Quick Start Guide

Welcome, this guide will help you to get started quickly with the core features of the portal.

1. Getting Started

a. Sign Up/Log In
- **New Users**:
    1. Navigate to the homepage: **cgwa-bhuneer.mowr.gov.in** browser.
    2. Click on the "New External User (Register)" button.
    3. Fill in your personal details (Email, Mobile no and company PAN no) and hit "Submit" Button.
    4. Verify your email address and mobile no via OTP sent to your email and mobile no and click on verify.
    5. Then Create password and you will be redirected to login page.
    6. Enter Mobile No/Email and password to login on login page.

b. Dashboard Overview
After logging in, you will be landed to the **Dashboard**. The dashboard provides an overview of the account information, projects' details, transactions details and other related information.

2. Apply for a New Application
- **Click on the "Apply for fresh Application"** Menu located at the left side of user page
- **Fill in the project details**, and other relevant details on every page and Click on Next.
- Click "Final Submit" to complete the Application form.
- You will be redirected to the Payment Gateway for online payment.
- After making the payment, the application will be submitted to CGWA.

3. Apply for Renewal Application
- **Click on the "Apply for Renewal Application"** Menu located at the left side of user page
- Enter **Old NOC No** and Click on import Application for fetching the details of old application filed in NOCAP portal.
- Submit the form along with the attachment as per form.
- Go to dashboard, click the renewal Application and fill Self Inspection.
- The application will be forwarded to CGWA for verification of pending charges if any.
- Payment link will be generated for due amount if any. For pending payment, pay the pending amount in pending action page.
- After the complete payment, Fill Renewal Application using the Dashboard page.
- If there is no due payment, renewal application may be filed using Fill Renewal Application at Dashboard page.

4. Logging Out
To log out, click your profile picture in the top-right corner and select **"Log Out"** from the dropdown.