User Guide

Purpose of the Document

This document will explain how to apply for “Mukhya Mantri Swavlamban Yojana-2018” on Single Window Portal in a language non-technical person can understand.

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PROCEDURE FOR APPLICATION SUBMISSION

Step-1: Visit the official website of Department of Industries Himachal Pradesh by clicking on the below link http://emerginghimachal.hp.gov.in/

Step-2: Now, create your user account by registering yourself with Single Window Clearance System. Go-to “Investor Sign-up” and get your registered credentials after filling all the mandatory information.

Step-3: After successful registration on SWCS, user will get an acknowledgment on both email and registered mobile.

Step-4: Now, fill the mandatory application form and upload the scanned copy of documents enlisted in checklist for Registration of Partnership Firm.

Step-5: After successful entries of mandatory fields and uploading of scanned documents, user can make online payment.

Step-6: After payment is done successfully, user can finally submit the application to the department.

![Diagram of Application Submission Process]
1. **Home Page**

The Govt. of Himachal Pradesh has launched Single Window Portal for Investors. Every investor who intends to invest in Himachal Pradesh and existing Investor who want to apply for various approvals can access the portal by using below mentioned link.

Website URL: [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/)
2. **Investor Registration/Login**

1. To register as Investor, Click on “Investor Sign-up” button.

2. Following page is displayed on clicking “Investor Registration” where user is required to fill all the requisite details. After submission of details click on “Register” button as highlighted below.
3. User will receive “One Time Password” on his mobile number that he has entered in last screen. User need to enter this OTP in following screen and click on Verify OTP.

4. After successful verification of OTP, an activation link is sent to the resisted email-id”.

Click on link in order to activate Single Window Account
3. **Investor Sign-in**

1. Visit the website as mentioned by following the link [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/). Click on Investor “Investor Login” in order to login.

![Image of login page](image1)

2. Enter User name & Password on the following screen and click on “LOGIN”. Username can be registered email id & IUID that user will receive after registration on Email as well as mobile SMS.

![Image of login page](image2)
4. **Apply for Registration of Partnership Firm**

1. Login to the website as mentioned in step 3. Following screen will be the dashboard of the user. “Incomplete applications” will show the applications not completed by the applicant, “Pending applications” will show the applications pending with the department for approval, “Approved applications” will show approved applications of the investor and “Rejected applications” will show applications rejected by the department.

2. Click on “Partnership Firm” in the left panel of the screen as mentioned in the below screenshot to proceed. Click on “Apply” of Registration of Partnership Firms as indicated to proceed further.
3. Enter details into the corresponding fields. Fields marked with * are mandatory and cannot be left blank. Click on “Add new Partner details” to add more than one partner. Similarly click on “Add new Witness Detail” to add more than one witness. Click on “Save & Next” to proceed to next step.
4. Click on “Select File” the upload respective documents and then click on “Upload” to upload the documents. The documents type marked with * are mandatory to upload. After uploading all the required documents click on “Submit” to proceed to Payment.

5. Following screen will show the application and it can be edited by clicking on “Edit Application” button. Click on “Pay Now” to continue with payment

6. After successful payment, Tick on “I accept” to accept the declaration and submit the application.
5. Download approval certificate.

1. After the approval of application by the department, download link for the certificate will be activated. To download the certificate, click on “Download”.

2. The certificate will be downloaded as PDF as follows:
6. Department Login and Application Process

1. Visit the website as mentioned by following the link http://emerginghimachal.hp.gov.in. Click on “Department Sign-in” in order to login as department official.

2. Enter user credentials on the following screen and click on “LOG IN”
3. Login to the website as mentioned by following the link http://emerginghimachal.hp.gov.in/ and then click on “View”.

4. Check the documents as per the guidelines and either verify them or reject them.
5. If all the documents are verified, then click on “Proceed”. If there are any discrepancies in the application, it can be reverted back to the investor by clicking on “Revert back to Investor”.

6. After the approval of nodal officer, approving officer can similarly either click on “Proceed” or “Revert back to Investor”.

![Image 1]

![Image 2]
7. Enter the OTP code received on mobile number to approve the application. After successful verification of OTP digitally signed certificate will be available on investor dashboard automatically.