

Instructions for Filling the Application

- Login using your **credentials** (user id & password) sent in your registered mail id & password.
- Click on **Application**.
- Select **Add New Application**.
- Select the present **Financial Year** from the DDL.
- Click on **Save Option**.
- Fill the **Application Form**.
- After successful completion of the Application form Click on **Save as Draft** or **Complete** present on Part H.
- As Auto Save option is provided (Part wise), so the form can be partly filled.

Note: - Only After **completion of a Part** and after click on **Next Option** the form is Auto saved.

But in **Part D**, **field-wise auto save** option is provided, so the data can be filled partly.

- On Click to **Complete** the form cannot be edited anymore and the next option is to **make payment** after the Payment gateway is active.
- On Click to **Save as Draft** the form can be edited & after final verification click on Complete for final Completion of the form & **make payment**.