# Online applying Steps for Lease Deed

1. For **Single Window Clearance System** or **Single Sign On** Browse the URL http://swcs.rajasthan.gov.in/ or http://sso.rajasthan.gov.in/ respectively.

2. Click on Sign In / Sign up tab.

3. Enter your SSOID and Password, If you are the New User of Single Window Clearance System Application (SWCS) then fill up the details of ENTREPRENEUR / INVESTOR / INDIVIDUAL REGISTRATION (ONE-TIME) otherwise you are directed to the Dashboard page.

4. On the Dashboard click on hyperlink (I want to submit a new application) select the appropriate option.

5. Click on Apply button of the specific service of the department i.e. for applying Lease Deed Application click on " **Lease Deed** ".

6. Fill the form, Make sure that all information is completely filled to avoid rejection of application.

7. Please keep the scanned copy of all documents which need to be submitted along with this application.

8. To make online payment of the fees levied by the Approving Agency select "Pay Now".

9. For the purpose of making e-payment, it is necessary that dealer has an Internet Banking Account with the concerned Bank. Without an internet banking account, electronic payment cannot be carried out. If dealer does not have internet banking account, bank should be contacted for providing this facility.

10. The application will be forwarded to the portal of the concerned Approving Agency for approval process.

11. The Status of the application can be tracked and Third party verified at Single Window Clearance System.

12. The Inspection Reports and final Approval Certificate can be downloaded from Single Window Clearance System at http://swcs.rajasthan.gov.in/ or http://sso.rajasthan.gov.in/ respectively.