

# BACKWARD CLASSES WELFARE AND INCLUSIVE DEVELOPMENT NETWORK(B-WIN)

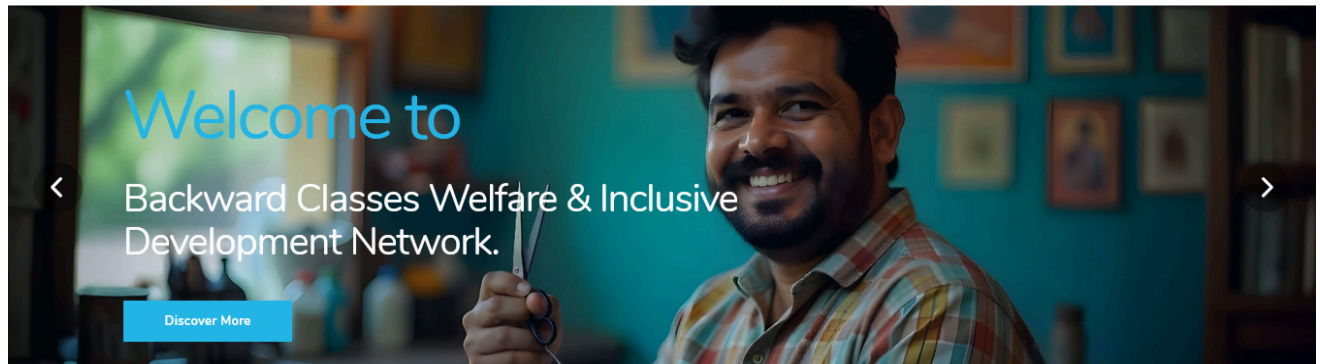


**Backward Classes Welfare & Inclusive Development Network.**

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[Register](#)

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<https://bwin.kerala.gov.in>

## 1. User Registration Process

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**USER REGISTRATION**

**Full Name / പേര് \***

**Phone Number / ഫോൺ നമ്പർ \***

**E-mail / ഇ-മെയിൽ \***

**Password / പാസ്‌വേഡ് \***

**Confirm Password / പാസ്‌വേഡ് സ്ഥിരീകരിക്കുക \***

**REGISTER**

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To register on the B-WIN Portal, follow the steps outlined below:

1. **Access the Home Page:**
  - Navigate to the portal's home page.
2. **Initiate the Registration:**
  - On the home page, locate and click on the "**Register**" button. This action will redirect you to the **Registration Page**.
3. **Fill in the Registration Form:**
  - On the Registration Page, you will be required to fill in the following details:
    - **Name:** Enter your full name.

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- **Email:** Provide a valid email address.
  - **Phone Number:** Input your contact number.
  - **Password:** Choose a strong password that you'll use to access the portal.
4. **Submit the Registration:**
    - After entering all the required information, click the "**Register**" button.
  5. **Successful Registration:**
    - Upon successful registration, you will be redirected back to the home page, indicating that your account has been created.

## 2. User Login Process

**USER LOGIN**

E-mail / ഇ-മെയിൽ \*

Password / പാസ്‌വേഡ് \* [Forgot password?](#)

**NJHZF** Enter the captcha code

**LOGIN**

After registering on the Scheme Management Portal (B-WIN), you can log in to access your account by following these steps:

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### 1. Access the Home Page

- Open your web browser and navigate to the portal's home page.

### 2. Initiate the Login

- On the home page, locate and click the "**Login**" button. This action will take you to the **Login Page**.

### 3. Enter Login Credentials

- On the Login Page, enter the following details:
  - **Email:**
    - Enter the email address you used during registration.
  - **Password:**
    - Input the password associated with your account.

### 4. Submit the Login

- After entering your email and password, click the "**Login**" button.

### 5. Handling Errors

- If the email or password is incorrect, or if the fields are left blank, an error message will appear, prompting you to correct the issue:
  - **Example Errors:**
    - "Incorrect email or password. Please try again."
    - "Both fields are required."

### 6. Successful Login

- Upon successful login, you will be redirected to your **User Home Page**

### 3. Profile Completion Process

After logging in for the first time, you need to complete your profile to access the full features of the Scheme Management Portal (BCDD). Follow these steps:

1. **Access the Profile Menu:**
  - After logging in, navigate to the "**Profile Menu**" and click on the "**Update Profile**" option.
2. **Enter Required Details:**
  - You will be prompted to enter the following mandatory details:
    - **Aadhaar Number**
    - **Date of Birth (DOB)**
    - **Address**
    - **Other relevant details as required by the portal**
3. **Upload Profile Picture:**
  - Upload a profile picture in JPEG format, ensuring the file size is less than 100KB.
4. **Submit the Profile:**

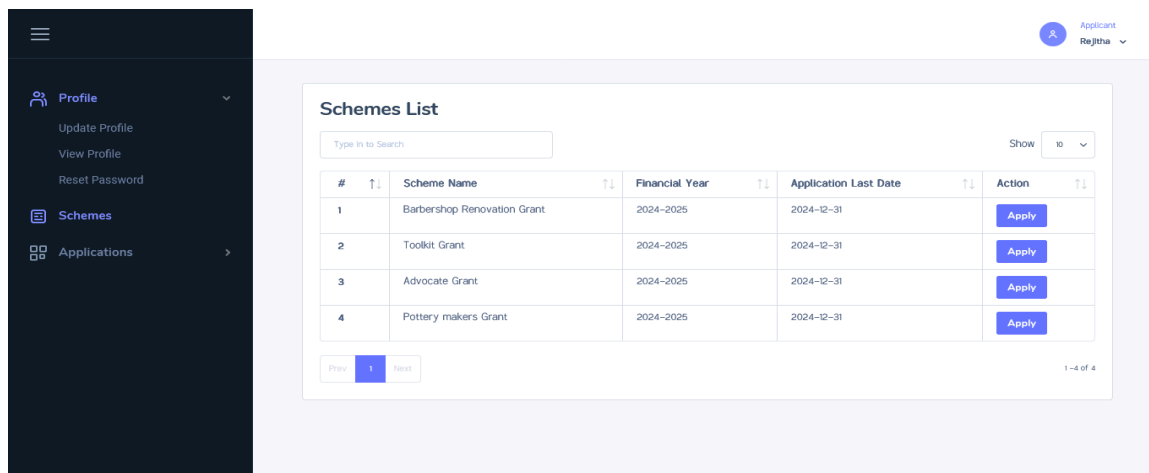
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- After filling in all the required information, click the **"Update Profile"** button.

#### 5. Apply for Schemes:

- Once your profile is complete, you will be able to apply for available schemes through the portal.

## 4. Applying for Schemes



Once your profile is complete, you can apply for schemes by following these steps:

#### 1. Access the Scheme Menu:

- Click on the **"Scheme Menu"** from the main navigation.

#### 2. View Available Schemes:

- You will be redirected to a page displaying a list of available schemes.

#### 3. Apply for a Scheme:

- Locate the scheme you wish to apply for and click the **"Apply"** button next to it.
- This will redirect you to the scheme-specific application form.

Here's the section covering the application form process:

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## 5. Filling Out the Scheme Application Form

The screenshot shows a web application interface for filling out an 'Advocate Grant Application' form. On the left is a dark sidebar menu with options: Profile (with a dropdown arrow), Update Profile, View Profile, Reset Password, Schemes, and Applications (with a right-pointing arrow). The main content area has a header with a user profile icon and the name 'Rejitha'. The form itself is titled 'Advocate Grant Application' and has a red '[ Form ]' label. The form fields are as follows:

Field Label (Malayalam)	Value
അപേക്ഷകൻ്റെ പേര്	Rejitha
ആധാർ നമ്പർ	123456789015
ഇമെയിൽ	rejitha@gmail.com
വയസ്സ്	21
ആൺ / പെണ്ണ്	<input checked="" type="radio"/> ആൺ <input type="radio"/> പെണ്ണ്
വാർഷിക കടംബ വരുമാനം	20000
മതം	Christian
ജാതി	Arya

When applying for a scheme, the process involves the following steps:

1. **Auto-Filled Information:**
  - Upon accessing the scheme-specific application form, all details previously entered in your profile will be automatically populated.
2. **Complete the Application:**
  - Fill in any remaining required fields that are specific to the scheme.
  - Upload all supporting documents in PDF format, ensuring each file is less than 200KB.
3. **Preview the Application:**
  - Once all fields are completed and documents uploaded, click the "**Preview**" button.
  - A preview of your application will be displayed. Review the details carefully.

**4. Edit or Submit the Application:**

- If any changes are needed, you can edit the application directly from the preview screen.
- Once satisfied, submit the application by clicking the "**Submit**" button.

**5. Application Forwarding:**

After submission, your application will be forwarded to the Regional Office Clerk responsible for the district selected as your permanent address in your profile