

# **MEESEVA ONLINE PORTAL USER MANUAL**

FOR

# **NEW USER REGISTRATION FORM**



Procedure for Registering New User:	g New User:
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### **MEESEVA ONLINE PORTAL-USER REGISTRATION FORM**

This Section Contains How to Register User for Applying Online Services in Meeseva Online Portal. Below Steps are needed for Registering New User

#### WHY TO REGISTER?

1. User can access to the services 24/7 and across the geographic.

2. User can login directly and raise service request without going to Department or any kiosk centers.

- 3. User check the status of the service request raised by the individual
- 4. To know more updates on Meeseva services
- 5. The payment can be done secure using Debit/Credit cards.
- 6. To make the work easy and accessible to all the common man.

### Procedure for Registering New User: -

1) In Meeseva Dept Home Page Select Meeseva Online Portal. It has been depicted in figure 1.



Figure 1: Meeseva Online Portal Selection in Meeseva Department Portal Page



2) Meeseva Online Portal Log in Page displayed. It has been depicted in figure 2.



Figure 2: Meeseva Online Portal Log in Page

3) Click New User Registration Link as depicted in figure 3.



Figure 3: Selection of New User Registration Link in Meeseva Online Portal Page



4) After Selection of New User Registration, New User Registration window displayed as depicted in figure4

New Registration!

## Create Profile Id

## Personal Information

Submit

Desired Login ID *	Aadhaar No	
Password * 19 12 aburator		
	Prefill	
password	First Name *	
Confirm Password * (8-12 characters)		
Confirmpassword	Last Name *	
Secret Question *		
Select	Gender *	Date of Birth *
Your Answer *	Male	
	Address Line1 *	Address Line2
Contact Information		
E-mail *		<i>h</i>
	Country *	
Confirm E-mail *	Select	
	State *	
Alternate E-mail	Select	T
	City *	
Mobile Number *		
+91	Pincode	

Figure 4: Meeseva Online Portal Registration Form



5) Enter all Create Profile ID details such as Desired Login ID, Password, Confirm Password, Secret Question and Your Answer as depicted in figure 5.

#### Note:-

S.No	Field Name	Validations
1	User ID	1. First Character should be an alphabet
		2. 6-10 Characters Length
2	Password	1. One upper case Alphabet
		2. One Lower case Alphabet
		3. 8-10 Characters Length

#### Table 1: User Id & Password Validations

Create Profile Id	Personal Infor	mation
Desired Login ID *	Aadhaar No	
mdganesh15		
Password * (8-12 characters)	Prefill	
	First Name *	
Confirm Password * (8-12 characters)		
	Last Name *	
Secret Question *		
what is your pet name?	Gender *	Date of Birth *
Your Answer *	■Male <sup>®</sup> Female	
bangaram	Address Line1 *	Address Line2

#### Figure 5: Create Profile ID details in Registration Form

6) Enter Contact Information such as Email, Confirm Email, Alternate Email and Mobile no as depicted in figure 6.

Contact Information
E-mail *
ramya.maganti30@gmail.com
Confirm E-mail *
ramya.maganti30@gmail.com
Alternate E-mail
madaka.durgaganesh@gmail.com
Mobile Number *
+91
9346249159
-





7) Enter Personal Information details such as Aadhaar No, First Name, Last Name, Gender, Date of Birth, Address Line1, Address Line2, Country, State, City and Pin Code as depicted in figure 7.

Personal Informati	on	
935755773651		
Pretill		
First Name *		
Madaka Durga		
Last Name *		
Ganesh		
Gender *	Date of Birth *	
Male Female	27/01/1988	
Address Line1 *	Address Line2	
Eluru Kothapeta		
Country *		
India	Ψ.	
State *		
Andhra Pradesh	Ψ.	
City *		
eluru		
Pincode		
534002		
	Submit	

Figure 7: Personal Information in Registration Form



8) Click Submit Button for Registration Submission as depicted in figure 9.

935755773651	
Prefill	
First Name *	
Madaka Durga	
Last Name *	
Ganesh	
Gender *	Date of Birth *
Male Female	27/01/1988
Address Line1 *	Address Line2
Eluru Kothapeta	
Country *	
India	•
State *	
Andhra Pradesh	
City *	
eluru	
Pincode	
534002	

Figure 8: Submit Button in Registration Form



9) After Submission One Time Password panel generated as depicted in figure 10.

Note: - Here Citizen receives One Time Password to his/her Registered Mobile No



Figure 9: OTP in Registration Form

10) Enter One Time Password and click Confirm button as depicted in figure 11.

Please enter your One Time Password*	
Resend OTP	Back to Home

Figure 10: OTP in Registration Form

11) After Confirmation "Thank you for registering! A confirmation email has been sent to registered mail ID. Please click on the Activation Link to Activate your account" message displayed. As depicted in figure 12.

Note: - Here Account will be activated after clicking activation Link.



Figure 11: Activation Message in Registration Form



12) Once clicking of Activation link "Congratulation your Account has been Activated" Message displayed as depicted in figure 12.



# Congratulations Your account has been activated



Figure 12: New Registration Activation Page