Version: V1.0 Dated: 10 October, 2018

User Manual For Online Registration System



MAHARASHTRA STATE PHARMACY COUNCIL

R-square, 4th Floor, Opp E.S.I.S. Hospital Compound, L.B.S. Marg, Mulund (W), Mumbai - 400 080.





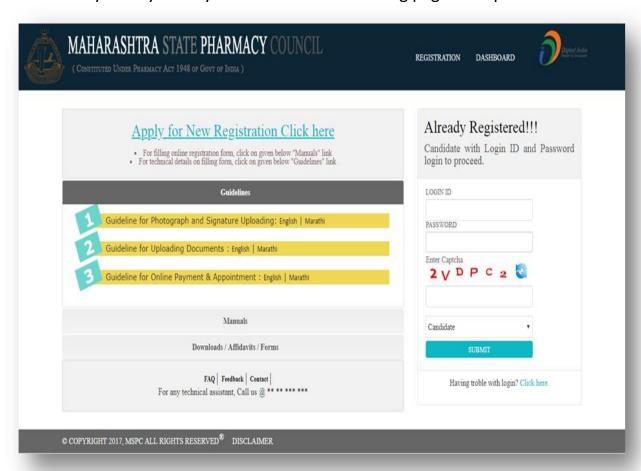
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As this is a new system, the prospective learners may require to know about the process of Online Admission. In order to facilitate them, User Manual has been developed.

This User Manual contains all essential information for the end users to navigate through the online admission system. This manual includes step-by-step procedures for system access and use.

Getting Started

On the address bar please type http://online.mspcindia.org and then press **"ENTER"** key from your keyboard. Then the following page will open.





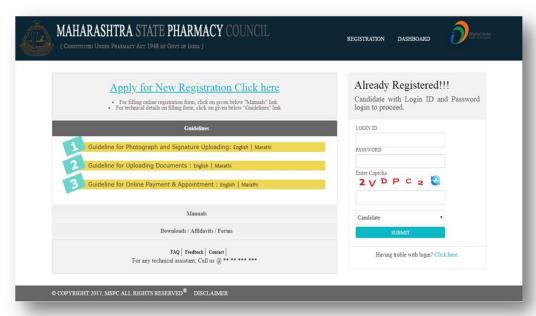
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For New registration click on "Apply for New Registration, Click Here" link as shown in below

First intended user for Online registration is Applicant, who will fill his/her form details online using http://online.mspcindia.org

1) Applicant have to registered first in system, please see the following image and Click on **Apply for New Registration Click here**

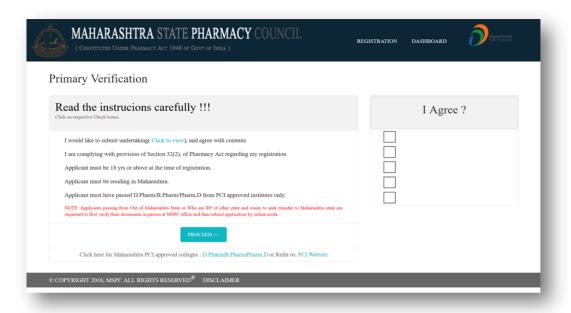


2) After click on <u>Apply for New Registration Click here</u>, user will redirect to next page as shown below for Primary verification.



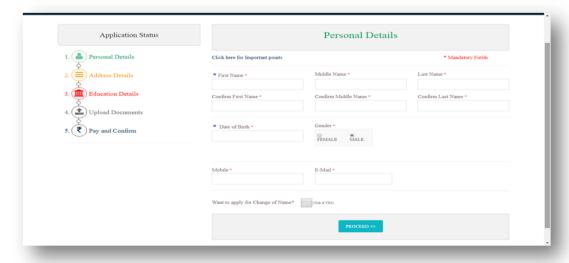


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Applicant must agree with all **Primary Verification** instruction(s) shown in above picture to proceed for registration. After Applicant agree(s) to all Primary Verification, then click on **PROCEED**, further for registration.

3) Applicant will redirect to **Personal Details** page, enter your valid details for your online registration process. As system will send OTP(One Time Password) on E-Mail Id and Mobile number. Please provide valid information and keep yourself in mobile network and internet to register yourself. After filling all information, click on **PROCEED** button.

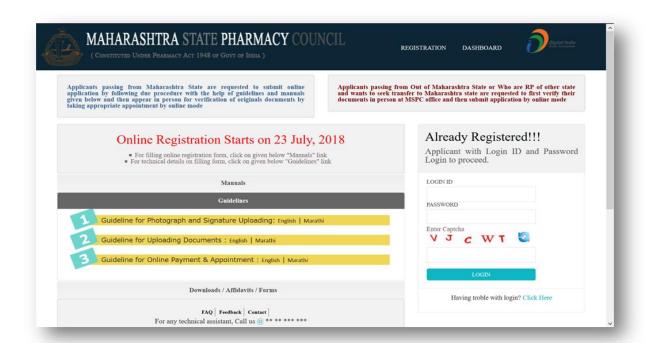


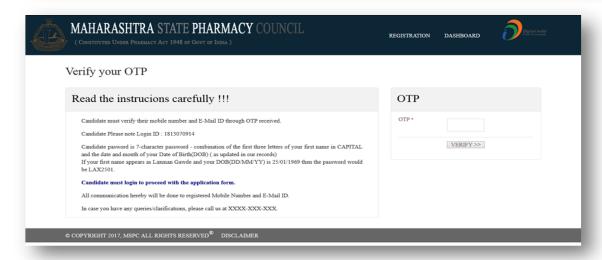
4) As Applicant click on Proceed button user will redirect to Verify your OTP page and enter OTP received on your E-Mail Id and Mobile number and Click on Verify button.





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As Applicant will entered his/her OTP details.

User will redirect to Login page, please see following step.

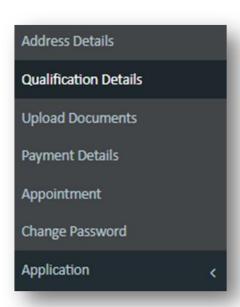
5) Applicant will login in system using login ID and Password sent on Mobile and Email ID. Please see following picture. Enter your valid credential for User Id, Password, type Captcha shown below of Password and Click on Submit Button.



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6) As User will login in system, User have to fill all information step by step shown as below.

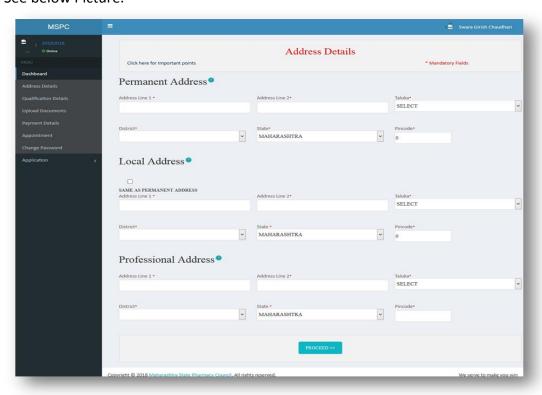




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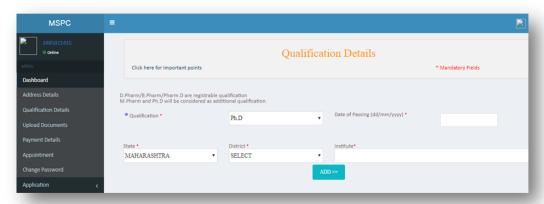
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Address Details: User have to fill all necessary information in Address Details page,
 See below Picture.



Click on **Proceed** button to save the Address details and to proceed next step on **Qualification Details** page.

II. **Qualification Details:** Enter all your qualification details, please see below picture.



After filling all Qualification details click on **PROCEED** button and to go on next step for Uploading document(s).



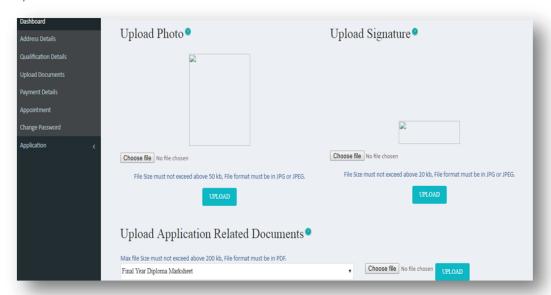
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III. Upload Document: In Upload document page User have to upload his/her photo, signature (as per specification given under Guideline for Photograph and Signature) and click on **Upload**.

Then user needs to upload his documents as per list. Along with this, Additionally as per new changes applicants are required to download, read and sign each page of **undertaking** and then scan and upload same during documents uploading. This will comprise of declaring and accepting that documents uploaded by him /her are true, genuine, belong to applicant himself and not fake or bogus or forged or tampered or fabricated and other set of declaration .**Undertaking format is available in "download" section on <u>www.online.mspcindia.org</u>**

Upload your all document and click on **Proceed** for Payment button to go next step on Payment Detail

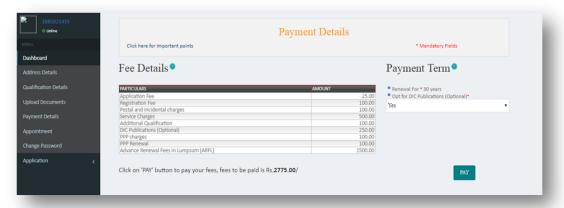




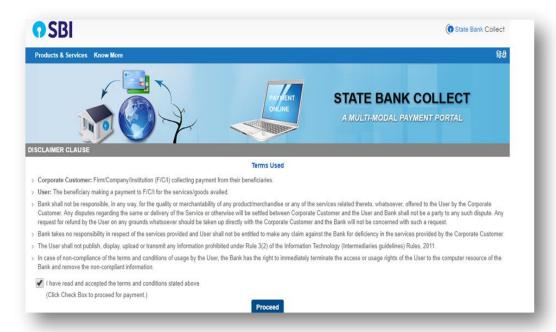


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IV. Payment Details: As per application type, system will calculate fees. Then user have to click on Pay button and user will redirect to payment gateway page on **SBI Bank.**



As mentioned above following page will open for making online payment at SBI bank portal.



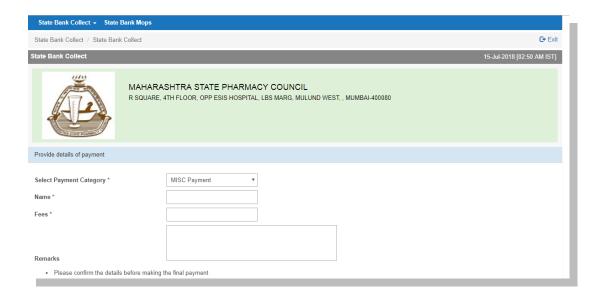
Read all the instruction and checked to **Proceed** for Payment.

User will redirect to next Maharashtra State Pharmacy Council page for payment, see below image for reference.



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Filled all your details and Click on **Submit** button. As you click on Submit button you will redirect to Payment details. Enter your payment details as per bank instruction.

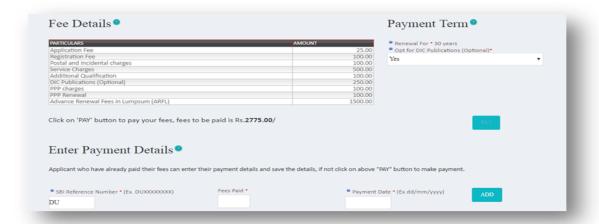


After successful payment, Applicant must take a printout of the online receipt to enter details on online registration. As shown below





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Entere SBI reference number generated as mentioned above, then amount of fees paid and payment date. Click on ADD button to proceed.

Payment details will be added to system then click **Confirm** to process your application further at MSPC end. (Please refer image below)

*[NOTE: Now as per the new change Applicant is not required take appointment for verification. Thus applicant is exempted from appearing in person and verifying documents in original at MSPC office.

Though this system will be adopted for ease of applicants in general, in case of certain cases Registrar MSPC can call the applicant in person along with original documents at MSPC and or refer to appropriate authority.]

As applicant **CONFIRM his/her application**, application status will be completed. Please refer below image.





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As shown in above picture **STATUS** is **Complete** and User have to click on **Print Application Form** and take a printout of the form for his future reference.

Please refer image below.

