



National Single Window System

User Guide:

How to reset password, add member, transfer
ownership or reset profile on NSWS

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How to reset password through login page (1/2)

National Single Window System

Sign In

To access your dashboard and apply for approvals.

Email Address*
abc@gmail.com

Password

Sign In [Forgot Password?](#)

Don't have an account? [Sign Up Now](#)

We have 32 Ministries 16 States

Ministry of Atomic Energy Government of India
Ministry of Coal Government of India
Ministry of Culture Government of India
Ministry of Textiles Government of India
Ministry of Chemicals and Fertilizers Government of India
Ministry of Health and Family Welfare Government of India
Ministry of Housing and Urban Affairs Government of India
Department of Commerce Government of India
Government of Tamil Nadu
Government of Telangana
Government of Tripura
Government of Uttarakhand
Government of Punjab
Government of Madhya Pradesh
Government of Odisha
Government of Uttar Pradesh

Go to Investor Login and Click on 'Forgot password?'

National Single Window System

Forgot Password?

Enter your registered email address, and we'll help you set up a new password.

Email Address
*****@.com

Continue [Back to Sign In](#)

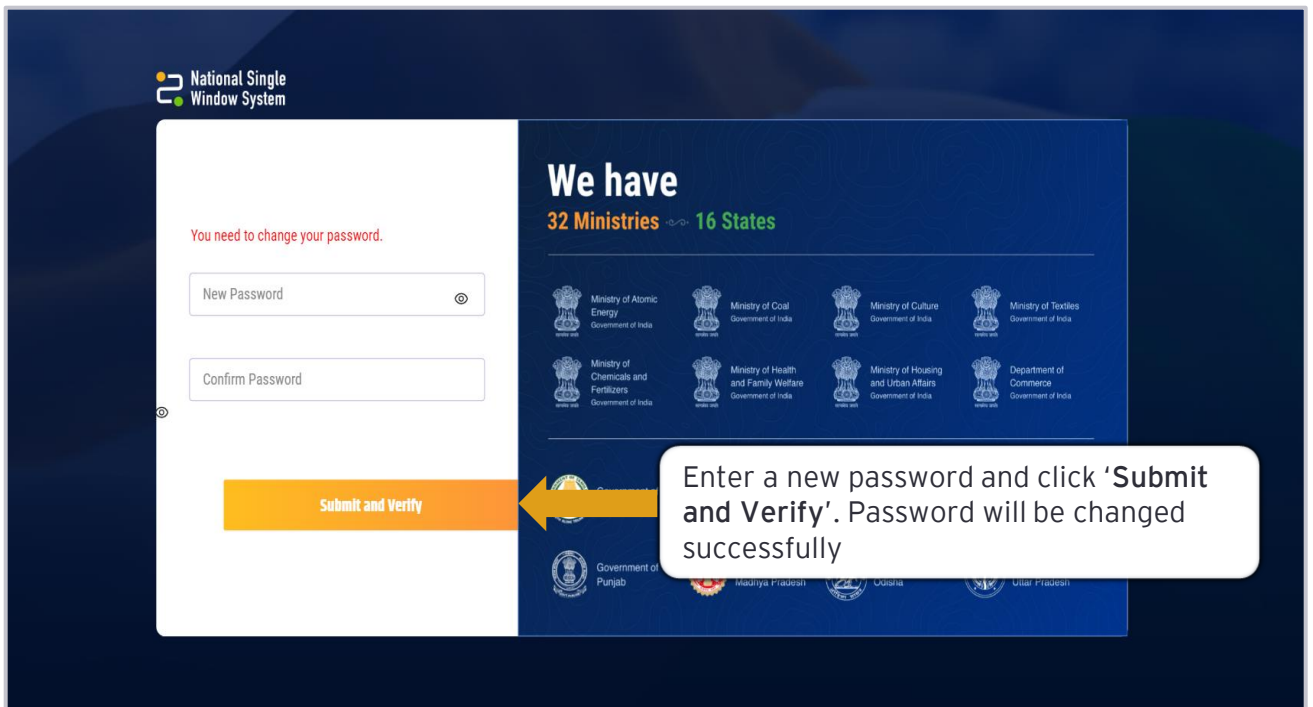
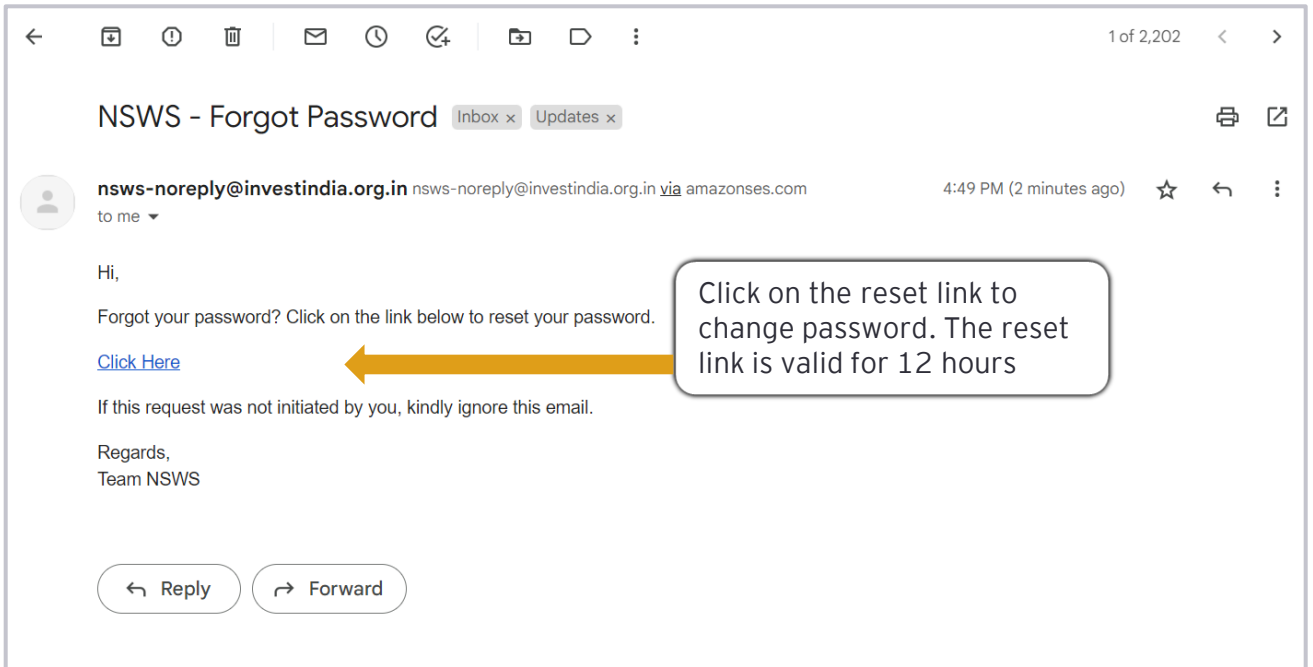
We have 32 Ministries 16 States

Ministry of Civil Aviation Government of India
Ministry of Labour and Employment Government of India
Ministry of Micro, Small and Medium Enterprises Government of India
Ministry of Information and Broadcasting Government of India
Ministry of Defence Government of India
Ministry of Mines Government of India
Ministry of Communications Government of India
Ministry of Fisheries, Animal Husbandry and Dairying Government of India

Enter your NSWS registered email ID and click on 'Continue'. You will get an email on your registered email ID with further instructions to reset password



How to reset password through login page (2/2)



How to change password through profile page (1/2)

Login and go to the Dashboard. Click on the 'Profile' tab

Click on the 'Change Password' button

Profile

Get an easy access and track status of all your applied approvals

Near Vigyan Bhawan, Delhi, Delhi 110011

Registered Address

Near Vigyan Bhawan, Near Vigyan Bhawan, Delhi, Delhi 110011

Authorised Signatory Details

Click here to register your DSC, please fill out the below information.

Name * Designation *

74% Profile Completed

PAN
AAAAHA1689M

Communication Email
an 8@gmail.com

Mobile Number
Enter your mobile number to send status of

Click on the 'Change Password' button

Change Password

Enter details below to change your password

Old Password *

New Password *

Confirm Password *

Change Password Cancel



How to change password through profile page (2/2)

The screenshot shows the NSWS profile page for a user named 'ivate Limited'. A success message box at the top right states: 'Password Changed Successfully. Request processed successfully.' A callout bubble points to this message, stating: 'Success message will pop up on the screen once the password is successfully updated'. The profile page includes sections for 'Postal Address' (Delhi, Delhi 110011), 'Registered Address' (Delhi, Delhi 110011), and 'Authorised Signatory Details'. A progress bar indicates '74% Profile Completed'. The page also features buttons for 'Change Password', 'Company Profile', and 'Company Projects'.

The screenshot shows an email notification from 'nsws-noreply@investindia.org.in' via 'amazonses.com'. The subject is 'NSWS - Password Updated'. The email content reads: 'Greetings from National Single Window System (NSWS). This is to inform that your account password has changed recently. If this was not done by you, kindly contact the application admin at: 1800 102 5841. Regards, Team NSWS'. A callout bubble points to the email, stating: 'Users will receive an email on their registered email ID once the password is successfully updated'. The email interface shows '2 of 2,205' messages and buttons for 'Reply' and 'Forward'.



How to add members using 'Members' tab (1/4)

Only owner of the NSWS account can add members

Test Business

My Dashboard My Documents **Members** Profile

Login to NSWS and click on 'Members' tab, details of account owner are listed by default

Members

View and manage the members you have given access to

Search by member's name **Invite Member**

Member Name	Email	Mobile Number	Role	Status	Actions
ananya Kapoor (ME)	anar@gmail.com		OWNER	Active	Transfer Ownership

Click on '+ Invite Member' to add new members

Invite Member

We will send an invitation link to that member to join NSWS

Email *

beta@gmail.com

Send Invitation **Cancel**

Enter the Email ID of the member and click on 'Send Invitation'



How to send invitation to the member's email ID (2/4)

Members
View and manage the members you have given access to

Member Name	Email	Mobile Number	Role
ananya Kapoor (ME)	an...		OWI
bel...	be...		MEN

Sent Successfully
We've sent an invitation to your member's email

What's next?

- 1 Ask your member to check his/her email and accept the invitation by clicking the "ACCEPT INVITATION" button to become an active user.
- 2 You will be notified once the invitation gets accepted.

Got it!

Invitation From NSWS

nsws-noreply@investindia.org.in via amazonse.com
to me

Invitation to become a member
You have been invited by "Test Business" to join as a member of organisation.

- 1 Click 'Register to Accept Invitation' button in this email.
- 2 Register to NSWS portal.
- 3 Access organisation profile by accepting invitation after Sign In.

Register to Accept Invitation

Registered members will have the option to 'Sign In to Accept Invitation'



Registration process for new members (3/4)

National Single Window System

Sign In

To access your dashboard and apply for approvals.

Email Address

Password

Sign In [Forgot Password ?](#)

Don't have an account? [Sign Up Now](#)

We have

32 Ministries **16 States**

Existing user can enter login credentials and click on 'Sign in'

New users can click on 'Sign Up Now' to register

National Single Window System

Sign Up

We're so happy you're here, let's start by signing up.

Full Name*
Ananya

Email*
nsws@gmail.com

Mobile Number*
+91 33 [Verify](#)

Set Password*
.....

Sign Up Now [Reset Form?](#)

By creating an account, I accept the [Terms & Conditions](#) and [Privacy Policy](#)

Have an account? [Sign In](#)

We have

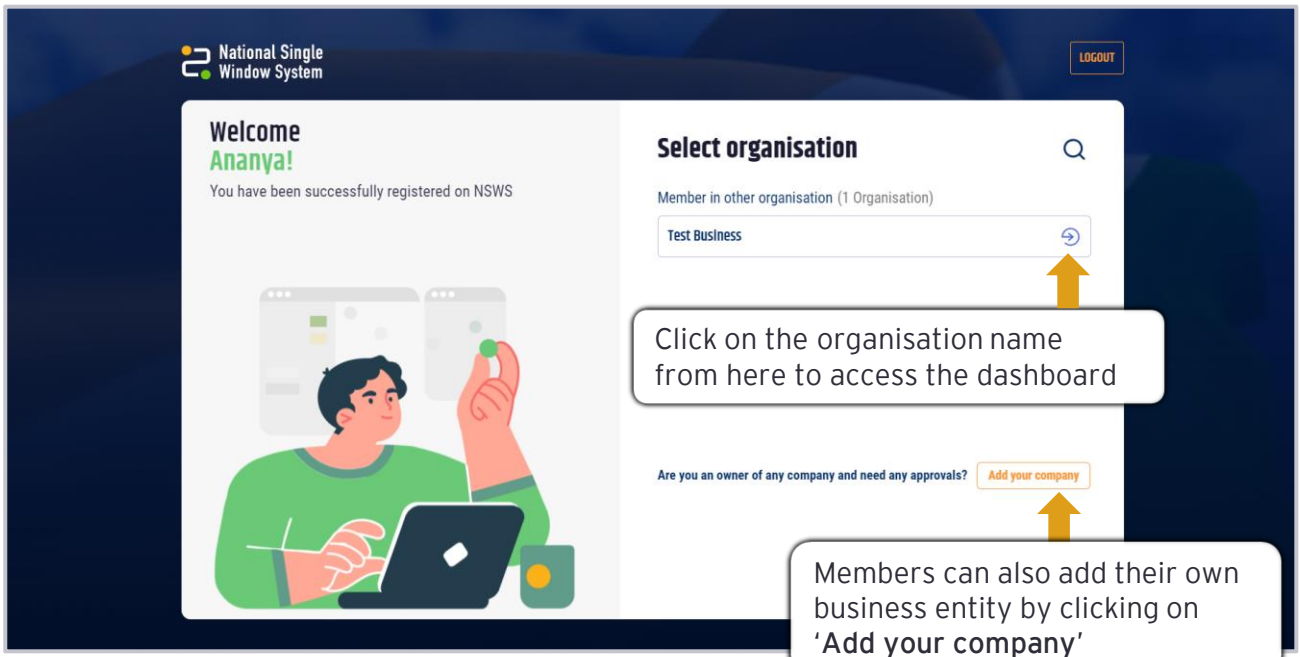
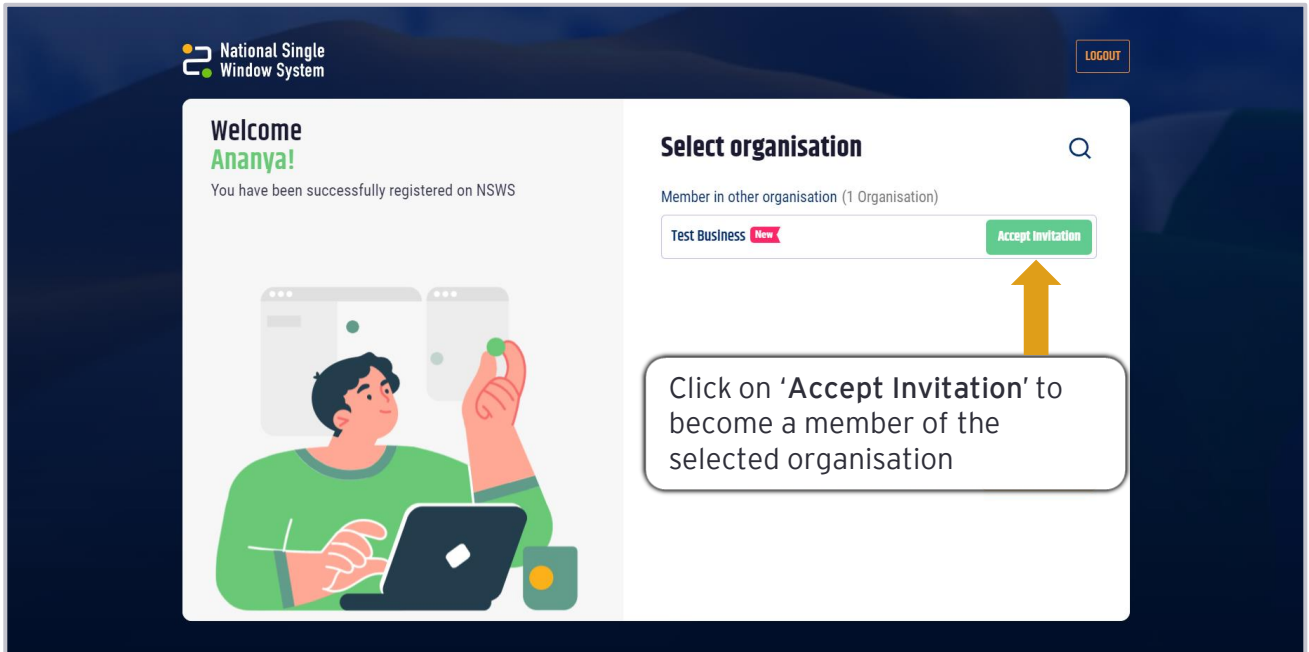
27 Ministries **19 States**

Enter details and verify to register on NSWS. Click on 'Sign Up Now' to proceed



How to accept invitation from member's account on NSWS (4/4)

After successful registration, following screen will appear for members



How to transfer ownership of organisation account (1/2)⁹

Only owner of the NSWS account can transfer ownership. The transferee should not be the owner of an existing account

National Single Window System

CENTRAL APPROVALS

Issued by Central Ministries

STATE APPROVALS

Issued by States and Union Territories

GOVERNMENT SCHEMES

Avail the benefits of Govt incentives

PI

MY DASHBOARD

Test Business

My Dashboard

My Documents

Members

Profile

Members

View and manage the members you have given access to

Search by member's name

Invite Member

Member Name	Email	Mobile Number	Role	Status	Actions
ananya Kapoor (ME)	ananyakapoor1994@gmail.com	9191919191	OWNER	Active	Transfer Ownership
beta99	beta99@gmail.com	9191919191	MEMBER	Invitation Sent	Resend Invitation
beta@n	beta@n	9191919191	MEMBER	Invitation Sent	Resend Invitation
Ananya	ananyakapoor1994@gmail.com	9191919191	MEMBER	Active	Deactivate

Click here to transfer ownership to any of the active members

National Single Window System

CENTRAL APPROVALS

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STATE APPROVALS

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GOVERNMENT SCHEMES

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MY DASHBOARD

Test Business

My Dashboard

My Documents

Members

Profile

Members

View and manage the members you have given access to

Search by member's name

Invite Member

Member Name	Email	Mobile Number	Role	Status	Actions
ananya Kapoor (ME)	ananyakapoor1994@gmail.com	9191919191	OWNER	Active	Transfer Ownership
beta99	beta99@gmail.com	9191919191	MEMBER	Invitation Sent	Resend Invitation
beta@n	beta@n	9191919191	MEMBER	Invitation Sent	Resend Invitation
Ananya	ananyakapoor1994@gmail.com	9191919191	MEMBER	Active	Deactivate

Think Again

Are you sure you want to transfer your ownership to

Ananya

+9191919191@gmail.com

MEMBER

Yes, transfer ownership

Cancel

Be sure to select the desired active member from here before transferring the ownership

How to transfer ownership of organisation account (2/2)

National Single Window System

CENTRAL APPROVALS
Issued by Central Ministries

STATE APPROVALS
Issued by States and Union Territories

GOVERNMENT OF INDIA
Avail the benefits of Govt in India

Test Business

My Dashboard
My Documents
Members
Profile

Request processed successfully.
You will be logged out on pressing OK

Click 'OK' to continue

Members

View and manage the members you have given access to

Member Name	Email	Mobile Number	Role	Status	Actions
ananya Kapoor (ME)	ananyakapoor1998@gmail.com	9876543210	OWNER	Active	Transfer Ownership
	ananyakapoor1998@gmail.com	9876543210	MEMBER	Invitation Sent	Resend Invitation
	ananyakapoor1998@gmail.com	9876543210	MEMBER	Invitation Sent	Resend Invitation
Ananya	ananyakapoor1998@gmail.com	9876543210	MEMBER	Active	Deactivate

Ownership will be transferred to the selected member and original owner will become an active member. The new owner can add/remove/deactivate members from their dashboard.



How to reset profile on NSWS

Login to NSWS and click on 'Profile' tab

Profile

Complete your profile to help us facilitate your application process

Smart Electronics

Postal Address
Address lane 1, On Road 3, North Goa, Goa 110066

Registered Address
Address lane 1, On Road 3, North Goa, Goa 110066

Authorised Signatory Details
Click here to register your DSC, please fill out the below information.

First Name * Middle Name
Last Name Designation *
Date of Birth * PAN of Authorized Signatory *
Email Address * Mobile No. *
Address 1 *
Address 2
Country * PIN Code *
State * District *

Add Digital Signature Certificate
Digital Signature is a way to identify yourself online.

69% Profile Completed

PAN
Communication Email
Mobile Number
GSTIN
Enter your GSTIN (if you have one)
Udyam Registration Number
Enter your Udyam Registration Number (if you have one)
IE Code
Enter your IE Code (if you have one)

Do you Have Multiple Projects or Branches ?
If you have multiple projects or branches under one CIN number you can add them to Manage/Add approvals.

Save **Reset Profile**

If you wish to reset your organisation profile, please note that all existing profiles with any added approvals, projects and other details will be removed. Click 'OK' to confirm and continue with profile reset or click 'Cancel' to continue with same profile.

Please inform all members to log out from the account before clicking 'OK'.

OK **Cancel**

Click 'Reset Profile' to reset your organisation profile. Please read instructions from the above pop up carefully before resetting



What are the technical Requirements for NSWS

System Requirements for National Single Window Portal

- Windows OS (XP or higher)
- MAC OS (X 10.9 or higher with latest updates)
- **View/ Download Pdf:** Download the pdf reader to view and download the pdf files from the link: <https://get.adobe.com/reader/>)
- Platform requires a minimum screen size of 976px wide , but using 1024px or higher is recommended
- **Digital Signature Certificate (DSC):** Latest version of emBridge software need to be installed in the system which acts a connecting link/driver between the NSWS and DSC

Web browsers best suited for National Single Window System

- Google Chrome
- Mozilla Firefox
- Apple Safari

Have any further questions?

Please submit your queries and feedback on:

<https://www.nsws.gov.in/contact-us>

Email: contactus-nsws@investindia.org.in

Ph: 1800 102 5841

(Monday - Saturday, 9am - 6pm)

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