

User Manual

(For Applicant)

Online Registration of PM-WANI

Department of Telecommunications

Government of India

07^h January, 2021

Sl. No	Contents	Page No.
1	<u>Section-1</u>	3
1.1	General Introduction	3
2	<u>Section-2 Applicant Part</u>	4
2.1	Registration	4
2.2	First Login	7
2.3	PM-WANI Dashboard	9
2.4	Apply For PM-WANI Certificate	10
2.5	Profile Update	17

Section-1

1.1 General Introduction

SARALSANCHAR' (Simplified Application For Registration and Licenses) a Web based Portal, for Issuing of various types of Licenses and Registration certificates is part of various Digital initiatives being taken by Department of Telecommunications. It is a unified portal to issue various types of Licenses and registrations in a digitized manner which will not only ensure transparency but also make the process more efficient. This will pave the way for a paperless, secure and hassle free platform for various applicants.

Acronyms and Abbreviations

List of the acronyms and abbreviations used in this document and the meaning of each.

- **DoT** : Department of Telecommunications.
- **OTP** : One Time Password.
- **WANI** : Wi-fi Access Network Interface.
- **PDOA**: Public Data Office Aggregator

Section-2

APPLICANT PART

2.1 Registration

(In case you are new to the portal, and have not registered earlier) . Click on the Registration link, available on the Top Navigation bar, or in the Top right sidebar panel. You will be redirected to the below form.

To apply for PM-WANI select Company or *Individual/ Proprietor/ Partnership Firm* in **Registration Type**.

One Time Registration

(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

(Note: "*" fields are mandatory)

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B)license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO
- For WPC Exams/Certificate Select Registration Type Category as Individual (WPC Exams/Certificates)

Applicant Type

Registration Type

CIN*
[**Note : CIN Format is U 12345 MH 1234 ABC 123456 in sub-blocks.]**

Confirm CIN *

Company Name *

Date of Incorporation*

PAN*

Fill in the required information. After filling **Authorized Contact Person** details, you will be required to fill in your **E-Mail address & Mobile Number**. After this you will fill the **CAPTCHA code** before OTP Authentication, as shown below

landline Number	<input type="text" value="23265464547"/>
Fax Number (if any)	<input type="text" value="11113654646"/>
E-mail	<input type="text" value="niteshjoshi535@gmail.com"/>
Mobile Number	<input type="text" value="8932644646"/>
Authorised contact Person /Signatory details	
Name	<input type="text" value="Nitesh Joshi"/>
Designation	<input type="text" value="JTO"/>
Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="Enter Captcha"/> <input type="text" value="82232"/> <input type="button" value="Verify"/>
<input type="button" value="Validate"/> <input type="button" value="Submit"/>	

After successfully verifying the **CAPTCHA Code** you will see the below screen in which there are separate buttons for generating OTP's for **E-Mail address & Mobile Number**. Please click on each button to get the respective OTP's.

Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="82232"/> <input type="button" value="Verified"/>
OTP Authentication	
Mobile OTP	<input type="text" value="Generate OTP"/> <input type="button" value="Validate"/>
E-Mail OTP	<input type="text" value="Generate OTP"/> <input type="button" value="Validate"/>
<input type="button" value="RESET"/> <small>(To reset any change in the above registration form)</small>	
Enter Captcha before submit	<input type="text" value="51358"/> <input type="button" value="Validate"/>
<input type="button" value="Submit"/>	

You will receive **OTP's**, both on your **E-Mail address & Mobile Number** which you entered in the earlier step. Enter the OTP's and click on validate button to verify them.

After verifying the OTP's you will see the below screen. If you want to reset the data then there is a RESET button. If you don't want to reset data then enter the **CAPTCHA CODE** & click on submit to get yourself registered.

Address	<input type="text" value="Haldwani"/>
State	<input type="text" value="UTTARAKHAND"/>
District	<input type="text" value="Nainital"/>
Pincode	<input type="text" value="263139"/>
Landline Number	<input type="text" value="46426265659"/>
Fax Number (if any)	<input type="text" value="54465464646"/>
E-Mail	<input type="text" value="niteshjoshi535@gmail.com"/> <small>OTP will be sent on this mail ID in registration process</small>
Mobile Number	<input type="text" value="8218828589"/> <small>OTP will be sent on this mobile number in registration process</small>
Enter Captcha before OTP Authentication	<input type="text" value="82232"/> <input type="button" value="Verified"/>
OTP Authentication	
Mobile OTP	<input type="text" value="ReGenerate OTP"/> <input type="button" value="Validate"/> Mobile OTP verified
E-Mail OTP	<input type="text" value="ReGenerate OTP"/> <input type="button" value="Validate"/> Mail OTP verified
<input type="button" value="RESET"/> <small>(To reset any change in the above registration form)</small>	
Enter Captcha before submit	<input type="text" value="51358"/> <input type="button" value="Validate"/>
<input type="button" value="Submit"/>	

After successfully registration you will see the below screen.



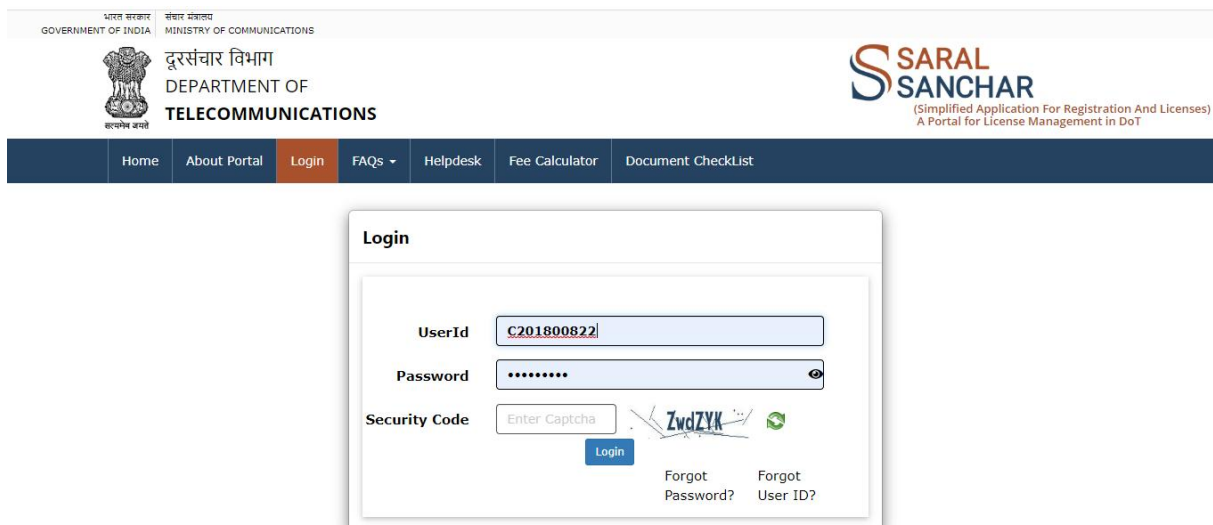
The user credentials will be sent to the **E-Mail address** of the applicant.

Note: Only Company can apply for PM-WANI Certificate.

2.2 First Login

Click on the Home Button on the above page. On the **home page** go to the **Login** button available on the **top Navigation bar** and the **top right sidebar panel**.

Enter your credentials in the login forms as shown below, after entering the **CAPTCHA CODE** Click on **LOGIN BUTTON**.



After clicking the Login button you will be redirected to the below page, in which you will be asked to **change your password**.



Change Password

New password

Confirm password

[Generate OTP](#)

Enter OTP

[Submit](#) [Reset](#)

Password Pattern

Password must contain at least 1 Upper Case Letters.
Password must contain at least 1 Digits.
Password must contain at least 1 Special Characters.
Password must contain at least 8 characters.

Enter the **New Password** & confirm the New Password (*The password must be according to the instructions appearing on the right side of the page as shown above by the red arrow*) & then click on **Generate OTP** button. An OTP will be sent to your mobile phone. Please enter the OTP and click on submit button. There is also a reset button to reset the above data. After submit you will be directed to this page. Click on the **APPLY NOW** button (Shown *by red arrow*) on the WPC tab.

भारत सरकार
GOVERNMENT OF INDIA

संचार मंत्रालय
MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

LogOut (User id: BS201800175)

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

Home Change Password Helpdesk

Orders/Circulars Document CheckList

Welcome aman (BSNL)

Status Of Applications

10 UL Apply Now	3 UL-VNO Apply Now	242 WPC Apply Now	0 OSP Apply Now	2 SACFA Apply Now	0 PM-WANI Apply Now
-----------------------	--------------------------	-------------------------	-----------------------	-------------------------	---------------------------

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

2.3 PM-WANI Dashboard

After clicking on PM-WANI block, following dashboard will be available.

Not secure | 210.212.169.196/common/waniDashboard.php

GOVERNMENT OF INDIA
दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

Home Change Password Update Profile Helpdesk

Welcome aman (BSNL)

Current Applications History Applications

PDF EXCEL Search:

Sr.No.	Application Id	Application Submitted date	Application Status	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

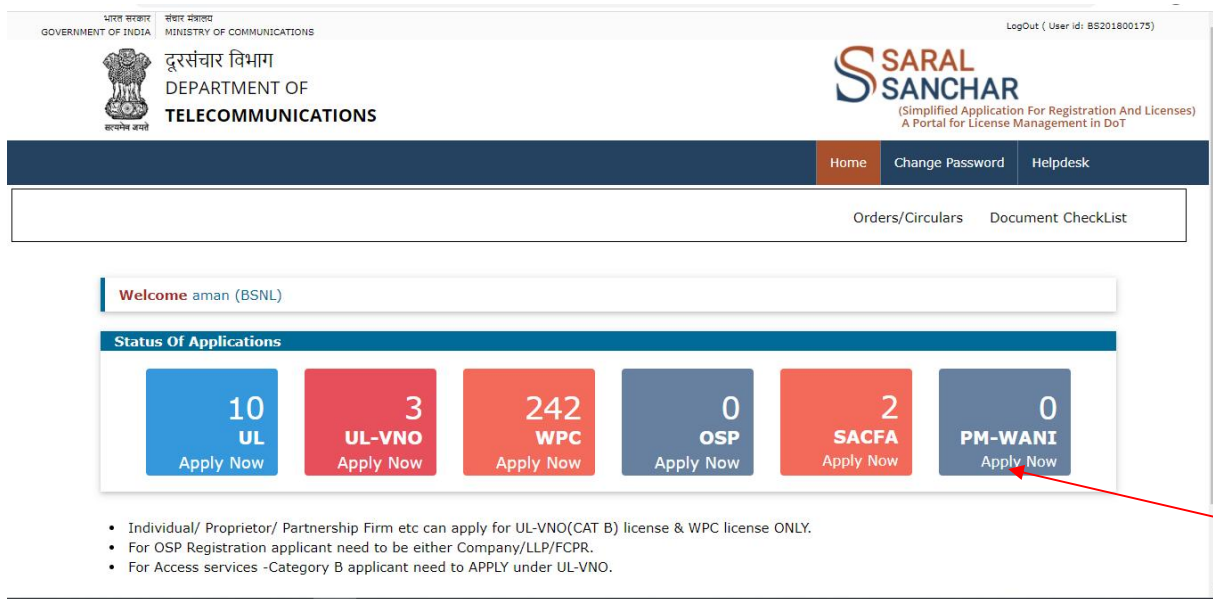
11:21
07-01-2021

Here on dashboard, applicant can see following tabs.

a) **Current Applications**: Once application saved and application id created , it will be appear under this tab till certificate issued.

b) **History Applications**: Once Certificate Issued it will be available under History Applications tab.

2.4 Apply For PM-WANI Certificate:



भारत सरकार | संघटन विभाग
GOVERNMENT OF INDIA | MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
(Simplified Application For Registration And Licenses)
A Portal for License Management in DoT

LogOut (User id: BS201800175)

Home Change Password Helpdesk

Orders/Circulars Document CheckList

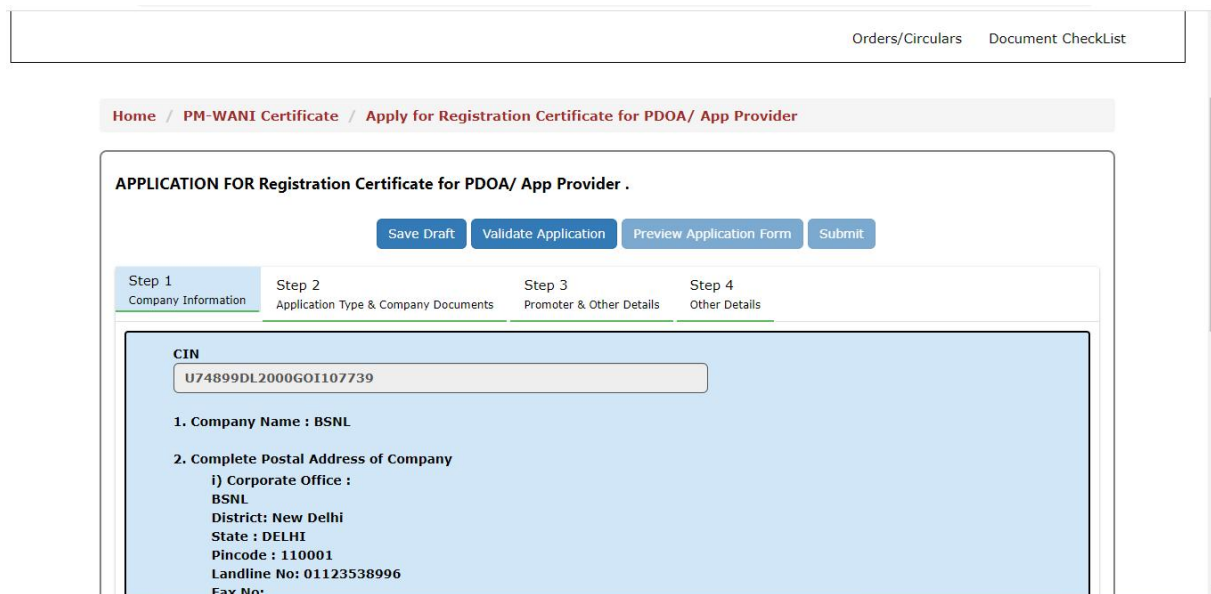
Welcome aman (BSNL)

Status Of Applications

10 UL Apply Now	3 UL-VNO Apply Now	242 WPC Apply Now	0 OSP Apply Now	2 SACFA Apply Now	0 PM-WANI Apply Now
-----------------------	--------------------------	-------------------------	-----------------------	-------------------------	---------------------------

- Individual/ Proprietor/ Partnership Firm etc can apply for UL-VNO(CAT B) license & WPC license ONLY.
- For OSP Registration applicant need to be either Company/LLP/FCPR.
- For Access services -Category B applicant need to APPLY under UL-VNO.

On clicking Apply Now Link in PM-WANI Block, following screen will appear.



Orders/Circulars Document CheckList

Home / PM-WANI Certificate / Apply for Registration Certificate for PDOA/ App Provider

APPLICATION FOR Registration Certificate for PDOA/ App Provider .

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Application Type & Company Documents Step 3 Promoter & Other Details Step 4 Other Details

CIN
U74899DL2000GOI107739

1. Company Name : BSNL

2. Complete Postal Address of Company
i) Corporate Office :
BSNL
District: New Delhi
State : DELHI
Pincode : 110001
Landline No: 01123538996
Fax No:

2.4.1 Step 1

Company Information: In this step shows company details and authorized person details which were filled during registration.

Once "Save Draft" is clicked application id will be attached to application and further actions will be taken on the same. Applicant will be able to upload the documents.

Browser tabs: Gmail, SaraSanchar | Home, PM-WANI License, Zone Leads, Cart, Hyundai Santro Compo

Not secure | 210.212.169.196/wani/wani_cert_apply.php#step-1

Buttons: Save Draft, Validate Application, Preview Application Form, Submit

Step 1: Company Information | Step 2: Application Type & Company Documents | Step 3: Promoter & Other Details | Step 4: Other Details

CIN
U74899DL2000GOI107739

1. Company Name : BSNL

2. Complete Postal Address of Company

i) Corporate Office :
BSNL
District: New Delhi
State : DELHI
Pincode : 110001
Landline No: 01123538996
Fax No:
Email : drtk@eds.ut

ii) Registered Office :
BSNL
District: New Delhi
State : DELHI
Pincode : 110001
Landline No: 02025871366
Fax No:
Email : mmff@frg.ed

3. Authorised contact Person /Signatory details :

Name: aman
Desg: CEO
Add: bsnl
District: New Delhi
State: DELHI
Pincode: 110001
Landline No: 02025871366
Fax: 01123539875
Mobile No: 8076020849
Email: nbh2k62@gmail.com

• The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

Buttons: Previous, Next

Buttons: Save Draft, Validate Application Form, Preview Application Form, Submit

Press "next" button to go to next step.

2.4.2 Step 2

Applicant Type & Company Documents:

In this step select Application Type and upload Copy of registration.

The screenshot shows a web browser window with the URL `210.212.169.196/wani/wani_cert_apply.php#step-2`. The page title is "APPLICATION FOR Registration Certificate for PDOA/ App Provider". The form is divided into four steps: Step 1 (Company Information), Step 2 (Application Type & Company Documents), Step 3 (Promoter & Other Details), and Step 4 (Other Details). Step 2 is currently active. It contains a dropdown menu for "4. Application Type" with options "Select", "PDOA", and "App Provider". Below this is a section for "5. Certified copy of Registration" with a sub-section "A. Copy of registration (in pdf format only)" containing a "Choose File" button, "No file chosen" text, and an "Upload" button. At the bottom of the form, there is a red note: "The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in." and "Previous Next" navigation buttons. The top and bottom of the form have "Save Draft", "Validate Application", "Preview Application Form", and "Submit" buttons.

Note: Size of pdf document should be less than 1MB.

2.4.3 Step 3

Promoter & Other Details:

APPLICATION FOR registration Certificate for FDI/ App Provider .

Save Draft Validate Application Preview Application Form Submit

Step 1 Company Information Step 2 Application Type & Company Documents Step 3 Promoter & Other Details Step 4 Other Details

6.(a)Details of equity holding of Promoters / Partners in the Company .

Name Of Promoter	Designation	Nationality	Equity%age

(b) Equity details(in percentage) .Total of Indian and foreign should be 100.

Indian Foreign

(c) Note:FDI (Foreign Equity: Direct + Indirect) up to 49% under automatic route and beyond 49%.

FDI Percentage

Certificate of Approval of Government of India(Document Digitally signed pdf format only).

Choose File No file chosen Upload

The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

Previous Next

Here enter promoter details and other details

Note: Size of pdf document should be less than 1MB.

2.4.4 Step 4

Other Details:

The screenshot shows a web browser window with several tabs open. The active tab is titled "wani/wani_cert_apply.php#step-4". The browser address bar shows "Not secure | 210.212.169.196/wani/wani_cert_apply.php#step-4". The page content is a multi-step application form. At the top, there are four steps: Step 1 (Company Information), Step 2 (Application Type & Company Documents), Step 3 (Promoter & Other Details), and Step 4 (Other Details). Below the steps, there are two main sections for document uploads:

- 7. Board resolution authorizing the Authorized Representative to apply for the registration .**
Board resolution authorizing the Authorized Representative to apply for the registration(in pdf format only)
Choose File No file chosen Upload
- 8. Other Document if any(document digitally signed).**
Other Documents if any(Document Digitally signed pdf format only)
Choose File No file chosen Upload

Section 9: Certificates / Undertaking:

- A. I hereby certify that I have carefully read the guidelines for registration as Public Data Office Aggregator (PDOA) / App Provider and I undertake to comply with the terms and conditions therein.
- B. I undertake to comply with the applicable extant laws, Rules, Regulations, Directions, and Orders, relating to establishing, working, and maintaining telegraphs, issued from time to time.
- C. I understand that if at any time any averments made or information furnished for obtaining the registration is found incorrect then my application, and the registration if granted thereto on the basis of such application, will be cancelled.

Please Refer these Guidelines

Place:

Date:

Kindly accept the declaration and the tick the checkbox .

- The certificate for digitally signed document should be from Licensed CAs as per cca.gov.in.

Previous Next

Save Draft Validate Application Form Preview Application Form Submit

Once the details are added then validate application using "Validate Application" button and if validated successfully then "Preview Application Form" and "Submit" button will be activated. On clicking "Preview Application Form", you will get application in pdf format. Read declaration carefully and select the checkbox I ACCEPT THE ABOVE CONDITIONS.

After submitting the application you will be redirected to dashboard for uploading signed application.

Welcome aman (BSNL)

Current Applications History Applications

PDF EXCEL Search:

Sr.No.	Application Id	Application Submitted date	Application Status	Action
1	WN20210036		Upload Signed Application	Upload Signed Application

Showing 1 to 1 of 1 entries

Previous 1 Next

2.4.5 Upload Signed Application:

भारत सरकार
 GOVERNMENT OF INDIA

संचार मंत्रालय
 MINISTRY OF COMMUNICATIONS

दूरसंचार विभाग
 DEPARTMENT OF
TELECOMMUNICATIONS

SARAL SANCHAR
 (Simplified Application For Registration And Licenses)
 A Portal for License Management in DoT

Home Change Password Update Profile Helpdesk

Home / PM-WANI / Upload Signed Application -Application Id: WN20210036

Upload Signed Application

Download Application: [Download Application](#)

Upload Digitally Signed Application:

No file chosen [Upload](#)

No file chosen

[Submit](#)

Here download application pdf file and upload the digitally signed application pdf file.
 After submitting above form, application will be for available for scrutiny in LSA dashboard.

After submitting above form, application will be for available for scrutiny in LSA dashboard and applicant side dashboard will be as shown below.

Government of India, Ministry of Communications, Department of Telecommunications. SARAL SANCHAR (Simplified Application For Registration And Licenses) A Portal for License Management in DoT.

Welcome aman (BSNL)

Current Applications | History Applications

PDF | EXCEL | Search: []

Sr.No.	Application Id	Application Submitted date	Application Status	Action
1	WN20210036	07-01-2021	Application submitted	Application scrutiny in process

Showing 1 to 1 of 1 entries | Previous | 1 | Next

In this dashboard , you can check 4 different buttons.



- a)Application History : Here Applicant can check application flow history.
- b)Uploaded Application pdf file: Here Applicant can check uploaded application pdf file.
- c)Attachments :Here Applicant can check attachment files which are uploaded with application file.

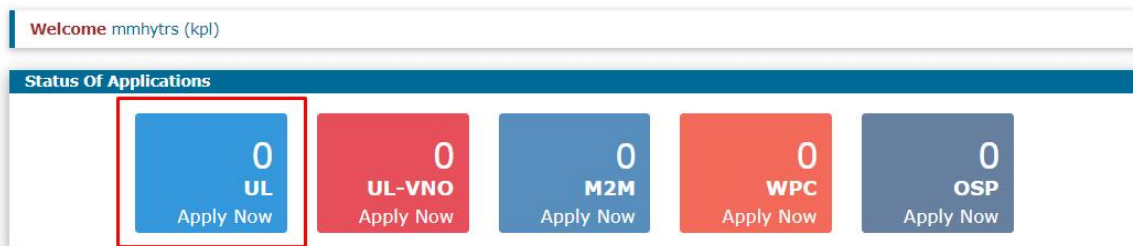
Once the application is scrutinized successfully, LSA will issue Certificate .On Dashboard applicant can check status of application.

2.5 Profile Update

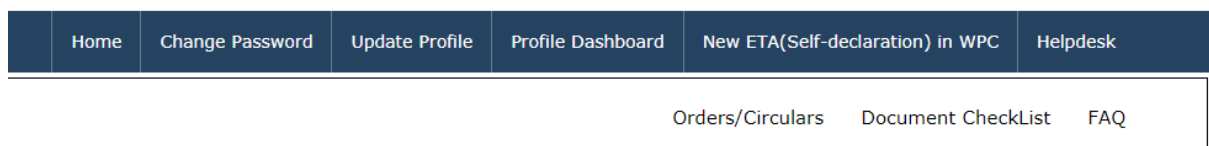
If no **application** is in process in any module OSP/ UL / UL-VNO /WPC then Profile Update without Scrutiny form will appear in **all modules**. User can update multiple times in any module until application applied stage.

STEPS:

1. after user login, click on any module



2. Click on Update Profile



3. Update profile without scrutiny form will appear.

Updation Of Registration Profile
(For Creation of users other than Govt.Agencies/PSU/Autonomus Body).

Registration Type

Registration Type	<input type="text" value="Company"/>
CIN	<input type="text" value="u58974gj3654res854796"/>
Company Name *	<input type="text" value="kpl"/>
Date of Incorporation*	<input type="text" value="15-02-2000"/> <input type="button" value="clear"/>
PAN*	<input type="text" value="aalpv3852g"/>

Complete Postal Address of Company

User can update profile multiple times until new application is applied stage.