

# Government of India

## Online National Drugs Licensing System (ONDLS)

### USER MANUAL

#### Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

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## Registration and Login in ONDLS: -

### 1. Homepage:

- Open the link for online Licensing  
“<https://www.statedrugs.gov.in/SFDA/Homepage>” after that click on “**Sign in/up**” as shown in figure 1.



Figure 1: Home Page

### 1.1 Login Steps: -



Diagram 1: Login Steps

- If you are already registered user then click on Sign-in with User Name and Password Button as show in figure 2.
- After that you have to fill the User name and password then click to validate and proceed button.
- Also, you can login with your registered mobile number, you have to click on Register or Sign IN with mobile number button.
- If you don't remember your password then you can click on forgot password.

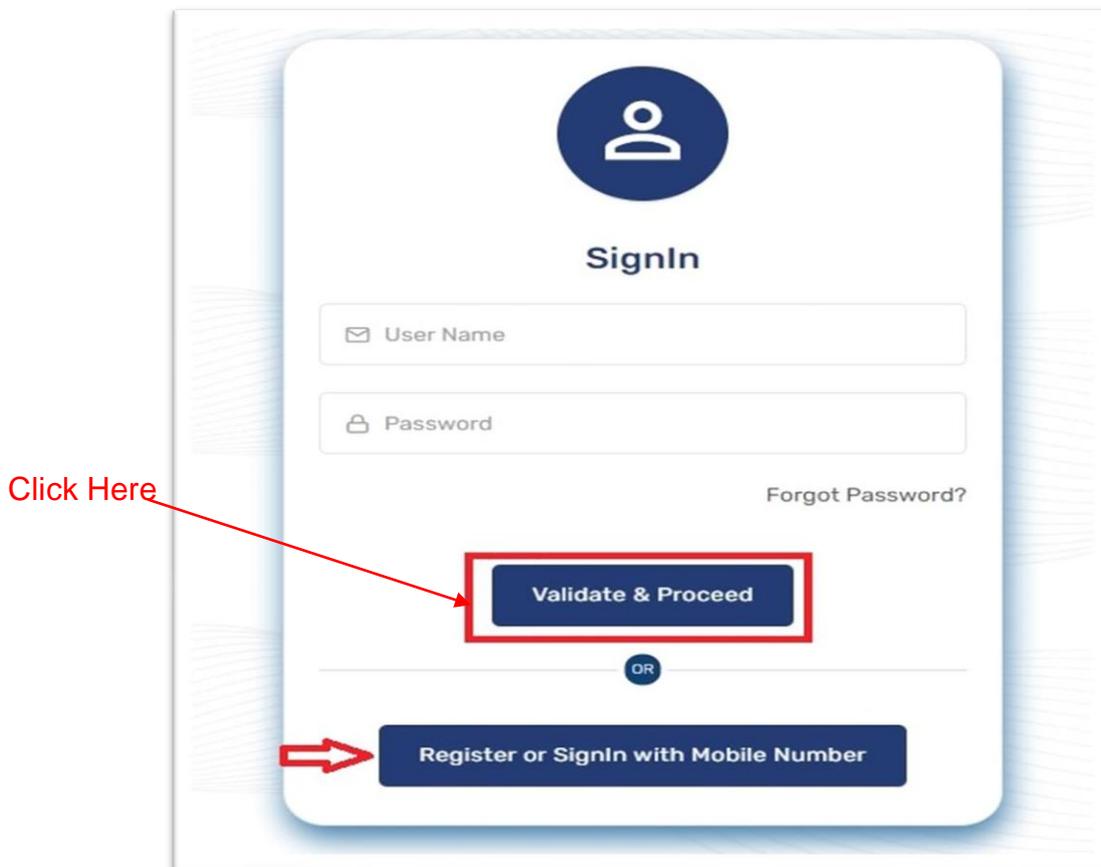


Figure 2: Sign in Page

## 1.2 Registration Steps: -

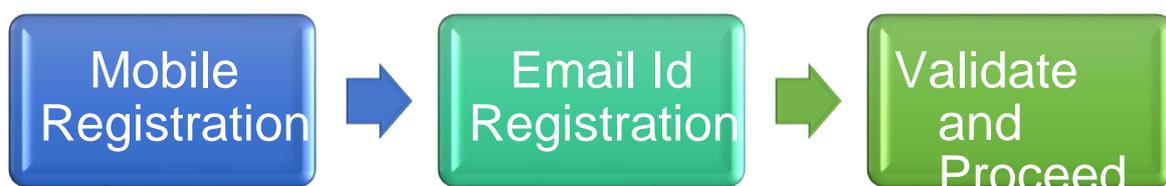


Diagram 2: Registration Steps

- If you are not a registered user then you have to enter your mobile number and then Press “Get OTP” Button as shown in figure 3.

Register or SignIn

An OTP will be sent to your mobile number for verification

Mobile Number

Get OTP

OR

SignIn with UserName and Password

Click Here

**Figure 3: Mobile no. Registration**

- You will get OTP on your Mobile number. Enter your OTP Then Press “Validate Proceed” Button as shown in figure 4.

OTP Verification

An OTP has been sent to your Mobile Number

XXX XXX 9960

One Time Password

Validate & Proceed

OR

SignIn with UserName and Password

Click Here

**Figure4: OTP Verification for Mobile No.**

- Also to register you have to enter your Email Id and then Press “Get OTP” Button as shown in figure 5.

Register

An OTP will be sent to your email id for verification

Email

✉

Get OTP

OR

Register or SignIn

Click Here

**Figure5: Email Id Registration**

- You will get your OTP in your email id. Enter your OTP then Press “Validate Proceed” Button as show in figure 6.

OTP Verification

An OTP has been sent to  
\*\*\*\*\*1\*@gmail.com

One Time Password

🔒

Validate & Proceed

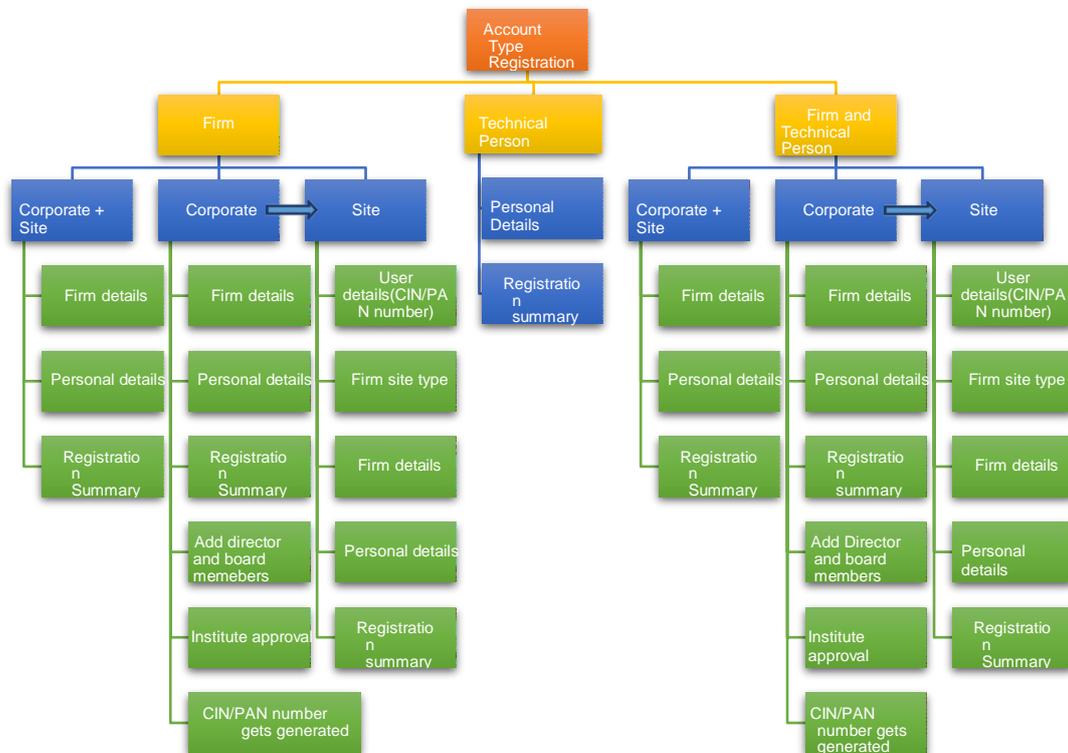
OR

Register or SignIn

Click Here

**Figure6: OTP Verification**

## 2. Account Type Registration: -



**Diagram 3: Account type Registration**

- Choose User Account according to your choice as show in figure 7.
  - Firm
  - Technical person

### 2.1 Registration as Firm: -

- If you choose the firm then you have to fill Firm Details like -
  - Constitution type
  - Enter Constitution ID Number
  - Firm Type

## 2.1.1 Firm:

- If you choose Constitution type is:  
Partnership  
Private Limited  
Proprietary  
Then have to select Firm type/Site Firm type
- After selecting Constitution type, Entering Constitution ID number and selecting Firm type you have to click on Save & Proceed button as shown in Figure 7.

The screenshot displays the 'Initial Details' form. At the top right, there are fields for 'Phone No. & email' with a red box around them. The form contains the following sections:

- Registration Purpose:** Radio buttons for 'Firm' (selected) and 'Technical Person'.
- Constitution Type:** A dropdown menu showing 'Proprietary'.
- Constitution ID:** A text input field.
- Constitution PAN Number:** A text input field.
- Firm Type:** A dropdown menu showing 'Select'.

At the bottom, a 'Save & Proceed' button is highlighted with a red box, and an arrow points to a box labeled 'Press here'.

Figure 7: User Account Details Form

### 2.1.1.1 Firm Detail: -

- After clicking on Save & Proceed button you have to fill firm details as shown in figure 8 and figure 9.
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Select Own/Loan Site
  - Site Name
  - Site Address

- Country
- State
- District
- City/Taluka/Mandal/Tehsil
- Pin code
- Contact Number (Please include STD Code - Phone Number)
- Fax Number (Please include STD Code - Fax Number)
- Organization Address Proof
- Upload Document

The screenshot shows a web form for entering firm details. At the top right, there are contact details: a phone number starting with +91 and an email address starting with YA. The main form area is titled 'Initial Details' and contains a light blue box with the following information: REGISTRATION PURPOSE: Firm, CONSTITUTION ID: [redacted], CONSTITUTION TYPE: Proprietary, and FIRM TYPE: Manufacturer of Drugs. Below this is the 'Firm Details' section, which includes a dropdown for 'Own/Loan Site?' (set to 'Own Site'), a 'Own Site Details' button, and input fields for 'Site Name' (Organization Name), 'Site Address' (Organization Address), 'Country' (India), 'State' (Select), 'District' (Select), 'City/Taluka/Mandal/Tehsi', and 'Pincode'.

**Figure 8: Firm Details Form**

- After filling all the details, you have to click on Save & Proceed button as shown in Figure 9.

**Figure 9: Firm Details Form**

### 2.1.1.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 10 and Figure 11.
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Salutation
  - First name
  - Middle name
  - Last name
  - Gender
  - Nationality
  - Date of birth
  - User id proof document type
  - Id proof document number
  - Upload id proof document
  - Upload undertaking document
  - Downloadable undertaking document
  - Designation
  - Occupation type

Entered details

+91-XXXXXXXXXX-XXXXXX  
YAGNEESH@GMAIL.COM

### Initial Details

REGISTRATION PURPOSE: **Firm**      CONSTITUTION TYPE: **Proprietary**  
 CONSTITUTION ID: [REDACTED]      FIRM TYPE: **Manufacturer of Drugs**

### Firm Details

NAME: [REDACTED]      ORGANIZATION ADDRESS: [REDACTED]  
 CONTACT NUMBER: [REDACTED]      FAX NUMBER: [REDACTED]  
 ORGANIZATION ADDRESS PROOF: [REDACTED]      DOCUMENT: [Download](#)

### Personal Details

Salutation\*      First Name\*      Middle Name      Last Name  
 Select      User First Name      User Middle Name      User Last Name

Gender\*      Nationality\*  
 Male    Female    Transgender      Indian

Date of Birth\*      User Id Proof Document Type\*  
 dd-mm-yyyy      Select

**Figure 10: Personal Details Form**

Id Proof Document Number\*      Upload Id Proof Document\*  
 DOCUMENT NUMBER      Choose File No file chosen

Upload Undertaking Document\*      Downloadable Undertaking Document  
 Choose File No file chosen      [Download, Fill and Sign this Undertaking and Upload the same](#)

Designation\*      Occupation Type\*  
 User Designation      User Occupation

Note:- The above information provided by can not be changed after your submission. So, kindly verify them before submitting.

Submit      ➔ Click

Delete Registration

**Figure 11: Personal Details Form**

➤ After filling all these details, you have to click on Submit button.

### 2.1.1.3 Registration Summary: -

- After clicking on Save & Proceed button you will get your Registration Summary as shown in figure 12. After approval you can use this account.

**Registration Summary**

Dear Mr. [REDACTED],

1. You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address

MOBILE: +91 [REDACTED] 76 EMAIL: Y[REDACTED]@[REDACTED].COM

#### Initial Details

REGISTRATION PURPOSE: <b>Firm</b>	CONSTITUTION TYPE: <b>Proprietary</b>
CONSTITUTION ID: [REDACTED]	FIRM TYPE: <b>Manufacturer of Drugs</b>

#### Firm Details

NAME: [REDACTED]	ORGANIZATION ADDRESS: <b>delhi, India, Delhi, New Delhi, Pandav Nagar, 110001</b>
CONTACT NUMBER: [REDACTED]	FAX NUMBER: [REDACTED]
ORGANIZATION ADDRESS PROOF: <b>GSTN</b>	DOCUMENT: <a href="#">Download</a>

#### Personal Details

NAME: <b>Mr. [REDACTED]</b>	GENDER: <b>M</b>
NATIONALITY: <b>Indian</b>	DATE OF BIRTH: [REDACTED]
USER ID PROOF DOCUMENT TYPE: <b>Aadhaar Card</b>	ID PROOF DOCUMENT NUMBER: [REDACTED]
Upload Id Proof Document: <a href="#">Download</a>	Upload Undertaking Document: <a href="#">Download</a>
Designation: <b>Delhi</b>	Occupation Type: <b>Engineer</b>

Note:- In case of firm (Site) registration, your ONDLS account will be activated after approval of your corporate or/and site owner. For future reference kindly save the above information.

[Print](#)

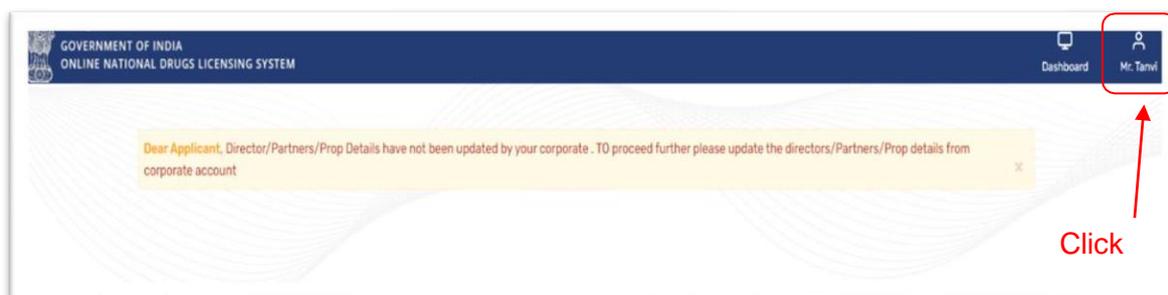
[Go to Homepage](#) ➔ Click Here

**Figure 12: Registration Summary Page**

- After going back to Home Page, you have to Sign in with your username and password which is sent to your registered mail id.

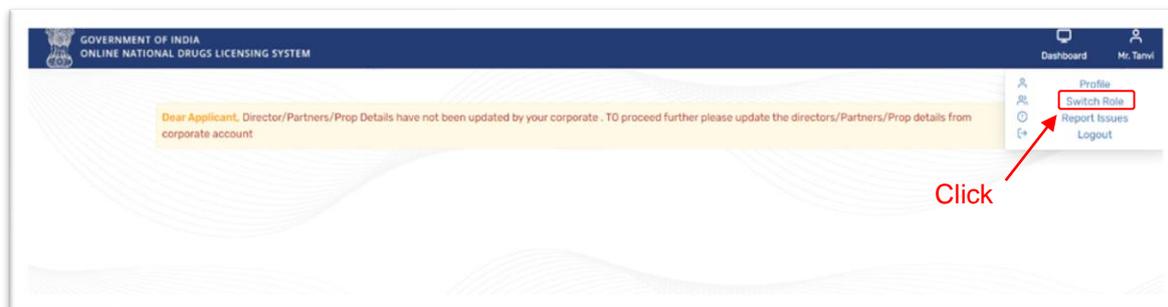
### 2.1.1.4 Corporate/Site Dashboard: -

- After signing in you will be directed to the Dashboard which will display a message to update your director details.
- To update your director, you have to switch role by clicking on your profile icon as shown in figure 13.



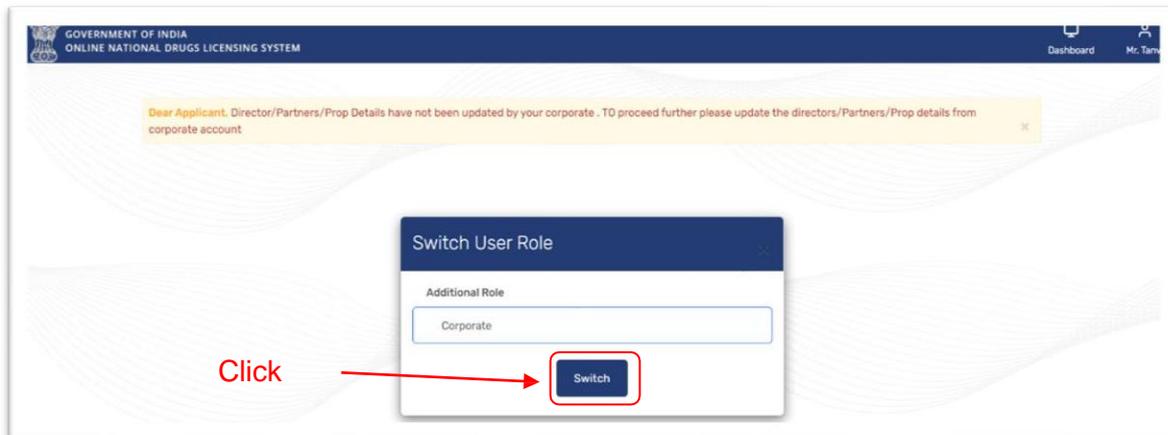
**Figure 13: Corporate/Site Dashboard**

- Then click on Switch Role as shown in figure 14.



**Figure 14: Switch Role**

- Now the User switch role box will appear and then select the corporate roll then click on switch as shown in figure 15

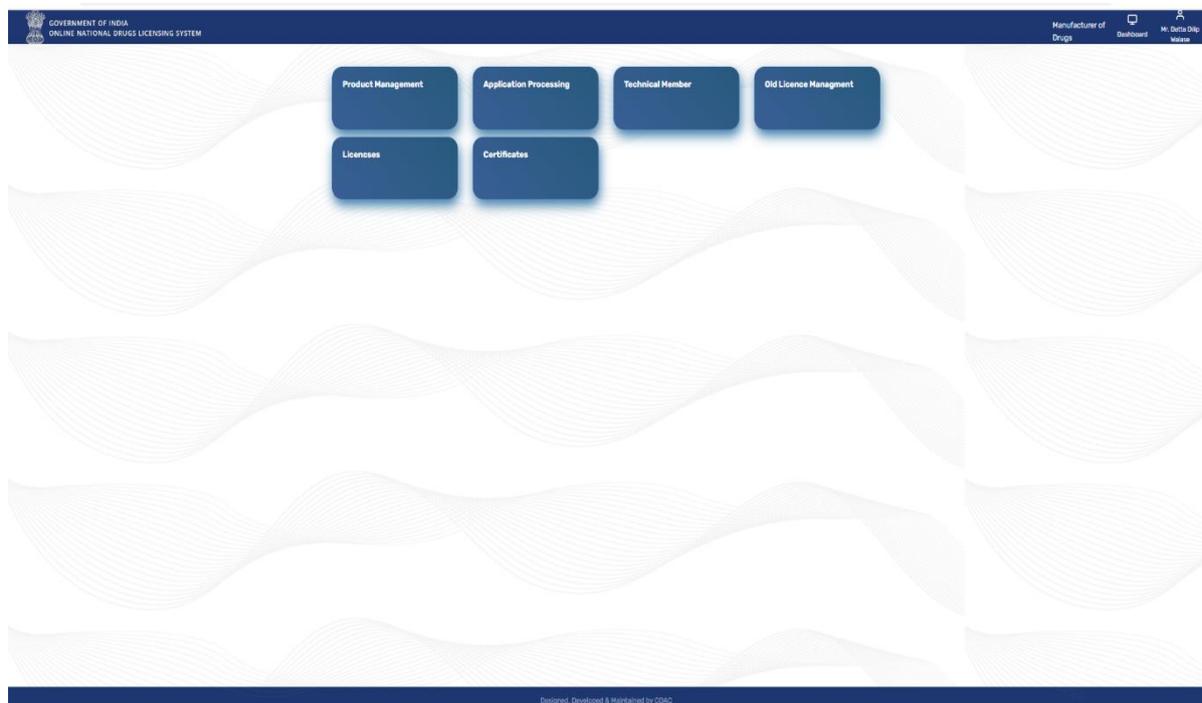


**Figure 15: Switch user role box**

- After clicking on switch, you will be directed to the Add Director and Members page and fill all the details needed as shown in figure 16
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Name
  - Gender
  - Education Qualification
  - PAN Number
  - Designation
  - Mobile Number
  - Residential Address
  - Phone Number
  - Email Id
  - Date of Joining
- After Filling all the details, you need to click on Add Record and also You can generate the Pdf of the form.
- After clicking on add record the added members list will start appearing at the bottom of the page as shown in figure 16.

**Figure 16: Add Director Page**

- Now you can switch back to site by clicking on switch role from above icon as shown in figure 14 and figure 15.
- After switching your Dashboard will appear with options as shown in figure 17.



**Figure 17: Site Dashboard**

---

## 2.1.2 Different Address: -

### 2.1.2.1 Account Type as Corporate: -

- After selecting all the details click on save and proceed as shown in Figure 18.

The screenshot shows the 'User Account Details' form. The 'Registration Purpose' section has three radio buttons: 'Firm' (selected), 'Technical Person', and 'Firm & Technical Person'. The 'Firm Details' section has a question: 'Whether the Firm Corporate/Registered Address and Site Address is Same?'. The answer 'No' is selected. The 'Account Type\*' dropdown menu is set to 'Corporate/Registered Office'. A red arrow points to the 'Save & Proceed' button, with the word 'Click' written next to it.

**Figure 18: User Account Details**

#### 2.1.2.1.1 Firm Detail: -

- After clicking on Save & Proceed button you have to fill firm details as shown in figure 19.
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Name of Organization
  - Organization Constitution
  - Constitution Document Number (CIN/PAN/LLPIN)
  - Organization Address
  - Country
  - State
  - District
  - City/Taluka/Mandal/Tehsil
  - Pin code
  - Contact Number (Please include STD Code - Phone Number)
  - Fax Number (Please include STD Code - Fax Number)
  - Organization Address Proof
  - Upload Document

The screenshot shows the 'Firm Details' form with the following fields and options:

- Name\***: Organization Name
- Organization Constitution\***: Select
- Constitution Document Number(DIN/PAN/LLPIN)\***: Constitution Document Number(DIN/PAN/LLPIN)
- Organization Address\***: Organization Address
- Country\***: India
- State\***: Select
- District\***: Select
- City/Taluka/Mandal/Tehsil\***: City/Taluka/Mandal/Tehsil
- Pincode\***: Select
- Contact Number (Please include STD Code - Phone Number)**: STD Code - Phone Number. Note: Multiple Contact Numbers can be added with comma separation.
- Fax Number (Please include STD Code - Fax Number)**: STD Code - Fax Number. Note: Multiple Fax Numbers can be added with comma separation.
- Organization Address Proof\***: select
- Upload Document\***: Choose File. Note: No file chosen.

A red arrow labeled 'Click' points to the 'Save & Proceed' button at the bottom of the form.

**Figure 19: Firm Details**

### 2.1.2.1.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 20
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Salutation
  - First name
  - Middle name
  - Last name
  - Gender
  - Nationality
  - Date of birth
  - User id proof document type
  - Id proof document number
  - Upload id proof document
  - Upload undertaking document
  - Downloadable undertaking document
  - Designation
  - Occupation type

Personal Details

Salutation\*  
Mr.

First Name\*  
User First Name

Middle Name  
User Middle Name

Last Name  
User Last Name

Gender\*  
 Male  Female  Transgender

Nationality\*  
Indian

Date of Birth\*  
dd-mm-yyyy

User Id Proof Document Type\*  
Select

Id Proof Document Number\*  
Document Number

Upload Id Proof Document\*  
Choose File | No file chosen

Upload Undertaking Document\*  
Choose File | No file chosen

Downloadable Undertaking Document  
Download, Fill and Sign this Undertaking and Upload the same

Designation\*  
User Designation

Occupation Type\*  
User Occupation

Save & Proceed

**Figure 20: Personal Details**

- After filling all these details, you have to click on Save & Proceed button.

### 2.1.2.1.3 Registration Summary: -

After clicking on Save & Proceed button you will get your Registration Summary as show in figure 21. After approval you can use this account.

Registration Summary

Dear Mr. fgfhh

1. You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address

Note:- Once the above mentioned approval is/are done your account will be active to use.

Go to Homepage

**Figure 21: Register Summary**

- After going back to Home Page, you have to Sign in with your username and password which is sent to your registered mail id.

### 2.1.2.1.4 Add Director and Board Members Details: -

- After signing in you will be directed to the Add Director and Board Members details
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Name
  - Gender
  - Education Qualification
  - PAN Number
  - Designation
  - Mobile Number
  - Residential Address
  - Phone Number
  - Email Id
  - Date of Joining
- After Filling all the details, you need to click on Add Record and also You can generate the Pdf of the form.
- After clicking on add record the added members list will start appearing at the bottom of the page as shown in figure 22.

The screenshot displays the 'Add Director and Board Members' form. The form includes the following fields:

- Name\* (Text input)
- Gender\* (Radio buttons: Male, Female)
- Educational Qualification\* (Text input)
- PAN Number\* (Text input)
- Designation (Dropdown menu)
- Mobile Number\* (Text input)
- Residential Address\* (Text input)
- Phone Number\* (Text input)
- Email Id\* (Text input)
- Date of Joining\* (Text input)

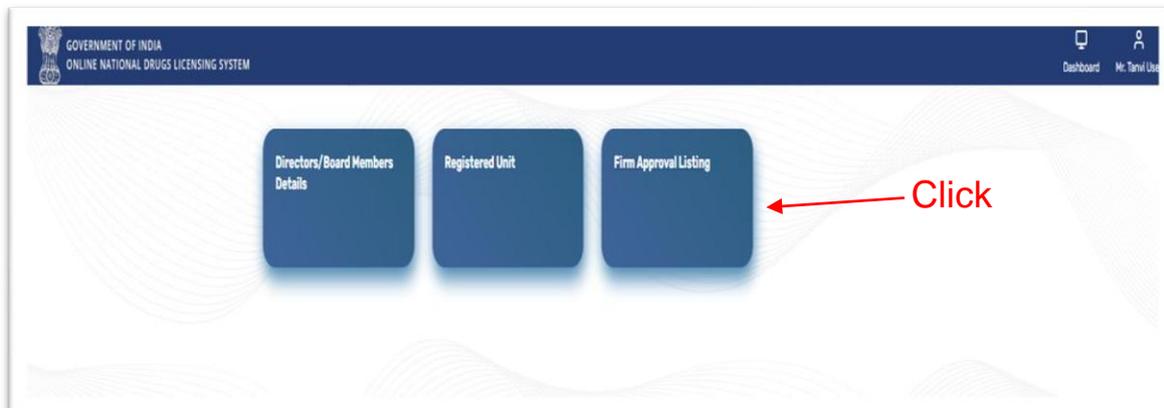
Below the form, there are two buttons: 'Add Record' and 'Generate Pdf'. A red arrow points to the 'Add Record' button with the label 'Click'. Below the buttons, there is a table showing the list of added members:

Select	Name	Designation	Date of joining
<input type="radio"/>	TEST	Director	05-jul-2022

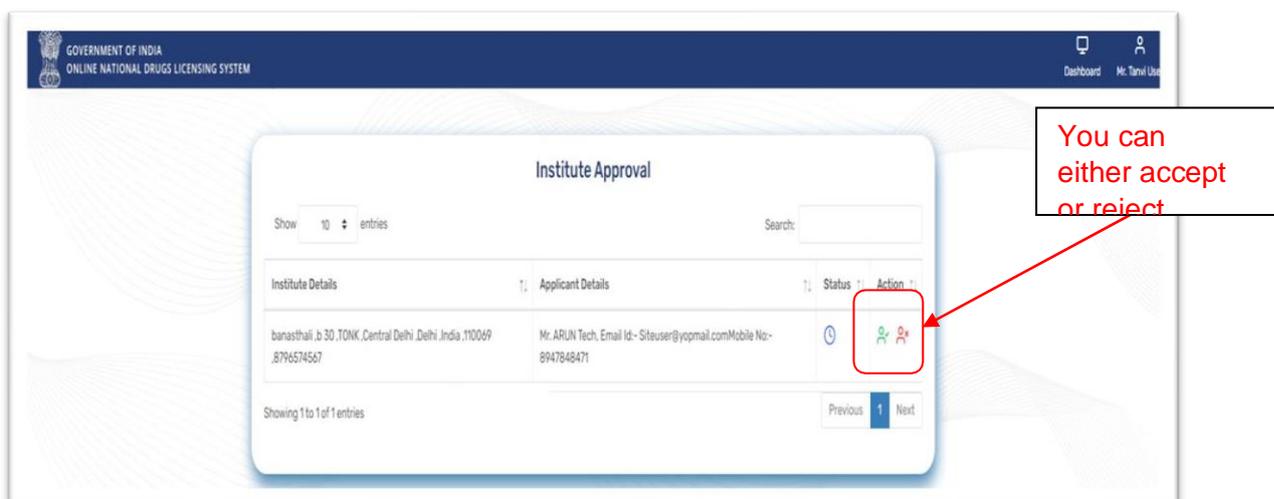
A red box highlights the table with the text 'All the Added Members' and an arrow. The table also includes a search bar and pagination controls (Showing 1 to 1 of 1 entries, Previous, Next).

Figure 22: Add Director and Board Members

- After adding the Director and Board Members details, Corporate Dashboard will appear as shown in figure 23.
- Now Corporate can go to Firm approval listing as shown in figure 23 and can approve the firm(s) if there is any firm(s) request is pending as shown in figure 24.



**Figure 23: Institute Approval Page**



**Figure 24: Institute Approval**

### 2.1.2.2 Account Type as Site: -

- In the user details page select the account type and the site type as shown in figure 25.

**Figure 25: Account type as site**

- Fill the corporate office details then click on Get details as shown in figure 26.
- After getting your corporate details click on save and proceed.

**Figure 26: User Details as Site**

- Now you will get directed to a page where you have to select whether your Firm is Own or Loan Site as shown in 27.



**Figure 27: Firm Site Type**

- After selecting the firm site type, you will get directed to the firm details page as shown in figure 28.

### 2.1.2.2.1 Firm Details: -

- You have to fill all the fields marked with asterisk (\*). Only pdf documents are permitted as shown in figure 28.
  - Firm site type
  - Site Name
  - Site Address
  - Country
  - State
  - District
  - City/Taluka/Mandal/Tehsil
  - Pin code
  - Contact Number (Please include STD Code - Phone Number)
  - Fax Number (Please include STD Code - Fax Number)
  - Organization Address Proof
  - Upload Document
- After filling the form, you have to click on Save and Proceed as shown in Figure 28.

The screenshot shows the 'Firm Details' form with the following fields and values:

- Firm Site Type\*: Own Site
- Site Name\*: banasthali
- Site Address\*: b 30
- Country\*: India
- State\*: Delhi
- District\*: Central Delhi
- City/Taluka/Mandal/Tehsil\*: TONK
- Pincode\*: 110009
- Contact Number\*: 8796574567
- Fax Number\*: 7685786978
- Organization Address Proof\*: CN

A red arrow labeled 'Click' points to the 'Save & Proceed' button at the bottom right of the form.

**Figure 28: On Site type Details**

### 2.1.2.2.2 Personal Details: -

- After clicking on Save & Proceed button you have to fill Personal details as show in figure 29.
- All fields marked with asterisk (\*) are mandatory. Only pdf documents are permitted.
  - Salutation
  - First name
  - Middle name
  - Last name
  - Gender
  - Nationality
  - Date of birth
  - User id proof document type
  - Id proof document number
  - Upload id proof document
  - Upload undertaking document
  - Downloadable undertaking document
  - Designation
  - Occupation type

**Figure 29: Site Personal Details**

- After filling the form, you have to click on Save and Proceed as shown in Figure 29.
- After Clicking on Save and Proceed you will get register and a register summary page will display as shown in figure 30.

**Figure 30: Registration Summary of Site**

- Then click on Go to homepage as shown in figure 30.
- Now Sign in with the username and password which is sent to you register mail id and you will get to see your dashboard as shown in figure 31.
- From your Dashboard you can choose any suitable option and proceed.

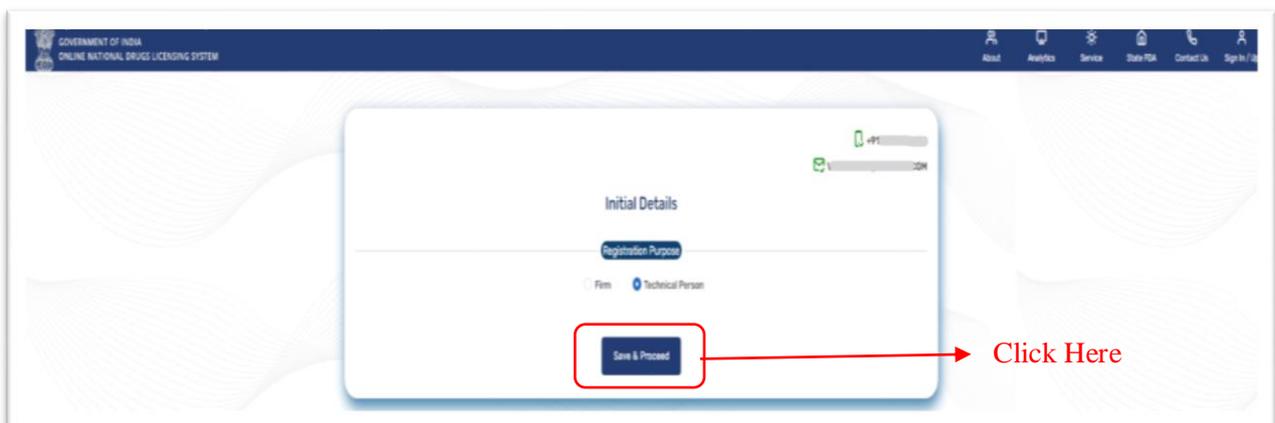


**Figure 31: Site Dashboard**

- If you click on Product Management there you can click on product type as per your choice.

## 2.2 Register as Technical Person: -

- After selecting account and site type you have to click on Save & Proceed button as shown in figure 32



**Figure 32 : Technical Details**



**Permanent Address**

**Address\***

  
**Country\***  **State\***  **District\***   
**City/Taluka/Mandal/Tehsil\***  **Pin-Code\***

**Communication Address**

**Address\***

  
**Country\***  **State\***  **District\***   
**City/Taluka/Mandal/Tehsil\***  **Pin-Code\***  → 

**Figure 34: Fill the form and click to Submit**

## 2.2.2 Registration Summary: -

- After click on Save & proceed button you will get the Registration Summary page as show in figure 35.
- There is your name mention
- Your credentials have sent to your registered mail address
- You can use your account after approval. Click on go to homepage button and login again with the username and password.

## Registration Summary

Dear Mr. [REDACTED]

1. You have successfully registered over ONDLS Portal. Login Credentials have been sent to your registered mail address

MOBILE: +91 [REDACTED] EMAIL: V [REDACTED]@MSEPMAN.COM

### Initial Details

REGISTRATION PURPOSE: **Technical Person**

### Personal Details

NAME: **Mr.** [REDACTED]

GENDER: **M**

FATHER NAME: **F** [REDACTED]

MOTHER NAME: **M** [REDACTED]

NATIONALITY: **Indian**

DATE OF BIRTH: [REDACTED]

USER ID PROOF DOCUMENT TYPE: **Aadhaar Card**

ID PROOF DOCUMENT NUMBER: [REDACTED]

Upload Id Proof Document: [Download](#)

Permanent Address: [REDACTED]

Communication Address: [REDACTED]

Note:- In case of firm (Site) registration, your ONDLS account will be activated after approval of your corporate or/and site owner. For future reference kindly save the above information.

Print

[Go to Homepage](#)

Click here

Figure 35: Technical Registration summary

## **2.3 Register as Firm & Technical Person: -**

### **2.3.1 Firm: -**

- Same as explained in Firm registration.

### **2.3.2 Technical Person: -**

- Same as explained in Technical Person Registration.

## ❖ Annexure

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