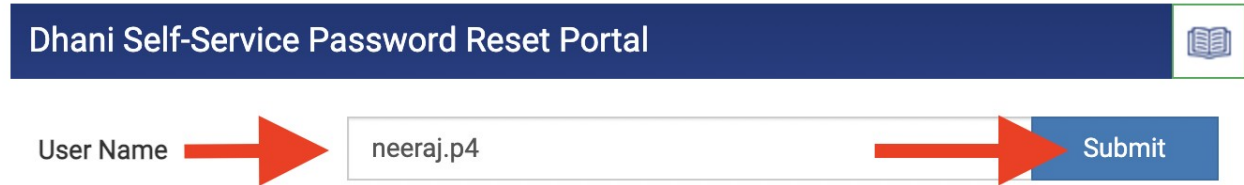


Dhani Password Reset Login

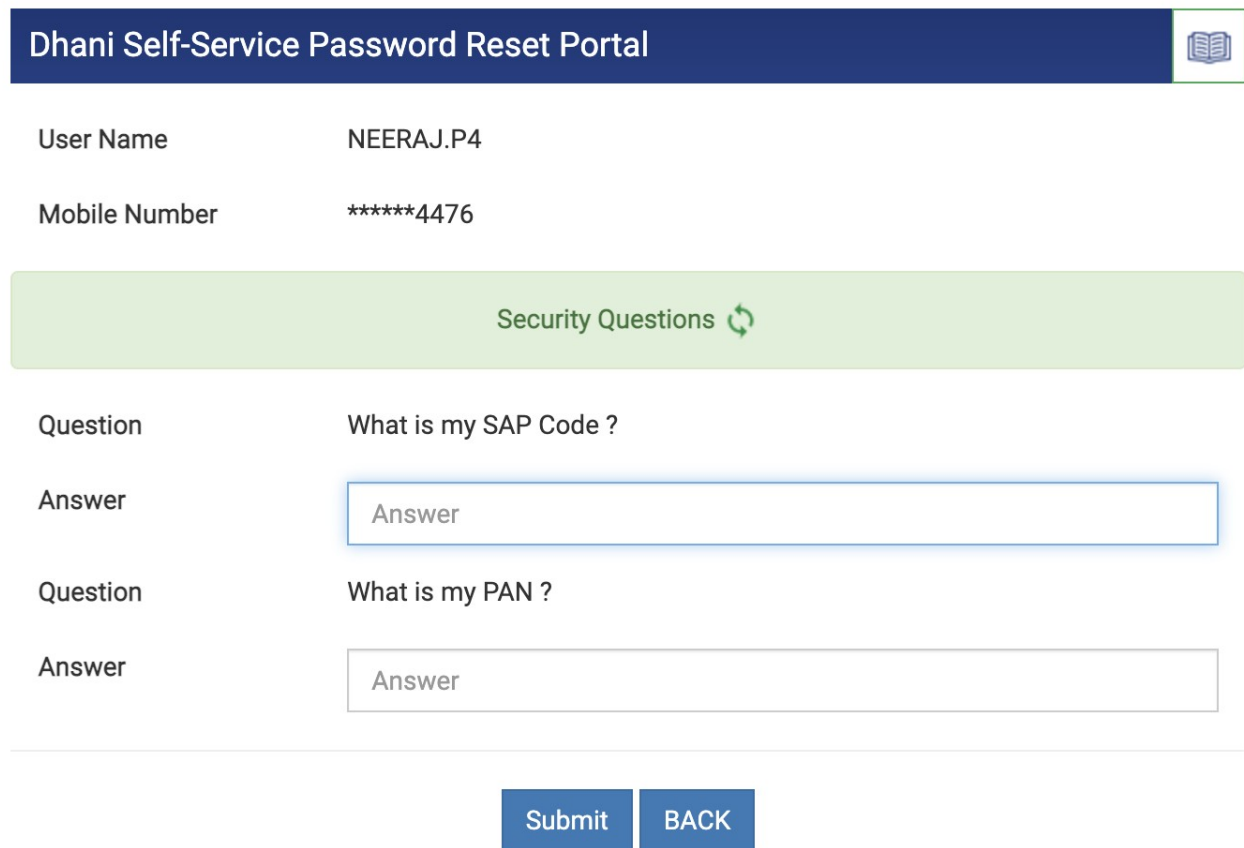
1) In case of forget password, user will use web URL <https://prss.dhani.com/> to reset his/her password.

2) Input your user name and click on Submit.



The screenshot shows the top of the 'Dhani Self-Service Password Reset Portal'. Below the header, there is a 'User Name' label with a red arrow pointing to a text input field containing 'neeraj.p4'. To the right of the input field is a blue 'Submit' button with a red arrow pointing to it.

3) After submitting, application display the employee basic details as shown in the below



The screenshot shows the 'Dhani Self-Service Password Reset Portal' displaying employee details and security questions. The details are as follows:

User Name	NEERAJ.P4
Mobile Number	*****4476

Below the details is a green bar with the text 'Security Questions' and a refresh icon. There are two security questions:

Question	What is my SAP Code ?
Answer	<input type="text" value="Answer"/>
Question	What is my PAN ?
Answer	<input type="text" value="Answer"/>

At the bottom, there are two buttons: 'Submit' and 'BACK'.

Note:-

- > User can answer the security questions by maximum 5 times.
- > In case of mobile number is not correct, please contact to your concerned HR manager



4) In this step, You can verify your basic information like User name and Mobile number. In case of any issue with the details showing on screen, please update your information in <https://dhaniverse.dhani.com/> (Employee details Section).

5) To change the security questions, click on Refresh button as shown in the below Screenshot.

Dhani Self-Service Password Reset Portal

User Name NEERAJ.P4

Mobile Number *****4476

Security Questions  

Question What is my SAP Code ?

Answer

Question What is my PAN ?

Answer

Note:-

- > User can answer the security questions by maximum 5 times.
- > In case of mobile number is not correct, please contact to your concerned HR manager

6) Also, you can click on “Back tab” to start over.

7) System prompts message “Security questions are verified. Now Generate OTP.”. Click on “Close” as shown in the below Screen.

Dhani Self-Service Password Reset Portal



User Name NEERAJ.P4

Mobile Number *****4476

Security Questions

Question What is my SAP Code ?

Answer

Question

Answer

Success !

Security questions are verified. Now generate OTP



Close


Note:-

- > User can answer the security questions by maximum 5 times.


8) "Generate OTP" button will appear on screen. Click on "Generate OTP" to get 6 digit OTP on your registered Mobile number. Shown in below Screenshot.

Dhani Self-Service Password Reset Portal

User Name	NEERAJ.P4
Mobile Number	*****4476

Security Questions 

Question	What is my SAP Code ?
Answer	<input type="text" value="Answer"/>
Question	What is my PAN ?
Answer	<input type="text" value="Answer"/>

 Generate OTP

Note:-

- > User can answer the security questions by maximum 5 times.
- > In case of mobile number is not correct, please contact to your concerned HR manager

9) System will prompt, Enter six digit OTP code sent through SMS on your mobile number/Personal email and Dhani email as shown in below Screenshot. After this click on "Close".

Dhani Self-Service Password Reset Portal



Enter OTP Code

Submit OTP

Resend OTP

OTP is valid for next 5 minutes.

2 attempts are left to resend OTP.

Note:-

- > Please enter the OTP which has been sent to your mobile number *****4476.
- > In case you don't receive the OTP, kindly click on Resend OTP.
- > Number of attempts for OTP re-generation is restricted to 3 times.

Success !

Enter 6 digit OTP code sent through
SMS on your mobile number
*****4476,
NEERAJ.P4@DHANI.COM,
PANDEY.NEERAJ275@GMAIL.COM



Close

10) Enter the 6 digit OTP in the space provided as shown in the below Screenshot and click on Submit OTP

- In case you don't receive the OTP, kindly click on Resend OTP.
- Number of attempts for OTP re-generation is restricted to 3 times.

Dhani Self-Service Password Reset Portal



Enter OTP Code

..... 1  **Submit OTP** **Resend OTP**

OTP is valid for next 5 minutes.

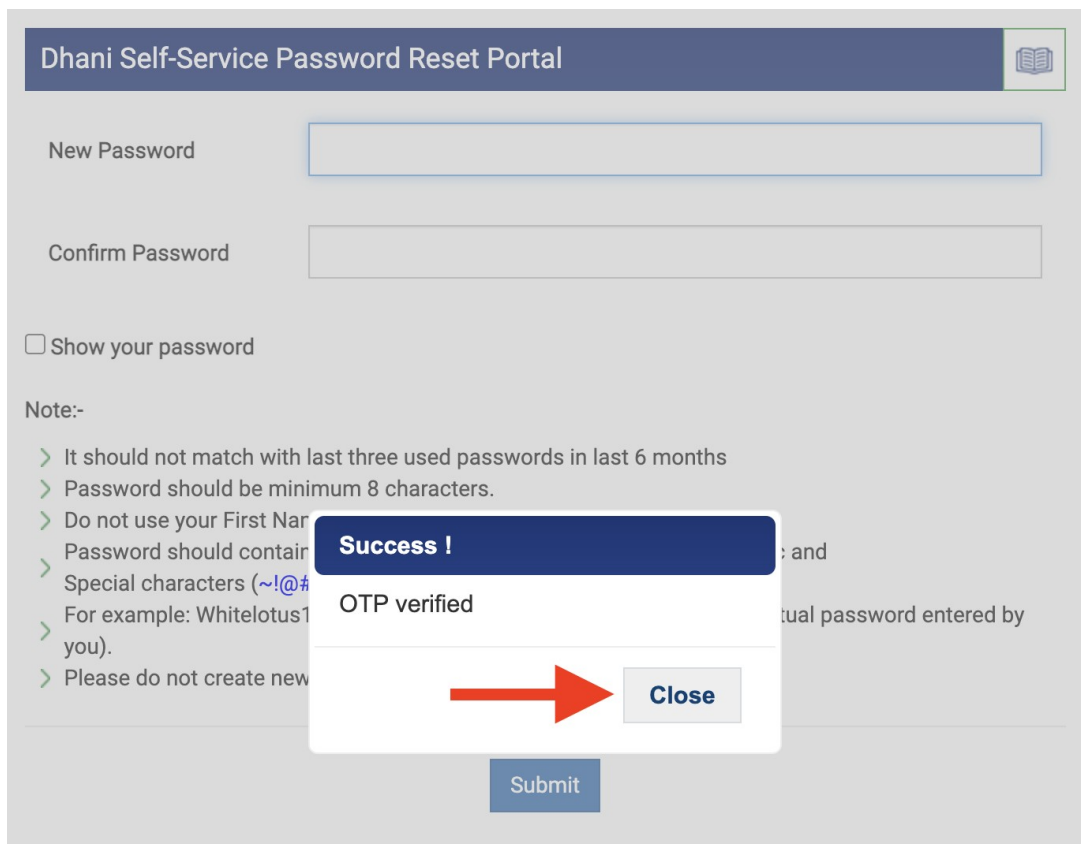
2 attempts are left to resend OTP.



Note:-

- > Please enter the OTP which has been sent to your mobile number *****4476.
- > In case you don't receive the OTP, kindly click on Resend OTP.
- > Number of attempts for OTP re-generation is restricted to 3 times.

11) System will prompt, A Success Message “OTP Verified”. After this click on “Close”.



Dhani Self-Service Password Reset Portal

New Password


Confirm Password

Show your password

Note:-

- > It should not match with last three used passwords in last 6 months
- > Password should be minimum 8 characters.
- > Do not use your First Name
- > Password should contain
- > Special characters (~!@#
- > For example: Whitelotus1
- > you).
- > Please do not create new

Success !
OTP verified

 **Close**

Submit

12) User need to enter the Password and Confirm Password, as per the Dhani Password policy and click on Submit. For reference, please follow below Screen.

Note:-

- Password should not match with last three used passwords in last 6 months
- Password should be minimum 8 characters.
- Do not use your First Name and Last Name in your password
- Password should contain combination of Lowercase/Uppercase, Numeric and Special characters (~!@#\$\$%^&*~+=`|\(){}[];'"< >, .?/).
- For example: Whitelotus1234@ (Please don't consider this example as actual password entered by you).
- Please do not create new password with your first and last name

Dhani Self-Service Password Reset Portal 

New Password

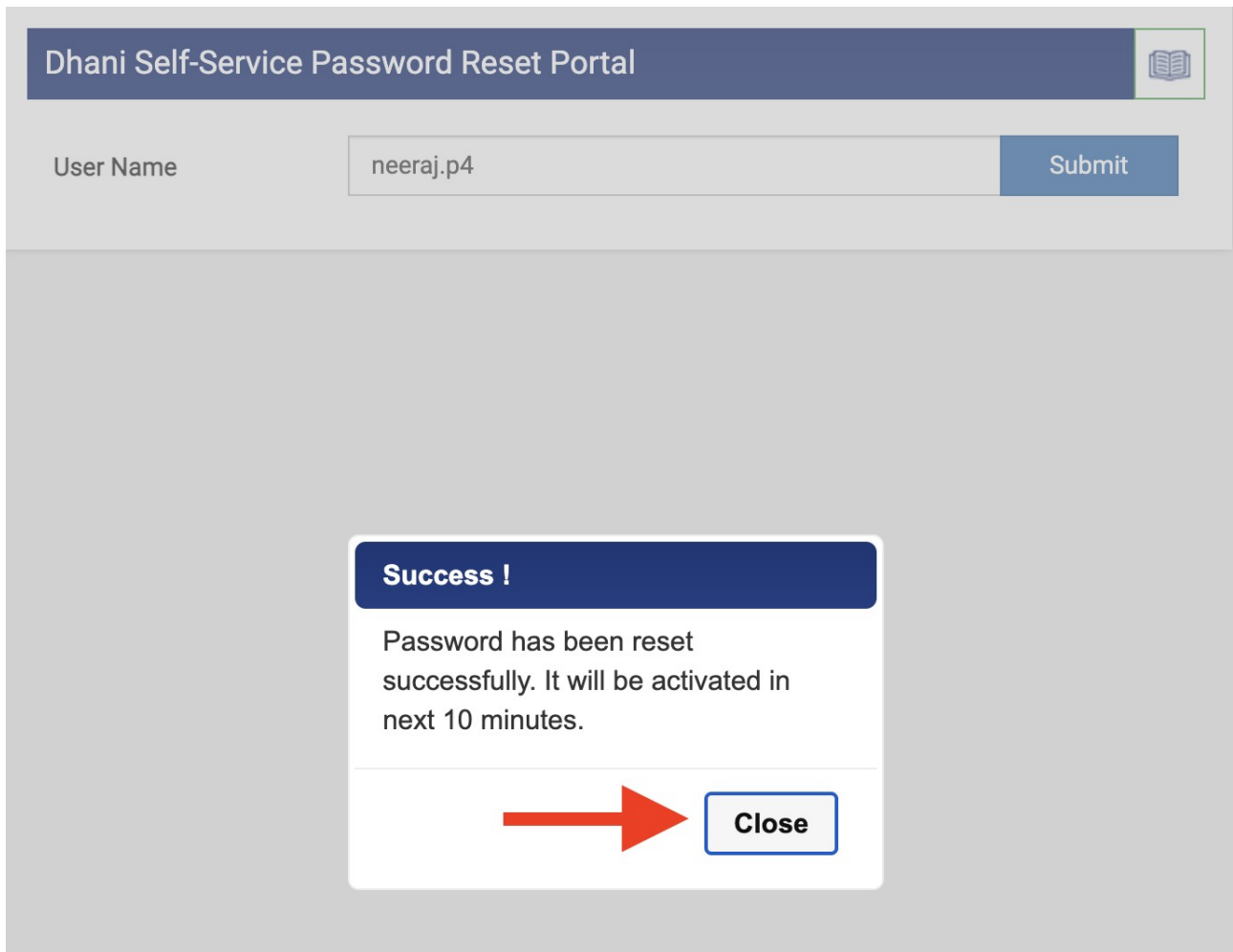
Confirm Password

Show your password

- Note:-**
- > It should not match with last three used passwords in last 6 months
 - > Password should be minimum 8 characters.
 - > Do not use your First Name and Last Name in your password
 - > Password should contain combination of Lowercase/Uppercase, Numeric and Special characters (~!@#\$\$%^&*~+=`|\(){}[];'"< >, .?/).
 - > For example: Whitelotus1234@ (Please dont consider this example as actual password entered by you).
 - > Please do not create new password with your first and last name



13) After submitting, the system prompts a message “Password has been reset successfully. It will be activated in next 10 minutes.”. This means, user has successfully reset his/her password. For reference, please follow the below Screen.



The screenshot displays the 'Dhani Self-Service Password Reset Portal'. At the top, there is a dark blue header with the text 'Dhani Self-Service Password Reset Portal' and a small icon of an open book. Below the header, there is a form with a 'User Name' label and a text input field containing 'neeraj.p4'. To the right of the input field is a blue 'Submit' button. In the center of the page, a white success message box is displayed. The box has a dark blue header with the text 'Success !'. Below the header, the message reads: 'Password has been reset successfully. It will be activated in next 10 minutes.' At the bottom of the message box, there is a red arrow pointing to the right, and a blue 'Close' button.

14) You can use Dhani services like Emails/dhaniverse.dhani.com with new password after 10 minutes.