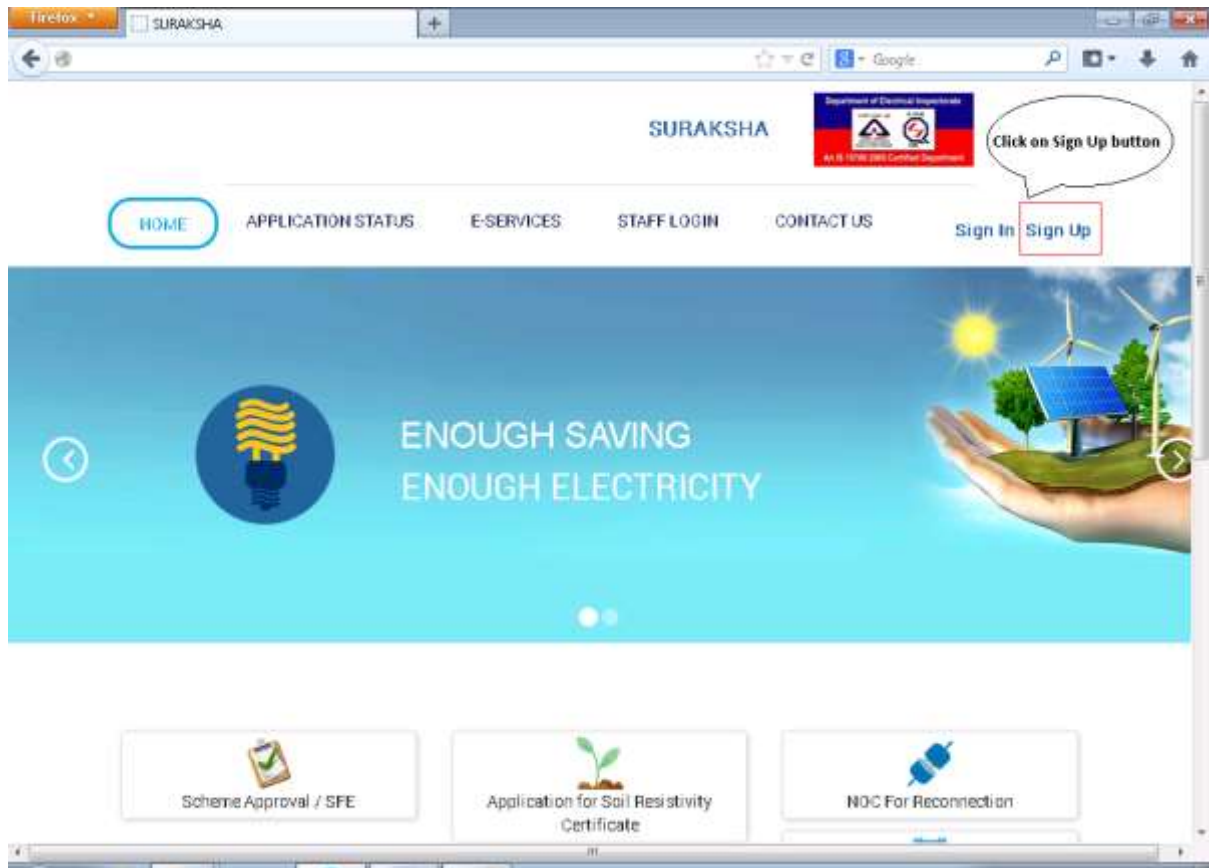


SURAKSHA - NEW USER REGISTRATION

Department of Electrical Inspectorate, Government of Kerala

1. Navigate to **Suraksha Homepage**, using the url 'suraksha.ceikerala.gov.in'. Then click on 'Sign Up' button to navigate to 'User Registration' screen.



2. In **User Registration** page Select 'Applicant Type' from Applicant Type drop down. Two Options are available to choose from: Individual and Organisation.

The screenshot shows a web browser window with the URL 'SURAKSHA'. The page header includes the SURAKSHA logo and the Department of Electrical Inspectorate. The navigation menu contains links for HOME, APPLICATION STATUS, E-SERVICES, STAFF LOGIN, CONTACT US, and Sign In | Sign Up. The main heading is 'User Registration'. The form fields are as follows:

Applicant Type*	<input type="text" value="Applicant Type"/>
House or Building Name / No*	<input type="text"/>
Street*	<input type="text" value="Street"/>
City*	<input type="text" value="City"/>
Country*	<input type="text" value="Country"/>
State*	<input type="text" value="State"/>
District*	<input type="text" value="Choose District"/>
Pincode	<input type="text" value="Pincode"/>
Land Phone	<input type="text" value="Land Phone"/>

3. If Applicant Type selected is Individual, a set of fields will appear, user shall fill in the fields with appropriate values . Of them, User Type drop down has 3 options to choose from Contractor, Public and Supervisor, the fields below them will vary as per the option selected

The screenshot shows a web browser window with the title "User Registration". The browser's address bar shows "SURAKSHA". The form contains the following fields and instructions:

- Pincode**: Text input field.
- User type***: Dropdown menu with "Contractor" selected.
- License No***: Text input field. *This field accepts only numbers*
- Validity Date***: Text input field with a date picker icon. *User can either enter date in dd/mm/yyyy format or select a date from date picker*
- Land Phone**: Text input field. *This field accepts numbers only (Optional)*
- Mobile***: Text input field. *This field accepts numbers only*
- Email***: Text input field. *This field accepts alphabets, numbers and special characters*
- User name***: Text input field. *This field accepts alphabets, numbers and special characters*
- password***: Text input field. *This field accepts alphabets, numbers and special characters*
- Confirm password***: Text input field. *Enter the same characters as entered in Password field*
- Captcha***: Text input field with a captcha image showing "19498". *Enter the Captcha displayed in captcha field*

A blue "Register" button is located at the bottom right of the form. A callout box points to it with the text: "Click on Register button to complete the registration process".

3.a) In User Type drop down, if the option selected is Contractor

3.b) In User Type drop down, If the option selected is Public

The screenshot shows a web browser window with a registration form for SURAKSHA. The form fields and their associated instructions are as follows:

- District***: Choose District (dropdown)
- Pincode**: Pincode (text input)
- User type***: Public (dropdown, highlighted with a red box)
- ID Type***: ID Type (dropdown, with red text: "ID Type drop down has 4 options to choose from: Aadhar, Election ID, Pan Card, and License. User can select any one of these options")
- Id Number***: Id Number (text input, with red text: "This field accepts numbers only")
- Land Phone**: Land Phone (text input, with red text: "This field accepts numbers only (Optional)")
- Mobile***: Mobile (text input, with red text: "This field accepts numbers only")
- Email***: Email (text input, with red text: "This field accepts alphabets, numbers and special characters")
- User name***: User name (text input, with red text: "This field accepts alphabets, numbers and special characters")
- password***: password (text input, with red text: "This field accepts alphabets, numbers and special characters")
- Confirm password***: Confirm password (text input, with red text: "Enter the same characters as entered in Password field")
- Captcha***: Captcha (text input, with red text: "Enter the Captcha displayed in captcha field")

At the bottom of the form, there is a blue "Register" button. A callout box with an arrow pointing to the button contains the text: "Click on Register button to complete the registration process".

3.c) In User Type drop down, If the option selected is Supervisor

4. If Applicant Type selected is Organisation, a set of fields will appear, user shall fill in the fields with appropriate values . Of them, Ownership Type drop down has 3 options to choose from Private, Public and Government, the fields below them will vary as per the option selected

The screenshot shows a web browser window with the SURAKSHA registration form. The form is titled 'SURAKSHA' and has a 'Gmail' tab open. The form fields are as follows:

- Applicant Type***: Organisation (dropdown)
- Organisation Name***: Organisation Name (text input)
- Ownership type***: Private (dropdown)
- Proprietor Name***: Proprietor Name (text input)
- Proprietor Designation***: Proprietor Designation (text input)
- House or Building Name / No***: House or Building Name / No (text input)
- Street***: Street (text input)
- City***: City (text input)
- Country***: Country (dropdown)
- State***: State (dropdown)
- District***: Choose District (dropdown)
- Pincode**: Pincode (text input)
- Type***: Type (dropdown)
- ID Type***: License (dropdown)
- ID Number***: ID Number (text input)
- Land Phone**: Land Phone (text input)
- Mobile***: Mobile (text input)
- Email***: Email (text input)
- User name***: User Name (text input)
- password***: Password (text input)
- Confirm password***: Confirm password (text input)
- Captcha***: 19498 (captcha image) and Captcha (text input)

Annotations on the right side of the form provide instructions for each field:

- Organisation Name***: This field accepts alphabets, numbers and special characters
- Proprietor Name***: This field accepts alphabets, white space characters and periods
- Proprietor Designation***: This field accepts alphabets, numbers and special characters
- House or Building Name / No***: This field accepts alphabets, numbers and special characters
- Street***: This field accepts alphabets, numbers and special characters
- City***: This field accepts alphabets and special characters
- Country***: Select India from Country drop down
- State***: Select Kerala from State drop down
- District***: Select an appropriate district from District drop down
- Pincode**: This field accepts only numbers (Optional)
- Type***: Select Cable TV operator option from Type drop down
- ID Type***: ID Type has 4 options to choose from: Aadhar, Election ID, PAN Card and License
- ID Number***: This field accepts numbers only
- Land Phone**: This field accepts numbers only (Optional)
- Mobile***: This field accepts numbers only
- Email***: This field accepts alphabets, numbers and special characters
- User name***: This field accepts alphabets, numbers and special characters
- password***: This field accepts alphabets, numbers and special characters
- Confirm password***: Enter the same characters as entered in Password field
- Captcha***: Enter the Captcha displayed in captcha field

A callout box at the bottom right points to the 'Register' button with the text: 'Click on Register button to complete the registration process'

4.a) In the Ownership Type drop down, if the option selected is Private

4.b) In the Ownership Type drop down, if the option selected is Public

Applicant Type* Organisation

Organisation Name* Organisation Name This field accepts alphabets, numbers and special characters

Ownership type* Public

Proprietor Name* Proprietor Name This field accepts alphabets, white space characters and periods

Proprietor Designation* Proprietor Designation This field accepts alphabets, numbers and special characters

House or Building Name / No* House or Building Name / No This field accepts alphabets, numbers and special characters

Street* Street This field accepts alphabets, numbers and special characters

City* City This field accepts alphabets and special characters

Country* Country Select India from Country drop down

State* State Select Kerala from State drop down

District* Choose District Select an appropriate district from District drop down

Pincode Pincode This field accepts only numbers (Optional)

User type* User type Select RSEB option from User type drop down

Land Phone Land Phone This field accepts numbers only (Optional)

Mobile* Mobile This field accepts numbers only

Email* Email This field accepts alphabets, numbers and special characters

User name* User name This field accepts alphabets, numbers and special characters

password* password This field accepts alphabets, numbers and special characters

Confirm password* Confirm password Enter the same characters as entered in Password field

Captcha* 19498 Captcha Enter the Captcha displayed in captcha field

Register

Click on Register button to complete the registration process

4. c) In the Ownership Type drop down, if the option selected is Government

Applicant Type* Organisation

Organisation Name* Organisation Name This field accepts alphabets, numbers and special characters

Ownership type* Government

Proprietor Name* Proprietor Name This field accepts alphabets, white space characters and periods

Proprietor Designation* Proprietor Designation This field accepts alphabets, numbers and special characters

House or Building Name / No* House or Building Name / No This field accepts alphabets, numbers and special characters

Street* Street This field accepts alphabets, numbers and special characters

City* City This field accepts alphabets and special characters

Country* Country Select India from Country drop down

State* State Select Kerala from State drop down

District* Choose District Select an appropriate district from District drop down

Pincode Pincode This field accepts only numbers (Optional)

User type* User type User type drop down has 2 options to choose from: Police and PWD

PEM No* PEM No This field accepts numbers only

Land Phone Land Phone This field accepts numbers only (Optional)

Mobile* Mobile This field accepts numbers only

Email* Email This field accepts alphabets, numbers and special characters

User name* User name This field accepts alphabets, numbers and special characters

password* password This field accepts alphabets, numbers and special characters

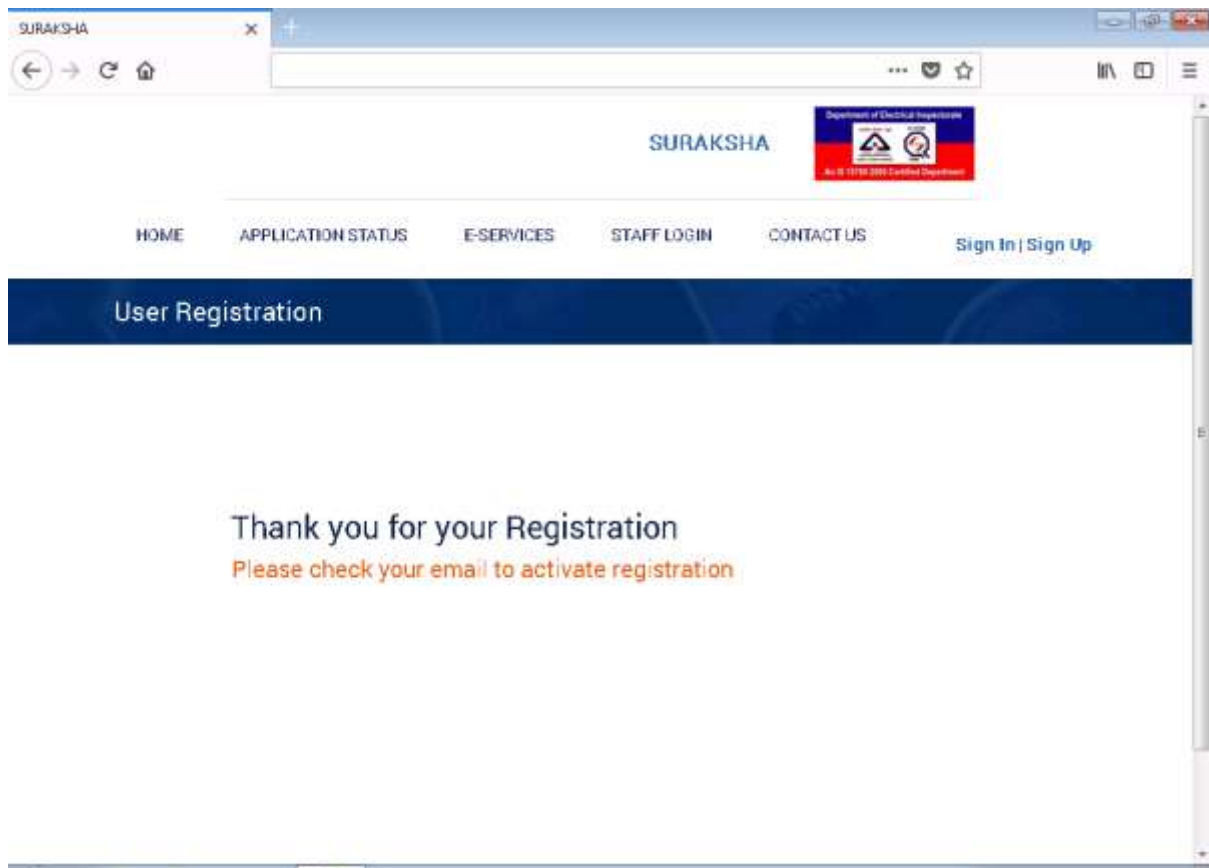
Confirm password* Confirm password Enter the same characters as entered in Password field

Captcha* 19498 Captcha Enter the Captcha displayed in captcha field

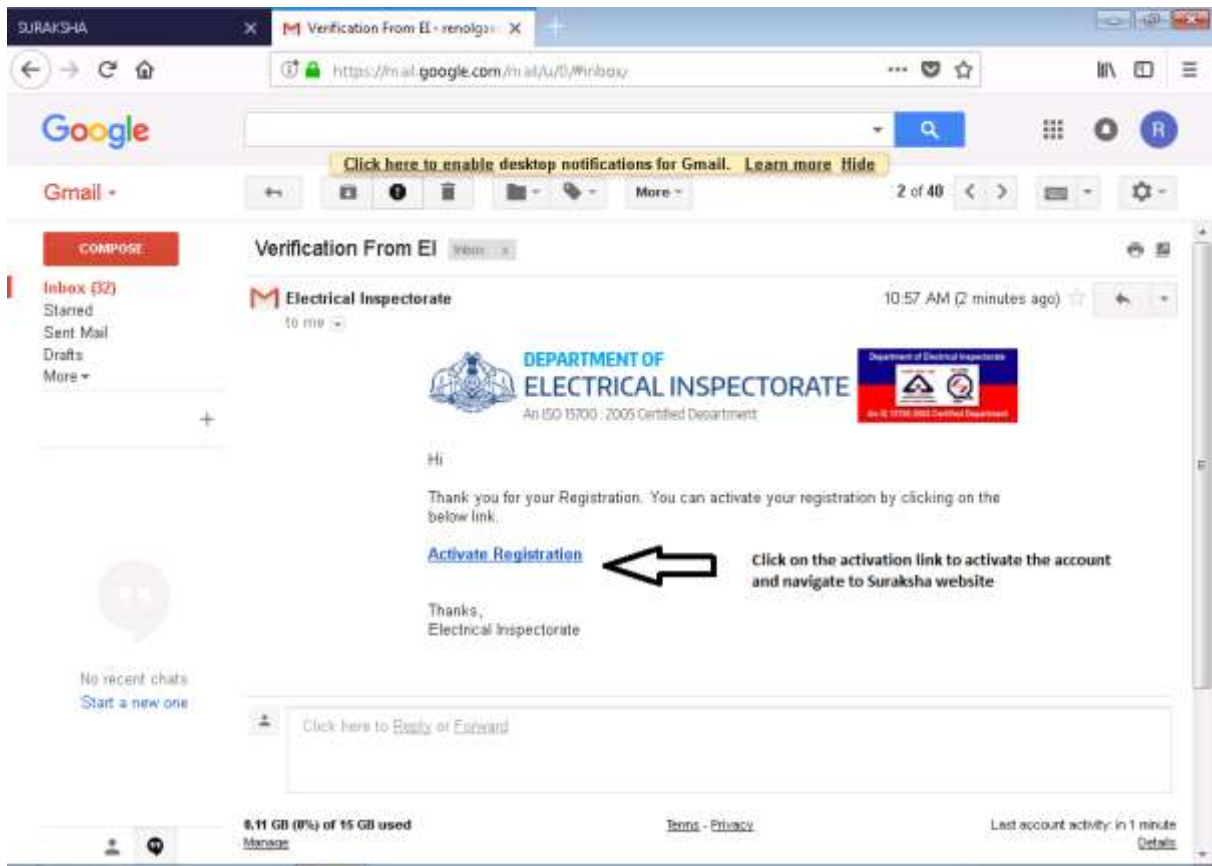
Register

Click on Register button to complete the registration process

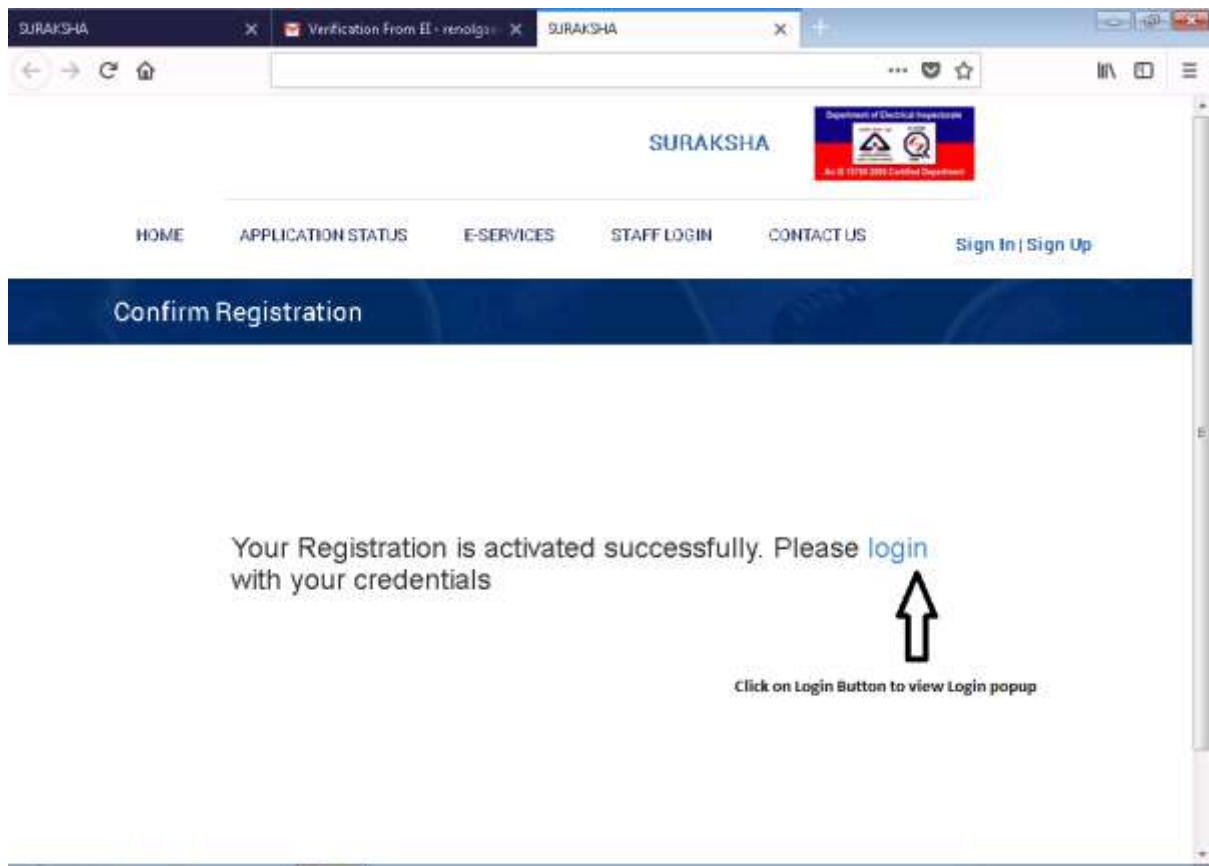
5. Upon clicking the Register button the following page will be displayed



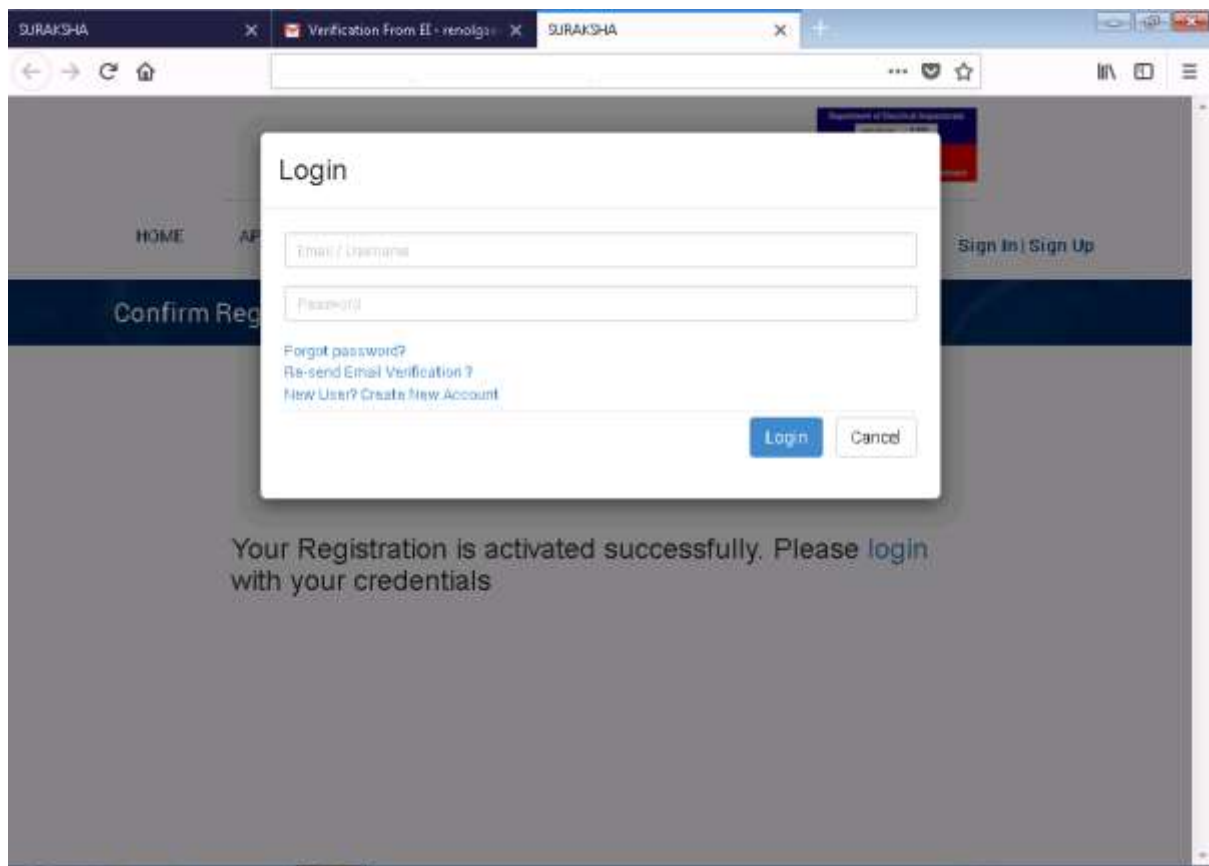
6. Now open the mailbox of the email id, which was used to register in the Suraksha website, and open the mail which contains the activation link of the suraksha account



7. Upon clicking the activation link, the following page will be displayed



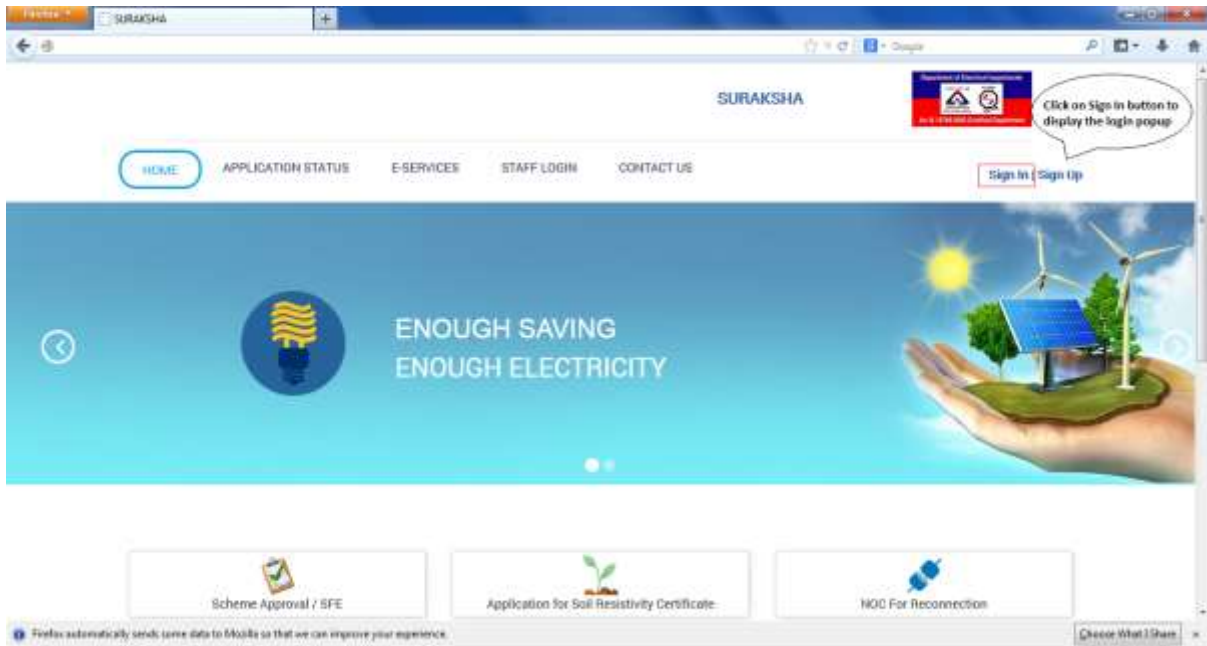
8. Click on the login button to view login popup



SURAKSHA – USER SIGN IN

Department of Electrical Inspectorate, Government of Kerala

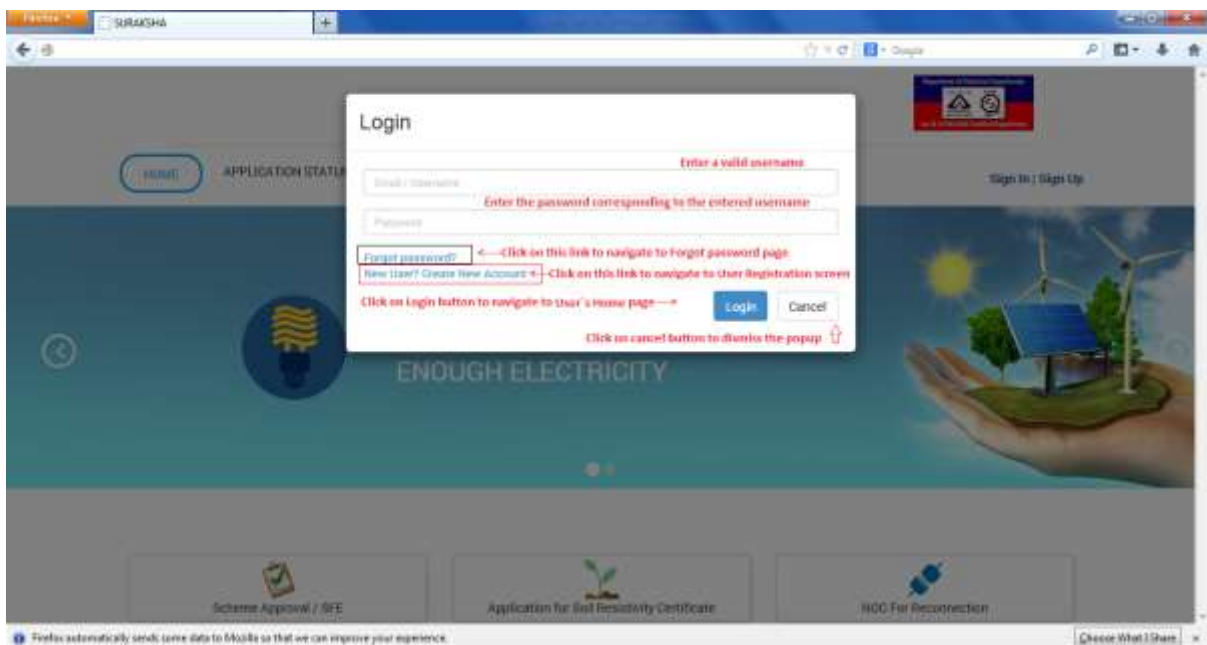
1. Navigate to Suraksha Homepage, using the url 'suraksha.ceikerala.gov.in'. Click on 'Sign In' button to view the 'Login' popup



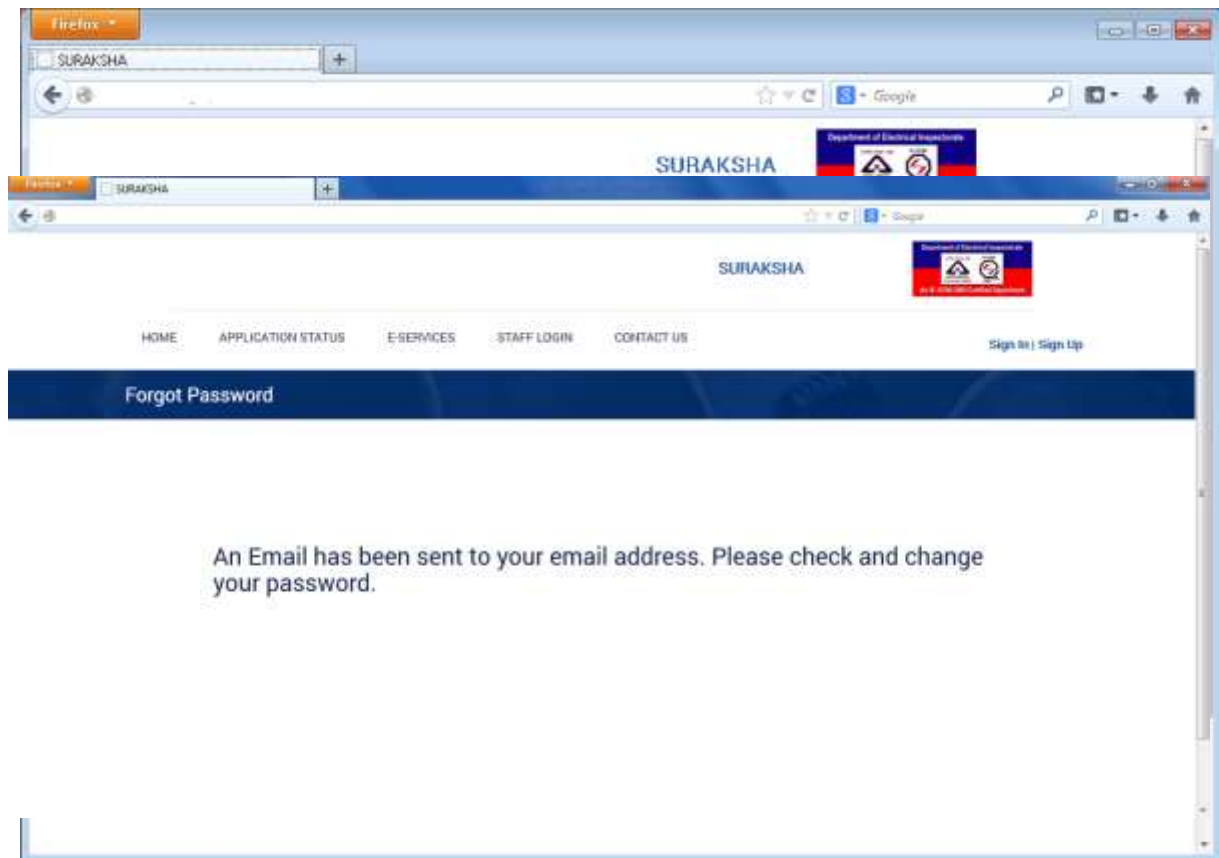
2.a. In Login popup enter a valid username and corresponding password and Click on **Login** button to navigate to **User`s Home** screen.

b. Click on '**New User? Create New Account**' link to navigate to **User Registration** page.

c. Click on '**Forgot Password?**' link to Navigate to **Forgot Password** page

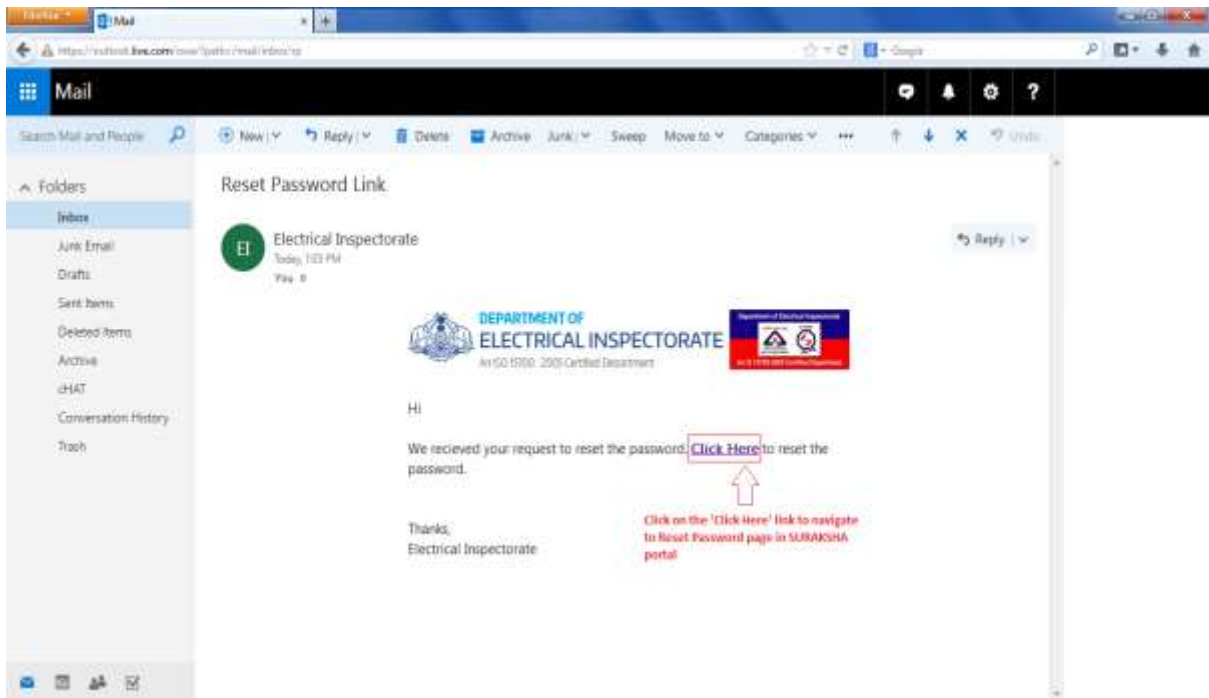


3. On clicking the '**Forgot Password?**' link, user is navigated to **Forgot Password** page. Enter the email id that is used to create the account in the 'Email ID' field and click on '**Send Password Link**' button

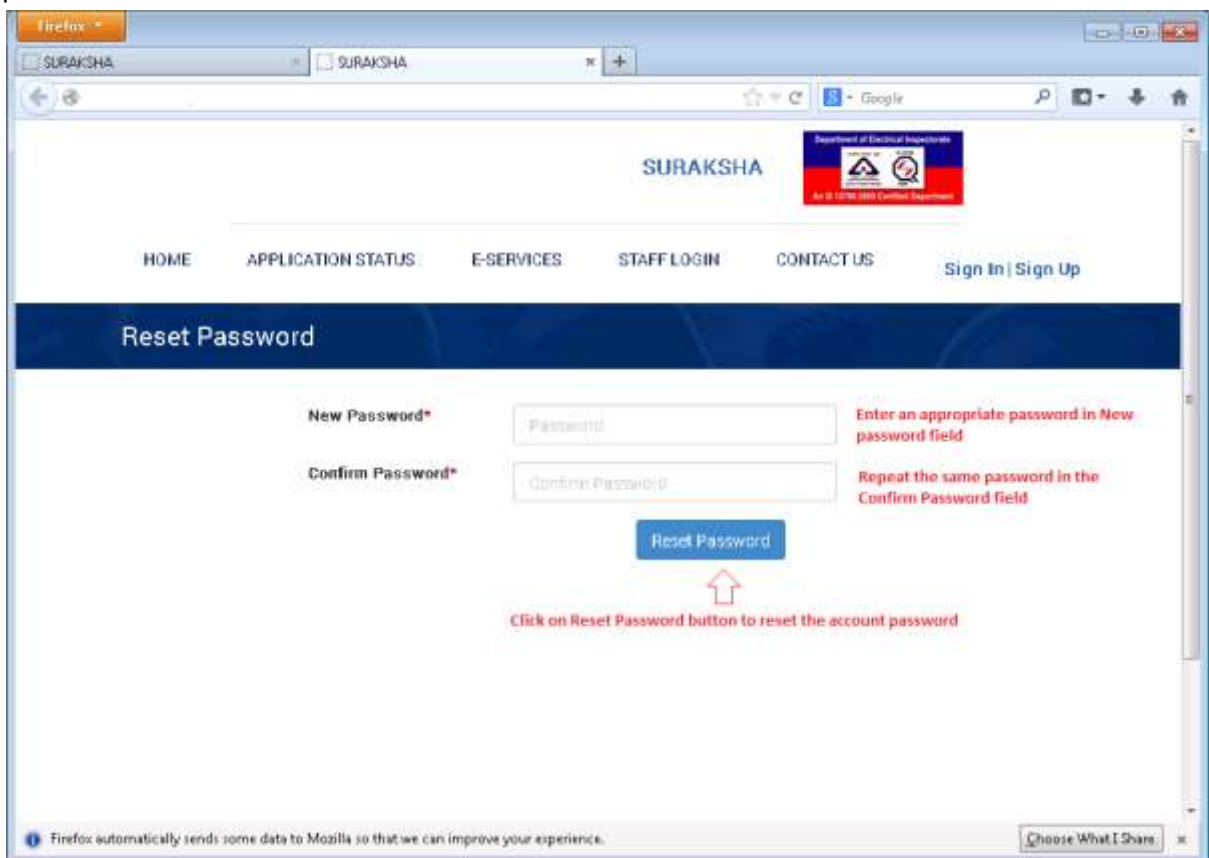


4. On Clicking the '**Send Password Link**' button in 'Forgot Password' page, an acknowledgement message is displayed in the page

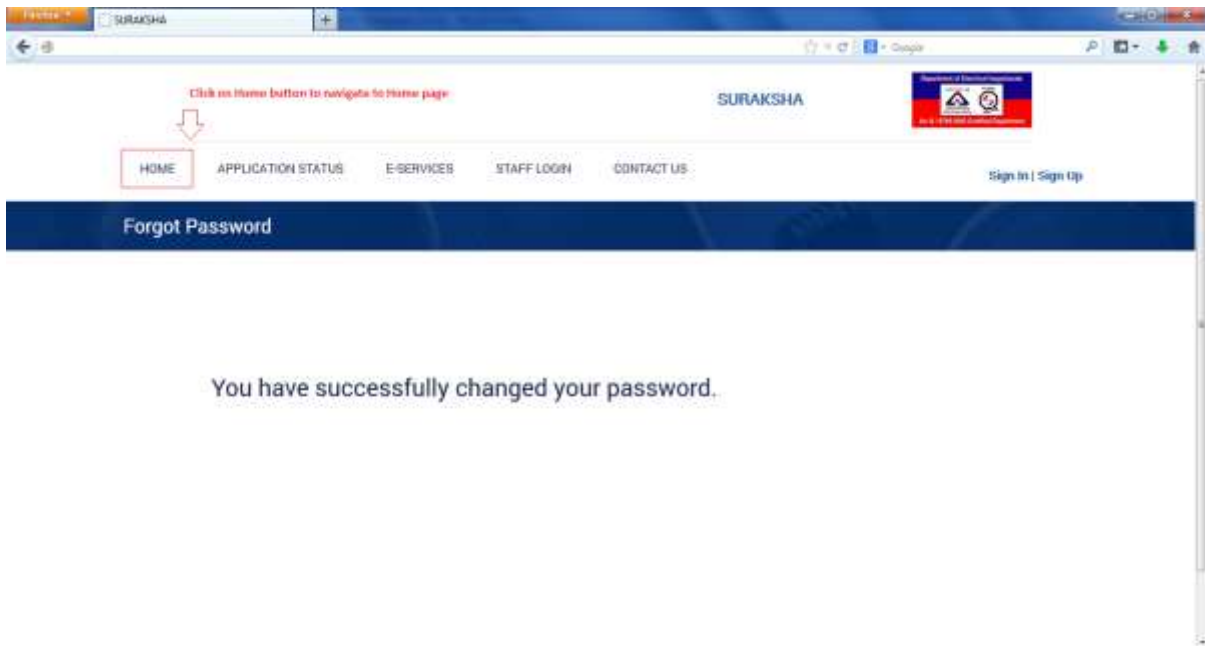
5. Open mailbox and click on the password recovery mail received from the web portal. Click on the **Click here** link in the email to navigate to **Reset Password** page in the SURAKSHA portal



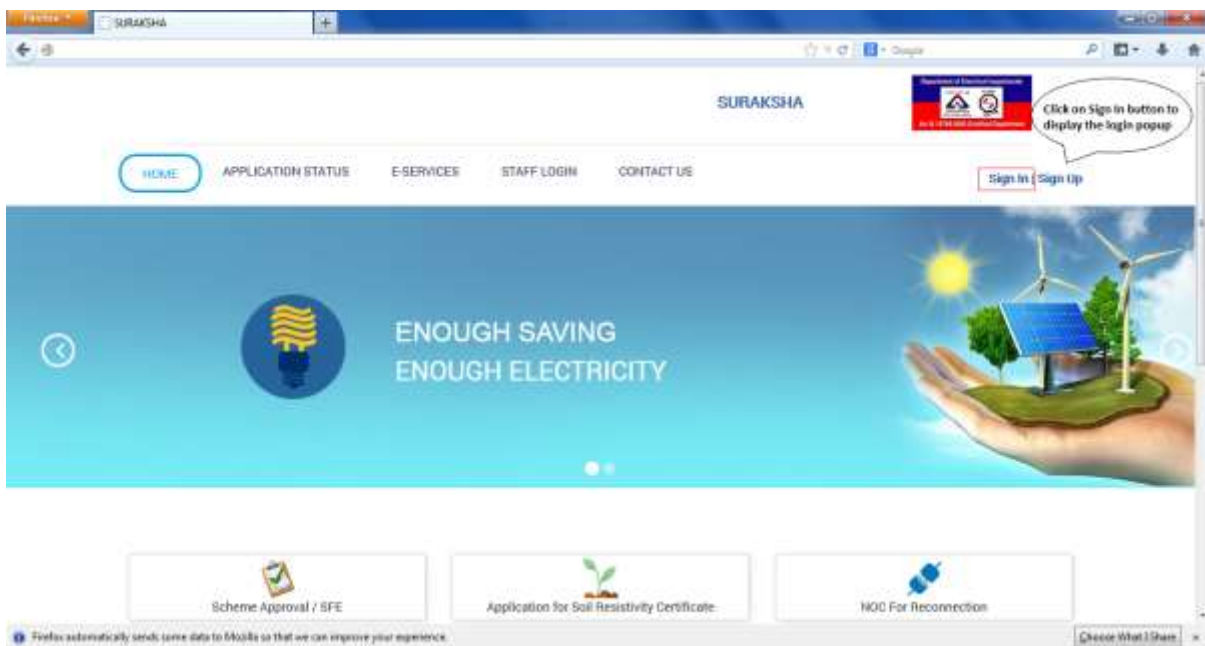
6. On '**Reset Password**' page, enter a password in '**New Password**' field and repeat the same password in '**Confirm Password**' field and Click on '**Reset Password**' button



7. On clicking the '**Reset Password**' button, an acknowledgement message 'Password changed successfully' will be displayed. Click on Home Button to navigate to Home page



8. Click on 'Sign In' button to view the 'Login' popup .



9. In Login popup enter a valid username and corresponding password and Click on **Login** button to navigate to **User's Home** screen. Username of the logged in user will be displayed at the top right of the page

