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Institute for Development and Research in Banking Technology

Step-by-Step User Guide for Registering a .bank.in/.fin.in Domain

Welcome to the IDRBT Domain Registration User Guide. This guide provides a detailed, step-by-step process for registering a domain with the IDRBT Domain Registrar. Follow these instructions carefully to ensure a smooth and secure registration experience.

Prerequisites

Before starting the registration process, ensure you have the following:

- **PKI Token:** Obtain the PKI Token from IDRBT CA. If you don't have one, you can get it from **IDRBT CA** website.
- **emBridge Installation:** Ensure that emBridge is installed on your system. If it is not installed, you can download and install it using this **link**
- Check all the prerequisites before registration using the following link. **Prerequisites link**

Step 1: Create Your Account

- **Access the Portal**
  - Navigate to the IDRBT Domain Registrar **Home Page**.
  - A page will display the prerequisites required to complete the registration. After reviewing all the prerequisites, click "**Continue**" to start the registration process.
- **Start Registration**
  - If you are a new user, click on "Register" on the Home Page to begin the registration.
  - If you already have an account, log in as outlined in Step2.

- **Verify Your Email**
  - Enter your official email id and click on "Send OTP".
  - An OTP will be sent to your official email ID.
  - Enter the OTP and click "Verify".

- **Fill in Your Details**
  - After otp verification, enter your Full Name, Contact Number, Password, tick the declarations, and click **Register**.

- **Account Creation Complete**
  - After successfully filling in the details, your account will be created.
  - Click on "**Continue to Login**".
  - After clicking "**Continue to Login**", you will be navigated to the Login page (Step 2).

Step 2: Log in to Your Account

After completing the registration, you will be navigated to the login page. In this login page:

- **Enter Credentials**
  - Input your registered email ID and password.
  - Click on "**Next**".

- **OTP Verification**
  - After clicking "**Next**", an OTP sent to your registered official email id.
  - Enter the OTP and click "**Login**".

- **Login Complete**
  - Once the OTP is verified, you will be logged into the portal.
  - After successfully logging in, you will be directed to Step 3 for DSC Verification.

NOTE: Before inserting the PKI Token, check if Embridge is installed on your system and if it is running.

Step 3: DSC Verification After Login

After successfully logging in, the "Certification of Authorized officer through DSC" will displayed for authorization. In this:

- **Insert the PKI Token**
  - Connect your PKI token to your system.

- **Validate in the Portal**
  - After entering all required fields on the DSC Validation page, click on "**Affix DSC**".
  - Select your DSC token and certificate.
  - Enter the secure PIN linked to your PKI Token.
  - Click **Submit**.
  - Once DSC validation is complete, a popup reminder will appear, listing the necessary documents to be prepared for registration. These documents may include:
    [Organization specific documents – Board resolution, GSTIN, PAN, Regulator's License]
    [Three official Roles documents – PAN, Aadhaar, Organization ID]
  - After reading the reminder and confirming the required documents, click "**Got it**" to proceed to Domain Selection (Step 4).

Step 4: Domain Selection

After clicking "Got it" in reminder popup, you will be directed to the Domain Selection. In this page

- **Choose Your Desired Domain**
  - Enter your **Bank Name** and select a domain suffix:
    . bank.in or .**fin.in** .
  - Click Search to check domain availability.

- **Choose Registration Duration**
  - Select the desired duration.
  - The cost will be displayed accordingly.

- **Confirm Selection**
  - o Click "**Save & Next**" to proceed to on-boarding process (Step 5).

Step 5: Complete the on-boarding Process

After clicking "Save & Next" in Domain Selection, you will be directed to the on-boarding process. In this step:

- **Enter Organizational Details**

  Fill in the required fields:

  - ➢ Institution Name
  - ➢ Address (City, State, Pin Code)
  - ➢ Contact Numbers (STD Telephone & Mobile number)
  - ➢ Official Email

  Upload the following required documents:

Document Name	Format	Size
Organization GSTIN	PDF, JPEG	50 KB – 500 KB
PAN	PDF, JPEG	50 KB - 500 KB
Regulator's License Number	PDF, JPEG	50 KB - 500 KB
Board Resolution	PDF, JPEG	50 KB - 500 KB

  Click "**Save & Next**" to proceed to the next step (Provide Contact Details).

- **Provide Contact Details for three roles**

  After clicking "Save & Next" in Organization details page, you will be directed to the Contact Details page. In this step:

  Fill the contact information for the following roles within your organization:

  - ➢ Administrative Role
  - ➢ Technical Role
  - ➢ Billing Role

For each role, provide the following details:

➢ Full Name
➢ Organization Email
➢ Contact Numbers (Organization Phone no & Alternative Mobile no)
➢ Designation
➢ Organization Address (That can be directly taken from organization details page)

Upload the following required documents:

For each role, the following documents must be uploaded for identity and role verification:

Document Name	Format	Size
PAN	PDF, JPEG	50 KB - 500 KB
Aadhaar	PDF, JPEG	50 KB - 500 KB
Organization ID	PDF, JPEG	50 KB - 500 KB

Click "**Save & Next**" to proceed to the next step (Configure Name Servers).

- **Provide Name Servers**

After clicking "Save & Next" in the Contact Details page, you will be directed to the Name Servers page. In this step:

Provide at least two Name Servers:

o Host Name and IP Address for NameServer1 & NameServer2.

o Click "**Add More NS**" to add extra name servers if needed.

Caution: Each additional name server may incur an extra cost. Please verify your requirements before adding extra name servers.

o Once you have entered the information, click "**Save & Next**" to proceed to the next step (Review and Submit).

- **Review and Submit**

After clicking "Save & Next" in the Name Servers page, you will be directed to the Review & Submit page. In this step:

Before finalizing your application, carefully review all the details on the preview page.

- ➢ Domain Details
- ➢ Organization Details
- ➢ Contact Details
- ➢ Name Server Details

- o If any corrections are required:
  Click "**Edit**" to make necessary changes before final submission.
- o After making all required edits, tick the **Declaration checkbox** to confirm the accuracy of your information.
- o Authenticate your application using the PKI Token, as mentioned in Step 3.
- o After successful DSC validation, click "**Save & Next**" to finalize the on-boarding process.
- o After successfully completing the on-boarding process, your application will be sent to **IDRBT Domain Registrar** for verification. Now your Domain registration is successfully completed.

  Account Management:
- o After submitting your application, you can track its status under "**Applications**" in the side menu.
- o Initially, the application status will be marked as "**Under Review**", and payment status will be indicated as "**Payment Not Done**", signifying that it is under verification by the **IDRBT Domain Registrar**. During this stage, the "**Pay Now**" button will be disabled.

o Once the registrar verifies and approves all uploaded documents and details, the payment status will change to "**Approved for payment**".

o Once the status changes to "**Approved for payment**", the "**Pay Now**" button will be enabled.

o Once the "**Pay Now**" button is enabled, click it to proceed to the Payment Process (Step 6).

Step 6: Payment Process

After clicking "**Pay Now**" in Applications, you will be navigated to the Payment process. In this step:

- **Complete Payment**
  - You will be redirected to SBI e-Pay.
  - Complete the payment process securely.

- **Payment Approval**
  - Once Payment is successful, then IDRBT Domain Registrar will verify and approve the payment.
  - After IDRBT Domain Registrar approval, your domain and NS records will be activated.