

Visitor Manual

AEROINDIA 2025

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• Steps to Register as a Visitor :

1. Go to Home Page of the Official Website of the AEROINDIA 2025 : www.aeroindia.gov.in.
2. Click on the "Registration" option available on the menu bar at the top-right corner of the webpage (if you're on the Desktop mode) and choose the "Visitor" option from the drop-down menu. Now, you'll be redirected to the "Sign Up Your User Account" webpage - "Account" section.



Disclaimer : The contents of this document are solely for information purposes. For complete details, kindly refer to the 'Terms & Conditions' document available on the AEROINDIA 2025 Website. In case of a conflict, the contents of the 'Terms & Conditions' document would prevail.

Aero India 2025 Website Home Page : <https://www.aeroindia.gov.in/>

- **Steps to Register as a Visitor :**

- **In the "Account" Section :-**

1. In the "Account" section, select / fill / upload (as applicable) your Account Information details from / in the options / space provided against each field.
2. If you are an Individual or a Company belonging from India, select "Indian Visitor" option against the "Are you?" field.
3. If you are an Individual or a Company belonging from outside India, select "Foreign Visitor" option against the "Are you?" field.

- **Steps applicable only for the "Indian Visitor" :-**

1. Select the Name of your State from the drop-down menu against the "State Name" field.
2. Enter your First Name and Last Name in the designated spaces provided under the "Name of the Nodal Officer" field.
3. If you are a Company, select "Company" option against the "Are you?" field.
4. If you are an Individual, select "Individual" option against the "Are you?" field.

- Steps to Register as a Visitor :

- Steps applicable only for the "Indian Visitor (Company)" :-

1. Upload GST File of your Company in the "GST of the Company" field. The file should be in PDF format only and the file size should be less than 2 MB.
2. Upload PAN File of your Company in the "PAN of the Company" field. The file should be in PDF format only and the file size should be less than 2 MB.
3. Fill Billing Address of your Company in the space provided under the "Billing Address of the Company" field.
4. Enter Name of your Company in the space provided under the "Company Name" field.
5. Enter Contact Email of your Company in the space provided under the "Contact Email" field.
6. Enter Contact Number of your Company in the space provided under the "Contact Number" field.

- Steps to Register as a Visitor :

- Steps applicable only for the "Indian Visitor (Individual)"

:-

1. Select an ID Type from the drop-down menu inside the "Select ID Type" field and upload the selected ID File by clicking on the "Choose File" button that appears after selection.
2. Fill your Billing Address in the space provided under the "Billing Address of the Individual" field.
3. Enter your Name in the space provided under the "Individual Name" field.
4. Enter your Contact Email in the space provided under the "Contact Email" field.
5. Enter your Contact Number in the space provided under the "Contact Number" field.

Visitor Sign Up Your User Account

Account Information

Are you? *

Indian Visitor Foreign Visitor

State Name *

Select State

Name of the Nodal Person *

First Name

Last Name

Are you? *

Company Individual

MSME *

Yes No

GST of the Company *

No file chosen

GST file should be less than 2 MB & Accepted file type only image

Pan of the Company *

No file chosen

Pan file should be less than 2 MB & Accepted file type only image

Billing Address of the Company *

Billing Address

Company Name *

Company Name

Contact Email *

Contact Email

Contact Number *

Contact Number

Account Details (for any refunds if due)

Beneficiary Name

Beneficiary Name

Bank name

Bank Name

Bank Account No.

Bank Account No.

Address Of Bank

Address Of Bank

IFSC/BAN number

IFSC/BAN number

Copy of Cancelled Cheque

No file chosen

Cancelled Cheque file should be less than 2 MB & Accepted file type only image

Password *

Proposed Password

Confirm Password

Captcha *



Enter Captcha

- Steps to Register as a Visitor :

- Steps applicable only for the "Foreign Visitor" :-

1. Select your Country from the drop-down menu against the "Country Name" field.
2. Enter your First Name and Last Name in the designated spaces provided under the "Name of the Nodal Officer" field.
3. If you are a Company, select "Company" option against the "Are you?" field.
4. If you are an Individual, select "Individual" option against the "Are you?" field.

- Steps applicable only for the "Foreign Visitor (Company)"

:-

1. Fill Billing Address of your Company in the space provided under the "Billing Address of the Company" field.
2. Enter Name of your Company in the space provided under the "Company Name" field.
3. Enter Contact Email of your Company in the space provided under the "Contact Email" field.
4. Enter Contact Number of your Company in the space provided under the "Contact Number" field.

- Steps to Register as a Visitor :

- Steps applicable only for the "Foreign Visitor (Individual)"

1. Select an ID Type from the drop-down menu inside the "Select ID Type" field and upload the selected ID File by clicking on the "Choose File" button that appears after selection.
2. Fill your Billing Address in the space provided under the "Billing Address of the Individual" field.
3. Enter your Name in the space provided under the "Individual Name" field.
4. Enter your Contact Email in the space provided under the "Contact Email" field.
5. Enter your Contact Number in the space provided under the "Contact Number" field.
6. After clicking on the "Submit" button, you'll receive a Registration Confirmation Email on the Email ID you have provided in the "Contact Email" field on the "Sign Up Your User Account" webpage - "Account" section.
7. After receiving the Registration Confirmation Email, you can login as a Visitor by entering your Login Credentials on the Login Page : www.aeroindia.gov.in/login.

Visitor Sign Up Your User Account

Account Information

Are you? *

Indian Visitor Foreign Visitor

Country Name *

Select Country*

Name of the Nodal Person *

First Name

Last Name

Are you? *

Company Individual

Billing Address of the Company *

Billing Address

Company Name *

Company Name

Contact Email *

Contact Email

Contact Number *

Contact Number

Account Details (for any refunds if due)

Beneficiary Name

Beneficiary Name

Bank name

Bank Name

Bank Account No

Bank Account No

Address Of Bank

Address Of Bank

IFSC/IBAN number

IFSC/IBAN number

Copy of Cancelled Cheque

No file chosen

Cancelled Cheque file should be less than 2MB & Accepted file type only image

Password *

Proposed Password

Confirm Password

Captcha



Enter Captcha

- **Steps to Login after Registering as a Visitor :**
 1. Go to Home Page of the Official Website of the Aero India 2025 : www.aeroindia.gov.in.
 2. Click on the "Login" option available on the menu bar at the top-right corner of the webpage (if you're on the Desktop mode). Now, you'll be redirected to the "Login" webpage.

On the "Login" Webpage :-

3. On the "Login" webpage, fill your correct Username and Password in the provided relevant spaces.
4. Enter Captcha given in the Captcha Image in the provided space and click on the "Submit" button.
5. After clicking on the "Submit" button, you'll be logged in as a Visitor (if you've provided the correct login details) and redirected to the "Visitor Dashboard" webpage.

Login

Please! Login with your details

*Please refresh the captcha before Login



PSq7Tx

Submit

[Forgot Password ?](#)

• Steps to Purchase Visitor Passes as a Visitor :

➤ On the "Visitor Dashboard" Webpage :-

1. On the "Visitor Dashboard" webpage, click on the "Passes" option available on the side bar situated at the left side of the webpage and choose the "Buy" option from the drop-down menu that appears. Now, you'll be redirected to the "Add Passes Quota" webpage.

The screenshot displays the 'Pass Dashboard' interface. On the left, a sidebar shows the user's name 'Mahesh test' and navigation options: 'My Profile', 'My Bookings', and 'Passes'. The main dashboard area features a top navigation bar with the 'Pass Dashboard' title. Below this, there are four summary cards: 'Purchased' (20), 'Total Filled' (13), 'Total Approved' (13), and 'Total Downloaded' (13). A central flowchart illustrates the four-step process: 1. Purchase Pass, 2. Fill Details, 3. Approve Details, and 4. Download. Below the flowchart, a section titled 'Get your pass with 4 easy steps :-' provides detailed instructions for each step.

Get your pass with 4 easy steps :-

1. Click on "Purchase Pass" to view all the details.
2. Click on "Fill Details" to view all the details.
3. Click on "Approve Details" to view all the details.
4. Click on "Download" to view all the details.

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- **Steps to Purchase Visitor Passes :**

- **On the "Add Passes Quota" Webpage :-**

1. Click on the "Passes" option available on the side bar menu and choose the "Buy" option (highlighted in Red Box here) from the drop-down menu that appears.
2. On the "Add Passes Quota" webpage, either select the "Business Passes" option or select the "General Passes" option from the drop-down menu available under the "Category Name" field, depending upon the Category of the Visitor Passes you want to buy.
3. In the space provided below the "Badges Quota (Paid)" field, enter the number of Visitor Passes of the selected Category you want to buy and click on the "ADD TO CART" button.



Mahesh test

My Profile ▼

My Bookings ▼

Passes ▼

Buy

Business Passes

General Passes

Add Passes Quota

Category Name	Badges Quota (Paid)
<input type="text" value="select category"/>	<input type="text" value="Enter Badges Quota (Paid)"/>

 ADD TO CART

- **Steps to Purchase Visitor Passes as a Visitor :**

- **On the "My Cart" Webpage :-**

4. After clicking on the "ADD TO CART" button, you'll be redirected to the "My Cart" webpage where the Visitor Passes of the selected Category just added by you will reflect alongside other Items added by you in your Cart in the past.
5. On the "My Cart" webpage, click on the "Proceed To Pay" button and pay the Total Amount to complete the Purchase of the Visitor Passes of the selected Category along with other Visitor Passes present in your Cart.

Home / My Bookings / My Cart

My Cart

ID	Product Type	Description	Unit Rate	Price	Quantity	Payment %	Action
	Passes	General Passes	₹2,500.00	₹2,500.00	1	100 %	
	Passes	Business Passes	₹5,000.00	₹5,000.00	1	100 %	

Cart Totals

Subtotal ₹7,500.00

[PROCEED TO PAY](#)

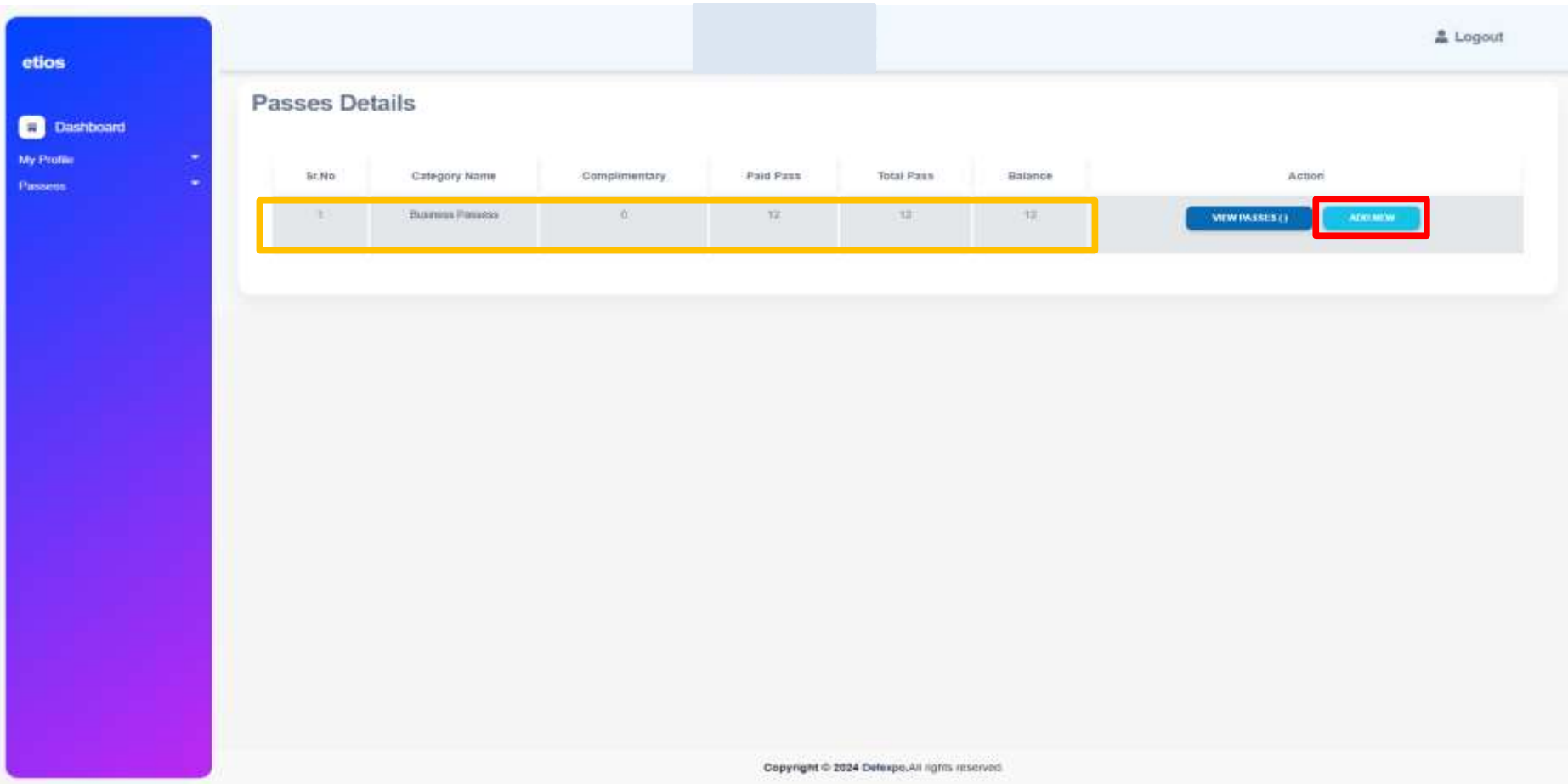
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- **Steps to Assign a Visitor Pass as a Visitor :**

- **On the "Visitor Dashboard" Webpage :-**

1. Once you've completed the Purchase of the Visitor Passes of the selected Category, you can Assign them to Individuals by going to the "Passes Details" webpage of the selected Category.
2. On the "Visitor Dashboard" webpage, click on the "Passes" option available on the side bar situated at the left side of the webpage and from the drop-down menu that appears, either choose the "Business Passes" option or choose the "General Passes" option, depending upon the Category of the Visitor Passes that have been already Purchased by you and that you now want to Assign to an Individual.
3. After selecting the relevant option, you'll be redirected to the "Passes Details" webpage for the selected Category option.

- **Steps to Assign a Visitor Pass as a Visitor :**
 - **On the "Passes Details" Webpage :-**
 4. The "Passes Details" webpage contains details of all the Visitor Passes of the selected Category that have been already Purchased, Assigned or Approved by you.
 5. On the "Passes Details" webpage, click on the "ADD NEW" button (available under the "Action" field) against a Passes Quota already Purchased by you to Assign a Visitor Pass from that Passes Quota to an Individual.
 6. After clicking on the "ADD NEW" button, you'll be redirected to the "Add User" webpage.



Passes Details :

NOTE : You can Assign the Visitor Passes of the selected Category already Purchased by you to Individuals by going to the “Passes Details” webpage of the selected Category.

Step 1 : Click on the “ADD NEW” button (highlighted in Red Box here) against a Passes Quota (highlighted in Orange Box here) purchased by you to Assign a Visitor Pass to an Individual from that Passes Quota.

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- **Steps to Assign a Visitor Pass as a Visitor :**
 - **On the "Add User" Webpage :-**
 7. On the "Add User" webpage, select / fill / upload (as applicable) the required details of the Individual to whom you are Assigning the selected Pass from / in the options / space provided against each field.
 8. Enter the First Name and Last Name of the Individual to whom you are Assigning the selected Visitor Pass in the spaces provided below the "First Name" and "Last Name" fields respectively.
 9. Enter the Email ID of the Individual in the space provided under the "Email" field.
 10. Select the Country of the Individual from the drop-down menu under the "Country" field.
 11. Enter the Mobile Number of the Individual in the space provided under the "Mobile" field.

- **Steps to Assign a Visitor Pass as a Visitor :**

- **On the "Add User" Webpage :-**

12. Select the Date and Session of the Event for which you are Assigning the selected Visitor Pass from the drop-down menu available under the "Event Date" field.
13. Upload the Photograph of the Individual in the "Upload Photo" field.
14. Select the ID Type of the Individual from the drop-down menu available under the "ID Type" field, fill the ID Number and Upload the ID File for the selected ID Type in the designated spaces.
15. All fields marked with an asterisk (*) are mandatory to be filled.
16. After filling all the required data-fields, click on the "SUBMIT" button. Now, a notification denoting the successful Assignment of the selected Visitor Pass to the Individual would appear on the screen.

Add User

Add User

First Name *

Last Name *

Designation *

Email *

Country *

Mobile *

Category *

Upload Photo *

Allowed file formats: jpg, jpeg, png, Max Size: 2MB

Choose File No file chosen

ID Type *

Event Date *

Do you want a car pass?

Yes No

SUBMIT

• Steps to Approve & Download Visitor Passes as a Visitor :

➤ On the "Visitor Dashboard" Webpage :-

1. Once, you've Assigned a Visitor Pass to an Individual, you can verify that the Pass has been successfully Assigned to the desired Individual only and Approve that Visitor Pass by going to the "Passes Details" webpage of the selected Category.
2. On the "Visitor Dashboard" webpage, click on the "Passes" option available on the side bar situated at the left side of the webpage and from the drop-down menu that appears, either choose the "Business Passes" option or choose the "General Passes" option, depending upon the Category of the Visitor Passes that have been already Assigned by you to someone and that you want to Approve.
3. After selecting the relevant option, you'll be redirected to the "Passes Details" webpage of the selected Category option.

- Steps to Approve & Download Visitor Passes as a Visitor :

- On the "Passes Details" Webpage :-

4. The "Passes Details" webpage contains details of all the Visitor Passes of the selected Category that have been already Purchased, Assigned or Approved by you.
5. On the "Passes Details" webpage, click on the "VIEW PASSES[]" button (available under the "Action" field) against a Passes Quota from which you have already Assigned a Visitor Pass to at least one Individual to Approve the Visitor Passes from that Passes Quota.
6. After clicking on the "VIEW PASSES()" button, you'll be redirected to the "Approve Passes" webpage.



Mahesh test

- My Profile
- My Bookings
- Passes

Public Passes Details

Sl.No	Category Name	Complimentary	Paid Pass	Total Pass	Balance	Action
1	General Passes	0	10	10	0	VIEW PASSES (1) ADD NEW (ALL DETAILS)

[BUY PASS](#)

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• Steps to Approve & Download Visitor Passes as a Visitor :

➤ On the "Approve Passes" Webpage :-

7. On the "Approve Passes" webpage, select the checkbox against the Individual Name whose Visitor Pass you want to Approve. Here, you can select and Approve the Visitor Passes for multiple Individuals at the same time.
8. After selecting all the Individuals whose Visitor Passes you want to Approve, click on the "APPROVE" button. A notification denoting the successful Approval of the selected Visitor Passes should appear on the screen along with the "Status" field for those Visitor Passes getting updated to the "Approved" status.
9. After a Visitor Pass has been successfully Approved for an Individual, you can Download it by clicking on the "PASSES" button and Share it by clicking on the "RESEND TICKET" button, both available against that Individual Name under the "Action" field.



Mahesh test

My Profile

My Bookings

Passes

Logout

Passes Details

BACK

Home / Passes / Passes Details

Passes Details

Approved	Sr.No	Name	Email ID	Country	Mobile No	Category	ID Type	ID Type No.	Event Date	Status	Action
	1	hgjh hgj	gfgfgh@gmail.com	India	9787667687	General Passes	Driving License	XXXXXXXXXXXXXXXXXhgjh	13th February 2025	Approved	Cancel Approve
	2	jh hg	jh@gmail.com	India	9787667687	General Passes	Driving License	XXXXXXXXXXXXXXXXX5765	14th February 2025	Approved	Cancel Approve
	3	hgfhjhgjh hgj	hgj@gmail.com	India	9567557557	General Passes	Driving License	XXXXXXXXXXXX545E	13th February 2025	Approved	Cancel
	4	gfdg gfd	gfd@gmail.com	India	9567557557	General Passes	Driving License	XXXXXXXXXXXXXXXXX3454	13th February 2025	Approved	Cancel Approve

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Add User

Home / Passes / Passes Details / Add User

Your Successfully Registered!

Add User

First Name *

Last Name *

Designation *

Email *

Country *

Mobile *

Category *

Upload Photo *

Allowed file formats: jpg, png, png. Max Size: 2MB No file chosen

ID Type *

Event Date *

Do you want a car pass?

Yes No

Visitor Pass Download

The screenshot shows a web interface for downloading a visitor pass. At the top left, it displays the Government of India Ministry of Defence and Department of Defence Production logos. The central area features the AERO DIVE logo with the Indian national flag. A white box contains the following information:

Name:	Shreejit Das
Company Name:	
ID Type:	Driving License
ID No.:	600000000000

Below this is a QR code and a 'Download Pass' button. At the bottom, there is a yellow banner with instructions:

INSTRUCTIONS

1. Please carry your ID card at all times inside the venue to ensure easy identification and movement.
2. Badge once issued will not be replaced for any reason. For any queries please contact the Help Desk.
3. Badge holders will be required to undergo security check and multiple scans. Please cooperate.
4. Weapons, knives, mobile devices, replica or toy weapons, laser pointers, bags & backpacks will not be permitted inside the venue.
5. No outside food/beverage and baggages will be permitted.
6. Please do not enter the venue, you reserved backspace to help maintain a clean & hygienic environment.
7. Car parking is at the owner's risk.
8. The organizers reserve the right to deny access to any individual.
9. In case of any queries, please contact Help Desk number 9151200000 or email us at info@adive.org

At the bottom, it says 'AERO ACCESS - EXHIBITION' and 'Aero Dive Digital Drive'.

Car Pass Download

The image shows a blue-themed page for downloading a Domestic Car Pass. At the top left, it says 'Government of India Ministry of Defence' and at the top right, 'Department of Defence Production'. The AERO DIVE logo is centered. Below it, the text reads 'The Runway to a Billion Opportunities' and 'Domestic'. The pass ID 'AVWPTA626Q' is displayed. At the bottom, there is a QR code.

Thank You!