

User Manual: Tele-Law

User Manual for Tele-Law Portal for VLE

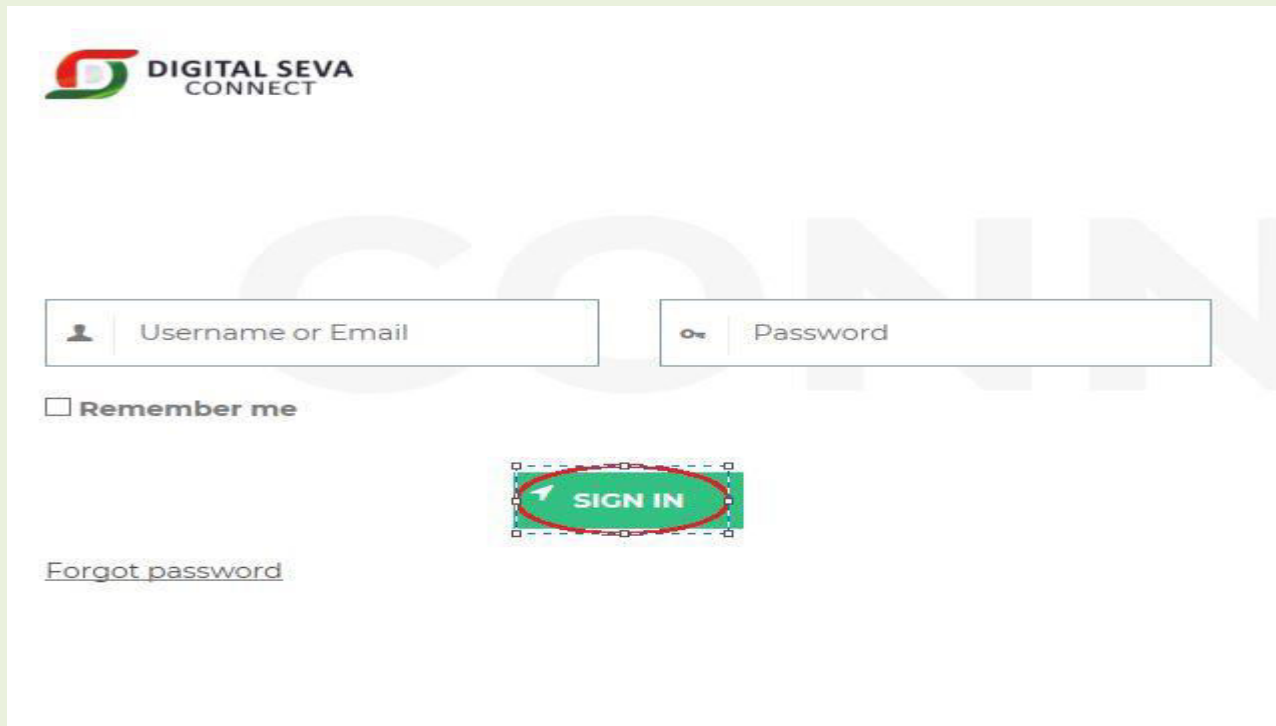
1. Log in to www.tele-law.in . On opening below page appears:



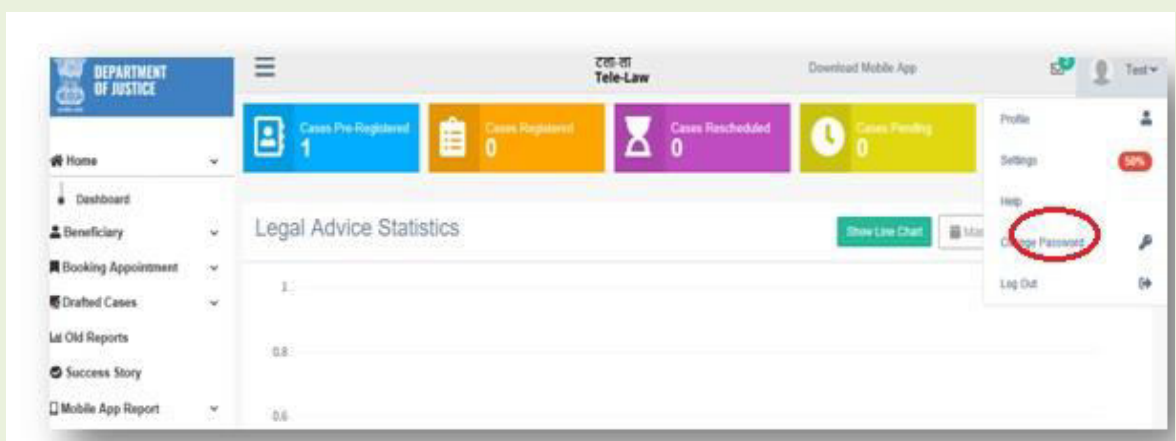
2. On clicking Login option from the dashboard, below page appears. To login to VLE dashboard click “**Login with Digital Seva connect**” option as shown below:



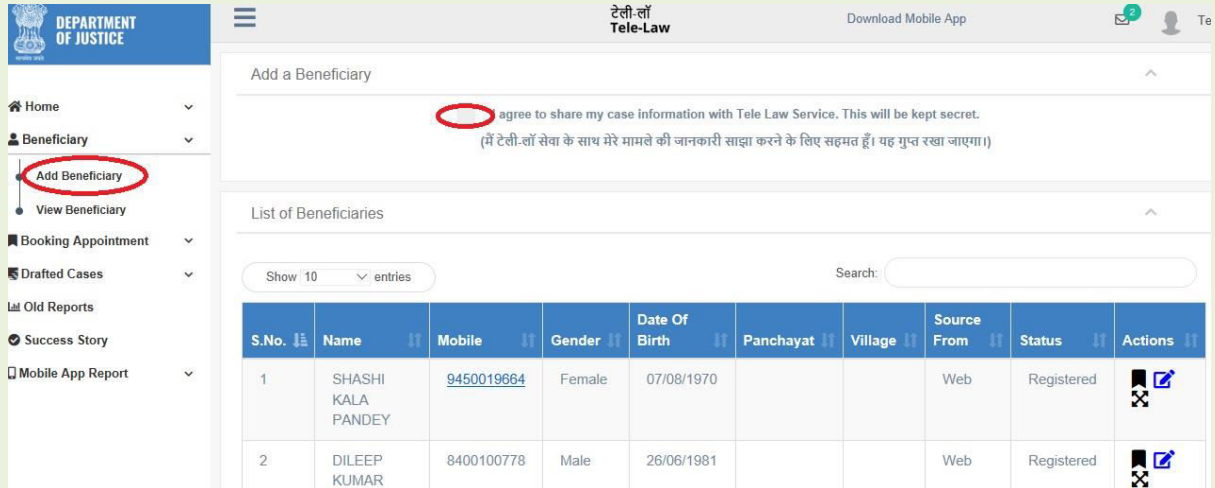
- Put your **12 digit CSC ID** in username option, password and click “**Sign in**” option.



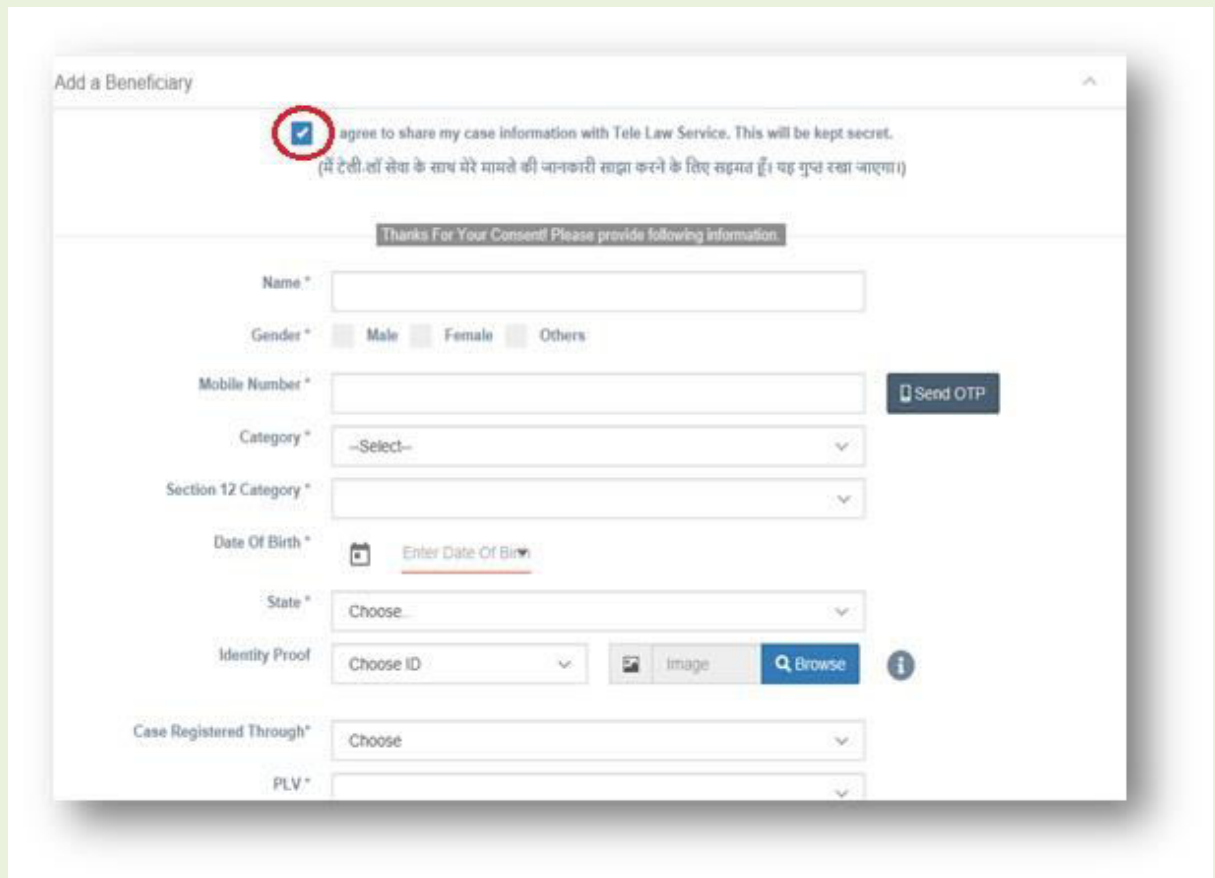
- On clicking Sign in option below dashboard appears. On clicking the right side icon shown a dropdown appears to change the default password.



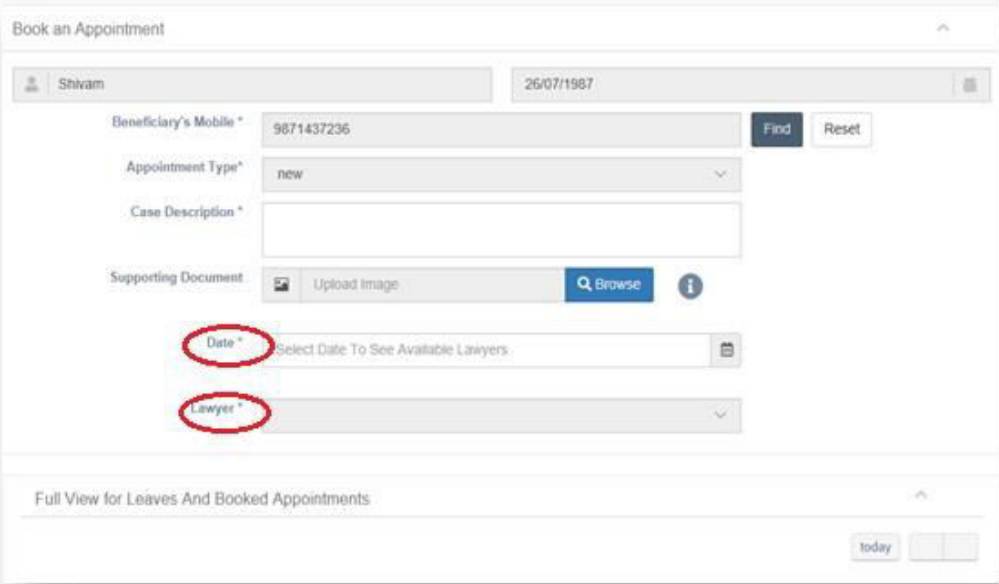
2. Click on book appointment to add beneficiaries



2. Click on consent tab and fill the details.



2. Select the date & time for book appointment.



Book an Appointment

Shivam 26/07/1987

Beneficiary's Mobile * 9871437236 Find Reset

Appointment Type* new

Case Description *

Supporting Document Upload Image Browse

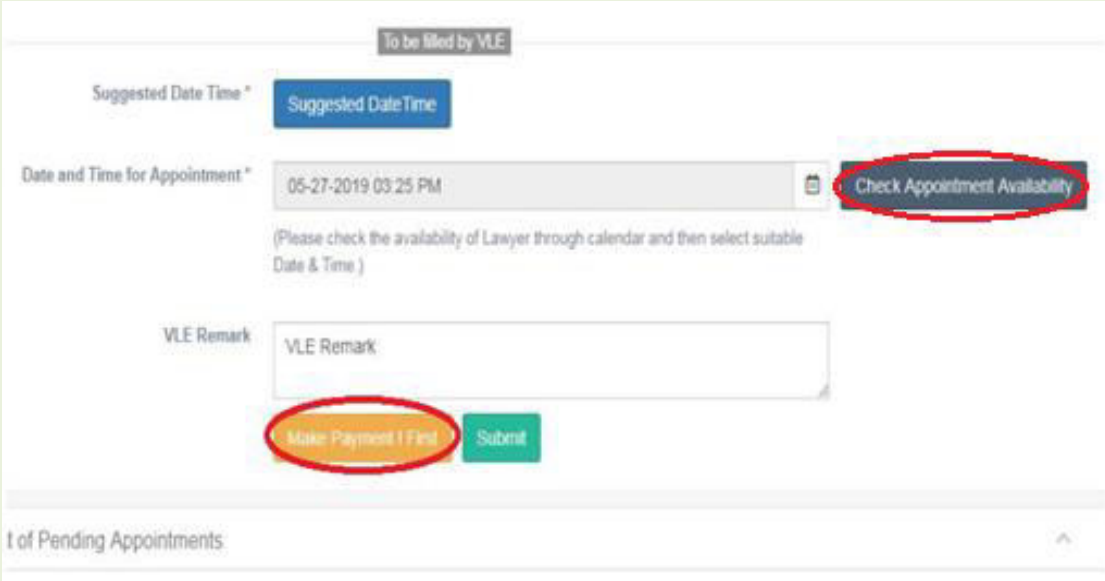
Date * Select Date To See Available Lawyers

Lawyer *

Full View for Leaves And Booked Appointments

today

3. To get an appointment, “**check appointment availability**” option. Select the available date from the calendar. Next click on Make payment option, for making payment.



To be filled by VLE

Suggested Date Time * Suggested DateTime

Date and Time for Appointment * 05-27-2019 03:25 PM Check Appointment Availability

(Please check the availability of Lawyer through calendar and then select suitable Date & Time)

VLE Remark VLE Remark

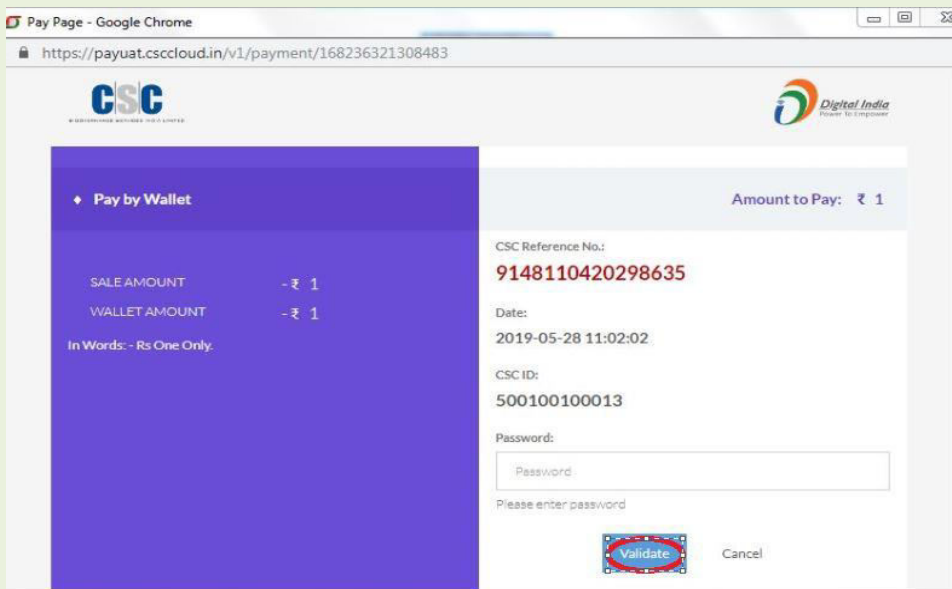
Make Payment / First Submit

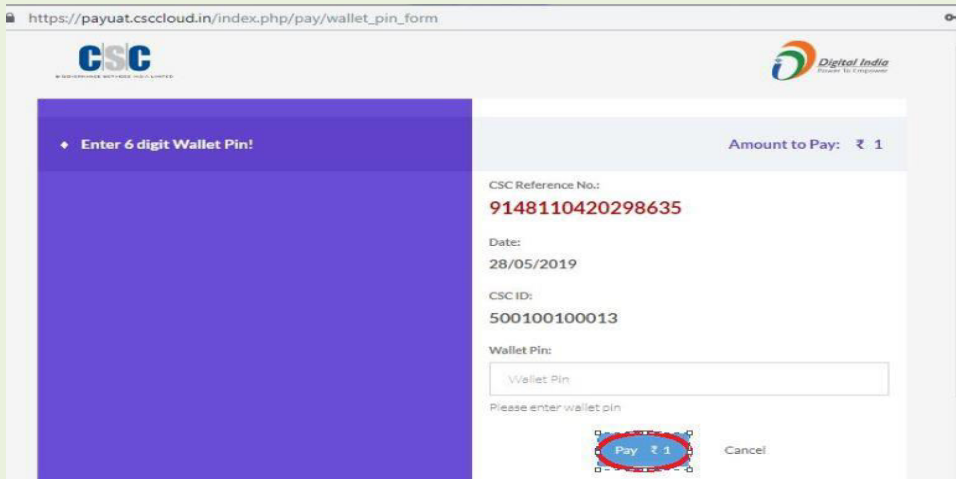
t of Pending Appointments

4. On clicking on Make payment first, below screen comes. In amount box mention Rs.1/- and click on “ Charge amount option.



5. After paying the amount, put password & wallet pin of the Digital seva password.

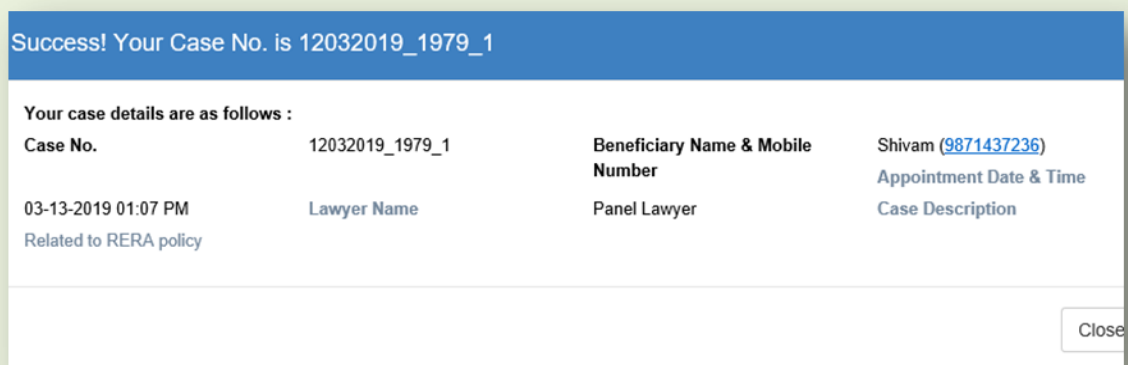




6. On successfully submit below screen comes.

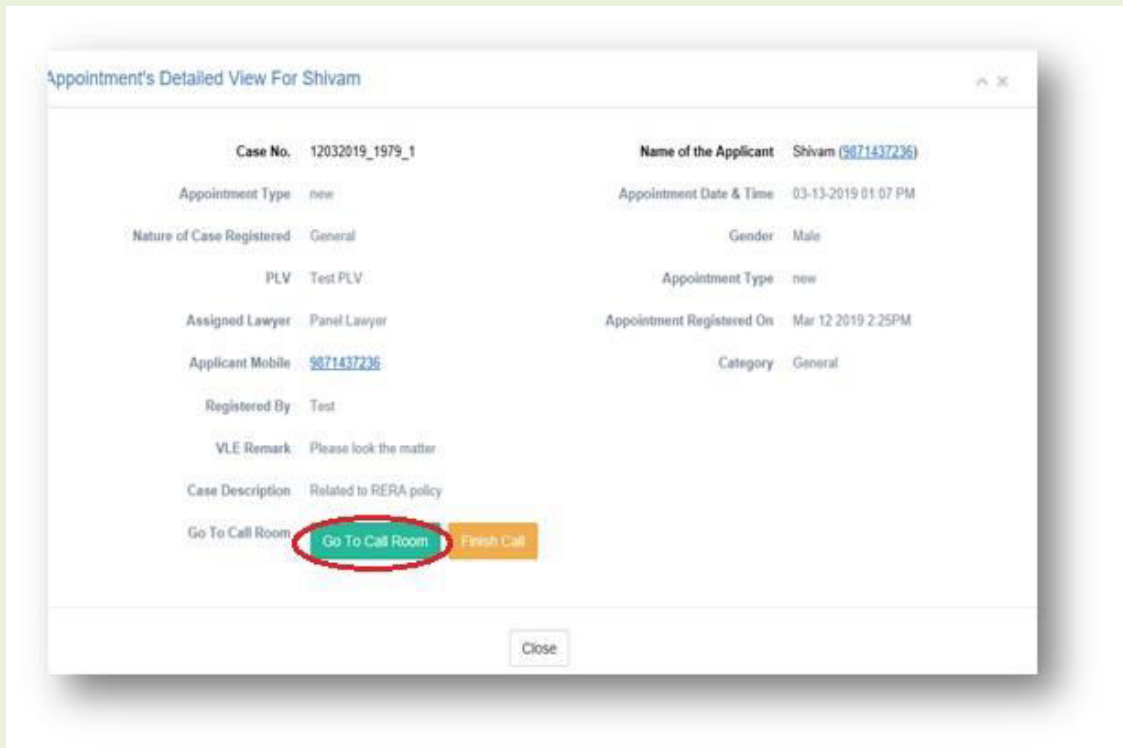


7. On submit the details below screen come.

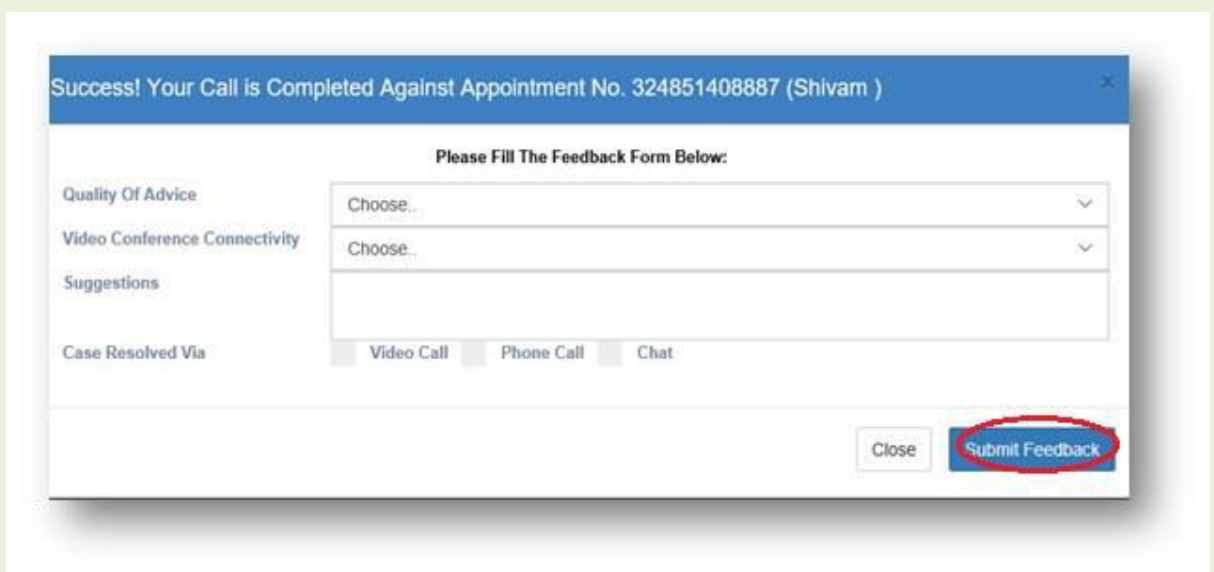


8. On the Scheduled date & time beneficiary reach CSC centre for consultation with appointed Panel Lawyer.

Click on Go to call Room from the option for Video Conferencing (VC).



9. After completing the VC, a feedback form appears which is to be filled by the beneficiary applicant.



After submitting the feedback case registered gets closed.