



Applicant Manual

To

Reset Password

Prepared By:

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National Informatics Centre

Ministry of Electronics & Information Technology
Government of India

Introduction:

This manual is useful to help applicant while he/she needs to reset the existing password. There will be three scenarios when applicant needs to reset their password.

- a. The first time when applicant registered on the AQCMS portal.
- b. When any applicant forgot his/her password.
- c. When the existing password get expired.

So this manual will help applicant step by step to reset there password properly. This will be helpful for both Primary/Corporate account and Secondary/Firm account.

Described in details:

a. Reset the Password on Primary/Secondary Applicant Registration:

1. When applicant successfully registered on AQCMS online portal, the system will generate a link to reset the password. This link will be sent on the registered email id.
2. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
3. In Some cases Applicant has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
4. Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.
5. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
6. This link will be active only for 24 hours, if not used within the time it will be expired and the applicant will need to proceed again from “**Forgot Password**” Option on the login screen.

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Sorry.. This link to reset password is already used or expired.
Please proceed through "Forgot Password" again.

Ok

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Applicant Login for Certificate of Authorisation

Sign In

Company Id/Premises Id *

Password *

Verify * 

Submit

Sign Up Forgot Password

7. If the link is valid then the applicant will be redirected to the reset password window, where he/she needs to enter details and click the submit button.



Reset Password


Personal

User Id *

Note:- Password length should be min. 8 char, min. 1 number, min. 1 Special char. and min. 1 Capital Letter

New Password *

Confirm Password *

Verify * 

Activate Windows
Go to Settings to activate

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Password Changed Successfully

8. If all the password strength criteria passed, the new password will be reset successfully and applicant will be redirected to login screen, to login there account with new password.

b. Reset the Password through “Forgot Password” Option:

1. This option to reset the password will be useful when any applicant forgot his/her password and unable to login the account.
2. Applicant needs to click the “**Forgot Password**” option on the login screen as shown below.


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Applicant Login for Certificate of Authorisation

Sign In

Company Id/Premises Id *

Password *

Verify * 

3. On clicking the “Forgot Password” option will open the window to request the password change.



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Forgot Password

Authorized Email Id

Link will be send on this email to reset password

Applicant Id *

Email Id *

Verify * 

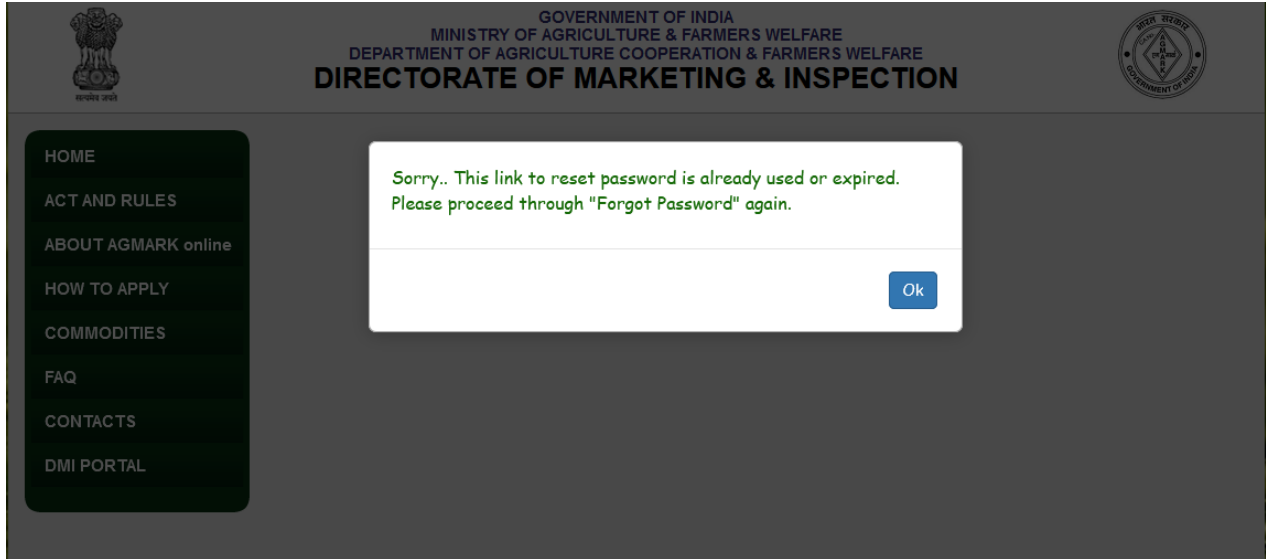
4. The system will generate a link to reset the password. This link will be sent on the registered email id.

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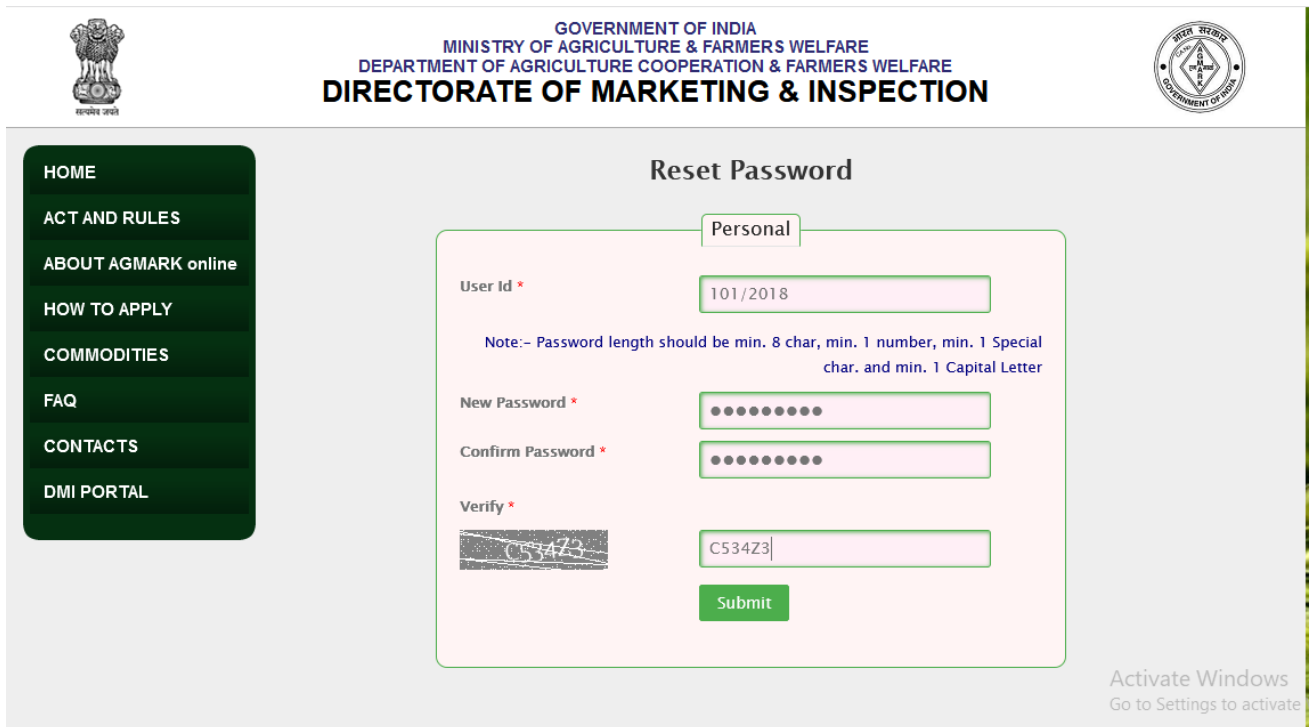
Change password link sent on XhXuXhXrX.XmXIX8@gmail.com

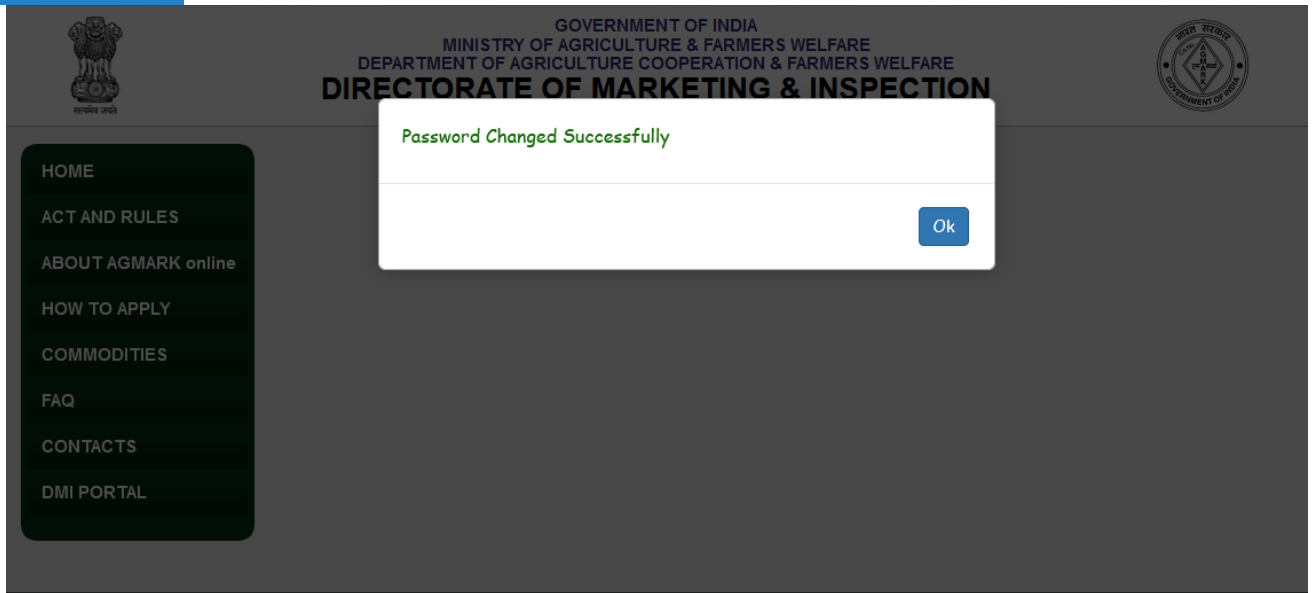
5. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
6. In Some cases Applicant has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
7. Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.

8. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
9. This link will be active only for 24 hours, if not used within the time it will be expired and the applicant will need to proceed again through Forgot Password Option.



10. If the link is valid then the applicant will be redirected to the reset password window, where he/she needs to enter details and click the submit button.

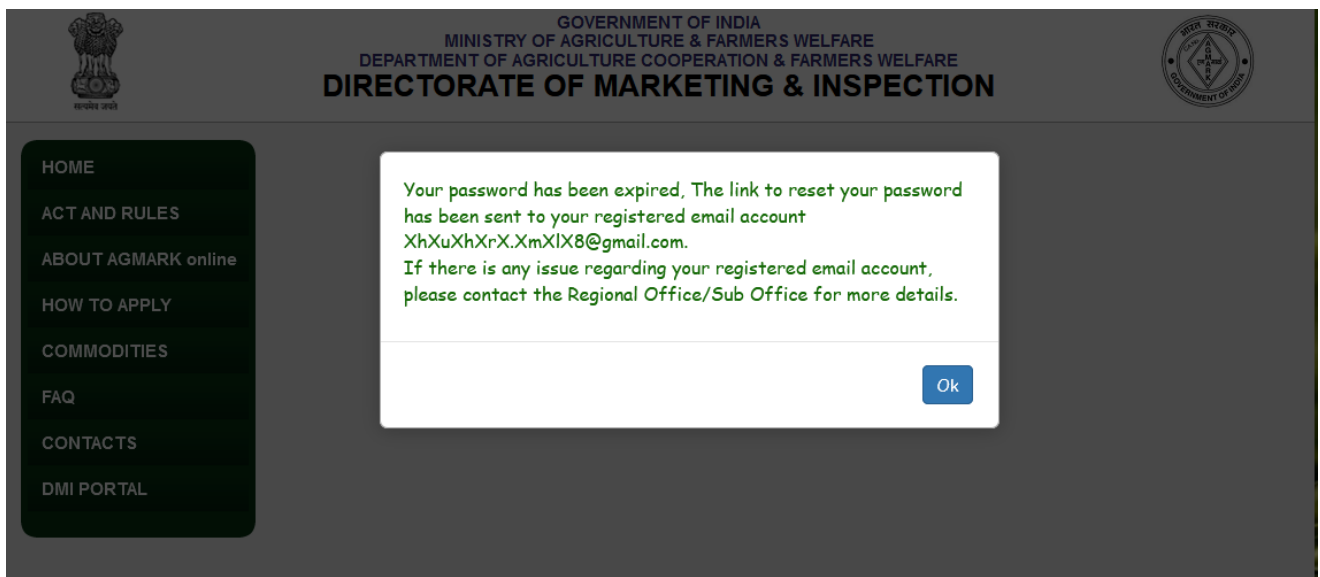




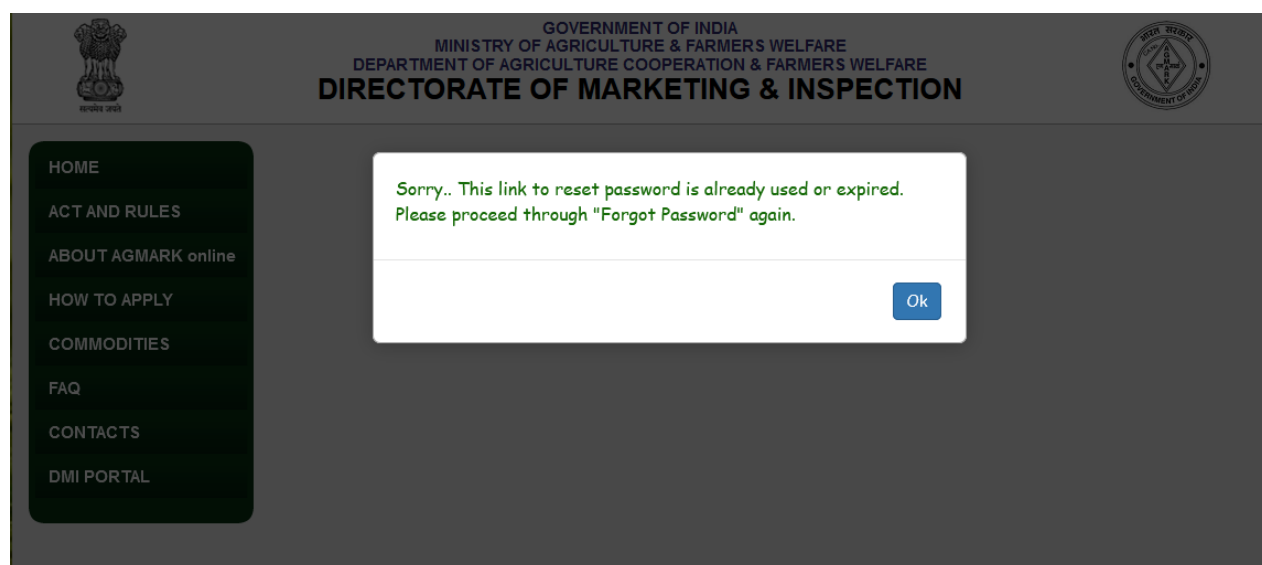
11.If all the password strength criteria passed, the new password will be reset successfully and applicant will be redirected to login screen, to login there account with new password.

c. **Reset the Password when Password Expired:**

1. This option to reset the password will be useful when the password get expired and shows the message as below on login failed.



2. The system will generate a link to reset the password. This link will be sent on the registered email id.
3. Applicant needs to login the email account with registered email id. And the inbox for the email sent from DMI system to reset the password.
4. The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', Junk' folder of email.
5. In Some cases Applicant has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
6. Also, for some email providers like 'Gmail', this mail is not visible if you are accessing the account through Gmail App. In such case, open the account through any browser.
7. Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
8. This link will be active only for 24 hours, if not used within the time it will be expired and the applicant will need to proceed again from “**Forgot Password**” Option on the login screen.






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Sign In

Company Id/Premises Id *

Password *

Verify * 

9. If the link is valid then the applicant will be redirected to the reset password window, where he/she needs to enter details and click the submit button.

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User Id *

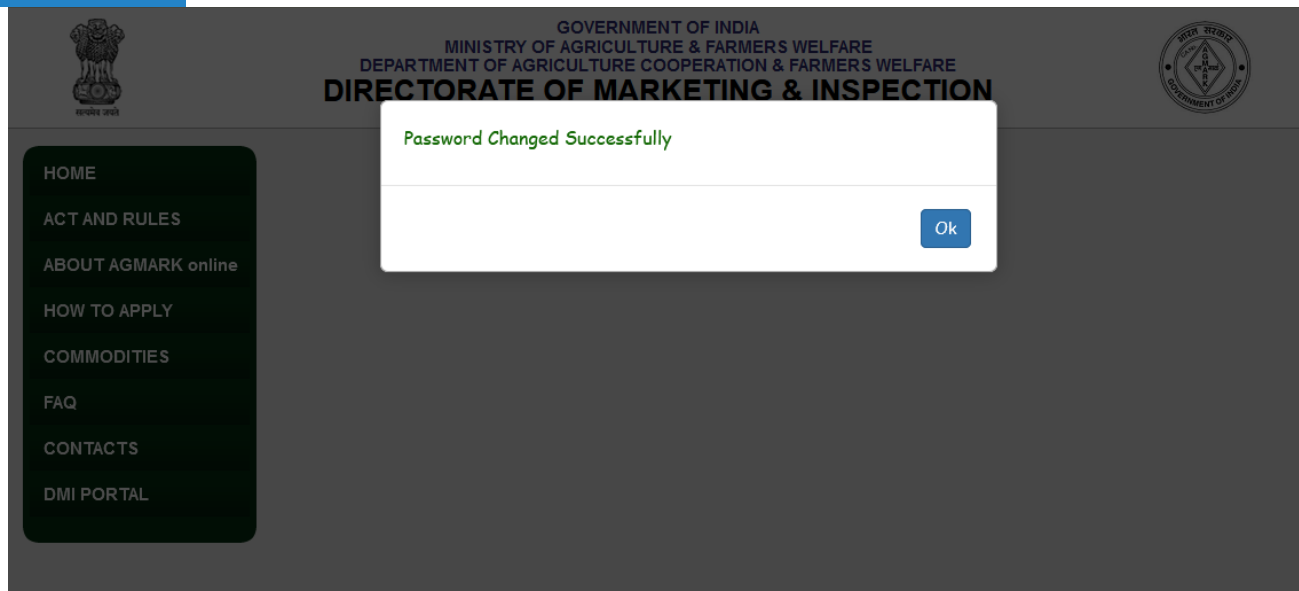
Note:- Password length should be min. 8 char, min. 1 number, min. 1 Special char. and min. 1 Capital Letter

New Password *

Confirm Password *

Verify * 

Activate Windows
Go to Settings to activate



10.If all the password strength criteria passed, the new password will be reset successfully and applicant will be redirected to login screen, to login there account with new password.

Note: If Applicant has any issue regarding the registered email id with DMI portal, Please contact to their respective Regional Office/ Sub Office.