

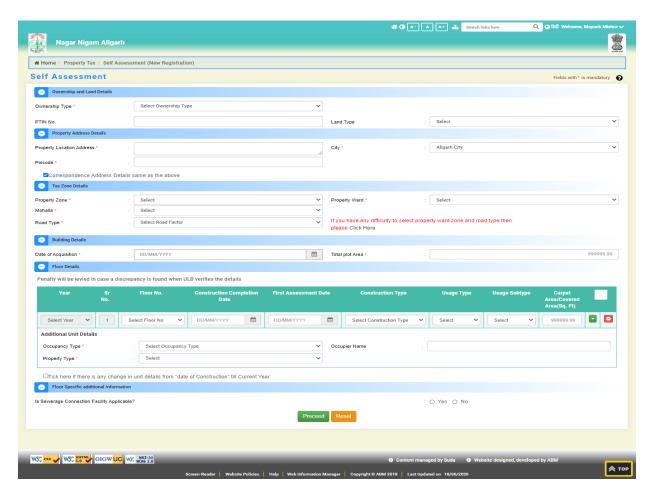
User Manual OF Self-Assessment

DETAILED USER MANUAL FOR SELF ASSESMENT OF PROPERTY

I.I SELF-ASSESSMENT(NEW REGISTRATION) APPLICATION

The system will allow a citizen to file the self-assessment every year with and without changing the details.

- 1. Click on LOGIN
- 2. Select Citizen Login
- 3. Enter Valid User Name Password
- 4. Enter Verification Code
- 5. Click on "Submit"
- 6. Find "Self Assessment (New Registration)" under Property Tax and click on it.
- 7. Except Terms & Condition
- 8. Click on "Click Here to File Self-Assessment Application 2020-2021

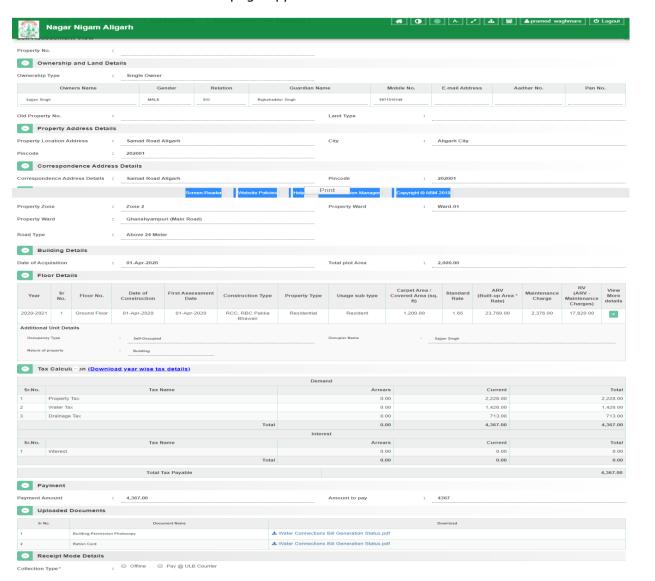


9. Enter the details in the form and click **Proceed.**

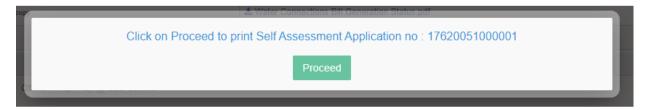
10. Document Upload section is enabled.



- 11. Click **Proceed.**
- 12. Click **Reset** button to clear form.
- 13. Click **Back** to go to previous page.
- 14. **Self-Assessment View** page appears.



- 15. Select Pay option.
- 16. Click **Submit Assessment**.
- 17. Self-Assessment Application no. is generated.



- 18. Click on proceed
- 19. Receipt for Self-Assessment is generated.

