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 Regist	tration			Log in
Vehicle Owner Type * O Individual O Com	pany		* Marked field	ls are mandatory
Name (as in RC) *				
Lenter Name(M	ax 100 Charact	ers)		
Address (as in RC) *				
Enter Address	(Max 300 Chard	acters)		11
PAN No. *				
Enter PAN				
Mobile No. *				
Enter Mobile N	0.			
Send OTP				
🖶 User Regis	tration			Log in
Vehicle Owner Type *	pany		* Marked fiel	ds are mandatory
Name (as in RC) *				
E nter Name(M	ax 100 Charac	ters)		
Address (as in RC) *				
Enter Address	(Max 300 Chard	acters)		
PAN No. *		GST No	.*	
Enter PAN			Enter GST N	o.
Mobile No. *				
Enter Mobile N	0.			

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:

ds.wb.gov.in says	
Secret OTP is sent to your Mobile	Number.
	ок
Vehicle Owner Type	
🔵 Individual 🧿 Company	
Name (as in RC) *	
A Ms Lokenath Travels	
Address (as in RC) *	
34, Test Road, Kolkata	
PAN No. *	GST No. *
JKJFH6574H	19FDGHEF2547GHJ
Mobile No. *	Enter OTP *
	Enter OTP
Submit Resend OTP	

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

🖶 User Registration	Log in
Vehicle Owner Type *	* Marked fields are mandatory
Name (as in RC) *	
And the second s	
Address (as in RC) *	
34, Test Road, Kolkata	
PAN No. *	GST No. *
JKJFH6574H	19FDGHEF2547GHJ
Mobile No. *	Enter OTP *
	Enter OTP
Submit Resend OTP	



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**:

e-Supply Chain of Sand	×	Toggle Sidebar Pin Sidebar Helpdesk J 62909 12327 Swbmdtclhelpdesk@gmail.com	^
Sudipta Mandal		Nanage Login Secret PIN	
Online		Enter 6 Digit Login PIN *	
General		Please Note : You will need this Secret PIN for login to WBMDTCL Portal. Keep your Secret PIN Safe and do not share it with others.	
🙆 Dashboard	>		
Vehicle Registration	~		
🖒 Enter Vehicle Details			
MIS	>		
House Keeping	>		
也 Log Out	>		ľ
			~

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

e-Supply Chain of Sand	×	Toggle Sidebar Pin Sidebar Helpdesk	62909	12327 Swbmdtclhelpdesk@gmail.com			_
Sudipta Mandal Vehicle User • Online		** <i>Owner Details</i> Vehicle Owner Type * O Individual O Company		Name (as in RC) *	dal	* Marked fields are mand	atory
General		Address (as in RC) *					
Dashboard	>	Baguihati, Kolkata					11.
Vehicle Registration	~	PAN No. *	Mobil	e No. *			
vende Registration		ABCDE1234F		8240351299			
🖒 Enter Vehicle Details		** Vehicle Details					
MIS	>	Vehicle Type *	Vehic	e Registration No. *	Engine	e No. *	- 0
		Tractor	0	Enter Vehicle Reg. No.	ß	Enter Engine No.	
A House Keeping	>	Chassis Number *	Gross	Vehicle Weight Unladen in kg (as in RC) *	Gross	Vehicle Weight Laden in kg (as in RC) *	
ل Log Out	>	Enter Chassis Number	ା	Enter Unladen Weight (in kg)	2	Enter Laden Weight (in kg)	
		Copy of RC (Supported File Formats : .PDF, .pdf) *					
		1 Browse No file selected.					
		Save Cancel					~

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:

e-Supply Chain of Sand	×	Toggle Sidebar Pin Sidebar Hel	pdesk 🤳 6290	09 12327 Swbmdtclhelpdesk@gmail.com	n		
Sudipta Mandal Vehicle User • Online		Address (as in RC) * Baguihati, Kolkata					1.
		PAN No. *	M	obile No. *			
General		ABCDE1234F	1	8240351299			
Dashboard	>	** Vehicle Details					
Vehicle Registration	~	Vehicle Type *	Ve	hicle Registration No. *	Engine	No. *	
		Tractor	-	B Enter Vehicle Reg. No.	0	Enter Engine No.	
🖒 Enter Vehicle Details		Chassi Tractor	Gr	oss Vehicle Weight Unladen in kg (as in RC) *	Gross	Vehicle Weight Laden in kg (as in RC) *	
MIS	>	🔞 🧊 6 Wheels		Enter Unladen Weight (in kg)	2	Enter Laden Weight (in kg)	
		Copy (
প House Keeping	>	12 Wheels					
ن Log Out	>	Save Cancel					

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:

e-Supply Chain of Sand	× To	ggle Sidebar Pir ppy of RC (Supported Fi Browse No Save Cancel	I Sidebar Helpdesk 🥑 62 le Formats : .PDF, .pdf) * file selected.	1909 12327 🛛 🕿 wbmdtclhe	lpdesk@gmail.com		
General Dashboard	> To	tal No. of Records : 2					
	S	SI No	Owner Details		Vehicle Details	Status	Click To
Vehicle Registration Enter Vehicle Details MIS House Keeping	>	Type Name Mobile No. Address PAN No.	Individual Sudipta Mandal 8240351299 Baguihati, Kolkata ABCDE1234F	Type Registration No. Engine No. Chassis No. Laden Weight Unladen Weight	12 Wheels WB02A1234 565656445454 989895646546565 25000 kg 9000 kg	Enabled	 View RC Edit Disable
Ů Log Out	>	2 7 7 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7 8 7	Individual Sudipta Mandal 8240351299 Baguihati, Kolkata ABCDE1234F	Type Registration No. Engine No. Chassis No. Laden Weight Unladen Weight	10 Wheels WB02B9876 AB6568565565 CD456656565656 16000 kg 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.
