HELP DOCUMENT

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Disclaimer

To Submit the Application, kindly use one of the following Browser:

1. Internet Explorer – latest version
2. Mozilla Firefox – latest version
3. Google Chrome – latest version

- One application per candidate is allowed.

- Once submitted application cannot be changed or viewed.

Kindly go through the below document for assistance in submitting the Application. In case of any further queries kindly email the same to
- *admin@indiaoppi.com*
- *clara.rodricks@indiaoppi.com*

Register, Log-In, Forgot Password, Change Password

For submitting the application candidate will need to first register by clicking on **APPLY NOW** on the home page.

Registration Process

1.   Click **APPLY NOW**

2.   The following pop-up is displayed
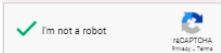
3.   To continue kindly fill below details: (all fields marked with an * are Mandatory)

First Name	Mandatory
Last Name	Mandatory
Email Id (this will be email Id which will be used for Login)	Mandatory
Mobile Number	Mandatory
Password (enter a Password which will be used for Login)	Mandatory
Confirm password (re-enter the same password in the Password text area)	Mandatory
I'm not a robot (click on the small box it will validate with a green tick mark)	Mandatory
After entering the required details click **Register** button	Mandatory

4.   After completing the above registration process, you will receive your username and

password on your registered email id.

5.   After registering you will be redirected to the Application page.

You can register and later visit the site to complete the process. In order to do the same, you will need to login using the registered email id and password entered while registering for the first time.

1.   Click **Login In** link on the top right corner of the banner.

2.   The following screen is displayed
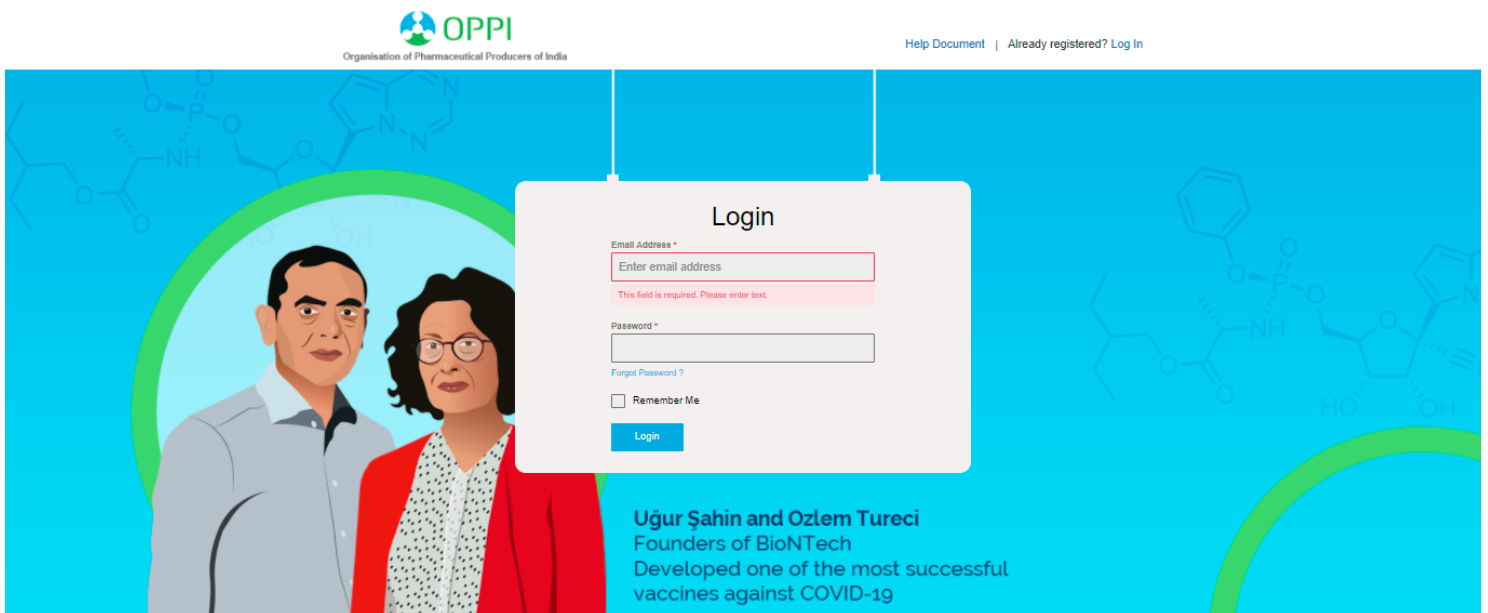
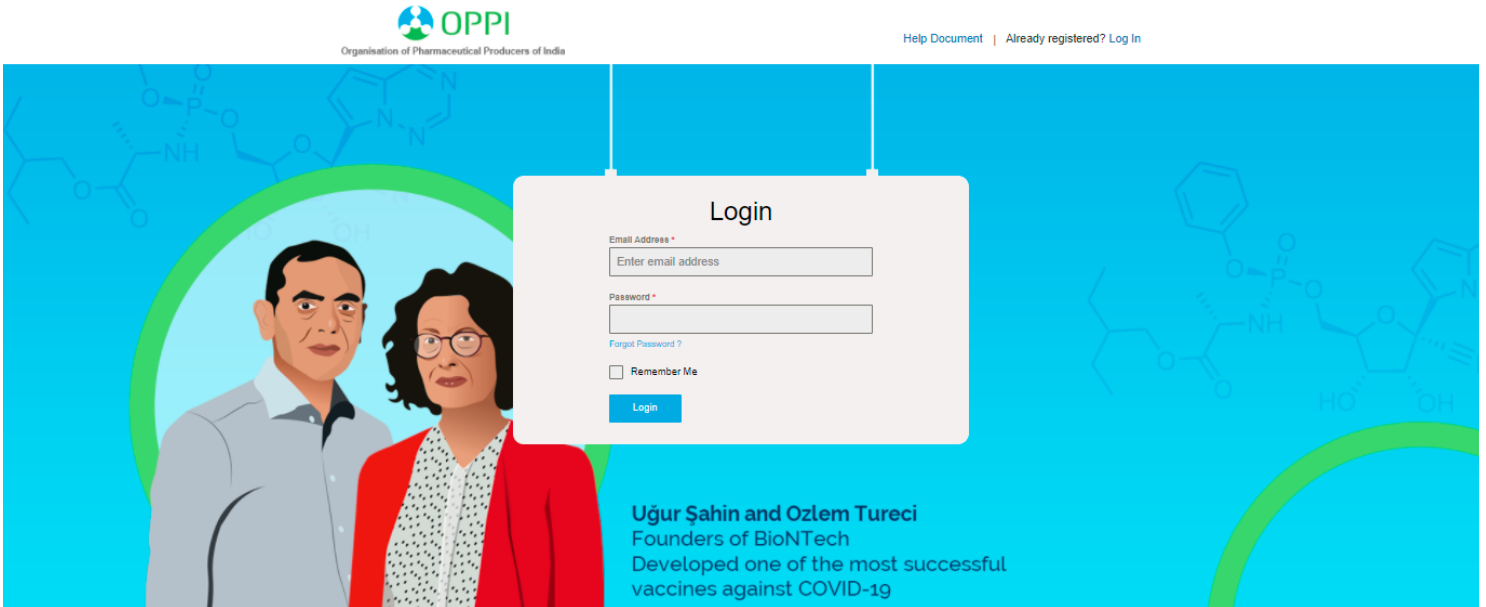3.   To continue kindly fill:

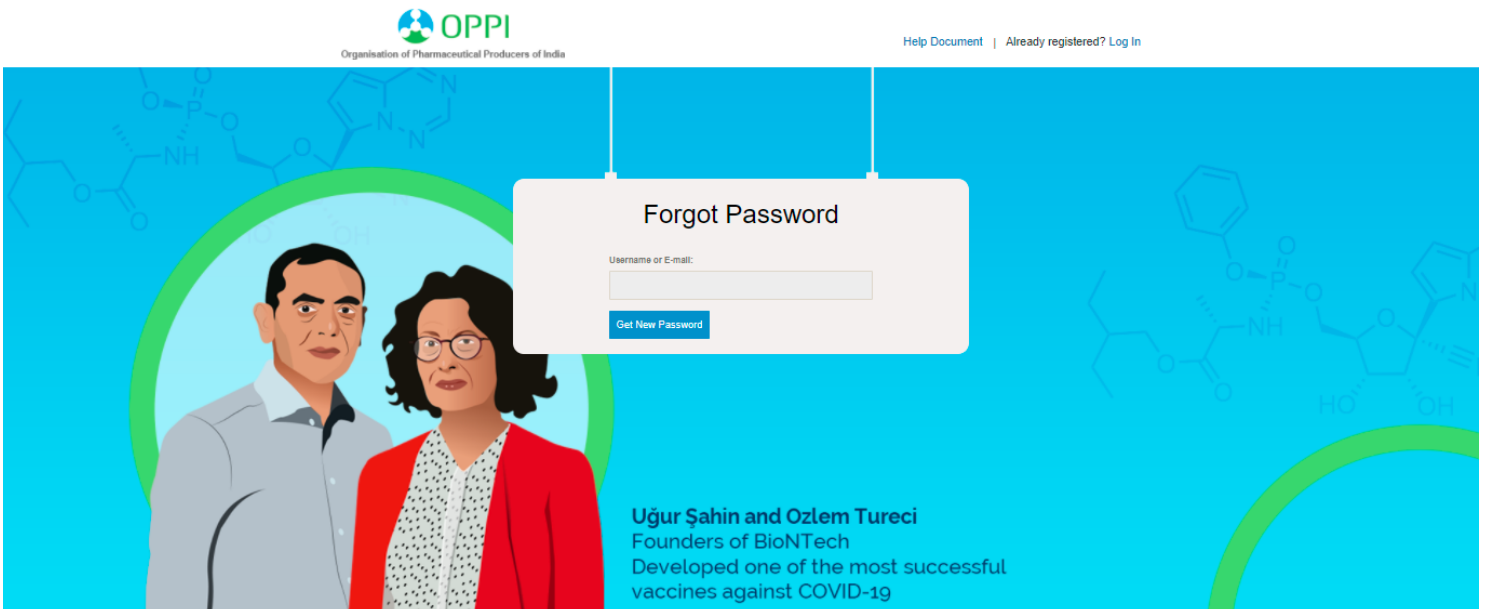| Email Id (entered while registering)	Mandatory
Password (entered while registering)	Mandatory

4.   Click **Login** to proceed to your application

Forgot Password

In case you forget your password, which was entered during Registration:

1.   Kindly click on Log in – below password there is an option as Forgot Password ?

2.   Once you click Forgot Password, following screen will be displayed.

3.   Enter your Username or Email id (entered while registering)

4.   Click **Get New Password** - A new password will be sent to your registered email id.

Change Password

5. Login with your new password (received on registered email id)
6. Click on Change Password
7. Fill the below details and click **Submit** to continue with your application

Application Submission Process

Post Log in you will be redirected to the below page

There are 4 pages which are visible in the form:

1. Personal information
2. About the company
3. About the company
4. Preview and Submit

Page 1: Personal Information

All data entered during registration will be by default filled in the personal information page.

1. Kindly fill the details in the respective box/fields which will be either auto filled or need to be filled Manually

First Name	Mandatory	Auto filled
Last Name	Mandatory	Auto filled
Email Id (this will be email Id which will be used for Login)	Mandatory	Auto filled
Mobile Number	Mandatory	Auto filled
Company Name	Mandatory	Manual Filling
Designation	Mandatory	Manual Filling
Category of work	Mandatory	Select from the drop down (or) Select Others
Others (a new field will appear)		Manual Filling
Company Website	Mandatory	Manual Filling
Company Brief	Mandatory	Manual Filling
Innovation in product or service ?	Mandatory	Manual Filling
How does it differ from existing solutions in the market: competitive analysis	Mandatory	Manual Filling
Describe the need analysis for coming up with this solution/product	Mandatory	Manual Filling
Transnational ability of the product to make it marketable/sale-able commercialization of the product/idea: easy to implement	Mandatory	Manual Filling (Please mention NA if not applicable)

2. Click **Next**   (this will take you to next page of the application form)

Page 2: About the Company

1. The following section is displayed, kindly fill all the details.

2. In this section, please provide details about business presence and reach (For e.g. followers, downloads, active users, registered users, website traffic, etc.) If the medium is not applicable, please mention "NA" in text space

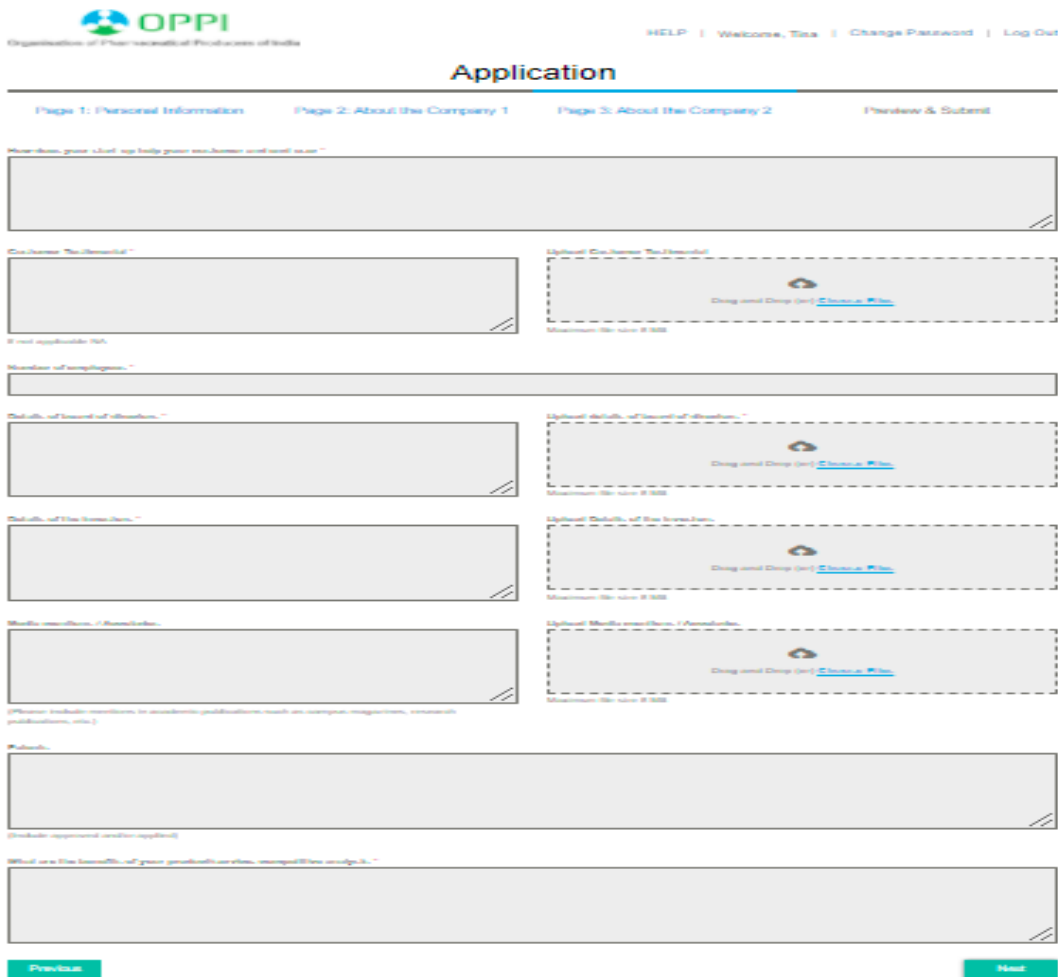| How have you marketed your product or service?	Mandatory	Manual Filling
App	Mandatory	Manual Filling
Website	Mandatory	Manual Filling
Social media	Mandatory	Manual Filling
Physical outlets	Mandatory	Manual Filling
Upload PDF, Photo or Video (upto 5 attachments). Maximum file size 8 MB (each file)	Mandatory	Upload file
Future expansion plans over the next 3 years	Mandatory	Manual Filling

3. Click **Next**   (this will take you to next page of the application form. To view the earlier page, click Previous)

For UPLOADS please note:

- Maximum file size allowed is only 8 MB
- Maximum 5 documents are allowed to be uploaded (pdf, photo, video)
- To add multiple files there are 2 options
    - drag and drop (pdf, photo, video) the from respective folder in the upload box
    - click Choose Files and select (pdf, photo, video) from respective folder
- Below every uploaded file there is Preview option to view the file

- To Delete any uploaded file, click

Page 3: About the Company

1. The following section will be displayed.

2. Kindly fill/upload the details in the respective box/field

How does your start-up help your customer and end-user	Mandatory	Manual Filling
Customer Testimonial (If not applicable, please mention "NA" in the text space)	Mandatory	Manual Filling
Upload Customer Testimonial • Upload PDF, Photo or Video (upto 5 attachments). Maximum file size 8 MB (each file)	Non - Mandatory	Upload file
Number of employees	Mandatory	Manual Filling
Details of board of directors	Mandatory	Manual Filling
Upload details of board of directors • Upload PDF, Photo or Video (upto 5 attachments). Maximum file size 8 MB (each file)	Mandatory	Upload file
Details of the investors	Mandatory	Manual Filling
Upload Details of the investors • Upload PDF, Photo or Video (upto 5 attachments). Maximum file size 8 MB (each file)	Non - Mandatory	Upload file
Media mentions / Accolades (Please include mentions in academic publications such as campus magazines, research publications, etc.)	Non - Mandatory	Manual Filling
Upload Media mentions / Accolades • Upload PDF, Photo or Video (upto 5 attachments). Maximum file size 8 MB (each file)	Non - Mandatory	Upload file
Patents (Include approved and/or applied)	Non - Mandatory	Manual Filling
What are the benefits of your product/service: competitive analysis	Mandatory	Manual Filling

3. Click **Next**   (this will take you to next page of the application form. To view the earlier page, click Previous)

For UPLOADS please note:

• Maximum file size allowed is only 8 MB
• Maximum 5 documents are allowed to be uploaded (pdf, photo, video)
• To add multiple files there are 2 options
   o drag and drop (pdf, photo, video) the from respective folder in the upload box
   o click Choose Files and select (pdf, photo, video) from respective folder
• Below every uploaded file there is Preview option to view the file

• To Delete any uploaded file, click

Page 4: Preview and Submit

1. The complete application form is visible for review and changes (if any)

1.   In Preview and Submit page, kindly check all the details entered by you in Page 1, 2 & 3.

2.   If any detail needs to be changed, kindly go to respective page, and make the necessary changes. Post making changes, click Next button till you come to preview and submit page and view the changes.

3.   Check the updates in Page 4 (Preview and Submit).

4.   To view the attachments - click on the Preview link appearing under each document/file.

5.   Once all the details are verified and confirmed, click **Submit** to submit your application.

6.   Thank you screen like below will be displayed
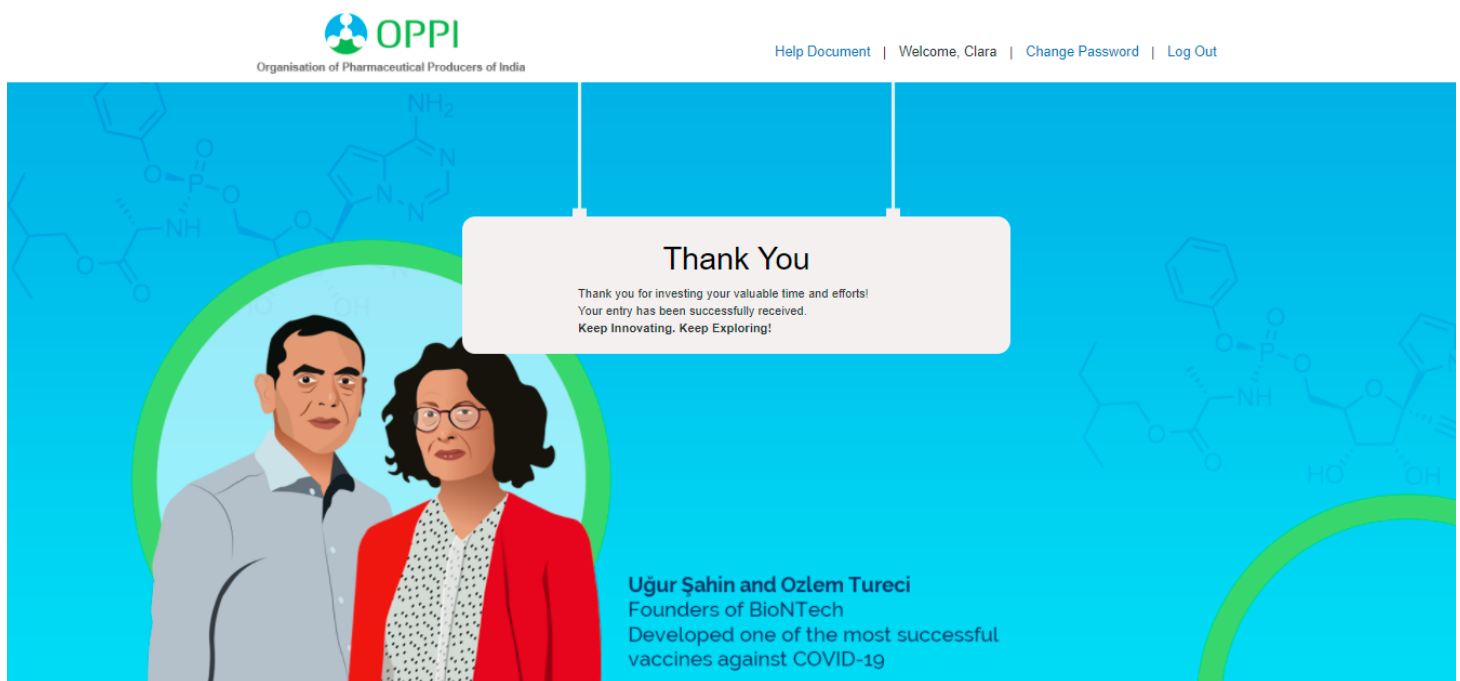
7.   You will receive a Thank you email on the registered email id.

Note: Once submitted, you cannot make any change and you will not be able to view your application. If you Login from the Home page the following page will be displayed indicating, you have already submitted the application and you will be redirected to the above displayed Thank You page after clicking OK.