

**Frequently Asked Questions:**

| <b>S.NO</b> | <b>Questions</b>   | <b>Answers</b>  |
|-------------|--|---|
| 1.          | <b><i>What is Purpose of Portal..?</i></b>   | To collect the property tax for chennai corporation, stamp duty for Tamilnadu state government and VAT for TamilNadu State a single web portal has developed .  |
| 2.          | <b><i>What is the user id for this application..?</i></b>  | User id will be solid of the branch (i.e six digits)  |
| 3.          | <b><i>Password is not working, to whom should I contact..?</i></b>   | Users can reset their password by using reset password option on the login screen. New password will be emailed to the email registered /branch mail id against the user while creating user. If the problem still persists, user can contact their circle office to reset their password. User-ID should be attached with the corporate email-id assigned to the end-user.   |
| 4           | <b><i>What are the steps to collect the Stampduty/VAT challan.</i></b>   | <b>Step 1:</b> login into the application<br><b>Step 2:</b> Get the challan details for by entering the Transid /application number.<br><b>Step 3:</b> cross check the challan details with the hard copy of challan.<br><b>Step 4:</b> collect the payment using the <b>TM</b> menu to the pooling account ( for stamp duty <b>2523002100184114</b> )<br><b>Step 5:</b> Enter the generated <b>M number</b> from the Finacle in the portal and submit the payment details. |
| 4.          | <b><i>I am getting "Oops Error Occured! Please Contact Admin" error while operating the application...</i></b>                                 | IT Division to be contacted through email immediately with complete sequence of events occurred just before error.  |
| 5.          | <b><i>Can I change the User id..?</i></b>  | No, you cannot change the UserID.   |
| 6.          | <b><i>To whom should I contact in case of any technical help needed..?</i></b>   | Please contact our software Team of ITD HO in case of any technical help needed   |
| 7.          | <b><i>We don't have the domain knowledge for this application we want to know more about this application, to whom should I contact..?</i></b> | Please contact the concern user division for getting the domain knowledge   |
| 8.          | <b><i>How to reset the password myself, I have my own pnb email id..?</i></b>  | After filling the user id in login page and clicking on reset button then automatically new password will be send to your mail id .   |
| 9.          | <b><i>Who is the owner division for this application..?</i></b>  | HO: GBD is the owner division for this application.   |

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| 10. | <b>Contact details of technical team (software) ?</b> | If in case of any query/difficulty please contact : ITD:HO for Technical query: 011-23356506 |
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