How to find whether your property is listed?

- Visit www.keralatourism.org
- Click on the link **Accommodation** link under Travel Desk
- Click on **Online Hotel Finder**
- Use **Advanced Search**
- If the property is already listed, ensure that the details are correct and complete
- For corrections, send an email at research@keralatourism.org with complete address of the property along with corrections to be made.
- Ensure receipt of User ID and Password
- If your property is not possessing a User ID & password, or if it is lost, please contact at research@keralatourism.org

How to register?

- New registration can be made via online
- For this, visit www.keralatourism.org
- Click on the link **Accommodation** link under Travel Desk
- Click on the link **Online Hotel Finder**
- Click on the link **Click here to register property**
- Furnish correct and complete details of your property and **SAVE**
- After verification, you will be given a unique User Id & password by Kerala Tourism

Steps for submitting Form-C

- Visit www.keralatourism.gov.in/www.keralatourism.org
- Click on "Trade" tab
- Click on "Click here for log in" link on E-submission of Form-C section
- Login with the Username and password given by Dept. of Tourism
- Go to "Authorize User Sign Up" link and create an authorized username and password (one-time activity)
- This authorised username and password will be approved within 24 hours by the Dept. of Tourism
- After approval from Kerala Tourism, login to the Form-C submission link with the username and password given by
- Kerala Tourism and furnish Form-C details and SAVE
- Log out from the page

- Login again to the Form-C submission link with authorized username and password created by property user
- Click on "forms Pending Authentication" link and authorize Form-C waiting for authentication
- Click on "Authorise and Upload" button corresponding to each Form-C
- Once a Form-C is authorized, an acknowledgement will be generated and stored in the "Acknowledgement" section
- Clicking on the acknowledgments of a date, all Form-C submitted on that date will be displayed
- Click on print button
- A document will be opened with corresponding Form-C details
- Take print out of this and keep it along with supporting documents (copy of foreigner's passport, visa copy etc)

Steps for submitting Tourist Statistics
- Login to the Form-C submission link
- Click on "Tourist data entry" link
- Select date from the calendar
- Select Tourist type (Domestic or Foreign)
- If ''domestic'' is selected, select State from "Tourist From" list
- If ''foreign'' is selected, select Country from "Tourist From" list
- Enter number of tourists
- Click on "Save" button
- Saved data will be displayed on the page
- Once data entry is finished, click on "Have you finished data Entry?" button
- If data furnished is correct, click yes
- Click "Upload" button