



User Manual

of

StartInUP

Developed For

Department of IT & Electronics,

Uttar Pradesh Government



(Startup Login)

Version 1.0

Dated 08.02.2022

Table of Contents

Department of IT & Electronics,	1
1. Introduction	3
1.1. Overview of the Web Application.....	3
1.2. Scope of the User Manual	3
1.3. Intended Audience of the Application	3
1.4. Application Convention	3
2. Accessing the Web Portal	4
3. Startup Login	7
3.1. Registration Form.....	8
4. Dashboard	12
4.1. My Profile	13
4.2. Incubator Connect.....	14
4.2.1. List of Incubator.....	14
4.3. Apply Incentive Form	16
4.4. Grievance Redressal System	21
4.4.1. Add Grievance/Feedback.....	21
4.4.2. List of Grievance/Feedback	22
4.5. Query Response	23
4.5.1. Query of Incubator	23
4.6. User help steps.....	24
4.7. Partner	24
4.7.1. Connect with Mentors	25

1. Introduction

1.1. Overview of the Web Application

The web portal of StartInUP has been developed for Department of IT and Electronics, Government of Uttar Pradesh. This module is intended to be used by the Startups, and Incubators to establish a world class startup ecosystem in the state by developing a robust infrastructure and providing conducive policy environment. This portal enables Startups to register on portal and furnish the related details after login.

The goal of web portal is to Establish India's largest Incubator in Lucknow and to promote the culture of innovation and entrepreneurship at the grass root level leading to employment generation & introduction of emerging technologies in niche sectors thereby contributing to state economy and empowerment of youth.

1.2. Scope of the User Manual

This user manual provides step by step guidance on how the users will use the software to incubate with various Incubators and apply for the Incentive for their Startups.

1.3. Intended Audience of the Application

Incubators, Accelerator, Startup, Nodal Departments and all concerned users of StartInUP will be the intended audience of this application.

1.4. Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Accessing the Web Portal

To access the Web Portal, open <https://startinup.up.gov.in/> after which you will be redirected to the official website of **StartIn UP**. Page will appear as shown below:



- Click on **Register/Login** link appearing on the homepage to proceed with further procedures on portal.

Login

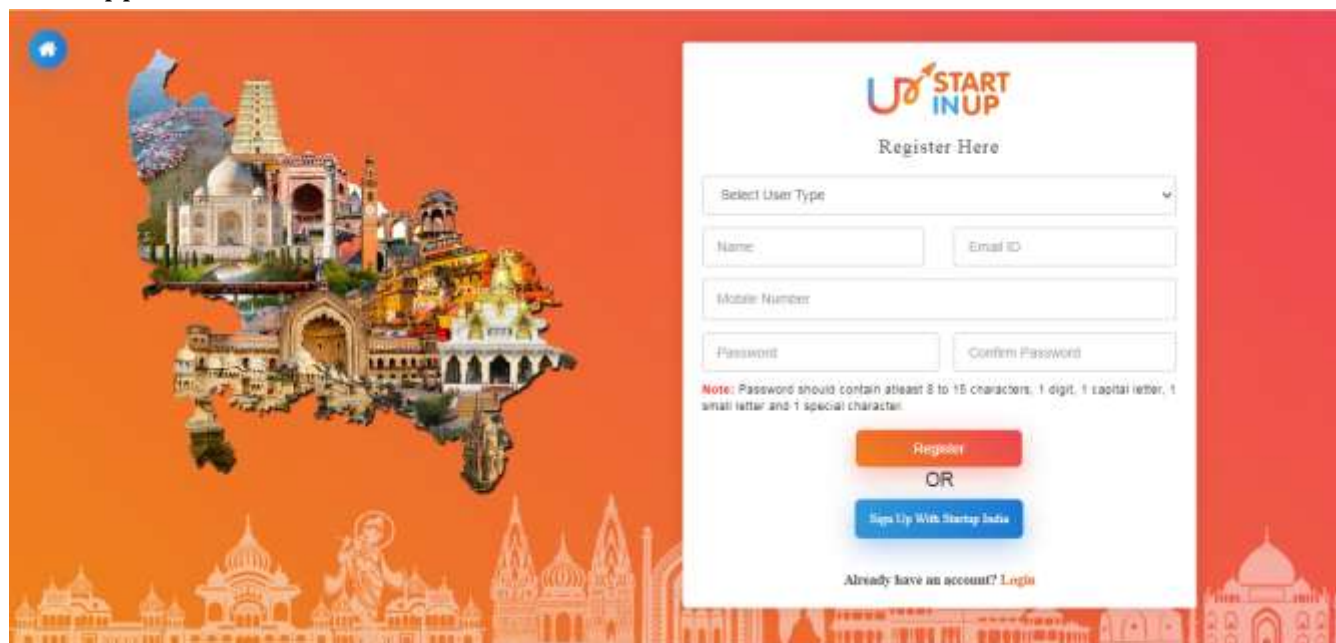
- Once clicked on the **Login** button in the top right corner on the web portal screen, the login page will appear as shown below.



- Enter the **Registered Email ID** and **Password** in the respective fields and click on **Login** button below.

Register

- To register, click on **Register** button in the top right corner of the web portal, thereafter, user will be redirected to the Registration panel of StartInUP. Page will appear as shown below:

The screenshot shows the registration interface for StartInUP. On the left, there is a decorative graphic of the state of Uttar Pradesh filled with various Indian architectural landmarks like the Taj Mahal and the Gateway of India. On the right, a white registration form is displayed against a red background. The form has the 'Uttar Pradesh START INUP' logo at the top, followed by the heading 'Register Here'. It contains several input fields: a dropdown menu for 'Select User Type', text boxes for 'Name' and 'Email ID', a text box for 'Mobile Number', and two text boxes for 'Password' and 'Confirm Password'. A note below the password fields states: 'Note: Password should contain atleast 8 to 15 characters, 1 digit, 1 capital letter, 1 small letter and 1 special character.' At the bottom of the form, there is an orange 'Register' button, a blue 'Sign Up With Startup India' button, and a link for 'Already have an account? Login'.

Select **User Type** and enter **Name**, **Email ID**, **Mobile Number**, **Password**, and **Confirm Password** in the respective fields and click on **Register** button to register and proceed with further procedures.

3. Startup Login

Click on the **Login** button/link from Web Portal, it will redirect you to the login page as shown below:

The screenshot shows the login interface for StartInUP. Similar to the registration page, it features the state map graphic on the left and a white login form on the right against a red background. The form has the 'Uttar Pradesh START INUP' logo and the heading 'Login to Your Account'. It includes two input fields: 'Registered Email ID *' and 'Password *'. A 'Forgot Password' link is positioned above the login buttons. At the bottom, there are two buttons: an orange 'Login' button and a blue 'Admin Login' button. A link for 'Don't have an account? Register Now' is located at the very bottom of the form.

- Enter your registered **Email ID** and password then click on **LOG IN** button to login and proceed.

3.1. Registration Form

Login on the portal and it will redirect you to the **Startup Registration Form** to fill it out as show in the image below:

Step-1 Entity Details

The screenshot shows the 'Startup Registration Form' interface. At the top, there's a navigation bar with the 'UP START INUP' logo and the title 'Startup Registration Form'. Below this, a progress indicator shows four steps: 'Step 1 - Entity Details' (active), 'Step 2 - Category', 'Step 3 - Registration Details', and 'Step 4 - Authorised Representative'. The main form area is titled 'Entity Details' and contains several input fields and upload buttons:

- DPIIT Recognition Number ***: A text input field containing 'DPIIT23456'.
- Upload DIPP Certificate ***: A file upload button labeled 'Choose file' with 'No file chosen' and '(File Format: PDF Max : 2 MB)' below it.
- Registered name of startup ***: A text input field labeled 'Startup Name'.
- Startup Logo**: A file upload button labeled 'Choose file' with 'No file chosen' and '(File Format: .jpg, .jpeg, .png Max : 2 MB)' below it.
- Stage ***: A dropdown menu with 'Select' as the current selection.
- Brief on the business concept ***: A text area with a placeholder 'Brief on the business concept| Max : 150 Words'.
- Innovation Model ***: A dropdown menu with 'Select' as the current selection.
- Funding/Grants received for your business ***: Two radio buttons, 'Funded' (selected) and 'Bootstrapped'.
- Startup Website URL ***: A text input field labeled 'Website URL'.
- Upload Pitch Deck ***: A file upload button labeled 'Choose file' with 'No file chosen' and '(File Format: PDF Max : 5 MB)' below it. A 'Download Template' link is also visible.

At the bottom of the form, there are two buttons: a blue 'Save' button and a yellow 'Next' button with a right-pointing arrow.

Copyright © 2023 All rights reserved.

Fill the following details carefully and then click on the **Save** button to proceed:

1. DPIIT Recognition Number*
2. Upload DIPP Certificate*
3. Registered Name of Startup*
4. Startup Logo*
5. Stage *
6. Brief on the Business Concept*
7. Innovation Model*
8. Funding/Grants Received for your business(Funded/Bootstrapped)*

9. Startup Website URL*

10. Upload Pitch Deck*

Click on the **Next** button to move to next step of Registration process.

Step-2 Category

Once all the details are filled in Category-2, click on Save and Next button respectively to proceed towards the Category-Step-2.

The screenshot shows the 'Startup Registration Form' interface. At the top, there's a logo for 'UP START IN UP' and the title 'Startup Registration Form'. Below this, a progress bar indicates four steps: Step 1- Entity Details, Step 2- Category (highlighted in red), Step 3- Registration Details, and Step 4- Authorised Representative. The 'Category' section contains several input fields: 'Industry *' (dropdown), 'Sector *' (dropdown), 'Services *' (dropdown), 'Udyog Aadhaar No.' (text input), 'Upload Udyog Aadhaar' (file upload area with 'Choose file' and 'No file chosen' buttons, and a note '(File Format: PDF Max: 2 MB)'), 'Nature of Entity *' (dropdown), 'Brand Name *' (text input), and a radio button question 'Has your startup applied for any IPR (Intellectual Property Right) *' with 'Yes' and 'No' options. At the bottom, there are three buttons: 'Back', 'Save', and 'Next'.

Copyright © 2023 All rights reserved.

Enter the following details in Category-Step 2 section to proceed further:

1. Industry*
2. Sector*
3. Services*
4. Udyog Aadhaar No.
5. Upload Udyog Aadhaar
6. Nature of Entity*
7. Brand Name*
8. Has your startup applied for any IPR(Intellectual Property Right)(Yes/No)*

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

- Click on **Back/Save/Next** button respectively according to the requirement to proceed.

Step-3 Registration Details

Once all the details are filled in Category-Step 2, click on Save and Next button respectively to proceed towards the Registration Details-Step-3.

The screenshot shows the 'Startup Registration Form' interface. At the top, there's a logo for 'Uttar Pradesh START IN UP' and the title 'Startup Registration Form'. Below the title, there are four steps: 'Step 1- Entity Details', 'Step 2- Category', 'Step 3- Registration Details' (highlighted with a red circle), and 'Step 4- Authorised Representative'. The 'Registration Details' section contains several input fields: 'Company Incorporation / Registration Number' (text input), 'Company Incorporation / Registration Date' (date input with a calendar icon), 'Company Incorporation / Registration Certificate' (file upload button with 'No file chosen' and a note '(File Format: PDF Max : 2 MB)'), 'Registered Address' (text input), 'State' (dropdown menu with 'Select'), 'City/District' (dropdown menu with 'Select'), 'Pincode' (text input), and 'TAN/GST' (text input). At the bottom of the form, there are three buttons: 'Back' (yellow), 'Save' (blue), and 'Next' (yellow).

Enter the following details in Registration Details-Step 3 section to proceed further:

1. Company Incorporation/Registration Number*
 2. Company Incorporation/ Registration Date*
 3. Company Incorporation/Registration Certificate*
 4. Registered Address*
 5. State*
 6. City/District*
 7. Pincode*
 8. TAN/GST*
- Click on **Save** and **Next** button respectively to proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

Step-4 Authorized Representative

Once all the details are filled in Category-Step 2, click on Save and Next button respectively to proceed towards the Registration Details-Step-3.

The screenshot shows the 'Startup Registration Form' interface. At the top, there's a navigation bar with the 'UP START INUP' logo and the title 'Startup Registration Form'. Below this, a progress indicator shows four steps: Step 1- Entity Details, Step 2- Category, Step 3- Registration Details, and Step 4- Authorized Representative (which is highlighted in red). The main form area is titled 'Authorized Representative' and contains several input fields:

- Name * (text input)
- Designation * (dropdown menu)
- Gender * (dropdown menu)
- Mobile No. * (text input)
- Email ID * (text input)
- Address * (text input)
- Equity % (Should be total in 100)* (text input)
- PAN No. * (text input)
- Upload PAN * (file upload button: 'Choose file' / 'No file chosen', with a note '(File Format: PDF Max : 2 MB)')
- Aadhaar No. (text input)
- Upload Aadhaar (file upload button: 'Choose file' / 'No file chosen', with a note '(File Format: PDF Max : 2 MB)')

At the bottom of the form, there is a checkbox for 'I accept the Terms & Conditions' and a 'Please Note' section: 'Please Note : The Certificate of Recognition for Startup will be issued after verification of the application and documents submitted and final approval granted by the Government of UP.' Below the form are two buttons: 'Back' and 'Save'.

Enter the following details in **Authorized Representative-Step 4** section to proceed further:

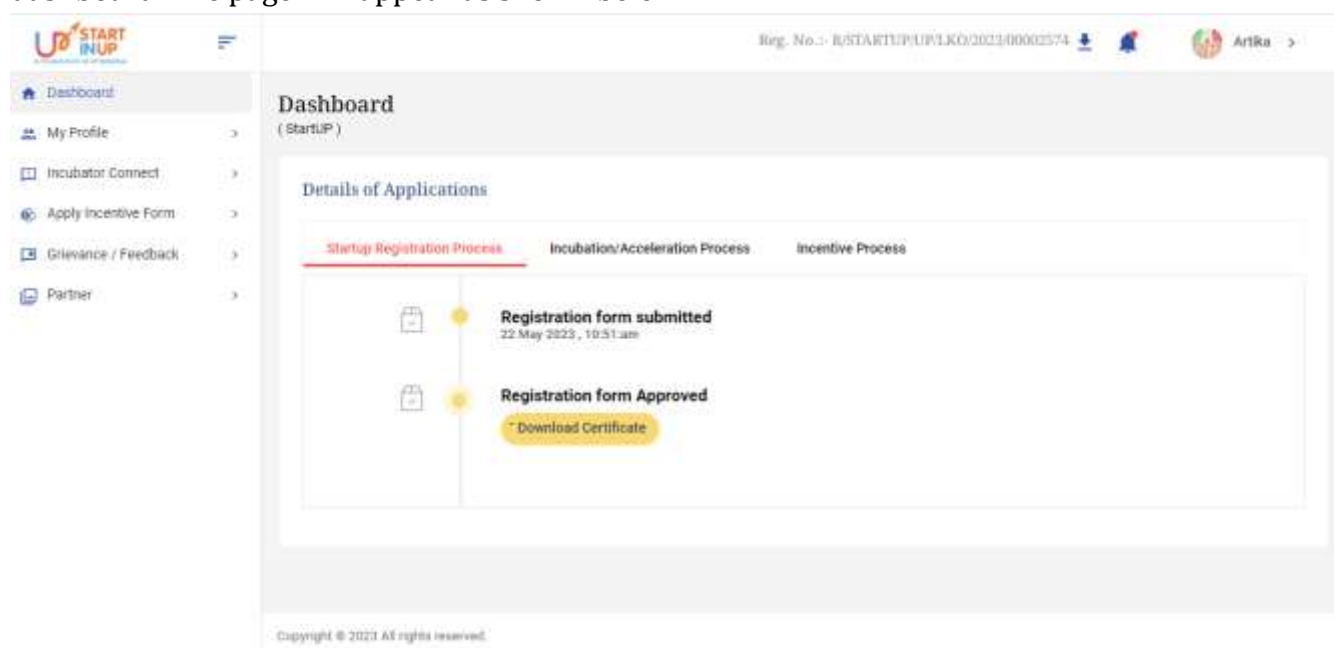
1. Name*
2. Designation*
3. Gender*
4. Mobile No*
5. Email ID*
6. Address*
7. Equity%*
8. PAN No*
9. Upload PAN*
10. Aadhaar No.
11. Upload Aadhaar

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

- Click on **+Add More** button from the lower left on screen to add more details.
- Click on the **Save** button to save the details to proceed further.
- Click on **Back** button to edit or preview the back details, if needed.

4. Dashboard

After successfully completing the registration process, Startup will be logged in to the dashboard. The page will appear as shown below:



- Dashboard of Startup can be seen as above, click on the **Download Certificate** button to download Approved Registration Form.
- Startup has to connect with incubator by clicking on the **Incubator Connect** menu from dashboard.
- Click on respective side menu to perform related task.

4.1. My Profile

Click on **My Profile** Menu available at the left side menu of the screen to view the details as shown in below image:

- Click on the **Profile** from **My Profile** menu to view the profile of the Startup.
- Click on respective option from side menu to perform related task.

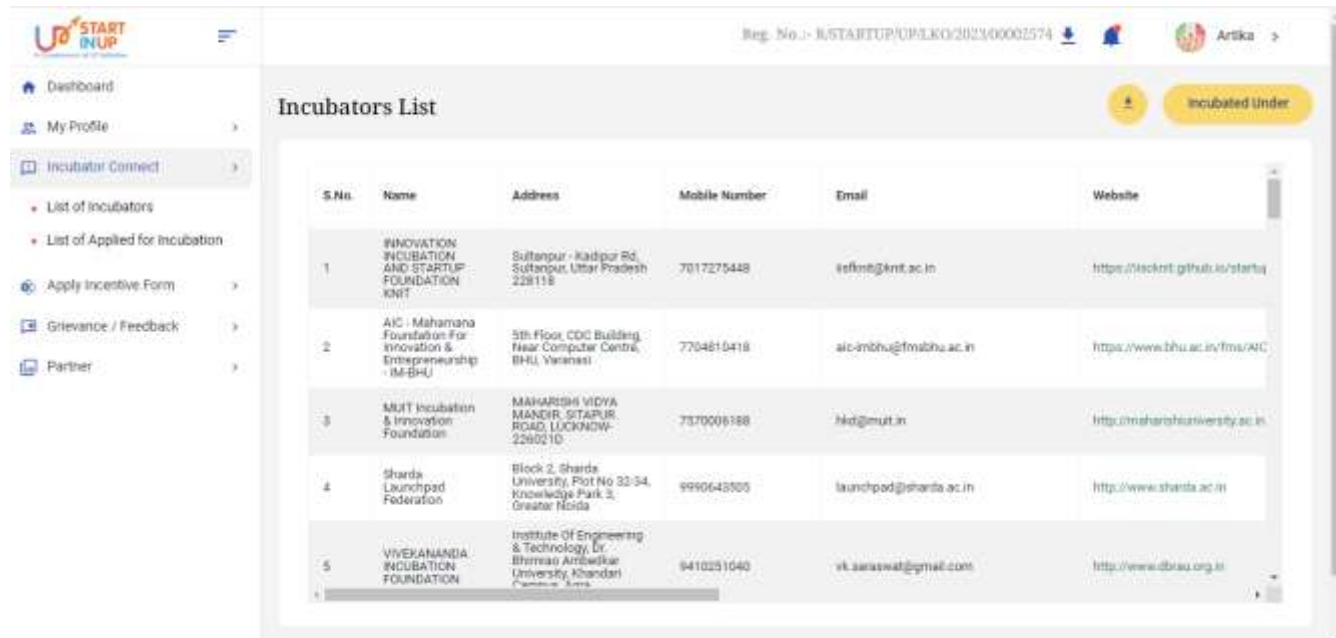
4.2. Incubator Connect

To view the Incubator Connect details, Click on the Incubator Connect from side menu of dashboard.

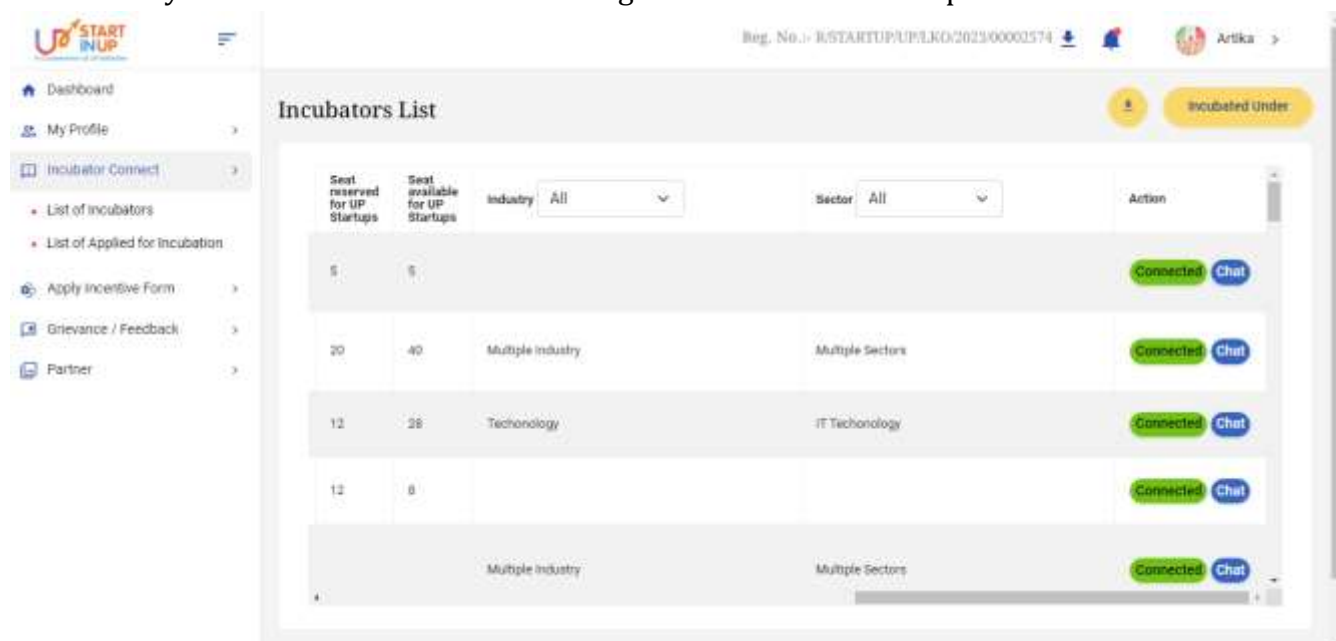
4.2.1. List of Incubator

Click on the **List of Incubator** option from **Incubator Connect** menu to send the connection request to respective Incubator as shown in below image:

Click on **Incubated Under** button above to view the details of Incubated under individual or user.



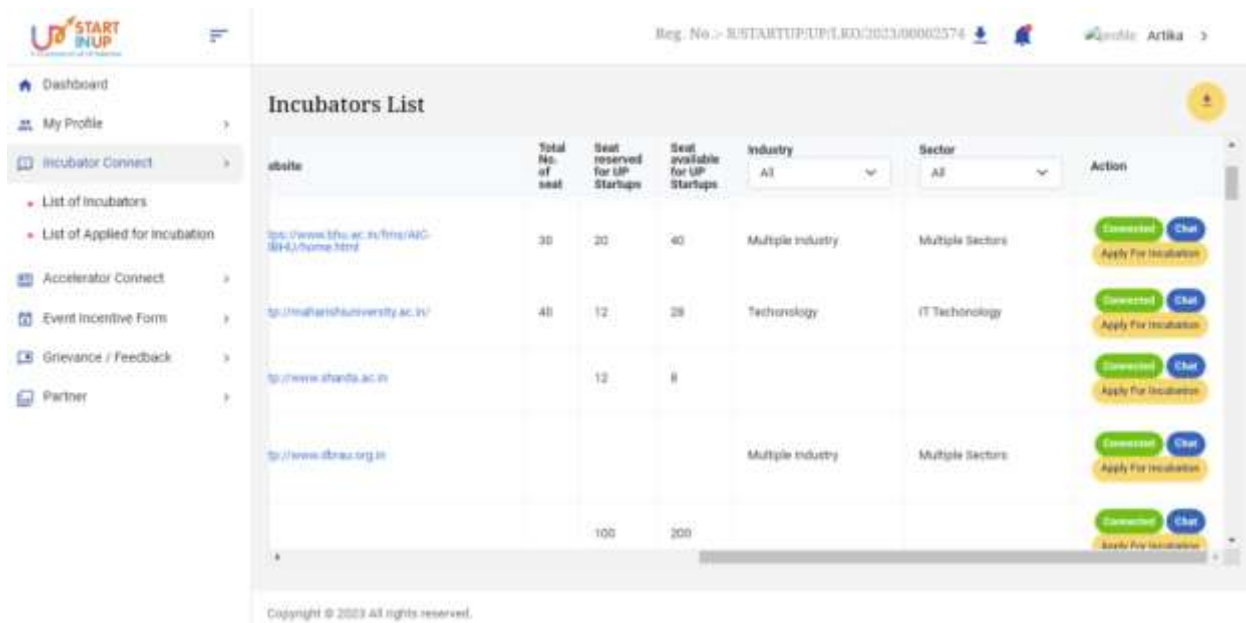
Horizontally scroll the table from left to right to view the **Chat** option as shown below:



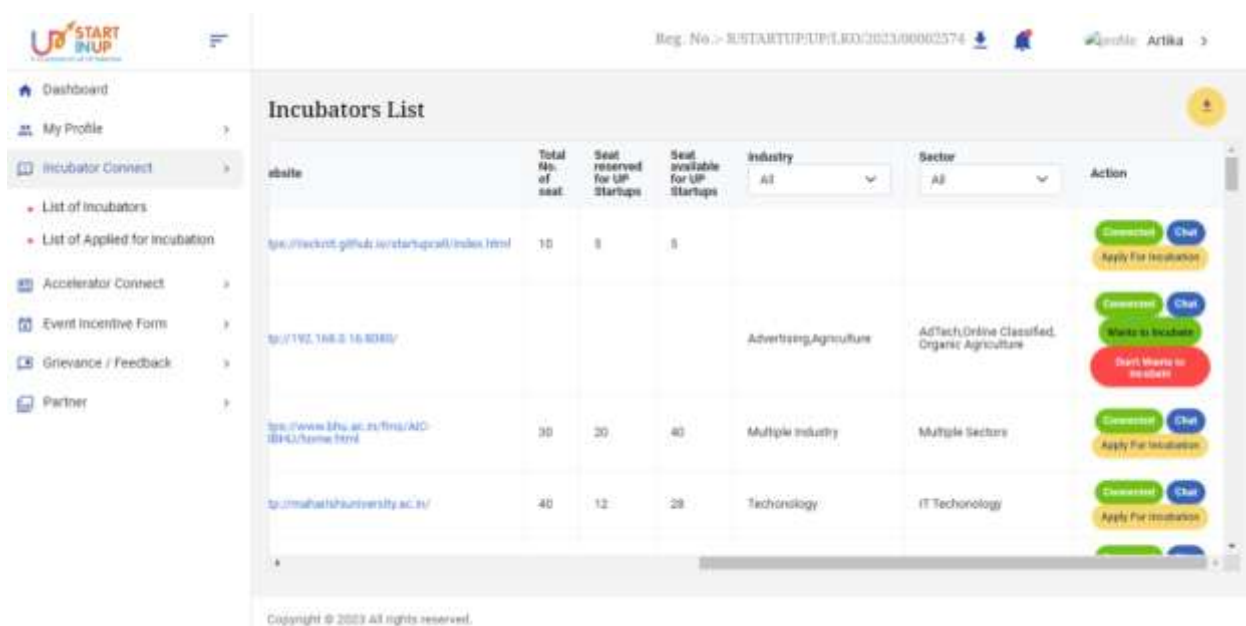
Click on **Chat** option given on the screen to initiate the Chat process.

List of Applied for Incubation

Once clicked on the **List of Applied for Incubation**, the page with following details will appear as shown below.

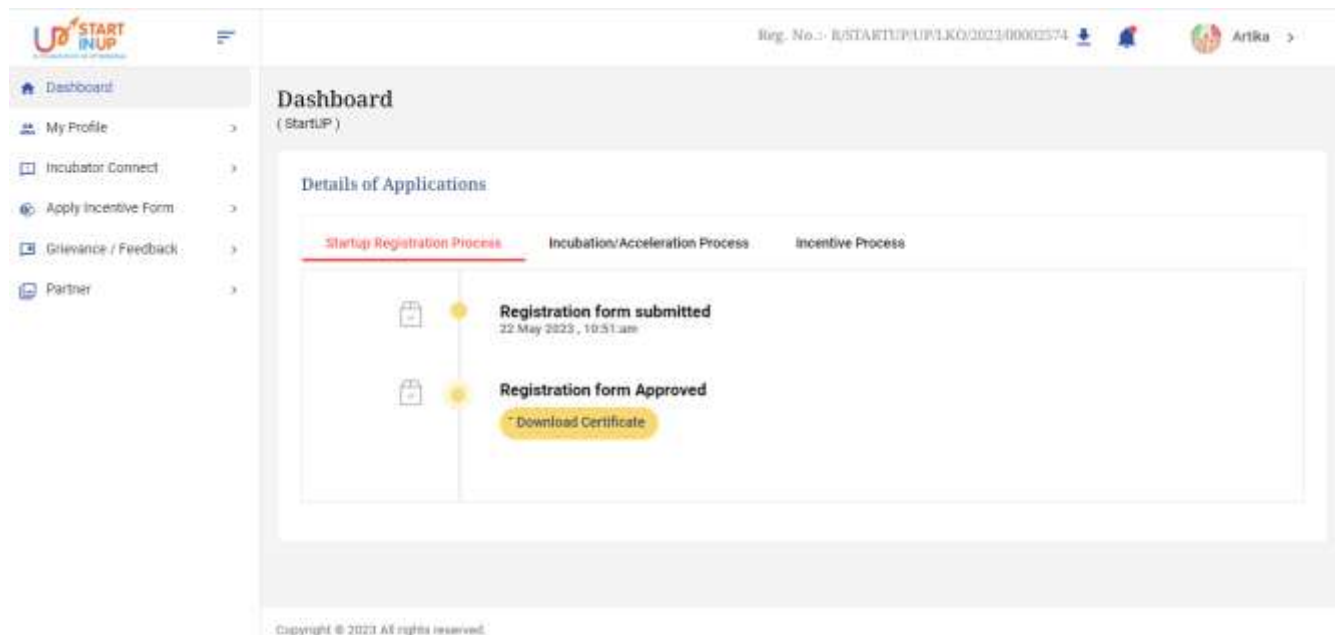


Note: The Incubator will approve/reject the incubation request from their login. When Incubator will approve the incubation request it will be visible on the startups' dashboard as shown below:



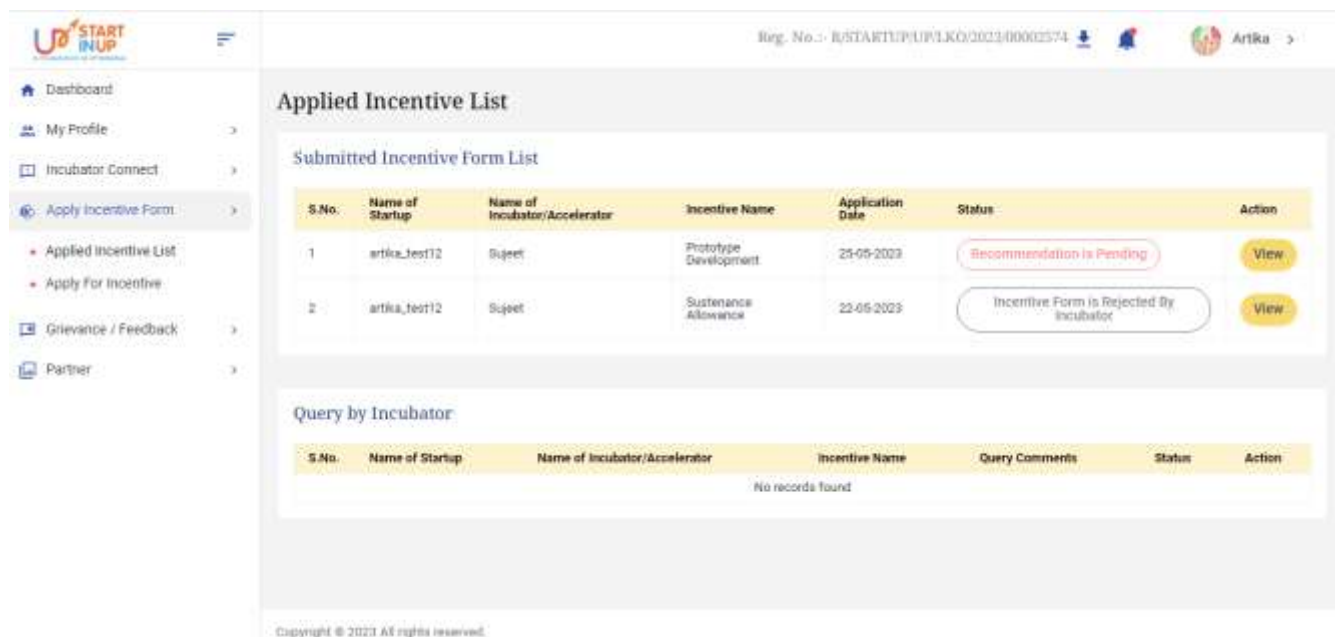
4.3. Apply Incentive Form

Click on the **Apply Incentive Form** option from the Dashboard's side menu, the page will appear as shown below in the Applied Incentive List section:



Applied Incentive List

Click on Applied Incentive List from the **Apply Incentive Form** from the Dashboard's side menu. The page with following details will appear as shown below.



Click on **View** action button/link from the Applied Incentive List on Dashboard, the page will appear as shown below.

The screenshot displays the 'Prototype Development' page in the StartInUP application. The page is organized into several sections:

- Startup Details:** A table containing the following information:

Company Name	artika_test12	Brand Name	omninet12
Entity Type	Limited Liability Partnership	CIN Number	1234567gldgdf dtgfd
Incorporation Date	09-Sep-2021	Registered address	ashryana
Udyog Adhaar No		PAN	vcbcvbcvbcvbcv32423
DPIIT No	DIP0001233	Stage	Prototype
Upload Pitch Deck		Explain your Startup idea	fdgdf
- Startup Team:** A table containing the following information:

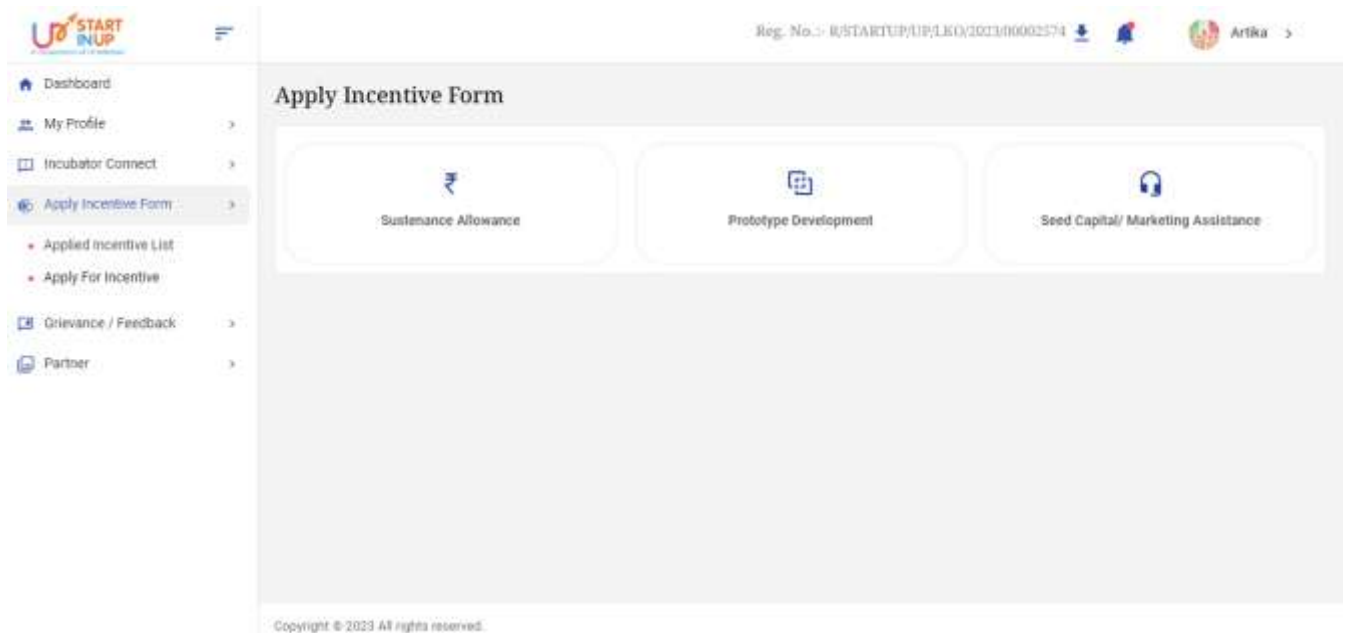
Co-founder	safjkl	Gender	Male
Equity%	100	Aadhaar no	434234234321
- Incubation details:** A table containing the following information:

Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh , City - Deoria
Incubator host institution	WORKING CAPITAL2		
- Bank Details:** A table containing the following information:

Account Number	963256741012	Account holder name	test
Bank Name	Test Prototype	IFSC Code	wbc2023
Branch Address	Alambagh	Cancelled Cheque	
- Applied Incentive:** A section containing:
 - Prototype Grant:** 300000 INR
 - Incentive Pitch Deck:**

Apply For Incentive

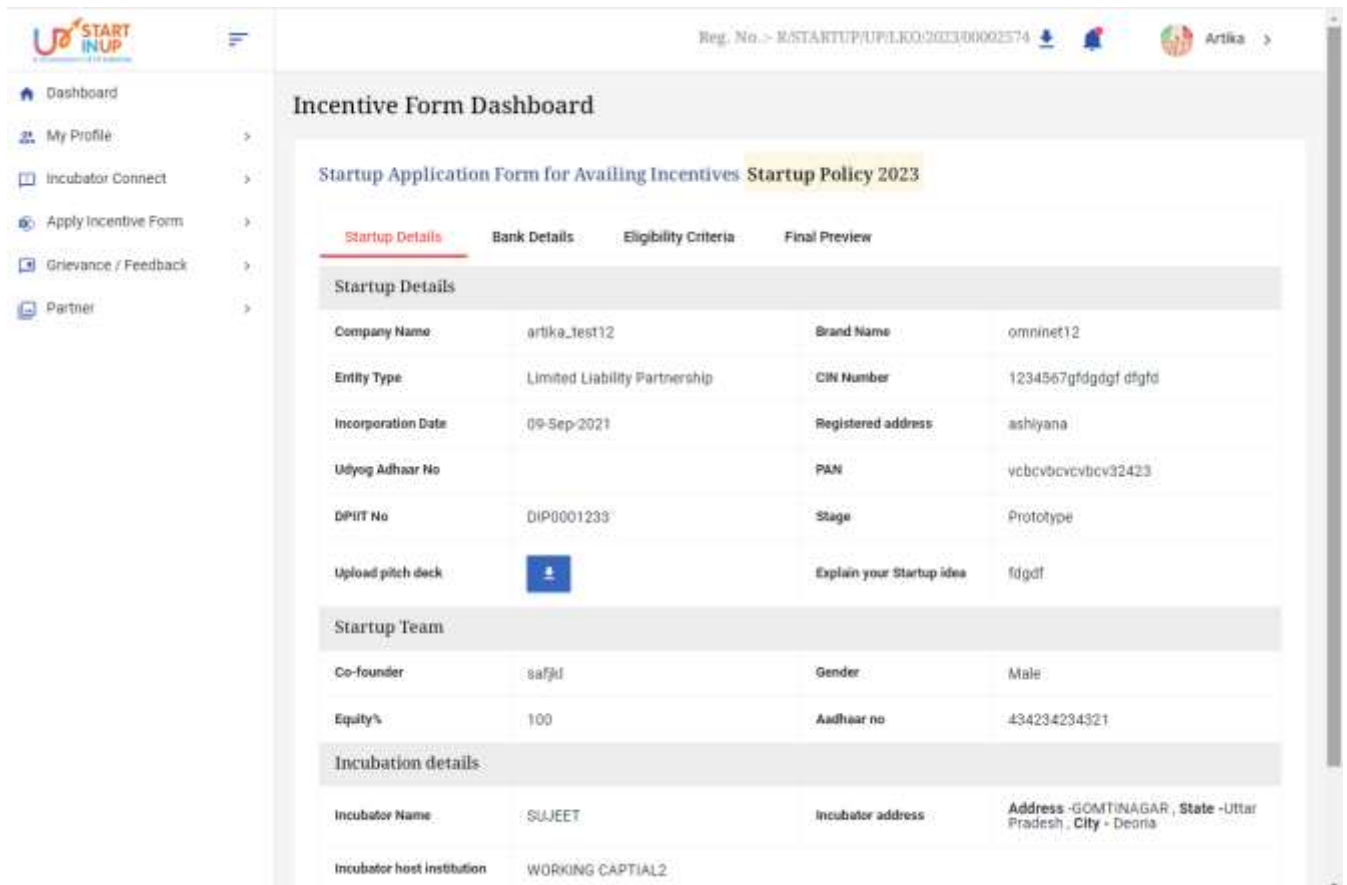
Once clicked on **Apply for Incentive** from the side menu of Dashboard, the page of **Apply for Incentive** will appear as shown below.



Once clicked on Sustenance Allowance from the Apply Incentive Form page, the page will appear as shown below.

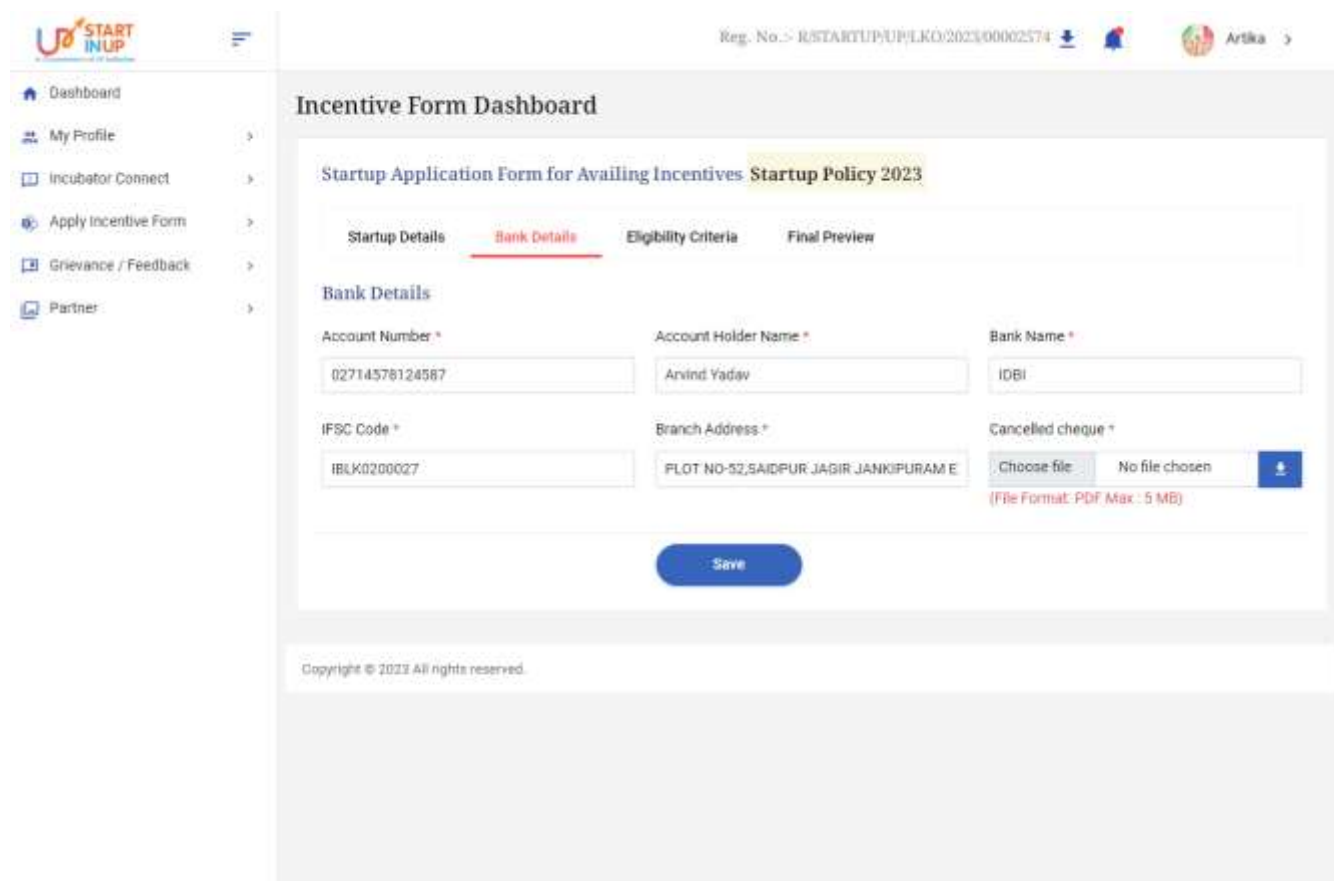
A. Sustenance Allowance

Once clicked on the Apply Incentive Form option from the Dashboard's side menu, the Sustenance Allowance page will appear as shown below.



➤ Bank Details

Once the Startup Details are filled and moved to the next step of filling Bank Details, the Bank Details page will appear as shown below.



The screenshot displays the 'Incentive Form Dashboard' for the 'Startup Policy 2023'. The 'Bank Details' section is active, showing a form with the following fields:

- Account Number *: 02714578124587
- Account Holder Name *: Arvind Yadav
- Bank Name *: IDBI
- IFSC Code *: IBLK0200027
- Branch Address *: FLOT NO-52,SAIDPUR,JAGIR JANKIPURAM E
- Cancelled cheque *: Choose file (No file chosen) (File Format: PDF, Max: 5 MB)

A 'Save' button is located at the bottom of the form. The dashboard also includes a sidebar with navigation options like Dashboard, My Profile, Incubator Connect, Apply Incentive Form, Grievance / Feedback, and Partner. The top right corner shows the registration number: Reg. No. :- R/STARTUP/UP/LKO/2023/00002574.

Enter the following details in the Bank Details section:

1. Account Number*
2. Account Holder Name*
3. Bank Name*
4. IFSC Code*
5. Branch Address*
6. Cancelled Cheque*

- Click on **Save** button to save the details to proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

➤ Eligibility Criteria

Once the Bank Details are filled and moved to the Eligibility Criteria, the page with following details will appear as shown below.

Reg. No.:- R/STARTUP/UP/LKO/2023/00002574

ArtRa

Incentive Form Dashboard

Startup Application Form for Availing Incentives **Startup Policy 2023**

Startup Details Bank Details **Eligibility Criteria** Final Preview

Eligibility Criteria

Applicants falling under any of these criteria will be eligible for 50% additional incentive of Sustenance Allowance

- ✓ Additional 50% shall be given to startups founded/co-founded by Transgender or having registered Offices/Operations in Purvanchal/Bundelkhand regions or Women founder/co-founder having 26% or more equity. **Eligible**
- ✓ Additional 50% shall be given to startups founded/co-founded by person whose category is EWS or a Divyangjan or if founder/co-founder belongs to any other category If Applicable Please Check

Upload Certificate* Incentive Pitch Deck *([Download Template](#))

Choose file No file chosen (File Format: PDF Max : 5 MB)

Choose file No file chosen (File Format: PDF Max : 5 MB)

Applied Incentive

Sustenance Allowance	Extra Allowance	Total
2,10,000 INR	1,05,000 INR	3,15,000 INR

Enter the following details in the **Eligibility Criteria** section to move further:

1. Tick mark checkbox if applicable
 2. Upload Certificate*
 3. Incentive Pitch Deck*
 4. View Applied Incentive Details
- Click on **Save** button to save the entered details and proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

➤ Final Preview

Once all the details are filled and moved to the next step of Final Preview, the Final Preview page with all details will appear as shown below.

Incentive Form Dashboard

Startup Application Form for Availing Incentives **Startup Policy 2023**

Startup Details Bank Details Eligibility Criteria **Final Preview**

Startup Details

Company Name	artika_test12	Brand Name	omninet12
Entity Type	Limited Liability Partnership	CIN Number	1234567gfdgdf dfgfd
Incorporation Date	09-Sep-2021	Registered address	ashiyana
Udyog Adhaar No		PAN	vcbcvbcvbcv92423
DPIIT No	DIP0001233	Stage	Prototype
Upload Pitch Deck		Explain your Startup idea	fdgdf

Startup Team

Co-founder	sa kl	Gender	Male
Equity%	100	Aadhaar no	434234234321

Funding Details

Funding Status	Funded	Funding Received	testing
Funding Amount	NA	Funding Required	NA

Incubation details:

Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh , City - Deoria
Incubator host institution	WORKING CAPTIAL2		

Bank Details

Account Number	02714576124567	Account holder name	Arvind Yadav
Bank Name	IDBI	IFSC Code	IBLK0200027
Branch Address	PLOT NO-52,SAIDPUR JAGIR JANKIPURAM EXTENSION	Canceled Cheque	

Applied Incentive

Sustenance Allowance	Extra Allowance	Total
2,10000 INR	105000 INR	315000 INR

Incentive Pitch Deck Eligibility Document

Additional 50% shall be given to startups founded/co-founded by person whose category is EWS or a Divyangjan or if founder/co-founder belongs to any other category.

I Herby declare that the above information is true to the best of my knowledge, Nothing has been concealed and no part of it is false. I futher declare that I have carefully read and understood the terms & condition of the Institute and do hereby agree to abide by the same.

Submit to Incubator

- Once check out all the details filled, click on Submit to Incubator to proceed further.

B. Prototype Development

Once clicked on the Prototype Development in Apply Incentive Form option from the Dashboard's side menu, the Prototype Development page will appear as shown below.

The screenshot shows the 'Incentive Form Dashboard' for 'Startup Policy 2023'. The dashboard has a sidebar menu with options: Dashboard, My Profile, Incubator Connect, Apply Incentive Form, Grievance / Feedback, and Partner. The main content area is titled 'Incentive Form Dashboard' and contains a form with the following sections:

- Startup Details** (highlighted in yellow):

Company Name	artika_test12	Brand Name	omninet12
Entity Type	Limited Liability Partnership	CIN Number	1234567gfdgdgfdgfd
Incorporation Date	09-Sep-2021	Registered address	ashiyana
Udyog Adhaar No		PAN	vcbcvbcvbcvbcv32423
DPIIT No	DIP0001233	Stage	Prototype
Upload pitch deck	<input type="button" value="📎"/>	Explain your Startup idea	fdgdf
- Startup Team**:

Co-founder	safjkl	Gender	Male
Equity%	100	Aadhaar no	434234234321
- Incubation details**:

Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh , City - Deoria
Incubator host institution	WORKING CAPTIAL2		

➤ Bank Details

Once the Startup Details are filled and moved to the next step of filling Bank Details, the Bank Details page will appear as shown below.

The screenshot shows the 'Incentive Form Dashboard' for the 'Startup Policy 2023'. The 'Bank Details' section is active, showing the following fields and values:

Field	Value
Account Number *	963256741012
Account Holder Name *	test
Bank Name *	Test Prototype
IFSC Code *	abc2023
Branch Address *	Alambagh
Cancelled cheque *	No file chosen

A 'Save' button is located at the bottom of the form. The footer of the page reads 'Copyright © 2023 All rights reserved.'

Enter the following details in Prototype Bank Details section:

1. Account Number*
2. Account Holder Name*
3. Bank Name*
4. IFSC Code*
5. Branch Address*
6. Cancelled Cheque*

- Click on the **Save** button to save the entered details to proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

➤ Eligibility Criteria

Once the Bank Details are filled and moved to the Eligibility Criteria, the page with following details will appear as shown below.

Reg. No.:- R/STARTUP/UP/LKO/2023/00002574

Artika

Incentive Form Dashboard

Prototype Incentive Form **Startup Policy 2023**

Startup Details Bank Details **Eligibility Criteria** Final Preview

Eligibility Criteria

Prototyping grant of up to INR 5 Lakh incentive

✓ Prototype Grant *

300000

Incentive Pitch Deck *([Download Template](#))

Choose file No file chosen

Save

Copyright © 2023 All rights reserved.


Enter the following details in the **Eligibility Criteria** section:

1. Prototype Grant*
 2. Incentive Pitch Deck*
- Click on the **Save** button to save the details to proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

➤ **Final Preview**

Once all the details are filled and moved to the next step of Final Preview, the Final Preview page with all details will appear as shown below.


Reg. No.- R/STARTUP/UP/LJ00/2023/00002574
Artika

- [Dashboard](#)
- [My Profile](#)
- [Incubator Connect](#)
- [Apply Incentive Form](#)
- [Grievance / Feedback](#)
- [Partner](#)

Incentive Form Dashboard

Prototype Incentive Form Startup Policy 2023

Startup Details
Bank Details
Eligibility Criteria
Final Preview

Startup Details

Company Name	artika_test12	Brand Name	ammine12
Entity Type	Limited Liability Partnership	CIN Number	1234567gfdgdgfdgfd
Incorporation Date	09-Sep-2021	Registered address	ashiyana
Udyog Adhaar No		PAN	vebcvbcvbcv32423
DPIIT No	DIP0001233	Stage	Prototype
Upload Pitch Deck		Explain your Startup idea	fdgdf

Startup Team

Co-founder	sa j k	Gender	Male
Equity%	100	Aadhaar no	434234234321

Incubation details

Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh , City -Deoria
Incubator host institution	WORKING CAPTIAL2		

Bank Details

Account Number	963258741012	Account holder name	test
Bank Name	Test Prototype:	IFSC Code	abc2023
Branch Address	Alambagh	Canceled Cheque	
Prototype Grant	:300000	Pitch-Deck	

I Herby declare that the above information is true to the best of my knowledge, Nothing has been concealed and no part of it is false. I futher declare that I have carefully read and understood the terms & condition of the Institute and do hereby agree to abide by the same.

Submit to Incubator

C. Seed Capital/Marketing Assistance

Click on the **Seed Capital/Marketing Assistance** option from Apply Incentive Form menu to fill the Startup Application Form for availing Incentives as shown below:

The screenshot displays the 'Incentive Form Dashboard' for 'Seed Capital/ Marketing Assistance' under 'Startup Policy 2023'. The dashboard is divided into three main sections: 'Startup Details', 'Startup Team', and 'Incubation details'. Each section contains a table of input fields with their respective values.

Startup Details			
Company Name	artika_test12	Brand Name	omninet12
Entity Type	Limited Liability Partnership	CIN Number	1234567gfdgdfg dfgfd
Incorporation Date	09-Sep-2021	Registered address	#shiyana
Udyog Adhaar No		PAN	ycbcybcvcvbcv32423
DIPIT No	DIP0001233	Stage	Prototype
Upload pitch deck		Explain your Startup idea	fdgdf

Startup Team			
Co-founder	safjd	Gender	Male
Equity%	100	Aadhaar no	434234234321

Incubation details			
Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh, City - Deoria
Incubator host institution	WORKING CAPITAL2		

- Fill the required details and click on **Next** button to continue.

➤ Bank Details

Once the Startup Details are filled and moved to the next step of filling Bank Details, the Bank Details page will appear as shown below.

The screenshot displays the 'Incentive Form Dashboard' for 'Seed Capital/ Marketing Assistance Startup Policy 2023'. The 'Bank Details' section is highlighted, containing the following fields:

- Account Number * (02714578124587)
- Account Holder Name * (Arvind Yadav)
- Bank Name * (IDBI)
- IFSC Code * (IBLK0200027)
- Branch Address * (Chhote Kazipur Reti Road)
- Cancelled cheque * (Choose file / No file chosen / Upload button)

A 'Save' button is located at the bottom of the form. The footer indicates 'Copyright © 2023 All rights reserved.'

Enter the following details in Bank Details section:

1. Account Number*
2. Account Holder Name*
3. Bank Name*
4. IFSC Code*
5. Branch Address*
6. Cancelled Cheque*

- Click on the **Save** button to save the entered details to proceed further.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

➤ Eligibility Criteria

Once the Bank Details are filled and moved to the Eligibility Criteria, the page with following details will appear as shown below.

Reg. No. :- R/STARTUP/UP/LKO/2023/00002574

Incentive Form Dashboard

Seed Capital/ Marketing Assistance **Startup Policy 2023**

Startup Details Bank Details **Eligibility Criteria** Final Preview

Eligibility Criteria

Applicants failing under any of these criteria will be eligible for 50% additional incentive of Seed Capital/ Marketing Assistance

- ✓ Additional 50% shall be given to startups founded/co-founded by Transgender or having registered Offices/Operations in Purvanchal/Bundelkhand regions or Women founder/co-founder having 26% or more equity. **Eligible**
- ✓ Additional 50% shall be given to startups founded/co-founded by person whose category is EWS or a Dryanganj or if founder/co-founder belongs to any other category If Applicable Please Check

Upload Document *

Choose file No file chosen

(File Format: PDF Max : 5MB)

Incentive Pitch Deck *([Download Template](#))

Choose file No file chosen

(File Format: PDF Max : 5 MB)

Applied Incentive

Sustenance Allowance	Extra Allowance	Total
7,50,000 INR	3,75,000	11,25,000 INR

Save

Copyright © 2023 All rights reserved.

Enter the following details in the **Eligibility Criteria** section:

1. Upload Document*
2. Incentive Pitch Deck*

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

- Click on the **Save** button to save the filled details to proceed further.

➤ **Final Preview**

Once all the details are filled and moved to the next step of Final Preview, the Final Preview page with all details will appear as shown below.

Reg. No. - R/STARTUP/UP/LKO/2023/00002574

Artika

Incentive Form Dashboard

Seed Capital/ Marketing Assistance **Startup Policy 2023**

Startup Details Bank Details Eligibility Criteria **Final Preview**

Startup Details

Company Name	artika_test12	Brand Name	omninet12
Entity Type	Limited Liability Partnership	CIN Number	1234567gfdgdf dfgfd
Incorporation Date	09-Sep-2021	Registered address	ashiyana
Udyog Adhaar No		PAN	vcbcvbcvbcv32423
DPIIT No	DIP0001233	Stage	Prototype
Upload Pitch Deck		Explain your Startup idea	fdgdf

Startup Team

Co-founder	safjd	Gender	Male
Equity%	100	Aadhaar no	434234234321

Incubation details

Incubator Name	SUJEET	Incubator address	Address -GOMTINAGAR , State -Uttar Pradesh , City - Deoria
Incubator host institution	WORKING CAPITAL2		

Bank Details

Account Number	02714578124587	Account holder name	Arvind Yadav
Bank Name	IDBI	IFSC Code	IBLK0200027
Branch Address	Chhote Kazipur Reti Road	Canceled Cheque	

Applied Incentive

Seed Capital/ Marketing Assistance	Extra Allowance	Total
750000 INR	3,75000 INR	1125000 INR

Incentive Pitch Deck

Eligibility Document

Additional 50% shall be given to startups founded/co-founded by person whose category is EWS or a Divyangjan or if founder/co-founder belongs to any other category.

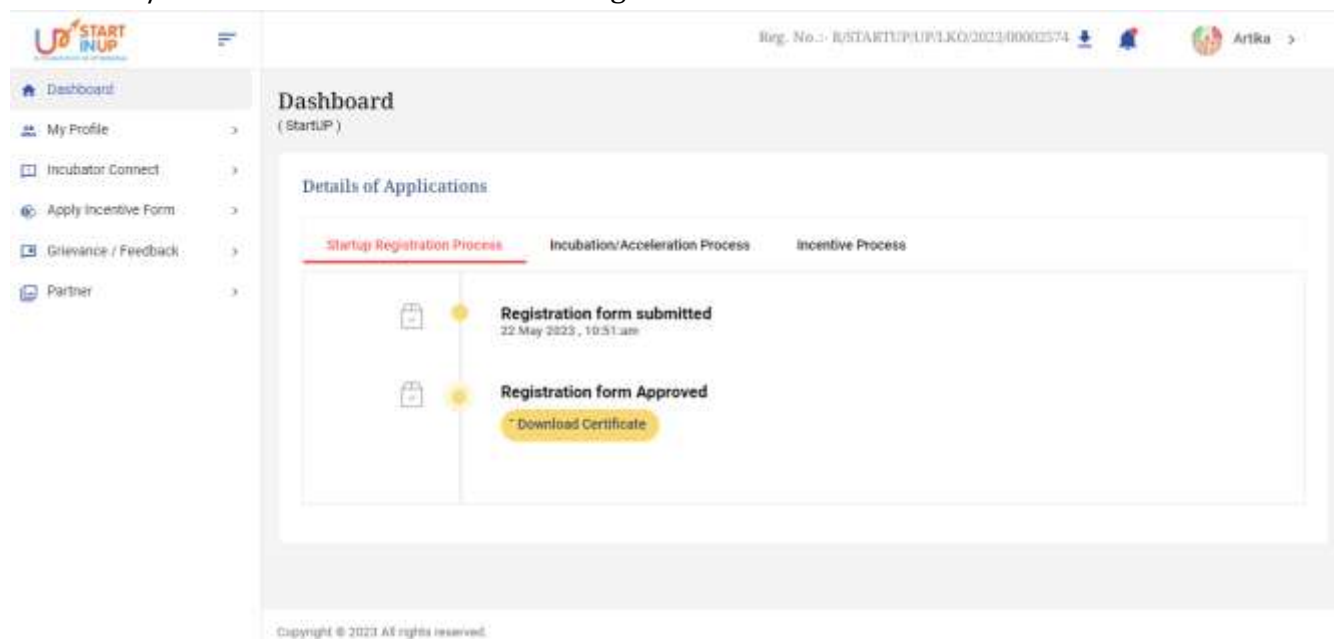
I Hereby declare that the above information is true to the best of my knowledge, Nothing has been concealed and no part of it is false. I futher declare that I have carefully read and understood the terms & condition of the Institute and do hereby agree to abide by the same.

Submit to incubator

- Preview the filled details and click on **Submit to Incubator** button to proceed.

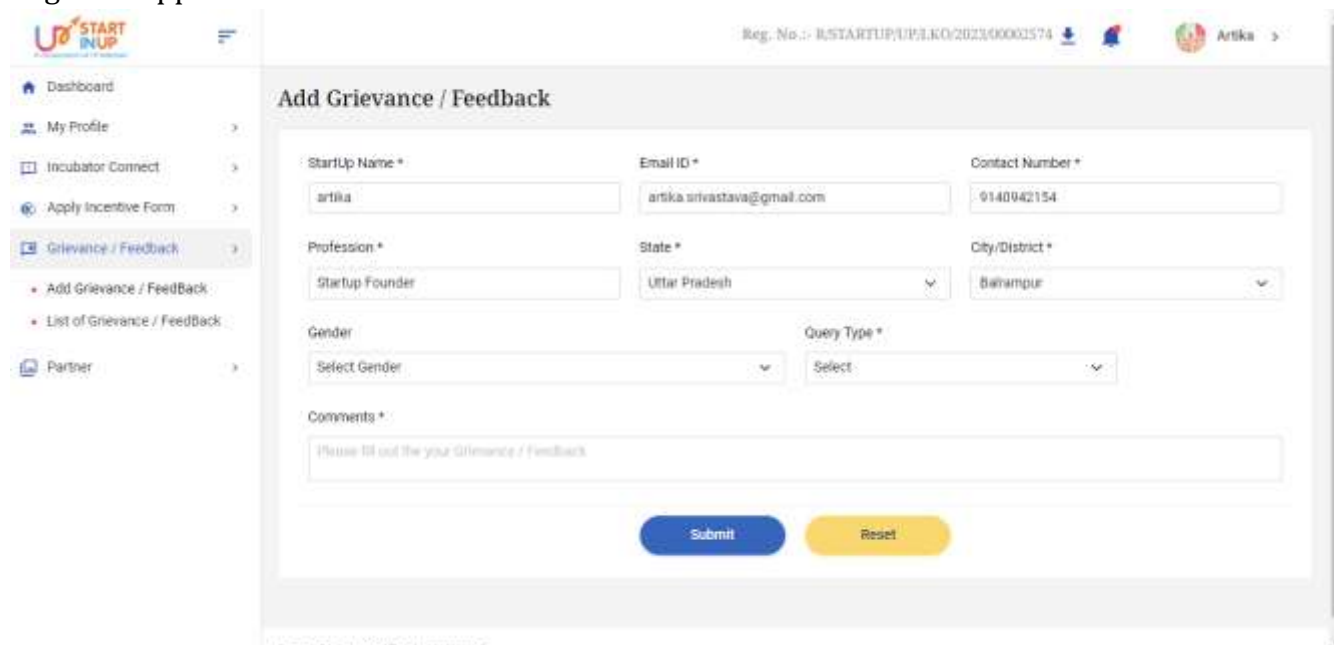
4.4. Grievance/Feedback

Click on the **Grievance/Feedback** menu from **Dashboard** to Add and View Grievance/Feedback as shown in below image:



4.4.1. Add Grievance/Feedback

To **Add Grievance/feedback**, click on **Grievance/Feedback** menu from Dashboard, Page will appear as shown below:



- Fill the following details and click on the **Submit** button to add Grievance.
 1. Startup Name*
 2. Email ID*
 3. Contact Number*
 4. Profession*
 5. State*
 6. City/District*
 7. Gender
 8. Query Type*
 9. Comments*
- Click on **Reset** button to reset details, if needed.

Note: Fields mark with Asterisk (*) sign are mandatory to be filled.

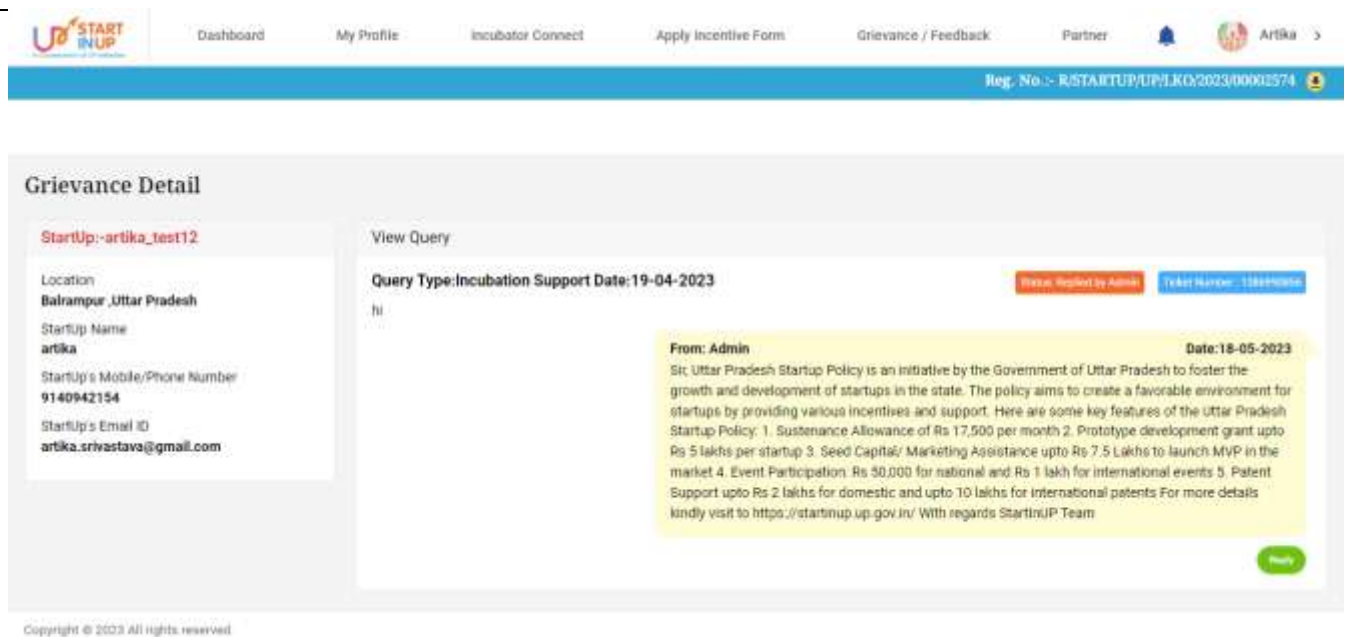
4.4.2. List of Grievance/Feedback

To view added grievances, click on **List of Grievance/Feedback**. Page will appear as shown below:

The screenshot displays the 'List of Grievance / Feedback' interface. On the left is a navigation sidebar with options like Dashboard, My Profile, Incubator Connect, Apply Incentive Form, Grievance / Feedback (selected), Add Grievance / FeedBack, List of Grievance / FeedBack, and Partner. The main content area shows a table with the following data:

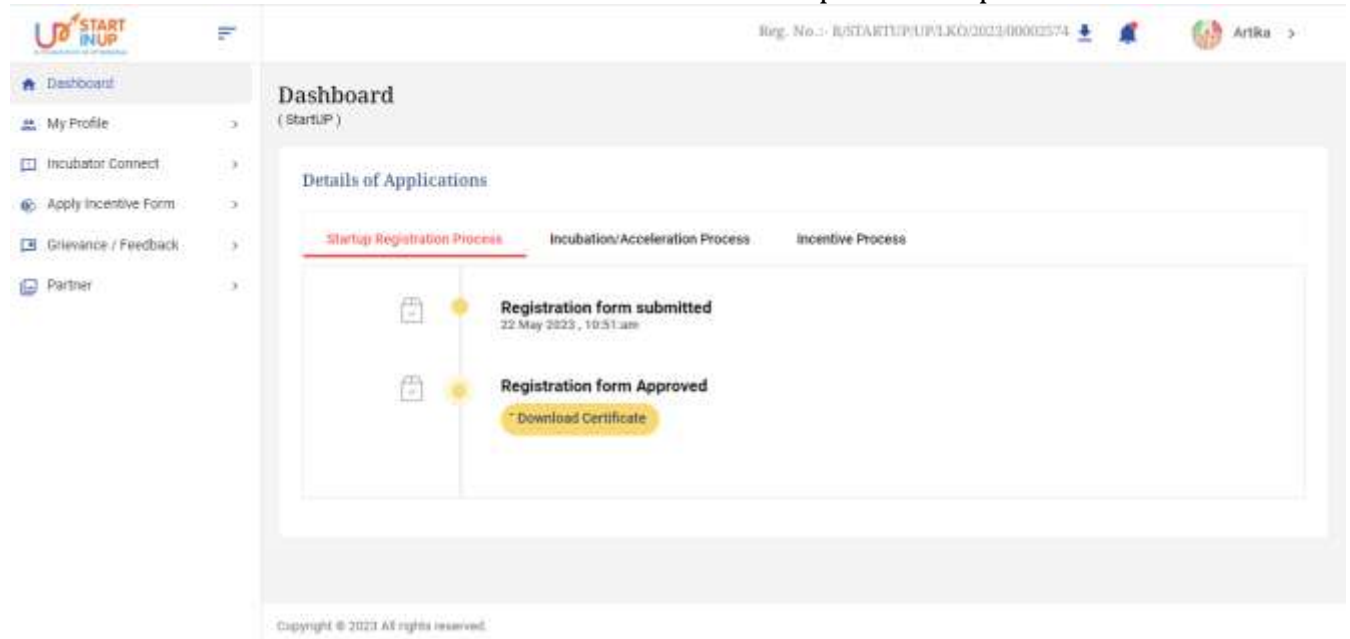
S.No.	Ticket Number	Query Type	Query/Grievance Description	Status/Reply	Action
1	188e900856	Incubation Support	Hi	Replied by Admin Date: 18-05-2023	View

- Status wise added Grievances can be seen on this page as shown in above image
- Click on **View** action button/link to view the details, once clicked on the **View** link, page will appear as shown below.



4.5. Partner

Click on the Partner menu from Dashboard to connect with partners to proceed further.



4.5.1. Connect with Mentors

Click on Connect with Mentors option to connect with different Mentors to proceed.

Reg. No. :- R/STARTUP/UP/LKO/2023/00002574

Artika

Mentors List

S.No.	Name	Email	Mobile Number	Action
1	Dr. PARIKAJ RATHAKI	parikaj.pathak@nanotrice.com	8368254652	Connected Chat Applied For Mentorship
2	Apama Mishra	apamaa.mishraa@gmail.com	0702201002	Connected Chat Apply For Mentorship
3	Ashish Kushwaha	ashish.kushwaha@onlinegsystems.com	9971152811	Connected Chat Applied For Mentorship
4	Anilash Tewari	ad.occataanilash@gmail.com	0953518883	Connect

Copyright © 2023 All rights reserved.

- Click on **Chat** option to connect and chat with respective mentors.
- Following details will reflect in the **Action** column:
 1. Connected
 2. Chat
 3. Applied for Membership

For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.