





GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE COOPERATION & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION



# **Applicant Manual**

## То

## **Reset Password**

Prepared By:



## Software Development and Testing Centre – SDTC, Nagpur 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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HOME	Applicant Login for Certi	ficate of Auth	orisation	
ACT AND ROLES ABOUT AGMARK online		Sign In		
HOW TO APPLY	user id ex: 210/2	016 or 210/1/NGP/001	Trouble Logging In?	
	Company Id/Premises Id	<b>.</b>	• User Id is case sensitive	
	Password		<ul> <li>Password is case sensitive</li> <li>Captcha is case sensitive</li> </ul>	
FAQ	Enter captch	0	<ul> <li>Enter the details properly</li> </ul>	
CONTACTS	Enter captch	a 🔒	<ul> <li>Refresh captcha if not visible</li> </ul>	
DMI PORTAL		Submit	<ul> <li>Password related queries refer the Manual</li> </ul>	
	- OR -			
	よ Sign Up 👂 For	got 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.

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ACT AND RULES		
ABOUT AGMARK online	Personal	
HOW TO APPLY	User Id	
COMMODITIES	125/2018	
FAQ	Enter New Password	<b>A</b>
CONTACTS	Confirm New Password	
DMI PORTAL		
	EXMER7 O Enter captcha	
	Submit	
		Activate Windows

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.

With and	MINISTRY OF A	OVERNMENT OF INDIA GRICULTURE & FARMERS WE AGRICULTURE & FARMERS W MARKETING &	/ELFARE	
номе	Applicant Login f	or Certificate of Au	uthorisation	
ACT AND RULES				
ABOUT AGMARK online		Sign In		
HOW TO APPLY	Company Id/Premises Id	1		
COMMODITIES	Password		User Id is case sensitive     Password is case sensitive	
FAQ			<ul> <li>Captcha is case sensitive</li> </ul>	
CONTACTS	<u> </u>	Enter captcha	Enter the details properly     Refresh captcha if not visible	
DMI PORTAL		Submit	Password related queries refer the Manual	
	- OR -			
	💄 Sign Up	Forgot Password		
		L	-1	

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

Review and	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION	
	Forgot Password	
ACT AND RULES	Authorized Email Id	
HOW TO APPLY	Link will be send on this email to reset password	
COMMODITIES	Please enter your Applicant id	
FAQ	Please enter registered email id	
CONTACTS	OVMESC 🧿 Enter captcha	
DMI PORTAL		
	Submit	



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

ब्हिलिक इत्येन उन्हो	Change password link sent on XeXtXnX4X4@gmail.com	Company of
номе	Continue	
ACT AND RULES		
ABOUT AGMARK online	Authorized Email Id	
HOW TO APPLY	Cink will be send on this email to reset password	
COMMODITIES	6528/2022	
FAQ	Continue	
CONTACTS	THATAL O Enter captcha	
DMI PORTAL	Enter capitora	

- 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.

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HOME	Sorry This link to reset password is already used or expired. Please proceed through "Forgot Password" again.	
ACT AND RULES	Continue	
ABOUT AGMARK online	Personal	
HOW TO APPLY	User Id	
COMMODITIES	125/2018	
FAQ	Enter New Password	
CONTACTS	Confirm New Password	
DMI PORTAL		
	Enter captcha	
	Submit	
		Activate Windows Go to Settings to activate Windows

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.

DME	Reset Password	
T AND RULES		
OUT AGMARK online	Personal	
V TO APPLY	User Id	
IMODITIES	melvinroy.p@gov.in	
2	Enter New Password	
NTACTS	Neter Descured leastly should be sets 0 show sets 1 surpl	
		per min 1 Special
/II PORTAL	Note:- Password length should be min. 8 char, min. 1 numb char. and mir	ber, min. 1 Special n. 1 Capital Letter.
11 PORTAL		
PORTAL	char. and mir	n. 1 Capital Letter.
11 PORTAL	Confirm New Password	n. 1 Capital Letter.
11 PORTAL	Confirm New Password	n. 1 Capital Letter.



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.

#### b. 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.

ACT AND RULES	Your password has been expired, The link to reset password is sent on email id	
ABOUT AGMARK online	XeXvXnXoX.X@gov.in	
HOW TO APPLY	Continue n?	
COMMODITIES	O User Id is case sensitive     Password      Password is case sensitive	
FAQ	Captcha is case sensitive	
CONTACTS	Comparison of the second	
DMI PORTAL	Submit Password related queries refer the Manual	
Hyper Linki	ng Policy Privacy Policy Disclaimer Website Policy DMI LOGIN Feedback Chemist Login	

- 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.

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- 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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HOME ACT AND RULES	Applicant Login for Ce	ertificate of Aut	horisation	
ABOUT AGMARK online		Sign In		
HOW TO APPLY	Company Id/Premises Id	<u>*</u>	Trouble Logging In?	
COMMODITIES	Password	<b>A</b>	<ul> <li>User Id is case sensitive</li> <li>Password is case sensitive</li> </ul>	
FAQ		ptcha	<ul> <li>Captcha is case sensitive</li> <li>Enter the details properly</li> </ul>	
CONTACTS			<ul> <li>Refresh captcha if not visible</li> </ul>	
DMI PORTAL		Submit	<ul> <li>Password related queries refer the Manual</li> </ul>	
	- OR -			
	L+ Sign Up	Forgot Password		

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.

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.

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