

# **Samarth Panchayat Portal**

## **Standard operating Procedure for**

### **Tax Payer registration and Profile Updation**

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# 1. Tax/ Rent Payer Management System (Single User)

## 1.1 Register Tax Payer Profile

- Step 1: Click on **Tax/Rent Payer Management System** on the home screen.



- Step 2: Click on **1.1 Register Tax Payer Profile** under section 1. Tax Payer



- Step 3: Enter the necessary details of the tax payer and click on Register :

Tax/Rent Payer Register :

Name (in english)*: Sachin	Name (in local language) *: Sachin	Gender : * Male	Category*: General
S/o, W/o ,D/o *: Son of	Father/Spouse Name *: Ramesh	Mobile No*: 8534086490	Pincode*: 110077
Email : sachin@gmail.com	Correspondence Address*: Ikari Village	Village*: Ikari [122564]	Exemption Category *: Not Exempted

**Register**

## 1.2 Update Registered Tax Payer

- **Step 1:** Click on **1.2 Update Registered Tax Payer Profile** to make any changes in the profile if required.



- **Step 2:** Select the **Village**, click on the **Search** button to get the list of registered Tax payer details in the respective village.



- **Step 3:** Click on edit button and make necessary changes in the profile details, click on **Update details**

