



# Single Desk Portal Registration

**USER MANUAL**

**Department of Industries,  
Government of Andhra Pradesh**

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# SINGLE DESK PORTAL USER MANUAL

## INTRODUCTION

**S**ingle Desk Portal is a comprehensive One-Stop-Shop for all investment & business related information and services, providing unified access to multiple regulatory authorities and facilitating electronic payments for all clearances. The main features of the Single Desk Portal are as below.

- Dashboard view of clearances in pipeline
- Mandating time-bound delivery of services
- Comprehensive checklist of for all requisite approvals
- Incentives under Industrial Policy 2015-20 to be facilitated
- Single front-end portal interface across multiple departments
- Common Application Form (CAF) across multiple departments
- Transparent, unified, one-stop solution for investors with SLAs
- Integration of requisite pre-establishment and pre-operation stage clearances
- Investor onboarding without need for physical interaction with various departments
- Institutional arrangements for Single window clearances through State & District Bureau
- Channel for routing queries and interacting with departments for additional documentation

## SALIENT FEATURES

Figure 1: Salient Features of Single Desk Portal

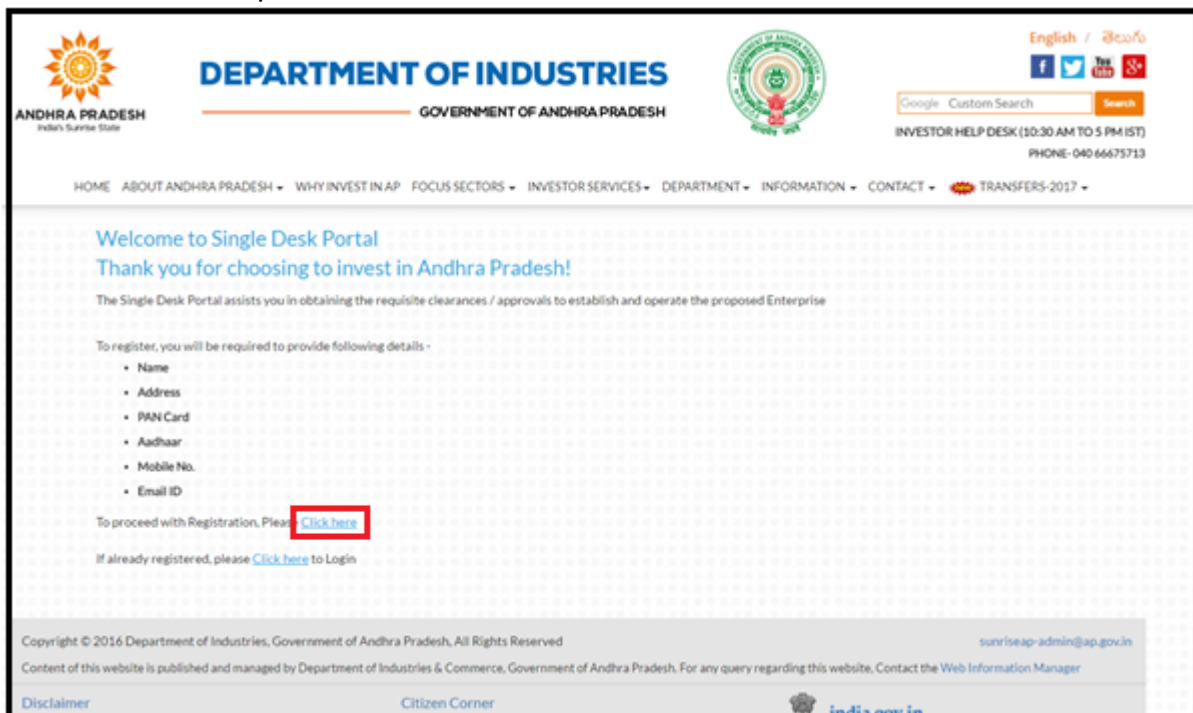
When you access the [Single Desk Portal](#)<sup>1</sup>, Home Screen (as shown in Figure 2) would appear.



Figure 2: Home Screen

From the Home page the Users can login into their respective accounts by clicking on one of the four icons displayed on the screen, depending upon which type of user he/she is. There are mainly two types of users.

### 1. Entrepreneur Users



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r.



Figure 3: Start A New Enterprise

1. In order to register, click on the link highlighted in the figure above. The user would be directed to following screen (Figure 4)

The screenshot shows the 'SINGLE DESK ENTREPRENEUR REGISTRATION' form. The form is divided into four steps: 1. Personal Details, 2. Contact Details, 3. Documents Upload, and 4. Declaration. The 'Personal Details' step is currently active. It contains several input fields: Designation in Firm (dropdown), First Name, Middle Name, Last Name, Relation Name, Date of Birth, PAN, and Confirm PAN. A 'Next >>' button is located at the bottom right of the form. The footer contains copyright information and contact details.

Figure 4: Register as a new user

2. The User should enter their Personal details like Name, PAN Card number, Aadhar ID and Contact details<sup>2</sup> mobile number, Address, Pin code, Email ID.
3. Fields marked \* are mandatory.
4. User should upload the documents in the Documents upload field
5. User will receive the OTP to the registered mobile number.
6. After Entering all the OTP User should click on 'Submit' button.
7. After clicking on submit button (Figure 5) as below.

You are registered with single Desk portal. Password has been sent to your registered Mobile number and email id

The screenshot displays the 'SINGLE DESK ENTREPRENEUR REGISTRATION' page. At the top, there is a navigation bar with the Department of Industries logo and the Government of Andhra Pradesh emblem. The page features a progress indicator with four steps: 1 Personal Details, 2 Contact Details, 3 Documents Upload, and 4 Declaration. The current step is 3, 'Documents Upload', which is highlighted in yellow. Below the progress bar, there is a text input field for entering a 6-digit One Time Password (OTP) sent through SMS. A red box highlights the input field. Below the input field, there is a link to 'Click here to resend OTP'. A checkbox is present with the text 'This is to certify that the information furnished is true and correct to the best of my knowledge and belief'. A note below the checkbox states: 'Note: For delegating the authority for use of SDP to any other official in your organization, Please use User management to delegate the responsibility'. At the bottom of the form, there are 'Submit' and 'Cancel' buttons. The footer contains copyright information, a disclaimer, privacy policy, and contact details for the Citizen Corner.

Figure 5: Successful Registration

Please Note:

- User can register only once with the particular Mobile number and Email ID.
- All the status details would be send to the user immediately through the Message on your registered mobile number and Email Id.