1 Log In

1. Open the FPS system Module from the URL mentioned. The Following Screen will be displayed (Refer Figure 1: Login Page). There is a Scrolling Notification in the Login Page which would show the Notices before Due Dates.

![Figure 1: Login Page](image.png)

2. The New Users should register for their Mobile Number and Password to login. Click the Button 'For New Registration/Login Please Click Here', the Login Registration window will open (Refer Figure 2: Login Registration).
3. Fill in the details of ‘e- Registration for new FPS Processing System’ by entering the Applicant Name, Address, Pin, and Mobile Number. Then Click on the ‘Submit & Send Password as SMS’ button. A Pop-up Window would appear showing the Password is sent to the number given (Refer Figure 3: Pop-Up Window).

4. Login from Login Page, Refer Figure 1: Login Page, the Main Page will appear (Refer Figure 4: Main Page). It would contain the Following Options: New, Modify and Submit, Acknowledgment, Change Password, Exit. The details about these options are explained in the proceeding Chapters.
1.1 Change Password

Using this option you can change the password. It is recommended to maintain your password securely and change your password regularly, at least once in 30-45 days.

1. Place the Pointer in Main Menu on Change Password, Change Password Screen appears. Refer Figure 5. Change Password
2. In the Change Password screen, enter your current password in the **Current Password** box and the new password in the **New Password** box. Re-enter your new password in the **Re-enter New Password** box and click the **Change** button. The password of your user account changes.

**Note:**

a) *To exit from the e-FPS System screen, click the Exit button.*

b) Keep your Username and Password securely. Do not share it with anybody. Ensure that only authorized person uses this to work on the e-FPS system.

c) Change your password regularly, at least once in 30-45 days and maintain/remember the password.

d) *Anytime to log-out of the e- FPS System, click Sign Out in any screen of the e- FPS System.*

e) Remember to Sign Out/logout from the system after completion of your work.

f) *All fields marked in * are mandatory fields.*

g) *To log out of the e- FPS system, click Sign Out at the top right hand side of any screen.*

h) *To go to the main page of the e- FPS System, click Main Page at the top left hand side of any screen.*

i) *Click the Exit button in any screen to exit from the respective screen.*
2 E- Application Form

The Main Page (Refer Figure 2: Main Page) after logging in would enable the user to apply an e- Application Form from the system. The options available in Main Page are: - New, Modify and Submit, Acknowledgment, Change Password, Exit.

1. Click on the New Option wherein an e- Application Form screen appears (Figure 6: e-Application Form (i)).

![Figure 6: e-Application Form (i)](image)

2. Select the District from the drop down menu, also the Taluk and FPS name. Specific taluk will be having Particular FPS options available from the notifications. If the Notifications Due Date is expired then that option won’t be available in the drop down menu.

3. A corresponding Form will appear. Select the Category of the Applicant from the drop down menu.

4. Complete the rest of the requirements with correct information. '* marked fields are mandatory, upload necessary documents by clicking Upload Documents which is in the end of the Form.

5. ‘Save’ option is there to save the Application Form as shown below. Refer Figure 7: e – Application Form (ii).
3 Modify and Submission of e-Form

The second option from the Main page is the **Modify and Submit** option. This is used to Submit or Modify the existing Form from the particular account. Any changes except the District, Taluk and FPS name could be made.

1. Click on the **Modify and Submit** Option an e- Application Form screen appears as shown below Figure 8: Modify and Submit.

2. Select the required application from the table available. District, Taluk and FPS name options cannot be changed. But rests of the fields/entries are editable.
3. After changing the required fields, in the end of the page there is **Save and Submit** option and **Save** option. Save and submit option would submit the Form from the account and provide with an Acknowledgment number. Save option would enable to save the changes made and could be submitted later.

The following Figures would explain in a better manner, point 2 and 3.

![Figure 9](image1.png)

![Figure 10](image2.png)
4 Acknowledgment

The Acknowledgement number obtained after the submission would generate an Acknowledgment form. It option could be checked from the Acknowledgment option as follows.

1. Go to main menu, Click the **Acknowledgment** button, the acknowledgment page appears (Refer Figure 11: Acknowledgment page).

![Figure 11: Acknowledgment Page](image)

2. There are 2 options: **ALL** and **Ack No.**, the ‘ALL’ option will show all the Ack no generated from the account. Whereas ‘Ack no’ would allow to enter only the required Ack no.

3. Select the ack no which needs to be printed from the options available. A printed Form is displayed with all the details entered. As shown below in Figure 12: Acknowledgment Print.
4. The User can take a print when a 'Print' button is clicked.