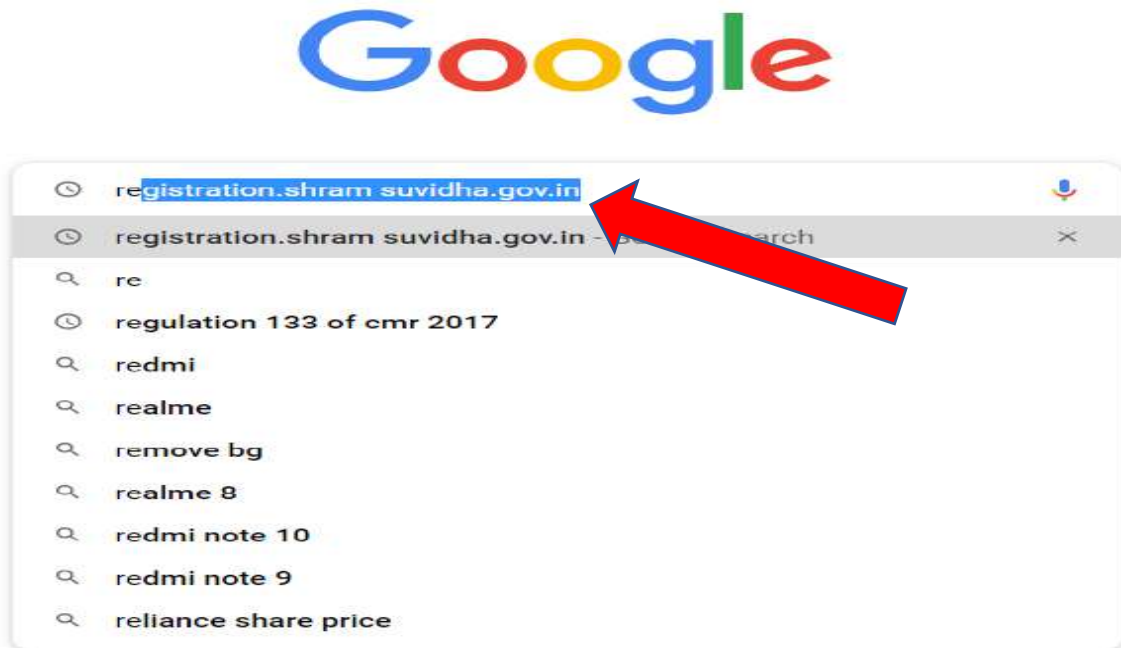


## PROCESS FOR REGISTRATION IN SHRAM SUVIDHA PORTAL (SSP)

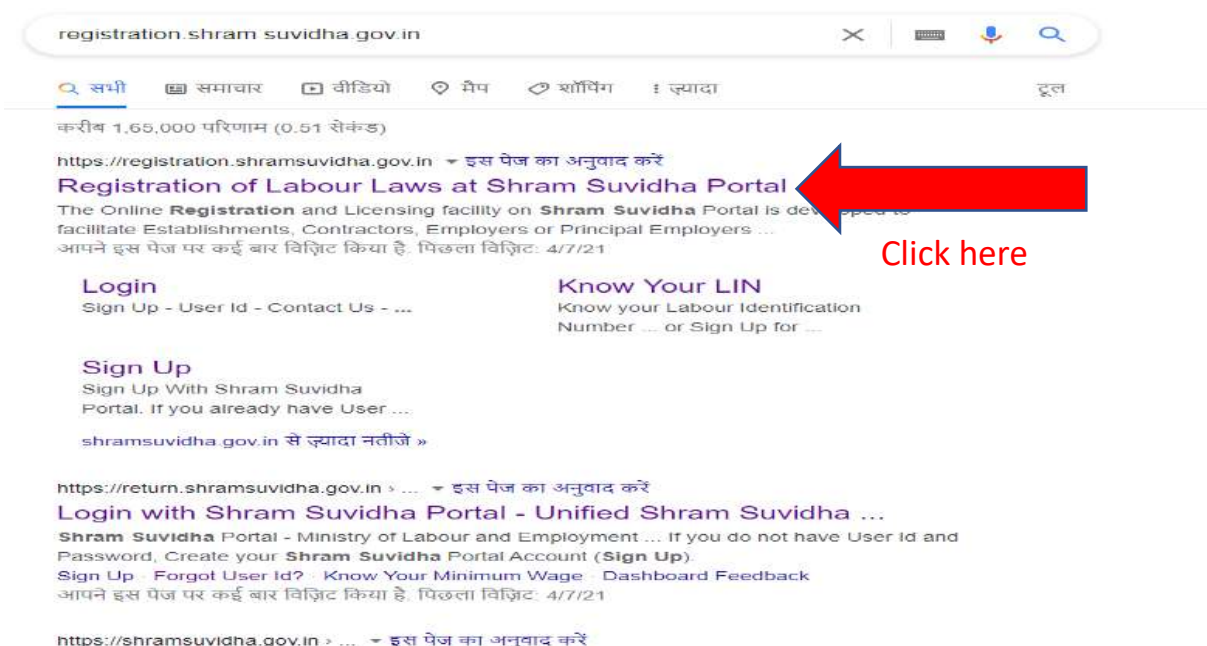
### STEP – 1 :

open Google page and type [registration.shramsuvidha.gov.in](https://registration.shramsuvidha.gov.in)



### STEP – 2 :

Click Registration of Labour Laws at Shramsuvidha Portal



### **STEP – 3 :**

Welcome to Shramsuvidha Home Page

The screenshot displays the Shram Suvidha Home Page. At the top, there is a header with the Government of India logo, the text 'SHRAM SUVIDHA MINISTRY OF LABOUR & EMPLOYMENT', and the tagline 'ONLINE REGISTRATION AND LICENSING FACILITY UNDER LABOUR LAWS'. A navigation bar below the header contains links: HOME, KNOW YOUR LIN, KNOW YOUR MINIMUM WAGE, REGISTRATION, DOWNLOAD MANUAL, and CONTACT US. The main banner features the text 'Registration Under EMPLOYEES PROVIDENT FUND & EMPLOYEES STATE INSURANCE ACTS' with an illustration of a family under an umbrella. Below the banner, a 'What's New' section highlights four registration statistics:

Registration Type	Total Registrations
Total EPFO Registrations	275410
Total ESIC Registrations	228772
Total CLRA Registrations	1569
Total BOCW Registrations	10458

### **STEP – 4 :**

Click Sign Up - as shown by Red Arrow

This screenshot is identical to the one above, but with a red arrow pointing to the 'Sign Up' button in the top right corner of the header. The button is located next to the 'Login' button and the 'Skip to Main Content' link.

### **STEP – 5 :**

Fill your Name, Email & Mobile No. For Create User Id & Password

GOVERNMENT OF INDIA  
SHRAM SUVIDHA  
MINISTRY OF LABOUR & EMPLOYMENT

Home | Know Your LIN | Know Your Minimum Wage | Registration | Download Manual | Contact Us

**Sign Up With Shram Suvidha Portal**  
If you already have User Id and Password, [Please Login](#)

नाम

Email

Mobile No

Verification Code  
783066  =

### **STEP – 6 :**

Enter Captcha Code and Click Sign Up

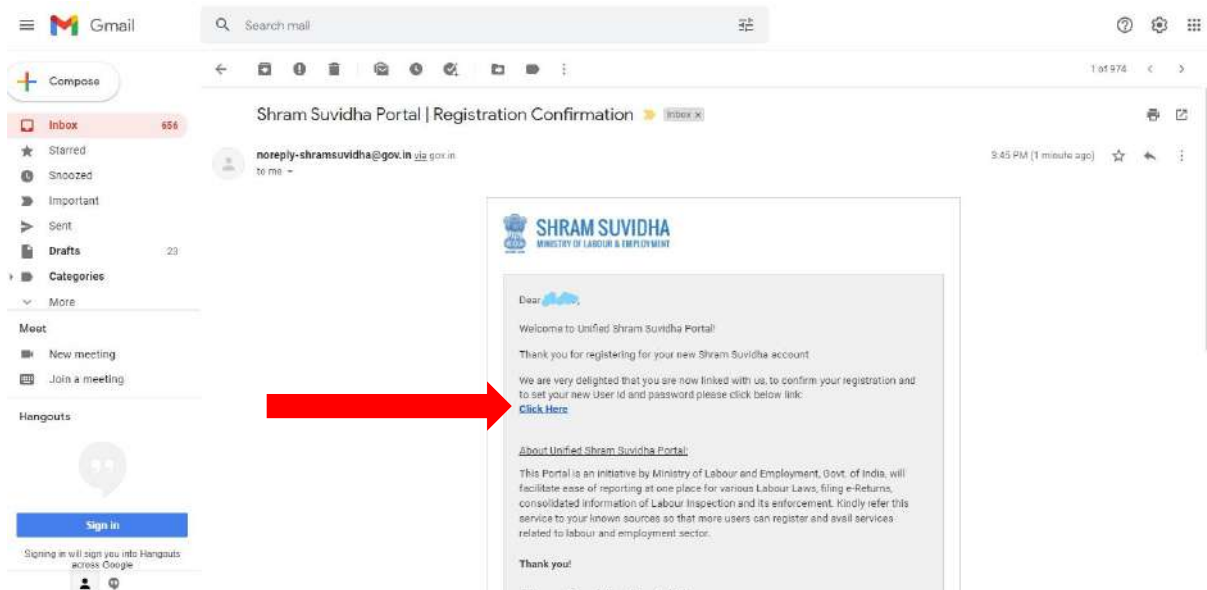
### **STEP – 7 :**

After Clicking Sign Up:

You will Get a Link on Your e-mail, to set your User ID and Password

## **STEP – 8 :**

Click on “Click Here” - as shown by red arrow



## **STEP – 9 :**

Enter User Id and Password of your Choice after Read Note carefully

The screenshot shows the Shram Suvidha Portal registration page. The header includes the portal's name and logo. The main content area is titled 'Activate Your Registration With USSP Portal' and contains a 'Set User Id and Password' section. A red arrow points to the 'Enter User Id of Your Choice' input field. Below it are fields for 'Enter Password' and 'Confirm Password'. The page also includes a 'Submit' button and a 'Reset' button. The footer contains links for 'Website Policies', 'Acts and Rules', 'Help', 'FAQ', and 'Contact Us', along with a copyright notice for 2021.

**Set User Id and Password**

Note: The password must contain 8-16 characters, it should also have one upper case letter, one number and one special character. Valid characters are letters (a-z, A-Z), numbers (0-9) and !, @, #, \$, %, ^, &, \*, ~, ~, ~, ~. Spaces are not permitted. The password is case sensitive, i.e. Abcd123. User Id should not contain special character and spaces.

Enter User Id of Your Choice

Enter Password

Confirm Password

**Submit** **Reset**

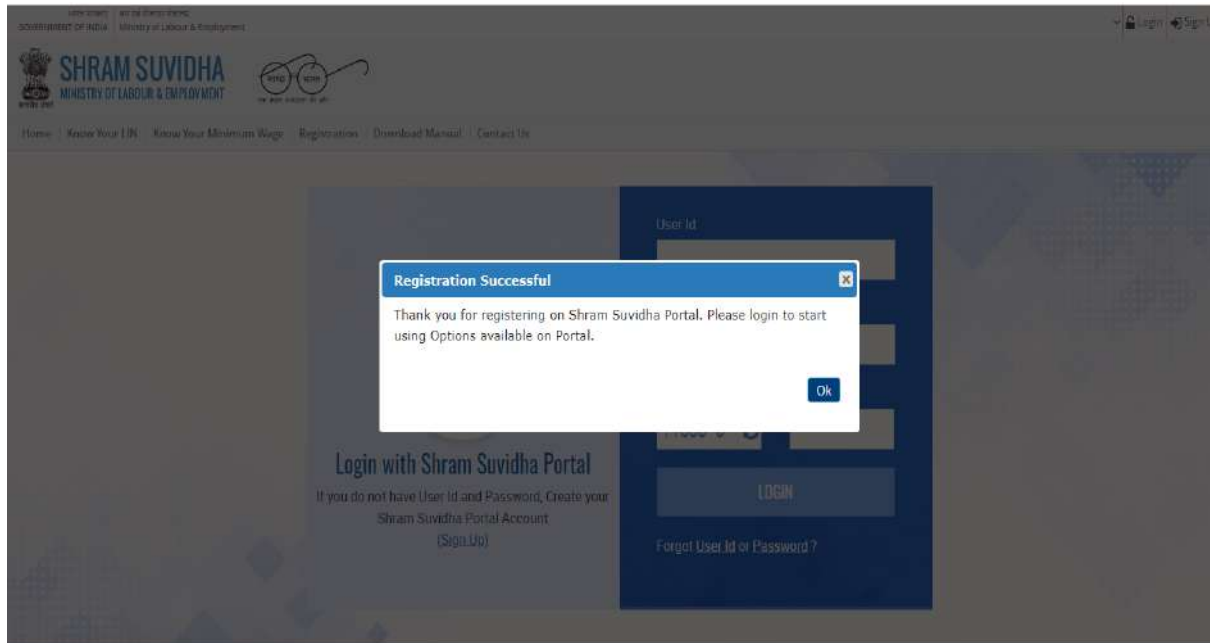
Website Policies | Acts and Rules | Help | FAQ | Contact Us

Shram Suvidha Portal is an 'Ease of Doing Business' Labour Law Reform initiative by Ministry of Labour & Employment, Government of India.  
To know more, Please contact help.shramsuvidha[at]gov[dot]in

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## **STEP – 10 :**

### Registration Successful

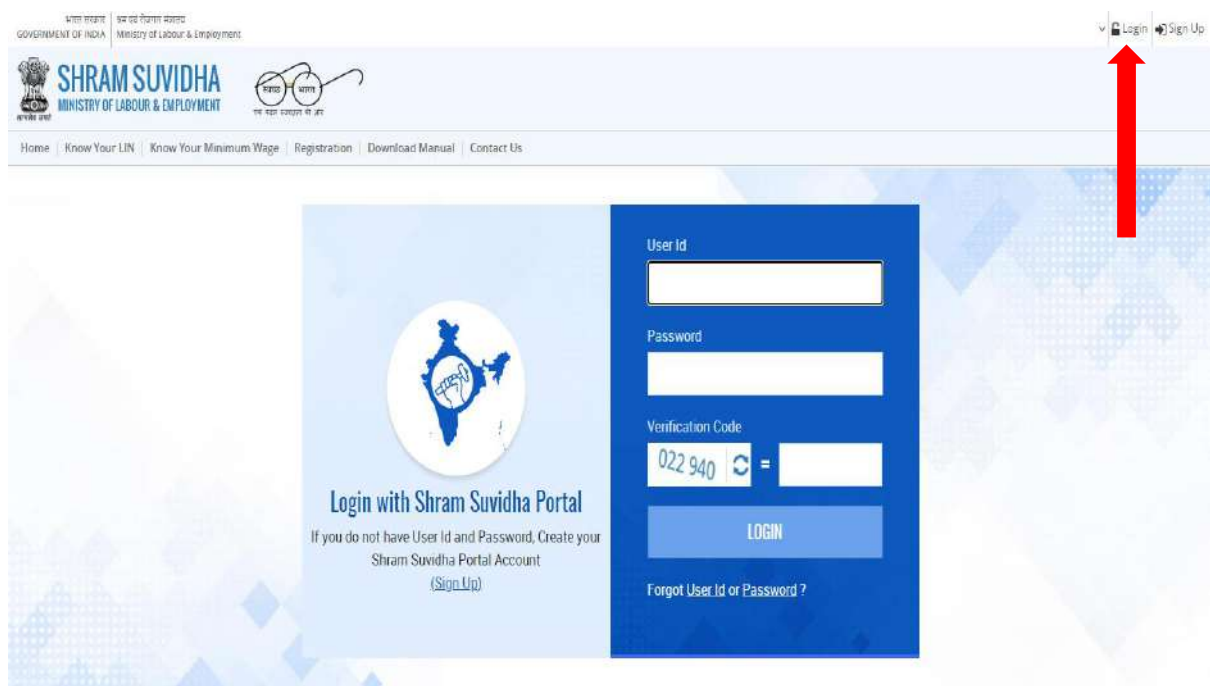


## **STEP – 11 :**

Now You have a User ID and Password to Login [www.Shramsuvidha.gov.in](http://www.Shramsuvidha.gov.in) Portal

## **STEP – 12 :**

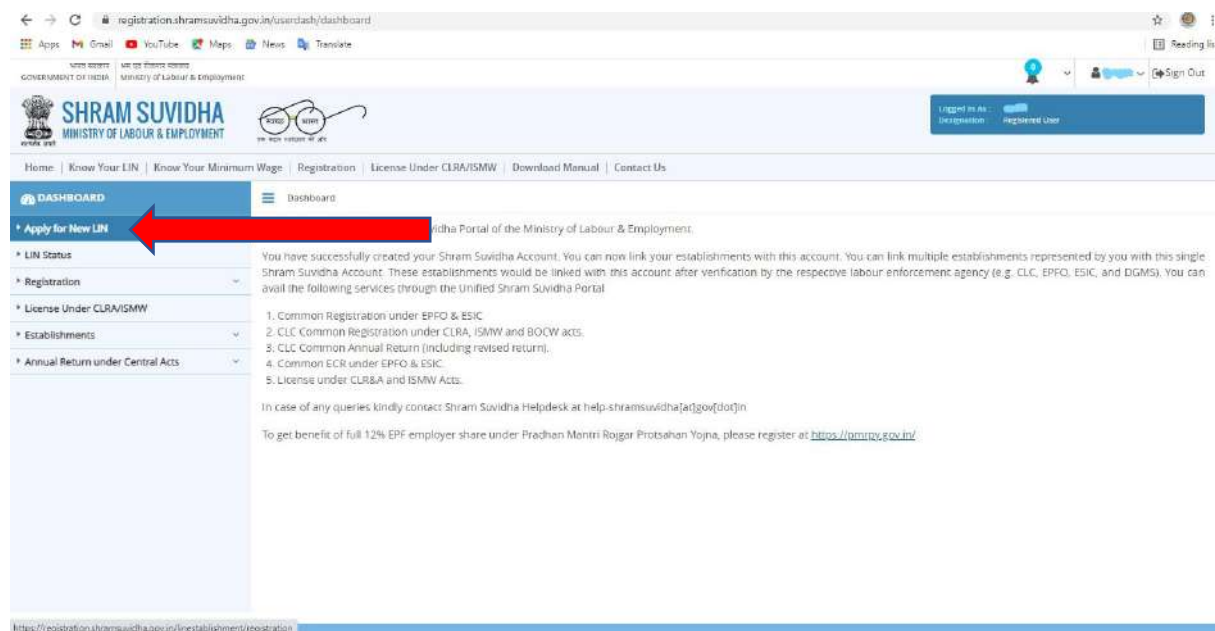
Go to Home page and Login Enter Your Valid User Id and Password Enter Verification Code and then Login





## STEP – 13 :

After Login Shramsuvidha Portal Click on Apply for New LIN:



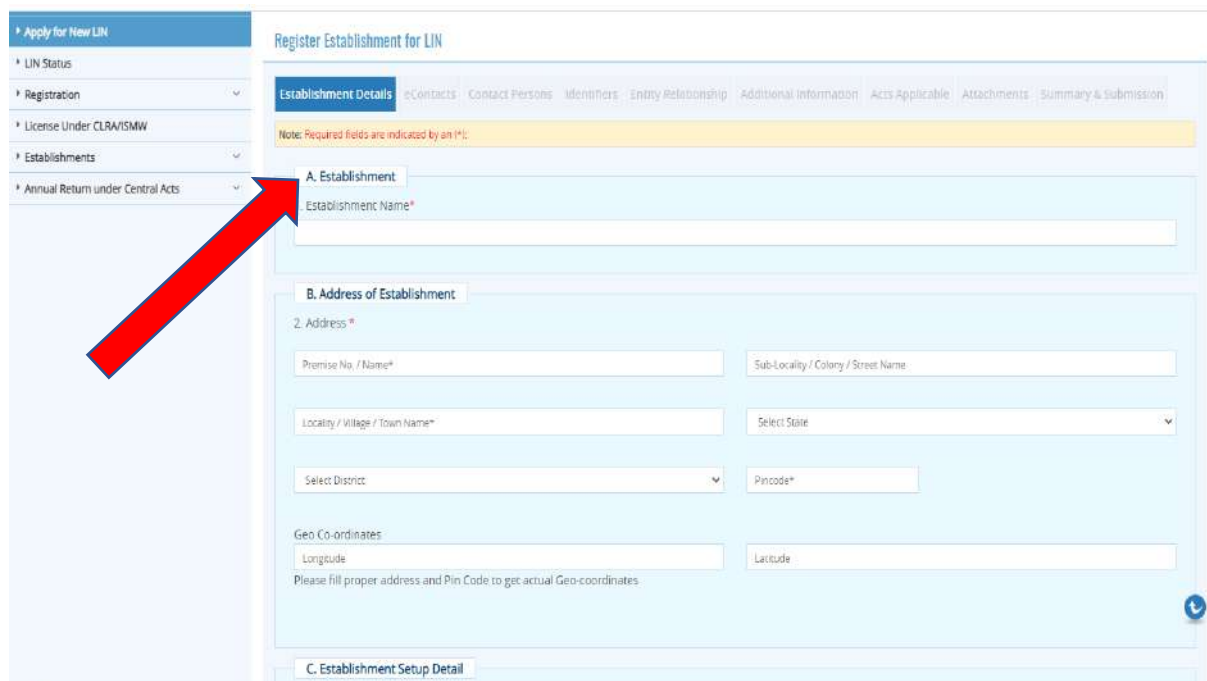
The screenshot shows the Shram Suvidha portal dashboard. The left sidebar contains a menu with the following items: **DASHBOARD**, **Apply for New LIN** (highlighted with a red arrow), **LIN Status**, **Registration**, **License Under CLRA/ISMW**, **Establishments**, and **Annual Return under Central Acts**. The main content area displays a welcome message and a list of services available through the portal:

- 1. Common Registration under EPFO & ESIC
- 2. CLC Common Registration under CLRA, ISMW and BOW acts.
- 3. CLC Common Annual Return (including revised return).
- 4. Common ECR under EPFO & ESIC.
- 5. License under CLRA and ISMW Acts.

Below the list, there is a note: "In case of any queries kindly contact Shram Suvidha Helpdesk at [help.shramsuvidha\[at\]gov\[dot\]in](mailto:help.shramsuvidha[at]gov[dot]in)". At the bottom, it says: "To get benefit of full 12% EPF employer share under Pradhan Mantri Rojgar Protsahan Yojna, please register at <https://pmrpy.gov.in/>".

## STEP – 14 :

After Click Fill your Establishment Details and click Save & Next



The screenshot shows the "Register Establishment for LIN" form. The left sidebar is the same as in Step 13. The main content area has a tabbed interface with the following tabs: **Establishment Details** (active), **eContacts**, **Contact Persons**, **Identifiers**, **Entry Relationship**, **Additional Information**, **Acts Applicable**, **Attachments**, and **Summary & Submission**. A note at the top states: "Note: Required fields are indicated by an (\*)". The form is divided into three sections:

- A. Establishment**: Contains a single text field for "Establishment Name\*".
- B. Address of Establishment**: Contains a sub-section "2. Address \*" with the following fields:
  - Premise No. / Name\*
  - Sub-Locality / Colony / Street Name\*
  - Locality / Village / Town Name\*
  - Select State\*
  - Select District\*
  - Pincode\*
  - Geo Co-ordinates: Longitude and Latitude fields.
- C. Establishment Setup Detail**: This section is partially visible at the bottom.

A red arrow points to the "Establishment Name\*" field in section A.

**STEP – 15 :**

After filling out the entire form and uploading all the information, click Submit.

**STEP – 16 :**

After submitting the application, send hard copies of documents related to ownership of the mine, Identity of the establishment holder, such as lease documents, information regarding the appointment of the manager (if applicable), surface plan showing the mine boundary, etc., by post to the concerned regional office of the Directorate General of Mines Safety. Upon verification of the information, you will be issued a unique identification number (LIN) for your mine.

