Registration Advisory of Participating Government Agencies in ICEGATE

A new category of registration is required for PGAs in ICEGATE registration module to allow PGAs to use E-SANCHIT module for upload of document and verification.

PGAs are assumed to be government authorised body who will not be involved in any exchange of messages and will not be bound by any location constraint as it is with other ICEGATE registered users.

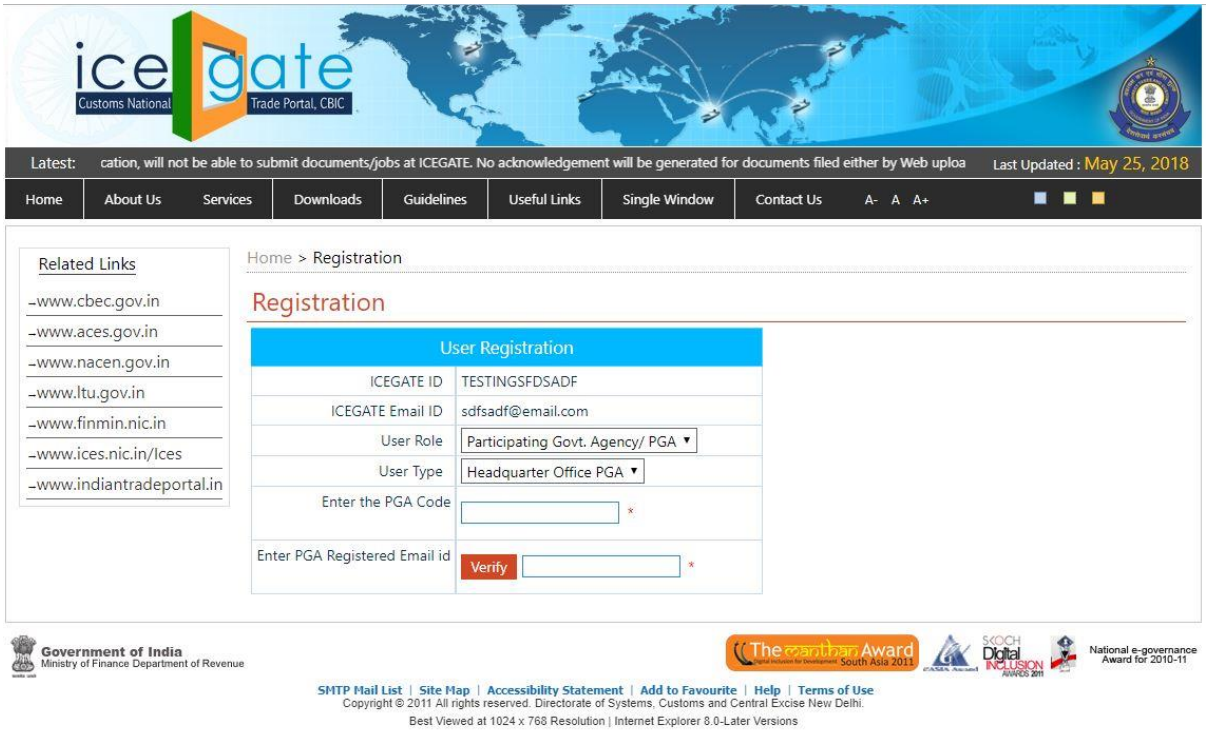
Below are the steps for the user to register as PGA:

1. The user enters the custom ICEGATE ID and valid email ID to proceed with registration. For PGA registration, the email ID will be validated and checked for any email ID ending with **gov.in** and **nic.in**.

2. After checking the availability for ICEGATE ID and email ID, the user will select the role **Partner Govt. Agency/ PGA** from the User Role dropdown. This role will be used by PGAs for registration into ICEGATE registration module.

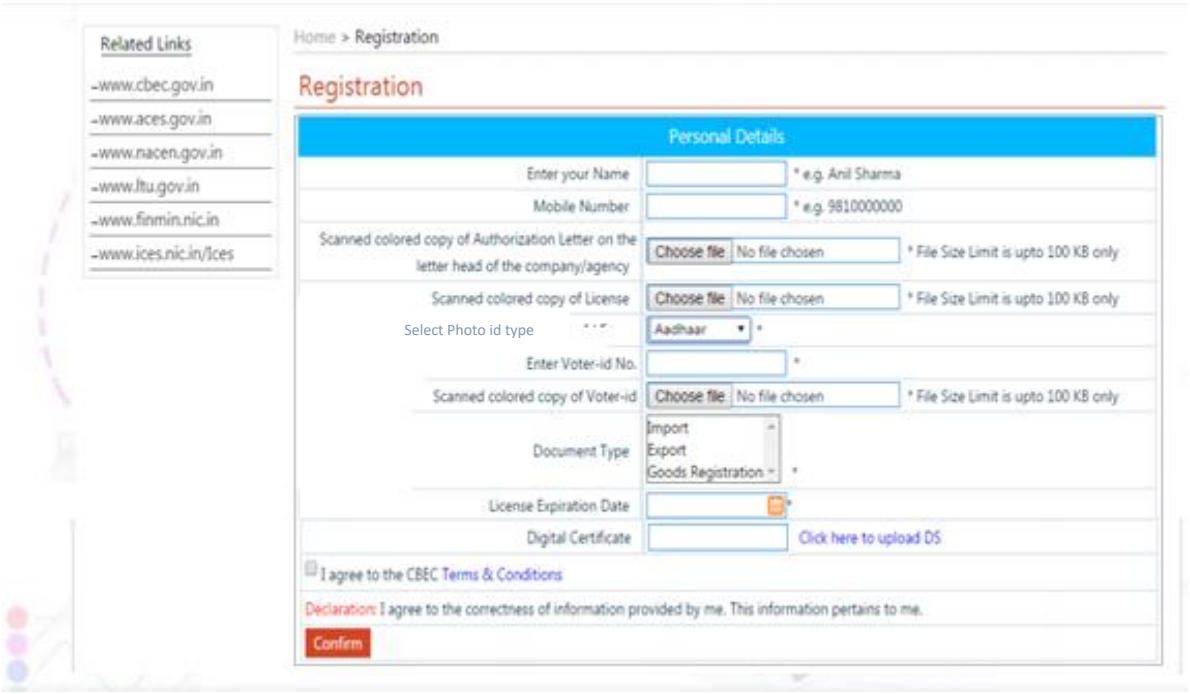
3. After selecting the role from the User Role dropdown, the User Type dropdown will be enabled where the users would be registering as **Headquarter Office PGA** or **Regional Office PGA** for parent and child users respectively.

4. In case user selects **Headquarter Office PGA** from the User Type dropdown.
   - The user needs to provide the PGA code in the **Enter the PGA Code** field which will be unique for verifying the PGA.
   - Below this field, **Enter PGA Registered Email id** field for generic email ID is also required. This email id will belong to the HOD who will communicate with the user regarding the registration.
   - During registration, validation will be done against a combination of PGA Code and generic Email fields.

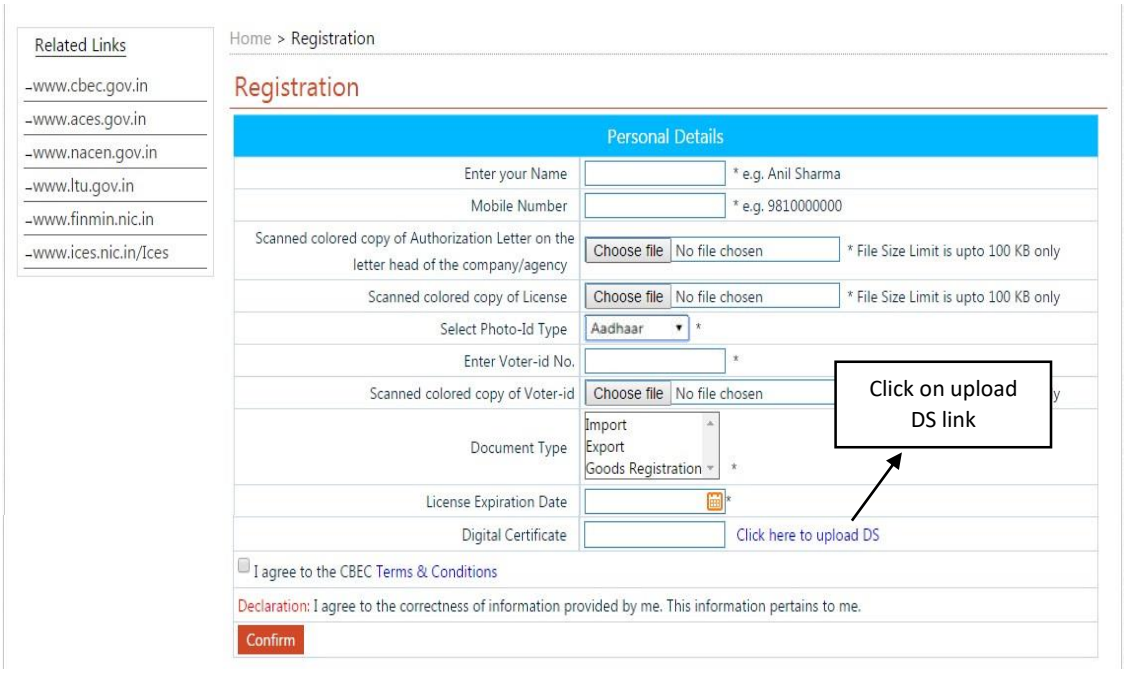


5. After the PGA Code and the Generic Email id is validated, the details of given PGA code and email ID will be displayed. Below is the screenshot for the CHA user. For PGA Headquarters, details of PGA such as PGA code, agency name, etc. will be displayed.
   NOTE: The Custom Location field would not appear for the PGA user.

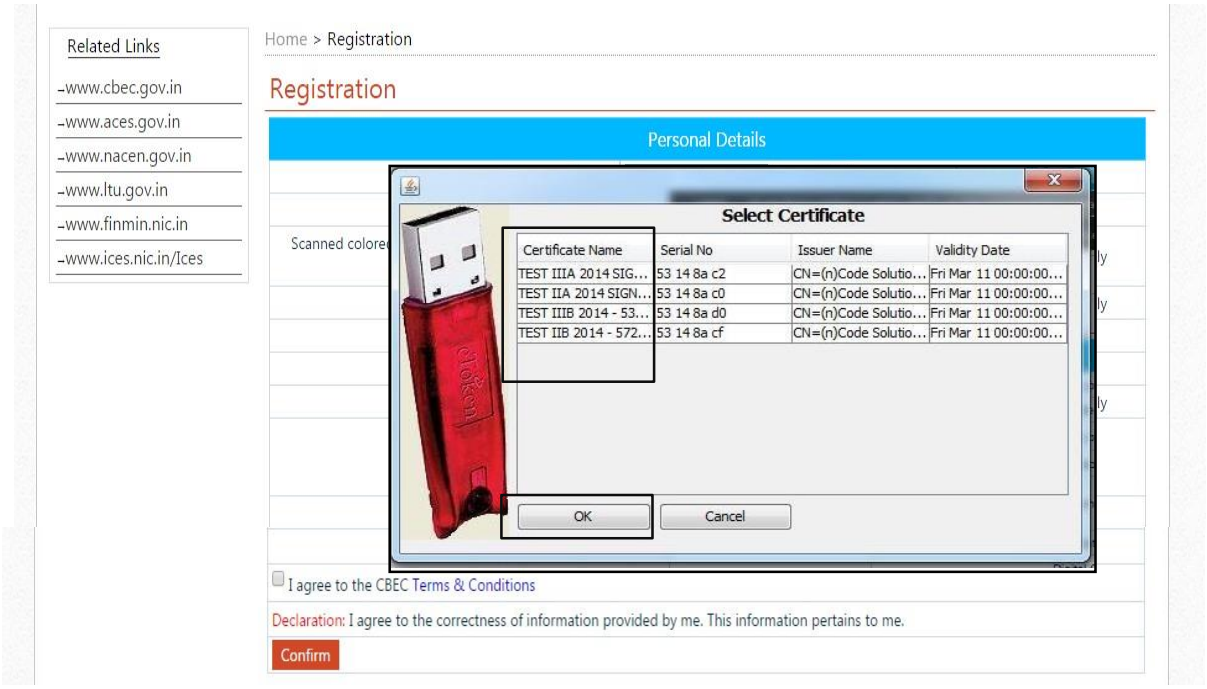
6. After the user confirmation on the details displayed against PGA code, personal information form will be displayed. The user uploads the below mentioned document.
    - Authorisation letter from PGA department head
    - Office ID issued by PGA department
    - Personal photo government ID like (Aadhaar, Passport, Voter card)



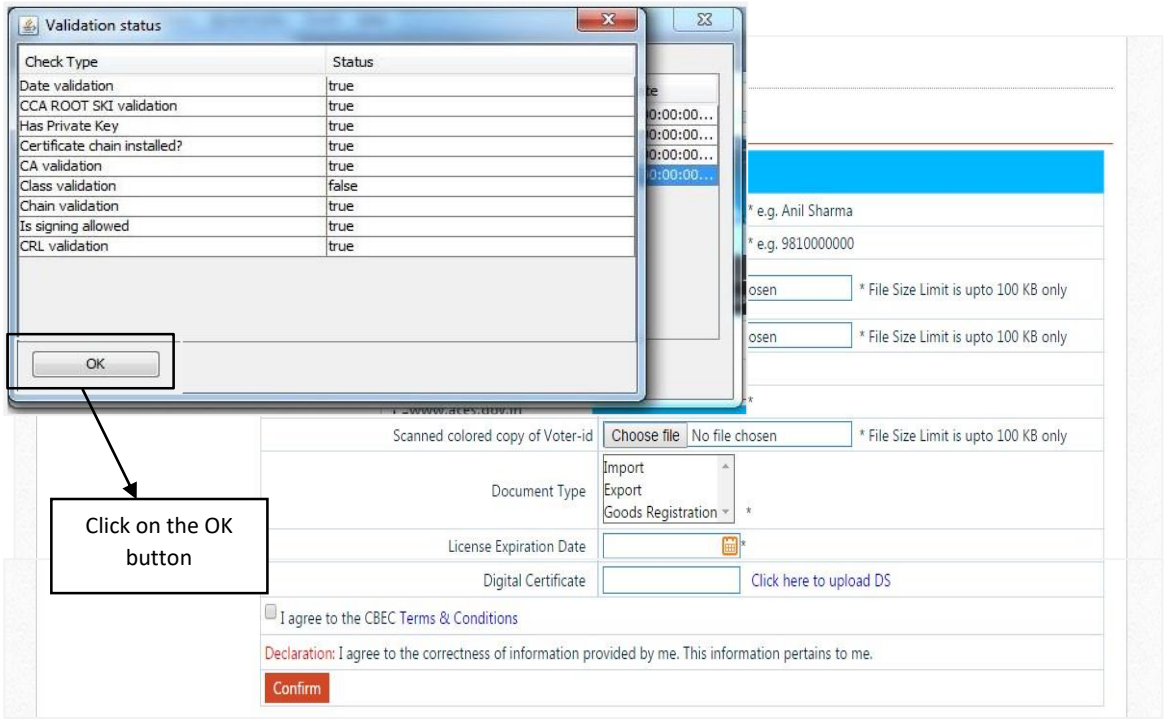
7. The user clicks on **Click here to upload DS** link to upload the Digital Certificate.



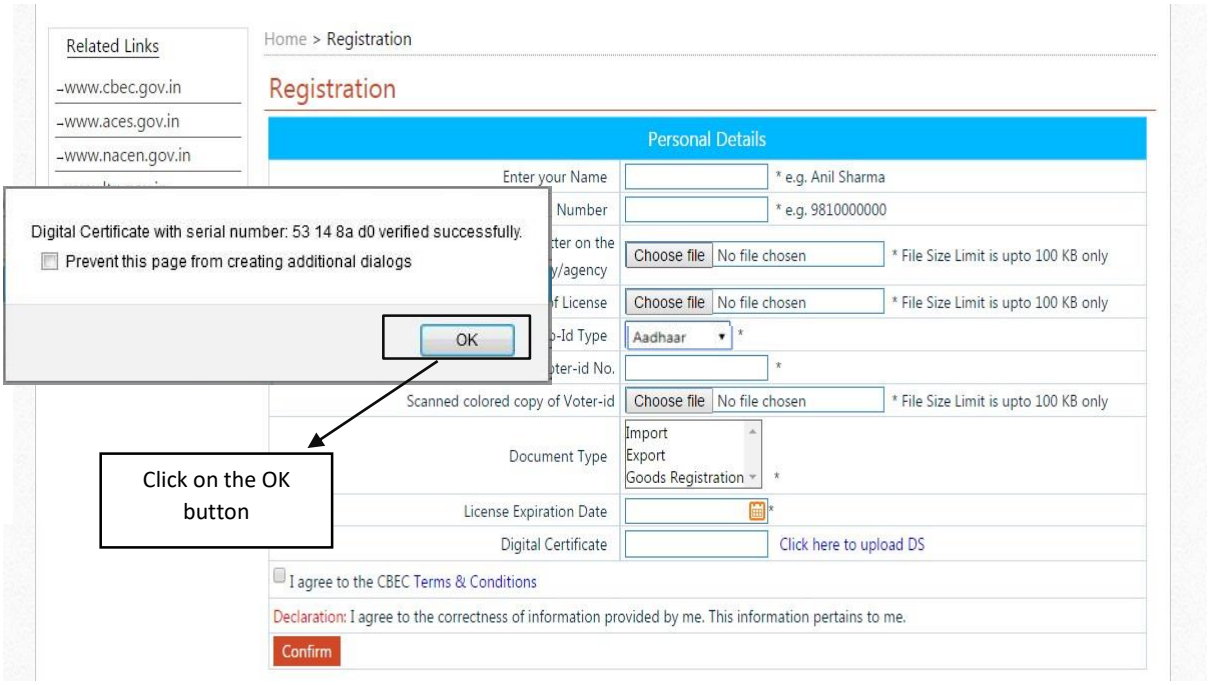
8. After clicking on the Upload DS link, the user has to select the certificate and then click on OK.



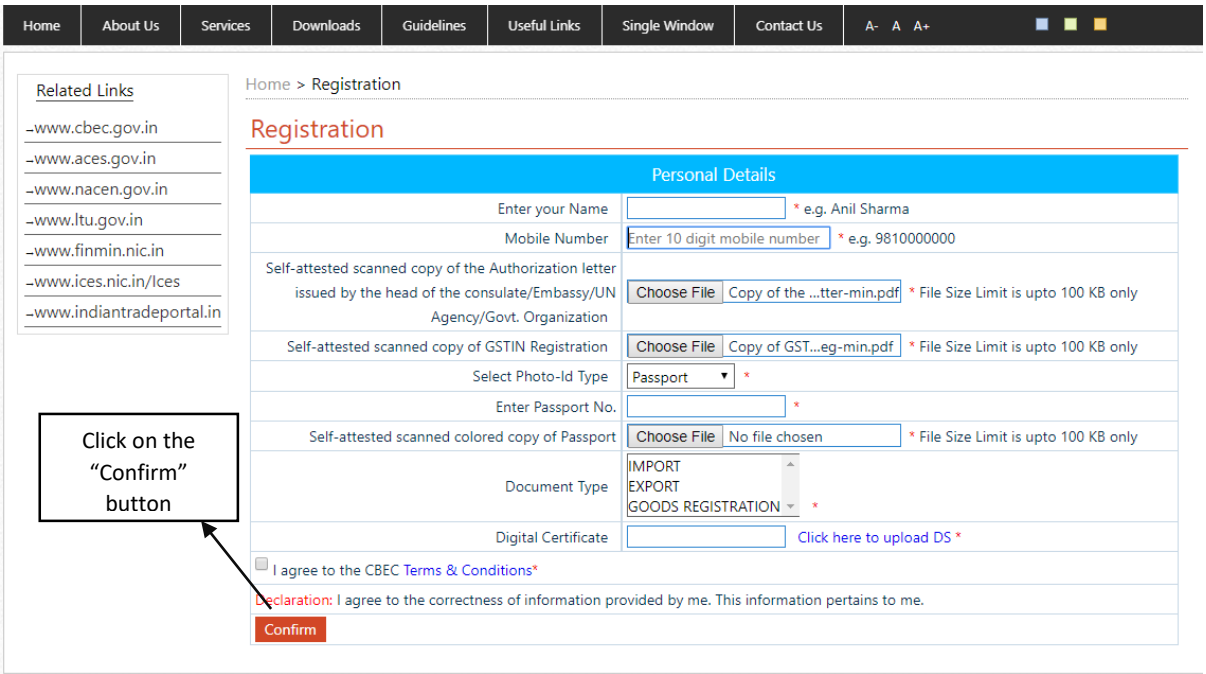
9. The user checks the Validation Status of the Digital Certificate which is uploaded and then clicks on the Ok button.



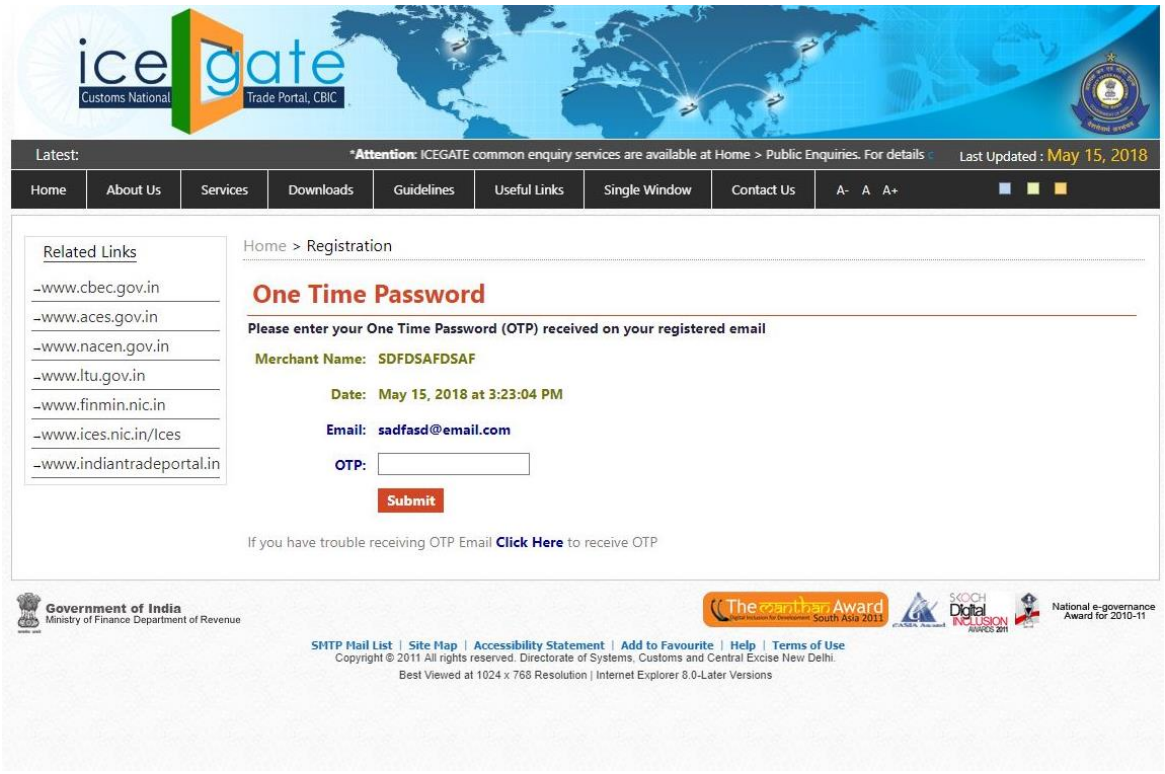
10. The user views the pop up message and clicks on the OK button. The certificate serial number will then have populated into the text box for Digital Certificate.



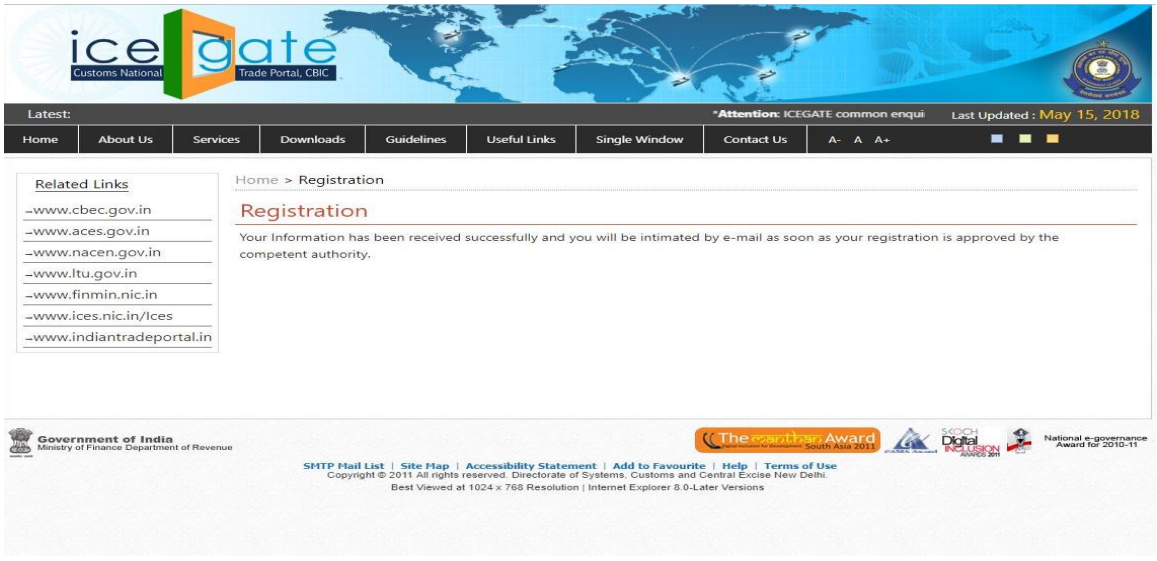
11. The user enters the remaining personal details in the registration form, and click on the confirm button.
NOTE: The Document Type field would not appear for the PGA users.



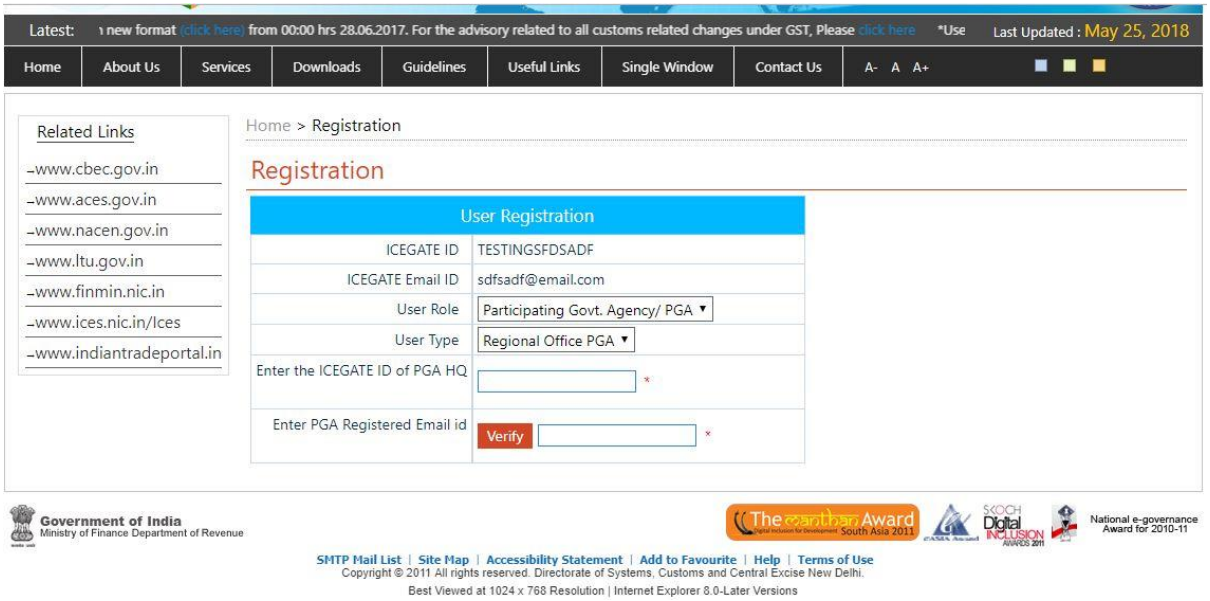
12. After submitting the personal information, the OTP page will be displayed. The one-time password (OTP) would be sent to the user's registered email id.



13. After successfully submitting the OTP, an acknowledgement email and successful message will be displayed onto the screen.
    - After approval by the required authority of ICEGATE, the user credentials are sent to the generic email(HOD) ID which was entered by the user earlier.
    - These credentials are then communicated by HOD of PGA to the registered user.

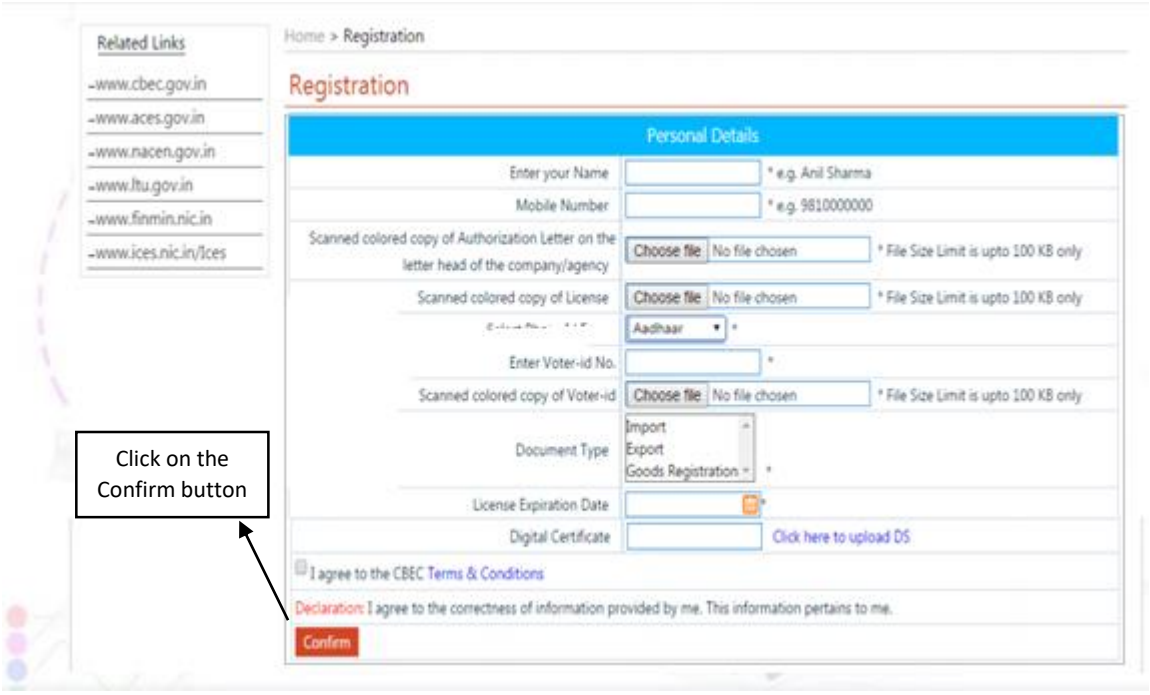


14. In-case the user selects **Regional Office PGA** from the User Type dropdown in step 4. The user then needs to provide the ICEGATE ID of the parent in the **Enter the ICEGATE ID of HQ** field and also the generic email id in the **Enter PGA Registered Email id** field.

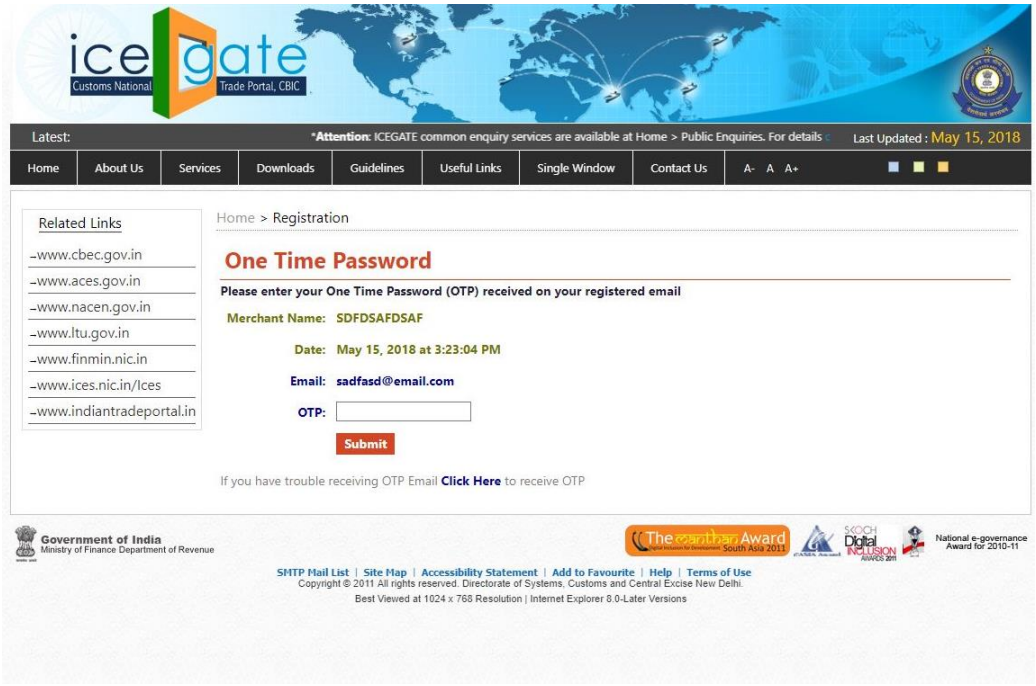
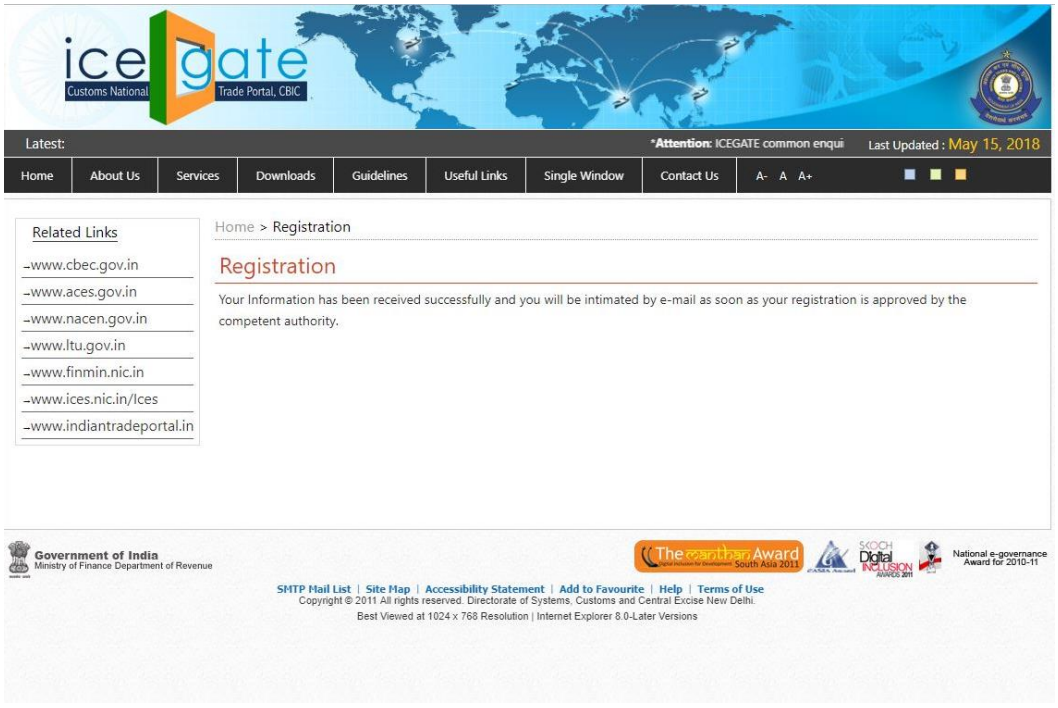


15. After the user enters the correct ICEGATE Id and the generic email id, clicks on the **Verify** button. The personal information form will be displayed. The user enters the information, uploads the document and also uploads the Digital Signature Certificate. The mandatory document required for PGA registration are as follows.
    - Authorisation letter from PGA department head
    - Office ID issued by PGA department
    - Personal photo government ID like (Aadhaar, Passport, Voter card)

    NOTE: The steps to upload the digital signature will be same as of Headquarter Office PGA (parent user).



16. The user clicks on the confirm button and then enters the OTP on the next page. The one-time password (OTP) would be sent to the user's registered email id.



17. After successfully submitting the OTP, an acknowledgement message would appear on the screen.
    - After approval by the required authority of ICEGATE, the user credentials are sent to the generic email id which was entered by the user earlier.
    - These credentials are then communicated by HOD of PGA to the registered user.