

**SMART ENTERPRISE**  
SOLUTIONS

Welcome to Smart Enterprise Solutions

**USER MANUAL**  
**ENTITY**

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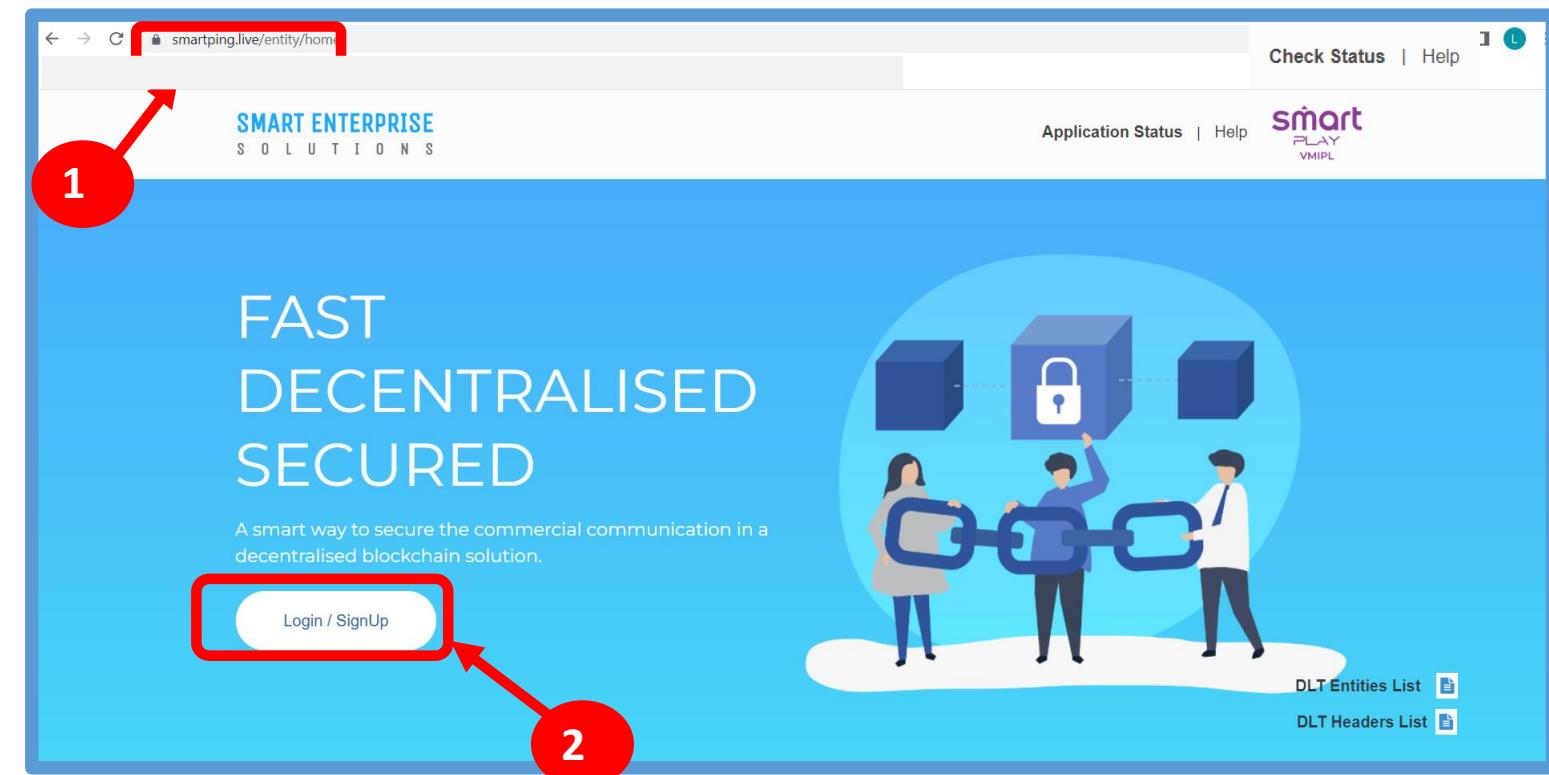
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# REGISTRATION

# WEBSITE / LANDING PAGE

1 Visit [www.smartping.live](http://www.smartping.live) URL  
to Login/Register yourself as Entity/Telemarketer

2 Click on Login/Signup button to Login or register  
yourself as Entity/Telemarketer



## REGISTRATION – SELECT TYPE OF REGISTRATION

1

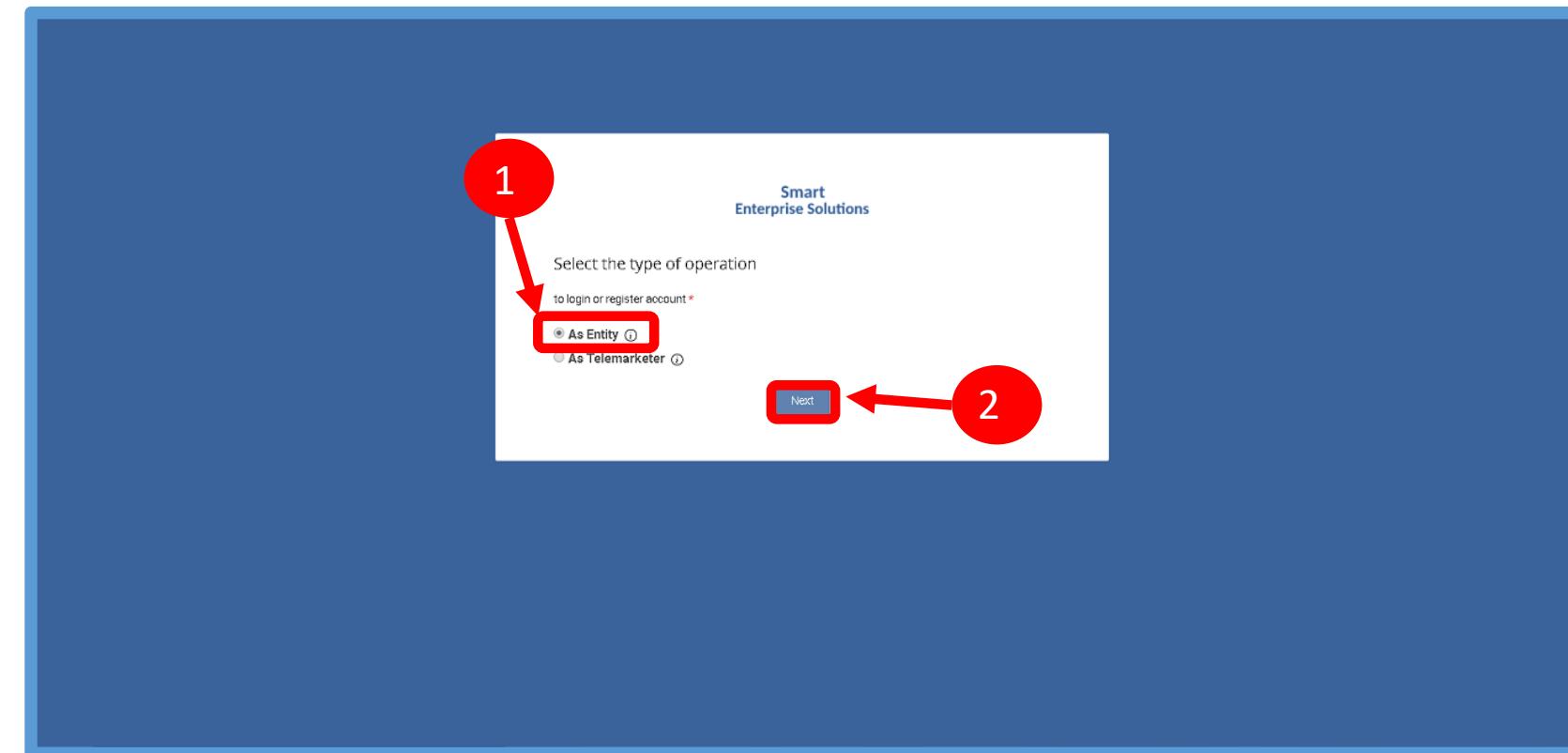
To register yourself as an Entity on the portal, select the “As Entity” option in the Type of Operation.

*i*

*A Business unit, Company, Legally Recognised Institution or Person engaged in business or service who would like to send communications to customers or intended recipients through SMS or voice call through a registered telemarketer.*

2

Click **Next** button for further steps towards registration.



## REGISTRATION - ENTITY LOGIN /SINGUP PAGE

3

Click **Sign Up** Button to start registration process.

4

Put in Email ID & Password and Click **Login** Button to access the panel, if you already registered as Entity.

5

Click **Forgot password?** in case you forgot the password.

(The New Password will be sent to your Registered Email ID.)



# NEW ENTITY REGISTRATION

## NEW ENTITY REGISTRATION - FEE DETAILS

1

Select the Registration type. Choose **New Registration** if you are registering for the first time.

Duly fill the customer acquisition form and submit.



## NEW ENTITY REGISTRATION - SIGN UP/ OTPVERIFICATION

2

You will receive an OTP on your registered Mobile number and Email ID to verify mobile number. Enter OTP and click **Submit** button.

3

If in case OTP not received, click **Resend** button

Authorized Person Information

Otp sent successfully.

Name \*

Designation \*

Authorization Document \*  elegant-white-background-with-shiny-lines\_1017-17580.jpg

Email \*

Mobile No. \* (Not Verified)

+91  Verify

Mobile No. \* (Not Verified)

OTP has been sent to Authorized person's Mobile number 9350007683 and company's email id [testingdata1@yopmail.com](mailto:testingdata1@yopmail.com) and if you want to edit this number [click here](#).

Enter OTP

Resend Submit

Payment Details [click here for bank details](#)

Please provide the payment details

## NEW ENTITY REGISTRATION - SIGN UP/ OTPVERIFICATION

4

You will receive an OTP on your registered Mobile number and Email ID to verify mobile number. Enter OTP and click **Submit** button.

5

If in case OTP not received, click **Resend** button

Authorized Person Information

Otp sent successfully.

Name \*

Designation \*

Authorization Document \*  elegant-white-background-with-shiny-lines\_1017-17580.jpg

Email \*

Mobile No. \* (Not Verified)

+91  Verify

Mobile No. \* (Not Verified)

OTP has been sent to Authorized person's Mobile number 9350007683 and company's email id [testingdata1@yopmail.com](mailto:testingdata1@yopmail.com) and if you want to edit this number [click here](#).

Enter OTP

Resend Submit

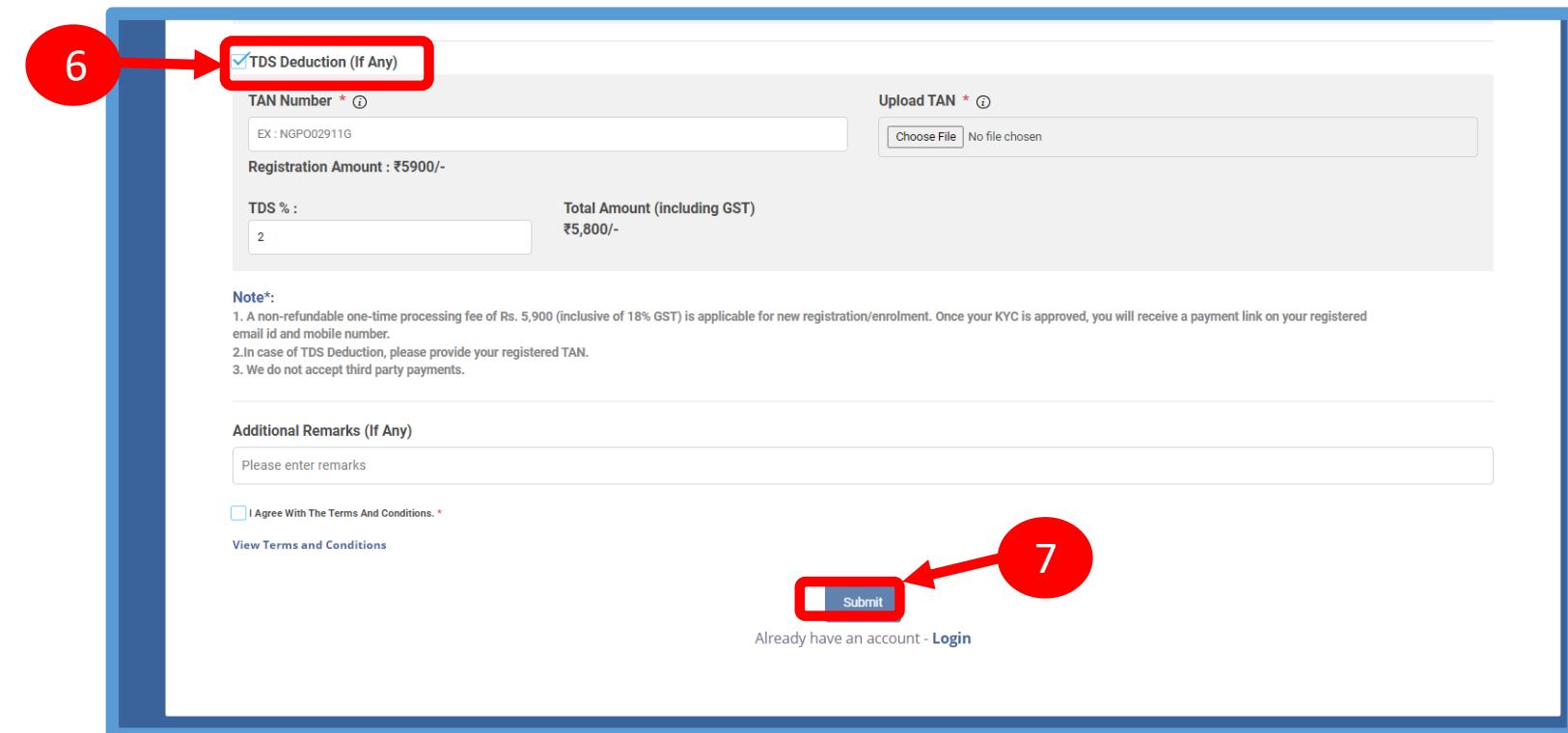
Payment Details [click here for bank details](#)

Please provide the payment details

## NEW ENTITY REGISTRATION - SIGN UP/ OTPVERIFICATION

6

The entity now has the option to opt for the TDS deduction in the registration process. By default, 2% will be there as TDS deduction.



The screenshot shows a registration form with a blue header and a white body. At the top, there is a red circle with the number 6 pointing to a checkbox labeled 'TDS Deduction (If Any)' which is checked. Below this, there is a section for TAN Number and Registration Amount. The TAN Number is 'EX: NGP002911G' and the Registration Amount is '₹5900/-'. To the right, there is a section for 'Upload TAN' with a 'Choose File' button. Below these fields, there is a note section with three bullet points: 1. A non-refundable one-time processing fee of Rs. 5,900 (inclusive of 18% GST) is applicable for new registration/enrolment. Once your KYC is approved, you will receive a payment link on your registered email id and mobile number. 2. In case of TDS Deduction, please provide your registered TAN. 3. We do not accept third party payments. At the bottom, there is an 'Additional Remarks (If Any)' section with a text input field containing 'Please enter remarks'. Below this, there is a checkbox for 'I Agree With The Terms And Conditions.' and a link to 'View Terms and Conditions'. At the very bottom right, there is a red circle with the number 7 pointing to a blue 'Submit' button. To the left of the 'Submit' button, it says 'Already have an account - [Login](#)'.

7

Click on the **Submit** button.

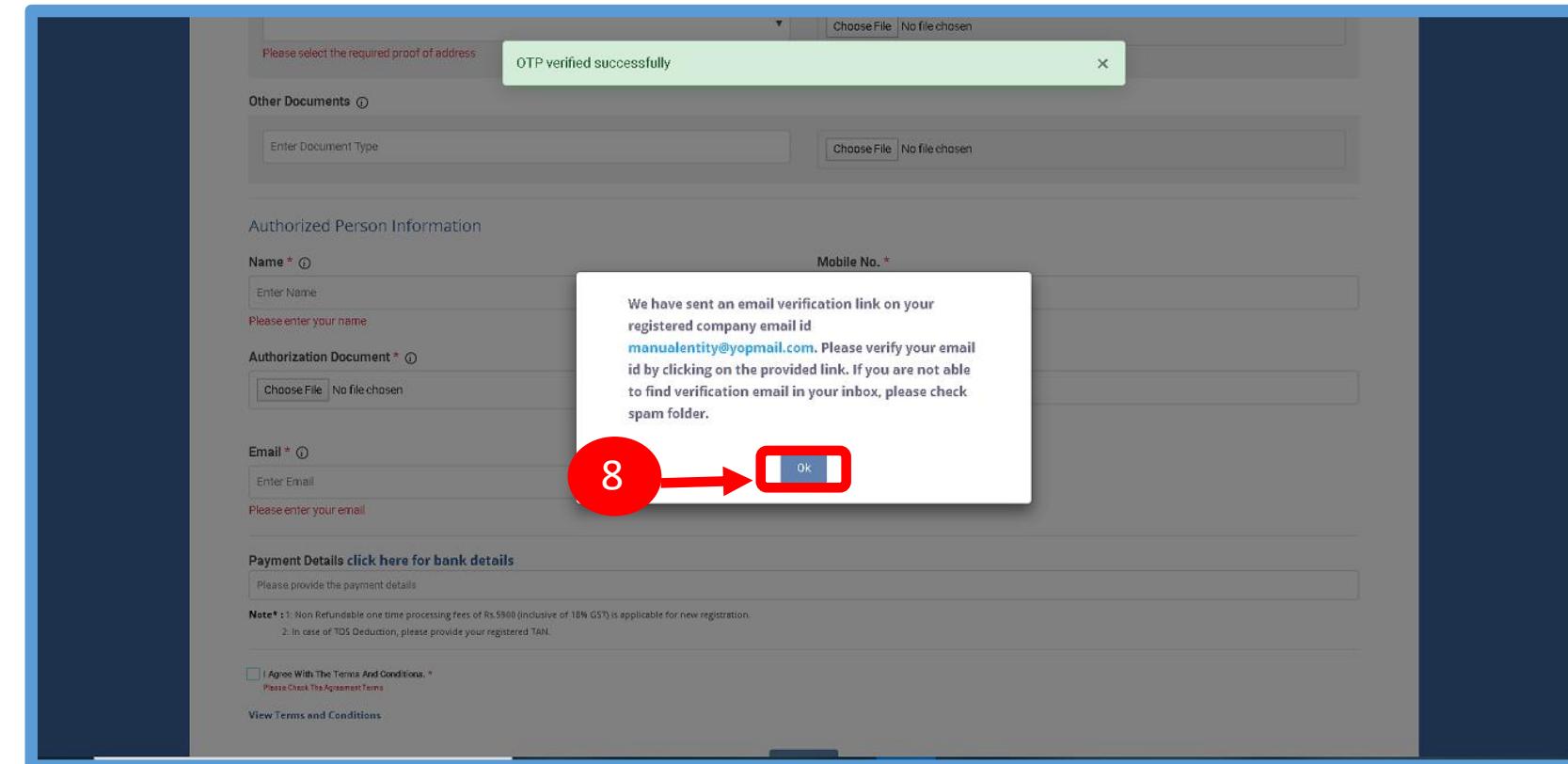
## NEW ENTITY REGISTRATION - EMAIL CONFIRMATION LINK

8

After verifying OTP, a verification link will be sent to your registered email Id.

Click **OK** button once you read the message and validate your email address by clicking the verification link received on your registered email id.

Please check your email inbox as well as spam folder for the verification link.

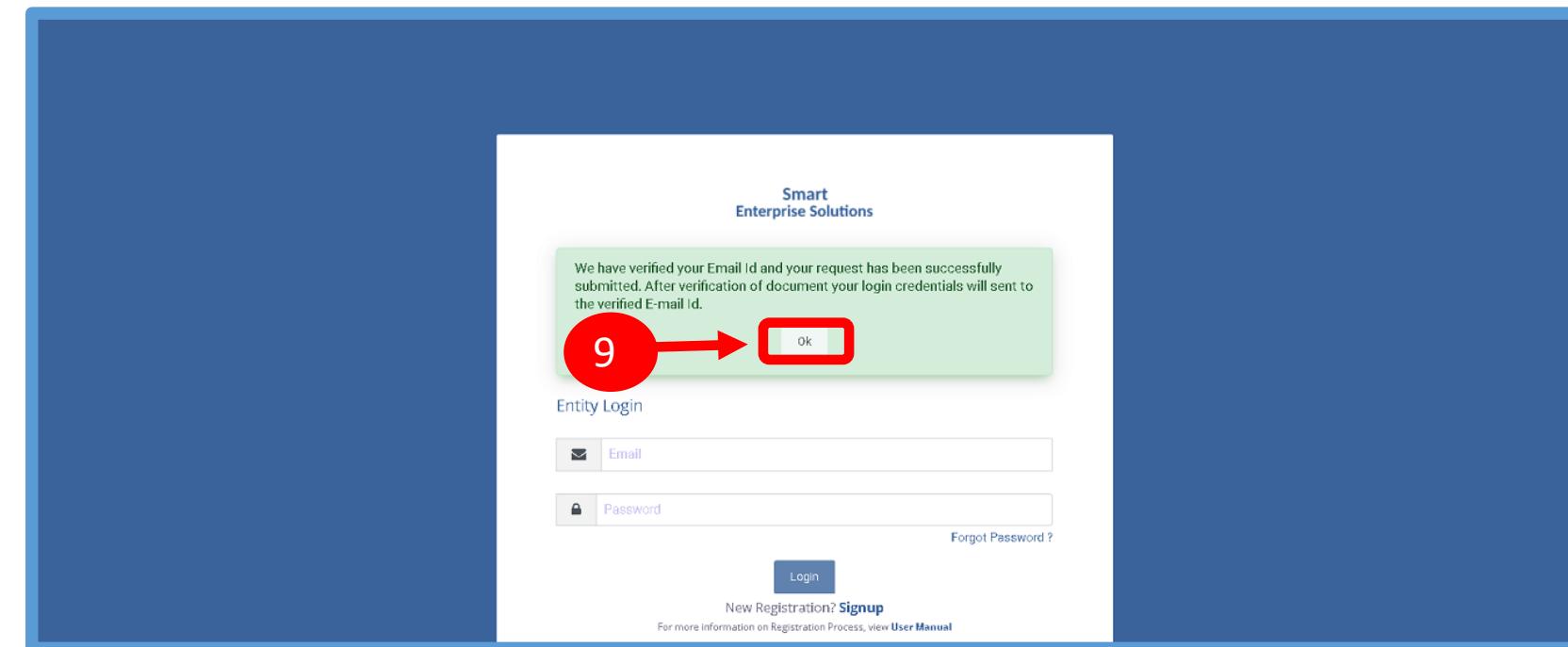


## NEW ENTITY REGISTRATION - EMAIL VERIFICATION CONFIRMATION

9 On successful email ID verification, you will receive a message confirming the submission of your application, press **OK** after reading the message to close the notification.

The application will be pending with the Operator in 3 different stages:

- KYC Pending (Operator will approve the KYC & and will receive link or payment)
- Payment Pending (Entity will receive payment link on his registered email ID)
- DLT approval pending (once payment is done the operator will approve the application)
- Once the Operator approves the application, you will receive login credentials on your registered email ID.



## NEW ENTITY REGISTRATION - EMAIL VERIFICATION CONFIRMATION

10

Use the login credentials sent by the operator to access the entity portal and Click **Login**



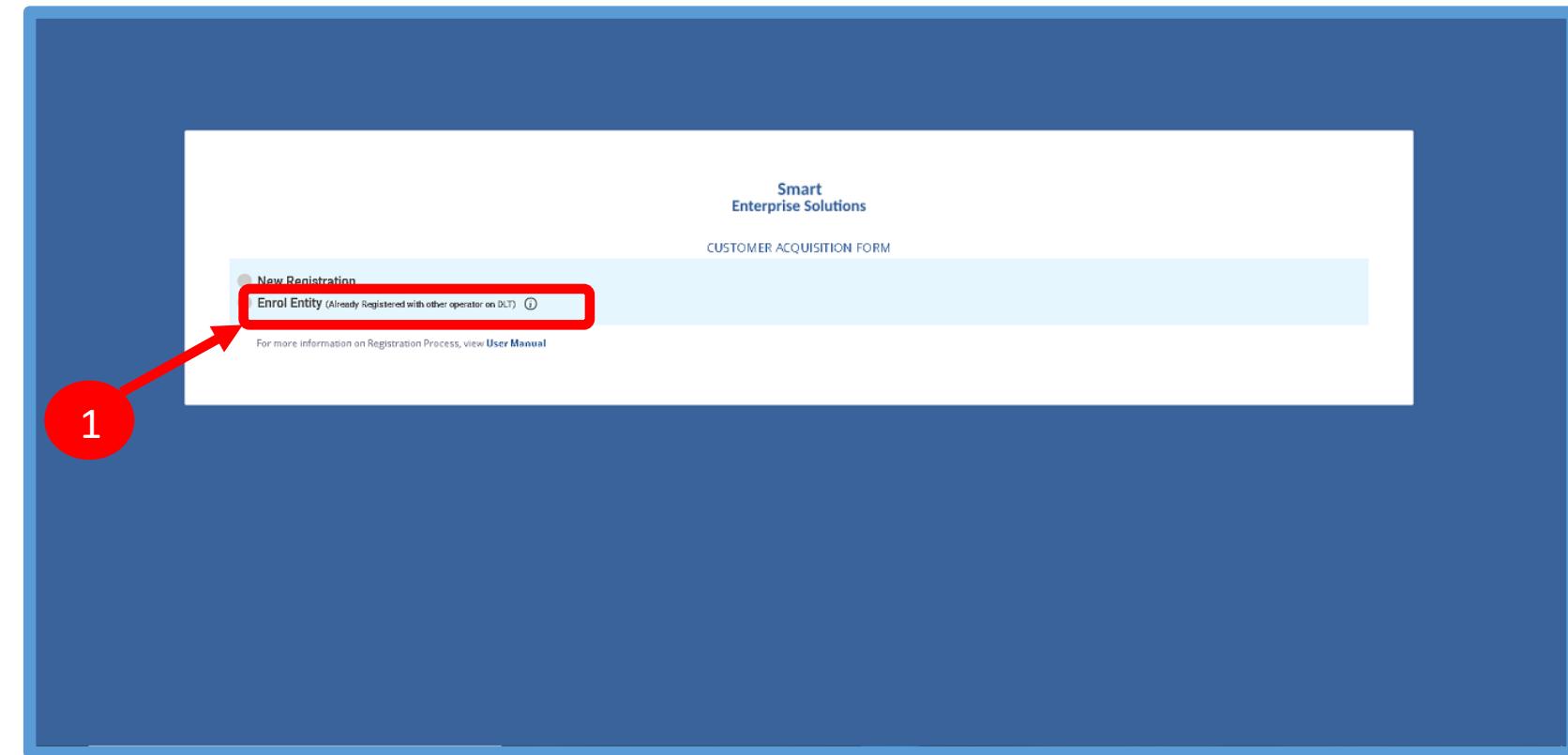
# ENROL ENTITY (ALREADY REGISTERED)

## ENTITY ENROLMENT – INITIATION

1

Choose **Enrol Entity** if your company is already registered on different operator and Fill the form.

*(i) Entity already registered with other operator on DLT can enrol by providing Entity ID (DLT Registration Number)*



## ENTITY ENROLMENT – SUBMISSION OF ENTITY ID

2 After selecting **Enrol Entity** the form will scroll down which needs to be filled by the user for registering

The screenshot shows a 'Customer Acquisition Form' with a 'New Registration' section. The 'Enrol Entity' radio button is selected, highlighted with a red box. A red circle with the number '2' points to the 'Entity Id \*' input field. A red circle with the number '3' points to the 'Entity Type \*' dropdown menu. Other fields visible include 'Date Of Registration \*', 'Name Of Organization \*', 'Registered Email Id \*', and 'Category of Organization \*'.

3 Type in the already registered **Entity Id** and click View details button. Duly Fill the form and click Submit.

## ENTITY ENROLMENT – OTP /EMAIL VERIFICATION PROCESS

4 You will receive an **One Time Password (OTP)** on your registered Mobile number and Email ID to verify mobile number.

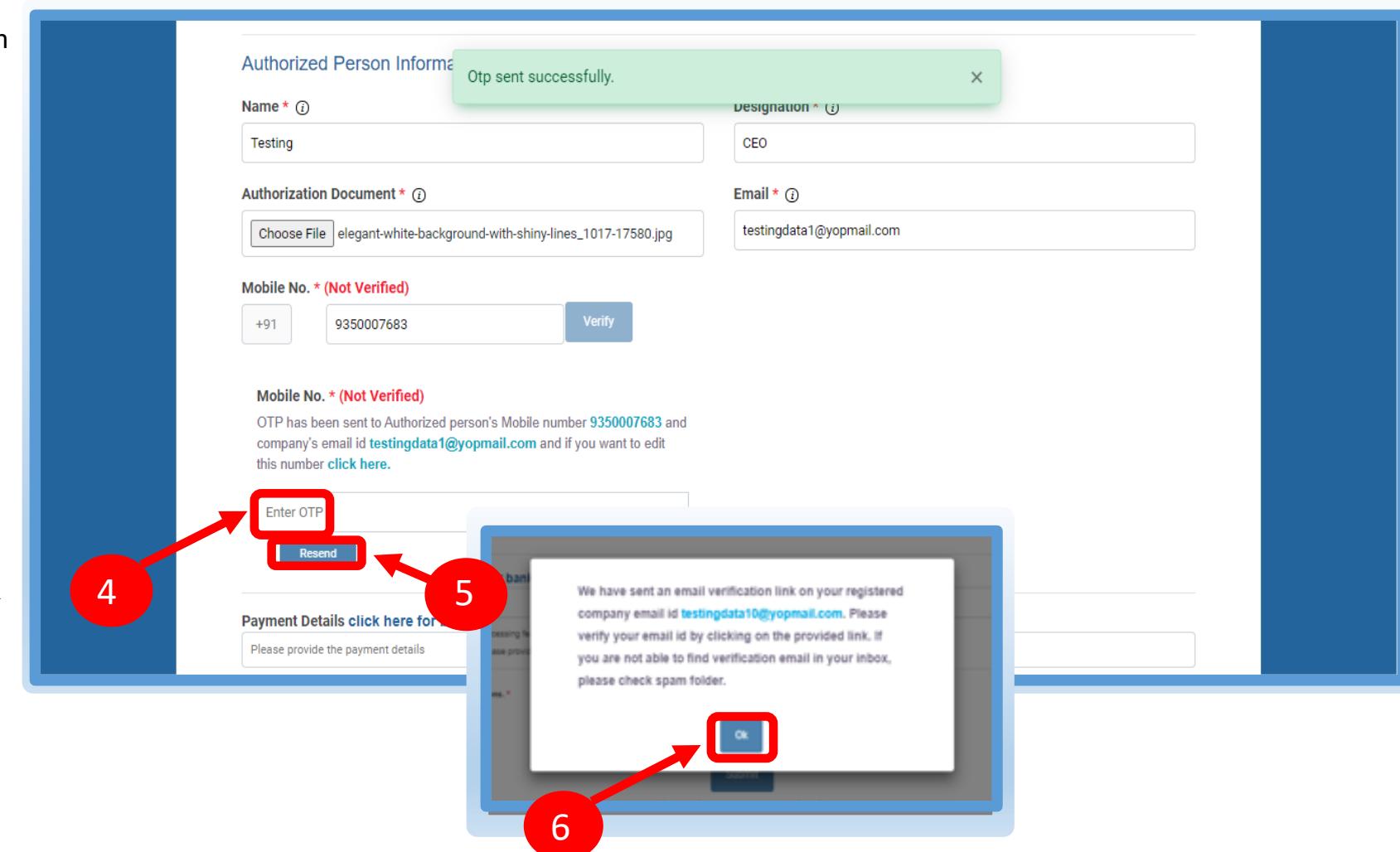
Enter OTP and click **Submit** button.

5 If in case OTP not received, click **Resend** button

6 After verifying OTP, a verification link will be sent to your registered email Id.

Click **OK** button once you read the message and validate your mail by clicking the verification link received on your registered email id.

Please check your email inbox as well as spam folder for the verification link.



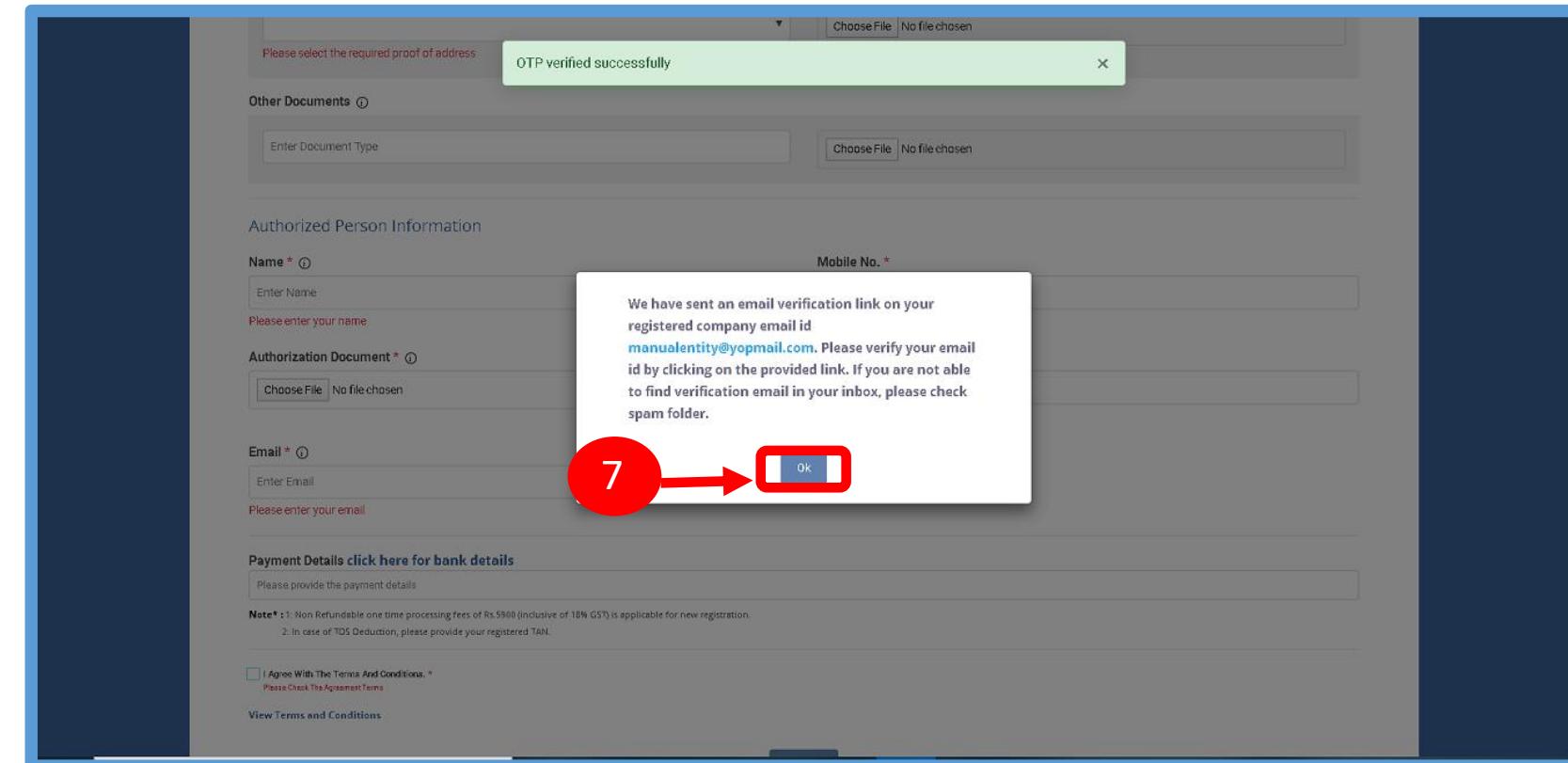
## NEW ENTITY REGISTRATION - EMAIL CONFIRMATION LINK

7

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Click **OK** button once you read the message and validate your email address by clicking the verification link received on your registered email id.

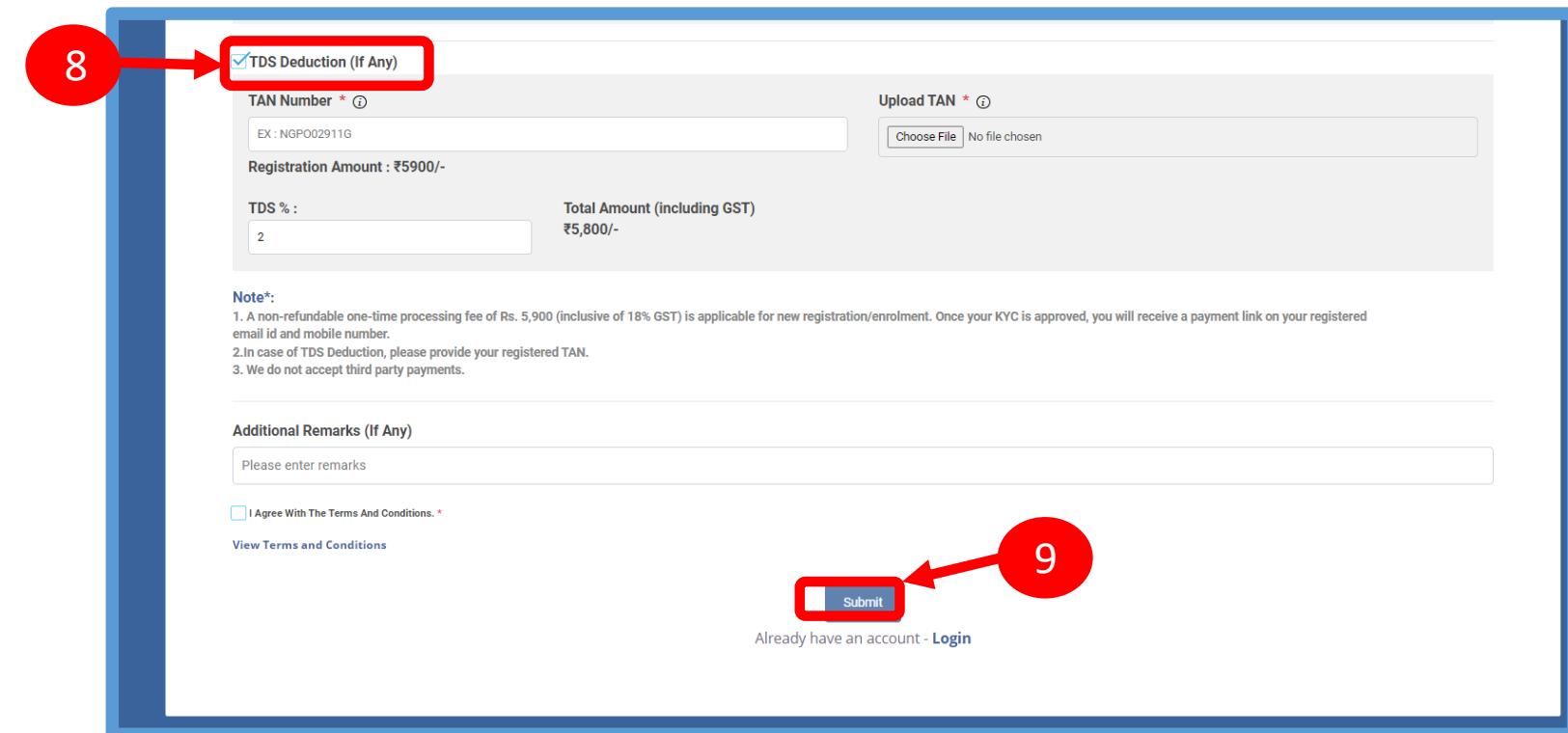
Please check your email inbox as well as spam folder for the verification link.



## ENTITY ENROLMENT – OTP /EMAIL VERIFICATION PROCESS

8

The entity now has the option to opt for the TDS deduction in the registration process. By default, 2% will be there as TDS deduction.



8

TDS Deduction (If Any)

TAN Number \* ⓘ  
EX: NGP002911G

Registration Amount : ₹5900/-

TDS % : 2

Total Amount (including GST)  
₹5,800/-

Upload TAN \* ⓘ  
Choose File No file chosen

Note\*:  
1. A non-refundable one-time processing fee of Rs. 5,900 (inclusive of 18% GST) is applicable for new registration/enrolment. Once your KYC is approved, you will receive a payment link on your registered email id and mobile number.  
2. In case of TDS Deduction, please provide your registered TAN.  
3. We do not accept third party payments.

Additional Remarks (If Any)  
Please enter remarks

I Agree With The Terms And Conditions. \*

[View Terms and Conditions](#)

9

**Submit**

Already have an account - [Login](#)

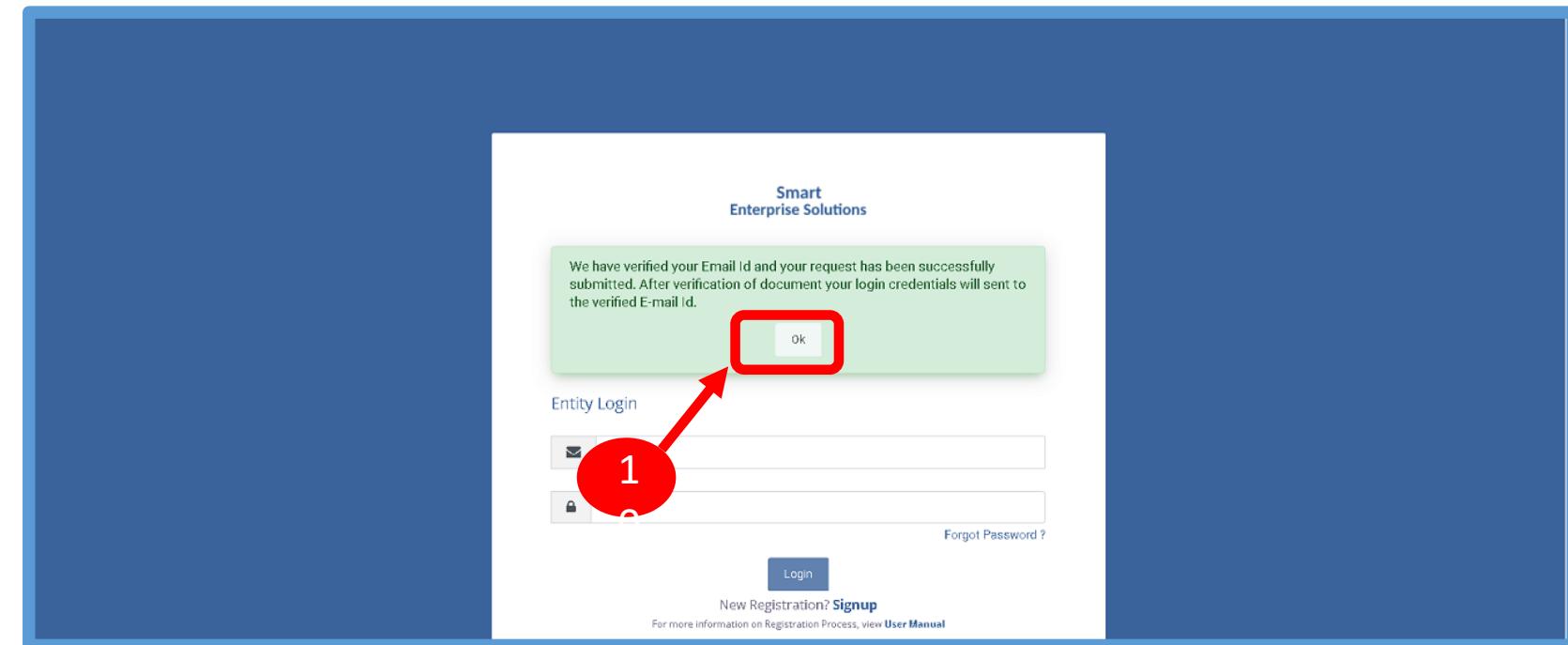
9

Click on the **Submit** button.

## ENTITY ENROLMENT - SUCCESSFUL REQUEST SUBMISSION

10

After email verification Click **OK.** button to Confirm. Once Operator approves your application, you will receive login credentials on your registered email id.



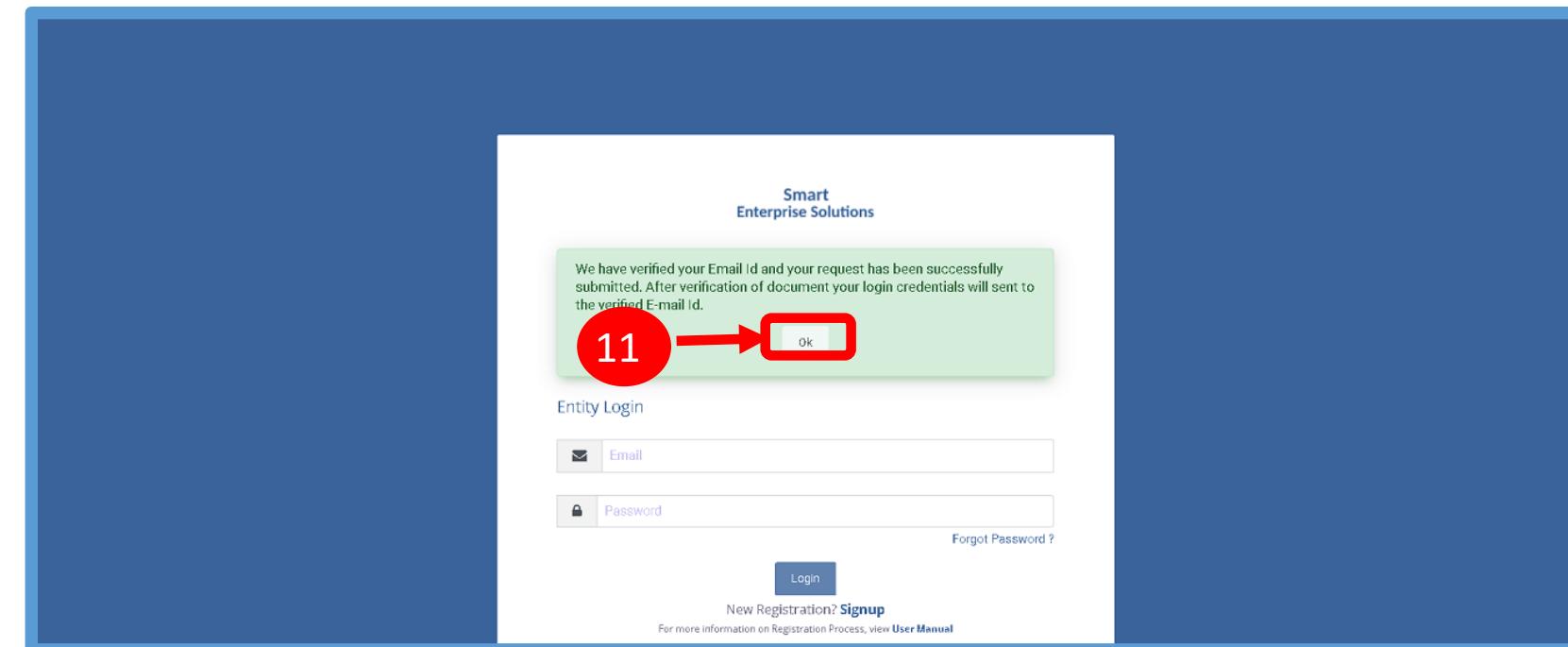
## ENTITY ENROLMENT – OTP /EMAIL VERIFICATION PROCESS

11

On successful email ID verification, you will receive a message confirming the submission of your application, press **OK** after reading the message to close the notification.

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- DLT approval pending (once payment is done the operator will approve the application)
- Once the Operator approves the application, you will receive login credentials on your registered email ID.



## ENTITY ENROLMENT - ENTITY LOGIN PANEL

12

If you already registered as Entity.

Put in Email ID & Password and

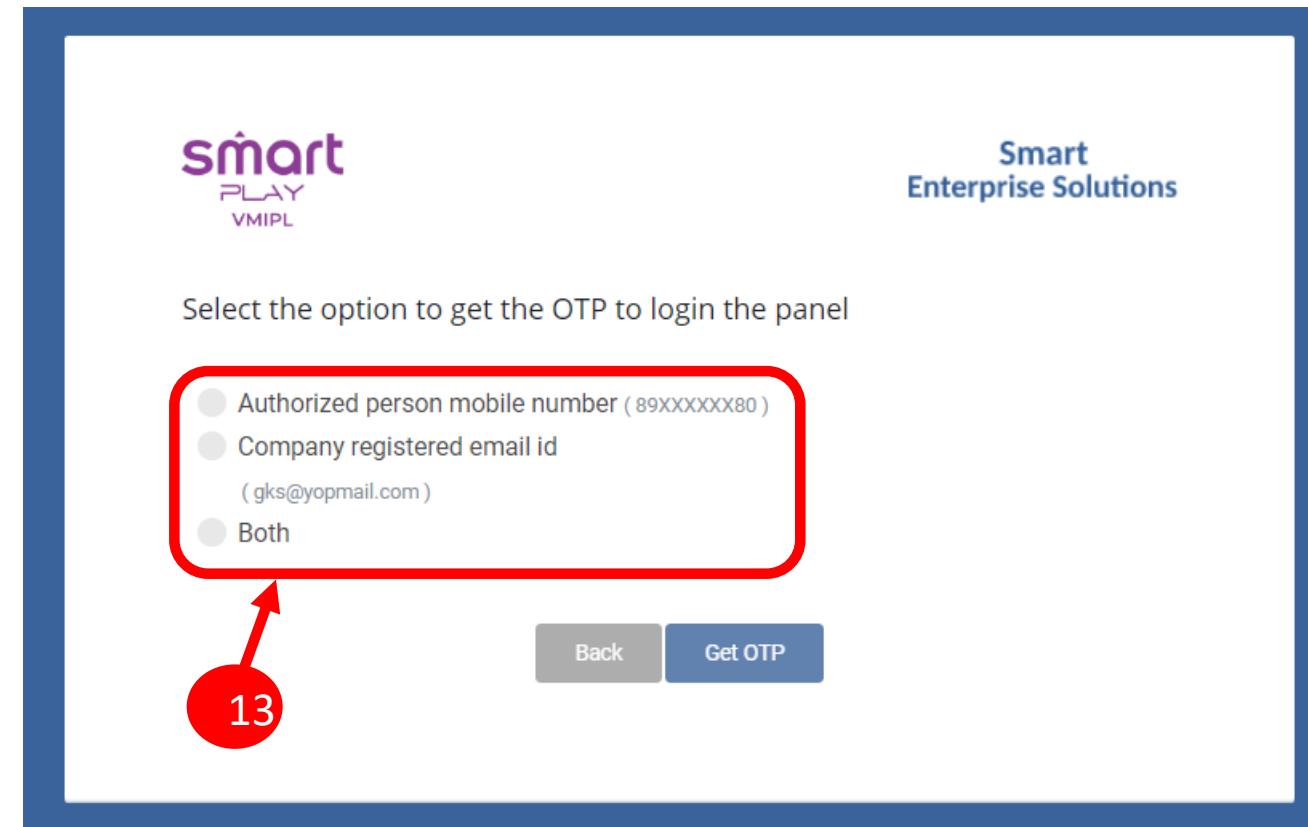
Click **Login** Button to access the panel.



## ENTITY ENROLMENT – TWO WAY AUTHENTICATION PROCESS

13

You have to complete the **Two Way Authentication Process** by submitting the OTP received on option chosen.



# Thank You !