

USER MANUAL FOR NEW CITIZEN REGISTRATION

INTRODUCTION

This manual is prepared to guide citizens and registered users in using **the Fire NOC Application**. It is especially designed for new users who are registering for the first time.

PURPOSE

The purpose of this manual is to provide step-by-step instructions on how to:

1. Use the application.
2. Log in to the application.
3. How to create a new account on Sikkim Go Services.

This manual covers the entire process from new user registration to submission of the Fire NOC applications. It also explains the basic features available on the user dashboard, including viewing application status and updates.

The following are the steps to be followed:

Step 1. Visit the Sikkim Single Sign-On (SSO) Portal

- Open your preferred web browser (e.g., Chrome, Firefox, Safari).
- Enter the official URL <https://sso.sikkim.gov.in/> in the address bar. Press **Enter** to proceed. The system will redirect the user to the **Sikkim Go portal Home Page**, as shown in **Figure 1.1**.
- The home page displays the Sikkim GO logo, navigation menu options such as **Home**, **About Sikkim GO**, **Services**, **Help**, **Contact**, and **FAQ**, along with the login panel on the right-hand side of the screen.

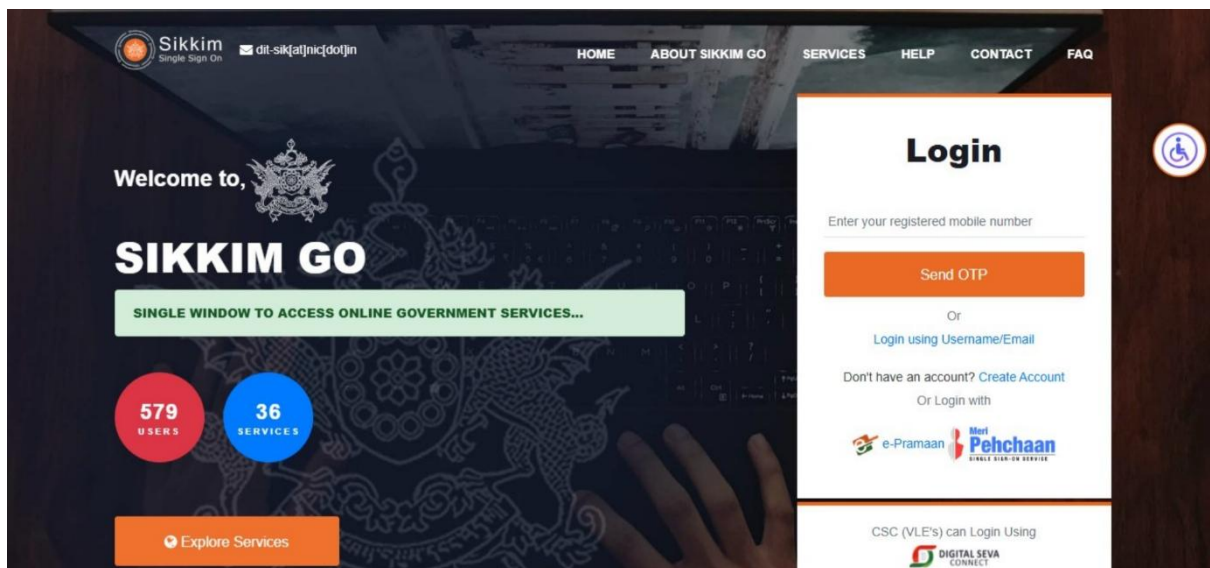


Fig 1.1

Step 2. New User Registration

This section explains how a **new user can register themselves** on the Sikkim GO portal. Registration is required only once to access online government services such as the Online Fire NOC Application.

Step 2.1 Access the Registration Page

- Visit the Sikkim GO portal home page.
- On the right-hand side of the screen, under the **Login** panel, click on the **“Create Account”** option.
- After clicking on the **Create Account** option, the **Register** page will be displayed, as illustrated in Figure 1.2.

The image shows the Sikkim Single Sign On Register page. The page has a dark blue background with a white 'Register' form overlay. The form contains the following fields: Username, Gender (dropdown menu), First Name, Last Name, Email, Mobile Number, Password, and Confirm Password. Below the form is a CAPTCHA code 'Y P C F U M'. At the bottom of the form are two buttons: 'Back to Login' and 'Register'.

Fig 1.2

Step 2.2 Fill in the Registration Details

On the **Register** page, the user is required to enter the following details:

- **Username**
- **First Name**
- **Last Name**
- **Gender** (select from the dropdown list)
- **Email ID**
- **Mobile Number**
- **Password**
- **Confirm Password**

Ensure that all details are entered correctly in the respective fields.

Step 2.3 Enter Captcha Code

After filling in the registration details, enter the **Captcha Code** displayed on the screen in the provided field, as illustrated in Figure 1.3.

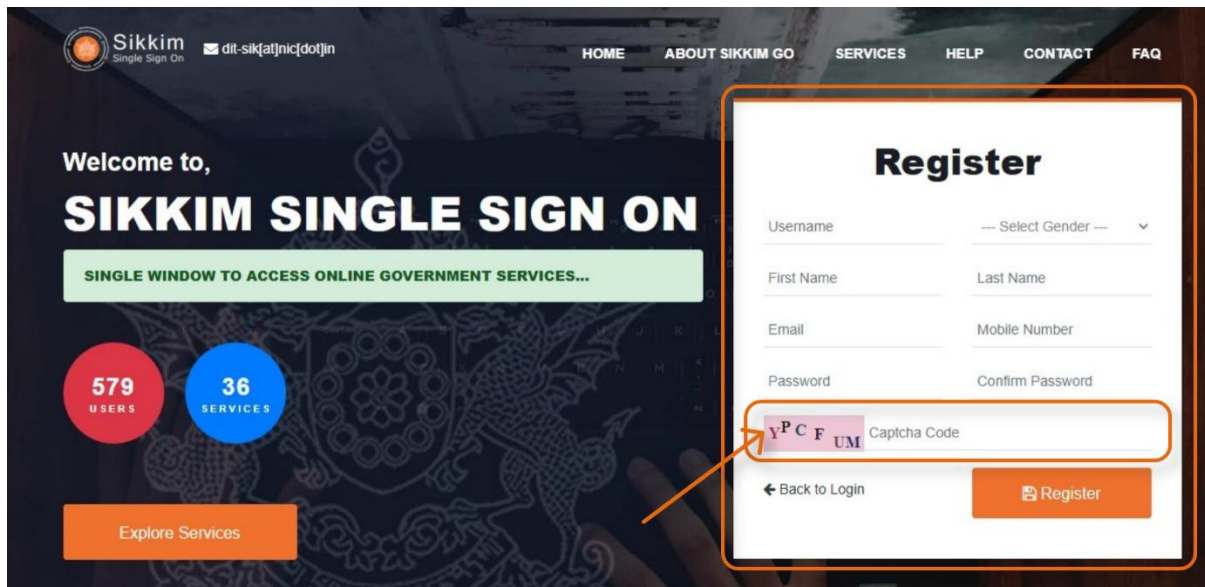


Fig 1.3

The captcha code is mandatory for security verification.

Step 2.4 Submit the Registration Form

Once all required details are filled in and verified, click on the **“Register”** button located at the bottom-right corner of the registration form.

If the details are valid, the registration will be completed successfully, as illustrated in Figure 1.4.

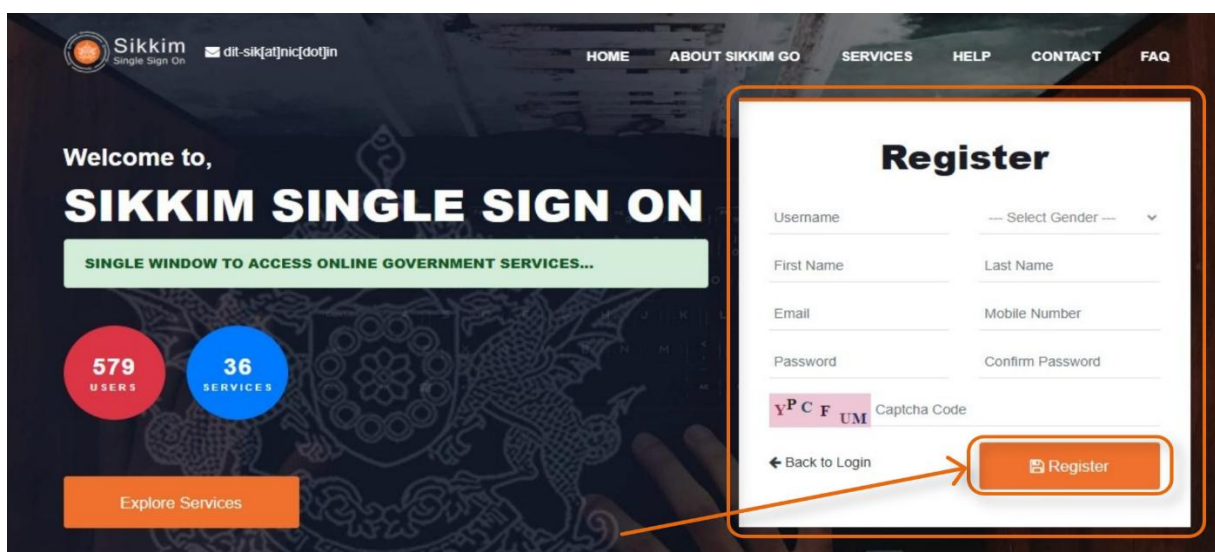


Fig 1.4

Step 2.5 Login After Successful Registration

After successful registration, the user can return to the login page by clicking on the “**Back to Login**” option, as illustrated in Figure 1.5.

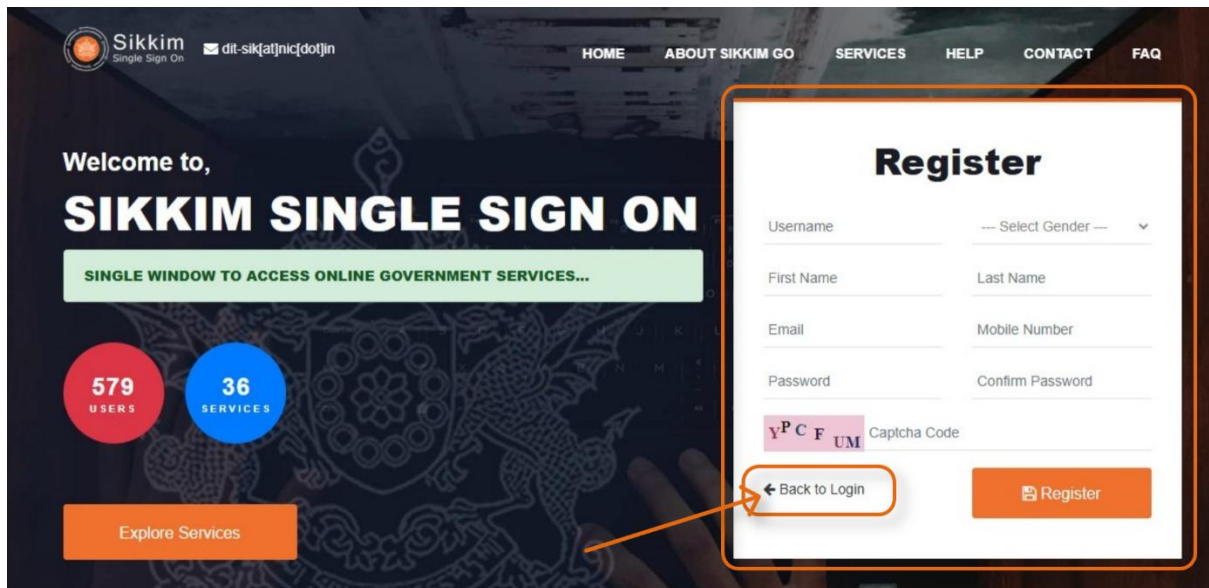


Fig 1.5

The user can then log in using the registered **username/email or mobile number/OTP verification** and proceed to access services available on the Sikkim GO portal, including the **Online Fire NOC Application**.