**User Manual**

(For Applicant)

# Online Application for Microwave Link MW access and MW backbone for Access Service Providers License/ISP(FDD)/ISP(TDD)

**Department of Telecommunications**

**Government of India**

15th 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.

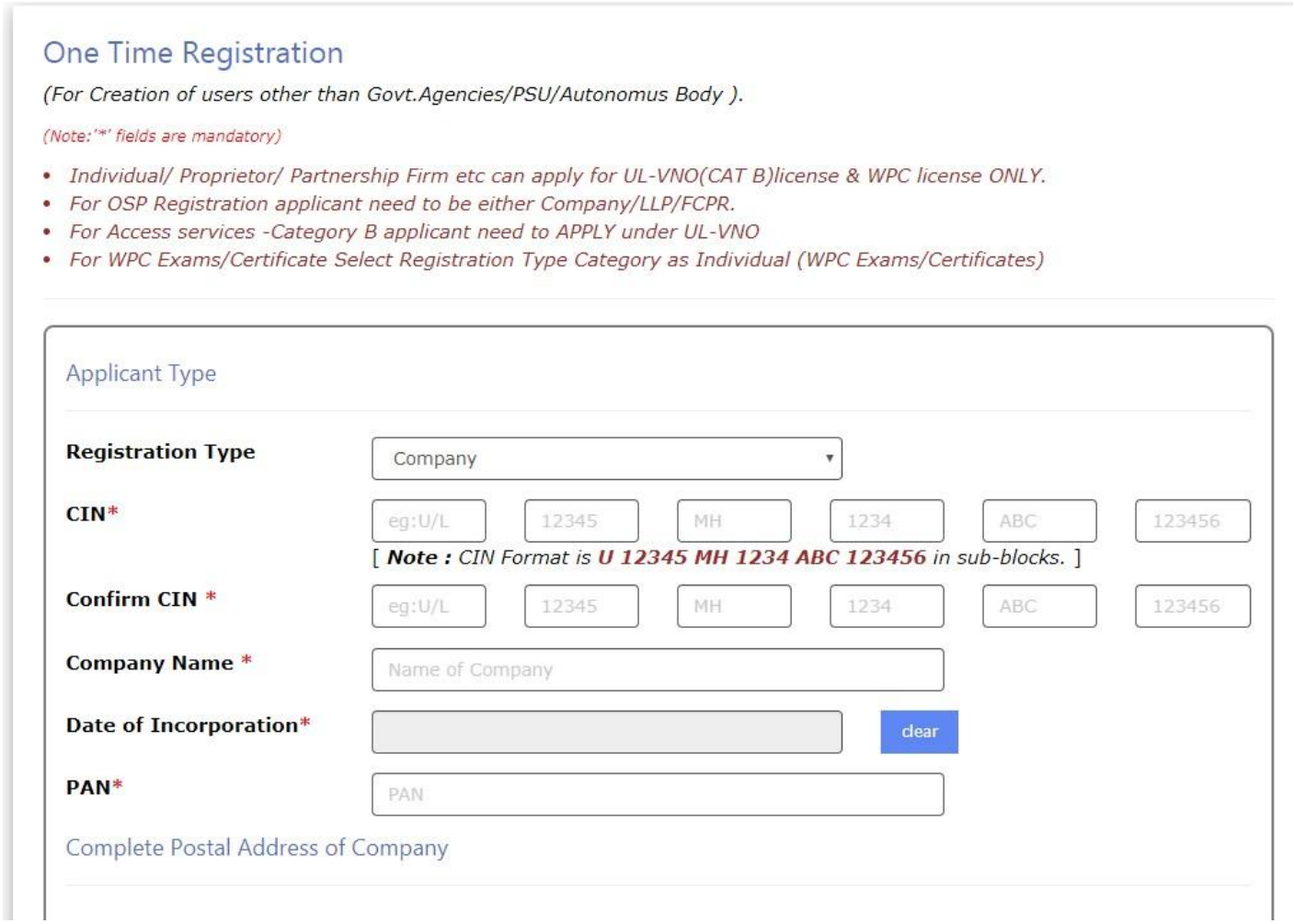
## Section-2

**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)

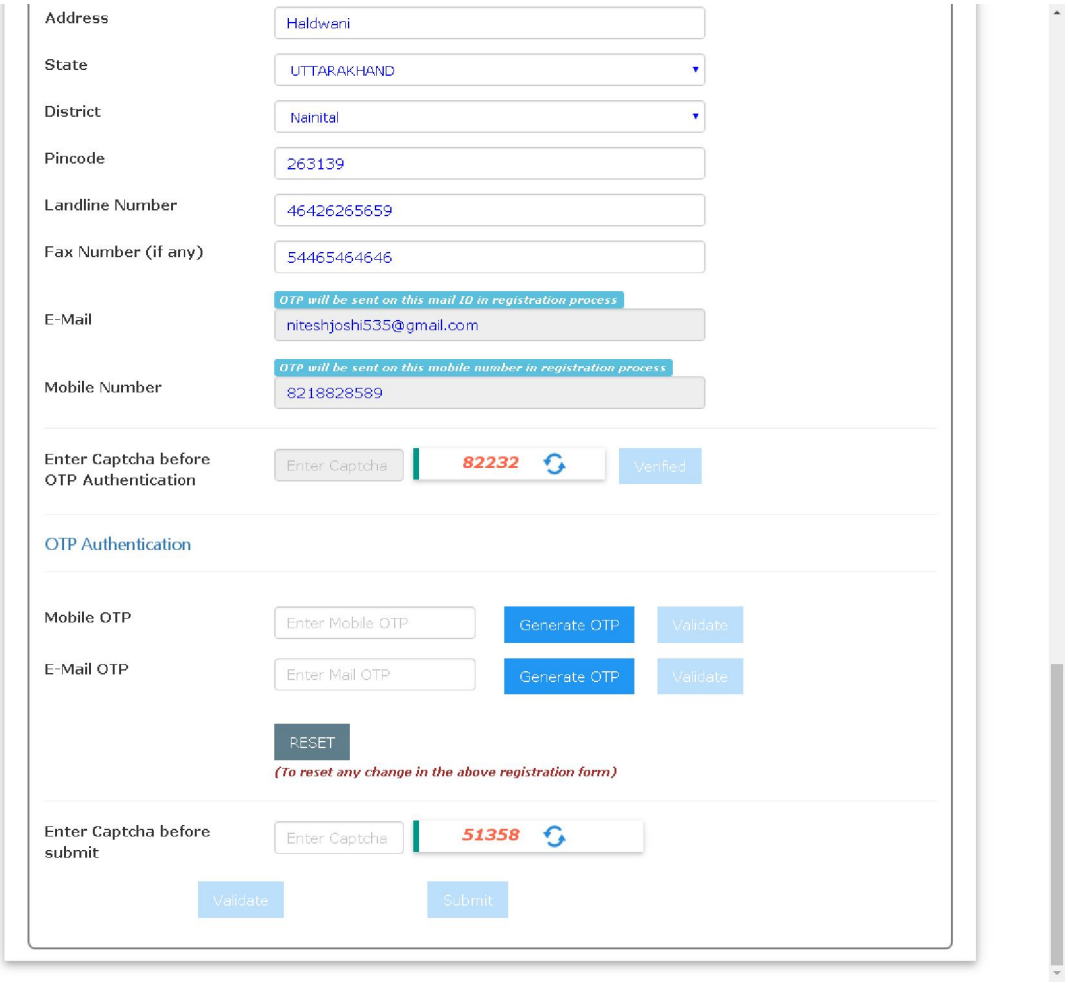
| | |
|---|---|
| **Address** | Address line |
| **Pincode** | enter Pincode |
| **District** | |
| **State** | |
| **landline Number** | eg:01112345678 |
| **Fax Number (if any)** | eg:01112345678 |
| **E-mail** | E-mail |
| **Mobile Number** | Mobile no |

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 |

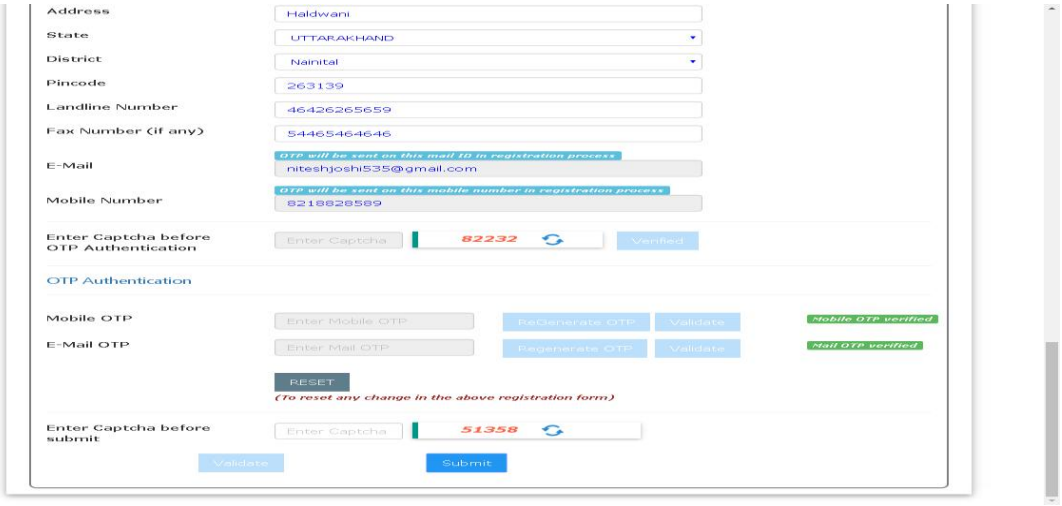
Validate Submit

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.

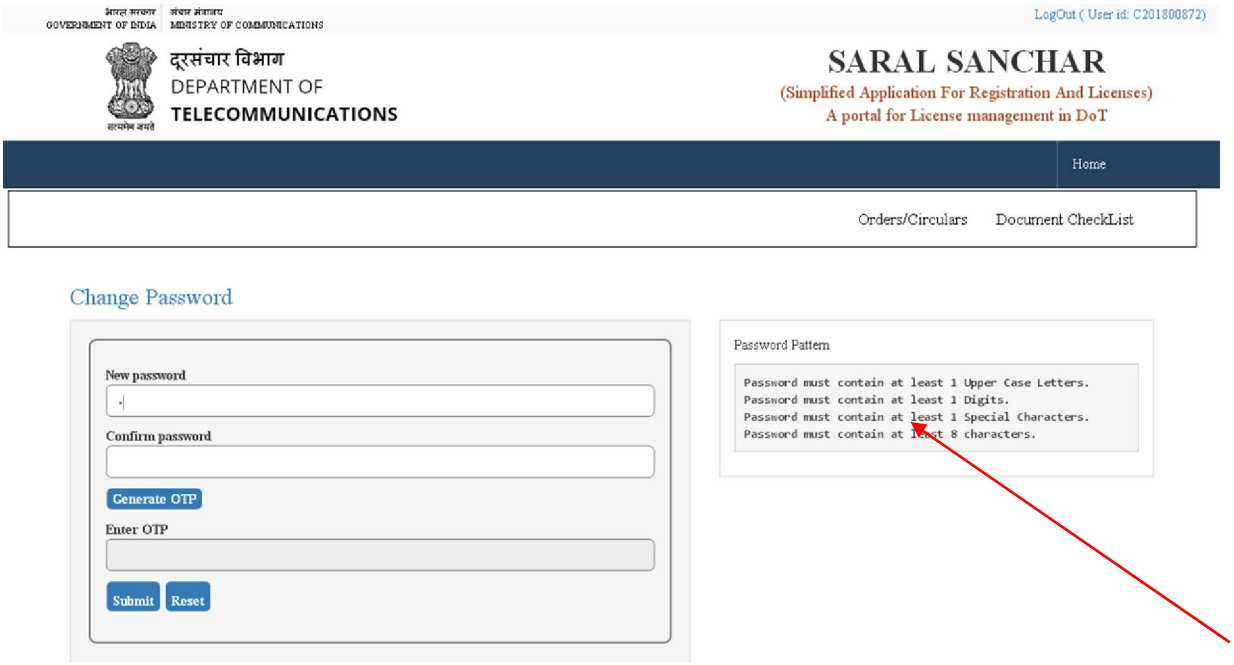
**2.2 First Login**

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**.

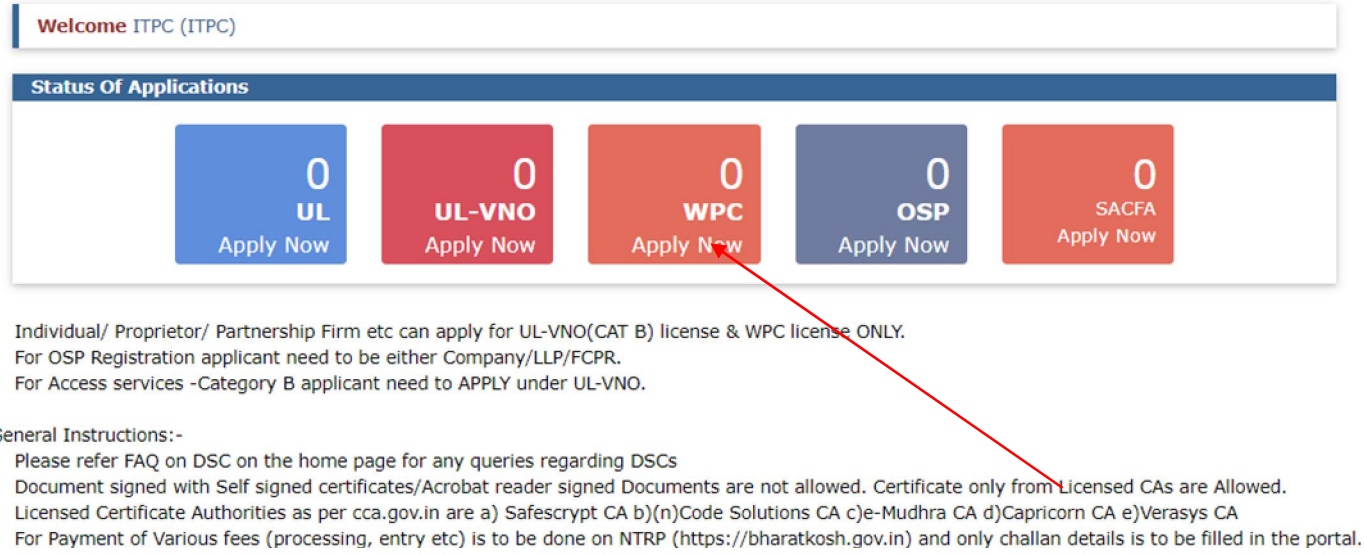
Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.




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



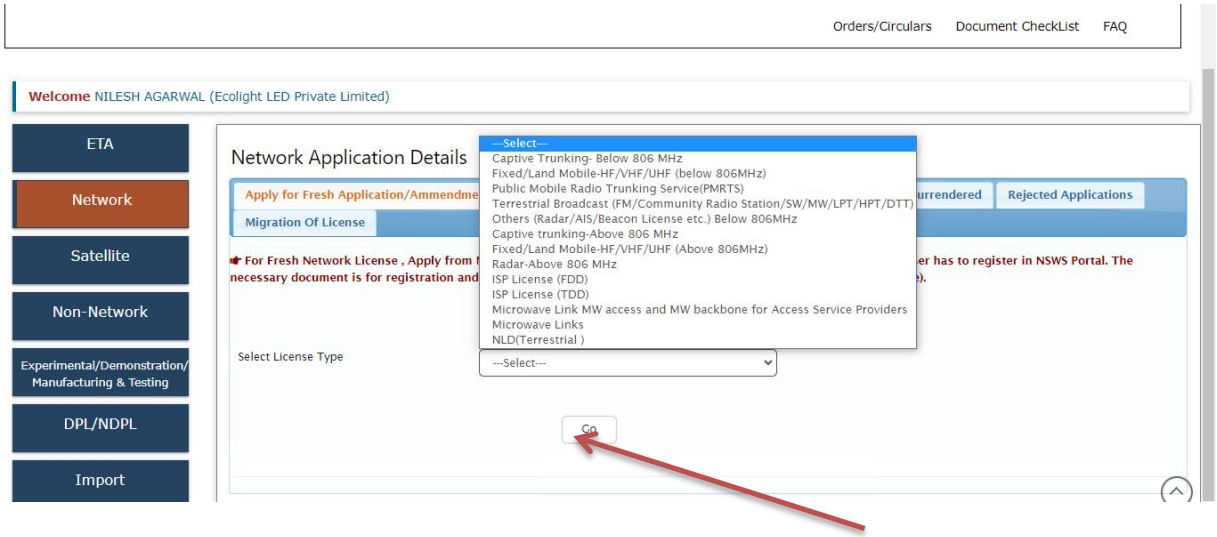
Enter the **New Password** & **confirm** the New Password (***The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow***) &then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click 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 Network License Application:

**Below is a sample demo for Microwave Link MW access and MW backbone for Access Service Providers Application.**

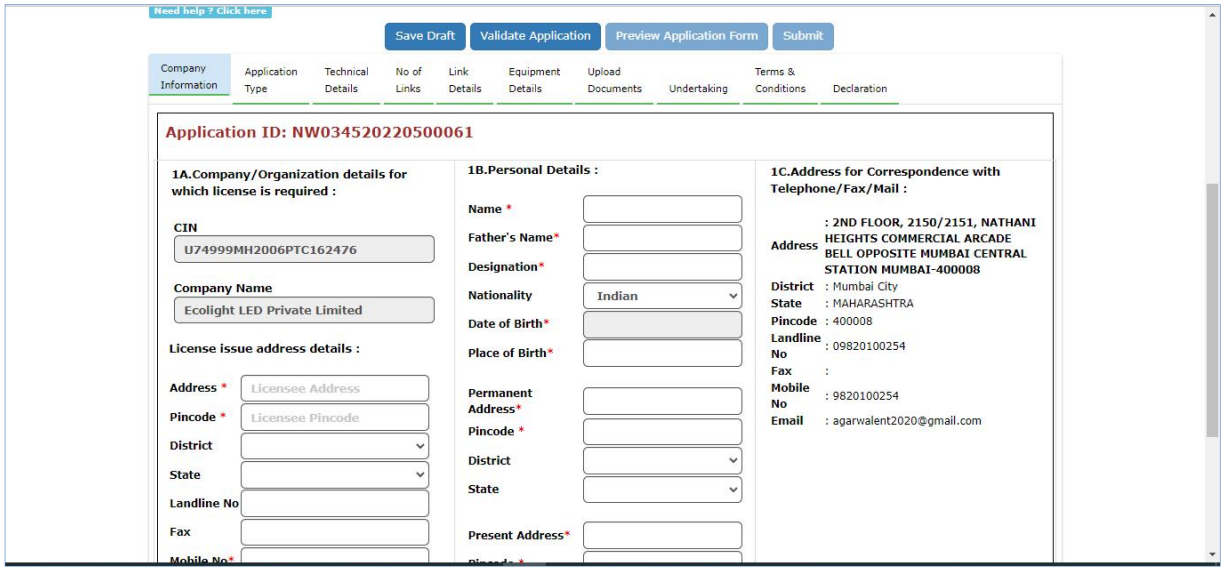
**Network→Apply for New Application→Select License Type → Go.**



**For ISP License (FDD), Internet Service Provider (TDD) License flows will be same as Microwave Link MW access and MW backbone for Access Service Providers Application**

### *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.



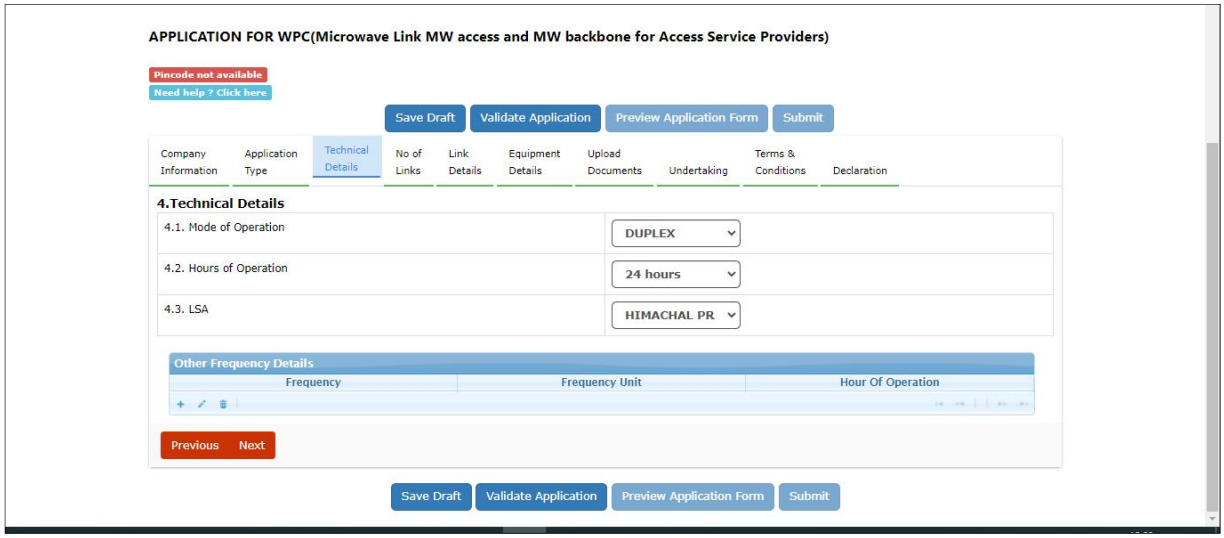

Once Savedraft is clicked provisional application number will be attached to your application and further actions will be taken on the same. Applicant will be able to upload the documents and submit Link, equipment details.

### 2.3.2 Application Type

Next step is adding basic application details such as frequency, Previous License details if any.
In case of Indian applicant at least one of ID proof or Nationality certificate is mandatory. Upload present and permanent address proofs.

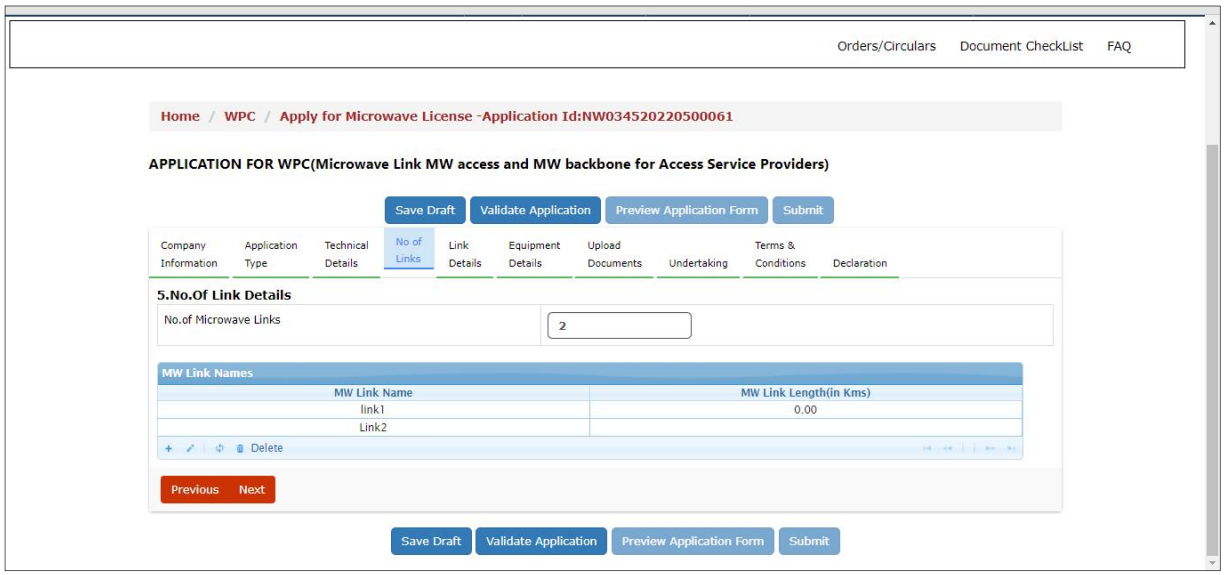


## 2.3.3 Technical Details



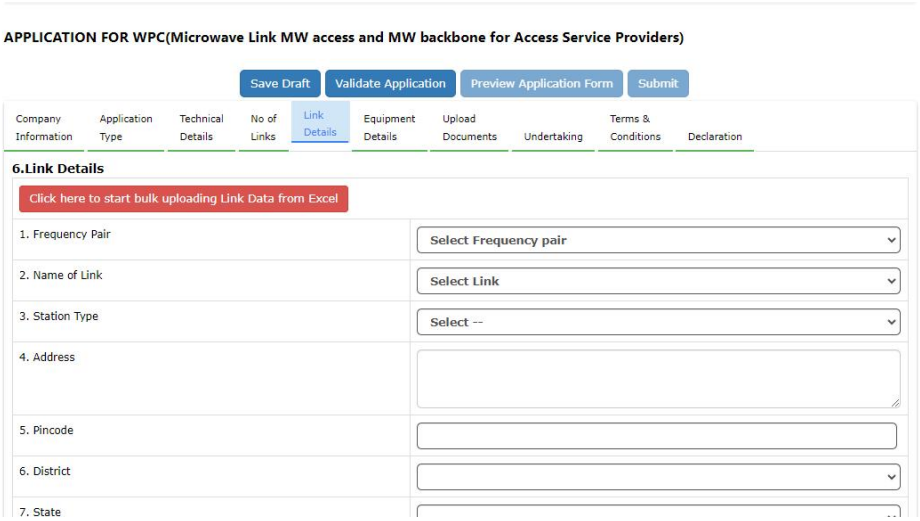

## 2.3.4 No of Links

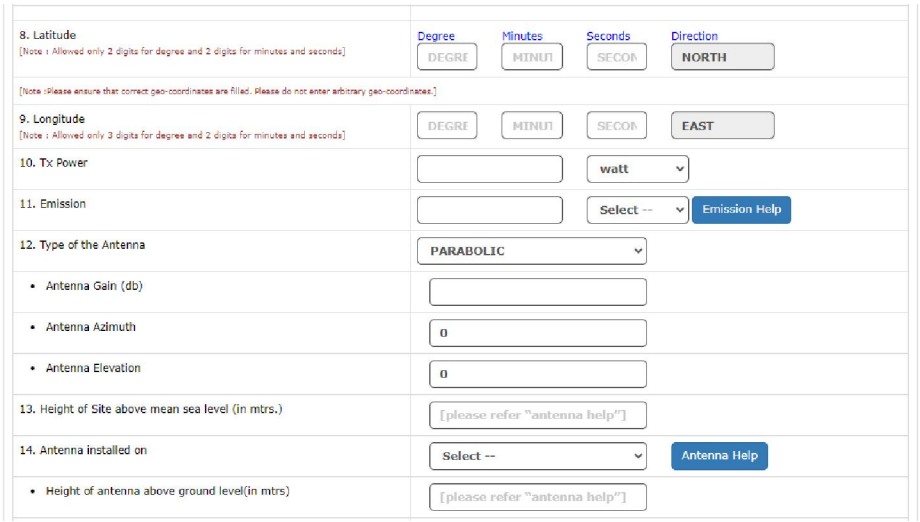
Add No of Link and Link Name details in this step.

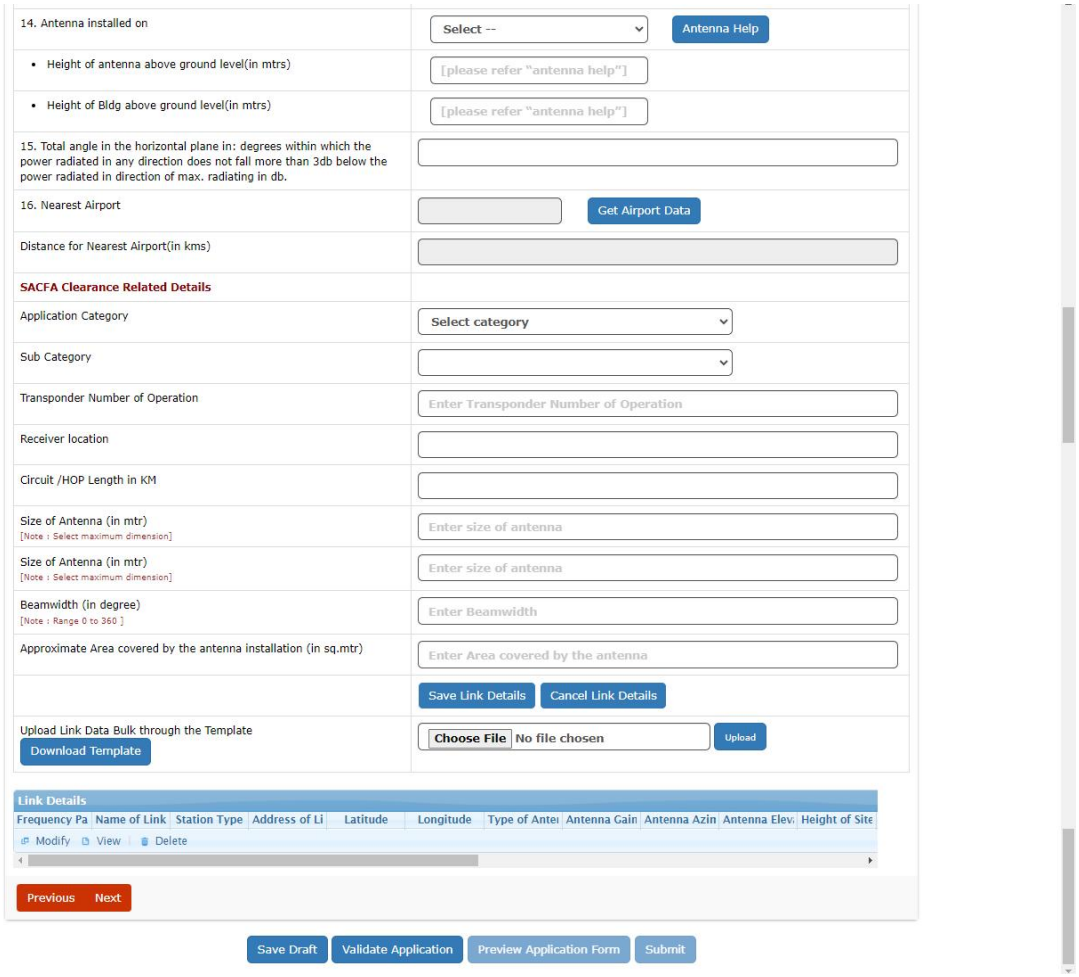


## 2.3.5 Link Details

## Add Link details in this step.



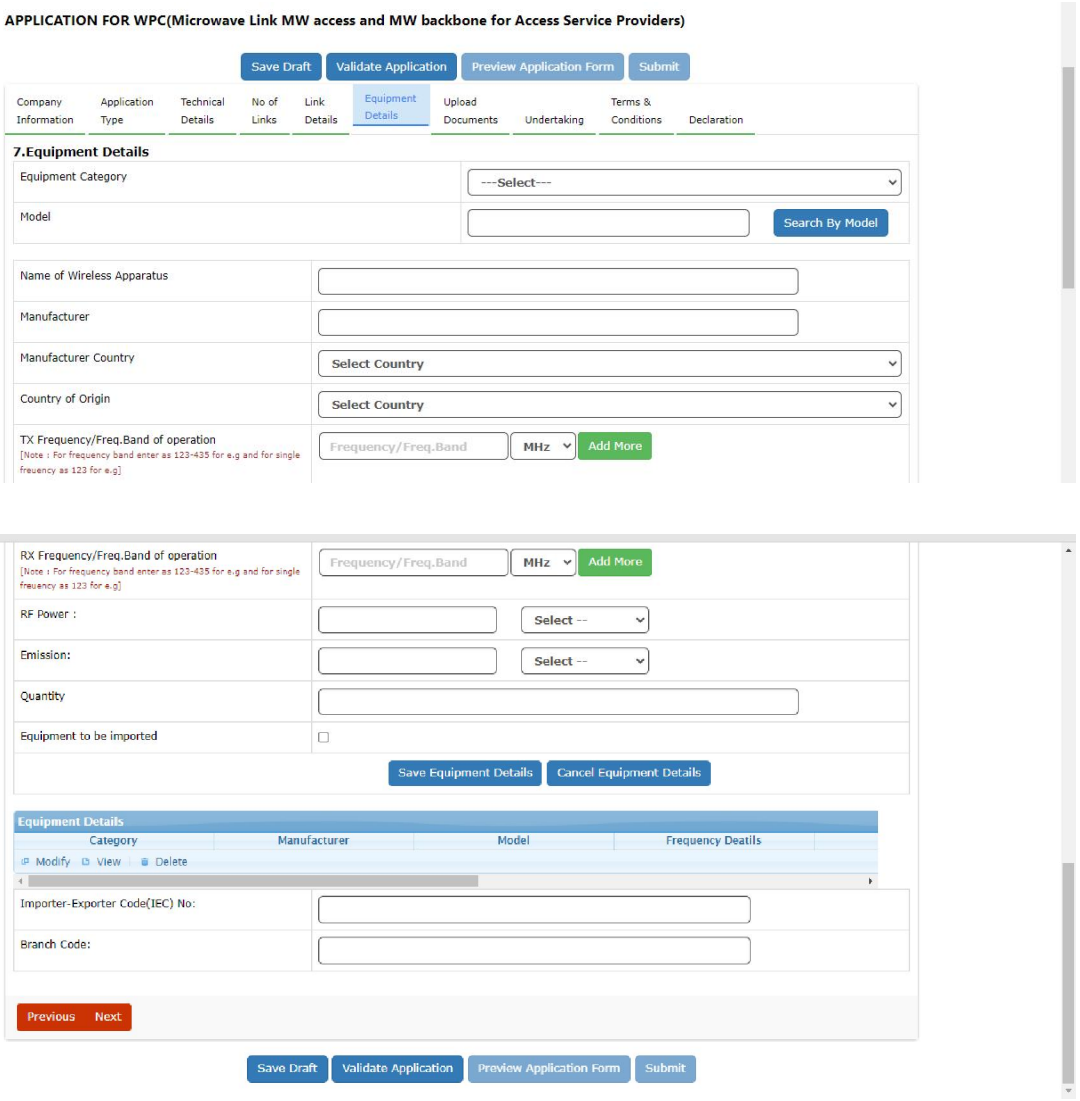






Here enter Link details as well as SACFA Clearance details. This SACFA details required for processing of SACFA after DL issuance.

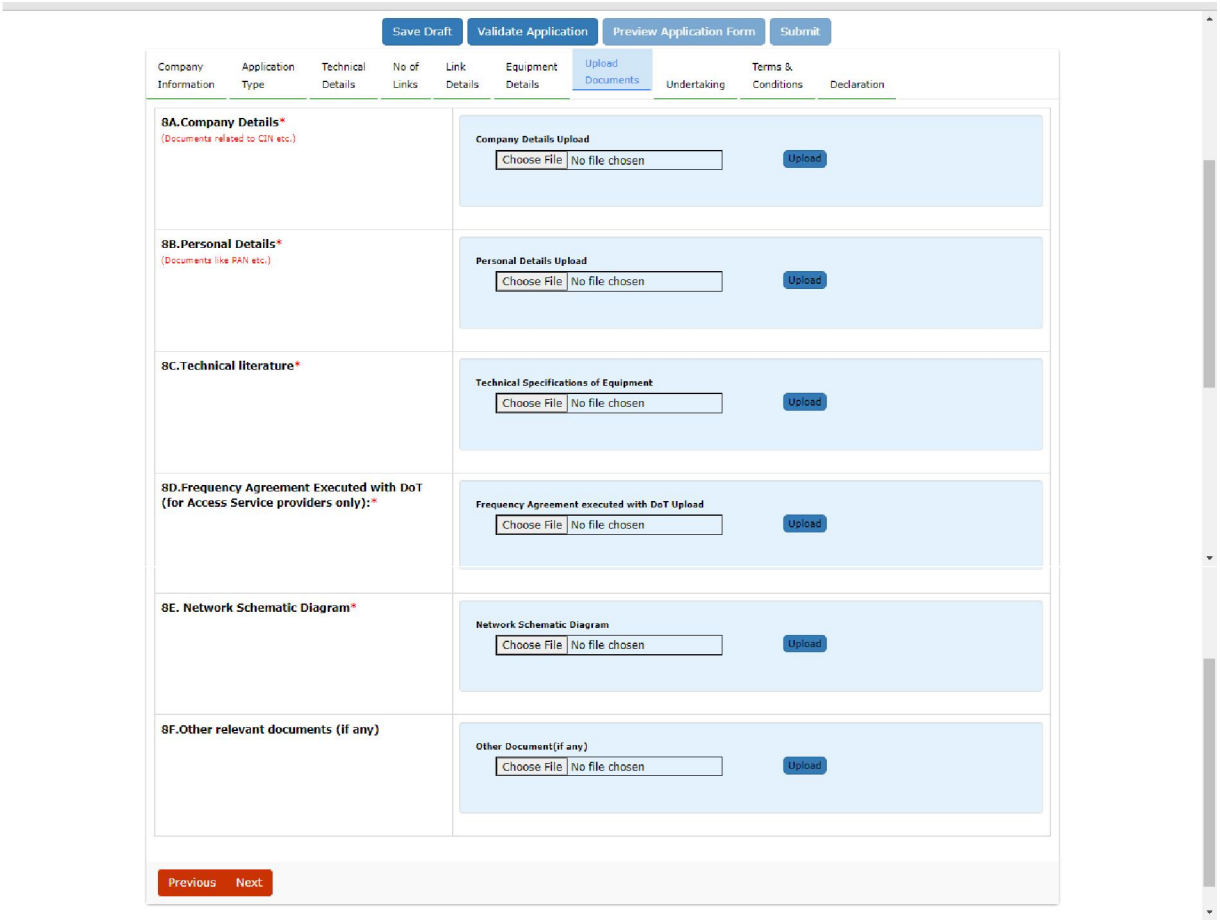
## 2.3.6 Equipment Details

Add Equipment Details in this step.



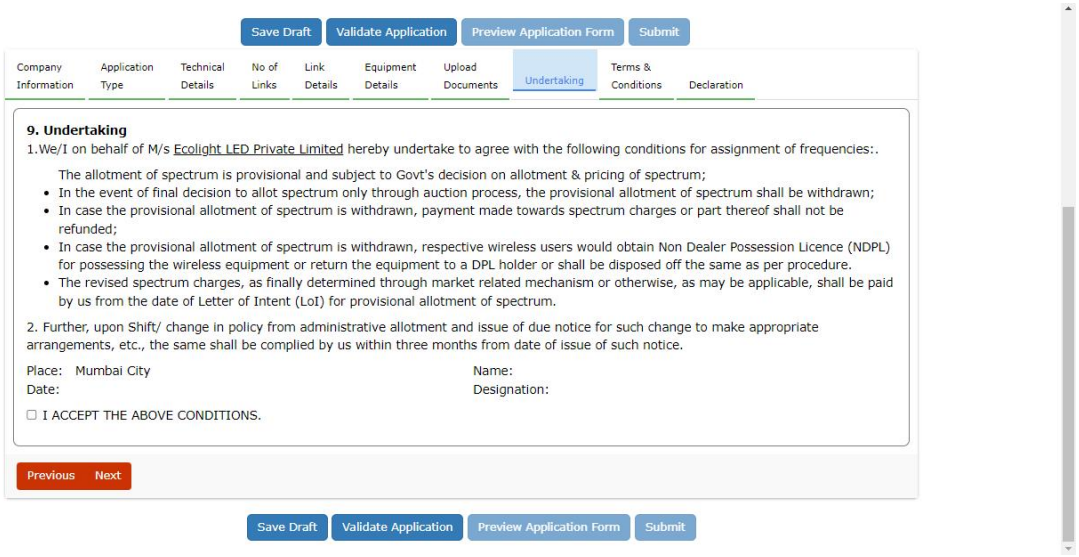
### 2.3.7 Upload Documents

Upload Documents such as Company Details Proof, Personal Details Proof etc...



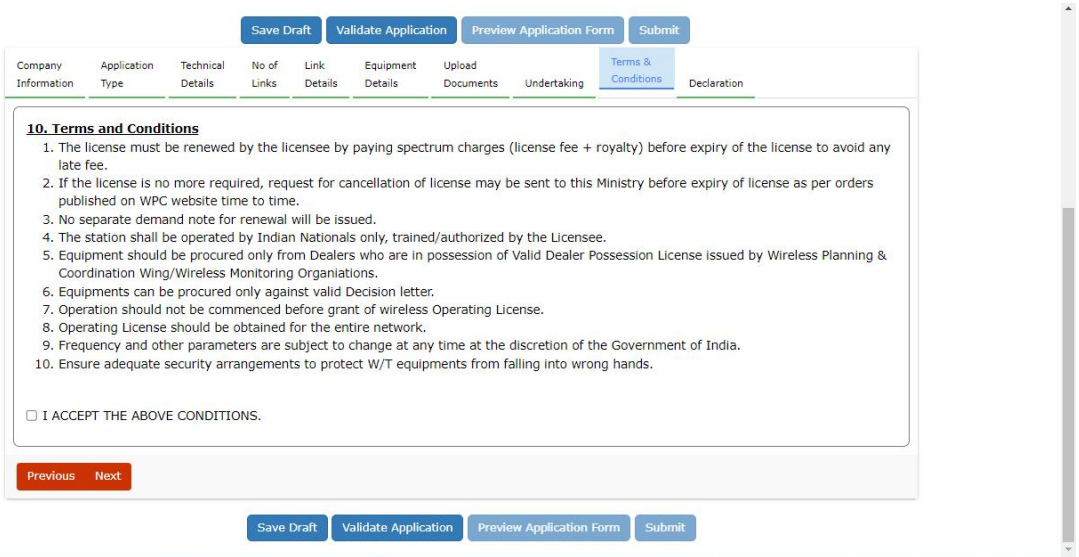

### 2.3.8 Undertaking

***Select the Checkbox once all the details in previous steps are filled.***



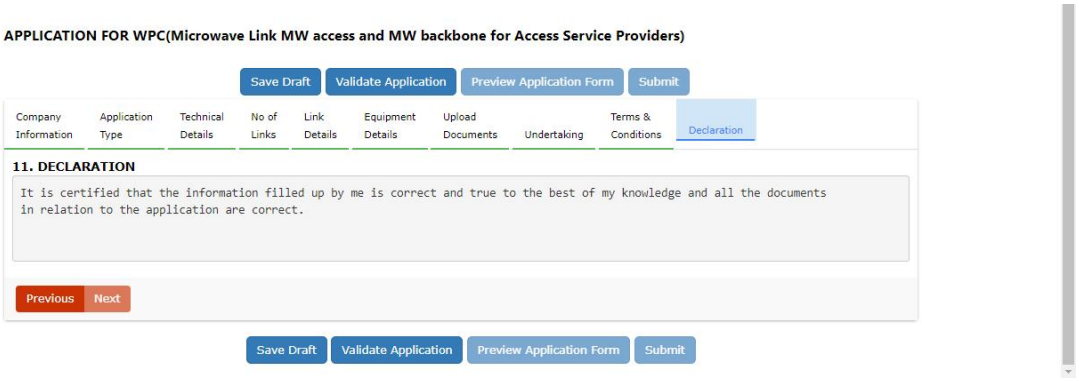

## 2.3.9 Terms and Condition

***Select the Checkbox once all the details in previous steps are filled.***

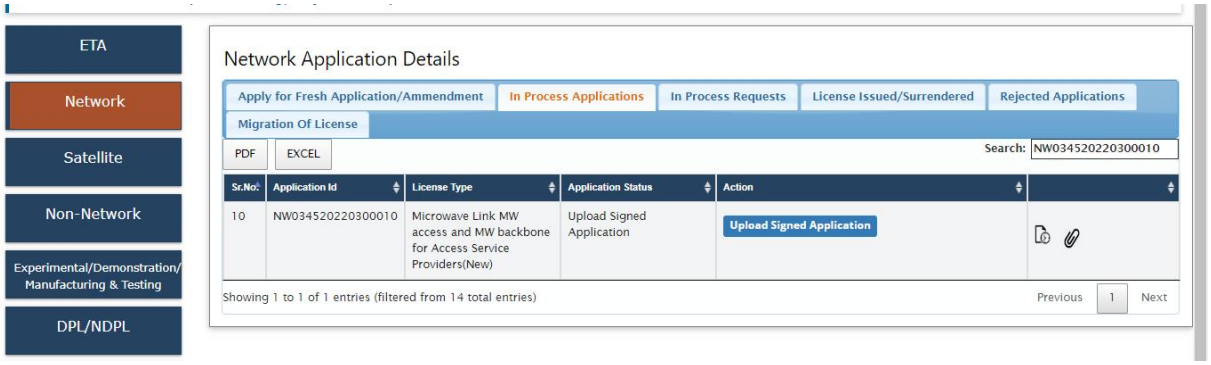



## 2.3.10 Declaration

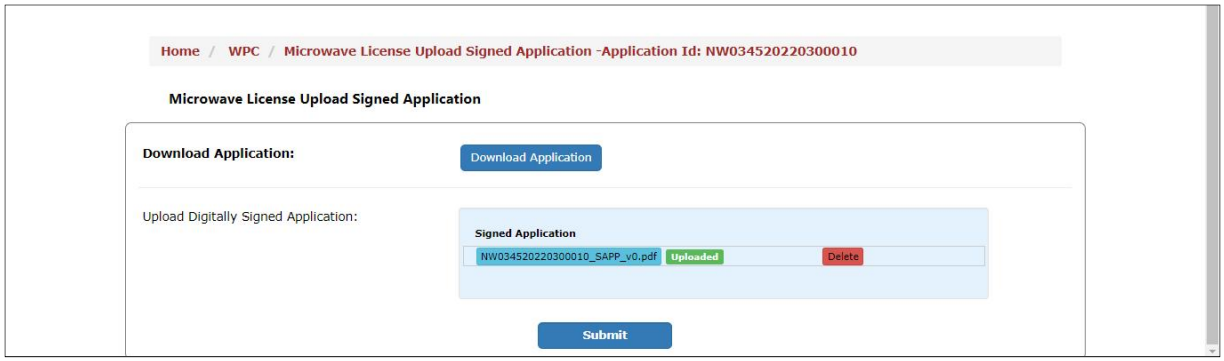
***Read Declaration carefully before submitting the application.***



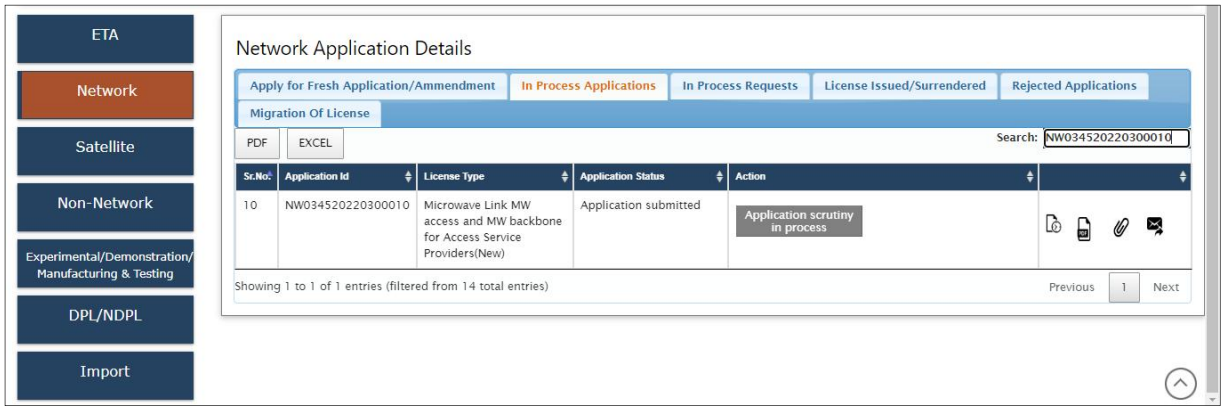

Once the details are added then validate application using “Validate Application” button and if validated successfully then “Submit” button will be activated. Once the application is submitted you will be redirected to dashboard.




**Once you click on “Upload Signed Application” following screen for upload signed application will appear.**

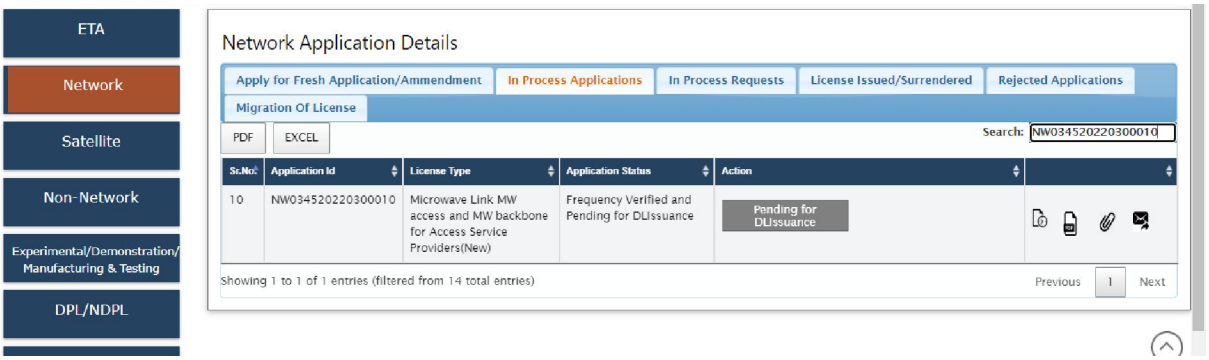


**After you submit signed application click on "Submit" button. Once submitted you will be redirected to dashboard.**



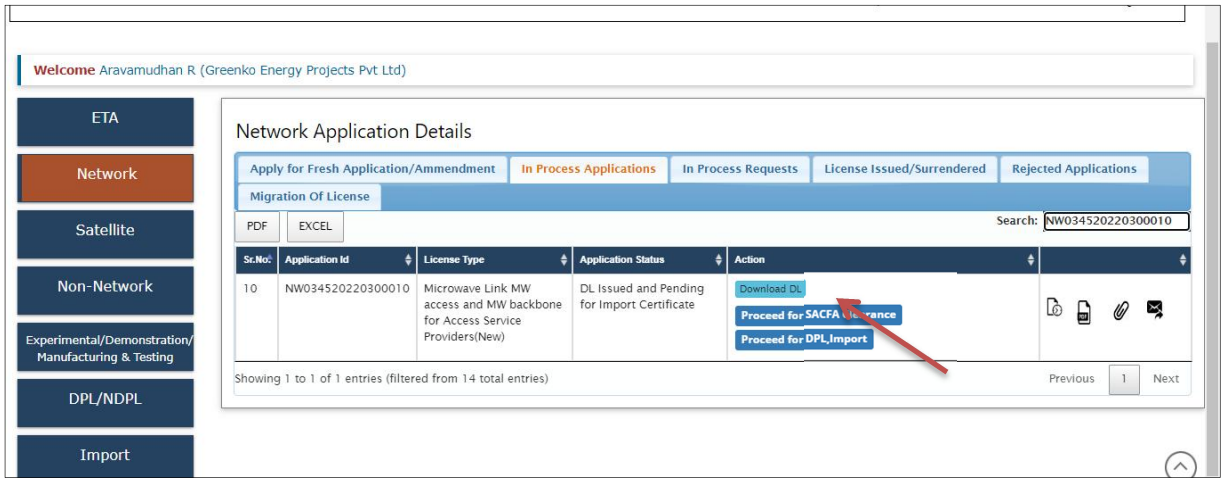

Application is submitted for issuance of Letter of Intent. If there is any problem with application nodal officer will revert the application back to applicant, and applicant has to modify and resubmit again.

If everything is in order and scrutiny is successful then DL will be issued.

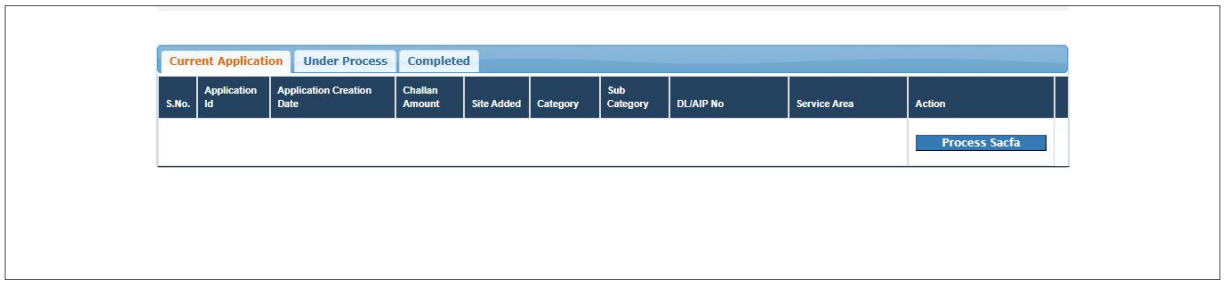



After DL Issuance , Applicant will proceed for SACFA Clearance , Equipment purchase through DPL or Import .

## 2.4 Proceed for SACFA Clearance & Proceed For DPL, Import

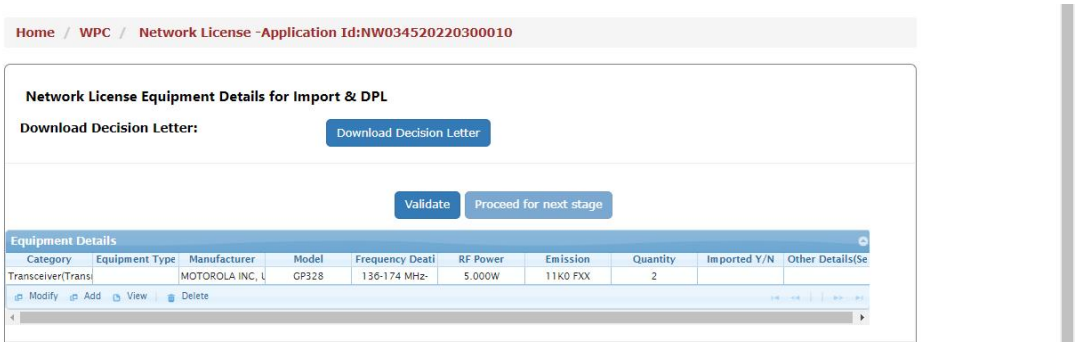


For SACFA clearance , click on Proceed SACFA Clearance and then process SACFA.

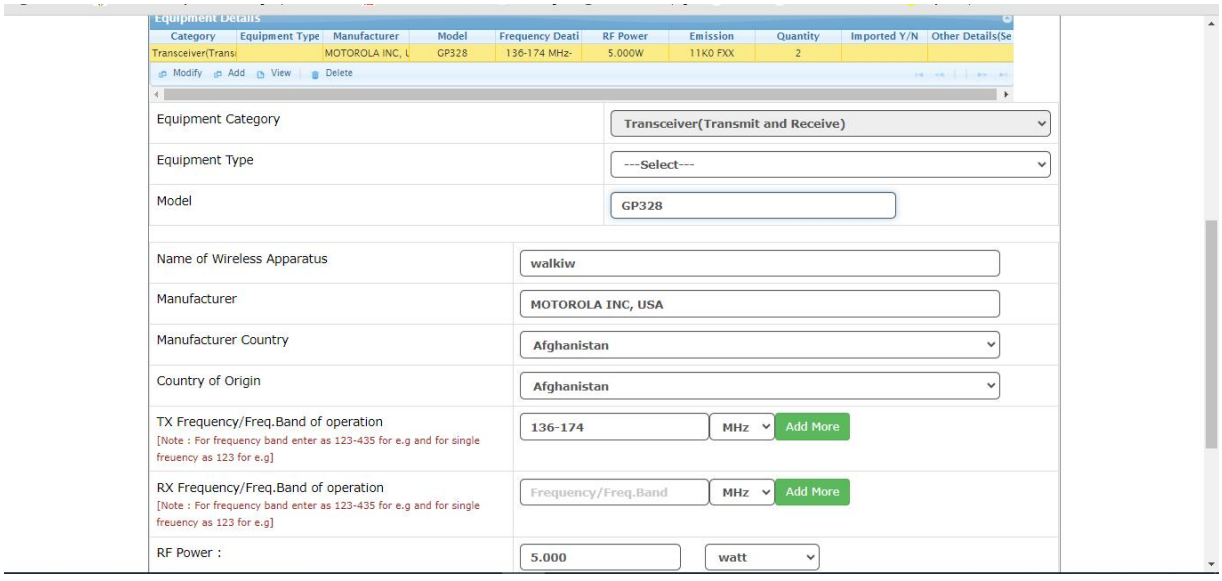



Here as per data entered in Link details , SACFA clearance will be processed.

For Purchase of Equipment, Click on Proceed for DPL,Import.

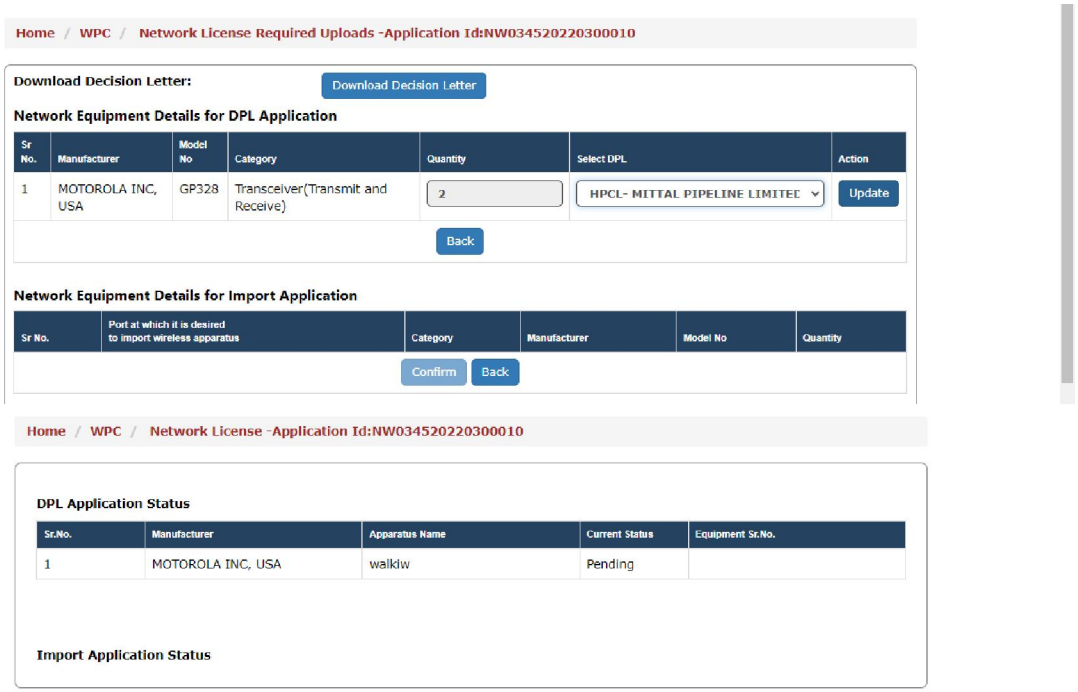



In above form, enter details for Equipment .



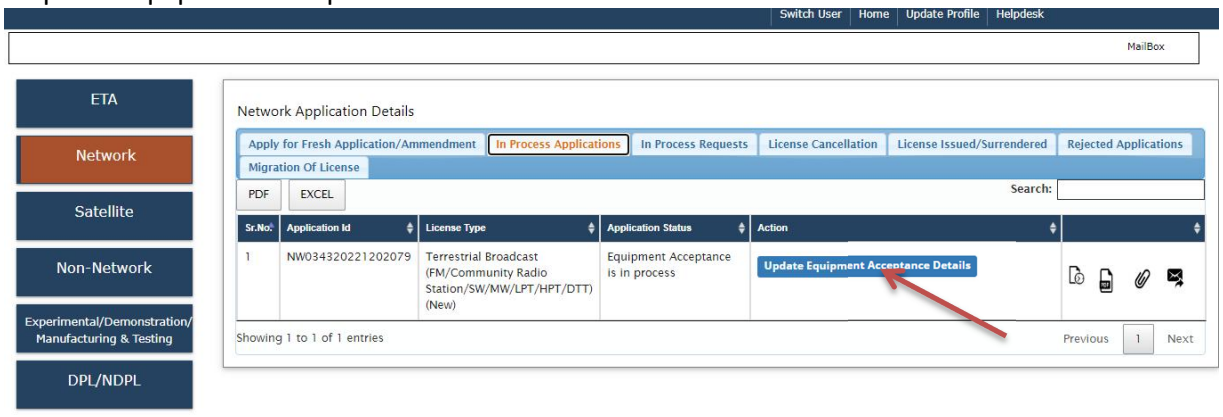

If Equipment is to be imported, please click on checkbox as shown in above screen.

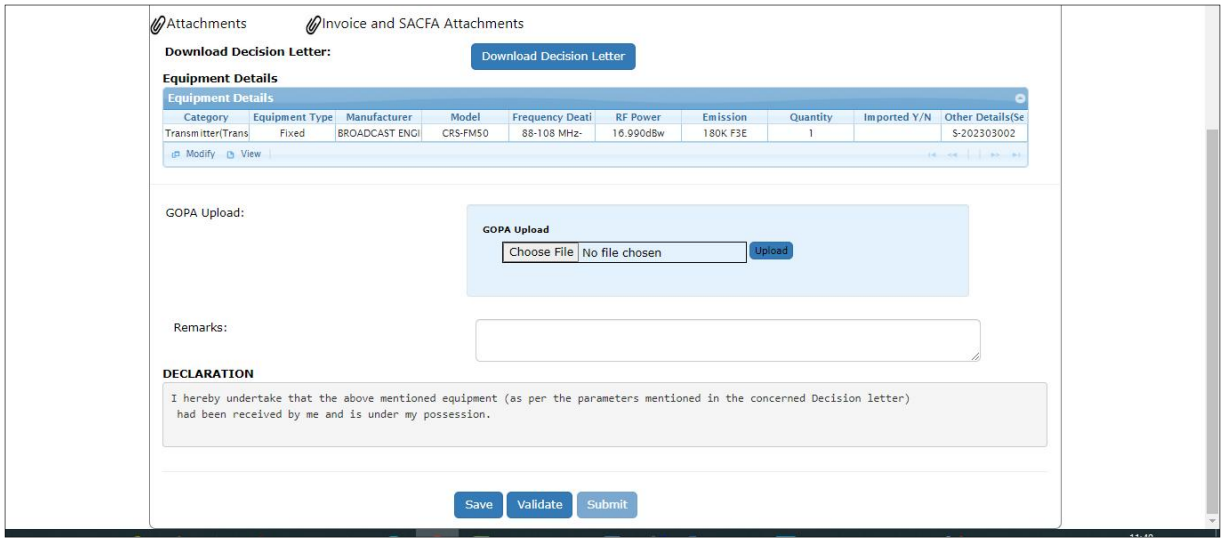
After equipment validation, it will ask for DPL details in case of purchase from DPL or ask for import details in case of purchase through import.




## 2.5 Update Equipment Acceptance Details

After equipment purchase procedure completion, Applicant will update equipment acceptance details by clicking Update Equipment Acceptance Details.

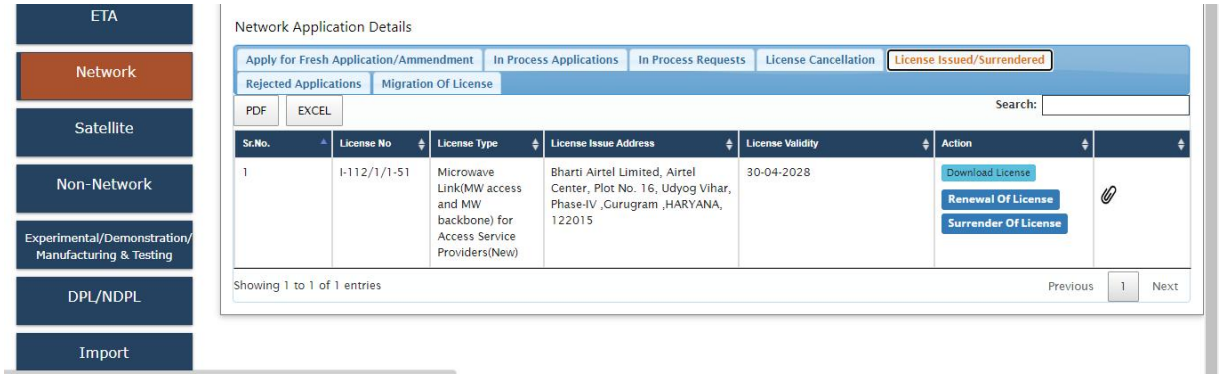





After Equipment acceptance by Applicant, WPC wing will issue WOL.

## 2.6 Download License

Click on Download License to download the WOL.



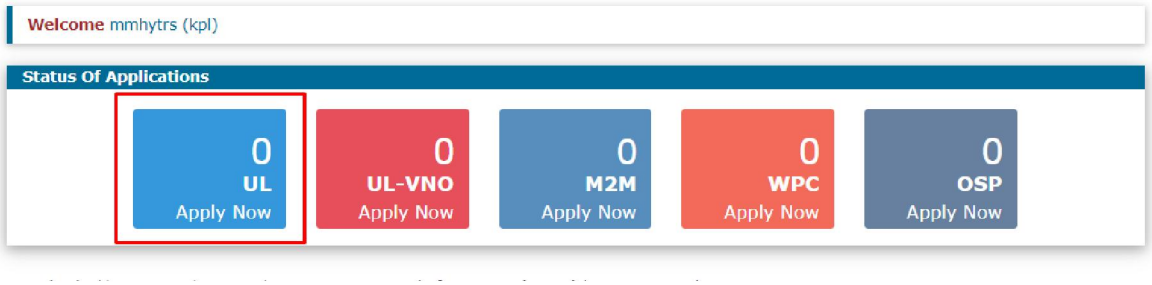
### 2.7 Profile Update without Scrutiny

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:

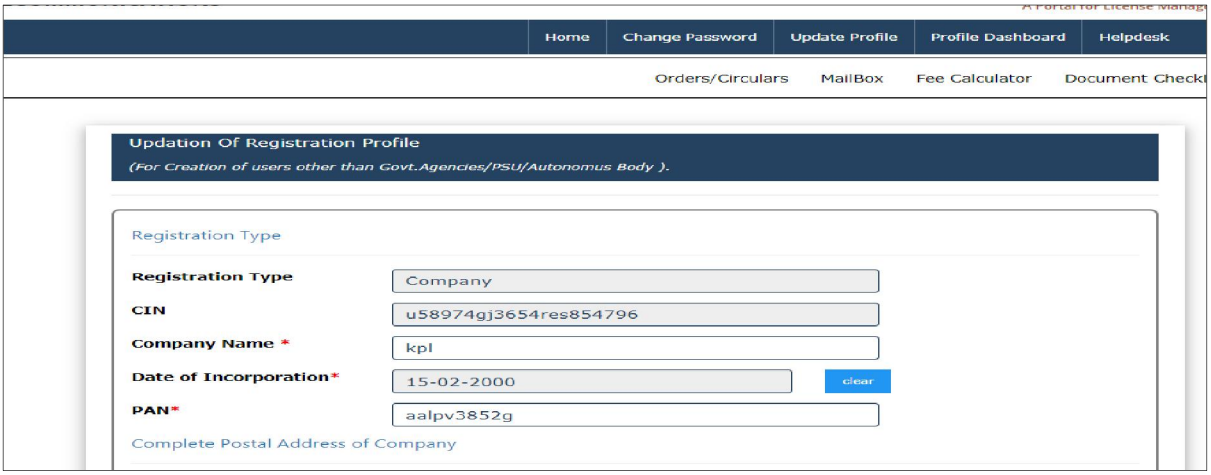
1. after user login, click on any module




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