Working of Suvidha portal


(A Joint Venture between Govt. of Maharashtra & TCS)

Contents

1.Executive Summary

MahaOnline Ltd, a Joint venture company between Government of Maharashtra and TATA Consultancy Services, is pleased to inform successful implementation of Suvidha portal. This document comprise of working of suvidha portal.This document is produce in interest of training users of department willing to use efficiently. Document provides stepwise procedure with relevant Screen shot of various activities in system.
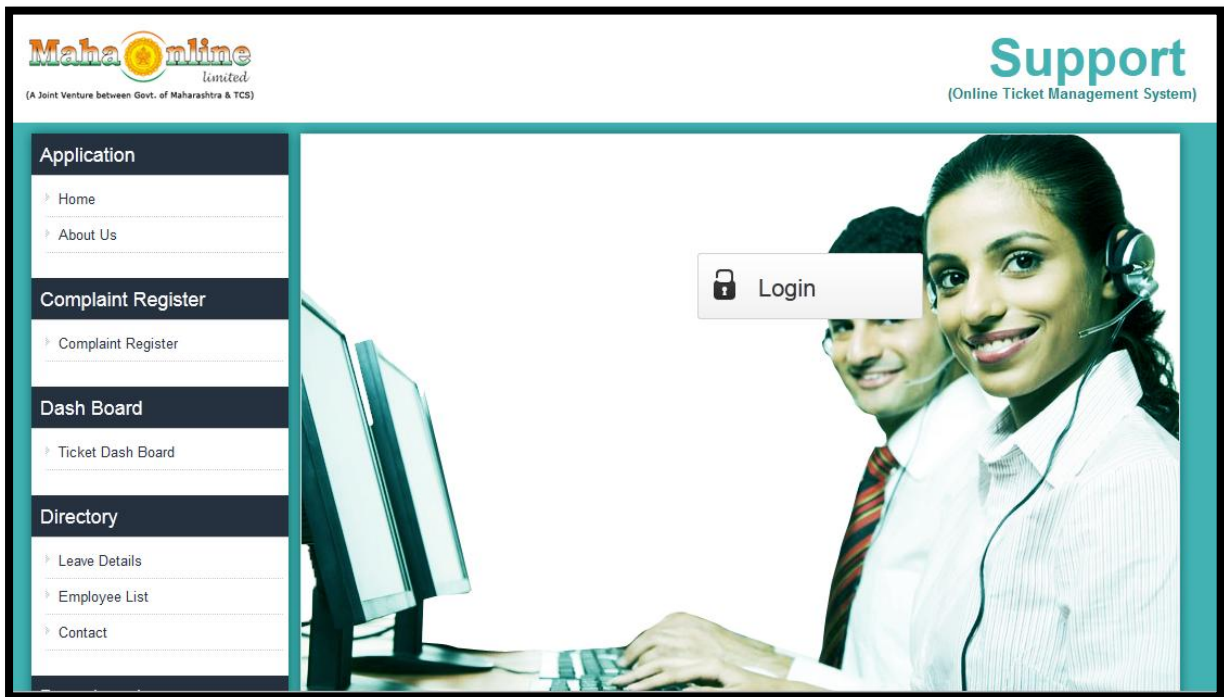
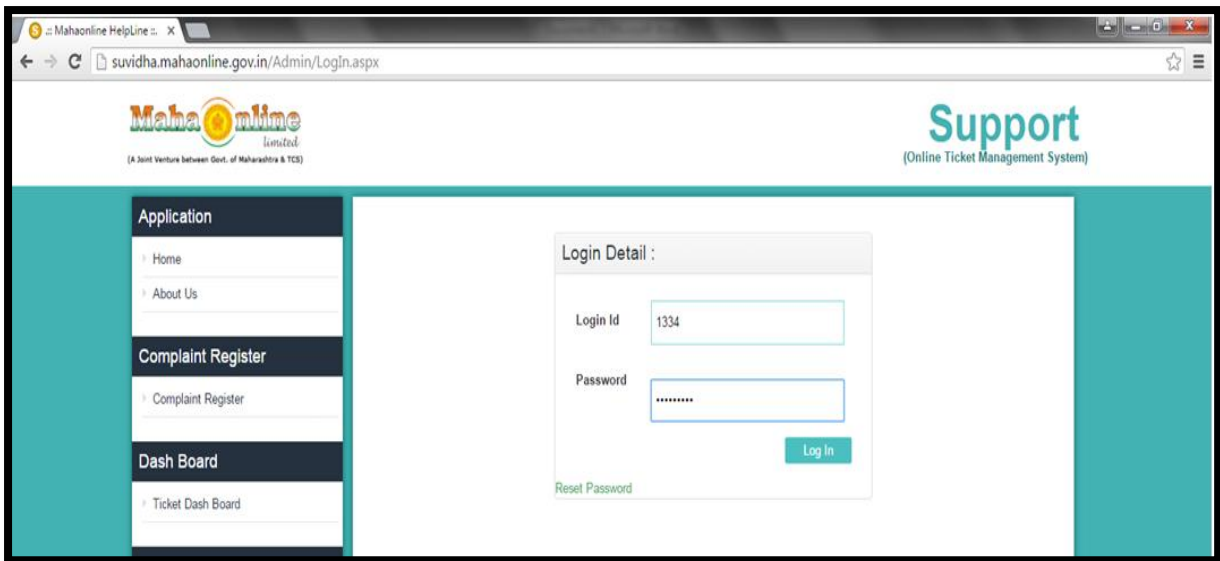## 2.Workflow Diagram :
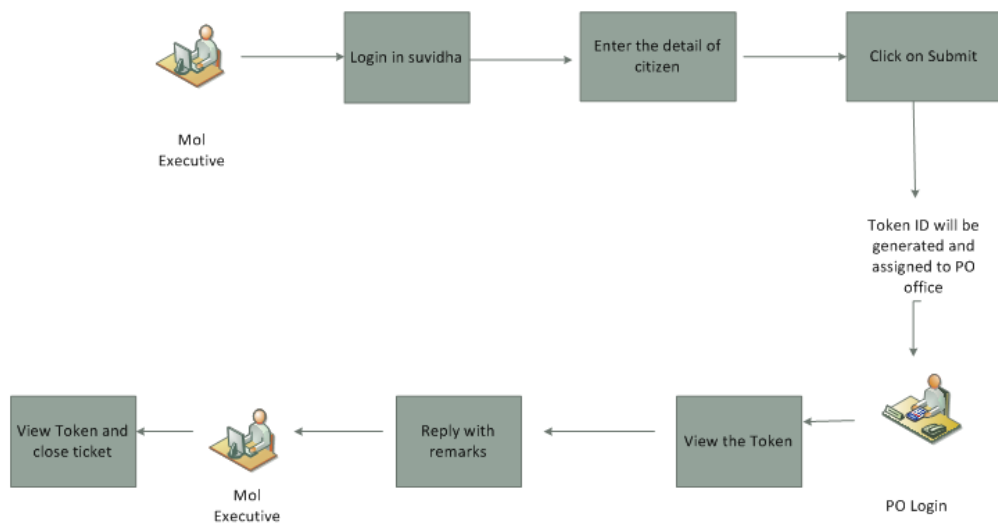
3. Getting Started:

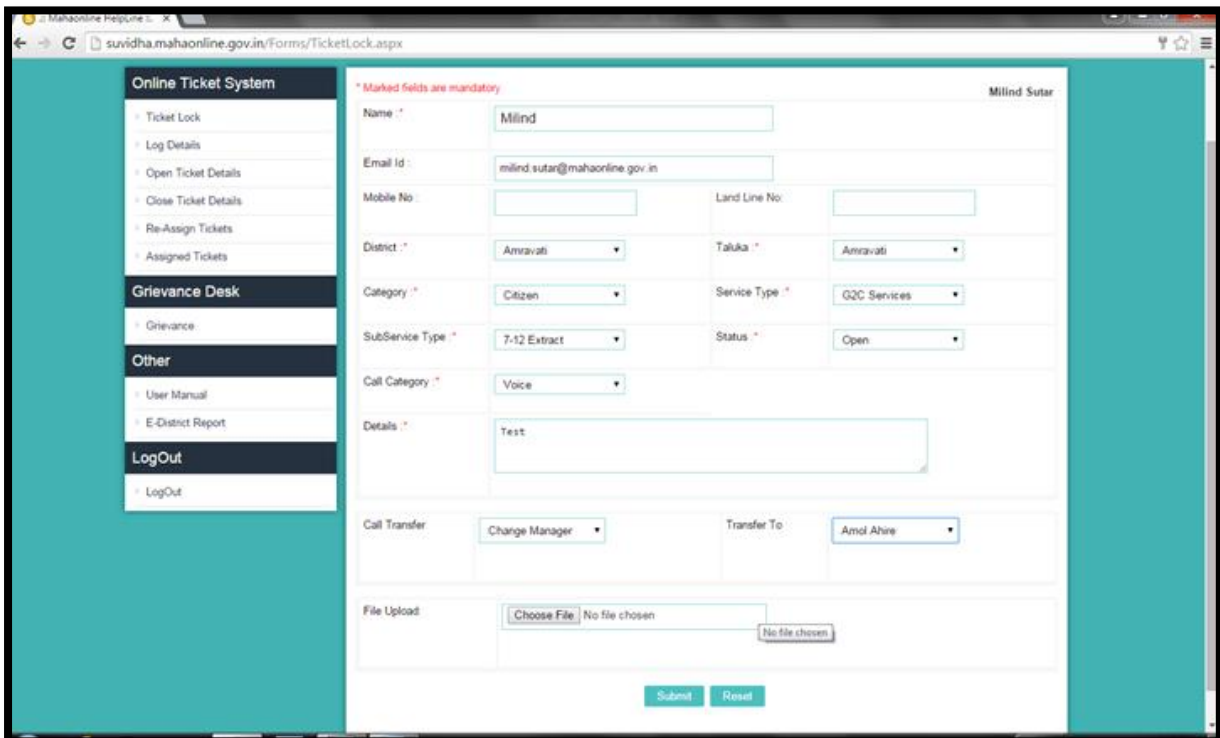### 3.1 Procedure to Login into Suvidha application:

Steps

1. Enter the URL : http://suvidha.mahaonline.gov.in/Forms/Home.aspx in address location bar.

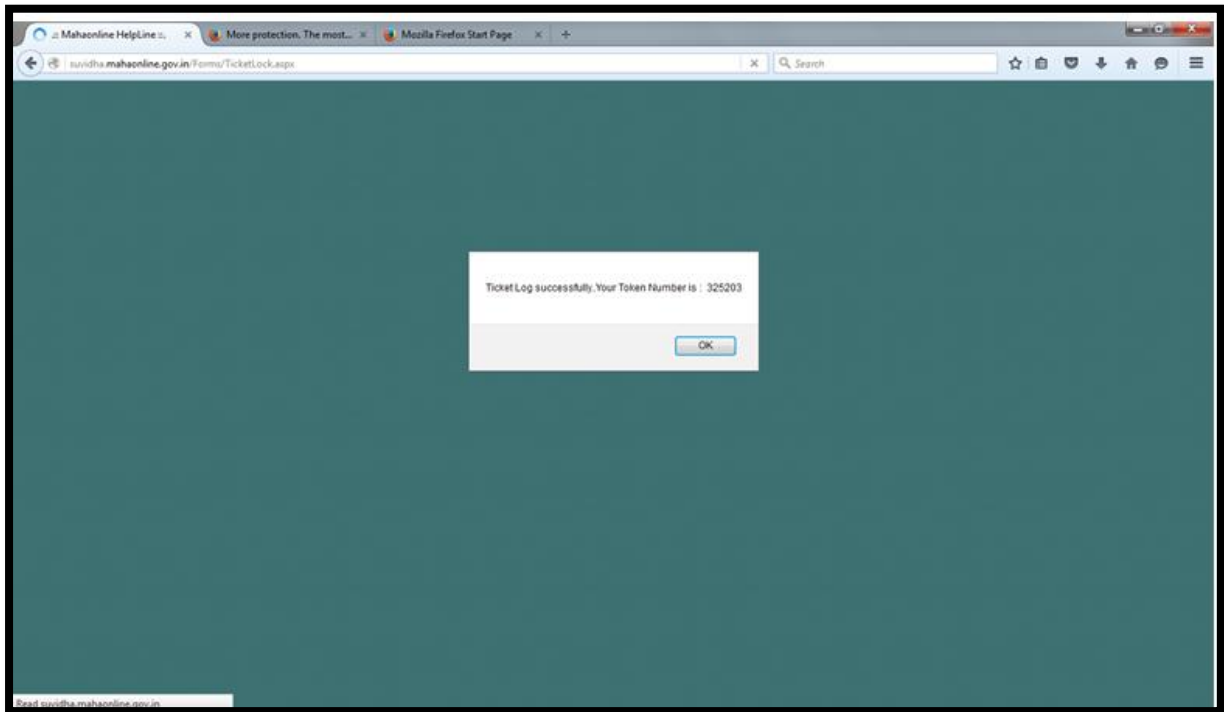2. The screen shown below is displayed.
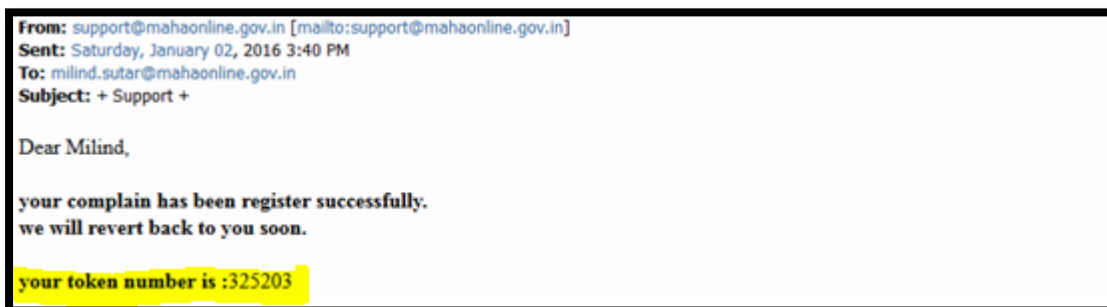

MOL Executive Login:

1. Enter the details of citizen as shown in screen below
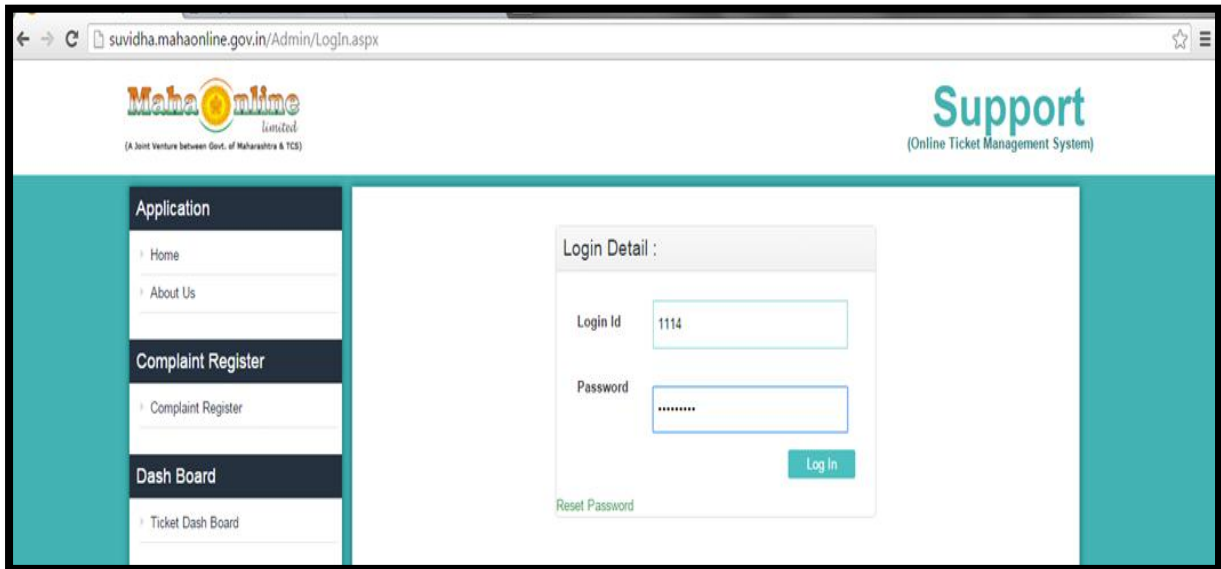2. Assign to respective developer / project office
3. Click on Submit

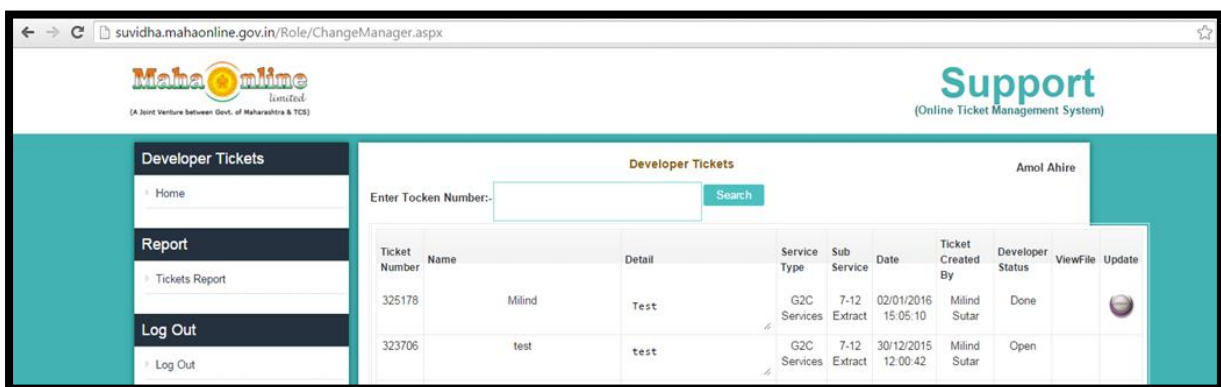4. Token id will be generated as shown in screen below.

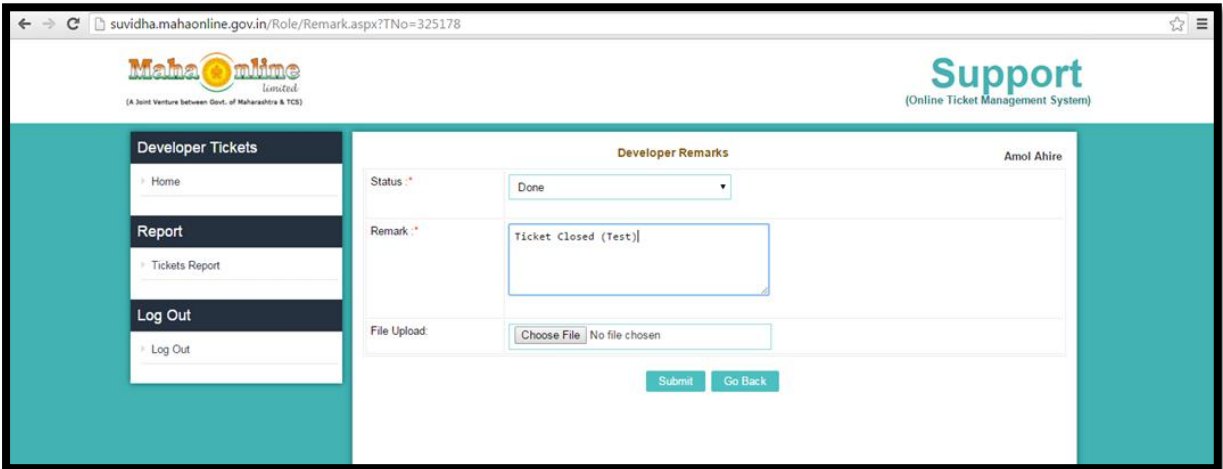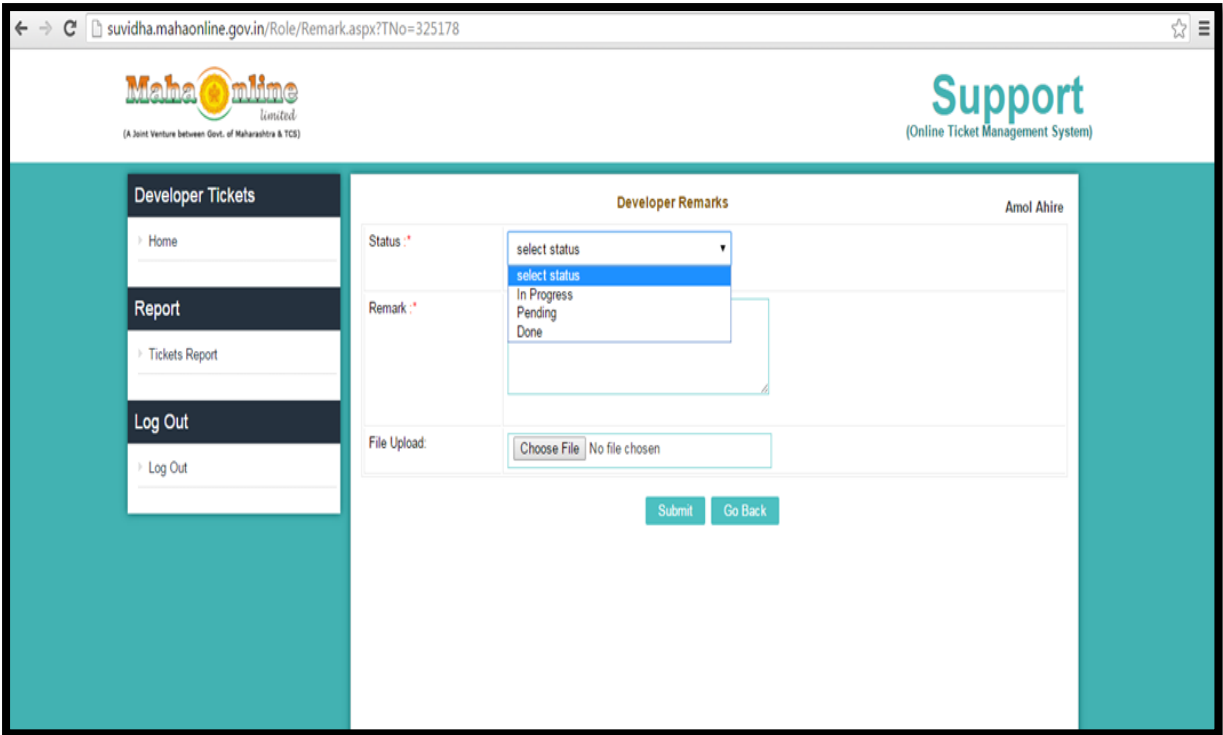5. Also mail will be sent to email id provided by citizen.

Developer Login/ Project Office:

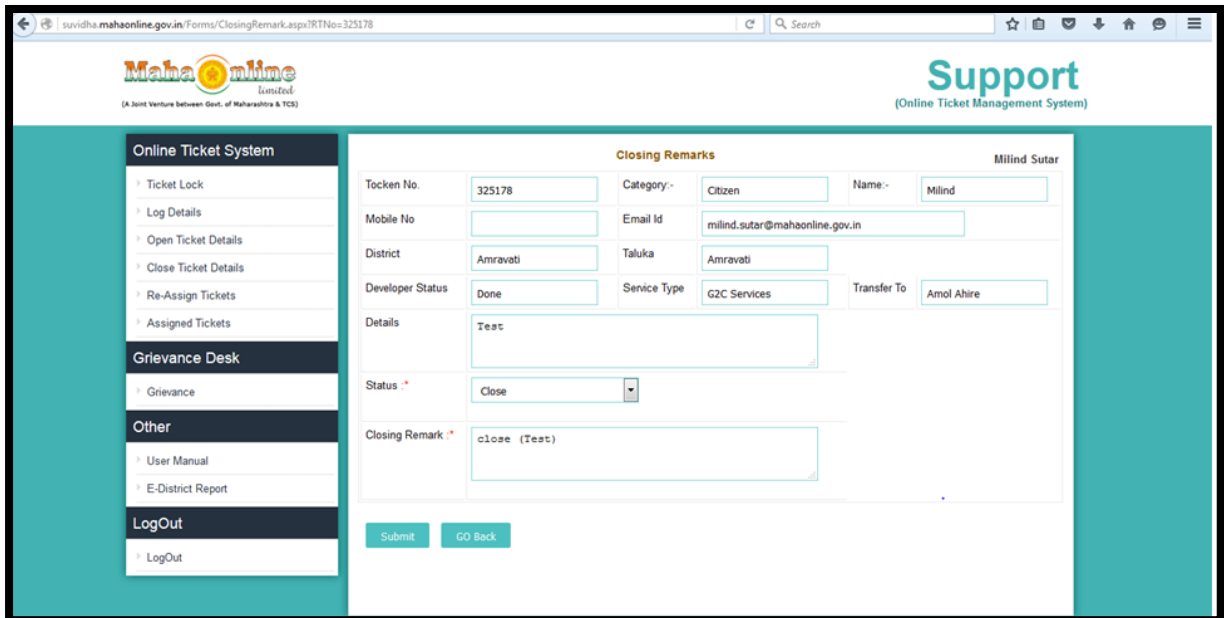1. After login screen below will be displayed

2. Select status as shown in screen below

3. Enter Remark and Click on Submit

MOL Executive Login:

1. Select status as shown in screen below
2. Enter the closing remark as shown in screen below

3. Click on Submit