



# **USER MANUAL**

## **INVESTOR REGISTRATION PROCESS**

Department of Infrastructure and Industrial Development, Uttar Pradesh

**Nivesh Mitra-** Single Window Portal, Government of Uttar Pradesh

URL: <http://niveshmitra.up.nic.in/>

### **Salient Features of Nivesh Mitra**

- Single front-end portal interface across multiple departments enabling global access
- Transparent, unified, one-stop solution for investors with time bound delivery of services
- Investor onboarding without need for physical interaction with various departments
- Online application submission, payments, tracking of status, approvals and issuance of the certificate(s)
- Comprehensive checklist of all requisite approvals
- Information wizard to suggest pre-establishment and pre-operation clearances
- Common Application Form (CAF) to capture common information only once
- Saves time, money and energy as repeated visits to different departments not required
- Automatic SMS and e-mail response to entrepreneur generated at each stage
- Dashboard view of approvals, clearances in pipeline, etc
- Two-way interaction on digital platform between entrepreneurs and departments
- Channel for routing queries and interacting with departments for additional documentation
- Third party verification of certificates / licenses

When you access the Single Window Portal “Nivesh Mitra”, Home Screen would appear

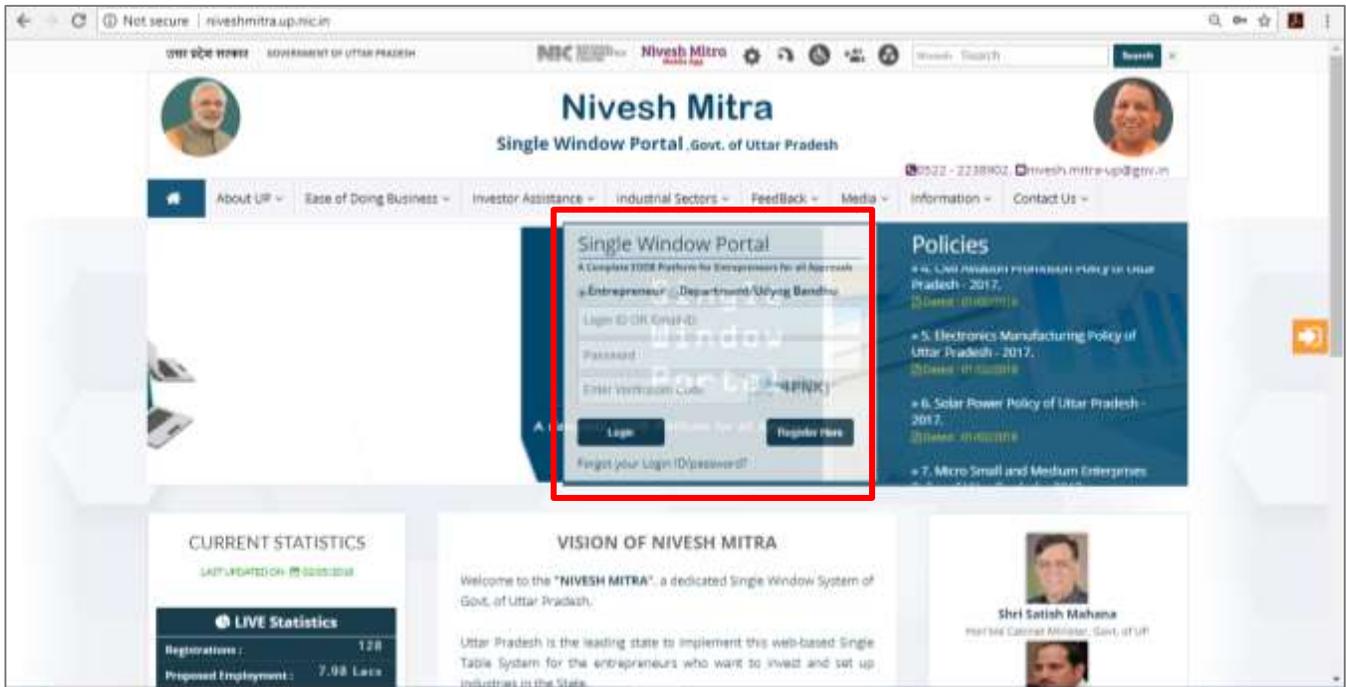


Fig 1: Home Page

Click over “Register Here” to register as an Entrepreneur

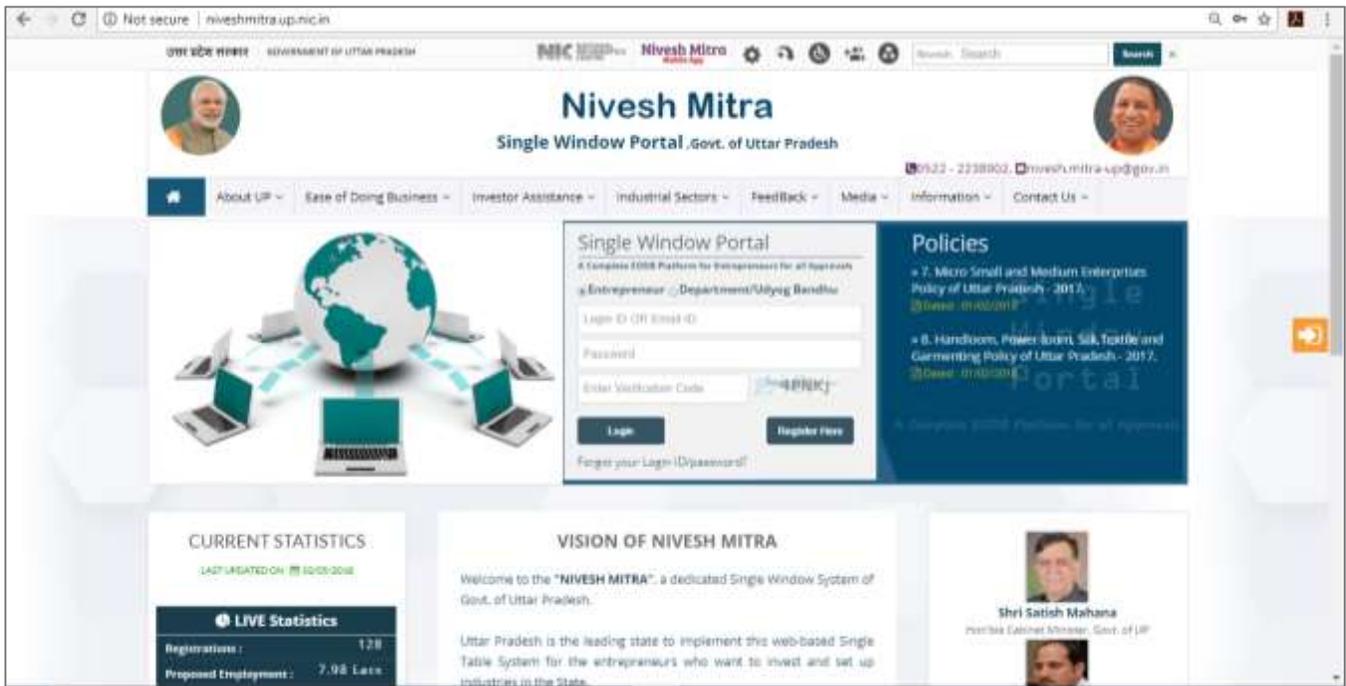


Fig 2: Register Page

The Register page will ask Entrepreneur to fill the basic details

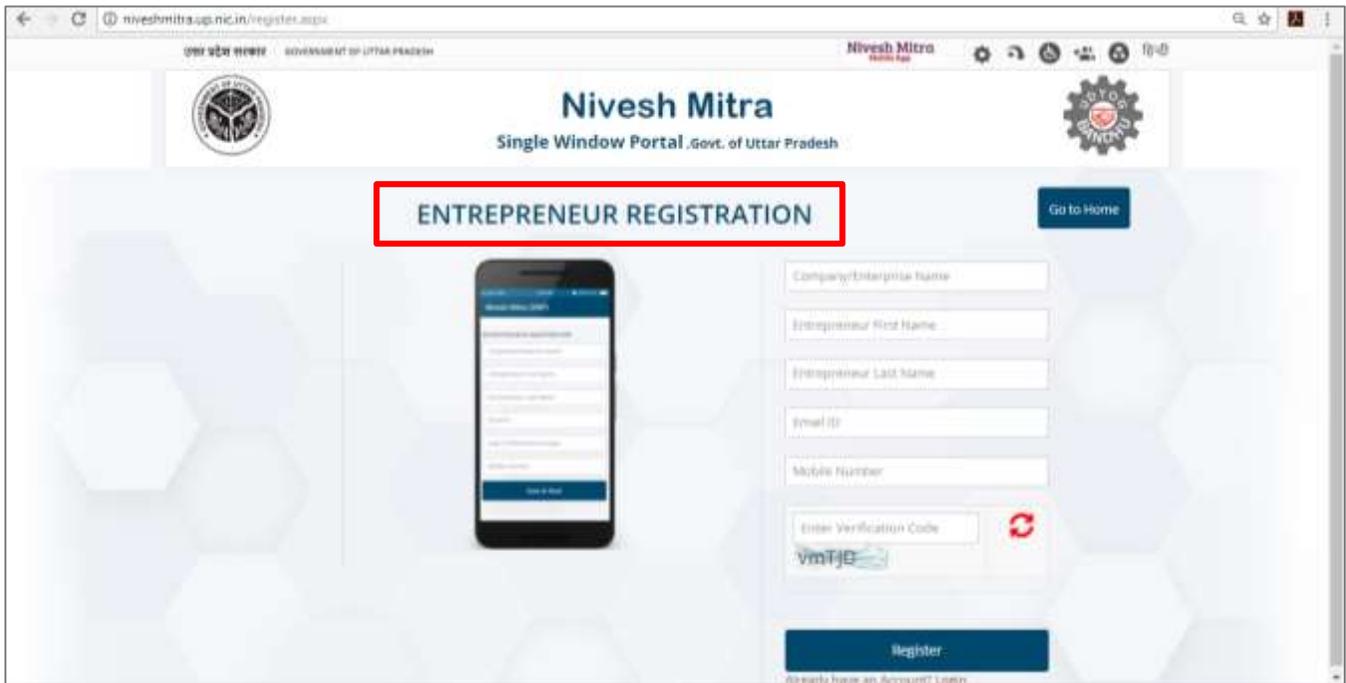


Fig 3: The Entrepreneur basic details

The Entrepreneur after filling the page submits it

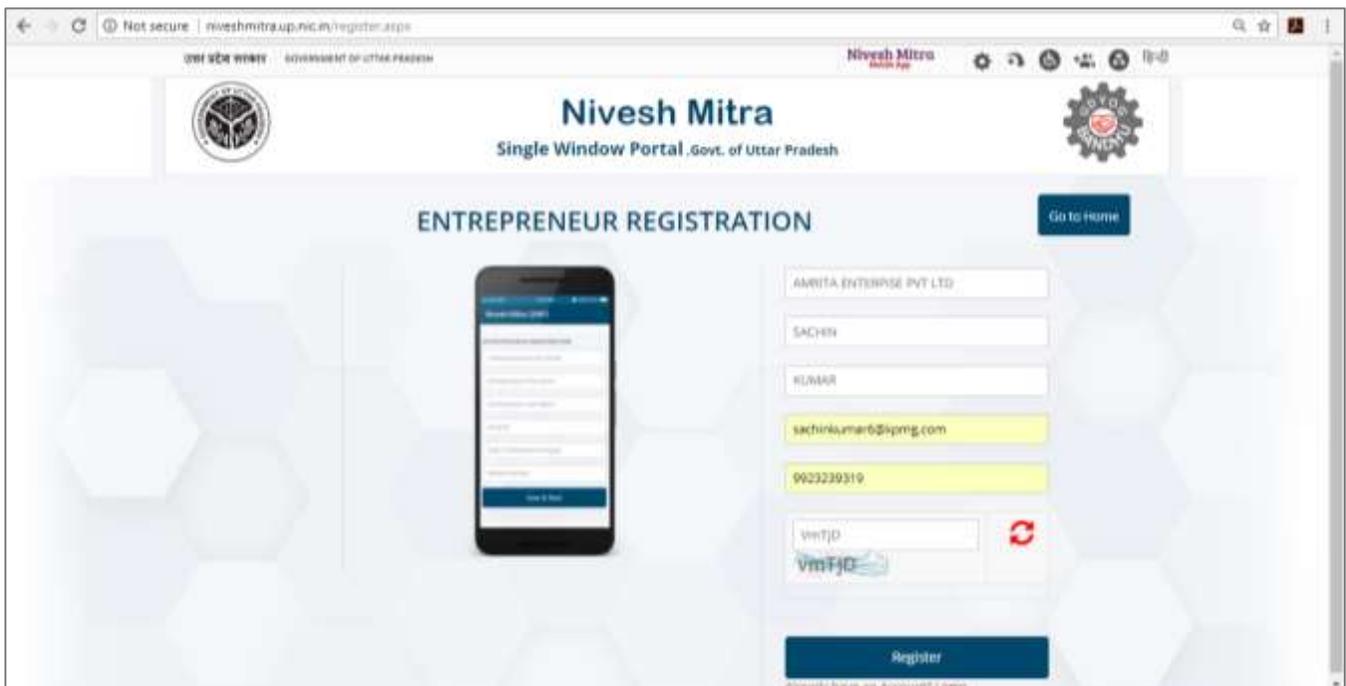


Fig 4: Registration submission

The system will confirm the Registration with a Pop Up message

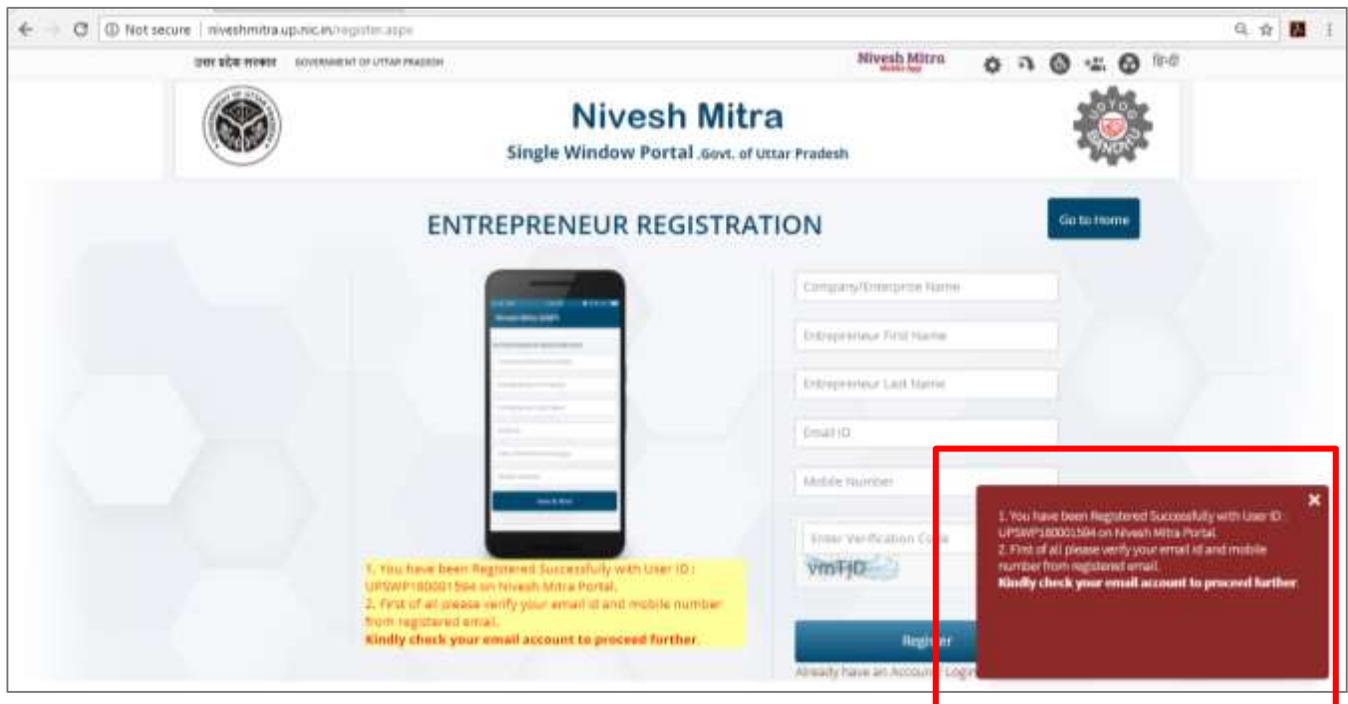


Fig 5: Registration pop-up message

The Entrepreneur receives the Email with Login ID and Pass word and link to authenticates the registration through Email

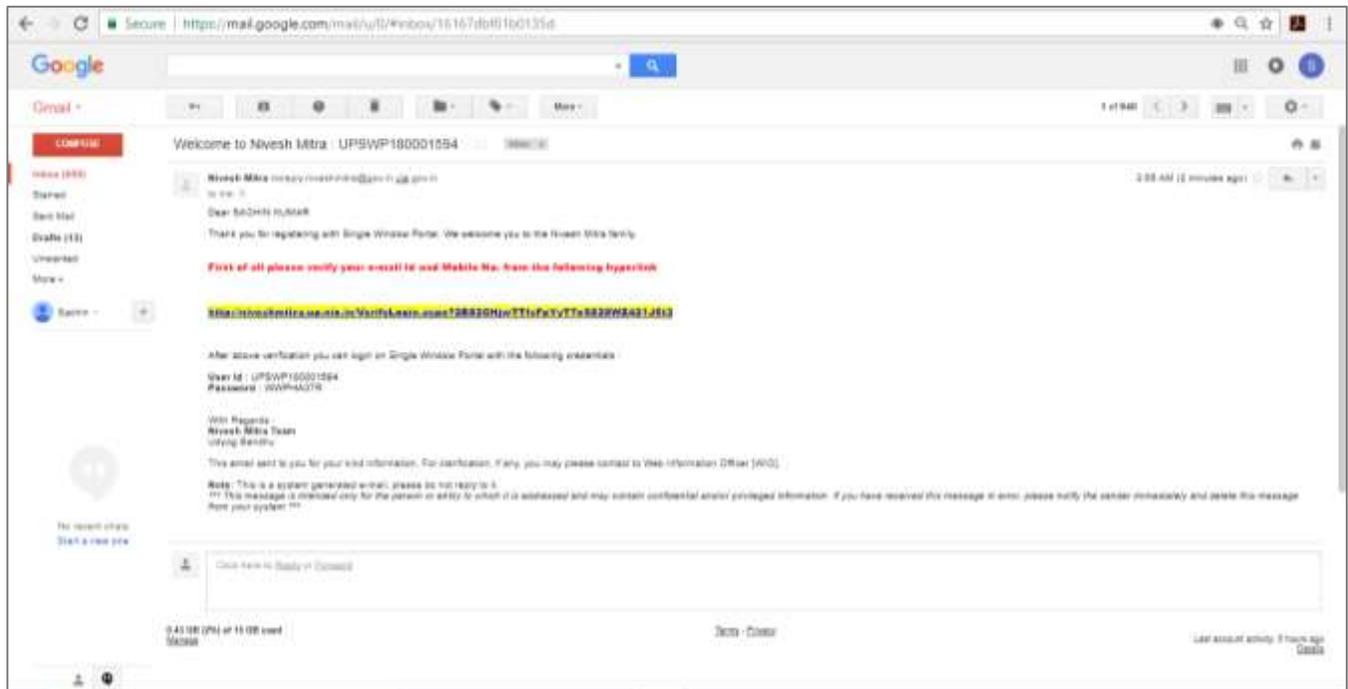


Fig 6: Email Authentication of the registration

The Entrepreneur clicks on the link to authenticate the registration



Fig 7: Entrepreneur login verification

The Entrepreneur authenticates via mobile number through OTP verification

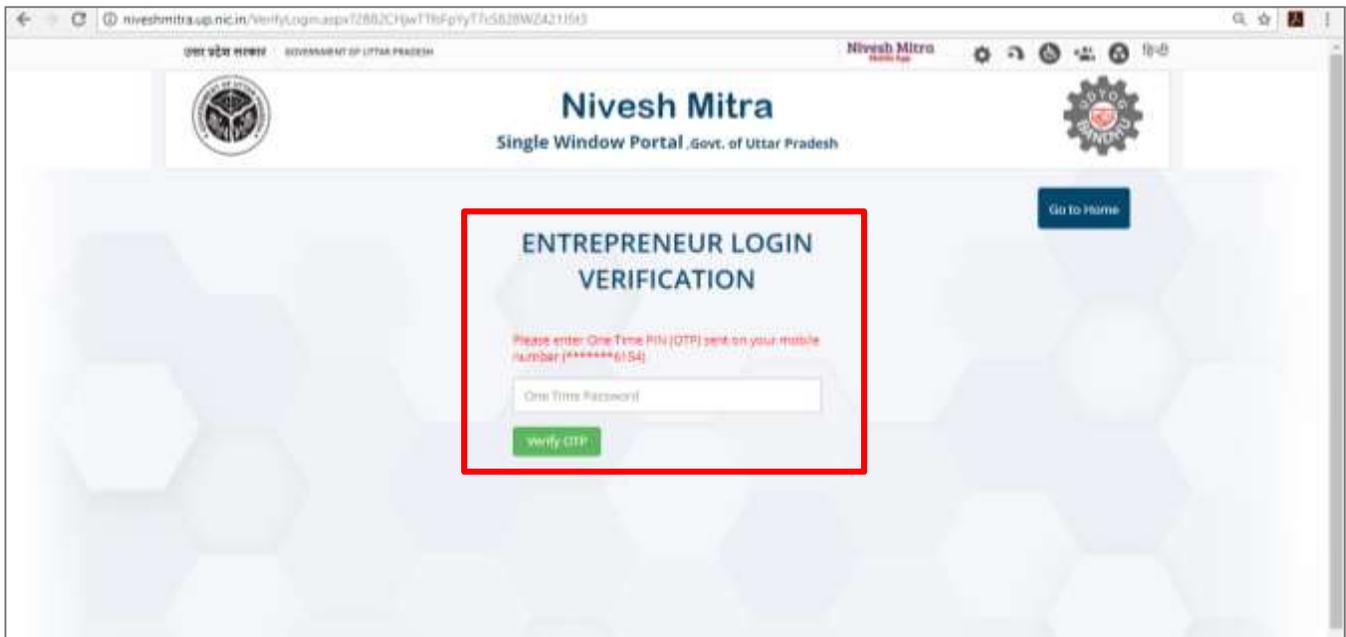


Fig 8: OTP verification page

The system confirms the mobile number verification



Fig 9: Mobile number authentication

The Entrepreneur clicks and proceeds to login on Single Window Portal

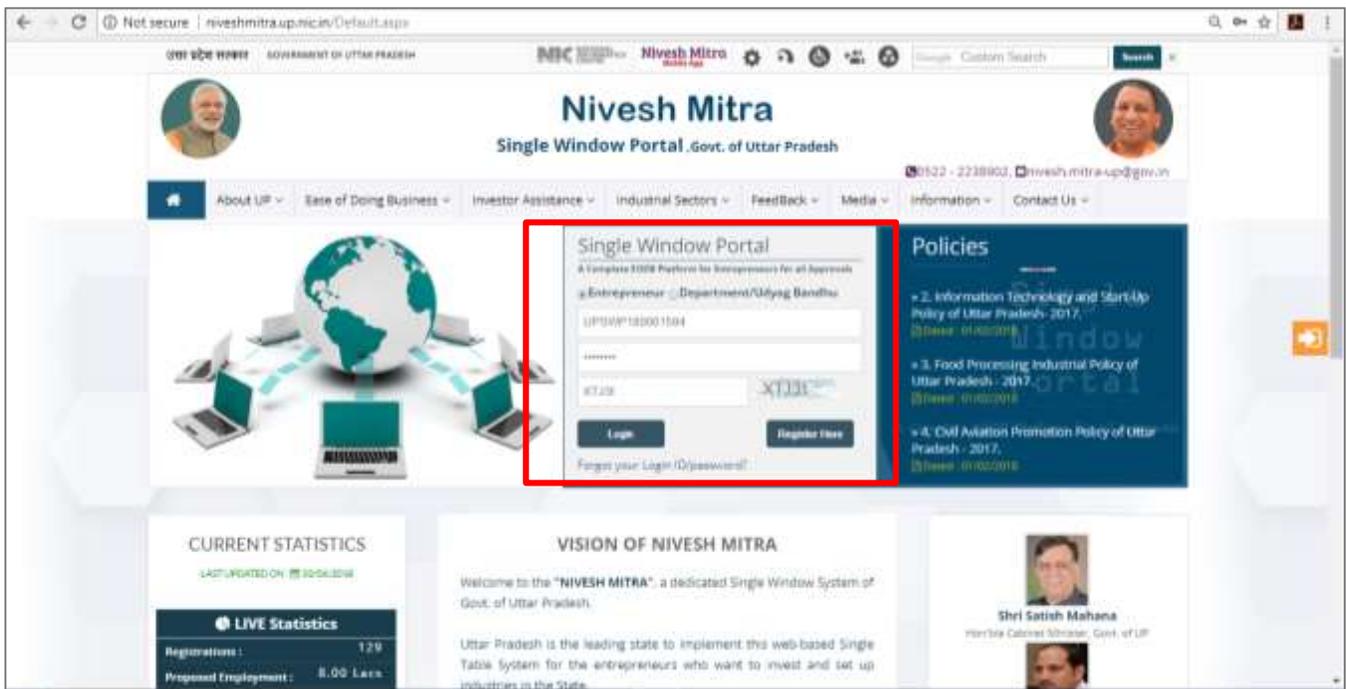


Fig 10: Entrepreneur login

The system prompts to change the system generated password

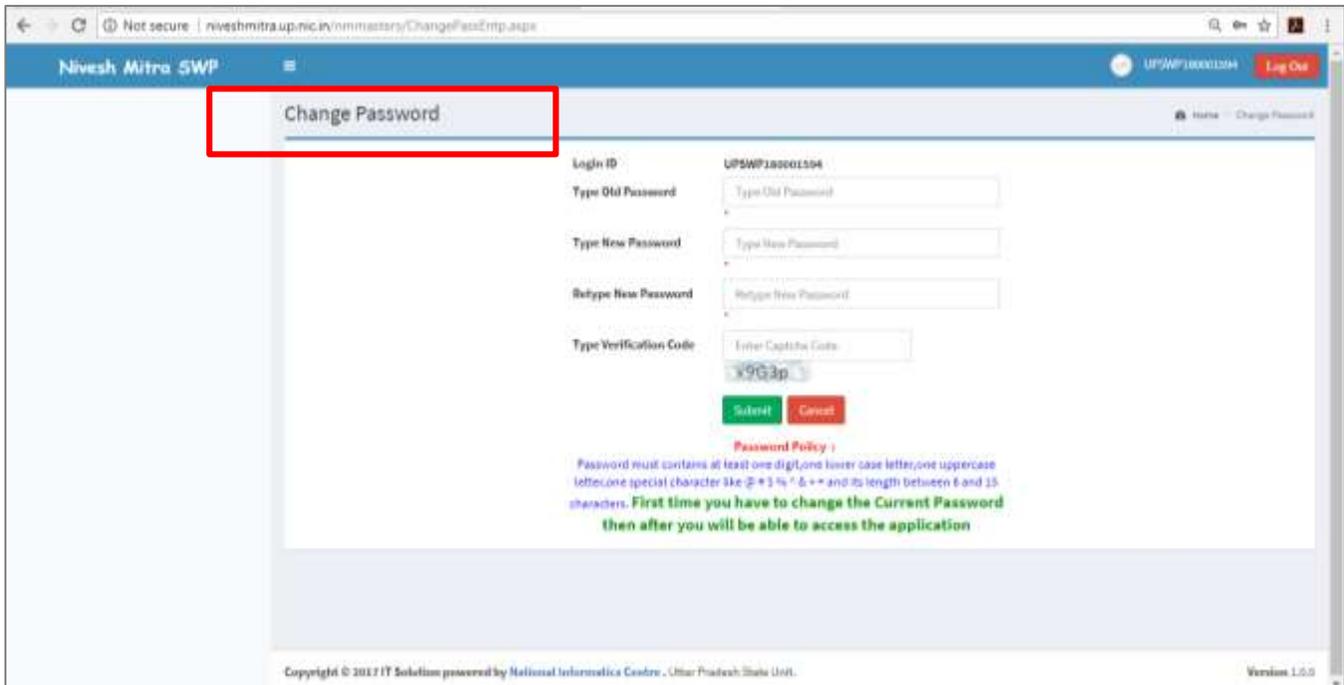


Fig 11: Password change page

The Entrepreneur changes the password

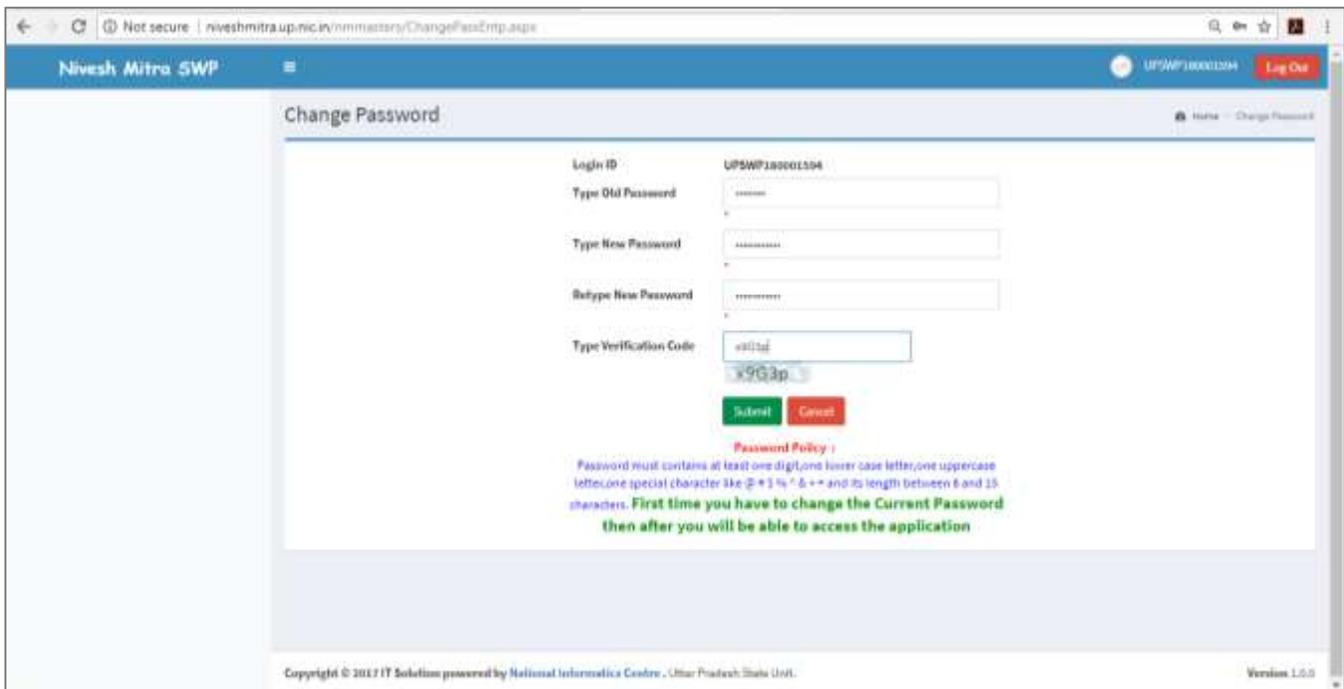


Fig 12: Password change page

The Entrepreneur gets the password update successfully page and logs our automatically. The Entrepreneur Registration process is done.

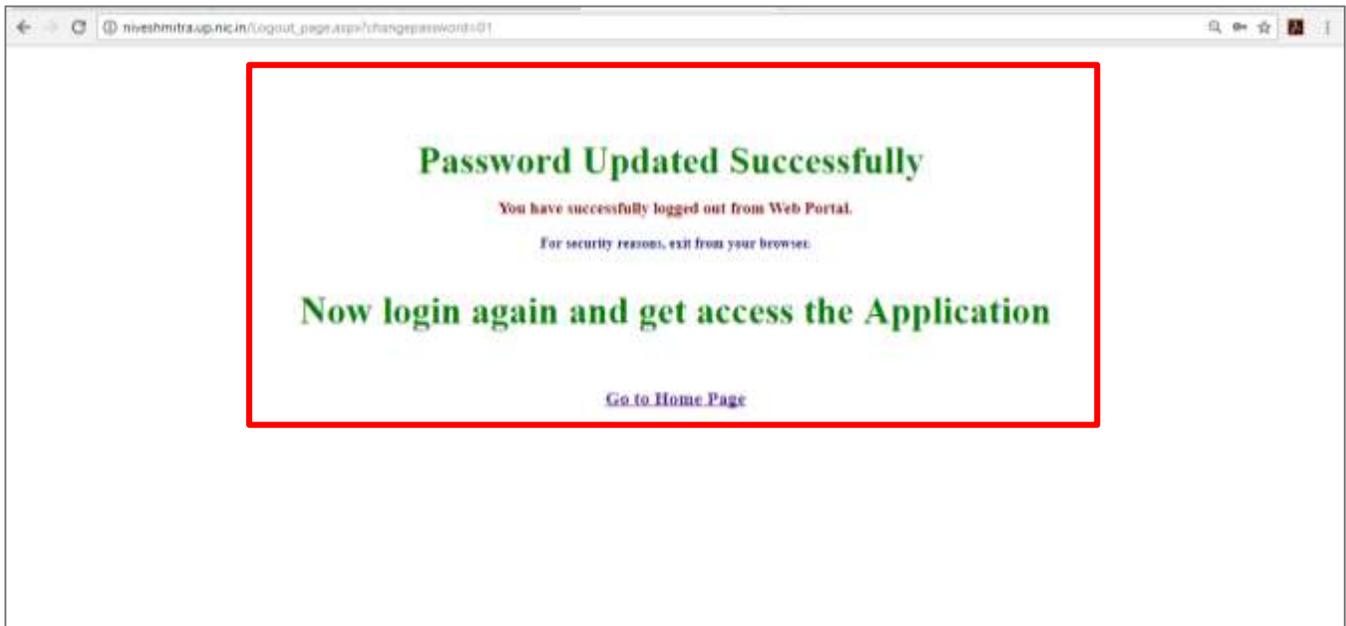


Fig 13: Password updated successfully page