

How to register on the KPME portal

- **Establishment Name**
 - Enter name of the Establishment to be registered
- **Establishment Address**
 - Enter address of the Establishment Premises located
- **Owner Name**
 - Enter name of the Establishment Owner
- **Establishment Type**
 - Select Type of Establishment from the drop down list
 - Charitable
 - Non Profit
 - Partnership
 - Proprietary
 - Public Ltd.
 - Pvt Ltd.

- **Ownership Type**
 - Select Type of Ownership from the drop down list
 - Chairman
 - Manager
 - Owner

- **State**
 - Default it will be Karnataka
- **Area**
 - Select Establishment belongs to BBMP / ULB / Other Area
 - If establishment belongs to BBMP area then select name of the Taluk & name of the Ward from the drop down list
 - If establishment belongs to ULB area then select name of the Taluk & name of the Town from the drop down list
 - If establishment belongs to Other area(other than BBMP & ULB) then select name of the Taluk and name of the Village from the drop down list

- **District**
 - Select name of the District from the drop down list
- **Pin Code**
 - Enter valid 6 digits Pin Code
- **Landline Phone no with STD code**
 - Enter valid 11 digit Landline no (with STD code) this will be used for further Communication
- **Mobile No**
 - Enter Valid 10 digit Mobile Number this will be used for further Communication

- **Fax No**
 - Enter valid 11 digit Fax no this will be used for further Communication
- **E-mail id**
 - Enter valid e-mail id this will be used for further Communication
- **User name**
 - Enter valid User name (Username should be minimum 8 nonblank characters and should be of alphanumeric).
- **Web site Address**
 - Enter web site address of the Establishment
- **Password**
 - Enter valid password (Password should be minimum 8 non blank characters and atleast 1 digit, 1 alphabet , 1 Special Character (@ \$! % * # ? &)
 - Username & Password should not be the same & must be different
- **Confirm Password**
 - Enter Confirm password ie Retype the password entered above
- **Latest Photo of the Owner**
 - Upload the latest Photo of the Owner (same photo will be printed on the Licence certificate). Photo to be uploaded should be of .jpg file and of maximum size 15 kb. Click on the Browse button & select the file which needs to be uploaded.
- **Register**
 - Click on the Register button to register on the portal

Note : * denotes compulsory fields

Username & Password should be noted down to login to the portal after registration.

Take the print out of the Registration Slip for future reference.

After Registration if the application is not filed within 15 days then the username is disabled permanently.(ie after registration if the application submission process is not started within 15 days)