

Punjab Dental Council

(Instruction Guide for Practitioner Portal)

1. How to login into Portal?

- Practitioner portal is secured with a separate username and password for every practitioner.
- Username is numeric part of registration number and initial password is combination of registration number and first name of practitioner.
- E.g. Dr. Ramesh Kapoor (Regn No: 4356A) can login using following details:
 Username: 4356
 Password: 4356@Ramesh
- You are advised to change your password as soon as possible to avoid misuse of your account

Step1: Fill Username and Password in Textbox as Shown in below image

Step2: Click on DropDown Tool

Step3: Select practitioner from dropdown tool

Step4: Click on Login Button

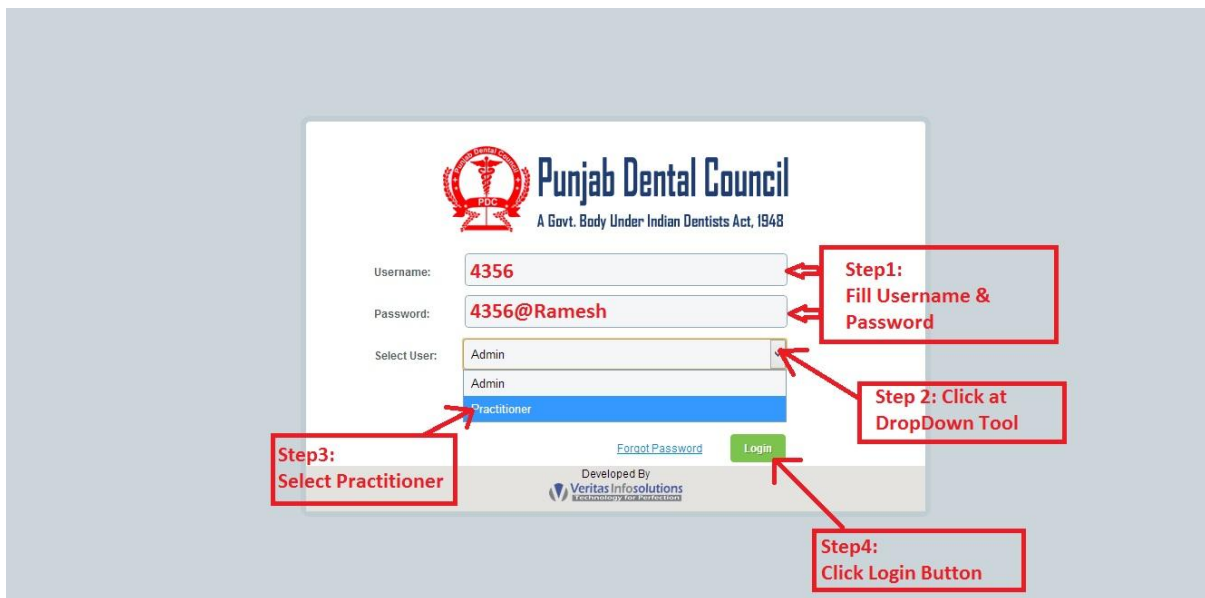


Figure 1: Login Instructions

2. What to do with portal?

Click on different tabs for different functionality. Refer to below screen shot.

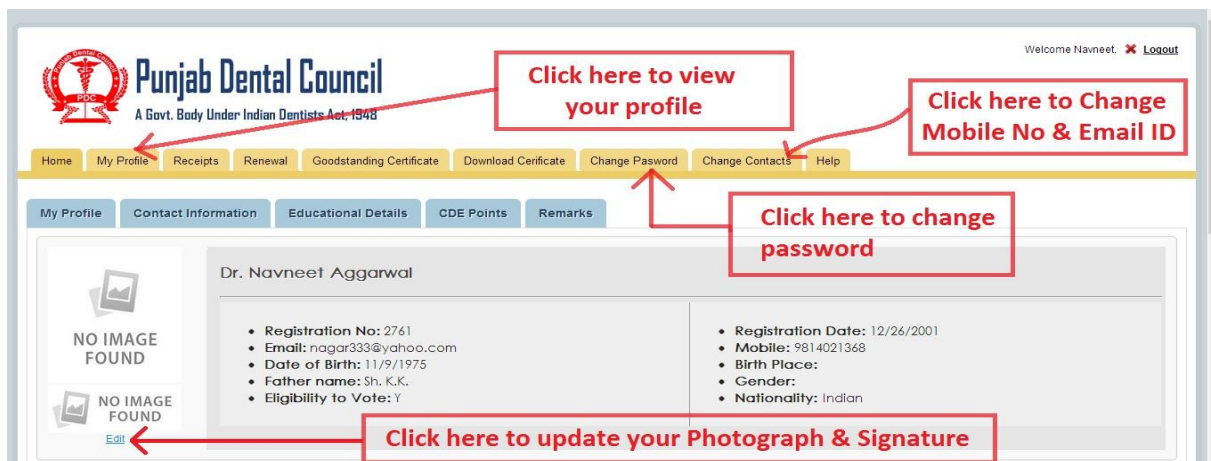


Figure 2: Functions of Menu

3. How to Renew my membership?

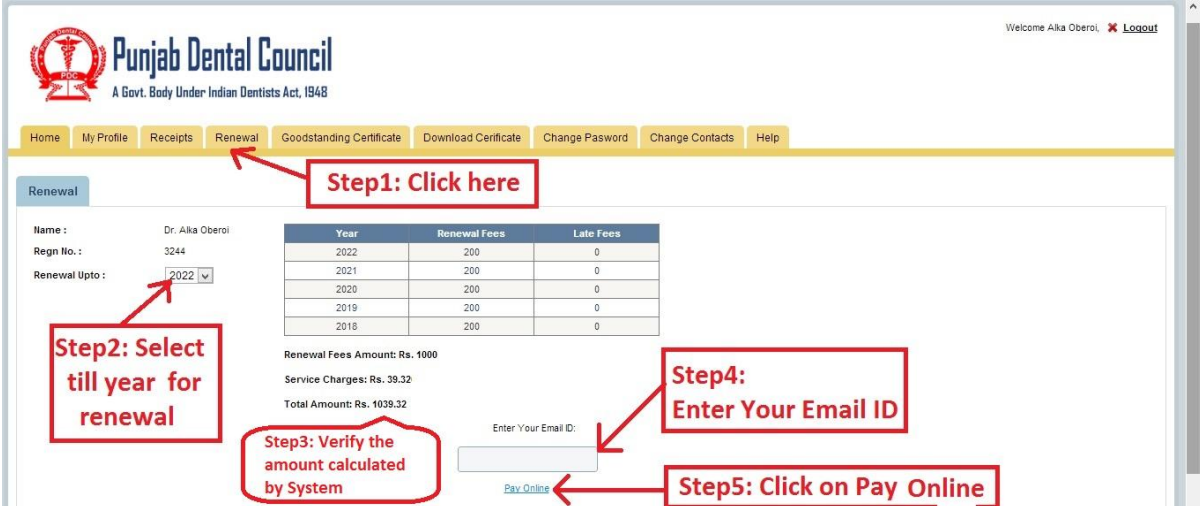
Step1: Click on Renewal Tab in top menu

Step 2: Select year from DropDown Tool. Your membership will be renewed till selected year and relative payment will be automatically calculated by system.

Step3: Verify the amount calculated by system. In case of any discrepancy, contact administrator.

Step4: Enter a valid email ID. You will receive a receipt of payment at this Email ID. However you can download or print receipt from portal also.

Step5: Click on Pay Online

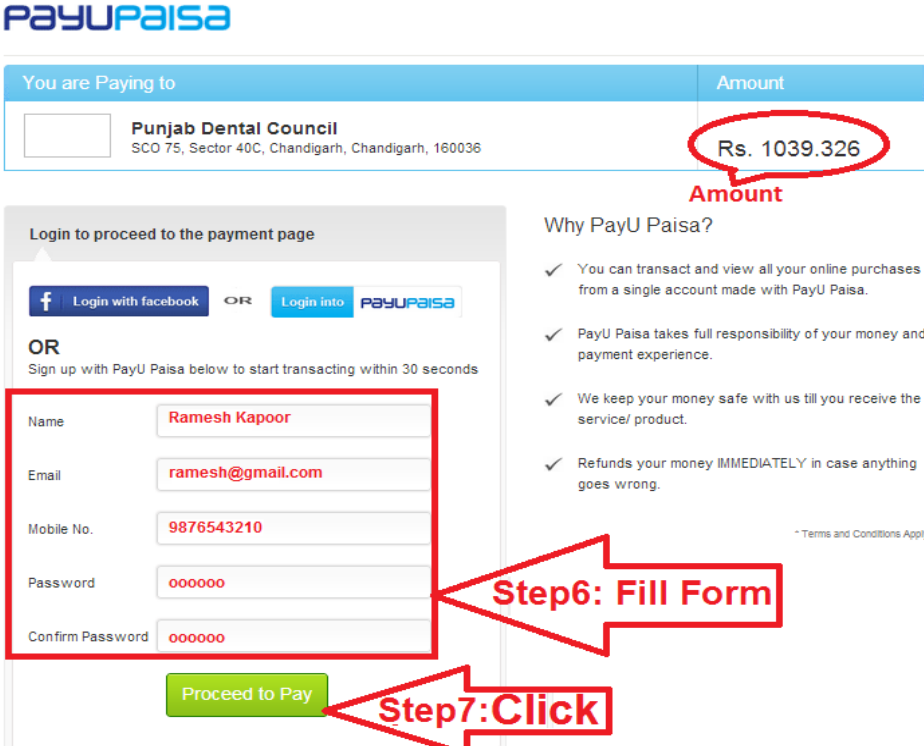


The screenshot shows the Punjab Dental Council website's Renewal page. The user is Dr. Alka Oberoi with Regn No. 3244. The Renewal Upto dropdown is set to 2022. A table shows renewal fees of 200 for years 2018-2022 and late fees of 0. The total amount is Rs. 1039.32. The page includes a 'Pay Online' button and an email ID input field. Red annotations highlight the following steps:

- Step1: Click here** - Points to the 'Renewal' tab in the top navigation menu.
- Step2: Select till year for renewal** - Points to the 'Renewal Upto' dropdown menu.
- Step3: Verify the amount calculated by System** - Points to the summary of fees and total amount.
- Step4: Enter Your Email ID** - Points to the 'Enter Your Email ID' input field.
- Step5: Click on Pay Online** - Points to the 'Pay Online' button.

Figure 3: Renewal of Membership (Part1)

Now you will be redirected to payment gateway for online payment. If your email ID is already registered with our payment gateway then skip Step 6-7 and continue to Step:8. Otherwise continue as per following steps.



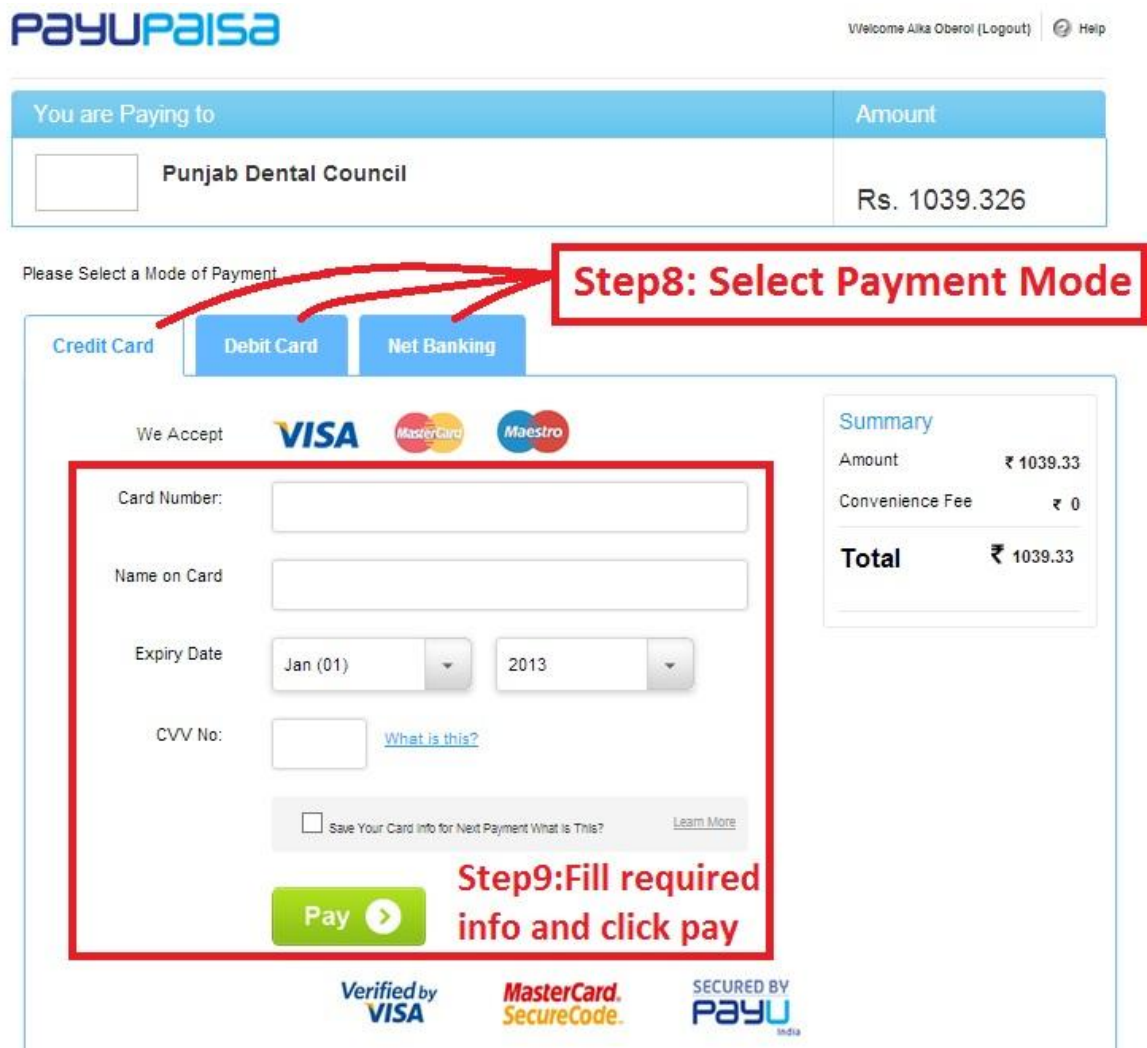
The screenshot shows the PayU Paisa payment gateway. The user is paying Punjab Dental Council, amounting to Rs. 1039.326. The page includes a login form and a 'Proceed to Pay' button. Red annotations highlight the following steps:

- Step6: Fill Form** - Points to the registration form fields: Name (Ramesh Kapoor), Email (ramesh@gmail.com), Mobile No. (9876543210), Password (000000), and Confirm Password (000000).
- Step7: Click** - Points to the 'Proceed to Pay' button.

Figure 4: Account login on Payment Gateway

Step6: Enter your Contact details

Step 7: Click Proceed to Payment



PAYUPAISA Welcome Alka Oberoi (Logout) Help

You are Paying to	Amount
<input type="text" value="Punjab Dental Council"/>	Rs. 1039.326

Please Select a Mode of Payment

Step8: Select Payment Mode

Credit Card
Debit Card
Net Banking

We Accept

Card Number:

Name on Card:

Expiry Date:

CVV No: [What is this?](#)

Save Your Card Info for Next Payment [What is This?](#) [Learn More](#)

Pay

Step9: Fill required info and click pay

Verified by
MasterCard
SECURED BY

Summary

Amount ₹ 1039.33

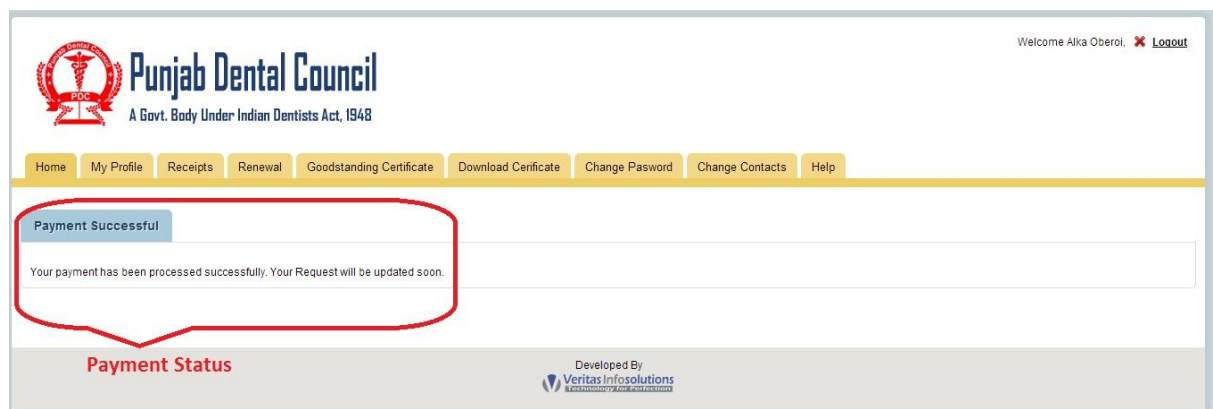
Convenience Fee ₹ 0

Total ₹ 1039.33

Step 8: Select your payment mode through which you want to make payment i.e. Credit Card, Debit Card or Internet Banking

Step9: Fill required information of your a/c or card and click on Pay

Now you will be taken to your Bank/ Card portal for payment. After making payment you will be taken back to portal. Here you can view status of your transaction.



Welcome Alka Oberoi, [Logout](#)

Punjab Dental Council

A Govt. Body Under Indian Dentists Act, 1948

[Home](#) | [My Profile](#) | [Receipts](#) | [Renewal](#) | [Goodstanding Certificate](#) | [Download Certificate](#) | [Change Password](#) | [Change Contacts](#) | [Help](#)

Payment Successful

Your payment has been processed successfully. Your Request will be updated soon.

Payment Status

Developed By
 Veritas Infosolutions
Technology for Perfection

Figure5: Payment Status

4. How to Pay for Goodstand Certificate?

Step1: Click on Goodstand Certificate tab

Step2: Follow step 3 onwards process from above procedure of Renewal Payment. Also refer screen shots.

5. How to update photograph and signature?

Step1: Click on profile tab (Refer Figure 2)

Step2: Click Edit Button below dummy/old photograph (Refer Figure 2)

Step3: Select file of photograph/signature from your computer by click on choose file button, as shown in below screen shot.

Step4: Click on update button for photograph or signature.

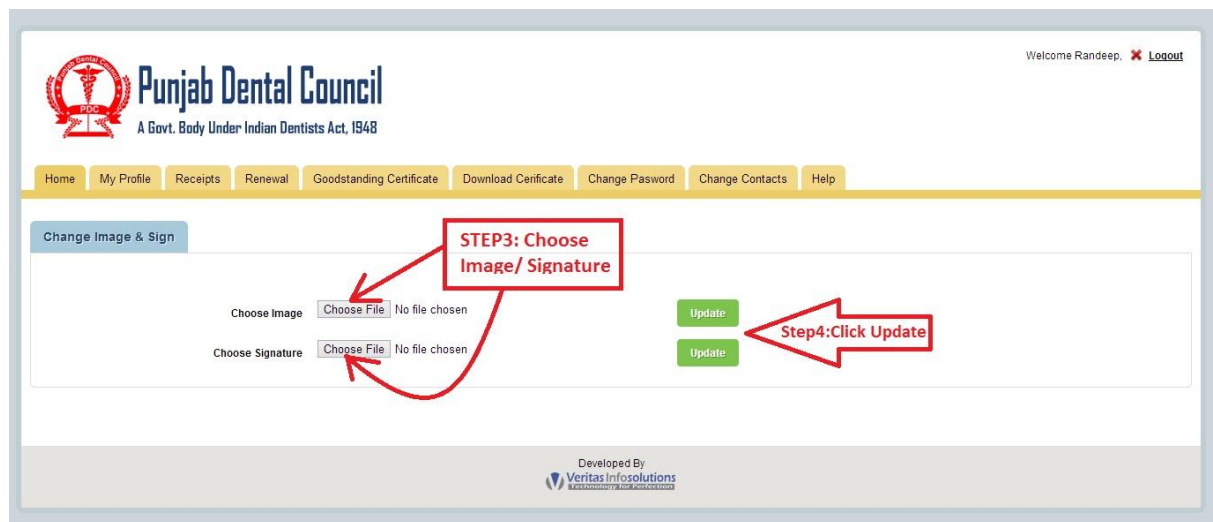


Figure 6: Upload Photo or Signature

6. How to update contact details?

Step1: Click on Change Contacts tab (Refer Figure 2)

Step2: Fill up your mobile number and email ID

Step3: Click on Change Details Button

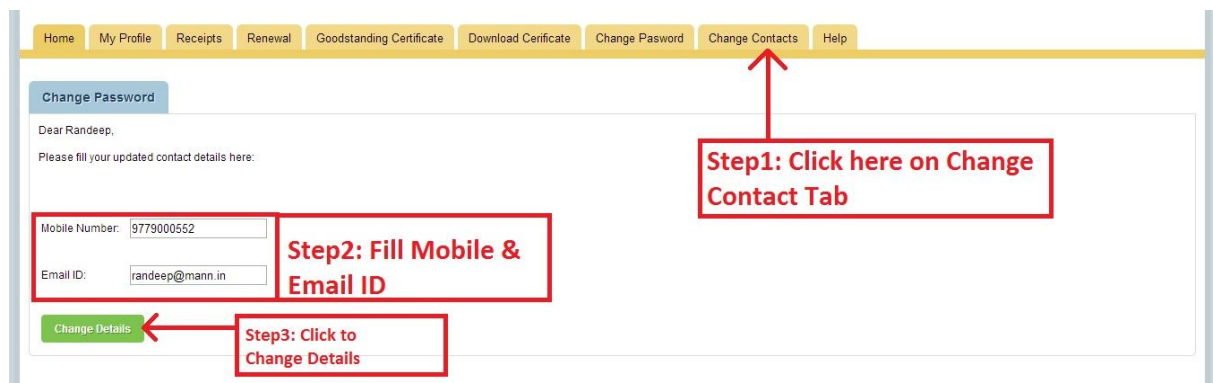


Figure 7: Change Contact Details