

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).

Real Estate Regulatory Authority
Government of Himachal Pradesh

Address: Annes Building, Majitha House Near HP Secretariat, Chotta Shimla, Shimla, HR 171002

Navigation: About Us - Acts/Rules - Registration - Complaints - Services - Project Facilitation - Judgements/Orders - Appellate Tribunal

Sign Up

Already have an account? [Sign In](#) instead

Note: The Sign up is available for Promoters, Agents and Complainants only. Promoters can also avail "Pre Registration Facilitation" after signing up to expedite various pending approvals from different departments of Govt. of Himachal Pradesh before registering a project on this portal.

Sign up as: Promoter Agent Complainant

Agent's Type *
 Individual
 Non-Individual

Agent's Name *

Email Id *

Mobile No. *

Password *

Confirm Password *

Security Question *

Answer *

Enter Captcha Text * [Reload Captcha](#)

By clicking Sign Up, you agree to our [Terms and Conditions](#), [Data Policy](#), [Privacy Policy](#) and [Cookie Policy](#).

Sign Up

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 information as you will not be allowed to make any changes to it at later stages. Are you sure to proceed?

OK **CANCEL**

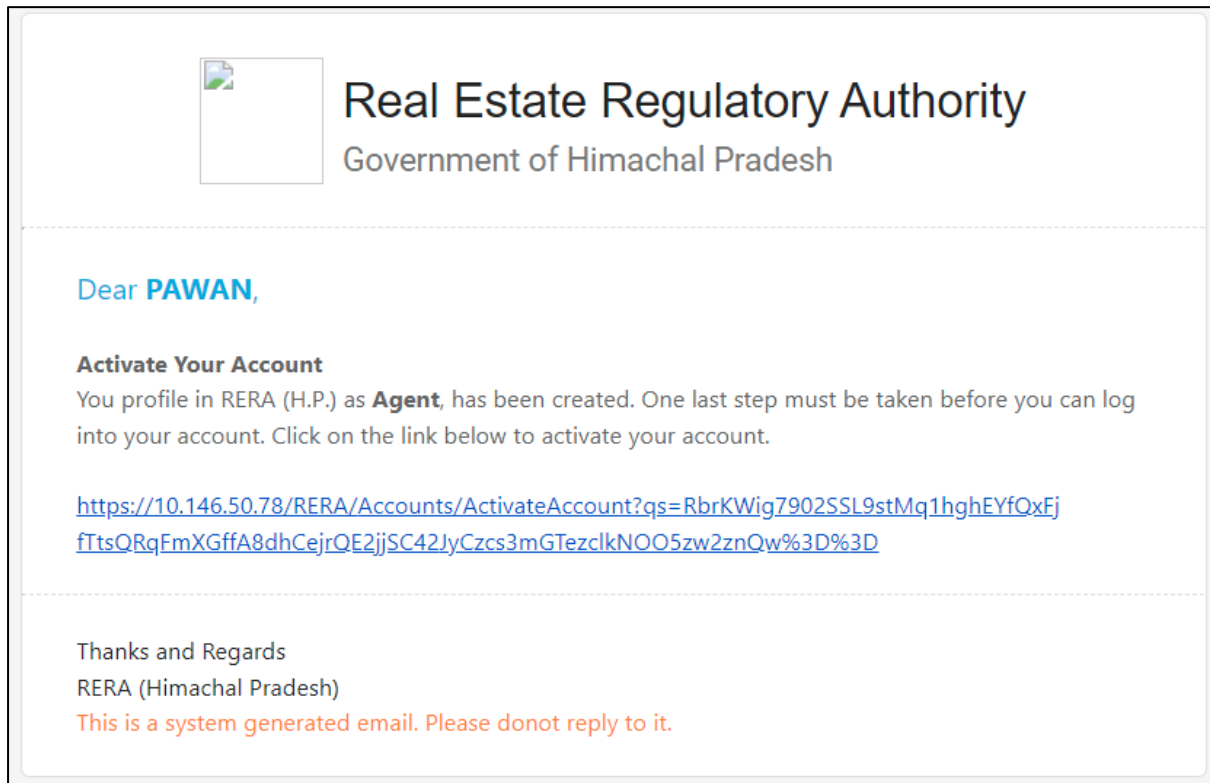
4. After clicking OK button Pop-up message shown below will appear.

Sign Up Successful

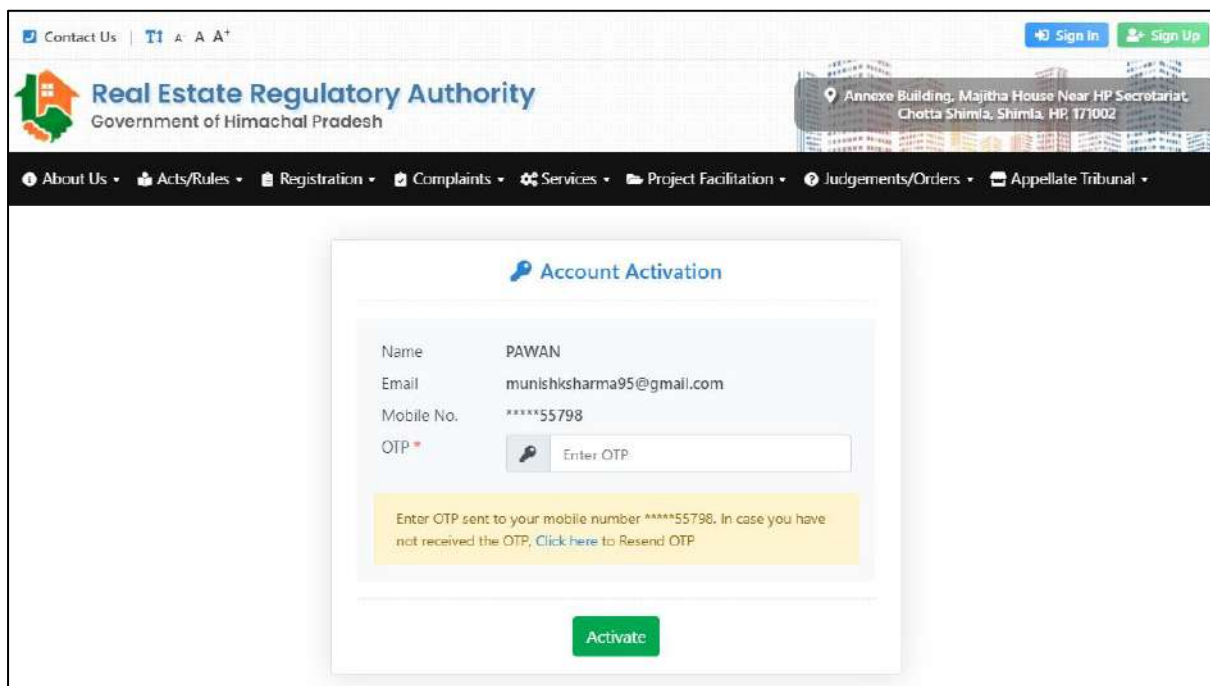
Your Account has been successfully created. You are required to activate your account. An activation link has been sent to your email : munishksharma95@gmail.com. Click on the link and complete the activation. You are also required to enter OTP sent on your mobile : *****5798 for account activation.

OK

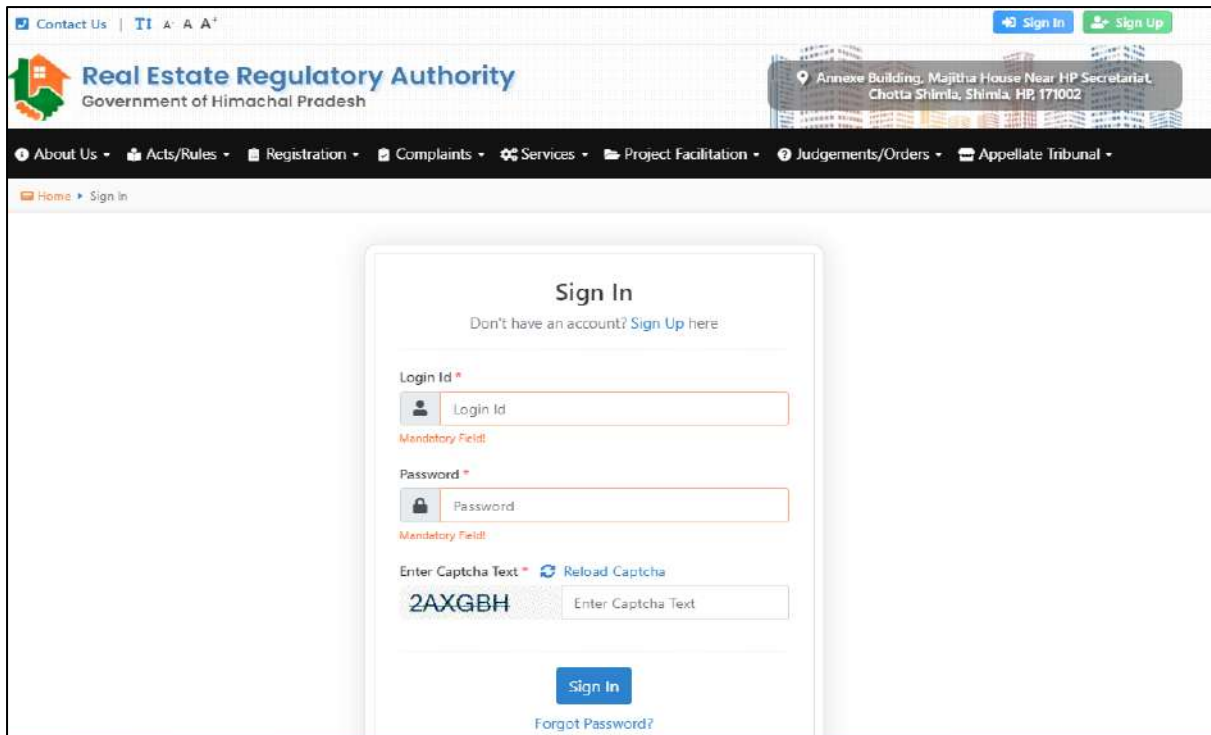
5. After that an activation link will be sent to your registered email. User needs to click on that link and complete the activation process.



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.

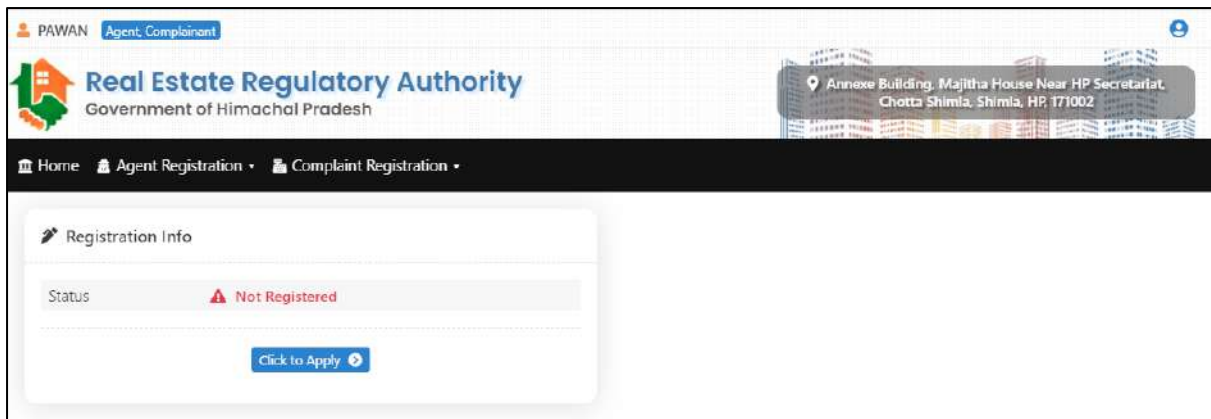


7. Then user needs to fill his sign in details.

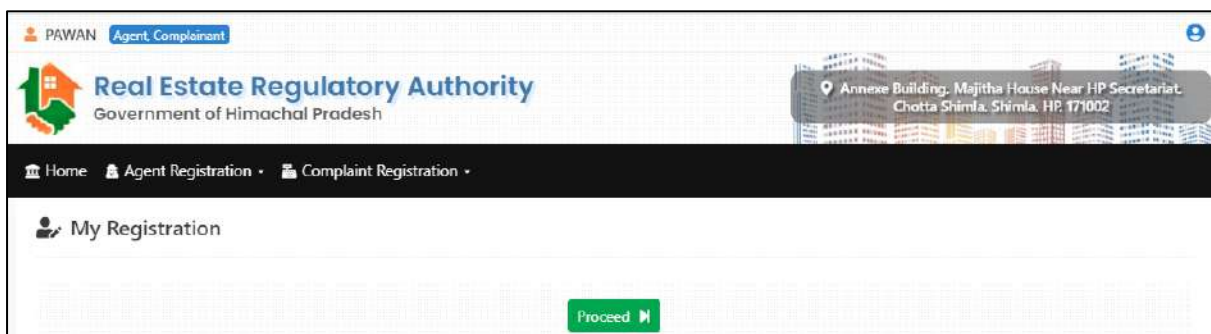


Dashboard

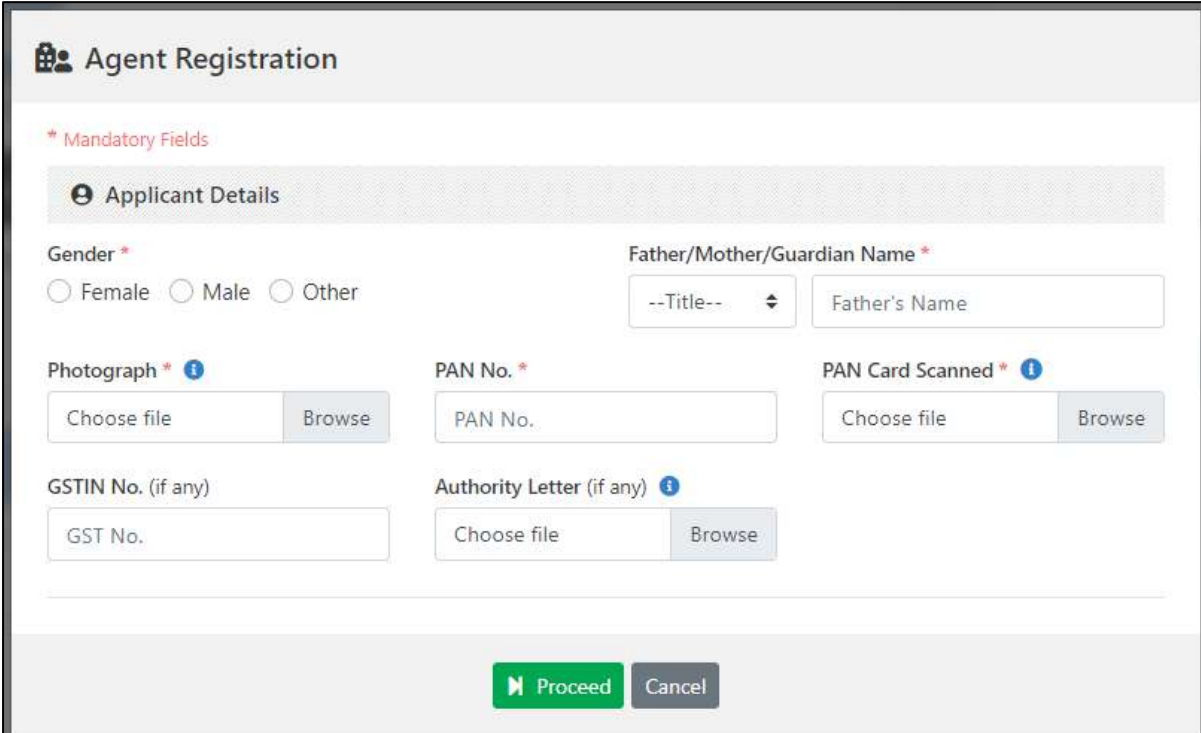
8. Upon sign in user will reach the Agent Dashboard page, screen shown below.



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.

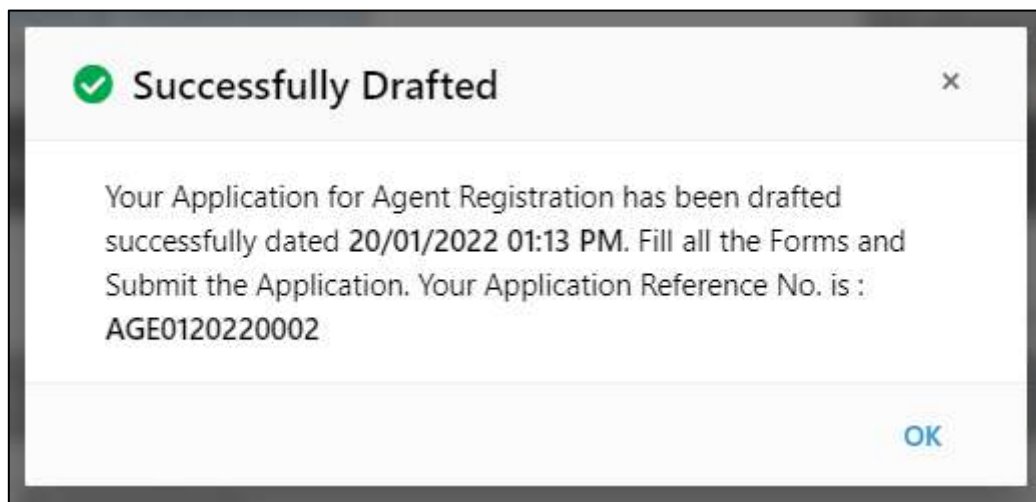


10. For agent registration part user needs to fill the mandatory details shown on the page below and then click proceed.



The screenshot displays the 'Agent Registration' form. At the top, there is a header with a person icon and the text 'Agent Registration'. Below this, a red asterisk indicates 'Mandatory Fields'. The form is divided into sections, with the first being 'Applicant Details'. Under this section, there are several fields: 'Gender' with radio buttons for 'Female', 'Male', and 'Other'; 'Father/Mother/Guardian Name' with a dropdown for title and a text box for the name; 'Photograph' with a 'Choose file' button and a 'Browse' button; 'PAN No.' with a text box; 'PAN Card Scanned' with a 'Choose file' button and a 'Browse' button; 'GSTIN No. (if any)' with a text box; and 'Authority Letter (if any)' with a 'Choose file' button and a 'Browse' button. At the bottom of the form, there are two buttons: a green 'Proceed' button and a grey 'Cancel' button.

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, Complainant

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration - Complaint Registration -

Agent Registration Form
Name : PAWAN Application Reference No. : AGE0120220002

Progress : 45%

Agent Details

Agent Details

Edit Details

Name	PAWAN
Gender	Male
Father/Mother/Guardian Name	RANA
Photograph	
Agent Type	Individual
PAN No.	CYKK6789I
GSTIN No.	321314635462136
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, Complainant

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration - Complaint Registration -

Agent Registration Form
Name : PAWAN Application Reference No. : AGE0120220002

Progress : 45%

Address Details

Contact Details

Alternate Mobile No. Alternate Email

Mobile No. Email

Address Details

Address Line 1 * Address Line 2 * State *

Address Line 1 Address Line 2 --Select--

City/District * Pin Code * Address Proof *

--Select-- Pin Choose file Browse

Address Details of Office in Himachal

Address Line 1 * Address Line 2 * State *

Address Line 1 Address Line 2 Himachal Pradesh

City/District * Pin Code * Address Proof *

--Select-- Pin Choose file Browse

Save Draft

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

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration Complaint Registration

Agent Registration Form Back

Name : PAWAN Application Reference No. : AGE0120220002

Progress : 65%

Outside State

Agent Details ✓

Contact/Address Details ✓

Registration Outside State ✓

Documents

Payment

If you are also registered as Agent outside of Himachal Pradesh, enter the details of all the registrations.

+ Add Registration Outside State

No Registrations Outside of State

Registrations Outside of State

State * City/District * Registration No. *

--Select-- --Select-- Registration No.

Registration Certificate * i

Choose file Browse

Save Draft Close

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

PAWAN Agent, Complainant

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration - Complaint Registration -

Agent Registration Form
Name : PAWAN Application Reference No.: AGE0120220002

Progress : 65%

Documents

1. Requisite Experience Certificate * Upload

Other Relevant Documents
Add Document

No Records to Display

Agent Details ✓
Contact/Address Details ✓
Registration Outside State ✓
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

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration - Complaint Registration -

Agent Registration Form
Name : PAWAN Application Reference No.: AGE0120220002

Progress : 85%

Payment

Kindly note:
1. The payment you make will be non refundable even if your application is rejected.
2. In case of payment through Bank Draft, the Bank Draft must be delivered to the RERA in original by hand or by post/courier. The Application will be considered only after the Bank Draft is received in original.

Registration Fee
Amount Payable: ₹ 5000.00
Payment Mode: Online Bank Draft

Demand Draft No. * Demand Draft Date *
DD No. DD Date

Account Holder name * Demand Draft Scanned *
Acc. Holder Name Choose file Browse

Bank Name/Address *
Bank Name

Submit DD Details

E-Charges
Amount Payable: ₹ 500.00
Payment Mode: Online Bank Draft

Demand Draft No. * Demand Draft Date *
DD No. DD Date

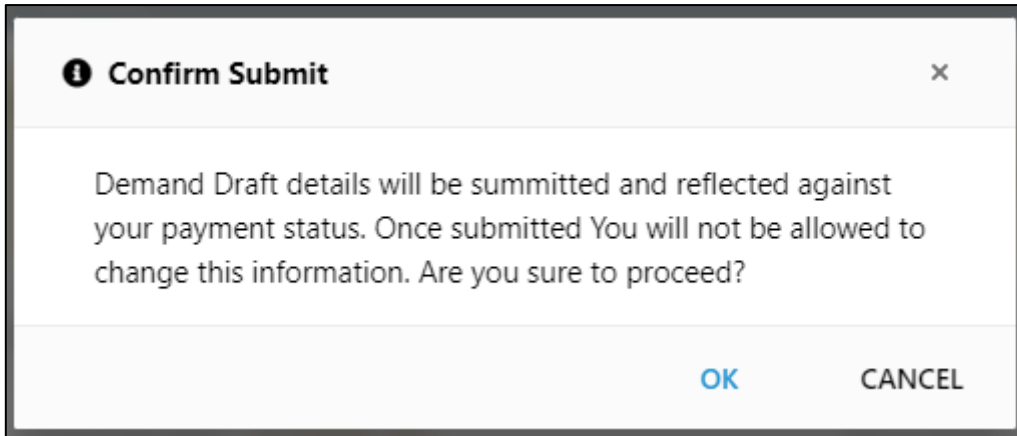
Account Holder name * Demand Draft Scanned *
Acc. Holder Name Choose file Browse

Bank Name/Address *
Bank Name

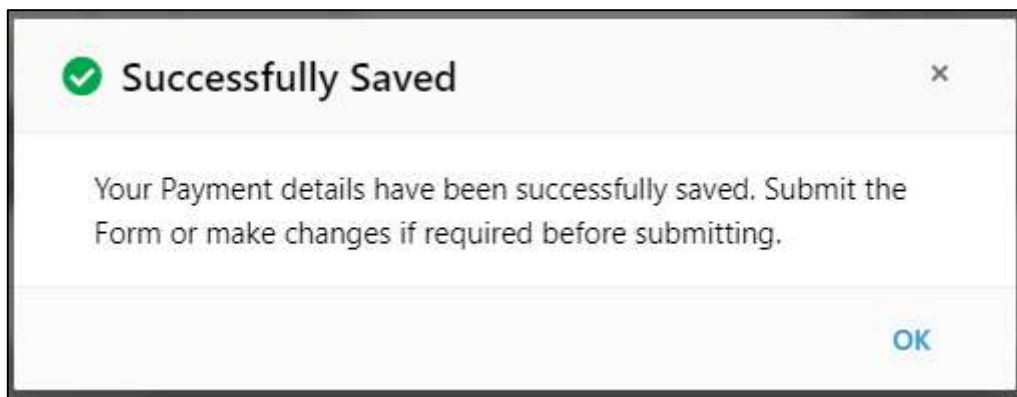
Submit DD Details

Agent Details ✓
Contact/Address Details ✓
Registration Outside State ✓
Documents ✓
Payment

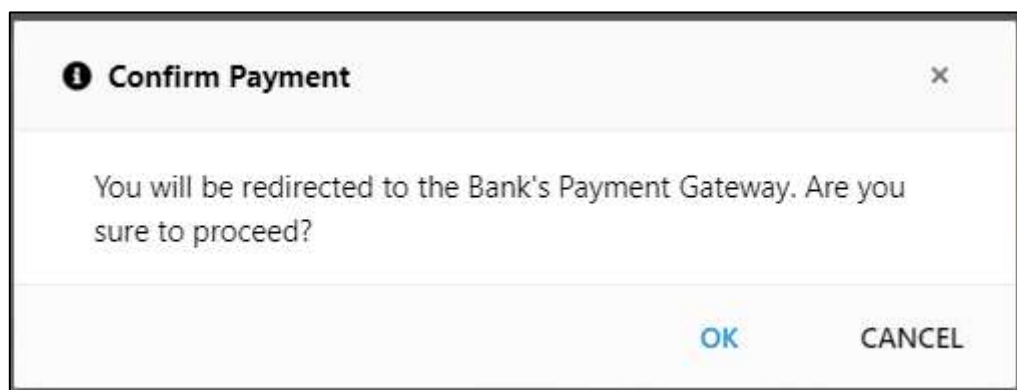
17. In case user selects offline mode of payment pop-up message shown below will appear. If user is sure about the details filled he/she needs to click OK.



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



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.

Real Estate Regulatory Authority
Government of Himachal Pradesh

Annexe Building, Majitha House Near HP Secretariat,
Chotta Shimla, Shimla, HP, 171002

Home Agent Registration Complaint Registration

Agent Registration Form
Name : PAWAN Application Reference No. : AGE0120220002

Progress : 100%

Payment

Kindly note :
1. The payment you make will be non refundable even if your application is rejected.
2. In case of payment through Bank Draft, the Bank Draft must be delivered to the RERA in original by hand or by post/courier. The Application will be considered only after the Bank Draft is received in original.

Registration Fee	E-Charges
Fee Amount : ₹5000.00	Fee Amount : ₹500.00
DD Submitted dated 18/01/2022	DD Submitted dated 19/01/2022
Payment Status : Details Submitted	Payment Status : Details Submitted
Payment Mode : Bank Draft	Payment Mode : Bank Draft
DD No. : 123 Receipt/DD	DD No. : 123 Receipt/DD
DD Date : 18/01/2022	DD Date : 19/01/2022
Bank Details : SBI	Bank Details : SBI
Account Holder : ANIL	Account Holder : ANIL

Submit Preview

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

Application Preview

Ref. No. : AGE0120220002

Agent Details

Name	PAWAN
Gender	Male
Father/Mother/Guardian Name	RANA
Photograph	
Agent Type	Individual
PAN No.	CYYKK67891 PAN Card
GSTIN No.	321314635462136
Authority Letter	Authority Letter

Close

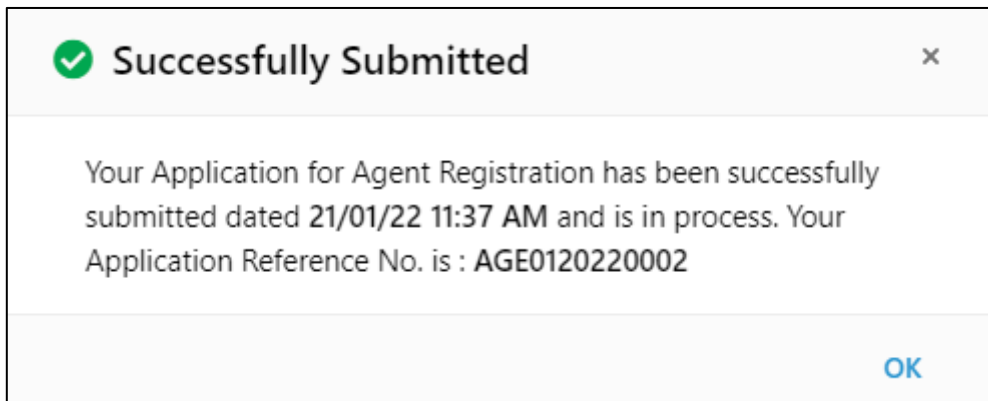
22. On clicking submit button pop-up message shown below will appear here user needs to click on the OK button.

Confirm Submit

Application will be submitted for approval. Make sure all the information entered is correct. Once submitted you will not be allowed to revert your action. Are you sure to proceed?

OK CANCEL

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).

