User Manual

of

Entity Registration



Infotel Connect



1. Entity Sign-up

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

a) **Registration**

- Visit website: www.pingconnect.in. •
- On the landing page click on "login & Register" button. •

Welcome to	
Connect Enterp	rise Solutions
Securing all commercial communication by technology and minimize the spam and unso	harnessing blockchain enabled blicited communication to all subscribers
Login & Register	
Figure 1 1	



It will redirect you to another page where you can select your area of operations. •

Enterprise Solutions
Select the type of operation
to login or register account *
 As Entity As Telemarketer
Next

Figure-1.2

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



- 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.

Ē	Argenise Solutions	
Entity Registration Form		
Name Of Organization *	Entity Type *	
Enter Organization Name	Select Entity Type	
Parent Entity (If any)	Email * 🕡	
Enter Parent Id	Enter Email	
Category of Organization *		
Select Organization	T	

Figure-1.4

Company Address	
CURRENT	REGISTERED Same As Current
Address Line 1 *	Address Line 1 *
Enter Address	Enter Address
Address Line 2 * ;eth	Address Line 2 *
Enter Address	Enter Address
Country *	Country *
Select Country	Select Country
State *	State *
Select State	Select state
City *	City *
Select City	Select city
PIN Code *	PIN Code *
Enter PIN Code	Enter PIN Code
Phone No. *	Phone No. *
(+91)	Enter Phone No.

Figure-1.5

PAN Number * ① Upload PAN * ① EXAMPLE : NAMES1234A Choose File No file chosen CNV GST/ TAN ① Upload CIN/ GST/ TAN ① Enter CIN/ GST/ TAN Number Choose File No file chosen Proof Of Identity • Choose File No file chosen Proof Of Address • • Choose File No file chosen Other Documents ② • Choose File No file chosen Other Document Type • Choose File No file chosen Virgure 1.6. Mobile No * Enter Name (+91) Authorization Document * Designation * ② Enter Name • (-91) Enter Name • (-91) I agree with the terms and conditions. *	Documents	
EXAMPLE: NAMES1234A Choose File No file chosen Choose File No file chosen Proof Of Identity- Choose File No file chosen Proof Of Address- Choose File No file chosen Other Documents ③ Enter Document Type Choose File No file chosen Other Documents ④ Choose File No file chosen Other Document Type Choose File No file chosen Choose File No file chosen Choose File No file chosen Other Document * Designation * ④ Choose File No file chosen Enter Osignation * ④ Enter email I agree with the terms and conditions.*	PAN Number * 🕢	Upload PAN * 🕢
CINY GST/ TAN () Enter CINY GST/ TAN Number Froof Of Identity Select Proof Of Identity Choose File No file chosen Proof Of Address- Choose File No file chosen Other Documents () Enter Document Type Choose File No file chosen Choose File No file chosen Other Document () Choose File No file chosen	EXAMPLE : NAMES1234A	Choose File No file chosen
Enter CIN/ GST/ TAN Number Proof Of Identity Proof Of Address* • -Select Proof Of Address* • -Select Proof Of Address* Choose File No file chosen Other Documents ③ Enter Document Type Choose File No file chosen • Other Document Type Choose File No file chosen • Other Document Type Choose File No file chosen • Other No file chosen Choose File No file chosen • Other No file chosen Choose File No file chosen • Other No file chosen Choose File No file chosen • Other No file chosen Choose File No file chosen • Other No file chosen Choose File No file chosen • Enter Name Choose File No file chosen • Enter Designation Choose File No file chosen • Enter Designation Choose File No file chosen • Inter Designation I agree with the terms and conditions.*	CIN/ GST/ TAN ()	Upload CIN/ GST/ TAN ()
Proof Of Identity Select Proof Of Identity Proof Of Address - Select Proof Of Address - </td <td>Enter CIN/ GST/ TAN Number</td> <td>Choose File No file chosen</td>	Enter CIN/ GST/ TAN Number	Choose File No file chosen
Select Proof Of Identity	Proof Of Identity	
Proof Of Address * Select Proof Of Address- Other Documents ③ Enter Document Type Choose File No file chosen Authorized Person Information Name * ③ Authorization Document * Designation * ④ Enter Name (+91) Authorization Document * Designation * ④ Enter Name (+91) Authorization Document * Designation * ④ Enter Name (+91) Authorization Document * Designation * ④ Enter Name (+91) Authorization Document * Designation * ④ Enter Name (+91) Authorization Document * Designation * (+91) Authorization Document * Designation * (-1000000000000000000000000000000000	Select Proof Of Identity	Choose File No file chosen
Stand	Proof Of Address *	
Other Document Type Enter Document Type Choose File No file chosen Wathorization Document * Mobile No * Enter Name (+91) Authorization Document * Designation * (*) Enter Designation Enter Designation Enter email (1 agree with the terms and conditions.*	Select Proof Of Address	Choose File No file chosen
Enter Document Type Choose File No file chosen Name * () Mobile No * Enter Name (+91) Authorization Document * Designation * () Enter Designation Enter email I agree with the terms and conditions. *	Other Documents (j)	
Authorized Person Information Name * () Enter Name Choose File No file chosen Email * () Enter email I agree with the terms and conditions.*	Enter Document Type	Choose File No file chosen
Name * () Mobile No * Enter Name (+91) Authorization Document * Designation * () Choose File No file chosen Enter Designation Email * () Enter email] I agree with the terms and conditions. *	بن بوتین Authorized Person Information	e-1.6
Enter Name (+91) Authorization Document * Designation * () Choose File No file chosen Enter Designation Email * () Enter email I agree with the terms and conditions. *	Name* 🕢	Mobile No *
Authorization Document * Designation * () Choose File No file chosen Email * () Enter Designation Enter email I agree with the terms and conditions. *	Enter Name	(+91)
Choose File No file chosen Email * () Enter email I agree with the terms and conditions. *	Authorization Document *	Designation * 🕢
Email * () Enter email	Choose File No file chosen	Enter Designation
Enter email I agree with the terms and conditions. * Submit	Email * 🕡	
I agree with the terms and conditions. *	Enter email	
Submit	I agree with the terms and conditions. *	

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.

Unique Company Identification * ()	Relevant Document *
Unique Company Identification	Choose File No file chosen
CIN/ GST/ TAN ()	Upload CIN/ GST/ TAN ()
Enter CIN/ GST/ TAN Number	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-1.8

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.

	Thank you for registering with us.	×
Aut Nam	CONNECT Enterprise Solutions	
Aut	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.	
Ema	Enter OTP	
√ I a	retuns Citit retuns Citit	



We have sent an email verification link on your registered company email ld . Please verify your email ld by clicking on the link provided. In case you do not find your email verification request in the inbox, please check your spam folder.



Figure-1.10



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.