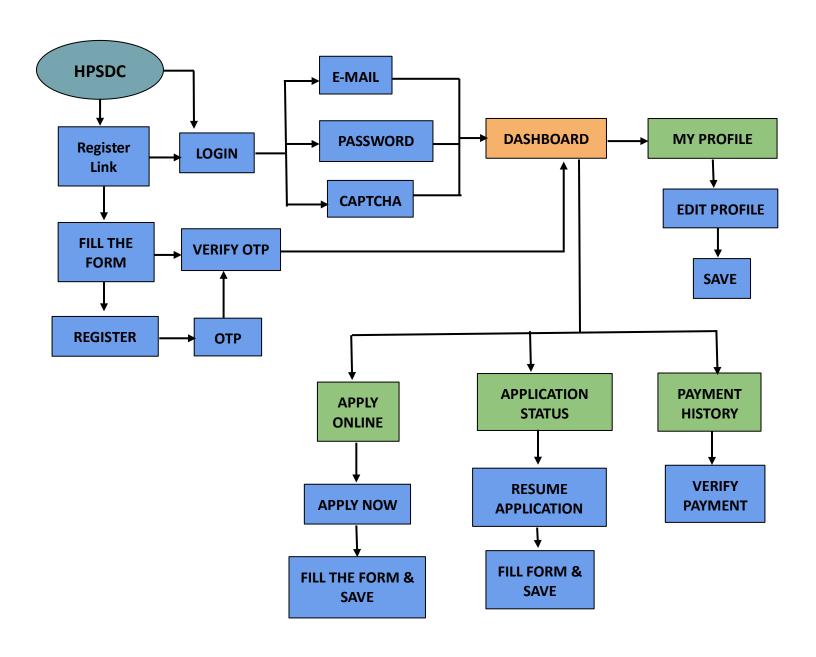
H.P STATE DENTAL COUNCIL



DATA FLOW DIAGRAM OF (H.P.S.D.C)



H.P STATE DENTAL COUNCIL

USER MANUAL FOR THE DEPARTMENT OF H.P.S.D.C



FOR USER MODULE

COMPLIED BY: -

H.P STATE DENTAL COUNCIL

DEVELOPED BY: -

VERITOS INFOSOULTION PVT.LTD

<u>USER LOGIN</u>: - You Can Login through **hpsdc.in portal**. You can create a profile on the web portal and login with a valid e-mail, password, and captcha. A user can apply online for **New Registration**, **Renewal of Registration**, **Provisional Registration**, **Duplicate Registration Certificate**, **Smart card**, **Additional qualification**, **Objection certificate**, etc., through this web portal.

Step 1: - If you do not have an account, click the link below as shown in the picture to register.

Himachal Pradesh State Dental Council						
Dentist Registration & Renewal System						
User Login						
Email ID	Enter Email ID					
Password	Enter Password					
Captcha Code	Enter Captcha CMTR8P Refresh					
Don't have an account ? Click Here to Register	Forgot Password ? Click Here to Restore					
	Login					
	ort team on 0177-2808910 for technical support. hours 10am to 5pm (Monday - Friday)					

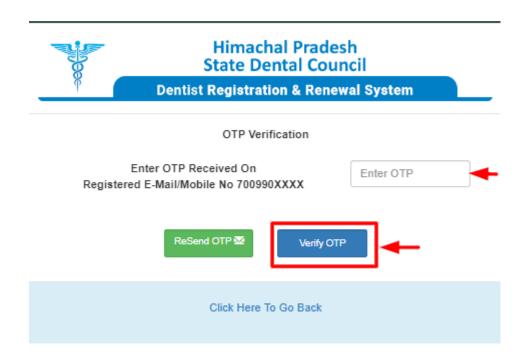
<u>Step 2:</u> - The following type of screen appears after clicking the "Register Link".

Himachal Pradesh State Dental Council					
Dentist Registration & Renewal System					
Not Registere	d ? Enter Following Details For Registration				
Name	Enter User Name				
Father's Name	Enter Father Name				
Email ID	Enter Email ID				
Mobile No	Enter Mobile No				
Date of Birth	mm/dd/yyyy 🗀				
Create Your Login Password	Create Password (Min 6,Max 10 Char)				
Confirm Your Login Password	Create Password (Min 6,Max 10 Char)				
Captcha Code	Enter Captcha 61 J5 Y8				
Plea	ise Remember Password For Future Login				
Already Registered ? Click Here to login	Forgot Password ? Click Here to Restore				
	Register				

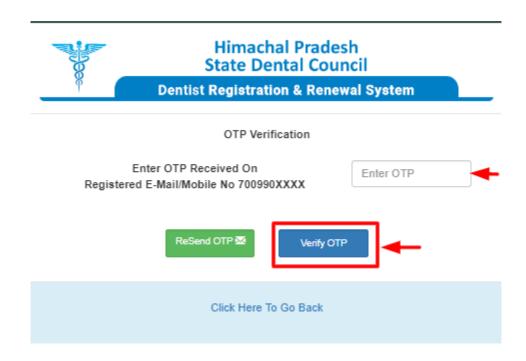
<u>Step3</u>: - Fill out the form and click on "Register" button.

	Himachal Pradesh State Dental Council				
Dentist Registration & Renewal System					
Not Registered	? Enter Following Details For Registration				
Name	Enter User Name				
Father's Name	Enter Father Name				
Email ID	Enter Email ID				
Mobile No	Enter Mobile No				
Date of Birth	mm/dd/yyyy 🗖				
Create Your Login Password	Create Password (Min 6,Max 10 Char)				
Confirm Your Login Password	Create Password (Min 6,Max 10 Char)				
Captcha Code	Enter Captcha 6135 Y8				
Please Remember Password For Future Login					
Already Registered ? Click Here to login	Forgot Password ? Click Here to Restore				
→[Register				

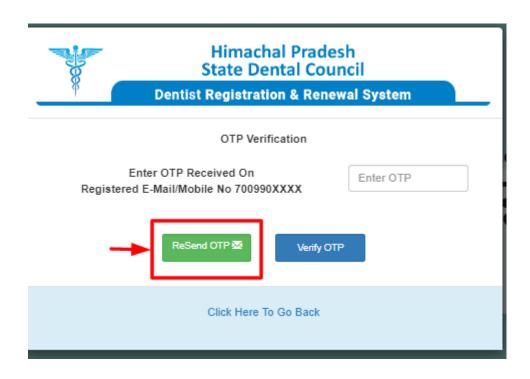
<u>Step4:</u> - The "OTP Verification" screen appears after clicking on the register button.



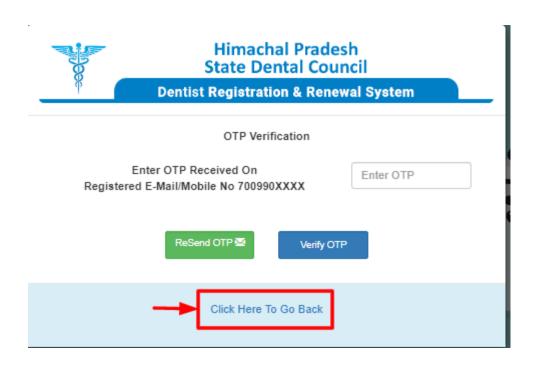
<u>Step 5</u>: - You will receive an OTP on your registered phone number or email address and enter the OTP and click on "Verify OTP" button.



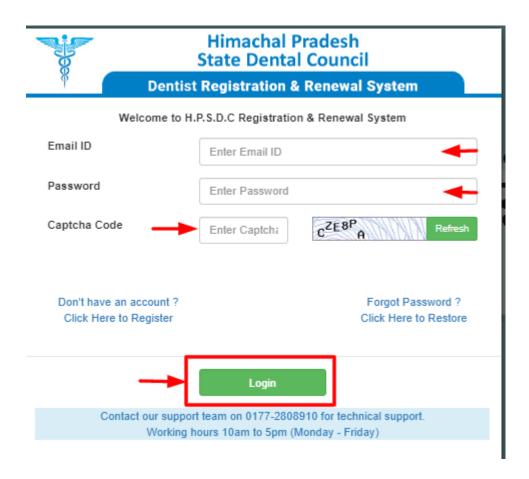
<u>Step 6</u>: - If you don't get the OTP, click on the "Resend OTP" button and you will receive it via email or phone.



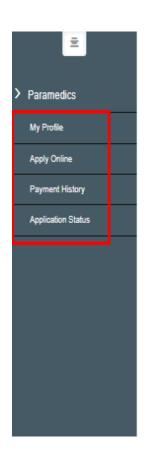
Step 7: - Click the "Go Back" button to return to the registration form.



<u>Step8</u>: - If user have registered already then, the user has to fill the "Username, Password, and Captcha" and then click on the "LOGIN" button.



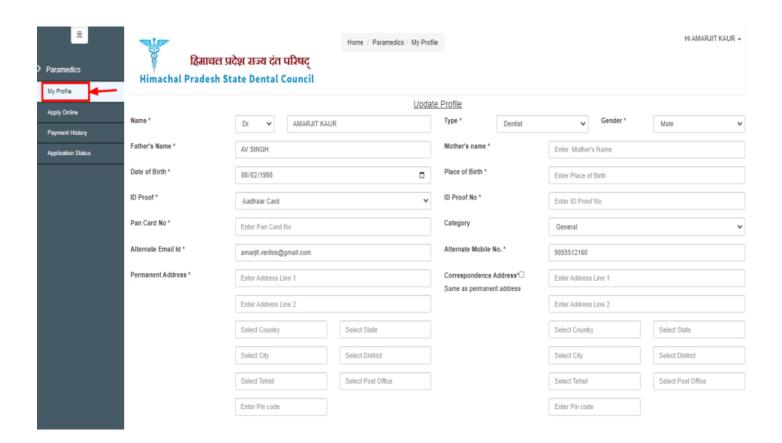
<u>Step9</u>: -The dashboard will appear after you click the "LOGIN" button. There are different menu options on the Dashboard, including "My Profile, Apply Online, Application Status, Payment History".



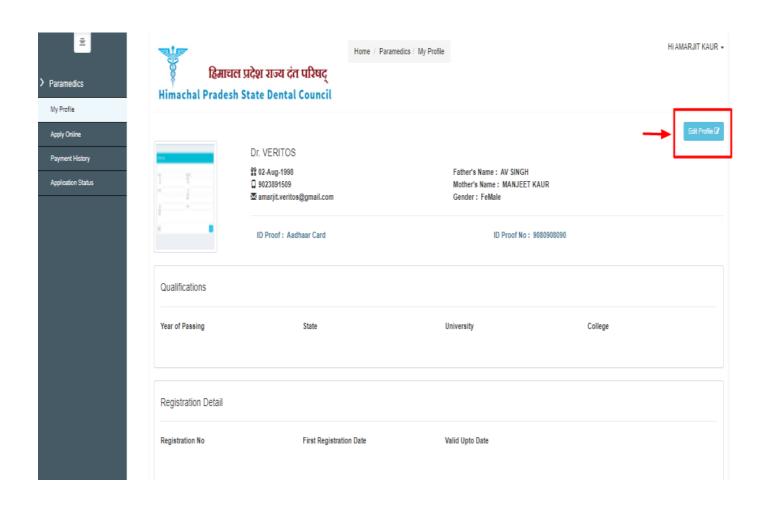


Welcome to HPSDC web portal

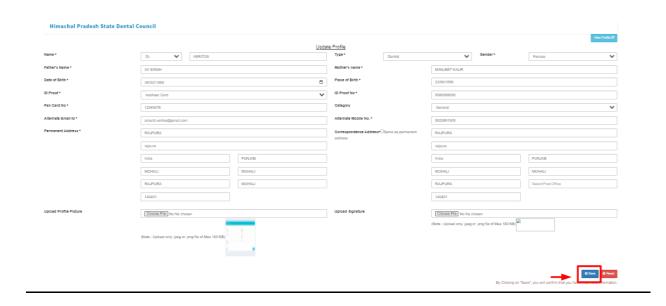
<u>Step 10</u>: - My profile screen appears after clicking on the "My Profile" tab.



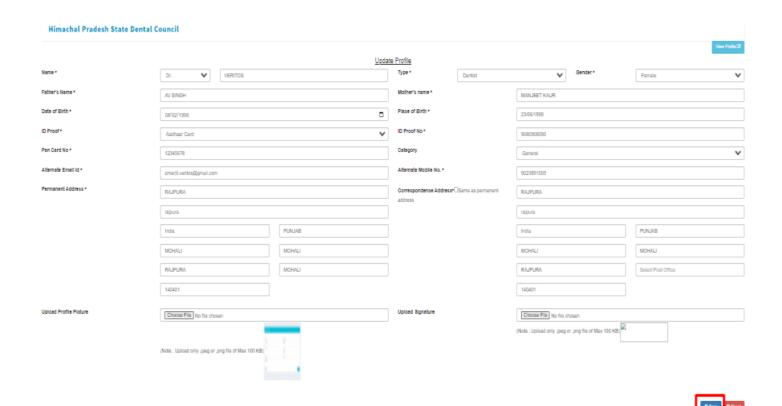
Step 11: - You can edit your profile after my profile screen appears. Click on **"Edit Profile"** button.



Step 12: - The **"Update Profile"** screen appears after clicking the edit profile button.



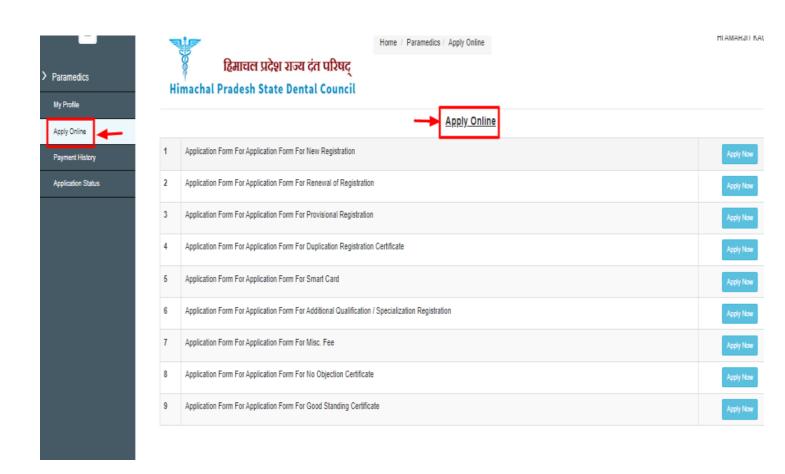
Step 13: - Fill out the Form, then click on "Save" button.



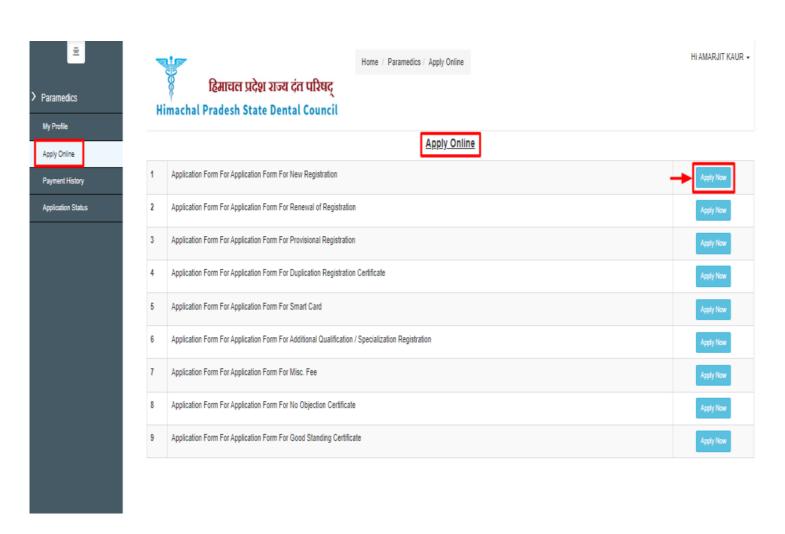
Step 14: - Once you have edited and saved your profile, you can view it by clicking the "View Profile" button.



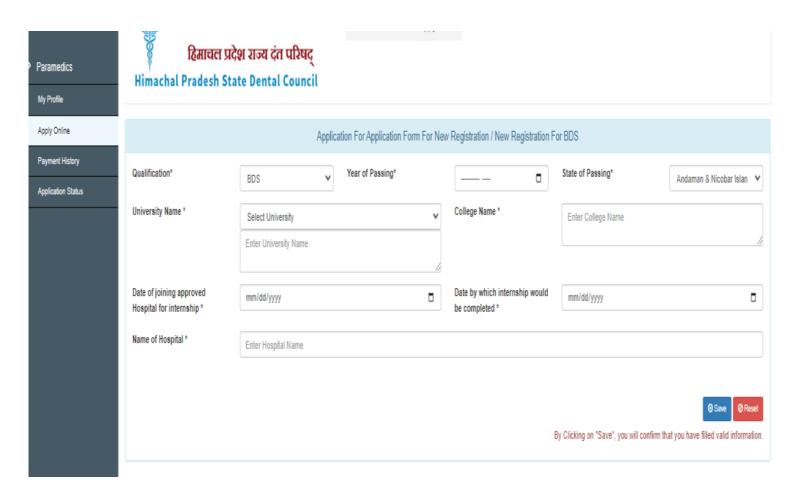
<u>Step 15</u>: - Click on the "Apply Online" tab, and the Apply Online screen will be displayed. Users can apply online for different application forms here.



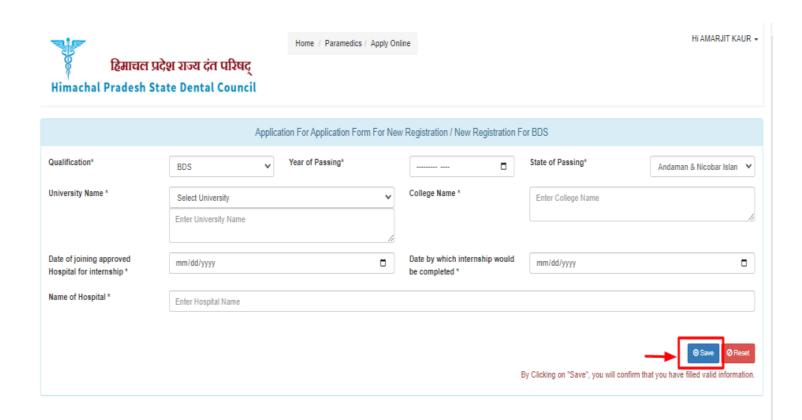
Step 16: - To apply for the particular application form, click on the **"Apply Now"** button.



<u>Step 17:</u> - After clicking the "Apply Now" button for a specific application form, the following type of form will be displayed.



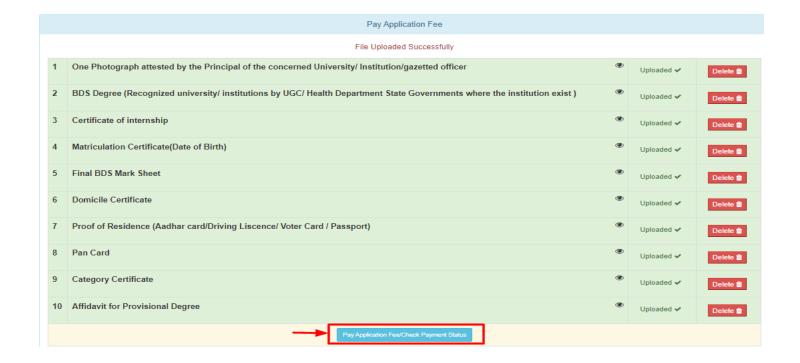
Step 18: - Fill out the form and click on "Save" button.



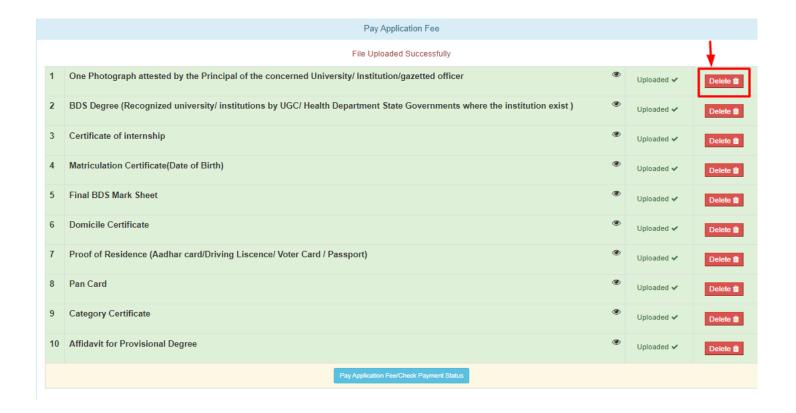
Step 19: - When the user clicks the save button, the document list displays here so he or she can upload the required documents.

	upioad Uriginal Coloured Copy Of The Following Doucments (мах Allowed Size ∠мв) Documents Marked With (*) Are Required, Upload Self Declaration Letter In Place Of Required Enclosure If It Is Not Applicable To You					
1	One Photograph attested by the Principal of the concerned University/ Institution/gazetted officer *	Choose File No file chosen	≛ Upload			
2	BDS Degree (Recognized university/ institutions by UGC/ Health Department State Governments where the institution exist) *	Choose File No file chosen	≛ Upload			
3	Certificate of internship *	Choose File No file chosen	≛ Upload			
4	Matriculation Certificate(Date of Birth) *	Choose File No file chosen	≛ Upload			
5	Final BDS Mark Sheet *	Choose File No file chosen	≛ Upload			
6	Domicile Certificate *	Choose File No file chosen	≛ Upload			
7	Proof of Residence (Aadhar card/Driving Liscence/ Voter Card / Passport) *	Choose File No file chosen	≛ Upload			
8	Pan Card *	Choose File No file chosen	≛ Upload			
9	Category Certificate	Choose File No file chosen	≛ Upload			
10	Affidavit for Provisional Degree	Choose File No file chosen	≛ Upload			
By Clicking on "Upload", you will confirm that you have uploaded valid document. After uploading of requird enclosure, payment option will be displayed.						

<u>Step20:</u> - After upload the documents, click on "Pay Application Fee" button.



Step 21: - Click the "Delete" button to delete any information.



<u>Step 22</u>: - The "Pay Application Fee" screen appears after upload the documents.

Pay Application Fee For Application Form For New Registration Application Fee (Including 18% GST) Rs. 2,360.00 Maintenance Fee Rs. 0.00 Late Fee Rs. 0.00 Application Form Fee Rs. 0.00 Smart Card Fee Rs. 0.00 Online Charges Rs. 24.17 Total Fee Rs. 2,384.17 PayNow

Step23: - Click on "Pay Now" button.

Pay Application Fee (Including 18% GST)

Rs. 2,360.00

Maintenance Fee

Rs. 0.00

Application Form Fee

Rs. 0.00

Application Form Fee

Rs. 0.00

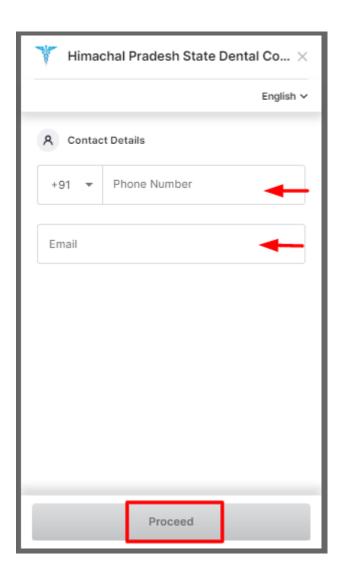
Smart Card Fee

Rs. 0.00

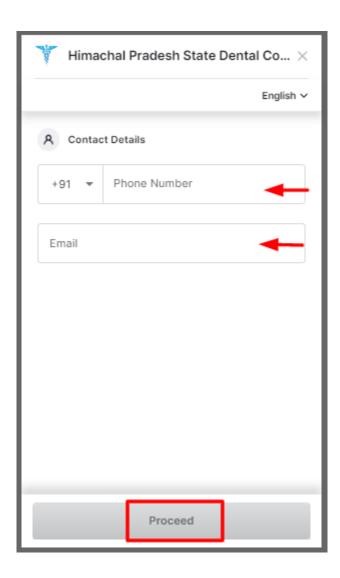
Online Charges

Rs. 2,384.17

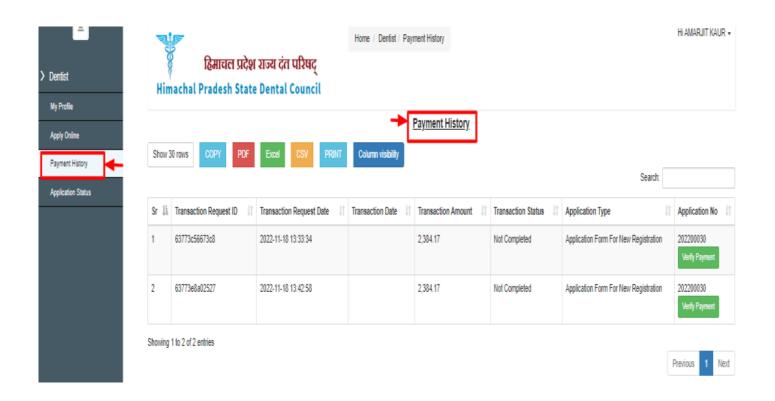
<u>Step 24</u>: - The following screen appears after clicking the pay now button.



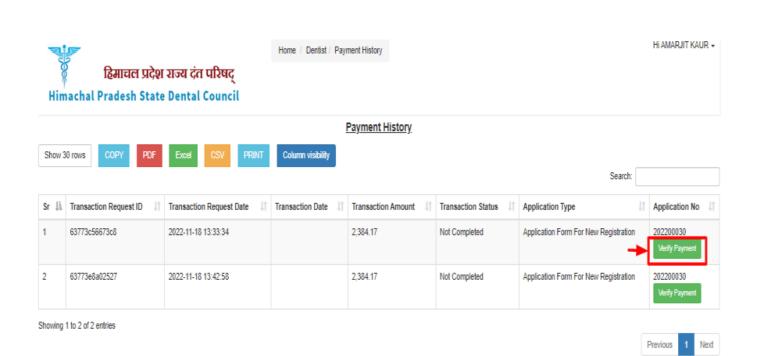
<u>Step 25</u>: - Fill out the valid "Phone Number and E-mail Address and click the Proceed" button.



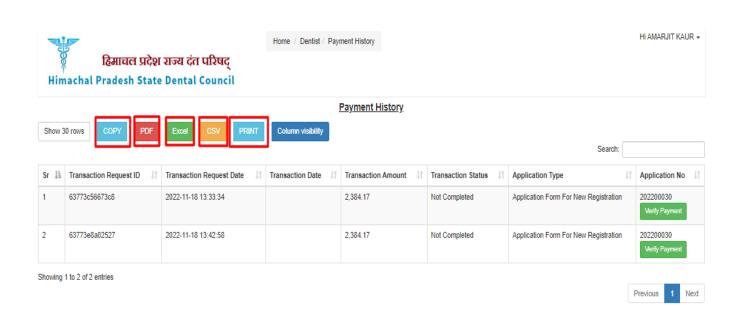
Step 26: - "Payment History" screen is displayed by clicking payment history tab.



<u>Step 27:</u> - The transaction status can be checked by clicking on the "Verify Payment" button.



<u>Step 28:</u> - When we click the "Print" button, we can print the file in pdf, excel, and csv format

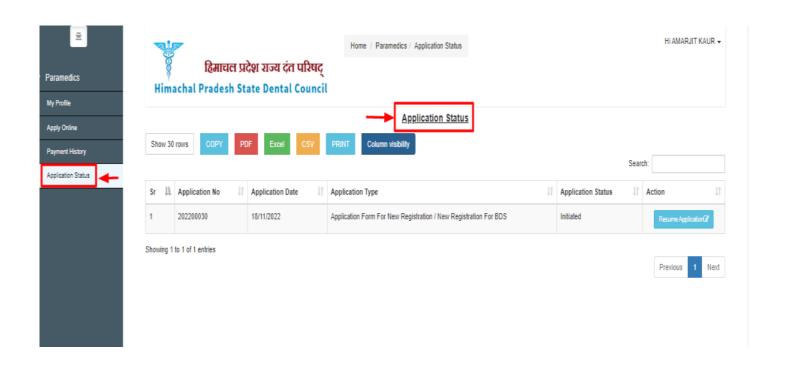


<u>Step29: -</u> You can show and hide a particular column by clicking the "Column Visibility" button.

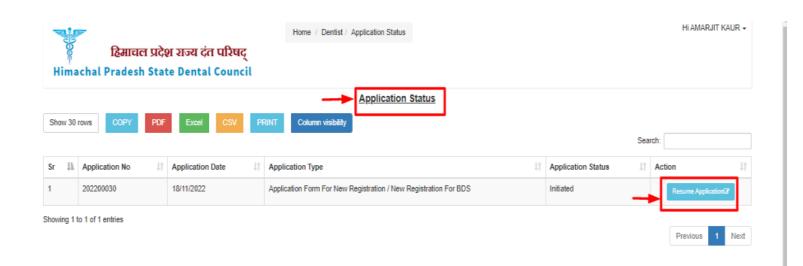
Show 30 rows COPY PDF Excel CSV PRINT Column visibility Search:						
Transaction Request ID	Transaction Request Date	Transaction Date	Transaction Amount	Transaction Status	Application Type	Application No 📗
63773c56673c8	2022-11-18 13:33:34		2,384.17	Not Completed	Application Form For New Registration	202200030 Verify Payment
63773e8a02527	2022-11-18 13:42:58		2,384.17	Not Completed	Application Form For New Registration	202200030 Verify Payment

Showing 1 to 2 of 2 entries

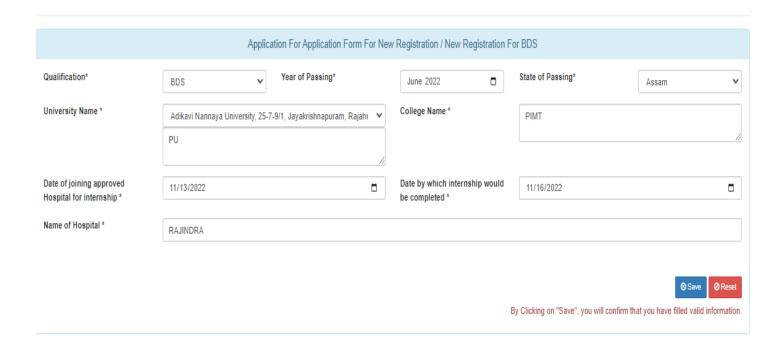
<u>Step 30</u>: -Application status screen appears after click on "Application Status" tab. The user can check the status of their own application here.



Step 31: - Click on "Resume Application" button.



<u>Step 32</u>: -The following type of screen appears after clicking on the "Resume Application" button. If the user applies online but the payment is not complete, then the resume application button provides the ability to re-apply without having to fill out the form, since the resume application has the previous data.



Thank you.

