User Manual

Of

Citizen Login

For

Registration of Medical Establishment

Developed For:

Department of Medical Health and Family Welfare, Uttar Pradesh

Version 1.0

Designed & Developed By : Team IT Cell DGMH UP

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1. About the Document

1.1 Overview

Citizen Login for Registration of Medical Establishment of Department of Medical Health and Family Welfare, Uttar Pradesh is an online web application which is developed for Citizen. Purpose of development of this web application is to Register User for Medical Establishment.

1.2 Scope of the Document

This document provides step by step guide on how to use the Online Web Based Software Application through Citizen Login.

1.3 Intended Audience

The Authorized User or Registered User (Citizens of Uttar Pradesh) would be intended Audience for this Citizen Login of Department of Medical Health and Family welfare, Uttar Pradesh.

1.4 Document Convention

This User Manual has following conventions:

- a. Fields which have * sign at the end; indicate that those fields are mandatory.
- b. Error Messages are displayed in Pop-up box.
- c. Success Messages are mentioned in pop-up.
- d. All the menu links will be mentioned in the side menu.

1.5 System Requirements

To run this application there are some basic requirements such as:

- a. Window's Machine
- b. Firefox 30 or Above/Chrome 32 or above
- c. MS Office (2007 or Above)
- d. Internet Connectivity (256 Kbps or above)

2. About Registration of Medical Establishment

2.1 Introduction

Registration of Medical Establishment is a process of registration of citizen to utilize the other facilities of web application of Department Of Medical Heath And Family Welfare, Uttar Pradesh. One citizen can register on this application for single time only.

2.2 User/Applicant Type

Citizens are the users of the web application of Department of Medical Health and Family Welfare, Uttar Pradesh.

2.3 Terms & Conditions/Eligibility

- It is the right of nodal officer to accept or reject the application form by mentioning the "cause of rejection."
- Nodal officer will appoint the inspection committee & schedule the date of Inspection; applicants need to be physically present in the establishment on the date of inspection.
- Applicants should help the inspection committee & will show the originals of the document attached during submission of application form.
- Applicant should also handover the original Affidavit to the inspection committee with all copy of all attached documents.
- Inspection committee should upload its inspection report in the portal.
- Based on the inspection report CMO is free to approve or reject the application
- If application will be approved then Computer Generated Registration Certificate will be made available on the dashboard of applicants.
- Applicants can also collect their computer generate registration certificate from the office of Chief Medical Officer.
- Validity of Certificate will be 30th April of the next year from the date of Issuance.
- Applicant can apply for renewal of registration certificate through their login but before the 30th April of next financial year.

3. Process Flow

Below is the Process Flow Diagram of Citizen Login-Registration of Medial Establishment work for better understanding of user:



4. How to Apply

4.1 Accessing Portal

To access the portal, type the address in the address bar as: <u>http://up-health.in.</u> User will be redirected to the homepage of the online application. Once user will click on 'Link (mentioned below in image)' it will be navigated to Login page.



Image: Homepage

• Click on the **Citizen Login** Link as mentioned in the image then page will be navigated to Citizen Login page.

4.2 Citizen Login Page (Registered User)

• Citizen Login Page will be displayed as shown below:

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Reset

Image: Citizen Login

• Enter **Registered Mobile number, Password** and **Captcha** then click on **Login** button.

4.3 New Registration Link (New User)

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Image: New Registration

• Click on **For New Registration** link as shown in image to register as a New User.

4.4 Citizen Registration Form

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Fill the details correctly and click on Register button to register as a New User.	Diraci Kantan Diraci Address Diraci Address Pattourd Pattourd Confirm Pageword
	Rest

• Citizen Registration page will be displayed as shown below:

Image: New Registration Link

© 2018 Health and Family Welfare Department Uttar Prod

- Fill all the details and click on **Register** button to get registered as a new user.
- Click on **Reset** button to reset the details.

4.5 Mobile Verification Form

- After completing the Registration Form an OTP will be sent on mobile number entered by you for mobile verification process.
- Mobile Verification page will be displayed as shown in next page:

Enter OTP and click on Verify button. Click on	Mobile Verification Name Crivyanthy Samma Mobile Number 1,20000880 C019 Free C19
Resend OTP if no OTP is	Venty Pleased.01P.

Image: Mobile Verification

- Enter the OTP and click on Verify button.
- If OTP has not been received then click on Resend OTP button.

Note: User will have to login as mentioned in Point no. 4.2 after mobile verification.

4.6 Dashboard

- After login user will be redirected to the dashboard.
- Dashboard will be displayed as shown below :



Image: Dashboard

- Click on the **Registration of Medical Establishment** to proceed.
- After that Instructions page to fill application form will be displayed as shown in below:

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Image: Instructions to Fill Application Form

• Read the instructions carefully and click on checkbox & then click on the **PROCEED** button.

a. Application Form for Registration of Medical Establishment

• After clicking on Proceed button user will be redirected to the Application Form for Registration of Medical Establishment, page will be displayed as shown below:

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Image: Application Form for Registration of Medical Establishment

- Select and fill all the details in Application Form for Registration of Medical Establishment and then click on **Save** button.
- After that Preview Application Form pop up will be displayed.
- Click on **Reset** button to reset the details.

b. Preview Application Form

• Preview Application form page will be displayed as shown below:

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Image: Preview Application Form

- Check the details and click on **Submit** button to proceed.
- Click on **Edit** button if there is any correction in the application form.

c. Registration Confirmation

• After submitting the form, Registration Confirmation Page will be displayed as shown below:



Image: Registration Confirmation

- Click on **Download Affidavit Format** button to download affidavit.
- Click on **Next Step** button to proceed.

d. Upload Affidavit

• Upload Affidavit Page will be displayed as below :

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on Dov	vnload Affidavit Format to d	ownload
	affidavit format again.	

Image: Upload Affidavit

- Click on **Upload** button to upload affidavit in pdf format.
- Click on **Final Submit** button for submitting the affidavit.
- Click on **Download Affidavit Format** button to download affidavit format.

e. Medical Establishment Dashboard

• After uploading the affidavit, user will be redirected to the Medical Establishment Dashboard. Screen will be displayed as shown below:

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Image: Medical Establishment Dashboard

- Click on **New Registration Application Form** to fill new form.
- Click on **Renew Registration Application Form** to renew the form.
- Click to **View Submit Application Status** to view the status of submitted application.

f. List of Submitted Application

• After clicking on the View Submitted Application tab user will be redirected to the List of Submitted Application. Page will be displayed as below:

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Image: List of Submitted Application

- Click on Print Form button to print the application form.
- Click on this 📥 icon to download the affidavit format.