Godrej Infotech Limited



Ex-Employee Portal Help file

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01. Steps for new registration:



(After clicking on Sign up you will get an OTP on your registered mobile number and Email ID)

Verify OTP provided

Verify Otp		
OTP will expire in 10 minutes		
Enter Otp		
Verify	Back	

Create new password as per the guidelines Once OTP is verified

Set Password	Set Password	
Password should be atleast 8 characters long and must have atleast one upper case, one lower case letter, one special character & one number. Special characters allowed are $ \# \$ \% ^ 8 + = @$	Password should be atleast 8 characters long and must hav case, one lower case letter, one special character & one nu allowed are ! # \$ % ^ & + = @	
Password	Password	

Save	Save
Once the password is set, it wi "Account created Successfully to move ahead	ill show a success message, y", click on "Proceed to Login"

	Id be atleast 8 characters long and must have atleast one upper
case, one lowe allowed are ! #	r case letter, one special character & one number. Special characters \$ % ^ & + = @
Password	•
0	
Confirm Pass	word
Account create	ed successfully. <u>Proceed To Login</u>

Caution:-

In case your email ID or mobile number is incorrect, you will require to enter DOJ and DOS to proceed for registration.

02. Steps to login for existing users

Göðrej	Godrej Enterprises Group
The ter ter ter ter ter ter ter ter ter te	Ex-Employee Portal Login New Registration Employee Code

Click on Login 🗲

You will receive an OTP on your registered mobile number

Enter the 6 digit OTP

Verify Otp OTP will expire in 10 minutes			
Enter Otp		E	Enter OT
Verify	Back		

Click	on	verify	
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Verify the OTP by entering the OTP provided on registered email ID and Mobile number in Verify OTP screen.

CPP will expire in 10 minutes Enter Otp 107675 Vorify Back Cick on verify Cick on verify	Verify O			
107675 Verify Back Click on verify Click on verify Once logged in, you can access your Form 16, Full and Final Settlement or the Gratuity Statement Profile VECOME CHARGE SHELLEMANAGEKKAR LOCE Profile FORM 16 Settlement Select Financial Year Form 16 Select Financial Year Full and Final Select Financial Year Form 16 Select Financial Year	OTP will expir	e in 10 minutes		
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03. Steps for forgot password

<image/>	Giðrej	Godrej Enterprises Group
		Ex-Employee Portal Login New Registration Employee Code Password

Enter your registered Employee Code

Gódrej		Godrej Enterprises Group
Grove	Ex-Employee Portal Login New Registration Employee Code	Godrej Enterprises Group

You will receive an OTP on your registered mobile number



Forgot Password



Ex-Employee Portal

Login	New Registration
Employe	ee Code
37722	2
	Proceed

Enter the 6 digit OTP



Set your password as per the instructions

	should be atleast 8 ch lower case letter, one	a second	t have atleast one upper e number. Special characters
allowed a	re!#\$%^&+=@		
Passwor	d		٩
Confirm	Password		

Incase the set password is not as per the instructions, you shall receive an error message. Please note, the password cannot be similar to the last 3 set passwords.

Password	Password should be atleast 8 characters long and must have atleast one upper case, one lower case letter, one special character & one number. Special character allowed are ! # \$ % ^ & + = @				
rassword	۵				
case, one low	ould be atleast 8 characters long and must have atleast one upper ver case letter, one special character & one number. Special characters @ # \$ % ^ & + =				
Confirm Pa	ssword				
	sword must be different from your previous 3 passwords.				
Set Passwo	Save				
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Set Password Password sho case, one low allowed are ! Password	Save ord build be atleast 8 characters long and must have atleast one upper ver case letter, one special character & one number. Special characters # \$ % ^ & + = @				

Once the password is set, you can proceed to login

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allowed are Password	!#\$%^&+=@			
1 2550010				<
Confirm F	assword			
Password o	hanged success	fully. <u>Proceed To L</u>	ogin	
	Save			

Note :- In case of any concerns kindly reach out to GITL HR

