



Department of Social Justice & Empowerment

Ministry of Social Justice & Empowerment
Government of India

USER MANUAL – BO USER REGISTRATION

BO USER REGISTRATION

This document contains step-wise procedure for registration of BO Users at all levels –
District, State and Centre

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1. GETTING STARTED



The BO User needs to enter the url <https://grants-msje.gov.in/bo-login> in any internet browser. The adjoining home page will appear.

2. REGISTRATION



The new user needs to first register on the eAnudaan portal. To register, click on **Register as BO** button as shown in the above figure.

Note: If the user already has active id, then he can log on directly to the system by providing User ID and Password and clicking on Login.

The following form will appear for registration as BO user:

Step 1 : User Details

The screenshot shows a web form titled "USER REGISTRATION". It is divided into several sections:

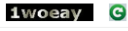
- Login Details:** Includes a "User ID" field with the value "Test123.ABC". A note below states: "User ID must contain 6 to 20 characters. valid characters are a-z, A-Z, 0-9, at sign (@), the underscore (_), the period (.) and the dash (-). Spaces are not permitted."
- Role Profile:** Includes "Role Type" (radio buttons for Central Ministry, State Level, District Level, PMU Official), "Role" (dropdown menu with "District Officer" selected), "State" (dropdown menu with "DELHI" selected), and "District" (dropdown menu with "NORTH" selected). There is also a "Scheme Name" section with a list of options (OBC, DRUGS, JPOP, ADIP, SC, FCC, SHRESHTA, SHILE, DORE) and a note: "(Use the <Ctrl key + Mouse Click> to select multiple options)".
- Personal Details:** Includes fields for "First Name" (TEST), "Middle Name", "Last Name" (TESTNIC), "Mobile No." (9717477236), and "Email" (doc.writer-mosje@supportgov.in).
- Office Details:** Includes fields for "Designation" (Content Writer), "Address Line 1" (A5), "Address Line 2", "City" (New Delhi), "Address Line 2", "City", "Pincode", "Office Phone", and "Fax".
- Verification Image Code:** Shows a CAPTCHA image with the code "zs01a3" and a note: "Type the characters you see in the picture above." Below the image are three buttons: "Verify OTP & Register", "Generate OTP", and "Back".

The user needs to enter the following details correctly for successful registration as a BO user on eAnudaan portal:

- UserID** : The user can choose his/her UserId including [alphabets a-z, A-Z, numbers 0-9, characters @, underscore(_), period (.) and dash (-)]. Spaces are not permitted to be used in the UserId field.
- Select **Role Type** [Central Ministry/ State Level/ District Level/ PMU]. The District Officer needs to select **District Level** in role.
- Choose **Role** as District Officer from drop down
- Select **State** and **District**
- Select **Schemes** that have been assigned to the district officer
- Enter all **personal details** correctly
- Click on **Generate OTP** to get OTP on provided email/Mobile number

Once the user clicks on **Generate OTP**, he needs to enter OTP sent on registered email id/mobile number and click on **Verify OTP and Register**.

Step 2: User Verification

Email *	doc.writer-mosje@supportgov.in
Office Details	
Designation *	Content Writer
Address Line 1 *	A5
Address Line 2	
City *	New Delhi
Pincode *	110021
Office Phone *	01124364461
Fax	
User Verification :	
OTP received on Mobile: *	<input type="text"/>
	OR
OTP received on Email: *	<input type="text"/>
	Enter OTP received either on mobile or e-mail
Password *	<input type="password"/>
	Enter Password
	The password must contain 8-15 characters. It should also have one upper case letter, one number and at least 1 special (@,_,.,-) characters. Valid characters are letters (a-z, A-Z) and numbers (0-9). The password is case sensitive.
Confirm Password *	<input type="password"/>
	Retype the Password
Verification Image Code :	
Verification Code: *	 Type the characters you see in the picture above.
	<input type="text"/>
	<input type="button" value="Verify OTP & Register"/> <input type="button" value="Re-Generate OTP"/> <input type="button" value="Back"/>

Once OTP is verified by the system, the user will get notification via email for account activation before getting on-boarded on eAnudaan portal.

3. USER ACTIVATION

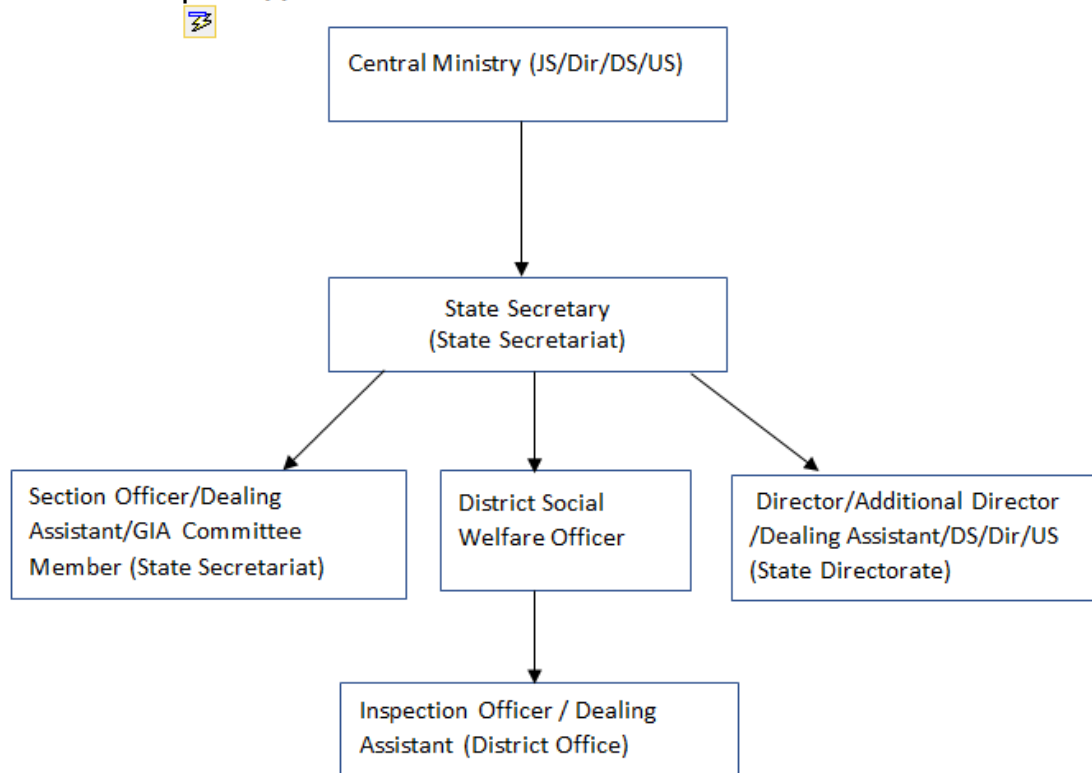
Once userID of a particular officer is created and approved by either Under Secretary//Deputy Secretary/Joint Secretary (in case of DA/SO)/State Secretary), the JS/DS BO user will get activated on the eAnudaan portal.

Once his registration is approved, he can log in to the system.

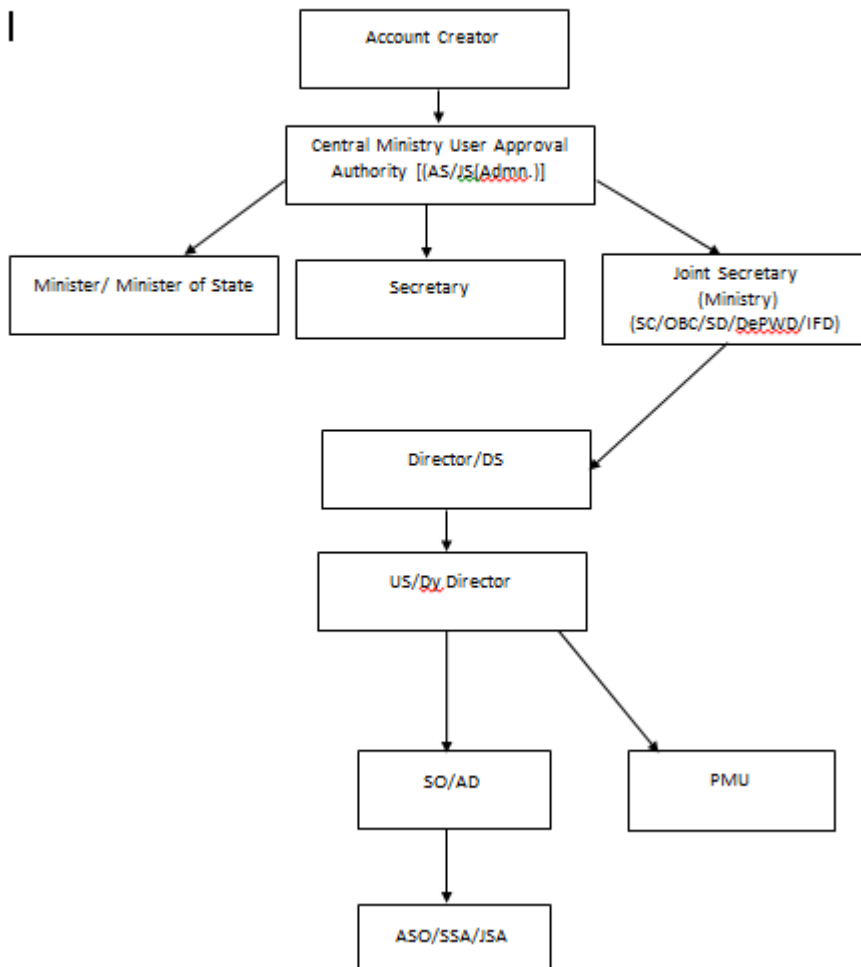
4. USER APPROVAL

Approval and Process Flow

User Approval: State Level



User Approval: Central Level



5. LOGIN

- a. Once OTP is verified successfully, the user can login through the following screen
- b. User is required to enter UserID as registered previously and provide Password as chosen by him while registration as BO.
- c. Enter auto-generated characters as displayed on the login screen.
- d. Click Login



5. FORGOT PASSWORD

If the user has forgotten his/her password, then he can click on Forgot password link as shown: OTP will be sent on user's mobile and email id to reset the password by verifying OTP.



The screenshot shows a login form titled "Registered BO User Login". It contains the following elements:

- A label "User ID" above a text input field.
- A label "Password" above a text input field.
- A label "Type the characters you see in the picture below." above a text input field.
- A CAPTCHA image showing the characters "4tmsb6" and a green circular icon with a white 'C'.
- A link "Forgot Password?" to the left of a blue "Login" button.
- A link "Login by Registered NGO" at the bottom.