User Manual

(For Applicant)

Online Registration of Unified License (UL)

Department of Telecommunications

Government of India

09 JUN, 2023

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Section-1

1.1 General Introduction

SARALSANCHAR'(Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hasslefree platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **UL** : Unified License.
- UL-VNO : Unified License Virtual Network operator.
- **OSP** : Other service provider
- LOI : Letter of Intent

1.2 About Unified Licenses

Applicant can apply for Unified License along with authorisation for any one or more services listed below:

- a. Unified License (All Services)
- b. Access Service (Service Area-wise)as per details at Annexure- IV
- c. Internet Service (Category-A with All India jurisdiction)

d. Internet Service (Category-B with jurisdiction in a Service Area) as per details at Annexure-IV

e. Internet Service (Category-C with jurisdiction in a Secondary Switching Area) as per details at Annexure- III

- f. National Long Distance (NLD) Service
- g. International Long Distance (ILD) Service
- h. Global Mobile Personal Communication by Satellite (GMPCS) Service
- i. Public Mobile Radio Trunking Service (PMRTS)Service
- j. Very Small Aperture Terminal (VSAT) Closed User Group (CUG) Service
- k. INSAT MSS-Reporting (MSS-R) Service.
- 1. Resale of International Private Leased Circuit (IPLC) Service

Saral Sanchar web base portal facilitates to apply for authorization of above said services and License / Authorization will be issued through this portal. This user manual will guide to become registered user of this portal and explains various steps in the process of issuing license/autorization

Section-2 Applicant Part

2.1 Login

Click on the Home Button on the above page. On the *home page* go to the **Login** button which is available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.

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After clicking Login you will be directed to this page.



You can apply for any of the above options i.e. **UL** or **UL-VNO** or **OSP**. As you can see above, the status of each UL, UL-VNO, and OSP is "*O*". This is because you have not applied for any of the above till now.

2.2 UL Application :

Below is a sample demo for **UL application**.

For this click on the **APPLY NOW** button (**Shown by red arrow**) on the UL tab.

Application form will appear as follows. **CIN Number** will be generated and will be shown on top of application form. Form will comprise of 5 steps viz. company info, payment details, promoter details, owner details and service details.

IMPORTANT

Digitally Signed Document : All the document to be uploaded hereafter must be in **"pdf format"** and **"digitally Signed"**. The portal will automatically reject any document which is not **digitally signed** or in **pdf format**.

2.2.1 Step I

Company Information: In this step the information about company entered while registration will pop up and will be in disabled form.

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Press "next " button to go to next step.

2.3.2 Step II

Payment details of processing fee

Payment is auto calculated as per the selection of service authorisations selected. This only displays the fee to be paid using online mode in Bharatkosh after the submit of application.

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In this page, user has to upload "**certificate of Registration**" by clicking "**choose File**" button of **6.1** and then selecting **file** and **upload** using "**upload button**".

IMPORTANT

Digitally Signed Document : All the document to be uploaded must be in **"pdf format"** and **"digitally Signed"**. The portal will automatically reject any

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User also has to upload "Articles of Association" by clicking "choose File" button of 6.2 and then selecting file and upload using "upload button". user also has to upload "MoU" by clicking "choose File" button of 6.3 and then selecting file and upload using "upload button".

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

2.2.3 Step III

Promoter Details

The next step is entering "promoter Details".

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If already details are submitted and user wants to change it then he has to click on "" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on """ icon. Separate window will open to get your confirmation by pressing "delete" button.

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(b) In this step, equity details of the company should be entered, As shown in image below there are text boxes to enter these details in percentage.

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(c) Here, the FDI status is to be entered in terms of percentage. Along with this certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.

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(d) In this section, enter the net worth of the company in lakhs in textbox as shown in below image. Also upload certificate from Company Secretary or Statutory Auditor countersigned by director duly authorized by company has to be uploaded as shown in image below.

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The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

2.2.4 Fee Calculator:

The applicant can also use the **FEE CALCULATOR** Button, which is available at the navigation bar shown by the red arrow in the below screenshot.

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On clicking the Fee Calculator button a pop will appear as shown below. You can fill the details by clicking the "+" button and after filling in the details click the **Calculate** button.

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This way you can calculate your fee details.

2.2.5 Step IV

This step is entering "Service & Other Details".

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If already details are submitted and user wants to change it then he has to click on "" icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "" icon. Separate window will open to get your confirmation by pressing "delete" button.

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(b) As shown in image above on left side there is option of adding, editing and deleting Services for which licenses already available. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on V'' icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on """ icon. Separate window will open to get your confirmation by pressing "delete" button.

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(c) Here upload pdf file of certificate of paid up capital issued by Company Secretary using a button shown by red arrow in above image.

(d) Here any other file if applicant wants to upload can upload. This is not compulsory.

The form can be saved at any intermediate stage by clicking "save draft" button. After completion of this step, next step will be active using "next" button.

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Step IV

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(a) As shown in image above on left side there is option of adding, editing and deleting Company owner details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on " \checkmark " icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on "" icon. Separate window will open to get your confirmation by pressing "delete" button.

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(b) As shown in image above on left side there is option of adding, editing and deleting CEO/CTO/CFO details. If you click "+" sign separate window will pop up to enter promoter details. Here you have to enter name of promoter, type, equity percentage and net worth.

If already details are submitted and user wants to change it then he has to click on V'' icon. Separate window will pop up to feed the data. Do necessary changes and submit.

To delete already submitted details click on """ icon. Separate window will open to get your confirmation by pressing "delete" button.

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(c) Here upload pdf file of certificate clearance from Ministry of Home Affairs using a button shown by red arrow in above image if owner or if CEO/CFO/CTO is foreign national.

(d) Here upload pdf file of Certified **Power of Attorney by Resolution of Board of Directors that the person signing the application is authorized signatory (document digitally signed).** Using a button shown by green arrow in above image.

(e) Accept all terms and conditions by click on checkbox shown by purple arrow in above image.

Save the form by clicking "save draft" button. Now next button is disabled as this is the final stage. You can go to any previous stage using "previous" button and can do the changes.

Now, validate & preview application form using "Validate & Preview Application Form" button. If any discrepancies in the form then it will get reflected on the top of the page as shown below. User should preview the form and do necessary changes . After all this process form should be submitted using "submit" button. If "Terms & Conditions" checkbox not clicked then system will not allow to submit the form.

So, first click on "Terms & Conditions" checkbox then press "submit" button. Form will get submitted and home screen will get displayed showing status of the application and action pending.

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This shows the errors.

2.3 Online Payment of Processing Fee

If no discrepancy then on the top right corner "validation successful message" gets displayed & you will be redirected to the Payment screen which is shown below.

Ray Processing Pee(in Rs.)	50000		
Pay Through Option	0 nime	Ψ.	
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On Click of Pay Now Button, you will be redirected to Bharatkosh Payment gateway.

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On click of confirm button , you will directed to the payment mode selection

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Click pay button to get redirected to enter details of Credit card/bank details

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On completion of successful payment , you will be redirected to Saralsanchar portal with the transaction ref no , challan number.

Payment Status	-Confirmed
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Transaction 8d	2911210006256
Transaction Receipt No	20515529112100006381
Transaction Date	IDec 10 2021 12 5994
Transaction Amount(R.s.)	1000.00

Note:- The Payment of Processing fee is made online in Bharat kosh Portal since 04-12-2021. If any challan prior to 04-12-2021 is already paid. Then create a helpdesk desk request for Bharat Kosh and send the digitally signed challan, application id and all details .

2.4 Upload Application :

On completion of successful payment,

ymont Details Pay Mode	Pay Date	Pay Amount (in Rs.)	DD/PO No	IFSC
NTRP(Bharətkosh)	20-08-2018	150,000	145878	DVANCO.
Download Application:	Download A	pplicatie		
pload Digitally Signed Applicatio	n:			
Choose File No file o	chosen		Upload	

Download the application to PDF of the completed application and Upload the digitally signed PDF application and click final submit of the application.

You can download the application form in pdf format from the "**Download Application**" button

Upload the necessary document and click on the "Final Submit" button.

After This you will be redirected to the dashboard page .

	दूरसंचार विभाग DEPARTMEN	ſ		LogOut (User id: CDB) SARAL SANCHAR (Simplified Application For Registration And License A portal for License management in DoT					
	Jan			Home	Change Password	Update Pro	file Helpdesk		
Welcome	NITESH JOSHI (BSNL)		Ord	ers/Circulars Ma	ilBox Fee Calculator	Document	CheckList FAQ		
	CATION DETAILS		Boblication Status	Action					
1	UL20180016	Application Created date 22-09-2018 17:03:25	Applied for License		N IN PROCESS	6	· Q		

Showing 1 to 1 of 1 rows

Scrutiny :

If after scrutiny any of your documents are not acceptable to DoT then documents will be reverted back to you and you will be notified about the same via SMS and E-Mail. You will required to upload the reverted documents again . The link for re-uploading the reverted documents will be available in your dashboard.

2.5 Dashboard Details:

This dashboard has four buttons

1. History button: This shows the history of actions completed till now.

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2. Download Application button: This button lets you download your application form.

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3. Attachment button: This shows the list and links of the documents you have uploaded till now.



4. Reminder button: This button lets you put some reminders. On clicking this button you will be redirected to this page.

NUT FUEL				LogOut (User id: C20180
दूरसंचार विभाग DEPARTMENT OF TELECOMMUNICATIONS		(Sii	uplified Application	SANCHA I For Registration An ense management in	nd Licenses)
		Home	Change Password	Update Profile	Helpdesk
	Orders/Circulars	MailBox	Fee Calculator	Document CheckLis	l FAQ
Send message to Dat Nodal nodal	asus				
Application ID Authorize Person Name	: UL20180041 : PRIYA				
Message Type :	⊕sMS © Mail	Both			
Enter message text :	Message length innst. 250 Remaining	<u>;</u> 250			
File Upload :	⊖Yes ® No				
	Send	0			

On the 1^{st} line will be your **Application Id** followed by the **Authorized Person** Name.

On the next line is the message type i.e. if you want your reminder to be only a text message then click the radio button of SMS, if you want your reminder to be only an E-Mail, click on the Mail radio button and if you want both SMS and Mail reminder then click on both.

If you want to upload any file then click on yes and upload the file .

Click on send , your message for the reminder will be sent to the DoT personnel.
Now go to the **Mailbox** button on the 2nd Navigation Bar and you will be redirected to your mailbox.

Click on the outbox to see your recently sent message regarding **reminder** to the DoT personnel.

You will see all the details of the message you sent to the DoT personnel including the attachments (if any).

KINGER FORM	NUMBER OF COLLECTRONS	DUIS					LogOut	(Userid C2018
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					Home	Change Password	Update Profile	Helpdesk
				Orders/Circulars	MailBox	Fee Calculator I	ocument CheckLi	st FAQ
Inbox	Outbox							
5.No.	Message Date	Sent To	Message Type	Subject	Messag	e	Application No	Atlachment
1 13	24-09-2018 13:28:43	nodal asus	SMS & Email	reminder	remind	PDA	UL20180041	0

After receipt of application and all documents, DOT officer will accept the application after verification. DOT officer will issue LOI after acceptance of application.

2.6 Upload Signed LOI , BG Details and Online Payment Of Entry Fee:

After scrutiny DoT will issue the LOI, you will be notified about it by SMS on your registered Mobile number, thereafter you can download the LOI from your dashboard which is shown below.

You will firstly log in and after successful log in you will click on the "1" shown by red arrow to go to your dashboard for the application you had earlier applied for.

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	114	U UL-VNO		0 osp			

After LOI issuance , Applicant will upload signed LOI , BG Details and will do online payment of Entry Fee through single form by clicking below link.

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=					Submit Rep	orts	Orders/Circulars	MailBo	x Fee	Calculato	r Docume	nt Chedkuist	FÁQ
								[UL & P	RE-UL			*
	n Process Appli	cation											
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ScNo	Application Id 👙	Application Created date	 Application Status	٠	Action	_		÷					
1	UL20190519	17-12-2019 18:23:17	Application Scrutiny completed and LOI issued		BG ,Entry Fee,Comp	linc	e to LOI UPLOAD	D		Ø	9		
Showin	ng 1 to 1 of 1 entr	les				-			-		P	revious	1 Nex

BG Upload:

Enter BG details using following form. Here select BG Type and enter BG details upload BG file. In case of UL application , BG Type will be performance and financial and in case of VNO application, only financial BG .

Step 1 Step 2 Step 3 Company Information RE Details Entry Fas Datail	Step 4 Completes Te LOI	
Note: you are requested to fill service	area wise PBG & FBG details and option to selecting service are	ea is available in drop-down menu.
(F==========	
BG TYPE	Select BG Type	
Service Area	Select Service Area	<u>.</u>
PBG/FBG Number	Enter BG (saroho)	
Issue Date	Enter Kasan Date	
Expiry Date	Entire Englisy Dates	
IFSC Code	Enter FSC Oxde	Get Bank
Bank Name	Enter Kank rarras	
Branch Name	Seluci Diarich Name	
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Performance Bic Antalis PEO Number 1 (# Middly @ Upload Consolidated File for Pr	9G	

Online Payment of Entry Fee:

Upload Consolidated File for FBG

For Online payment of Enter Fee using following link.

Step 1 Company Information	Step 2 BG Details	Step 3 Entry Fee Details	Step 4 Campiona To LOL
Please click h	ere for all	transaction det	alls against this application id.If transaction is not reflecting here wait for one day otherwise raise ticket .
-			100000
Pay Entry Fe	e(in Rs.):		10000

On click of Pay NOW will be redirected to Bharatkosh portal.

TAN				TIN		
Pu	pose Details					
Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
ŧ	TELECONVUNICATIO	NS CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	Department of Telecommunications (HQ), DOD, SO(Cash), New Delhi[205155]	UL (VNO) for ISP B service - Saralsanchar-CCA-HQ, Entry F	One Time	100000
				INR one takh(s) only		Total::100000

Complete the Payment of Entry Fee by clicking confirm button in Bharatkosh portal.

Upload LOI Compliance:

To download the LOI (unsigned) please click link as shown below .

After downloading the LOI , you are required to signed the LOI and upload the signed LOI. You can upload the signed LOI by using following form.

Application ID: UL20190519		
	Validate Application Submit	
Step 1 Step 2 Step 3 Company Information BG Datality Entry Fee Datality	Stop 4 Compleme To LOI	
Compliance to LOI upload		
Download LOI	10.2010/051	
File Upload *	Signed LOI Compliance	
	Oupload Obigitally Sign & Upload	

After successful validation and submission of BG, Entry Fee and signed LOI, it will available for scrutiny at nodal side. The dashboard of the Applicant will be like this.

			5	and they have	Ander Public 1	Real David		and a		
.				30H 800 8	000000000	mator)	ee California	tie tecore	10000	14
						11.10	uher .			+
vieta	a Prante Application									
							(Sec	ente		_
-	· Automatic	8 Autodas Conteil Euro	4 Auguratus Salas 1	100		•				
	Wig8239095	17-08-0522 15:02:09	Bis Entry/w and Signed Life Camptanes sensitivy in process		11141 Ho 101210	a 🖬	B 8			

2.7 Reverted Document

Now these uploaded documents will be scrutinized by DoT and if any discrepancies are found then those documents will be reverted back to you for uploading them again. This is illustrated below, suppose your entry fee has some discrepancy then it will be reverted back to you and then you are supposed to upload it again as shown below.

Your dashboard will look like this after DoT has reverted your documents back.

							Deser-	*	
-	Automatic a	Australia Cristal Aus	8 Augustus Dates	4 Autor					
	Calminess .	44.01.00011724-14	III, Drivy fan and Reynal UII Finsyla ins Estastad	AY FEE MODOFICATIO	2	9	0	9	

Click on above link & upload the respective file.

PBG Details:		2	Entre Arm	201	ī	
PBG Details: Pformane in: Details: PforMumber PIG Number 12-04-2023 ICICC0000281 2. ISP & Telecom circle/Merce Area.UTTAR PEADESH (MST) Mudify @	Amount (In Lakhs of Rs	.)				
21100000000424 12-08-2023 ICIC0006281 2 ISP &Telecom circle/Metro Aree-UTTAR PRADESH HMEST) 1 Macrify	PRC Dataile]
n Machy (g)						0
	eformance BE Details PEG Number					0
Upload Consolidated File for PBG	erforenance NG Details PRG Number 281NDDG00000424					0

Now the applicant dashboard will look like this, as he will be waiting for scrutiny of the documents

					Sw	itch User	Home Update Profile Pr	ofile Da	shboard	Help	lesk
8						Submit	Reports Orders/Circulars 1	MailBox	Fee Ca	iculator	Document CheckList FAQ
								U	L-VNO		~
VNO In	Process Application										
8 8										Search	a [
St.No.	Application Id	¢	Application Created Date	ŧ	Application Status	Action		÷			
1	VN20230033		17-01-2023 15:02:09		BG, Entry Fee and Signed LDI Compliance Scrutiny in process	BGENTR	Y FEE SCRUTINY IN PROCESS	ß	6	Ø	D,
Showing 1	to 1 of 1 entries										Previous 1 Nex

Now your uploaded documents will be scrutinized by DoT and after successful scrutiny of the documents you will be notified about the same by SMS and E-Mail.

2.8 Invitation acceptance

Your dashboard will look like this after successful scrutiny of bank guarantee and entry fee.Now application pending for Invitation acceptance.

				Switch User Home	Update Profile Pro	file Dashb	oard	Helpdesk		
Ħ				Orders/Orcula	s Submit Reports Na	elBox Fe	e Calcula	stor Document Check	List FAQ	2
						ULS	PRE-U	<u> </u>		~)
ULI	n Process App	lication								
							Sei	arch:		
Sr.Noi	Application Id	Application Created date	Application Status	¢ Action	÷					\$
1	UL20230240	31-03-2023 19:02:08	Compliance to LOI verified. Invitation letter issu process	Jance is in INVITATION ISSU			0	ę,		
Showin	ig 1 to 1 of 1 er	tries						Previous	1 N	lext

Nodal will issue invitation and applicant will accept this invitation or ask for reschedule this invitation.

				Switch	User Home	Update Profil	le Pr	rofile Da	shboard	Helpdesk	
					Submit Reports	Orders/Circul	ars (MailBox	Fee Calc	ulator Document CheckList	FAQ
								U	L & PRE-	UL	ý
ULI	n Process Applic	ation									
8									s	iearch:	
the second second	Application Id	Application Created date	Application States	+	Action	ŧ					
Se.No:	Application Id \$										
Se.No:	UL20190144	29-03-2019 16:30:03	License signing invitaion issued.Invitaion acceptance is pending at applicant		INVITATION AC	CEPTANCE	6		Ø	9	

Download Invitation Letter	UL20190344_JHVv0.pdf	
Agreement Signed Date	10-10-2019	
Remarks		
Invitation accepted ? *	O. OK: O NOLDK	
Remarks, if any		

After acceptance of Invitation, DoT will issue you the $\ensuremath{\textbf{License Certificate}}$

AND TO INCOMPANY THE TO INCOMPANY		BRIGETADINE				LogO	ut (User id. C20180
	दूरसंचार विभा DEPARTMEN TELECOMM			(Sin	SARAL aplified Application A portal for Lice	For Registration	And Licenses)
				Home	Change Password	Update Profile	Helpdesk
			Orders/Circulars	MailBox	Fee Calculator	Document Check	List FAQ
Welcome	NITESH JOSHI (BSNL)					
UL APPLIC	CATION DETAILS						
Sr.No.	Application id	Application Created date	Application Status	Action			
1	UL10180016	22-09-2018 17:03:25	Entry fee, BG accepted and signed LOI verified	LICENSE ISS	SUANCE PENDINC	b b Ø	S,

Showing I to I of I rows

2.9 Download License Certificate

You can download your **License Certificate** from your dashboard by clicking the **Download License Certificate** button which is shown below.

	दूरसंचार विभा DEPARTMEI TELECOMM			(Sir	SARAL nplified Application A portal for Licer	For Registration	And Licenses)
				Home	Change Password	Update Profile	Helpdesk
			Orders/Circulars	MailBox	Fee Calculator I	Jocument Checki	List FAQ
Welcome	NITESH JOSHI (BSNL	5					
	NITESH JOSHI (BSNL CATION DETAILS	3					
		Application Created date	Application Status	Action			

2.10 Profile Update without Scrutiny

If **no application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied and in process.

If any application is in process then user can update profile after successful scrutiny by respective DOT officer (Refer 2.11 Profile Update with Scrutiny).

STEPS:

1. After user login, click on any module

tus of Applications	1			
0	0	0	0	0
UL	UL-VNO	M2M	WPC	OSP

2. Click on Update Profile

					Climp	lified Application tal for License M
Home	Change Password	Update Profile	Profile Das	hboard	Apply for License(UL)	Helpdesk
		Order	/Orculars	MailBox	Fee Calculator	Document Of

3. Update profile without scrutiny form will appear

	Home	Change Password	Update Profile	Profile Dashboard	d Helpdesk
		Orders/Circular	s MailBox	Fee Calculator	Document Ch
Updation Of Registration P	Profile				
(For Creation of users other than		s Body).			
Registration Type					
Registration Type	Company				
	Company u58974gj3654res854	796			
Registration Type		796.			
Registration Type CIN	u58974gj3654res854	796	clear		

1. User can update profile multiple times until new application is applied and in process

2.11 Profile Update with Scrutiny

STEPS:

1. After login, click on UL module

				Home	Charge Fassword	response.
					orders/circula	rs Documa
Welcome Ver	rugapel (Reopreses)					
STATUS OF APP						
	2	0	0	5	0	
	UL Apply Now	UL-VNO Apply Now	M2M Apply Nov	WPC Apply Now	OSP Apply Now	

2. Click on Update Profile Menu on top

Home	Change Password	Update Profile	Profile Dashboard	Apply for License(UL)	Helpdesk
------	-----------------	----------------	-------------------	-----------------------	----------

taland etta	9404683469
Jpload File	Supporting document for updation of Authorised Address(Name of the signer: Raghavendra
	Nerikar/Signed_on: 17-08-2018 18:04:35) 20190000106_AUTH_v0.pdf Uploaded Deicte
Request letter file upload*	Request letter for profile updation(Name of the signer: Raghavendra Nerikar/Signed_on: 17-08-2018 18:04:35)
	20190000108_REQ_LTR_v0.pdf Upleaded Delete
Other Documents to be uploaded,if any	Other Documents to be uploaded
	Choose File No file chosen Upload

3. After Validate button, Changed field will appear. Proceed accordingly

		Old Profile Details	New Profile Details
Authorisation Co	ntact Details	kfkgyulyugl(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)	Venugopal(Name) ktykyu(Designation) uoyuloyg JAMMU & KASHMIR Reasi 859667 69707808908(Land line) venumucharla2012@gmail.com 9404683469(Mobile)
			Proceed Can
cuments to be	Other Do	ocuments to be uploaded	
,if any			Upload

4. After OTP Authentication , submit button will enable.

OTP Authentication			
Mobile OTP	Mobile OTP	Click to generate OTP	Validate
E-Mail OTP	Mall OTP	Click to generate OTP	Validate
	RESET		
	(To reset any change	in the above registration form)	
Enter Captcha before submit	Enter Captcha	KRMXNE	

Mobile OTP	Mobile OTP	Click to Regenerate OTP	Validate	Mobile OTP verified
E- <mark>Mail</mark> OTP	Mail OTP	Click to Regenerate OTP	Validate	Nail OTP verified
	RESET (To reset any change	in the above registration form)		
Enter Captcha before submit	Enter Captcha	KRMxHr Ø		

5. After Submit and Confirmation, Page will redirect to Profile Update Dashboard.

	Choose File No file chosen
ntication	▲ Confirmation!
•	Do you want to submit profile updation?
e)	Mail OF
	RESET (To reset any change in the above registration form)

				Orders/Circ	culars MailBo	ox Fee Ca	lculator	Document Check
	Application Comple (VNO) Applications: 1	ete/inprocess statu	is of all module	s(licences)				
	pplications:0							
W/PC A	oplications:1							
111.0.13								
an e a								
	Profile Updatio	n dashboard						
	Profile Updatio		† User ID †	Application Status	Action	•		
User P	Profile Updatio		 User ID C201800850 	Application Status	Action		D	÷
User P Sr.No.	Profile Updatio	 Request Date 2019-07-29 			SCRUTINY PER		THE R. L.	0 0
User P Sr.No. 1	Profile Updatio Request ID 20190000108	 Request Date 2019-07-29 12:08:35 2019-07-25 	C201800850	Request applied Request verified OK after	SCRUTINY PER		۵	

6. Can check the to whom the scrutiny assigned through

	-	Profile H	listory for :2	0190000	0108				×
		-						No of R	
		S.NO	Status	Reque	est Forwarded By	Request Forwarded To	Request Forwarded Date	Remark	
Info: UL/UI			Request applie	d kfkg	yulyugi(applican	t) nodal_asus	29-07-2019 12:08:35		
OSP /	Appli	ca							
	Ubbi								
									Close
User	Pro	fi		_			1	[]3	Close
-	Pro ¢	ff. Request ID	+ Request	Date 🗘	User ID 🕴	Application Status	+ Action	+	Close
User Sr.No.	¢	-				Application Status Request applied	Action SCRUTINY PER	*	
	÷	Request ID	2019-07-2	9	C201800850 C201800850		SCRUTINY PER	*	b Ø
sr.No.	÷	Request ID 20190000108	2019-07-2 12:08:35 2019-07-2 11:45:37	9	C201800850 C201800850 C201800850	Request applied Request verified OK afte	SCRUTINY PER	¢	5 Ø

7. Check the uploads through

0							nent	a
Latest	Attachments	Old Attachments						
Sr.No.	Document Name			File Name	File Creat	ed Date		
1	Request letter fo	or profile updation		20190000108_REQ_LTR.	_v0.pdf 2019-07	-29 12:01:20		
2	Authorised cont	act Person /Signat	ory details	20190000108_AUTH_v0	.pdf 2019-07	-29 12:01:12		
WPC Ap	pricetions: 1							
User Pr	rofile Updatio		A Bear TD	Analication Status A	Action			
	rofile Updation	Request Date	† User ID †		Action	•		
User Pr	rofile Updatio		• User ID • C201800850	Application Status + Request applied	Action SCRUTINY PENDING	*	Ø	
User Pr	rofile Updation	Request Date				* 61 61	0	
User Pr Sr.No.	Request ID	Request Date 2019-07-29 12:08:35 2019-07-25	C201800850	Request applied Request verified OK after	SCRUTINY PENDING		6 0 0	

8. After submit of profile update, the request status is REQUEST APPLIED

Sr.No.	٥	Request ID 4	Request Date	User ID	Application Status \$	Action \$	
1		20190000108	2019-07-29 12:08:35	C201800850	Request applied	SCRUTINY PENDING	6
2		2010000102	2010-07-25	C201800850	Dequest varified OK after	COMPLETED	

9. If request is reverted, then user has to validate and submit again after rectification of required corrections and uploads.

Sr.No.	ŧ	Request ID #	Request Date \$	User ID 🕴	Application Status 🕴	Action \$	
1		20190000108	2019-07-29 12:08:35		After Scrutiny by DoT, reverted to applicant for update	UPDATE	6

Upload File	Supporting document for updation of Authorised contact Person /Signatory details	
	2019000010B_AUTH_v0.pdf Not Verified! Plc Upload again Choose File No file chosen Upload	
Request letter file upload	Request letter for profile updation	_
	20190000108_REQ_LTR_v0.pdf Not Verified! Plz Upload again	
	Choose File No file chosen Upload	

10. After submit, page will redirect to profile dashboard along with SMS and mail to nodal

SENO. 1	REPARENT ED	Request Date 0	Usor ID #	Application status #	Action		
8	20190000108	2019-07-29 12:08:39	C201809850	Resubmitted after Reportion	NAMES OF BRIDE STREET	D	ø
2	20190000102	2019-07-25	C29180850	Request verified DK after Scotlag	1200010100	B	

11. If scrutiny is OK, then Profile update cycle is completed

57.005 ÷	Itequest ID	timpuest bate #	User ID I	Application status +	Action	+
1	2019000168	2019-07-29 12:08:35	C201000650	Request verified OK when Scrubing	100001110	D Ø