Renewal of Registration

Process Flow of Renewal of Registration

❖ Step 1 Home Page: Enter Vehicle Registration Number

Applicant Enter the Vehicle Registration number to avail “Renewal of Registration” service. And move the application to next stage.

❖ Step 2 Click on Proceed button

Applicant click on the proceed button and enter the next stage.
➤ **Step 3 To Avail Application “Renewal of Registration”**

Applicant selects the “**Renewal of Registration**” service from the drop down “**Online Services**” menu.

➤ **Step 4 Confirmation Message Box Appear**

Click on the “**Yes/No**”, button and you can proceed further.
➤ Step 5 Enter Chassis Number and Mobile Number

After selecting “Renewal of Registration”, service applicant has to fill Chassis number and mobile number.

➤ Step 6 Click on Generate OTP

Click on the “Generate OTP”, button and you can proceed further.
➢ Step 7 OTP Generation

Here, OTP will be generated and sent to mobile number provided by applicant, also pop up message will be shown.

➢ Step 8 Enter Generated OTP

Applicants enter the received OTP as given below.
➢ **Step 9 Clicks on Show Details**

Click on the show details button to proceed further.
➢ Step 10 Application Data Entry

Select the required application to which applicant want to apply. Now filled the all details required by the application form as given below.
Step 11: Application Payment

Now click on payment button to proceed the online payment through payment gateway.
➢ **Step 12 Successful Message Box Appear**

Confirm to move the application to next stage.
 ➢ Step 13 ONLINE FEE PAYMENTS: PAYMENT GATEWAY

Make payment button will allow you to select payment gateway. Select “SBlEPay” payment gateway for the e-payment.
➤ Step 14 Click on the Checkbox “I accept terms and conditions” and Continue

Now, Accept terms and conditions by selecting the checkbox and then click on “Continue” button.
➤ Step 15  Payment Gateway: Selecting Bank

Now, this will open new page containing list of banks associated with SBIePAY.
➢ Step 16 Proceed further

Select your bank and then click on "proceed" button.

➢ Step 17 Proceed further as per the gateway

In this sample page, select "Pay Now" option.
Step 18 Proceed Transaction

In this sample page, select "Successful" option.

<table>
<thead>
<tr>
<th>SBlePAY Test Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>OrderNumber :</td>
</tr>
<tr>
<td>xxxxxxxxxxxx</td>
</tr>
<tr>
<td>Amount :</td>
</tr>
<tr>
<td>xxxx</td>
</tr>
<tr>
<td>Successful</td>
</tr>
<tr>
<td>Decline</td>
</tr>
</tbody>
</table>

Step 19 Successful Transaction Fee Receipt

If bank status is success then transactions get approved and fee receipt will be generated.

Customer Copy

E-FEE RECEIPT
Transport Department, Government Of Maharashtra
Registration Authority THANE, MH

For further query, Please go to the zone RTO - THANE
Note - This is computer-generated slip, no need of signature.
Please submit the print copy of all applications form along with original RC and other original documents to concerned Dy. Regional Transport Office

<table>
<thead>
<tr>
<th>Particular</th>
<th>Amount</th>
<th>Penalty</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portal Fee</td>
<td>XX</td>
<td>XXX</td>
<td>XX</td>
</tr>
<tr>
<td>Renewal of Reg.</td>
<td>XXX</td>
<td>XXX</td>
<td>XXX</td>
</tr>
</tbody>
</table>

GRAND TOTAL (in Rs. 600 = SIX HUNDRED AND FIFTY ONLY)

Use this link, if you want to book an Appointment:
www.ethan.in/organisation

Use this line, if you want to upload Documents:
www.ethan.in/organisation/Uploaddocument
➢ Step 20 Print Application letter

Application letter generated, now applicant can take the Print as required.

Thank You