USER MANUAL

MCC RENT MANAGEMENT PUBLIC WEB PORTAL

POWERED BY WIZLITE INNOVATION PVT LTD

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1. INTRODUCTION

This web application enables the public to pay the MCC owned SHOP RENT and to track the rent history. Web application helps the public to pay their shop rent online / offline with ease.



2. HOW TO ACCESS THE WEBSITE

Public can open the **"MCC Rental spaces "** portal using the below link. User need to copy the following URL and paste it in to the browser to launch the public web portal **"Pay Shop Rent/Book MCC Venues"**.

URL: http://208.109.9.148/MccRent/home



3. <u>HOME PAGE OF THE MCC RENTAL SPACES PORTAL</u>



SEARCH FOR SHOP/PAY RENT

- Search Shop details Online
- View Shop details, Building Details & Due date.
- View Rent History with Payment status.
- Generate a challan for Shop Rent payment or pay online.
- Download challan.

HOW TO PAY SHOP RENT ONLINE

On that home page click on > "Search for Shop/Pay Rent".



Now Search for Shop/Pay Rent page will be visible to user. Here user can search shop by selecting Ward Name/Ward No and Building Name from the dropdown option. Also can search by entering the Shop No/ Shop Name / Tenant Name.



Search results will show list of shops. User can click on "Pay Rent" or "View" on respective shops.

PAY RENT

Upon clicking "Pay Rent user will be able to view previously paid rent details. Details available are as below:

- Tenant Name, Contact No, Father/Spouse Name, Agreement start date & end date.
- Rent details (Paid, Not Paid, Payment Initiated).
- Shop/Building details.

If user want to Pay the shop Rent please select Pay Rent option.

# 1-S-123/4, Juice Center WIZ Building Tenant : jayanth	10 (Bunder), 1 udupi bus stand, udupi, alankar - 576105			₹ 12830 Due Date: 31 Aug 2022		Pay Rent
	Please verify shop details, tenant details and c	alculated rer	t amount before i	making the paymen	nt	
Tenant Details		\sim	Rent Paid H	listory		Select Year 2022 -
Name	Father / Spouse Name		2022			
jayanth	NA		Sep-2022	₹ 3430	30-Sep-2022	PAYMENT_INITIATED
Agreement Start Date 31-Dec-2019	Agreement End Date 24-Jan-2023		Oct-2022	₹2350	31-Oct-2022	PAYMENT_INITIATED
			Nov-2022	₹2350	30-Nov-2022	PAYMENT_INITIATED
Shop / Building Details		~	Dec-2022	₹2350	31-Dec-2022	PAYMENT_INITIATED
Rent Details		\sim	Aug-2022	₹2350	31-Aug-2022	PAYMENT_INITIATED
Tpdate Mobile Number & Email ID						
To receive SMS updates and payment reciepts o	on your mobile & mail					
9663120309	wiz@co.in	~				
<u>ç</u> 5 Update						

SELECT PAYMENT MODE

Here user can make the payment both through online payment as well as offline payment.

ONLINE PAYMENT:

- 1. CREDIT AND DEBIT CARD
- 2. NETBANKING
- 3. WALLET
- 4. UPI (GOOGLE PAY AND PAYTM)
- 5. NEFT / RTGS / IMPS



CHALLAN / OFFLINE PAYMENT:

Selec	t Payment	Mode
Online Payment	- or -	Offline Payment
Pay instantly using standard online payment modes such as UPI, Debit/Credit card, Netbanking		Download challan with your details and pay cash at "Bank Name, Branch" know more

Take the printout of the Challan, visit Bank Name mentioned in the Challan Credit the Amount to the mentioned virtual Account details. Rent challans are available as in the below format.

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MCC SHOP RENT RECEIPT:

After a successful payment, MCC Shop Rent receipt will be visible to the user. Users can download the receipt online. Rent receipts are available as in the below format.

	A.C.						
	Mangalore City C	orporation (MCC	.)				
	E- RE	CEIPT					
Receipt No: 123	500	Generated On: 0	08 Aug 2022 5:22 pm				
Shop / Buildin	g Information	Tenant Detail	Tenant Details				
Shop Name:	MJ Xerox Centre	Sathish Kumar	c				
Shop No:	15 (id:52)	Door No: 1/25, S Kadri, Mangalor	Door No: 1/25, Shivbagh Mansion, Kadri, Mangalore-575004				
Building No:	1230	+91-725992536	5				
Building Name:	City Corporation Commercia Complex	Rent agreement	validity: 12 JAN 2023				
Month	Rent Amount	Service Charges	Penalty				
JUN 2022	₹ 1500	₹10	₹0				
JUL 2022	₹1500	₹10	₹0				
Total amount	^{paid:} ₹ 3020.00		Due amount: ₹0				
	Transaction date:	08 Aug 2022, 12:39 pm					
	Payment mode:	Net Banking					
	Transaction status:	SUCCESS					
	Txn ID / Reference no:	ARPN12253225633					
	Remarks:	1851					
Generated at: 08 Aug	g 2022, 12:40 pm	Paid to: Cane	ra Bank, a/c: xxxxxxx1023				

THANK YOU

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