



(https://kgidonline.karnataka.gov)

Motor Insurance

Agency Login Renewal Vehicle - OTC Payment

USER MANUAL FOR AGENCY USERS

Karnataka Government Insurance

Department Government of

Karnataka

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

Note:

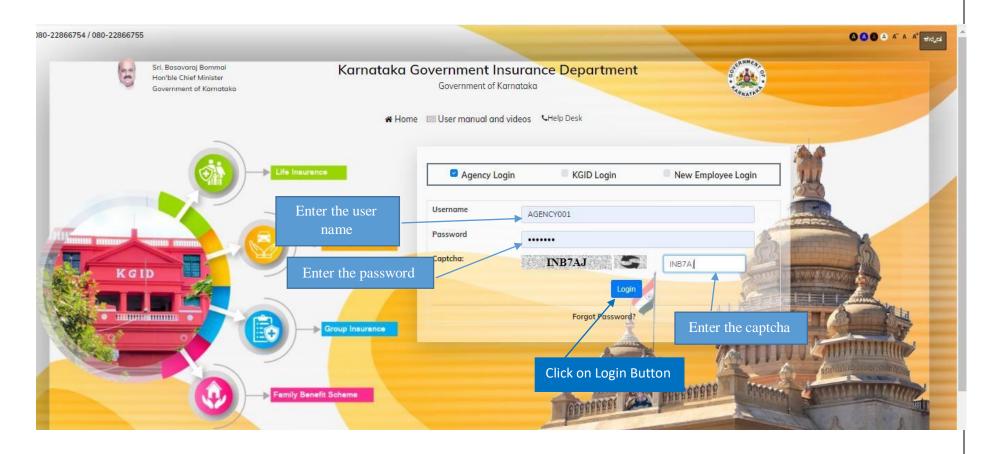
- Non HRMS Boards, Institute Etc..... Were they does not have integration in K2, Need to process Vehicle Insurance in Agency Login.
- ➢ Where Agency ID and Password is created by the department (080-22536177)
- > Details need to be given by the concerned policy holders for Agency ID creation.

LOGIN PAGE- Agency:

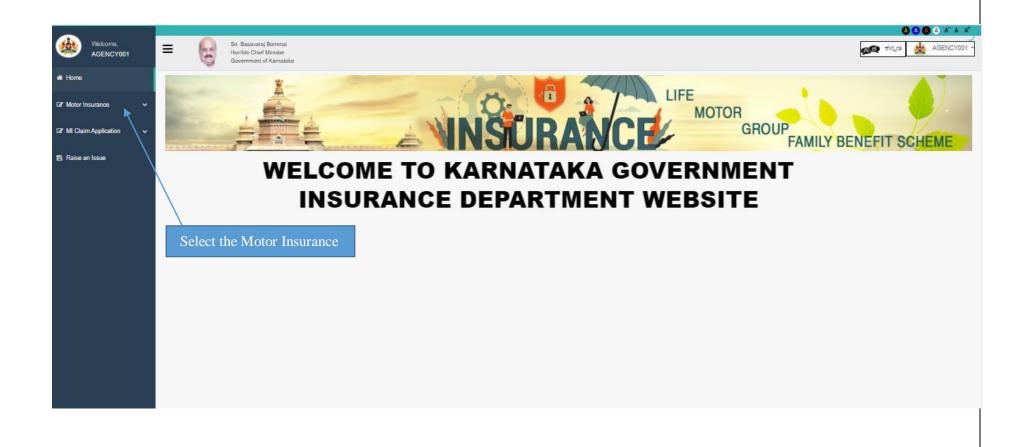
1. Select the "Agency Login" Tab.

2. Agency has to enter his "User name" and "Password".

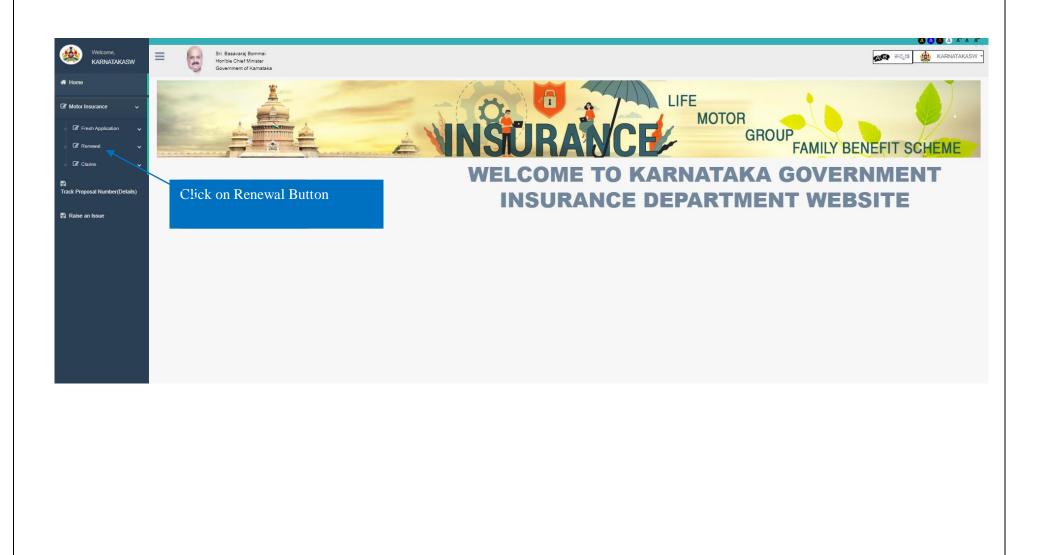
3. Enter the "Captcha" and click on Login button.



4. Select the "Motor insurance" Tab

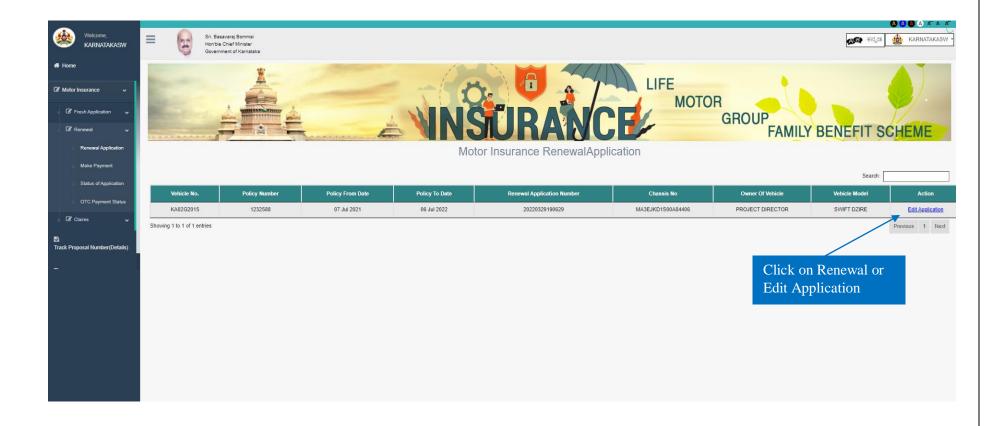


5. Click on "Renewal application"



6. Click on "Renewal Application

7. And Click on Renewal Application or Edit Application



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

Welcome, KARNATAKASW I Home I Motor Insurance ~ anck Proposal Number(Details)	St. Basarati Bonnal Horble Chief Minister Government of Karnataka					FE MOTOR GROUP FA	د که می
	Motor Insurance Application	DT Proposal Form		Reference Number :	20220329190629	Upload Required Documents	
	1. Proposer Details	2. Vehicle Details	3. IDV Details	4. Declaration			
	Proposer's(Owner's) Full Name PROJECT DIRECTOR				Owner of the Vehicle : PROJECT DIRECTOR		
		is normally kept and used) : Y PROJECT, WRDO, ANANDRAO C	IRCLE, B'LORE	1.	Email : karnatakasw@gmail.com	Pincode : 560009	
	Telephone No : 9900824003				Occupation/Business		
							Previous Save
						Clic	k on Save Button

9. Vehicle Policy Details will fetch automatically

10. In case any vehicle details is wrong Editable option id given to edit the vehicle details.

HEAK KUMAR SC Prove ment of Kamaka Prove ment of Kamaka Application for verification Application for verification Optional Employue Datails Cancelliation Request Motor Insurance Cancelliation Request Motor Insurance Other Insurance Other Insurance Policy No:: I can Policy No:: I 232289 Chassis No: MEdu/2653MG7017252								
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Initiation lefting Initiat	Application for verificat	tion 🗸		NING	TID ANCI	MOTOR		- Y
Application	Intimation Letter	•		Reference	e Number : 2022022220	05389	FAMILY BENE	FIT SCHEME
Cancellation Request Motor insurance/ Loan Loan 1 Poicey No.: 1232289 Registration No: KAO4G1300 Date of Registration No: Vehicle Category Type: January	Upload Employee Deta	ails 🗢	Application	i torororio				
A dotor insurance I coan I coan Poicy No: 1232289 Registration No: Loan Registration No: Loan Chasts No: Loan 1232289 Registration No: Loan Loan Registration No: Loan Loan Loan Registration No: Loan Loan Loan Registration No: Loan Loan Loan Registration No: Loan Loan Loan (Registration No: Loan	f Group Insurance	~	Pro	posal Form		Upload Required	1 Documents	
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Cubic Capacity (CC) / KW : Gross Vehicle Weight (kgs) :: Vehicle Category : 125 292 Two wheeler(Private) ~ Type of Cover : Type of Vehicle : Type of Vehicle :			Seating Capacity Including Driver		Vehicle Type :	v	/ehicle Sub Type :	
125 292 Two wheeler(Private) ~ Type of Cover : Type of Vehicle : Type of Vehicle : Type of Vehicle :			2		Private	~	Two wheeler	~
125 292 Two wheeler(Private) ~ Type of Cover : Type of Vehicle : Type of Vehicle : Type of Vehicle :			Cubic Capacity (CC) / KW :	Gross Vehicle Weight (kgs) :	Vehicle Category			
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Select package correctly			Select par	inge conteen)				
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Select package correctly Content Owned and Maintained by : Karnataka Government Insurance Department, Government of Karnataka Designed and Developed by : Centre for Smart Government of Karnataka								

Click on Save and Next

Note:

1. If the vehicle in above 10 years from manufacture date, Select Liability Only Policy

2. If Vehicle is below 10 years from manufacture date, Select Package Only Policy

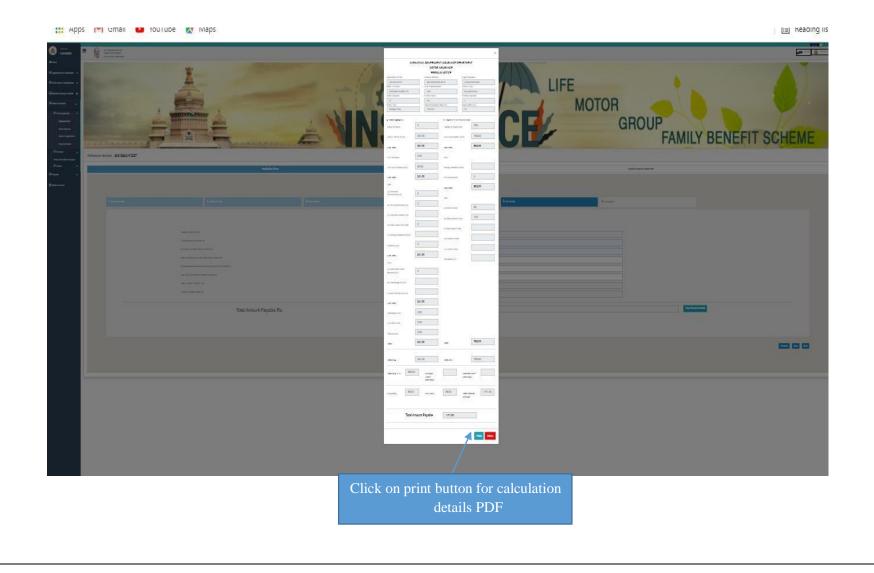
11. After Clicking on Save button, Alert message will display as – "Please Ensure vehicle details are correct"

Welcome, K M SATISH	1. Proposar Details 2. Vehicle Details	3. Other Details	4. Previous History		5. IDV Details	6. Deci	aration	
🖷 Hóme		ALERT.!!!		×				
II Application for verification →	Chassis No : ME4JF914ALG015520	Please ensure the entered chassis	no. is correct.					
🕼 KGID Alerts / Notifications 🖌 🗸	Registration No :		ок	CANCEL	e:			
🖵 Upload Employee Details 🏾	KA01JJ3074			TWO WHE	ELER(NT)			~
C≇ Motor Insurance →	Date of Registration :			Vehicle			Type of Model/Body :	
	02-03-2020	Click on o	ok buttor	DA M	OTORCYCLE AND SCOOT	ERI 🗸	SCV110L2ID	
CP Fresh Application 🔹	Vehicle RTO :			wonth of Manufa	icture :		Year of Manufacture :	
Proposal Form	Bangalore Central RTO		~	January		~	2020	~
Make Payment	Engine No :			Vehicle Fuel Type	el:			
Status of Application	JF91EG1015695			PETROL				~
Payment Status	Seating Capacity Including Driver :			Vehicle Type :			Vehicle Sub Type :	
GZ Renewal	2			Private		~	Two wheeler	~
Policy Cancellation Request	Cubic Capacity (CC) / KW :	Gross Vehicle Weight (kgs) :		Vehicle Category	r.			
Chims	110	283		Two wheele	er(Private)			~
	Type of Cover :			Type of Vehicle :				
Clif Reports v	Package Policy		~	M-Cycle/Sc	cooter			~
🖪 Raise an Issue								
								Previous

- 12. After clicking on Next button,
- 13. Automatically Vehicle Renewal Amount will display in Total Amount Payable

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Welcome, HEMA KUMAR S C	Sri. Basavaraj Bommai Horibie Chief Minister Government of Karnataka	🔊 🖘 🖏 HEMA KUMAR S C 🚽
希 Home	¥	
☑ Application for verification →		
🖵 Intimation Letter 🛛 🔹		FAMILY BENEFIT SCHEME
🖵 Upload Employee Details 🛛 ●	Motor Insurance Reference	ce Number : 20220222205389
🕼 Group Insurance 🗸 🗸	Proposal Form	Upload Required Documents
🕼 Cancellation Request 🛛 🐱	1. Proposer Details 2. Vehicle Details 3. IDV Details	4. Declaration
🕼 Motor Insurance 🛛 🗸		
🕼 Loan 🗸 🗸	Vaahan Cost Price Rs.	0
🕼 Reports 🗸 🗸	Cost Price as per Invoice Rs.	57459
Les Reports 🗸 🗸	Re-Enter Cost Price as per Invoice Rs.	57459 Automatically
	Non-electrical accessories fitted to the vehicle Rs.	
	Electrical and electronic accessories fitted to the vehicle Rs.	premium details fetch
	Side car (Two wheeler Trailer(Pvt cars)) Rs.	
	Value of CNG / LPG KIT Rs.	
	Insured Declared Value Rs.	17,238.00
	Total Amount Payable	e Rs. 852.00 View Premium Details
		Previous Save Next
	Content Owned and Maintained by : Karnataka Governme	
	Designed and Developed by : Centre for Smart	
	Best Viewed in Google Chrome and a	bove at resolution 1440 X 597

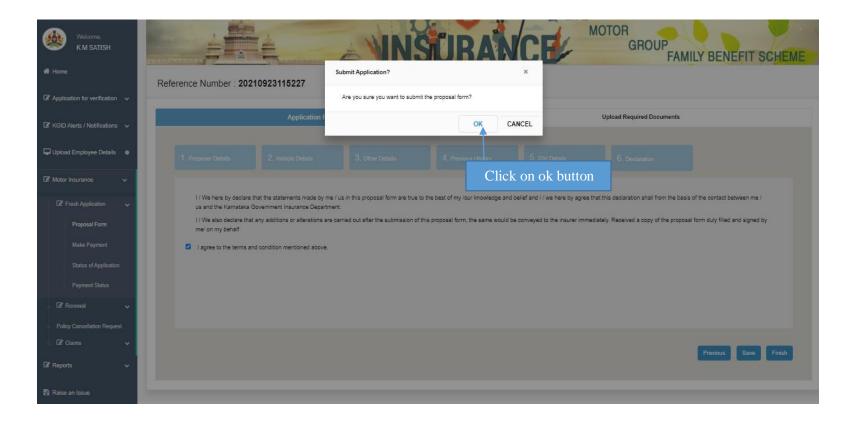
14. Click on "View premium details" button then, system displays the premium notice which consists of price breakups and calculations



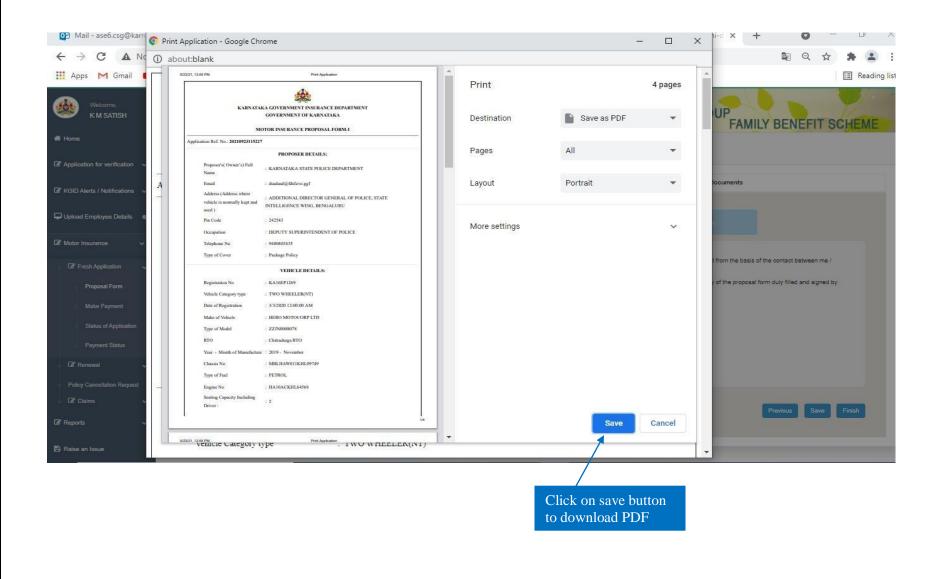


Welcome, K M SATISH	INSURANCE MOTOR GROUP FAMILY BENEFIT SCHEME
🖷 Home	
Application for verification	Reference Number : 20210923115227
🕼 KGID Alerts / Notifications 🛛 🗸	Application Form Upload Required Documents
🖵 Upload Employee Details 🔹 🔹	
🕼 Motor Insurance 🗸 🗸 🗸	
Fresh Application Proposal Form Make Payment Status of Application Payment Status C Renewal Policy Cancellation Request	 I/We here by declare that the statements made by me / us in this proposal form are frue to the best of my /our knowledge and belief and I / we here by agree that this declaration shall from the basis of the contact between me / us and the Kamataka Government insurance Department. I/We also declare that any additions or alterations are carried out after the submission of this proposal form, the same would be conveyed to the insurer immediately. Received a copy of the proposal form duly filled and signed by me / on my behalf I agree to the terms and condition mentioned above. Click check box "I agree to the terms & Conditions mentioned above?" for further process Of uploading documents
GP Claims ↓ GP Reports ↓ A Raise an Issue	Previous Save Finish
	Click on save and finish

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



17. After clicking finish button proposal form will be download.

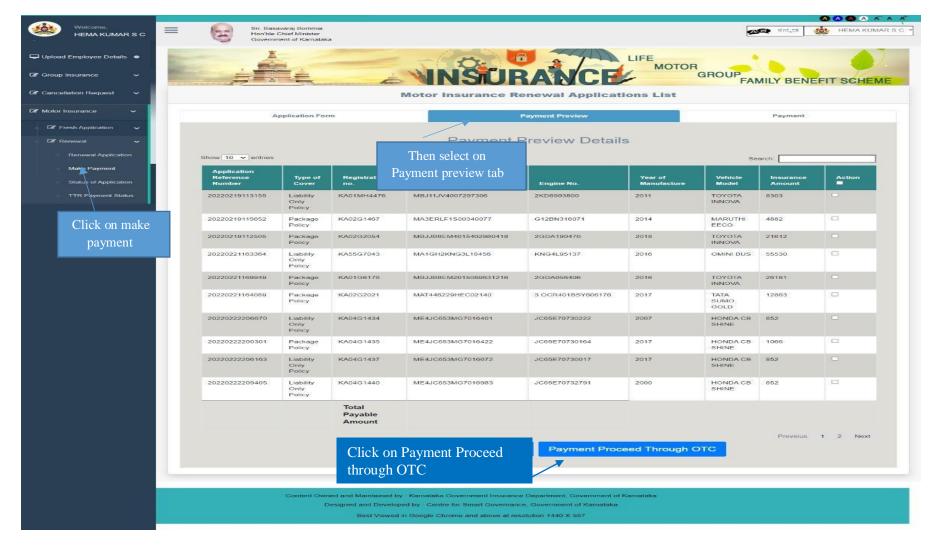


18. Upload the require documents and Click on finish button then "Document details saved successfully" click on ok

~					
Welcome, HEMA KUMAR	sc 🔳 🎼	Sri Basavaraj Bommai Hon'ble Chief Minister			🔊 ಕನ್ನಡ 🎪 HEMA KUMAR S C -
		Government of Kamata Submit Cha Documen	t details saved successfully		ROUP
Intimation Letter	• Hoter I	nsurance			
Gamma Upload Employee Details			Reference Numb	er : 20220221163364	
	-	Proposal Form		Upload Require	ed Documents
	~			Click on "OK" to submit the	
	~			Documents	
	~				
	~]	Renewal Upload Docum	nents		
		Emission Certificate :	Choose File Tax Invoicagara.pdf		
					Previous Next Finish
			ined by - Karnataka Government Insurance		
			eveloped by _ Centre for Smart Governance lewed in Google Chrome and above at resc		

- **19.** After Documents uploaded successful
- 20. 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



21. Click on Proceed to Payment

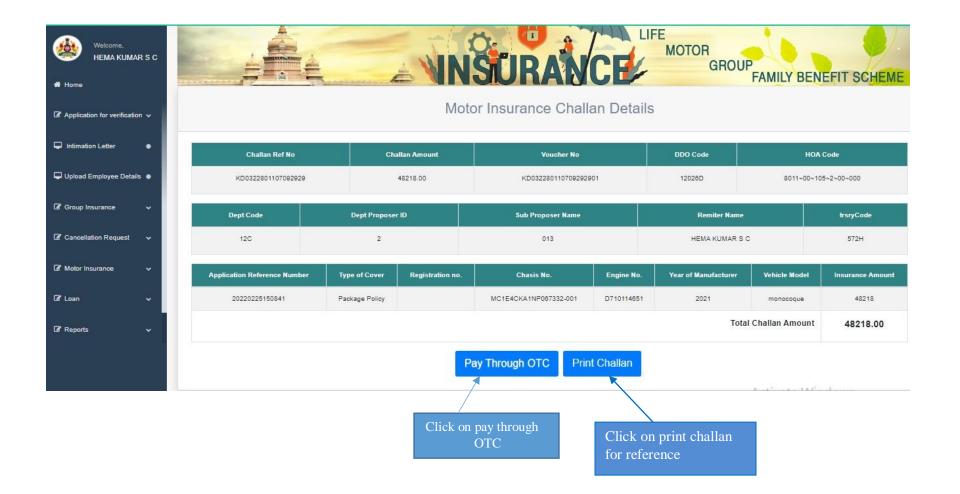
Note: Mode of payment through RTGS/NEFT, Cheque, DD, Net Banking etc., has to select Pay through OTC

	Applicatio	in Form			Payment Preview			Payment	
ion for verification 🗸				Payment I	^D review Detai	ls			
	Show 10 V entries							Search:	
Employee Details 🔹	Application Reference Number	Type of Cover	Registration no.	Chasis No.	Engine No.	Year of Manufacturer	Vehicle Model	Insurance Amount	Action
isurance 🗸	20210923115227	Package Policy	KA16EP1269	MBLHAW011KHL09749	HA10ACKHL64568	2019	ZZJN0008078	1171	•
~	20210921144538	Package Policy	KA3689766	MAT445075LVB11688	275IDI07BZXS23868	2020	55239220000R	15141	
*	20210918174217	Package Policy		MAT751120LFB02953	497TC41BZX805558	2020	55075152000RXED3	57727	
1 Issue	20210908122031	Package Policy	KA32D7783	MBNAAACABKNM00311	NKM2BAJ0004	2019	265DIMKMBP	6604	
	20210908121707	Package Policy	KA03AJ5803	MD2A45AY3LWK15883	AZYWLK97732	2020	MD2AALL0266003	7102	
	20210908121147	Package Policy	KA33B1612	MBX0003ABVG482753	A7F1103852	2017	AAMN0052000BM00217	4003	
	20210906120643	Package Policy	KA09MF0194	MBJJB8EM801579802	2GDA398552	2020	INNPL02	8875	
	20210906115829	Package Policy	KA03AJ5692	MB1PAECD8KELE8792	KLEZ207901	2019	V2149136A	17222	
	20210904182015	Package Policy	KA88M1717	MBJJB8EMX01578960~0220	2GDA395791	2020	INNPL01	21537	
	20210904181709	Liability Only Policy	KA02MC8991	MA3EVB11S01043551	F8BIN3989668	2008	MARUTI OMNI E MPI STD	21030	
							Total Payable Amount	1171.00	
								Previous 1 2	3 4 Ne
				Procee	d To Payment				
				4	a ror aymone				

22. After Proceed through OTC payment "Click on pay Through OTC"

	INSURANCE	MOTOR GROUP FAMILY BENEFIT SCHE
	Motor Insurance Applications List	
Application Form	Payment Preview	Payment
Premium Amount	Premium Payment	
26546.00		
Purpose		
Motor Insurance		
Sub Purpose		
Premium Motor		
DDO Code		
12026D		
Date		
12/27/2021		Click on pay through
	Pay Through OTC	ОТС

23. Click on Print challan for reference



24. Click on Print to take challan print or PDF save

			KARNATAKA GOVERNMI		RTMENT			
STIN NO :			MOTOF	Generation Date : 24-Jul-2022	, ,			
	BILL REF No. KD0722801124143628			Generation Date : 24-Jul-2022	REMITTER OFFICE CODE	176		
	NUMBER S0007342 DATE 24-Jul-2022						PROJECT, WRDO, ANANDRAC) CIRCLE, B'LOR
					Pre	nium (in Rupees)		
SI. No.	Proposal No./ Policy No.	Chasis No.	Engine No.	Vehicle Type	Amount	CGST -9%	SGST-9%	
1	20220329190629	MA3EJKD1S00A84406	K12MN1944148	SWIFT DZIRE	6189.83	557.08	557.08	
					TOTAL	6189.83	557.08	557.08
Amount In Wor	rds : Seven Thousand Three Hundred a	nd Four Rupees			GRAND TOTAL	7304		
						For Di Motor Ins Karnataka Government	surance,	
			Back To Pa	ayment Print				
			С	lick on Print but	tton			

12, 2:37 PM			Pri	intMiChallan				
		KARNATAKA GOV	VERNMENT OF K/ VERNMENT INS MOTOR INSUR	SURANCE	DEPARTMEN	NT		
gstin No			Gen	eration Date : 24-	Jul-2022			
CHALLA	N REF No./ BILL REF N	o. KD0722801124143628	RI	EMITTER OFF ODE	ICE 176			
	N ORDER NUMBER	SO007342	RI	EMITTER	NATIONAL	HYDROLOGY	PROJECT	WRDO
	ON ORDER DATE	24-Jul-2022 KD07228011241436280	A1	DFFICE	ANANDRAG	O CIRCLE, B'L	LORE	
					Premi	um (in Rupe	es)	
SI. No.	Proposal No./ Policy No.	Chasis No.	Engine No.	Vehicle Type	Amount	CGST -9%	SGST- 9%	
1	20220329190629	MA3EJKD1S00A84406	K12MN1944148	SWIFT DZIRE	6189.83	557.08	557.08	
					TOTAL	6189.83	557.08	557.08
Amo Rupe		ven Thousand Three	Hundred and Fo	our	GRAND TOTAL	7304		
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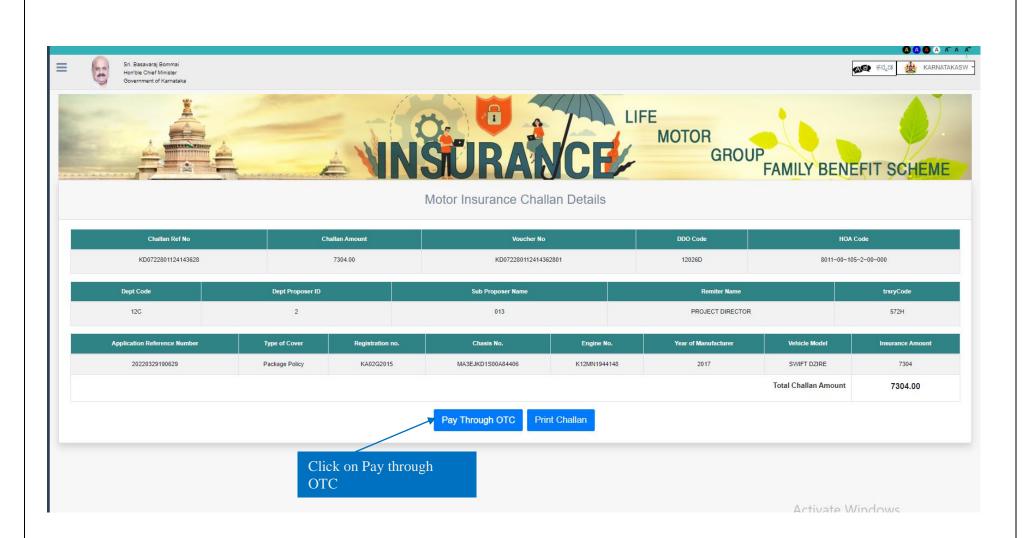
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Cancel

A ____.

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



26. Click on Select "Button" for payment mode.

Home 🚖	Disease note that langrageter convise shorease i
	Please note that, aggregator service charges i
	ವಾವತಿ ವಿವರಗಳು \ Payment Details
	ಹಾವತಿ ವಿಧ Select
	ಸಲ್ಲಿಸು \ Submit ಮರುಜೋಡಿಸು \ Reset

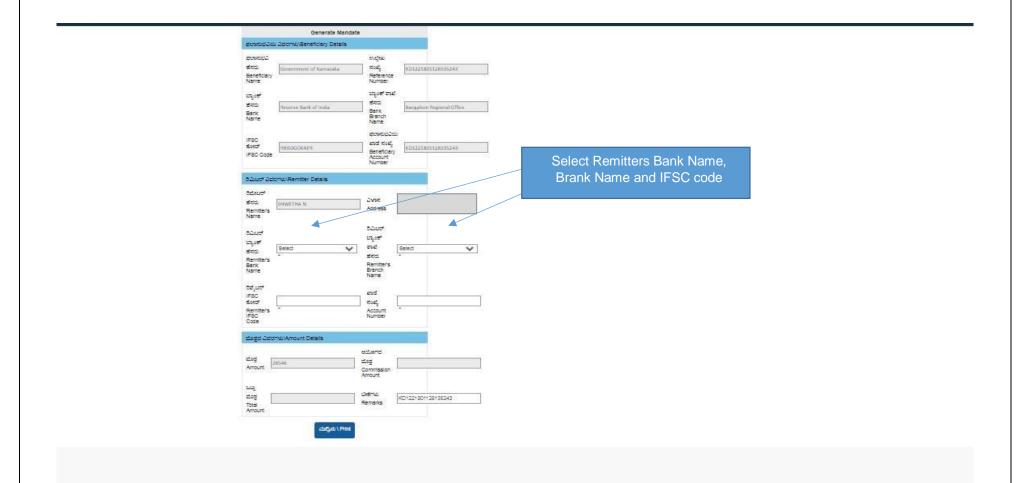
27. Select NEFT/RTGS, Net banking, Debit or Credit card to make payment through Cheque. (Payment through Google pay, Phone Pe select Net Banking, Bhim UP)

Please note that, aggregator service charges ma read3 å dd Salect Mode of Payment Select S	ଇବରି ଶିର୍ଗମାଧ \ Payment Details ଇବରି ଶିର୍ଗମାଧ \ Select Mode of Payment ବାଇରି ଯୁପ୍ତ Select Netbanking NEFT/RTGS ଶିର୍ଗମ Agency Bank Name ସ.ରଙ୍ଗ. ଶି ଶିନ୍ଦାମ Reserve Ballebit Card/Credit Card Agency Bank Name ସ.ରଙ୍ଗ. ଶି ଶିନ୍ଦାମ IFSC Code Enter CAPTCHA Code * EEWURK	ଇବରି ଶିର୍ଗମାଧ \ Payment Details ଇବରି ଶିର୍ଗମାଧ \ Select Mode of Payment ବାଇରି ଯୁପ୍ତ Select Netbanking NEFT/RTGS ଶିର୍ଗମ Agency Bank Name ସ.ରଙ୍ଗ. ଶି ଶିନ୍ଦାମ Reserve Ballebit Card/Credit Card Agency Bank Name ସ.ରଙ୍ଗ. ଶି ଶିନ୍ଦାମ IFSC Code Enter CAPTCHA Code * EEWURK	Home 🚖	
ज्यन्त थे प्रि Mode of Payment श्रद्ध गुरुवर्ग संतर्फ Agency Bank Name श. अवर्ग. अर्ज. श. खल्पाद्ध RBISOGOKAER IFSC Code Enter CAPTCHA Code * EEWURK	ಹಾವತಿ ವಿಧ Select Mode of Payment Select ಬಜೆನ್ನಿ ಬ್ಯಾಂಕ್ NEFT/RTGS ಹೆಸರು Reserve Barech Card Branch Agency Bank Name ಖ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ RBISOGOKAER IFSC Code Enter CAPTCHA Code * EEWURK	ಹಾವತಿ ವಿಧ Select Mode of Payment Select ಬಜೆನ್ನಿ ಬ್ಯಾಂಕ್ NEFT/RTGS ಹೆಸರು Reserve Barech Card Branch Agency Bank Name ಖ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ RBISOGOKAER IFSC Code Enter CAPTCHA Code * EEWURK		Please note that, aggregator service charges ma
Mode of Payment bida ਪ੍ਰਾ ਪਾਸ਼ੂ ਹਾਸ਼ ਗੋ ਕੋਰੋਹ Agency Bank Name ਹ. ਕਹੁਵੀਂ ਕਰਾਂ. ਨੇ ਰਿਵਾਰਾਂ IFSC Code Enter CAPTCHA Code * EEWURK	Mode of Payment ਡਲੀਨ੍ਹੇ ਪਾਡੂਰਰਾਂ ਡੀਨਾਂ Reserve Barney Bank Name ව. ಎಫ್.ಎಸ್.ਨੇ ਫਿਲਵਾਂ RBISOGOKAER IFSC Code Enter CAPTCHA Code	Mode of Payment ਡਲੀਨ੍ਹੇ ਪਾਡੂਰਰਾਂ ਡੀਨਾਂ Reserve Barney Bank Name ව. ಎಫ್.ಎಸ್.ਨੇ ਫਿਲਵਾਂ RBISOGOKAER IFSC Code Enter CAPTCHA Code		ವಾವತಿ ವಿವರಗಳು \ Payment Details
ಬ.ಎಫ್.ಎಸ್.ನಿ ಕೋಡ್ RBISOGOKAER IFSC Code Enter CAPTCHA Code * EEWURK	ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ IFSC Code Enter CAPTCHA Code * EEWURK	ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ IFSC Code Enter CAPTCHA Code * EEWURK		Mode of Payment Select ಏಜೆನ್ನಿ ಬ್ಯಾಂಕ್ Netbanking NEFT/RTGS Click on dropdown up ಹೆಸರು Reserve Bane Debit Card/Credit Card Bane and select
				బ.ఎథా.ఎన్.సి కೋడ్ RBISOGOKAER IFSC Code Enter CAPTCHA Code * EEWURK

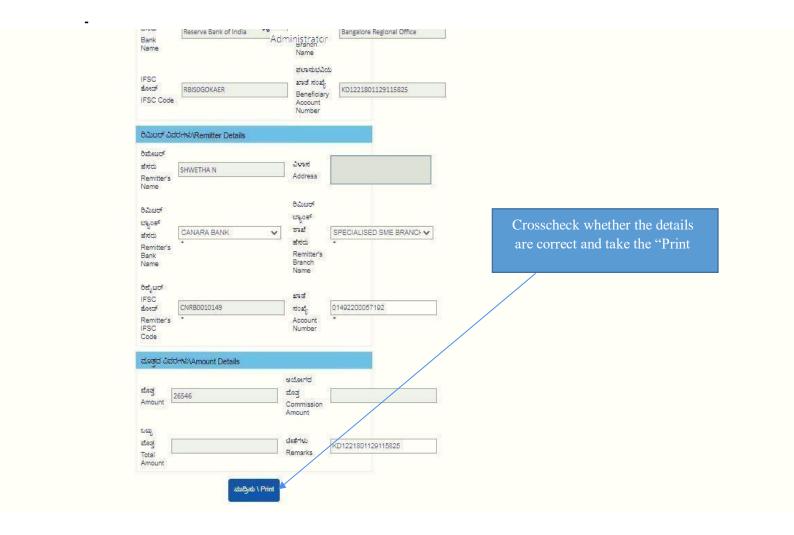
28. Agency Bank Name, Branch Name and IFSC Code' will fetch automatically, enter the captcha and submit the payment details

iges may be applicable.	
avid 3 JddrNo \ Payment Details	
ಕಾಡತಿ ವಿರ NEFT.RTGS ್ Mode of Payment * ಎಜೆನ್ಸೆ ಬ್ಯಾಂಕ್ ಕಾಷೆ ಹೇಸರು Bank Name ದ ಎಡ್ ಎಸ್ ನಿ ಕೋರ್ RBISOGCKAER	Agency Bank Name, Branch Name and IFSC Code' will fetch automatically
Enter CAPTCHA Code EEWIJRK	

29. Select Remitters Bank Name, Brank Name and IFSC code



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

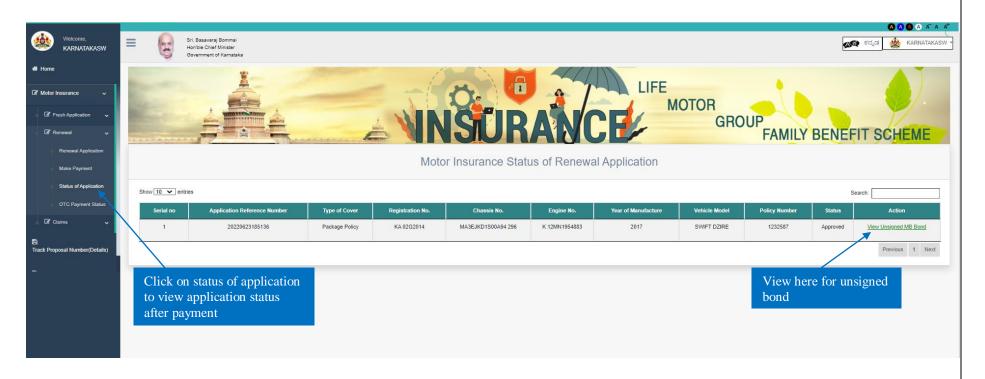


31. Final step Remitters have to take the print and make the payment through Bank



Bank and Branch Name:	STATE BANK OF INDIA. DODDABALLAPUR	
Challan Creation Date:	25/02/2022	
	tter Details:	
Name of Applicant:	SRINATHA GOWDA C S	
Remitter Account No.:	54046644486	
Remitter Address:	24040044400	
Contact Number:		
E-mail ID:		
	ciary 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.) Track(A 190):		
Total(A+B):	O Date Bar	
DDO Details:		
DDO Office:	DIRECTORATE OF KARNATAKA GOVERNMENT INSURANCE, BANGALORE	
DDO Code:	12026D	
	ent Details:	
Enclosed is Cheque No drawn on my/our account for Rs 20548 favouring Reserve Bank Of India towards the above NEFT/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		
(i) NEFT/RTGS Mandate should be presented to Bank within Challan expiry date.		
(ii) 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		
	ny change in the NEFT/RTGS details	
delay, the NEFT/RTGS transaction would be returned	destination bank before expiry of challan period. In case of I to the originating account. It would be the responsibility of the NEFT/RTGS remittance reaches the beneficiary account	
well before the expiry period.		

- 32. Department has to take the print of challan and attach cheque and submit the bank
- **33.** 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