



Applicant Manual

To

Reset Password

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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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Applicant Login for Certificate of Authorisation

Sign In

user id ex: 210/2016 or 210/1/NGP/001

Trouble Logging In?

- User Id is case sensitive
- Password is case sensitive
- Captcha is case sensitive
- Enter the details properly
- Refresh captcha if not visible
- Password related queries refer the [Manual](#)

- OR -



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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Reset Password

Personal
User Id

Activate Windows
Go to Settings to 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:

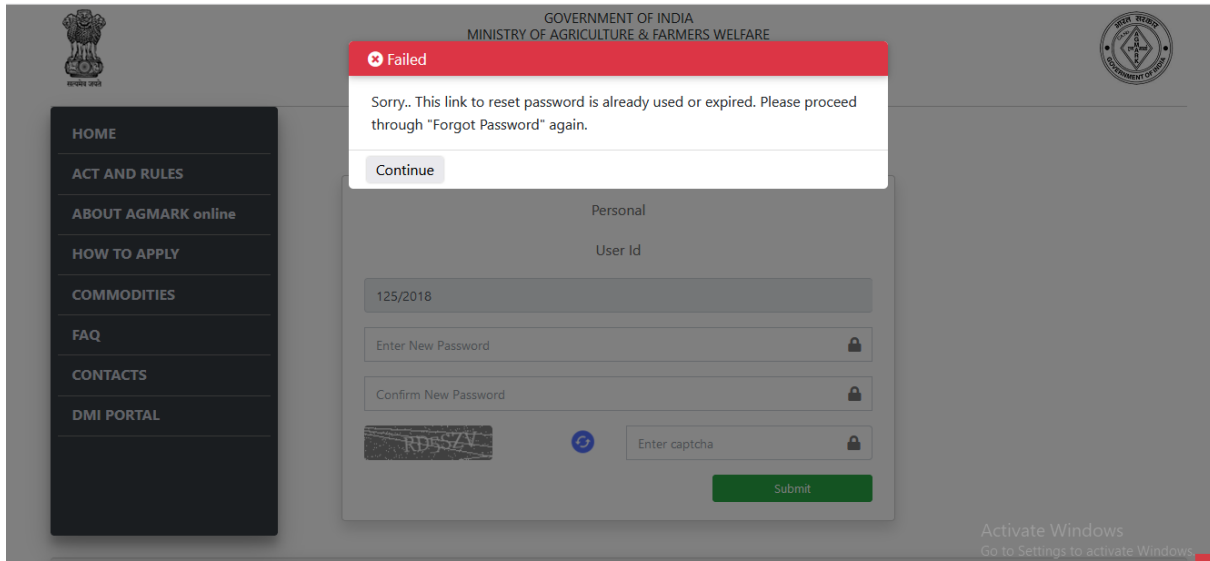
1. This option to reset the password will be useful when any applicant forgot his/her password and unable to login the account.
2. Applicant needs to click the “**Forgot Password**” option on the login screen as shown below.

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

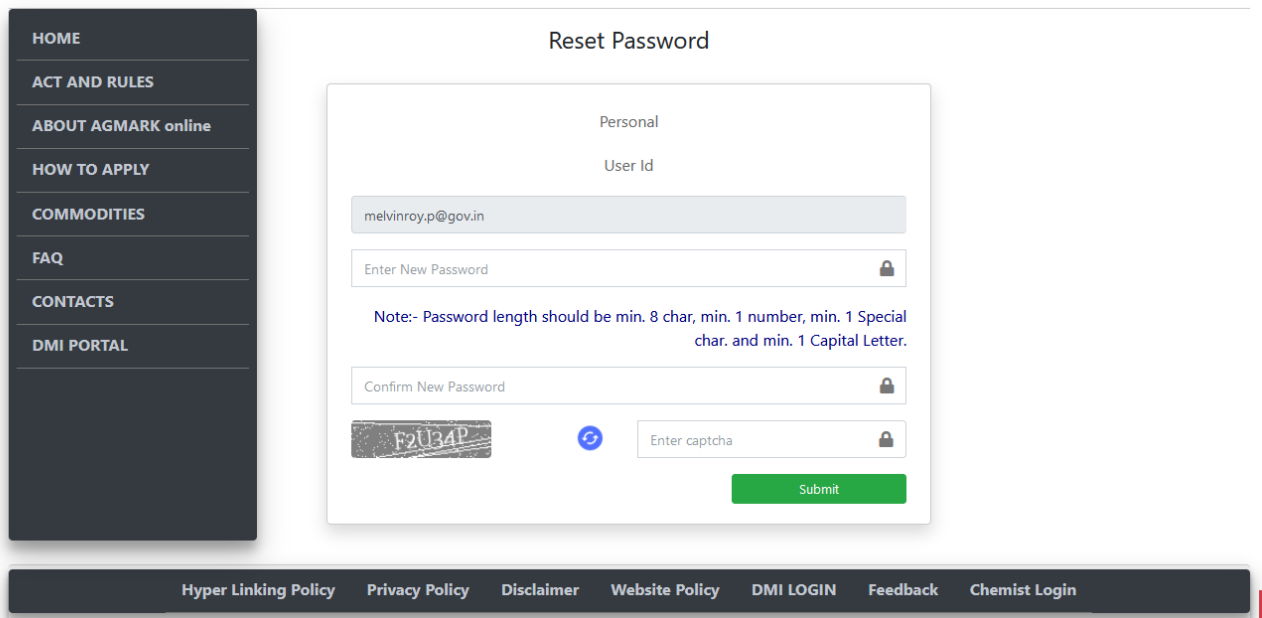
- The system will generate a link to reset the password. This link will be sent on the registered email id.

The screenshot shows the AGMARK online portal interface. At the top, it displays 'GOVERNMENT OF INDIA' and 'MINISTRY OF AGRICULTURE & FARMERS WELFARE'. A green success message box states: 'Success Change password link sent on XeXtXnX4X4@gmail.com' with a 'Continue' button. Below this is a form titled 'Authorized Email Id' with the instruction: 'Link will be send on this email to reset password'. The form contains an input field with the value '6528/2022' and a 'Continue' button. At the bottom of the form, there is a captcha image showing the number '717741' and an 'Enter captcha' field with a 'Submit' button. A left sidebar menu includes options like HOME, ACT AND RULES, ABOUT AGMARK online, HOW TO APPLY, COMMODITIES, FAQ, CONTACTS, and DMI PORTAL.

- The email provider may have treated the mail to set/reset the password as 'Spam' mail. Please check the 'Spam', 'Junk' folder of email.
- In Some cases Applicant has experienced the delay of 6 hours to receive email, in email providers like 'Gmail'
- 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.
- Click the link provided in the email OR copy the link and paste it to any browser's address bar and hit enter.
- 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.



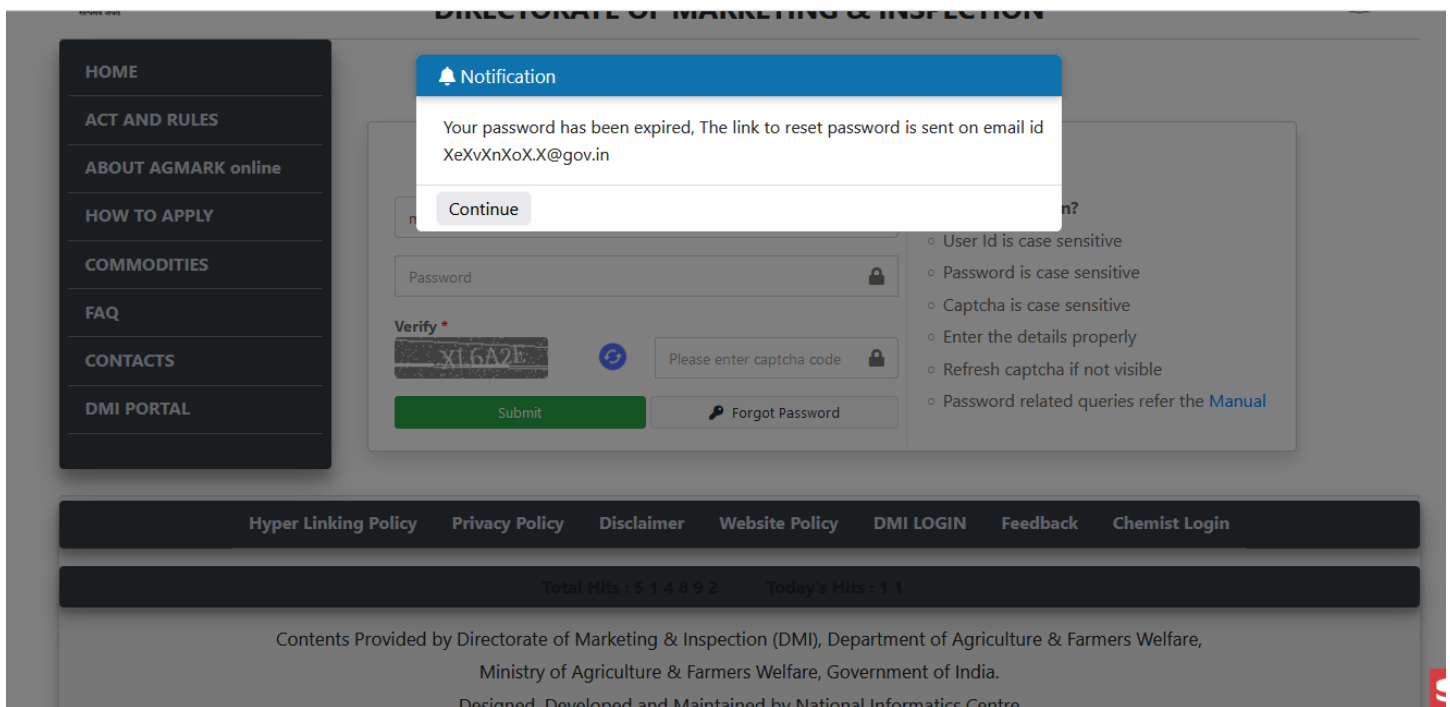
10.If the link is valid then the applicant will be redirected to the reset password window, where he/she needs to enter details and click the submit button.



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.

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.



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.

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.

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