MAHARASHTRA HOUSING AND AREA DEVELOPMENT AUTHORITY

HELP FILE FOR MHADA LOTTERY

MHADA LOTTERY 2023

Important Instructions to fill the Online Enrollment Application Form

1. The applicant should click on "**Register**" button and carefully fill the online form.

2. In the online application, fields marked with " * " are mandatory to be filled.

3. To make the online application easy to fill, you have to keep the following information with you**:**

3.1) Soft copy of applicant's photograph (5 KB to 50 KB), Scan copy of cancelled cheque of applicant's bank account and scan copy of first page of applicant's bank passbook (5 KB to 300 KB).

3.2) Applicant's PAN Card number and scan copy of PAN Card (5 KB to 300 KB).

3.3) Applicant's Date of Birth and AADHAR Card Number.

3.4) Applicant's Residence Address and Post Pin Number.

3.5) Applicant's personal contact number, residential contact number, office contact number, email id, etc.

3.6) Applicant's bank account number and respective MICR and IFSC code.

4. After filling the online form, click on "**SUBMIT**" button. Also check all the details filled in the online form once again and then click on the "**CONFIRM**" button.

To start the registration process, kindly visit the following website:

https://lottery.mhada.gov.in

A) Registration

Point 1) Select Language

Select the language of your choice for filling the online application form.

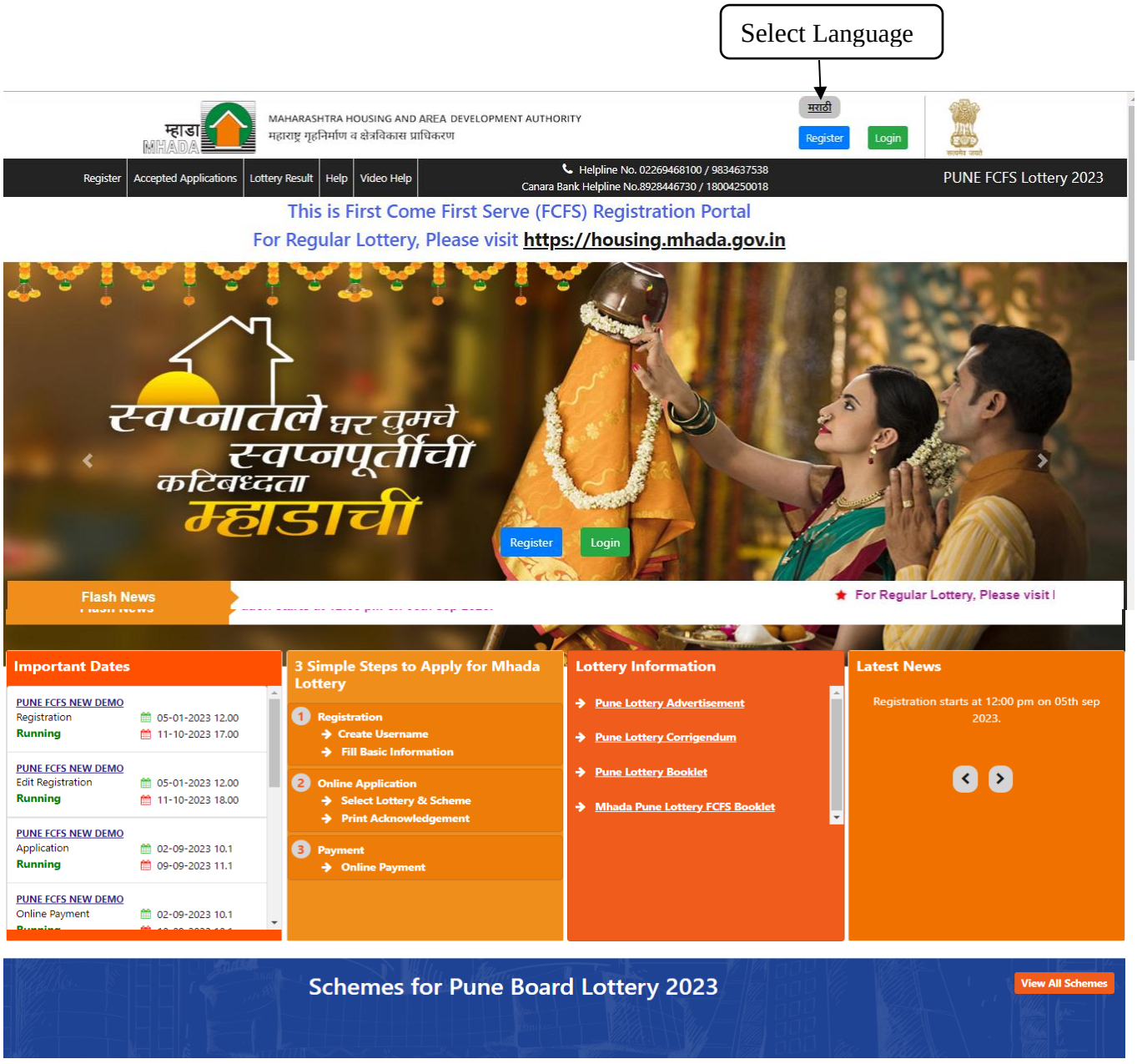

Fig. Name: Select Language

Point 2) Register

To register for the lottery, click on "Register" button.

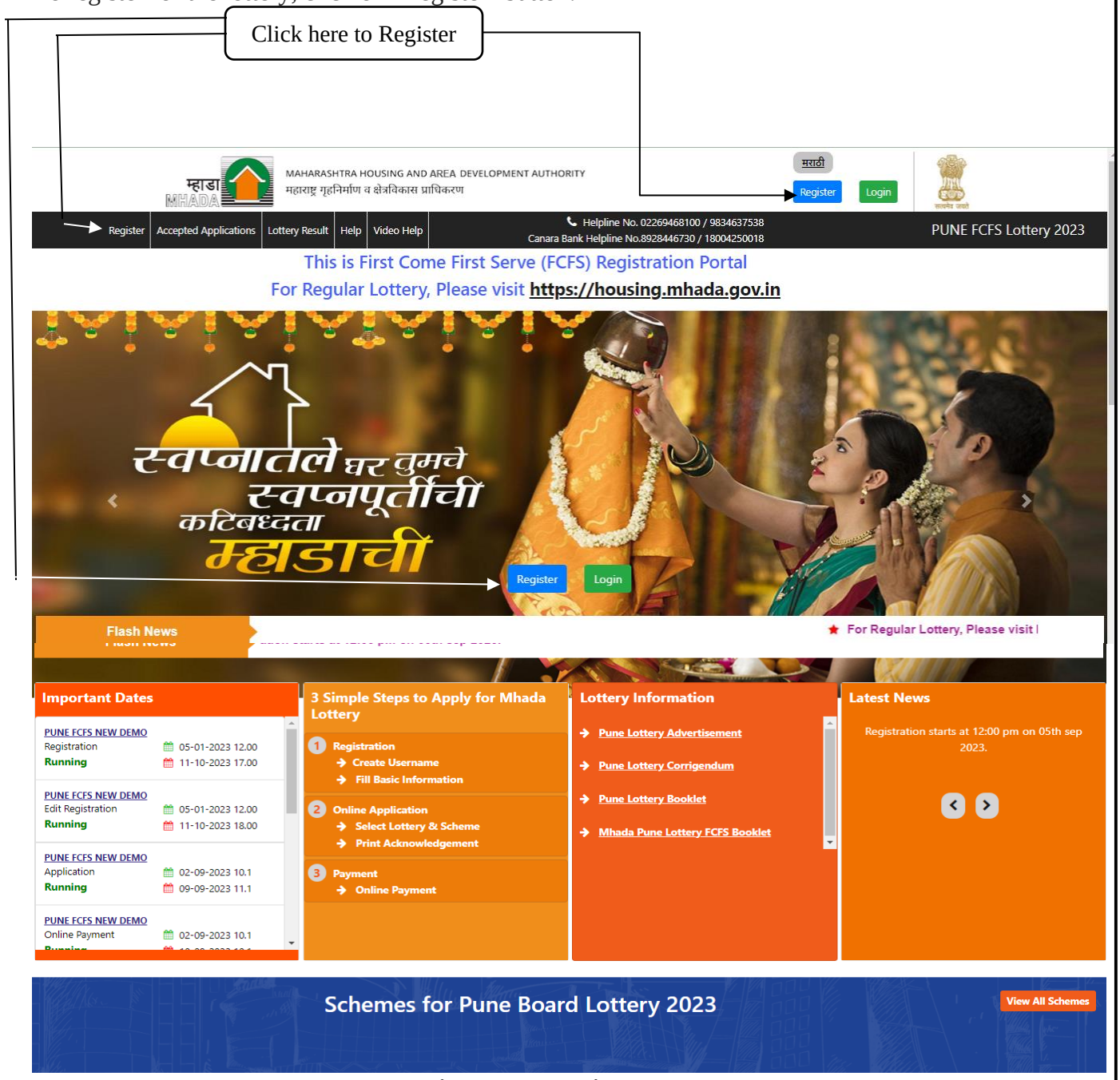

Fig. Name: Register

Point 3) Create User Account for MHADA Lottery

For creating User Name, you can use letters, numbers, underscores (_), dot (.) and it should be 10 to 15 characters long.

Password should not contain whitespaces and should be greater than 8 characters.

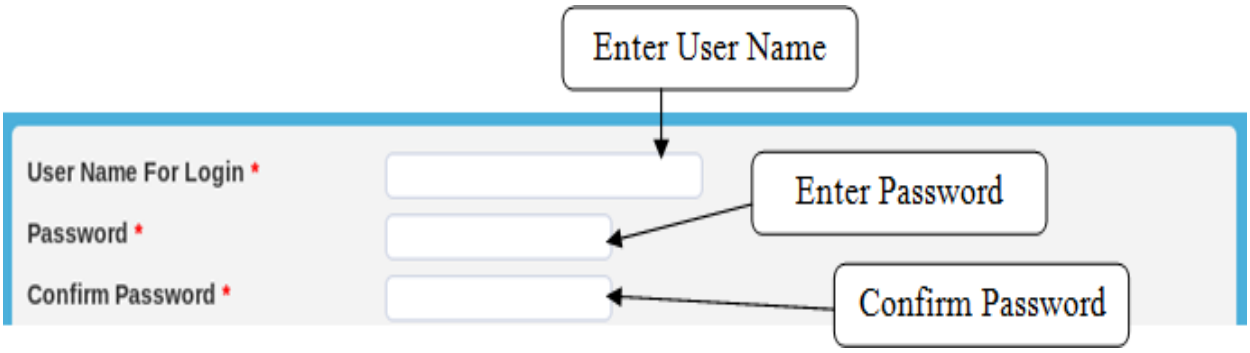

Fig. Name: Enter User Name and Password

Fig. Name: If User Name is available, a green tick mark will be shown

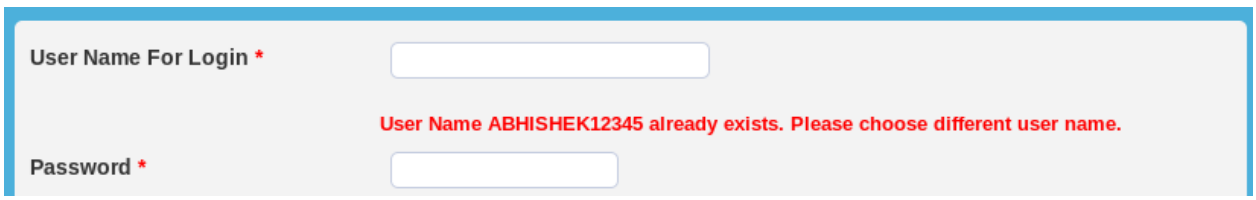

Fig. Name: If User Name is already registered, then choose a different User Name

Point 4) Applicant's Information

Applicant should fill his primary details as follows:

1. First Name
2. Father's / Husband's / Middle Name
3. Surname / Last Name
4. Date of Birth
5. Mobile Number
6. WhatsApp Mobile Number (Optional)

After filling in all the details, click on the "**Submit**" button.

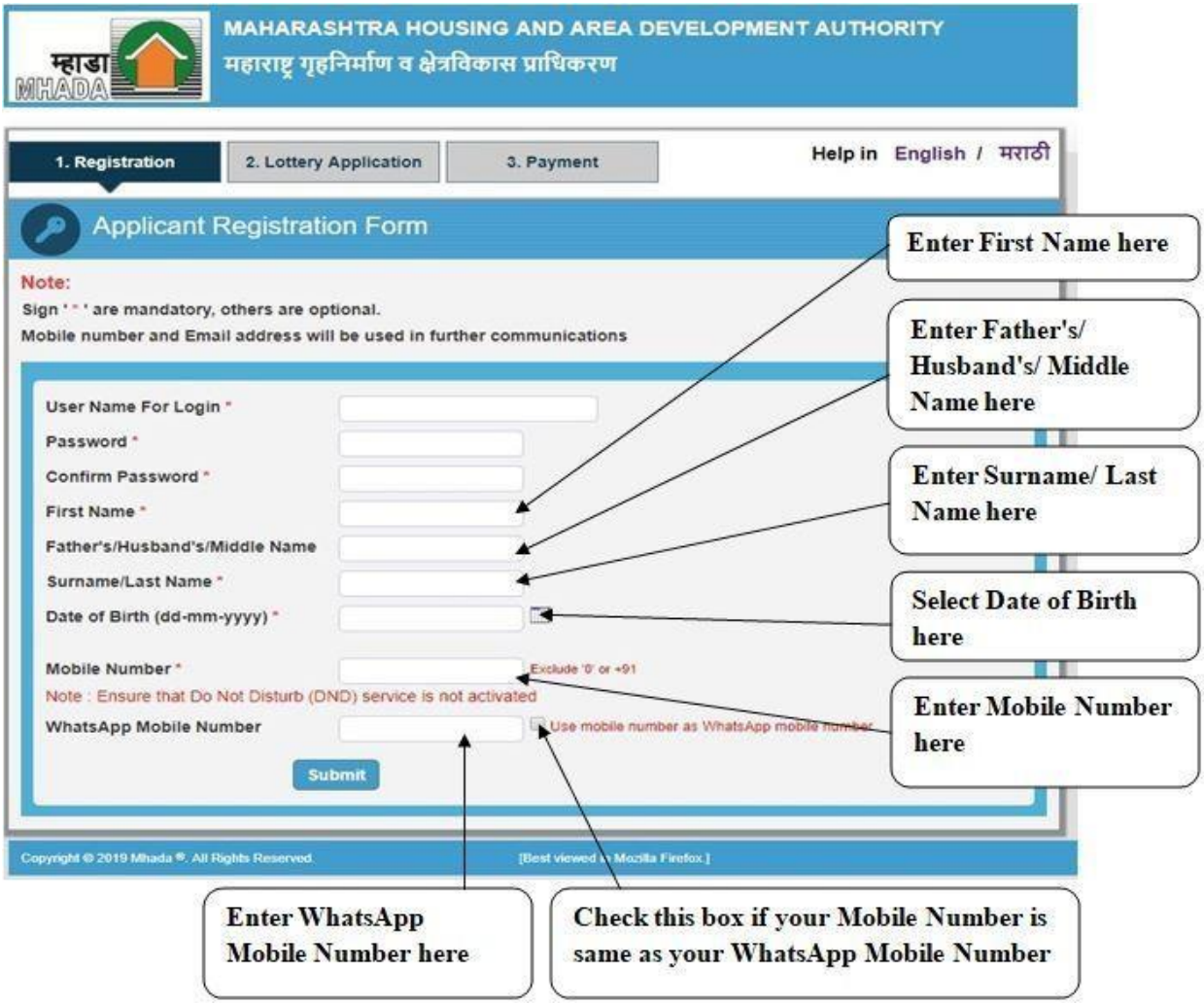

Fig. Name : Applicant's Information

After you click on the SUBMIT button, you need to confirm all your entered details once. Verify all the details, enter the Verification Code and click on the "CONFIRM" button to proceed further. In case you wish to change any detail, click on the "Back" button.

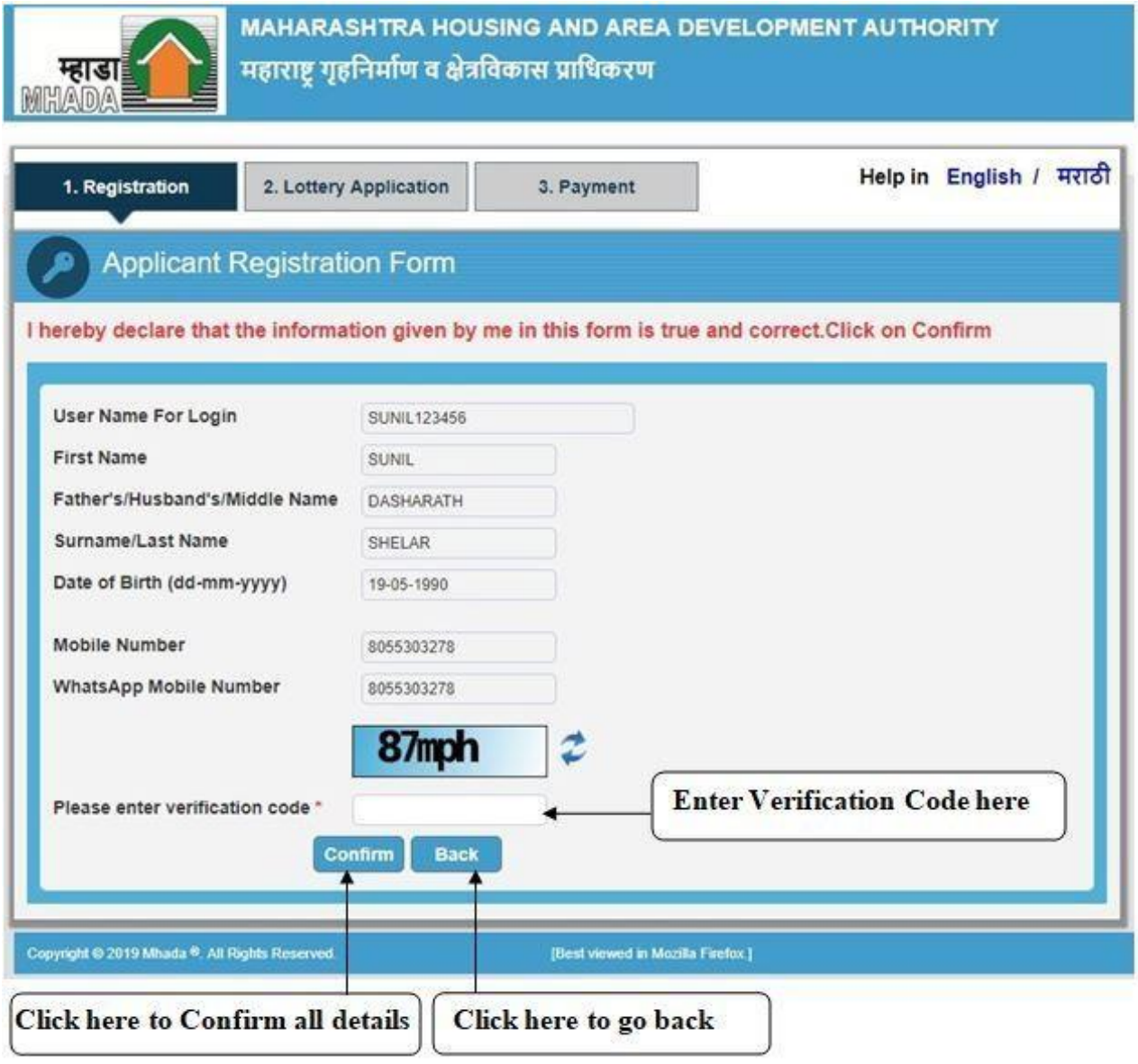

Fig. Name : Confirm Applicant Information

Once you click on the "CONFIRM" button, you will get a One-Time-Password (OTP) window as follows. You need to enter the OTP that you have received via SMS/EMAIL on your registered Mobile Number / Email ID and click on "OK" button.

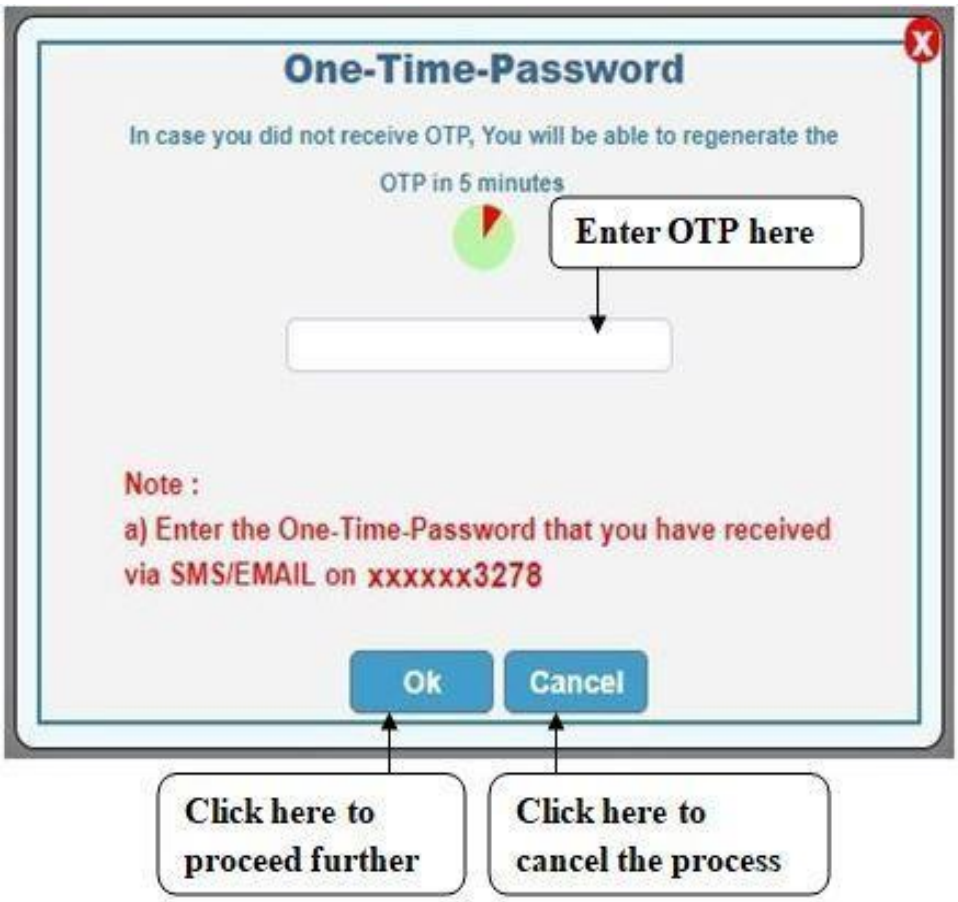

Fig. Name : One-Time-Password Window

Point 5) Applicant's Username

Applicant should fill the whole form. Applicant's username will be displayed in the upper-right corner of the application.

Fig. Name : Applicant's Username

Point 6) Applicant's Monthly Income

The applicant needs to enter the average monthly total income of the applicant's family (family means only husband and wife) from all the sources during the previous 12 months. The amount entered should be per month only. Do not mention your annual income.

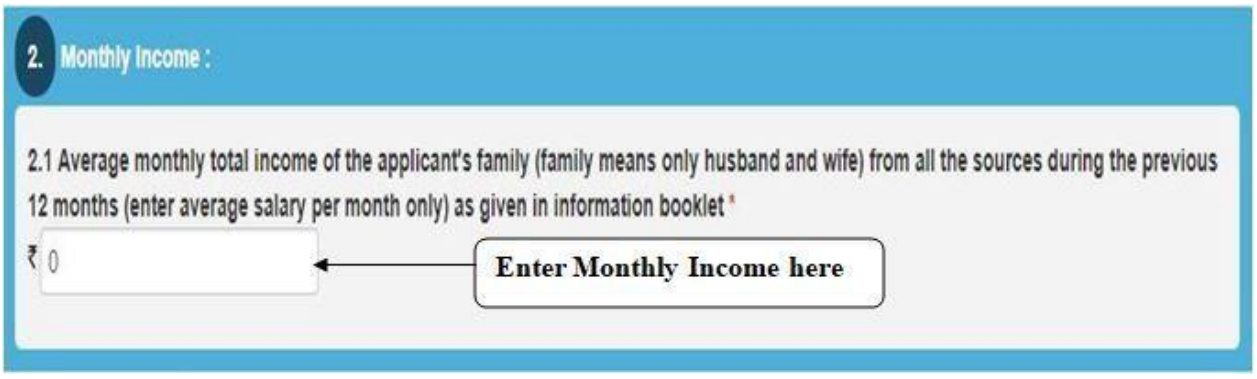

Fig. Name : Applicant's Monthly Income

Point 7) Applicant's Photograph

The applicant needs to upload his recent photograph and the following points need to be considered:

1. Photograph should be in JPEG format.
2. Size of the photograph should be between 5 KB to 50 KB.
3. The photograph must be passport size. The applicant's face should be clearly visible and the photograph's background must be light-colored.

Click on the link below the photograph to reduce the photograph's size and to crop it properly.

Fig. Name : Upload applicant's photograph

For uploading the photograph, follow the below steps:

1. Browse for the photograph from specific location.
2. Examine the photograph.
3. Crop the photograph according to convenience.
4. Click on the OK button to upload the photograph.

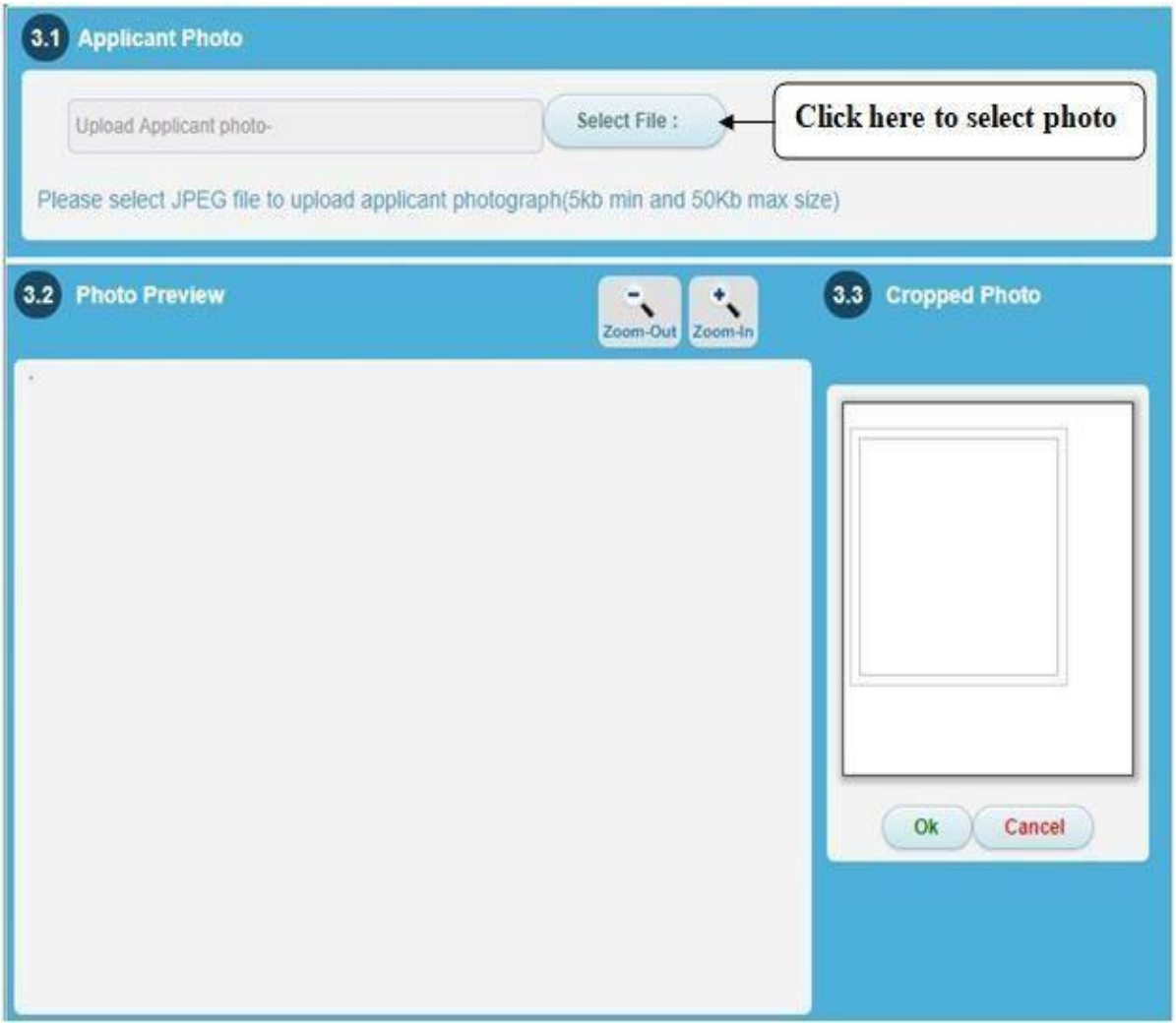

Fig. Name : Upload Photograph

The photograph will look as shown below. You can make changes after uploading the photograph. If you upload the photograph with size less than 5 KB or more than 50 KB, an error message will be displayed.

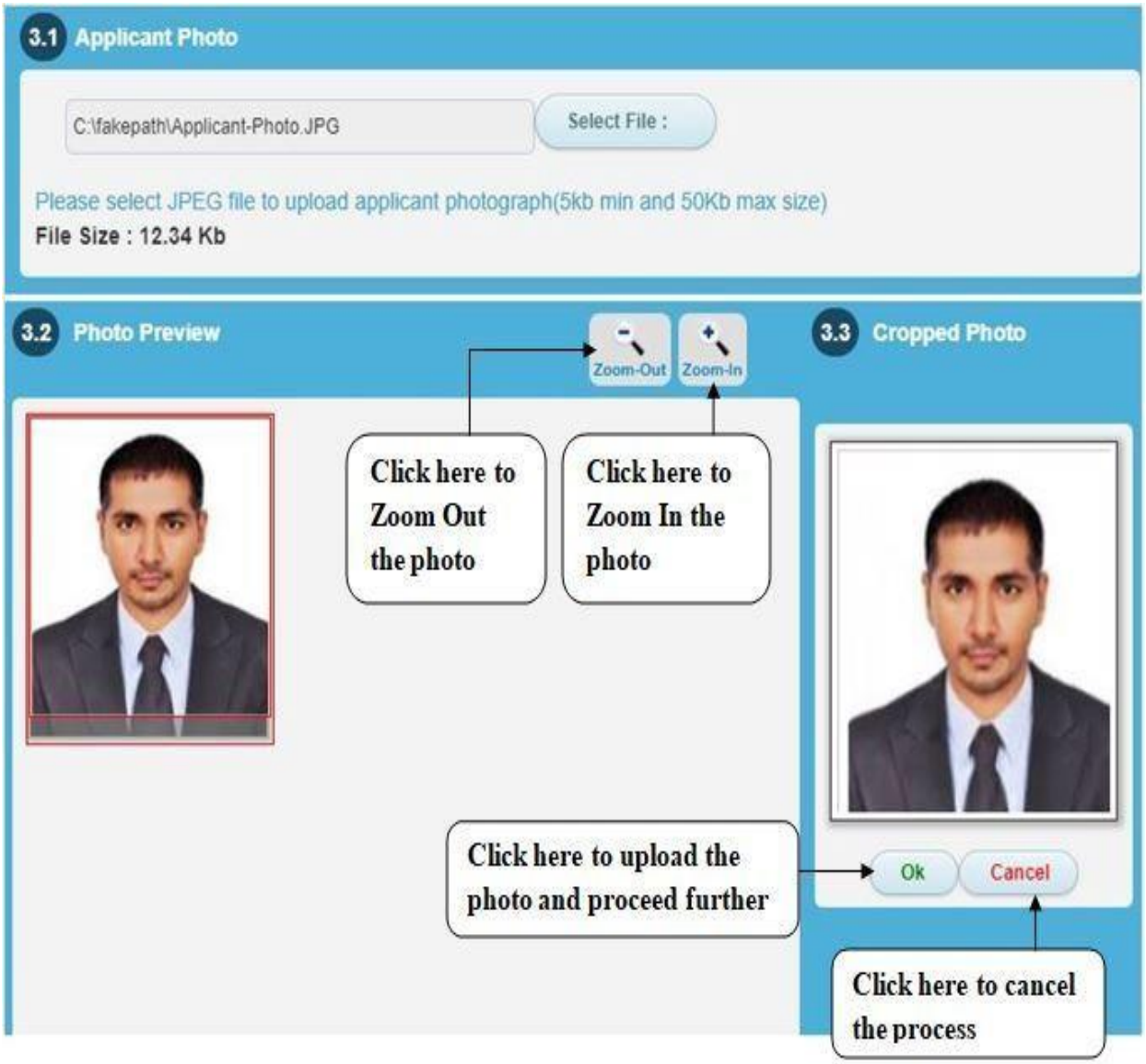

Fig. Name : Crop Photo

Point 8) PAN Card Information

The applicant will have to enter his PAN (Permanent Account Number) card number.

- PAN card number must be of 10 digits. It must contain first five English alphabets, next four numbers and last one English alphabet.
- When the PAN card number will be entered, its information will be verified online and the name will appear automatically in the blank space below.
- If the entered PAN card number is already used by someone else then a message saying scan and upload the PAN card will be displayed. The decision will be taken after online verification of the uploaded PAN card copy by the MHADA officers.
- If the entered PAN card number is not verified online or the entered PAN card details are not included in the available information, you will have to upload a scanned copy of the PAN card which will be later verified by the MHADA officers.
- After the MHADA officers verify the details, they will be approved and shown under the "PAN Card Details" section.

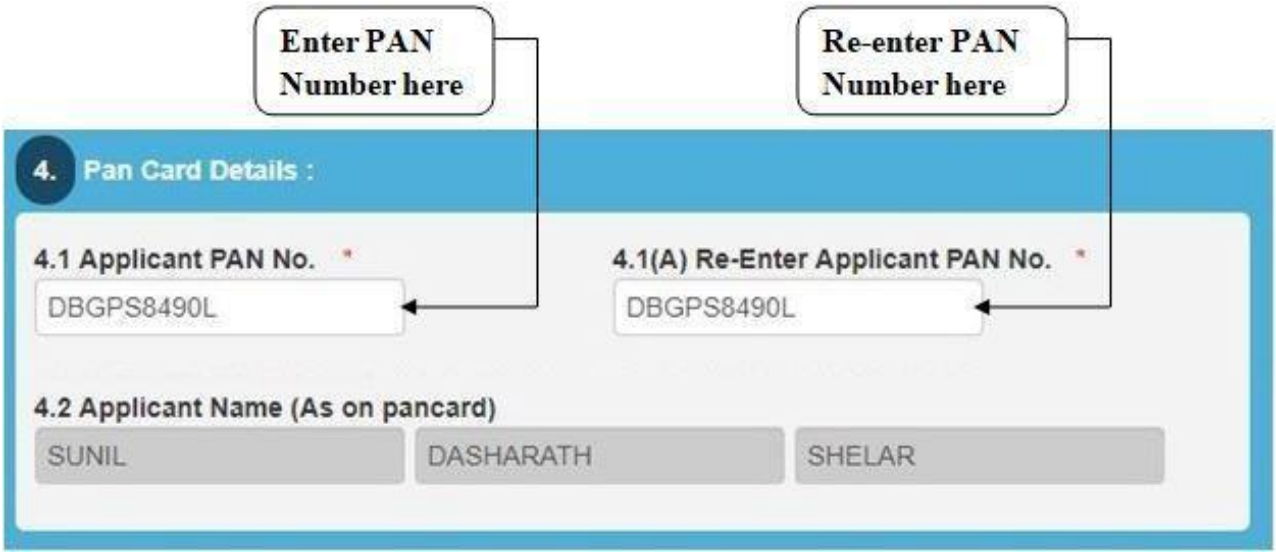

Fig. Name : PAN Card Details

If the PAN Card is already registered, an error message will be displayed as follows:

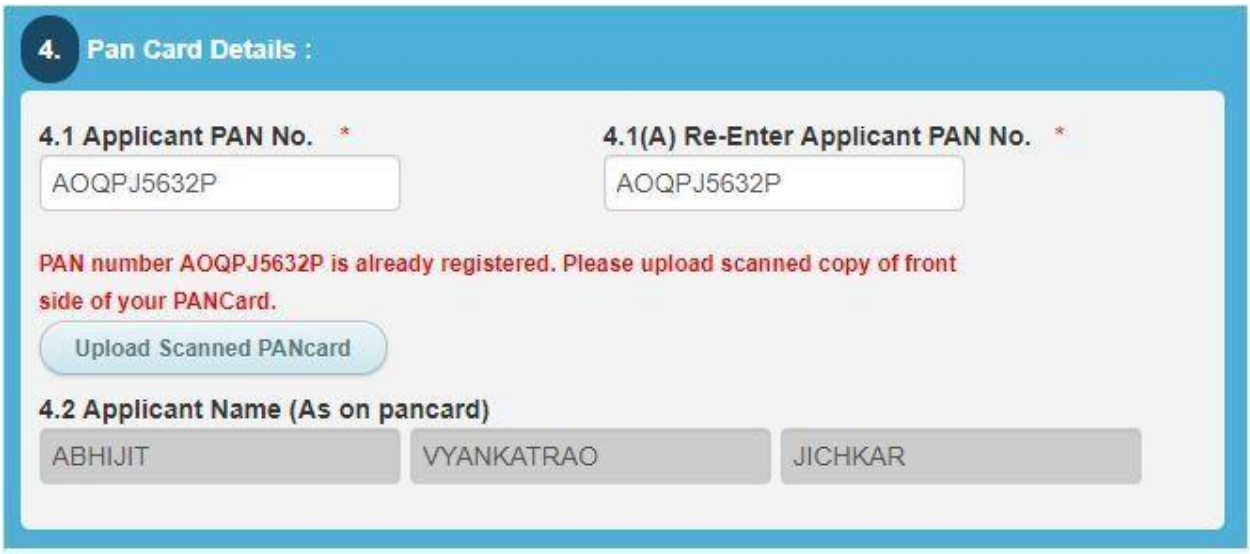

Fig. Name : Error Message: PAN Already Registered

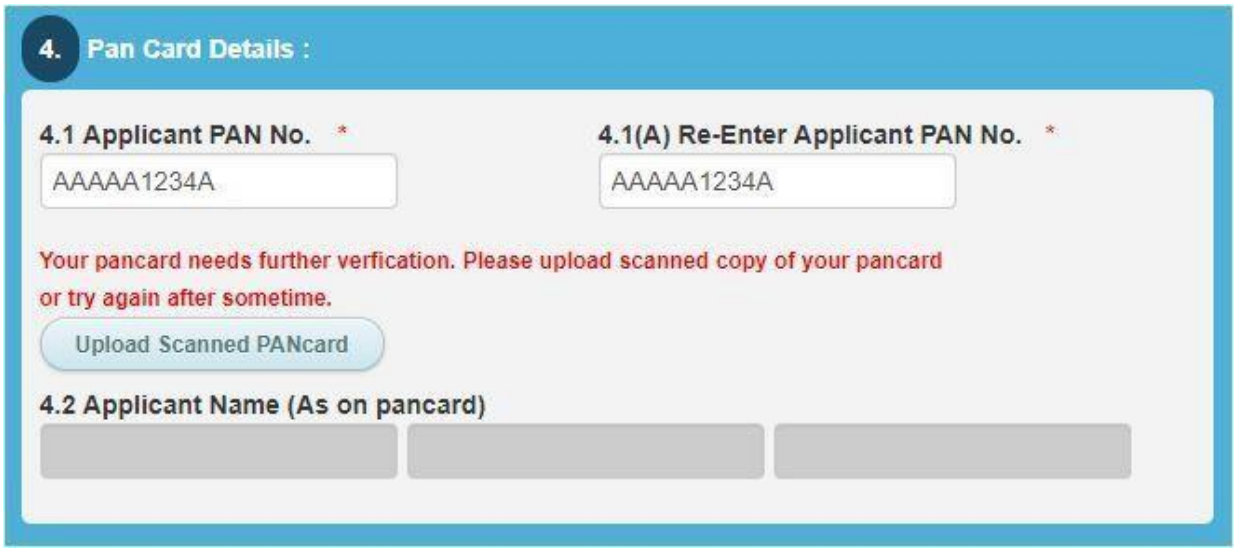

Fig. Name : Error Message: PAN Needs Further Verification

The applicant will have to upload a scanned copy of the PAN Card

Fig. Name : Upload Scanned Copy of PAN Card

Point 9) Details of Applicant

Applicant will have to enter below details:

- Select correct option for salutation from Mr./Mrs./Miss.
- Applicant has to enter his name in the pattern of First Name, Father's / Husband's / Middle Name and Surname / Last Name.
- Select one of the following options for occupation:
  A. Service, B. Business, C. Self Employment, D. Other
- Select option for marital status:
  A. Married, B. Unmarried, C. Other
- Select gender from following options:
  - Male
  - Female
  - Other
- Applicant has to enter his AADHAR Card number. AADHAR Card number is of 12 digits (0-9).

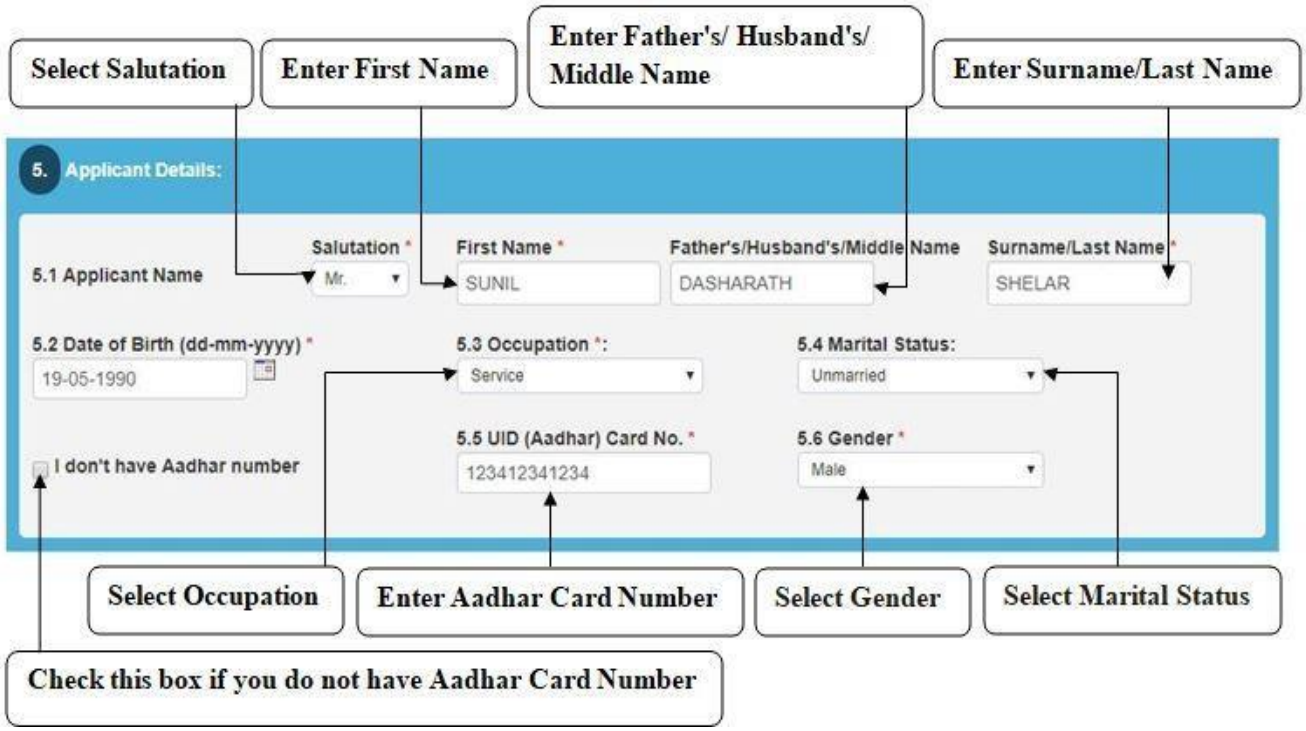

Fig. Name : Applicant Details

Point 10) Applicant Address with PIN Code

Applicant has to enter details as follows:

1) Permanent Address

2) Country

3) State

4) District

5) Taluka

6) Village/Ward

7) PIN Code

For Example:

1) Permanent Address – Pride Estate, Sadashiv Peth, Pune

2) Country - India

3) State - Maharashtra

4) District - Pune

5) Taluka - Haveli

6) Village/Ward – Pune

7) PIN Code – 123456

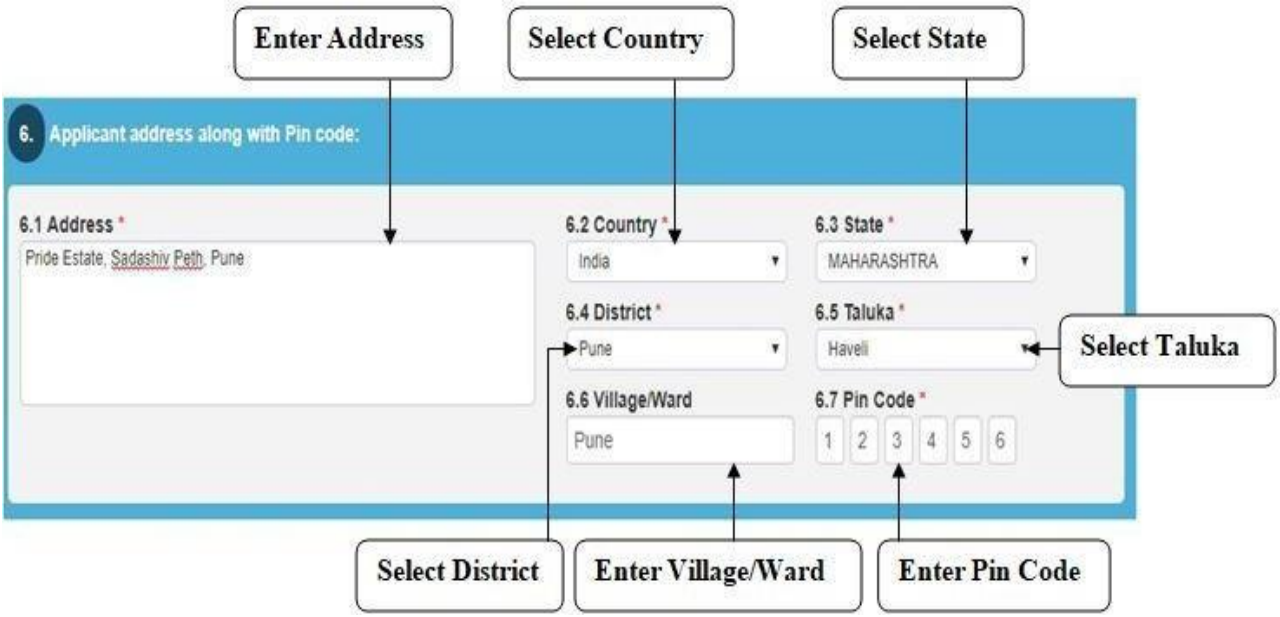

Fig. Name : Address Details

Point 11) Contact Details

Applicant has to enter his contact details as follows:

1) Applicant's E-Mail ID. For Ex. abc@xyz.com
2) Applicant's Residence Telephone Number. For Ex. 020-2548758 (Optional)
3) Applicant's Office Telephone Number (Optional)

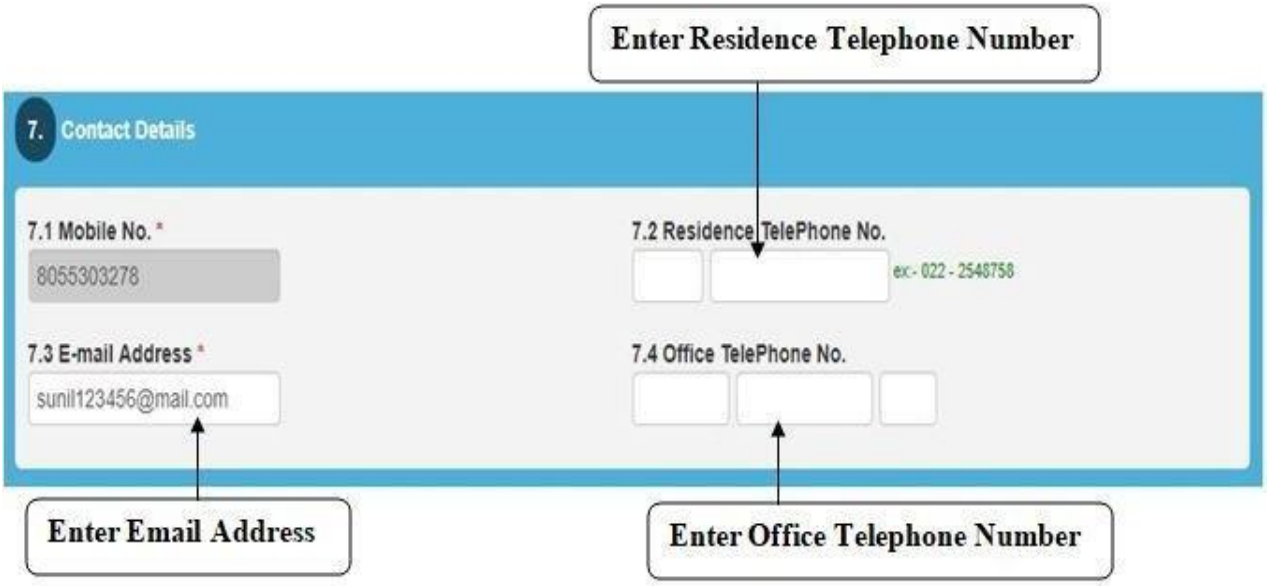

Fig. Name: Contact Details

Point 12) Bank Account Details of Applicant

Applicant has to enter Bank Account Details as follows:

1) Upload a scanned copy of cancelled cheque or first page of bank passbook to verify Bank Account and IFSC Code.

2) Enter Bank Account Number in Point (8.2) and Re-Enter Bank Account number in Point (8.2(A)) for confirmation.

3) Enter IFSC (Indian Financial System Code) **OR** MICR (Magnetic Ink Character Recognition) Code.

If you enter all details correctly, then system will automatically show Bank Name in Point (8.5) and Branch Name in Point (8.6). If it doesn't work, then verify your Bank Details once.

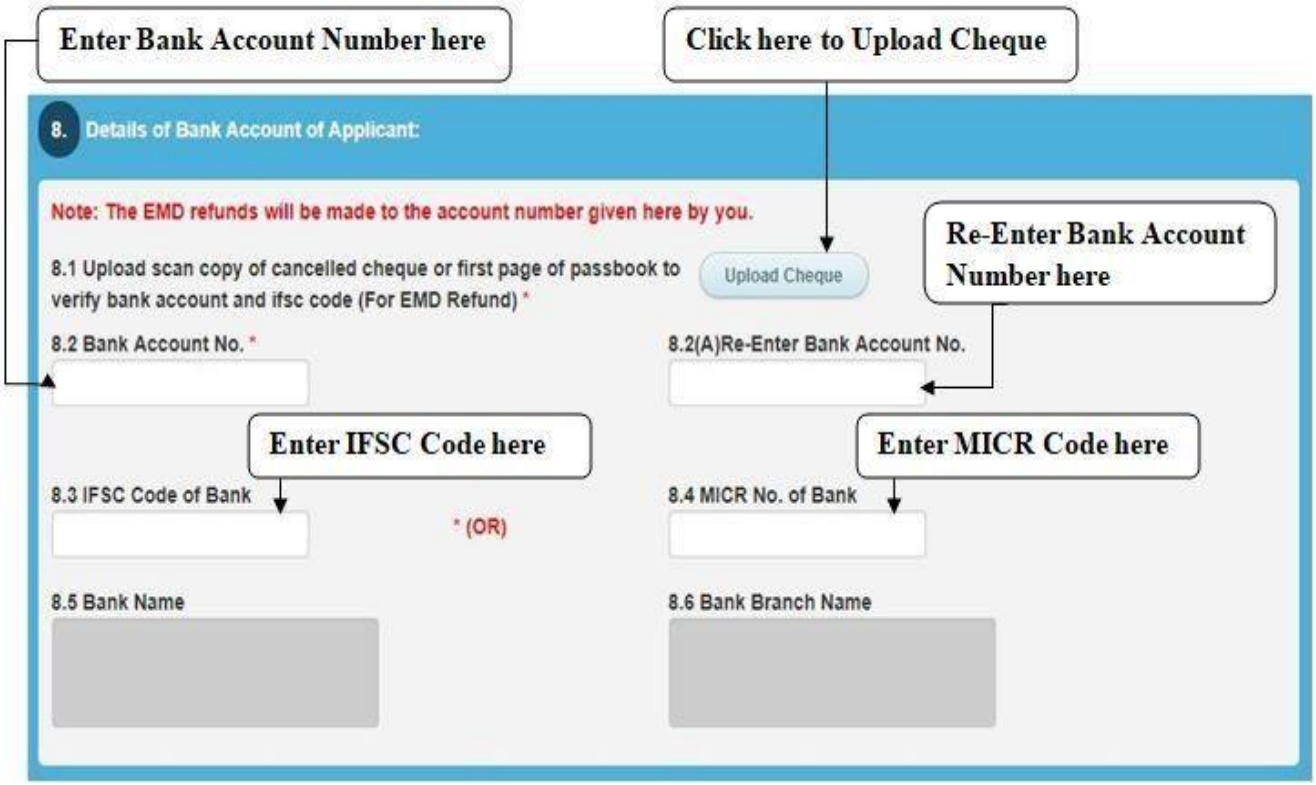

Fig No. : Bank Account Details of Applicant

If all your Bank Details are correct and you are still facing any problem to enter IFSC and MICR then kindly contact on MHADA's Helpline Number.

Point 13) Verification Code

Enter the verification code in the given box as shown below.

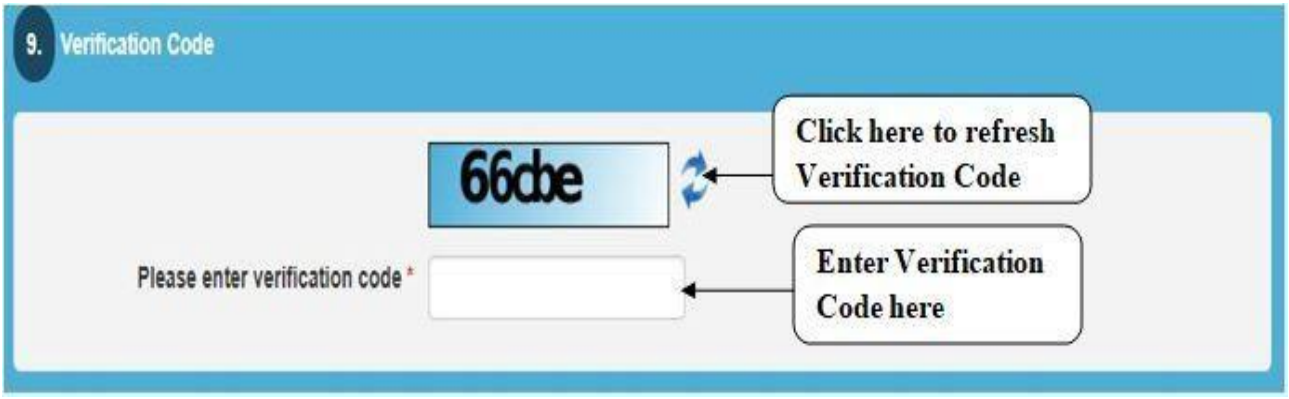

Fig. Name: Verification Code

Point 14) Submit Application

If all details are correct, then click on Submit Button to submit your online application form or to edit information click on Reset button.

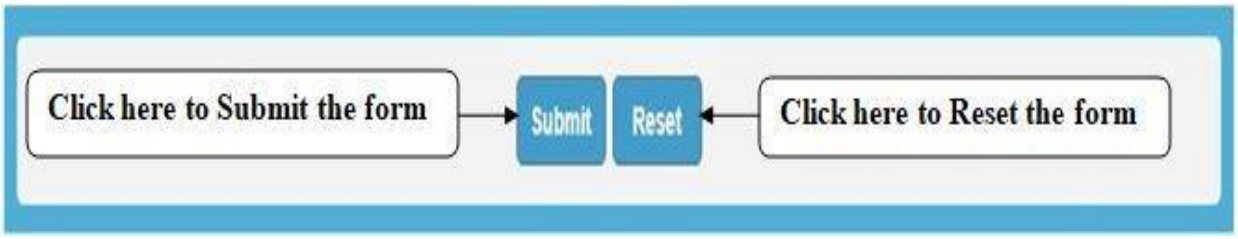

Fig. Name: Submit Application

Point 15) Confirm Application

Verify whether all the details entered by you are correct or not and then click on Confirm Button to submit Application Form finally.

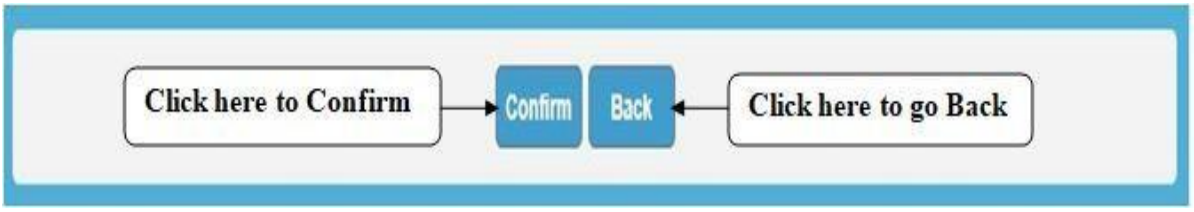

Fig. Name: Confirm Application

Point 16) Apply for Lottery Application

Once you finish with the registration process, then following screen will appear.

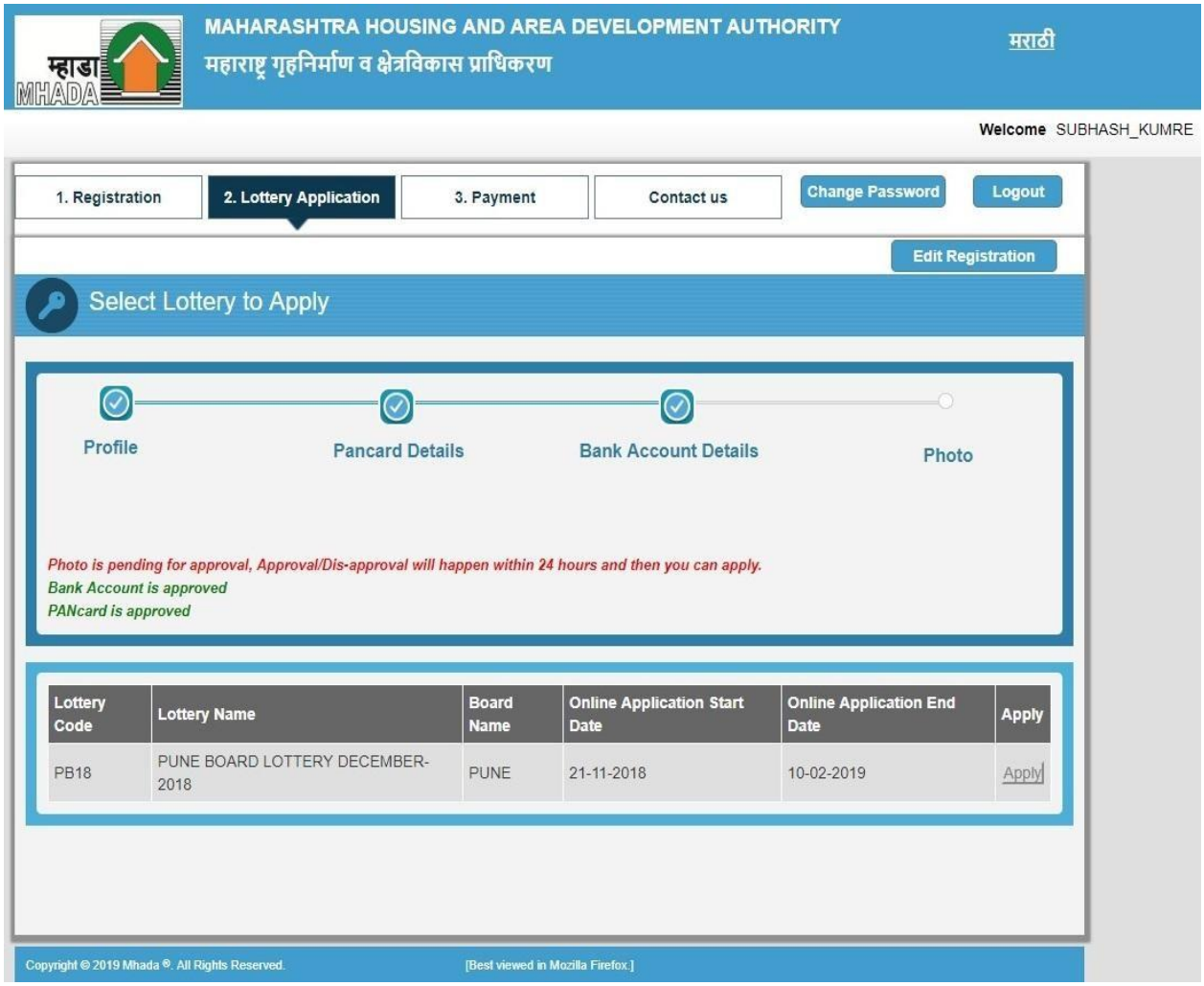

Fig. Name: Message (in red) when documents are not approved

Here, the “Apply” Button is disabled because your photo verification is pending by the MHADA officers. Once they verify your uploaded photo then following screen will appear.

The "Apply" button will be enabled when all the documents will get approved in the scrutiny process.

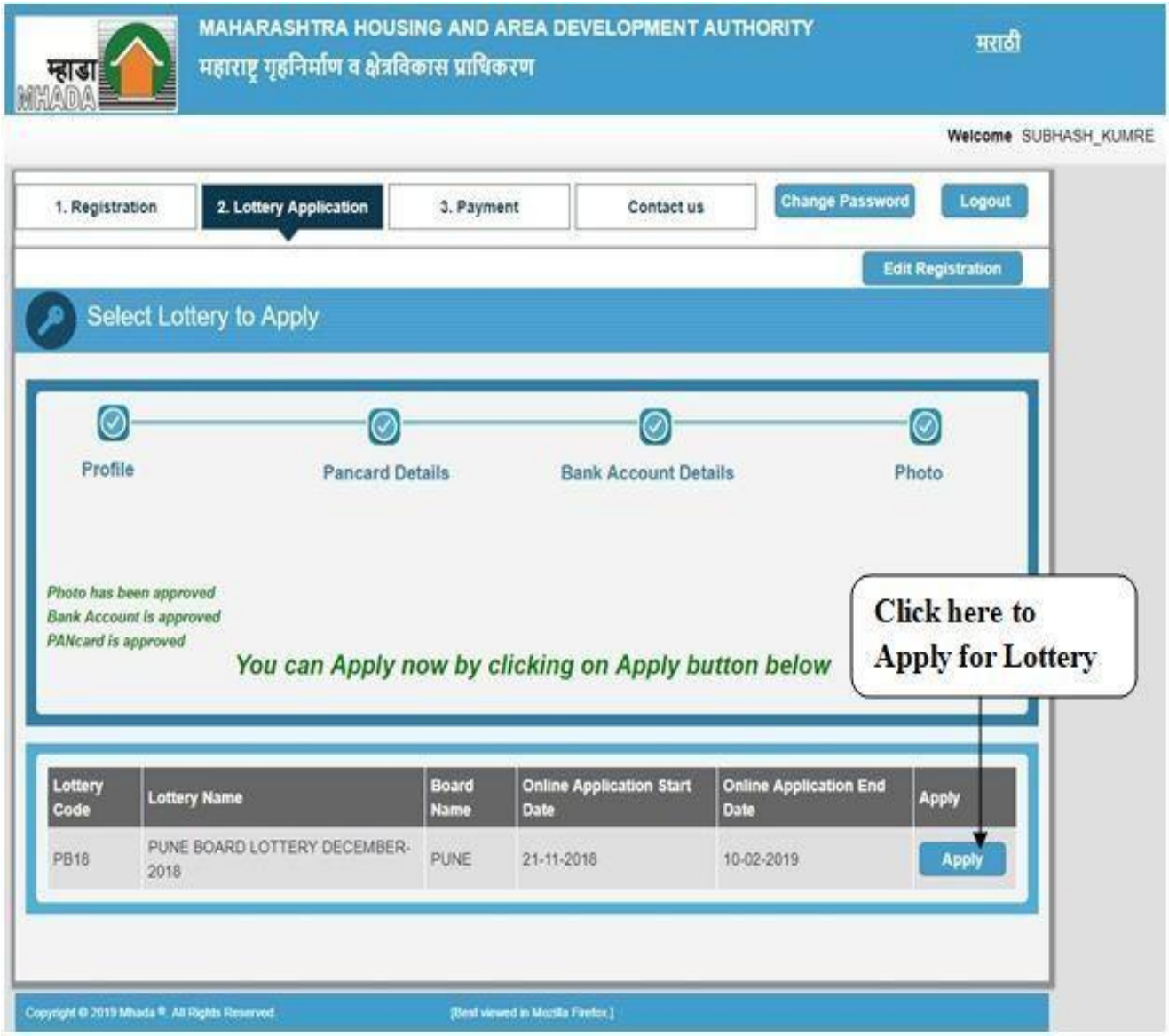

Fig. Name: Apply button enabled when all documents are approved

Once “Apply” Button is enabled, you can apply for the scheme as follows.

B) Lottery Application

Point 1) Select Scheme Code

Select Scheme Code Number by clicking on the search icon that is shown in the red circle.

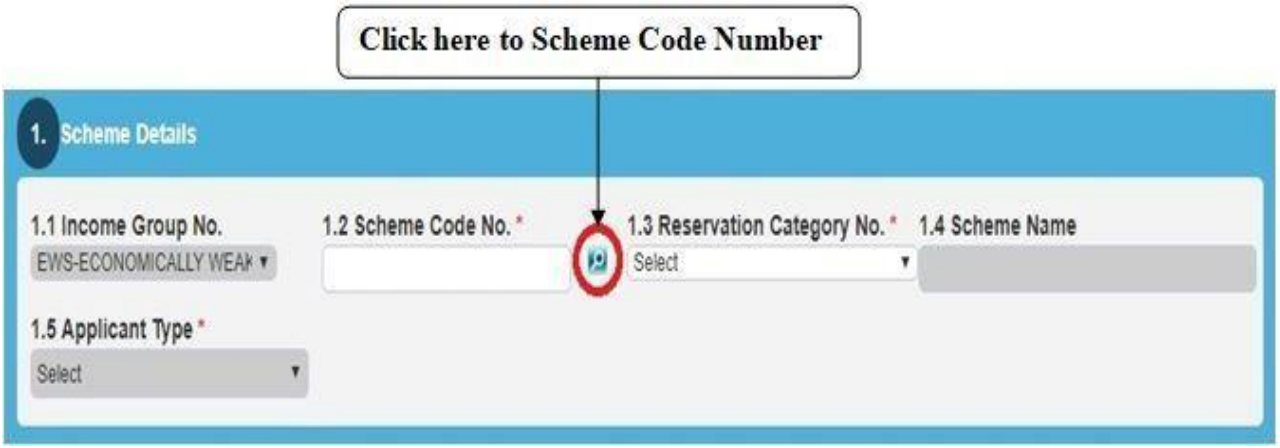

Fig. Name: Selection of Scheme Code

Once you click on the search symbol, the following window will appear.

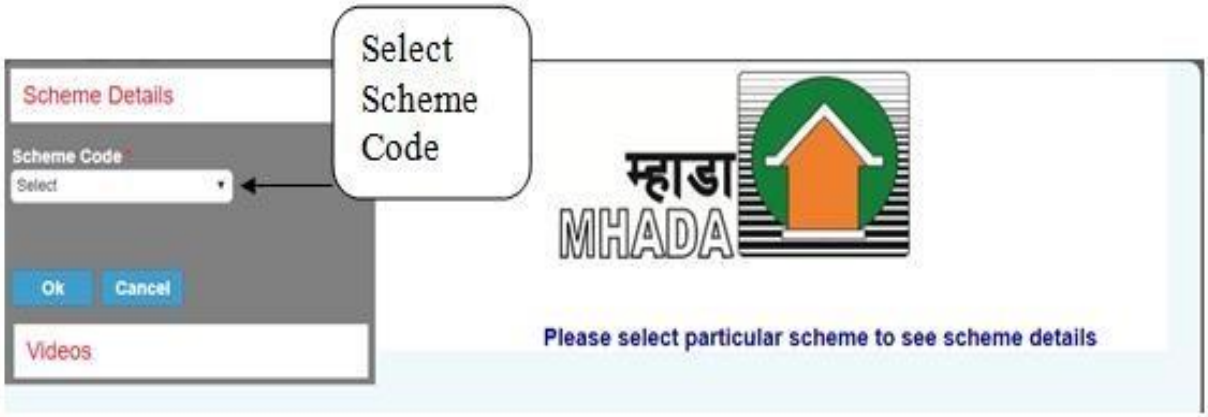

Fig. Name: Selection of Scheme Code

Select scheme code number from given schemes. After selecting the scheme code number, it will display all details of selected scheme like Videos, Building images, Building plan, Location plan, Google Map, etc.

Fig. Name: Selection of Scheme

Now Selection of Scheme is completed. After selecting Scheme Code, Scheme Name and Applicant Type will be displayed. In the next step, you have to select Reservation Category.

Fig. Name: Selection of Reservation Category No.

Point 2) PMAY Status Declaration

PMAY Status Declaration is displayed for the schemes which have PMAY. The applicant has to either select "Yes" or "No".

Fig. Name: PMAY Status Declaration

On selecting "Yes", the applicant has to provide his/her PMAY Registration Number.

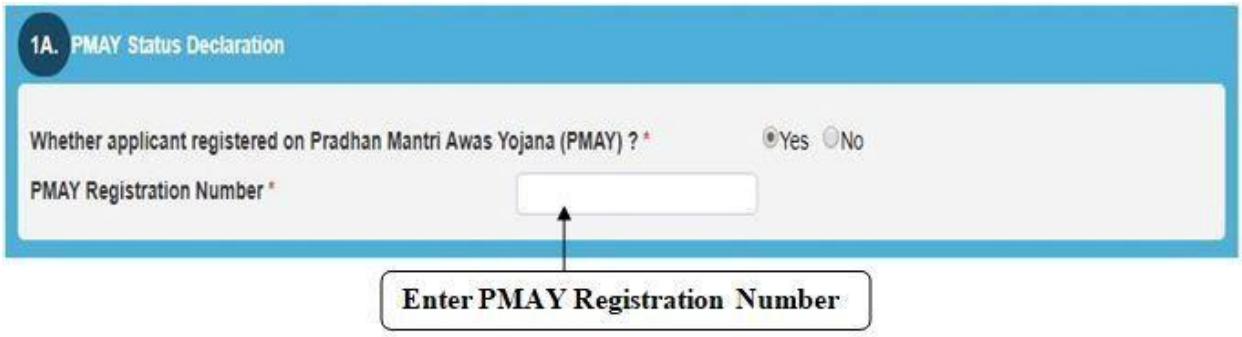

Fig. Name: PMAY Status Declaration – Yes Selected

On selecting "No", the applicant has to provide his/her Aadhar Card Number which is used for PMAY Registration.

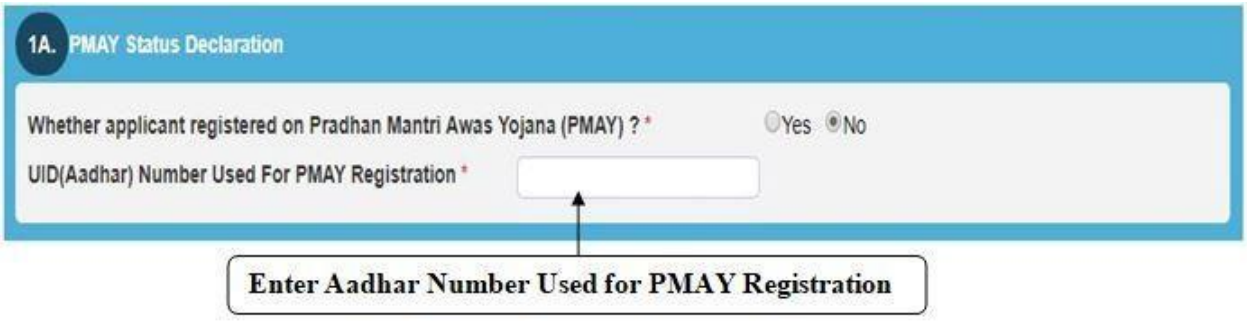

Fig. Name: PMAY Status Declaration – No Selected

Point 3) PMAY Undertaking

PMAY Status Undertaking is displayed for the schemes which have PMAY. The applicant needs to check the given checkbox to agree that he/she declares that the applicant, his/her wife/husband or his/her minor children don't own a pucca house in any part of India.

Fig. Name: PMAY Undertaking

Point 4) Local Municipal Authority Jurisdiction Area

This information is displayed for the schemes which do not have PMAY. Under Local Municipal Authority Jurisdiction Area, the applicant has to provide details whether the applicant and / or his / her spouse or minor children owns a house or a flat or a residential plot of land in his/her spouse name or minor children name. If so, give details of such house or flat or plot.

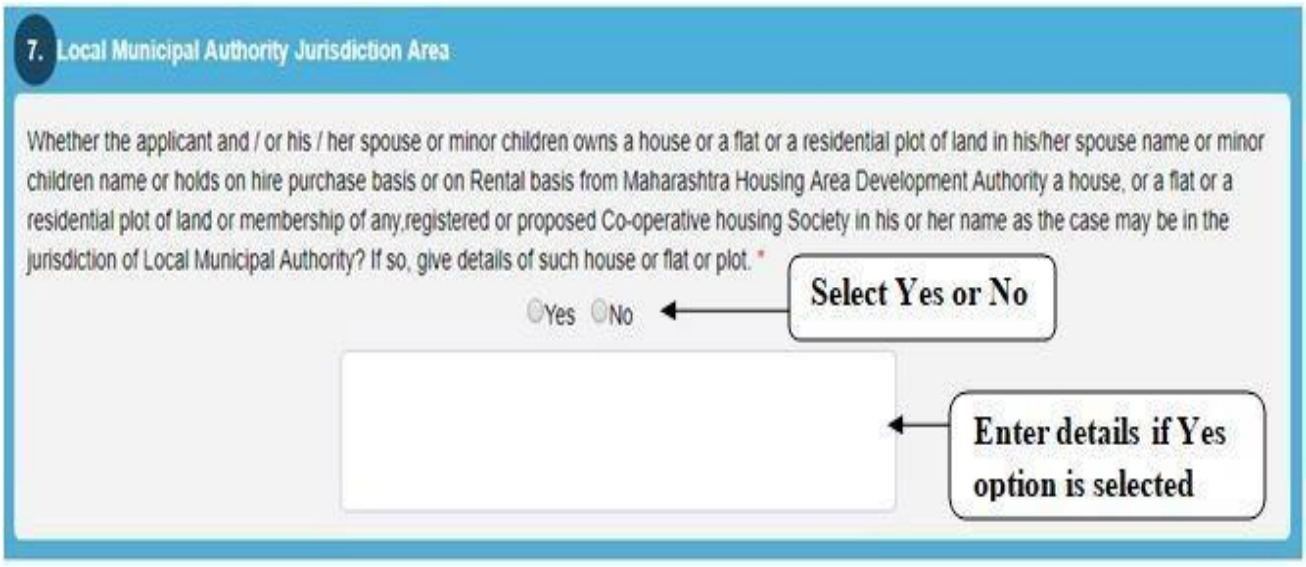

Fig. Name: Local Municipal Authority Jurisdiction Area

Point 5) Present Accommodation Details

Here, you need to provide present accommodation details like:

- Whether rental or on ownership basis.
- In whose name the tenancy or ownership stands.
- How long has the applicant been staying in Maharashtra.
- Whether applicant or his/her spouse has applied in any other scheme.

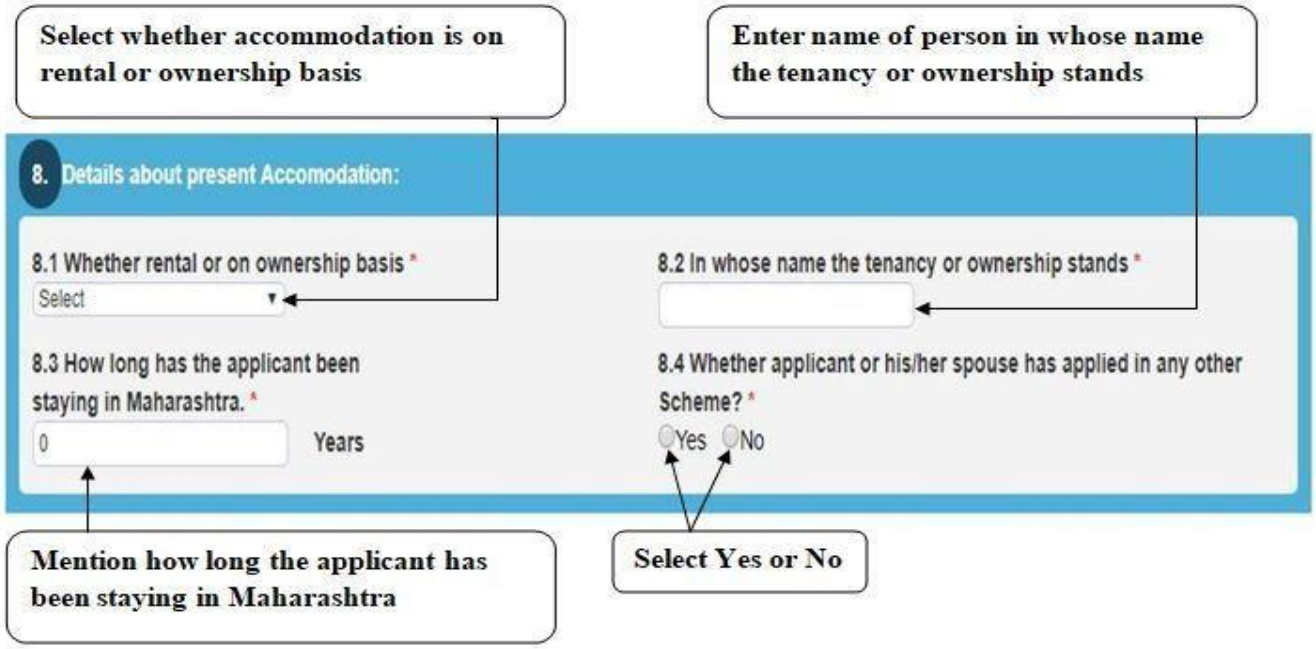

Fig. Name: Present Accommodation

Point 6) Income Details

Income details are Optional. It is not mandatory to provide Spouse Name and his/her PAN No.

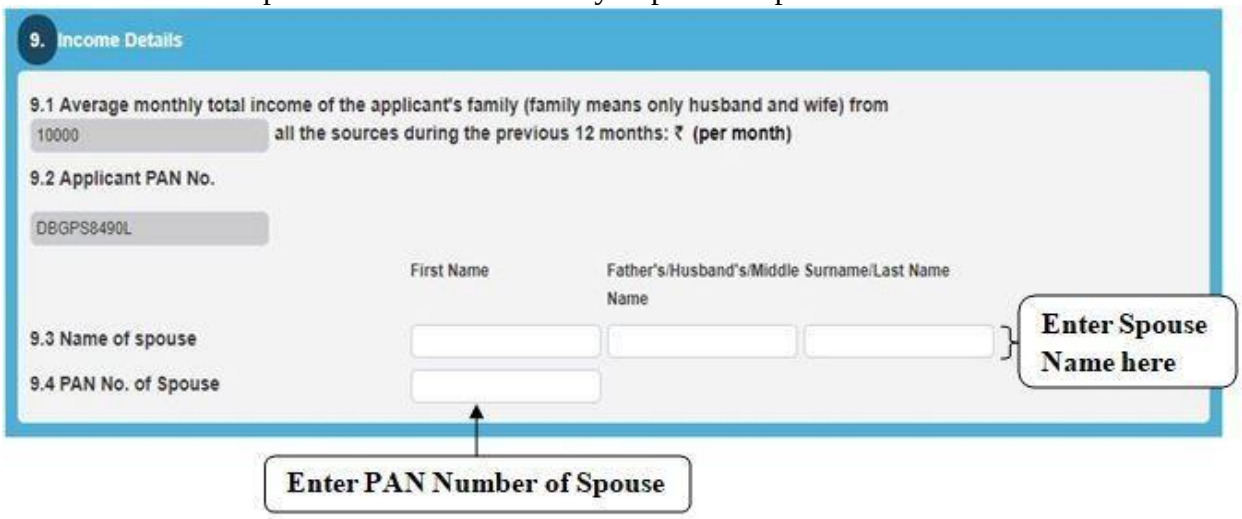

Fig. Name: Income Details

Point 7) Terms and Conditions

Carefully read the Terms and Conditions, click on the checkbox to agree and mention your Place.

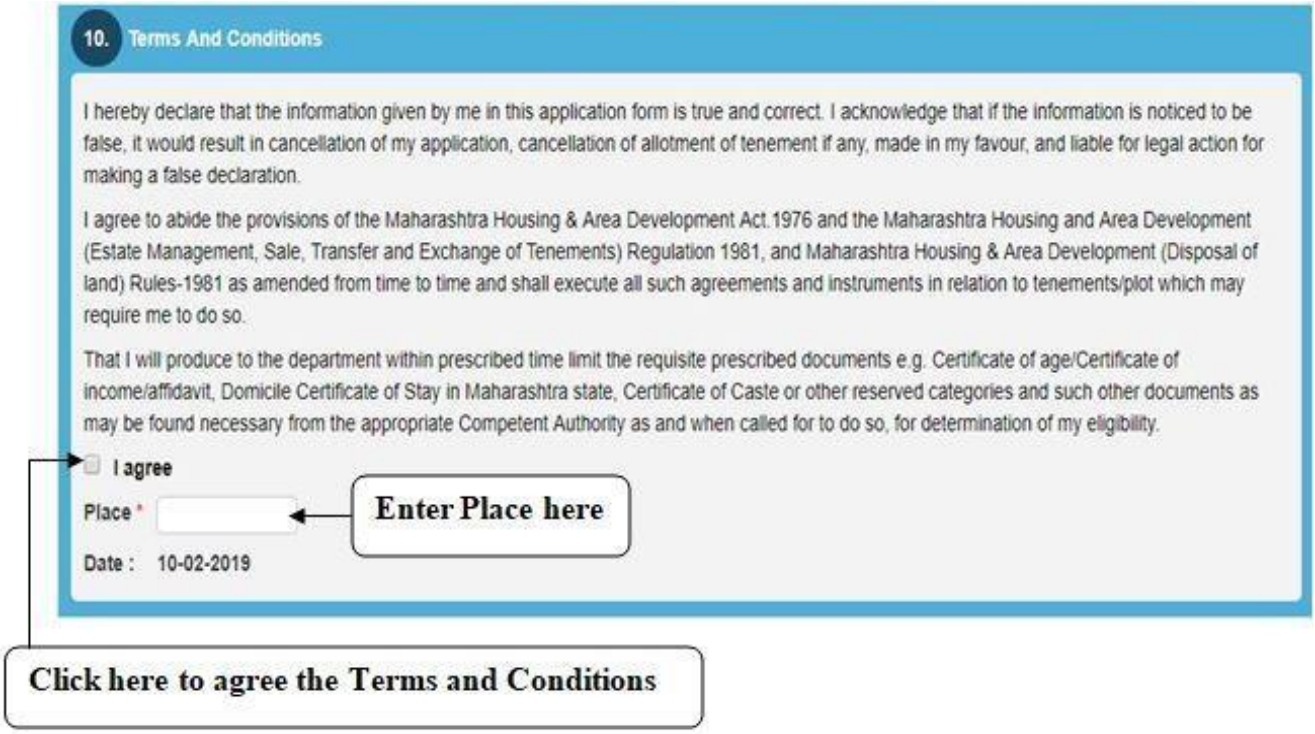

Fig. Name: Terms and Conditions

Point 8) Previous Lottery Winner Undertaking

This undertaking will be displayed to the winners of previous lottery. The applicant needs to check the given checkbox to agree that he/she declares that the PAN Card number provided in the current application is a winner or not in the previous lottery.

Fig. Name: Previous Lottery Winner Undertaking

Point 9) Verification Code

Enter the verification code in the given box as shown below.

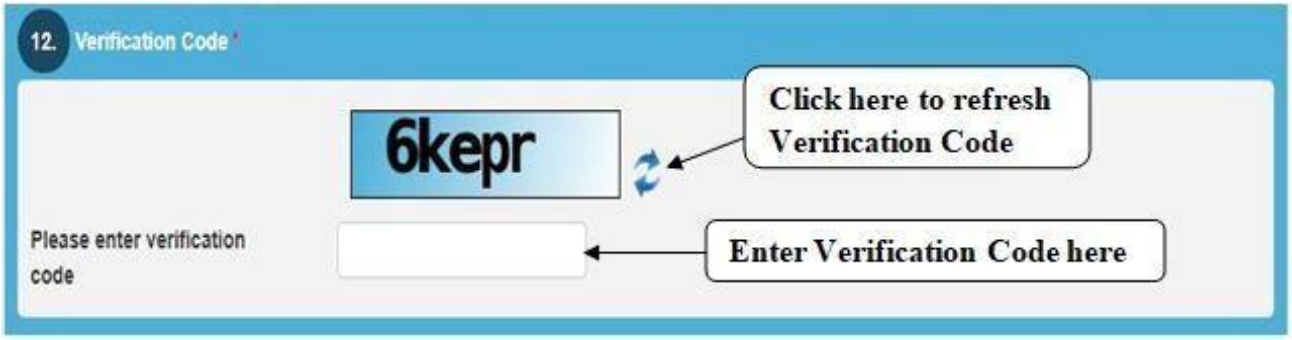

Fig. Name: Verification Code

Point 10) Submit Application

If all details are correct, then click on Submit Button to submit your online application form or to edit information click on Reset button.

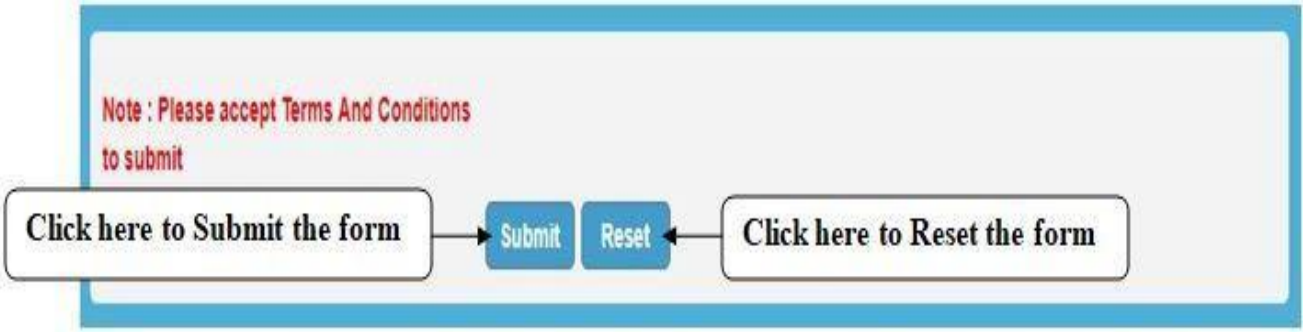

Fig. Name: Submit Application

Point 11) Confirm Application

Verify whether all the details entered by you are correct or not and then click on Confirm Button to submit Application Form finally.

Fig. Name: Confirm Application

Point 12) Feedback Form

After the applicant has registered himself and selected the desired scheme, then a feedback form will be displayed which needs to be filled in. The applicant will have to provide ratings for specific points so that the website can be enhanced. The feedback form will contain points like:

- Speed of the Site
- Information about Lottery on site
- Help available in using the Site
- MHADA Helpline response
- Overall Feedback about the site
- Comments

Note: Feedback Form is optional.

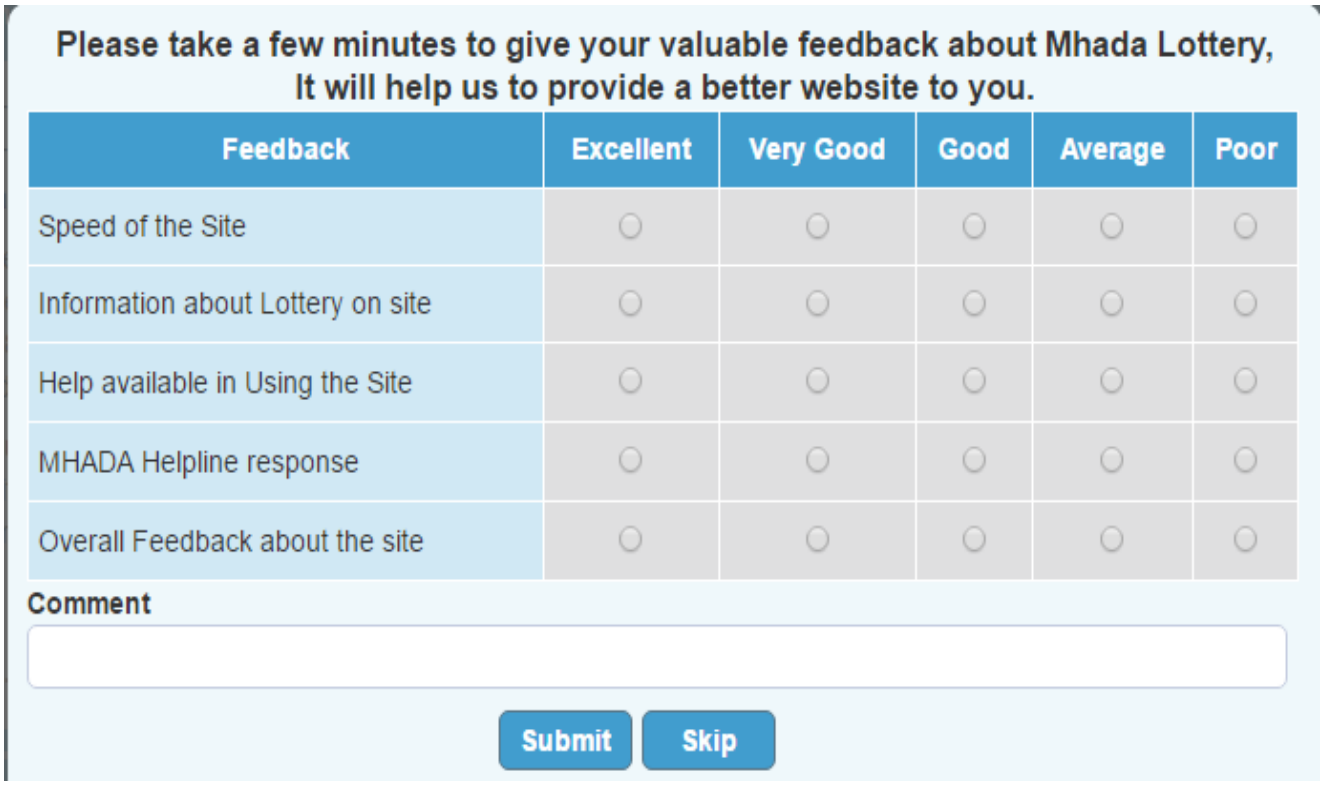

Fig. Name: Feedback Form

C) Payment

Point 1) Payment of EMD Amount

The applicant can download the application form in the desired language (English or Marathi) by clicking on either of the buttons namely “Print Application Form”. To proceed further, the applicant has to click on the "Pay" button to make payment of EMD Amount.

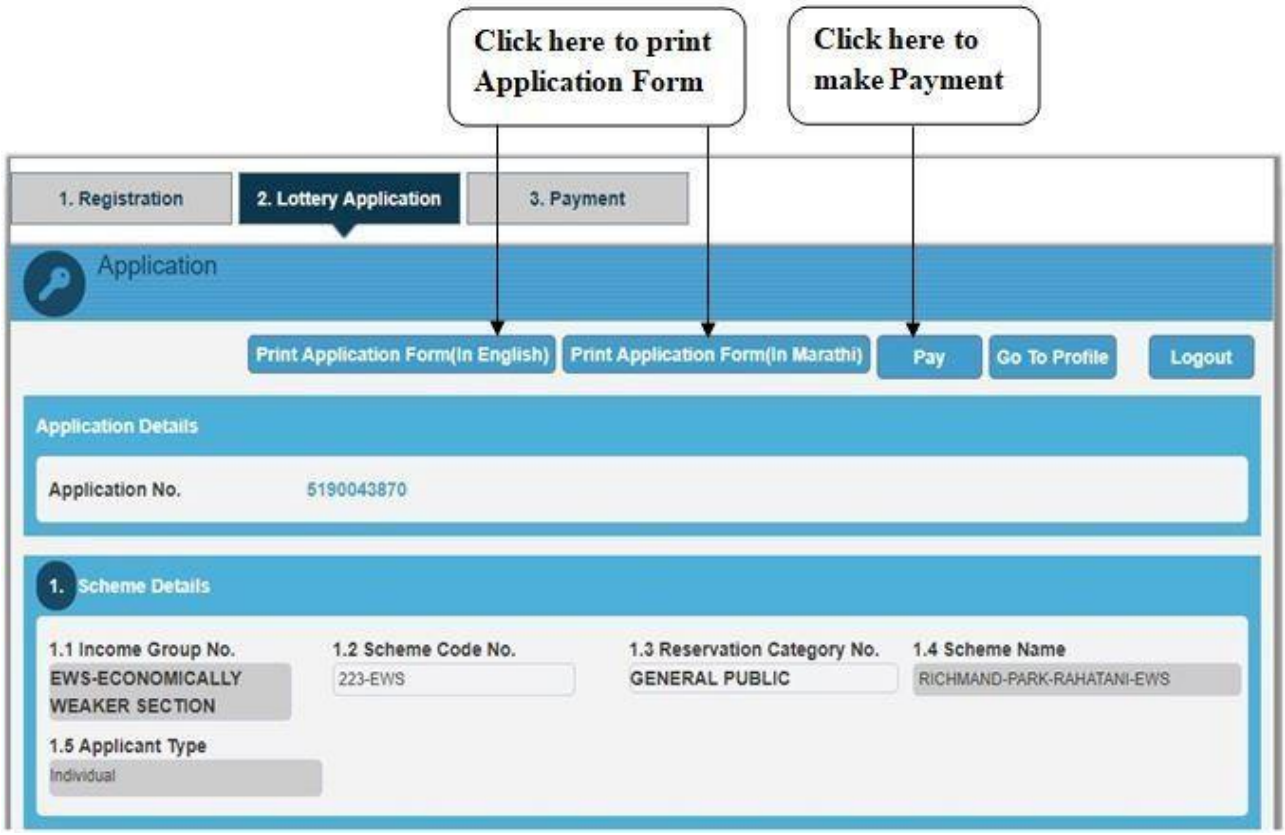

Fig. Name: Payment of EMD Amount

Point 2) Payment Terms and Conditions

The details like Mode of Payment, Applicant Details and some important notes regarding online payment will be shown. Read them carefully and click on the checkbox at the end to accept the Terms and Conditions and click on “Proceed to Payment” Button.

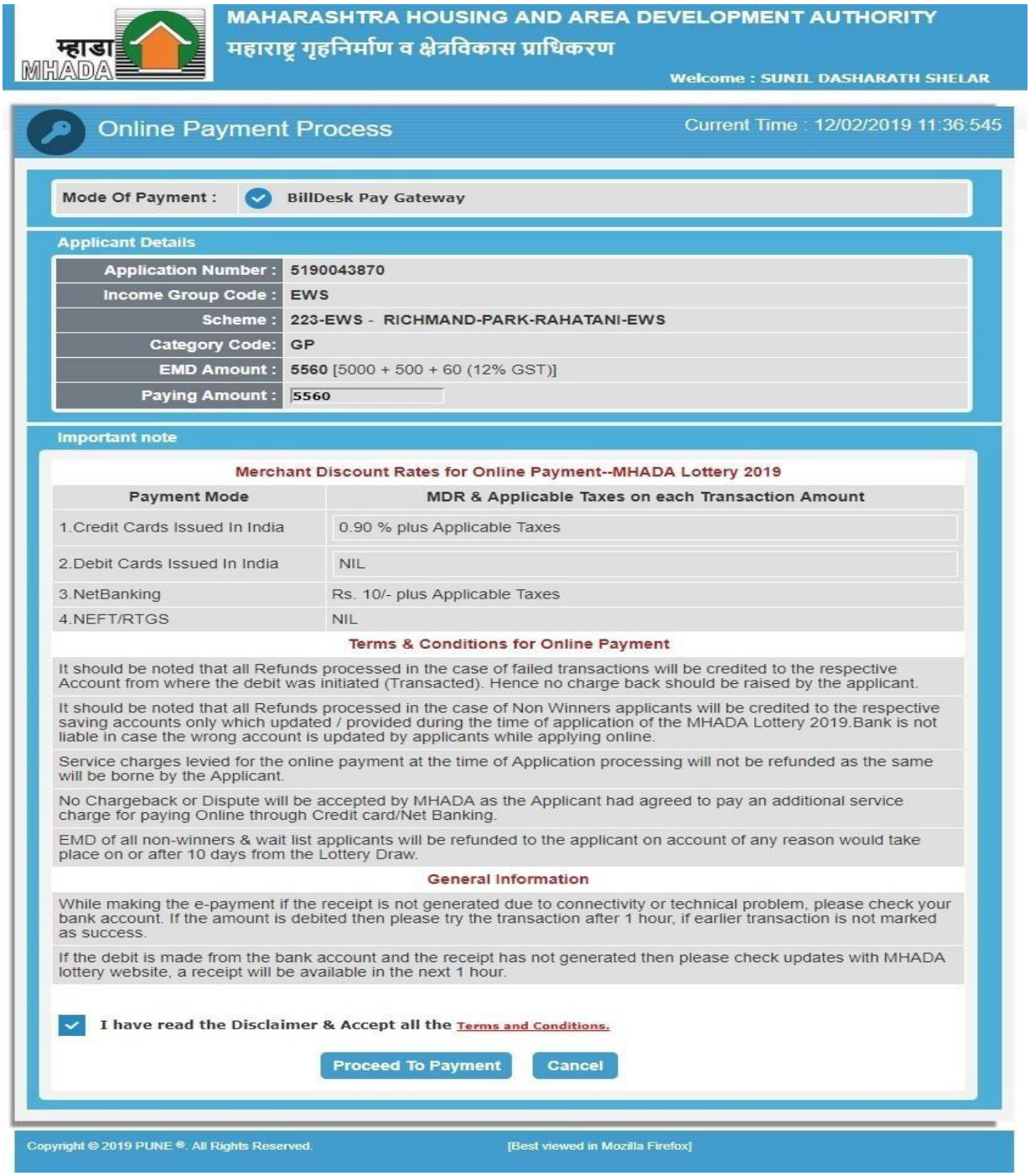

Fig. Name: Accept Terms and Conditions

After clicking on “Proceed to Payment” Button, you will be redirected to the respective Bank's payment gateway for payment of the EMD amount.

Point 3) Make Payment

Go through the details mentioned there in and Click onthe "Make Payment" button and complete the payment process.

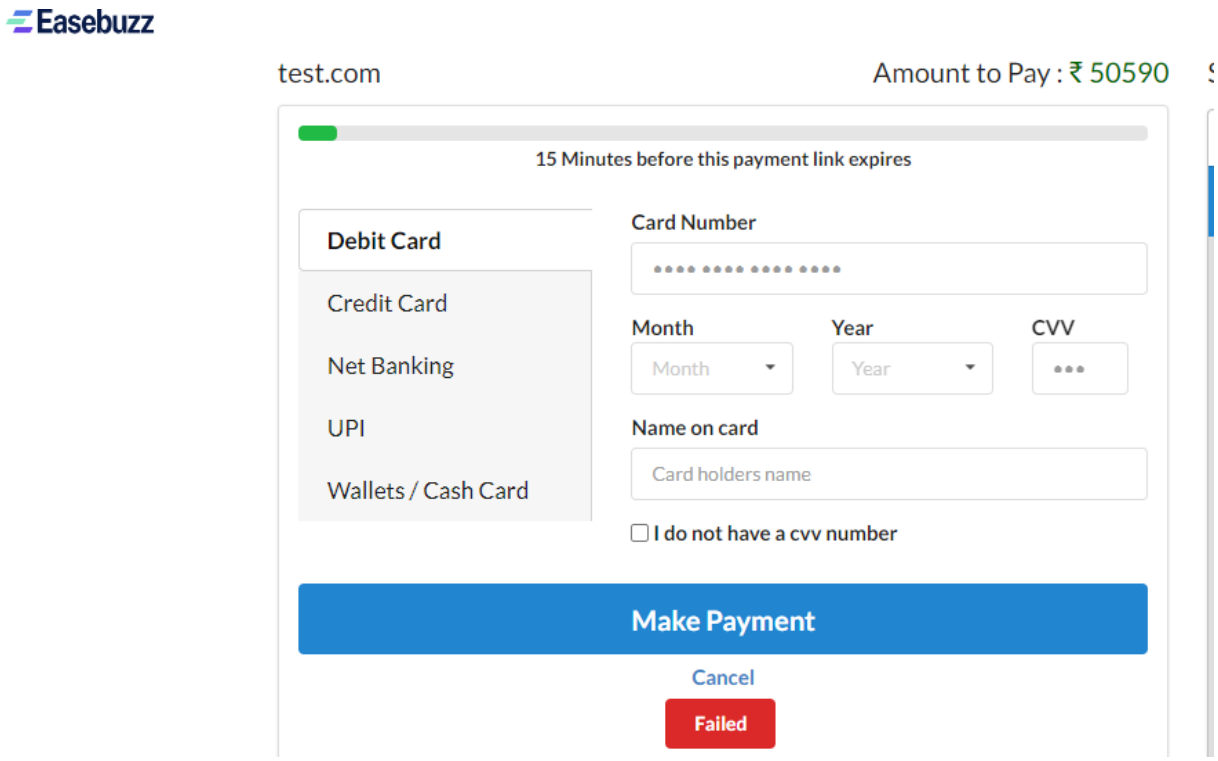

Fig. Name: Make Payment

Congratulations !!
Your Application Has Been Submitted Successfully.
Thank You !!