Following are the steps for filling for Amma Skill Training and Employment Scheme:

- Once the user entered in a site they can find AMMA SKILL menu in the menu bare Once you click the menu it will move to the login page.

- First the MSMEs have to login with their credentials. If the user credentials is correct means it will go to the next page otherwise it will show an error so he/she has to login with the correct credentials.

Once login it will move to the MSME list page

MSME list page will have a list of MSMEs if you are a new user you have to register your MSME details using the Add MSME Unit link. It has been placed in right side corner once you clicked it will move to the MSME application page.
If you are a new user you have to register MSME using MSME form. In this form the entire field are mandatory so the user have to fill all the fields in the form only then he/she can submit the application.

If you have entered wrong details you can edit your form using MSME edit form. After the form edit it will be stored in database with the corrected details.
List of candidates will be listed here under a particular MSME unit. If you are a new user you have to fill up the candidate’s details using candidate form.

If you are a new user you have to fill up the candidates details using candidate form with the required document. Once filled up you have to forward to the DIC Verification.
MSMEs can edit their candidate details using candidate edit form if something entered wrongly. After the form edit it will be stored in database with the corrected details.
Once they have filled all the candidate details they can send their details to the DIC office to approve it. This will happen by clicking the Forward to DIC button on the right side of the MSME details in the MSME List page.