



'Sahyog' - Corporate Social Responsibility (CSR) Portal of Uttarakhand

User Guide for Contributors



Office of Chief Minister
4 Subhash Road, Uttarakhand Secretariat
4th Floor, Dr. APJ Abdul Kalam Building,
Dehradun, Uttarakhand
Pin Code - 248001

Email: contactsahyog.uk@gmail.com

Website link: <https://csr.uk.gov.in/>

Table of Content

1. [Registration/ sign up of Department](#)
2. [Approval Process](#)
3. [Login](#)
4. [Donor Dashboard](#)
 - a. [Left Panel:](#)
 - b. [Dashboard:](#)
 - c. [Other features of the 'Left Panel: Donor Dashboard'](#)
5. [Viewing Projects from the Homepage](#)
6. [Forgot Password](#)

For Further Assistance:

Technical: Mr Naveen Padiyar (email: n.padiyar@semt.gov.in)

Mr Mukesh (email: mukeshitfspi33@gmail.com)

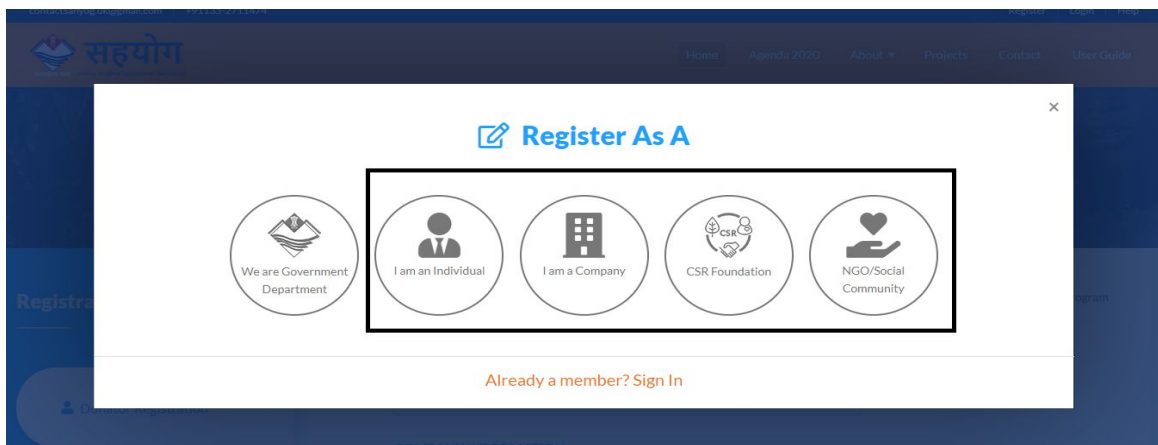
Any other query: contactsahyog.uk@gmail.com

1.Registration/ sign up of Department

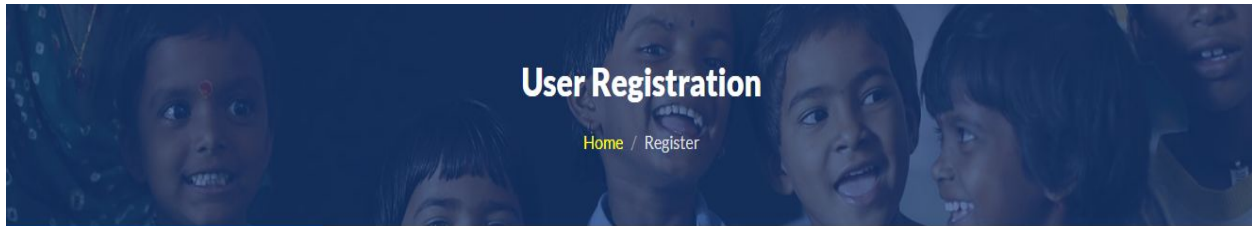
- Go to the link: <https://csr.uk.gov.in/>
- Click on '**Register**'



- Click on the stakeholder you wish to register as.



- Fill in the '**Contributor Registration Form**' with all the required details.



User Registration

[Home](#) / [Register](#)

Registration

Contributor Registration

Registration

Contributor Registration

Any individual, Company, CSR Foundation and NGO/Social Community who wishes to participate/contribute to government program can register under following section.

USER TYPE

Company

COMPANY INFORMATION

COMPANY TYPE

--Select--

COMPANY NAME

REGISTRATION NUMBER

REGISTRATION DATE

mm/dd/yyyy

PAN (eg:xxxxxx1234x)

FIRST NAME

Enter First Name

MIDDLE NAME (optional)

Enter Middle Name

LAST NAME

Enter Last Name

MOBILE

Enter Mobile No.

EMAIL

Enter Email

ADHAR NO.

Enter Adhar No.

- e. Click '**Submit**' once all the information on the form is filled.

The screenshot shows a registration form with the following fields and elements:

- Registration** sidebar on the left with a **Contributor Registration** link.
- CONTACT DETAILS** header.
- ADDRESS**: Text input field with placeholder "Enter Address".
- COUNTRY**: Dropdown menu with "Abkhazia" selected.
- STATE**: Text input field with placeholder "Enter State".
- DISTRICT / CITY**: Text input field with placeholder "Enter District".
- USER NAME**: Text input field with "Admin" entered.
- PASSWORD**: Text input field with masked characters ".....".
- CONFIRM PASSWORD**: Text input field with placeholder "Confirm Password".
- DOCUMENT UPLOAD**: "Choose File" button and "No file chosen" text.
- VERIFICATION CODE**: Text input field with a CAPTCHA image showing "8b3289".
- SUBMIT** and **RESET** buttons at the bottom.

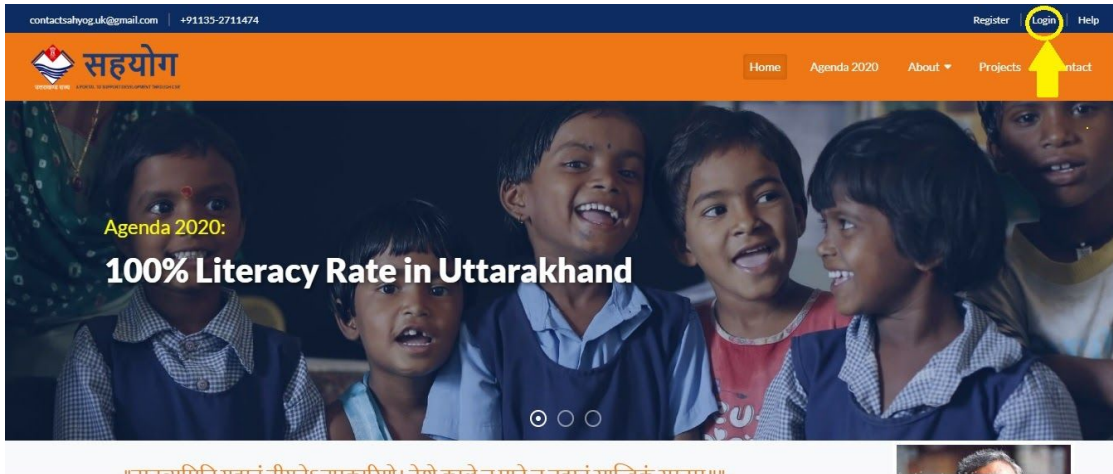
- f. After successful completion of the process a '**Thankyou**' message will appear.
- g. A **system generated reference link** will be sent to your **registered email id** (entered in the above registration form).
- h. Click on the **activation link** which you get on your registered email id to **activate** your user log-in credentials.

2. Approval Process

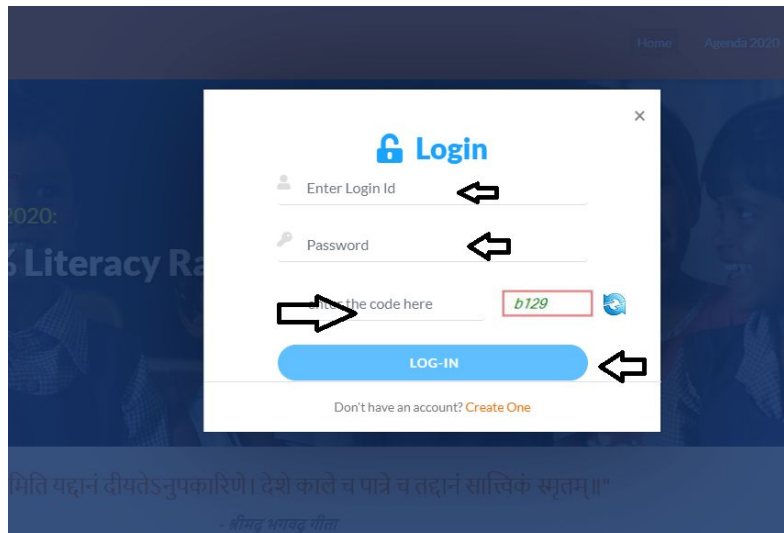
- a. The contributors will get a system generated email with a verification link which would be used for self verification of the registered user.
- b. After self verification via email user has now completed the registration process and can use his user id and login (filled in the registration form) to access the portal.

3. Login

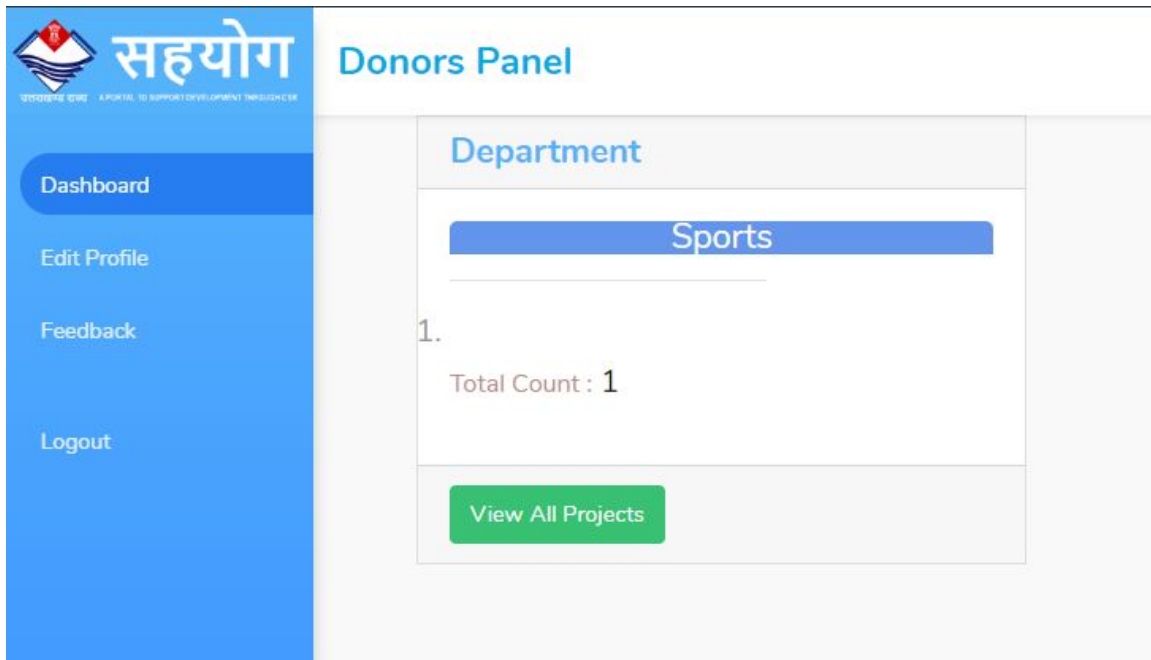
- a. For logging in into the CSR Portal go to : <https://csr.uk.gov.in/> and on the top right corner click 'Login'



- b. A pop-up window will occur, fill in the required **credentials** and click on 'LOG-IN'.



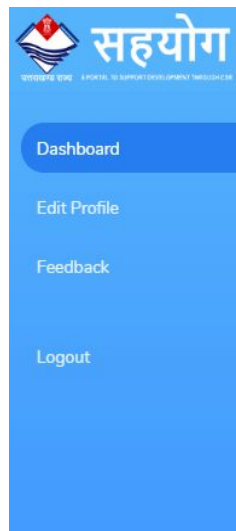
- c. After successful log-in user will be **redirected to Donor Dashboard** (refer to picture below)



4. Donor Dashboard

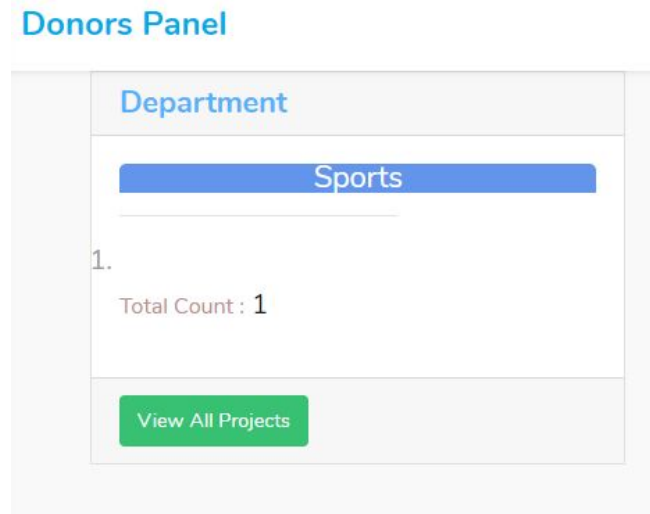
- a. Left Panel:

The Left Panel on the Dashboard contains all the functions.



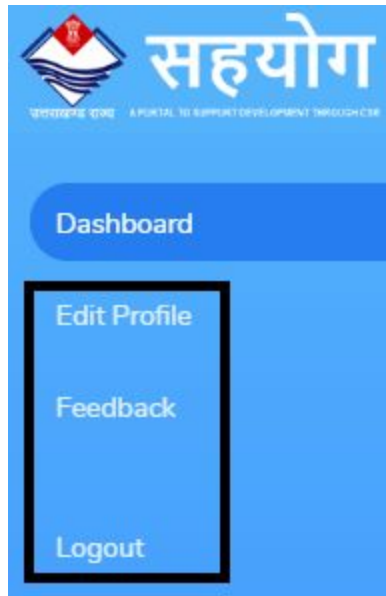
b. Dashboard:

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

- Interested user can look at the current projects by clicking the **'PROJECT'** tab on the Homepage of the website.
- 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.

Select Your Project

SECTORS WISE
Agriculture
Animal Husbandry
Dairy Development
Department of Science and Technology
Directorate General of Solider Welfare and Rehabilitation
Directorate of Culture Uttarakhand
Energy



DISTRICT WISE
Almora
Rudraprayag
Tehri
Udham Singh Nagar
Uttarkashi
Bageshwar
Chamoli
Champawat

Total Facts	
Total Population:	1,696,694
Total Area	3,088 Sq. Km
Total Literacy	84.25 %



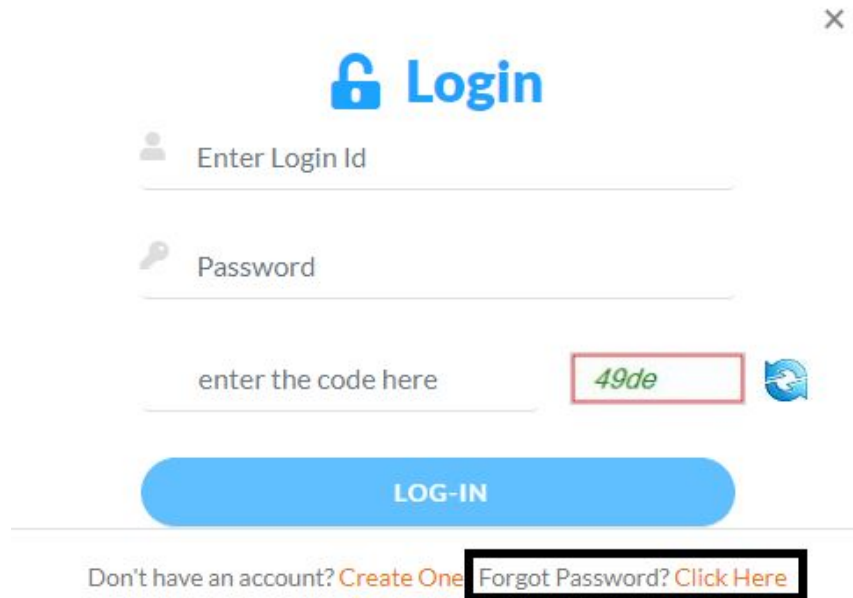
Projects 1

-- Sort By Department --

S.No	Project	Department	District	Head Of Project	View Docs	Donate
1	Uttarakhand Khelmahakumbh	Sports	Dehradun	Deputy Director Shakti Singh	View	Donate

6. Forgot Password

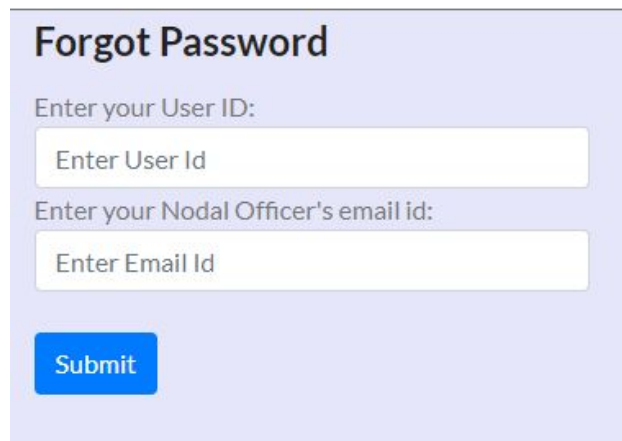
- a. If the user forgets her/his password she/he can click on the '**Log-in**' tab and then click '**Forgot Password**'.



The screenshot shows a login form with the following elements:

- A blue padlock icon and the text "Login" at the top.
- An input field labeled "Enter Login Id" with a person icon.
- An input field labeled "Password" with a key icon.
- A text input field labeled "enter the code here" with a red-bordered box containing "49de" and a blue circular refresh icon.
- A blue rounded button labeled "LOG-IN".
- At the bottom, the text "Don't have an account? [Create One](#) [Forgot Password? Click Here](#)". The "Forgot Password? Click Here" link is highlighted with a black border.

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



The screenshot shows a form titled "Forgot Password" with the following elements:

- The title "Forgot Password" in bold black text.
- The label "Enter your User ID:" above an input field containing the placeholder text "Enter User Id".
- The label "Enter your Nodal Officer's email id:" above an input field containing the placeholder text "Enter Email Id".
- A blue rounded button labeled "Submit" at the bottom.