

# Entity Locker Web-Application Flow

Registration of Entity as Users

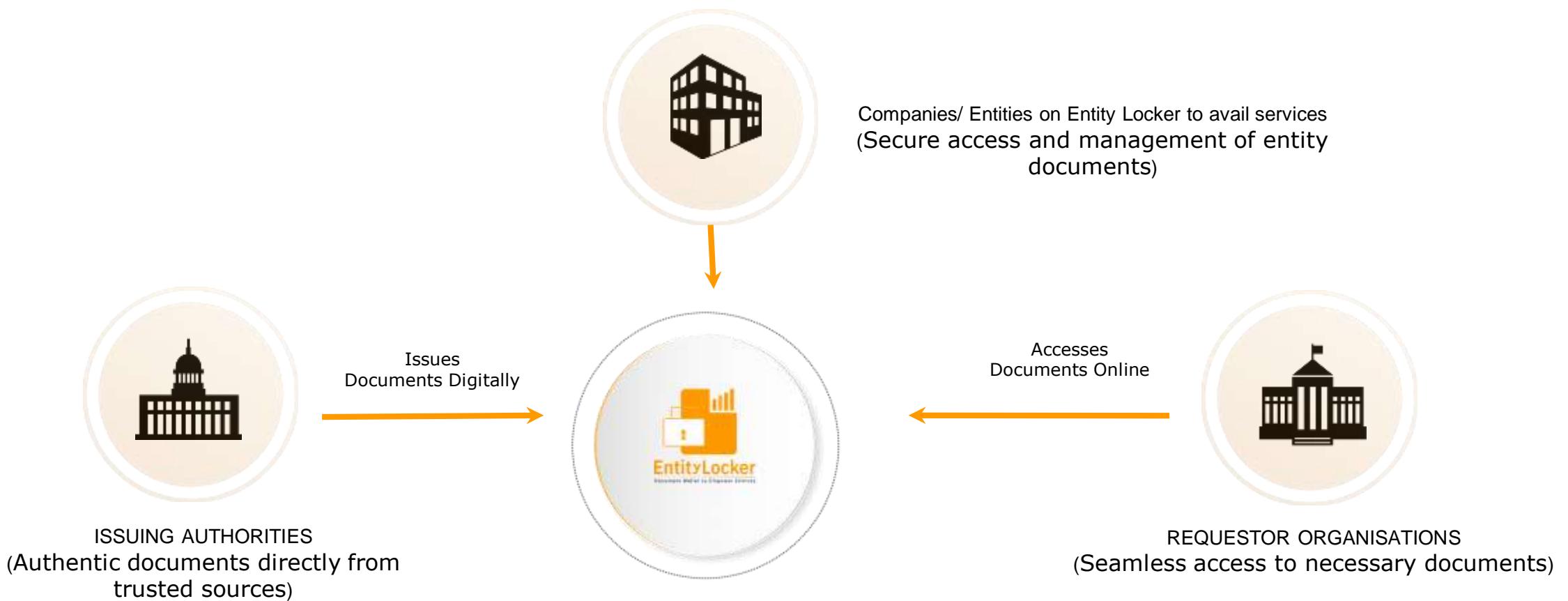


# What is an Entity and Entity Locker?

- 1 An entity refers to any organization, whether it's a company, firm, association, partnership, public body, or other institution.
- 2 Entities are essential in business, and Entity Locker is designed to efficiently manage their documents in a digital format
- 3 Entity Locker is a flagship initiative by Ministry of Electronics & Information Technology (MeitY), designed to empower organizations by providing a secure, cloud-based platform for storing, sharing, and verifying digital documents and certificates.

# What is Entity Locker?

Cloud-based platform for storing, sharing and verifying digital documents for business entity, MSME, Trusts and Societies



# What is this SOP document about?

This SOP document explains processes related to registration and interaction with Entity Locker Portal.

## Entity Registration Process

Ensures feature for logging in to your Enterprise service portal using Entity Locker credentials.

Three Steps process is as follows-



# Documents needed to register on Entity Locker Portal

1

Aadhaar Card of  
Nodal Officer

2

PAN/GSTN/Udyam/CIN of  
the Entity

3

Authorization letter for nodal  
officer on Entity letterhead

Any 1 document



## Note:

- *Every organization/entity needs to identify a representative termed "Nodal Officer" to officially manage the Entity Locker account on behalf of the organization*
- *The Nodal officer will be able to initiate the registration process for the entity by using their Aadhaar number*
- *An authorization letter is needed on the entity letterhead with the details of the nodal officer (as shown in the sample authorization letter on the right)*



# How to register on Entity Locker Portal?

Step 1

Entity Representative Aadhaar Verification

Step 2

Entity Verification

- CIN, DIN Verification
- UDYAM Verification
- Entity PAN Verification
- GSTN

Step 3

eSign Registration Agreement by Entity Representative

**Visit: <https://entity.digilocker.gov.in/>**

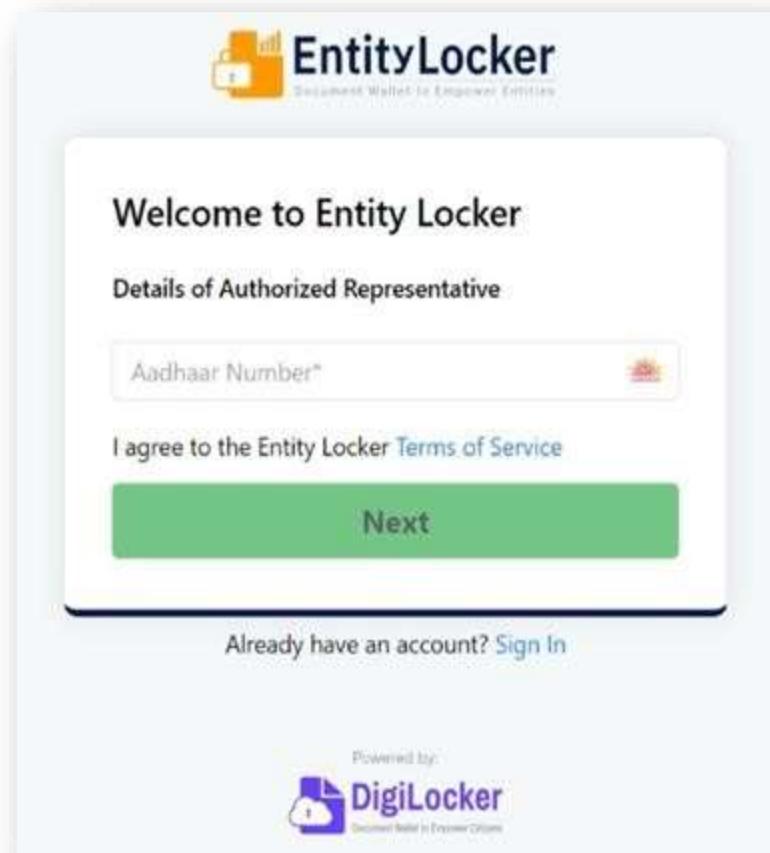


**Click on “SIGN UP” Button**

## Step 1

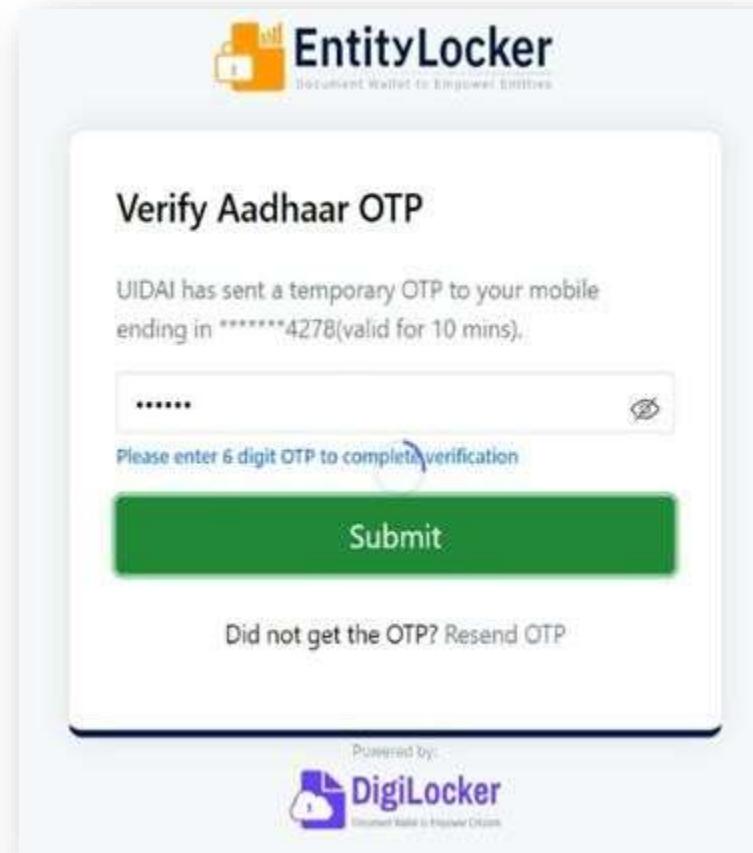
# Entity Representative Aadhaar Verification (1/2)

### Step 1.1 – Enter Aadhaar number of nodal officer



The screenshot shows the 'Welcome to Entity Locker' page. At the top, the EntityLocker logo is displayed with the tagline 'Document Wallet to Empower Entities'. Below the logo, the text 'Welcome to Entity Locker' is shown. A section titled 'Details of Authorized Representative' contains a text input field labeled 'Aadhaar Number\*' with a placeholder 'XXXX-XXXX-XXXX-XXXX'. Below the input field is a checkbox labeled 'I agree to the Entity Locker [Terms of Service](#)'. A large green 'Next' button is centered at the bottom of the form. At the bottom of the page, there is a link 'Already have an account? [Sign In](#)' and a 'Powered by DigiLocker' logo.

### Step 1.2 – Authenticate with OTP



The screenshot shows the 'Verify Aadhaar OTP' page. At the top, the EntityLocker logo is displayed with the tagline 'Document Wallet to Empower Entities'. Below the logo, the text 'Verify Aadhaar OTP' is shown. A message states 'UIDAI has sent a temporary OTP to your mobile ending in \*\*\*\*\*4278(valid for 10 mins.)'. Below this is a text input field with placeholder '.....' and a visibility icon. A link 'Please enter 6 digit OTP to complete verification' is provided. A large green 'Submit' button is centered at the bottom. At the bottom of the page, there is a link 'Did not get the OTP? [Resend OTP](#)' and a 'Powered by DigiLocker' logo.

## Step 1

# Entity Representative Aadhaar Verification (2/2)

## Step 1.3 – Setup DigiLocker PIN for new users or enter 6 digit DigiLocker PIN for existing users

New user in DigiLocker

**Enter required details**

We required following details to set your account and complete your profile

Enter your Email

Enter your Mobile Number

Set PIN 

Confirm PIN 

6 digit PIN provides extra security to your account with two-factor authentication

**Submit**

Existing user in DigiLocker

**Enter 6 digit security PIN**

This 6 digit security PIN is same as your DigiLocker Account PIN

6 digit Security PIN 

[Forgot security PIN?](#)

**Submit**

## Step 2

# Entity Verification (1/3)

– Select any 1 out of 4 options for document verification

Option 1

### Add Entity Details

Details of Entity

Register with:

I agree to EntityLocker [Terms of Service](#)

Submit

Option 2

### Add Entity Details

Details of Entity

Register with:

As part of Registration using PAN, you need to upload following for verification:

1. Entity PAN Card
2. Authorization Letter from Entity

Yes, I have the above stated documents.

Proceed

Option 3

### Add Entity Details

Details of Entity

Register with:

Authorised representative from corporate entities, LLPs, MSMEs and other organizations can create Entity Locker account.

Submit

Option 4

### Add Entity Details

Details of Entity

Register with:

I agree to EntityLocker [Terms of Service](#)

Submit

Enter your entity details and register using either GSTN/ PAN/ CIN-DIN/ MSME details

## Step 2

# Entity Verification (2/3)

- Upload documents for verification based on the chosen verification method in Step 1

Upload following documents for Entity Verification

Upload pan certificate

No file chosen

Only PDF files up to 2MB supported.

Upload Authorization Letter

No file chosen

Only PDF files up to 2MB supported.

## Sample Authorization Letter

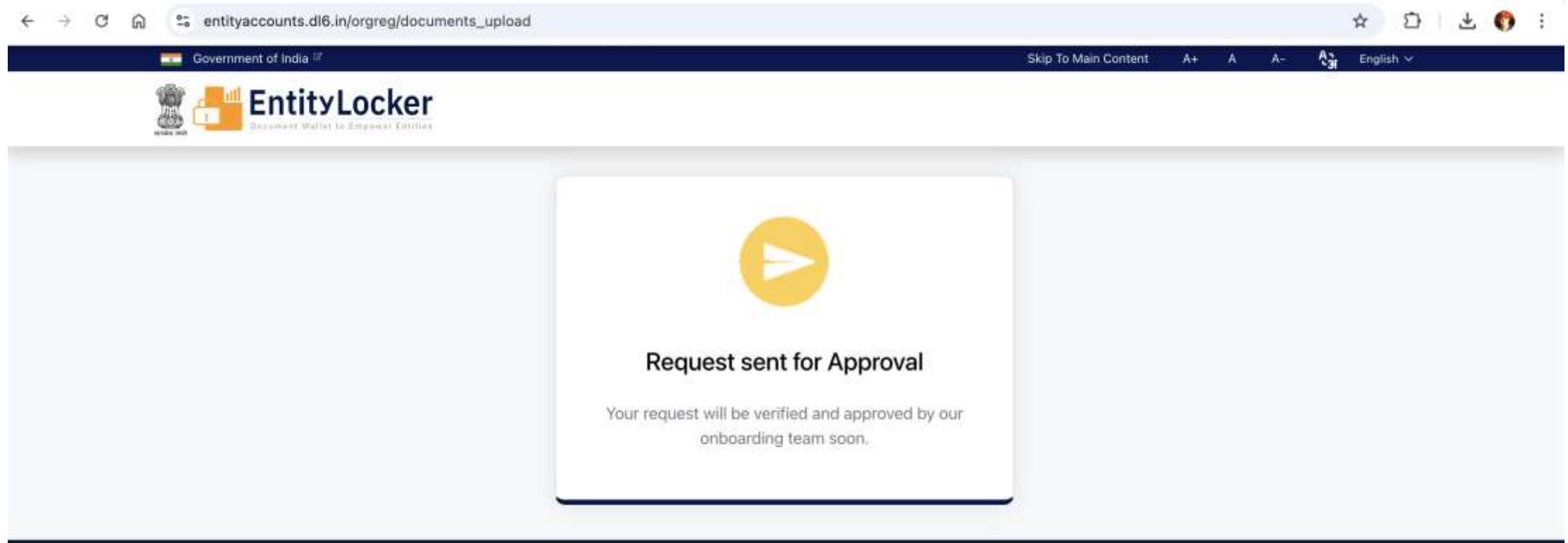
### Note:

*Authorization letter needs to be printed on organization's official letterhead with the necessary information mentioned within < > in the sample letterhead as shown on the right*



Step 2

## Entity Verification (3/3)

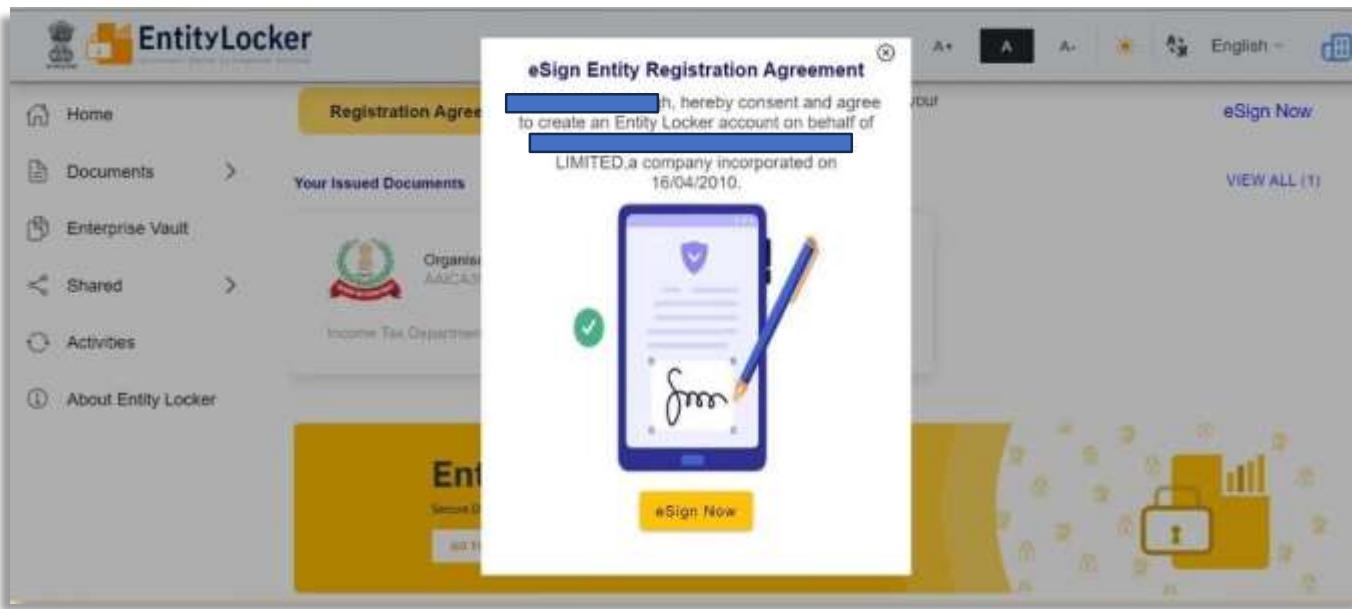


The screenshot shows a web browser window for the EntityLocker platform. The URL in the address bar is `entityaccounts.dl6.in/orgreg/documents_upload`. The page header includes the Government of India logo, the EntityLocker logo with the tagline "Document Wallet to Empower Entities", and navigation links for "Skip To Main Content", "A+", "A", "A-", "A-", and "English". The main content area features a large yellow circular icon with a white play button symbol. Below the icon, the text "Request sent for Approval" is displayed, followed by a smaller message: "Your request will be verified and approved by our onboarding team soon.".

**Post submission of necessary documents, the account verification request is sent to the Entity Locker team. You will receive an email post successful account verification**

### Step 3

# E-Sign registration agreement on dashboard post account verification



**Post Account verification, login to the entity locker portal and e-sign the entity registration agreement**