SHAURYA TECHNOSOFT PVT LTD

USER MANUAL FOR WBMDTCL

(CONSUMER REGISTRATION) PROCESS FROM
MOBILE & WEB APP

<WBMDTCL>

<25/05/2023>

INDEX

Table of Figure

WEB Application

1. How to Register Consumer on WBMDTCL Coal e-Distribution Portal

Step 1: Consumer Registration
Step 2: Fill the basic details.
Step 3: Fill the Coal Application/ Bank details.
Step 4: Upload the required document.
Step 5: Select the Authorized Person.

1.1 Step 1: Consumer Registration

- Consumer have to visit the official website **https://ecoaldistribution.com/Consumer** for registration process.
- Consumer have to click on **Consumer Registration** button to fill the required details for the registration.
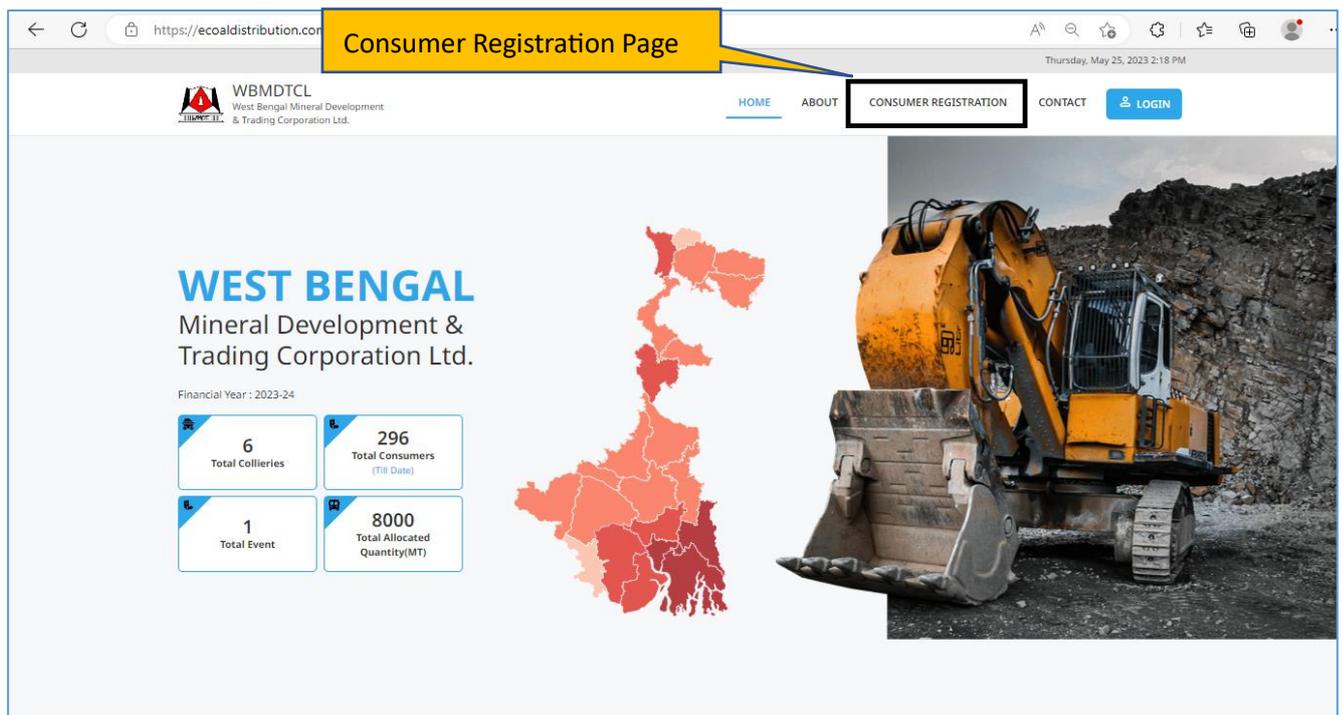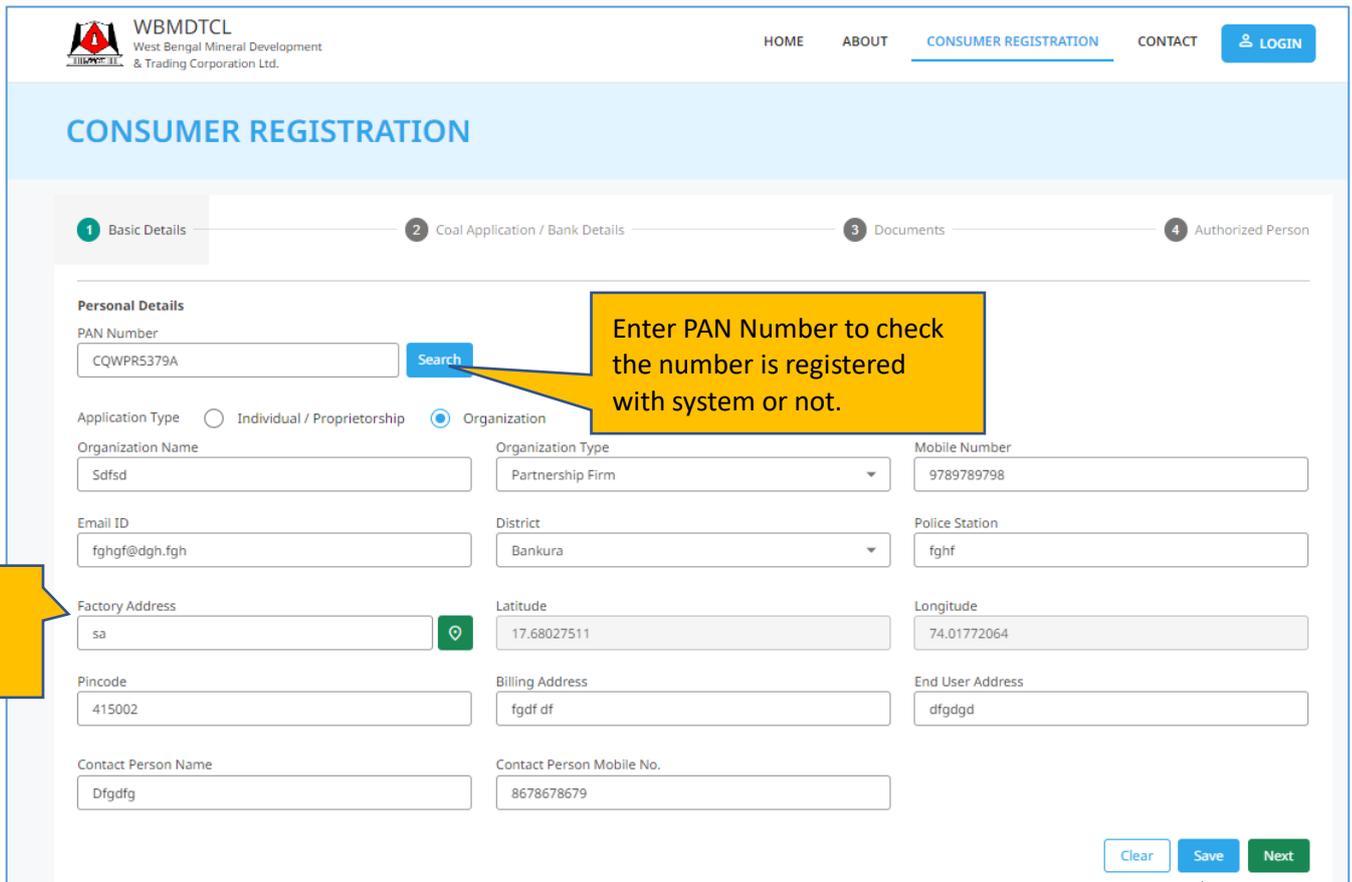

Figure 1 System Landing Page

1.2.Step 2: Fill the basic details.

- Consumer have to enter the **PAN number** to check whether the **number** is registered with system or not.
- Consumer have to select the **Applicant type**- Individual/Proprietorship or Organization.
- As per the selection user has to fill the required details.
- For Factory address user has to set the **geo fencing** for the factory address location.
- User has to save the filled data before to move on next page.

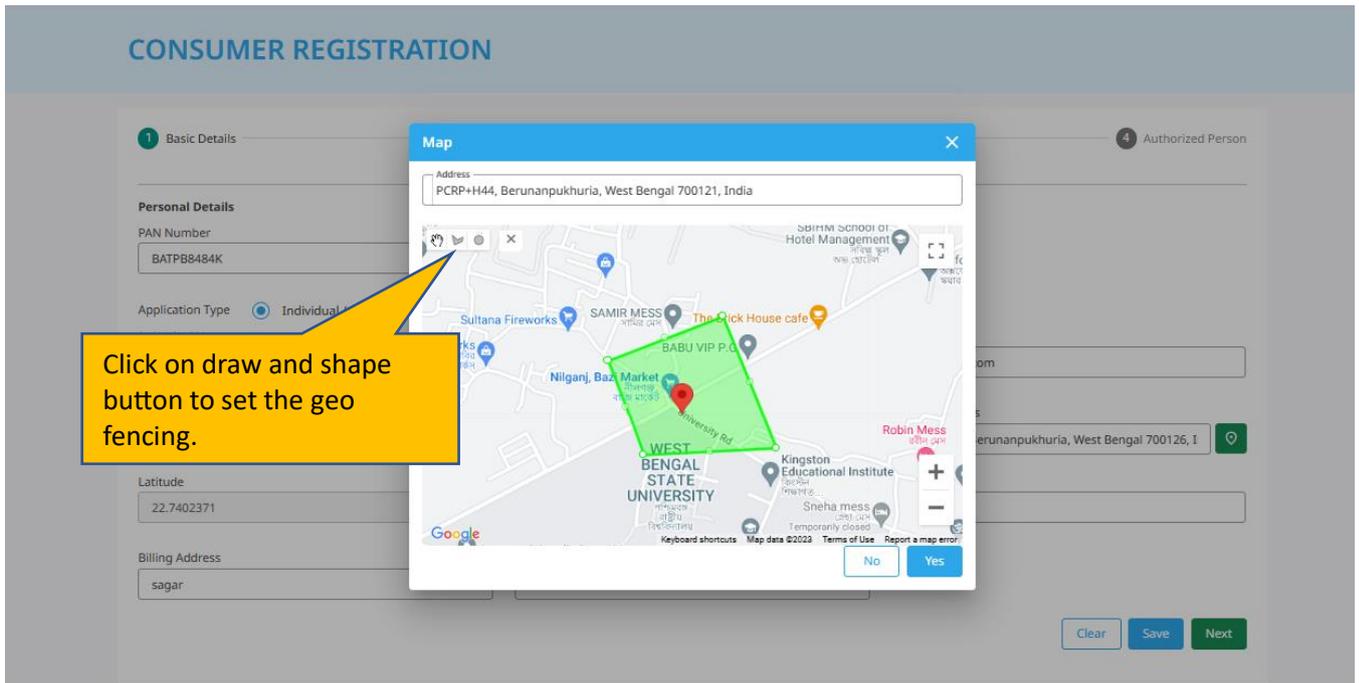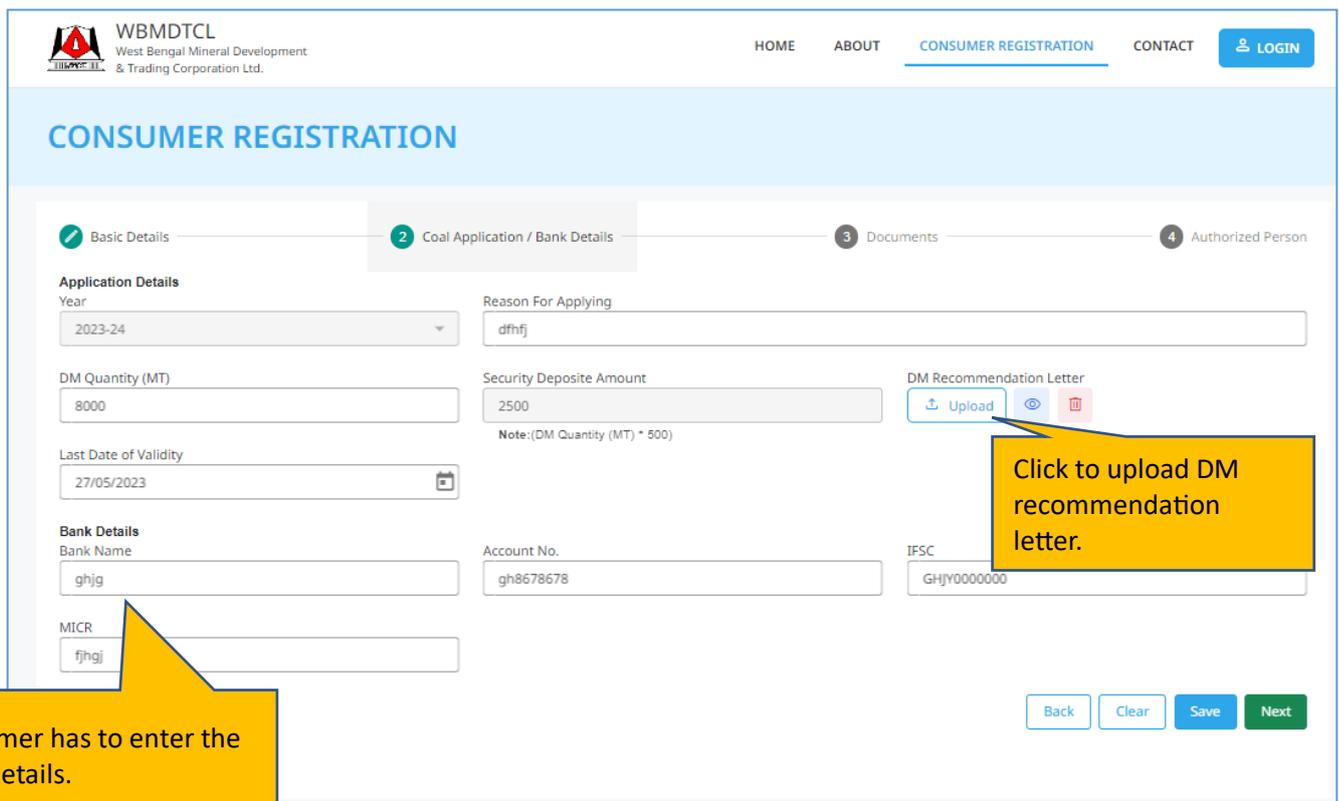*Figure 2 Consumer Registration Page.*

Figure 3 Geo Fencing Set

- Consumer has to set the **geo fencing** for factory registration page.
- He has to click on **Draw and shape button** to set the geo fencing on map.
- Consumer has to marked the line where he has to set the geo fence.

1.3.Step 3: Fill the Coal Application/ Bank details.

- Application details year will be set by default for year **2023 – 2024**.
- Consumer have to enter the DM Quantity. Along with it Security deposit will be auto generated.
- Consumer has to attached the **DM Recommendation letter** and its **validity date**.
- Consumer has to add his **bank details**. Eg – Bank Name, Account Number, IFSC Number and MICR Number.

Figure 4 Coal Application / Bank details

1.4.Step 4: Document Upload

- Consumer has to attach all the required documents while submitting the form.
- Asterisk mark (*) documents and text field are mandatory for consumer to upload.
- For NOC letter consumer have to add the validity date.
- After submitting all the required documents user has to save and click on next button to navigate to the Authorized Person Screen.

Figure 5 Upload Documents Page

1.5. Step 5: Select the Authorized Person.

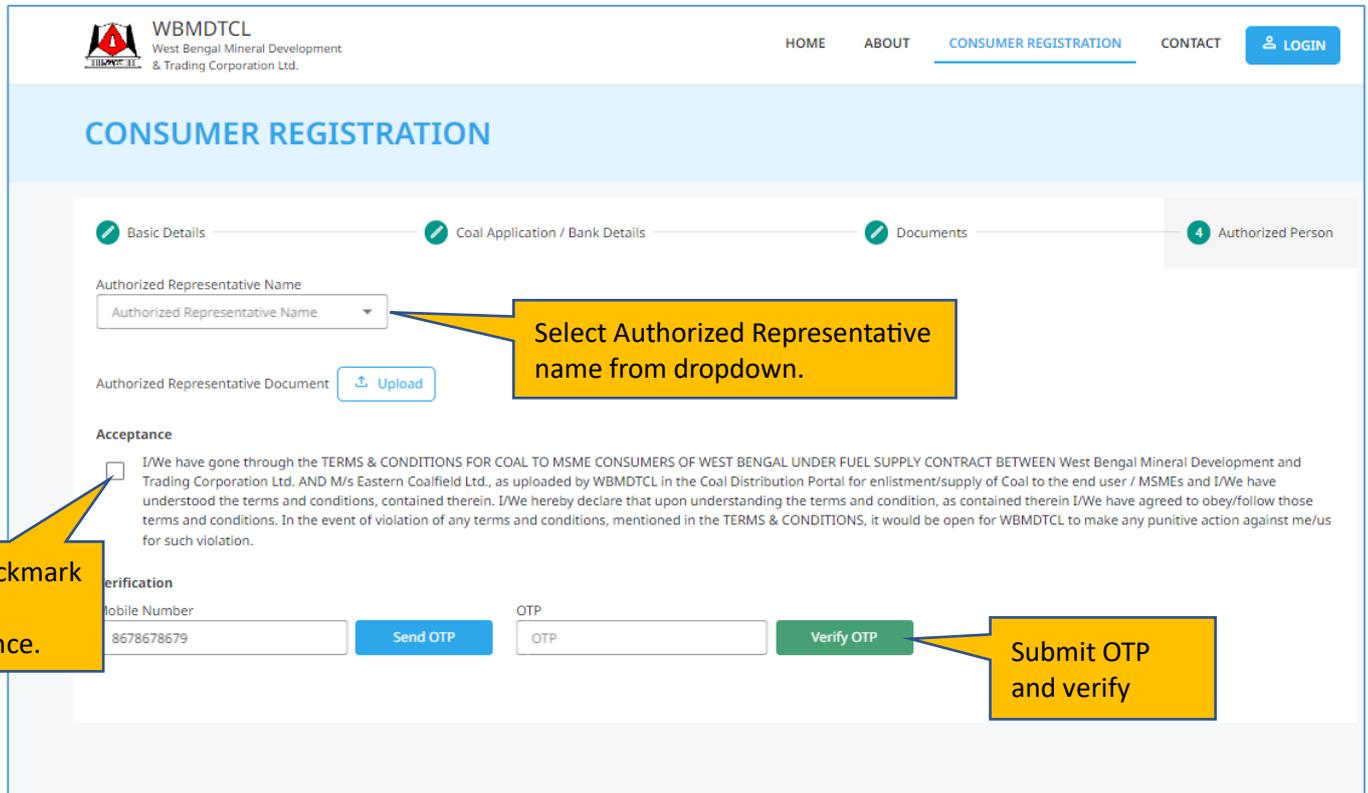- Consumer have to select the Respective Authorized Representative person name from the dropdown.
- Consumer has to upload the Authorized Representative Document.
- Consumer have to click on the Acceptance checkbox.
- OTP will send on the registered mobile number for verification process.

Figure 6 Authorized Representative Name Selection and Acceptance page.

Consumer Registration - User Manual for WBMDTCL

2. Mobile Application

Note: - Consumer registration page is as same as web app page. The extra feature is consumer have flexibility to upload the photos of factory.

2.1. How to Register Consumer from Mobile Application.

- Step 1: Enter the basic details of the consumer.
- Step 2: Enter the Coal Application details of the consumer.
- Step 3: Documents Upload.
- Step 4: Photos Upload.
- Step 5: Verification Process.

2.2. Consumer Login Screen

- Consumer have to **download** the application from **play store**.
- Consumer have to entered his registered **mobile number** to check whether entered number is registered with the system or not.
- If the number is not registered with the system, system will redirect to the consumer **registration page**.

Entered mobile number to check the user is already registered or not.

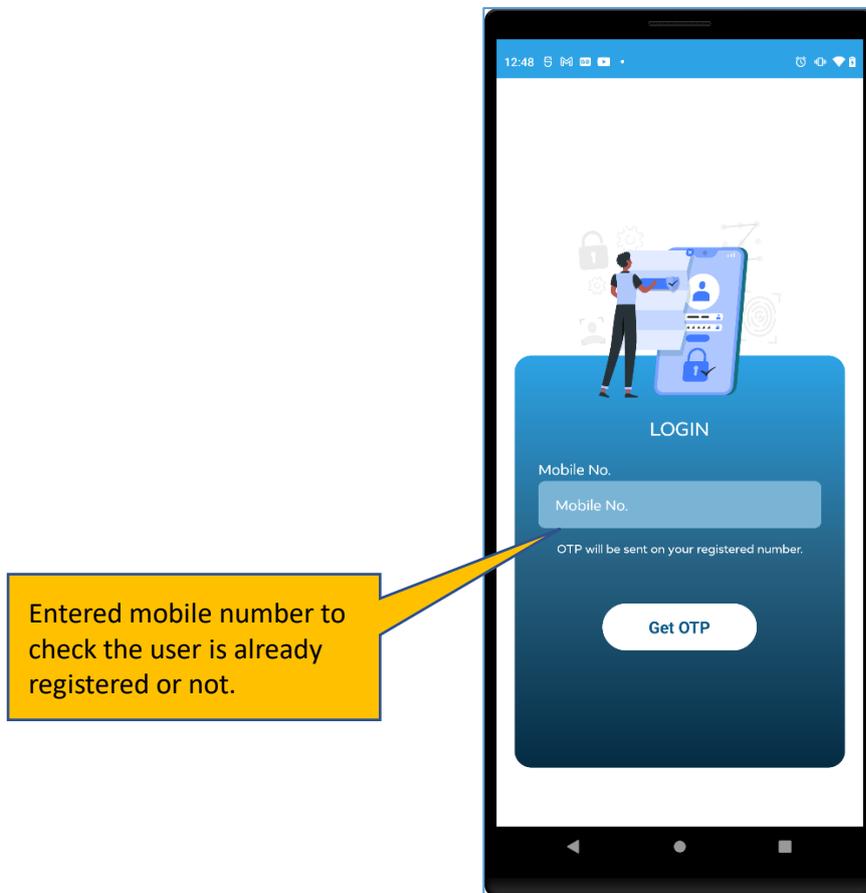*Figure 7 Consumer Login Page*

2.3. Consumer Registration steps page.

- Consumer registration status page is given to the consumer to check the **status** of the filled page.
- Edit functionality is given to update the form and documents while filling the form.
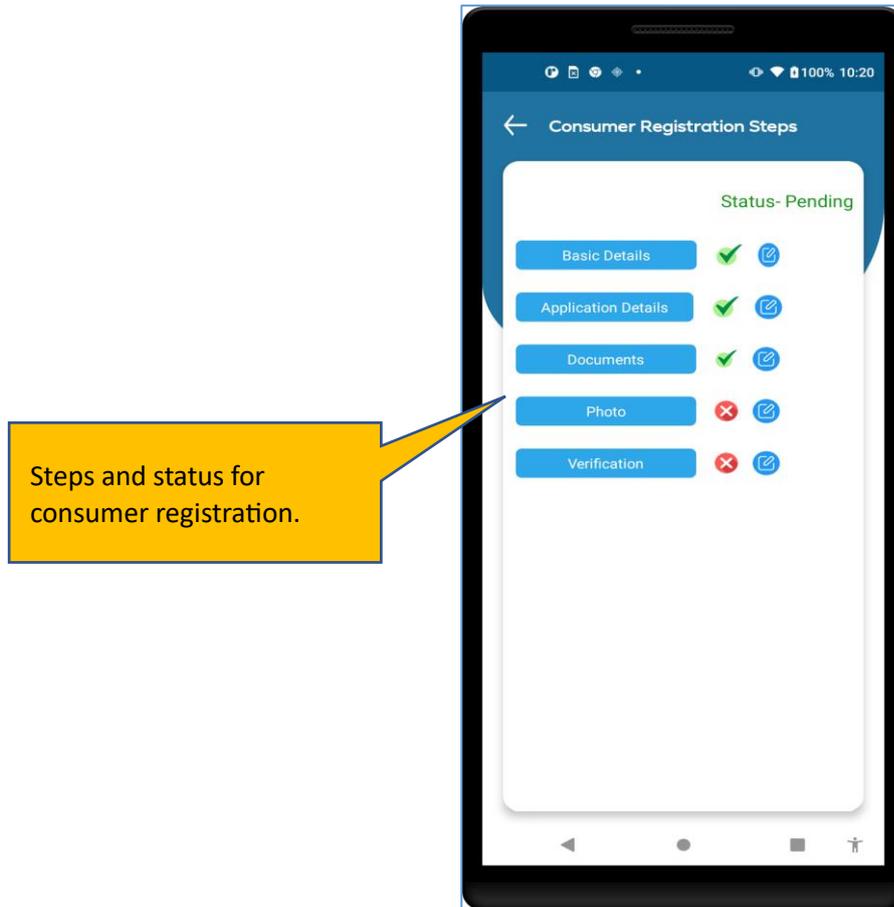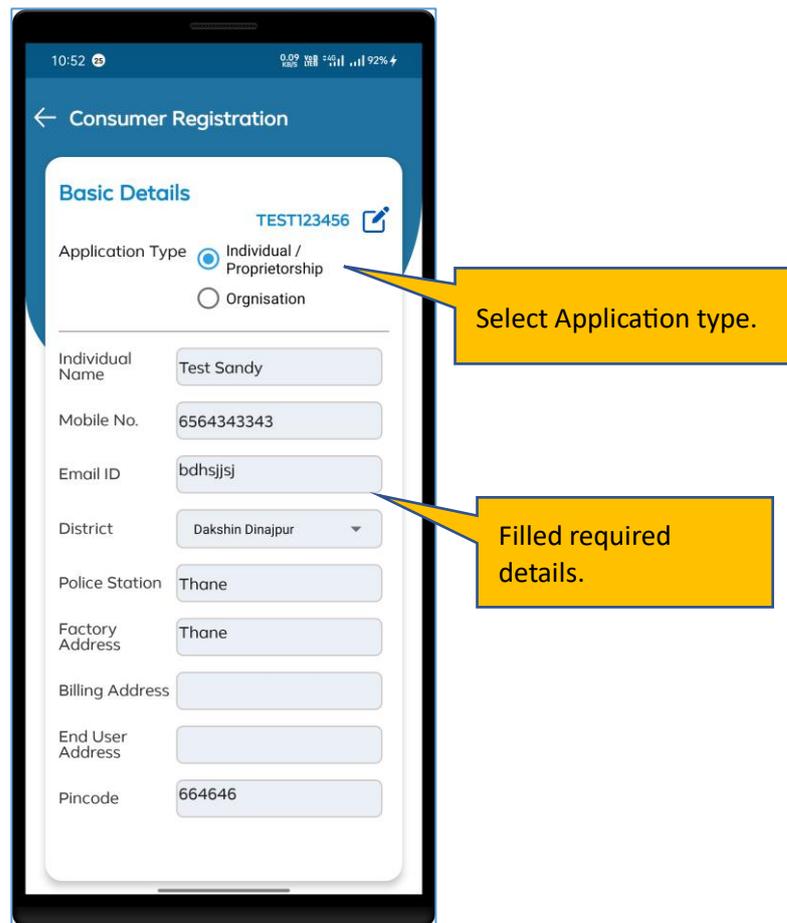- Status is given to check form is filled or not.

Steps and status for consumer registration.

Figure 8 Consumer Registration Steps Page

2.4. Step 1: Enter the basic details of the consumer.

- Consumer have to enter the **PAN number** to check whether the **number** is registered with system or not.
- Consumer have to select the **Applicant type**- Individual/Proprietorship or Organization
- As per the selection user has to fill the required details.
- For Factory address user has to set the **geo fencing** for the factory address location.
- User has to save the filled data before to move on next page.

Figure 9 Consumer Basic Details page

2.5. Step 3: Enter the Coal Application details of the consumer.

- Application details year will be set default for year **2023 – 2024.**
- Consumer have to enter the **DM Quantity**. Along with it **Security deposit** will be auto generated.
- Consumer has to attached the **DM Recommendation letter** and its **validity date**.
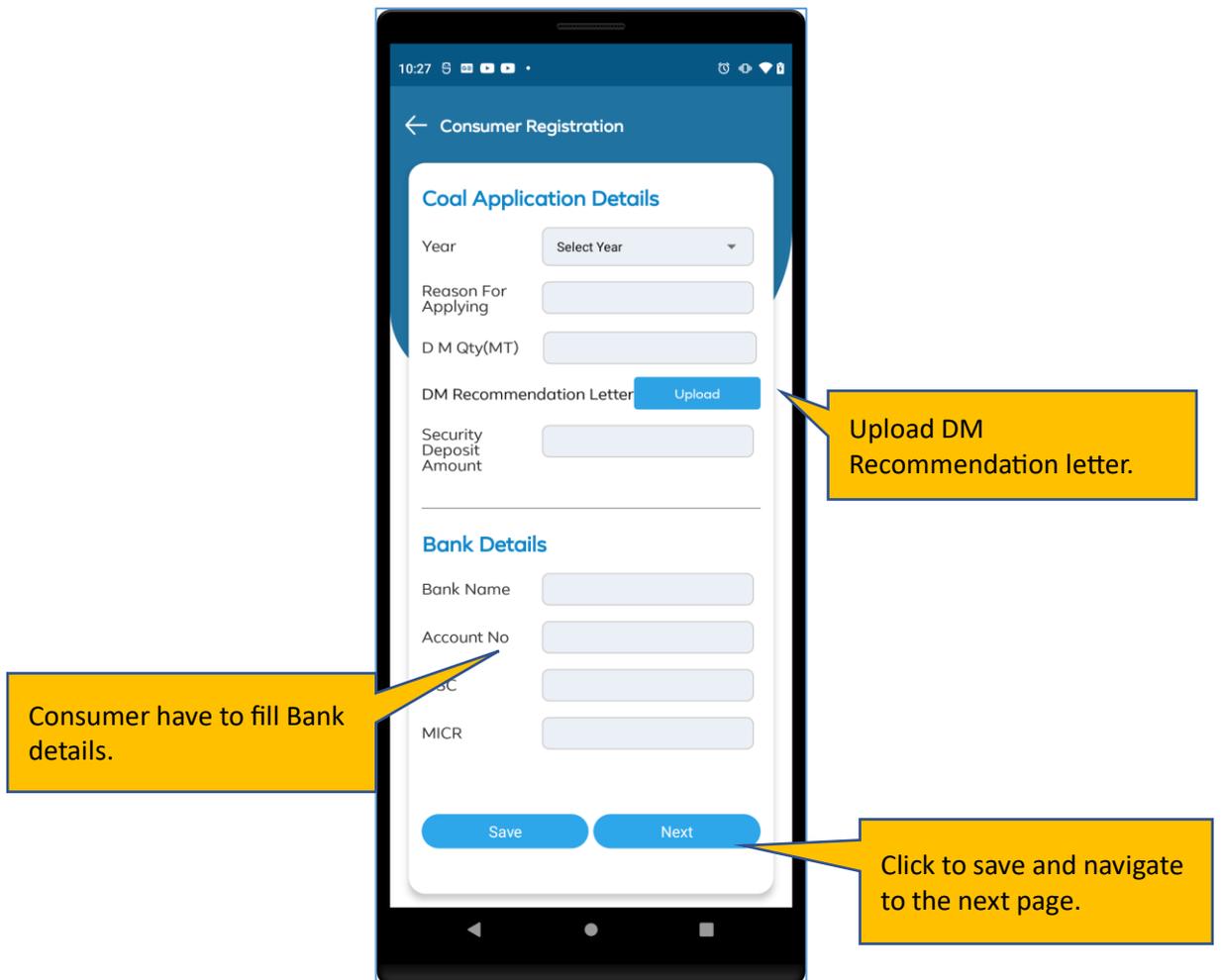- Consumer has to add his **bank details**. eg– Bank Name, Account Number, IFSC Number and MICR Number.

Figure 10 Coal Application Detail Page

2.6. Step 4: Upload the required documents.

- Consumer has to attach all the required documents while submitting the form.
- **Asterisk mark** (*) documents and text field are mandatory for consumer to upload.
- For **NOC letter** consumer have to add the **validity date**.
- After submitting all the required documents user has **to save and click** on next button to navigate to the Authorized Person Screen.
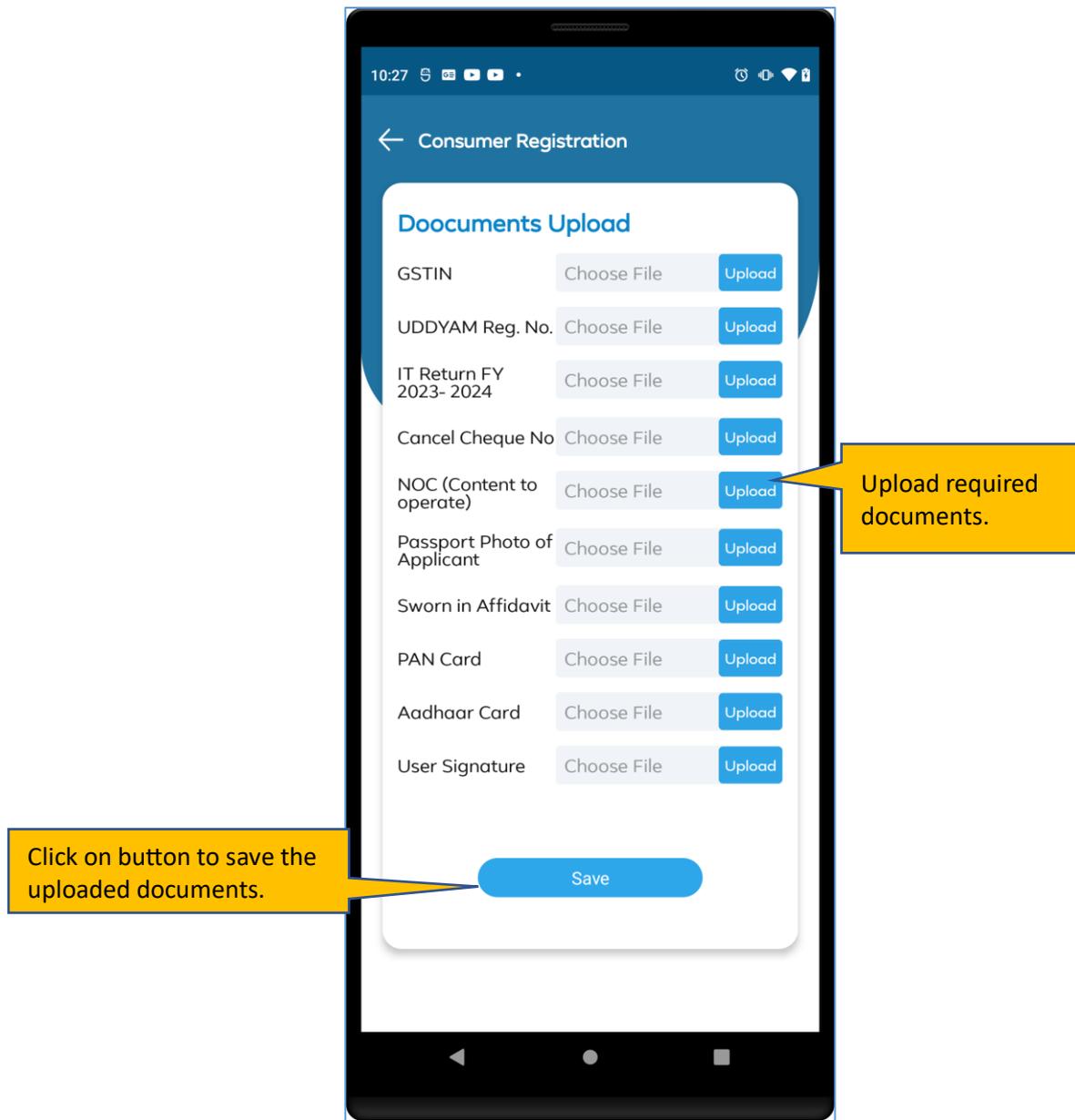

Figure 11 Upload Documents Page

Consumer Registration - User Manual for WBMDTCL

2.7. Step 5: Upload the Photos.

- Consumer have to **upload** the required **photos** while filling the form.
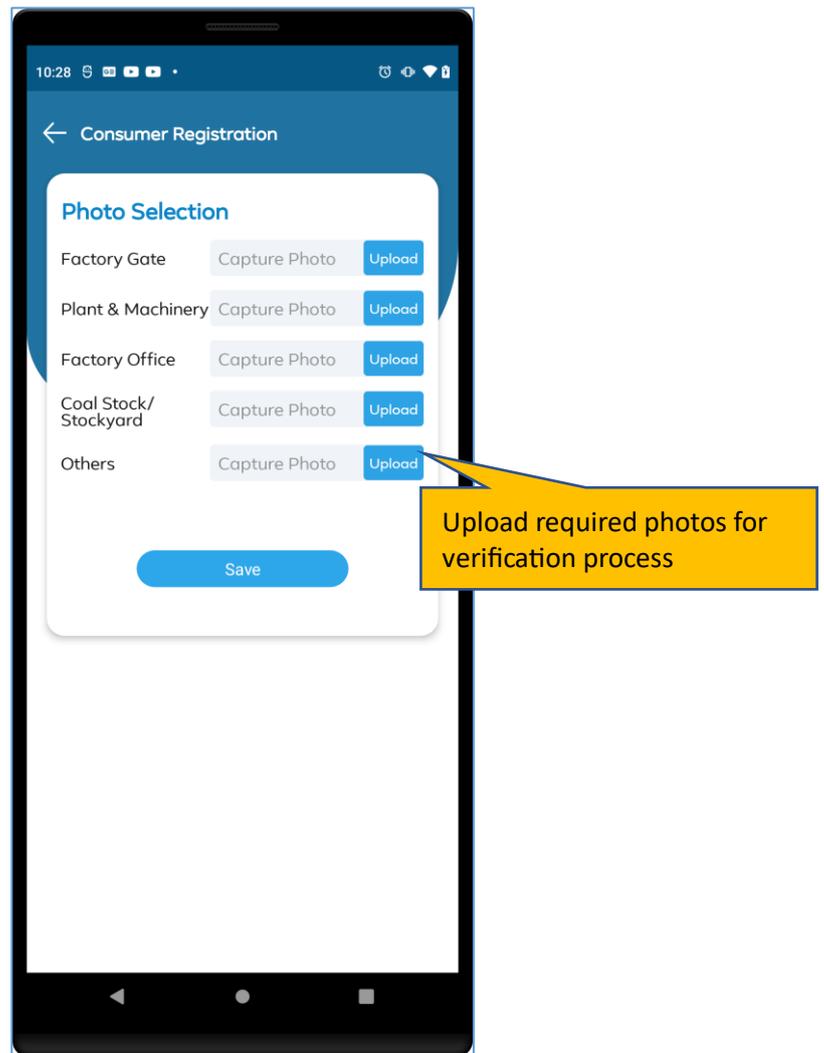- **Photos** (Factory gate, Plant & Machinery, Factory Office, Coal Stock / Stockyard, Other)

Figure 12 Consumer Factory Photo upload Page

2.8. Step 6: Select the Authorized Person.

- Consumer have to select the **Respective Authorized Representative** person name from the **dropdown**.
- Consumer has to **upload** the **Authorized Representative Document**.
- Consumer have to click on the Acceptance checkbox.
- OTP will send on the registered mobile number for verification process.
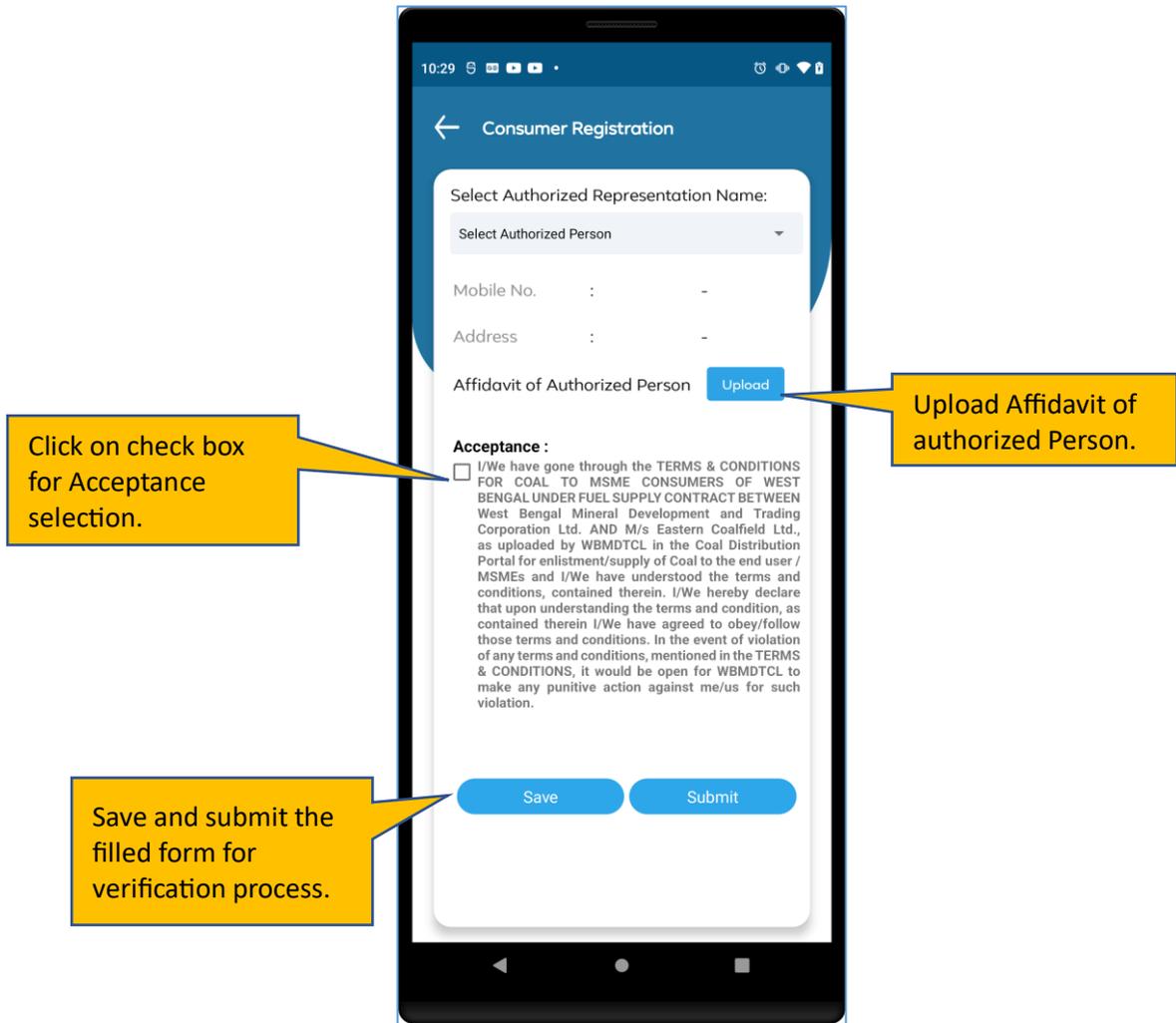

Figure 13 Acceptance and Verification Page

End of document

Consumer Registration - User Manual for WBMDTCL