



BharatNet User Registration Guide



**Ministry of Communications
Government of India**

Register User for Dark Fibre and Bandwidth Demands

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1. Introduction

The BharatNet Portal is the online window of the Department of Telecommunications (DoT) through which organizations and individuals raise, track and manage demands for bandwidth and connectivity on the BharatNet network.

Before any demand can be raised, the applicant must create a user account on the portal. This document explains the User Creation (Registration) module end to end: who can register, which registration type to choose, what information and documents are required, the exact step-by-step procedure, OTP verification, and how to resolve common errors.

1.1 Who should read this manual

- Authorized signatories and nodal officers of companies, PSUs, LLPs, societies and trusts.
- Individuals, proprietors and sole partnership firms applying in their own name.
- Consultants or staff filling the form on behalf of an authorized signatory.

1.2 Before you begin — pre-requisites

- An active mobile number (10 digits, Indian) that can receive SMS OTP.
- An active and unique e-mail ID that can receive an OTP. One e-mail ID can be used for only one account.
- Registration / incorporation details of the organization (as applicable to your registration type).
- Scanned copies of supporting documents in PDF/JPG (generally up to 2 MB each) for upload during registration or at the demand stage.
- A modern browser (Chrome, Edge or Firefox — latest version) with JavaScript and pop-ups enabled.

2. Registration Types and Their Requirements

The portal supports five registration (applicant) types. Choose the one that legally matches the entity in whose name the demand will be raised. The selection determines the documents you must keep ready and, later, the approval workflow.

2.1 Summary of registration types

#	Registration Type	Who should select it	Typical documents / details required
1	Private Limited Company	A company incorporated under the Companies Act, 2013 / 1956 with 'Private Limited' in its name.	Certificate of Incorporation (CIN), PAN of the company, GSTIN (if applicable), Board Resolution / Authorization Letter in favor of the signatory, ID proof of authorized signatory.
2	Public Sector Undertaking working under Govt. of India / State Govt.	Central or State PSU, statutory body or government undertaking raising demand on behalf of a government entity.	Government / PSU registration or incorporation proof, PAN & GSTIN of the entity, Office Order or Authorization Letter on official letterhead naming the nodal officer, Official government e-mail ID (preferred), ID proof of the nodal officer.

#	Registration Type	Who should select it	Typical documents / details required
3	Limited Liability Partnership (LLP)	A partnership registered under the LLP Act, 2008 holding an LLPIN.	Certificate of Incorporation of LLP (LLPIN), LLP Agreement, PAN of the LLP, GSTIN (if applicable), Authorization letter signed by Designated Partner, ID proof of authorized signatory.
4	Individual / Proprietor / Sole Partnership Firm	A single person, sole proprietorship or one-person firm applying in its own name.	PAN of the individual / proprietor, Aadhaar or other government ID, GSTIN / Udyam (MSME) registration if available, Shop & Establishment or trade license (for proprietorship), Proof of address.
5	Society / Trust / NGO	A body registered under the Societies Registration Act, an Indian Trust, or a Section 8 / non-profit organization.	Registration Certificate of Society / Trust Deed / Section 8 license, PAN of the organization, 12A / 80G certificate (if applicable), Resolution of the Managing Committee / Board authorizing the signatory, ID proof of authorized signatory.

Note: The exact document set may be requested at the registration stage or later while raising a demand. Keep all documents scanned and ready in advance.

2.2 How to decide your registration type

If the entity is...	Select
Registered with 'Pvt. Ltd.' / 'Private Limited' in its name	Private Limited Company
A Central/State Government department, PSU, board, corporation or statutory body	Public Sector Undertaking working under Govt. of India / State Govt.
Registered as an LLP with an LLPIN	Limited Liability Partnership
A single person, proprietorship firm or a one-person/sole partnership firm	Individual / Proprietor / Sole Partnership Firm
A registered society, public/private trust, NGO or Section 8 company	Society / Trust / NGO

Important: The registration type cannot be edited by the user after submission. A change requires a request to the portal helpdesk.

3. Field Reference

The registration page is organized in three blocks — Applicant Type, Organization Address and Applicant Details — followed by Captcha and submission. All fields marked with a red asterisk (*) are mandatory.

Field	Type	Mandatory	Description / validation
Registration Type	Dropdown	Yes	Choose one of the five applicant categories. This selection determines the documents you must keep ready and cannot be changed after submission.
Organization Address – Address	Text	Yes	Complete registered/office address of the organization as per incorporation or registration records.
Organization Address – Pin code	Numeric (6 digits)	Yes	Valid Indian PIN code; must match the State selected.
Organization Address – State	Dropdown	Yes	Select from the list of States/UTs. Uttar Pradesh is split into 'Uttar Pradesh East' and 'Uttar Pradesh West' (LSA-wise).
Organization Address – Contact Number	Numeric (10 digits)	Yes	Landline/mobile of the organization, e.g. 9876543210. No +91, spaces or dashes.
Organization Address – E-mail	E-mail	Yes	Official organization e-mail, e.g. company@example.com. Use a domain e-mail wherever available.
Applicant Details – Name	Text	Yes	Full name of the Authorized Contact Person / Signatory exactly as in the ID proof.
Applicant Details – Designation	Text	Yes	Designation of the signatory (e.g. Director, Designated Partner, Nodal Officer, Proprietor).
Applicant Details – Address	Text	Yes	Correspondence address of the applicant/signatory.
Applicant Details – Pin code	Numeric (6 digits)	Yes	PIN code of the applicant's address.
Applicant Details – State	Dropdown	Yes	State/UT of the applicant. Selecting a State populates the District list.
Applicant Details – District	Dropdown	Yes	Enabled only after a State is selected.
Applicant Details – Mobile Number	Numeric (10 digits)	Yes	OTP is sent to this number. Must be active and accessible at the time of registration.
Applicant Details – E-mail	E-mail	Yes	OTP is sent to this e-mail ID. Must be unique — an ID already registered will be rejected.
Captcha	Image text	Yes	Type the characters shown. Click the image to refresh if unreadable.

4. Step-by-Step Registration Procedure

The screenshot displays the registration page of the BharatNet Portal. The page has a dark blue header with the Government of India and Ministry of Communications logos. The main content area is white with a blue sidebar on the left. The registration form is titled 'Applicant Type' and includes the following sections:

- Registration Type ***: A dropdown menu with the text 'Select Registration Type'.
- Organization Address ***:
 - Address ***: A text input field with the placeholder 'Complete Address'.
 - Pincode ***: A text input field with the placeholder 'Pincode'.
 - State ***: A dropdown menu with the text 'Select State'.
 - Contact Number ***: A text input field with the placeholder 'eg:9876543210'.
 - E-mail ***: A text input field with the placeholder 'eg:company@example.com'.
- Applicant Details**:
 - Name ***: A text input field with the placeholder 'Name of Authorised Contact person/Signatory'.
 - Designation, if any ***: A text input field with the placeholder 'Designation of Authorised Contact person/Signatory'.
 - Address ***: A text input field with the placeholder 'Address Line'.
 - Pincode ***: A text input field with the placeholder 'Enter Pincode'.
 - State ***: A dropdown menu with the text 'Select State'.
 - District ***: A dropdown menu with the text 'Select District'.
 - Mobile Number ***: A text input field with the placeholder 'eg:9876543210'.
 - E-mail ***: A text input field with the placeholder 'eg:company@example.com'.

Below the form, there are two small notes: 'OTP will be sent on this mobile number in registration process' and 'OTP will be sent on this email id in registration process'.

Figure 1 — The complete Registration page at <https://bharatnet.dot.gov.in/registration>

Step 1 — Open the registration page

1. Open your browser and go to <https://bharatnet.dot.gov.in>.
2. Click Sign in / Register, or go directly to <https://bharatnet.dot.gov.in/registration>.
3. Wait for the page to load fully; the 'Processing, please wait...' message must disappear before you start typing.

Step 2 — Select the Applicant Type

The screenshot shows a close-up of the 'Applicant Type' section of the registration form. It features a dropdown menu labeled 'Registration Type *' with the text 'Select Registration Type' and a downward arrow.

Figure 2 — Applicant Type block: the Registration Type dropdown

1. In the Applicant Type block, click the Registration Type dropdown.
2. Select one of: Private Limited Company; Public Sector Undertaking working under Govt. of India/State Govt.; Limited Liability Partnership; Individual/Proprietor/Sole Partnership Firm; Society/Trust/NGO.
3. Refer to Section 2 if you are unsure which type applies. Verify the selection before proceeding — it drives the rest of the workflow.

Step 3 — Fill the Organization Address

Organization Address *

Address * Complete Address

Pincode * Pincode

State * Select State ▼

Contact Number * eg:9876543210

E-mail * eg:company@example.com

Figure 3 — Organization Address block

1. Address — type the complete registered/office address of the organization.
2. Pin code — enter the 6-digit PIN code (digits only).
3. State — select the State/UT from the dropdown. For Uttar Pradesh choose 'Uttar Pradesh East' or 'Uttar Pradesh West' as per your telecom circle (LSA).
4. Contact Number — enter the 10-digit organization contact number without +91, spaces or hyphens (e.g. 9876543210).
5. E-mail — enter the official organization e-mail ID (e.g. company@example.com).

Tip: For an Individual/Proprietor, use your business or residential address here and the same or a correspondence address in the Applicant Details block.

Step 4 — Fill the Applicant Details

Applicant Details

Name * Name of Authorised Contact person/Signatory

Designation, if any * Designation of Authorised Contact person/Signatory

Address * Address Line

Pincode * Enter Pincode

State * Select State ▼

District * Select District ▼

Mobile Number * eg:9876543210

E-mail * eg:company@example.com

OTP will be sent on this mobile number in registration process

OTP will be sent on this email Id in registration process

Figure 4 — Applicant Details block, including the OTP mobile number and e-mail.

1. Name — full name of the Authorized Contact Person / Signatory, exactly as printed on the ID proof.
2. Designation — designation of that person (Director, Designated Partner, Nodal Officer, Proprietor, Secretary, etc.).
3. Address and Pin code — correspondence address of the applicant.
4. State — select the State/UT; the District list is populated only after this selection.
5. District — select the district from the refreshed list.

6. Mobile Number — enter the 10-digit mobile number that will receive the OTP. Keep the phone with you.
7. E-mail — enter the e-mail ID that will receive the OTP. It must be unique on the portal and becomes your primary login/communication ID.

Step 5 — Enter the Captcha and submit

1. Read the characters in the captcha image and type them in the box next to it (case-sensitive).
2. If the image is unclear, click the captcha image (or the refresh icon) to generate a new one.
3. Review the entire form once. Then click Register & Submit.
4. If any mandatory field is incomplete or invalid, the field is highlighted in red with an inline message — correct it and submit again.

Step 6 — Verify the OTPs

1. On successful submission, the portal sends one OTP by SMS to the registered mobile number and one OTP by e-mail to the registered e-mail ID.
2. Enter the mobile OTP and the e-mail OTP in the respective boxes on the verification screen.
3. Each OTP is valid for a short period (typically 10 minutes). If it expires, click Resend OTP.
4. Check the Spam/Promotions folder if the e-mail OTP is not in the Inbox.
5. Click Verify / Submit to complete verification.

Step 7 — Account creation and first login

1. After successful verification, an acknowledgement with your Registration/Reference number is displayed on screen and sent to your e-mail.
2. Login credentials (email id or phone number) are sent to the registered e-mail ID.
3. Go to <https://bharatnet.dot.gov.in/login> and sign in with those credentials.
4. You can now use Raise Demand to submit a connectivity/bandwidth demand and Track Demand to follow its status.

Note: Registrations of organizational types may be subject to verification/approval by the concerned DoT unit. Until approval, some features may remain read-only.

5. Validation Rules at a Glance

Item	Rule
Mobile number	Exactly 10 digits, Indian numbering; no country code, spaces or symbols.
Contact number	Exactly 10 digits.
Pin code	Exactly 6 digits and consistent with the selected State.
E-mail	Valid format (name@domain.tld); must not already exist on the portal.
Name / Designation	Alphabets and common punctuation; avoid special characters such as < > # %.
District	Selectable only after a State is chosen.
Captcha	Case-sensitive; regenerate if unreadable.
Session	The form may time out after a period of inactivity — complete it in one sitting.

6. Troubleshooting — Common Errors

Message / symptom	Cause	Resolution
'E-mail already registered'	An account already exists with this e-mail ID.	Use the Sign in page, or use Forgot Password; alternatively register with a different official e-mail ID.
'Mobile number already registered'	The number is linked to another account.	Use a different mobile number or recover the existing account.
'Invalid Captcha'	Wrong characters or an expired captcha.	Click the captcha image to refresh and re-enter carefully (case-sensitive).
OTP not received on mobile	Network delay, DND settings or wrong number.	Wait 60 seconds, click Resend OTP, verify the number, and ensure SMS is not blocked.
OTP not received on e-mail	Mail routed to Spam or a corporate filter.	Check Spam/Junk/Promotions; whitelist the DoT domain; resend.
'OTP expired / invalid'	OTP used after validity or mistyped.	Click Resend OTP and enter the newest OTP only.
District dropdown is empty	State not yet selected.	Select the State first; the District list then loads.
Page stuck on 'Processing, please wait...'	Slow network or blocked scripts.	Refresh the page, clear cache, disable ad-blockers, or try another supported browser.
Form resets on submit	Session timeout.	Reload the page and complete the form without long pauses.

7. Good Practices

- Use an official organization domain e-mail rather than a personal e-mail wherever possible.
- Register the account in the name of a designated nodal officer so that continuity is maintained on staff changes.
- Keep the registration acknowledgement number for all future correspondence.
- Ensure the details entered exactly match the incorporation/registration documents — mismatches are the most common cause of rejection.
- Never share your OTP or password with anyone, including helpdesk staff.

Disclaimer: This manual describes the registration screen of the BharatNet Portal (BETA) as available at the time of writing. Screens, field labels and document requirements may be updated by DoT; the portal and its official notifications remain the authoritative source.