SOCIAL SECURITY SCHEME:
NEW MEMBERSHIP ONLINE REGISTRATION GUIDE

SOCIAL SECURITY SCHEME
Archeparchy of Kalyan

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Plans To Care You

Our Patron

Social Security Scheme

Pay Online

Updates

SIMPLE STEP-BY-STEP INSTRUCTIONS TO HELP NEW MEMBERS ENROLL FOR THE SOCIAL SECURITY SCHEME

WHO CAN REGISTER?

- Membership is exclusively for the registered members of the Kalyan Archeparchy.
- Age shall be between 18 years and 60 years as on the date of application.
- Membership fee Rs 350/- to be paid online.
- Applications made contrary to the above conditions are null and void and the payments made would be forfeited without refund.
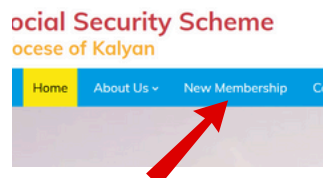
HOW TO REGISTER?

STEP 1

Visit the Official Website

Go to sss.kalyandiocese.com

STEP 2

**Click on the New Membership tab on the homepage.**

STEP 3
Prepare Your Documents

Keep the following documents ready before starting the registration:

- Letter from Parish Vicar (you can click the provided link on the site to download a sample)
- Proof of Date of Birth (any one: PAN card / Aadhaar card / Birth certificate / Baptism Certificate/ Passport)
- Mobile number and email ID (for OTP and confirmation mail)
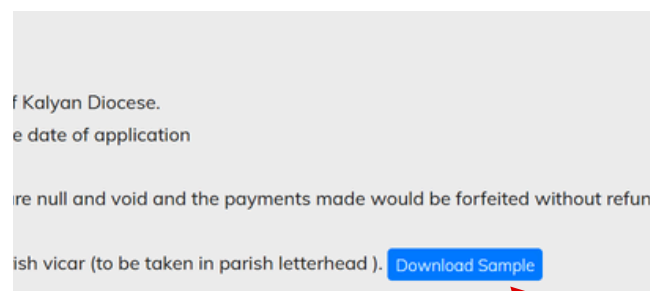
STEP 4

Fill in the Form

- Enter all details correctly in the online form.
- Fields marked with (*****) are compulsory. Without filling these, you will not be able to proceed further.

STEP 5

Upload Documents

- Upload the Letter from Parish Vicar in the given space.
- Upload your Date of Birth proof (PAN / Aadhaar / Birth certificate/ Baptism Certificate / Passport) in the next space.

STEP 6

Review Terms & Conditions
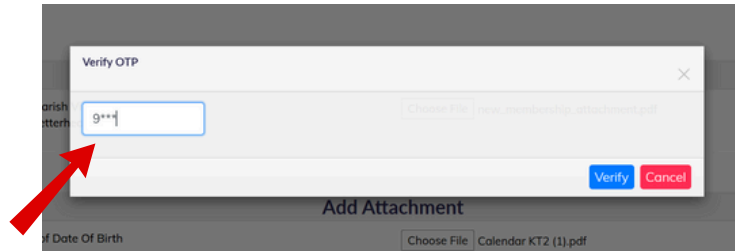
- Read the terms and conditions carefully.
- Check the box next to "I agree to terms and conditions"
- Click on Verify and Preview.

STEP 7

Verify and Preview

- Click Verify and Preview.
- An OTP will be sent to your registered mobile number.
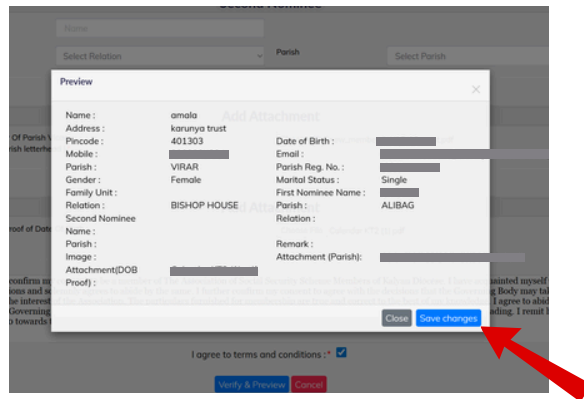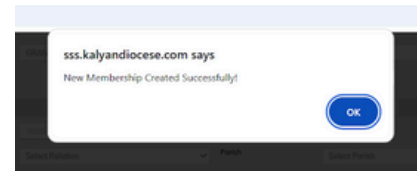- Enter the OTP in the space provided.

STEP 8

Final Check

- Check the preview for any spelling or data errors. If needed, make corrections and click Save Changes.
- You will see another pop-up that says Registered.
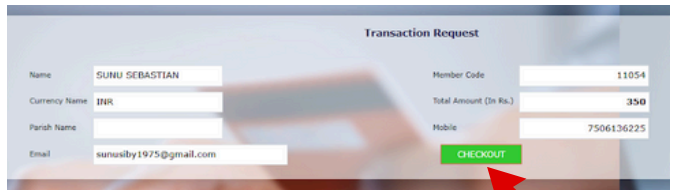

STEP 9

Email Confirmation & Payment

- A confirmation mail will be sent to your registered email address.
- Open the mail and click the link to make your payment of Rs 350/-

STEP 10

Transaction Request

- You will be redirected to a Transaction Request page.
- Click Check Out to proceed to the payment portal.

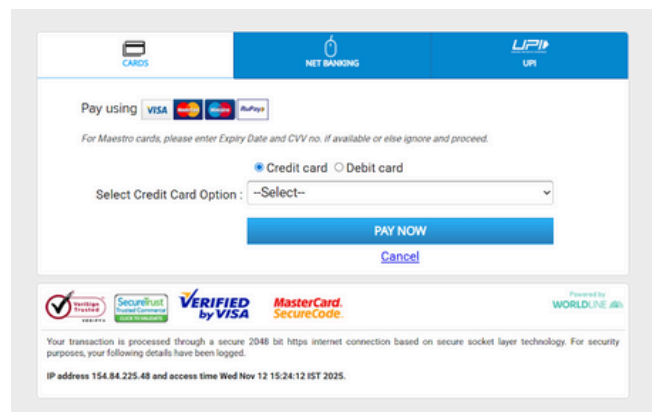# STEP 11

Payment Process

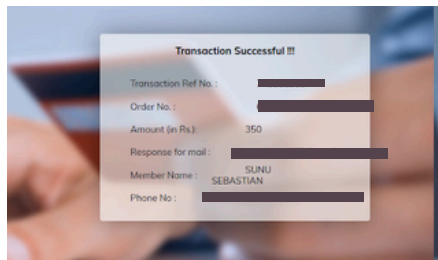You will be redirected to the payment portal. Choose your preferred payment method:

- Debit/Credit Card
- Net Banking
- UPI

After payment, you'll see a message saying **Transaction Successful**
Your registration is now complete!

STEP 12

Confirmation

SSS admin team will confirm the SSS membership ID with the registered member via email or text message.