MEESEVA ONLINE PORTAL USER MANUAL

FOR

NEW USER REGISTRATION FORM

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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

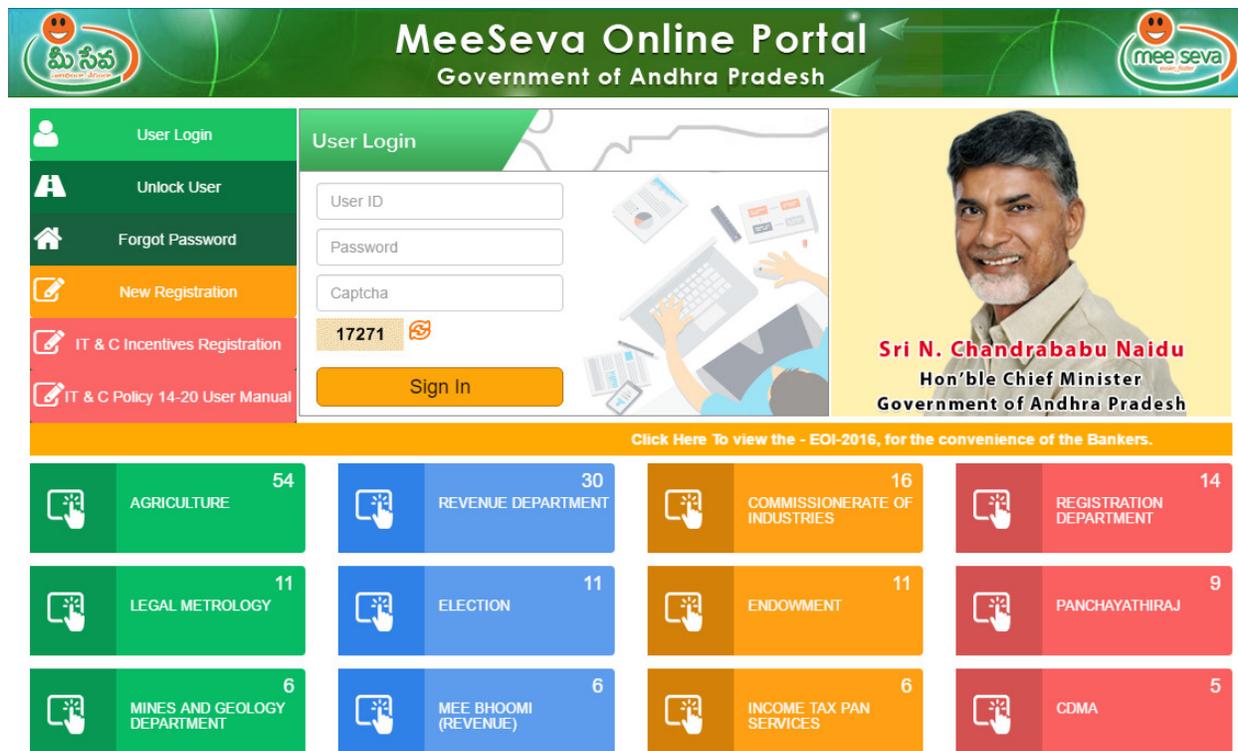2) Meeseva Online Portal Log in Page displayed. It has been depicted in figure 2.

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

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

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.

Figure 6: Contact Information in Registration Form

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.

Figure 7: Personal Information in Registration Form

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

Personal Information

Aadhaar No

935755773651

[Prefill]

First Name *

Madaka Durga

Last Name *

Ganesh

Gender *

◉ Male ○ Female

Date of Birth *

27/01/1988

Address Line1 *

Eluru
Kothapeta

Address Line2

Country *

India   ▾

State *

Andhra Pradesh   ▾

City *

eluru

Pincode

534002

[Submit]

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.

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.

Figure 12: New Registration Activation Page