

User Login Manual



Submitted by



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INTRODUCTION

This manual contains the Step-by-Step process of understanding how to login to Parichay with different ways of authentication. For any user logging in for the first time, this is an extremely helpful document. Once you understand the ways of login, you may refer to Parichay User Manual for understanding the entire application.

HOW TO LOGIN TO PARICHAY?

- Enter the credential (Username and Password). Username should be in the format of “userid@domainname” (Example: sachin@nic.in). You may select ‘Stay signed in’ checkbox to extend the session expiration time to 24 hrs (Default Parichay session expiration time is 12 hrs). Click ‘Next’.



- The user will be shown a Two-Step Authentication screen when logged in from non-remembered Device*. Select a Two-Step Authentication method such as OTP on Email, OTP on Mobile, Backup Code, Token Authentication, or TAP authentication to validate your credentials. And click ‘Next’. **



* Device is being identified by IP, Browser ID, and User-Agent

****Please Note:** We are yet to launch TAP and TOKEN authentication.

To use TAP or TOKEN as an authentication method, download Parichay Authenticator App and enable Multi-factor authentication from your Parichay account. **Go to Settings>Account Settings>Enable multi-factor.**

a) For OTP Authentication via. Mobile

You can select either OTP on mobile or email. Enter 6-digit OTP received on your mobile/email.



Don't ask me again on this Device: If selected, the user device will be remembered and the user will not be asked to perform 2 step authentication when login from this device.



b) For OTP via. Email

You may choose to get the OTP via your registered email address as well.

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 **HELPS?**

 **ARICHAY**
Single, Simplified, Safe

Two Step Authentication

Select one of the options and Click "Next" 

-  **OTP on Email**
-  **OTP on Mobile**
-  **Backup Code**
-  **TOKEN Authentication**
-  **TAP Authentication**

NEXT 

Login as Different user

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OTP Authentication

OTP successfully sent to registered email **@nic.in.**

Show OTP
 Don't ask me again on this Device

[Resend OTP](#)

NEXT 

Login as Different user

****Please Note**

If any service has enabled the forced authentication in the Parichay application, the User would need to perform 2 step authentication irrespective of login from the remembered device.

c) For Backup Code Authentication

Enter one of the 6-digit Backup code generated through your Parichay account. Backup Codes are usually beneficial in the case where mobile isn't accessible.

- ❖ Once you Login with Parichay Credentials, select the option "Backup Code" and Click Next.



- ❖ Enter the backup code given from a set of backup codes. One backup code is for one-time use.

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Backup Code Authentication

Backup Code

Show Backup Code

NEXT

Login as Different user

HELP?

Refer Annexure A to know how to generate and Use backup codes.

d) Tap Authentication: Coming Soon

e) Token Authentication: Coming Soon

- You can select 'Don't ask me again on this device' checkbox in case you want your browser to remember the password. This is helpful to skip the Two-step authentication process when you will log in in next time. **

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PARICHAY
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OTP Authentication

OTP Authentication

OTP successfully sent to registered Mobile/GIMS

Show OTP

Don't ask me again on this Device

[Resend OTP](#)  [NEXT](#)

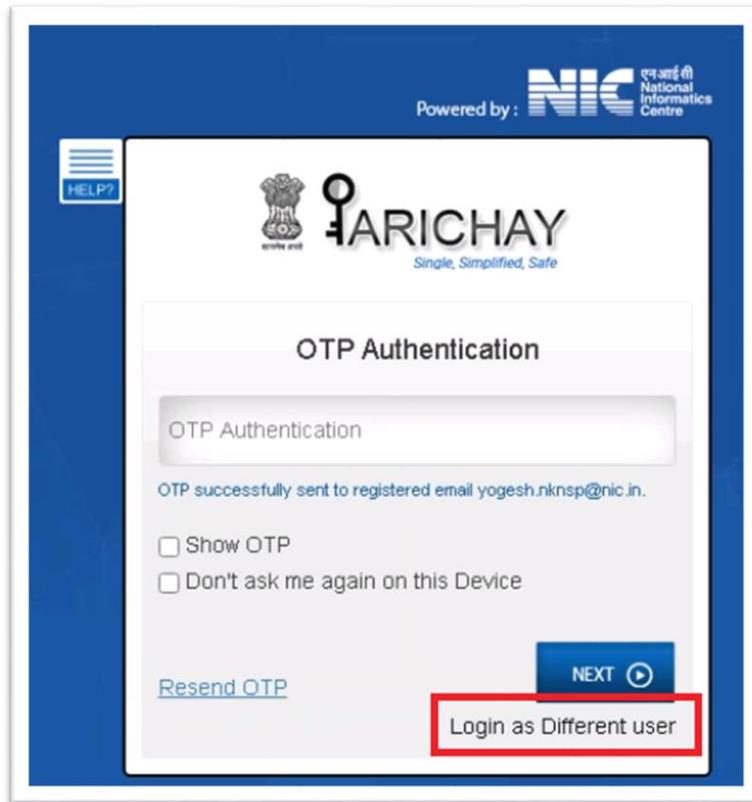
[Login as Different user](#)

****Please Note**

If a service has enabled the forced authentication in the Parichay application, as per protocol, you would need to authenticate irrespective of selecting 'Don't ask me again on this device'.

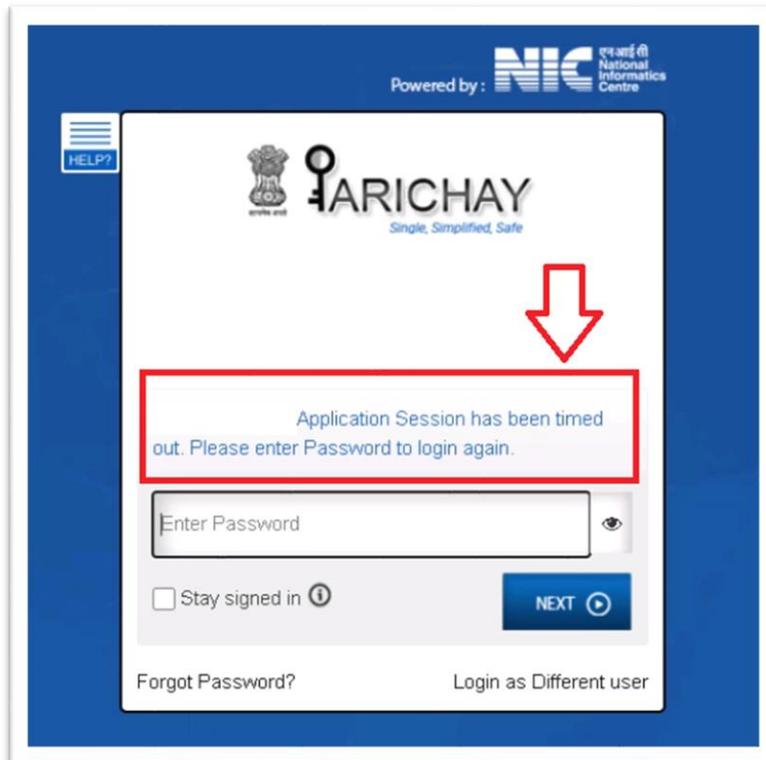
LOGIN IN AS A DIFFERENT USER

User may want to sign in with the different ID within the same browser. In this case, the user may click on "Login with different browser" so the user may login with a different account. This feature is extremely helpful for logging in as different users within the common browser.



TIME OUT SCREEN

- When the service time out, this page will be shown to the user, in such cases the user may need to enter the password again, as shown in the image below.

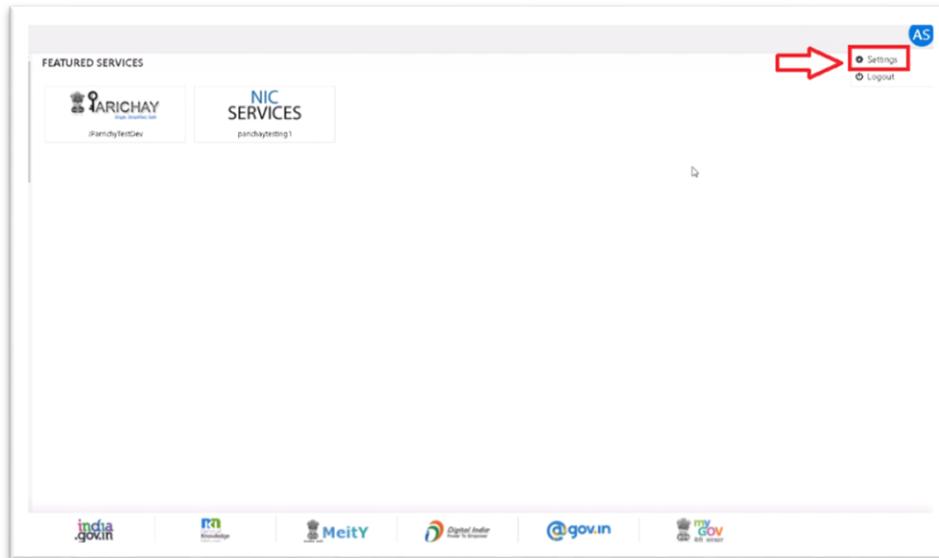


- Users may be asked to perform two-step authentication while time out only if, the service has forced its settings.
- If the user clicks on 'Login as different user' on the time out screen, the user will be logged out from the current session.

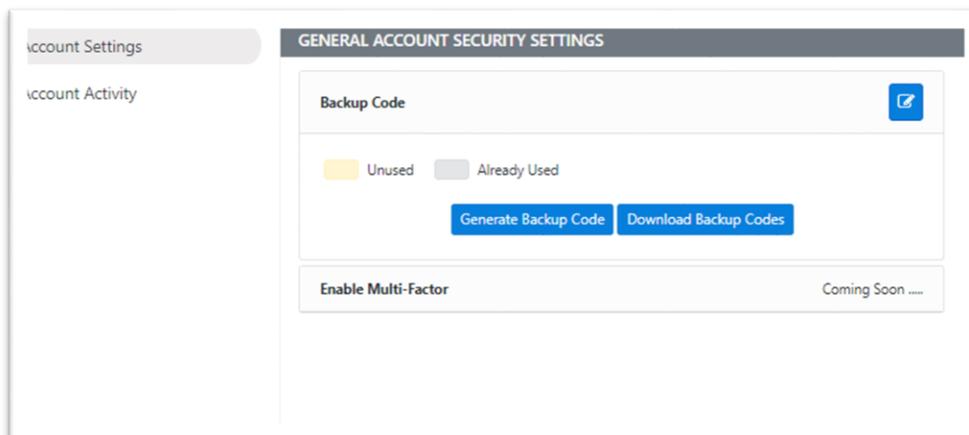
ANNEXURE A

HOW TO GENERATE BACKUP CODES?

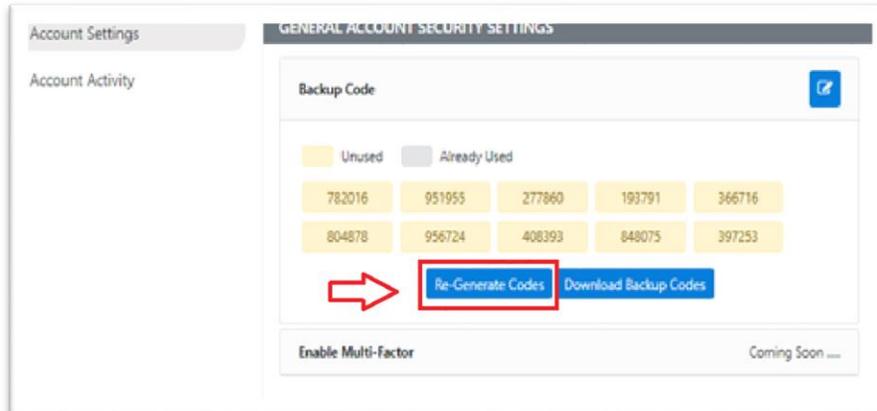
1. Sign in to Parichay
2. Go to Settings > Account Settings



3. Click on the 'Generate Backup Code' Button. As shown in the image below.



4. If you think your backup codes are stolen or if you have used all, Click 'Re-generate Codes' to get a new set of codes that can be used.



5. Download them by clicking the 'Download Backup Codes' button and keep them safe.

