



MySociety
PORTAL

Made in Bhopal

SOCIETY MANAGEMENT PLATFORM

Your society, run with confidence.

Gate security, maintenance collection, bank-matched accounts and a WhatsApp assistant for every resident, in one simple platform. Built and supported by a local team in Bhopal.



On-site demo



Hands-on training



WhatsApp assistant



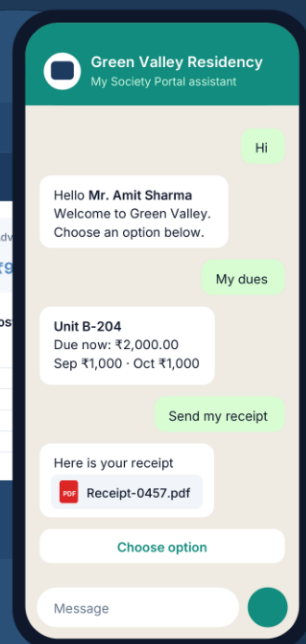
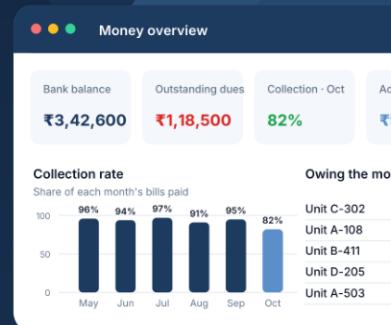
UPI & cash



Bank matching



Hindi & English



A guide for society presidents, secretaries and treasurers

Digital Creations Private Limited, Bhopal · mysocietyportal.com · support@mysocietyportal.com

THE PROBLEM

Running a society takes too much effort, and trust suffers when the records don't add up.

Most housing societies in Bhopal are run by volunteers: a president, a secretary and a treasurer who already have full-time jobs. The work is spread across notebooks, Excel sheets, a dozen WhatsApp groups and the treasurer's memory.



Collections slip

Who has paid, who owes for which months, and the old dues from before this committee? Chasing residents one by one is slow and awkward.



Books don't match the bank

UPI credits arrive with short names like "AMIT SHAR". Matching them to units by hand takes hours every month, and one miss means the books never agree.



The gate runs on paper

Visitor registers are hard to read and impossible to search. Residents don't know who came, and deliveries pile up at the gate.



Notices get lost

Important notices are buried under forwards in the society group. Complaints made by phone are forgotten.



Questions all day

"How much do I owe?" "Please send my receipt." The treasurer answers the same questions again and again, often late at night.



Handover is painful

When the committee changes, records sit on personal phones and laptops. The new committee starts with half the picture.

OUR ANSWER

One secure place for the whole society.

Every unit, every resident, every bill, every payment, every visitor and every notice. The committee gets clear numbers, residents get answers on WhatsApp, and every action is recorded, so anyone can see what was done and when.

5

kinds of users, each with its own view

3

channels: app, email, WhatsApp

2

languages: Hindi & English

Built in Bhopal, by people you can meet.

MySociety Portal is a product of **Digital Creatings Private Limited**, a software company based in Bhopal. We build dependable, secure software for organisations that need it to simply work, and MySociety Portal is our dedicated product for residential housing societies.

OUR MISSION

Every society deserves clear, trustworthy records.

Secure gate logs, transparent maintenance, accountable expenses and timely communication, without enterprise complexity and without the committee spending its evenings on paperwork.

WHY WE BUILT IT

We saw the problem up close.

Payments arriving as screenshots, a passbook that never matched the register, notices lost in chat groups. We built a platform for how Indian societies actually work: UPI and cash, WhatsApp, Hindi and English.

What we stand for



Transparency

Records that committees and residents can trust.



Security

A private workspace per society and a full audit log.



Built for India

UPI, cash, WhatsApp and Hindi, the way societies here work.



People first

The right view for every person in the society.

How we partner with your society

1 We come to you

A demo at your society, with your committee, on your own phones.

2 We set you up

Your units, residents and old dues loaded, and a workspace ready, usually within 24 hours of registration.

3 We stay with you

Training on site and quick help from our Bhopal team whenever something needs attention.



Already running in Bhopal

MySociety Portal runs the day-to-day of a residential society in Bhopal today: billing, payments, bank matching, the gate and the WhatsApp assistant.

A reference visit can be arranged on request.

One platform, with a dedicated space for every person in the society.

Everyone signs in on one page and lands in their own workspace. Each person sees only what their role allows. It works the same for apartment blocks, bungalow and row-house societies and gated communities: every flat or house is simply a **unit**.

Who	What they get
Committee (admin panel)	Units, residents, bills, payment approvals, bank matching, expenses, complaints, notices, documents, staff, reports and settings, with an audit log of every action.
Treasurer	Bills made automatically every month, payments applied in a fixed fair order, receipts in one tap, the money overview, and the bank statement matched to the register.
Security guards	A tablet-friendly gate screen: visitor entry with photo, unit lookup, delivery alerts and frequent visitor passes. Attendance is recorded when they sign in.
Supervisors	A live view of gate activity, visitor logs and guard attendance across shifts.
Residents	A phone app (installable web app and Android app) for bills, receipts, complaints, notices, documents, visitors and family details, plus the WhatsApp assistant.
Owners of rented units	The WhatsApp assistant recognises the owner's number and shows their own unit's dues and receipts, with no separate login.

Every module, in one platform

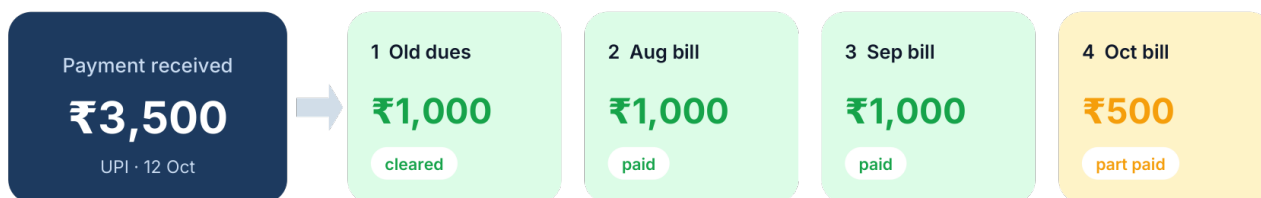
 Billing & payments Auto bills, UPI & cash, receipts	 Bank matching Statement vs register	 Money overview Balances, dues, collection	 WhatsApp assistant Dues, receipts, complaints
 Gate & visitors Photo logs, alerts, passes	 Notices & complaints App, email & WhatsApp	 Documents & expenses 5 GB storage, receipts	 Resident app Web app & Android

Collect maintenance, keep clean accounts.

💰 Maintenance billing and payments

- ✓ Bills are made for every unit each month, on the day the society chooses.
- ✓ Residents send a UPI screenshot or pay cash; the committee approves in one tap. Payments the committee enters are approved at once.
- ✓ PDF receipt for every payment and a full statement for every unit.
- ✓ Old dues, part payments and advance payments follow one fixed, fair order, the same for every unit. No arguments about which month a payment was for.
- ✓ Expense register with categories, receipt photos and payment mode.

How a payment is applied (example)



Oldest first, the same fair order for every unit. Anything left over becomes advance credit.

🏠 Bank reconciliation: books that agree with the bank

Upload the society's bank statement as a PDF. Every credit and debit is lined up with the register for that month, so the register's bank balance equals the bank's. You decide every change, and every change can be undone.

Bank statement

04 Jan UPI/CR/410000000001/AMIT SHAR	₹3,000
07 Jan UPI/CR/410000000002/S K VERMA	₹1,000
10 Jan NEFT CR-SBIN0000000003-R GUPTA	₹2,000
12 Jan CASH DEPOSIT BHOPAL	₹1,000

Society register

Unit B-204 · Mr. Amit Sharma	₹3,000
Unit A-108 · Mrs. Sunita Verma	₹1,000
Unit C-302 · ref. SBIN00000000003	₹2,000
Unit D-205 · cash, 12 Jan	₹1,000

- ✓ Checks the PDF adds up to its closing balance before using it.
- ✓ Matches by reference, payer name, unit number and amount, and shows why.
- ✓ Learns which payer belongs to which unit, and remembers it.
- ✓ Spots an entry made twice and merges it, keeping the proof.
- ✓ Bank charges, interest and donations booked with one button.
- ✓ Signed-off months stamp the bank's details on each payment.

Built and tested with Canara Bank PDF statements; other banks on request. Nothing is ever sent to residents while you reconcile.

See the money at a glance. Let residents help themselves.

Money overview

Bank balance, cash in hand, this month's income and expenses, the collection rate, total outstanding dues (including old dues), advance credit held and the units owing the most. Every number opens the list behind it.



Illustration with sample data.

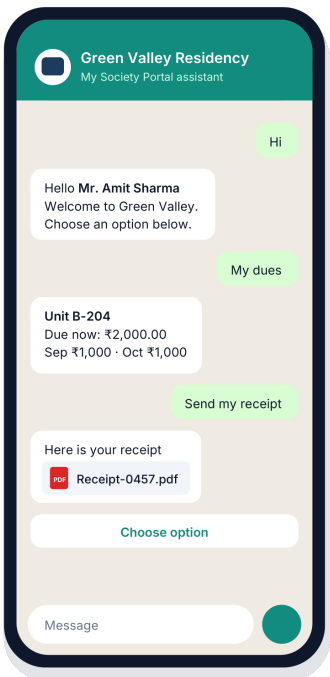


Illustration.

WhatsApp assistant

Residents and owners message the society's WhatsApp number and get answers straight away, in Hindi or English. Nothing to install, no password to remember. Each person sees only their own unit.

- ✓ Check dues and payment history
- ✓ Receipts and the full statement as PDF
- ✓ Pay by screenshot: the amount and reference are read from the picture and sent to the committee for approval
- ✓ Raise a complaint with a photo and follow it
- ✓ Notices, staff contacts, and owners with several units can switch between them
- ✓ New residents can register in the chat for the committee to approve
- ✓ The committee sees every chat and can reply from the admin panel

Fewer calls to the treasurer: residents answer their own "how much do I owe?", any time of day.

The society in every resident's pocket.

Residents get a simple app, installable from the browser or as an Android app, with everything about their home in one place. Those who prefer WhatsApp can do most of it there instead.

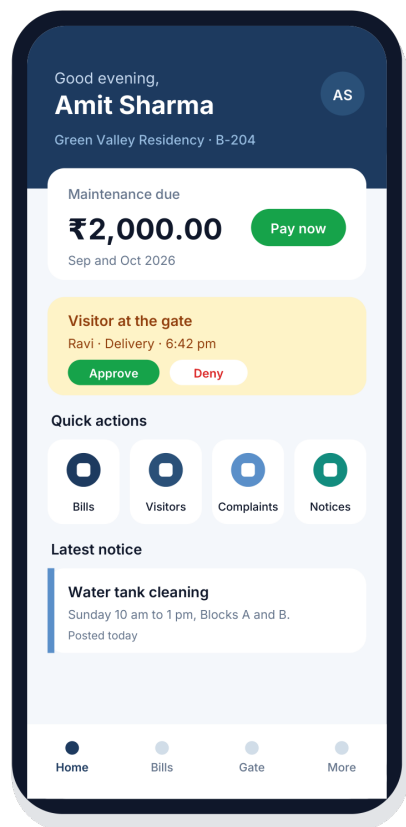


Illustration.

Bills & receipts

See what is due, pay by UPI or cash, and download every receipt and the full statement.

Visitors

Pre-approve guests, get an alert when someone arrives, and see the gate history.

Complaints

Raise an issue with a photo and follow it until it is resolved.

Notices & documents

Society notices and shared documents such as bylaws and forms.

Family & vehicles

Family members, vehicles and emergency contacts, kept up to date by the resident.

Deliveries

Know when a parcel reaches the gate and mark it collected.

Reach every resident, on the channel they use

Residents choose how they want to hear from the society. The committee writes once; the platform delivers.



App notification

Instant alerts on the phone: visitor at the gate, new notice, bill due, complaint update.



Email

Notices, bills and account updates, delivered to every inbox.

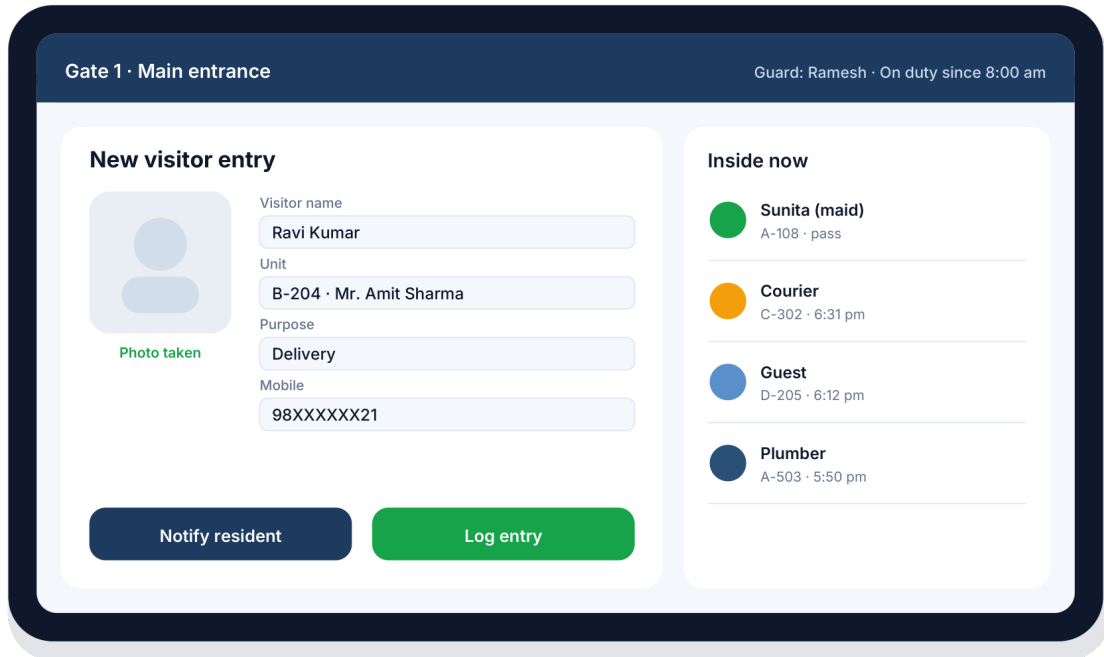


WhatsApp

Payment confirmations and announcements where residents actually read them.

A safer gate and a committee in control.

Gate and security



Gate 1 · Main entrance Guard: Ramesh · On duty since 8:00 am

New visitor entry



Photo taken

Visitor name

Unit

Purpose

Mobile

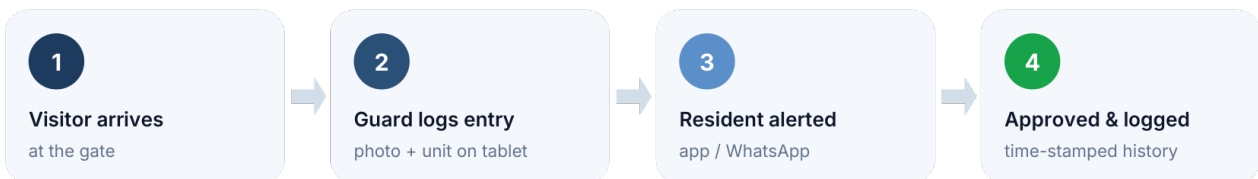
Notify resident

Log entry

Inside now

- **Sunita (maid)**
A-108 · pass
- **Courier**
C-302 · 6:31 pm
- **Guest**
D-205 · 6:12 pm
- **Plumber**
A-503 · 5:50 pm

Illustration of the guard's gate screen.



- ✓ Visitor entry and exit with photo and time, on a tablet.
- ✓ Residents pre-approve expected visitors.
- ✓ Frequent visitor passes for maids, drivers and regular guests.
- ✓ Delivery alerts; residents mark parcels collected.
- ✓ Unit lookup for guards; attendance on sign-in.
- ✓ Supervisor gate monitor across shifts.



Complaints & notices

- ✓ Complaints with categories, photos, assignment and status, from first report to resolution.
- ✓ Publish a notice once; it reaches residents by app, email and WhatsApp.
- ✓ Bylaws, forms and minutes in one place, with 5 GB of storage.



Administration

- ✓ Units and residents with owner and tenant roles.
- ✓ Account register with PDF / CSV export and a cash-in-hand statement.
- ✓ Search the whole society from one box; saved views on every list.
- ✓ Audit log of every action. Works on phone, tablet and computer.

One ordinary day in your society.

This is how a normal day looks once everyone is on the platform. Nobody chases anyone, and nothing is written on paper.

7:10 am GATE

The maid arrives with her frequent visitor pass. The guard taps her name; the entry is logged with the time.

11:30 am RESIDENT

A courier reaches the gate. Mrs. Sharma gets an alert at work; the parcel waits at the gate and she marks it collected in the evening.

1:15 pm OWNER

An owner living in Indore checks his rented unit's dues on WhatsApp and downloads last month's receipt.

6:45 pm RESIDENT

Mr. Sharma pays by UPI and sends the screenshot on WhatsApp. The amount and reference are read for him.

8:30 pm TREASURER

The treasurer approves the day's payments in one tap each. Receipts go out by themselves.

9:00 pm SECRETARY

The secretary posts a notice about Sunday's tank cleaning. Every resident gets it on the channel they chose.

AT MONTH END

Month end, made simple.

The treasurer uploads the bank statement. Payments are matched to units, differences are shown, and the month is signed off.

- ✓ Register equals the bank
- ✓ Live list of who owes
- ✓ Report ready for the meeting

The treasurer's evening

Fewer calls, no screenshots to file, no receipts to write by hand. Just a few taps to approve.

A local partner in Bhopal, not just an app.

MySociety Portal is designed, built and supported in Bhopal. When your society needs help, you talk to the people who wrote the software, in your own city.

 Made in Bhopal Our team is here. We know how societies here work, how residents pay and which banks they use.	 We visit you A demo at your society, a meeting with the committee and help with setup, in person.	 Hands-on training The committee on the admin panel and the guards on the gate screen, in Hindi or English.	 Fixed fast Any problem is taken up straight away by the team that builds it. No ticket queues.
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What makes the product different

What	Why it matters to your committee
Bank statement matching	The register is checked against the actual bank statement, month by month, and you see exactly where a rupee differs.
Fair, fixed payment order	Old dues first, then the oldest bill. Part payments and advances are handled the same way for every unit, so there are no disputes.
WhatsApp, nothing to install	Every resident already uses WhatsApp. Elderly residents and owners living elsewhere check dues and get receipts without a new app.
Built for UPI and cash	Screenshots, cash at the office and bank transfers all fit, the way Indian societies actually pay.
Hindi and English	The resident portal, the guard and admin screens and the WhatsApp assistant work in both languages.
Every module included	Gate, billing, bank matching, WhatsApp, complaints, notices and documents in one platform. Nothing to stitch together.
Your data stays yours	Each society has its own separate workspace. If the society pauses, nothing is deleted; everything comes back as it was.
Already running live	The platform runs the day-to-day of a residential society in Bhopal today.

Before and after MySociety Portal

Task	Today	With MySociety Portal
Monthly bills	Worked out in Excel, sent one by one.	Made automatically for every unit on your billing day.
Collecting payments	Screenshots in personal chats, cash in a diary.	Residents submit UPI or cash; the committee approves in one tap; receipts are automatic.
"How much do I owe?"	A call or message to the treasurer.	The resident asks the WhatsApp assistant and gets the answer and the statement.
Matching the bank	Hours with the passbook every month.	Upload the PDF; matches are suggested and learned, differences are shown.
Defaulters	Guesswork from scattered notes.	A live list of who owes, how much and since when.
Visitors	Paper register at the gate.	Photo entry on a tablet, resident alerts, searchable history.
Notices	Lost in the society WhatsApp group.	Delivered by app, email and WhatsApp, and kept on record.
Complaints	Phone calls, forgotten.	Tracked from report to resolution, with photos and status.
Committee handover	Files on personal phones and laptops.	Everything stays in the society's workspace, with full history.

What each person gains



President & secretary

Clear numbers for every meeting, transparency that builds residents' trust, and a smooth handover to the next committee.



Treasurer

Hours saved every month on billing, receipts and bank matching, and accounts that agree with the bank.



Residents

Dues, receipts and notices on WhatsApp or the app, visitor alerts and complaints that get followed up.

Live in days, with our team beside you.

We do the heavy lifting. The committee shares its records and gives an hour for training.

- 1

Free demo at your society
We meet the committee, show the platform on your own phones and answer every question.
- 2

Register the society
Online, in a few minutes. The workspace is usually ready within 24 hours.
- 3

We load your data
Units, maintenance amounts, residents, owners and tenants, and each unit's old dues, from your Excel sheet or register.
- 4

Training on site
The committee learns billing, approvals and reports; the guards learn the gate screen. In Hindi or English.
- 5

Invite the residents
Residents join with a link or straight from WhatsApp; the committee approves each one.
- 6

Go live, and we stay with you
Bills go out on your billing day. We help with the first bank matching, and our Bhopal team handles any problem straight away.

Your first month, step by step

A typical start for a society that has its unit and resident list ready.

Day 1	Day 2	Week 1	Month 1
Demo & register We meet the committee; the society registers online.	Workspace ready Units, residents and old dues are loaded.	Training & invites Committee and guards trained; residents join.	Running smoothly First bills, payments approved, first bank match.

What we need from the committee

- The list of units with type and monthly maintenance amount
- Residents' names and mobile numbers (owner or tenant), and any old dues per unit
- The society's bank and UPI details to show residents, and the billing day you prefer
- Names of the guards and supervisors who will use the gate screen



Security and privacy

- ✓ A separate, private workspace for each society
- ✓ Each person sees only their part
- ✓ Audit log of every admin action
- ✓ Residents see only their own unit

Frequently asked questions

Our residents are not very tech-savvy. Will they manage?

Yes. Most of what residents need works on WhatsApp, which everyone already uses, in Hindi or English. Residents who want more can use the app, and we can help explain it to residents.

We have years of old dues. Can we bring them in?

Yes. Each unit's old dues are entered as an opening balance, and payments clear old dues first. Past payments can be recorded and the bank statement matched month by month.

Do we have to stop collecting cash?

No. Cash and UPI (including bank transfers) are both supported. Cash is recorded by the committee and gets a receipt like any other payment.

Does money go through your company?

No. Residents pay directly into the society's own bank account or UPI ID. The platform keeps the records; it never holds the society's money.

Which banks work for statement matching?

It is built and tested with Canara Bank PDF statements. We can add your bank's statement format on request.

Is our data safe? Who can see it?

Each society has its own separate workspace. Residents see only their own unit, guards see only the gate, and every admin action is recorded in an audit log.

Who do we call when something goes wrong?

Our own team in Bhopal, the people who build the software. Problems are taken up straight away, and we can visit the society when needed.

How long does it take to start?

The workspace is usually ready within 24 hours of registration. With your unit and resident list ready, most societies are billing within days.

Summary for the committee meeting

What it is	One platform for the gate, billing, payments, bank matching, complaints, notices and a WhatsApp assistant.
Who it is for	Apartment societies, bungalow and row-house colonies and gated communities in and around Bhopal.
Why us	Made in Bhopal: on-site visits, hands-on training and problems fixed fast by the team that builds it.
Next step	A free demo at your society, then online registration; the workspace is usually ready within 24 hours.



MySociety
PORTAL



NEXT STEP

Book a free demo at your **society**.

We will come to you, show the platform to your committee on your own phones, and answer every question, in Hindi or English.

MySociety Portal

A product of Digital Creatings Private Limited, Bhopal

WEBSITE

mysocietyportal.com

EMAIL

support@mysocietyportal.com

Your contact person

To be filled in by your representative

Name

Mobile / WhatsApp

Demo date and time

● **Made in Bhopal**
A local team you can meet

● **On-site training**
For the committee and guards

● **Fixed fast**
By the people who build it

