AERMS
Assam Excise Revenue Management System

User Manual

LICENSE RENEWAL ONLINE PROCESS

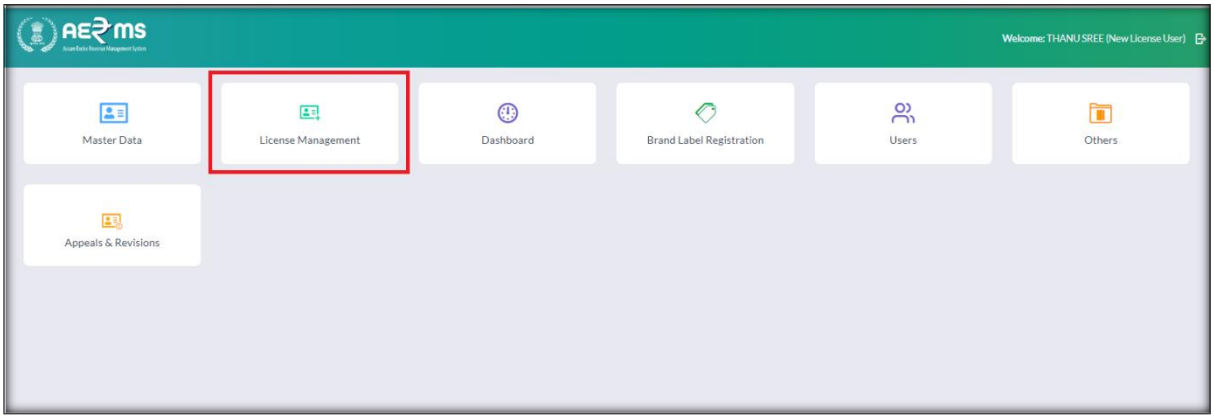
C-TEL INFOSYSTEMS

LICENSE RENEWAL ONLINE PROCESS

Login Page For Applicant :

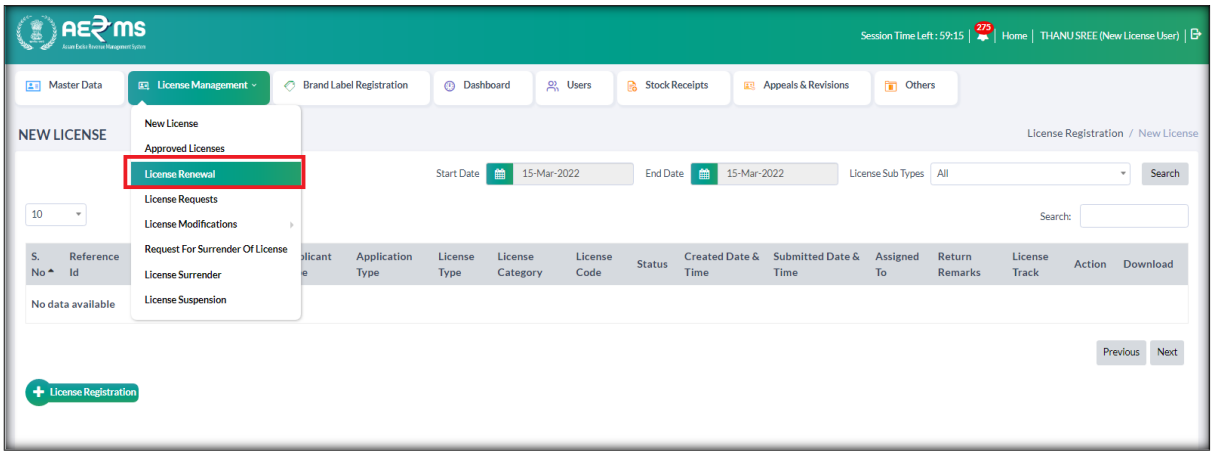
- User needs to access the web application using the provided URLhttps://stateexcise.assam.gov.in
- Once login page renewal , Application should provide valid credentials and should click on login.

- Once user is logged into the application as Click on login button modules will be shown.

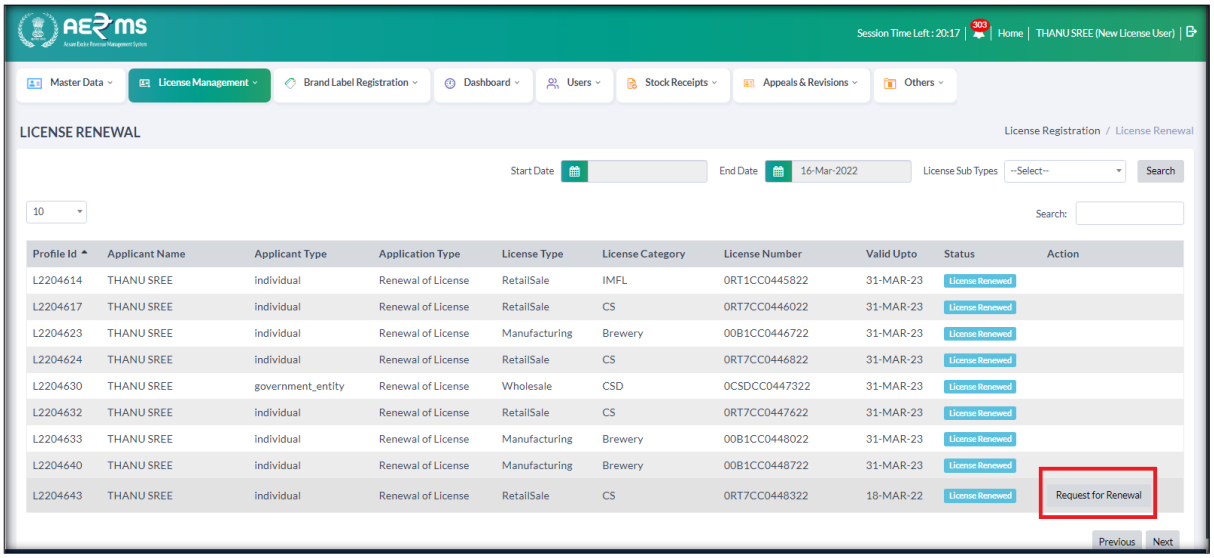


- User needs to click on License management Tab after click on sub tab License Renewal

- User should go to License Management Tab & click on.

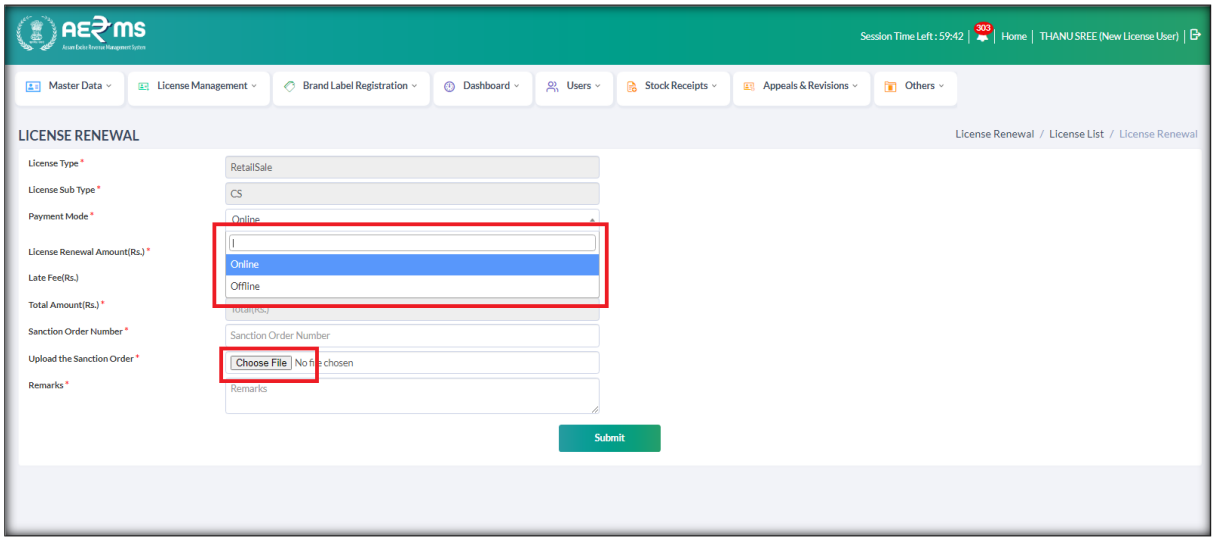


Click on License Renewal sub tab to Applicant login.

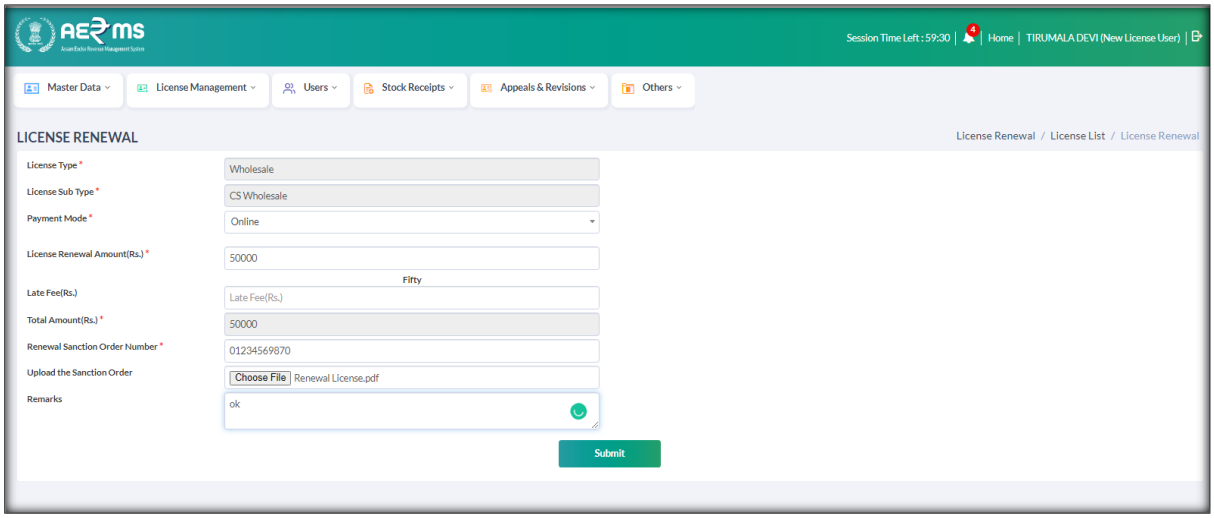


- Click on ‘Request for Renewal’ Button to Raise the Request.
- Getting License Renewal page
- Fill the all mandatory fields.

- Select Payment Mode (Online or Off line process)
- If select Online payment mode Renewal process
- Upload the supporting document (Sanction Order) required while License Renewal Process.

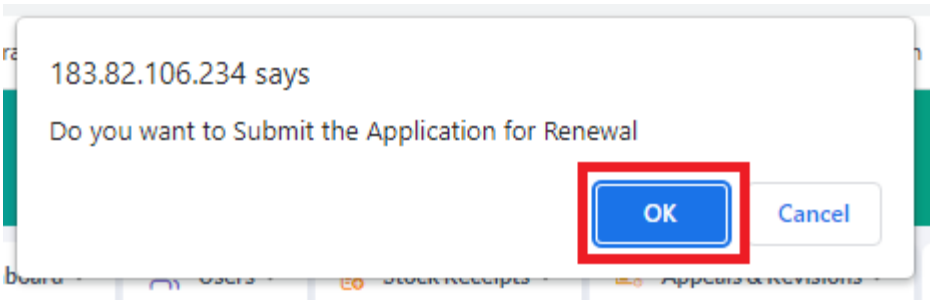


- Enters the Remarks against the License renewal flow for raise request by applicant



- Once submit the application Next system automatically generate **Request ID** & status is automatically change forwarded to Excise Superintendent.

- After getting confirmation popup

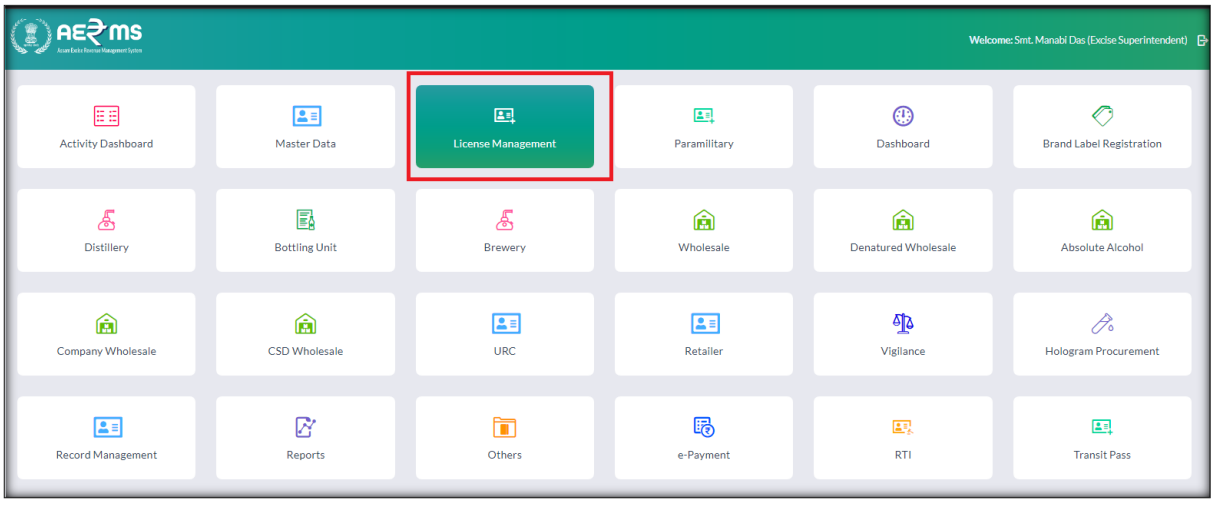


- Click on OK Button Application submitted to higher authority
- Next we need to login superintendent of excise

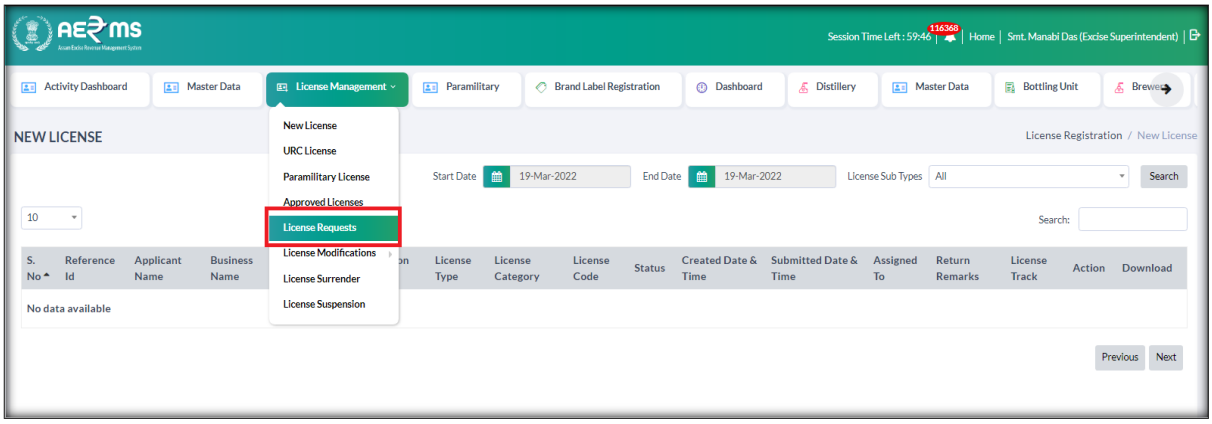
Superintendent of excise login:

- Login as Inspector of excise with valid user credentials

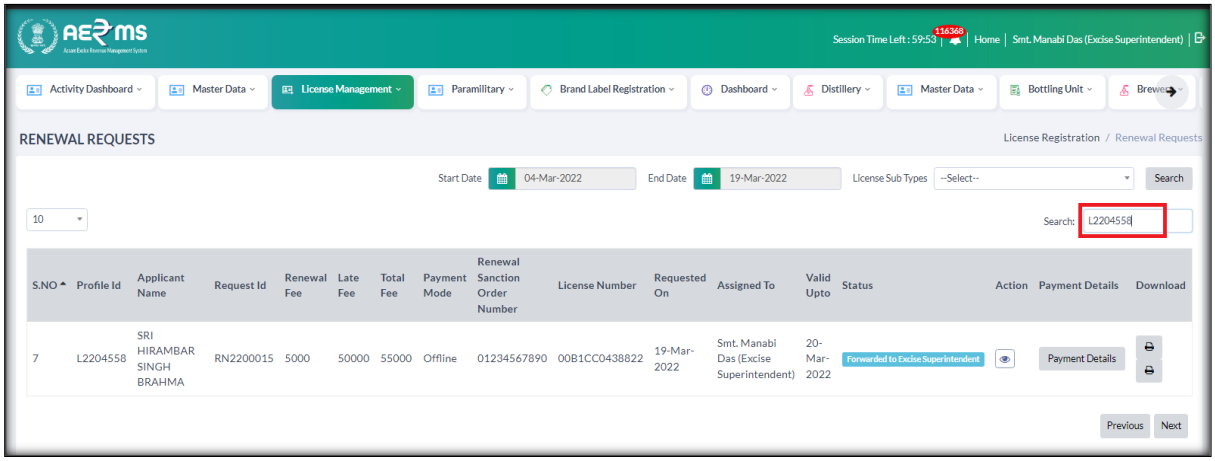
- Click on License Management main Icon after login Superintendent of Excise login



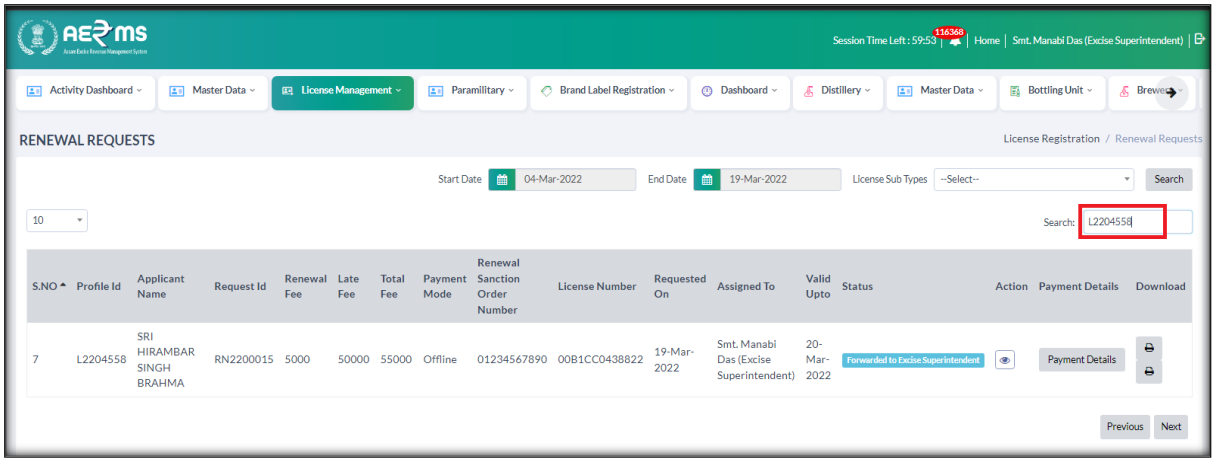
Next click on License Request sub tab & Search request ID in Search Field.

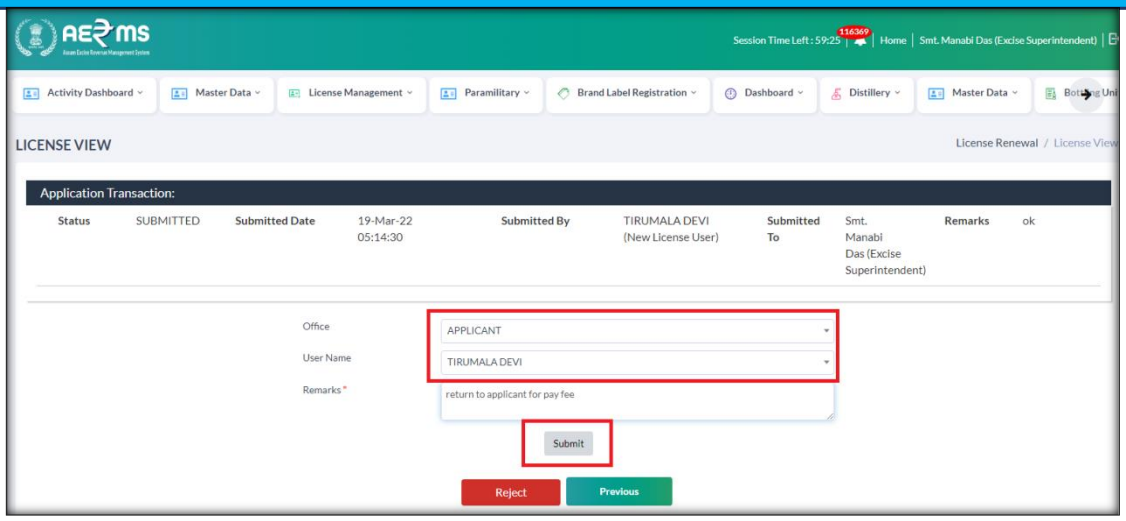


- Search for Request ID after displaying the License request View page Superintendent of excise login

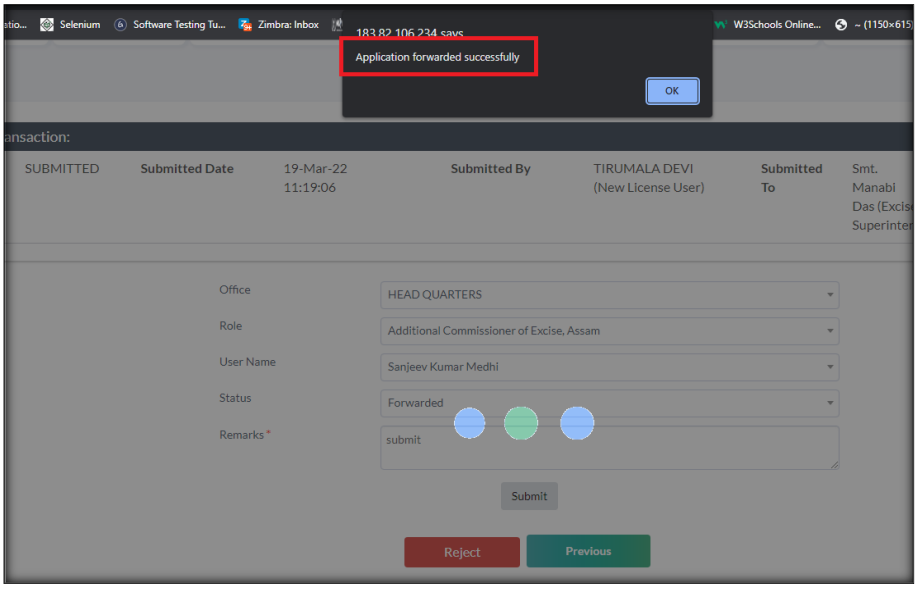


- Click Action Button & check all details after enter remarks if payment details is incorrect reject the application in Superintendent of Excise.

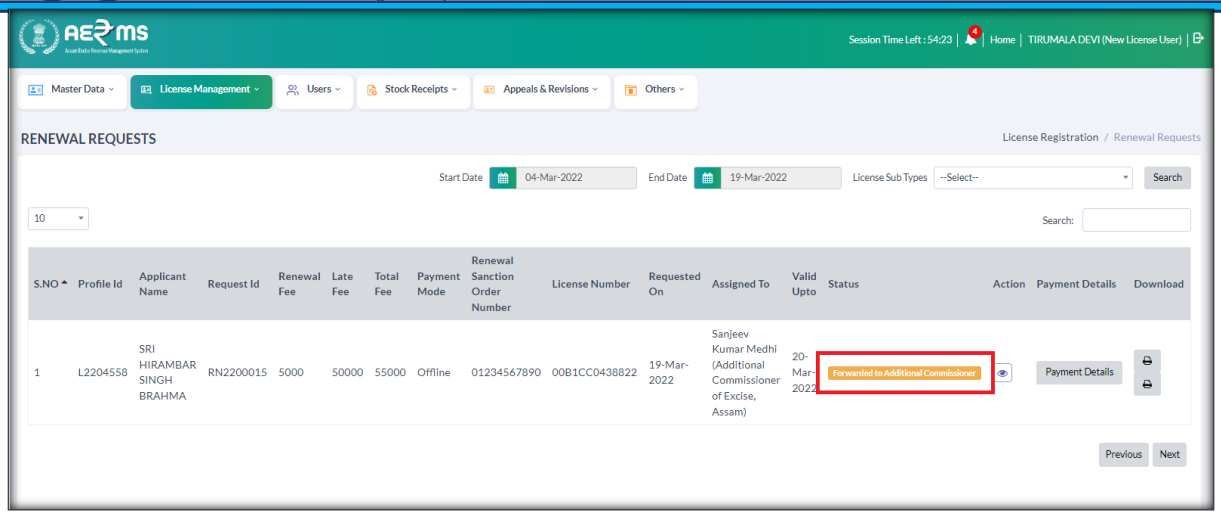




- Then superintendent of Excise enter valid remarks after submit the application to application



- Getting popup page Application forwarded to successfully

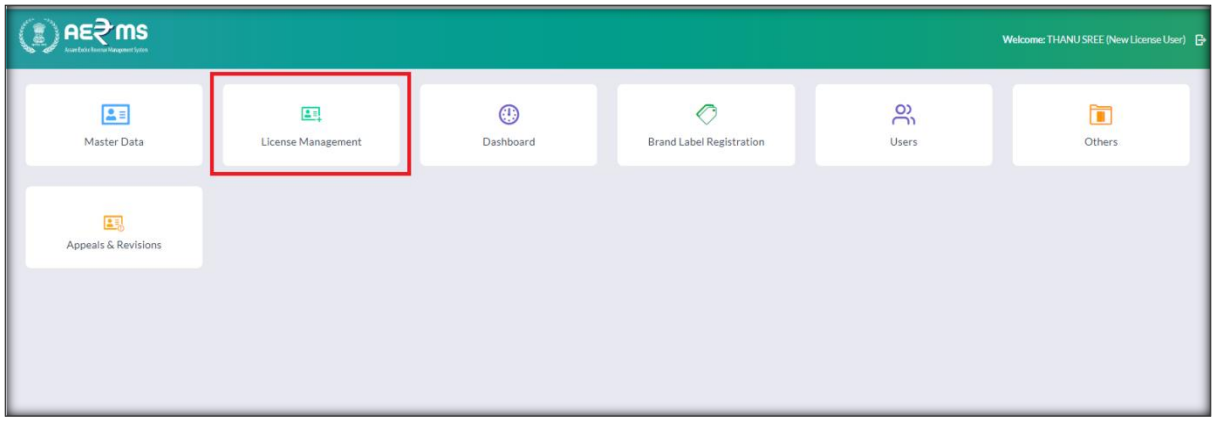


We need to login Applicant login for pay renewal fee .

Applicant Login:

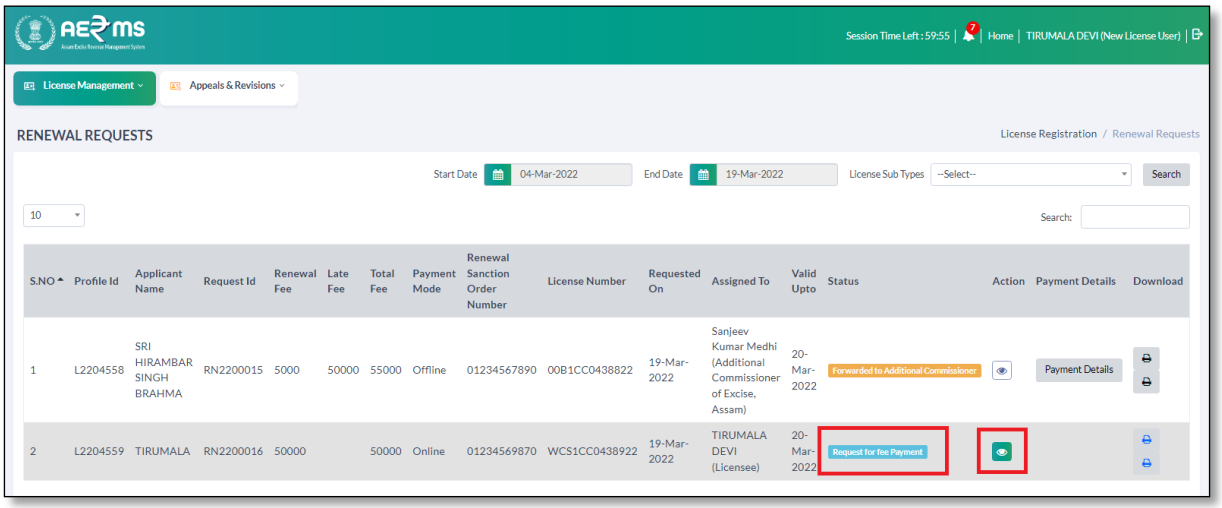
- User needs to login with valid Credentials.

- Once user is logged into the application as Click on login button modules will be shown.

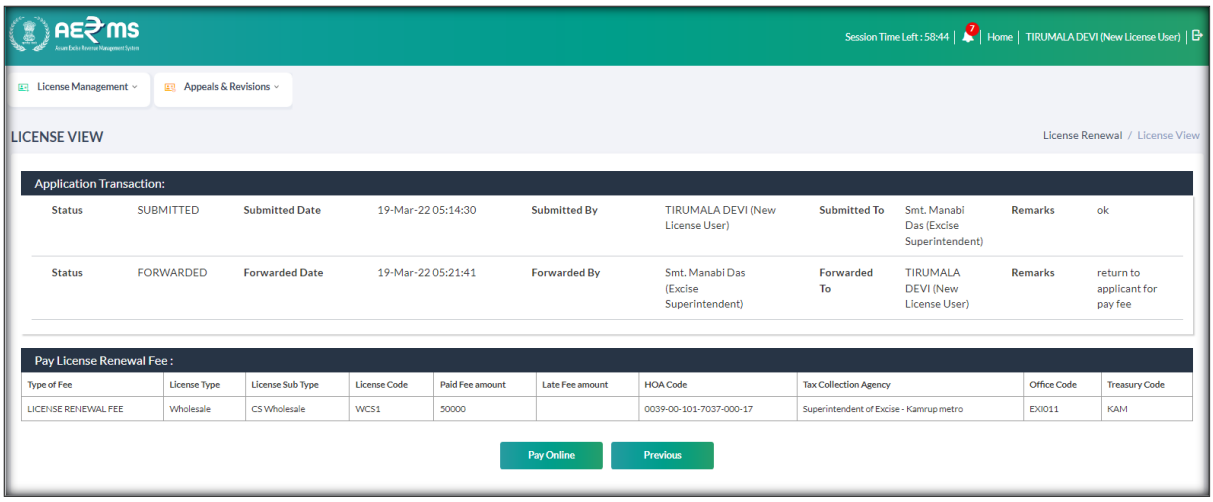


- User needs to click on License management Tab after click on sub tab License Request Then click on Action Button

- User should go to License Request page Because pay for renewal fee & Status is changed request for payment

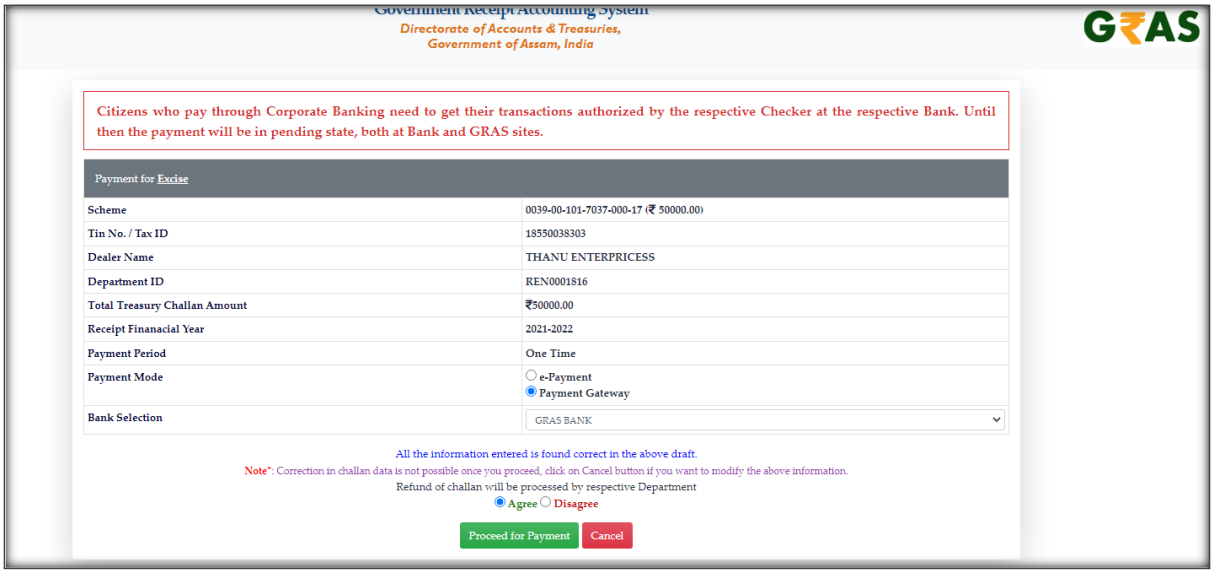


- Click next button after that displayed License View page & Showing payment related fields (HOA Codes, Tax Collection Agency ect……..)

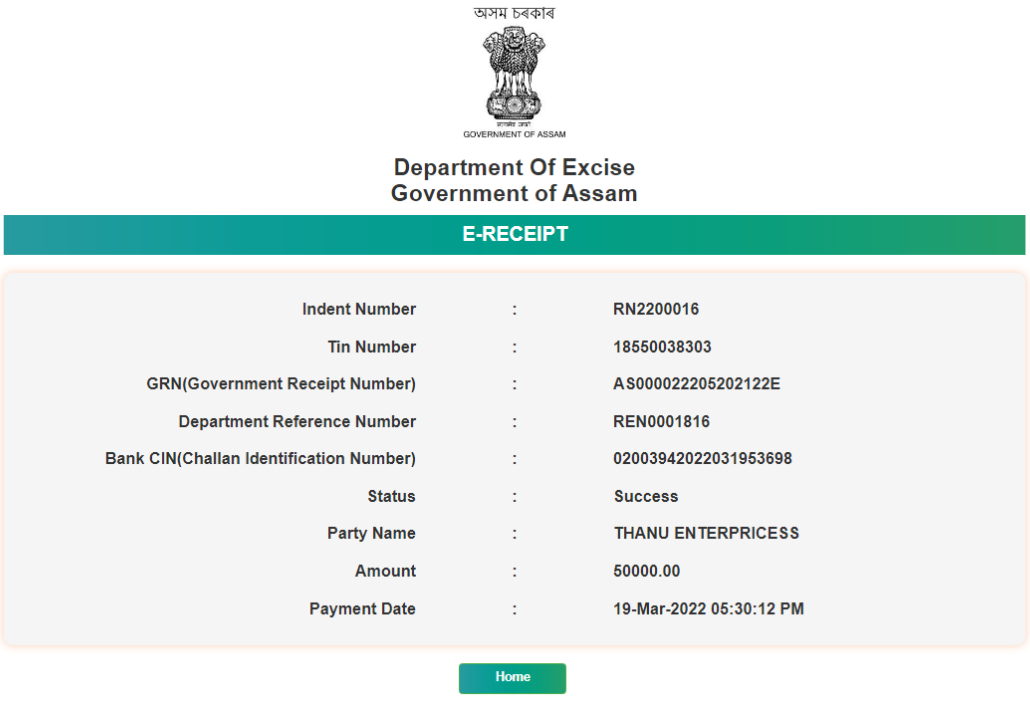


- Applicants Needs to Click on Pay Online Button to pay the License renewal fee

- After That getting e GRAS website page then select payment gateway GRAS bank
- Next click on Processed for payment



- Payment is success getting E –RECEIPT & Displaying status

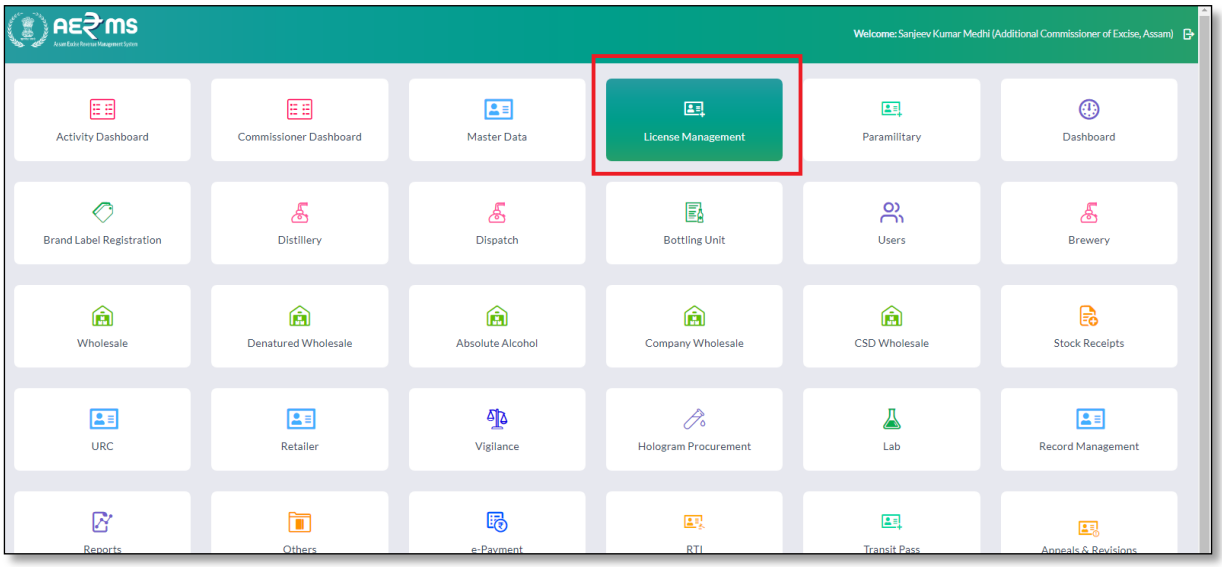


- Status automatically change forwarded to Additional commissioner
- After that click on Home application is forwarded to higher authority (Additional Commissioner)

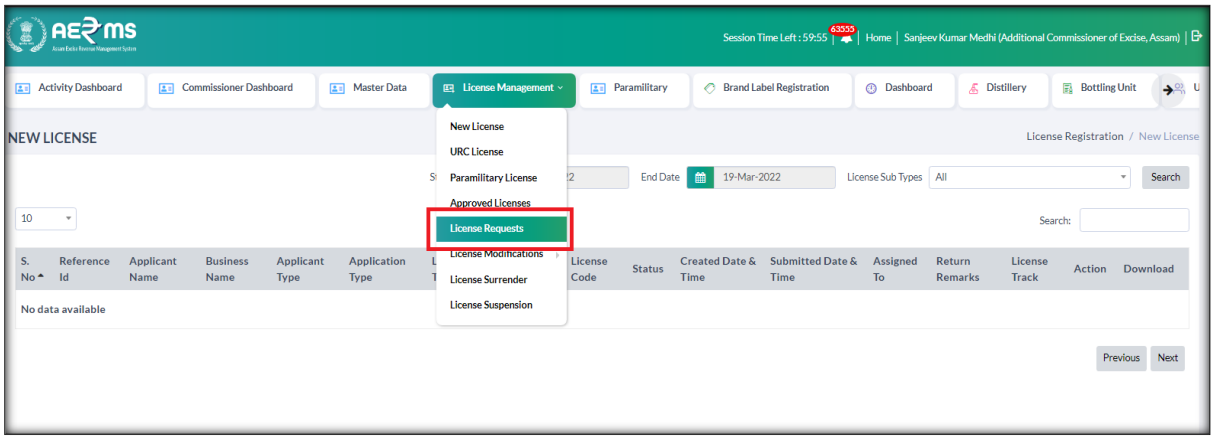
Additional Commissioner Login:

- Login with valid credential & given verification code after click on login

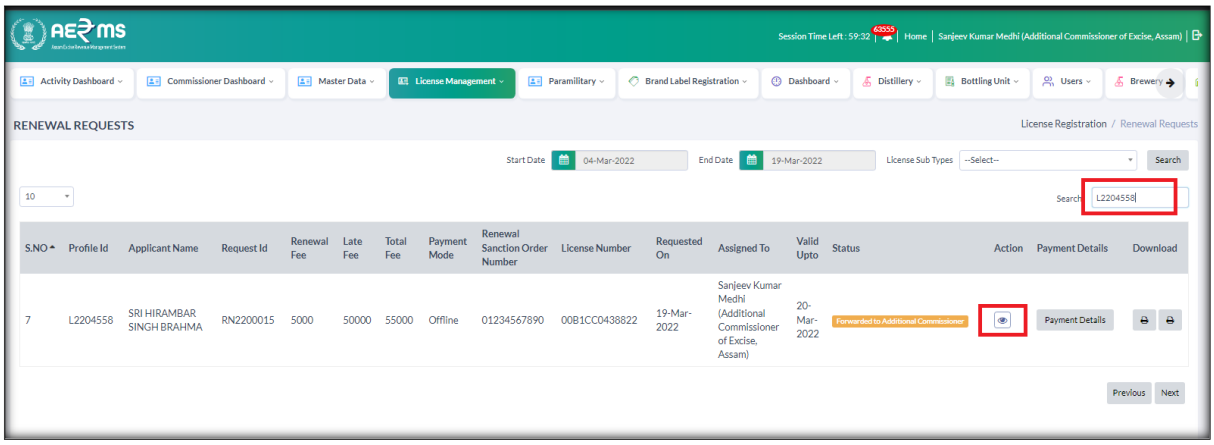
- Getting additional commissioner home page then click on License Management main icon



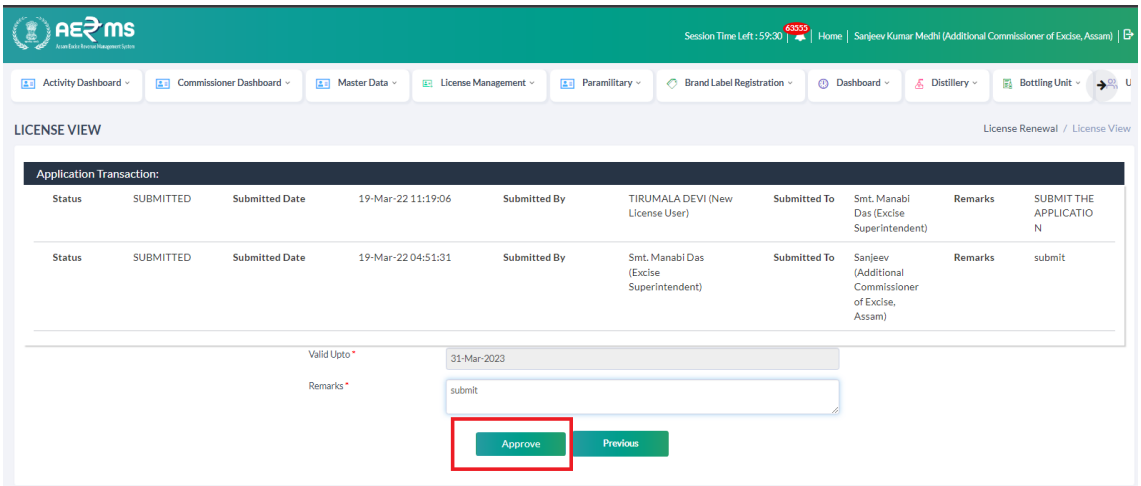
- Displaying multiple of sub tabs but additional commissioner need go to click on License Request tab



- After displaying renewal request view page search profile ID

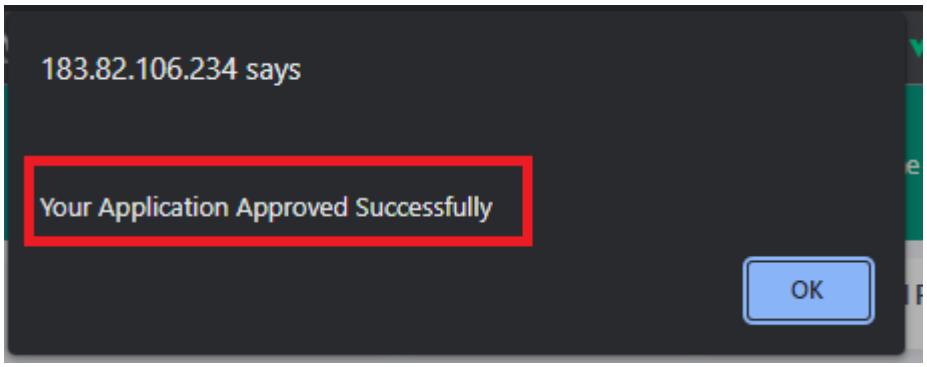


- Status automatically change forwarded to Additional commissioner
- Click on action button & enter remarks approve the license application .

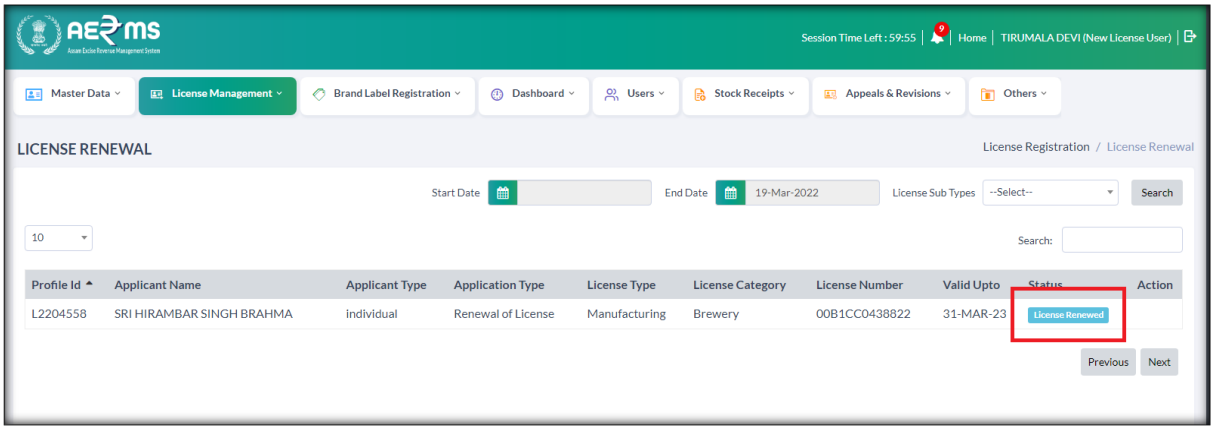


- Once approve the application after getting confirmation popup

- Click on OK Application approve successfully with next financial year.
- If click on Cancel application go to back & displaying with submit button and enter remarks field



- After that Status automatically Change License Renewal with 2023 march 31 shows



Successfully completed License Renewal Online Process Flow