

User Manual for Applicant – Document Upload (Sale Deed, Witness Details, Identifier Details & Affidavit Fee Payment)

INTRODUCTION

This user manual is designed to guide applicants through the **document upload process** in the Online Property Registration Application. It provides step-by-step instructions to help applicants:

1. Download the Sale Deed, sign it, and re-upload the document
2. Enter the Witness details
3. Enter the Identifier details
4. Make the Affidavit fee payment

Following this guide will ensure that the Sale Deed submission process is completed smoothly and without errors.

Step1. Login to the Portal

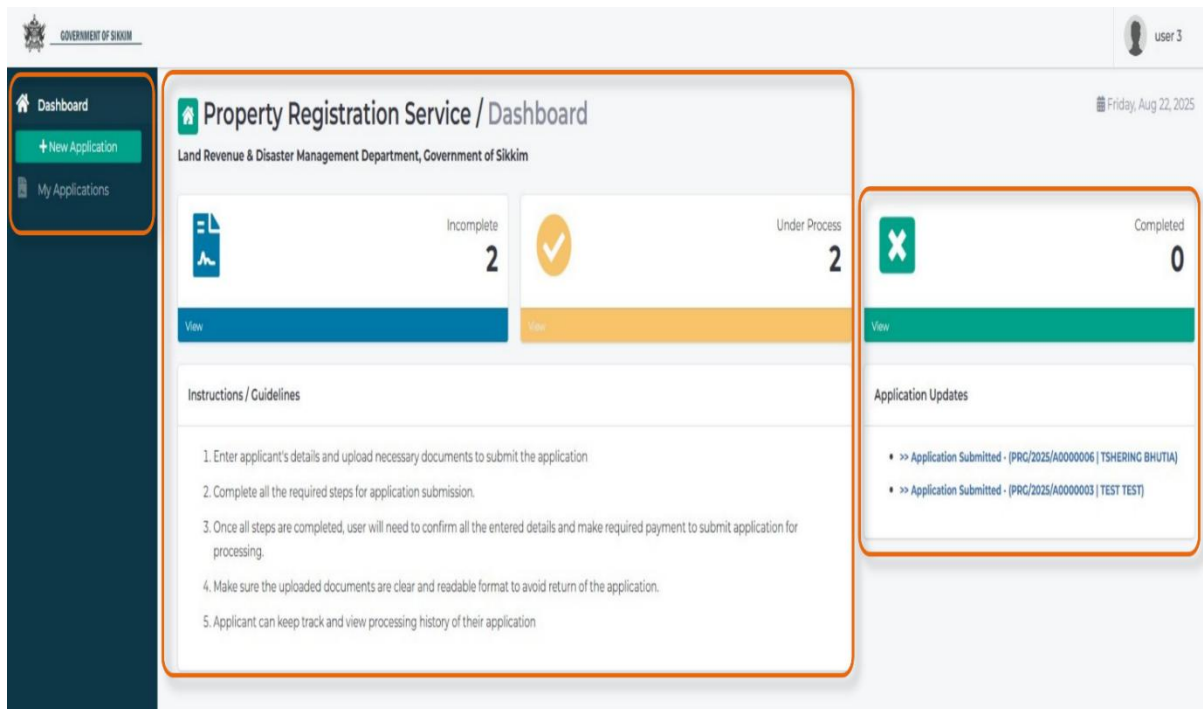
- Enter your registered **username** and **password** in the appropriate fields.
- Click the "**Sign In**" button to access your account, as illustrates in figure 1.1.



(Fig 1.1)

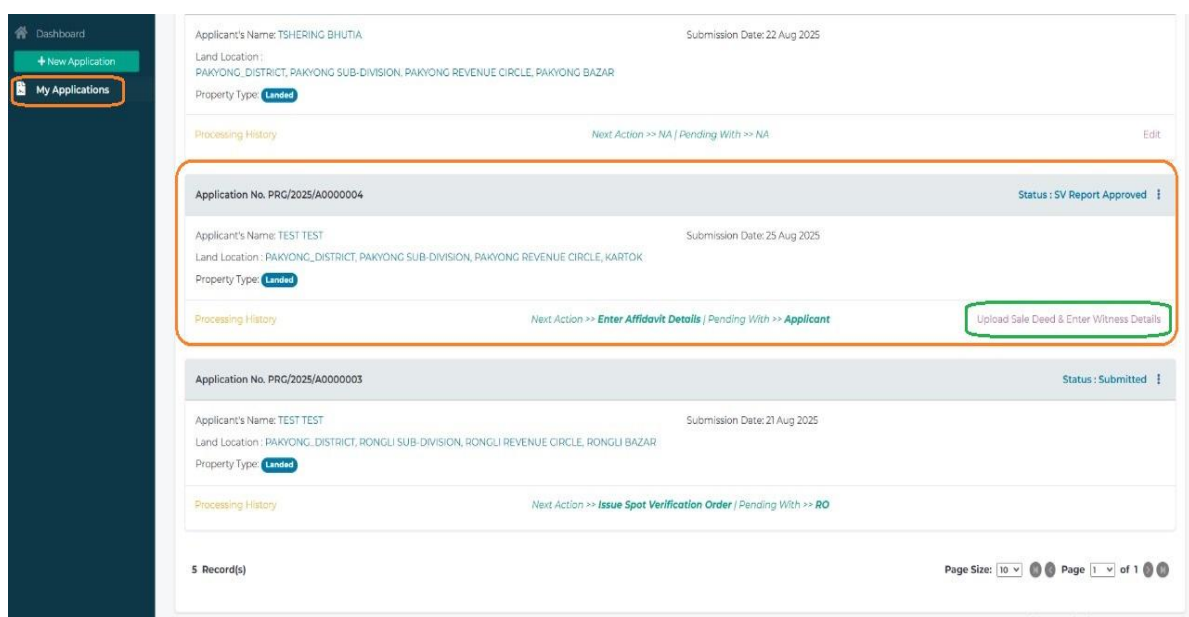
Step3. Navigate to the Dashboard

After successful login, you will be redirected to the **Dashboard**, as illustrates in figure 1.2.



(Fig 1.2)

- Once your application has been **approved by the RI and RO**, you need to complete the next step from your dashboard.
- Click on **"My Applications"** on the left menu.
- Here, you will see the list of all your submitted applications along with their current status.
- Look for your application number. You will notice that the **status shows "SV Report Approved"** as shown in the below figure fig 1.3.



(Fig 1.3)

- Under **Next Action**, it will say “**Enter Affidavit Details**”.
- On the right-hand side, you will also see the option “**Upload Sale Deed & Enter Witness Details**”.
- At this stage, you must:
- **Upload a copy of the Sale Deed**
- **Enter Affidavit details** as required
- **Fill in Witness details** accurately.

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Dashboard

+ New Application

My Applications

Application Code - PRG/2025/A0000004

Applicant Name - TEST TEST

Land Location - PAKYONG, DISTRICT, PAKYONG REVENUE CIRCLE, KARTOK

1. Fields marked * are mandatory. Hover on ⓘ to know more.
2. Applicant will need to visit the concerned SDM office along with the mentioned witness for affidavit signature and approval.
3. Note Both the witness and Identifier must be present during the physical photo capture and endorsement process.

Identifier *

Name of Identifier * TEST ✓

Gender * Male ✓

Name Father/Husband * TEST ✓

Address of Identifier * TEST ✓

Witness *

Name of Witness * TEST ✓

Gender * Male ✓

Name Father/Husband * TEST ✓

Address of Witness * TEST ✓

Identifier Govt. Approved ID Proof *
(Allowed formats: image/pdf. Maximum PDF File Size: 2MB)

Choose file images.jpg ✓

Witness Govt. Approved ID Proof *
(Allowed formats: image/pdf. Maximum PDF File Size: 2MB)

Choose file No file chosen ✓

Back To Applications

Save & Continue

Activate Windows

(Fig 1.4)

- Once you click this option, the system will open a new page where you must fill in the details of the **Identifier** and the **Witness**. Here, you need to carefully provide their names, father’s or husband’s names, gender, and address information.
- Along with these details, it is mandatory to upload **government-approved ID proofs** for both the Identifier and the Witness. This section, marked in green in the screenshot, allows you to upload their IDs in **image or PDF format**, with a maximum file size of **2 MB** per file.
- The documents must be clear, valid, and easy to read, otherwise the application may face delays. Commonly accepted IDs include Aadhaar Card, Voter ID, Passport, or Driving License.
- Once all the required details and ID proofs are submitted, click on **Save & Continue**. This will save your entry and move the application forward for the next stage of processing.

- Please remember that during the final affidavit signing, both the Identifier and the Witness must be **physically present at the SDM office along with their original ID proofs for verification.**

The screenshot shows the 'Property Registration' portal interface. On the left is a dark sidebar with 'Dashboard', '+ New Application', and 'My Applications'. The main content area is titled 'Property Registration' and 'Affidavit Witness Details'. It shows an 'Application Code - PRG/2025/A0000004', 'Applicant Name - TEST TEST', and 'Land Location - PAKYONG, DISTRICT, PAKYONG REVENUE CIRCLE, KARTOK'. Below this, there are instructions: '1. Fields marked * are mandatory. Hover on ⓘ to know more' and '2. Download the sale deed file, sign and re-upload'. A section titled 'Download Generated File *' contains a 'Download Sale Deed' button, which is highlighted with an orange border. Below this is a 'Sale Deed *' section with a file upload area showing 'Choose file' and 'No file chosen'. At the bottom are 'Back' and 'Save & Continue' buttons. The date 'Monday, Aug 25, 2025' is shown in the top right corner.

(Fig 1.5)

- In this step, you need to handle the **Sale Deed document**. First, click **Download Sale Deed** to get the system-generated file with your application details. Print it, review the information, and ensure all required parties sign it.
- Next, **scan the signed document** and save it in PDF or image format (**under 2 MB**). Use the **Choose File** option to upload the signed Sale Deed back to the portal. Finally, click **Save & Continue** to move ahead in the process.
- Next you need to **confirm the affidavit witness details** that were entered earlier. Review all the information such as the name, gender, address, ID proof of the identifier and witness, along with the uploaded signed Sale Deed. If you notice any mistake, you can click **Edit** to make corrections.
- Once all details are correct, check the **Affidavit Fee** shown on the right side. Finally, click **Submit** to proceed. You will be redirected to the **payment gateway**, and only after successful payment, the application will be forwarded for approval as shown in the below fig 1.6

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Dashboard

New Application

My Applications

user 3

Application For Property Registration

Confirm Affidavit Witness Details

Name of Identifier	TEST
Gender	Male
Name Father/Husband	TEST
Address of Identifier	TEST
Name of Witness	TEST
Gender	Male
Name Father/Husband	TEST
Address of Witness	TEST
Identifier Govt. Approved ID Proof	Click To View
Witness Govt. Approved ID Proof	Click To View
Signed Sale Deed	Click To View

Affidavit Fee

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†† On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval.

EditSubmit

✓ Sale Deed details saved

(Fig 1.6)

THANK YOU