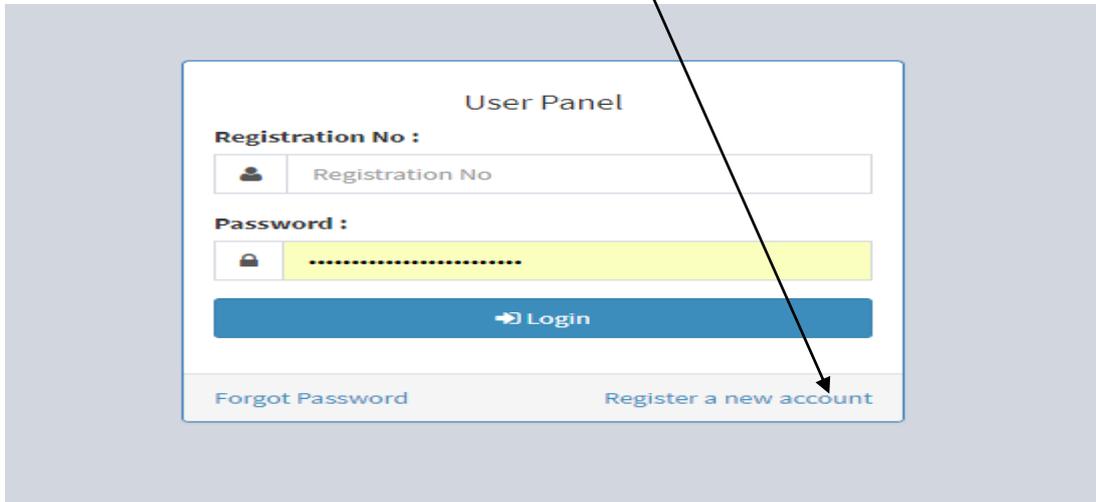## 1. Login/New Registration

For new registration, click on the **Register a new account.**

After clicking on register a new account. A screen will appear as given below:

After entering full details click on register button.

Register an Account

Registration No.	Name Of The Candidate
CBJ4381	Name Of The Candidate

Father Name Of Candidate	The Name Of The Land bought from
Father Name Of Candidate	Name Of The Land bought from

Email address

Email address

Aadhar No	Phone
Aadhar No	Phone

Permanent Address

Permanent Address

Current Address

Current Address

Map copy*(one copy of cloth paper or 3 photo copy)

Choose File   No file chosen

Old sanction map(one photo copy)

Choose File   No file chosen

Registry copy

Choose File   No file chosen

Tax receipt

Choose File   No file chosen

Affidavit

Choose File   No file chosen

Document GLR

Choose File   No file chosen

Admission dead / Indenture dead

Choose File   No file chosen

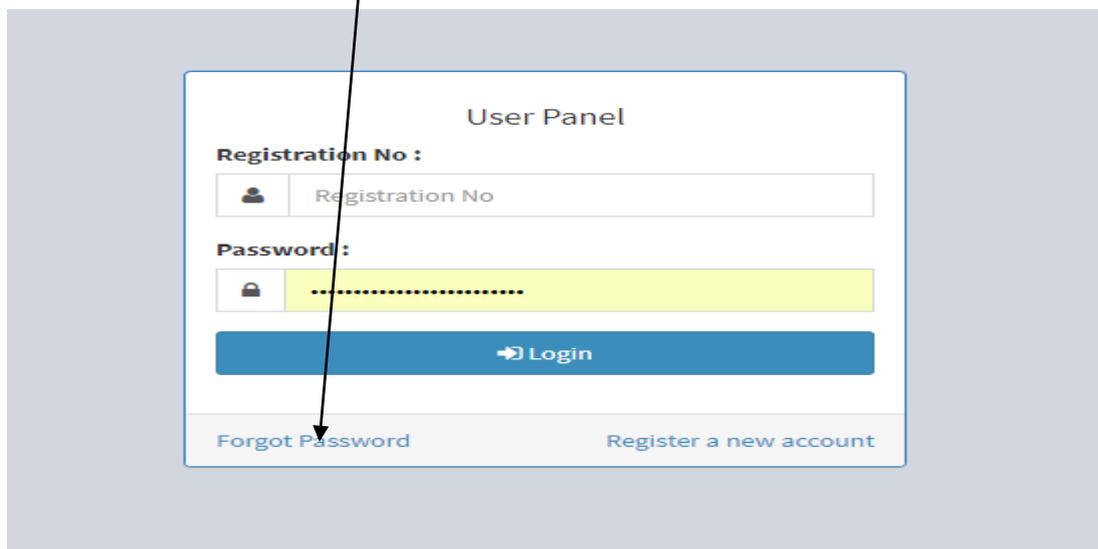**Register**

Already have an account? Lo

After submitting the user form, user will get **a login id** and **password** for login. If user has already registered then user has to click **on login button**.
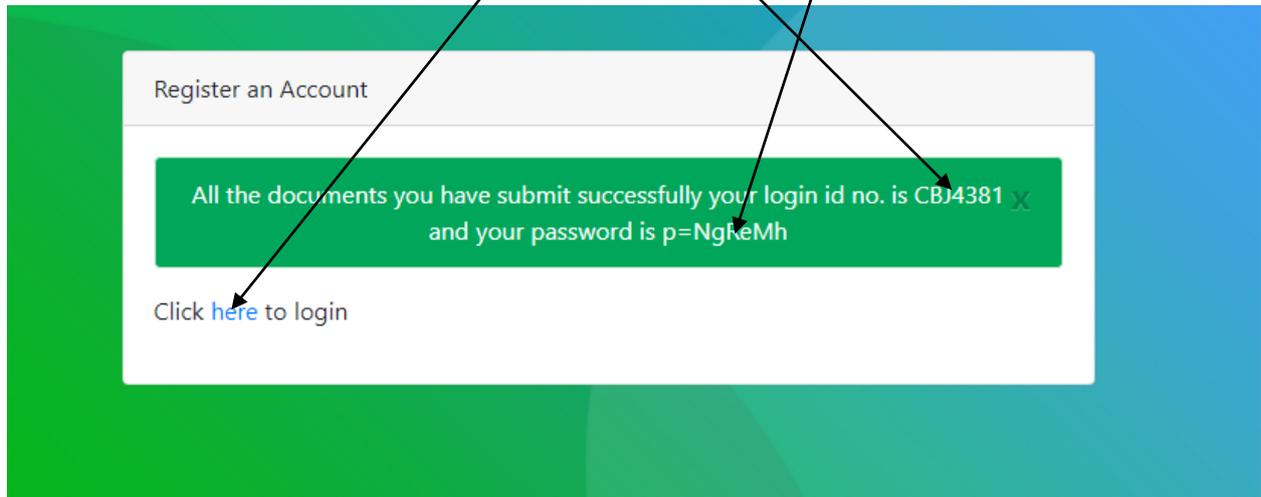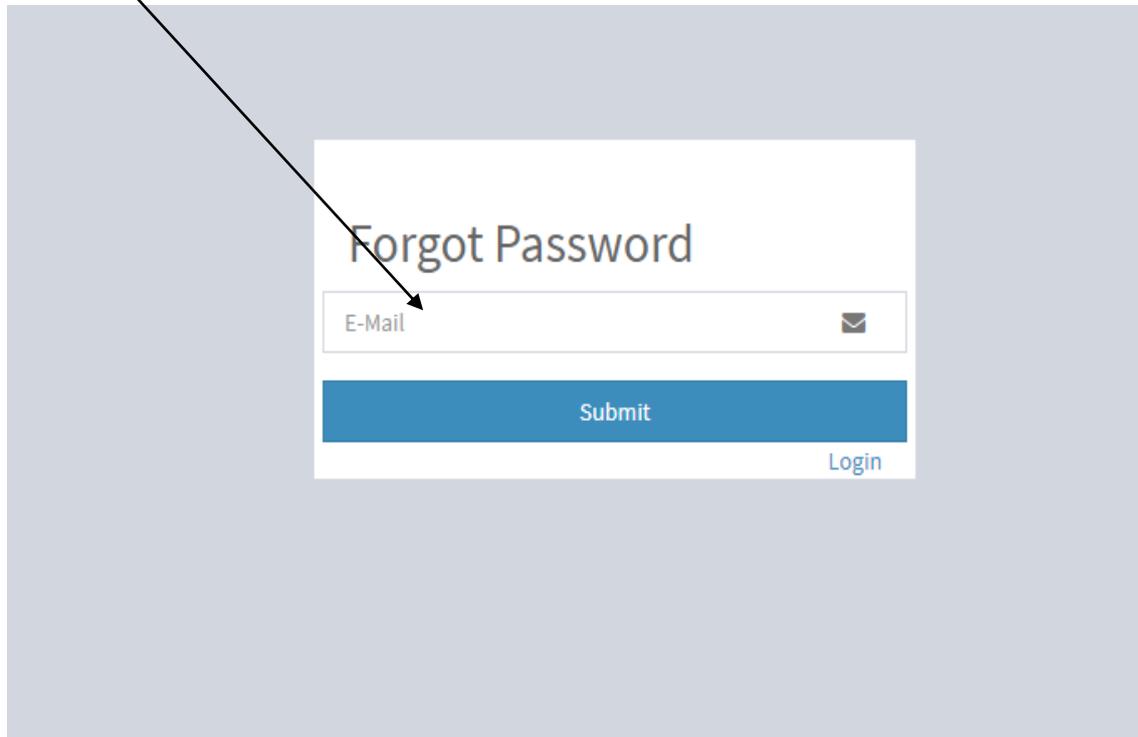

3. Forgot password

If user forgot his password then he has to click on **Forgot Password** button.

Step 1:- Click on '**Forgot Password'**

Step 2:- After clicking on Forgot Password button user will **enter email-id** and
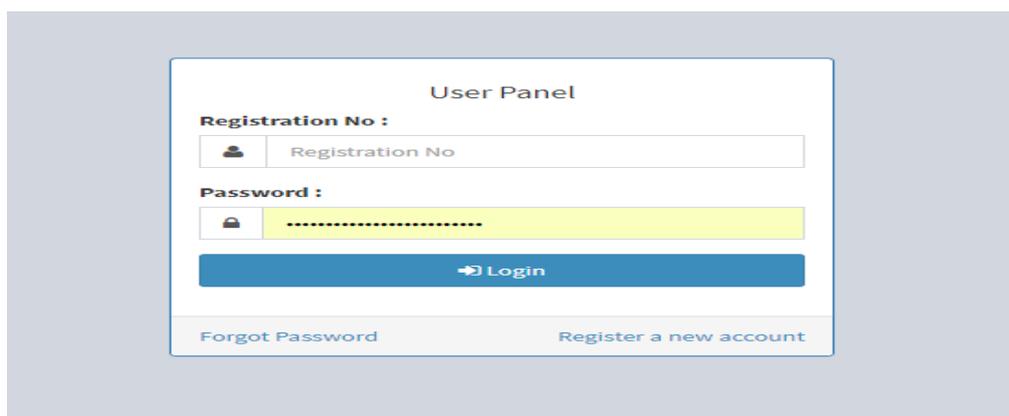
click on submit button.

After click on submit button. User will get password.

4. Login process

Enter your registration number and password

Step 1:- The following screen appears for registering form 235.
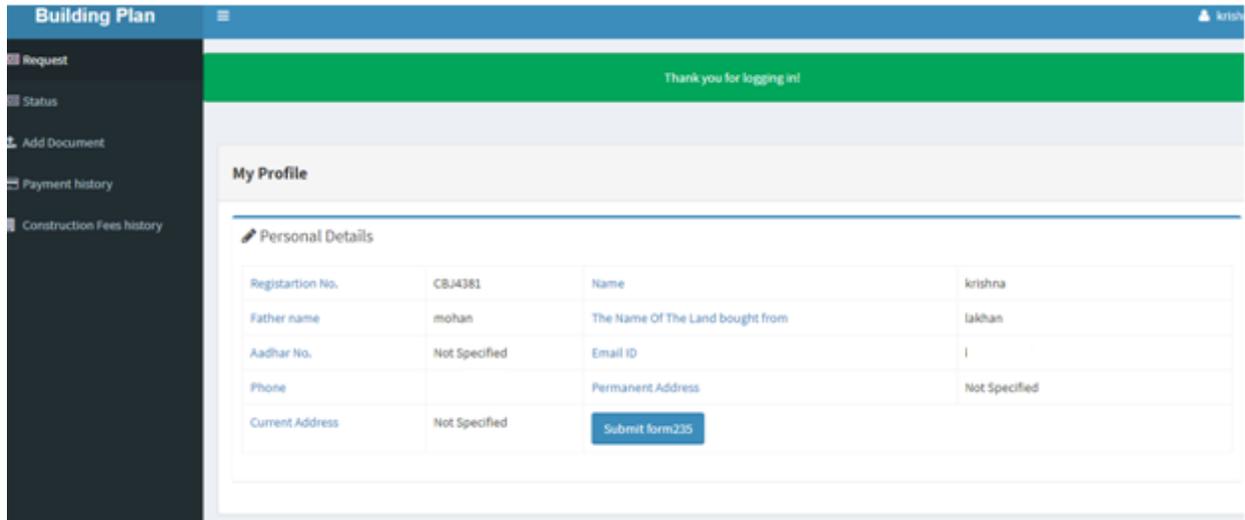
5. Main Menu

The Main Screen of sanction of building plan is divided into two frames.
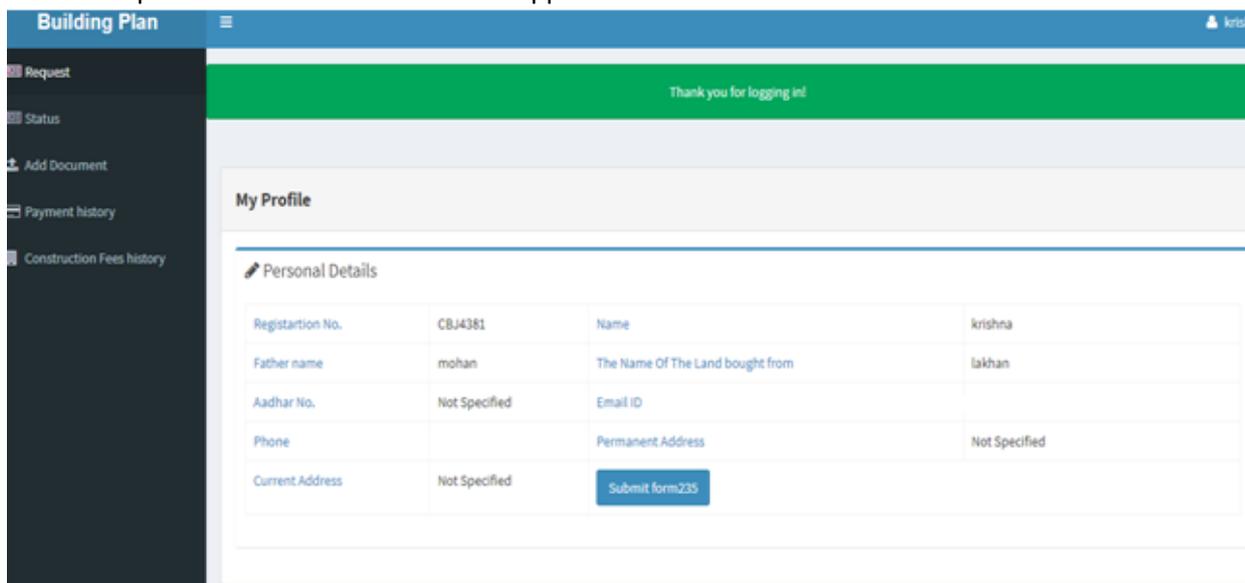The Left frame and the Centre Frame.
Five options are available in the left frame.
1. Request
2. Status
3. Add documents
4. Payment history
5. Construction fees

The Centre Frame is the main working area for registration form 235.

5.1. Request
Click on request in the menu bar. A screen appears as.

On centre frame form 235 appears. User can edit this form as well.

Select erect/re-erect after submitting form 235. Here, also enter the materials which will be used in the proposed building and Owner of the house. A screen appears as.
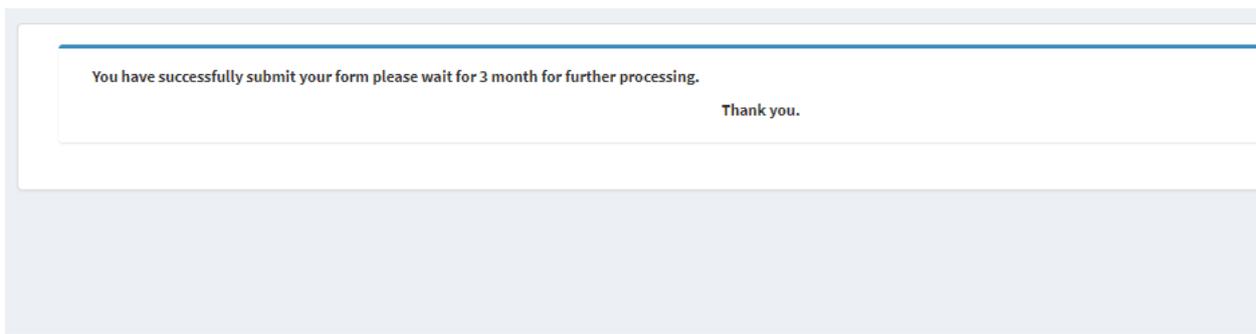
Step1:- After submitting form235. Payment screen will appear.
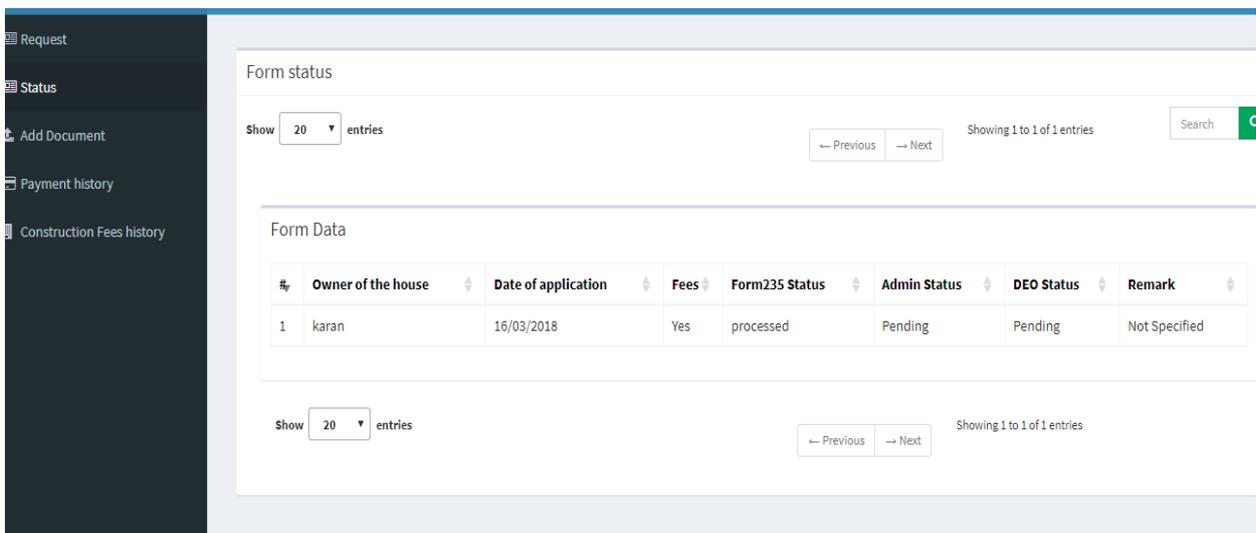

Mark on check box and click on **Airpay**.

Step2:- After click on **pay now**.

Users have to select payment method for submitting the payment.

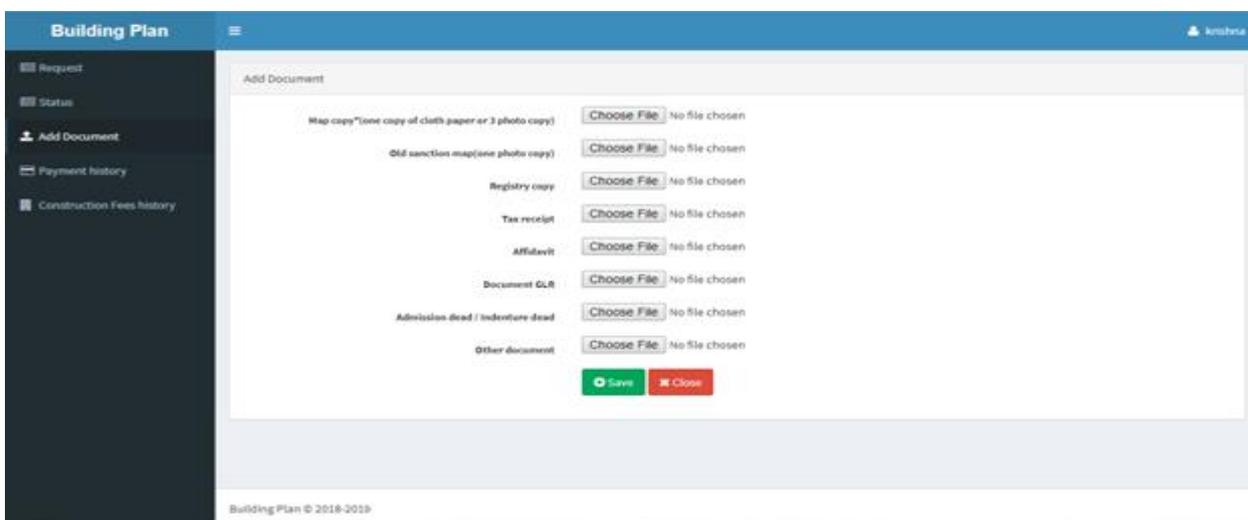Once the payment is clear, the following message will be generated.

Step3:-Click on status in the menu bar.

Here user can see the details such as owner of the house, date of application, submitted fees, form235 status, DEO status, Remark from DEO side
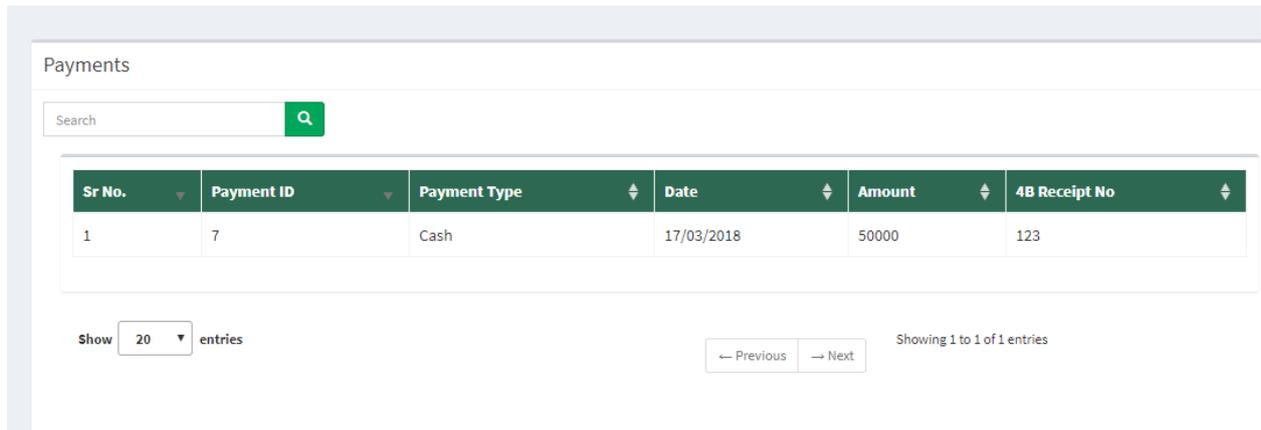
5.2. Add documents

Click on the add documents in the menu bar.

If any document rejected by admin side, user can again attached the documents and resend it for verification to admin.
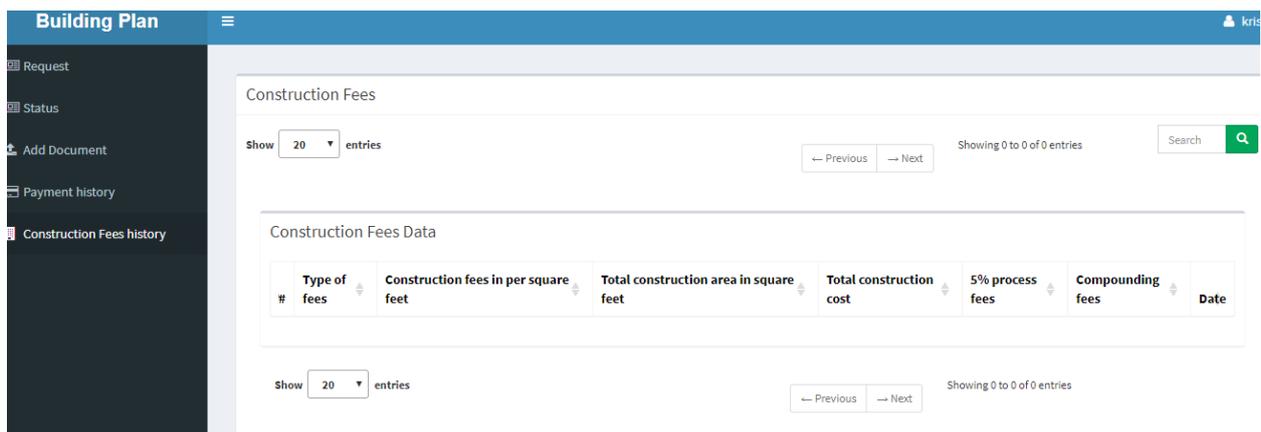
5.3. Payment history

Click on payment history in the menu bar.

Here User can see payment id, payment type, date, amount and 4B receipt no.
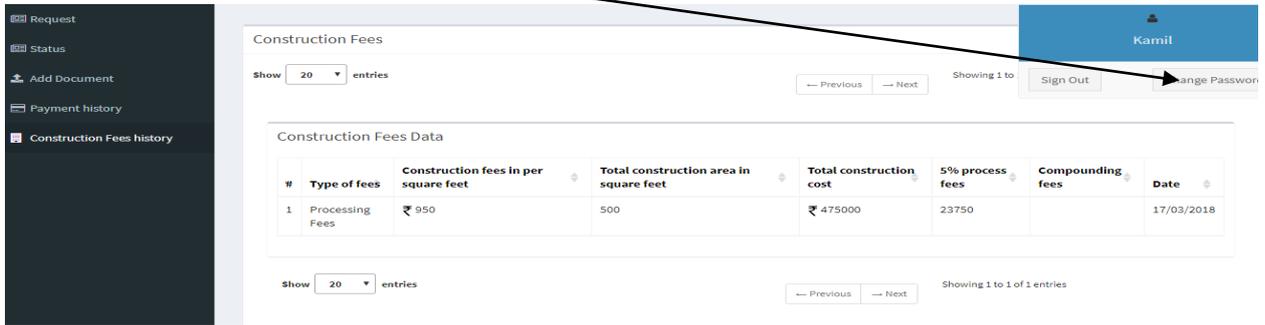
5.4. Construction fees history

Click on construction fees history in the menu bar.

Here user can see type of fees, construction fees in per square feet, total construction area in square feet, total construction cost, 5% process fees and compounding fees

6. Change Password

Click on the **change password**. A screen appears.

Step 1:- After click on change password. A screen appears as

Enter old password   enter new password

Confirm password

7. Logout

Click **on logout**. A screen appears as