USER MANUAL

IDMS- One Time Registration

(For Factory/Boiler Owners)

1. Prerequisites for OneTime Registration

Before Applying Online,Factory/Boilers owners should have a scanned copy of thier :-

1.Photograph(Recent Passport Size photo must be 20-50 KB in file size and 4.5 cm X 3.5 cm in dimensions).

2.Signature(Signature must be in 10-20 Kb in size and 4.5cm X 3,5 cm in dimensions).

3.Identity Card(Aadhar,Passport,Driving License,Election ID),File size must be 100-200 Kb in Size.

* Scanned images must be in .jpg/.jpeg format only.

Have Valid Personal e-mail ID : IDMS may send login credentials , other information etc through registered e-mail ID.In case a factory owner does not have a valid e-mail ID he/she should create his/her new e mail ID before applying on line and must maintain that e mail account.

Have a valid mobile number : IDMS may send login credentials, various alerts, other information etc. through the registered mobile number.

2. User Login

Users can access the public user website in the browser screen using the url
https://idms.fabkerala.gov.in/fabnet/UserLogin.do as shown above.

Registered users can login to the application using their Username(registered E mail id) and Password.
New users have to click [New Registration] link to request for login credentials.

3. New Registration

On clicking the [New Registration] link new user registration page will be displayed. Fill up the details given in the page. Mandatory fields are marked using *. Select the name of Identification document from the list and attach the document by clicking Browse button. Also attach the Photograph and Signature.
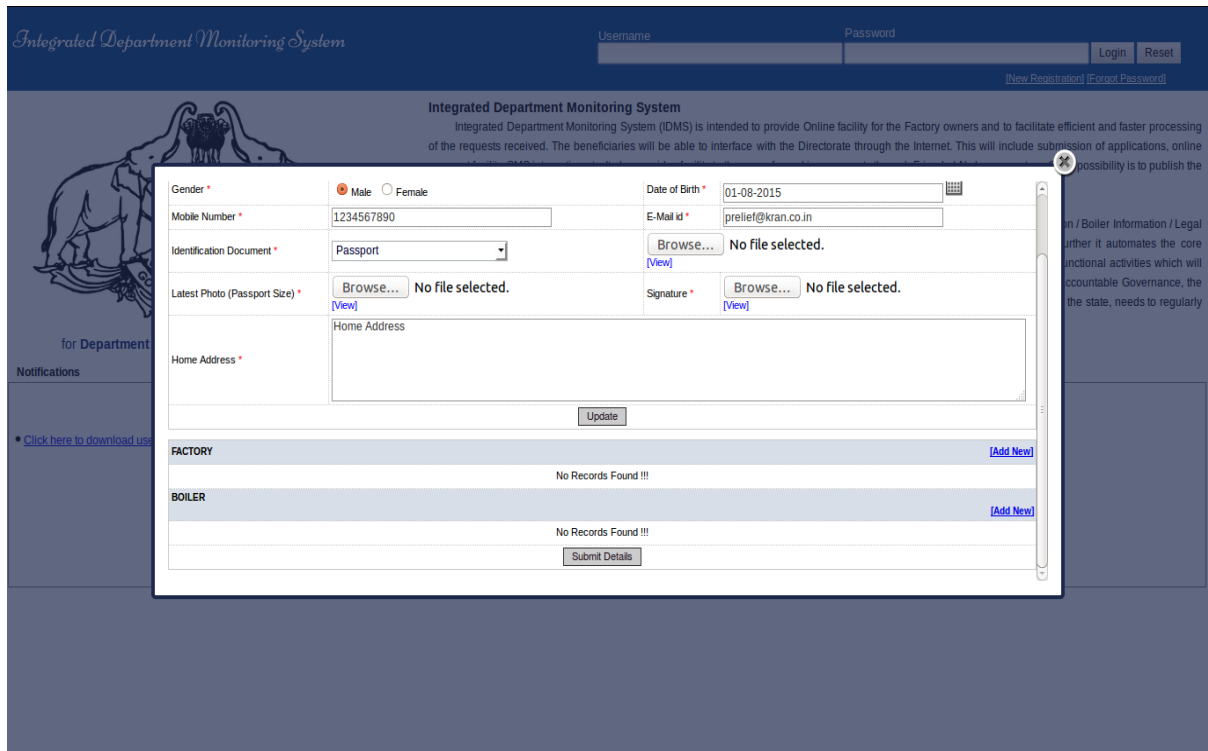
Once the basic details are saved, provision for entering Factory Details and Boiler Details will be shown there. New and existing factory/boiler details can be entered here.

New Factory Details can be entered by clicking [Add New] provided on the right hand side of Factory Tab.
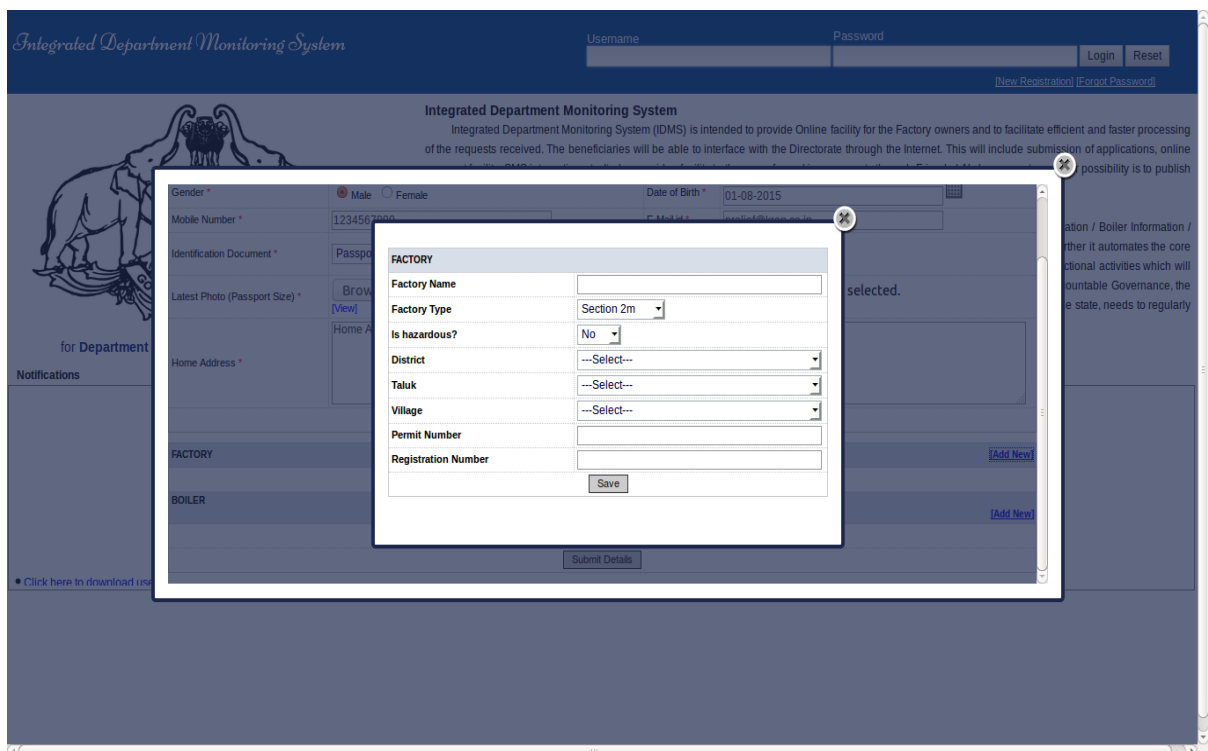
For a new factory, permit number and license number may be left blank.

New Boiler can be entered by clicking [Add New] provided on the right hand side of Boiler Tab
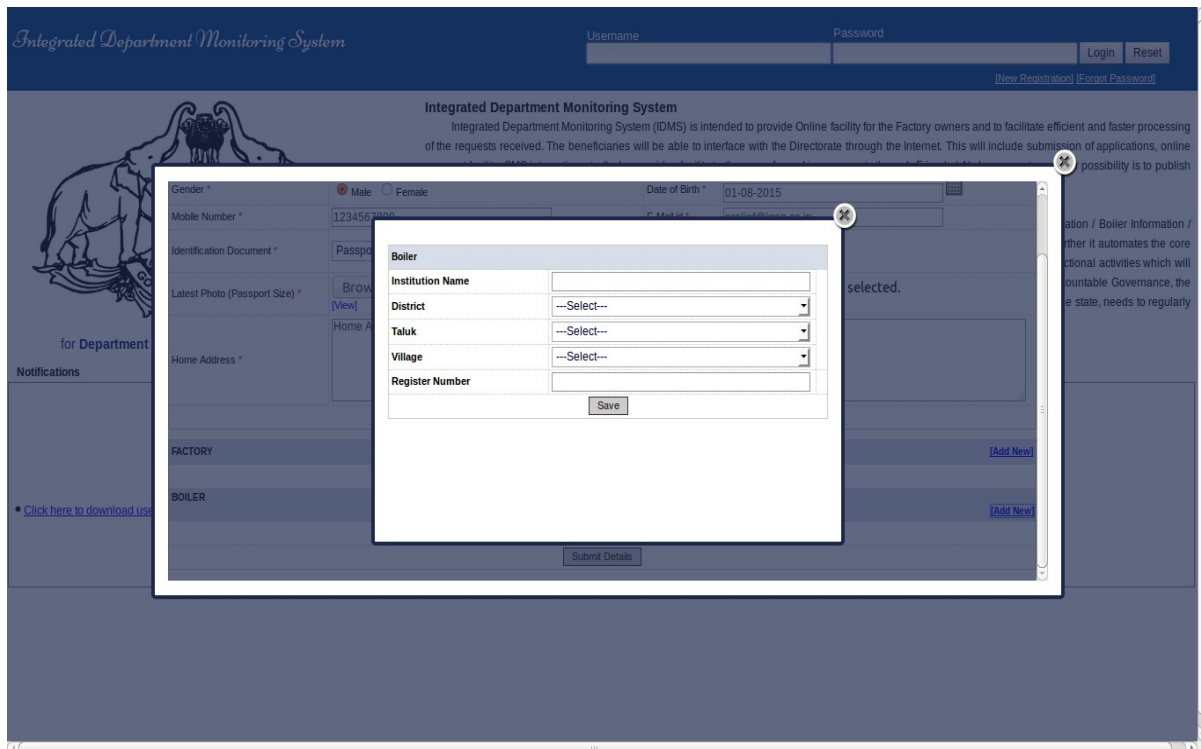
For a new boiler, Register number may be left blank. User can submit the details by clicking Submit Details button located at the bottom of the page.

After proper verification by the department, your request may be approved or rejected. On approval, you will get an email alert as well as SMS alert regarding the login credentials.

4. Home Page

Registered users will be able to view the list of Factories in the home screen. The active Factories will be listed in Green and those which are inactive will be listed in Red .

On clicking an active factory name user will be able to view the workspace of a particular factory.

5. Work Space
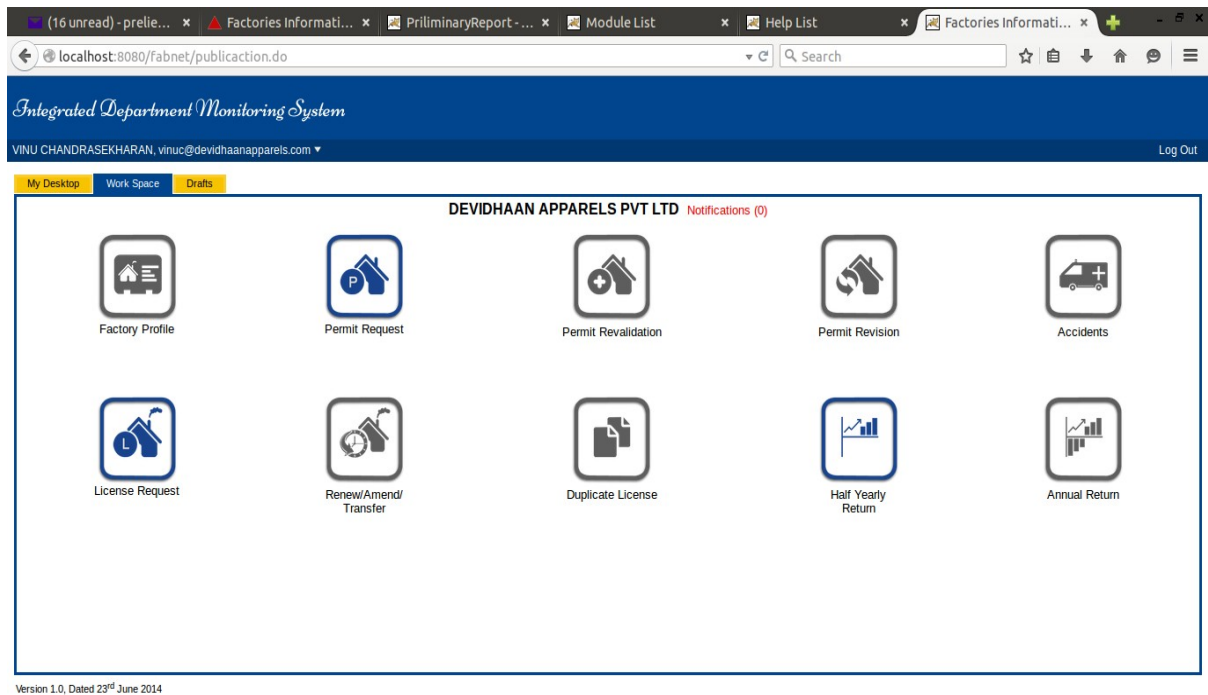
User will be able to use the workspace for applying of New Permit, Permit Revalidation, Permit Revision, New License, Renewal/Amendment/Transfer of License etc.

Requests which are not submitted from the user side will be saved in the **Drafts** tab.