CSI APPLICANTS

USER GUIDE MANUAL

BUSINESS DEVELOPMENT
SERVICE PORTAL

MODULE 1

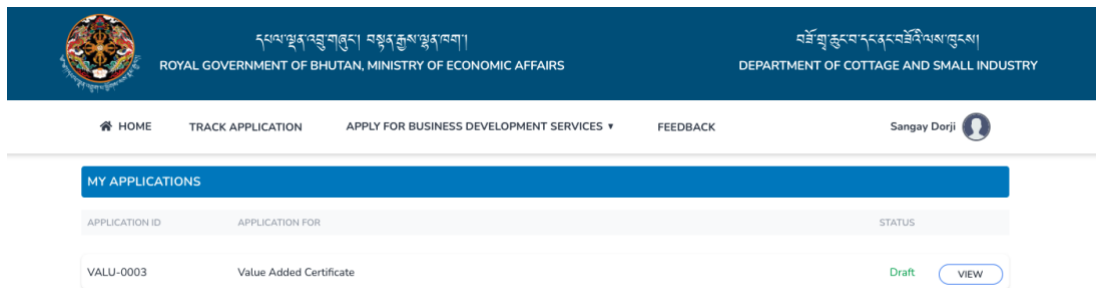# Table of Contents

1   Login

1.1   Registration - Entrepreneurs

New entrepreneurs can self-register by clicking on the Register button and then fill up the user registration form.

An email will be sent to the user for verification, after which the user can login and apply for various Business Development Services.

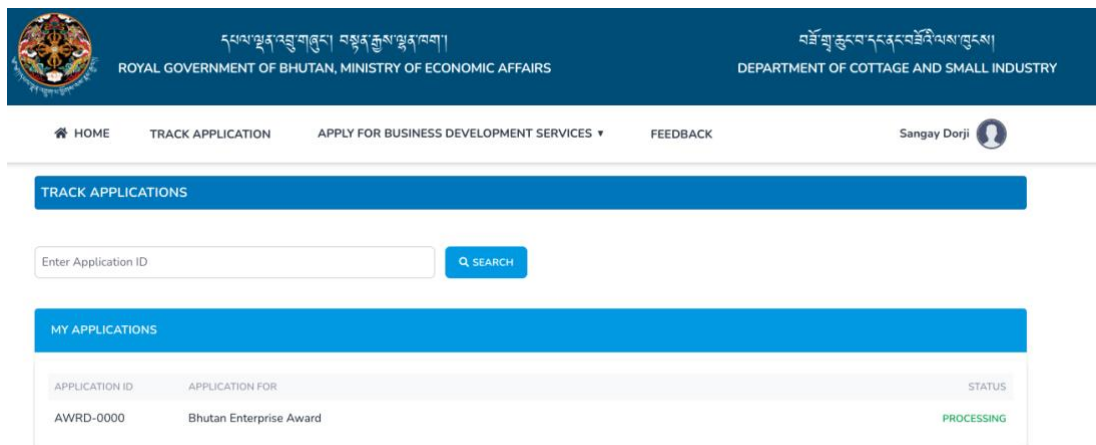## 2 Application process

The registered users after logging into the portal can perform following tasks:

- Track Application
- Apply for Business Development Services
- Submit Feedback

2.1 Track Application

The user can track the status of their application submitted to the department by:

- Select and click "Track application"
- Enter full or partial Application ID
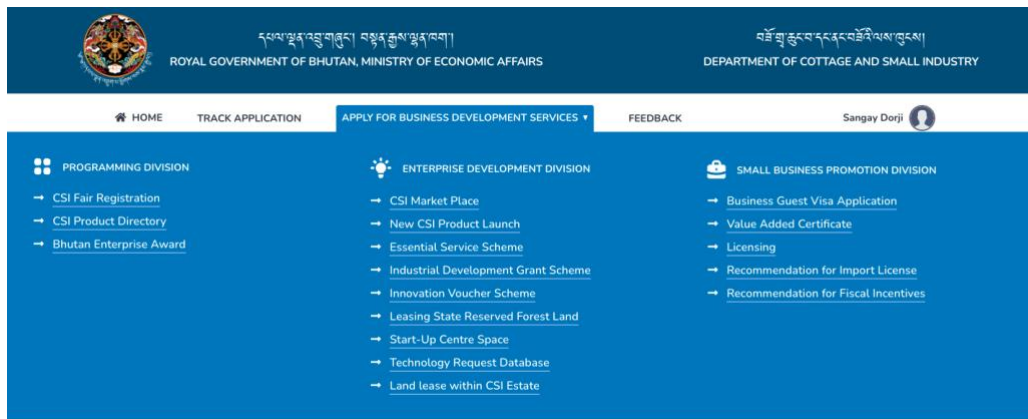- Click on "Search" button

2.2 Apply for Business Development Services

The registered users can apply for Business Development Services after logging into the portal.

To apply for any Business Development Services:
- Select and click on services under respective divisions
- Fill the application form
- Upload all the required documents
- Click on "Submit" button

An email will be sent to the user indicting that the application has been submitted. Similarly, an email notification will be sent notifying approval/rejection of the application once reviewed by the Department.
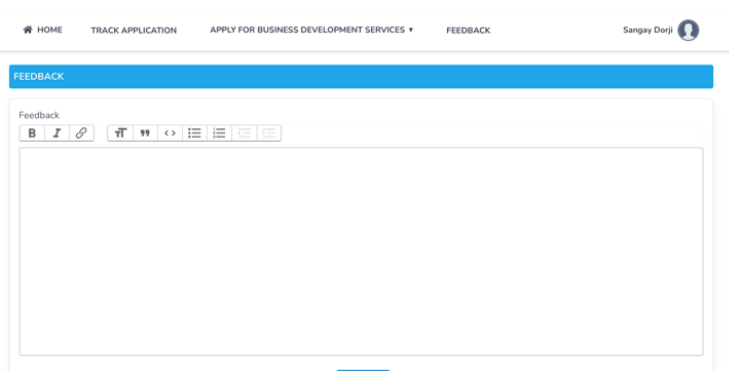
For those services managed by the MOSIC system, the user is redirected to the respective page of the MOSIC system.

2.3 Submit Feedback

The users can submit feedback to the department through this form.

To submit feedback:

- Click on the "Feedback" button
- Type the feedback
- Click on "Send" button

2.4   Application Process flow