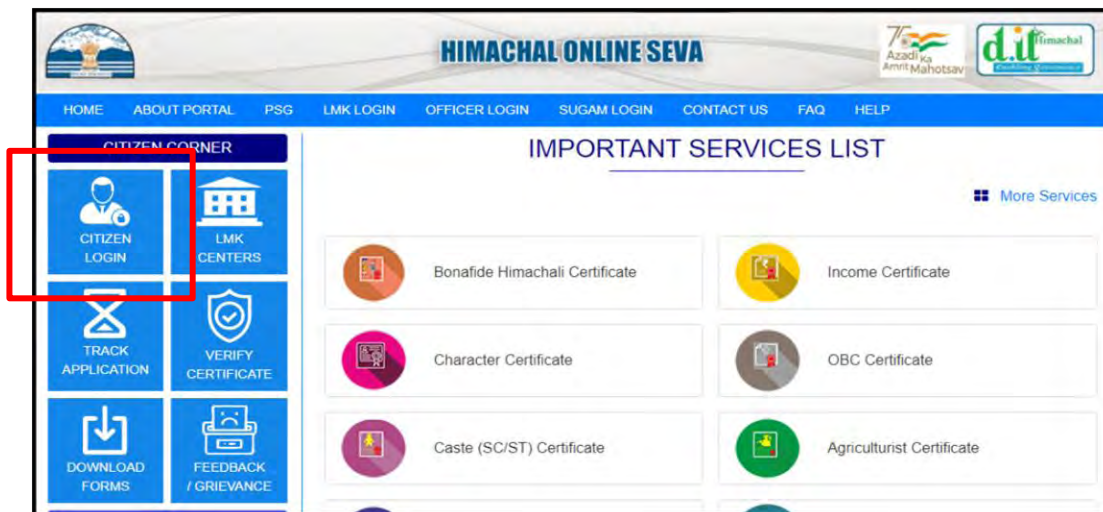# User Manual for Application for License to Work a Lift

Login into the System:

- Open the Web- Browser on the System
- Enter the URL of the Application on the Browser bar
- Click on the Citizen Login at the left side

After clicking on Citizen Login button, the portal would redirect to login screen as shown below, Applicant/citizen can login in three ways via username, mobile, others.
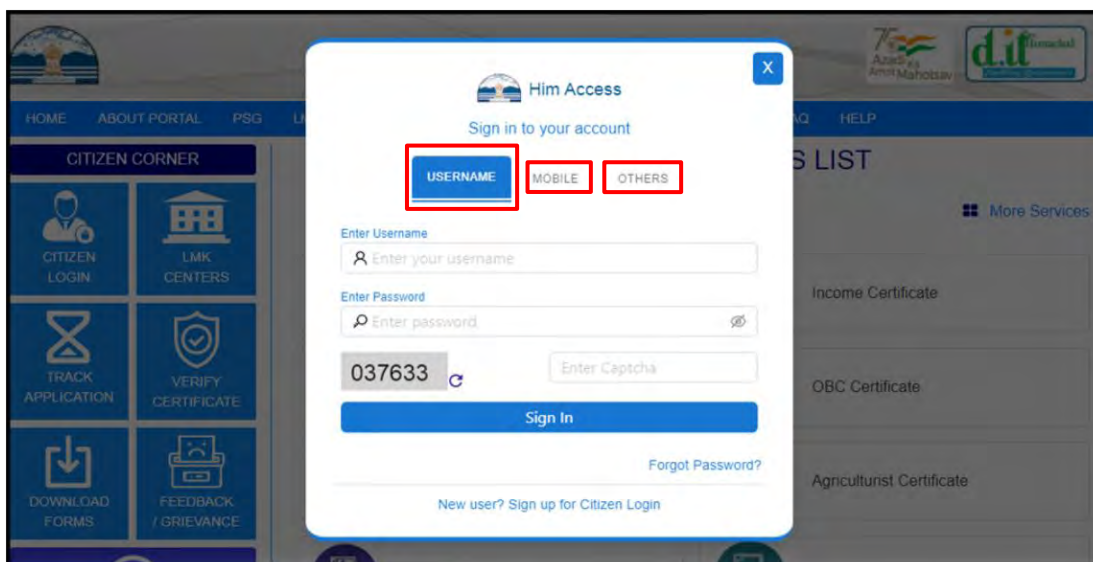
If not registered on edistrict portal, Applicant/Citizen can create new user,
To create user, click on New User, enter the aadhar number, select the consent, as displayed in below screen.

To login, enter the username, password and click on Sign In, enter the valid otp and click on authenticate.

After login, click on Apply for New Service on the extreme left.

On clicking on Apply for new Service, following screen would be reflected, to apply for Permission for Installation of Lift, Applicant/citizen can apply for service in three ways first can search the service either by "Search by Name of Service" or second by "Search by Department" criteria or third can click on "More service" in the extreme bottom.
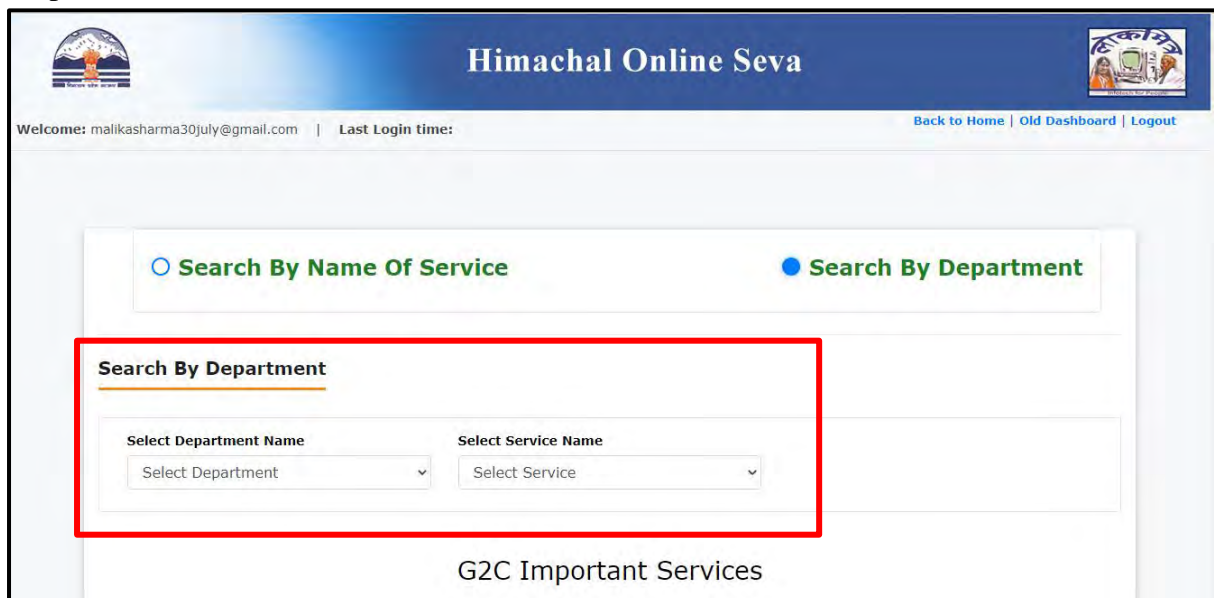
By Selecting Search by Name of Service, enter the name of service in Search by Keyword box, and click on service.
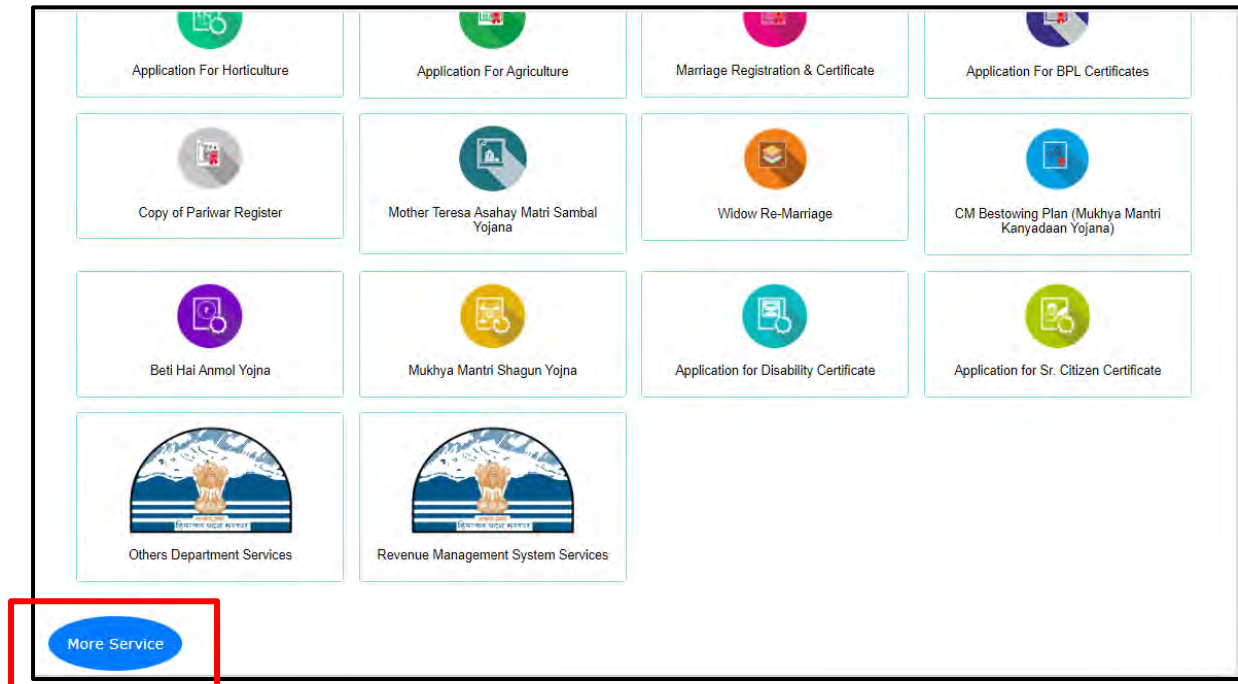

By Selecting Search by Department, select the Department Name and Service name from the drop down list and click on service

Click on More Service to apply for service

On clicking on More Service, following screen would be reflected, to apply for Permission for Installation of Lift, click on LIFT LICENSING AUTHORITY, dropdown to apply for Application for License to Work a Lift would be reflected.

After clicking on the service, following page would be reflected, where citizen/applicant can either Apply for New Application by clicking on "New Application" or Check Already submitted or send back application in "Existing Application
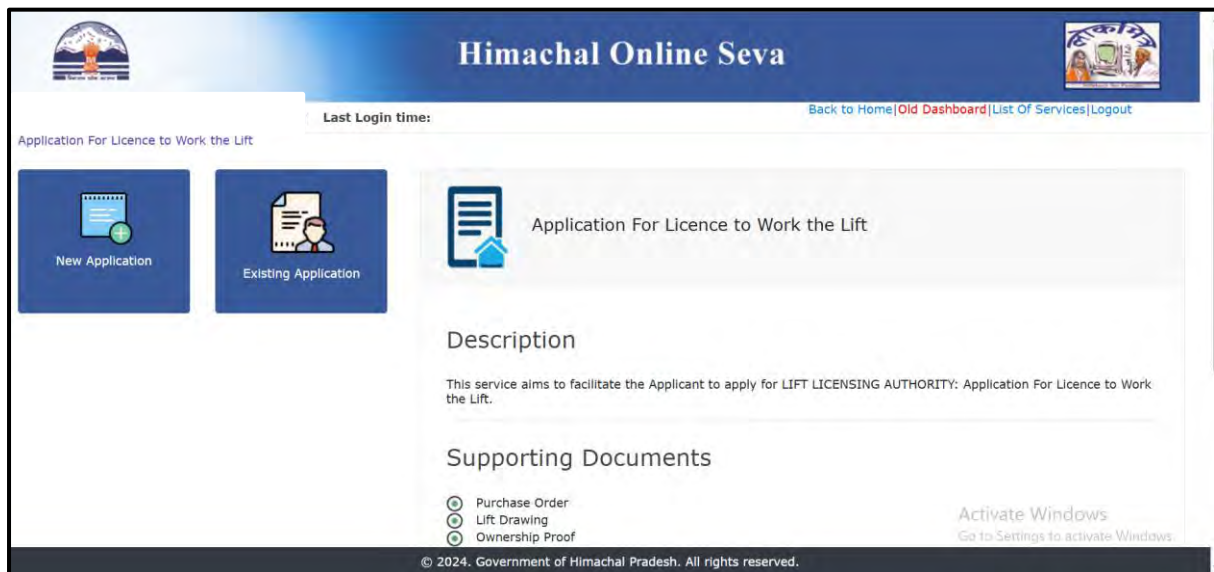
1.1 In case of new application, on New Application

After clicking on New Application, the form to fill the details as per the requirements would be displayed as following.

a) In Application Type form select whether the permission was taken offline or online in case of online permission select online, in case offline permission is granted select offline.

In case Online is selected, enter the Application number and record would be automatically fetched from the application for Permission of Install Lift.

In case Offline is selected, the details are to entered by the applicant/citizen.

b) After entering the details, click on save, a confirmation pop-up would be reflected after saving the details, click on Next button to proceed further.

c) After clicking on next button, fill the Applicant's Personal Details, click on save button, to save details, click on next to proceed further.

d) Fill the Owner's/Agent/Lift Details, In case any agent is available fill the agent details along with Lift Details or else fill the Lift Details.
After filling the details click on save , a confirmation pop-up would reflected, afterwards click on Next button to proceed.

e) After clicking on next fill, the Lift Licensing Authority details i.e. where the lift is to be installed and click on next button.

f) After clicking on next button, Declaration tab would be reflected, select the button to confirm declaration. Click on save to save the details and next to proceed further.

g) After clicking on next button, upload the necessary documents required for the same and click on Submit Button to submit the application for license to work a lift.

h) On clicking on submit button, the confirmation pop-up for submission of the application would be reflected.
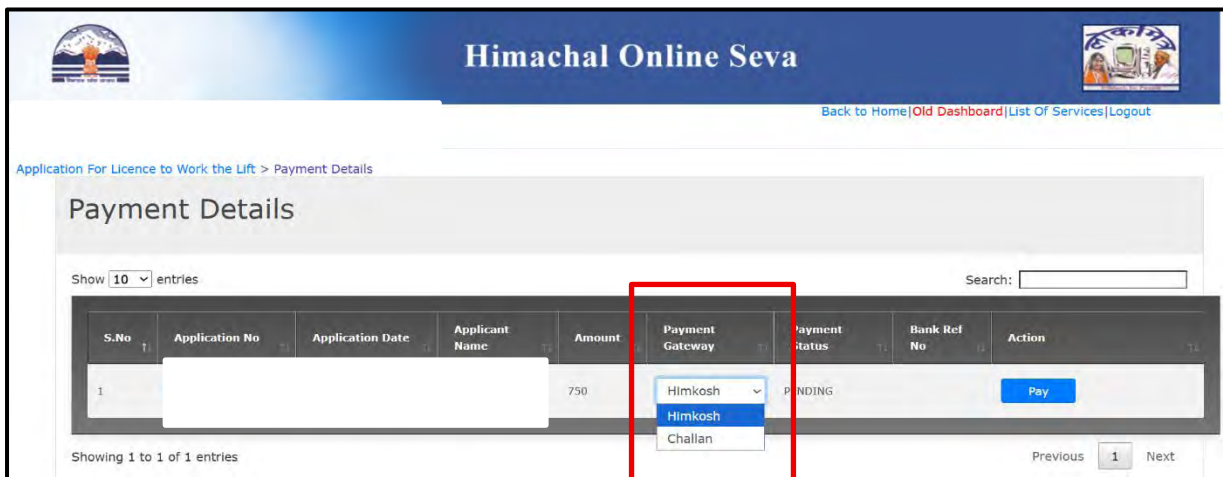
i) After submission for application citizen/applicant will make the payment of Rs 750/- by selecting the mode of payment and clicking on pay.

j) After successful payment, the application would be forwarded to Lift Inspector-cum-Executive Engineer.