Manual for Online Change of Ownership process through the Web Portal of WBSEDCL

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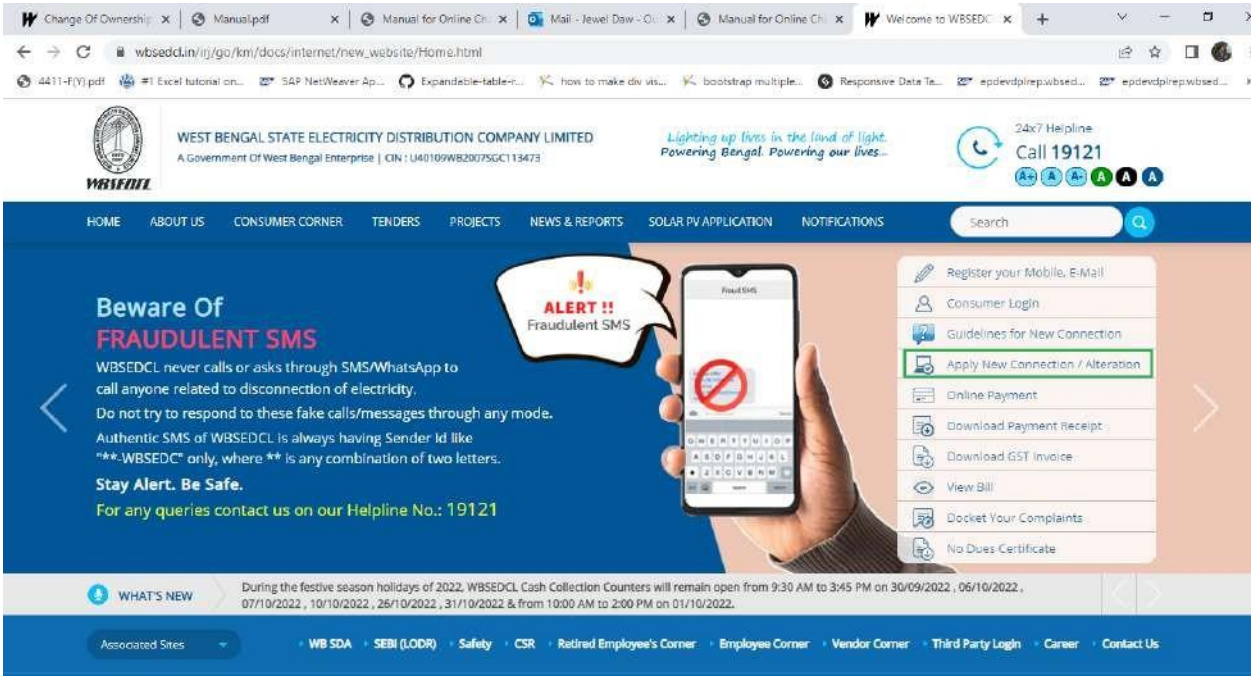
1. Change of Ownership Application Process

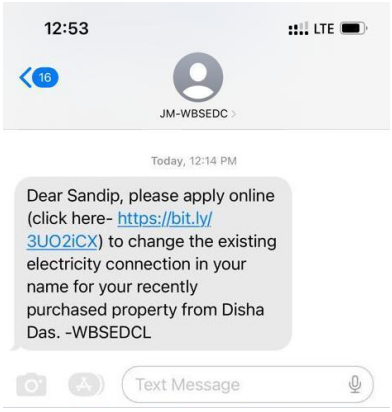
1.1 Introduction

Change of Ownership application facility has been successfully implemented in the web portal of WBSEDCL. Registered consumers can avail the said facility by clicking the *Apply New Connection / Alteration* hyperlink from the Home Page of WBSEDCL Website.



1. Home page of WBSEDCL Web Portal

Alternatively, a SMS is also sent to the buyer by WBSEDCL with concerned link to initiate online application process for name change. They can initiate the online application for name change by clicking the said link.

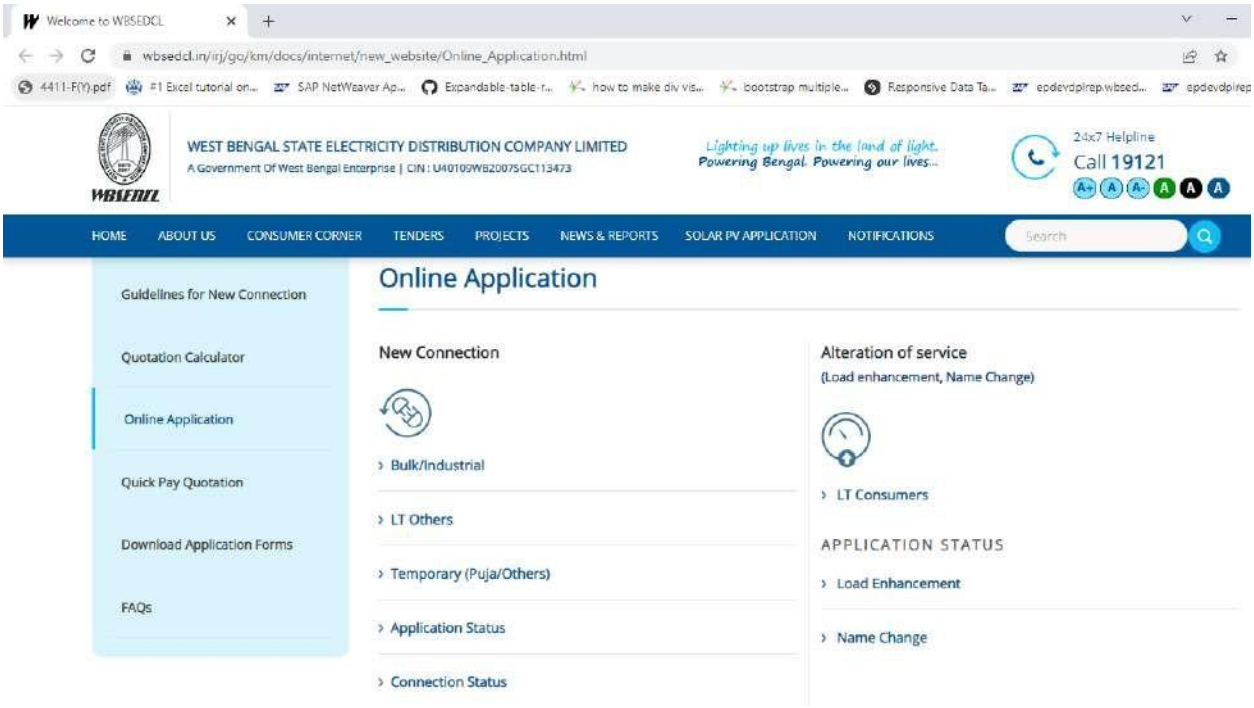


2. Sample SMS

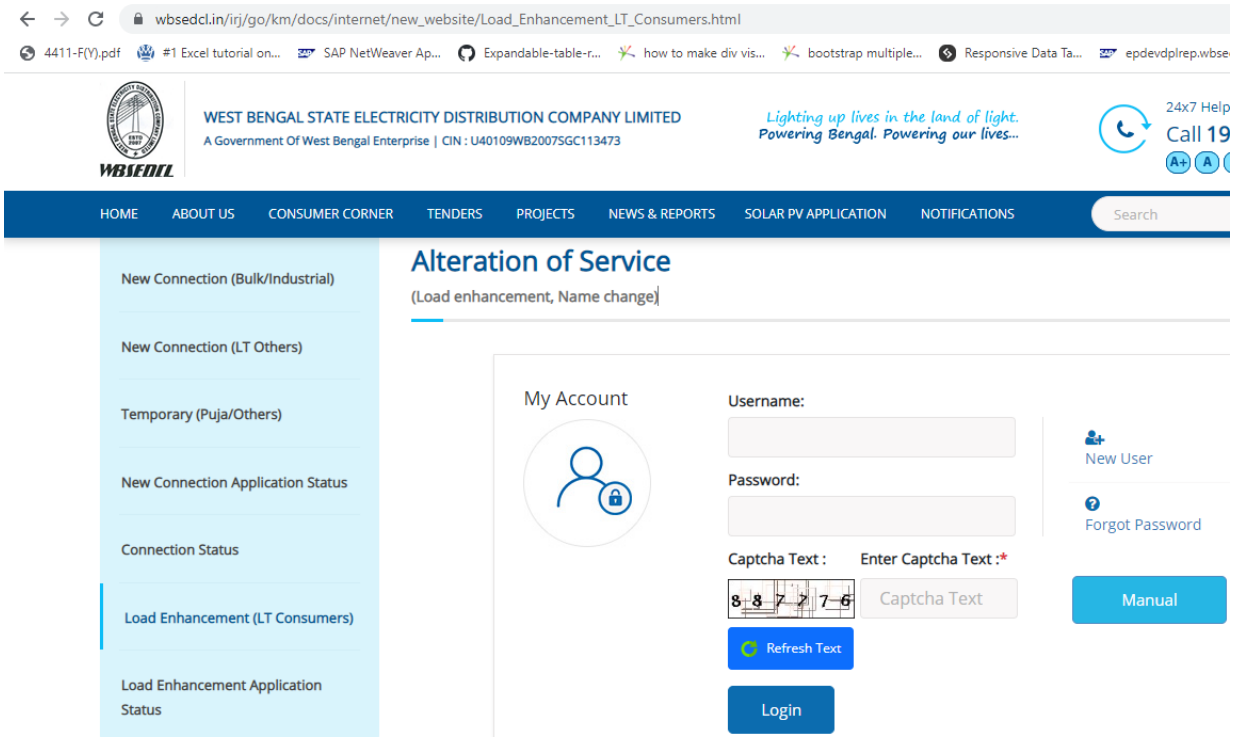
Through this facility Consumers can:

- Apply for change of ownership
- Download quotation letter
- E-pay the quotation amount
- View application status

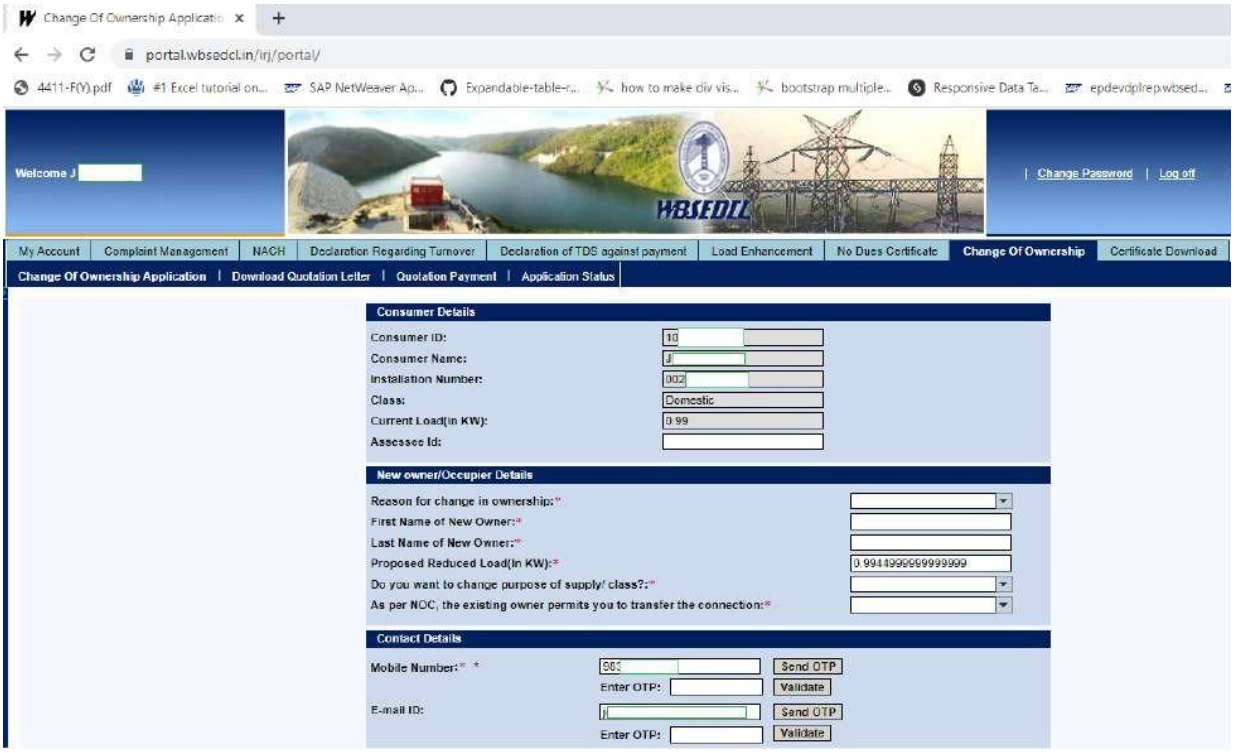
1.2 Application Entry



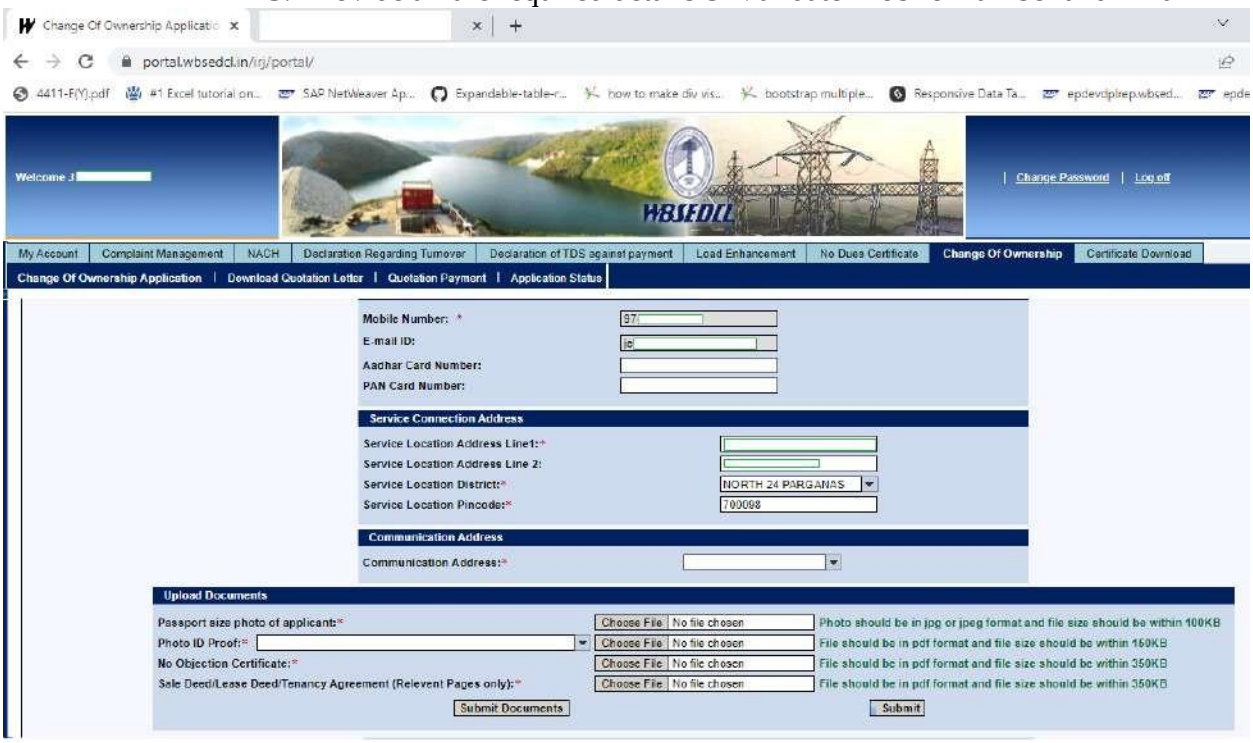
3. Navigate to Login Page for Alteration of Service



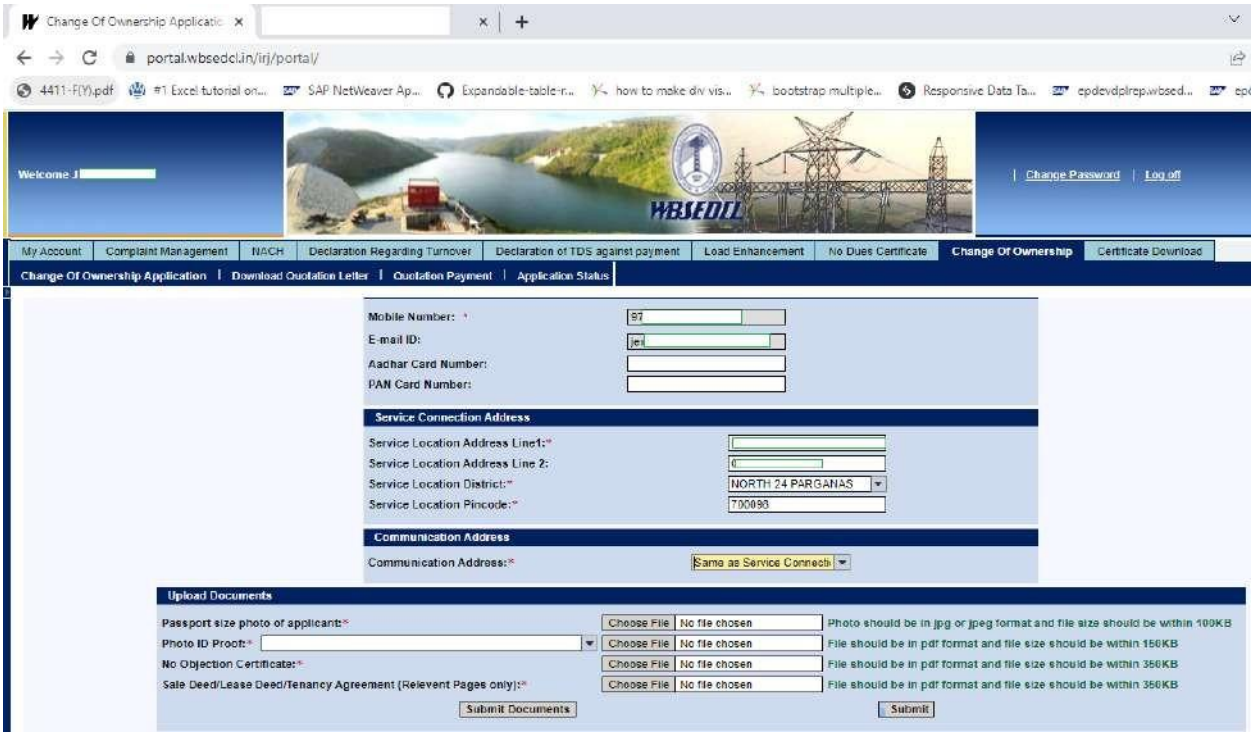
4. Login page for Alteration of Service facility.



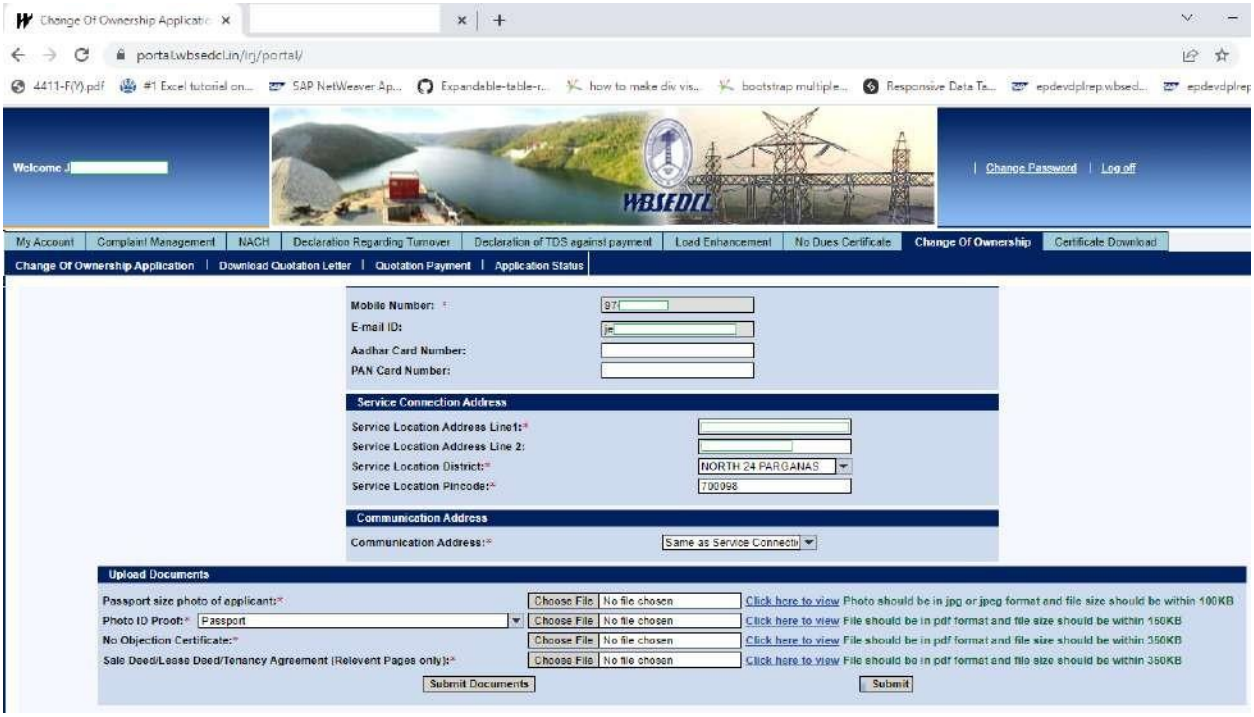
5. Provide all the required details & Validate Mobile Number and Email ID



6. Provide correct address.



7. Upload Photo, Photo must be in JPEG or jpg format and size must be within 100 KB.



8. Provide Photo ID Proof and Upload Correct Photo ID Proof.

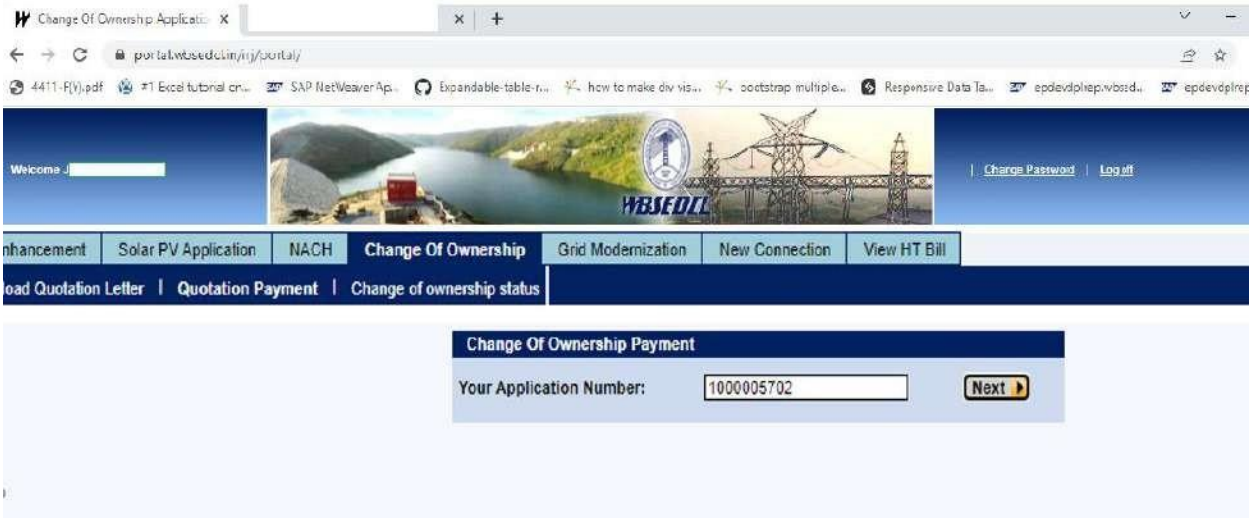
9. You can Check Uploaded Document and Photo by clicking click here to view Button.

10. After Successful Submission of all the details you can view andDownload Application Form PDF.

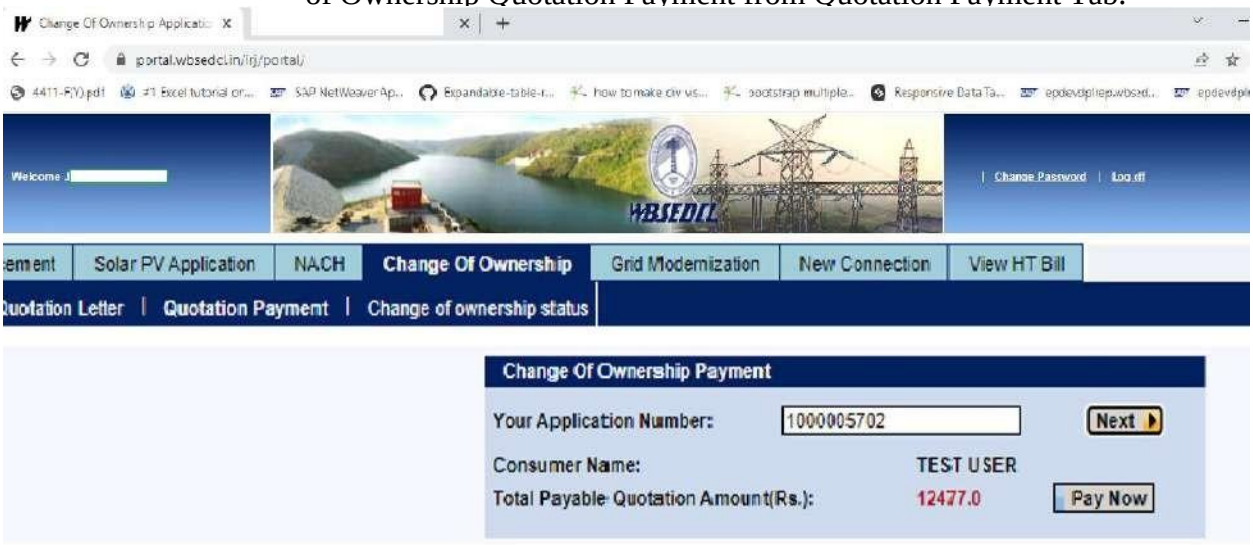
1.3 Downloading of Quotation Letter

11. Go to Download Quotation Letter Tab. Click Download Quotation Button then you can view and download the Quotation Letter

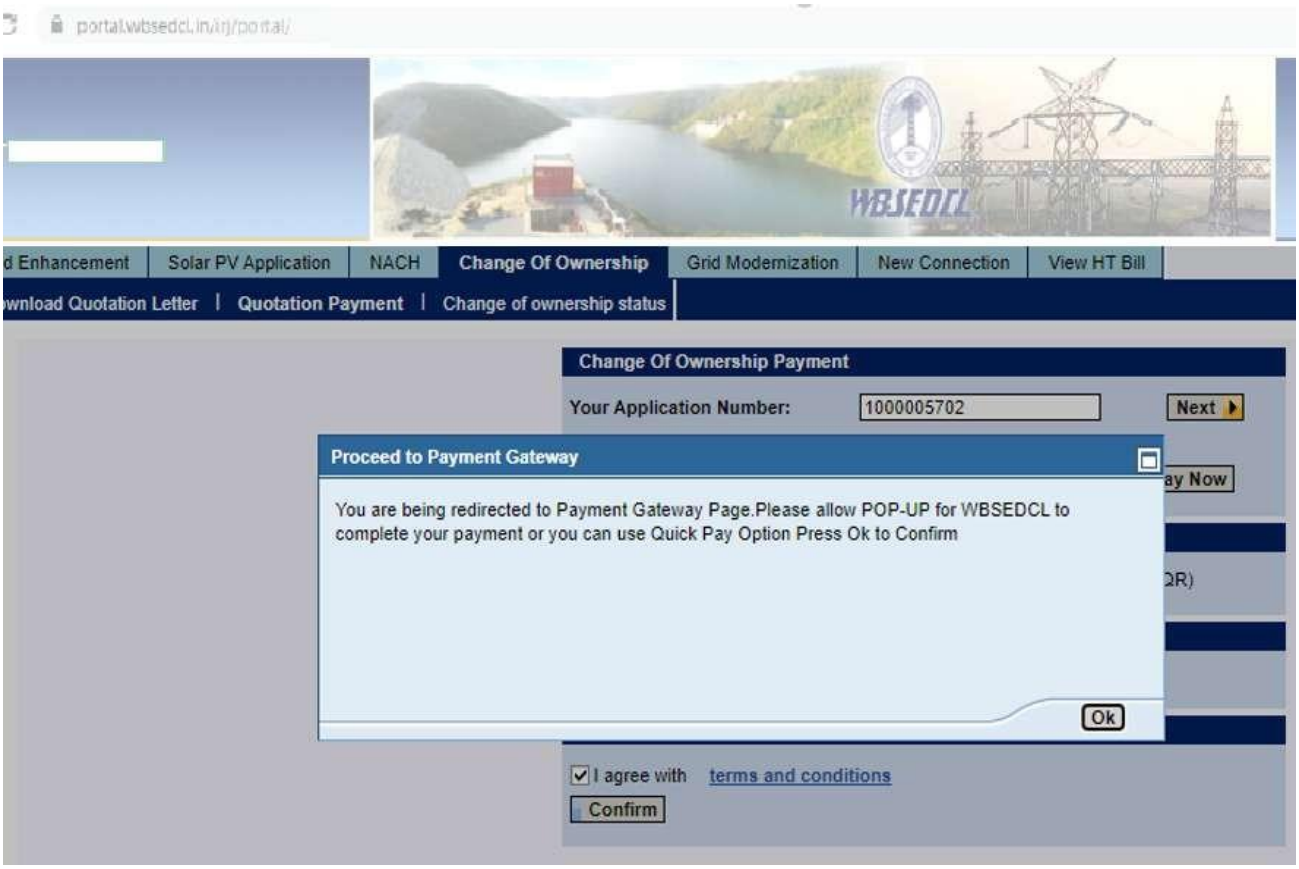
1.4 Quotation Payment



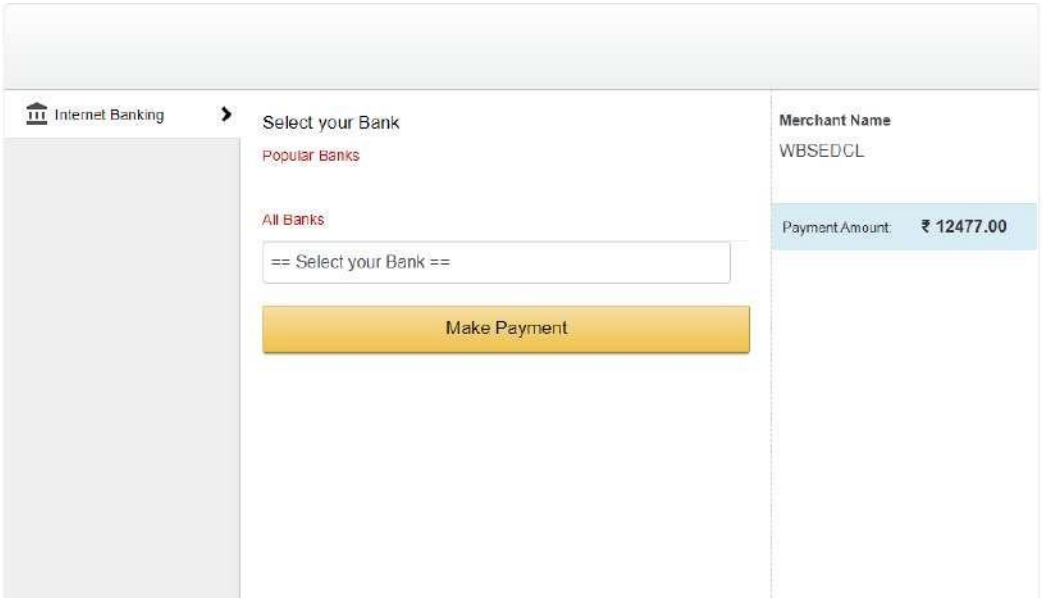
12. After Generation of Quotation you can be able to initiate Change of Ownership Quotation Payment from Quotation Payment Tab.



13. After Click on the Next Button consumer name and Total Amount will be visible on the Screen.



14. Select Payment Gateway and Click OK Button, then you will



redirect to Payment Page and Complete your Payment there.

15. Complete the Payment.

1.5 Application Status

After Submission of Application All the Status will be Pending.

16. When the Quotation is Completed.

17. When Collection Status is Completed.

18. When All the Process Completed