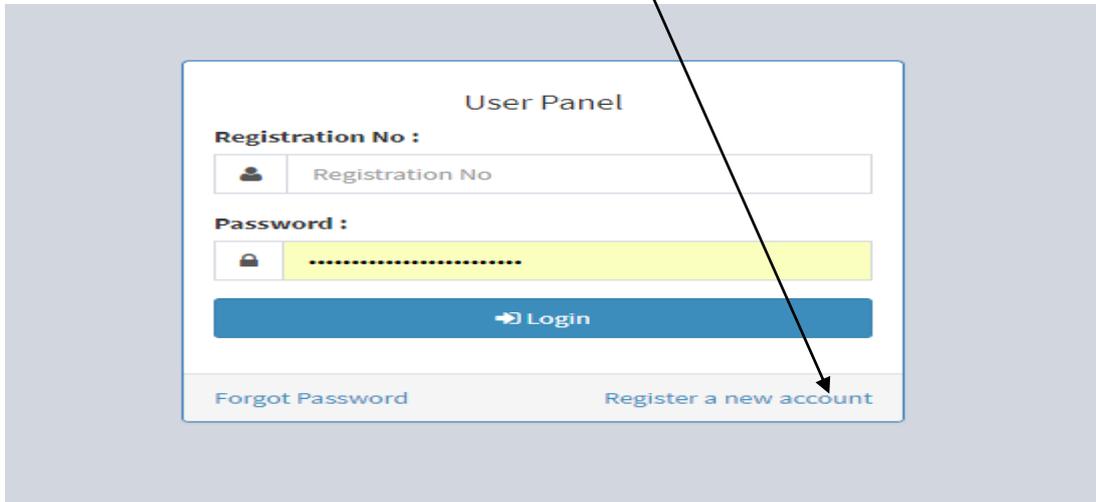


1. Login/New Registration

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



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

The screenshot shows a web browser window with the URL 'cbjabalpur.in/bp/Registrations/add'. The page title is 'Register an Account'. The form contains the following fields and sections:

- Registration No. (text input: CB13491)
- Name Of The Candidate (text input: Name Of The Candidate)
- Father Name Of Candidate (text input: Father Name Of Candidate)
- The Name Of The Land bought from (text input: Name Of The Land bought from)
- Email address (text input: Email address)
- Aachar No (text input: Aachar No)
- Phone (text input: Phone)
- Permanent Address (text area: Permanent Address)
- Current Address (text area: Current Address)
- Map copy*(one copy of cloth paper or 3 photo copy) (file upload: Choose File, No file chosen)
- Old sanction map(one photo copy) (file upload: Choose File, No file chosen)
- Registry copy (file upload: Choose File, No file chosen)
- Tax receipt (file upload: Choose File, No file chosen)
- Affidavit (file upload: Choose File, No file chosen)
- Document GLR (file upload: Choose File, No file chosen)

After entering full details click on register button.

Register an Account

Registration No. CBJ4381	Name Of The Candidate Name Of The Candidate
Father Name Of Candidate Father Name Of Candidate	The Name Of The Land bought from Name Of The Land bought from

Email address
Email address

Aadhar No Aadhar No	Phone Phone
------------------------	----------------

Permanent Address
Permanent Address

Current Address
Current Address

Map copy*(one copy of cloth paper or 3 photo copy)
 No file chosen

Old sanction map(one photo copy)
 No file chosen

Registry copy
 No file chosen

Tax receipt
 No file chosen

Affidavit
 No file chosen

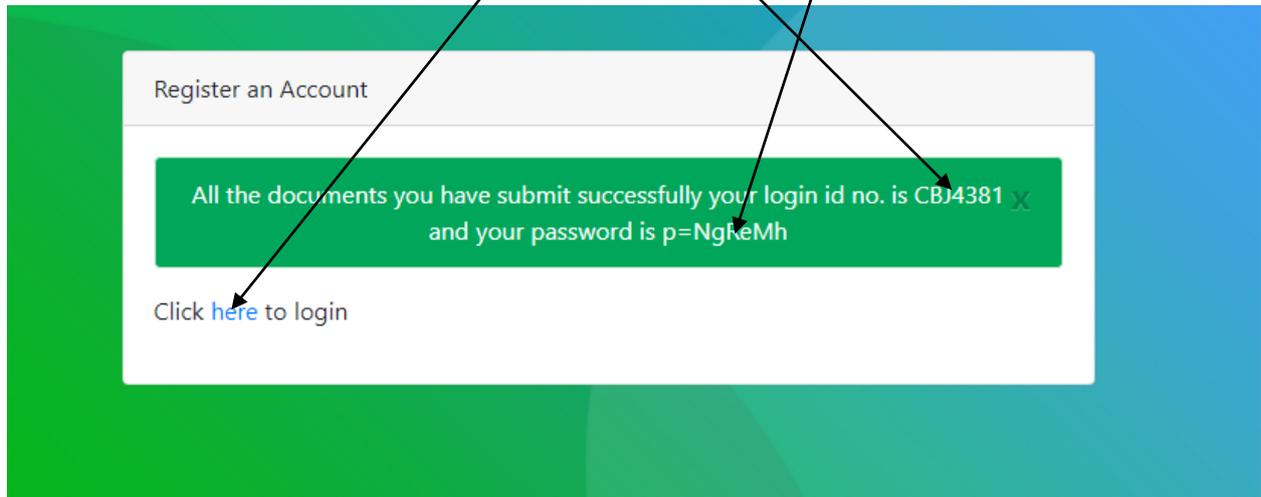
Document GLR
 No file chosen

Admission dead / Indenture dead
 No file chosen

[Already have an account? Log In](#)



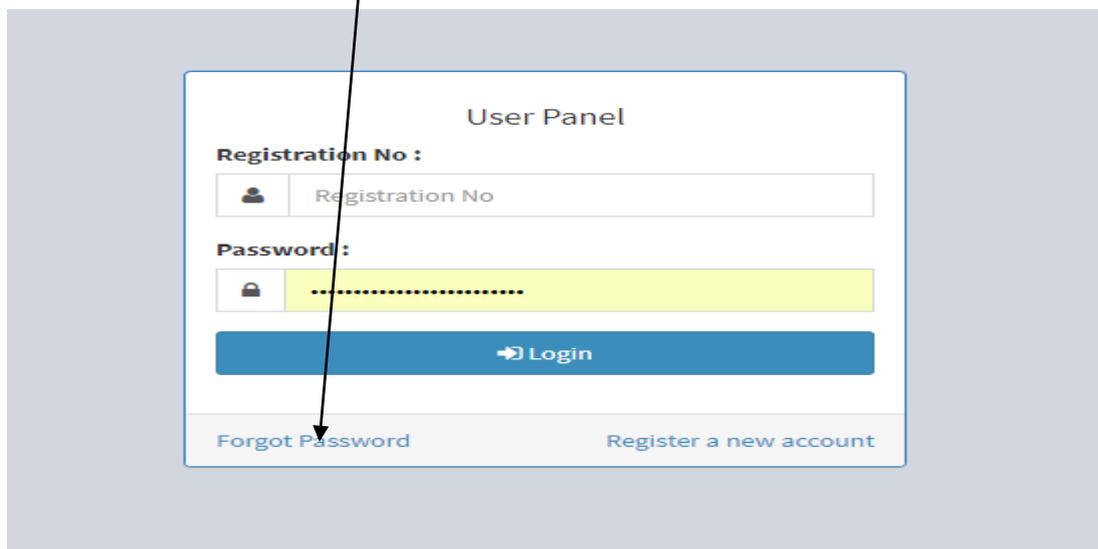
After submitting the user form, user will get a **login id** and **password** for login. If user has already registered then user has to click on **login button**.



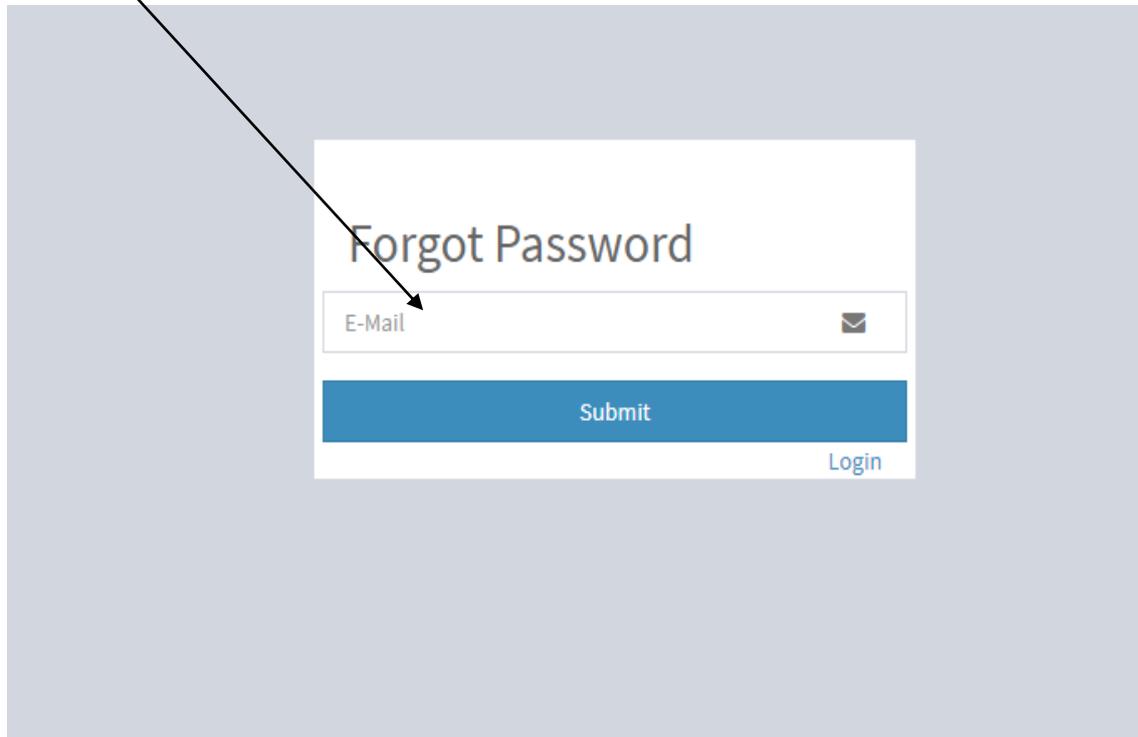
3. Forgot password

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.

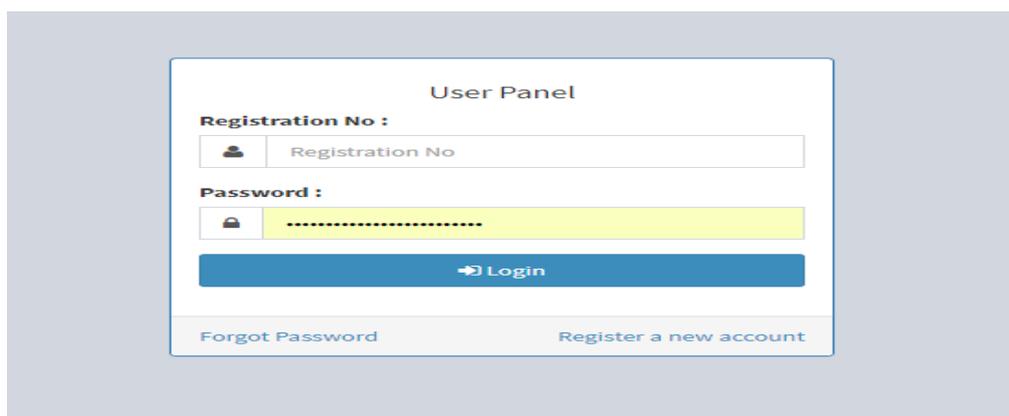


The screenshot shows a 'Forgot Password' form. It features a title 'Forgot Password' at the top. Below the title is an input field labeled 'E-Mail' with a small envelope icon on the right. Underneath the input field is a prominent blue button labeled 'Submit'. At the bottom right of the form, there is a link labeled 'Login'. An arrow from the text above points to the 'E-Mail' input field.

After click on submit button. User will get password.

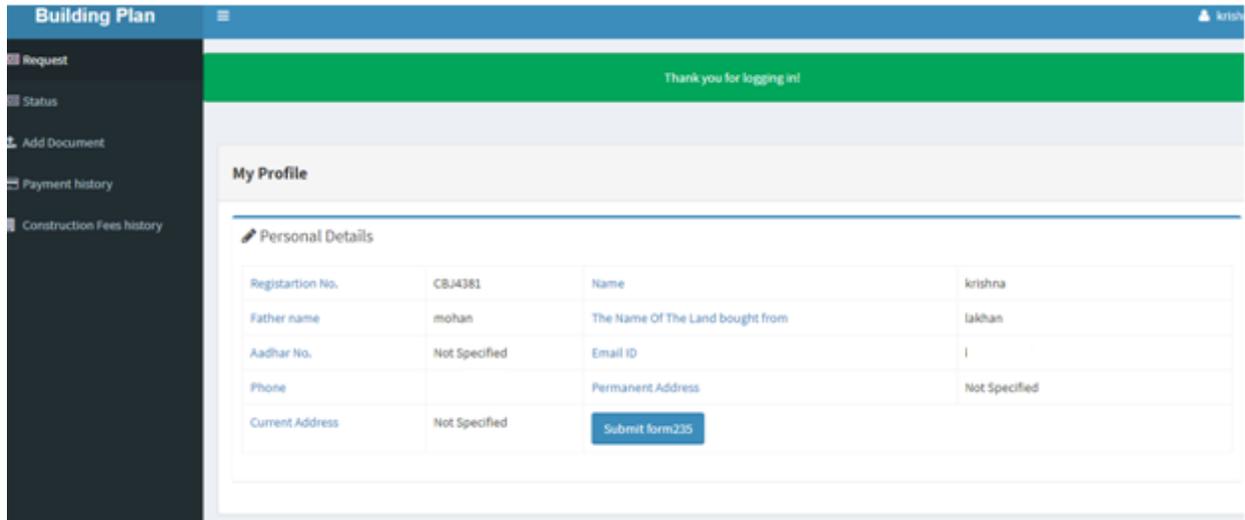
4. Login process

Enter your registration number and password



The screenshot shows a 'User Panel' login form. It has a title 'User Panel' at the top. Below the title are two input fields: one for 'Registration No :' with a user icon, and one for 'Password :' with a lock icon. Below these fields is a blue button labeled 'Login' with a right-pointing arrow. At the bottom of the form, there are two links: 'Forgot Password' on the left and 'Register a new account' on the right.

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.

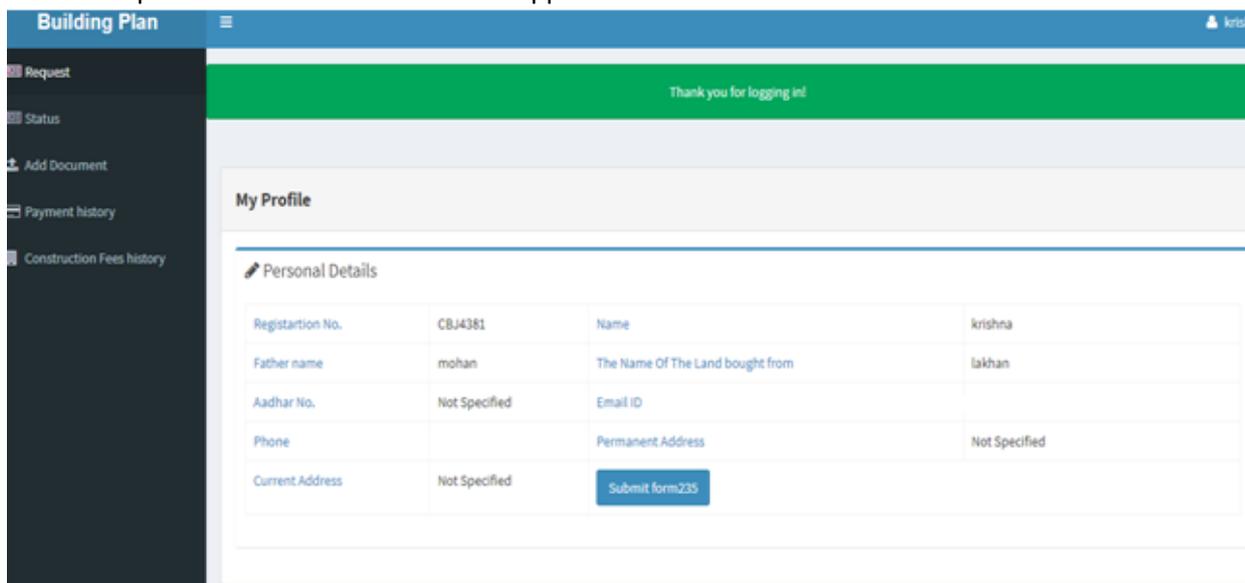
Five options are available in the left frame.

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.

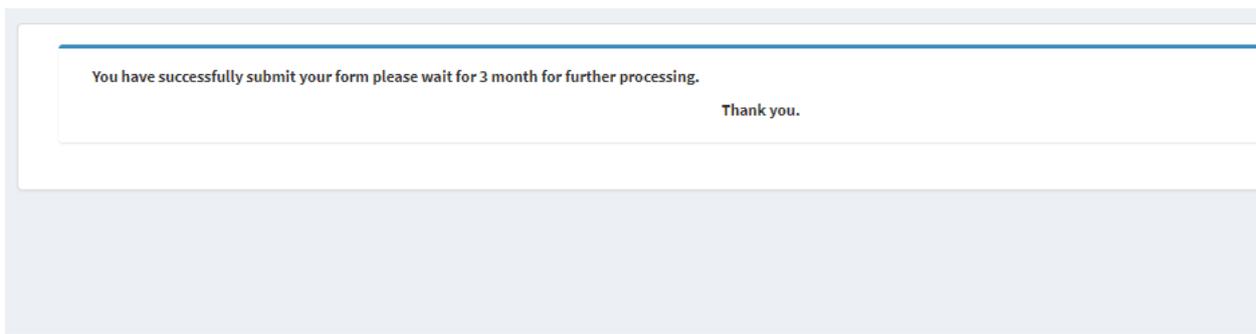
Step1:- After submitting form235. Payment screen will appear.

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

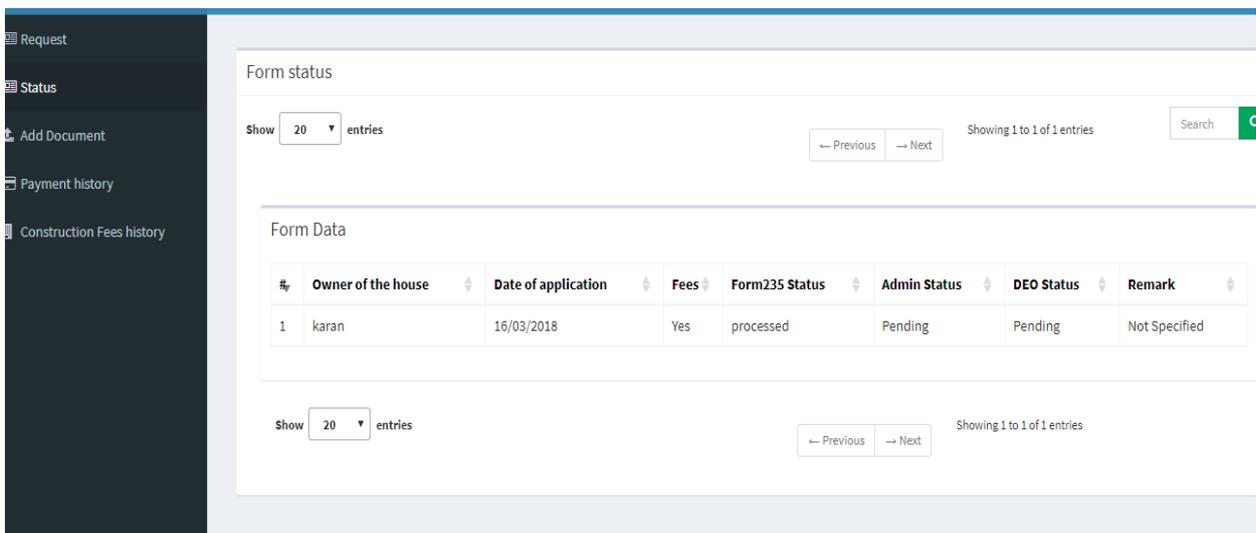
Step2:- After click on **pay now**.

Users have to select payment method for submitting the payment.

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



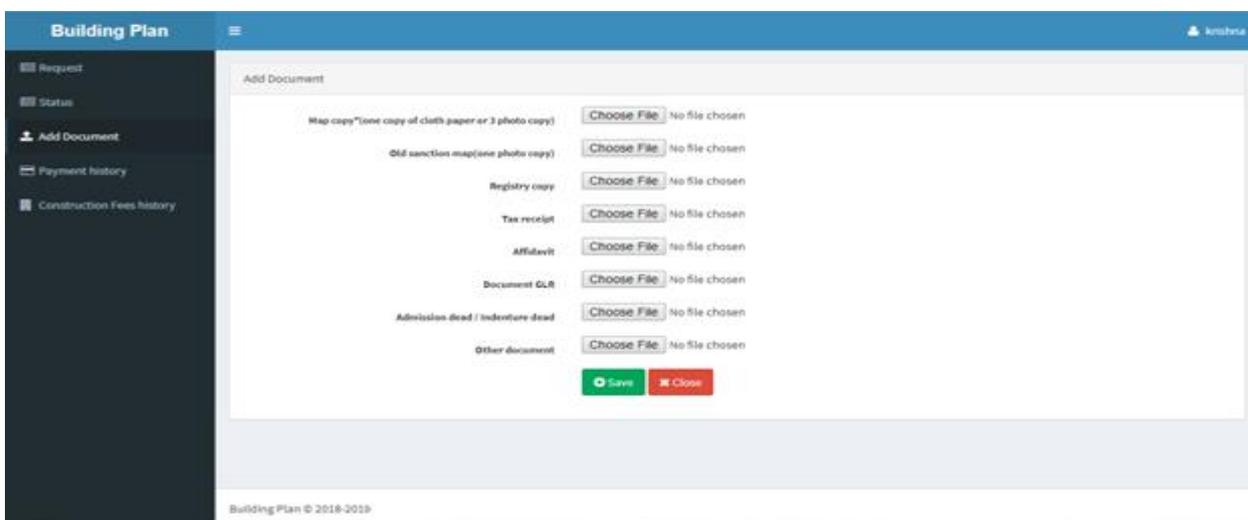
Step3:-Click on status in the menu bar.



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

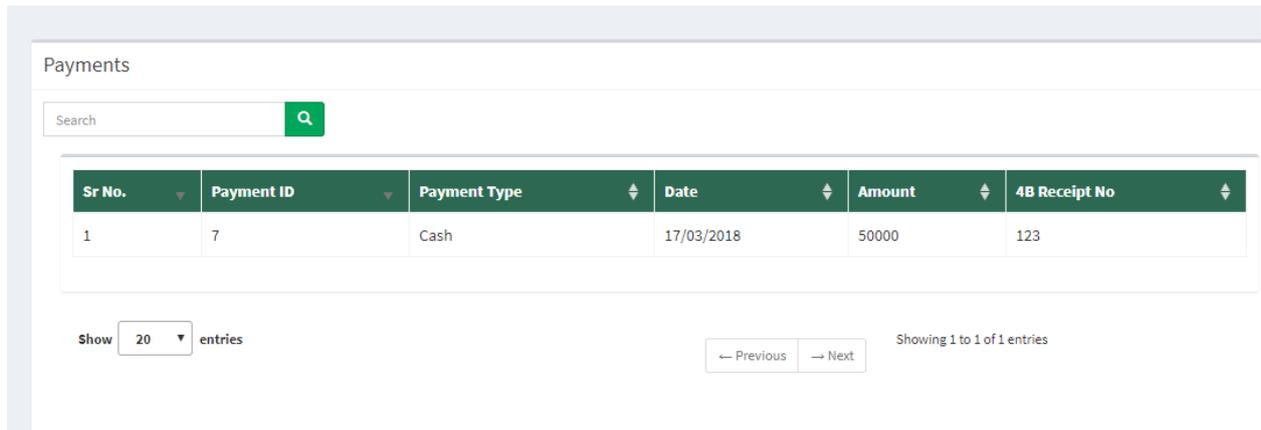
Click on the add documents in the menu bar.



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

5.3. Payment history

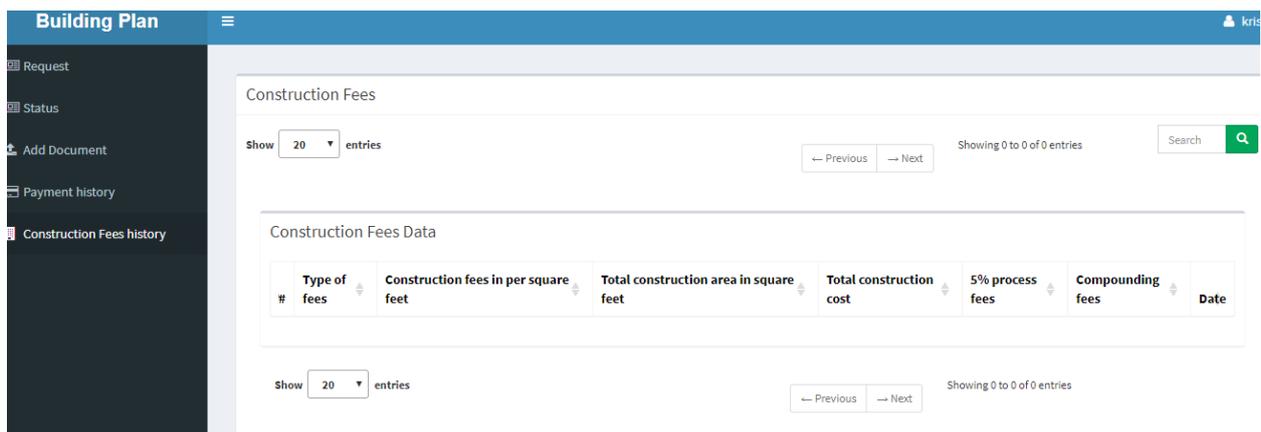
Click on payment history in the menu bar.



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

5.4. Construction fees history

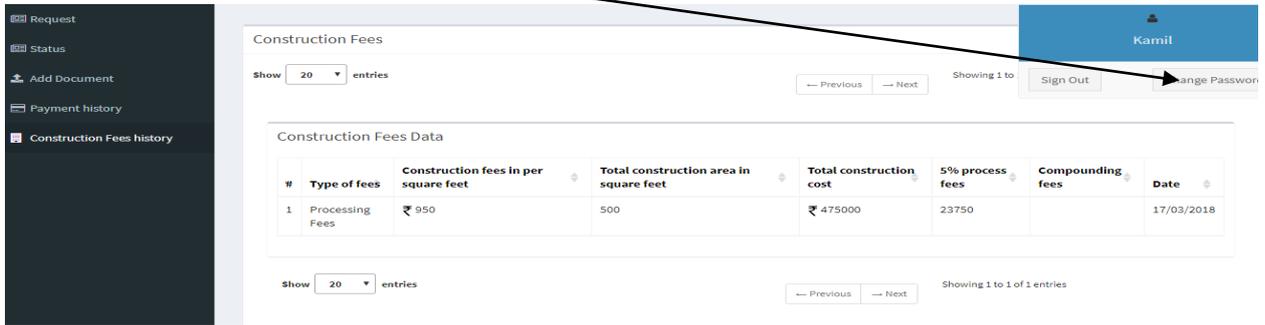
Click on construction fees history in the menu bar.



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

The 'Change Password' form contains three input fields: 'Old Password', 'Password', and 'Confirm Password'. Arrows point from the labels above to these fields. Below the fields is a green 'Update' button.

7. Logout

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

