STATE ELECTION COMMISSION, KERALA
THIRUVANANTHAPURAM-695033

No:A4/27/2024-SEC   Date:**29-10-2025**

From

The Secretary

To

1) All District Election Officers & District Collectors

2) Returning Officers of all Block Panchayats, Municipal Councils
   and Municipal Corporations(Through the District Election Officers)

3) Secretaries of all Local Self Government Institutions (Through
   the District Election Officers)

Sir,

Sub:- State Election Commission Kerala-General Election-2025-e-Drop
Software-Login credentials-Reg

Ref:- Order of even number dated 23.10.2025 of the Secretary, State
Election Commission, Kerala

As per the order referred to above, the State Election Commission has issued detailed guidelines for implementing e- Drop software for the deployment of Polling Officials for the General Election to Local Self Government Institutions,2025. In continuation of this the Commission issues, the following further instructions to the users for login to the e-Drop portal

1. **District Election Officer**

- District Informatics Officers of NIC will provide the login credentials

(username and password) to the DEOs.

2. Returning Officer   (ROs of Block Panchayats, Municipal Councils and Municipal Corporations)

- Returning Officers can onboard themselves through RO Self-Registration on the e-Drop portal: *www.edrop.sec.kerala.gov.in.*
- If there is multiple ROs in a local body, the RO1 should login to the portal.
- After completing self-registration, Approval of DEO is required to activate the account.
- Once approved, the RO can log in to the portal.

3. Local Body Profile

- Username: Respective LB code (e.g., C0100 for Thiruvananthapuram Corporation, G01002 for Karode GP)
- Default Password: nic*123
- Users are required to change their password upon first login.
- Additional Users: Additional users for the Local Body can be created by the concerned DEO upon request.

4. Institution Registration

Option 1: Self-Registration

- Institutions can onboard themselves through 'Institution Registration' on the e-Drop portal (www.edrop.sec.kerala.gov.in).
- After registration, Local Body Administrator's approval is required to activate the account.
- Once approved, the institution can login to the system.

Option 2: Registration by LB Secretary

- If an institution is registered by the LB Secretary, the institute will

receive an official letter containing the login ID and password.

- The institution can then log in to the portal using the provided credentials.
- Additional Users: Additional users for institutions can be created by the concerned Local Body upon request.

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Yours faithfully,
Signed by
Prakash B S
Date: 29-10-2025 10:25:32
PRAKASH.B.S

SECRETARY

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