File Type** and **Maximum Size** of File is mentioned.
2. Download the **Application for Registration application** by clicking on download button. After that Self attest and upload the same in Application for Registration document shown above at point no 3.
3. **Name** of the File is shown here.
4. **Choose** the File which you want to upload.
5. Click on **Upload Icon** to upload the File.
6. If file is uploaded then download option is provided to **download** the same which is uploaded.
7. If by mistake wrong file is uploaded you can **delete** the file and upload new file their.
8. **Status** will be shown here like File Uploaded, Deleted etc.
9. Click on **View Form** before submitting and verify the details before final Submission.

*Now your Application goes to Registrar Office for approval.

D. Payment and e-Receipt:

Registration Of Societies
(The Societies Registration Act, 1860)
(Central Act 21 of 1860)

Home   FAQ   ⏻Logout

Welcome ,

Application Status

Your Application has been Accepted.

Remarks:
ALL DOCUMENTS ARE OK . PROCEED TO PAYMENT

Application ID:	20191211121007
Society Name	GUNJJ
Total Fee	₹ 550	(Price inclusive of Registration Fee ₹ 50)

1

🖬 Make Payment   →   **2**

Sidebar menu:
- 🗗 Dashboard
- 🖩 Society
- 👥 Members
- ⬆ Document Upload
- 🗐 View Form
- 💳 Payment Receipt

1. Details related to your Society Registration i.e. Application Id, Society Name and Total Fee will display here.
2. Click on the **Make Payment** button to Proceed for Payment.
   By clicking on **Make Payment** now button it redirects to payment site of SBI Mops and after doing the payment it will come back on this same Welcome Page.
3. The Echallan No and all details related to Payment listed below as shown in Image.
4. Payment Status will come i.e. Success, Pending and Failed.
5. Go to Registrar Office after successful payment (after two working days) to collect your Certificate.
6. You can also download your Payment Receipt.

Registration Of Societies
(The Societies Registration Act, 1860)
(Central Act 21 of 1860)

Home   FAQ   ⏻Logout

Welcome **dhiwakar (S3095310)**

Application Status

Your Application has been Accepted.

Application ID:	2019210310959		
Society Name	FIFA		
Echallan No	201901138310		
Total Fee	₹ 1050	(Price inclusive of Registration Fee ₹ 50)	**Success**

3

4

Go to Office to Collect your Certificate after two working days. Thankyou!   **5**

6

Sidebar menu:
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