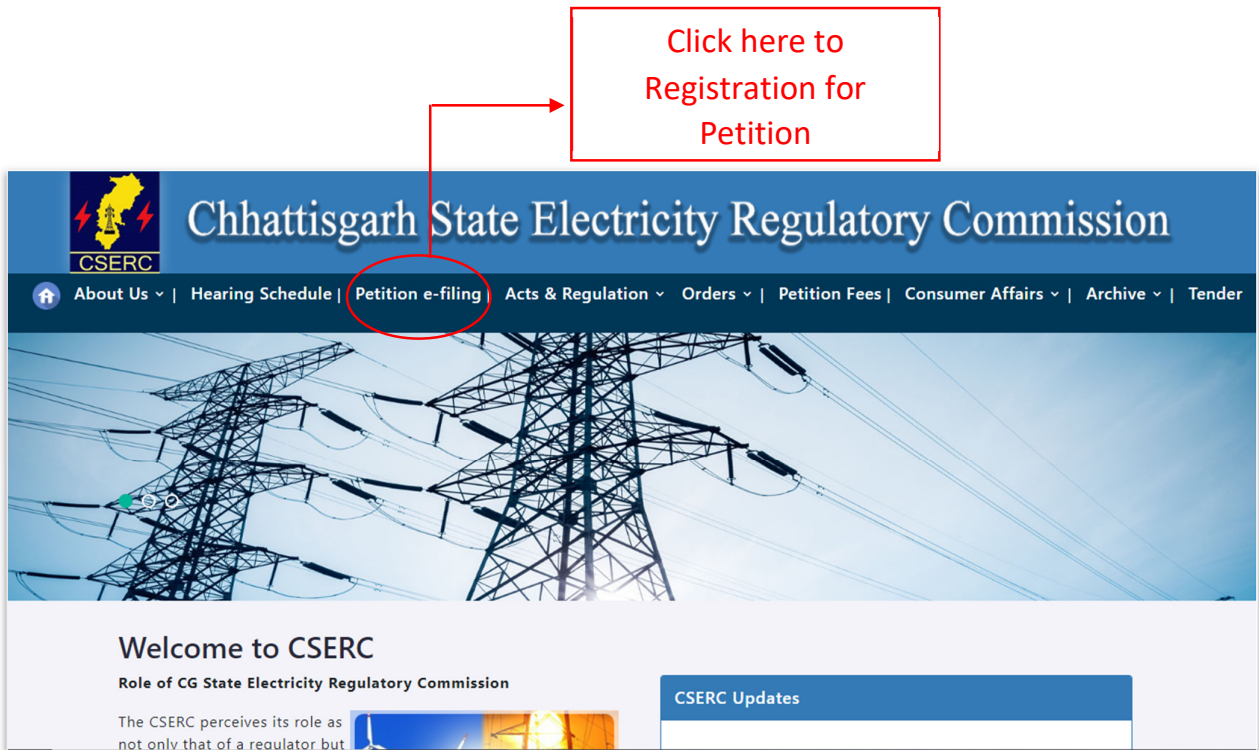


1 USER REGISTRATION

For e-Filing a petition, user has to log-in to the CSERC application. CSERC application will be controlled by identifying and authenticating the user through the credentials presented by the user.

Link of new user registration exists at the Home page of CSERC application.



There are three groups of users who can register and can e-File a petition.

1. Organization
2. Advocate
3. Individual

1.1 REGISTRATION OF AN ORGANIZATION

Step 1:

Organization Representative/User need to click on E-Registration (New user) link as shown in the screenshot below which will be available on the main login screen.



Step 2:

On clicking on the above link, the registration form page will appear. Before starting to fill the form, user should make sure that on top of the registration form “**organization**” option is selected.

** User should make sure that on top of the registration form organization is selected.

Check Radio Button for
Organization Registration

The screenshot shows the 'Petition' section of a web application. At the top, there is a navigation bar with links: About Us, Hearing Schedule, Petition e-filing, Acts & Regulation, Orders, Petition Fees, Consumer Affairs, Archive, and Tender. Below this, the 'Petition' header is followed by a form. The form has three radio buttons: 'Organization' (selected), 'Individual', and 'Advocate'. Below these is a section titled 'Organization Registration' with a text input field. Further down, there are fields for 'Organization Name', 'Short Name', 'Representative/OIC', 'Organization Type' (a dropdown menu), 'User Id (E-mail)', and 'Password'. At the bottom of this section is a 'Correspondence Address' section with an 'Address' field.

Enter User ID which is
valid E-mail Id

Create Strong Password Like – one
uppercase, one lowercase, one digit,
and one special symbol (!@#\$%^&*)
and password must be 8-character
long

The screenshot shows the 'Correspondence Address' section of the form. It includes fields for 'Address', 'State' (a dropdown menu), 'District', 'Pincode', and 'Please Specify Your City'. Below this is the 'Communication Details' section with fields for 'Mobile', 'Alternate Mobile', and 'Website'. At the bottom is the 'Undertaking' section, which contains a checkbox and the text 'hereby declare that the above given information is true to the best of my knowledge.' To the right of the Undertaking section are three buttons: 'Save', 'Reset', and 'Cancel'.

Check this Declaration
checkbox then click to
save button to Save

Click Here to Save your
Registration

Step 3:

When Organization enters all the mandatory fields on the form and on submitting the details the following screen will appear:

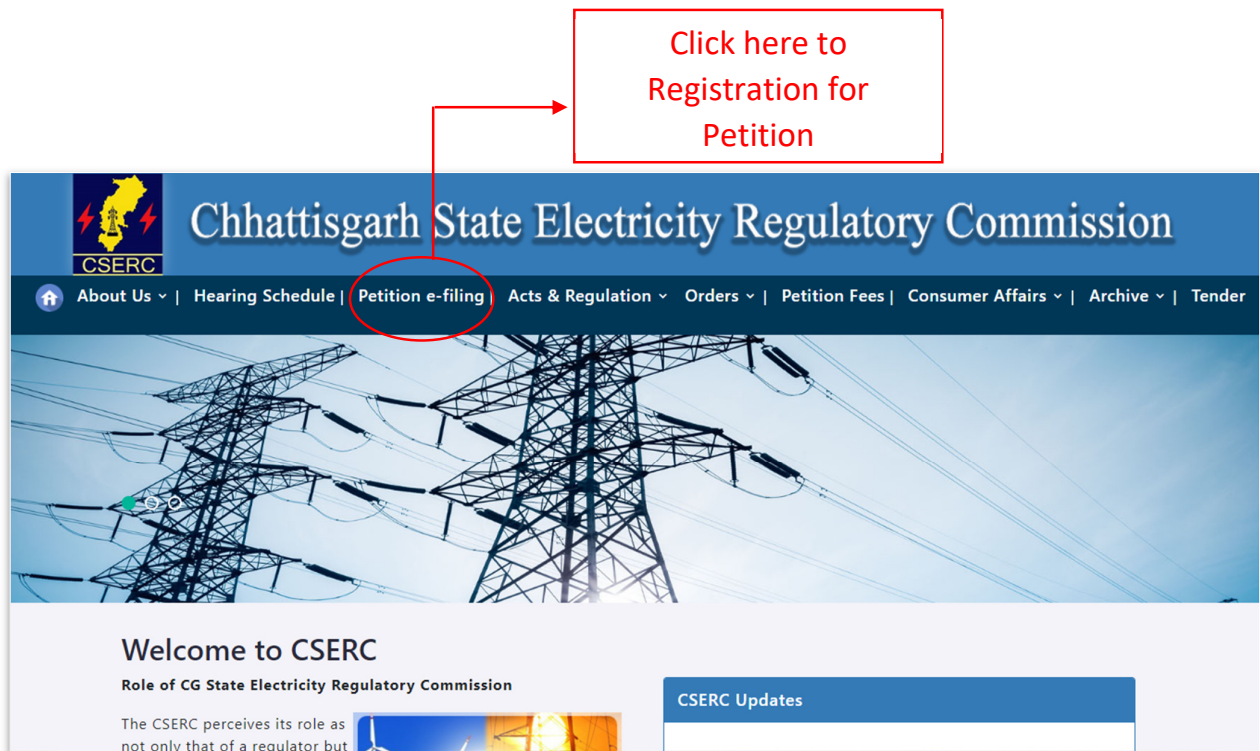


Finally, Organization registration will be completed.

1.2 REGISTRATION OF AN INDIVIDUAL

Step 1:

User need to click on E-Registration (New user) link as shown in the screenshot below which will be available on the main login screen.



Step 2:

On clicking on the above link, the registration form page will appear. Before starting to fill the form, user should make sure that on top of the registration form “**Individual**” option is selected.

** User should make sure that on top of the registration form **Individual** is selected.

Chhattisgarh State Electricity Regulatory Commission

CSERC

About Us | Hearing Schedule | Petition e-filing | Acts & Regulation | Orders | Petition Fees | Consumer Affairs | Archive | Tender

Petition

☐ Organization ☒ Individual ☐ Advocate

Individual Registration

First Name * Middle Name

Last Name *

User Id (E-mail) * Password *

Correspondence Address

Address *

Check Radio Button for Individual Registration

Enter User ID which is valid E-mail Id

Create Strong Password Like – one uppercase, one lowercase, one digit, and one special symbol (! @#\$%^&*) and password must be 8-character long

Home | About Us | Hearing Schedule | Petition e-filing | Acts & Regulation | Orders | Petition Fees | Consumer Affairs | Archive | Tender

Correspondence Address

Address*

State*
----Select State----

District*

Pincode

Please Specify Your City*

Communication Details

Mobile*

Alternate Mobile

Undertaking

☒ hereby declare that the above given information is true to the best of my knowledge.

Save

Reset

Cancel

Check this Declaration checkbox then click to save button to Save

Click Here to Save your Registration

Step 3:

When User enters all the mandatory fields on the form and on submitting the details the following screen will appear:

 **Chhattisgarh State Electricity Regulatory Commission**

Home | About Us | Hearing Schedule | Petition e-filing | Acts & Regulation | Orders | Petition Fees | Consumer Affairs | Archive | Tender

Registration Report

Registration Status

Congratulations...

Your Credential have been successfully submitted to CSERC web portal.

Click to login

About Us

Contact Information

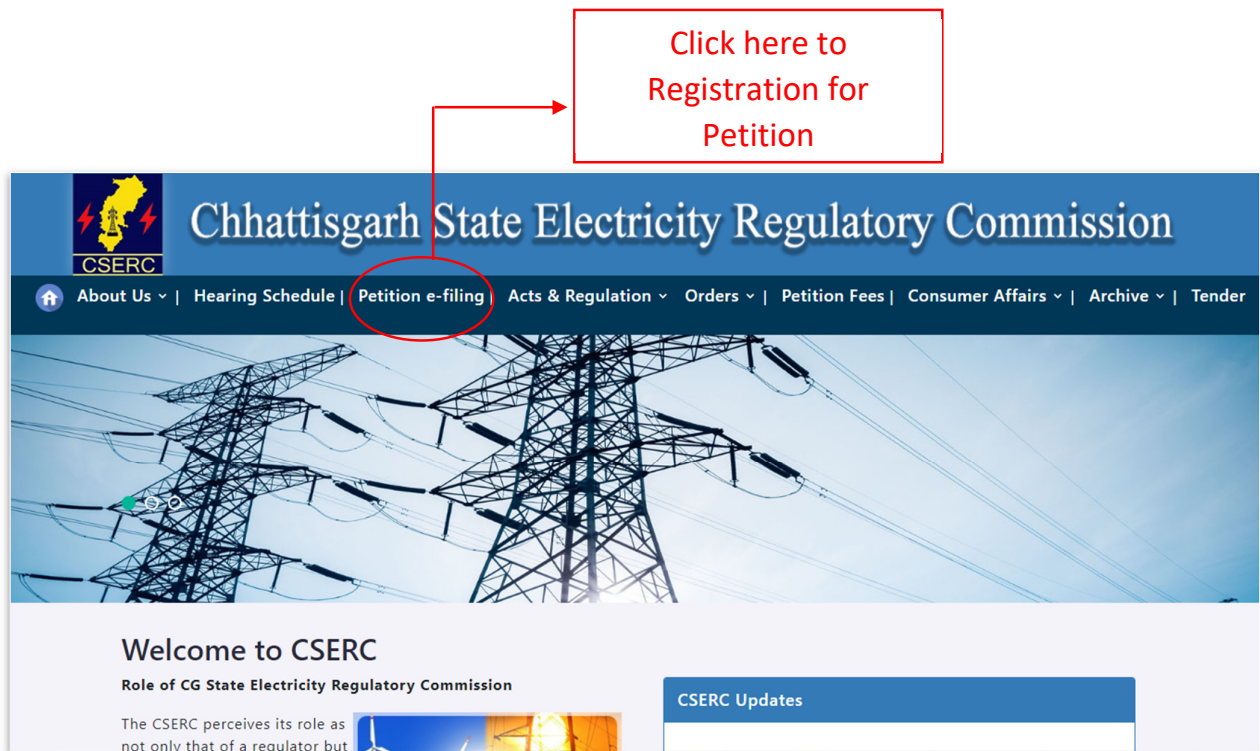
Important Links

Finally, Individual registration will be completed.

1.3 REGISTRATION OF AN ADVOCATE

Step 1:

User need to click on E-Registration (New user) link as shown in the screenshot below which will be available on the main login screen.



Step 2:

On clicking on the above link, the registration form page will appear. Before starting to fill the form, user should make sure that on top of the registration form “**Advocate**” option is selected.

** User should make sure that on top of the registration form **Advocate** is selected.

Check Radio Button for Advocate Registration

The screenshot shows the 'Petition' registration form. At the top, there is a navigation bar with links: About Us, Hearing Schedule, Petition e-filing, Acts & Regulation, Orders, Petition Fees, Consumer Affairs, Archive, and Tender. Below this, the 'Petition' section has three radio buttons: 'Organization', 'Individual', and 'Advocate'. The 'Advocate' radio button is selected and circled in red. Below the radio buttons, there is a 'Correspondence Address' section with fields for 'First Name', 'Middle Name', 'Last Name', 'Law Firm', 'User Id(E-mail)', and 'Password'. The 'User Id(E-mail)' field is highlighted with a red box and an arrow pointing to it from a text box at the bottom left. The 'Password' field is also highlighted with a red box and an arrow pointing to it from a text box at the bottom right. At the bottom of the form, there are dropdown menus for 'State' and 'District'.

Enter User ID which is valid E-mail Id

Create Strong Password Like – one uppercase, one lowercase, one digit, and one special symbol (!@#%&*) and password must be 8-character long

Home | About Us | Hearing Schedule | Petition e-filing | Acts & Regulation | Orders | Petition Fees | Consumer Affairs | Archive | Tender

Correspondence Address

Address*

State*
----Select State----

District*

Pincode

Please Specify Your City*

Communication Details

Mobile*

Alternate Mobile

Other Details

Bar Council No.*

Council State*
----Select State----

Undertaking

☐ hereby declare that the above given information is true to the best of my knowledge.

Save Reset Cancel

Check this Declaration checkbox then click to save button to Save

Click Here to Save your Registration

Step 3:

When Advocate enters all the mandatory fields on the form and on submitting the details the following screen will appear:

 **Chhattisgarh State Electricity Regulatory Commission**

Home | About Us | Hearing Schedule | Petition e-filing | Acts & Regulation | Orders | Petition Fees | Consumer Affairs | Archive | Tender

Registration Report

Registration Status

Congratulations...

Your Credential have been successfully submitted to CSERC web portal.

Click to login

About Us | Contact Information | Important Links

Finally, Advocate registration will be completed.