Adding an Institutional Stakeholder

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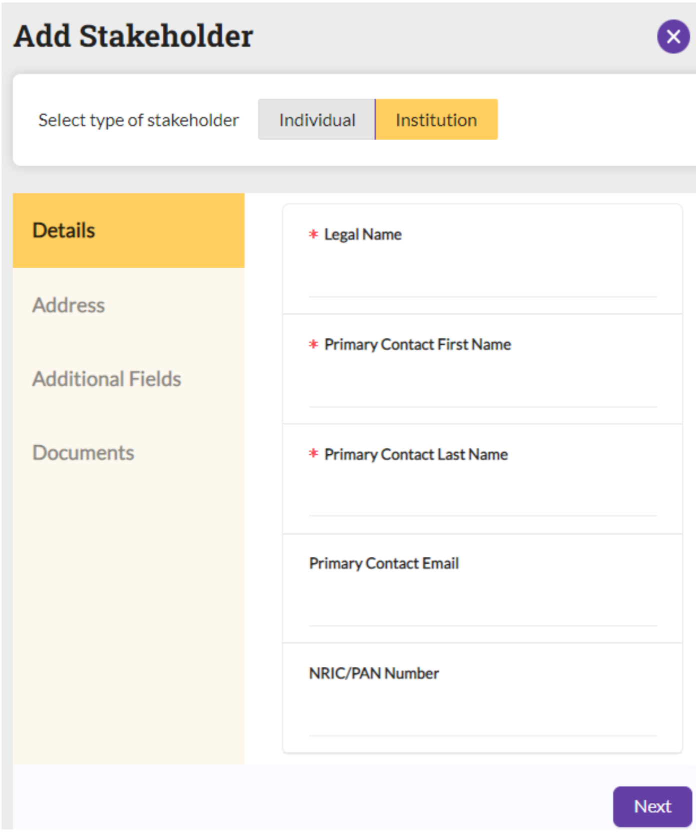
To add an institutional stakeholder:

1. Access the Stakeholder page by clicking **Stakeholders** in the menu on the left.
2. Click **Add New Stakeholder**. The Add Stakeholder screen is displayed.
3. Select **Institution** in the **Stakeholder Type** dropdown.



4. Under **Details**, enter the following details:

    a. Enter the **Legal Name**, **Primary Contact First Name**, and **Primary Contact Last Name** of the institution. These are mandatory fields.

    b. Enter the **Email** address, **NRIC**, and **PAN Number** of the primary contact.

5. Under **Address**, enter the **Address Line 1**, **Address Line 2**, and **Address Line 3**, **City**, **State**, **Country** and **Zip**.
6. Use Additional Fields to add any extra information from Stakeholder configurations.
7. You can upload any **Documents** relevant to the institutional stakeholder.

    a. To do this, click **Choose File**.

    b. Click **Save** to add the document.

8. Click **Save** to complete the process of adding an institutional stakeholder.