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# Membership Registration User Guide

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# Revision History

| Date       | Version | Description | Author  |
|------------|---------|-------------|---------|
| 09-10-2021 | 1.0     | User Manual | IT Wing |

## Introduction

FGEHA is committed to providing better services to its members. Online membership registration is another step towards the same goal. An applicant now submits his/her membership registration application via online registration system which provides quick access and processing.

This manual will guide you through the registration process and give you more insight into the registration system and its usage.

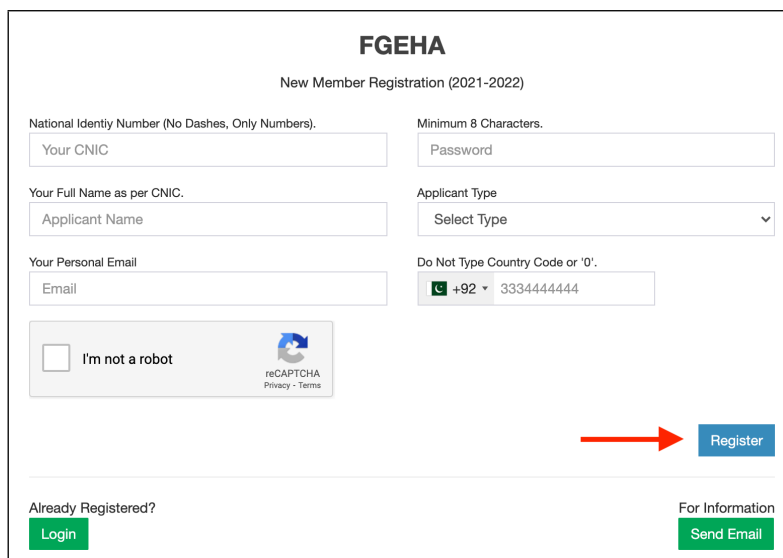
## User Registration

The user has to register before applying for membership. After Registration, make sure you have a scanned copy of your CNIC and Photo. These will be required while filling in the membership registration form.

### 1. Register Yourself

- Enter your CNIC Number.
- Enter your Full Name.
- Enter your Cell Number.
- Enter your Email.
- Enter membership type (Govt. Employee, General Public)

After filling in all the required information, click on **Register** button. The form will be saved and verification email will be sent to your provided email address.



**FGEHA**  
New Member Registration (2021-2022)

National Identity Number (No Dashes, Only Numbers).  
Your CNIC

Minimum 8 Characters.  
Password

Your Full Name as per CNIC.  
Applicant Name

Applicant Type  
Select Type

Your Personal Email  
Email

Do Not Type Country Code or '0'.  
+92 3334444444

I'm not a robot  
reCAPTCHA  
Privacy - Terms

[Register](#)

Already Registered?  
[Login](#)

For Information  
[Send Email](#)

Figure 1: New Membership Registration

## 2. Account Activation

**Email/Cell Number** Your email/cell number will be activated after the verification of your email/cell number.

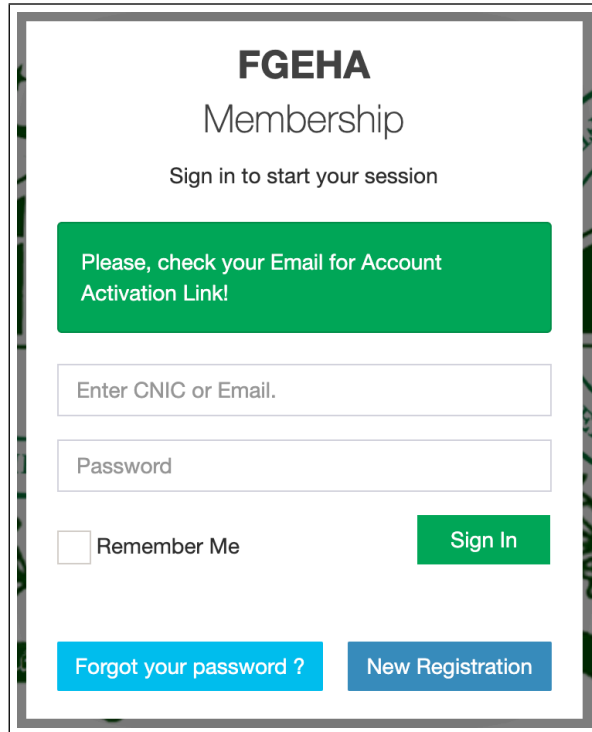


Figure 2: Verification

### 2.1 Email Activation

**Email Inbox** Go to your email inbox & open the email received from **FGEHA**.

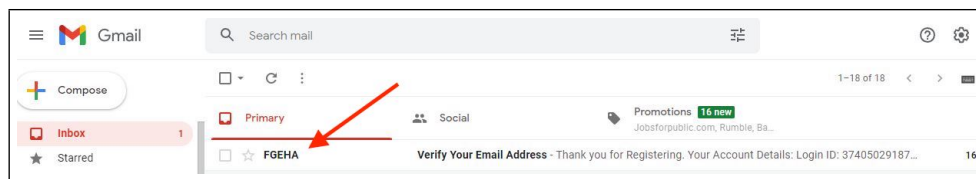


Figure 3: Email Inbox

**Activation** The activation email contents will be displayed on the screen. Click on **Activate My Account Link**

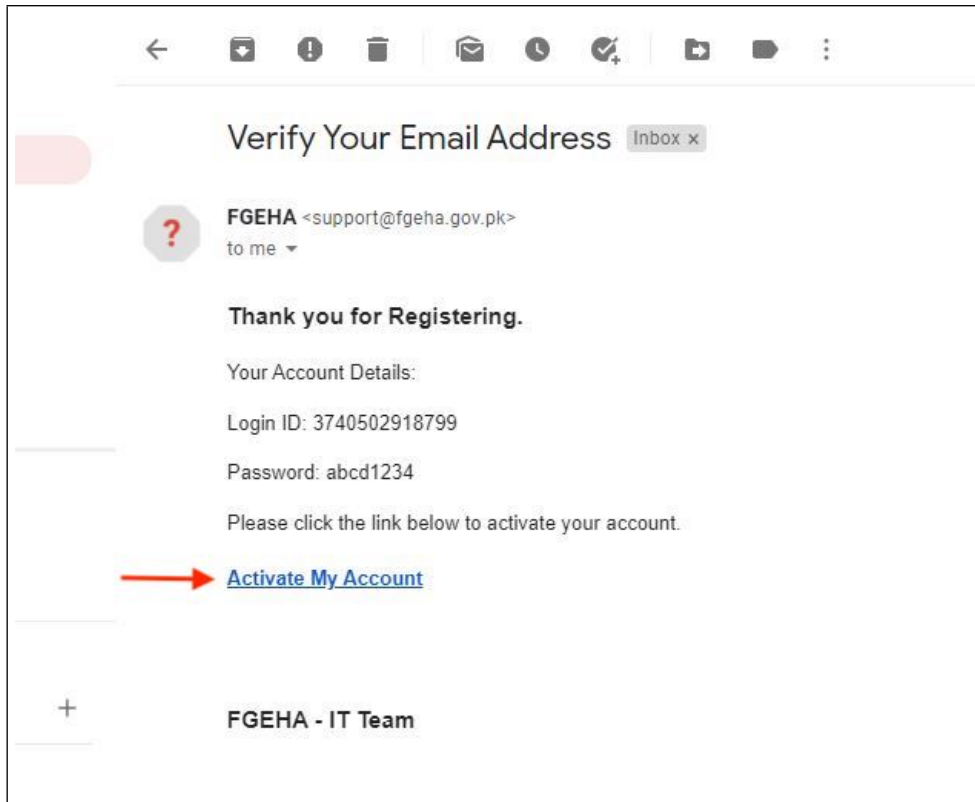


Figure 4: Activate Account

**Login Screen** On clicking “Activate My Account” you will be redirected to Login Screen.

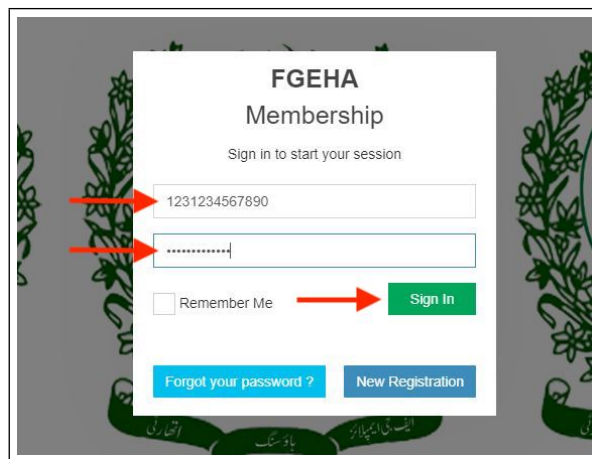


Figure 5: Login Screen

**Login** Enter your “CNIC or Email” and Password then Click on SignIn button to Login to the system. An “OTP” (one time password) will be sent to your Registered Email & Cell number. You have to type in the exact number into the OTP Screen and then press **Verify OTP** button.

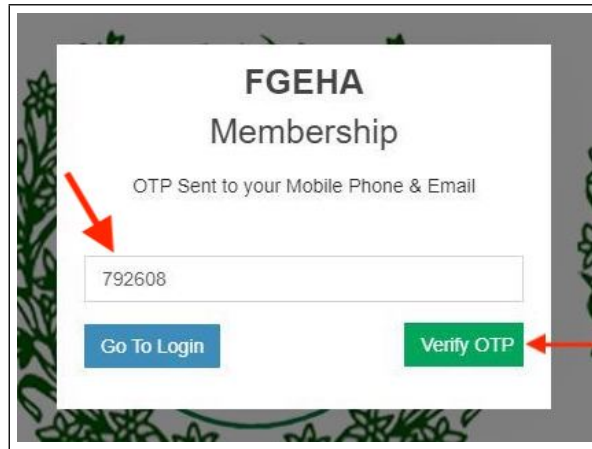


Figure 6: OTP Screen

# User Dashbaord

On successful OTP verification, the user will be logged into the System, and the Dashboard will be displayed. Users can perform multiple operations from the Dashboard. It includes:

- View Profile and Account Details
- Apply for registration (New Form)
- Make correction into your form before submission
- View your application/form details
- Generate new payment challan/voucher
- View payment details
- Launch a complaint
- Upload user photo/cnic/signed forms and challan/vouchers.

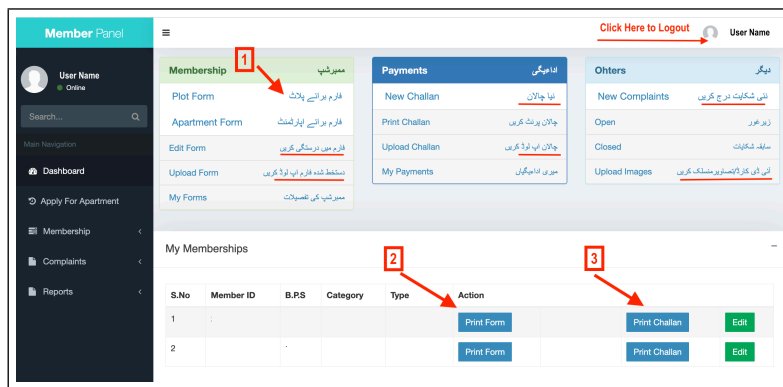


Figure 7: Instructions about Form

## How to Fill in Membership Form?

To launch the stepwise process for the submission of the Registration Form after login, click on **Plot Form**, or for the apartment registration, click on the **Apartment Form** link under the "Membership" section available on the Dashboard. It will open a new window with instructions about the requirements of filling in the form. Read the instruction carefully, and proceed.

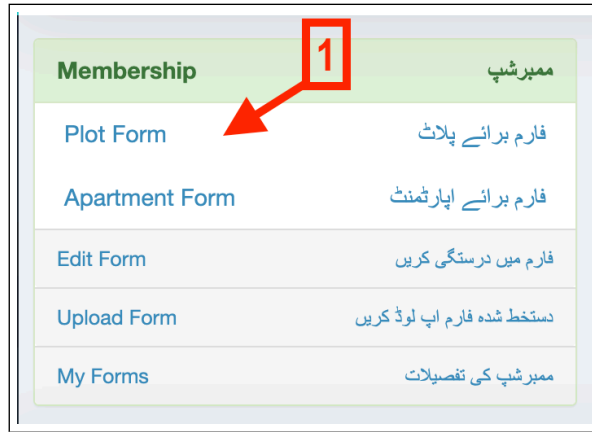


Figure 8: New Form

Lets start, filling in a Membership Form:

**Personal Details** Personal Information step is related to your applied category and quota. The rest of the part is about your personal information. Please, provide the correct information as providing incorrect information will disqualify you for membership.

After filling in all the required information, click on the "Next" button in the lower right corner.

Membership Application

Personal Details Official Details CNIC/Photo Fee Collection Documents

Category: Cat - III Quota: Federal Employees Serving Domicile: Punjab

CNIC Number: 374056291 Date Of Birth: 08/02/1988 Date Of Registration: 24/09/2021

Phone Residence: +9251012 Email: @gmail.com Cell Number: +9239456

Title: Mr. Full Name: Khan Marital Status: Married

Relation: S/O Father/Husband Name: Gul Religion: Islam

Current Address: House No. 34, Street No. 200, G-10/4, Islamabad

Permanent Address: House No. 34, Street No. 200, G-10/4, Islamabad

Next

Figure 9: Personal Details



**Service Details** Under the service details tab, provide your service related information. *(If you are a widow, please provide us with the service information of your deceased husband.)*

The screenshot shows a web form titled "Membership Application" with a "Go Back" button in the top right. Below the title are tabs for "Personal Details", "Official Details", "CNIC/Photo", "Fee Collection", and "Documents". The "Official Details" tab is active. The form contains several sections:
 

- Service Status:** A dropdown menu with "Select Service" selected.
- BPS:** A text input field.
- Occupational Group:** A dropdown menu with "Select Group" selected.
- Date of Joining Govt. Service:** A date picker showing "dd/mm/yyyy".
- Date of Retirement:** A date picker showing "dd/mm/yyyy".
- Designation:** A text input field.
- Phone Number Office:** A text input field.
- Parent Department:** A text input field with "Not Applicable." pre-filled.
- Present Department:** A text input field with "Not Applicable." pre-filled.
- During Service Death:** A dropdown menu with "Please select" selected.

 At the bottom, there are "Back" and "Next" buttons. A red arrow points to the "Next" button.

Figure 10: Service Details

After filling in all the required information, click on the "Next" button in the lower right corner.

**CNIC/Photo** On CNIC/Photo tab, upload your recent photograph and CNIC images. Make sure your CNIC expiry date is valid.

The screenshot shows the "CNIC/Photo" tab of the "Membership Application" form. At the top, there are instructions in both English and Urdu:
 

1. Attach Passport Size Color Photograph.
2. National Identity Card Scanned Color Copy (Both Sides)
3. File Size should not be more than 5 MB.
4. Only JPEG, JPG & PNG Formats are allowed.
5. Use simple and short name for uploaded files.

 Below the instructions are three upload sections:
 

- Attach Color Photo:** A "Choose File" button next to "pic.png" and a placeholder image of a man's face.
- Attach CNIC Front Side:** A "Choose File" button next to "id-front.jpg" and a placeholder image of the front side of a Pakistani CNIC.
- Attach CNIC Back Side:** A "Choose File" button next to "id-back.jpg" and a placeholder image of the back side of a Pakistani CNIC.

 At the bottom, there are "Back" and "Next" buttons. A red arrow points to the "Next" button.

Figure 11: Photo/CNIC Upload

After uploading the images, click on the "Next" button in the lower right corner.

**Fee Collection** On the Fee Collection tab, provide the fee information. The information entered over here will be used to generate your fee voucher. Please, use the correct deposit type and fee amount.

After filling in the information, click on the "Next" button in the lower right corner.

The screenshot shows the 'Fee Collection' step of a membership application. The user is Imran Khan. The form has tabs for Personal Details, Official Details, CNIC/Photo, Fee Collection (active), and Documents. The 'Fee Deposit' is 'Cash' and 'Amount Deposited' is '25000'. The 'Bank Name' is 'Askari Bank'. The 'Amount in Words' is 'Twenty Five Thousand Ruppee'. There are four 'Station Choice' dropdowns: Islamabad, Rawalpindi, Lahore, and Karachi. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to 'Next'. The footer includes 'Copyright © 2021 FGEHA. All rights reserved.' and 'Developed By: IT Section Version 1.0'.

Figure 12: Fee Collection

**Documents** This section is required for widows only. In case you are applying on widow quota, please provide us with required documents.

- Death Certificate of deceased person.
- Copy of CNIC (Front/Back) of the deceased person.

After filling in the information, click on the "Save" button in the lower right corner. The system will save your information and take you to the Dashboard, from where you can download/print your form and challan/voucher.

**Download Form** Once the form is saved successfully, you can review it by opening it from the dashboard. Please read the form carefully and then download and print it out. The **Membership Form** and **Challan** will be downloaded together.

The screenshot shows the dashboard with three main sections: Membership, Payments, and Others. The 'My Memberships' table is as follows:

| S.No | Member ID | B.P.S | Category | Type | Action                                       |
|------|-----------|-------|----------|------|--|
| 1    | 202110918 | 2     | Cat - I  | Plot | Print Form, Upload Form, Print Challan, Edit |

Red arrows point from labels 'Print Your Form' and 'Print Your Challan/Voucher' to the 'Print Form' and 'Print Challan' buttons in the table respectively.

Figure 13: Print Form/Challan

Download Form ← **Click Here to Download and Print** ← Go Back

Government Of Pakistan  
Ministry of Housing & Works  
FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY  
10-Mauve Area, G-10/4 Islamabad.

**REGISTRATION FORM**  
Membership Drive-II (July-2021 to June-2022)

|                              |                             |                                   |                            |
|------------------------------|-----------------------------|-----------------------------------|----------------------------|
| No.<br>202109773             | [Barcode]                   |                                   |                            |
| Membership ID<br>202109773   | Applicant Name<br>Khan      | Father/Husband Name<br>Khan       | CNIC No<br>374056          |
| Date of Birth<br>08-Jun-1988 | Domicile<br>Federal Capital | Date of Membership<br>24-Sep-2021 | Membership Fee<br>Rs 25000 |

Figure 14: Download Form

**Upload Form** Sign the form and get it verified from your department. The verification from your department is mandatory. Once your membership application is verified and signed, upload the membership form into the system.

Membership | Payments | Others

Plot Form | New Challan | New Complaints

Apartment Form | Print Challan | Open

Edit Form | Upload Challan | Closed

Upload Form | My Payments | Upload Images

My Memberships

| S.No | Member ID | B.P.S | Category | Type | Action  |
|------|-----------|-------|----------|------|---|
| 1    | 202110918 | 2     | Cat - I  | Plot | Print Form   Upload Form   Print Challan   Edit |

Figure 15: Print Form/Challan

**Upload Voucher/Challan** Deposit your membership registration fee at any branch of **Askri Bank Limited** throughout Pakistan. Upload the voucher/challan duly signed/stamped by Bank Officer into the membership portal.



Figure 16: Upload Voucher

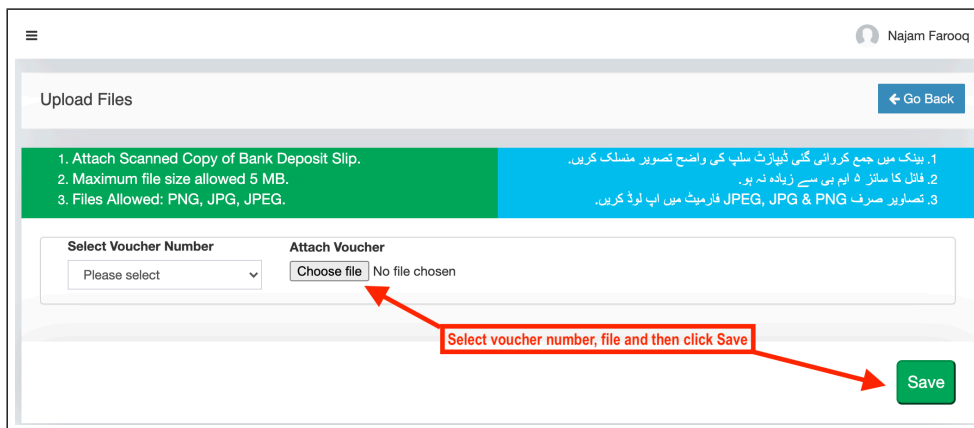


Figure 17: Uploading Voucher/Challan

Remember, uploading your form (duly verified/signed )and membership voucher slip (stamped by Bank) is mandatory. The registration process will end once you have finished uploading documents into the portal.