DIGIT

Help Document
PROPERTY TAX

UTTARAKHAND

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Contents

1. General Functions

Following are the general functions of the application:
     To register into the system, citizen needs to create an account into the system by providing some basic details.

1.1. Registering into application

Open the link given below by simply clicking on it.
https://nagarsewa.uk.gov.in/citizen/language-selection
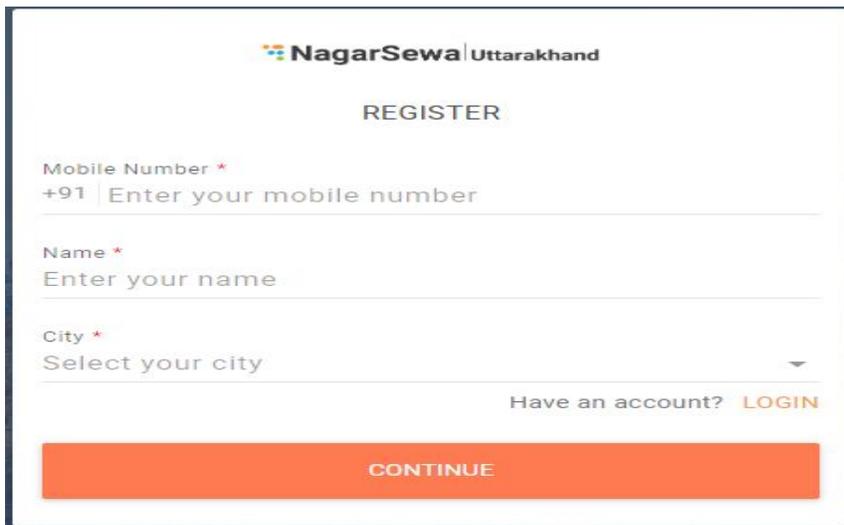
Fill all the mandatory details as Mobile Number, Name and then City (Urban Local Body) you want to be registered with and then click on continue. You will receive an OTP to be entered in the next screen as shown below to complete the registration process.
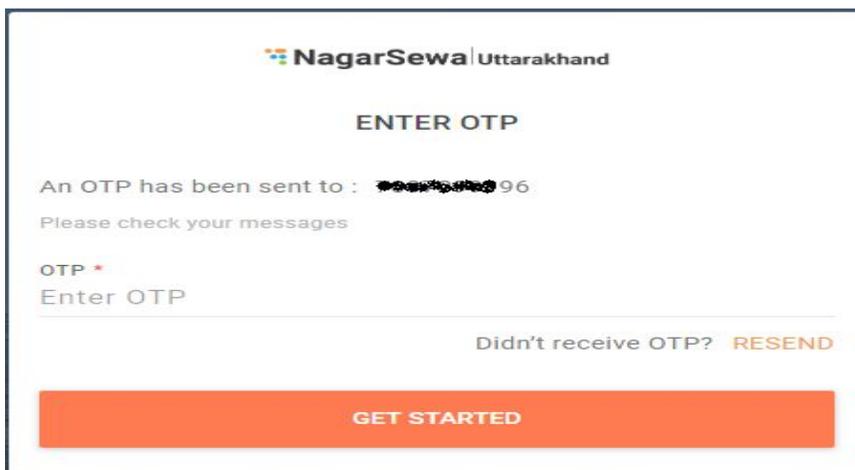
On completion of registration process, user profile is created and user landed into landing page of application.

1.2. Login into the application

A citizen who has already created an account into system by completing the registration process needs to login into system mobile number as user name and password as shown below in pictorial form.

1.3. Editing the User Profile

Follow the steps shown below to edit your profile. You can:

- Update Name, Mobile Number, and Email ID
- Upload Profile Photo

1.4. Updating name, mobile number, and email id

User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id.

To change or remove the Profile Picture, user clicks on the camera icon on his/her picture.
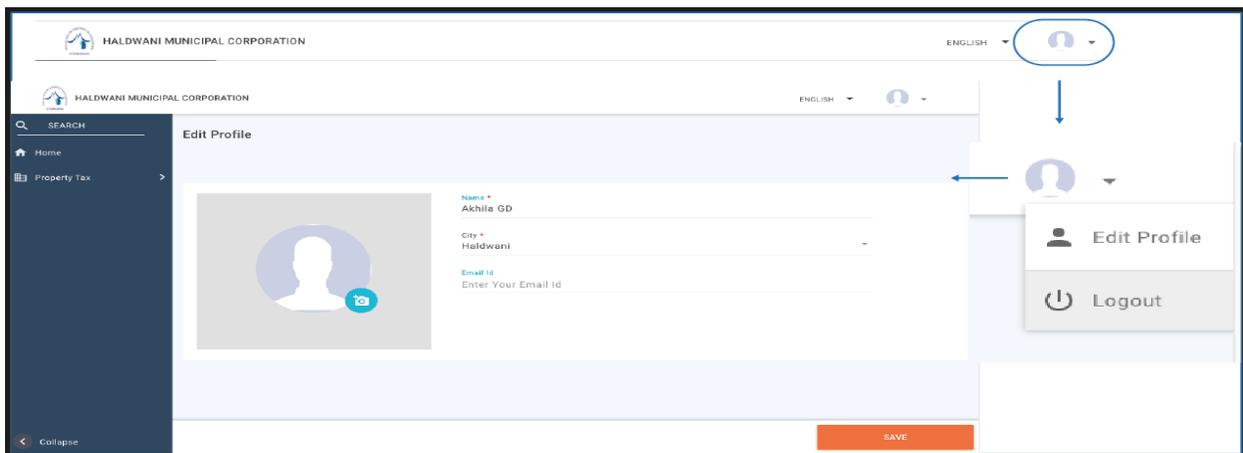
1.5. Uploading Profile Photo

Two options appear on the screen: 'Gallery' and 'Remove'.

User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

2. Search and Pay Property Tax

Follow the steps shown below to Search and Pay Property Tax

2.1. Landing Page
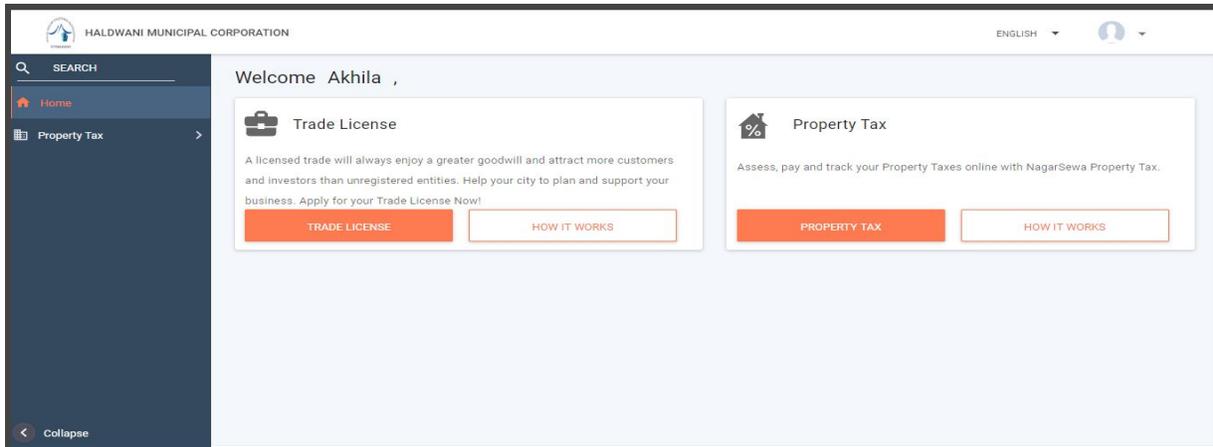
Citizen logs into the system and sees the landing page with two options, 'Trade License' and 'Property Tax'. User clicks on 'PROPERTY TAX'

2.2. Property Tax Home Page
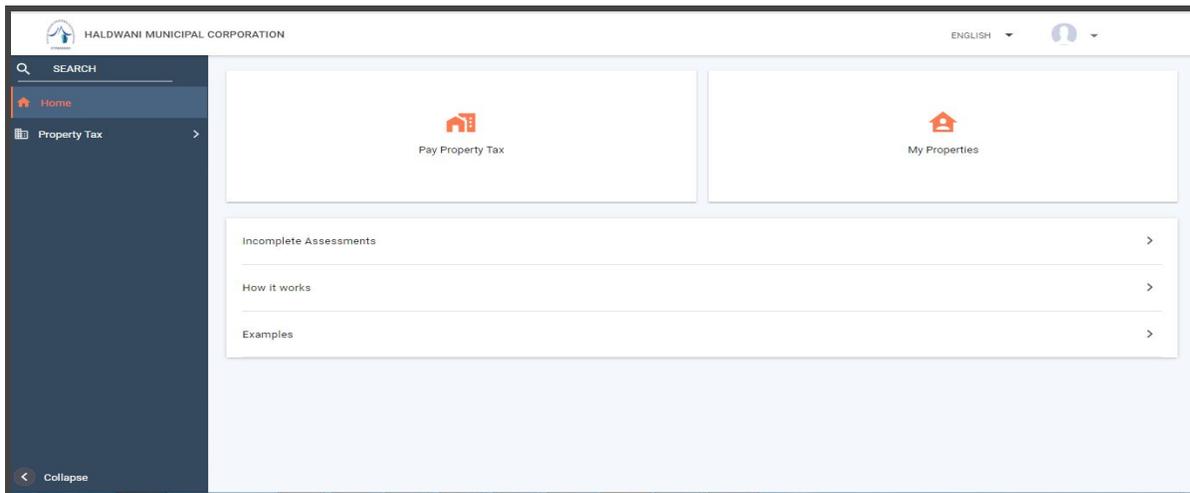
Citizen sees the Property Tax Home page. Here he/she clicks on 'Pay Property Tax'

2.3. Search Property

Citizen has to select the city from the dropdown and enter any other search criteria shown in the above screen

2.4. Search Result

On Searching with Property ID citizen's property details will be shown in the search result and on click of Property ID he will be navigated to the view screen as below

2.5. View Property

Citizen verify his property details and proceed to pay due amount by clicking on "Pay" and he will be redirected to the below screen

2.6. Pay Property Tax

On click of "MAKE PAYMENT" citizen will be redirected to payment gateway screen as below.

2.7. Payment Gateway

On successful payment citizen will be redirected to his NagarSewa account where he can download receipt as below

2.8. Download Receipt

Citizen can download or print the receipt by clicking DOWNLOAD RECEIPT/ PRINT RECEIPT