{Portal Name} Portal

{Portal Name} Portal (Direct Benefit Transfer) is an initiative taken by the Government of {Name}, which is a unique Platform for Citizens to help them to avail benefits through the schemes.

The main objective of {Portal Name} is for Development of a State sponsored DIRECT FUND TRANSFER and Services Portal as the front end and the work flow management and content management platform as back end to various DIRECT FUND TRANSFER schemes.

# {Portal Name} Features

The main features of {portal Name}:

* Citizens can Register and submit their application form online for Government sponsored schemes from anywhere, anytime.
* Uploading of supporting documents for easy verification and transparency.
* Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.
* Easy sanctioning of application process for Sanctioning Authority.
* Creation of Role Based Unique Login ID and Password

# Guidelines for filling the Online Application form on the {Portal Name} Portal for Citizens

* Aadhaar Number is needed for any kind of application.
* Applicants are advised to go through the Instructions carefully and acquaint themselves with all requirements to fill-up the form on {Portal Name} Portal.
* It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfills all the conditions prescribed for the scholarship.
* In case of in-eligibility of the applicant, which detected during any stage by verification by authorities, his/her scheme will be rejected / cancelled with remarks.
* Applicant must check that all details provided by him/her are correct before final submission, as there will be provision for edit only if application is sent back for minor changes.
* Mode of submission of application for scheme will be through online only. No other mode will be entertained.
* Titles / Labels which carrying star marked (\* required!) are compulsory fields in Application form.

# {Portal Name} Online Portal Access:

* Use any of the installed Browser of your system (Desktop or Laptop).
* The Supporting browsers are as follows:

Browsers – Chrome, Mozilla Firefox, Microsoft Edge etc.

* Enter the valid URL of {Portal Name} {Portal URL} & press enter key to view the {portal name} home page.

# Home Page/Portal Landing Page:

{Screen shot of the landing Page}

Following are the features displayed in the Home page/Landing page – {Portal Name} Portal:

* About Us
* Notice Board
* FAQ
* Important Links
* Schemes
* Login
* Registration

## About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

## Notice Board:

Notice board displays latest Government schemes and announcements of various updated schemes.

## FAQ:

FAQ will display the questionnaires related to the portal

# Important Links:

Links in the portal related to the schemes as provided by the government. Schemes can be internal and external

# Schemes:

Scheme information provided by government for the general information to the citizen

# Login:

Login screen to login into the portal for the registered users

# Registration:

New user will register on this portal and then get scheme related benefits after login in through the registered username and password.

# Online Registration for {portal Name}:

* Applicants will be able to register themselves through online registration process.
* Online Registration done through the website [{Portal URL}](http://www.aaplesarkardbt.gov.in/) from any of the internet access point.
* New user can register into the portal via ―New Applicant Registration button.

{Screen Shot of Registration UI}

Registration process is explained below.

{Registration Form Screenshot}

**Creation of Applicant’s Username and Password** - Applicant will need to create the User Name and Password to access the system in this step.

* For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.
* Password format is also provided.
* Applicant should enter the User Name, Password and Confirm Password.
* Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant
* Applicant should enter valid Email – ID.
* User can use the registered User Name and Password to login into the {Portal Name} portal.

# User Login

To login into {Portal Name} portal, Applicant has to perform following steps.

{Landing Page Screen Shot}

a. Click on “Applicant Login” button -

b. Username & Password – Enter the Username and Password as entered during registration.

### All Schemes

This screen will display all the schemes after clicked on All Schemes.

**8. My Applied Schemes**

In order to check for the total number of schemes applied, applicant should click on applied schemes button.

{screen shot of UI}

Under Applied Schemes option, user can view –

1. Application ID
2. Scheme Name
3. Status
4. View Form

Applicant can click on view button if want to view Applicant Details section.

**9. Approved Applications**

After the successful submission of application from applicant’s login. Application will be checked.

After the Application is approved, Status of the Application will change to Approved and will be displayed under Approved Applications.

**10. Rejected Applications**

After the successful submission of application from applicant’s login. Application will be checked.

If Application is rejected, then the application will be displayed under Rejected Applications tab. Rejection can be totally invalid Application or maybe also Fraud applications.