

## **User Manual**

**For**

**[User Registration - Sign Up,](#)**

**[Log In,](#)**

**[Forgot Username,](#)**

**[Forgot Password / Unlock account,](#)**

**[Update Profile](#)**

**Broadcast Seva**

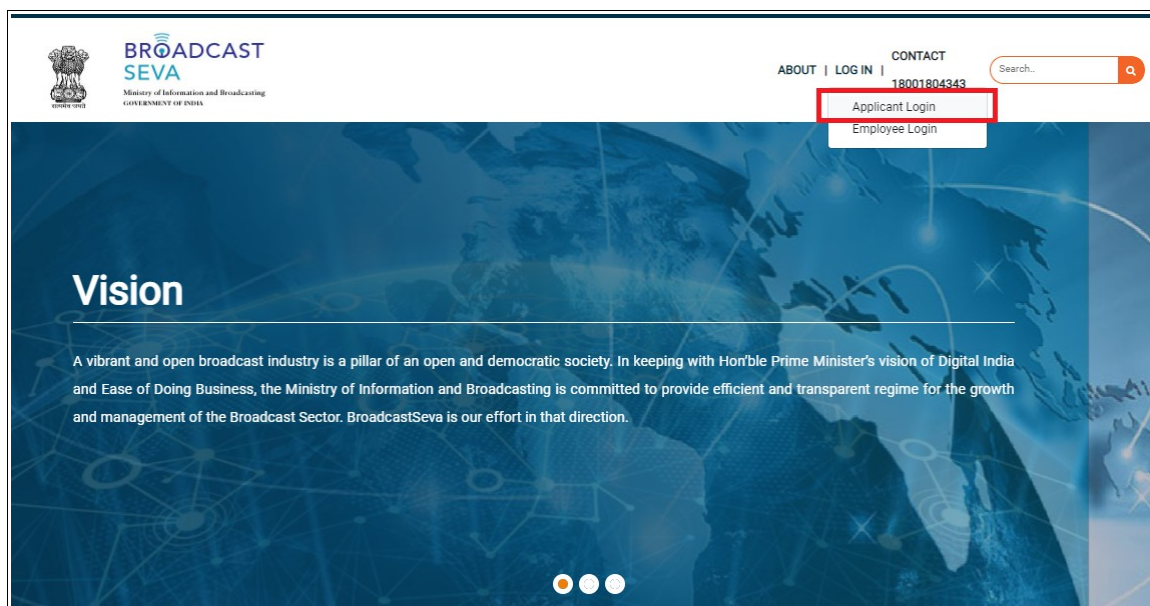
**Ministry of Information and Broadcasting**

## **Service 1- Registration process to sign up and create account on Broadcast Seva**

1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.



3. Applicant Log In screen as under is displayed. Click 'Sign Up' as highlighted below.

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.


4. On clicking 'Sign Up' button, the following screen is displayed. Click on downward arrow on right to view the list of user types.

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.
3. If you have an application/permission/license/registration approval from Broadcast Seva But have not received any e-mail, please reach out to us at support-broadcastseva@gov.in.

5. Select 'User Type' from within the list of user types by using up/down arrow keys and enter key or clicking the user type.

[Broadcast Seva Login](#) | [Raise Support Request](#) | [View Support Request status](#) | [User Manual](#)



### User Sign Up

User Type

--- Select ---

--- Select ---

Company

Partnership

Individual/Proprietor

Educational Institution

Agricultural University/Institution

Non-profit/Voluntary/NGO Organisation

Limited Liability Partnership (LLP)

Please read user manual before registration [User Manual](#)

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.
3. If you have an application/permission/license/registration approval from Broadcast Seva But have not received any e-mail, please reach out to us at [support-broadcastseva@gov.in](mailto:support-broadcastseva@gov.in).

**Note:** User Type can not be changed once account is created and is the basis for accessibility to services applicable as per type. So please select correct user type.


Service Division/ Module accessibility	User/ Applicant Type
HITS Operators	Company
DTH Operators	Company
Community Radio Stations	NGO/ Voluntary Organization, Educational Institution, Agricultural Institution
Satellite TV Channels and Temporary Uplinking	Company, LLP
Multi-System Operators (MSOs)	Company, Individual/ Proprietor, Partnership
Private FM Channels	Company
OTT and Digital Media	All (Company, NGO/ Voluntary Organization, Educational Institution, Individual/ Proprietor, Partnership, LLP)
Local Cable Operator	Company
Teleports and DSNGs	Company, LLP
News Agencies	Company, LLP
TRP Agencies	Company

6. Provide name of the user and click 'Next' button to proceed with registration.

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You will be able to apply for services of below mentioned divisions with Ministry of Information & Broadcasting.  
Type of user entity can not be changed once account is created and is the basis for accessibility to services applicable as per type. So please provide correct user type.

1. Multi Systems Operator



**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.

**User Sign Up**

User Type

Individual/Proprietor

Name Of Individual/Proprietor

Enter Name

Next

Please read user manual before registration [User Manual](#)

7. Provide details of address for communication (as for fee receipt on BharatKosh).

[← Back to Login](#)

## Register

All fields marked with \* are mandatory

Address for Communication

Country\*  
India

State\*  
-- Select --

District  
-- Select --

City\*  
City

Address Line 1\*  
Address Line 1

Address Line 2  
Address Line 2

PIN Code\*  
PIN Code

Name\*  
Name

Designation\*  
Designation

Nationality\*  
Indian

8. Enter details as for user representative for the account being created - name, designation and select nationality if not Indian. [The same could be the one registering on behalf of this user.]

**Create Credentials**

Username \* ?

Create Password\*

Confirm Password\*

**Instructions:**

- Password should be at least 8 characters
- Password should have at least one capital letter(A-Z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (.!@\$%^&\*()\_+=)
- Please make sure that there is no space at the beginning, middle or end of password.
- Please do not share the password with anyone.
- Please remember username and password for future.

9. Under Create Credentials section, provide details of username and password for the account.

- a. Enter Email ID as Username. In case of an existing permission holder, provide Email ID as available with MIB. [This shall be user's identity going forward.]
- b. Enter a password as per stated instructions to create password for this account.
- c. Enter created password again to confirm password. System shall prompt to re-enter in case of mismatch of value.

**Note:** These credentials shall be used every time to log in to Broadcast Seva and must be remembered.

10. Provide following details under Email ID & Mobile Number Validation section for authentication.

- a. Enter valid and active email ID for receiving notifications.
- b. In case of additional email IDs, mention the same as secondary email addresses **separated by comma and without any space.**
- c. Enter valid and active mobile number for receiving notifications.

**Email ID & Mobile No. Validation**

Email ID \* ?

Secondary Email Addresses ?

Mobile Number\* ?


Type the Code shown **PKEWE**

- d. Enter code/ captcha and click 'Receive OTP' button. In case of code/ OTP mismatch or OTP not received, refresh the same.
- e. Enter OTP as received on email ID and mobile number.

Declaration

I hereby declare that all information provided above is true, complete and correct to the best of my knowledge and belief.

Date of Declaration\*

30/09/2021 

**Register**

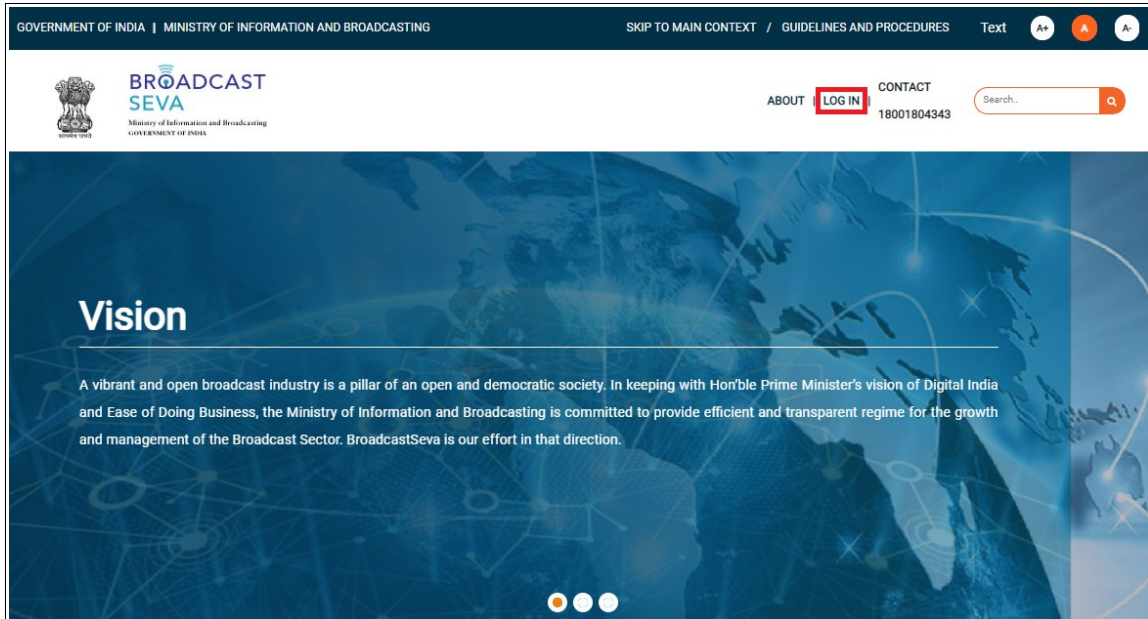
11. Under Declaration section, please tick the checkbox to ensure accountability of provided information and click 'Register' button to complete the sign up process.
12. On clicking 'Register' button, successful sign up notification is sent to email ID or mobile number as provided and a success message is displayed as under. Click 'OK' to proceed with logging in.



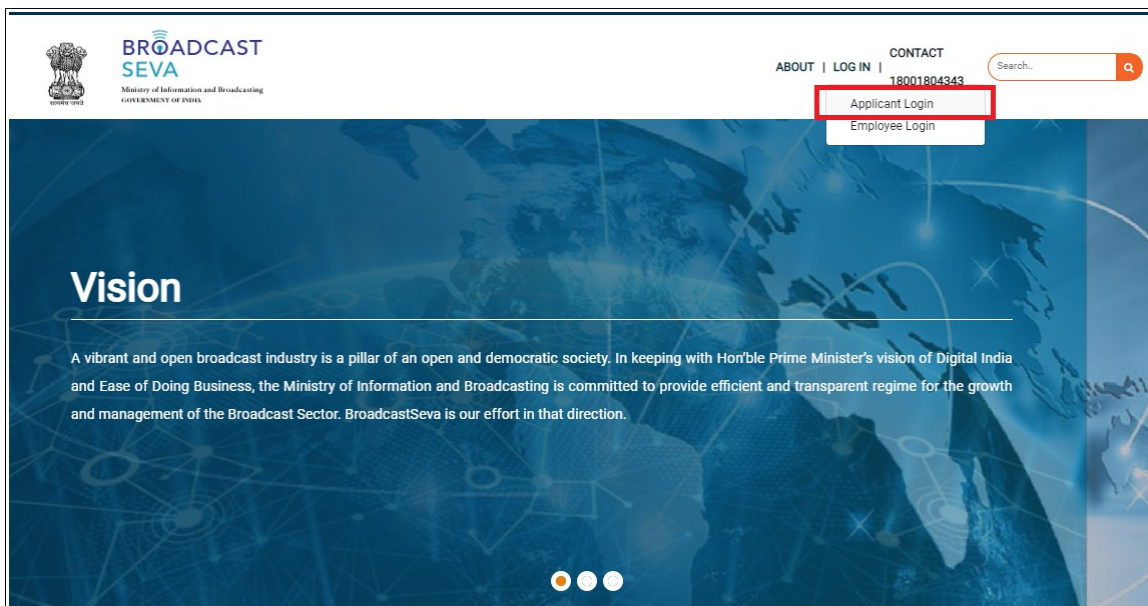


## **Service 2- Logging in and accessing account and services on Broadcast Seva**

1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.



- Applicant Log In screen as under is displayed. The same screen is visible on completing registration process.

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GOVERNMENT OF INDIA


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**Existing User Log In**

**Username**  
Enter Username

**Password**  
Enter Password

Type the Code shown **BDDBP**   
Please enter above code

**LOG IN**

[Not a Member ? Sign Up](#)

[Forgot Username](#) | [Forgot Password / Unlock Account](#)

**Instructions**

- If you already have a Broadcast Seva account, please log in with your User ID and password.
- If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.

**Note:** Click 'Broadcast Seva Login' to open the same screen as and when required.

- Enter username and password (as provided during sign up).
- Enter code / captcha as displayed. Refresh the same to generate another, if unclear.
- Click 'Log In' button.

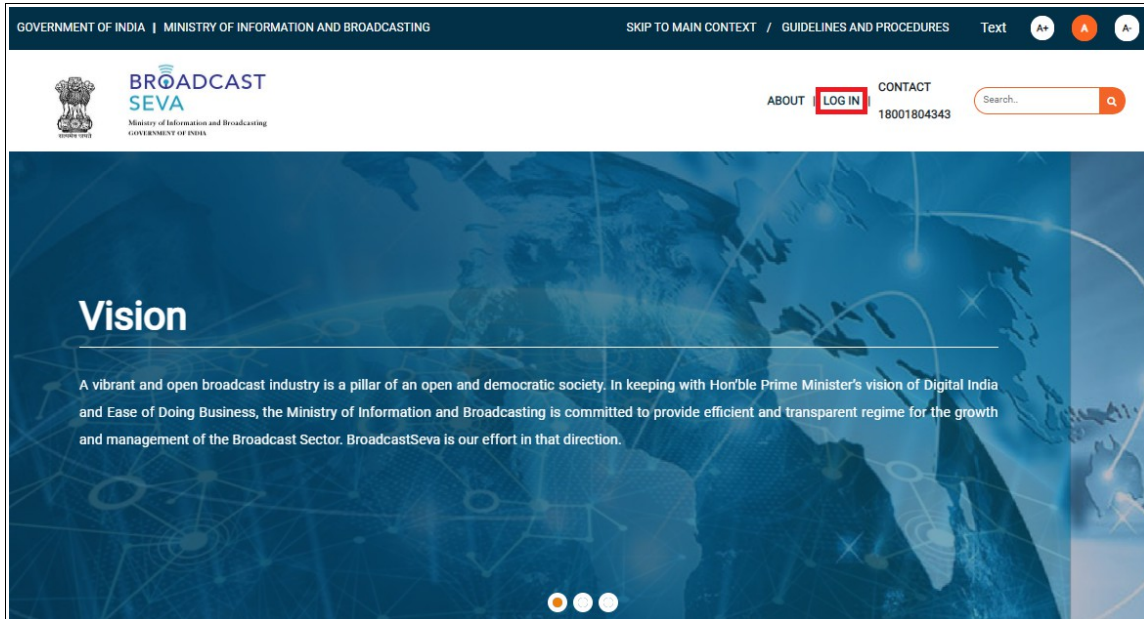
**Note:** If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first create a new password for the account on Broadcast Seva. Refer [service 4](#).

- On clicking 'Log In' button, the account dashboard opens and the following screen is displayed. Click on 'Services' on top to view service pane on the left with the list of applications as per accessible module. Once required work is done, click 'Logout' on top right to exit the account and get re-directed to login page.

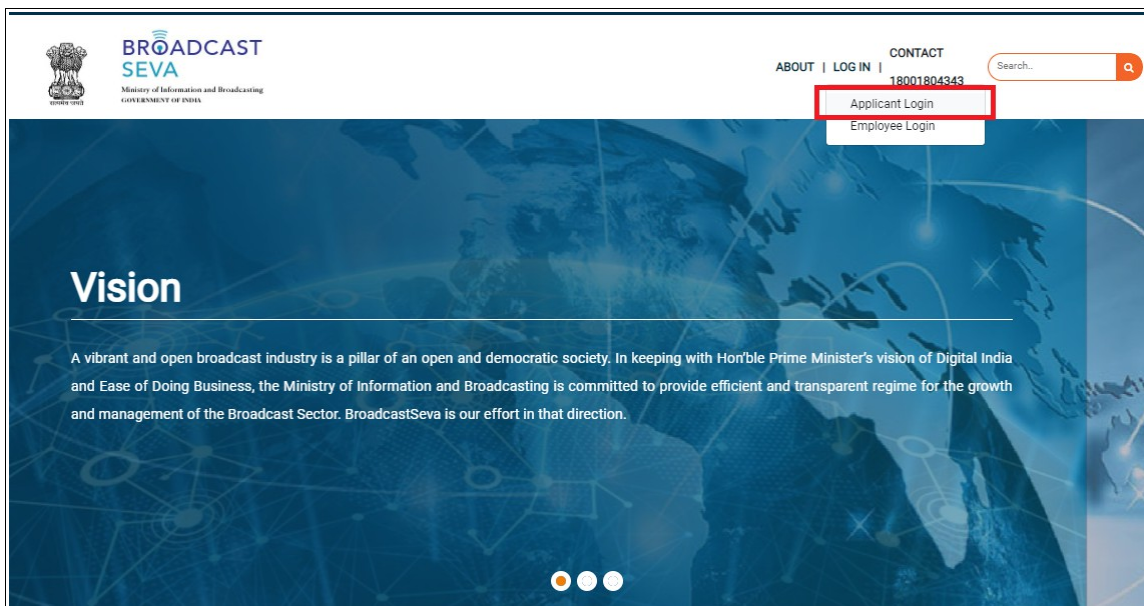
The screenshot displays the Broadcast Seva website interface. At the top left is the Government of India emblem and the logo for BROADCAST SEVA, Ministry of Information and Broadcasting, GOVERNMENT OF INDIA. At the top right, a user profile is shown for 'Chetna Corn Pvt. Ltd.' with a '(View Role)' link, and options for 'View Profile' and 'Logout'. Below the header is a search bar and a navigation menu with 'Home' and 'Services' (highlighted with a red box). The 'Services' page content includes a list of services on the left: MSO-DAS, TVI, Private FM Channel, Temporary Uplinking, Track Payment Status, DTH Operators, and Support Request. The main content area on the right contains the text: 'Website Owned by Ministry of Information and Broadcasting, Government of India' and 'Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL'.

### Service 3- [Forgot Username on Broadcast Seva](#)

1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.

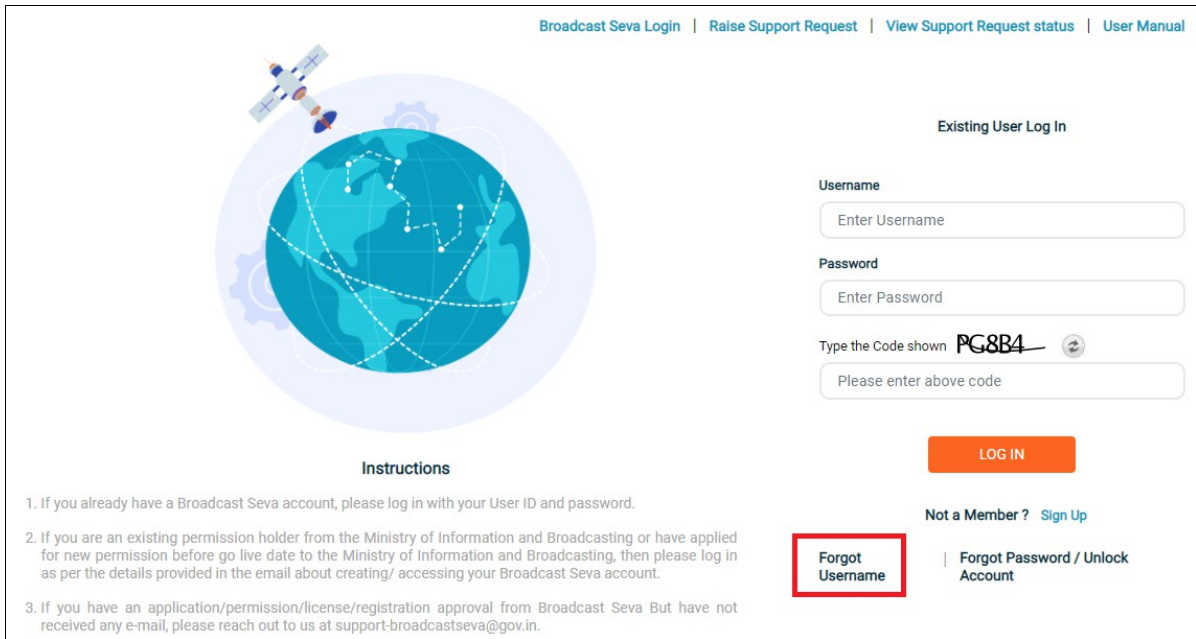


2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.



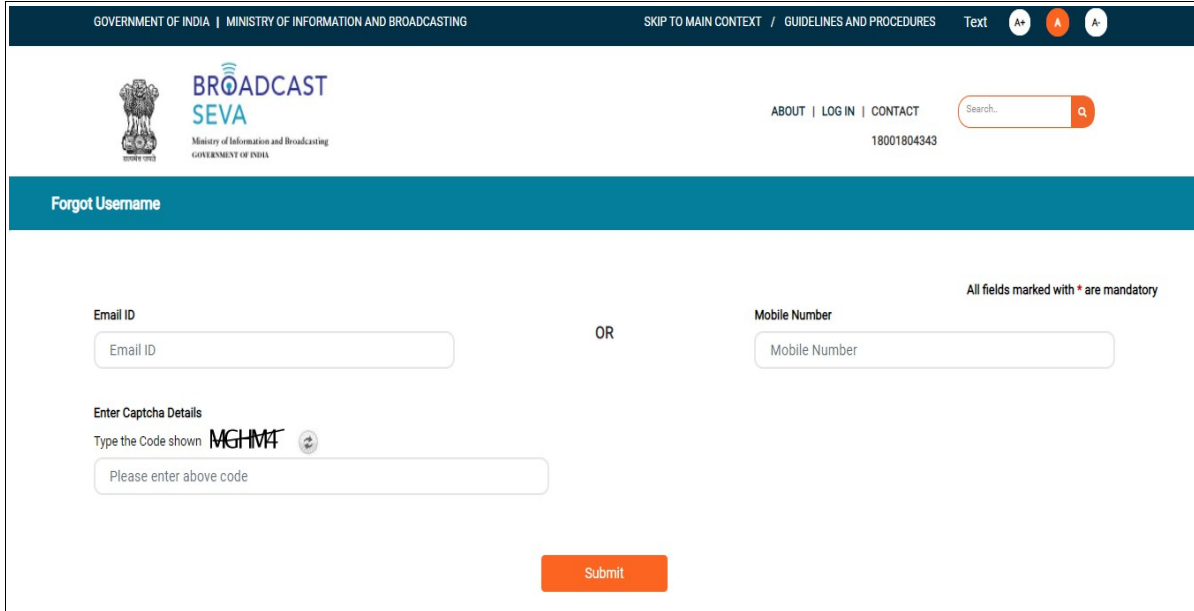
- 3. Applicant Log In screen as under is displayed. The same screen is visible on completing sign up process.

**Note:** If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first unlock account and create a new password for the account on Broadcast Seva. Refer [service 4](#).



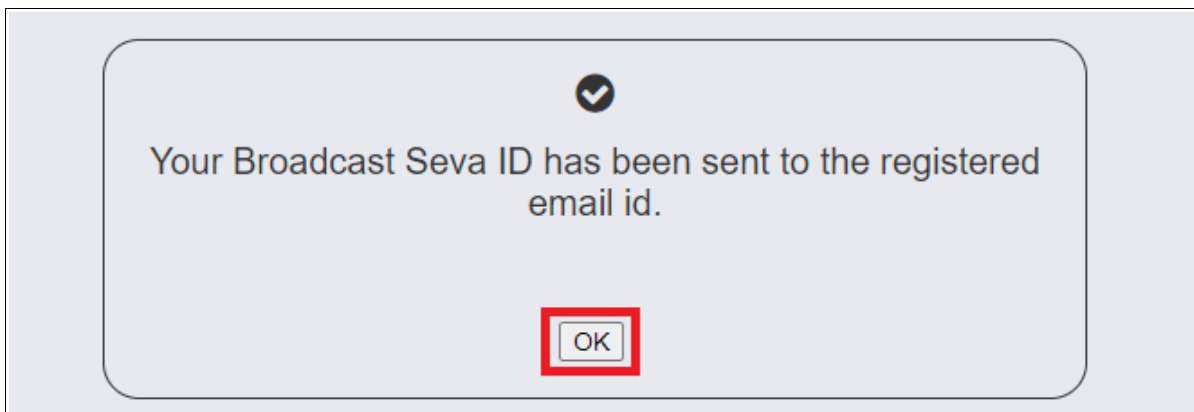
- 4. If unable to log in or unable to recall username (as provided during sign up), click 'Forgot Username' at the bottom as highlighted. Following screen appears.






The screenshot shows the 'Forgot Username' page on the Broadcast Seva website. At the top, there is a dark blue header with the text 'GOVERNMENT OF INDIA | MINISTRY OF INFORMATION AND BROADCASTING' and 'SKIP TO MAIN CONTEXT / GUIDELINES AND PROCEDURES'. Below the header, the Broadcast Seva logo is on the left, and navigation links 'ABOUT | LOG IN | CONTACT' and a search bar are on the right. The main content area has a teal header with the text 'Forgot Username'. Below this, there are two input fields: 'Email ID' and 'Mobile Number', separated by 'OR'. A note states 'All fields marked with \* are mandatory'. Below the input fields is a 'Enter Captcha Details' section with a captcha image showing 'MGHMA' and a text input field with the placeholder 'Please enter above code'. At the bottom center is an orange 'Submit' button.

5. Enter email ID / mobile number as provided during sign up (for account creation).
6. Once details are verified successfully, enter code / captcha as displayed and click 'Submit' button.
7. On clicking 'Submit' button, below success message is displayed and username as retrieved for the account is sent to registered email ID / mobile number as provided above.




8. Click 'OK' button to proceed with logging in with the shared username.



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Existing User Log In

**Username**

**Password**

Type the Code shown **BDDBP** 

**LOG IN**

Not a Member ? [Sign Up](#)

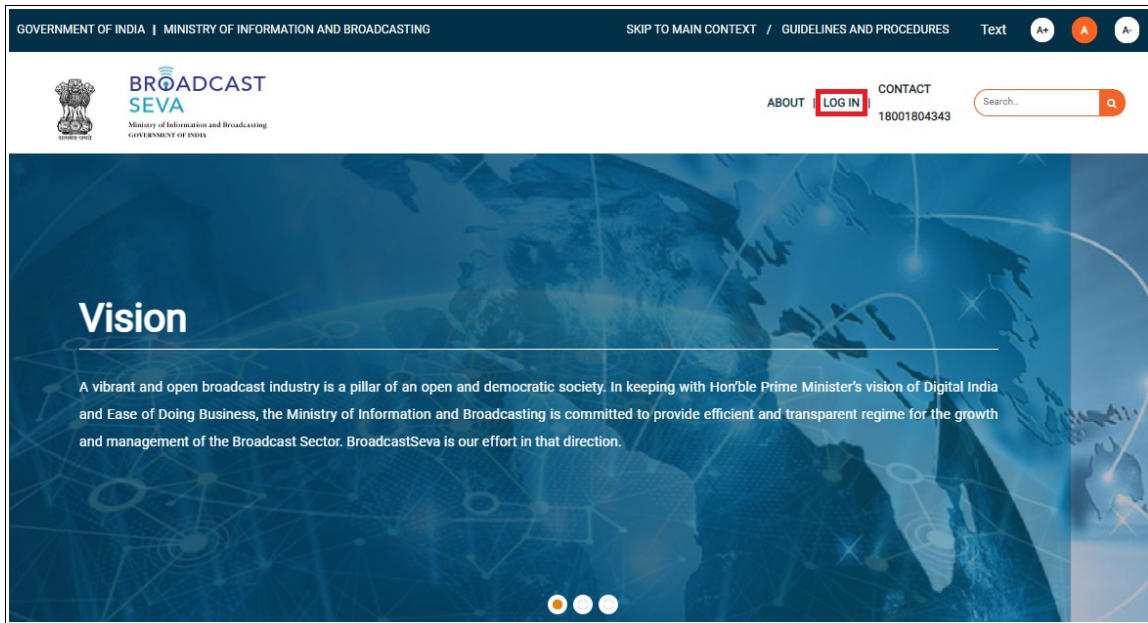
[Forgot Username](#) | [Forgot Password / Unlock Account](#)

**Instructions**

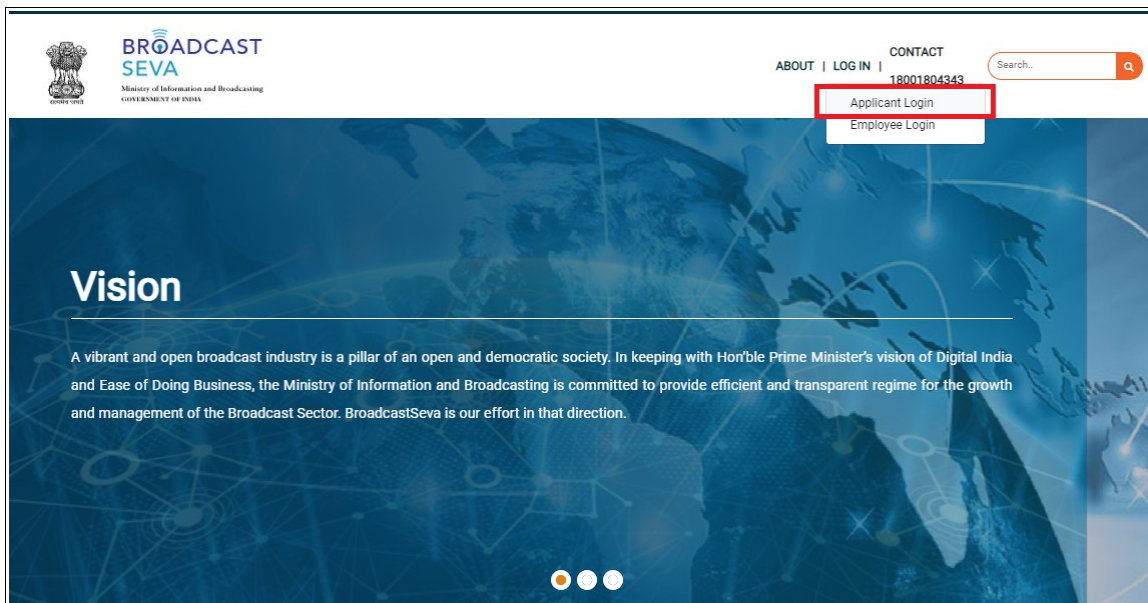
1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.

## Service 4- [Forgot Password/ Unlock Account](#) on Broadcast Seva

1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.





- Applicant Log In screen as under is displayed. The same screen is visible on completing registration process.

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**Existing User Log In**

**Username**  
Enter Username

**Password**  
Enter Password

Type the Code shown **PC8B4**  
Please enter above code

**LOG IN**

Not a Member ? [Sign Up](#)

**Forgot Username** | **Forgot Password / Unlock Account**

**Instructions**

- If you already have a Broadcast Seva account, please log in with your User ID and password.
- If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.
- If you have an application/permission/license/registration approval from Broadcast Seva But have not received any e-mail, please reach out to us at support-broadcastseva@gov.in.

- If unable to recall password (as provided during sign up) or account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock Account' at the bottom right. Following screen is displayed.

GOVERNMENT OF INDIA | MINISTRY OF INFORMATION AND BROADCASTING
 SKIP TO MAIN CONTEXT / GUIDELINES AND PROCEDURES Text

**BROADCAST SEVA**

Ministry of Information and Broadcasting  
GOVERNMENT OF INDIA

ABOUT | LOGIN | CONTACT

18001804343

**Forgot Password**

[← Back to Login](#) All fields marked with \* are mandatory

**Username \***  
Please enter Username here

**Enter Captcha Details \***  
Type the Code shown **ZXHG7**  
Please enter above code

**Send OTP on Email/Mobile No.**  
 Send on Email     Send on Mobile No.

**Enter the OTP\***  
Please enter OTP here

**Receive OTP**

5. Enter correct username as created during sign up.

**Note:** Notifications shall be received only if

- username provided is as created during during sign up, and
  - email ID / mobile number provided during sign up for this account are valid and active,.
6. Enter code / captcha as displayed. Refresh the same to generate another, if unclear.
  7. Select 'Send on Email' option to receive OTP on Email ID registered for the account during sign up.
  8. Click 'Receive OTP' button. Following screen appears with timer to provide received OTP.
  9. Enter the OTP received.

The screenshot shows a 'Forgot Password' form with the following elements:

- Header:** 'Forgot Password' in a teal bar.
- Navigation:** A blue link '← Back to Login' on the top left.
- Disclaimer:** 'All fields marked with \* are mandatory' on the top right.
- Username Field:** Labeled 'Username \*', containing the text 'c.chaba@tcs.com'.
- Captcha Field:** Labeled 'Enter Captcha Details \*', with the instruction 'Type the Code shown' and a visual captcha 'WM6P7'.
- OTP Selection:** Labeled 'Send OTP on Email/Mobile No', with two radio buttons: 'Send on Email' (selected) and 'Send on Mobile No.'.
- OTP Input:** Labeled 'Enter the OTP\*', with a text box containing 'Please enter OTP here'.
- Resend Button:** An orange button labeled 'Resend OTP'.
- Feedback:** A green message 'OTP sent successfully' and a timer 'Your OTP will expire in 1742 Seconds'.
- Resend Timer:** A blue message 'Your Resend OTP Button will enable in 242 Seconds'.

10. On entering OTP, click anywhere outside the entered OTP field and a new section for password creation is displayed as shown below.

Send on Email  Send on Mobile No.

OTP sent successfully  
Your OTP will expire in 1502 Seconds  
Your Resend OTP Button will enable in 2 Seconds

### Enter New Password

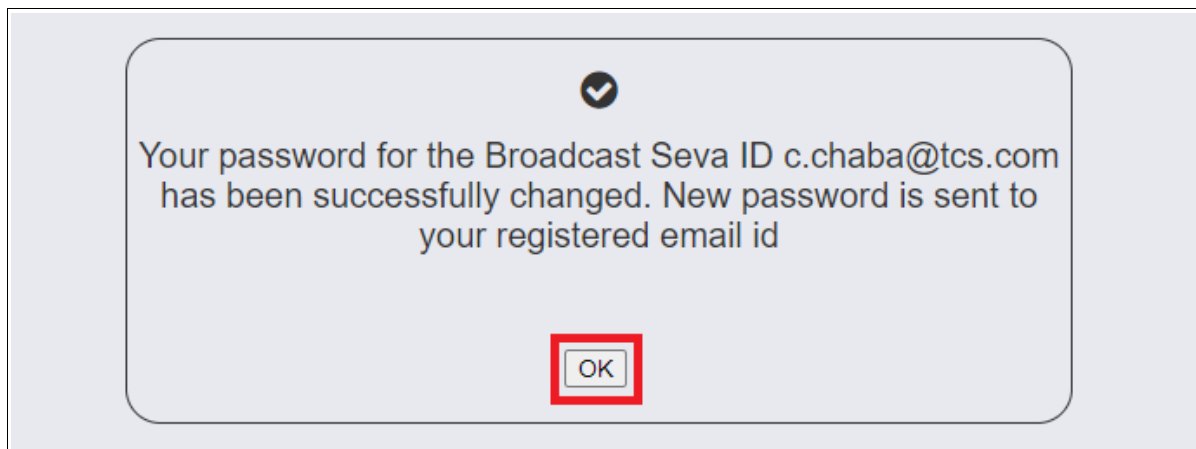
Create Password\*

Confirm Password\*


Instructions:

- Password should be at least 8 characters
- Password should have at least one capital letter(A-Z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (.!@\$%^&+()\_+)=)
- Please make sure that there is no space at the beginning, middle or end of password.
- Please do not use any other special characters not included on the above list, (for example, ~ #' ).
- Please make sure you DON'T accidentally leave a space at the beginning, end or in middle of the password.

11. Enter a password as per stated instructions to create new password for this account.
12. Enter created password again to confirm this new password. System shall prompt to re-enter in case of mismatch of value. Ensure to remember the same for future.
13. Click 'Submit' button. Password as created is encrypted and updated.
14. On clicking 'Submit' button, a success message is displayed, sample of which is as under.




15. Click 'OK' button to proceed with logging in with the shared username.



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Existing User Log In

**Username**

**Password**

Type the Code shown **BDDBP** 

**LOG IN**

Not a Member ? [Sign Up](#)

[Forgot Username](#) | [Forgot Password / Unlock Account](#)

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.

## Service 5- View/ Update Profile on Broadcast Seva

### 1. Log in to Broadcast Seva.

[Click 'Login' → 'Applicant Login' on website. Enter username , password and captcha on Broadcast Seva Login screen as under and click 'Log In' button.]

**Instructions**

1. If you already have a Broadcast Seva account, please log in with your User ID and password.
2. If you are an existing permission holder from the Ministry of Information and Broadcasting or have applied for new permission before go live date to the Ministry of Information and Broadcasting, then please log in as per the details provided in the email about creating/ accessing your Broadcast Seva account.

**Note:** If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first unlock account and create a new password for the account on Broadcast Seva. Refer [service 4](#).

### 2. On clicking 'Log In' button, the account dashboard opens and the following screen is displayed.

3. Click 'View Profile' button on top right to view account profile details. Sample profile is as displayed below.

The screenshot displays the 'View Profile' page for a user on the Broadcast Seva platform. The page features a dark blue sidebar on the left with a search icon and navigation links for 'Home' and 'Services'. The main content area contains the following profile details:

- User Type:** Company
- Name Of Entity:** [Redacted]
- Address for Communication:** [Redacted]
- Country\*:** India
- State\*:** Delhi
- District:** NORTH WEST
- City\*:** New Delhi
- Address Line 1\*:** [Redacted]
- Address Line 2:** Near LaxmiNarayana Temple

The top right corner of the page shows a user profile icon, a '(View Role)' link, a 'View Profile' button (highlighted in red), and a 'Logout' button.

PIN Code\*

Name\*

Designation\*

Nationality\*

Credentials

Username\*

Contact Information

Email ID\* ?

Secondary Email Addresses ?

Mobile Number\* ?

[Update Profile](#)

Website Owned by Ministry of Information and Broadcasting, Government of India  
Designed and Developed by Tata Consultancy Services Ltd. and Managed by BECIL

4. Click 'Update Profile' button at bottom right to be able to change details. Fields are enabled for updation as displayed in following screenshots.
5. Update details as required and click 'Submit' button.

The screenshot shows the 'Update Profile' form in the Broadcast Seva system. The page header includes the Government of India logo, the 'BROADCAST SEVA' logo, and the text 'Ministry of Information and Broadcasting GOVERNMENT OF INDIA'. The user's name 'Chetna Com Pvt. Ltd.' and role '(View Role)' are displayed, along with 'View Profile' and 'Logout' links. The form fields are as follows:

- User Type:** A dropdown menu with 'Company' selected.
- Name Of Entity:** A text input field.
- Address for Communication:** A long text input field.
- Country\*:** A dropdown menu with 'India' selected.
- State\*:** A dropdown menu.
- District:** A dropdown menu.
- City\*:** A text input field.
- Address Line 1\*:** A text input field.
- Address Line 2:** A text input field.



PIN Code\*

Name\*

Designation\*

Nationality\*

Indian

Credentials

Username \*

c.chaba@tcs.com

Contact Information

Email ID \* ?

Secondary Email Addresses ?

Mobile Number \* ?

Declaration

I hereby declare that all information provided above is true, complete and correct to the best of my knowledge and belief.

Date of Declaration\*

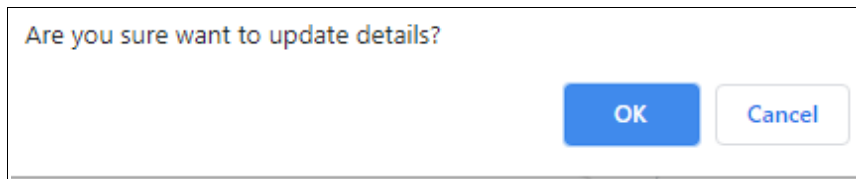
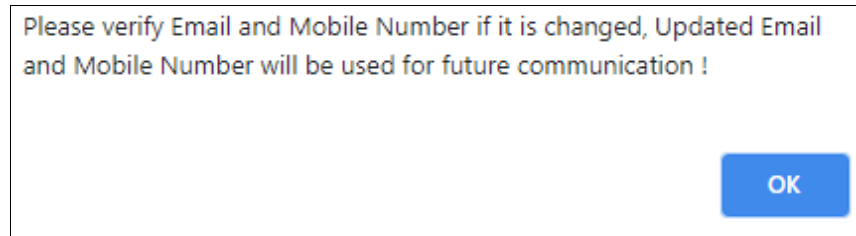
02/10/2021

Submit Profile

- Update details as required, tick declaration checkbox to confirm that information provided is true and click 'Submit Profile' button.

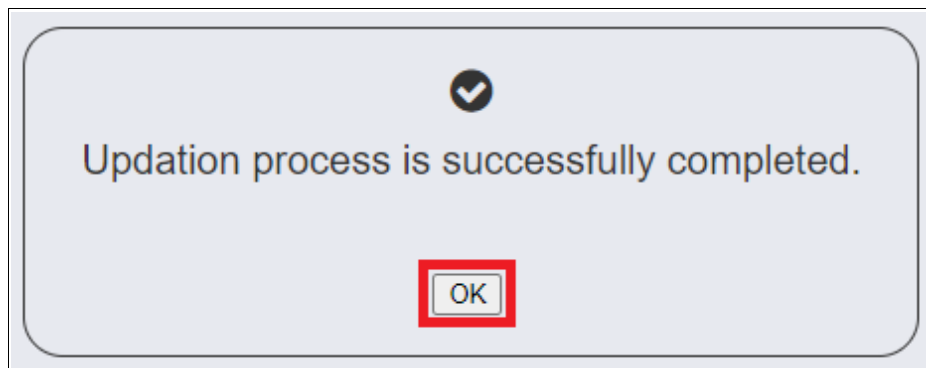
**Note:** Notifications shall be received on Email ID or Mobile number as provided and must be verified.

7. The following alert message is shown. Click 'OK' button.



8. Click 'OK' button to confirm updating the details . Success message is displayed as under.

**Note:** Click 'Cancel' button to return to update profile screen and verify updates or continue updating required details.



9. Click 'OK' button to return to account profile details and view updates done. Profile with updated details is visible.

**Note:** Profile can be updated by following the above steps at any point in time, specially when **email ID / mobile number need to be updated for receiving notifications on required email ID / mobile number.**