



# SEC Kerala

## User Guide V1.0

Last Updated: 02 Mar, 2022

**URL**

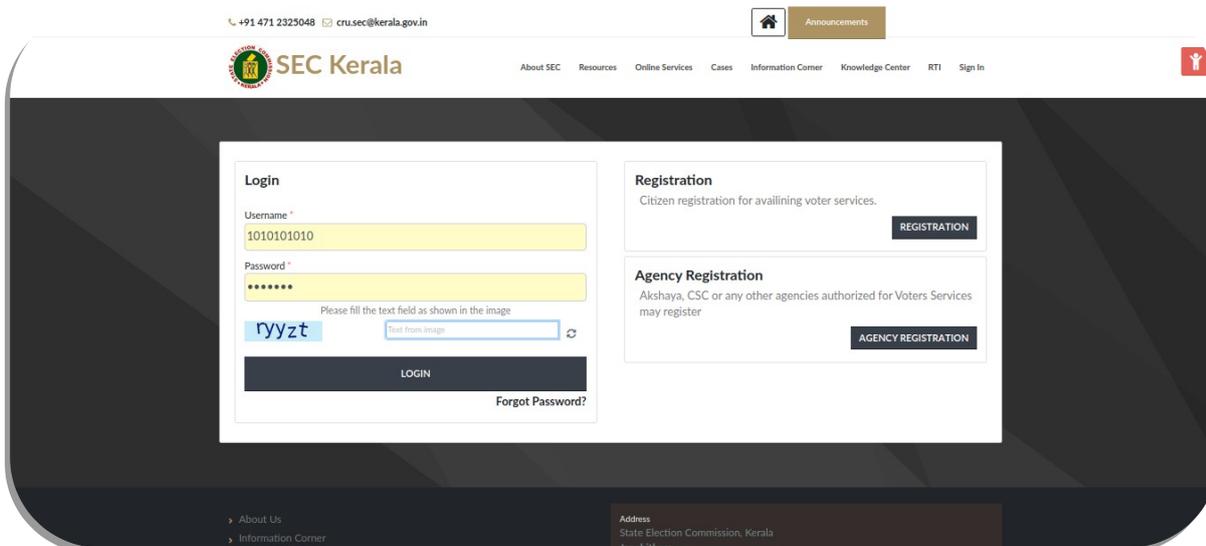
### Introduction

This user guide describes two important functions of the Kerala State Election Commission, Kerala web portal namely Public User and Agency. This is continuously updated document and readers of this user guide are advised to refer to the latest version always.

### Module I: Public User

The 'Public User' module deals with the section of the system that caters to the general public's access to the SEC portal. To access the system, to the Sign-in section of the portal and sign us as a public user.

Login as a public user/citizen portal using the URL:



Enter your user name and password to login. **To obtain a user name and password, user can sign up with the details by visiting the Registration link :**

A successful login will take the user to the Dashboard



The screenshot displays the SEC Kerala dashboard. At the top, there is a navigation bar with links for Home, Dashboard, Menu, Help, and a user profile for Nri Treesa. The main content area is divided into two sections: 'USER APPLICATIONS' and 'SERVICES'. The 'USER APPLICATIONS' section features a table with columns for 'Sl no', 'Application Type', 'Application ID and Name', 'Application Date', 'Application Status', and 'Action'. The table contains 9 rows of data, each with a 'Hearing Notice' button and, in some cases, a 'Print Form(4)' button. The 'SERVICES' section on the right lists various services such as Name Inclusion, Correction, Ward Shifting, Name Deletion, Pravasi Voter, and Objection to Inclusion/Correction/Shifting. At the bottom of the dashboard, there are links for 'Pages', 'Contact Us', and a copyright notice for 2022.

## DASHBOARD

The Dashboard provides various links for the user to access important functions. They are explained below.

### User Application

- User Application lists all requests raised by the citizen.(maximum 10 latest requests). It gives information such as Type of Application, Application details, Status of the request etc. If the request is incomplete, action button '**Complete**' will be displayed against each of the incomplete request and user can complete them here. Completed actions can be printed using the '**Print Hearing Notice**' button.

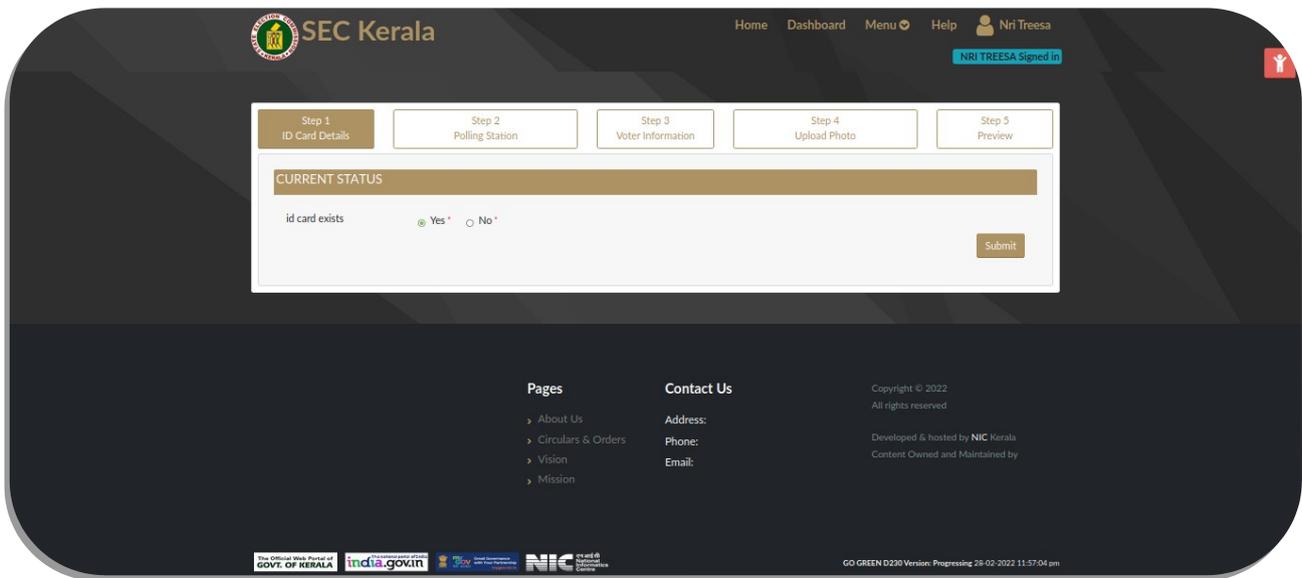
### Services

- The Services section allows the user to access the following functions in the portal
  1. Name Inclusion
  2. Corrections
  3. Ward Shifting
  4. *Pravasi* Name Inclusion
  5. Name Deletion
  6. Objection to Inclusion
  7. Objection to Correction
  8. Objection to Ward Shifting

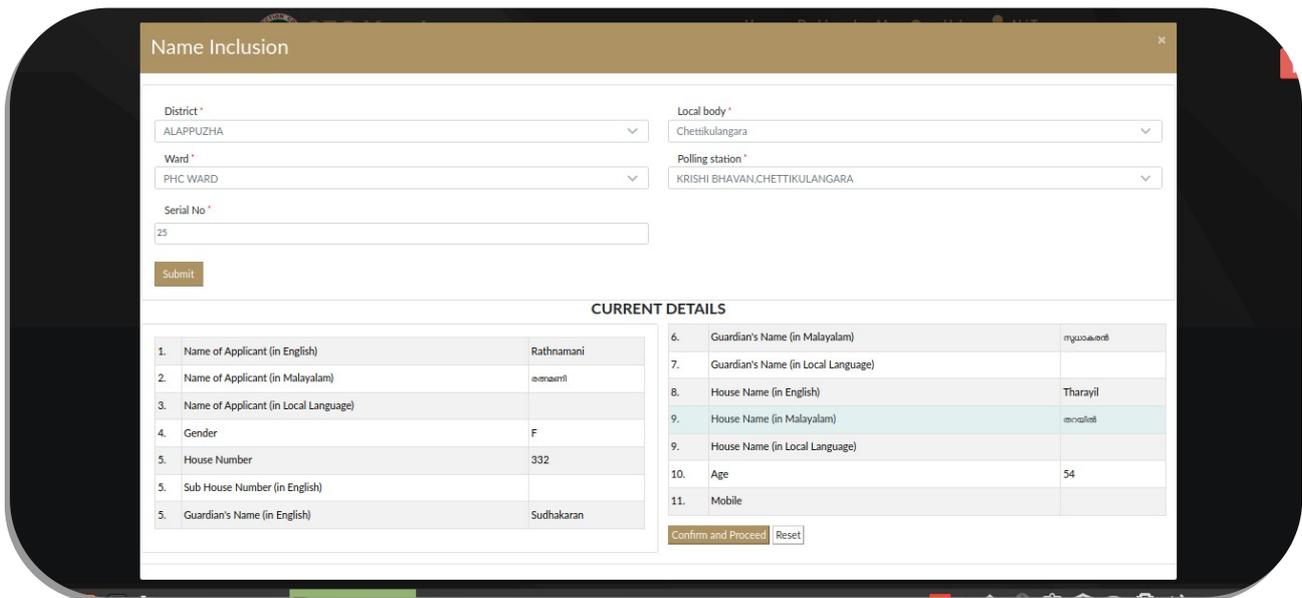
Each of the above services are briefly described below

#### 1. Name Inclusion

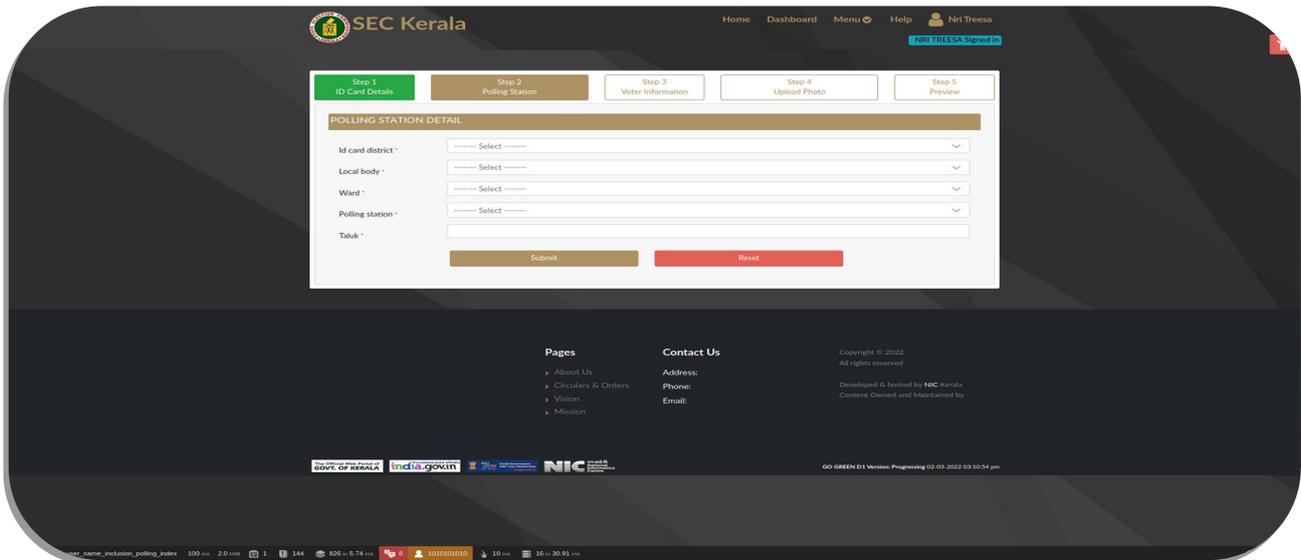
Citizen can raise voter list inclusion request using this link. If the user already got an id card/included in voter list.



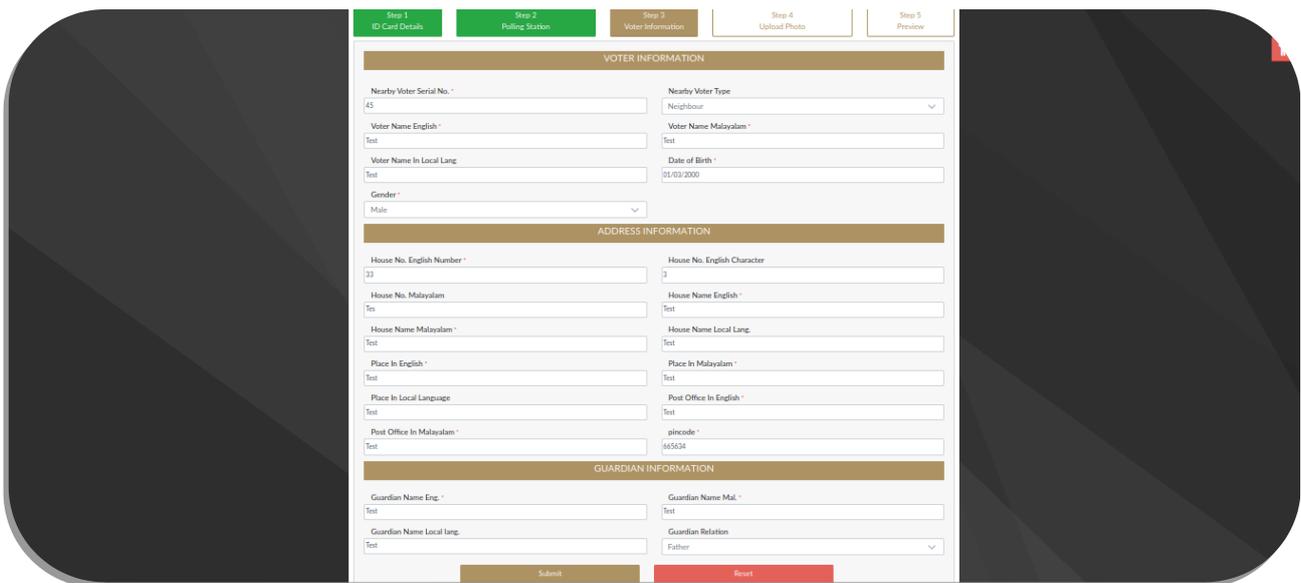
First select polling station and serial number. If it is valid, all details of the user will show in the pop up window. Then confirm the details and proceed.

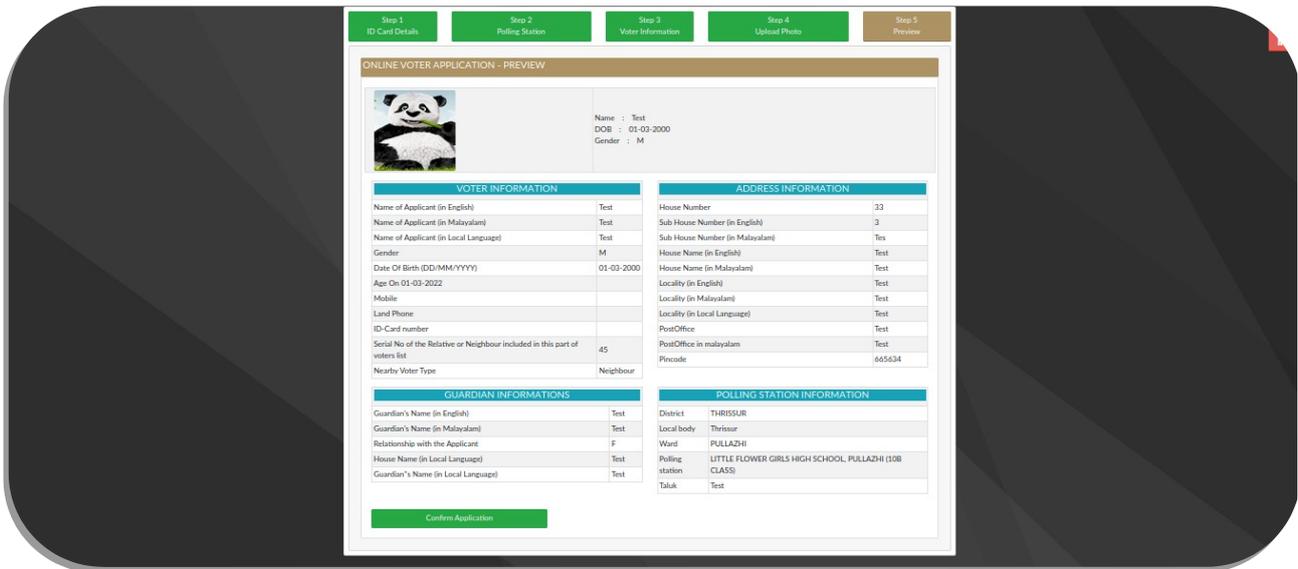


Next user can enter new details like polling station, voter details, and photo and then confirm the application. System will show a preview of the submitted information hearing date will allotted for the user and user can print the hearing notice. This is mainly for those users who want to change their local body, districts details etc.



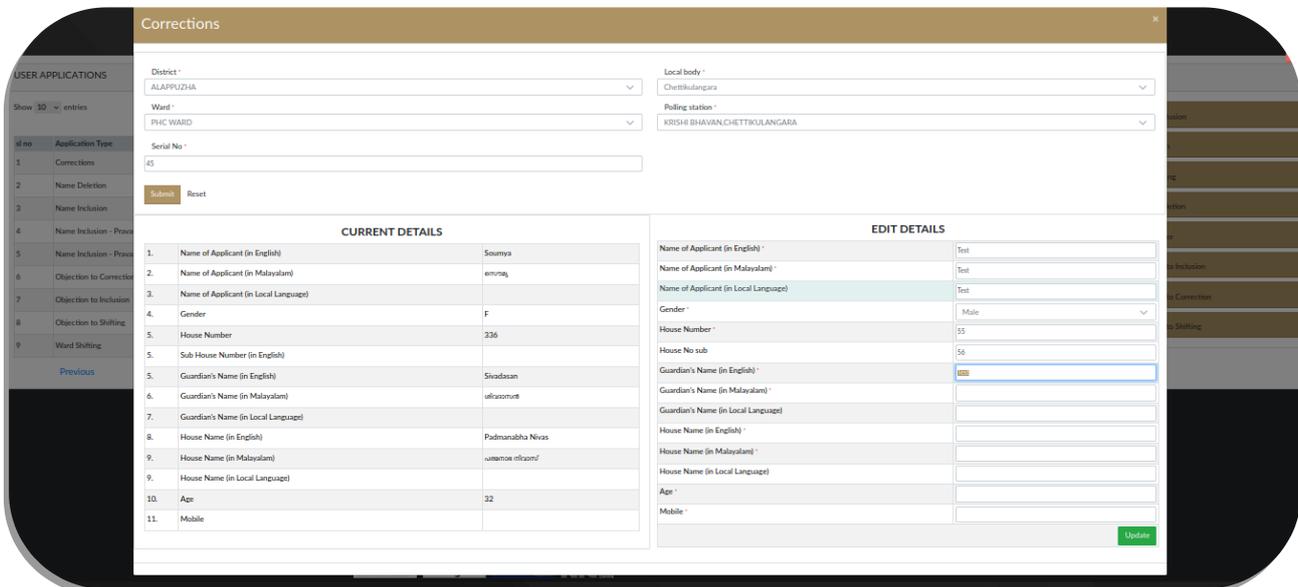
If the user is not having id and not included in the voter list, the new voter registration can be used. Select polling station details directly, then voter details, upload photo and the confirm the application. Preview page will be displayed. Then hearing date will be allotted and can print hearing notice.





## 2. Corrections

Corrections in the voter list can be achieved here. Users are permitted to edit personnel details only. Select user polling station and serial number. All details of the user will be shown in the pop up. Then click Edit and submit to save the changes. If the user wants to change photo, it can also be done here. Hearing date will allotted and can print hearing notice.



## 3. Ward Shifting

Ward Shifting can be achieved through the process explained in section #2 above. (Corrections) with the only the difference that here user can shift the ward or polling station instead of the other details.

Ward Shifting

**District \***  
ALAPPUZHA

**Ward \***  
PHC WARD

Enter Voter Serial No \*  
45

**Local body \***  
Chettkulangara

**Polling station \***  
KRISHI BHAVANCHETTKULANGARA

**CURRENT DETAILS**

1. Ward	GG4056007 - PHC WARD
2. Polling Station	002 - KRISHI BHAVANCHETTKULANGARA
3. House Number	336
4. Sub House Number (in English)	336
5. Name of Applicant (in Local Language)	
6. House Name (in English)	Padmanabha Nivas
7. House Name (in Malayalam)	പദ്മനാഭൻ നീവാസ്
8. House Name (in Local Language)	
9. Guardian's Name (in English)	Sivasadan
10. Guardian's Name (in Malayalam)	ശിവസാദൻ
11. Guardian's Name (in Local Language)	
12. Relationship with the Applicant	F
13. Locality (in English)	
14. Locality (in Malayalam)	
15. Locality (in Local Language)	
16. Mobile	

**EDIT DETAILS**

1. Ward	-- Select Ward --
2. Polling Station	Select an Option
3. House Number *	
4. House No sub	
5. Name of Applicant (in Local Language)	
6. House Name (in English) *	
7. House Name (in Malayalam) *	
8. House Name (in Local Language)	
9. Guardian's Name (in English) *	
10. Guardian's Name (in Malayalam)	
11. Guardian's Name (in Local Language)	
12. Relationship with the Applicant *	----- Select -----
13. Locality (in English) *	
14. Locality (in Malayalam) *	
15. Locality (in Local Language)	
16. Mobile	

### 4. Name Deletion

Select polling station details and serial number and submit and related user details will be shown. Then confirm deletion.

Name Deletion

**District \***  
ALAPPUZHA

**Ward \***  
PHC WARD

Serial No \*  
32

**Local body \***  
Chettkulangara

**Polling station \***  
KRISHI BHAVANCHETTKULANGARA

**CURRENT DETAILS**

1. Name of Applicant (in English)	Dhiva Vijayan
2. Name of Applicant (in Malayalam)	ദിവാ വിജയൻ
3. Name of Applicant (in Local Language)	
4. Gender	F
5. House Number	323
5. Sub House Number (in English)	
5. Guardian's Name (in English)	Vijayan
6. Guardian's Name (in Malayalam)	വിജയൻ
7. Guardian's Name (in Local Language)	
8. House Name (in English)	Tharayil
9. House Name (in Malayalam)	തരയിൽ
9. House Name (in Local Language)	
10. Age	33
11. Mobile	

### 5. Pravasi - Name Inclusion

Enter *Pravasi* related details and submit. Pravasi name inclusion is similar to the normal name inclusion discussed in section #1 above. Please refer section #1 above for more details.

### 6. Objection to Inclusion

User can raise an objection to existing inclusion request, correction request or ward shifting (Transposition) request here. Enter application ID of the request and detail will be shown. User can raise an objection to the specific request here.

1. Name of Applicant (in English)	kkkkkkkkkk	6. Guardian's Name (in Malayalam)	hhhhhhh
2. Name of Applicant (in Malayalam)	kkkkkkkk	7. Guardian's Name (in Local Language)	hhhhhhh
3. Name of Applicant (in Local Language)		8. House Name (in English)	mmmmmmmm
4. Gender	F	9. House Name (in Malayalam)	mmmmmmmmmm
5. House Number	7	9. House Name (in Local Language)	mmmmmm
5. Sub House Number (in English)	mmmm	10. Age	
5. Guardian's Name (in English)	hhhhhhh	11. Mobile	

### 7. Objection to Corrections

Objection to correction works similar to objection to inclusion except the fact that objections are raised against correction activities

### 8. Objection to Shifting



Objection to correction works similar to objection to inclusion except the fact that objections are raised against shifting activities

## Module II: Agency

Agency module is for agencies to access various agency related options in SEC portal. Agency module is similar to Public user module explained in Module 1: Public User above, with the only the difference that here agency can raise maximum 50 applications. Please refer section Public User Module above for more details.

The screenshot displays the SEC Kerala portal interface. At the top, there is a navigation bar with the SEC Kerala logo, and links for Home, Dashboard, Menu, Help, and a user profile icon for '2020202020' who is signed in. The main content area is titled 'USER APPLICATIONS' and features a table with 10 entries. Each entry includes a serial number, application type, ID and name, date, status, and an action button labeled 'Hearing Notice'. A 'Print Form(4)' button is located at the bottom right of the table. To the right of the table is a 'SERVICES' sidebar with buttons for Name Inclusion, Correction, Ward Shifting, Name Deletion, Pravasi Voter, Objection to Inclusion, Objection to Correction, and Objection to Shifting. The table also includes a search bar and pagination controls at the bottom.

Sl no	Application Type	Application ID and Name	Application Date	Application Status	Action
1	Corrections	27005 - testagency	25-02-2022	☑ □ □ □ □	Hearing Notice
2	Corrections	27007 - rrrrr	25-02-2022	☑ □ □ □ □	Hearing Notice
3	Corrections	27010 - yyyyyyy	26-02-2022	☑ □ □ □ □	Hearing Notice
4	Corrections	27011 - yyyyyyy	26-02-2022	☑ □ □ □ □	Hearing Notice
5	Corrections	27012 - aaaaaaaa	26-02-2022	☑ □ □ □ □	Hearing Notice
6	Corrections	27013 - ghdf	26-02-2022	☑ □ □ □ □	Hearing Notice
7	Name Deletion	7 - Lalitha	26-02-2022	☑ □ □ □ □	Hearing Notice
8	Name Deletion	8 - riya kurian	26-02-2022	☑ □ □ □ □	Hearing Notice
9	Name Deletion	9 - Manu M	26-02-2022	☑ □ □ □ □	Hearing Notice
10	Name Inclusion	6007591 - hhhhhh	26-02-2022	☑ □ □ □ □	Hearing Notice