



SHe-Box

Private Head Office: User Manual



✓ Step1: Login

❖ To access the SHe-Box Portal, follow these steps:

- (i) Open your web browser.
- (ii) Enter the URL: [<https://shebox.wcd.gov.in/>].
- (iii) You will be redirected to the homepage.



✓ Step2: Private Head Office Registration

- (i) Click on **Private Head Office Registration** on the homepage.



- (ii) **Action Required:** Click the **Proceed** button to continue with the Head Office registration. Click **Close** to cancel.

Information×

For your kind attention:

To ensure seamless registration and monitoring, only the Nodal Officer of the Head Office a company/organization/workplace (if it has multiple offices/ branches) is authorized to register on the portal initially. Upon registration by the nodal officer of the workplace, the same will get verified by the District Nodal Officer (DNO).

Once the DNO verifies the credentials of the Nodal officer, the portal's hierarchical design enables the registered Nodal Officer of the Head Office to:

1. Add subordinate offices/departments/branches
2. Create login credentials for them

This facilitates centralized monitoring. Please refer to the user manual section for a step-by-step guide.

ProceedClose

✓ Step 3: Fill Head Office Organization Details

Name of Organization/Office/Company

- Please type the full legal name of your company or organization.

State, District & Sub-District

- Kindly select the state, district, and sub-district where your head office is located.

Pin code

- Enter the area's Postal Index Number (PIN) code.

Address

- Provide the full address of your head office.

STD Code and Landline Number (optional)

- Enter the STD code and landline number if available.

Mobile Number

- Enter the official contact mobile number.

Email ID

➤ Enter the official email ID.

→ Make sure all required (*) fields are filled in correctly.

The screenshot shows the 'Head Office Registration (Private Organization)' form. The header includes the Ministry of Women & Child Development logo and navigation links: HOME, ABOUT US, LAWS AND REGULATIONS, RESOURCE DIRECTORY, EMPANELMENT, USER MANUAL, CONTACT US, and LOGIN. The form title is 'Head Office Organization Details'. It contains several input fields: 'Name of Organization/Office/Company', 'Select State' (dropdown), 'District' (dropdown), 'Select Sub District' (dropdown), 'Pincode', 'Address', 'STD' (dropdown), 'Landline No.', 'Mobile No.', and 'Email ID'. Asterisks (*) indicate required fields.

✓ Step 4: Fill Officer Details

Name of Nodal Officer for / SHe- Box Portal

➤ Enter the full name of the authorized person responsible for ensuring compliance with the provisions of the POSH Act, 2013, and for monitoring the SHe-Box portal.

Designation

➤ Mention the job title (e.g., HR Manager, Compliance Officer).

Mobile Number

➤ Type the mobile number of the Nodal Officer.

Email ID

➤ Enter the official email ID of the Nodal Officer. This will be used for login purposes.

STD Code and Landline Number

➤ Add if applicable.

State, District & Sub-District

- Choose the appropriate options where the Nodal Officer is based (usually same as head office).

Pin code

- Fill in the postal code of the officer's location.

Address

- Provide the address of the Nodal Officer (usually same as head office).

→ Fill in all the required (*) fields.

Officer Details

* Name of Nodal Officer for SH Act	* Designation	* STD	* Landline No.
* Mobile No.	* Email ID	* Select State Select State	* Select District Select District
Select Sub District	* Pincode	* Relevant Document (PDF, DOC, DOCX, JPG, PNG only): Choose File No file chosen	

Relevant Documents : Company registration number, GST Number, Company PAN Number

* Address

✓ Step 5: Upload Relevant Documents

- Click **Choose File** to upload one of the following documents:(in PDF, DOC, DOCX, JPG, or PNG format):

- Company registration certificate, / GST Number, /Company PAN Card, etc.

→ **Note:** Only one file can be uploaded at a time. If there are multiple documents, merge them into a single file before uploading.

→ Make sure all required (*) fields are filled in correctly.

* Relevant Document (PDF, DOC, DOCX, JPG, PNG only):

Choose File No file chosen

Relevant Documents : Company registration number, GST Number, Company PAN Number

✓ Step 6: Enter Captcha and Submit

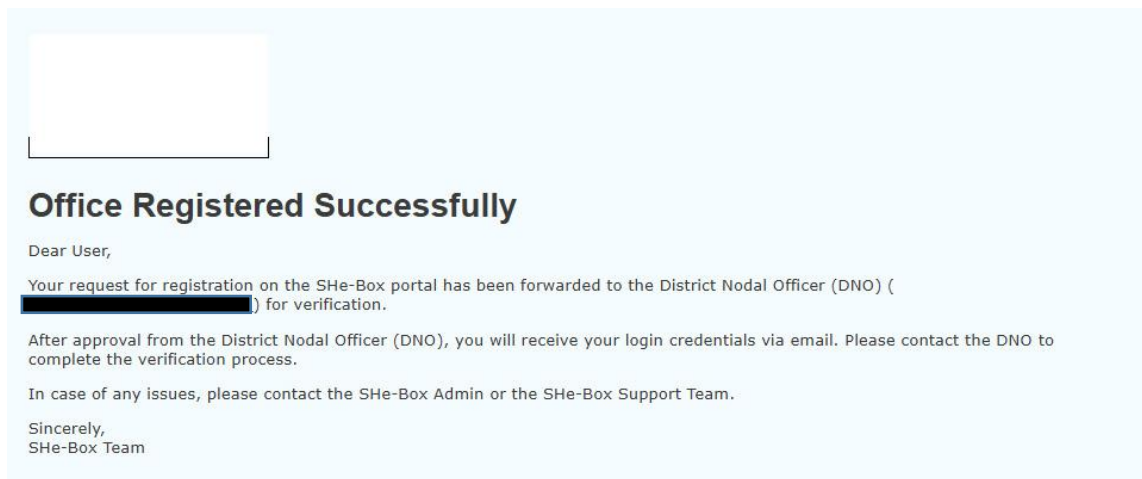
- **Captcha** Carefully type the characters shown in the image exactly as they appear.
- Once all details are carefully filled, click on the **Submit** Button.



The screenshot shows a registration form with a captcha code 'a1mJhD' and a 'SUBMIT' button. There is also a 'Captcha Code' input field with a refresh button.

✓ Step 7: Office Registration

- (i) After registration, the request is verified and approved by the District Nodal Officer (DNO), and the login credentials are then issued via email.



✓ Step 8: Office Approval

- approval, the user receives an email containing:
 - (i) Username and One-Time Password (OTP).

Office Approved Successfully

Dear User,

Your Head office has been approved successfully by District Nodal Officer

Your username is [REDACTED]

Your one time password is [REDACTED]

Once the password is reset, you may continue to use the same login ID and password to login in future.

In case of any issues, please contact the SHe-Box Admin or the SHe-Box Support Team.

Sincerely,
SHe-Box Team

- (ii) The user must log in with these details and reset the password on first login.

✓ Step 1: Log in as Head Office NO

- (i) Visit the official SHe-Box portal.
(ii) Click on **Login**.




MINISTRY OF WOMEN & CHILD DEVELOPMENT
 Government of India

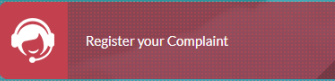
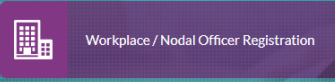


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SHe-Box Online Complaint Management System

IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE

Sexual Harassment electronic Box (SHe-Box) is an effort of GoI to provide a single window access to every woman, irrespective of her work status, whether working in organised or unorganised, private or public sector, to facilitate the registration of complaint related to sexual harassment. Any woman facing sexual harassment at workplace can register their complaint through this portal. Once a complaint is submitted to the 'SHe-Box', it will be directly sent to the concerned authority having jurisdiction to take action into the matter.


✓ Step 2: Username and Password.

- (i) Enter your **username** and **password**.
(ii) Complete the **Captcha** and click **Login**.

Login SHe-Box

LOGIN

Username

NicDelhiHeadOfficeNo@gmail.com

uYTRlo

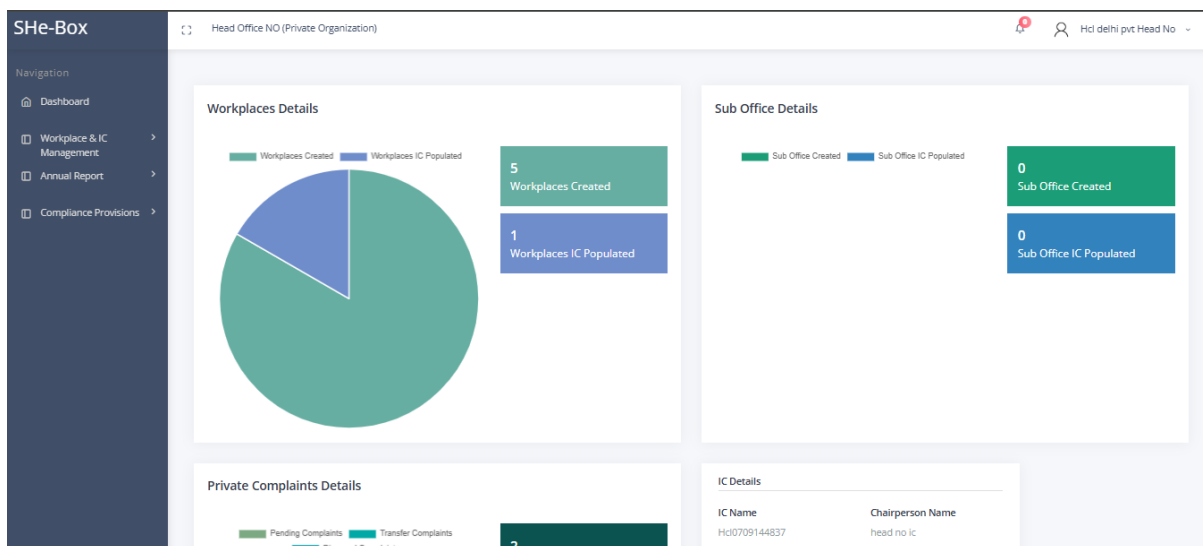
Captcha Code

uYTRlo

LOGIN Forgot Password

✓ Step 3: Head Office NO Dashboard

- (i) Once you log in successfully, you will be redirected to the Private Head Office NO Dashboard.



✓ Step 4: Workplace & IC Management

- ❖ To register the Internal Committee (IC) for a private workplace, follow these steps:
 - Go to the **Workplace & IC Management** section.
 - Click on the **IC Registration** option.

SHe-Box Head Office NO (Private Organization) tanu

IC Registration Home / IC Registration

Organization Details

Name of Organization	Contact No.	Email ID
NIC	9657857567	NicDelhiHeadOffice@gmail.com
State	District	Sub District
Delhi	NORTH	Model Town

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson						+ Add More

[Register](#)

- (iii) Once the Chairperson's account has been successfully created, click **Add More** to add IC members.

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson						+ Add More
Member						+

[Register](#)

- (iv) Once all information is entered, click the **Register** button.

✓ Step 4: Workplace Details for Private Subordinate/Branch Office

- ❖ To add workplace details for the private organization, follow these steps:
 - Go to the **Workplace & IC Management** section.
 - Click on the **Add Workplace Details** option.

(iii) Once all information is entered, click the **Submit** button.

✓ Step 5: Annual Report

❖ To Add Annual Report - To submit the Annual Report, follow these steps:

(i) Go to the **Annual Report** section.

(ii) Click on the **Submit Annual Report** option.

(iii) Once all information is entered, click the **Submit Report** button.

✓ Step 6: Compliance Provisions

❖ To view compliance provisions, follow these steps:

(i) Go to **Compliance Provisions** section.

(ii) Click on **Orientation Programmes, Capacity/Skill Building Programmes and Seminars** for the members of the Internal Committee/Local Committee. The following screen will appear.

Orientation Programmes, Capacity/ Skill Building Programmes And Seminars For The Members Of The Internal Committee/ Local Committee

Name of Organizer* Date of Event* Place of Event*

Resource Person* No. of Members Participated* Upload Document* No file chosen

→ Make sure all required (*) fields are filled in correctly.

(iii) Fill all the details and click on **Submit** to proceed.

✓ Step 7: Awareness and Sensitization Programs

❖ To view awareness programs, follow these steps:

(i) Go to **Compliance Provisions** section.

(ii) Click on **Awareness/ Sensitization programmes for employees with the provisions of the Act**, the following screen will appear.

4th Level Office NO (Private Organization)

Awareness/ Sensitization Programmes For Employees With The Provisions Of The Act

Name of Organizer* Date of Event* Place of Event*

Resource Person* No. of Members Participated* Upload Document* No file chosen

→ Make sure all required (*) fields are filled in correctly.

(iii) Fill in all the required details and click **Submit** to proceed.

Once the IC and members are created by the Head Office NO, an official email is sent to the Chairperson, granting them access to log in and view the complaints.

✓ Step 1: Log in as Private Chairperson

(i) Visit the official SHe-box portal.

(ii) Click on **Login**.



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Register your Complaint

Workplace / Nodal Officer Registration

Private Head Office Registration

✓ Step 2: Username and Password.

- Enter your **username** and **password**.
- Complete the **Captcha** and click **Login**.

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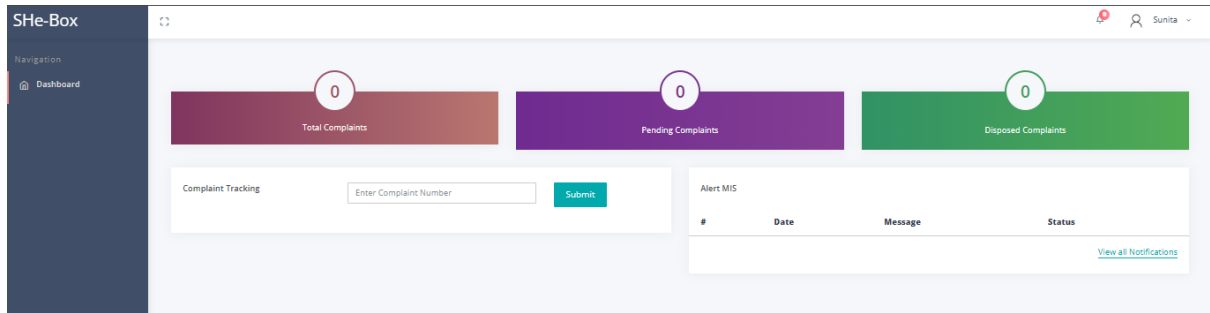
Login SHe-Box

LOGIN

[LOGIN](#)
[Forgot Password](#)

✓ Step 3: Private Chairperson Dashboard

- Once you log in successfully, you will be redirected to the Private Chairperson Dashboard.



Complaint Resolution: All complaints must be resolved within 90 days, as per the POSH Act, 2013.

Tracking: Use your dashboard to monitor and manage complaints.

FAQ: For more details, refer to the FAQ section.