User Manual for Establishment Registration - Pradhan Mantri National Apprenticeship Mela

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1   Introduction

The *User Manual for Establishment Registration – Pradhan Mantri National Apprenticeship Mela* is designed to provide information on, how a new user can register as an Establishment. The Establishment can perform the following functionalities as listed.

- Registration
  - o Active Establishment Login ID
  - o First-Time Login
- Apprenticeship Mela Location
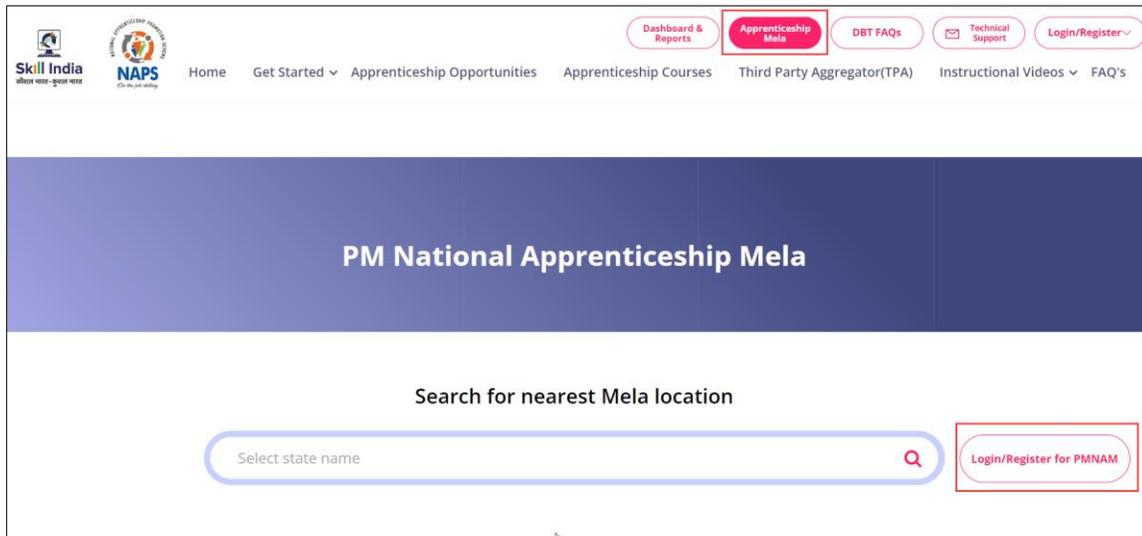- View Apprenticeship Statistics and State – wise e – KYC Map

2 Registration

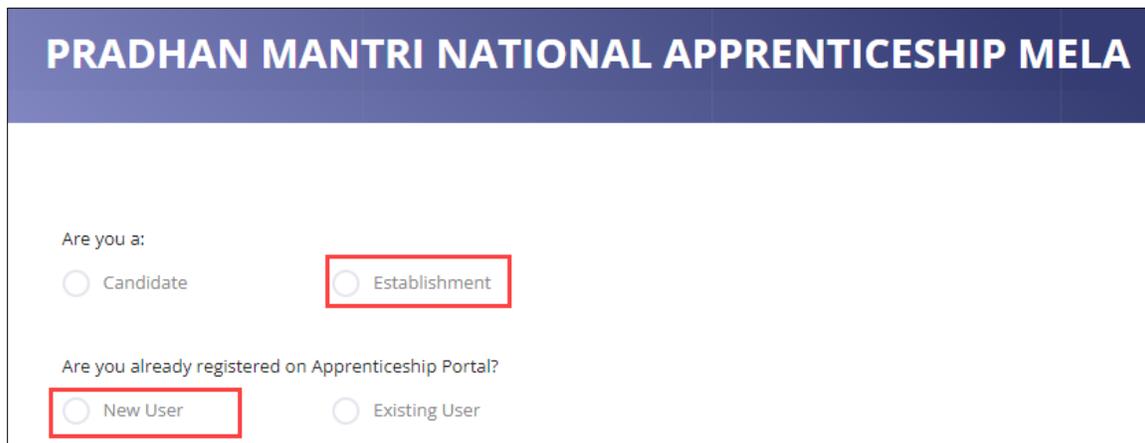The **Registration** section allows the new user to register as an Establishment.

To **Register,** the new Establishment on the Appenticeship India website do as follows.

➢ Click **Login / Register for PMNAM**, the **PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA** screen appears.

➢ Select **Establishment** and **New User** from the given list, the **Register as a Establishment** screen appears.

➤ The **Register as a Establishment** screen hosts *two* sections as listed below

- Register as a Establishment
- Establishment Details

➤ The **Register as an Establishment** screen allows to select Apprenticeship Mela location preferences details such as Year, Month, State, District, and PMNAM Centre from the drop – down list.
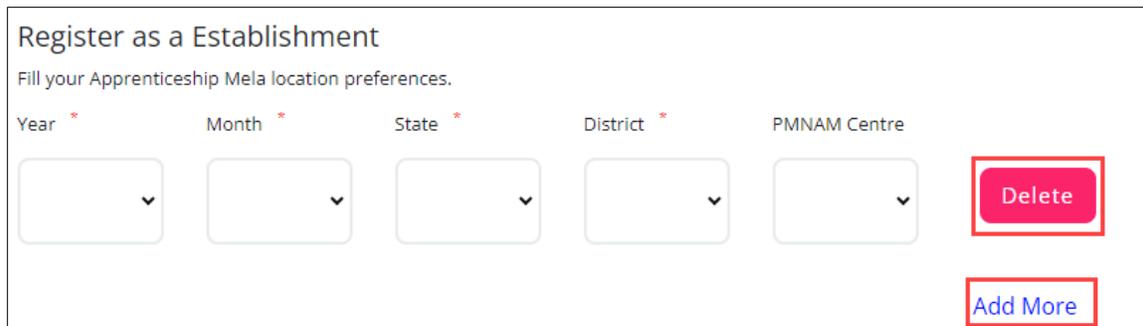
➤ The **Register as a Establishment** screen also allows to Delete and Add More Apprenticeship Mela location preferences.

Note: The Establishment can add more than one apprenticeship mela location preference.

➢ The **Establishment Details** section allows to enter Name, PAN Number, Address Line 1, Address Line 2, City, and Pin Code.

Establishment Details

Name of the Establishment *

[Enter Establishment Name]

Establishment Type *

[Select Establishment Type ▾]

Registration Type *

[Select Registration Type ▾]

PAN Number

[Enter Number]

Address Line 1 *

[Enter Address Line 1]

Address Line 2

[Enter Address Line 2]

City *

[Enter City]

Pin Code *

[Enter Pin Code]

➢ The **Establishment Details** section also allows to select Establishment Type, and Registration Type from the drop – down list.

➢ The **Establishment Details** section also allows to select State, and District from the drop – down list.

➢ The **Establishment Details** section also allows to enter Name of the Contact Person, Mobile Number, Landline Number, Official Email ID, Confirm Email ID, Password, and Confirm Password.

➢ Select **Are you engaging apprentices under BOAT/NATS** from the checkboxes.

➢ Select the *Checkbox*, to accept the "*User Terms*," "*Privacy Policy*," and "*Disclaimer*".

➢ Click **Submit**, the **Registered successfully** screen appears along with the Establishment registration number.

Registered successfully !!

Please check your email for activation!

Please note this Apprentice Code

E06232700187

OK
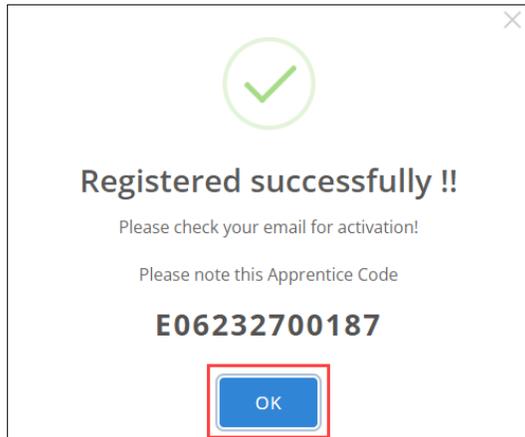
➢ Click **OK**, the **Activate** screen appears.

2.1 Activate Establishment Login ID

The successfully registered Establishment will receive the activation email to the registered mail ID.
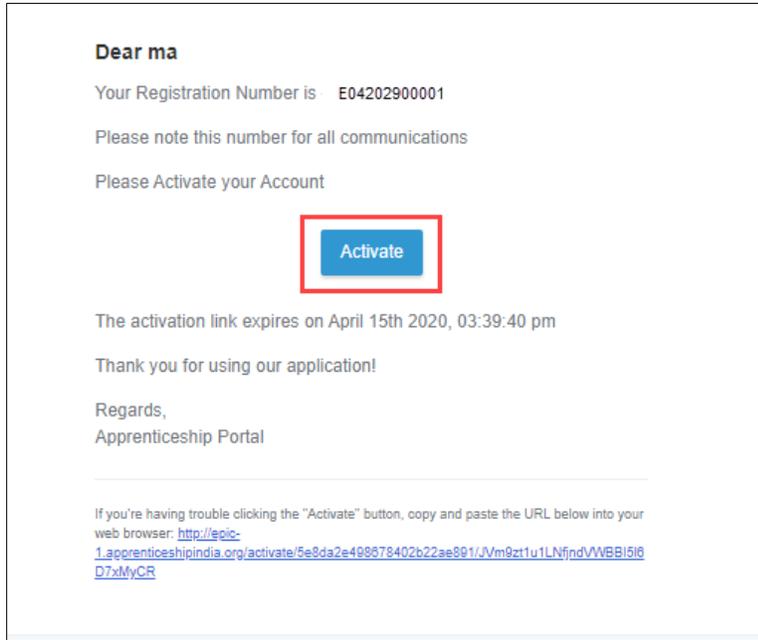
> The activation mail displays the information of the Establishment such as Establishment Name, Registration Number, and also contains the information on the activation link expires on date/time.

> Click **Activate**, to activate the login credentials and to navigate to the **First Time Login** screen.

2.2   First Time Login

The **First Time Login** screen allows the Establishment to login to apprenticeship portal and to complete the Establishment Registration.
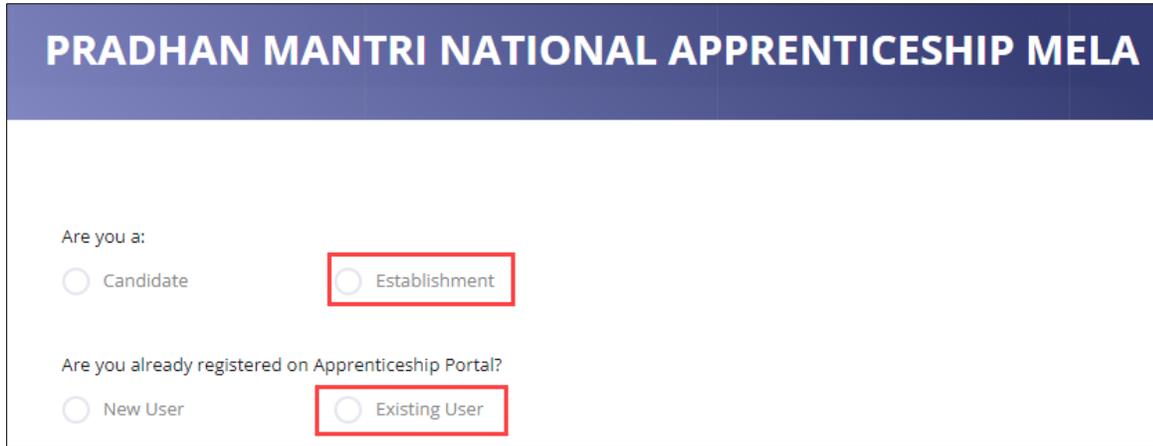
> Select **Establishment** and **Existing User** from the given list, the **Fill your profile details** screen appears.

> The **Fill your profile details** screen allows to enter email address.

> Click **Verify**, the **Establishment details** screen appears.

> The **Establishment Details** screen displays establishment details such as Email ID, and Establishment Code.

Establishment Details

Email ID: tabbu30dange@gmail.com

Establishment Code : E12222700115

Details are validated, fill your PRADHAN MANTRI NATIONAL APPRENTICESHIP MELA (PMNAM) Location(s) Preferences.
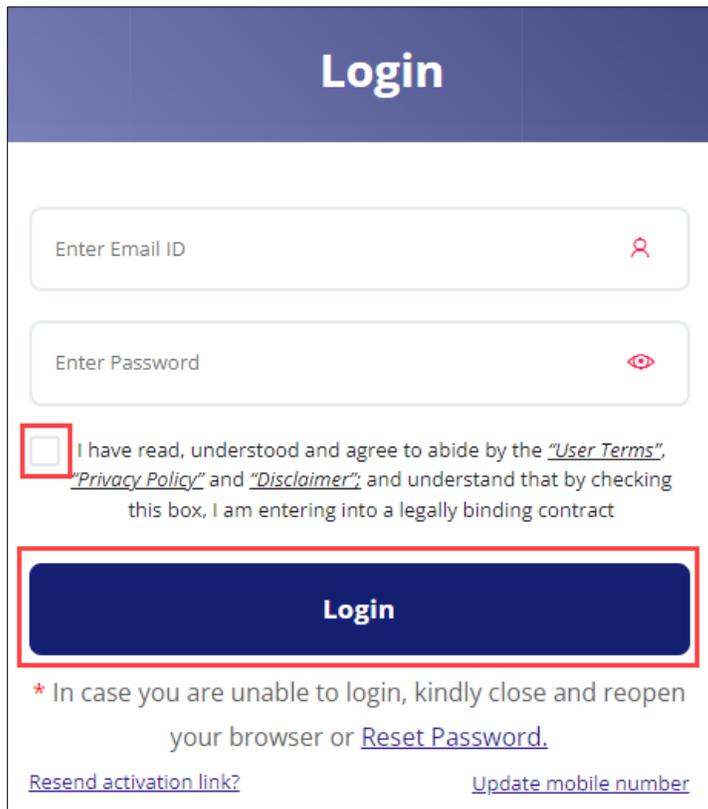
Fill your Apprenticeship Mela location preferences.

Year *	Month *	State *	District *	PMNAM Centre
2023	Jun	Maharas	Latur	

Delete

Add More

Submit

> The **Establishment Details** screen also allows to select Apprenticeship Mela Location preference such as Year, Month, State, District, and PMNAM Centre from the drop – down list.

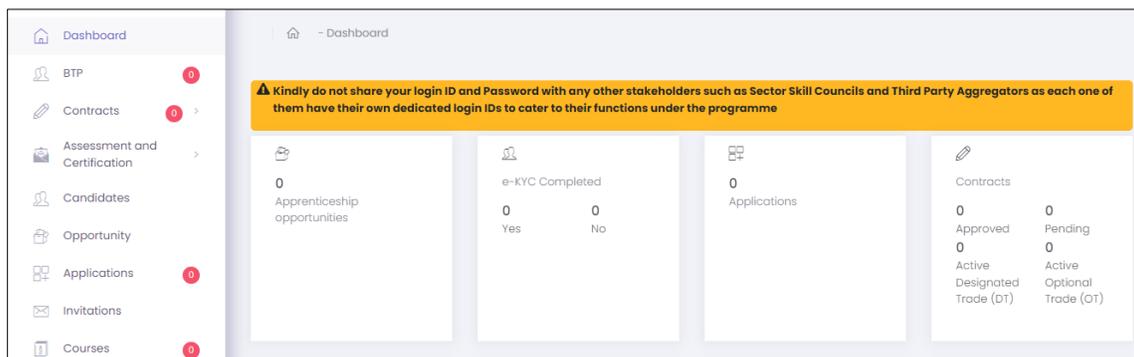> Click **Submit**, the following screen appears.

Details saved successfully!

Your preferences have been saved in profile.

Login to change or add your location.
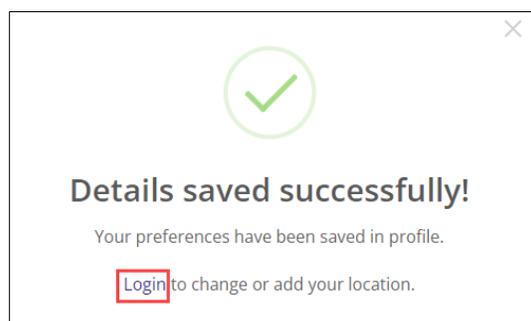
> Click **Login**, to navigate to the **Login** screen.

➤ The **Login** screen allows to enter Email ID and Password.

➤ Select *checkbox* to **agree the User Terms, Privacy policy, and Disclaimer**.

➤ Click **Login**, the **Dashboard** appears.

3 Apprenticeship Mela Location

The **Apprenticeship Mela Location** screen allows to view the apprenticeship mela location preferences.

> The **Apprenticeship Mela Location Listing** screen displays State Name, District name, Duration, PMNAM Centre, and Actions.

4   View Apprenticeship Statistics and State – wise e-KYC Map

The **Apprenticeship Statistics and State – wise e – KYC Map** screen allows Establishment to view details of Apprenticeship such as number candidates enrolled and number of opportunities for the required states.

To Navigate
Home - - > Dashboard
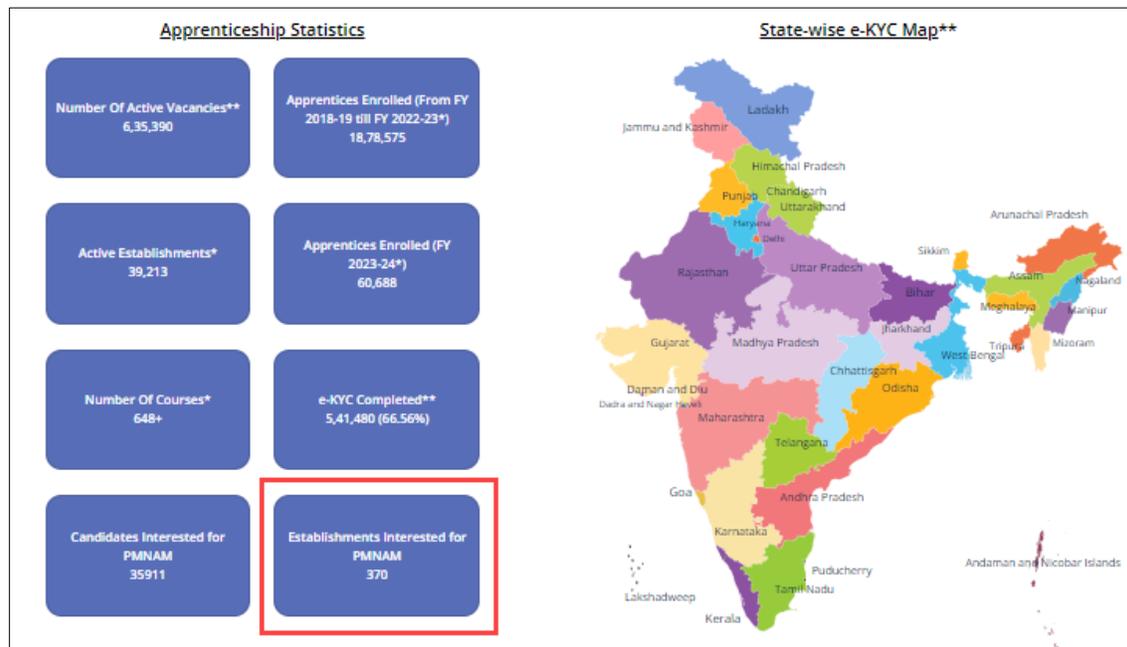
> The count of Establishment Interested for PMNAM will be increased after successful registration of Establishment.

Note: The count of Establishment Interested for PMNAM will be updated from last month second Monday to current month second Monday.