# Frequently Asked Questions

**1. How do I access the site to fill up the online application?**

An applicant should log on to [http://portal.idco.in](http://portal.idco.in) to access the home page of the online application.

**2. When can I submit online application for a particular post allotment activity?**

An entrepreneur should apply for a particular post allotment activity at any point of time as per his/ her requirement.

**3. Can anyone apply online for multiple post allotment activities?**

Yes, an entrepreneur can apply for multiple post allotment activities.

**4. Is there any detailed user manual to guide an entrepreneur for submitting an online application?**

Yes, an entrepreneur can use the user manual designed for APAA application in the IDCO website.

**5. What should I do if there is lot of delay in accessing the page?**

The delay in accessing the Page depends upon various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the page for registration promptly, please retry after some time or during off-peak hours.

**6. What information/ details /items are required while filling the on-line application form?**

The instructions/ items which are required to submit the application are Company Promoter Name, PAN Card No, TIN No, Lease Agreement copy, Photo Identity card PAN Copies of Promoter, etc.

**7. Is it necessary to fill up all the details given in the application?**

At Present Address, PIN code, Email ID, Mobile No are mandatory to be filed in by the entrepreneur, rest of items are optional. However, it is advisable that these particulars may be filled up so that an entrepreneur can be easily accessed/ contacted if required by IDCO.

**8. How do I know the status of my application after registration?**

An entrepreneur can verify the status of registration by dropping an email at apaa-helpdesk@idco.in or call on toll free number-**1800-345-1733.**

**9. How do I know about my Registration Acknowledgement and Login credentials?**

An entrepreneur can get the Registration Acknowledgement at the registered Email ID. Subsequently, the Login Credentials can be sent to the same Email ID after approval by concerned authority at IDCO.

**10. How do I change my Password and what are the criteria's to do the same?**

An entrepreneur can change the password by clicking on "Change Password" Link. The entrepreneur needs to provide the Old Password, new password and confirm new password again.

*The Password should contain at least 8 Characters
*The Password must contain at least one uppercase letter, one lowercase letter, one numeric and one special character.

**11. How do I know the list of Post Allotment activity?**

The list of Post Allotment activities is available at "Activity List" Link. One can see the respective processing fees against each activity.

**12. What is the procedure to pay the fee for the application?**

There are two options for the payment of fee-Pay:

(i) Pay by credit/debit Card and
(ii) Pay by Net Banking facility

An applicant can also pay the fee online using any VISA/MASTER DEBIT OR CREDIT CARD issued by any bank/institution.

An applicant can also pay the fee online using the internet banking facility.

**13. I have successfully submitted the online application, should I send the print outs of the application to IDCO by post?**

Once an entrepreneur has successfully submitted the application through online, the same gets registered with the IDCO and the entrepreneur is not required to send a hard copy of the print out of his/her application to the IDCO's office. However, it is strongly advised that the applicant keeps a hard copy of his /her application for his/her own record and future communication with the IDCO, if any.

**14. How can I update my Profile?**

An entrepreneur can manage the profile by clicking on "Mange Profile" Link.