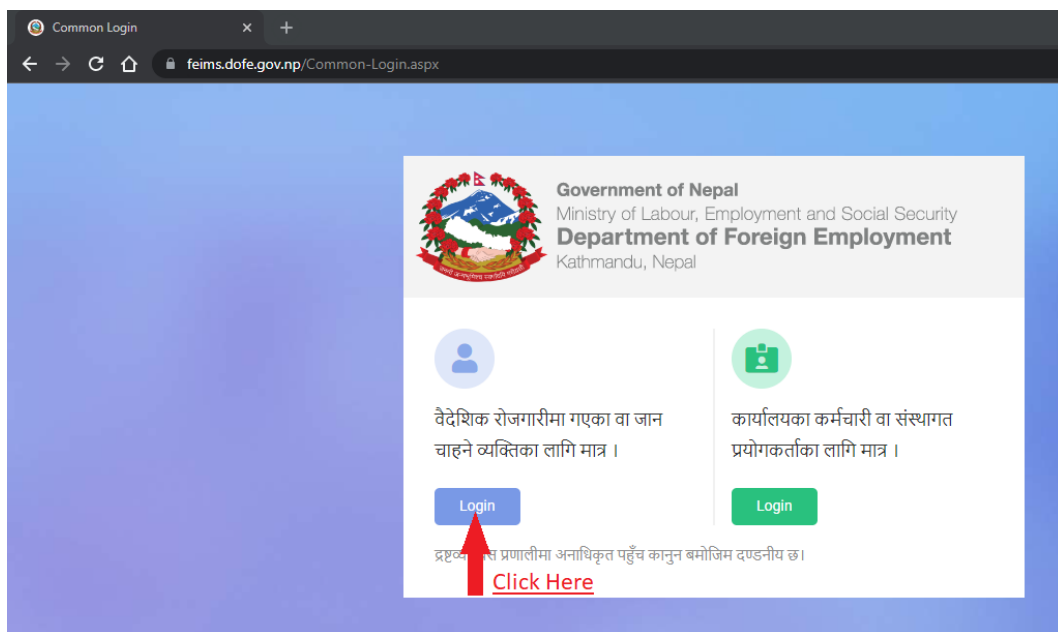


Manual for Creating Individual User Profile

This manual covers the Candidate's registration into Foreign Employment Information Management System (FEIMS) for obtaining foreign labour/work permit.

1. First Access FEIMS online web portal by typing <https://feims.dofe.gov.np> in a browser like Google Chrome/Firefox.
2. Then click the “**Login**” button under “वैदेशिक रोजगारीमा गएका वा जान चाहने व्यक्तिका लागि मात्र ।” as follows:



3. Now enter your latest passport number in the passport field and then click “Next” button as follows:

4. Enter your date of birth in AD and then click “Next” button as follows:

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

Passport Number (राहदानी नम्बर) : 1231

Date Of Birth (जन्म मिति) *

199

← Back

1. Enter your date of birth in AD

Next →

Guideline For Re-Entry Process

2. Then click 'Next'

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।

5. A message “Your account has not been created. If you want to create, click register?” is displayed in the case of user not created as before in the system. In this case, click the “REGISTER” button as follows:

Your account has not been created. If you want to create click register?

CANCEL REGISTER

Click the 'REGISTER' button

Passport Number (राहदानी नम्बर) : 123

Date Of Birth (जन्म मिति) *

199

← Back

Next →

6. A registration form to fill up with the title ‘New Individual Registration’ is displayed as below. So, fill-up the form and click ‘Submit’ button.

Note that all the fields in this form are mandatory. In the ‘Email’ field put your personal email address that you use and have access to as you will receive OTP code and your login password in that email address. In the ‘Mobile No.’ field also put your personal mobile

phone number. Tick either 'Email', 'SMS' or you can tick both options to receive OTP code in the above email and phone number that you had typed.

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

New Individual Registration

Passport No *

123

Date Of Birth(DOB) *

199

Email *

knm.com

Mobile No *

984

Send confirmation code in

☒ Email ☒ SMS

Pick either 'Email', 'SMS' or you can pick both also.

Back to login

Reset

Submit

After filling all fields click 'Submit'

7. After that a message like below will appear in the page saying to put the OTP code that was sent to you in your respective email and phone. Check for the OTP code in your email's inbox (also check your Spam folder) or check your mobile phone for SMS. After receiving the OTP code, put the code in the field "Enter OTPCode".

OTP Code has been sent to your email or SMS as you specified, please check your message and enter code below. If you have not received the code yet click on Resend OTP to get another one.

Enter OTPCode *

28405

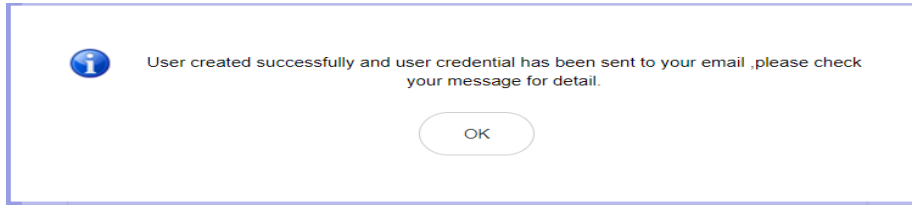
VERIFY

CANCEL

Resend OTP

After putting OTP code click on 'VERIFY'

8. As the OTP is successfully verified, you will see a message in that page like below saying that the User has been created successfully and the login password has been sent to your email.



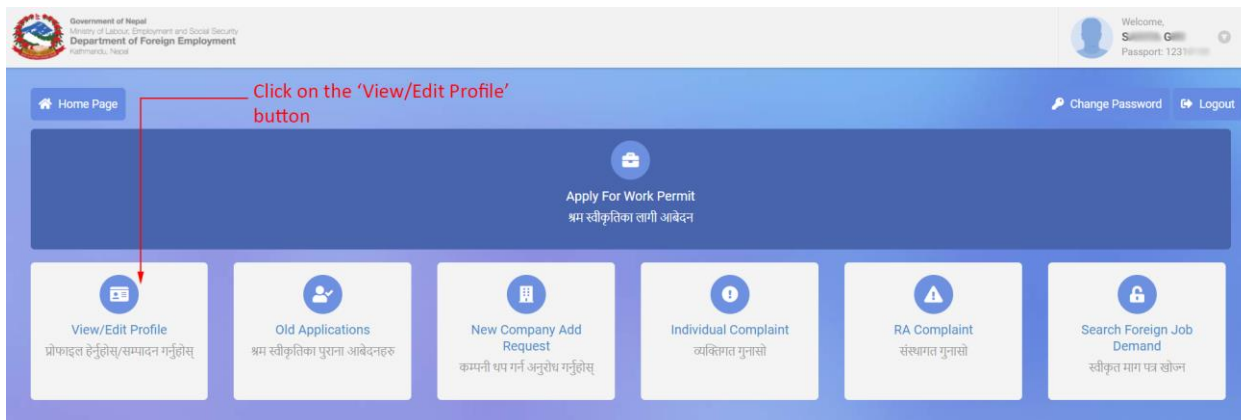
9. You will be redirected to the login page again after clicking 'OK'. In the login page follow the same process as earlier and enter your latest passport number and then click 'Next' button

A screenshot of the login page for the Government of Nepal, Ministry of Labour, Employment and Social Security, Department of Foreign Employment, Kathmandu, Nepal. The page has a header with the government logo and name. Below the header, there is a message in Nepali: "श्रम स्वीकृतिको प्रकृया अगाडी बढाउनका लागि अनिवार्य रुपमा आफ्नो राहदानी नम्बर प्रविष्ट गर्नु होला । (पुरानो राहदानी नम्बरका आधारमा श्रम स्वीकृति जारी भए पनि हाल नयाँ राहदानी लिएको भए नयाँ राहदानी नम्बर नै प्रविष्ट गर्नु होला।)". Below this is a form with a label "Passport Number (राहदानी नम्बर) *" and a text input field containing "1231". To the right of the input field is a red arrow pointing to it with the text "1. Enter your latest passport number". Below the input field are two buttons: a red "Back" button with a left arrow and a blue "Next" button with a right arrow. A red arrow points from the text "2. Then click 'Next'" to the "Next" button. Below the buttons is a link "Guideline For Re-Entry Process" and a disclaimer in Nepali: "द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।".

10. In the next page you will be asked to enter your Password like below. Now go and check your inbox (also check your spam folder) in the email address that you had typed earlier for the password which you will require for logging in. Then provide your password in the password field and click 'Sign in' button

A screenshot of the password entry page for the Government of Nepal, Ministry of Labour, Employment and Social Security, Department of Foreign Employment, Kathmandu, Nepal. The page has a header with the government logo and name. Below the header, there is a message in Nepali: "श्रम स्वीकृतिको प्रकृया अगाडी बढाउनका लागि अनिवार्य रुपमा आफ्नो राहदानी नम्बर प्रविष्ट गर्नु होला । (पुरानो राहदानी नम्बरका आधारमा श्रम स्वीकृति जारी भए पनि हाल नयाँ राहदानी लिएको भए नयाँ राहदानी नम्बर नै प्रविष्ट गर्नु होला।)". Below this is a form with a label "Passport Number (राहदानी नम्बर) : 1231" and a label "Password (पासवर्ड) *". Below the password label is a text input field with masked characters. To the right of the input field is a red arrow pointing to it with the text "1. Enter the password that was sent to you in your Email (also check inside spam)". To the right of the input field is a link "Forgot Password?". Below the input field are two buttons: a red "Back" button with a left arrow and a blue "Sign In" button. A red arrow points from the text "2. Click 'Sign In'" to the "Sign In" button. Below the buttons is a link "Guideline For Re-Entry Process" and a disclaimer in Nepali: "द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।".

11. After signing in you will be now taken to your user dashboard where you will be able to see various information. First you must complete building your profile. To build your profile, Click 'View/Edit Profile' button.



12. As you click "View/Edit Profile", 'Individual Basic Info' page will be displayed as below. Fill out all the fields specially the ones marked with '*' as those fields are mandatory. After filling the fields click on 'Next' button. It will save the entered details and send you to the next page.

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Individual Basic Info

* Fields Are Mandatory (देहातका विवरण भर्नुहोस्)

Fill out all the fields specially the ones marked with '*' as those fields are mandatory

Basic Info		
First Name *	Middle Name	Last Name *
S	Enter Middle Name	G
Date of Birth *	Age	Gender
199		☐ Male ☒ Female
Marital Status *	Religion	Upload Profile Image(jpg,png,jpeg)*
Select	Select Religion	Upload

Permanent Address Info		
Country *	Region	Zone
Nepal	Select Region	Select Zone

Citizenship No *	Issued Date *
24	Select District

Passport Info	
Passport No *	Issued Date *
123	20

Click 'Next' →

13. As you click “Next” button, ‘Bank Information’ page will be displayed as below. Input your Bank details as per fields present there and then upload your cheque book image in the ‘Upload Bank Account Image’ field to confirm that the account number and account holder name that you entered indeed exists in the bank. The image could be for example, scan of cheque book/ATM card (clearly showing bank name, account holder name and account number).

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Bank Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Bank Account Info

Bank Name *

Account No. *

Account Holder Name *

Relation

Upload Bank Account Image(jpg,png,jpeg)*

Upload image to verify existence of mentioned account holder name and account number, e.g. Scan of cheque book.

By clicking ‘Next’ your entered data will be saved and it will send you to the next page.

14. After that you can continue filling the next pages Family Info, Personal Info, Training Info and Academic Info in similar fashion. Now, in the ‘Personal Info’ page fill out all the fields.

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Family Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Fill out all the fields specially the ones marked with '*' as those fields are mandatory.

Family Info

Father Name *

Mother Name *

Spouse Name

No Of Children

Spouse Age

Emergency Contact Info

Emergency Contact Person *

Contact No *

Country *

Region

Zone

District *

City

Tole

Street

State

House No

Click 'Next'

After that click ‘Next’ button.

15. In the next 'Personal Info' page fill out all the fields

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Personal Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Fill out all the fields specially the ones marked with '*' as those fields are mandatory.

Personal Info
Height
5 ft 5 inch
Weight (In KG)
55
Experience
Enter Experience
Known Languages
Enter Language
* If multiple separate with ,

Special Skill
Enter Special Skill
* If multiple separate with ,
Any Physical Mark
If yes please mention

← BACK

Click 'Next' → NEXT →

After filling it out click 'Next' button.

16. In the 'Training Info' page click 'ADD' button to input training information and upload training document.

Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info

Training Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

ADD ← Click 'ADD'

← BACK

NEXT →

Training Information

* Fields Are Mandatory (देहायका विवरण भर्नुहोला)

Fill out all the fields

Training Detail
Training *
Caregiving
Start Date
Select Start Date
Institution
Enter Training Institute Name
End Date
Select End Date
Address
Enter Address
Duration(In days)
Duration in Days

Training Documents
Add Document
Upload training document
X REMOVE

ADD

← BACK

Click 'Next' → NEXT →

After filling the details and uploading training document click ‘**Next**’ button.

17. Next on the ‘Academic Info’ page click ‘**ADD**’ button to input academic information and upload academic document.

The screenshot shows the 'Academic Information' page. At the top, a breadcrumb trail includes 'Basic Info / Bank Account Info / Family Info / Personal Info / Training Info / Academic Info'. The page title is 'Academic Information' with a note '* Fields Are Mandatory (देहायका विवरण भर्नुहोला)'. There are two buttons at the top: 'ADD' (blue) and 'BACK' (red). A red arrow points to the 'ADD' button with the text 'Click 'ADD''. Below the buttons is a large form titled 'Academic Information' with the same mandatory fields note. A red text annotation 'Fill out all the fields' is placed above the form. The form is divided into two main sections: 'Qualification Info' and 'Academic Documents'. The 'Qualification Info' section contains fields for 'Qualification *', 'Institution Name', 'Institution Address', 'Start Date', 'End Date', 'Duration(In Year)', 'Academic Year', and 'Rank'. The 'Academic Documents' section has an 'Add Document' button and a 'REMOVE' button. A red arrow points to the 'Add Document' button with the text 'Upload academic document'. At the bottom of the form, there are 'ADD' (blue) and 'BACK' (red) buttons. A red arrow points to the 'SAVE' button (blue) on the right side of the page with the text 'Click 'Save''.

After filling out all the fields and uploading document click the ‘**SAVE**’ button.

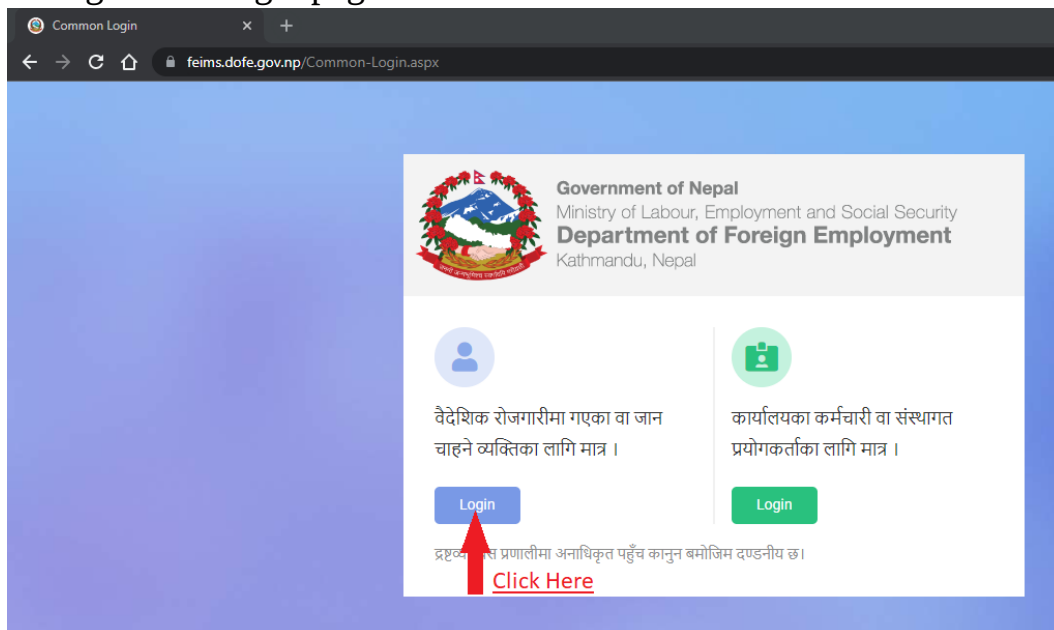
18. Also change your password after logging in into something that you can remember and keep it safely. You can change it by going to the ‘Change Password’ button in your user Home Page.

The screenshot shows the 'Change Password' page. At the top, the header includes the Government of Nepal logo and the text 'Government of Nepal, Ministry of Labour, Employment and Social Security, Department of Foreign Employment, Kathmandu, Nepal'. On the right, there is a user profile section with 'Welcome, Sushila Giri' and 'Passport: 123456789'. Below the header, there is a navigation bar with 'Home Page' and 'Change Password' (highlighted in green). A red arrow points to the 'Change Password' button with the text 'Click Here'. The main form has three input fields: 'Old Password *', 'New Password *', and 'Retye Password *'. Each field has a placeholder text: 'Enter Old Password', 'Enter New Password', and 'Retye New Password'. At the bottom left, there is a 'SUBMIT' button (blue).

19. After completing all the steps and procedures above logout from your dashboard by clicking ‘**Logout**’ button.

20. For Password reset: -

i) First go to the login page for candidates



ii) Then enter your passport number of your user profile.

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

श्रम स्वीकृतिको प्रकृया अगाडी बढाउनका लागि अनिवार्य रुपमा आफ्नो राहदानी नम्बर प्रविष्ट गर्नु होला । (पुरानो राहदानी नम्बरका आधारमा श्रम स्वीकृति जारी भए पनि हाल नयाँ राहदानी लिएको भए नयाँ राहदानी नम्बर नै प्रविष्ट गर्नु होला।)

Passport Number (राहदानी नम्बर) *

Enter Passport No

← Back

1. Enter your Passport number

Next →

2. Then click 'Next'

[Guideline For Re-Entry Process](#)

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।

iii) Then in the next page click on 'Forgot Password'



Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

Passport Number (राहदानी नम्बर) : 09548388

Password (पासवर्ड) *

Click 'Forgot Password' → [Forgot Password?](#)

[← Back](#) [Sign In](#)

[Guideline For Re-Entry Process](#)

द्रष्टव्य : यस प्रणालीमा अनाधिकृत पहुँच कानुन बमोजिम दण्डनीय छ।



Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

**Foreign Employment Information Management System
(FEIMS)**

Forgot password recovery

Passport Number *

115

Name

PRA

kev7l

[Refresh](#)

Enter Captcha as shown above

[← Back to login](#)

[Next →](#)

iv) In the next page there are two methods to reset your password one by Email and another by Mobile no.

- **Reset using Email:**

a) To reset using email pick the 'Reset using Email' option and then retype your email address by looking at the hint above. After that click Next.

पासवर्ड परिवर्तनका लागि आवश्यक Verification Code (OTP) प्राप्त गर्नका लागि प्रणालीमा रहेको ईमेल वा मोबाइल मध्ये कुनै एक प्रविष्ट गर्नु होला ।

☒ Reset using Email

☐ Reset using Mobile No.

Email

e*****a@gmail.com

Retype Email

esha*****ala@gmail.com

← Back

1. Use the hint above and type your email address.

Next →

2. Click 'Next'

Don't have access to both of the above Email address and Mobile number (माथि उल्लेखित ईमेल र मोबाइलमा पहुँच छैन ।)

- b) After clicking 'Next' an OTP will be sent to your registered email. Check for the OTP code in your email's inbox (also check your Spam folder). After receiving the OTP code, put the code in the field.

OTP Code has been sent to your email or SMS as you specified, please check your message and enter code below. If you have not received the code yet click on Resend OTP to get another one.

Enter OTPCode *

28405

VERIFY CANCEL Resend OTP

After putting OTP code click on 'VERIFY'

- **Reset using Mobile:**

- c) To reset using mobile no. pick the 'Reset using mobile' option and then retype your mobile number by looking at the hint above. After that click Next then follow same process as above from "b".

- **Don't have access to both Email address and Mobile number:**

- a) In case you do not have access to both previous email address and phone number then you can follow the steps below to fill a form to request changing your email or mobile number. Fill out your new email address and mobile number and then click Request.



Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

Foreign Employment Information Management System (FEIMS)

पासवर्ड परिवर्तनका लागि आवश्यक Verification Code (OTP) प्राप्त गर्नका लागि प्रणालीमा रहेको ईमेल वा मोबाइल मध्ये कुनै एक प्रविष्ट गर्नु होला ।

☒ Reset using Email ☐ Reset using Mobile No.

Email

b*****9@gmail.com

Retype Email

[← Back](#) [Next →](#)

Don't have access to both of the above Email address and Mobile number (माथि उल्लेखित ईमेल र मोबाइलमा पहुँच छैन ।)



Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

Foreign Employment Information Management System (FEIMS)

Email/Mobile Update Request

1. Please type in your valid Email and Mobile Number(To be used in Nepal)
2. Visit the nearest office after printing update form for approval of your data

Passport Number

115

New Email Address Re-type Email Address

a....@gmail.com

New Mobile Number Re-type Mobile Number

9.....

[← BACK](#) [Request](#)



Your update request has been submitted successfully.

Please visit nearest office after printing the update form for approval of your data

[PRINT](#)

[GO BACK TO LOGIN](#)

श्रीमान् कार्यालय प्रमुखज्यू ।

विषय: विवरण अद्यावधिक गरी पाउँ।

महोदय,

उपरोक्त विषयमा वैदेशिक रोजगारी प्रयोजनार्थ वैदेशिक रोजगार सूचना व्यवस्थापन प्रणाली (FEIMS) मा रहेको मेरो खाता (User Account) को तपसिल बमोजिमको विवरण अद्यावधिक गरिपाउँ भनी मेरो परिचय खुले सरकारी कागजात सहित स्वयंको उपस्थितीमा अनुरोध गर्दछु ।

तपसिल:

हालको विवरण	अद्यावधिक हुनुपर्ने विवरण
मोवाइल नं:	मोवाइल नं: 98494*****
इमेल ठेगाना: ramg*****@gmail.com	इमेल ठेगाना: ramg*****@gmail.com

परिचय खुले फोटो सहितको सरकारी कागजात कुनै: नागरिकता/ राहदानी/ सवारी चालक अनुमतिपत्र/ जन्मदर्ता/ अन्य यसै बमोजिम पेश गरिएको विवरण आधिकारीक हो । अद्यावधिक गरिएको मोबाईल नं. र इमेल ठेगानामा FEIMS मार्फत प्राप्त हुने OTP(One Time Password), Password लगायतका विवरणहरुको प्राप्ती तथा प्रयोगका सम्बन्धमा म स्वयं पूर्ण रुपमा जिम्मेवार रहने छु । कुनै फरक परेमा कानुन बमोजिम सहुँला बुझाउँला।

निवेदक

दस्तखत:

नाम, थर: RA.*****MA

राहदानी नं. 07:*****

- b) After your request is submitted successfully you will be able to print out an application with the information you entered previously. Now request your nearest Labour Employment Office (located at all provinces of Nepal) to approve your request. After your request is approved you will now be able to reset your login password by receiving OTP on your new email address or mobile number (check point number 20 above).

End