

User Manual
of
Entity Registration

Smart Enterprise Solutions

1. Entity Sign-up

Function: To register as a Principle Entity for the first time.

a) Registration

- Visit website: www.smartping.live

On the landing page click on “login & Register” button.

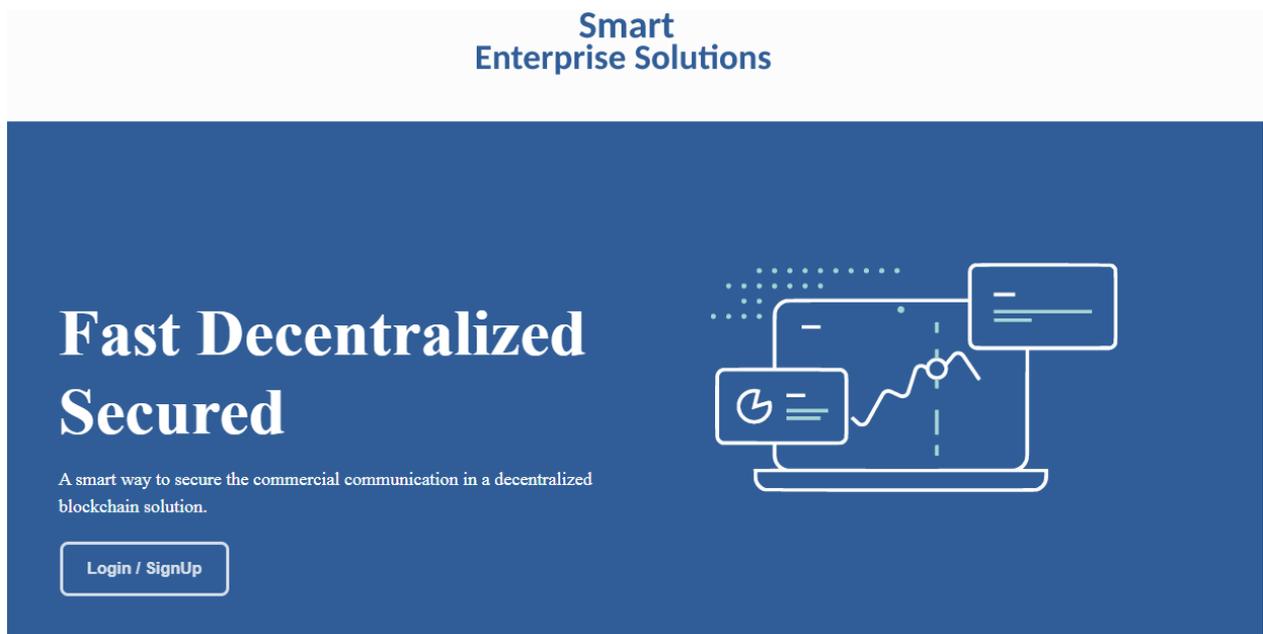


Figure-1.1

- It will redirect you to another page where you can select your type of operations.

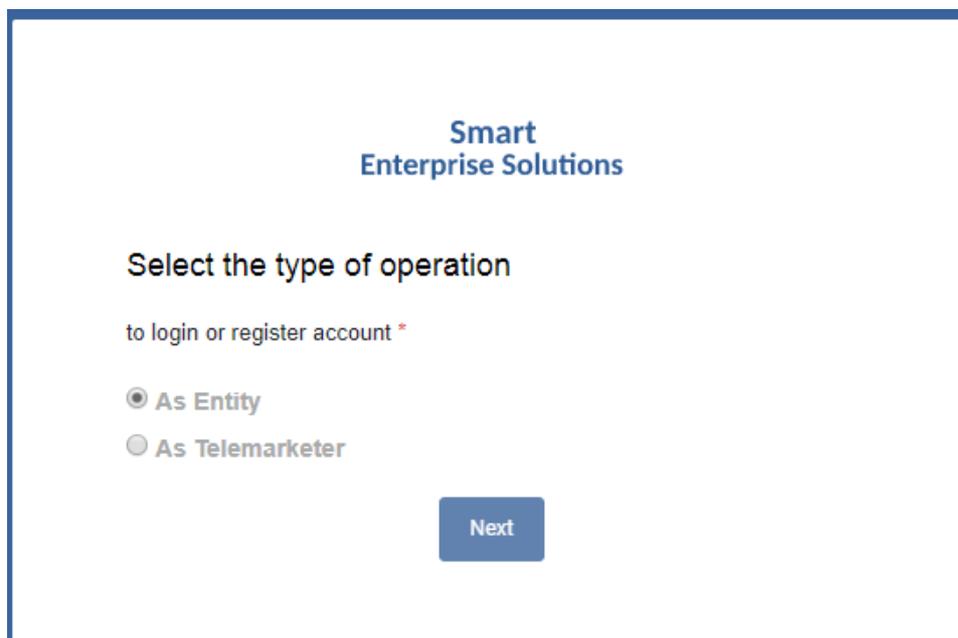
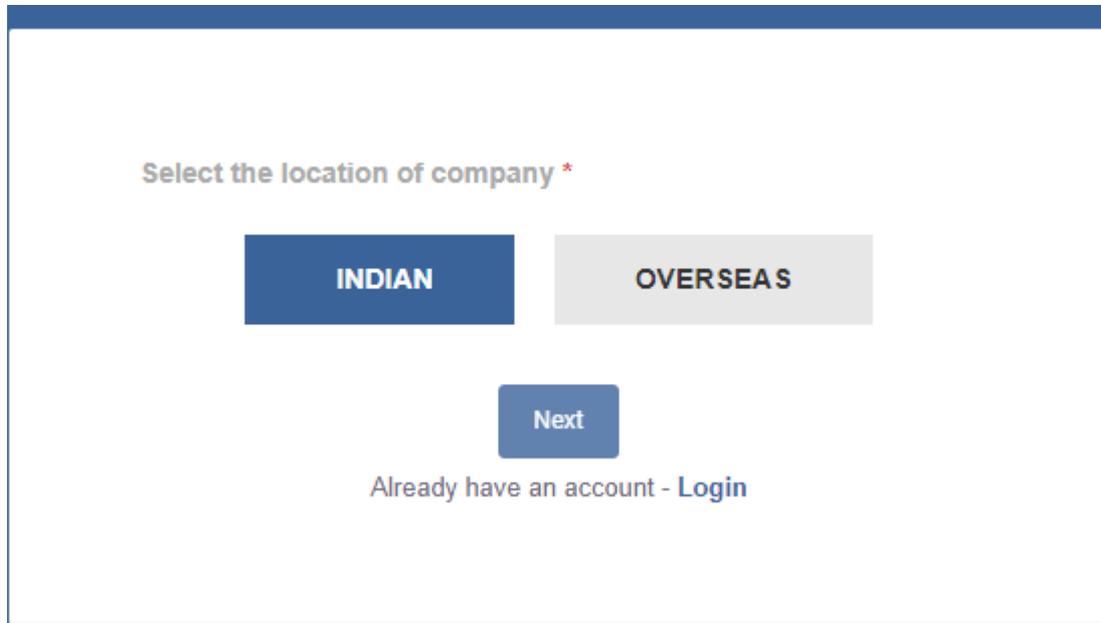


Figure-1.2

- In that select “Entity”
- Once you select the type of option it will redirect you to another page where you have to select the Origin of Entity (Indian or Overseas)



Select the location of company *

INDIAN OVERSEAS

Next

Already have an account - [Login](#)

Figure-1.3

- Upon selection you will be redirected to the actual form where following details needs to be filled.
 - Name of Organisation *: Name of the Entity as per records.
 - Entity Type *: Type of Entity whether Entity is Private, Government, SEBI approved broker, Public or Others.
 - Parent Entity: In this user will fill name of the parent entity, if there is any.
 - Email *: Authorised /Official Email ID of the Organisation.
 - Category of Organisation *: User will have to choose the category (e.g. Banking, Health (e.g. Banking, Health etc) according to TRAI regulations for which entity wants to register.
 - Company Address *: In this section fill complete current address of the Entity same as per the documents submitted.

- Registered Address*: Fill the complete registered address of entity same as per the documents submitted.
- If both addresses are same then select the “same as current” check box.
- Company PAN *: PAN number allotted by the IT Department to the prospect who wish to register as Principle Entity.
- Upload PAN *: Duly Scanned copy of PAN card with material details (Name of the Entity and PAN CARD number) clearly visible to the reader to be uploaded.
- Company CIN/GST/TAN: Fill any of the specified number of the Company.

- Upload CIN/GST/TAN: Duly Scanned copy of CIN/GST/TAN card with material details (Name of the Entity and CIN/GST/TAN number) clearly visible to the reader to be uploaded.
- Proof of identity: Choose any of the specified option i.e. GSTIN/Aadhar or Unique Identity number/Election commission id/ Passport.
- Proof of identity: Duly Scanned copy of proof of identity of the organization with material details (Name of the Entity and Identity number) clearly visible to the reader to be uploaded.
- Proof of address*: Choose any of the specified option i.e. Aadhaar/Unique Identity Number, Election Commission ID, Passport, Electricity Bill (Not Older then 3 month), Telephone Bill (Not Older then 3 month), Lease Agreement/Registered Sale.
- Proof of address*: Duly Scanned copy of proof of address of the organization with material details (Name of the Entity and Address) clearly visible to the reader to be uploaded.
- Other documents: Duly Scanned copy of other documents of the organization clearly visible to the reader to be uploaded.
- Authorized Person Information *: Details of the authorised person to operate the portal on behalf of the Principle Entity.

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New Registration Enrolment of Entity (Already Registered)

Name Of Organization *

Entity Type *

Parent Entity (If any)

Email * ⓘ

Category of Organization *

Figure-1.4

Company Address

CURRENT

Address Line 1 *

Address Line 2 *

Country *

State *

City *

PIN Code *

Mobile No. *

REGISTERED Same As Current

Address Line 1 *

Address Line 2 *

Country *

State *

City *

PIN Code *

Mobile No. *

Figure-1.5

Documents

PAN Number * ⓘ

EXAMPLE : NAMES1234A

Upload PAN * ⓘ

Choose File No file chosen

CIN/ GST/ TAN ⓘ

Enter CIN/ GST/ TAN Number

Upload CIN/ GST/ TAN ⓘ

Choose File No file chosen

Proof Of Identity

--Select Proof Of Identity--

Choose File No file chosen

Proof Of Address *

--Select Proof Of Address--

Choose File No file chosen

Other Documents ⓘ

Enter Document Type

Choose File No file chosen

Figure-1.6

Authorized Person Information

Name * ⓘ

Enter Name

Mobile No *

+91

Enter Mobile No

Authorization Document *

Choose File No file chosen

Designation * ⓘ

Enter Designation

Email * ⓘ

Enter email

I Agree With The Terms And Conditions. *

Submit

Already have an account - [Login](#)

Figure-1.7

b) Registration Overseas

If entity selects overseas the whole process will be same as above just there will be one different required document that is Unique company identification document.

- Unique Company Identification*: Identification number allotted by respective countries department assigned to entity.

- Relevant document*: Duly Scanned copy of the Unique Company Identification number with material details (Name of the Entity and Unique company identification number) clearly visible to the reader to be uploaded.

The screenshot shows a registration form with the following sections:

- Documents**
 - Unique Company Identification *** (required): Input field with placeholder text "Unique Company Identification".
 - Relevant Document *** (required): File upload button labeled "Choose File" and status "No file chosen".
 - CIN/ GST/ TAN** (optional): Input field with placeholder text "Enter CIN/ GST/ TAN Number".
 - Upload CIN/ GST/ TAN** (optional): File upload button labeled "Choose File" and status "No file chosen".
- Proof Of Identity**
 - Dropdown menu with placeholder text "--Select Proof Of Identity--".
 - File upload button labeled "Choose File" and status "No file chosen".
- Proof Of Address *** (required)
 - Dropdown menu with placeholder text "--Select Proof Of Address--".
 - File upload button labeled "Choose File" and status "No file chosen".
- Other Documents** (optional)
 - Input field with placeholder text "Enter Document Type".
 - File upload button labeled "Choose File" and status "No file chosen".

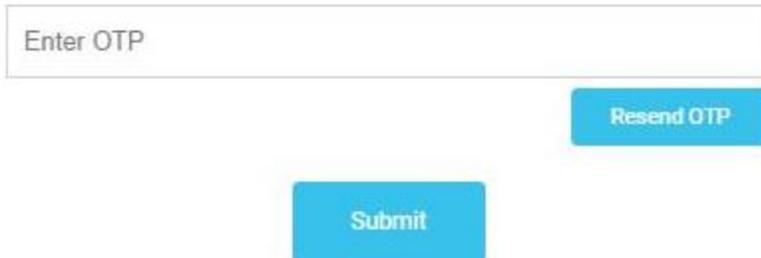
Figure-1.8

Any field with an asterisk (*) is required and must be filled in to register.

c) After filling up the details

I. You will receive a registration email to complete the registration process and validate the mobile number provided.

You will soon receive One Time Password on the authorised person's registered mobile number. Request you to fill the password in the OTP column and press the submit button.



Enter OTP

Resend OTP

Submit

Figure-1.9

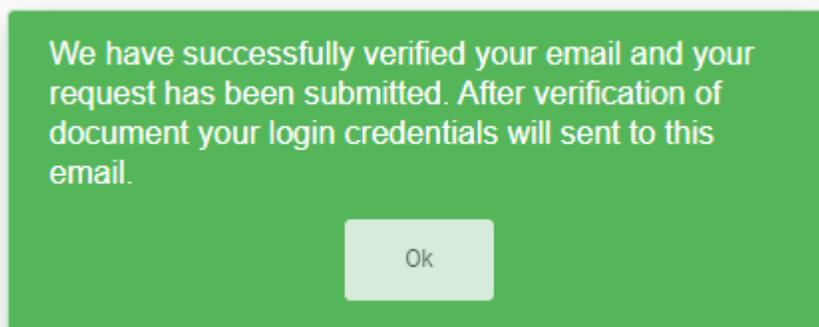
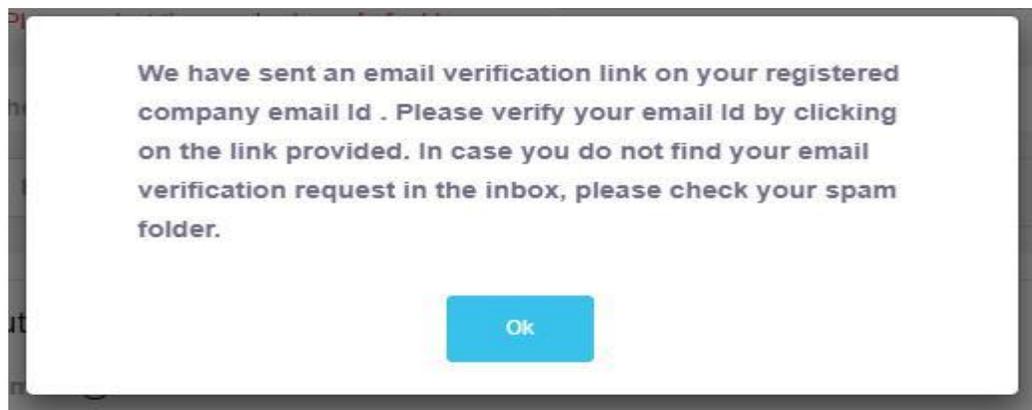


Figure-1.11

ii. Your information will be reflected on the operator module, after verification at operator side. Operator can approve or reject you.

iii. After approval from operator side, you will receive the credentials on the registered email id to access the portal.

d) Logging in

You can access the portal with the credentials. You have to enter your Username And Password details.