USER MANUAL

LNG Franchisee EOI Portal

Applicant Guide

Gujarat Energy Limited

Step-by-step guide with annotated screens

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PART 1

Applicant – Individual

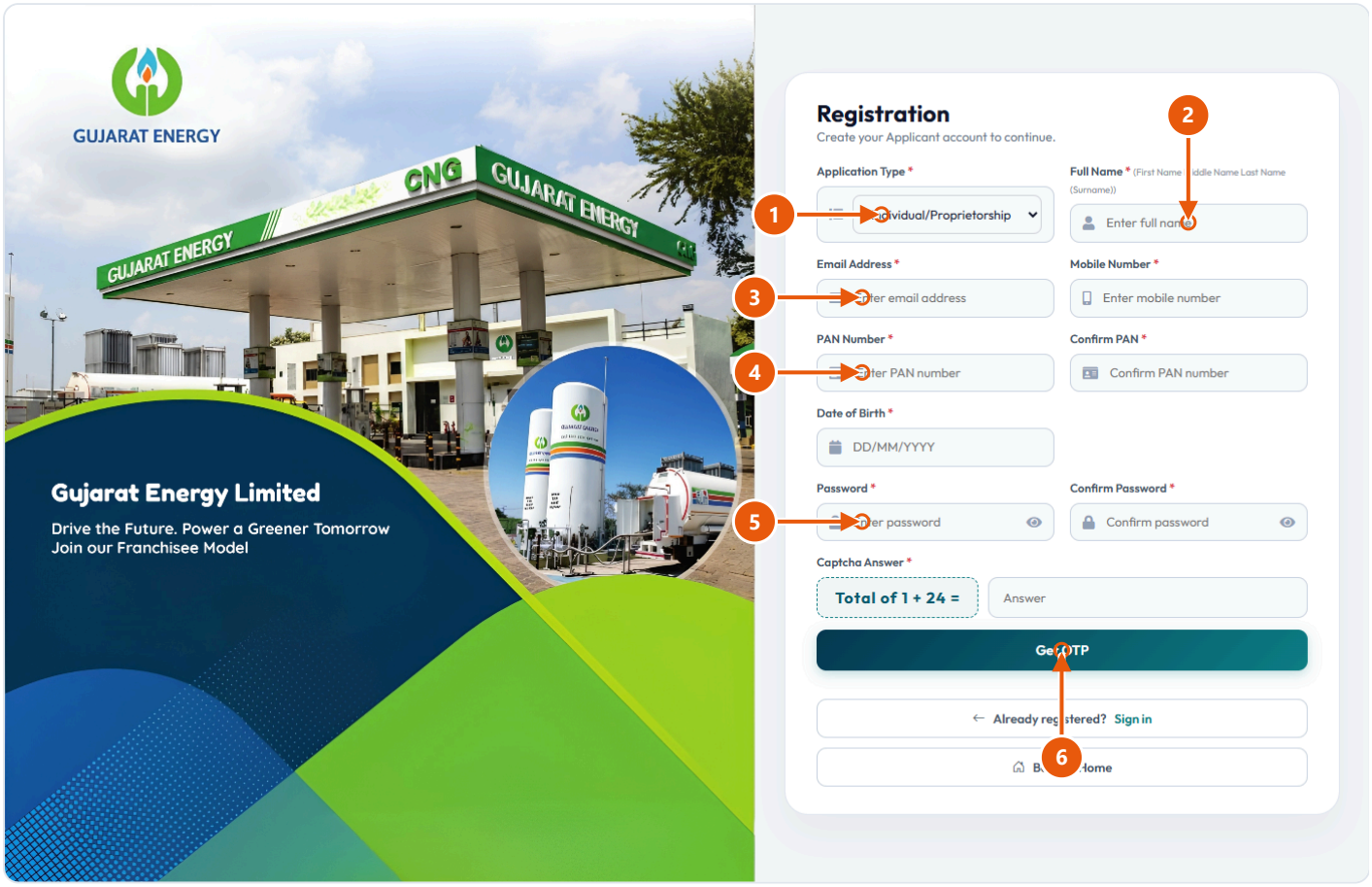
Individual applicants register, browse LNG stretches, apply for a franchisee stretch and track submissions.

1. Registration & Login
2. Dashboard
3. Available Stretches
4. Apply for a Stretch
5. Review & Submit
6. Submitted Applications
7. Account Settings

1.1 Registration & Login

1.1.1 Applicant Registration

Create your applicant account before applying for any stretch.

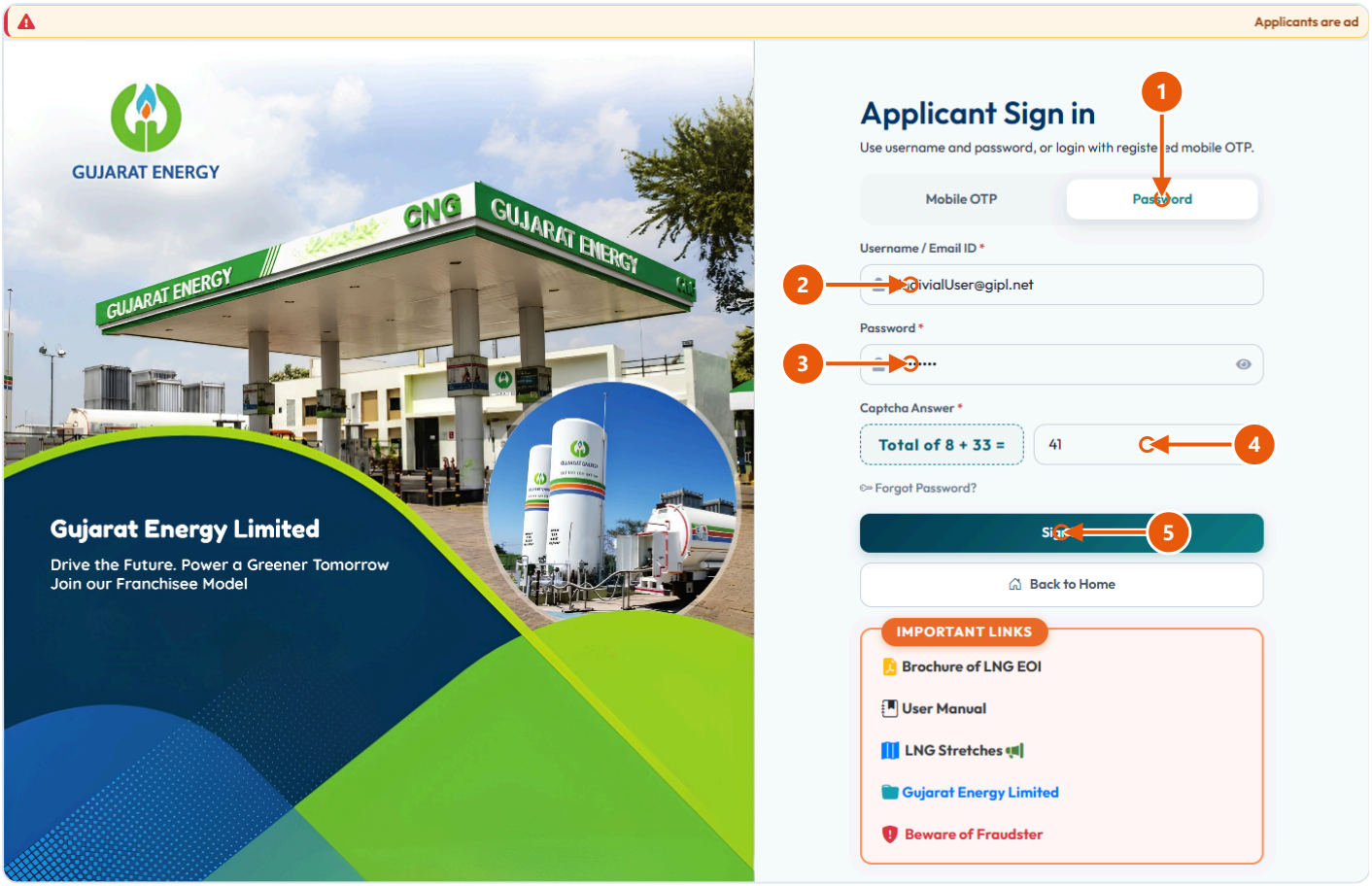


1. → **Select Application Type** – Choose Individual/Proprietorship.
2. → **Enter Full Name** – First, middle and last name (surname).
3. → **Enter Email Address** – Also enter your mobile number alongside.
4. → **Enter PAN Number** – Re-enter it in Confirm PAN; add Date of Birth.
5. → **Enter Password** – Repeat it in Confirm Password.
6. → **Click Get OTP** – Solve the captcha first, then verify OTP.

Note: Already registered? Use the Sign in link at the bottom.

1.1.2 Applicant Sign in

Sign in with your password or a mobile OTP.



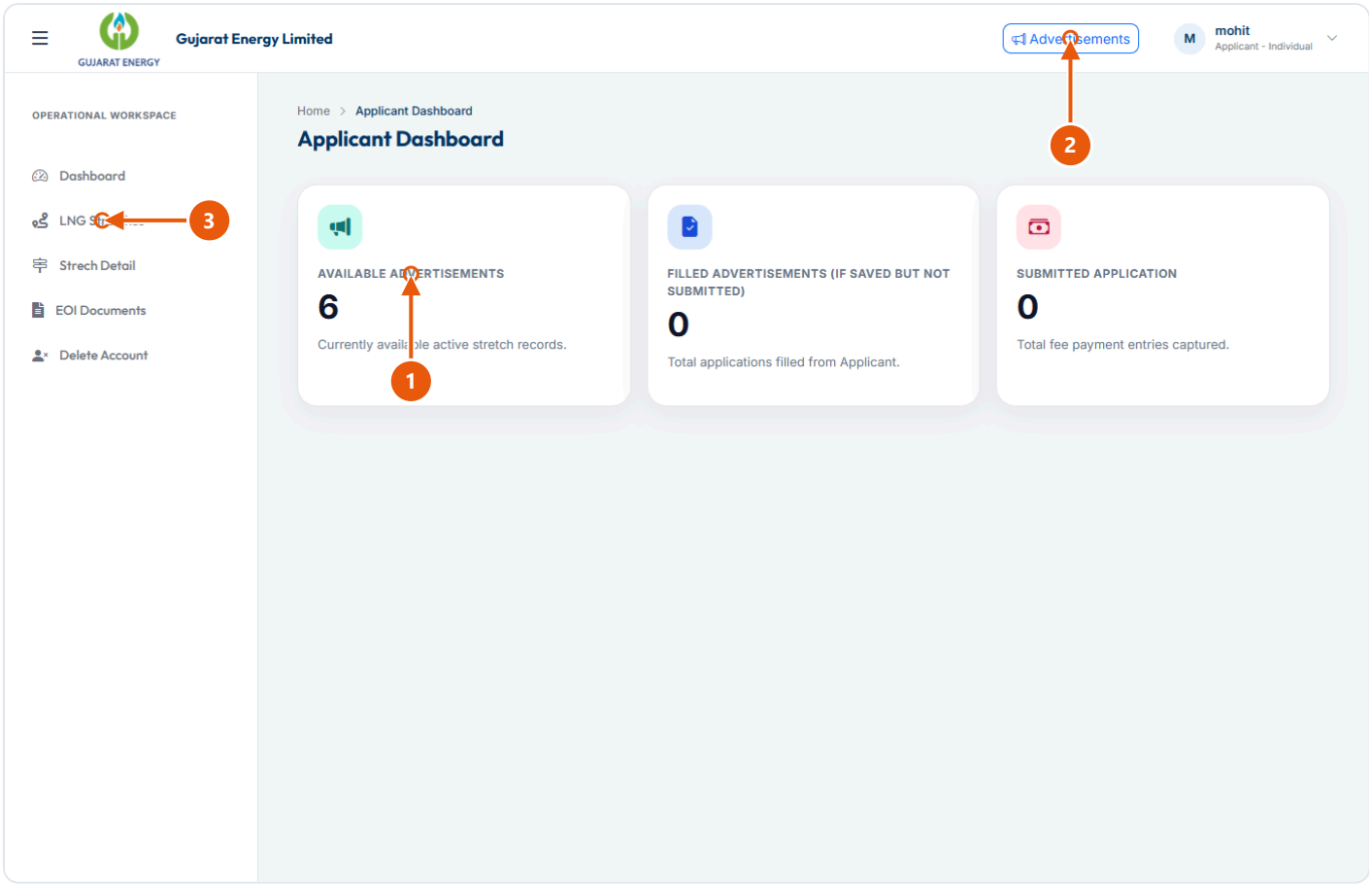
1. → **Select Password tab** – Or choose Mobile OTP to log in.
2. → **Enter Username / Email ID** – Your registered email address.
3. → **Enter Password** – Use the eye icon to show it.
4. → **Enter Captcha Answer** – Type the sum shown.
5. → **Click Sign in** – Opens your Applicant Dashboard.

Note: Use Forgot Password? if you cannot remember your password.

1.2 Dashboard

1.2.1 Applicant Dashboard

See a summary of advertisements and your application status.

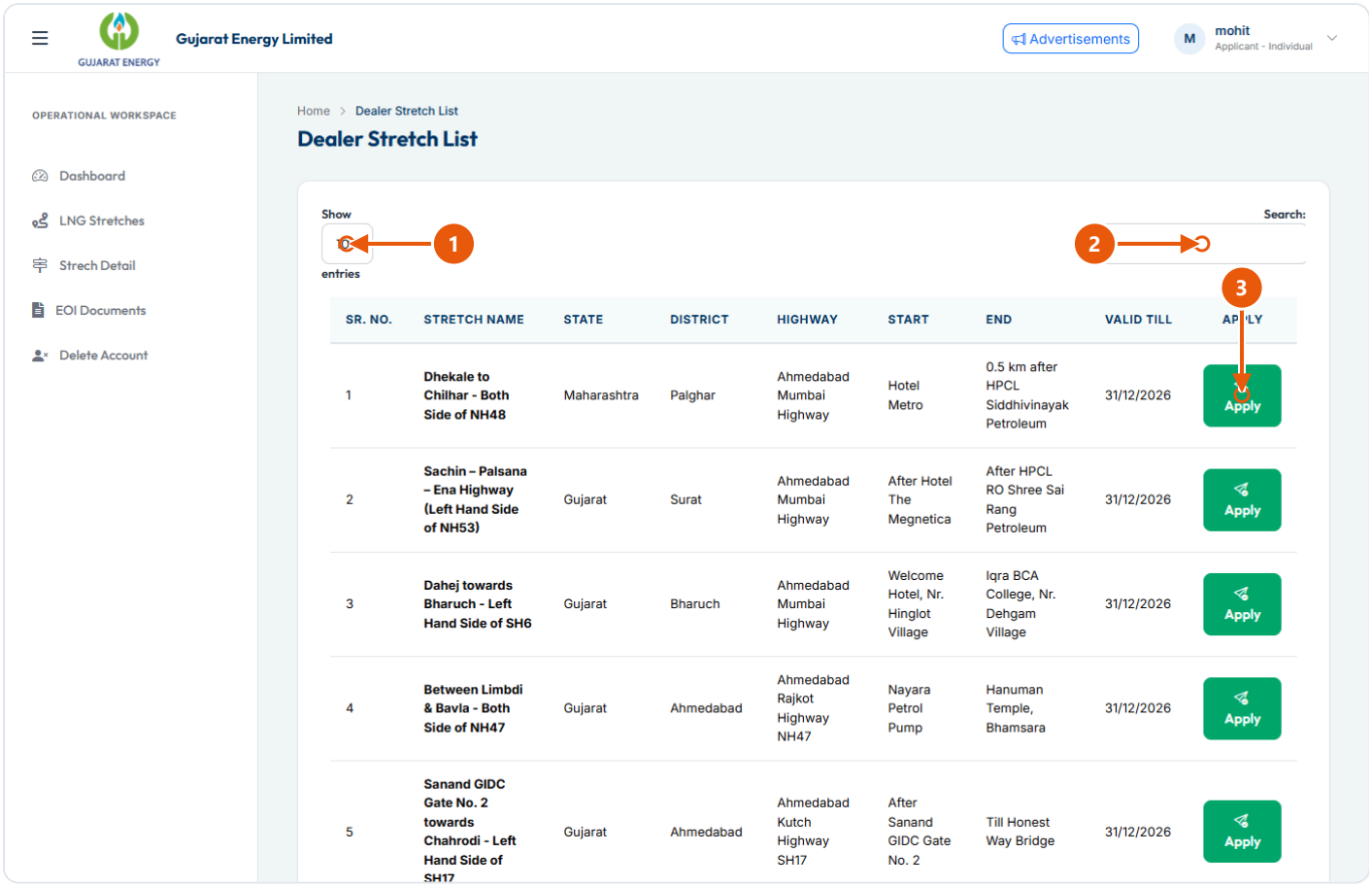


1. → **View summary cards** – Available, saved and submitted application counts.
2. → **Click Advertisements** – Opens the currently advertised stretches.
3. → **Click LNG Stretches** – Browse stretches open for application.

1.3 Available Stretches

1.3.1 Dealer Stretch List

Find an open stretch and start your application.



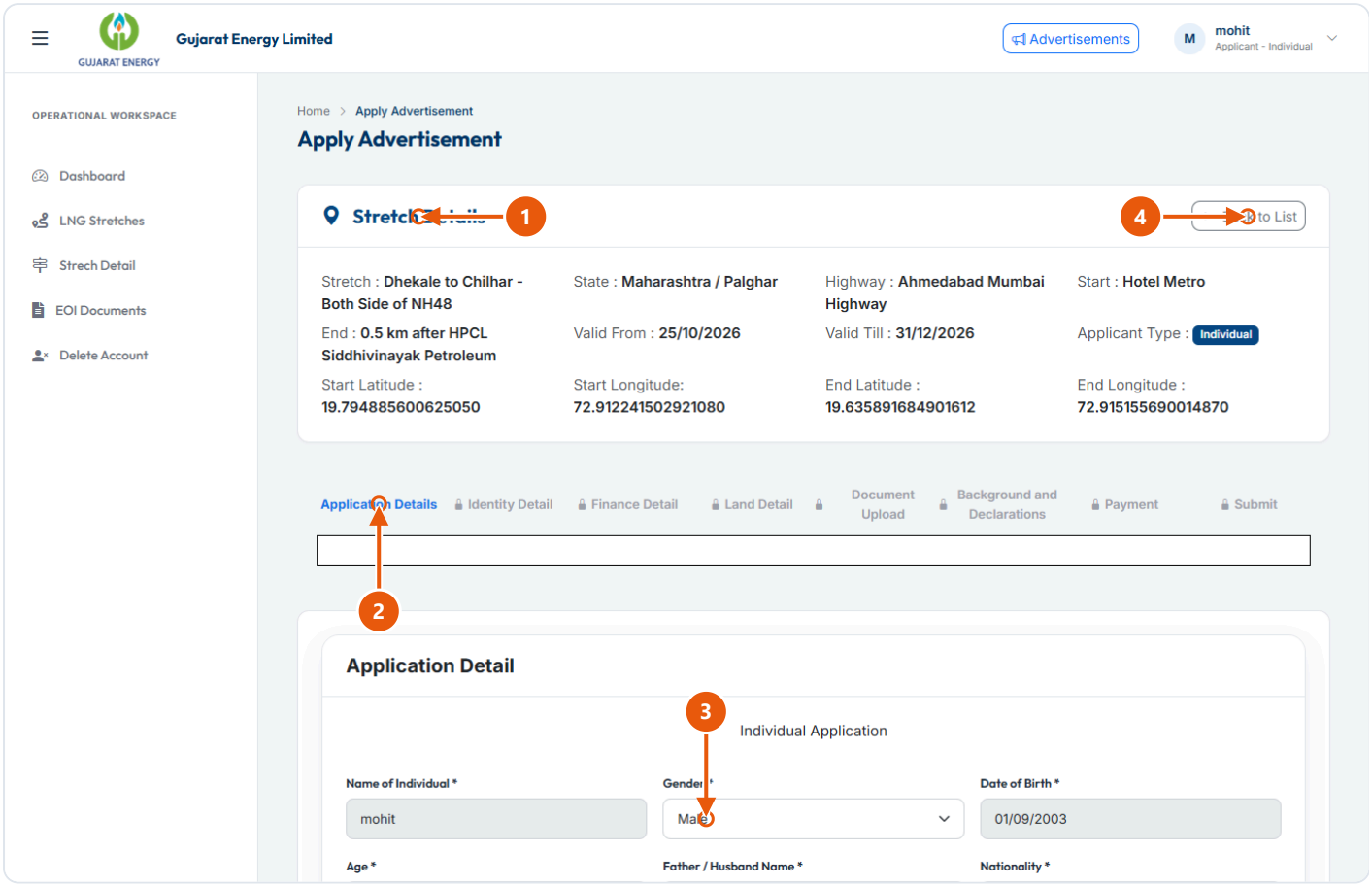
1. → **Choose Show entries** – Set how many rows to display.
2. → **Use Search** – Filter by stretch, state or district.
3. → **Click Apply** – Start an application for that stretch.

Note: Check the Valid Till date before applying.

1.4 Apply for a Stretch

1.4.1 Step 1 – Application Details

Confirm the stretch and fill in your personal details.

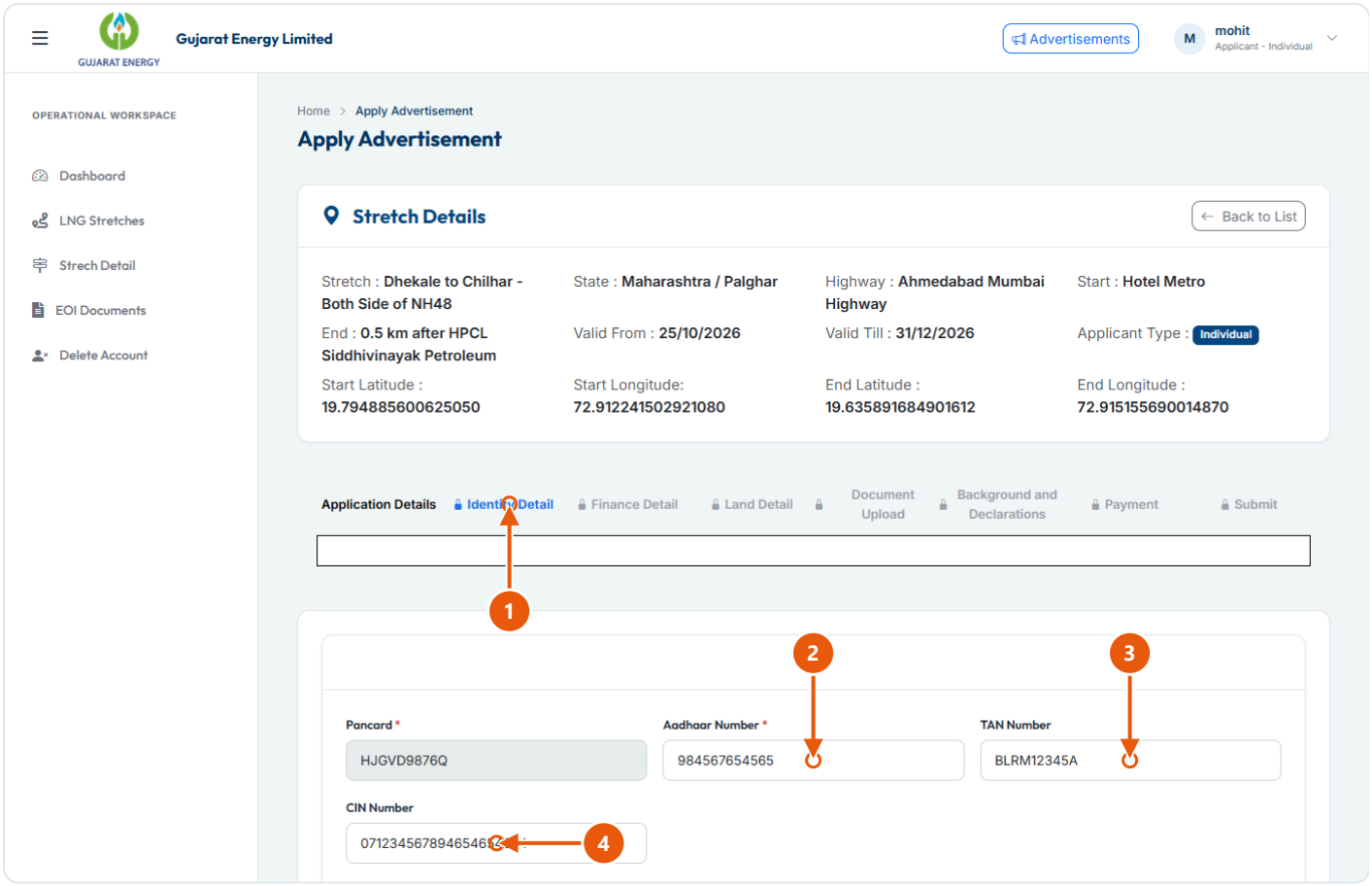


1. → **Review Stretch Details** – Check stretch, location and validity.
2. → **Open Application Details** – First of the application steps.
3. → **Select Gender** – Then complete the remaining personal fields.
4. → **Click Back to List** – Return to the stretch list.

Note: Later steps stay locked until the current step is completed.

1.4.2 Step 2 – Identity Detail

Provide your identity and tax registration numbers.

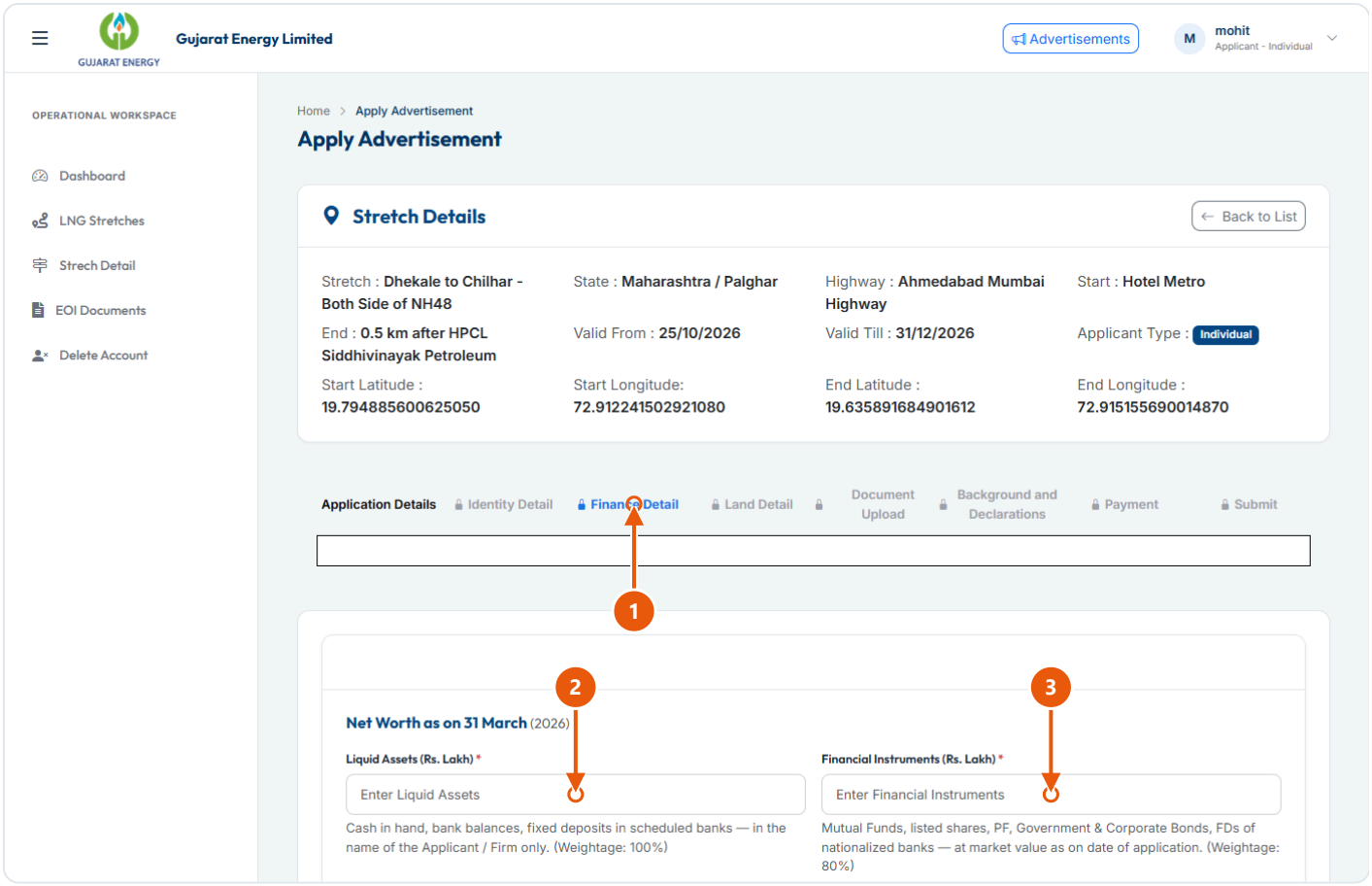


1. **Open Identity Detail** – Second application step.
2. **Enter Aadhaar Number** – Mandatory 12-digit number.
3. **Enter TAN Number** – Optional, if applicable.
4. **Enter CIN Number** – Optional, if applicable.

Note: Pancard is pre-filled from your registration.

1.4.3 Step 3 – Finance Detail

Declare your net worth as on 31 March.

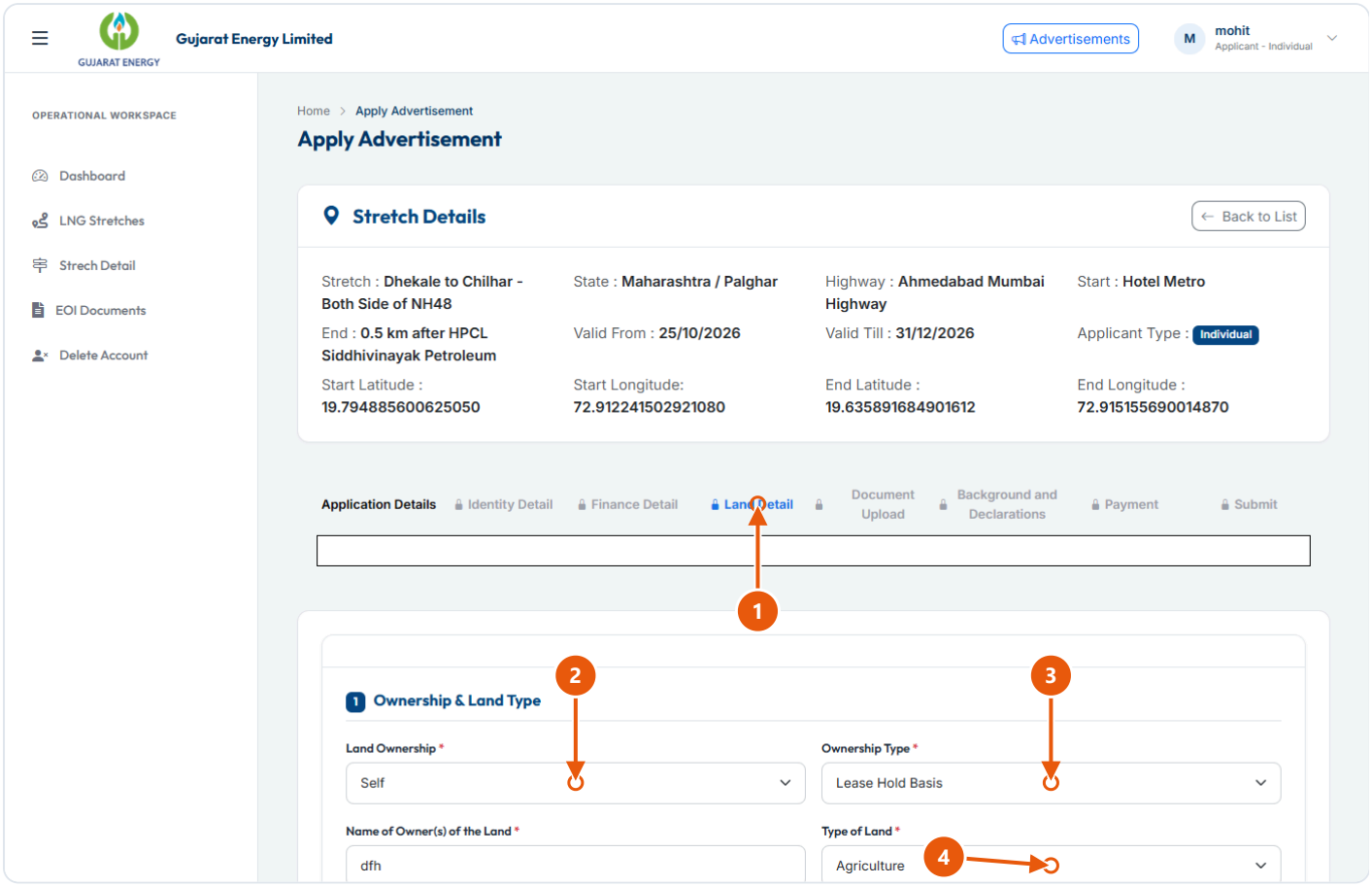


1. **Open Finance Detail** – Third application step.
2. **Enter Liquid Assets** – Amount in Rs. Lakh.
3. **Enter Financial Instruments** – Market value in Rs. Lakh.

Note: Read the help text under each field for weightage rules.

1.4.4 Step 4 – Land Detail

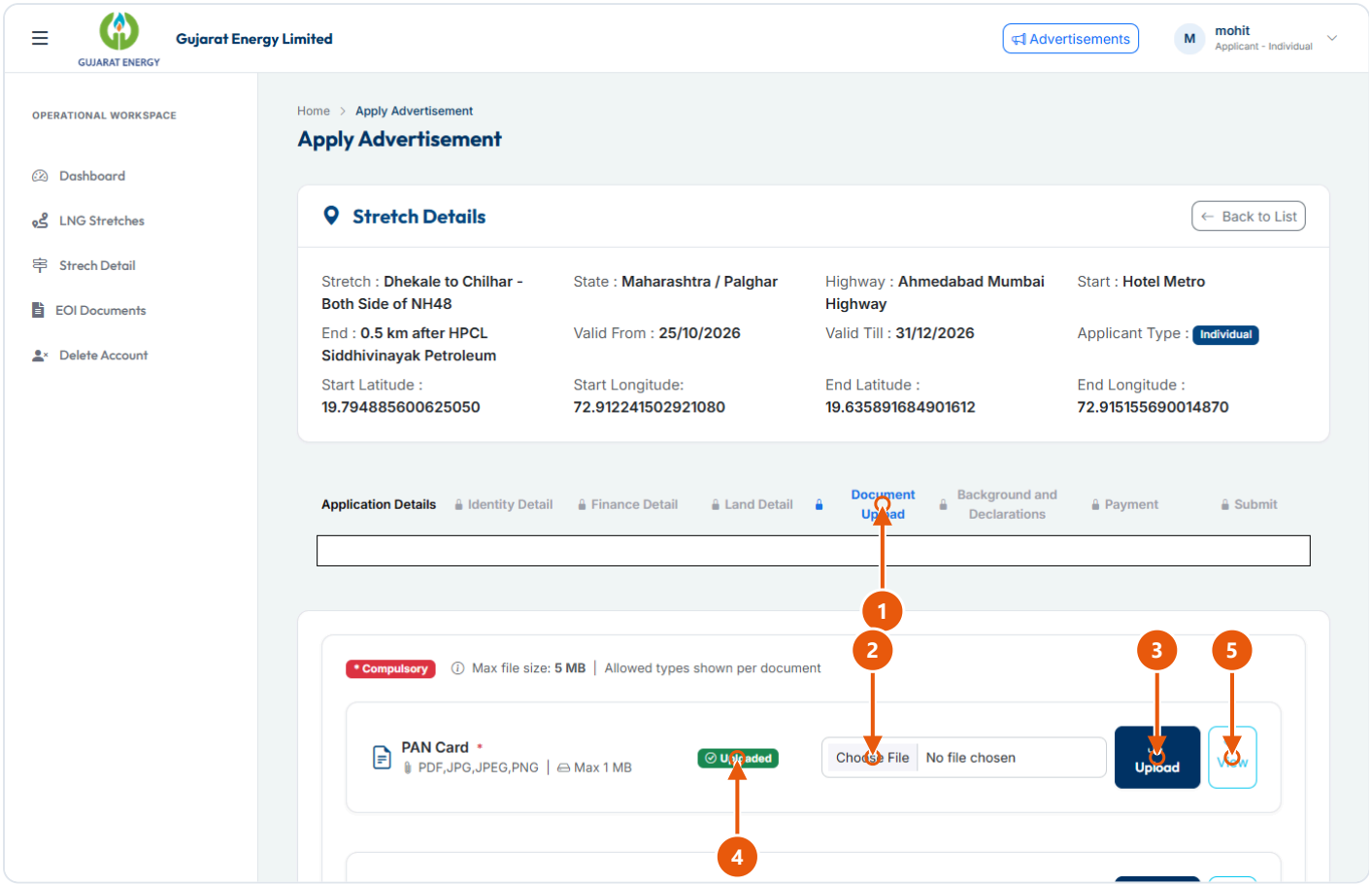
Describe the land proposed for the station.



1. → **Open Land Detail** – Fourth application step.
2. → **Select Land Ownership** – Choose who owns the land.
3. → **Select Ownership Type** – For example, lease hold basis.
4. → **Select Type of Land** – Also enter the owner name(s).

1.4.5 Step 5 – Document Upload

Upload each required supporting document.

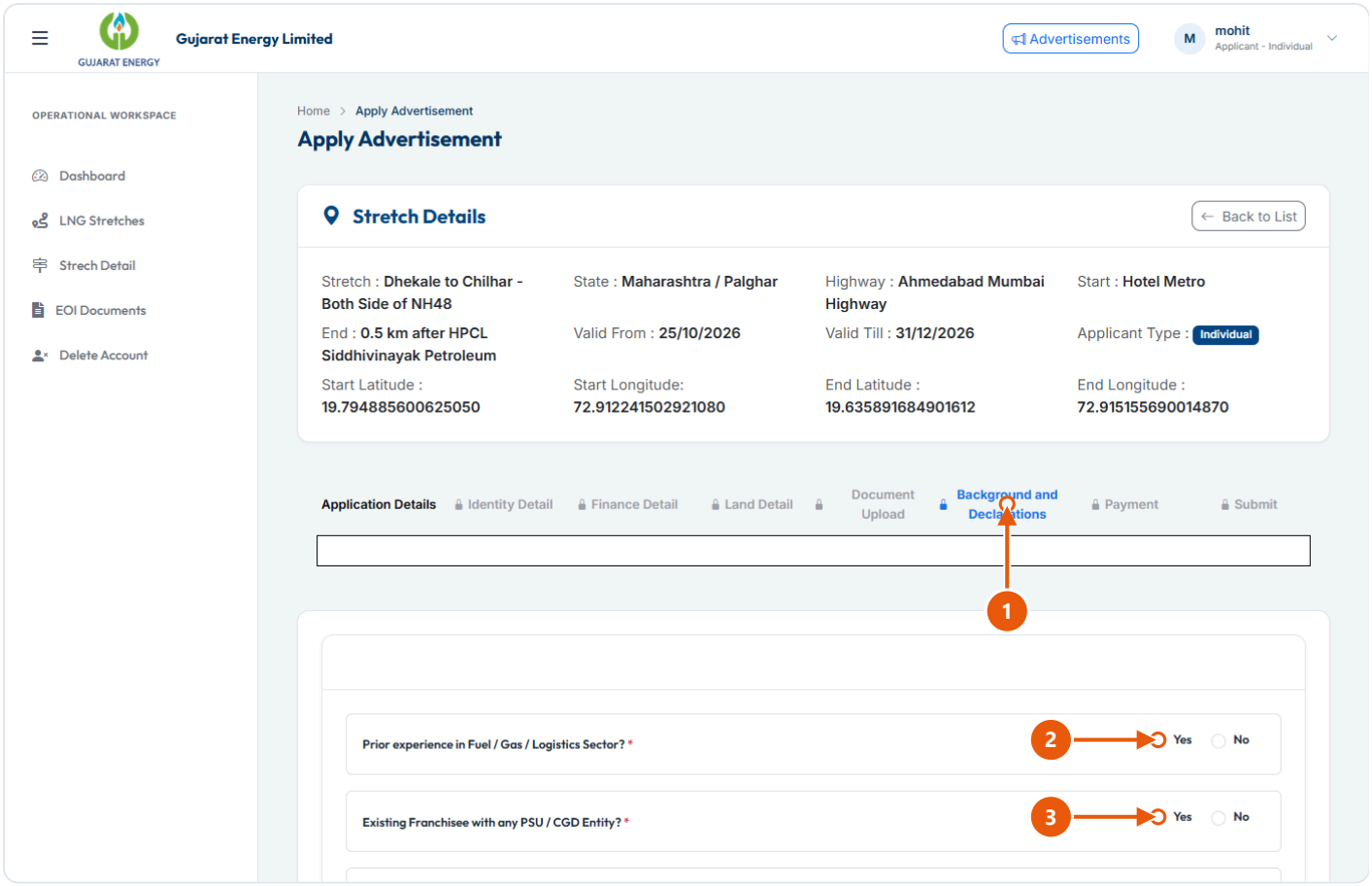


1. **Open Document Upload** – Fifth application step.
2. **Click Choose File** – Pick the file from your computer.
3. **Click Upload** – Uploads the selected file.
4. **Check Uploaded status** – Confirms the document was received.
5. **Click View** – Preview the uploaded document.

Note: Compulsory documents are marked *; check allowed types and size.

1.4.6 Step 6 – Background and Declarations

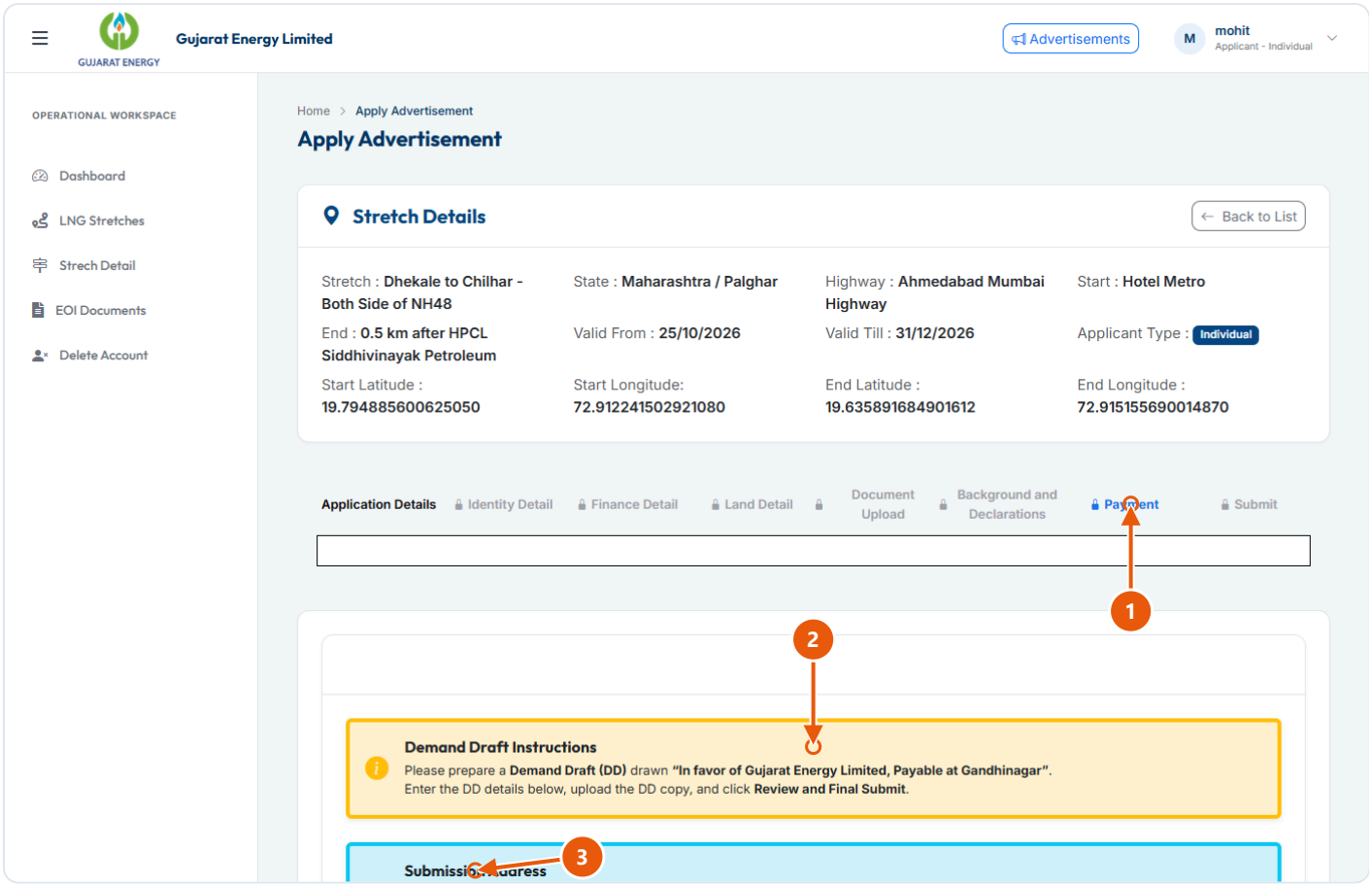
Answer the background and declaration questions.



1. → **Open Background and Declarations** – Sixth application step.
2. → **Select Yes or No** – Answer prior experience question.
3. → **Select Yes or No** – Answer every remaining question likewise.

1.4.7 Step 7 – Payment

Enter Demand Draft details and upload the DD copy.



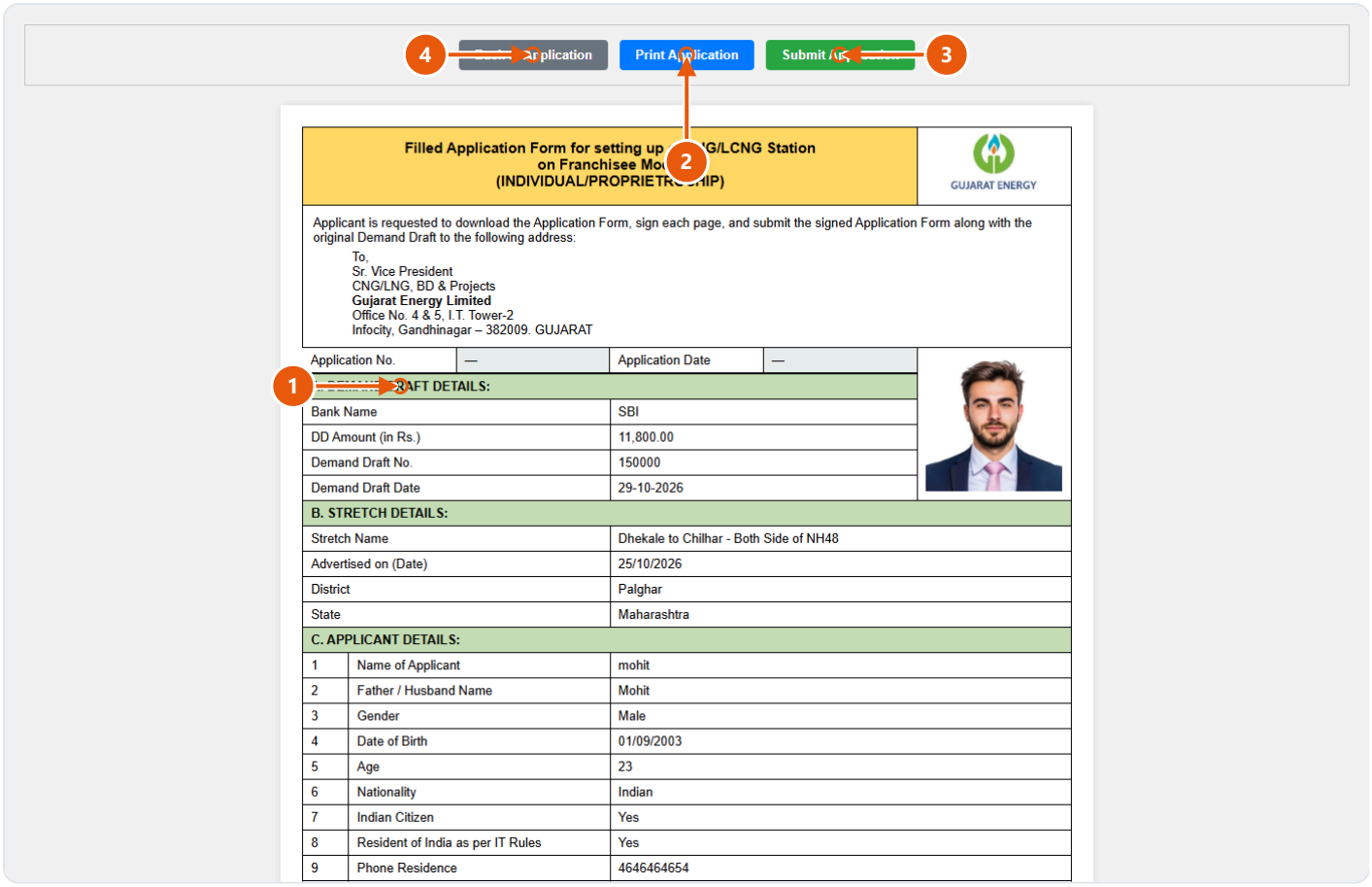
1. **Open Payment** – Seventh application step.
2. **Read Demand Draft Instructions** – Prepare DD as instructed.
3. **Note Submission Address** – Where to send the original DD.

Note: DD must favour Gujarat Energy Limited, payable at Gandhinagar; then click Review and Final Submit.

1.5 Review & Submit

1.5.1 Application Print Summary

Review the filled application, print it and submit.

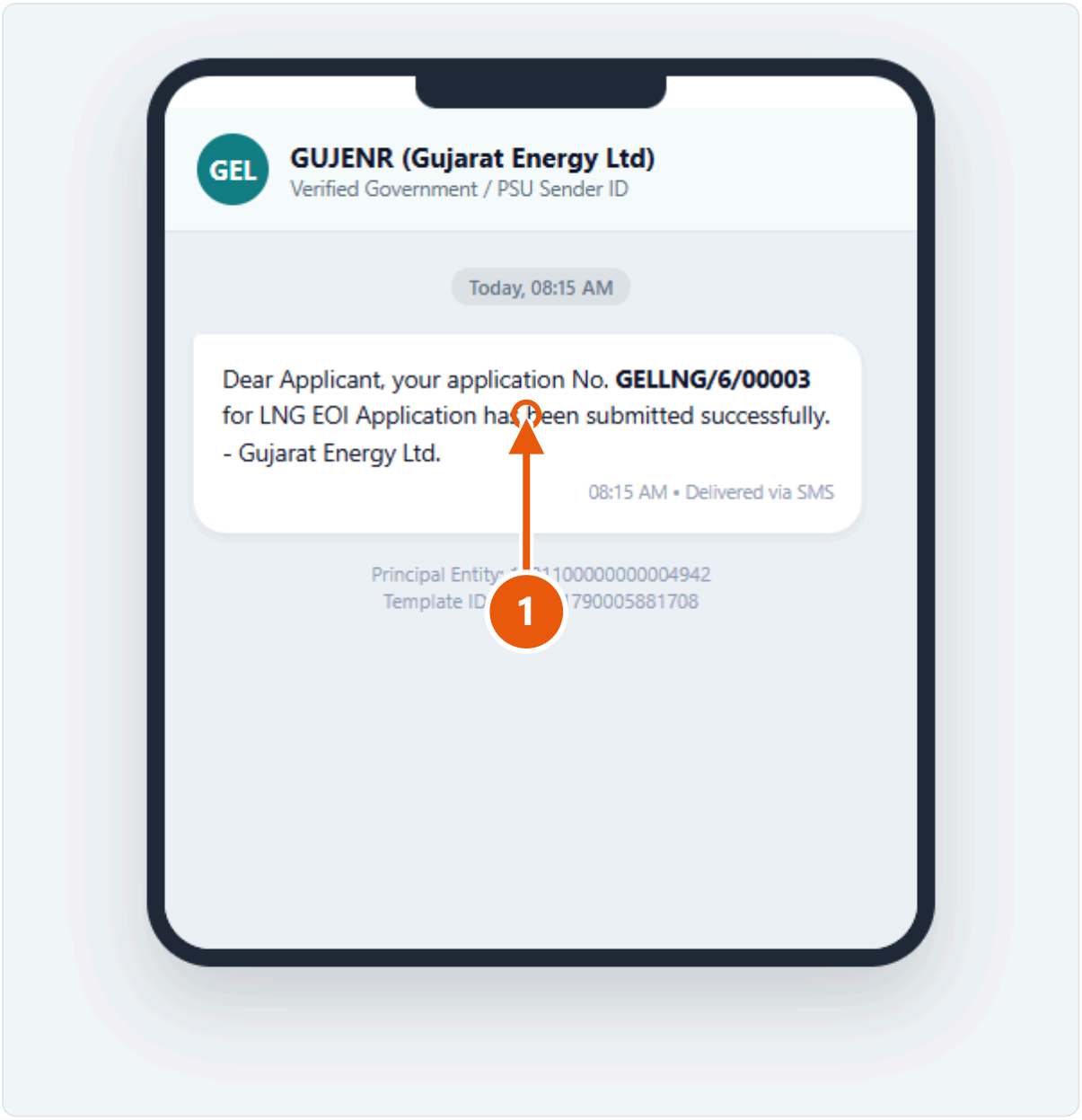


1. → **Review application details** – Check DD, stretch and applicant data.
2. → **Click Print Application** – Print or save a copy to sign.
3. → **Click Submit Application** – Final submission of your application.
4. → **Click Back to Application** – Return to edit before submitting.

Note: Send the signed form with the original DD to the address shown.

1.5.2 **Submission SMS**

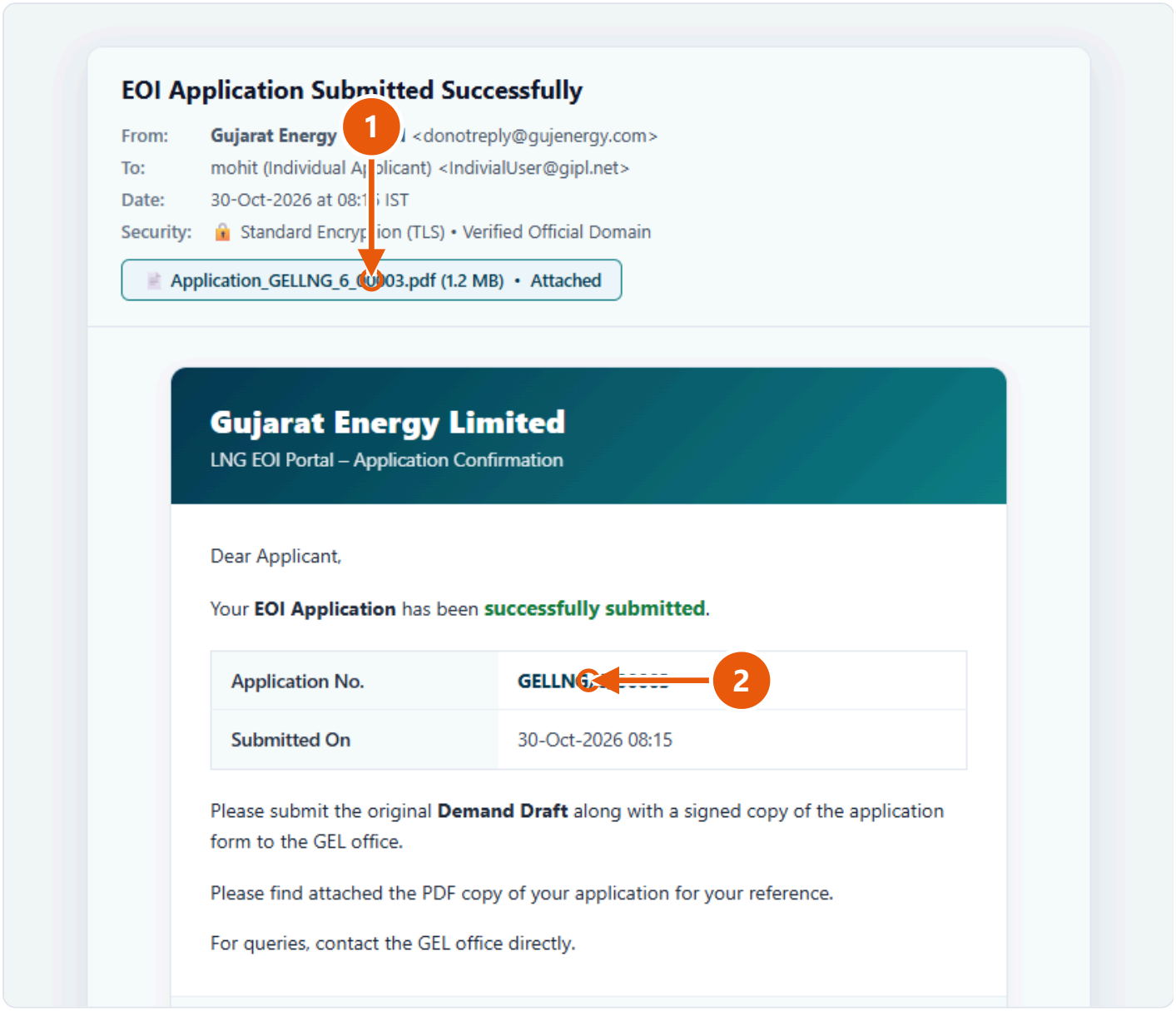
An SMS confirms your submission with the application number.



1 → **Note application number** – Quote it in all correspondence.

1.5.3 Submission Email

A confirmation email is sent with your application PDF.



1 → **Download attached PDF** – Your submitted application copy.

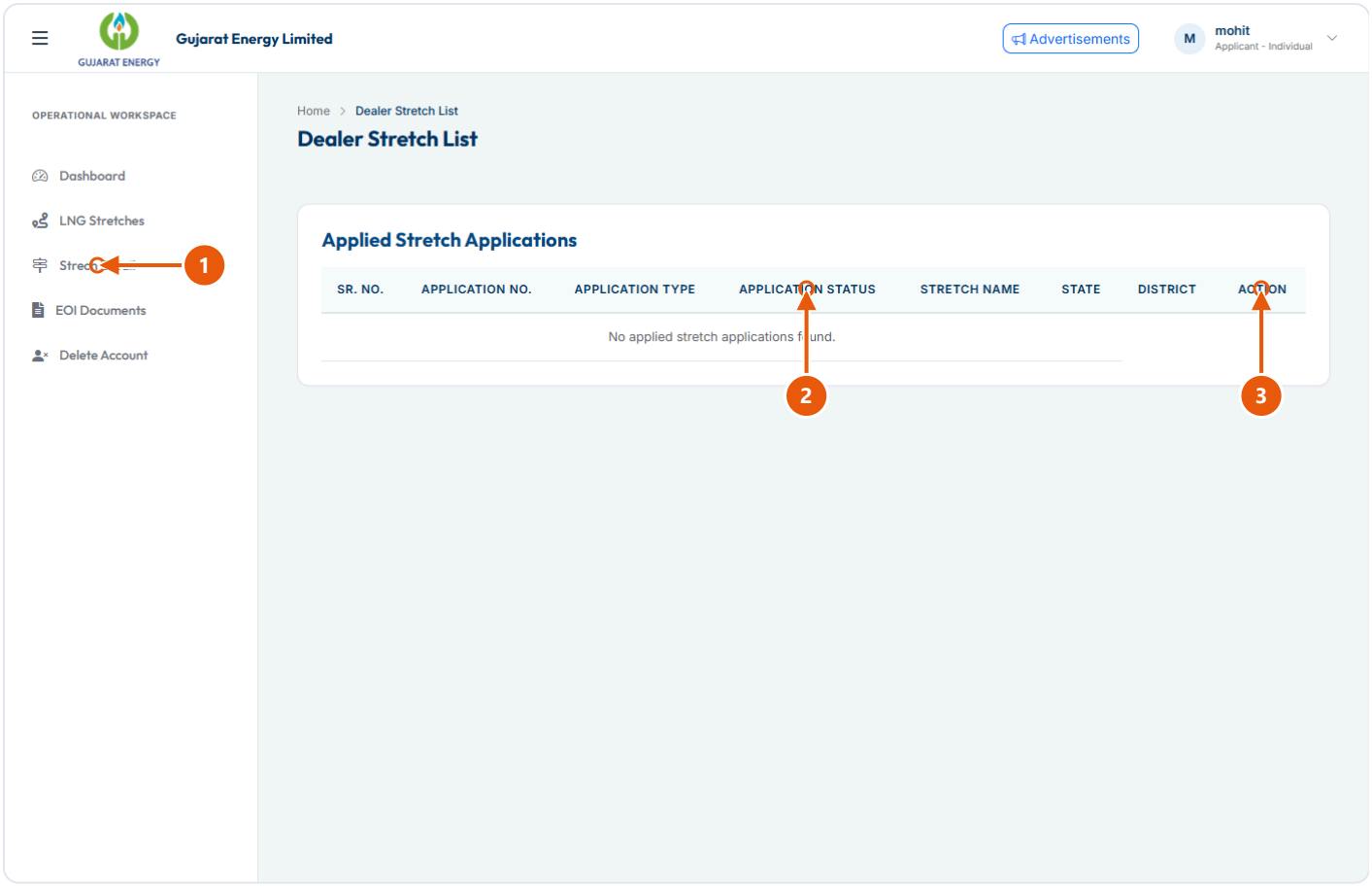
2 → **Note Application No.** – Also shows submission date and time.

Note: Submit the original Demand Draft and signed form to the GEL office.

1.6 Submitted Applications

1.6.1 Applied Stretch Applications

Track the status of applications you have submitted.



1 → **Click Strech Detail** – Opens your applied applications.

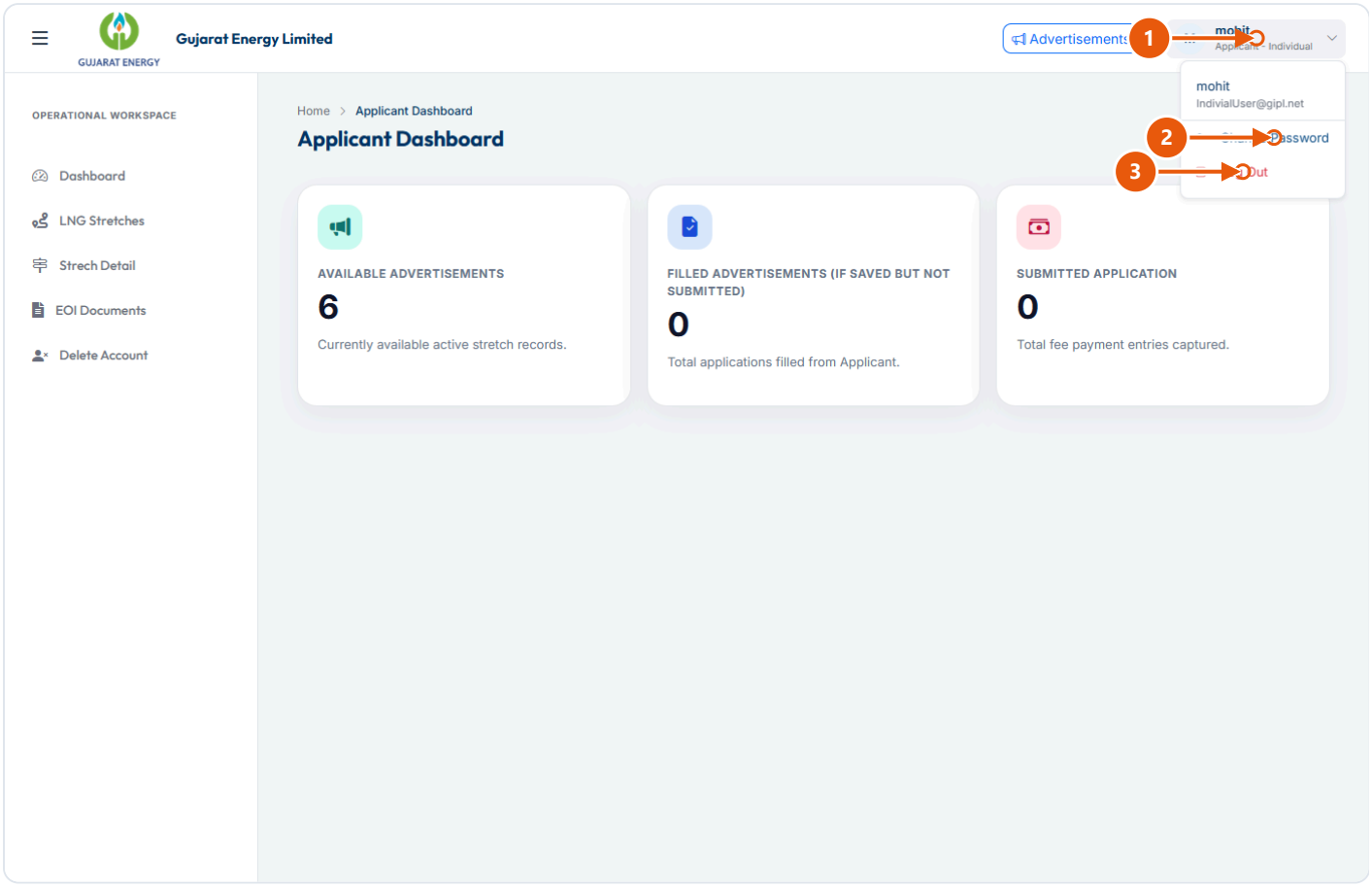
2 → **Check Application Status** – Current stage of each application.

3 → **Use Action** – Open options for an application.

1.7 Account Settings

1.7.1 Profile Menu

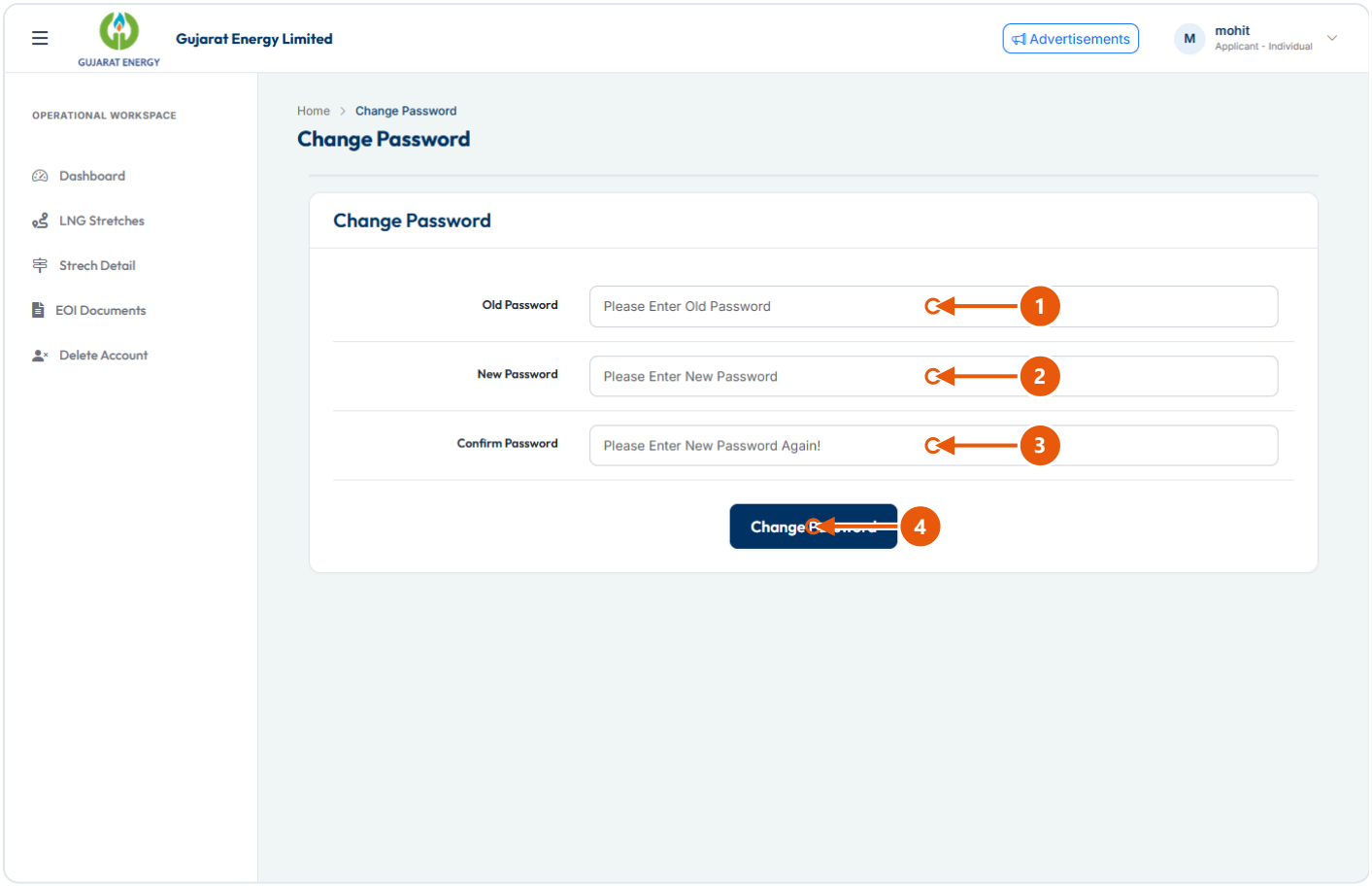
Access password change and logout from the profile menu.



1. → **Click your profile name** – Opens the profile dropdown.
2. → **Click Change Password** – Opens the Change Password page.
3. → **Click Log Out** – Signs you out of the portal.

1.7.2 Change Password

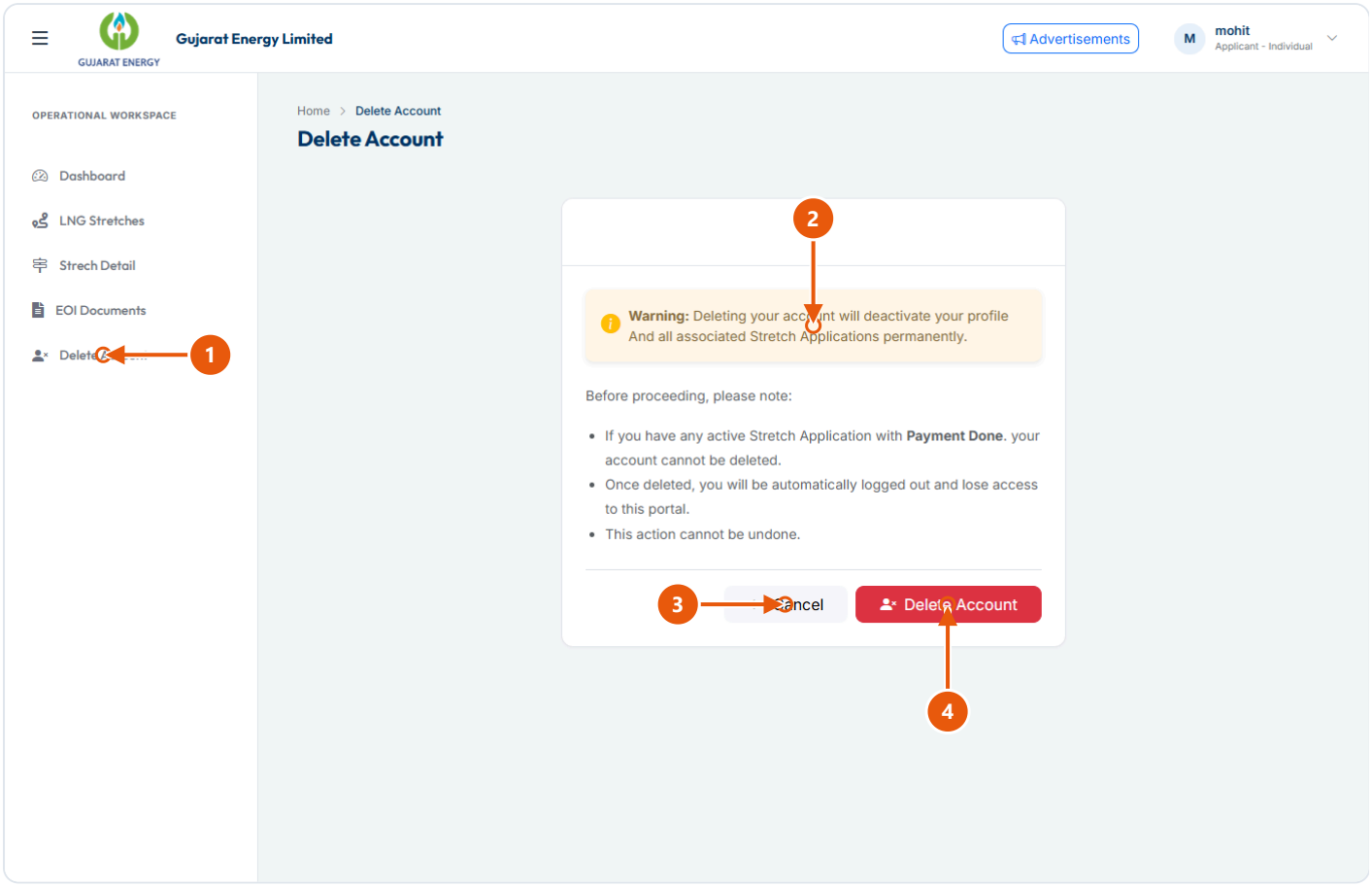
Update your login password.



1. → **Enter Old Password** – Your current password.
2. → **Enter New Password** – Choose a strong new password.
3. → **Enter Confirm Password** – Re-type the new password.
4. → **Click Change Password** – Saves the new password.

1.7.3 Delete Account

Permanently deactivate your applicant account.



1. → **Click Delete Account** – Menu item in the sidebar.
2. → **Read the Warning** – Profile and applications are deactivated.
3. → **Click Cancel** – Keep your account.
4. → **Click Delete Account** – Confirms permanent deletion.

Note: Accounts with a paid (Payment Done) application cannot be deleted; this cannot be undone.

PART 2

Applicant – Partnership Firm

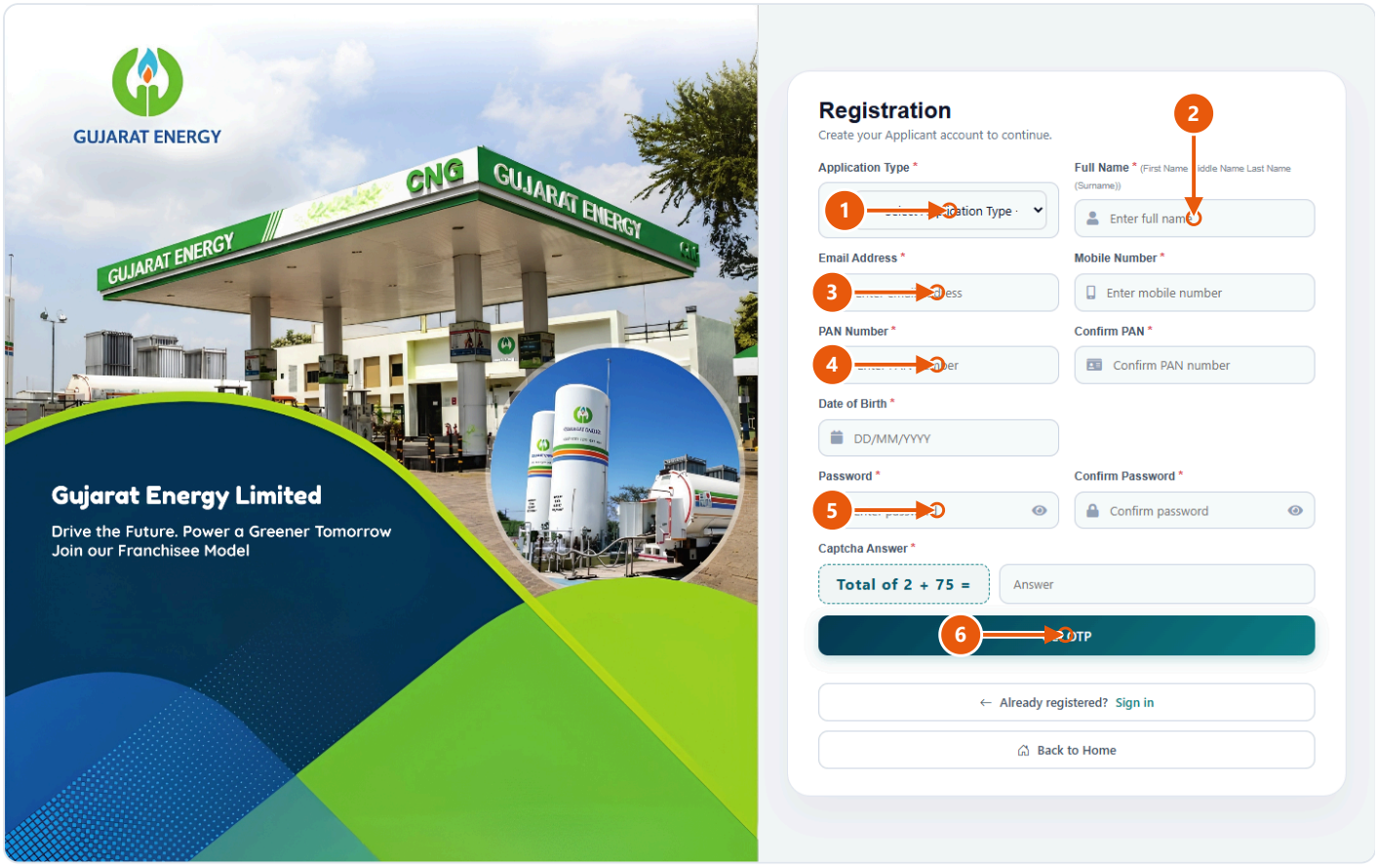
A designated partner registers the partnership firm, applies for LNG stretches and tracks submitted EOI applications.

1. Registration
2. Login
3. Dashboard & Navigation
4. Available Stretches
5. Application Form (Steps 1–7)
6. Submission & Confirmation
7. Submitted Applications
8. Account Settings

2.1 Registration

2.1.1 Applicant Registration

Create your applicant account to access the EOI portal.

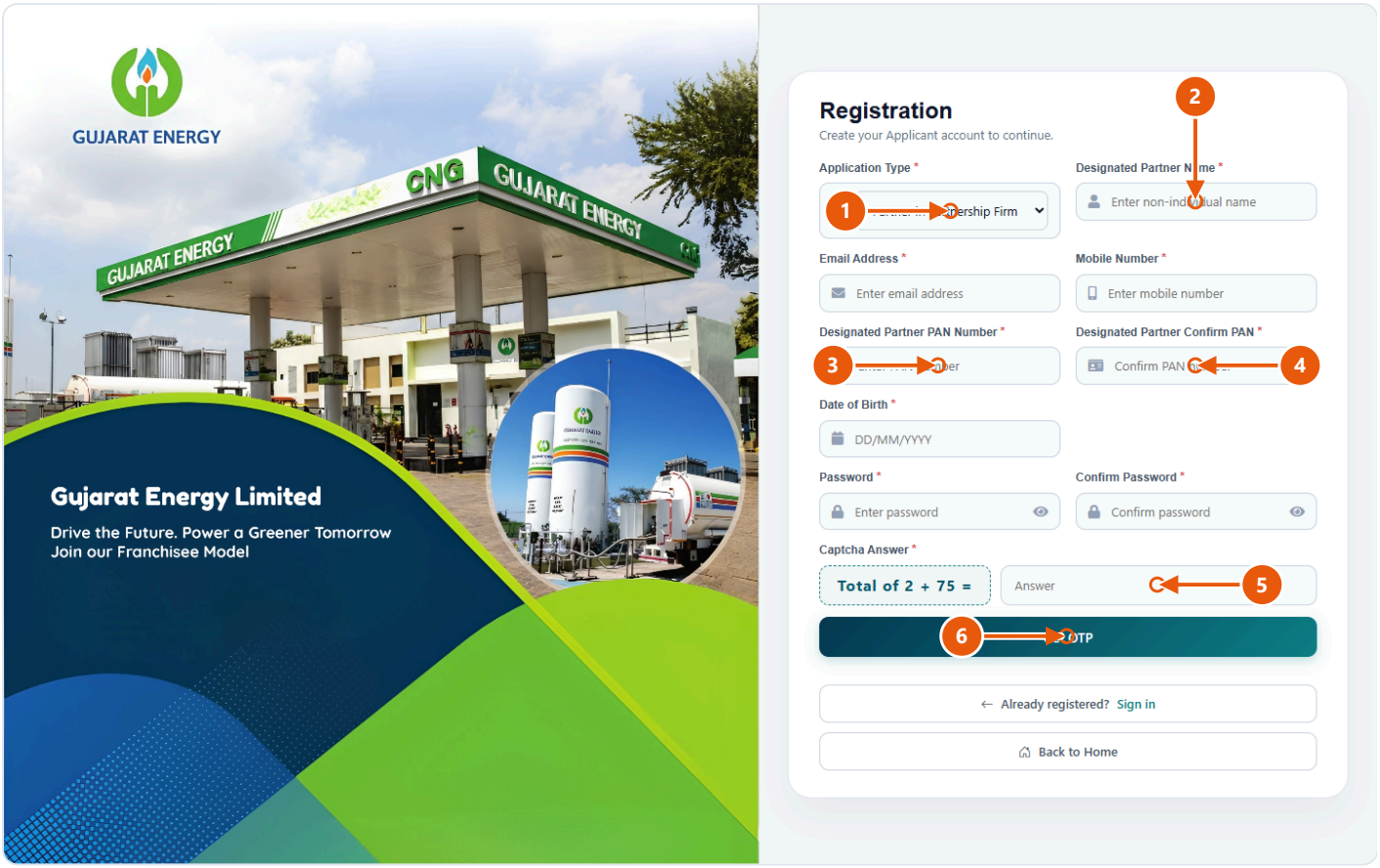


1. **Select Application Type** – Open the dropdown to choose your applicant type.
2. **Enter Full Name** – Type the name as per records.
3. **Enter Email Address** – Also fill Mobile Number alongside.
4. **Enter PAN Number** – Re-enter it in Confirm PAN.
5. **Enter Password** – Repeat it in Confirm Password.
6. **Click Get OTP** – After answering the captcha, request the OTP.

Note: All fields marked * are mandatory.

2.1.2 Registration – Partner in Partnership Firm

Fields change to designated partner details once Partnership Firm is selected.



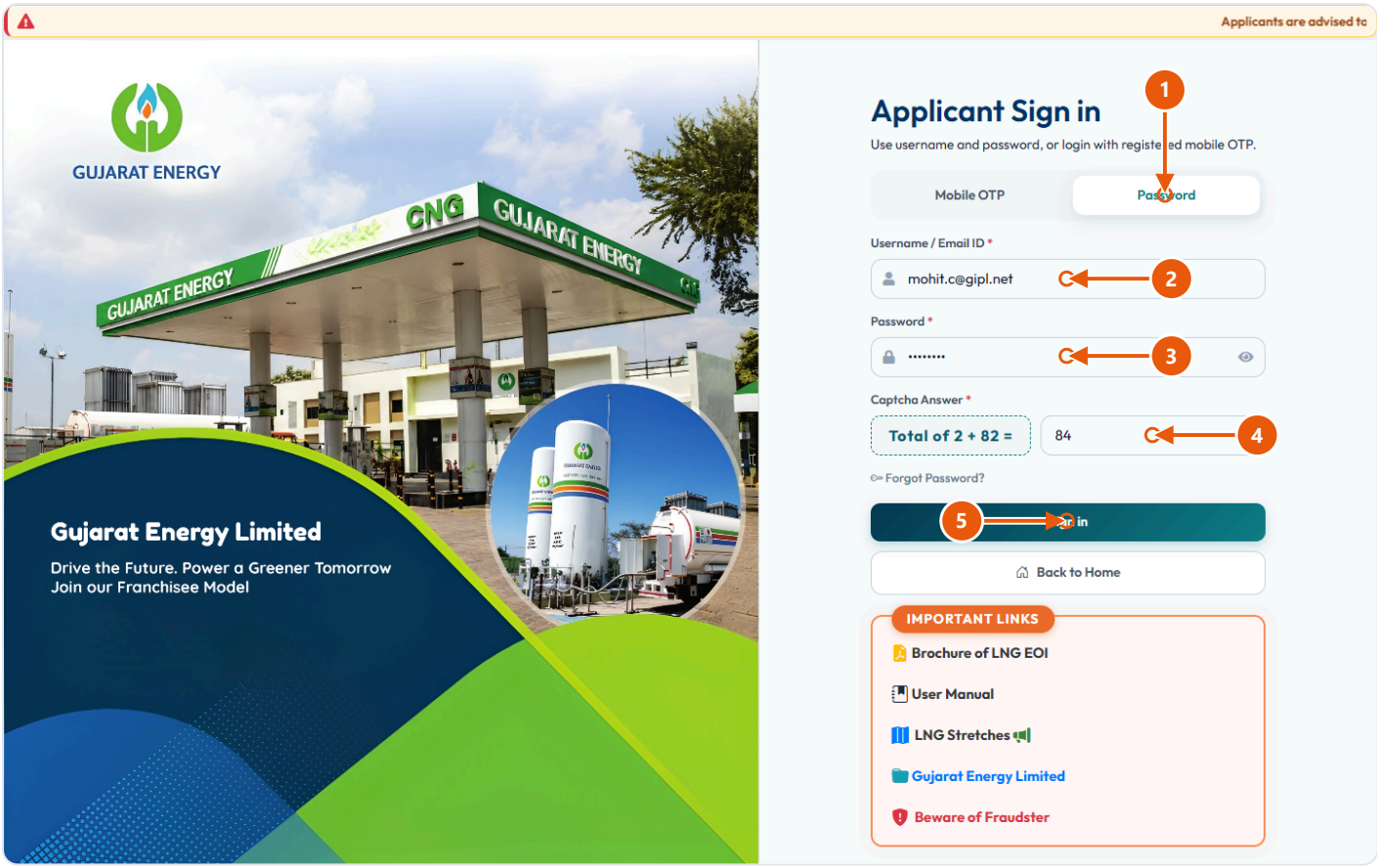
1. → **Select Partner in Partnership Firm** – Choose this Application Type.
2. → **Enter Designated Partner Name** – Name of the authorised designated partner.
3. → **Enter Designated Partner PAN Number** – Partner's PAN, not the firm's.
4. → **Confirm PAN** – Re-enter the same PAN.
5. → **Enter Captcha Answer** – Type the sum shown.
6. → **Click Get OTP** – Verify OTP to complete registration.

Note: Already registered? Use the Sign in link below the form.

2.2 Login

2.2.1 Applicant Sign in

Sign in with password or with registered mobile OTP.



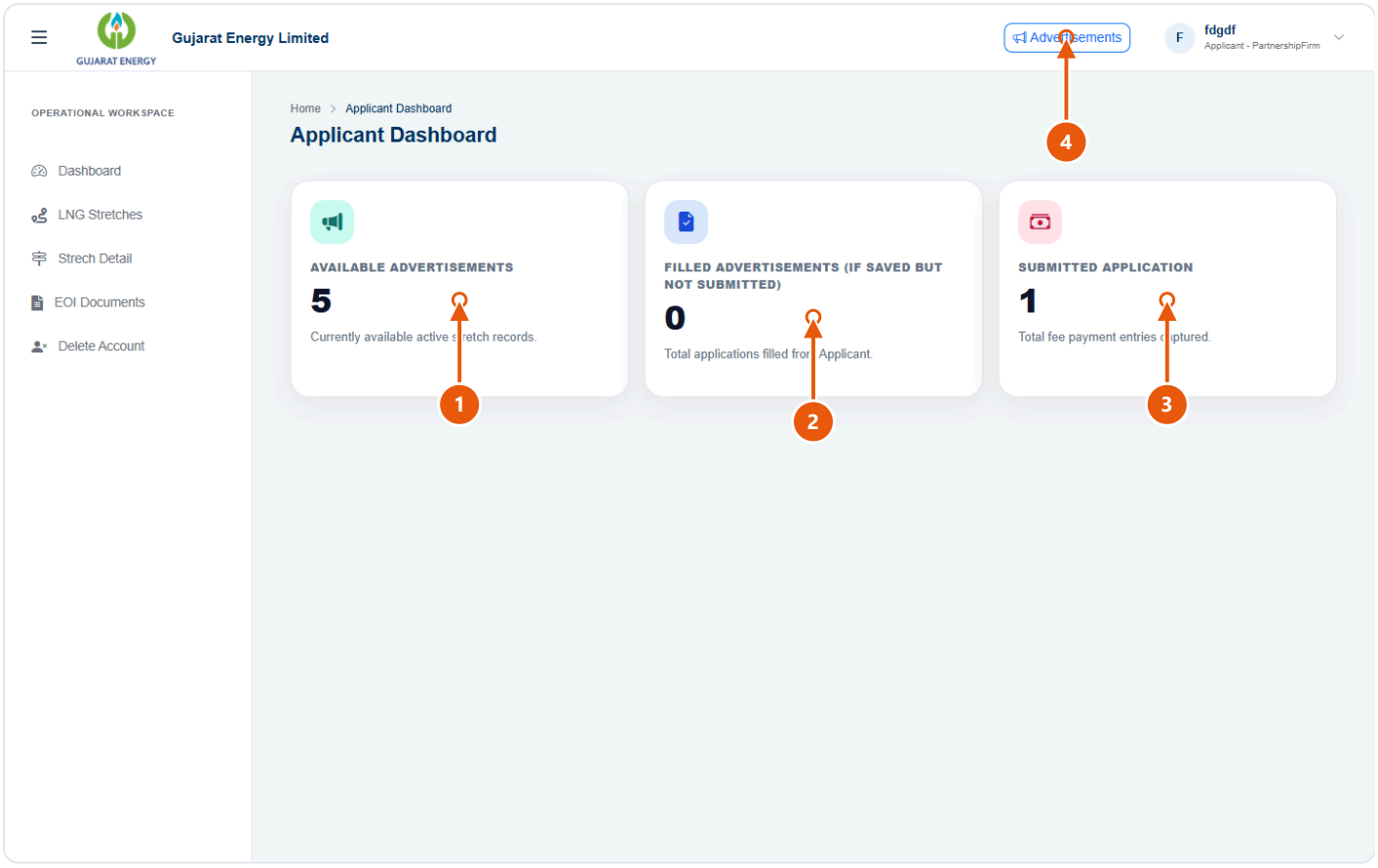
1. **Select Password tab** – Or choose Mobile OTP to log in.
2. **Enter Username / Email ID** – Use your registered email.
3. **Enter Password** – Use the eye icon to view it.
4. **Enter Captcha Answer** – Type the sum shown.
5. **Click Sign in** – Opens the Applicant Dashboard.

Note: Forgot Password? link helps reset a lost password.

2.3 Dashboard & Navigation

2.3.1 Applicant Dashboard

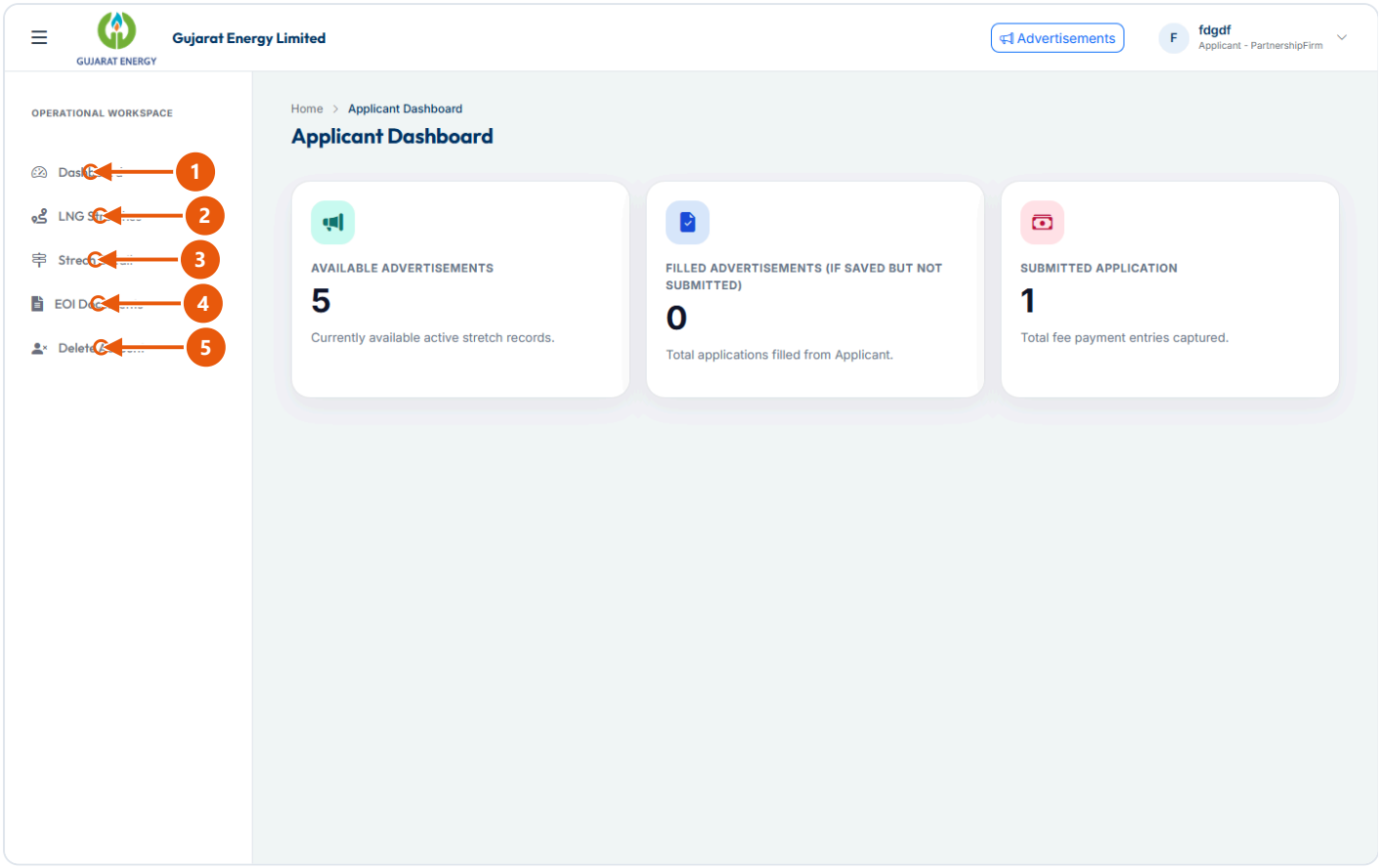
Summary of available, saved and submitted applications after login.



1. → **View Available Advertisements** – Active stretches open for application.
2. → **View Filled Advertisements** – Saved but not yet submitted.
3. → **View Submitted Application** – Count of submitted applications.
4. → **Click Advertisements** – Opens current advertisements.

2.3.2 **Sidebar Menu**

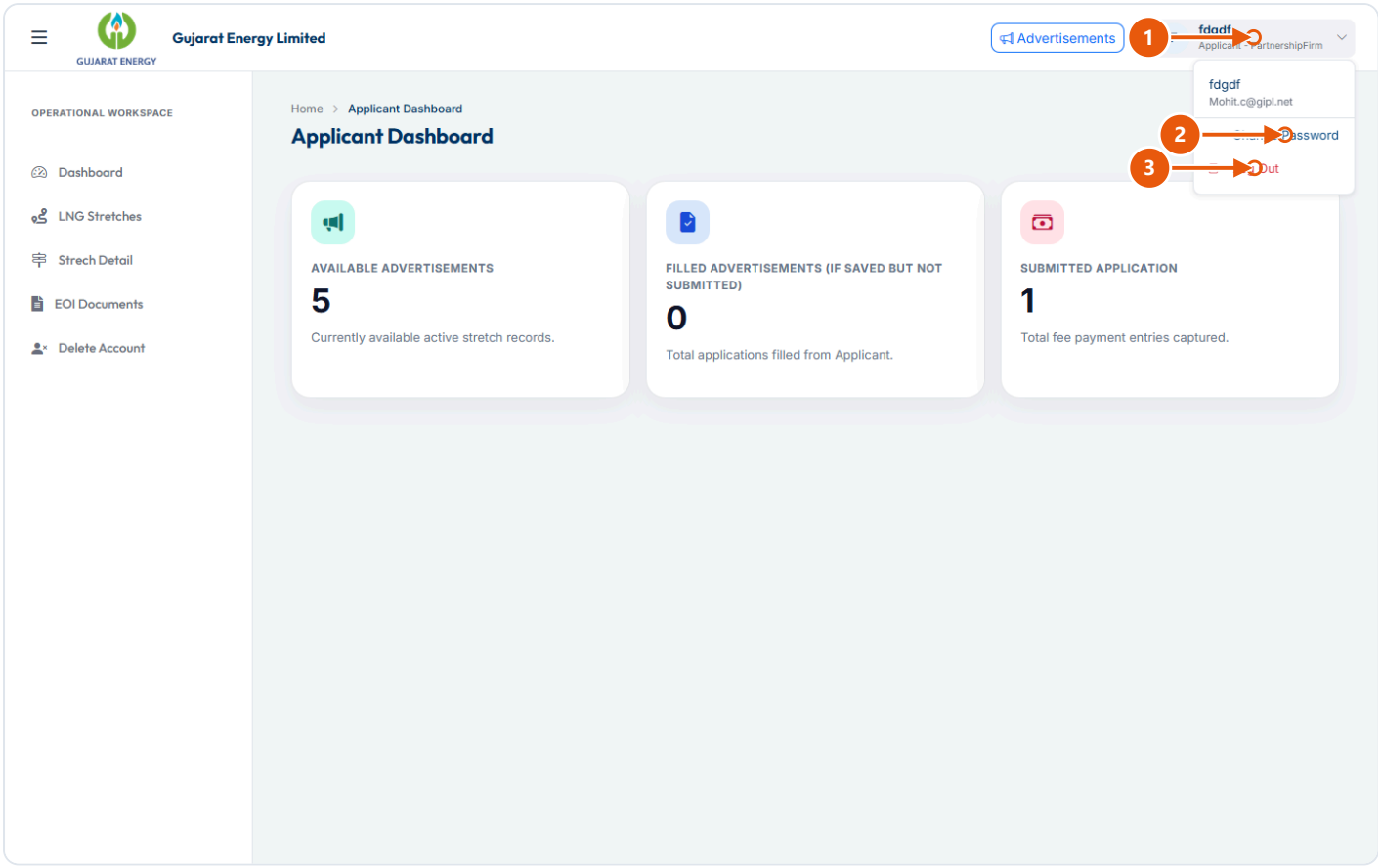
Use the left menu to move between portal sections.



1. **Click Dashboard** – Return to the summary view.
2. **Click LNG Stretches** – See stretches open for application.
3. **Click Strech Detail** – View your applied stretch applications.
4. **Click EOI Documents** – Access EOI related documents.
5. **Click Delete Account** – Deactivate your account.

2.3.3 **Profile Menu**

Profile menu offers password change and logout.



1 → **Click profile name** – Opens the profile dropdown.

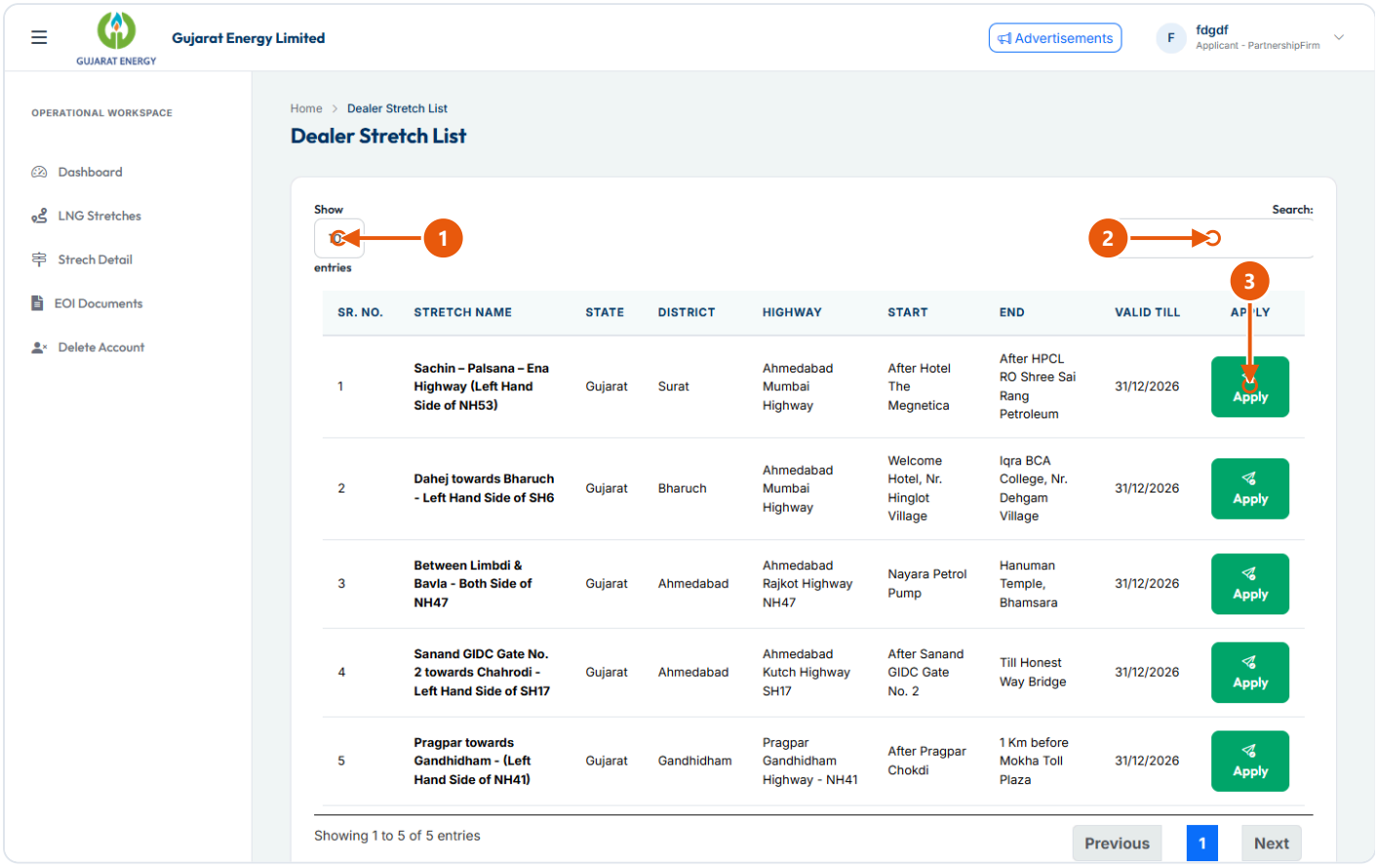
2 → **Click Change Password** – Opens the Change Password page.

3 → **Click Log Out** – Ends your session securely.

2.4 Available Stretches

2.4.1 Dealer Stretch List

Browse open LNG stretches and apply for one.



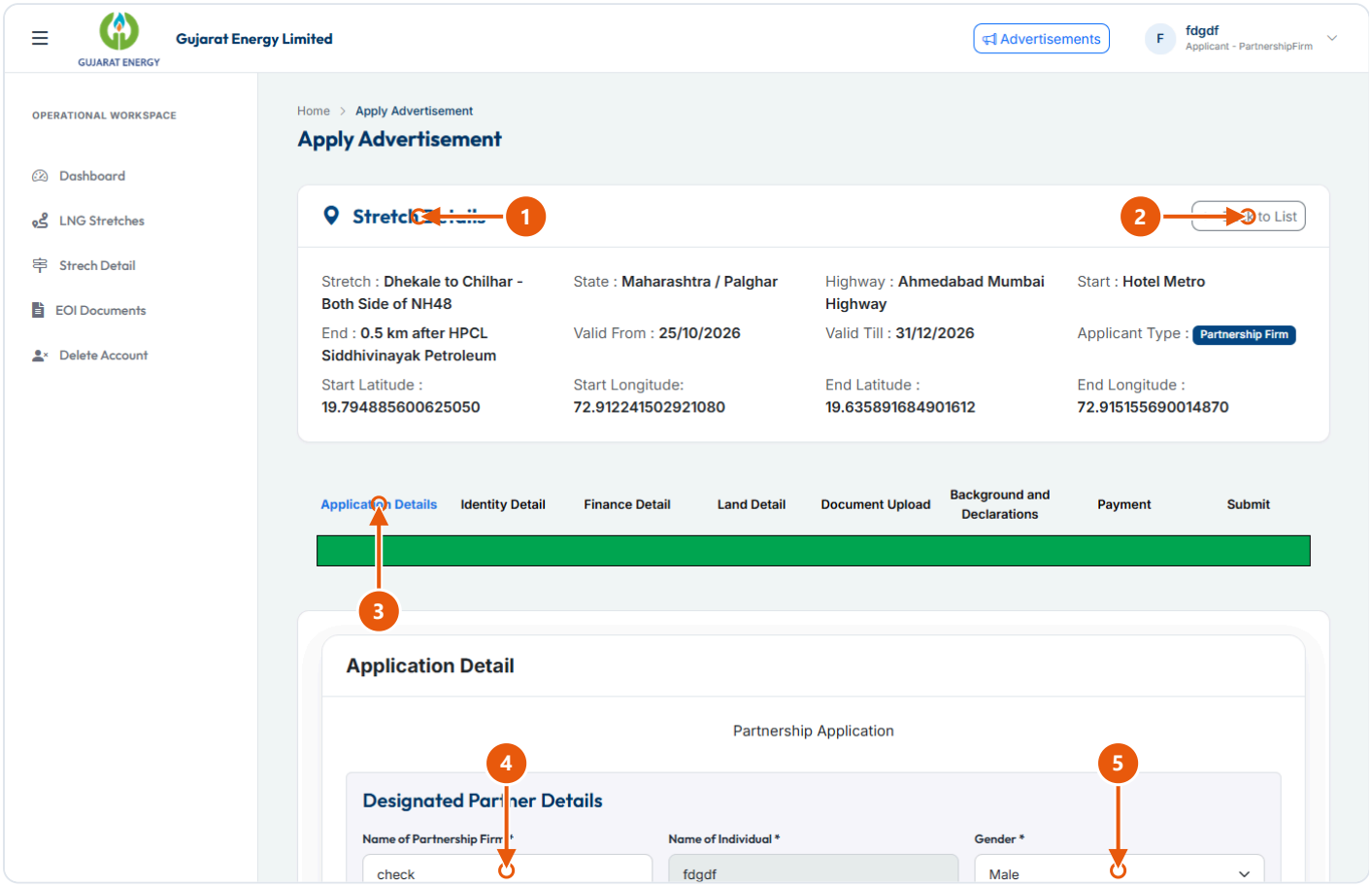
1. → **Choose Show entries** – Set rows displayed per page.
2. → **Use Search** – Filter stretches by any keyword.
3. → **Click Apply** – Start an application for that stretch.

Note: Check the Valid Till date before applying.

2.5 Application Form (Steps 1–7)

2.5.1 Step 1 – Application Details

Review the stretch and enter designated partner details.

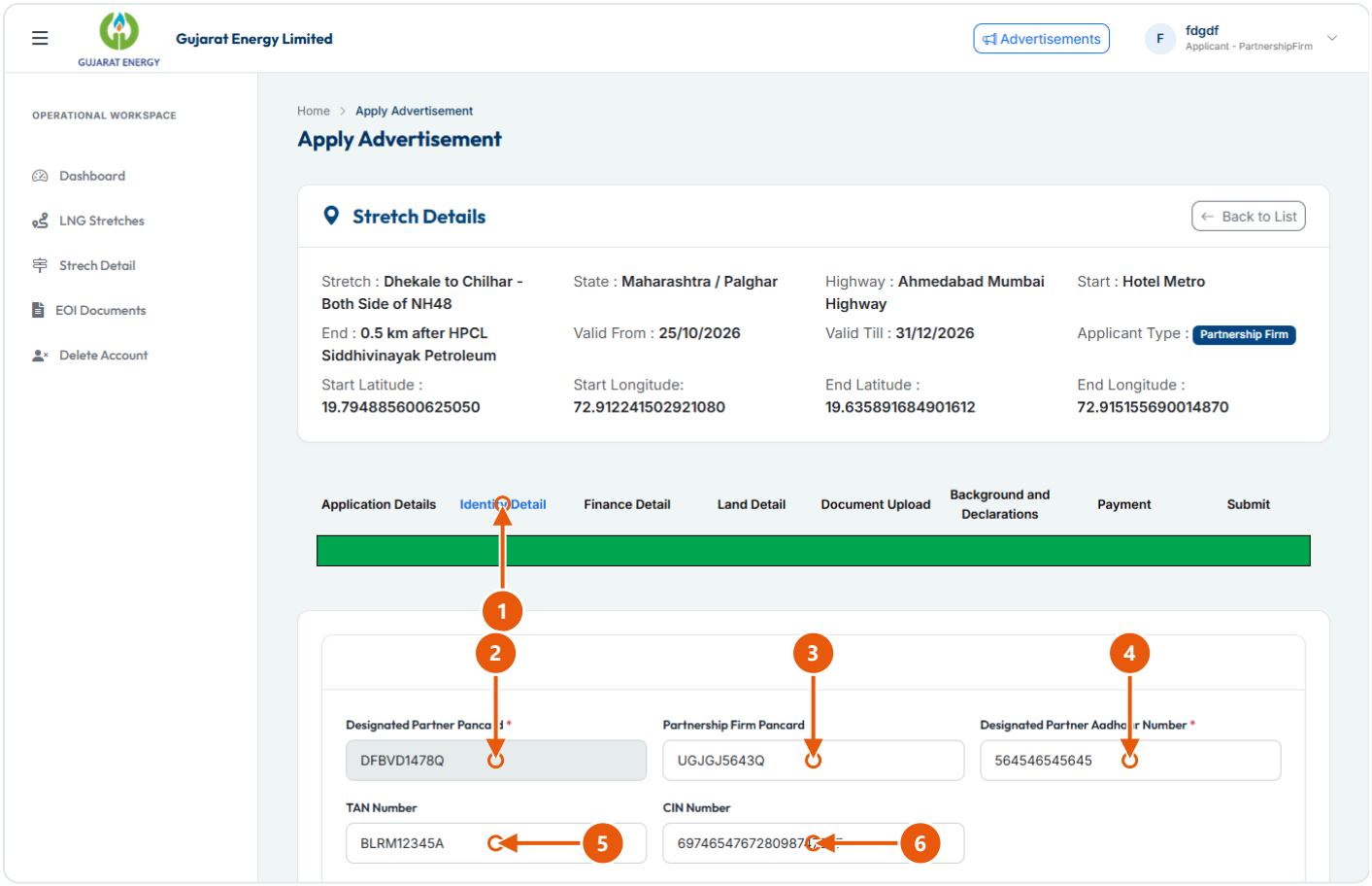


1. **Review Stretch Details** – Confirm stretch, location and validity.
2. **Click Back to List** – Return to the stretch list.
3. **Note Application Details tab** – Current step is highlighted in blue.
4. **Enter Name of Partnership Firm** – Registered name of the firm.
5. **Select Gender** – Gender of the designated partner.

Note: Scroll down to complete all fields before moving on.

2.5.2 Step 2 – Identity Detail

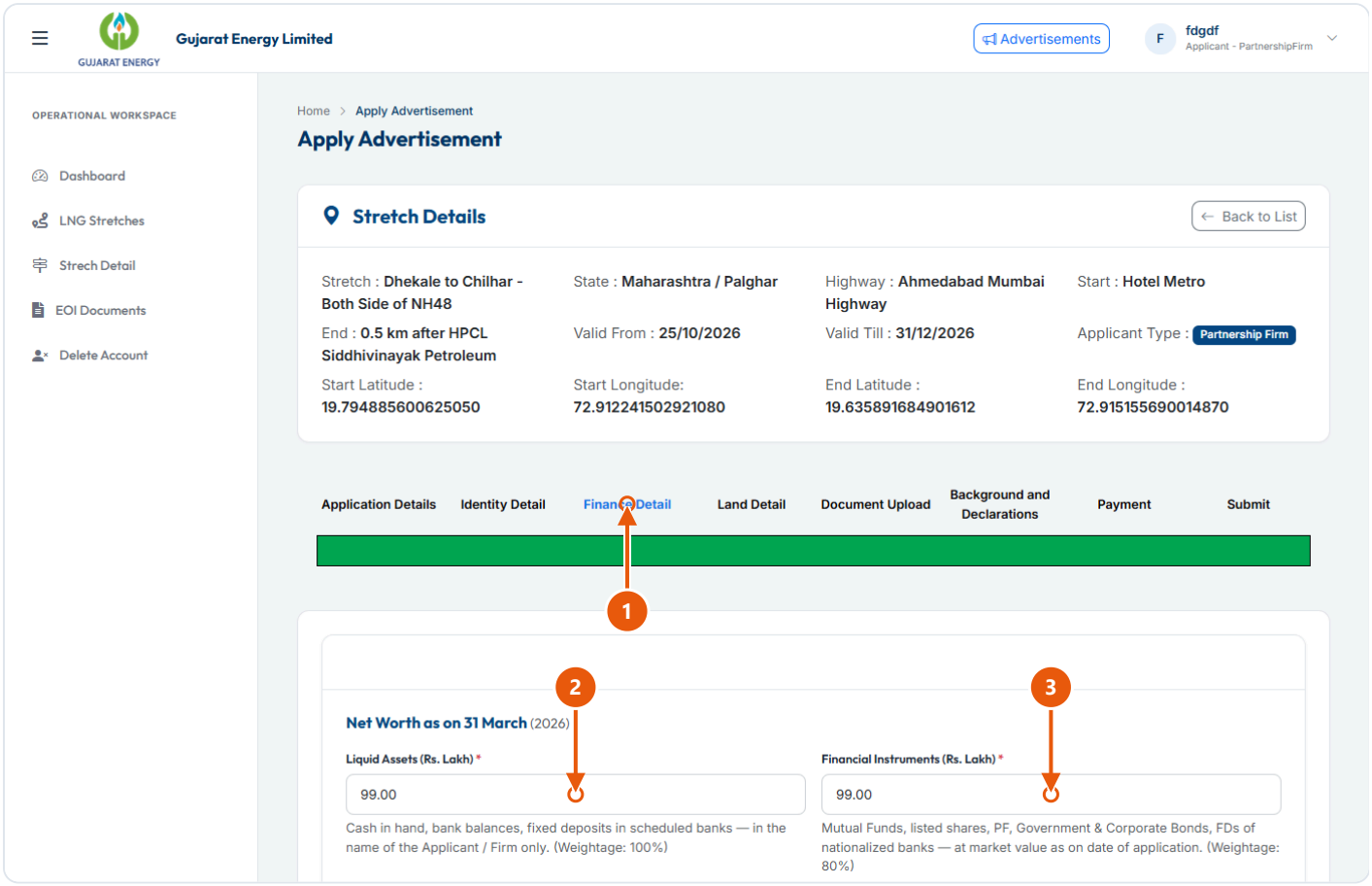
Provide PAN, Aadhaar, TAN and CIN details.



1. **Open Identity Detail tab** – Second step of the form.
2. **Check Designated Partner Pancard** – Pre-filled from registration.
3. **Enter Partnership Firm Pancard** – PAN of the firm.
4. **Enter Aadhaar Number** – Designated partner's Aadhaar.
5. **Enter TAN Number** – Firm's TAN, if available.
6. **Enter CIN Number** – Fill if applicable.

2.5.3 Step 3 – Finance Detail

Declare the firm's net worth as on 31 March.

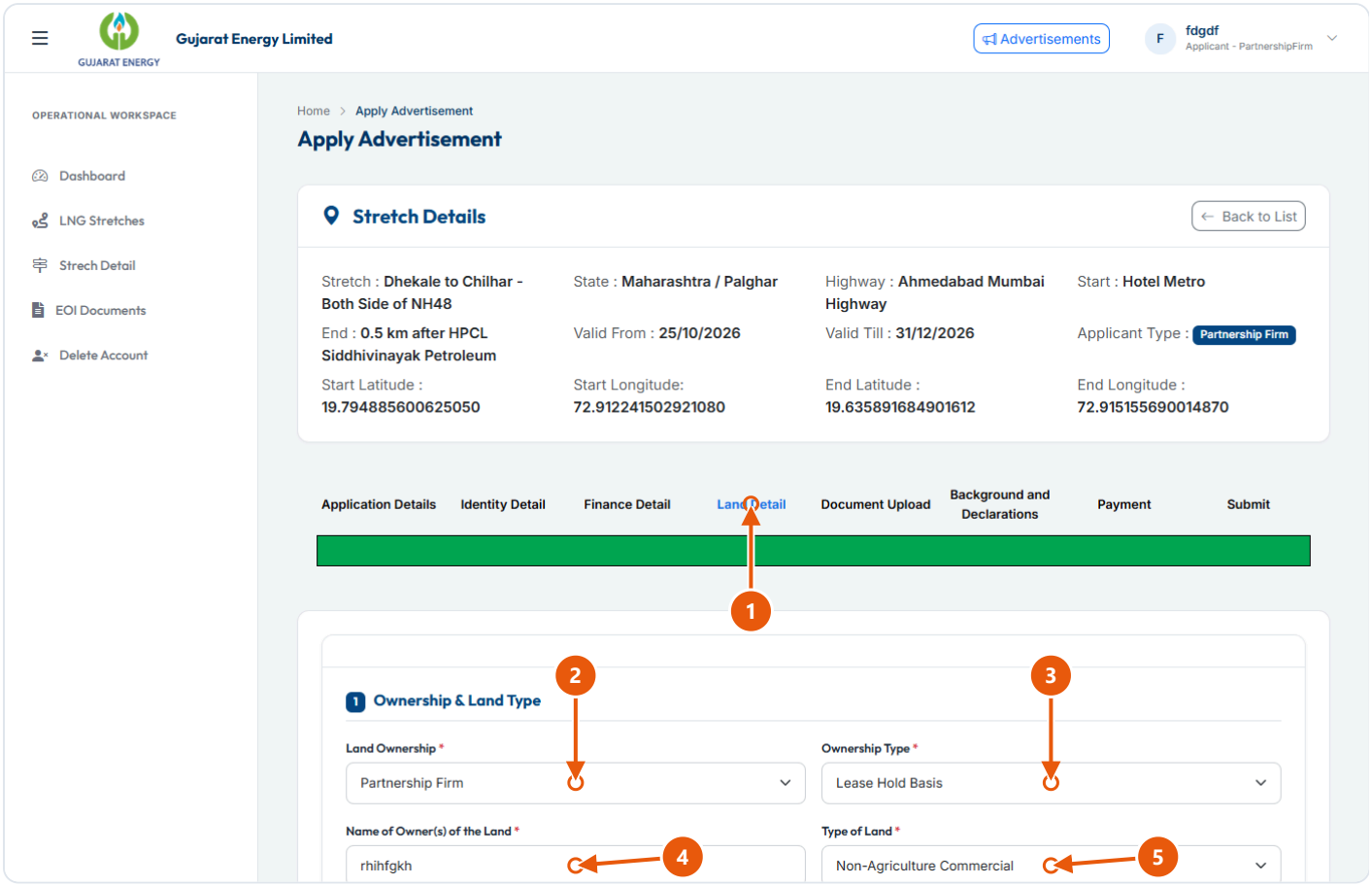


1. **Open Finance Detail tab** – Third step of the form.
2. **Enter Liquid Assets (Rs. Lakh)** – Cash, bank balances, fixed deposits.
3. **Enter Financial Instruments (Rs. Lakh)** – Mutual funds, shares, bonds at market value.

Note: Amounts are in Rs. Lakh; read the weightage hint below each field.

2.5.4 **Step 4 – Land Detail**

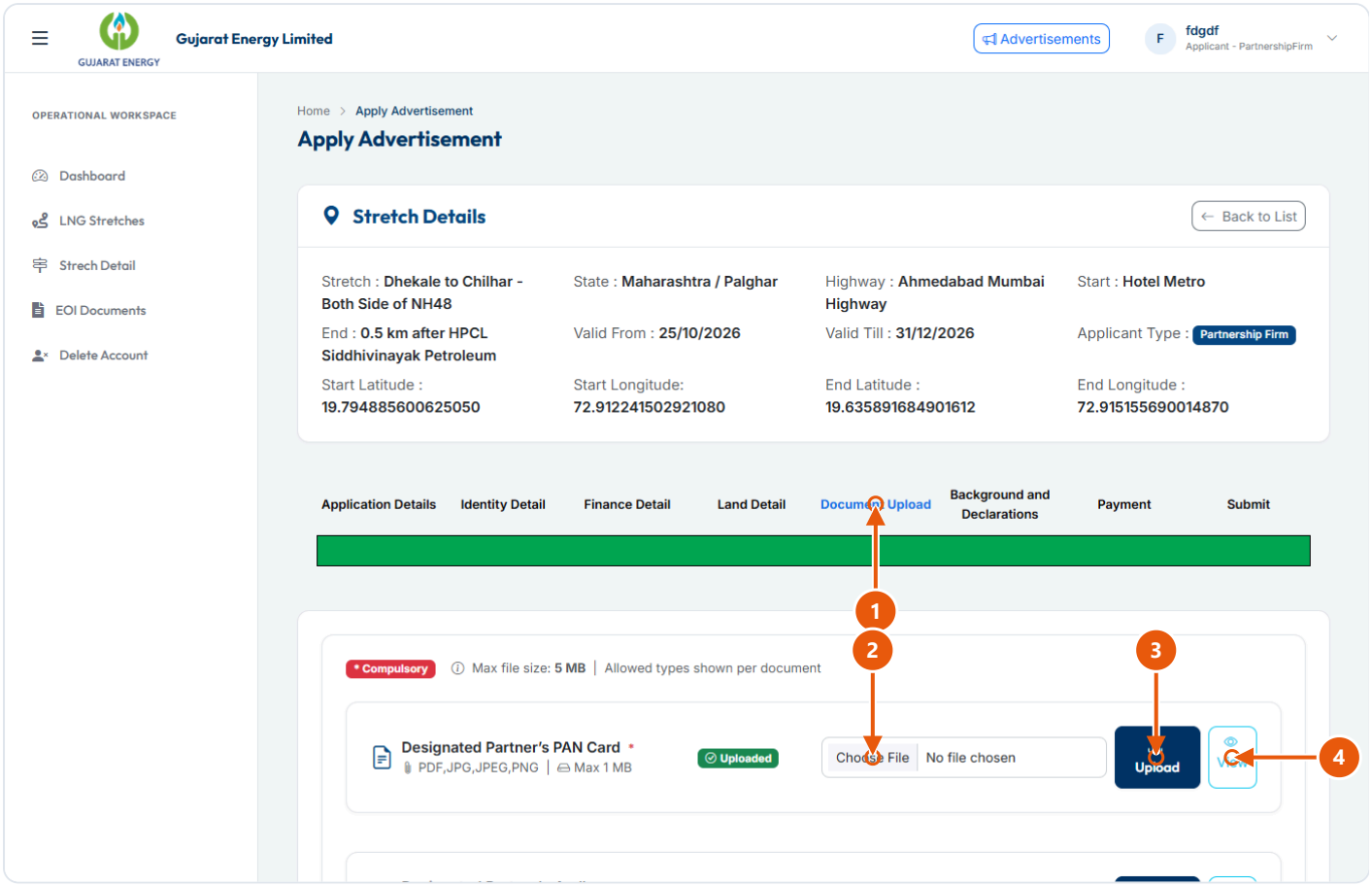
Describe ownership and type of the proposed land.



1. **Open Land Detail tab** – Fourth step of the form.
2. **Select Land Ownership** – Who owns the proposed land.
3. **Select Ownership Type** – For example, lease hold basis.
4. **Enter Name of Owner(s)** – Owner name(s) as per land records.
5. **Select Type of Land** – Choose the land category.

2.5.5 Step 5 – Document Upload

Upload each required document in the allowed format.

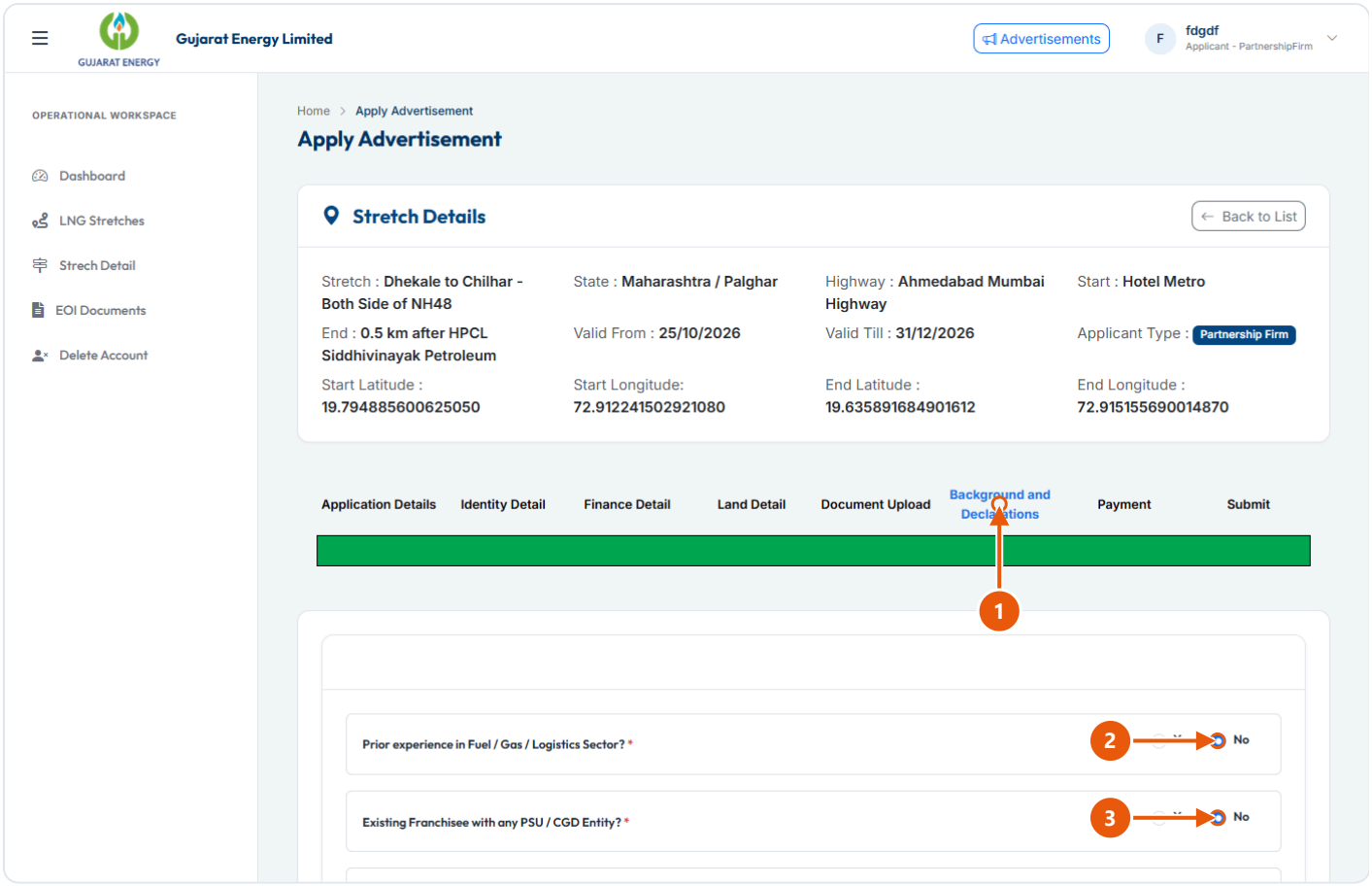


1. **Open Document Upload tab** – Fifth step of the form.
2. **Click Choose File** – Select the document from your computer.
3. **Click Upload** – Status changes to Uploaded.
4. **Click View** – Check the uploaded file.

Note: Compulsory documents are marked *; check size limit per document.

2.5.6 Step 6 – Background and Declarations

Answer background questions with Yes or No.

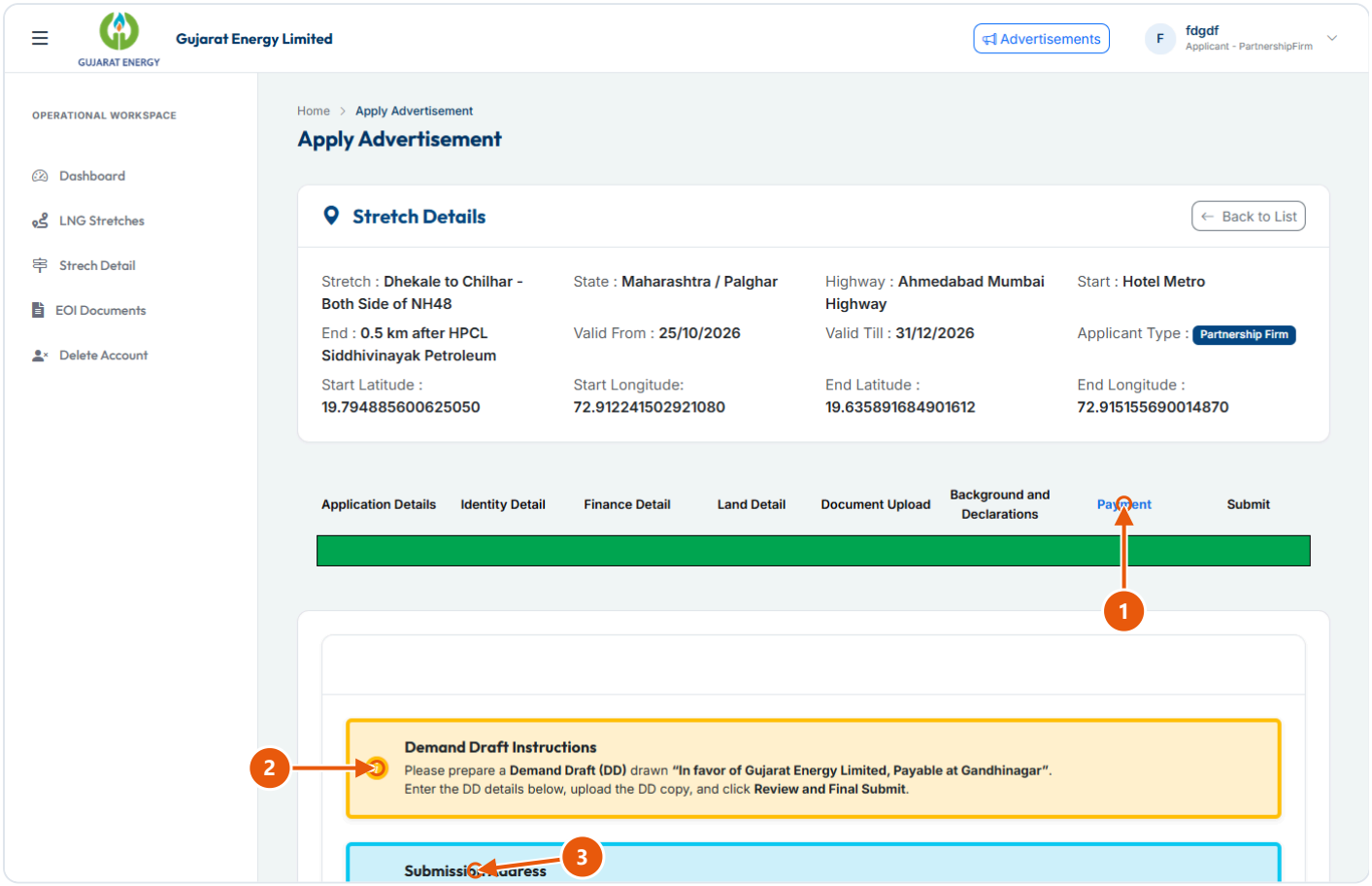


1. → **Open Background and Declarations tab** – Sixth step of the form.
2. → **Answer Prior experience** – Select Yes or No.
3. → **Answer Existing Franchisee** – Select Yes or No.

Note: Scroll down to answer all declarations.

2.5.7 **Step 7 – Payment**

Enter Demand Draft details and submit the application.



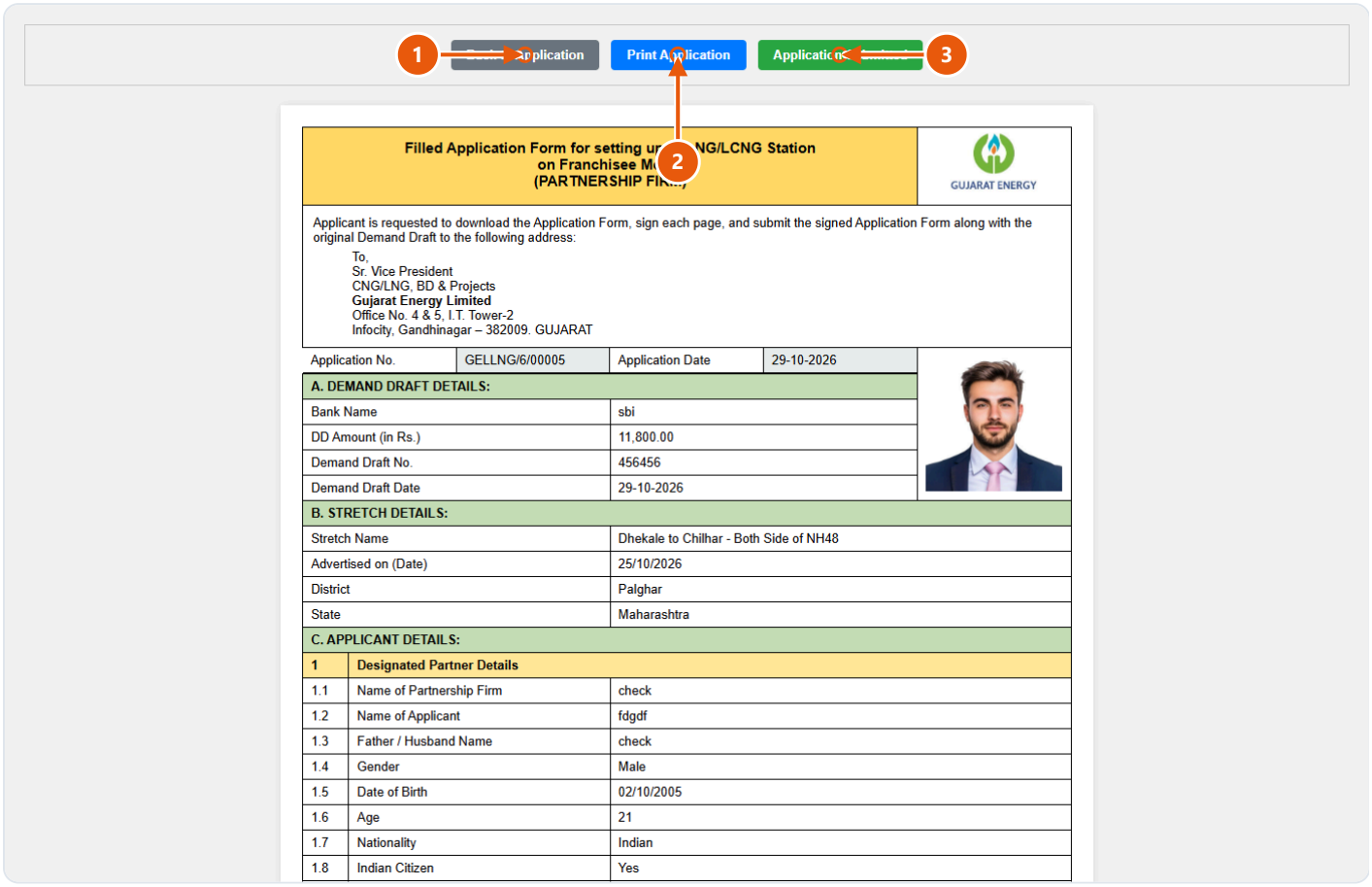
1. **Open Payment tab** – Seventh step of the form.
2. **Read Demand Draft Instructions** – Note the DD payee details.
3. **Check Submission Address** – Where to send the original DD.

Note: Enter DD details, upload the DD copy, then click Review and Final Submit.

2.6 Submission & Confirmation

2.6.1 Application Print Summary

Review and print the filled application form.

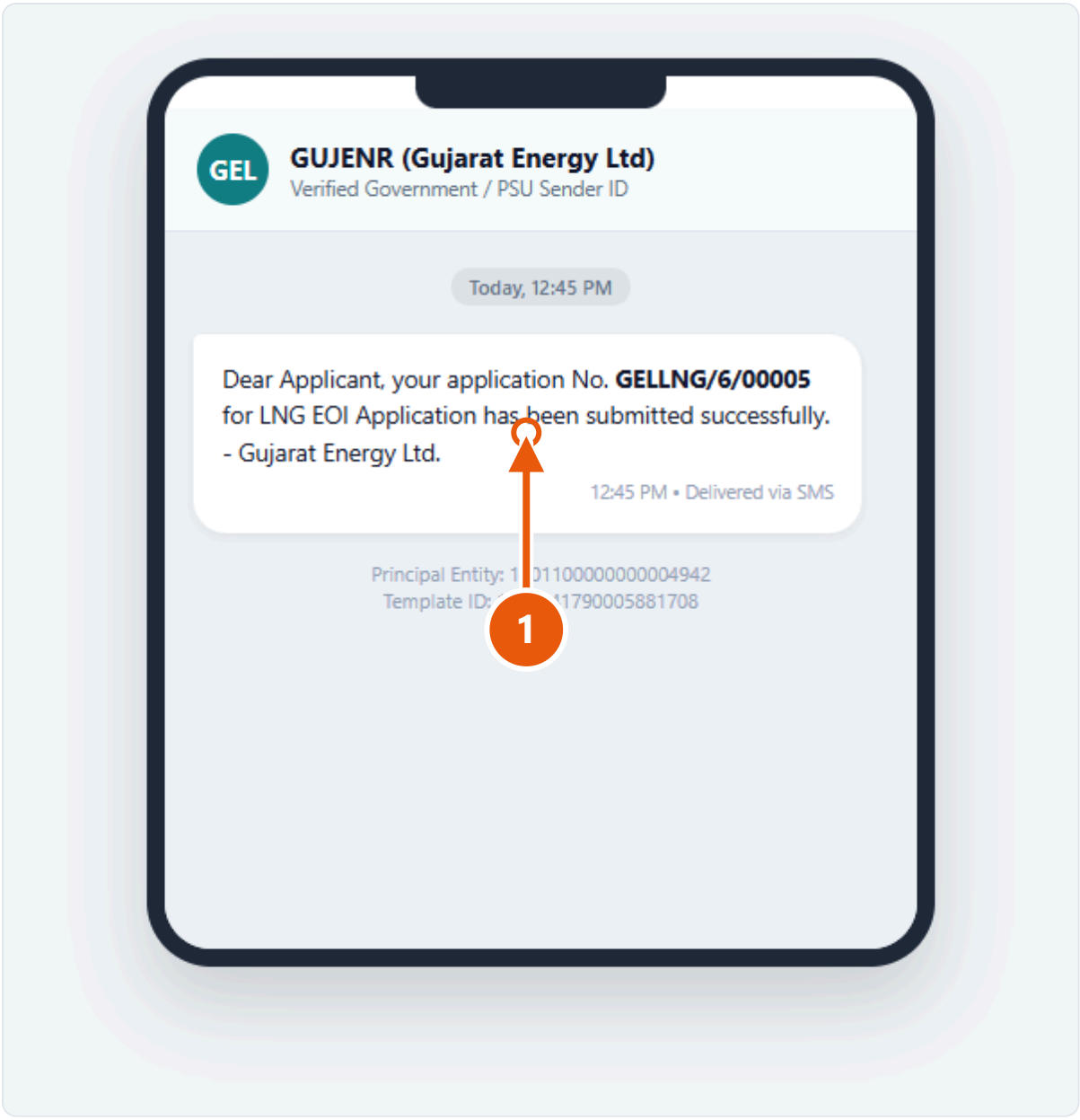


1. → **Click Back to Application** – Return to edit the form.
2. → **Click Print Application** – Print or save the form.
3. → **Check Application Submitted** – Confirms successful submission.

Note: Sign each page and send it with the original DD to the address shown.

2.6.2 **SMS Confirmation**

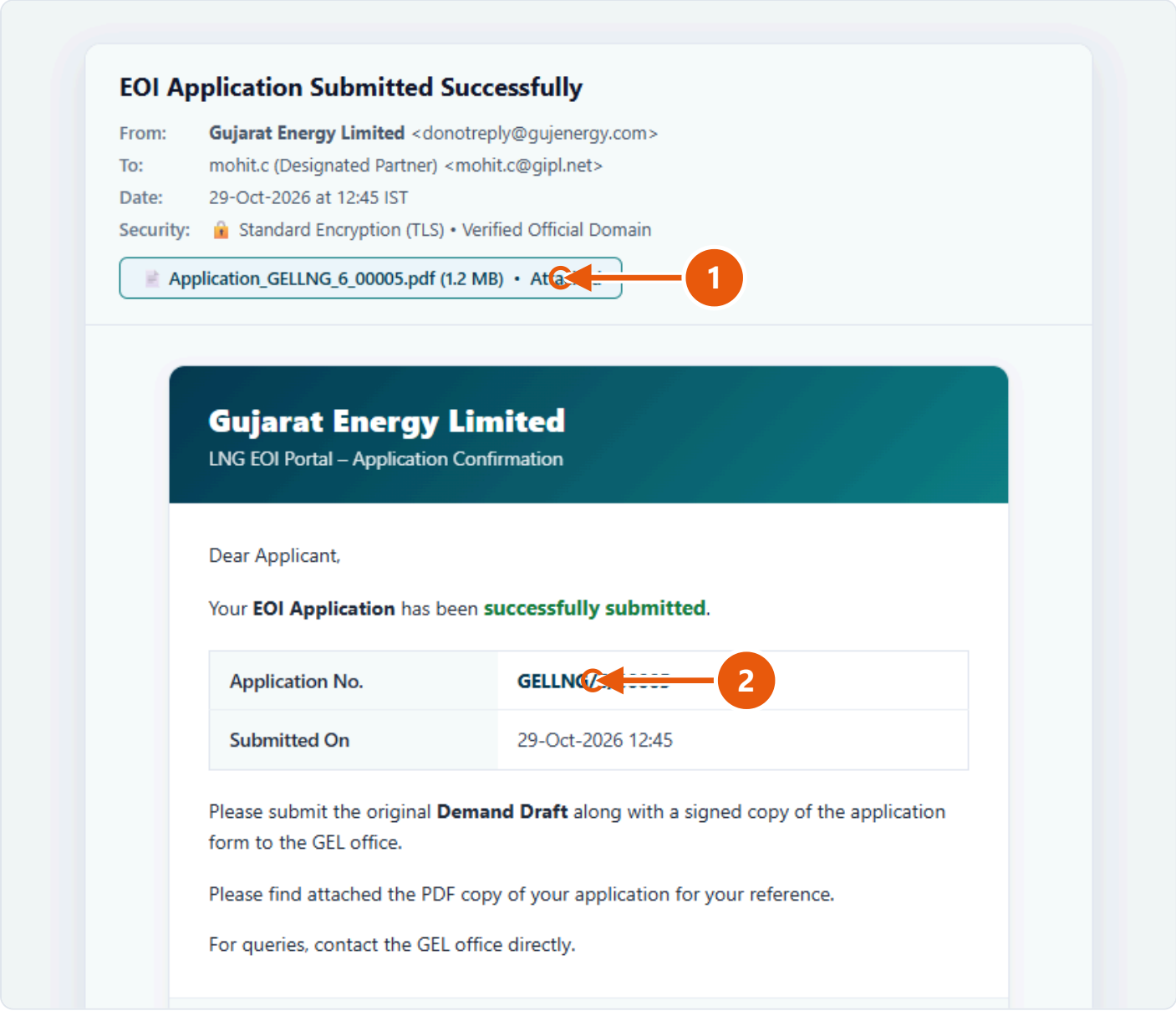
An SMS confirms submission with your application number.



1 → **Note application number** – Keep it for future reference.

2.6.3 Email Confirmation

A confirmation email arrives with the application PDF attached.



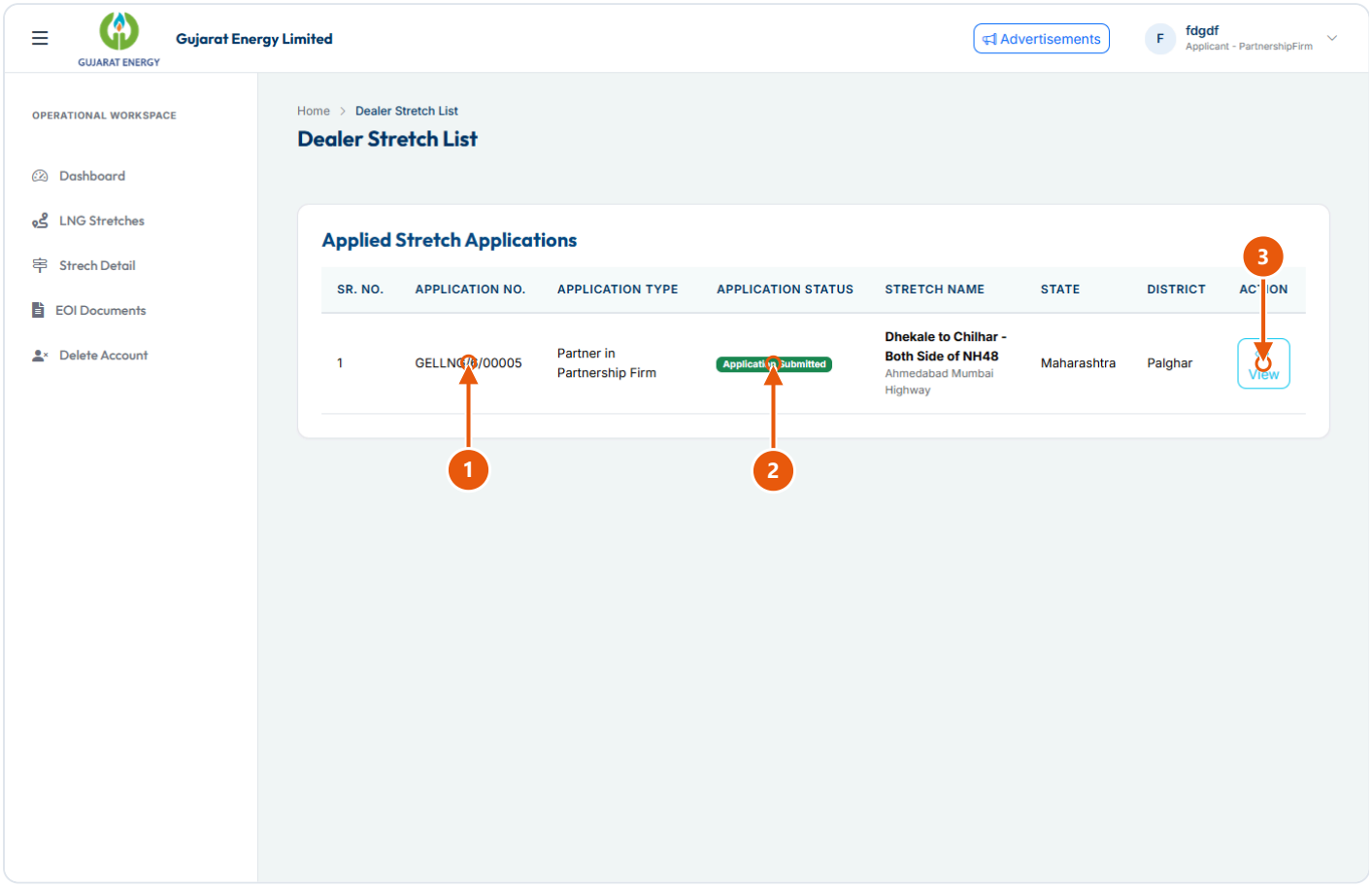
1 → **Open attached application PDF** – Copy of your submitted application.

2 → **Note Application No.** – Quote it in all correspondence.

2.7 Submitted Applications

2.7.1 Applied Stretch Applications

Track the status of applications you have submitted.

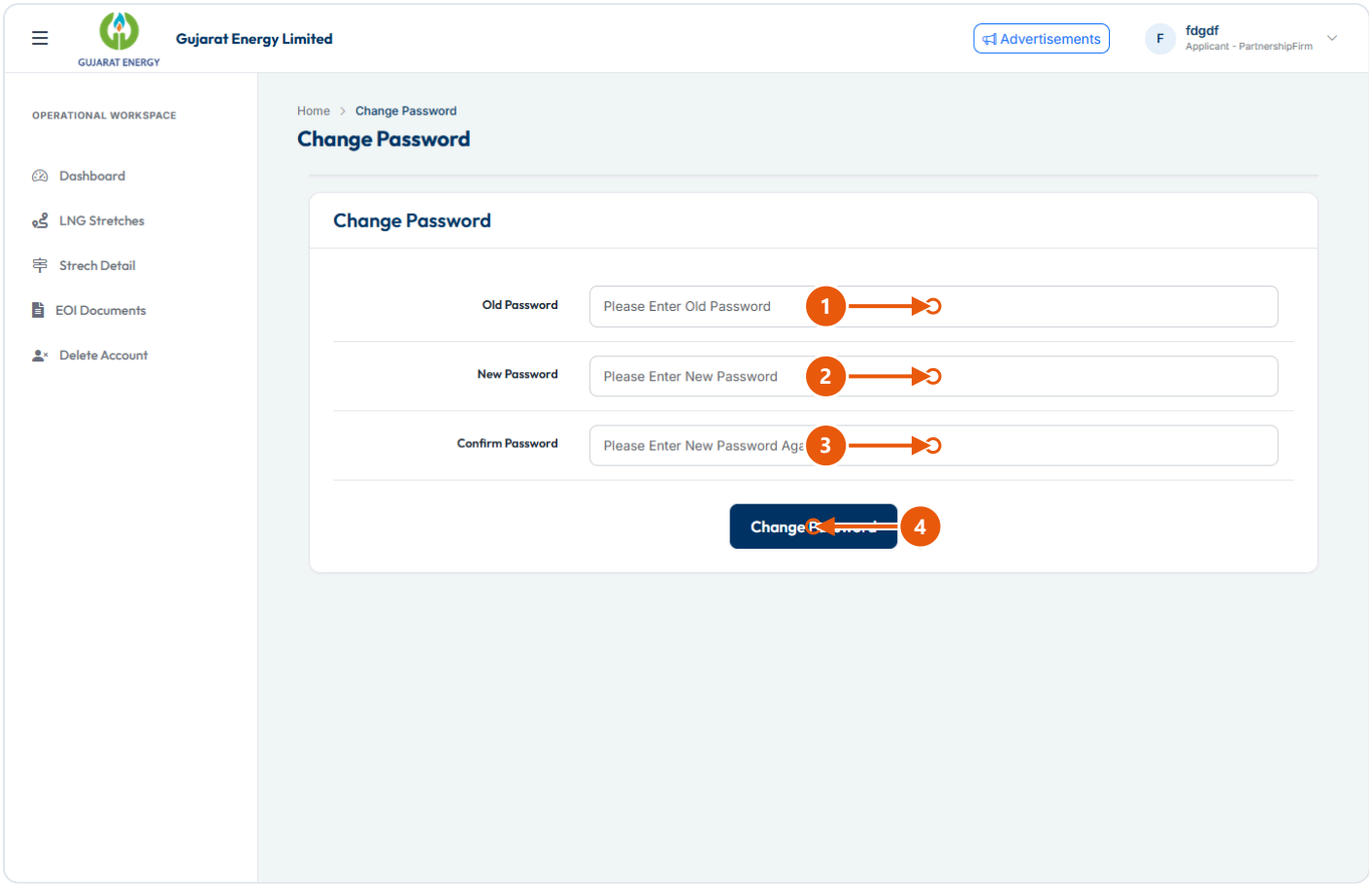


1. → **Find Application No.** – Unique number of each application.
2. → **Check Application Status** – Shows current processing status.
3. → **Click View** – Open the submitted application.

2.8 Account Settings

2.8.1 Change Password

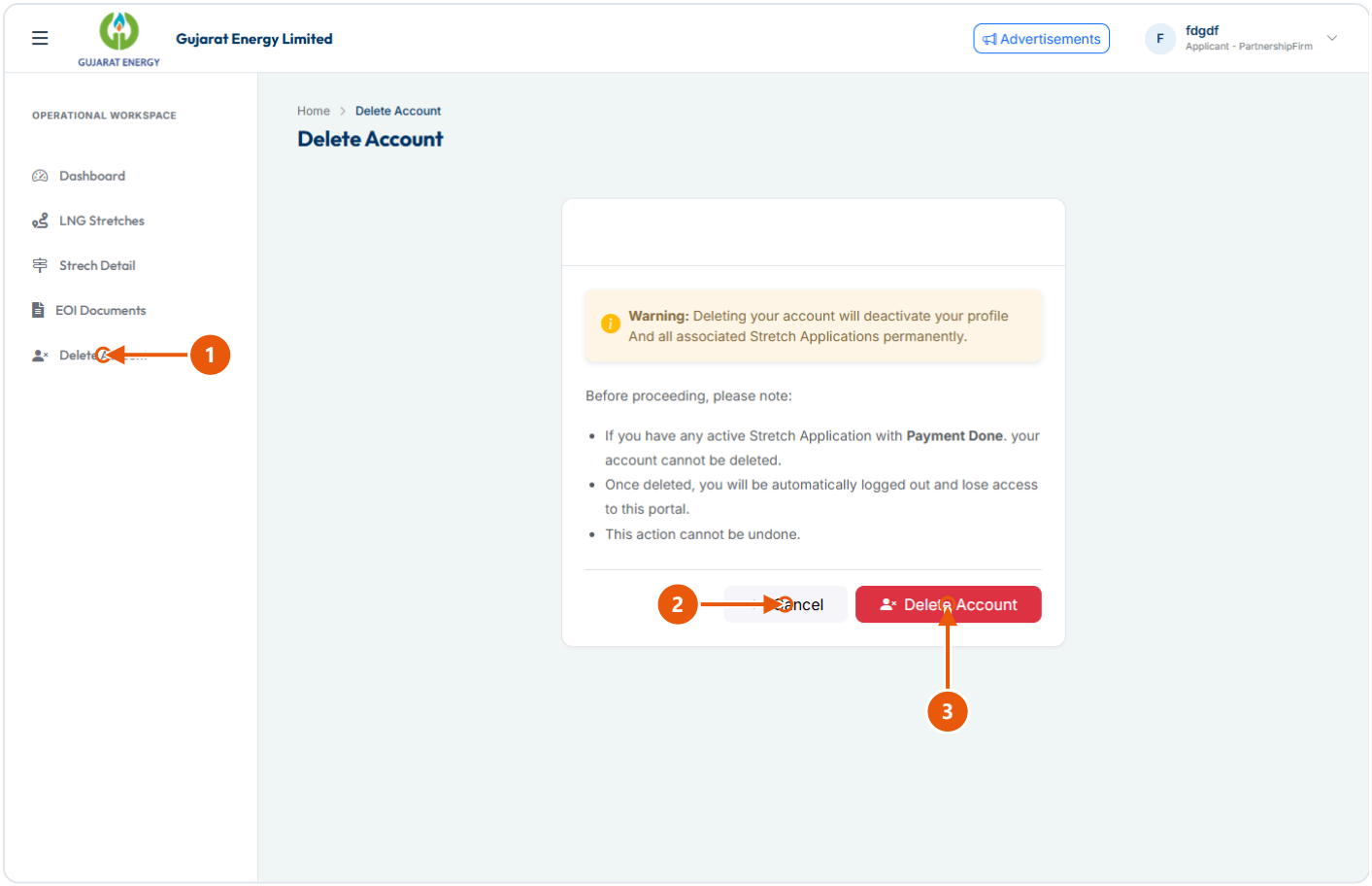
Update your login password from the profile menu.



1. → **Enter Old Password** – Your current password.
2. → **Enter New Password** – Choose a strong new password.
3. → **Enter Confirm Password** – Repeat the new password.
4. → **Click Change Password** – Saves the new password.

2.8.2 Delete Account

Permanently deactivate your profile and stretch applications.



1. → **Click Delete Account** – Open from the sidebar menu.
2. → **Click Cancel** – Go back without deleting.
3. → **Click Delete Account** – Confirms permanent deletion.

Note: Accounts with a paid stretch application cannot be deleted; this cannot be undone.