

# Online Auditor Enrolment : User Manual

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## ONLINE AUDIT MANAGEMENT SYSTEM

DEPARTMENT OF COOPERATION, MARKETING AND TEXTILES

# Important Information

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- Online Enrolment is only for Auditors Empanelled with Commissionerate of Cooperation and Registrar of Cooperative Societies only.
- Commissionerate of Cooperation and Registrar of Cooperative Societies has not invited any new applications from Auditors for empanelment through this activity. Any fresh application would be rejected by the District Officials of Commissionerate of Cooperation and Registrar of Cooperative Societies.
- Username and Password provided to Auditors via SMS will not work any more on MahaSahakar site. Previous Audit Tracking System is discontinued by Department as new enhanced application is hosted on MahaSahakar.
- Enrolment drive would be available till 6<sup>th</sup> July,2014 11;59 pm. No further extension would be provided by Department.
- All auditors Data entered **before 2nd July,2014** would **be flushed** from the system
- All empanelled auditors need to enroll online **before 6th July,2014 11;59 pm.**

# Important Check List

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- Website Address is : mahasahakar.maharashtra.gov.in

Detail	Web Link
Mahasahakar website	<a href="http://mahasahakar.maharashtra.gov.in">http://mahasahakar.maharashtra.gov.in</a>
Audit Management Web Page	<a href="http://mahasahakar.maharashtra.gov.in/1174/Online-Audit-Management-System">http://mahasahakar.maharashtra.gov.in/1174/Online-Audit-Management-System</a>
Enrolment URL (Click on New User)	<a href="https://docmtapps.mahaonline.gov.in/Account/Login/Login.aspx">https://docmtapps.mahaonline.gov.in/Account/Login/Login.aspx</a>
Society Information System	<a href="https://docmtapps.mahaonline.gov.in/PublicApp/API/ViewRecord.aspx">https://docmtapps.mahaonline.gov.in/PublicApp/API/ViewRecord.aspx</a>

# Step 1: Go to MahaSahakar

Search here

Login | Skip to Navigation | Skip to Content | A- | A | A+ | A++ | मराठी

Department of Co-Operation, Marketing and Textiles, Maharashtra

Home | About Us | Organization Overview | Notifications | e Governance and IT Systems | Gallery | Institutions | Contact Us

महागणेशाय नमः  
सहकार, पणन व वस्त्रोद्योग विभाग  
सहकारात्सु समुदयेकडे..

Key person

Hon'ble Rajgopal Devara  
Secretary Cooperation

Latest Updates

Enrolment for Empanelled Auditor would start on 2nd July,2014 onwards on Mahasahakar Website.

Circular regarding Mobile Tower and Advertisement issued on 3rd June,2014

Nashik,Buldhana and Sangli Districts are top three districts in Validation Activity.Congratulations !!

More About Us

- Go to Web Browser
- Search MahaSahakar in google or Enter  
<http://mahasahakar.maharashtra.gov.in/>

# Step 2: Open Audit Management Page

The screenshot shows the website of the Department of Co-Operation, Marketing and Textiles, Maharashtra. The header includes the department name and the state emblem. A navigation menu at the top contains: Home, About Us, Organization Overview, Notifications, e Governance and IT Systems, Gallery, Institutions, and Contact Us. The 'e Governance and IT Systems' menu is expanded, listing: eGovernance Overview, Online Deemed Conveyance Management System, Online Society Enrollment Application, Online Audit Management System (highlighted), Online Society Validation Module, Online Society Returns Modules, Our Helpdesk Support Page, and Official Webmail Site. Below the menu is a banner image with a rainbow flag and silhouettes of industrial and agricultural elements. To the right, there is a 'Key person' section featuring a portrait of Hon'ble Rajgopal Devara, Secretary Cooperation. Below that is a 'Latest Updates' section with three news items: 'Enrolment for Empanelled Auditor would start on 2nd July,2014 onwards on Mahasahakar Website.', 'Circular regarding Mobile Tower and Advertisement issued on 3rd June,2014', and 'Nashik,Buldhana and Sangli Districts are top three districts in Validation Activity.Congratulations !!'. At the bottom left, there is a search bar and a URL: 'a.gov.in/1174/Online-Audit-Management-System'. At the bottom right, there is a 'More About Us' link.

- Go to e-Governance and IT Systems in Menu
- Go to Online Audit Management System and click on it

# Step 3: Open Audit Management Page

The screenshot displays the website interface for the Department of Co-Operation, Marketing and Textiles, Maharashtra. The header includes a search bar, navigation links (LogIn, Skip to Navigation, Skip to Content), and accessibility options (A-, A, A+, A++). The main navigation menu contains: Home, About Us, Organization Overview, Notifications, e Governance and IT Systems, Gallery, Institutions, and Contact Us. The breadcrumb trail reads: You are here : » Home » e Governance and IT Systems » Online Audit Management System. The page title is "Online Audit Management System". Below the title, there is a section for "Online Cooperative Society Audit Management System" with a sub-section "Cooperative Society Audit Process Overview:". This section contains a list of bullet points detailing the importance of audit management and the challenges faced. A "Quick Links" sidebar on the right contains two sections: "Cooperative Society Information System" with a link to "Society Information System", and "Online AMS Quick Links" with sub-sections "For Empanelled Auditors" (containing "Apply: Online Auditor Enrollment" and "Check: Society Validation") and "For Registrars" (containing "Validate Auditor Enrolment"). A red arrow points to the "Apply: Online Auditor Enrollment" link. At the bottom, the text "Existing Audit Process" and "ment of Auditors" is visible, along with a logo.

- Go to Quick Links on right side
- Click on Apply Auditor Enrolment

# Step 4: Click as new user



a) *Go to New User and click it*

**Account Information**

User Name

Password

Keep me logged in...

[Login](#) [Forgot Password](#)

[Society Registration User Manual](#)  
[New User Click Here](#)



# Step 4: Click as new user



## Create a New Account

Use the form below to create a new account.

Login Password should be a combination of alphabets, numbers & at least one special character. Min length must be 8 characters.

Account Information

Account Type: \*

User Name: \*

E-mail: \*

Password: \*

Confirm Password: \*

*Note: A red arrow points to the dropdown menu for Account Type, which includes options: Partnership Firm(s), Individual Chartered Accountant, Individual Certified Auditor, Government Auditor, and Society.*

- Select Account Type as your Auditor Type
- Select Username ( simple and short as you need to remember it for your future purpose so it is advisable that you note it somewhere)
- Enter valid Email-Id as it would be used for all future communication purpose.
- Enter Password ( keep it simple and it is advisable that you note it somewhere)
- Click Create User.

# Step 4: Click as new user



## Create a New Account

Use the form below to create a new account.

Login Password should be a combination of alphabets, numbers & at least one special character. Min length must be 8 characters.

Account Information

Account Type: \*

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- Enter valid Email-Id as it would be used for all future communication purpose.
- Enter Password ( keep it simple and it is advisable that you note it somewhere)
- Click Create User.

# Step 5 : For Partnership CA Firm

Auditor Registration [<< DashBoard](#)

**Firm Details** Partner Details Experience Details Declaration

**Firm Details :**

Name of the Firm : \*

Firm Registration No. : \*  Registration Date : \*

PAN No. : \*  Empanelment No.-2013 : \*

**Address Details :**

Building, floor No. :  Road / Street :

Near / Opposite :

District : \* --Select-- Taluka : \* Select

Pincode : \*  Phone No. :

Mobile No. : \*

[Save](#) [Reset](#)

a) For Partnership firm, following tabs need to be filled :

a) Firm Details

a) Empanelment Number for verification purpose

b) Address of the Firm

b) Partner Details

c) Experience Details

d) Declaration

**Note : Please provide the details provided to CCRCs at the time of empanelment application.**

# Step 5 : For Partnership CA Firm

Search   Welcome UAT\_MR\_01 | [नों अरर](#) | [Change Password](#) | [English](#)

 सहकार, पणन आणि वसुधोग विभाग,  
महाराष्ट्र 

Auditor Registration [<< DashBoard](#)

Firm Details Partner Details Experience Details **Declaration**

**Declaration :**

Upload Affidavit\* :

[View Affidavit](#) [Remove Affidavit](#)

\*\* Please upload a file having size less than 1 MB.  
\*\* Uploaded file should be in PDF or MS Word Document Format.

Has Experience In Marathi ? \* :  [Submit](#) [Reset](#)

- Under Declaration tab ,upload Affidavit and select Marathi Experience.*
- Submit the application.*
- Application number would be provided.*

# Step 5 : For Partnership CA Firm

Search   Welcome UAT\_MR\_01 | लॉग आउट | Change Password | English

 सहकार, पणन आणि वसुधोद्योग विभाग,  
महाराष्ट्र 

Auditor Registration [<< DashBoard](#)

Firm Details Partner Details Experience Details **Declaration**

**Declaration :**

Upload Affidavit\* :

[View Affidavit](#) [Remove Affidavit](#)

\*\* Please upload a file having size less than 1 MB.  
\*\* Uploaded file should be in PDF or MS Word Document Format.

Has Experience In Marathi ? \* : Yes

[Submit](#) [Reset](#)

- Under Declaration tab ,upload Affidavit and select Marathi Experience.*
- Submit the application.*
- Application number would be provided.*

# Step 5 : For Government Auditor and Individual Certified Auditor

Search

Welcome UAT\_GA\_26 | लॉग अउट | Change Password | English

सहकार, पणन आणि वसुधोद्योग विभाग, महाराष्ट्र

Auditor Registration [<< DashBoard](#)

**Personal Details** | Qualification Details | Experience Details | Declaration

Select Auditor Type : --Select--

**Applicant Details :**

Full Name : \*

Membership No.\*

PAN No. : \*  Aadhaar UID No. :

Empanelment No.-2013 : \*

**Address Details :**

Building, floor No. :  Road / Street :

Near / Opposite :

District : \* --Select-- Taluka : \* Select

Pincode : \*  Phone No. :

Mobile No : \*

[Save](#) [Reset](#)

- a) For Government Auditor, following tabs need to be uploaded:
- a) Personal Details
  - b) Qualification Details
  - c) Experience Details
  - d) Declaration

**Note :**

- a) Please provide the details provided to CCRCs at the time of empanelment application.

# Step 5 : For Individual CA Firm

Search  Welcome UAT\_IPF\_26 | [नों. अंश](#) | [Change Password](#) | [English](#)

 सहकार, पणन आणि वसुधोग विभाग, महाराष्ट्र 

Auditor Registration << DashBoard

**Firm Details** | Owner Details | Experience Details | Declaration

**Firm Details :**

Name of the Firm : \*

Firm Registration No. : \*  Registration Date : \*

PAN No. : \*  Empanelment No.-2013 : \*

**Address Details :**

Building, floor No. :  Road / Street :

Near / Opposite :

District : \*  Taluka : \*

Pincode : \*  Phone No. :

Mobile No : \*

Edit

a) For Partnership firm, following tabs need to be filled :

a) Firm Details

a) Empanelment Number for verification purpose

b) Address of the Firm

b) Owner Details

c) Experience Details

d) Declaration

**Note : Please provide the details provided to CCRCs at the time of empanelment application.**

# Profile Update

Profile could be updated by Auditor through his account and through profile menu.



The screenshot shows a web application interface with a dark blue header. On the left, there is a search bar with the text "Search" and a magnifying glass icon. On the right, the header contains the text "Welcome UAT\_GA\_26 | लॉग आउट | Change Password | English |". Below the header, there is a blue banner with the text "सहकार, पणन आणि वसुधोद्योग विभाग, महाराष्ट्र" in the center. To the left of the banner is a golden emblem, and to the right is the State Emblem of India. Below the banner, there are two buttons: an orange button labeled "View Profile" with a person icon, and a blue button labeled "Society Selection" with a group of people icon.

# Thanks

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Please Note :

- a) All auditors Data entered before 2<sup>nd</sup> July,2014 would be flushed from the system
- b) All empanelled auditors need to enroll online before 6<sup>th</sup> July,2014 11:59 pm.

For any Technical Support Please call : **022-40293000**

In case of any queries please write to :

Abhishek Dubey

Senior Consultant- eGovernance

Email : [Abhishek.Dubey@semt.Maharashtra.gov.in](mailto:Abhishek.Dubey@semt.Maharashtra.gov.in)