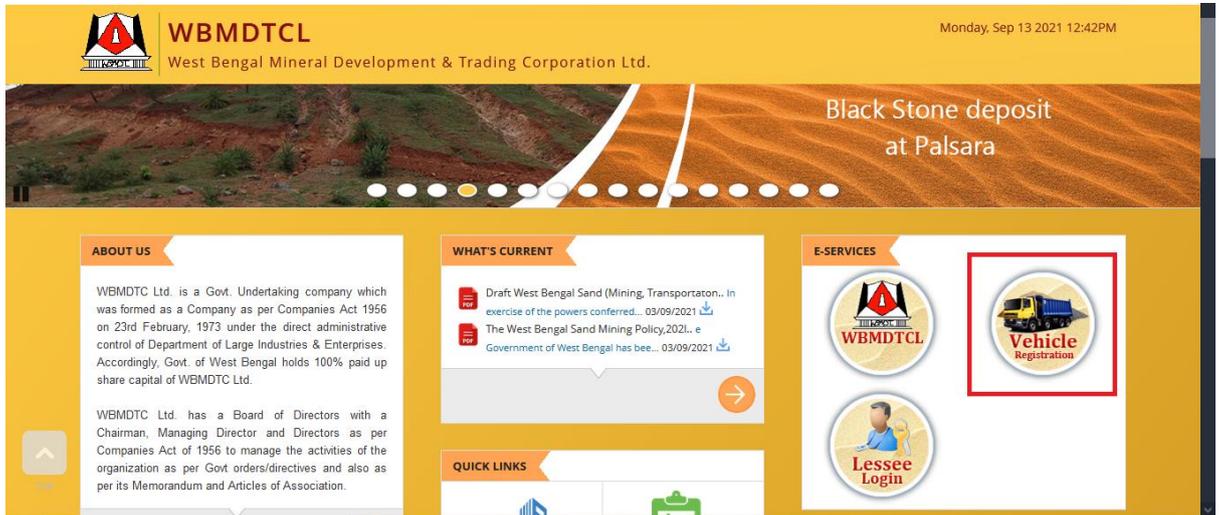
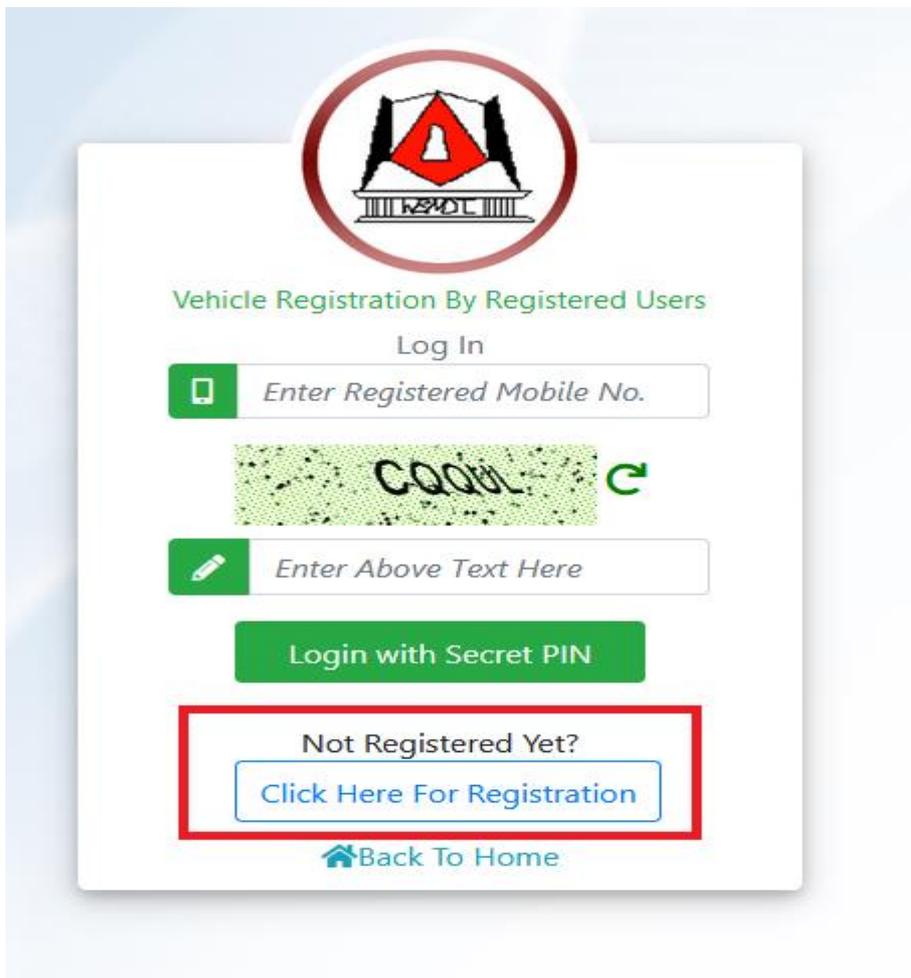


USER MANUAL FOR VEHICLE REGISTRATION ON THE WBMDTCL PORTAL:

1. Browse to the URL - https://ds.wb.gov.in/WBMD/Portal_New_Default.aspx



2. Click on the **Vehicle Registration** logo under E-SERVICES and select **Click Here for Registration**:



3. Fill up the User Registration Form as applicable for Individual / Company (Owner Type):

User Registration Log in

** Marked fields are mandatory*

Vehicle Owner Type *
 Individual Company

Name (as in RC) *

Address (as in RC) *

PAN No. *

Mobile No. *

Send OTP

User Registration Log in

** Marked fields are mandatory*

Vehicle Owner Type *
 Individual Company

Name (as in RC) *

Address (as in RC) *

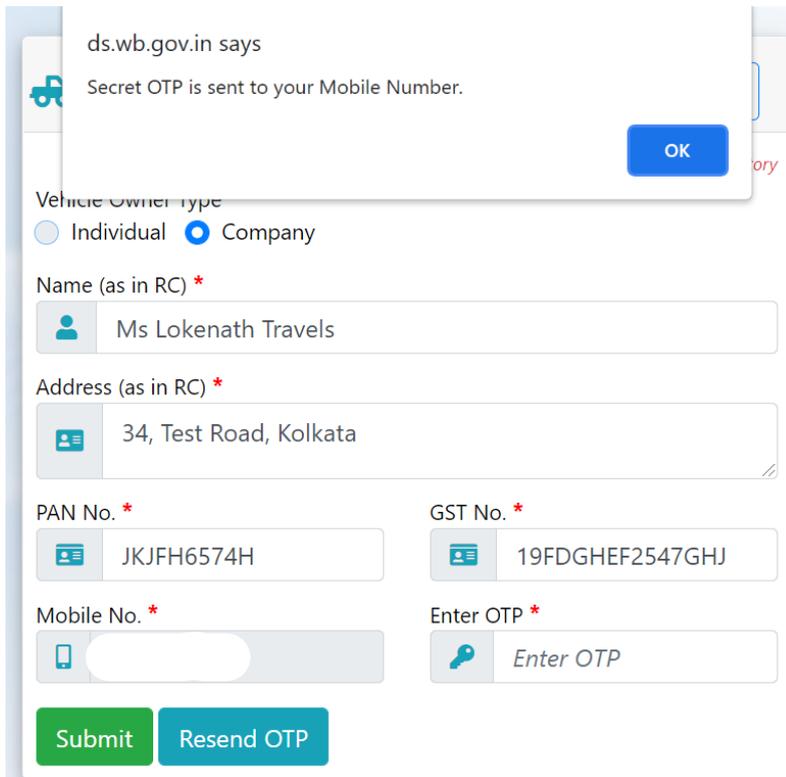
PAN No. * GST No. *

Mobile No. *

Send OTP

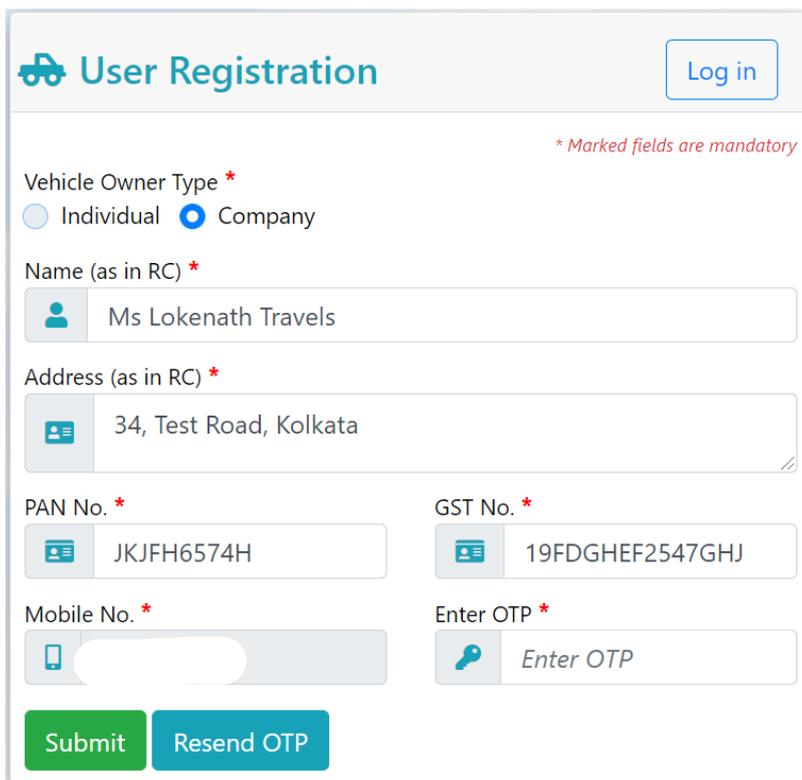
In case of Company the GSTN is mandatory.

After filling up the form click on **Send OTP**. The OTP (One Time Password) will be fired as an SMS and can be used only once:



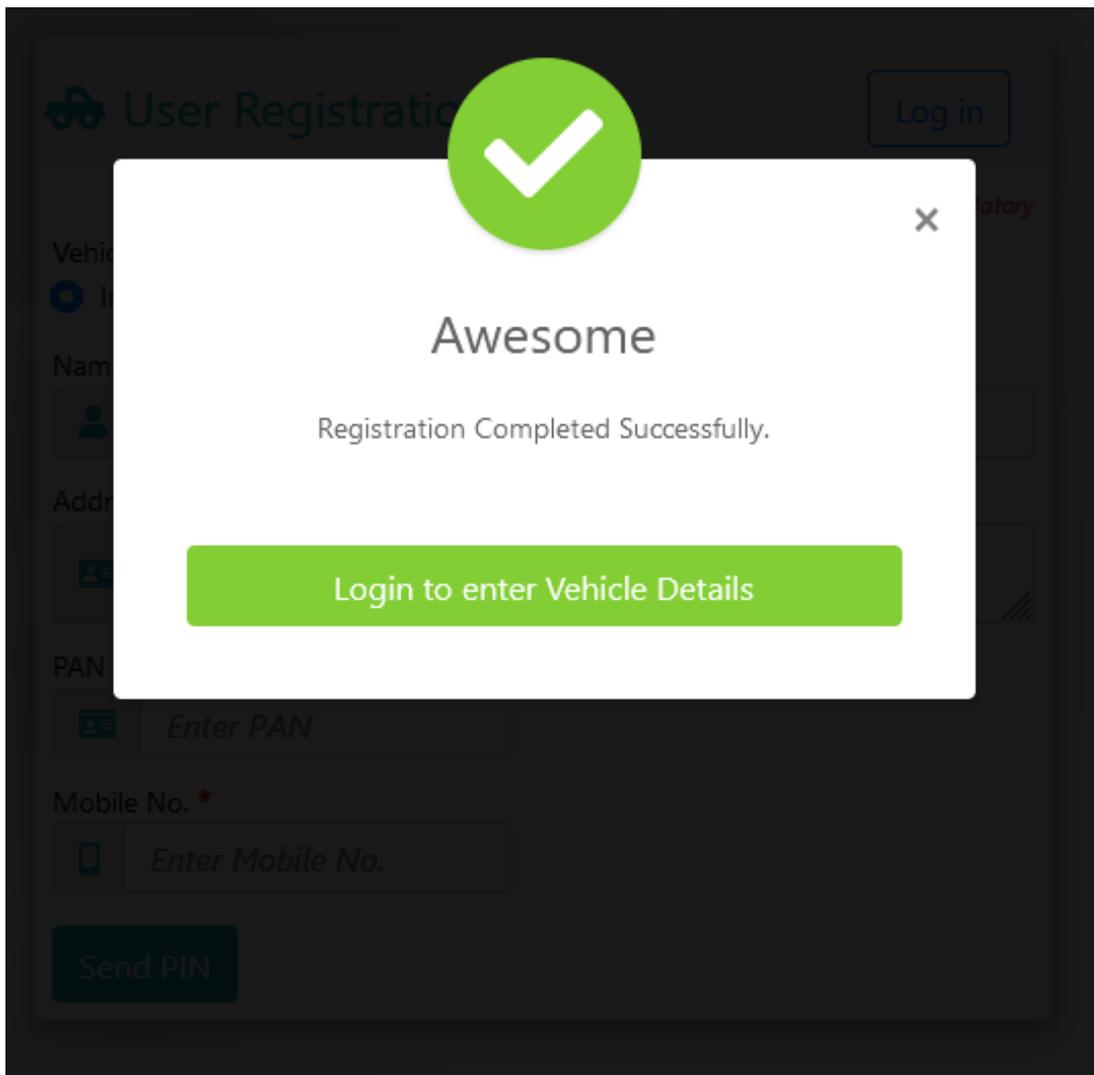
The screenshot shows a web form for user registration. A notification box from 'ds.wb.gov.in' is overlaid on top, stating 'Secret OTP is sent to your Mobile Number.' with an 'OK' button. The form fields are: 'Vehicle Owner Type' with radio buttons for 'Individual' and 'Company' (selected); 'Name (as in RC) *' with a text box containing 'Ms Lokenath Travels'; 'Address (as in RC) *' with a text box containing '34, Test Road, Kolkata'; 'PAN No. *' with a text box containing 'JKJFH6574H'; 'GST No. *' with a text box containing '19FDGHEF2547GHJ'; 'Mobile No. *' with a masked text box; and 'Enter OTP *' with a text box containing 'Enter OTP'. At the bottom are 'Submit' and 'Resend OTP' buttons.

Once OTP is received, key in the OTP in the text box provided and click on **Submit** to register as User:

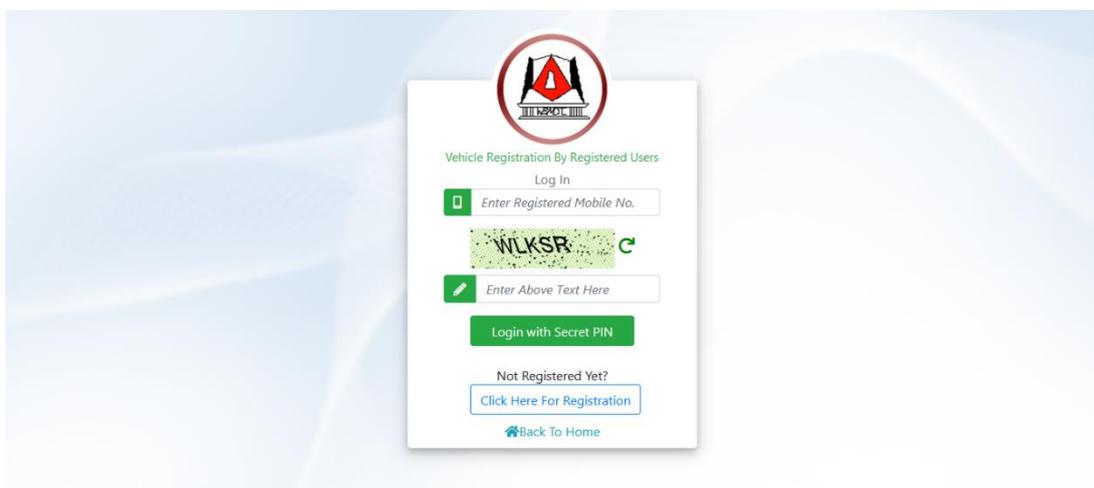


The screenshot shows the 'User Registration' form. At the top right is a 'Log in' button. A note states '* Marked fields are mandatory'. The form fields are: 'Vehicle Owner Type *' with radio buttons for 'Individual' and 'Company' (selected); 'Name (as in RC) *' with a text box containing 'Ms Lokenath Travels'; 'Address (as in RC) *' with a text box containing '34, Test Road, Kolkata'; 'PAN No. *' with a text box containing 'JKJFH6574H'; 'GST No. *' with a text box containing '19FDGHEF2547GHJ'; 'Mobile No. *' with a masked text box; and 'Enter OTP *' with a text box containing 'Enter OTP'. At the bottom are 'Submit' and 'Resend OTP' buttons.

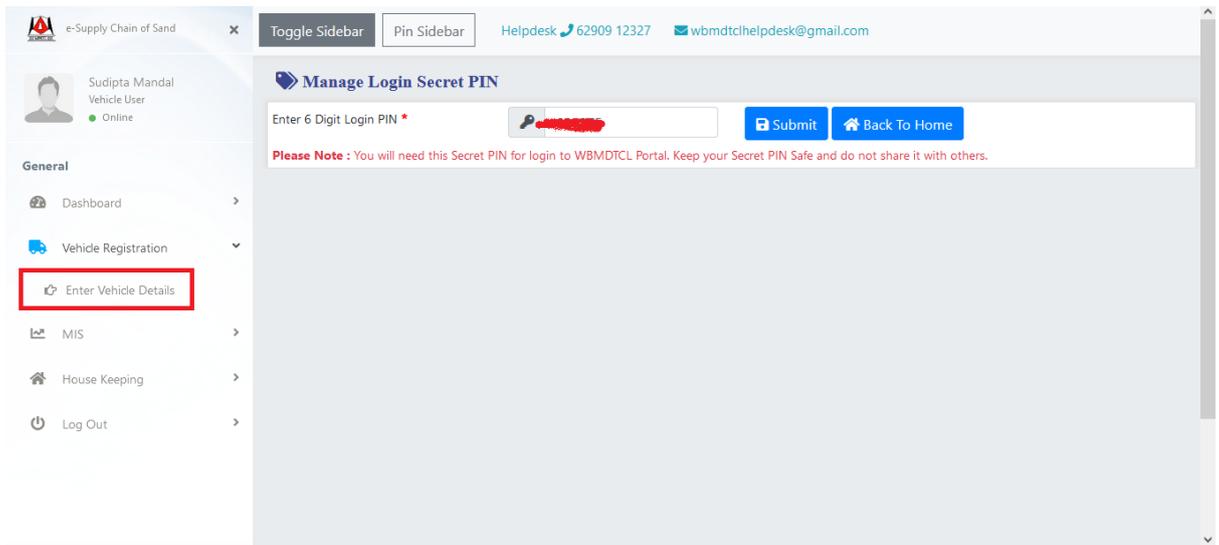
Click on **Login to enter Vehicle Details** to browse to the log in page:



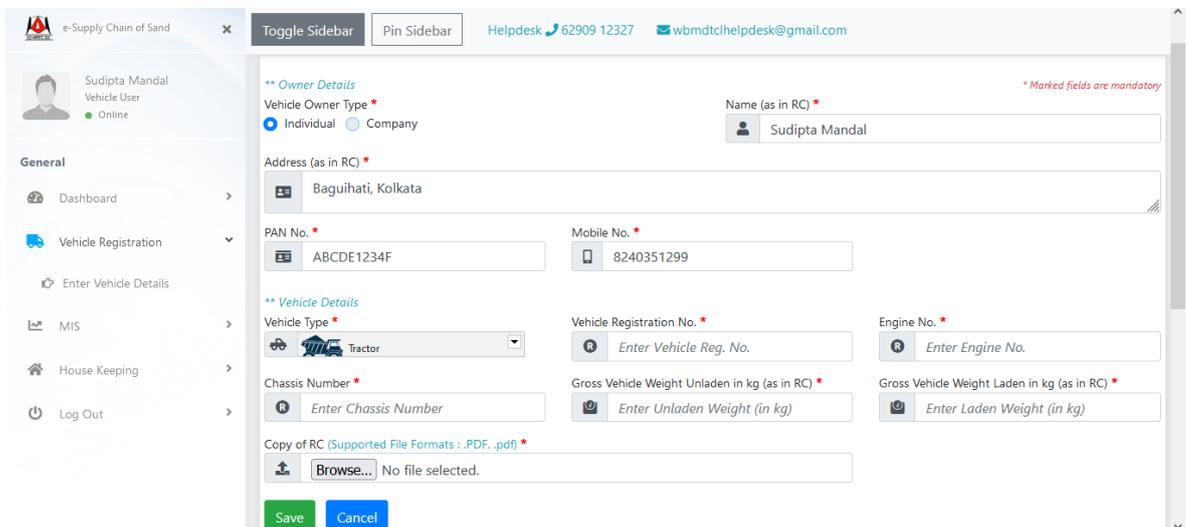
On first log in attempt the **Secret Log In PIN** will be fired to the registered mobile number. This Secret Log In PIN is the permanent Password to be used for logging in each time (it can also be updated from Housekeeping menu after log in):



4. After log in click on **Vehicle Registration >> Enter Vehicle Details:**



Multiple vehicles can be registered under the same owner. The User needs to fill up the following form for each vehicle:



The Vehicle Owner Type, Name in RC, Address (as in RC), PAN, GSTN and Mobile Number will be prefilled from log in information (as entered during User registration). However, all fields can be edited except the Mobile Number field.

The vehicle type needs to be selected from drop down:

Enter Vehicle Registration Number, Engine Number, Chassis Number, Registered Unladen Weight and Registered Unladen Weight and upload copy of Registration Certification (RC) and click on **Save**.

All entered vehicles will be populated in the Grid below:

SI No	Owner Details	Vehicle Details	Status	Click To
1	Type: Individual Name: Sudipta Mandal Mobile No.: 8240351299 Address: Baguihati, Kolkata PAN No.: ABCDE1234F	Type: 12 Wheels Registration No.: W802A1234 Engine No.: 565656445454 Chassis No.: 989895646546565 Laden Weight: 25000 kg Unladen Weight: 9000 kg	Enabled	View RC Edit Disable
2	Type: Individual Name: Sudipta Mandal Mobile No.: 8240351299 Address: Baguihati, Kolkata PAN No.: ABCDE1234F	Type: 10 Wheels Registration No.: W802B9876 Engine No.: AB656856565656 Chassis No.: CD45665656565656 Laden Weight: 16000 kg Unladen Weight: 7000 kg	Enabled	View RC Edit Disable

From this menu the Vehicle Owner can also **Disable** some vehicles which may no longer be in use.