HPRERA

AGENT USER MANUAL





Contents

Home Page	2
Registration and sign-up	2
Dashboard	5
	-

Home Page

1. Shown below is the Home Page of the **HP RERA** Portal.



Registration and sign-up

2. On clicking sign up button on the home page user will be directed to the page shown below. Here user will have to select the role for which he/she is registering and then fill all the details shown below (in this case agent role).



Government of F	e Regulatory Authority	Annexe Building, Majitha House Near HP Secretariat Chotta Shimta, Shimta, HP, IYO 2002
About Us - 📑 Acts/Rules	- 🖹 Registration - 🖻 Complaints - 🗰 Services	- 🖿 Project Facilitation - 😧 Judgements/Orders - 🚍 Appellate Tribunal -
Home + Sign Op		
	Sig	n Up
	Aiready have an ac	count? Sign In instead
	Note : The Sign up is available for Promoters, Age Registration Facilitation" after signing up to expedite of Govt. of Himachal Pradesh before registering a pro- tion of Himachal Pradesh before registering a pro- section of Himachal Pradesh before registering a pro- tional statement of the s	nts and Complainants only. Promoters can also avail "Pre various pending approvals from different departments sject on this portal.
	Sign up as Promoter Agent Complainant	
	Agent's Type * Agent's Name * O Individual Non-Individual Full Name	
	Email Id 🍨 😝	Mobile No. *
	@ Email Id	D Mobile No.
	Password * 🕜	Confirm Password •
	Password	P Confirm Password
	Security Question *	Answer *
	O -Select- Y	Eriter Answer
	Enter Captcha Text * 🥃 Reload Captcha	
	h4e9s6 Enter Captcha Text	
	By clicking Sign Up, you agree to our Terms and Co	onditions. Data Policy. Privacy Policy and Cookle Policy.

3. On clicking sign up button user will be directed to page shown below here if sure about information filled user needs to click the OK button.

Confirm Submit		×
Make sure you have entered correct in be allowed to make any changes to it sure to proceed?	nformation as you at later statges. A	u will not Are you
	ОК	CANCEL

4. After clicking OK button Pop-up message shown below will appear.

Sign Up Successful	×
Your Account has been successfully created. You are required to activate your account. An activation link has been sent to your email : munishksharma95@gmail.com. Click on the link and complete the activation. You are also required to enter OTP se on your mobile : *****5798 for account activation.	to nt
	OK



5. After that an activation link will be sent to your registered email. User needs to click on that link and complete the activation process.

		Real Estate Regulatory Authority Government of Himachal Pradesh
Dear PA	WAN,	
Activate	/our Account	
You profile	e in RERA (H.P.)	as Agent , has been created. One last step must be taken before you can log
into your	account. Click o	In the link below to activate your account.
<u>https://10</u>	.146.50.78/RER/	A/Accounts/ActivateAccount?gs=RbrKWig7902SSL9stMg1hghEYfQxFj
<u>fTtsQRqFr</u>	<u>nXGffA8dhCejr(</u>	QE2jjSC42JyCzcs3mGTezclkNOO5zw2znQw%3D%3D
TI I		
Thanks an	d Regards	

6. User will also get an OTP on the registered mobile number. After clicking the activation link sent on the registered e-mail ID user needs to fill the OTP he/she got on the registered mobile number and click activate to activate his/her account.

Contact Us T1 A A A ⁺	ory Autho	ority	+0 Sign In ▲* Sign Up Annexe Building. Majitha House Near HP Secretariat Chotta Shimia, Shimia, HP, 171002
About Us • Acts/Rules • Registration	n 🔹 👌 Complaint	s • 🗱 Services • 📾 Project Facilitation •	Ø Judgements/Orders •
		Account Activation	
	Name Email Mobile No.	PAWAN munishksharma95@gmail.com *****55798	
	OTP =	Enter OTP.	ave
	HOL RECEIVED 1	Activate	

7. Then user needs to fill his sign in details.



Contact Us TI A A A+		🕫 Sign in 🕹 Sign Up
Government of Himachal Pradest	y Authority	Annexe Building, Majitha House Near HP Secretariat. Chotta Shimla, Shimla, HP, 171002
💿 About Us 🔹 🏜 Acts/Rules 👻 💼 Registration 🔸	🖻 Complaints 🔹 🛠 Services 👻 🖿 Project Facilitation 🔹	😗 Judgements/Orders 👻 🚍 Appellate Tribunal 👻
Home + Sign In		
	Sign In Don't have an account? Sign Up here Login Id * Cogin Id * Cogin Id * Cogin Id * Cogin Id * Cogin Id * Password * Password * Password * Password * Cogin Password * Cogin In * Co	

Dashboard

8. Upon sign in user will reach the Agent Dashboard page, screen shown below.

💄 PAWAN 🛛 Agent,	Compleinant	9
Real	Estate Regulatory Authority	Annoxe Building, Majitha House Near HP Secretariat. Chotta Shimla, Shimla, HP 177002
🏦 Home 🗂 Age	nt Registration 🔹 🚡 Complaint Registration 🔸	
🌮 Registratio	on Info	
Status	A Not Registered	
	Click to Apply	

9. On clicking apply button in the last screen user will reach the page shown below here user needs to click proceed button for agent registration.

PAWAN Agent Complainant	9
Real Estate Regulatory Authority Government of Himachal Pradesh	Annexe Building. Majitha House Near HP Secretariat. Chotta Shimla. Shimla. HP. 171002
Proceed M	

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10. For agent registration part user needs to fill the mandatory details shown on the page below and then click proceed.

* Mandatory Fields					
Applicant De	tails				
Gender *			Father/Mother/Gua	ardian Name *	
🔾 Female 🔵 Mal	e 🔘 Other		Title 🗣	Father's Name	
Photograph * 📵		PAN No.*		PAN Card Scanned *	0
Choose file	Browse	PAN No.		Choose file	Browse
GSTIN No. (if any)		Authority Letter	(if any) 🚯		
GST No.		Choose file	Browse		

11. Then user will get the pop-up message of application for agent registration successfully drafted. User needs to click Ok.



12. After that user needs to fill all the forms shown on the left side of the screen. Next form will appear only if the last form is properly filled.

PAWAN Agent, Complement Real Estate Rea Government of Himach	gulatory Authority al Pradesh	
	Complaint Registration -	Application Reference No. : AGE0120220002
Progress : 45%	🌡 Agent Details	
🔒 Agent Details 🥥	Agent Details	
Contact/Address Details	Pedit Details	PAWAN
😇 Registration Outside State	Gender Father/Mother/Guardian Name	Male
Documents	Photograph	
Payment	Agent Type	Individual
	PAN No.	CYYKK67891 😫 PAN Card
	GSTIN No.	321314635462136
	Authority Letter	C Authority Letter

13. After agent details form user needs to fill the contact/address details form. And fill all the mandatory details asked in the form shown below.

PAWAN (Agent: Complainent) Real Estate Re Government of Himacl	gulatory Authority hal Pradesh		Annexe f	Building, Majitha House Near Chotta Shimla, Shimla, HP, 17	HP Secretariat, 1002
🗈 Home 🛛 🗂 Agent Registration + 💡	Complaint Registration -		And Address of the owner.	and the second second second second	
Agent Registration Form Name : PAWAN			Appl	lication Reference No. : A	GE012022000
Progress : 45%	B Address Details				
🔓 Agent Details 🥝	📞 Contact Details				
Contact/Address Details	Alternate Mobile No.		Alternate Email		
Registration Outside State					
	Address Details				
, Documents	Address Line 1*	Address Line 2 *		State *	
2 Payment	Address Line 1	Address Line 2		Select	4
	City/District *	Pin Code *		Address Proof * 0	
	Select ¢	Pin		Choose file	Browse
	Address Details of Office in Hima	achal			
	Address Line 1 *	Address Line 2 *		State *	
	Address Line 1	Address Line 2		Himachal Pradesh	
	City/District *	Pin Code *		Address Proof * 0	

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14. After that user needs to fill the registration outside state form on clicking this form user will reach the screen shown below here user needs to click on the +add registration outside state. After that another form will appear on the screen user needs to fill this form and click save draft.

PAWAN Agent, Complainant					0
Real Estate Re Government of Himac	gulatory A	luthority		 Annexe Building, Majitha House Near HP Secretari Choita Shimla, Shimla, HP, 171002 	at.
1 Home 🛔 Agent Registration 🔸	🚡 Complaint Registr	ration +			
Agent Registration Form Name : PAWAN				Application Reference No. : AGE0120220	lack 0002
Progress : 65%	😇 Outside S	State			
🌡 Agent Details 🥏	If you an	e also registered as Agent outside of Himi	achal Pradesh, enter the	details of all the registrations.	
🖪 Contact/Address Details 🥝	• Add Regist	ration Outside State			
		v	No Registrations Out	side of State	
Documents					
B Payment					
INTERCONTRACTOR AND A CONTRACT AND A					
Registrations	Outside of	State			×
Fa					
State *		City/District *		Registration No. *	
Select	\$	Select	\$	Registration No.	
Registration Certificate	0				
Choose file	Browse				
		B Save Draft	Close		
		- Save billit	CIUGE		

15. After that user needs to upload the mandatory documents. User can also add other relevant documents.

PAWAN Agent, Complainant			9
Real Estate Reg Government of Himache	ulatory Authority al Pradesh	 Annexe Building, Majitha House N Chotta Shimla, Shimla, Hi 	Jear HP Secretariat, 171002
🟛 Home 🛔 Agent Registration - 👗	Complaint Registration -		
Agent Registration Form Name : PAWAN		Application Reference No.	G Back AGE0120220002
Progress : 65%	Documents		
🤹 Agent Details 🥥	1. Requisite Experience Certificate *	-	Upload
🖪 Contact/Address Details 🤗	Other Relevant Documents Add Document		
😇 Registration Outside State 🥝	v	No Records to Display	
Documents			
Payment			

16. After this comes payment form here user has option to pay in online mode or offline mode. In case of offline payment user needs to physically submit the demand draft in the rera office. Here user needs to pay registration fees and E-charges separately.

PAWAN Agent, Complainant						9	
Real Estate Regulatory Authority Government of Himachal Pradesh				Annexe Building, M Chotta Shin	ajitha House Near H nla, Shimla, HP, 1710	IP Secretariat, 02	
🗈 Home 🛔 Agent Registration 🔹 🖀	Complaint Registration +						
Agent Registration Form Name : PAWAN				Application Re	eference No. : AG	G Back E0120220002	
Progress : 85%	Payment						
 ▲ Agent Details ▲ Contact/Address Details 	 Kindly note : 1. The payment you make 2. In case of payment thro Application will be cons 	will be non refundat lugh Bank Draft, the l idered only after the	ole even if your a Bank Draft must t Bank Draft is rec	oplication is rejected. se delivered to the RERA in original eived in original.	by hand or by post/co	ourier. The	
🗉 Registration Outside State 🥝	Registration Fee	Registration Fee			E-Charges		
Documents Payment	Amount Payable : ₹ 5000 Payment Mode : Online	D.OO Bank Draft		Amount Payable : ₹500 Payment Mode : Online	.00 Bank Draft		
	Demand Draft No. * Demand Draft Date *		Demand Draft No. *	Demand Draft D	ate *		
	DD No.	DD Date	曲	DD No.	DD Date	曲	
	Account Holder name * Demand Draft Scanned * ()			Account Holder name	Demand Draft S	canned * 🚯	
	Acc. Holder Name	Choose file	Browse	Acc. Holder Name	Choose file	Browse	
	Bank Name/Address *			Bank Name/Address *			
	Bank Name			Bank Name			
	Bank Name	DD Details		Bank Name	: DD Details		

17. In case user selects offline mode of payment pop-up message shown below will appear. If user is sure about the details filled he/she needs to click OK.





18. After that a message confirming successfully saved will appear on the screen.

Successfully Saved	×
Your Payment details have been successfully saved. Sub Form or make changes if required before submitting.	omit the
	ок

19. In case user selects online payment mode message shown below will appear on the screen user needs to click OK. After that user will be directed to the payment gateway.



20. On successful payment of fees screen shown below will appear. Here along with the option of submit user also gets option to preview the entire form as shown on the next screen.



21. Shown below is the application preview page here user can preview all the forms.

f. No. : AGE0120220002	Agent Details		
Agent Details	Name	PAWAN	
	Gender	Male	
Contact/Address Details	Father/Mother/Guardian Name	RANA	
	Photograph	0	
Registration Outside State			
Documents	Agent Type	Individual	
Documents	PAN No.	CYYKK67891 🙆 PAN Card	
Revenant	GSTIN No.	321314635462136	
Payment	Authority Letter	Authority Letter	

22. On clicking submit button pop-up message shown below will appear here user needs to click on the OK button.



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23. Then pop-up message confirming the application submission will appear.



24. After that user will reach the screen shown below here user can view and print his application form and can also see the approval history (as shown in the screen below).

2 PAWAN Agent Complain	lant		e
Real Estate Regulatory Authority Government of Himachal Pradesh Home Agent Registration • Complaint Registration •		Annexe Building. Majitha House Near HP Secretar Chotta Shimla. Shimla. HP: 171002	
🎒 My Registratic	2n		
	Agent Registration	Application	
	Application Ref. No.	AGE0120220002	
	Application Status	A Submitted/In Process	
	Submitted On	21/01/2022 11:37 AM	
	Agent Name	PAWAN	
	Agent Type	Individual	
	@ View ➡ Print 🧐 !	History	
Approval Histo	жу		×
Applicant Name Mobile No.	PAWAN 8528255798	Application No. AG Email Id mt	iE0120220002 unishksharma95@gmail.com

Mobile No. Applied On	8528255798 21/01/2022	Email Id	munishksharma95@gmail.com	
21 Jan 2022 11:37 AM Friday	PAWAN Action : Application Submitted by Applicant	i.		<u>n</u> 10.146.50.18
		Close	Ĺ	

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