INDIAN DELEGATE ACCOUNT REGISTRATION

LET’S GET STARTED
Once the Registration window is opened by Indian Nodal Officers and Delegate received invitation mail from DAO. The Delegate can then come to the portal and click on Registration and Accreditation.
Registration Page

Once the delegate gets the invite mail from the DAO. When Delegate clicks on the ‘Registration & Accreditation’ menu, it opens this Registration Page which will have these three Registration cards visible for G20 Leaders’ Summit.
Delegate clicks ‘Registration’ button on ‘Indian Official’ card.

In case the Delegate is already registered and has set password, He/She can click on ‘Login’. They will be redirected to ‘My dashboard’ page.
Delegate enters registered Email ID in the Email Verification form Page and then clicks on “Request OTP.”

After clicking on “Request OTP” another popup window will appear with message

Verify Email
“Enter the 6-digit code we sent you via email to continue”
Code expires in: 15:00

Page has a ‘Resend OTP’ option to send new OTP if user has not received any OTP.
If an OTP is not entered in 15 mins, then the code will expire.
On Clicking ‘Verify Email’ the OTP will be matched and if correct, user can progress further.
You will be directed to this form after you click “Verify Email”.

Create Password
1. Enter Password
2. Confirm Password

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

Once the two passwords are matched in system, user clicks on ‘Confirm Password’ to progress further.

You will be directed to this form after you click “Confirm Password”. Pop up window will appear with message “Registration Successful
Your Account is registered successfully!”

Click ‘Login’ to progress further in form.
If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
Once the User sets his password, User to click on ‘My Dashboard’. i.e

*Use Login credentials which were set at the time registration i.e. Email ID, Password and Captcha as Displayed.*

*Click ‘Login’. Click ‘Login’ to progress further in form and Verify OTP as received on Email and Mobile Number*
You will be directed to this form after you click “Verified OTP”. Next, complete the form by filling in information on:

**Basic Details**

- **1. First Name**
- **2. Middle Name (Optional)**
- **3. Surname/Last Name (Optional)**
- **4. Gender**
- **5. Date of Birth (MM/DD/YYYY)** - DAO can even type in if they want to avoid scrolling.
- **6. Phone Number**
- **7. Registered Email ID**
- **8. Current Designation**
- **9. Government ID Card No.**
- **10. Delegate Status**

*Click ‘Proceed to Next Step’ to progress further in form.*
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. Govt. ID (Max 200 KB)
2. Photo (Max 200 KB, Dimensions: Width x Height: 2in x 2in)

Click ‘Proceed to Next Step’ to progress further in form.
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Confirm Info Pop-up

You will be directed to this form after you click “Proceed to Next Step”. Pop up window will appear with message

“Confirm Profile Submission”

Click “Confirm, Go Ahead” for final submission.

Click “No, Take me Back” for review the filling information

Please Note- This information cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and also loop in your Indian Nodal Officer for faster resolutions.
You will be directed to this form after you click “Go back to dashboard”. Pop up window will appear with message "Thankyou for registering.

The G20 Secretariat will inform you regarding collection and distribution of access badge in due course"
Login page also has a Forgot Password option in case user wants to reset/forgot their password.

DAO enters registered E-mail ID in the Email Verification form Page and then clicks on “Request OTP”. After clicking on “Request OTP” another popup window would appear with message, If OTP not received then click on ‘Resend OTP’ option. The OTP code will expire in 15 mins.

After click “Verify Email”, DAO Create Password in appear window and click “Confirm Password”. Password change Successful message popup window will appear.

Click ‘Login’ to progress further in form. If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
THANK YOU

For any technical queries, please contact techsupport@g20.in