ELECTRICITY DEPARTMENT
Puducherry
Online Billing Operation Manual

Online New Consumer Registration:

1. In https://pedservices.py.gov.in Home page, you will find a link at the bottom as "New Consumer? Register Here" click that for new registration.
2. It will be redirected to **Consumer Email Register** Screen (*which is STEP 1*).
3. Enter the valid **Email id** and click $\boxed{\textbf{Create Consumer}}$
4. Verification Link will be sent to your mail id. Click that link from your mail.
5. It will be redirected to **Consumer Mobile Verification** Screen (*which is STEP 2*).
6. Enter valid mobile number to receive **OTP** and click $\boxed{\textbf{Generate OTP}}$
7. OTP will be sent to your mobile number.
8. Enter the OTP and click $\boxed{\textbf{Confirm OTP}}$
9. It will be redirected to **Consumer Password Confirmation** Screen (*which is STEP 3*).
10. Enter User real name(***consumer name***) , set password and confirm the password then click $\boxed{\textbf{Confirm}}$
11. New consumer has been created now.

Consumer Already Registered:

1. Search for **Login** link on home Screen and Click.
2. Enter User name(*as **Email id***) , Password and Captcha and click $\boxed{\textbf{Log In}}$
3. Click menu **User Dashboard.**
4. Click $\boxed{\textbf{Add New Consumer}}$
5. Enter consumer number and click $\boxed{\textbf{Get Details}}$ to view consumer name and address.
6. Click $\boxed{\textbf{Add}}$ so that, that consumer bill gets registered.
7. For multiple consumer bill registration repeat from **Step 4 to Step 6.**
8. Click menu **Pay Bills.**
9. Select the consumers to be paid. Only **Not Paid** consumers are allowed to select.
10. Then Click $\boxed{\textbf{Proceed}}$
11. It will be redirected to **Confirm Your Payment** Screen.
12. Click $\boxed{\textbf{Confirm to Pay}}$ for bill payment.
13. It will be redirected to GRAS portal, after successful transaction, receipts will get downloaded.
14. You can also download receipts under the menu **Payment History.**