Application for Police Clearance Service

[Maharashtra Police Department]

User Training Manual
Version 1.0

(A Joint Venture between Govt. of Maharashtra & TCS)

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1.Executive Summary

MahaOnline Ltd, a Joint venture company between Government of Maharashtra and TATA Consultancy Services, is pleased to inform successful implementation of 'Police Clearance service'. This system comprise of registration of applicant for character certificate and security guard character certificate. This document is produce in interest of training users willing to use efficiently. Document provides stepwise procedure 'Online Registration for Police Service Service' of using PCS online application with relevant Screen shot of various activities in system.

2.Intended Audience

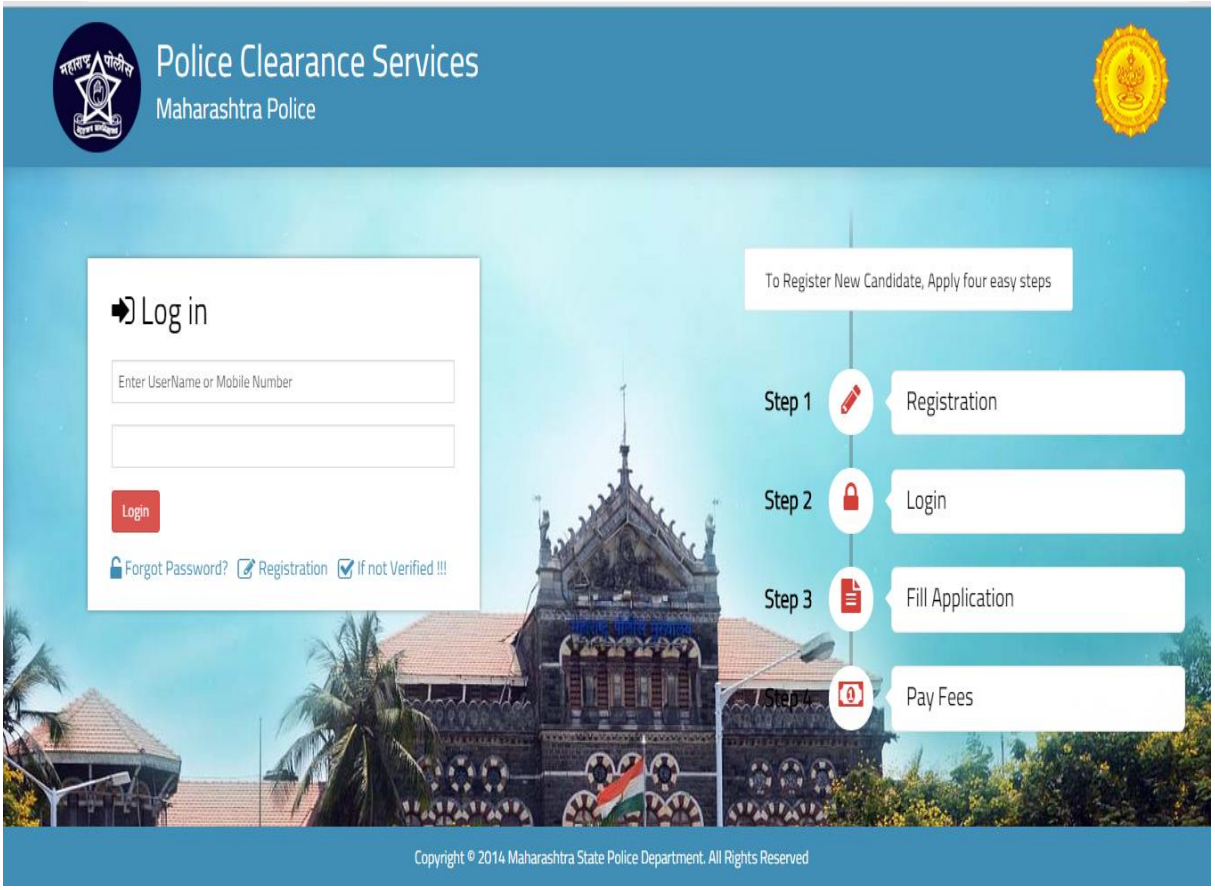
This Document is intended for the users of PCS online application

3. Getting Started:

3.1 Procedure to Login into PCS Online Application:

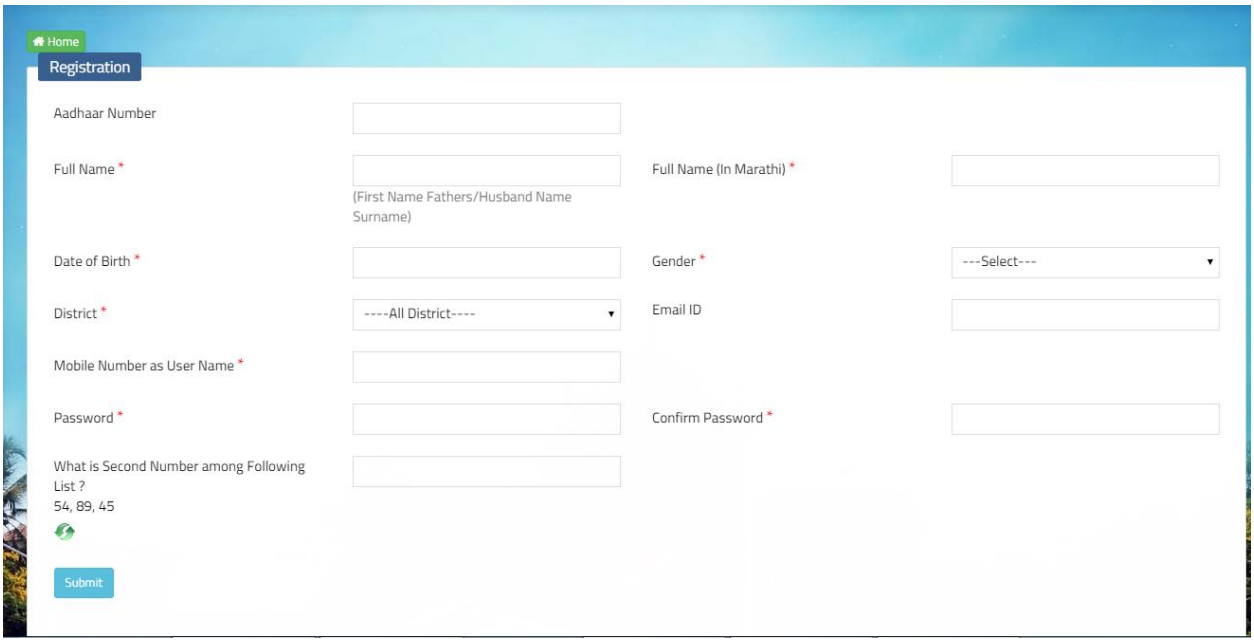
Steps:

1. Enter the URL https://pcs.mahaonline.gov.in in address location bar.
2. The screen shown below is displayed.

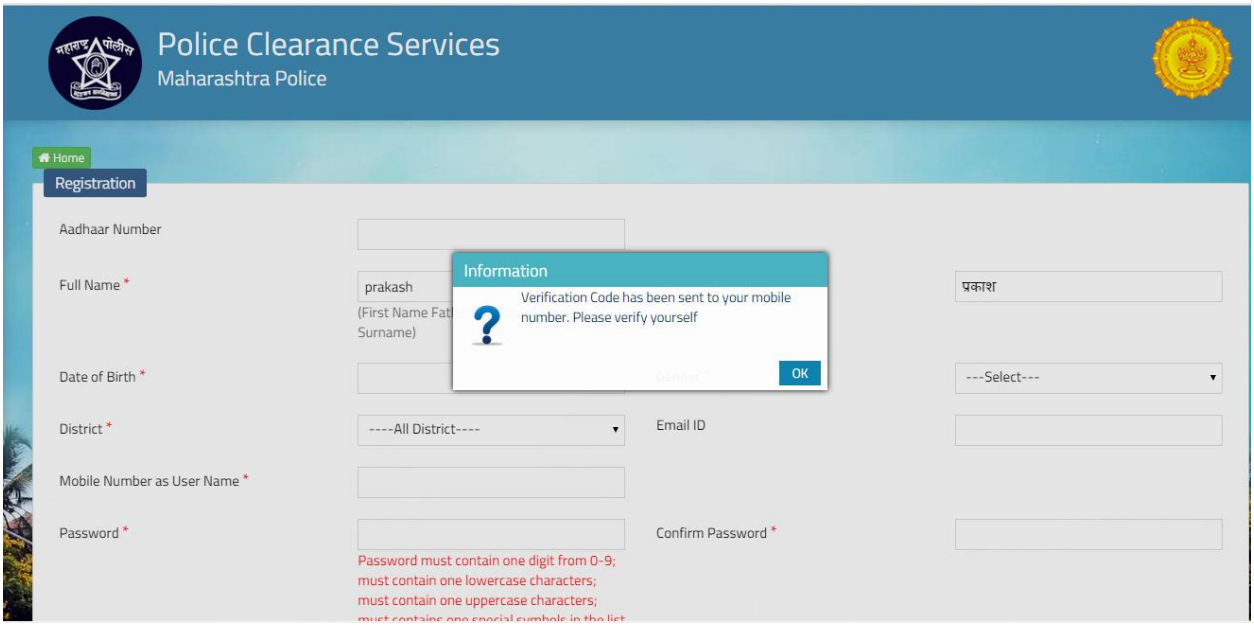


3. Click on New Registration

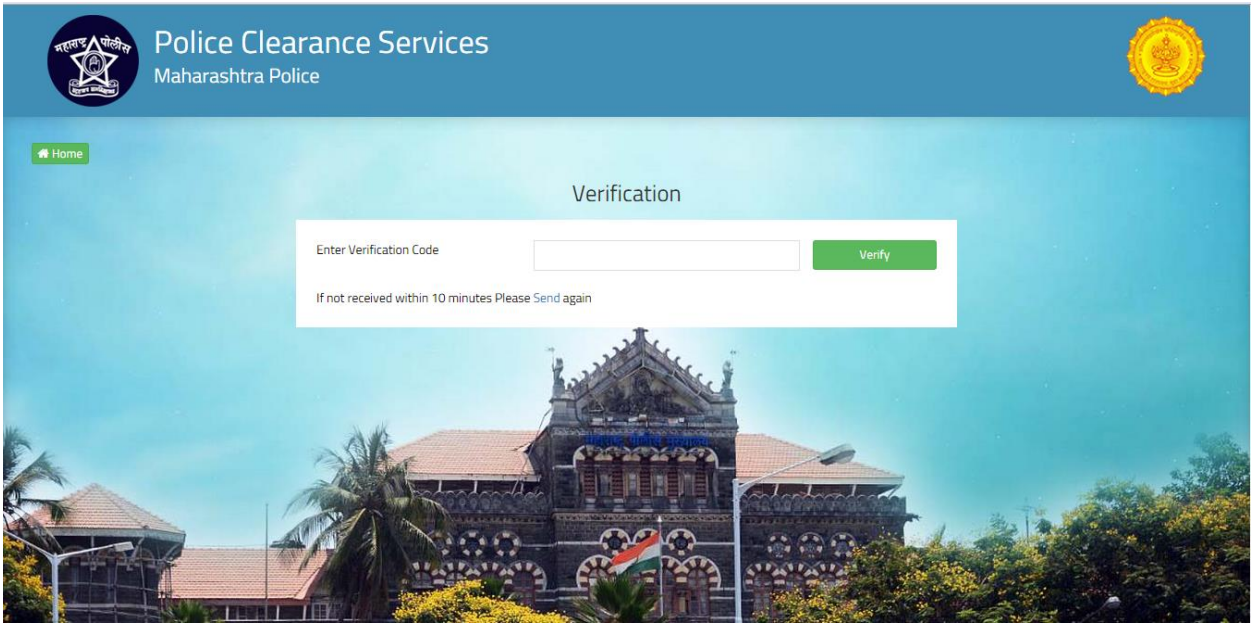
4. Enter the Details of applicant



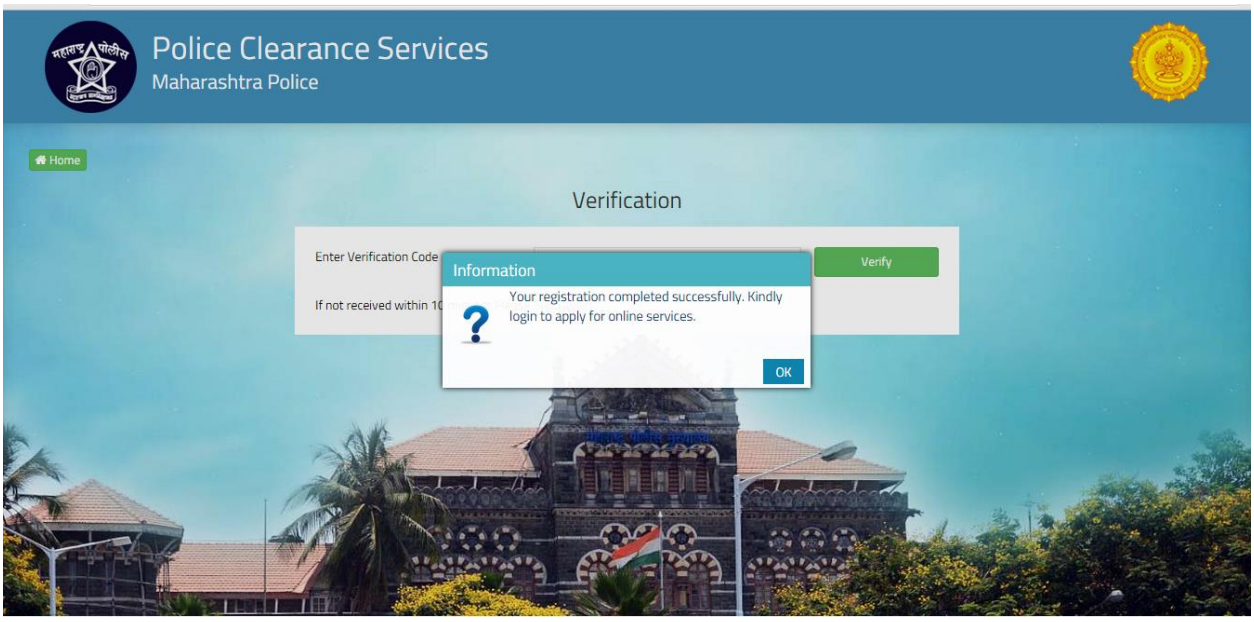
5. Click on Submit Screen below will be displayed.



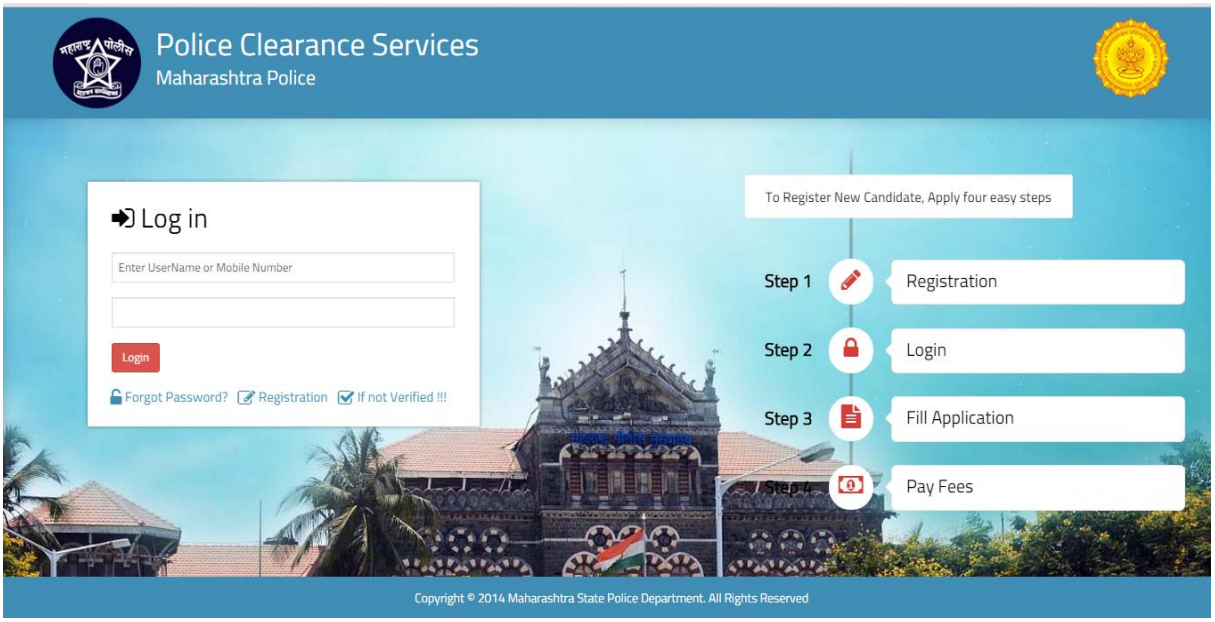
6. Click on OK message screen below will be displayed



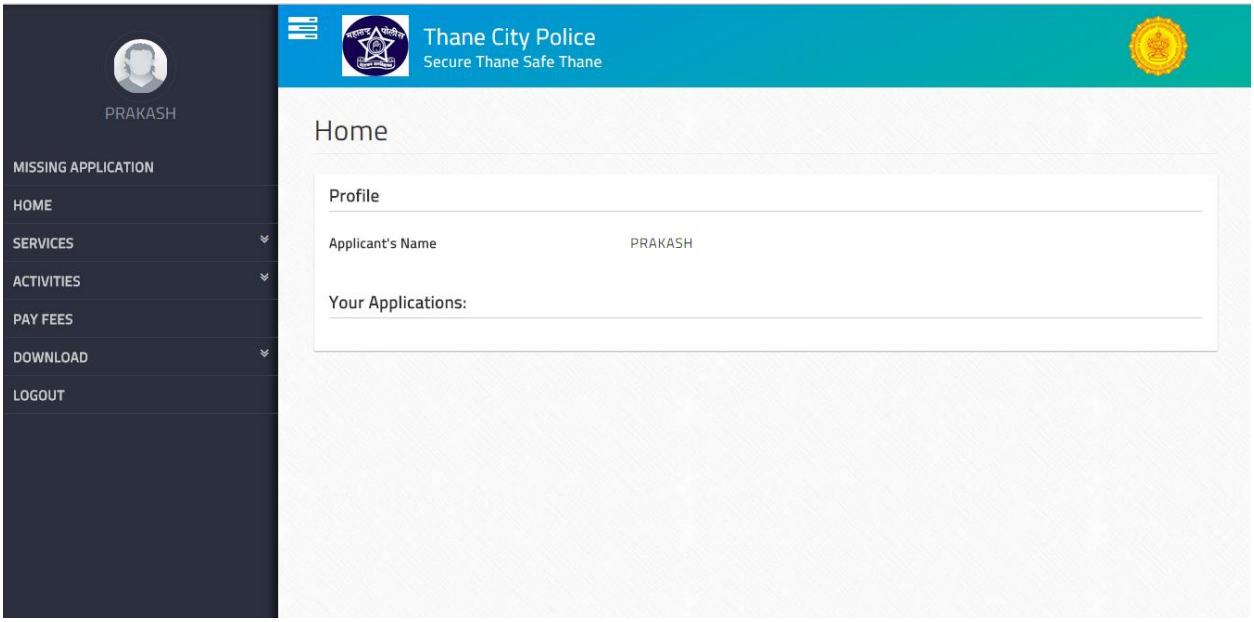
7.Enter the verification code and Click on Verify screen below will be displayed



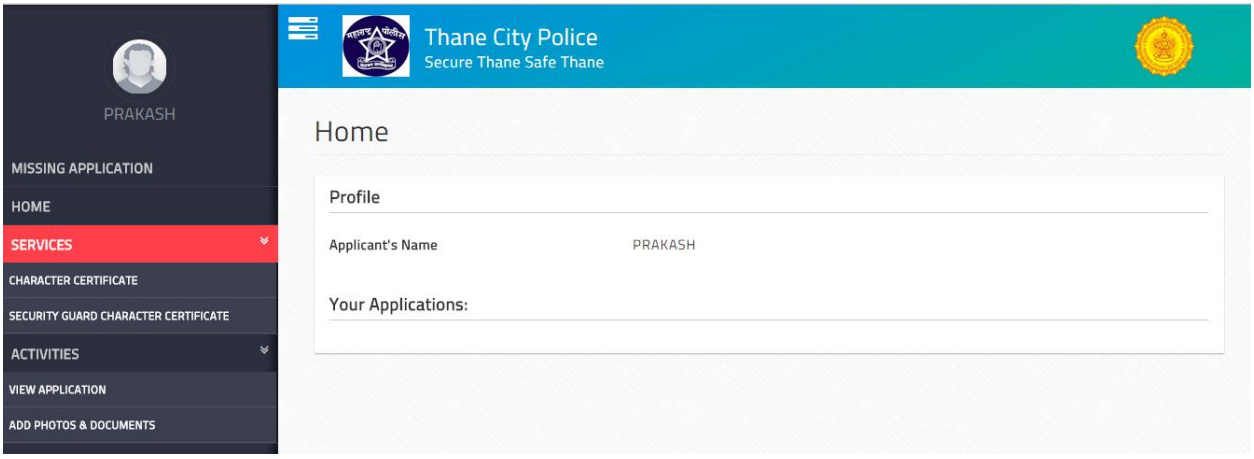
8.Click on message ‘ok’ and screen below will be displayed



9.Enter Username and password .Screen Below will be displayed

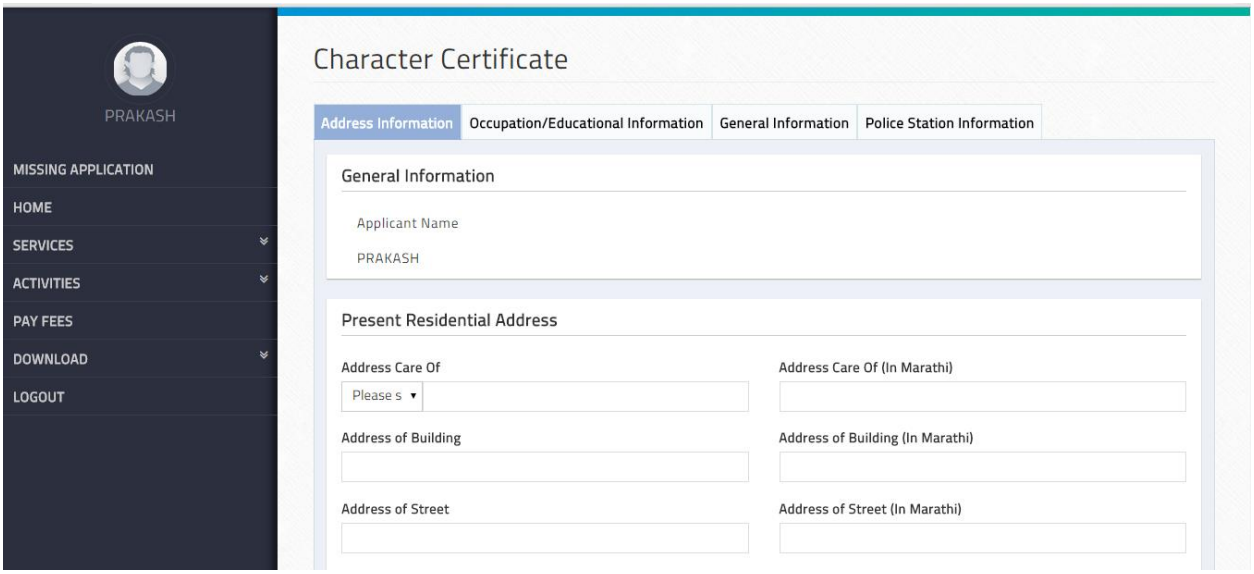


10.Click on Services tab on left hand side as shown in screen below and choose the service need to apply

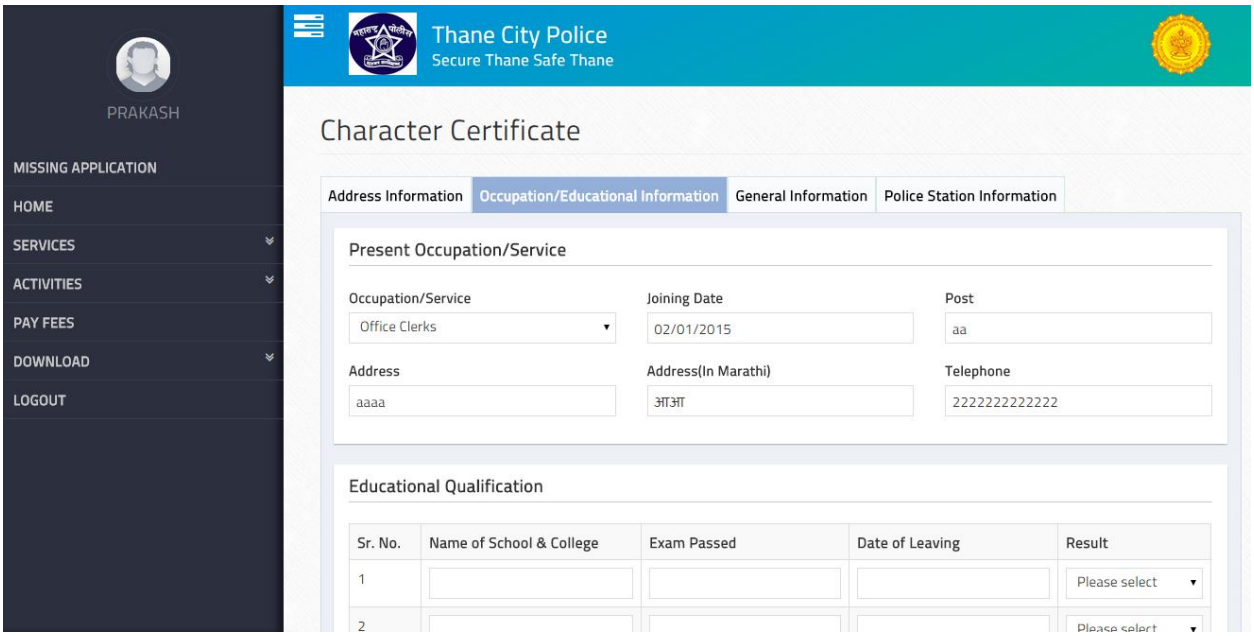


11. Click on **(for example)** character certificate screen below will be displayed

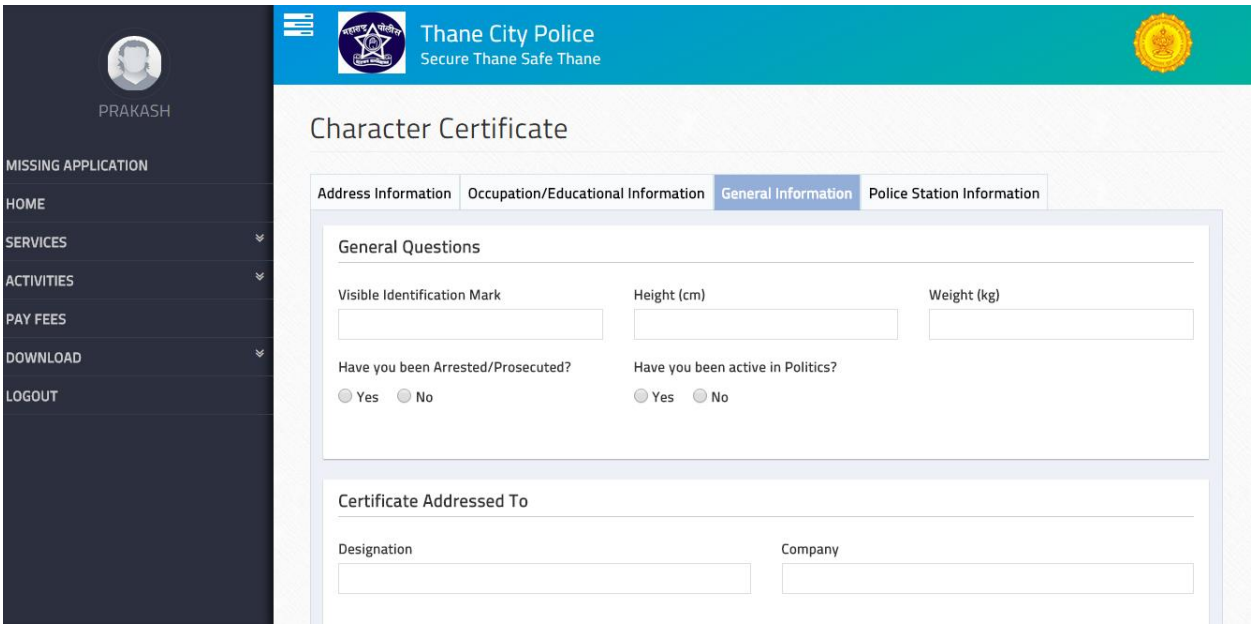
12. Enter Address Information and click on NEXT



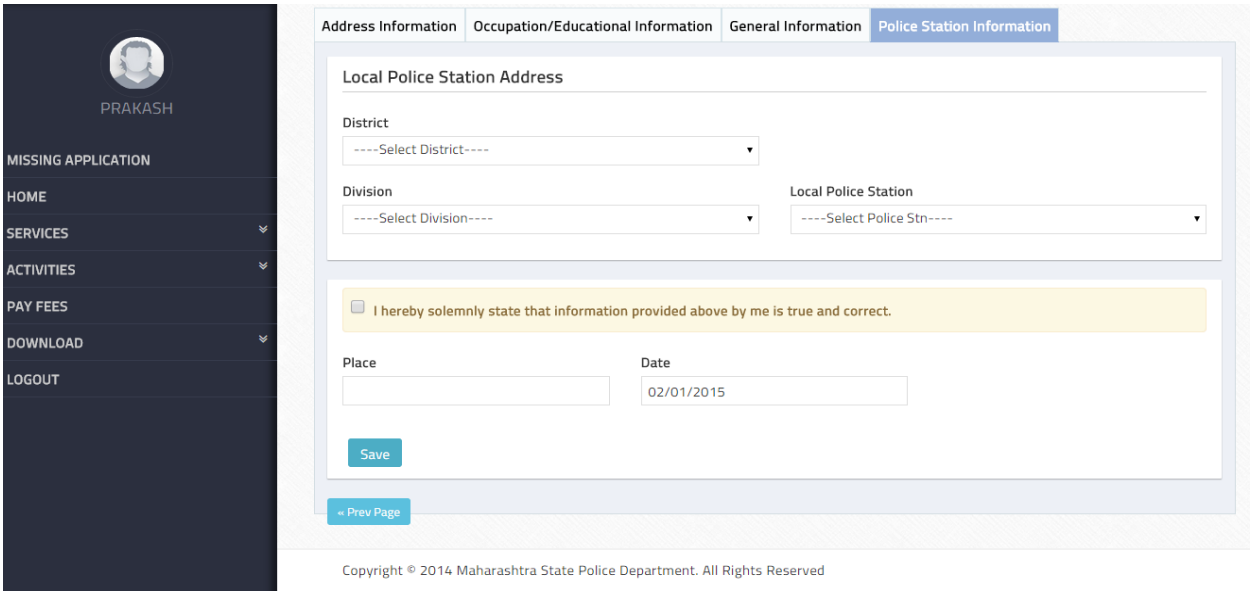
13.Enter Occupation/Education information and click on NEXT



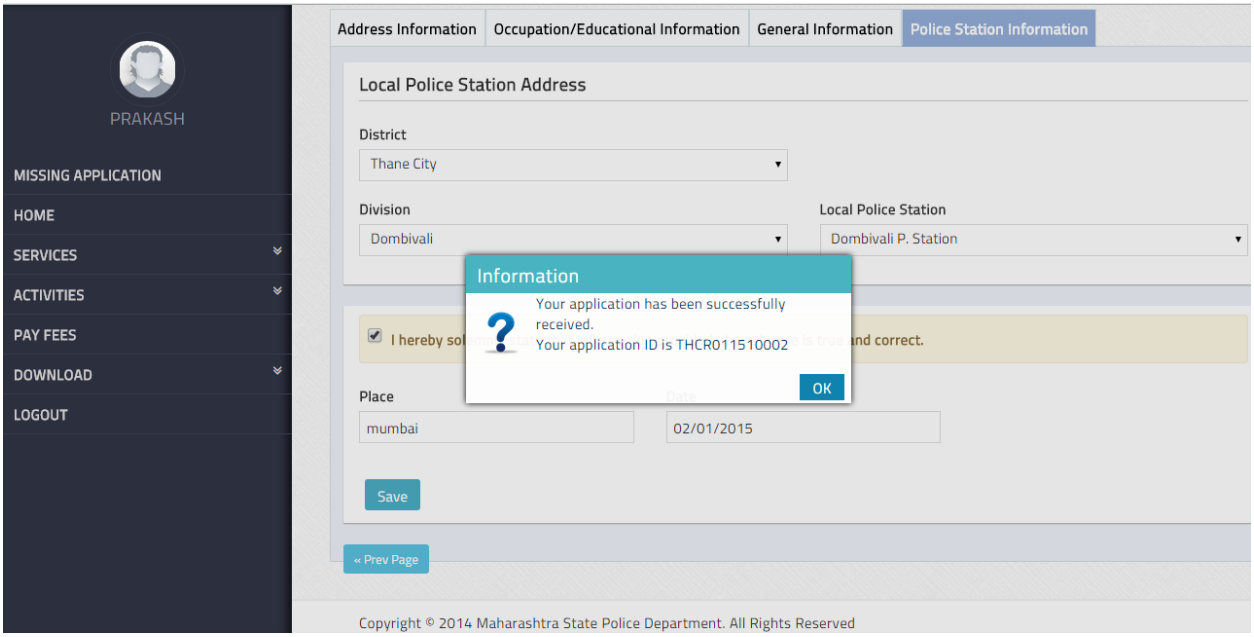
14.Enter General Information and click on Next



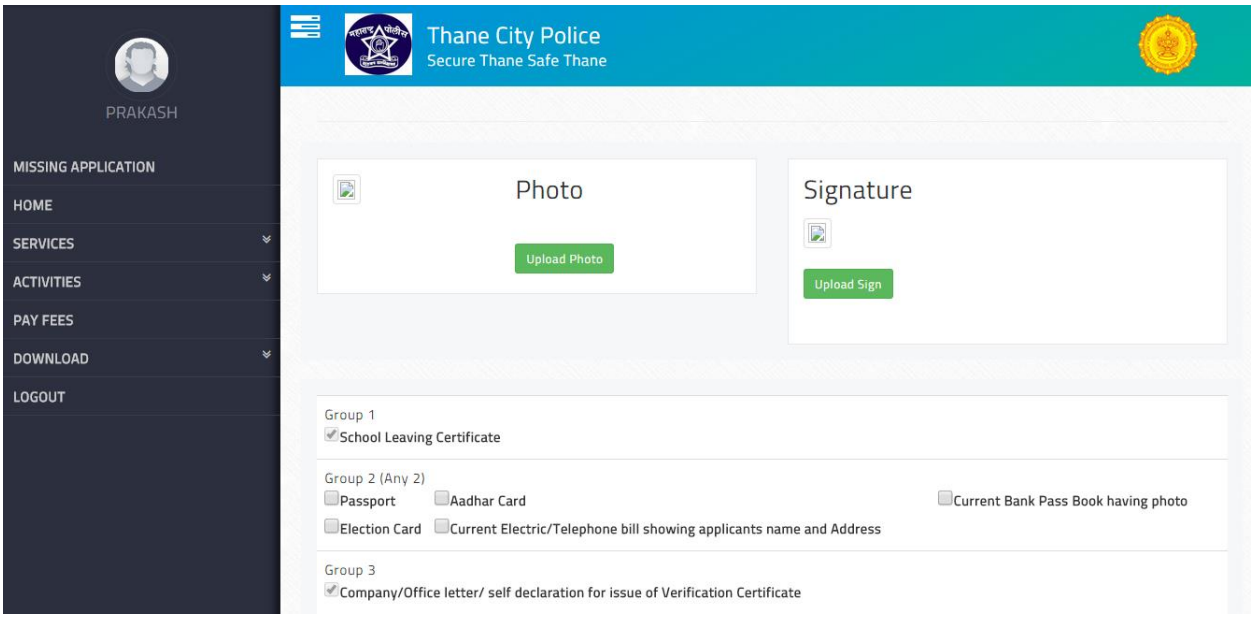
15.Enter Police Station Information and click Next



16. **Click on 'SAVE'** and screen below will be displayed. Application Id is generated

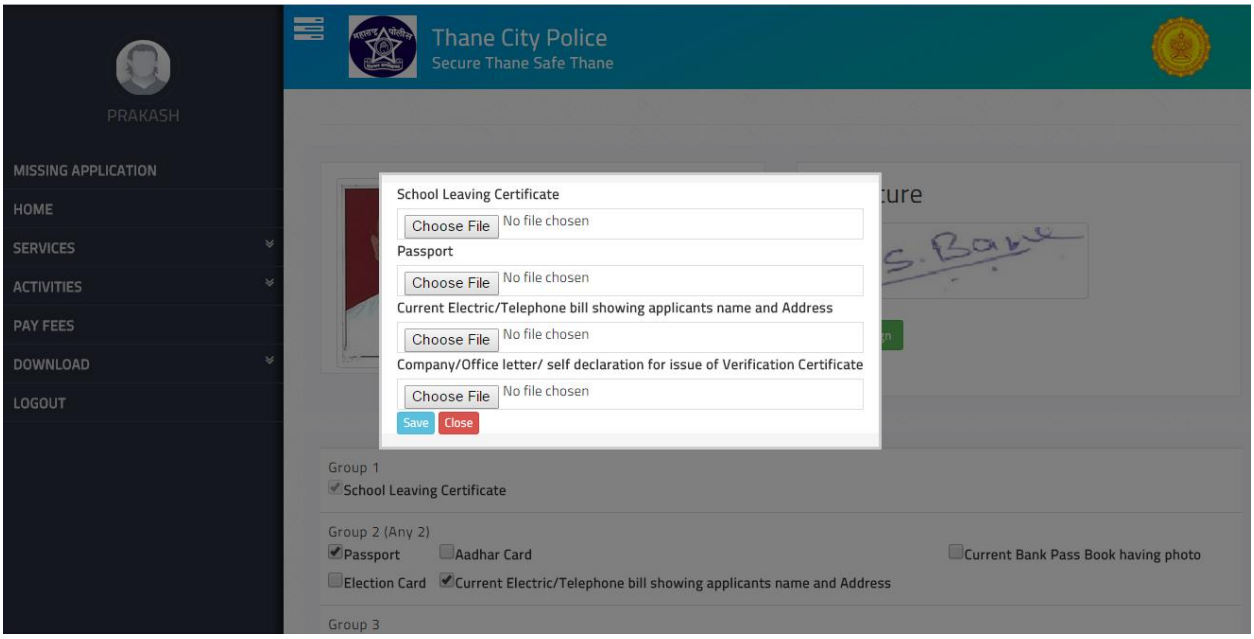


17.Click on **'Ok'** screen below will be displayed

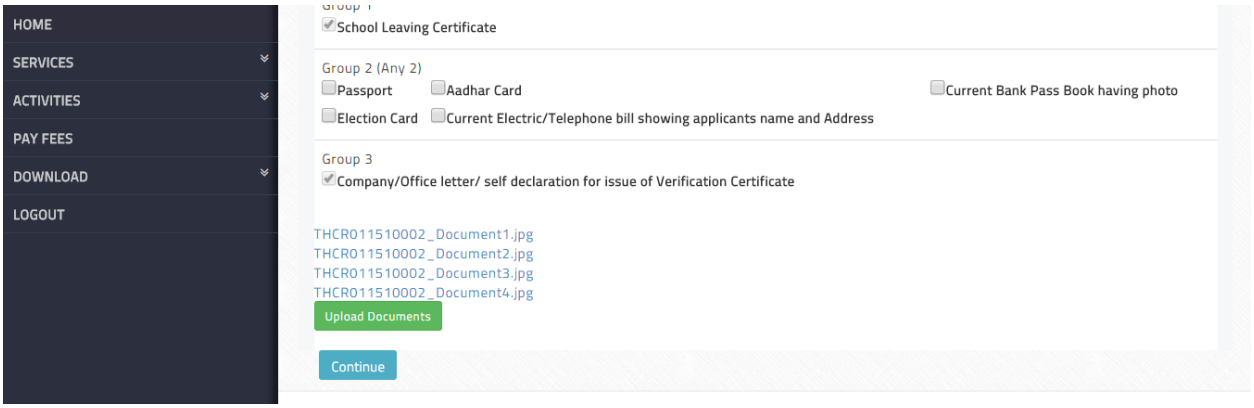


18.Upload Photo and Signature

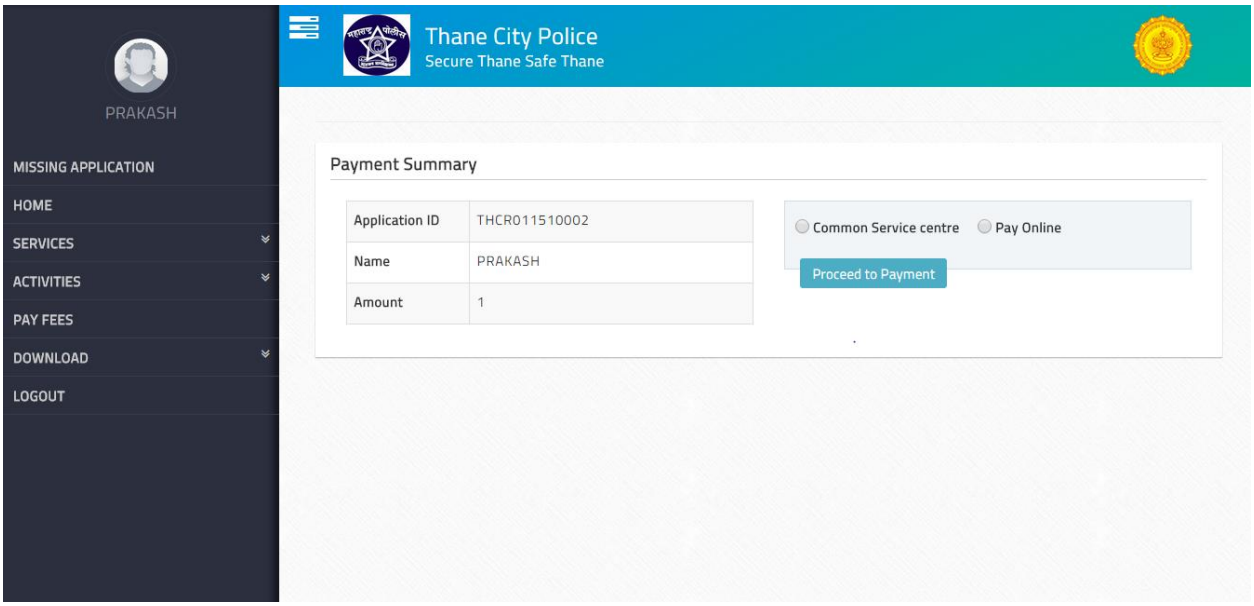
19.Upload Documents **(Tick documents need to be uploaded)** screen below will be displayed



20.Click on Save screen below will be displayed



21.Click on 'Continue' view the entire form by clicking on 'NEXT' and then click on **Proceed to Payment** tab as shown in screen below



22. Select payment mode **for example Pay Online**

23. Click on ‘Proceed to Payment’ pay fees and receipt below will be generated if payment successful.

RECIEPT	
Application No	THCR121420018
Name of student	JAYESH RAJAN MAHADIK
Transaction ID	20150103241400095838
Total	222.47
Total (In Words)	TWO HUNDRED TWENTY-TWO RUPEES AND FORTY-SEVEN PAISE
Service	Police Clearance Service
Date	03/01/2015 12:04:49