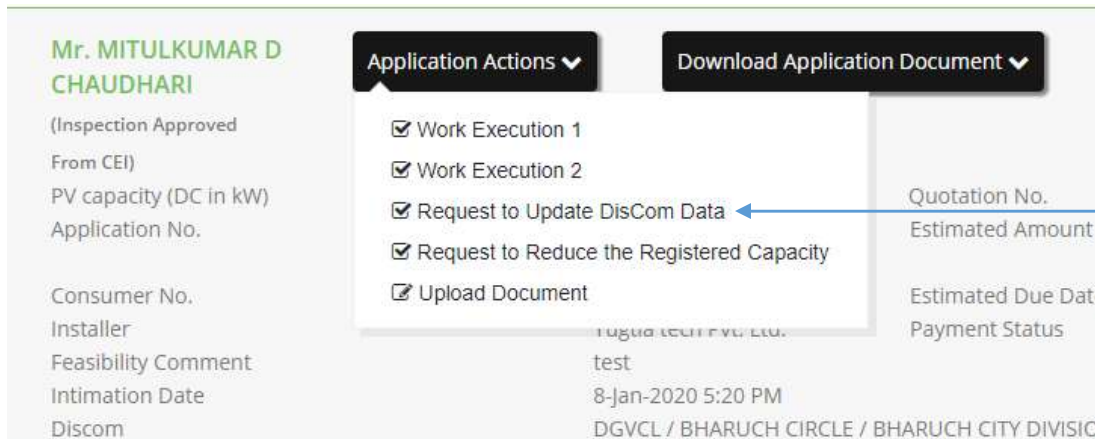# Guidelines for Updating the DisCom Data on the Unified Single Window Rooftop PV Portal of Surya Gujarat

Step 1: Click on "My Application" to view the list of the applications.
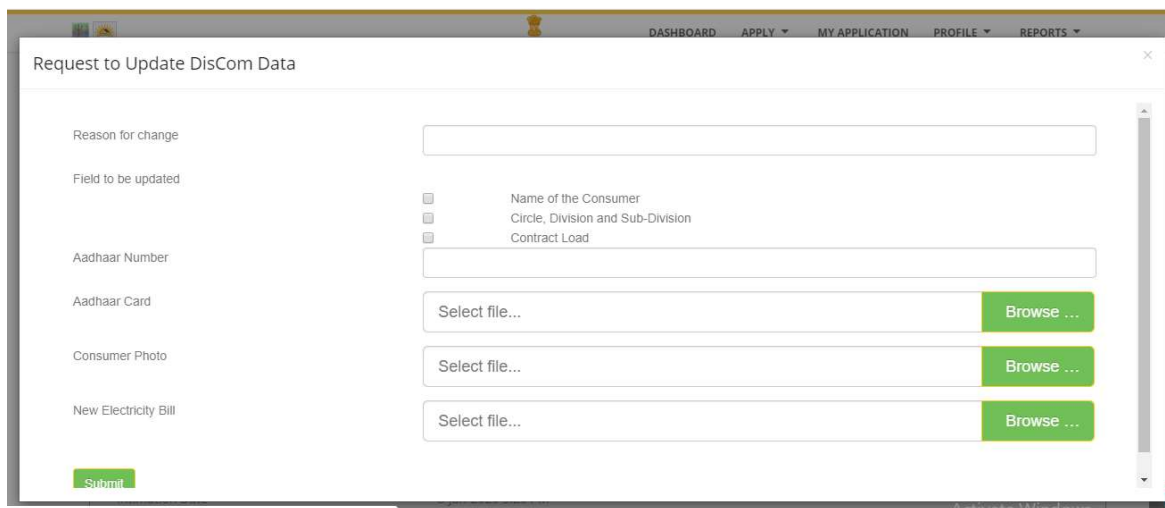
Step 2: Click on "Application Action" and then on "Request to Update DisCom Data" to request for updating the details being fetched from the DisCom servers

Step 3: The Installers can raise the request from its login for updating the following:
1. Name of the Consumer
2. Circle, Division and Sub-division
3. Contract Load

Step 4: The Installer has to enter the following details:

1. Reason for Change

2. Field to be updated (check box)
    a. Name of the Consumer ……………..
    b. Circle, Division and Sub-Division …………
    c. Contract Load ………….
3. Uploads to be made:
    a. +Aadhaar Card of the person on whose name registration needs to be transferred (in case of change of name)
    b. +Photo of the person on whose name registration needs to be transferred (in case of change of name)
    c. +New Electricity Bill should be attached of new name

Step 5: Upon Submission, the details will be checked and approved by Corporate Office of DisCom. Once approved then the updated data from the DisCom server will be fetched. In case the same details are being fetched then that means the data has not been updated at the DisCom side.

Step 6: The following details can't be updated through this feature

1. Address
2. Phase
3. Category

--- End of Document---

Disclaimer: It is to be noted that the details are auto-fetched from the DisCom database and Unified Portal is only displaying the same.