

SOCIAL SECURITY SCHEME: NEW MEMBERSHIP ONLINE REGISTRATION GUIDE

SOCIAL SECURITY SCHEME
Archeparchy of Kalyan

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**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?

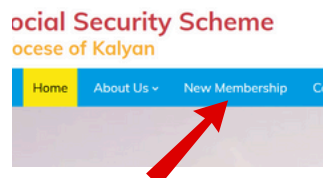
STEP 1

Visit the Official Website

Go to sss.kalyandiocese.com

STEP 2

Click on the New Membership tab on the homepage.

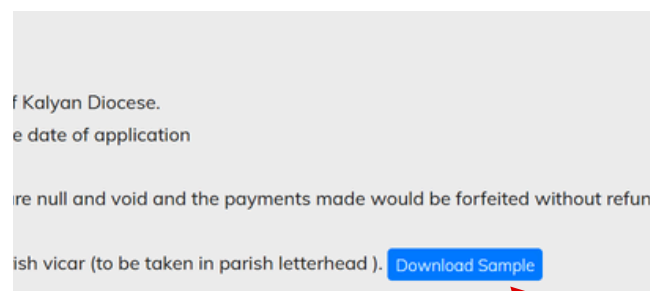


STEP 3

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.

The screenshot shows a web form titled "Member Details". It contains several sections: "Member Details" with fields for Full Name, Address, Pincode, Mobile, Date of Birth, Email, Parish, Parish Reg. No., Gender, Marital Status, Family Unit, and Remark; "First Nominee" with fields for Name, Relation, and Parish; "Second Nominee" with similar fields; and two "Add Attachment" sections for uploading a letter from the Parish Vicar and a proof of date of birth. Red asterisks (*) indicate compulsory fields.

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.

This screenshot shows the "Add Attachment" section of the form. It has two rows. The first row is for uploading a "Letter of Parish Vicar" and shows a file named "new_membership_attachment.pdf" selected. The second row is for uploading a "Proof of Date of Birth" and shows a file named "Calendar KT2 (1).pdf" selected. Red arrows point to the "Choose File" buttons in both rows.

STEP 6

Review Terms & Conditions

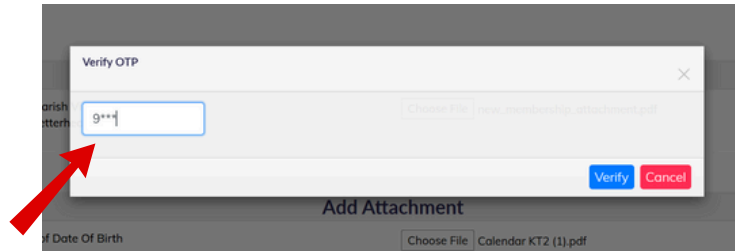
- Read the terms and conditions carefully.
- Check the box next to "I agree to terms and conditions"
- Click on Verify and Preview.

The screenshot shows a text area containing the terms and conditions of membership. Below the text is a checkbox labeled "I agree to terms and conditions : *". A red arrow points to this checkbox. Below the checkbox are two buttons: "Verify & Preview" (in blue) and "Cancel" (in red). A red arrow points to the "Verify & Preview" button.

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.

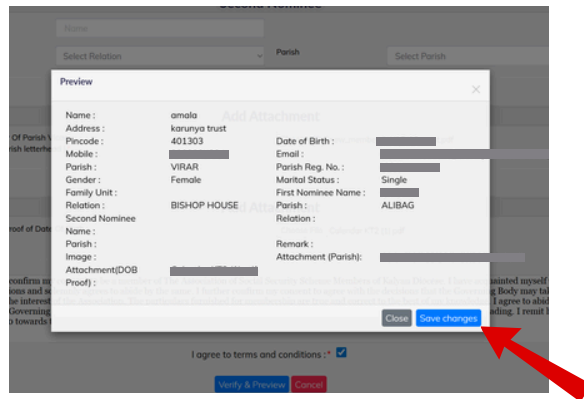


The image shows two overlapping pop-up windows. The top window is titled 'Verify OTP' and contains a text input field with '9***' and a 'Verify' button. The bottom window is titled 'Add Attachment' and shows a 'Choose File' button and a file named 'Calendar KT2 (1).pdf'.

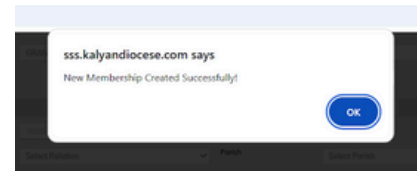
STEP 8

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.



The image shows a 'Preview' window with a form containing personal details like Name, Address, Pincode, Mobile, Parish, Gender, Family Unit, Relation, Second Nominee, Name, Parish, Image, Attachment(DOB Proof), Date of Birth, Email, Parish Reg. No., Marital Status, First Nominee Name, Parish, Relation, Remark, and Attachment (Parish). At the bottom, there is a checkbox for 'I agree to terms and conditions' and a 'Save changes' button highlighted with a red arrow.



STEP 9

Email Confirmation & Payment

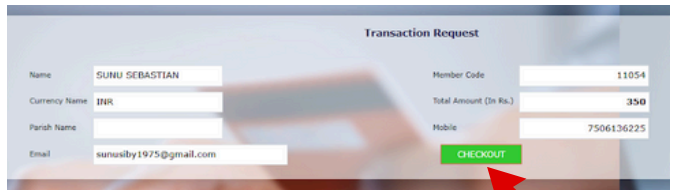
- A confirmation mail will be sent to your registered email address.
- Open the mail and click the link to make your payment of Rs 350/-



STEP 10

Transaction Request

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



Transaction Request

Name	SUNU SEBASTIAN	Member Code	11054
Currency Name	INR	Total Amount (In Rs.)	350
Parish Name		Mobile	7506136225
Email	sunusib1975@gmail.com		

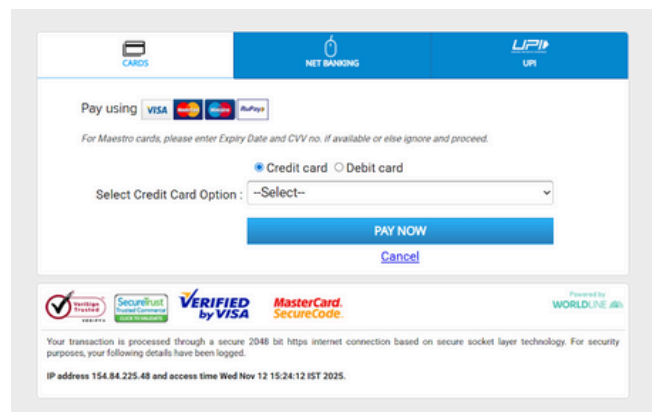
[CHECKOUT](#)

STEP 11

Payment Process

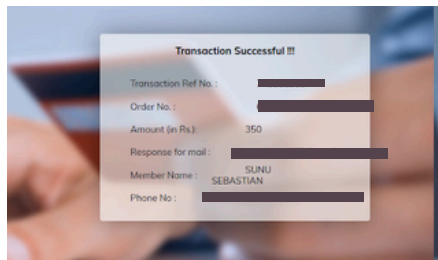
You will be redirected to the payment portal. Choose your preferred payment method:

- Debit/Credit Card
- Net Banking
- UPI



Payment portal interface showing options for Pay using (CARDS, NET BANKING, UPI). The CARDS section is active, showing a dropdown for Select Credit Card Option (Credit card selected) and a PAY NOW button. Below the payment options, there are logos for Verified by Visa, MasterCard SecureCode, and Worldline. A security notice at the bottom states: "Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged. IP address 154.84.225.48 and access time Wed Nov 12 15:24:12 IST 2025."

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



Transaction Successful !!!

Transaction Ref No. :	
Order No. :	
Amount (in Rs.) :	350
Response for mail :	
Member Name :	SUNU SEBASTIAN
Phone No. :	

STEP 12

Confirmation

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

FOR MORE DETAILS CONTACT

+91 7400138304

sss.kalyandiocese@gmail.com