विदेश व्यापार महानिदेशालय
DIRECTORATE GENERAL OF
FOREIGN TRADE
सत्यमेव जयते

Directorate General of Foreign Trade

User Help File

Export Promotion Mission (EPM) Exporter

Version 1.0

Updated on Jan-2026

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1. Introduction and Accessing DGFT Portal

This document is the help file for basic IEC functions in the new system. To access the new portal,navigate to https://dgft.gov.in

The new portal is compatible with the following browsers: Chrome 70 + / Firefox 70 + / IE 12 +

Users are advised to refer to the latest help file available under Learn > Online Help & FAQs in theDGFT Portal.

2.Contact@DGFT

To raise any concern to DGFT the user may call the given Toll Free Helpline number given on the DGFT Portal or raise a service request through DGFT Helpdesk service under Services
"DGFT Helpdesk Service".

3. Registering on New Portal

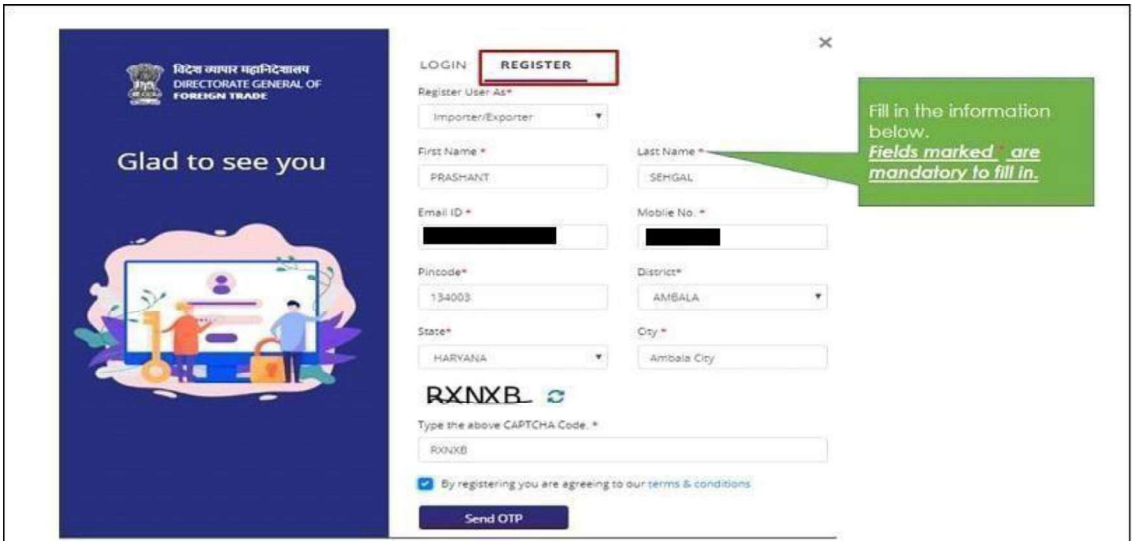
To Register on Directorate General Foreign Trade (DGFT) portal you would require:

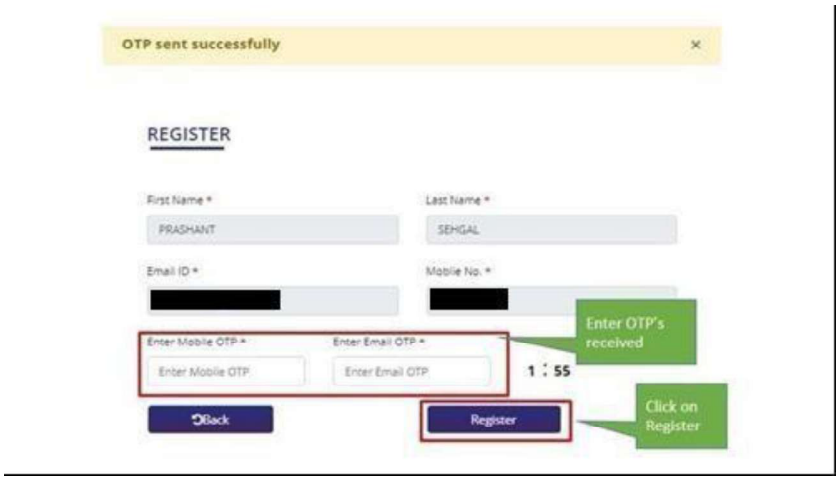
a) Internet Connection
b) Valid Email and Mobile Phone Number

Then proceed with the following steps.

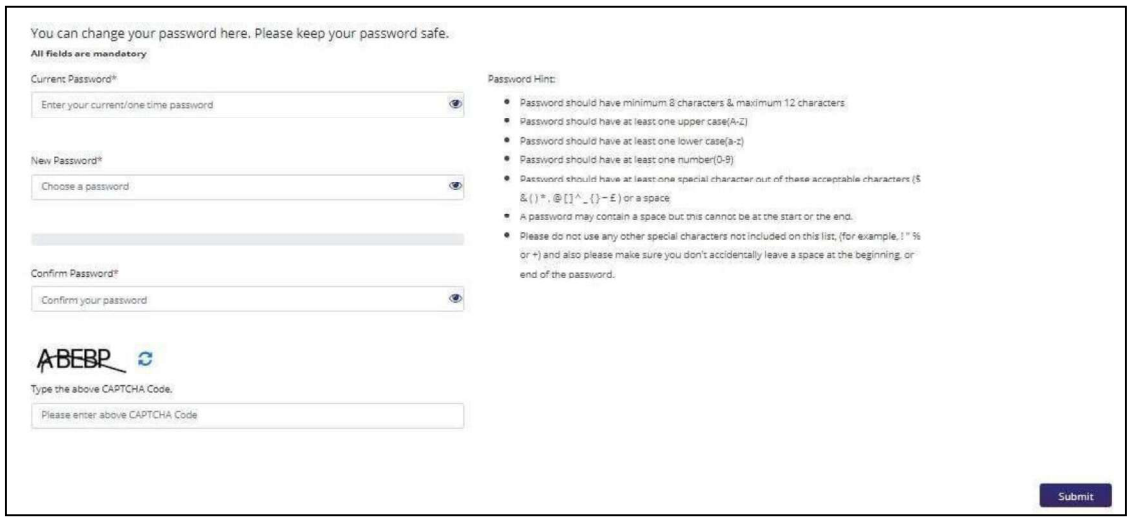
1. Visit the DGFT website and proceed with registration process.
2. Enter the Registration Details.

Select Register User as "**Importer/Exporter**





3. Enter the OTPs received on email and mobile number.
4. Upon Successful validation of the OTP, you shall receive a notification containing the temporary password which you need to change upon first login.


You can change your password here. Please keep your password safe.
All fields are mandatory
Current Password*
Enter your current/one time password
New Password*
Choose a password
Confirm Password*
Confirm your password
ABEBP
Type the above CAPTCHA Code.
Please enter above CAPTCHA Code
Password Hint:
Password should have minimum 8 characters & maximum 12 characters
Password should have at least one upper case(A-Z)
Password should have at least one lower case(a-z)
Password should have at least one number(0-9)
Password should have at least one special character out of these acceptable characters ($ & ( ) * , @ [ ] ^ _ { } ~ £) or a space
A password may contain a space but this cannot be at the start or the end.
Please do not use any other special characters not included on this list, (for example, ! " % or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.
Submit

4. Pre-Requisites for Export Promotion Mission

To Apply for Interest Equalization Scheme on the DGFT portal you would require:

a) Valid Login Credentials to DGFT Portal (After Registering on DGFT Portal).

b) User should have an 'Active IEC '

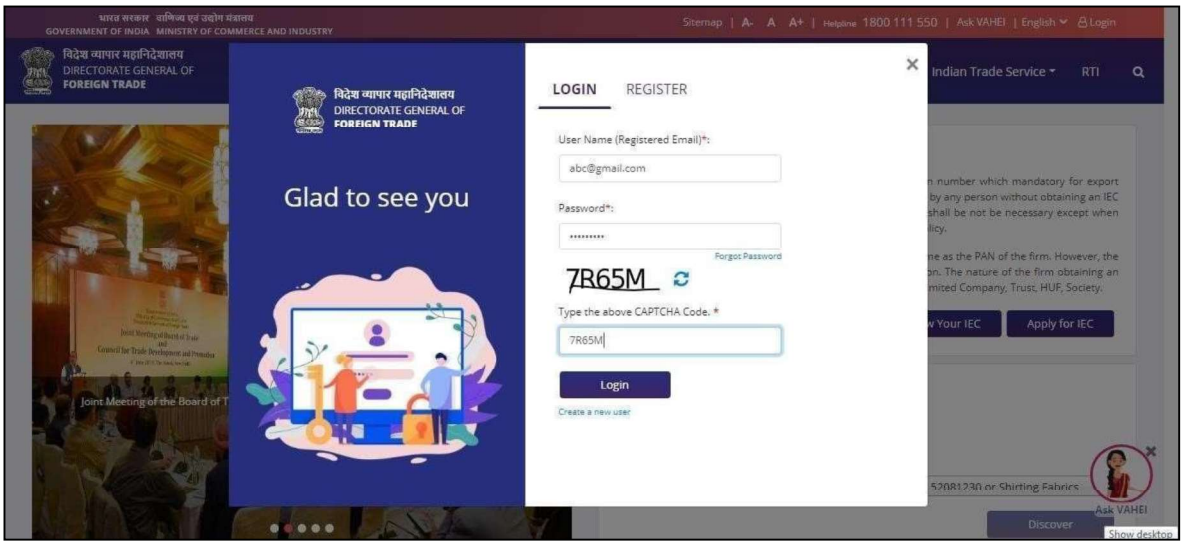
c) User should have an active DSC or Aadhaar e-sign of the firm's member for submission.

d) Firm's bank account with active and validated details for generating the UIN.

e) IEC DEL status should be N

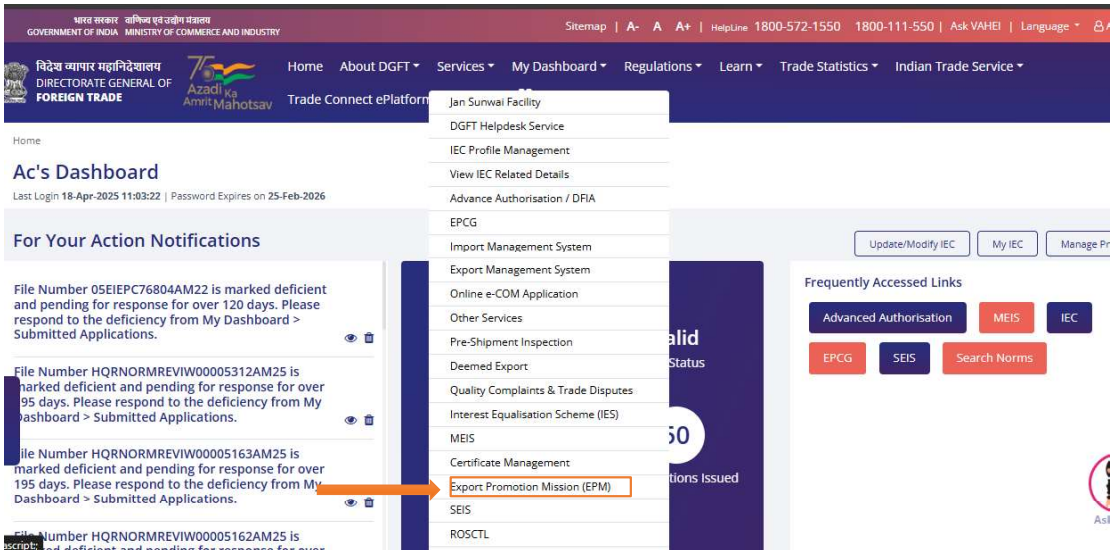
5. Apply for Export Promotion Scheme

Then proceed with the following steps:

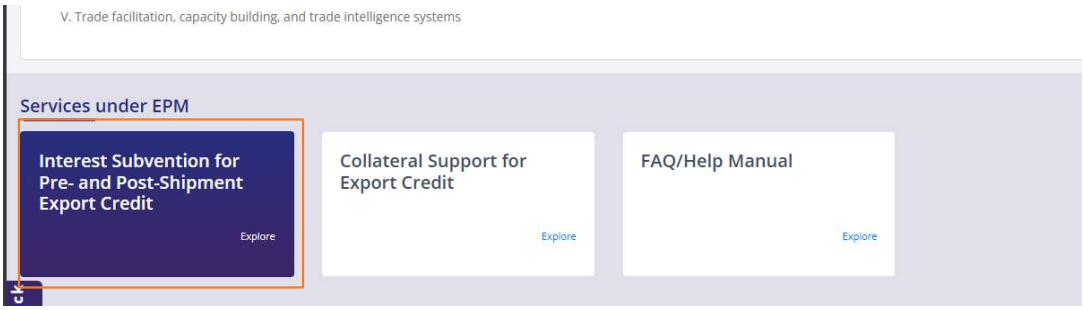


1. Visit the DGFT website https://www.dgft.gov.in/CP and login in to the portal using valid credentials.

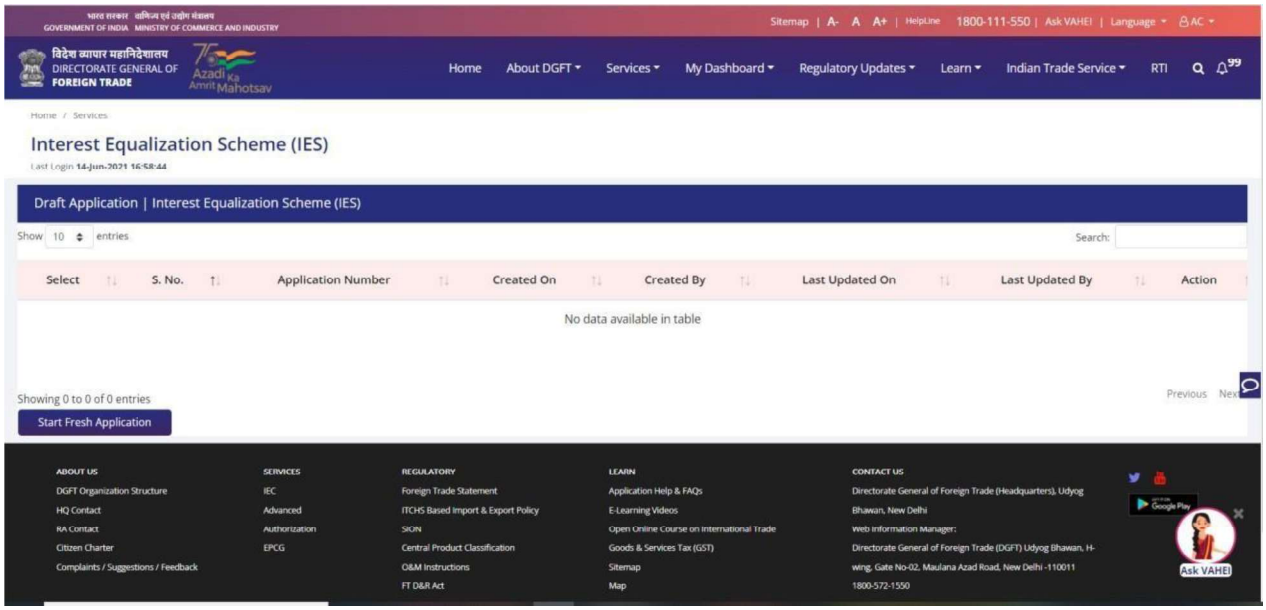
2. Post login click on navigate using Menu "**Services** >> **Export Promotion Mission (EPM)".**



3. Click on **"Interest Subvention for Pre- and Post- Shipment Export Credit or Collateral Support For Export Credit",** system will navigate the user to Export Promotion Scheme Page.

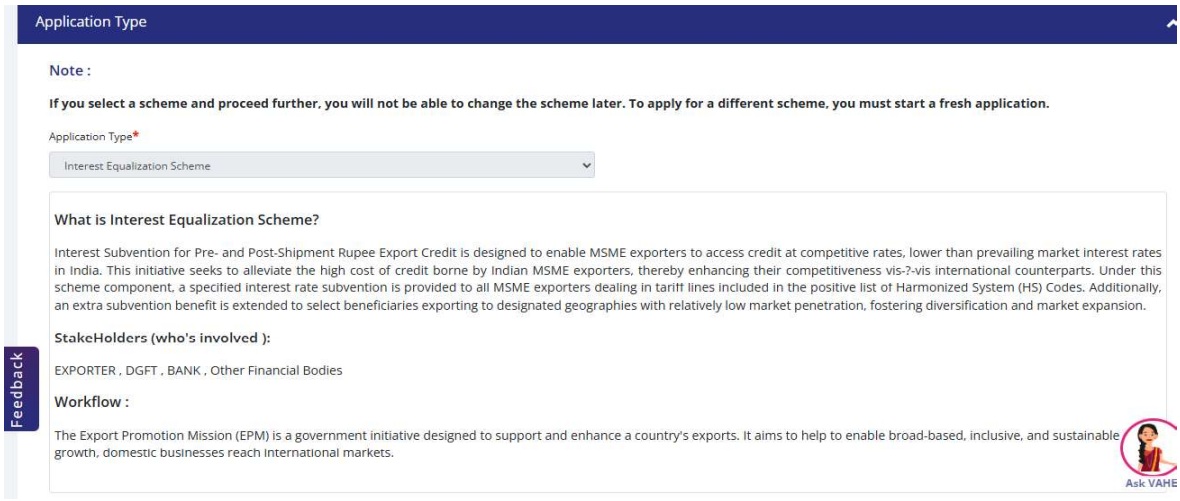


4. Click on "**Start Fresh Application**" button or click on "**Proceed with Existing Application**" Button incase user already saved a draft application.

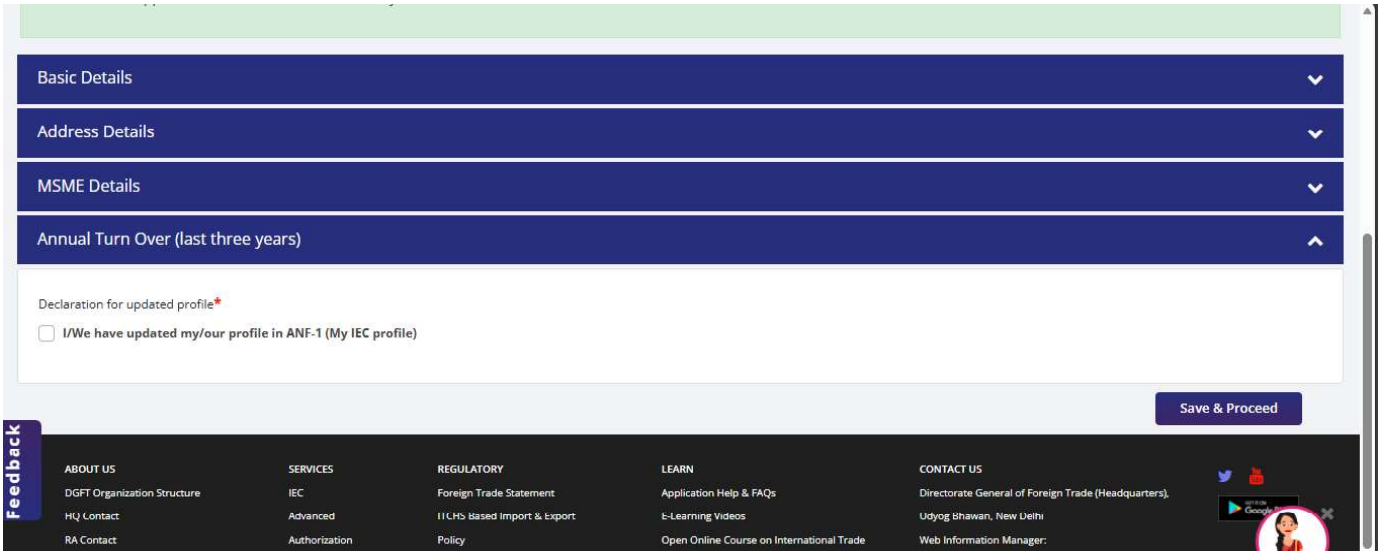


5. After clicking on "**Start Fresh Application**", system will navigate the user to the Application Type Tab.

1. Application Type Tab: select Application Type (Scheme) and proceed further

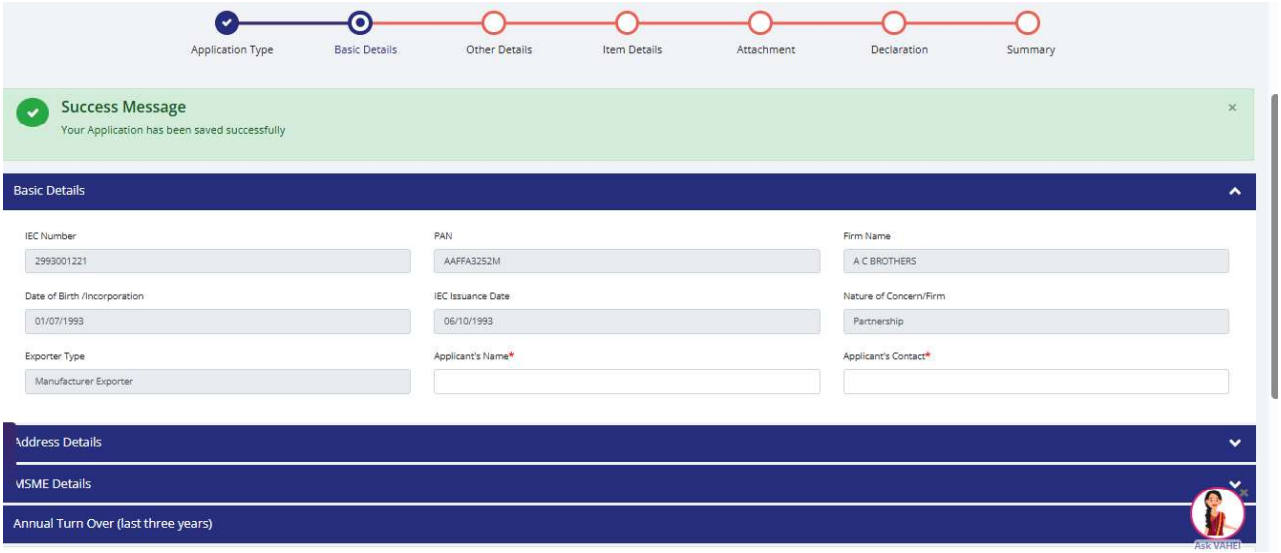


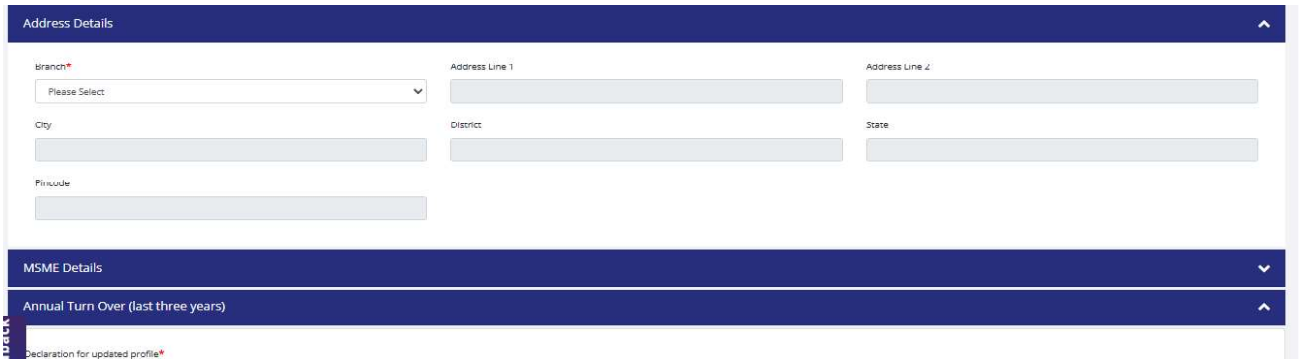
2. Next tab is “Basic Details” tab: At this stage an application number (ARN) will be generated for the application which will be displayed on the top.



On Basic Details Screen - System will show the Basic details, Address details, MSME details and Annual Turn Over

- As user clicks on the Basic Details dropdown on the screen, system will display all the details (as seen in below screenshot) linked with user’s IEC

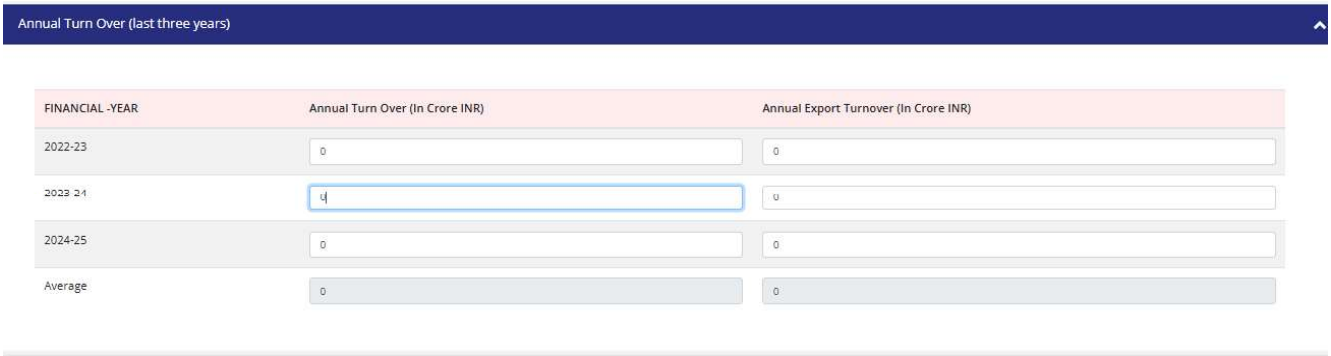




- After Basic Details, “Address details” is the next step where-in the user has to select a branch from the options in “Branch” dropdown which are added to the IEC.

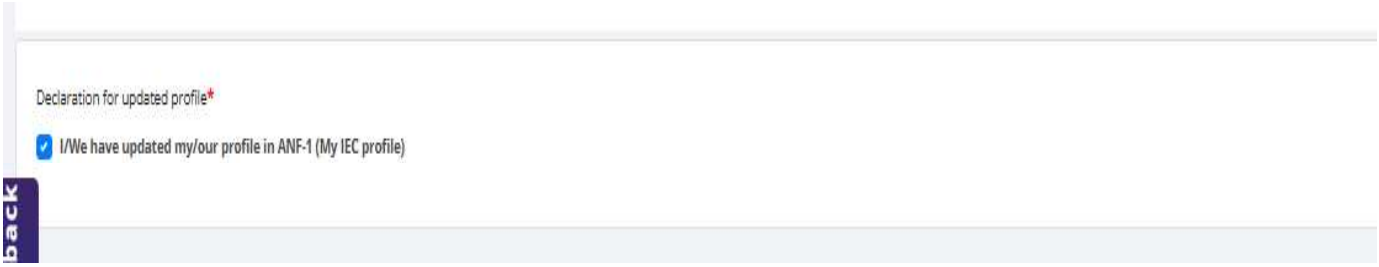
- Next comes the MSME details, these details are also extracted from the IEC of the user.



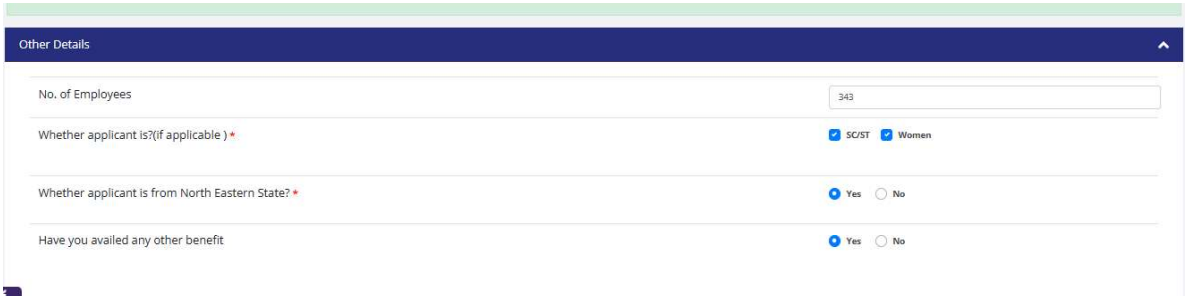


- The last step on Basic Details screen is the “Annual Turn Over ” section where user has to enter the annual turn over and annual export turn over for past three years.

- The last is Declaration:

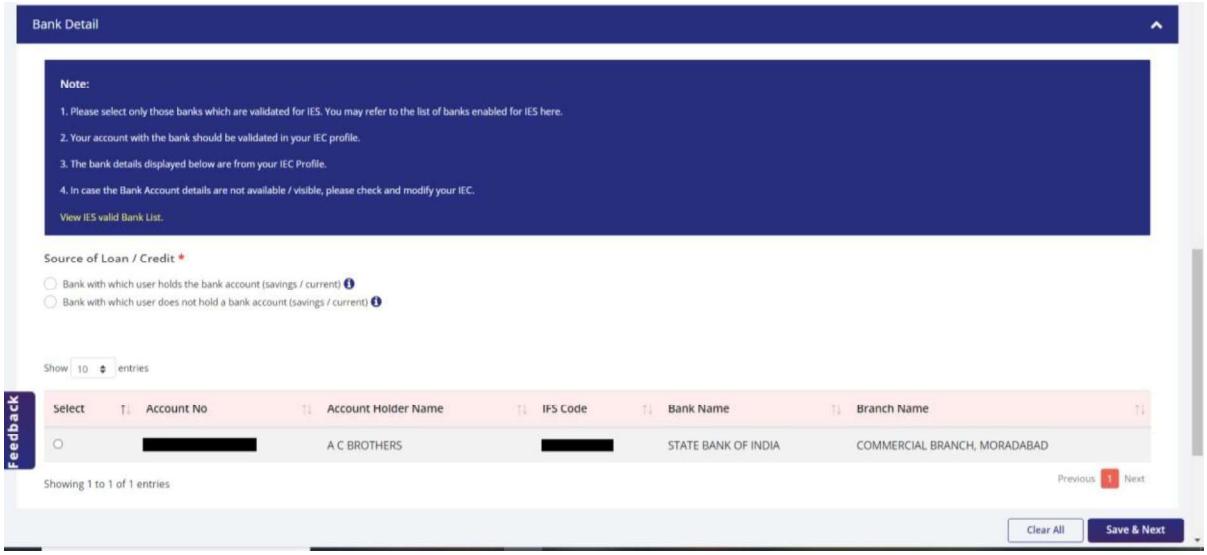


3. As the I/E is done with the basic details screen, next part of the application is the “Other Details” screen.



- In this section where-in user has to enter certain details like number of employees in the firm, whether the applicant is from a south eastern state etc. The labels with (*) mark are mandatory to fill, and without filling these details user won’t be able to move forward in the application.

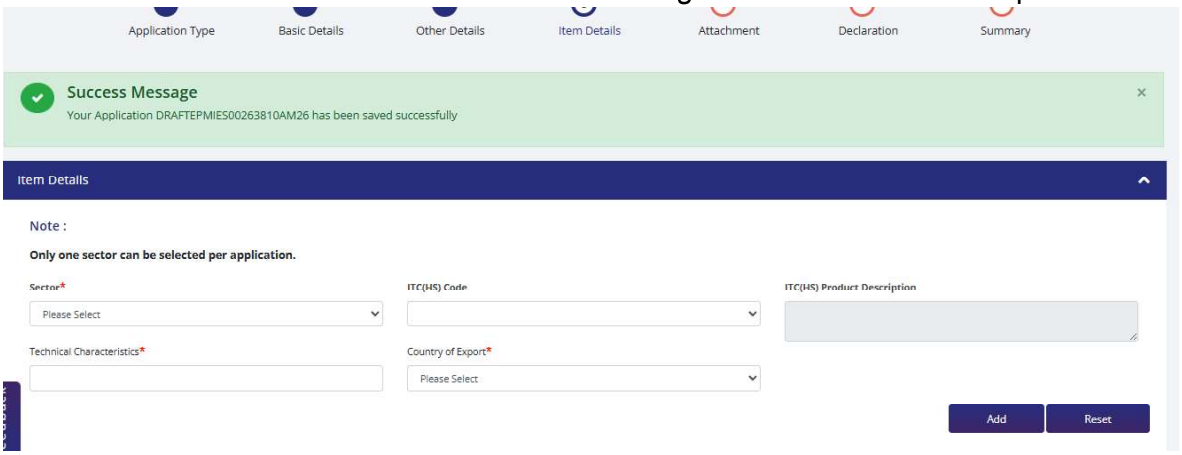
- Next sub-section of the Other Details screen is the “Banks Details” section in which the user selects the bank from which the loan is to be procured. By default all the banks available in the IEC appear, however the user can select only one of them.



- Last sub-section of the Other Details screen is the “Loan Details” section in which the user enter the Loan Details.



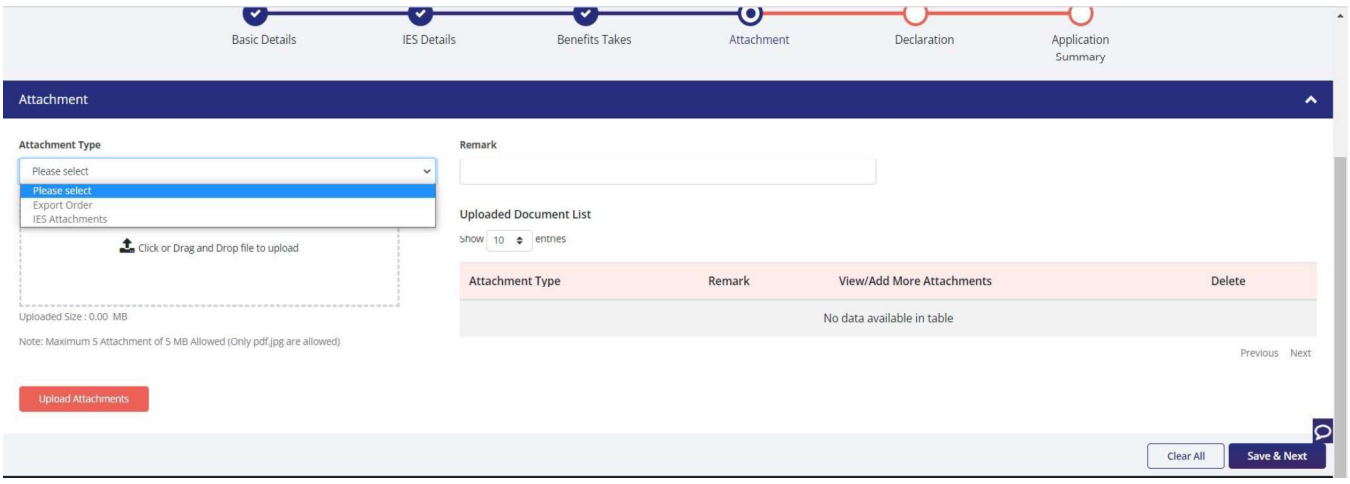
4. Next the user clicks on “Save & Next” button, and system will take user to next screen which is “Item Details”. On this screen user gives in the details of the products



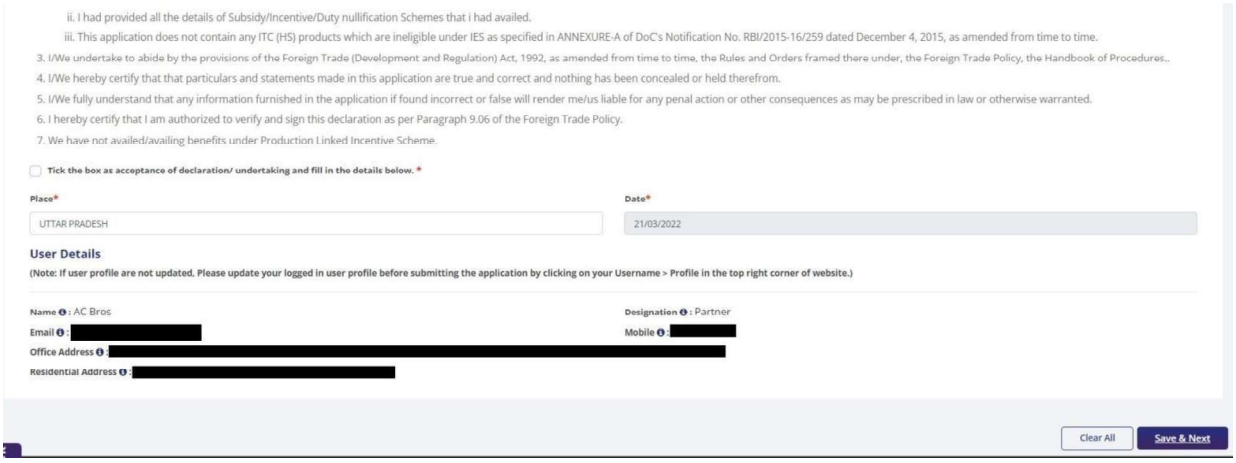
Note: User can choose only one sector of products for one application with facility of adding items with different ITC(HS) code within the same sector.

5. Clicking the Save & Next button takes user to the “Attachment” screen.

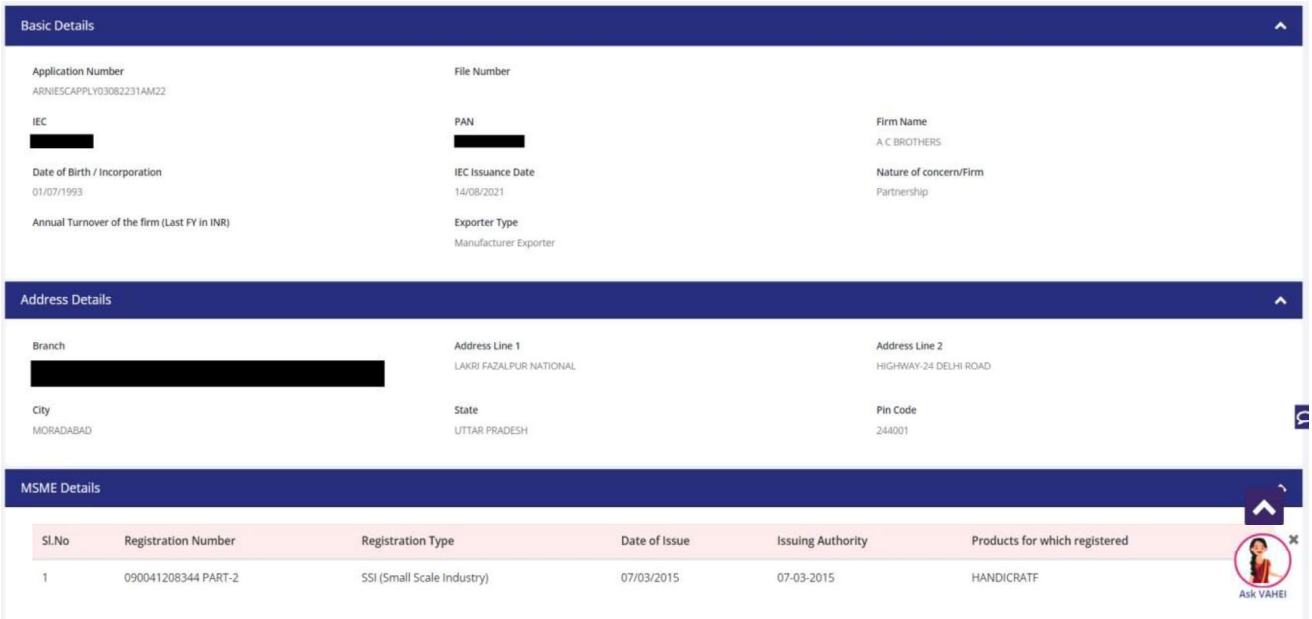
- The I/E has to upload relevant application using the following steps:
- Select the attachment type i.e. Export Orders or IES Attachments based on the scheme selected.
- Upload the relevant attachment which can be of pdf or jpg formats only. -Enter the Remarks (Optional).
- Click on “Upload Attachments” button.

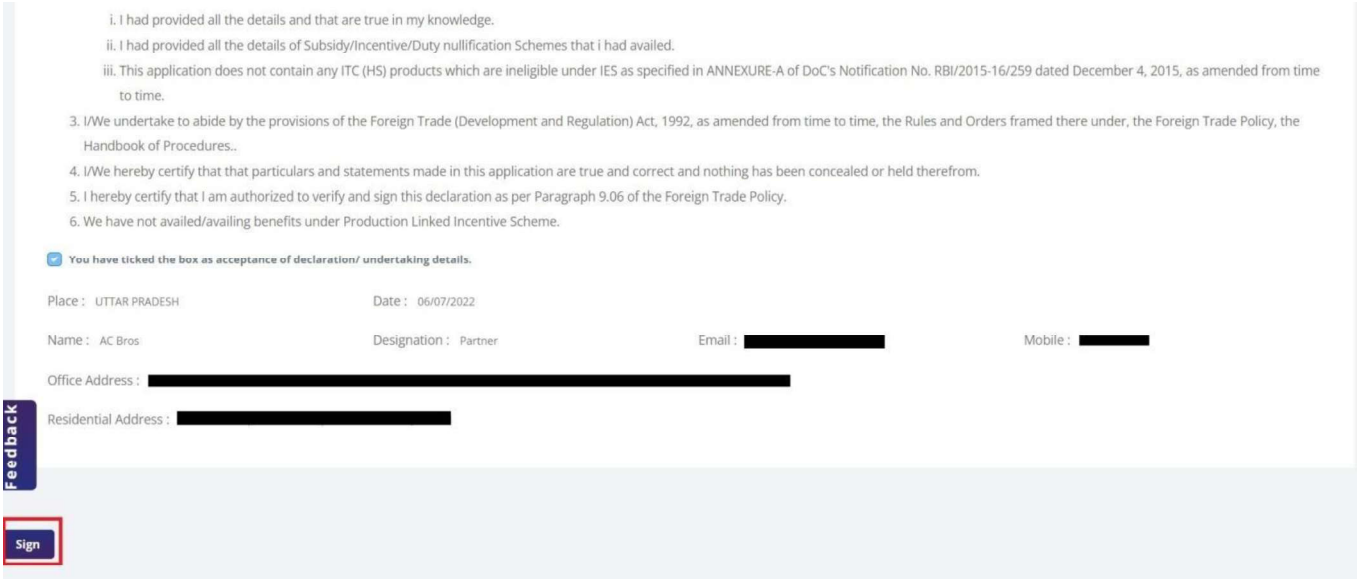


6. Proceeding further in the application, next comes the “Declaration” screen
User has to read and accept the terms and condition and click on save and next button to view the application summary.



7. An application summary page, click on the print button to view and print the application summary for future references, then scroll down to check the fee of the application. Now click on the sign button after reviewing application summary.





After the successful payment of Rs.200 and submission of the application a new File number and a UIN number will be generated. This UIN number can be used by the I/E to view the file's status. The UIN number is valid for 1 year from date of generation.



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DIRECTORATE GENERAL OF FOREIGN TRADE
DGFT, Udyog Bhawan, New Delhi

E-PAYMENT RECEIPT

IEC	[redacted]
File Number	HQRIESCAPPLY00003155AM24
Date of Submission	2023-07-26 10:26:31
IP Address	0:0:0:0:0:0:0:1
Firm Name	[redacted]
Firm Address	[redacted]
Service Availed	Interest Equalization Scheme (IES)
Mode of Signature	Digital Signature

PAYMENT DETAILS

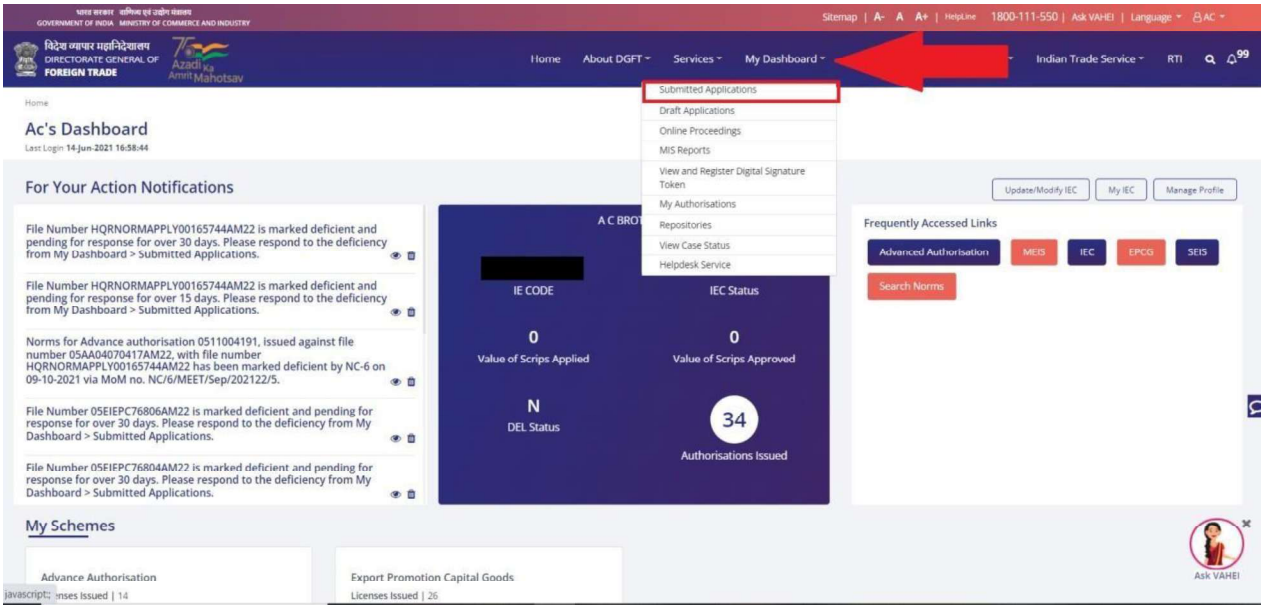
Transaction Id	3146973
Total Fee Amount (in INR)	200.00
Date of Submission	2023-07-26 10:26:31
Mode of Payment	ONLINE
Transaction Status	SUCCESS
Transaction Complete Date	2023-07-26 10:26:31

The UIN number will be available in the Acknowledgement letter generated corresponding to the submitted file. To view the letter user has to navigate through submitted applications. The whole step by step process is elaborated in the next section.

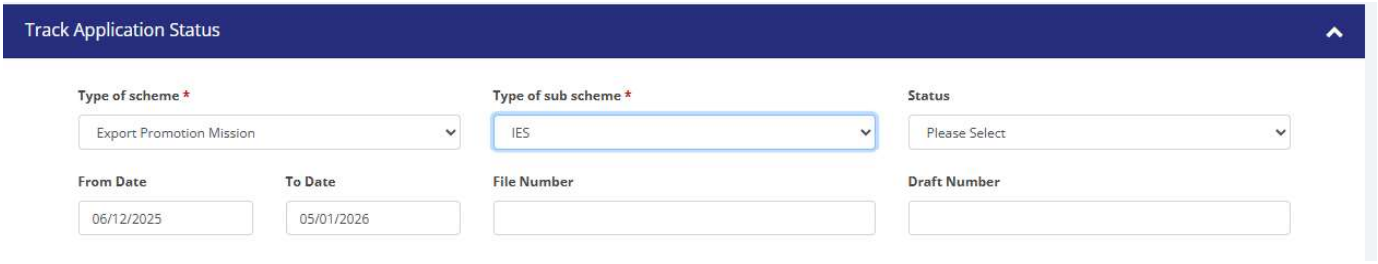
6. Viewing the Submitted Application and Acknowledgement Letter

Post successful submission of the file, user can view the submitted application.

Step 1 – Click on My Dashboard >> Submitted Applications

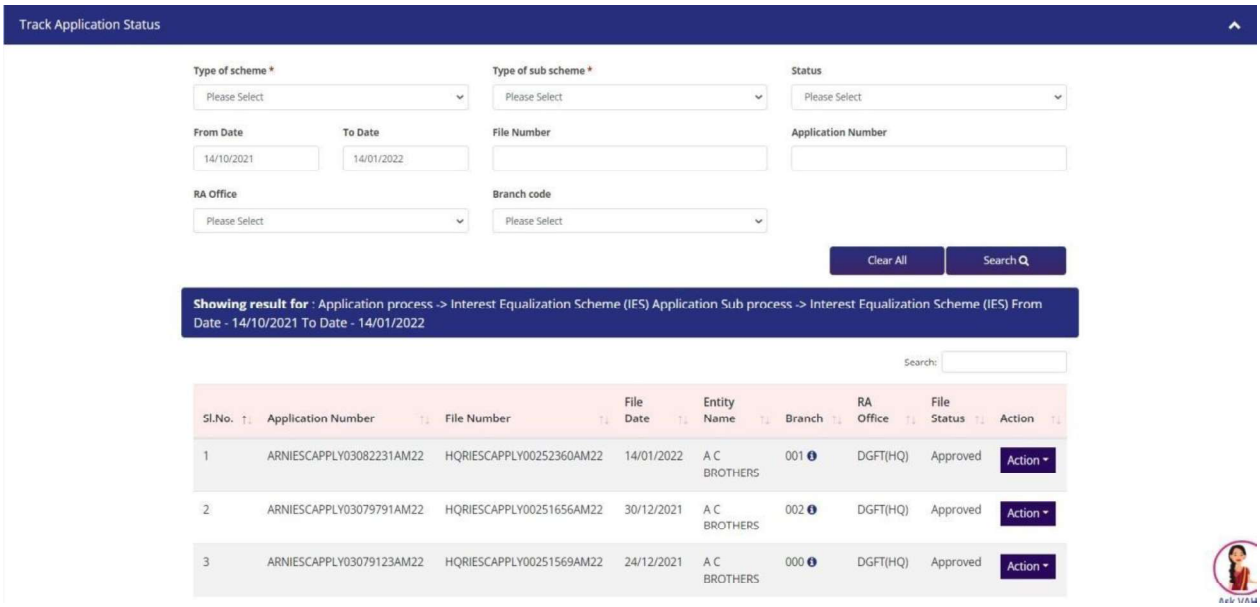


Step 2 – Select “Export Promotion Mission” as the “Type of scheme” from dropdown and “Scheme” as the “Type of sub scheme”



Step 3 – Click on “Search” button

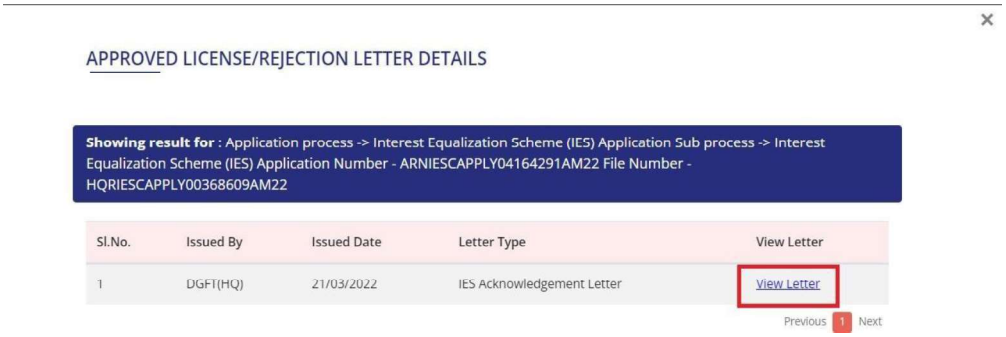
All the available results will be displayed in a grid



Step 4 – To view the “Acknowledgement Letter” generated click on “Action” button alongside the respective file.



Step 5 – Click on the “View Letter” button to view the letter.



The “Acknowledgement Letter” will open up as shown below.

