**PPVFRA**

User Manual

# User Manual – Applicant Registration

**Protection of Plant Varieties & Farmers Right Authority**
**Department of Agriculture &Farmers Welfare**
**Ministry of Agriculture**
**Government of India**

Version 1.0
Release September, 2023

Project Execution by
National Informatics Centre
Ministry of Electronics & Information Technology (MeitY)

# Plant Varieties Registration System

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# How to access the system

Invoke Internet Browser (Google chrome, Mozilla, Edge, I.E)

1. Type [https://app.plantauthority.gov.in](https://app.plantauthority.gov.in) in address bar of the Internet Browser as shown below in Fig 1:
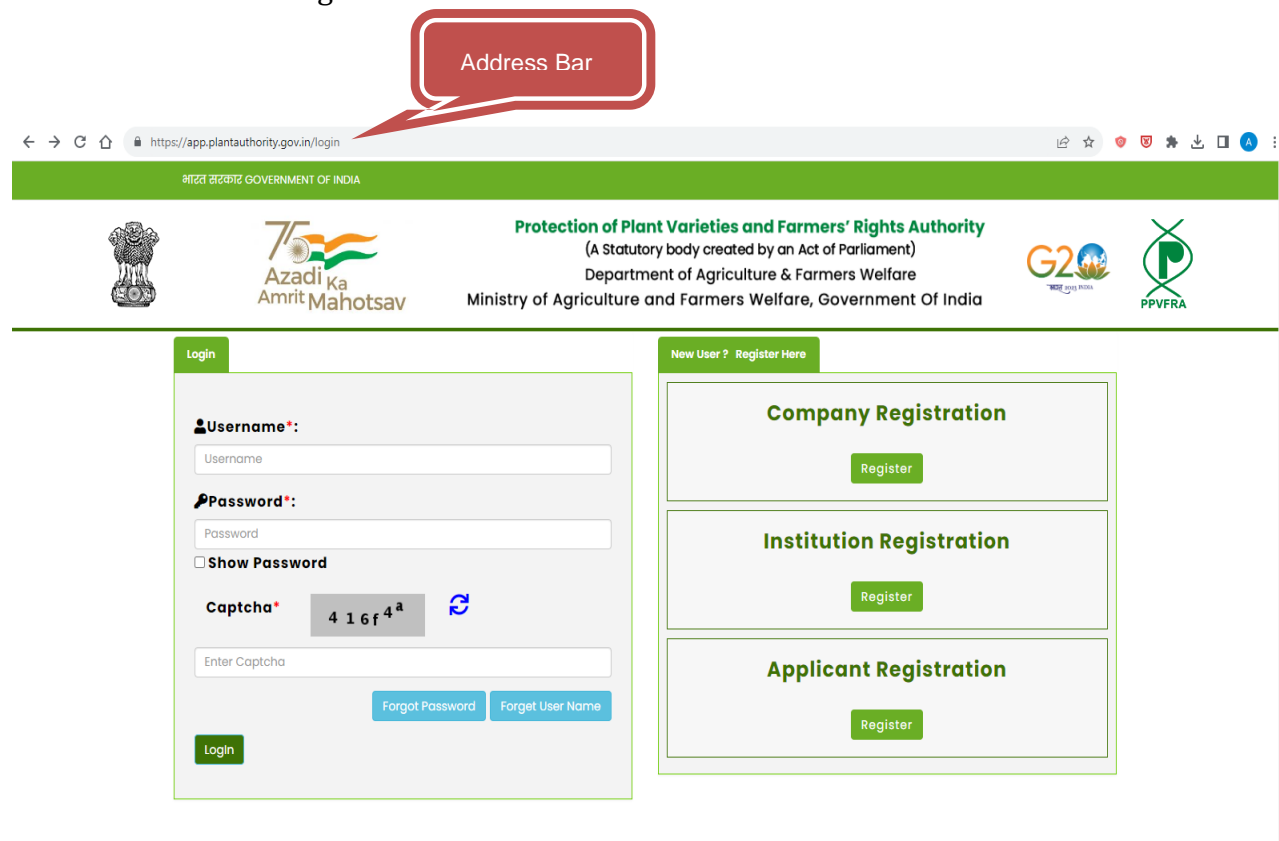


Fig 1

2. User has to first register on the portal. For this, they have to click on the link 'Register' as shown in Figure-1. After clicking, screen will be displayed as shown in Fig – 2

## Applicant Registration

**Applicant Type***    Individual ⌄

**Name***    R K Aggarwal

**User Name***    rkaggarwal

**Email***    rkaggarwal@gmail.com

**Mobile No***    91    765 1245679

**Telephone No***    0101

**Designation***    Sales Executive

**Address***    New Delhi

**Country***    India ⌄

**State***    Delhi ⌄

**District***    New Delhi ⌄

**City/Town/Village***    New Delhi
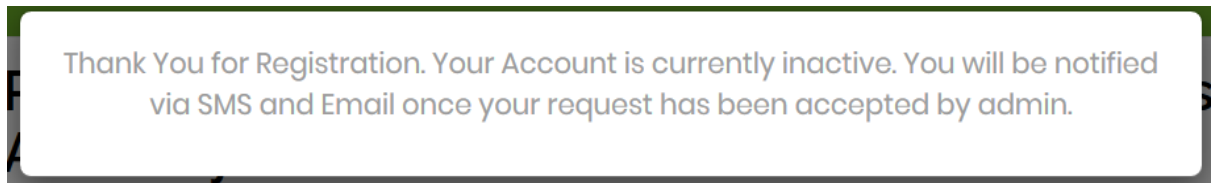
**Pincode/Zipcode***    110098

**Captcha***    4fd290    4 f d2 9 0 ⟳

**Submit**

Fig 2

- Mandatory fields are marked with * sign
- Fill in all the field values & make sure correct values are entered
- After entering all values, press the Submit button
- In case you entered incorrect information, the page prompts you to correct that field & submit again

- If you entered the wrong mobile number in the mobile no. field then it will display an error message
- After successfully submitting, message will be displayed as shown below:

Thank You for Registration. Your Account is currently inactive. You will be notified via SMS and Email once your request has been accepted by admin.

- After filling all the details and submitting, details will go to PPVFRA admin for approval. In case applicant is of some company, it will be approved by the company. After approval it will be intimated to the applicant
- After approval, applicant can login and during first time login company has to change password as shown in Figure – 3
- During first time login, user has to change password
- After resetting the password, user can apply online using the credentials and captcha and clicking on login button as shown below in Fig 3

Fig 3

- User can use 'Forgot password' option in case he forgets password, after clicking on 'Forgot password' button it will be redirected to a new page where to enter email id (which you used at the time of registration) and captcha verification for resetting the password.