

Citizen Registration Process:

Step1: After visiting the website: “ww.megedistrict.gov.in”, click on the “Register” link in the right hand upper corner as shown in the figure below.

The screenshot displays the e-District Meghalaya website interface. At the top, there is a navigation bar with links for Home, Contact Us, and Track Application Status. On the right side of this bar, there are links for Signin, Register (highlighted with a red circle), and Forgot Password. Below the navigation bar, the main content area is divided into three columns. The left column, titled 'LIST OF SERVICES', lists various certificates and services with orange circular icons indicating their status. The middle column, titled 'About Us', provides a detailed description of the e-District project and its goals. The right column, titled 'Citizen's Corner', contains links for 'How to Register', 'How to Avail Service', and 'How to Track Application', along with 'Reports' and 'Important Links'. The bottom of the screenshot shows the Windows taskbar with various application icons and the system tray.

Home Contact Us Track Application Status Signin **Register** Forgot Password

LIST OF SERVICES

- Scheduled Tribe Certificate
- Scheduled Caste Certificate
- Permanent Residence Certificate
- Certificate for Armed/Paramilitary/Police Forces
- Income Certificate
- Residential Certificate
- Marriage Certificate
- Registration of Societies
- Senior Citizen Certificate

About Us

Districts are the de facto front-end of government where most Government-to-Consumer or G2C interaction takes place. The eDistrict project was conceptualized to improve this experience and enhance the efficiencies of the various Departments at the district-level to enable seamless service delivery to the citizen. The e-District project aims at providing support to the basic administrative unit i.e. "District Administration" to enable content development of G2C services, which would optimally leverage and utilize the three infrastructure pillars, the State Wide Area Network (SWAN) for connectivity, State Data Centre (SDC) for secure and fail safe data storage and Public Facilitation Centres (PFCs) to be setup at the Office of the Deputy Commissioner/ Sub-Divisional Officer (Civil) and Common Service Centres (CSCs) will act as the primary front-ends for service delivery to deliver services to the citizens. E-District project involves integrated and seamless delivery of citizen services by district administration through automation of workflow, back end digitization, integration and process redesigning across participating sections/ departments for providing services in a most efficient manner to the citizens. It aims to provide an end to end transparent system wherein the citizen would be able to avail the services from the nearest point and also receive a digitally signed certificate by downloading through any of the three modes available i.e. Online, Kiosk or In Person in any of the PFCs.

Benefits of eDistrict Project

- Ease of Comfort in applying for the services.
- Convenience and faster delivery of Digitally Signed Certificates at their doorstep.
- Citizens can track the status of their application.

Citizen's Corner

- How to Register
- How to Avail Service
- How to Track Application

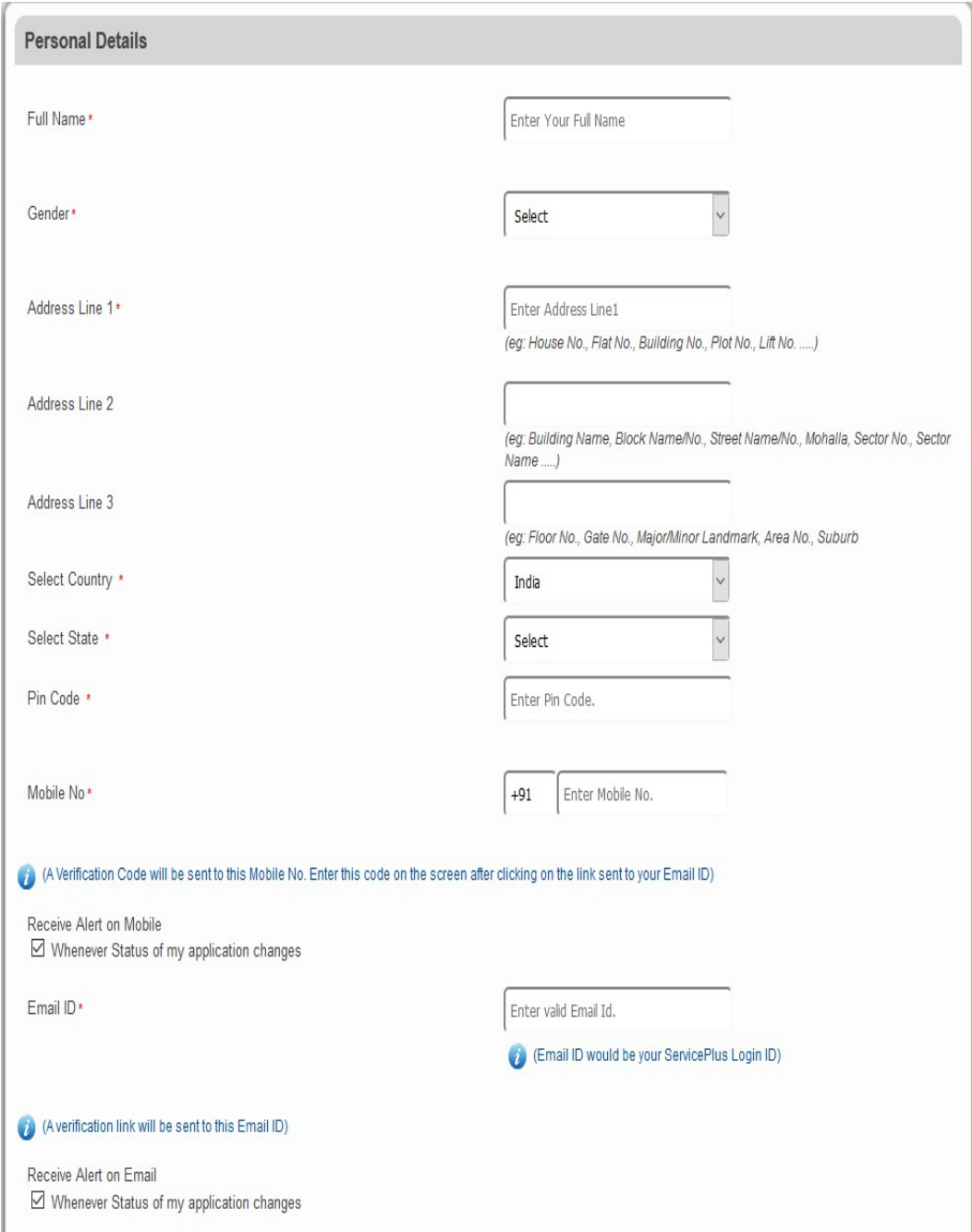
Reports

- eDistrict Dashboard
- Summary Report of Application Count

Important Links

- india.gov.in
The national portal of India
- meghalaya.gov.in
The Official Web Portal of GOVERNMENT OF MEGHALAYA

Step 2: Fill in the details required as shown in the pop-up screen.(Note that the details filled here does not get auto filled up in the application form while applying for any services)

Activity	Screen Dump
<p>The fields marked * are mandatory.</p> <p>Citizen Personal Details</p> <ul style="list-style-type: none"> • Enter Citizen Full Name • Select the Gender from the drop down • Enter the complete address in the fields given • Select the State, and Pin Code of residence • Enter your Mobile Number • Tick this if you wants alerts for any updation of your applications form flow status • Enter your personal email id. An activation link will be sent to this mail id. 	 <p>Personal Details</p> <p>Full Name * <input type="text" value="Enter Your Full Name"/></p> <p>Gender * <input type="text" value="Select"/></p> <p>Address Line 1 * <input type="text" value="Enter Address Line1"/> <i>(eg: House No., Flat No., Building No., Plot No., Lift No.)</i></p> <p>Address Line 2 <input type="text"/> <i>(eg: Building Name, Block Name/No., Street Name/No., Mohalla, Sector No., Sector Name)</i></p> <p>Address Line 3 <input type="text"/> <i>(eg: Floor No., Gate No., Major/Minor Landmark, Area No., Suburb</i></p> <p>Select Country * <input type="text" value="India"/></p> <p>Select State * <input type="text" value="Select"/></p> <p>Pin Code * <input type="text" value="Enter Pin Code."/></p> <p>Mobile No * <input type="text" value="+91"/> <input type="text" value="Enter Mobile No."/></p> <p> (A Verification Code will be sent to this Mobile No. Enter this code on the screen after clicking on the link sent to your Email ID)</p> <p>Receive Alert on Mobile <input checked="" type="checkbox"/> Whenever Status of my application changes</p> <p>Email ID * <input type="text" value="Enter valid Email Id."/></p> <p> (Email ID would be your ServicePlus Login ID)</p> <p> (A verification link will be sent to this Email ID)</p> <p>Receive Alert on Email <input checked="" type="checkbox"/> Whenever Status of my application changes</p>

- Enter a password (following the necessary instructions) e.g Abcd@123
- Retype the same password
- Type a hint question (this is important in order to recover your password if forgotten)
- Type the hint answer
- Enter the Captcha letters without spaces
- On completely filling everything, click on Submit Button.

A pop will open telling that an activation link has been sent to the email id submitted in the form.

Open your inbox of the said email id. You will find an email from noreply@serviceonline.gov.in Click on the link provided.

Login Details

Login ID

Password*

Password should be 8 to 15 characters with atleast one special character (*!@#\$\$%^&*+=), one numeric, one small case and one upper case letter (i.e Abcd@123)


Confirm Password*

Password Hint Question*


(If you forget your password, we will identify you with this information)

Password Hint Answer*

Word Verification*





Type the security code as shown in the above image

 ServicePlus has sent a verification link on your Email ID al***@g***.com. Please confirm your Email ID by clicking on the link and enter the verification code which has been sent on your Email ID. The Verification code and the link are for one time use only. Verification link and the code is valid for 24 hrs from the time of request.

Verification Link  Inbox x

 noreply@serviceonline.gov.in
to me

2:20 PM (2 minutes ago)  

Dear Citizen,
 You have requested to register alwaysurai@gmail.com in ServicePlus application.
 Verification code: 0zaxx0 Reference ID: krulkqs6oz
 Before you start using your ServicePlus account, please click the link below to confirm your Email ID.
<http://serviceonline.gov.in/linkVerification.do?verificationLink=38cf74494ba6e8648c6a4c7fed2b476d-ecacca239c6427e722305a414a1370f8>
 If you click the link and it appears to be broken, please copy and paste it into a new browser window.
 This is a system generated mail. Please do not reply to this mail.
 ThanksServicePlus.

This is the verification code which needs to be typed on clicking the link provided in the mail

On clicking the link you will be directed to this page. Enter the verification code.

ServicePlus

SERVICE PLUS
SERVICE DELIVERY FRAMEWORK

Change Password

Enter Verification Code *

Resend Verification Code
Verification code has been sent on your mobile No. 94XXXXXX075.

Submit Cancel

Press Submit and your Registration Process are over. Now you can login with the user id and password and apply for any of the services available.

After logging in, the services that have been activated would be shown on your screen. You can click on the left hand corner and click on "Apply" for the service to apply for.

ServicePlus
eService Delivery Framework

Menu

- Manage Profile
- Apply for services
- View Services
- View Status of Application
- Messages & Alerts

Suraj Neupane

Home Dashboard

Apply for services

View Services

View MEGHALAYA Services

Show 10 entries

SL.No.	Service Name	Service Category	Type of service	Service Level	Action
1	Scheduled Tribe Certificate	G2C	Regulatory	NA	Apply
2	Scheduled Caste Certificate	G2C	Regulatory	NA	Apply
3	Permanent Residence Certificate	G2C	Regulatory	NA	Apply
4	Certificate For Recruitment in Armed/Paramilitary/Police Forces	G2C	Regulatory	NA	Apply
5	Residential Certificate	G2C	Regulatory	NA	Apply
6	Marriage Certificate under Special Marriage Act 43 of 1954	G2C	Regulatory	NA	Apply
7	Income Certificate	G2C	Regulatory	NA	Apply
8	Senior Citizen Certificate	G2C	Regulatory	NA	Apply
9	Registration of Societies	G2C	Statutory	NA	Apply

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