

User Manual for Online Renewal of Registered Dentists under Part A, Part-B, Dental Hygienists, Dental Mechanics and DORA under West Bengal Dental Council

INTRODUCTION

The new Online Application Software is a simple task management application designed to help the Registered Dentists under West Bengal Dental Council to RENEW their **Annual Registration** through online mode at their own without visiting the Council Office. This manual will guide you the step-by-step process on how to Renew the Annual Registration;

STEPS TO FOLLOW:



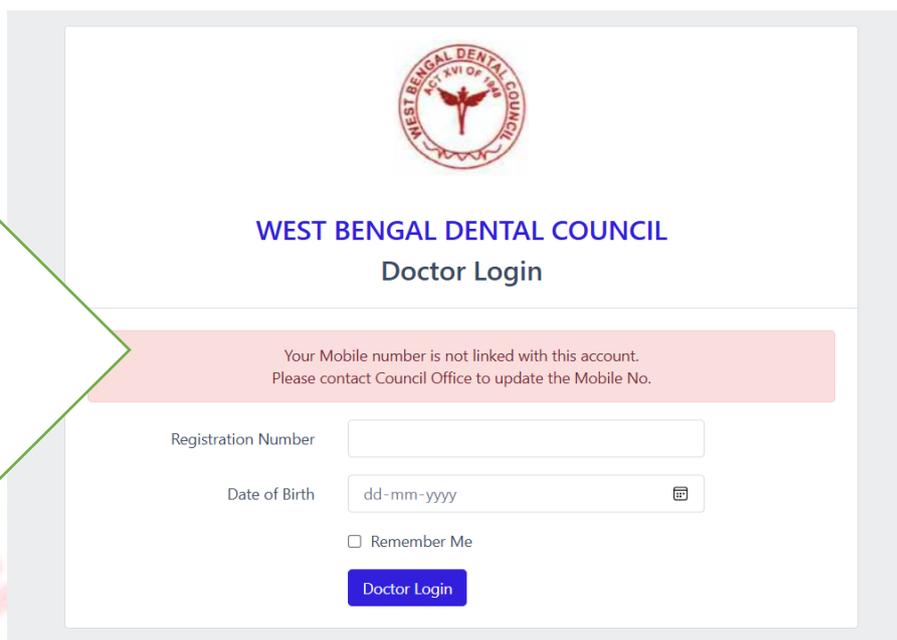
CLICK ON THE LINK **"DOCTOR LOGIN"**

ALL THE REGISTERED
USERS HAVE TO LOGIN TO
THE PORTAL FOLLOWING
THEIR **REGISTRATION NO.**
(Ex: 1000-A)
& DATE OF BIRTH

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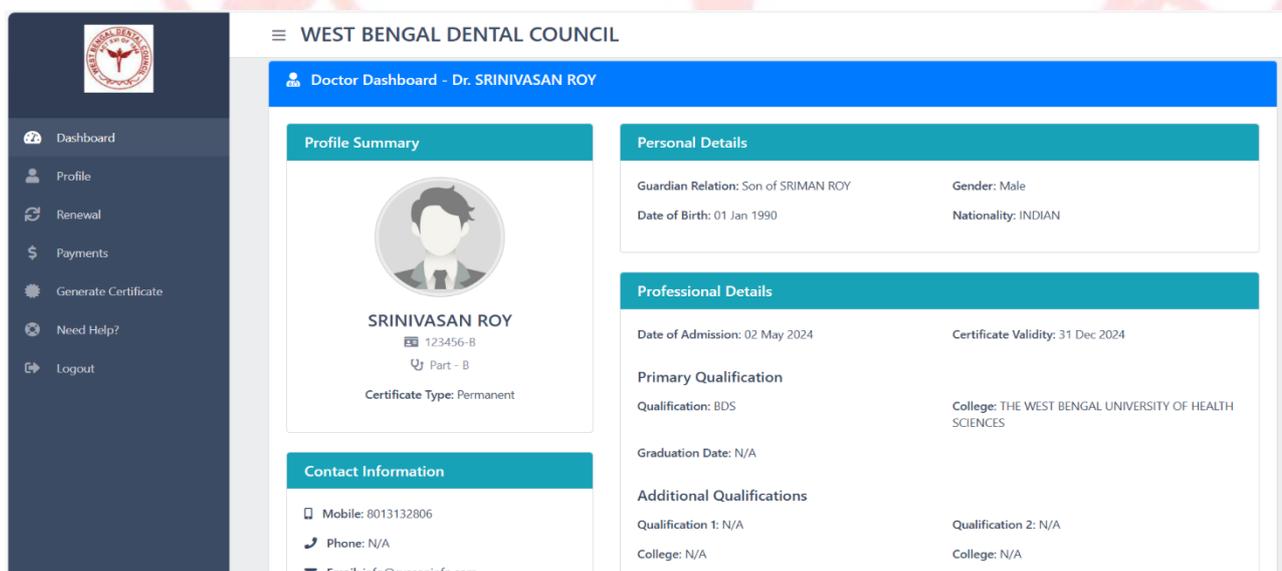
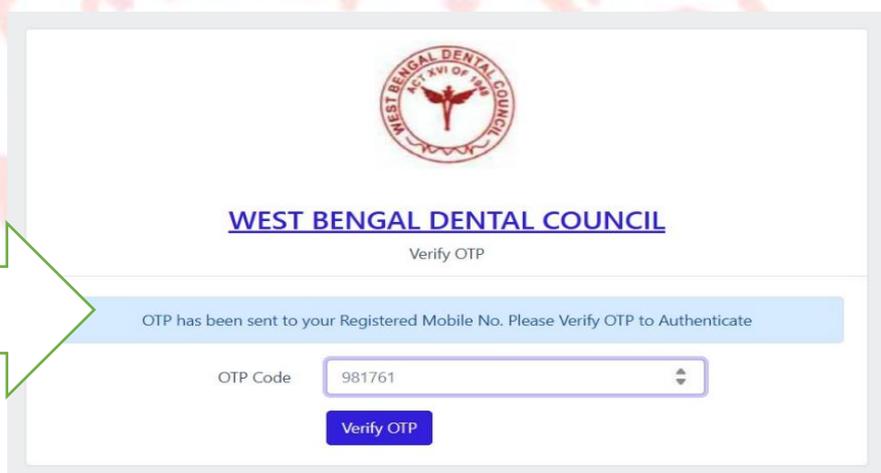
Those who have not linked/registered their Mobile No. with the Council, will receive the following Alert:

'Your Mobile number is not linked with this account. Please contact Council Office to update the Mobile No.'



For the registered users, OTP will be sent to your Registered Mobile No.

Users must Verify the OTP to Authenticate



After successful Mobile Authentication, Dentist can view their own DASHBOARD with prefilled Data registered with the Council.

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Dentist Can view the following OPTIONS:

Profile, Renewal, Payments, Generate Certificate, Need Help

In the Profile Section they can only able to view their own Data like DASHBOARD. But they can only able to CHANGE/ADD their Profile Photo & Signature.

RENEWAL SECTION

Certificate Type: Normal

Renewal Details

Your certificate is valid upto 2020-12-31

Year	Annual Fee	Maintenance Fee	Restoration Fee	Total	Status
2021	300.00	200.00	500.00	1,000.00	Late
2022	300.00	200.00	500.00	1,000.00	Late
2023	300.00	200.00	500.00	1,000.00	Late
2024	300.00	200.00	500.00	1,000.00	Late
2025	300.00	200.00	500.00	1,000.00	Late
2026	300.00	200.00	0.00	500.00	Ongoing
Total	1,800.00	1,200.00	2,500.00	5,500.00	

I confirm that I want to renew my certificate for the above years and pay the required fees.

Proceed to Payment

In this RENEWAL Section Dentists can view their PENDING/DUES for Renewal of their Registration year-wise based on the VALIDITY of their Registration. The Year wise Calculation [Annual Fee + Maintenance Fee + Restoration Fee (Penalty)] will be automatically reflected. Users must select the Checkbox (as Shown in the image above) and must proceed for Online Payment.

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After proceed for **Online Payment** > The **ABOVE ALERT** will be displayed on the screen, if Photo & Signature both are not uploaded. Users can only able to go to the final Payment section after uploading the Photo & Signature both.

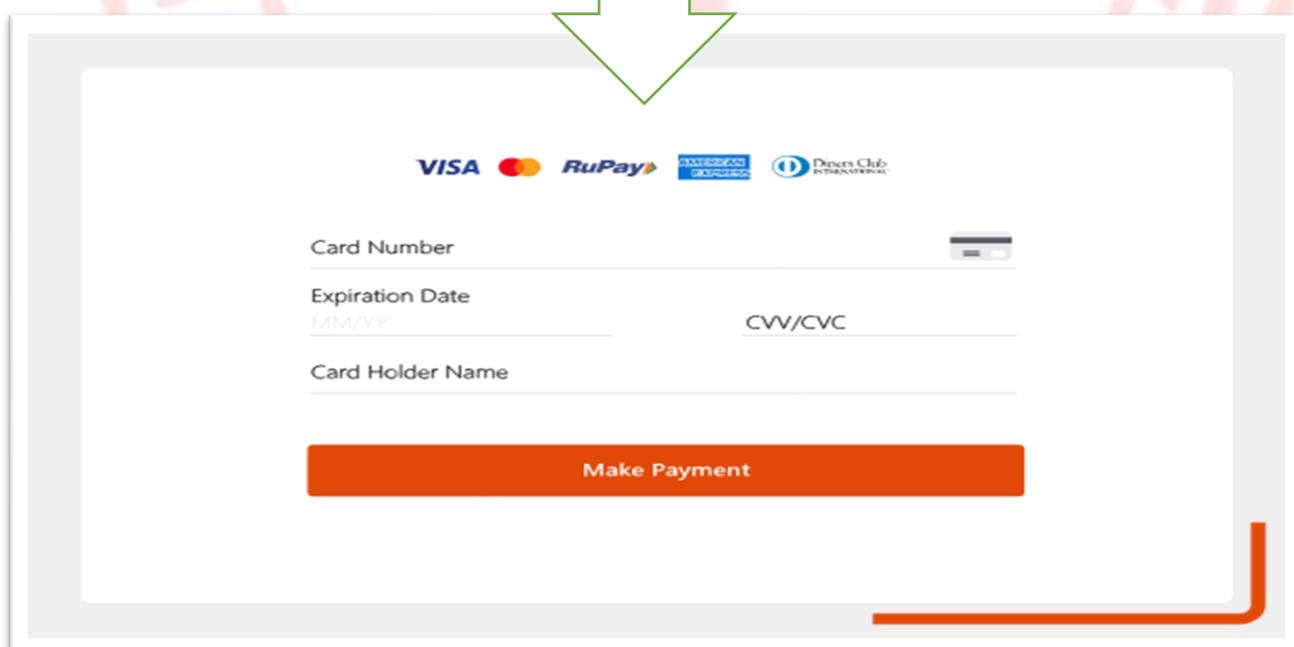


The screenshot shows the 'Edit Profile' page of the West Bengal Dental Council. A red alert message at the top states: 'You must upload both a Photo and Signature before proceeding with renewal.' Below the alert, the user's profile information is displayed in a form:

- Regdno: 9999-A
- Name: SRUJA BHATTACHARYA
- Guardian: SHANKAR BHATTACHARJEE
- Relation: Daughter of
- Dob: 1999-06-30
- Gender: Female

At the Final Payment Section, users must put their Card details on the Online Payment Gateway (BILLDESK) for processing of the payment as shown on their screen. The following payment modes will be displayed for making the payment:

Credit and Debit Cards, UPI, Net Banking, Wallet / Cash Cards, etc.



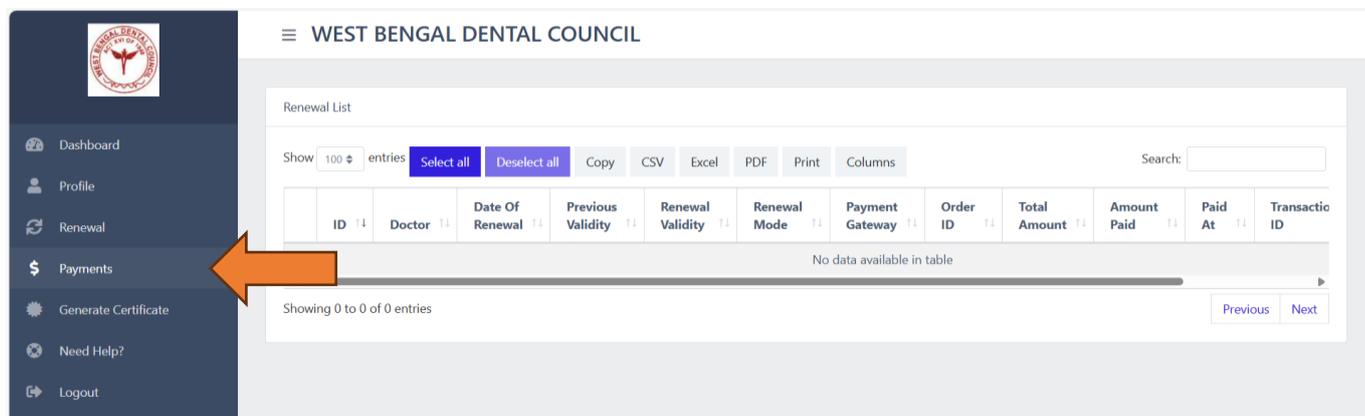
The screenshot shows the 'Make Payment' section of the online payment gateway. At the top, logos for VISA, RuPay, and Diners Club International are displayed. Below the logos, the following fields are present:

- Card Number
- Expiration Date (MM/YY)
- CW/CVC
- Card Holder Name

A large orange button labeled 'Make Payment' is positioned at the bottom of the form.

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ALL THE PAYMENTS DONE BY THE DENTISTS THROUGH ONLINE PAYMENT GATEWAY WILL BE REFLECTED IN THE PAYMENTS SECTION. For any online payment related queries, mail us at registrar@wbdc.org.in



The screenshot shows the West Bengal Dental Council website interface. On the left is a dark sidebar with a menu: Dashboard, Profile, Renewal, Payments (highlighted with an orange arrow), Generate Certificate, Need Help?, and Logout. The main content area is titled 'WEST BENGAL DENTAL COUNCIL' and shows a 'Renewal List' table. The table has columns for ID, Doctor, Date Of Renewal, Previous Validity, Renewal Validity, Renewal Mode, Payment Gateway, Order ID, Total Amount, Amount Paid, Paid At, and Transactio ID. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

NOTE: IF ANY PAYMENT FAILURES OCCUR WHILE MAKING A PAYMENT THORUGH THE ONLINE GATEWAY, USERS MUST REPORT TO THE COUNCIL VIA EMAIL: registrar@wbdc.org.in

In the Generate Certificate Section, Dentists can view their printable Certificate which will be generated online only after making successful Payment for Annual Renewal of their Registration. Certificate can be verified by the QR Code accordingly.



The certificate is from the West Bengal Dental Council, constituted under the Dentists Act 1948 of the Government of India. It is for Dr. Srinivasan Roy, registration number 123456-B, son of Sriman Roy, with a BDS qualification. The certificate is valid from 02-05-2024 to 31-12-2024, with a renewal date of 03-08-2025. A QR code is provided for verification. The certificate number is 11719/WBDC/2025.

In the Need Help section Dentists can send any Enquiry to the Council, related to their online renewal of registration.



The 'Create Enquiry' form includes fields for Name, Email, Phone, Subject, and Message. A 'Send' button is located at the bottom left of the form.

Thank You