

Entity Locker Web-Application Flow

Registration of Entity as Users

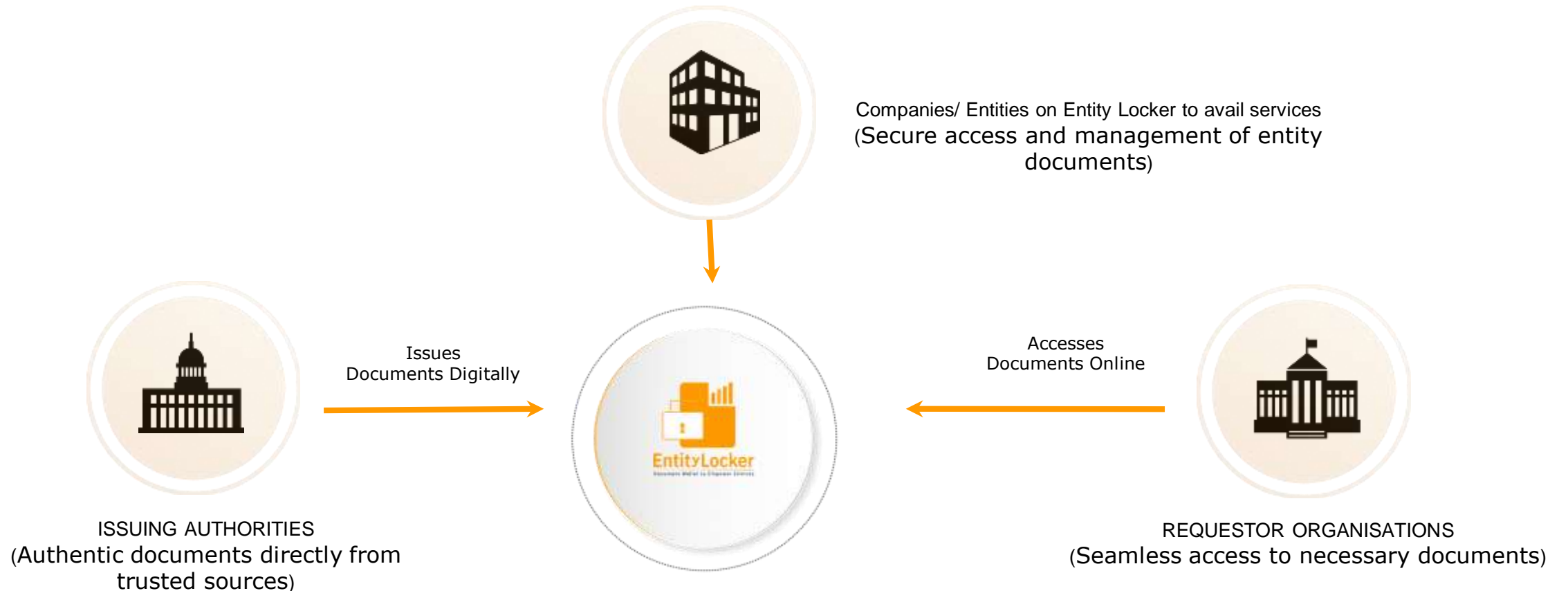


What is an Entity and Entity Locker?

- 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



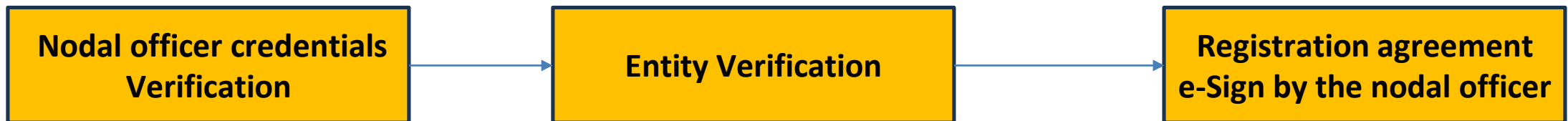
What is this SOP document about?

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

Any 1 document

3

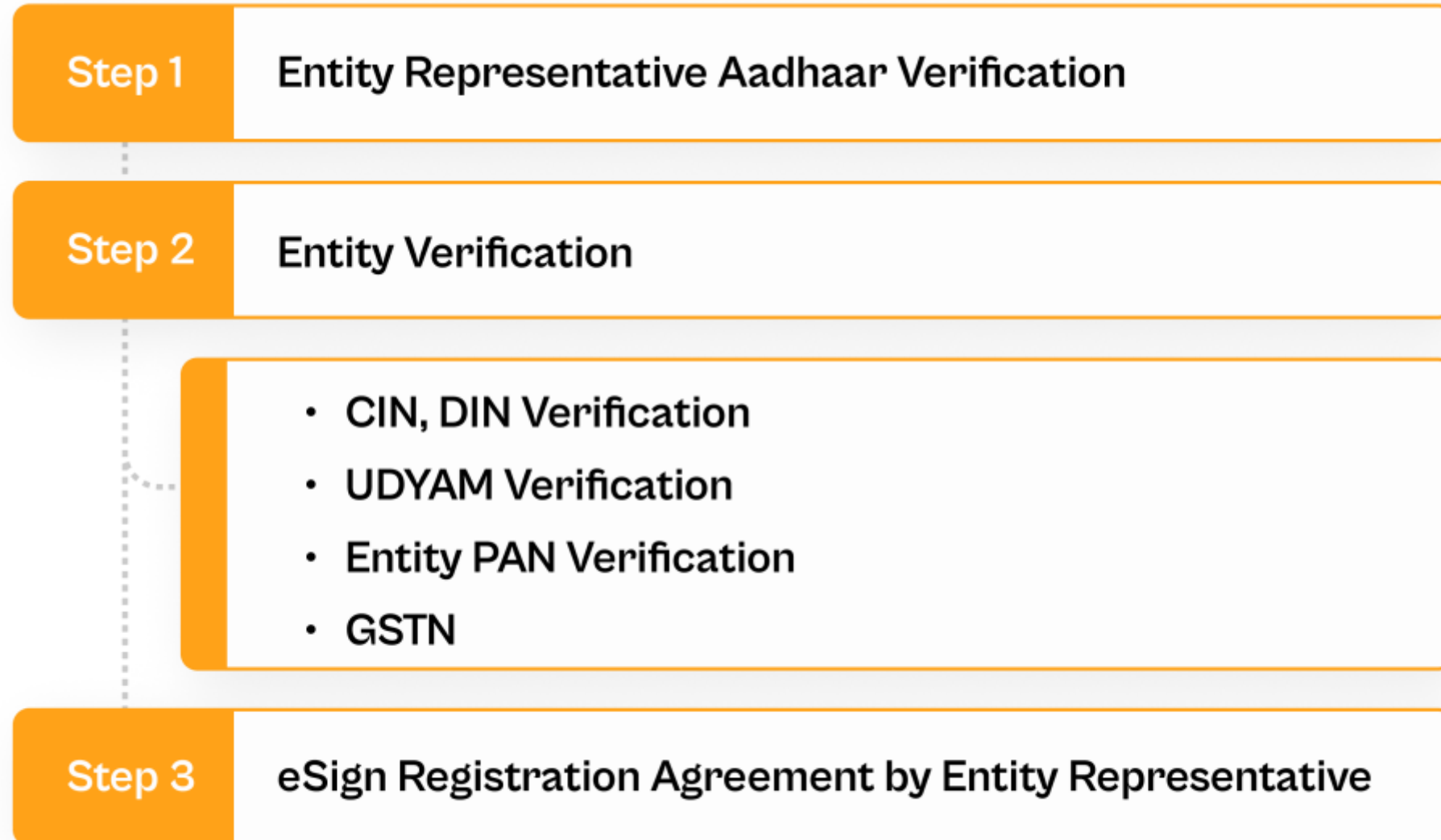
Authorization letter for nodal
officer on Entity letterhead

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)

The image shows a sample authorization letter template. At the top, there is a header section with a blue background. On the left, it says "ORGANIZATION ADDRESS" followed by "<ORGANIZATION ADDRESS>". In the center, there is a hexagonal logo with the text "ORGANIZATION LETTERHEAD" below it. On the right, it says "DATE: <DATE>". Below the header, the letter is addressed to "Dear Sir/Madam,". The main body of the letter states: "This is to inform that <Organization Name> has appointed <Nodal Officer Name>, <Nodal Officer Designation>, Email: <Email of Nodal Officer>, Phone Number: <Phone Number of Nodal Officer> as the Nodal Officer for the Entity Locker system. The appointed officer is hereby authorized to conduct all operations on the Entity Locker platform on behalf of the Organization." Below this, there is a signature line: "Yours sincerely," followed by fields for "<Signature>", "<Name of the authorizing officer>", "<Designation>", "<Phone>", and "<Email>". At the bottom, there is a section for the recipient's address: "To, Director, National e-Governance Division, 4th floor, Electronic Market, 6, CGO Complex, Lodhi Road, New Delhi-110003". A large diagonal watermark reading "SAMPLE AUTHORIZATION LETTER" is visible across the center of the document.

How to register on Entity Locker Portal?



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



Welcome to Entity Locker

Details of Authorized Representative

Aadhaar Number*

I agree to the Entity Locker [Terms of Service](#)


Next

Already have an account? [Sign In](#)

Powered by:



Step 1.2 – Authenticate with OTP



Verify Aadhaar OTP


UIDAI has sent a temporary OTP to your mobile ending in *****4278(valid for 10 mins).

Please enter 6 digit OTP to complete verification

Submit

Did not get the OTP? [Resend OTP](#)

Powered by:



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

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

[Forget 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:

GSTIN Number *

Entity GSTIN*

Entity GST Name*

Date of Registration*

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

Submit

Option 2

Add Entity Details

Details of Entity

Register with:

Organizational PAN *

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:

Corporate Identification Number* *

Corporate Identification Number (CIN)*

Director Identification Number (DIN)*

☒ 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:

MSME - UDYAM *

UDYAM Certificate Number*

UDYAM Registered Mobile Number*

☒ 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

Choose File No file chosen

Only PDF files up to 2MB supported.

Upload Authorization Letter

Choose File No file chosen

Only PDF files up to 2MB supported.

Submit

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

ORGANIZATION ADDRESS
<ORGANIZATION ADDRESS>

CONTACT
<PHONE>, <EMAIL>

ORGANIZATION
LETTERHEAD

DATE: <DATE>

Dear Sir/Madam,

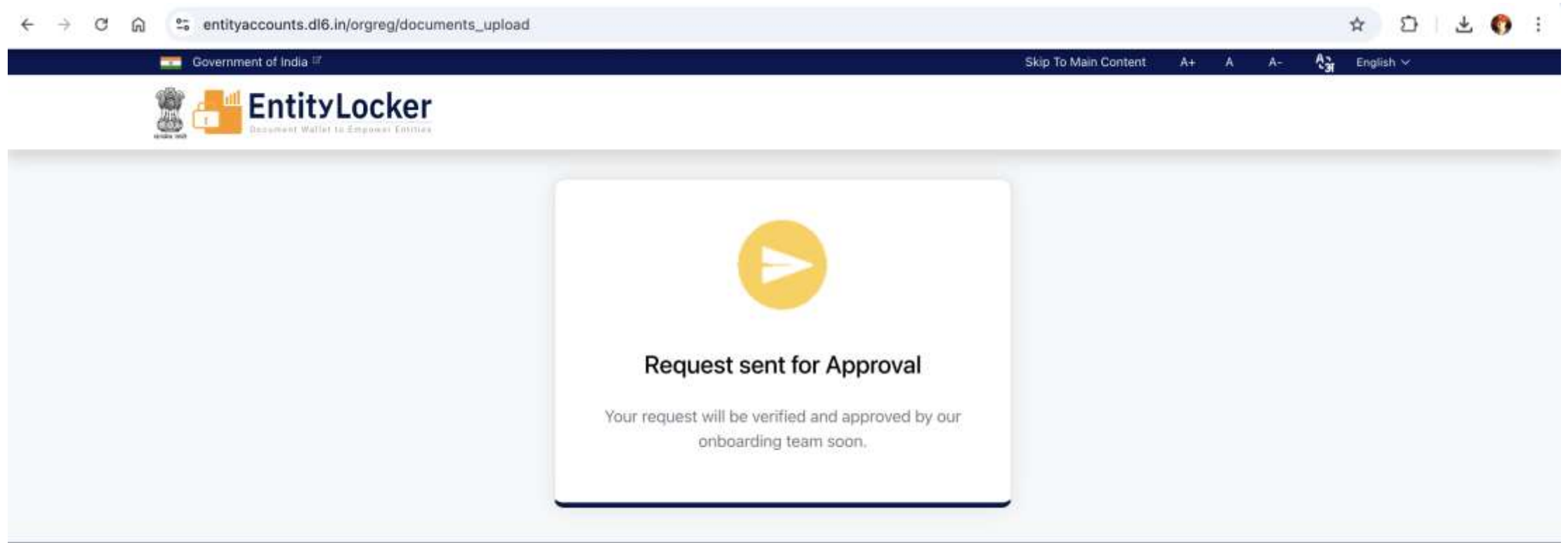
This is to inform that <Organization Name> has appointed <Nodal Officer Name>, <Nodal Officer Designation>, Email: <Email of Nodal Officer>, Phone Number: <Phone Number of Nodal Officer> as the Nodal Officer for the Entity Locker system. The appointed officer is hereby authorized to conduct all operations on the Entity Locker platform on behalf of the Organization.

Yours sincerely,
<Signature>
<Name of the authorizing officer>
<Designation>
<Phone>
<Email>

To,
Director,
National e-Governance Division
4th floor, Electronic Niketan, 6,
CGO Complex, Lodhi Road,
New Delhi-110003

Step 2

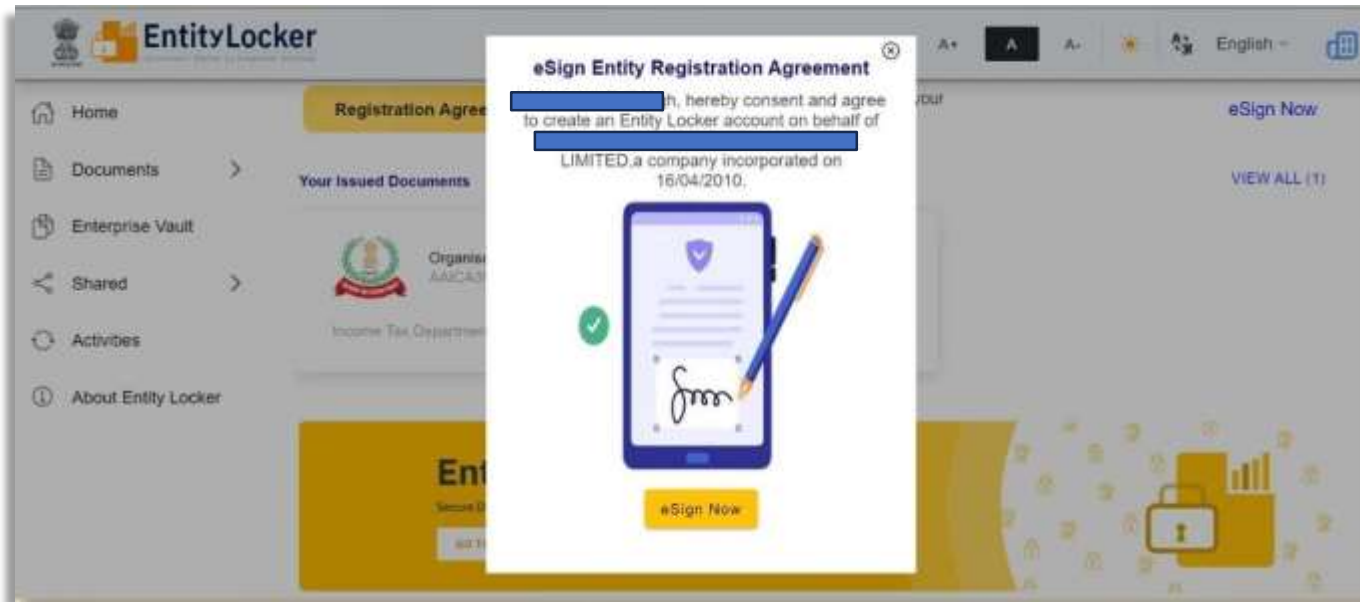
Entity Verification (3/3)



**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