



## **USER MANUAL**

### **Indiabulls Self-Service Password Reset Portal**

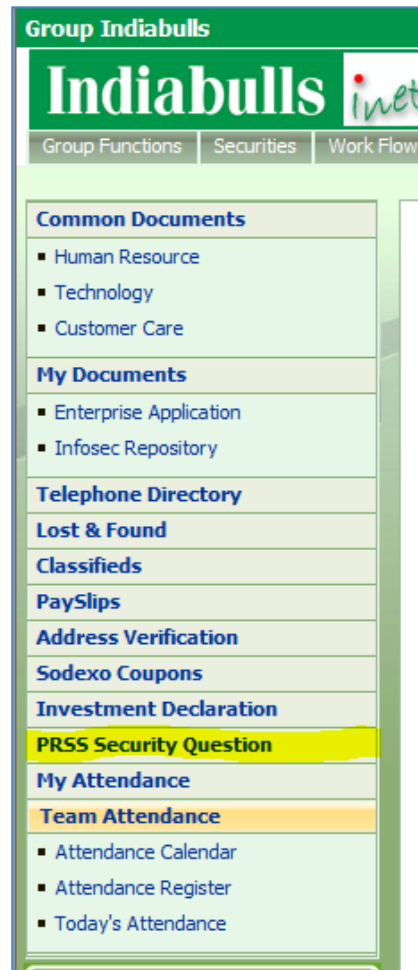
## 1. User Manual :-

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**.



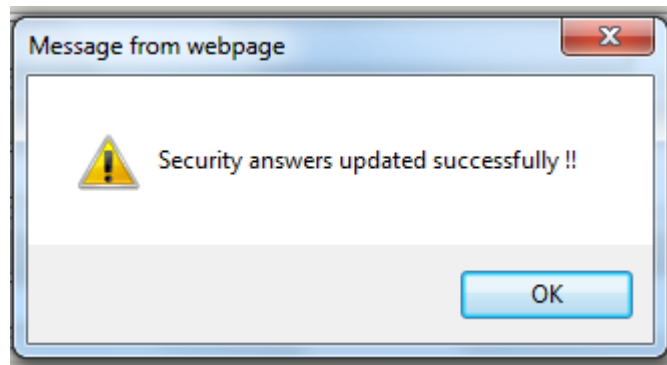
**Screen 1**

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. <input type="text"/>
Q2. What is your first vehicle ?	Ans. <input type="text"/>
Q3. Which dream city you want to travel ?	Ans. <input type="text"/>
Q4. What is the name of your first pet ?	Ans. <input type="text"/>
Q5. What is your favourite colour ?	Ans. <input type="text"/>
Q6. What is your favourite number ?	Ans. <input type="text"/>
Q7. Which dream company you want to work for ?	Ans. <input type="text"/>
Q8. What is your favourite sports team ?	Ans. <input type="text"/>
Q9. What was the last name of your favourite teacher ?	Ans. <input type="text"/>
Q10. Which phone number do you remember most from your childhood ?	Ans. <input type="text"/>
<input type="button" value="SUBMIT"/>	

## Screen 2

- c) Click on Submit.
- d) System prompt the message :- Click on “**OK**” as shown in the below **Screen 3**.



**Screen 3**

- 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**.

Contact Details	
Employee code	00 [REDACTED]
Contact no.	[REDACTED] 111
<div>Confirm Update</div>	
<b>Note:</b> <ul style="list-style-type: none"><li>* If above mentioned number is correct then click on <b>Confirm</b> or click on <b>Update</b> to replace the existing number.</li><li>** Updated contact number will be reflected on INET after 24 hours.</li></ul>	

#### 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**.

Indiabulls Self-Service Password Reset Portal	
User Name	<div>User Name Submit User Manual</div>

#### Screen 5

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

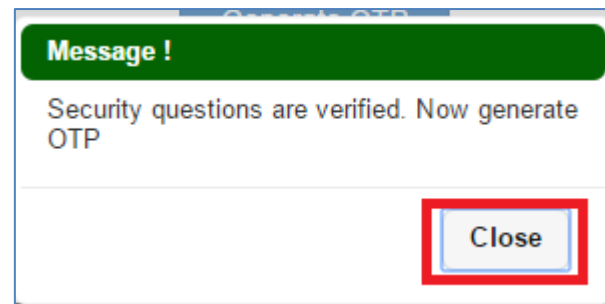
The screenshot displays the 'Indiabulls Self-Service Password Reset Portal' interface. At the top, there's a green header with the portal name. Below it, a form contains the following fields:

- User Name:** MANISH.VERMA
- Mobile Number:** \*\*\*\*\*4745
- Security Questions:** A section with a refresh button (circular arrow icon) highlighted by a red box. An arrow points from this button to the text: "Refresh button to change the security questions".
- Question 1:** "Which dream city you want to travel ?" with an answer field containing "Answer".
- Question 2:** "What was the name of your first pet ?" with an answer field containing "Answer".
- Buttons:** "Submit" and "BACK" buttons.
- Note:** A red-bordered box containing the following text:
  - Note:-
  - User can answer the security questions by maximum 5 times.
  - In case of mobile number is not correct, please contact to your concerned HR managerAn arrow points from this note box to the text: "Please read it carefully before filling the security answers to questions."

### 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](https://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**.



**Screen 7**

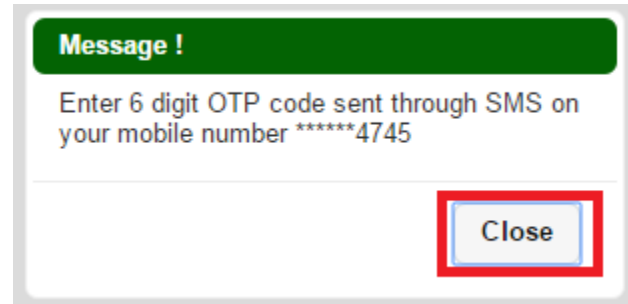
- 9) “**Generate OTP**” button will appear on screen. Click on “**Generate OTP**” to get 6 digit OTP on your registered Mobile number. Shown below in **Screen 8**.

Indiabulls Self-Service Password Reset Portal	
User Name	MANISH.VERMA
Mobile Number	*****4745
Security Questions ↻	
Ques	Which dream city you want to travel ?
Ans	<input type="text" value="Answer"/>
Ques	What was the name of your first pet ?
Ans	<input type="text" value="Answer"/>
<input type="button" value="Generate OTP"/>	
<b>Note:-</b> <ul style="list-style-type: none"><li>• User can answer the security questions by maximum 5 times.</li><li>• In case of mobile number is not correct, please contact to your concerned HR manager</li></ul>	

**Screen 8**



- 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**”.



**Screen 9**

- 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.
<input type="text" value="OTP"/>	<input type="button" value="Submit OTP"/>
<b>Note:-</b> <ul style="list-style-type: none"><li>• Please enter the OTP which has been sent to your mobile number *****4745 .</li><li>• In case you don't receive the OTP, kindly click on Resend OTP.</li><li>• Number of attempts for OTP re-generation is restricted to 3 times.</li></ul>	

**Screen 10**

- 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**.

Indiabulls password reset tool for Email / INET			
New Password	<input type="password"/>	Confirm Password	<input type="password"/>
<input type="checkbox"/>	Show your password		
<b>Note:-</b> <ul style="list-style-type: none"><li>• It should not match with last three used passwords</li><li>• Password should be minimum 8 characters.</li><li>• Password should contain lowercase, uppercase, numeric value, special characters (~!@#\$%^&amp;*~+=` \\(){};:~" '&lt;&gt;.,/?).</li><li>• For example: Whitelotus1234@ (Please dont consider this example as actual password entered by you).</li><li>• Please do not create new password with your first and last name</li></ul>			
<input type="button" value="Submit"/>			

### 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**.

<b>Success !</b>
Password has been reset successfully. It will be activated in next 10 minutes.
<input type="button" value="Close"/>

### 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)**