User Manual

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How to Apply for Visit

Open Swagatam application in any browser using URL www.swagatam.gov.in
Below Landing page of Swagatam will display. Click on Visit Registration.

Click on Registration link

Fill in the visitor’s detail and click on Next button
Duplicate mobile won’t be register
Password must be of 8 characters with one lower case, one upper case and one special character.
Visitors Login

1. Open the Swagatam application in any browser using URL swagatam.gov.in:
2. On Top, Click on Visit registration link Login screen opens, there are two ways visitors can login 1. Mobile with OTP
3. Email with Password
4. Enter registered mobile number.
5. Click on Generate OTP button.
Login

Mobile with OTP  Email with Password

Enter your Mobile Number

Generate OTP

if not registered? Registration
OTP verification screen open, and user receives one-time password on their registered number
Enter the OTP and click on **Verify** button

As soon as user OTP is verified, user can login in to the Swagatam application.
How Visitors can view and update own Profile.

1. After logged in, click on profile pic or user name then click on Update Profile button.
2. To update the Profile, click on Edit button

1. Here visitor can modify the personal details.

2. Click on Choose File to select the picture.
3. Click on Upload button to upload the photo.
How to apply for daily visit pass:

1. On home page, click on Apply for Daily Visit Pass button
2. Fill in the details and submit the form.
3. Specify the meeting date and time.
4. User will also receive an acknowledgement message on his/her registered mobile number.