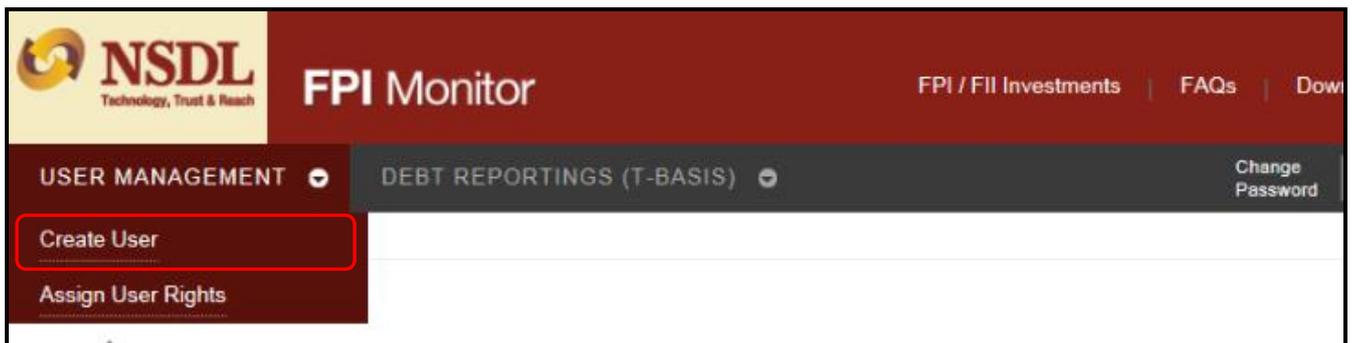


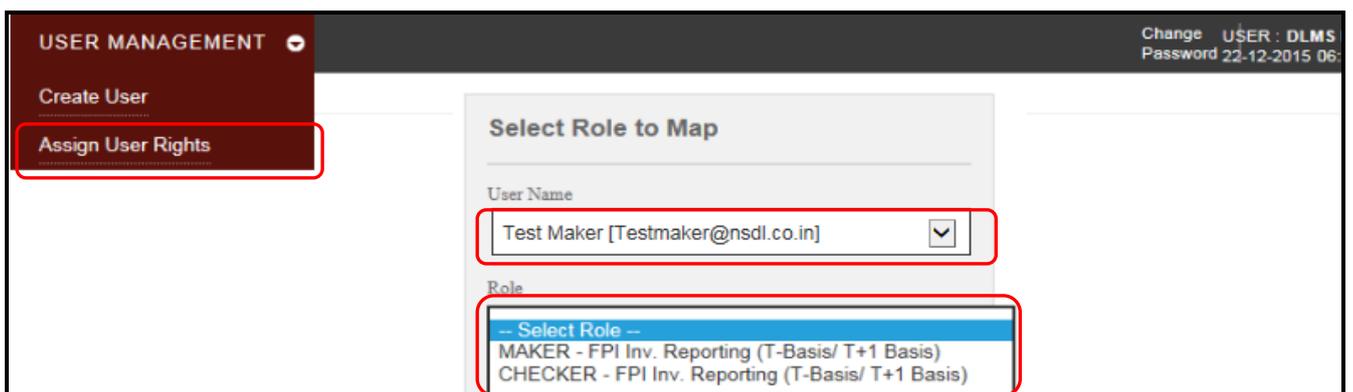
Procedure for User Creation/ Modification and Assigning user rights:

- 1. User Creation:** The Administrator user of DDPs would be able to create the functional users (*Maker/ Checker*) through their login on FPI web portal (<https://www.fpi.nsd.com/web/Login.aspx>) by accessing “Create User” tab provided under “User Management” module as exhibited below:

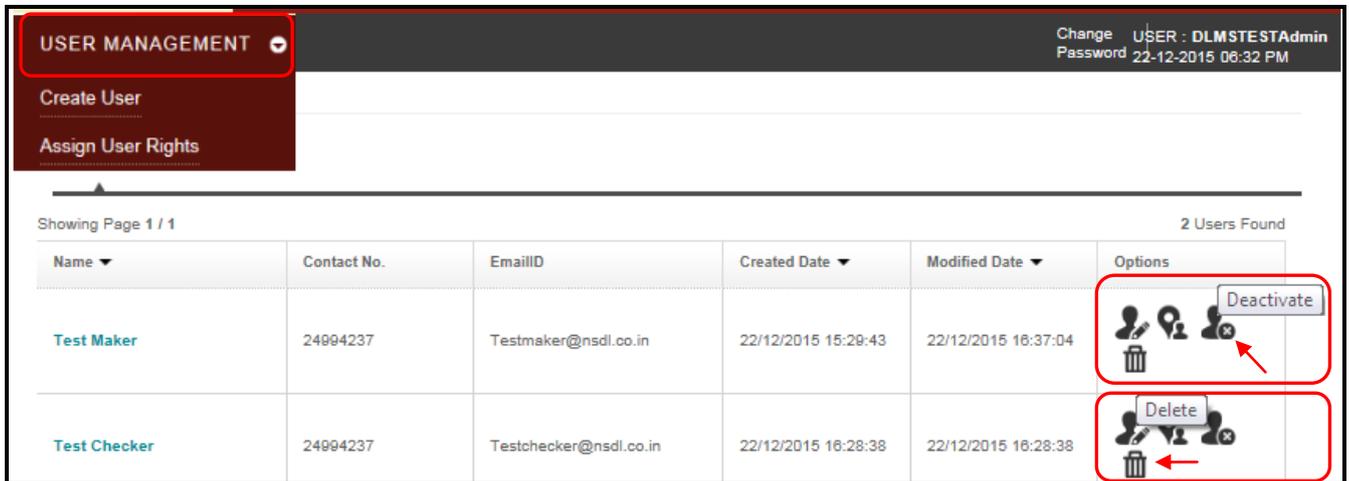


Upon filling all requisite details of new user, Administrator user have to click on “Submit” button, upon which a message would be displayed on screen as “User created successfully”. Once the user is created, functional rights are required to be assigned for the particular user through “Assign User Rights” tab provided under “User Management” module.

- 2. Assign Rights:** The Administrator user would be able to assign user rights to functional users through their login by accessing “Assign User Rights” tab provided under “User Management” module. For assigning rights, Administrator user would have to first select the user to whom rights are need to be assigned and then select the specific rights which needs to be assigned from drop down as exhibited below:

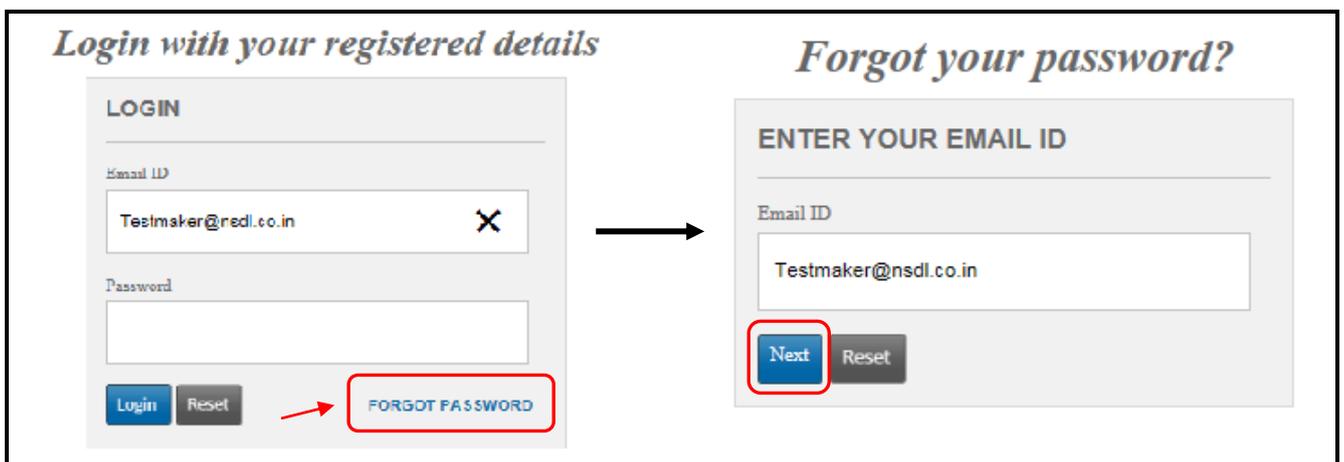


3. Delete/ De-activate User & Edit User Rights: Administrator user would be able to delete, de-activate user and edit user rights from “Options” provided against user details from “**User Management**” module as exhibited below:



Name	Contact No.	EmailID	Created Date	Modified Date	Options
Test Maker	24994237	Testmaker@nsdl.co.in	22/12/2015 15:29:43	22/12/2015 16:37:04	Deactivate
Test Checker	24994237	Testchecker@nsdl.co.in	22/12/2015 16:28:38	22/12/2015 16:28:38	Delete

4. Forgot Password: In case Administrator user forgets its password, a link – “Forgot Password’ is provided on “Login Screen” through which a new password can be generated. Upon clicking on ‘Forgot Password’ link, Administrator user will have to enter its email id and click on “Next Button as exhibited below:



Login with your registered details

LOGIN

Email ID

Password

→

Forgot your password?

ENTER YOUR EMAIL ID

Email ID

Upon clicking “Next” Button, the new password will be sent to the registered email ID of Administrator User. The password will be concealed in a 'PDF' file and logic for opening the 'PDF' file will be communicated in the said email. Upon entering the User ID and new password (*i.e., password provided in the 'PDF' file*), User will be prompted to change the password. Upon successfully changing the password, User will get access to FPI portal.