

**The Real India Homestay, Madhya Pradesh
Department of Tourism, Govt. of M.P.**

User Manual for HomeStay Schemes.

Version: 1.1

How to Apply for HomeStay Application.

Step 1: Go to HomeStay Portal (<https://homestay.mponline.gov.in>), Click on **Login**.



Step 2: Enter your login credentials, captcha and click on **Login** button.



Step 3: After successful login. Your homestay service home page will appear.

Note : Before applying of **HomeStay Application**. You need to update your vendor form.

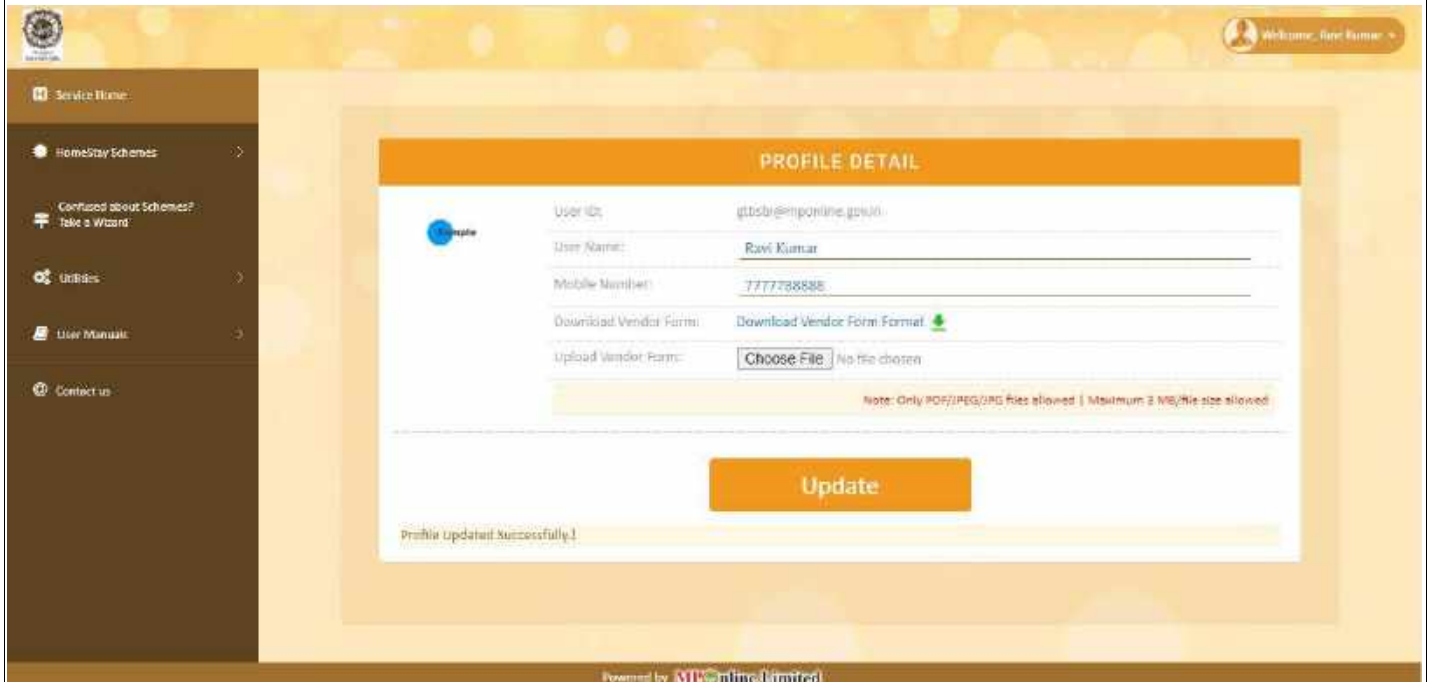
Step 4: Click on **Profile**. Your profile details window will appear.



The screenshot displays the user interface of the HomeStay application. On the left, there is a dark sidebar with navigation options: Service Home, HomeStay Schemes, Confused about Schemes? Take a Wizard, Utilities, User Manuals, and CONTACT US. The main content area features a search bar with the text 'Search By (scheme, Scheme, District, OwnerName)' and a search button. Below the search bar, there are three buttons: HomeStay, BnB, and FarmStay. A dropdown menu is open, showing options: Profile, Change Password, and Log Out. The central part of the dashboard is titled 'MY APPLICATION(S)' and contains a table with the following columns: AppID, Scheme, Unit Name, District, Owner Name, Last Modified, and Current Status. The table is currently empty. At the bottom of the page, it says 'Powered by MPOnline Limited'.

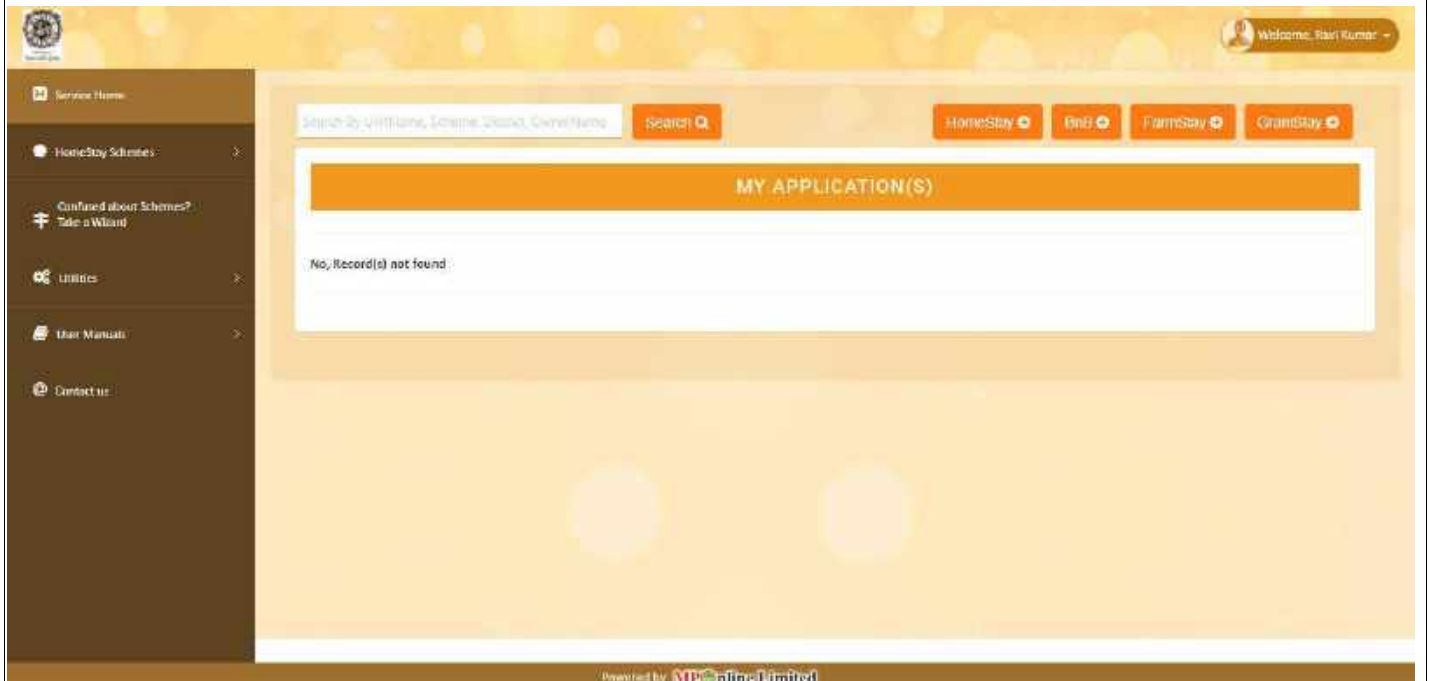
Step 5: Choose your **Vendor Form** and click on **Update** button.

Note: You can upload **only Jpg, Jpeg and Pdf** attachment and its size should not be more than 3mb.



Step 6: After successfully update of your vendor form, You have to click on **Service Home** for applying of HomeStay Application (**HomeStay, BnB, FarmStay, GramStay**). Select any type of application as per your need.

Example : Select **HomeStay**.



Step 7: Under **Unit Details** You have to select /Enter **Registration Category, Unit Basic Details, Unit Address, Tourism Activities** and then click on **Save&Next** button.

Unit Details | Owner Details | Room Details | Amenities | Documents | Payment

Scheme Name: HomeStay

Registration Category

Registration Category* SILVER GOLD DIAMOND

Unit Basic Details

Name of Unit(Hindi)*	Name of Unit(Engl)	Name of Unit(Englin)*	Name of Unit(Engl(alt))
Nearest Bus Stand*	Nearest Bus Stand	Nearest Railway Station*	Nearest Railway Station
Is Airport Available near your District?	<input type="checkbox"/>		
Latitude*	Latitude	Longitude*	Longitude
Land Area of Unit(in Sft)*	Land Area(in Sft)	Build Up Area of Unit(in Sft)*	Build Up Area(in Sft)
Width of Road in front of Unit(in ft)*	Width of Road in front of Unit(in Ft)	Nearest Tourist Place *	Nearest Tourist Place
Email ID*	Email ID	Mobile*	Mobile
Tel/Phone Number*	SmartPhone Number*	Pincode*	PinCode
Unit Website Link	Unit Website Link		
Link for Room Booking	Link for Room Booking		

Unit Address

Area	URBAN		
Plot No./House No. *	Plot No./House No.	Street No. *	Street
Colony*	Colony	LandMark	LandMark
Division *	Select Division	District*	Select District
Tehsil/Village (in Hindi)*	Name of Tehsil/Village	Tehsil/Village (in English)*	Name of Tehsil/Village

Tourism Activities

Tourism Activities*

Adventure Activities*

Entertainment Activities*

Other Activities

Save & Next

Powered by **MPO Online Limited**

Step 8: Under **Owner Details** You have to Enter **Owner Details** and then click on **Save&Next** button.
Note: If you click on Back button, So you will be reach at your last save point and you may continue from there.

The screenshot shows the 'Owner Details' step of the HomeStay application process. The navigation bar at the top includes 'Unit Details', 'Owner Details', 'Room Details', 'Amenities', 'Documents', and 'Payment'. The 'Scheme Name' is 'HomeStay' and the 'Application Number' is 'HMRPL2010286'. The form fields are as follows:

Name of Owner(Hindi)*	Name of Owner(Hindi)	Name of Owner(English)*	Name of Owner(English)
Father Name(In Hindi)*	Father Name(In Hindi)	Father Name(In English)*	Father Name(In English)
Brief Background of Owner*	Owner Background		
<input type="checkbox"/> (please tick) if your current address is outside the State of Madhya Pradesh			
House Number*	House Number	Sheet No *	Sheet No
Colony*	Colony	LandMark	LandMark
Division*	Select Division	District *	Select District
Area*	Select Area Type		
Name of Tehsil/Village(In Hindi)*	Name of Tehsil/Village(In Hindi)	Name of Tehsil/Village(In English)*	Name of Tehsil/Village(In English)
Pincode*	Pincode		
Pancard Number*	Pancard Number		

Buttons: Back (red), Save & Next (orange)

Step 9: Click on **AddRoom** button.

The screenshot shows the 'Room Details' step of the HomeStay application process. The navigation bar at the top includes 'Unit Details', 'Owner Details', 'Room Details', 'Amenities', 'Documents', and 'Payment'. The 'Scheme Name' is 'HomeStay' and the 'Application Number' is 'HMRPL2010286'. The form contains an 'Add Room' button and a red arrow pointing to the right.

Step 10: Enter your **Room Details** and click on **AddRoom** button.

Add New Room Details

Room Name *	<input type="text"/>	Room Size (in SqFt) *	<input type="text"/>
Number of Bathrooms *	<input type="text"/>	Size of Bathroom (in SqFt) *	<input type="text"/>
Number of Toilets *	<input type="text"/>	Size of Toilet (in SqFt) *	<input type="text"/>
AC/Non-AC Room?	<input type="radio"/> Non-AC	Room Type	<input type="radio"/> Single Bed
Is Western Style Toilet?	<input type="radio"/> No	Is Toilet Paper Available?	<input type="radio"/> No
Is Hot Water Available?	<input type="radio"/> No	Is Ceiling Fan Available?	<input type="radio"/> No
Is Wardrobe Available?	<input type="radio"/> No	Is Safe Locker Available?	<input type="radio"/> No
Is Mattress and Spers Available?	<input type="radio"/> No	Is Heater Available?	<input type="radio"/> No
Is Interroom Available?	<input type="radio"/> No	Is Refrigerator Available?	<input type="radio"/> No
Is OTH/Cable Connection Available?	<input type="radio"/> No	Is Iron and Stand Available?	<input type="radio"/> No
Proposed Room Tariff*	<input type="text"/>		
Photograph of Bed with other facilities*	<input type="button" value="Choose File"/> No file chosen	Photograph of Bathroom/Toilet*	<input type="button" value="Choose File"/> No file chosen

Note: Only JPEG/JPG files allowed | Maximum 1 MB file size allowed


Step 11: Click on **Save&Next** button.

Note : Your Entered Room Details are shown and you may also **Edit** or **Delete** this room details.

The screenshot shows a web form for HomeStay registration. The navigation bar at the top includes 'Unit Details', 'Owner Details', 'Room Details', 'Amenities', 'Documents', and 'Payment'. The 'Room Details' step is active. The form displays the following information:

- Scheme Name: HomeStay
- Application Number: HMBPL2010288
- Buttons: Add Room, Back, Save & Next
- Room 1 details:
 - Room Name: 5
 - Room Size (in SqFt): 500.00
 - Number of Bathrooms: 2
 - Size of Bathroom (in SqFt): 70.00
 - Number of Toilets: 2
 - Size of Toilet (in SqFt): 50.00
 - AC/Non-AC Room: AC Room
 - Room Type: Double Bed
 - Is Western Style Toilet?
 - Is Toilet Paper Available?
 - Is Hot Water Available?
 - Is Ceiling Fan Available?
 - Is Wardrobe Available?
 - Is Bed Locker Available?
 - Is Mattress and Inren Available?
 - Is Refrigerator Available?
 - Is Heater Available?
 - Is Intercom Available?
 - Is DTH/Cable Connection Available?
 - Is Iron and Stand Available?
 - Proposed Room Tariff: ₹ 555
 - Bed with other facilities Photo:
 - Bathroom/Toilet Photo:

Step 12: Select your Amenities details and Click on Save&Next button.

Welcome, Gulshan Alam (ddgupta)

Unit Details Owner Details Room Details Amenities Documents Payment

Scheme Name: HomeStay **Application Number:** HMBPL2010296

Food Type: Veg Non-Veg Bath No Food

Indoor Games: None selected

Is Lobby (with seating arrangement) Available?

Is Dining Area (with seating arrangement) Available?

Is Parking Facility Available? No

Is Smoke free, sanitizant, insect free and clean kitchen Available? No

Is Good Quality of Furniture Available? No

Is 'Disables' Friendly Facility Available? No

Is Access to Main Room Available? No

Is Board/Notice Displaying Emergency Contact Details? No

Is Guest Record Register Available? No

Is Wi-Fi Facility is Available? No

Is Security Guard/Attendant Available? No

Drinking Water* None selected

Outdoor Games None selected

Is Proper Drainage Available? No

Is Good Quality of Crockery & Cutlery Available? No

Is Unit is Well Maintained? No

Is Firefighting Equipment is Available? No

Is Garbage Disposal System Available? No

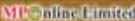
Is Quality Chairs, writing tables and other necessary furniture? No

Is Assistance for Guest in Bringing their Luggage Available? No

Is Online Payment Facility is Available? No

Is Facility of Handling of Stuff Left by Guest Available? No

BackSave & Next

Powered by  MP Online Limited

Step 13: After successful submission of **Amenities** details, You need to upload all mandatory documents and other non mandatory document if it is required in your case. And click on **Save&Next** button.

Note: You can upload only Jpg, Jpeg and Pdf attachment and its size should not be more than 3mb.

The screenshot displays the 'Documents' step of the HomeStay application process. The interface includes a navigation bar with steps: Unit Details, Owner Details, Room Details, Amenities, Documents, and Payment. The current step is 'Documents', which is highlighted in orange. Below the navigation bar, the form shows the following details:

- Scheme Name: HomeStay
- Application Number: HMMP/2010288
- Note: Only PDF/JPG/JPEG files allowed | Maximum=3MB/Per size allowed

The main content area is a table with 15 rows, each representing a document to be uploaded. The columns are 'SNo.', 'List of Documents', and 'Action'. Each row contains a 'Choose File' button, a status indicator (e.g., 'No file chosen'), and an upload icon (an upward-pointing arrow).

SNo.	List of Documents	Action
1.	Ownership document *	Choose File No file chosen
2.	Local body approved map *	Choose File No file chosen
3.	Map showing route from main road *	Choose File No file chosen
4.	Property tax deposit receipt of current year *	Choose File No file chosen
5.	Unit Photograph showing various amenities/Luxuries (only in .JPG or .JPEG format). *	Choose File No file chosen
6.	Identity proof of owner *	Choose File No file chosen
7.	Address proof of owner *	Choose File No file chosen
8.	PAN Card of Owner/ Company *	Choose File No file chosen
9.	Family Members information of Owner and/or Caretaker *	Choose File No file chosen
10.	Photograph showing Front facing of Unit from outside (only in .JPG or .JPEG format). *	Choose File No file chosen
11.	Photograph of Lobby/Passage Area (only in .JPG or .JPEG format). *	Choose File No file chosen
12.	GST Certificate	Choose File No file chosen
13.	No Objection Certificate (NOC) from society	Choose File No file chosen
14.	Any other related document 1	Choose File No file chosen
15.	Any other related document 2	Choose File No file chosen

At the bottom of the form, there are two buttons: a red 'Back' button and an orange 'Save & Next' button.

Powered by **MPOnline Limited**

Step 15: After successfully submission of application. Your application detail screen will be appearing for the payment. Check your details and click on **proceed to pay** button.

The screenshot displays the 'Application Detail' screen for a HomeStay unit. The interface includes a navigation menu on the left and a main content area with several sections: Unit Basic Details, Owner Details, Room Details, Amenities, and Documents. At the bottom, there are 'Back' and 'Proceed To Pay' buttons.

Unit Basic Details

Unit Name	Ravi (रावि)	Application Type	FREE-STAY
Scheme Name	HomeStay (SILVER)	Nearest Airport	N/A
Nearest Bus Stand	IBBT	Longitude	77.22
Nearest Railway Station	Habibganj	Build Up Area of Unit (in Sqft)	800.00
Latitude	22	Nearest Board Place	Bhim Verma
Land Area of Unit (in Sqft)	1200.00	Unit Address	H.No. 44, 1, Road, Kusa, Tehsil: Ind (ईंद), District: BHOPAL (भोपाल), Division: BHOPAL (भोपाल), Pincode: 462011
Width of Road or Road of Unit (in Ft)	40.00	Email ID	gfbtc@mponline.gov.in
Unit Address			
Mobile	7777788888		
Telephone Number	N/A		
Unit Website Link			
Link for Room Booking			
Tourism Activities	Teekayad / safarikayad khatayad khatayadkhatayadkhatayad		
Adventure Activities	sadhakhatayad		
Entertainment Activities	sadhakhatayad		
Other Activities	sadhakhatayad		

Owner Details

Name of Owner	Ravi Kumar (रावि कुमार)	Owner Background	sadhakhatayad
Address	H.No. - 44, 1, Road, Kusa, Tehsil: Jodai (जोदाई), District: BHOPAL (भोपाल), Division: BHOPAL (भोपाल), Pincode: 462023		
Passcard Number	AHSPPC4655R		

Room Details

Room Name	Room Size (in SqFt)	Number of Bathrooms	Size of Bathroom (in SqFt)
Number of Toilets	Size of Toilet (in SqFt)	AC/Non-AC Room	Room Type
Is Western Style Toilet?	Is Toilet Paper Available?	Is Hot Water Available?	Is Cooling Fan Available?
Is Wardrobe Available?	Is Safe Locker Available?	Is Mattress and linen Available?	Is Heater Available?
Is Ironing Available?	Is Refrigerator Available?	Is DTH/Cable/Concoction Available?	
Is Iron and Stand Available?	Proposed Room Tariff	Bed with other facilities Photo	Bathroom/Toilet Photo
	₹ 555.00		

Amenities Details

Is Parking Facility Available?	Is Proper Drainage Available?	Is Smoke free, sanitized, insect free and clean kitchen Available?	Is Good Quality Crockery & Cutlery Available?
Is "Disabled" Friendly Facility Available?	Is Guest Record Register Available?	Is Security Guard/Attendant Available?	Is Online Payment Facility Available?
Is Wi-Fi Facility Is Available?	Is Good Quality Furniture Available?	Is Access To Main Room Available?	Is Garbage Disposal Available?
Is Unit is Well Maintained?	Is Firefighting Equipment Available?	Is Board/Notice Displaying Emergency Contact Details?	Is Quality Chairs, writing tables and other necessary furniture?
Is Facility of Handling of Stuff Left by Guest Available?	Is Assistance for Guest in Bringing their Luggage Available?		
Is Lobby (with seating arrangement) Available?	Size of Lobby Area (in SqFt)	Is Dining Area (with seating arrangement) Available?	Size of Dining Area (in SqFt)
Drinking Water: RO/Mineral Water, Indoor Games: Chess Carrom,	300.00	Food Type: Both	50.00
		Outdoor Games:	

Documents Details

- Ownership document
- Local body approved map
- Map showing route from main road
- Property tax deposit receipt of current year
- Unit Photograph showing various amenities/Luxuries (only in .JPG or .JPEG format)
- Identity proof of owner
- Address proof of owner
- PAN Card of Owner/ Company
- Family Members information of Owner and/or Caretaker
- Photograph showing Front facing of Unit from outside (only in .JPG or .JPEG format)
- Photograph of Lobby/Passage Area (only in .JPG or .JPEG format)

Buttons: Back, Proceed To Pay

Step17: Select the mode of payment for your **HomeStay Application** and pay it.

HMBPL2010285|HMSY|HMS01|1180.00|Ravi

मुख्य पृष्ठ | रिजर्व | मुख्य सामग्री पर जाएं | कृपया लॉगिन करें | तभी

एमपी ऑनलाइन लिमिटेड 

MPOnline Payment Gateway

Service Name:	HOMESTAY
Application Number :	HMBPL2010285
Applicant Name :	Ravi
Fee :	1180.00
Portal Charge :	150.00
G.S.T.(9% SGST and 9% CGST out of 18% with GSTNO. 23AAECH7598B1ZQ) :	0.00
Total Amount :	1330

KIOSK CITIZEN

User ID:

Password:

MPOnline

 Welcome, User Name

Service Home

- HomeStay Schemes
- Confirmed about Schemes? Take a Photo
- Utilities
- User Status
- Contact us

Unit Details **Owner Details** **Room Details** **Documents** **Declaration** **Payment**

Download Provisional Certificate

HOMESTAY
Madhya Pradesh Tourism
Powered By **MPO Online Limited**

HOMESTAY APPLICATION PAYMENT RECEIPT

Scheme Name: HomeStay Application Number: HMBPL2010285

Payment Details

Transaction ID	20101542802851720082	Approximate Fee	₹ 1,180.00
Transaction Date	15 Oct 2020 03:43 PM	Portal Fee	₹ 150.00
Payer's Status	Paid	Transaction Amount	₹ 1,330.00
Channel ID	testuser		

Unit Basic Details

Unit Name	Ravi (रवि)	Application Type	FRESH
Scheme Name	HomeStay (SILVER)	Nearest Airport	N/A
Reserved (Our Brand)	08T	Latitude	22
Nearest Railway Station	Nainbagar	Build Up Area of Unit(s)	800.00
Latitude	22	Nearest Tourist Place	Bhan Valika
Land Area of Unit(s) Sqft	5200.00	Width of Road in front of Unit(s) ft	40.00
Unit Address	H.No. 44, 1, Newdih, Main, Terah, Tehsil (TET), District BHOPAL (MP), Division BHOPAL (MP), Pincode: 462010		
Email ID	gaurav.sadhu@mponline.gov.in	Mobile	7880000000
TelePhone Number	788		

Unit Website Link
Link for Room Booking
Tourism Activities
Adventure Activities

7880000000
mponline@mponline.gov.in
7880000000