User Manual

For

Application for change in channel details

Broadcast Seva

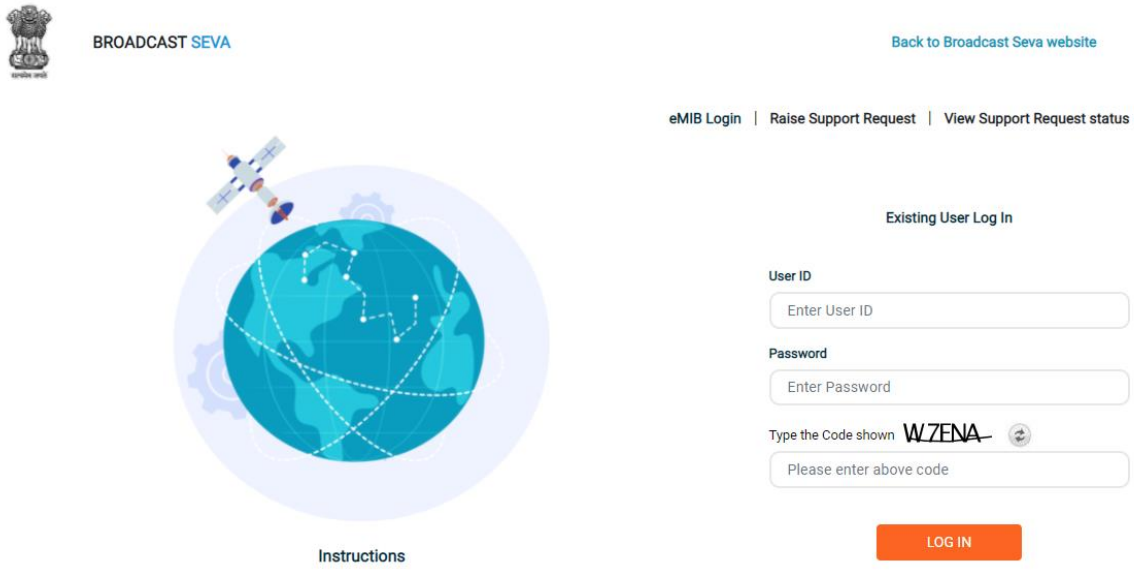
Ministry of Information and Broadcast

Service 4 : Application for change in channel details

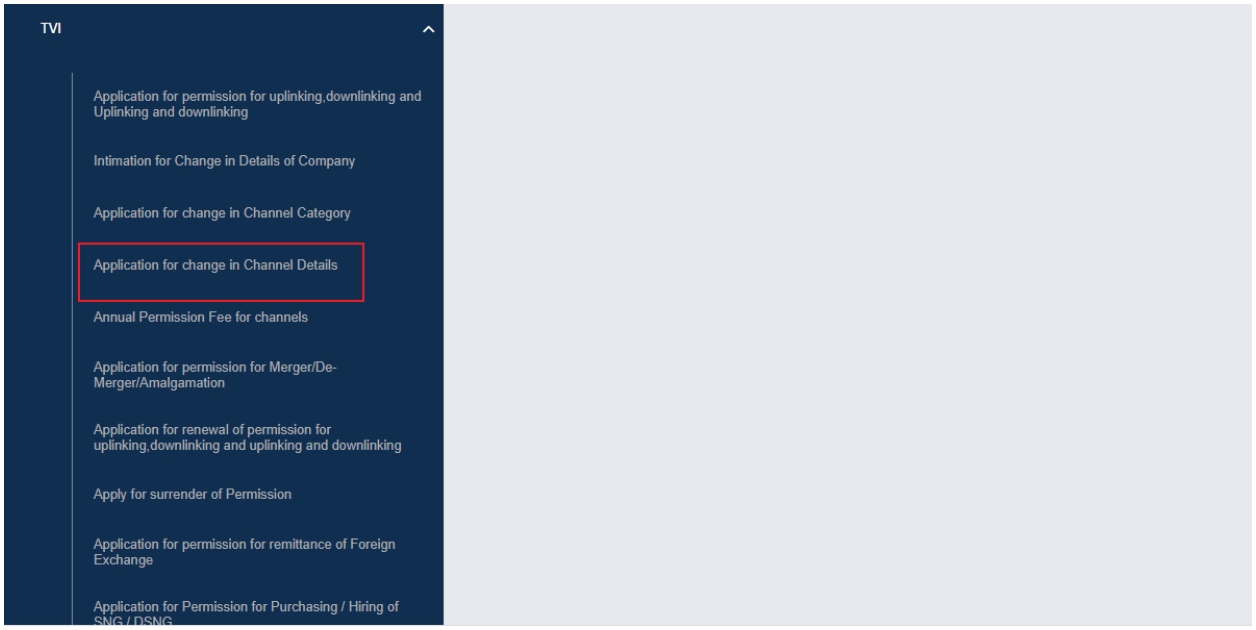
User login into portal and provides User credentials:

Applicant Login:

1. Existing user will login in below screen:

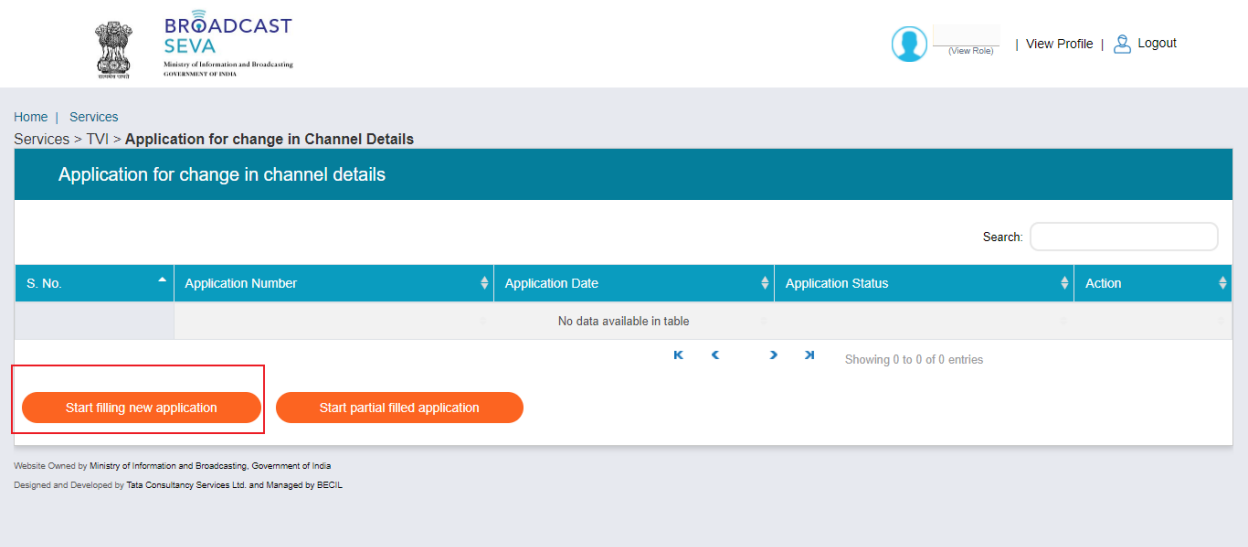


2. On logging in, with credentials- left corner denotes menu where user can find service: Application for change in channel details.

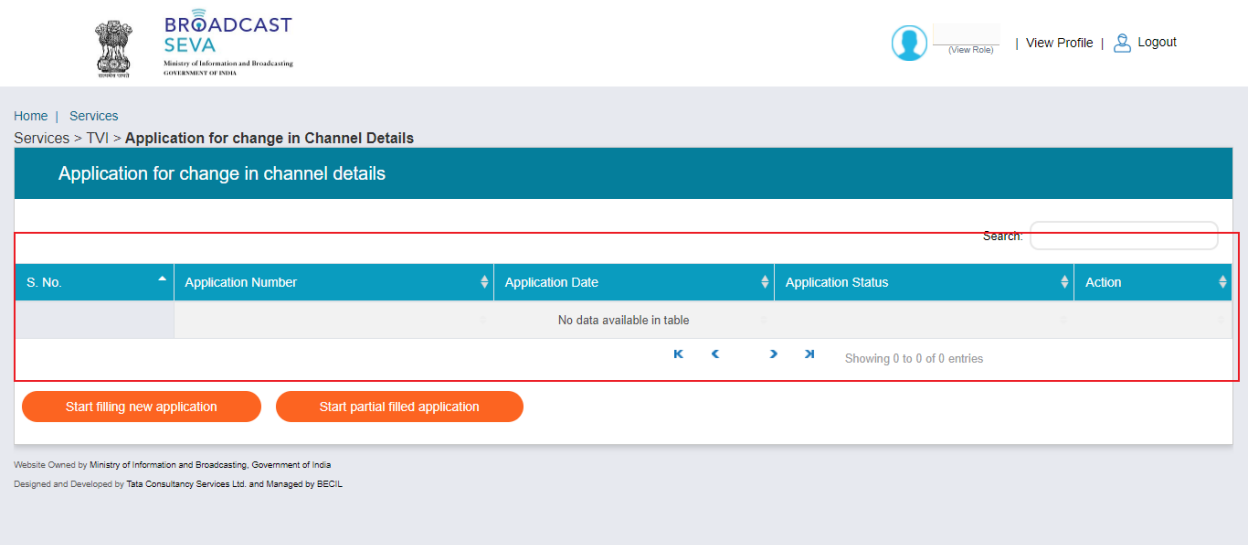


Note: This service will be available to user(s) only if the user has permitted channel.

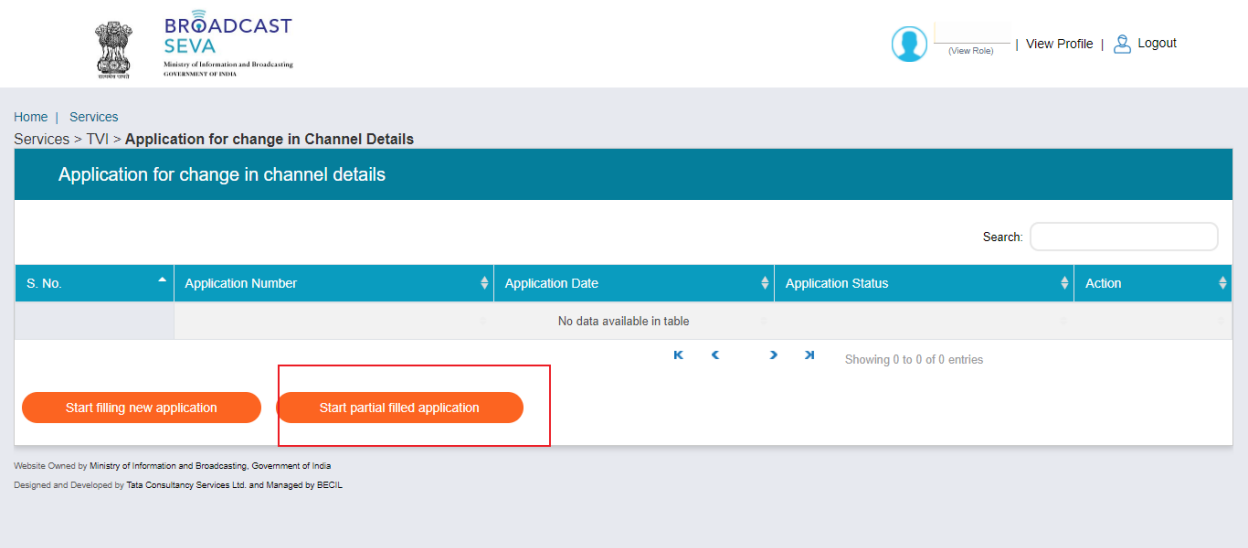
a) Applicant can start the process to apply for change in channel details:



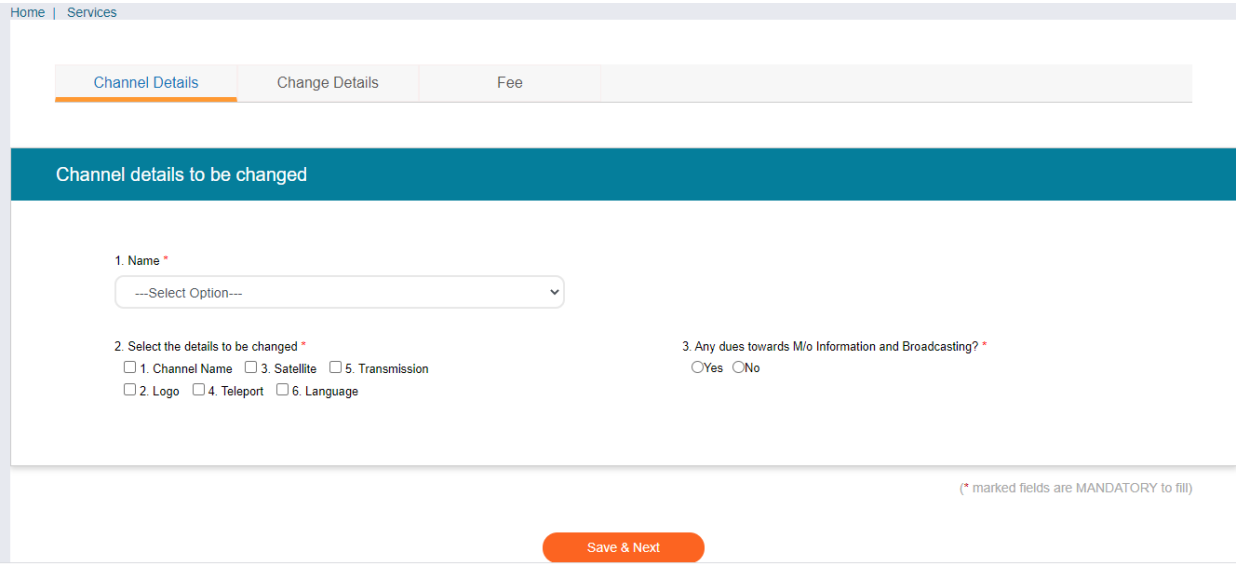
b) Applicant can view the status of his existing/applied applications, which is sent to MIB.



c) Applicant can open partial filled save application and fill the application.

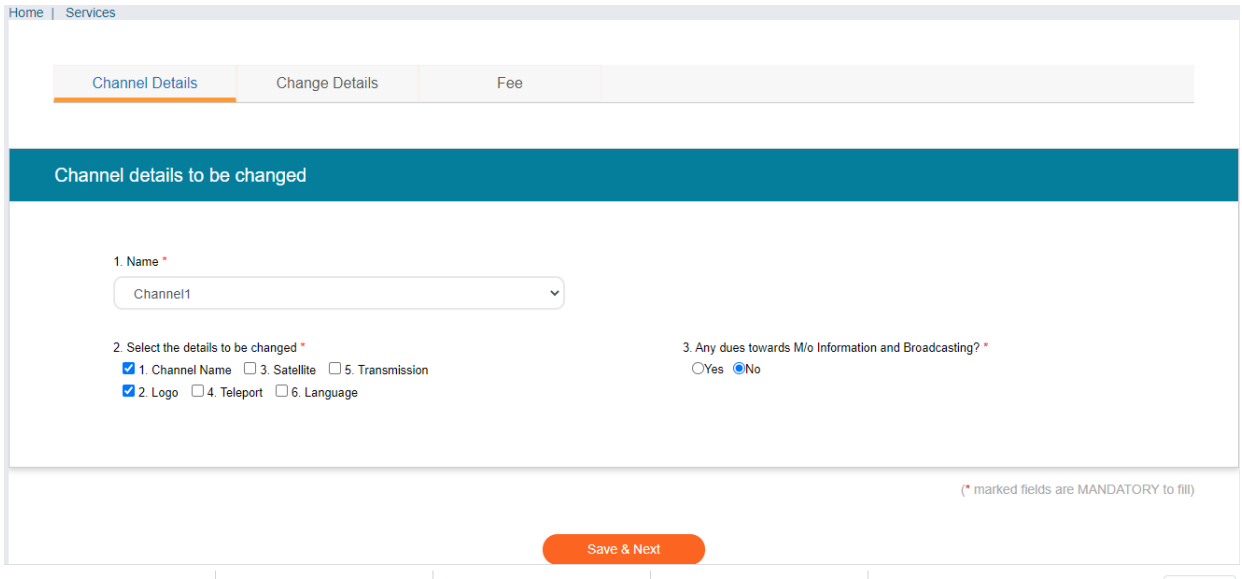


3. On clicking on- "Start filing new application" Button, user receives the application form to apply for change in channel details :



- At the end of each tab there is an option for – 'Save and Next'. The save and next Button provides facility to save application form's data and move further into the application.
- User can save and then continue filling application at a later date or time.
- Once the application form displays, there will be three tab. Change Details tab's screen will not display any field unless and until user selects which channel detail needs to be changed from Channel Details Tab.

4. Sample application form:
   Tab 1: Channel Details Tab

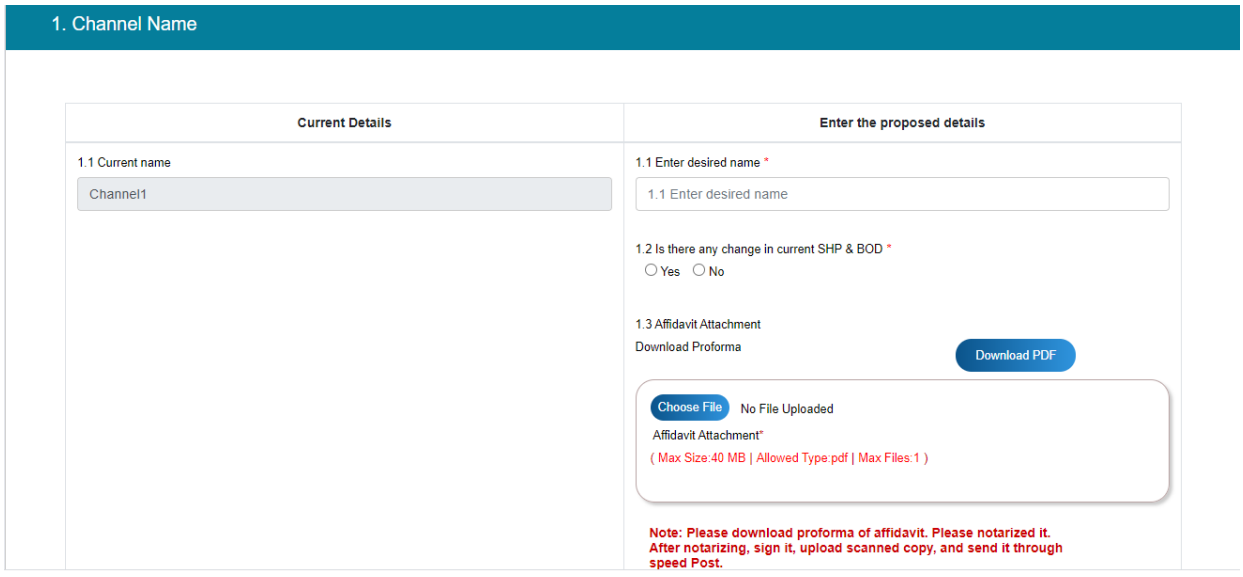


Note: 1. User will see all permitted channel into Name Field. Once the user choose the name of channel from Name field, user can select the details to be changed. There can be multiple details belongs to a channel can be sent in one application.

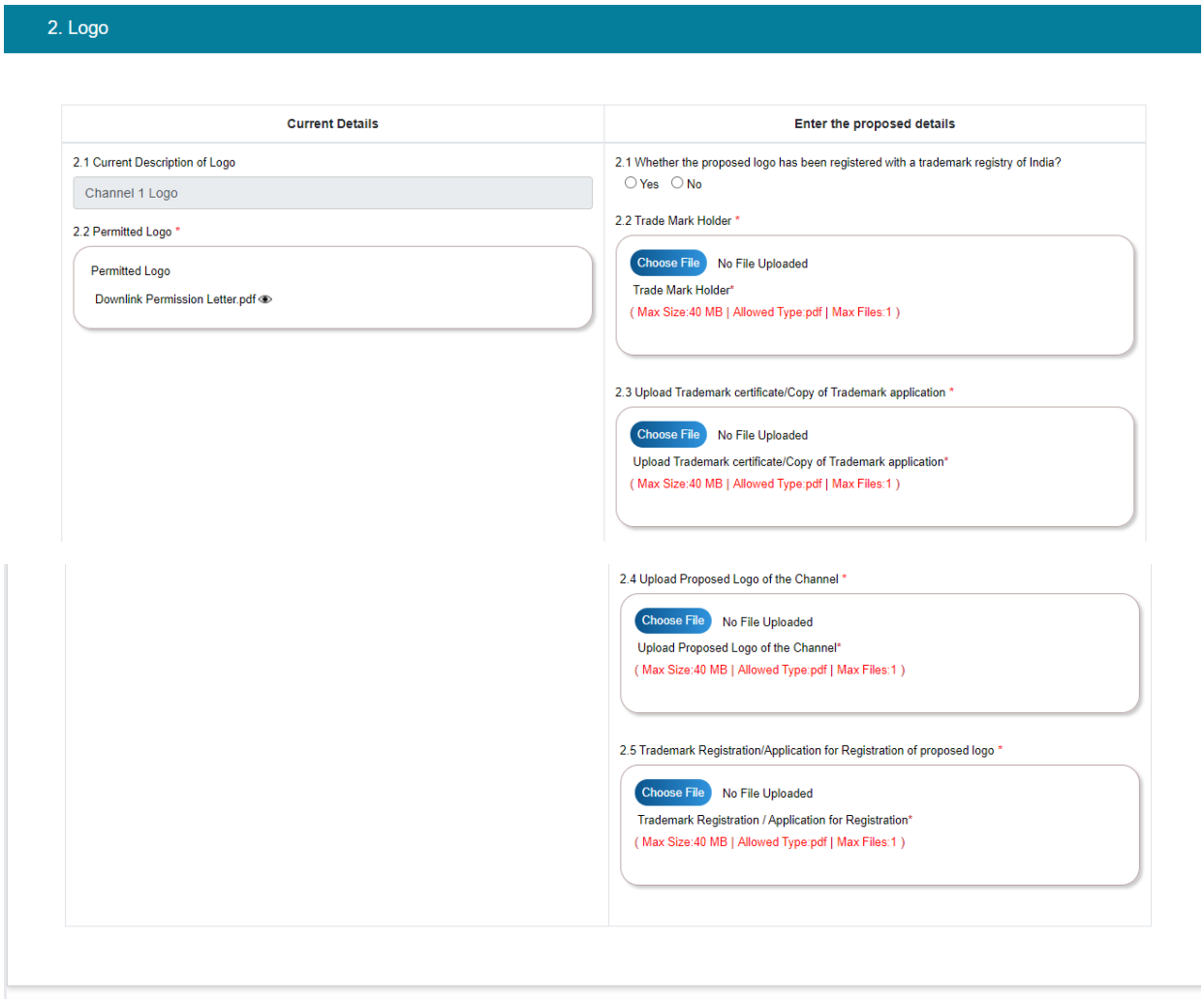
2. The details which is selected by user for change, corresponding will appear in Change Details tab.

Tab 2: Change Details Tab

Note: The screen and fields of this tab will depend on the selection of values, made by user from field No. 2. Select the details to be changed of Channel Details Tab.



Note: Under Current Details, User can find current name of selected channel. User can enter the desired name of channel in Enter the proposed details section.



3. Satellite

Current Details	Enter the proposed details
3.1 Name of the Satellite 3.1 Name of the Satellite	3.1 Whether the Satellite is Indian? * Yes No
3.2 Orbital Location 123	3.2 Orbital Location * Degree
3.3 Current name of company from which Satellites/transponder(s) to be leased zxc	3.3 Name of company from which Satellites/transponder(s) to be leased * 3.3 Name of company from which Satellites/transponder(s) to be leased
3.4 Uplink frequency MHz	3.4 Uplinking Frequency(5850Mhz to 6425Mhz) * MHz
3.5 Downlink frequency 3700	3.5 Downlink Frequency(3600Mhz to 4200Mhz)* MHz

3.6 Upload satellite lease agreement *

Choose File No File Uploaded

Satellite lease agreement*

(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

3.7 Upload satellite foot print of the satellite proposed to be hired *

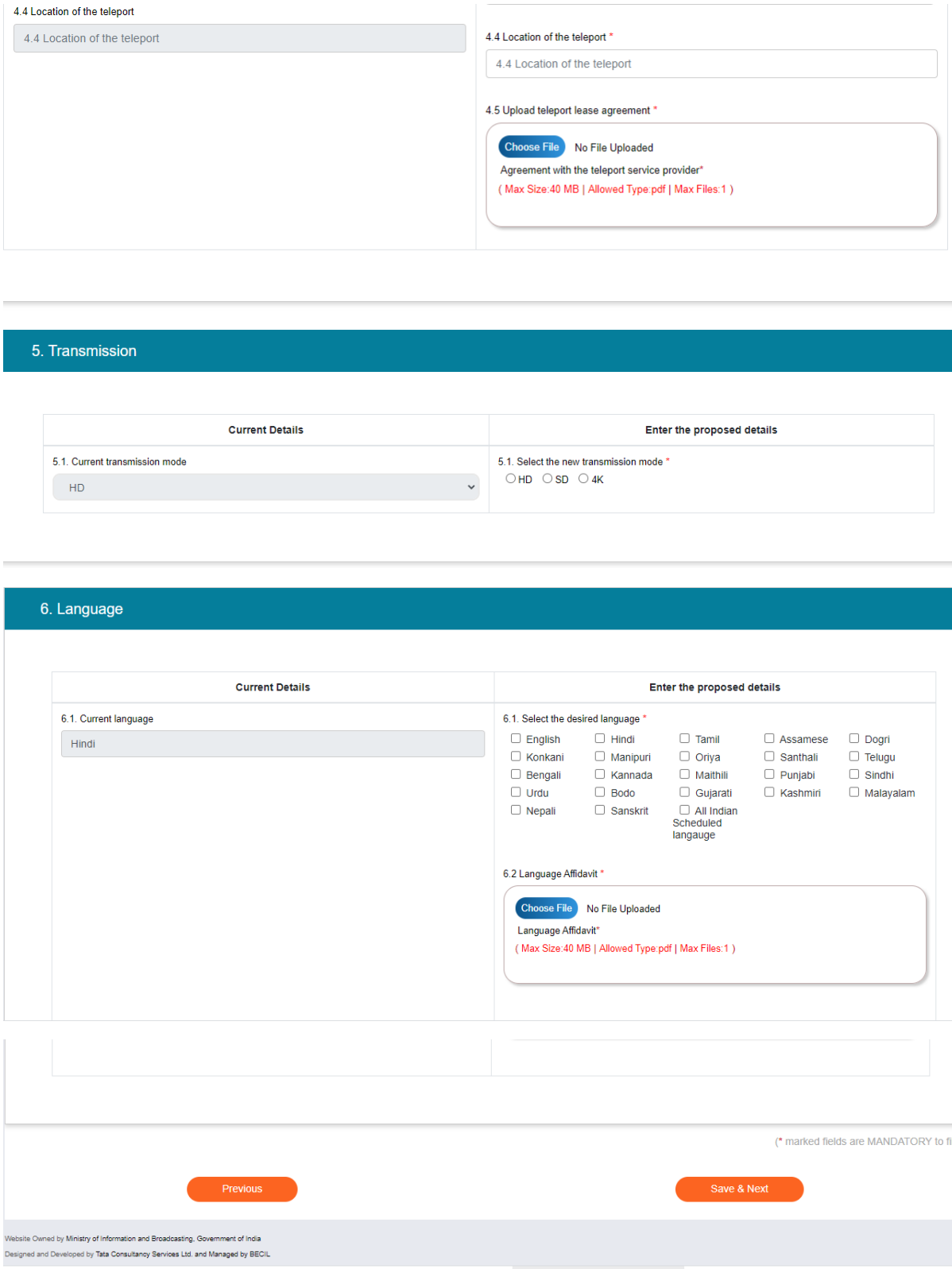
Choose File No File Uploaded

Satellite foot print*

(Max Size:40 MB | Allowed Type:pdf | Max Files:1)

4. Teleport

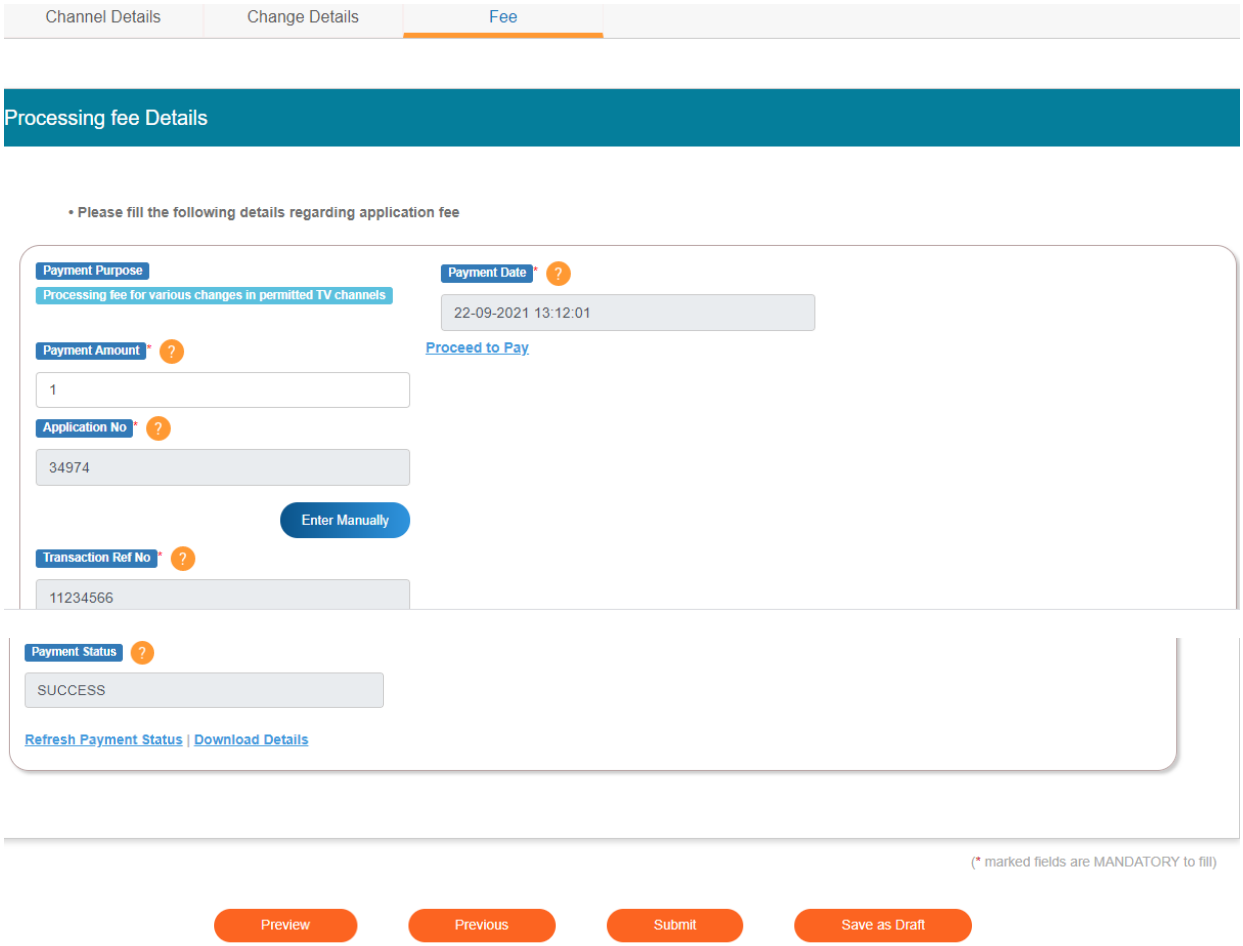
Current Details	Enter the proposed details
4.1 Name of Teleport service provider	4.1 Name of Teleport service provider * ---Select Option---
4.2 STV number of the teleport	4.2 STV number of the teleport ---Select Option---
4.3 Validity of Agreement From Date From Date	4.3 Validity of Agreement From Date From Date
To Date To Date	To Date To Date



User will click on save and Next Button to save the application and move further into application.

User can also go back into application by pressing the button “Previous”. However, before move to Go BACK, it is necessary to save application first, by press the button “Save and Next”, otherwise the filled information of selected tab will lose.

Tab 3: Fee

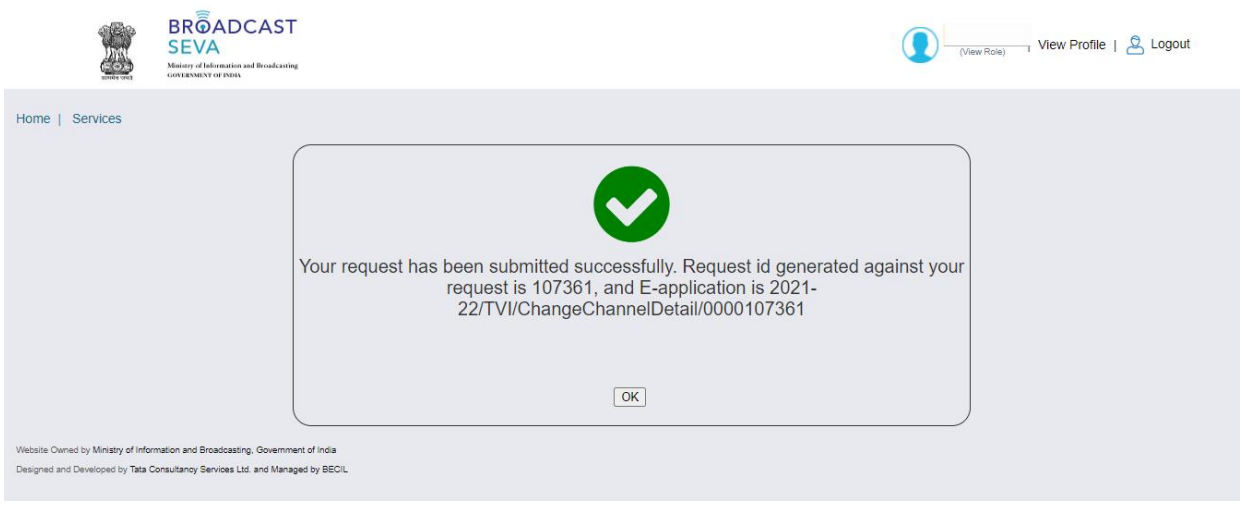


User fills the amount in Payment amount field and click on Proceed to Pay link.

Note: User can download details of payment.

By click on Preview Button, User can see Print Preview of Application form and take print for the same.

Once user submits the application, an acknowledgement will receive:



Note: User can take print out for the acknowledgement by pressing CTRL+P .