



# **NIXI IX Membership Application User Guide**

User Manual

# **NIXI Portal: IX Membership Application User Guide**

This guide explains how to register on the NIXI Portal, complete KYC, and submit IX membership applications step by step with reference screenshots.

## **I. Introduction**

This User Guide is intended for organizations and individuals who wish to become members of NIXI and apply for resources IX peering services through the NIXI Portal.

The document walks user through the complete lifecycle:

- New user registration and login
- Completing organization and authorized representative KYC
- Viewing the applicant dashboard
- Creating and submitting IX applications
- Uploading supporting documents
- Making online payments and tracking application status

All major portal screens are illustrated with screenshots and short explanations so that first time users can follow the process without additional training.

## **II. High Level Process Flow**

The overall process on the NIXI Portal is as follows:

- 1) Register on the portal as either an Entity (organization) or an Individual using PAN.
- 2) Verify user email and mobile number using OTP.
- 3) Complete KYC in two parts: Organization Details and Authorized Representative.
- 4) After approval of registration, access the Applicant Dashboard.
- 5) From the dashboard, create a new IX application as required.
- 6) Fill in application details such as member type, NIXI location, port capacity, IP prefix details and peering connectivity.
- 7) Upload all mandatory supporting documents in PDF format.
- 8) Review the application summary, accept declarations and proceed to payment.
- 9) Complete the online payment through the PayU payment gateway.
- 10) Track the status of user application from the Applications view.

# III. Registration and Login

Registration begins with selecting whether user is registering as an Entity (company/organization) or as an Individual.

For Entity registration, following must be provided:

- Entity / Company Name
- Date of Incorporation
- PAN Number of the entity

For Individual registration, following must be provided:

- Full Name
- Date of Birth
- PAN Number

In both cases the portal validates the PAN in real time. Once PAN is verified successfully, user proceeds to provide and verify user contact details (email address and mobile number). OTPs are sent to the registered email and mobile, and each must be entered and verified.

Before submitting the registration form user must tick the declaration checkbox authorizing NIXI to use the information for verification and delivery service. After successful submission an OTP based login screen is displayed to complete the first login.

The screenshot shows a registration form titled "Registration". The header is blue with the word "Registration". The main content area has a white background. It starts with a welcome message: "Welcome to the Registration Portal" and a instruction: "Please fill out the form below to register for an account.". A "Registration Type" section contains two radio buttons: "Entity" (which is selected) and "Individual". Below this is a note: "Select whether you are registering as an individual or an entity (company/organization)". The "Entity Name" field is a text input with placeholder text "Enter entity/company name" and a note: "Only letters, spaces, apostrophes ('), and hyphens (-) are allowed". The "Date of Incorporation" field is a date input with placeholder text "mm/dd/yyyy" and a note: "Enter the date of incorporation". The "PAN Number" field is a text input with placeholder text "ABCDE1234F" and a note: "Format: ABCDE1234F (5 letters, 4 digits, 1 letter)". To the right of the PAN number input is a blue "Verify PAN" button.

Figure: Registration form – Entity type.

**Registration Type \***

Entity  Individual

Select whether you are registering as an individual or an entity (company/organization)

**Full Name \***

Only letters, spaces, apostrophes ('), and hyphens (-) are allowed

**Date of Birth \***

Enter your date of birth

**PAN Number \***

Verified

Format: ABCDE1234F (5 letters, 4 digits, 1 letter)

✓ PAN verified successfully!

*Figure: Registration form – Individual type with PAN verification.*

Email Address \*

Verified

✓ Email verified successfully!

*Figure: Email address verified successfully message.*

Mobile Number \*

Verified

✓ Mobile verified successfully!

*Figure: Mobile number verified successfully message.*

**I hereby declare and authorize NIXI to collect, process, store, and use the information provided in this registration form for the purpose of verification, authentication, and service delivery. I confirm that all the information provided is true, accurate, and complete to the best of my knowledge. I understand that any false or misleading information may result in rejection of my registration or termination of services. I consent to NIXI sharing this information with authorized third-party verification services as required for identity verification and compliance purposes. \***

*Figure: Registration declaration and consent text*

The screenshot shows a 'Verify OTP' page. At the top, a blue header bar contains the text 'Verify OTP'. Below it, a green message box says 'OTP has been sent to your registered email. Please verify to continue.' The main content area is titled 'OTP Verification Required' and includes the instruction 'Please enter the OTP sent to your registered email to complete login.' A light blue input field shows the email address 'Email: tejas.rashinkar@interlinks.in'. Below it, a text input field is labeled 'Enter OTP \*' and contains the placeholder 'Enter 6-digit OTP'. Underneath this field is the instruction 'Enter the OTP sent to your email'. At the bottom of the form are two blue buttons: 'Resend OTP' on the left and 'Verify & Continue' on the right. A small link 'Back to Login' is located at the very bottom center of the page.

*Figure: OTP verification screen for completing login.*

## IV. Completing KYC

After first login, the portal prompts user to complete KYC in two quick steps before accessing other features.

**Step 1 – Organization Details:** User must verify at least one of GSTIN, UDYAM or CIN. Once a valid GSTIN or UDYAM number is entered and verified, the portal automatically fetches the registered organization name, address and other details which will later be reused in applications and billing.

**Step 2 – Authorized Representative:** Here user provide details of the person who will act as the authorized representative for NIXI:

- Name and Date of Birth
- PAN (verified with name and DOB)
- Email address and mobile number (OTP based verification)
- Billing address (selected from verified IDs)

After all fields are verified, submit the KYC to complete the registration process.

**Complete Your KYC**  
Please complete KYC in 2 quick steps to continue using the portal.

**Step 1: Organisation Details**

Please verify **at least one** of GSTIN, UDYAM or CIN.

Are you MSME? \*

Yes  No

**GSTIN**

Enter 15 character GSTIN  Verify GST

Verify GSTIN if applicable.

**UDYAM Number \***

Verify UDYAM

Provide UDYAM number for MSME verification.

**CIN (MCA) Number (Optional)**

Verify CIN

Provide CIN if the organisation is registered with MCA.

Complete all verifications to submit KYC. **Back** **Next**

*Figure: KYC popup Organization details step (GSTIN, UDYAM and CIN inputs).*



*Figure: GSTIN input field before verification.*

**Complete Your KYC**  
Please complete KYC in 2 quick steps to continue using the portal.

**Step 2: Authorised Representative**

Name  Date of Birth

PAN  PAN / Name / DOB verification required after any change. Verify

Email  Send OTP  Send OTP

Billing Address (from verified IDs)

Selected Billing Address

Complete all verifications to submit KYC. **Back** **Submit KYC**

*Figure: GSTIN verified successfully and data fetched.*

Email		Verified
	9999999999	Verified

Email verified.  
Mobile verified.

Figure: Email verification status for representative.

## V. Dashboard and Application Details

Once KYC is submitted and approved, user are redirected to the Applicant Dashboard.

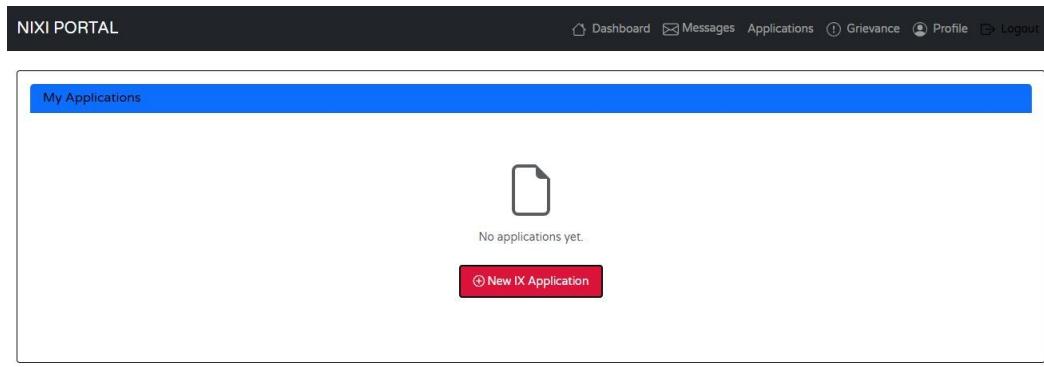
The dashboard shows:

- User Profile information name, email, mobile, registration ID and PAN status.
- Registration status for example, Approved.
- Quick actions View Applications and Messages.

From the Applications view user can see all existing /IX applications with their:

- Application ID
- Current status and processing stage
- Submission and last updated timestamps
- Action buttons such as View Details or New IX Application.

Figure: Applicant Dashboard with profile and quick actions.



*Figure: Applications page with option to create a New IX Application.*

My Applications					
Application ID	Status	Current Stage	Submitted At	Last Updated	Actions
APP1RN6RWLN	IX Processor Review	IX Application Processor	10 Dec 2025, 11:31 AM	10 Dec 2025, 11:32 AM	<button>View Details</button>

*Figure: Applications list showing a submitted IX application under processor review.*

## VI. IX Membership Application Details

The IX application collects all required information for onboarding a member into the NIXI Internet Exchange. The form is divided into structured sections as follows:

### 1. Member Information

1. **Member Type\***
  - Select the applicable membership category from the dropdown (ISP / CDN / Enterprise / Hosting Provider / etc.).
  
2. **NIXI Location\***
  - Choose the IX node where the member wishes to establish peering.
  - Locations are filtered automatically by GST State when available.
  - Checkbox: *Show locations in GST state (e.g., Maharashtra)* used to narrow available IX nodes.

### 2. Port & Billing Details

1. **Port Capacity\***
  - Select the required port/bandwidth capacity from predefined options (100M, 1G, 2G, 10G, 30G,

etc., depending on the IX node).

2. **Billing Plan\***

- Choose one of the available billing types:
- **Annual (ARC)**
- **Monthly (MRC)**
- **Quarterly**

### 3. IP Prefix Information

1. **Number of IP Prefixes\***

- Specify how many prefixes the member intends to announce via the IX.

2. **IP Prefix Allocation Source\***

- Choose the resource allocation authority:
- **NIXI**
- **APNIC**
- **Others**

### 4. Peering Connectivity

1. **Member's Pre-NIXI Peering Connectivity\***

- Select whether existing peering sessions outside NIXI are:
- **None**
- **Single**
- **Multiple**

2. **AS Number used for peering in the NIXI\***

- Enter the Autonomous System Number (ASN) that will be used at the IX.
- Example format: **AS123456**

### 5. Dedicated Router Details (Optional)

Used only if a router is placed or supplied at the NIXI site.

1. **Height in U**

- Specify the rack-unit height of the router.

2. **Make & Model**

- Enter router manufacturer and model number.

3. **Serial Number**

- Provide device serial number.

## VII. Application Form Navigation

- **Previous / Next** buttons are provided to move through the application steps.
- This section corresponds to **Step 1 Application Details** of the full IX onboarding process.

## IX Application

Complete all steps to submit your NIXI IX peering request.

[Back to Applications](#)

1. Application Details    2. Documentation    3. Payment & Declaration

**Member Information**

Member Type \*  NIXI Location Filtered by GST state when available  
 Select Location  Show locations in GST state (Maharashtra)

**Port & Billing Details**

Port Capacity \*  Billing Plan \*  
 Annual (ARC)  Monthly (MRC)  Quarterly

**IP Prefix Information**

Number of IP Prefixes \*  IP Prefix Allocation Source \*

**Peering Connectivity**

Member's Pre-NIXI peering connectivity \*  
 None  Single  Multiple AS Number used for peering in the NIXI \*  
e.g., AS131269

**Dedicated Router Details (Optional)**

Height in U  Make & Model  Serial Number   
Indicate if the router is owned, supplied, or co-located at NIXI in the description above.

[Previous](#) [Next](#)

Figure: IX Application – Application Details step.

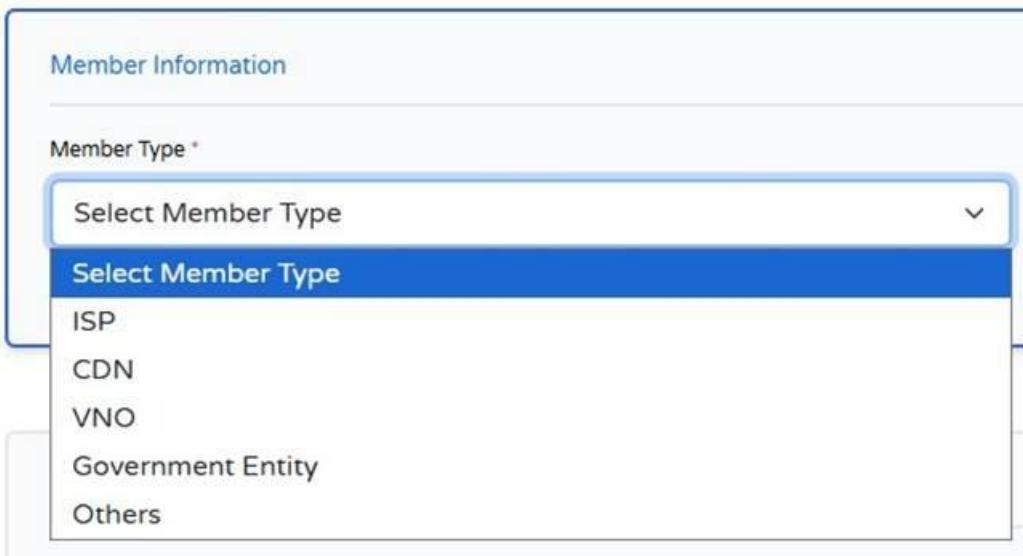


Figure: Member Type dropdown (ISP, CDN, VNO, Government Entity, Others).

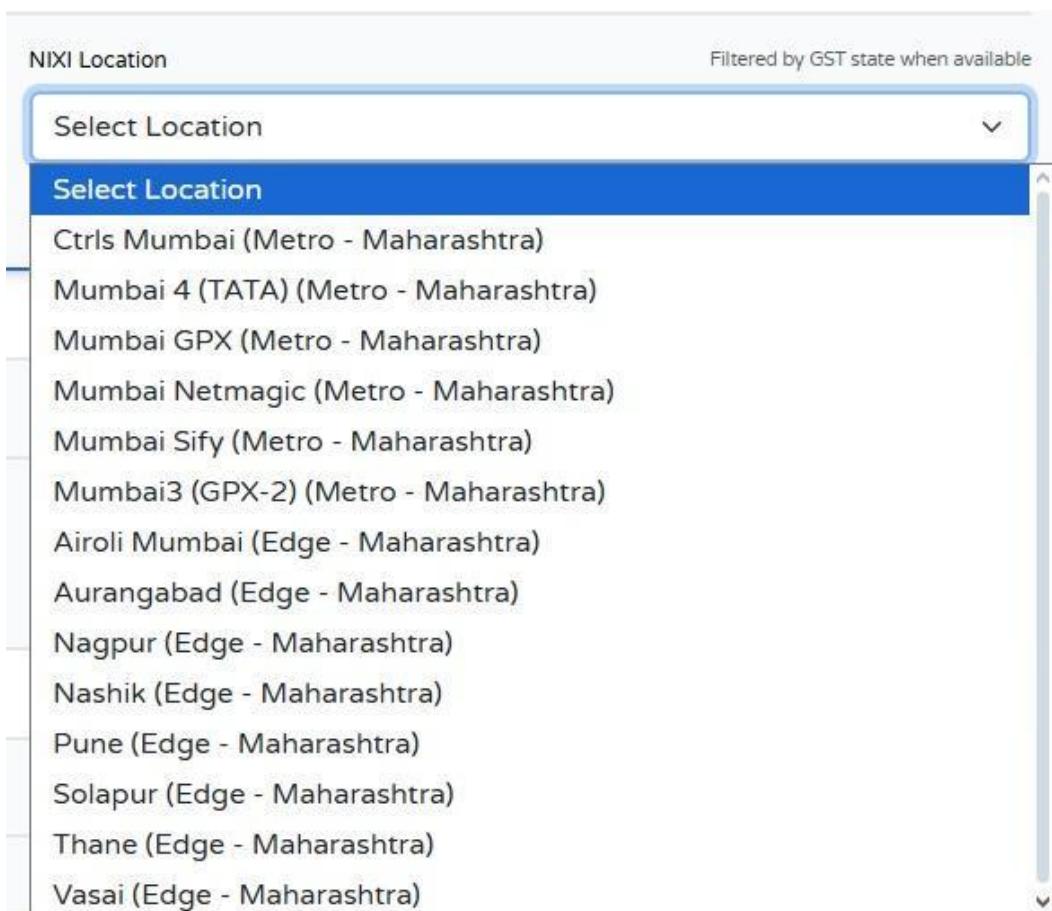


Figure: NIXI Location dropdown listing Metro and Edge nodes.

Port & Billing Details

Port Capacity \*  Billing Plan \*  Annual (ARC)  Monthly (MRC)  Quarterly

Figure: Port Capacity and billing plan selection within Application Details.

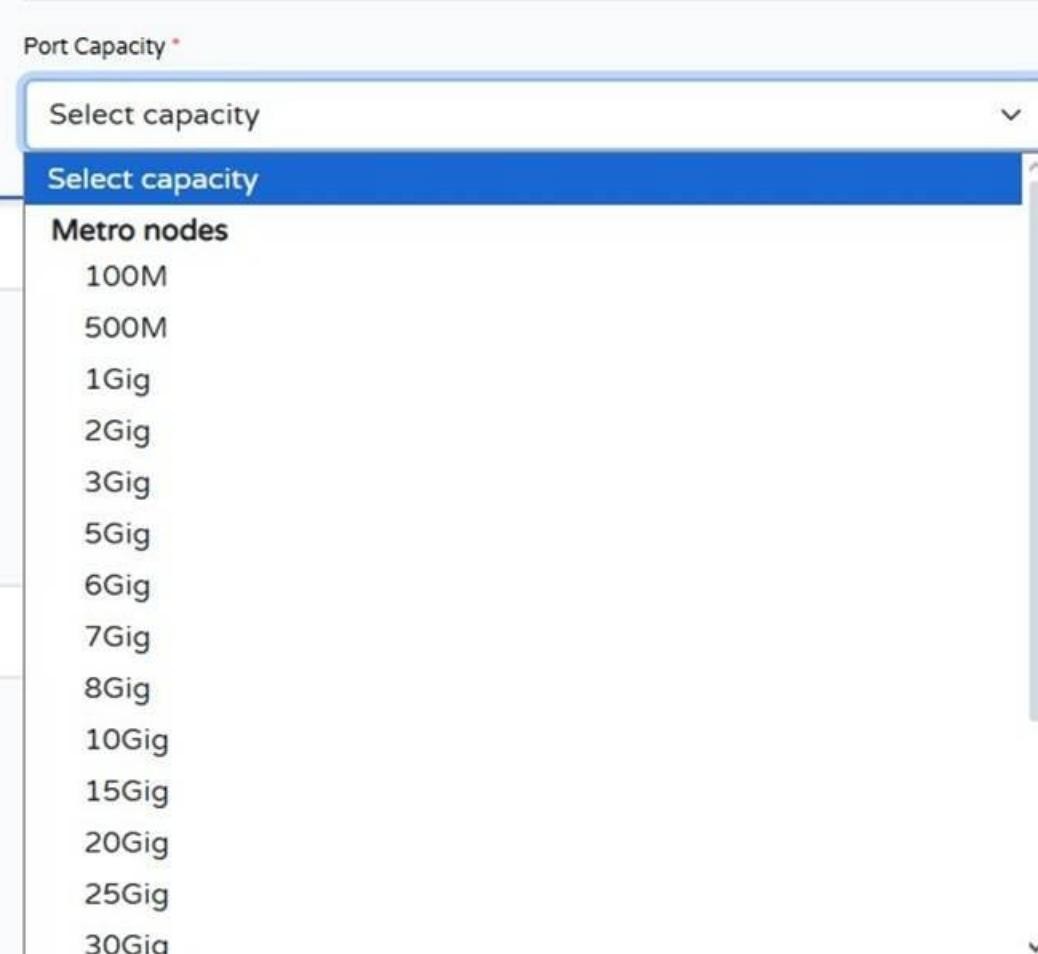


Figure: Port capacity dropdown with detailed Metro node capacities.

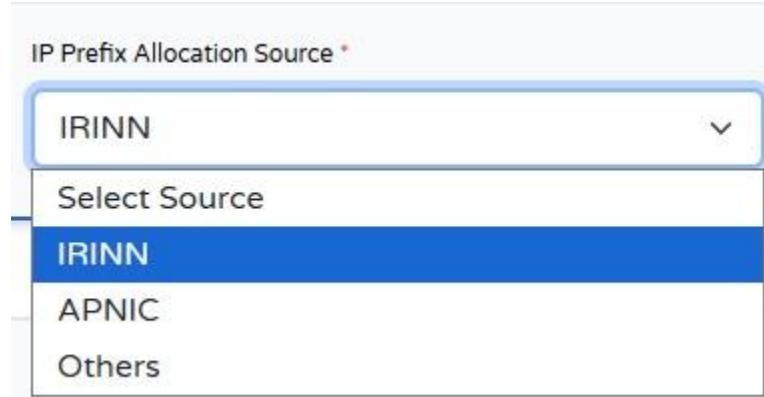


Figure: IP Prefix information section with allocation source options (, APNIC, Others)

A screenshot of a form section titled "Peering Connectivity". It includes two radio button groups: "Member's Pre-NIXI peering connectivity" with options "None" (selected), "Single", and "Multiple"; and "AS Number used for peering in the NIXI" with a text input field containing "AS123456".

Figure: Peering connectivity section with AS number input.

A screenshot of a form section titled "Dedicated Router Details (Optional)". It has three input fields: "Height in U" with value "1", "Make & Model" with value "Test", and "Serial Number" with value "1234". Below the fields is a note: "Indicate if the router is owned, supplied, or co-located at NIXI in the description above."

Figure: Dedicated Router Details section (optional).

## VIII. Documents Upload Section

In the Documentation step user must upload clear PDF copies of all required supporting documents. Maximum size per document is typically 10 MB.

The exact list of documents may vary by member type, but typically includes:

- Signed Agreement with NIXI (download template, sign and upload)
- Board Resolution
- PAN Document
- Certificate of Incorporation
- CDN Declaration, if applicable
- Whois Details
- GSTIN document

- Authorized Representative document

Use the file chooser buttons to upload each PDF and ensure that the correct document is attached in the corresponding slot before proceeding.

The screenshot shows the 'NIXI PORTAL' interface with the 'Documentation' tab selected. A section titled 'Required Documentation' lists several items with 'Choose File' buttons:

- Signed Agreement with NIXI \*: Choose File [No file chosen]
- CDN Declaration \*: Choose File [No file chosen]
- Board Resolution \*: Choose File [No file chosen]
- Whois Details \*: Choose File [No file chosen]
- PAN Document \*: Choose File [No file chosen]
- GSTIN Document \*: Choose File [No file chosen]
- Certificate of Incorporation \*: Choose File [No file chosen]
- Authorized Representative Document \*: Choose File [No file chosen]

Buttons at the bottom include 'Download Agreement Template' (red), 'Previous' (red), and 'Next' (red).

*Figure: Documentation step showing required PDFs for upload.*

## IX. Payment & Declaration (Final Step)

The final step of the IX Application is Payment & Declaration.

1. Application Summary: The portal shows a read only summary including member type, chosen NIXI location, port capacity, billing plan, estimated fee, number of IP prefixes and ASN.

### 2. Declaration & Payment:

- Read the declaration text confirming that you agree to pay the membership fee and abide by the rules of NIXI.

- Tick the checkbox to confirm acceptance of the declaration.

3. Fee Breakdown: The fee panel displays the application fee, GST amount and the total payable amount. When you click "Submit and Pay" you are redirected to the PayU payment gateway.

4. Payment Gateway: On the PayU screen, choose your preferred payment method UPI, credit/debit cards, net banking, wallets, EMI or NEFT/RTGS. After successful payment you are redirected back to the NIXI Portal, where your application status is updated accordingly.

NIXI PORTAL

IX Application

Complete all steps to submit your NIXI IX peering request.

[Back to Applications](#)

1. Application Details    2. Documentation    3. Payment & Declaration

Application Summary	
Member Type	CDN
NIXI Location	Mumbai GPX (Metro - Maharashtra)
Port Capacity	100M
Billing Plan	Monthly (MRC)
Estimated Fee	₹3,092.00
IP Prefixes	1 (IRINN)
ASN	AS123456

**Declaration & Payment**

Declaration:

We agree to pay Membership fee of Rs.1000 + applicable taxes when demanded at the time of peering and annually once the peering is established. We agree to abide by the Memorandum and Articles of Association and the Rules of the company.

I have read and agree to the declaration above.

**Application Fee:** ₹3000.00  
**GST (18%):** ₹540.00  
**Total Amount:** ₹3540.00

You will be redirected to PayU payment gateway to complete the payment.

[Previous](#)    [Submit and Pay](#)

Figure: Payment & Declaration step showing application summary and fee breakdown.

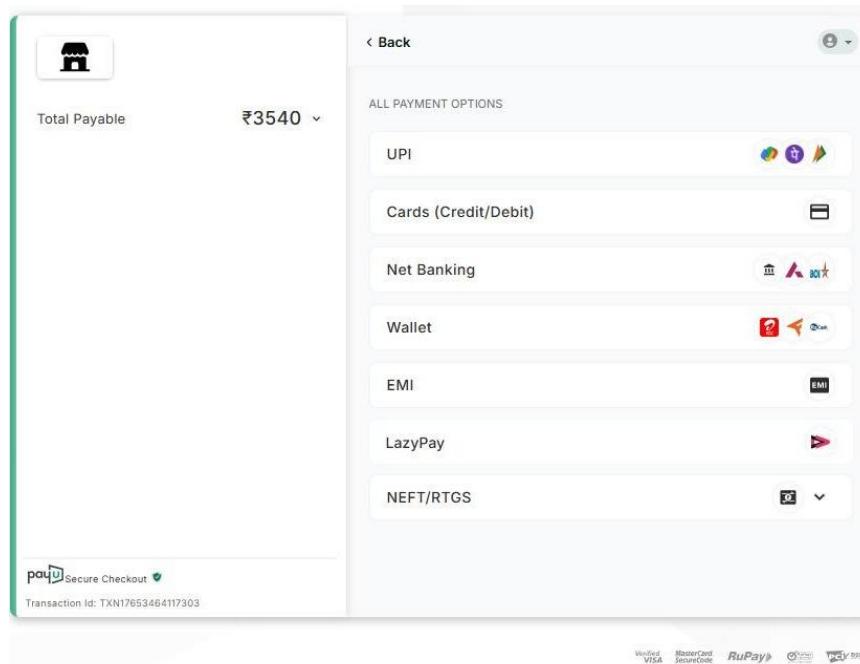


Figure: PayU payment gateway with multiple payment options.

# X. Tracking Application Status

After submitting the application and completing payment, user can monitor the processing status from the Applications' point of view.

Each application row shows:

- Application ID
- Status label (for example, IX Processor Review)
- Current Stage
- Submitted At and Last Updated timestamps
- Action buttons to View Details or create a New IX Application

From the Applicant Dashboard user can always return to this view, review messages from NIXI, and respond to any queries or document requests.

The screenshot shows the 'My Applications' section of the NIXI PORTAL. At the top, there is a header bar with links for Dashboard, Messages, Applications, Grievance, Profile, and Logout. Below the header, a blue bar says 'My Applications'. A table lists one application entry:

Application ID	Status	Current Stage	Submitted At	Last Updated	Actions
APP1RN6RWLN	IX Processor Review	IX Application Processor	10 Dec 2025, 11:31 AM	10 Dec 2025, 11:32 AM	<button>View Details</button>

At the bottom right of the table area, there is a red button labeled 'New IX Application' with a plus sign icon.

Figure: Applications list with a submitted IX Application under review.

# XI. Understanding Verification Messages

Throughout the portal user will see visual confirmation messages once key items are verified:

- PAN verified successfully displayed after PAN validation in registration and KYC.
- Email verified successfully shown after entering the correct OTP sent to user email.
- Mobile verified successfully shown after entering the OTP sent to user mobile number.
- GSTIN verified successfully indicates that GSTIN is valid and details have been fetched.

These confirmation banners and green 'Verified' labels help ensure that all mandatory IDs and contacts are correctly validated before user proceeds.