User Manual

For

User Registration - Sign Up,

Log In,

Forgot Username,

Forgot Password / Unlock account,

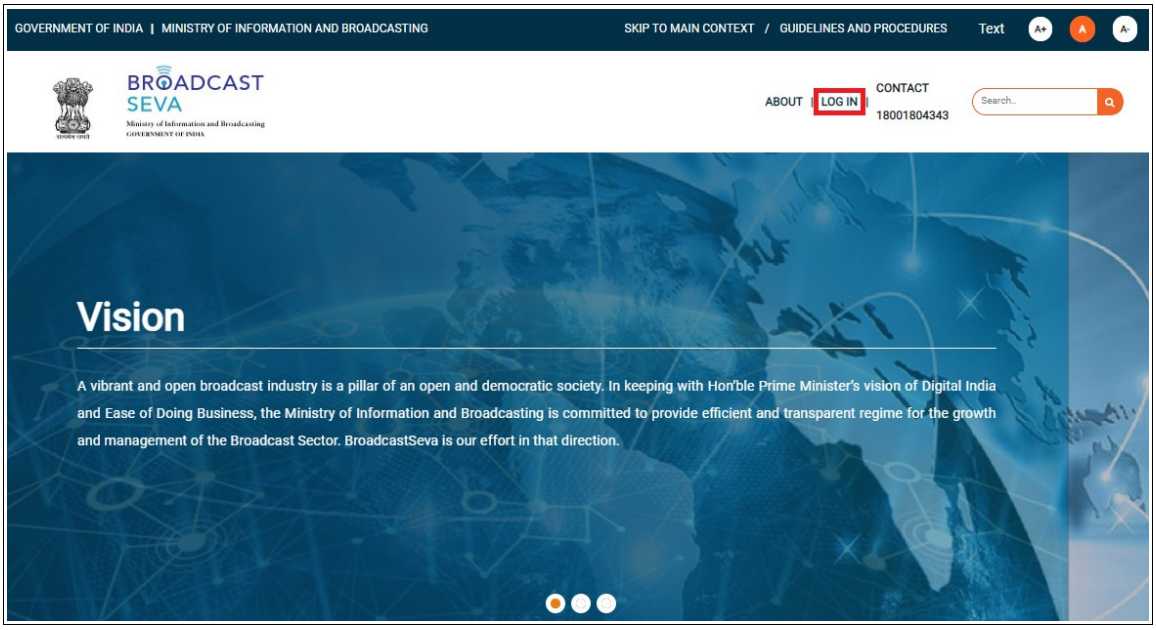
Update Profile

Broadcast Seva

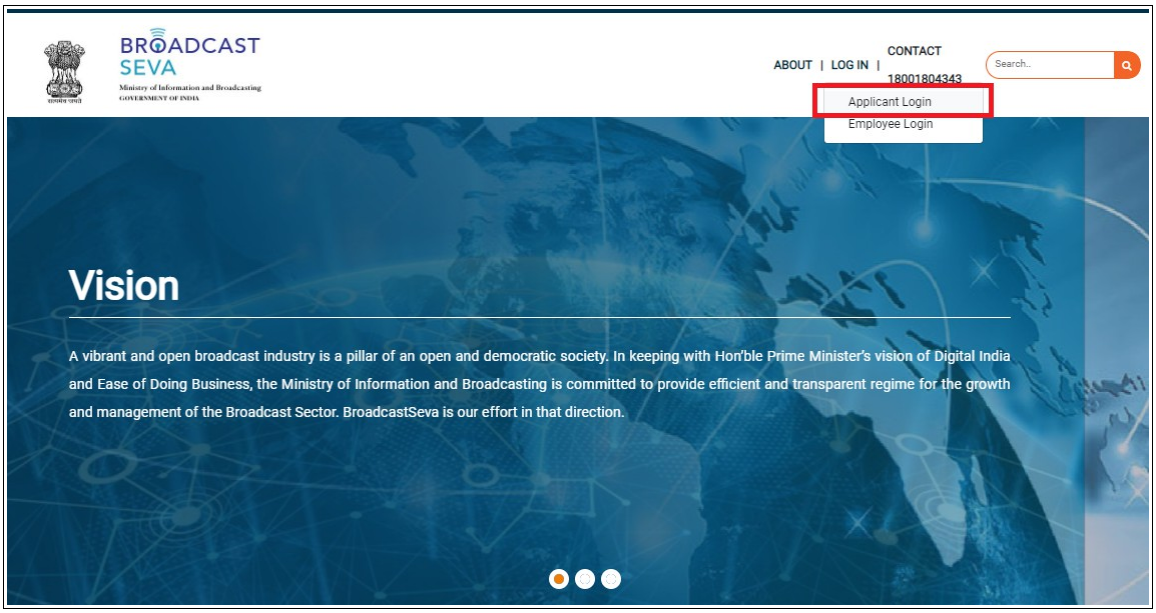
Ministry of Information and Broadcasting

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

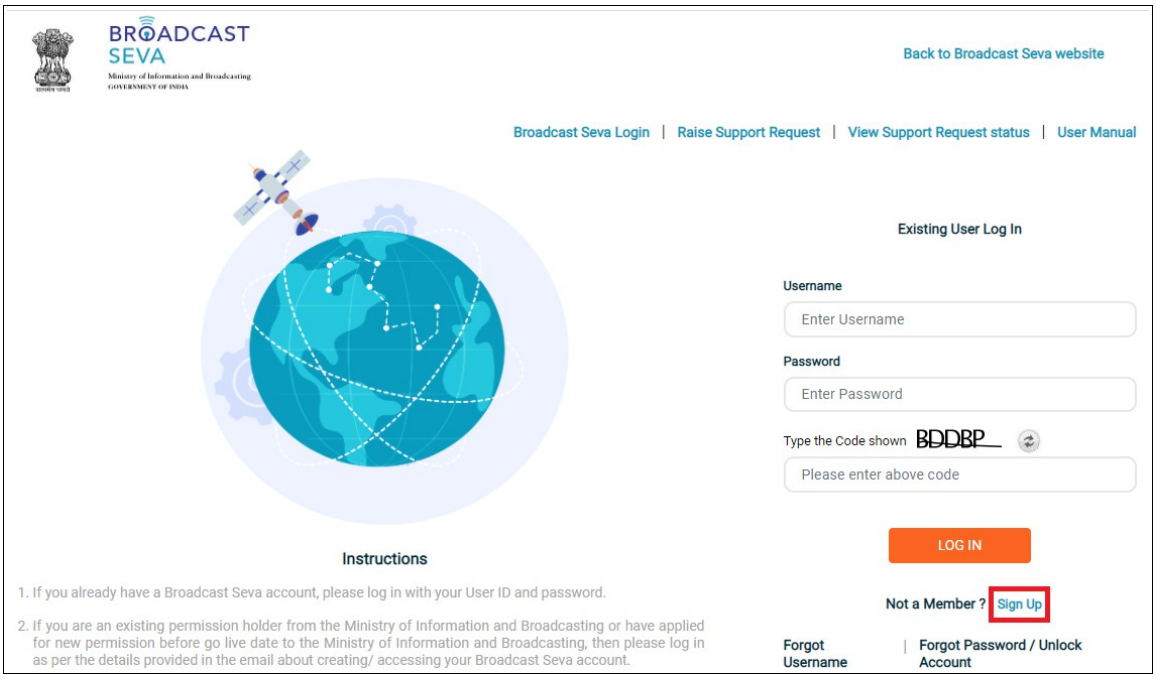
1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



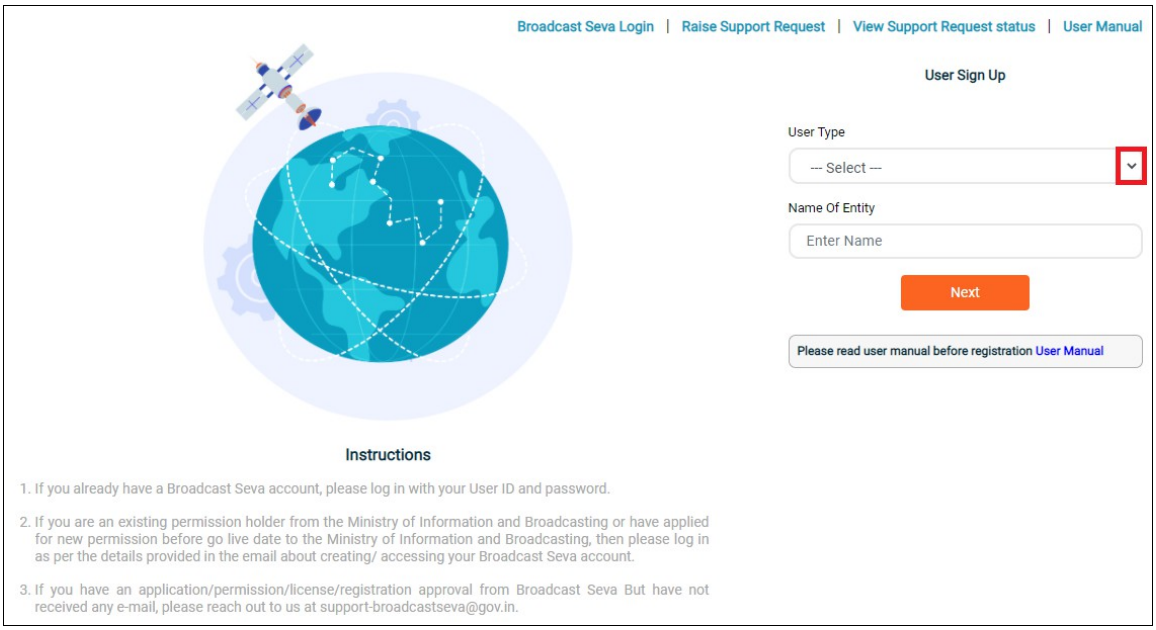
2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.



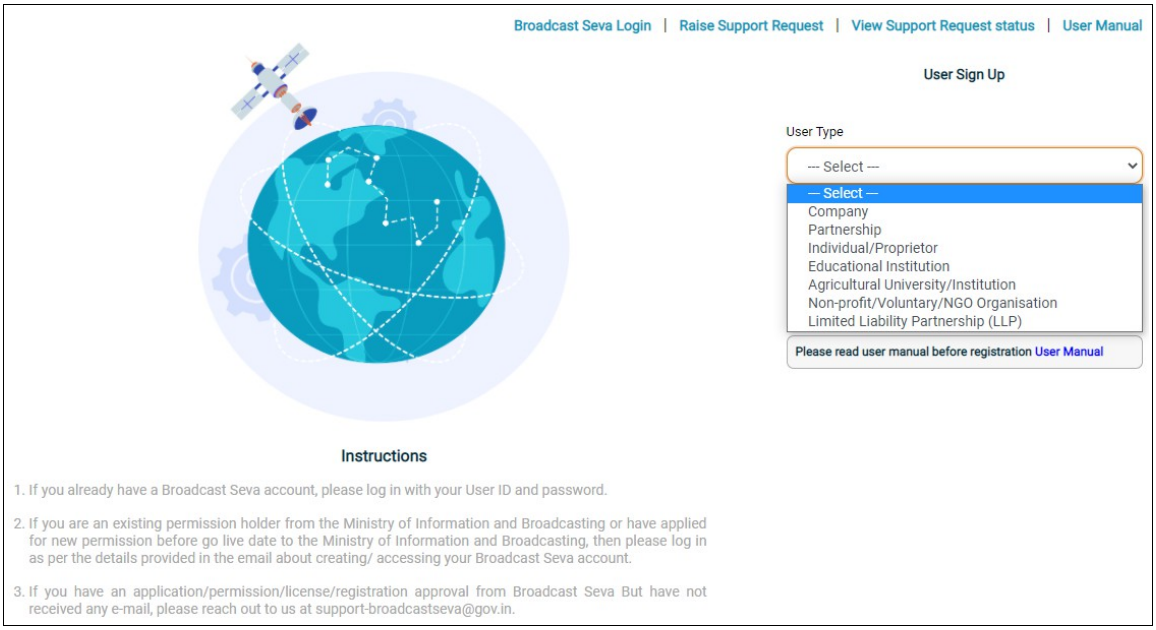
3. Applicant Log In screen as under is displayed. Click 'Sign Up' as highlighted below.



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



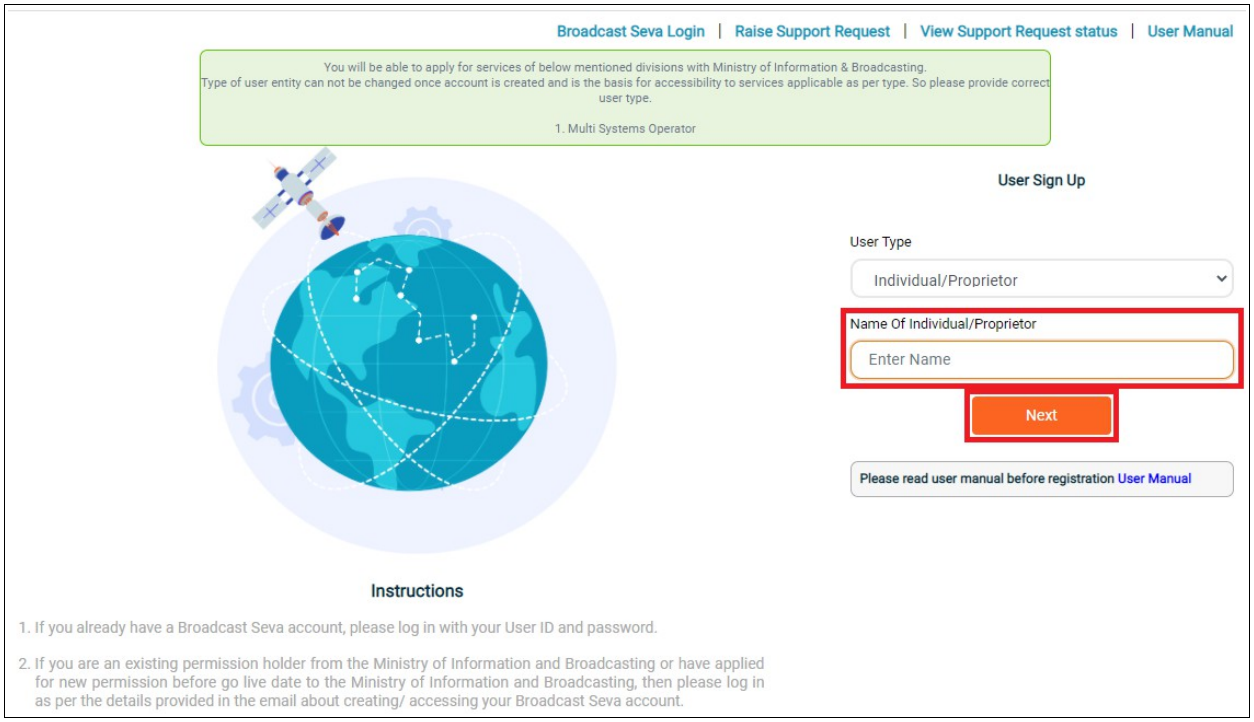
5. Select 'User Type' from within the list of user types by using up/down arrow keys and enter key or clicking the user type.



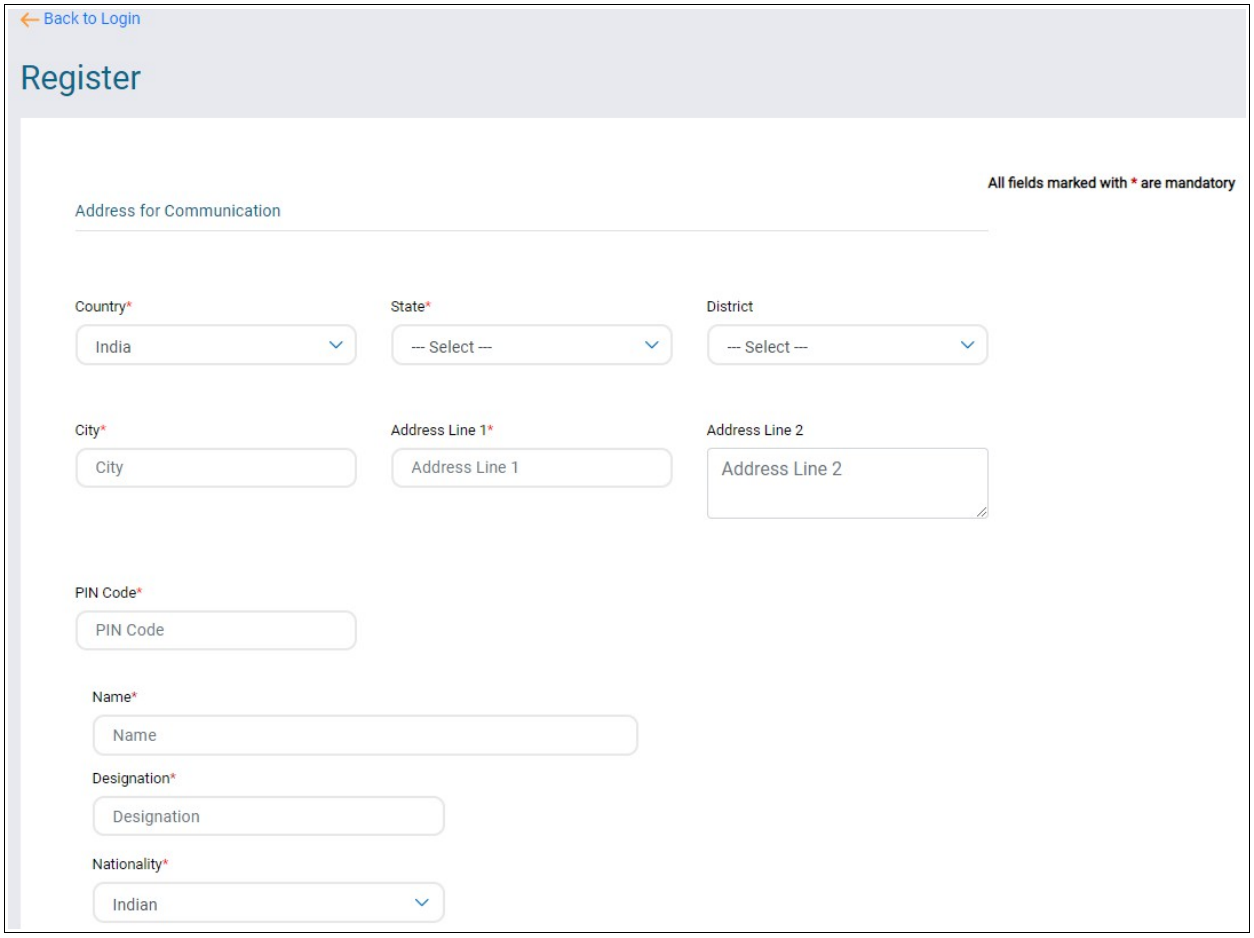
Note: User Type can not be changed once account is created and is the basis for accessibility to services applicable as per type. So please select correct user type.

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

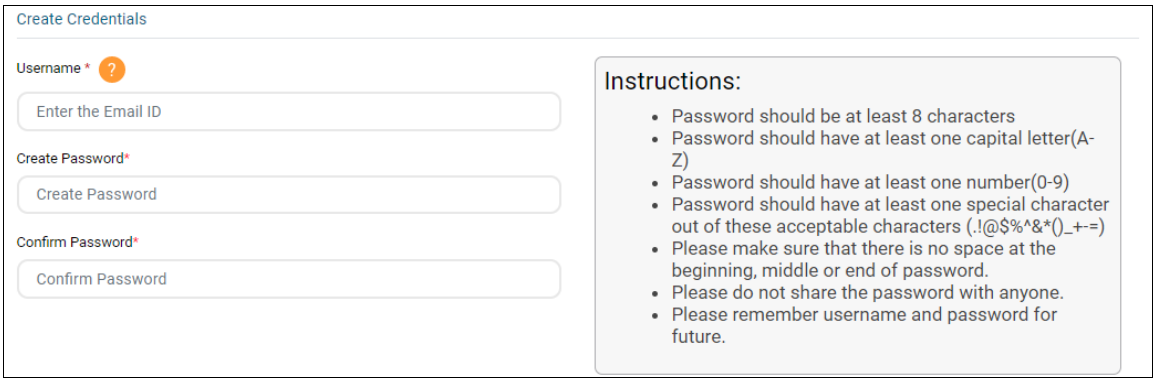
6. Provide name of the user and click 'Next' button to proceed with registration.



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



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.]



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.

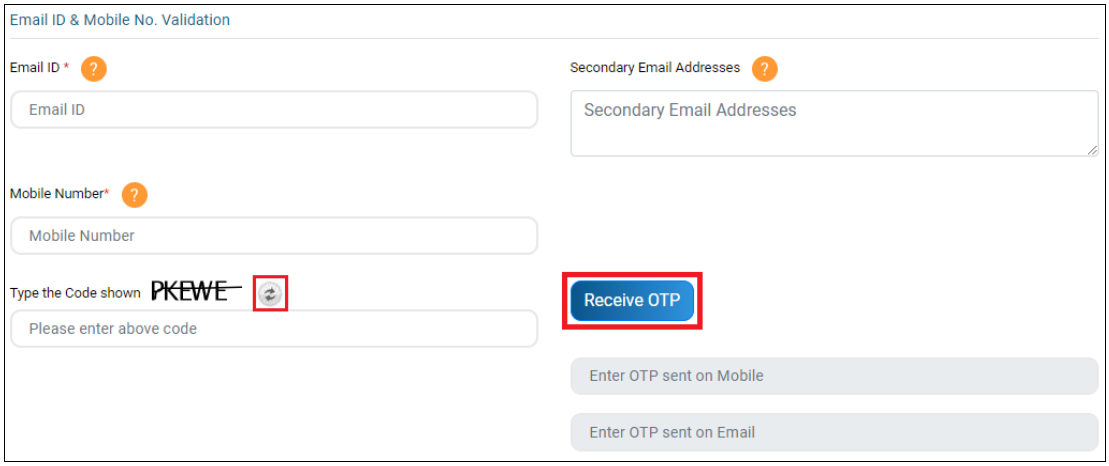
    Note: These credentials shall be used every time to log in to Broadcast Seva and must be remembered.

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

    a. Enter valid and active email ID for receiving notifications.

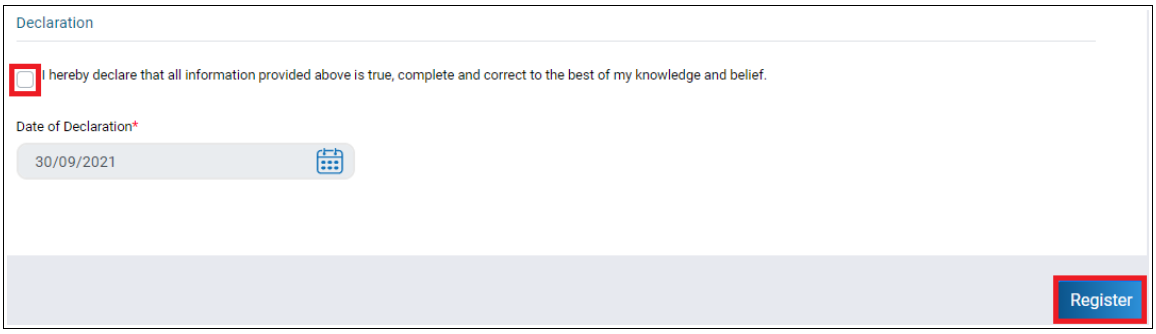
    b. In case of additional email IDs, mention the same as secondary email addresses **separated by comma and without any space.**

    c. Enter valid and active mobile number for receiving notifications.



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.

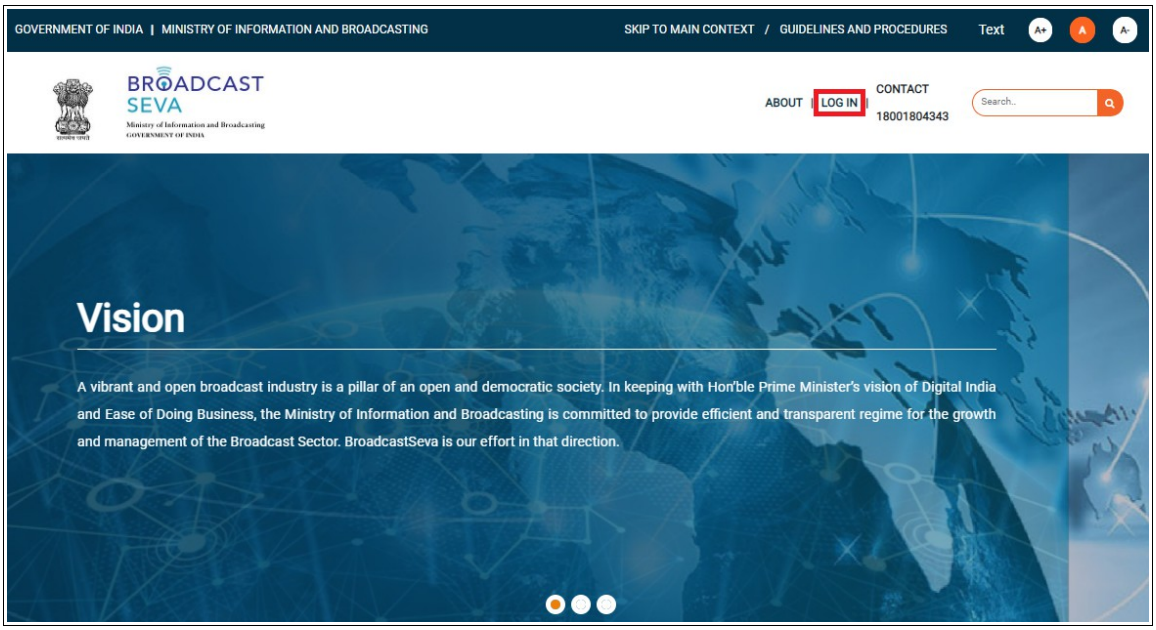


11. Under Declaration section, please tick the checkbox to ensure accountability of provided information and click 'Register' button to complete the sign up process.

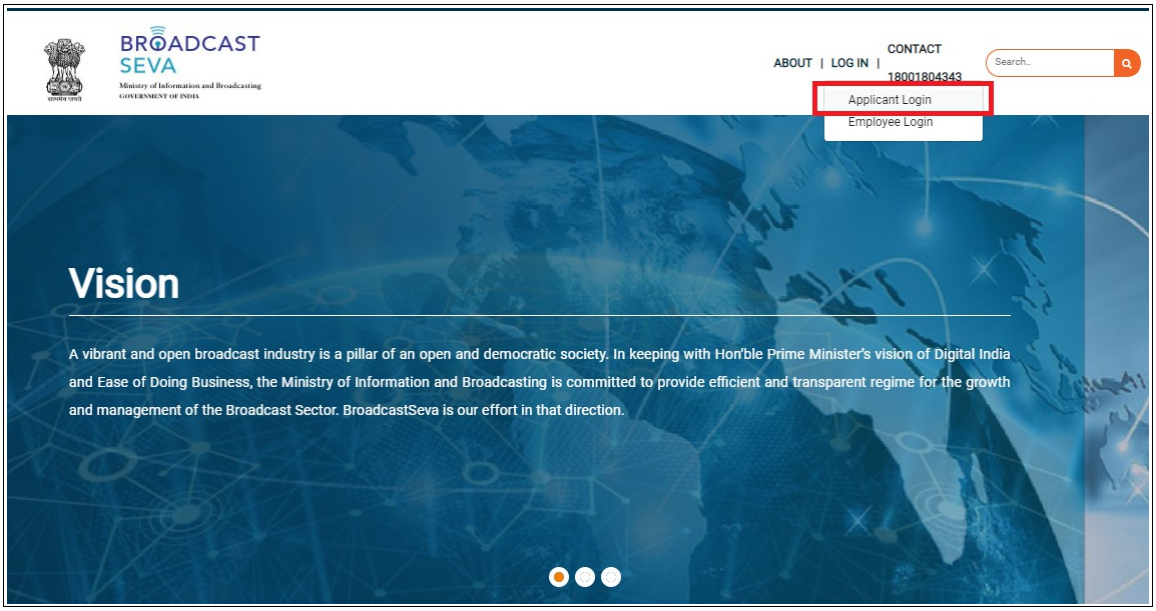
12. On clicking 'Register' button, successful sign up notification is sent to email ID or mobile number as provided and a success message is displayed as under. Click 'OK' to proceed with logging in.

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

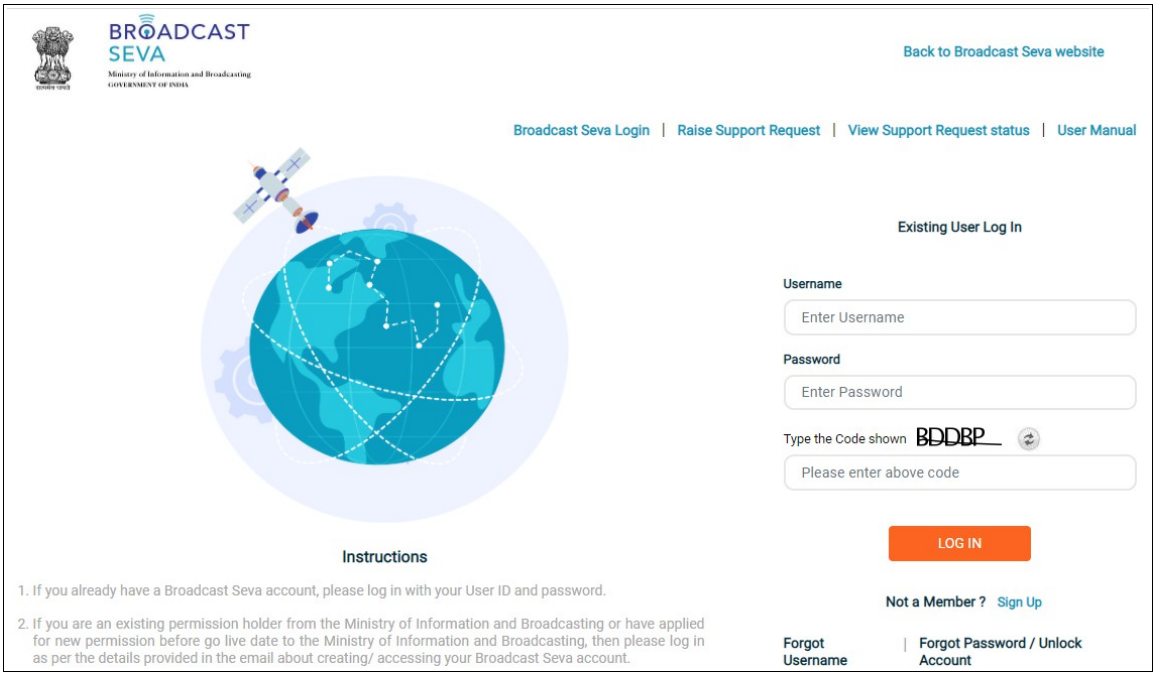
1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



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'.



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

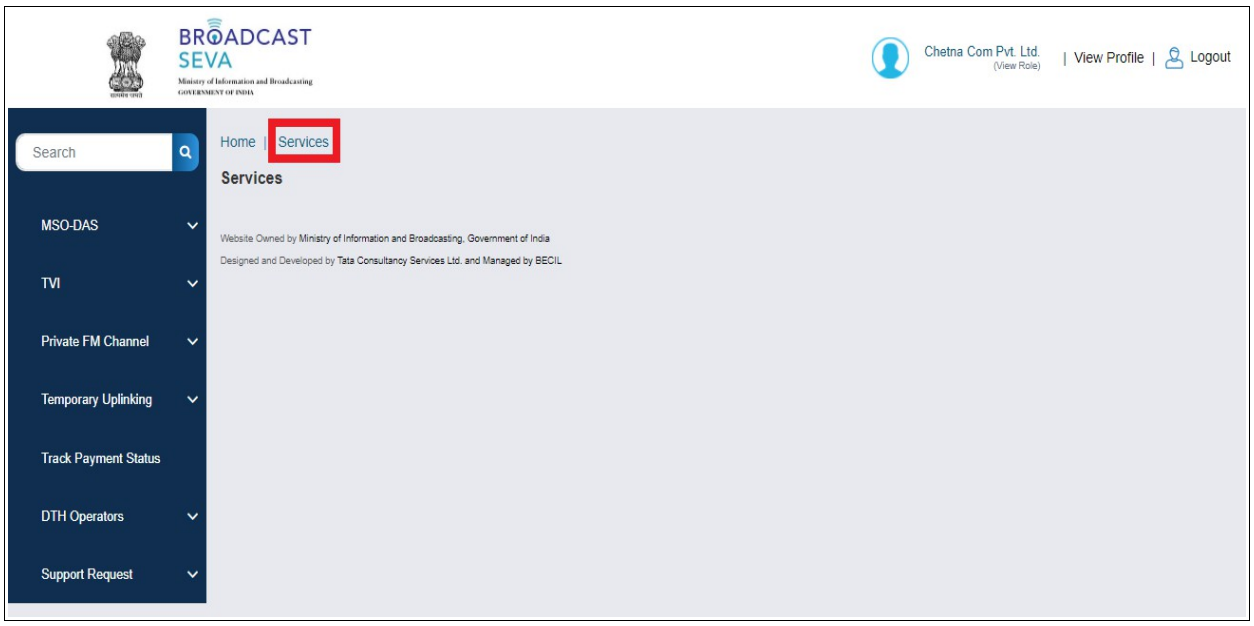


Note: Click 'Broadcast Seva Login' to open the same screen as and when required.

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

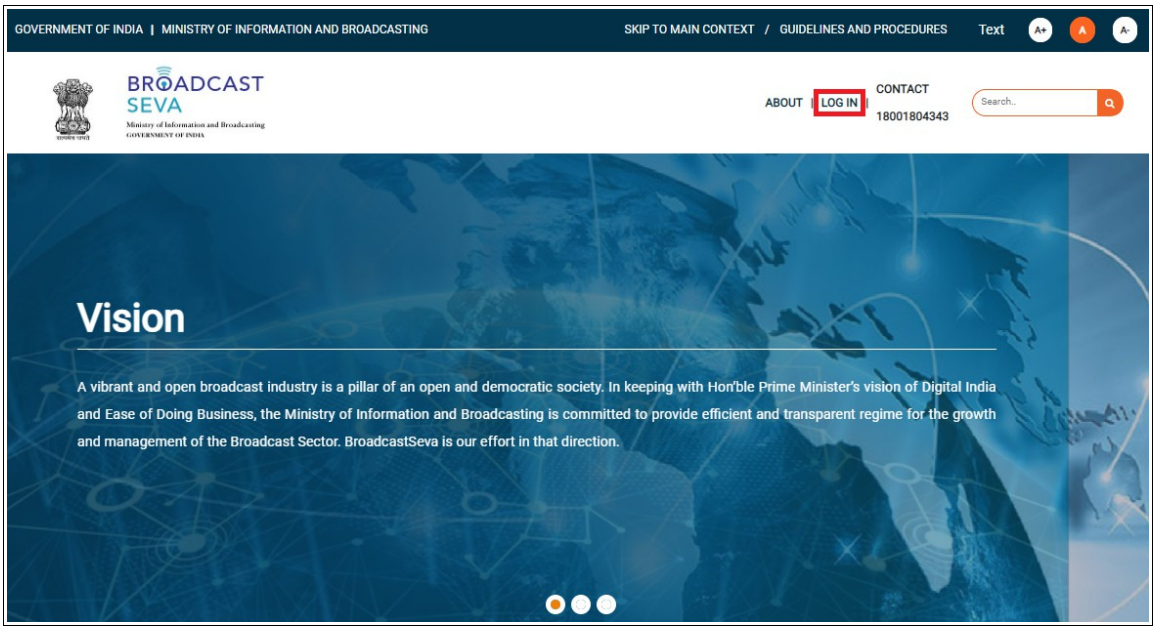
Note: If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first create a new password for the account on Broadcast Seva. Refer service 4.

7. 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.

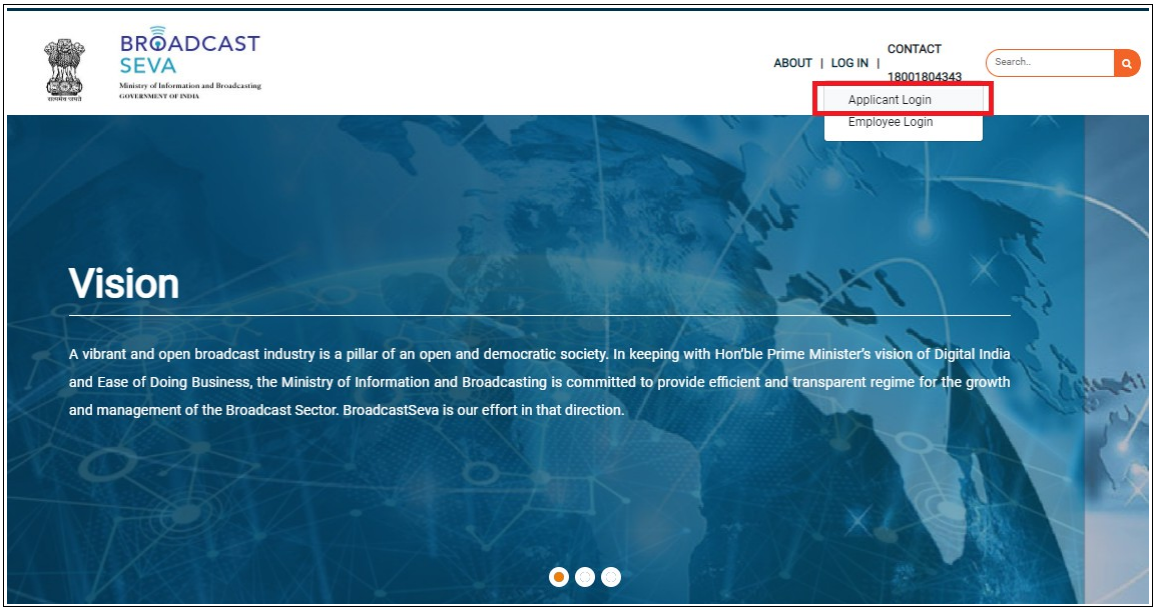

BROADCAST SEVA
Ministry of Information and Broadcasting
GOVERNMENT OF INDIA
Chetna Com Pvt. Ltd.
(View Role)
| View Profile | Logout
Search
Home | Services
Services
MSO-DAS
TVI
Private FM Channel
Temporary Uplinking
Track Payment Status
DTH Operators
Support Request
Website Owned by Ministry of Information and Broadcasting, Government of India
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.

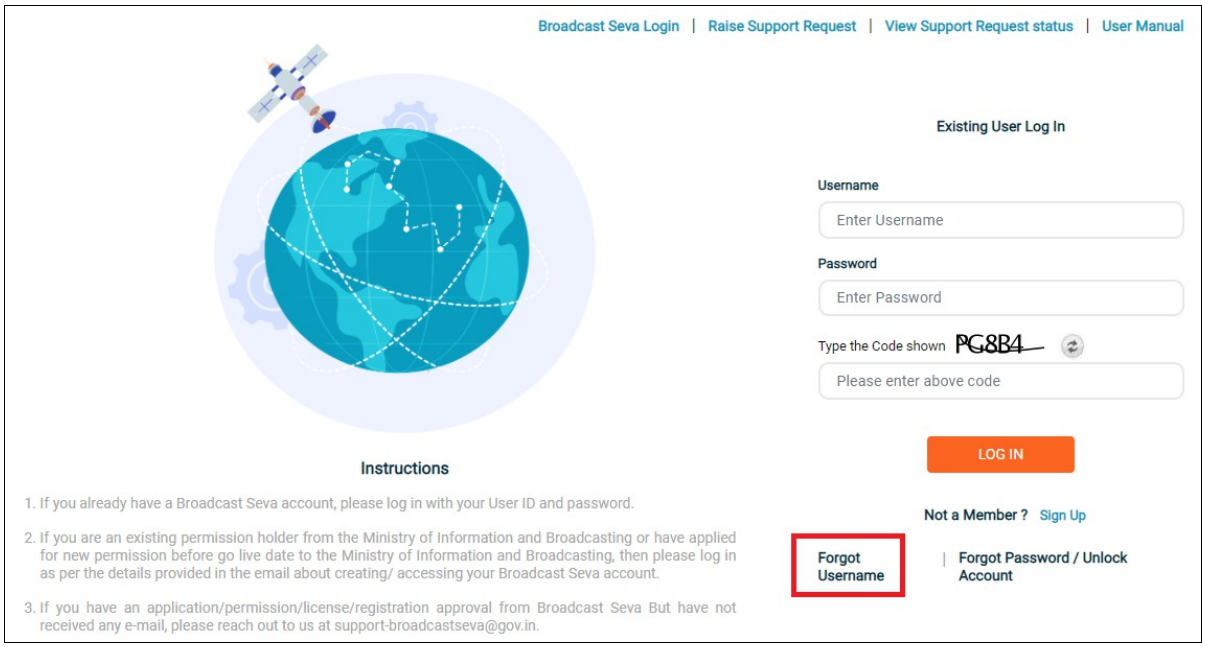


2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.

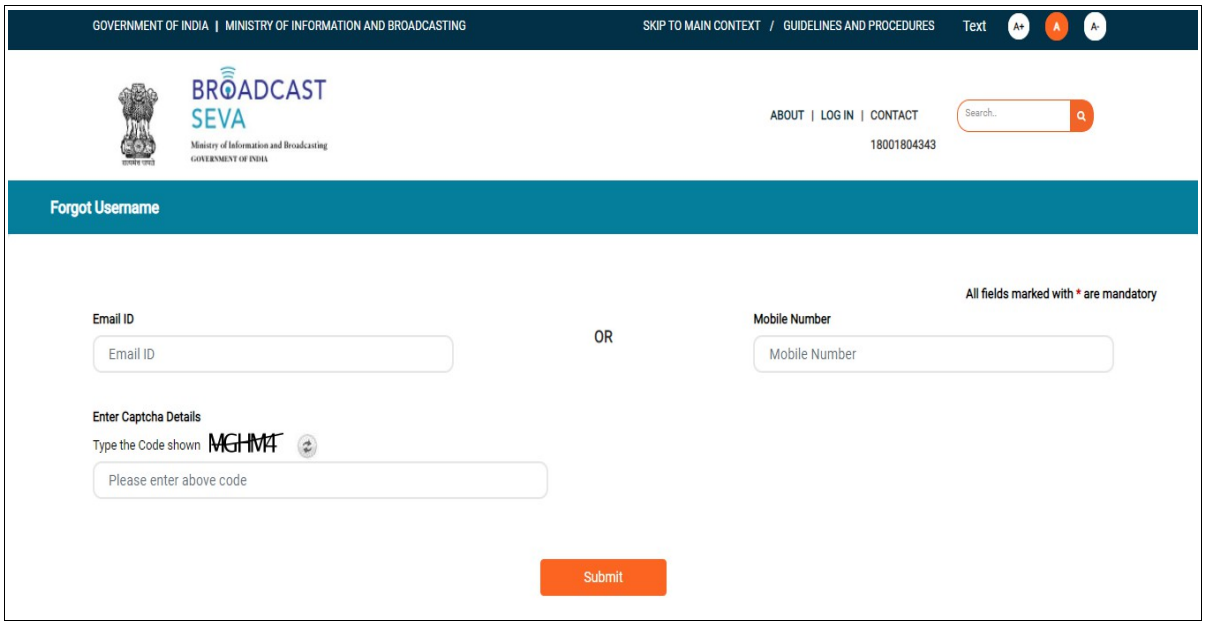


3. Applicant Log In screen as under is displayed. The same screen is visible on completing sign up process.

   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.

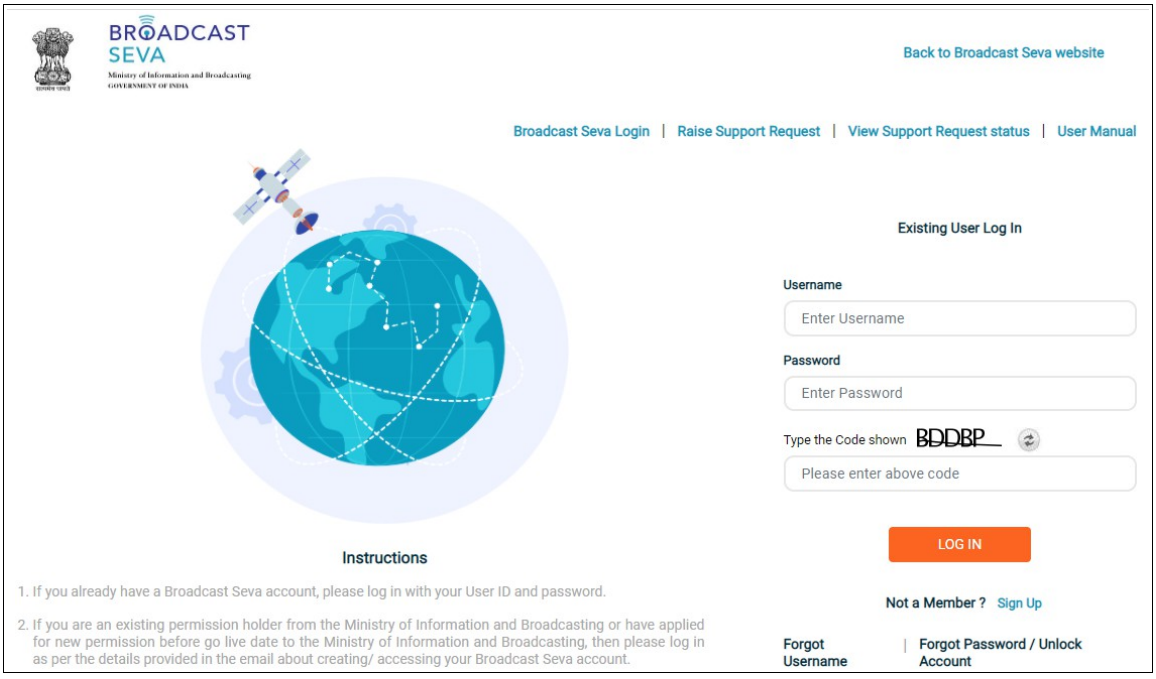


4. If unable to log in or unable to recall username (as provided during sign up), click 'Forgot Username' at the bottom as highlighted. Following screen appears.



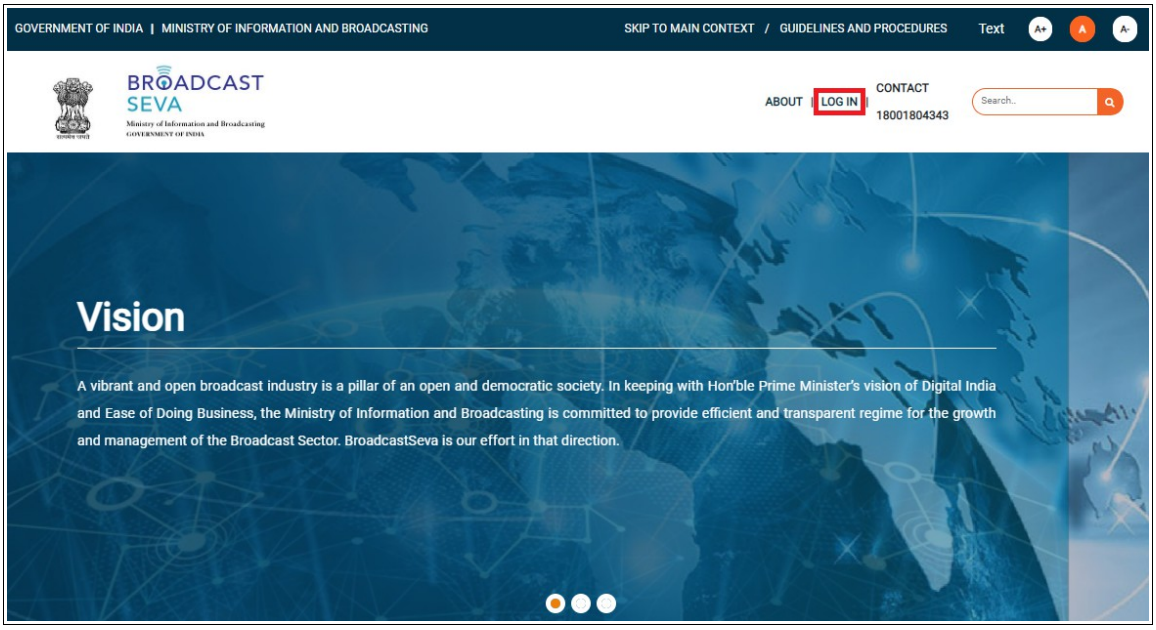
5. Enter email ID / mobile number as provided during sign up (for account creation).
6. Once details are verified successfully, enter code / captcha as displayed and click 'Submit' button.
7. On clicking 'Submit' button, below success message is displayed and username as retrieved for the account is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

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

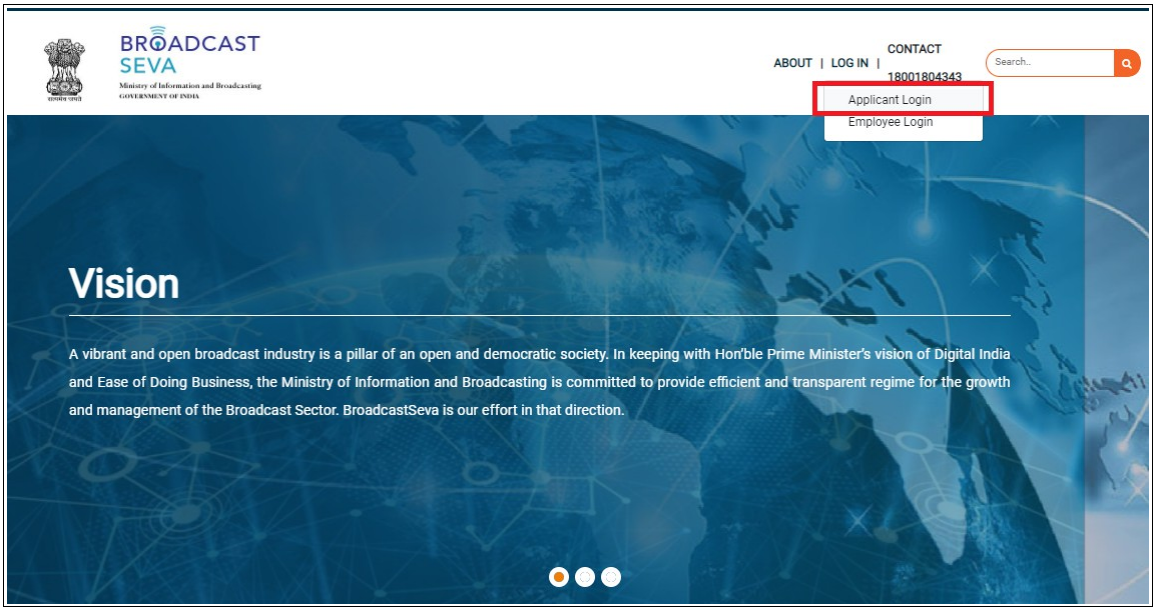

BROADCAST SEVA
Ministry of Information and Broadcasting
GOVERNMENT OF INDIA
Back to Broadcast Seva website
Broadcast Seva Login | Raise Support Request | View Support Request status | User Manual
Existing User Log In
Username
Enter Username
Password
Enter Password
Type the Code shown BDDBP
Please enter above code
LOG IN
Not a Member ? Sign Up
Forgot Username | Forgot Password / Unlock Account
Instructions
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

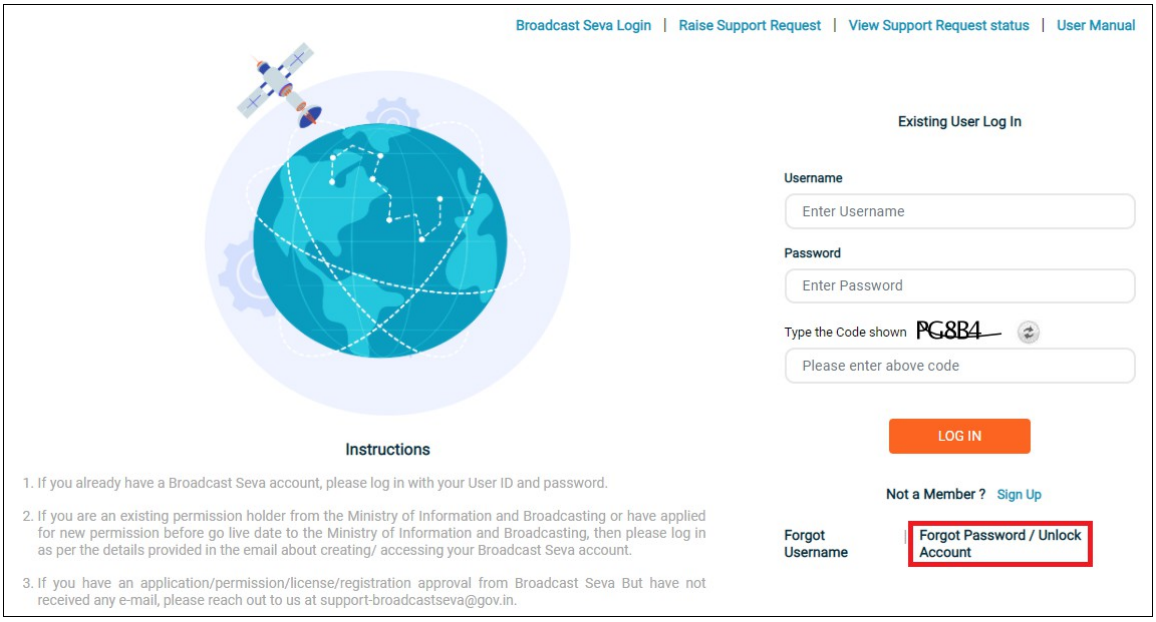
1. On Broadcast Seva website, click or hover to 'Log In' button on top right as highlighted below.



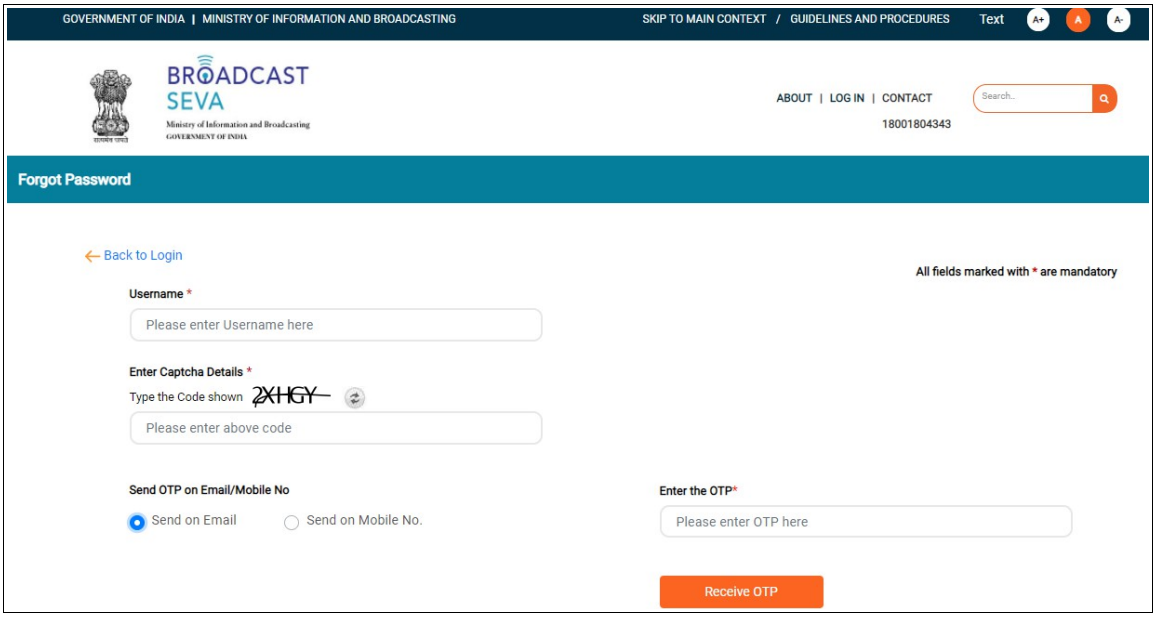
2. On hovering to or clicking 'Log in' button, two options in a list are displayed. Press down arrow key (PgDn) to select 'Applicant Log In' as highlighted below and click 'Applicant Log In'.



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



4. 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.

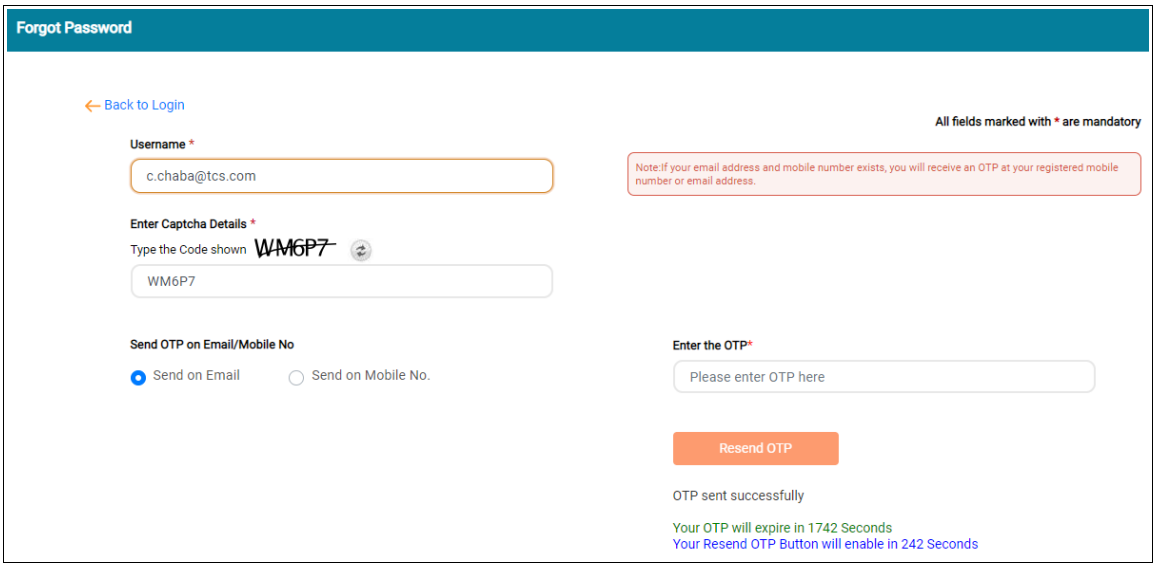


5. Enter correct username as created during sign up.

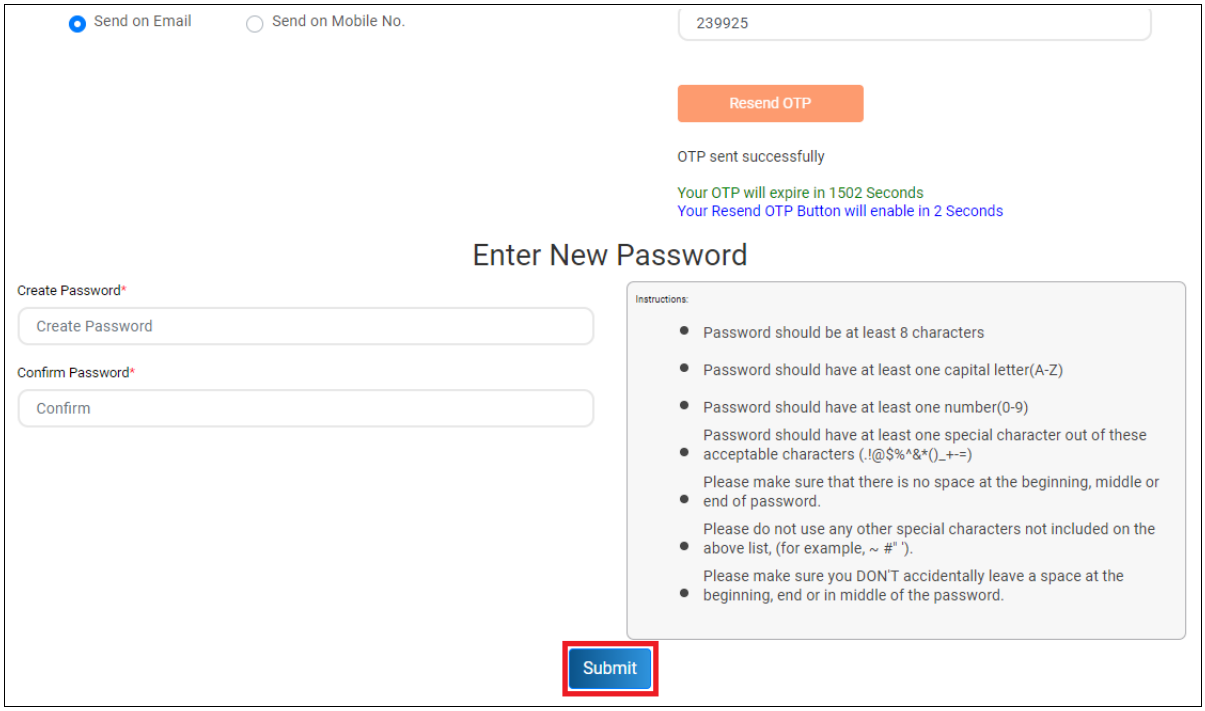
   Note: Notifications shall be received only if

   - 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,.

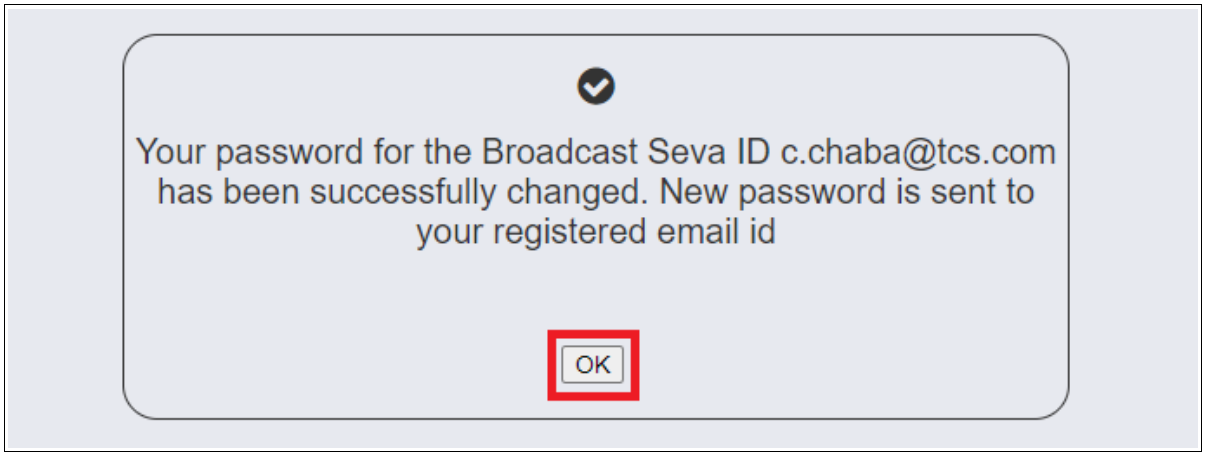
6. Enter code / captcha as displayed. Refresh the same to generate another, if unclear.
7. Select 'Send on Email' option to receive OTP on Email ID registered for the account during sign up.
8. Click 'Receive OTP' button. Following screen appears with timer to provide received OTP.
9. Enter the OTP received.



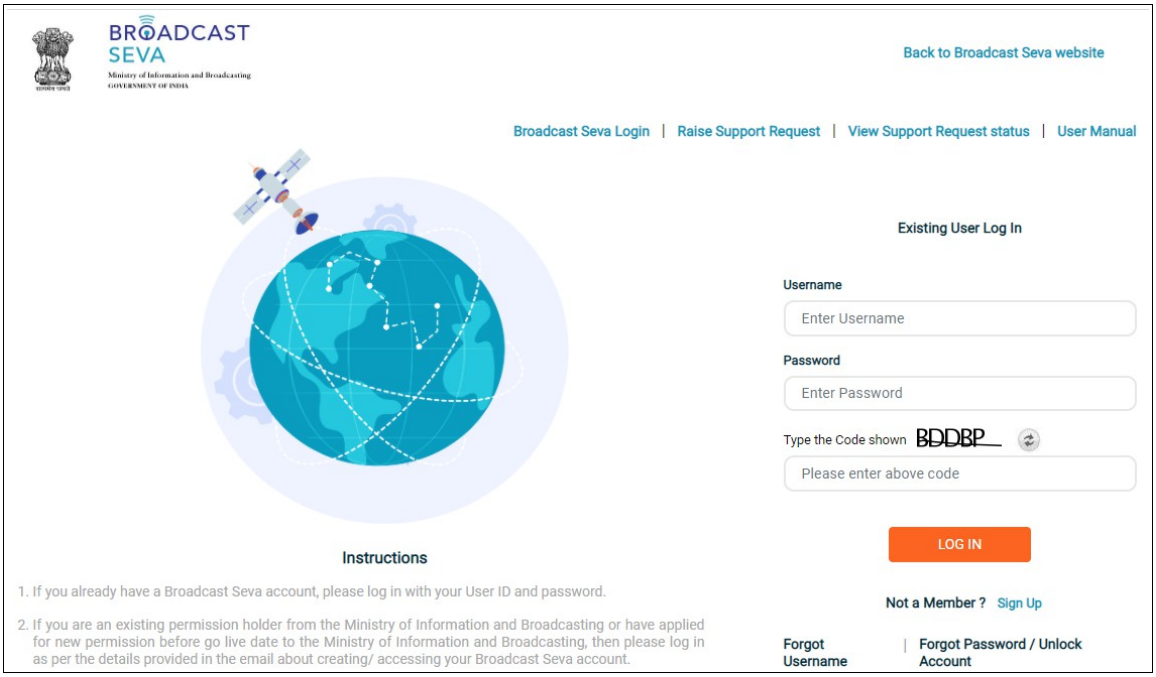
10. On entering OTP, click anywhere outside the entered OTP field and a new section for password creation is displayed as shown below.



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.


BROADCAST SEVA
Ministry of Information and Broadcasting
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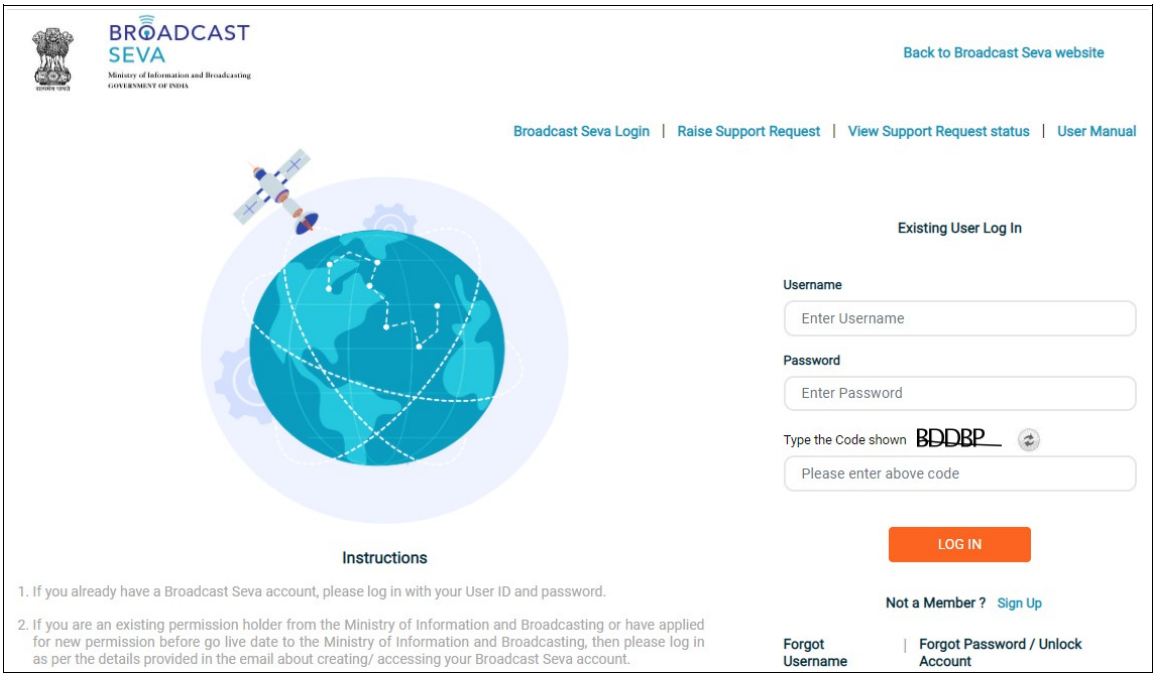
Back to Broadcast Seva website
Broadcast Seva Login | Raise Support Request | View Support Request status | User Manual
Existing User Log In
Username
Enter Username
Password
Enter Password
Type the Code shown BDDBP
Please enter above code
LOG IN
Not a Member ? Sign Up
Forgot Username | Forgot Password / Unlock Account
Instructions
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

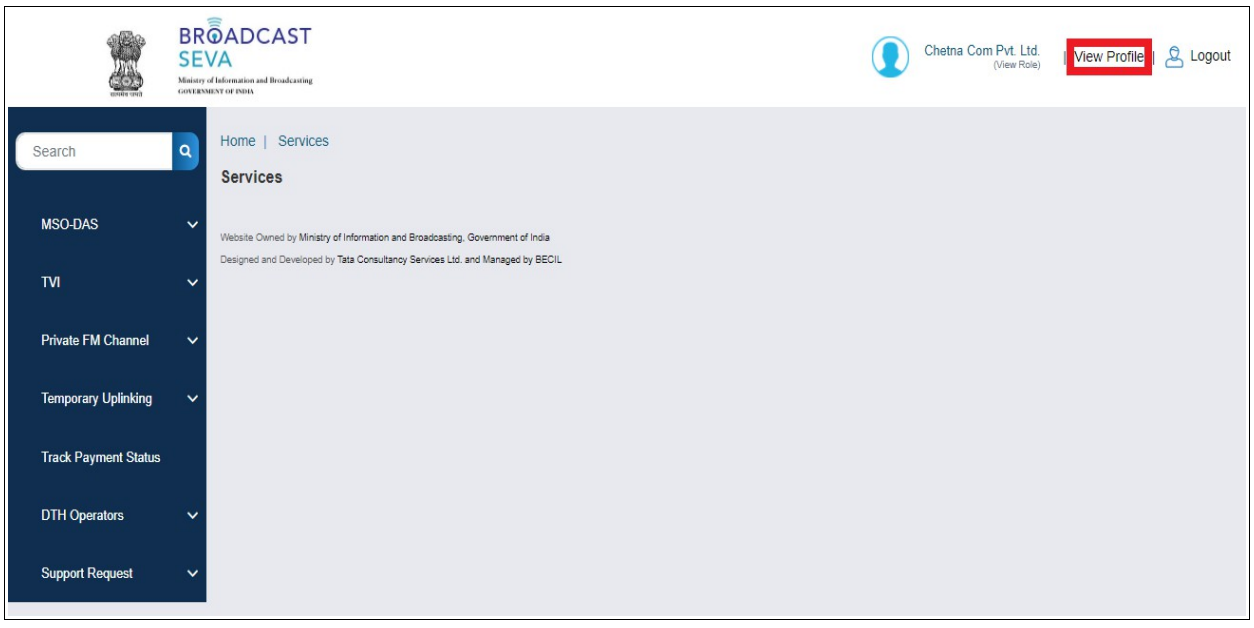
1. Log in to Broadcast Seva.

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

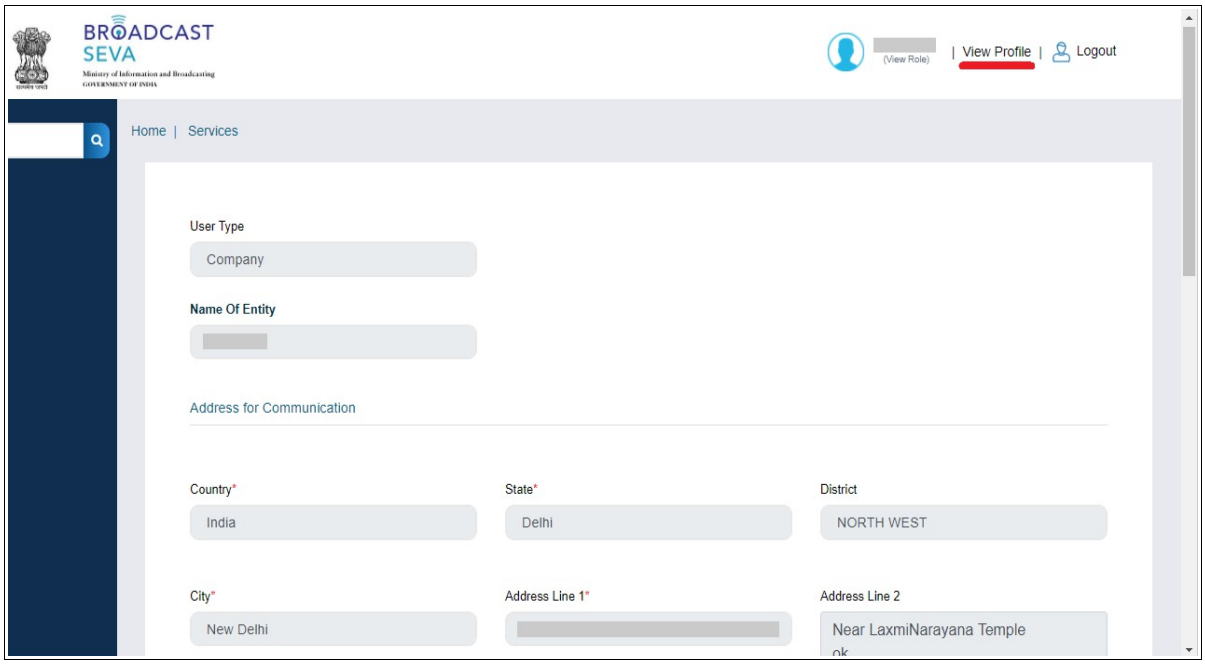


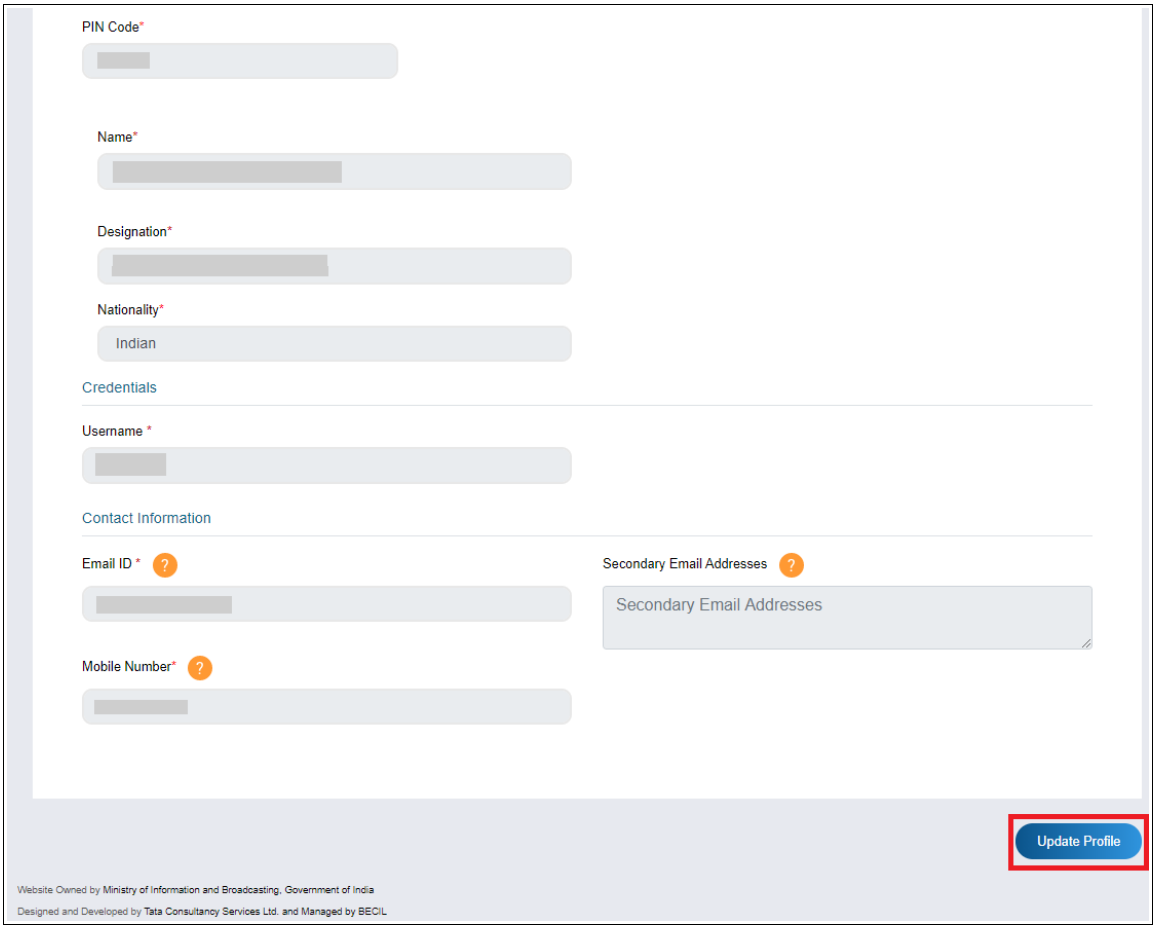
Note: If account is locked due to unsuccessful attempts, click 'Forgot Password / Unlock account ' on bottom right to first unlock account and create a new password for the account on Broadcast Seva. Refer service 4.

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



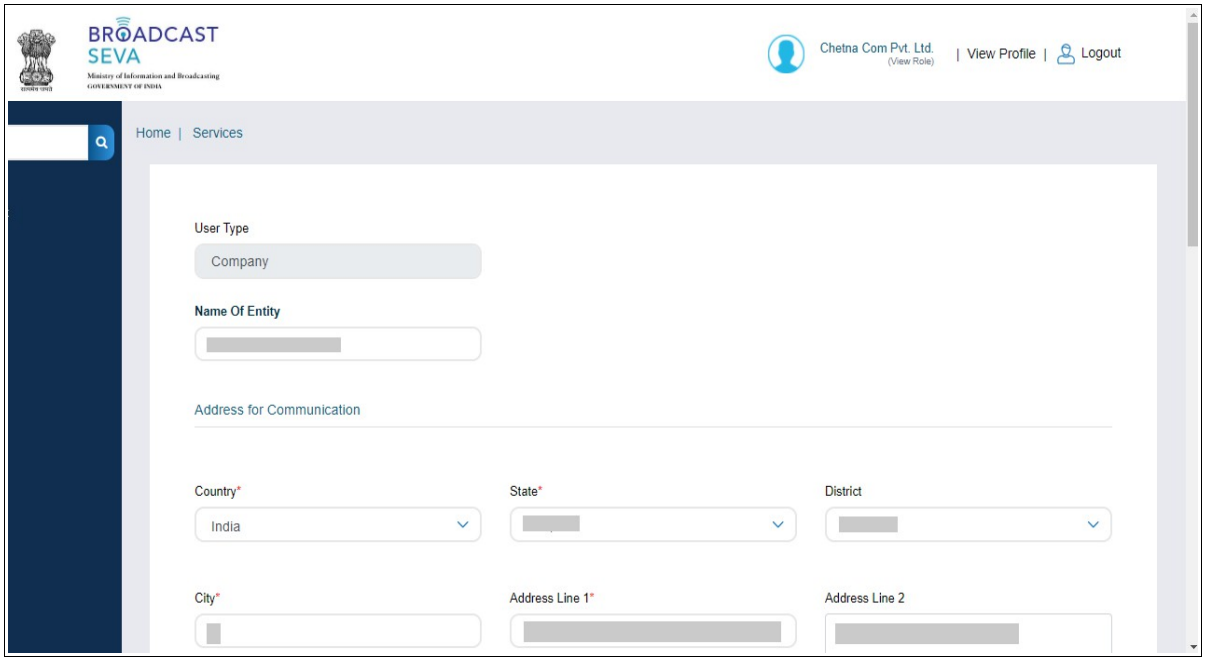
3. Click 'View Profile' button on top right to view account profile details. Sample profile is as displayed below.

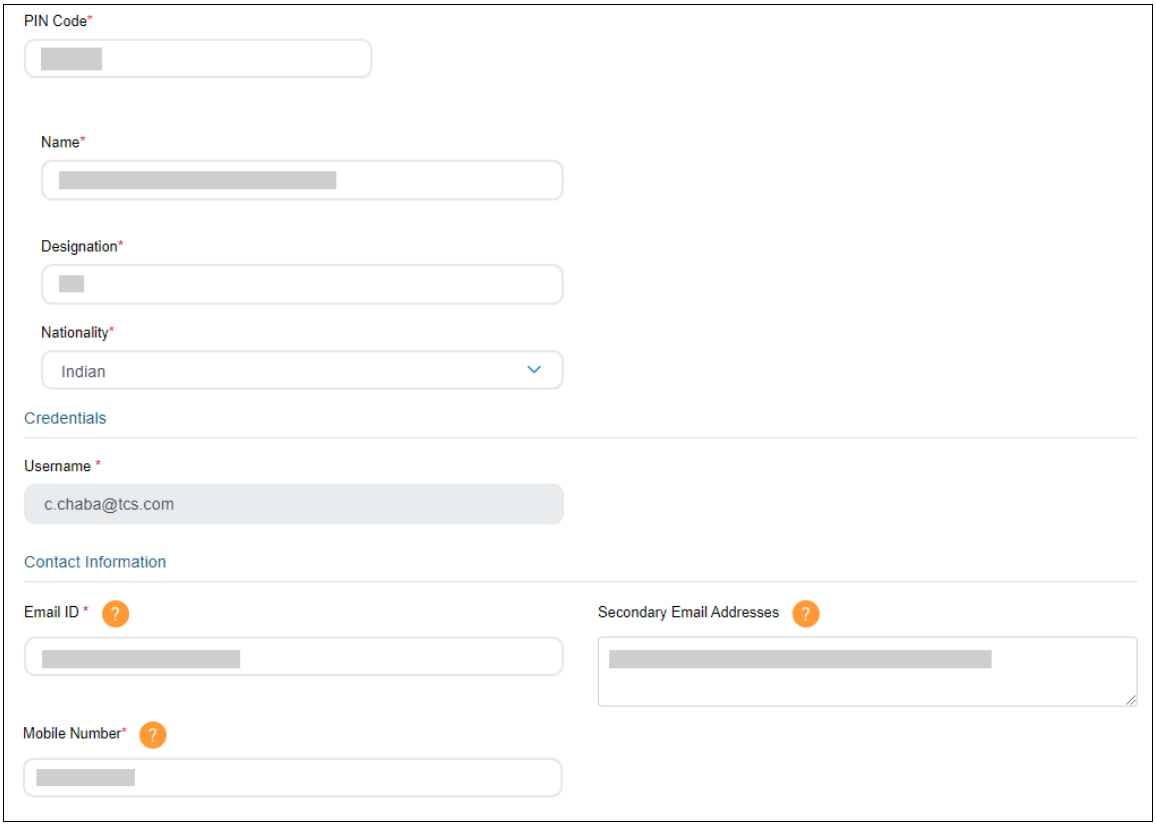


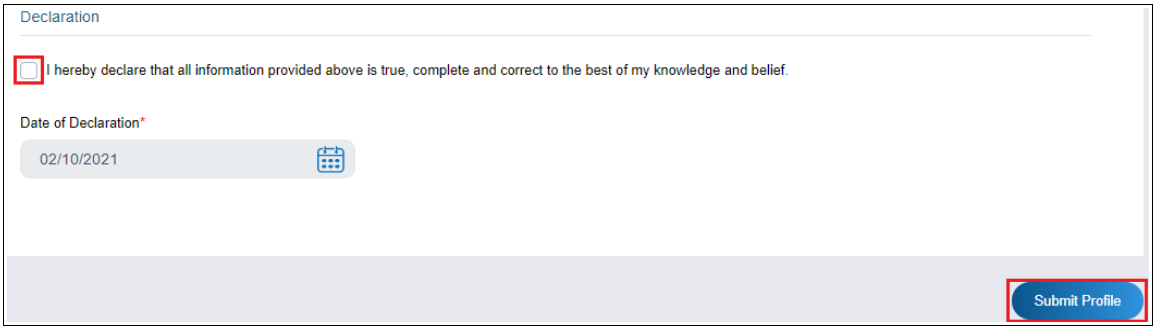

PIN Code*
Name*
Designation*
Nationality*
Indian
Credentials
Username *
Contact Information
Email ID *
Secondary Email Addresses
Secondary Email Addresses
Mobile Number*
Update Profile
Website Owned by Ministry of Information and Broadcasting, Government of India
Designed and Developed by Tata Consultancy 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.



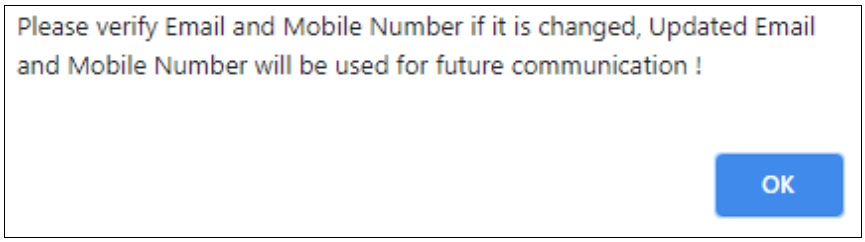


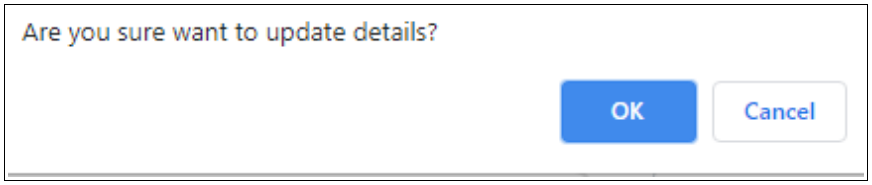


6. Update details as required, tick declaration checkbox to confirm that information provided is true and click 'Submit Profile' button.

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

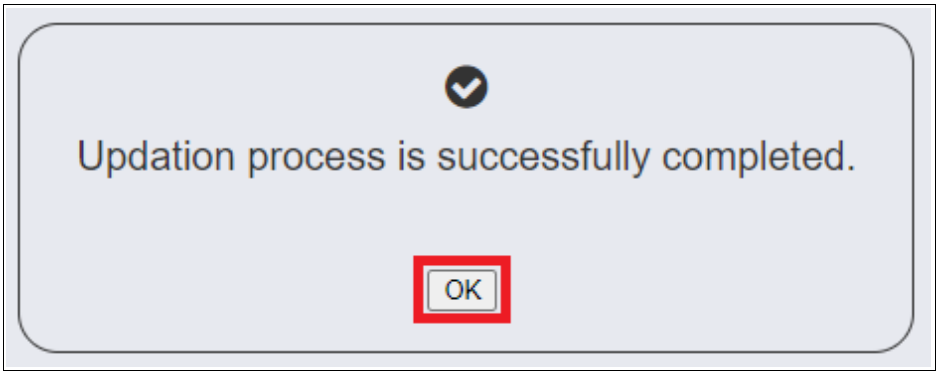
7. The following alert message is shown. Click 'OK' button.





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.**