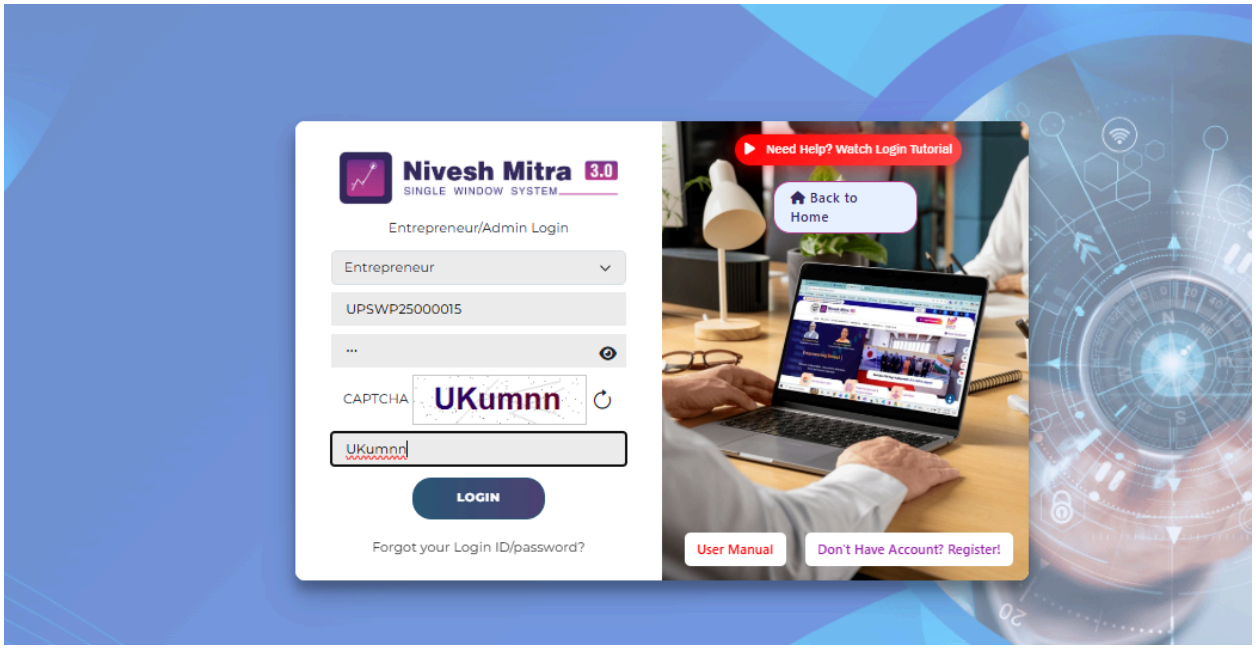
Applying for a Service on the Portal

This guide walks you through the steps to log in, apply for a service, submit the application, and pay the fees.

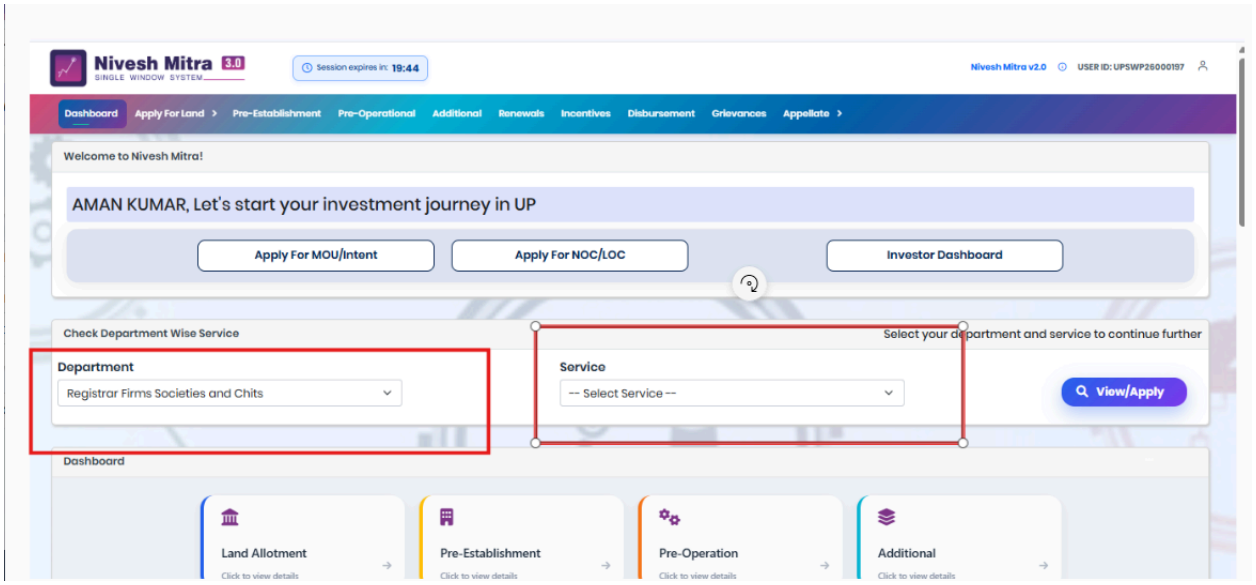
Step 1: Log in to the portal

Log in to the portal using your credentials.



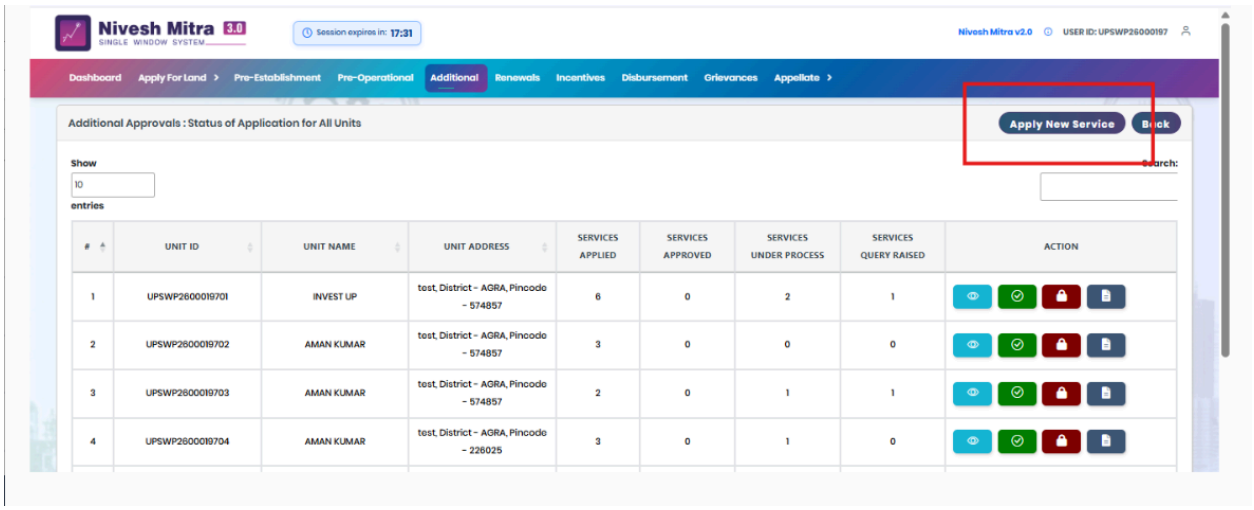
Step 2: Open the department service list

From the dashboard, navigate to the relevant department, select the service, and click View.



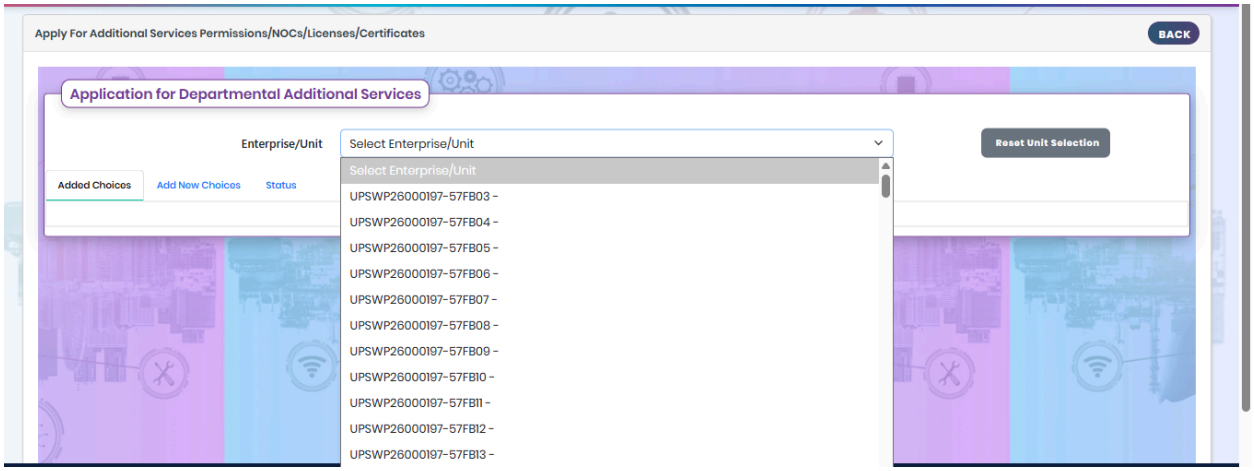
Step 3: Click Apply New Service

On the unit list page, click Apply New Service.



Step 4: Select the unit

Select the unit for which you want to apply.



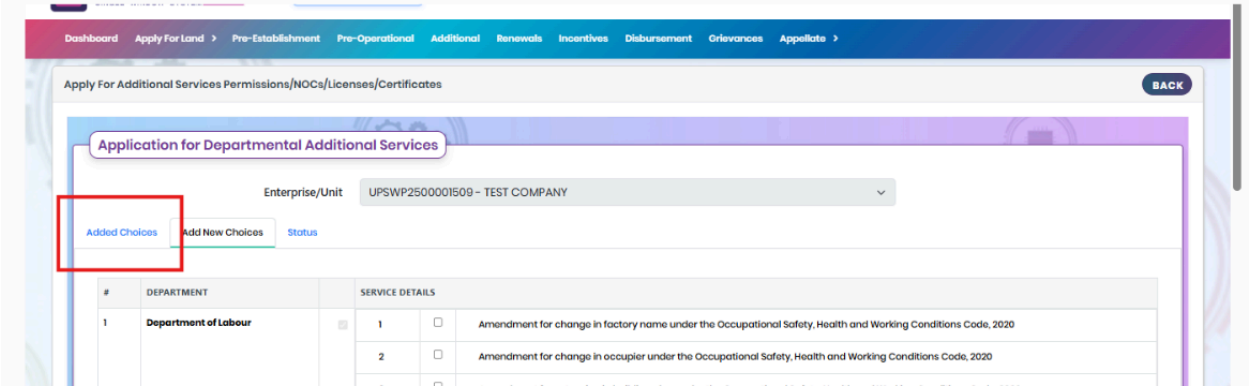
Step 5: Select the service

After selecting the unit, a list of services and departments is displayed. Select the required service from the list.



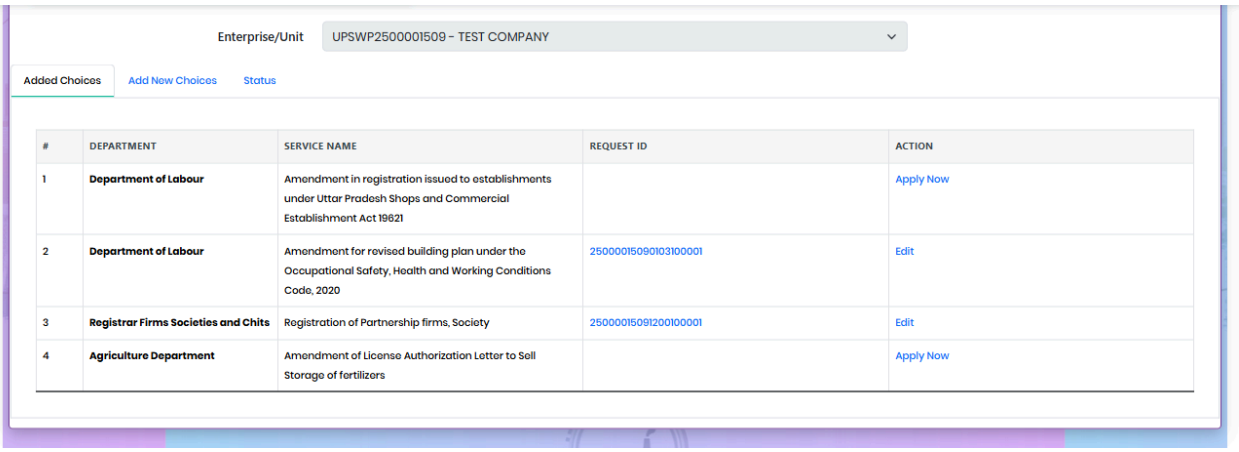
Step 6: Open the Added Choices tab

After you make your selection, you are automatically taken to the Added Choices tab, from which you apply for the service.



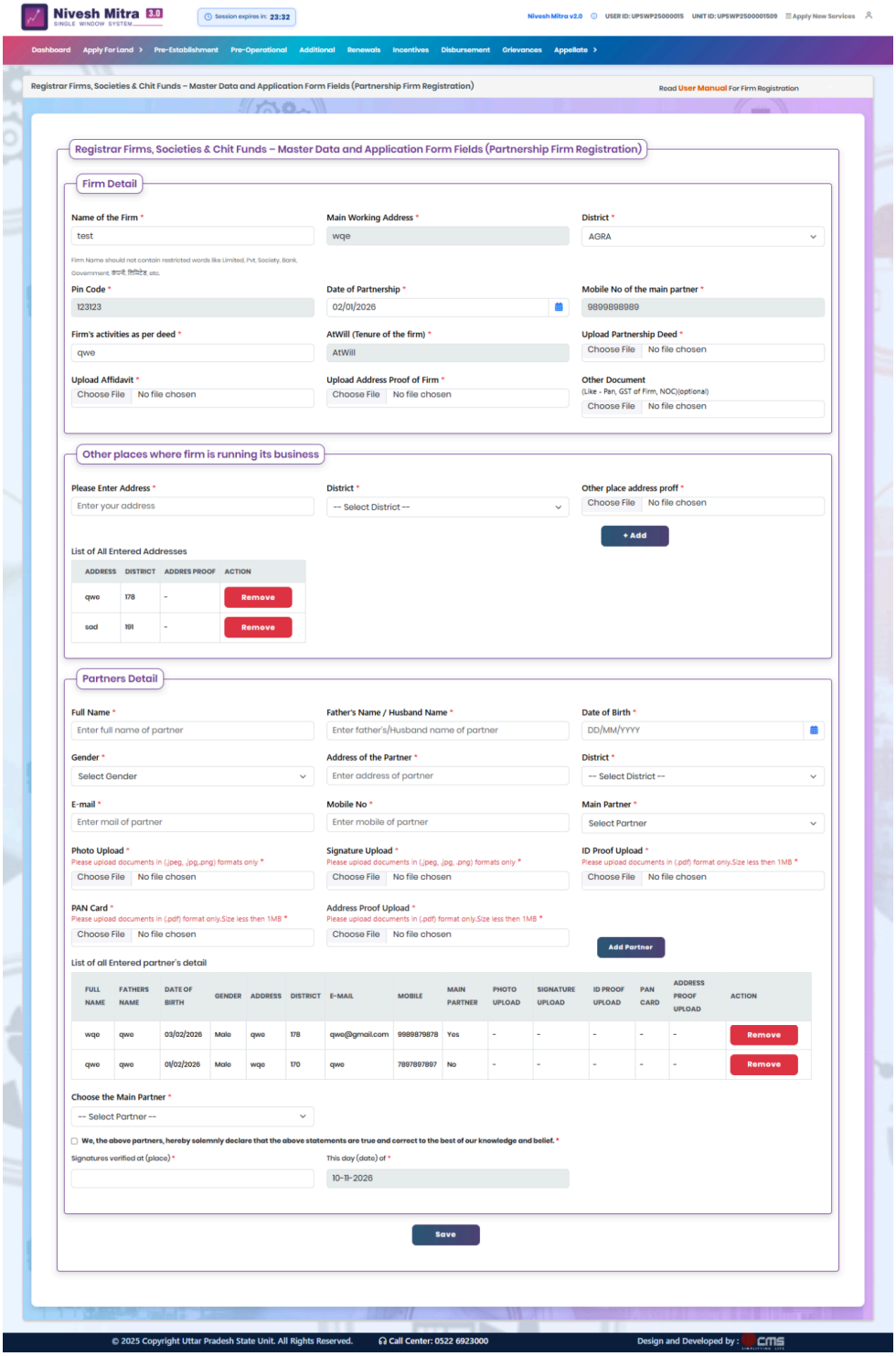
Step 7: Click Apply Now

Click Apply Now against the required department service. If an application has already been saved, an option to edit it is shown.



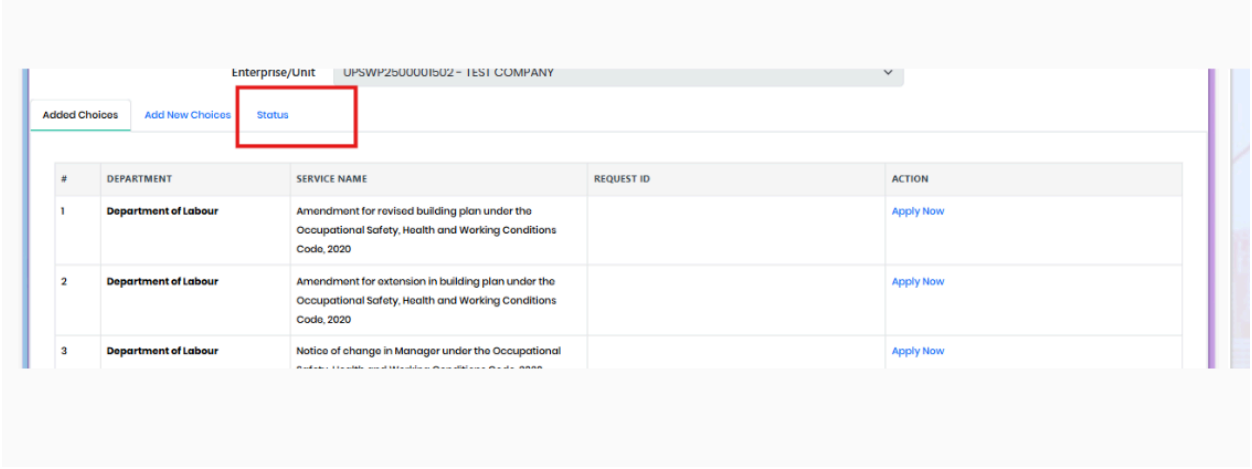
Step 8: Fill in and submit the form

You are redirected to the application form. Fill in your details and submit the form.



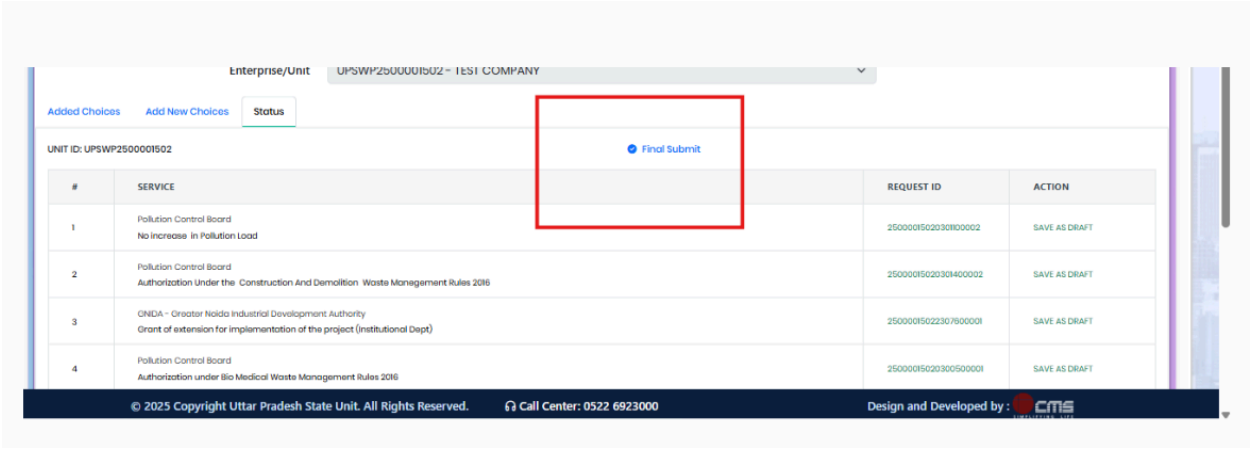
Step 9: Open the Status tab

After saving the form, click the Status tab.



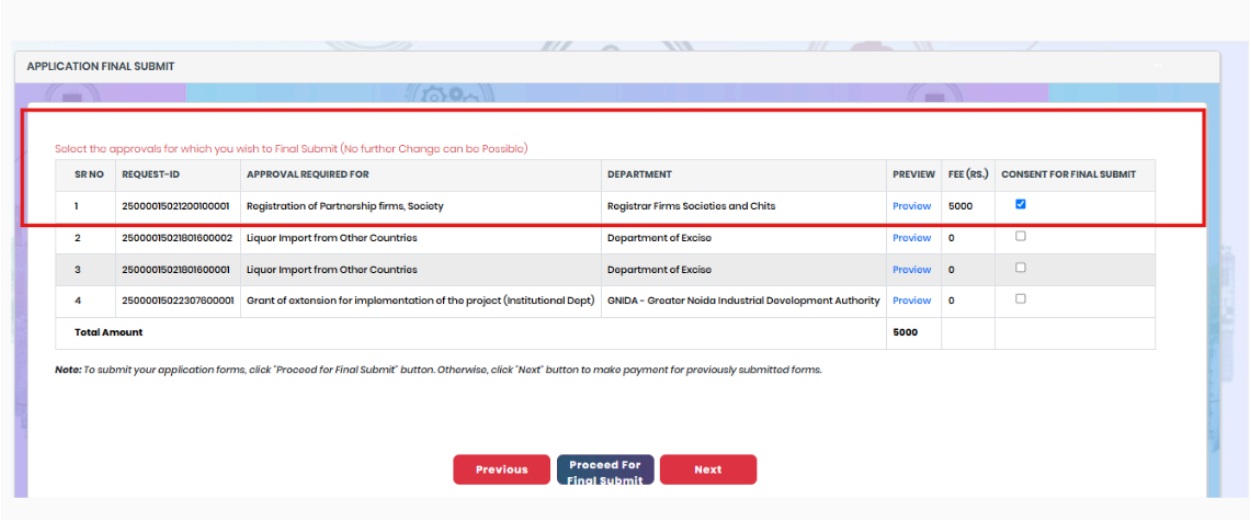
Step 10: Click Final Submit

On the Status tab, click Final Submit.



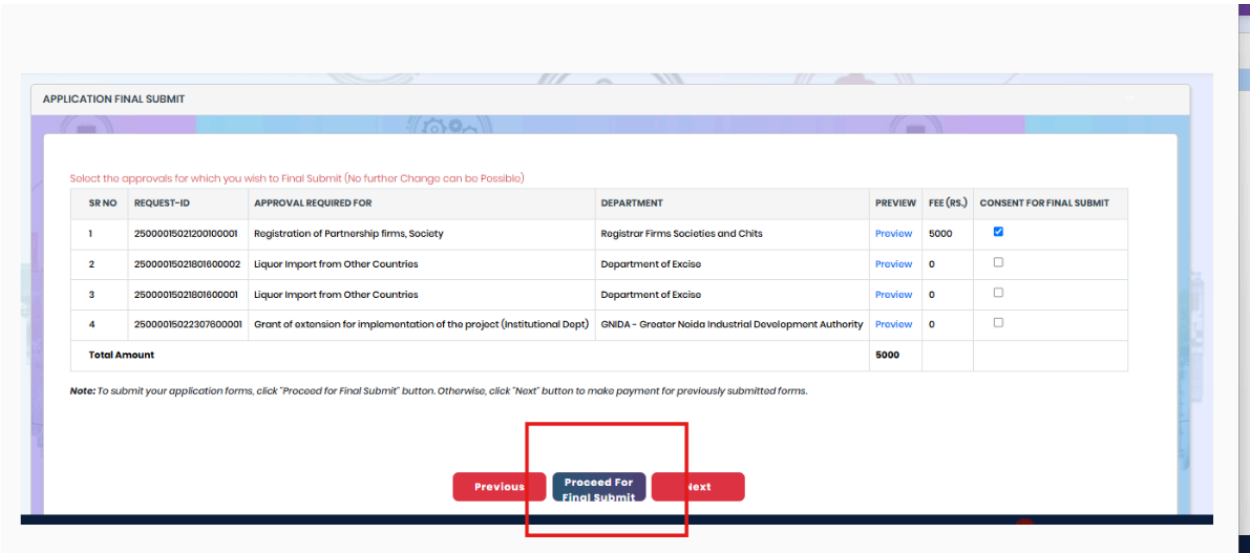
Step 11: Select the service to pay the fees

On the Application Final Submit page, select the service(s) for which you want to pay the fees.



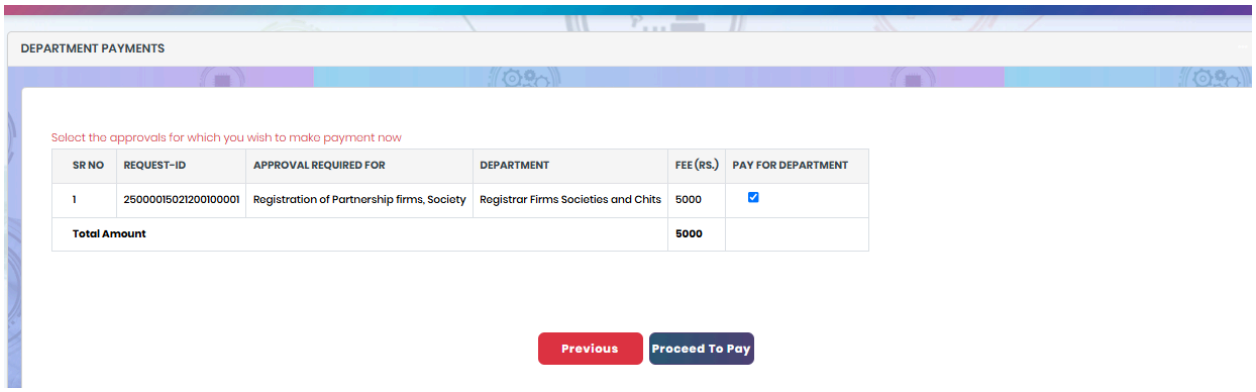
Step 12: Proceed for Final Submit

Click Proceed for Final Submit to pay the fees.



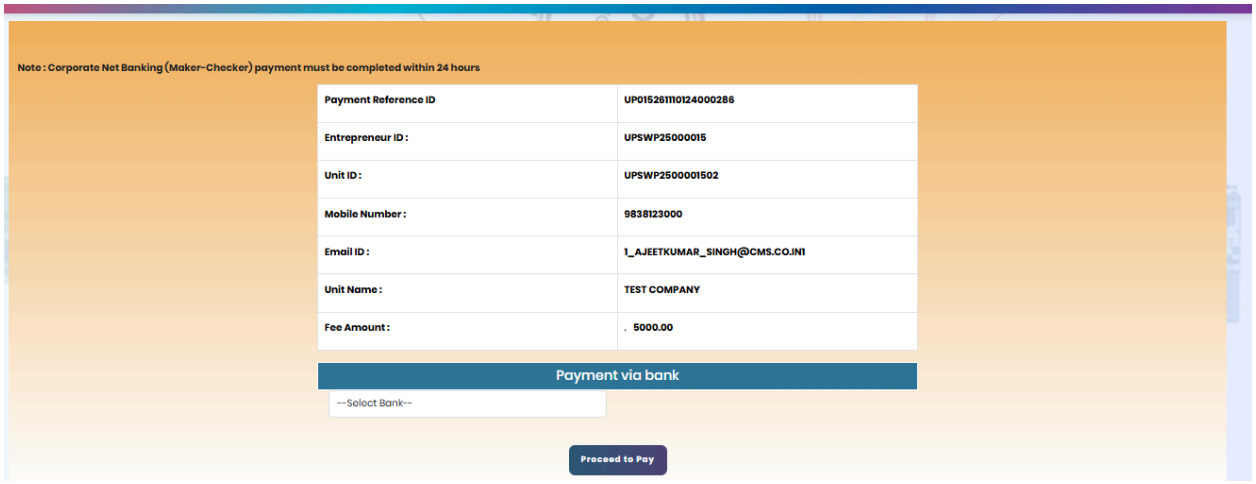
Step 13: Confirm the submission

A confirmation page is displayed.



Step 14: Proceed to payment

Click Proceed to Pay. The fees are then paid online.



Step 15: View the acknowledgement

After successful payment, an acknowledgement is displayed. Use the Print button if you need a copy.

