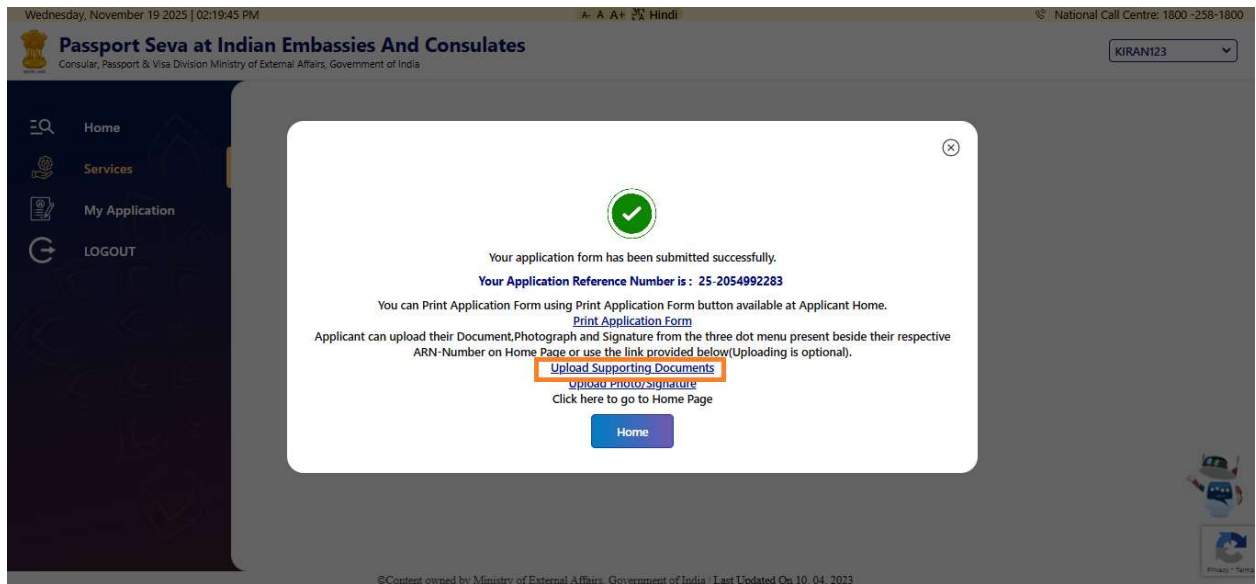
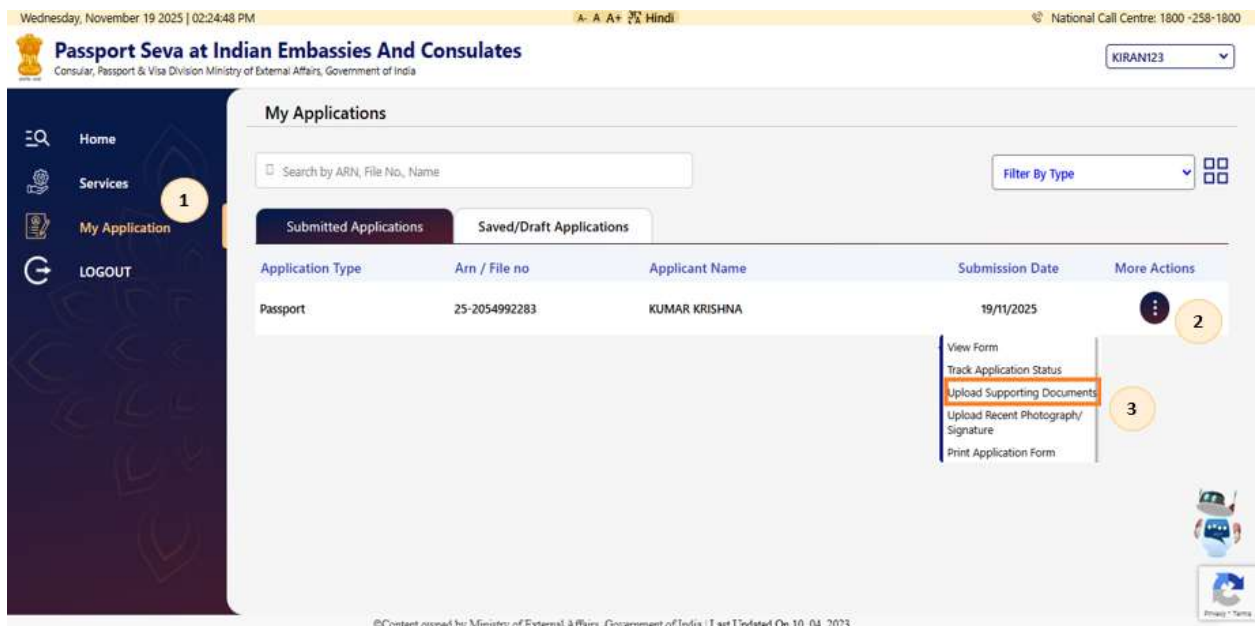


# SOP for document uploading in Applicant Portal

## 1. Login and Navigation



Once the form is submitted, a pop-up message will be displayed. Select “**Upload Supporting Documents**” to continue with the document upload process.



Applicant can click on 1) My Application 2) Select more actions 3 dots 3) choose Upload Supporting Documents

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Home  
Services  
My Application  
LOGOUT

### Upload Supporting Documents (Optional)

Fields marked with asterisk ( \*) are mandatory

**Select Category\***  
Select

**Sub Category\***  
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

**Uploaded Documents**

Attachment Type	Attachment Description	Upload documents
You have not uploaded any document(s)		

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSR.

**Note**

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

National Call Centre: 1800 -258-1800

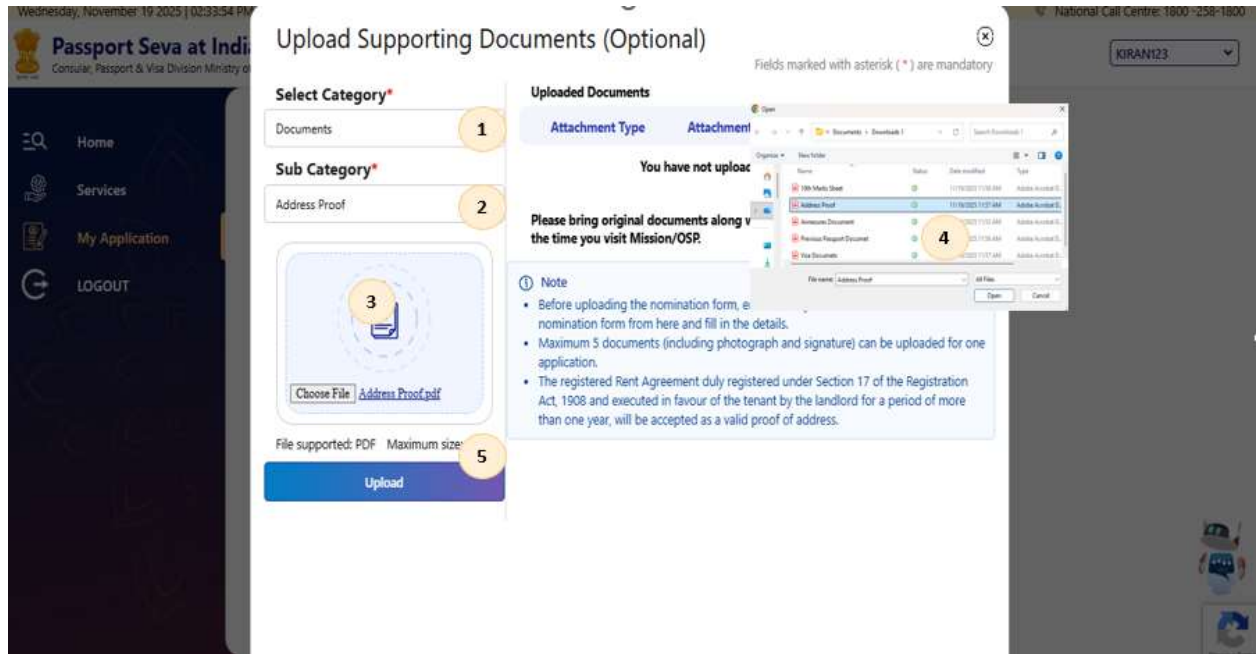
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The application will display the document upload page, where you can upload the required supporting documents.

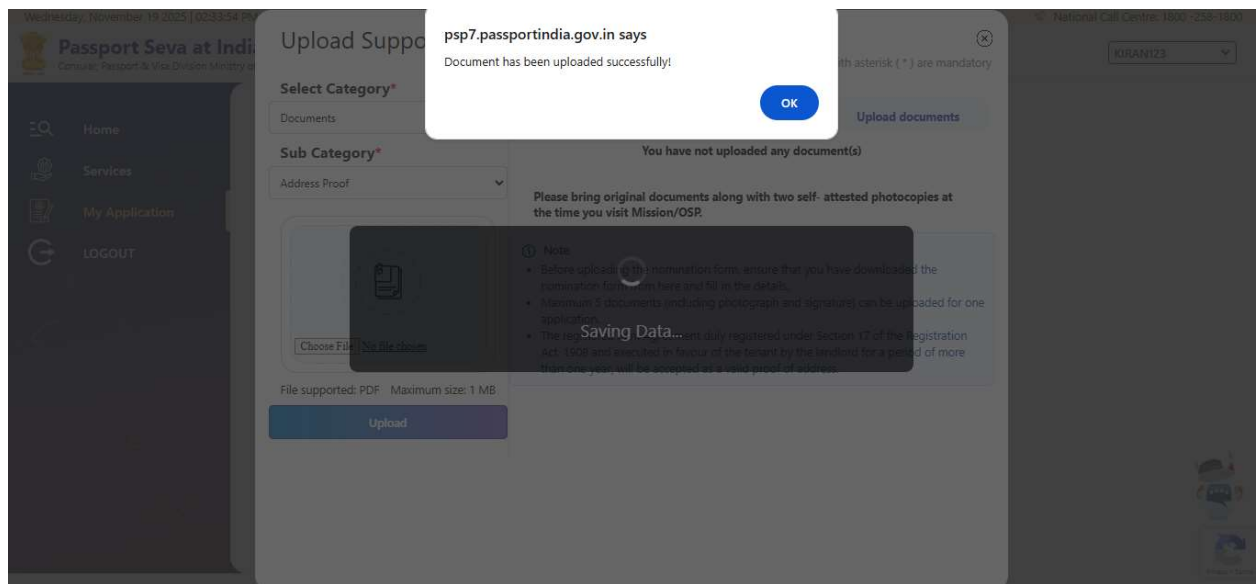
## 2. Document Requirements

- Maximum Size allowed 1 MB
- The total of all uploaded documents should be not more than 1 MB
- Please ensure the document uploaded is in PDF format
- Maximum 5 documents (including photograph and signature) can be uploaded for one application (In Upload Supporting Documents - Only 3 documents can be uploaded).
- The maximum number of attempts allowed to upload documents is 12 (including photograph and signature)
- If the applicant wishes to delete and re-upload the documents, a maximum of 12 attempts is permitted.

### 3. Uploading a Document: Steps to be followed



Choose the option to upload a document 1) Select Category 2) Sub Category 3) Click on Choose file 4) Select the file from the local device 5) Click on Upload



A confirmation message stating “Document has been uploaded successfully!” will be displayed on the screen.

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### Upload Supporting Documents (Optional)

Fields marked with asterisk ( \*) are mandatory

**Select Category\***  
Select

**Sub Category\***  
Select

Choose File | No file chosen

File supported: PDF | Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	<a href="#">View</a>

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

**Note**

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

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Once uploaded, the document will be displayed on the screen for your review.

**Note:** The total of all uploaded documents should be no more than **1 MB**

#### 4. View the Uploaded Document

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Home  
Services  
My Application  
LOGOUT

### Upload Supporting Documents (Optional)

Fields marked with asterisk ( \*) are mandatory

**Select Category\***  
Select

**Sub Category\***  
Select

Choose File | No file chosen

File supported: PDF | Maximum size: 1 MB

Upload

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	<a href="#">View</a>

Please bring original documents along with two self- attested photocopies at the time you visit Mission/OSP.

**Note**

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

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Applicant may click on the **View** button to access the uploaded document. It will be displayed in a new window.

## 5. Delete the Uploaded Document

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Home  
Services  
My Application  
LOGOUT

Upload Supporting Documents (Optional)

Select Category\*  
Select

Sub Category\*  
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Uploaded Documents

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	<a href="#">View</a> <span style="color: red;">□</span>

Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.

Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

If the applicant wishes to remove the uploaded document, they can do so by clicking the red colored delete button.

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Upload Supporting Documents (Optional)

Select Category\*  
Select

Sub Category\*  
Select

Choose File No file chosen

File supported: PDF Maximum size: 1 MB

Upload

Document deleted successfully.

OK

Saving Data...

Uploaded Documents

Attachment Type	Attachment Description	Upload documents
Documents	Address Proof	<a href="#">View</a> <span style="color: red;">□</span>

Please bring original documents along with two self-attested photocopies at the time you visit Mission/OSP.

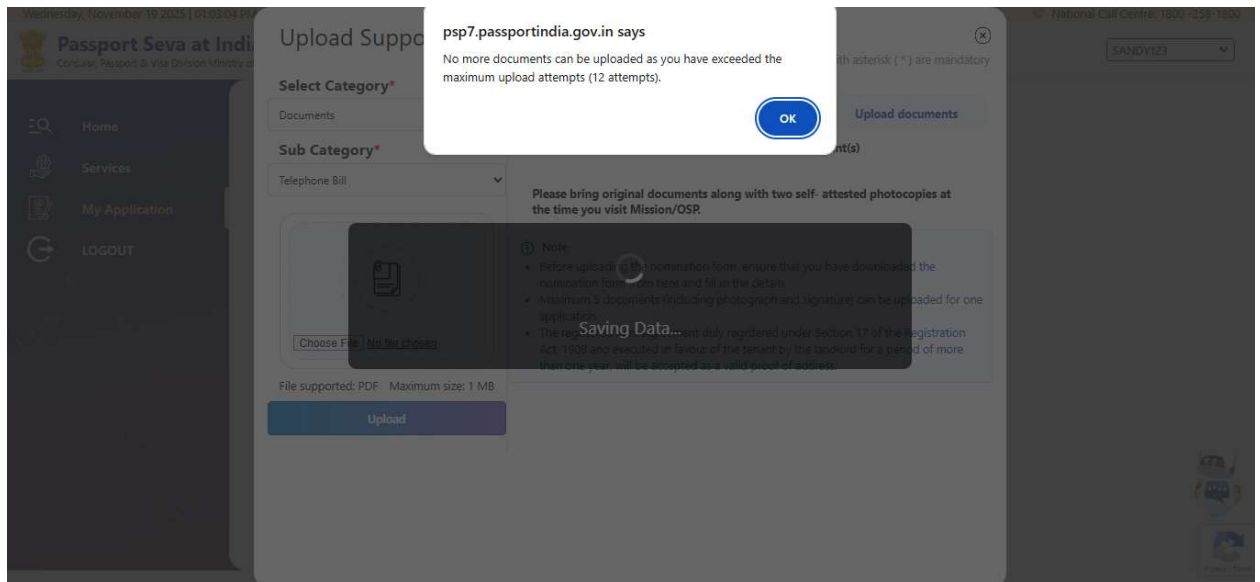
Note

- Before uploading the nomination form, ensure that you have downloaded the nomination form from here and fill in the details.
- Maximum 5 documents (including photograph and signature) can be uploaded for one application.
- The registered Rent Agreement duly registered under Section 17 of the Registration Act, 1908 and executed in favour of the tenant by the landlord for a period of more than one year, will be accepted as a valid proof of address.

After the document is successfully deleted, a confirmation message stating “Document deleted successfully” will be displayed on the screen.

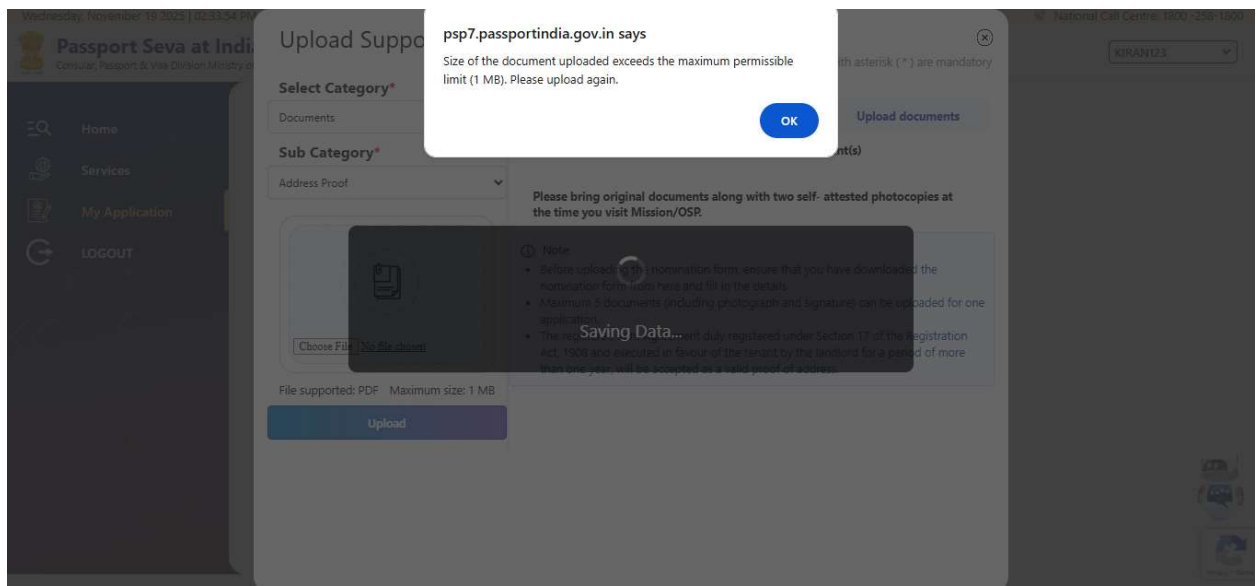
**Note:** If the applicant intends to delete and re-upload the documents, a maximum of 12 attempts is permitted (including photograph and signature).

## 6. Error Handling



Error “No more documents can be uploaded as you have exceeded the maximum upload attempts (12 attempts)”

**Solution:** This form should be ignored. The applicant must fill and submit a new form for processing.



Error: Size of the document uploaded exceeds the maximum permissible limit (1 MB). Please upload again.

**Solution:** Ensure that the total size of all documents uploaded is not more than 1 MB.