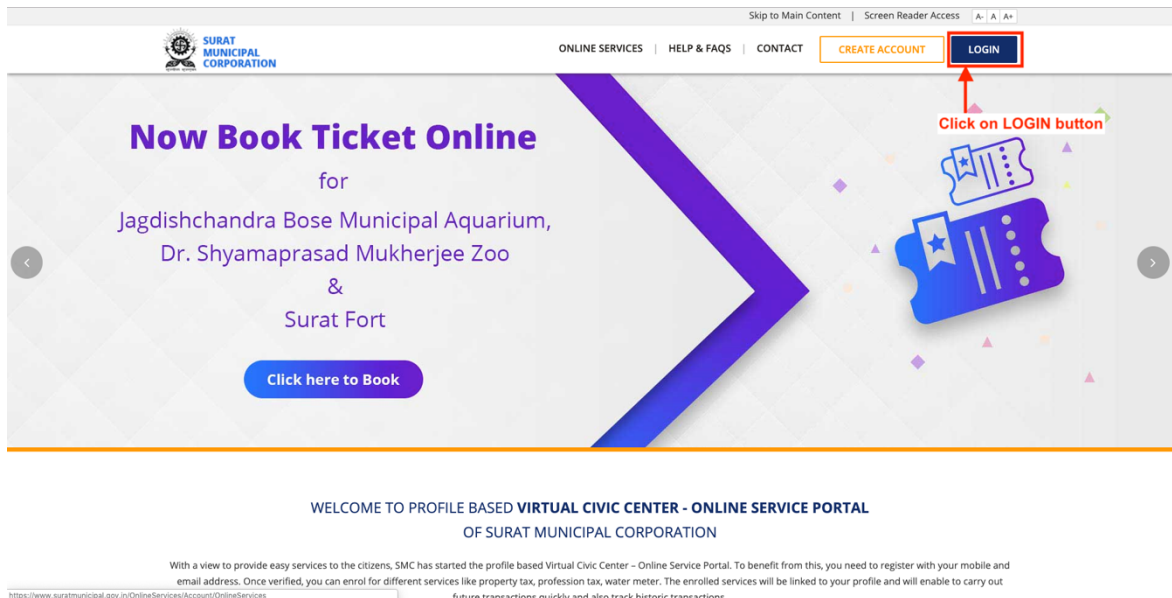# User Manual for Property Tax Services

Please follow the following Steps to Use Property Tax Services

Step 1 :   **If you are not registered with SMC first Create Account on SMC Site.**
Please see User Manual for Create Account

Step 2 :   **Enter Below URL in Search URL filed.**
https://www.suratmunicipal.gov.in/OnlineServices/

Step 3 :   **Click on LOGIN button.**
Please view below Image

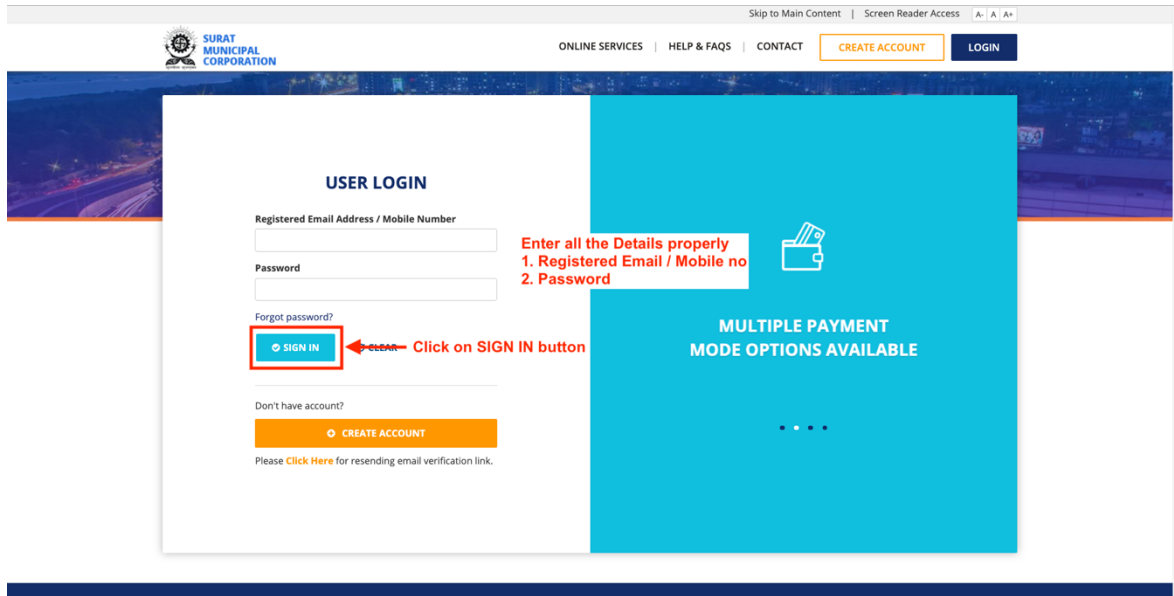**Step 4 :**   **Enter all the Details Properly**
              1. Enter Registered Email Address / Mobile Number
              2. Enter Password

              Click on SIGN IN button
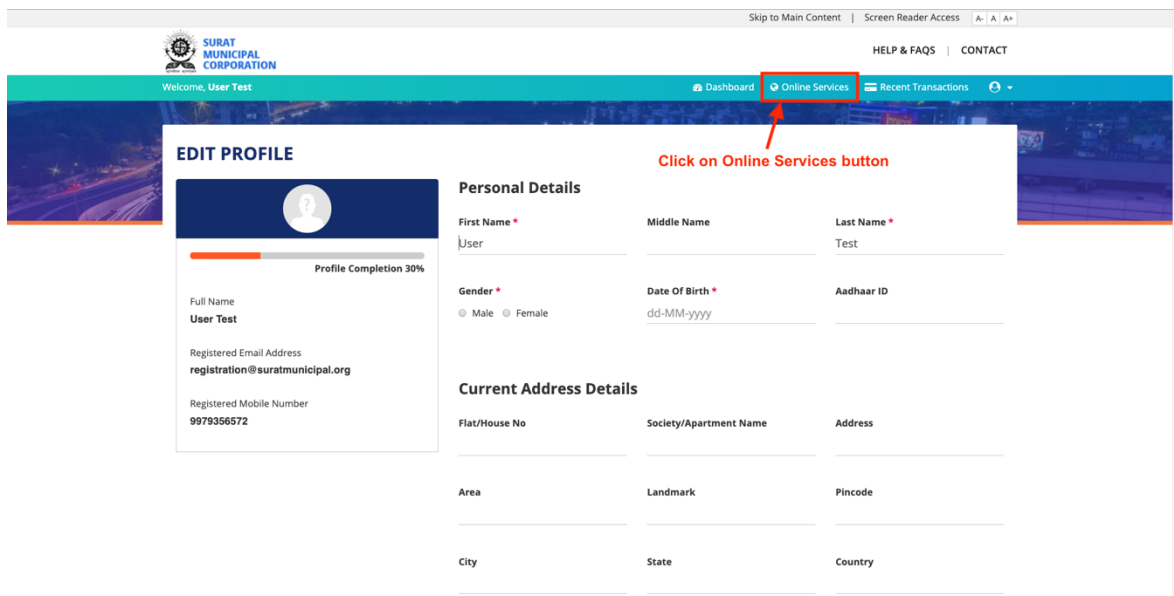   Please view below Image

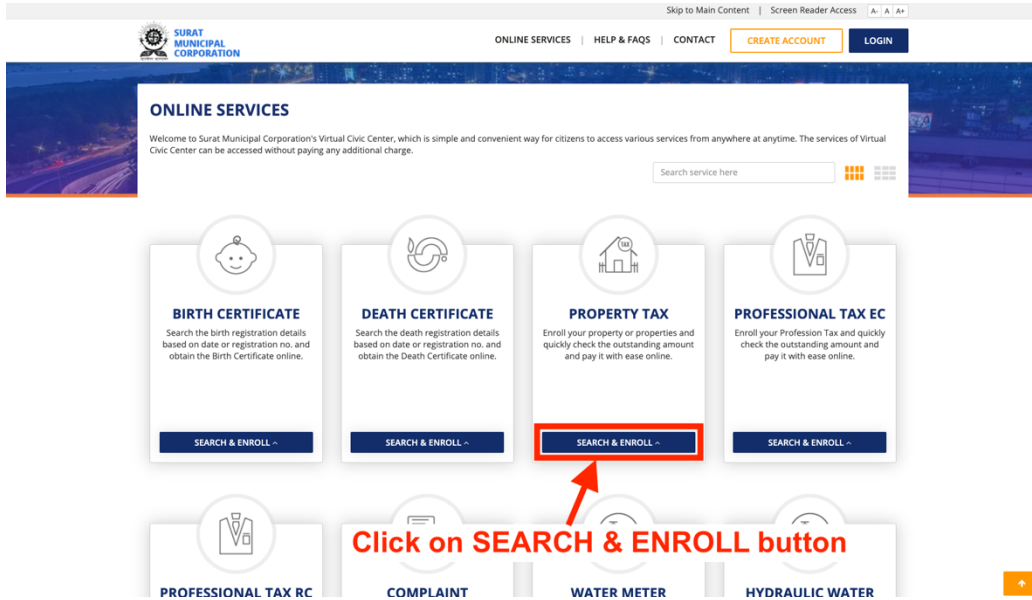**Step 5 :**   **Click on Online Services button**
              Please view below Image

Step 6 :   **Find PROPERTY TAX Service**

**Click on SEARCH & ENROLL button**
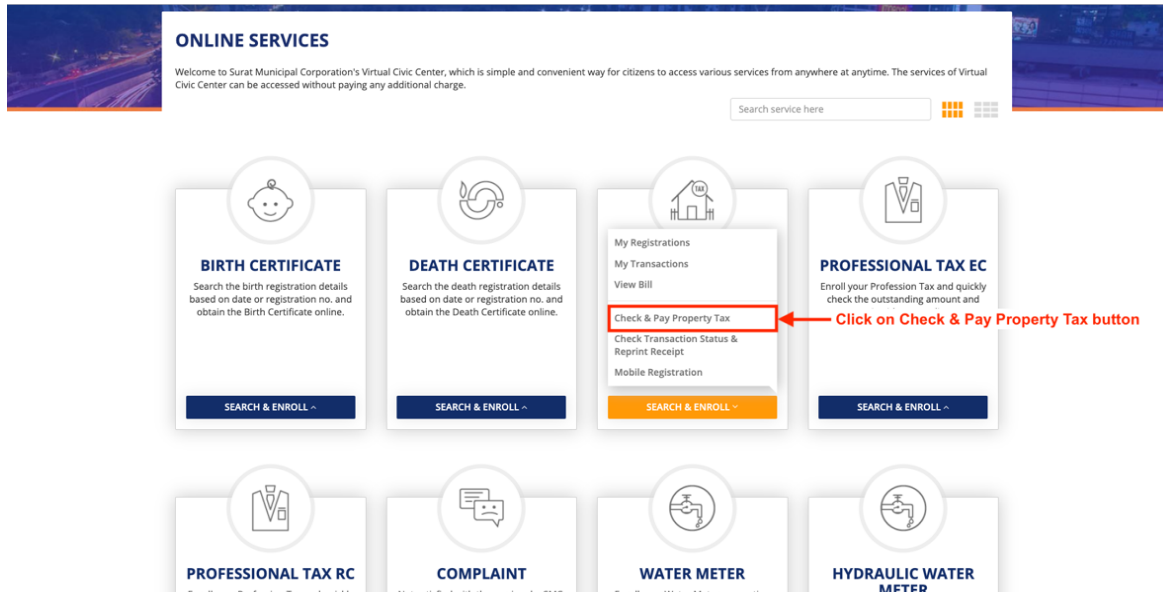Please view below Image

Step 7 : **Select Options**

1. Click on **My Registrations** button to Show your Enrolled Tenement List (Follow from Step 11 to Step 15)

2. Click on **My Transactions** button to Show your Transactions List (Follow Step 17)

3. Click on **View Bill** button to Show your Old Property Tax Bill (Follow Step 18)

4. Click on **Check & Pay Property Tax** button to Pay Property Tax and Enroll Tenement (Follow from Step 8 to Step 15)

5. Click on **Check Transaction Status & Reprint Receipt** button to Get Old Payment Receipt of Property Tax (Follow from Step 19 to Step 20)

6. Click on **Mobile Registration** button to Register Mobile Number for SMS Alert (Follow from Step 21 to Step 25)
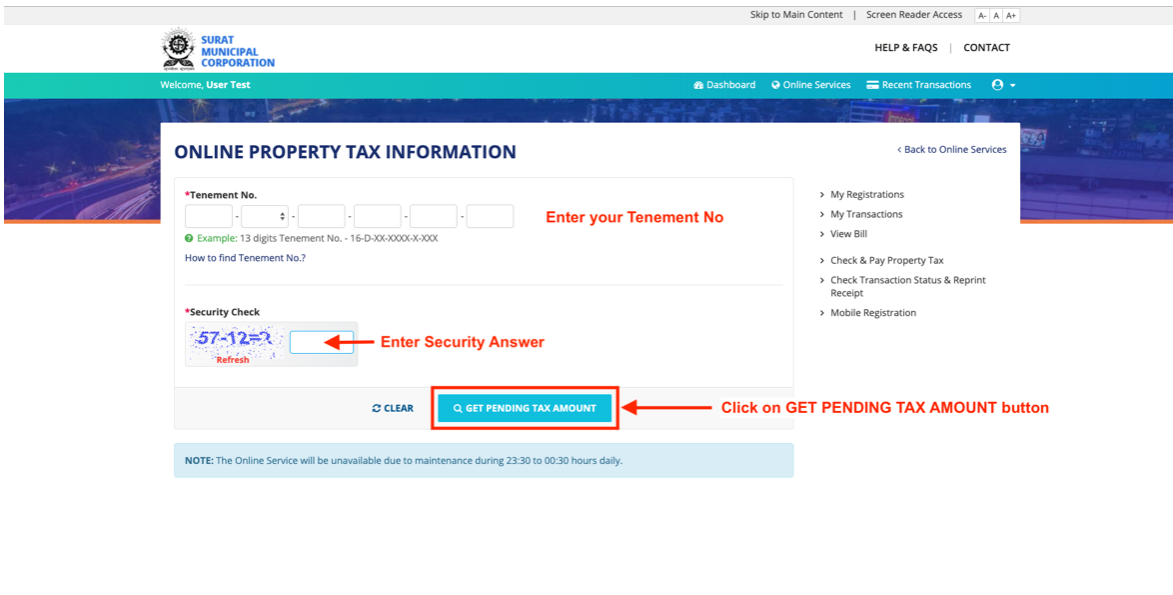
Please view below Image
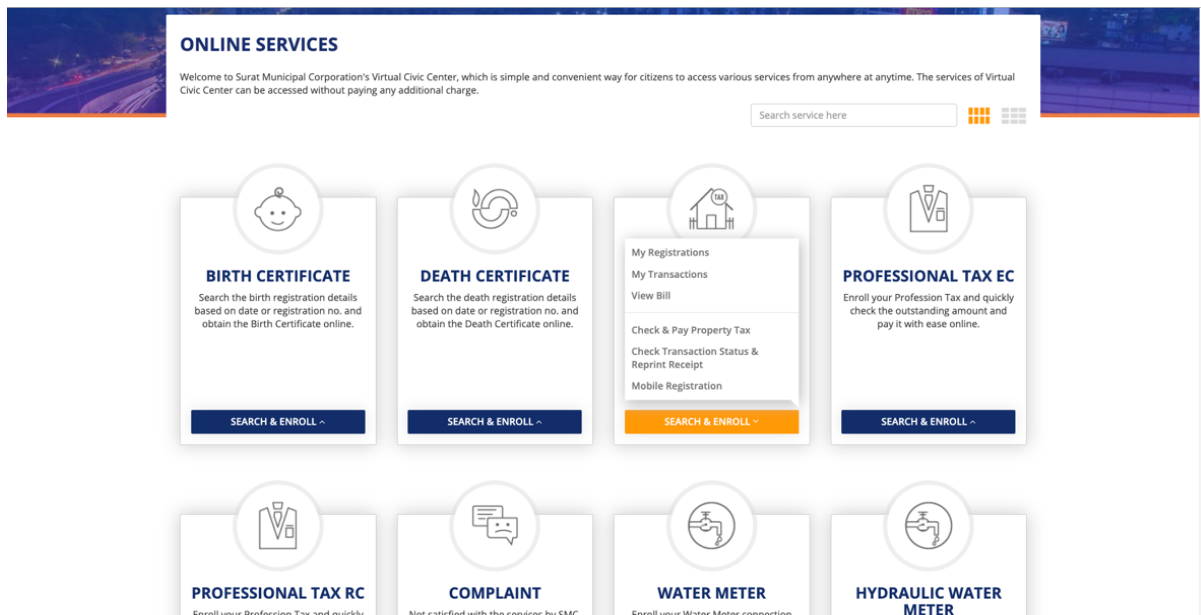
Step 8 :   **Click on Check & Pay Property Tax button**
Please view below Image

Step 9 :   **Enter all the Details Properly**
1. Enter 13 digits Tenement Number
2. Enter Security Answer

Click on GET PENDING TAX AMOUNT button
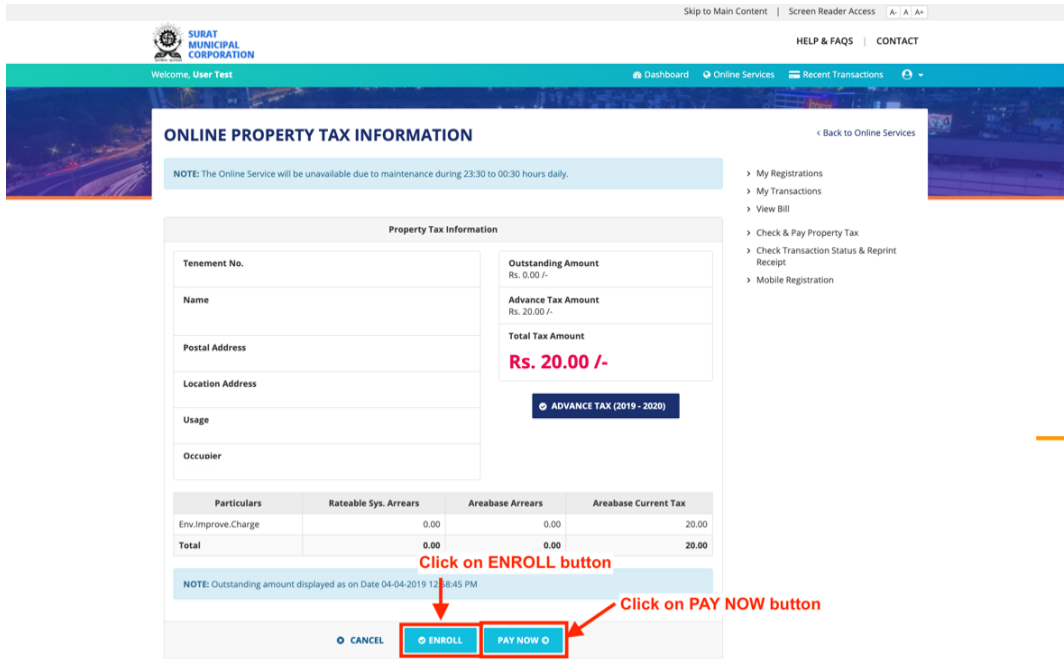Please view below Image

Step 10 : **Select Option**

1. Click on **ENROLL** button to Enroll Tenement number for future use.
2. Click **PAY NOW** button to Pay Property Tax (follow from Step 12)
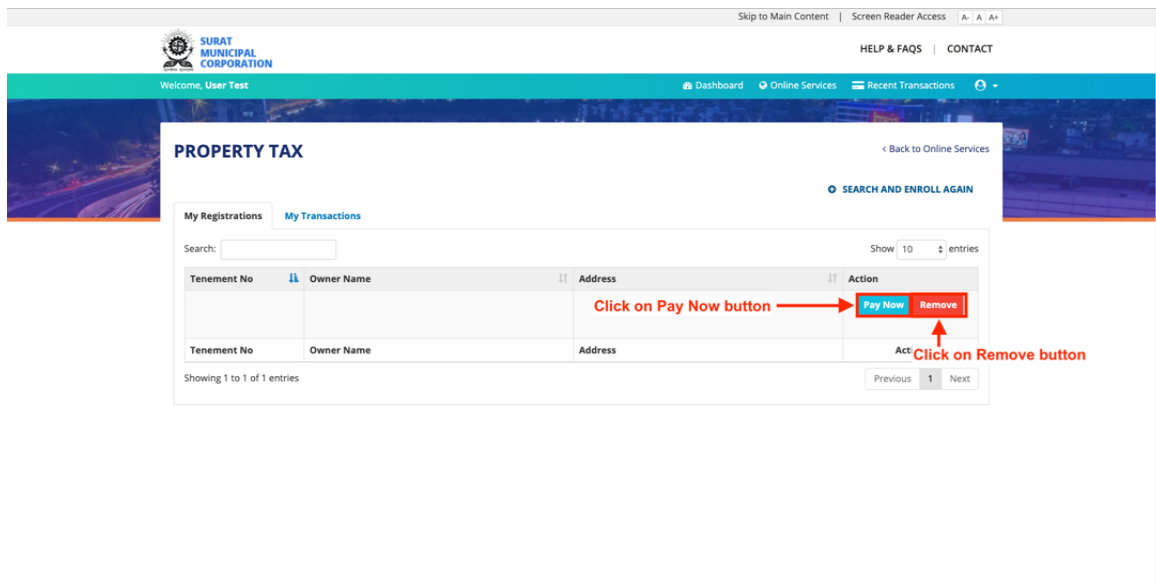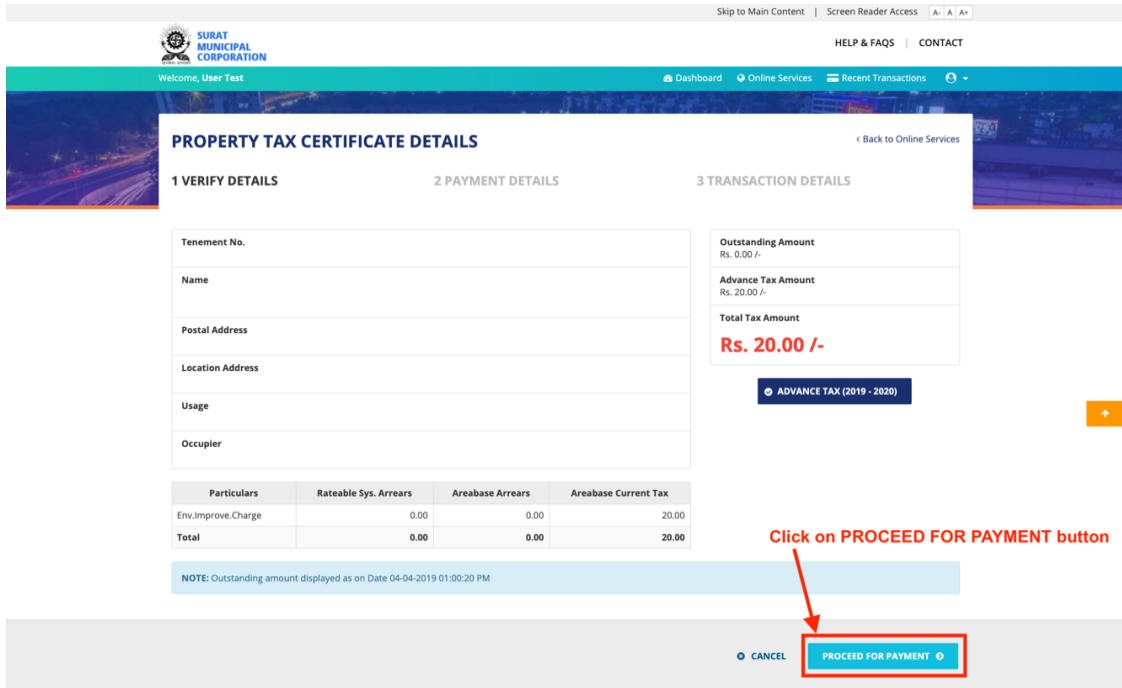
Please view below Image

Step 11 : **Select Option**

1. Click on **REMOVE** button to Remove Tenement number
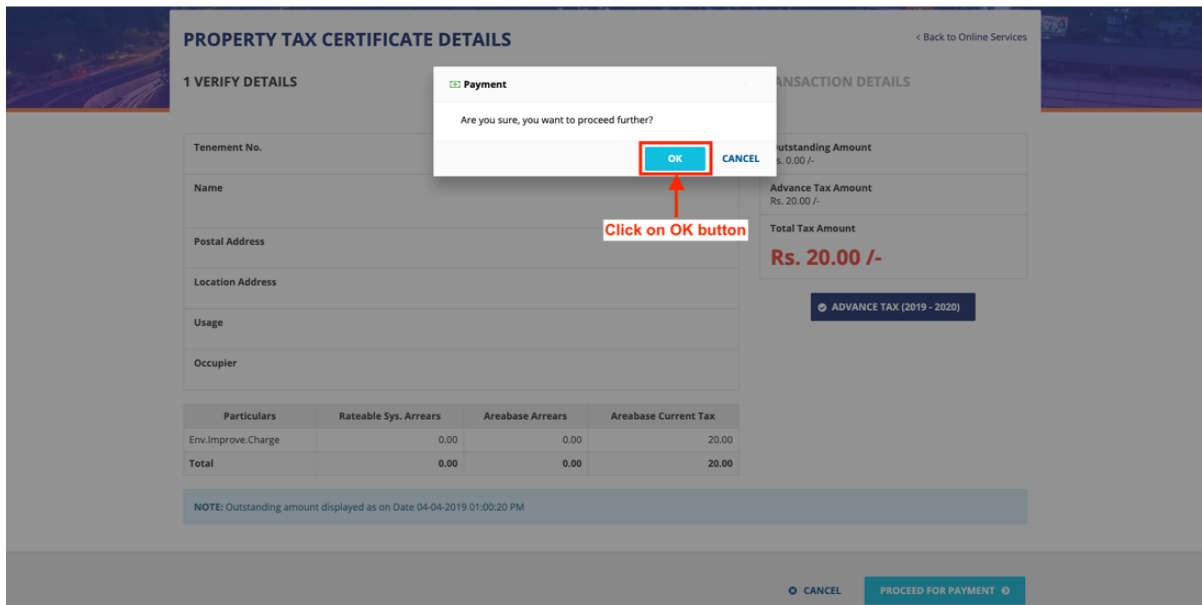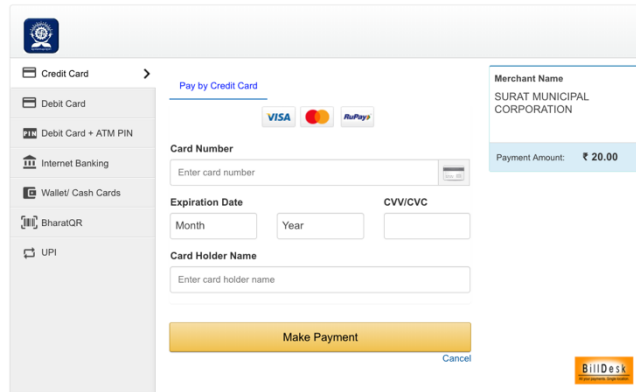2. Click **PAY NOW** button to Pay Property Tax

Please view below Image

Step 12 :   **Click PROCEED FOR PAYMENT button**
Please view below Image

Step 13 :   **Click OK button**
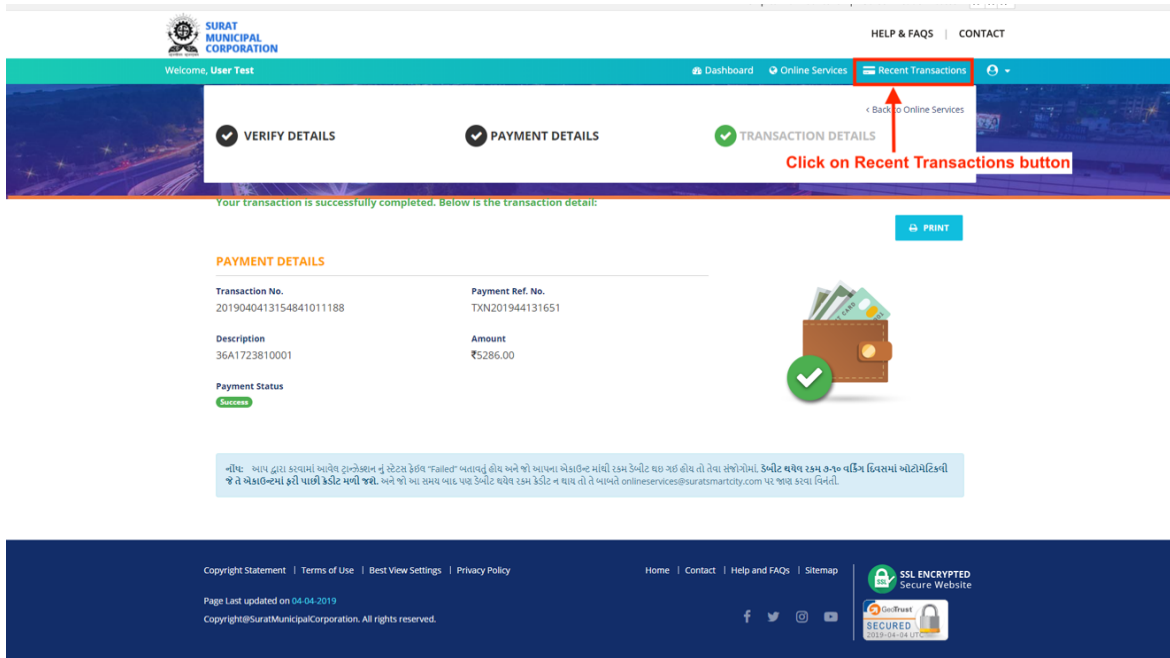Please view below Image

Step 14 : **Select your Payment Method and Make Payment**
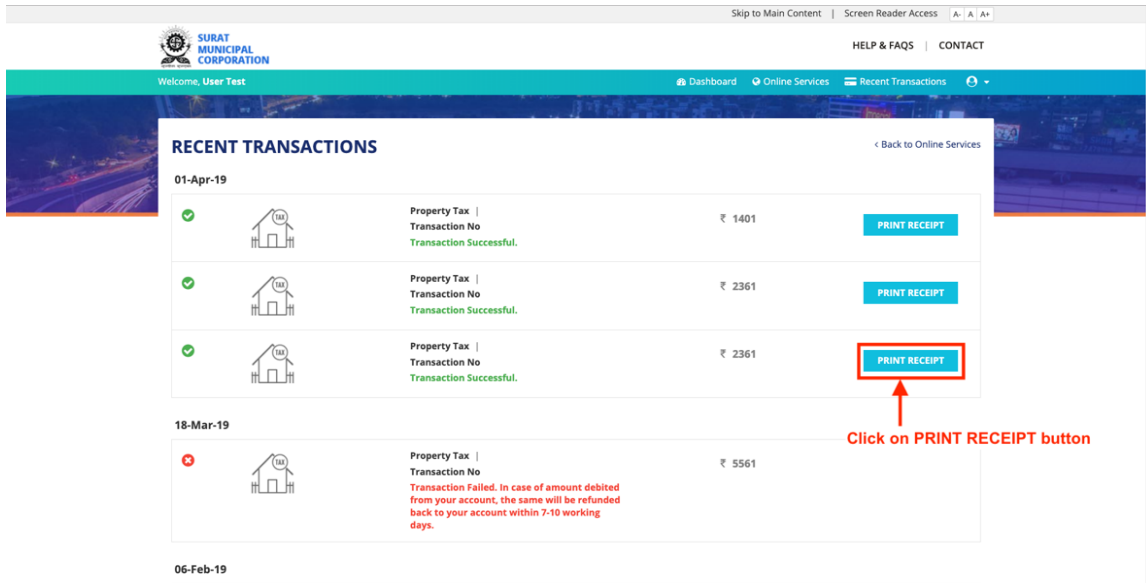Please view below Image

Select your payment Option and Make Payment

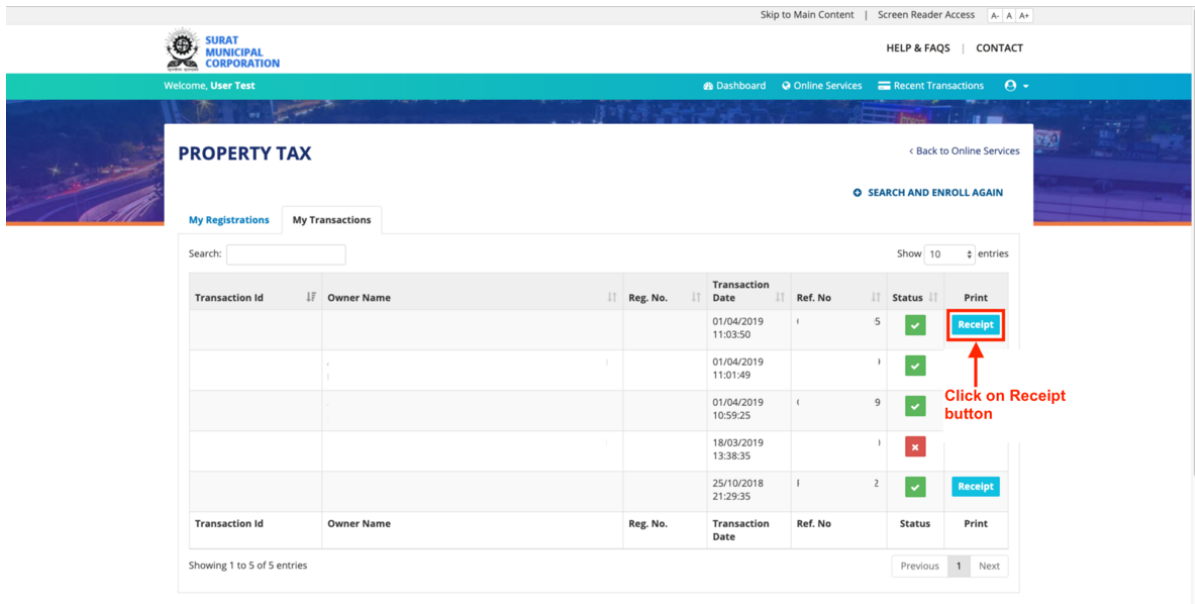**Step 15 :** **You will see below screen on successful payment.**

Click on Recent Transaction button to show Recent Payment
Please view below Image

Step 16 :   **Click on PRINT RECEIPT button to show Payment Receipt**
            Please view below Image

Step 17 :   **Click on Receipt button to show Payment Receipt**
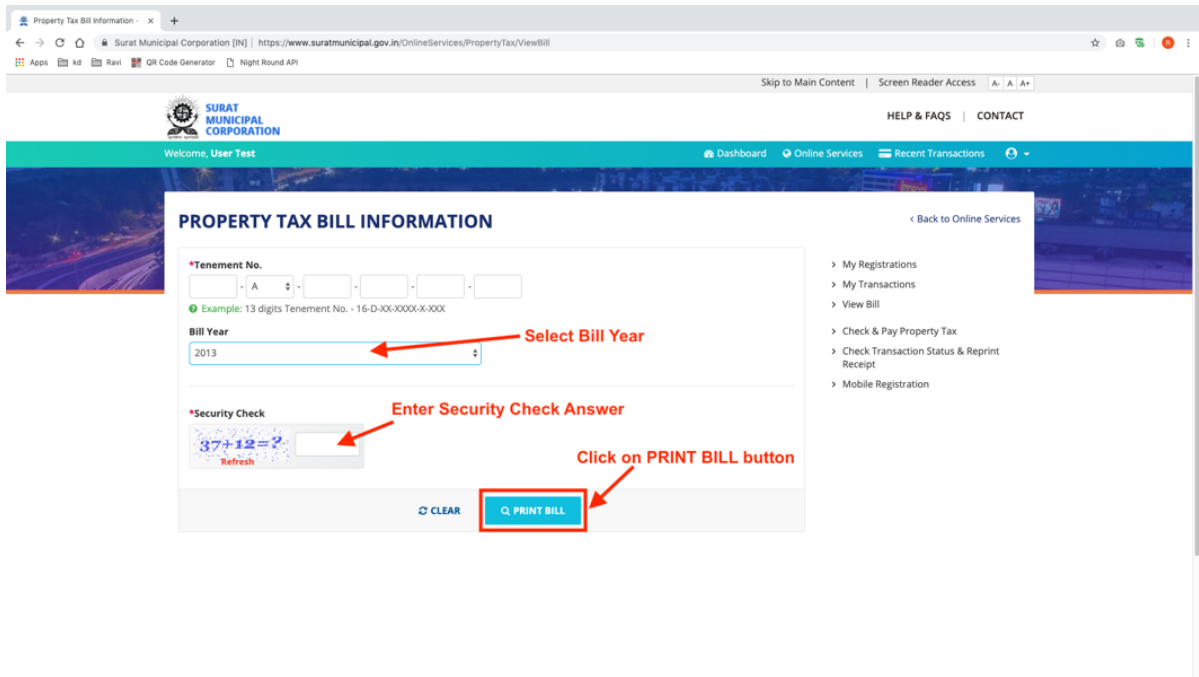   Please view below Image

Step 18 :   **Enter all the Details Properly**
1. Enter 13 digits Tenement Number
2. Select Bill Year
3. Enter Security Answer

Click on PRINT BILL button
Please view below Image

Step 19 :   **Enter all the Details Properly**

1. Enter 13 digits Tenement Number
2. Enter Email ID or Transaction ID or Reference No.
3. Enter Security Answer

Click on GET STATUS button
Please view below Image

Step 20 :   **Click on View button**
Please view below Image

Step 21 : **Enter all the Details Properly**
1. Enter 13 digits Tenement Number
2. Enter Registration No.
3. Enter Your Mobile number
4. Enter Security Answer

Click on SUBMIT button
Please view below Image

Step 22 : **Click on SUBMIT button**
Please view below Image

Step 23 :   **Click on OK button**
             Please view below Image

Step 24 :   **Enter OTP that is received on entered mobile number**

             Click on SUBMIT button
             Please view below Image
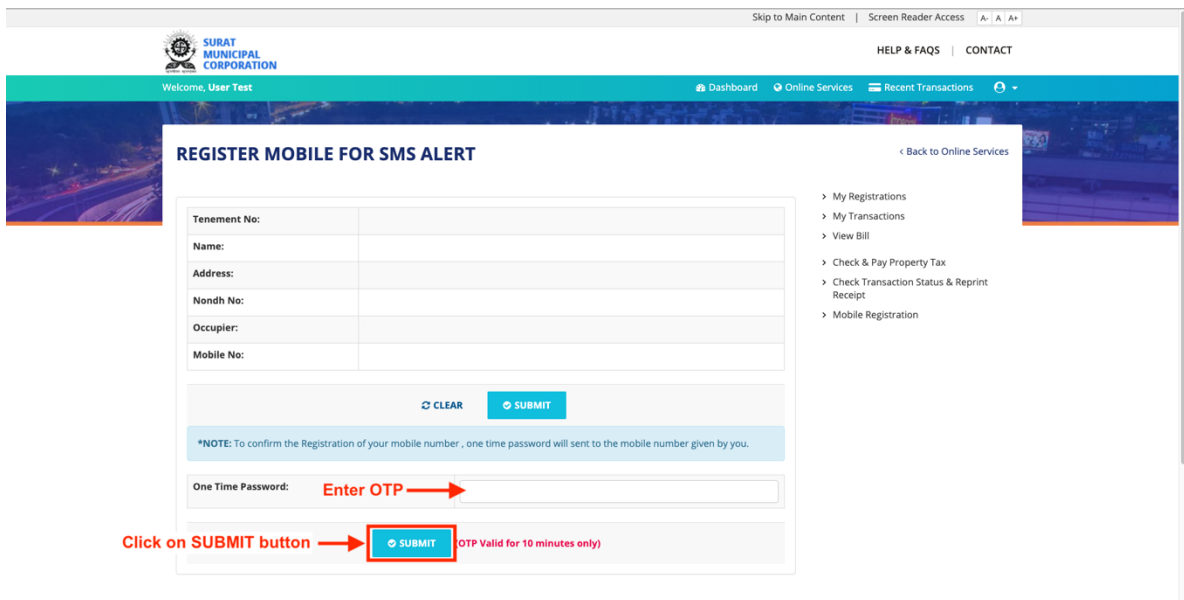
Step 25 :   **Your mobile number registered successfully for SMS alerts**

       Click on OK button
       Please view below Image