

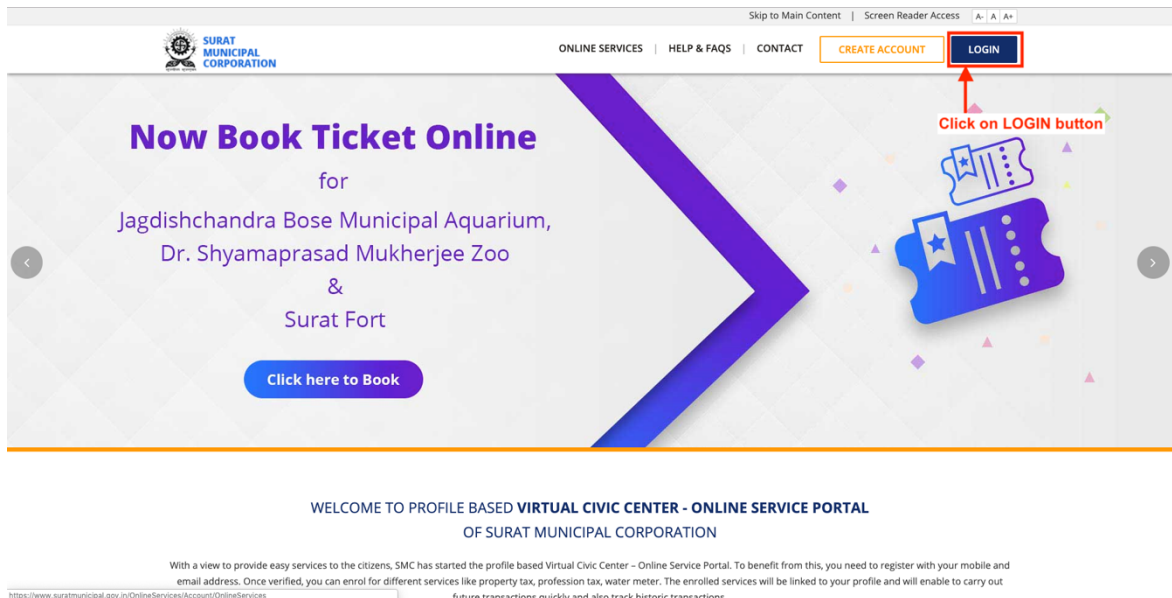
User Manual for Property Tax Services

Please follow the following Steps to Use Property Tax Services

Step 1 : If you are not registered with SMC first Create Account on SMC Site.
Please see User Manual for Create Account

Step 2 : Enter Below URL in Search URL filed.
<https://www.suratmunicipal.gov.in/OnlineServices/>

Step 3 : Click on LOGIN button.
Please view below Image



The screenshot displays the website interface for the Surat Municipal Corporation. At the top, there is a navigation bar with links for "ONLINE SERVICES", "HELP & FAQS", "CONTACT", "CREATE ACCOUNT", and "LOGIN". The "LOGIN" button is highlighted with a red box and a red arrow pointing to it, with the text "Click on LOGIN button" next to it. Below the navigation bar, there is a large banner with the text "Now Book Ticket Online for Jagdishchandra Bose Municipal Aquarium, Dr. Shyamaprasad Mukherjee Zoo & Surat Fort" and a "Click here to Book" button. Below the banner, there is a section titled "WELCOME TO PROFILE BASED VIRTUAL CIVIC CENTER - ONLINE SERVICE PORTAL OF SURAT MUNICIPAL CORPORATION". At the bottom, there is a small text block providing information about the virtual civic center and its services.

SURAT MUNICIPAL CORPORATION

ONLINE SERVICES | HELP & FAQS | CONTACT | CREATE ACCOUNT | LOGIN

Now Book Ticket Online
for
Jagdishchandra Bose Municipal Aquarium,
Dr. Shyamaprasad Mukherjee Zoo
&
Surat Fort

Click here to Book

Click on LOGIN button

WELCOME TO PROFILE BASED VIRTUAL CIVIC CENTER - ONLINE SERVICE PORTAL
OF SURAT MUNICIPAL CORPORATION

With a view to provide easy services to the citizens, SMC has started the profile based Virtual Civic Center - Online Service Portal. To benefit from this, you need to register with your mobile and email address. Once verified, you can enrol for different services like property tax, profession tax, water meter. The enrolled services will be linked to your profile and will enable to carry out future transactions quickly and also track historic transactions.

<https://www.suratmunicipal.gov.in/OnlineServices/Account/OnlineServices>

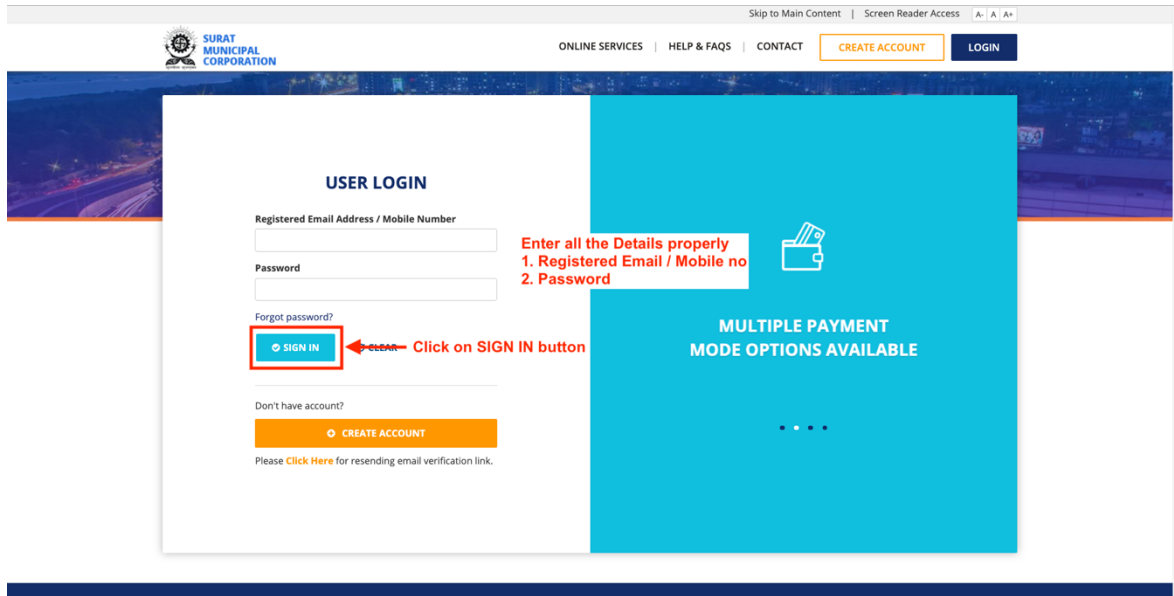
Step 4 :

Enter all the Details Properly

1. Enter Registered Email Address / Mobile Number
2. Enter Password

Click on SIGN IN button

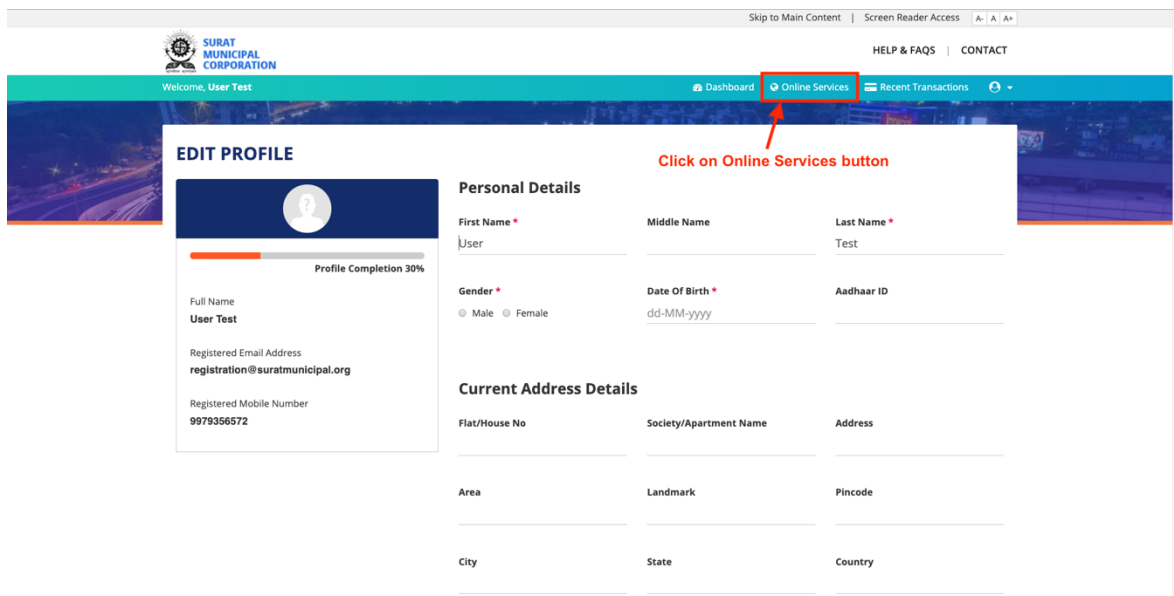
Please view below Image



Step 5 :

Click on Online Services button

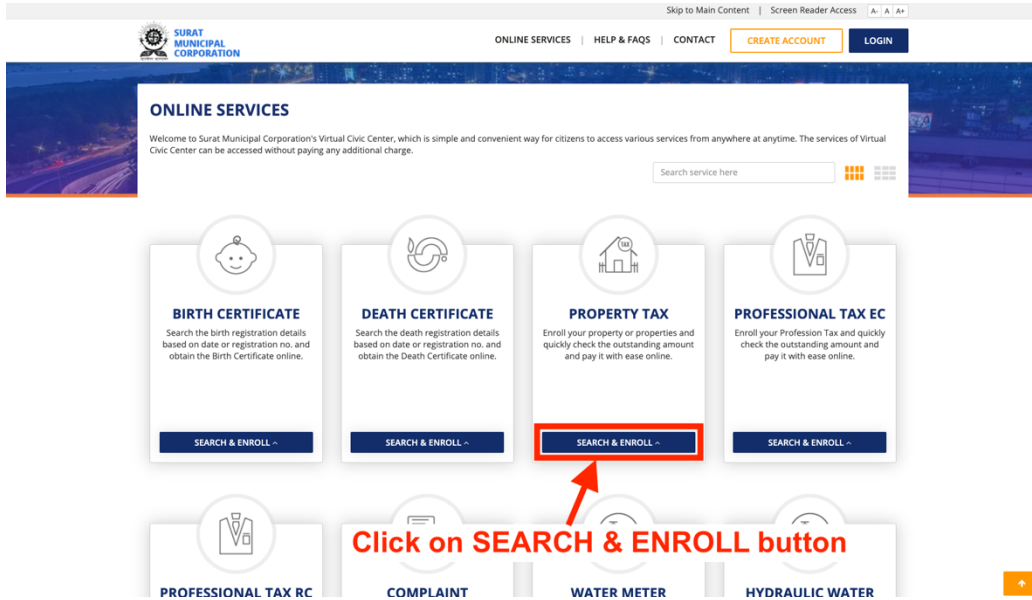
Please view below Image



Step 6 : Find PROPERTY TAX Service

Click on SEARCH & ENROLL button

Please view below Image

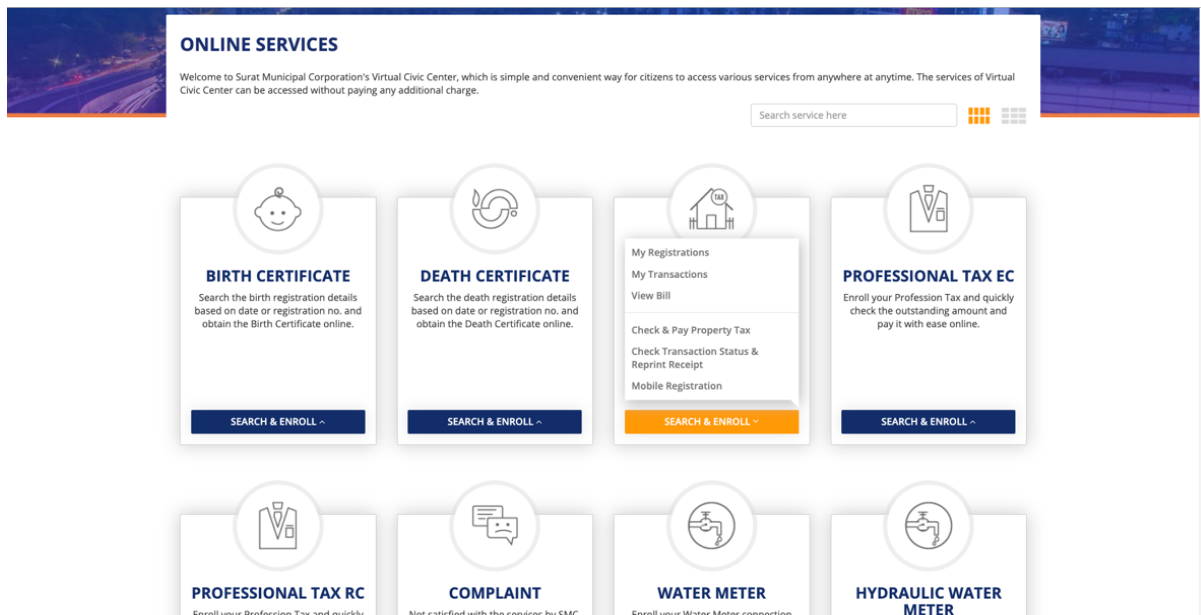


Step 7 :

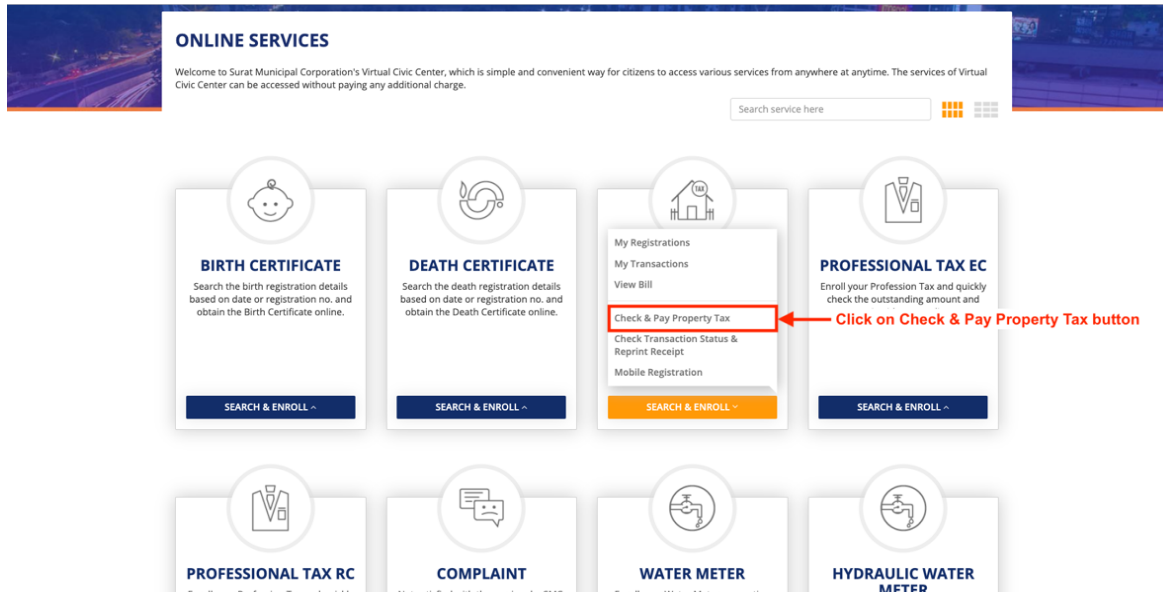
Select Options

1. Click on **My Registrations** button to Show your Enrolled Tenement List (Follow from Step 11 to Step 15)
2. Click on **My Transactions** button to Show your Transactions List (Follow Step 17)
3. Click on **View Bill** button to Show your Old Property Tax Bill (Follow Step 18)
4. Click on **Check & Pay Property Tax** button to Pay Property Tax and Enroll Tenement (Follow from Step 8 to Step 15)
5. Click on **Check Transaction Status & Reprint Receipt** button to Get Old Payment Receipt of Property Tax (Follow from Step 19 to Step 20)
6. Click on **Mobile Registration** button to Register Mobile Number for SMS Alert (Follow from Step 21 to Step 25)

Please view below Image

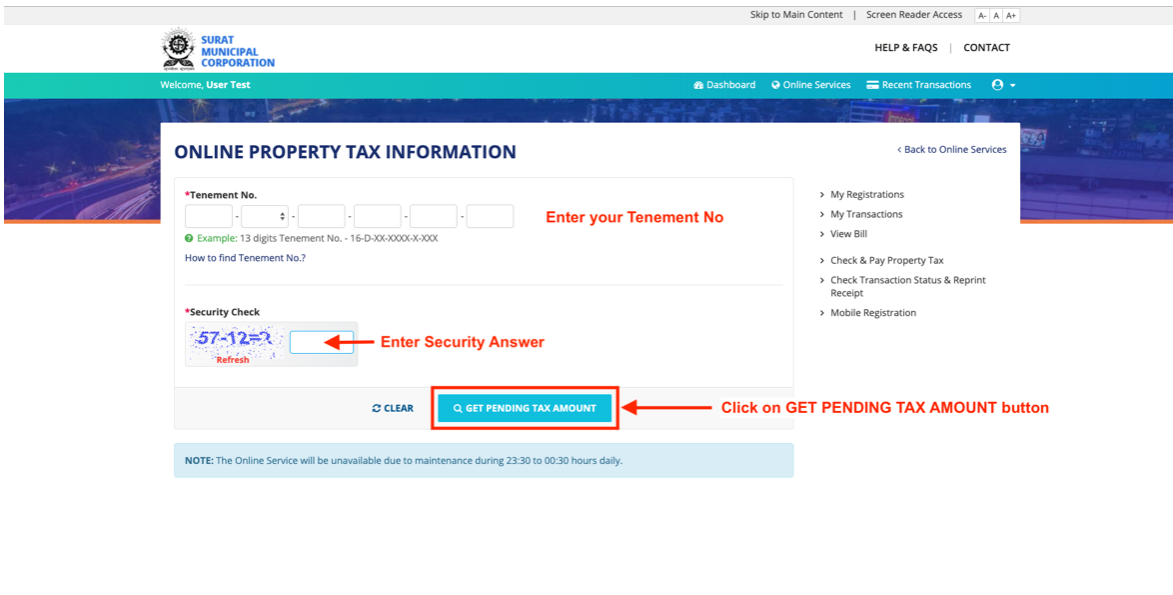


Step 8 : Click on Check & Pay Property Tax button
Please view below Image



Step 9 : Enter all the Details Properly
1. Enter 13 digits Tenement Number
2. Enter Security Answer

Click on GET PENDING TAX AMOUNT button
Please view below Image

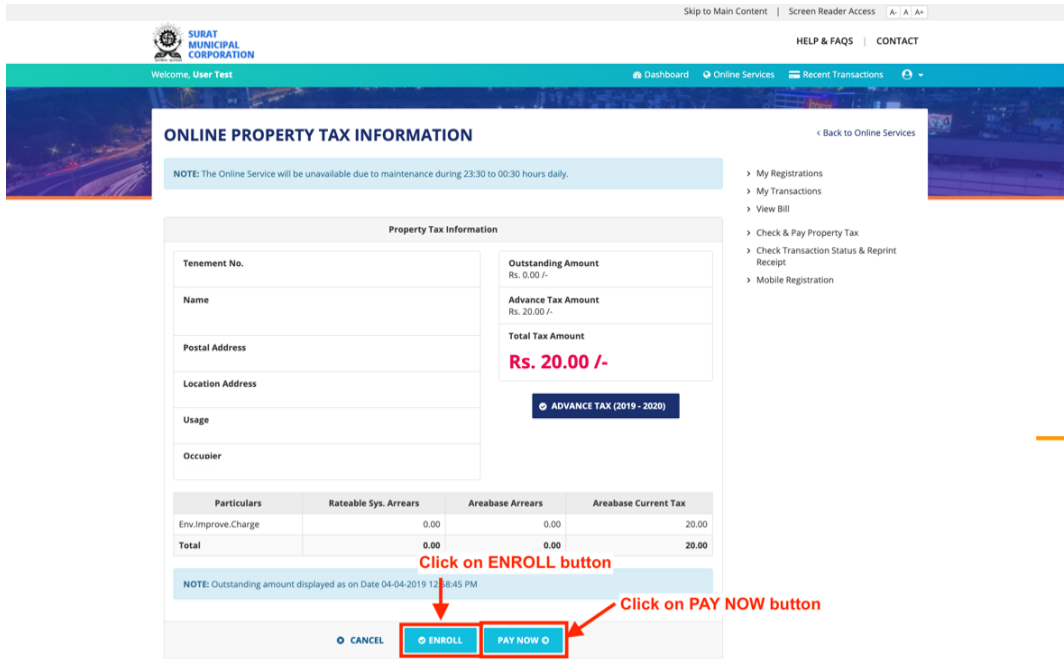


Step 10 :

Select Option

1. Click on **ENROLL** button to Enroll Tenement number for future use.
2. Click **PAY NOW** button to Pay Property Tax (follow from Step 12)

Please view below Image

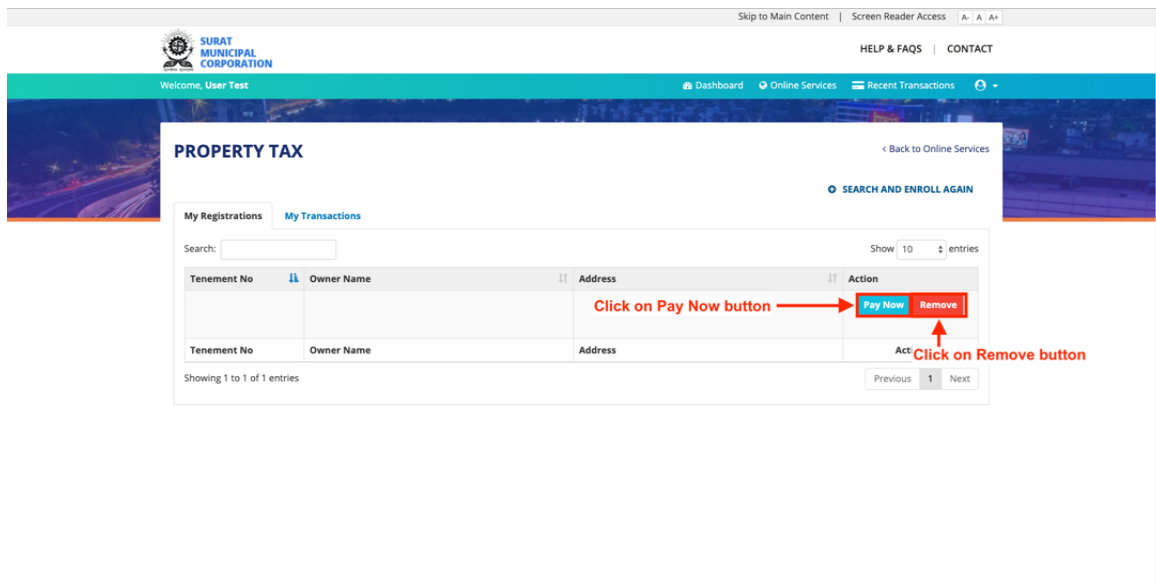


Step 11 :

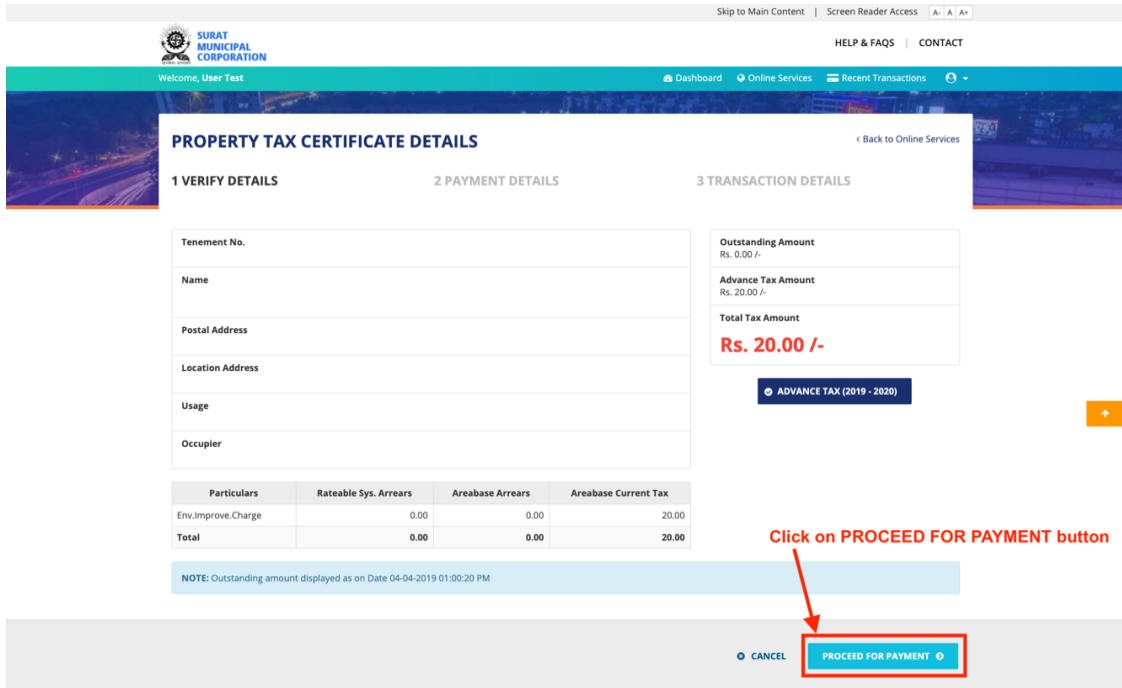
Select Option

1. Click on **REMOVE** button to Remove Tenement number
2. Click **PAY NOW** button to Pay Property Tax

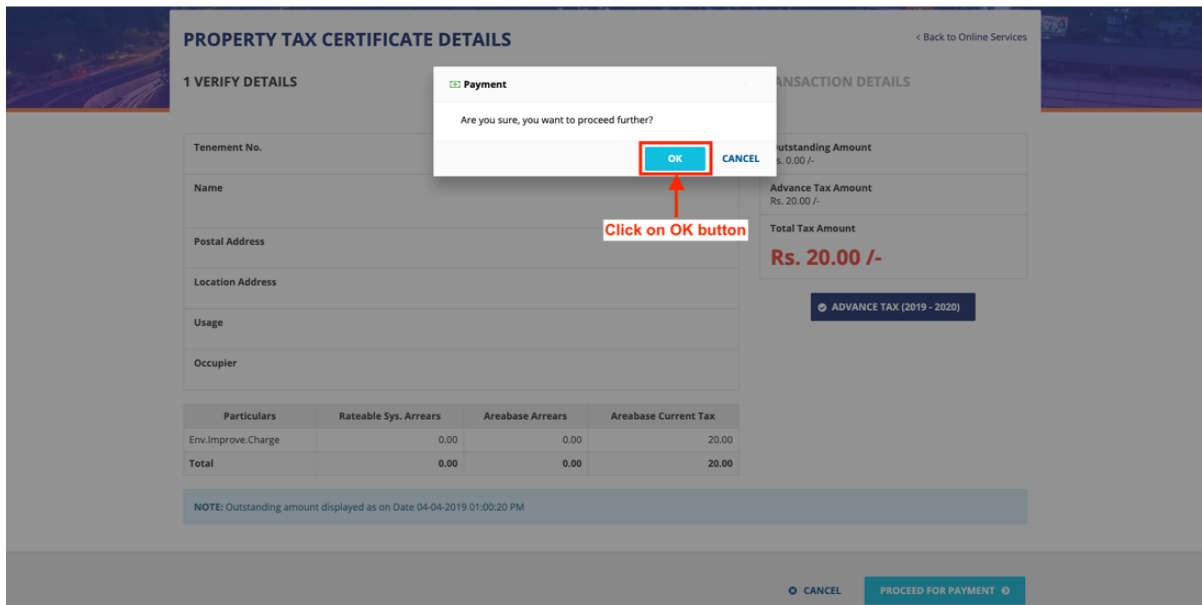
Please view below Image



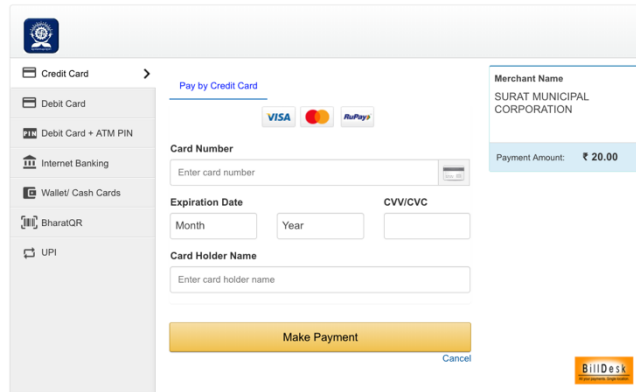
Step 12 : Click **PROCEED FOR PAYMENT** button
Please view below Image



Step 13 : Click **OK** button
Please view below Image



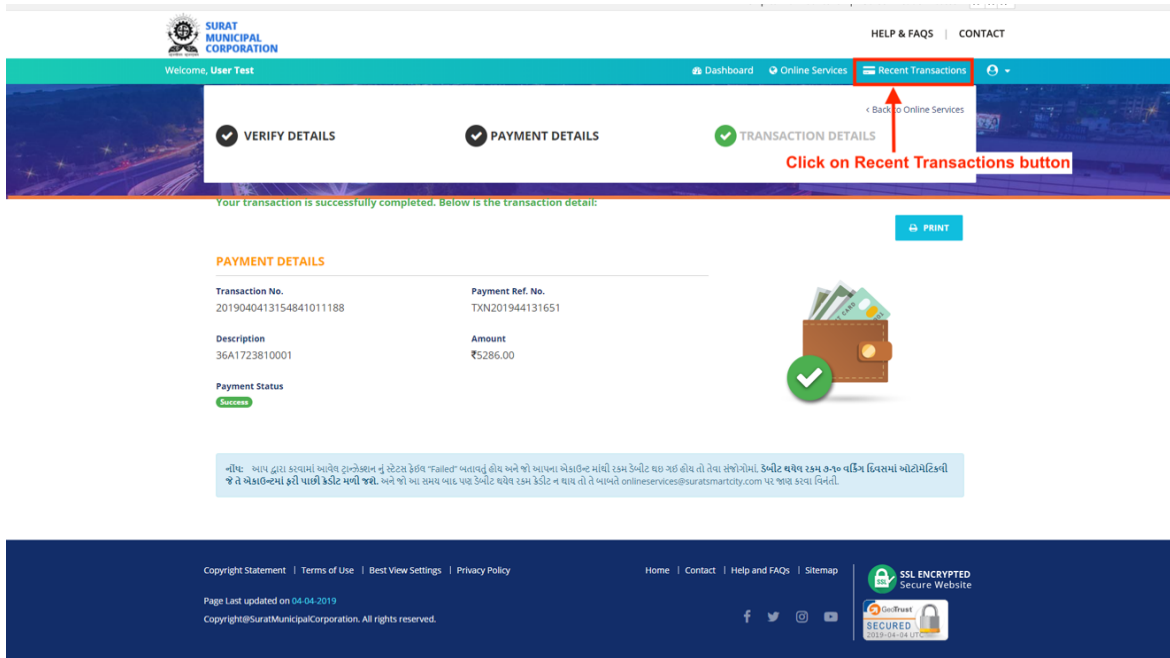
Step 14 : **Select your Payment Method and Make Payment**
Please view below Image



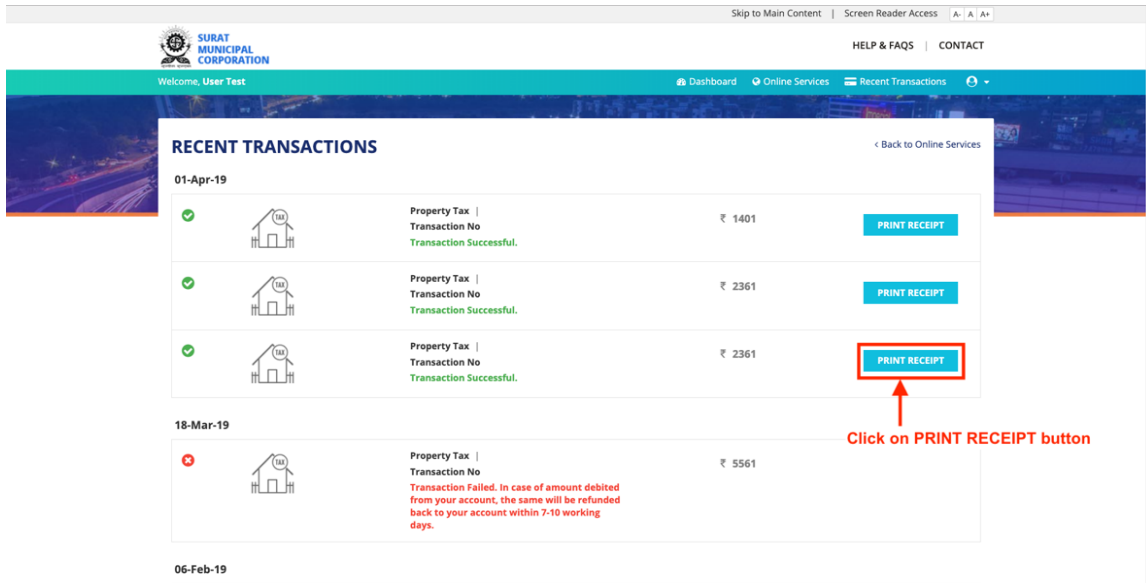
Select your payment Option and Make Payment

Step 15 : **You will see below screen on successful payment.**

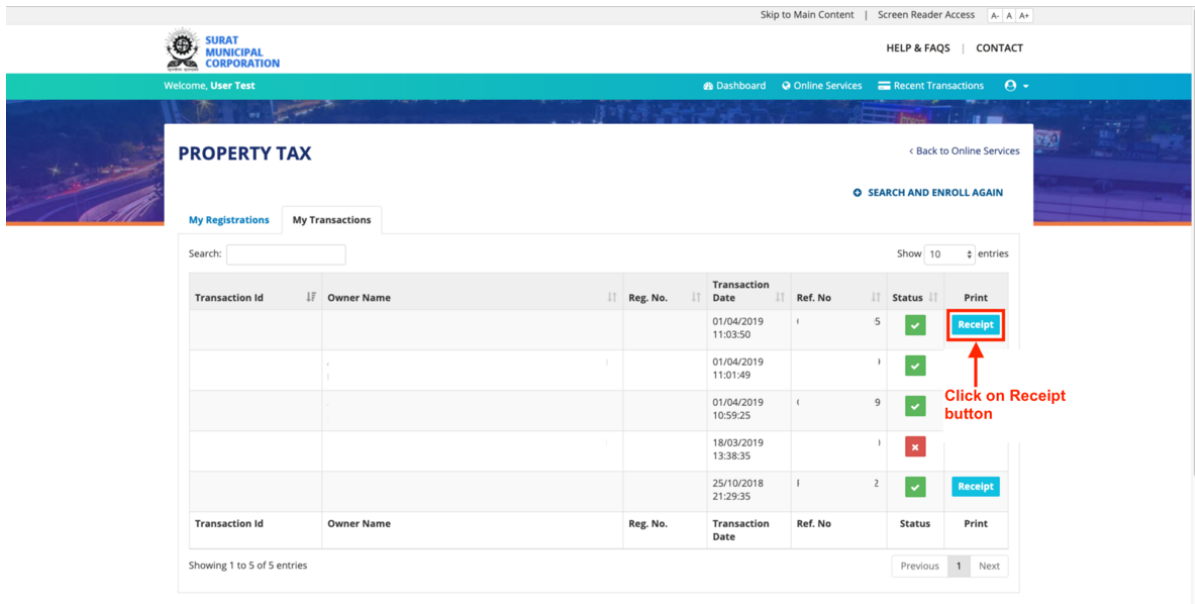
Click on Recent Transaction button to show Recent Payment
Please view below Image



Step 16 : Click on **PRINT RECEIPT** button to show Payment Receipt
Please view below Image



Step 17 : Click on **Receipt** button to show Payment Receipt
Please view below Image



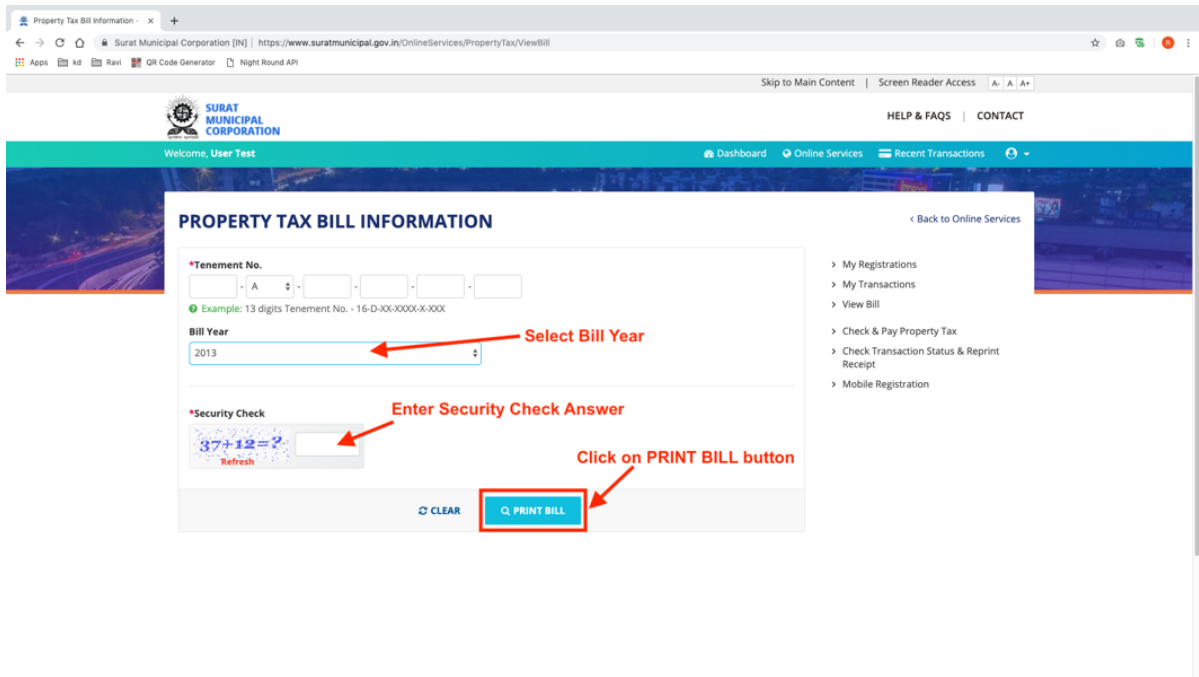
Step 18 :

Enter all the Details Properly

1. Enter 13 digits Tenement Number
2. Select Bill Year
3. Enter Security Answer

Click on PRINT BILL button

Please view below Image



Step 19 :

Enter all the Details Properly

1. Enter 13 digits Tenement Number
2. Enter Email ID or Transaction ID or Reference No.
3. Enter Security Answer

Click on GET STATUS button

Please view below Image

The screenshot shows a web form titled "OLD RECEIPT RE-PRINT INFORMATION OF PROPERTY TAX". It contains several input fields: "Tenement No." (with a red arrow pointing to it and the text "Enter Tenement Number"), "Email ID" (with a red arrow pointing to it and the text "Enter Email ID"), "Transaction ID" (with a red arrow pointing to it and the text "Enter Transaction ID"), "Reference No." (with a red arrow pointing to it and the text "Enter Reference No."), and a "Security Check" field (with a red arrow pointing to it and the text "Enter Security Answer"). At the bottom of the form, there is a "GET STATUS" button highlighted with a red box and a red arrow pointing to it with the text "Click on GET STATUS button". The form also includes a "CLEAR" button and a "Refresh" button for the security check.

Step 20 :

Click on View button

Please view below Image

The screenshot shows the search results for the property tax receipt. It includes a search bar and a table with the following data:

Tenement No	Transaction Date	Transaction ID	Reference No	Status	Receipt
18-B-10-5531-0-1	22/09/2018	SMCePTax5531181220115	NHMP6707182357	✓	View

Below the table, there is a "Showing 1 to 1 of 1 entries" message and a "Click on View button" label with a red arrow pointing to the "View" button in the "Receipt" column.

Step 21 :

Enter all the Details Properly

1. Enter 13 digits Tenement Number
2. Enter Registration No.
3. Enter Your Mobile number
4. Enter Security Answer

Click on SUBMIT button

Please view below Image

The screenshot shows the 'REGISTER MOBILE FOR SMS ALERT' form on the Surat Municipal Corporation website. The form includes instructions and several input fields. Red arrows point to the following elements:

- Tenement No.:** A field with a dropdown menu and a numeric input box. An arrow points to the input box with the text 'Enter Tenement No'.
- Reg.No. (Printed on bill):** A text input field. An arrow points to the field with the text 'Enter Reg. No.'.
- Mobile Number (SMS notification will be sent on this no.):** A text input field. An arrow points to the field with the text 'Enter Mobile Number'.
- Security Check:** A field containing a CAPTCHA image (e.g., '2-38=?') and a numeric input box. An arrow points to the input box with the text 'Enter Security Answer'.
- SUBMIT button:** A blue button with a white arrow icon and the text 'SUBMIT'. An arrow points to the button with the text 'Click on SUBMIT button'.

Other visible elements include a 'CLEAR' button, a 'Back to Online Services' link, and a sidebar menu with options like 'My Registrations', 'My Transactions', 'View Bill', 'Check & Pay Property Tax', 'Check Transaction Status & Reprint Receipt', and 'Mobile Registration'.

Step 22 :

Click on SUBMIT button

Please view below Image

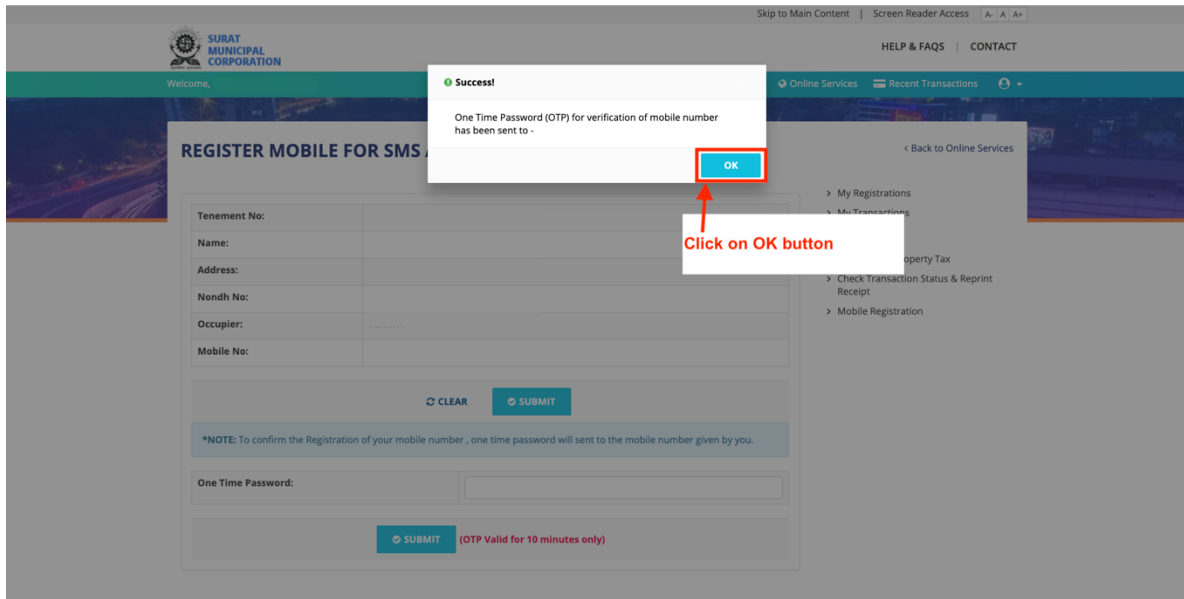
The screenshot shows the 'REGISTER MOBILE FOR SMS ALERT' form on the Surat Municipal Corporation website. The form is a table with the following fields:

Tenement No:	
Name:	
Address:	
Nondh No:	
Occupier:	
Mobile No:	

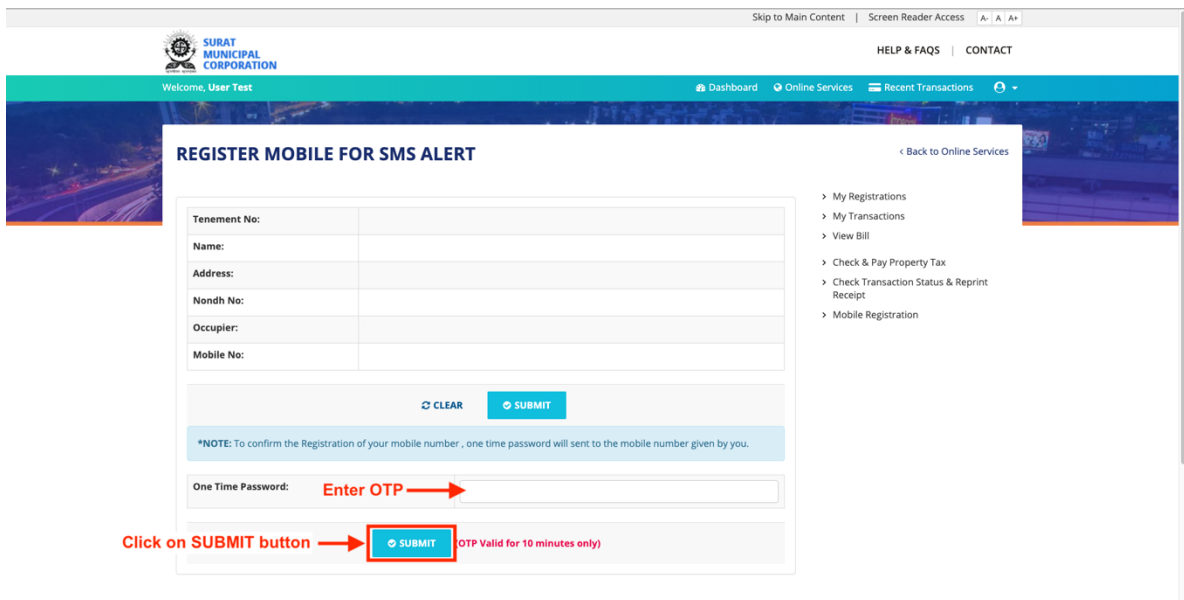
At the bottom of the form, there is a 'CLEAR' button and a 'SUBMIT' button. A red arrow points to the 'SUBMIT' button with the text 'Click on SUBMIT button'. Below the form, a note states: '*NOTE: To confirm the Registration of your mobile number , one time password will sent to the mobile number given by you.'

Other visible elements include a 'Back to Online Services' link and a sidebar menu with options like 'My Registrations', 'My Transactions', 'View Bill', 'Check & Pay Property Tax', 'Check Transaction Status & Reprint Receipt', and 'Mobile Registration'.

Step 23 : Click on OK button
Please view below Image



Step 24 : Enter OTP that is received on entered mobile number
Click on SUBMIT button
Please view below Image



Step 25 : Your mobile number registered successfully for SMS alerts

Click on OK button

Please view below Image

