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# SIGNUP PROCESS

Digital India Platform

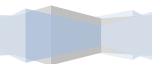
CSC-SPV

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## 1. What we do?

Our aim is to achieve the vision of Digital India, where every Indian is digitally empowered and all information is digitally available. Digitize India Platform offers an opportunity for government agencies to transform themselves into digital enterprises

### User Organizations

Government departments, Public Sector Organization and Autonomous bodies can become a user organization and utilize Digitization Service provided by DIP. A user Organization can submit their records for digitization to platform operator. The records should preferably be in a scanned image format. However, organizations who wish to submit physical records will have to pay for scanning separately.

### Platform operator (CSC SPV)

The platform operator will help in the onboarding of user organization, pre-processing the scanned document images, creating templates for pages being digitized and delivering the digitized data to the user organization. Platform operator will remunerate the Digital Contributors for their earned reward points.

## 2. Signup Process

### 2.1. For Users having “AADHAAR NUMBER”

To **Sign up** in the **DIP** user having **Aadhaar number** has to follow the following steps:-

1. Login to [www.digitizeindia.gov.in](http://www.digitizeindia.gov.in)
2. Click on the “Sign Up”
3. Registration form opens and user has to fill following fields:-

S.No	Fields	Explanation
1	Full Name <i>(Mandatory field)</i>	Please provide your full name.
2	Gender <i>(Mandatory field)</i>	Select gender from drop down options.
3	Date of Birth	Please enter your date of birth.
4	Aadhaar Number <i>(Mandatory field)</i>	Enter your Aadhaar Number and validate the same by clicking on “ <b>Validate Aadhaar</b> ”.
<b>Note:</b> Below field can only be filled once you validate your Aadhaar Number		
5	User Name <i>(Mandatory field)</i>	Provide the User Name for your account.
6	Password <i>(Mandatory field)</i>	Create a password.
7	Confirm Password <i>(Mandatory field)</i>	Re-enter your created password.
8	Mobile Number <i>(Mandatory field)</i>	Please enter your mobile number.
9	Agree the T & C <i>(Mandatory field)</i>	Please agree the T & C of the DIP.
10	Register Now	Please click on the “Register Now” to register yourself to DIP.

## 2.2. For Users do not have “AADHAAR NUMBER”

To **Sign up** in the **DIP** users not having **Aadhaar number** has to follow the following steps:-

1. Login to [www.digitizeindia.gov.in](http://www.digitizeindia.gov.in)
2. Click on the “If you are **not having Aadhaar Number**, Please Sign Up here”
3. Registration form opens and user has to fill following fields:-

S.No	Fields	Explanation
1.	Full Name <i>(Mandatory field)</i>	Please provide your full name.
2.	Gender <i>(Mandatory field)</i>	Select gender from drop down options.
3.	Date of Birth	Please enter your date of birth.
4.	Attach PAN card, <i>(Mandatory field)</i>	Please attach your PAN card as your Identity proof.
5.	Attach Voter ID card Card <i>(Mandatory field)</i>	Please attach your Voter Card as your address proof.
6.	Bank Name <i>(Mandatory field)</i>	Please enter the bank name in which your reward will be send to you.
7.	Account Number <i>(Mandatory field)</i>	Please enter the account number in which your reward will be send to you.
8.	IFSC Code <i>(Mandatory field)</i>	Please enter the IFSC Code of your above mentioned bank.
9.	Bank Address <i>(Mandatory field)</i>	Please enter the bank address of your above mentioned bank.
10.	Attach Bank Statement <i>(Mandatory field)</i>	Please attach your bank statement document, to verify your bank.
11.	User Name <i>(Mandatory field)</i>	Provide the User Name for your account.
12.	Password	Create a password.
13.	Confirm Password	Re-enter your created password.
14.	Mobile Number <i>(Mandatory field)</i>	Please enter your mobile number.
15.	Email Id <i>(Mandatory field)</i>	Please enter your email Id.
16.	Agree the T & C <i>(Mandatory field)</i>	Please agree the T & C of the DIP.
17.	Register Now	Please click on the “Register Now” to register yourself to DIP.

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