## SURAKSHA - NEW USER REGISTRATION

Department of Electrical Inspectorate, Government of Kerala

Department of Electrical Inspectorate

SURAKSHA

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.

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	User Regi	stration			- Carlos	100		
		Applicant Type*	Applic	ant Type				
		House or Building Name / No*	Organisa Individur	otype ition i				
		Street*						
		City*						
		Country*	Countr	Ŷ				
		State*	State					
		District*	Choose	District				
		Pincode						
		Land Phone	Limit Phr	hi.				

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

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	Pincode	Pinteste	
	User type*	Contractor	-
	License No*	Conserver No.	This field accepts only numbers
	Validity Date*		User can either enter date in dd/mm/yyyy format or select a date from date picker
	Land Phone	Lind Plants	This field accepts numbers only (Optional
	Mobile*	MODIM	This field accepts numbers only
	Email*	(insi)	This field accepts alphabets, numbers and special characters
	User name*	User runtes	This field accepts alphabets, numbers and special characters
	password*		This field accepts alphabets, numbers and special characters
	Confirm password*	Confire passeone	Enter the same characters as entered in Password field
	Capteha*	19498 Centre	Enter the Captcha displayed in captcha field
		<	Click on Register button to complete the registration process

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

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	User type*	Public							
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	Id Number*	1d Number* of these options This field accepts num							
	Land Phone	Land Photos	This	This field accepts numbers only (Opti This field accepts numbers only					
	Mobile*	Mobile	Thi						
	Email*	1(m)	This	s field accepts alpha scial characters	bets, n	umbers a	ers and		
	User name*	Mare marsa	This	s field accepts alpha cial characters	s alphabets, numbers and 3 s alphabets, numbers and 3				
	password*		this	s field accepts alpha cial characters					
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		Regist		lick on Register butt omplete the registra	on to stion pr	ocess			
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3.b) In User Type drop down, If the option selected is Public

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

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	Applicant Type"	Repartmenton	
	Organization Mame*	Transformer August	This field accepts alphabets, numbers and spacial sharpeters
	Ownership type*	Pirate	special characters
	Proprietor Name*	Pagina dara	"This field accepts alphabets, white space characters and periods
	Proprietor Designation*	Angelene (Bergargian)	This field accepts alphabets, numbers
	Hoese or Building Name 7 No*	Numer Falling Server 51	This field accepts alphabets, numbers and special characters
	Street*	100	This field accepts alphabets, numbers
	City*		and special characters This field accepts alphabets and special
	Coastry"	0sunty 💌	characters Select India from Country drop down
	State*	Rose	Select Kerala from State drop down
	District"	Choose Dimits	Select an appropriate district from District
	Placede	(heads)	This field accepts only numbers (Optional)
	Ty per*		Select Cable TV operator option from Type
	18 Type*	Literne	ID Type has 4 options to choose from:
	fd Mansher*	if house (	Aadhar, Election ID, PAN Card and License This field accepts numbers only
	Land Phone	and Print.	This field accepts numbers only (Optional)
	Mobile*	80W .	This field accepts numbers only
	Lan (P	344	This field accepts alphabets, numbers and special characters
	liser name*	the loss (	This field accepts alphabets, numbers and special characters
	pessword*	( special	This field accepts alphabets, numbers and special characters
	<b>Confirm password</b> *		Enter the same characters as entered in Password field
	Capte ha*	10408	Enter the Captcha displayed in captcha field

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"	liganisation	۲	
Organization Mame*	Topologie Name 1		This field accepts alphabets, numbers and
Ownership type*	Pablic		special characters
Proprietor Name*	Papiers Name		This field accepts alphabets, white space characters and periods
Proprietor Devignatios*	Augustani (Sargarya)		This field accepts alphabets, numbers
House of Building Mame J No*	Transford States (St.		This field accepts alphabets, numbers
Store1*			and special characters This field accepts alphabets, numbers
£ny*			and special characters This field accepts alphabets and special
Constry*	Daunty		characters Select India from Country drop down
State*	Russ		Select Kerala from State drop down
District*	Ohoose District		Select an appropriate district from District drop down
Piscode			This field accepts only numbers (Optional)
liser type*			Select KSEB option from User type drop down
Last Phose	Sand Thomas		This field accepts numbers only (Optional)
Mobile*	10.00		This field accepts numbers only
Email*			This field accepts alphabets, numbers and special characters
liner same"			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
Capicha*	10408		Enter the Captcha displayed in captcha field
		Regime	Click on Register button to complete the registration process

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

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Organization Mame*	Transformer Same		This field accepts alphabets, numbers and
Ownership type*	0premment		special characters
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Proprietor Descignation*	(Arighteen Statigtapley )		This field accepts alphabets, numbers
House or Building House 7 Hot	$\Psi_{1,2} = F_{2} (\Omega_{12} \log \gamma^{-1} h) \ . \label{eq:Point}$		This field accepts alphabets, numbers
Sinset*			This field accepts alphabets, numbers
City*			and special characters This field accepts alphabets and special
Country"	Diuntite		characters Select India from Country dron down
State*	Brass		Select Kerala from State drop down
Distric #	Physical Distance		Select an appropriate district from District
Placede	- Groupe primer.		drop down This field scenate and supplies (Ontional)
			This field accepts only numbers (Optional)
liser type"	Unertype	•	User type drop down has 2 options to thoose from: Police and PWD
PEN No*	210.04		This field accepts numbers only
Land Phone	(and Paris)		This field accepts numbers only (Optional)
Mobile*	a100 -		This field accepts numbers only
Email	Terr		special characters
Rate same*	lite event		This field accepts alphabets, numbers and special characters
password*	a second		This field accepts alphabets, numbers and special characters
Coeffice passwood*	in the second		Enter the same characters as entered in Password field
Capicha*	10400 Instate		Enter the Captcha displayed in captcha field
	10430	Regime 5	Click on Register button to complete the registration process

Department of Electrical Inspectorate

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

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		You with	ur Registration n your creder	n is activate Itials	ed successful	lly. Please log Click on Login Button to	in } view Login popup			E
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8. Click on the login button to view login popup

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## 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

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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

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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

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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

