

USER MANUAL

User Registration/Create Business Profile

Nivesh Mitra 3.0 — NMSWP Single Window Portal

Version: 3.0

Portal: <https://niveshmitra.up.nic.in>

Table of Contents


No.	Section	Page
1	Prerequisites	2
2	Accessing the Registration Page	3
2.1	Steps to Access Registration	3
3	Registration Procedure	4
3.1	Field-by-Field Instructions	6
4	Submitting the Registration Form	9
4.1	Step-by-Step Submission	6
5	After Successful Registration	10
6	Troubleshooting	
	Appendix A — Glossary	9
	Appendix B — Frequently Asked Questions	10

Document Title	User Registration Manual — NM 3.0
Version	3.0
Prepared By	CMS Computers India Pvt. Limited
Intended Users	New applicants, Entrepreneurs, and first-time portal users
Portal URL	https://niveshmitra.up.gov.in

1. Prerequisites

Before beginning the registration process, ensure the following are available:

- A valid Permanent Account Number (PAN)
- An active mobile number — a One-Time Password (OTP) will be sent to this number for account verification
- A valid, accessible e-mail address — all portal communications will be sent to this address

 **Note:** Your registered mobile number and e-mail address cannot be changed after account creation.

Ensure your PAN number and name is entered exactly as it appears on official government identity documents.

2. Accessing the Registration Page

The portal login page provides access to the registration form via the **Click here to Register button**. The navigation banner shown below displays the primary portal entry points.

Steps to Access Registration

1. **Open the Portal:** Launch a web browser and navigate to <https://niveshmitra.up.gov.in>
2. **Click Register:** On the portal home page, click the Register button to open the New User Registration form.

The screenshot displays the Nivesh Mitra 3.0 portal home page. At the top, there is a navigation bar with the text "Award of Excellence: Ranked No.1 in Deregulation 1.0" and a language dropdown set to "English". The main header features the Nivesh Mitra 3.0 logo and a prominent "Login/Register" button. Below the header is a navigation menu with options: Home, Why UP, Investor Assistance, Feedback, Media, Information, Contact Us, and a Public Dashboard link. A red banner below the menu reads: "Important Notice: Some services may not be available on Nivesh Mitra 3.0. Please use Nivesh Mitra 2.0 for those services." The main content area is split into two sections. On the left, there are portraits of Shri Narendra Modi (Hon'ble Prime Minister of India) and Yogi Adityanath (Hon'ble Chief Minister of Uttar Pradesh) with the text "Empowering Investo" and "Welcome to Nivesh Mitra, One portal for all licenses, NOCs and business approvals." On the right, there is a video player showing the inauguration of the "ASHOK LEYLAND MANUFACTURING FACI" at Lucknow, Uttar Pradesh. At the bottom, there are three main service buttons: "File Your Intent / MoU", "Know Your Approvals & Incentives", and "Land Bank". Social media icons for Facebook, X, Instagram, YouTube, and LinkedIn are visible on the right side of the page.



Entrepreneur/Admin Login

Entrepreneur

sawan.nmiup@gmail.com

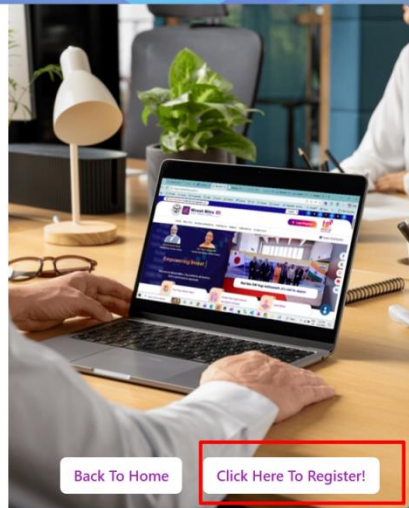
.....

CAPTCHA

Enter CAPTCHA

LOGIN

[Forgot your Login ID/password?](#)



[Back To Home](#)

[Click Here To Register!](#)



3. Registration Procedure

The registration form requires the applicant to provide identity, contact, and security credentials. All fields marked with an asterisk (*) are mandatory.

STEP 1 — Open the Registration Form and Enter Details

The screenshot displays the registration interface for Nivesh Mitra 3.0, a single window system. The interface is divided into three steps: PAN Details (Step 1 of 3), Entrepreneur Details, and Verify Details. The PAN Details section includes the following fields:

- Enter Establishment's PAN ID * (DFBPM7037A)
- Company Name as per PAN * (TEST)
- Date of Incorporation/Birth * (01/05/2026)
- Company/Enterprise Name * (TEST)

At the bottom of the form, there is a red "NEXT" button, a link for "Already registered? Login here", and a link for "Go To Home Page".

© 2025 Copyright Uttar Pradesh State Unit. All Rights Reserved. Design and Developed by: CMS SIMPLIFYING LIFE

3.1 Field-by-Field Instructions

3.1.1 First name, Middle Name and Last Name *(Mandatory)*

Enter your full name exactly as it appears on official government identity documents as per PAN card as issued by Income Tax Dept, Government of India. Any discrepancy may cause delays during identity verification.

3.1.2 E-mail ID *(Mandatory)*

Enter a valid, active e-mail address. All portal communications, approval notifications, and official correspondence will be delivered to this address. Ensure you have access to this inbox.

3.1.3 Mobile Number *(Mandatory)*

Enter an active ten-digit mobile number. An OTP will be sent to this number to verify your identity during registration and for all subsequent login sessions.

3.1.4 WhatsApp number *(Mandatory)*

- Enter the Authorized Representative WhatsApp number if it is **different** from the registered mobile number.
- Ensure the number is valid and in the correct format (10 digits, no spaces).

Checkbox: Same as Registered Mobile

- If the WhatsApp number is **the same** as the registered mobile number, tick the box.
- Once checked, the system will automatically copy the registered mobile number into the WhatsApp number field, so you don't need to type it again.

3.1.5 PAN (Permanent Account Number) *(Mandatory)*

Enter your ten-character Permanent Account Number carefully issued by Income Tax Department, Government of India. The field is case-sensitive. This value cannot be corrected after the registration form is submitted.

3.1.6 Legal Business Entity's name as per PAN *(Mandatory)*

Enter the Legal Business Entity name exactly as it appears on the PAN card issued by the Income Tax Department. Do not use abbreviations, nicknames, or trade names. Any mismatch between this field and the PAN records will cause verification failure during processing.

3.1.7 Date of Incorporation/Birth *(Mandatory)*

Enter the date in **dd/MM/yyyy** format as displayed in the placeholder.

- For companies, LLPs, and registered firms — enter the **Date of Incorporation** as recorded with the Ministry of Corporate Affairs (MCA) or relevant registering authority.
- For proprietorships — enter the **Date of Birth** of the proprietor as per PAN records. This date is used for cross-verification against PAN authority records.

Nivesh Mitra 3.0
SINGLE WINDOW SYSTEM

PAN Details **Entrepreneur Details** **Verify Details**

Step 1 of 3

PAN Details

Enter Establishment's PAN ID * ? Company Name as per PAN * ? Date of Incorporation/Birth * ?

DFBPM7037A TEST 01/05/2026

Company/Enterprise Name * ?

TEST

NEXT

Already registered? [Login here](#) Go To [Home Page](#)

© 2025 Copyright Uttar Pradesh State Unit. All Rights Reserved. Design and Developed by : **CMS** SIMPLIFYING LIFE

3.1.8 Legal Business Entity/Enterprise Name (Mandatory)

Enter the operational name of the Legal Business Entity or enterprise as it is commonly used in business. This may differ from the Legal Business Entity Name as per PAN (e.g., a brand name or registered trade name). If there is no separate trading name, repeat the PAN-registered Legal Business Entity name here.

✓ **Tip: Enter your WhatsApp number if different, or simply tick the box if it's the same as your mobile**

4. Submitting the Registration Form

STEP 2 — Submit and Verify Your Account


4.1 Step-by-Step Submission

3. **Review All Fields:** Verify that all mandatory (*) fields have been completed accurately before proceeding.
4. **Click Register:** Click the Register button at the bottom of the form to submit your registration details.
5. **OTP Verification:** An OTP will be sent to your registered mobile number and Email id. Enter the OTP in the verification screen and click **Verify** to confirm your account.
In case OTP is not received: Wait for 5 minutes — the **Resend OTP** button will become active after 5 minutes. Click on it to receive the OTP again on your registered mobile number and Email id. The OTP is valid for a limited time only; if it expires, click **Resend OTP** to receive a new one.

In Case Password is Not Received:

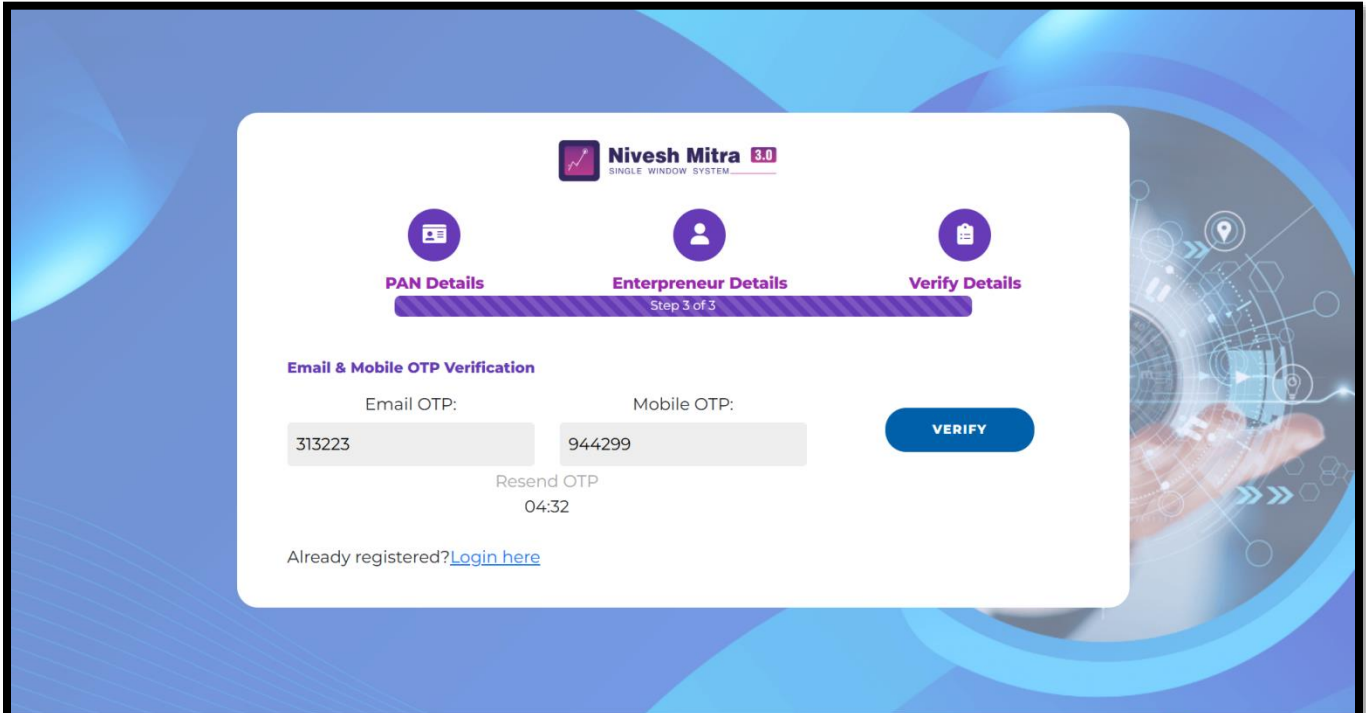
Password Not Received: If the password is not received on your registered Email id after successful registration, you can use the "**Resend**" option to resend your login credentials to your registered Email id.

6. **Account Activated:** Upon successful OTP verification, your account is created and activated. You may now log in to the portal using your registered credentials.


 **Important:** Do not close the browser window after clicking Register until OTP verification is complete.

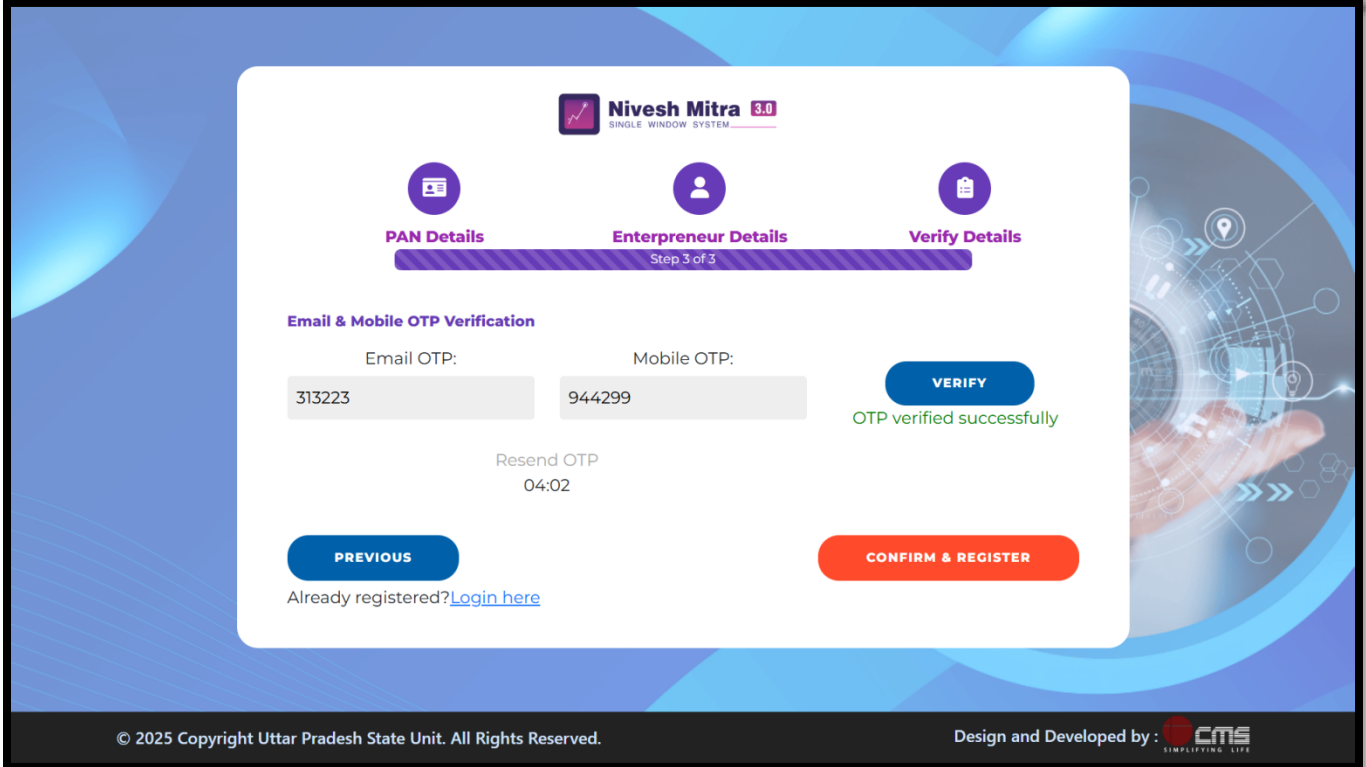
The OTP is valid for a limited time only. If it expires, click Resend OTP to receive a new one.

Errors in PAN cannot be corrected after submission. Verify the PAN before clicking Register.




© 2025 Copyright Uttar Pradesh State Unit. All Rights Reserved.

Design and Developed by :  **CMS**
SIMPLIFYING LIFE



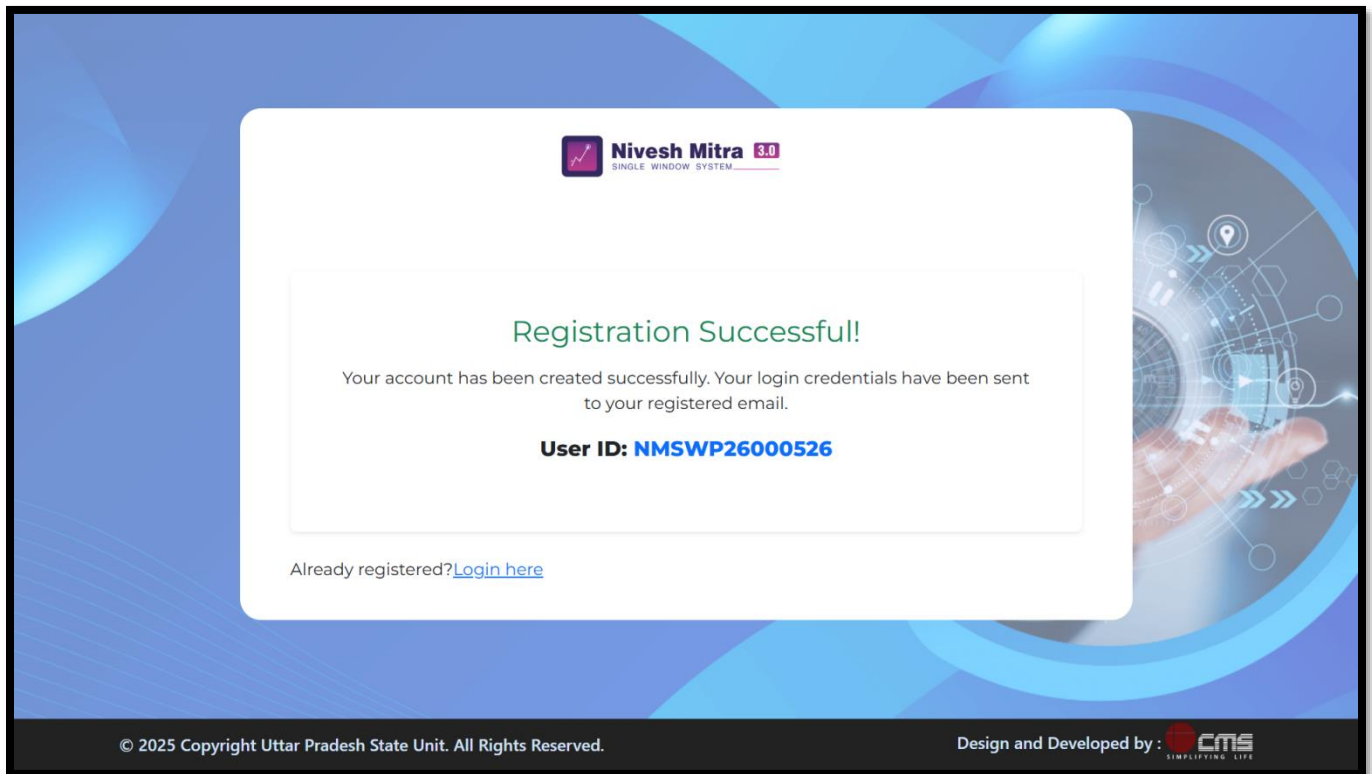
© 2025 Copyright Uttar Pradesh State Unit. All Rights Reserved.

Design and Developed by :  **CMS**
SIMPLIFYING LIFE

5. After Successful Registration

Once registration is complete, the following information is sent to your registered email id and is associated with your portal account:

- A unique User ID generated by the system
- Your registered PAN, e-mail address, and mobile number



Retain your User ID and registered credentials for future login. If you forget your password, it can be reset through the Forgot Password facility on the Login page. Refer to the Login User Manual for details.

⚠ Note: Keep a record of your User ID, registered e-mail, and mobile number in a secure location.

For account-related queries, contact the Nivesh Mitra helpdesk on **0522 6923000**

6. Troubleshooting

OTP not received	Verify the mobile number entered is active and correctly typed. Wait for the countdown to expire, then click Resend OTP. Check whether the number is in a no-network zone.
PAN already registered	A PAN can only be associated with one portal account. If you have previously registered, use the Forgot Password option on the Login page to recover access.
Page not loading	Clear the browser cache, switch to a supported browser (Chrome, Edge, Firefox), and try again. Ensure a stable internet connection is available.
Registration not completing	Ensure all mandatory (*) fields are filled. Check for red error indicators below specific fields and correct the highlighted entries.

Appendix A — Glossary

CAPTCHA	Completely Automated Public Turing test — security challenge to verify human users.
IIDD	Infrastructure and Industrial Development Department, Government of Uttar Pradesh.
OTP	One-Time Password — time-limited code sent to registered mobile for authentication.
PAN	Permanent Account Number — unique ten-character ID issued by India's Income Tax Dept.
NMSWP	Uttar Pradesh Single Window Portal — the integrated digital clearance platform.

Appendix B — Frequently Asked Questions

Q1. Can I register without a PAN?

No. A valid Permanent Account Number (PAN) is mandatory for registration on the Nivesh Mitra portal. The PAN is used as a unique business identifier throughout the portal.

Q2. Can one PAN be used to create multiple accounts?

No. Each PAN can be associated with only one portal account. If you have previously registered with a PAN and cannot access the account, use the Forgot Password feature on the Login page.

Q3. What should I do if I do not receive the OTP?

Ensure your mobile number is active, in network coverage, and correctly entered. Click Resend OTP after the countdown timer expires. If the problem persists, contact the portal helpdesk.

Q4. Can I change my registered mobile number or e-mail after registration?

Registered contact details are linked to your identity at the time of account creation. To update these details, contact the Nivesh Mitra helpdesk.

Q5. How do I log in after registering?

After successful registration, navigate to the Login page and enter your User ID (or registered e-mail / PAN) along with your password and CAPTCHA. For a full guide, refer to the Login User Manual .