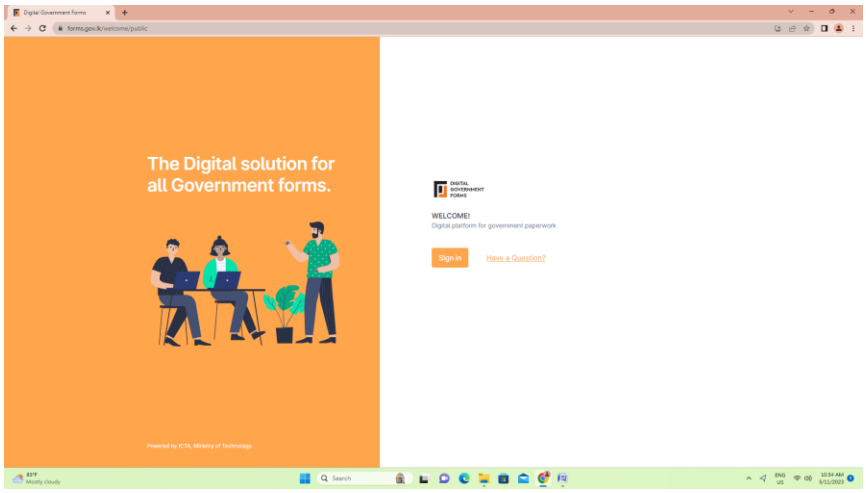
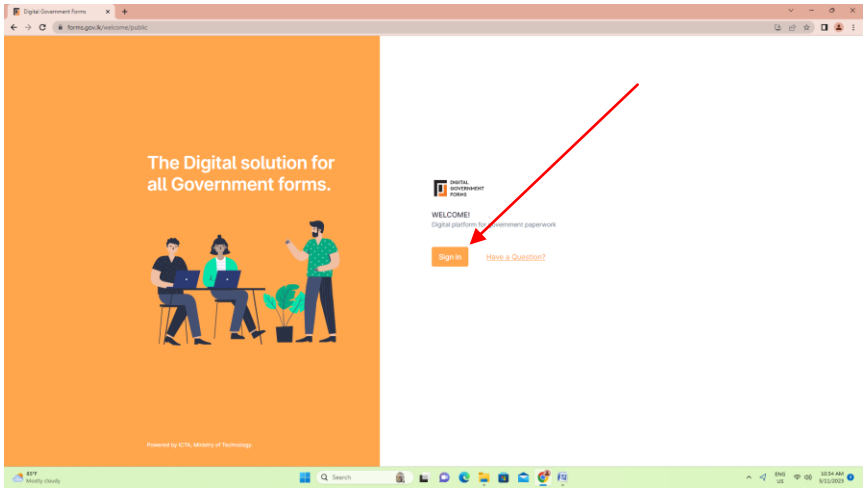
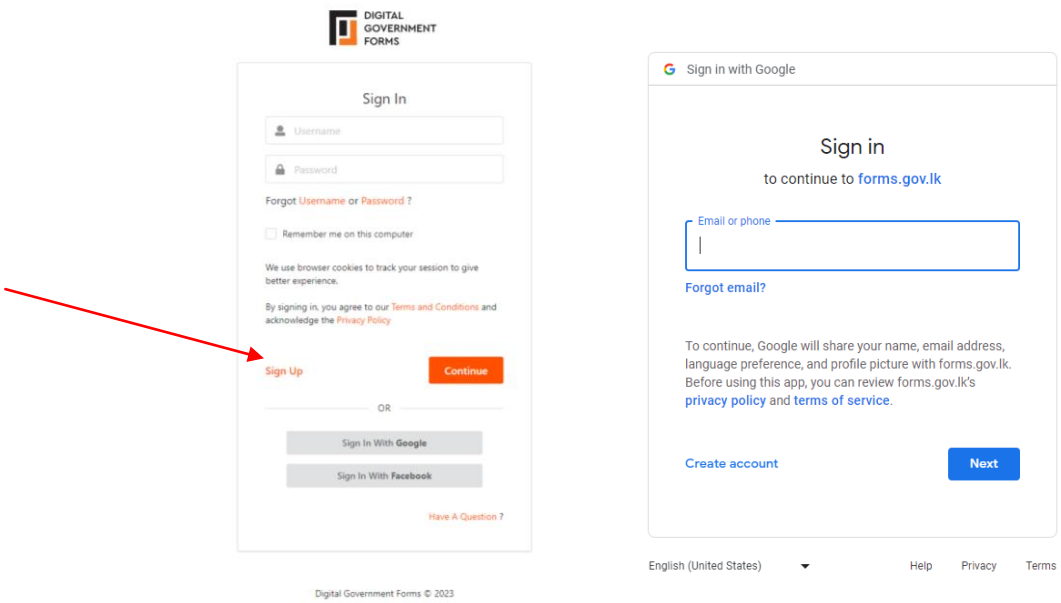
1. Go to www.forms.gov.lk



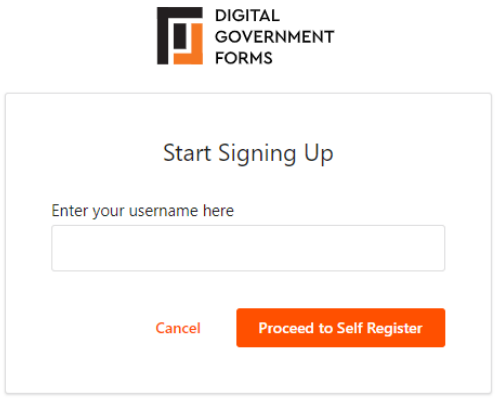
2. Click **Sign In**



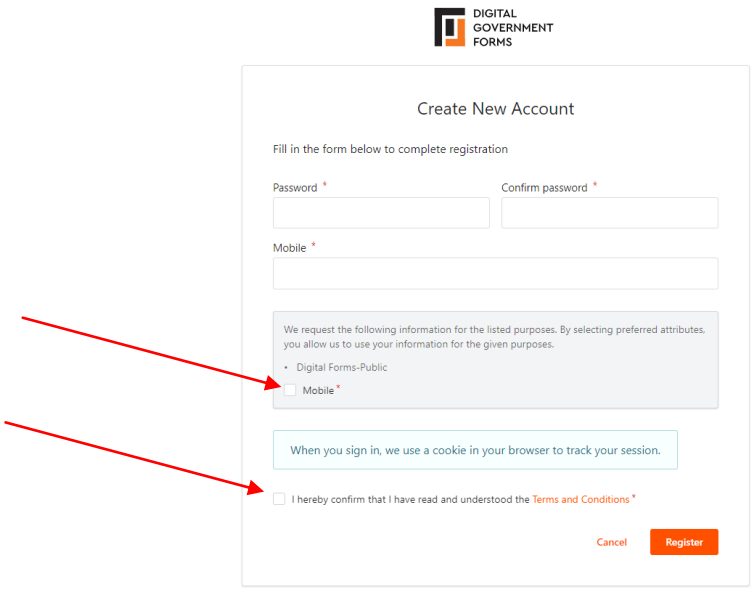
3. Click **Sign Up** or **Sign in with Google**



4. If you click **Sign Up** then Enter a **Username** (Don't Keep Space Between Words or Use a Single Name as Username (Please check the availability)
   Eg : **(Ruwan Perera) X** – **(Ruwan-Perera / Ruwan.Perera)** ✓

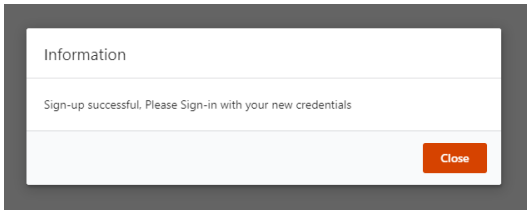


5. Click **Proceed to Self Registration**

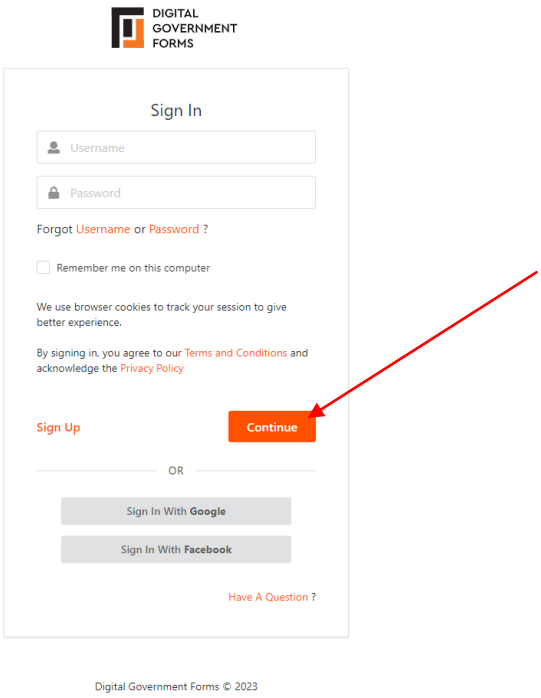


- Enter **Password**, **Confirm Password** (same password) and **Mobile Number**.
  Password should contain a digit[0-9], a lower case letter[a-z], an upper case letter[A-Z], one of !@#$%&* characters'
- Put a tick to **Mobile and Terms and Conditions** and **Click Register**

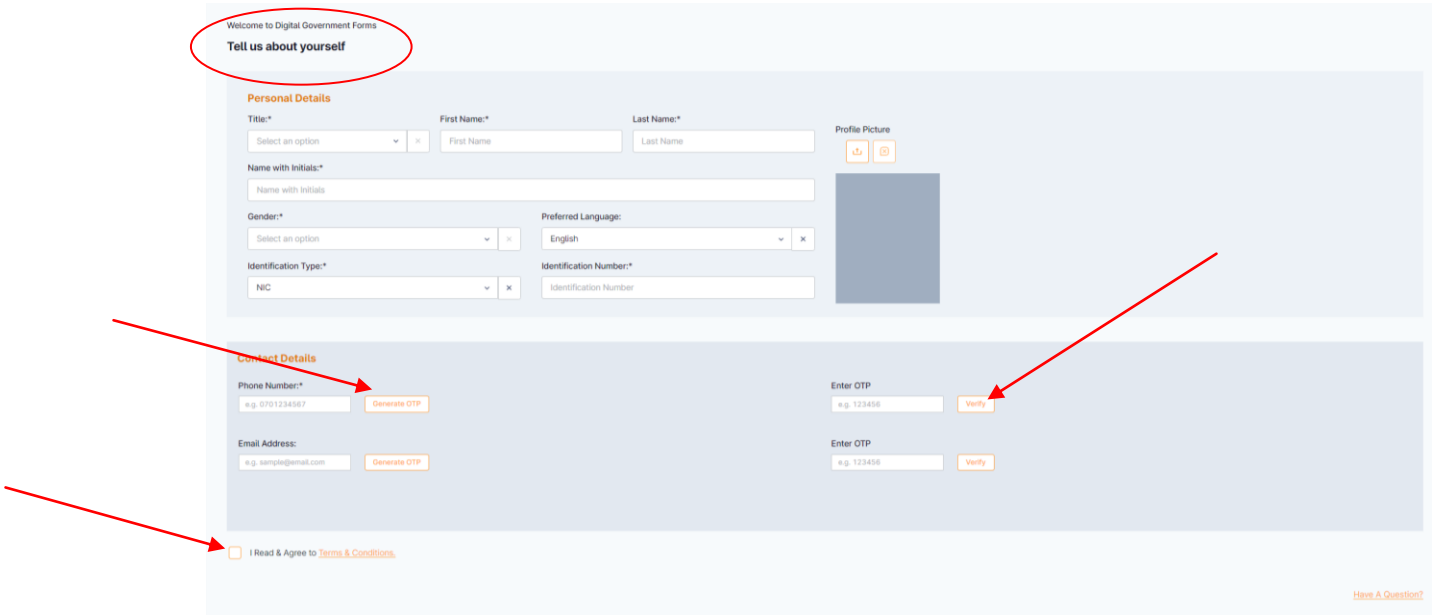
6. If All Correct it Shows **Sign-Up Successful** Message.



7. Close the message. Then you redirect to Sign In window again. Enter your **Username** & **Password** and **Continue.**

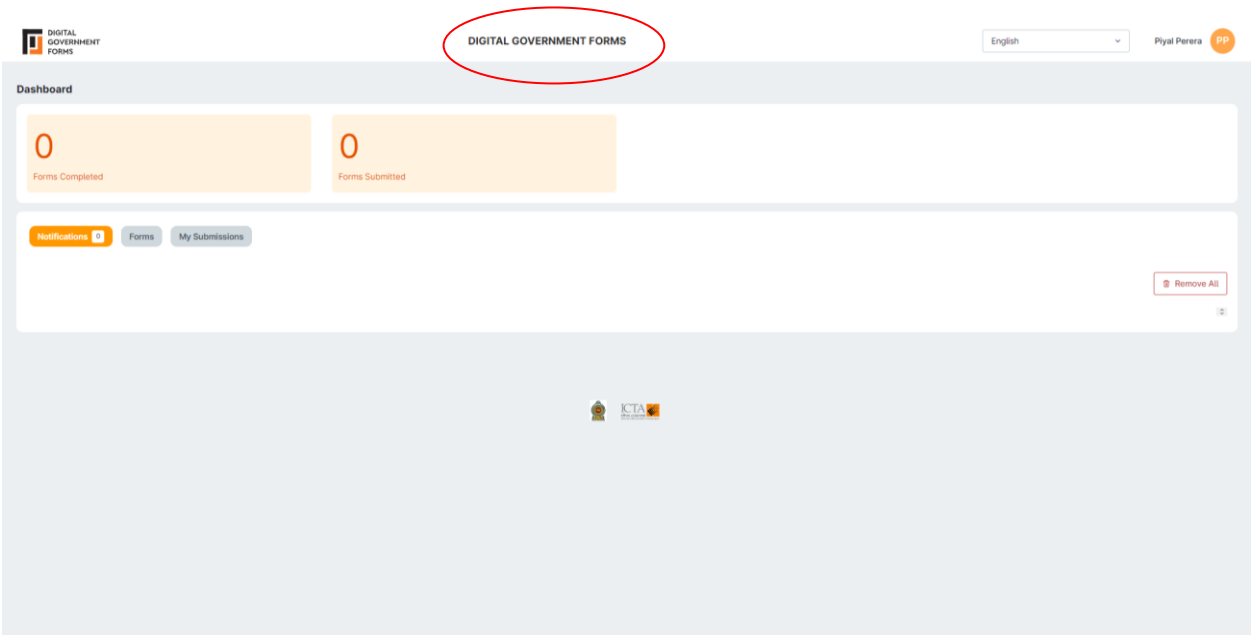


8. Now you are in **Tell us yourself page**

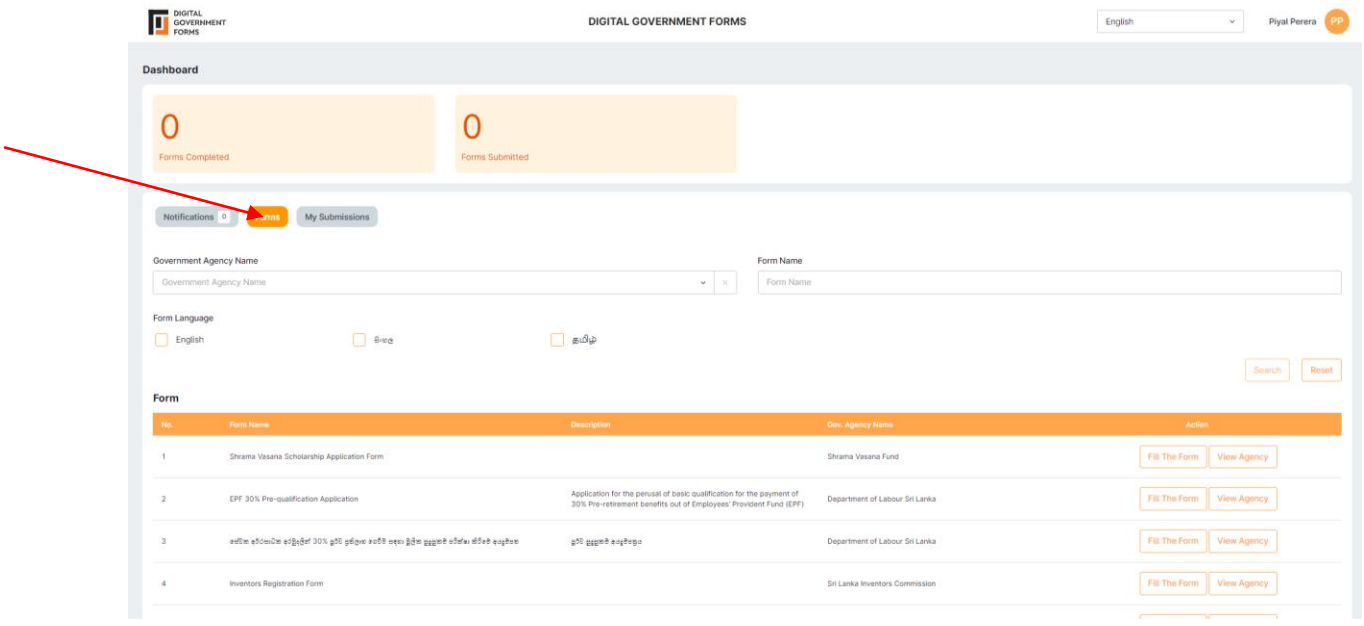


- Fill the all Personal Details Correctly (* Mandatory Fields)
- Under Contact Details # Enter **Phone Number** **Click Generate OTP** – You will Receive a Text Message with OTP
- Enter the **OTP** to **Enter OTP** box and **Click Verify**. It will shows Verification Status in Green Colour
- After Phone Verification Tick **Terms and Condition** and **Click Continue**.

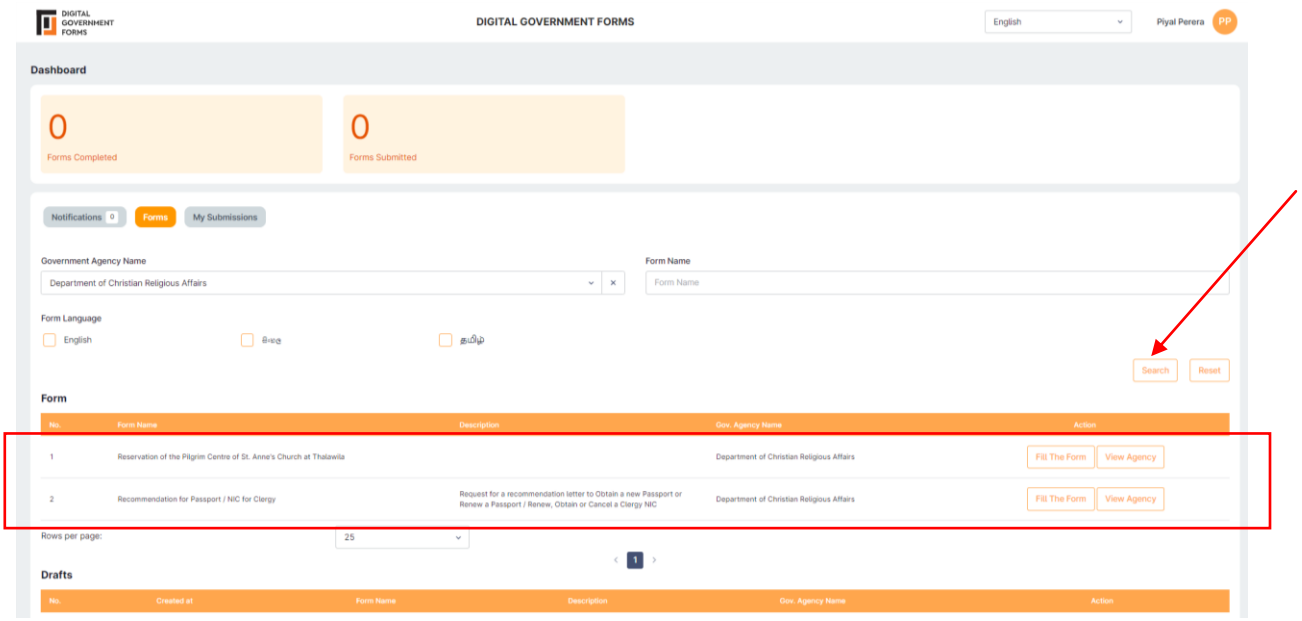
9. Now you are in the **Digital Government Forms** Dashboard.



10. To submit a form click **Forms** tab



11. Type "**Department of Christian Religious Affairs**" in Government Agency Name and **Click Search**
    Then you can show the forms Published by the department under Forms



12. Find the form and Click "**Fill The Form**" Button
    - To upload the documents you can scan or get a photo.
    - Put your **full name** as the **signature** of the form.
    - After fill the form you can **Submit**.
    - You can view **status** of your request any time by login to the dashboard using your **Username** and **Password**