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.



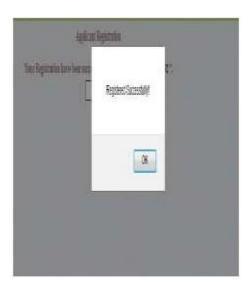
After click on New Applicant 'Click Here', Applicant has to fill Registration Form



- ➤ 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.



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.



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.



(A) In Geographical Particulars

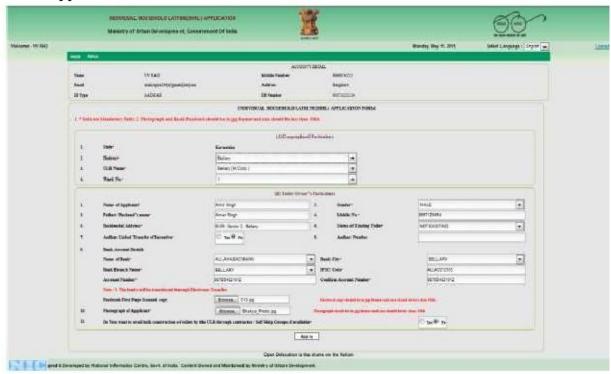
- **1. State** –State Name is displayed as Applicant selected it in registration form as application belonging to this state.
- **2. District** Displays List of Districts in above State. Please Select the District from the list in which Applicant belongs.
- **3. ULB Name** After selecting District, click 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** or email to 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.

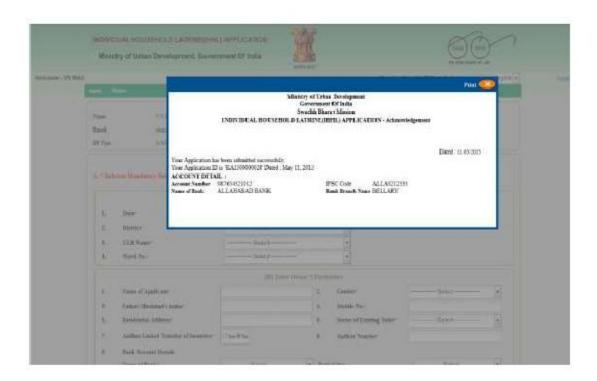
- **4. Mobile No** Please enter 10 digits Mobile No of the Applicant for further communication like status of Applicant's Application etc. It is mandatory.
- **5. Residential Address-** Please enter residential address of the Applicant. It is mandatory.
- **6. Status of Existing Toilet-** Please click 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.

Filled Application 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.



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

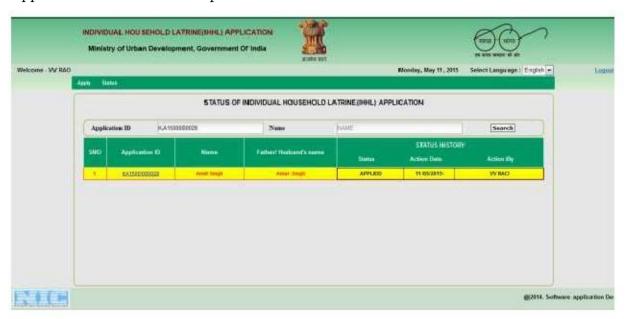


CHECK STATUS / PRINT OF APPLICATION

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.



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.



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



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

