TAMIL NADU REAL ESTATE REGULATORY AUTHORITY [TNRERA][TAMIL NADU AND ANDAMAN NICOBAR ISLANDS]



USER MANUAL - ONLINE REGISTRATION FOR REG-LAYOUT [FIRM & INDIVIDUAL]

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GUIDELINES

User Manual will help Administrator user and other users of this application for the training and future guidance. Original images of all the images in the user manual are given in the soft copy.

1. ONLINE REGISTRATION

- → The following Online Registration will be available on the RERA site.
 - Reg-Layout

2. REG-LAYOUT

- → The following modules will be available on the Online Registration for Reg-Layout.
 - FIRM & INDIVIDUAL

2.1. REG-LAYOUT - REGISTRATION

- → Go to Home page using above mentioned URL.
- → Under Online Registration for Reg-layout , Click Reg-Layout
- → It'll redirect to the login page
- → In the Login page, click on New Registration link.
 - Enter Name
 - Enter Email Id
 - Enter Password
 - Enter Confirm Password as same as Password
 - Enter Mobile Number
 - Select State
 - Enter Captcha
 - Click on Create New Account button to create an account.

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2.2 Reg-Layout - LOGIN

- → Go to Home page using above mentioned URL.
- → Under Online Registration for Reg-Layout, Click Reg-Layout
- → It'll redirect to the login page
- → In the Login page, Enter the registered credentials.
 - Enter Your Email Id
 - Enter Your Password
 - Enter Captcha
 - Click on the Login button to login.



2.3 **Reg-Layout - DASHBOARD** After Loggedin successfully, It'll redirect to the home page → In the Home Page, You can see the Reg - Layout Dashboard. → In the dashboard you can see the following details. → **Applied Projects Completed Projects** Reg - Layout Ξ TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) (TAMIL NADU, ANDAMAN AND NICOBAR ISLANDS) 🙆 Reg - Layout **REGULARISATION LAYOUT** Ø 2 Logout Total No.of Application: 10 Approved Application : 2

2.4 Reg-Layout - APPLY FORM - A

- Go to left sidebar, Click Reg- Layout
- Click Apply New Project.
- You can see the Form Application.
 - 3. In the Application, There are Three steps.
 - 4. You can redirect to next step after successfully submitted the first step.
 - 5. * fields are mandatory.
 - 6. After submitted the 3rd step it'll redirect to the payment gateway.
 - 7. Your project will go to RERA admin After payment succeeds.

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2.6. Reg-Layout - VIEW SUBMITTED PROJECTS → Go to left sidebar, Click Project - Layout Under Project - Layout, Click View Submitted Layouts. → In View Submitted Layouts, You can see the following details. → Reference No. Promoter Details Click Promoter Details View link to view the step1 promoter status • **Project Details** Click Project Details View link to view the step2 Layout Details • **Payment & Confirmation** • Click Payment View link to view the Payment & Confirmation Status **Reg - Layout** Ξ TAMIL NADU REAL ESTATE REGULATORY AUTHORITY (TNRERA) D (TAMIL NADU, ANDAMAN AND NICOBAR ISLANDS) 🚯 Reg - Layout Query Raised Replied By Applicant Query Not Raised **Submitted Regularisation Layout** Show 10 ✓ entries O View Submitted Application Logout Сору CSV Excel PDF Print Search: Application S. Reference submission Promoter Project Payment & Add/View No No. Application No. date Applicant Name Details Details Confirmation Queries Status TNRL00032023 TNRERA/REG/0262/2023 19-04-2023 View Step 1 View Step 2 View Step 3 Application Verified 4 by Scrutiny Officer Application Verified TNRERA/REG/0002/2022 02-11-2022 View Step 1 View Step 2 View Step 3 R 1 Application by Scrutiny Officer

Returned

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verify by Scrutiny Officer

Registration

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		Subject: by
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2.6.1 ADD / VIEW QUERIES

- The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
- > Click Queries icon to ask & response to the application Queries
- It'll redirect to the queries page
- In the Queries page, You can see the Update Application Now link nearby View Queries if the RERA admins raised any queries.
- Click the Update Application Now link to update the application. It'll redirect to the submitted form application page
- > You have to correct the enabled fields.
- Click the Save button to save the corrected application.
- Status
 - Status column will show your submitted application status.
 - The Status column will show the message (Query Raised by Scrutiny Officer) If the RERA admins raised any queries from your submitted application.
 - Click Queries icon to ask & response about the application Queries.

