

Help (User Guide)

Important Note: After login in the application, first you have go to Make Online Payment.

Q 1. Question – How to Enabled JavaScript on Internet Explorer?

Ans - 1.Select the "Tools" menu.

2. Select "Internet Options".
3. Select the "Security" tab.
4. Click the "Custom Level".
5. Scroll down and change the Active Scripting setting.
6. Select enable option
7. Confirm the change.
8. Close "Internet Options"
9. JavaScript is now enabled.

Q 2. How to Login in system?

Ans: There are two ways to login in system 1.either through new user registration

2. OTP Based login (No Registration required.)

For new user registration follow below steps.

Click on new user registration and follow the screen options on New User Registration Form.

1. Fill all the mandatory required fields in Personal Information.
2. Fill all the mandatory required fields in Address.
3. Fill all the mandatory required fields in Login Info.

Q 3. What to do, in case of Forget Password?

Ans: Please follow the below steps:

1. Enter your LogIn Id.
2. Enter Answer Of Shown Secret Question.
3. Select Valid Date of Birth.
4. Enter New Password.
5. Enter Valid Captcha.
6. Click on Submit button.
7. [Click here to more details.](#)

Q 4. How to Make Online Payment?

Ans: Please follow the below steps:

1. First Click on the Make Online payment.
2. Enter the Amount between (Rs.15-1000/-). It is advised to make payment in multiples of 15.and Click on Pay Now button.
3. Click on Pay Now button.
4. Click on Print Receipt
5. Note down PRN Number
6. Click on Continue button.

Important Note: After Login first click on Make Online Payment tab.

Q 5. Question - How to download "Digitally Signed 7/12"?

Ans: Please follow the below steps:

1. Select District
2. Select Taluka
3. Select Village
4. Search Survey No. /Gat Number.
5. Select Survey No. /Gat Number.
6. Click on Download Button.
7. Payment will be deducted from PRN after download of file.

Q 6. How to user verify 7/12 options?

Ans : Please follow the below steps:

1. Enter Verification number available in downloaded Digitally Signed 7/12. (This Verification number exist in Digitally Signed 7/12 PDF.)
2. Click on Download Button to Download Verification Version/Unsigned Copy. (This copy is only for verification purpose.)

Q 7. Question - How to download "Digitally Signed 8A"?

Ans: Please follow the below steps:

- 1.Select District
- 2.Select Taluka
- 3.Select Village
- 4.Enter Khata Number.
- 5.Click on Download Button.
- 6.Payment will be deducted from PRN after download of file.

Q 8. How to user verify 8A options?

Ans : Please follow the below steps:

3. Enter Verification number available in downloaded Digitally Signed 8A. (This Verification number exist in Digitally Signed 8A PDF.)
4. Click on Download Button to Download Verification Version/Unsigned Copy. (This copy is only for verification purpose.)

Q 9. - How to download "Digitally Signed Property Card"?

Ans : Please follow the below steps: Currently there is no fee for property card.

1. Select Region
2. Select District
3. Select Office
4. Select Village
5. If you know exact CTS Number? (Yes / No)
6. Enter C.T.S No.
7. Select C.T.S No.
8. Click on Download Button.

If you have exact CTS number,
Please choose yes radio button
otherwise select next step.

Q 10. How to check payment history for downloaded documents details?

Ans : 1. Click on Payment History link .

2. You will see the document details for witch the payment is utilize.
3. You can scroll through pages to view multiple records

Q 11. How to see Payment Details for remaining amount?

Ans : Click on Payment Details button.

Q 12. What to do when my payment status is not shown or is Blank?

Ans- The payment status tab will be updated once the PRN is put in the "check payment status tool. Please click on the check payment status facility and put PRN for which payment status is blank to get it updated.

Q.13. What to do if I'm not able to download the documents ?

Ans- This problem may arise due to internet connectivity issue, please wait for some time and try again. Please note, the amount one deposited in the wallet of the portal cell only be used for purchasing the download services. The money in the wallet is not refundable.