

User Manual for Updating Consumer Contact Details

URL: https://pro.mahadiscom.in/ConsumerContact/consumer

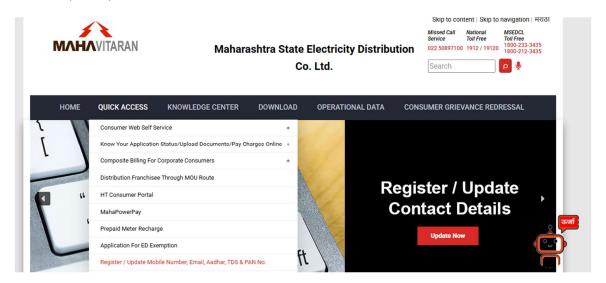
Accessing the Portal

Consumer update contact details from URL:

https://pro.mahadiscom.in/ConsumerContact/consumer



• Alternatively, consumer can navigate via: www.mahadiscom.in -> Consumer Portal -> Quick Access Menu -> Register /Update Mobile Number ,Email, TDS and Pan No



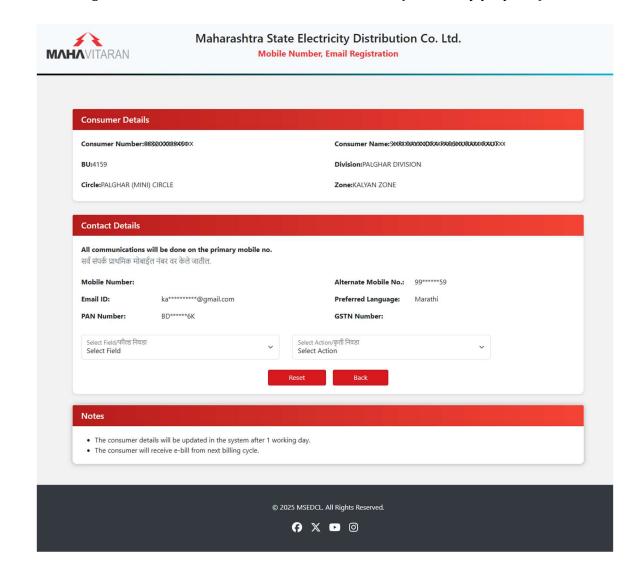
Enter Consumer Details

- Select the Consumer Type (LT / HT).
- Enter your Consumer Number.
- Enter the Captcha Code displayed on the screen.
- Click on Proceed.



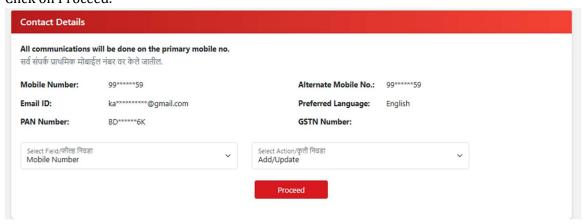
View Consumer Information

- If the entered consumer number is valid:
- Consumer details will be displayed.
- - Existing contact details will be shown in masked format (for security purposes).



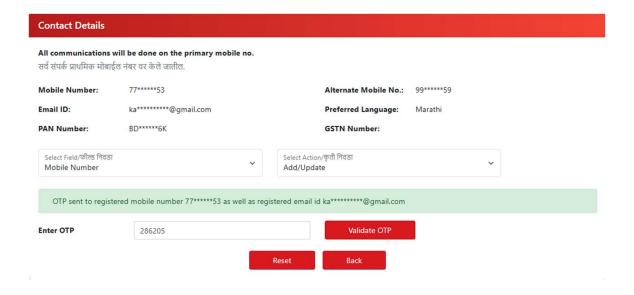
Select Field to Update

- From the dropdown, select the field you want to update:
 - Mobile Number
 - Alternate Mobile Number
 - Email ID
 - PAN
 - GSTIN
 - Preferred Language
- Select the desired Action (Add / Update).
- Click on Proceed.



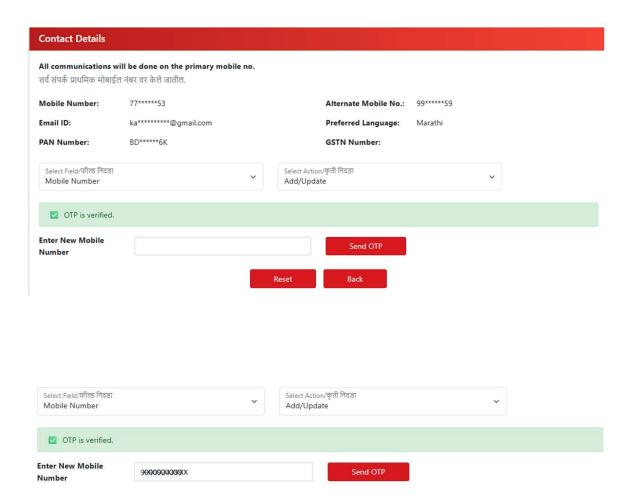
OTP Verification (Existing Contact)

- An OTP (One-Time Password) will be sent to the existing registered mobile number and email ID.
- Enter the OTP and click on Verify.



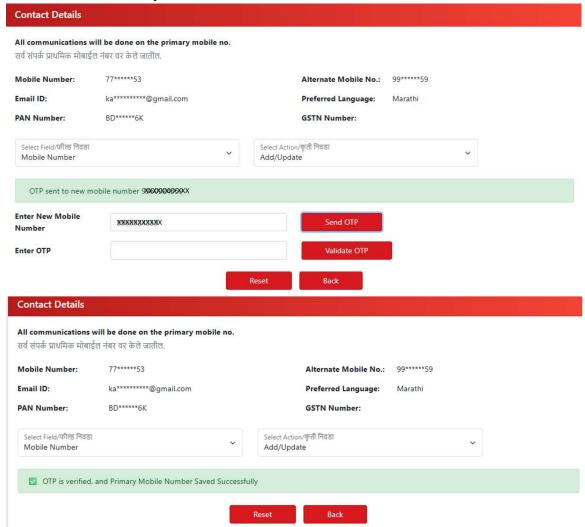
Enter New Value

• Enter the new value for the selected field.



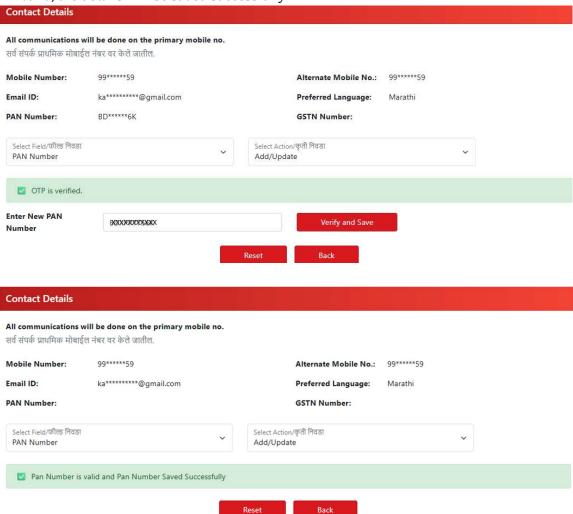
OTP Verification (New Contact)

- If you are updating Mobile Number or Email ID:
- - An OTP will be sent to the new mobile number and/or email ID.
- - Enter the OTP to verify the new contact details.



PAN / GSTIN Update

- If PAN or GSTIN is being updated:
- The system will validate the entered values.
- - If valid, the details will be saved successfully.



Preferred Language Update

- If Preferred Language is selected:
- Choose either English or Marathi from the dropdown.
- - The selected language will be saved successfully.

