



CITIZEN REGISTRATION ON NDC PORTAL

Step by step guide for citizen to Register on NDC Portal

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CITIZEN REGISTRATION ON NDC PORTAL

1. REGISTRATION FOR CITIZENS HAVING INDIAN MOBILE NUMBER

- i. Open your internet browser and open the following website address:
<https://ulbhryndc.org/>
- ii. To register yourself on NDC, click on “**New User Registration**” button.

The image shows two parts of the NDC portal. On the left, a navigation menu for the 'Property Tax Dues Payment & No Dues Certificate Management System' is displayed. The 'New User Registration' button is highlighted with a red box. Other menu items include 'NRI / Foreign National Registration', 'Do's and Don'ts', 'FAQs', 'Help Manuals', 'List of Documents', 'Check Application Status', and 'Contact Us'. Below the menu is a 'What's New' section with three news items regarding property tax discounts and rebates. On the right, the main portal interface is shown. It features the Department of Urban Local Bodies, Haryana logo and name. The 'User Type' is set to 'Citizen'. The 'Login Using' section has tabs for 'Mobile Number', 'Email Id', and 'PID'. A 'Mobile Number' input field is present, followed by a yellow 'Send OTP' button. A link for 'Not Registered Yet? Click Here' is also visible.

- iii. Enter your Name, Father/Husband’s Name and your Mobile Number.
- iv. Entering email-id is not mandatory
- v. Click on **SENT OTP FOR VERIFICATION**
 - **An OTP will be sent on your entered Mobile Number.**
 - **In case citizen has also entered email-id, then an OTP will also be sent on email-id for verification**

User Registration

Enter your personal details. Do not enter details of any CSC/CFC agent or Any Third Person.

Rajesh

Satsih

8725041458

Enter OTP Received on Mobile

REGISTER

RE-SEND OTP

NRIs / Foreign Nationals may [click here](#) for Registration.

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BACK TO LOGIN →

- vi. Click on “**Register**” button to proceed

2. REGISTRATION OF NRIs/FOREIGN NATIONALS NOT HAVING INDIAN MOBILE NUMBERS

- i. Open your internet browser and open the following website address:
<https://ulbhryndc.org/>
- ii. To register yourself on NDC, click on “NRI/Foreign National Registration” button.

The screenshot shows the homepage of the Department of Urban Local Bodies, Haryana. The page title is 'Property Tax Dues Payment & No Dues Certificate Management System'. A navigation menu includes 'New User Registration', 'Do's and Don'ts', 'Help Manuals', 'Check Application Status', 'NRI / Foreign National Registration' (highlighted with a red box), 'FAQs', 'List of Documents', and 'Contact Us'. Below the menu is a 'What's New' section with three news items. On the right, there is a login section with 'User Type' (Citizen, ULB), 'Login Using' (Mobile Number, Email Id, PID), a 'Mobile Number' input field, a 'Send OTP' button, and a 'Not Registered Yet? Click Here' link.

- iii. Following page will open.

The screenshot shows the 'NRI/Foreign National User Registration' page. The title is 'NRI/Foreign National User Registration' with a subtitle '(If Indian Mobile Number not available)'. The registration form includes fields for 'Sanjay Singh', 'Deepak Singh', 'Canada(+1)', '8959865985', and 'sanjay@gmail.com'. A red 'SEND OTP FOR VERIFICATION' button is at the bottom. Below the button is a link: 'Citizens Residing in India [click here](#) for Registration.' The footer shows '© 2023'. On the right, there is a dark blue sidebar with the logo of the Directorate of Urban Local Bodies, Haryana, and a 'BACK TO LOGIN' button with a circular arrow icon.

Department of Urban Local Bodies, Haryana

- iv. Enter your Mobile Number and email-id.
 - Now OTP will be sent on your mobile number through Whatsapp
 - OTP will also be sent on the email-id
- v. Enter both the OTPs and click on **Register**

*******END*******