

## For Registering Complaints Related to Sexual Harassment at Workplace

For registering complaints through the SHe-Box, a valid email id is required. The registration of complaint through SHe-Box is very easy. To register complaint, please click on the tab [Register Your Complaint](#) as shown on the screen. The next screen will ask information about the nature of office where alleged act(s) of sexual harassment took place (**Government/Private**); choosing the right tab will open a complaint registration form. After filling all the necessary details, kindly click on the **submit** tab for its submission. Once the complaint is submitted, a **confirmation message**, is sent to your email id (mentioned in the complaint form) containing a link through which you can use your email id as user id for the account created on SHe-Box and **generate a password** to view the status of the complaint from time to time. For details regarding registration process, kindly read the User Manual uploaded on the website.