

User Registration Manual

Shree Danammadevi Devasthan Tender Portal

This guide provides step-by-step instructions for creating a new user or applicant account on the official portal.

Before You Begin

Make sure you have the following ready to ensure a smooth sign-up:

- A valid **Mobile Number** (this will receive updates and typically serves as your system login).
- An active **Email Address** for communication.

Ω Step-by-Step Registration Process

Step 1: Access the Registration Page

Open your web browser and navigate directly to the registration link:

🔗 <https://shridanammadevitender.org/User/pgeUserRegistration.aspx>

*(Alternatively, visit the main homepage, hover over the **User** tab in the main menu, and click **Registration**).*

Step 2: Validate Your Base Identity (System Check)

Like many ASP.NET-based regional portal systems, the page usually begins with a verification check to prevent duplicate profiles.

- Look for a field prompting for your **Mobile Number** or primary identification number.
- Enter the number and click the **Check / Verify** button.
- *Note: The page will refresh or display a message confirming if your identity is unique to the system. Once verified, the remaining registration fields will unlock for editing.*

<https://shridanammadevitender.org/>

Step 3: Fill in Your Personal & Applicant Details

Provide your accurate personal identification details into the form fields:

- **Full Name:** Enter your Last Name, First Name, and Middle/Father's Name exactly as they appear on your government documents.
- **Gender & Date of Birth:** Select your gender and input your birth date using the calendar picker tool (format is typically dd/mm/yyyy).
- **Address Details:** Fill in your local address, including your State, District, Taluka, Village, and Pincode.

Step 4. Address & Other Information

This section captures your location footprint and critical tax registrations required for participating in the tender system.

- **Location:** Enter your full physical address or corporate headquarters location. Include shop/office numbers, street names, and any local landmarks to ensure official communications arrive reliably.
- **Alternate Mobile Number:** Provide a secondary contact number. This serves as a vital backup if your primary mobile number is unreachable or has connectivity issues during active bidding periods.
- **Pincode:** Enter the 6-digit postal code corresponding to your location address.
- **Email:** Provide an active email address. This will be used by the system to dispatch digital receipts, confirmation alerts, and automated updates regarding your submitted tenders.
- **GST Number:** Enter your 15-digit **Goods and Services Tax Identification Number (GSTIN)**. Ensure the alphanumeric string is written accurately without spaces, as the system validates its structure for taxation compliance.
- **PAN Number:** Enter your 10-digit **Permanent Account Number**. This is mandatory for financial verification and contract allocations within the trust's portal.

Step 5: Provide Contact Information

- **Mobile Number:** Enter your primary 10-digit mobile number. Ensure this number is active, as it is routinely used by the system as your permanent **User ID / Login Username**.
- **Email ID:** Enter your primary email address for receiving system receipts, notifications, or tender confirmations.

Step 6: Set Up Credentials & Security

- **Create a Password:** Choose a strong password. It should ideally be a mix of letters, numbers, and symbols to ensure your account is safe.
- **Confirm Password:** Re-enter the exact same password in the confirmation field to avoid typos.

Step 7: Review and Submit

- Double-check all entered information to ensure there are no typos, especially in your name, Aadhaar, and mobile number.
- Click the **Save** or **Submit** button located at the bottom of the form.
- Upon successful registration, a confirmation message will display on screen, and you will be redirected to the **Applicant Login** page.

Ω Logging in After Registration

Once your account is successfully created, you can access your profile at any time:

1. Navigate to the login page ([<https://shridanammadevitender.org/User/pgeUserLogin.aspx>]
2. (<https://shridanammadevitender.org/User/pgeUserLogin.aspx>) or click **User Login** on the homepage).
3. Enter your **Mobile Number** as your Username.
4. Type in the **Password** you created during the steps above.
5. Click **Login** to access your dashboard.