Provision of Tax Catalogue

Purpose: The purpose of the application for the Provision of Tax Catalogue , through the electronic services of the Department of **DLS PORTAL,** is the easy and friendly electronic submission of the application by the Community Councils in order to export and download the data on their personal computer, without having the necessity to visit any District Lands Office.

Login to the System:

The user by using his access codes proceeds with Login into the System. Automatically, the page **"[[Dashboard]]"** appears, with a catalogue of available electronic applications, as shown in Figure 1.

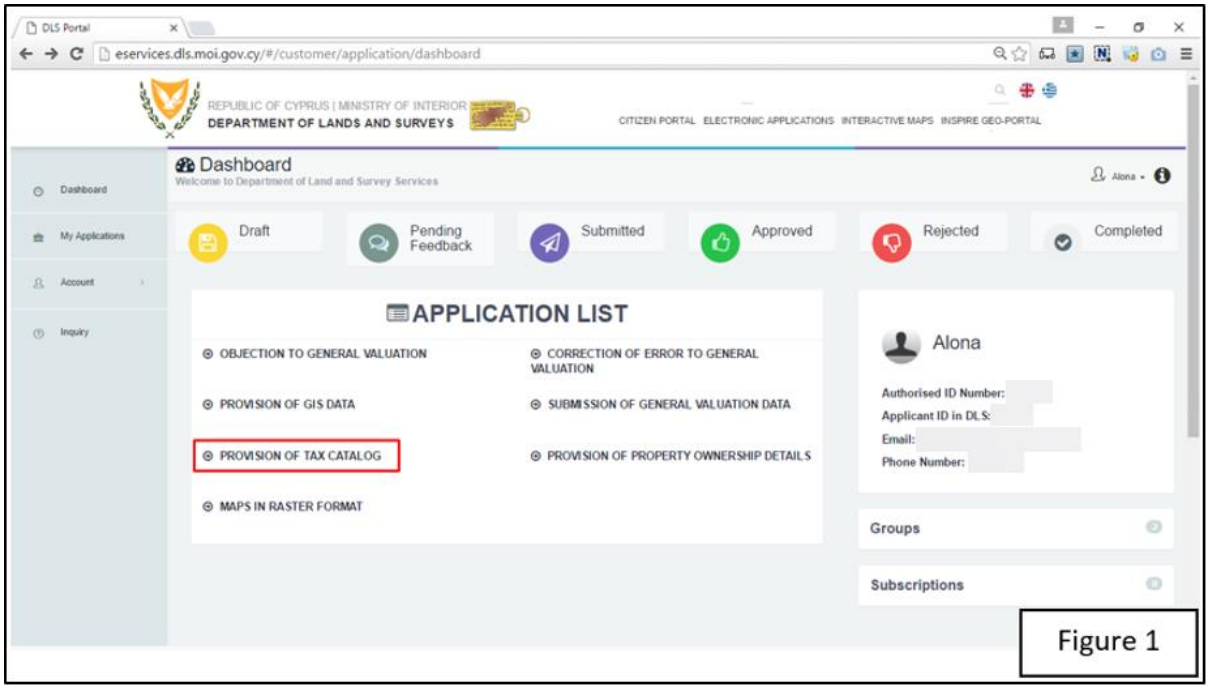


Figure 1

Tab 1 «General Information»: From this catalogue, the user selects the application **"Provision of Tax Catalogue",** as shown in the red box in **Figure 1**. Automatically the System opens the page of the tab 1 **"General Information",** as in **Figure 2,** which includes a brief description of the application.

Figure 2

<u>Tab 2 "Tax Catalogue Generation"</u>: Then the applicant select tab 2,**"Tax Catalogue Generation".**

In the first section **"Selection of Geographical Area",** the system displays to the user the geographical area which has the authority to submit the application i.e for the user's community. The user selects an area by clicking the specific button .

In the second section **"Factor Set"** the user enters the tax factor that will be applied on the catalogue. The factor should have the form of decimal number i.e. if the tax rate is 5‰, the user should submit 0.005.

If the factor has the correct format, then the frame of the field will become green **(Figure 3)**.

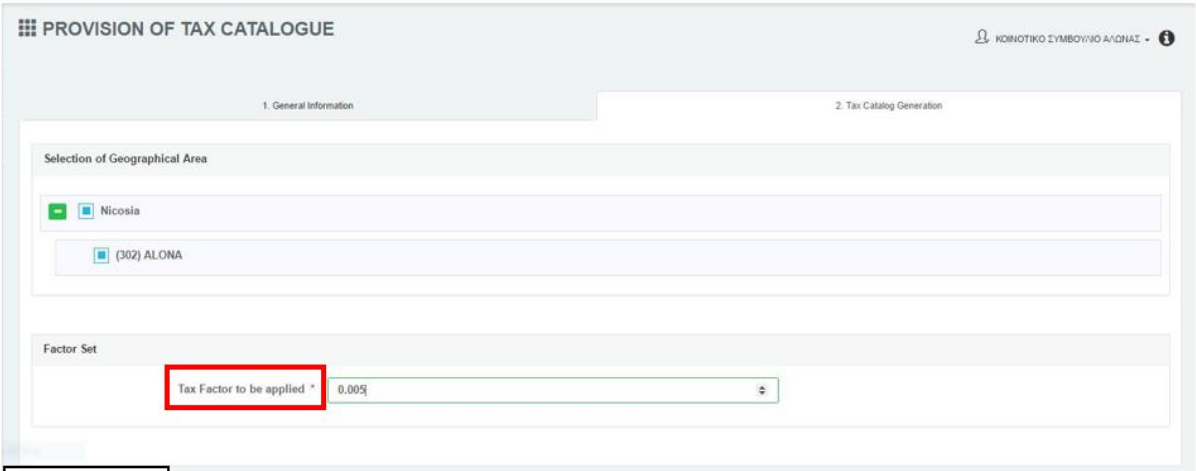


Figure 3

If the factor has not the correct format, then the frame of the field becomes red **(Figure 4)**.

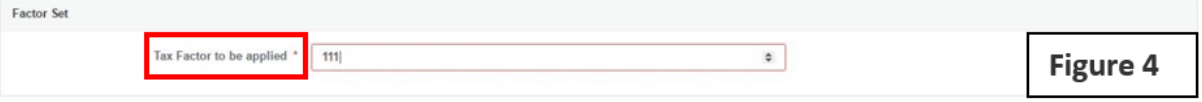


Figure 4

In order to complete the application, the user selects the button **«Submit» (Figure 5)**.

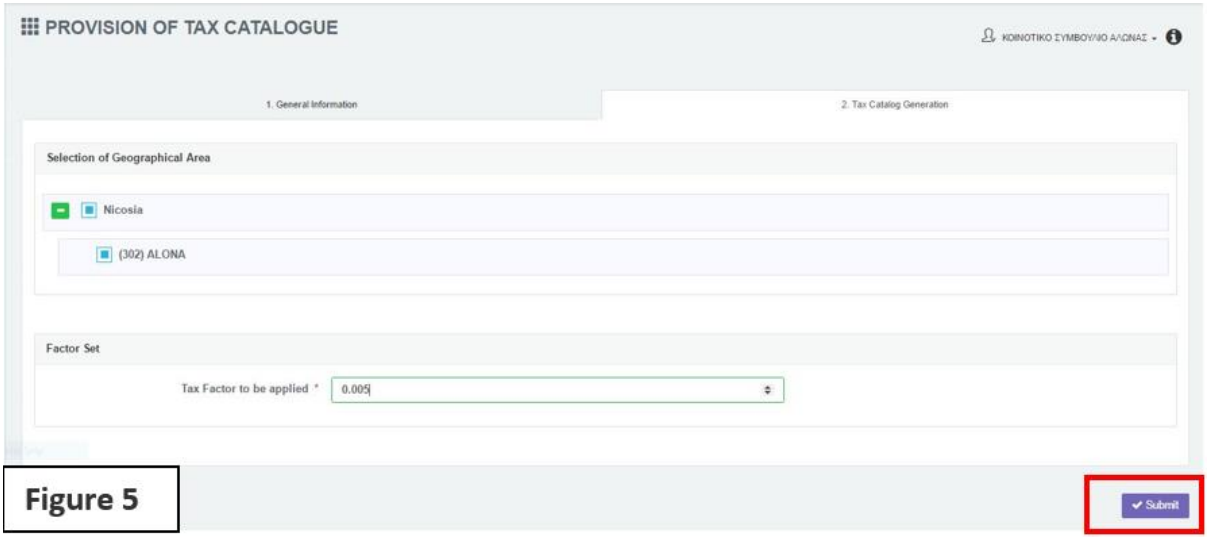
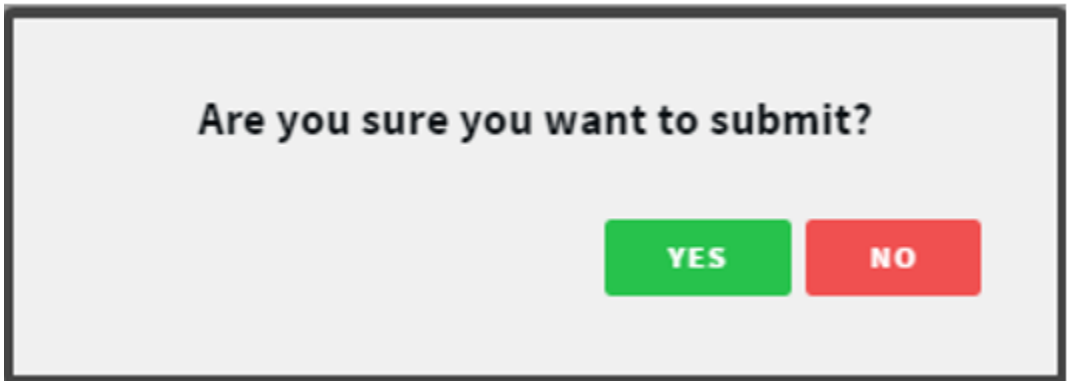


Figure 5

Automatically, the System displays a message for the applicant to confirm if he wants to proceed with the submission of the application. By clicking the button:

Yes: The application is submitted and the procedure is finalized

No: The application is not submitted



The system displays a message that the application has been submitted successfully and simultaneously displays the confirmation of the submission of the application, as in **Figure 6**, below.

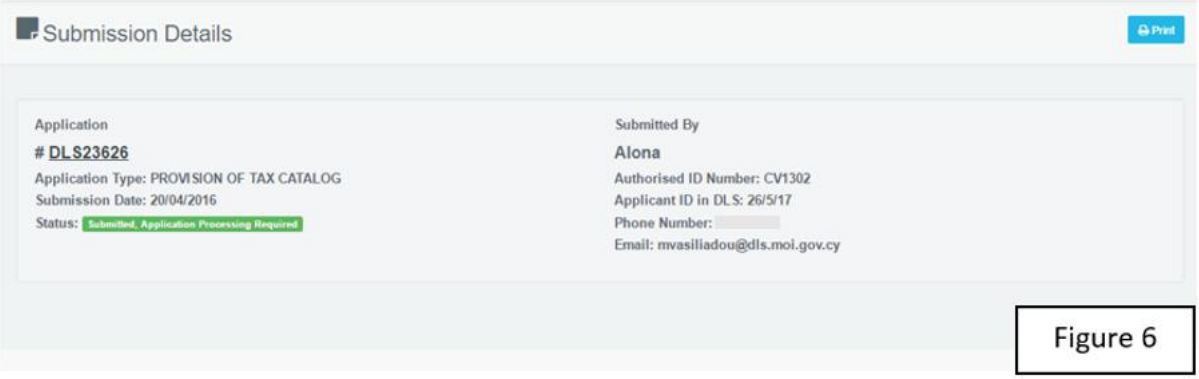


Figure 6

From this page, the applicant has the capability to print the application confirmation by clicking the button **«Print»** which is located in the top right of the page **(Figure 6)**. By clicking the button, a pop up window is appeared and the applicant can proceed to print the confirmation **(Figure 7).**

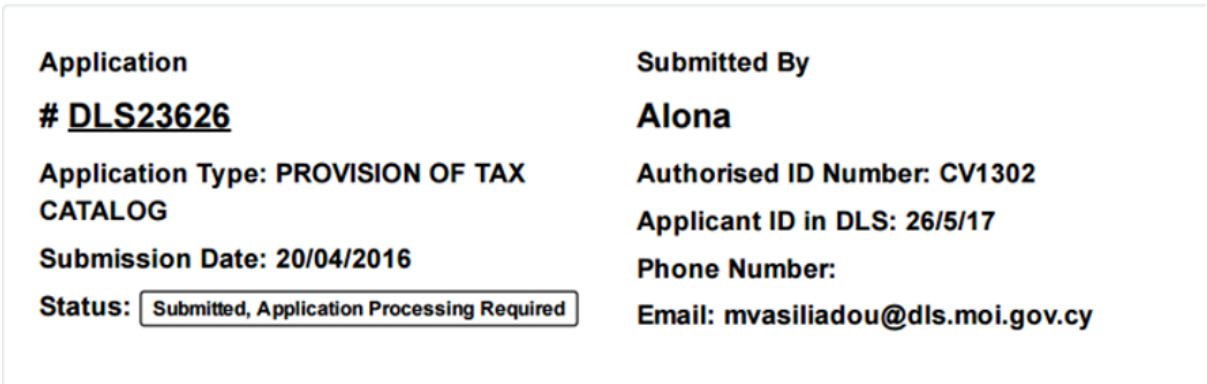


Figure 7

View the Details of the application:

The applicant has the option to see the details of his application in two ways:

1. By selecting directly the number of the application from the confirmation screen of the submission, which appears immediately after the payment **(Figure 6)**.

2. By selecting the button "My Applications" shown on the left side of each screen **(Figure 8)**.

How to receive the Data:

1st Method

Once the data is prepared and the applicant received a message by email and/or sms, he can use the function **"My Applications",** on the left side of each page to download the data. Instructions of how to download the data are on the page **"My Applications"** in the "i" button. **(Figure 8)**

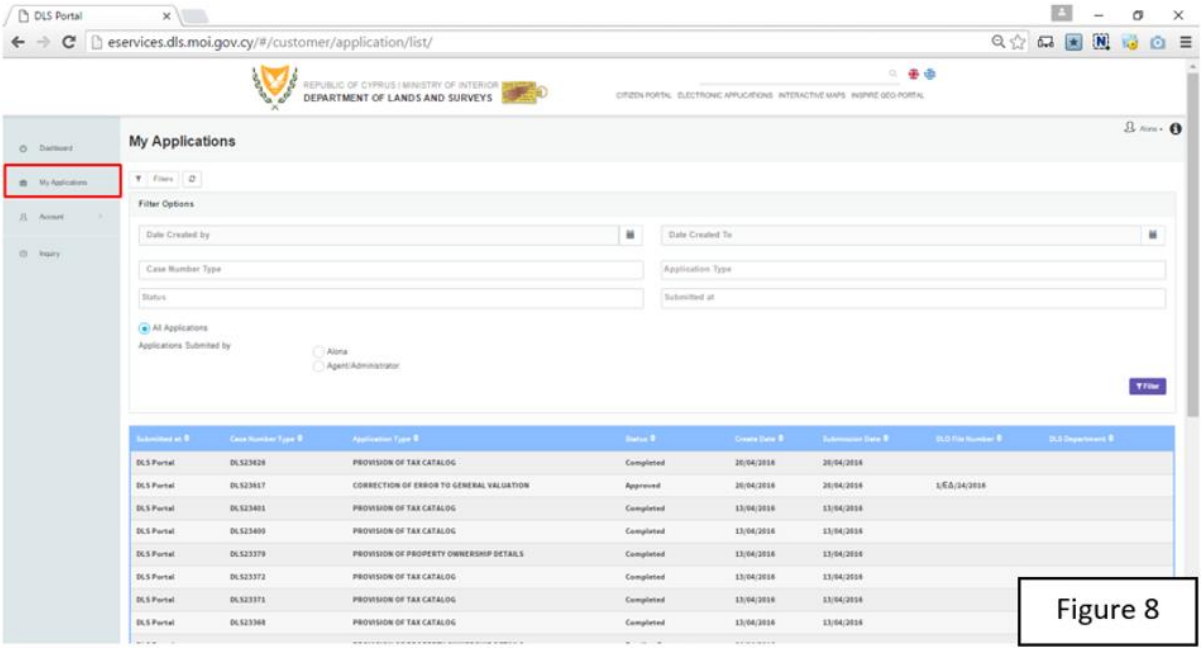


Figure 8

From this page, the applicant selects the application by its number as it was given in the confirmation page after the application submission. The number of the application is also shown in the electronic message/ mail sent to the applicant.

By selecting the application number, automatically the system displays a screen with the details of the application **(Figure 9).**

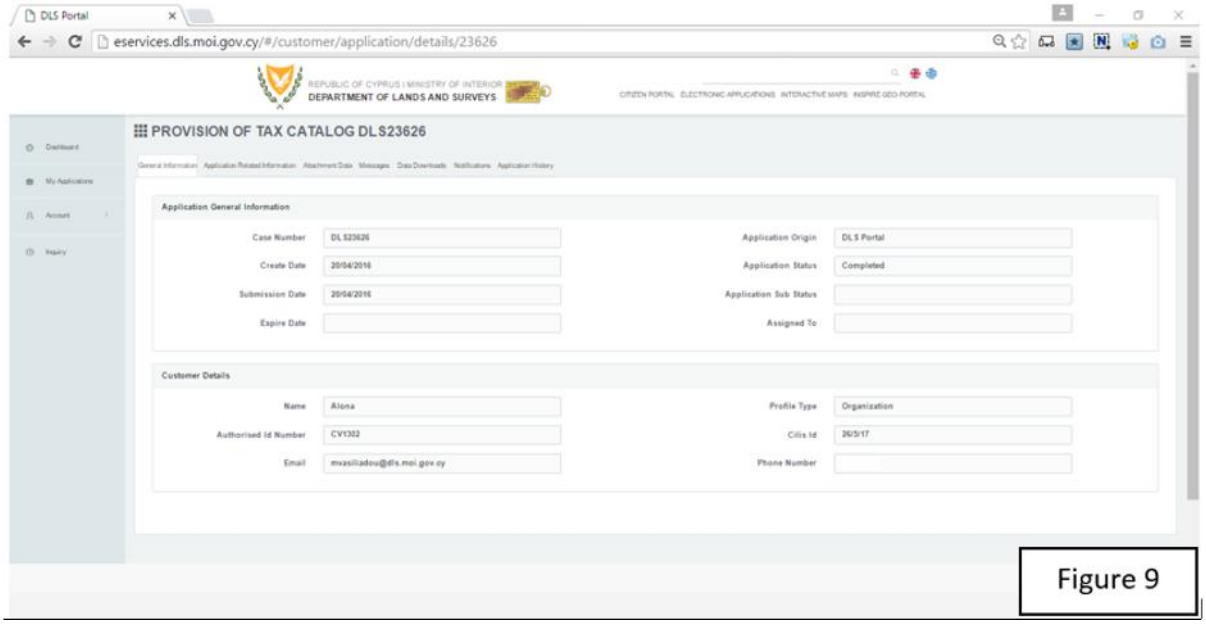


Figure 9

From this screen, the user selects the tab **"Data Download"** and a page is displayed with the downloadable file. The applicant can download the file by pressing the button **"Download"** on the right side, as shown in the red box in **Figure 10**.

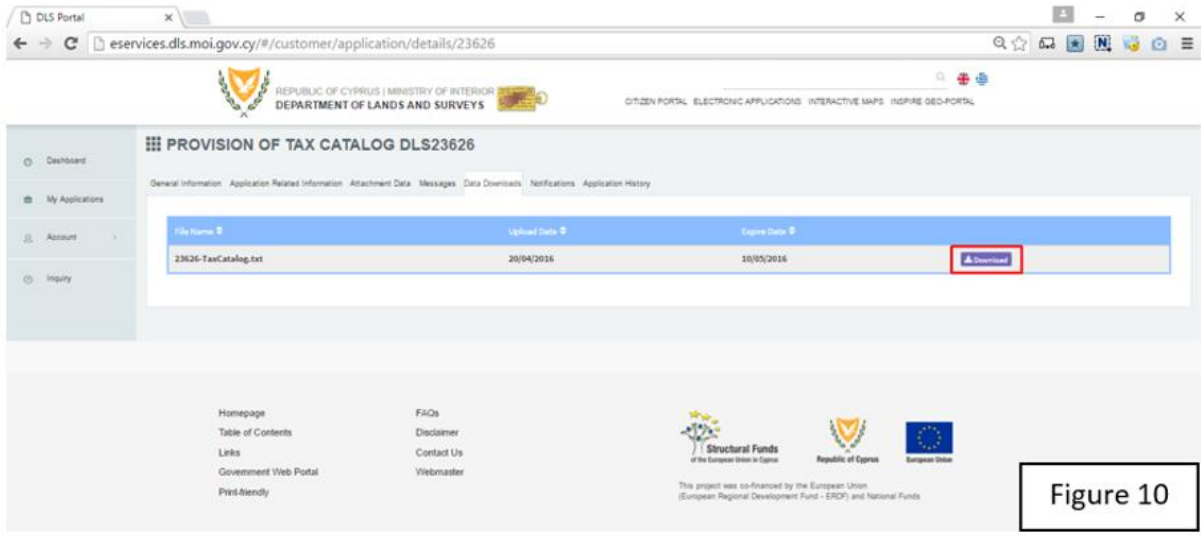


Figure 10

While the download procedure is finished, the file will be shown to the bottom left of the page, as it is shown in the **figure 11.** Afterwards, the user can save the file to the computer.

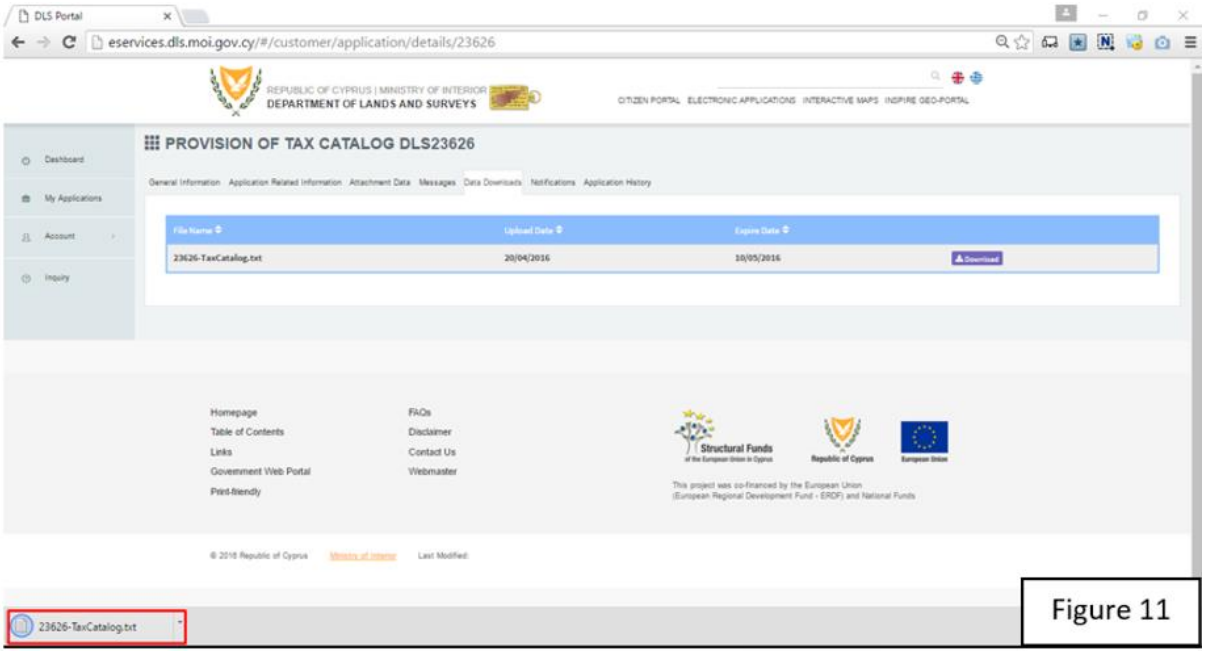


Figure 11

2nd Method

The user can also find and download all electronic files that have been prepared by selecting the "**Account**" button on the left side of the "**Dashboard**" home page and then the function **"Downloads"** from the extended menu.

This page displays the files that have been created by user demand through the various electronic applications of DLS Portal. All available files for download are presented to the user with the elements listed below, such as case number, application type, file name create date and expiry date (**Figure 12**). The files can be downloaded during the period of the **«Create Date»** and the **«Expiry Date»**.

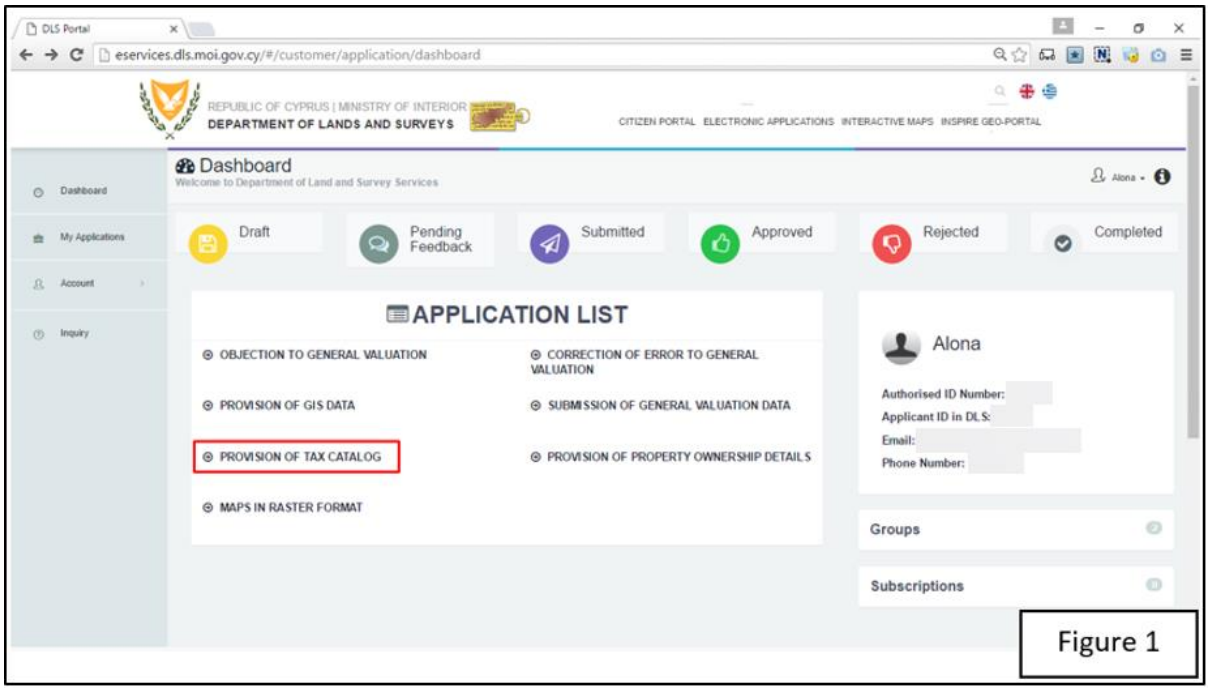


Figure 1