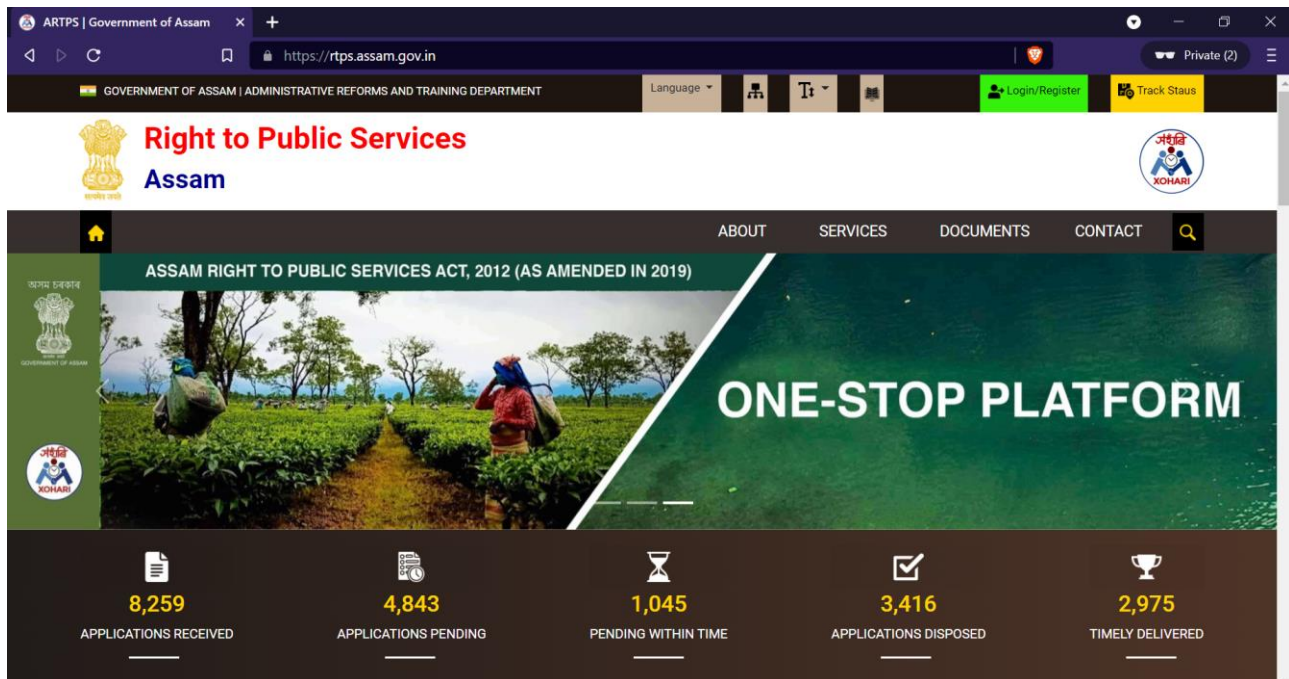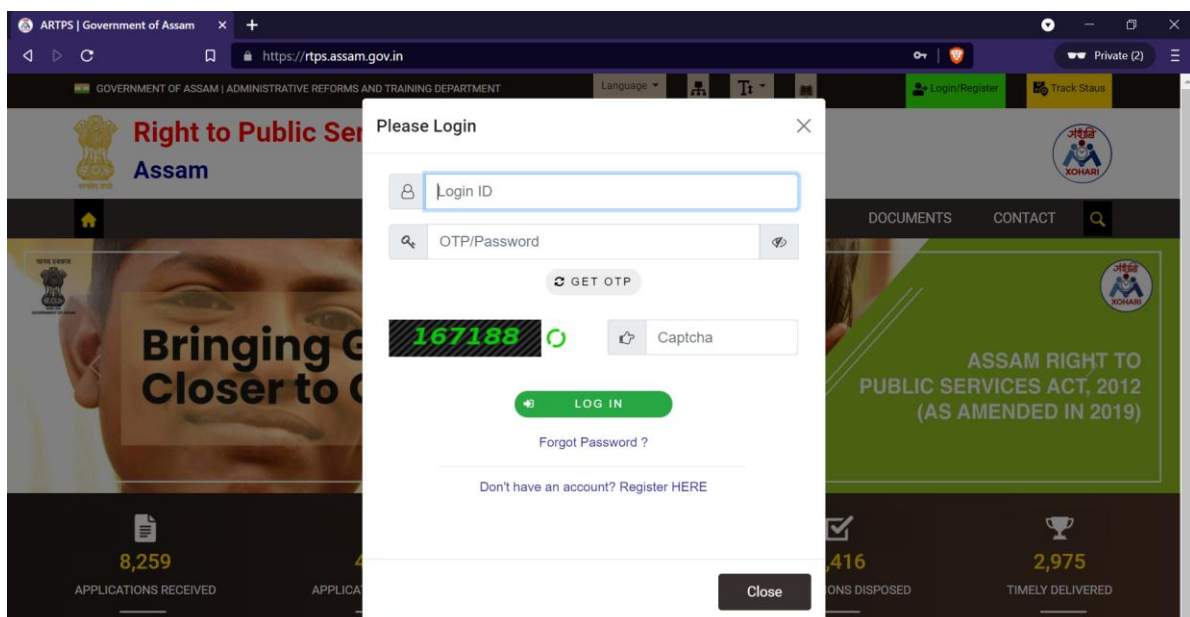## STEP 1: Log on to http://rtps.assam.gov.in

STEP 2:

For Existing Registered Users: An existing user can proceed by clicking on **"LOGIN"** link in the RTPS homepage with registered email Id & Password **.**

For New User : Registration of the user is a must and can be registered by clicking on **"LOGIN"** in the RTPS homepage and then on the **"REGISTER HERE"** link as displayed below.

①

STEP 3: Fill in the form with the requested details and click on **"Validate"** to proceed with the registration process.

STEP 4: An OTP will be sent to the entered email ID for verification purpose.

STEP 5: Enter the OTP and proceed by clicking **"Submit".**

STEP 6: User has been successfully registered.

STEP 7: A registered user can now login to avail any desired service by clicking on **"Login"** link as displayed in the homepage with user email ID and Password.
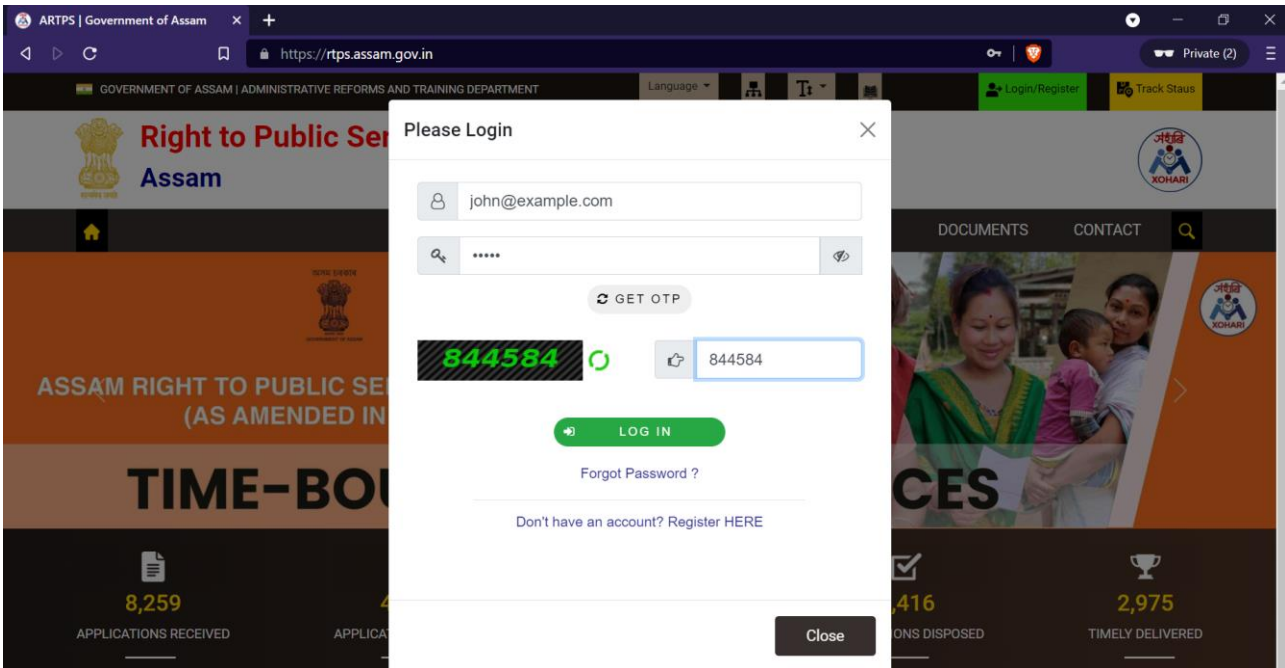
STEP 8: After successful login the following service page will be displayed.

④
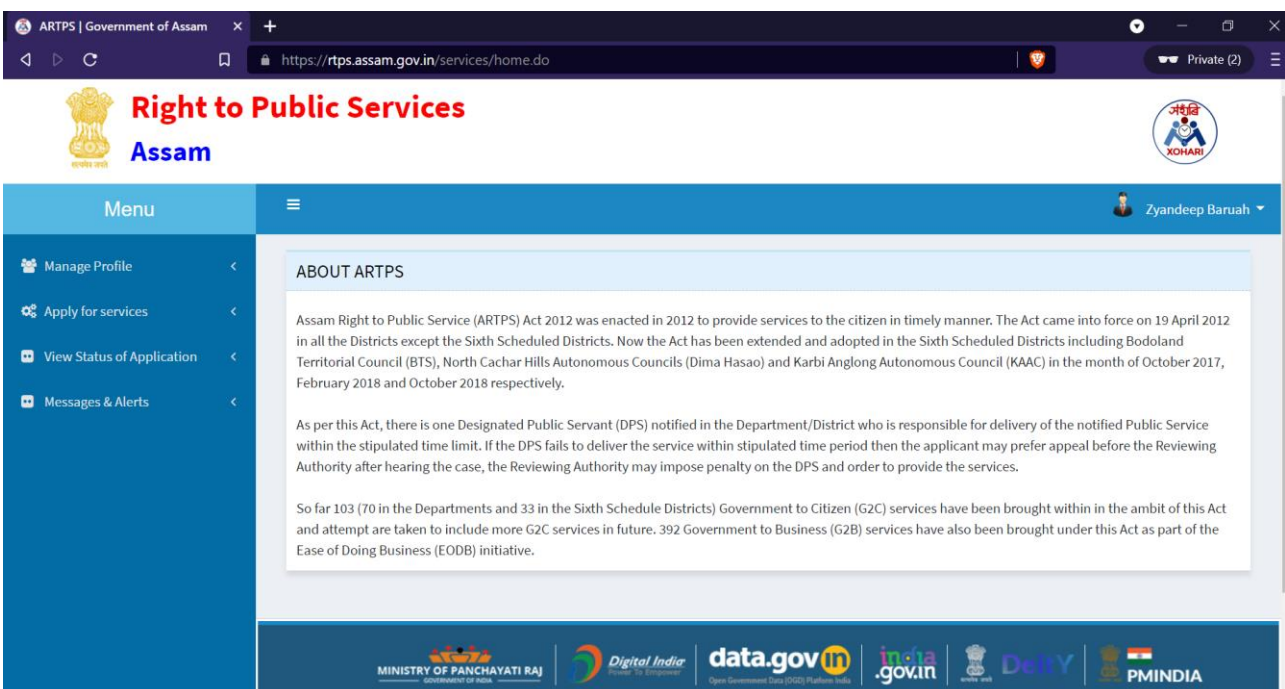
STEP 9: To view all available services click on **"Apply for services" -> "View all available services".**

STEP 10: Type in the desired name of the service to apply, in the **"Search"** box on the right-hand side of the web application, for example we type in **"service"** and click on the **"Cess Pool Service"** service link to apply for it.

STEP 11: Fill the form with requested user details.

STEP 12: Enter the **CAPTCHA** and proceed with **"Submit"**

STEP 13: The user details entered will be displayed in the following page, if the information is correct proceed with **"Make Payment"**, otherwise modification to the form can be done by using the **"Edit"** option as displayed below.

STEP 14: Proceed with **"Make Payment"**.

STEP 15: Select **"Bank Name"** and **"Proceed for Payment"**.

STEP 16: The next page will display the generated **"GRN Number"** .

STEP 17: Now proceed by clicking on **"Submit Success"**.

STEP 18: An acknowledgement form will be generated for the applied service and a print of it should be taken for future reference.

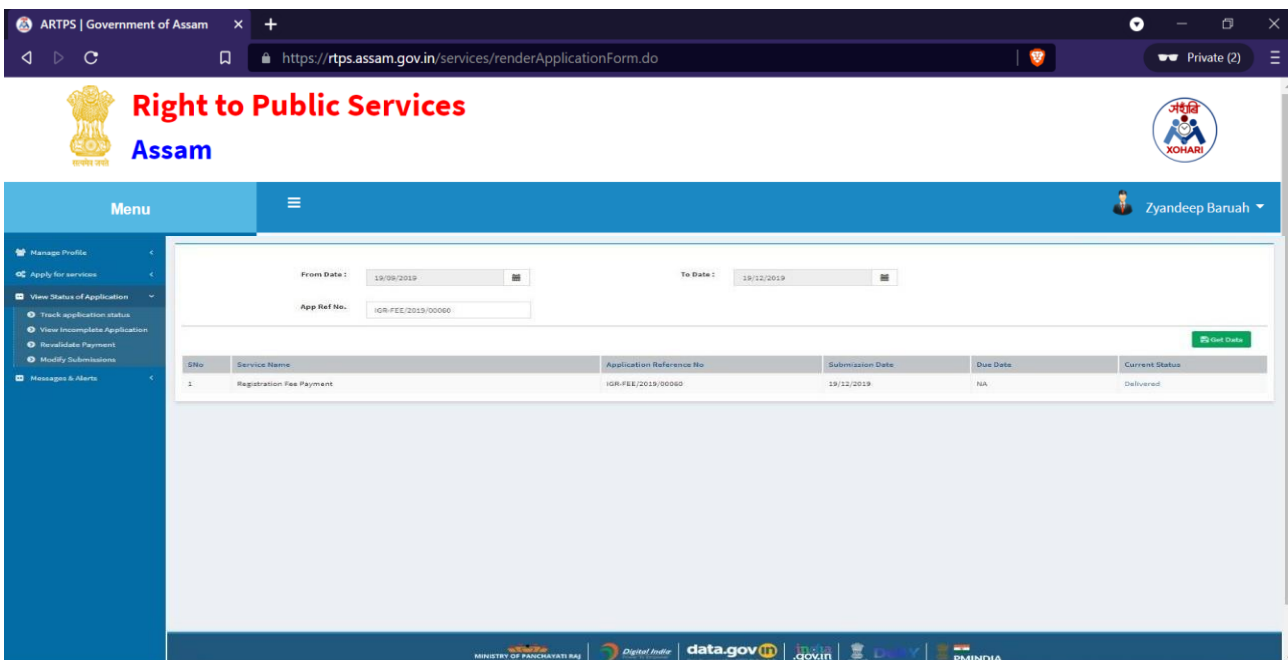**STEP 19:** To track status of an applied service kindly go to **"View Status of application" -> "Track application status"**.
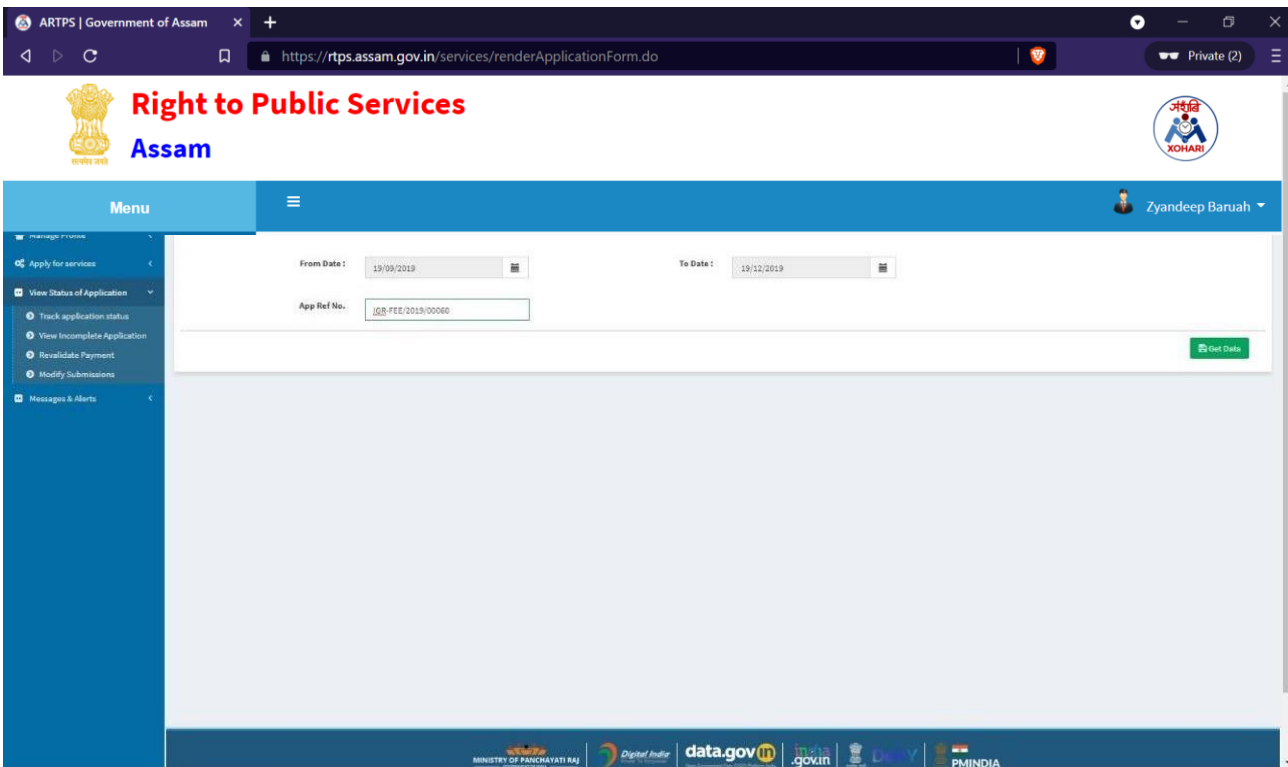
STEP 20: Enter the application reference number of the applied service in the **"App Ref No."** and click **"Get Data"** to get details of the application.

STEP 21: Click on the Service name to view the current status and other details of the applied service.

-----------------x-------------------