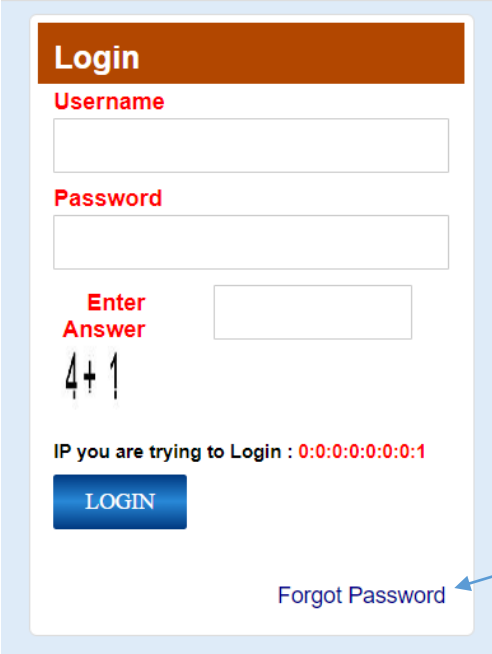


FORGET PASSWORD INSTRUCTIONS

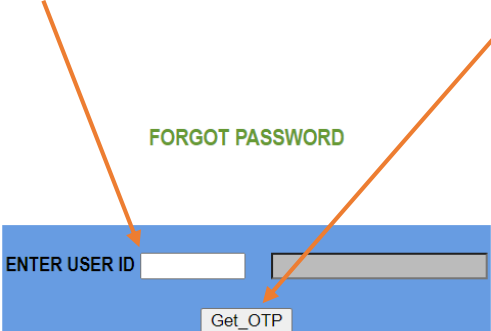
Step 1 : Click “ Forget Password “



The screenshot shows a login form with the following elements:

- Login** header in a brown box.
- Username** label above a text input field.
- Password** label above a text input field.
- Enter Answer** label above a small text input field.
- A CAPTCHA image showing the numbers **4 + 1**.
- Text: **IP you are trying to Login : 0:0:0:0:0:0:1**
- A blue **LOGIN** button.
- A blue **Forgot Password** link at the bottom right, indicated by a blue arrow.

Step 2 : Enter your User Id (Vendor Code) and Click Get OTP

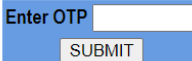


The screenshot shows a blue box titled **FORGOT PASSWORD** containing:

- ENTER USER ID** label above a text input field.
- A greyed-out text input field.
- A **Get_OTP** button.

Two orange arrows point from the text above to the 'ENTER USER ID' field and the 'Get_OTP' button.

If OTP is not received to the registered mobile number / mail id, Contact Purchase Department to Update Contact Details.



The screenshot shows a blue box titled **Enter OTP** containing:

- A text input field.
- A **SUBMIT** button.

Step 3 : Check OTP is sent message displayed in given space. That means you got your OTP via SMS and gmail

FORGOT PASSWORD

ENTER USER ID

OTP is send to registered Mail Id "~~lenin@bhel.in~~"

If OTP is not received to the registered mobile number / mail id, Contact Purchase Department to Update Contact Details.

Enter OTP

Site Designed by DTG/ERP , BAP BHEL, Ranipet

***Verify your Mobile Number and Mail address from here**

Step 4 : Now, enter your OTP on Enter OTP field and Click Submit Button

FORGOT PASSWORD

ENTER USER ID

OTP is send to registered Mail Id "~~lenin@bhel.in~~"

If OTP is not received to the registered mobile number / mail id, Contact Purchase Department to Update Contact Details.

Enter OTP

Site Designed by DTG/ERP , BAP BHEL, Ranipet

***After enter your OTP and Click Submit, It will redirect to Change Password page**

Change Password

You have to change your password,before proceeding.

Password can contain alphabets or numbers or any of the special characters \$ # : _ @ . ~ Other characters are not allowed

Password should have minimum 6 characters and maximum 10 characters

User ID

OTP / old Password

New password

Re-enter New password

4 + 9

Enter Answer:

Please Confirm Password

Step 5 : Now, Enter your 4 digit OTP in **OTP / Old Password** field and enter your New Password on **New Password** field and **Re-Enter the new password** on next field.

Then, **Enter the correct answer** and **click Submit button**.

***If you get below Message on screen, Your Password is Successfully Updated**

Your Password Changed Sucessfully,You Can Login With New Password. Please Don't Referesh!
