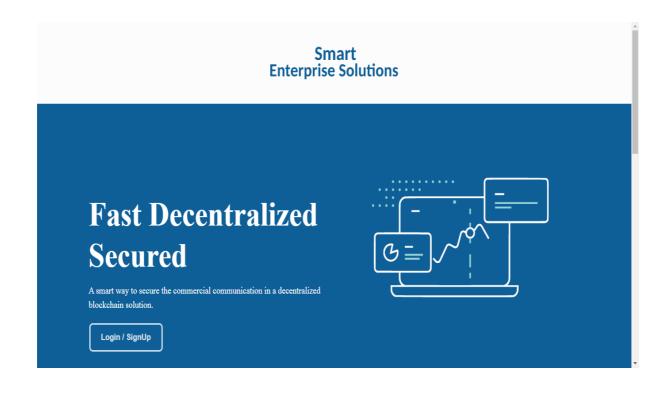# User Manual

of

Telemarketer Registration

Smart Enterprise Solutions

1. Telemarketer Sign-up

Function: To register as a Telemarketer for the first time.

a) **Registration**
- ☐ Visit website: www.smartping.live
- ☐ On the landing page click on "login & Register" button.

Figure-1.1

- ☐ It will redirect you to another page where you can select your area of operations.

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Select the type of operation

to login or register account *

⦿ As Entity

◯ As Telemarketer

Next

Figure 1.2

☐ In that select "Telemarketer"

☐ Once you select the area of option it will redirect you to another page where you have to select the Origin of Telemarketer (Indian or Overseas).

Select the location of company *

INDIAN   OVERSEAS

Next

Already have an account - **Login**

Figure-1.3

☐ If you are registering first time for Telemarketer choose the option of New Registration or if you are already registered then enter the Telemarketer id.
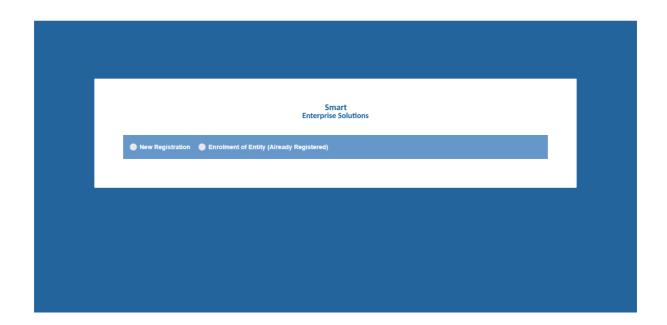
Figure-1.4

Figure 1.5

- ☐ Upon selection you will be redirected to the actual form where following details needs to be filled.
- ➢ Name of Organisation *: Name of the Telemarketer as per records.
- ➢ Telemarketer Type *: Type of Telemarketer whether Telemarketer is Private, Government, SEBI approved broker, Public or Others.
- ➢ Email *: Authorised /Official Email ID of the Organisation.
- ➢ IP Address: IP Address of the Organisation.
- ➢ Category of Organisation *: User will have to choose the category (e.g. Banking, Health (e.g. Banking, Health etc) according to TRAI regulations for which telemarketer wants to register.
- ➢ Company Address *: In this section fill complete current address of the Telemarketer same as per the documents submitted.
- ➢ Registered Address*: Fill the complete registered address of telemarketer same as per the documents submitted.
- ➢ If both addresses are same then select the "same as current" check box.
- ➢ Company PAN *: PAN number allotted by the IT Department to the prospect who wish to register as Telemarketer.
- ➢ Upload PAN *: Duly Scanned copy of PAN card with material details (Name of the Telemarketer and PAN CARD number) clearly visible to the reader to be uploaded.
- ➢ Company CIN/GST/TAN: Fill any of the specified number of the Company.

➢ Upload CIN/GST/TAN: Duly Scanned copy of CIN/GST/TAN card with material details (Name of the Telemarketer and CIN/GST/TAN number) clearly visible to the reader to be uploaded.

➢ Proof of identity: Choose any of the specified option i.e. GSTIN/Aadhar or Unique Identity number/Election commission id/ Passport.

➢ Proof of identity: Duly Scanned copy of proof of identity of the organization with material details (Name of the Telemarketer and Identity number) clearly visible to the reader to be uploaded.

➢ Proof of address*: Choose any of the specified option i.e. Aadhaar/Unique Identity Number, Election Commission ID, Passport, Electricity Bill (Not Older then 3 month), Telephone Bill (Not Older then 3 month), Lease Agreement/Registered Sale.

➢ Proof of address*: Duly Scanned copy of proof of address of the organization with material details (Name of the Telemarketer and Address) clearly visible to the reader to be uploaded.

➢ Other documents: Duly Scanned copy of other documents of the organization clearly visible to the reader to be uploaded.

➢ Authorized Person Information *: Details of the authorised person to operate the portal on behalf of the Principle Telemarketer.

Figure-1.6

Company Address

CURRENT	REGISTERED ☐ Same As Current
Address Line 1 *	**Address Line 1** *
Enter Address	Enter Address
Address Line 2 *	**Address Line 2** *
Enter Address	Enter Address
Country *	**Country** *
--Select Country-- ▾	--Select Country-- ▾
State *	**State** *
--Select State-- ▾	--Select state-- ▾
City *	**City** *
--Select City-- ▾	--Select city-- ▾
PIN Code *	**PIN Code** *
Enter PIN Code	Enter PIN Code
Phone No. *	**Phone No.** *
(+91)	Enter Phone No.

Figure-1.7

Documents

PAN Number * ⓘ

EXAMPLE : NAMES1234A

Upload PAN * ⓘ

Choose File | No file chosen

Company CIN / GST / TAN ⓘ

ENTER CIN / GST / TAN

Upload CIN / GST / TAN ⓘ

Choose File | No file chosen

Proof Of Address * ⓘ

--Select Proof Of Address-- ▼

Choose File | No file chosen

Proof Of Identity ⓘ

--Select Proof Of Identity-- ▼

Choose File | No file chosen

Other Documents ⓘ

Enter Document Type

Choose File | No file chosen

Figure-1.8

Authorized Person Information

Name * ⓘ

Enter Name

Phone No *

(+91)

Authorization Doc *

Choose File | No file chosen

Designation * ⓘ

Enter Designation

Email * ⓘ

Enter email

☐ I Agree With The Terms And Conditions. *

Submit

Already have an account - Login

Figure-1.9

b) **Registration Overseas**

If telemarketer selects overseas the whole process will be same as above just there will be one different required document that is Unique company identification document.

☐ Unique Company Identification*: Identification number allotted by respective countries department assigned to telemarketer.

➢ Relevant document*: Duly Scanned copy of the Unique Company Identification number with material details (Name of the Telemarketer and Unique company identification number) clearly visible to the reader to be uploaded.

Figure-1.10

Any field with an asterisk (*) is required and must be filled in to register.

c) After filling up the details

I. You will receive a registration email to complete the registration process and validate the mobile number provided.

You will soon receive One Time Password on the authorised person's registered mobile number. Request you to fill the password in the OTP column and press the submit button.

Enter OTP

Resend OTP

Submit

Figure-1.11

We have sent an email verification link on your registered company email Id . Please verify your email Id by clicking on the link provided. In case you do not find your email verification request in the inbox, please check your spam folder.
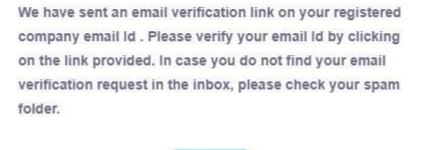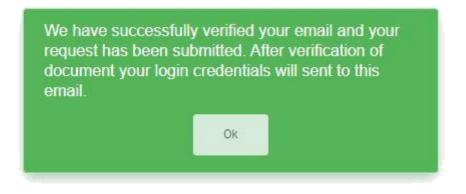
Ok

Figure-1.12

Figure-1.13

ii. Your information will be reflected on the operator module, after verification at operator side. Operator can approve or reject you.

iii. After approval from operator side, you will receive the credentials on the registered email id to access the portal.

d) Logging in

You can access the portal with the credentials. You have to enter your Username and Password details.