

*Document
Modules*

*Version
Year*

User Manual – FINGate 2.0
Registration of Association/Dealer in
Precious Metals and Stones
1.0
2023



Version Control Chart

Version	Date	Remarks
1.0	19-July-2023	Initial Version



Table of Contents

1	Introduction	4
1.1	Purpose	4
1.2	Scope.....	4
2	Sign-up Process	4
3	First time password generation and Soft Token Registration.....	7
4	Registration of Associations/ Dealers in Precious Metals and Stones	12



1 Introduction

1.1 Purpose

Project FINnet 2.0 envisions to streamline and redefine the process of collection, processing, and dissemination of data for the purpose of effectively generating meaningful intelligence to curb money laundering activities and enforce the provision of PMLA in India. This is a project of national importance and aims to strengthen the financial security architecture of India. The mission statement of FINnet 2.0 states – To provide quality financial intelligence for safeguarding the financial system from the abuses of money laundering, terrorism financing, and other economic offenses.

FINnet 2.0 is implemented as a set of three (3) systems to ensure that the data ingested and processed by the three is isolated and immune to security threats as much as possible and all data is secure. The systems are listed below –

1. FINGate – Collection and pre-processing system
2. FINCore – Processing and analysis system
3. FINex – Dissemination system

The proposed FINGate system shall consist of multiple reporting mechanisms to ensure compliance and facilitate quick and easy reporting.

This document is the user manual for FINGate Portal module of the FINnet 2.0 System. To access the FINGate portal, navigate to <https://www.fingate.gov.in/>.

1.2 Scope

The scope of this document is to provide guidance on Registration of Association/Dealer in precious metals and stones modules. The functionalities covered in this user manual are:

1. First Time Password Generation and Soft Token Registration
2. Login to FINGate Portal
3. Sign-up process of Entities (Association/Dealer in precious metals and stones)
4. Registration process of Entities (Association/Dealer in precious metals and stones)

The target audience for this user manual is:

1. Primary Users of Association/Dealer in precious metals and stones.

2 Sign-up Process

New entity can initiate the registration process by accessing a ‘Sign Up for Enrolment’ link in the Welcome page.

1. The User will click on the ‘Sign Up for Enrolment’ link present on the welcome page of FINGate 2.0 portal.
2. Upon clicking the link, the user will be directed to the Self Enrolment page.



3. The User will enter Name in entity name field and in Entity type user need to select either 'Body of Associations' or 'Dealers in Precious metal and stones'.
4. The user will enter all other mandatory details such as primary user details and address details.
5. The User will click on the send OTP button.
6. The User will enter the OTP and click on submit button.
7. The system will send an email notification to the email id provided in the page. This notification will contain a link to generate the first-time password. Please refer to section 3 of this document for details on generating the first-time password.
8. After generating the first-time password, the system will redirect the user to the login page. Please refer to section 4 of this document for details on login to the portal.

Note : The Email id and the name of the entity should be unique. If any entity whosoever is already registered on FINGate, they must use a different email id and name need to contain “_” as stated in example. (E.G:- ABC_BOA or ABC_DPMS)

The screenshot shows the homepage of the FINGate 2.0 portal. At the top left is the FIU-India logo. The main content is organized into three vertical sections. The left section, titled 'FINnet 2.0 Mission Statement', describes the unit's role in safeguarding the financial system. Below this is a 'FINGate 2.0 Links' section with three links: 'Login to FINGate 2.0', 'Sign up for enrolment' (highlighted with a red box), and 'Login to LMS'. The middle section, 'WELCOME TO FIU-INDIA', contains a yellow announcement box stating that Reporting Entities (RE) are enabled to file reports from 22nd MARCH 2023 onwards. The right section, 'Resources', lists various user manuals. At the bottom, there is a navigation bar with links to 'National Portal of India', 'FIU INDIA', 'My Gov', and 'Ministry of Finance', followed by a footer with legal disclaimers and contact information.



Self Enrolment

Entity Name *

Entity Type *

User Detail

Primary Contact Person Name *

Country Code

Primary User Mobile No. *

Primary User Email *

Entity Type dropdown menu items:
 Bank
 Body of Associations
 Brokerage Firms
 Card service operator
 Casino
 Dealers in Precious Metals and Stones
 Department of Posts

Primary Contact Person Name *

Primary User's Designation *

Primary User Email *

Country Code

Primary User Mobile No. *

Enter Your Address (Address of the Requestor/Primary User)

Address Line 1 *

Locality *

Country *

Pin Code

State *

District *

City/ Village/ Town *

OTP *

6746

Text Verification *

Self Enrolment

Entity Name *

User Detail

Primary Contact Person Name *

Country Code

Primary User Mobile No. *

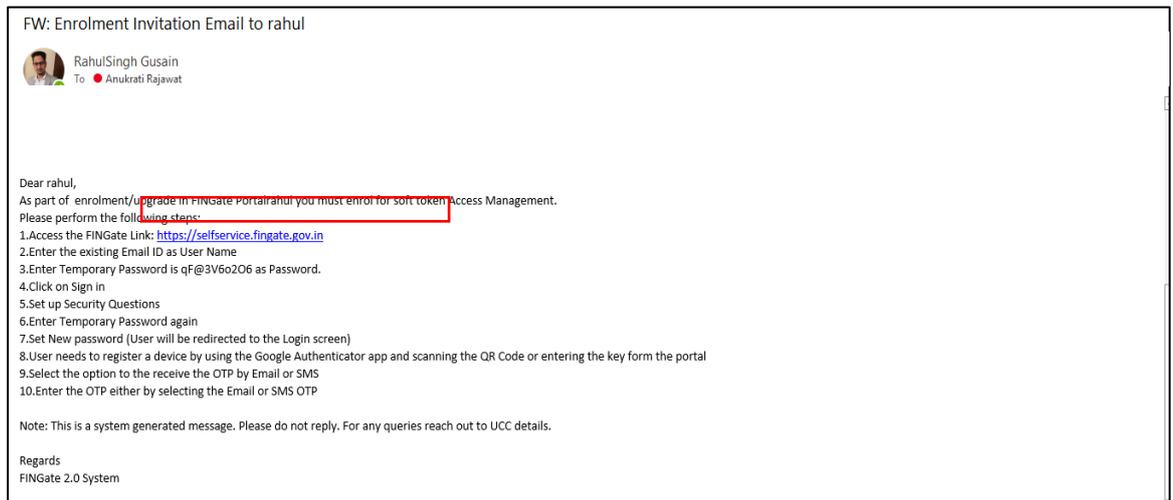
Primary User Email *

Enter Your Address (Address of the Requestor/Primary User)

The Enrolment is initiated successfully. The link to generate the password has been sent to your email id. Please access this link to proceed and complete your enrolment request. For any queries please reach out to 1800-889-0238, Helpdesk Mail id : helpdesk-re[at]fiuindia[dot]gov[dot]in

3 First time password generation and Soft Token Registration

1. The basic details of users are captured during sign-up process and user will receive an email with the link and temporary password to register.



2. Users need to login with the User ID (Email-ID) and Temporary Password as mentioned in the mail.



3. Upon clicking the link, the user will be asked to mandatorily setup two security questions. In case user forgets the password, the password can be reset by answering the security questions. Two questions need to be chosen from the available list and their answers need to be typed by the user.



Welcome to FIU Self Service Portal

Setup Security Questions

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Please type your security answers

— Please select a question item from the list —

•

— Please select a question item from the list —

•

Save Answers

Welcome to FIU Self Service Portal

Setup Security Questions

If you forget your password, you can access your account by answering your security questions.

Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover.

Your answers meet the requirements. Click Save Answers when ready.

What is your mother's maiden name?

•

What is the name of your first pet?

•

Save Answers

4. The User will get success message on clicking on the “Save Answers” button. Then User need to click on continue button.

Welcome to FIU Self Service Portal

Success

Thank you. Your secret questions and answers have been successfully saved. If you ever forget your password, you can use the answers to these questions to reset your password.

Continue

5. The user is then required to enter the temporary password as received in the email. On clicking on the “Continue” button the user will be redirected to the Change password screen.



Welcome to FIU Self Service Portal

Change Password

Your password has expired. You must set a new password now.

Please enter the following data. This is required to verify your identity before you can change your password.

Current Password

Continue

Welcome to FIU Self Service Portal

Change Password

Your password has expired. You must set a new password now.

Please enter the following data. This is required to verify your identity before you can change your password.

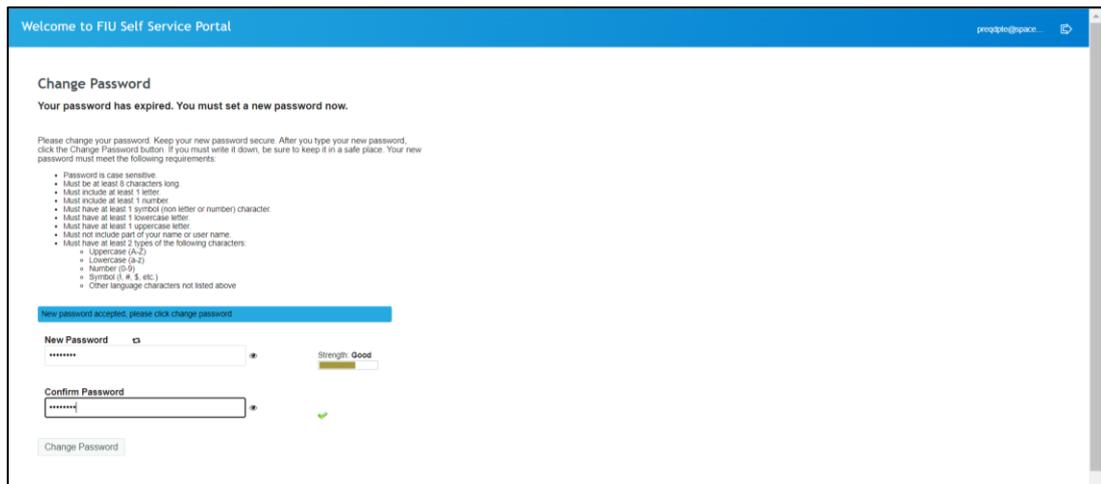
Current Password

Continue

- The user will enter New Password and confirm the new password in the Confirm Password textbox.

The password created must comply with FIU-IND password policy as provided below:

- Password is case sensitive.
- Must be at least 8 characters long.
- Must include at least 1 letter.
- Must include at least 1 number.
- Must have at least 1 symbol (non-letter or number) character.
- Must have at least 1 lowercase letter.
- Must have at least 1 uppercase letter.
- Must not include part of your name or username.
- Must have at least 2 types of the following characters:
 - Uppercase (A-Z)
 - Lowercase (a-z)
 - Number (0-9)
 - Symbol (!, #, \$, etc.)
 - Other language characters not listed above



- The user will be redirected to the success message screen and on clicking the “continue” button the user will be then redirected to the FINGATE portal, and they need to click on the login link to Login.



- The user needs to enter the email address as the User ID and the newly created password to login.



Welcome to FIU

This Identity Provider needs to validate your identity. Please login to your existing account here so that we can return verification back to your local service.

Fingate Login

Password

Sign in

9. After login the user will be redirected to the device registration screen and user needs to register their smart device. At a given time, only 1 smart device can be registered for the user. User needs to download the Google or any other Authenticator application from Google Play Store or Apple App Store. The user can either scan the QR code or enter the generated key on the screen. Then the user needs to enter the generated code from the Authenticator application to proceed ahead.

You are not registered with TOTP service

Fingate Login

To register a device, scan the QR code or type the key into the device. Then, enter the resulting code from the device. [More...](#)

1. Scan QR code or Enter Key

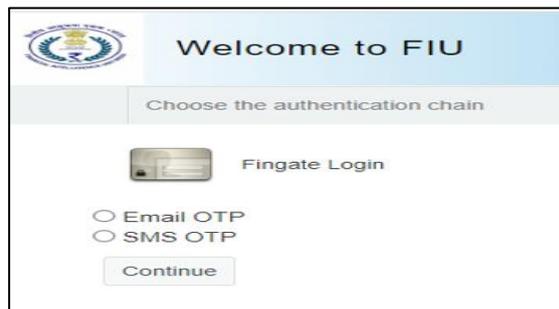
Key: W4SBXATVWBLLT32W

2. Enter code from device

Finish Registering Device



10. The user needs to choose either Email or SMS to receive the OTP.



11. The user needs to enter the OTP to proceed ahead. If OTP is not received, then user can click on “Resend new OTP” button to generate the new OTP.



4 Registration of Associations/ Dealers in Precious Metals and Stones

Registration of Associations/ Dealers in Precious Metals and Stones:

1. The Primary user of the entity will receive an email containing detailed instructions, a link to register on the FINGate 2.0 portal and the contact number of Unified Communication Centre (UCC).

2. Upon clicking the link, the user will be directed to the password generation page.
3. The user shall generate first time password as detailed in Section 3 of this document.
4. Post password generation, the user will login to FINGate portal.
5. The user shall identify its organization as Others before proceeding for the registration process.

The screenshot shows the 'Enrolment' page in FINGate 2.0. The user is prompted to 'Please select your business type'. Three radio buttons are visible: 'Individual Person', 'Business Entity', and 'Others'. The 'Others' radio button is selected and highlighted with a red rectangular box. The page header includes the FIU-IND logo and the text 'Financial Intelligence Unit - India, MINISTRY OF FINANCE, GOVERNMENT OF INDIA'. The user's name 'Hello! test dpms' is visible in the top right corner.

6. The 'Others' form will open.
7. The Primary User shall validate the Entity details and modify the same, if applicable.
8. The Primary user will upload the following documents in 'Documents for Registration' field.
 - a. Letter from dealer for nomination of Primary User.
 - b. Self-certified copy of Registration details of entity
 - c. Self-certified copy of KYC details of Primary User

Note: The above documents should be consolidated in single pdf file.

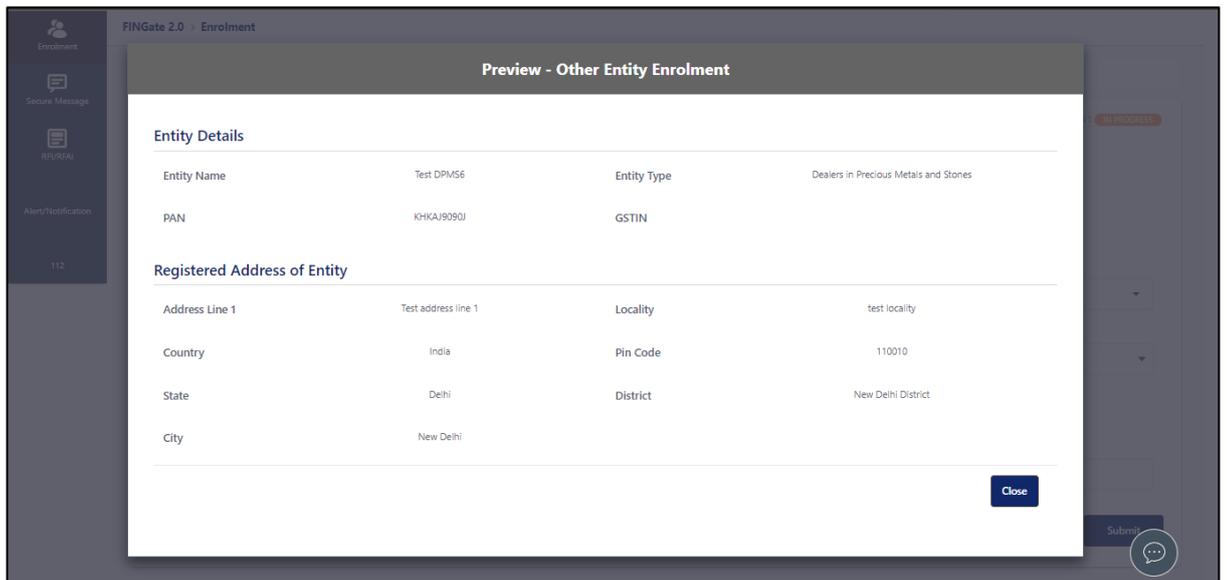
9. The primary user will further upload the self-declaration which should be Self-certified. Self-declaration templates will be provided by the FIU and the templates will be available for download.
10. After filling all details, the user will click on 'Next' button.

The screenshot shows the 'Other Entity Enrolment' form in FINGate 2.0. The form is divided into two main sections: 'ENTITY DETAILS' (step 1) and 'REGISTERED ADDRESS OF ENTITY' (step 2). The status is 'IN PROGRESS'. The 'Entity Detail' section includes fields for 'ENTITY ID', 'Entity Name' (filled with 'Test DPMS6'), 'Entity Type' (dropdown menu with 'Dealers in Precious Metals and Stones' selected), 'PAN', and 'GSTIN'. There is a 'Documents for Registration' section with a 'No file...' button and a 'Browse' button. Below this is a 'Self Declaration File' section with a 'No file...' button and a 'Browse' button. A 'Download' link for 'Self Declaration Format' is also present. A 'Next' button is located at the bottom right of the form. The footer contains 'Sitemap | Disclaimer' and 'Copyright 2019 FIU-IND. All Rights Reserved.'

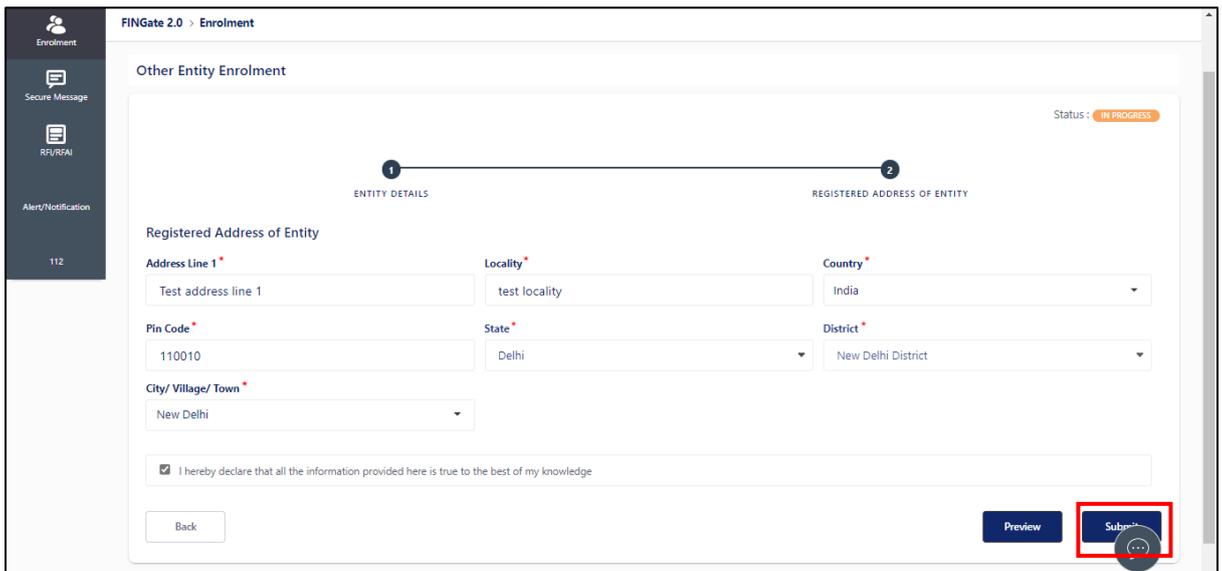
The screenshot shows the 'Other Entity Enrolment' form in FINGate 2.0. The form is divided into two main sections: 'ENTITY DETAILS' and 'REGISTERED ADDRESS OF ENTITY'. The 'ENTITY DETAILS' section includes fields for 'ENTITY ID' (with a tooltip stating 'Entity ID will be generated by FIU after the enrolment process is complete.'), 'Entity Name' (filled with 'Test DPMS6'), 'Entity Type' (dropdown menu with 'Dealers in Precious Metals and Stones'), 'PAN' (empty), and 'GSTIN' (empty). There is a 'Required' section for 'Self Declaration File' with a 'No file...' button and a 'Browse' button. A 'Self Declaration Format' link with a download icon is also present. The 'REGISTERED ADDRESS OF ENTITY' section has a 'Documents for Registration' field with a 'No file...' button and a 'Browse' button. A 'Next' button is located at the bottom right. The status is 'IN PROGRESS'. The footer contains 'Sitemap | Disclaimer' and 'Copyright 2019 FIU-IND. All Rights Reserved.'

This screenshot is identical to the one above, but with the 'Next' button highlighted by a red dashed rectangular box. The 'PAN' field is now filled with 'KHKAJ9090J' and the 'Documents for Registration' field is filled with 'Test1.pdf'. The 'Next' button is a dark blue rectangle with white text.

11. On clicking 'Next' button user will need to enter the registered details.
12. If the country of the address is 'India' then the pin code, state, district and city will be validated with metadata in the portal.
13. If the country of the address is not 'India' then primary user will fill the values corresponding to the applicable country in pin code, state and district fields. For example, instead of pin code, zip code may be entered.
14. The user will click on 'Preview' to view the registration form before submission..



15. The user will click on 'submit' to submit the registration form.



16. After submission, the registration form will be sent to FIU-IND for documents validation and approval.

17. Once the FIU-IND will approve the request, User will get a mail and message with entity id.

18. The user can download the mobile app from 'Learning and Resource' tab.