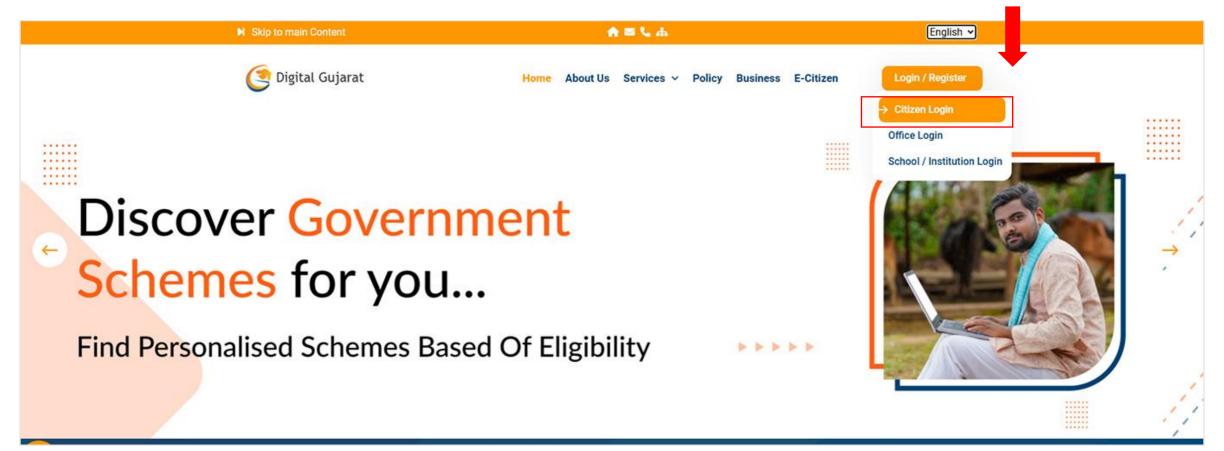






SINGLE SIGN ON GUIDELINES

Hover the mouse cursor over Login / Register and click on Citizen Login.

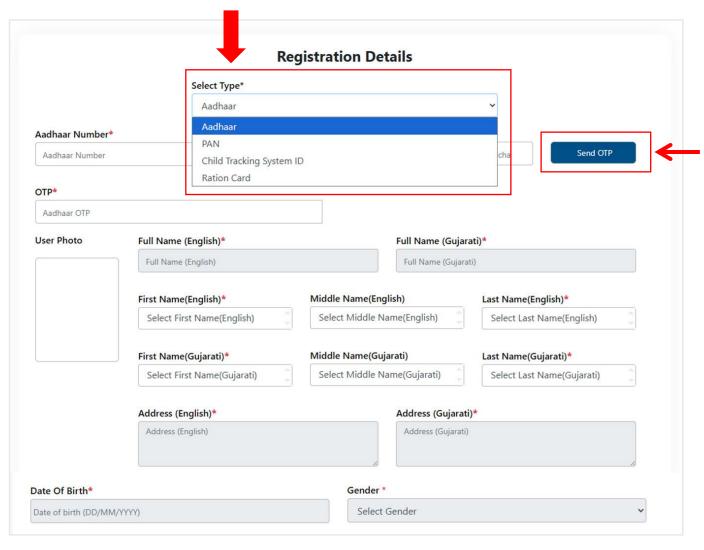


After clicking on Citizen Login, You will be redirected to this screen

Transforming Citizen Access to Government Services in Gujarat **Citizen Single Sign on Portal** SSO ID Forgot SSO ID? AADHAAR Password Forgot Password? C jPKoj7 Captcha રાશન કાર્ડ CTS ID Sign In Request for API SIGN UP for SSO ID (for Department Use) Login with OTP For new registration, click on

"SIGN UP for SSO ID".

Select the option (Aadhaar / PAN / Child Tracking System ID / Ration Card) through which you want to create a new SSO ID.

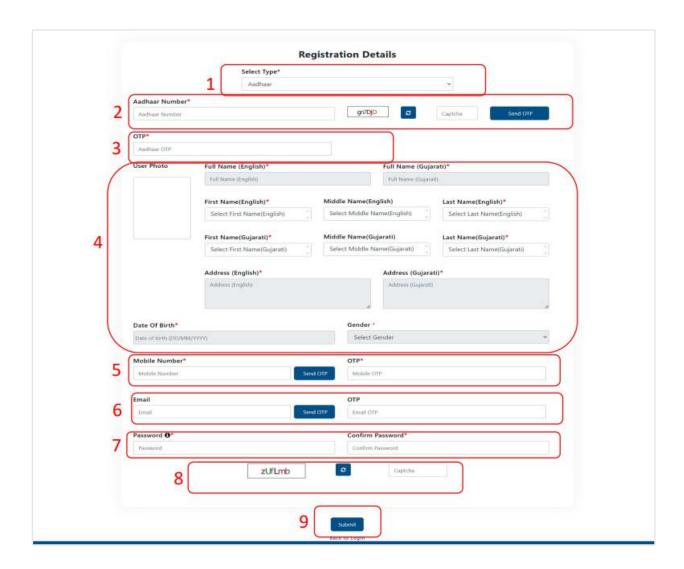


After that, enter the document number / other required details and click on the Send OTP or Verify button. Once your document is verified, proceed to fill in the remaining details.

Registration Form

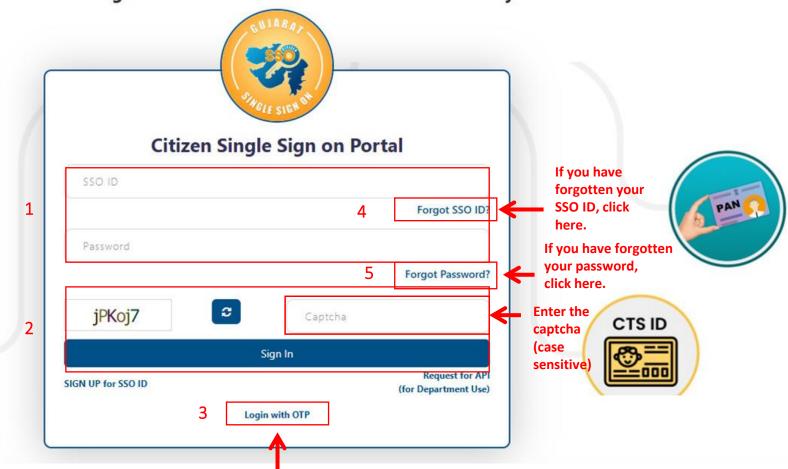
- In the Registration Form, under the Select Type option, a total of 3 options are given (Aadhaar / PAN / Ration Card).
- If you select Aadhaar, you will need to enter the Aadhaar Number and captcha, then click on Send OTP.
- 3. An OTP will be sent to the mobile number linked with the Aadhaar Number. Enter that OTP in the form.
- 4. Details such as User Photo, Full Name (English & Gujarati), Address (English & Gujarati), Date of Birth, Gender, etc., will be auto-filled. You will need to select the First, Middle & Last Name (English & Gujarati) from the dropdown.
- 5. Enter your Mobile Number, click on *Send OTP*, and verify it by entering the OTP received.
- 6. Enter your Email ID, click on *Send OTP*, and verify it by entering the OTP received.
- 7. Enter the password you want to set in both Password and Confirm Password fields. (Example: Abcd@123456)
- 8. Enter the Captcha.
- 9. Click on the Submit button.
- After submission, your registered mobile number will receive your Registration (SSO) ID and Password.

(Example: User ID: GJ2507865907, Password: Abcd@123456)



Transforming Citizen Access to Government Services in Gujarat

- 1. Open the login page and enter the Registration (SSO) ID and Password sent to your mobile number.
- 2. Enter the captcha and click on **Sign** In.
- 3. Login with OTP: If you want to log in using OTP, you can receive an OTP on your registered mobile number and log in.
- 4. Forgot SSO ID: If you have forgotten your SSO ID, click on Forgot SSO ID and you can retrieve your SSO ID through an OTP sent to your registered mobile number or email.
- **5. Forgot Password:** If you have forgotten your password, click on *Forgot Password* and you can reset your password through an OTP sent to your registered mobile number or email.





After logging in, the first page will open as shown below. You will need to click on *View Citizen Profile* and fill in the remaining details.





Personal Information

1. Basic Information

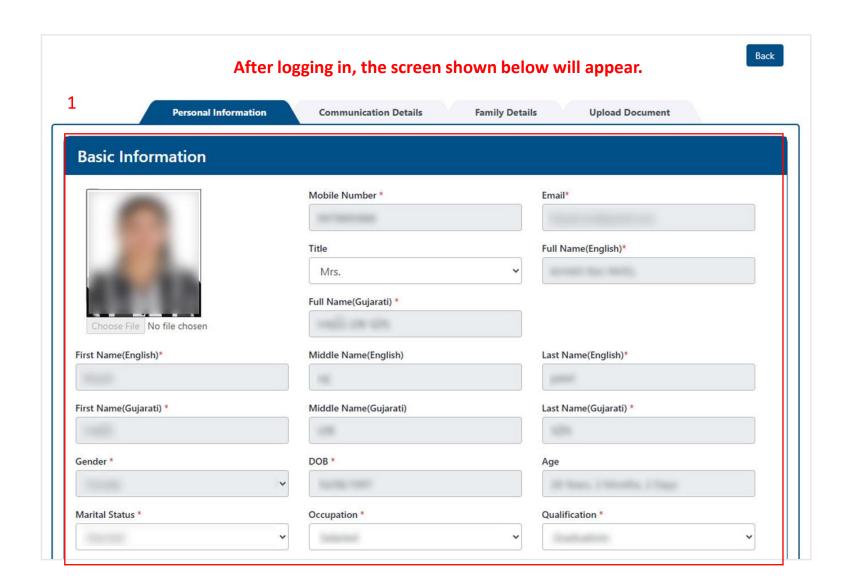
- I. Details such as Mobile Number, Email,
 Full Name (English), Full Name (Gujarati),
 First Name (English), Middle Name
 (English), Last Name (English), First Name
 (Gujarati), Middle Name (Gujarati), Last
 Name (Gujarati), Gender, DOB, etc., will
 automatically appear from your profile.
- II. For Marital Status, Occupation, Qualification, Caste Category, Disability Status, etc., select the appropriate option from the dropdown menu. If you want to provide any additional information, you can enter it in the Remarks box.

2. Employment Details

- I. Employed? Select Yes or No from the dropdown menu.
- Employment Type Select the type of employment from the dropdown menu.

3. Financial Details

- Select your Annual Income Range and Source of Income from the dropdown menu.
- II. Beneficiary Account Number Enter your bank account number.
- III. Select Beneficiary Account Type and Bank Name from the dropdown menu.
- IV. IFSC Code Enter your bank branch's IFSC code.



Personal Information

1. Basic Information

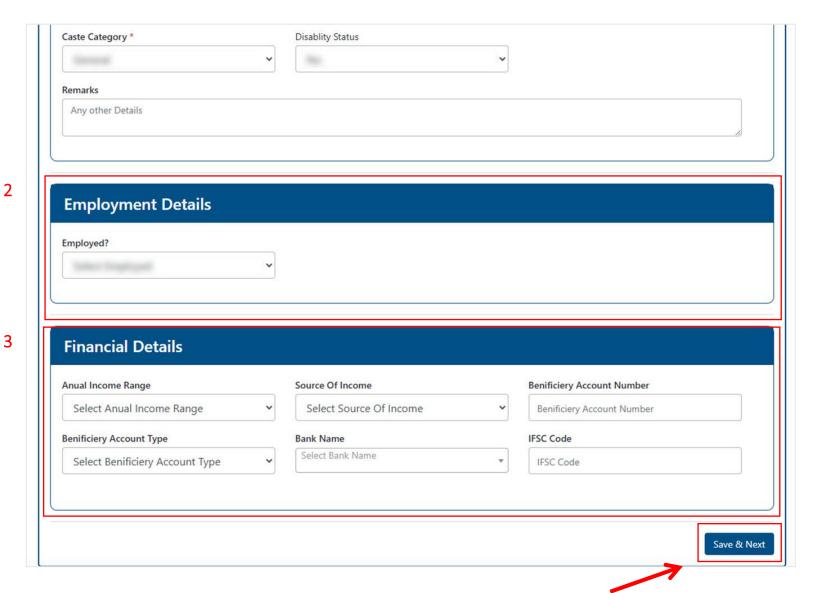
- I. Details such as Mobile Number, Email, Full Name (English), Full Name (Gujarati), First Name (English), Middle Name (English), Last Name (English), First Name (Gujarati), Middle Name (Gujarati), Last Name (Gujarati), Gender, DOB, etc., will automatically appear from your profile.
- II. For Marital Status, Occupation, Qualification, Caste Category, Disability Status, etc., select the appropriate option from the dropdown menu. If you want to provide any additional information, you can enter it in the Remarks box.

2. Employment Details

- I. Employed? Select Yes or No from the dropdown menu.
- II. Employment Type Select the type of employment from the dropdown menu.

3. Financial Details

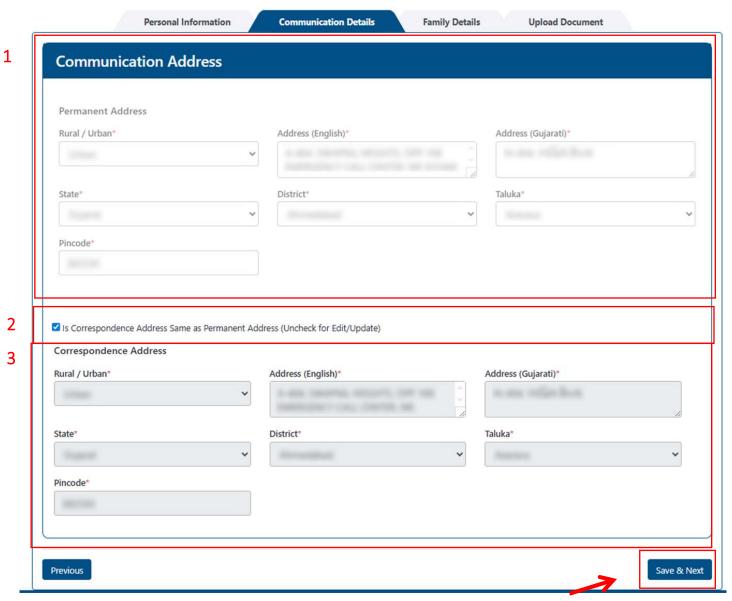
- I. Select your Annual Income Range and Source of Income from the dropdown menu.
- II. Beneficiary Account Number Enter your bank account number.
- III. Select Beneficiary Account Type and Bank Name from the dropdown menu.
- IV. IFSC Code Enter your bank branch's IFSC code.



Verify the details and click on the Save & Next button.

Communication Details

- 1. Correspondence Address
 - I. Rural / Urban: Select whether your address is rural or urban.
 - II. Address (English): Enter your correspondence address in English.
 - III. Address (Gujarati): Enter your correspondence address in Gujarati.
 - IV. State: Select your state (e.g., Gujarat) from the dropdown.
 - V. District: Select your district from the dropdown.
 - VI. Taluka: Select your taluka from the dropdown.
 - VII. Village / Town / City: Select your village, town, or city from the dropdown.
 - VIII. Pincode: Enter your pincode.
- 2. If your correspondence and permanent addresses are the same, tick the checkbox. When selected, the permanent address details will auto-fill.
- 3. Permanent Address: If your permanent address is different, fill in the permanent address details as mentioned above.
- 4. Click on the "Next" button to proceed further.



Verify the details and click on the Save & Next button.

Family Details

From the dropdown menu, select "SSO ID / Ration Card".

- 1. If the family member is already registered on the SSO portal, select **SSO ID** and enter the SSO ID to fetch the member's details.
- 2. Otherwise, manually enter the family member's **full name in English and Gujarati**, and select the **relationship** with the family member from the dropdown menu.
- 3. Click on the "Next" button to proceed further.



Verify the details and click on the Save & Next button.

Documents

1. Proof of Identity:

Select the document for proof of identity from the dropdown menu and upload it by clicking on *Choose File*.

2. Proof of Address:

Select the document for proof of address from the dropdown menu and upload it by clicking on *Choose File*.

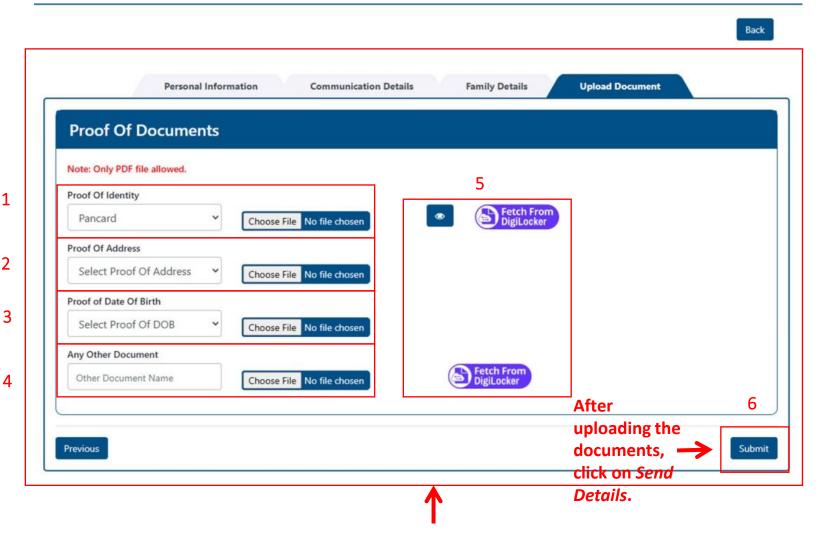
3. Proof of Date of Birth:

Select the document for proof of date of birth from the dropdown menu (e.g., electricity bill, ration card).

4. Any Other Document:

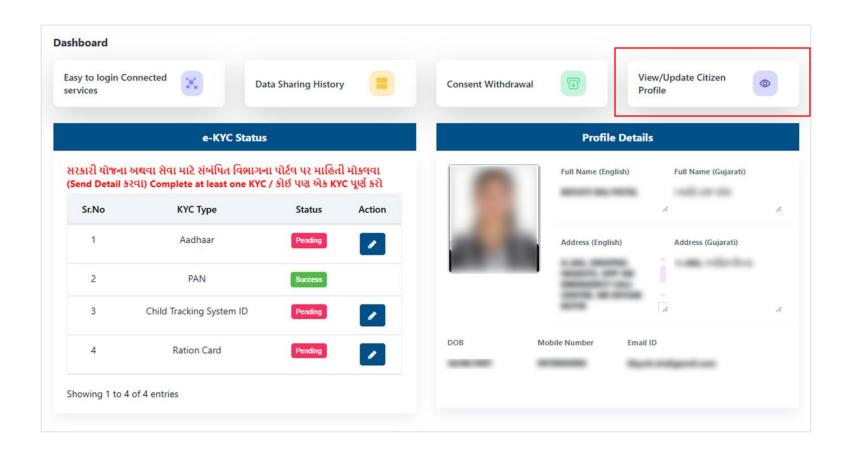
If you want to upload any additional document, enter the document name in the *Other Document Name* box.

- 5. If you have a **DigiLocker** account and have uploaded your documents there, you can fetch the documents directly from DigiLocker.
- After successfully uploading all the documents, click on the **Submit** button to send your details.



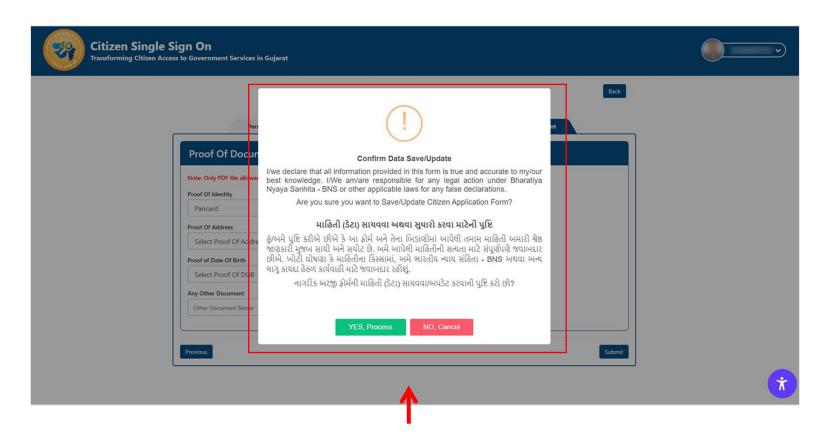
In the *Upload Document* tab, you can upload your documents or retrieve them from DigiLocker as well.

You can click on View/Update Citizen Profile to update your profile information.



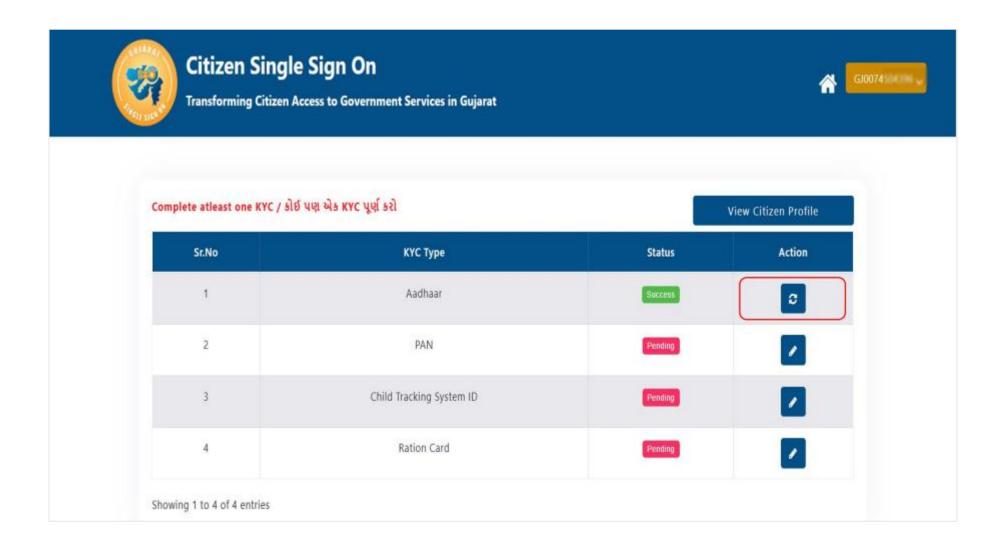
When you click on SSO Login, the login page will open as shown. Enter your SSO Login User ID and Password to log in.



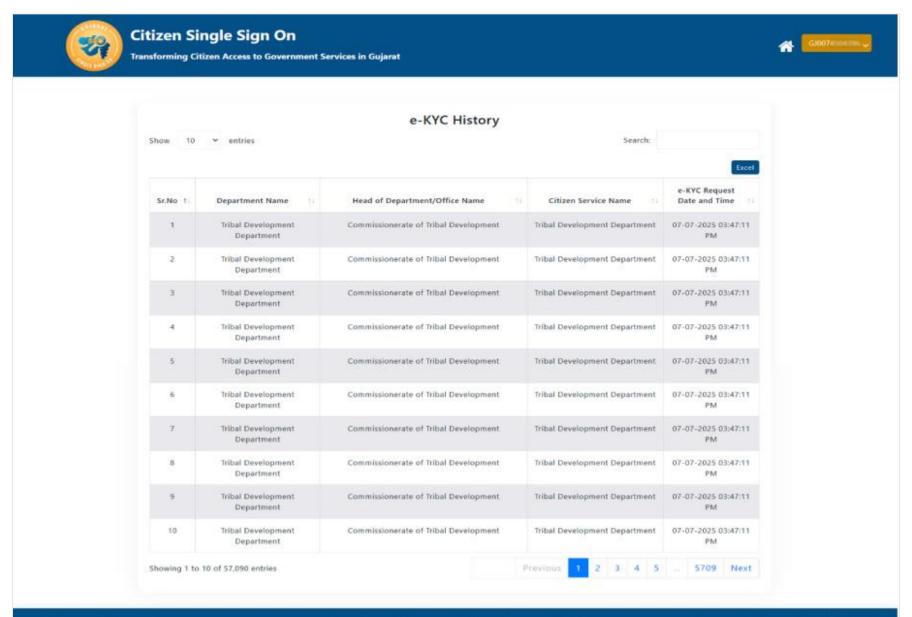


After that, on the screen, in the "Confirmation for Sharing Information (Data)" box, click on *Yes,*Send Details. You will then be redirected to the OTP screen.

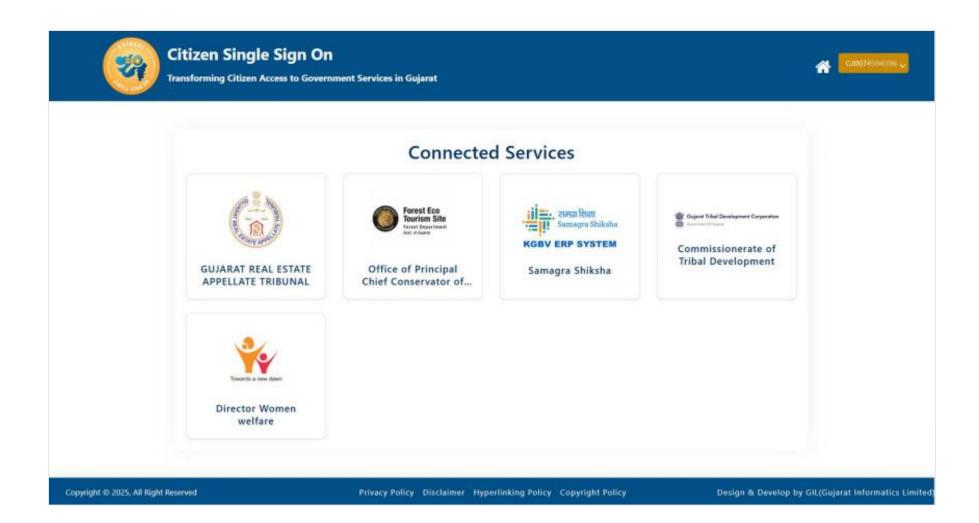
If you have updated any information in your Aadhaar, PAN, or Ration Card, you can perform Re-KYC again by clicking on the icon shown under the *Action* section.

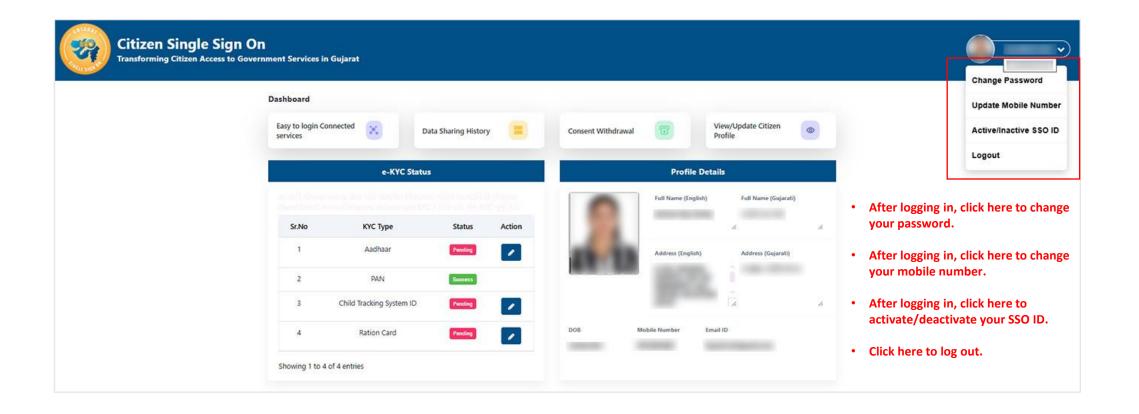


A citizen can also check their e-KYC history.

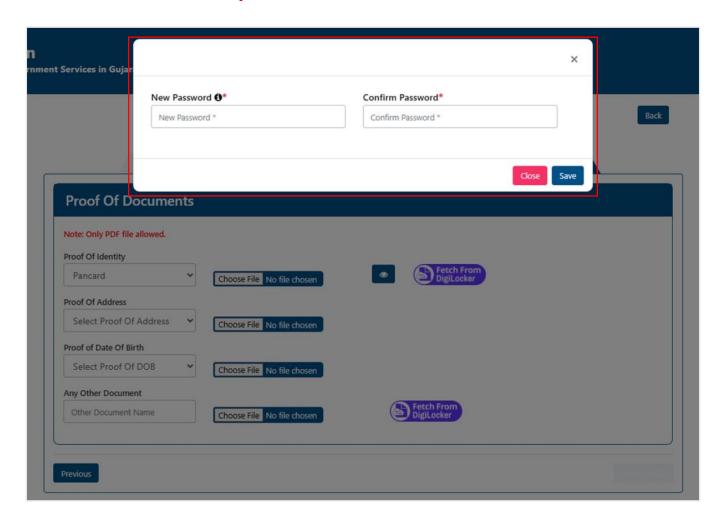


If you want to avail other government services through Gujarat Citizen SSO, the applications of those departments can be seen below.

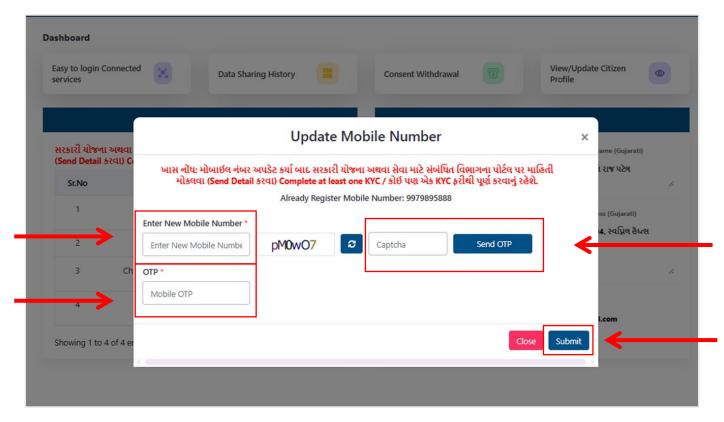




Enter the new password and click on the Save button.



To update your mobile number, follow the steps given below:



Enter the

number.

Enter the OTP

on the Submit

button.

received on your

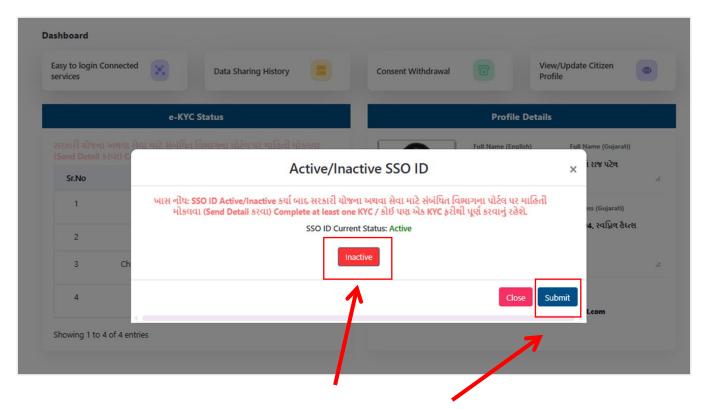
mobile and click

mobile

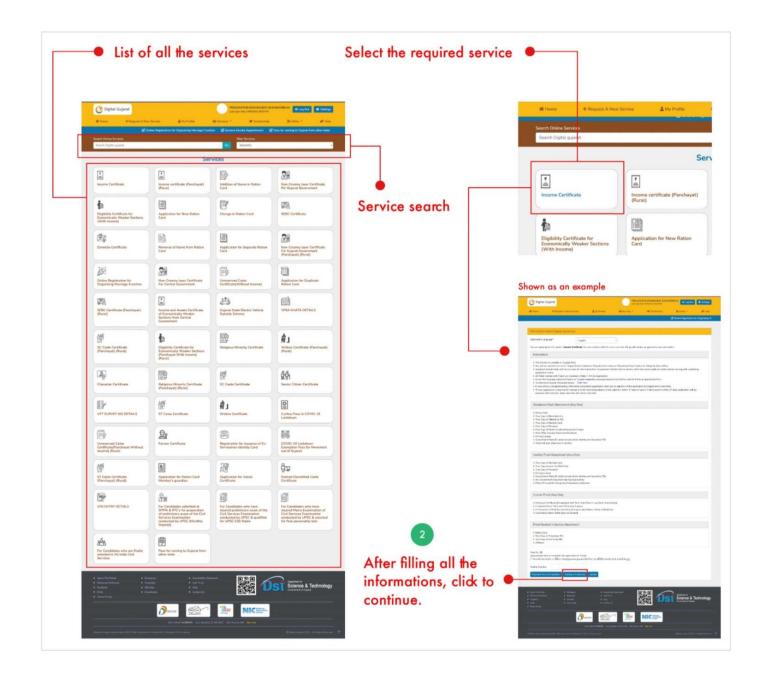
Enter the captcha and click on the *Send OTP* button (case sensitive).

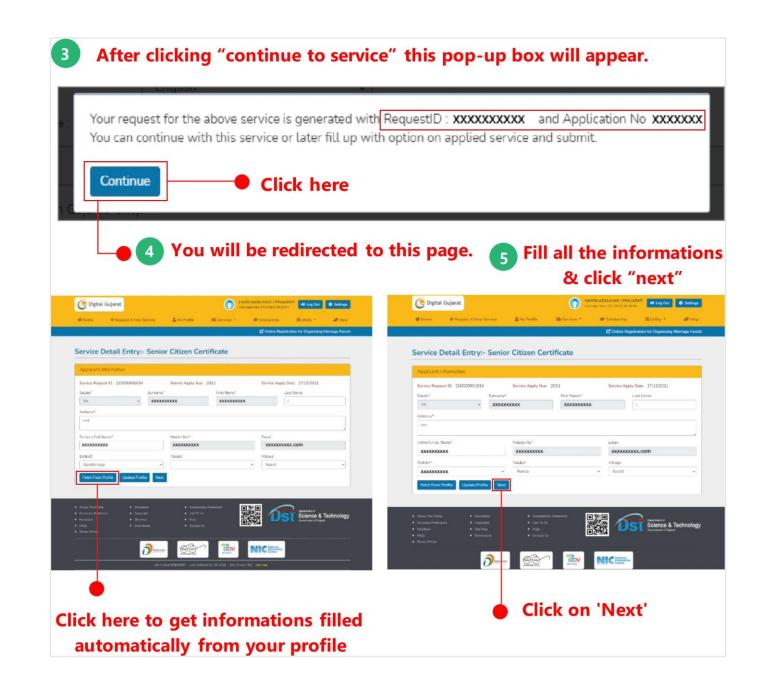
After entering the OTP received on your mobile, click on the Submit button.

Current status of the SSO ID

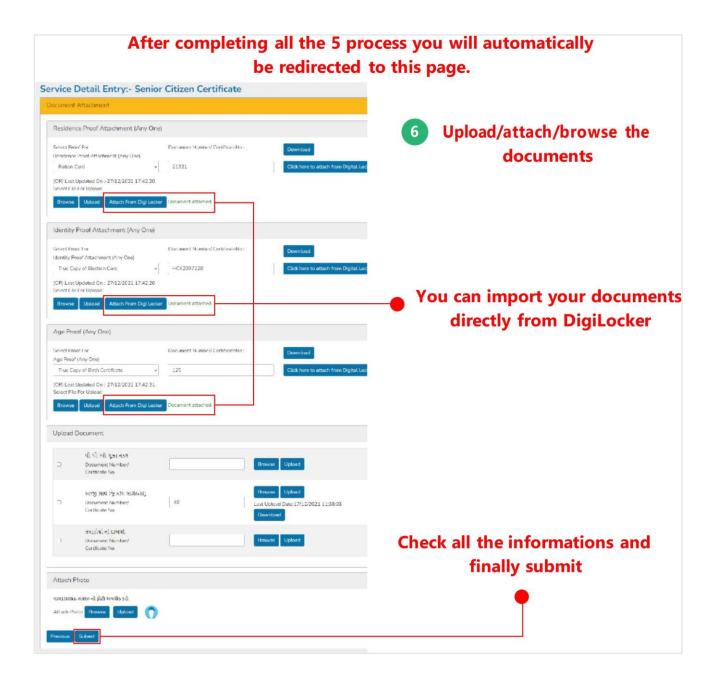


To activate or deactivate the SSO ID, click here and then click the *Submit* button.

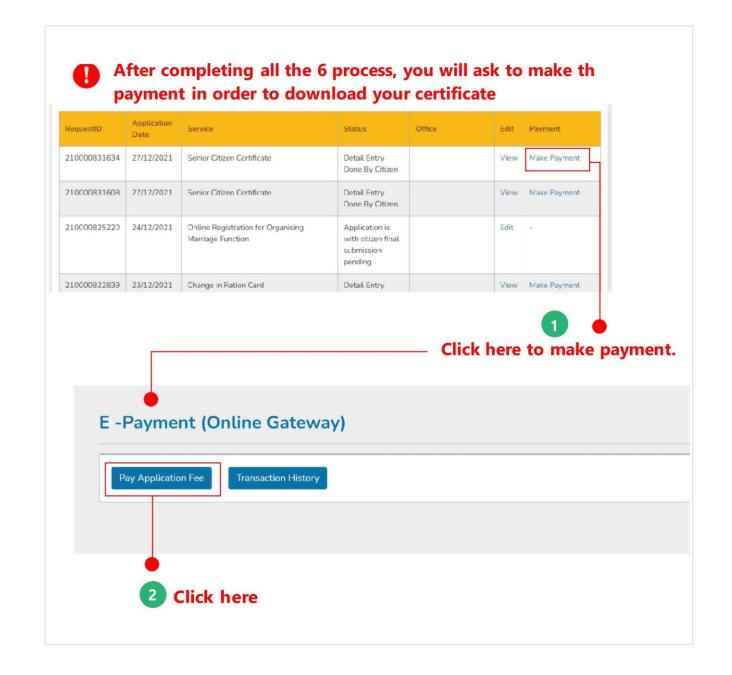


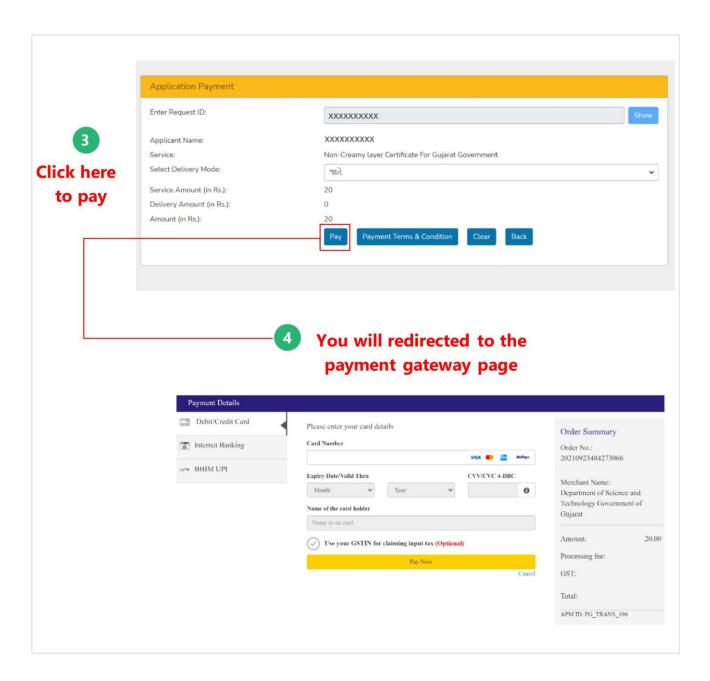


How to use Digital Locker in Digital Gujarat

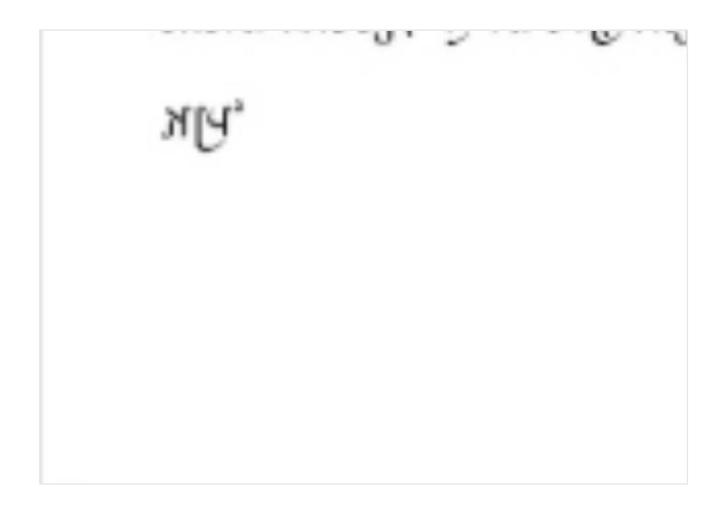


How to process payments online





You will get this certificate in the end, Download this.









Thank You