Online Registration for

MAH-B. HMCT-CET-2023
User Manual (English)

Helpline Number (10:00 AM to 06:00 PM)
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Click on the Subject line to visit the respective page.
User – √ Check list

Below is the list of documents that candidates should keep ready while filling in the application form of MAH-B. HMCT- CET 2023.

A) Mobile Number:
   – Valid mobile number is required for the registration of the user in the system.

B) Email ID:
   – Valid Email ID is required for the registration of the user in the system.

C) Documents: (Photograph & Signature)
   – Scanned copy of the photograph in JPEG/JPG format Max size 50kb.
     (Dimensions: breadth 3.5 CMS * height 4.5 CMS)

   – Scanned copy of signature in JPEG/JPG format Max size 50kb.
     (Dimensions: breadth 3.5 CMS * height 1.5 CMS)
Step 1: New Registration (1st-time user)

Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)
Go to the address bar and type the URL:

https://bhmctcet2023.mahacet.org/StaticPages/HomePage

Click on the "New Registration" button to fill in the application form.

Pre-Requisite for MAH-B.HMCT CET 2023

Click on check box the and “Accept and Proceed” for the next step
**Step 2: Registration Details**

**Personal Details**

Enter your personal details as shown below

![Registration Details](image)

**Permanent Address:** the candidate must enter the home address, State, District, Taluka, Village, and Pin Code.

![Permanent Address](image)

If the Permanent and correspondence address of the candidate is the same then, the candidate can copy the above entered personal address by clicking on the check box as shown below (personal address will be copied as entered below)
The candidates are required to fill in the correct information, as the candidates will receive contact/correspondence/instructions based on the entered information.

The candidate must enter the mobile and Email. (Candidate can use Only one Mobile No and E-mail ID for One Application Form.)

The candidates must enter the password twice (Same) as per the instructions given on the screen to create the Application Number.

Then click on the “Save and Proceed” button as highlighted in above

**Step 3: OTP Verification**

State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Mobile Number. After receiving One Time Password (OTP), Please Enter it and click “Verify OTP” as highlighted below.
Step 4: Application Number Generation

After verification of OTP, the Candidates will be given an "Application Number" Generated by a system.

Click on the 'Proceed to complete application form' button as shown below. Note:

Step 5: Registered Candidates Sign in.

Enter your Application Number and chosen password to login to your account.

A total of 09 stages of application are shown on the candidate's login dashboard and out of them, the first stage that is Registration/Personal Details has been completed and the remaining stages (From Step 2 to Step 9) are required for the candidates to complete. Also, a message about the current status of the application is displayed on the main page. To continue click on “Incomplete” button as Shown below (Start from Step 2)

If the candidate wants to make some changes in Registration/Personal Details then He/she needs to click on “completed” as shown below
Step 6: Domicile and Category Details

To complete Step 2 the candidate must click on the “Incomplete” tab as highlighted below, If the candidate is domiciled in the State of Maharashtra and possesses a domicile certificate of Maharashtra, then the candidate has to select “Yes”. Otherwise, select “No”

Category Details:

Only Maharashtra Candidates are asked to give information of category. Select your caste based on your caste respective required document list will be displayed. Where you need to provide the status of respective documents.

Available: If the candidate possesses the original copy of the document, then he/she can select document status as “Available”.

Applied but Not Received: If the Candidate is applied to get the original document in such a case, then he/she can select document status as “Applied but Not Received” and fill in the details.
Not Applied: If the candidate does not possess the original document or applied to get the original copy in such case, he/she can select document status as “Not Applied”

If the candidate has a Disability, then the candidate needs to select the type of disability from the drop-down list (at least 40%).

After filling in the entire mandatory information click on Save and Proceed button for the next step.

**Step 7: Qualification Details:**

Enter SSC/Equivalent Details
HSC / Equivalent Details:
Similarly Enter HSC/Equivalent details

After filling in all the Mandatory details accurately. The candidate should click on “Save and Proceed” button.

**Step 8: Exam Center Preferences**

Here candidates need to select at least 3 exam centers from the dropdown list.

**Step 9: Upload Photo and Signature**

The candidate should upload the candidate’s Photo and candidate’s Signature.

To Upload Photograph please follow mentioned Step below,

Step 1: click on “select the upload type.”
Step 02: select the upload type “Photograph.”

Step 03: Click on “Open” Button. Navigate the candidate photo and select.

Step 04: To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.
Step 05: Now to upload the photo candidate needs to click on Upload button. As shown above.

Uploaded Photograph of candidate will be displayed on screen.

To Upload the Signature

To Upload Signature please follow mentioned Step below, Step 01: Click on Select Upload type

Step 02: Select Upload type as Signature.

Step 03: Click on “Open” Button. Navigate the candidate photo of Signature and select

Step 04: To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.

Step 05: Upload the Signature
After selecting both images (Photograph/Signature), it will display both images.
Click on “Save and Proceed” button to save selected Photograph and Signature. As shown below.

**Step 10: Upload Document for Proof of Identity**

In this the candidate needs to select one of the documents from the given dropdown to upload. As shown below.

Then click on the upload tab to upload the select document type.
Now click on Open tab to locate the file and select the file. As shown below.

To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.

After uploading the documents, the uploaded document will be displayed on screen. (The Candidate can edit or delete the document before final submission). As shown below.

After uploading the required documents, the candidate should click on “Save and Proceed” tab to preview and validate the information.
Step 11: Preview and Validate Information

In this the candidate needs to validate the entered information.

If the candidate wants to change the information, then he/she should click on Edit button as highlighted below,

After Validation, if all the details filled in by the candidate are correct and final then the candidates should click on the “Proceed for Payment” button as shown below, for payment.

Step 12: Pay Application Fee

Candidates need to check the details filled in the Application Form carefully before proceeding towards the Payment. After making Payment, the Candidate will not be able to make any Changes in the Application Form Details. To proceed towards payment, click on “Yes” as shown below.

After Self confirmation, the candidate selected Group list will be displayed as well as details of payment as per the selected group and reservation (If applicable. The Candidate needs to click on select Tab to confirm the payment of selected group. To pay the fees, click on “Proceed To Payment” button. As highlighted below,
To Pay the Application Fee the Candidates needs to select "**Razorpay** as shown below.

Then Instructions about Online Payment will be displayed on screen. Read the instructions carefully, and then click on “I agree Terms & Condition”. Button As shown below

On click of Proceed, it will ask to select Mode of Payment, Candidate can pay fees using options:

For Example

1. Card
2. UPI/QR
3. Net banking

If a candidate selects Online Payment mode, then the system will redirect the candidate to Payment Gateway to proceed the Online Payment Process. Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.

Follow these steps.

- On the Checkout, select Card as the payment method.
- Enter the card details.
- Enter future date as the expiry date.
- Enter CVV.
• Click Pay. A sample payment page is displayed.
• Enter the OTP
• Click on Verify/Submit OTP
• On Successful payment. The system automatically will display an application form. Where the candidate can check the details and take the printable copy of the application form.

**UPI/QR:** If the candidate selects payment option as UPI/QR code then,

**Step 1:** Scan the QR Code shown on screen Using (Google Pay, Phone Pay, Etc.) or enter the UPI ID

**Step 2:** Once the QR code is detected, it will then take you to the UPI interface where you will be required to enter your UPI security PIN and click on the Submit button.

**Step 3:** Your payment will get confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.

❖ **Net banking:** If the candidate selects Net Banking as payment method.

1. Accept the Services Agreement (which are the relevant terms) and Privacy Statement.
2. Review your Payment details, and then click Pay Now. You’ll be redirected to the Net Banking website.
3. Choose from the list of available banks and select Continue.
4. Sign into your Net Banking account using your bank credentials Approve the Payment.
5. Your payment will be confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.

Step 13: Print Application Form

On successful payment of the application fee, confirmation of the same will be displayed online. Candidates shall print the receipt for future references. After successful payment, Candidate shall take the printout of its online application form for:

Keep a copy of MAH-B. HMCT-CET 2023 Application No & Password.
THANK YOU