



Digital Connectivity Rating - DCRA

USER MANUAL

Go to <https://link.trai.gov.in/dcra>

Step 1: Create Your DCRA Account

Begin by registering your Digital Connectivity Rating Agency on the portal.

The registration process requires:

- Basic organization details
- Mobile number verification through OTP

Once your account is verified, you can proceed with the agency onboarding process.

DCRA Registration

Create your account to begin the DCRA onboarding process

First Name *

Last Name *

Email Address *

Mobile Number *

Send OTP

Already registered? [Login here](#)

Registration Requirements

- Valid CIN/LLPIN/PAN/GSTIN document
- Authorization letter from organization
- Non-refundable registration fee of ₹10,000

By registering, you agree to the [Terms of Use](#) and [Privacy Policy](#)

[< Back to Register](#)



Verify OTP

We've sent a verification code

Enter the 6-digit OTP sent to
+91 *****72

OTP expires in 4:37

Verify OTP

Resend OTP in 7s

Security Tip: Never share your OTP with anyone. TRAI will never ask for your OTP via phone call.

[Privacy Policy](#) · [Terms of Use](#)

Note: Read the “Registration Requirements” mentioned below carefully for a smooth onboarding.

Step 2: DCRA Onboarding Dashboard

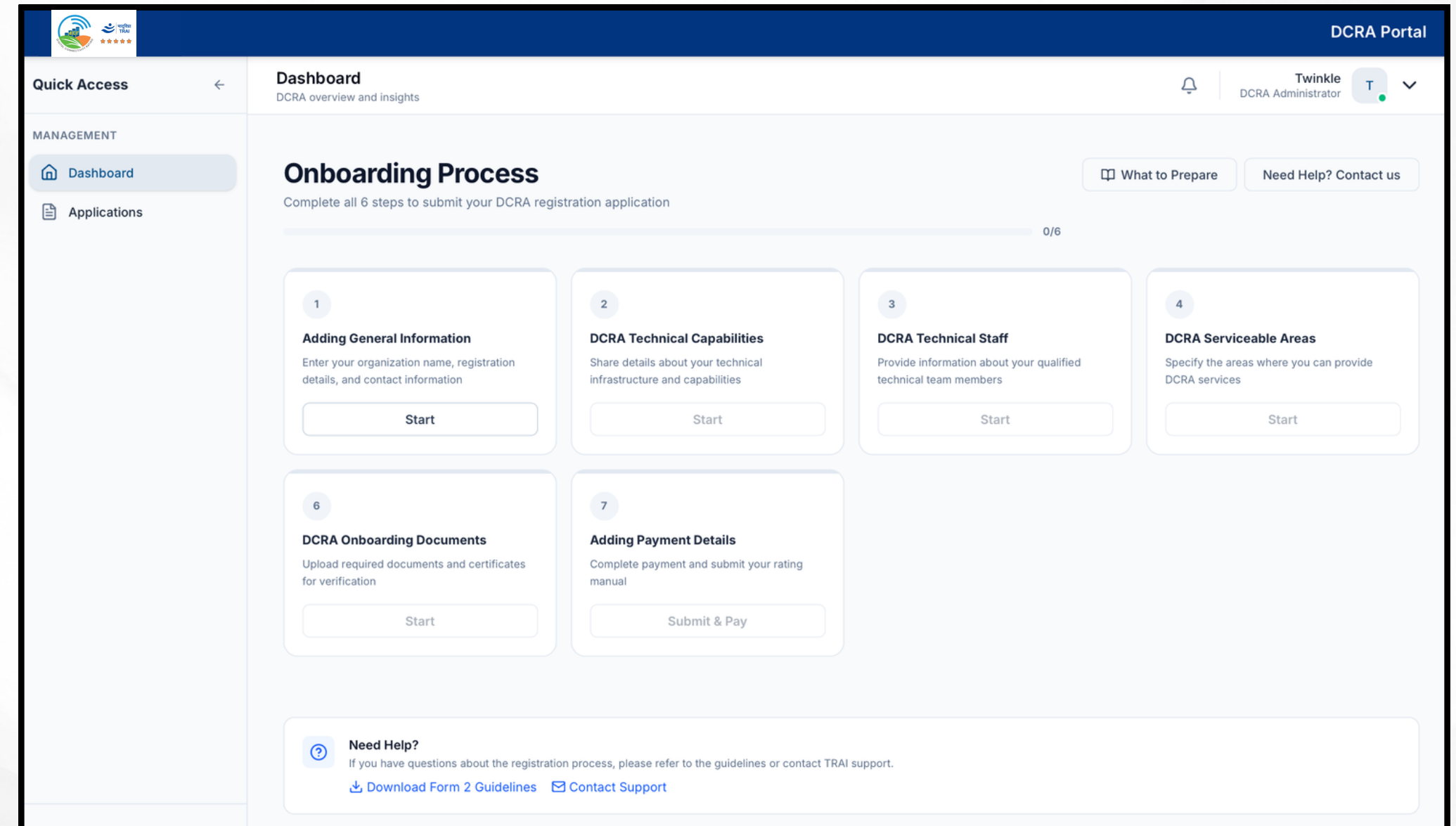
After successful verification, the DCRA Administrator is guided through a structured onboarding workflow.

The onboarding process consists of six sequential stages:

- General Information
- Technical Capabilities
- Technical Staff
- Serviceable Areas
- Supporting Documents
- Payment & Submission

Progress is automatically tracked, allowing the onboarding to be completed in multiple sessions if required.

An option to seek help is shown at the bottom of the screen.



The screenshot displays the DCRA Onboarding Dashboard. The top navigation bar includes the TRAI logo, a 'Quick Access' menu, and a 'Dashboard' section with the subtitle 'DCRA overview and insights'. The user is logged in as 'Twinkle DCRA Administrator'. The main content area is titled 'Onboarding Process' and indicates that 0 out of 6 steps are completed. The process is divided into six sequential stages, each with a 'Start' button:

- 1 Adding General Information**: Enter your organization name, registration details, and contact information.
- 2 DCRA Technical Capabilities**: Share details about your technical infrastructure and capabilities.
- 3 DCRA Technical Staff**: Provide information about your qualified technical team members.
- 4 DCRA Serviceable Areas**: Specify the areas where you can provide DCRA services.
- 6 DCRA Onboarding Documents**: Upload required documents and certificates for verification.
- 7 Adding Payment Details**: Complete payment and submit your rating manual.

At the bottom of the dashboard, there is a 'Need Help?' section with a link to 'Download Form 2 Guidelines' and a 'Contact Support' button.

Step 2.1: Organization Information

Provide the official details of your agency, including:

- Organization Profile
- Company Registration Details
- Registered Office Address
- PAN and GST Information
- Contact Information
- Supporting Registration Documents

This information establishes the agency's identity for regulatory verification.



Quick Access

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DCRA overview and insights

Twinkle

DCRA Administrator

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← Adding General Information

1 Organization's Primary Details

Organization Name *

Enter organization Name here

Organization Type *

Select from list

Registration Number *

Enter registration number

Date Of Incorporation *

07/07/2026

Certificate of Incorporation *

Upload Certificate of Incorporation

Company registration proof

Registered Address *

Address Line 1 *

Address Line 2

State *

Select state

District *

Select state first

City *

Select district first

PIN Code *

6-digit PIN code

Country

India

Number Of Years in Business *

0

Documents Related to Experience of Desired Service *

Upload Documents Related to Experience of Desired Service

Purchase order, work order, work completion certificate, or experience certificate

PAN (Permanent Account Number) *

Enter PAN number

example: AAAAA0000A

Upload PAN Card

Copy of PAN card

GSTIN (Goods and Services Tax Identification Number) *

Enter GST number

example: 27AABCF1234D1Z5

Upload GST Certificate

GST certificate

EPF Registration Number *

Enter EPF number

Upload EPF Certificate

Employee provident fund certificate

ESI Registration Number *

Enter ESI number

Upload ESI Certificate

Employee state insurance certificate

1 Organization Identity

Company/LLP Website *

www.company-name.com

Company/LLP Postal Address *

Address Line 1 *

Address Line 2

State *

Select state

District *

Select state first

City *

Select district first

PIN Code *

6-digit PIN code

Country

India

Contact Person *

Enter contact person's name

Contact Email *

Enter contact person's email

Contact Number (Landline) *

Enter landline number

e.g., 022-21242124

Mobile Number *

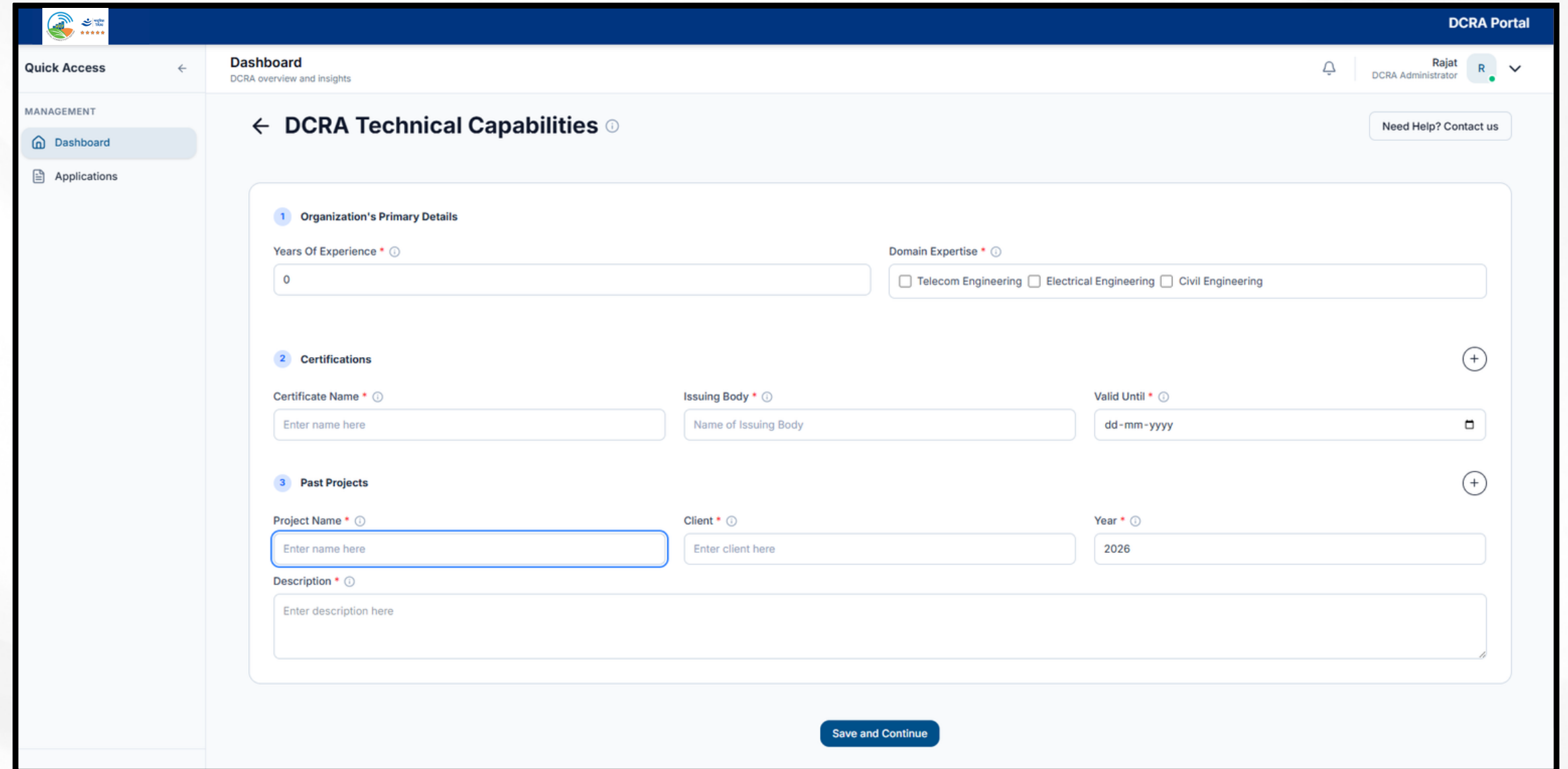
+91 Enter mobile number

Save & Continue

Step 2.2: Technical Capabilities

Demonstrate your organization's technical expertise by providing details such as:

- Years of Industry Experience
- Areas of Technical Expertise
- Professional Certifications
- Previous Assessment Projects
- Client References



The screenshot shows the 'DCRA Technical Capabilities' form within the DCRA Portal. The form is divided into three main sections: 1. Organization's Primary Details, 2. Certifications, and 3. Past Projects. Each section has a plus icon to add more entries. The 'Organization's Primary Details' section includes a 'Years Of Experience' field (with '0' entered) and a 'Domain Expertise' section with checkboxes for 'Telecom Engineering', 'Electrical Engineering', and 'Civil Engineering'. The 'Certifications' section includes fields for 'Certificate Name', 'Issuing Body', and 'Valid Until'. The 'Past Projects' section includes fields for 'Project Name', 'Client', 'Year', and a 'Description' text area. A 'Save and Continue' button is located at the bottom right of the form.

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DCRA Technical Capabilities

1 Organization's Primary Details

Years Of Experience * ①

0

Domain Expertise * ①

☐ Telecom Engineering ☐ Electrical Engineering ☐ Civil Engineering

2 Certifications

Certificate Name * ①

Enter name here

Issuing Body * ①

Name of Issuing Body

Valid Until * ①

dd-mm-yyyy

3 Past Projects

Project Name * ①

Enter name here

Client * ①

Enter client here

Year * ①

2026

Description * ①

Enter description here

Save and Continue

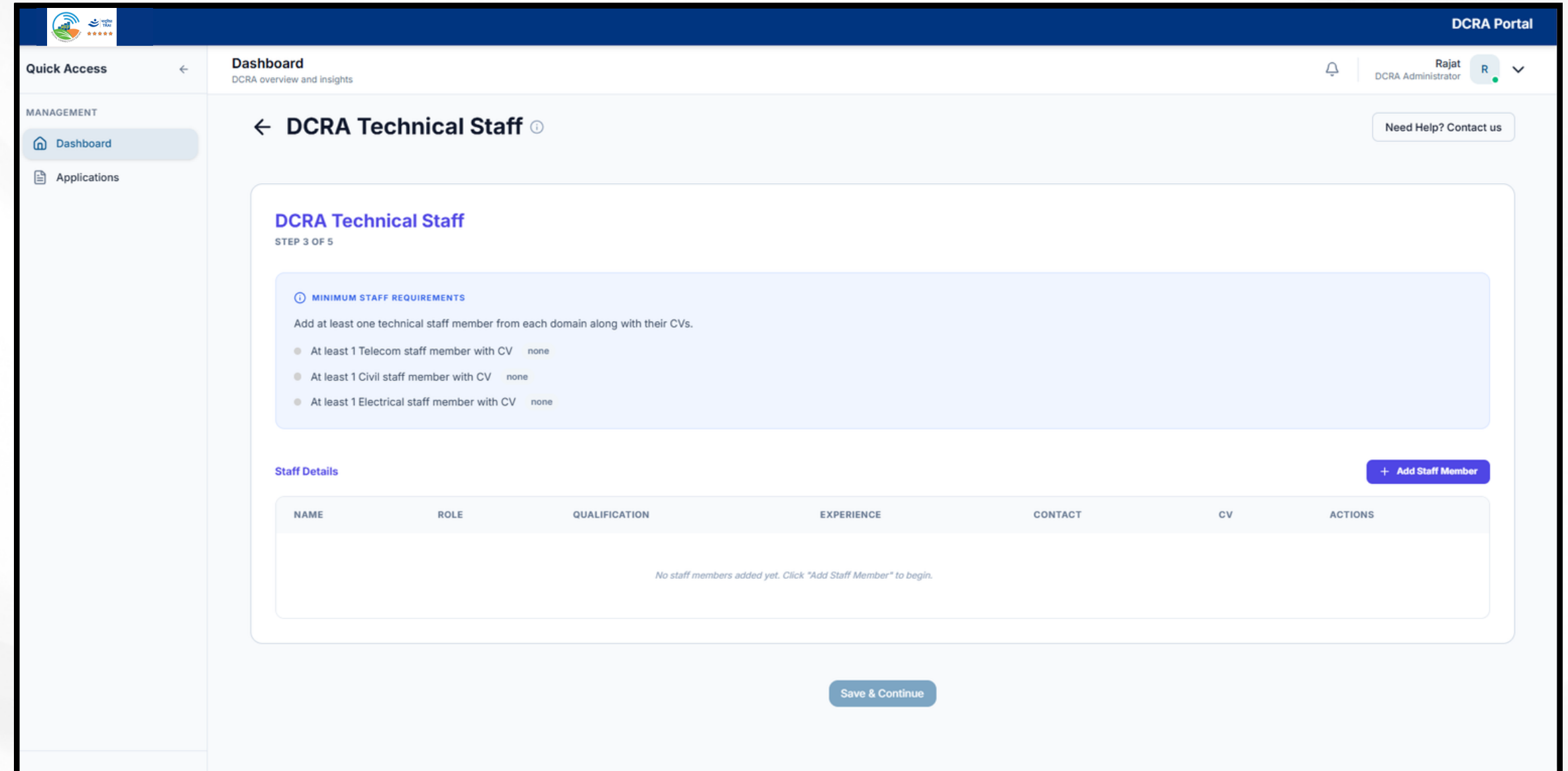
These details help establish the agency's capability to perform Digital Connectivity Ratings.

Step 2.3: Technical Staff

Register the technical professionals who will participate in property evaluations.

For every team member, the agency maintains:

- Name and Designation
- Qualification
- Experience
- Contact Information
- Supporting CV



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Rajat

DCRA Administrator

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← DCRA Technical Staff

DCRA Technical Staff

STEP 3 OF 5

MINIMUM STAFF REQUIREMENTS

Add at least one technical staff member from each domain along with their CVs.

- At least 1 Telecom staff member with CV
- At least 1 Civil staff member with CV
- At least 1 Electrical staff member with CV

Staff Details

NAME	ROLE	QUALIFICATION	EXPERIENCE	CONTACT	CV	ACTIONS
No staff members added yet. Click "Add Staff Member" to begin.						

+ Add Staff Member

Save & Continue

The technical team becomes the foundation for future assessment assignments.

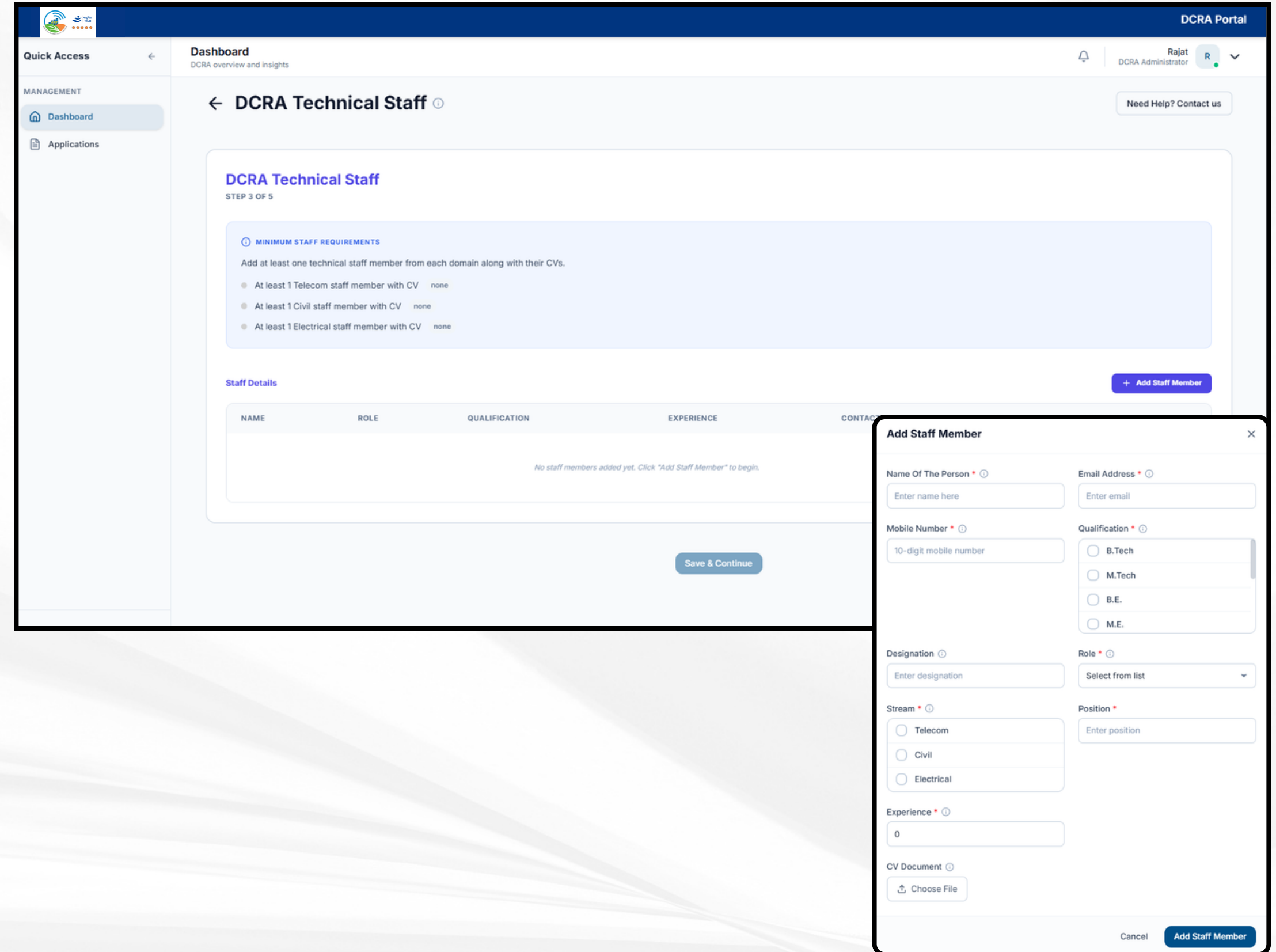
Step 2.3: Add Technical Team Members

Create individual profiles for evaluators, supervisors and domain experts.

Each staff member can be assigned based on:

- Technical Stream
- Qualification
- Role
- Position
- Professional Experience

These user accounts are later used during Due Diligence and rating assignments.



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DCRA Technical Staff
STEP 3 OF 5

MINIMUM STAFF REQUIREMENTS
Add at least one technical staff member from each domain along with their CVs.

- At least 1 Telecom staff member with CV none
- At least 1 Civil staff member with CV none
- At least 1 Electrical staff member with CV none

Staff Details

NAME	ROLE	QUALIFICATION	EXPERIENCE	CONTACT
No staff members added yet. Click "Add Staff Member" to begin.				

Add Staff Member

Name Of The Person *

Email Address *

Mobile Number *

Qualification * ☐ B.Tech ☐ M.Tech ☐ B.E. ☐ M.E.

Designation *

Role *

Stream * ☐ Telecom ☐ Civil ☐ Electrical

Position *

Experience *

CV Document *

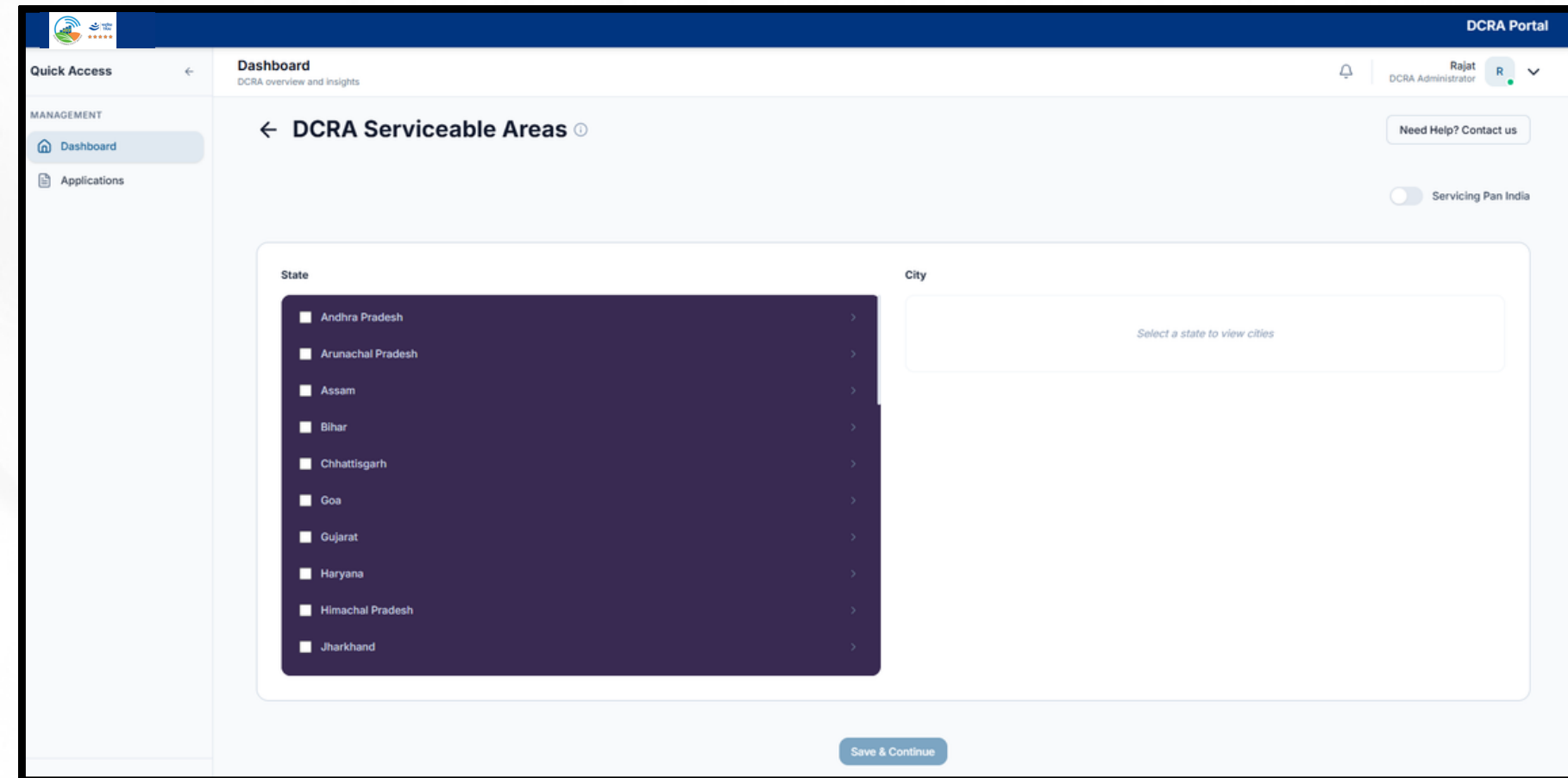
Step 2.4: Serviceable Areas

Define the geographical regions where the agency is authorized to provide Digital Connectivity Rating services.

The portal allows agencies to:

- Select multiple States
- Select individual Cities
- Expand service coverage over time

This information enables Property Managers to identify agencies serving their project locations.



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← DCRA Serviceable Areas

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Servicing Pan India

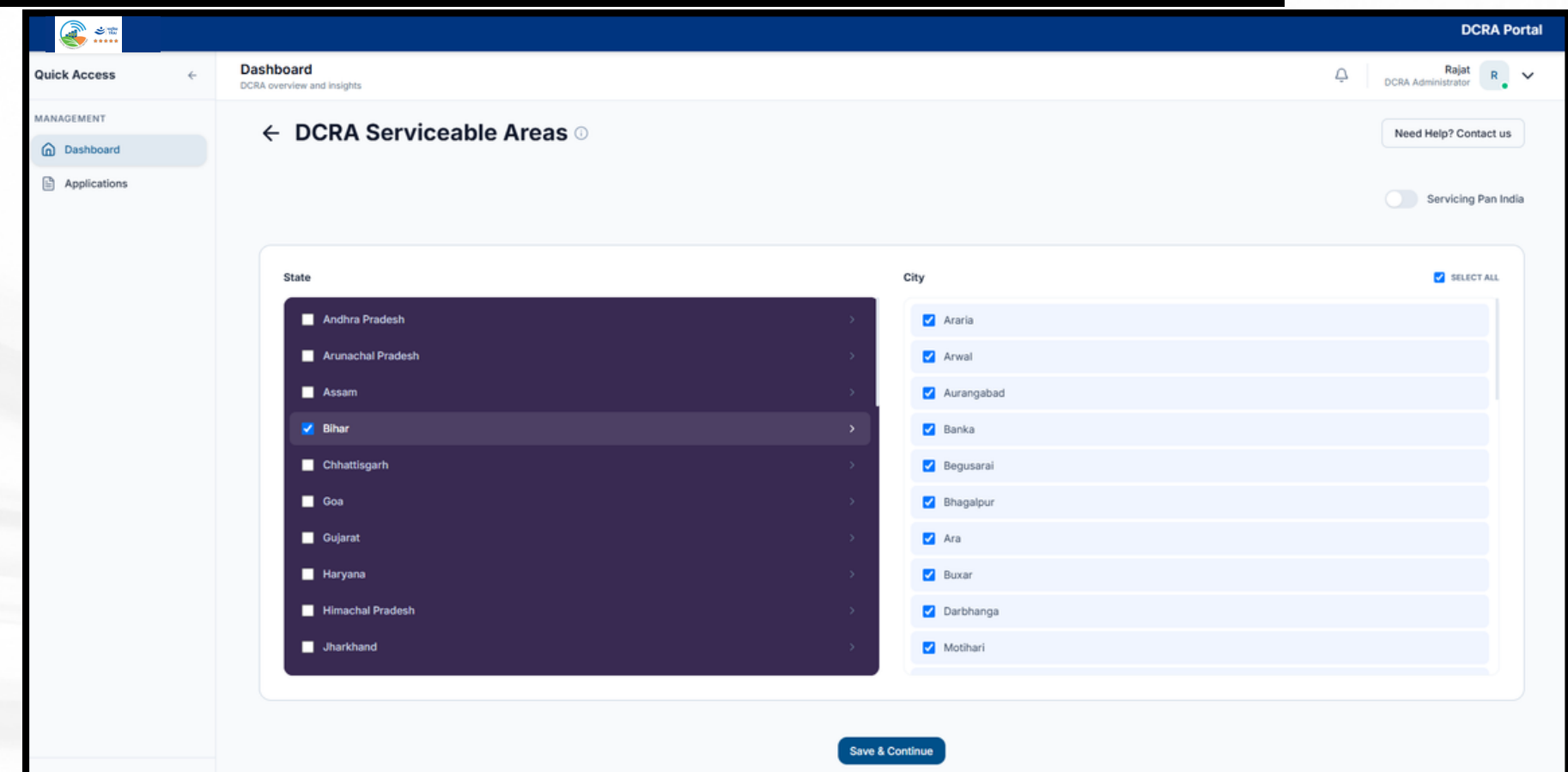
State

- Andhra Pradesh
- Arunachal Pradesh
- Assam
- Bihar
- Chhattisgarh
- Goa
- Gujarat
- Haryana
- Himachal Pradesh
- Jharkhand

City

Select a state to view cities

Save & Continue



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← DCRA Serviceable Areas

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State

- Andhra Pradesh
- Arunachal Pradesh
- Assam
- ☒ Bihar
- Chhattisgarh
- Goa
- Gujarat
- Haryana
- Himachal Pradesh
- Jharkhand

City

☒ SELECT ALL

- ☒ Araria
- ☒ Arwal
- ☒ Aurangabad
- ☒ Banka
- ☒ Begusarai
- ☒ Bhagalpur
- ☒ Ara
- ☒ Buxar
- ☒ Darbhanga
- ☒ Motihari

Save & Continue

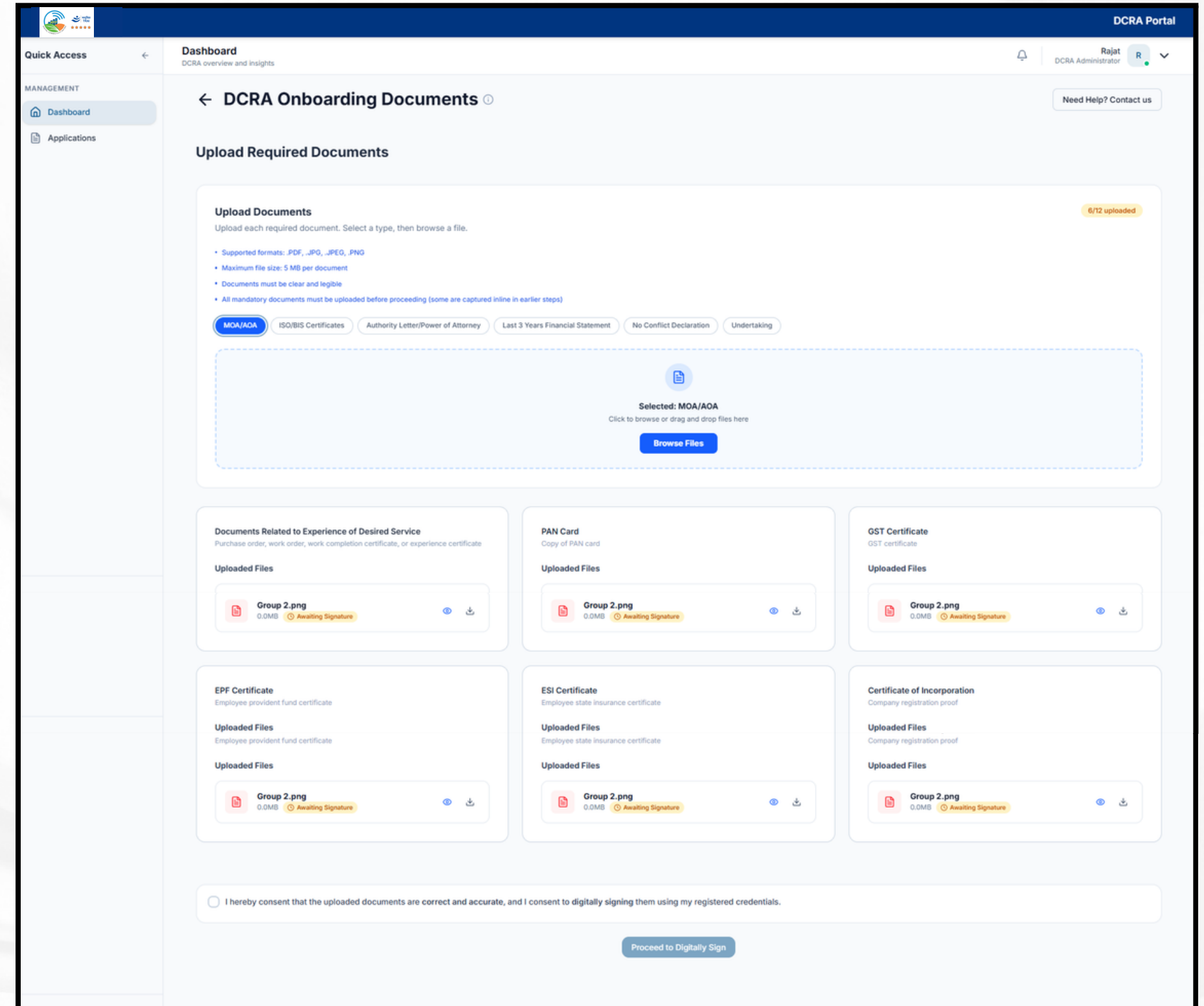
Step 2.5: Upload Supporting Documents

Upload all mandatory organizational documents required for verification.

Typical documents include:

- Memorandum of Association
- PAN and GST Certificates
- Registration Certificates
- Financial Documents
- Experience Certificates
- Required Declarations

Each document undergoes validation before the onboarding application is submitted.



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DCRA Onboarding Documents

Upload Required Documents

Upload Documents
Upload each required document. Select a type, then browse a file.

Supported formats: PDF, JPG, JPEG, PNG
Maximum file size: 5 MB per document
Documents must be clear and legible
All mandatory documents must be uploaded before proceeding (some are captured inline in earlier steps)

MOA/AOA | ISO/BIS Certificates | Authority Letter/Power of Attorney | Last 3 Years Financial Statement | No Conflict Declaration | Undertaking

Selected: MOA/AOA
Click to browse or drag and drop files here

Browse Files

Documents Related to Experience of Desired Service
Purchase order, work order, work completion certificate, or experience certificate

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

PAN Card
Copy of PAN card

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

GST Certificate
GST certificate

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

EPF Certificate
Employee provident fund certificate

Uploaded Files

Employee provident fund certificate

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

ESI Certificate
Employee state insurance certificate

Uploaded Files

Employee state insurance certificate

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

Certificate of Incorporation
Company registration proof

Uploaded Files

Company registration proof

Uploaded Files

Group 2.png
0.0MB
Awaiting Signature

☐ I hereby consent that the uploaded documents are correct and accurate, and I consent to digitally signing them using my registered credentials.

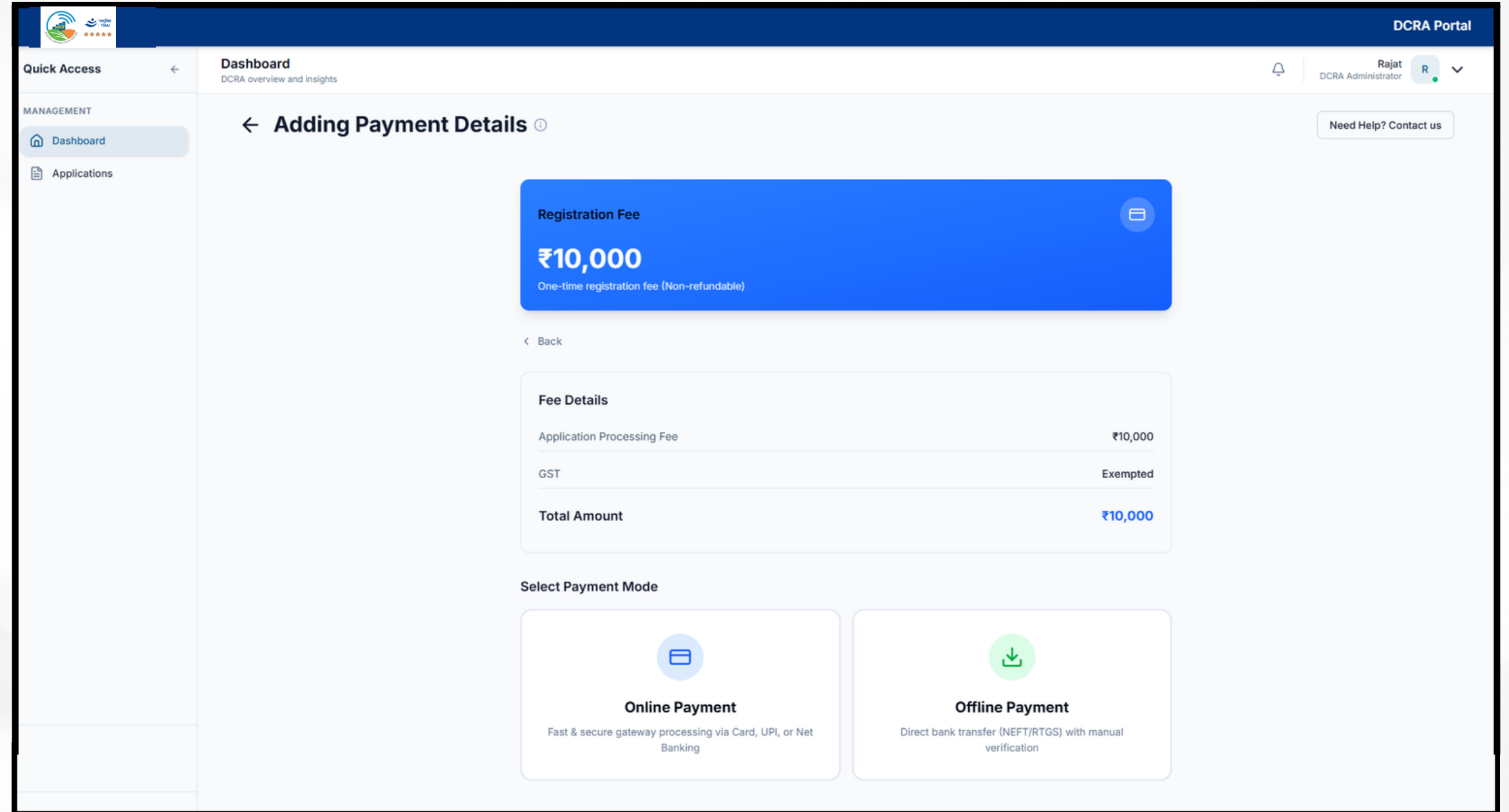
Proceed to Digitally Sign

Step 2.6: Payment & Submission

Complete the registration by paying the onboarding fee.

- The payment page provides:
- Registration Fee Summary
- Payment Breakdown
- Online and Offline Payment Options

Once payment is completed, the onboarding application is submitted for regulatory review.





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←

Adding Payment Details ⓘ

Registration Fee

₹10,000

One-time registration fee (Non-refundable)

Back

Fee Details

Application Processing Fee	₹10,000
GST	Exempted
Total Amount	₹10,000

Select Payment Mode



Online Payment

Fast & secure gateway processing via Card, UPI, or Net Banking



Offline Payment

Direct bank transfer (NEFT/RTGS) with manual verification

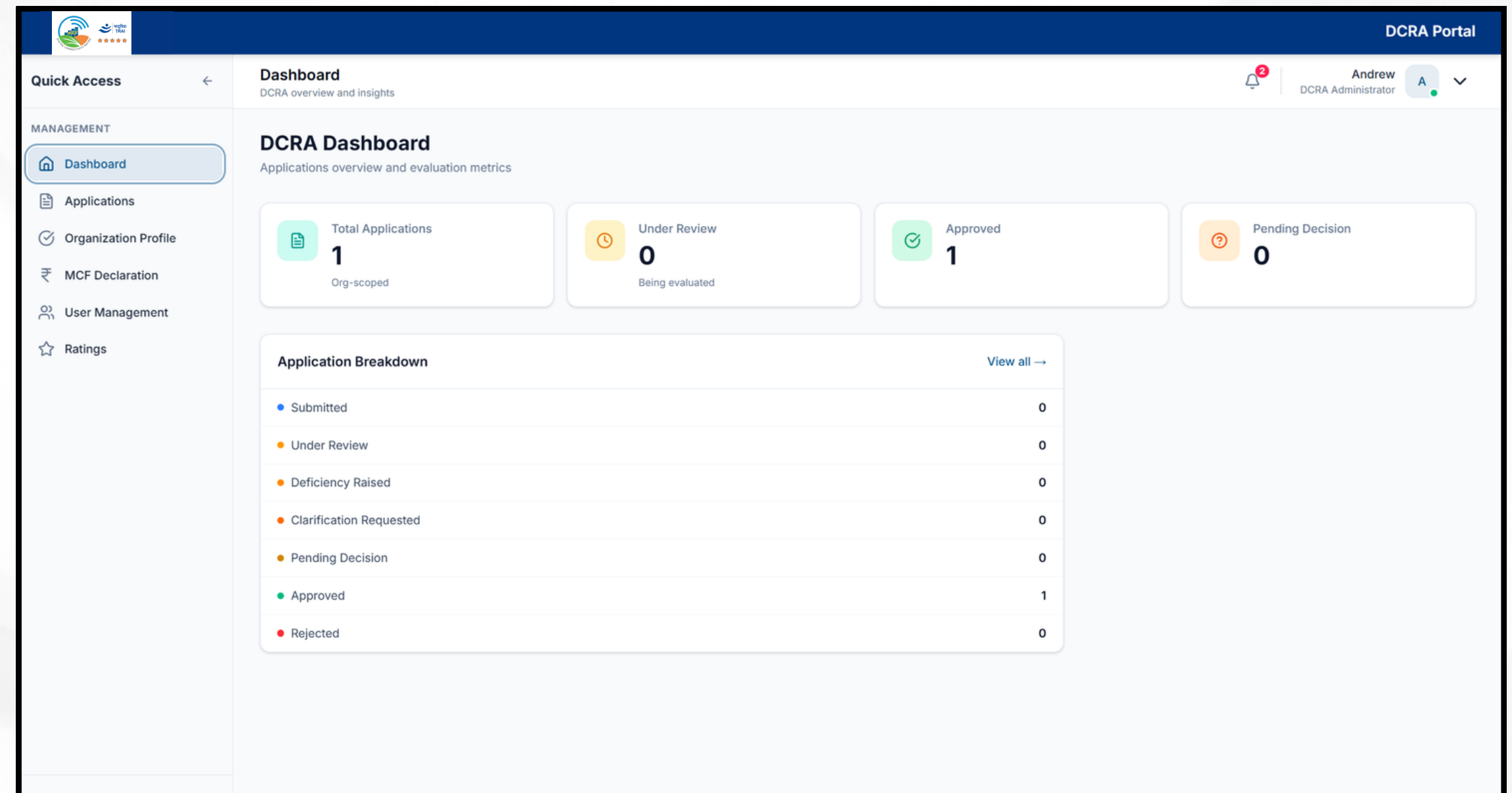
Access your DCRA Dashboard

After approval, the DCRA gains access to its operational dashboard.

The dashboard provides a consolidated overview of:

- Total Applications
- Applications Under Review
- Approved Ratings
- Pending Decisions
- Application Status Distribution

This serves as the primary workspace for monitoring all assessment activities.



Learn how to add users -

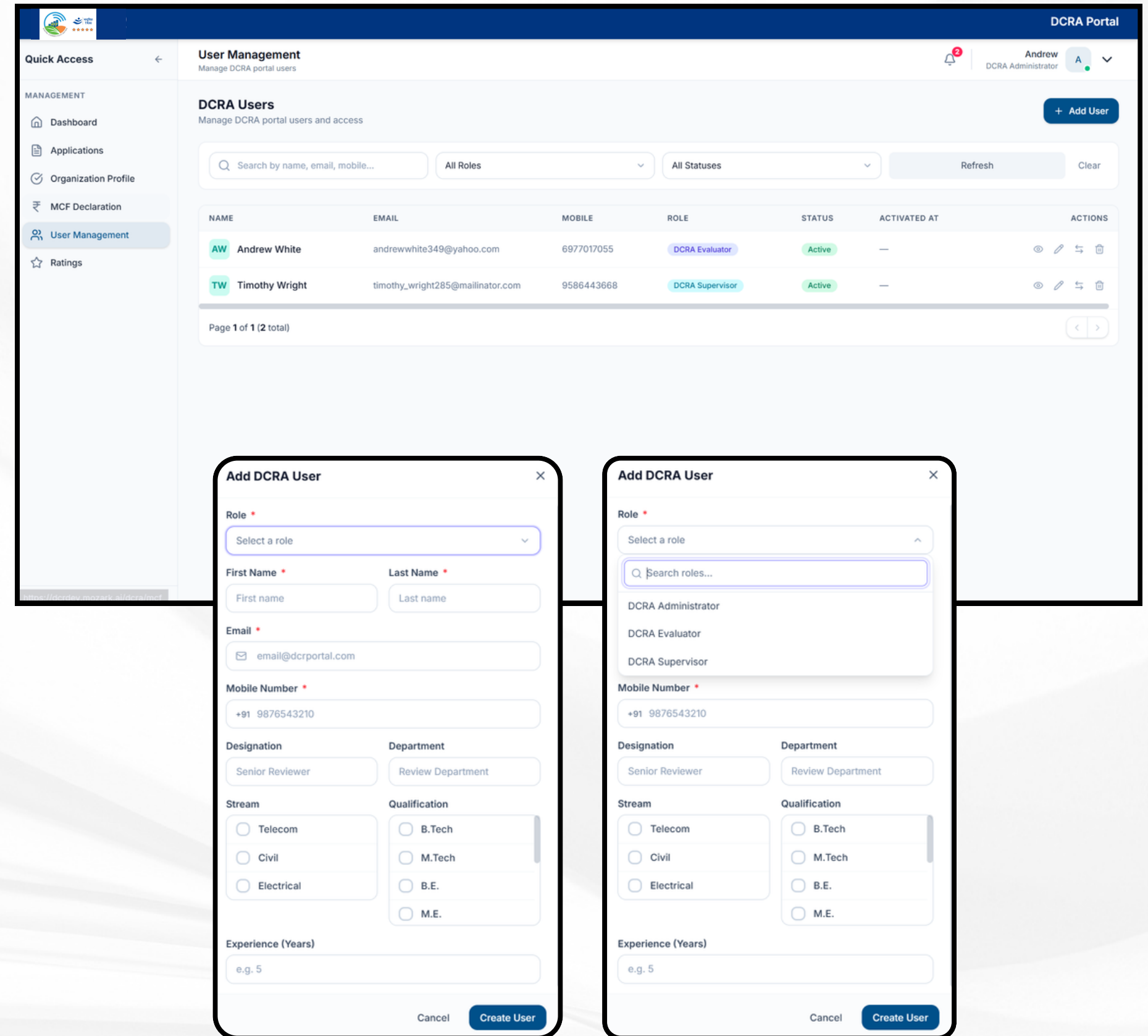
Step 3.1: User Management

DCRA Administrators can create and manage internal portal users.

Supported roles include:

- DCRA Administrator
- DCRA Supervisor
- DCRA Evaluator

Each user receives role-based permissions aligned with their responsibilities during the assessment process.



The screenshot displays the DCRA Portal's User Management interface. The top navigation bar includes the TRAI logo, a search bar, and a user profile dropdown for Andrew White, DCRA Administrator. The left sidebar shows a 'Quick Access' menu with options like Dashboard, Applications, Organization Profile, MCF Declaration, User Management (selected), and Ratings. The main content area is titled 'User Management' and 'DCRA Users', with a subtitle 'Manage DCRA portal users and access'. It features a search bar, filters for 'All Roles' and 'All Statuses', and a 'Refresh' button. Below this is a table listing two users: Andrew White (DCRA Evaluator) and Timothy Wright (DCRA Supervisor). The table columns are NAME, EMAIL, MOBILE, ROLE, STATUS, ACTIVATED AT, and ACTIONS. At the bottom, it shows 'Page 1 of 1 (2 total)'. Two modal forms for 'Add DCRA User' are overlaid on the bottom right. The first modal shows a role selection dropdown, first and last name fields, email, mobile number, designation, department, stream, qualification, and experience fields. The second modal shows a role selection dropdown with a search bar, and the same fields as the first modal. Both modals have 'Cancel' and 'Create User' buttons.

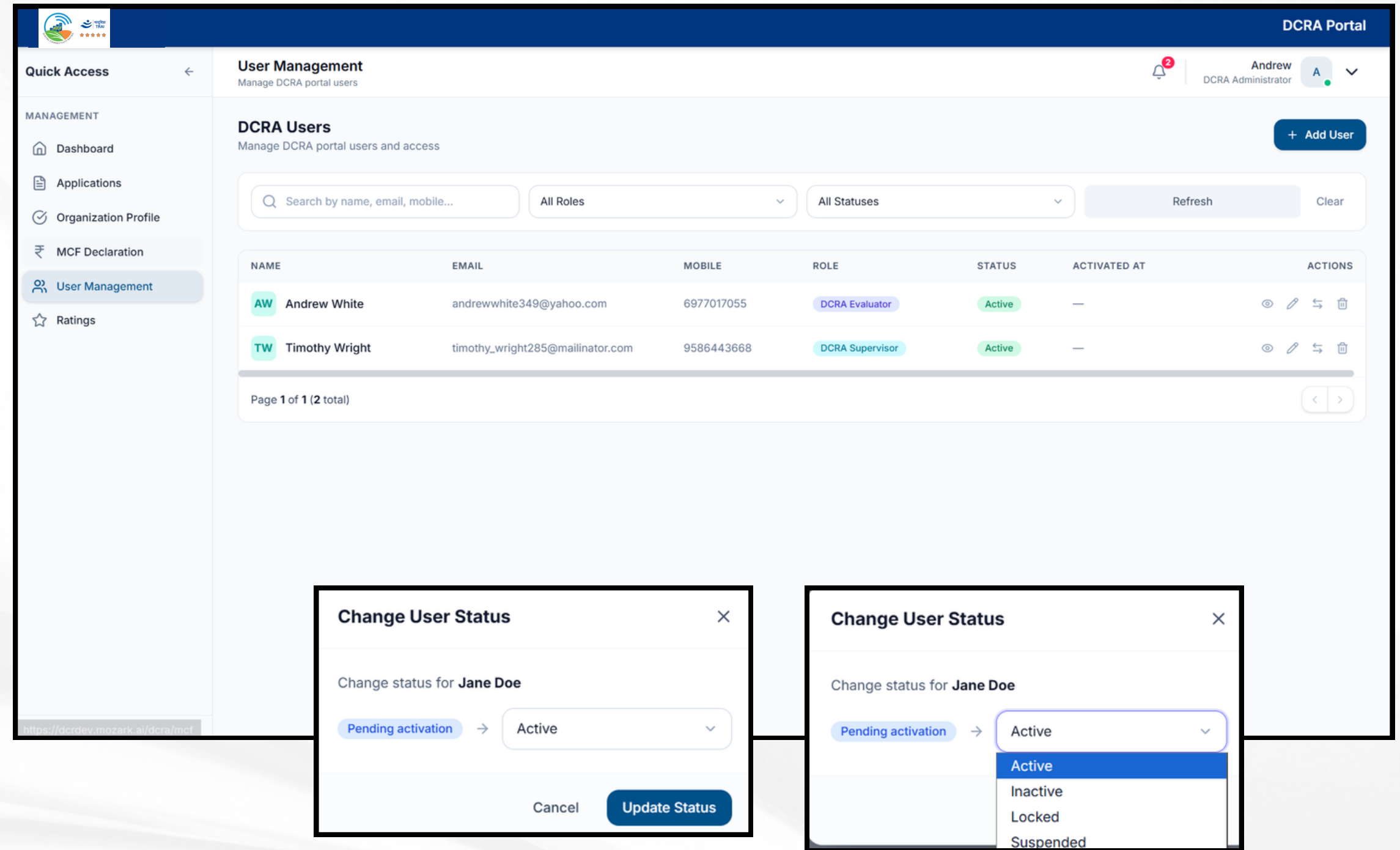
Step 3.2: Manage User Access

Administrators can control the lifecycle of every user account.

Available actions include:

- Activate Users
- Deactivate Users
- Lock Accounts
- Suspend Access

This ensures that only authorized personnel participate in property assessments.



The screenshot displays the DCRA Portal's User Management interface. The top navigation bar includes the TRAI logo, a search bar, and a user profile dropdown for Andrew White, DCRA Administrator. The left sidebar shows a 'Quick Access' menu with options like Dashboard, Applications, Organization Profile, MCF Declaration, User Management (selected), and Ratings. The main content area is titled 'User Management' and 'DCRA Users', with a subtitle 'Manage DCRA portal users and access'. It features a search bar and filters for 'All Roles' and 'All Statuses'. Below this is a table of users:

NAME	EMAIL	MOBILE	ROLE	STATUS	ACTIVATED AT	ACTIONS
AW Andrew White	andrewwhite349@yahoo.com	6977017055	DCRA Evaluator	Active	—	[Icons for view, edit, delete]
TW Timothy Wright	timothy_wright285@mailinator.com	9586443668	DCRA Supervisor	Active	—	[Icons for view, edit, delete]

Below the table, it indicates 'Page 1 of 1 (2 total)'. Two modals are shown at the bottom, both titled 'Change User Status'. The first modal shows the status being changed from 'Pending activation' to 'Active'. The second modal shows the status being changed from 'Pending activation' to a dropdown menu with options: 'Active', 'Inactive', 'Locked', and 'Suspended'.

Become part of India's Digital Connectivity Rating ecosystem by delivering standardized, transparent and technically rigorous property assessments.

Your expertise contributes to improving digital infrastructure quality and establishing trusted connectivity benchmarks across residential and commercial developments.

Thank You.