**STEP 1:** Log on to [http://rtps.assam.gov.in](http://rtps.assam.gov.in)

**STEP 2:**

- **For Existing Registered Users:** An existing user can proceed by clicking on “LOGIN” link in the RTPS homepage with registered email Id & Password.

- **For New User:** Registration of the user is a must and can be registered by clicking on “LOGIN” in the RTPS homepage and then on the “REGISTER HERE” link as displayed below.
STEP 3: Fill in the form with the requested details and click on “Validate” to proceed with the registration process.

STEP 4: An OTP will be sent to the entered email ID for verification purpose.
**STEP 5:** Enter the OTP and CAPTCHA and proceed by clicking “Submit”.

**STEP 6:** User has been successfully registered.
STEP 7: A registered user can now login to avail any desired service by clicking on “Login” link as displayed in the homepage with user email ID and Password.

STEP 8: After successful login the following service page will be displayed.
STEP 9: To view all available services click on “Apply for services” -> “View all available services”.

STEP 10: Type in the desired name of the service to apply, in the “Search” box on the right-hand side of the web application, for example we type in “fee” and click on the “Registration Fee Payment” service link to apply for it.
STEP 11: Fill the form with requested user details.

STEP 12: Enter the CAPTCHA and proceed with “Submit”
**STEP 13:** The user details entered will be displayed in the following page, if the information is correct proceed with “Make Payment”, otherwise modification to the form can be done by using the “Edit” option as displayed below.

![Image of ServicePlus interface showing user details]

**STEP 14:** Proceed with “Make Payment”.

![Image of ServicePlus interface with payment details]
STEP 15: Select “Bank Name” and “Proceed for Payment”.

STEP 16: The next page will display the generated “GRN Number”. 
STEP 17: Now proceed by clicking on “Submit Success”.

STEP 18: An acknowledgement form will be generated for the applied service and a print of it should be taken for future reference.
STEP 19: To track status of an applied service kindly go to “View Status of application” -> “Track application status”.

STEP 20: Enter the application reference number of the applied service in the “App Ref No.” and click “Get Data” to get details of the application.
**STEP 21:** Click on the Service name to view the current status and other details of the applied service.