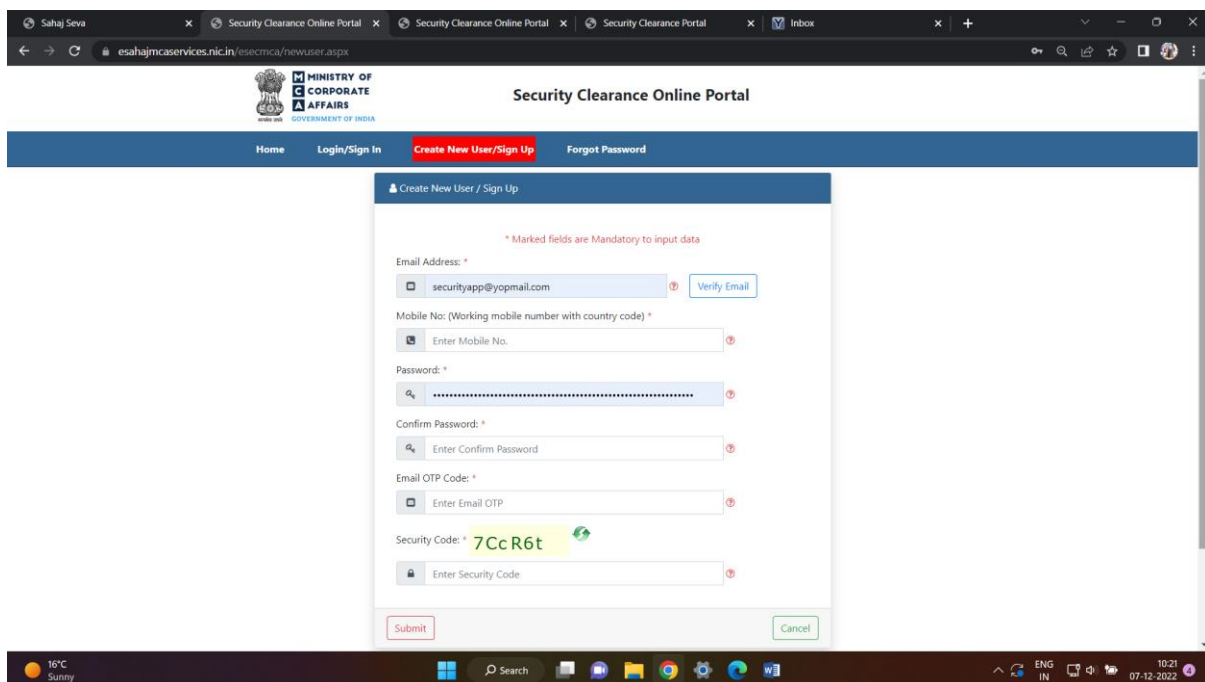**Instructions:**

1. This web application is meant for issuance of security clearance to individuals who are citizens of countries sharing land borders with India and intending to apply for issuance of Director Identification Number (DIN)/ appointment of Director in new/ existing Company. Ministry of Corporate Affairs processes the applications and the concerned applicant is communicated about the status of approval of the security clearance.
2. Registration of individuals is to be done once, by the person seeking the same.
3. Registration of an individual applying for security clearance, is to be done by himself/ herself on the portal.
4. On successful registration, email address would be the login ID of the user.
5. The password will be set by the user himself/ herself. An OTP shall be sent to the user on his/ her email address for authentication.
6. After successful registration, user needs to log in, fill and submit the application for security clearance form.
7. User may reset password by clicking on "Forgot Password", a Link would be sent to the registered email address. User can reset the password by clicking that link.
8. A detailed manual/ guideline is available in the user login and it may be referred for detailed guidance.

## APPLICANT'S REGISTRATION IN E-SAHAJ SEWA

An applicant may register himself/ herself at https://esahajmcaservices.nic.in/.



User Registration in e-Sahaj sewa

After user creation, the users may use their official email id as "user Id", and they need to set the corresponding credential (password) during their first login to the application. The password must be created as per the password policy laid down by the Ministry of Electronics and Information Technology, Government of India which are as follows:

1. Password must be at least 8 characters in length.

2. Password must contain at least one special character.

3. Password must be alphanumeric.

4. Password must not contain the username.

5. Password must contain characters of at least one of the following types:                     lowercase, uppercase, digit or punctuation.

Details of the password policy may be viewed online from the following link: https://www.meity.gov.in/writereaddata/files/Password_Policy.pdf )
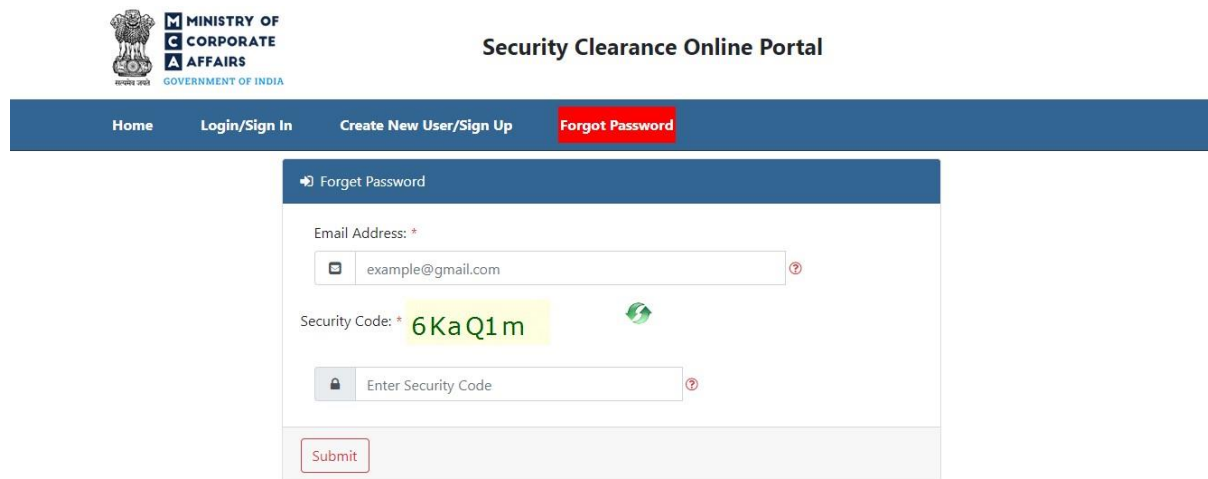
## LOGIN PROCEDURE: E-SAHAJ SEWA FOR SECURITY CLEARANCE

To access the application, users must follow the following steps on their first login:

➢ Enter URL https://esahajmcaservices.nic.in/ in web browser
➢ Enter email id. in the User name field
➢ Enter password received on registered email id.
➢ Change Password screen would be available for creating the new password. User must change their password to proceed further.

**PASSWORD RESET PROCEDURE**

In the home page of E-SAHAJ SEWA, "Forgot Password" link is available. To reset forgotten password, following steps must be followed by users



Click on 'Forgot Password' link

- ➢ Username text box will be displayed
- ➢ Enter email id in username
- ➢ Enter Captcha
- ➢ Click on Submit Button
- ➢ User will receive a Link on registered email to reset password.
- ➢ Click on reset password link from email to reset your password.

**GETTING HELP**

The manual provides help to the users regarding the use of E-SAHAJ SEWA FOR SECURITY CLEARANCE. After going through the user manual, the user can acquire adequate knowledge about different modules of the E-SAHAJ. The language of the manual has been kept simple for better understanding of the modules. The chapters of the manual have been organized in a structured manner for sake of simplicity and ease of understanding.