

## Annexure-I

Welcome to

Employee New Registration

Enter HRMS ID

Enter Mobile Number



 Refresh Captcha

Type the text

Register

### Guidelines for New Registration

If you are a New User, please create a new account, by providing

- Your **Employee No.** (As generated in HRMS)
- Your **Mobile No.** (The Mobile Number must be same as provided in the employee general information of HRMS or if the mobile no. has not yet been provided then kindly update immediately in general information to use the ESS facility.)
- Provide the **CAPTCHA** (Case sensitive) and click on Create account. You will receive an OTP in the provided mobile no. ( Generally you will receive your OTP within 1-2 mins).
- A new page will open, provide the **OTP** in the OTP field.
- Verify the information displayed in the page.
- Click on the **Declaration** check box.
- Click on **Create My Account**.
- You will receive a Password in your registered mobile no. and the User Name will be your Employee No.