# User manual – Creation of Users by the admin login provided by CDSL

CDSL will create Admin logins of the entities based on the registration details provided. CDSL will send the login credentials for DLT to the Admin User's email ID. The Admin User has to create atleast 2 users i.e. One Maker & one Checker using the following steps.

1. **Open web Page:** https://dltcommand.cdslindia.com
- Enter Admin Username and Password as received from CDSL and click on Login button. (Both the username and password are case sensitive)
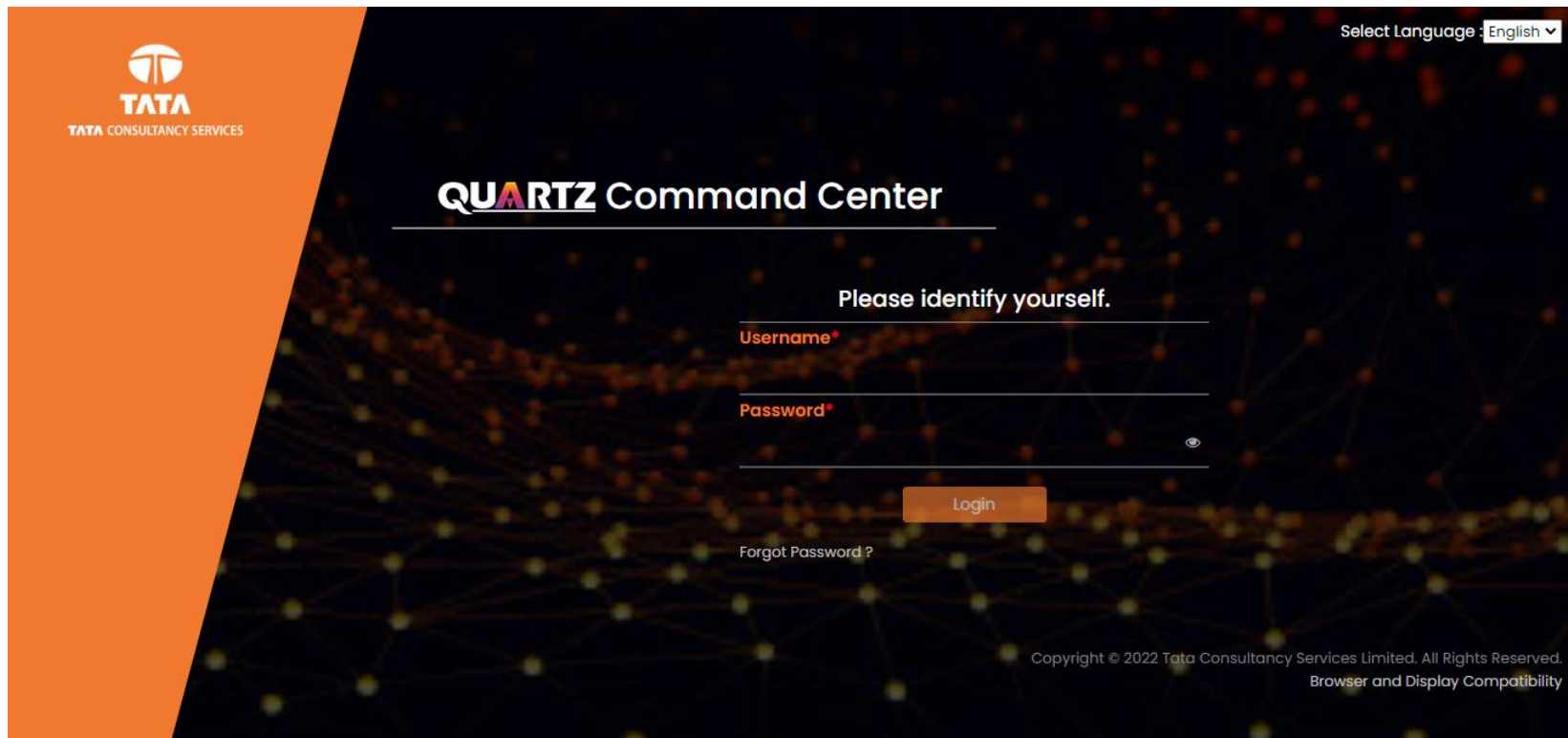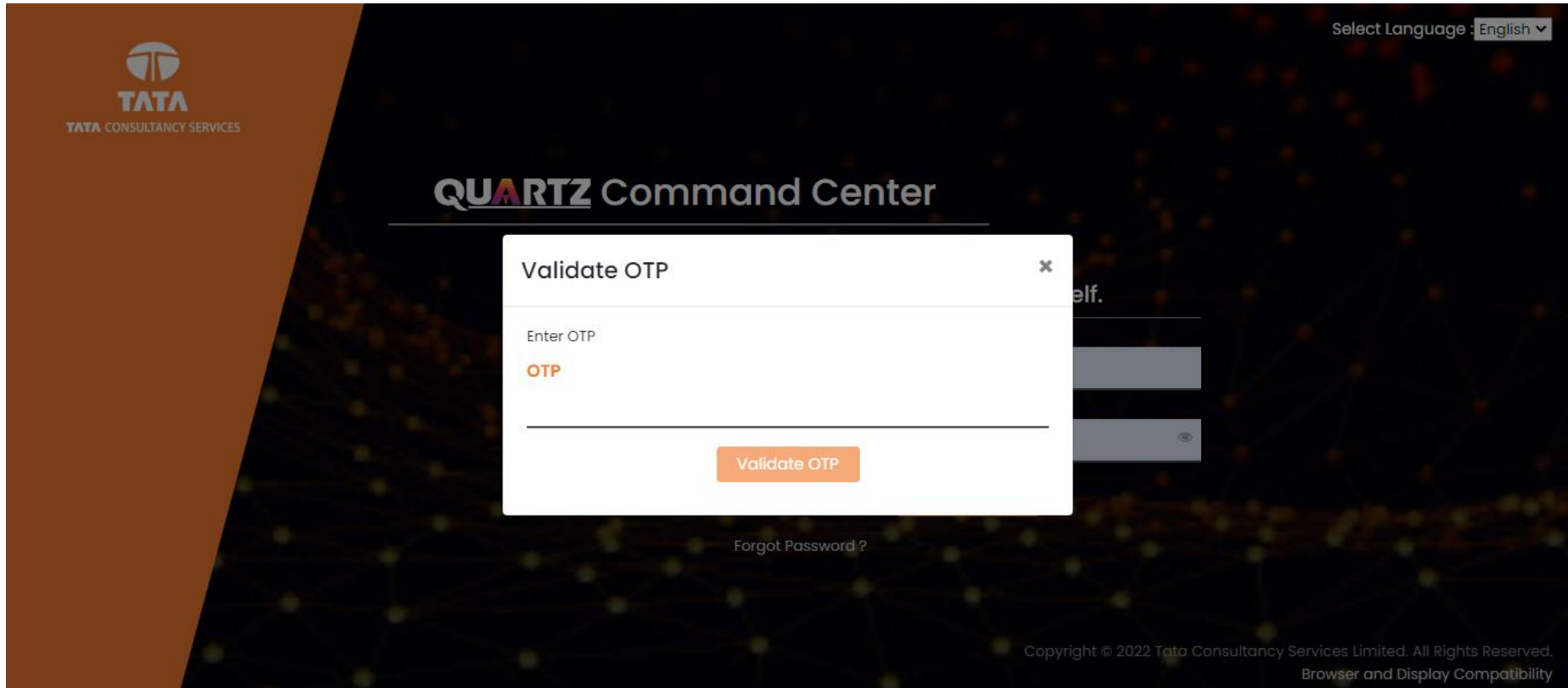

Fig. 1

- After successful authentication, message box "OTP generated successfully" will be displayed as shown in fig.2 below.
- Click on Ok button of the message box to close it.

Fig. 2

Distributed Ledger Technology
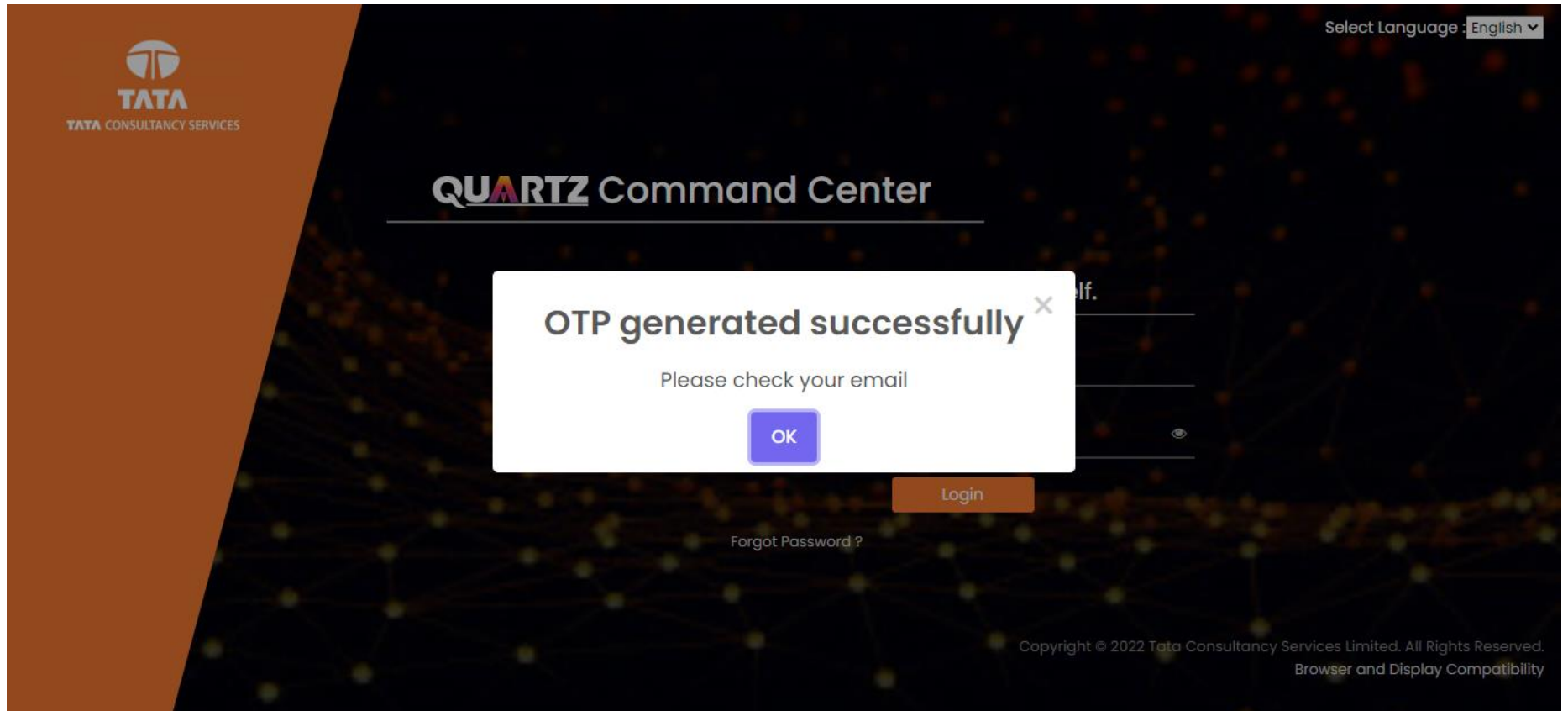
- Enter the "OTP" sent on registered email ID of the user in OTP field and click on Validate OTP button.
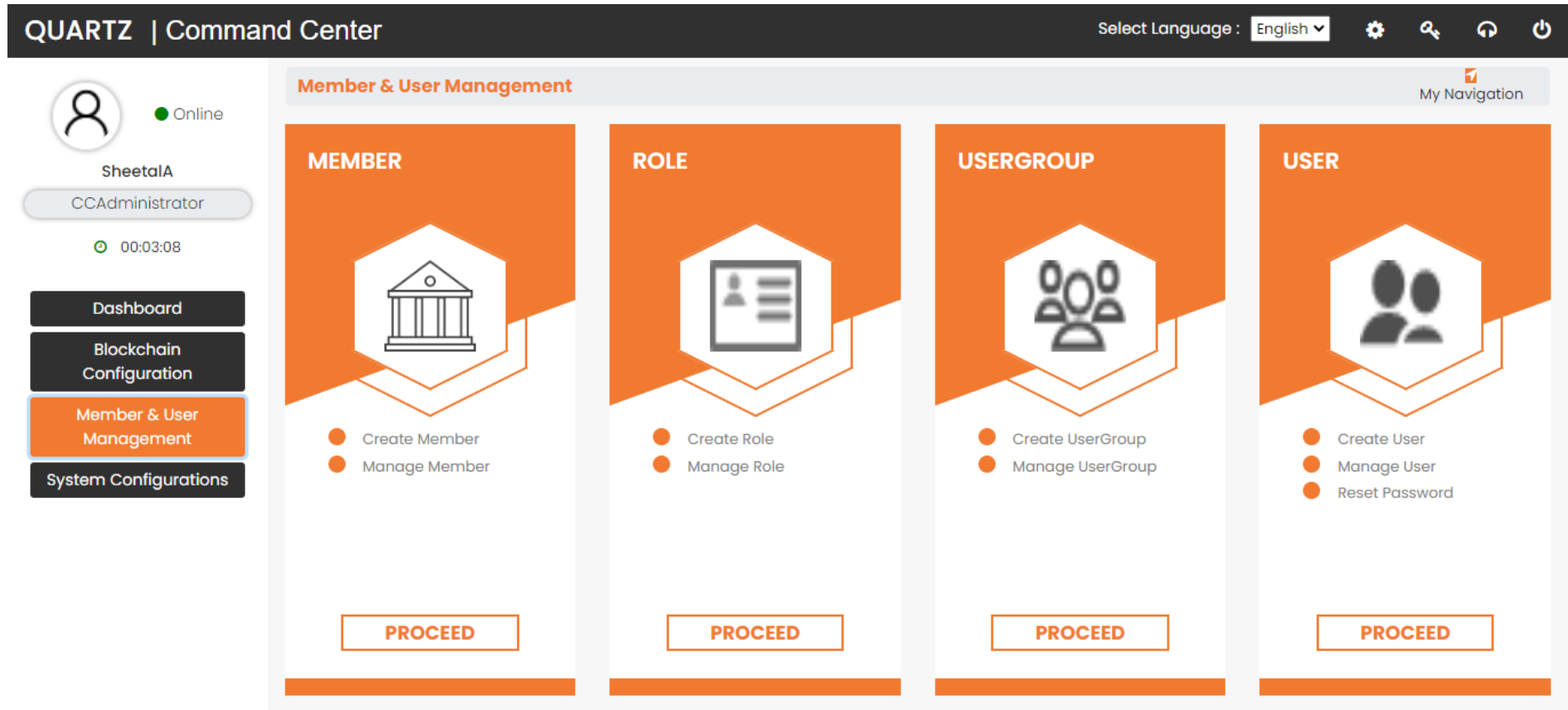

Fig. 3

- After validating OTP, it will redirect to home page. (refer fig.4)
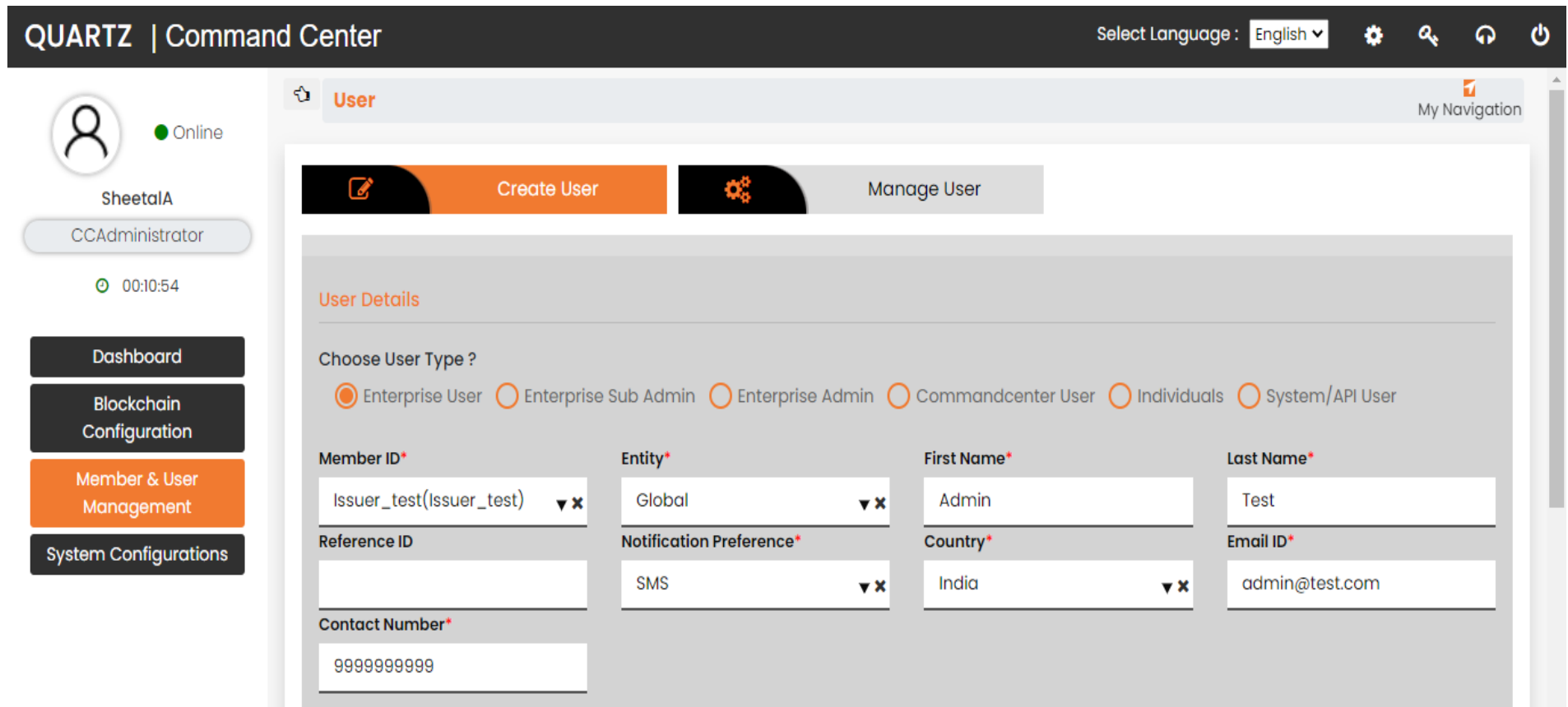
2. Create User

After login to command center, navigate to Member & User Management

Fig. 4

- Click on "PROCEED" under User to create users.

- Select Enterprise User in "Choose User Type" option.
- Enter the details of User for which the login is being created.
  - Member ID field will show the ID assigned to the entity.
  - Select Entity as "National"

Fig. 5

- Enter desired username in the login ID field.

- Select "YES" radio button under 'Do you want new certificate?'
- Admin has to create atleast 2 users i.e. One Maker & one Checker. Select the type of User i.e., maker or checker from UserGroup drop down to create the user.
- **Maker user** -: Maker User will be used for data entry operations. E.g. Entry of asset details, bonds etc.
    o Select Maker group in the UserGroup dropdown.
- **Checker user:** Checker User will be used for validation and confirmation of data entry done by maker user.
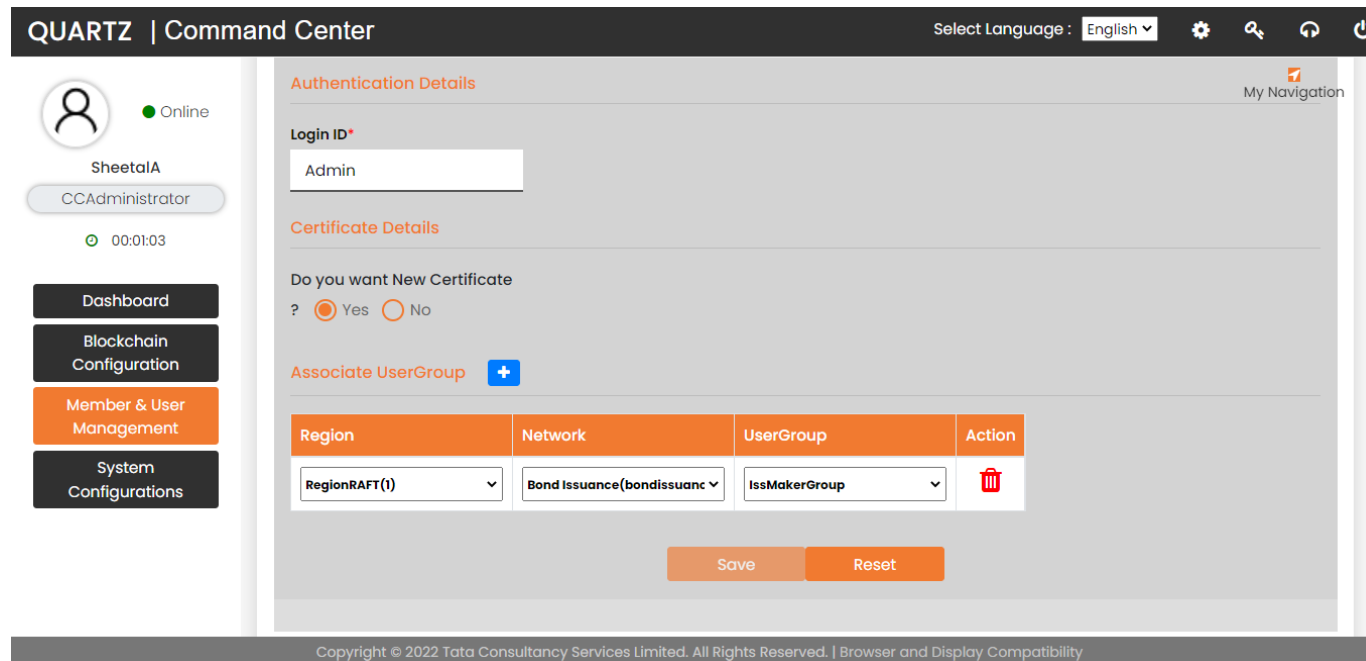   o Select Checker group in the UserGroup dropdown.

Fig. 6

Fig. 7

- Now click on Save button. This will create the user for the selected user group.
- Login name and password will be sent to the user on his registered email id by the system.
- Fill the mandatory details and click on save, User would be created successfully.