‘Sahyog’ - Corporate Social Responsibility (CSR) Portal of Uttarakhand

User Guide for Contributors

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1. Registration/ sign up of Department

   a. Go to the link: https://csr.uk.gov.in/

   b. Click on ‘Register’

   c. Click on the stakeholder you wish to register as.

   d. Fill in the ‘Contributor Registration Form’ with all the required details.
Any individual, Company, CSR Foundation and NGO/Social Community who wishes to participate/contribute to government programs can register under following sections.

**USER TYPE**

Company

**COMPANY INFORMATION**

**COMPANY TYPE**

- Select -

**COMPANY NAME**

**REGISTRATION NUMBER**

**REGISTRATION DATE**

**PAN**

**FIRST NAME**

Enter First Name

**MIDDLE NAME (optional)**

Enter Middle Name

**LAST NAME**

Enter Last Name

**MOBILE**

Enter Mobile No.

**EMAIL**

Enter Email

**ADHAAR NO.**

Enter Aadhar No.
e. Click ‘Submit’ once all the information on the form is filled.

f. After successful completion of the process a ‘Thankyou’ message will appear.

g. A system generated reference link will be sent to your registered email id (entered in the above registration form).

h. Click on the activation link which you get on your registered email id to activate your user log-in credentials.

2. Approval Process

a. The contributors will get a system generated email with a verification link which would be used for self verification of the registered user.

b. After self verification via email user has now completed the registration process and can use his user id and login (filled in the registration form) to access the portal.
3. Login

a. For logging in into the CSR Portal go to: https://csr.uk.gov.in/ and on the top right corner click ‘Login’

b. A pop-up window will occur, fill in the required credentials and click on ‘LOG-IN’.
c. After successful log-in user will be redirected to Donor Dashboard (refer to picture below)

4. Donor Dashboard
   a. Left Panel:

   The Left Panel on the Dashboard contains all the functions.
b. Dashboard:

On clicking on ‘Dashboard’ a brief summary about the various departments present on the portal can be seen.

- To get more information about the registered department projects, user can click on ‘VIEW ALL PROJECTS’.

- By clicking on ‘VIEW ALL PROJECTS’ the donor can have a look at all the available project posted by a particular department.

- If the donor is interested she/he can click on the ‘I AM INTERESTED’ icon to proceed further, on which we can view and sent a message to the person in charge of the project.
c. Other features of the ‘Left Panel: Donor Dashboard’

- **‘Edit Profile’** option can be used to make any changes to the entered data during the registration process.

- **‘Feedback’** section is to highlight any suggestion and recommendation the user has for the portal.

- **‘Logout’** can be used to logout of the Donor Dashboard.
5. Viewing Projects from the Homepage

a. Interested user can look at the current projects by clicking the ‘PROJECT’ tab on the Homepage of the website.

b. This will display a list of available projects with a brief detail (after selecting the district/department the donor is interested in), one would have to ‘Log-in’ to view the complete detail of the project.
6. Forgot Password

a. If the user forgets her/his password she/he can click on the ‘Log-in’ tab and then click ‘Forgot Password’.

b. They can then enter their username and registered email id to retrieve their password which would be sent to their registered email id.