User Manual

of

StartInUP

Department of IT & Electronics,
Uttar Pradesh Government

(Startup Login)

Version 1.0
Dated 08.02.2022

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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 conductive 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 glass 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 Invest UP. Page will appear as shown below:
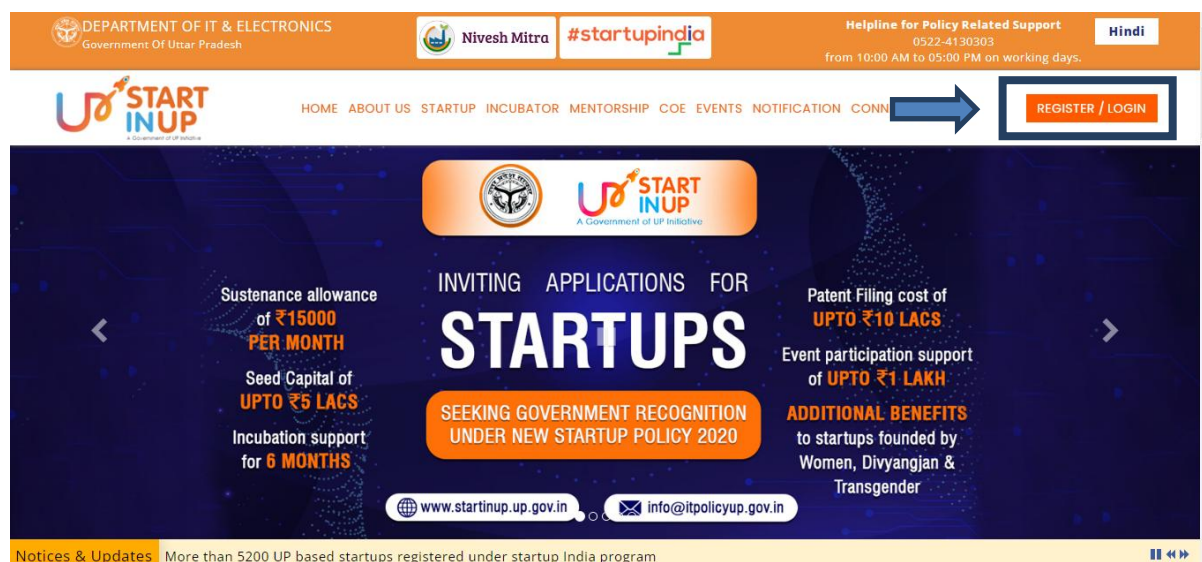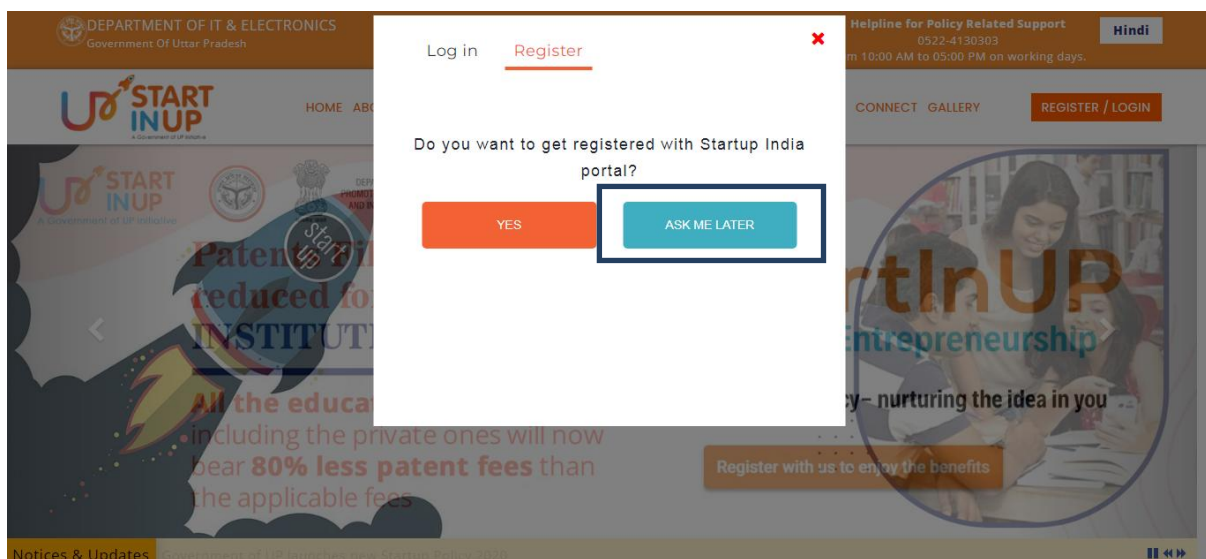

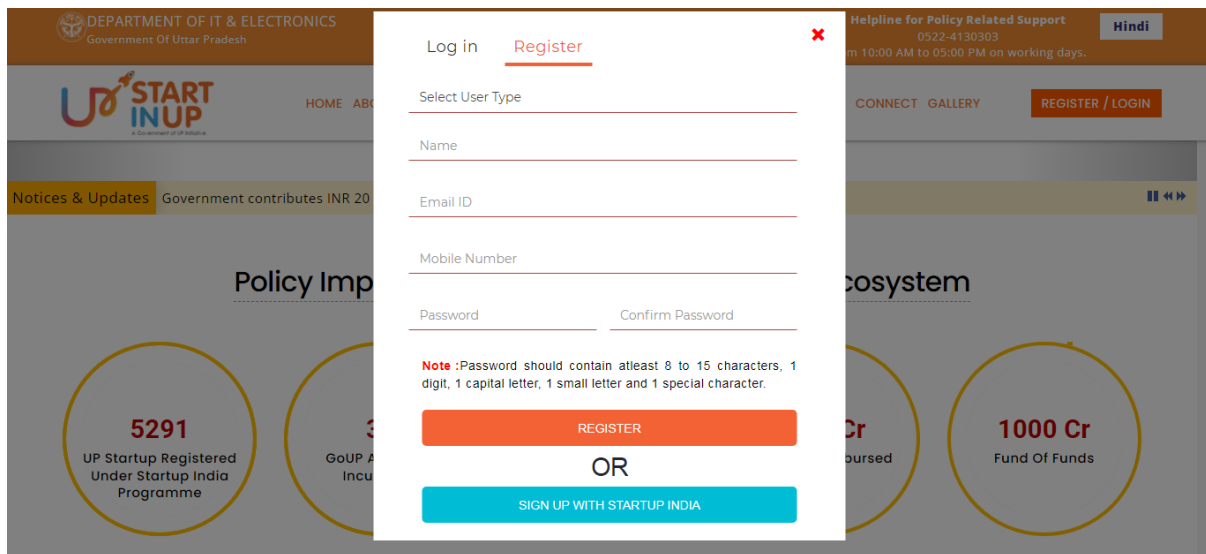- Click on **Register/Login** link appearing on the homepage. Page will appear as shown below:
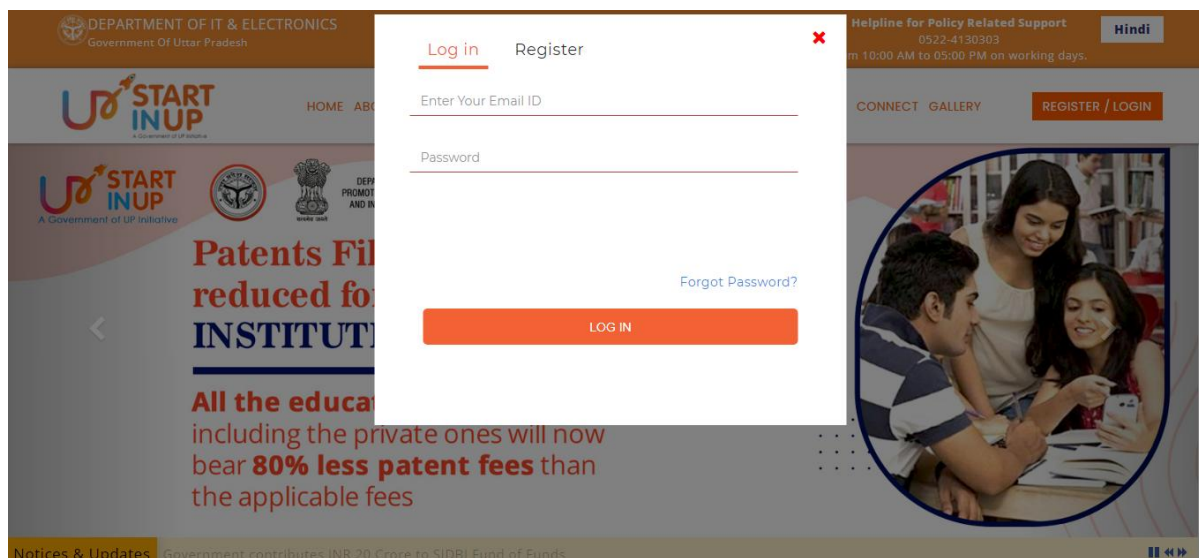
- If User is already registered, enter the Email ID and Password to login, else Click on **Register** button. Thereafter, user will be redirected to the Registration panel of StartInUP. Page will appear as shown below:
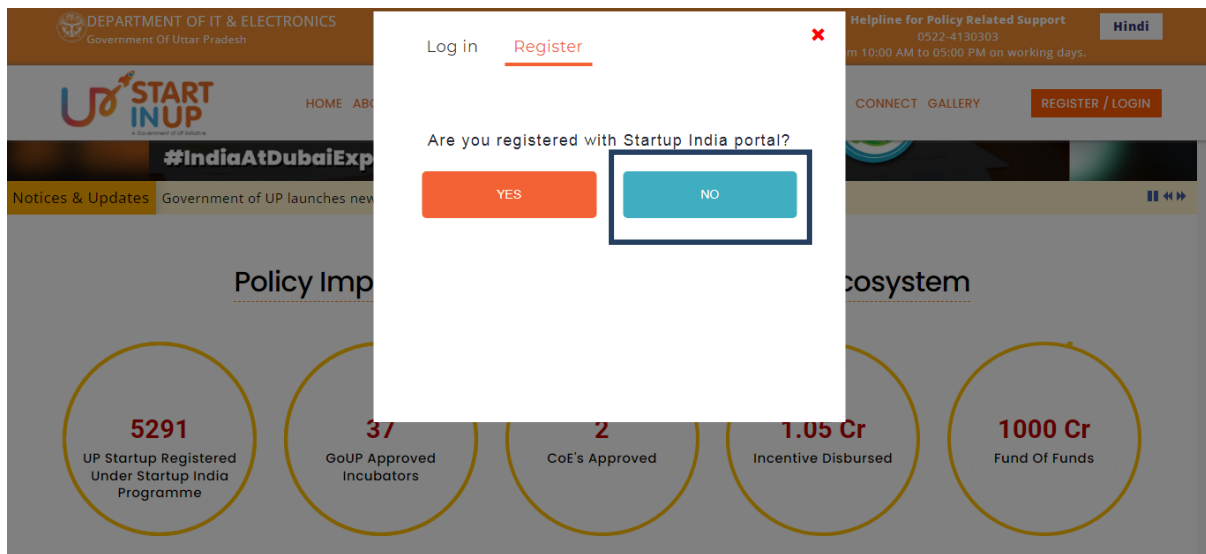
Click on **No** button then click on Ask me later button, it will redirect you to the Registration page as shown below:

- Select User Type, enter Name, Email ID, Mobile Number, Password & Confirm Password in the respective fields and click on **Register** button.

- Login using the registered Email ID and created Password; it will redirect you to the Registration Form of the selected User Type.

3. Startup Login

Click on the Register/Login link from Web Portal, it will redirect you to the login page as shown below:
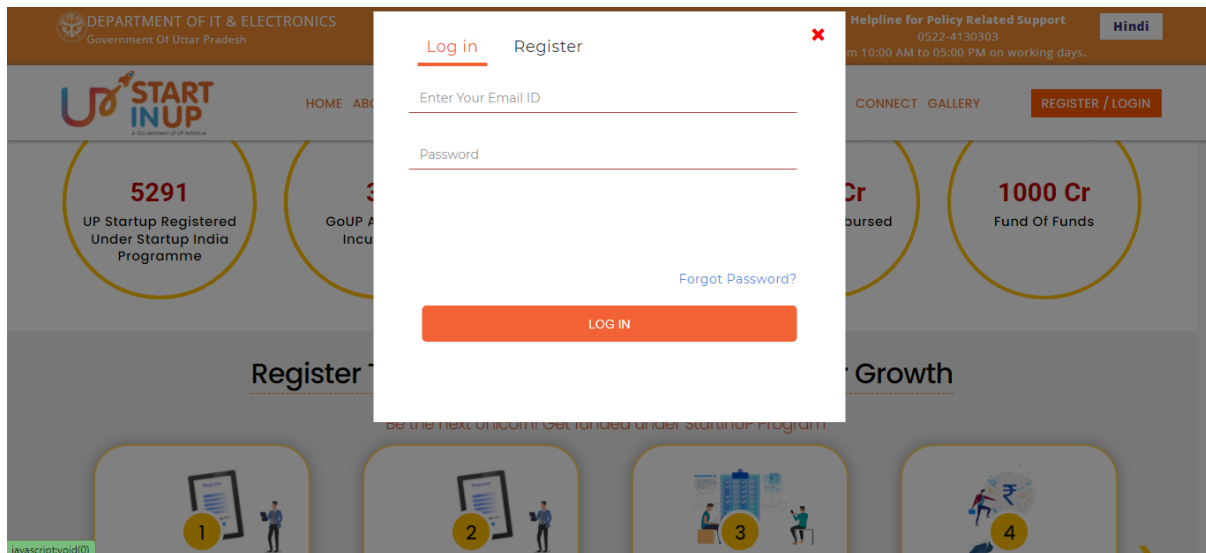
Enter your registered Email ID and password then click on LOG IN button.

3.1. Registration Form

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

- Fill the required details carefully and then click on Save button.
- Click on the Next button to move to next step of Registration process.

Fill the required details and click on the Save button then click on Next button to move
to the next step.

Fill the required details and click on the Save button then click on Next button to move to the next step.

Fill the required details and click on the Submit button to complete the registration process.

Submit the Registration form and it will redirect you to the dashboard of respective User Type.
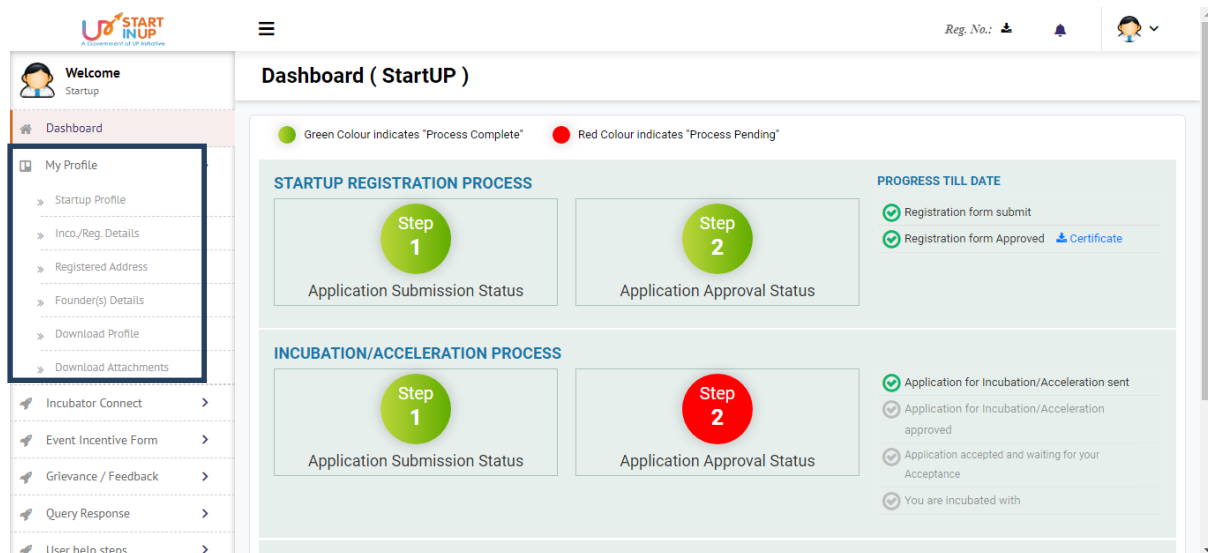
4. Dashboard

After successfully completing the registration process, Startup will be logged in to
the dashboard. The page will appear as shown below:
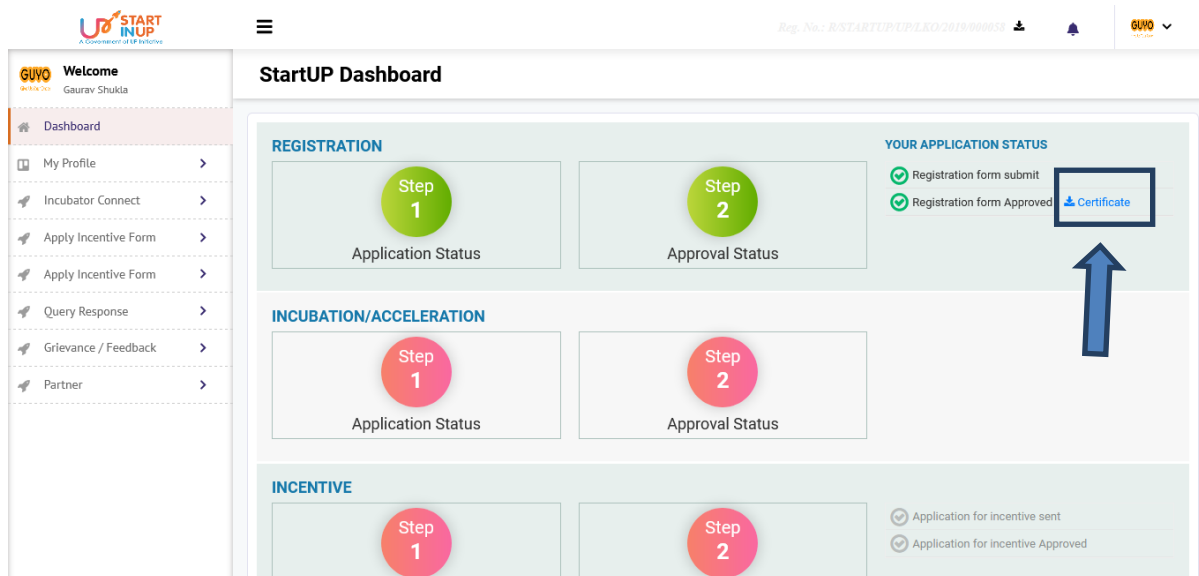
- Dashboard of Startup can be seen as above, click on the Certificate button to
  download Approved Registration Form.

- 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 of the screen to view the details as shown in below image:

- Click on the Startup 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

Click on the Incubator Connect from side menu of dashboard as shown below:
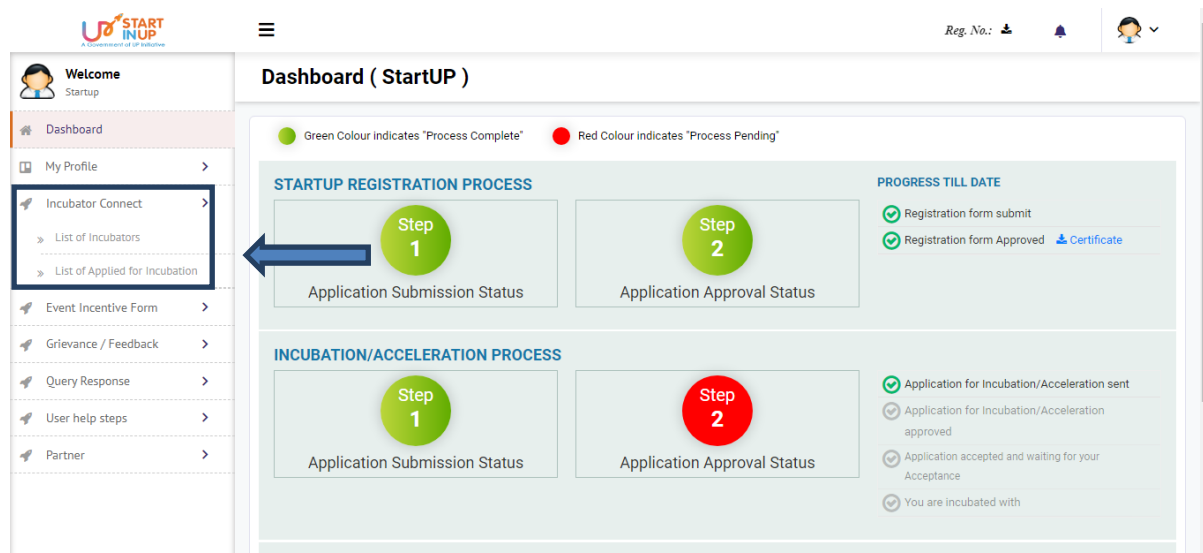
4.2.1. List of Incubator

Click on the List of Incubator option from Incubator Connect menu to send the connection request to respective Incubator as shown in below image:
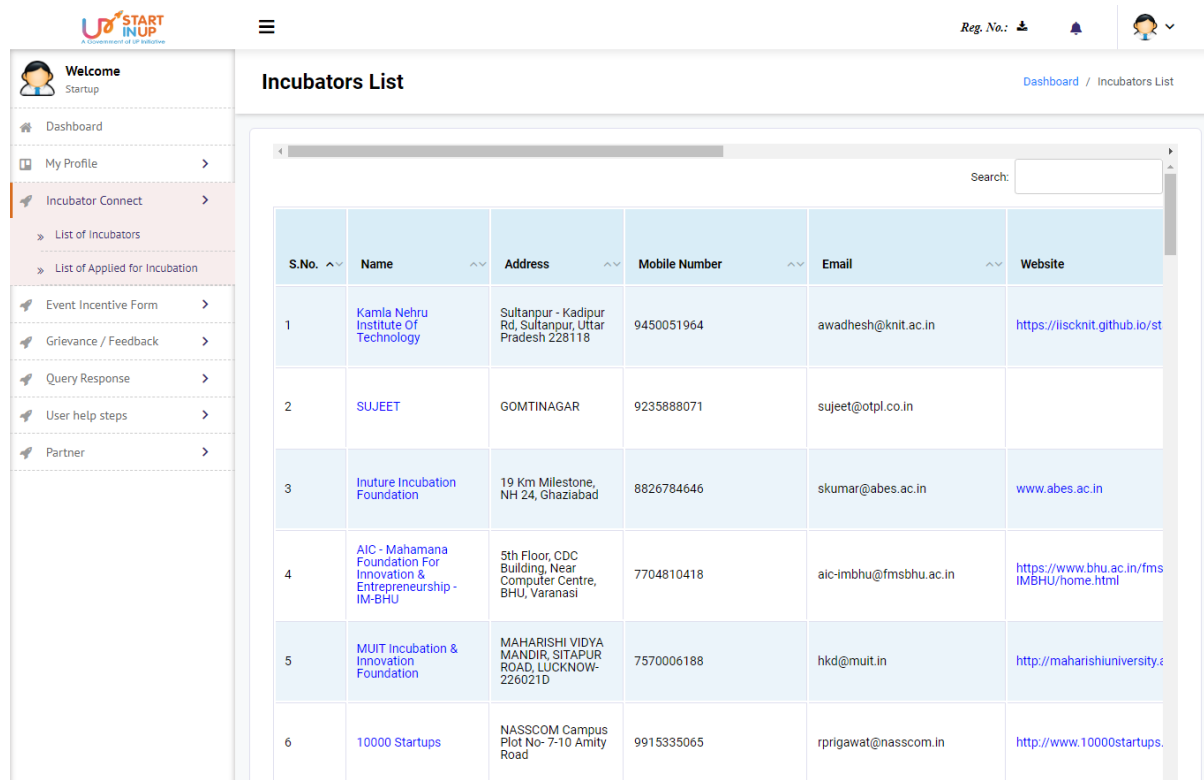
Horizontally scroll the table from left to right to view the Connect option as shown below:
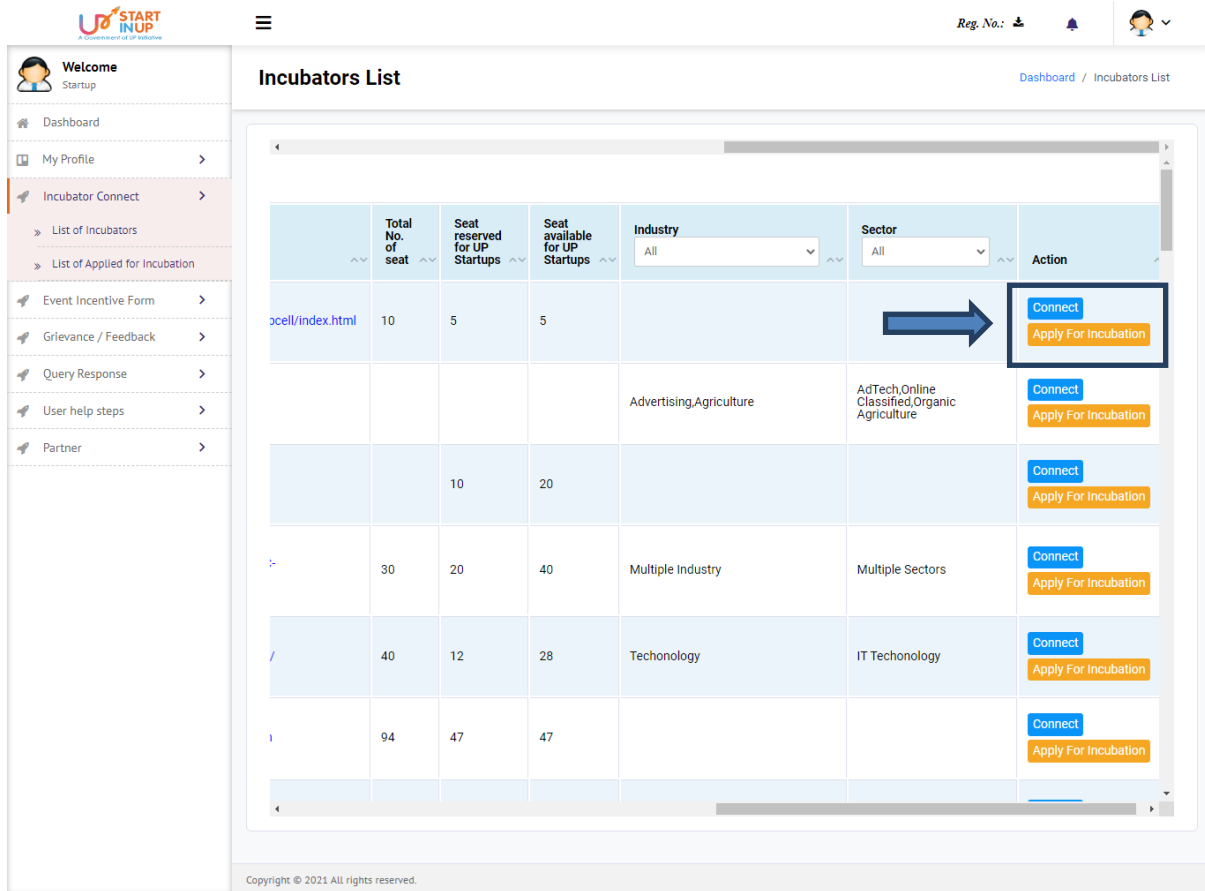
Click on Apply for Incubation to initiate Incubation request from respective Incubator as shown in the below image:

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:

Click on Wants to Incubate button to confirm incubation with the applied Incubator. After successfully incubation startup can fill the incentive form.

4.3.   Apply Incentive Form

Click on the Apply Incentive Form option from side menu of dashboard as shown below:

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:

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

- Select the Eligibility and Criteria to avail the incentive then click on Next button.

Enter the details and upload the required documents then click on Submit button.

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

Click on **Applied Incentive Details** to view the status of the Incentive form as shown below:

4.4. Grievance Redressal System

Click on the Grievance Redressal System 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 and then click on Add Grievance/Feedback side menu. Page will appear as shown below:

- Fill the required details and click on the Submit button to add Grievance.

4.4.2. List of Grievance/Feedback

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

- Status wise added Grievances can be seen on this page as shown in above image.

4.5. Query Response

Click on the Query Response option from Dashboard to View the Query of Incubators as shown in below image:
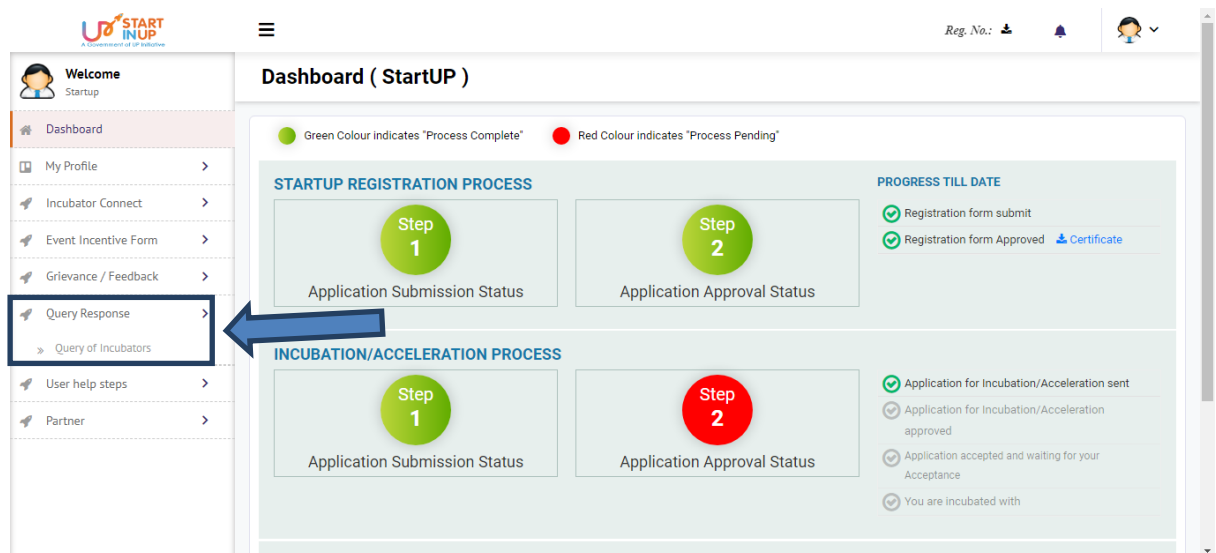
4.5.1. Query of Incubator

Click on Query of Incubators option to View/Reply on the Query of Incubators.
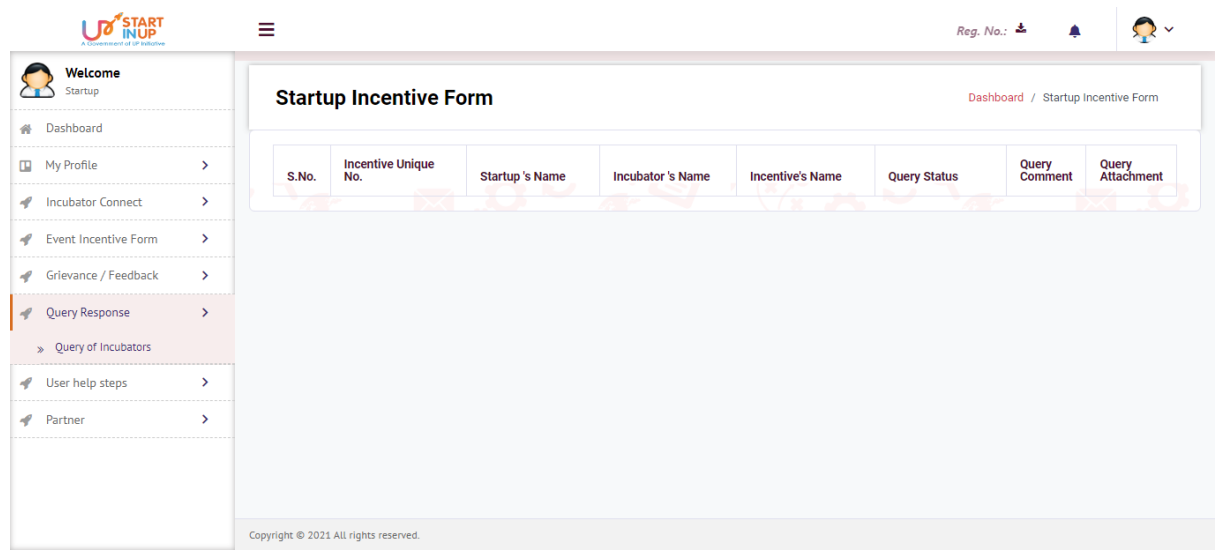
4.6.   User help steps

Click on the User help steps option from Dashboard to download the attached PDF for User help steps.

4.7.   Partner

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

Click on available options to perform respective task.

4.7.1. Connect with Mentors

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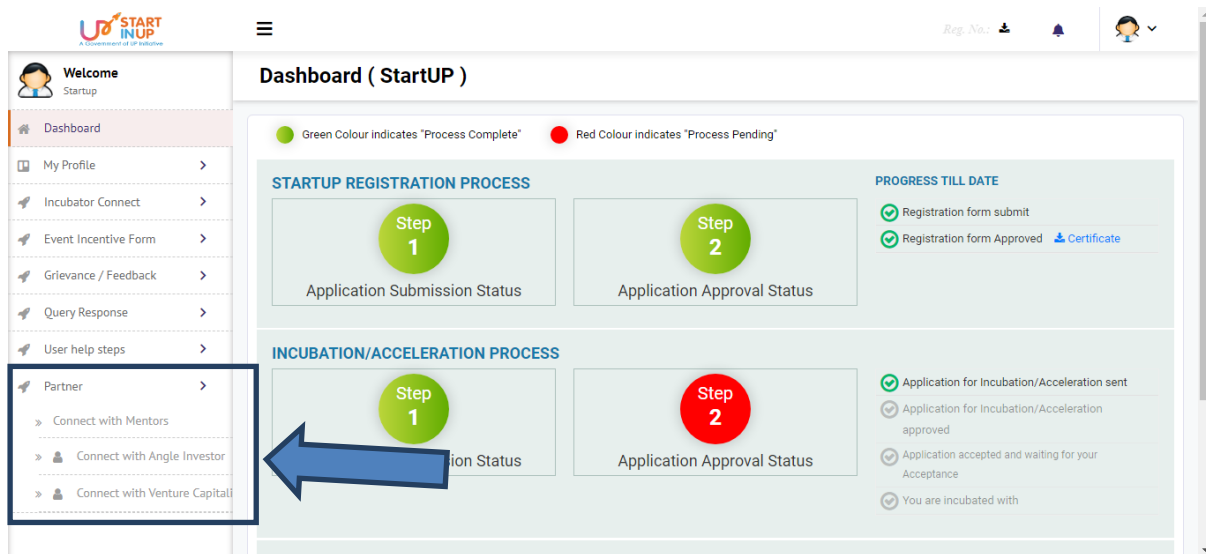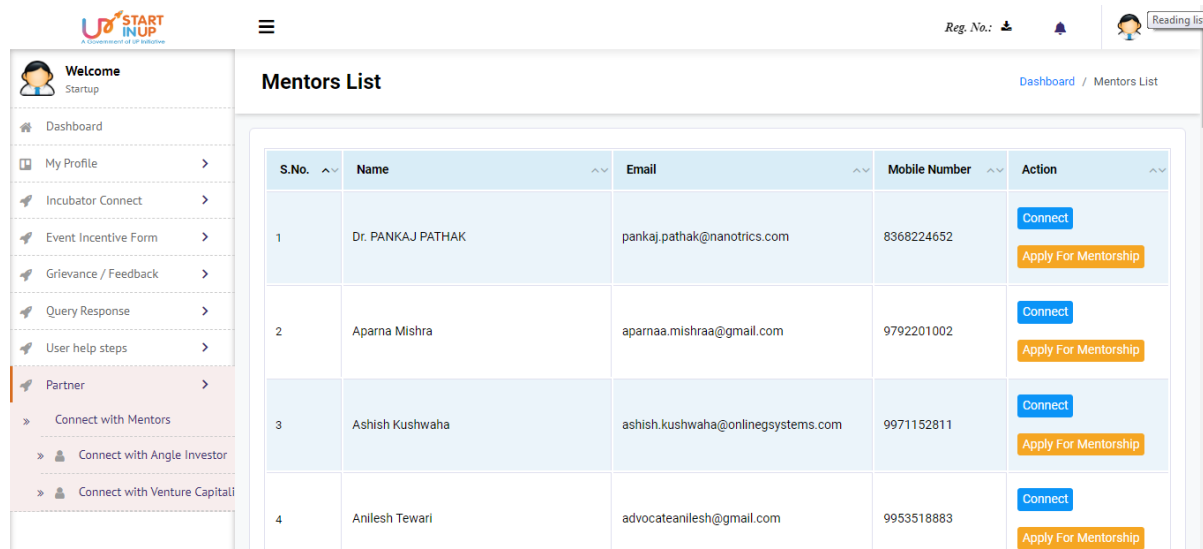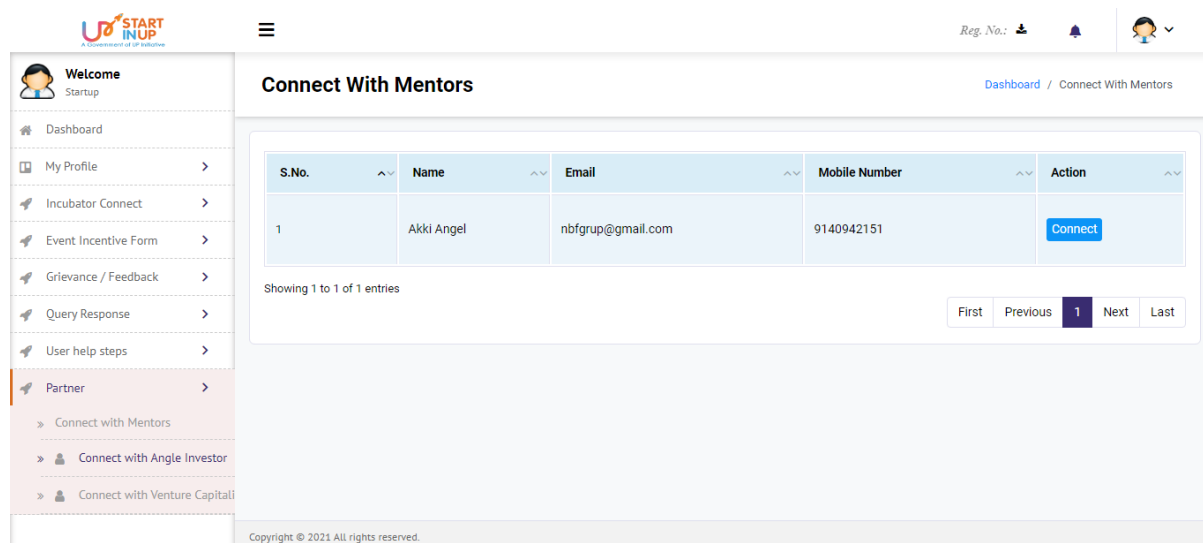

Click on the Connect Option to connect and chat with respective mentors. Click on Apply for Mentorship to apply for Mentorship from respective Mentor.

4.7.2. Connect with Angle Investor

Click on Connect with Angle Investor from the Partner menu to connect with available Angle Investor.

Click on the Connect option from grid view structure to connect with available Angle Investor.

4.7.3. Connect with Venture Capitalists

Click on Connect with Venture Capitalists from the Partner menu to connect with available Venture Capitalists.

Click on Connect option from grid view structure to connect with respective Venture Capitalist.