



## HRMS 1.0 - KASS Mobile Application

# Family Dependents Data Entry using KASS Mobile Application

First the user has to Login to <https://hrms.karnataka.gov.in>  
Click on [HRMS-Enroll Webportal](https://hrmsenroll.karnataka.gov.in) and go to <https://hrmsenroll.karnataka.gov.in>  
THEN DOWNLOAD EMPLOYEE AADHAR APK TO YOUR MOBILE PHONE

This mobile application provides provision to add, modify or delete employee dependent information.

### New User Registration

#### 1. Registration:

First Time User - Register (One Time)

The screenshot shows the 'LOGIN' screen with fields for 'KGID/USERID', 'Password', and 'Enter Captcha'. There are buttons for 'VERIFY', 'GET OTP', 'LOGIN', 'RESET', and 'New User'. The 'New User' button is highlighted with a red box.

#### Click on NEW User

The Employee has to key in his/her KGID number, Captcha and click on "Verify".

Click on **GET OTP**, OTP will be sent to the associated mobile number and user has to key in OTP and Verify.

\*Note: If any changes in mobile number, kindly contact DDO to update the mobile number in HRMS-1 Application.

The screenshot shows the 'NEW USER' registration screen with fields for 'KGID/USERID', 'Mobile Number', and 'Enter OTP'. There are buttons for 'GET OTP', 'SUBMIT', and 'Back To Login'. A note at the bottom states: 'Note : OTP will be sent to the registered mobile number in HRMS1'.

#### 2. Set Password:

Set the desired password and confirm the same

The screenshot shows the 'NEW USER SET PASSWORD' screen with fields for 'Password' and 'Confirm Password'. Both fields contain 'Test@123'. There is a 'SAVE' button and a 'Back To Login' link. The password fields and the 'SAVE' button are highlighted with red boxes.

If Entered OTP is valid, then Application allows you to set the password.

User has to enter the password as per Password Policy and Re-enter in "Confirm Password".

Then click on "SAVE"



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### 3. User Login:

- User enters the KGID No, Password and Captcha displayed on the screen and clicks on **“VERIFY”**.
- After User ID is verified, clicks on **“GET OTP”**.
- User receives the OTP on the registered mobile number
- User enters the OTP and clicks on **“LOGIN”**
- User logs in to the application successfully.

### 4. Forgot Password:

Click on “Forgot Password” on User Login Screen

Enter the “KGID NO”.

Click on “GET OTP”, OTP will be sent to the registered mobile number, Enter the OTP and “SUBMIT”.

#### 4.a Reset Password:

Set the desired password and confirm the same

User will enter the new password as per the Password Policy, Confirms the Password and clicks on **“RESET”** button then new password will get updated.

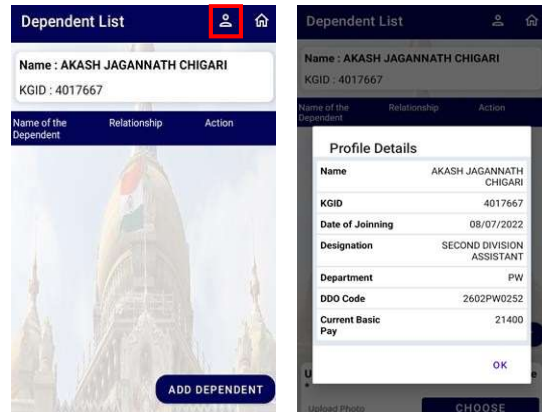
Click on **“Add Dependent”** and application will re-direct to data dashboard.



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## 5. Dashboard and Profile

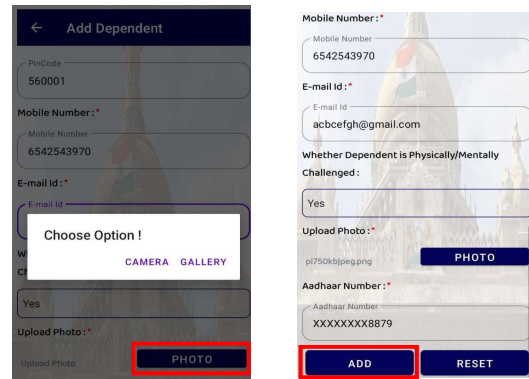
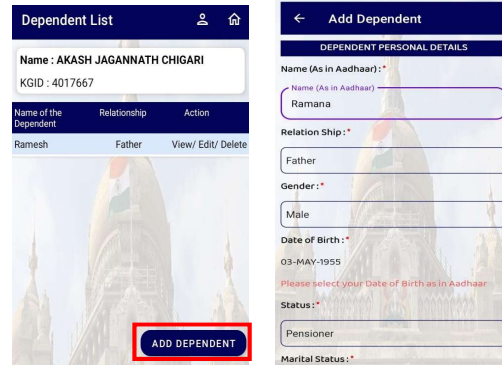


Login and Click on “Add Dependent”  
The application will take you to the Dashboard.

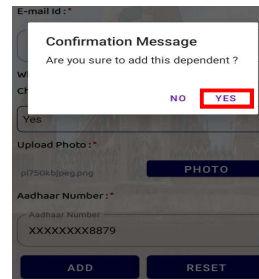
The User can confirm the Name and other details.  
User has to click on “Profile”, to confirm the employee basic details like Employee name, KGID No, Designation, Department etc.

Click on “Logout” to Exit from the application.

## 6. Add Dependent User clicks on “Add Dependent”

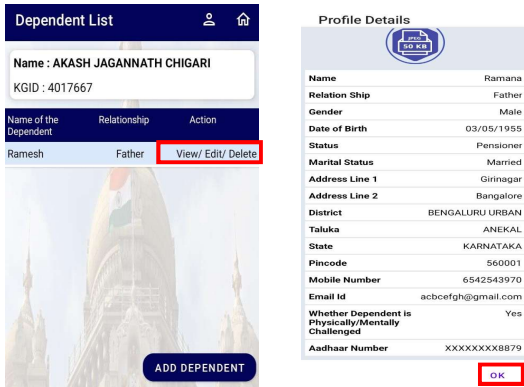


User has to key in all mandatory field like Name, Relationship, District, State, Pincode etc. (and Photo should be less than or equal to 50 KB)



Provide Confirmation to add dependent, Click Yes

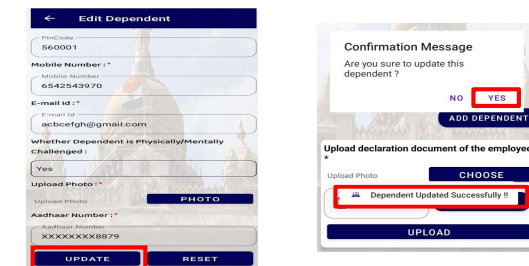
## 7. View Dependent:



Click on “View Dependent” from the grid

## 8. Edit Dependent:

User clicks on “Edit Dependent”  
Selected dependent details will be auto populated in the screen.



User can edit any information and clicks on “UPDATE”.

The Modified details will be saved.

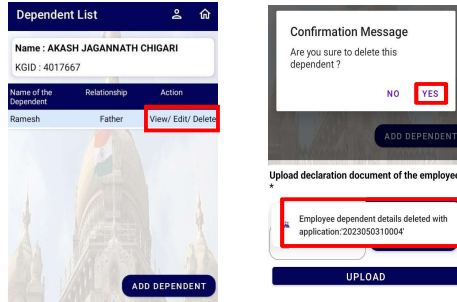


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### 9. Delete Dependent

If any dependent has to be deleted then click on **“DELETE”**



Provide Confirmation

The selected dependent details will be successfully deleted

**Note:**

Once records uploaded then delete cannot be performed

**“CHOOSE”** file option and upload the declaration document (file size is < 500 KB, Only PDF file format) and

Click on **“GET OTP”** button.

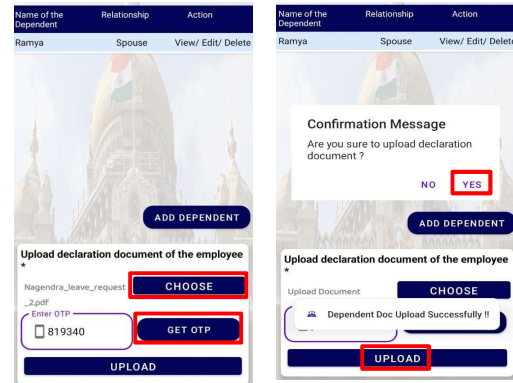
For the associated mobile number OTP will be sent and user has to key in OTP and verify.

Click on **“UPLOAD”**,

All dependent details will be saved.

### 10. Upload Declaration Document

Once all dependent details entry has completed then user has to upload the declaration document



### 11. Additional Information:

User has to approach DDO for Aadhaar DEMO Authentication (UIDAI) of all dependents.

Only after DEMO authentication becomes Successful, Dependents Details will be available in the HRMS1 Application.

Once Dependent’s are digitally approved by the DDO, user cannot modify the Existing Records.

User has to submit the declaration document, whenever new dependents are to be added into the HRMS Application.

**Contact HRMS Helpdesk**

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