HMA MODULE(INDIVIDUAL)

Index

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Documents to be Kept Ready

Suggested to keep the following documents ready in (soft copy for uploading) before registering into Handloom portal.

- 1. Recent Passport size photo in jpeg/jpg/png format.
- 2. Identity proof as Aadhaar Card in PDF/jpeg/jpg/png format.
- 3. Proof of date of Date of Birth as Aadhar Card/Voter ID card/PAN card/Driving License/Passport in PDF/jpeg/jpg/png format (in case of Individual)
- 4. Weaving Sample Picture in jpeg/jpg/png format
- 5. India Handloom Brand Certificate
- 6. India Handloom Mark Certificate

How to Get Registered:

- 1. Log in to web portal <u>http://mishandloom.centralindia.cloudapp.azure.com/LoginPage.aspx</u> or type 104.211.75.38/LoginPage.aspx
- 2. The page may look (as shown below): Click on "Register" tab displayed in blue color. After clicking the page may look like below:

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3. Fill up the details as required in the page. E-mail is not mandatory but it is better to fill up e-mail id if u have. Create a user name and password (that you can remember and keep a note). This will be required in case you want to retrieve the details already filled or status of application later. After filling up details, click "Register".

OFFIC of The Development Commissioner			HOME ABOUT CONTACT BLOG	
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	First Name	Middle Name		
	Enter First Name	Enter Middle Name		
	Last Name	Gender	Mobile Number/Landline Number	
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4. Account creation message will appear, on successful registration. Shown below. Click "Login" on the same window using your registered user name and password.



Applying for Craft Mela Stall

1. On the home page as shown below, log in using the registered user id and Password.



2. On successful login, you will be directed to "Basic Detail as shown below: Fill in the details as required and Click "Save & Next"

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3. Pop up saying "Data saved successfully will appear. Click "OK".

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4. Now Click "Address Details". Now enter the data as required on the page as shown below.

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5. Click "Save & Next". A pop up saying "Data saved successfully" will appear. Click "OK".

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Permanent Addre	
Address Line 1 *	
Address Line 2 Success!	
Address Line 3 Data Saved Successfully	
Division/State * Pincode * ANDAMAN AND NICOBAR ISLANDS * NICOBARS * 201001	State Type * GENERAL
Back	Save & Next
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6. Click "Additional Details". Now enter the data as required on the page shown below:

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BASIC DETAIL			
ADDRESS DETAIL	Additional Detail		
ADDITIONAL DETAIL	Bank Details		
▶ AWARD	Bank Name *	Account Holder Name *	Account No. *
APPLY FOR STALL	test	test	232323
BLOCK LEVEL CLUSTER	test	asas	21323
	Back		Submit

7. Click "Submit". A pop up saying "Data saved successfully" will appear. Click "APPLY FOR CRAFT MELA STALL".



8. Click on "Apply For Craft Mela Stall".



Instructions for Online Submission of Craft Mela Stall

1. Fill the details as required on the page shown below. Be short and crisp for each question

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Dashbord PARTICIPANT DETAIL PARTICIPANT DETAIL	
■ FINAL SUBMISSION 1.) Applying Stall for Event at * None selected -	
2.) Mela Name *	
3.) Slot Detail *	
4.) Name of craft *	
5.) If you are registered with 'India Handloom Brand'(IHB) * Select.	
6.) If you are registered with Handloom Mark * Select	
7.) Whether Sant Kabir/ National/ Merit Certificate /State Awardees Select. ▼	
8) No. of persons in family engaged in weaving * Only number	
9.) Last participation in craft mela * Select.	
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2. After entering data click "Save as Draft". A pop up saying "Data saved successfully" will appear on the screen. Click "OK".

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3. Click "Next" to go to upload document window as shown below: Now upload the documents/pictures as asked in the window. Uploading the documents are mandatory and the data will not be submitted unless all the mandatory documents are uploaded.

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		Applicant Picture*	Choose File No file chosen	Upload					
		Scan Signature / Left Hand Thumb Impression*	Choose File No file chosen	Upload					
		Aadhar card	Choose File No file chosen	Upload					
		Date of birth certificate / Date of registration*	Choose File No file chosen	Upload					
		India Handloom Brand Certificate*	Choose File No file chosen	Upload					
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4. After uploading documents click "Save Doc". A pop up saying "Data saved successfully" will appear on the screen. Click "OK".

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5. Fill details for self-declaration and Click "save as Draft "to save the details. Click "Preview" to see the details filled and submit.

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	2	Gender	Male	
	3	Father Name	test	
	4	Spouse name	test	
	5	Identity proof	Aadhaar card	
	6	Identity no.	3424324	
	7	Date of birth	30/01/1990	
	8	Mobile Number	98989898	
	1	Address Line 1	112	
	2	Address Line 2	1212	
	3	Address Line 3	212112	
	4	Division/State	ANDAMAN AND NICOBAR ISLANDS	
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6. Alternatively, you can click "save as Draft "to save now and submit later. A pop message saying "Data saved successfully" will appear. Click "OK".

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7. Click "Submit Button" to submit the application to Head Quarter Level (AD). A pop up saying "Application Saved Successfully" will appear on the screen. Click "OK".

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