1. **Home Page:**

   ![Home Page Image]

   - User will use following link to visit the website of DBT: http://dbt.punecorporation.org

2. **New Registration:**

   - User will use following link for New Registration: http://dbt.punecorporation.org/app/index.html#!/citizen_registration
   - User can create a new account for log into the application from this screen.

   ![New Registration Image]

   - User need to click on **New Registration** Button, to register himself/herself.
User needs to add all mandatory details on the page and he need to clicks on Submit Button to create a new user. Also user will get a SMS on his registered mobile number and email on his registered email Id.

After registration user can directly login to the system by clicking on Login button.

3. Login:
❖ User will use following link for login:
http://dbt.punecorporation.org/app/index.html#!/login

❖ User can login using their username and password on this screen. He needs to add proper login id and password and hit the login button to login into the system.

4. **Apply for Scheme:**
❖ Once the user will logged in into the system, he will lands on this above page.

❖ On click to **Apply for Scheme** button, User can apply for the scheme. User will navigate to below screen.
❖ User should select the department for which they want to apply. For SDD department User should select **URBAN COMMUNITY- NAGARVASTI DEV SCHEME - SAMAJ VIKAS VIBHAG**

❖ User need to fill the questionnaire for selecting the scheme category.

➢ **Did you received any special medal**(President Medal, Honorary Medal etc.) from Central or State Government OR are you a freedom fighter?

This question is only for citizens applying for bus pass. If they have received any medal please select YES. If not, then NO.

➢ If not received any medal. User need to fill all other information. After clicking on next user will navigate to next page.

❖ On next page category will be already selected and user can select the scheme.
❖ After selecting the scheme form will populate and user should fill the required fields marked with red star.

<table>
<thead>
<tr>
<th>Scheme Category *</th>
<th>Scheme *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disability Welfare Scheme</td>
<td>F. M. P. L. free pass under disability welfare scheme</td>
</tr>
</tbody>
</table>

Notes:
* You can apply only one application for any scheme in this Financial Year.
* Total years the family lived in Pune City should be minimum 3 years.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Date *</td>
</tr>
<tr>
<td>09/05/2018</td>
</tr>
<tr>
<td>First Name *</td>
</tr>
<tr>
<td>Last Name *</td>
</tr>
</tbody>
</table>

❖ After form completion user should submit the form by clicking on Submit button.
❖ User can perform following actions on this screen.
   ➢ **Saved and Next**: User can navigate to the next step/form by clicking on this button if he/she has filled all mandatory and valid details. The information provided by the user will save in the database and user will navigate on the next page of the form (If available) after clicking on this button.
   ➢ **Reset**: User can reset the information filled and stay on the same page by clicking on this button.
   ➢ **Cancel**: User can cancel the form and navigate to application listing page by clicking on this button.
➢ **Submit**: User can submit the application by clicking on this button. After submitting the application he/she cannot modify the application and will be navigated to Application listing page. This action will be present only on last page of the form.

➢ **Back**: User can navigate back to previous form page by clicking on this button.

➢ **Saved as Draft**: Applications which are not submitted by the user and user had saved as draft will be displayed with this status. User can perform below actions for this kind of application

**Note**: For all types of schemes there will be multiple forms which need to be filled. On all the forms above actions will be present.

5. **Application Listing**:

❖ Once the user submitted the application or make it as Save as a draft, all the application is listed in the application listing.

User will use following link for View application list:

http://dbt.punecorporation.org/app/index.html#!/dashboard

❖ Application will be displayed for below status

➢ **Saved as Draft**: Applications which are not submitted by the user and user had saved as draft will be displayed with this status. User can perform below actions for this kind of application
i) View - User can view previously saved application details by using this action.
ii) Edit - User can edit previously saved application details by using this action.

➢ **Applied**: Application which are submitted by the user will be displayed with this status. User can perform below actions for this kind of application

i) View - User can view submitted application details by using this action.
ii) Print - User can print submitted application details by using this action and PDF will be generated

6. **Forget Password:**

User will use following link if he/she forgets the password:

http://dbt.punecorporation.org/app/index.html#!/forgot_password

User can get the system generated password on his/her registered email id, using that password user can log into the application and rest it from update profile screens.

7. **Change Password:**
User will use following link if he/she want to change the password:
http://dbt.punecorporation.org/app/index.html#!/change_password

8. Update Profile:

User will use following link if he/she want to Edit profile details:
http://dbt.punecorporation.org/app/index.html#!/my_profile