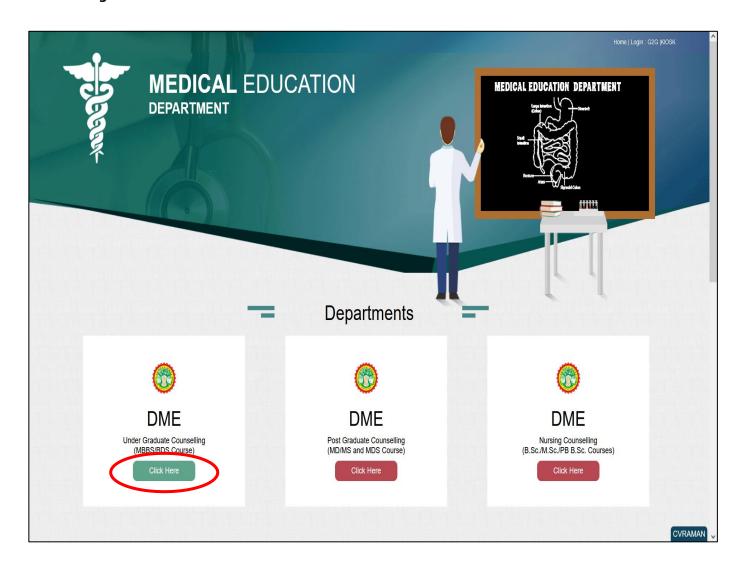


# USER MANUAL FOR PROFILE CREATION AND REGISTRATION PROCESS OF MP STATE COMBINED NEET UG COUNSELLING (MBBS/BDS COURSE) (2023-24)

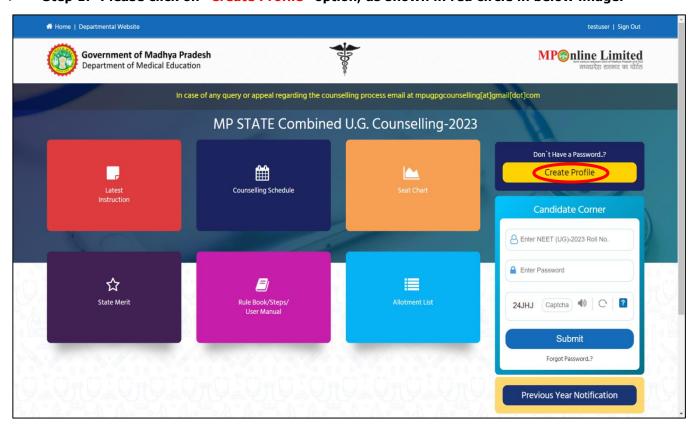
(This user manual is created only for the Demonstration purpose)

- Kindly use this link dme.mponline.gov.in for Profile Creation and Registration Process of DME MP NEET UG Counselling (2023-24).
- Please click on "Under Graduation Counselling (MBBS/BDS)", as shown in red circle in below image.



### **Process of Profile Creation**

Step 1:- Please click on "Create Profile" option, as shown in red circle in below image.



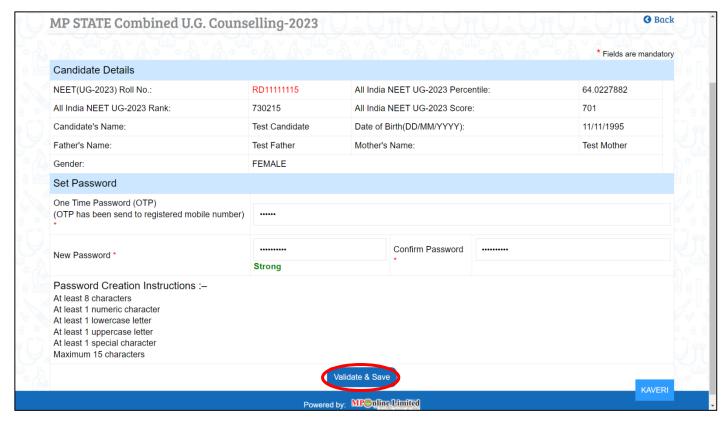
❖ Step 2:- Enter your NEET UG 2023 Roll Number and Secret Key and Captcha then click on "Create Profile" button. Please refer to the important note given on screen regarding creation of Secret Key. Please click on "Create Profile" Button, as shown in red circle in below image.



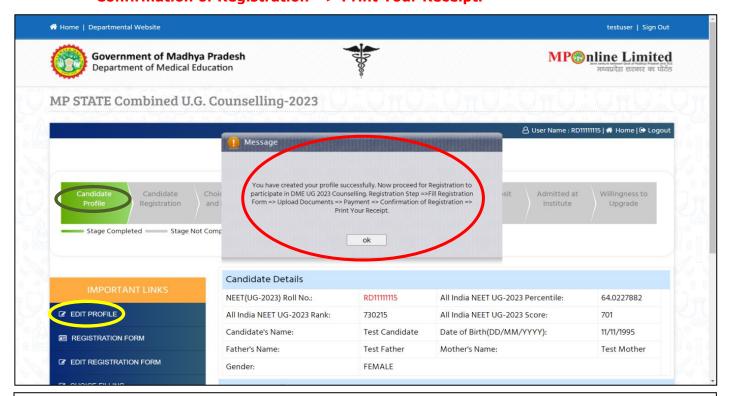
Step 3:- Candidate's details will be published on screen. Please Enter Your Contact details and Bank Account details than click on "Update", as shown in red circle in below image. 1) Please fill your bank details carefully. 2) Kindly put the mobile number you will use throughout the counselling, you will get OTP and relevant messages on this number.



Step 4:- Enter OTP received on your Mobile Number/Email ID and create new password. Then click on "Validate and Save" button, as shown in red circle in below image.



Step 5:- After click on "Validate and Save" button, a message as displayed below will show. Msg- You have created your profile successfully. Now proceed for Registration to participate in DME UG 2023 Counselling. Registration Step =>Fill Registration Form => Upload Documents => Payment => Confirmation of Registration => Print Your Receipt.

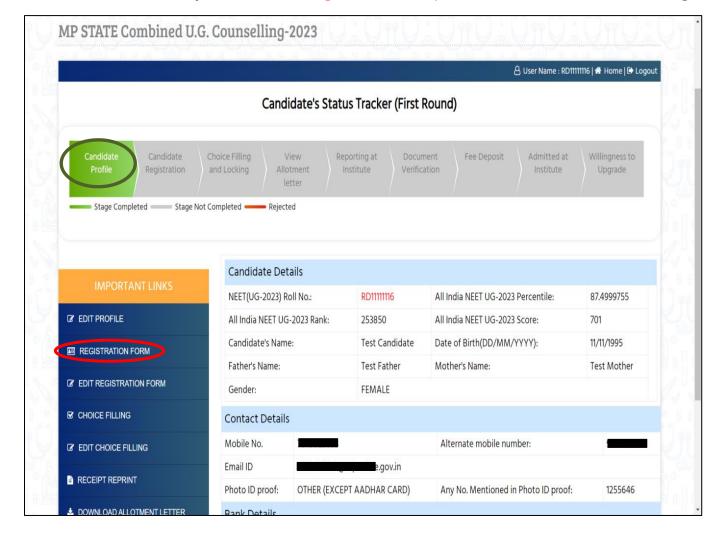


#### NOTE:

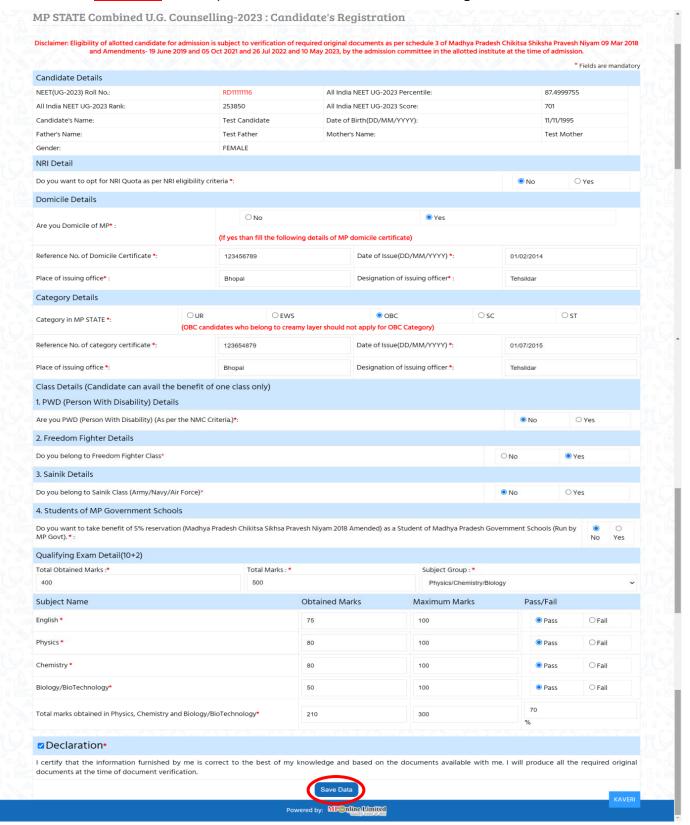
- Candidate's Status Tracker will show Candidate Profile turned Green.
- 2. If you want to edit your profile details you can edit your details through the edit profile option within the registration end date, as shown in the yellow circle above.

## **Process of Registration for DME UG Counselling**

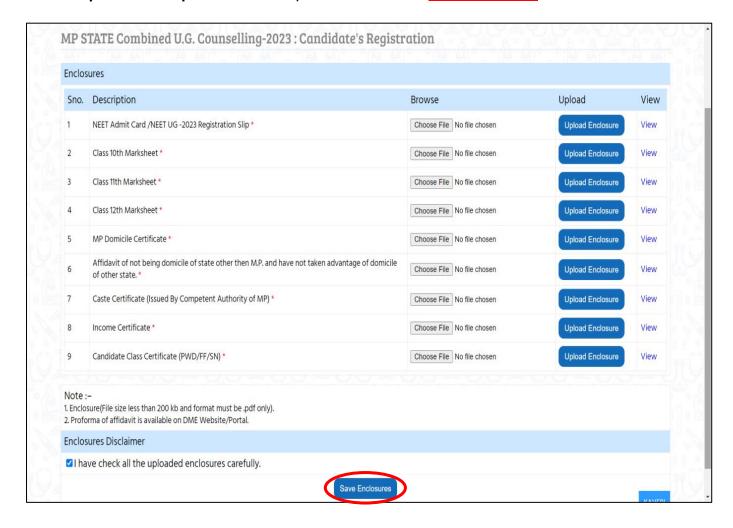
Step 6:- Candidate's Status Tracker will show profile turned Green and your profile has been created successfully. Now click on "Registration Form", as shown in red circle in below image.



- Step 7:- The registration form will be opened. Please fill your required details (As per your eligibility) like:- NRI Details, Domicile Details, Category Details, PWD Details, Freedom Fighter/Sainik Details/Students of MP Govt Schools, Qualifying Exam Details (10+2) ready to be filled in the registration form.
- After filling the form if candidate is satisfied with the filled information, then candidate should click on "Save Data" button, as shown in red circle in below image.



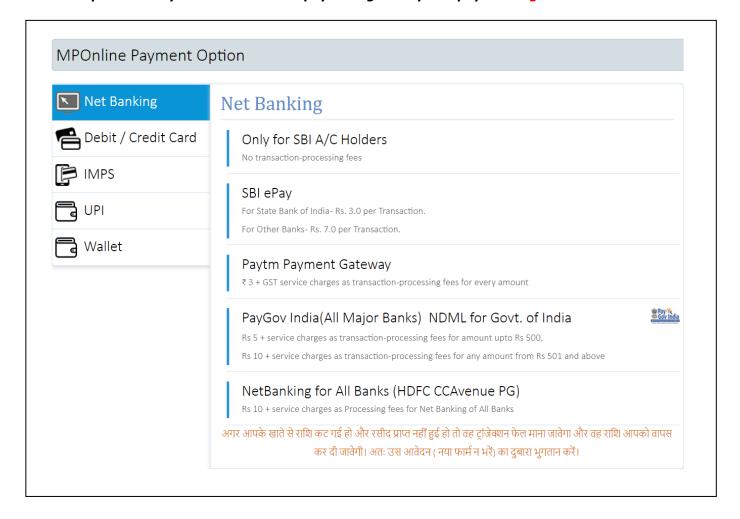
### Step 8:- Please upload documents, after that click on Save Enclosures button.



Step 9:- After clicking on "Save Enclosures" button, the information submitted by the candidate will be displayed on the screen. If information is correct, click on "Proceed to Payment for Registration" button, as shown in red circle in below image, otherwise go for "Back to Registration Form" button to correct the details.



Step 10:- kindly choose the online payment gateway and pay the Registration Fee.



Step 11:- After successful payment of registration, the receipt will be generated. You may take a print out of the same for future reference.



#### NOTE: -

- 1. After paying the registration fee, candidate will be able to download registration receipt and the Candidate Registration tracker will turn green.
- 2. If you want to edit your registration details after payment so you can edit your details through the Edit Registration Form option within the registration end date, as shown in the red circle below.

