



## 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)

Click on **NEW User**

- The Employee has to key in his/her KGID number.
- 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 HRMS1 Application.*

### 2. Set Password:

Set the desired password and confirm the same

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”**



## HRMS 1.0 - KASS Mobile Application



### 3. User Login:

LOGIN

KGID/USERID  
4017667

Password  
.....

Enter Captcha  
WktEPTT

VERIFY

Enter OTP  
962958

GET OTP

Version : 1.0

LOGIN RESET

Forgot Password New User

- 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

FORGOT PASSWORD

KGID/USERID  
4017667

Mobile Number  
86XXXX3801

GET OTP

235472

SUBMIT

Back To Login

Note : OTP will be sent to the registered mobile number in HRMS!

- 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

FORGOT PASSWORD

Password  
Test@1234

Confirm Password  
Test@1234

RESET

Back To Login

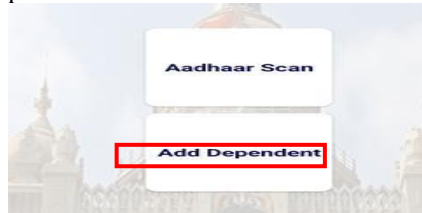
User will enter the new password as per the Password Policy, Confirms the Password and clicks on “RESET” button then new password will get updated.



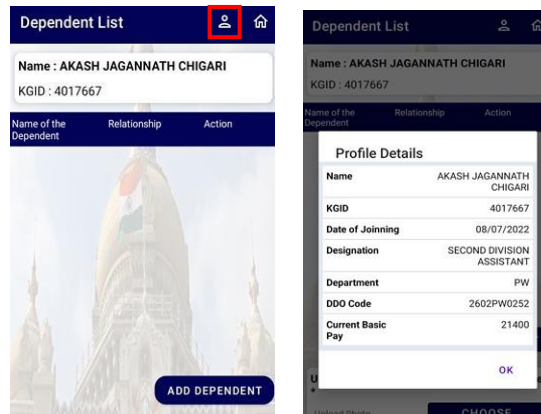
## HRMS 1.0 - KASS Mobile Application



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



### 5. Dashboard and Profile

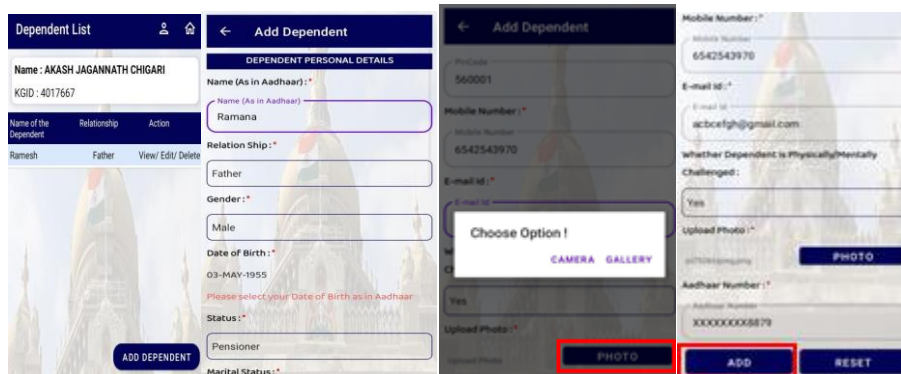


- Login and Click on “Add Dependent”
- The application will take you to the Dashboard.
- The User can confirm the Name and other details.
- User has to click on “Profile”, to confirm the employee basic details like Employee name, KGID No, Designation, Department etc.

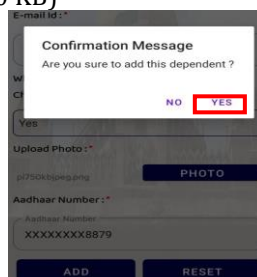
Click on “Logout” to Exit from the application.

### 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**  
HRMS 2.0 Directorate



## HRMS 1.0 - KASS Mobile Application



### 7. View Dependent:

**Dependent List**

Name : AKASH JAGANNATH CHIGARI  
KGID : 4017667

| Name of the Dependent | Relationship | Action                    |
|-----------------------|--------------|---------------------------|
| Ramesh                | Father       | <b>View/ Edit/ Delete</b> |

**Profile Details**

Name: Ramana  
Relation Ship: Father  
Gender: Male  
Date of Birth: 03/05/1955  
Status: Pensioner  
Marital Status: Married  
Address Line 1: Ginnagar  
Address Line 2: Bangalore  
District: BENGALURU URBAN  
Taluka: ANEKAL  
State: KARNATAKA  
Pincode: 560001  
Mobile Number: 6542543970  
Email Id: acbcefgh@gmail.com  
Whether Dependent is Physically/Mentally Challenged: Yes  
Aadhaar Number: XXXXXXXX8879

**OK**

Click on “View Dependent” from the grid

### 8. Edit Dependent:

**Edit Dependent**

PinCode: 560001  
Mobile Number: 6542543970  
E-mail Id: acbcefgh@gmail.com  
Whether Dependent is Physically/Mentally Challenged: Yes  
Upload Photo: PHOTO  
Aadhaar Number: XXXXXXXX8879

**UPDATE** **RESET**

**Confirmation Message**

Are you sure to update this dependent?

**NO** **YES**

**Upload declaration document of the employee**

Upload Photo: **CHOOSE**

**Dependent Updated Successfully !!**

**UPLOAD**

- 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.

### 9. Delete Dependent

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

**Dependent List**

Name : AKASH JAGANNATH CHIGARI  
KGID : 4017667

| Name of the Dependent | Relationship | Action                    |
|-----------------------|--------------|---------------------------|
| Ramesh                | Father       | <b>View/ Edit/ Delete</b> |

**Confirmation Message**

Are you sure to delete this dependent?

**NO** **YES**

**Upload declaration document of the employee**

Upload Photo: **CHOOSE**

**Employee dependent details deleted with application:2023050310004**

**UPLOAD**

Provide Confirmation

The selected dependent details will be successfully deleted

**Note:** Once records uploaded then delete cannot be performed

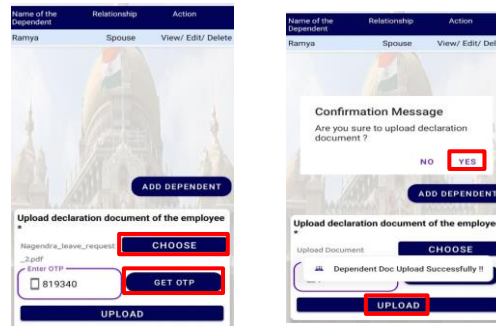


## HRMS 1.0 - KASS Mobile Application



### 10. Upload Declaration Document

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



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

- **“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.

### 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 Dependents 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

 : 080-22372882

 : asst\_hrms@gmail.com