User Manual

For

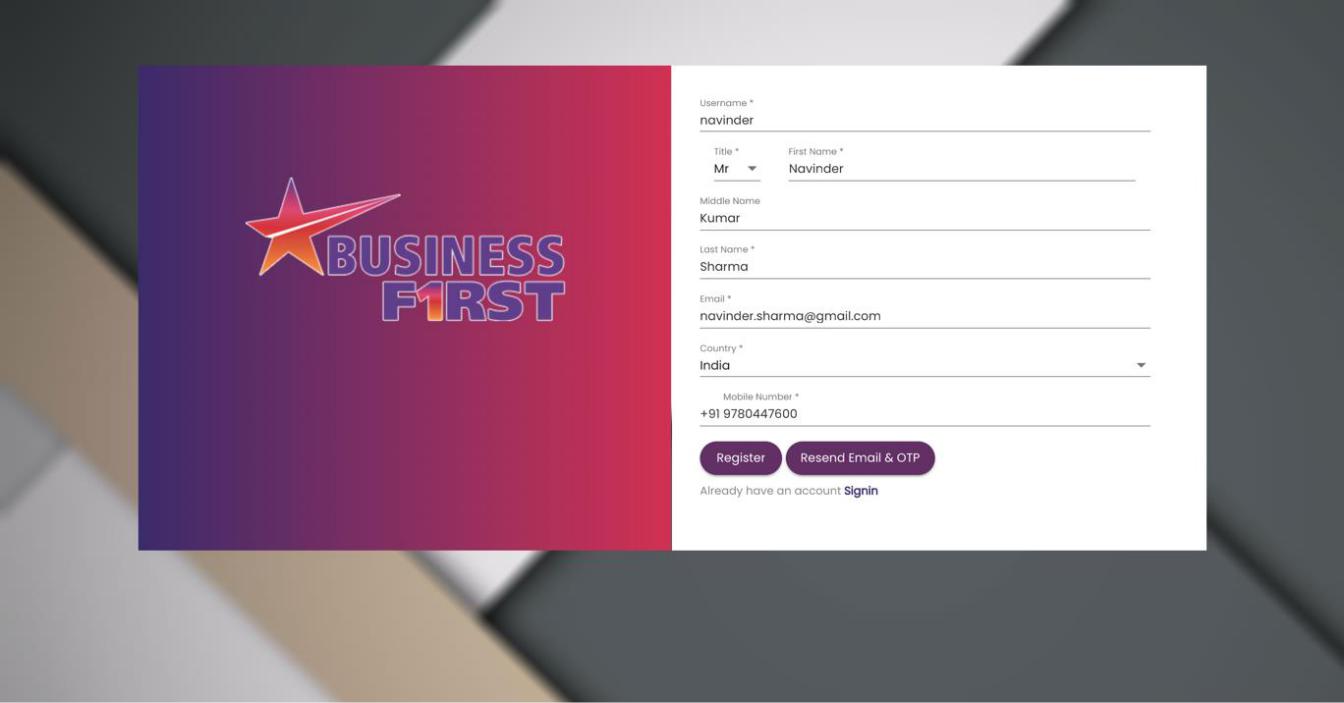
Registration of

Profession Tax

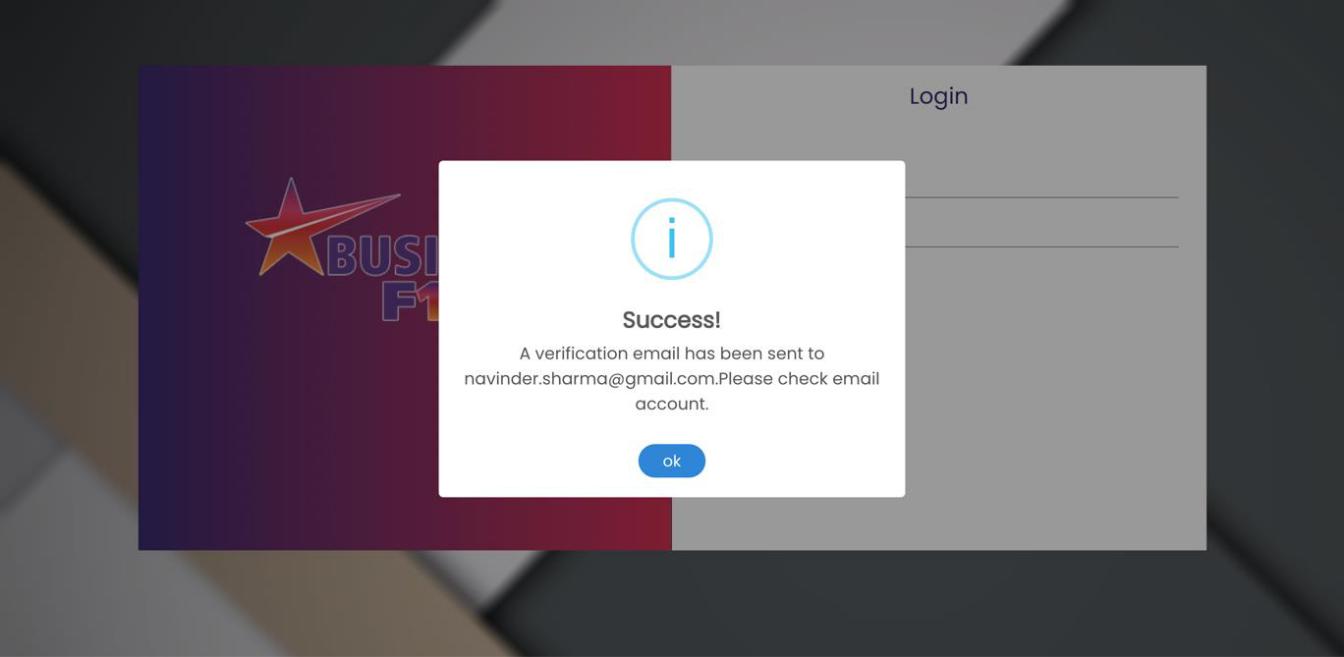


Steps to navigate through Single Window Portal to apply for Registration under Profession Tax.

1. The investor needs to fill details like **Username**, **First Name**, Middle Name (optional), **Last Name**, **Email**, **Country** , **Mobile No**. and click **Register** button:

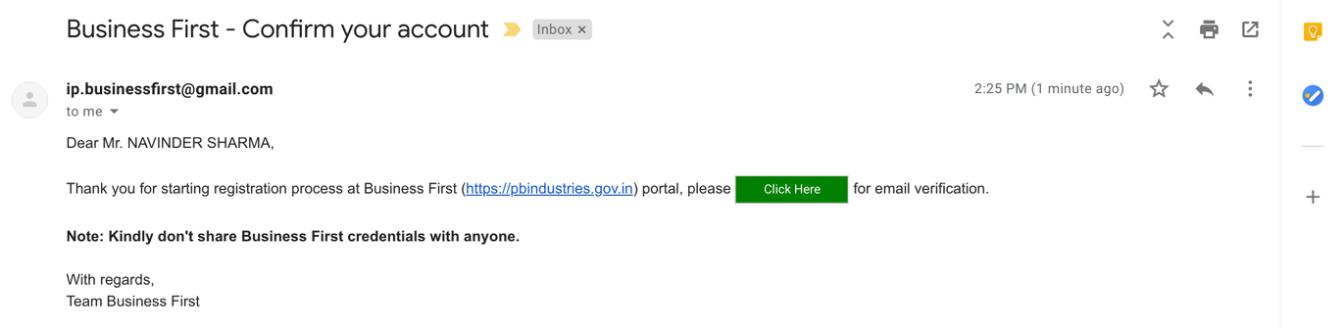


1. The system will send a **confirmation email** and **mobile OTP** to email and mobile provided with above form. It will display screen as shown below, here click Ok button:

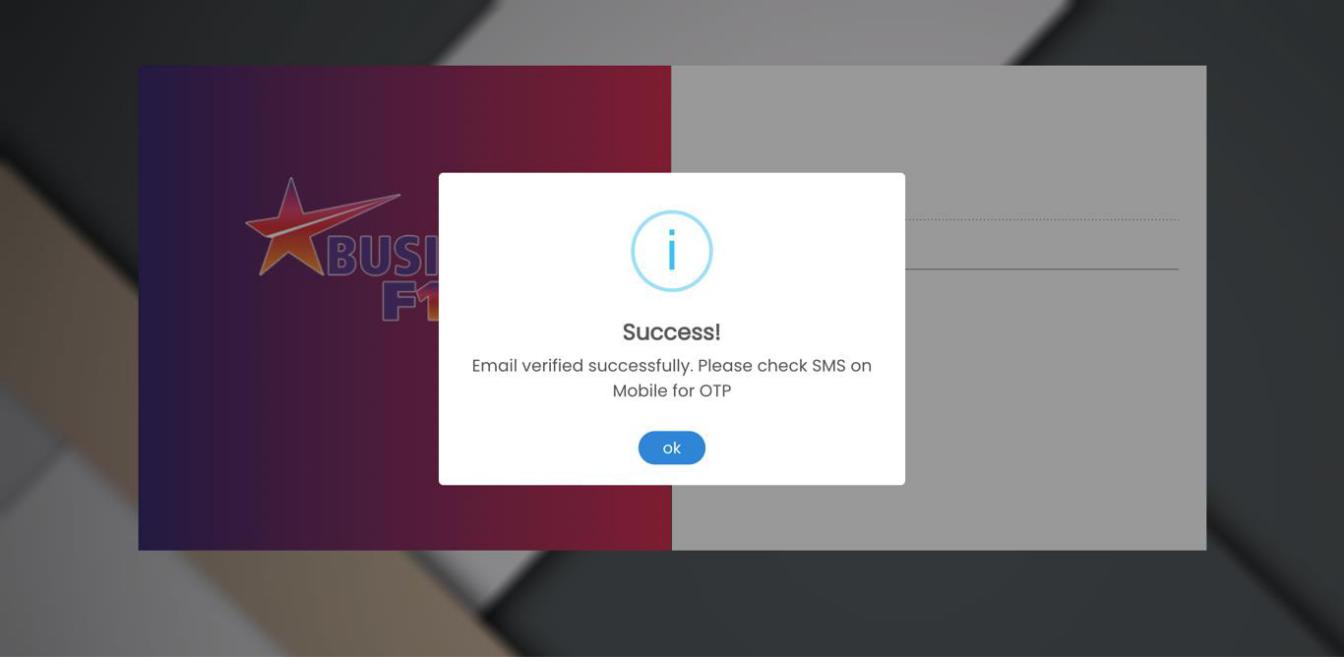




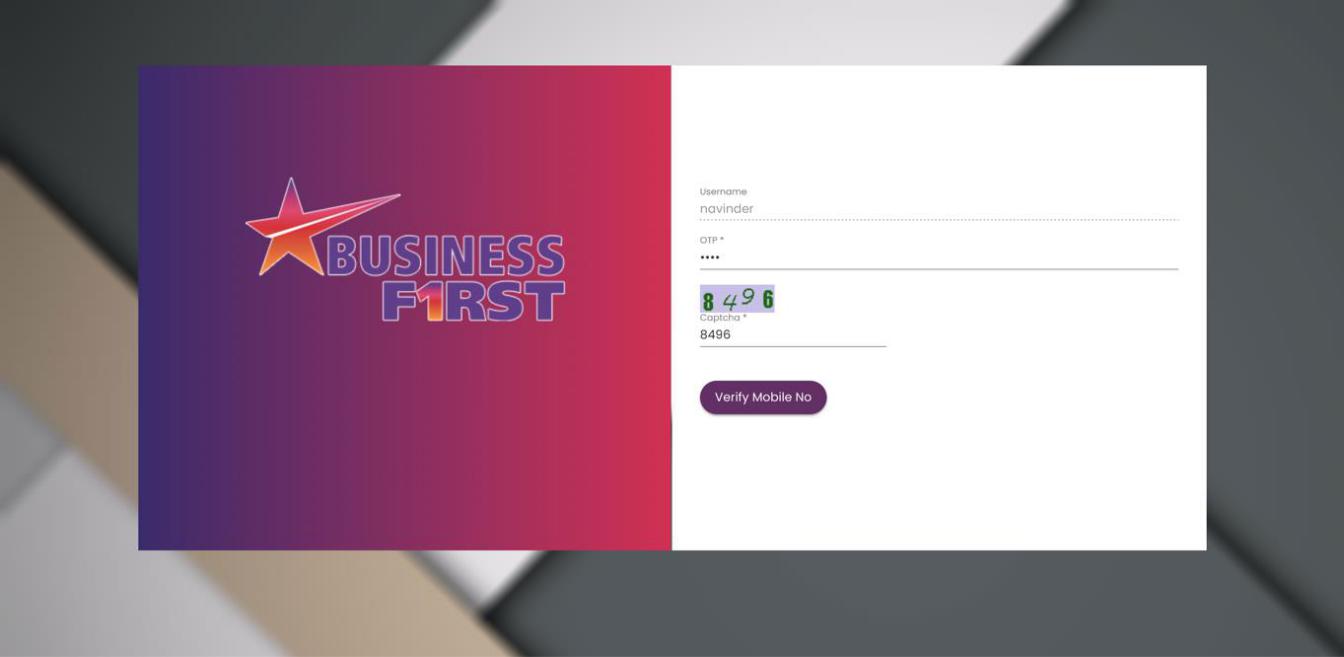
1. **Confirmation email** will look like as shown below, click **Click Here** button for Email Verification atscreen as shown below:



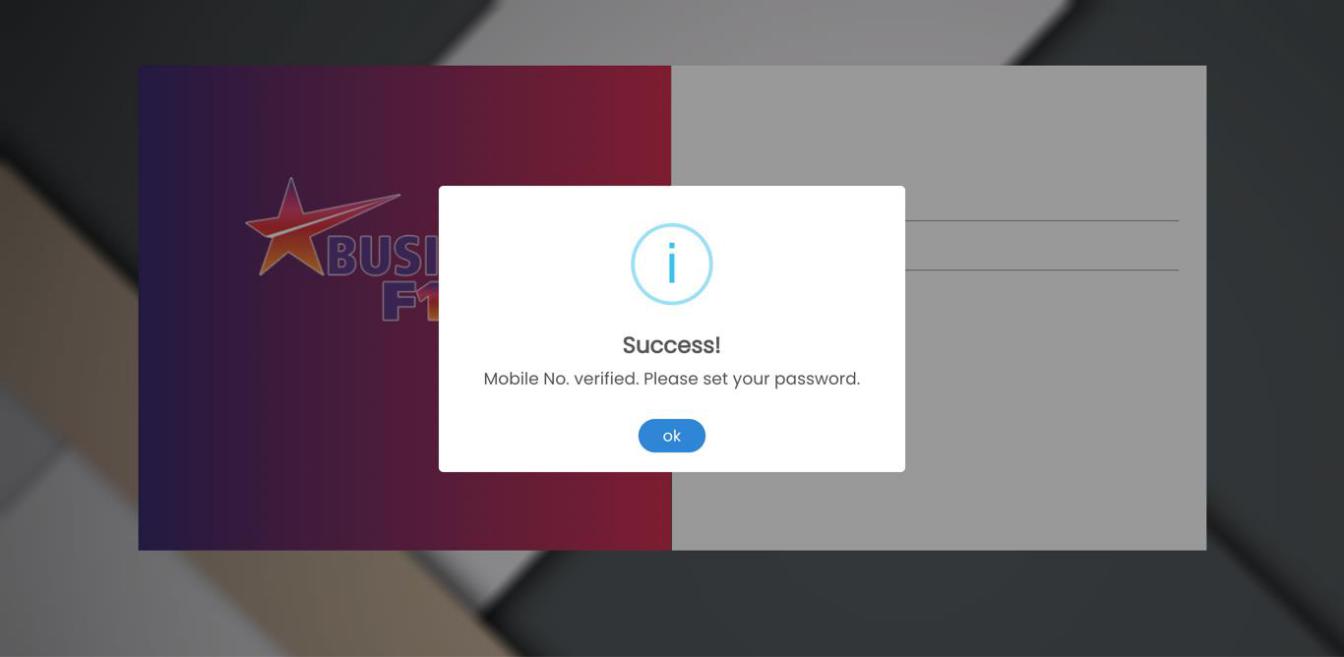
1. **Email confirmation message** will look like as shown below, here click **Ok** button:



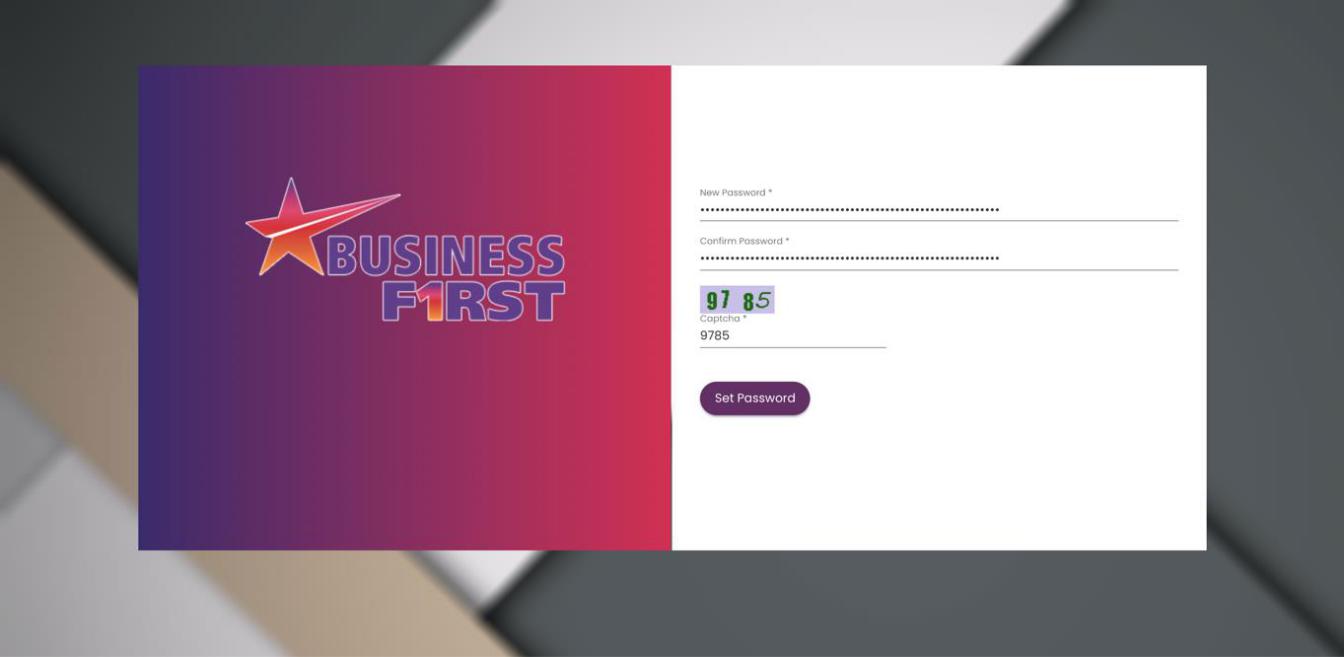
1. In next step, the system will ask for **Mobile OTP** (sent on provided Mobile No.), enter Mobile OTP and click **Verify Mobile No.** button:



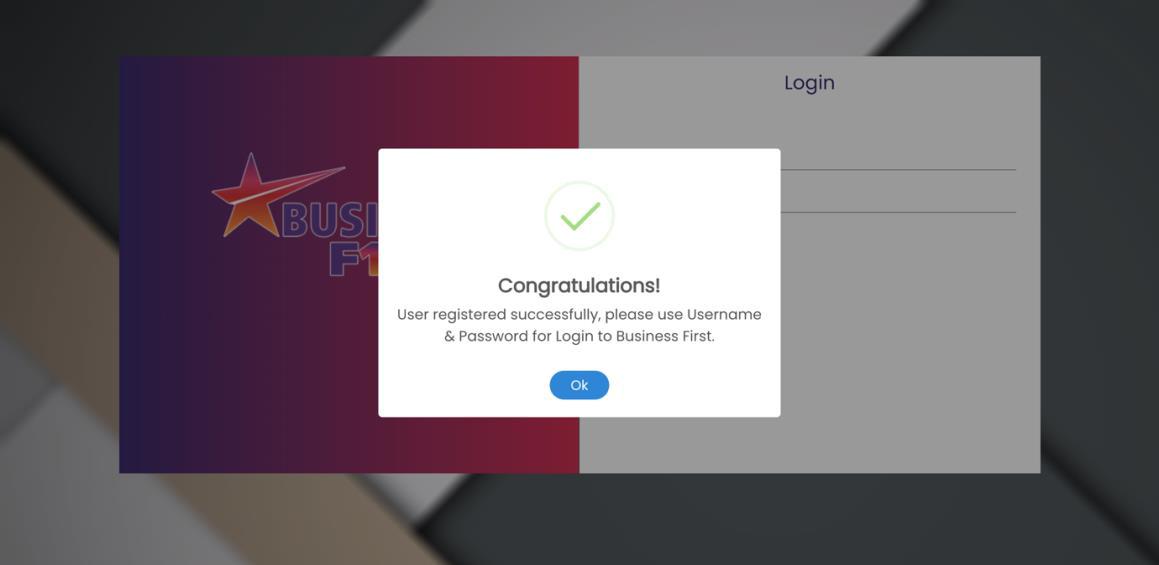
1. Mobile No. will be confirmed with screen as shown below, here click **Ok** button:



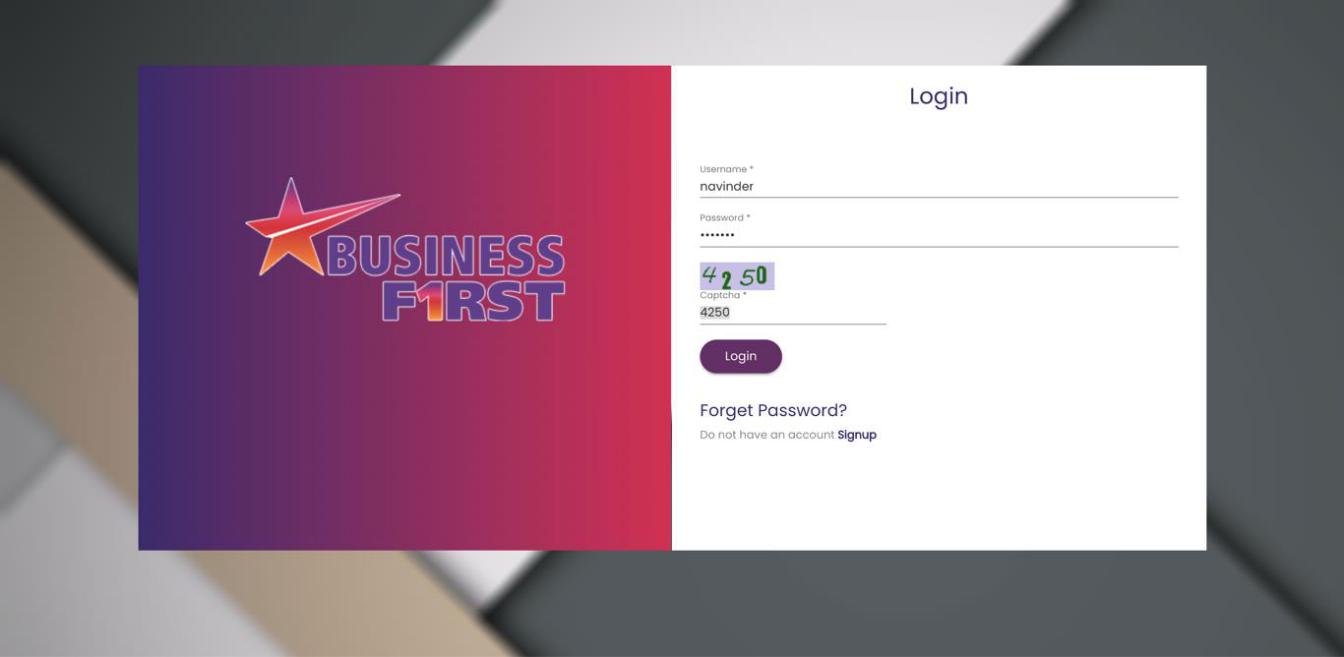
1. At next step, investor can set his password by entering **New Password**, **Confirm Password** and clicking **Set Password** button:



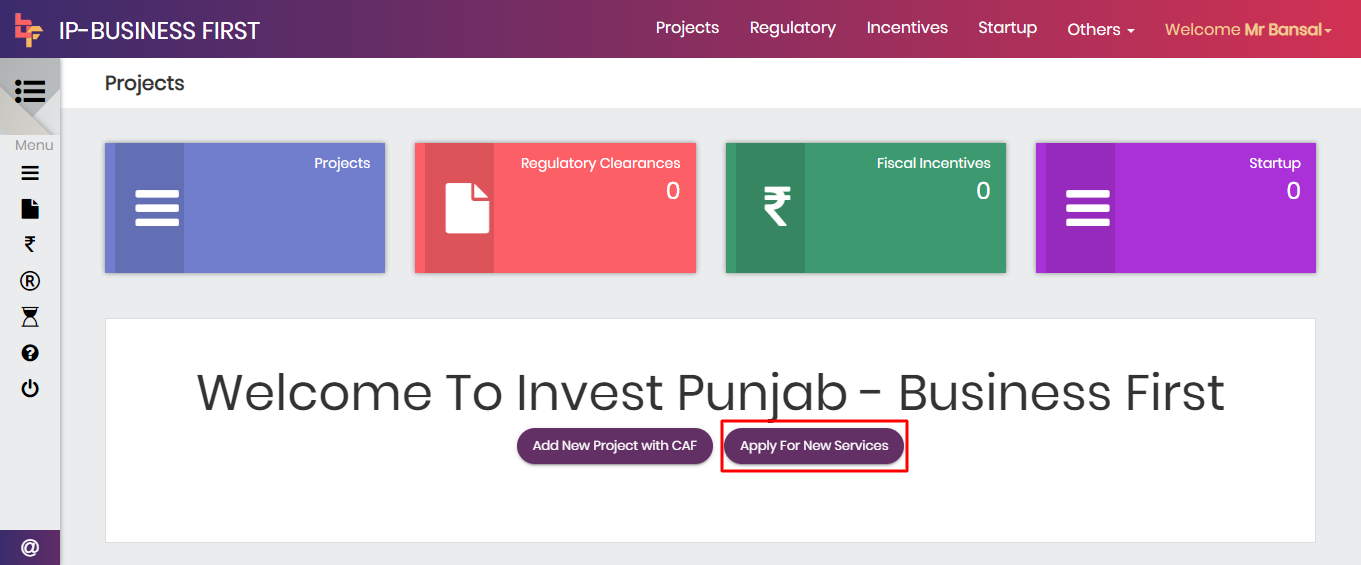
1. This will complete Investor Registration process and screen like shown below will come.



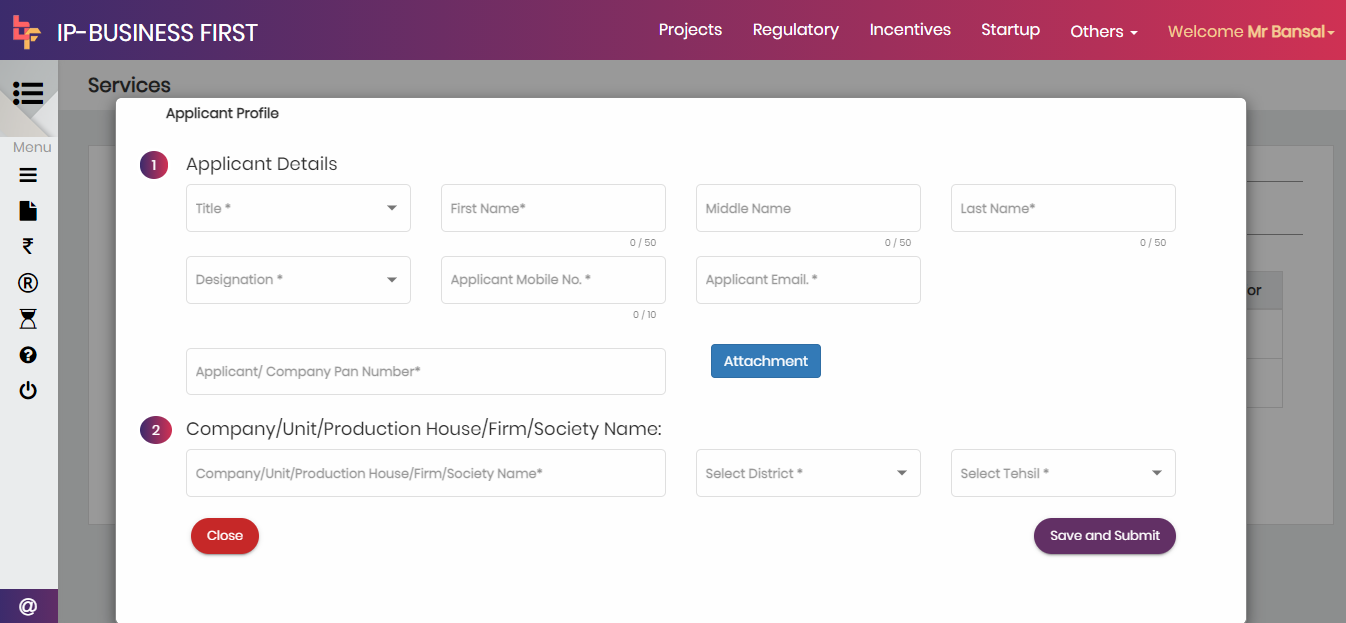
9. User login after successfully registered at web portal as shown below:



10. Click on Apply for New Services as shown below.

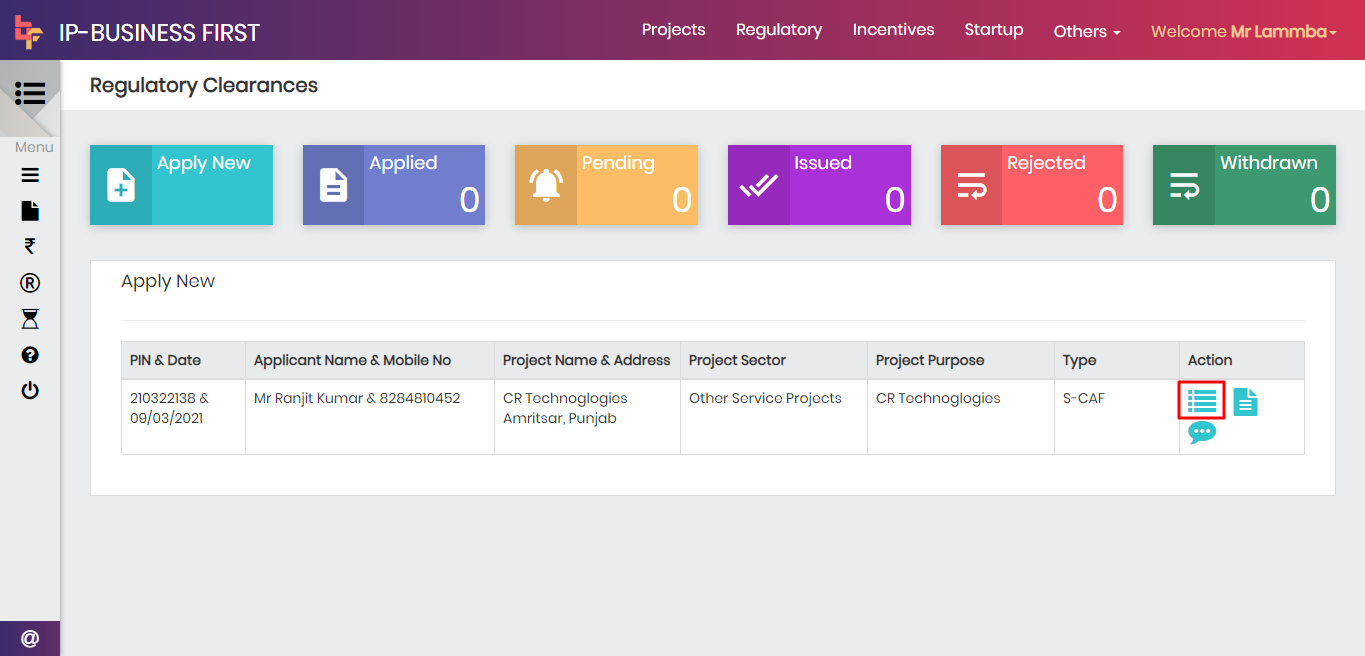


11. After Click on New button New Service Profile Page Open:

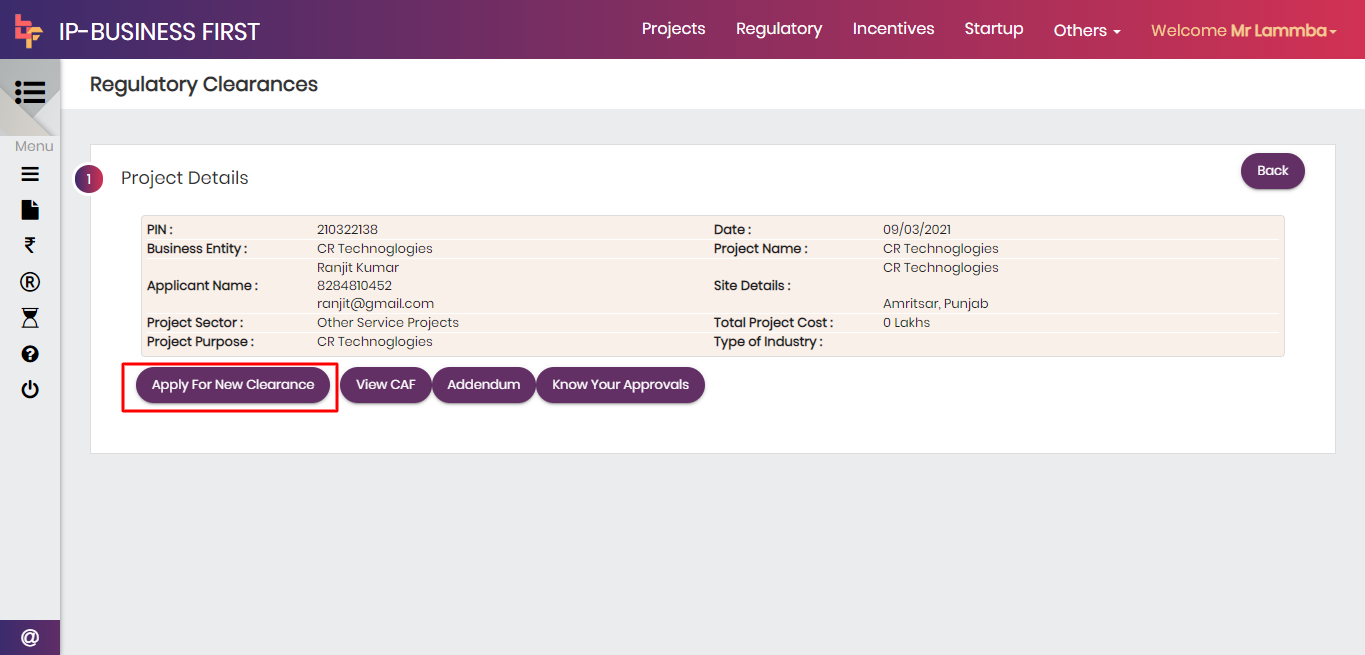




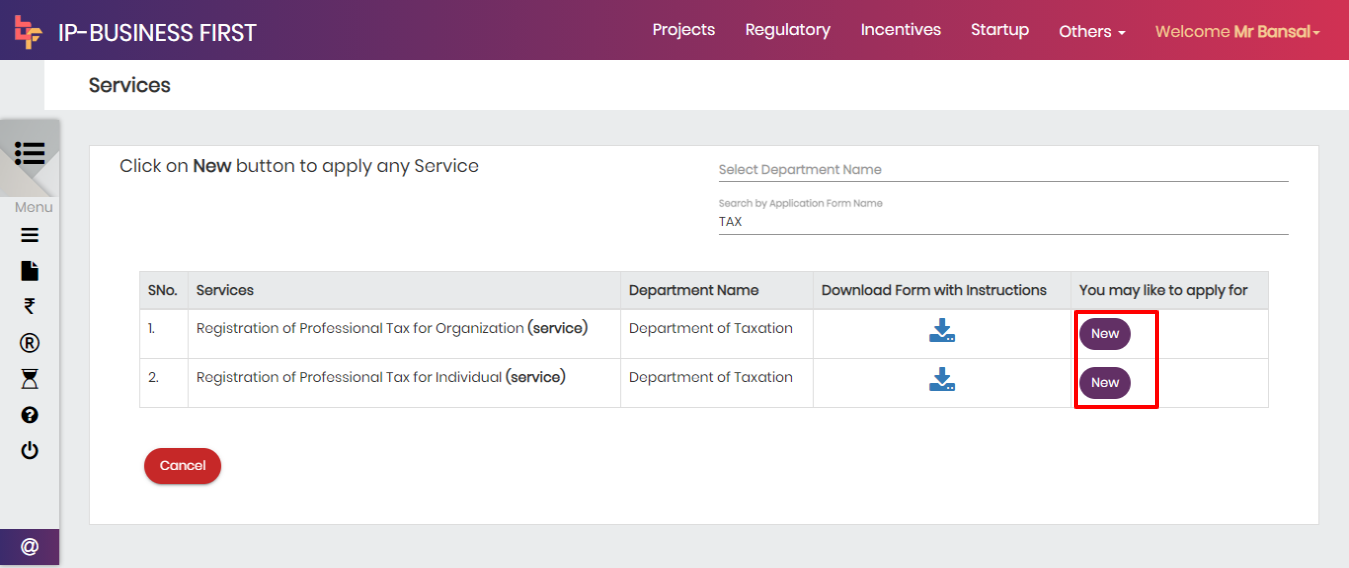
12. After submit Service Profile Page Dashboard Page is Open. Click on Details as it is highlight below:



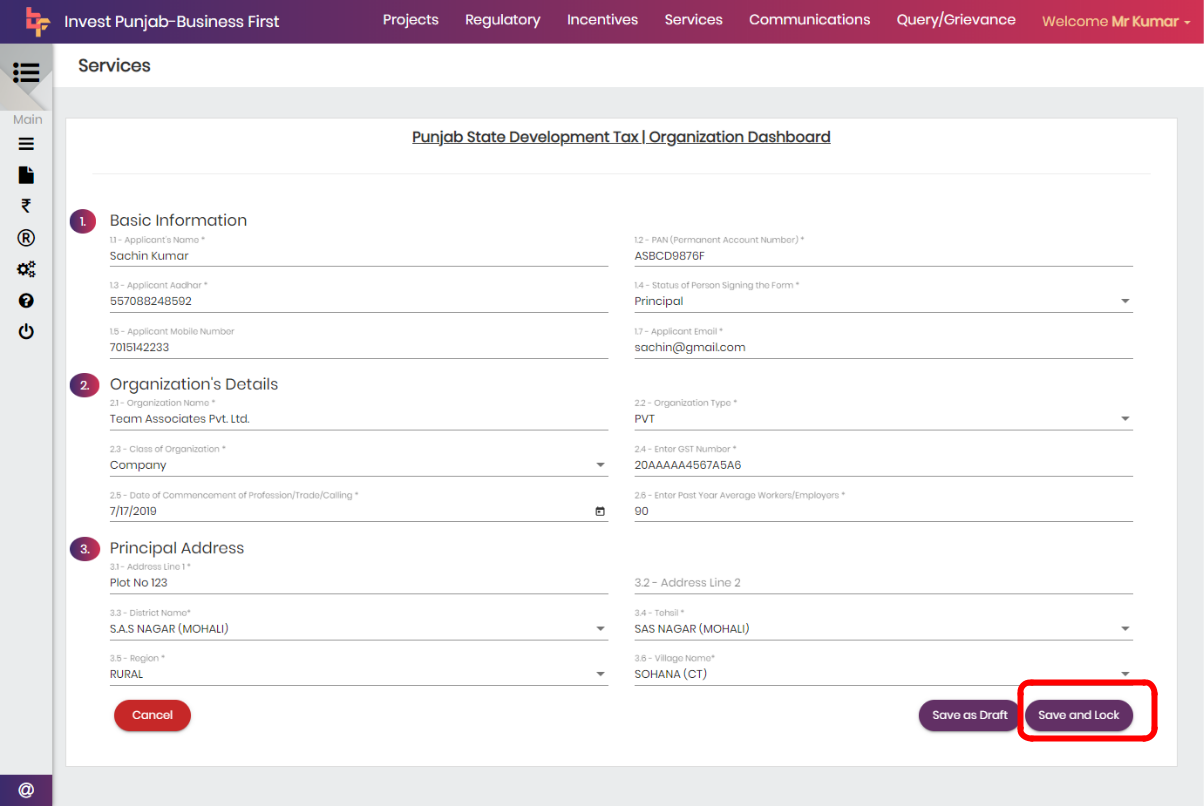
13. After click on details. Click on Apply for New Clearance, then list of forms is open:



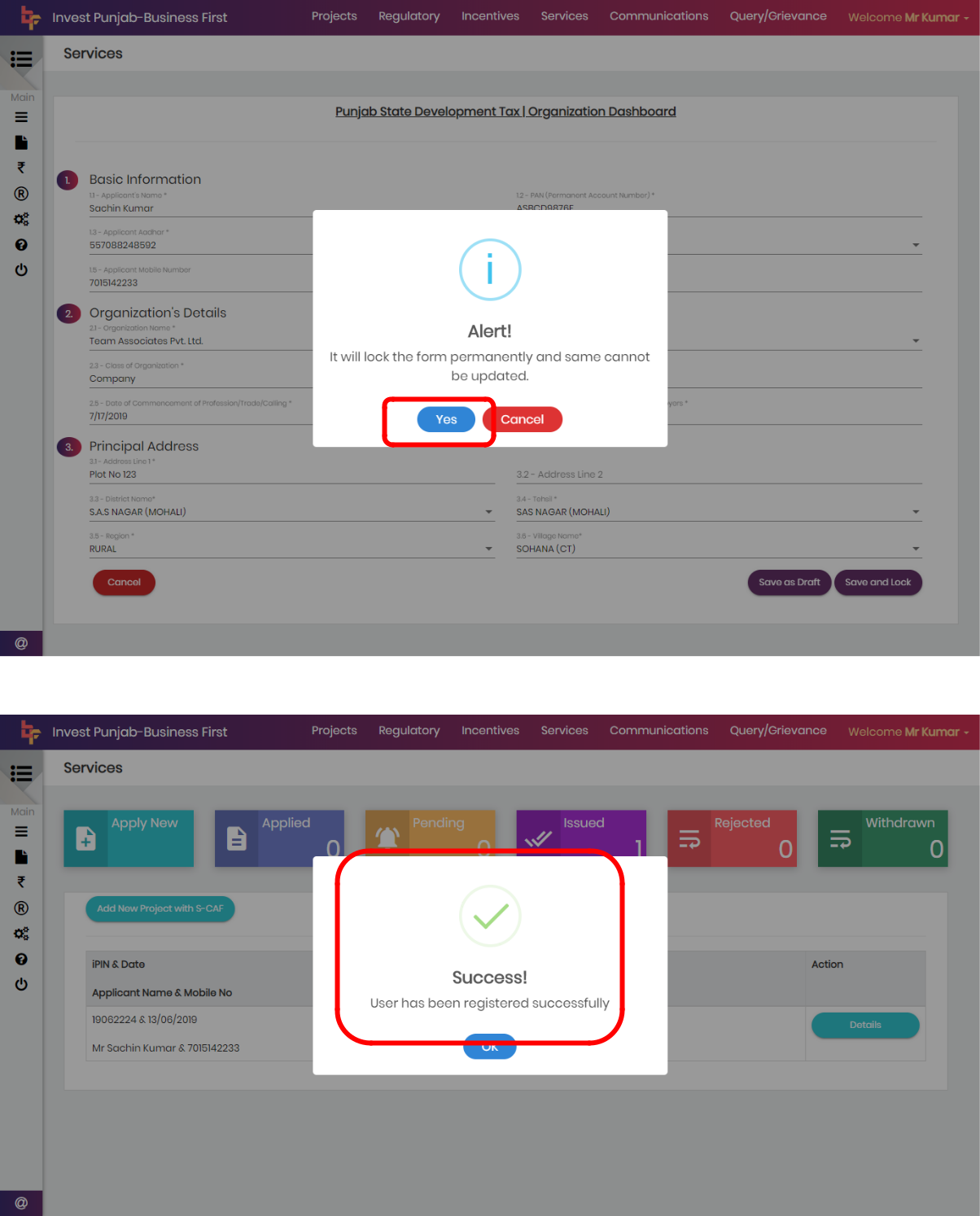
14. Search for registration of profession tax as shown below and press New. Please make sure before click on New Button that you have applied for “Organization” or an “Individual” :

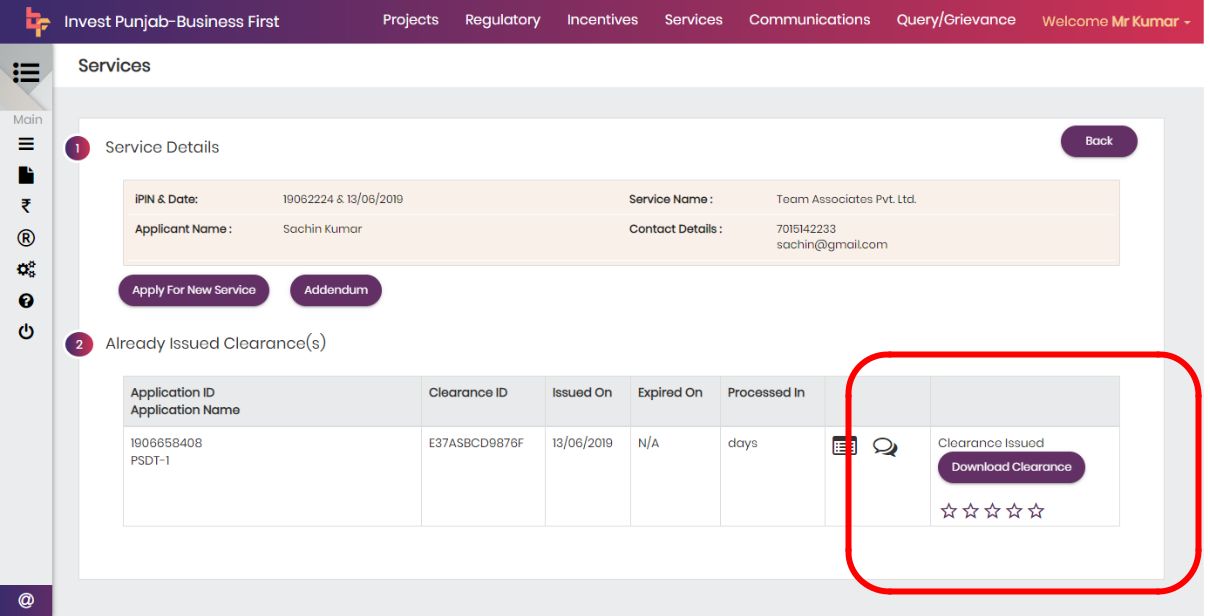


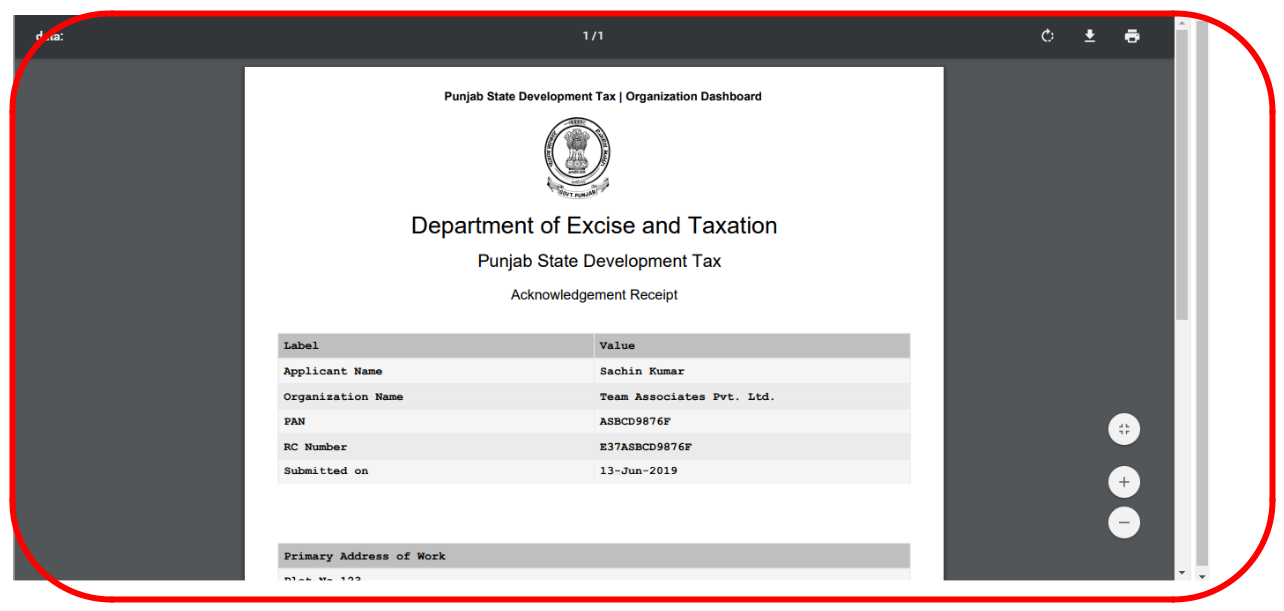


15 . Fill the required details and press save and lock. (Note: Please make sure you have applied for Organization or an Individual)

16. Press yes on the pop-up screen to save the details. It will complete the registration process.



17. Users can download the certificate by pressing Download Clearance as shown below:

18. Users see the below clearance on downloading. 