

# Suthar Samaj Online Registration System

## Creating Login Detail

### 1st Step:

If still you have not created your username, then click on **Signup**.

### 2<sup>nd</sup> Step:

In Signup form: Enter your real/actual email id and Mobile number and press Send OTP number. On Entered mobile number you will receive OTP number by SMS within a minute. Enter that OTP number and Press signup button. You will receive SMS of Username and Password. You will also receive email of login details on that email-id. **The Entered Email and Mobile number will be your Username. I.e. As a username you can use mobile number as well as email-id whenever you login.** This email-id and mobile numbers are very important because, for further all the transaction messages these details will be used.

## Registration

### 3<sup>rd</sup> step:

After signup candidate's detail form will open. Fill that form with proper detail and register as a candidates. After this process you will get one registration number. Note down that registration number, which will be used as a further assistance.

### 4<sup>th</sup> step:

This filled detail will be authenticated by trustees. If trustees authenticate this detail, it will be available for other candidates. If it is rejected then you have to edit it. Message of authentication or Rejection will be received by candidates on registered mobile. In case of Rejection you will receive message with reason of rejection.

- ➔ After filling the form first time, candidate can edit his/her details unlimited time till trustee has not done authentication procedure.
- ➔ If candidate's detail is authenticated then candidate will be able to edit his detail 5 times in a year. Every time details will be checked by trustee and will be authenticated or rejected. Authentication and Rejection both will be included in 5 times counting.