Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

User Registration & Login

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1. Overview

The Single Window Portal is envisioned as a unified digital platform that facilitates investors, entrepreneurs, and businesses in accessing various industrial services and approvals through a simplified, transparent, and time-bound process.

Purpose: The document provides a step-by-step guideline of the Registration process of the industrial users or the officer users for the Department of Commerce and Industries through the Single Window Portal. With the help of this document the authorized user gets the detailed information on navigations of links and sub-links.

2. How to Get Started

Enter the application URL (https://oneclick.cgstate.gov.in) in the browser and the page navigates to the Home page of the SWS application.

3. How to Register

To access the Single Window Portal, investors must register and create new login details. An OTP will be sent for email and mobile verification, allowing portal login.
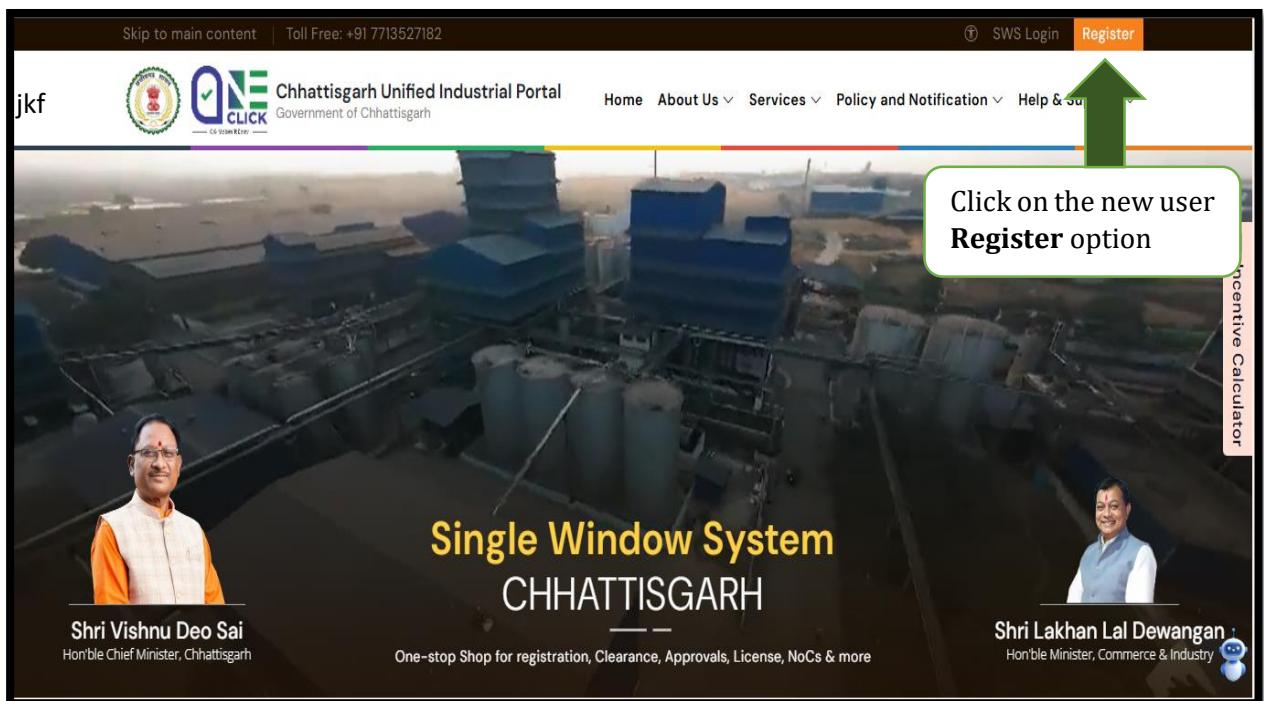

Figure 3.1: Homepage Screen

Figure 3.2: Industrial User Registration Screen

After clicking the **Validate** option, a confirmation pop-up will appear on the screen as a **Figure 3.3**.
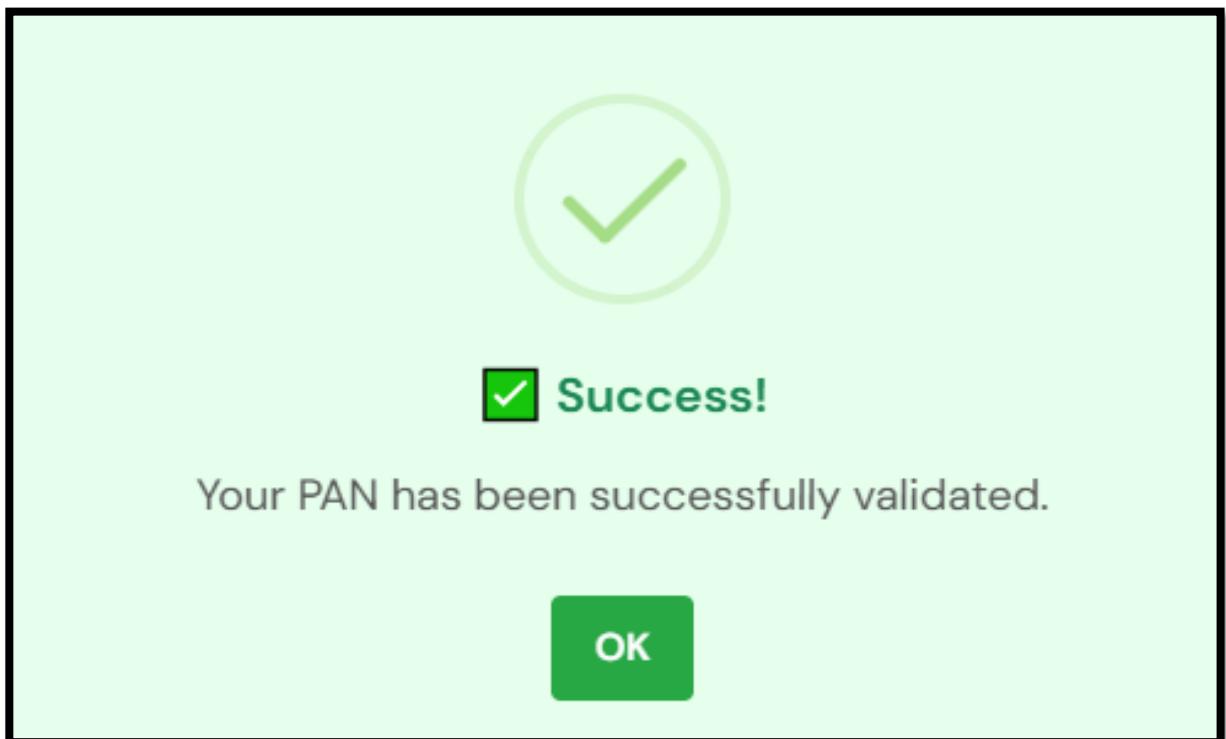
Figure 3.3: Confirmation Pop-up

Users enter the **Applicant's Details** and **Office Address** section

After the validation of the PAN number, the **User ID** is auto-filled, enter the **Password** and **Confirm Password**

For security purpose, Select the **Secret Question** from the drop down menu and enter the **Secret Answer** and **Next** option

Further for verification, an OTP is sent to the registered Mobile Number and the Email ID.

Enter the **OTP** number and click the **Confirm** option

Figure 3.4: OTP Screen

After clicking the Confirm option, a confirmation pop-up will appear on the screen as shown in **Figure 3.5**. In the pop-up, it displays the User ID number, and the information is also sent to the registered Email ID and Mobile Number.
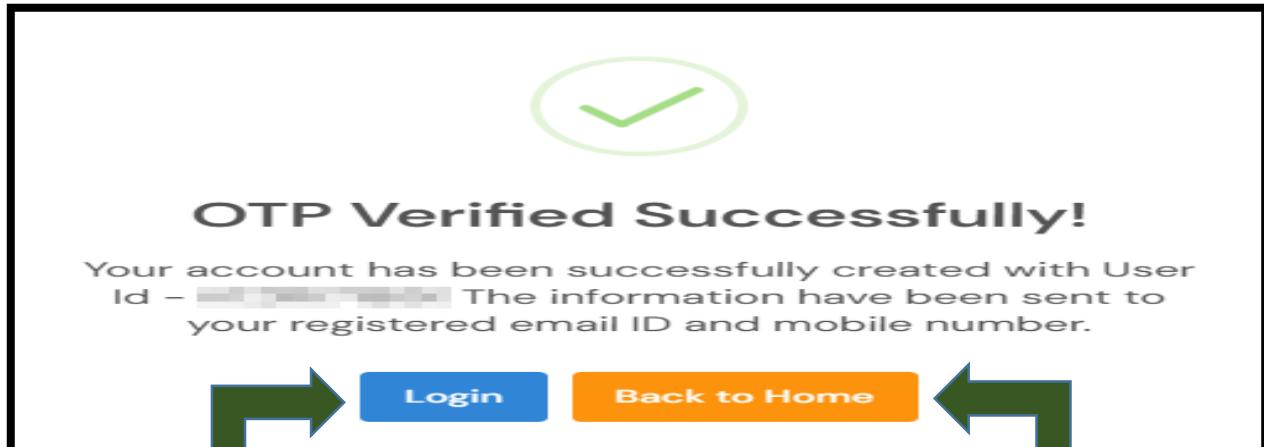
Figure 3.5: Confirmation Pop-up

To login with the user credentials, click on the **Login** option

To go back to the home page, click on the **Back to Home** option

4. How to Login

After successfully registering, the user to login with the credentials into the application in the Login page as a **Figure 4.1**.

Enter the **User Name,** received in the registered email ID or mobile number

Enter the **Captcha**, which is shown on the side and click **Next** option

Figure 4.1: Login Screen (A)

The Login page (as shown in Fig. 4.2) offers two login methods: **Login with Password** or **Login with OTP**. Choose your preferred option, then enter either your password or the OTP number to proceed.

Figure 4.2: Login Screen (B)

After successful login, the page navigates to the Dashboard of the Investor (refer fig 4.3).
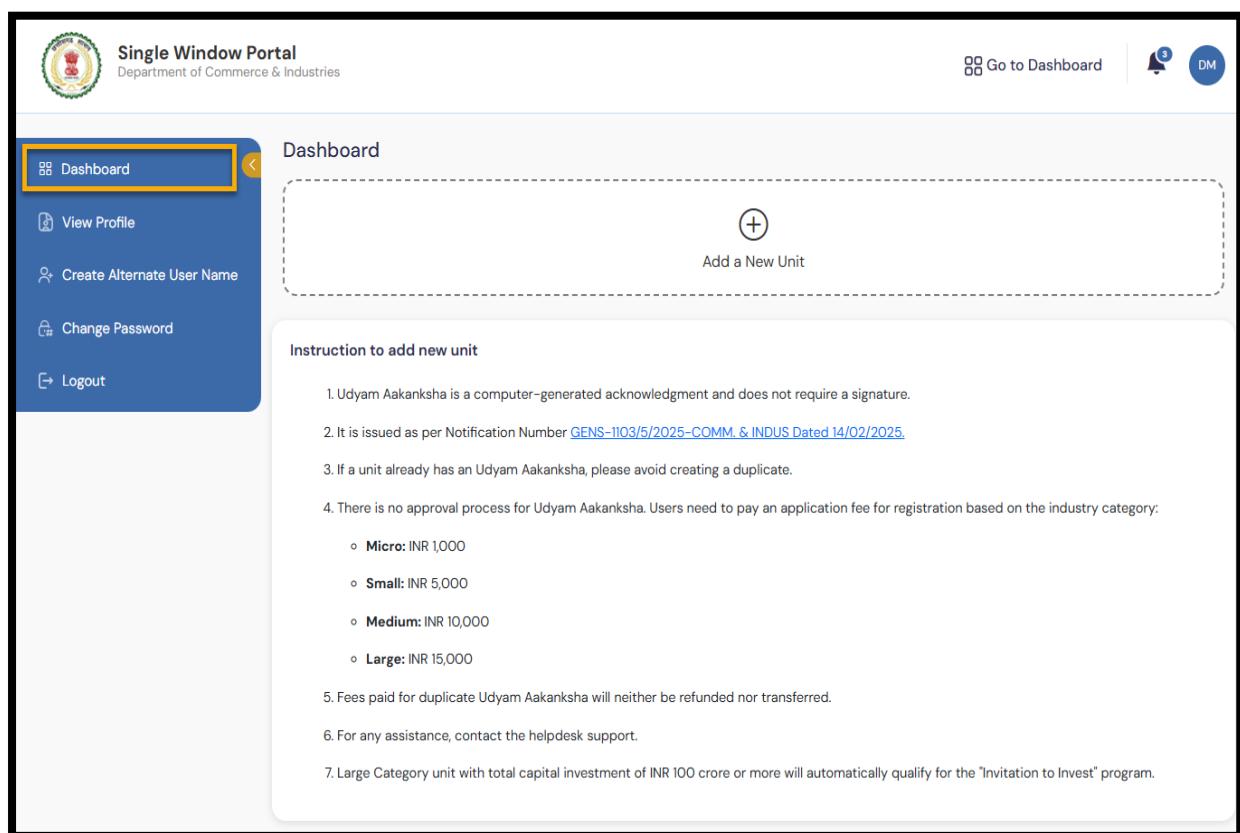
Figure 4.3: Dashboard

5. Forgot Password

If the user forgets the password, the user can change the password by the mobile number.

Figure 5.1: Login Screen

Figure 5.2: Forgot User Name Screen

Further for verification, an OTP is sent to the registered Mobile Number or the Email ID.
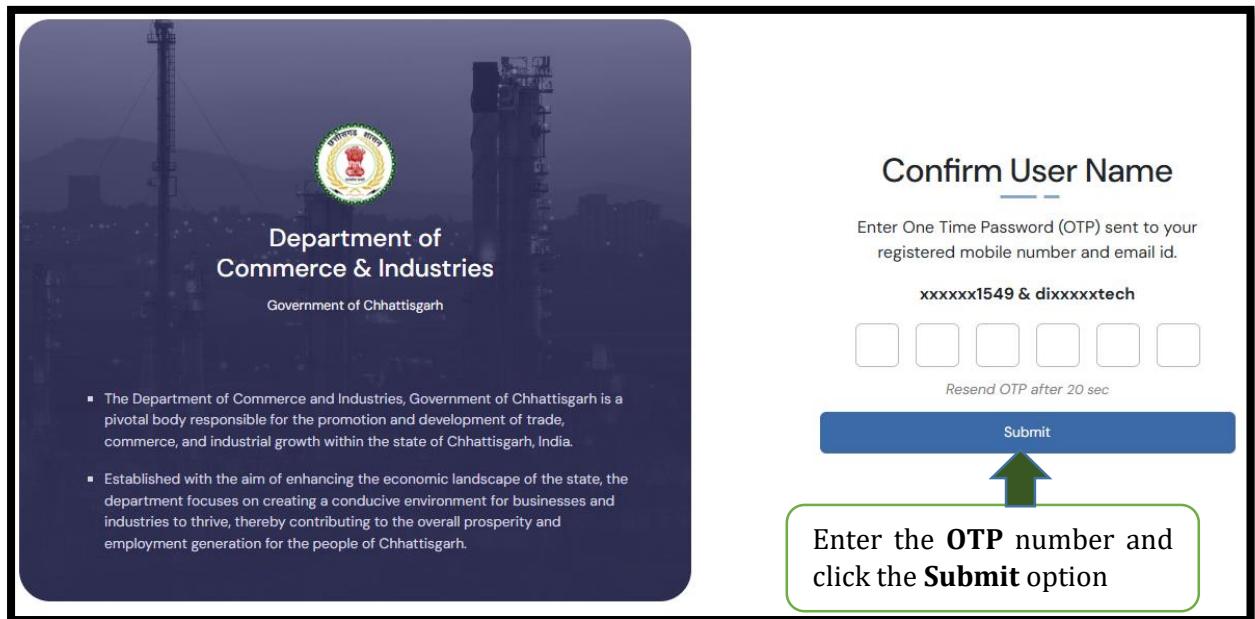
Figure 5.3: Confirm User Name Screen

After clicking the Confirm option, a confirmation pop-up will appear on the screen as shown in **Figure 5.4**.
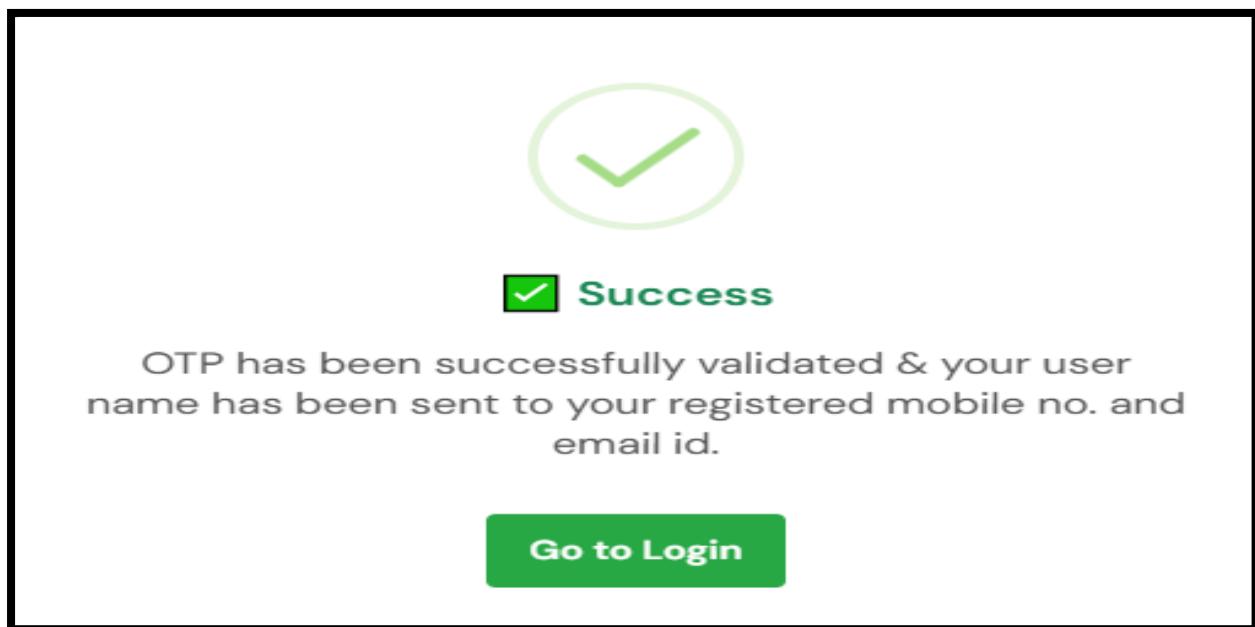
Figure 5.4: Confirmation Pop-up

Referring to **Figure 5.4**, in the confirmation pop-up, it displays the OTP is validated and the user name is sent to the registered mobile number and email ID. Change the password or username and login with the new credentials.