To pre-register for one or more applicants, fill out the demographic details and upload the required documents. To book an appointment, choose your preferred registration center, date and time. On successful pre-registration, you will receive the notification on your provided email id or phone number.

Click the following sections for more information about completing the Pre-registration form.

## Select your Language

1. On the *Login* page, click **Select your Language** to see the list of languages.
2. Select the language of your preference.

Note: When you are on the *Demographic Details* page, data is displayed in your preferred language on the left and the data in the second language on the right side of the screen.

## Login

1. On the *Login* page, enter your valid email id or mobile number in the **Email ID or Mobile Number** text box.
2. Click **Send OTP** to receive a One Time Password (OTP) on your provided e-mail address or mobile number.
3. Enter the OTP in the **Enter OTP** textbox and Click **Verify.**

Note: In case you have not received OTP, click **Resend** to receive an OTP again. Enter the newly received OTP.

When your OTP is verified, you can create, view, or modify your pre-registration application.

## Accept Terms and Conditions

1. On the *Demographic Details* page, you are advised to read the **Terms and Conditions** and select the check box to agree. This agreement is to provide consent for the storage and processing of your personal information.
2. Click **Accept** to agreeand then fill the demographic details.

## Fill Demographic Details

Data in the *Demographic Details* page is displayed in two different languages, your preferred language on the left, and the second language on the right side of the screen.

1. Fill out all your demographic details, which include Name, Age/DOB, Gender, Residential Status, Address, Mobile Number, Email Id, etc.

Note: You can either enter your Age or enter your Date of Birth (DOB).

1. You can also change or verify your demographic details in the second language on the right side.
2. After you have filled and verified your demographic details, click **Continue** to upload your documents.

## Upload Documents

* 1. On the *Upload Documents* page, select the document (e.g. Passport, CNIE, etc.) from the document drop-down list per applicable Document Category.
  2. Click **Browse** to open a pop-up window to search the folder on your computer or removable drive where you have saved the scanned document.
  3. Select the file that you want to upload.
  4. When uploaded successfully, the document will appear on the right side. Verify that you have uploaded the correct document.
  5. Repeat steps 1-4 to upload document for each applicable document category.
  6. When adding an applicant, if a newly added applicant’s Proof of Address (POA) document is same as the existing user’s POA, who has already uploaded POA document, then click on the **Same As** option and select the name of the applicant.
  7. When you complete upload of all the documents, click **Continue** to preview your application.

## Preview the Data

* + On the *Preview* page, if you want to change your demographic details (Name, Age, etc.), click **Modify** at the top-right adjacent to the *Demographic Details* section, to go to the *Demographic Details* page and change the details as required.
  + To modify your uploaded documents, click **Modify** at the bottom-right adjacent to the *Documents* section, to go to the *Upload Documents* page and modify the uploaded document as required.
  + If you want to add a new applicant, click **Add Applicant**.

Note: On clicking the **Add Applicant** option**,** you will be navigated to the *Demographic Details* page to provide Consent and proceed with providing the required demographic data/documents.

* + Click **Book Now** to book your appointment.

## Choose a Registration Center

1. On the *Book Appointment* page, you can find a registration center through the three options as follows:

Note: The recommended registration centers are automatically displayed based on your demographic details (Postal Code)

* Click **Nearby Centers** to view the registration centers based on your geographical location.
* Use the search box to find the registration center based on your search criteria.
* Click **Recommended Centers** to view registration centers based on your demographic details. (Postal Code)

1. The map of the selected registration center will be displayed on the right side of your screen.
2. Using any of the three options, select the registration center that you want to visit and click **Continue** to book an appointment.

## Book an Appointment

1. The system displays the list of available calendar days with the number of available bookings. Select your preferred date.
2. The list of available time slots for your selected date is categorized between **Morning** and **Afternoon**. Select your preferred option.
3. Select your preferred time slot from the list.
4. Select the particular applicant name to book an appointment.

Note: A list of applicant name(s) is displayed on the bottom right.

1. Verify the time slot(s) as selected against the applicant name(s).
2. Click **Submit** to view acknowledgment of your application.

## View Acknowledgment

1. After successful completion of the Pre-registration application, you will receive an acknowledgment.
2. You can print, download, email or SMS your acknowledgment.

* To print your acknowledgement, click **Print**.
* To download your acknowledgement, click **Download PDF**.
* To add the additional recipient(s) to receive the acknowledgment of your application, follow these steps:

1. Click **Send Email/SMS**.
2. Enter the mobile number in the Enter mobile number text box and/or enter the email ID in the Enter email ID text box.
3. Click **Send** to receive the acknowledgement on your provided e-mail address or mobile number.

## Status Explanation

|  |  |
| --- | --- |
| Status | Explanation |
| **Pending Appointment** | 1. Filled only demographic details   Action: Upload your documents and book an appointment |
| 1. Filled demographic details and uploaded documents   Action: Book an appointment |
| **Booked** | Filled demographic details, uploaded documents, and booked appointment  Action: Visit the registration center on your appointment date and time |
| **Expired** | Appointment date has passed |

## Add New Applicant

In *Your Applications* page, click **Create New Application** to generate a new application for the new applicant.

## Modify Data

1. On *Your Applications* page, click **Modify information** to go to the *Demographic Details* page.
2. On the *Demographic Details* page, you can change the information as necessary and click **Continue** to go to the *Upload Document* page
3. On the *Upload Document* page, you can modify the documents as necessary.

## Re-book an Appointment

1. On *Your Applications* page, select the check box for the applicable applicant.
2. Click **Book / Modify Appointment** to re-book an appointment.
3. For more information about booking an appointment, see *Book an Appointment* section*.*

## Cancel an Appointment

1. On *Your Applications* page, click on the delete icon against pre-registration application of an applicant, a pop-up window appears on the screen.
2. Select the **Cancel appointment and save the details** optionin the pop-up window.
3. Click **SUBMIT** to cancel an appointment.

## Discard Application

1. On *Your Applications* page, click the delete icon against the pre-registration application of an applicant, a pop-up window appears on the screen.
2. Select the **Discard entire application** optionin the pop-up window.
3. Click **SUBMIT** to discard your application.

## Logout

1. Click **Logout** at the top right corner.
2. Click **OK** to logout from Pre-registration application.

Login with the same mobile number or email id to access the saved applications.