End-User Manual





JanParichay

End-User Manual







JanParichay End-User Manual

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Purpose

This end-user manual contains a **Step**-by-**Step** process of understanding:

1. How to login to Jan Parichay (Meri Pehchaan) using different ways of authentication and,

2. How to use its various dashboard functionalities.

Once you understand all the authentication methods used for login, you can select the most suitable option to secure your Jan Parichay account.

How to Register/Sign Up on Jan Parichay (Meri-Pehchaan)?

Following is the step-wise process to Register/Sign-Up on JanParichay (Meri Pehchaan):

Step 1: You need to visit the URL: https://janparichay.meripehchaan.gov.in/

>> Redirected to the Login/Sign Up page.

Step 2: Click on the link: "Sign up for Meri-Pehchaan" to proceed. (Refer Fig. 1)

22.000000	our account via J	anParichay
Username	Mobile	Others
Enter Usemame Usemanie / Govt En	aï M	
Password		Ø
rget User Id	iBahchaan turms of old	Ecruit Passes
	and the second	_
	Sign In	
	Sign In OR Continue with	
DigLocker	Continue with	Te fiana
DigiLocker	Sign In OR Continue with Economy Generated then	T (san
S ^{oglodar} CS	Sign In OR Continue with Screwment there OR C	ور در

Fig. 1

>> Redirected to a Sign up form. (Refer Fig. 2)

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ingit up for same are	icitaly.
Mobile No. 1	10
	O Generate Oliv
First Name	
	0
Last Name (optional)	
11.11.110.1119-51.011	0
Date of Birth	
mm/dd/yyyy	
Select Gender *	
Select Gender *	
uggesteit User Ist *	
	@janparichay.gov.in
land is sufficial with Gary	arichay.gov.in.tor.oc
bs, 173@janpanthay.gov.in	
Password	
Contim Password *	0
It has not farm and from	Tions
1) Theory and an cons	
	Vinite

Fig. 2

Step 3: Now, you need to fill the required fields and create a JanParichay user Id using the suffix "@janparichay.gov.in" and set a strong password. (Refer Fig. 3)

	0
	C
FIRST NAME 1	
and the second sec	0
LAST NAME (Detend)	
Kimar	0
DATE OF BRITH	
description press	
Select Gentler *	
Other	
Supported User 10 *	
and the second se	@iangarithay.pey.in
ther tills a fixed with Planarthering and h	he as
also, 102 (prepaiding gives	
PASSWORD *	

CONFRM REDWORD *	
	0
17) + Laccept Terms and Conditions	
Winty	

Fig. 3

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Step 4: Click the check box to "accept the Terms & Conditions" and after reading it thoroughly, click the "Agree" button in the pop-up to continue. (Refer Fig. 4)





Step 5: Click the "Verify" button to proceed.

>> A confirmation pop-up will appear on the screen.

Step 6: Click "Continue" to proceed. (Refer Fig. 5)





*******You have successfully signed up on Jan Parichay Meri Pehchaan.********

>> Now, eKYC page will appear on the screen asking you to either enter "**Aadhaar**" details and verify to complete the eKYC process; or click the "skip for now" option to continue. (Refer Fig. 6)

	Single Sign-on Service
	eKYC Details
	Hi Akshay Dhama(akshaydhama4),
Aadhaar	Enter Aadhaar Verify
	L/
	Skip for now
	Skip for now

Fig. 6

Option 1: Enter the "Aadhaar Details" and proceed by verifying it by providing consent for authentication and entering the "OTP" received on registered mobile number(can be different from the number used for registration). (Refer Fig. 7)

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Fig. 7

Option 2: Choose "Skip for now."

>> Now, user will be redirected to Login Page.

User Migration of an Integrated Service User to JanParichay (Meri-Pehchaan)

Following is the stepwise process of user migration from a service to JanParichay (Meri-Pehchaan):

Step 1: You need to visit the URL: https://janparichay.meripehchaan.gov.in/

>> Redirected to the Login/Sign Up page.

Step 2: Enter the User Name & Password in the required fields, click the "check box" and then click the "**Sign In**" to proceed. (Refer Fig. 8)

	your account v	via JanParicha
Username	Mobile	Others
nter Usemam	e Email M	
assword		
F consent to N	AeriPetichaan terms of	Ecrool Par
	Sign In	
	OR Continue with	h
DigiLocker		T to
DigiLacker	Galenning then	F to
S ^{DigLocker} Č	Electrony Granwraet Uner OR	Control Soon

Fig. 8

>> A consent pop-up will appear on your screen.

Step 3: Either click "Link Account" or "Migrate Account" option to continue. (Refer Fig. 9)

JanPar	richay
--------	--------

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Profile Migration	>
If you already have a JanParichay a same or you can migrate with ner Please choose one of the below op	ccount, you can link with the w JanParichay account. otions:

Fig. 9

Case I: If you will choose "Link Account"

>> You will need to login again using your existing "JanParichay Account Credentials" to proceed.

>> Then, you will be redirected to the JanParichay dashboard/Service Dashboard and your existing will be mapped from now.

Case II: If you will choose "Migrate Account"

>> A migration-cum-registration form will appear on your screen. Fill the form using the stepwise process given-below: (Refer Fig. 10)

Sign up for JanParicha	iy .	
Mobile No 1	- ir	-
T :	Generate 07	19
First Name 1		-
		0
Lait Name Instignal		
The state of the second		0
Date of Birth		
mme/dd/yyyy		٥
Select Gender		
Select Gender *		•
uggened User Id		
	@janparichay.gov.	'n
tier id is sufficial with Gjanparich	wy.gov.in.tor.ac	
ex, 123 @jangtantitray.gov.in		
Password		
		1
Contim Password *		•
		~
* Facoupt Term and Conditions		

Fig. 10

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Now, the user needs to follow the same instructions given in Step 3 -Step 6 given above in "Registration Process" to complete the migration(registration for service user).

How to log into Jan Parichay (Meri-Pehchaan)?

> Log In via JanParichay

Given below is the Step-by-Step process to log into Jan Parichay (Meri-Pehchaan):

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to their JanParichay (Meri-Pehchaan) accounts using various authentication methods.

Step 2: Choose an Authentication method to login using your JanParichay (Meri-Pehchaan) account credentials. (Refer Fig. 11)



Method 1: UserName with or without Password Method 2: Mobile Number with or without password Method 3: Email/Govt Email id/ Aadhaar/Service id/PAN/DL



Authentication Methods 1: User Name & Password (Default)

Step A: User needs to enter the **UserName** and **Password** linked with his/her JanParichay account in the required fields. (Refer Fig. 12)

		N I	Sign In to your acc	ount via JanParichay
Usemame	Mobile Others	_	Username M	obile Others
Enter Username demo.user@abc.in			Enter Username demo.user@abc.in	
Password*	a	6	Forget User Id	Eorgot Passw
Eorget Weer Id	Eorgot.Passe	brow	Password Less Authentic	ition
Password Less Authent	ication		I consent to MeriPehchae	in terms of use.
I consent to MeriPelich	aan <u>terms of use</u>	100	s	ça İn
				OR
	OR Dutchay Schutz	# 2011	DigiLocker Cover	
DigLocker				¥
StigLoder .	ernstent Gent V Control Spin Control Sect		CSC	Control State



Step B: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 13)

	JanParichay End-User Manua
Single Sign on Service	Single Sign-on Service
Sign In to your account via JanParichay	Sign In to your account via JanParichay :
(Darmanner) Motele Others	Username Mobile Others
Enter Username demo.user@abc.in	Enter Username detricuser@abc.in
- Pessword*	forset line at furnet feativited
Separt Gueral Escape Facement	Pastand Les Authentication
I consert to Medifehotasin terms of unit.	C Looment to MetiFieldhaes <u>Series Lines</u>
Nor In	OR
OR Stelate Margar St. 100	DigLocker STarrenter Free Common
CSC 2Maritie	CSC 2 Mod Sp Categories
¢ f O X h	G f O X, in
New user?Sign ap. for Mer Petrobeen	New user/Sign on fur Menthcholan



Step C: Click the "Sign In" button to continue.

>>>User will be redirected to Two-**Step** Authentication.

Step D: Click to choose the method and then, click the "Next" button to proceed. (Refer Fig. 14)``

Mer Pehchaan SINGLE SIGN-ON SERVICE DigiLocker % - frames जन Paticles
Sign In to your account via JanParichay : Two Step Authentication
Select a Multi Factor and Click 'Next'
Next
Login as Different User



Step E: Enter the OTP received on the linked Mobile and click on "Sign In" button to proceed. (Refer Fig. 15)



Fig. 15

****User has successfully Logged In to JanParichay using **User Name and Password**. (Refer Fig. 16)

Contract Protocology	(famel large					ð
Ad Sector	Applications current	y onboarded with Me	riPehchaan			
Serres Coups 5: Al Tories Table Tennese 5: Andreas Proceed Van Serrese 5: Andreas Proceed Van Serrese	≣जनSunicleay Services Amazon Services	िजनश्चि <u>मांchay</u> Services TepOnek SAML Applement	Cogal Materiology	ाजनSanickay Services MaganalithisCay	े ज न Anickey Services Might/Degrap	ाजनSutickay Services
 Annuclear Frankels Data Services Annuel Edits Services Altar State Services 	∎जन\$a <u>nickay</u> Services NSMS	इजनSanichay Services Matterfyther	े जन\$a <u>nickay</u> Services Tee5AM61	ी जनवि <u>mickay</u> Services TestSAM2	া জনগ্ <u>রিমাchay</u> Services Tect64615	ाजनSanickay Services Tuesawcai
 Chamilgarti Sata Services Oblatingark Sata Services Tosto and Tagar News Tata 	ाजनSunichay Services TestAblicases	ी जान PARichay Services TestiaMiaedia	हजन\$uichay Service Advertisions	2 Citizen Services Of Lapix Stag	ারন <u>সিমাchay</u> Services Court Case betweeden Spile	2 Dealer Postlar
Servers > Dennes and Dis Date Servers > Detty Sales Servers	≣जन\$A <u>nickay</u> Services Eductor Kensu	E Edistrict Tripure Stag	। जनश्रिमांट्रांट्राय Services Exployment Fond Rends	ेजनश्चिमांद्रीay Services Dedenkering Application	ট জনগ্ <u>নিময় চিলস্টালে</u> Services Firs - Falorita Information	। जन <u>श्रिमांckav</u> Services His Portal Serals
 Report State Services Report State Services Report Galaxie State Services 	#जन्द्र <u>भादेकपू</u> Services spacedanting	ा ज न प्रि <u>richay</u> Services 8-Seeft (Resile - Segle Weet,	2. Kenin Otser I: Services	ा जनSanickay Services Keberner	है जा न क्रिस्ट्रांट्स्क् Bervices Meeting Management System	2. Neghulaya Resident Safety A.
 Eardin Taria Services Eadadh Main Services 	2	. 4	DigiLocker	≣जन‱ch	av	S'ettaman

Fig. 16

Authentication Methods 2: Mobile Number

Step A: User needs to enter their registered **Mobile Number** and **Password** in the required fields or tap on the "Password Less Authentication" to authenticate via "OTP on Mobile."

Step B: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 17)

Step C: Click the "Sign In" button to continue.

	JanParichay End-User Manual
Single Sign-on S	chaan SERVICE Fridancias
Sign In to your account v	ria JanParichay 👔
Username Mobile	Others
Enter Mobile Nu	
Forget User Id	Enricot Password
Password Less Authentication	of use
Sign In	
OR	
Digit.ocker Statechay	Sa-hermon
<u>esc</u>	Caming Soph Caming Soon
GfO	X in
New user?Sign up for M	eriPehchaan

Fig. 17

Note: Using the **Password Less Authentication**, users can directly login to the JanParichay (Meri Pehchaan) by providing the OTP received on their registered number.

Step D: Enter the "**OTP received on Mobile Number**" and click the "Sign In" button to proceed. (Refer Fig. 18)

JanParicha End-User Manua



****User has successfully logged in to JanParichay (Meri Pehchaan) using **Mobile Number Authentication**.

Authentication Methods 3: Email/PAN/Aadhaar/Service Id/DL (Others)

Sign In to yo	ur account via	JanParichay
Username	Mobile	Others
Email		4
Email		
Govt Email kt		
Aadhaar		
Service Id		
PAN		
PAN		
PAN DL Deserved Less A	othersteation	
PAN DL Decement Tats A	utbertication iPehchaan <u>terms of s</u>	in.
PAN DL Deservered Call A	uthentration Pehchaan <u>terms of s</u> Sign 1-1	<u>.</u>
PAN DL Deserved Less A	otherdeorition Period an forms of a Signal In OR	<u>ia.</u>
PAN DL Consent for A I consent to Mer	othersteartion Petroles OR Exerciser Scorecyor Scorectory Scorestory Unive	cil. Fam
PAN DL Consent fold A J I consent to Mer	otherstearling Stants OR ECongrey Sciences	ca. T form
PAN DL 1 Consent to Mer 3 Digitacher	otherstearline Starts OR Efforegour Conservations	Sil. Si foos e france Disco Japa Landy Saar

Fig. 19

Method 3.1:- Email

Step A: Choose the "Email" option from the drop-down menu.

Step B: User needs to enter their registered **Email Id** and **Password** in the required fields or tap on the "Password Less Authentication" to authenticate via "OTP on Email Id."

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 20)

Step D: Click the "Sign In" button to continue.

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Sign In to y	our account via	JanParichay	I	Sign In to your account via Ja	nParichay
Username	Mobile	Others		Username Mobile	Others
Email		~		Email	Ý
Enter Email				- Enter Email	
AJEC UDCIN				xyz@abc.in	
Password*		Ø		xyz@abc.in Forget User Id	Forgot Passwor
Password*		Ø Eorgot Password	OR	xyz@abc.in Forget User Id Password Less Authentication	Forgot Passwor
Password [®] rorget User Id Password Less	Authentication eriPehchaan <u>terms of u</u>	Forgot Password Ecc.	OR	xyz@abc.in Forget User Id Password Less Authentication I consent to MeriPehchaan terms of use. Sign In	Forgot Passwor
Password* Password * Orget User Id Password Less / Orget to Me	Authentication ariPehchaan <u>terms of u</u> Sign In	Ø Forgot Password	OR	xyz@abc.in Forget User Id Password Less Authentication I consent to MeriPehchaan terms of use. Sign In OR	Forgot Passwor
Password* rorget User Id Password Less i consent to Me	Authentication eriPehchaan <u>terms of u</u> Sign In OR	ø Forgot Password	OR	xyz@abc.in Forget User Id Password Less Authentication I consent to MeriPehchaan terms of use. Sign In OR DigLocker Sign Exercised	Forgot Passwor
Password* Password tess : Password Less : I consent to Me	Authentication eriPehchaan <u>terms of u</u> Sign In OR Covernment Users	Forgot Password	OR	xyz@abc.in Forget User Id Password Less Authentication I consent to MeriPehchaan terms of use. Sign In OR OR Covernment Users Covernment Users Covernment Users	Forgot Passwor (Jum e-Francon and Style ing Scon



Note: Using the **Password Less Authentication**, users can directly login to the JanParichay (Meri Pehchaan) by providing the OTP received on their registered **Email Id**.

Now, the user will be redirected to the OTP verification page.

Step E: Enter the "**OTP received on Email Id**" and click the "Sign In" button to proceed. (Refer Fig. 21)

JanParichay End-User Manua		
	nParichay	Sign In to your account via Ja Verify OTP?
	triaild	OTP successfully sent to registered
		Lister OTP
	Resend OTP	Don't all me again on this Device
		: Sen In
	as Different User	Lines



****User has successfully logged in to JanParichay (Meri Pehchaan) using **Email Id Authentication**.

Method 3.2:- Aadhaar Authentication

Step A: Choose the "Aadhaar" option from the drop-down menu.

Step B: User needs to enter the Aadhaar Number and Password linked with his/her JanParichay account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 22)

Step D: Click the "Sign In" button to continue.

10 4 10000 1040		JanParichay
Username	Mobile	Others
Aadhaar		
Enter Aadhaar		
ceget Liser Id		Forget Passw
arget User Id	eriPehchaan <u>terms of s</u>	Forgot Passw
segent Liser Id	rriPehchaan <u>terms of s</u> Sign In	Eorgot, Passw
Seget Liser Id Consent to Mi Digitacier	Sign In OR Story Party Structure Structure	Forget Passes
Seget Liter Id I consent to Me DigLaster CS	er/Dehchaan terms of s Sign In OR \$2:00CHAY Genemaant Uner	Enrych Paraw Mille Composition Change Sant Composition



Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 23)

	JanPa End-User	richay Manual
Sign In to your account via Jar Verify OTP?	Parichay	
OTP successfully sent to registered Mobile	• • 1 · · · · · · 3084	
Enter OTP	*	
Don't ask me again on this Device	Resent OTP	
Mages in		
Lagen	o.Stifferanti.Maex	
Fig. 23		

****User has successfully Logged In to JanParichay using Aadhaar authentication.

Method 3.3:- Service Id

Step A: Choose the "Service Id" option from the drop-down menu.

Step B: User needs to enter the **Service Id** and **Password** linked with Service integrated with JanParichay in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 24)

Step D: Click the "Sign In" button to continue.

Single Sigh ON SERVICE		Single Sign-on Service
Sign In to your account via JanParichay (Sign In to your account via JanParichay
Username Mobile Others		Username Mobile Others
Service Id 🗸		Service Id 🗸
Enter Service id		Enter Service Id
Password*	OR	Expectiver.id Except Persect
Except See 12 Except Encoded		 Password Less Authentication I consent to MeriPebchaan terms of use.
C i consent to MeriPelichaan <u>terra of una</u>		Sign In Sign In
OR		OR
Stigtade Bargate St.		BugLacter Element Stern
CSC 2 Monthly Control of Control		CSC 2 Ministry Comparison
G f O X in		G f O X in
New user? <mark>Lign_us.for_MerFishshaan</mark>		New user75ign.un.for.MetiFishchaan

Fig. 24

Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your mobile number linked with the service Id and click "Sign In" button to proceed. (Refer. 25)

Verify OTP?	
OTP successfully sent to registered Mobi	lø +91*****3884
Enter OTP	Đ
Don't ask me again on this Device	Resend OT
Sign In	
Log	in as Different Use

Fig. 25

****User has successfully Logged In to JanParichay using Service Id authentication.

Method 3.4:- PAN

Step A: Choose the "PAN" option from the drop-down menu.

Step B: User needs to enter the PAN Number and Password linked with his/her JanParichay account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 26)

Step D: Click the "Sign In" button to continue.

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Sign in to y	our account via	JanParichay (Sign In to you	ur account via	JanParichay
Usemame	Mobile	Others		Username	Mobile	Others
PAN		4		PAN		÷
Enter PAN				Enter PAN		
Password*			OR	Sprowt Unier Id		Ecropol Passwor
			U			
irget.Vait.M		Torget Password		Password Less Au	thentication	
inget.User.M 3: Rassword Less 2: Liconsent to M	Authentication IenPehchaan <u>terms of Ie</u>	Torget Peesword		 Password Less Au Loonsent to Menil 	thentication Refichasin terms of a	25
nget User M Resoword Less 2 I consent to M	Authentication IenPehchaan <u>toms of io</u> Sign In	Torget Password		Password Less Au i consent to Meni	thentication Rehobasin terms of a Sign In	
Pet User M Password Less Consent to M	Authentication IntPehdhain torms of in Sign In OR Stanguay	forgaf Pasiwood 25.		Password Less Au Loonsent to Meni	thentication Periodian terms of u Sign (n OR ©R Government lown	25. Tomas
rryet.Liset.M Password Less Consent to M Digitadar C	Authentication Intributions torms of in Sign Int OR Stanguay Internet Outer	Kurgat Pastweind 25.		Password Less Au Possent to Meni OgLocker CSC	thentication Periodian terms of u Sign (n) OR #Sunguyy Government term	25. Start Log Catalog Catalog Catalog Catalog



Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 27)

OTP successfully sent to registered Mo	010 +91*****3804
Enter OTP	e.
Don't aik me again on this Device	Resent OTP



****User has successfully Logged In to JanParichay using **PAN authentication**.

Method 3.5:- Driving License

Step A: Choose the "Driving License" option from the drop-down menu.

Step B: User needs to enter the Driving License Number and Password linked with his/her JanParichay account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 28)

Step D: Click the "Sign In" button to continue.

Single Sign-on Service		Single Sign-on Service
Sign In to your account via JanParichay (Username Mobile Others		Sign In to your account via JanParichay : Username Mobile Others
Enter DL.	OR	DL ~
Ecropt Password Less Authentication Password Less Authentication Consent to MeriPehchaan <u>terms of lase.</u> Sign In	U.	Password Lass Authentication I consent to MeniPehchaan terms of use Sign In
OR Stiglader Stansovy Secondarian CSC CSC Citation for		Songlitedar Standard GSC Charling CSC Charling Control terr
G f O X in New user?Sign up for MeriPehchaan		G f O X in New user?Sign up for MeriPehchaan

Fig. 28

Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 29)

	End-User Manu
I Sign In to your account via JanParichay Verify OTP?	
OTP successfully sent to registered Mobile +91*****3884	
Don't ask me again on this Device Resent OTP	
Sages Sec	
Lagen as Officient Liper	



***User has successfully Logged In to JanParichay using **Driving License authentication**.

Method 3.6:- Government Email ID

Step A: Choose the "Govt Email Id" option from the drop-down menu.

Step B: User needs to enter their Govt Email Id and Password linked with Govt Email account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 30)

Step D: Click the "Sign In" button to continue.

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	igle Sign-on SEF	haan RVICE Aricitay
Sign In to ye	our account via	JanParichay :
Username	Mobile	Others
Govt Email Id		~
Enter Govt Ema	il Id	
Password*	••••••	
Forget User Id I consent to Me	riPehchaan <u>terms of u</u>	Forgot Password
	Sign In	
4	OR	
DigiLocker		ई-प्रमाण e-Pramaan
CS	<u> </u>	→ Kebiral Single
G	0	X in
New use	er? <u>Sign up for Meril</u>	Pehchaan



Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 31)

OTP successfully sent to registered M	obie +91*****3884
Entare IOTP	đ.
Don't ask me again on this Device	Resent OT
Sign In	
	agen äs Officient Use



***User has successfully Logged In to JanParichay using **Driving License authentication**.

> Log In via DigiLocker

Given below is the **Step**-by-**Step** process to log into Jan Parichay (Meri-Pehchaan) via DigiLocker:

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to JanParichay (Meri-Pehchaan) using various authentication methods.

Step 2: Click the link to login with "DigiLocker." (Refer. Fig. 32)

	Mer Pehchaan SINGLE SIGN-ON SERVICE DigiLocker DigiLocker		
Sign In to you	r account via	JanParichay :	
Username	Mobile	Others	
Govt Email Id		~	
Enter Govt Email I	d		
Password*	••••••		
Forget User Id I consent to MeriPe	ehchaan <u>terms of us</u>	<u>Forgot Password</u>	
	Sign In		
DigiLocker	OR ARICHAY Government Users	🗲 ई.प्रमाण e-Pramaan	
CSC	* C) Kebural Single Window System omting Soon	
Gf	0	X in	
New user?	<u>Sign up for MeriP</u>	ehchaan	

Fig. 32

Step 3: Choose an Authentication method to login using DigiLocker account credentials. (Refer Fig. 33)

End-User Manual

Method 1: User Name & Password	Method 2: Mobile No. Password	Method 3: Aadhaar/PAN/Driving
New user? Sign up for Meri Pebchaan	New user? Sign up for Men Pehchaan	New user? Sign up for Meri Pehchaan
Sign In	Sig <mark>i</mark> In	Sign In
Forgot security PIN?	I consent to MeriPehchaan terms of use.	Forgot security PINT
PIN*		PIN ^e
Usemanie*	*Abbile*	Enter ID / Number*
← Back to JanParichay Sign In to your account via DigiLocker Username Mobile Others	← Back to JanPanchay Sign In to your account via DigiLocker Username Mobile Others	Backto JasParchay Sign In to your account via DigiLocker Username Mobile Others Select ID



Step 4: Authentication Methods 1: User Name & Password (Default)

Step A: User needs to enter the **UserName** and **PIN** linked with their DigiLocker account in the required fields.

Step B: Tap on the "check-box" to provide your consent to Meri Pehchaan Terms of use.

Step C: Click the "Sign In" button to continue. (Refer Fig. 34)

0000000000		
		orgat security PIN
I consent to Mer	Pelschaan Imm	s of use.

Fig. 34

Step E: Enter the OTP received on the linked Mobile/Email and click on "Sign In" button to proceed. (Refer Fig. 35)

erify OTP	
DigiLocker has sent y 0000001621). OTP wi	you an OTP to your registered mobile If be valid for 10 Minutes
Enter ÖTP*	
	Wait for CTP 00:34
	Sion In

JanParichay End-User Manual

Fig. 35

****User has successfully Logged In to JanParichay (Meri Pehchaan) using User Name and Password via DigiLocker.

Authentication Methods 2: Mobile Number

Step A: User needs to enter their registered Mobile Number and PIN in the required fields.

Step B: Tap on the "check-box" to provide your consent to Meri Pehchaan Terms of use.

Step C: Click the "Sign In" button to continue. (Refer Fig. 3)

Username	Mobile	Others
8688888888	*	
		orget security P
C I consent to M	teriPehchaan term	n of une.
-	Sign In	

Fig. 36

Step D: Enter the "**OTP received on Mobile Number**" and click the "Sign In" button to proceed. (Refer Fig. 37)

	JanParichay End-User Manual
Verify OTP	
Displancker has sent you as OTP in your registered reside boxes (621). OTP will be safed for 10 Mexates.	
Enter QTP*	
West for CTP OD 54	
Sign In	
Fi 27	
F1g. 5/	

****User has successfully logged in to JanParichay (Meri Pehchaan) using **Mobile Number Authentication via DigiLocker**.

Authentication Methods 3: PAN/Aadhaar/DL (Others)

Username	Mobile	Others
Select (D		
Enlect ID Audhuar PAN Driving License		
I consent to Me	Fr riPehchaan term	argot security PI I of use.
	Sign In	

Fig. 38

Method 3.1:- Aadhaar Authentication

Step A: Choose the "Aadhaar" option from the drop-down menu.

Step B: User needs to enter the Aadhaar Number and Password linked with their DigiLocker account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 39)

Step D: Click the "Sign In" button to continue.

A REAL PROPERTY AND A DESCRIPTION	C	1000
Sign In to you	ir account vi	a DigiLocker
Usernanie	Mobile	Others
Aadhaar		÷
666666666666		
	1	orget security PIN?
I consent to M	eriPehchaan term	a of size.
	Sign In	

JanParichay End-User Manual

Fig. 39

Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 40)

DigiLocker has se (xxxxxx1621). OTI	ent you an OTP to your registered mobile 9 will be solid for 10 Minutes.
Enter OTP*	
	Wait for CITP 00-3
1	Sign In

****User has successfully Logged In to JanParichay using Aadhaar authentication via DigiLocker.

Method 3.2:- PAN

Step A: Choose the "PAN" option from the drop-down menu.

Step B: You need to enter the PAN Number and Password linked with your DigiLocker account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 41)

Step D: Click the "Sign In" button to continue.

Username	Mobile	Others
PAN		v
COWPD5678H		
	Fe	argot security PtN
I consent to Meri	Pehchaan term	c of use.
T CONSERVED WHEN	Size le	COT GIVE.

Fig. 41

Now, you will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 42)

Digitacies has sent yo issues Night OIP and	to an OTP to your registered endplie for solid for 30 Minutes
Senie DDP	
	Watcher (TP 90)



****User has successfully Logged In to JanParichay using **PAN authentication**.

Method 3.5:- Driving License

Step A: Choose the "Driving License" option from the drop-down menu.

Step B: User needs to enter the Driving License Number and PIN linked with his/her DigiLocker account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 43)

Step D: Click the "Sign In" button to continue.

Giername	Mobile	Others
Diving License		
REPORTED REPORTED R		
	fo	got security Pit
I consent to MeriPe	rhchaan terms	of user.
	Sign In	



Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 44)

Enter CITP*	
	Wait for OTP 00:3

Fig. 44

End-User Manual

****User has successfully Logged In to JanParichay using **Driving License authentication via DigiLocker**.

> Log In via ePramaan

Given below is the **Step**-by-**Step** process to log into Jan Parichay (Meri-Pehchaan) via ePramaan:

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to the JanParichay (Meri-Pehchaan) using various authentication methods.

Step 2: Click the link to login with "ePramaan." (Refer. Fig. 45)

Mer Pehchaan SINGLE SIGN-ON SERVICE DigiLocker DigiLocker		
Sign In to you	ır acco <mark>unt via</mark>	JanParichay :
Username	Mobile	Others
Govt Email Id		*
Enter Govt Email	ld	
Password*	••••••	
Forget User Id	Pehchaan <u>terms of us</u>	Forgot Password
	Sign In	
DigiLocker		ई.प्रमाण e-Pramoan
<u>CSC</u>	*	Netizral Single Window System oming Soon
Gf	0	X in
New user?	Sign up for Merif	Pehchaan

Fig. 45

End-User Manual

Step 3: Choose an Authentication method to login using "ePramaan account" credentials. (Refer Fig. 46)





Step 4: Authentication Methods 1: User Name & Password (Default)

Step A: User needs to enter the **UserName** and **PIN** linked with their ePramaan account in the required fields.

Step B: Tap on the "check-box" to provide your consent to Meri Pehchaan Terms of use.

Step C: Click the "Sign In" button to continue. (Refer Fig. 47)

100000000000000000000000000000000000000		
	Pargot Pasawo	- 47
 Loosent to MeriPehch 	terms of use	
	Siign In	
	08	
	Continue with	14 V.
	100 B 12	Punichun

Fig. 47

Step E: Enter the OTP received on the linked Mobile/Email and click on "Sign In" button to proceed. (Refer Fig. 48)
S AN ALTO 🕷 CLARATING	
ePramaan has se (xxxxxxxx6231)	ent you an OTP to your registered mobile , OTP will be valid for 10 minutes.
Enter OTP*	
	Wait for OTP 00:34
	Sign In

****User has successfully Logged In to JanParichay (Meri Pehchaan) using User Name and Password via ePramaan.

Authentication Methods 2: Mobile Number

Step A: User needs to enter their registered Mobile Number and PIN in the required fields.

Step B: Tap on the "check-box" to provide your consent to Meri Pehchaan Terms of use.

Step C: Click the "Sign In" button to continue. (Refer Fig. 49)

a contract of the second			
	X		
	Forgut	Panaword?	
I consent to MenPehchaan T	erms of use		
	Sign In		
	- OR -		
Co	ntinue w	vith	
		80	tal

Fig. 49

Step D: Enter the "OTP received on Mobile Number" and click the "Sign In" button to proceed. (Refer Fig. 50)

ePramaa	n has sent you	an OTP to yo	our registered mobil
(XXXXXXXXX	x6231), OTP v	vill be valid fo	or 10 minutes.
Enter O	re:		
			Wait for OTP 00.34
		Sign In	

Fig. 50

****User has successfully logged in to JanParichay (Meri Pehchaan) using Mobile Number Authentication via ePramaan.

Authentication Methods 3: PAN/Aadhaar/DL (Others)

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Nathan Number		
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	Parint Pressont	
C Lanari tu HwiPi	Forget Pressent?	
C landstation	Proper Pressonnell Andrease Territor of ano Proper Di	
S Lanari ta Nell	Freque Processor Matter Socie d'uni State M 28	
S lamets to the P	Propi Passent Hotar Isra d'an Sil Sil Continue with	

Fig. 51

Method 3.1:- Aadhaar Authentication

Step A: Choose the "Aadhaar" option from the drop-down menu.

Step B: User needs to enter the Aadhaar Number and Password linked with their ePramaan account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 52)

Step D: Click the "Sign In" button to continue.

Garinew	Inter Direct
Personal Association Mercage (
after Notice	
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C Inserverent für Mans Perford saler Terr	Parget Passent?
	sign in
Corr	og Einue willt
DigiLocker	ह जन्द्रिश्वांchay
Here also The	t on the ManPaternan

Fig. 52

Now, the user will be redirected to the "OTP" verification page.

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 53)

erify OTP	
ePramaan has sent you (xxxxxxxx6231), OTP v	u an OTP to your registered mobile will be valid for 10 minutes.
Enter OTP1	
	Wait for CTP 00.34
	Sign In

Fig. 53

****User has successfully Logged In to JanParichay using Aadhaar authentication via ePramaan.

Method 3.2:- PAN

Step A: Choose the "PAN" option from the drop-down menu.

Step B: User needs to enter the PAN Number and Password linked with his/her DigiLocker account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 5)

Step D: Click the "Sign In" button to continue.

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Forget Password	۲.)
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ntinus with	18
ीजन	Tarichay
on too New Perhoha	un
	Noticity



Now, the user will be redirected to the "OTP" verification page.

End-User Manual

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 55)

ePramaan has s (xxxxxxxx6231	ent you an OTP to your registered mob), OTP will be valid for 10 minutes.
Enter OTP*	
	Wait for OTP 003
2	Sign In

Fig. 55

****User has successfully Logged In to JanParichay using **PAN authentication**.

Method 3.5:- Driving License

Step A: Choose the "Driving License" option from the drop-down menu.

Step B: User needs to enter the Driving License Number and PIN linked with his/her DigiLocker account in the required fields.

Step C: Tap on the "**check-box**" to provide your consent to Meri Pehchaan Terms of use. (Refer Fig. 56)

Step D: Click the "Sign In" button to continue.

(Journary))	Mahrie	.02m	
Personal Assurance Message			
Driving License			
000000000000			

-	Parget Pers	investit.	
	Sign In		
12.14	OR		
Cor	nusue wath		
DigiLocker	9	OT PLANN(HAV	
Marini Liter 7 Stig	Pine No Presid	and us have pro-	



Now, the user will be redirected to the "OTP" verification page.

End-User Manual

Step E: Enter the "OTP" received on your registered mobile number and click "Sign In" button to proceed. (Refer. 58)

ePramaan has sent xxxxxxxx6231), O	: you an OTP to your registered mobile TP will be valid for 10 minutes.
Enter OTP*	
	Wait for CTP 00:34
	Sign In

Fig. 58

****User has successfully Logged In to JanParichay using **Driving License authentication via** ePramaan.

> Log In via Parichay (For Government Employees)

Given below is the **Step**-by-**Step** process to log into Jan Parichay (Meri-Pehchaan) via Parichay:

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to the JanParichay (Meri-Pehchaan) using various authentication methods.

Step 2: Click the link to Continue with "Parichay." (Refer. Fig. 59)

Contraction of the	Mobile	Others
Enter Username		
Password		
		Forget Pressen
Content to Mersare	Sign In	
	OR	
	C. C	
DipLosier	Stronger Uner	9. (sm *-horaan
Sciptonier CSC	Staticity Second Units	Standings Nationalings Nation Spans



Then, user will be redirected to Parichay Login page.

Step 3: Enter your "Parichay account credentials" in the required fields and click the "Next" to proceed. (Refer. 60)

JanParichay End-User Manual

	And as	Provel lade	G2	
		HAY	8	Lip of the day Keep changing your Password often and make them complex and not guessable.
Please enter d	etails to proceed			Parichay Authenticator 0 🧯 ≽ 🍇
Enter Email o	st Mobile Number		•	Parichay Authenticator should be downloaded only from authentic platforms.
Password	Less Authentication to Parichay Terms GI	O Une.	Optional: Passwordless	Entend ID Update Mobile & (Retired Officers) Frotia
Nest Forgot Passw	ord		₽ ₽	
Minustr Informa Gover	v of Electronics tion Technology ment of India	NIC	एन आई सी National Informatics Centre	
	N SERV	IC /ICES		



The multi-factor authentication page will appear on the screen.

Step 4: Choose one of the "Authentication Parameters" and click "Next" to proceed. (Refer Fig. 61)



Fig. 61

End-User Manual

After completing the authentication, the user will be redirected to a consent page.

Step 5: Click "Always Allow" or "Allow Once" to provide your consent. (Refer. 62)

			Y	
)ear Akshay D o provide furt	hama (off41.del@nkn.in), her access.	, JanParichay has mark	ed the following parameter(s) as mandato
V Mobile	Number			
🔽 Primar	y Email ID			
V Basic E	Details (Full Name, DOB ar	nd Gender)		
Note: By c	licking 'Allow', you are all	owing Parichay to share	your details with JanParicha	y .
	Allow		Deny	

Fig. 62

Then, you will be successfully redirected to JanParichay (Meri-Pehchaan) user dashboard.

> Log In via CSC

Given below is the Step-by-Step process to log into Jan Parichay (Meri-Pehchaan) via Parichay:

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to the JanParichay (Meri-Pehchaan) using various authentication methods.

Step 2: Click the link to Continue with "CSC." (Refer. Fig. 63)

			JanP End-Use
Sign In to y	our account via J	anParichay	
Usemame	Mobile	Others	
Enter Username			
Password			
	193	Egrad, fauwest	
C Lagranett to Marin	enchaam serving of use Segns In	Taradhamez	
C Lasmert in Meri	ehchaem terme of use Signs In OR Continue with		
C Lapraent to Meril	ehchaen terms of use Signs In OR Continue with #Earcosy deverages there	form.form	
C Lapraert to Meril	enchaem serme of use Signs In OR Continue with Exercised downerweet trave	formul frameso	
	enchaem terms of use Segns in Continue with Exercised Government Users OR	Er und Linux version	
	enchaem terms of use Segns In Continue with Sancesay deversement these OR C	targat haveed ***freman Winding ming face ***	



Then, user will be redirected to CSC Login page.

Step 3: Enter your "CSC account credentials" in the required fields and click the "Next" to proceed. (Refer Fig. 64)

			JanParicha End-User Manu
			Digital seva
00	2	Login	
36	D ^{Dytel hes}	1 Userame ar imal	
Welcome to		🛔 Freemotert	
Digital Seva Conne	ct	bd 32 0 Date Calif	chut Teal
Digital basis Converse to a feature authentication in contraste on Digital Sectorent Inner year sector year bag in and enjoy examines access to Digital	March für einen der Ergenste Landen für Berechten Han und gesettennte freien für suchwerklasse wen porten	Forgot possword	
		Sign In	



The user will be redirected to the "Migration/Registration form." (Refer Fig. 65)

Step 4: Enter your mobile and then click "Generate OTP" to continue.

MOBILE NUMBER *	Generate OTP
	0
LAST NAME (Optional)	•
DATE OF BIRTH -	
Salect Gentler * Select Gentler	×
agginted User Id. *	
œj	anparichay.gov.in
er ist a sufficient with Operpark/say-goods , for i s_1D/Querpark/say-goods	10
PASSWORD -	e
CONFIRM RIGSWORD +	0
* Kaccept Terris and Conditions	
Weby	

Fig. 65

Step 5: Click "Verify" and then enter the details as per the required fields of the form. (Fig. 66)

		JanPari End-User M
Sign up for JanParichay		
0076573884		
Enter CTIP	and 🔝	
	0	
LAST NAME Carterin Teld		
DATE OF BRITH 1		
on-migro-		
Select Geneter * - Select Geneter		
Suggested liter to *		
dianow	ichay.gov.in	
ter et a school oft Openskingenik fans Statistikensening provi		
MESWORD -		
CONFIRM PASTWORD -		
C 1 Access Torves and Combinery		
- Weithy		
The second second second		

Fig. 66

Step 6: Click the "check box" and a pop-up will appear on the screen. Click the "Agree" button after reading the Terms & Conditions thoroughly to proceed. (Fig. 67)



Fig. 67

Step 7: Now, click the "verify" button to proceed. (Fig. 68)

escontext.	0
000000004	1
FIRST NAME *	
RR	0
LAST NAME doctored	
Test	0
DATE OF BIRDH 1	
01/01/1000	
Select Genuter *	
Other	
oggested User Id. *	
ioaccococoutropi	@janparkhay.gov.in
ter if a suffrand with Wiseperform	gencin to an
nc, 123@janparictusy.gen.in	
PASSADAD -	
CONFIRM INSSWORD 1	220
*******	0
🛃 * 1 autopt Terra and Conditions	07
X	100



Now, the user will be redirected to JanParichay (Meri-Pehchaan) user dashboard.

> Social Media Logins

Given below is the **Step**-by-**Step** process to log into Jan Parichay (Meri-Pehchaan) via Social Media Logins:

Step 1: Go to JanParichay (Meri-Pehchaan) using https://janparichay.meripehchaan.gov.in/

The login screen will appear where user can login to the JanParichay (Meri-Pehchaan) using various authentication methods.

Step 2: You can choose any of the "social media logins" to access JanParichay (Meri-Pehchaan). (Refer. Fig. 69)

Usememe	Mobile	Others
Enter Username		
Password		4
		Europt.Pmas
) Looment to MeriPo	Orchivant terms of units.	
	Sign In	
	OR Continue with	
DipLocker	# PARICHARY	Film film
	OR	
CS	C 2	National Displa National System recording Display
G 1	0	v in



Then, you will be redirected to that Social Login page (For example: Google+).

Step 3: You will have to choose the "email id" to continue.

Step 4: Then, you have to provide the "Google+ Account" Credentials to complete the Authentication.

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G Sign in with Google	
Choose an account to continue to Qauth Jan Parichay SignIn	Akshay Dhama xyz123@abc.in Use another account Before using this app, you can review DauthJanParicheySignth's privacy policy and Terms of Service.
English (United Kingdum) =	Help Privacy Terms
	Fig. 70
Sign in with Google	
Sign in to OauthJanParichaySignIn	By continuing, Google will share your name, email address, language preference, and profile picture with OauthJanParichaySignin. See OauthJanParichaySignin's Privacy Policy and Terms of Service. You can manage Sign in with Google in your Google Account.
	Cancel

Fig. 71

Step 5: After that, you will be able to login JanParichay-MeriPehchaan via following cases

Case I: New User

>The user will be redirected to the "Registration Page." (Fig. 72)

>Enter your mobile and then click "Generate OTP" to continue.

ign up for JanParichay	
Mabile No. 1	
T - 0	Generate OTP
First Name *	
Akshay	0
Last Name (optional)	
Dhama	0
Date of Birth	
mm/dd/yyyy	
Select Gender 1	
Select Gender *	~
Øj	anparichay.gov.in
ner to is sufficient with @janparichay.gov.in	for ex-
oc_tabiganpanenay.gov.m	
Password	
	ø
Confirm Password *	
	0
- I accept Terms and Conditions	
10.000	

Fig. 72

>Click "Verify" and then enter the details as per the required fields of the form. (Refer Fig. 73)

		JanParichay End-User Manua
Sign up for JanParichay		
0076578884		
Enter (217 Next)		
· · · ·		
GRE FIRST NAME *	0	
LAST NAME Scenario	0	
DATE OF BIRTH		
Salact Gandar *	÷	
Integrating Line 12		
Sjanparsh	uyi govin	
dis. 10 Biogeneracy game		
PASSWORD -		
CONFIRM PASSWORD -	0	
" Lacoupt Terms and Canalitans		
Waity		
Sign in to an assisting MailPalutheau area		

Fig. 73

>Click the "check box" and a pop-up will appear on the screen. Click the "Agree" button after reading the Terms & Conditions thoroughly to proceed. (Refer Fig. 74)



Fig. 74

>Now, click the "verify" button to proceed. (Fig. 7)

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00000000000	60
0000000004	(A)
FIRST NAME *	71a20
	0
LAST NAME Conami	
Net	0
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83/01/2###	្រុង
Salart Gandar 1	
Other	14
gewind User Id. 1	
010000000000000000000000000000000000000	@janparichay.gov.in
er til is sufficiel with Øjasparkhag p	peaks for so
C139@interctub.doc.p	
FASSWORD *	
	æ
CONFIRM RASSWORD *	0
* Leicept Terms and Conditions	
CONFIRM RASSWORD -	4



Now, the user will be redirected to JanParichay (Meri-Pehchaan) user dashboard.

Case II: Existing User

> The multi-factor authentication page will appear on the screen.

> Choose any of authentication method to proceed. (Refer. Fig. 76)

	Two Step Authentication
	Select a Multi Factor and Click 'Next'
۵	OTP on Email
•	OTP on Mobile
-	Backup Code Authentication
	Net
	Logis as Differen



>Now, the user will be redirected to JanParichay Meri-Pehchaan user dashboard.

Jan Parichay - User Dashboard

Now, we will take a look at the Jan Parichay SSO functionality and other security features offered by the application. Once you understand all the features, you can change the settings as per your requirement.

How to access SSO functionality?

After login to the application, you will be navigated to the Dashboard. All the services integrated with Jan Parichay will appear on the screen.

Given-below are the various features of Jan Parichay (Meri-Pehchaan) dashboard:

Feature1: Search tab

User can search a service link on the dashboard by entering the service name in the Search tab and click on the blue "**search**" button provided at the top menu of the dashboard. (Refer Fig. 72)



Fig. 77

Feature 2: Access Service

Step 1: Search or scroll to find the service you want to access.

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Step 2: Click on the Service tile.

A pop-up will appear on the screen.

All Serverses Applications currently onboarded with MeriPehchaan Image: Im	State March Patrone	(back Server	0			ð	advente rochasa. a	
> At States Line Contains I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview I T T Suit Line > Available Interview NSWS I T T Suit Line I T T Suit Line I T T Suit Line > Available Interview NSWS I T T Suit Line I T T Suit Line I T T Suit Line > Available Interview NSWS I T T Suit Line I T T Suit Line I T T Suit Line	All Directors Service Director	Applications cur	rently onboarde	d with MeriPe	hchaan			
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Fig. 78

Step 3: Click on the "Access Now" button to proceed. (Refer Fig. 73)

Feature 3: Account Settings

Step 1: Click on the Top-right menu, then click on the "Settings" option to proceed. (Refer Fig. 79)

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All Services Service Groups	Applications cu	rrently onboard	ed with MeriPel	hchaan		Settings Logout
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Fig. 79

You will be redirected to the Account Settings tab by default.

Step 2: Now, you can modify/update various settings via "OTP" verification such as: Alert & Notifications, Update Password, Deactivate Account, and Authentication. (Refer Fig. 80)

Merr Pehchaan				0	AKSHAV DHAMA alshaydhama4@janparichay.gov.in
Account Settings	SETTINGS				
Profile Account Activity	ALERT & NOTIFIC	ATIONS		AUTHENTICATON	
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Fig. 80

Note: To understand the detailed process of enabling Multi-factor authentication and using the Parichay Authenticator application, kindly refer to the Parichay Authenticator User Manual.

Feature 4: Profile

3.1 How to Update the User Profile Details?

3.1.1 Edit Basic & Other User Details

Step 1: Go to Settings > Profile.

Step 2: You can modify your profile details by clicking the "Edit" icon provided in front of the respective parameters. (Refer Fig. 81)

	SATHER'S NAME ADDRESS		18			
		OTHER				
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	MARKE ANSIHAY DHAMMA		*			
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0		USER DETAILS			VERIFICATION DETAILS	

Fig. 81

Step 3: You can update the changes in your profile details like NAME, GENDER, D.O.B, FATHER'S NAME, ADDRESS, and STATE via "OTP" based verification. (for ex Refer Fig. 82)

		USER DETAILS	
USER DE	TAILS	BASIC	
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Fig. 82

A pop-up "Successfully Updated" will appear on your screen.

3.1.2 User Verification Details

A. Primary Mobile Number

Step 1: You can update your "Mobile Number" by clicking the "Edit" icon provided in front of it. (Refer Fig. 83)

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Fig. 83

>> A prompt field asking to enter password will appear on the top the screen.

Step 2: Now, enter your password in the required field and click "**Submit**" to continue. (Refer Fig. 84)



Fig. 84

Step 3: Now, enter the new Primary Number in the required field and click "Verify" to proceed.

Update Primary Mobile No		×
 Please enter Primary Mobile No 	Verify	
USER DETAILS		
BASIC		PRIMARY MOBILE NO
	æ	
	12	Select Verification Parameter
	17	

Fig. 85

Step 4: Then, enter the "OTP" received on the new Primary Number. (Refer Fig. 86)

Update Primary Mobile No		×
Enter OTP	Verify Resend X	
OTP successfully sent to registered Mobile +91*****9854		



>> Primary Mobile Number changed successfully.

B. Add Verification Parameters

Step 1: Choose from the "Drop-down" menu to proceed. (Refer Fig. 87)

Select	
Secondary Email Id	
Primary Email Id	
Aadhaar	
Secondary Mobile No	
DL	
PAN	

Fig. 87

Taking example of Aadhaar>>

Step 2: Enter "Aadhaar No." in the required field and click "Verify" to continue.

ADD Aadnaar		
Enter Aadhaar*	Verify.	VERIFIC
	(2)	Select Verification Parameters
	2	
	Fig. 88	

>> An OTP will be sent to your mobile number linked with Aadhaar.

ADD Aadhaar ******5313 prp & Submit Resend X You are allowed to resend OTP after 56 Seconds • *Consent for Authentication

Step 3: Mark the "Consent for Authentication," enter the "OTP" and click "Submit" to proceed.

Fig. 89

>> Aadhaar updated as verification parameter successfully.

3.2 How to set/edit your profile picture?

Step 1: Click the "Upload Profile Pic" option. (Refer Fig. 9)

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LERT & NOTIFICATIONS	АШТИ	INTICATION	Loost
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PDATE PASSWORD	Geo uni O The	Fending in JanParkhay is used to enhance cybe uthorized access to sensitive information. I personalized leafure enables users to manage 1	menunty, enforce access mitrotions and prevent the accessibility to their account. Users can opt to other
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	Back	ap Code 🖲	
	Mult	Factor 0	100
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Fig. 90

Step 2: Now, choose a picture from your desktop storage by clicking the "picture icon." (Refer Fig. 91)

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Select Frome Ficture	Upload Picture		10
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		\$	unauthori This perso



Step 3: Click the "upload" button to proceed. (Fig. 92)



Fig. 92

Now, you have successfully changed your profile picture.

					akshepshamak@pargam.hay.gov.	
SETTINGS					<u></u>	
ALERT & NOTIFICATIO	INS		AUTHENTICATON			
New Login Device 0	×		Manage GeoFencing O			(000)
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Fig. 93

Feature 6: Multi-Factor Authentication

Following is the step-wise process to enable multi-factor authentication on JanParichay (Meri-Pehchaan):

Step 1: Click on the "OFF" button to turn ''ON'' the Multi-factor Authentication in Account Settings tab. (Refer Fig. 9)

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Fig. 94

>> Now, you have to scan the QR using the Scanner of Parichay Authenticator app on your mobile. As the MFA feature requires Parichay Authenticator application. You can download the app from Google Play Store or Apple App Store.

End-User Manual

Step 4: After installing, open the Parichay Authenticator application on your smartphone (Android/iOS). Slide forward or click on the "Skip/Proceed" button. [Refer fig. 12]







Step 6: Click on the "Scan QR Code" Button. [Refer fig. 9]

Fig. 97

Step 7: Scan the QR [Refer fig. 11] using the scan feature of Parichay Authenticator application. [Refer fig. 98]



End-User Manual

Step 8: Now, the user will be able to see the token on Parichay Authenticator, use this to configure your account. [Refer fig. 99]



Fig. 99

Step 13: Enter the 6-digit token number in the required field below the QR Code. [Refer Fig. 100]



Fig. 100

End-User Manual

Now, you have successfully configured your account with Parichay Authenticator for multi-factor authentication

Feature 7: Account Activity

Step 1: Go to Settings > Account Activity.

Step 2: Here, users can see and keep a track on their recent activities such as: Browser, Device IP, Login timestamps etc. (Refer Fig. 10)



Fig. 101

Step 3: Scroll down and click the "Load Remember Device" to view or edit the list of devices marked as remembered for the login purpose. (Refer Fig. 102)

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Fig. 103

How to Retrieve Your User Id?

Following is the step-wise process to retrieve User Id:

Step 1: Click the "Forget User Id" link provided on the login/SignUp page. (Refer Fig. 104)

Sign In t	o your a	count v	ia JanPa	arichay
Usernam	•	Mobile	0	thers
Enter Userr	name			
Password*				
				Ð
Forget User fo		enting	Eps	Reserved Farsword
Forget User Fd Password I C I consent t	Less Authenti to MeriPehch	ication aan <u>terms a</u>	Epro	Ø
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Fig. 104

Step 2: First, you need to choose the type of "**verification parameter**" i.e. Mobile No, Email, Aadhaar, PAN, or DL; you want to use to retrieve your user id from the drop-down menu.

Single Sign-O Diglorite #1	N SERVICE
Sign In to your accoun	nt via JanParichay
Find your t	User Id
Mobile No*	×
Mobile No*	
Email	
Aadhaar	
PAN	
DL	

Fig. 105

>> Taking example of Mobile Number as verification parameter.

Step 3: Now, enter the parameter value in the required field and click "Next" to proceed.

Sign In to	o your accoun	t via JanParichay
	Find your U	Jser Id
Mobile No*		÷
- Enter Mobile	No*	
Login		Nex

Fig. 106

Step 4: Now, choose any of the MFA option available and click "Next" to continue.

	Find your User Id	
Two	Step Authenticati	ion
2	3884	
Select	one of the options and Click	'Next'
OTP .	on Mobile	
m Back	up Code Authentication	

Fig. 107
JanParichay

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Step 5: Verify your identity accordingly by entering the "**OTP**" or any other required action as per the MFA option selected in the previous step to continue.

Step 6: Post successful verification, you will be able to see a message containing "User id" on your registered Mobile Number/ Email.

Single Sign-ON Service DigiLocker 양 - Service 기자 Subjective
Sign In to your account via JanParichay :
Username Mobile Others
Enter Username
A message with your User Id has been sent to +91*****3884
Close
Sign In
OR
DigiLocker Sovernment Users
CSC Catheral Steps
Coming Soon
G f O X in

Fig. 108

How to Retrieve Your JanParichay Account Password?

Following is the step-wise process to retrieve User Id:

Step 1: Click the "Forget Password" link provided on the login/SignUp page.

Sign In to yo	our account via	JanParichay		
Usemame	Mobile	Others		
Enter Username			1	
Password*		ø		
andel User Id		- Forgot Passwo		
Proel User Id Password Less A	luthentication	- Forgot Person		
arget User Id) Password Less A) I consent to Me	withentication nPehchaan <u>terms of a</u>	Epropt Proven		
an <u>ael User Id</u>) Password Less A) I consent to Me	withentication nPehchaan <u>terms af i</u>	Foroot Persen		
Password Less P Consent to Me	Authentication Infehchaan <u>terms of a</u> Solan In- OR EV/Accie/V Covernment Clan.	Forced Person an.		
andel User Id Password Less A Consent to Me Consent to Me	Authentication InRehchaan <u>terms of a</u> OR Storogy Generation Vicinity Conservation	Forced Person Int. Status Forces Rear Spin Coming Sear		

Fig. 109

Step 2: First, you need to choose the type of "**verification parameter**" i.e. Mobile No, Email, Aadhaar, PAN, or DL; you want to use to retrieve your account password from the drop-down menu.

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SINGLE SIGN-ON SERVICE	Sign Digitation (S. 100, Withouton
	Sign In to your account via JanParichay 1
Sign In to your account via JanParichay	Recover Password
Recover Password	Usemane v
Username	Username
	Mobile No*
Enter Username	Email
	Aethaar
Submit	7402
Contraction of the second	DL



>> Taking example of Mobile Number as verification parameter.

Step 3: Now, enter the parameter value in the required field (Mobile Number) and click "Next" to proceed.

Sign In to your account via JanParichay Recover Password				
Enter Mobile No*				
2 • 800000000				

Fig. 111

Step 4: Now, choose any of the MFA option available and click "Next" to continue.

Sligitacter St. Line Welbacker	
Recover Password	1
Two Step Authentication	on
	•
Select one of the options and Click	Next
OTP on Email	
OTP on Mobile	
empts Left 12	

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Fig. 112

Step 5: Verify your identity accordingly by entering the "**OTP**" or any other required action as per the MFA option selected in the previous step to continue.

Step 6: Post successful verification, you will be able to set a new password by entering it twice in the required fields and click "**Next**" to continue.



Fig. 113

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>> A prompt to confirm password update will appear on the screen.



Fig. 114

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