

New Connection Portal User Manual

(For consumers and CSC)

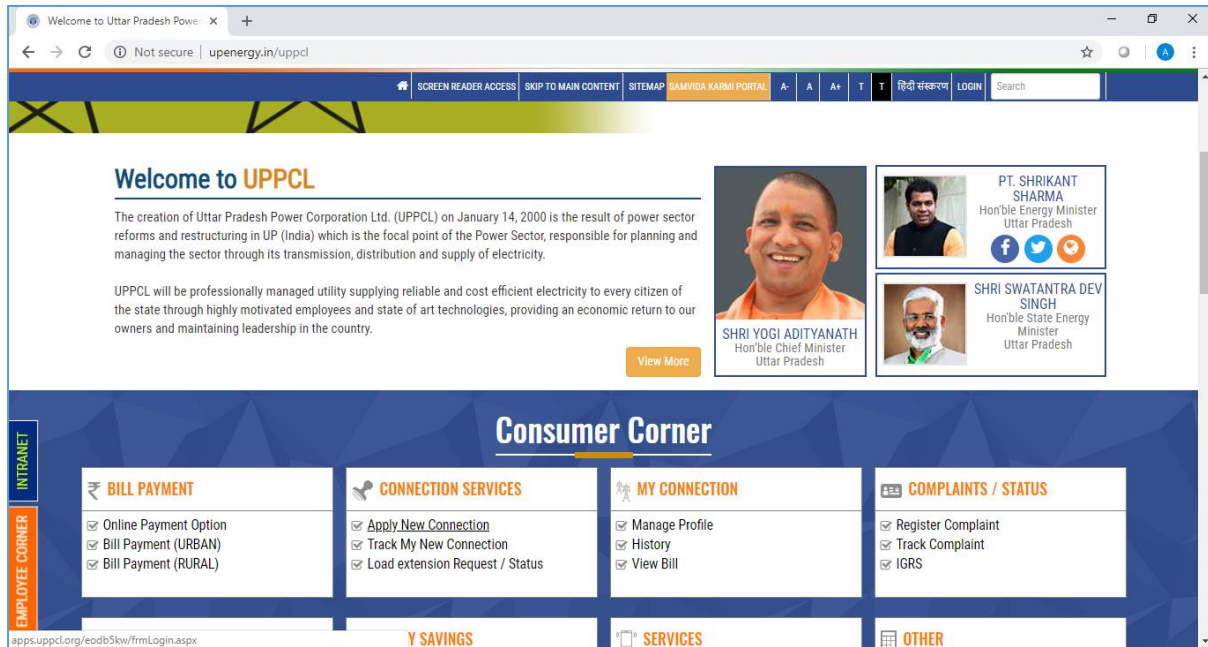
Introduction- The portal for applying new electricity connection is available on UPPCL website. Through this portal an applicant can apply for new connection as well as track her application knowing at which stage the application is pending. The portal facilitates with all the facility e.g. for the online processing fee payment, application fee payment, dates selection for site inspection and meter installation etc so that applicant can ultimately process all the steps in online mode from filling the application form till release of connection. At all major steps of application, the applicant shall be intimated through SMS/email id provided by her.

Contents

Process: Application Form Submission	2
Process: Estimate Payment	6
Process: Work Completion Intimation	8
Process: Review of applicant relevant information	10

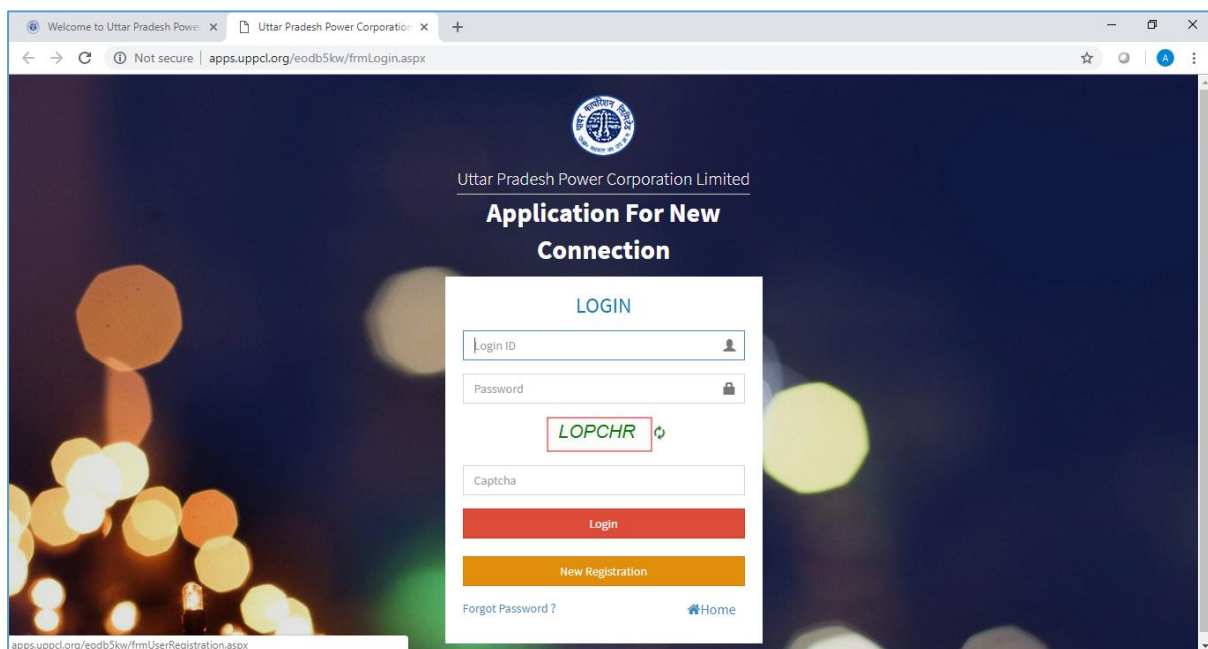
Process: Application Form Submission

Step1: Kindly browse through the UPPCL website <http://upenergy.in/uppcl> and click on below highlighted URL (“Apply New Connection” in Consumer Corner)



The screenshot shows the UPPCL website homepage. The browser address bar displays "http://upenergy.in/uppcl". The page features a "Welcome to UPPCL" section with a brief history and a "View More" button. Below this is the "Consumer Corner" section, which is highlighted. It contains four main categories: "BILL PAYMENT" (with sub-options for Online Payment, URBAN, and RURAL), "CONNECTION SERVICES" (with sub-options for Apply New Connection, Track My New Connection, and Load extension Request / Status), "MY CONNECTION" (with sub-options for Manage Profile, History, and View Bill), and "COMPLAINTS / STATUS" (with sub-options for Register Complaint, Track Complaint, and IGRS). There are also "SAVINGS" and "SERVICES" sections at the bottom. The page includes a navigation bar with "SCREEN READER ACCESS", "SKIP TO MAIN CONTENT", "SITEMAP", "SAMVIDA RAJSM PORTAL", and "LOGIN" options.

Step 2: On the following screen kindly “New Registration” button to register to this portal.



The screenshot shows the "Application For New Connection" page on the UPPCL website. The browser address bar displays "apps.uppcl.org/eodb5kw/frmLogin.aspx". The page features the UPPCL logo and the text "Uttar Pradesh Power Corporation Limited". The main heading is "Application For New Connection". Below this is a "LOGIN" form with fields for "Login ID", "Password", and "Captcha". The "Captcha" field contains the text "LOPCHR". There are two buttons: a red "Login" button and a yellow "New Registration" button. At the bottom, there are links for "Forgot Password?" and "Home".

Step 3: Kindly fill the required details and register. Subsequent to this user id along with system generated password will be sent to the registered email id and mobile number for logging.

The screenshot shows the registration page for Uttar Pradesh Power Corporation Limited. The page title is "Application For New Connection" and "Uttar Pradesh Power Corporation Limited". The main heading is "Registration For New Connection". The form includes the following fields: Name (text input), Date of Birth (text input), Email ID (text input), Mobile No. (10 Digit) (text input), a CAPTCHA image showing the word "MEVEGE", and a Captcha text input field. There are two buttons: "Register" (blue) and "Back To Login" (red). To the right of the form is a photograph of a person's hand writing on a laptop screen displaying the login page. The footer contains the text "Copyright © UP Power Corporation Limited. All rights reserved."

Step 4: After login kindly fill the required information along with photograph for applying for new connection.

The screenshot shows the "New Connection Form" on the Uttar Pradesh Power Corporation Limited website. The page title is "Application For New Connection" and "Uttar Pradesh Power Corporation Limited". The user is logged in as "TestCSC". The form is titled "New Connection Form" and has a progress bar with steps Step-1 through Step-8. Step-1 is currently active and titled "Step-1 : Application Form". The form includes the following fields: Purpose of Supply* (dropdown), District* (dropdown), Applicant's Name* (text input), Occupation (text input), Required Load KW* (text input), Division* (dropdown), Name of Father/Husband* (text input), and Mother's Name* (text input). There is a photo upload section with a placeholder image of a man in a suit and a red "Upload Photo" button. Below the photo upload section, it says "Only JPG/JPEG file upto size 100KB are allowed." The form also includes a section for "Communication address" with fields for House Number*, Building/Colony*, and Area*.

Step 5: Kindly upload the requested documents and submit the application form.

The screenshot displays a web form titled "Enclosures:" with three sections for document uploads:

- 1.) Documentary evidence in support of lawful occupation of the premises. if the applicant is not the owner of the premises, indemnity bond as specified by the Licensee shall be enclosed : ***
--Select-- (dropdown) | Upload Doc Evidence (red button) | File Not Uploaded (blue button)
Only JPG/JPEG/PDF file upto size 1MB are allowed.
- 2.) ID Proof: ***
--Select-- (dropdown) | Upload Documents (red button) | File Not Uploaded (blue button)
Only JPG/JPEG/PDF file upto size 1MB are allowed.
- 3.) Work Completion Certificate and Test Report (B & L form) :**
Upload B & L Form (red button) | File Not Uploaded (blue button)
Only JPG/JPEG/PDF file upto size 1MB are allowed.

At the bottom of the form, there are "Submit" (blue) and "Reset" (red) buttons, and a "Next" button with a right-pointing arrow.

Step 6: Upon successful application form submission you will be prompted with below screen. Kindly press "Click Here" button to proceed with appoint scheduling and processing fee payment, after which your application will be submitted.

The screenshot shows a confirmation message on the "Uttar Pradesh Power Corporation Limited" portal. The page header includes "Application For New Connection" and "Uttar Pradesh Power Corporation Limited". The user profile "TestCSC" is visible on the left sidebar.

The main content area is titled "Confirmation Message" and features a progress bar with steps Step-1 through Step-8. Step-1 is highlighted in green, indicating the current step.

The confirmation message is displayed in a light green box:

- Application Form Submitted successfully**
- Dear **Applicant Name**, your Application Form has been Submitted successfully,
Your Application Number is **1006201662**.
- Please Click on below button to pay your Processing Fee of Amount **100.00**.

At the bottom of the message box, it says "Next Step." followed by a green "Click here" button.

At the bottom right of the page, there is a watermark: "Activate Windows Go to Settings to activate Windows."

Step 7: Here three suitable appointment dates have to be provided by applicant among the seven dates provided for site visit by DISCOM official subsequent to which payment of processing has to be done through “Proceed To Pay” button.

The screenshot shows the 'New Connection Form' interface for Uttar Pradesh Power Corporation Limited. The user is logged in as 'TestCSC'. The form is at Step-2: Site Inspection Appointment and Processing Fee Payment. The progress bar shows Step-1 as completed and Step-2 as the current step. The form displays the following information:

- Applicant's Name : Applicant Name
- Application Number : 1006201662
- Processing Fees Amount (Rs.) : 100.00

The instruction is: "Choose Any Three Tentative Date For Inspection of Feasibility of Site." Below this, there are seven date options with checkboxes:

- 31/12/2018
- 01/01/2019
- 02/01/2019
- 03/01/2019
- 04/01/2019
- 05/01/2019
- 07/01/2019

A "Proceed To Pay" button is visible below the date selection. At the bottom, there are "Previous" and "Next" navigation buttons, and a system message: "Activate Windows Go to Settings to activate Windows."

Step 8: After making payment of processing fees following screen will appear. Kindly press “Proceed to Next” button to finally submit the application.

The screenshot shows the 'New Connection Form' interface for Uttar Pradesh Power Corporation Limited. The user is logged in as 'TestCSC'. The form is at Step-2: Site Inspection Appointment and Processing Fee Payment. The progress bar shows Step-1 as completed and Step-2 as the current step. The form displays the following information:

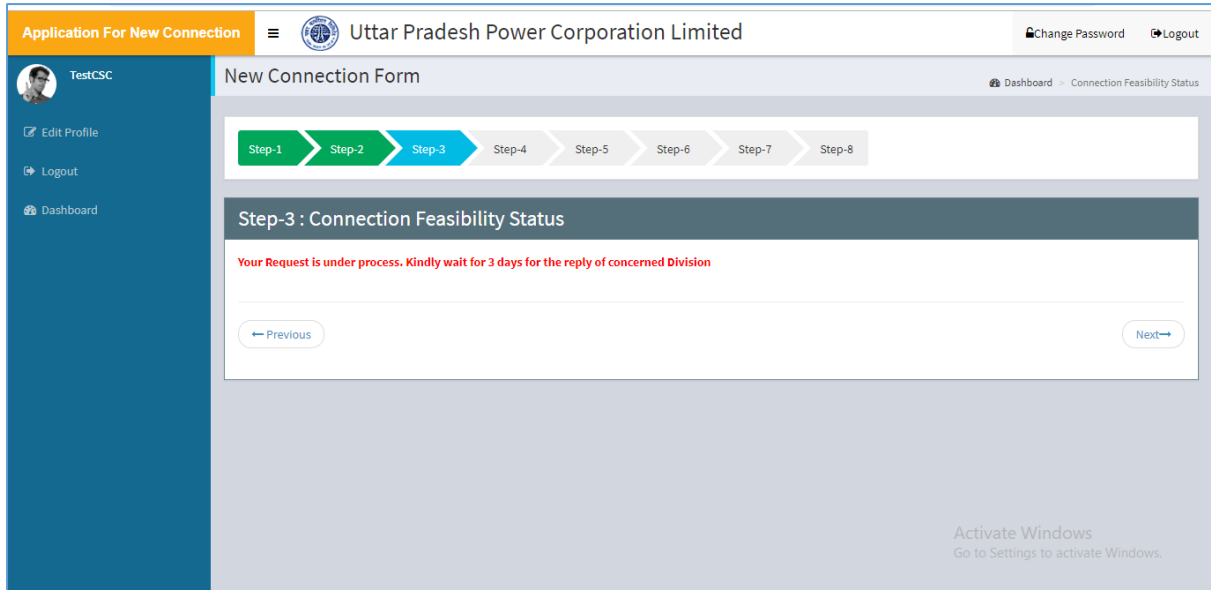
- Applicant's Name : Applicant Name
- Application Number : 1006201662
- Processing Fees Amount (Rs.) : 100.00

The section is titled "Payment Details" and shows the following information:

- Payment Status : Success
- Challan No. : J51000117
- Transaction Id : 123123213
- Transaction Date : 28/12/2018

A "Proceed To Next" button is visible below the payment details. At the bottom, there are "Previous" and "Next" navigation buttons, and a system message: "Activate Windows Go to Settings to activate Windows."

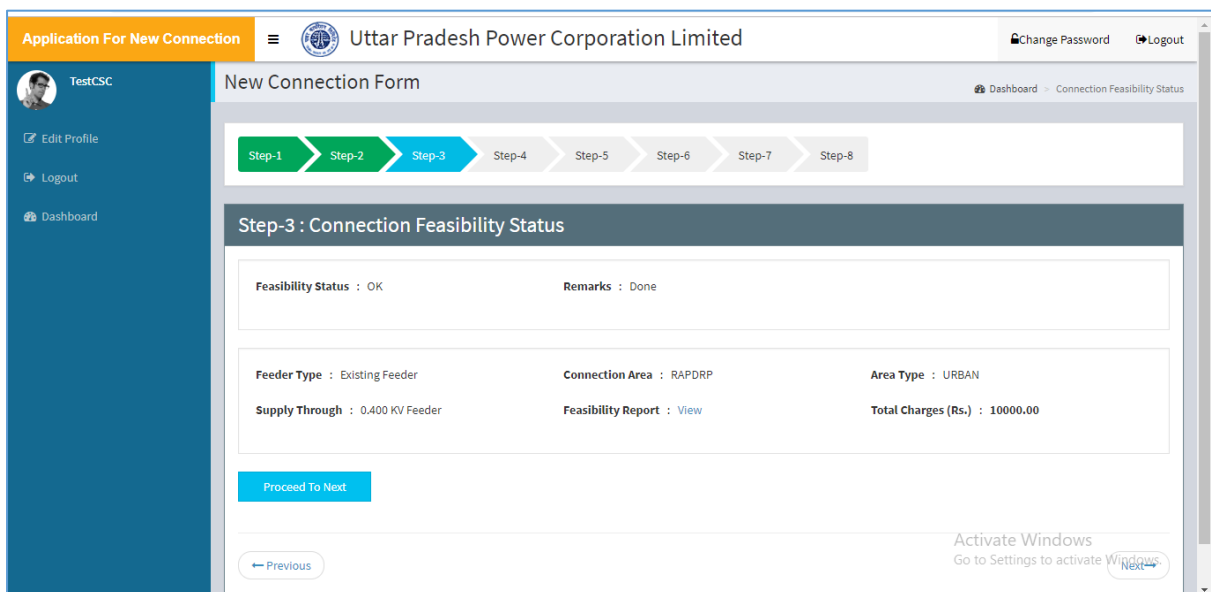
Step 9: Subsequent to step 8 following screen will appear.



Step 10: When the date is finalized by department for site inspection, it shall be reflected in the portal as well as to the applicant mobile number through SMS.

Process: Estimate Payment

Step 1: Once intimation of estimate preparation is received kindly login to the new connection portal. Following screen will appear. Kindly press "Proceed To Next" button.



Step 2: Here estimate particulars will be displayed. Accordingly kindly proceed with “Proceed to Pay” button.

The screenshot shows the 'New Connection Form' interface for Uttar Pradesh Power Corporation Limited. The user is logged in as 'TestCSC'. The progress bar indicates that Step-4 is the current step. The page title is 'Step-4 : Head Wise Estimated Cost'. The form displays the following details:

Feeder Type : Existing Feeder	Connection Type : RAPDRP	Area Type : URBAN
Independent Feeder : 0.400 KV Feeder	Security Deposite Amount (Rs.) : 6600	Other Amount (Rs.) : 3400
Estimate Cost (Rs.) : 10000.00	Total Charges (Rs.) : 10000.00	

Below the table, there is a green 'Proceed to Pay' button. At the bottom, there are 'Previous' and 'Next' navigation buttons. A watermark 'Activate Windows' is visible in the bottom right corner.

Step 3: In case payment is made through cheque/DD/ (any other offline channel) then following screen will appear. In the case concerned DISCOM division will first confirm the receipt of payment. Kindly check after 1 or 2 working days for the payment receipt confirmation.

The screenshot shows the 'New Connection Form' interface for Uttar Pradesh Power Corporation Limited. The user is logged in as 'TestCSC'. The progress bar indicates that Step-5 is the current step. The page title is 'Step-5 : Pay Estimated Cost'. The form displays the following details:

Application Number : 1006201662	Payable Amount (Rs.) : 10000.00
---------------------------------	---------------------------------

Below the table, there is a red message: "Payment Detail filled and verification pending from Division. Work Completion pending." Underneath, there is a section titled 'Payment Details' with the following information:

DD No. : 12345	DD Date : 12/28/2018	Bank Detail : ICICI
----------------	----------------------	---------------------

At the bottom, there is a 'view' link for the 'DD document'. Navigation buttons for 'Previous' and 'Next' are present. A watermark 'Activate Windows' is visible in the bottom right corner.

Step 4: Following screen will appear upon successful receipt of payment, either online or offline. Kindly press “Proceed to Next Step” to proceed to the next stage.

Application For New Connection | Uttar Pradesh Power Corporation Limited | Change Password | Logout

TestCSC | New Connection Form | Dashboard - Pay Estimated Cost

Step-1 > Step-2 > Step-3 > Step-4 > **Step-5** > Step-6 > Step-7 > Step-8

Step-5 : Pay Estimated Cost

Application Number : 1006201662 Payable Amount (Rs.) : 10000.00

Payment Details

Challan No. : J51000118 Transaction Id : 12345 Transaction Date : 28/12/2018

Payment Status : Success

Now you may proceed for completion of your work and get the work completion status report from the Electrical Inspector of the Division.
If you have already completed your work and receive work completion report, then please proceed to fill work completion details in Next Step.

[Proceed To Next Step](#)

Activate Windows
Go to Settings to activate Windows.

Process: Work Completion Intimation

Step 1: Subsequent to estimate payment following screen will appear for intimating DISCOM about readiness of meter installation site.

Application For New Connection | Uttar Pradesh Power Corporation Limited | Change Password | Logout

TestCSC | New Connection Form | Dashboard - Work Completion Certificate

Step-1 > Step-2 > Step-3 > Step-4 > Step-5 > **Step-6** > Step-7 > Step-8

Step-6 : Work Completion Details and Meter Installation date appointment

Site is ready for meter installation.

Yes No

[← Previous](#) [Next →](#)

Activate Windows
Go to Settings to activate Windows.

Step 2: Once the site is marked ready for meter installation, suitable appointment dates have to be provided for meter installation as per applicant's convenience.

The screenshot shows the 'New Connection Form' for Uttar Pradesh Power Corporation Limited. The user is logged in as 'TestCSC'. The form is at Step 6 of an 8-step process. The main heading is 'Step-6 : Work Completion Details and Meter Installation date appointment'. Below this, there is a section 'Site is ready for meter installation.' with radio buttons for 'Yes' (selected) and 'No'. There is an 'Upload Relevant Document/NOC' section with a red 'Upload Report Copy' button and a blue 'File Not Uploaded' button. A note states 'Only JPG/JPEG/PDF file upto size 1MB are allowed.'. Below that is a section 'Choose Any Three Tentative Date For Meter Installation.' with a grid of date selection boxes. The dates are: 03/01/2019, 04/01/2019, 05/01/2019, 07/01/2019, 08/01/2019, 09/01/2019, 10/01/2019, 11/01/2019, 12/01/2019, 14/01/2019, 15/01/2019, 16/01/2019, 17/01/2019, 18/01/2019, and 19/01/2019. A blue 'Submit' button is at the bottom left. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible at the bottom right.

Step 3: Once appointment dates are submitted following screen will appear. Here kindly press "Click Here" button to proceed.

The screenshot shows the 'Confirmation Message' screen. The user is logged in as 'TestCSC'. The main heading is 'Confirmation Message'. Below this, there is a progress bar showing Step 6 as the current step. The main content area has a green checkmark icon and the text 'Work Completion Details Saved successfully'. Below this, it says 'Dear Applicant Name, You have successfully submitted work completion details, Now you may contact to the division for your Metering and Connection Work. Please Click on below button to proceed,'. There is a 'Next Step.' label and a green 'Click here' button. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible at the bottom right.

Process: Review of applicant relevant information

Step 1: After the meter instalment in the premises, kindly review the installed meter particulars and confirm by pressing “Proceed To Next” button.

The screenshot shows the 'New Connection Form' interface for UPPCL. The user is logged in as 'TestCSC'. The progress bar indicates that Step 7 is the current step. The form displays the following details:

Meter Number : 2	Meter Type : Single Phase Meter (Electro Mechanical)
Meter Phase : Single Phase	

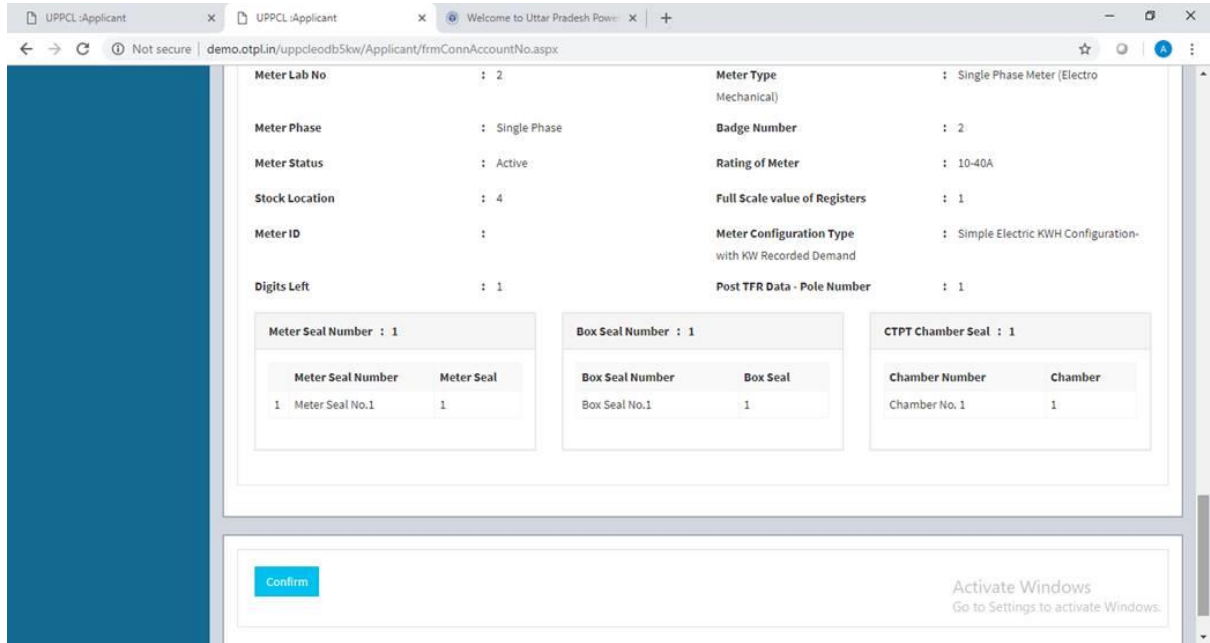
Below the details, there is a 'Proceed To Next' button. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons. An 'Activate Windows' watermark is visible at the bottom right.

Step 2: Kindly review the other connection related details and confirm by pressing “Confirm” button.

The screenshot shows the 'New Connection Form' interface for UPPCL. The user is logged in as 'TestCSC'. The progress bar indicates that Step 8 is the current step. The form displays the following details:

Applicant's Name : Applicant Name	District : Lucknow/Lesa
Division : Alambagh	Father/Husband Name : Father Name
Occupation : Occupation	Communication Address : 1,1,1
Communication Phone Number : 9999999999	Connection Address : 1,1,1
Connection Phone Number : 9999999999	Permanent Address : 1,1,1
Permanent Phone Number : 9999999999	Plot Size (Sq.Feet) : 2400.00
Covered Area (Sq.Feet) : 2000.00	Required Load KVA : 5
Purpose of Supply : Domestic	

There is a placeholder for a photograph on the right side of the form. An 'Activate Windows' watermark is visible at the bottom right.



After the overall processing of application, applicant shall be intimated with Account id through SMS as well as in the portal.