

## Instruction's for Certificate Attestation Process

- **Fill Details of Certificate Attestation**

- 1) Enter Name of Certificate to be attested. for e.g. Degree Certificate
- 2) Enter Course Name for e.g. B.E.(Computer)
- 3) Enter Month/year of Passing Course. For e.g. May 2011. (This field is optional).
- 4) Select the type of Course (Professional/Non-Professional).
- 5) Enter the Number of Copies for each Certificate that you want to attest.
- 6) To add more certificate click on + **button**, and to remove Certificate click on - button.
- 7) Click on **Save and Next** button to proceed further.

Application For Certificate Attestation

Enter Name of Certificate to be Attested	Course Name	Passing month/year (Optional)	Professional ?	No. of Copies	Add/Remove
<input type="text" value="Degree Certificate"/>	<input type="text" value="B.E. (Computer)"/>	<input type="text" value="May 2011"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="2"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="Passing Certificate"/>	<input type="text" value="B.E. (Computer)"/>	<input type="text" value="May 2011"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="3"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save and Next

- **Fill Details of Envelope**

1. Select Certificate Name to fill Envelope Details.
2. After selecting Certificate Name, Number of Copies for Selected certificate will Displayed.
3. Select Number of Copies to Insert in Envelope

**Application For Certificate Attestation**

Select Certificate Name Degree Certificate ▼

Select No. of Copies 2 ▼

Save Envelopes

4. Click on Save Envelope Button. You will get Envelope Details of Selected Certificate Name.

**Application For Certificate Attestation**

Select Certificate Name Degree Certificate ▼

Select No. of Copies -Select- ▼

✔ Data Saved Successfully

Save Envelopes

Envelope No.	No.Of Copies	Certificate Name	Course Name
1	2	Degree Certificate	B.E. (Computer)

Save All and Back

5. Select another Certificate Name and Number of Copies to insert in Same Envelope.

Application For Certificate Attestation

Select Certificate Name

Select No. of Copies

Envelope No.	No.Of Copies	Certificate Name	Course Name
1	2	Degree Certificate	B.E. (Computer)

6. Click on **Save Envelope** button to insert Certificate in Envelope.

Application For Certificate Attestation

Select Certificate Name

Select No. of Copies

✓ Data Saved Successfully

Envelope No.	No.Of Copies	Certificate Name	Course Name
1	2	Degree Certificate	B.E. (Computer)
1	2	Passing Certificate	B.E. (Computer)

7. Select Remaining Number of Copies of Certificate to insert in New Envelope.

Application For Certificate Attestation

Select Certificate Name

Select No. of Copies

Envelope No.	No.Of Copies	Certificate Name	Course Name
1	2	Degree Certificate	B.E. (Computer)
1	2	Passing Certificate	B.E. (Computer)

8. Click on **Save Envelope** button. You will get Envelope Details of Selected Certificate Name.

**Application For Certificate Attestation**

Select Certificate Name

Select No. of Copies

✓ Data Saved Successfully

Save Envelopes

Envelope No.	No.Of Copies	Certificate Name	Course Name
1	2	Degree Certificate	B.E. (Computer)
1	2	Passing Certificate	B.E. (Computer)
2	1	Passing Certificate	B.E. (Computer)

Save All and Back

9. Click on **Save All and Back** Button. You will get List of Applied Applications.

Select Application Type

List of Already Applied Applications

P.R.No.	Application No.	Application Type	Date	Status	Remove	Edit/Preview/Print
	CAT512-00005	Certificate Attestation	28 May 2012	Incomplete	<a href="#">Remove</a>	<a href="#">Print Preview</a>

10. Click on **Print Preview** Button to Edit/Update/Print your Application.

- **Edit Details of Application and Envelope**

1. For Editing Your Application Click on **Edit** Button.

Application Details

Full Name : Anay Suhas Pujari

Mother Name : Savita

Gender : Male

Date of Birth : 07/10/1987

Application Type : Certificate Attestation

Envelope No	Certificate Name	No. Of Copies	Course Name	Passing Month and Year	Professional/ NonProfessional
1	Degree Certificate	2	B.E. (Computer)	May 2011	Professional
1	Passing Certificate	2	B.E. (Computer)	May 2011	Professional
2	Passing Certificate	1	B.E. (Computer)	May 2011	Professional

Edit

Proceed for Print

Back

2. Click on **Edit** Button to Edit Particular Certificate.

Application For Certificate Attestation

Certificate Name	Course Name	Passing Month Year	Professional /non Professional	No.of Copies		
Degree Certificate	B.E. (Computer)	May 2011	Professional	2	<a href="#">Edit</a>	<a href="#">Delete</a>
Passing Certificate	B.E. (Computer)		Professional	3	<a href="#">Edit</a>	<a href="#">Delete</a>

Add New

Save All and Back

3. Insert New Certificate Details For Selected Certificate Name.

Application For Certificate Attestation

Certificate Name	Course Name	Passing Month Year	Professional /non Professional	No.of Copies		
Degree Certificate	B.E. (Computer)	May 2011	Professional	2	<a href="#">Edit</a>	<a href="#">Delete</a>
Passing Certificate	B.E. (Computer)	May 2011	Professional	3	<a href="#">Edit</a>	<a href="#">Delete</a>

Add New

Certificate Name : Degree Certificate

Course Name : B.E. (Computer)

Passing Month Year : May 2011

Professional/NonProfessional : ☒ Professional ☐ NonProfessional

No.of Copies : 1

Update

Save All and Back

4. Click On **Update** Button, to Update Changes, and fill Envelope Details for Updated Certificate Name.

Application For Certificate Attestation

Certificate Name	Course Name	Passing Month Year	Professional /non Professional	No.of Copies		
Degree Certificate	B.E. (Computer)	May 2011	Professional	1	<a href="#">Edit</a>	<a href="#">Delete</a>
Passing Certificate	B.E. (Computer)	May 2011	Professional	3	<a href="#">Edit</a>	<a href="#">Delete</a>

Add New

Certificate Name : Degree Certificate

Course Name : B.E. (Computer)

Passing Month Year : May 2011

Professional/NonProfessional : ☒ Professional ☐ NonProfessional

No.of Copies : 1

Update

✔ Data Updated Successfully

Envelope Details

Select Certificate Name Degree Certificate

Select No. of Copies -Select-

Save Envelopes

Envelope No.	No.of Copies	Certificate Name	Course Name
1	2	Passing Certificate	B.E. (Computer)
2	1	Passing Certificate	B.E. (Computer)

Save All and Back

- Click on **Save All and Back** Button to further process.
- Click on **Proceed for Print** Button, you will Displayed Payment Mode and Bank Type.

Application Details

Full Name : Anay Suhas Pujari

Mother Name : Savita

Gender : Male

Date of Birth : 07/10/1987

Application Type : Certificate Attestation

Envelope No	Certificate Name	No. Of Copies	Course Name	Passing Month and Year	Professional/ NonProfessional
1	Degree Certificate	1	B.E. (Computer)	May 2011	Professional
1	Passing Certificate	2	B.E. (Computer)	May 2011	Professional
2	Passing Certificate	1	B.E. (Computer)	May 2011	Professional

☒ Cash
 ☐ Net Banking/Card payment

☒ Bank Of Maharashtra
 ☐ HDFC BANK

Save and Print

Edit

Proceed for Print

Back

- Select Bank Type and Click on **Save and Print** Button.
- Click on **Download Application** button to Print your Application, and Click on **Download Challan** button to print your Challan.

Application Details

Full Name : Anay Suhas Pujari

Mother Name : Savita

Gender : Male

Date of Birth : 07/10/1987

Application Type : Certificate Attestation

Envelope No	Certificate Name	No. Of Copies	Course Name	Passing Month and Year	Professional/ NonProfessional
1	Degree Certificate	1	B.E. (Computer)	May 2011	Professional
1	Passing Certificate	2	B.E. (Computer)	May 2011	Professional
2	Passing Certificate	1	B.E. (Computer)	May 2011	Professional

[Download Application](#)
[Download Challan](#)

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