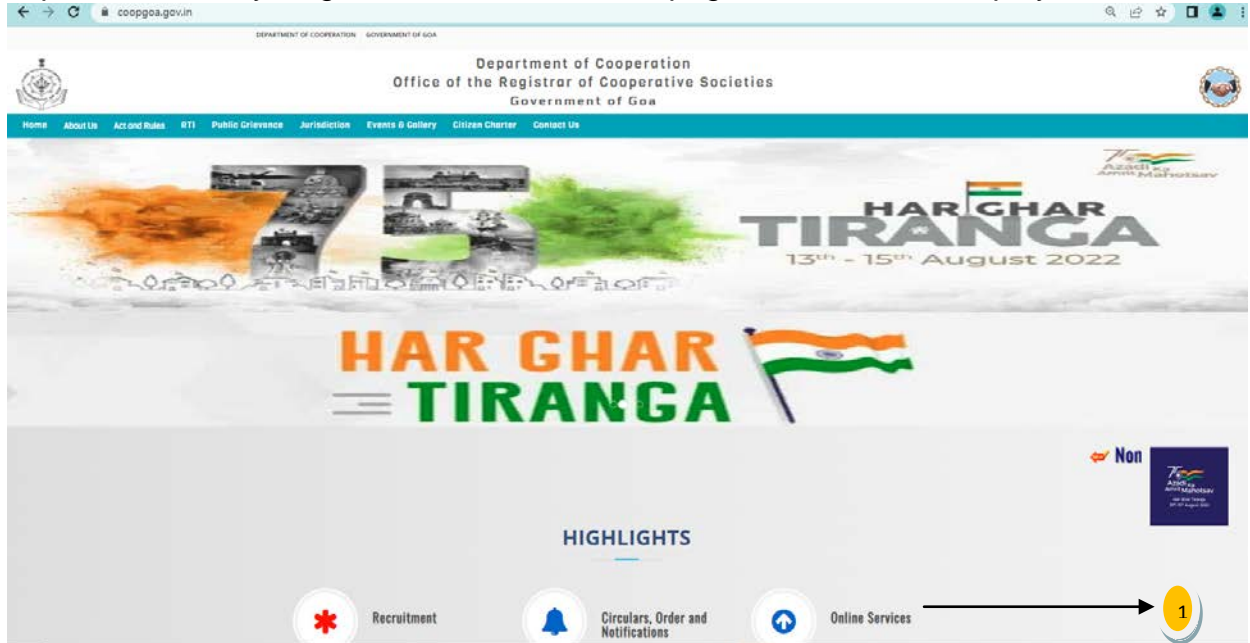# GOA COOPERATIVE SOCIETIES
(User Manual)

1. **User Manual/User Documentation**

# General Operating Instructions

Citizen User Registration:

➢ The URL '**https://** should be explored using the browser.
➢ Cooperative Society Registration website Home page screen will be displayed as shown below:
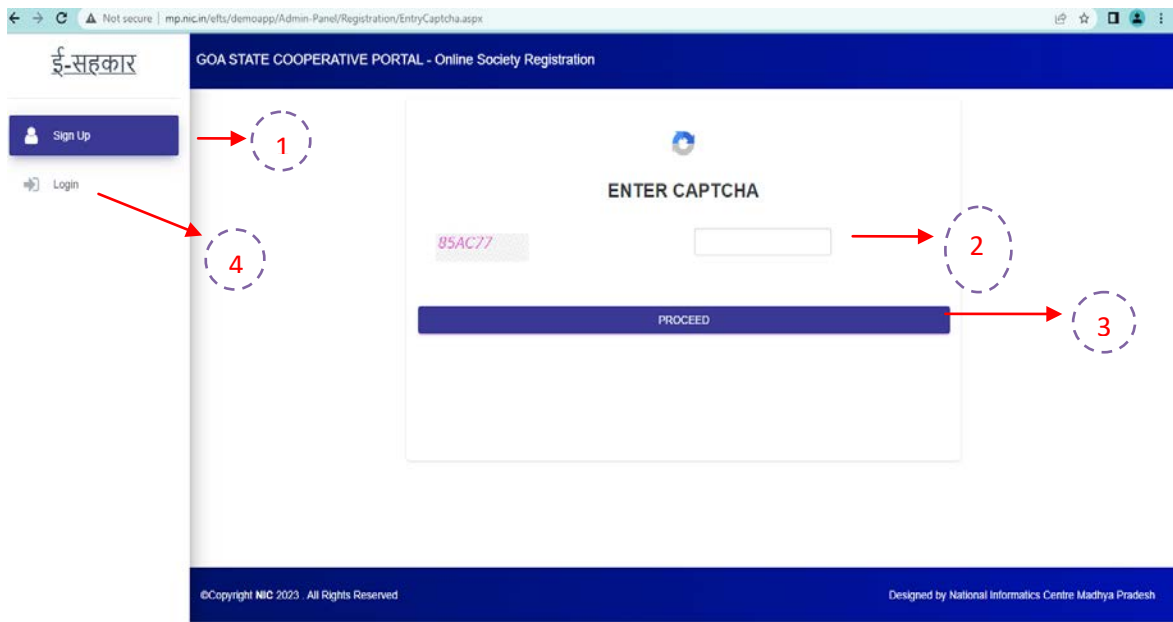


(1) Click on **Online Services** link as shown above.

◻ Under Online Services, Citizen Services menu will be displayed as shown below:
◻ Video Tutorial: Signup for Online Society Registration is also given (For reference)
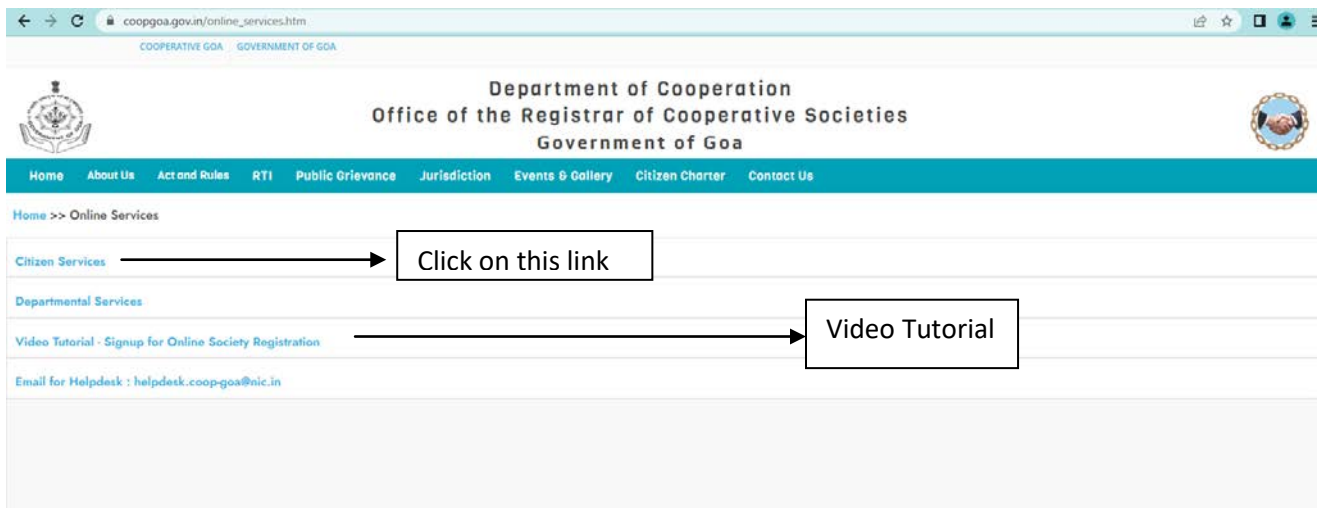
➢ After click on Citizen Services link, page will be visible to you as shown below:

1. Sign Up Menu.
2. Enter Captcha in the given field.
3. Click on Proceed button.
4. If user is already registered directly he/she can proceed for Login Page.
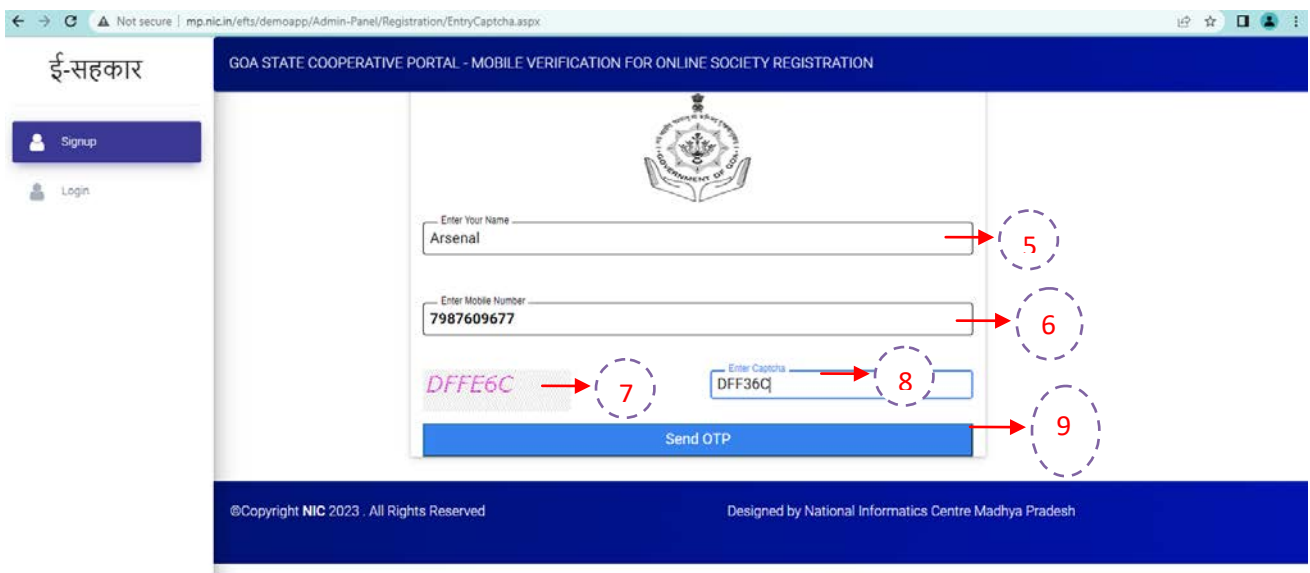
5. Enter the Name of the Applicant
6. Enter Mobile Number of the Applicant. OTP will be sent to this number.
7. Captcha will be displayed to enter in the Enter Captcha field.
8. Enter the same Captcha as shown in image.
9. Click on Send OTP button.

1. Please Enter Your Mobile Verification Code has been sent to your Mobile No.
2. Enter the verification code
3. Click on Submit Button
4. Click on Resend button if you have not received OTP on Mobile No.

1. Once OTP is verified successfully. You will be redirected to User Profile Page
2. Name will be automatically populated in the field.
3. Enter email id of the applicant.
4. Enter the house no/ward no/street/address of the applicant.
5. Enter Pin code
6. Mobile number which was verified will be automatically populated in the field.
7. Select the Gender of the Applicant.
8. Select State, District, Taluka and Village of the Applicant.
9. Select the Date of Birth of the applicant from Calendar.
10. By clicking on **Submit** button, the user will be re-directed to the **Login** Page and Credentials will be shared with Applicant/User through SMS

Citizen User Login:

➢ Login Page:
Click on Citizen Login link on Home Page to open login page.

1. Enter User Id.
2. Enter the Password.
3. Read Captcha from image. Enter Captcha code as shown in image.
4. Click on **Login** button to log into the system.
5. Forgot Password button is given to reset the password.

Specific Operating Instructions

Citizen/Applicant Pre-Registration Activity:

➢ Welcome page upon successful login by citizen user will be displayed as shown below:
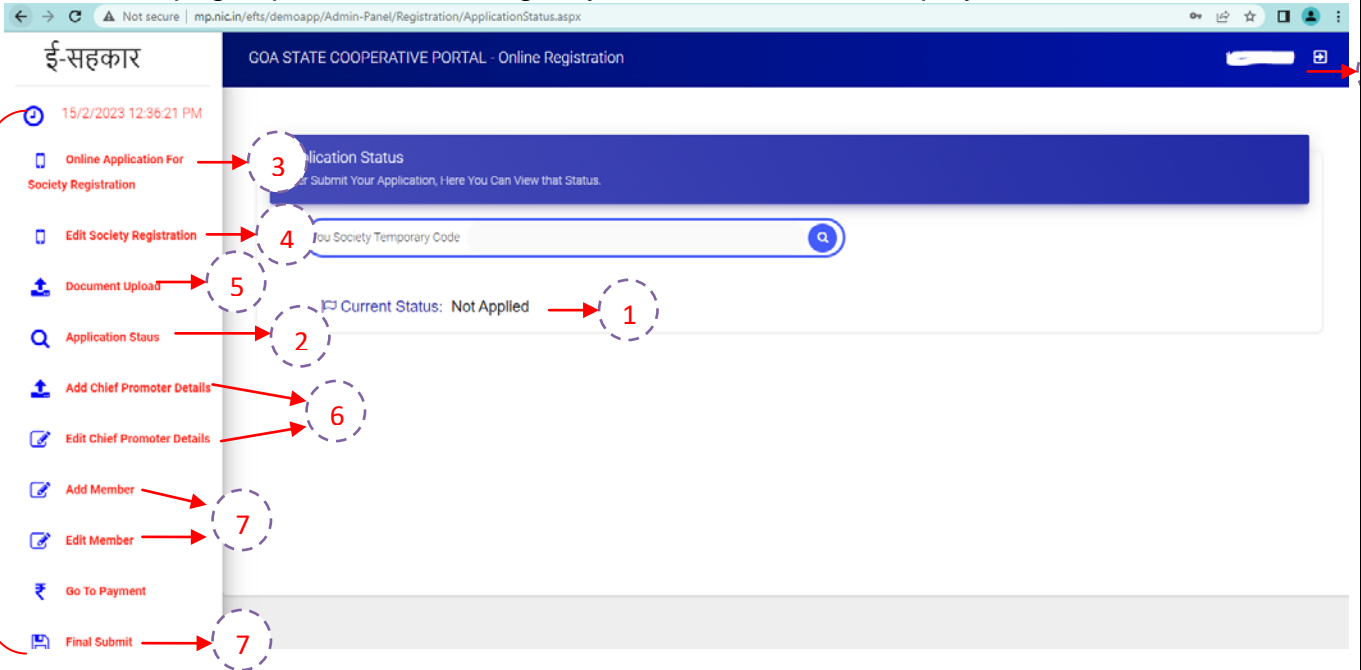
With reference to the above screen,

1. Applicant Status/Current Status of the Application listed on the top.
2. Application Status button will be used to come on Dashboard/Welcome Page from any page.
3. Click on **Online Application for Society Registration** button to fill the Application.
4. **Edit Society Registration** button is given to edit the existing application prior submission or in case of observation
5. **Document Upload** link is used to upload the necessary documents required for Registration
6. **Add/Edit Chief Promoter** link to enter the Chief Promoter Details.
7. **Add/Edit Members** link are used to enter the details of Members which are part of the Society.
8. **Final Submit** button is to submit the application.
9. **Logout** button to logout successfully from your account.

* Documents and Information entered by citizen user which is not finally submitted (incomplete documents) will be available for modification.

➢ Side Menu contains 10 submenus as given below:-

- **Online Application for Society Registration**
- **Edit Society Registration**
- **Document Upload**
- **Application Status**
- **Add/ Edit Chief Promoter Details**
- **Add/Edit Member Details**
- **Final Submit**

1. Online Application for Society Registration

Society Detail

1. Enter **Society Name** should be unique or you can check by entering the Society Name is available or not.
2. Select Classification in which your society belongs to.
3. Select whether **Society is women or not?**

Details for Area of Operation

4. Select **Area of Operation** of the society from the dropdown list.
5. Enter **Details** and click on Add Data.

Generate Society Fees

6. Select **Class of Society** from dropdown list.
7. Select **Sub Class of the Society** from dropdown list
8. Select **Area of Operation** from dropdown list
9. Select **Membership** as applicable.
10. **Click on Generate Fees button and Fees** will automatically fetch according to the Class/Subclass of **Society and as per Membership**.

Details for Society Type

11. Select **Society Type** from dropdown list
12. Enter Society Address.
13. Select State, District, Zone, Block(Taluka), Village from the list

14. Enter Objective to the Society.

15. To proceed click on Save button.

Popup will come -> Society Data Saved. Please Upload Documents as shown in above image.

Upload Documents

Information related to Document Upload – **File Type** is mentioned (Pdf only)

1. 3 documents are mandatory i.e. Resolution for Chief Promoter, Copy of Bye-laws, Viability Report/Scheme.
2. **Name** of the File is displayed on the Label.
3. **Choose** the File which you want to upload.
4. Click on **Upload Button** to upload the File.
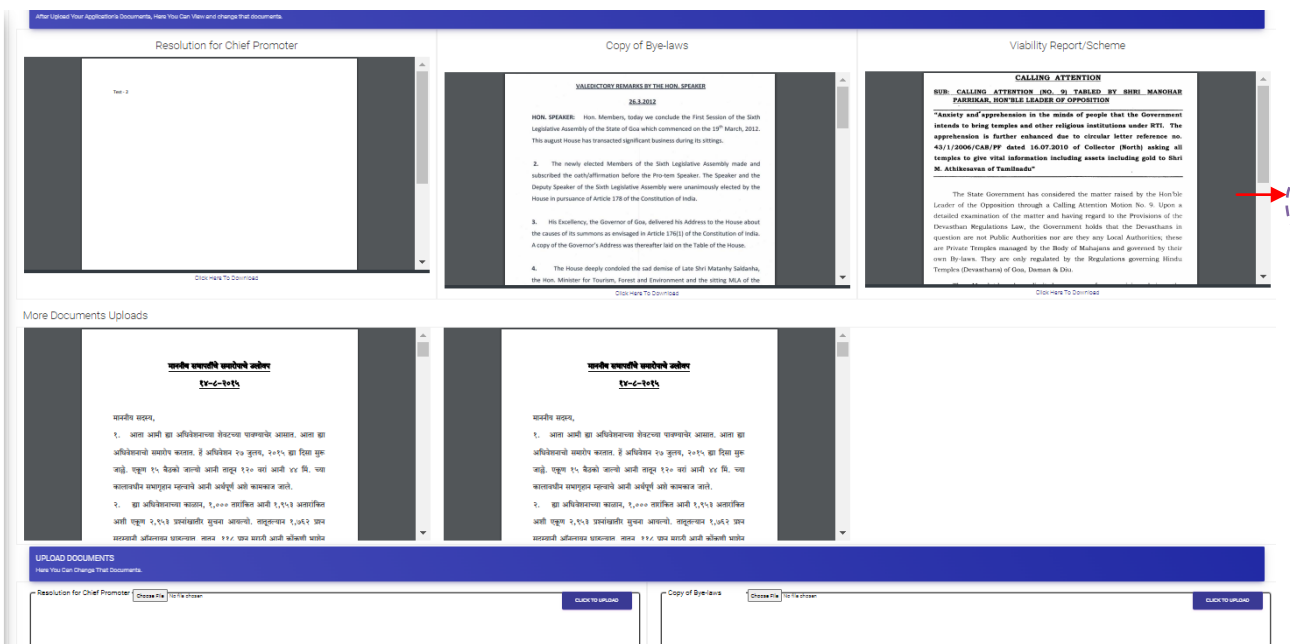
5. If file is uploaded then it will display the file as shown in image above.
6. If by mistake wrong file is uploaded you can **re-upload** the file.
7. For Additional Documents :-
   - Upload More Documents Before Refresh
   - When you are try to upload Additional Documents. Choose File click on Upload. Again choose new file -> click on upload. When you are done with all files. Then click on Refresh Button

Society Chief Promoter – Basic Details

1. Select District, Taluka and Village of the Chief Promoter.

Personal Information

2. Enter Full Name of Chief Promoter
3. Upload Image of Chief Promoter. Select Image of Chief Promoter. Once you select the image, click on Upload Photo button to upload the image.
4. You will get message Image Uploaded if the photo was uploaded successfully.
5. Enter the Father/Husband Name of the Chief Promoter(optional)
6. Enter the Mother Name of the Chief Promoter(optional)
7. Enter Profession of the Chief Promoter
8. Enter Mobile No of the Chief Promoter
9. Enter DOB of the Chief Promoter

10. Enter Address of the Chief Promoter
11. Enter Pin code of the Chief Promoter
12. Enter Gender of the Chief Promoter

Identity Information

13. Enter at least one identity proof (Pan/Election/Ration/Driving License/Passport)

Education Qualification

14. Enter Education of the Chief Promoter(optional)
15. Enter Experience of the Chief Promoter(optional)

Society Member – Personal Information

1. Enter Full Name of Member
2. Enter the Father/Husband Name of the Member(optional)
3. Enter the Mother Name of the Member(optional)
4. Enter Profession of the Member(optional)
5. Enter Mobile No of the Member
6. Enter DOB of the Member
7. Enter Address of the Member
8. Enter Pin code of the Member
9. Enter Gender of the Member

Identity Information

10. Enter at least one identity proof (Pan/Election/Ration/Driving License/Passport)

Education Qualification

11. Enter Education of the Member (optional)
12. Enter Experience of the Member (optional)

Basic Details

13. Select District, Taluka and Village of the Member.
14. Click on Add button to save the Member Details.

Once Member Details is saved. You can edit or delete the member if it is required.

Final Submit

GOA STATE COOPERATIVE PORTAL - Online Registration

ई-सहकार

1/3/2023 1:02:53 PM

Online Application For Society Registration

Edit Society Registration

Document Upload

Application Staus

Add Chief Promoter Details

Edit Chief Promoter Details

Add Member

Edit Member

Go To Payment

Final Submit

Application List
Click Particular Column To Get Specific Details

Series	Society Name	Area Of Operation	Chief Promoter Name	Total Members

SUBMIT

1. **Click on Submit button.**
2. **Your application is submitted to Department for Verification Purpose.**

---End--