CO / VO / NGO Module Registration Guide

Step-by-step user manual for Consumer Organizations, Voluntary Organizations, and NGOs to register and onboard onto the BIS Standards Portal.

> **Prerequisites Before You Begin:**
>
> - **NGO-DARPAN Unique ID:** Your organization must be actively registered on the NITI Aayog NGO-DARPAN portal (e.g. DL/20XX/1234567).
> - **Registered PAN:** Valid PAN of the CO/VO/NGO corresponding exactly to your DARPAN records.
> - **Active Mobile & Email:** Working contact details for receiving instant One-Time Passwords (OTPs) during verification.

STEP 1: Create a New User Account

- Open your web browser and navigate to the BIS Account Creation page: **https://standards.bis.gov.in/create-account**
- Enter your **Full Name** as per official identification records.
- Enter your **Mobile Number** and click the **Verify** button to authenticate via OTP.
- Enter your official **Email ID** and click **Verify** to confirm your email via OTP.
- Solve the on-screen math security captcha challenge and click **Submit** to register your user account.

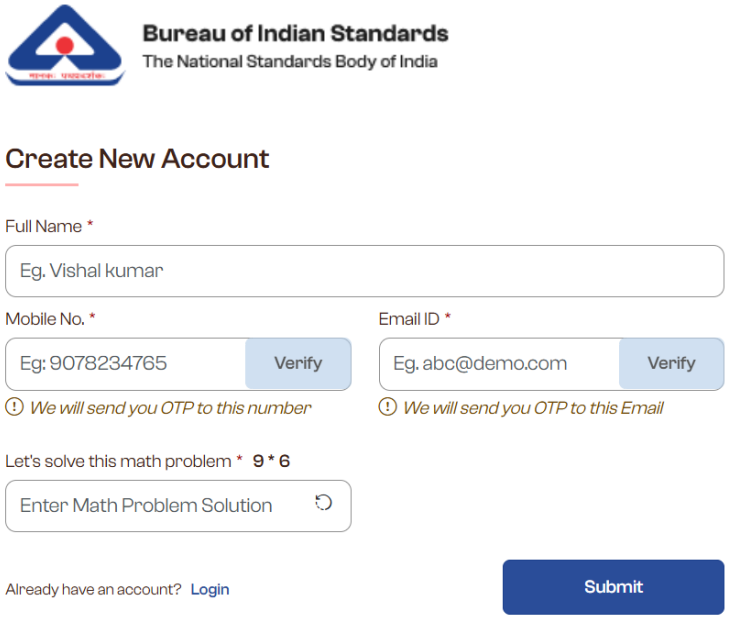

Figure 1: Portal screen for Create a New User Account

STEP 2: Log In to the Standard Promotion Portal

- Navigate to the portal login screen: **https://standards.bis.gov.in/login**
- Log in using your registered credentials.
- From the Standard Promotion Portal landing page, select the **CO/VO/NGO Module** card to proceed to the organization dashboard.

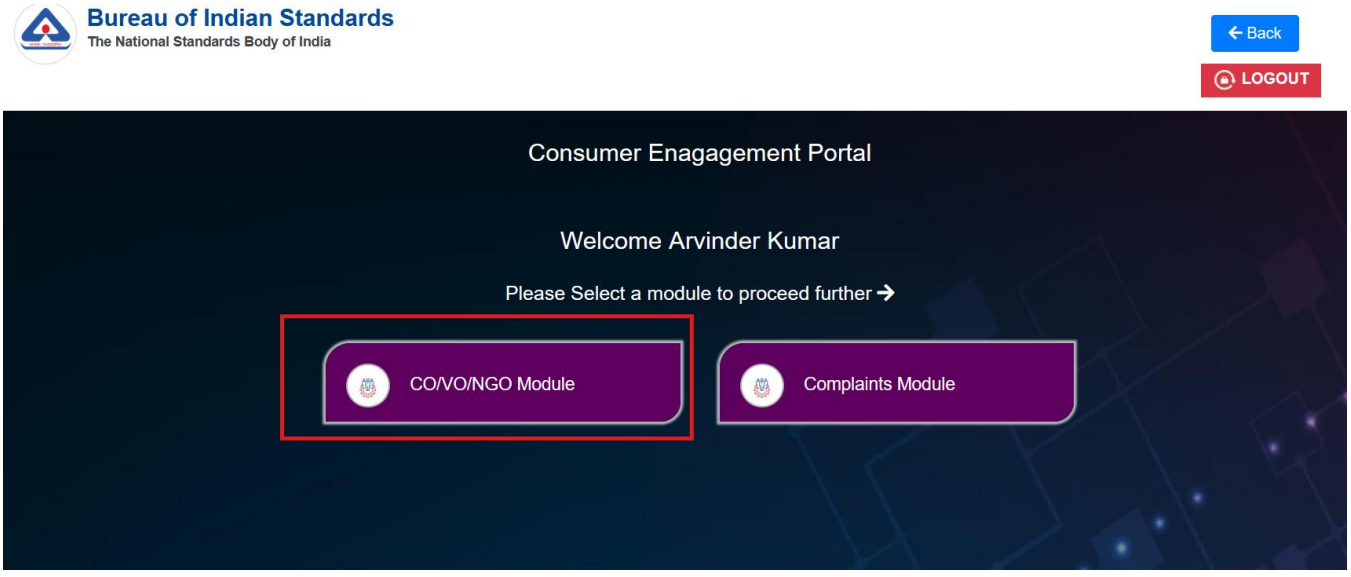

Figure 2: Portal screen for Log In to the Consumer Engagement Portal

STEP 3: Navigate to Organization Registration

- On the CO/VO/NGO Dashboard, locate the left-hand navigation sidebar.
- Click on the **CO/VO/NGO Registration** tab in the sidebar menu.

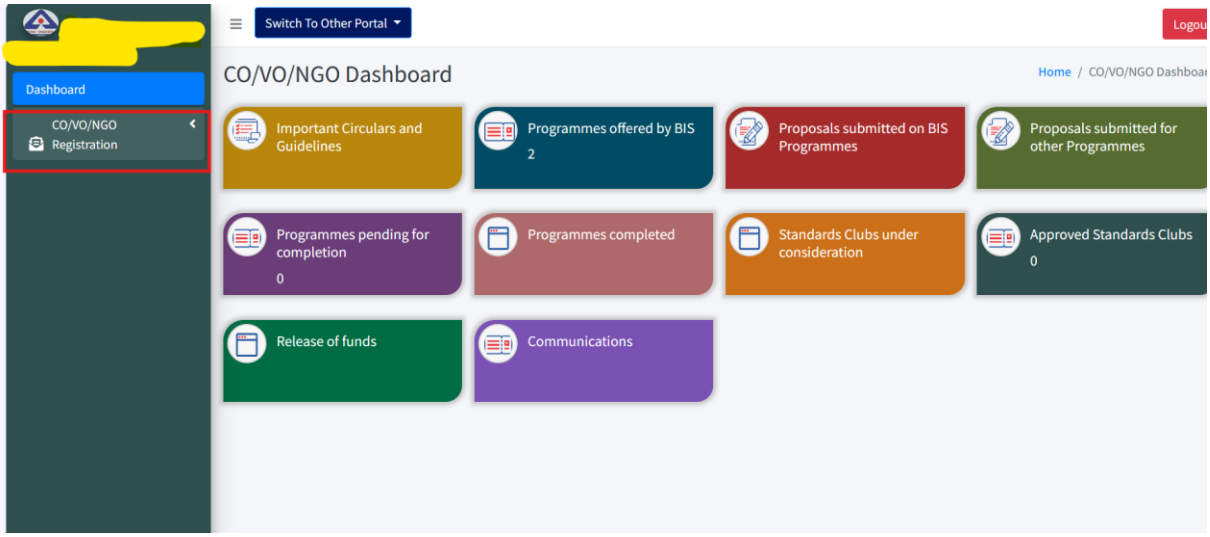

Figure 3: Portal screen for Navigate to Organization Registration

STEP 4: Initiate Registration Application

- The **Consumer Organization Registration** overview table will be displayed showing past submissions.
- Click the green **Apply for Registration** button in the upper right corner of the table.

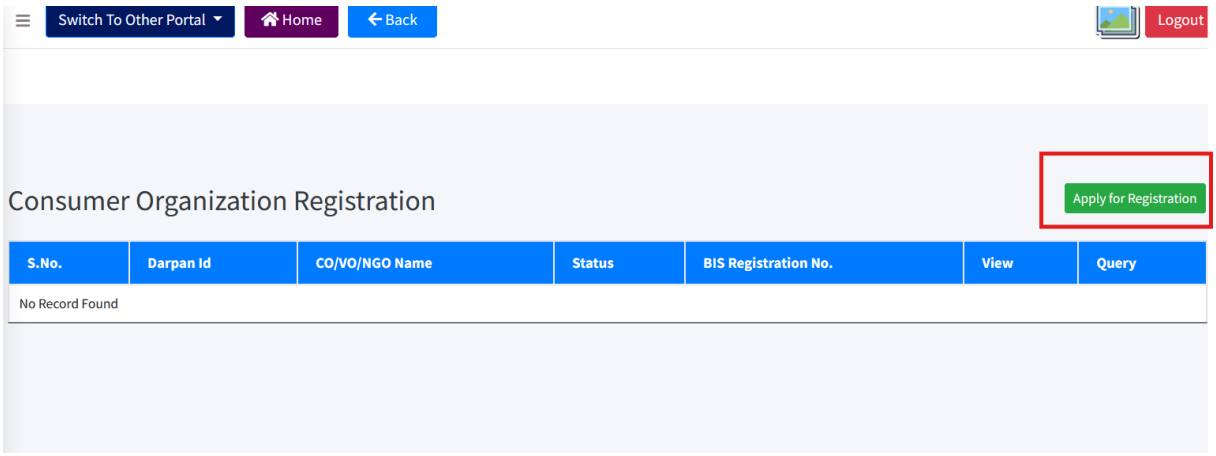

Figure 4: Portal screen for Initiate Registration Application

STEP 5: Enter NGO-DARPAN Details & Fetch Profile

- Enter your **Unique Id of CO/VO/NGO** as allotted by NITI Aayog NGO-DARPAN.
- Enter the **PAN of CO/VO/NGO** registered on the DARPAN portal.
- Click the **Fetch Details** button to automatically retrieve your organization's verified profile and details.

> **Important Note:** If you do not possess an NGO-DARPAN registration or unique ID, you must register on the DARPAN portal (ngodarpan.gov.in) before applying on the BIS portal.

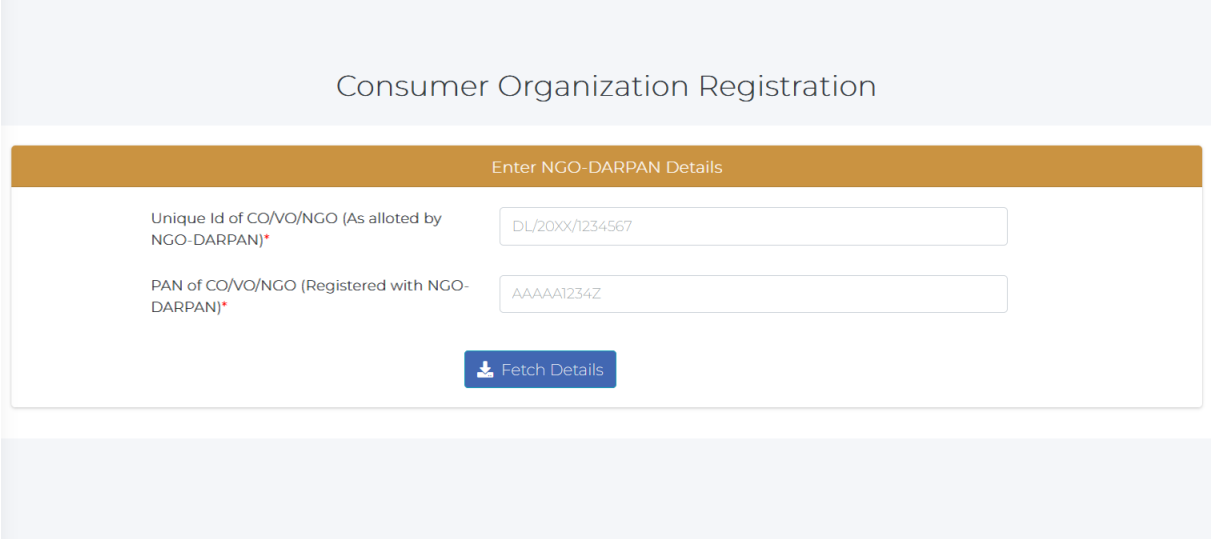

Figure 5: Portal screen for Enter NGO-DARPAN Details & Fetch Profile

STEP 6: Complete Declarations & Final Submit

- Review the auto-populated details across sections (FCRA Details, Members of CO/VO/NGO, Achievements/Accolades).
- Upload supporting documentary proofs where applicable (optional).
- Read and check all 4 mandatory **Declarations** confirming no pending legal/criminal cases and certifying accuracy of supplied data.
- Click the blue **Submit** button to finalize and transmit your registration application.
- Upon successful submission, your application will be queued for review and you can track its status directly on the portal.

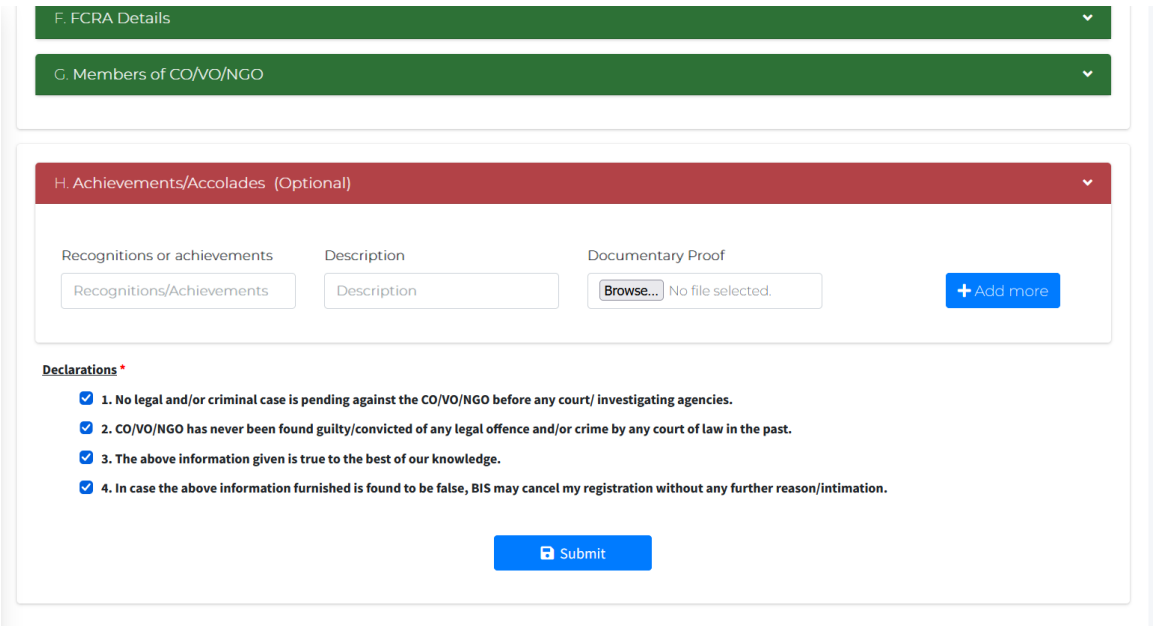

Figure 6: Portal screen for Complete Declarations & Final Submit