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	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	case, one lower case letter, one special character & one number. Special charac
allowed are ! # \$ % ^ & + = @	allowed are ! # \$ % ^ & + = @
Password	Password
•	

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

case, one lower case letter, one special chara	acter & one number. Special characters
allowed are $! # \phi \% : \alpha + = \omega$	
Password	
Confirm Password	
Account created successfully. <u>Proceed To Lo</u>	agin
ccount created successfully. <u>Proceed To Lo</u>	<u>əgin</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

Góðrej	Godrej Enterprises Group
<image/>	Ex-Employee Portal

Click on Login 🗲

You will receive an OTP on your registered mobile number

Enter the 6 digit OTP

OTP will expire in 10 minutes		
Enter Otp		Enter O
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.

Crick on verify Urify Back Click on verify Click on verify Set Stranger Set Strange	Verify O	tp		
Enter Otp 107575 Verify eack Click on verify Click on verify NUCCEREDOGGED IN, you can access your Form 16, Full and Final Settlement or the Gratuity Statement PORM 16 Seter Financial Your Setter Financi Your Setter Financi Your Setter Financial Your Setter Financia	OTP will expir	e in 10 minutes		
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03. Steps for forgot password

Godrej	Godrej Enterprises Group
	Ex-Employee Portal Login New Registration Employee Code Password Forgot Password Login

Enter your registered Employee Code

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

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

Password case, one	should be atleast 8 ch lower case letter, one rel $\#$ % ^ & + = @	racters long and mu pecial character & c	ist have atleast one upper one number. Special characters
Passwoi	d		۲
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.

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Password		
•••••		
Password should case, one lower allowed are ! @ #	d be atleast 8 characters long and must have atleast one upper case letter, one special character & one number. Special characters # \$ % ^ & + =	
Confirm Password		
	Save	
	Save	
Set Password	Save	
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Set Password Password should case, one lower allowed are ! # \$ Password 	d d d be atleast 8 characters long and must have atleast one upper case letter, one special character & one number. Special characters $3\% \wedge \& + = @$	

Once the password is set, you can proceed to login

Password should be a case, one lower case	atleast & characters long and must have atleast one upper letter, one special character & one number. Special characte
allowed are ! # \$ % ^ 8	& + = @
Password	
Confirm Password	
Password changed s	uccessfully. <u>Proceed To Login</u>
Sa	ve

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

