

GOVERNMENT OF INDIA • MINISTRY OF ELECTRONICS & IT

DigiLocker Registration

A Complete User Manual

Step-by-step instructions with screenshots for creating and
setting up your DigiLocker digital document wallet

www.digilocker.gov.in

About This Manual

DigiLocker is a flagship initiative of the Ministry of Electronics & Information Technology (MeitY), Government of India, under the Digital India programme. It gives every citizen a secure, personal cloud space to store, access, and share government-issued documents digitally.

This manual walks you through the complete registration process — from opening the DigiLocker website for the first time to reaching your personal dashboard — using real screenshots of each screen you will see.

Before You Begin

- A working mobile number (preferably the one linked to your Aadhaar).
- Your 12-digit Aadhaar number, or your Virtual ID (VID).
- A device with internet access — computer, laptop, or smartphone.
- A few uninterrupted minutes — do not refresh or close the page mid-verification.

TIP: Keep your mobile phone next to you before you start — you will need to enter OTPs (one-time passwords) twice during registration.

Registration Process — Overview

Setting up your DigiLocker account takes five short steps:

- Step 1 — Enter your mobile number on the DigiLocker portal.
- Step 2 — Verify the OTP sent to your mobile number.
- Step 3 — Verify your identity using Aadhaar or VID.
- Step 4 — Verify the Aadhaar OTP sent by UIDAI.
- Step 5 — Set a 6-digit security PIN to protect your account.

Once complete, you will land on your personal DigiLocker dashboard, ready to fetch, store, and share documents.

STEP 1 Enter Your Mobile Number

Open your browser and go to www.digilocker.gov.in, or open the DigiLocker mobile app. On the landing page, select “Login or Create Account.” Enter your 10-digit mobile number in the field provided (the +91 country code is filled in automatically) and select Continue.

Figure 1 — Login or Create Account screen: enter your mobile number to proceed.

By continuing, you agree to DigiLocker's Terms of Service. If you would rather register using Aadhaar directly, select “Try using Aadhaar or VID” under the form.

STEP 2 Verify the Mobile OTP

DigiLocker sends a 6-digit One-Time Password (OTP) to the mobile number you entered. Type the OTP into the six boxes shown on screen, then select Verify. A countdown timer shows how long you have before you can request the OTP again.

Figure 2 — Verify OTP screen: enter the 6-digit code sent to your mobile number.

TIP: Don't refresh or close the browser tab while waiting for the OTP — doing so can cancel the verification and force you to restart.

STEP 3 Verify Your Identity with Aadhaar or VID

Next, DigiLocker asks you to verify your identity. Enter your 12-digit Aadhaar number, or your Virtual ID (VID) if you prefer not to share your Aadhaar number directly, then select Verify.

Figure 3 — Verify your Identity screen, with the benefits of verification listed alongside the form.

The panel on the right explains why this step matters — verified accounts get access to authentic issued documents, extra login options, the ability to assign a nominee, and the option to e-Sign documents stored in your DigiLocker Drive.

TIP: You can select “Skip for now” to explore DigiLocker without Aadhaar verification, but most academic and government documents require a verified account to fetch.

STEP 4 Verify the Aadhaar OTP

Once you submit your Aadhaar or VID, UIDAI sends a separate temporary OTP to the mobile number linked with that Aadhaar (valid for 10 minutes). Enter this OTP, confirm the authorisation checkbox for e-KYC, and select Verify.

Figure 4 — Verify Aadhaar OTP screen, confirming the e-KYC authorisation.

TIP: This OTP goes to the mobile number registered with UIDAI, which may be different from the number you used in Step 1 — check the masked number shown on screen.

STEP 5 Set Your 6-Digit Security PIN

With your identity verified, DigiLocker shows your name and a green “Verified” badge. Create a 6-digit security PIN — you will use this PIN every time you log in going forward, so choose something memorable but not easy to guess.

Figure 5 — Set a 6-digit security PIN to complete registration; the account is now Verified.

TIP: Avoid obvious PINs such as birth years or repeated digits. If you ever forget it, use “Forgot security PIN?” on this same screen.

Your DigiLocker Dashboard

Registration is now complete. You will land on your personal dashboard, which greets you by name and shows any documents already issued to your account, plus new services you can link.

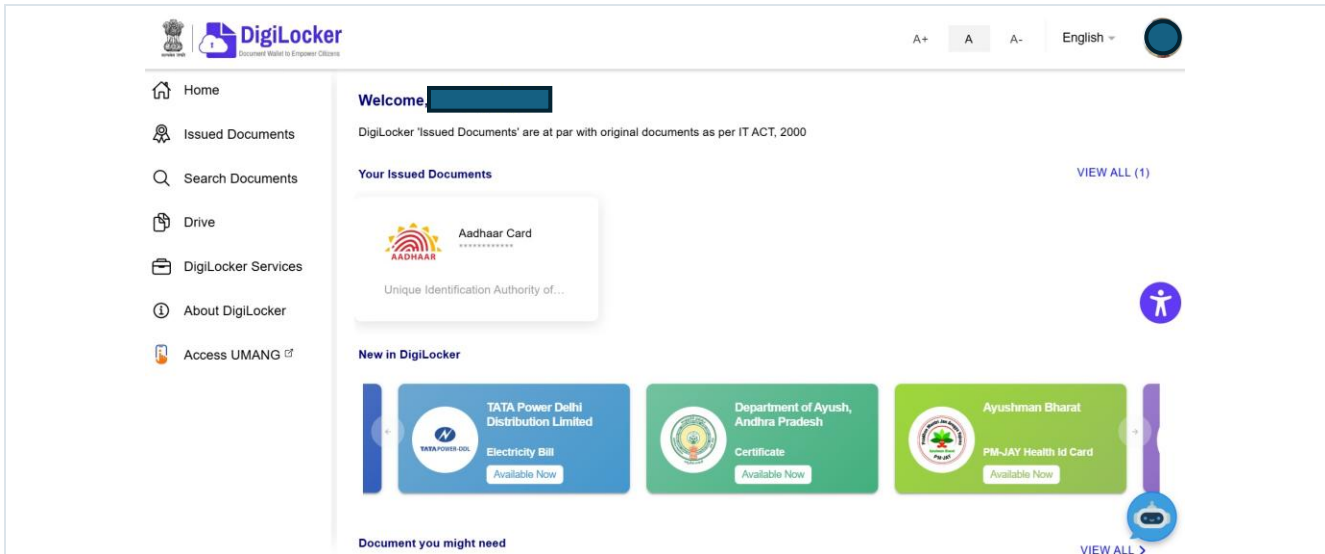


Figure 6 — The DigiLocker home dashboard after successful registration.

- Home — your dashboard, with issued documents and available services.
- Issued Documents — certificates fetched directly from government issuers (e.g. Aadhaar, mark sheets).
- Search Documents — look up an issuer (university, board, department) to fetch a new document.
- Drive — your personal 1 GB cloud storage for uploading your own files.
- DigiLocker Services — additional government services accessible through DigiLocker.

Optional: Uploading a Document to Your Drive

In addition to documents issued directly by government bodies, you can upload your own scanned files (such as a photo, certificate, or personal record) to your private Drive space.

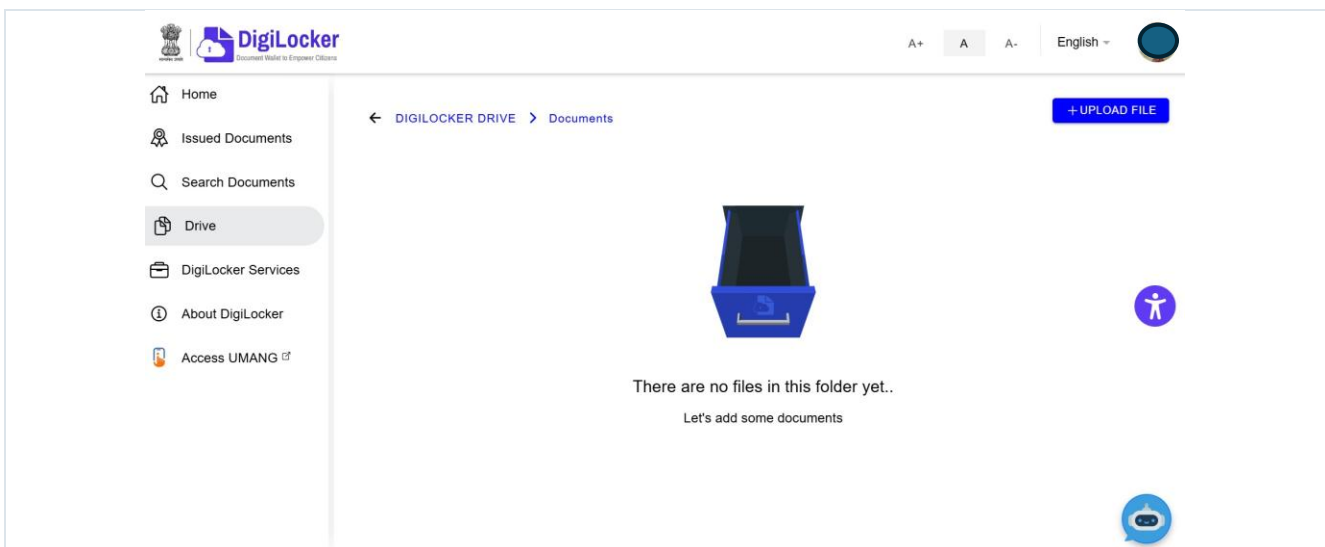


Figure 7 — An empty Drive folder; select “+ Upload File” to add a document.

After uploading, your file appears in the Drive with options to Sign (e-Sign), download, rename, or delete it.

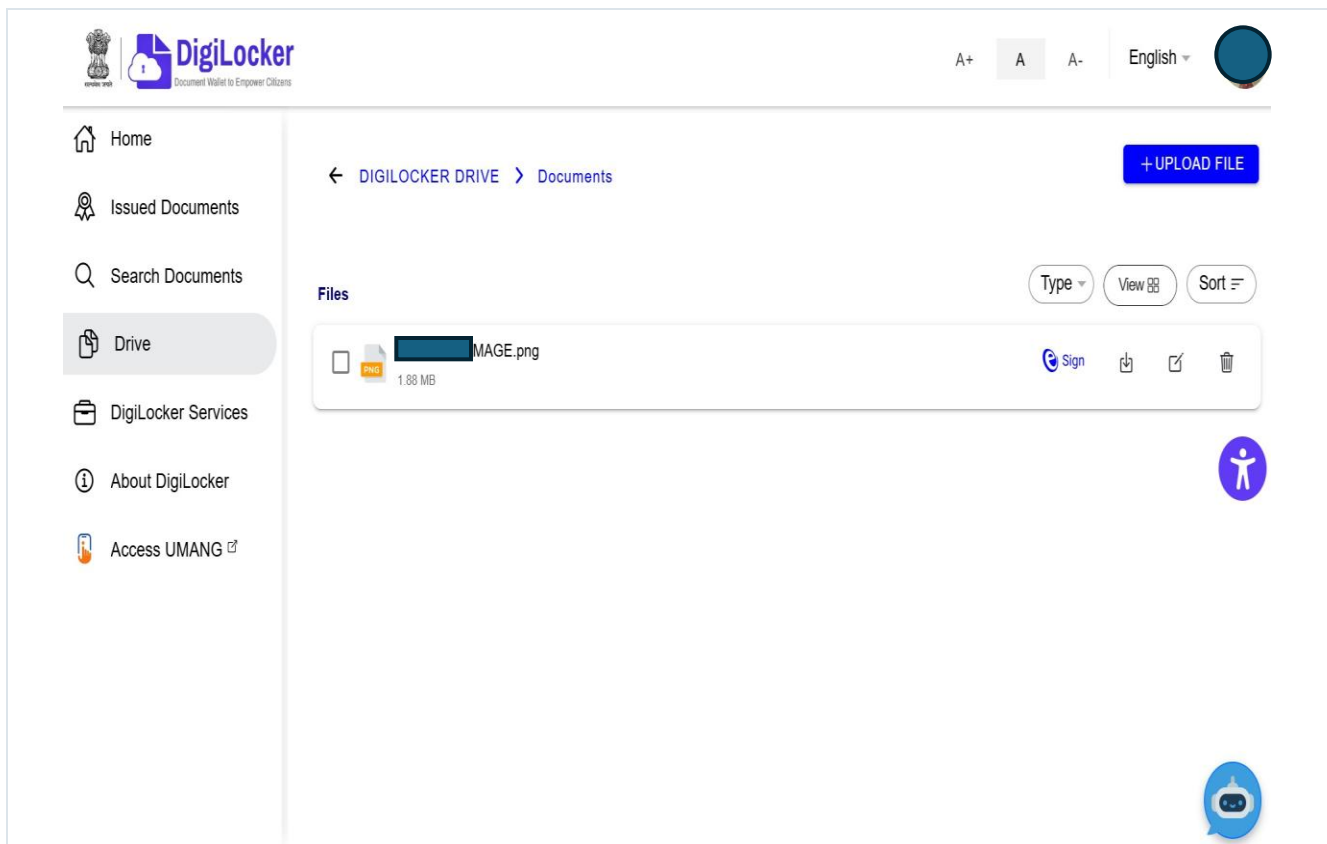


Figure 8 — An uploaded file in Drive, with Sign, download, edit, and delete options.

What DigiLocker Connects You To

Once registered, your DigiLocker account can pull authentic digital documents from a wide network of government issuers — connecting your academic records, identity documents, and government certificates in one wallet.



Figure 9 — DigiLocker's issuer ecosystem: academic records, vehicle documents, PAN, and state e-District certificates.

Troubleshooting

- OTP not received: wait for the countdown to finish, then use “Resend OTP.” Check that your mobile has network signal.
- “No record found” when fetching a document: re-check the spelling and details exactly as printed on your original document.
- Aadhaar OTP goes to a different number: this means your Aadhaar is linked to a different mobile than the one used to sign up — use that number's phone to receive the code.
- Forgotten security PIN: select “Forgot security PIN?” on the PIN screen and verify your identity again to reset it.
- Still stuck: contact the DigiLocker Helpdesk or email support@digilocker.gov.in.

Support & Contact

- Website: www.digilocker.gov.in
- Support Email: support@digilocker.gov.in
- Helpdesk: support.digilocker.gov.in
- For document-specific issues, contact your university, board, or issuing department directly.