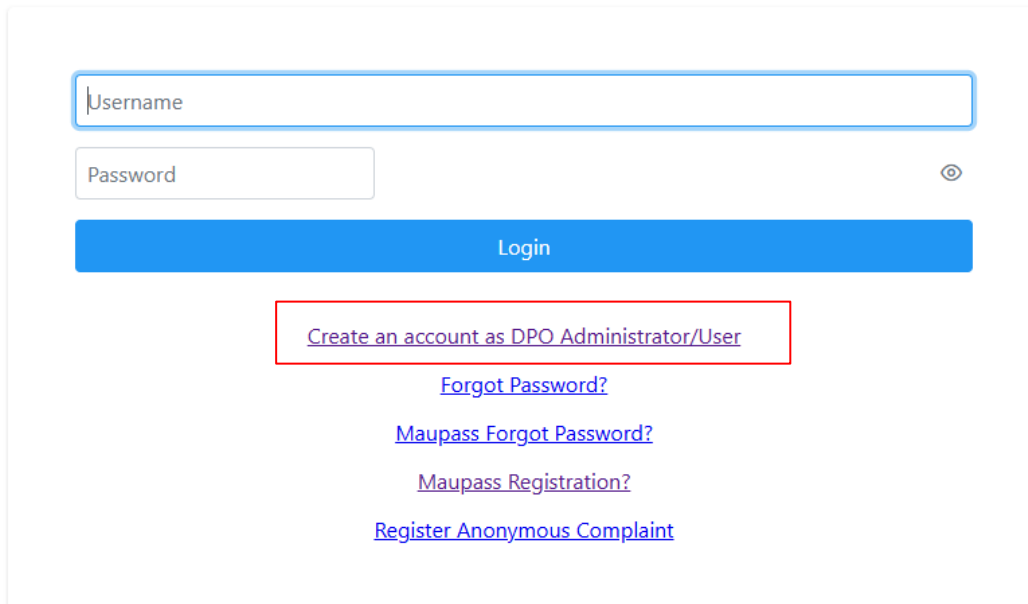



Online Portal

Basic Steps for Individuals

STEP 1: Create an account as administrator



Username

Password 

Login

[Create an account as DPO Administrator/User](#)

[Forgot Password?](#)

[Maupass Forgot Password?](#)

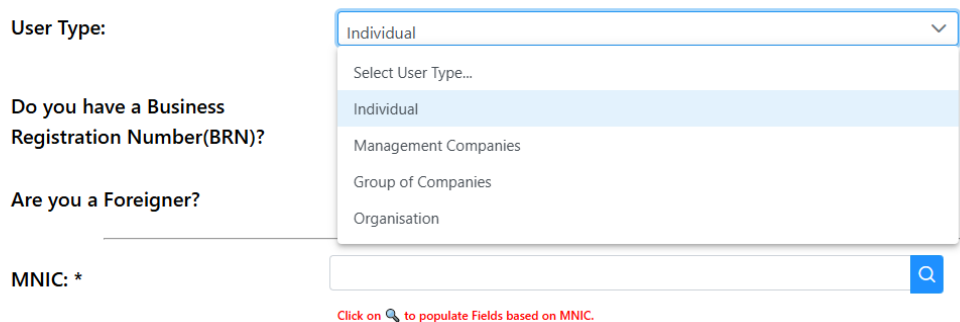
[Maupass Registration?](#)

[Register Anonymous Complaint](#)

STEP 2: Select individual for BRN starting with letter 'I'

Select '**Register with BRN**' and upload a scan copy of BRN and/or COI and copy of National Identity Card

REGISTER AS ADMINISTRATOR



User Type: Individual

Do you have a Business Registration Number(BRN)?

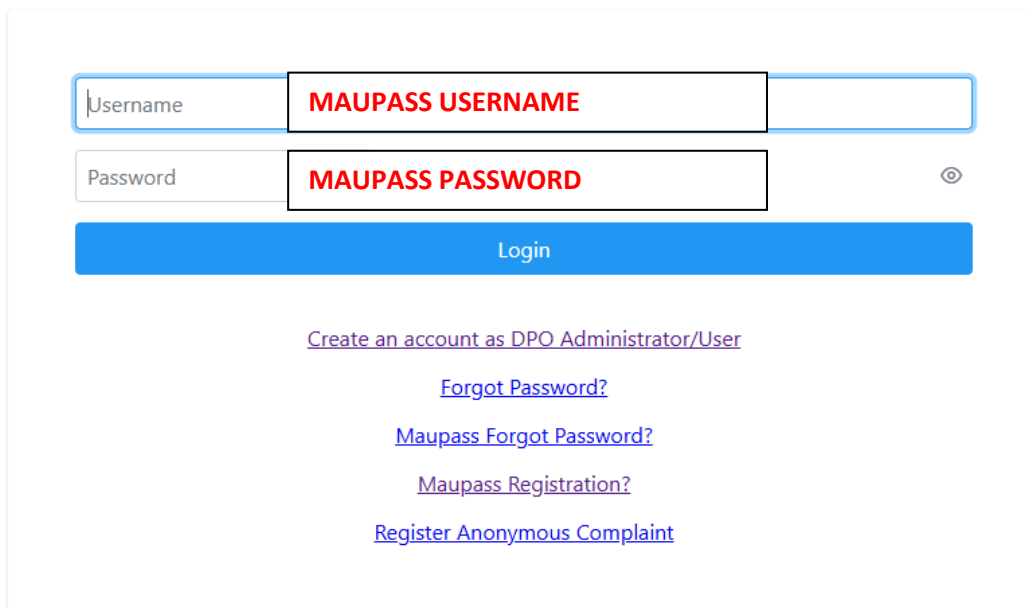
Are you a Foreigner?

MNIC: *

[Click on !\[\]\(5f8296a623346ad034e920f111e0fa26_img.jpg\) to populate Fields based on MNIC.](#)

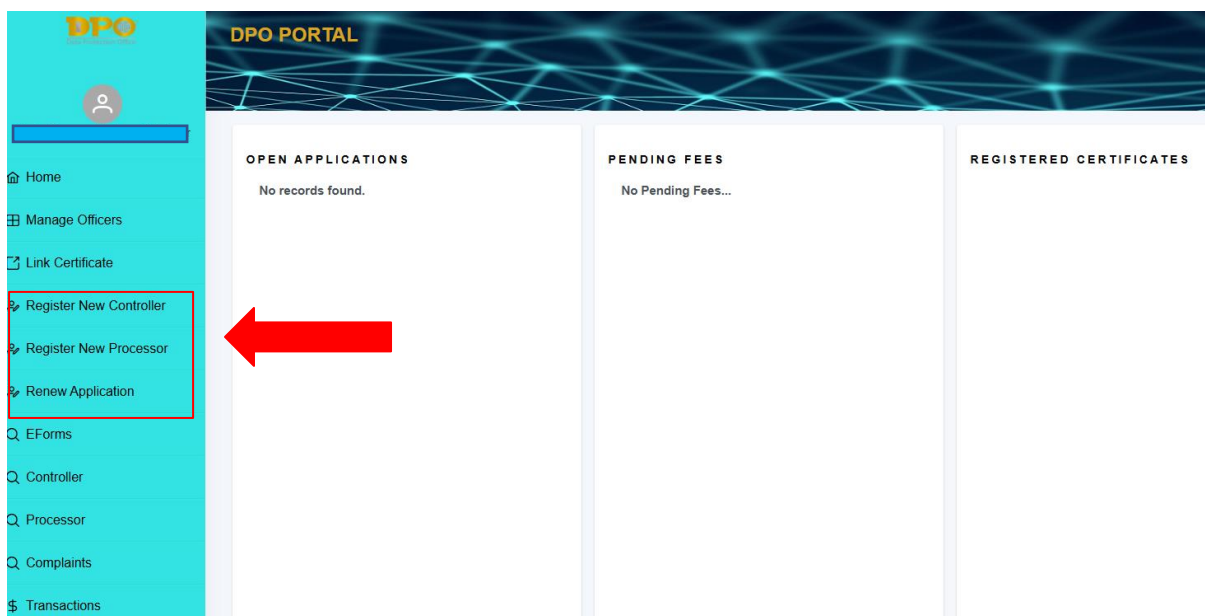
STEP 3: Submit the application form and wait for account activation email from DPO Administrator.

STEP 4: After account activation, log on the portal using **MAUPASS** credentials.
If you do not have a MauPass account, create one.



The image shows a login form with two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'MAUPASS USERNAME' and the 'Password' field contains 'MAUPASS PASSWORD'. Below the fields is a blue 'Login' button. Underneath the button are several links: 'Create an account as DPO Administrator/User', 'Forgot Password?', 'Maupass Forgot Password?', 'Maupass Registration?', and 'Register Anonymous Complaint'.

STEP 5: Click on '**Register New Controller**' and/or '**Register New Processor**'
If renewal is required click on '**Renew Application**'



STEP 6: Submit application and effect payment accordingly

STEP 7: After receipt of an email indicating application has been approved, log on the portal again to download the certificate

