G20 LEADERS’ SUMMIT, NEW DELHI
MEDIA REGISTRATION & ACCREDITATION
LET’S GET STARTED
MEDIA REGISTRATION & ACCREDITATION

Once the media advisory is out for the public, the media persons can logon to G20 portal to register and accredited for G20 Leaders’ summit, New Delhi”.

Prime Minister’s Vision for India’s G20 Presidency
**Registration Page**

When Media Person clicks on the ‘Registration & Accreditation’ menu, it opens this Registration Page which will have Media Registration & Accreditation cards visible.

Go to [https://g20.org](https://g20.org)
Media person clicks on the ‘Media-Leaders’ Summit’ card, and an Email verification Popup will open.
You will be directed to this popup after you click ‘Media-Leaders Summit’ card.

Enter Email ID for verification, user can be new or already registered.
G20 LEADERS’ SUMMIT, NEW DELHI
MEDIA REGISTRATION & ACCREDITATION
FOR NEW USER
You will be directed to this form after you click ‘Media-Leaders’ Summit card.

Enter Email ID for verification, user is new or already registered.

If the user is new, on entering Email id- the registration and accreditation form will open.
These documents need to be kept handy before filling the media registration form.

1. Scanned copy of Passport/Aadhar card/Voter ID max 200KB in size and JPEG, JPG format
2. Details of current organization (Name, Address, Type, Position etc.)- Not applicable for freelancer
3. Scanned copy of Assignment letter from organization max 200KB in size and supported in JPEG, JPG format.
4. Scanned copy of your Photo max 1 MB in size, JPEG, JPG format and preferred 2in X 2in
5. Scanned copy of PIB registration card/State PRD letter/ Media Organization ID card max 200KB in size and JPEG, JPG, PNG format (Optional)
6. Links to your 3 recent works (Optional)

Media Persons cannot move to the next page without filling all mandatory fields of Basic Details.

Click ‘Proceed to Next Step’ to progress further in form.
MEDIA REGISTRATION & ACCREDITATION

STEP 1 – Fill form (Basic Details – For Foreign Media)

Next, complete the form by filling in information on:

Basic Details
1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)
7. Phone Number
8. Email ID (Auto Populate)
9. Are you Citizen of India? MEDIA can select if they are applicable either “YES” or “NO”
   - If Media Person selected “NO”, The option changes depending on their selection.
   1. Nationality
   2. Passport Number
   3. Place of Issue
   4. Passport Date of Expiry
10. Are you an OCI (Overseas Citizen of India) Card Holder? MEDIA can select if they are applicable either “YES” or “NO”
    - If Media Person selected “YES”, The option changes depending on their selection.
    1. Name on Card
    2. Card Number
    3. Date of Issue
    4. Place of Issue

Click ‘Proceed to Next Step’ to progress further in form.
Each page has ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION

STEP 1 – Fill form (Basic Details – For Foreign Media)

Next, complete the form by filling in information on:

**Basic Details**

1. **Title**
2. **First Name**
3. **Middle Name (Optional)**
4. **Surname/Last Name (Optional)**
5. **Gender**
6. **Date of Birth (MM/DD/YYYY) - MEDIA can even type in if they want to avoid scrolling.**
7. **Phone Number**
8. **Email ID (Auto Populate)**
9. **Are you Citizen of India? MEDIA can select if they are applicable either “YES” or “NO” if Media Person selected “NO”. The option change depending on their selection.**
   1. **Nationality**
   2. **Passport Number**
10. **Are you an OCI (Overseas Citizen of India) Card Holder? MEDIA can select if they are applicable either “YES” or “NO” if Media Person selected “NO”. Then**

Click ‘Proceed to Next Step’ to progress further in form. Each page has ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION

STEP 1 – Fill form (Basic Details – For Indian)

Next, complete the form by filling in information on:

Basic Details

1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)- MEDIA can even type in if they want to avoid scrolling.
7. Phone Number
8. Email ID (Auto Populate)
9. Are you Citizen of India? MEDIA can select if they are applicable either “YES” or “NO” If Media Person selected “YES”. The option change depending on their selection.

Select your preferred identity type and enter details for the same

1. Passport
2. Aadhar Card
3. Voter ID

Supporting Media ID Document

1. PIB Press Card
2. State PRD Card
3. Media Organisation ID card
4. Your 3 Recent Works (In case of Freelancer)

Click ‘Proceed to Next Step’ to progress further in form. Each page has- ‘Back to Previous step’ to go back to previous page.
Next, complete the form by filling in information on:

**Organization Details**

1. Are you freelancer?
   - *MEDIA can select if they are applicable for either “YES” or “NO”*
   - If Media person selected “NO”

A. Role (Select from Dropdown)
B. Organization Name (Select from Dropdown)
C. Organization Type (Select from Radio Button)
D. Organization Category (Select Check Box)
E. Organization Address
F. Organization Website

*Click ‘Proceed to Next Step’ to progress further in form.*
*Each page has- ‘Back to Previous step’ to go back to previous page.*
Next, complete the form by filling in information on:

**Organization Details**

1. Are you freelancer? 
   *MEDIA can select if they are applicable either “YES” or “NO”*

   If Media person selected “YES”
   Role (Select from Dropdown)

   Click ‘Proceed to Next Step’ to progress further in form.

   Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION
STEP 3 – Upload Documents For Non-Freelancer

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

Upload Documents
1. Passport/Aadhar/Voter ID Scan Photo (Max 200 KB)
2. Photo (Max 1 MB)
3. Supporting Credentials
   PIB Press Card/ State PRD Card/ Media Organization ID Card (Max 200 KB)
4. Assignment Letter (Max 200 KB)

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION

STEP 3 – Upload Documents For Non-Freelancer (OCI card holder)

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

Upload Documents
1. Passport/Aadhar/Voter ID Scan Photo (Max 200 KB)
2. Photo (Max 1 MB)
3. Supporting Credentials
   PIB Press Card/ State PRD Card/ Media Organization ID Card (Max 200 KB)
4. OCI Card (Max 200 KB)
5. Assignment Letter (Max 200 KB)

Click ‘Proceed to Next Step’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

Upload Documents
1. Passport/Aadhar/Voter ID Scan Photo (Max 200 KB)
2. Photo (Max 1 MB)
3. Supporting Credentials (Optional)
   - PIB Press Card/ State PRD Card/ Media Organization ID Card (Max 200 KB)
4. Share 3 of your recent works

On entering link and clicking add, it show below the text box.
Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION
STEP 3 – Upload Documents For Freelancer (OCI card holder)

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

Upload Documents
1. Passport/Aadhar/Voter ID Scan Photo (Max 200 KB)
2. Photo (Max 1 MB)
3. Supporting Credentials (Optional)
   - PIB Press Card/ State PRD Card/ Media Organization ID Card (Max 200 KB)
4. OCI Card (Max 200 KB)
5. Share 3 of your recent works

On entering link and clicking add, it show below the text box.
Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
MEDIA REGISTRATION & ACCREDITATION

STEP 4 - Create Password

You will be directed to this form after you click “Proceed to Next Step”.

Create Password
1. Enter Password
2. Confirm Password
3. Enter Captcha Character (For Security)

System to display password guidelines (1 small, 1 cap, 1 number & 1 special character) min length 8, max 14)

Click ‘Submit’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Submit”. Pop up window will appear with message

“Are you sure you want to proceed with the registration?”

You will be click “Yes Proceed” Another popup window will appear with message

“Verify Email
Enter the 6-digit code that was sent in email/SMS to continue
Code expire in: 15:00
___ ___ ___ ___ ___ ___”
You will be directed to this form after you click “Verify Email”.

Popup window will appear with message

“Your Media accreditation request for G20 Leaders' Summit has been submitted successfully. A confirmation letter will be sent to your registered email address upon approval of your request.”
G20 LEADERS’ SUMMIT, NEW DELHI
MEDIA REGISTRATION & ACCREDITATION
FOR ALREADY REGISTERED USERS
Media person click ‘Media-Leaders’ Summit card, it redirects to the Email verification Popup.
You will be directed to this form after you click ‘Media-Leaders’ Summit card.

Enter Email ID for verification, user is new or already registered.

User enters email id, if the id is already registered. Then the user is asked to Login.
Email ID for verification
If user is already registered, then pop-up appear

“Your Email ID is already registered.”

Click ‘Login’ to access the Dashboard.
Already Registered media goes to ‘My Dashboard’ and can login with registered email and password then click the blue button “Login”.

In case of ‘Forgot Password’-
- Click "forgot your password" below the login tab.
- Enter your registered email ID. You will receive OTP in your registered email.
- Users enter email OTP in appeared Popup.
- Enter a new password and confirm Password in appeared window and click “Submit button”
- After resetting password, you will be redirected to login window, user has to login with email ID, New Password and Captcha displayed.
Once the User sets his password, they will click on ‘My Dashboard’. i.e. Use Login credentials which were set at the time registration i.e. Email ID, Password and Captcha Displayed.

Click ‘Login’. Click ‘Login’ to progress further in form.

On Clicking ‘Login’- a pop-up comes, and the OTP is sent to Email/SMS.

The OTP will have to be entered every time a user logs in.
Registered media can log in and use the dashboard.

- Media person can view the “Register and Accredit” and “View Calendar” buttons.
- Media person can click on “Register and Accredit” button for accreditation to G20 Leaders’ Summit and “View Calendar” button for other meetings.
- User can view all his/her pending Accreditation applications.
- Registered Media persons can download Accreditation letter once accreditation request has been approved.
- User can also see the upcoming events on their dashboard.

Click ‘Register and Accredit” button to accredit him/her self for G20 Leaders Summit.
These documents need to be kept handy before filling the media registration form.

1. Scanned copy of Passport/Aadhar card/Voter ID max 200KB in size and JPEG, JPG format
2. Details of current organization (Name, Address, Type, Position etc.) - Not applicable for freelancer
3. Scanned copy of Assignment letter from organization max 200KB in size and supported in JPEG, JPG format.
4. Scanned copy of your Photo max 1 MB in size, JPEG, JPG format and preferred 2in X 2in
5. Scanned copy of PIB registration card/State PRD letter/ Media Organization ID card max 200KB in size and JPEG, JPG, PNG format (Optional)
6. Links to your 3 recent works (Optional)

Media Persons cannot move to the next page without filling all mandatory fields of Basic Details.

Click ‘Proceed to Next Step’ to progress further in form.
MEDIA REGISTRATION & ACCREDITATION

Media person fills few additional fields only for Summit accreditation

For Indian Non-Freelancer Media

- Supporting Media ID Document *
  - PIB Press Card
  - State PRID Card
  - Media Organisation ID card
  - Your 3 Recent Works (In case of Freelancer)

Note: To register as official media, please contact your Delegation Accreditation Officer.

Upload Documents

Supporting Credential *
User upload PIB Press Card/State PRID Card/Media Organisation ID Card

- Click the button to browse

* File supported: JPEG, JPG, PNG.
* Maximum size: 200 KB

Assignment Letter *
Please upload Assignment Letter

- Click Button to Browse files

* File supported: JPEG, JPG, PNG.
* Maximum size: 200 KB

For Indian Freelancer Media

- Supporting Media ID Document *
  - PIB Press Card
  - State PRID Card
  - Media Organisation ID card
  - Your 3 Recent Works (In case of Freelancer)

Note: To register as official media, please contact your Delegation Accreditation Officer.

Upload Documents

Supporting Credential (Optional)
User upload PIB Press Card/State PRID Card/Media Organisation ID Card

- Click the button to browse

* File supported: JPEG, JPG, PNG.
* Maximum size: 200 KB

Share 3 of your recent works *
Enter link

Share 3 of your recent works Add

Back to Previous Step Proceed to Next Step
For Foreign Freelancer Media

Are you an Overseas Citizen of India (OCI) card holder?
- Yes
- No

Name on Card: [Enter your name as on OCI Card]

OCI Card Number: [Enter your name as on OCI Card]

Date of Issue: [dd-mm-yyyy]

Place of Issue: [Enter Place of Issue]

Note: To register as official media, please contact your Delegation Accreditation Officer.

Upload Documents
- Supporting Credential (Optional):
  - User upload PR Press Card/ State PR Card/ Media Organization ID Card
  - Click the button to browse
  - File supported: JPEG, JPG, PNG.
  - Maximum size: 200 KB

OCI Upload:
- Please upload OCI card
  - Click the button to browse
  - File supported: JPEG, JPG, PNG.
  - Maximum size: 200 KB

Share 3 of your recent works:
- Enter link
  - [Enter link]

Back to Previous Step  Proceed to Next Step

For Foreign Non-Freelancer Media

Are you an Overseas Citizen of India (OCI) card holder?
- Yes
- No

Name on Card: [Enter your name as on OCI Card]

OCI Card Number: [Enter your name as on OCI Card]

Date of Issue: [dd-mm-yyyy]

Place of Issue: [Enter Place of Issue]

Note: To register as official media, please contact your Delegation Accreditation Officer.

Upload Documents
- Supporting Credential (Optional):
  - User upload PR Press Card/ State PR Card/ Media Organization ID Card
  - Click the button to browse
  - File supported: JPEG, JPG, PNG.
  - Maximum size: 200 KB

OCI Upload:
- Please upload OCI card
  - Click the button to browse
  - File supported: JPEG, JPG, PNG.
  - Maximum size: 200 KB

Share 3 of your recent works:
- Enter link
  - [Enter link]

Back to Previous Step  Proceed to Next Step

If User selects “YES” for OCI card Holder option then “OCI Upload” section appears in upload Document section.
You will be directed to this form after you click “Submit”. Pop up window will appear with message “Are you sure you want to proceed with the registration?”

You wil click “Yes, Proceed” Another popup window will appear with message “Your Media accreditation request for G20 Leaders' Summit has been submitted successfully. A confirmation letter will be sent to your registered email address upon approval of your request.”
Registered media can login and use the dashboard:

- Media person can view the View Calendar button.
- Media person can click these buttons for other meetings.
- User can view all his/her pending Accreditation applications.
- Registered Media persons can download Accreditation letter once accreditation request has been approved.
- Users can also see the upcoming events on their dashboard.
Media can click on three dots in top left corner of My Event card under Upcoming Events and select “View Detail” or click “Accreditation Letter” for downloading approved Accreditation Letter.
MEDIA ACCREDITATION
Media Accreditation Letter

Media can click “Accreditation Letter” for downloading approved Accreditation Letter