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NATIONAL INVESTMENT PROMOTION
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DEPARTMENT FOR PROMOTION OF
INDUSTRY AND INTERNAL TRADE
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA

National Single Window System

User Guide:

How to reset password, add member, transfer ownership or reset profile on NSWS
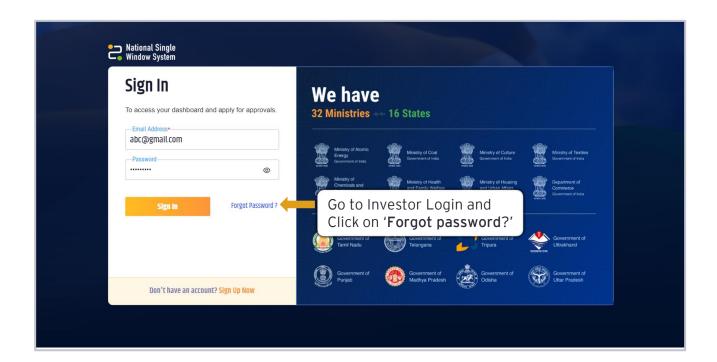
National Single Window System
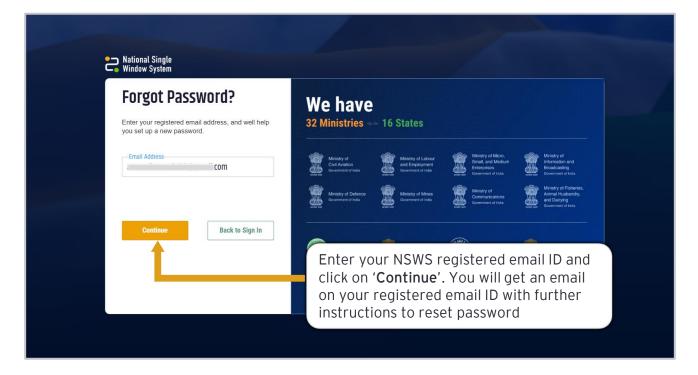
Table of Contents

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

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

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

Click on the reset link to change password. The reset link is valid for 12 hours

Enter a new password and click 'Submit and Verify'. Password will be changed successfully

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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

Click on the '**Change Password**' button

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

Success message will pop up on the screen once the password is successfully updated

Users will receive an email on their registered email ID once the password is successfully updated

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

Only owner of the NSWS account can add members

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

Click on '+ **Invite Member'** to add new members

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

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Members will receive an invitation on their Email ID. Click on '**Got it!**'

New members will have to register to proceed. Click on '**Register to Accept Invitation**'

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

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Registration process for new members (3/4)

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

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

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

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GOVERNMENT OF INDIA

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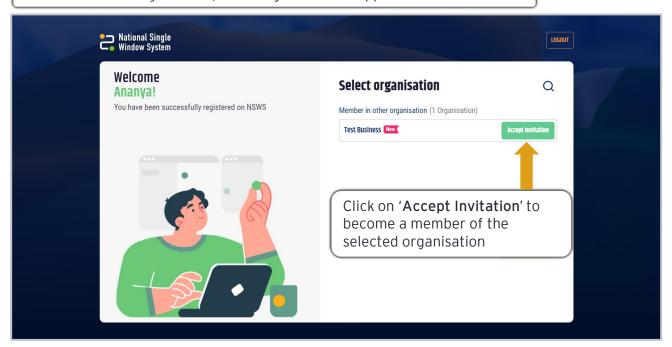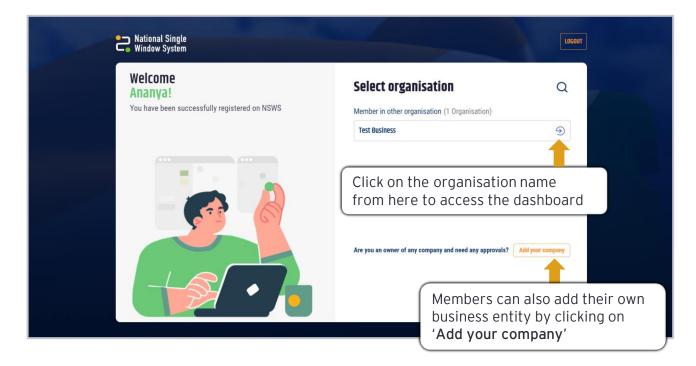
How to accept invitation from member's account on NSWS (4/4)

After successful registration, following screen will appear for members

National Single Window System

LOGOUT

Welcome
Ananya!
You have been successfully registered on NSWS

Select organisation 🔍

Member in other organisation (1 Organisation)

Test Business New

Accept Invitation

Click on '**Accept Invitation**' to become a member of the selected organisation

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LOGOUT

Welcome
Ananya!
You have been successfully registered on NSWS

Select organisation 🔍

Member in other organisation (1 Organisation)

Test Business →

Click on the organisation name from here to access the dashboard

Are you an owner of any company and need any approvals? Add your company

Members can also add their own business entity by clicking on '**Add your company**'

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

Click here to transfer ownership to any of the active members

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

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GOVERNMENT OF INDIA

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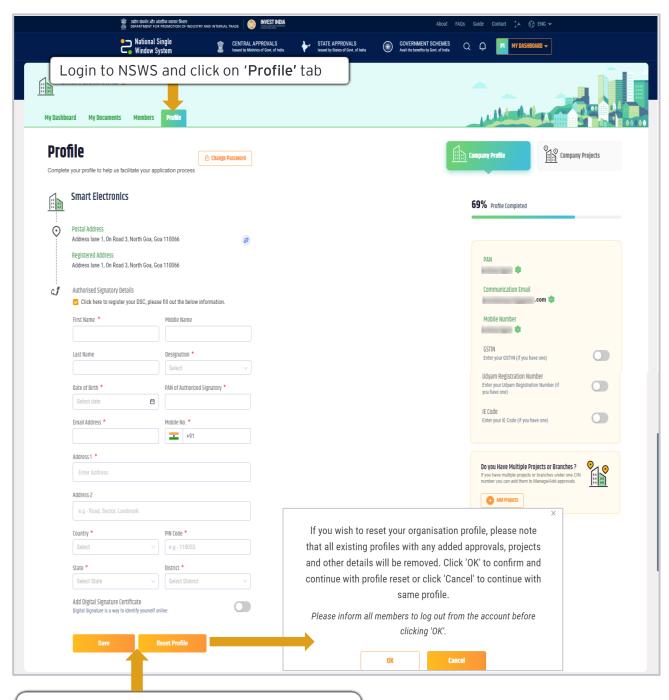
Ownership will be transferred to the selected member and original owner will become an active member. The new owner can add/remove/deactivate members from their dashboard.

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GOVERNMENT OF INDIA

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How to reset profile on NSWS

Login to NSWS and click on 'Profile' tab

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

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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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