User Guide for availing **FEST** *(Friendly Electronic Services of Transport Department)* **ANYWHERE ANYTIME** online services through T App Folio Mobile App

If the applicant / user is having **T App Folio** Mobile App in their smart phone, go to step-1 directly otherwise

Go to PLAY STORE in ANDRIOD / APP STORE IN IOS
Type T App Folio in Play Store, Following Icon will be displayed 
CLICK ON INSTALL
1. After completion of installation and Registration process Home Screen will be shown as under

If you want to avail **ANYWHERE ANYTIME** Services of Transport Department - RTA, Click on “RTA” ICON as shown above.
There are DRIVING LICENCE, LEARNER LICENCE AND OTHERS as shown below. Select any transaction which is marked as "New" to avail ANYWHERE ANYTIME Services without visiting RTA office.

1. Driving Licence Screen (Marked New)
2. Learner Licence Screen (Marked New)

A. Services Under DRIVING LICENCE
   1. Renewal
   2. Duplicate
   3. Badge
   4. Surrender of DL (Issue of smart card in lieu of surrender of existing Driving Licence)
5. Change of Address
6. History Sheet
7. Hazardous License

An applicant/user can select the required transaction and proceed with service flow as shown.

B. Services Under **LEARNER LICENCE**.

1. Duplicate
2. New LL for Expired LL
3. LL for Addition of Class of Vehicle
4. LL for Expired DL

An applicant/user can select the required transaction and proceed with service flow as shown.
2.1 Common Flow for Driving Licence Transactions

2.1.a Note to be followed by the applicants above 50 Yrs. of age or holder of Transport Category Licence:

2.1.b Filling Mandatory Details:

2.1.a Please read the note for the guidelines on attachments by the applicants above 50 Yrs. of age or holder of Transport Category Licence.

2.1.b Applicant should fill all the required details for the transaction to move forward.
2.1.c
Taking Selfie

User is required to take a Selfie photo of the applicant only through smart phone from front angle covering full face as shown above for authentication purpose.

2.1.d
Entering EPIC (Election card) Details (if required)

In case the photo of the applicant is not available with the Transport Department, then user is asked to enter their EPIC (Electoral Photo Identity Card) number and Assembly Constituency ID to fetch the user photo from Election database to compare with Selfie image and authenticate.
2.1.e

Authentication results

2.1.f

Showing Existing Details

After verification the Authentication result will be shown to proceed further.

Licence details like Licence number, name, father name, date of birth, categories of vehicles authorized to drive and validity are displayed to the user for information.
2.1.g
Signature of applicant

Citizen is now required to sign on the Smart Phone screen with finger/stylus and click on save.

2.1.h
Filling up self declaration in-App form (Auto Filled Details)

Citizen is required to fill the Form-1 (Self declaration form as to Physical Fitness) by giving consent.
2.1.i
Choosing the correct and applicable options for Form1

2.1.j
Choosing applicable options and proceeding further for Form1

2.1.i & 2.1.j
Continuation of the Form-1 and proceeding forward
2.1.k
Display of Fee details before payment

2.1.k
Total fees to be paid for transaction will be shown.
3. Payment Options

3.1 Payment Options

(Choose from available)

3.2 Payment Confirmation

(Make a screenshot of this and store securely)

3.1 Applicant can choose from multiple payment options available and make online payment for the transaction to be completed.

3.2 After payment user will be displayed with transaction details and transaction-payment status
4. After Payment Operations

4.1 Receiving SMS (Instant Approval SMS)

For Auto Approved applications user will receive an SMS with link to download the digital copy of the license in PDF format.

4.2 Receiving SMS (Office Approval SMS)

For the applications approved by the department after due verification of documents uploaded by the applicant, the link with department transaction number will be sent.
5. Viewing Status of Transaction details in the APP

Viewing all the transactions made in the App

Click on Check Status to show the status of transaction as below
Checking the status of your RTA transaction

Pending Status

Message
APPLICATION IS YET TO BE PROCESSED

Your transaction for ₹ is successful.
Consumer number

For any queries please reach out to us over phone at:
18004251110 or email us at tapp-support@telangana.gov.in
Approved Application Status