Indiabulls

USER MANUAL

Indiabulls Self-Service Password Reset Portal

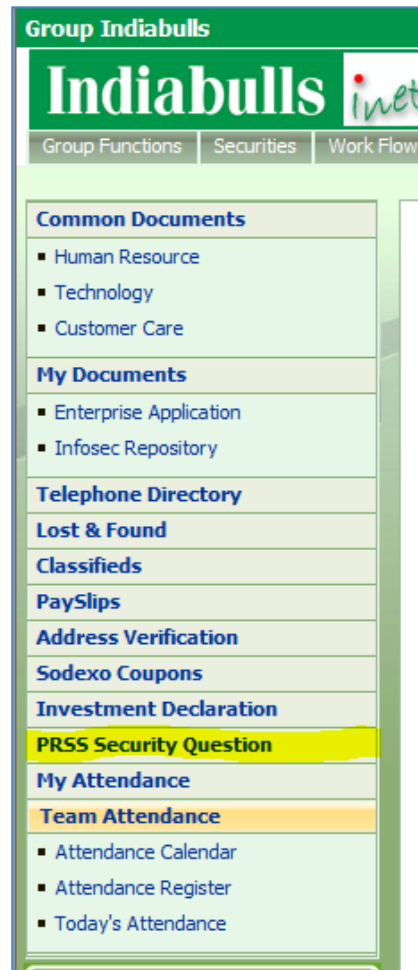## 1. User Manual :-

This manual is divided into two modules :-

    a) **Security Questions & Answers Update in INET**

    b) **Password Reset**

Module 1 :- Security Questions & Answers Update in INET

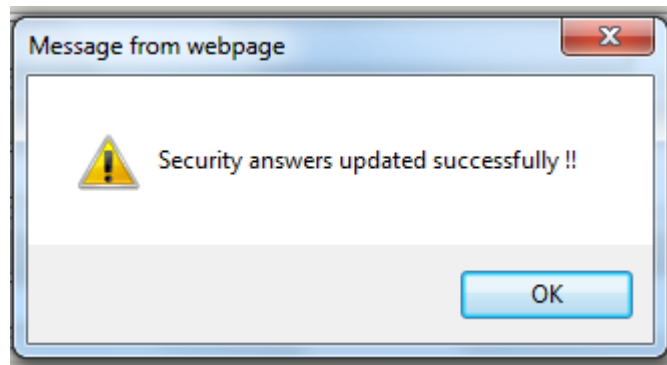a) Employee can access INET portal to update or change security questions/answers as shown in the below **Screen 1**.

Screen 1

b)   User need to answer any 5 questions as shown in the below **Screen 2**. (*Note :- Five questions are mandatory*).

Security Questions for Self-Service Email/INET Password reset
Note: Answering any five questions are mandatory

Q1.   In what year is your father born ?
Ans.

Q2.   What is your first vehicle ?
Ans.

Q3.   Which dream city you want to travel ?
Ans.

Q4.   What is the name of your first pet ?
Ans.

Q5.   What is your favourite colour ?
Ans.

Q6.   What is your favourite number ?
Ans.

Q7.   Which dream company you want to work for ?
Ans.

Q8.   What is your favourite sports team ?
Ans.

Q9.   What was the last name of your favourite teacher ?
Ans.

Q10. Which phone number do you remember most from your childhood ?
Ans.

SUBMIT

Screen 2

c) Click on Submit.

d) System prompt the message :- Click on **"OK"** as shown in the below **Screen 3**.

Message from webpage

⚠ Security answers updated successfully !!

OK

       <u>Screen 3</u>

e) After submitting these security questions, it integrates with the user name.

f) Out of these questions any two questions will be asked at the time of password reset, which will be described in **Module 2**.

g) System will prompt the message to "Confirm" or "Update" the mobile number in INET. For reference, follow the below **Screen 4**.

Screen 4

h)   User has to **Update** or **Confirm** their mobile number.

Module 2 :- Password Reset Login

1)   In case of forget password, user will use web URL https://prss.indiabulls.com to reset his/her password.

2)   Input your user name and click on **Submit**. For reference, please follow the below **Screen 5**.

Screen 5

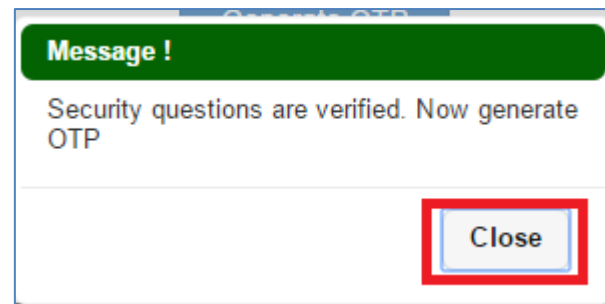3) After submitting, application display the employee basic details as shown in the below **Screen 6**.

Screen 6

4) In this step, You can verify your basic information like User name and Mobile number. In case of any issue with the details showing on screen, please update your information in INET (Employee details Section). **(Note :- INET is accessible only when you are in Indiabulls network or using secureway.indiabulls.com)**

5) Answer two security questions (earlier set by you on INET) as shown in the above **Screen 6** and click on **Submit**.

6) To change the security questions, click on **Refresh** button as shown in the above **Screen 6**.

7) Also, you can click on "**Back tab"** to start over.

8) System prompts message "Security questions are verified. Now Generate OTP.". Click on "Close" as shown in the below **Screen 7**.
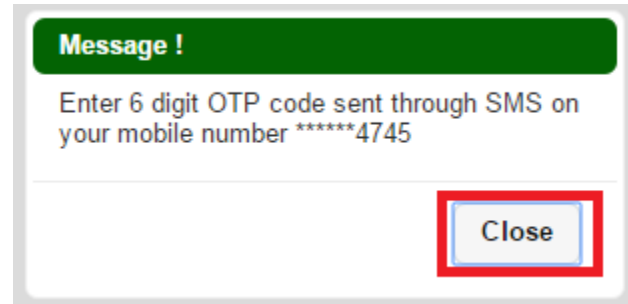

<p align="center">Screen 7</p>

9) "**Generate OTP**" button will appear on screen. Click on "**Generate OTP**" to get 6 digit OTP on your registered Mobile number. Shown below in **Screen 8**.

<p align="center">Screen 8</p>

10) System will prompt, A six digit OTP has been sent to your registered mobile number in INET as below **Screen 9**. After this click on "**Close**".

Message !

Enter 6 digit OTP code sent through SMS on your mobile number ******4745

Close

<u>**Screen 9**</u>

11) Enter the 6 digit OTP in the space provided as shown in the below **Screen 10** and click on **Submit OTP**.

Indiabulls password reset tool for Email / INET

Enter OTP Code	OTP is valid for next 5 minutes.
OTP	Submit OTP

Note:-
- Please enter the OTP which has been sent to your mobile number ******4745 .
- In case you don't receive the OTP, kindly click on Resend OTP.
- Number of attempts for OTP re-generation is restricted to 3 times.

<u>**Screen 10**</u>

12) User need to enter the **Password** and **Confirm Password,** as per the Indiabulls Password policy and click on **Submit**. For reference, please follow below **Screen 11**.

Screen 11

13) After submitting, the system prompts a message **"Password has been reset successfully. It will be activated in next 10 minutes."**. This means, user has successfully reset his/her password. For reference, please follow the below **Screen 12**.

Screen 12

14) You can use Indiabulls services like **Emails/INET/Secureway** with new password after 10 minutes.

Note :- If you are still unable to reset your password, please contact Mail Admin (+91-124-6682504)