# **Estate Administration**

User - Guide

# Estate Administration Application

#### <u>Steps</u>

The application is initiated by the office of the Attorney General on the public portal.

An invoice is generated for the process, payment is made then the application is submitted.

Director of land valuation receives the application and approves thus assigning to a valuer.

Valuer computes office report after which the application is submitted to the director for harmonization.

The director of land valuation approves or rejects the application.

On approval, the applicant can access the valuation report and certificate.

# Office of the AG Dashboard

# **Attorney General Login**

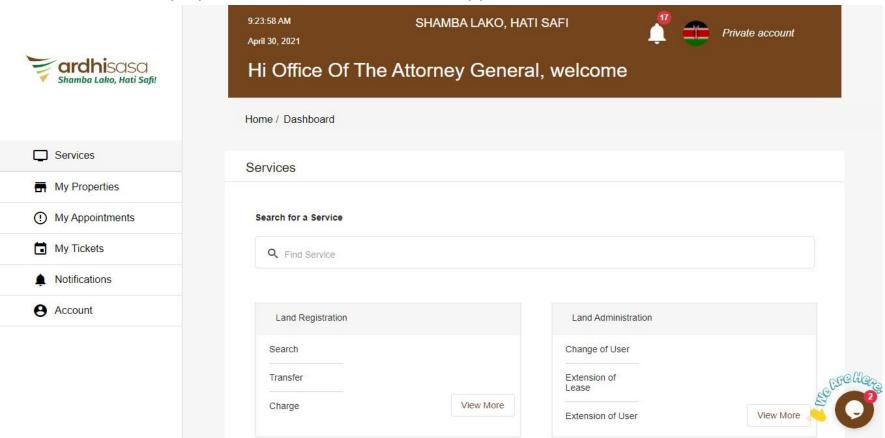
The user logs in using their username, password and an OTP sent to their phone

Login	Irdhisasa amba Lako, Hati	Safi!
Identification number	•	
AG0631		
Password		
•••••		
OTP Code		
823197		0:1:42 Resend
	Login	
Don't have an account. Register here	Back to home	Forgot your password?



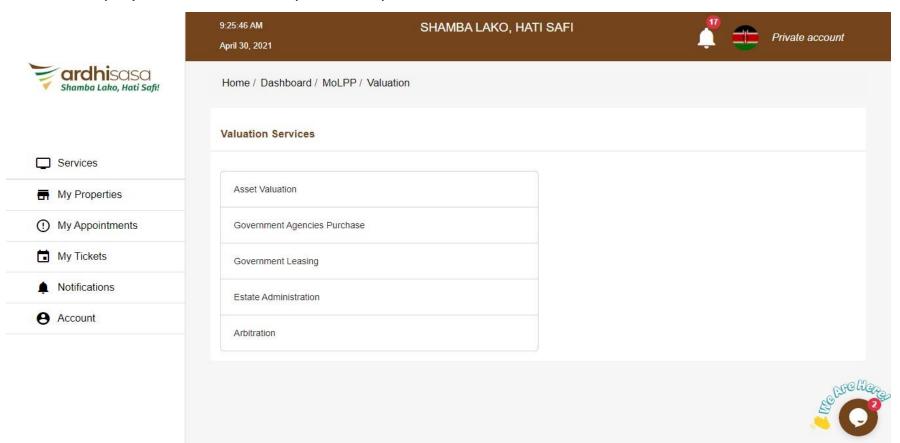
# **Listing of Services**

The dashboard displays the services from which the applicant views Valuation Services



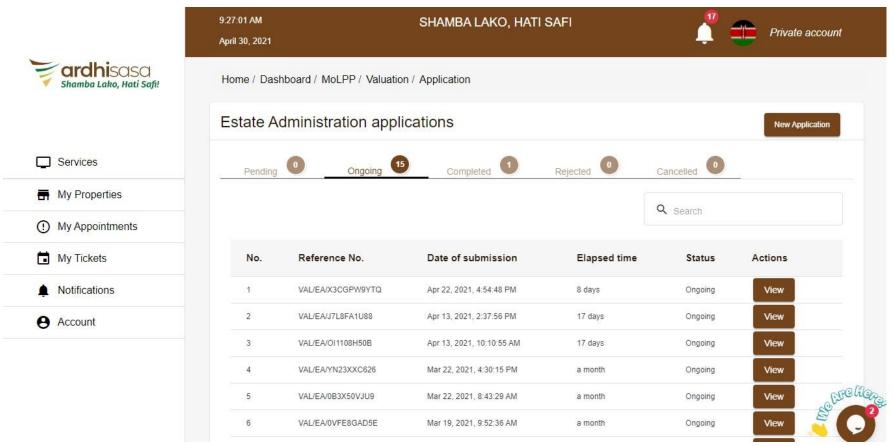
#### **User selects Estate Administration**

The list displayed will show all department processes, user selects asset valuation



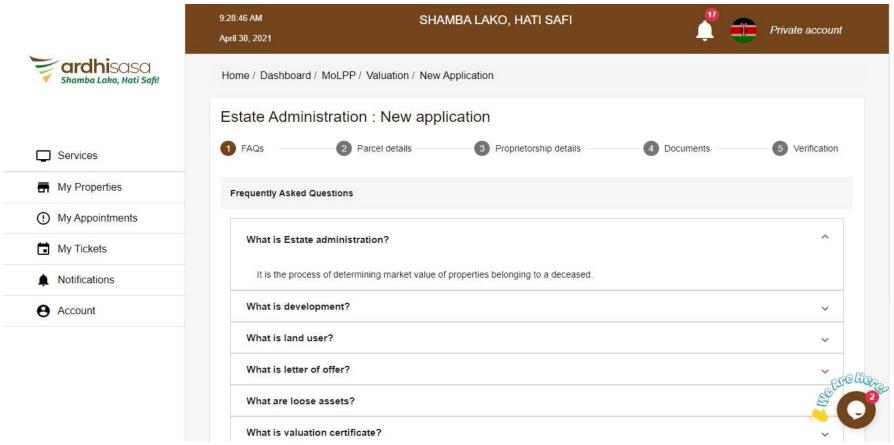
# **New Application**

#### The user clicks on the New Application action button to initiate an application



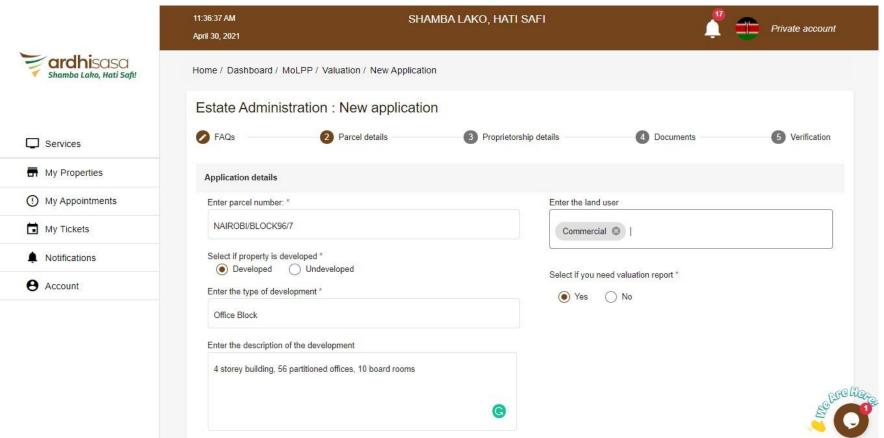
# Making An Application – FAQs

Defines key terminologies that are used repeatedly in the application



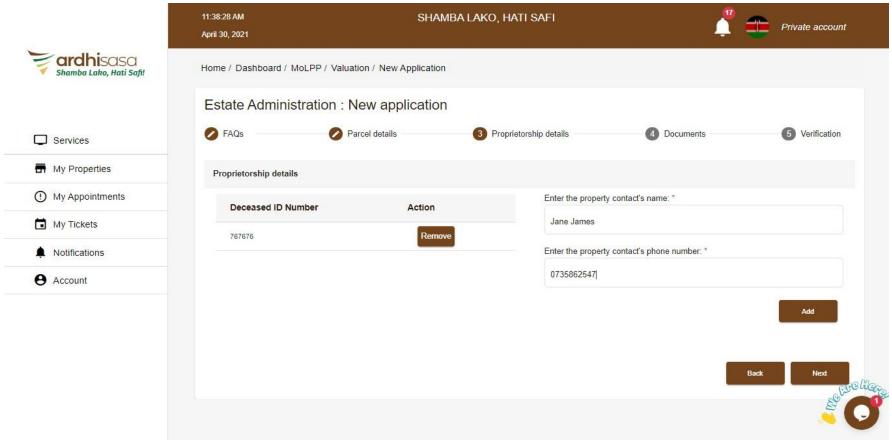
# **Making An Application – Parcel Details**

#### Parcel details are keyed in on the provided template



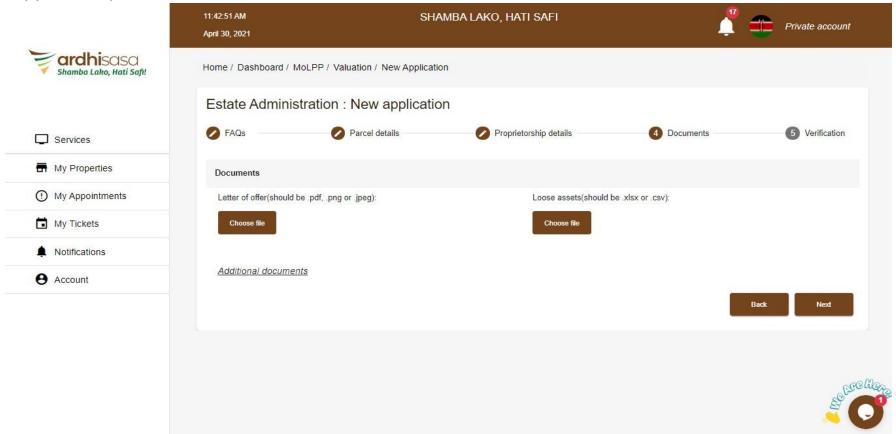
# **Making An Application – Contact Details**

The applicant adds a contact person and their contact details



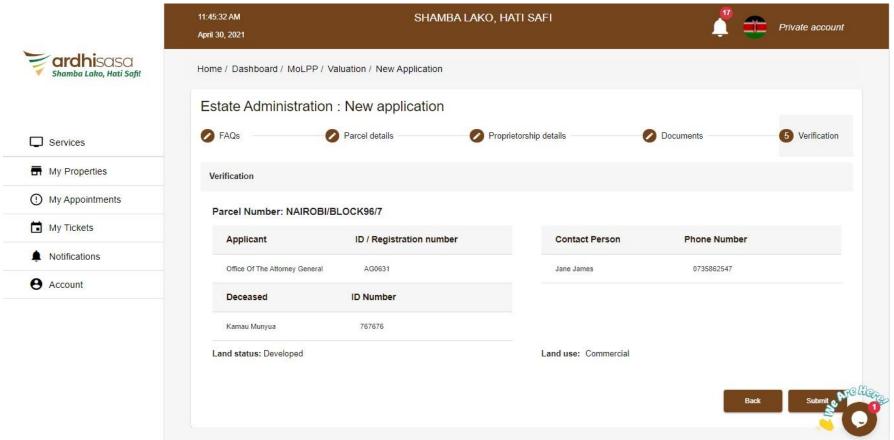
# **Making An Application – Document Upload**

Applicant uploads letter of offer and loose assets documents in the recommended format



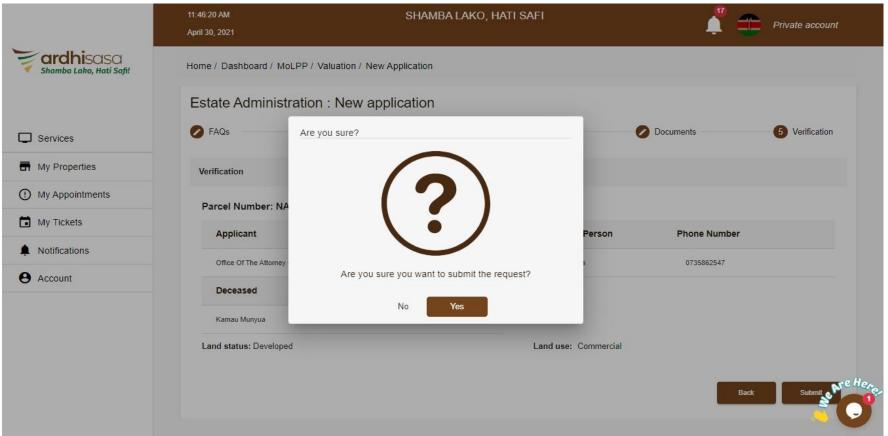
#### **Making An Application – Verification**

A summary of the application is displayed for verification then submission can be done



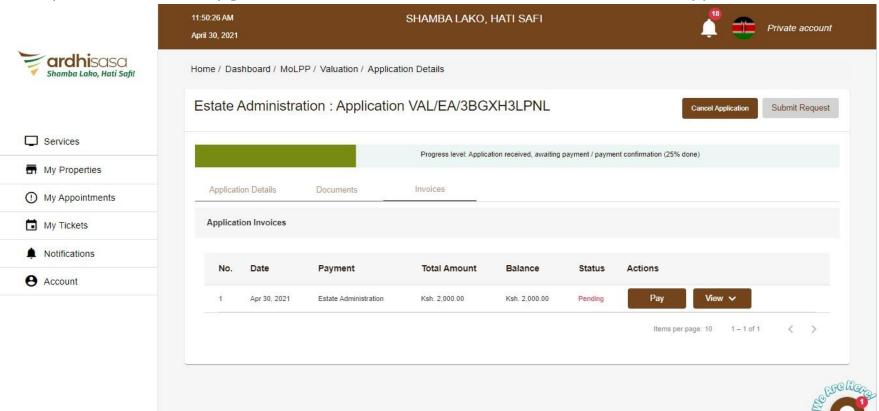
# **Confirmation of application submission**

The system queries the applicant for confirmation before submission



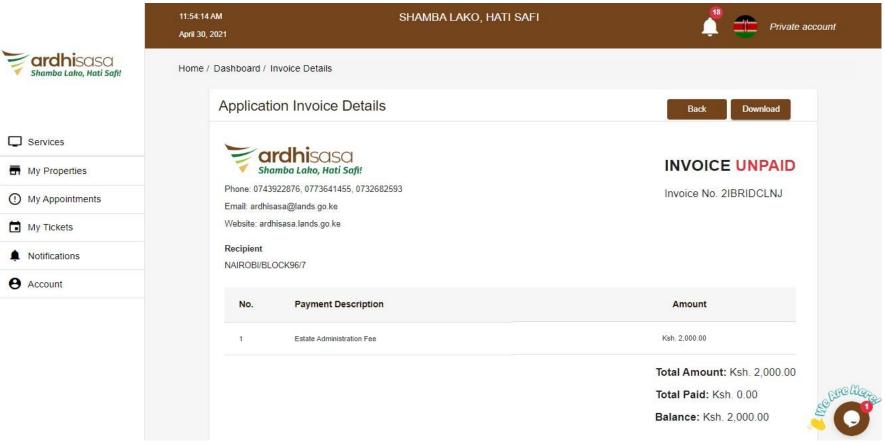
#### **Invoice**

The system automatically generates an invoice on successful submission of the application



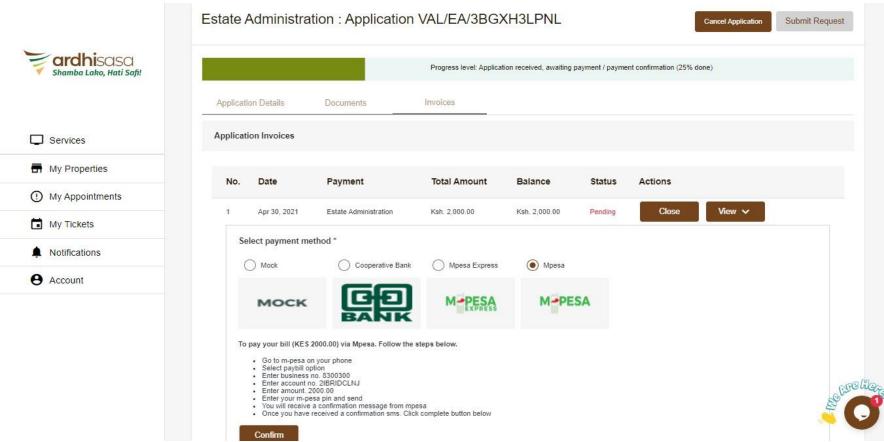
#### **Invoice Details**

The invoice details can be viewed by clicking on the 'view invoice' button



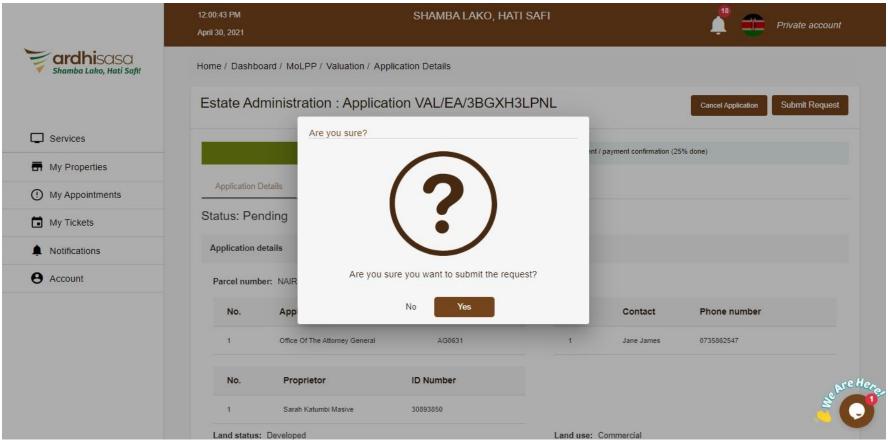
#### **Payment procedures**

#### The payments can be made through the various shown options



#### **Final Submission**

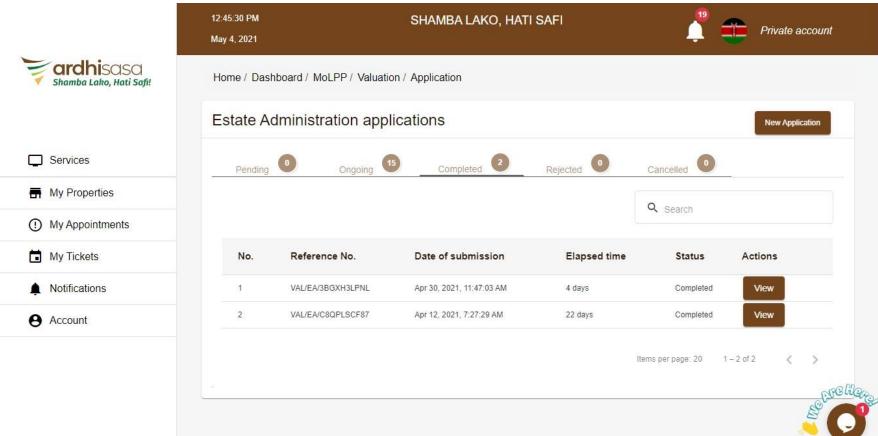
After payments have been made the application can now be submitted for processing



# Office of the AG

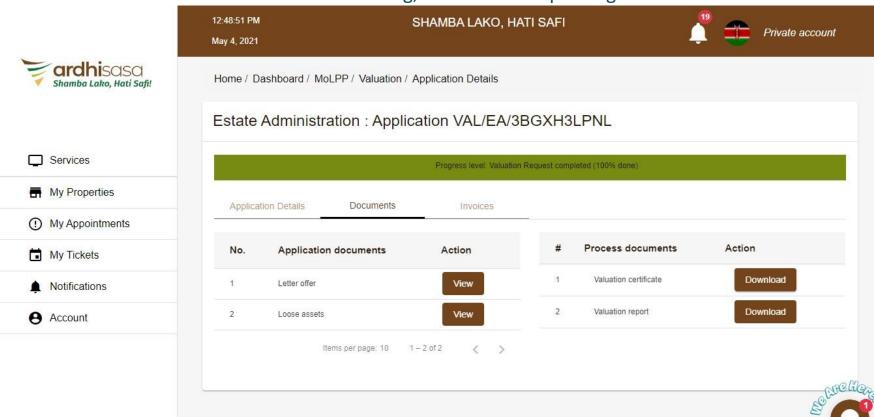
# Office of the attorney general – Approved Application

The applicant logs in to view the progress of the application, it is under the approved applications tab



#### **Documents Tab**

Process Documents will be available for viewing, download and printing



#### **Documents Tab**

Process Documents will be available for viewing, download and printing

