Registration Advisory for Eseal Vendor in ICEGATE

A new category of registration is required for Eseal Vendors in ICEGATE registration module.

Below are the steps for the user to register as Eseal Vendor:

1. The user enters the custom ICEGATE ID and valid email ID to proceed with registration.

2. After checking the availability for ICEGATE ID and email ID, a message regarding the installation of Digital Signature Certificate on the machine.

3. The user selects the role **Eseal Vendor** from the User Role dropdown. This role will be used by vendor for registration into ICEGATE registration module.

4. After selecting the role from the User Role dropdown, the User Type dropdown will be enabled where the user would be selecting the type as **Vendor**.

5. After the user selects **Vendor** from the User Type dropdown, the user needs to provide the vendor code in the **Enter the Eseal Vendor Code** field which will be used for verifying the Eseal Vendor.

6. After the Vendor Code entered by the user is validated, the associated Agency Name and Email Id are populated.
NOTE: The user credentials post successful registration would be sent to this email id.

7. After the confirmation against the displayed details, the personal information form will be displayed. The user enters the required details and uploads the below mentioned documents:

- Self-attested scanned copy of the approved authorized Vendor letter/Permission from RMCC/CBIC.
- Self-attested scanned copy of Aadhar/PAN Card/IEC/GST Registration copy.
- Self-attested scanned copy of personal photo government ID such as Aadhar, Passport, Voter ID Card.

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

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

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

Click on the OK button

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

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

13. The user enters the OTP received on the email id and clicks on the Submit button.

14. After successfully submitting the OTP, a successful acknowledgement message will be displayed onto the screen. After the approval by the required authority of RMCC, the user credentials would be sent to the email id populated in step 6.