

## Applicant User Guide

To apply for IHHL Construction/Conversion, Person needs an Applicant Login ID by registering on IHHL. This Login ID can also be used by Urban Local Bodies to upload one or more applications.

### Per-Requisites for filling IHHL Application-

1. Scanned copy of Applicant's Photograph. It is mandatory.
2. Bank Account Details. It is mandatory.
3. Scanned copy of First Page of Bank Passbook (showing Account Details). It is optional.

### HOW TO GET APPLICANT LOGIN ID

A new applicant can get Applicant Login ID by clicking on New Applicant 'Click **Here**' of Home Page of the IHHL as shown in the figure below.



The screenshot shows the IHHL Application Home Page. At the top, it says "INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION" and "Ministry of Urban Development, Government Of India". There is a logo of the Government of India and a logo of the IHHL. The date is "Monday, May 11, 2015" and the language is "English". There is an "IMPORTANT NOTICE" banner. The main content area has three sections: "Official Login", "Pre-Requisites for filling up IHHL Application", and "Applicant Login". The "Applicant Login" section has a "Login ID" field, a "Password" field, and a "Generate OTP" button. There is a "New Applicant" link with the text "Click Here".

After click on New Applicant 'Click **Here**', Applicant has to fill Registration Form



The screenshot shows the IHHL Application Registration Form. At the top, it says "INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION" and "Ministry of Urban Development, Government Of India". There is a logo of the Government of India and a logo of the IHHL. The date is "Monday, May 11, 2015" and the language is "English". There is an "IMPORTANT NOTICE" banner. The main content area has a "Registration" section with the following fields: "Name", "Mobile Number", "Email", "Address", "State" (dropdown), "ID Type" (dropdown), "ID Number", and "Enter the code". There is a "Register" button and a "Cancel" button.

- **Name** –Enter Name who want to get Applicant Login ID
- **Mobile Number** –Enter 10 digits Mobile No for further communication like OTP, status of Application etc.
- **Email** – Enter valid Email for further communication like OTP, status of Application etc.
- **Address** – Enter residential address.
- **State** – Select State Name from list. Applicant can only fill application belonging to this state.
- **ID Type** – Select ID Type from list.
- **ID Number** - Enter ID Number as selected above ID Type.
- **Enter the code-** Enter display text as front of this. Please enter same as displayed text.

After filling this information click on 'Register' button. Then after successful registration, **Applicant Login ID** with successful message displayed as below and information regarding this message is also sent to respected email.



## HOW DOES APPLICANT LOGIN AFTER REGISTRATION

Applicant can enter IHHL by using respected Login ID. Applicant need to fill respected Login ID at 'Applicant **Login**' section as below and enter the code as displayed. Please enter same as displayed. Then click on 'Generate **OTP**' to get OTP.

The screenshot shows the 'Applicant Login' section of the IHHL Application website. The page header includes the title 'INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION' and the Ministry of Urban Development, Government of India. A navigation menu on the left contains 'Applicant', 'Officials', 'Disclaimer', and 'Contact Us'. The main content area is divided into three sections: 'Official Login' with fields for Login ID, Password, and a CAPTCHA code 'HUBVXN'; 'Pre-Requisites For filling up IHHL Application' listing scanned copies of a photograph, bank account details, and a bank passbook page; and 'Applicant Login' with a Login ID field containing 'KA291', a CAPTCHA code 'HUBVXN', and a 'Generate OTP' button. A 'New Applicant' link is also present.

After click on 'Generate **OTP**', Applicant gets OTP on respected registered email. Applicant gets another screen to verify OTP. Please check email, if email is not got or facing some problem please click on 'Reset & Try Again' button to refresh login process and Applicant gets back to Home Page to Login again.

Otherwise when OTP is received, enter OTP was received by email latest. Also enter the code same as displayed. Then click on 'Login' button to proceed.

The screenshot shows the 'Verify OTP' section of the IHHL Application website. The page header and navigation menu are identical to the previous screenshot. The main content area is divided into three sections: 'Applicant' (with sub-links for Officials, Disclaimer, and Contact Us), 'Pre-Requisites For filling up IHHL Application' (listing scanned copies of a photograph, bank account details, and a bank passbook page), and 'Verify OTP' with a Login ID field containing 'KA291', an OTP field with masked characters, a CAPTCHA code 'HUBVXN', and 'Login' and 'Reset & Try Again' buttons.

After successful verification of OTP, Applicant goes to Application form as below. Applicant login detail is displayed in Account Detail section of IHHL Application Form. Applicant needs to fill all the information related to the applicant as required in form.

The screenshot displays the 'INDIVIDUAL HOUSEHOLD LARSENABLE APPLICATION FORM' interface. At the top, it shows the user's name 'VYRKO', email 'vyrko2014@gmail.com', and phone number '9876543210'. The 'ACCOUNT DETAIL' section lists the user's name, mobile number, address, and PIN code. Below this, the 'INDIVIDUAL HOUSEHOLD LARSENABLE APPLICATION FORM' section is divided into two parts: 'Geographical Particulars' and 'Toilet Owner's Particulars'. The 'Geographical Particulars' section includes dropdown menus for State, District, ULB Name, and Ward No. The 'Toilet Owner's Particulars' section includes fields for Name of Applicant, Gender, Father/Husband's name, Residential Address, and other personal details. There are also checkboxes for 'Is the toilet to be constructed through Government Expenses?' and 'Do you want to avail the construction of toilet by the ULB through contractor / Self Help Group of member?'. The form is titled 'INDIVIDUAL HOUSEHOLD LARSENABLE APPLICATION FORM' and includes a note: 'Please fill all the information related to the applicant as required in form.' The footer of the page contains the text: '©2014 Software Application Designed & Developed by National Informatics Centre, Govt. of India. Content Created and Maintained by Ministry of Urban Development'.

**(A) In Geographical Particulars**

1. **State** –State Name is displayed as Applicant selected it in registration form as application belonging to this state.
2. **District** – Displays List of Districts in above State. Please Select the District from the list in which Applicant belongs.
3. **ULB Name**- After selecting District, click on ULB Name list to display all Urban Local Bodies of this District. Please select ULB Name from list in which Applicant belongs.
4. **Ward No.** – After selecting ULB Name, click on Wards list belonging to the selected ULB Name. Please select the Ward No. from the list to which the Applicant belongs. If Applicant’s Ward No is not displayed in list please contact to ULB Authority to add it through the website [www.swachhbharaturban.gov.in](http://www.swachhbharaturban.gov.in) or email to [sbm-mud@nic.in](mailto:sbm-mud@nic.in).

**(B) Toilet Owner’s Particulars**

1. **Name of Applicant** – Please enter Applicant Name. It is mandatory.
2. **Gender** – Please select Gender (Male/Female) of Applicant from the list. It is mandatory.
3. **Father/ Husband’s Name**- Please enter Father/Husband’s Name of Applicant. It is mandatory.

- 4. Mobile No** – Please enter 10 digits Mobile No of the Applicant for further communication like status of Applicant’s Application etc. It is mandatory.
- 5. Residential Address-** Please enter residential address of the Applicant. It is mandatory.
- 6. Status of Existing Toilet-** Please click on status to display the list. Please select one of the options. It is mandatory.
- 7. Aadhar Linked Transfer of Incentive-** Please select an option from the list (Yes/No). Default given is No.
- 8. Aadhar Number-** Please enter 12 digits Aadhar Number of Applicant. It is optional.
- 9. Bank Account Detail**
  - a. **Name of Bank-** Please select the Name of Bank from list. List shows all Bank Name registered in RBI. It is mandatory.
  - b. **Bank City-** After selecting Bank Name, list shows all Bank City Name as per Bank Name selected. Please select Bank City Name from list. It is mandatory.
  - c. **Bank Branch Name-** After selecting Bank City, list shows all the Branch Name as per Bank Name and Bank City selected. It is mandatory.
  - d. **IFSC Code-** After selecting Bank Branch Name, IFSC Code of Branch Name shows in textbox. It is mandatory.
  - e. **Account Number-** Please enter Account Number of the Applicant. It is mandatory.
  - f. **Confirm Account Number-** Please enter Applicant’s Account Number to confirm Account Number is not wrong entered. It is mandatory.
  - g. **Passbook First Page scanned Copy-** Upload scanned copy of Passbook first page which show account holder details. Scanned copy should be in jpg format and size should be less than 50KB. It is optional. Applicant can upload scanned copy for verification of account holder details with that entered.
- 10. Photograph of Applicant** – Please upload Photograph of the Applicant with clear visibility. Photograph should be in jpg format and size should be than 50KB. It is mandatory.
- 11. Do You want to avail bulk construction of toilets by the ULB through contractor/ Self Help Groups if available** – Please select from list (Yes/No). Default given is No. It is mandatory.

## Filed Application Form

The screenshot shows the 'INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION' form. The header includes the Ministry of Urban Development, Government of India, and the Swachh Bharat Mission logo. The date is Monday, May 11, 2013. The form is divided into sections for 'ACCOUNT DETAIL' and 'INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION FORM'. The 'ACCOUNT DETAIL' section includes fields for Name, Email, ID Type, Mobile Number, Address, and PIN Number. The 'INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION FORM' section is divided into 'JGP Beneficiary's Particulars' and 'JGP Toilet Group's Particulars'. The 'JGP Beneficiary's Particulars' section includes fields for State, District, URB Number, and Ward No. The 'JGP Toilet Group's Particulars' section includes fields for Name of Applicant, Father/Husband's name, Residential Address, Author/Local Treasurer of Toilet, Bank Account Details (Name of Bank, Branch Name, Account Number), Gender, Mobile No., State of Existing Toilet, and Author Number. There are also fields for 'Bank First Page Scanned copy', 'Photograph of Applicant', and a checkbox for 'Do You want to avail bank connection of toilet by the URB through contractor - Self Help Group facilitator?'. An 'Apply' button is visible at the bottom of the form.

After filling all the information of the Applicant, click on 'Apply' button to submit.

After successful submission of Application, An IHHL Application Acknowledgement slip is generated with Application ID and Bank Account Detail as displayed below. Also message related to successful submission of Application with Application ID is sent to Account Holder email. Please print it by clicking on 'Print' button for future reference.

The screenshot shows the 'INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION - Acknowledgement' slip. The header includes the Ministry of Urban Development, Government of India, and the Swachh Bharat Mission logo. The date is Monday, May 11, 2013. The slip contains the following information:

- Your Application has been submitted successfully.
- Your Application ID is: EI15090001F (Dated: May 11, 2013)
- ACCOUNT DETAIL:
- Account Number: 5876543210
- Name of Bank: ALLAHABAD BANK
- IFSC Code: ALLA0212133
- Bank Branch Name: BELLARY

A 'Print' button is visible in the top right corner of the acknowledgement slip.

Click on cross button to exist. Again a new fresh Application can be submitted by Applicant by doing same as above for another Applicant.

**INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION**  
Ministry of Urban Development, Government Of India

Welcome - VV RAO      Monday, May 11, 2015      Select Language : English

**ACCOUNT DETAIL**

Name	VV RAO	Mobile Number	9894000000
Email	vaarao@delhi.gov.in	Address	Delhi
TS Type	A2018	TS Number	9876543210

**INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION FORM**

**(I) Geographical Particulars**

1. Area	Block	2. District	Block
3. URB Number	Block	4. URB Name	Block
5. Ward No.	Block	6. Ward Name	Block

**(II) Family Details Particulars**

1. Name of Applicant	Block	2. Gender	Block
3. Father / Husband's name	Block	4. Mobile No.	Block
5. Residential Address	Block	6. Date of Family Taker	Block
7. Author / Legal / Director of Document	Block	8. Author Number	Block
9. Bank Account Details	Block	10. Bank City	Block
11. Name of Bank	Block	12. IFSC Code	Block
13. Bank Branch Name	Block	14. Current Account Number	Block
15. Photograph of Applicant	Block	16. Do you want to send SMS reminder of bills by the UDL through customer : 100 Mobile Group if available?	Block

Apply

### CHECK STATUS /PRINT OF APPLICATION

Applicant can also check status history of Applied for all Applications. Click to 'Status' menu then 'IHHL **Application**' as below. It shows all Application ID and Detail applied by Applicant Login ID. It shows action performed by officials time till that time as shown below.

**INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION**  
Ministry of Urban Development, Government Of India

Welcome - VV RAO      Monday, May 11, 2015      Select Language : English

**STATUS OF INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION**

Sl No	Application ID	Name	Father/Husband's name	Status	Action Date	Action By
1	KA1500000001	Suryant Shukya	Narush Shukya	APPLIED	06/04/2015	VV RAO
				VERIFIED	09/04/2015	ILB Writer
				APPROVED	05/05/2015	ILB Approver
2	KA1500000002	ad ash	ashan	APPLIED	06/04/2015	VV RAO
				VERIFIED	20/04/2015	VERIFICATION
				APPROVED	05/05/2015	ILB Approver
3	KA1500000003	ashan	cool	APPLIED	09/04/2015	VV RAO
				APPROVED	05/05/2015	ILB Approver
				REJECTED	05/05/2015	ILB Writer
4	KA1500000004	ASA	ASDAS	APPLIED	10/04/2015	VV RAO
				APPROVED	05/05/2015	ILB Approver
				VERIFIED	05/05/2015	ILB Verifier
5	KA1500000005	dts ashish	dtd ashish	APPLIED	10/04/2015	VV RAO
				REJECTED	05/05/2015	ILB Approver
				APPLIED	10/04/2015	VV RAO

Applicant can also search for an application by entering Application ID or Name of the Applicant and then clicking on 'Search' button. It shows Application ID and Detail as per search criteria as shown below.

INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATION  
Ministry of Urban Development, Government Of India

Welcome - VV RAO Monday, May 11, 2015 Select Language: English Logout

STATUS OF INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATION

Application ID: KA1500000028 Name: NAME Search

SNO	Application ID	Name	Father/Husband's name	Status	Action Date	Action By
1	KA1500000028	Amit Singh	Amar Singh	APPLIED	11/05/2015	VV RAO

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To get details of submitted Application click on **Application ID** of choice as shown in list.

SNO	Application ID	Name	Father/ Husband's name	Status	Action Date	Action By
1	KA1500000028	Amit Singh	Amar Singh	APPLIED	11/05/2015	VV RAO

Then it shows Application Detail as below. Applicant can also print it by clicking on 'Print' button.

ACCOUNT DETAIL

Name: VV RAO Mobile Number: 9896874555  
 Email: shakya234@gmail.com Address: Bangalore  
 ID Type: AADHAR ID Number: 9875222124

INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATION FORM Print

Application ID: KA1500000028 Applied Date: 11/05/2015

(A) Geographical Particulars

1. State: Karnataka	2. District: Bellary
3. ULB Name: Bellary (M Corp.)	4. Ward No.: 1

(B) Toilet Owner's Particulars

1. Name of Applicant: Amit Singh	
2. Gender: MALE	
3. Father/ Husband's name: Amar Singh	
4. Mobile No.: 9867123434	
5. Status of Existing Toilet: NOT EXISTING	
6. Residential Address: B-09, Sector 2, Bellary	
7. Aadhhar Linked Transfer of Incentive: NO	
8. Aadhhar Number:	
9. Bank Account Details:	
Account Number: 987654321012	IFSC Code: ALLA0212533
Name of Bank: ALLAHABAD BANK	Bank Branch Name: BELLARY
Note: 1. The funds will be transferred through Electronic Transfer.	
10. Do You want to avail bulk construction of toilets by the ULB through contractor / Self Help Groups-if available:	NO

Application Status

Status	Action Date	Action By	Remark
APPLIED	11/05/2015	VV RAO	