

Applicant User Guide

To apply for IHHL Construction/Conversion, Person needs an Applicant Login ID by registering on IHHL. This Login ID can also be used by Urban Local Bodies to upload one or more applications.

Per-Requisites for filling IHHL Application-

1. Scanned copy of Applicant's Photograph. It is mandatory.
2. Bank Account Details. It is mandatory.
3. Scanned copy of First Page of Bank Passbook (showing Account Details). It is optional.

HOW TO GET APPLICANT LOGIN ID

A new applicant can get Applicant Login ID by clicking on New Applicant '**Click Here**' of Home Page of the IHHL as shown in the figure below.

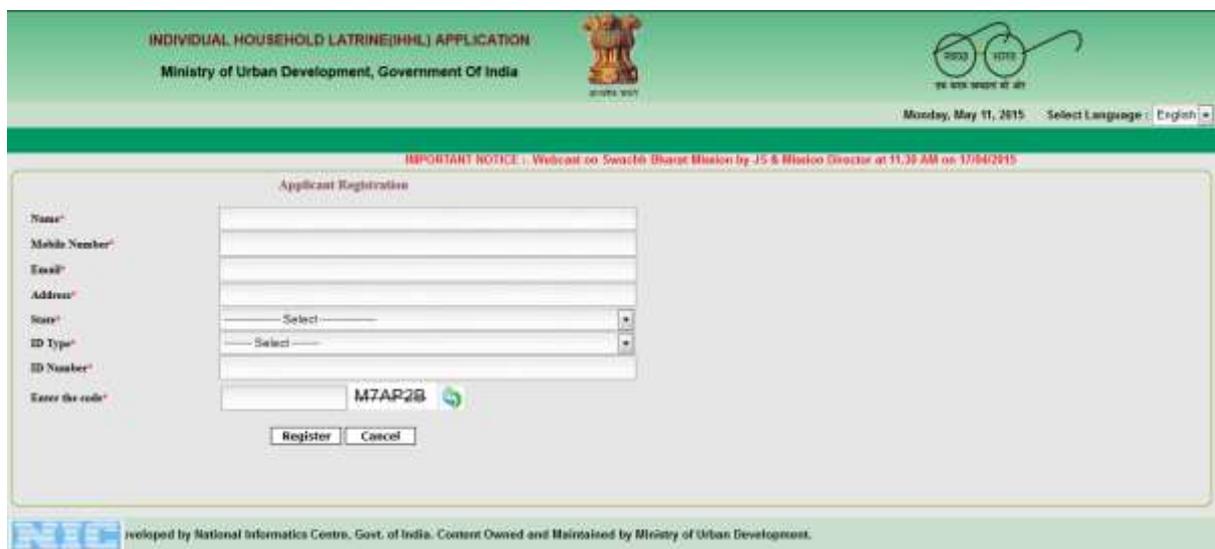


The screenshot shows the IHHL Application Home Page. At the top, it says "INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION" and "Ministry of Urban Development, Government Of India". There is a logo of the Government of India and a logo for IHHL. The date is "Monday, May 11, 2015" and the language is "English". An important notice is displayed: "IMPORTANT NOTICE : Webcast on Swachh Bharat Mission by JS & Mission Director at 11.30 AM on 17/04/2015".

The main content area has three sections:

- Official Login:** Fields for Login ID, Password, and Enter the code (w3jA42). A "Login" button is present.
- Applicant:** A central box with "Pre-Requisites for filling up IHHL Application:"
 - Scanned copy of Applicant's Photograph (Mandatory).
 - Bank Account Details (Mandatory).
 - Scanned copy of First Page of Bank Passbook (showing Account Details).Buttons for "Applicant", "Officials", "Disclaimer", and "Contact Us" are visible.
- Applicant Login:** Fields for Login ID, Enter the code (w3jA42), and a "Generate OTP" button. A "New Applicant" link with "Click Here" is also present.

After click on New Applicant '**Click Here**', Applicant has to fill Registration Form



The screenshot shows the IHHL Application Registration Form. At the top, it says "INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION" and "Ministry of Urban Development, Government Of India". There is a logo of the Government of India and a logo for IHHL. The date is "Monday, May 11, 2015" and the language is "English". An important notice is displayed: "IMPORTANT NOTICE : Webcast on Swachh Bharat Mission by JS & Mission Director at 11.30 AM on 17/04/2015".

The main content area is titled "Applicant Registration" and contains the following fields:

- Name*
- Mobile Number*
- Email*
- Address*
- State* (Select)
- ID Type* (Select)
- ID Number*
- Enter the code* (M7AP2B)

Buttons for "Register" and "Cancel" are present at the bottom.

- **Name** –Enter Name who want to get Applicant Login ID
- **Mobile Number** –Enter 10 digits Mobile No for further communication like OTP, status of Application etc.
- **Email** – Enter valid Email for further communication like OTP, status of Application etc.
- **Address** – Enter residential address.
- **State** – Select State Name from list. Applicant can only fill application belonging to this state.
- **ID Type** – Select ID Type from list.
- **ID Number** - Enter ID Number as selected above ID Type.
- **Enter the code**- Enter display text as front of this. Please enter same as displayed text.

INDIVIDUAL HOUSEHOLD LATRINE(IHL) APPLICATION
Ministry of Urban Development, Government Of India

Monday, May 11, 2015 Select Language English

IMPORTANT NOTICE : Webcast on Swachh Bharat Mission by JS & Mission Director at 11.30 AM on 17/04/2015.

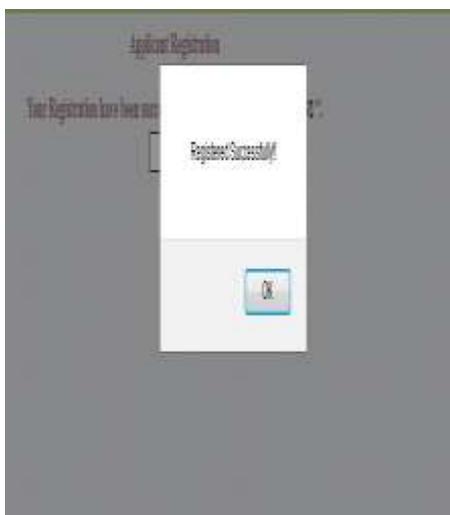
Applicant Registration

Name* Sanyat Shalpa
Mobile Number* 8860144599
Email* shalyosanjem@gmail.com
Address* c-33 sarnan shwan
State* Karnataka
ID Type* PAN-CARD
ID Number* CNPP7218D
Enter the code* 58nMXA 58nMXA

Register Cancel

Ministry of Urban Development, Government of India. Content Owned and Maintained by Ministry of Urban Development.

After filling this information click on '**Register**' button. Then after successful registration, **Applicant Login ID** with successful message displayed as below and information regarding this message is also sent to respected email.



HOW DOES APPLICANT LOGIN AFTER REGISTRATION

Applicant can enter IHHL by using respected Login ID. Applicant need to fill respected Login ID at '**Applicant Login**' section as below and enter the code as displayed. Please enter same as displayed. Then click on '**Generate OTP**' to get OTP.

The screenshot shows the 'Individual Household Latrine (IHHL) Application' portal. The header includes the Ministry of Urban Development, Government of India, and the date Monday, May 11, 2015. A navigation menu on the left contains 'Applicant', 'Officials', 'Disclaimer', and 'Contact Us'. The main content area is divided into three sections: 'Official Login' with fields for Login ID, Password, and a CAPTCHA code 'HUBVXN'; 'Pre-Requisites for filling up IHHL Application' listing scanned copies of a photograph, bank account details, and a bank passbook page; and 'Applicant Login' with fields for Login ID (KA291), a CAPTCHA code 'HUBVXN', and a 'Generate OTP' button. A 'New Applicant' link is also present.

After click on '**Generate OTP**', Applicant gets OTP on respected registered email. Applicant gets another screen to verify OTP. Please check email, if email is not got or facing some problem please click on '**Reset & Try Again**' button to refresh login process and Applicant gets back to Home Page to Login again.

Otherwise when OTP is received, enter OTP was received by email latest. Also enter the code same as displayed. Then click on '**Login**' button to proceed.

The screenshot shows the 'Verify OTP' section of the portal. The header and navigation menu are identical to the previous screenshot. The 'Pre-Requisites' section remains visible. The 'Verify OTP' section contains fields for Login ID (KA291) and OTP (displayed as six asterisks), a CAPTCHA code 'n4uqg', and 'Login' and 'Reset & Try Again' buttons.

After successful verification of OTP, Applicant goes to Application form as below. Applicant login detail is displayed in Account Detail section of IHHL Application Form. Applicant needs to fill all the information related to the applicant as required in form.

The screenshot displays the 'INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION' form. At the top, it shows the Ministry of Urban Development, Government of India, and the date 'Monday, May 10, 2016'. The 'ACCOUNT DETAIL' section lists user information: Name (VYRAG), Mobile Number (9876543210), Email (vyrag@nic.gov.in), Address (A-101), PIN Code (501001), and District (Telangana). The main 'INDIVIDUAL HOUSEHOLD LATRINE (IHL) APPLICATION FORM' is divided into two parts: (A) Geographical Particulars and (B) Toilet Owner's Particulars. Part (A) includes fields for State, District, ULB Name, and Ward No. Part (B) includes fields for Name of Applicant, Gender, Father/Husband's name, Residential Address, and other details. There are also checkboxes for 'Is this user to avail toilet construction of toilet by the ULB through contractor / Self Help Groups if available?' and 'Do you want to avail toilet construction of toilet by the ULB through contractor / Self Help Groups if available?'. The form is developed by National Informatics Centre, Govt. of India.

(A) In Geographical Particulars

- 1. State** – State Name is displayed as Applicant selected it in registration form as application belonging to this state.
- 2. District** – Displays List of Districts in above State. Please Select the District from the list in which Applicant belongs.
- 3. ULB Name**- After selecting District, click on ULB Name list to display all Urban Local Bodies of this District. Please select ULB Name from list in which Applicant belongs.
- 4. Ward No.** – After selecting ULB Name, click on Wards list belonging to the selected ULB Name. Please select the Ward No. from the list to which the Applicant belongs. If Applicant's Ward No is not displayed in list please contact to ULB Authority to add it through the website www.swachhbharaturban.gov.in or email to sbm-mud@nic.in.

(B) Toilet Owner's Particulars

- 1. Name of Applicant** – Please enter Applicant Name. It is mandatory.
- 2. Gender** – Please select Gender (Male/Female) of Applicant from the list. It is mandatory.
- 3. Father/ Husband's Name**- Please enter Father/Husband's Name of Applicant. It is mandatory.

4. **Mobile No** – Please enter 10 digits Mobile No of the Applicant for further communication like status of Applicant’s Application etc. It is mandatory.
5. **Residential Address**- Please enter residential address of the Applicant. It is mandatory.
6. **Status of Existing Toilet**- Please click on status to display the list. Please select one of the options. It is mandatory.
7. **Aadhar Linked Transfer of Incentive**- Please select an option from the list (Yes/No). Default given is No.
8. **Aadhar Number**- Please enter 12 digits Aadhar Number of Applicant. It is optional.
9. **Bank Account Detail**
 - a. **Name of Bank**- Please select the Name of Bank from list. List shows all Bank Name registered in RBI. It is mandatory.
 - b. **Bank City**- After selecting Bank Name, list shows all Bank City Name as per Bank Name selected. Please select Bank City Name from list. It is mandatory.
 - c. **Bank Branch Name**- After selecting Bank City, list shows all the Branch Name as per Bank Name and Bank City selected. It is mandatory.
 - d. **IFSC Code**- After selecting Bank Branch Name, IFSC Code of Branch Name shows in textbox. It is mandatory.
 - e. **Account Number**- Please enter Account Number of the Applicant. It is mandatory.
 - f. **Confirm Account Number**- Please enter Applicant’s Account Number to confirm Account Number is not wrong entered. It is mandatory.
 - g. **Passbook First Page scanned Copy**- Upload scanned copy of Passbook first page which show account holder details. Scanned copy should be in jpg format and size should be less than 50KB. It is optional. Applicant can upload scanned copy for verification of account holder details with that entered.
10. **Photograph of Applicant** – Please upload Photograph of the Applicant with clear visibility. Photograph should be in jpg format and size should be than 50KB. It is mandatory.
11. **Do You want to avail bulk construction of toilets by the ULB through contractor/ Self Help Groups if available** – Please select from list (Yes/No). Default given is No. It is mandatory.

Filled Application Form

The screenshot shows the 'ACCOUNT DETAIL' section of the IHHL application form. The form is filled with the following information:

ACCOUNT DETAIL			
Name	VYAS	Mobile Number	9895001
Email	vyas@poo@poo@poo.com	Address	Bangalore
ID Type	AADHA	ID Number	9876543210

Below the account details, there are sections for 'L1 Category/Bank Particulars' and 'B1 Joint Owner's Particulars'. The 'L1' section includes fields for State (Karnataka), District (Bangalore), CLB Name (Bangalore CLB), and Ward No. (1). The 'B1' section includes fields for Name of Applicant (Anil Singh), Gender (Male), Father/Husband's name (Suresh Singh), Middle No. (3887284), Residential Address (M.G. Road 2, Bangalore), Date of Existing Toilet (MAY 2014), Author/Linked Toilet of Toilettee (No/Yes), Bank Account Details (Name of Bank: ALLAHABAD BANK, Bank Branch Name: BELLARY, Account Number: 9876543210, IFSC Code: ALLAO22333, Branch City: BELLARY, and Credit Account Number: 9876543210), and a checkbox for 'Do you want to avail bank connection of toilet by the CLB through contractor - Self Help Group if available?' (No/Yes).

After filling all the information of the Applicant, click on **'Apply'** button to submit.

After successful submission of Application, An IHHL Application Acknowledgement slip is generated with Application ID and Bank Account Detail as displayed below. Also message related to successful submission of Application with Application ID is sent to Account Holder email. Please print it by clicking on 'Print' button for future reference.

The screenshot shows the 'Acknowledgement' slip generated after successful submission. The slip contains the following information:

Ministry of Urban Development
Government of India
Swachh Bharat Mission

INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION - Acknowledgement

Your Application has been submitted successfully.
Your Application ID is EA15099002F Dated : May 11, 2015

ACCOUNT DETAIL :
Account Number : 9876543210 IFSC Code : ALLAO22333
Name of Bank : ALLAHABAD BANK Bank Branch Name : BELLARY

Dated : 11.05.2015

Click on cross button to exist. Again a new fresh Application can be submitted by Applicant by doing same as above for another Applicant.

INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION
Ministry of Urban Development, Government Of India

Welcome - VV RAO Monday, May 11, 2015 Select Language : English

ACCOUNT DETAIL

Name	VV RAO	Mobile Number	98042015
Email	shreeprasad@rediffmail.com	Address	Durgam
ID Type	AADHAR	ID Number	9876543210

INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION FORM

1. * Suburb (Mandatory): SMC-2. Photograph and Bank Passbook should be in jpg format and size should be less than 10KB.

(A) Geographical Particulars

1. Area: [Dropdown]
2. District: [Dropdown]
3. URB Name: [Dropdown]
4. Ward No.: [Dropdown]

(B) Tola Street / Particulars

1. Name of Applicant: [Text]
2. Father / Husband's name: [Text]
3. Residential Address: [Text]
4. Another Contact / Contact of Neighbour: [Text]
5. Bank Account Details: [Text]
6. Name of Bank: [Dropdown]
7. Bank Branch Name: [Dropdown]
8. Account Number: [Text]
9. Bank City: [Dropdown]
10. IFSC Code: [Text]
11. Credit Card Account Number: [Text]
12. Facebook First Page Screenshot url: [Text]
13. Photograph of Applicant: [Text]
14. Do the user or any family member/relatives of his/her be the ULB through contractor / Self Help Groups if available: [Yes/No]

Apply

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CHECK STATUS /PRINT OF APPLICATION

Applicant can also check status history of Applied for all Applications. Click to **'Status'** menu then **'IHHL Application'** as below. It shows all Application ID and Detail applied by Applicant Login ID. It shows action performed by officials time till that time as shown below.

INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION
Ministry of Urban Development, Government Of India

Welcome - VV RAO Monday, May 11, 2015 Select Language : English

STATUS OF INDIVIDUAL HOUSEHOLD LATRINE (IHHL) APPLICATION

Application ID	APPLICATION ID	Name	NAME	STATUS HISTORY		
SNO	Application ID	Name	Father/ Husband's name	Status	Action Date	Action By
1	KA1500000001	Sarjant Shakya	Narosh Shakya	APPLIED	06/04/2015	VV RAO
				VERIFIED	08/04/2015	ULB Writer
				APPROVED	05/05/2015	ULB Approver
2	KA1500000002	sd asd	asden	APPLIED	06/04/2015	VV RAO
				VERIFIED	20/04/2015	VERIFICATION
				APPROVED	05/05/2015	ULB Approver
3	KA1500000003	asden	asdf	APPLIED	06/04/2015	VV RAO
				APPROVED	05/05/2015	ULB Approver
				REJECTED	05/05/2015	ULB Verifier
4	KA1500000004	ASA	ASDAS	APPLIED	06/04/2015	VV RAO
				APPROVED	05/05/2015	ULB Approver
				VERIFIED	05/05/2015	ULB Verifier
5	KA1500000005	sd asdfsd	sd asdfsd	APPLIED	06/04/2015	VV RAO
				REJECTED	05/05/2015	ULB Approver
				APPLIED	06/04/2015	VV RAO

10-21-08-17-0443-44-Datas.aspx?appID=trfWp9p9fW7d6tccoa5u5q00201

Applicant can also search for an application by entering Application ID or Name of the Applicant and then clicking on **'Search'** button. It shows Application ID and Detail as per search criteria as shown below.

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION
Ministry of Urban Development, Government Of India

Welcome - VV RAO Monday, May 11, 2015 Select Language: English Logout

STATUS OF INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION

Application ID: KA1500000028 Name: NAME Search

SNO	Application ID	Name	Father/ Husband's name	Status	Action Date	Action By
1	KA1500000028	Amit Singh	Amar Singh	APPLIED	11/05/2015	VV RAO

To get details of submitted Application click on **Application ID** of choice as shown in list.

SNO	Application ID	Name	Father/ Husband's name	Status	Action Date	Action By
1	KA1500000028	Amit Singh	Amar Singh	APPLIED	11/05/2015	VV RAO

Then it shows Application Detail as below. Applicant can also print it by clicking on **'Print'** button.

ACCOUNT DETAIL

Name: VV RAO Mobile Number: 9996874555
Email: shakya234[at]gmail[dot]com Address: Bangalore
ID Type: AADHAR ID Number: 9587322124

INDIVIDUAL HOUSEHOLD LATRINE(IHHL) APPLICATION FORM Print

Application ID: KA1500000028 Applied Date: 11/05/2015

(A) Geographical Particulars

1. State: Karnataka 2. District: Bellary
3. ULB Name: Bellary (M Corp.) 4. Ward No: 1

(B) Toilet Owner's Particulars

1. Name of Applicant: Amit Singh
2. Gender: MALE
3. Father/ Husband's name: Amar Singh
4. Mobile No: 9867125454
5. Status of Existing Toilet: NOT EXISTING
6. Residential Address: B-09, Sector 2, Bellary
7. Aadhar Linked Transfer of Incentive: NO
8. Aadhar Number: 987654321012
9. Bank Account Details: ALLAHABAD BANK IFSC Code: ALLA0212533 Bank Branch Name: BELLARY
Note: 1. The funds will be transferred through Electronic Transfer.

10. Do You want to avail bulk construction of toilets by the ULB through contractor / Self Help Groups if available: NO

Application Status

Status	Action Date	Action By	Remark
APPLIED	11/05/2015	VV RAO	