



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.

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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.

Register your Complaint

Workplace / Nodal Officer Registration

Private Head Office Registration

✓ Step2: Private Head Office Registration

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

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Register your Complaint

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Private Head Office Registration

- (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.

[Proceed](#) [Close](#)

✓ 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

- Provide an official email ID. This will be used for login purposes.
 - Make sure all required (*) fields are filled in correctly.

The screenshot shows the 'Head Office Registration (Private Organization)' form. The form is titled 'Head Office Organization Details' and contains several input fields:

- Name of Organization/Office/Company (text input)
- Select State (dropdown menu)
- District (dropdown menu)
- Select Sub District (dropdown menu)
- Pincode (text input)
- Address (text input)
- STD (text input)
- Landline No. (text input)
- Mobile No. (text input)
- Email ID (text input)

✓ 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.

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 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 field. The captcha code is 'a1mJhD'. There is a green refresh button next to the captcha. Below the captcha field is a red 'SUBMIT' button.

Once a Private Head Office registration is submitted on the SHE-Box portal, it is automatically forwarded to the District Nodal Officer (DNO) of the respective district for verification. The DNO reviews the submitted information and either approves or rejects the request based on the available details.

If the registration is approved, an auto-generated email containing the login credentials will be sent to the registered email address of the nodal officer of the Private Head Office. The nodal officer can then log in using the provided email ID and password, update Internal Committee (IC) details, and manage sub-offices or branch offices accordingly.

(The contact details of the concerned DNO can be found under the Directory section on the homepage.)

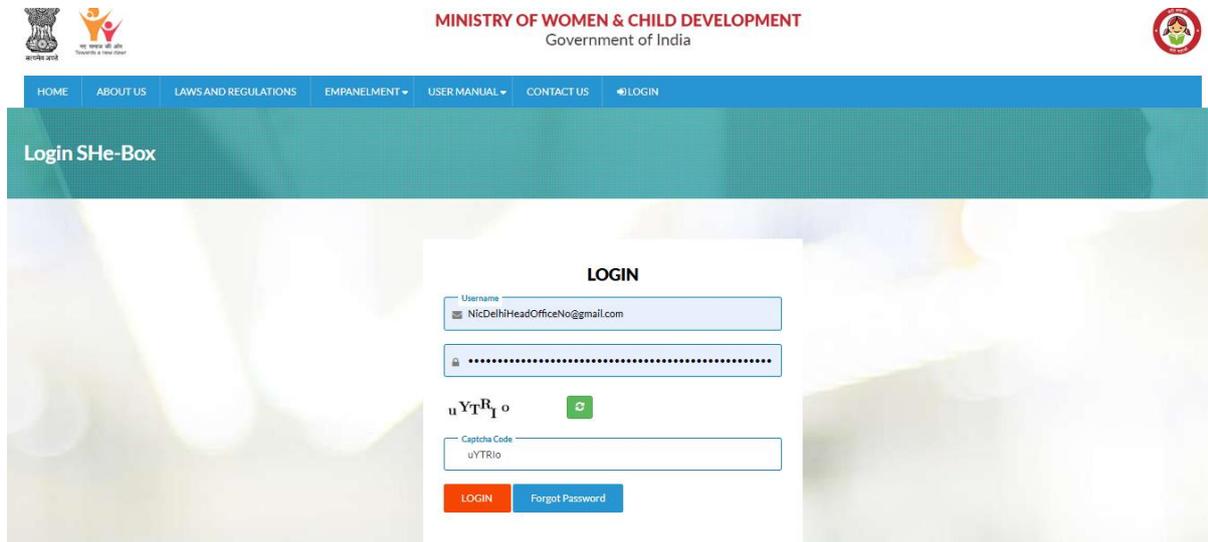
✓ Step 1: Log in as Head Office NO

- Visit the official SHE-Box portal.
- Click on **Login**.

The screenshot shows the homepage of the SHE-Box portal. The header includes the Ministry of Women & Child Development logo and the text 'MINISTRY OF WOMEN & CHILD DEVELOPMENT Government of India'. The navigation menu includes 'HOME', 'ABOUT US', 'LAWS AND REGULATIONS', 'RESOURCE DIRECTORY', 'EMPANELMENT', 'USER MANUAL', 'CONTACT US', and 'LOGIN'. The 'LOGIN' button is highlighted with an orange box. The main content area features the title 'SHe-Box Online Complaint Management System' and a section for 'IF YOU ARE FACING SEXUAL HARASSMENT AT WORKPLACE'. Below this, there are three buttons: 'Register your Complaint', 'Workplace / Nodal Officer Registration', and 'Private Head Office Registration'.

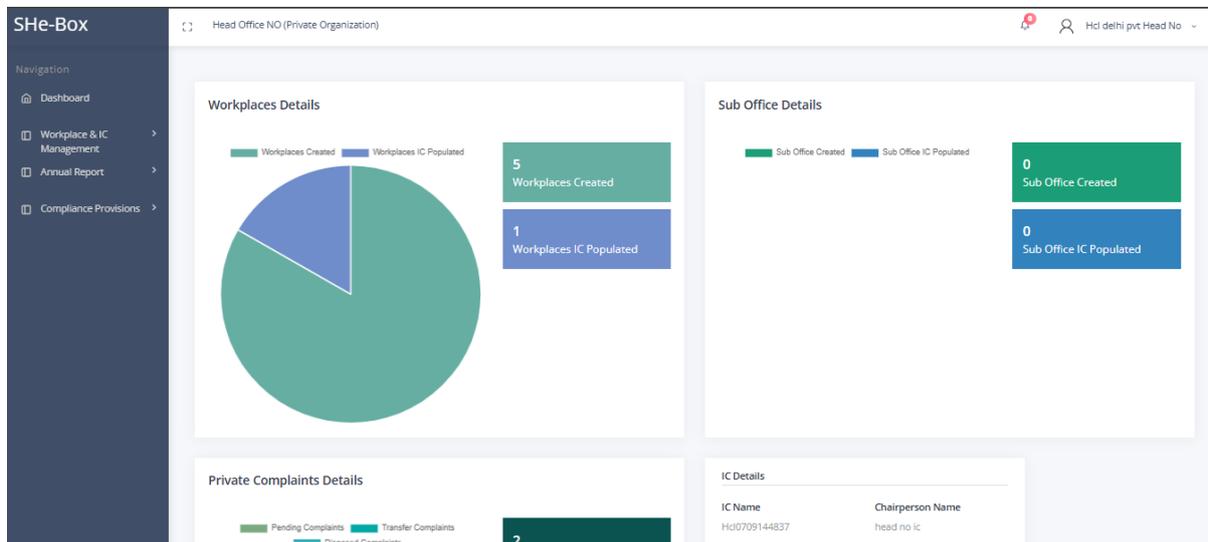
✓ Step 2: Username and Password.

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



✓ 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:
 - (i) Go to the **Workplace & IC Management** section.
 - (ii) Click on the **IC Registration** option.

SHe-Box

Head Office NO (Private Organization)

IC Registration

Organization Details

Name of Organization: NIC Contact No.: 9657857567 Email ID: NicDelhiHeadOffice@gmail.com

State: Delhi District: NORTH Sub District: Model Town

Add IC Details

Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson	<input type="text"/>	+ Add More				

Register

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

Add IC Details

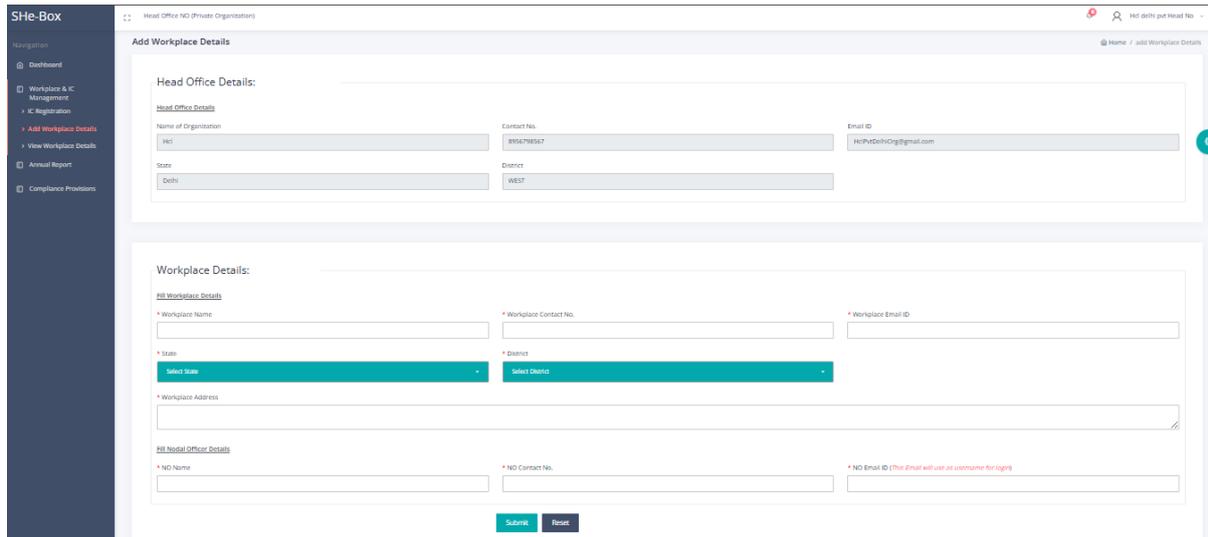
Title	Name	Designation	Contact No.	Email Id	Office Address	Action
IC Chairperson	<input type="text"/>	+ Add More				
Member	<input type="text"/>	<input type="button" value="Add"/>				

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:
 - (i) Go to the **Workplace & IC Management** section.
 - (ii) Click on the **Add Workplace Details** option.

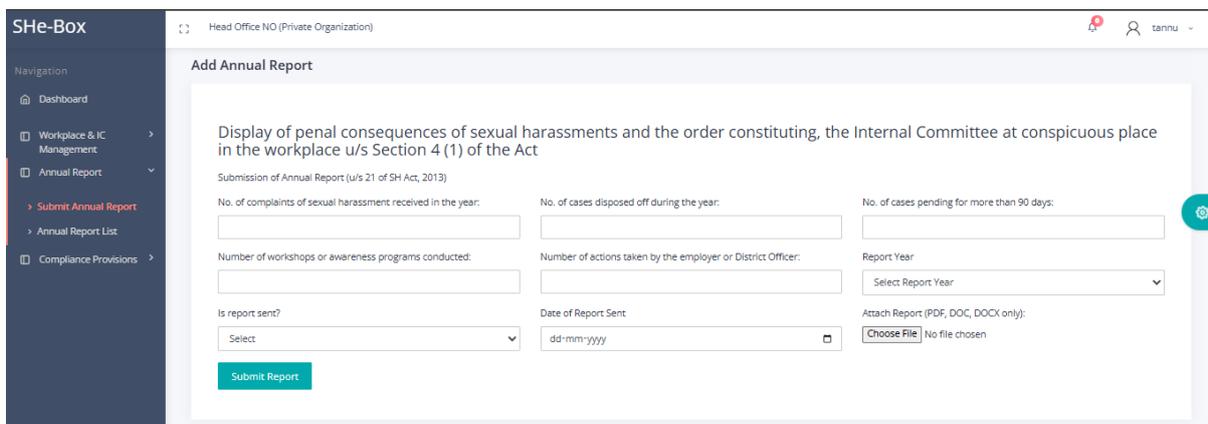


(iii) Once all information is entered, click the **Submit** button.

✓ 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.

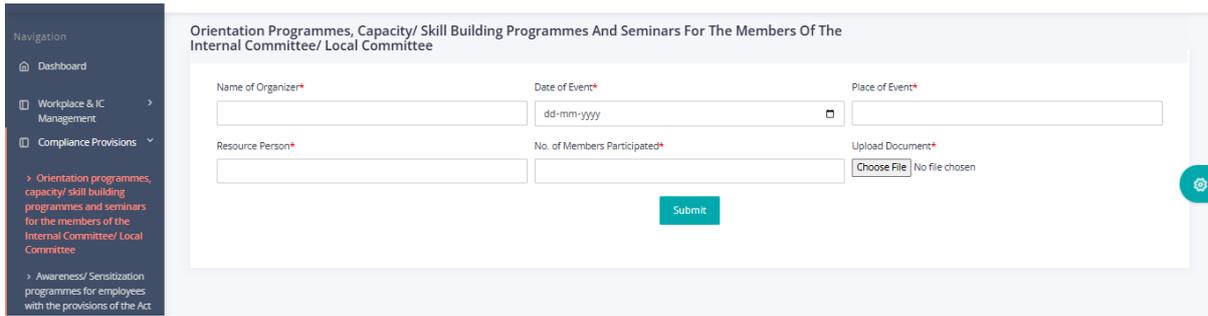


(iii) Once all information is entered, click the **Submit Report** button.

✓ 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*
 dd-mm-yyyy

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

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

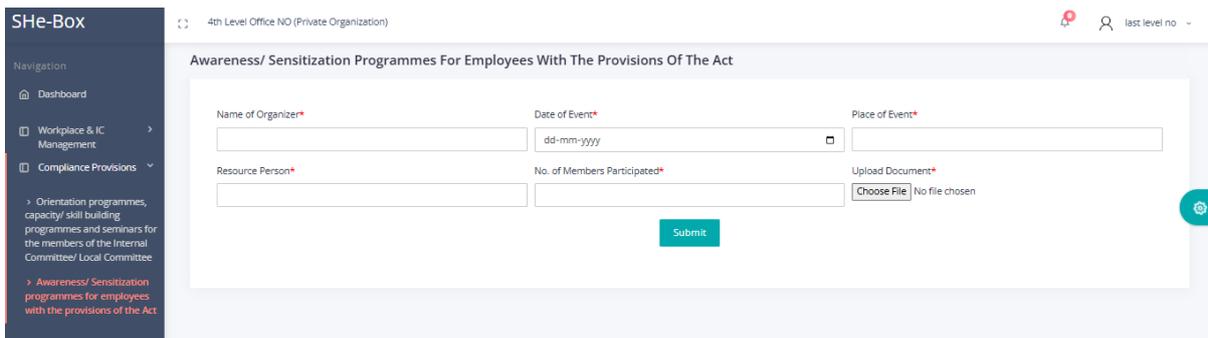
(iii) Fill all the details and click on **Submit** to proceed.

✓ 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) last level no

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

Name of Organizer* Date of Event* Place of Event*
 dd-mm-yyyy

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.

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

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Login SHe-Box

LOGIN

Username

Password

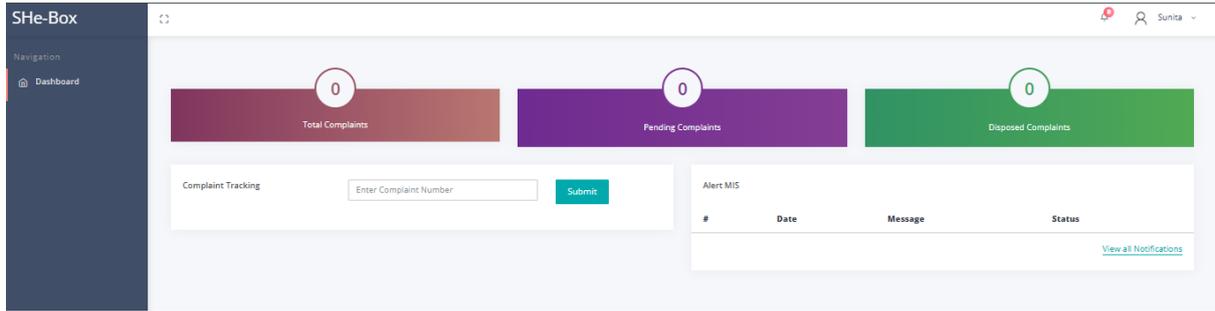
J U a EXW

Captcha Code

LOGIN Forgot Password

✓ Step 3: Private Chairperson Dashboard

- (i) 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.