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#### **Motor Insurance**

#### **Agency Login Fresh Vehicle – OTC Payment**

**USER MANUAL FOR AGENCY LOGIN** 

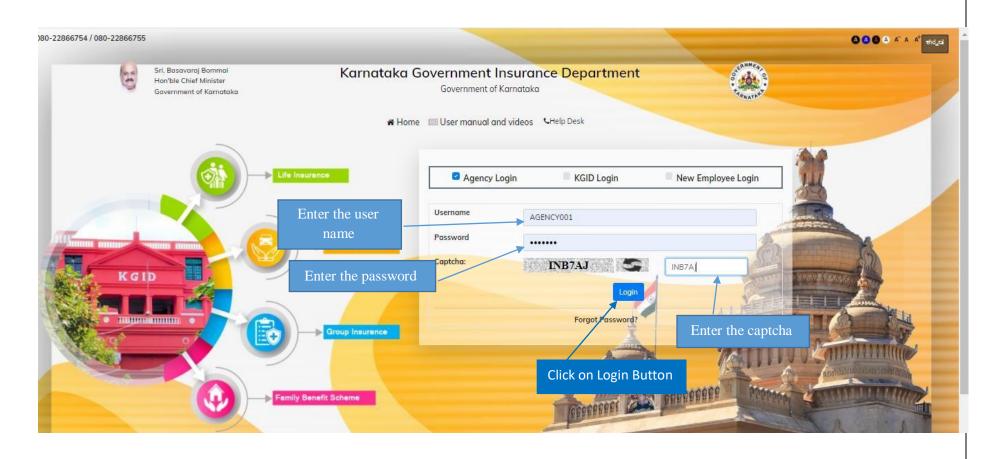
# Karnataka Government Insurance Department Government of Karnataka

Prepare by Centre for Smart Governance Yeswanthpur, Bengaluru, Karnataka 560022

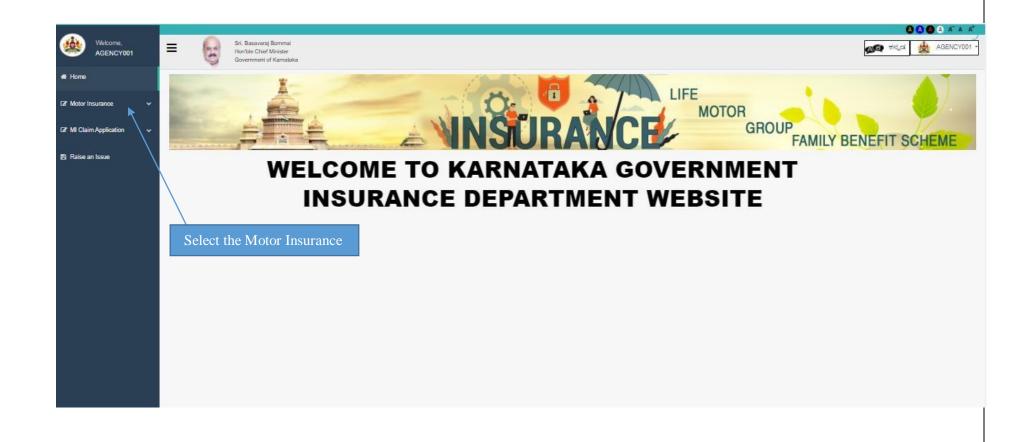
	Note:
>	Non HRMS Boards, Institute Etc Were they does not have integration in K2, Need to process Vehicle Insurance Agency Login.
>	Where Agency ID and Password is created by the department (080-22536177)
	Details need to be given by the concerned policy holders for Agency ID creation.

#### **LOGIN PAGE- Agency:**

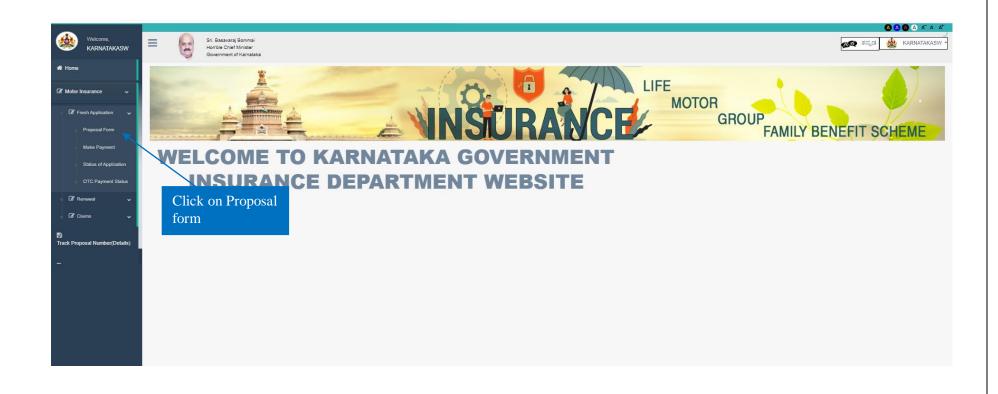
- 1. Select the "Agency Login" Tab.
- 2. Agency has to enter his "User name" and "Password".
- 3. Enter the "Captcha" and click on Login button.



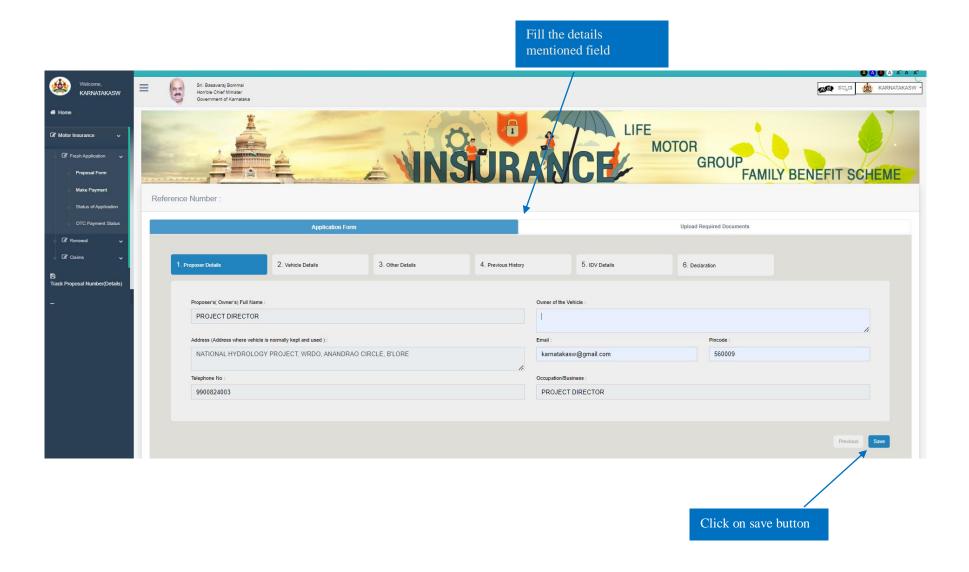
#### 4. Select the "Motor insurance" Tab



5. Click on "Fresh application" - Click on "Proposal form" option to apply for fresh vehicle Motor Insurance.

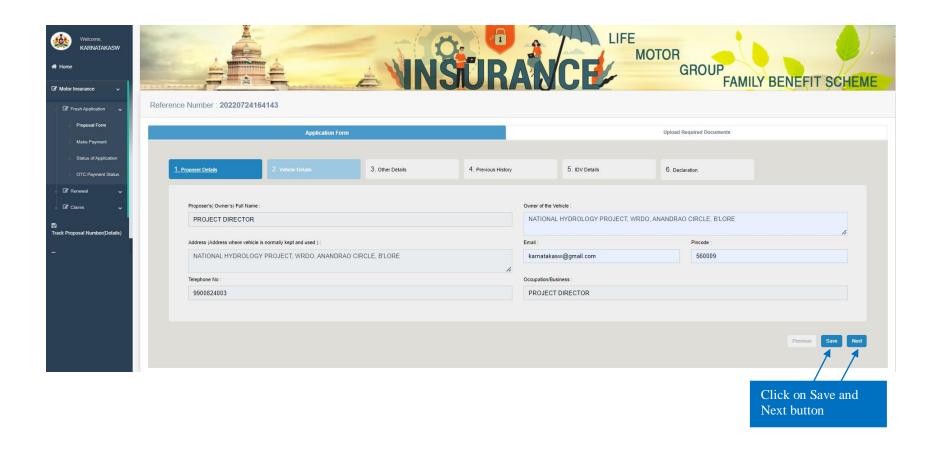


- 6. Application form will display, Proposer's owner name and Address will automatically fetch.
- 7. Email ID, Occupation and Contact number will fetch

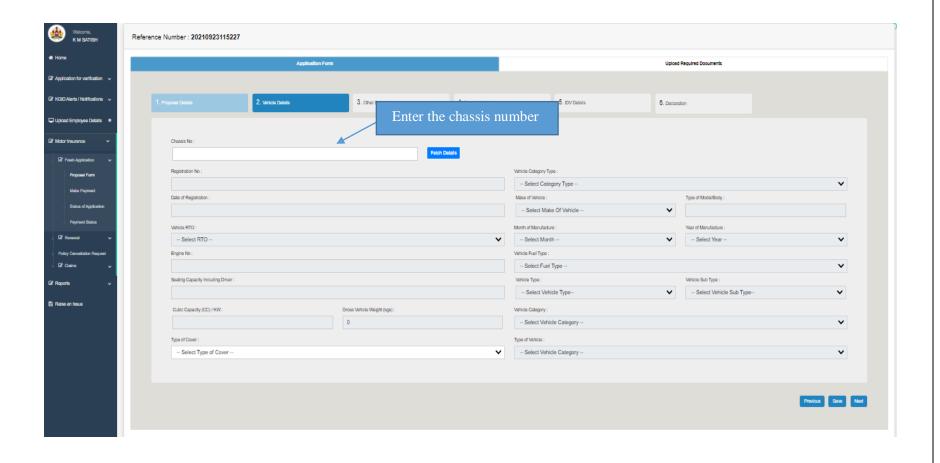


#### 8. Enter the details - Owner of the Vehicle

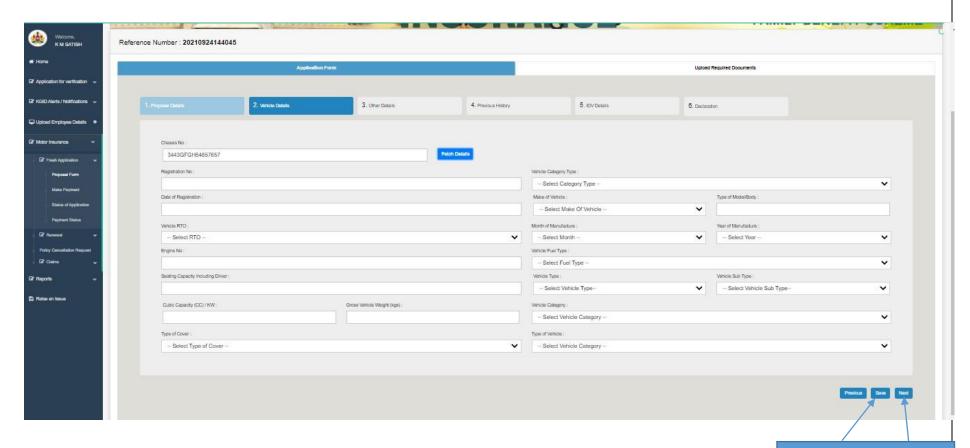
#### 9. And the click on Save button



- 10. In "Vehicle Details" tab DDO should enter the chassis number and click on fetch details button.
- 11. After entering the chassis number vehicle details will be fetched automatically.

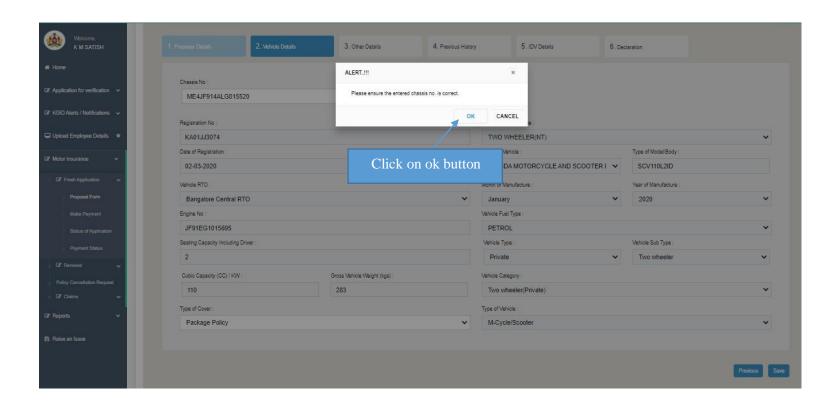


#### 12. If vehicle details are not fetched User enters all the vehicle details manually

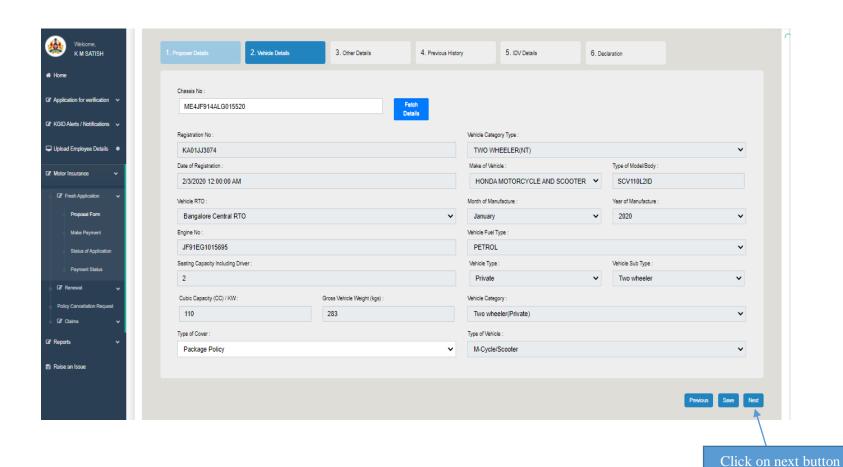


Click save and next button

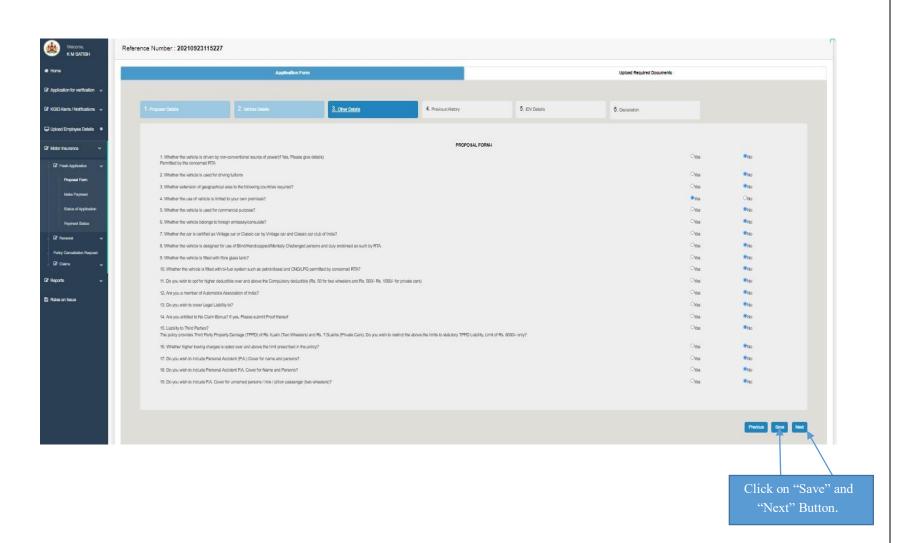
13. Click on save button then system will display alert message "Please ensure the entered chassis no. is correct" click on ok



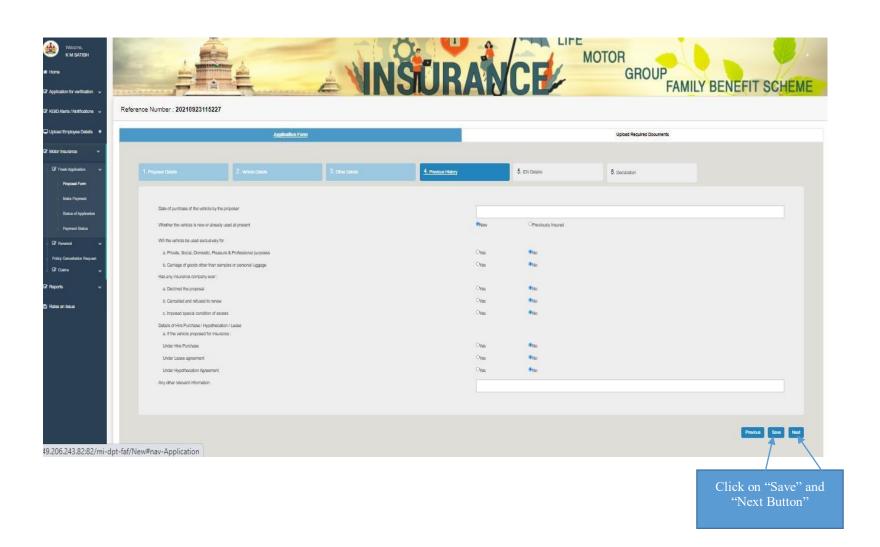
#### 14. Click on next button to proceed further



- 15. In "other Details" tab on clicking of Yes / No, the displayed questionnaires need to be answered with the remarks and supporting documents (in case Yes)
- 16. Save details and click on Next button to proceed further

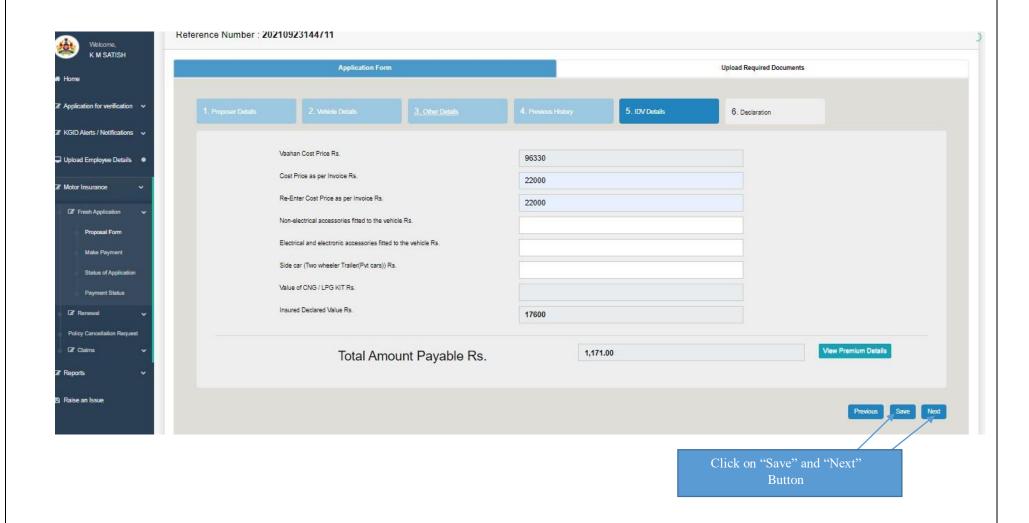


## 17. In "Previous history" tab on clicking of Yes / No, the displayed questionnaires need to be answered with the remarks and date (in case Yes)

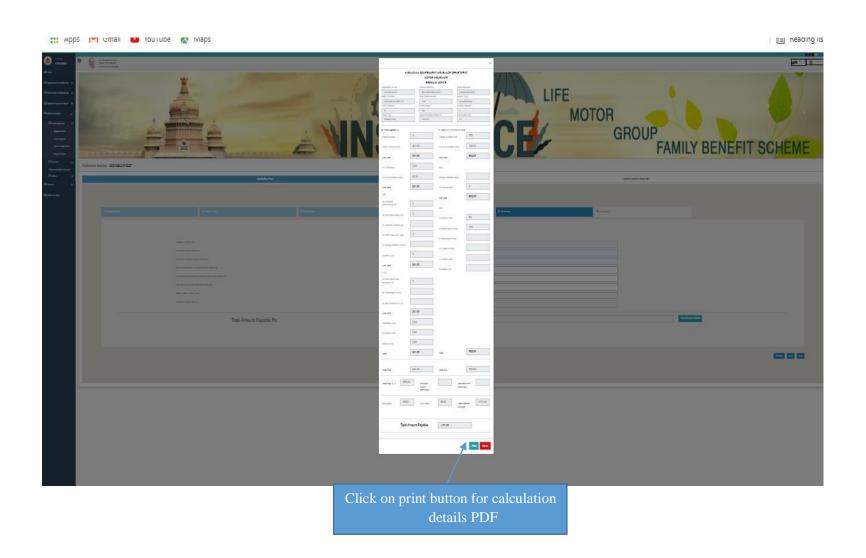


#### 17.In "IDV details" tab Agency should enter the Cost price as per invoice twice, and other additional fittings value

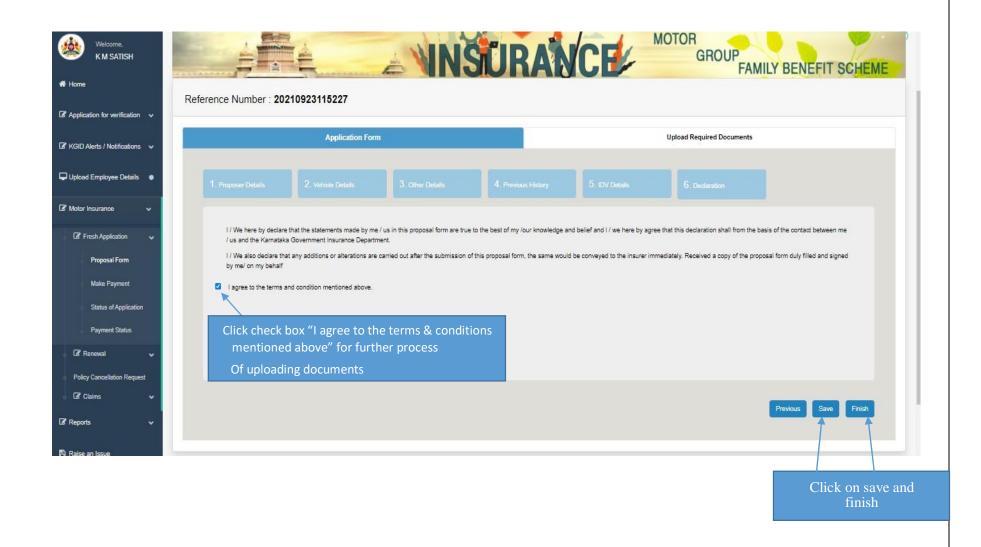
#### 18. Click on save button



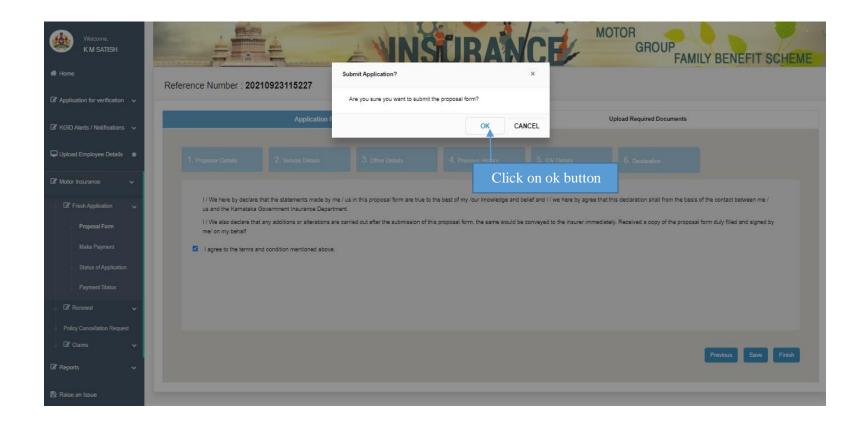
19. Click on "View premium details" button then, system displays the premium notice which consists of price breakups and calculations.



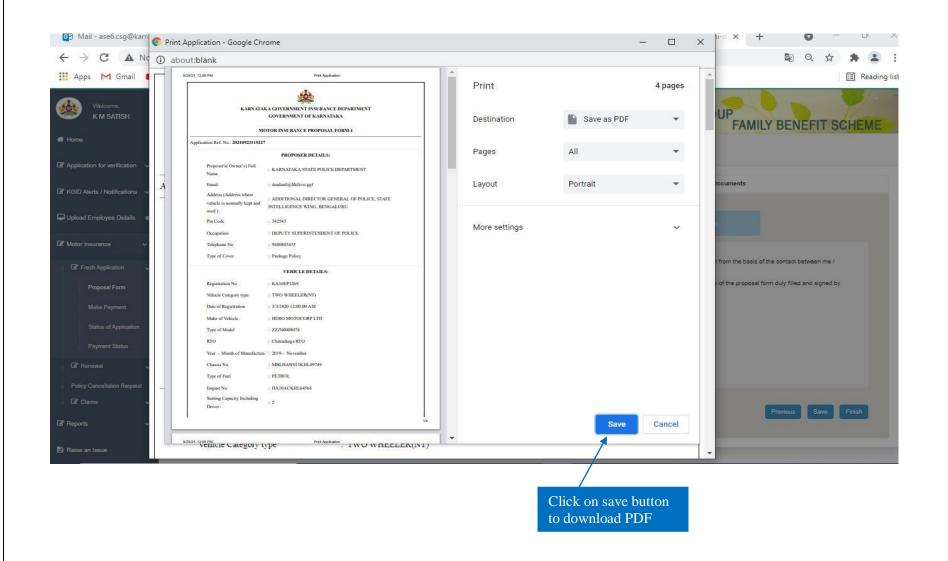
#### 20. Click on "I agree to the terms and condition mentioned above "and click on save button



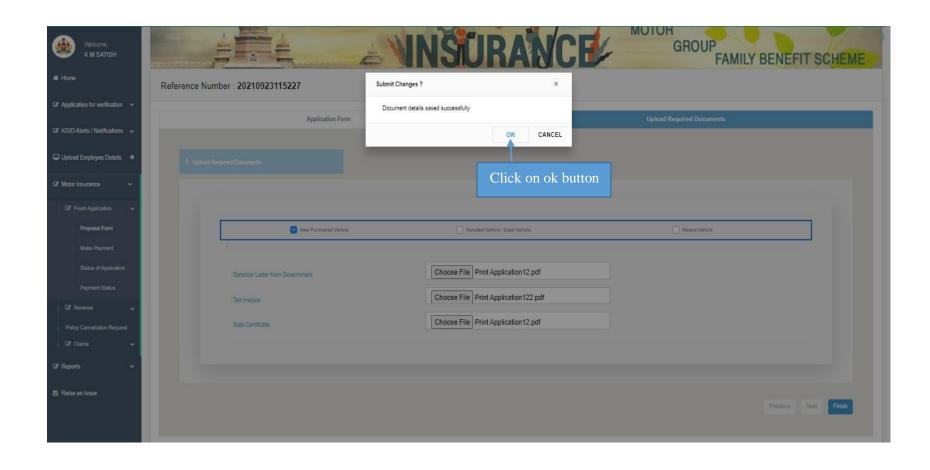
#### 21. Click on finish button "Are you sure you want to submit the proposal form" click on ok



#### 22. After clicking finish button proposal form will be download.

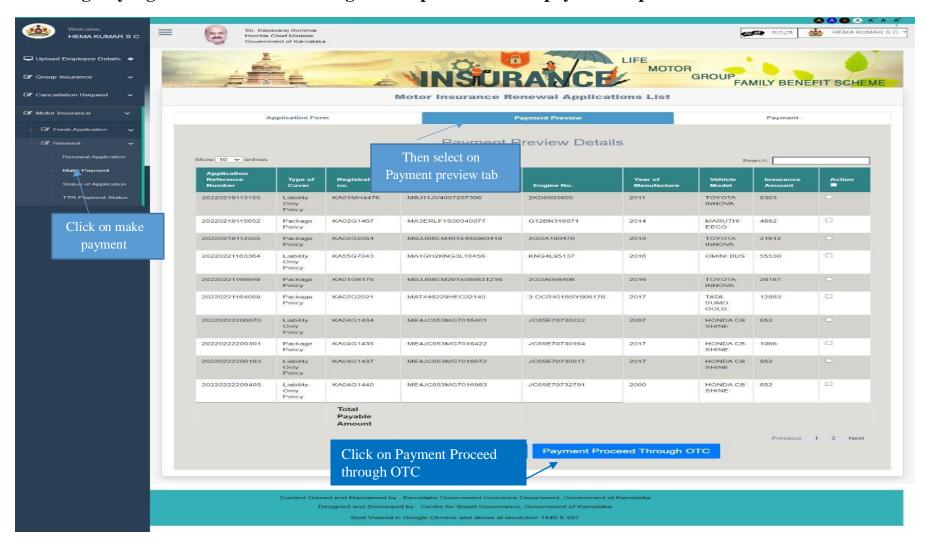


23. Upload the require documents and Click on finish button then "Document details saved successfully" click on ok.



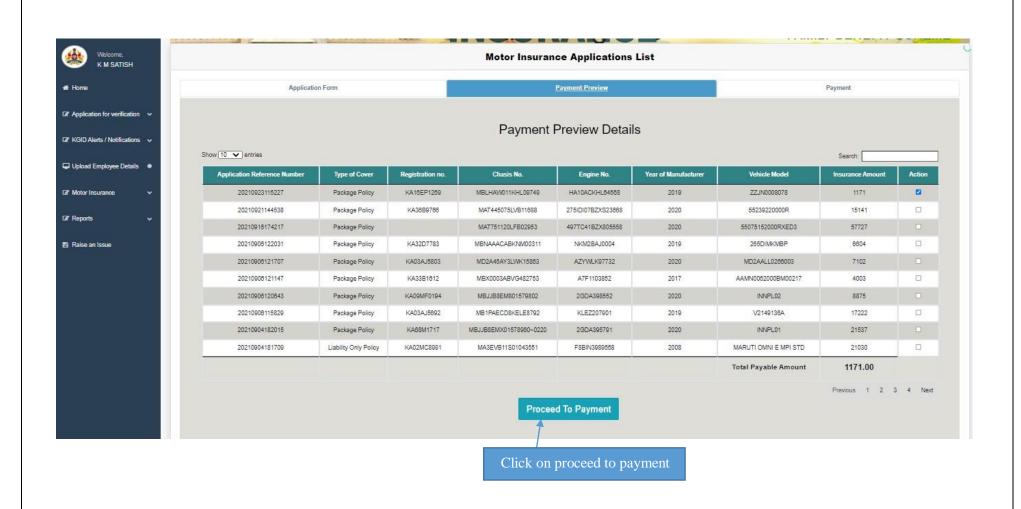
- 24. After Documents uploaded successful
- 25. Select payment preview tab and click on "proceed to payment" button

Agency login holder can choose single/ multiple vehicles for payment of premium at one time

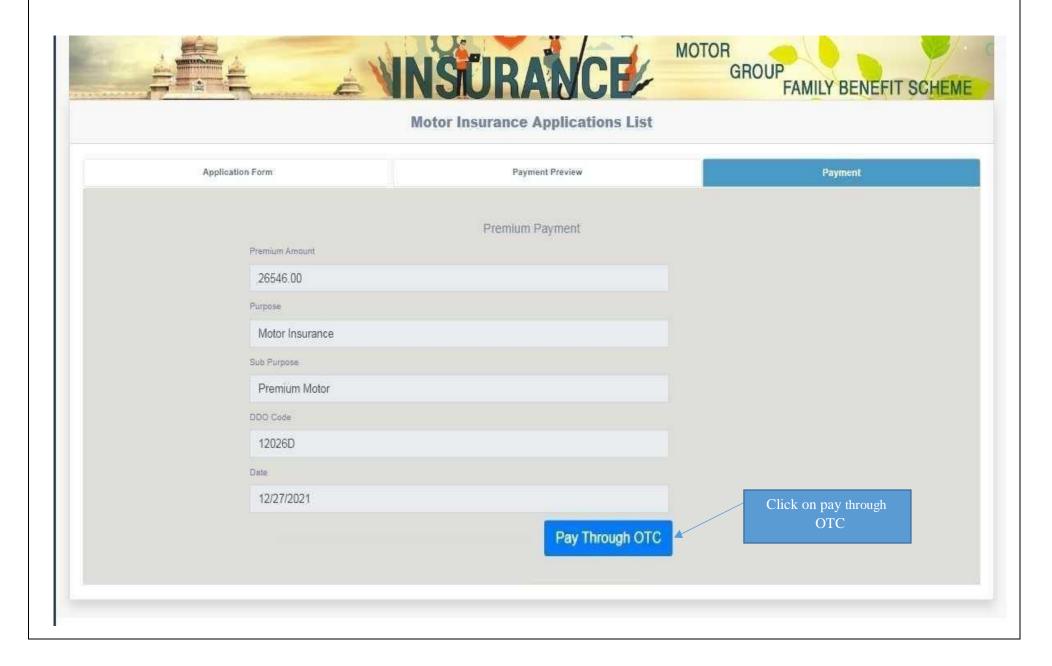


#### 26. Click on Proceed to Payment

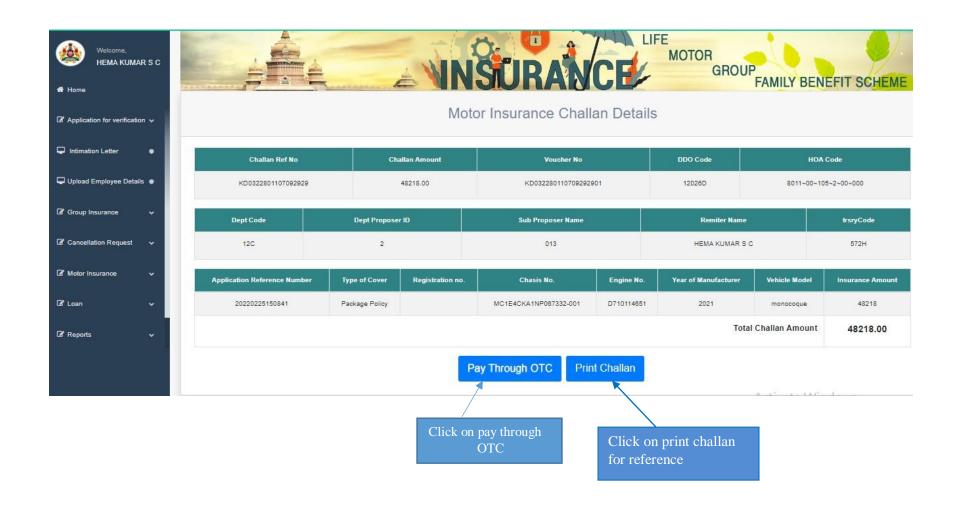
Note: Mode of payment through RTGS/NEFT, Cheque, DD, Net Banking etc., has to select Pay through OTC



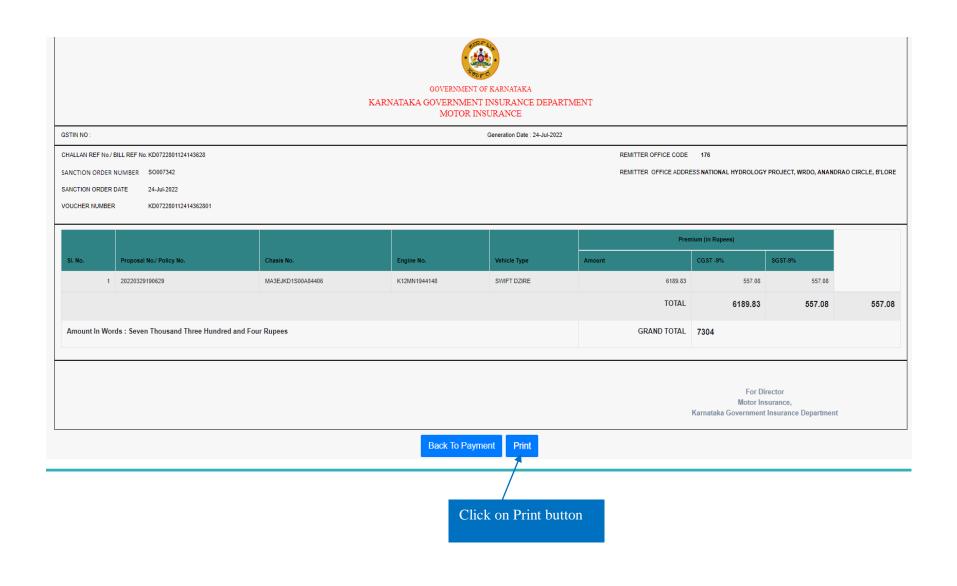
#### 27. After Proceed through OTC payment "Click on pay Through OTC"

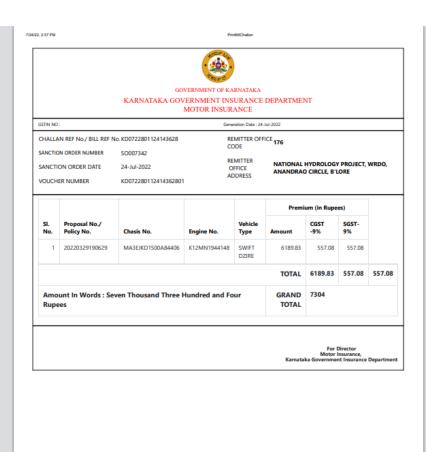


#### 28. Click on Print challan for reference



#### 29. Click on Print to take challan print or PDF save

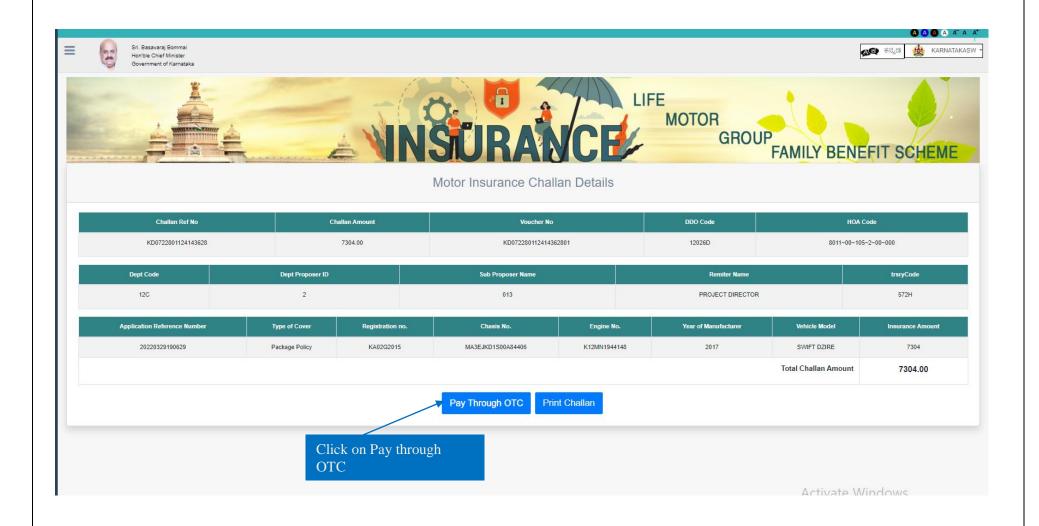




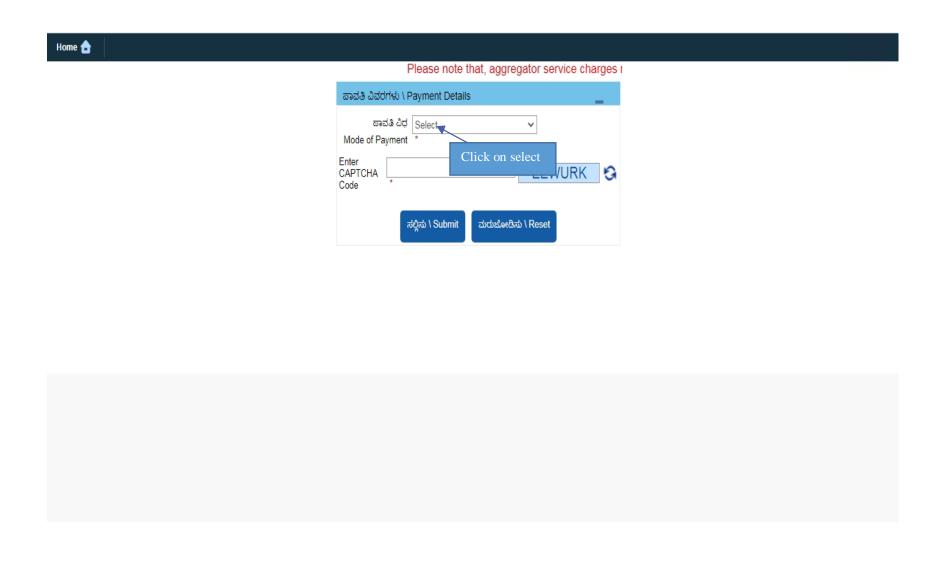
Print 1 page Save as PDF Destination All Pages Pages per sheet Default Margins Headers and footers Options Background graphics Save Cancel To save as PDF click on save button

https://kgidonline.kamataka.gov.in/mi-printchi-det/KD0722801124143628/Renewal/C

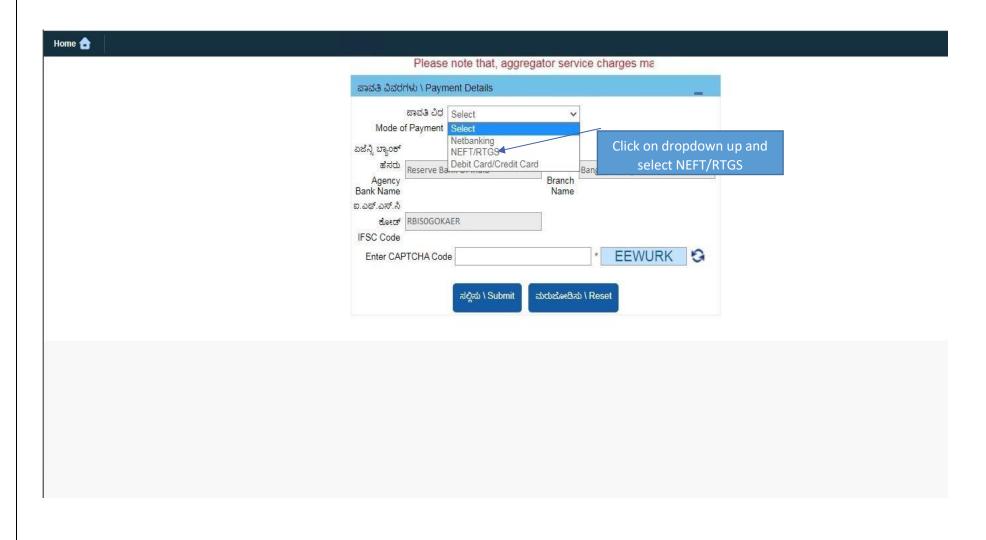
#### 30. After taking Print challan, Click on back to payment and then Click on Pay Through OTC



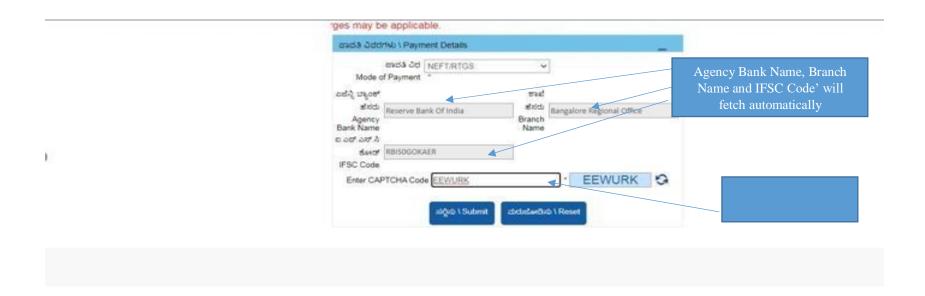
### 31. Click on Select "Button" for payment mode.



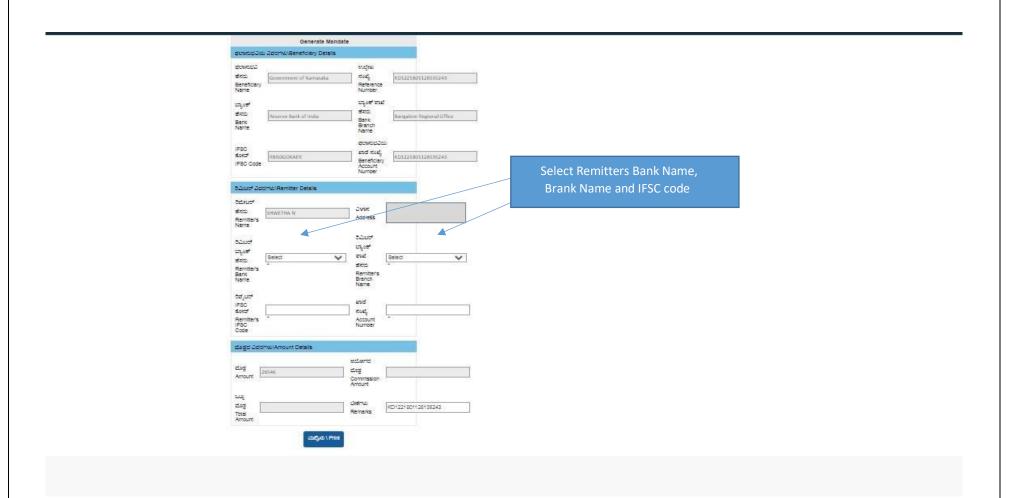
32. Select NEFT/RTGS, Net banking, Debit or Credit card to make payment through Cheque. (Payment through Google pay, Phone Pe select Net Banking, Bhim UP)



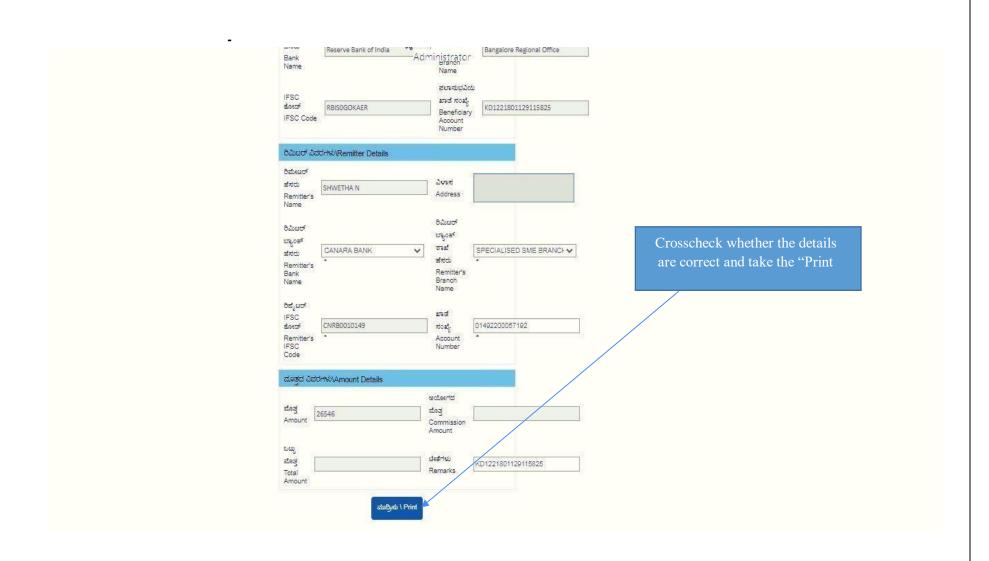
33. Agency Bank Name, Branch Name and IFSC Code' will fetch automatically, enter the captcha and submit the payment details



#### 34. Select Remitters Bank Name, Brank Name and IFSC code



#### 35.Can view Bank Name, Remitters Bank Name and IFSC code, cross check the details and take "Print"



#### 36. Final step Remitters have to take the print and make the payment through Bank



#### Application Form for NEFT/RTGS Remittances

Bank and Branch Name:	STATE BANK OF INDIA, DODDABALLAPUR		
Challan Creation Date:	25/02/2022		
Remitt	ter Details:		
Name of Applicant:	SRINATHA GOWDA C S		
Remitter Account No.:	54046644486		
Remitter Address:			
Contact Number:			
E-mail ID:			
Benefic	iary Details:		
Beneficiary Name:	Government Of Karnataka		
Beneficiary Bank Name:	Reserve Bank Of India		
Beneficiary Branch:	Bangalore Regional Office		
Beneficiary Account No.:	KD0222801125173021		
Beneficiary Bank's IFSC Code:	RBISOGOKAER		
Amount(In figures)(A):	Rs 20548/- Only		
Amount(In words)(A):	Twenty Thousand Five Hundred Forty Eight Only		
Bank's Charges(B): (Transaction charges and taxes applicable at bank level.)			
Total(A+B):			
DDC	Details:		
DDO Office:	DIRECTORATE OF KARNATAKA GOVERNMENT INSURANCE, BANGALORE		
DDO Code:	12026D		
Paymo	ent Details:		
Enclosed is Cheque No. drawn on my	our account for Rs 20548 favouring Reserve Bank Of India		
towards the above N	EFT/RTGS transactions.		
	OR		
Kindly debit my account number YES/NO. I/WE have read the conditions and agreed to be bound by them.			
Challan Creation Date:	25/02/2022		
Challan Expiry Date :	04/03/2022		
Signature of Applicant			
	the state of the s		

(i) NEFT/RTGS Mandate should be presented to Bank within Challan expiry date.

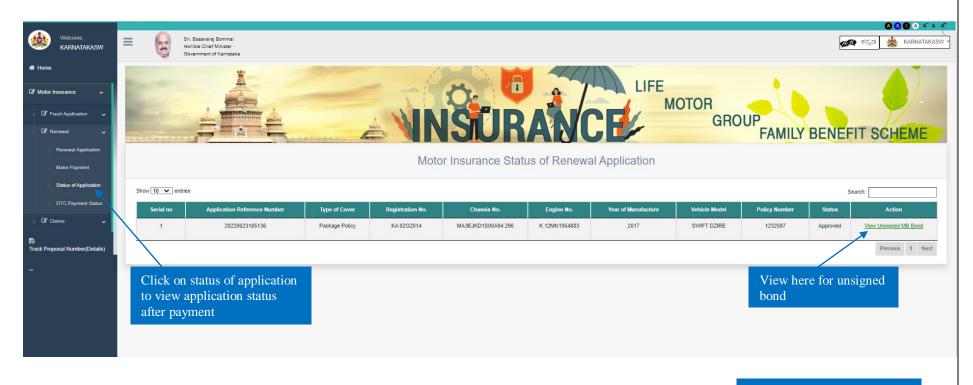
(ii) Transaction Charges and taxes applicable at bank level.

(iii) Transaction Charges and taxes applicable at bank level.

(iii) No change is allowed in the NEFT/RTGS details by the customer or the originating bank. The transaction is liable to be rejected in case of any change in the NEFT/RTGS details

(iv) This NEFT/RTGS transaction should reach the destination bank before expiry of challan period. In case of delay, the NEFT/RTGS transaction would be returned to the originating account. It would be the responsibility of the customer and the originating bank to ensure that the NEFT/RTGS remittance reaches the beneficiary account well before the expiry period.

- 37. Department has to take the print of challan and attach cheque and submit the bank
- 38. Once the payment is success and Department should check in status of Application to take bond In concerned login



After it is signed by AD, Can able to view signed bond