User Manual

(For Applicant)

Online Application ETA-Self Declaration

Department of Telecommunications

Government of India

13th 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 hassle free 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.
- **ETA :** Equipment Type Approval

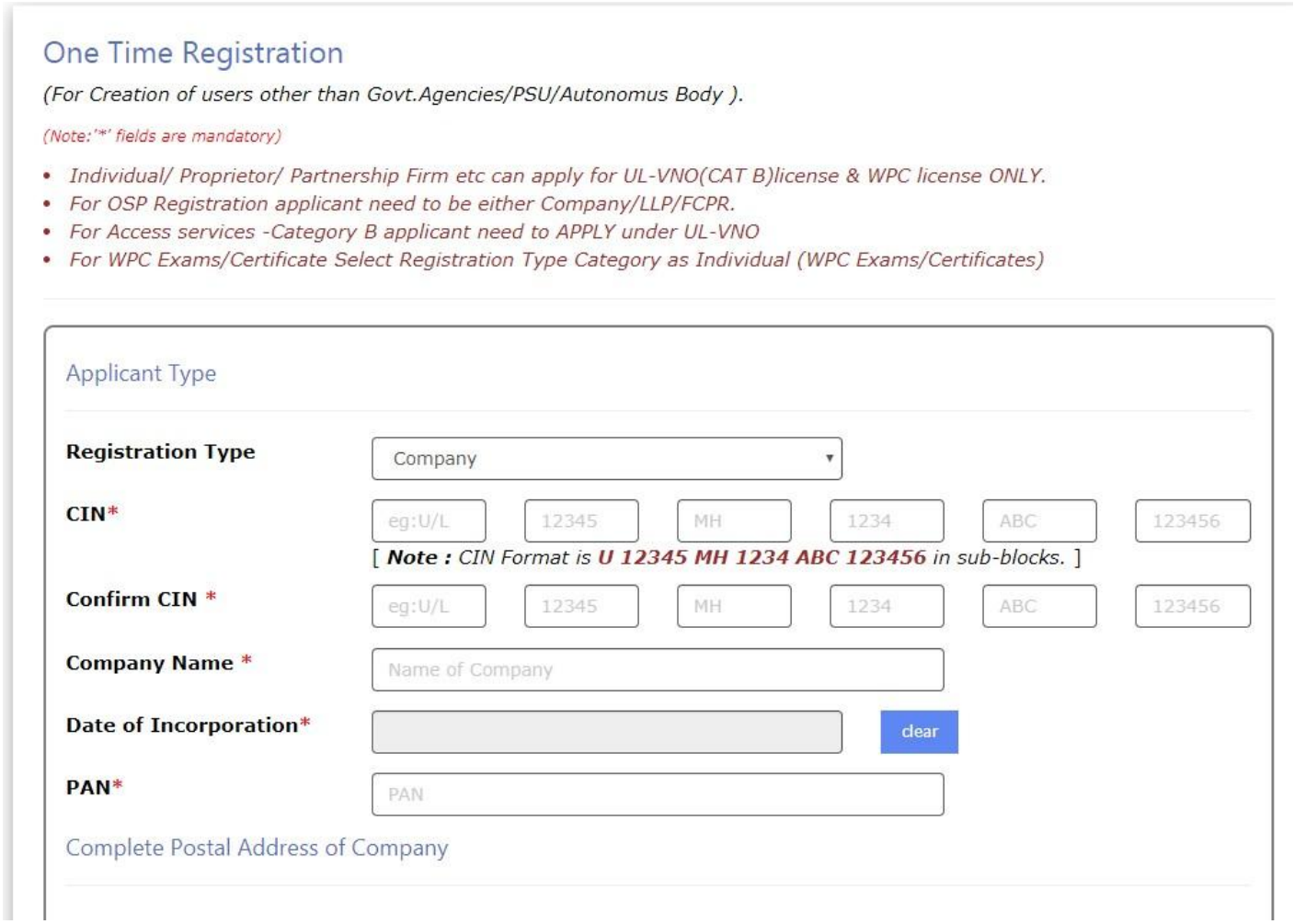
Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier) . Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for Network License *select Company* in **Registration Type**.



Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number.** After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

Corporate Office *

Address Address line

Pincode enter Pincode

District

State

LandLine Number eg:01112345678

Fax Number(if any) eg:01112345678

E-mail E-mail

*Registered Office** *(Addess same as* ***Corporate Office*** ○ *No* ○ *Yes)*

Address Address line

Pincode enter Pincode

District

State

Landline Number eg:01112345678

Fax Number (if any) eg:01112345678

E-mail E-mail

Address for Correspondence with Telephone/Mail* (Address same as **Registered Office** ◉ No ○ Yes)

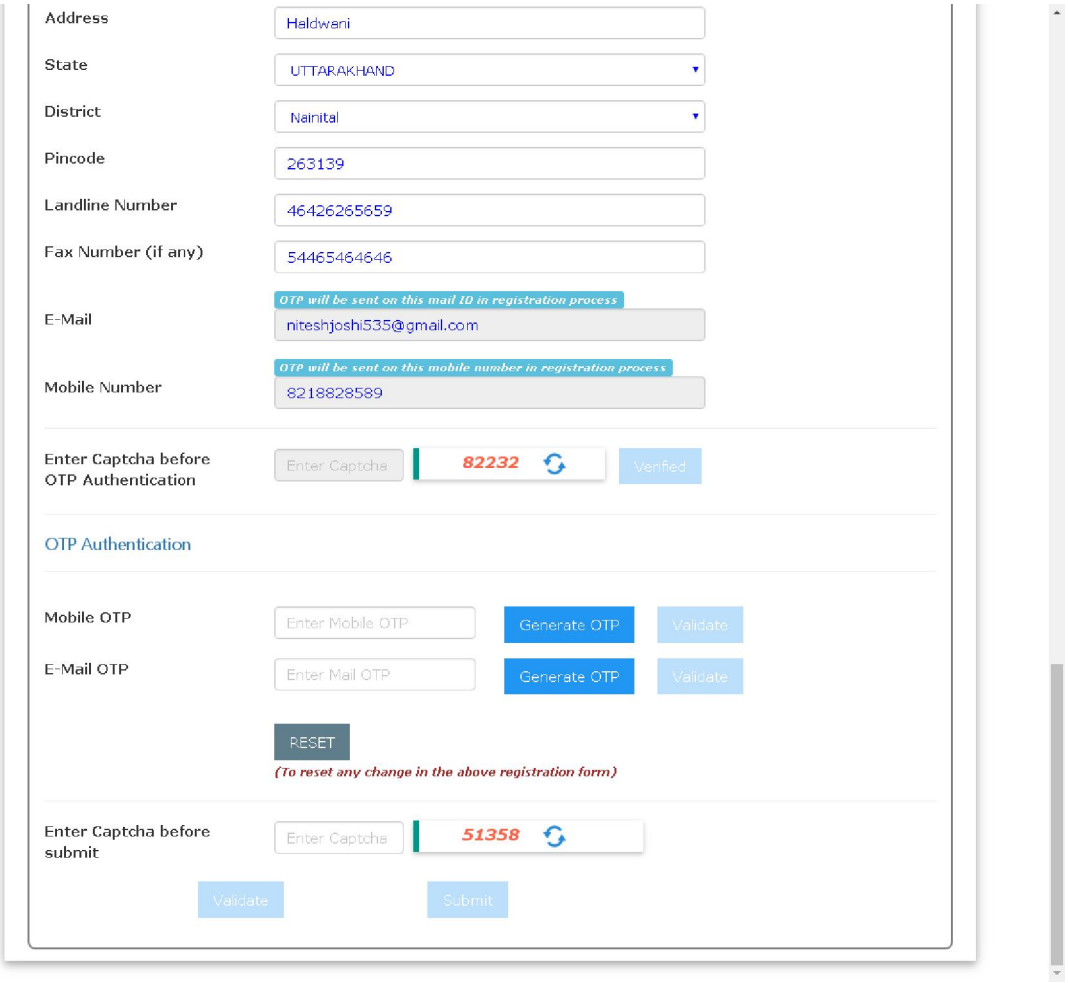
Address	Address line
Pincode	enter Pincode
District	
State	
landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-mail	E-mail
Mobile Number	Mobile no

Authorised contact Person /Signatory details *

Name	Name of Authorised Contact person/Signatory
Designation,if any	Designation of Authorised Contact person/Signatory
Address	Address line
Pincode	enter Pincode
District	
State	
Landline Number	eg:01112345678
Fax Number (if any)	eg:01112345678
E-Mail	*OTP will be sent on this mail ID in registration process* Mail Id
Mobile Number	*OTP will be sent on this mobile number in registration process* Mobile No
Enter Captcha before OTP Authentication	Enter Captcha FAvUtB

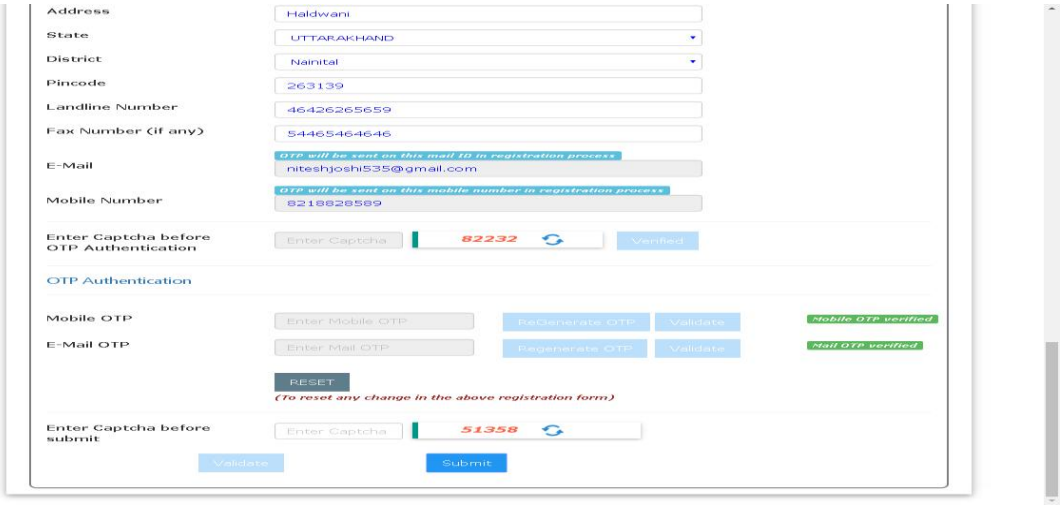
Validate Submit

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number.** Please click on each button to get the respective OTP's.



You will receive **OTP's,** both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.



After successfully registration you will see the below screen.



The user credentials will be sent to the **E-Mail address** of the applicant.

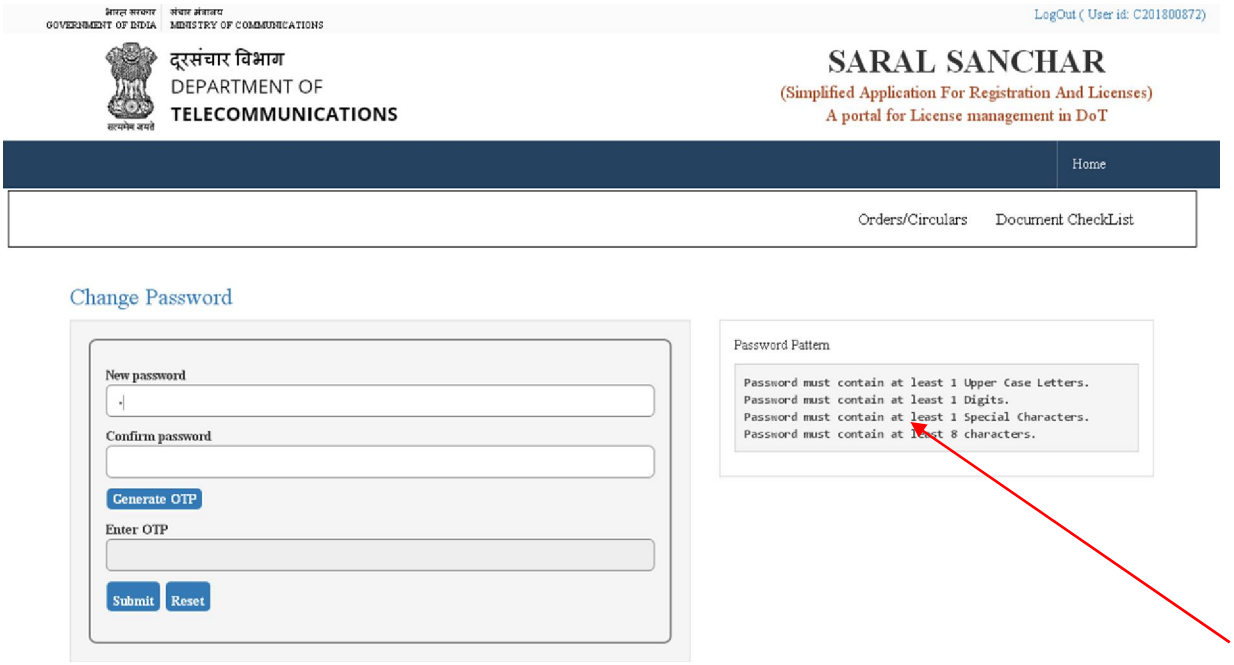
2.2 First Login

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

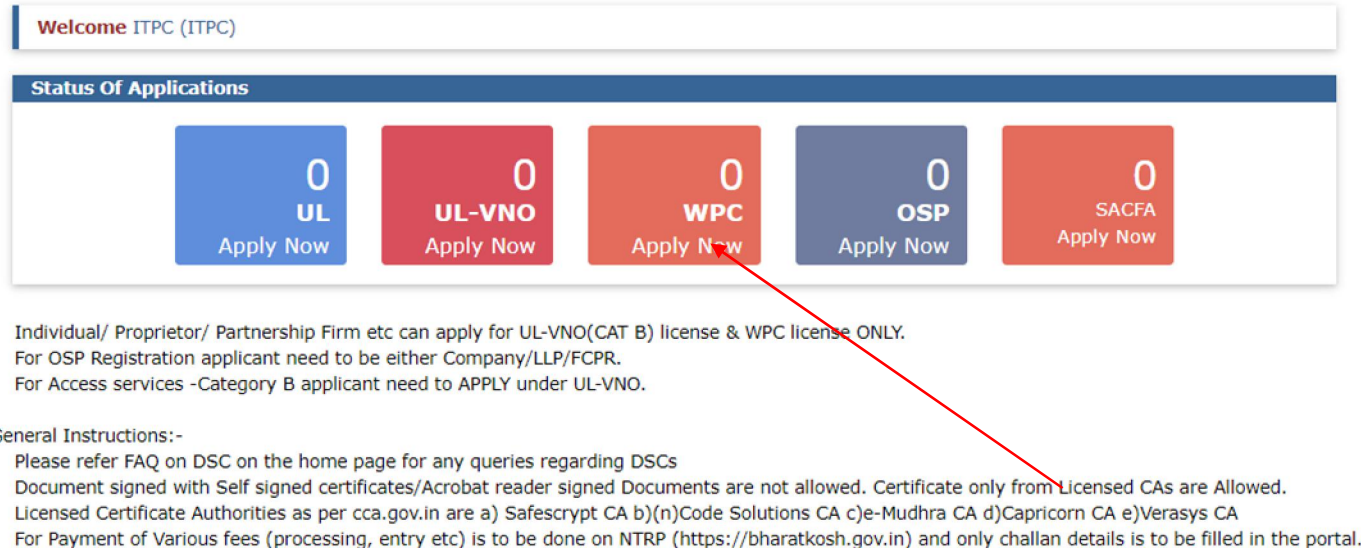
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



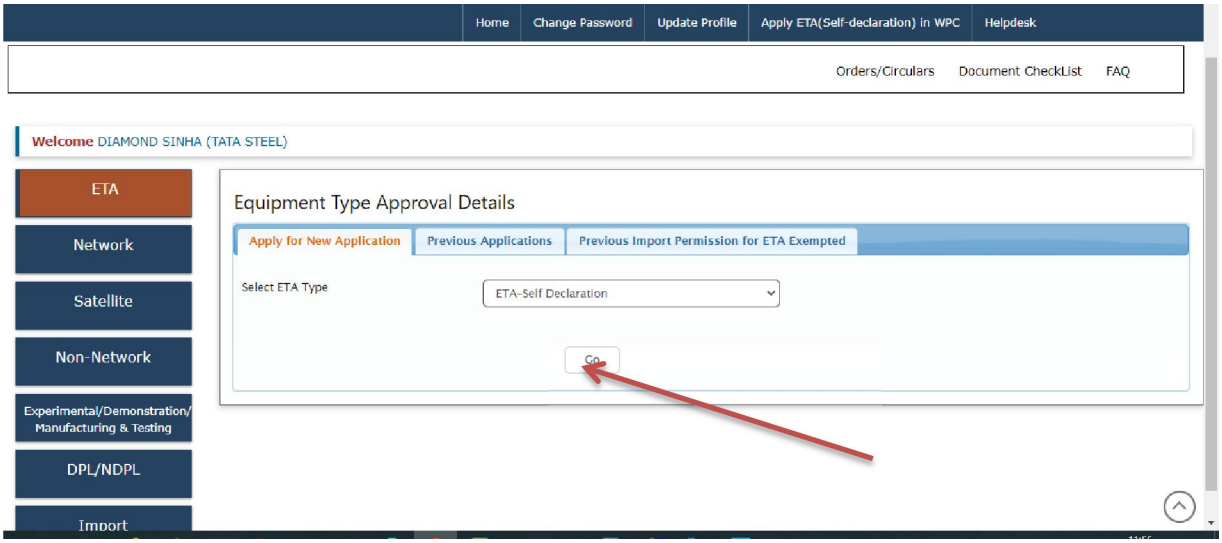
Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the **APPLY NOW** button (Shown ***by red arrow***) on the WPC tab



2.3 ETA Application:

Below is a sample demo for **ETA application**. **ETA→Apply for New**

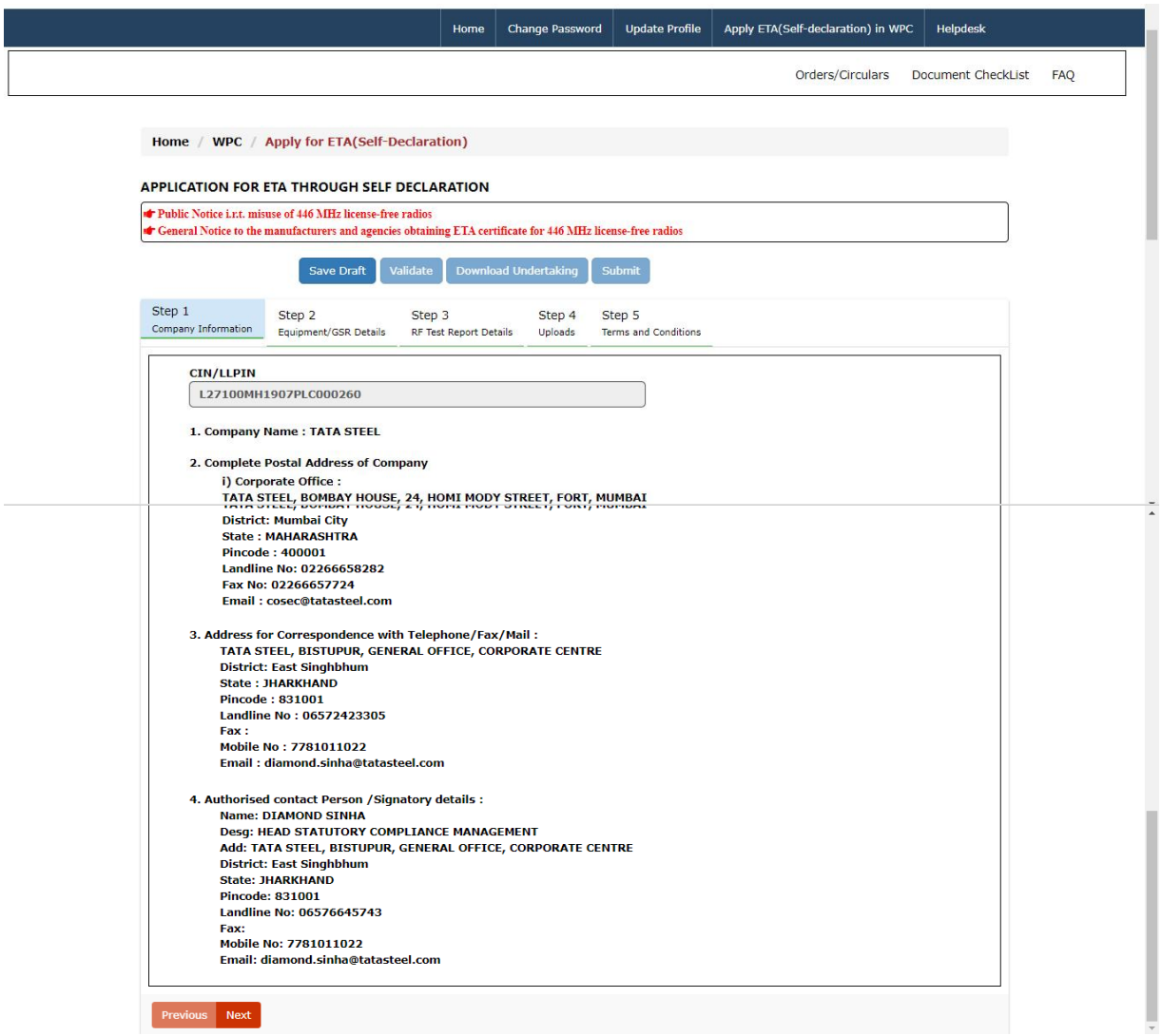
Select ETA Type → <u>Go</u>.



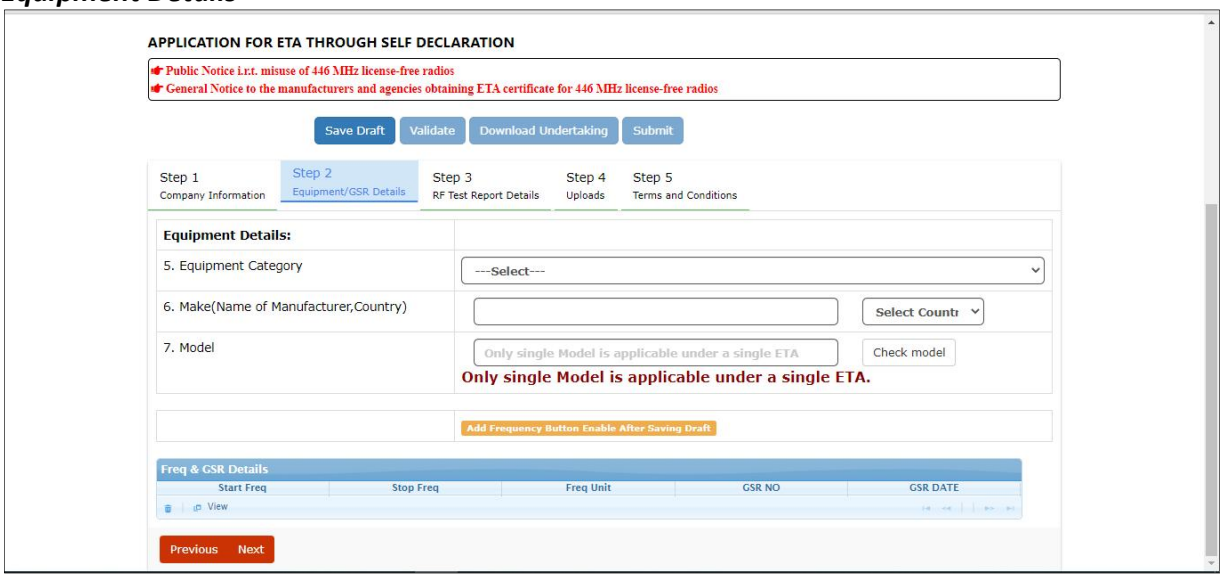
Example for ETA –Self declaration .

2.3.1 Company Information

Company Information: In this Company/Organization Details, Personal Details are to be filled and Address for Correspondence will be showed as filled while registration.

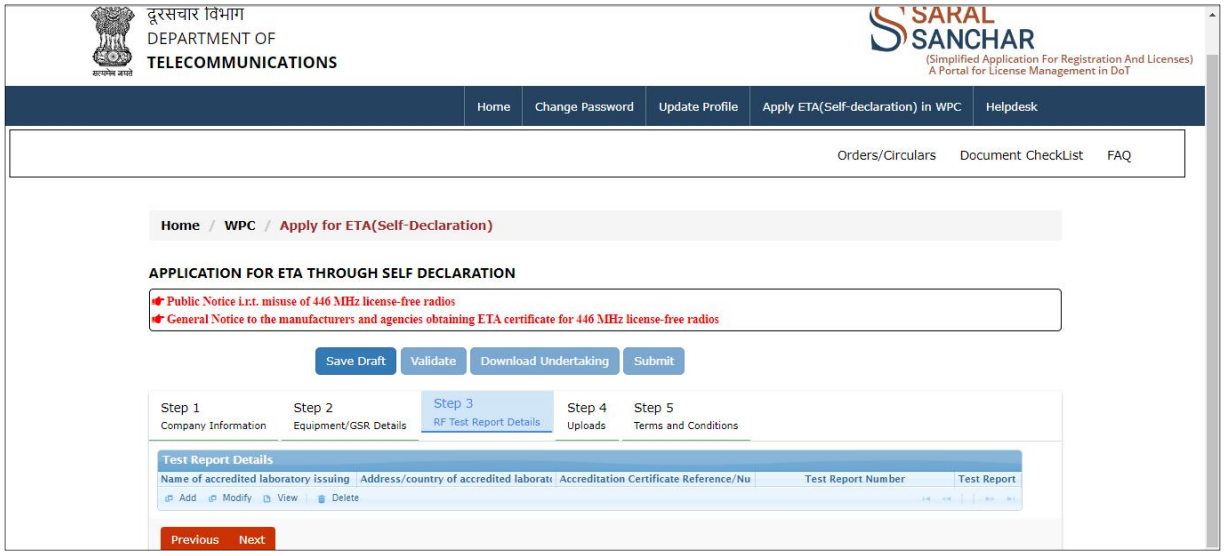


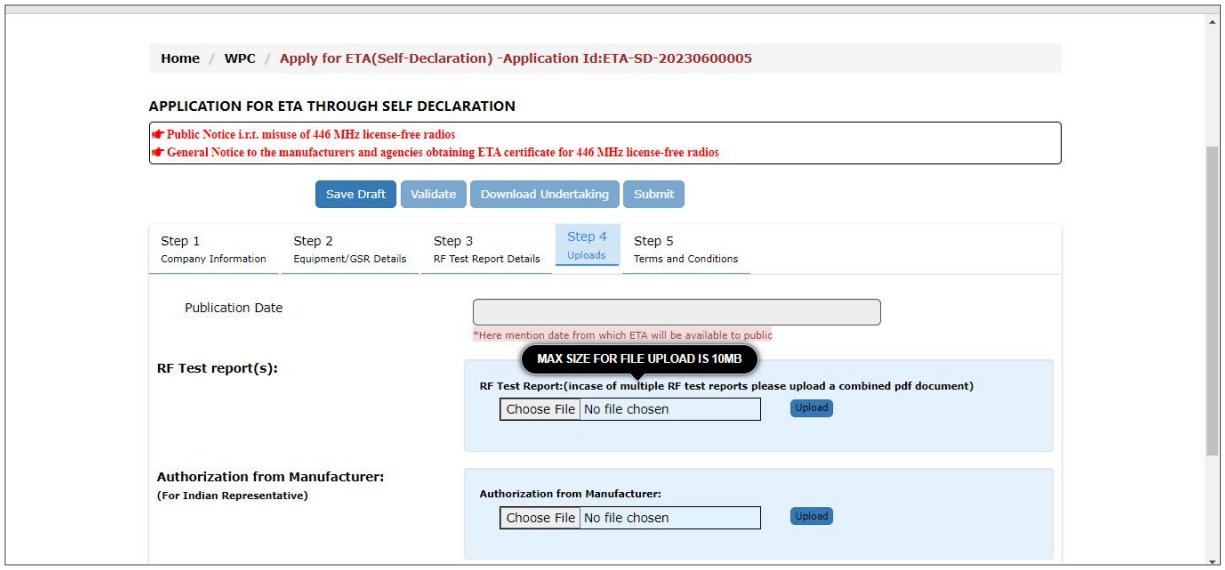
2.3.2 *Equipment Details*



2.3.3 RF Test Details

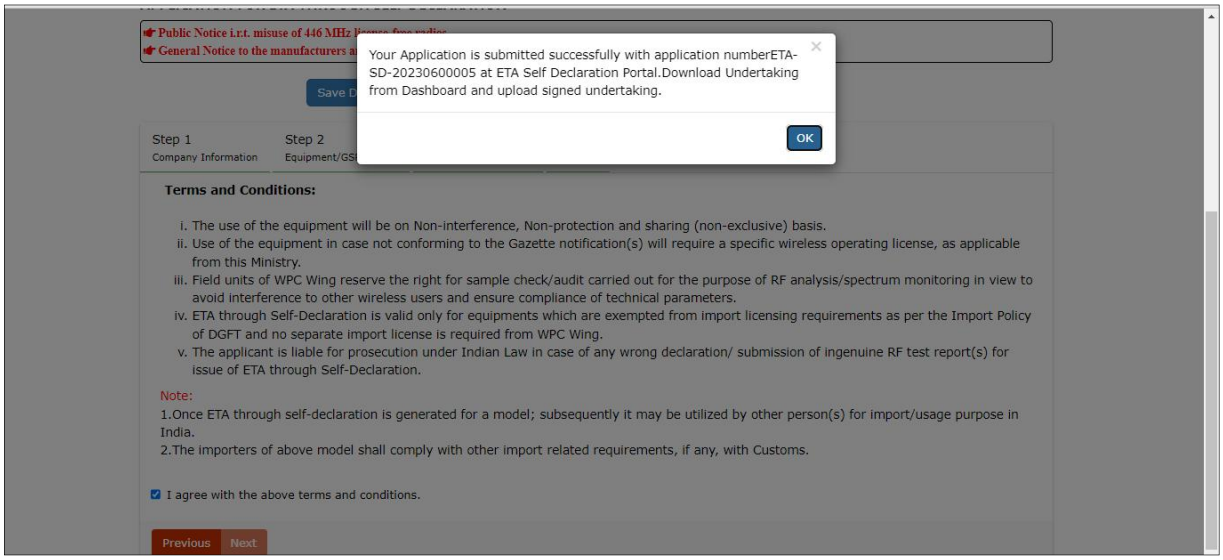
Select Equipment category, Make and model and click on save draft. Once Save draft is clicked provisional application number will be attached to your application and further actions will be taken on the same.





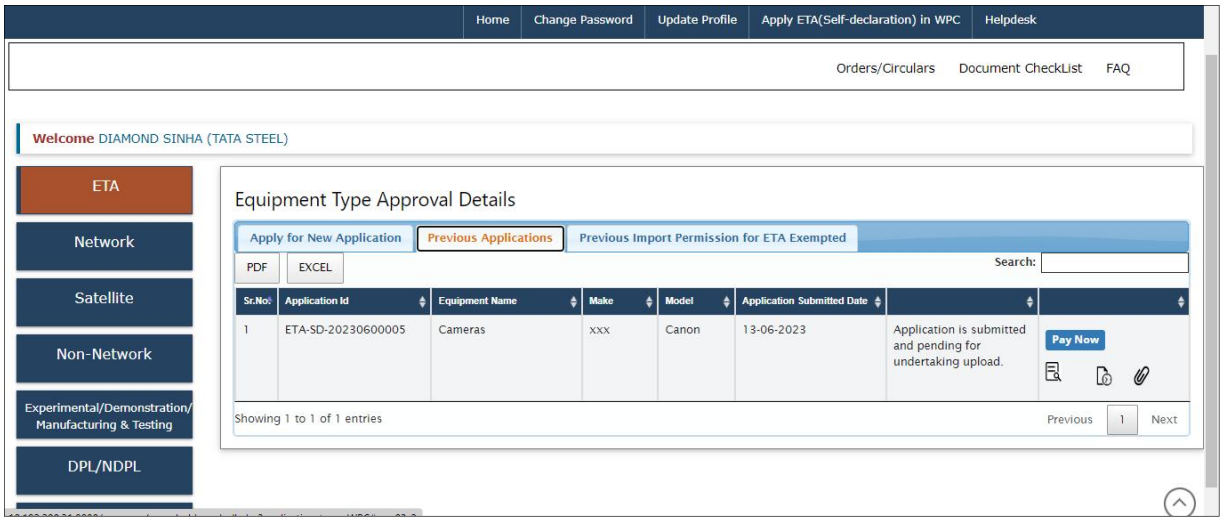
Applicant will be able to upload the documents and submit equipment details, RF Test Report Details.

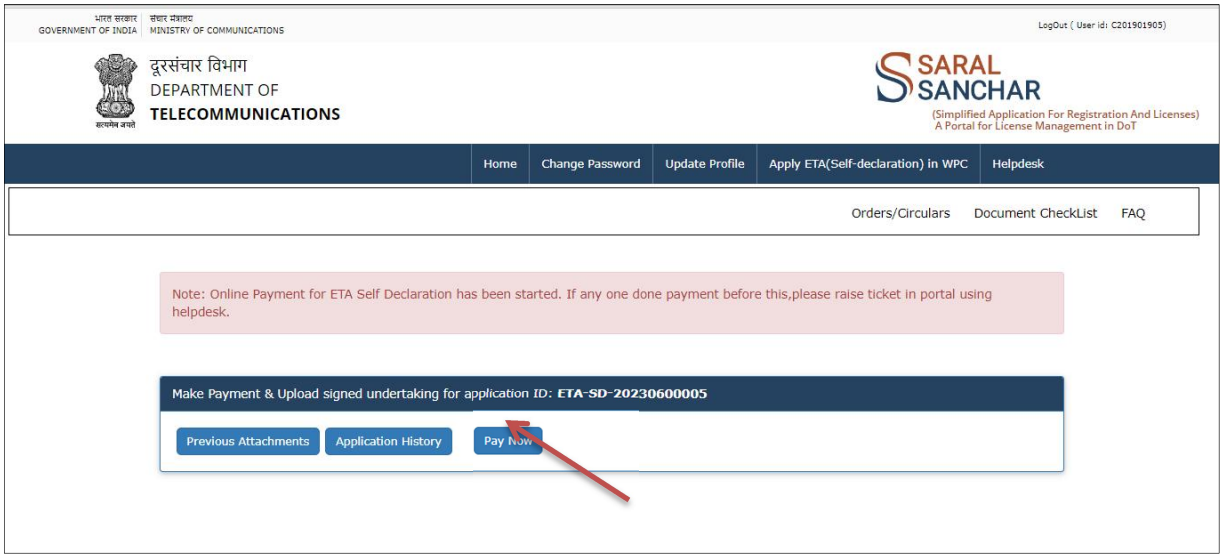
After entering all required data , validate this application, download undertaking and submit it.



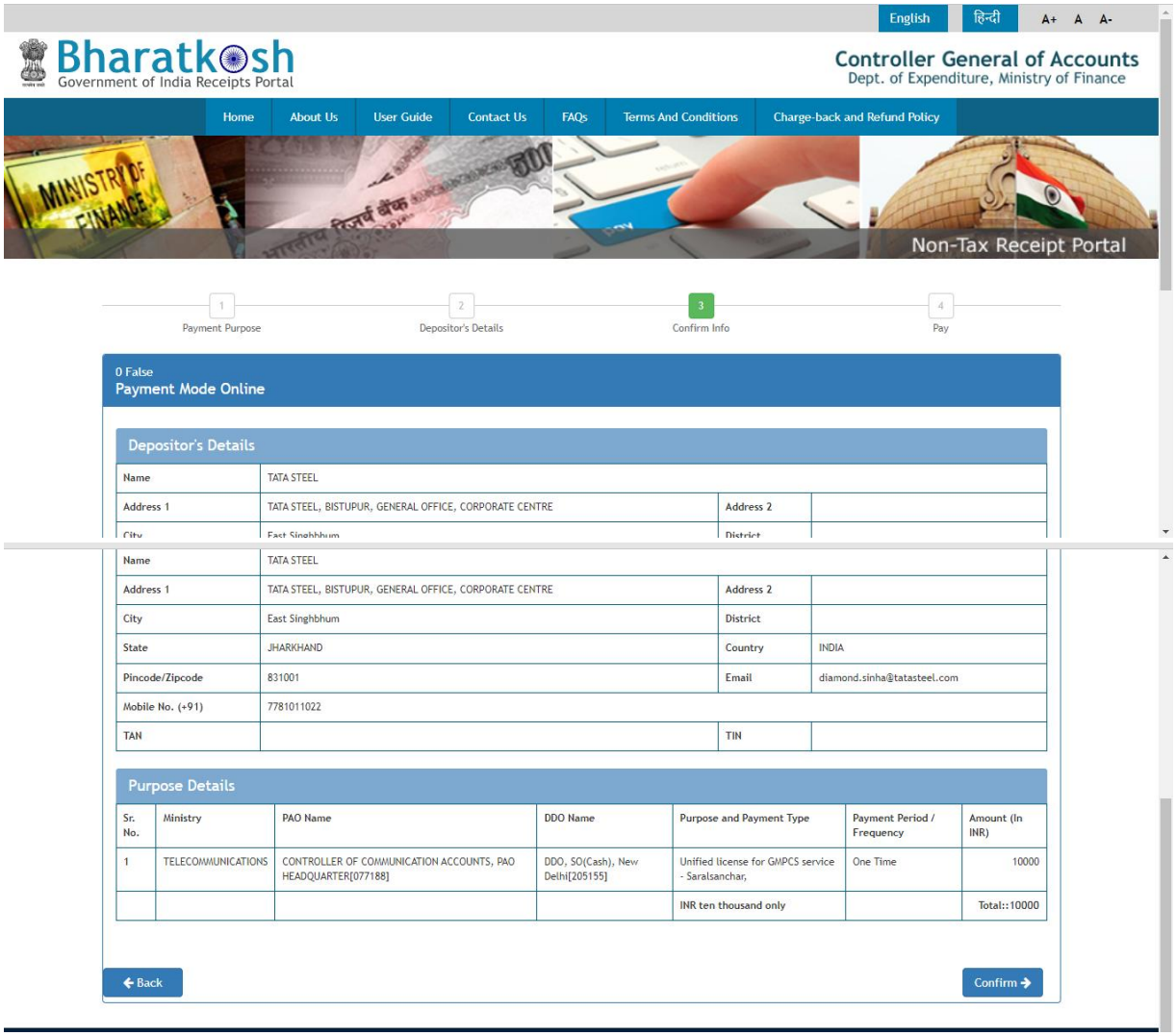
After submission this application, it will be available for payment as shown on dashboard.

2.4 Payment of Fee



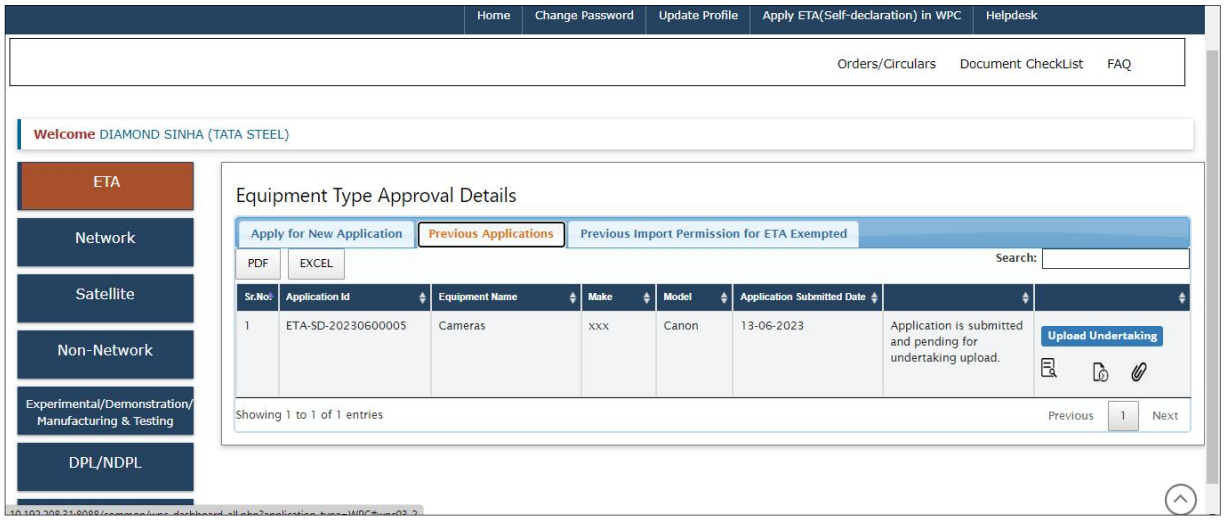


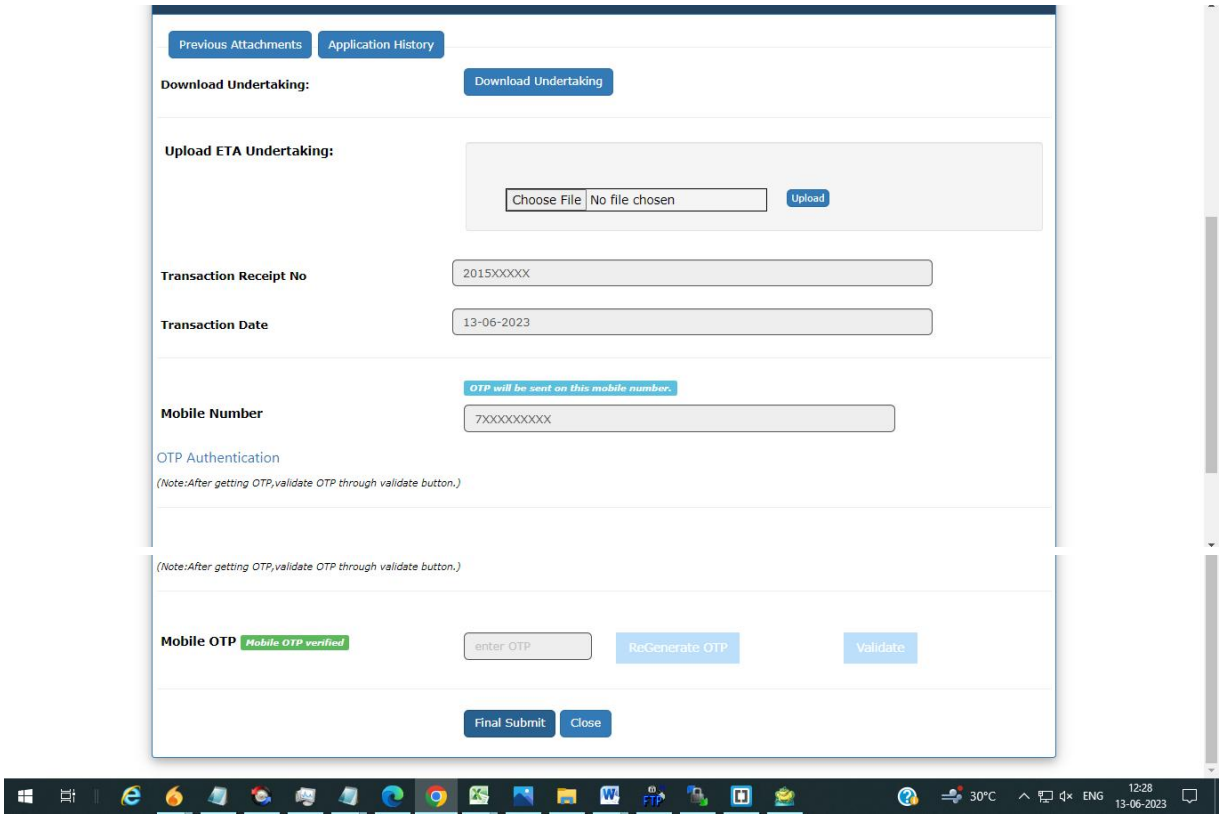
Click on Pay Now Button. It will be directed to BHARATKOSH site for payment.



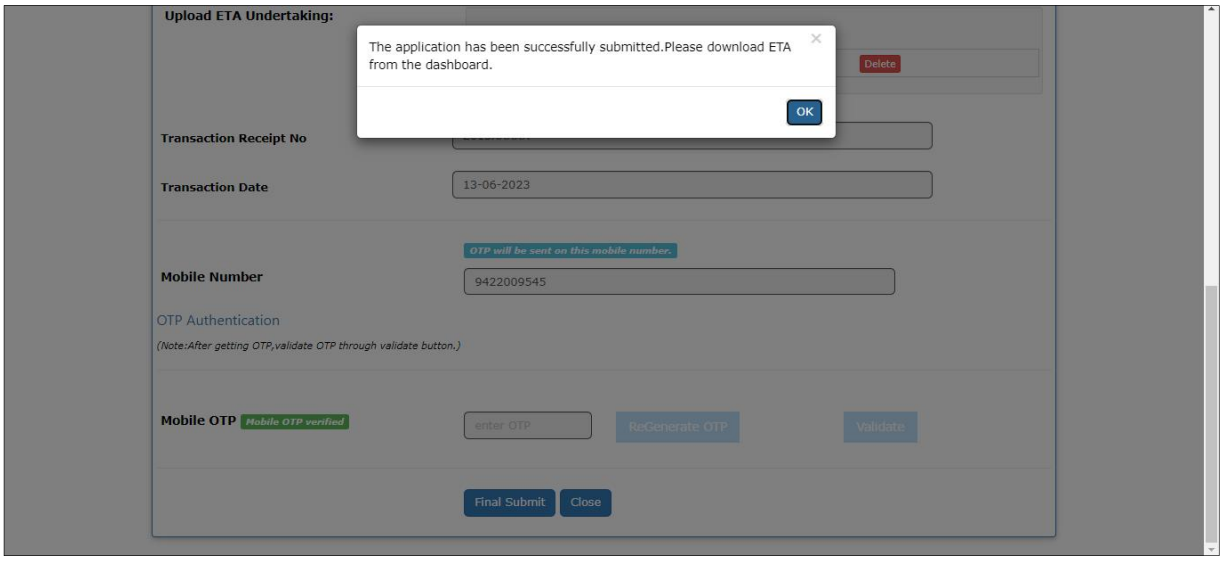
2.5 Upload Undertaking

After successful payment of fee, it will be available for uploading undertaking as shown in dashboard.



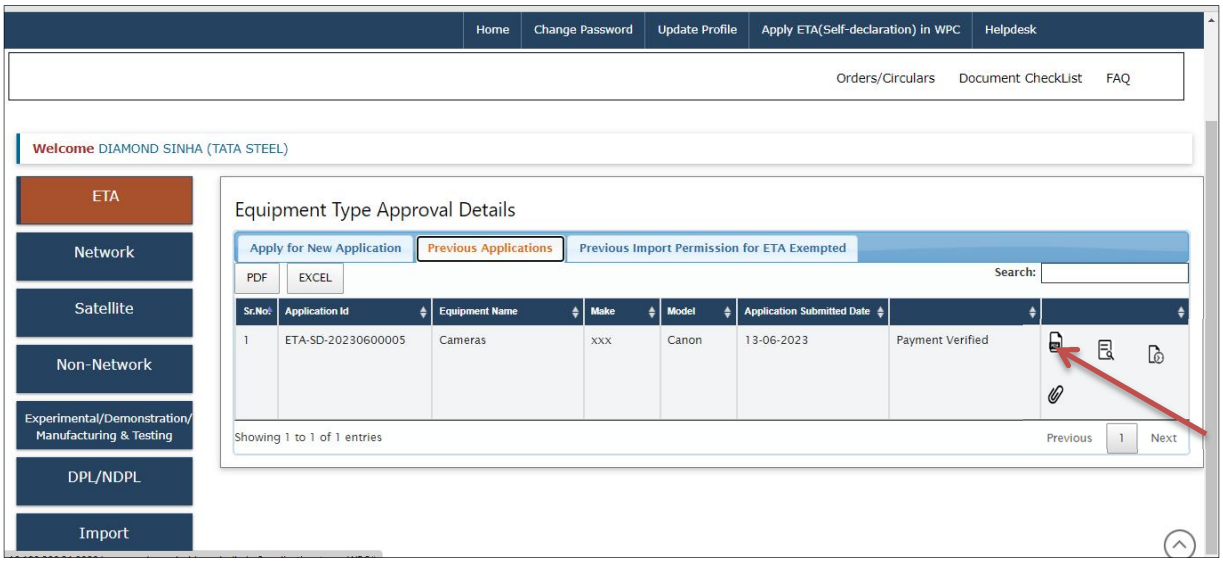


Here upload undertaking and validate mobile OTP and submit it.



2.6 Download ETA Certificate

After submitting details, ETA can be downloaded from Dashboard.



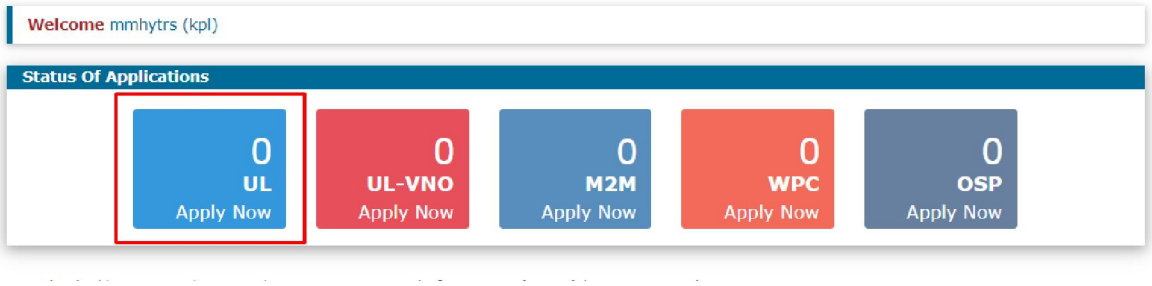
2.7 Profile Update without Scrutiny

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 2.8 Profile Update with Scrutiny).

STEPS:

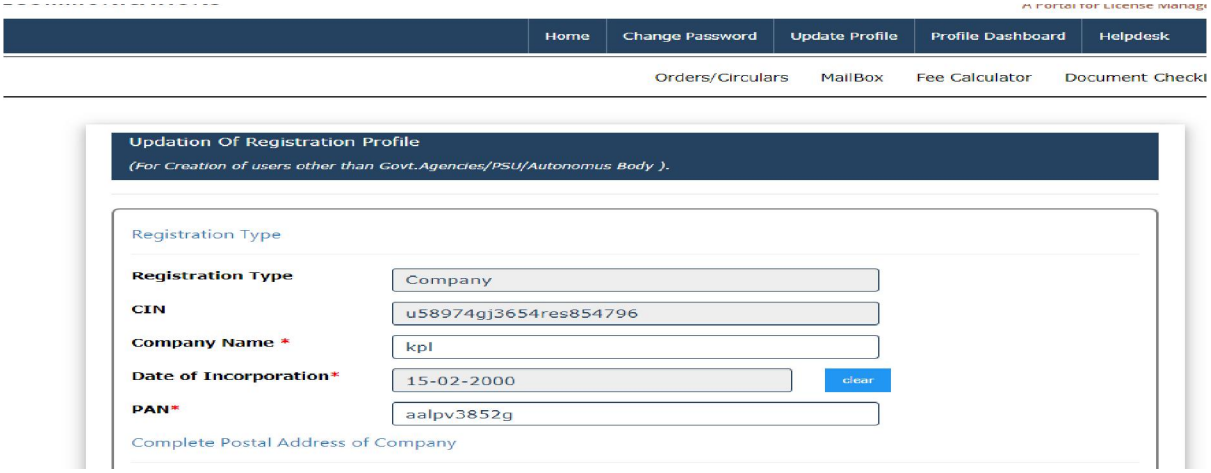
1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear



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