

Help Document for DoT e-Services Portal



**e-Telecom Transformation Centre (eTT),
Independent Business Vertical (IBV) of C-DOT,
Department of Telecommunications,
Ministry of Communications,
Government of India**

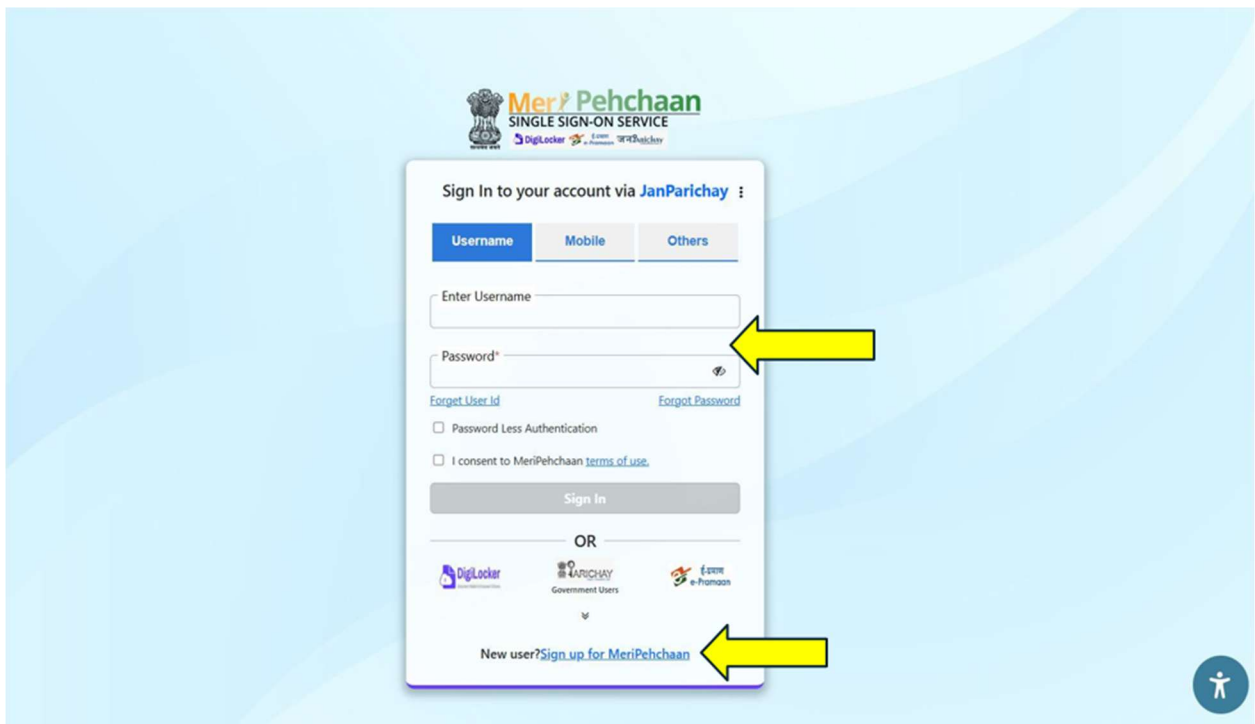
REVISION NO	DATE	DESCRIPTION
01	25 June, 2026	Jan- Parichay Sign up and Login Process

Step: 1

1. Open **Google Chrome** (or any browser).
2. In the **URL bar** (top of the browser), copy and paste the following link

Saral Sanchar Portal: <https://eservices.dot.gov.in/saral-sanchar>

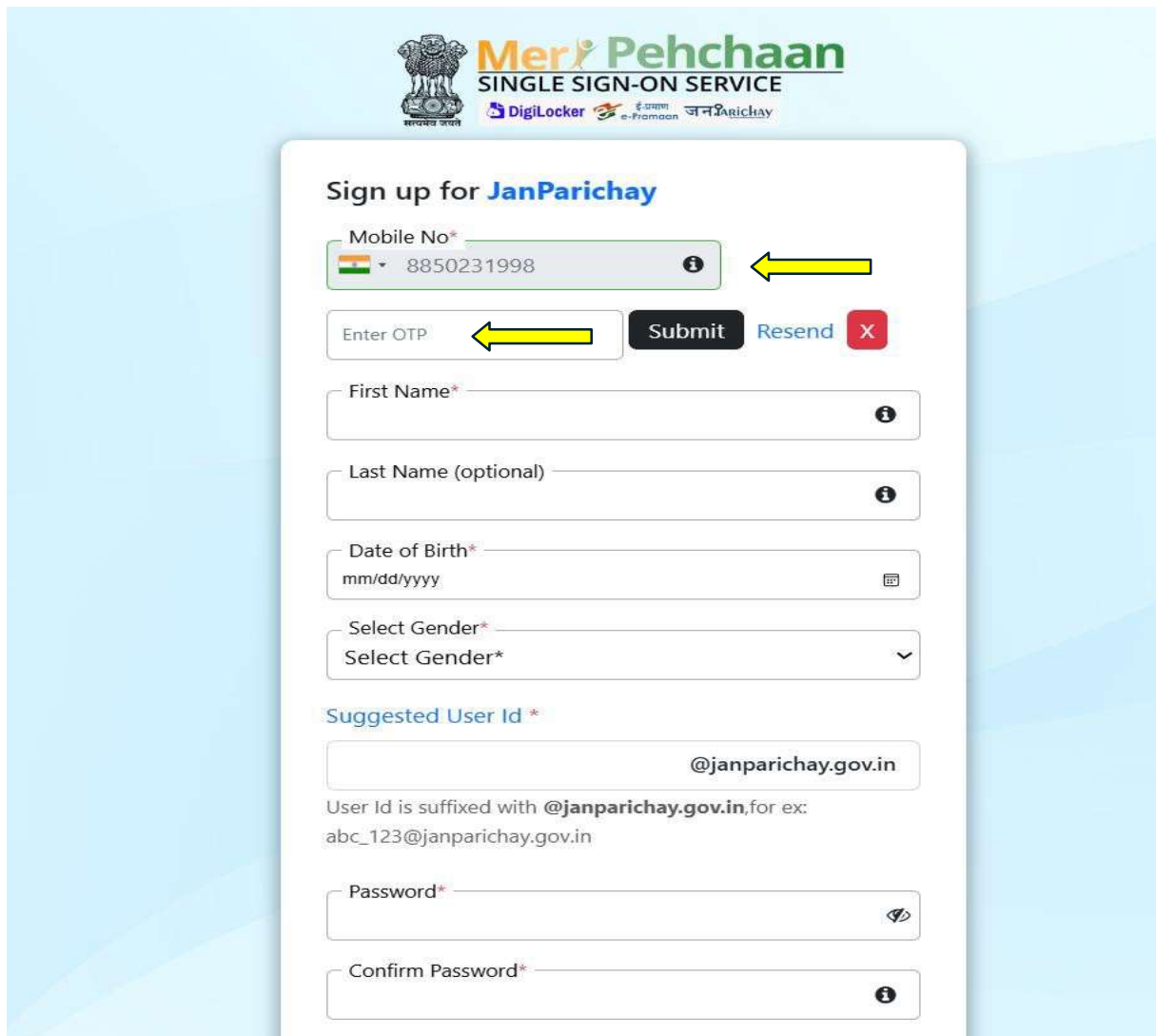
Authorisation Portal: <https://eservices.dot.gov.in/authorisation-portal>
3. Press **Enter**.
4. Once the page loads, you can proceed with **sign-in** or **sign-up**, depending on your need.
5. If you are already registered, please sign in using your credentials username/ or mobile number with OTP/others.
6. If you are not registered on Jan Parichay, please click on *Sign Up* for Meri Pehchaan



Step:2

Click on the Mobile or Email ID option and enter your official mobile number or email ID. Please use the same details that are registered on the Saral Sachar Portal / Authorisation Portal under your user ID

You will receive an OTP on the same mobile number or email ID. Please enter the OTP to proceed.



The screenshot shows the 'Sign up for JanParichay' form. At the top, there is a header with the Government of India logo and the text 'Mer Pehchaan SINGLE SIGN-ON SERVICE'. Below this, the form fields are as follows:

- Mobile No***: A text input field containing '8850231998' with a dropdown arrow on the left and an information icon on the right. A yellow arrow points to this field.
- Enter OTP**: A text input field with a yellow arrow pointing to it.
- Submit**: A black button.
- Resend**: A blue text link.
- X**: A red button with a white 'X' icon.
- First Name***: A text input field with an information icon on the right.
- Last Name (optional)**: A text input field with an information icon on the right.
- Date of Birth***: A date picker field showing 'mm/dd/yyyy' with a calendar icon on the right.
- Select Gender***: A dropdown menu showing 'Select Gender*' with a downward arrow on the right.
- Suggested User Id ***: A text input field containing '@janparichay.gov.in'.
- User Id is suffixed with @janparichay.gov.in, for ex: abc_123@janparichay.gov.in**: A text label.
- Password***: A text input field with a visibility icon on the right.
- Confirm Password***: A text input field with an information icon on the right.

Step:3

Once your phone number is verified.



Mer Pehchaan
SINGLE SIGN-ON SERVICE

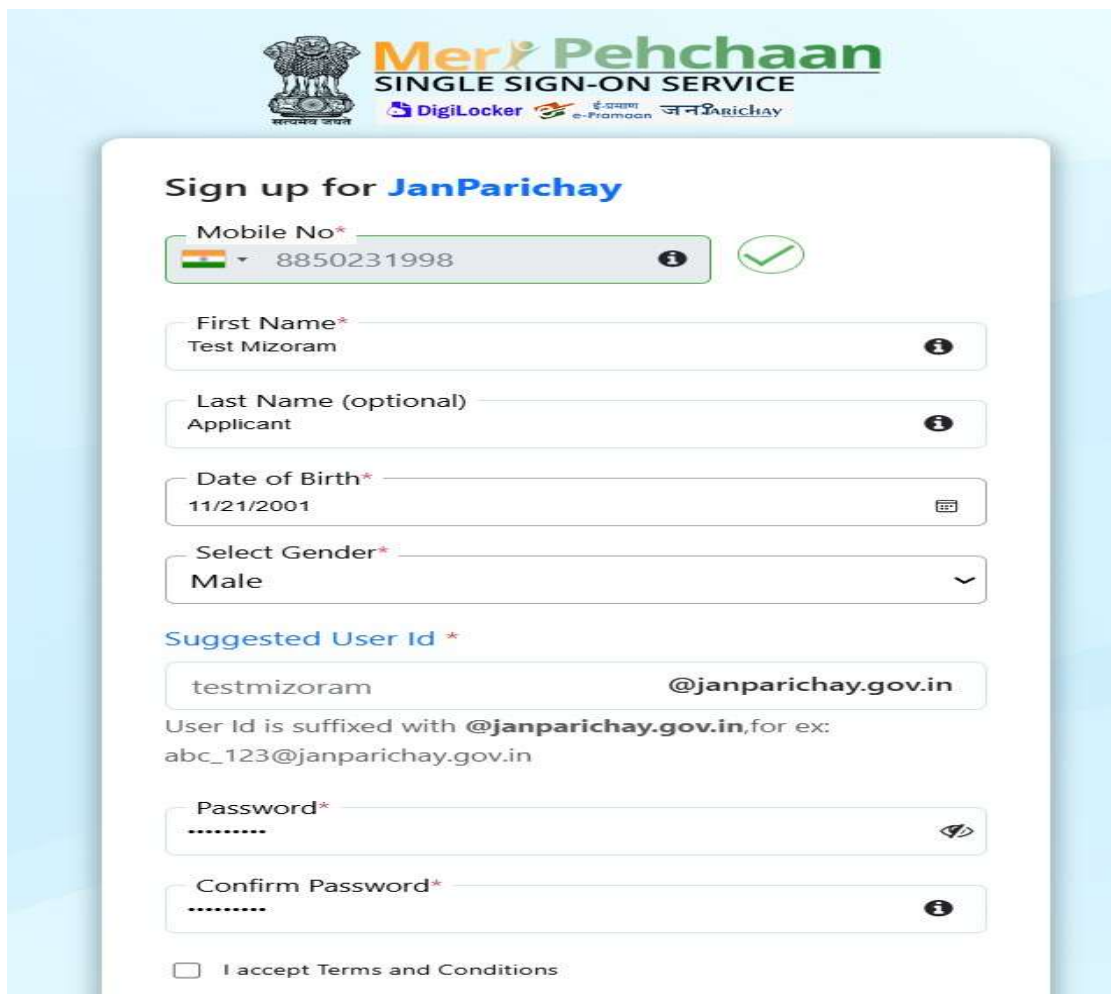
DigiLocker e-Pramaan जनपरीचय

Sign up for JanParichay

Mobile No*  

Step:4

Please proceed to update your details in the form below.



Mer Pehchaan
SINGLE SIGN-ON SERVICE

DigiLocker e-Pramaan जनपरीचय

Sign up for JanParichay

Mobile No*  

First Name* 

Last Name (optional) 

Date of Birth* 

Select Gender* 

Suggested User Id *

User Id is suffixed with @janparichay.gov.in, for ex:
abc_123@janparichay.gov.in

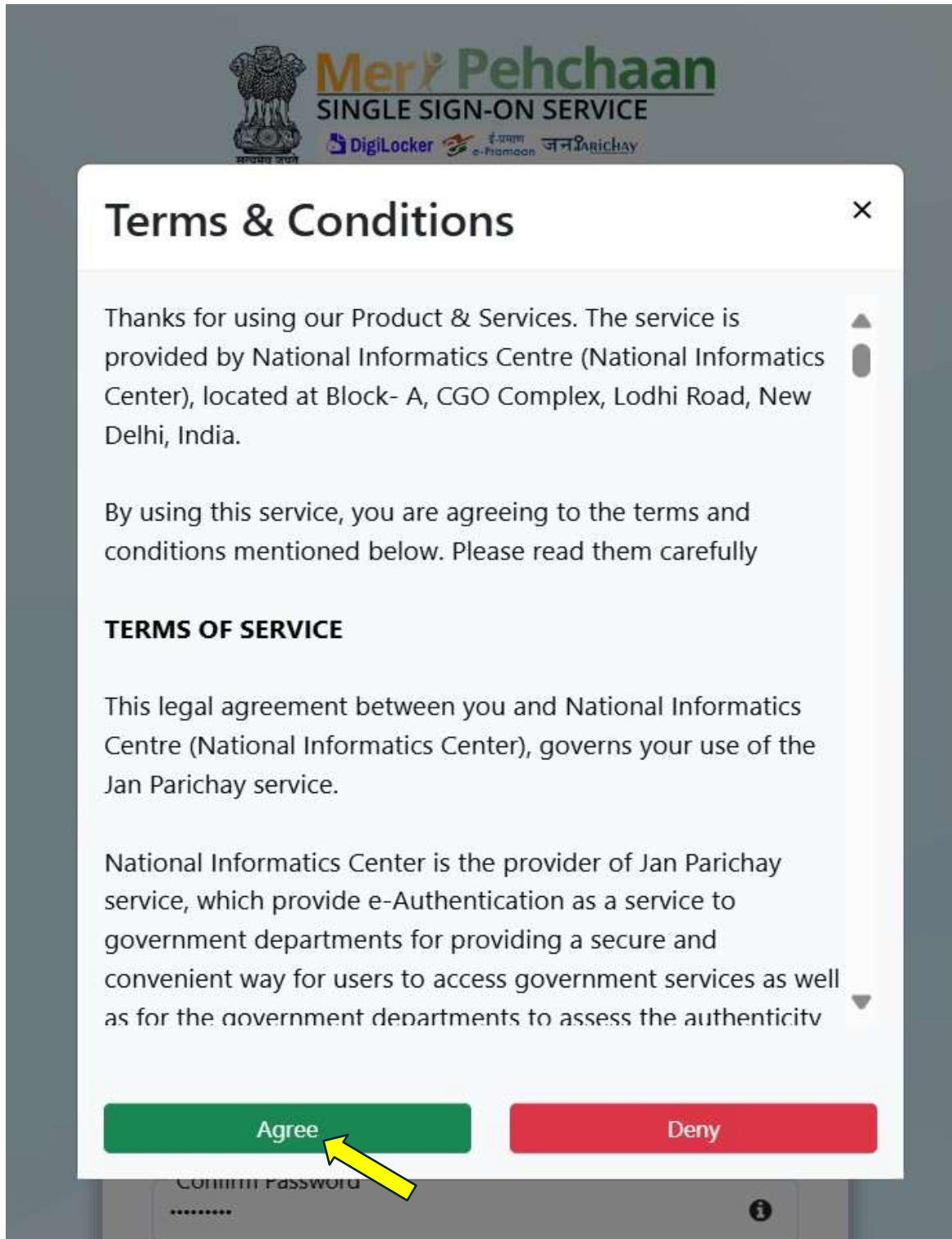
Password* 

Confirm Password* 

☐ I accept Terms and Conditions

Step: 5

Please click on *Agree* to accept the Terms and Conditions.



Mer Pehchaan
SINGLE SIGN-ON SERVICE

Thanks for using our Product & Services. The service is provided by National Informatics Centre (National Informatics Center), located at Block- A, CGO Complex, Lodhi Road, New Delhi, India.

By using this service, you are agreeing to the terms and conditions mentioned below. Please read them carefully

TERMS OF SERVICE

This legal agreement between you and National Informatics Centre (National Informatics Center), governs your use of the Jan Parichay service.

National Informatics Center is the provider of Jan Parichay service, which provide e-Authentication as a service to government departments for providing a secure and convenient way for users to access government services as well as for the government departments to assess the authenticity

Agree **Deny**

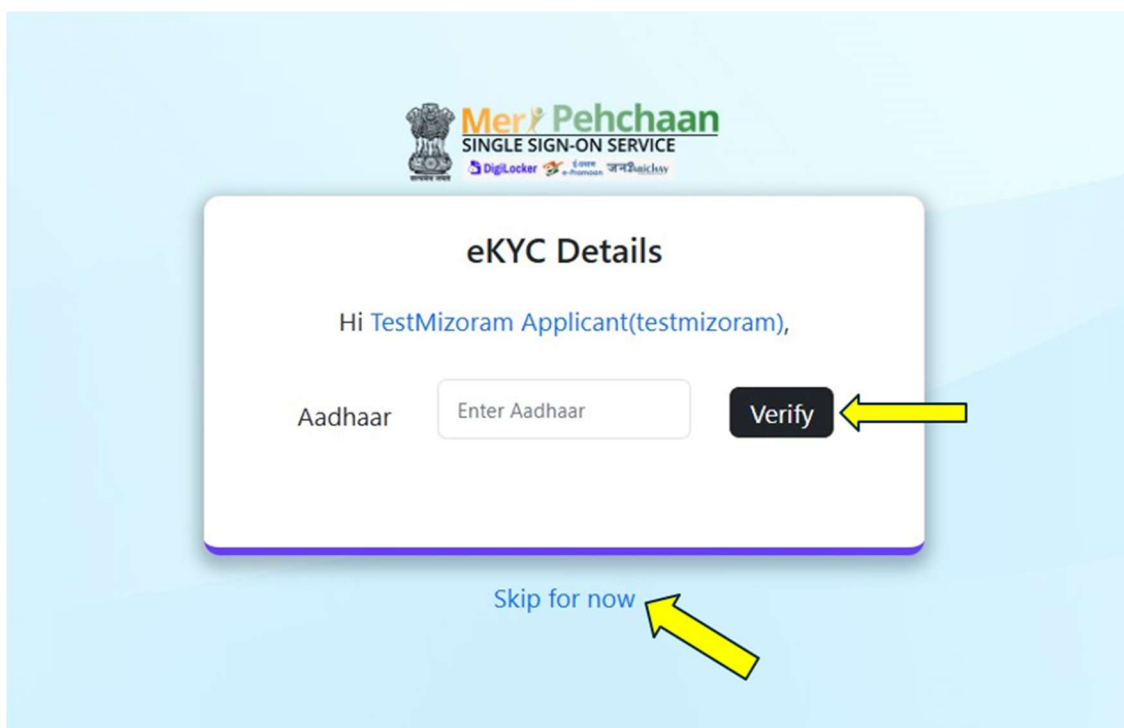
Step: 6

Your credentials (mobile number) have been successfully verified. Please click *Continue* to proceed



Step: 7

The system may prompt you for Aadhaar (optional). You can click on the *Skip for now* option to proceed without entering it.



Step: 8

Choose any method to sign in — *Username, Mobile Number, or Email ID* — as per your convenience

Sign In to your account via **JanParichay** :

Username **Mobile** **Others**

Enter Mobile Nu...

[Forgot User Id](#) [Forgot Password](#)

☒ Password Less Authentication

☒ I consent to MeriPehchaan [terms of use](#).

Sign In

OR

Government Users

Step: 9

Signing in requires two-way authentication. Please select the *OTP on Mobile* option and click *Next* to continue.

Mer Pehchaan
SINGLE SIGN-ON SERVICE

DigiLocker e-Pramaan जनपारिचय

Sign In to your account via **JanParichay** :
Two Step Authentication

Select a Multi Factor and Click 'Next'

☒ OTP on Mobile

Next

[Login as Different User](#)

Step: 10

Enter the OTP received on your mobile and click *Sign In* to complete the process.

Mer Pehchaan
SINGLE SIGN-ON SERVICE

DigiLocker e-Pramaan जनपारिचय

Sign In to your account via **JanParichay** :
Verify OTP?

OTP successfully sent to registered Mobile
+91*****1998

.....

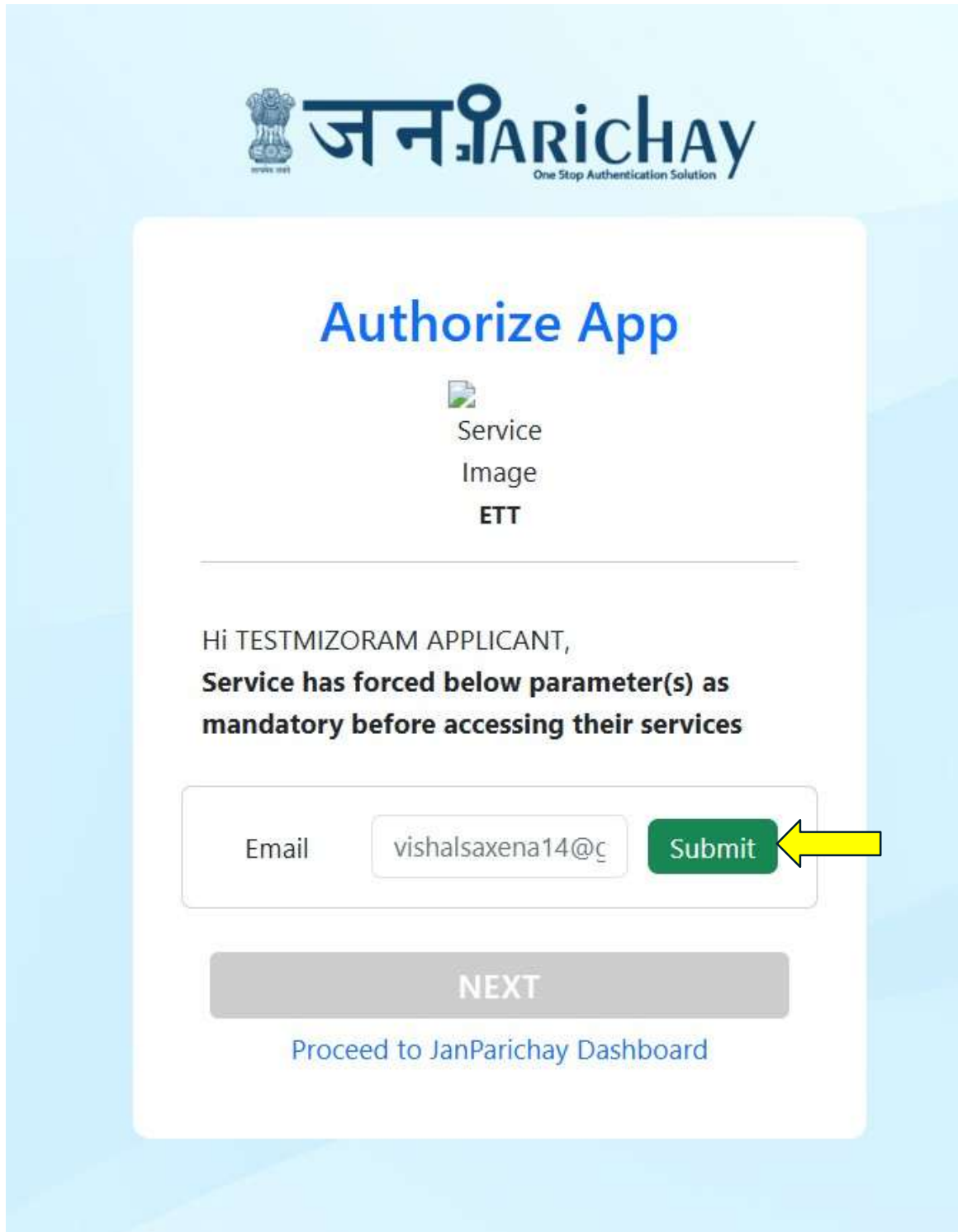
[Resend OTP](#)

Sign In

[Login as Different User](#)

Step: 11

Provide your official email address (Please use the same details that are registered on the Saral Sanchar Portal / Authorisation Portal under your user ID) and click *Submit* to complete the process.



 **जनPARICHAY**
One Stop Authentication Solution

Authorize App


Service
Image
ETT

Hi TESTMIZORAM APPLICANT,
Service has forced below parameter(s) as mandatory before accessing their services

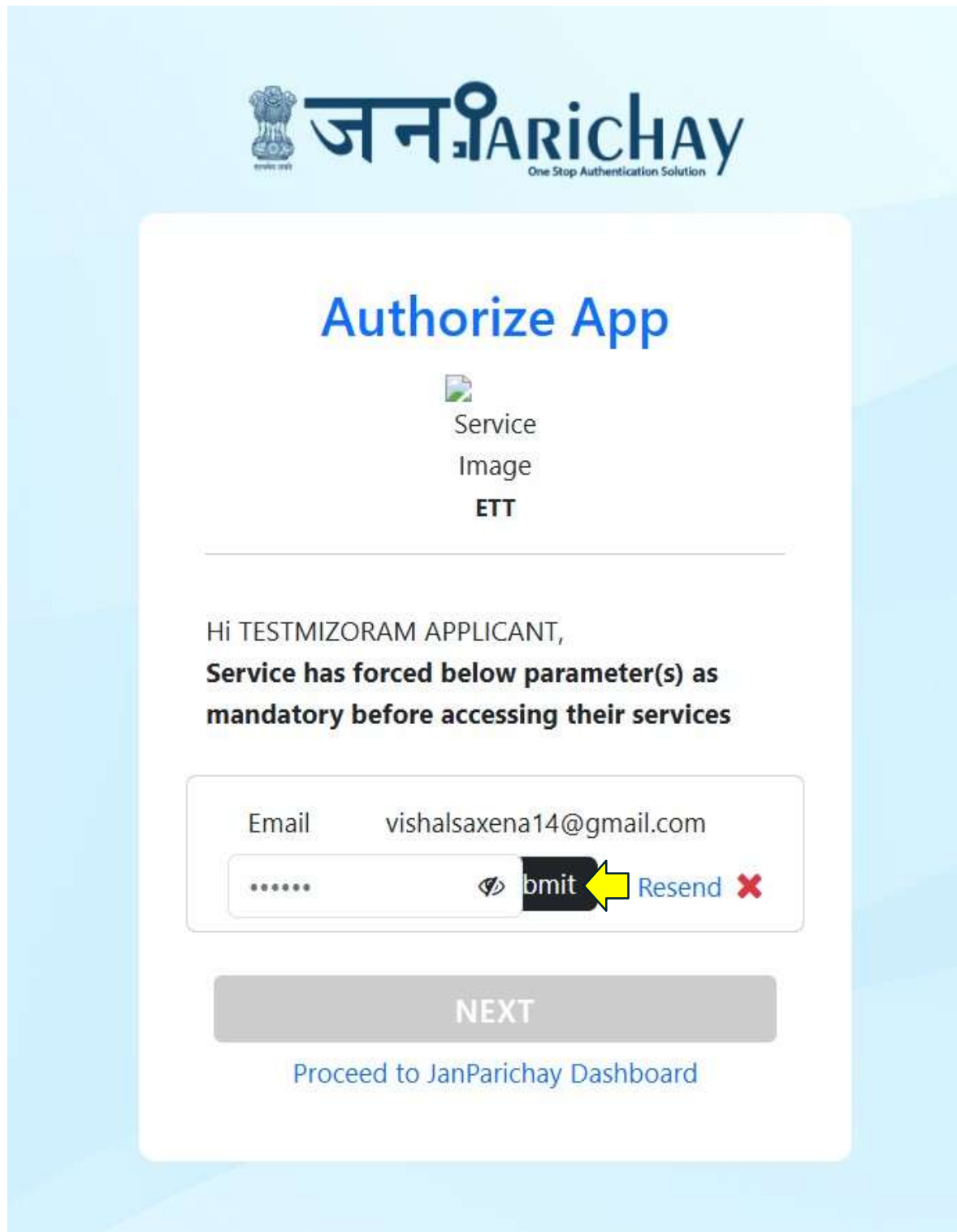
Email **Submit**

NEXT

[Proceed to JanParichay Dashboard](#)

Step: 12

Enter the OTP sent to your email ID and click *Submit* to verify and proceed.



 **जनऱARICHAY**
One Stop Authentication Solution

Authorize App


Service
Image
ETT

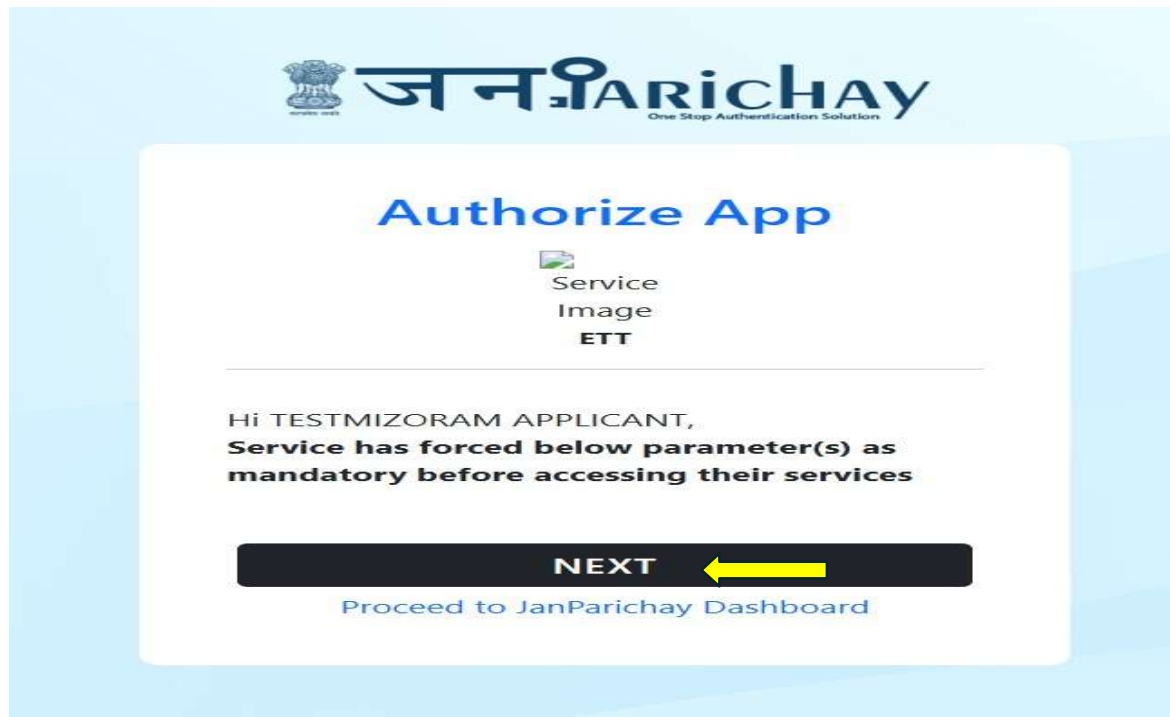
Hi TESTMIZORAM APPLICANT,
Service has forced below parameter(s) as mandatory before accessing their services

Email vishalsaxena14@gmail.com

.....  **Submit**  [Resend](#) 

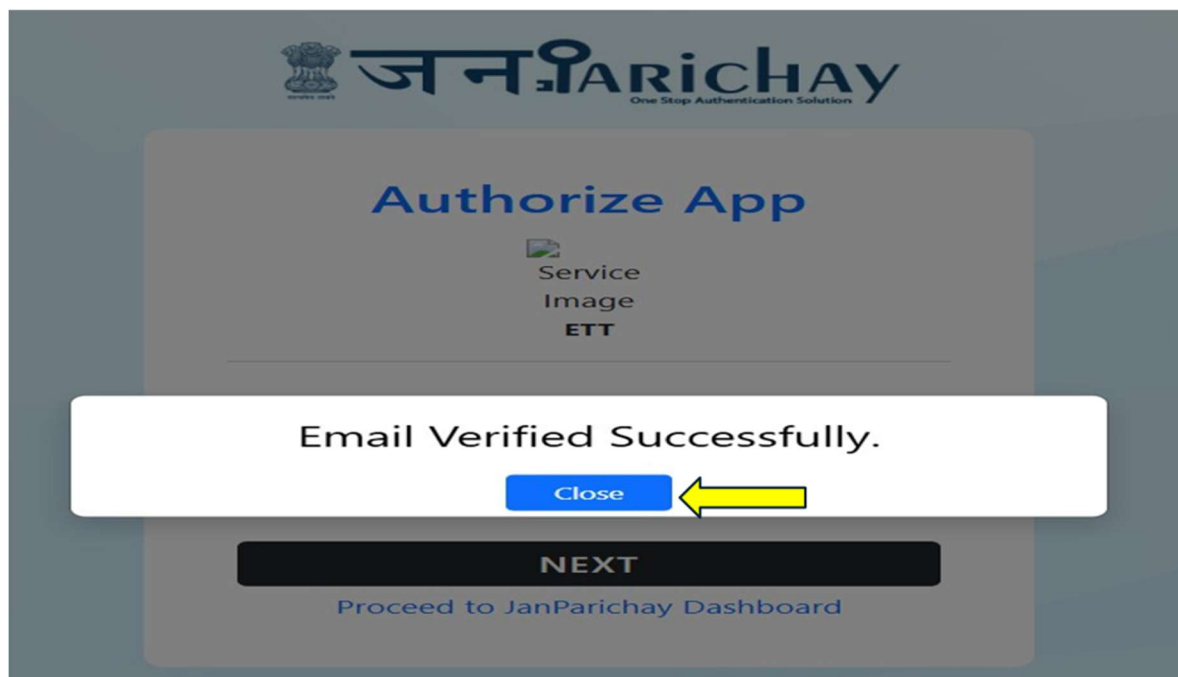
NEXT

[Proceed to JanParichay Dashboard](#)



Step: 13

After successful verification, click *Close* to finish the process.

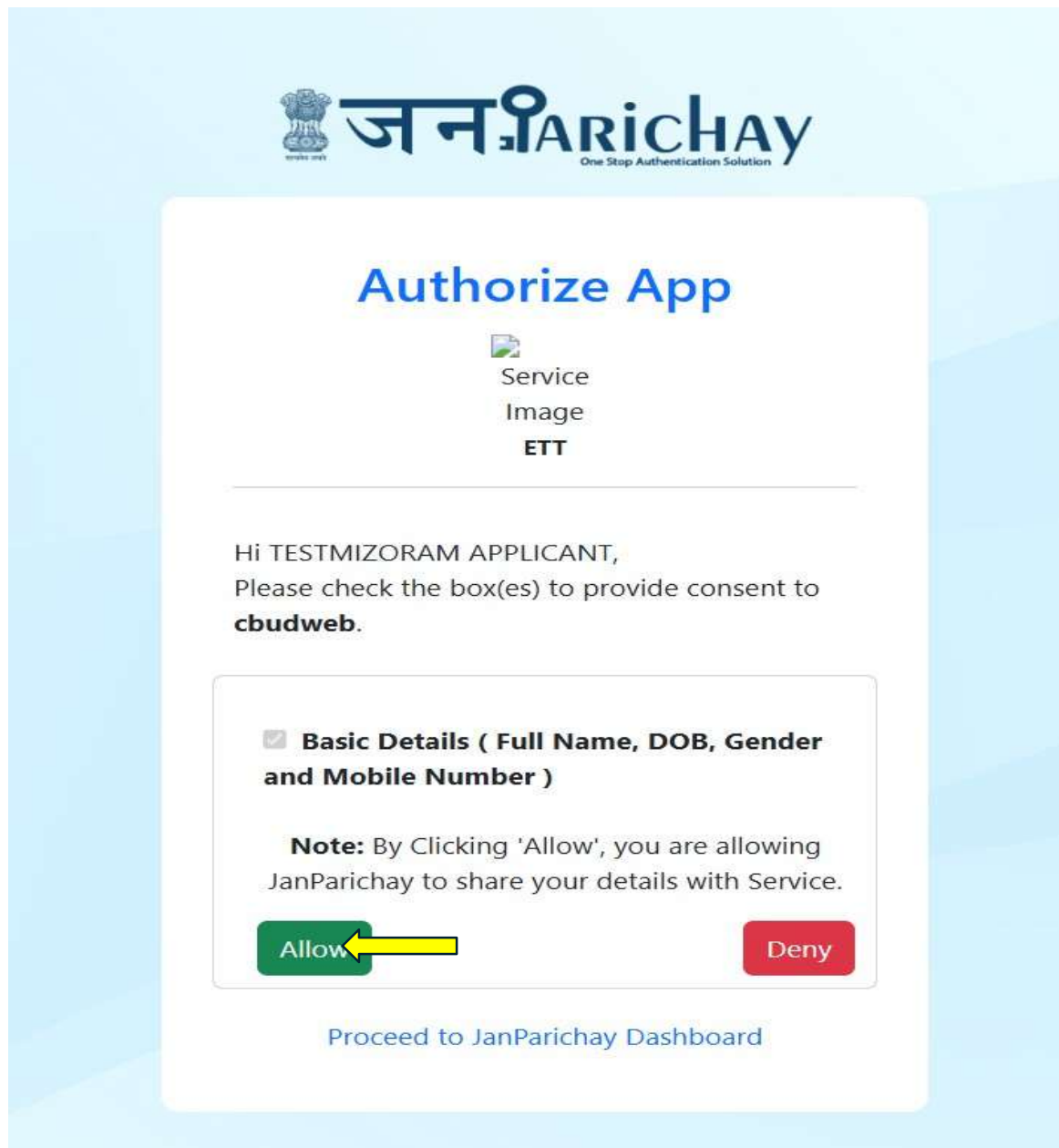


Step: 14

Click *Next* on the screen below to continue.

Step: 15

Click *Agree* on the authorization screen to grant the necessary permissions and proceed.



The image shows a mobile application authorization screen for JanParichay. At the top, there is the JanParichay logo with the tagline 'One Stop Authentication Solution'. Below the logo, the title 'Authorize App' is displayed in blue. Underneath, there is a small icon of a document with the text 'Service Image ETT'. A horizontal line separates this from the main content area. The main content area starts with a greeting 'Hi TESTMIZORAM APPLICANT,' followed by the instruction 'Please check the box(es) to provide consent to cbudweb.' Below this, there is a checkbox labeled 'Basic Details (Full Name, DOB, Gender and Mobile Number)' which is checked. A note follows: 'Note: By Clicking 'Allow', you are allowing JanParichay to share your details with Service.' At the bottom of this section, there are two buttons: a green 'Allow' button and a red 'Deny' button. A yellow arrow points to the 'Allow' button. Below the buttons, there is a link that says 'Proceed to JanParichay Dashboard'.

JanParichay
One Stop Authentication Solution

Authorize App


Service
Image
ETT

Hi TESTMIZORAM APPLICANT,
Please check the box(es) to provide consent to **cbudweb**.

☒ **Basic Details (Full Name, DOB, Gender and Mobile Number)**

Note: By Clicking 'Allow', you are allowing JanParichay to share your details with Service.

Allow **Deny**

[Proceed to JanParichay Dashboard](#)

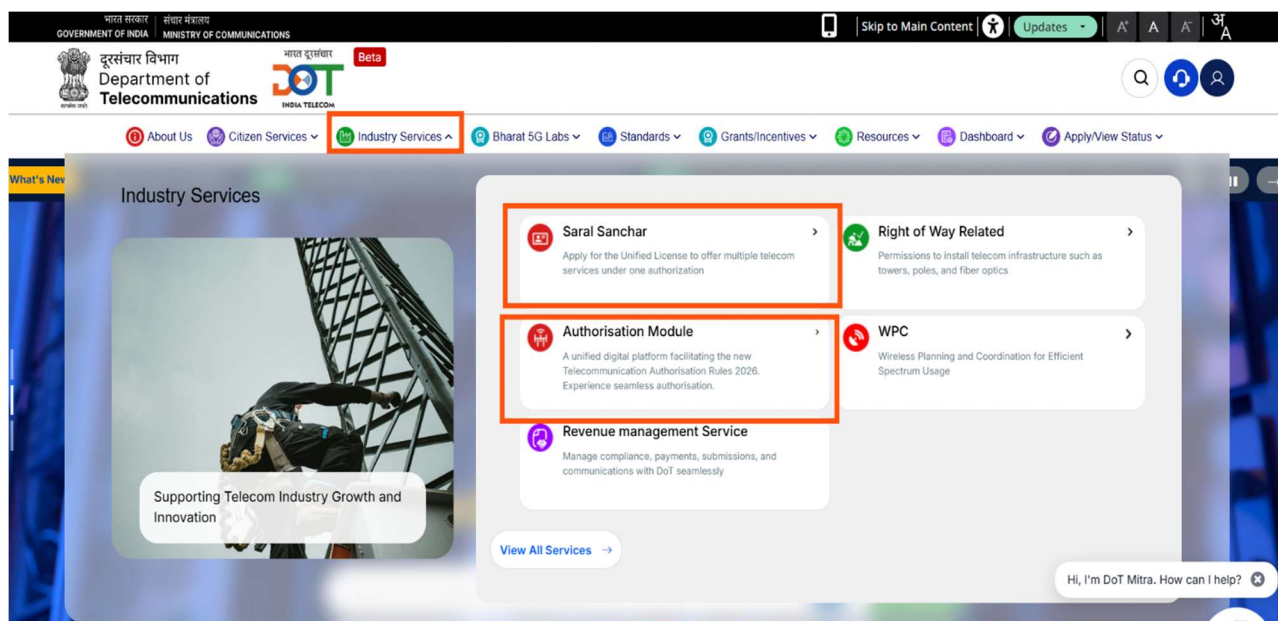
Step: 16

You will now be directed to the *e-Services Unified Portal* home screen, as shown below.

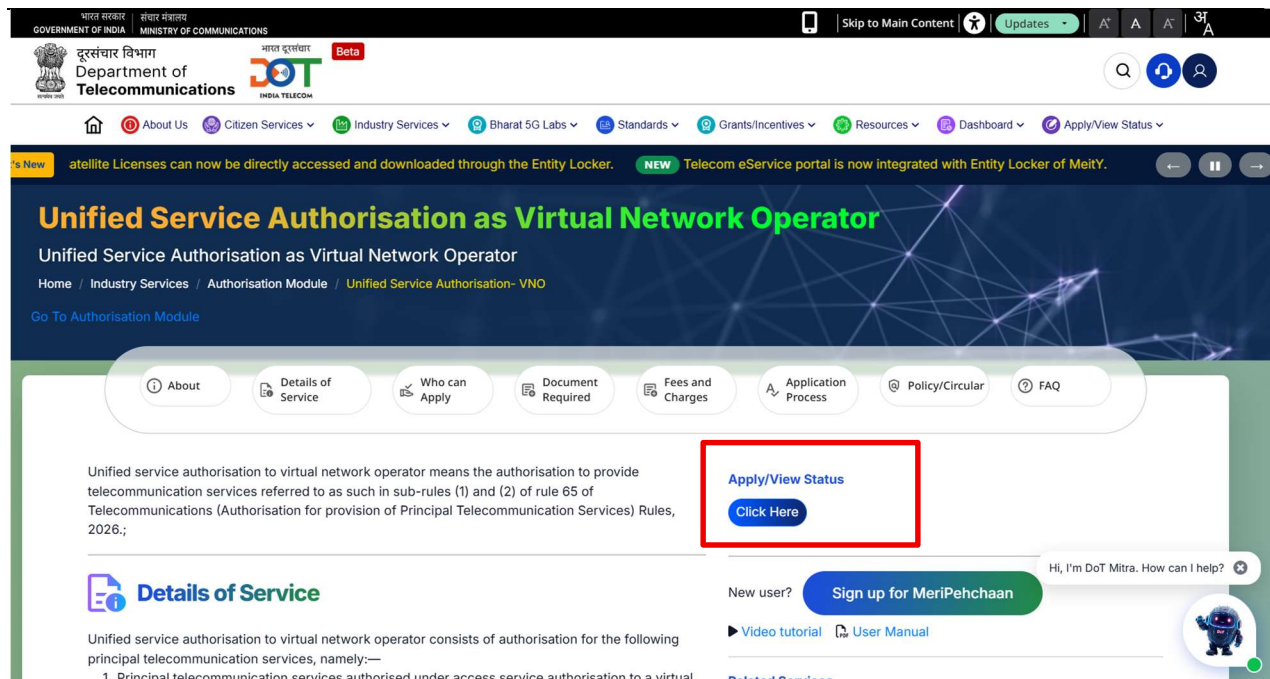


Step: 17

Click on the 'Apply/View Status' option on the tool bar, then click on the **(1)** Industry Services > **(2)** Saral Sanchar or Authorisation Module> **(3)** Click on the respective service **(4)** Click on the Apply/View Status



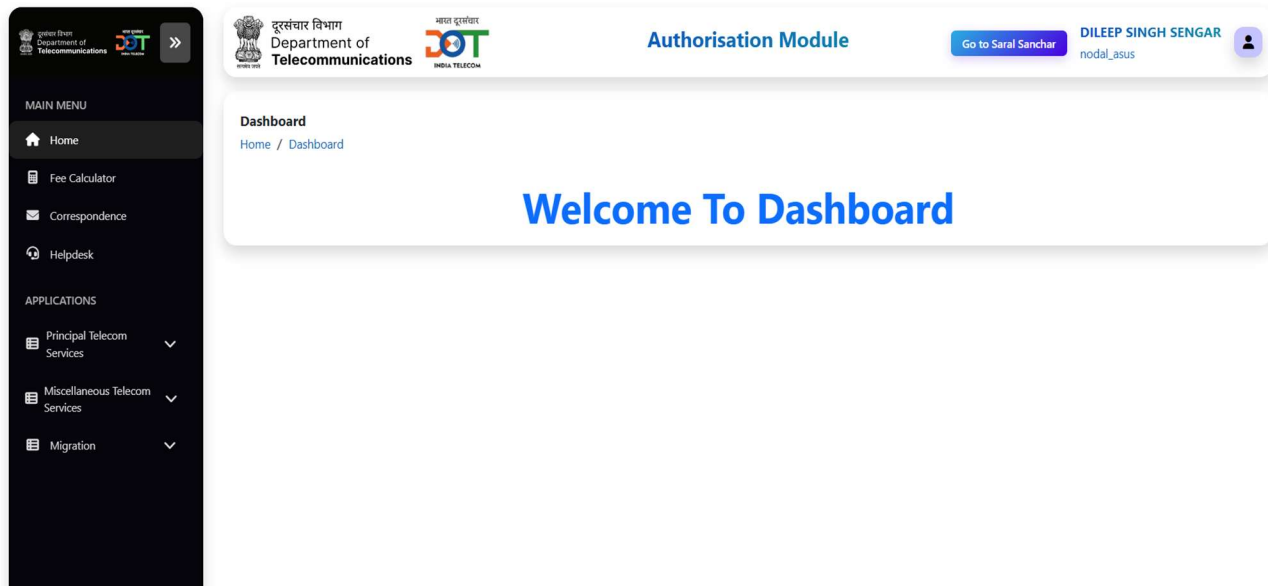
Jan- Parichay Sign up and Saral Sanchar Portal / Authorisation Portal Login Process



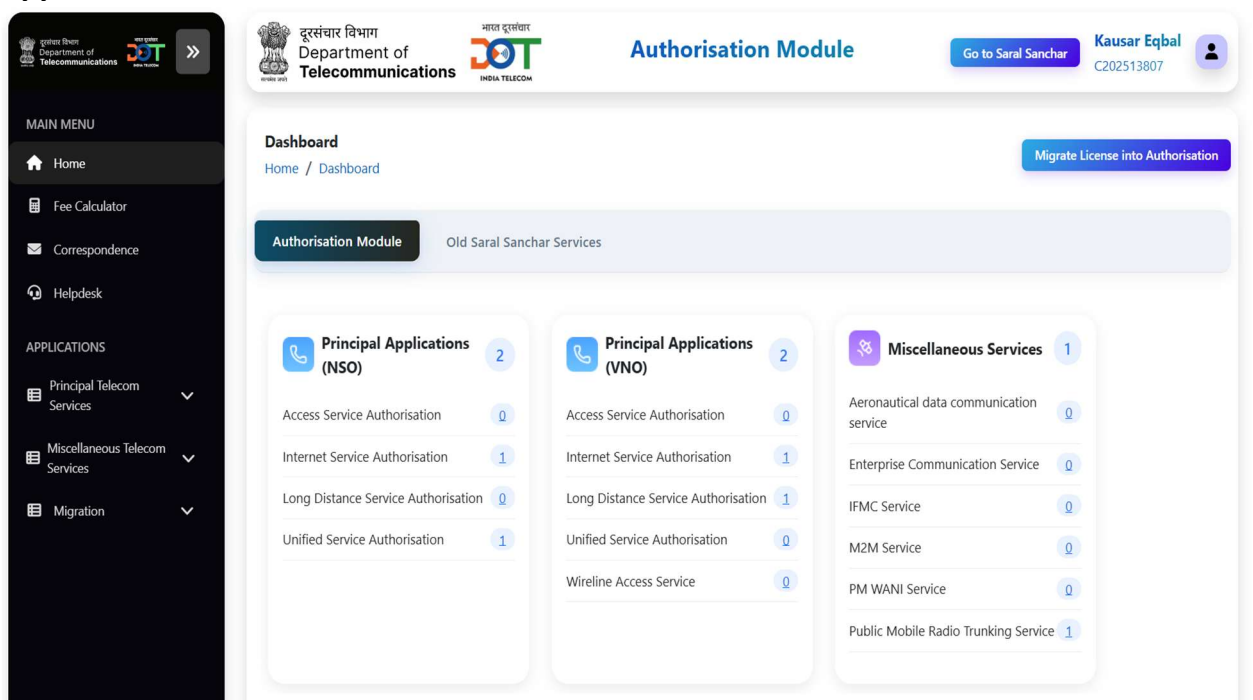
Step: 18

The *Authority/Applicant Dashboard* will be displayed, with their name visible at the top of the screen.

Authority Dashboard



Applicant Dashboard



Important Instructions for Accessing the Saral Sanchar Portal /Authorisation via JanParichay Applicant Login

- The credentials (name, email, phone, etc.) you provided have already been set up in the Saral Sanchar Portal / Authorisation Portal as an *Applicant*.
- You can directly begin using the portal in Applicant mode.

Authority Login

- Official email IDs (as shared with DoT in the Excel format) have been configured in the system.
- Authorities must log in using **SSO (Single Sign-On)**.

Sign

- Your Aadhaar number will be required for digital signatures.
- It is safe to use your Aadhaar on the *testing environment*.

Authority/State Admin Sign-up

- Authority users must complete a **one-time sign-up** on JanParichay.
- The necessary roles and permissions have already been mapped in the system.

Session Management:

- Once logged into JanParichay, your session remains active for **24 hours** in the same browser.
- To log in with a different account, please use a **different browser** or an incognito/private window.

Security Reminder:

- **Do not share your JanParichay credentials** with anyone.
- These credentials are used across multiple government services (e.g., **DigiLocker**, etc.).

***** **Thank you** *****