General Instructions for Applicants

1. **Applicants who already have an account on the old Council Portal:**

- Click on 'Forgot Password' on the login page. - Enter your registered email ID and Date of Birth (as per Council records).
- Your login credentials will be sent to your registered email ID and mobile number.
- After receiving your credentials, go to the Login Page and log in using the provided User ID and Password.

2. **Applicants registered offline (no account in the old portal):**

- Click on the 'Register' button to create a new account.
- Select "**Yes**" and Enter Your HMC Registration Number. If no data is found, enter all required details to register at the portal and create a new Account.
- If you selected **"Yes"**, Application of Renewal, Good Standing, NOC, Addition of Qualification, Duplicate Registration etc will be shown.
- Verify your mobile number by entering the OTP received through SMS.
- Once completed, your login credentials will be sent to your registered email ID and mobile number. Keep these details safe for future use.

3. **Applicants Not Registered with the Council:**

- Click on the 'Register' button to create a new account.
- Select "**No**" and enter all required details to register at the portal and create a new Account.
- If you selected **"No"**, Application of Provisional Registration, Permanent or Transfer of Registration will be shown.

4. **Profile Completion:**

- All applicants must complete their profile before applying for any service/application.
- Upload your recent passport-size photograph/Live image and signature.
- After the Council approves your application, your complete profile details will be visible on the portal.