DARPAN ID CREATION PROCEDURE

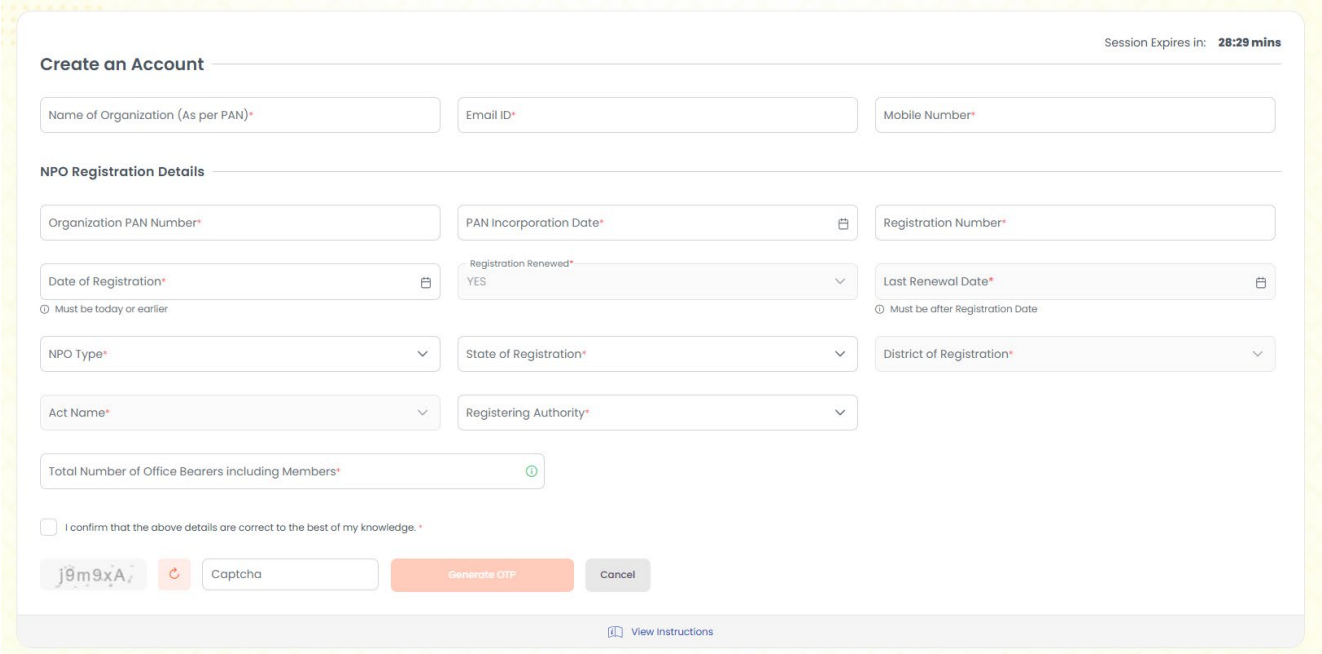
Guide on How to Sign Up and generate DARPAN ID

SECTION A: *How to Sign Up*

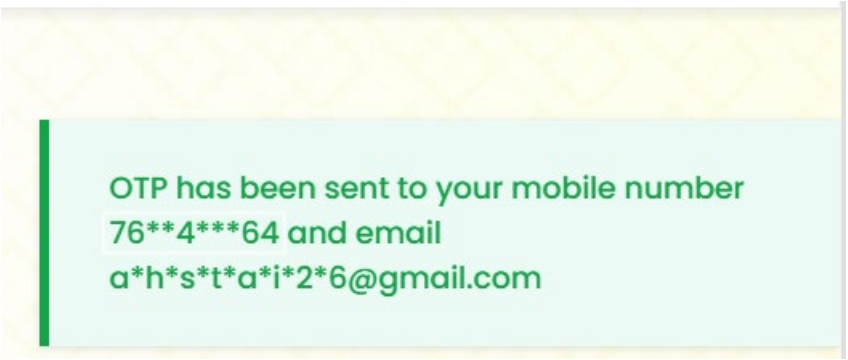
Kindly visit NGO Darpan Portal at (https://ngodarpan.gov.in) and follow the steps given:

Step 1: Click the 'Register' on Login Page & fill the Information:

The email id and mobile number provided will be verified via OTP.



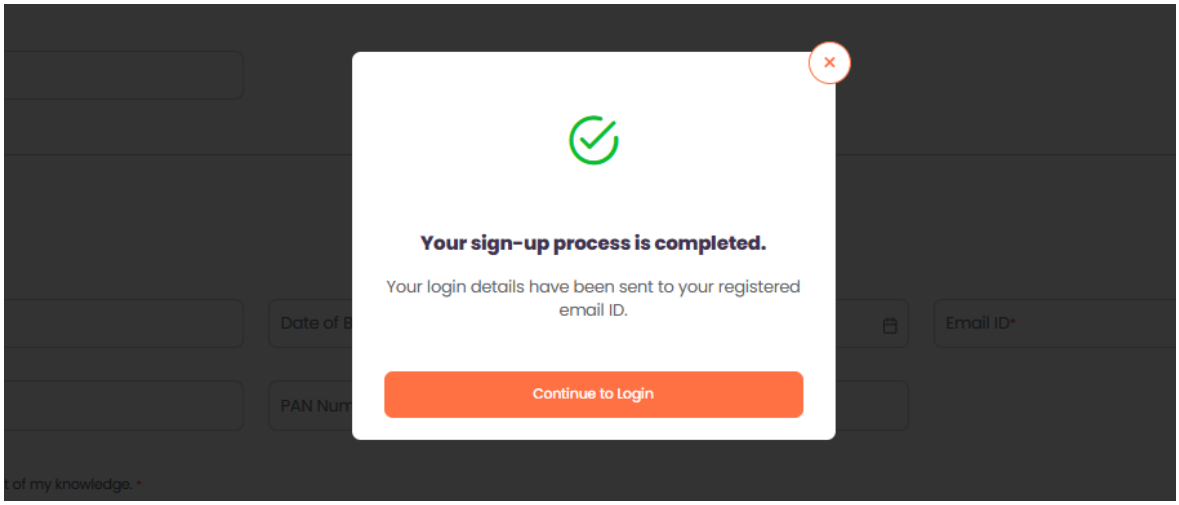
- Complete all fields with valid values, enter the captcha, and then click the **Generate OTP** button.
- Once this step is successfully submitted, **OTPs will be sent to your registered email ID and mobile number**, and you will be prompted to enter them..



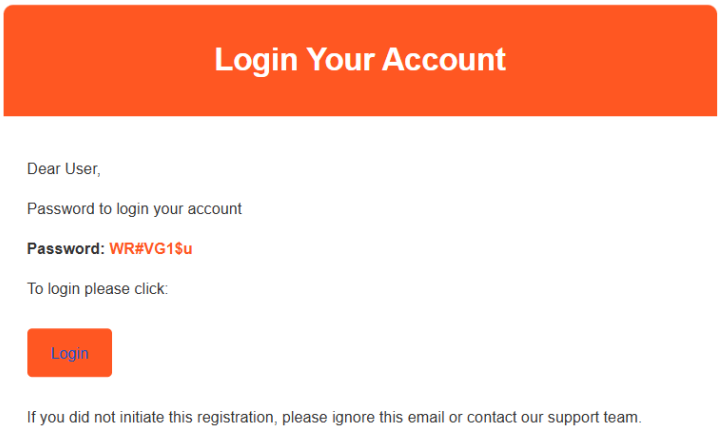
Step 2: Fill OTPs Information:



- Please enter both valid OTPs received on your registered email ID and mobile number in their respective fields.
- Submit your application on the click of **SUBMIT** button. You will then see a success message and receive an email with your login details.



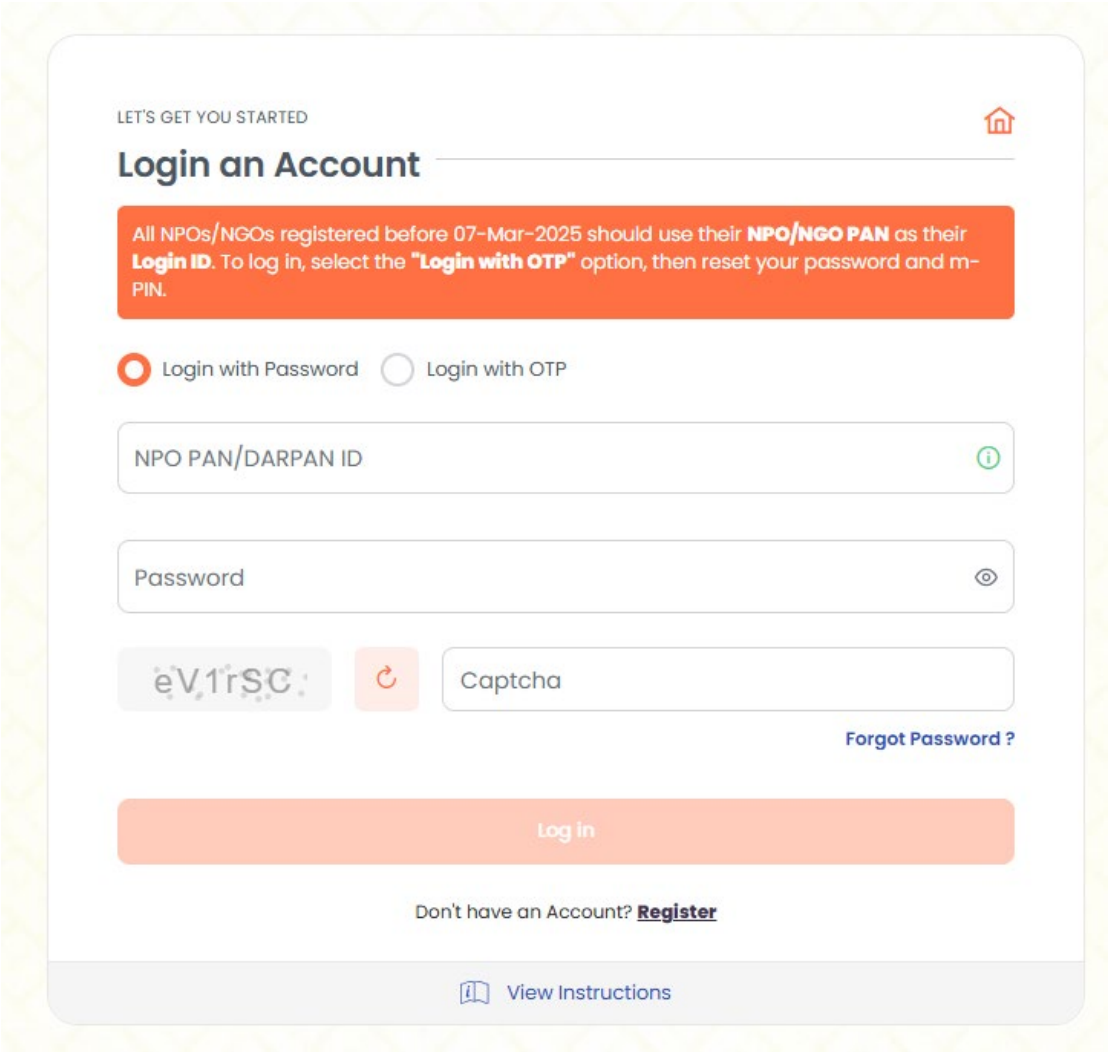
Sample Email- Inbox Snapshot



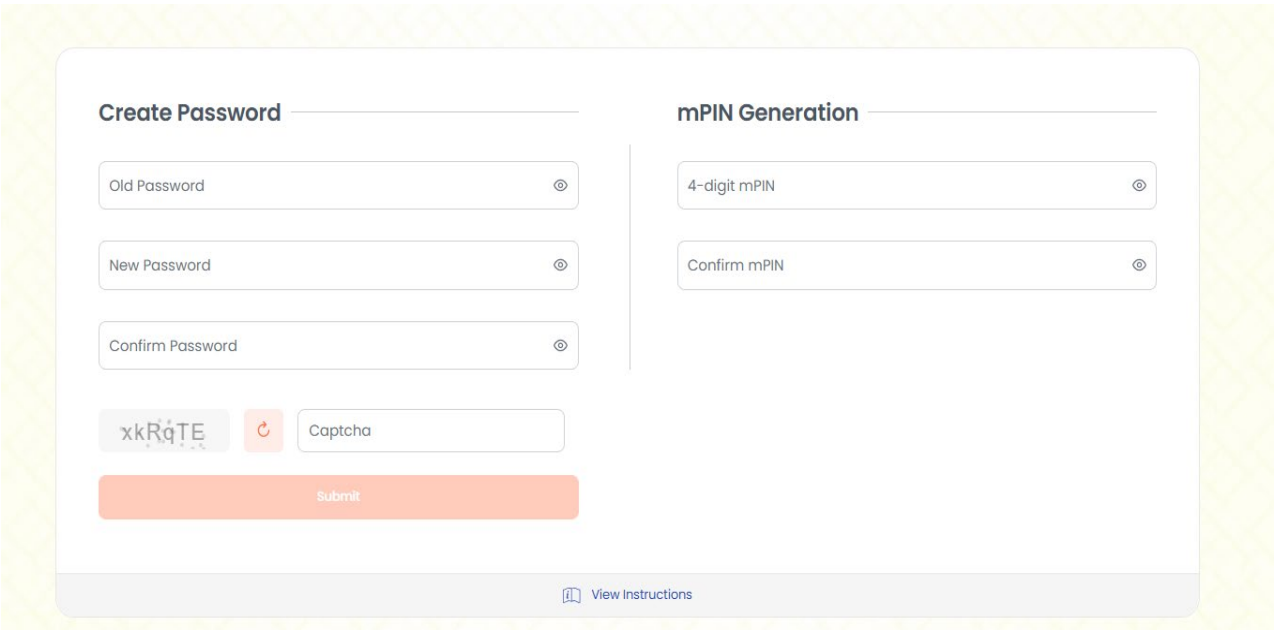
STEP-3: Generate Password & mPIN:

Click **Continue to Login** to navigate to the login page.

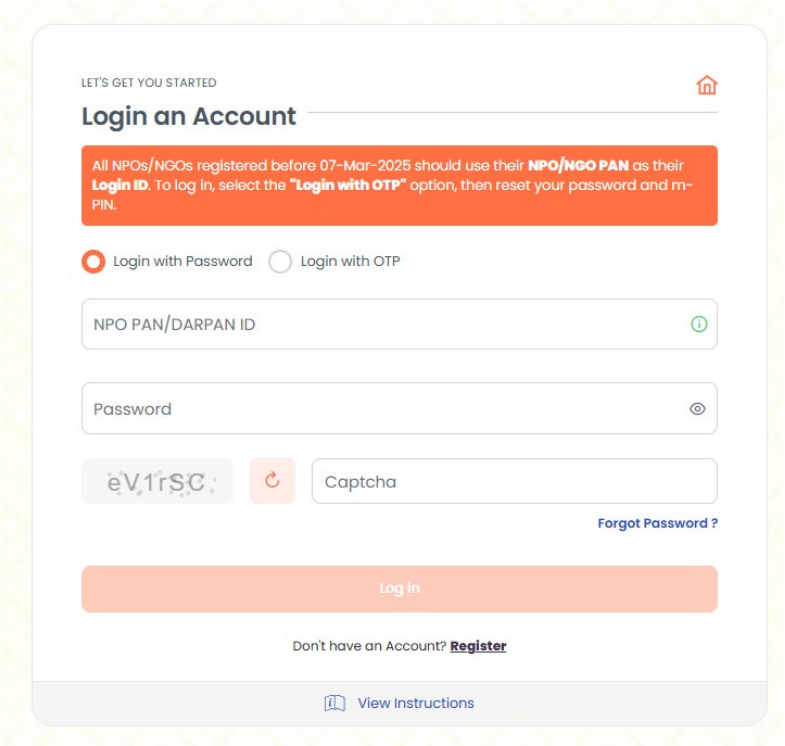
- The Login ID can be the registered NPO PAN, DARPAN ID, email, or mobile number provided during registration.
- The password will be the same as the one received in the email.



➢ After a successful login, the user will be redirected to the **Create Password** page.



- The old password is the one you received in your email. Set a new password and confirm it, then create a 4-digit mPIN and confirm it as well.
- After successfully setting your password, you will be automatically logged out and redirected to the login page.



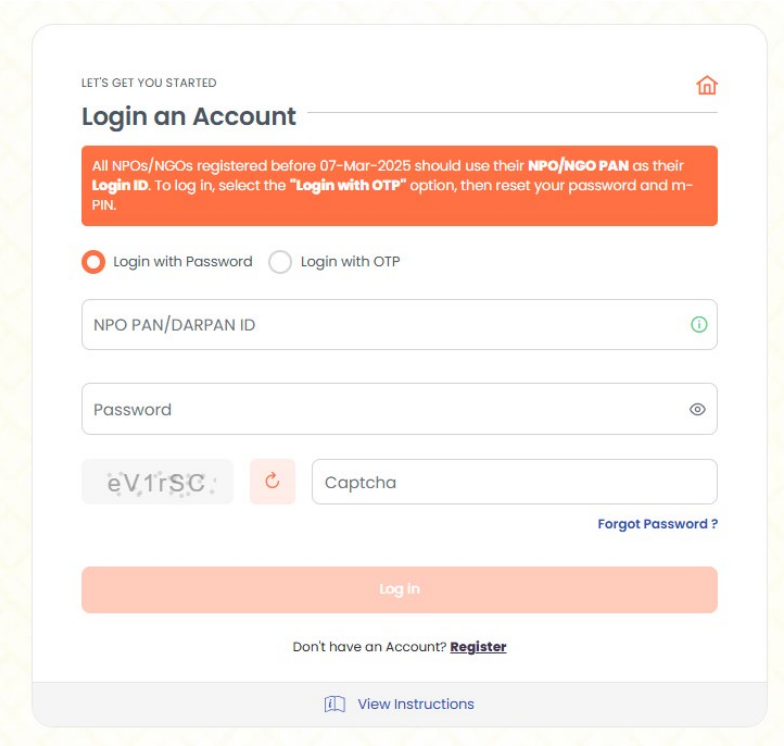
- Use your newly created credentials to log in to the portal.

SECTION B: *Profile Creation*

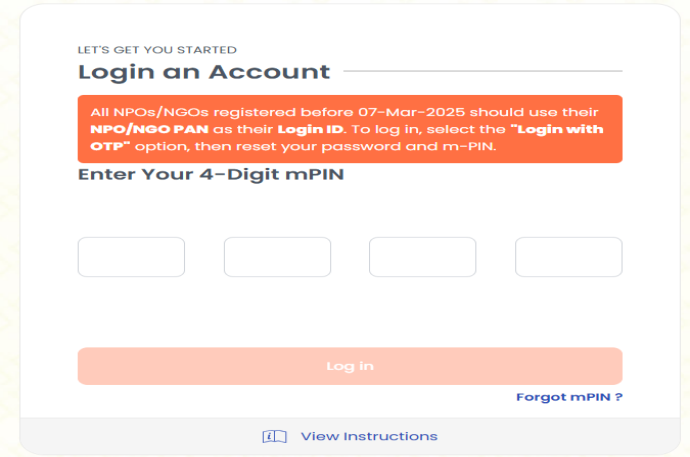
1. LOGIN

There are two login options: Login with Password and Login with OTP.

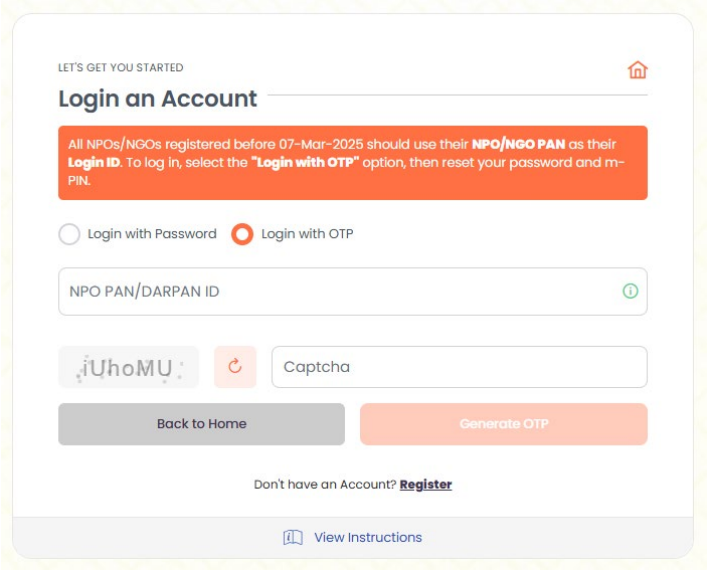
- **Login with Password**



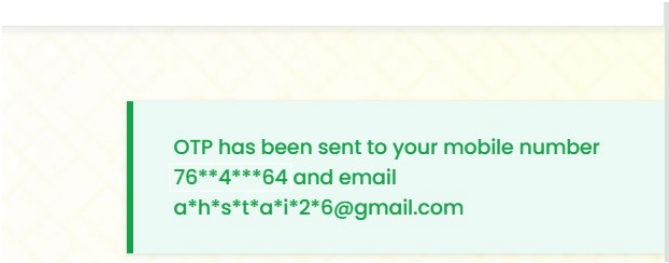
➢ Enter your Login ID and Password, complete the captcha, and click **Login**. After a successful login, you will be redirected to the **mPIN Verification** page.

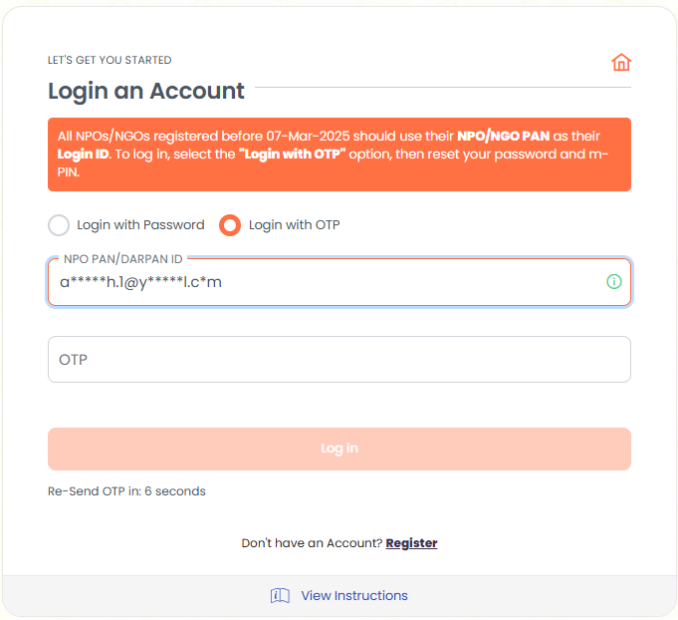


- **Login with OTP:**

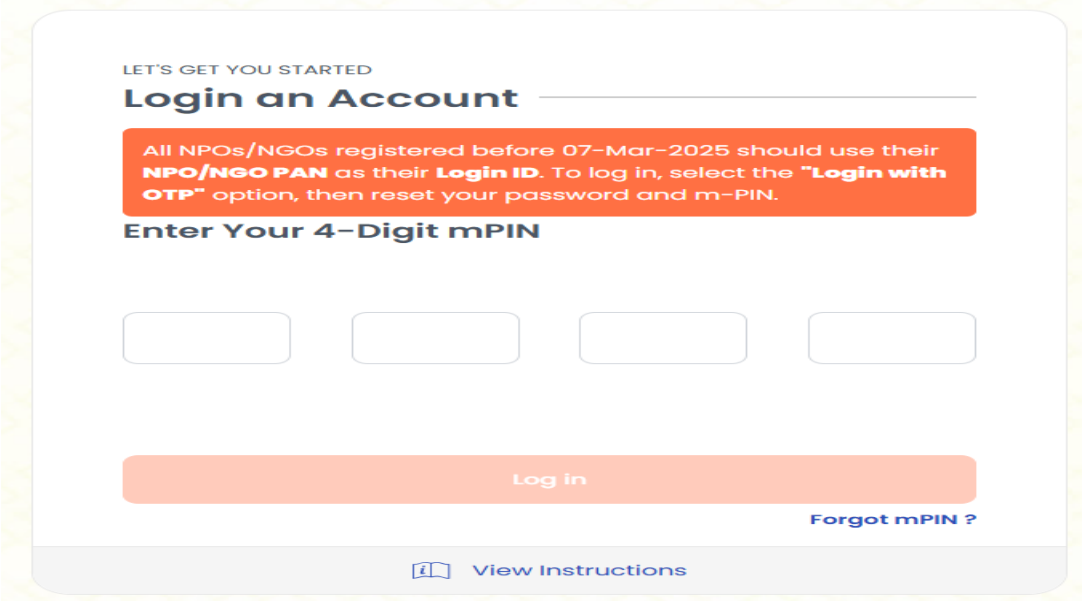


➢ Enter your Login ID and Captcha, then click **Generate OTP**. You will see a success message, and the **Enter OTP** window will open on the screen.





- Enter the OTP you have received on your respective Email Id / Mobile Number. After a successful login, you will be redirected to the **mPIN Verification** page.

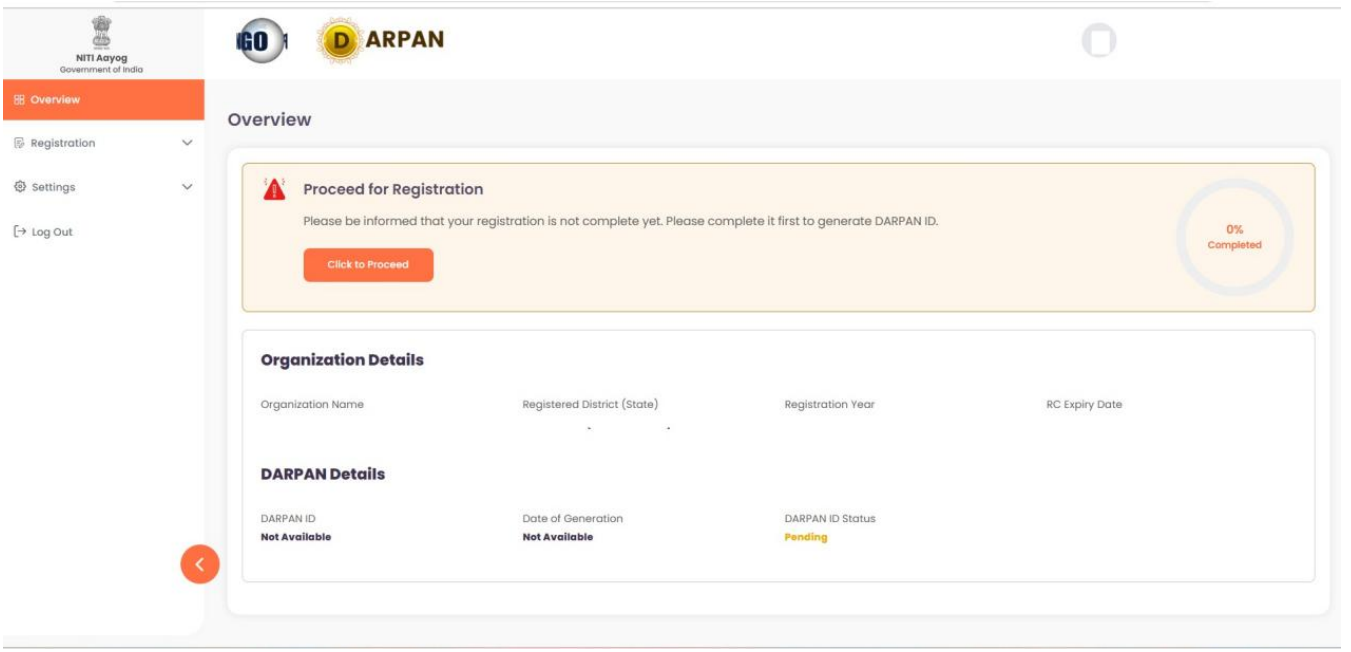


- After entering the mPIN, click **Login** to complete the login process. You will be successfully logged in and redirected to the inner page.

2. Profile Completion:

After logging in, you will see several options in the side navigation bar.

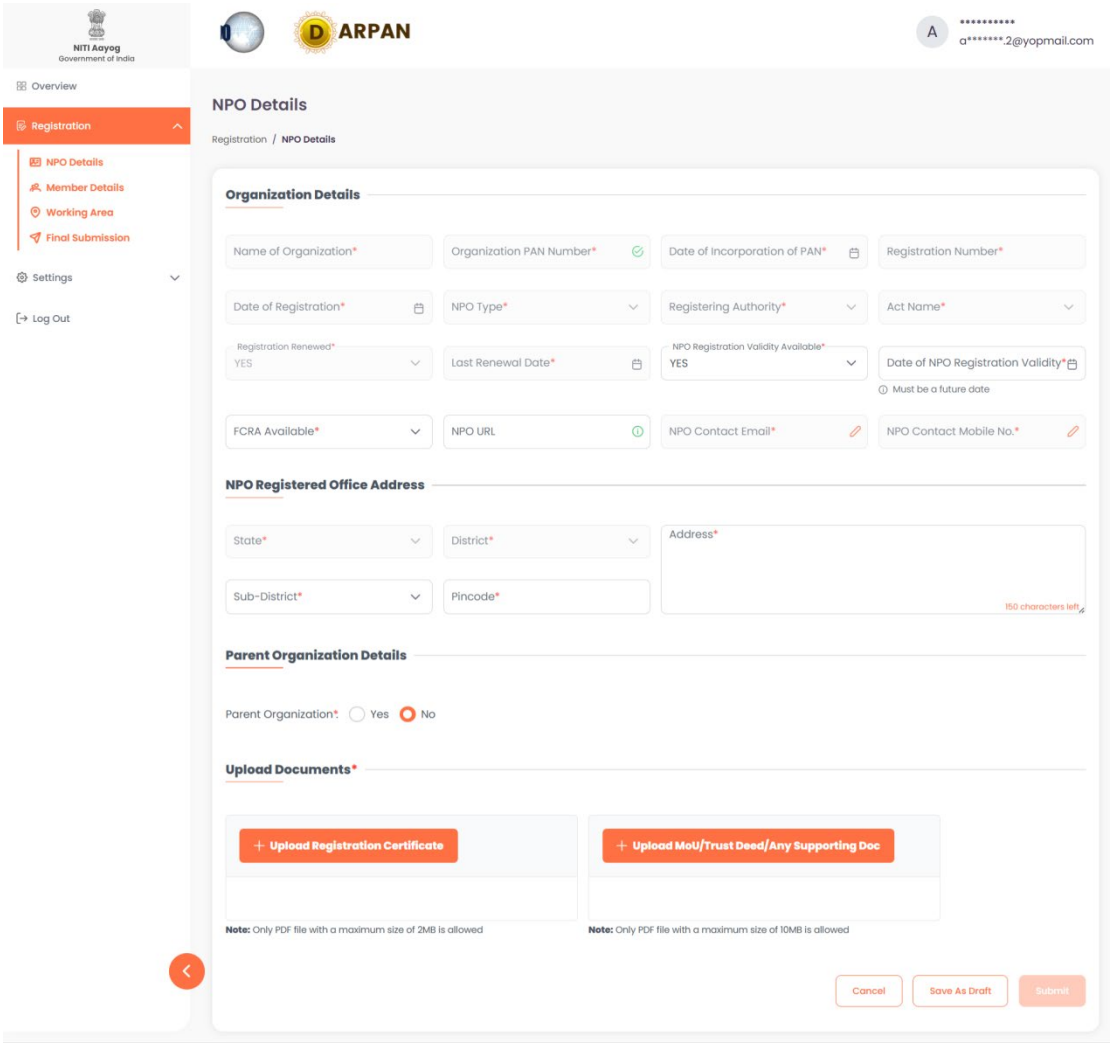
1. Overview:



- In this tab, you can view profile summary and track your registration progress. You may click **"Click to Proceed"** to complete your profile for DARPAN ID Generation.

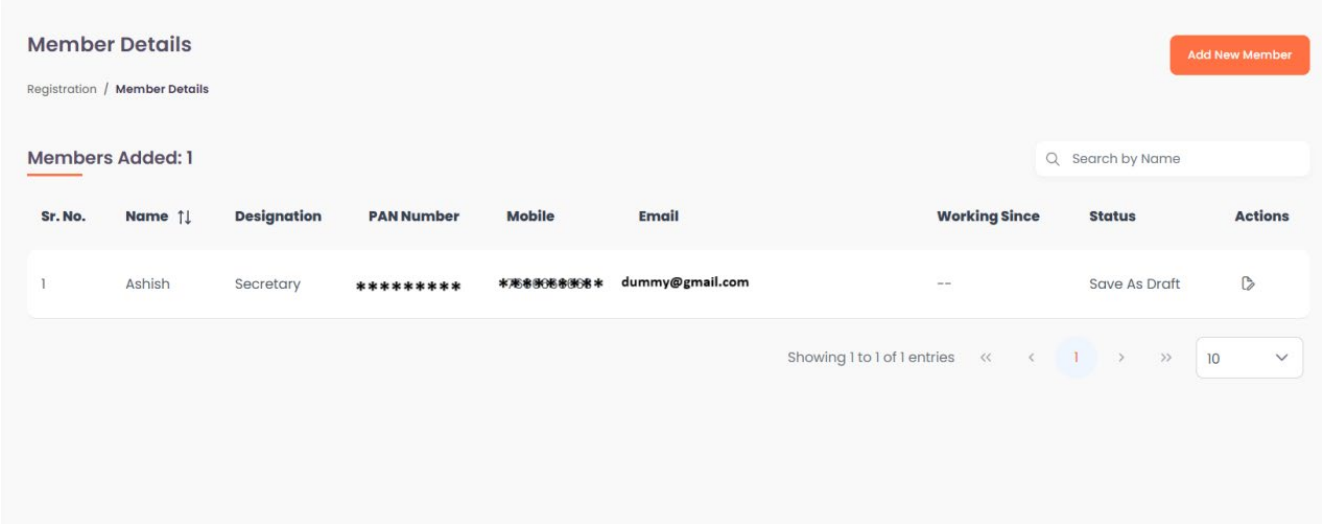
2. **Registration:** This section contains four sub-sections.

2.1 NPO Details:

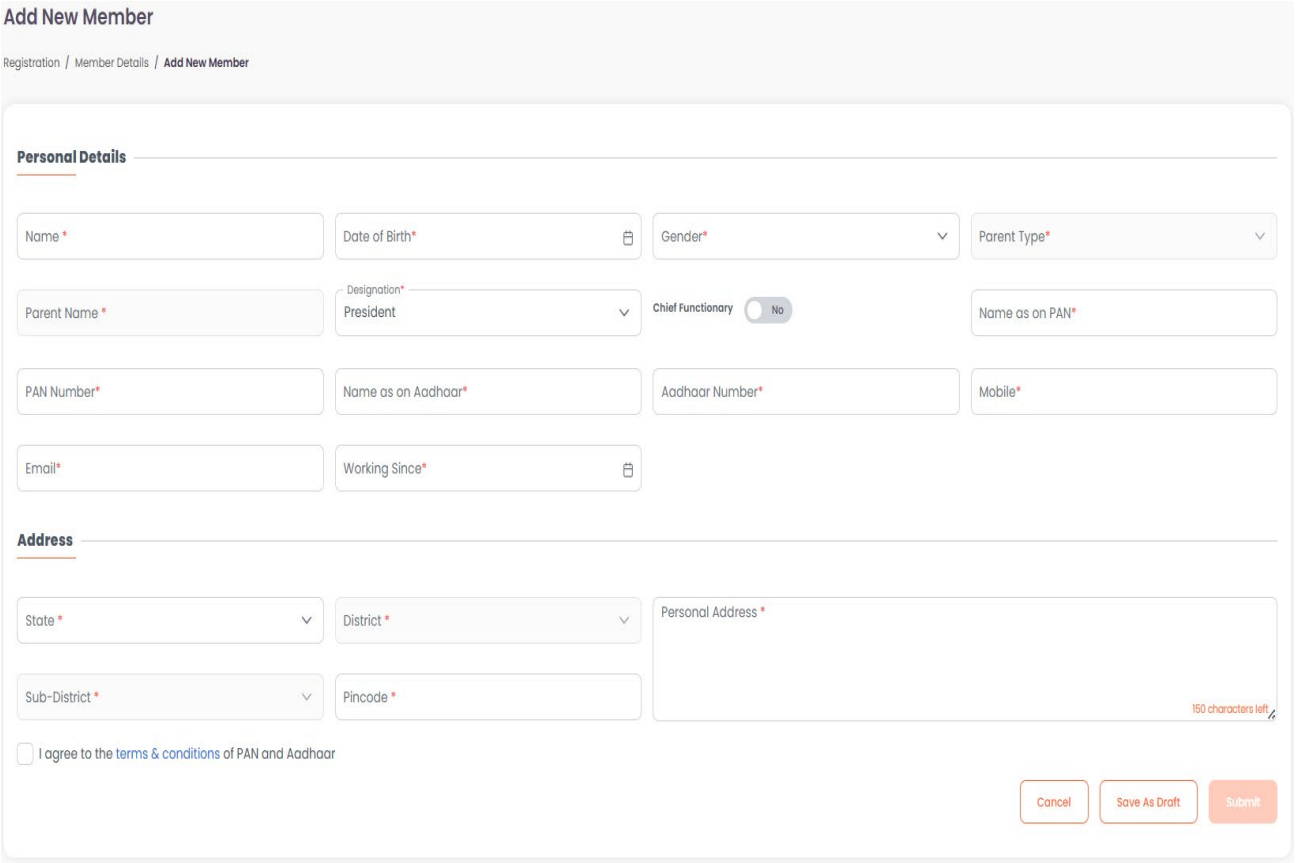


This form is used to submit all the NPO details and upload the required documents. After submitting this page, the user will be redirected to the **Member Details** page.

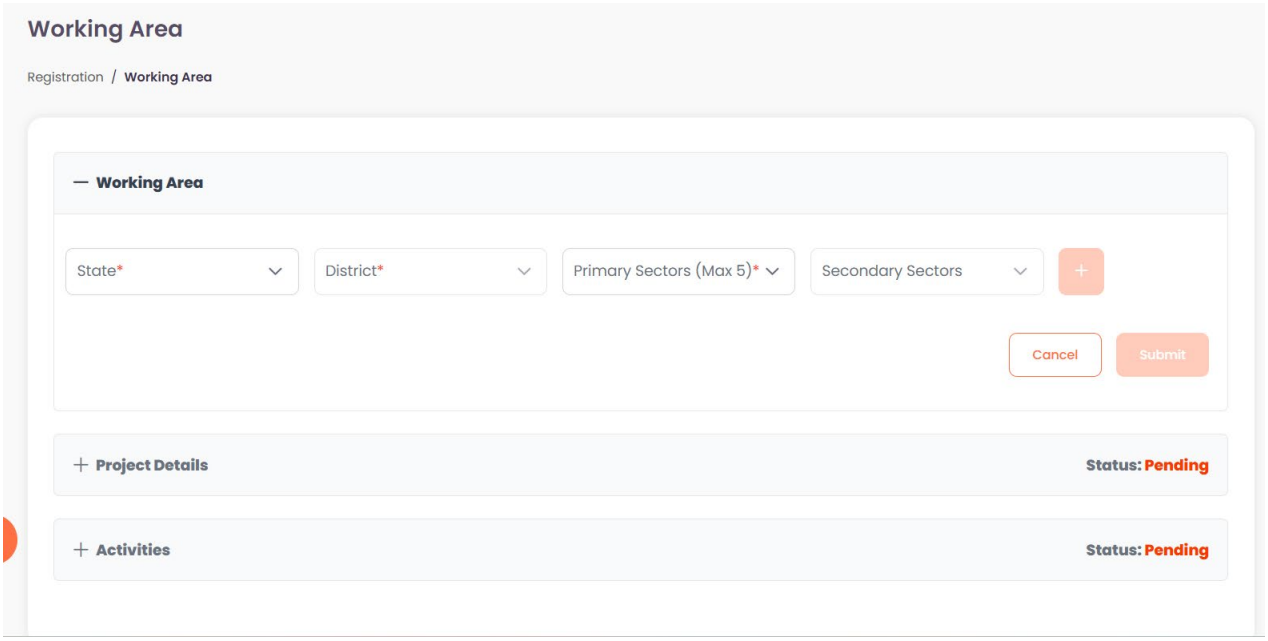
2.2 Member Details:



- In this section, users can manage their members.
- They can **add**, **edit**, or **delete** members.
- Clicking **Add New Member** will open a form to add a new member.
- The button icons under the **Actions** tab in the member listing table can be used to **edit** or **delete** existing members.

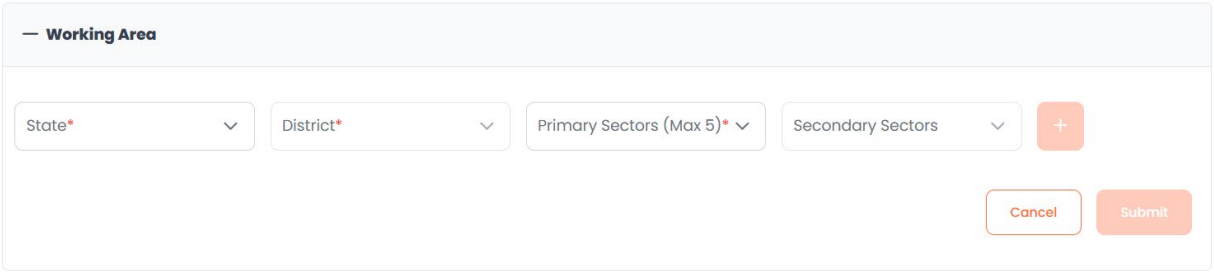


2.3 Working Area:



The **Working Area** section contains three sub-sections.

I. Working Area:



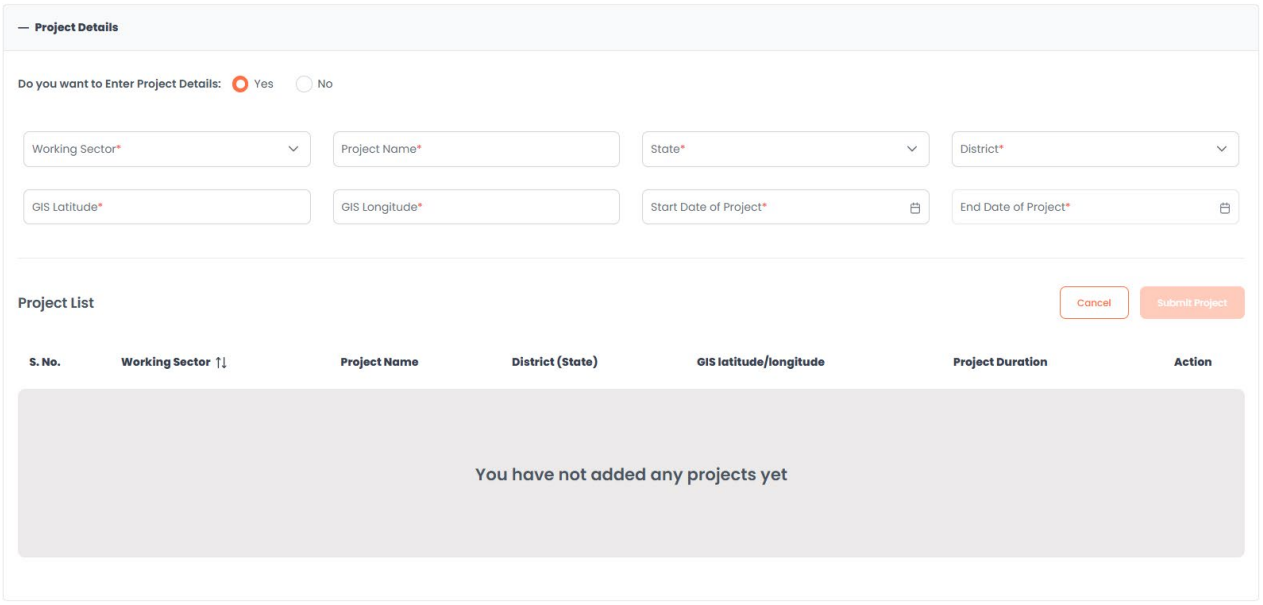
- This section is used to add working areas.

II. Project Details:



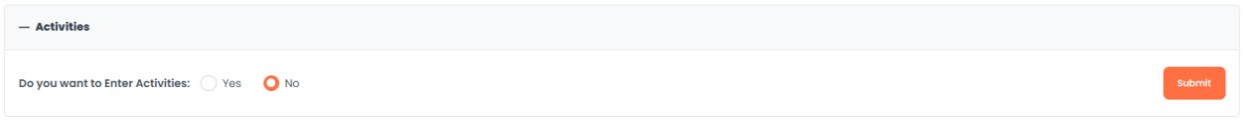
This section asks the question, **"Do you want to enter project details?"**

- If you select **No** and click **Submit**, it means you do not want to provide the project details.
- If you choose **Yes**, the project details form will open.



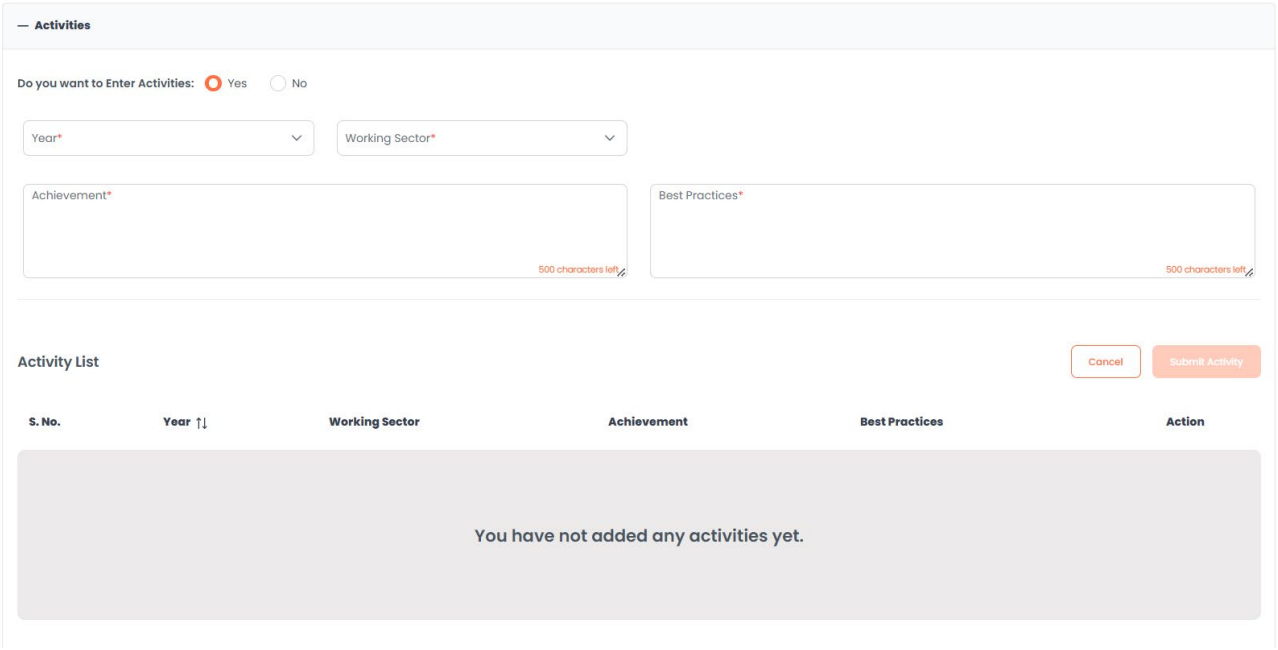
- In this form, you can add details of your past projects.
- Once you fill out the form and click the **Submit Project** button, the project will be saved and immediately appear in the **Project List** table.
- In the **Project List** table, you can view your saved projects and manage them using the buttons under the **Action** tab.

III. Activities:



This section asks the question, **"Do you want to Enter Activities?"**

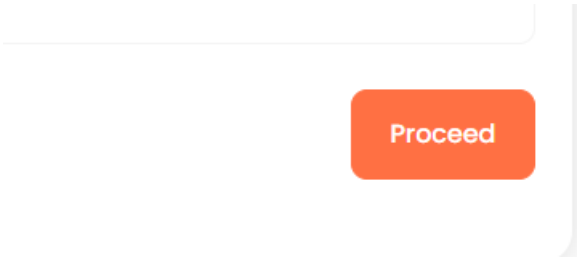
- If you select **No** and click **Submit**, it means you do not want to provide the Activities.
- If you choose **Yes**, the Activities form will open.



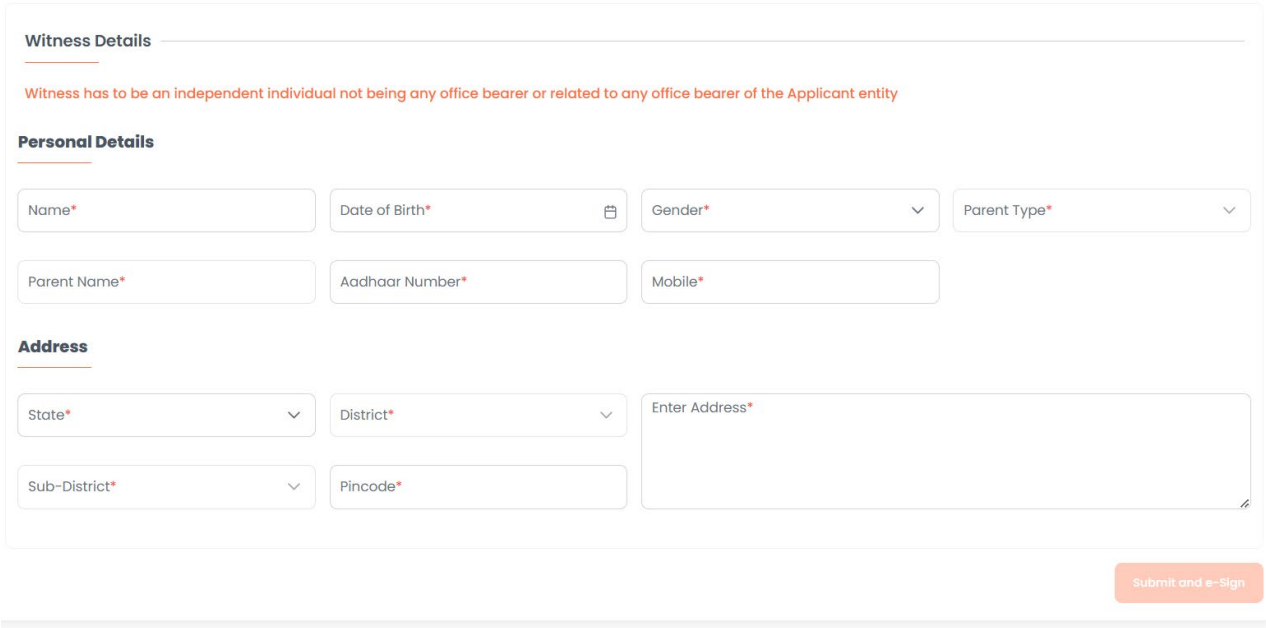
- In this form, you can add details of your activities.
- Once you fill out the form and click the **Submit Activity** button, the activity will be saved and immediately appear in the **Activity List** table.
- In the **Activity List** table, you can view your saved activities and manage them using the buttons under the **Action** tab.

2.4 Final Submission:

- In this section, you can review all the details you have provided in the previous sections in one place.
- Once all sections are completed, the **Proceed** button at the bottom right corner will be enabled for the next step.



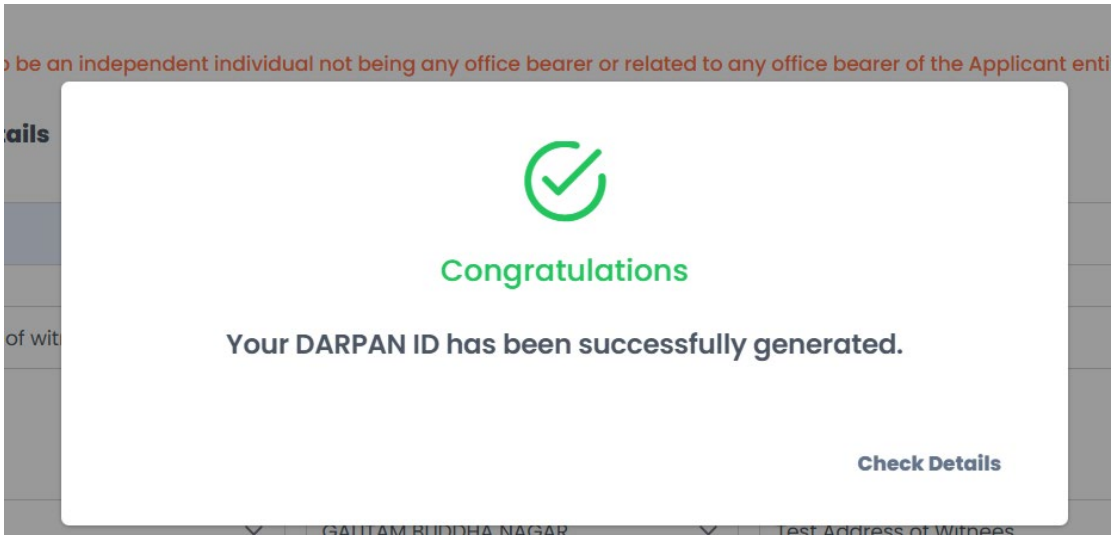
- On Clicking **Proceed** will open a new **Witness Details** form



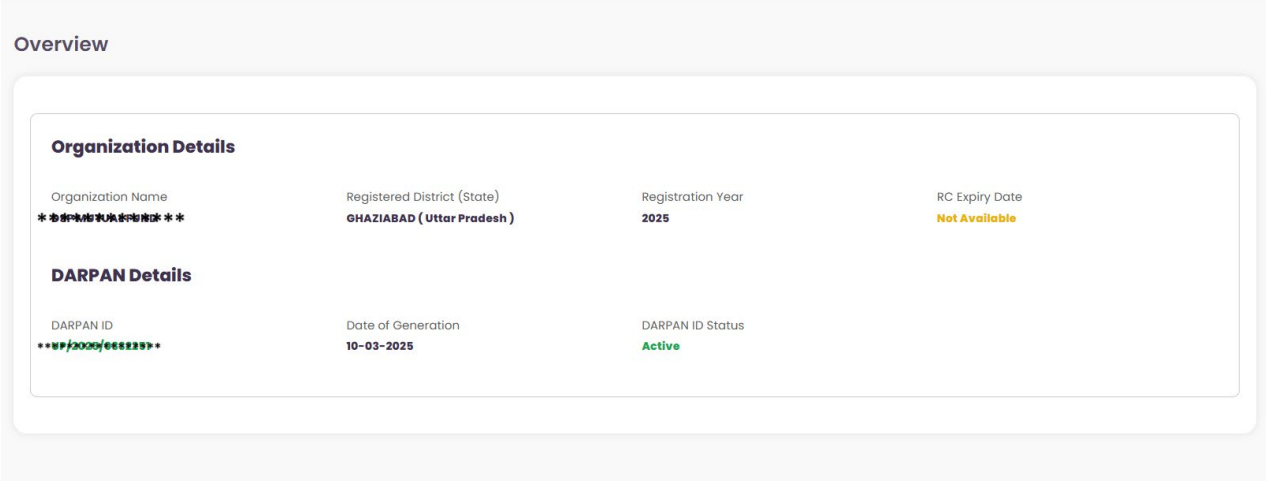
- In this form, you need to provide the details of the witness.
- After completing this form, click **Submit and E-Sign** to open a draft affidavit.
- You will be prompted to verify a few points and proceed with the e-sign process.
- You can also download a copy of the draft affidavit by clicking the **Download Draft** button.
- Once you check the check boxes and click the **E-Sign** button, an OTP will be sent to your **Chief Functionary** email ID and mobile number.



Once you enter the received OTP in the form and click **Submit**, your registration process will be completed. A success dialog will appear, confirming that your registration was successful.



- Once you click the **Check Details** button, you will be redirected to the **Overview** page, where you can view your generated DARPAN ID details.



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