

USER LOGIN MANUAL

PARICHAY



सत्यमेव जयते

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1 INTRODUCTION

This manual contains a step-by-step process of understanding how to login Parichay with different authentication methods. User can follow the steps to understand all the authentication methods and select the best option to secure their Parichay account.

This manual is an intuitive and helpful document for the user logging for the first time.

2 HOW TO LOGIN PARICHAY

2.1 PASSWORD-BASED AUTHENTICATION

Following are steps to login Parichay (<https://parichay.nic.in>) using password-based authentication where user needs to:

Step 1: Enter their login credentials (**Username and Password**). Username should be in the format of “userid@domainname” (Example: xxxxx@nic.in). Then, they need to provide the consent and click “**Next**” button. [Refer fig. 1]

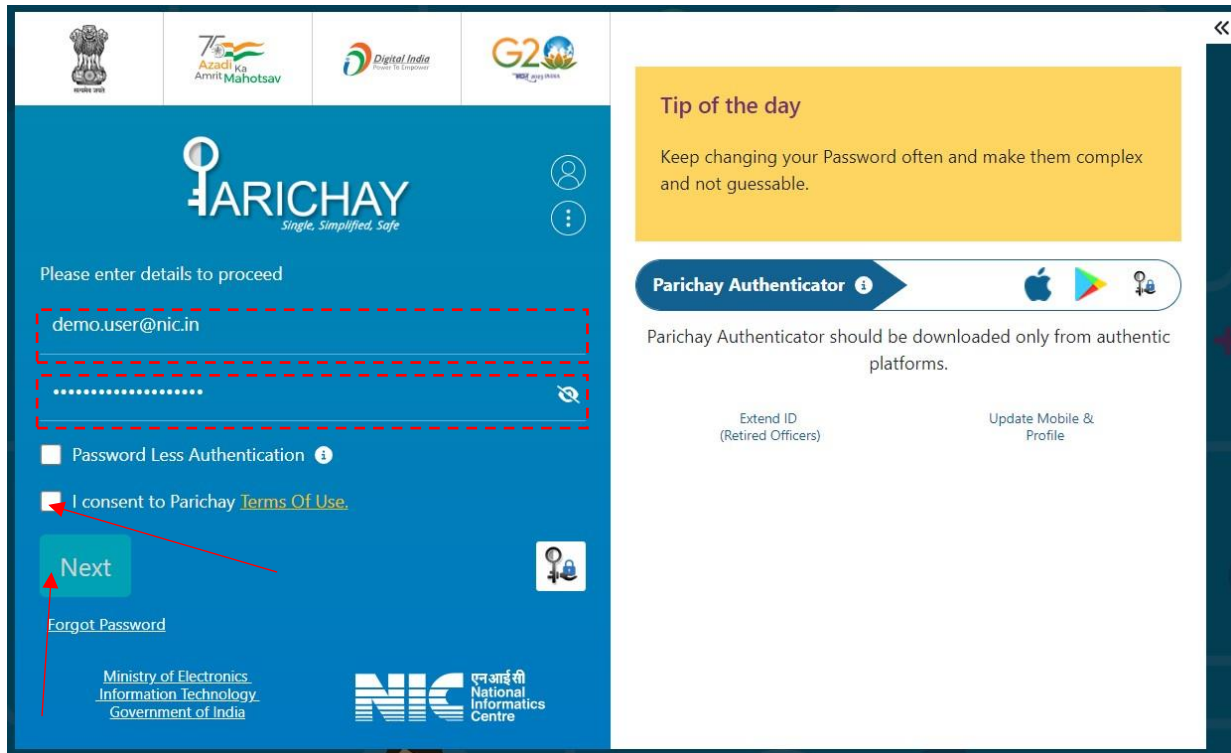


Fig. 1

****Please Note:** After 3 unsuccessful username and password attempts, the user will be redirected to the login with Captcha page.

>>Now, the user will be prompted to OTP verification Page.

Step 2: OTP Authentication on SMS and on Sandes:

Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig. 2]

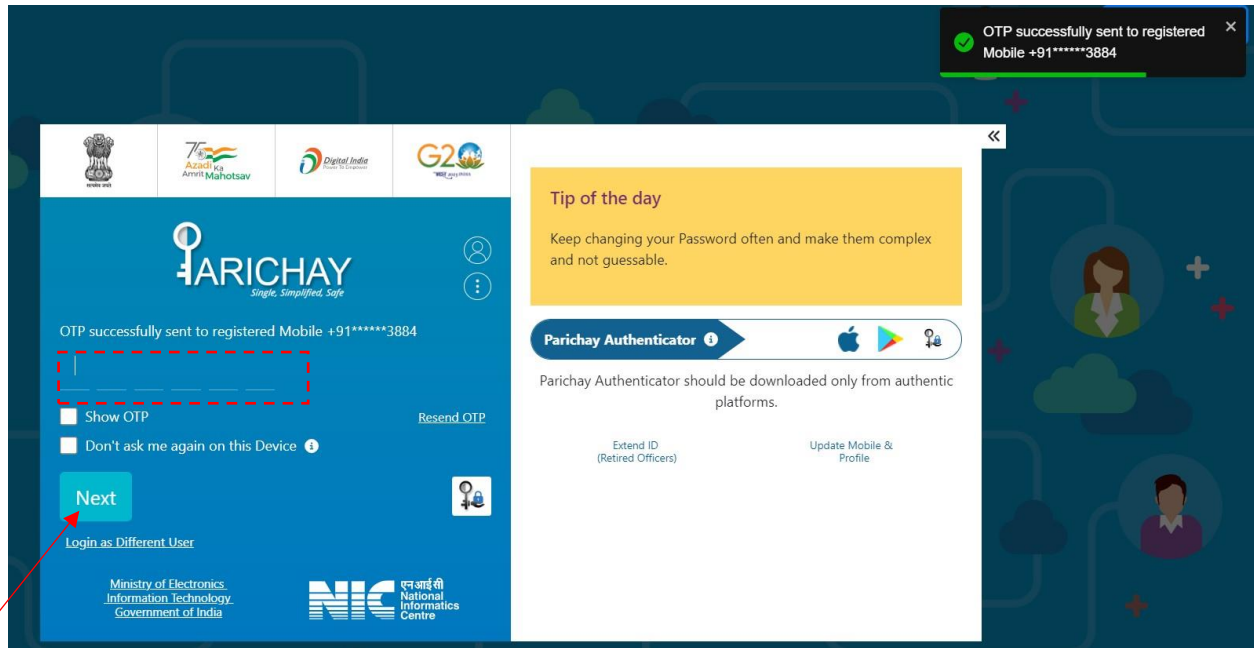


Fig. 2

*****Please Note:*** After 3 unsuccessful OTP attempts, the user will be redirected to the login page and resend OTP option will be disabled after 3 attempts.

>> Post-successful OTP based verification, user will be redirected to Parichay Dashboard. [Refer Fig. 3]

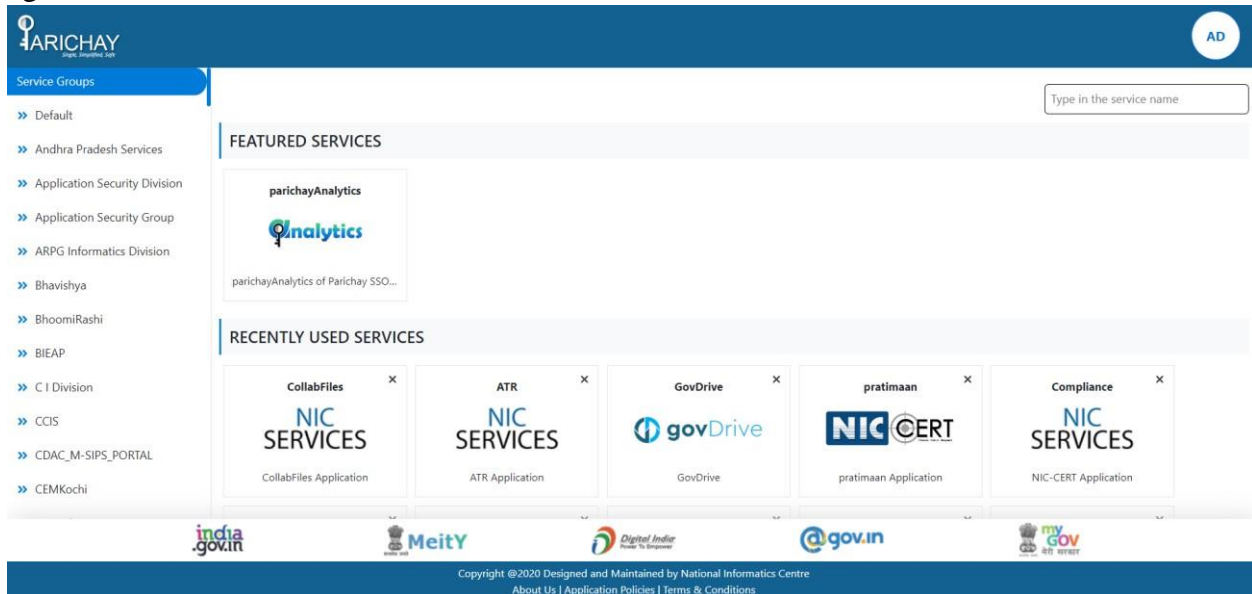


Fig. 3

2.2 PASSWORD-LESS AUTHENTICATION

Following are steps to login Parichay (<https://parichay.nic.in>) using password-less authentication where user needs to:

Step 1: Enter either **Email** or **Mobile Number** and mark the checkboxes to enable Password-less option and provide **consent** to Parichay Terms of Use. [Refer Fig. 4]

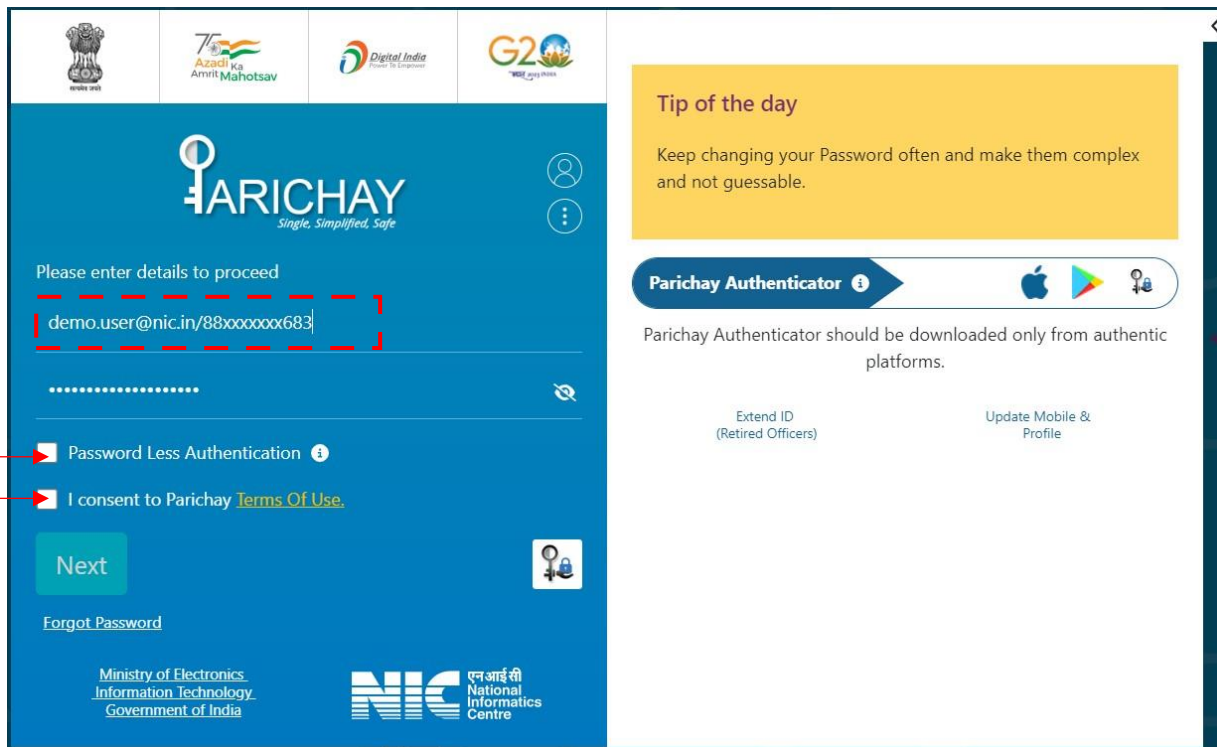


Fig. 4

Step 2: Now, click the “Next” button to continue. [Refer Fig. 5]

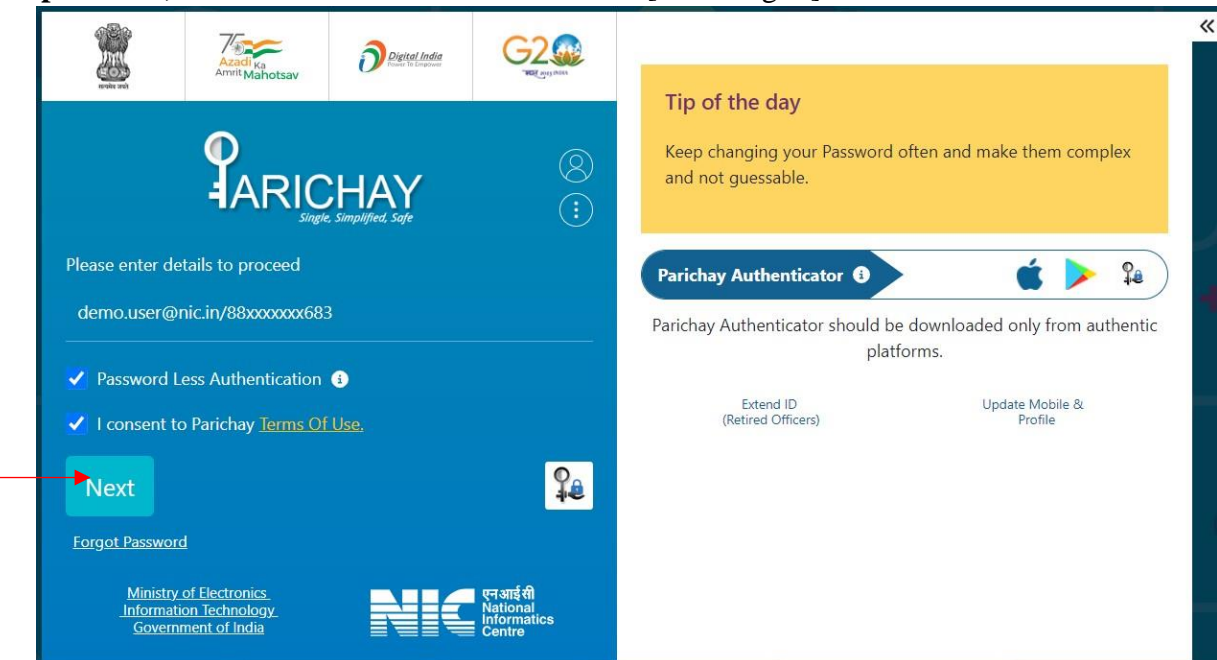


Fig. 5

>> User will be redirected to OTP based verification Page.

Step 3: Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig.]

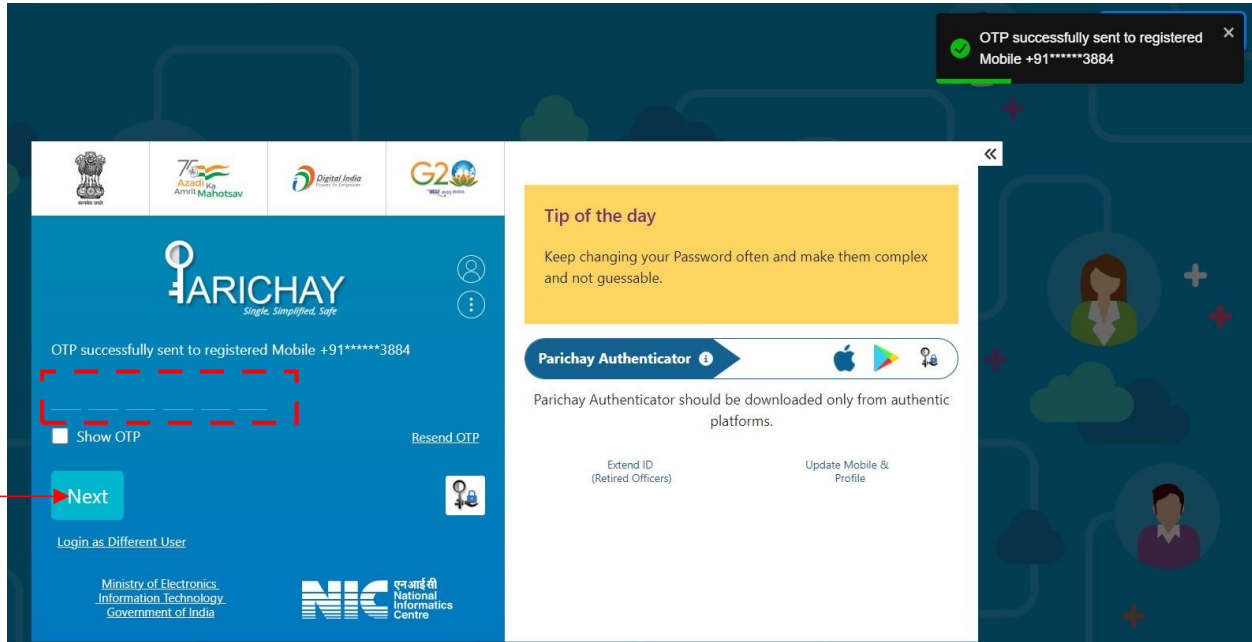


Fig. 6

>> Post-successful verification, user will be redirected to Parichay Dashboard. [Refer Fig. 7]

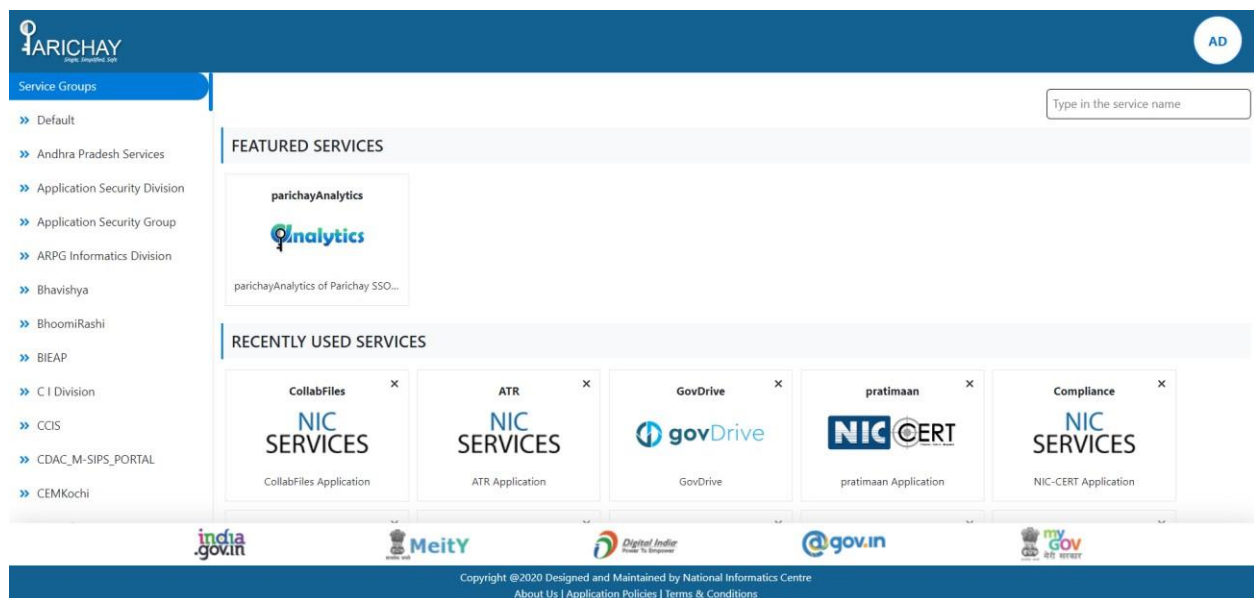


Fig. 7

3 MULTI-FACTOR AUTHENTICATION USING PARICHAY AUTHENTICATOR

Users can enable MFA by logging in to their Parichay Account using any of the two methods mentioned above including the default OTP based verification and following the steps given-below afterwards:

Step 1: Click on the top-right “button” to see the “Settings” option. [Refer fig. 8]

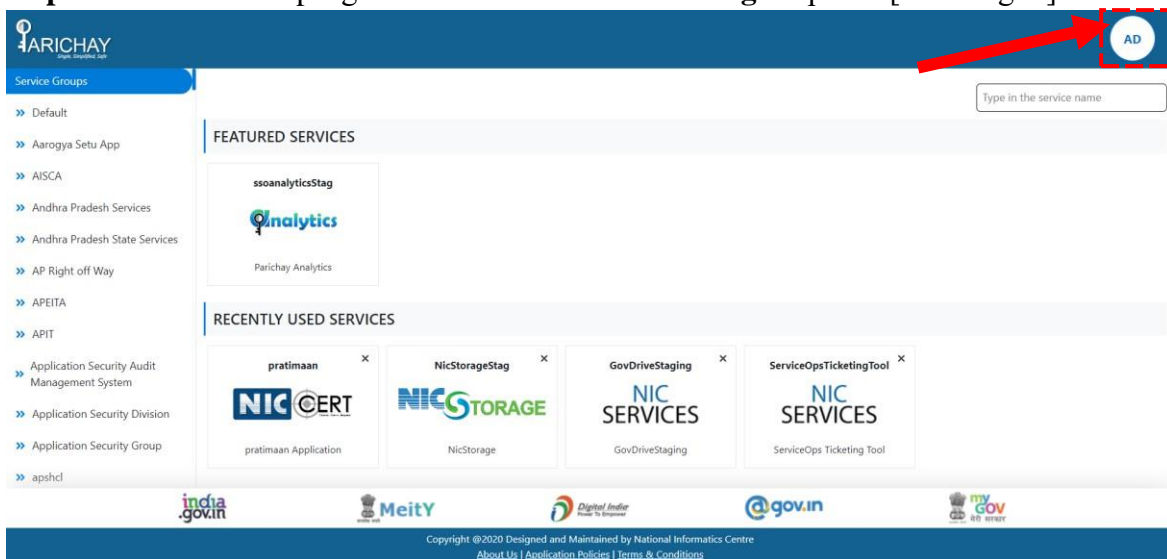


Fig. 8

Step 2: Click on the “Settings” option to proceed. [Refer fig. 9]

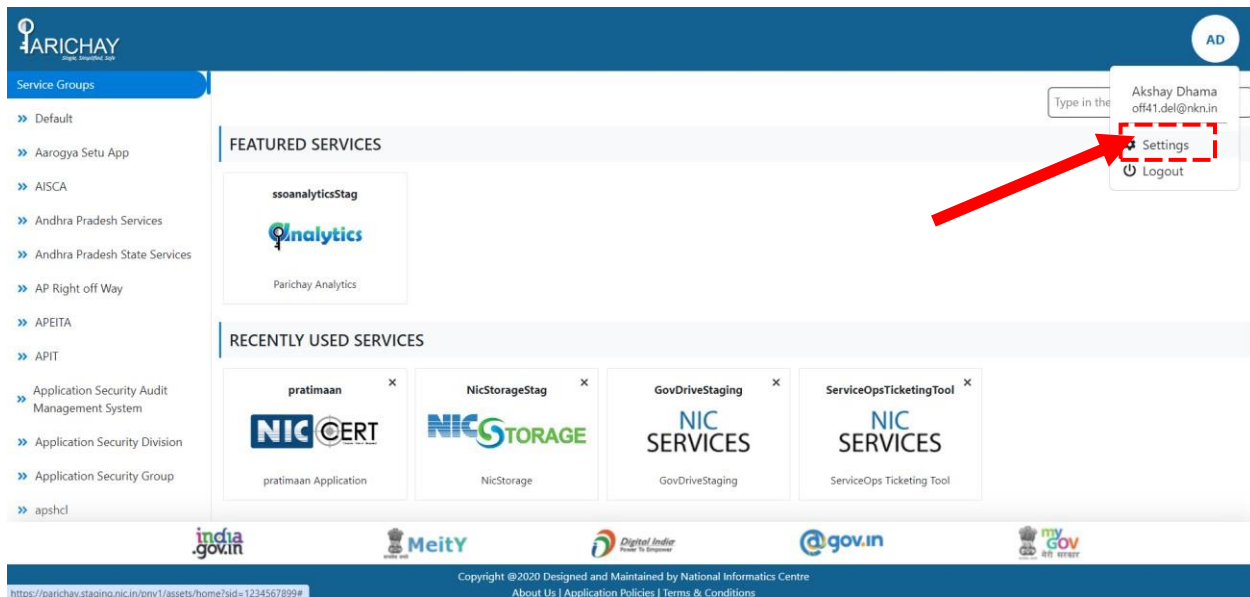


Fig. 9

Step 7: Click to switch the button from “OFF” to “ON” and enable the Multi-factor Authentication in Account Settings tab. [Refer fig. 10]

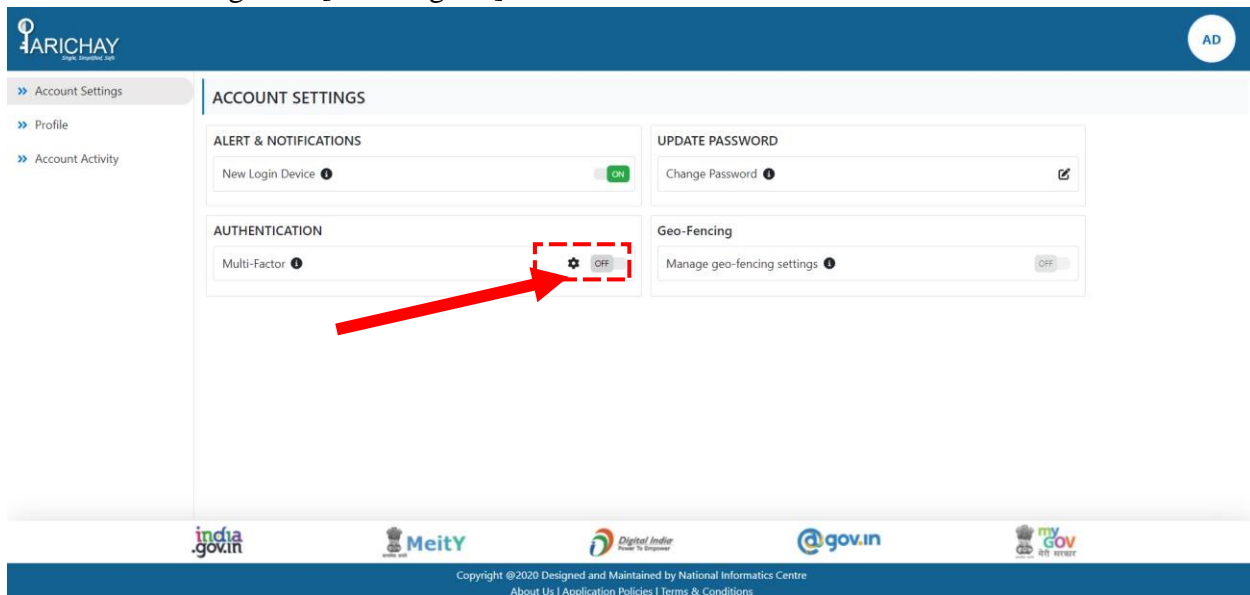


Fig. 10

Step 8: Now, scan the QR using the Scanner feature of Parichay Authenticator app on your mobile. [Refer fig. 11]

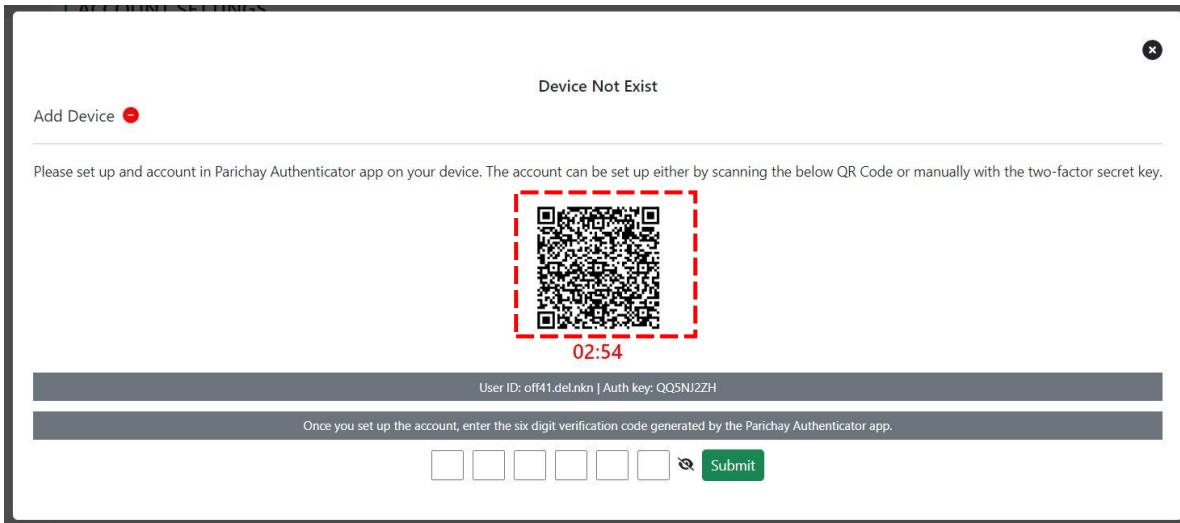


Fig. 11

Step 9: Open the Parichay Authenticator application on your smartphone (Android/iOS). Slide forward or click on the “Skip/Proceed” button. [Refer fig. 12]

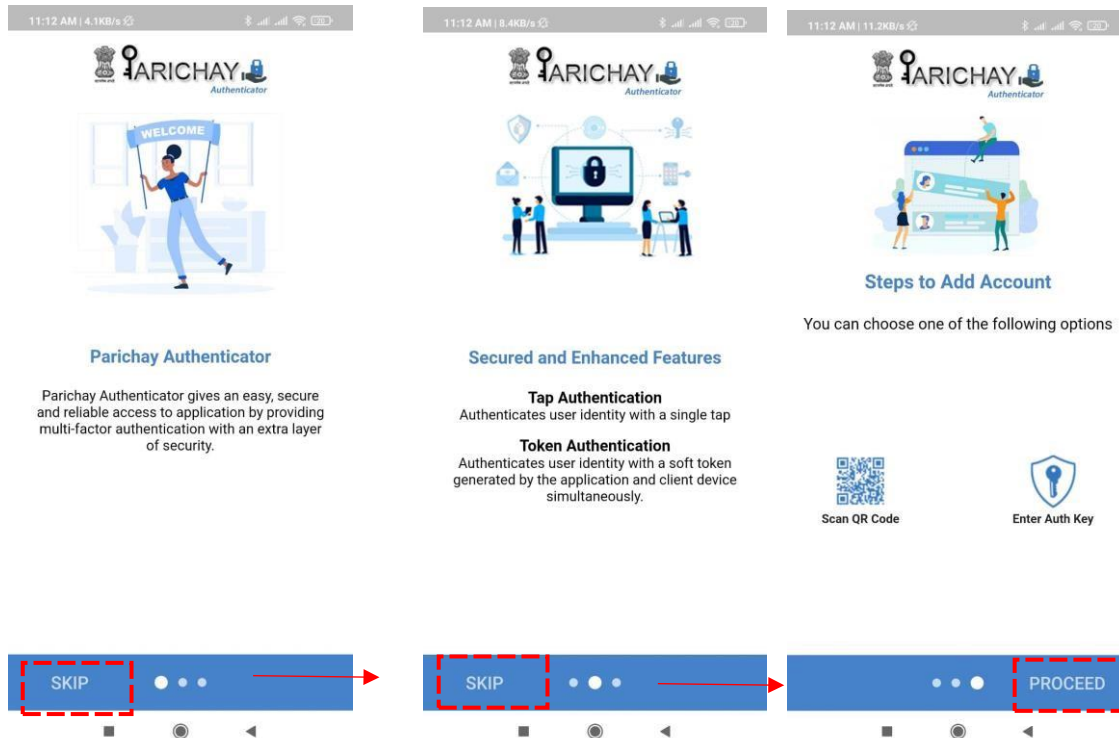


Fig. 12

Step 10: Click to choose the “Screen lock type” or “Skip” to continue. [Refer fig. 13]

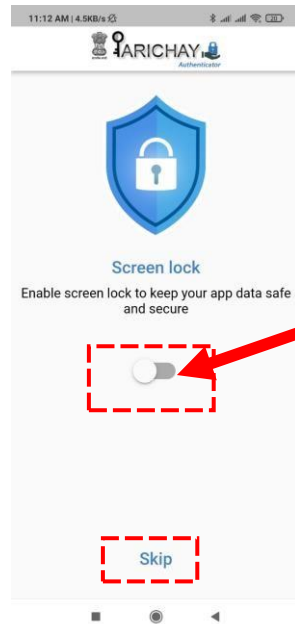


Fig. 13

Step 11: Click on the “Scan QR Code” Button. [Refer fig. 14]

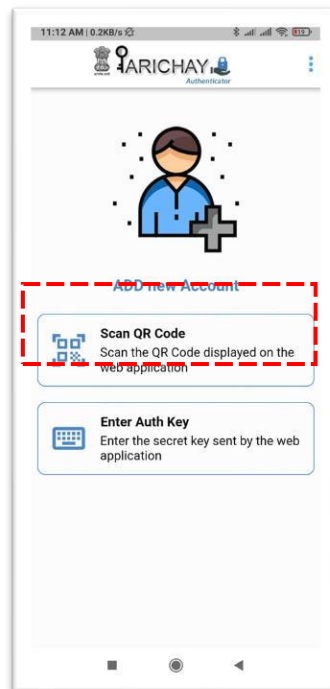


Fig. 14

Step 12: Scan the QR [Refer fig. 11] using the scan feature of Parichay Authenticator application. [Refer fig. 15]

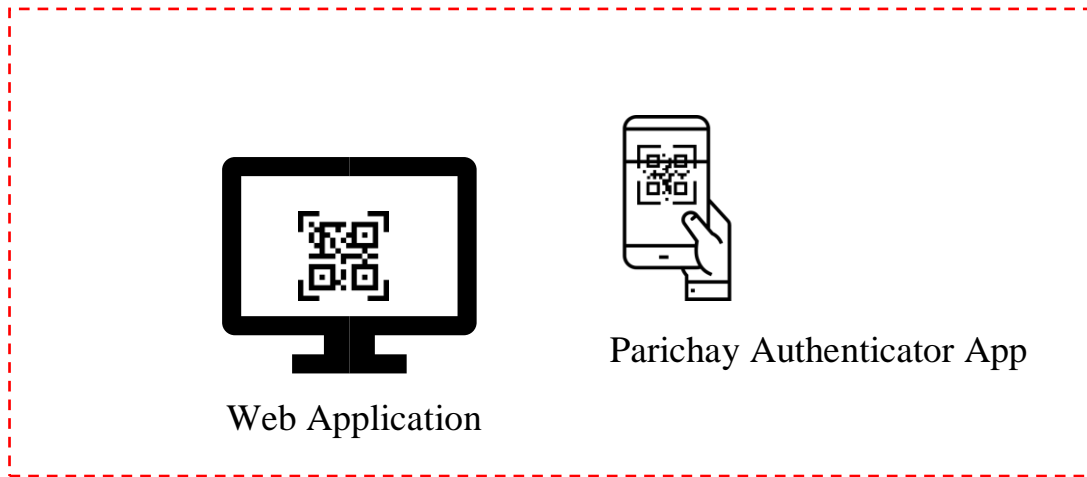


Fig. 15

Now, the user will be able to see the token on Parichay Authenticator, use this to configure your account. [Refer fig. 16]

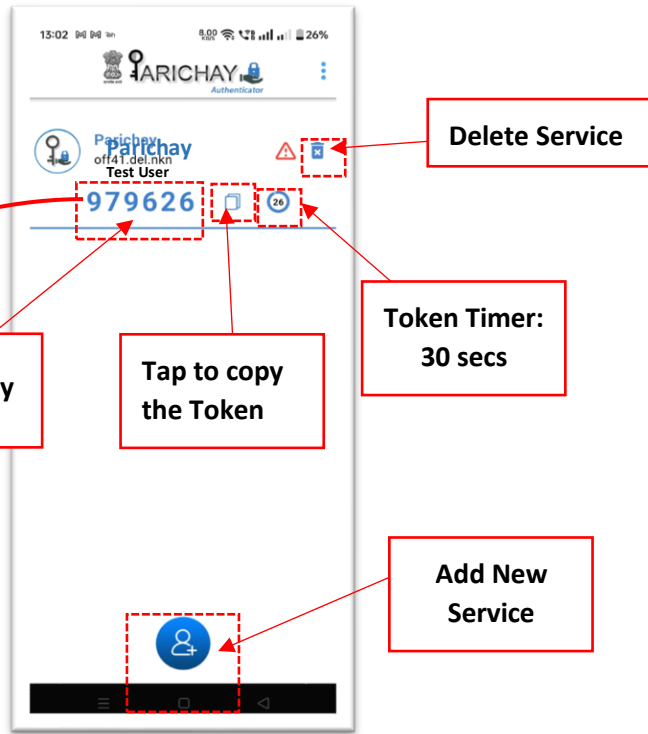


Fig. 16

Step 13: Enter the six-digit token number in the required field below the QR Code. [Refer Fig. 17]

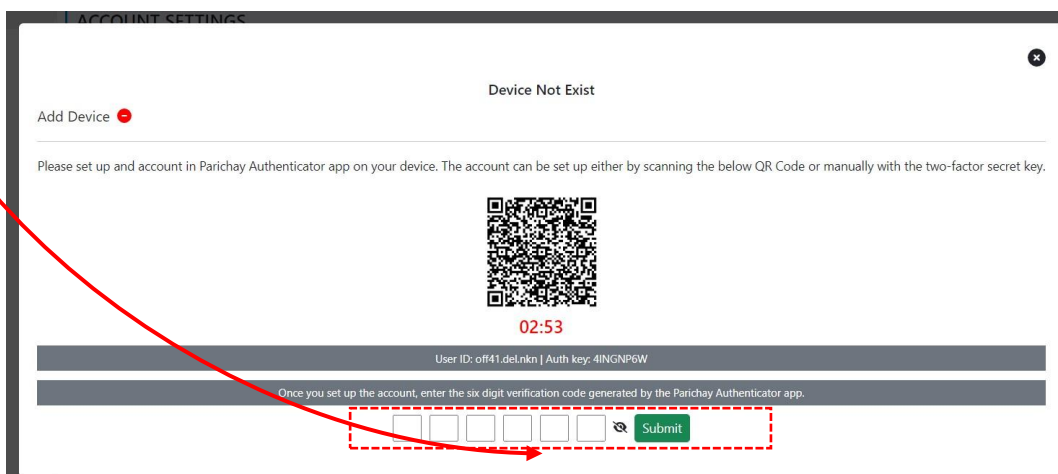


Fig. 17

Now, the user has successfully configured their account with Parichay Authenticator for both tap and token authentication.

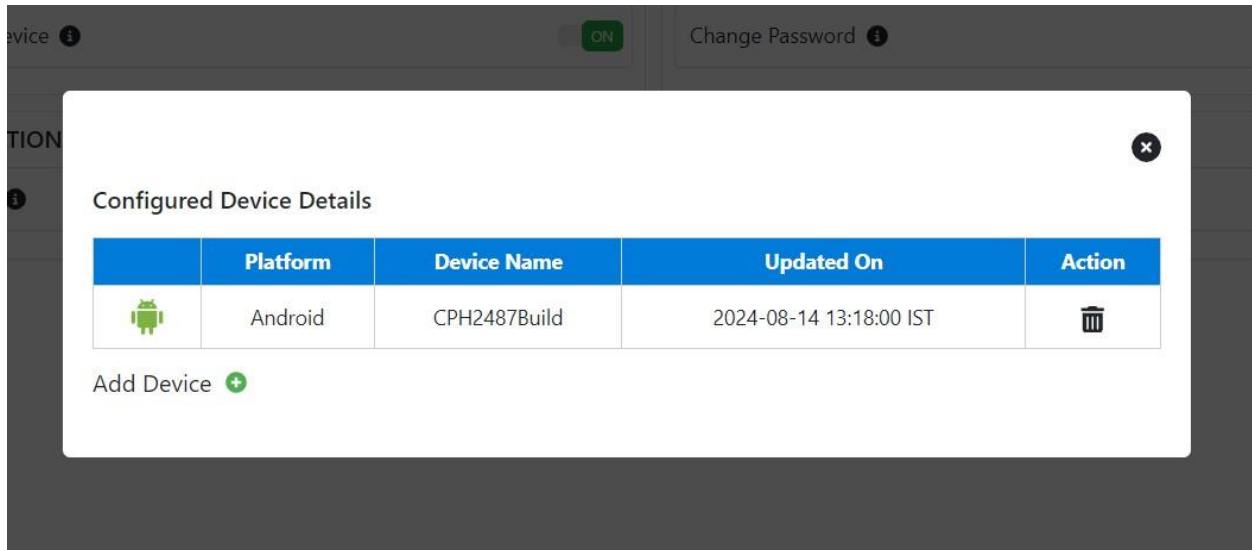
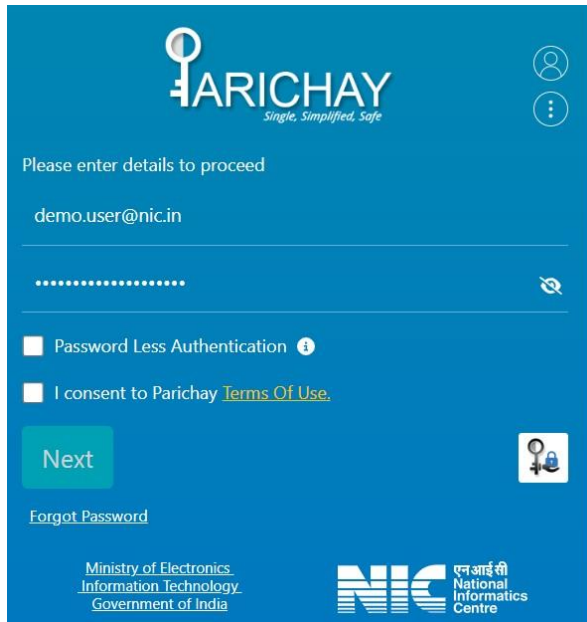


Fig. 18

4 MFA BASED AUTHENTICATION

Step 1: User can choose either password-based or password-less authentication in the **first** step of login process:



ARICHAY
Single, Simplified, Safe

Please enter details to proceed

demo.user@nic.in

.....

Password Less Authentication ⓘ

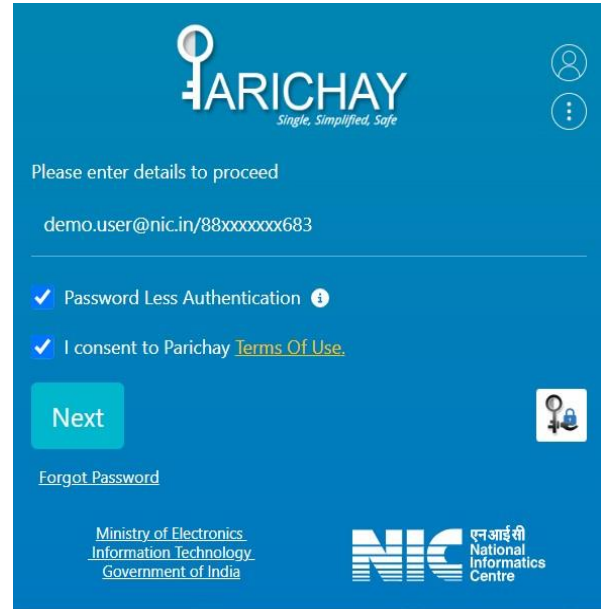
I consent to Parichay [Terms Of Use](#).

Next

[Forgot Password](#)

Ministry of Electronics
Information Technology
Government of India

NIC एन आई सी
National
Informatics
Centre



ARICHAY
Single, Simplified, Safe

Please enter details to proceed

demo.user@nic.in/88xxxxxx683

Password Less Authentication ⓘ

I consent to Parichay [Terms Of Use](#).

Next

[Forgot Password](#)

Ministry of Electronics
Information Technology
Government of India

NIC एन आई सी
National
Informatics
Centre

OR

Fig. 19

>> The user will be prompted to MFA page.

Step 2: Now, choose any of the MFA options to continue. [Refer fig. 20]

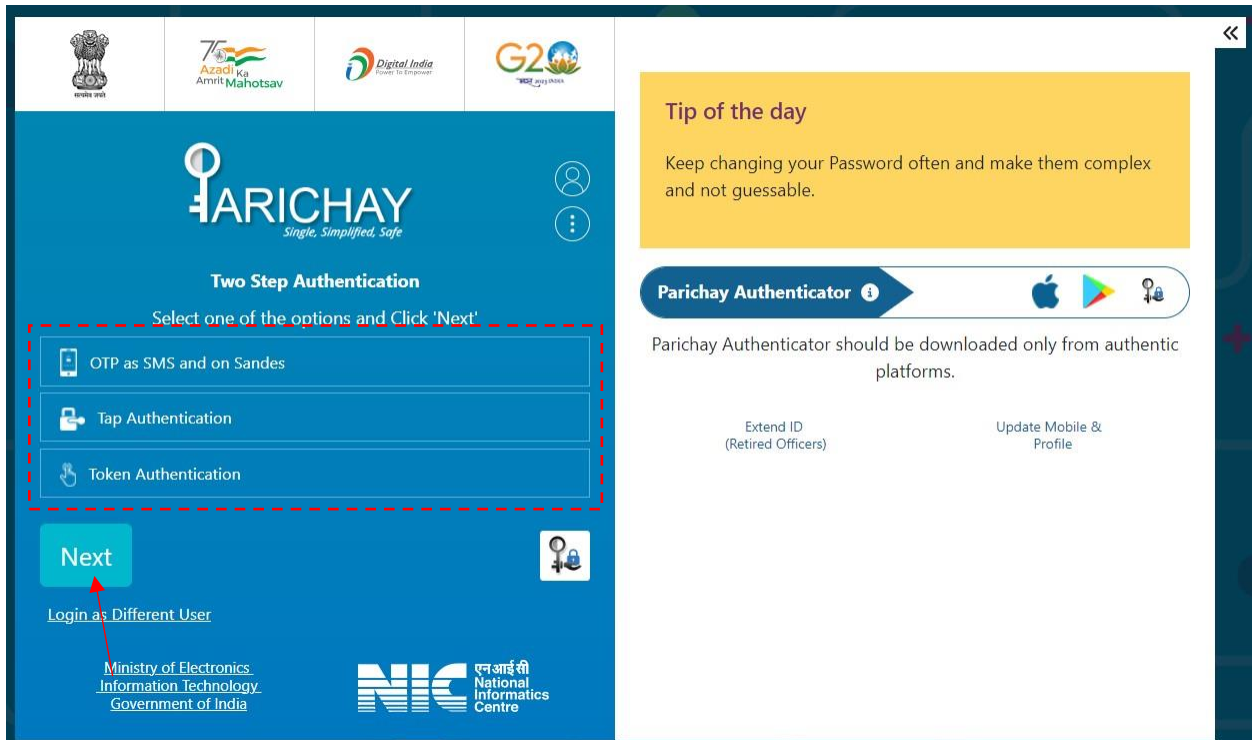


Fig. 20

>> User can choose any of the MFA options and following will be the authentication scenarios:

Step 3.1: OTP as SMS and on Sandes

Enter the **6-digit OTP** received on the registered mobile no. and click **Next** to login. [Refer Fig. 21]

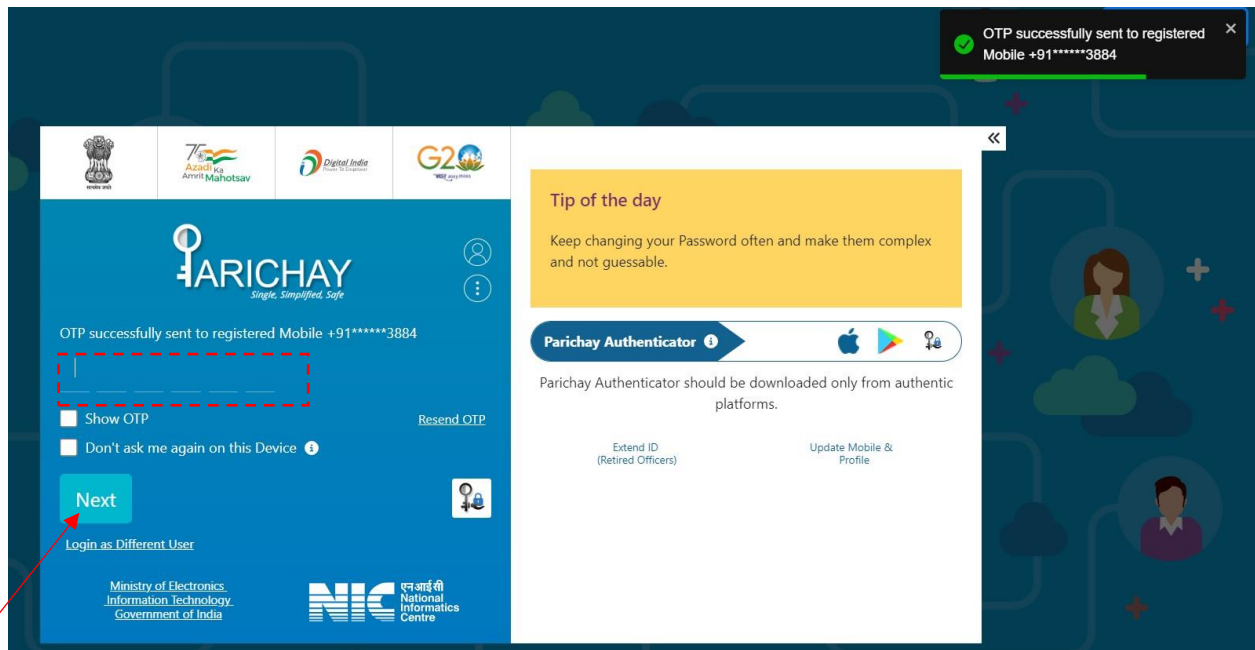


Fig. 21

>> Post-successful verification, user will be redirected to Parichay Dashboard.

Step 3.2: Tap Authentication

- a. User needs to choose the “**Tap Authentication**” and click “**Next**” to proceed. [Refer Fig. 22]

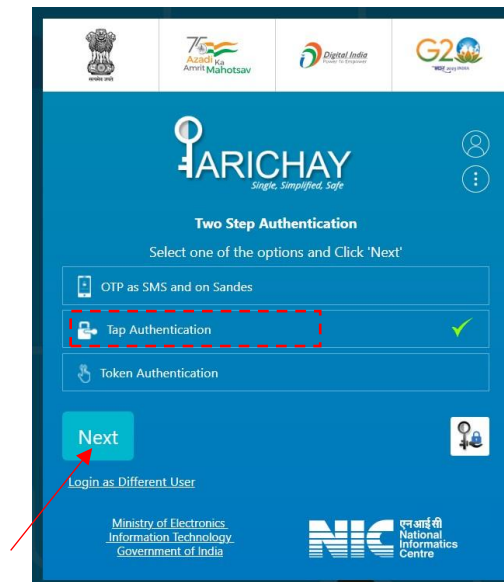


Fig. 22

Now, User needs to check the pull notification for their Parichay Authenticator App.

- b. Tap the “Accept” option to continue. [Refer Fig. 23]

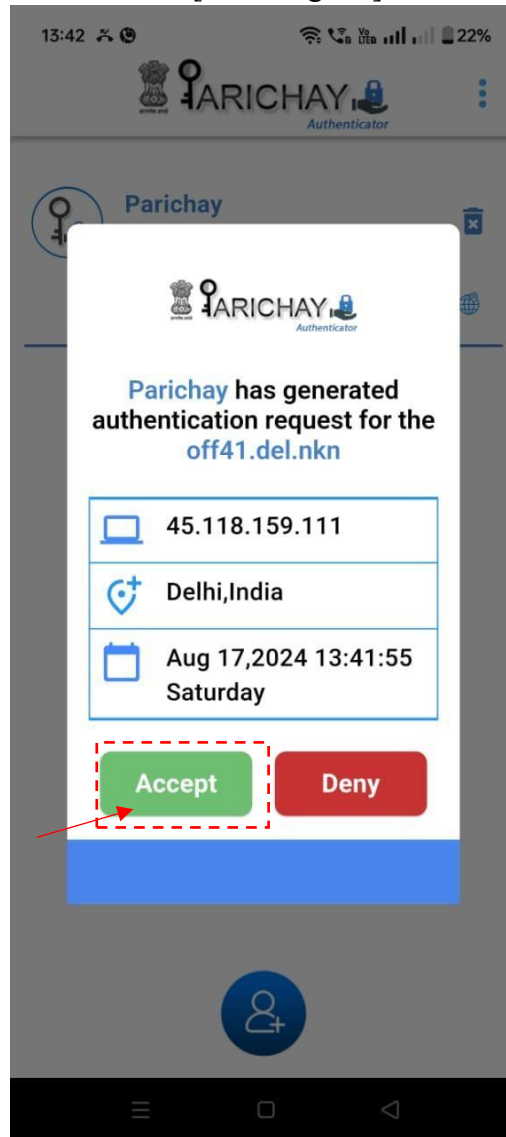


Fig. 23

>> Post-successful verification, user will be redirected to Parichay Dashboard.

Step 3.3: Token based Authentication

- a. Choose the “Token Authentication” and click “Next” to proceed. [Refer Fig. 22]

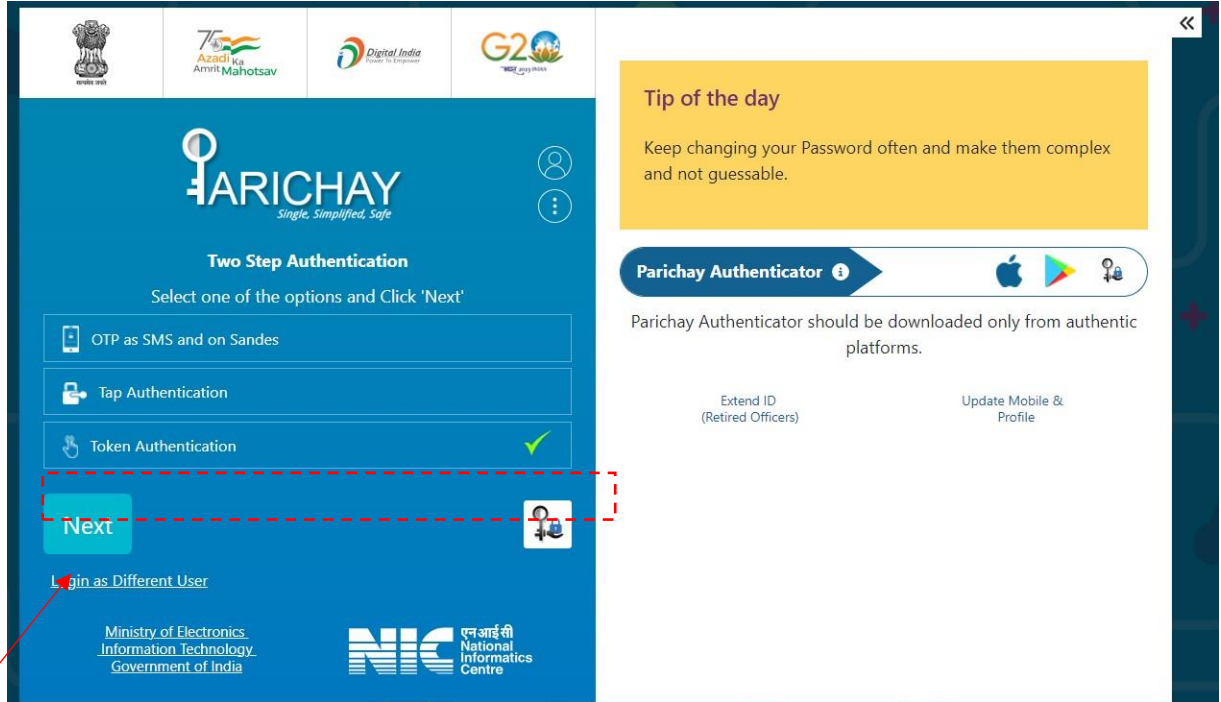


Fig. 22

Now, User needs to check the 6-digit “Token” for their Parichay Authenticator App.

- b. Enter the “Token” in the required field to continue. [Refer Fig. 23]

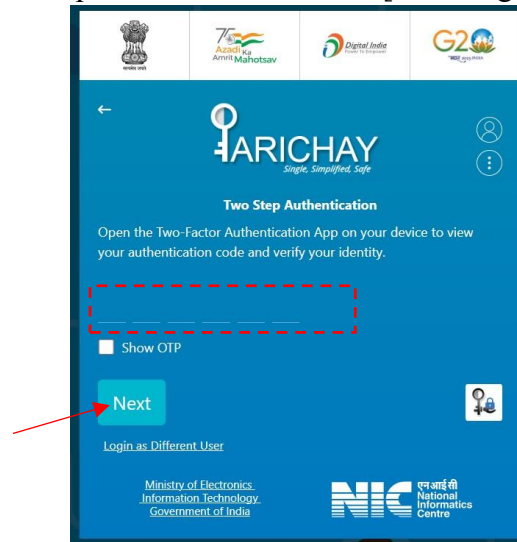


Fig. 23

>> Post-successful verification, user will be redirected to Parichay Dashboard.

5 GEOFENCING

User can manage geofencing for their Parichay Account accessibility via Parichay Authenticator Application. Following is the step-wise procedure:

Step 1: Open the Parichay Authenticator application configured with Parichay Account and Click the “**Geofencing**” icon to proceed. [Refer Fig. 24]

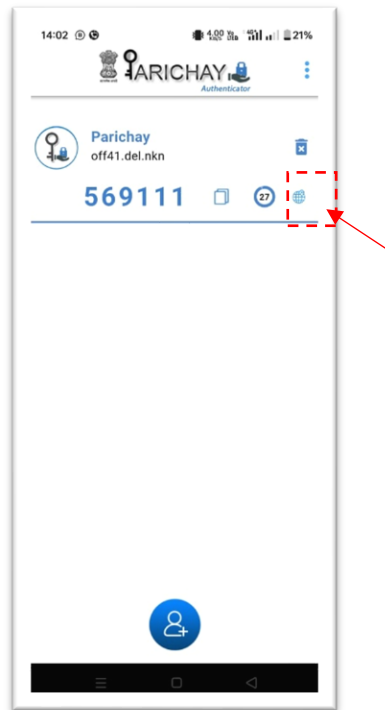


Fig. 24

Step 2: Click to switch the button and enable Geofencing Settings. [Refer Fig. 25]

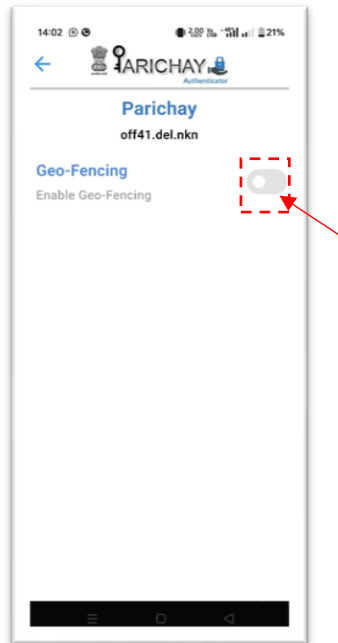


Fig. 25

Step 3: Now, click the “Manage” button to view the list of countries. [Refer Fig. 26]

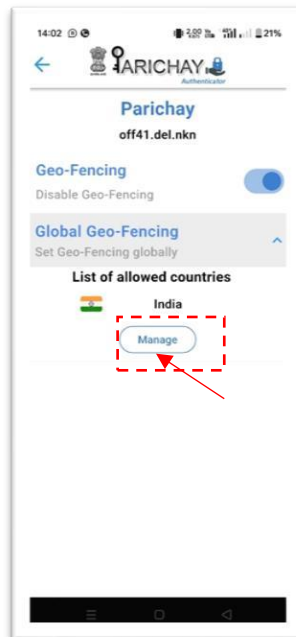


Fig. 26

Step 4: Mark/unmark to choose the **countries** as per your requirements. [Refer Fig. 27]

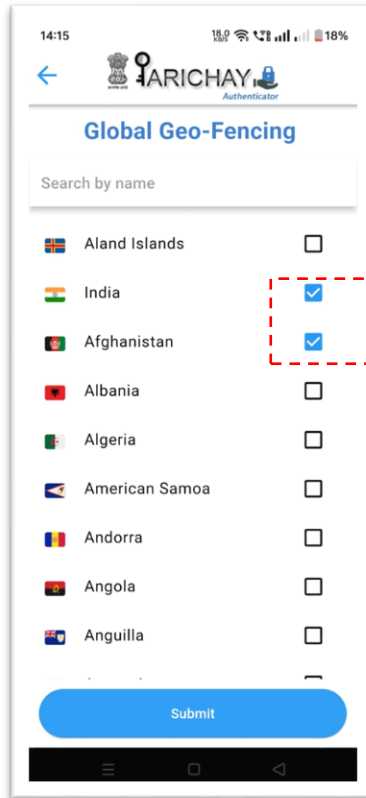


Fig. 27

Step 5: Now, click the “**Submit**” button and press back to view the applied changes. [Refer Fig.

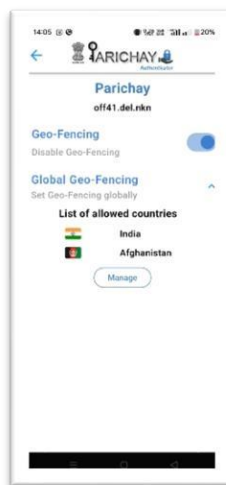


Fig. 28

6 TIMEOUT

The session expiration time may vary from service to service. After the service timeout, the user will be redirected to the password page.

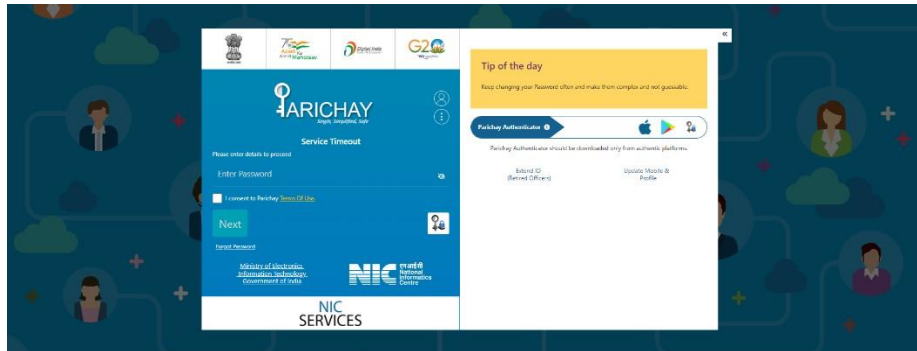


Fig. 29

Step 1: Enter Password again

Step 2: User will be prompted for the two-step authentication in case of forced authentication settings by the service.

7 HELP & SUPPORT

Click on the Menu button given over the login fields and then, choose “**Register Complaint**” to register any complaint or “FAQ” to see the frequently asked questions. [Refer Fig. 30]

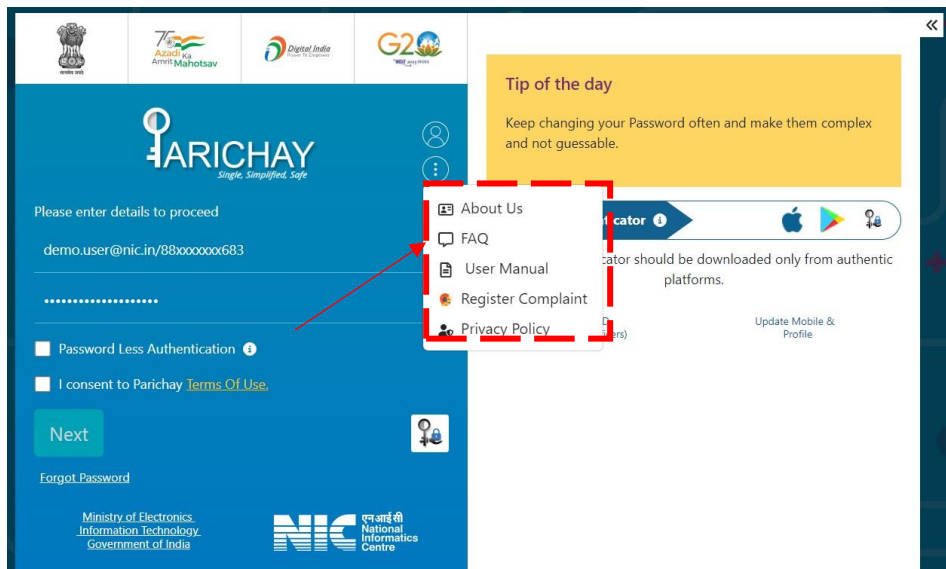


Fig. 30

8 LOGIN VIA INTEGRATED SERVICE

For example: The user wants to login to Analytics (analytics.gov.in) service integrated using service through service homepage. Following are the required steps:

Step 1: Visit the service URL (ex: <https://analytics.gov.in>) [Refer Fig. 31]

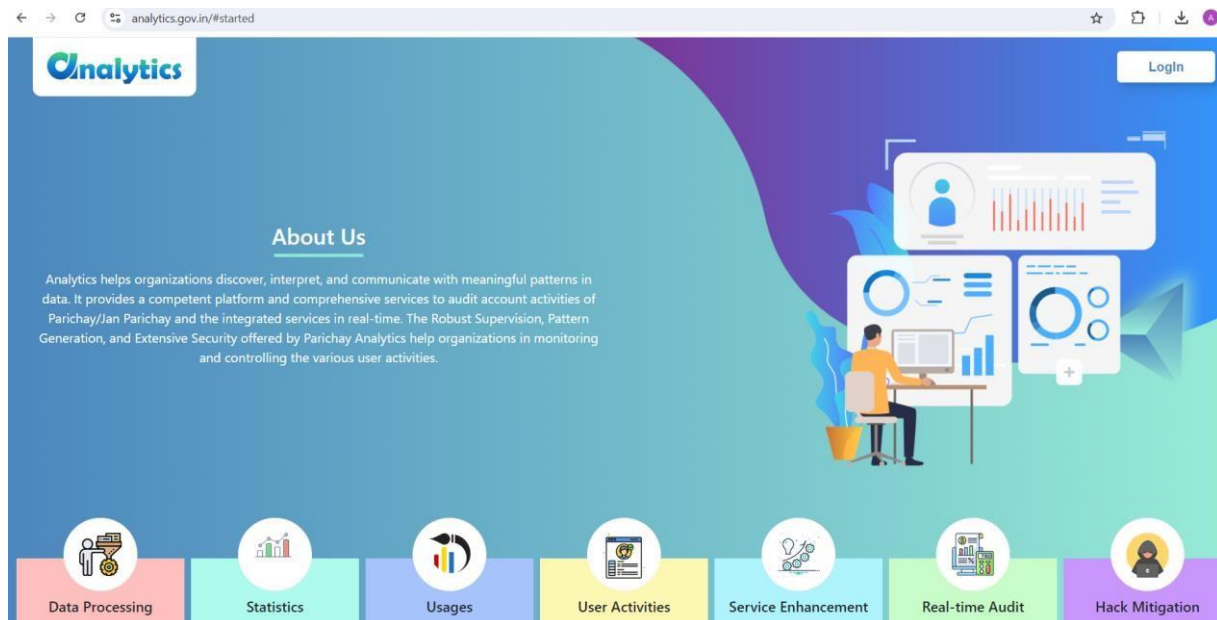


Fig. 31

Step 2: Click the “Login with Parichay” option to continue.



Fig. 32

>> User will be redirected to Parichay Login Page.

Step 3: Now, user can login either using the Password-based or Password-less authentication procedures mentioned above. [Refer Fig. 33]



Fig. 33