

Ganesh/Chitrashala Idol Vendor Registration – User Manual

Step 1: Open the Website

1. Go to goacmms.nic.in
2. On the homepage, find the button “**Ganesh/Chitrashala Idol Vendor Registration**” on the right side
3. Click on this button to proceed

Step 2: Create Login ID & Password

1. Click on “**Create Login**”
2. Fill in the following basic details:
 - Applicant Name (your full name)
 - Mobile Number (active number for OTP/contact)
 - District
 - Taluka
 - Hint Question (for password recovery)
 - Hint Answer
3. Click **Submit**
4. Your **Login ID and Password will be created**

☞ *Keep your login details safe for future use*

Step 3: Login to the Portal

1. Go back to the login page
2. Select “**Ganesh Idol Login**”
3. Enter your **Login ID and Password**
4. Click **Login**

Step 4: Fill Registration Form

After login, fill all required details carefully:

Basic Details

- Applicant Name
- Chitrashala / Establishment Name

Contact Details

- Mobile Number
- Email ID

Address Details

- Chitrashala Address (Area, Location, Landmark, Pincode)
- Establishment Address

Location

- Select your Taluka

Nature of Activity (select applicable)

- Stocking
- Seller
- Distributor
- Chitrashala

Idol Details

- Source from where idols are procured
- Number of idols to be procured
- Number of idols to be created (**only for Chitrashalas**)
- Expected date of arrival/import at Goa border

PoP (Plaster of Paris) Details

- Select Yes/No
- If Yes, mention percentage

☞ Ensure all details are correct before proceeding

Step 5: Upload Undertaking

1. Download the **Undertaking format** from the portal
2. Take a printout
3. Sign it properly
4. Scan and upload the signed document in the portal

Step 6: Submit Application

1. After filling all details and uploading the undertaking
2. Click on "**Submit for Registration**"

Important Notes

- Double-check all information before submission
- Keep a copy of the undertaking and login details
- After submission, your registration will be recorded in the system
- If you are having trouble in login into your account kindly switch to **incognito mode** on chrome browser.