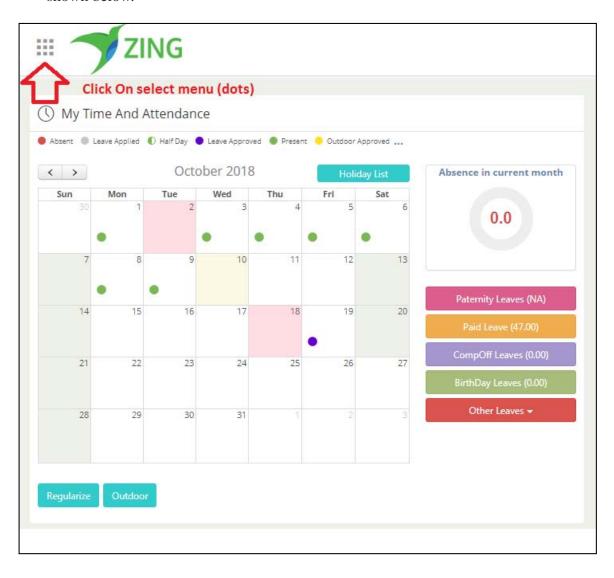
How to declare my 'HRA Details':

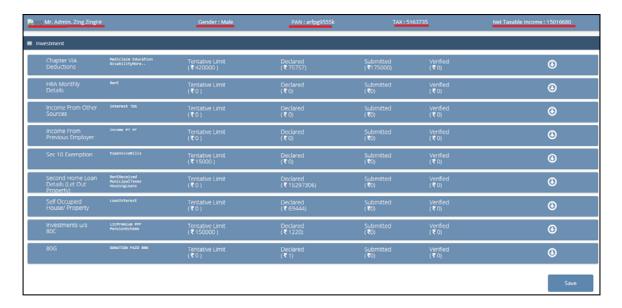
You can follow the below steps to declare the 'HRA Details' on Zing HR:

- 1. Log in to your Zing HR account.
- 2. On the home screen left-hand top side click on select menu and then 'Investment ' as shown below.





• New window will appear on that you need to confirm your name, PAN no, Tax and Net Taxable income.



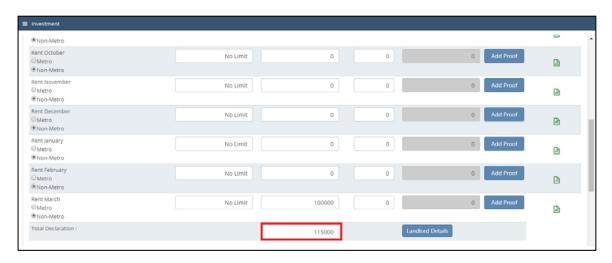
3. Select the 'HRA monthly Details' then you will get the below screen.

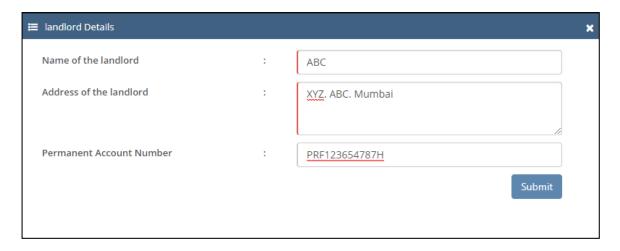


4. Enter the 'Month wise HRA details' as per below.

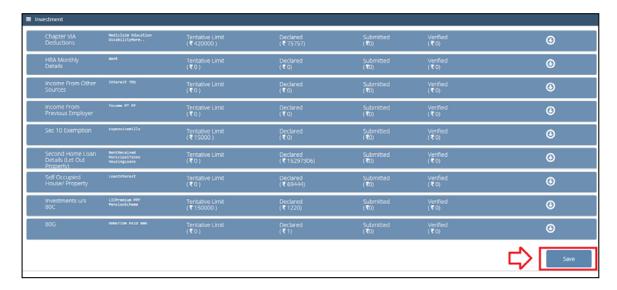


- **NOTE** 1) IF total amount is less than 100000 then it is not mandatory to enter the landlord Details.
 - 2) If amount is more the 100000 then landlord details screen will open and you will be ask to enter the landlord details. (For reference please follow the below screen shot).
 - 3) Total Amount is more that 100000 so system will ask to update landlord Details

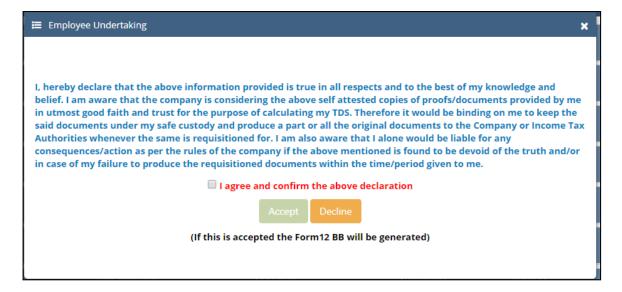




- 5. After that you need to click on 'Save' button.
- 6. In case, if you wish to add or update Declared amount you need to follow the aAfter that you need to Save the overall declaration



7. You need to click on 'I agree and confirm the above declaration'



8. Click on 'Accept 'button and you done it!



9. Then you will get the overall declaration statement, which you able to take a print as well using Print Button or you can Save the same in PDF.

