

USER GUIDELINE

For ON-LINE/COUNTER Payment of **House Rent** through **GRIPS** Portal please visit our departmental website

www.wbhousing.gov.in

For the flat users follow the link on the left panel of the page:

ESTATE DIRECTORATE
❖ Pay Rent For Flat

→ Click

A new page will appear

Welcome To e-RENT User Login

Select Housing:

Select Flat:

Click on **GET OTP**

In your **mobile phone no. registered with Housing Dept.** a 6 digit number will be sent automatically.

Please open your SMS In-Box of your said mobile phone and find **OTP**.
Treat this OTP (One Time Password) as confidential.

ENTER YOUR OTP:

SIGN IN → Click

Now in a new page you can see the up to date status of your flat. Here you have to select

Period To:

→ Click **Done** option

Payment Mode:

* Net Banking

* Counter Payment

You have to select any one of the above mentioned modes. **Net Banking** is for **ON-LINE Payment** and **COUNTER Payment** mode is for deposition of Cash or Cheque in bank.

Then click on **Pay Now**

Then in a new page click on **CONFIRM**

Then in a new page click on **Name of the Bank you prefer from the list**

Then in a new page click on **GO TO (Name of preferred bank showing)**

For **COUNTER Payment** **Print** Challan in 2 copies, go to the bank and pay rent.

❖ After Payment, submission of copy of e-challan to the office is not required. Web site will be updated automatically.

❖ If in case of payment through ON-LINE once failure please wait at least 72 hours for next payment.

By Order