

STEPS TO CREATE UNIQUE ID IN NGO DARPAN WEB PORTAL

APPLY ON COMPUTER OR LAPTOP, DONOT USE MOBILE

- OPEN WEB LINK ON MOZILLA FIREFOX WEB BROWSER = <http://ngodarpan.gov.in>
- CLICK ON LOGIN / REGISTER
- SIGN-UP WITH NAME / MOBILE / EMAIL
- CLICK TO UPDATE NGO / VO PROFILE
 - FILL NGO DETAILS
 - UPLOAD REGISTRATION CERTIFICATE WITH ALL COMPULSARY DETAILS
 - SAVE DETAILS
- MEMBER DETAILS
 - MINIMUM 3 MEMBER DETAILS TO BE FILLED WITH DESIGNATIONS, MOBILE, EMAIL
 - UPLOAD DOCUMENTS LIKE AADHAR CARD FOR VERIFICATION
- CLICK ON SOURCE OF FUNDS
 - SELECT ONE BY ONE, FILL LAST 4 YEARS FINANCIAL DETAILS
 - IT WILL GIVE YOU OPTIONS FROM WHICH SOURCE YOU GET MONEY
 - SELECT OPTION ACCORDINGLY AND SAVE THE DETAILS
 - DO ALL STEPS NORMALLY, DONOT HURRY UP, BROWSER SAVES YOUR DETAILS SLOWLY
- CLICK ON KEY CONTACT INFORMATION
 - FILL ALL BASIC DETAILS REQUIRED
 - SAVE DETAILS
- WORKING DETAILS
 - WRITE FEW LINES IN WORKING PRATICES COLUMN. FOR EXAMPLE – MOTTO OF YOR ORGANISATION
 - WRITE FEW LINES IN ACHIEVEMENTS COLUMN. FOR EXAMPLE – IF OUR NGO HAS GOT ANY RECOGNITION OR ANY AWARD, MENTION DETAILS.
 - SAVE AND SUBMIT ALL DETAILS
- ONCE YOU FILL ALL DETAILS, SAVE THEM, SUBMIT THEM.
- YOU WILL GET NOTIFIED FOR VERIFICATION OF DETAILS THROUGH EMAIL IN 24 HOURS
- ONCE YOU RECEIVE EMAIL FROM NGO DARPAN PORTAL, IT WILL SHOW YOU THAT YOR DETAILS ARE VERIFIED.
- LOGIN YOUR DETAILS ONCE AGAIN, ONCE YOU LOGIN, IT WILL SHOW CREATE UNIQUE ID
- CLICK ON CREATE UNIQUE ID, IT WILL TAKE COUPLE OF MINUTES, IT WILL SHOW YOUR UNIQUE ID, IT WILL BE SAVED IN NGO DARPAN PORTAL.
- LOG-OUT