

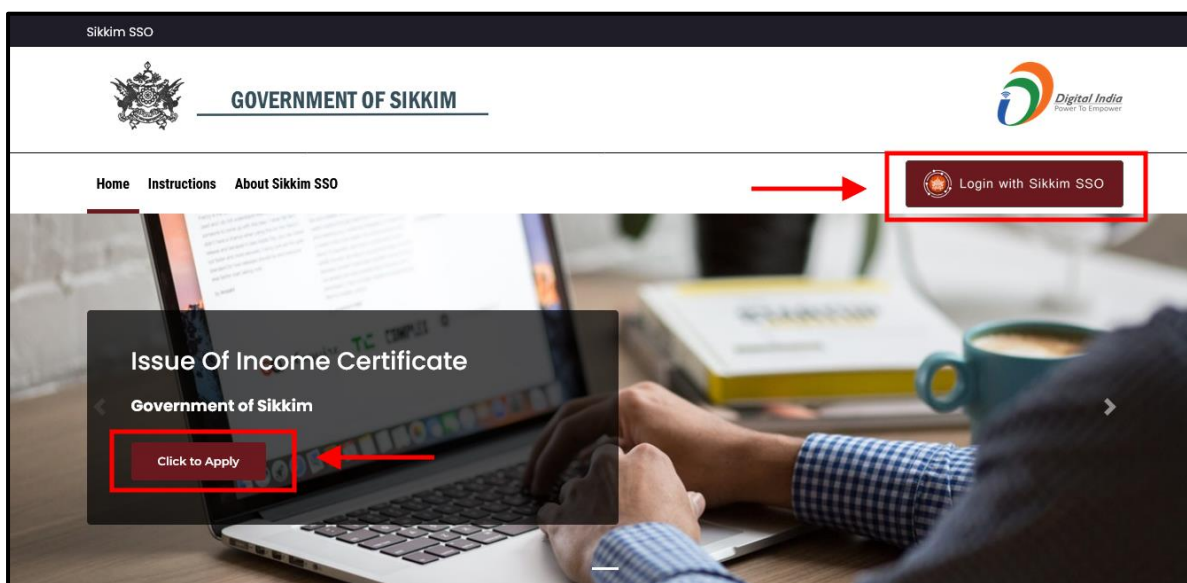
## USER MANUAL TO ACQUIRE INCOME CERTIFICATE

The following manual will assist the **Applicant** to apply for the Income Certificate:

All the User shall adopt on the following steps to access the official website of 'Sikkim Go Portal with Single Sign on System', to apply for the Income Certificate.

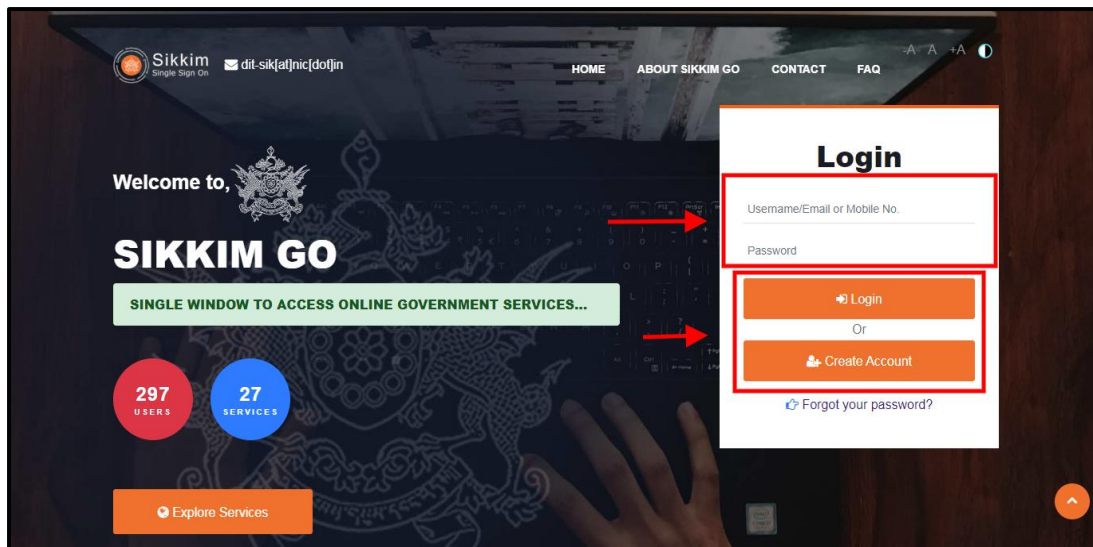
Firstly, open any browser (chrome, internet explorer, Mozilla Firefox etc.) and enter the URL <https://sikkim.gov.in> as illustrated in Figure 1.

- Click on login in bottom as illustrated in the given Figure 1.



**Figure 1:** Sikkim Go Portal with Single Sign on System.

- Clicking on the 'Log In', button, a page will appear as shown in the below Figure 2.
- Enter the required field i.e., Email, Password and Captcha to access the User's Dashboard of the SSO in the page.



**Figure 2: Login Page**

- If the user is new, they can select the "Create Account" option to register and create their account.
- After filling up the required details click on the 'Login', button.
- Now, User's Dashboard will appear as illustrated in the below Figure 3.
- The user can view their submitted applications on the Applied section, as well as their accepted applications on the Approved section, and their rejected applications on the Rejection section as shown in the below figure 3.
- The user can find the list of necessary required documents to apply for an Income Certificate under the Instruction/Guidelines section.
- The Application Updates section is where the user can find notifications and updates for their applications as shown in the below figure 3.

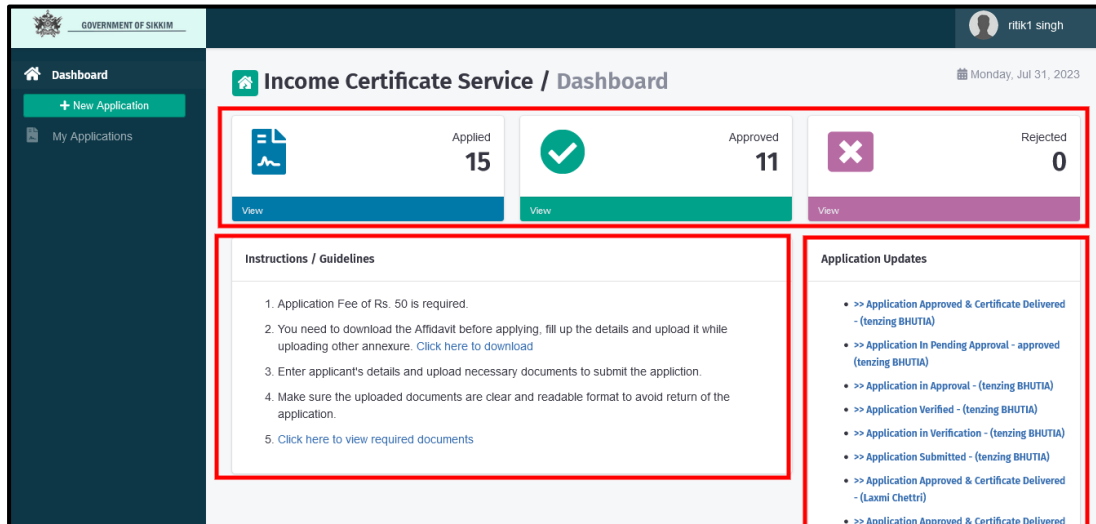


Figure 3: User's Dashboard

Here are the steps that must be taken in order to apply for the issuance of a Income Certificate by the user:

**Step1:** As you can see in the User's Dashboard, there is an option for a new application. Clicking on that button will redirect you to the new application page, as illustrated in Figure 4 below.

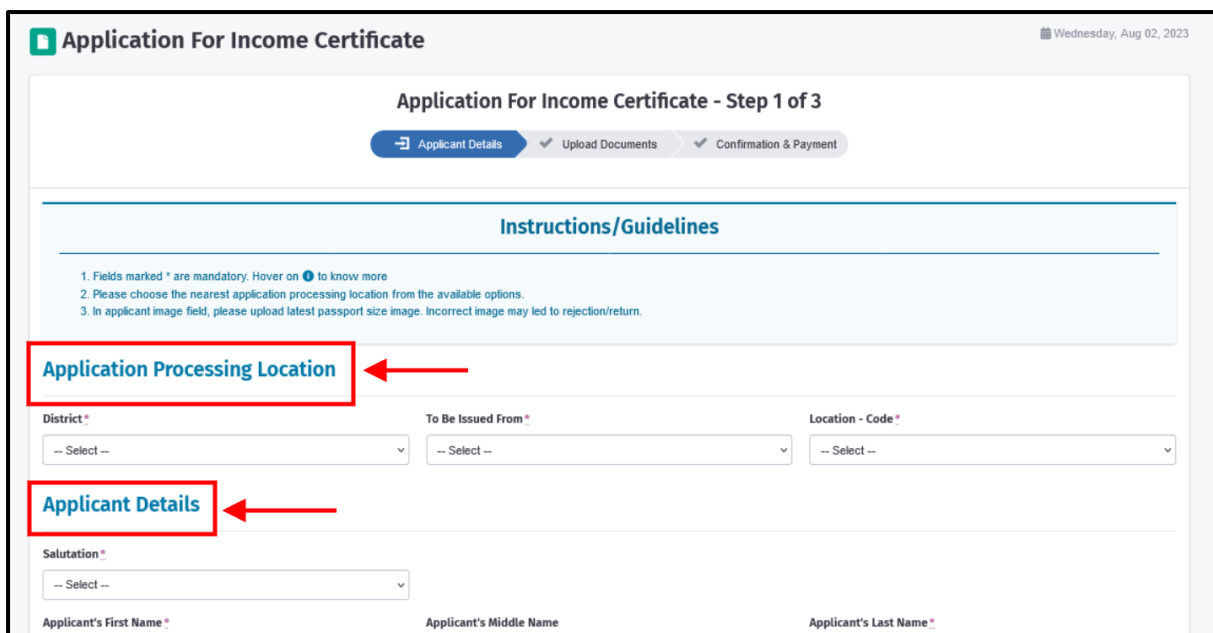


Figure 4: Application Details

- **Step2:** After completing the application details the user/applicant must post their photo and signature as shown in below Figure 5.

The screenshot displays a web form for application details. At the top left, there is a text input field containing the number '737102' with a checkmark icon to its right. Below this, the form is divided into two main sections. The first section is titled 'Applicant Image \*' and contains a placeholder image of a man's face with a red 'X' over it, and a purple 'Upload Photo' button below. A red arrow points from the left towards this section. The second section is titled 'Applicant Signature \*' and contains a handwritten signature 'P. Smith' with a purple 'Upload Signature' button below. A red arrow points from the left towards this section. Below these sections is a 'Declaration' section with the following text: 'I hereby solemnly affirm and declare that to the best of my knowledge and belief: I am a citizen of India. I have not concealed or suppressed any information, the disclosure of which would make me disentitled to this Certificate. I shall be held responsible for any misrepresentation or false information given by me while applying for this Certificate.' Below the declaration text is a checkbox labeled 'I Agree \*' which is checked. A red arrow points from the right towards this checkbox. At the bottom right of the form is a blue 'Save & Continue' button, with a red arrow pointing from the left towards it.

**Figure 5: Application Details**

- **Step3:** After click on "Save & Continue," the next page will appear, where the applicant has to upload the documents that are required as shown in below figure 6.
- **Step4:** Now the user must upload the necessary documents by first choosing the document's name from the drop-down menu, clicking on "Choose File," choosing the correct file, and then click on upload, the file will be uploaded successfully as shown in the below figure 6.
- **Note:** *The selected file's name must not contain any special characters or symbols, and its size must not exceed 10 MB.*

The screenshot shows a web form with three main sections. The first section, 'Additional Enclosure 2', has a dropdown menu set to '-- Select --' and a 'Browse...' button. The second section, 'Salary Slip \*', has a dropdown menu set to 'Salary Slip', a 'Browse...' button, and a progress bar showing 100% upload. The third section, 'Land Ownership Proof \*', has a dropdown menu set to '-- Select --' and a 'Browse...' button. At the bottom right, there is a 'Save & Continue' button. Red boxes and arrows highlight the dropdown menus and the 'Save & Continue' button.

Figure 6: Application Details

- **Step5:** After selecting "Save & Continue," the applicant can check their uploaded documents and review them before final submission as shown in the below figure 7.

The screenshot shows a 'Pay and Submit' page. On the left, there are two sections: 'Applicant Details' and 'Family Income Details'. The 'Applicant Details' section contains a table with the following information:

Salutation	Mr.
Applicant's First Name	Ujal
Applicant's Last Name	Gurung
Gender	Male
Marital Status	Unmarried
Contact No	9876543212
Email ID	ujal@gmail.com
Relationship With Guardian	S/O
COI No	32156
Aadhar No	987412563215
Guardian's First Name	Sunha
Guardian's Last Name	Gurung
Present Address	Tadong

The 'Family Income Details' section contains a table with the following information:

Income From Salary	YES
Income From Agriculture	YES
Income From Other Sources	YES

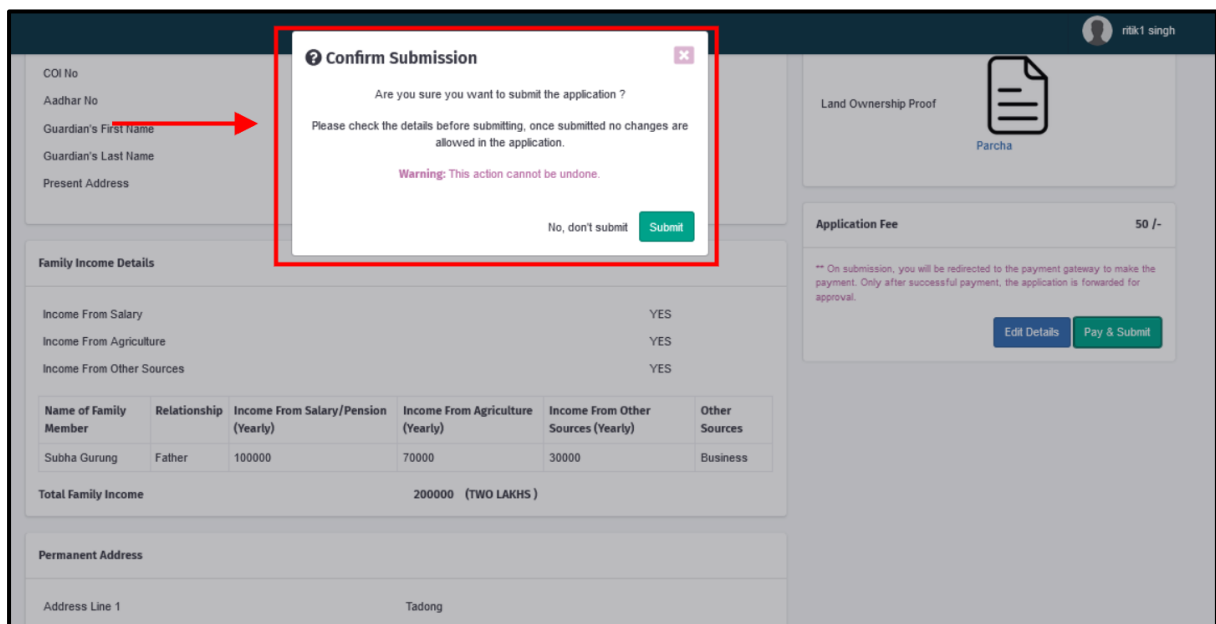
On the right side, there is a list of uploaded documents under the heading 'Affidavit':

- Recommendation (Panchayat Recommendation)
- Salary Slip (Salary Slip)
- Land Ownership Proof (Parcha)

At the bottom right, there is an 'Application Fee' of 50 /- and a note: '\*\* On submission, you will be redirected to the payment gateway to make the payment. Only after successful payment, the application is forwarded for approval.' Below this, there are two buttons: 'Edit Details' and 'Pay & Submit'. Red boxes and arrows highlight the document list and the 'Pay & Submit' button.

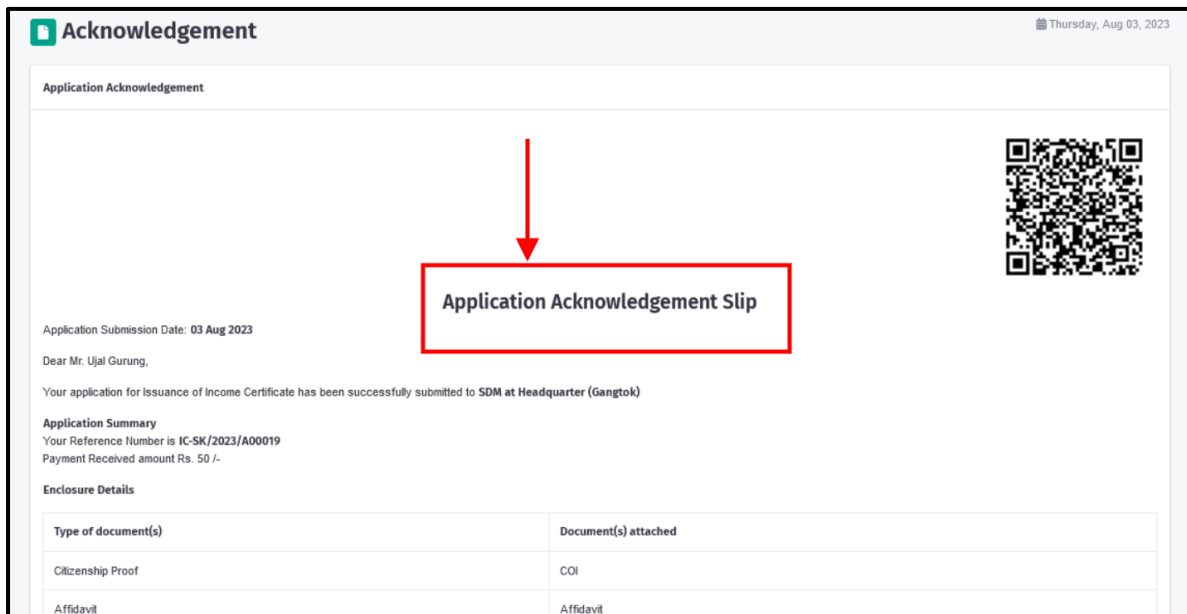
Figure 7: Pay and Submit

- **Step6:** After clicking on 'Pay and Submit', a pop-up will appear in the screen where the Users have confirm their submission as shown in the below Figure 8.



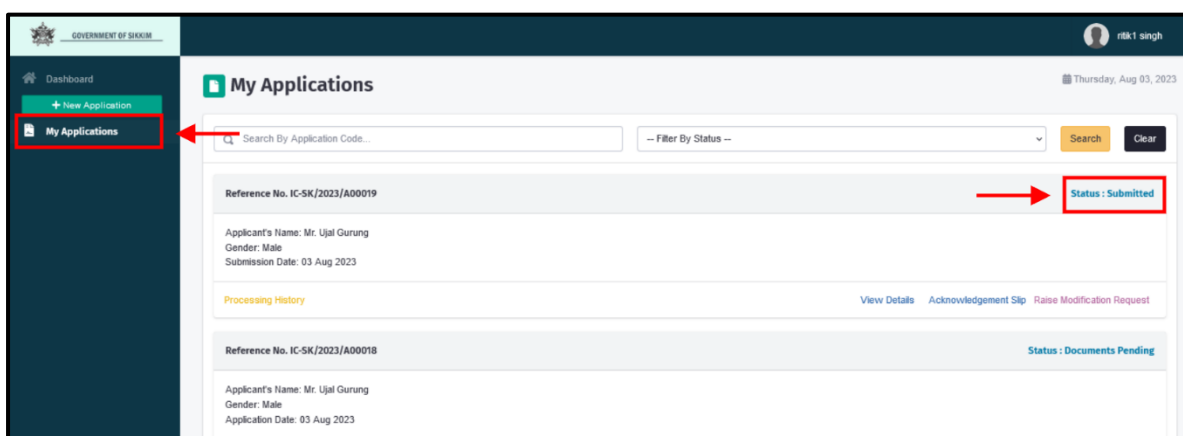
**Figure 8: Confirmation**

- **Step7:** After the successful transaction, the applicant will receive an acknowledgment slip along with the QR code and the application will be submitted as shown in the below Figure 9.



**Figure 9: Acknowledgement Slip**

- The applicant can also check whether or not their application has been submitted by clicking on the "My Application" where the status of the application will be as "Submitted". The applicant can view the status of their as illustrated in the Figure 10.



**Figure 10: My Application**

# THE END