USER MANUAL : SOCIETY REGISTRATION MODULE

Step by Step Guide for users for Online Society/Firm Registration

Step 1: Opening Website

- a) Open Internet Browser
- b) Go to Address bar and type the URL: https://biharregd.bihar.gov.in/
- c) Following site would be opened:

Step 2:

Then click on: e-Services for Registration



<u>Step 3:</u>

Click on: Society/Firm Registration

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<u>Step 4:</u>

Click on: Registration

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Step 5: Creating New User Account



<u>Step 6:</u>

Click On New Registration

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<u>Step 7:</u>

Select Your Registration Type

OPTION: A. Registration of Firm

B. Registration of Society

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<u>Step 8:</u>

Fill all the details regarding your Firm/Society Registration

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Partner details

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Step 10:

Upload Document



Step 11:

Click on next: do your payment.

Step 12:

And click on finish Button.

Step 13: Log Out from Website

a) Click on Logout button: User would be redirected to Home Page if gets successfully logged out.